

# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
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## AGENDA

**REGULAR BOARD MEETING**  
**7:00 pm Tuesday, March 14th, 2017**  
**BOARD MEETING LOCATION**  
**AVILA BEACH CIVIC ASSOCIATION**  
**191 SAN MIGUEL STREET**  
**AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**
  - Pete Kelley, President
  - Lynn Helenius, Vice President
  - Eric DeWeese, Director
  - Ara Najarian, Director
  - Ken San Filippo, Director
3. **PUBLIC COMMENT**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on tonight's agenda** may address the Board now. Please state name and address before addressing the Board and **limit presentations to 3 minutes**. State law does not allow Board action on items not appearing on the agenda.
4. **INFORMATION AND DISCUSSION ITEMS**

Items of District interest which may be placed on later agendas, or where staff needs to inform Board.

  - A. County Reports
    1. SLO County Sheriff Department
    2. CalFire/County Fire Department
  - B. Reports on Attended Conferences, Meetings, and General Communications of District Interest
5. **CONSENT ITEMS:**

**These items are approved with one motion.** Directors may briefly discuss any item, or may pull any item, which is then added to the business agenda.

  - A. Minutes of January 10<sup>th</sup>, 2017 Regular Meeting
  - B. Monthly Financial Review

- C. General Manager and District Engineer Report
- D. Capital Projects Status Report
- E. Water and Wastewater Superintendent Report
- F. Request from Avila Beach Farmers Market Association for electrical use by Farmers Market vendors for 2017.

**6. DISCUSSION OF PULLED CONSENT ITEMS**

At this time, items pulled for discussion from the Consent Agenda, if any, will be heard.

**7. BUSINESS ITEMS: Items where Board action is called for.**

- A. Mid-Year Budget Review  
(Action Required: Receive Report)
- B. Review of District By-Laws  
(Action Required: Receive Report; Review By-Laws; Direct Staff to Return With Any Proposed Changes for Approval at a Later Meeting)
- C. Status of FRM Contract  
(Action Required: Receive Report and Provide Direction to Staff)
- D. Former Fire Station Tenant Lease Agreement  
(Action Required: Receive Report and Provide Direction to Staff)

**8. COMMUNICATIONS/ CORESPONDENCE**

At this time, any Director or Staff, may ask questions for clarification, make any announcements, or report briefly on any activities or suggest items for future agendas.

**9. Adjourn to next regularly scheduled meeting on April 11<sup>th</sup>, 2017**

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
January 10th, 2017**

**1. CALL TO ORDER**

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 7:00 p.m. on the above date, in the Avila Beach Civic Center.

**2. ROLL CALL**

Board Members Present:                   Pete Kelley  
  Lynn Helenius  
  Eric DeWeese  
  Ken San Filippo

Absent:                                       Ara Najarian

Staff Present:                               Brad Hagemann, General Manager and District Engineer  
  Kristi Dibbern, Accounting Clerk

Absent:                                       Carinna Butler, Operations Manager

**3. PUBLIC COMMENTS**

President Kelley read Resolution 2016-12 commending Director Janowicz for his service on the Board. Former Director John Janowicz commented and expressed his appreciation to staff and board members.

GM Hagemann announced an Ethics Training Seminar is available at the Templeton CSD January 19<sup>th</sup>, 2017. All board members are required to have Ethics & Sexual Harassment training this calendar year. Board Member Best Practices Seminar will be held, January 26<sup>th</sup>, from 9 AM – 12 PM at the Santa Ynez Community Services District.

Avila CSD will be hosting the California Special Districts Association Annual Meeting on Friday evening, January 27, 2017 at the Avila Beach Civic Association Community Center, please RSVP tonight. Tickets are \$20 per person in advance or \$25 at the door.

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Sheriff Taylor reported 55 calls for service this month. Among those were six traffic stops, two 911 calls, and 5 foot patrols. There were a number of business alarm calls, however no incidents to report. Two hotel guests caused a disturbance at the Lite House Suites. A number of purses and credit cards were reported stolen from several cars at the Bob Jones trailhead parking area. Unfortunately, the surveillance cameras did not catch any suspicious activity on videotape.

**2. CAL Fire Report:**

Battalion Chief Paul Lee from CAL Fire reported they have cut back to winter staffing. There were thirty two calls for service this month. Chief Lee reminded the board and public that eighteen inches of water will cause your car to float. Please take caution when driving in the rain. Heavy rain has caused structural fires due to leaks near electrical wiring in several homes around the county.

**5. CONSENT ITEMS**

- A. Approval of the Minutes for the following meetings: December 13th, 2016 Meeting
- B. December Financials
- C. Water & Wastewater Superintendent Report
- D. General Manager/District Engineer Report

**6. DISCUSSION OF PULLED CONSENT ITEMS.**

**President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items.**

Director San Filippo commented regarding the CSDA Annual Dinner Meeting that we may want to encourage the SLO Chapter of CSDA to consider a rotation of hosts for this event due to staff time and added cost.

GM Hagemann advised the Board that the San Luis County Public Works Department updated their webpage to include real time rainfall and water reservoir data. The website address is [www.slocountywater.org](http://www.slocountywater.org). GM Hagemann reported Lopez Lake had risen almost 5 feet in the past 7 days.

Hagemann noted that several projects are nearing completion at the WWTP as indicated in the Capital Improvement Program report. Staff anticipates the projects will be completed by mid-March. Once these improvements are, completed staff will schedule a tour for those Board members that are interested in touring the WWTP.

Director Helenius asked if the chlorate levels in the drinking water had returned to levels below the drinking water notification levels, as reported by the County on December 8, 2016. Hagemann confirmed that the chlorate levels had returned to normal levels. Director Helenius asked if the District's contract includes a provision that the County provides "clean water" and "if the product is not up to minimum standards, is there language in our Lopez contract to address this issue?" GM Hagemann stated he would report back on these items.

Director Kelly made the motion to adopt the consent items. Director San Filippo seconded the motion and it passed with a roll call vote 4-0.

AYES:       Pete Kelley  
              Eric DeWeese  
              Lynn Helenius  
              Ken San Filippo

NOES:       None

ABSENT:     Ara Najarian

7.     **BUSINESS ITEMS:** Items where Board action is called for.

A.     **Ad Hoc Drought Committee to become permanent Committee for ABCSD.**

(Action Required: Considering Making the Drought Committee a Standing Committee)

At the December Board meeting Legal Counsel, Mike Seitz suggested making this change since an Ad Hoc Committee is technically only a one year Committee. Director Kelley made the motion to approve the Drought Committee to become permanent. Director San Filippo seconded the motion and it passed with a roll call vote 4-0.

AYES:       Pete Kelley  
              Eric DeWeese  
              Lynn Helenius  
              Ken San Filippo

NOES:       None

ABSENT:     Ara Najarian

B.     **Drainage and Parking Issues in Avila Beach Area**

(Action Required: Receive Report and Provide Direction to Staff)

GM Hagemann reported that staff met with Assistant Public Works Director Flynn in October 2016 regarding this issue. At the County's request, a second meeting took place in late December 2016. The attendees included, Mr. Flynn, Public Works Director Wade Horton, Supervisor Hill's representative, the Harbor District and CSD staff. Flynn reported that County Public Works spent \$60,000 last year pumping the parking lot and may spend an equal amount again this year.

The County funded a Conceptual Design Report that evaluated three alternatives that would address the flooding issue. The recommended alternative was to install a permanent pumping system with an estimated cost of \$375,000. County PW and Supervisor Hill's office agreed to work on obtaining grant funding for the initial capital costs. GM Hagemann agreed to discuss the concept of the Avila Beach CSD taking the lead on providing the ongoing operations and maintenance with the CSD Board. Operations and maintenance funding would come from a special assessment from those benefitting from the pumping system. The County estimated the operation and maintenance costs at \$25,000/year, which includes a sinking equipment replacement fund.

After some discussion, the Board indicated that they were not in favor of the District offering to provide operation and maintenance support of a storm water pumping station. They believed this is the responsibility of the County Public Works Department. The Board directed staff to continue to attend any meetings on this topic and report back to the Board.

### **C. Capital Improvement Program Status Report**

(Action Required: Receive Report and Provide Direction to Staff)

GM Hagemann provided an oral summary of the written Status Report that included:

**W -1: Water Tank Storage Improvements:** Power installation at water tank is complete. Staff is researching tank mixing system options/specifications and it will be ordered shortly.

**W-2: Water System Valve Replacement:** No Change.

**W-3: Misc. Water Line Replacement:** Water and wastewater GIS maps are being updated.

**WW-1: Recycled Water Study and Upgrade of WWTP:** Staff met with consultant on Dec 20 to narrow conceptual alternatives. Draft report is scheduled to be completed by June 2017.

**WW-2: Effluent Line Repair:** Although work is near completion, recent storms have caused delays. Tie-in to the existing line to the new line is the next step.

**WW-3: Chlorination System Improvements:** This project is delayed until FY 2017/18.

**WW-4: Wastewater Collection Line Repair:** No projects to date.

**WW-5: Influent Wet Well Coating Repairs:** Initialing project in mid-2017.

**WW-7: Misc. Waste Water Projects:** The gate at the WWTP has been replaced/widened to allow easier access by large service vehicles.

**WW-9: Repair Decking at Wastewater Treatment Plant:** Anticipated completion for Wastewater Treatment Plant Decking Repair Project is January 20<sup>th</sup>.

Director San Filippo commented that perhaps a few District projects could be overseen by a Cal Poly intern. GM Hagemann will report back to the Board regarding options.

**No action was taken by the Board.**

**8. COMMUNICATIONS:**

California Special Districts Conference at Embassy Suites is scheduled for April 23 -26<sup>th</sup>, 2017. Board members that are interested in attending can advise staff and we will get them enrolled.

General Manager Hagemann informed the Board that the County notified the District about slightly higher than normal chlorate levels in Lopez Reservoir. GM Hagemann wanted the Board to be aware of this notification. The County has reported this to the regulatory agencies. The chlorates are a bi-product of the disinfectants. The County has posted the notification to their webpage and the District will also post the notification to the District's webpage.

**ADJOURNMENT: The meeting was adjourned at 8:40 p.m.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, February 14th, 2017 at 7:00 pm.**

These minutes are not official nor a permanent part of the records until approved by the Board of Directors at their next meeting.

Respectfully submitted,

  
Brad Hagemann, PE  
General Manager

**AVILA BEACH**  
**COMMUNITY SERVICES DISTRICT**  
Post Office Box 309, Avila Beach, CA 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: March 14<sup>th</sup>, 2017

SUBJECT: Monthly Financial Review for January & February 2017

**Recommendation:**

Receive and file report.

**Overall Monthly Summary**

During January the District made deposits in the amount of \$88,807.71 and experienced \$278,885.12 in expenses (cash basis). Income in January included \$21,356.57 in County tax income and \$63,105.40 in monthly water and sewer fees. Detailed financial reports including a Balance Sheet, Deposits by Fund, Checks by Fund, as well as, a Profit and Loss Sheet for January are provided for your information. Expenses for January were significantly higher than usual since we made the payment for the entire Fiscal Year 2016/17 Cal Fire contract (\$161,285) and we paid the second semi-annual State Water Project payment of \$51,913.40. We also paid \$16,780 in capital improvement projects.

During the month of February the District deposited \$78,313.80 and incurred \$135,150.09 in expenses (cash basis). Income in February included \$12,880.16 in County tax income and \$67,339.79 in monthly water and sewer fees. Monthly expenses for February were higher than normal due to the payment of 2 months (December and January) of regular Operation and Maintenance invoices from Fluid Resource Management (FRM) and \$42,700 in capital improvement projects.

**Utility Service Billing**

For the month of January the District billed approximately \$64,166.63 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$579.25.

During February the District billed approximately \$67,339.79 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges by \$526.29 Six delinquent accounts with payments 60+ days past due are on a payment schedule.

**Operation and Maintenance**

Staff is also including the Fluid Resource Management (FRM) Statement for January & February 2017. The January 31, Statement is relatively high because it includes expenses from the November Statement (which have been paid), two months of Operation and Maintenance fee and approximately \$22,000 in Capital Improvement Program expenses for the effluent line repair and flooring/decking repair project. The February Statement is more typical in that it includes only one month of Operation and Maintenance fee but it also includes approximately \$8,300 in CIP expense and \$5,000 in storm response related expenses.



Avila Beach Community Services District  
**Profit & Loss**  
January 2017

	<u>Jan 17</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Income Summary	
4010 · Operating Revenue	63,105.40
4012 · Solid Waste Franchise Fee	1,085.74
4030 · County Taxes	21,356.57
4090 · Rental Income	3,260.00
	<hr/>
<b>Total 4000 · Income Summary</b>	88,807.71
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<b>Total Income</b>	88,807.71
	<hr/>
<b>Gross Profit</b>	88,807.71
<b>Expense</b>	
5100 · Merchant Credit Card Fees TIB	158.09
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	3,779.03
5012 · Holiday Pay	389.02
5014 · Sick Pay	0.00
5016 · Vacation Pay	733.59
5218 · Other	300.00
	<hr/>
<b>Total 5210 · Gross Wages</b>	5,201.64
5230 · Payroll Taxes	189.34
5240 · Health & Medical Exp.	
5242 · Health Insurance	600.00
	<hr/>
<b>Total 5240 · Health &amp; Medical Exp.</b>	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	613.53
	<hr/>
<b>Total 5250 · PERS Company Pd Expense</b>	613.53
5280 · Payroll Administration & Misc.	235.48
	<hr/>
<b>Total 5200 · Payroll Expenses</b>	6,839.99
6000 · Administrative Overheads	
6102 · Accounting	756.25
6135 · Legal	605.00
6140 · Office Supplies & Postage	906.97
6150 · Rate Assistance	488.81
6160 · Training	473.93
	<hr/>
<b>Total 6000 · Administrative Overheads</b>	3,230.96

Avila Beach Community Services District  
**Profit & Loss**  
January 2017

	Jan 17
<b>6500 · Operating Expenses</b>	
6503 · Chemicals	6,531.06
6505 · Contract Labor	196,019.52
<b>6520 · Equipment Repair &amp; Maint.</b>	
6522 · Equip. Rep. & Maint-Avila & HD	1,378.28
6520 · Equipment Repair & Maint. - Other	646.36
	2,024.64
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	<b>2,024.64</b>
6535 · Insurance	1,235.46
6540 · Lab Tests	5,649.80
6545 · Miscellaneous	80.00
6555 · Permits & Fees	50.00
6565 · Regulatory Compliance	69.90
6580 · Solids Handling	1,196.50
6585 · Telephone / Internet	519.49
6590 · Utilities	3,366.31
	216,742.68
<b>Total 6500 · Operating Expenses</b>	<b>216,742.68</b>
<b>6800 · Water</b>	
6805 · State Water	51,913.40
	51,913.40
<b>Total 6800 · Water</b>	<b>51,913.40</b>
<b>Total Expense</b>	<b>278,885.12</b>
<b>Net Ordinary Income</b>	<b>-190,077.41</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
<b>8200 · Non-Operating Expenses</b>	
<b>8230 · Capital Purchases in Prog Sani</b>	
8231 · WW-1 WWTP Upgrade	13,933.75
8232 · WW-2 Effluent Line Repair HD	607.50
8237 · WW-7 Misc. Wastewater Projects	2,034.98
	16,576.23
<b>Total 8230 · Capital Purchases in Prog Sani</b>	<b>16,576.23</b>
<b>8270 · Capital Purchases in Prog Water</b>	
8272 · W-2 Water System Valve/ Meter	217.50
	217.50
<b>Total 8270 · Capital Purchases in Prog Water</b>	<b>217.50</b>
<b>Total 8200 · Non-Operating Expenses</b>	<b>16,793.73</b>
<b>Total Other Expense</b>	<b>16,793.73</b>
<b>Net Other Income</b>	<b>-16,793.73</b>

Avila Beach Community Services District  
**Profit & Loss**  
January 2017

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	<u>Jan 17</u>
Net Income	<u><u>-206,871.14</u></u>

Avila Beach Community Services District  
**Balance Sheet**  
As of January 31, 2017

Jan 31, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · Cash Summary	
1005 · Customer Cash	-104.68
1008 · Petty Cash	73.52
1010 · Heritage Oaks General Checking	579,424.33
1020 · B of A - General Checking	320,791.96
1025 · Pooled Cash	2,671,663.57
1030 · B of A - Payroll	22,669.89
1040 · B of A - Water Deposits	-6,020.00
1050 · LAIF	2,626,029.99
1099 · Cash Balance	-4,041,880.04

**Total 1000 · Cash Summary** 2,172,648.54

**Total Checking/Savings** 2,172,648.54

**Accounts Receivable**

1200 · \*Accounts Receivable 168,782.91

**Total Accounts Receivable** 168,782.91

**Other Current Assets**

1210 · Undeposited Funds	84,093.91
1250 · Receivables	
1255 · Interest Receivable	3,019.76
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	81,009.38
1250 · Receivables - Other	150.00

**Total 1250 · Receivables** 92,966.59

**1400 · Prepaid Summary**

1410 · Prepaid Insurance 6,177.18

**Total 1400 · Prepaid Summary** 6,177.18

**Total Other Current Assets** 183,237.68

**Total Current Assets** 2,524,669.13

**Fixed Assets**

**1600 · Fixed Assets & Acc. Depr.**

1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-6,861.31

**Total 1605 · Office Equipment** 1,372.27

**1610 · Fixed Asset -Office & Admin.**

Avila Beach Community Services District  
**Balance Sheet**  
 As of January 31, 2017

	Jan 31, 17	
1612 · Office Furniture cost	4,526.21	
1614 · Office Furniture Accum Dep.	-4,526.21	
<b>Total 1610 · Fixed Asset -Office &amp; Admin.</b>		0.00
<b>1620 · Fixed Assets - Sanitary</b>		
1622 · Land	60,314.10	
<b>1626 · Collection Assets</b>		
1627 · Collection Assets Cost	1,318,875.26	
1628 · Collect Assets Accum Depr	-352,639.07	
<b>Total 1626 · Collection Assets</b>	966,236.19	
<b>1630 · Disposal Equipment</b>		
1631 · Disposal Equip Cost	523,122.64	
1632 · Disposal Equip Accum Depr	-264,042.83	
<b>Total 1630 · Disposal Equipment</b>	259,079.81	
<b>1635 · Treatment Plant</b>		
1636 · Treatment Plant Original	105,000.00	
1637 · Treatment Plant Addition	1,909,250.75	
1638 · Treatment Plant Accum Dep	-886,106.88	
<b>Total 1635 · Treatment Plant</b>	1,128,143.87	
<b>1642 · Treatment Equipment</b>		
1643 · Treatment Equip Cost	1,000,455.00	
1644 · Treatment Equip Accum Depr	-524,698.87	
1642 · Treatment Equipment - Other	205,485.61	
<b>Total 1642 · Treatment Equipment</b>	681,241.74	
<b>Total 1620 · Fixed Assets - Sanitary</b>		3,095,015.71
<b>1650 · Fixed Assets - Water</b>		
<b>1652 · Equipment</b>		
1653 · Equipment Cost	21,136.28	
1654 · Equipment Accum Depr	-21,136.28	
<b>Total 1652 · Equipment</b>		0.00
<b>1656 · Distribution Assets</b>		
1657 · Distribution Assets Cost	1,109,466.00	
1658 · Dist Assets Accum Depr	-562,263.35	
<b>Total 1656 · Distribution Assets</b>	547,202.65	
<b>Total 1650 · Fixed Assets - Water</b>		547,202.65
<b>1680 · Structures - Fixed Asset</b>		

Avila Beach Community Services District  
**Balance Sheet**  
As of January 31, 2017

	Jan 31, 17
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00
<b>Total 1680 · Structures - Fixed Asset</b>	<b>0.00</b>
1690 · Construction in Progress	17,812.74
<b>Total 1600 · Fixed Assets &amp; Acc. Depr.</b>	<b>3,661,403.37</b>
<b>Total Fixed Assets</b>	<b>3,661,403.37</b>
<b>Other Assets</b>	
1800 · Deferred Outflows of Resources	15,700.00
<b>Total Other Assets</b>	<b>15,700.00</b>
<b>TOTAL ASSETS</b>	<b>6,201,772.50</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2100 · Accounts Payable	76,455.71
<b>Total Accounts Payable</b>	<b>76,455.71</b>
<b>Other Current Liabilities</b>	
2200 · Payroll Liabilities	
2260 · Vacation Payable	199.50
2262 · Sick Pay Accrued	4,388.50
2201 · Accrued Payroll	1,834.49
2240 · Health Insurance	
2241 · Employee	0.01
2240 · Health Insurance - Other	-0.01
<b>Total 2240 · Health Insurance</b>	<b>0.00</b>
2250 · PERS Liability	4,107.17
<b>Total 2200 · Payroll Liabilities</b>	<b>10,529.66</b>
2300 · Deposits Held	
2303 · Water Deposits Held	7,420.00
2304 · Fire Station Deposit	2,000.00
2305 · Capacity Fees Held	260,407.16
<b>Total 2300 · Deposits Held</b>	<b>269,827.16</b>
<b>Total Other Current Liabilities</b>	<b>280,356.82</b>
<b>Total Current Liabilities</b>	<b>356,812.53</b>

Avila Beach Community Services District  
**Balance Sheet**  
As of January 31, 2017

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	Jan 31, 17
<b>Long Term Liabilities</b>	
2400 · Net Pension Liability	230,098.00
2500 · Deferred Inflows of Resources	30,230.00
<b>Total Long Term Liabilities</b>	260,328.00
<b>Total Liabilities</b>	617,140.53
<b>Equity</b>	
3900 · Retained Earnings	5,457,543.92
Net Income	127,088.05
<b>Total Equity</b>	5,584,631.97
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,201,772.50</b>

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**Avila Beach Community Services District**  
**Deposits by Fund**  
 January 2017

03/08/17

Type	Date	Memo	Split	Amount	Balance
<b>General / Admin</b>					
Deposit	01/05/2017	Deposit	1010 · Heritage Oaks Gene...	-57.49	-57.49
Deposit	01/11/2017	TCF FY 17 DEC 16 - Impr # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-2,844.30	-2,901.79
Deposit	01/12/2017	Rental Income	1010 · Heritage Oaks Gene...	-3,260.00	-6,161.79
Deposit	01/19/2017	F:0895 A:0760 - Curr Secured Tax - Gen .70, Water .25, Lights ....	1010 · Heritage Oaks Gene...	-2,577.01	-8,738.80
Deposit	01/20/2017	from Cash acct	1010 · Heritage Oaks Gene...	-800.50	-9,539.30
Deposit	01/30/2017	from Cash acct	1010 · Heritage Oaks Gene...	-650.00	-10,189.30
Deposit	01/30/2017	F: 0895 A: 0760 - Impr # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-2,040.30	-12,229.60
Total General / Admin				-12,229.60	-12,229.60
<b>Lights</b>					
Deposit	01/11/2017	TCF FY 17 DEC 16 - Impr # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-203.16	-203.16
Deposit	01/19/2017	F:0895 A:0760 - Curr Secured Tax - Gen .70, Water .25, Lights ....	1010 · Heritage Oaks Gene...	-184.07	-387.23
Deposit	01/30/2017	F: 0895 A: 0760 - Impr # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-145.74	-532.97
Total Lights				-532.97	-532.97
<b>Sanitary</b>					
Deposit	01/04/2017	Sani Rec	1010 · Heritage Oaks Gene...	-7,801.81	-7,801.81
Deposit	01/04/2017	Rate Assistance	1010 · Heritage Oaks Gene...	124.12	-7,677.69
Deposit	01/04/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	33.10	-7,644.59
Deposit	01/04/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	34.43	-7,610.16
Deposit	01/04/2017	Already Booked 12/19/16 ABCSD Parks Restroom 11/26 - 11/28/...	1010 · Heritage Oaks Gene...	3,782.50	-3,827.66
Deposit	01/04/2017	\$ 213.00 cc Strahl deposited 12/30/16	1010 · Heritage Oaks Gene...	105.53	-3,722.13
Deposit	01/05/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,533.79	-5,255.92
Deposit	01/05/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.82	-5,231.10
Deposit	01/05/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-5,231.10
Deposit	01/05/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.17	-5,230.93
Deposit	01/06/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,303.72	-6,534.65
Deposit	01/06/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-6,534.65
Deposit	01/06/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-6,534.65
Deposit	01/06/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	55.17	-6,479.48
Deposit	01/11/2017	TCF FY 17 DEC 16 - Waste	1010 · Heritage Oaks Gene...	-4,108.74	-10,588.22
Deposit	01/12/2017	Sani Rec	1010 · Heritage Oaks Gene...	-7,552.55	-18,140.77
Deposit	01/12/2017	Rate Assistance	1010 · Heritage Oaks Gene...	82.75	-18,058.02
Deposit	01/12/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-18,058.02
Deposit	01/12/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-63.65	-18,121.67
Deposit	01/12/2017	000162 Community Park Restroom 11/30 - 12/27/16	1010 · Heritage Oaks Gene...	-1,195.27	-19,316.94
Deposit	01/13/2017	Sani Rec	1010 · Heritage Oaks Gene...	-5,445.50	-24,762.44



**Avila Beach Community Services District**  
**Deposits by Fund**  
 January 2017

03/08/17

Type	Date	Memo	Split	Amount	Balance
Deposit	01/13/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-24,762.44
Deposit	01/13/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-24,762.44
Deposit	01/13/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	329.75	-24,432.69
Deposit	01/13/2017	000162 Community Park Restroom 11/30 - 12/27/16	1010 · Heritage Oaks Gene...	1,195.27	-23,237.42
Deposit	01/17/2017	Sani Rec	1010 · Heritage Oaks Gene...	-4,530.00	-27,767.42
Deposit	01/17/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-27,759.15
Deposit	01/17/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-27,759.15
Deposit	01/17/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-0.07	-27,759.22
Deposit	01/18/2017	Sani Rec	1010 · Heritage Oaks Gene...	-5,126.71	-32,885.93
Deposit	01/18/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-32,877.66
Deposit	01/18/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	37.15	-32,840.51
Deposit	01/18/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	93.45	-32,747.06
Deposit	01/19/2017	F:0895 A:0760 - Avila Beach Imp # 1	1010 · Heritage Oaks Gene...	-3,642.55	-36,389.61
Deposit	01/19/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,067.23	-37,456.84
Deposit	01/19/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-37,448.57
Deposit	01/19/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-37,448.57
Deposit	01/19/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-0.05	-37,448.62
Deposit	01/23/2017	Sani Rec	1010 · Heritage Oaks Gene...	-729.95	-38,178.57
Deposit	01/23/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-38,178.57
Deposit	01/23/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	58.20	-38,120.37
Deposit	01/23/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-38,120.37
Deposit	01/25/2017	Sani Rec	1010 · Heritage Oaks Gene...	-485.75	-38,606.12
Deposit	01/25/2017	Rate Assistance	1010 · Heritage Oaks Gene...	33.10	-38,573.02
Deposit	01/25/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-38,573.02
Deposit	01/25/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-41.69	-38,614.71
Deposit	01/27/2017	Sani Rec	1010 · Heritage Oaks Gene...	-572.59	-39,187.30
Deposit	01/27/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-39,187.30
Deposit	01/27/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-39,187.30
Deposit	01/27/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-39,187.30
Deposit	01/30/2017	Sani Rec	1010 · Heritage Oaks Gene...	-112.30	-39,299.60
Deposit	01/30/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-39,299.60
Deposit	01/30/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-39,299.60
Deposit	01/30/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-15.62	-39,315.22
Deposit	01/30/2017	F: 0895 A: 0760 - Curr Secured Tax	1010 · Heritage Oaks Gene...	-2,945.84	-42,261.06
Total Sanitary					-42,261.06
<b>Solid Waste</b>					
Deposit	01/17/2017	4th Qtr 2016, 12-16 Waste Connections, Inc. Franchise Fee SW	1010 · Heritage Oaks Gene...	-1,085.74	-1,085.74

**Avila Beach Community Services District**  
**Deposits by Fund**  
 January 2017

03/08/17

Type	Date	Memo	Split	Amount	Balance
Total Solid Waste				-1,085.74	-1,085.74
<b>Water</b>					
Deposit	01/04/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,921.65	-3,921.65
Deposit	01/04/2017	Rate Assistance	1010 · Heritage Oaks Gene...	124.13	-3,797.52
Deposit	01/04/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	33.11	-3,764.41
Deposit	01/04/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	34.44	-3,729.97
Deposit	01/04/2017	Already Booked 12/19/16 ABCSD Parks Restroom 11/26 - 11/28/...	1010 · Heritage Oaks Gene...	2,710.00	-1,019.97
Deposit	01/04/2017	\$ 213.00 cc Strahl deposited 12/30/16	1010 · Heritage Oaks Gene...	108.40	-911.57
Deposit	01/05/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,378.52	-2,290.09
Deposit	01/05/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.83	-2,265.26
Deposit	01/05/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-2,265.26
Deposit	01/05/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.18	-2,265.08
Deposit	01/06/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,580.77	-3,845.85
Deposit	01/06/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-3,845.85
Deposit	01/06/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-3,845.85
Deposit	01/06/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	55.18	-3,790.67
Deposit	01/11/2017	TCF FY 17 DEC 16 - Impr # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-1,015.82	-4,806.49
Deposit	01/12/2017	Water Rec	1010 · Heritage Oaks Gene...	-6,311.77	-11,118.26
Deposit	01/12/2017	Rate Assistance	1010 · Heritage Oaks Gene...	82.75	-11,035.51
Deposit	01/12/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-11,035.51
Deposit	01/12/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-63.65	-11,099.16
Deposit	01/12/2017	001483 Front St Irrigation 11/30 - 12/28/16	1010 · Heritage Oaks Gene...	-54.20	-11,153.36
Deposit	01/12/2017	000162 Community Park Restroom 11/30 - 12/27/16	1010 · Heritage Oaks Gene...	-856.36	-12,009.72
Deposit	01/12/2017	001622 San Juan Park Irr 11/30 - 12/27/16	1010 · Heritage Oaks Gene...	-54.20	-12,063.92
Deposit	01/13/2017	Water Rec	1010 · Heritage Oaks Gene...	-7,114.40	-19,178.32
Deposit	01/13/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-19,178.32
Deposit	01/13/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-19,178.32
Deposit	01/13/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	329.75	-18,848.57
Deposit	01/13/2017	Co SLO booked 1/12/16 001483 Front St Irrigation 11/30 - 12/28/16	1010 · Heritage Oaks Gene...	54.20	-18,794.37
Deposit	01/13/2017	000162 Community Park Restroom 11/30 - 12/27/16	1010 · Heritage Oaks Gene...	856.36	-17,938.01
Deposit	01/13/2017	001622 San Juan Park Irr 11/30 - 12/27/16	1010 · Heritage Oaks Gene...	54.20	-17,883.81
Deposit	01/17/2017	Water Rec	1010 · Heritage Oaks Gene...	-4,786.77	-22,670.58
Deposit	01/17/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-22,662.30
Deposit	01/17/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-22,662.30
Deposit	01/17/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-0.08	-22,662.38
Deposit	01/18/2017	Water Rec	1010 · Heritage Oaks Gene...	-4,897.25	-27,559.63
Deposit	01/18/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-27,551.35
Deposit	01/18/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	37.16	-27,514.19

**Avila Beach Community Services District**  
**Deposits by Fund**  
 January 2017

03/08/17

Type	Date	Memo	Split	Amount	Balance
Deposit	01/18/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	93.46	-27,420.73
Deposit	01/19/2017	F:0895 A:0760 - Curr Secured Tax - Gen .70, Water .25, Lights ....	1010 · Heritage Oaks Gene...	-920.36	-28,341.09
Deposit	01/19/2017	Water Rec	1010 · Heritage Oaks Gene...	-987.44	-29,328.53
Deposit	01/19/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-29,320.25
Deposit	01/19/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-29,320.25
Deposit	01/19/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-0.05	-29,320.30
Deposit	01/23/2017	\$ 100 cc Water Deposit Thomas Sertel 215 Lucas Ln acct # 591	1010 · Heritage Oaks Gene...	-100.00	-29,420.30
Deposit	01/23/2017	Water Rec	1010 · Heritage Oaks Gene...	-848.45	-30,268.75
Deposit	01/23/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-30,268.75
Deposit	01/23/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	58.20	-30,210.55
Deposit	01/23/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-30,210.55
Deposit	01/25/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,681.91	-31,892.46
Deposit	01/25/2017	Rate Assistance	1010 · Heritage Oaks Gene...	33.10	-31,859.36
Deposit	01/25/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-31,859.36
Deposit	01/25/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-41.69	-31,901.05
Deposit	01/27/2017	Water Rec	1010 · Heritage Oaks Gene...	-525.27	-32,426.32
Deposit	01/27/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-32,426.32
Deposit	01/27/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-32,426.32
Deposit	01/27/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-32,426.32
Deposit	01/30/2017	Water Rec	1010 · Heritage Oaks Gene...	-357.45	-32,783.77
Deposit	01/30/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-32,783.77
Deposit	01/30/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-32,783.77
Deposit	01/30/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-15.63	-32,799.40
Deposit	01/30/2017	F: 0895 A: 0760 - Impr # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-728.68	-33,528.08
Total Water					-33,528.08
<b>TOTAL</b>					<b>-89,637.45</b>

Avila Beach Community Services District  
Checks by Fund w/Accounts

January 2017

03/08/17

Type	Date	Num	Name	Memo	Account	Amount	Balance	
<b>General / Admin</b>								
Check	01/04/2017	1065	SLO CO Clerk / Recorder	CEQA Exemption Filing Fee	6555 · Permits & Fees	50.00	50.00	
Check	01/04/2017		Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	158.09	208.09	
Check	01/05/2017		Adobe.com		6140 · Office Supplies & Postage	14.99	223.08	
Check	01/06/2017		U.S. Postal Service		6140 · Office Supplies & Postage	10.89	233.97	
Check	01/08/2017	1053	Hagemann & Associates	Dec 25th, 2016 - Jan 7th, 2017 Inv. 72	6505 · Contract Labor	5,500.00	5,733.97	
Check	01/09/2017		Costco	storage containers	6140 · Office Supplies & Postage	335.51	6,069.48	
Check	01/10/2017	1067	Nikki Engle Bookkeeping & Teaching	Inv. 1461 12/29/16	6102 · Accounting	220.00	6,289.48	
Check	01/10/2017	1068	Angeles Maria Marquez	1/5/17	6505 · Contract Labor	40.00	6,329.48	
Check	01/13/2017	1070	SLO CO Fire Department	Fire Protection July - Dec 2016	6505 · Contract Labor	80,642.50	86,971.98	
Check	01/13/2017	1071	SLO CO Fire Department	Fire Protection Jan. - June 2017	6505 · Contract Labor	80,642.50	167,614.48	
Check	01/13/2017	1072	Public Employees Retirement System	100000014778929 Kristi Dibbern December Cust...	2250 · PERS Liability	271.62	167,886.10	
Check	01/13/2017	1073	Templeton CSD	Ethics Training for Director DeWeese	6160 · Training	50.00	167,936.10	
Check	01/13/2017	1072	Public Employees Retirement System	100000014778929 Kristi Dibbern December Cust...	5256 · PERS Co Pd Kristi	118.22	168,054.32	
Check	01/17/2017	1074	Hagemann & Associates	Jan. 8th - Jan 21st, 2017 Inv. 74	6505 · Contract Labor	5,500.00	173,554.32	
Check	01/17/2017	1078	Shipsey & Seitz	Meeting Prep & Attendance	6135 · Legal	525.00	174,079.32	
Check	01/17/2017		Shipsey & Seitz	Law Library	6135 · Legal	80.00	174,159.32	
Check	01/17/2017		Borah's Awards	Inv # BA-14566 name plate	6140 · Office Supplies & Postage	14.88	174,174.20	
Check	01/17/2017		Acct Analysis Fee		6115 · Bank Service Charges	25.19	174,199.39	
Check	01/18/2017		Amazon		6140 · Office Supplies & Postage	528.86	174,728.25	
Check	01/19/2017		Nikki Engle Bookkeeping & Teaching	cabinets	6102 · Accounting	261.25	174,989.50	
Check	01/20/2017	1081	Charter	Inv. 1464 1-3-17	6585 · Telephone / Internet	189.95	175,179.45	
Check	01/25/2017	1084	SLO CSDA Chapter	Acct # .8245100980033571 11/1/16 Invoice	6545 · Miscellaneous	80.00	175,259.45	
Check	01/25/2017		U.S. Postal Service	Pete Kelley, Ken San Filippo, Brad Hagemann, K...	6140 · Office Supplies & Postage	1.19	175,260.64	
Check	01/26/2017	1086	Staples	6011 1000 6113 765	6140 · Office Supplies & Postage	55.95	175,316.59	
Check	01/26/2017	1087	Nikki Engle Bookkeeping & Teaching	Inv. 1481 1/24/17	6102 · Accounting	275.00	175,591.59	
Check	01/26/2017	1088	Chaparral Business Supplies	Inv. # 409829	6522 · Equip. Rep. & Maint-Avil...	194.42	175,786.01	
Check	01/26/2017		U.S. Postal Service		6140 · Office Supplies & Postage	2.19	175,788.20	
Check	01/27/2017		Costco	CSDA dinner - to be reimbursed	6160 · Training	395.09	176,183.29	
Check	01/30/2017		Beverages & More	CSDA dinner - to be reimbursed	6160 · Training	28.84	176,212.13	
Total General / Admin							176,212.13	176,212.13
<b>Lights</b>								
Check	01/03/2017		PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	452.80	452.80	
Check	01/03/2017		PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	91.19	543.99	
Check	01/23/2017		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	500.60	1,044.59	
Check	01/30/2017		PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	90.99	1,135.58	
Check	01/30/2017		PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	459.78	1,595.36	
Total Lights							1,595.36	1,595.36
<b>Sanitary</b>								
Check	01/04/2017	1066	Fluid Resource Management, Inc.	WW Ops - November 2016 F15167	6505 · Contract Labor	12,400.80	12,400.80	
Check	01/04/2017	1066	Fluid Resource Management, Inc.	A15092 (Oct 16th) Chemicals	6503 · Chemicals	207.42	12,608.22	
Check	01/04/2017	1066	Fluid Resource Management, Inc.	F 14992 WW Ops	6505 · Contract Labor	3,012.72	15,620.94	
Check	01/04/2017	1066	Fluid Resource Management, Inc.	W 14942 Computer Replacement	6522 · Equip. Rep. & Maint-Avil...	117.50	15,738.44	
Check	01/04/2017	1066	Fluid Resource Management, Inc.	W14962 Anti-Virus Update and Purchase	6522 · Equip. Rep. & Maint-Avil...	1,066.36	16,804.80	
Check	01/04/2017	1066	Fluid Resource Management, Inc.	W15083 Burglar Alarm Call Out	6520 · Equipment Repair & Maint.	329.18	17,133.98	
Check	01/10/2017	1069	Abalone Coast Analytical, Inc.	Monthly Testing 1/1/17	6540 · Lab Tests	5,649.80	22,783.78	

Avila Beach Community Services District  
Checks by Fund w/Accounts

January 2017

03/08/17

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	01/17/2017	1075	Michael Nunley & Assoc.	CIP - WW2 - Effluent Piping Modifications	8232 · WW-2 Effluent Line Rep...	607.50	23,391.28	
Check	01/17/2017	1076	Water Systems Consulting, Inc.	Recycled Water Facilities Planning Study	8231 · WW-1 WWTP Upgrade	13,933.75	37,325.03	
Check	01/17/2017	1077	Perry's Electric Motors and Controls	3PH Pump Rebuild	8237 · WW-7 Misc. Wastewater...	2,034.98	39,360.01	
Check	01/17/2017	1079	Brenntag Pacific, Inc.	Inv. #BPI 685256, 688770, 689934, 691551	6503 · Chemicals	4,010.12	43,370.13	
Check	01/17/2017	1080	Speed's, Inc.	Inv. 55655 12/28/16 Solid Waste Hauling	6580 · Solids Handling	1,196.50	44,566.63	
Check	01/19/2017	1082	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	117.84	44,684.47	
Check	01/23/2017		PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,599.97	46,284.44	
Check	01/23/2017		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	53.14	46,337.58	
Check	01/24/2017		AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	75.76	46,413.34	
Check	01/26/2017	1089	Brenntag Pacific, Inc.	Inv. BPI 2738438	6503 · Chemicals	1,143.02	47,556.36	
Check	01/26/2017	1089	Brenntag Pacific, Inc.	Inv. BPI 2738439	6503 · Chemicals	1,170.50	48,726.86	
Check	01/30/2017		AT&T	acct # 805 595-7619 618 0	6585 · Telephone / Internet	103.57	48,830.43	
Check	01/30/2017		AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	150.21	48,980.64	
Total Sanitary							48,980.64	
<b>Water</b>								
Check	01/04/2017	1066	Fluid Resource Management, Inc.	W Ops - November 2016 F15167	6505 · Contract Labor	5,356.00	5,356.00	
Check	01/04/2017	1066	Fluid Resource Management, Inc.	F14991 W Ops	6505 · Contract Labor	2,925.00	8,281.00	
Check	01/04/2017	1066	Fluid Resource Management, Inc.	W14960 Fill Valve Alarm	6520 · Equipment Repair & Maint.	317.18	8,598.18	
Check	01/17/2017	1075	Michael Nunley & Assoc.	CIP - W2 - Valve Replacement Project	8272 · W-2 Water System Valve/...	217.50	8,815.68	
Check	01/19/2017	1083	SLO CO Public Works	60% of Annual Charges Inv. 2620	6805 · State Water	51,913.40	60,729.08	
Check	01/26/2017	1085	SLO Co Health	INV. #108533 Cross Connection	6565 · Regulatory Compliance	69.90	60,798.98	
Total Water							60,798.98	
<b>TOTAL</b>						<b>287,587.11</b>	<b>287,587.11</b>	



# FLUID RESOURCE MANAGEMENT

2385 Precision Drive  
 Arroyo Grande, CA 93420  
 www.frm-ops.com CA Lic #937346

# Statement

Date
1/31/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:  
 Avila Beach Community Services District  
 P.O. Box 309  
 191 San Miguel Street  
 Avila Beach, CA 93424

Amount Due	Amount Enc.
\$84,057.96	

Date	Transaction	Amount	Balance
12/09/16	348A11002 Additional Service- INV #A15172. Orig. Amount \$346.75.	346.75	346.75
01/09/17	INV #A15325. Orig. Amount \$1,581.28.	1,581.28	1,928.03
01/20/17	INV #A14821. Orig. Amount \$240.67.	240.67	2,168.70
12/31/16	348F11001 Monthly OPS/Maint- INV #F15307. Orig. Amount \$17,756.80.	17,756.80	19,925.50
01/31/17	INV #F15432. Orig. Amount \$17,756.80.	17,756.80	37,682.30
09/30/16	W14595 Chlorine Mixer Install- INV #W14595. Orig. Amount \$1,618.22.	1,618.22	39,300.52
09/30/16	W14604 Hydrant Leak Repair- INV #W14604. Orig. Amount \$4,590.41.	60.00	39,360.52
10/25/16	W14815 SCADA Computer Replacement- INV #W14815. Orig. Amount \$3,845.88.	3,845.88	43,206.40
12/14/16	W15039 FFR/Recirc/Secondary Pit/ Pump Cle- INV #W15039. Orig. Amount \$2,813.10.	2,813.10	46,019.50
12/28/16	W15098 Secondary Sed Pump 1 Troubleshooti- INV #W15098. Orig. Amount \$7,342.42.	7,342.42	53,361.92
12/02/16	W15137 DaqConnect System Integration- INV #W15137. Orig. Amount \$280.00.	280.00	53,641.92
	W15155 Power Outage-		

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
21,758.92	56,774.94	0.00	3,845.88	1,678.22	\$84,057.96



# FLUID RESOURCE MANAGEMENT

2385 Precision Drive  
 Arroyo Grande, CA 93420  
 www.frm-ops.com CA Lic #937346

# Statement

Date
1/31/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:  
 Avila Beach Community Services District  
 P.O. Box 309  
 191 San Miguel Street  
 Avila Beach, CA 93424

Amount Due	Amount Enc.
\$84,057.96	

Date	Transaction	Amount	Balance
12/30/16	INV #W15155. Orig. Amount \$4,223.96.	4,223.96	57,865.88
12/20/16	W15190 Colony Drive Private Lateral Leak- INV #W15190. Orig. Amount \$1,503.10.	1,503.10	59,368.98
12/21/16	W15194 First Street Sump- INV #W15194. Orig. Amount \$1,146.94.	1,146.94	60,515.92
12/29/16	W15203 Effluent Line Investigation- INV #W15203. Orig. Amount \$1,767.10.	1,767.10	62,283.02
12/21/16	W15230 Lightng Breaker Tripped Call Out- INV #W15230. Orig. Amount \$318.10.	318.10	62,601.12
12/28/16	W15247 Primary Clarifier Electrical Repai- INV #W15247. Orig. Amount \$2,847.81.	2,847.81	65,448.93
12/30/16	W15251 Tank Overflow - Low DC Voltage- INV #W15251. Orig. Amount \$549.78.	549.78	65,998.71
12/30/16	W15253 WW-2 Effluent Line Repair- INV #W15253-1. Orig. Amount \$15,339.80.	15,339.80	81,338.51
12/28/16	W15257 Auxiliary Power for Scada Board- INV #W15257. Orig. Amount \$539.28.	539.28	81,877.79
01/26/17	W15275 Facility Power Outage 12/21/2016- INV #W15275. Orig. Amount \$288.10.	288.10	82,165.89

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
21,758.92	56,774.94	0.00	3,845.88	1,678.22	\$84,057.96



# FLUID RESOURCE MANAGEMENT

2385 Precision Drive  
 Arroyo Grande, CA 93420  
 www.frm-ops.com CA Lic #937346

# Statement

Date
1/31/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:  
 Avila Beach Community Services District  
 P.O. Box 309  
 191 San Miguel Street  
 Avila Beach, CA 93424

Amount Due	Amount Enc.
\$84,057.96	

Date	Transaction	Amount	Balance
01/27/17	W15323 Baffle Install- INV #W15323. Orig. Amount \$605.73.	605.73	82,771.62
01/27/17	W15324 Generator Supply Jan. 2016- INV #W15324. Orig. Amount \$1,286.34.	1,286.34	84,057.96

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
21,758.92	56,774.94	0.00	3,845.88	1,678.22	\$84,057.96



Avila Beach Community Services District  
**Profit & Loss**  
 February 2017

	<u>Feb 17</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Income Summary	
4010 · Operating Revenue	67,339.79
4012 · Solid Waste Franchise Fee	1,632.06
4030 · County Taxes	12,880.16
4090 · Rental Income	3,260.00
	<hr/>
<b>Total 4000 · Income Summary</b>	85,112.01
	<hr/>
<b>Total Income</b>	85,112.01
	<hr/>
<b>Gross Profit</b>	85,112.01
<b>Expense</b>	
5100 · Merchant Credit Card Fees TIB	0.00
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,245.23
5012 · Holiday Pay	133.38
5014 · Sick Pay	0.00
5016 · Vacation Pay	0.00
	<hr/>
<b>Total 5210 · Gross Wages</b>	2,378.61
5230 · Payroll Taxes	65.57
5240 · Health & Medical Exp.	
5242 · Health Insurance	600.00
	<hr/>
<b>Total 5240 · Health &amp; Medical Exp.</b>	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	185.69
	<hr/>
<b>Total 5250 · PERS Company Pd Expense</b>	185.69
5280 · Payroll Administration & Misc.	100.32
	<hr/>
<b>Total 5200 · Payroll Expenses</b>	3,330.19
6000 · Administrative Overheads	
6102 · Accounting	1,205.00
6115 · Bank Service Charges	119.27
6135 · Legal	393.00
6140 · Office Supplies & Postage	616.29
6150 · Rate Assistance	526.29
6155 · Rent	820.66
6160 · Training	-423.93
	<hr/>

Avila Beach Community Services District  
**Profit & Loss**  
 February 2017

	<u>Feb 17</u>
Total 6000 · Administrative Overheads	3,256.58
<b>6500 · Operating Expenses</b>	
6503 · Chemicals	3,759.51
6505 · Contract Labor	50,403.60
6518 · Equipment Expense	179.27
<b>6520 · Equipment Repair &amp; Maint.</b>	
6522 · Equip. Rep. & Maint-Avila & HD	13,927.04
6524 · Equip. Rep. & Maint. Avila Only	5,613.99
6520 · Equipment Repair & Maint. - Other	240.67
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	<u>19,781.70</u>
6535 · Insurance	1,235.46
6540 · Lab Tests	3,223.50
6550 · Operating Supplies	19.38
6580 · Solids Handling	1,236.00
6585 · Telephone / Internet	320.01
6590 · Utilities	2,483.16
<b>Total 6500 · Operating Expenses</b>	<u>82,641.59</u>
<b>Total Expense</b>	<u>89,228.36</u>
<b>Net Ordinary Income</b>	-4,116.35
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
<b>8200 · Non-Operating Expenses</b>	
<b>8230 · Capital Purchases in Prog Sani</b>	
8231 · WW-1 WWTP Upgrade	2,613.75
8232 · WW-2 Effluent Line Repair HD	27,971.93
8237 · WW-7 Misc. Wastewater Projects	7,342.42
8239 · WW-9 Repair to Decking WWTP	
8240 · WW-9 Labor Repair to Decking WW	3,165.91
<b>Total 8239 · WW-9 Repair to Decking WWTP</b>	<u>3,165.91</u>
<b>Total 8230 · Capital Purchases in Prog Sani</b>	41,094.01
<b>8270 · Capital Purchases in Prog Water</b>	
8272 · W-2 Water System Valve/ Meter	2,763.75
8273 · W-3 Misc Water Line Replacement	6,187.50
<b>Total 8270 · Capital Purchases in Prog Water</b>	<u>8,951.25</u>
<b>Total 8200 · Non-Operating Expenses</b>	<u>50,045.26</u>
<b>Total Other Expense</b>	<u>50,045.26</u>

Avila Beach Community Services District  
**Profit & Loss**  
February 2017

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	<u>Feb 17</u>
Net Other Income	-50,045.26
Net Income	<u><u>-54,161.61</u></u>

Avila Beach Community Services District  
**Balance Sheet**  
 As of February 28, 2017

	<u>Feb 28, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1005 · Customer Cash	856.18
1008 · Petty Cash	73.52
1010 · Heritage Oaks General Checking	521,627.18
1020 · B of A - General Checking	320,791.96
1025 · Pooled Cash	2,671,663.57
1030 · B of A - Payroll	19,665.72
1050 · LAIF	2,626,029.99
1099 · Cash Balance	<u>-4,041,880.04</u>
<b>Total 1000 · Cash Summary</b>	<u>2,118,828.08</u>
<b>Total Checking/Savings</b>	<u>2,118,828.08</u>
<b>Accounts Receivable</b>	
1200 · *Accounts Receivable	<u>168,782.91</u>
<b>Total Accounts Receivable</b>	<u>168,782.91</u>
<b>Other Current Assets</b>	
1210 · Undeposited Funds	84,093.91
1250 · Receivables	
1255 · Interest Receivable	3,019.76
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	87,927.13
1250 · Receivables - Other	<u>150.00</u>
<b>Total 1250 · Receivables</b>	<u>99,884.34</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	<u>4,941.72</u>
<b>Total 1400 · Prepaid Summary</b>	<u>4,941.72</u>
<b>Total Other Current Assets</b>	<u>188,919.97</u>
<b>Total Current Assets</b>	<u>2,476,530.96</u>
<b>Fixed Assets</b>	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	<u>-6,861.31</u>
<b>Total 1605 · Office Equipment</b>	<u>1,372.27</u>
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21

Avila Beach Community Services District  
**Balance Sheet**  
As of February 28, 2017

	<u>Feb 28, 17</u>
1614 · Office Furniture Accum Dep.	-4,526.21
<b>Total 1610 · Fixed Asset -Office &amp; Admin.</b>	<b>0.00</b>
<b>1620 · Fixed Assets - Sanitary</b>	
1622 · Land	60,314.10
<b>1626 · Collection Assets</b>	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-352,639.07
<b>Total 1626 · Collection Assets</b>	<b>966,236.19</b>
<b>1630 · Disposal Equipment</b>	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
<b>Total 1630 · Disposal Equipment</b>	<b>259,079.81</b>
<b>1635 · Treatment Plant</b>	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	1,909,250.75
1638 · Treatment Plant Accum Dep	-886,106.88
<b>Total 1635 · Treatment Plant</b>	<b>1,128,143.87</b>
<b>1642 · Treatment Equipment</b>	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
<b>Total 1642 · Treatment Equipment</b>	<b>681,241.74</b>
<b>Total 1620 · Fixed Assets - Sanitary</b>	<b>3,095,015.71</b>
<b>1650 · Fixed Assets - Water</b>	
<b>1652 · Equipment</b>	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
<b>Total 1652 · Equipment</b>	<b>0.00</b>
<b>1656 · Distribution Assets</b>	
1657 · Distribution Assets Cost	1,109,466.00
1658 · Dist Assets Accum Depr	-562,263.35
<b>Total 1656 · Distribution Assets</b>	<b>547,202.65</b>
<b>Total 1650 · Fixed Assets - Water</b>	<b>547,202.65</b>
<b>1680 · Structures - Fixed Asset</b>	
1681 · Structures GFAAG - Sani & FA	29,810.00

Avila Beach Community Services District  
**Balance Sheet**  
As of February 28, 2017

	<u>Feb 28, 17</u>
1682 · Gen / Fire Accum Dep	-29,810.00
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	17,812.74
Total 1600 · Fixed Assets & Acc. Depr.	3,661,403.37
Total Fixed Assets	3,661,403.37
Other Assets	
1800 · Deferred Outflows of Resources	15,700.00
Total Other Assets	15,700.00
<b>TOTAL ASSETS</b>	<b><u>6,153,634.33</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	76,455.71
Total Accounts Payable	76,455.71
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	199.50
2262 · Sick Pay Accrued	4,388.50
2201 · Accrued Payroll	1,834.49
2240 · Health Insurance	
2241 · Employee	0.01
2240 · Health Insurance - Other	-0.01
Total 2240 · Health Insurance	0.00
2250 · PERS Liability	1,939.97
Total 2200 · Payroll Liabilities	8,362.46
2300 · Deposits Held	
2303 · Water Deposits Held	7,520.00
2304 · Fire Station Deposit	2,000.00
2305 · Capacity Fees Held	260,407.16
Total 2300 · Deposits Held	269,927.16
Total Other Current Liabilities	278,289.62
Total Current Liabilities	354,745.33
Long Term Liabilities	

Avila Beach Community Services District  
**Balance Sheet**  
As of February 28, 2017

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	<u>Feb 28, 17</u>
2400 · Net Pension Liability	230,098.00
2500 · Deferred Inflows of Resources	<u>30,230.00</u>
<b>Total Long Term Liabilities</b>	<u>260,328.00</u>
<b>Total Liabilities</b>	615,073.33
<b>Equity</b>	
3900 · Retained Earnings	6,046,712.50
Net Income	<u>-508,151.50</u>
<b>Total Equity</b>	<u>5,538,561.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,153,634.33</u></u>

Avila Beach Community Services District  
Checks by Fund w/Accounts

February 2017

03/08/17

Type	Date	Num	Name	Memo	Account	Amount	Balance	
<b>General / Admin</b>								
Check	02/02/2017		Staples	VOID: QB 2017 Premier Order # 9750686353 pd...	6140 · Office Supplies & Postage	0.00	0.00	
Check	02/02/2017		Bankcard MTOT Disc	Jan. 22nd - Feb 4th, 2017 Inv. 75	5100 · Merchant Credit Card Fe...	121.90	121.90	
Check	02/07/2017	1090	Hagemann & Associates	Trash Bags for Office Flood Inv. 111075	6505 · Contract Labor	3,850.00	3,971.90	
Check	02/07/2017	1093	Farm Supply	January Services 2017 State Controller's Report f...	6550 · Operating Supplies	19.38	3,991.28	
Check	02/07/2017	1096	Fedak & Brown, LLP	Acct #. 8245100980033571 02/13/17 Invoice	6102 · Accounting	600.00	4,591.28	
Check	02/07/2017	1097	Charter	Rent Feb. 2017	6585 · Telephone / Internet	189.95	4,781.23	
Check	02/07/2017	1100	Avila Beach Civic Association	2nd Quarter Utilities FY 2016/17	6155 · Rent	820.66	5,601.89	
Check	02/07/2017	1102	Avila Beach Civic Association	2nd Quarter Utilities FY 2016/17	6590 · Utilities	275.40	5,877.29	
Check	02/07/2017	1101	Avila Beach Civic Association	Feb. 4th - Feb 18th, 2017 Inv. 76	6590 · Utilities	0.00	5,877.29	
Check	02/16/2017	1107	Hagemann & Associates	TIB CARD SERVICE / MRCH BILL	6505 · Contract Labor	5,500.00	11,377.29	
Check	02/16/2017		TIB Card Service	Bookkeeping Inv. 1492	6115 · Bank Service Charges	119.27	11,496.56	
Check	02/17/2017	1108	Nikki Engle Bookkeeping & Teaching	Bookkeeping Inv. 1502	6102 · Accounting	330.00	11,826.56	
Check	02/17/2017	1108	Nikki Engle Bookkeeping & Teaching	Heritage Oaks Checks Inv. 031987333	6102 · Accounting	275.00	12,101.56	
Check	02/17/2017	1109	Safeguard	Kristi Dibbern - Customer #1674878206 January	6140 · Office Supplies & Postage	184.00	12,285.56	
Check	02/17/2017	1110	Public Employees Retirement System	Kristi Dibbern - Customer #1674878206 January	2250 · PERS Liability	377.22	12,662.78	
Check	02/17/2017	1110	Public Employees Retirement System	Meeting & Prep	5256 · PERS Co Pd Kristi	45.36	12,708.14	
Check	02/17/2017	1113	Shipsey & Seitz	Review KSBY Sewage Spill	6135 · Legal	225.00	12,933.14	
Check	02/17/2017	1113	Shipsey & Seitz	Law Library	6135 · Legal	88.00	13,021.14	
Check	02/17/2017	1115	Cal Tec Computers	Inv. 6863 2/9/17	6135 · Legal	80.00	13,101.14	
Check	02/23/2017	1116	Maria Angeles Marquez	Office Cleaning 2/22/17	6524 · Equip. Rep. & Maint. Avila...	40.00	13,141.14	
Check	02/24/2017		Costco	storage bins, supplies	6505 · Contract Labor	40.00	13,181.14	
Check	02/24/2017		Intuit Inc.	QB Multi-User, 2nd license	6140 · Office Supplies & Postage	67.30	13,248.44	
Check	02/27/2017	1118	Hagemann & Associates	Inv. 77 2/18 - 3/4/17	6140 · Office Supplies & Postage	350.00	13,598.44	
Check	02/28/2017		Adobe.com		6505 · Contract Labor	5,500.00	19,098.44	
Total General / Admin							19,113.43	19,113.43
<b>Lights</b>								
Check	02/21/2017		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	460.75	460.75	
Total Lights							460.75	460.75
<b>Sanitary</b>								
Check	02/07/2017	1091	Miners Ace Hardware	WWTP Supplies	6522 · Equip. Rep. & Maint-Avil...	38.76	38.76	
Check	02/07/2017	1092	Brenntag Pacific, Inc.	Inv. BPI 2738440	6503 · Chemicals	1,048.25	1,087.01	
Check	02/07/2017	1094	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	117.84	1,204.85	
Check	02/07/2017	1095	Speed's, Inc.	Inv. 55871 Solid Waste Hauling 1/19/17 Ticket 5...	6580 · Solids Handling	1,236.00	2,440.85	
Check	02/07/2017	1098	Abalone Coast Analytical, Inc.	Monthly Testing 2/1/17 Statement 3048	6540 · Lab Tests	3,223.50	5,664.35	
Check	02/07/2017	1099	United Rentals	Statement 1/31/17 Customer Number 2735851	6522 · Equip. Rep. & Maint-Avil...	626.87	6,291.22	
Check	02/09/2017	1103	Fluid Resource Management, Inc.	WW Ops - December 2016 F15307	6505 · Contract Labor	12,400.80	18,692.02	
Check	02/09/2017	1103	Fluid Resource Management, Inc.	WW Ops - January 2017 F15432	6505 · Contract Labor	12,400.80	31,092.82	
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Chemicals A15172 12/9/17	6503 · Chemicals	346.75	31,439.57	
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Chemicals A15325 1/9/17	6503 · Chemicals	146.30	31,585.87	
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Amazon Online Diary for WWTP A15325 1/9/17	6522 · Equip. Rep. & Maint-Avil...	29.75	31,615.62	
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Stenner Pump A15325 1/9/17	6522 · Equip. Rep. & Maint-Avil...	1,405.23	33,020.85	
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Chlorine Mixer Installation W14595	6522 · Equip. Rep. & Maint-Avil...	1,618.22	34,639.07	
Check	02/09/2017	1103	Fluid Resource Management, Inc.	WWTP Scada W14815 10/25/17	6522 · Equip. Rep. & Maint-Avil...	3,845.88	38,484.95	
Check	02/09/2017	1103	Fluid Resource Management, Inc.	FFR Pit Clean Out Pump Inspection W15039 12/...	6522 · Equip. Rep. & Maint-Avil...	2,813.10	41,298.05	



Avila Beach Community Services District  
Checks by Fund w/Accounts

February 2017

03/08/17

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Power Outage W15155 12/30/16	6524 · Equip. Rep. & Maint. Avila...	4,223.96	45,522.01
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Collection System W15194 12/21/16	6524 · Equip. Rep. & Maint. Avila...	1,146.94	46,668.95
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Scada System Repair W15137	6522 · Equip. Rep. & Maint-Avil...	280.00	46,948.95
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Sec. Sed Pump 1 Repair W15098 12/28/16	6522 · Equip. Rep. & Maint-Avil...	7,342.42	54,291.37
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Generator January 2017 W 15324 1/27/17	6522 · Equip. Rep. & Maint-Avil...	1,286.34	55,577.71
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Baffle Install W15323 1/27/17	6522 · Equip. Rep. & Maint-Avil...	605.73	56,183.44
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Facility Power Outage W15275 1/26/17	6522 · Equip. Rep. & Maint-Avil...	288.10	56,471.54
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Aux. Power for Scada Board W15257 12/28/17	6522 · Equip. Rep. & Maint-Avil...	539.28	57,010.82
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Tank Overflow Low DC Voltage on 12/15/16 W15...	6522 · Equip. Rep. & Maint-Avil...	549.78	57,560.60
Check	02/10/2017	1104	Fluid Resource Management, Inc.	C.I.P. WW-2 Effluent Line Repair W15253-1	8232 · WW-2 Effluent Line Rep...	15,339.80	72,900.40
Check	02/10/2017	1104	Fluid Resource Management, Inc.	C.I.P. WW-2 Effluent Line Repair W15203	8232 · WW-2 Effluent Line Rep...	1,767.10	74,667.50
Check	02/10/2017	1104	Fluid Resource Management, Inc.	C.I.P. WW-9 Repair to Decking & WWTP W15230	8240 · WW-9 Labor Repair to D...	318.10	74,985.60
Check	02/10/2017	1104	Fluid Resource Management, Inc.	C.I.P. WW-2 Deck Repair W15247	8240 · WW-9 Labor Repair to D...	2,847.81	77,833.41
Check	02/10/2017	1105	GCH Pool	Chlorine Tablets	6518 · Equipment Expense	179.27	78,012.68
Check	02/16/2017	1106	Ferguson Enterprises	C.I.P. Effluent Line Repair	8232 · WW-2 Effluent Line Rep...	10,651.73	88,664.41
Check	02/17/2017	1111	Water Systems Consulting, Inc.	acct # x 0885 Internet	6585 · Telephone / Internet	130.06	88,794.47
Check	02/17/2017	1112	Michael Nunley & Assoc.	WW-1 Recycled Water Facility Plan	8231 · WW-1 WWTP Upgrade	2,613.75	91,408.22
Check	02/17/2017	1114	Brenntag Pacific, Inc.	Construction Mangmt Services & Repair Prep.	8232 · WW-2 Effluent Line Rep...	213.30	91,621.52
Check	02/21/2017		PG&E	Inv. BPI 699663 2.2.17	6503 · Chemicals	1,059.40	92,680.92
Check	02/21/2017		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	47.72	92,728.64
Check	02/23/2017	1117	Brenntag Pacific, Inc.	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,540.04	94,268.68
Check	02/23/2017			Inv. BPI 702265	6503 · Chemicals	1,158.81	95,427.49
<b>33 Total Sanitary</b>							<b>95,427.49</b>
<b>Water</b>							
Check	02/09/2017	1103	Fluid Resource Management, Inc.	W Ops - December 2016 F15307	6505 · Contract Labor	5,356.00	5,356.00
Check	02/09/2017	1103	Fluid Resource Management, Inc.	W Ops January 2017 F15432	6505 · Contract Labor	5,356.00	10,712.00
Check	02/09/2017	1103	Fluid Resource Management, Inc.	Water Tank A14821 1/20/17 (Aug 16th)	6520 · Equipment Repair & Maint.	240.67	10,952.67
Check	02/10/2017	1106	Ferguson Enterprises	Water Tank Expansion Joint	6524 · Equip. Rep. & Maint. Avila...	203.09	11,155.76
Check	02/17/2017	1111	Water Systems Consulting, Inc.	W-3 Water Resources Analysis	8273 · W-3 Misc Water Line Re...	6,187.50	17,343.26
Check	02/17/2017	1112	Michael Nunley & Assoc.	Engineering for Valve Replacement Project	8272 · W-2 Water System Valve/...	2,763.75	20,107.01
Check	02/22/2017		PG&E	Water Tank acct # 4807713956-5 includes prior b...	6590 · Utilities	41.41	20,148.42
<b>Total Water</b>							<b>20,148.42</b>
<b>TOTAL</b>						<b>135,150.09</b>	<b>135,150.09</b>

Avila Beach Community Services District

Deposits by Fund

February 2017

03/08/17

Type	Date	Memo	Split	Amount	Balance
<b>General / Admin</b>					
Deposit	02/08/2017	Rental Income	1010 · Heritage Oaks Gene...	-3,260.00	-3,260.00
Deposit	02/08/2017	Reimbursement CSDA Dinner fr SLO Chapter CSDA	1010 · Heritage Oaks Gene...	-423.93	-3,683.93
Deposit	02/09/2017	TCF FY 17 JAN 17 - Impr # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-279.45	-3,963.38
Deposit	02/16/2017	TIB CARD SERVICE / MRCH REF	1010 · Heritage Oaks Gene...	-121.90	-4,085.28
Deposit	02/21/2017	F: 0895 A: 0760 - Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-4,189.82	-8,275.10
Total General / Admin				-8,275.10	-8,275.10
<b>Lights</b>					
Deposit	02/09/2017	TCF FY 17 JAN 17 - Impr # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-19.96	-19.96
Deposit	02/21/2017	F: 0895 A: 0760 - Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-299.27	-319.23
Total Lights				-319.23	-319.23
<b>Sanitary</b>					
Deposit	02/03/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,354.87	-1,354.87
Deposit	02/03/2017	Rate Assistance	1010 · Heritage Oaks Gene...	76.13	-1,278.74
Deposit	02/03/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-1,278.74
Deposit	02/03/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	6.70	-1,272.04
Deposit	02/07/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,707.55	-2,979.59
Deposit	02/07/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-2,979.59
Deposit	02/07/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-2,979.59
Deposit	02/07/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	93.27	-2,886.32
Deposit	02/08/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,472.05	-4,358.37
Deposit	02/08/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-4,341.82
Deposit	02/08/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-4,341.82
Deposit	02/08/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-99.88	-4,441.70
Deposit	02/09/2017	TCF FY 17 JAN 17 - Waste	1010 · Heritage Oaks Gene...	-446.13	-4,887.83
Deposit	02/09/2017	Sani Rec	1010 · Heritage Oaks Gene...	-4,604.81	-9,492.64
Deposit	02/09/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.82	-9,467.82
Deposit	02/09/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-9,467.82
Deposit	02/09/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	4.57	-9,463.25
Deposit	02/10/2017	Sani Rec	1010 · Heritage Oaks Gene...	-3,077.43	-12,540.68
Deposit	02/10/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-12,532.41
Deposit	02/10/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-12,532.41
Deposit	02/10/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-55.17	-12,587.58
Deposit	02/13/2017	Sani Rec	1010 · Heritage Oaks Gene...	-671.78	-13,259.36
Deposit	02/13/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-13,259.36
Deposit	02/13/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-13,259.36

**Avila Beach Community Services District**  
**Deposits by Fund**  
 February 2017

03/08/17

Type	Date	Memo	Split	Amount	Balance
Deposit	02/13/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-13,259.36
Deposit	02/13/2017	Central Coast Aquarium	1010 · Heritage Oaks Gene...	-50.00	-13,309.36
Deposit	02/14/2017	Sani Rec	1010 · Heritage Oaks Gene...	-3,448.87	-16,758.23
Deposit	02/14/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-16,749.96
Deposit	02/14/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	4.85	-16,745.11
Deposit	02/14/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-16,745.11
Deposit	02/14/2017	000162 Community Park Restroom 12/29/16 - 1/27/17	1010 · Heritage Oaks Gene...	-272.34	-17,017.45
Deposit	02/15/2017	Sani Rec	1010 · Heritage Oaks Gene...	-6,174.21	-23,191.66
Deposit	02/15/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-23,175.11
Deposit	02/15/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	61.76	-23,113.35
Deposit	02/15/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-3.40	-23,116.75
Deposit	02/16/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,117.08	-24,233.83
Deposit	02/16/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.82	-24,209.01
Deposit	02/16/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-24,209.01
Deposit	02/16/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-24,209.01
Deposit	02/17/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,922.87	-26,131.88
Deposit	02/17/2017	Rate Assistance	1010 · Heritage Oaks Gene...	41.37	-26,090.51
Deposit	02/17/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-26,090.51
Deposit	02/17/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-0.10	-26,090.61
Deposit	02/21/2017	F: 0895 A: 0760 CURR SECURED TAX	1010 · Heritage Oaks Gene...	-6,049.36	-32,139.97
Deposit	02/22/2017	Sani Rec	1010 · Heritage Oaks Gene...	-3,186.37	-35,326.34
Deposit	02/22/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-35,309.79
Deposit	02/22/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-35,309.79
Deposit	02/22/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-116.53	-35,426.32
Deposit	02/24/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,206.87	-36,633.19
Deposit	02/24/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-36,624.92
Deposit	02/24/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-36,624.92
Deposit	02/24/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-36,624.92
Deposit	02/24/2017	additional \$ 6.20 deposit total \$ 210.35 = \$ 93.80 2/3/16 ED + \$ 1...	1010 · Heritage Oaks Gene...	-6.20	-36,631.12
Deposit	02/27/2017	Sani Rec	1010 · Heritage Oaks Gene...	-404.28	-37,035.40
Deposit	02/27/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-37,035.40
Deposit	02/27/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-37,035.40
Deposit	02/27/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	3.85	-37,031.55
Deposit	02/28/2017	Sani Rec	1010 · Heritage Oaks Gene...	-86.25	-37,117.80
Deposit	02/28/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-37,117.80
Deposit	02/28/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-37,117.80
Deposit	02/28/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-37,117.80
Total Sanitary					-37,117.80

**Avila Beach Community Services District**  
**Deposits by Fund**  
 February 2017

03/08/17

Type	Date	Memo	Split	Amount	Balance
<b>Solid Waste</b>					
Deposit	02/14/2017	1/17 Jan 2017 Waste Connections Franchise Fee SW	1010 · Heritage Oaks Gene...	-1,632.06	-1,632.06
Total Solid Waste				-1,632.06	-1,632.06
<b>Water</b>					
Deposit	02/03/2017	Water Rec	1010 · Heritage Oaks Gene...	-633.49	-633.49
Deposit	02/03/2017	Rate Assistance	1010 · Heritage Oaks Gene...	76.13	-557.36
Deposit	02/03/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-557.36
Deposit	02/03/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	6.71	-550.65
Deposit	02/07/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,408.97	-1,959.62
Deposit	02/07/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-1,959.62
Deposit	02/07/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-1,959.62
Deposit	02/07/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	93.27	-1,866.35
Deposit	02/08/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,503.80	-3,370.15
Deposit	02/08/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-3,353.60
Deposit	02/08/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-3,353.60
Deposit	02/08/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-99.89	-3,453.49
Deposit	02/09/2017	TCF FY 17 JAN 17 - Impr # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-99.81	-3,553.30
Deposit	02/09/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,186.96	-6,740.26
Deposit	02/09/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.83	-6,715.43
Deposit	02/09/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-6,715.43
Deposit	02/09/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	4.58	-6,710.85
Deposit	02/10/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,700.82	-9,411.67
Deposit	02/10/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-9,403.39
Deposit	02/10/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-9,403.39
Deposit	02/10/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-55.18	-9,458.57
Deposit	02/13/2017	Water Rec	1010 · Heritage Oaks Gene...	-956.25	-10,414.82
Deposit	02/13/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-10,414.82
Deposit	02/13/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-10,414.82
Deposit	02/13/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-10,414.82
Deposit	02/14/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,778.96	-14,193.78
Deposit	02/14/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-14,185.50
Deposit	02/14/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	4.86	-14,180.64
Deposit	02/14/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-14,180.64
Deposit	02/14/2017	001483 Front St Irrigation 12/29/16 - 1/27/17	1010 · Heritage Oaks Gene...	-54.20	-14,234.84
Deposit	02/14/2017	000162 Community Park Restroom 12/29/16 - 1/27/17	1010 · Heritage Oaks Gene...	-195.12	-14,429.96
Deposit	02/14/2017	001622 San Juan Park Irr 12/29/16 - 1/27/17	1010 · Heritage Oaks Gene...	-54.20	-14,484.16
Deposit	02/15/2017	Water Rec	1010 · Heritage Oaks Gene...	-6,374.12	-20,858.28
Deposit	02/15/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-20,841.73

**Avila Beach Community Services District**  
**Deposits by Fund**  
 February 2017

03/08/17

Type	Date	Memo	Split	Amount	Balance
Deposit	02/15/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	61.77	-20,779.96
Deposit	02/15/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-3.41	-20,783.37
Deposit	02/16/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,221.12	-22,004.49
Deposit	02/16/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.83	-21,979.66
Deposit	02/16/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-21,979.66
Deposit	02/16/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-21,979.66
Deposit	02/17/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,877.77	-23,857.43
Deposit	02/17/2017	Rate Assistance	1010 · Heritage Oaks Gene...	41.38	-23,816.05
Deposit	02/17/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-23,816.05
Deposit	02/17/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-0.10	-23,816.15
Deposit	02/21/2017	F: 0895 A: 0760 - Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-1,496.36	-25,312.51
Deposit	02/22/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,351.51	-28,664.02
Deposit	02/22/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-28,647.47
Deposit	02/22/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-28,647.47
Deposit	02/22/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-116.54	-28,764.01
Deposit	02/22/2017	Visa Joy Owens # 4 Ocean Oaks Lacken Tara Apts	1010 · Heritage Oaks Gene...	-100.00	-28,864.01
Deposit	02/24/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,655.71	-30,519.72
Deposit	02/24/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-30,511.44
Deposit	02/24/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-30,511.44
Deposit	02/24/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-30,511.44
Deposit	02/27/2017	Water Rec	1010 · Heritage Oaks Gene...	-357.82	-30,869.26
Deposit	02/27/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-30,869.26
Deposit	02/27/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-30,869.26
Deposit	02/27/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	3.85	-30,865.41
Deposit	02/28/2017	Water Rec	1010 · Heritage Oaks Gene...	-104.20	-30,969.61
Deposit	02/28/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-30,969.61
Deposit	02/28/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-30,969.61
Deposit	02/28/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-30,969.61
Total Water					-30,969.61
<b>TOTAL</b>					<b>-78,313.80</b>



# FLUID RESOURCE MANAGEMENT

2385 Precision Drive  
 Arroyo Grande, CA 93420  
 www.frm-ops.com CA Lic #937346

# Statement

Date
2/28/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:  
 Avila Beach Community Services District  
 P.O. Box 309  
 191 San Miguel Street  
 Avila Beach, CA 93424

Amount Due	Amount Enc.
\$34,846.20	

Date	Transaction	Amount	Balance
02/07/17	348A11002 Additional Service- INV #A15259. Orig. Amount \$214.82.	214.82	214.82
02/28/17	348F11001 Monthly OPS/Maint- INV #F15551. Orig. Amount \$17,756.80.	17,756.80	17,971.62
02/28/17	348WW17002 Add Services Wastewater- INV #A15579. Orig. Amount \$58.52.	58.52	18,030.14
02/27/17	W15038 Supernate Box Cover- INV #W15038. Orig. Amount \$1,221.28.	1,221.28	19,251.42
12/20/16	W15190 Colony Drive Private Lateral Leak- INV #W15190. Orig. Amount \$1,503.10.	1,503.10	20,754.52
02/10/17	W15235 2016 DMR Reports- INV #W15235. Orig. Amount \$235.00.	235.00	20,989.52
02/28/17	W15280 Tank Site Permanent Power- INV #W15280. Orig. Amount \$4,917.83.	4,917.83	25,907.35
02/10/17	W15316 Storm Water Infiltration- INV #W15316. Orig. Amount \$2,795.69.	2,795.69	28,703.04
02/28/17	W15343 HOA Switch Replacement- INV #W15343. Orig. Amount \$171.74.	171.74	28,874.78
	W15387 Generator Supply 1/20/2017-		

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
33,343.10	0.00	1,503.10	0.00	0.00	\$34,846.20



# FLUID RESOURCE MANAGEMENT

2385 Precision Drive  
 Arroyo Grande, CA 93420  
 www.frm-ops.com CA Lic #937346

# Statement

Date
2/28/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:  
 Avila Beach Community Services District  
 P.O. Box 309  
 191 San Miguel Street  
 Avila Beach, CA 93424

Amount Due	Amount Enc.
\$34,846.20	

Date	Transaction	Amount	Balance
02/28/17	INV #W15387. Orig. Amount \$1,365.48.	1,365.48	30,240.26
02/17/17	W15440 Internet Outage 01/31/2017- INV #W15440. Orig. Amount \$302.18.	302.18	30,542.44
02/28/17	W15466 2017 DMR Reports- INV #W15466. Orig. Amount \$150.00.	150.00	30,692.44
02/24/17	W15483 Secondary Clarifier Inspection and- INV #W15483. Orig. Amount \$1,583.10.	1,583.10	32,275.54
02/28/17	W15498 Outfall Line Tie In- INV #W15498. Orig. Amount \$368.18.	368.18	32,643.72
02/28/17	W15546 Secondary Sed and Recirc Pump- INV #W15546. Orig. Amount \$2,202.48.	2,202.48	34,846.20


CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
33,343.10	0.00	1,503.10	0.00	0.00	\$34,846.20

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**ME MORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 14th, 2017

SUBJECT: General Manager/District Engineer Report

**Zone 3 Technical and Advisory Committee Meetings**

The Zone 3 Technical Advisory Committee (TAC) met on Thursday, March 2, 2017. As of this writing Lopez Lake is at about 60% capacity and has approximately 29,000 acre feet of water in storage. Recall that the Zone 3 subcontractors and agricultural uses take approximately 8,000 – 9,000 AF of water out of the lake in a typical year. One of the main topics at the Technical Advisory Committee meeting was how the Low Reservoir Response Plan should be applied now that the lake is above the 20,000 AF storage level. The TAC's recommendation is to continue to monitor the lake and ground water levels for another couple of months and then provide a recommendation to the Zone 3 Advisory Committee.

The County recently provided an updated copy of the Zone 3 Lopez Project Briefing Book. The Briefing Book provides an excellent description of the Zone 3 Water System, the Project Agencies and their respective water entitlements and the standing committees that support the project. I have provided a copy of the Briefing Book for your use and information as an attachment to this staff report.

**District Facilities Tour**

Now that we have several relatively new Board members it would be appropriate to schedule a tour of the District water storage and distribution facilities and the wastewater collection, treatment and disposal facilities. We have completed the active construction projects at the WWTP and now would be a good time to schedule a tour or two for the interested Board members. Please bring your calendar to the March 14, meeting and we will schedule a tour or tours. Remember that if we have 3 or more Board members getting together, we will need to public notice the tour and allow the public to participate in the tour.

**California Special District Association (CSDA) Biennial Ethics Training**

Each Board member should have received a login name and password directly from CSDA that will allow you to log-in and take the on-line webinars at your convenience. Please get this mandatory training completed by the end of April and bring you training completion certification form by the office for our files.

**Property Tax Estimates for FY 2017-18**

The San Luis Obispo County Assessor's Office has provided their 2<sup>nd</sup> Preliminary Property Tax Revenue Estimate for Fiscal Year 2017/18. They estimate tax revenue will be up by approximately 4.5% for next fiscal year. Total tax revenues for the District for FY 2017/18 are estimated at \$581,460.



### **Special District Risk Management Authority (SDRMA)**

Staff is pleased to attach several news items from SDRMA regarding the FY 2017/18 Workers Compensation Program and the FY 2017/18 Property/Liability Program Rates. In summary, there will be no rate increase in the Workers' Compensation Program and the District's Experience Modification factor remains at a very low 81% (average is 100% and the lower your score the better). The FY 2017/18 Property/Liability Program will see a 10% increase this year after keeping rates flat for the past seven years. Staff is busy working on the electronic submittal of the District's renewal questionnaire (which will save the District \$150 by submitting electronically). Finally, SDRMA provided notification that the District will be receiving a \$347 longevity credit on our Property/Liability renewal invoice. The respective letters from SDRMA are attached.

### **Water Tank Cleaning and Inspection**

On February 22 and 23, 2017, Advanced Technical Services (ATS) completed a dive inspection and sediment removal for the District's two potable water tanks. ATS did notice a couple small areas that may require some repair, but overall the sediment level in the tanks was relatively small and the tanks were in good shape. ATS completed the work without any problems or issues and they will generate a full report documenting their findings within the next 30 days.

### **Promenade and Street Lighting**

On February 27, staff met with representatives from Electricraft Inc. to inspect the status of the Promenade and Front Street lighting. Several street light lamps are burned out and need to be replaced and several of the "puck lights" along the Promenade also need to be replaced. The street light lamps are scheduled to be replaced this week. Electricraft staff are researching the options for replacing the existing puck light bulbs with LED bulbs. Staff is coordinating with Harbor District staff on the project and we anticipate changing out the District and Harbor owned bulbs at the same time, with each agency covering their respective costs. In addition, the aluminum lighting fixtures along the Promenade are starting to corrode. The Harbor District has cleaned and anodized several of the fixtures on the pier restroom. The fixtures came out looking very good and the resurfacing will add years to life of the fixture. Staff will work the Harbor District resurface the fixtures.

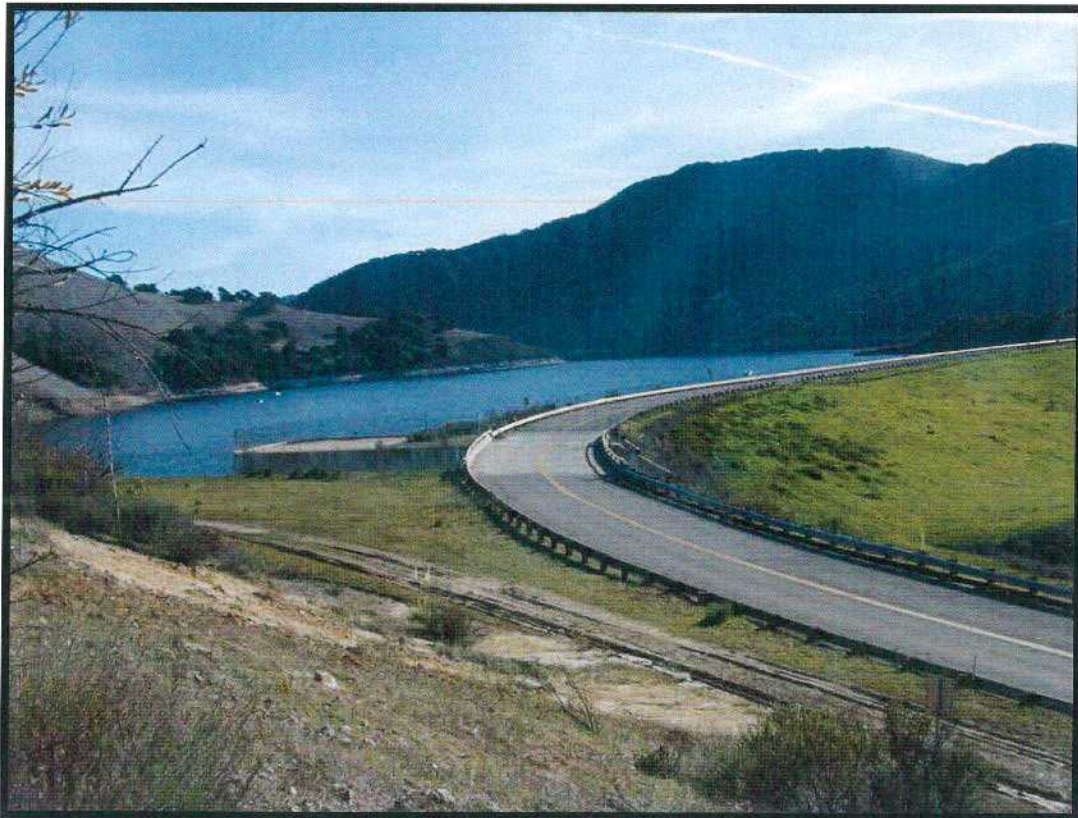
### **Annual Statement of Economic Interests (aka Form 700 Time)**

You may have already received notice from the County, but it is time once again to complete your annual Form 700. You can complete the form on-line or we will bring copies of last year's form for existing Board members to use as an example and blank forms for you to fill out for this year. Staff will file the completed and signed forms with the County Clerk's office.

**San Luis Obispo County Flood Control and Water  
Conservation District**

**ZONE 3**

**LOPEZ PROJECT BRIEFING BOOK**



**January 20, 2017**

# Contents

## Location Maps

Zone 3

County Service Area 12 (CSA12)

## General Description

Member agencies

Advisory Committee

## State Water

## Surplus Water

## Low Reservoir Response Plan

Description

Summary Tables

Projections

## Habitat Conservation Plan (HCP)

Background

Status

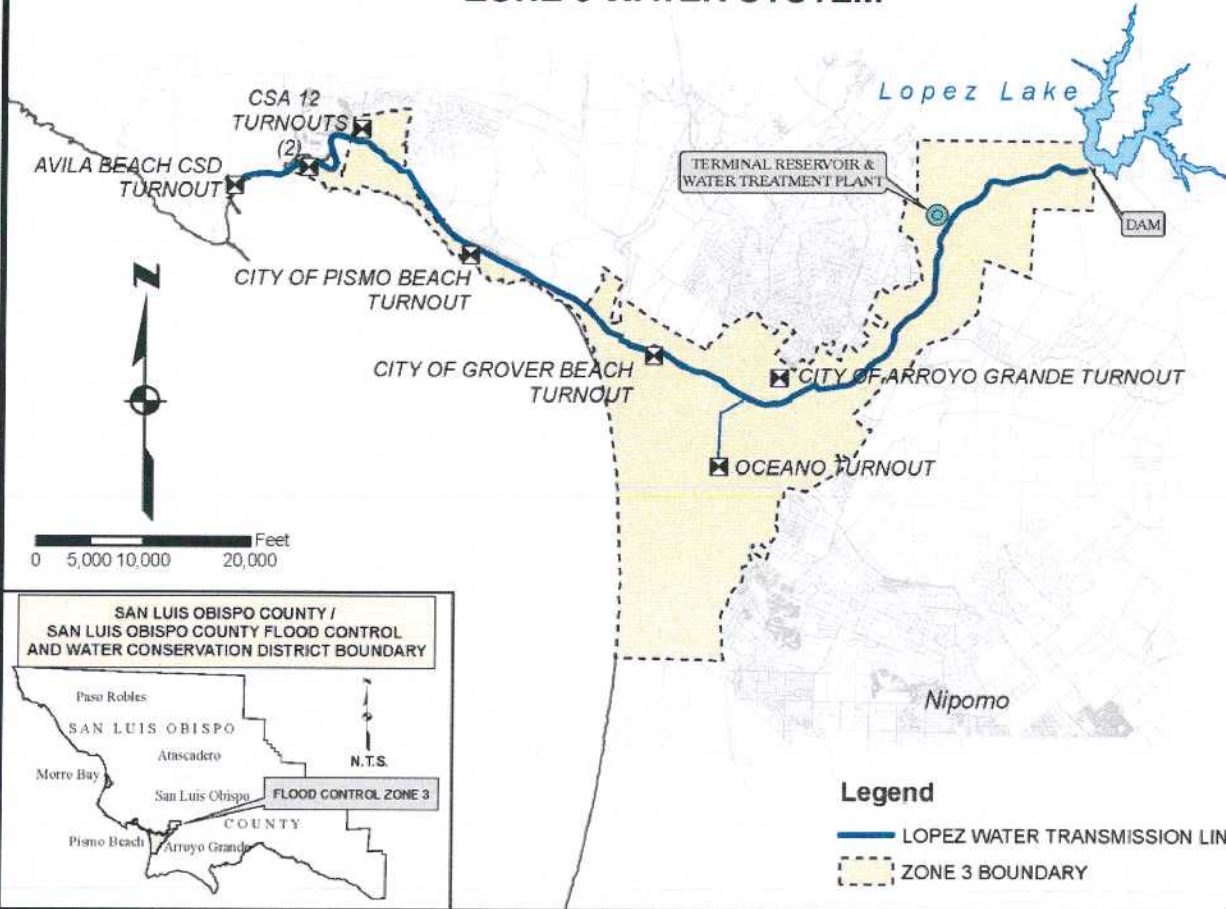
## Additional Maps

Watershed and Sub Watersheds

Land Use

Topography

# ZONE 3 WATER SYSTEM



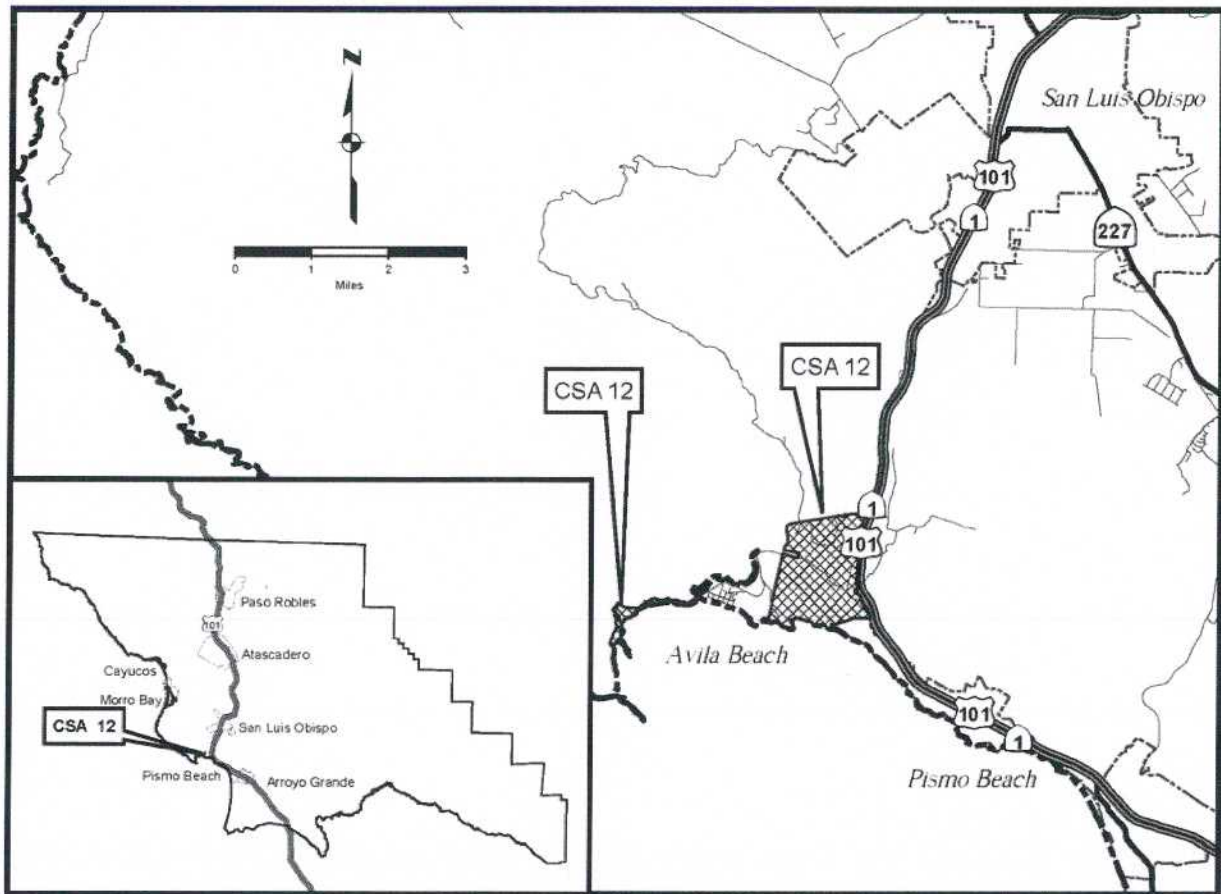
**SAN LUIS OBISPO COUNTY /  
SAN LUIS OBISPO COUNTY FLOOD CONTROL  
AND WATER CONSERVATION DISTRICT BOUNDARY**



### Legend

- LOPEZ WATER TRANSMISSION LINE
- - - ZONE 3 BOUNDARY

PG2 - PDF Prepared 11/15/2005 by D. Ryan, SLO COUNTY PUBLIC WORKS DEPT.



**COUNTY SERVICE AREA 12 - AVILA**  
 SAN LUIS OBISPO COUNTY PUBLIC WORKS DEPARTMENT

### General Description

Lopez Dam with its approximate 50,000-acre foot reservoir was constructed in 1968/69 by the San Luis Obispo County Flood Control and Water Conservation District. The Lopez Project is organized as Zone 3 of the District and supplies water to the municipalities of Arroyo Grande, Pismo Beach, Grover Beach, Oceano, and CSA 12, including Avila Beach. Municipal water contract deliveries total 4,530 acre feet per year (AFY); safe annual yield is calculated at 8,750 AFY. The project also makes downstream releases to Arroyo Grande Creek to ensure adequate flow is available to riparian users and to recharge aquifers to support downstream water rights, including agricultural wells and municipal wells serving the communities of Arroyo Grande, Pismo Beach, Grover Beach and Oceano. Agricultural releases have historically averaged 2,335 AFY; more recently (post 1999) downstream releases have averaged 3,800 AFY to support federally listed species habitat and more intensive agricultural use. At the time the dam was constructed downstream releases were anticipated at 4,200 AFY. Habitat and agricultural releases into Arroyo Grande Creek from the outlet works at Lopez Dam are made pursuant to informal agreements with state and federal resource agencies pending approval of the project's Habitat Conservation Plan and "handshake" agreements (unwritten) with farmers stemming from discussions at the time the project was being developed in the 1960's. The Lopez Water Project consists of the Dam, the reservoir, a water treatment plant, and treated water distribution system.

<b>ZONE 3 WATER PROJECT AGENCIES</b>		
<b>Agencies</b>	<b>Entitlement in Acre Feet/Year</b>	<b>% Share</b>
City of Arroyo Grande	2,290	26
City of Pismo Beach	892	10
City of Grover Beach	800	9
Oceano Community Services District	303	3
County Service Area 12 (Avila & Avila Valley)	245	3
<b>Sub Totals</b>	<b>4,530</b>	<b>52</b>
Downstream Releases	4,200	48
<b>Total (Safe Yield)</b>	<b>8,730</b>	<b>100</b>

County Service Area 12 (CSA12), located in the Avila beach and Avila Valley area, is a subcontractor to Zone 3. CSA12 subcontractors are listed below:

<b>County Service Area 12 Subcontractor</b>	<b>Allocation (acre-feet)</b>
Anderson	0.75
Avila Beach Community Services District	68.31
Avila Valley Mutual Water Company	12
Norman W. Blackburn	1
U.S. Vacation Resorts	7
Graulich	6
John King (Avila Hot Springs)	7.94
Devincenzo	2
Jana Hanson	0.75
John King	1.5
Jany and Anne Marie Murrell	1
James McKiernan	1
Ben Chiu	0.75
PG&E	11
City of Pismo Beach	92
San Miguelito Partners	4
John Day	4
Robin Rossi	5
Port San Luis Harbor District	100
San Luis Coastal Unified School District	5
SLO Buddhist Temple	5
Terrace hills Congregation of JWS	1
<b>Total</b>	<b>337</b>

**Zone 3 Advisory Committee  
And  
Technical Advisory Committee**

The Zone 3 Advisory Committee consists of representatives from the Cities of Arroyo Grande, Pismo Beach, and Grover Beach; the Oceano Community Services District; County Service Area 12; an Agricultural Representative; and a Member-at-Large.

The Advisory Committee Bylaws describe the Purpose, Responsibility and Authority of the Committee as:

1. The purpose of the Committee is to determine the needs, desires and financially supportive capabilities of the water contractors, residents and property owners in Zone 3, and upon deliberation, to convey these needs, desires and capabilities to the Board of Supervisors and other County officials.
2. In carrying out its purpose, the Committee shall be responsible for reviewing proposed additions to, changes in, or extensions or deletions of services; gathering and evaluating data relative to services and zones of benefit; forming and conveying to appropriate parties' opinions or recommendations and informing the community on matters of importance.
3. The Committee's authority is that of leadership, advocacy and guidance regarding the needs and desires of water contractors, residents, agriculture and property owners in Zone 3.
4. The Board of Supervisors may approve, alter, or return any said recommendation of the Committee. Furthermore, in every case that the Board of Supervisors alters or returns to the Committee any item or proposition recommended by the Committee, the Board of Supervisors shall set forth in writings its findings that caused the Board of Supervisors to alter or return said item or proposition and shall do so only after holding a public hearing, at which time the members of the Committee shall have the right to appear and address the Board of Supervisors.

The Advisory Committee is subject to the State's open meeting law (Brown Act) and holds its formal public meetings on the third Thursday of every other month at 6:30 in the evening, rotating the meeting location among the three cities and the Oceano Community Services District.

The Technical Advisory Committee is a staff level committee (non-Brown Act) that meets monthly, or more often as necessary, to address system operational coordination and provide technical information to the Advisory Committee.



## State Water

Several water purveyors, as shown in the table below, are State Water subcontractors whose water is delivered through the Zone 3 (Lopez) distribution system. All except one, San Miguelito Mutual Water Company, are also zone 3 agencies, either directly or via CSA12.

When the Lopez Project was constructed in the mid 1960's, grant funds were obtained for the express purpose of enlarging the distribution system to accommodate State Water. This allows State water to be delivered through the Lopez distribution system without infringing on pipeline capacity for the Zone 3 agencies.

<b>STATE WATER SUBCONTRACTORS LIST</b>			
<b>Subcontractor</b>	<b>Water Service Amount (Table A<sup>1</sup> Amount)</b>	<b>Drought Buffer<sup>2</sup></b>	<b>Total Reserved</b>
<b>Chorro Valley Turnout</b>			
City of Morro Bay	1,313	2,290	3,603
Ca Men's Colony	400	400	800
Co Operations Center	425	425	850
Cuesta College	200	200	400
<b>Lopez Turnout</b>			
City of Pismo Beach	1,240	1,240	2,480
Oceano CSD	750	750	1,500
San Miguelito MWC	275	275	550
Avila Beach CSD	100	100	200
Avila Valley MWC	20	60	80
San Luis Coastal	7	7	14
<b>Shandon Turnout</b>			
CSA16	100	0	100
<b>TOTALS</b>	<b>4,830</b>	<b>5,747</b>	<b>10,577</b>

1. The water supply contracts also set forth the maximum amount of water a subcontractor may request each year from the State Water Project; these water amounts are written within the master contract in a list format known as Table A.

2. A drought buffer is an additional amount of water a subcontractor may purchase to better guarantee their full allocation in years when deliveries fall short of 100%. For example, Pismo Beach has a drought buffer equal to their Table A Amount. In a 50% delivery year, they have 50% of their Table A and 50% of their drought buffer available, resulting in a 100% delivery year. In a 10% delivery year, they have 10% of their Table A and 10% of their drought buffer available, resulting in a 20% delivery year. In no case, can the total be more than 100% because it would exceed the agency's share of pipeline capacity.

## Surplus Water

The Zone 3 water supply contracts define surplus water as “The portion of the Safe Yield for Project water remaining after distributions of water during the said previous Water Year” (Article 4 (D)). More clearly “surplus water” is water that was saved from the previous year’s municipal deliveries and downstream releases. Surplus water does NOT mean that there is an amount of “excess” water in the reservoir; rather, the determination and use of surplus water is a water management technique that maximizes the efficient use of water produced by the reservoir over the long term.

The term “safe yield” is the amount of water theoretically available at a given location in a watershed on an annual basis over the long term. The safe yield of Lopez Reservoir is 8,730 acre feet per year. Of that amount, 4,530 acre feet is contracted to agencies as “entitlement” water, the balance of 4,200 acre feet is available for downstream release. In any given year, the amount of water delivered to the agencies may be less than their entitlements, and the amount of water released downstream may be less than 4,200 acre feet. The unused entitlement plus the “unreleased” downstream water is added together and declared as “surplus water”.

The water supply contracts specify that this surplus water is made available to the agencies based on their proportionate share of the entitlement water, as follows:

Agency	Contractual Entitlement AFY	Percentage
City of Arroyo Grande	2,290	50.55
City of Pismo Beach	303	6.69
City of Grover Beach	800	17.66
Oceano Community Service District	896	19.78
County Service Area No. 12	241	5.32
<u>Total Entitlement Water</u>	<u>4,530</u>	<u>100%</u>
Downstream Release	4,200	
Total	8,730	

Surplus water is available to the agencies in the following “water year” (April 1 to March 31) subject to capacity in the system to treat and deliver the water.

## Low Reservoir Response Plan (LRRP)

### Description

The Low Reservoir Response Plan (LRRP) describes a set of actions that the San Luis Obispo County Flood Control and Water Conservation District (District) Zone 3 will implement when the amount of water in storage within the Lopez Reservoir drops below 20,000 Acre-Feet (AF) provided that the District's Board of Supervisors has declared an emergency related to Zone 3. The purpose of the LRRP is to limit downstream releases and municipal diversions from Lopez Reservoir during periods of low reservoir storage (i.e. less than 20,000 AF) to preserve water within the reservoir, above the minimum pool level, for a minimum of 3 to 4 years under continuing drought conditions. The criteria for reducing municipal diversions and downstream releases are summarized in the tables below.

The LRRP was adopted by all the Zone 3 participants in 2014 in response to the current drought.

### Summary Tables

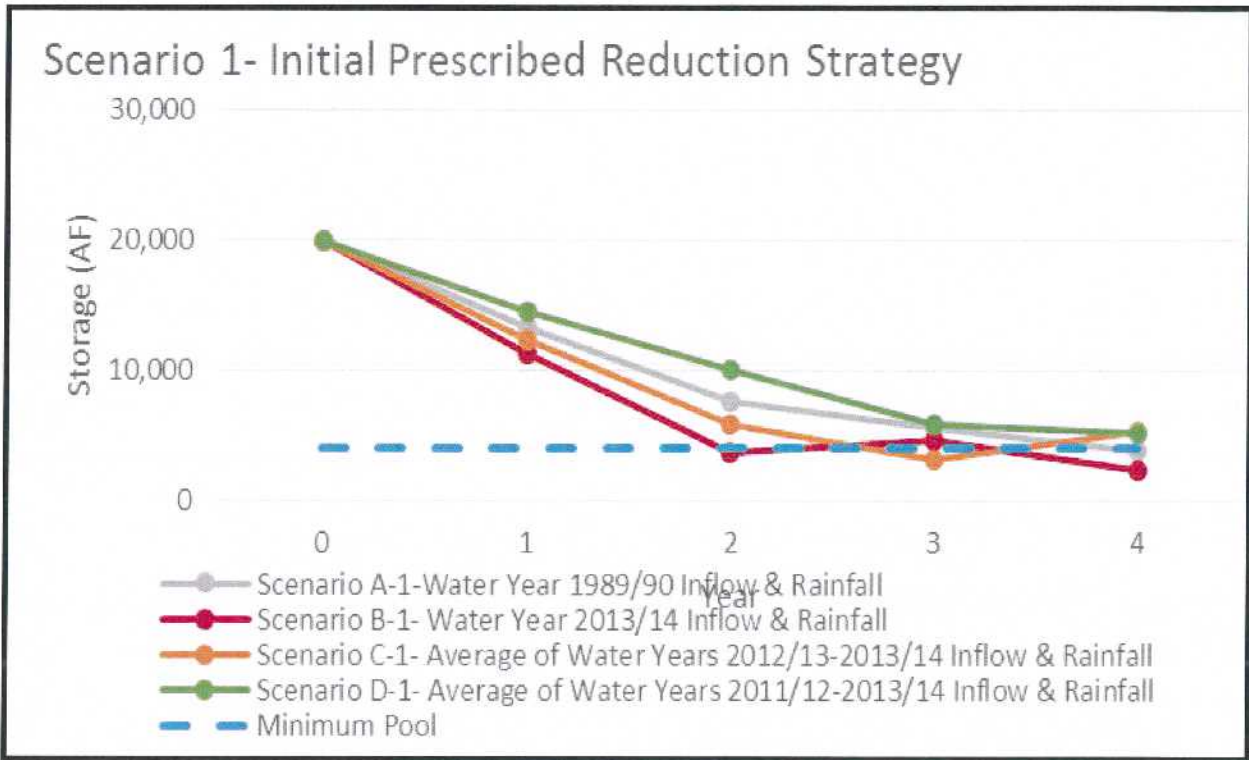
<b>LOPEZ RESERVOIR WATER DELIVERY REDUCTION SCENARIO</b>	
Total Storage in Acre Feet	Percent Delivery Reduction
20,000	0% No deliveries above contract entitlements
15,000	10% Delivery reduction
10,000	20% Delivery reduction
5,000	35% Delivery reduction
1,700 <sup>1</sup>	100% <b>NO WATER DELIVERIES</b>

1. At 1,700 acre feet in storage the reservoir is a minimum pool (Note: minimum pool is being reassessed in detail to determine the maximum amount of water that can be drawn from the reservoir.).

<b>LOPEZ RESERVOIR DOWNSTREAM RELEASE REDUCTIONS</b>		
Total Storage in Acre Feet	Downstream Release Reduction	Downstream Releases (Acre Feet)
20,000	9.5%	3,800
15,000	9.5%	3,800
10,000	75.6%	1,026
5,000	92.9%	300
4,000	100%	0

### Projections

In the event of continued drought conditions, the LRRP includes reservoir storage projections as shown below:



## Habitat Conservation Plan (HCP)

### Background

The Federal Endangered Species Act (Act) protects endangered and threatened species of wildlife and plants. The purpose of the Act is to protect and recover imperiled species and the ecosystems upon which they depend. Federally-listed species (both endangered and threatened) have been documented in Arroyo Grande Creek. The HCP is intended to address the Project's impacts on steelhead trout, red-legged frog, and potentially tidewater goby. The District's manipulation of water releases from Lopez Dam could affect these species and/or their habitat; therefore, pursuant to the Act, the District will need to acquire an incidental take permit.

The District was issued a water rights permit in 1961 by the State Water Resources Control Board. In 1988, the District was advised by the State that the District's historical operation of the Lopez Project was not consistent with the water rights permit, and the District should file a revised water rights application. In 1990, the State indicated that a completed HCP would be required before a revised water rights permit could be issued, consistent with requirements of the Endangered Species Act.

Habitat Conservation Plans are planning documents required as part of an application for an incidental take permit. They describe the anticipated effects of the proposed taking; how those impacts will be minimized, or mitigated; and how the HCP is to be funded. HCPs can apply to both listed and nonlisted species, including those that are candidates or have been proposed for listing.

### Status

In 1999, the District assembled a consultant team to prepare the HCP, including all supportive environmental, hydrologic, legal, and CEQA/NEPA documents. In 2004 the team produced a draft HCP. Initial review of the draft HCP by federal and state resource agencies resulted in additional analysis by the project team, focused on the Downstream Release Program. In 2012 the District contracted with H.T. Harvey and Associates to function as the environmental member of the HCP team, replacing the previous consultant in that role and providing a deeper pool of experienced environmental staff.

In 2012 the State requested that the District complete a Water Availability Analysis in accordance with California Water Code Section 1260(k) for the State to continue processing the revised water rights application. An administrative draft of a Water Availability Analysis was prepared by the project team; subsequent District review of the draft raised numerous questions about the relationship between the Downstream Release program and existing downstream riparian water rights.

In July of 2013 the Zone 3 Advisory Committee adopted a District staff recommendation to move the HCP effort forward with a re-formed project team, including circulating a Request for Proposals for hydrologic tasks including modeling, hydrogeologic analysis, and a Water Availability Analysis.

The hydrogeologic consultant (ECORP) has peer reviewed and updated the reservoir model, prepared a Water Availability Analysis (analysis of downstream water rights) and produced a revised Downstream Release Program. ECORP is currently scoping additional work to model the effects of contract amendments being developed by the contractors.

The Environmental consultant and author of the HCP (H.T. Harvey and Associates) has been on board for about five years. Their work has been slowed waiting the results of the hydrogeologic work.

February 13, 2017

Mr. Brad Hagemann  
General Manager/District Engineer  
Avila Beach Community Services District  
Post Office Box 309  
Avila Beach, California 93424-0309

Dear Mr. Hagemann:

### 2017-18 PROPERTY/LIABILITY PROGRAM RATE INFORMATION

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors we want to express our sincere appreciation for your safety/loss prevention efforts and continued support of SDRMA.

Back in 2009, the SDRMA Board of Directors reduced rates an average 15% for Property/Liability members based on concerns of the effects of downturn in the economy. At that time, the Board reduced rates to provide financial relief for our members and have been able to keep rates flat for the past 7 years by using rate stabilization reserves which were previously set aside for that purpose.

However, during this period our operating costs for reinsurance, claims expense and cost of services have continued to increase. This year, after considerable review and discussion, the SDRMA Board of Directors determined it was not possible to continue using reserves and investment income to supplement the revenue shortfalls and approved a rate increase. **Rates for the Property/Liability Package Program will increase 10% for the 2017-18 program year** as well as a small increase in the minimum annual general liability contribution amount from \$1,348 to \$1,400 and non-owned auto coverage from \$45 to \$50 per member. Every effort was made to reduce operating costs and minimize the overall rate increase while ensuring the financial integrity of the program.

In addition, your agency's actual annual contribution amount for 2017-18 may vary compared to 2016-17 as a result of the rate increase, any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

#### *Other Important Items to Note:*

- The Board also approved a longevity distribution for 2016-17 which will be applied to your agency's 2017-18 renewal invoice. Additional details will be mailed under a separate letter later this month.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- SDRMA's Safety/Claims Education Day/Annual Membership Meeting is Tuesday, March 28 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including meals. For more information, please visit our website at [www.sdrma.org](http://www.sdrma.org) and click on "Register for a Training Workshop" on the right side of the page.
- Members considering to withdraw from coverage with SDRMA for the 2017-18 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws by April 1. However, members must have completed the initial 3-year commitment period. Members not renewing coverage for 2017-18 will be ineligible to receive the longevity distribution credit recently approved by the Board.

On behalf of the Board of Directors and our entire risk management team we thank you for your continued participation in our programs!

Sincerely,  
Special District Risk Management Authority



Jean Bracy, President  
Board of Directors

February 14, 2017

Mr. Brad Hagemann  
General Manager/District Engineer  
Avila Beach Community Services District  
Post Office Box 309  
Avila Beach, California 93424-0309

Dear Mr. Hagemann,

**GOOD NEWS FOR YOUR 2017-18 FISCAL YEAR BUDGET!**

On behalf of the Special District Risk Management Authority Board of Directors we are pleased to announce the Board took action on February 2, 2017, approving **no rate increase for the Workers' Compensation Program for 2017-18!**

To assist your agency in their budgeting process, SDRMA has estimated 2017-18 annual contribution amounts using your agency's applicable Individual Class Code Rates, Experience Modification Factor (EMOD) and prior year Estimated Payroll Wages. Your agency's actual annual contribution amount will also vary from 2016-17 as a result of variances in your reported payroll, EMOD (worksheet attached) and Credit Incentive Program (CIP) points earned.

Summary	2017-18	2016-17	\$ Change	% Change
<b>Estimated Annual Contribution</b>	<b>\$719</b>	<b>\$720</b>	<b>-\$1</b>	<b>0%</b>

Detail	2017-18	2016-17
2016-17 Estimated Payroll Wages	\$35,000	\$35,000
Member's Individual Class Code Rates	See attached	See attached
Risk Factor - <i>if applicable</i>		
EMOD	81%	81%
Advanced Credit Incentive Program (CIP)	15%	15%
5% Multi-Program Discount - <i>if applicable</i>	-\$38	-\$37

*Other Important Items to Note:*

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Thank you for your continued participation in helping make SDRMA the premier risk management program in California! If you have any questions, please contact Heather Thomson, Chief Financial Officer at 800.537.7790 or [hthomson@sdrma.org](mailto:hthomson@sdrma.org).

Sincerely,  
Special District Risk Management Authority



Jean Bracy, President  
Board of Directors



# Special District Risk Management Authority

## Workers' Compensation Program

Program Year 2017-18

### Experience Modification (EMOD) Calculation Form

Avila Beach Community Services District

Post Office Box 309

Avila Beach, CA 93424-0309

#### Summary

PY 2017-18 EMOD - 81%

PY 2016-17 EMOD - 81%

#### Expected Losses Detail Calculations for PY 2017-18

Class Codes	2013-14 Payroll	2014-15 Payroll	2015-16 Payroll	Total Payroll	Expected Loss Rate	Expected Losses	Expected Primary Losses	Expected Excess Losses
8742-P	\$0	\$0	\$0	\$0	0.0019	\$2.85	\$0.54	\$2.31
8810	\$50,058	\$22,236	\$36,210	\$108,504	0.0017	\$184.46	\$40.58	\$143.88
9410	\$18,256	\$77,057	\$0	\$95,313	0.0071	\$676.72	\$121.81	\$554.91
	<b>\$68,314</b>	<b>\$99,293</b>	<b>\$36,210</b>	<b>\$203,817</b>		<b>\$864.03</b>	<b>\$162.93</b>	<b>\$701.10</b>

#### Actual Losses Detail Calculations for PY 2017-18 valued as of 12/31/2016

Year	Claims Count	Actual Incurred Losses	Actual Losses*	Actual Primary Losses	Actual Excess Losses
2013-14	0	\$0	\$0.00	\$0	\$0.00
2014-15	0	\$0	\$0.00	\$0	\$0.00
2015-16	0	\$0	\$0.00	\$0	\$0.00
				<b>\$0</b>	<b>\$0.00</b>

\* Actual Losses are capped at \$175,000 per claim for purposes of EMOD calculations.

Rating Procedure - Based on Workers' Compensation Insurance Rating Bureau's (WCIRB) rating model.

Total Expected Primary Losses	*	1 - Credibility Primary	=	Adjusted Expected Primary Losses
\$162.93		0.00		\$0

Total Expected Excess Losses	*	1 - Credibility Excess	=	Adjusted Expected Excess Losses
\$701.10		1.00		\$701

Total Actual Primary Losses	*	Credibility Primary	=	Adjusted Actual Primary Losses
\$0		1.00		\$0

Total Actual Excess Losses	*	Credibility Excess	=	Adjusted Actual Excess Losses
\$0.00		0.00		\$0

Adjusted Expected Primary Losses	+	Adjusted Expected Excess Losses	+	Adjusted Actual Primary Losses	+	Adjusted Actual Excess Losses	=	Total Adjusted Losses
\$0		\$701		\$0		\$0		\$701

Total Adjusted Losses	/	Total Expected Losses	=	2017-18 EMOD
\$701		\$864.03		81%

February 22, 2017

Mr. Brad Hagemann  
General Manager/District Engineer  
Avila Beach Community Services District  
Post Office Box 309  
Avila Beach, California 93424-0309

**RE: Property/Liability Longevity Distribution**

Dear Mr. Hagemann,

On February 2, 2017, the SDRMA Board of Directors approved a longevity distribution for the eighth year in a row. The Longevity Distribution Policy was adopted by the Board to recognize and reward members for their loyalty and commitment to SDRMA programs. The policy is consistent with the goals and objectives of the Board's strategic business plan and helps ensure pool stability by rewarding members for remaining in our Property/Liability and Workers' Compensation programs.

**This year, the Board approved a longevity distribution in the amount of \$247,965 for Property/Liability members and \$463,920 for Workers' Compensation members.** For the Property/Liability program, over 91% of members will receive the distribution credit and for the Workers' Compensation program, over 90% of members will receive the distribution credit.

Congratulations! Since you have participated in our Property/Liability Program for 22 years as of June 30, 2016, your agency will receive a longevity distribution credit on your 2017-18 renewal invoice in the amount of \$347. We encourage you to share this valuable news with your governing body!

There is no action required by your agency. Every member that has completed the 3 full program year initial commitment period for the Property/Liability program is eligible to receive a longevity distribution credit when they renew coverage. The longevity distribution may be declared by the Board of Directors each year only after all Board policy reserve requirements have been met. The amount available for the longevity distribution is the amount of investment earnings on reserves above the Board approved confidence level for each program as of June 30. The distribution is weighted based on the member's length of time in that program and the amount of the member's annual contributions compared to the total contributions of all pool members.

**REMINDER** – SDRMA's Safety/Claims Education Day/Annual Membership Meeting is Tuesday, March 28 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including breakfast, lunch and refreshments. For more information, please visit our website at [www.sdrma.org](http://www.sdrma.org) and click on "Register for a Training Workshop" on the right side of the page.

Thank you for your participation and helping make SDRMA a premier risk management provider! If you have any questions, please contact the SDRMA Finance Department at 800.537.7790 or 916.231.4141.

Sincerely,  
Special District Risk Management Authority



Jean Bracy, President  
Board of Directors

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 14, 2017

SUBJECT: Capital Projects Status Report

Recommendation:  
Receive and File

Discussion:

For ease of review, we have included a notation in brackets as to whether there has been significant progress to warrant a project summary update. If there have been no reportable changes we will indicate so in brackets.

**WATER SYSTEM CIP'S**

**W-1: Water tank storage improvements – Budget: \$35,000 Spent to Date: \$13,283 [Updated]**

Water in the District's large water storage tank periodically experiences nitrification that can lead to decreased disinfection residual in the water distribution system. Nitrification can be controlled by ensuring water in the tank is thoroughly mixed. The scope of this project includes "dropping" power to the tank from a nearby PG&E power pole and installing a tank mixing system. Electricraft completed their work in early December and PG&E recently set the meter and "energized" the system. We are now using PG&E power to run the SCADA system. Staff requested and obtained a quote from Solar Bee for the in-tank mixing system. After evaluating the mixing system and checking references, staff ordered the mixing system and it was delivered on March 6<sup>th</sup>. Staff requested a quote from FRM to install the tank mixing system. Staff anticipates having this project completed in the first quarter of 2017.

**W-2: Water System Valve Replacement – Budget: \$75,000 Spent to Date: \$ 2,980 [Updated]**

Water distribution line valves are being evaluated for replacement as we identify them during our routine valve exercising program and/or as we conduct normal operations in the system. The valve exercising program helps identify valves that no longer seal and/or are reaching their useful life. This year's budget should allow for the replacement of 3 – 5 valve clusters depending on the location, depth of valve and if they are in close proximity to each other. Per the Board's approval at the November 8, meeting staff has retaining Michael K. Nunley & Associates to prepare plans and specifications for bidding out the project. The plans and specifications are nearly complete and staff will circulate them for quotes within the next two weeks.

In January 2015, the District identified a project to replace the valves that allow an emergency supply connection between San Miguelito Mutual, Port San Luis and the Avila Beach CSD. The District retained Water Systems Consults Inc. to review the existing valve/meter configuration and provide a recommended design. WSC's prepared a Technical Memo and staff is coordinating the design recommendations with San Miguelito Mutual and the Port. With their input/concurrence staff will implement installation of the new valves.

**W-3: Miscellaneous Water Line Replacements – Budget: \$25,000 Spent to Date: \$8,852 [Updated]**

As with previous years, this project provides funding for upgrading older water distribution pipe and related systems on as needed basis. To date we have spent approximately \$3,000 to update the water and wastewater atlas maps. The atlas maps are prepared using ArcView GIS software and will be updated as projects are completed. The atlas data files are now saved on the District computer server and can be viewed, searched, printed etc., locally. In addition, at the December 2016 Board meeting the Board retained Water Systems Consulting Inc. to prepare a Water Resources Analysis. That project is well underway and staff anticipates having a draft report by mid-April. We have spent approximately \$6,000 of the no to exceed budget of \$15,625 project budget.

**WASTEWATER SYSTEM CIP'S**

**WW-1: Recycled Water Study and Upgrade of WWTP – Budget: \$125,000 Spent to Date: \$36,155 [Updated]**

In July 2015, the District retained Water Systems Consulting (WSC) to prepare a Grant Application for a Recycled Water Facilities Planning Study. The Study will evaluate potential recycled water alternatives and will be conducted in a 50/50 partnership with the San Manuelito Mutual Water Company. The Grant has been approved by the State Water Resources Control Board and they will reimburse the District for 50% of the cost of the study up to a maximum of \$75,000. The Grant application package was submitted to the State Board in November 2015 and formally approved in March 2016.

After some delays in getting the contract language approved between the District and WSC, a formal kick-off meeting was held on September 7th and the project is now well underway. Staff met with WSC staff on December 20, 2016, to review the project progress to date and narrow the conceptual alternatives down to a manageable level. The next major milestone will be in June 2017, when WSC completes the draft Project Alternatives Analysis.

**WW – 2: Effluent Line Repair – Budget: \$40,000 Spent to Date: \$31,053 [Updated]**

Scope of this project includes re-routing the existing effluent line from underneath the primary clarifier building to around the building, installing a static mixer and replacing two underground valves. The District retained MBS Land Surveys to prepare a detailed topographic map of the treatment plant site and retained Michael K. Nunley Engineering to prepare a design Technical Memo that contractors used to provide a quote for the project. In late September, 2016 staff solicited quotes from six contracting firms including Fluid Resource Management. Four of the six firms declined to bid on the job, stating that they are too busy to take on another job. The Board awarded the contract to Fluid Resource Management, Construction Division at the December 2016, Board meeting. FRM staff initiated the project in mid-December. The wet weather in January and February significantly delayed project completion, but FRM staff connected the new effluent line in late February. The new line is operating satisfactorily. Staff is in the process of ordering the in-line static mixer and when it arrives, FRM staff will install it.

**WW - 3 Chlorination System Improvements – This project has been delayed to FY 2017/18. [No changes]**

This project includes upgrading the chlorine analyzer and chlorine delivery system.

**WW - 4 Wastewater Collection Line Repair – Budget: \$75,000 Spent to Date: \$0 [No Changes]**

This is a contingency budget line item that will be available for conducting minor un-anticipated repairs to the collection system. No projects have been identified to date for this finding line item.

**WW- 5 Influent Wet Well Coating Repairs – Budget: \$40,000 Spent to Date: \$0 [No Changes]**

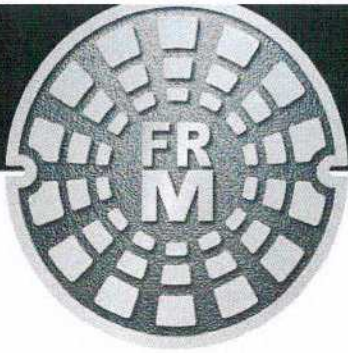
This project will repair the concrete coating in the influent wet well. Applying a coating to the concrete significantly extends the life of the concrete by providing a barrier that protects the concrete from hydrogen sulfide gases and the associated deterioration from sulfuric acid. The existing coating is delaminating in several locations and should be repaired. We anticipate initiating this project in the first quarter of 2017 and completing by mid-2017.

**WW-7 Miscellaneous Waste Water Projects – Budget: \$25,000 Spent to Date: \$11,388 [Updated]**

This project provides funding for un-anticipated capital improvements at the WWTP. To date the District has spent approximately \$11,388 for parts and labor to re-build the secondary sedimentation system chains, sprockets and scraper arms and more recently rebuild a 3 horsepower motor/pump assembly. In addition, the District retained Town and Country Fence to replace the gate at the WWTP.

**WW-9: Repair Decking at WWTP – Budget: \$25,000 Spent to Date: \$13,587 [Updated]**

District engineers and staff have been analyzing the need to replace the stairway that connects the exterior of ground floor of the Primary Clarifier building to the upstairs office space (control room). The District retained Matrix Engineering to prepare plans and specifications for a new metal staircase. However, at this point replacing the stairway is not the highest priority. In September staff retained a flooring contractor to install new linoleum flooring in the upstairs office space. In December, staff retained a contractor to evaluate the integrity of the decking outside of the control room and make needed repairs. The scope of the project included demolition of the rotted decking and support boards, installing new floors joists, replacing the rotted electrical conduit, new flooring and applying three coat waterproof flooring system. The project was completed by the end of January.



February 16, 2017

Avila Beach Community Services District  
191 San Miguel Street  
Avila Beach, CA 93424

**SUBJECT: JANUARY 2017 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM**

## WASTEWATER TREATMENT PLANT

Areas within the wastewater plant that are known to accumulate solids continue to be manually cleaned on a regular basis. The Chlorine Contact Chamber floor is vacuumed out on a weekly basis. These solids, if left to decompose, can have a negative effect on the effluent quality leaving the facility.

Due to heavy rain causing storm water to hit the collection system, Staff responded to a call out that was causing 150 GPM coming into the plant for over six hours. Staff checked manholes to look for any areas with high storm water intrusion. First Street was flooded causing a few manholes to be under water and the County was there pumping out the area. Staff installed manhole inserts on all available low manholes that didn't have an insert already. Flows gradually decreased as the rain slowed down. The next day Staff installed a baffle in the overflow weir between the clarifier and effluent overflow box.

With the bad weather continuing Staff was authorized to get a backup generator for the First Street lift station so Staff didn't have to man the Honda pump should the power go out.

Staff installed a temporary pump in WWTP parking lot area due to high tidal waves and significant rain event.

Staff responded to an Internet outage alert. Without Internet, the SCADA system will not be able to send out alarms via e-mail or text message. By the time Staff arrived onsite the Internet outage had ended so Staff verified normal operations while onsite.

## WATER SYSTEM

The small water storage tank continues to be used as standby, with FRM Staff monitoring the water quality in the tank and flushing as needed. FRM Staff continues to monitor the chlorine residuals and shock the system with additional chlorine as needed.

Staff installed new conduits and pulled wire to provide permanent power for the tank site SCADA system. The solar system components will be kept for emergency purposes.

Staff collected quarterly disinfection byproduct samples from the distribution system; the quarterly report and graphs of results were submitted to the State Water Resources Control Board, Division of Drinking Water.

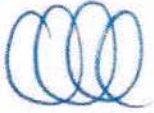
## COMPLIANCE RECORD AND PLANT PERFORMANCE

Plant Design for Influent BOD is 270 mg/L. The permit limit for Effluent TSS and BOD is a Monthly Average of 40 mg/L with a Daily Maximum of 90 mg/L.

Staff compiled the data to complete the monthly Self-Monitoring Report and Discharge Monitoring Report and the Annual Self-Monitoring Report in Central Integrated Water Quality Service (CIWQS). Once approved, the reports are uploaded into CIWQS and certified by ABCSD Staff. Staff also compiled the data to complete the Annual Collection System Questionnaire in CIWQS along with District Staff.

Sincerely,

**FLUID RESOURCE MANAGEMENT**



Carinna Butler  
Operations Manager

## ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2015-2017)
- ABCSD Monthly Total WWTP Effluent Flow (2015-2017)
- Port San Luis Monthly Total Flow (2015-2017)
- Monthly Average Influent BOD (2015-2017)
- Monthly Average Effluent BOD (2015-2017)
- Monthly Water Purchased From Lopez (2015-2017)
- ABCSD Monthly Water Sold (2015-2017)

# Avila Beach CSD Wastewater Treatment Facility

Monthly report due last day of following month  
Annual report due January 30

Month: **JANUARY 2017**

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.069303	127	49			<0.02
2	0.058948	114	41			<0.02
3	0.053227	105	37	5	<2	<0.02
4	0.127072	187	89			<0.02
5	0.099333	128	70			<0.02
6	0.065765	100	39	17	2	<0.02
7	0.069656	100	48			<0.02
8	0.089132	160	62			<0.02
9	0.096697	144	68			<0.02
10	0.074307	111	52	2	<2	<0.02
11	0.071174	127	50			<0.02
12	0.068769	108	48	5	<2	<0.02
13	0.059868	104	42			<0.02
14	0.076988	102	54			<0.02
15	0.068792	115	48			<0.02
16	0.060113	123	42			<0.02
17	0.039824	86	28	<2	<2	<0.02
18	0.044014	84	31			<0.02
19	0.063340	114	44	2	<2	<0.02
20	0.094393	181	66			<0.02
21	0.074572	119	52			<0.02
22	0.090829	149	63			<0.02
23	0.067989	106	48			<0.02
24	0.054835	117	38	<2	<2	<0.02
25	0.053332	118	37			<0.02
26	0.052436	110	37	<2	<2	<0.02
27	0.053641	99	37			<0.02
28	0.063423	108	44			<0.02
29	0.060294	99	42			<0.02
30	0.055309	116	39			<0.02
31	0.040666	81	28	2	<2	<0.02
Min	0.039824	81	28	2	<2	<0.02
Mean	0.068324	117	48	<5	<2	<0.02
Max	0.127072	187	89	17	2	<0.02
Total	2.118041	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

### Effluent and Influent Monitoring

Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
1/1/17	38	36	307	126	
1/6/17	17	19	109	80	
1/8/17	20	22	167	108	
1/12/17	16	13	116	60	1.8 DNQ
1/15/17	25	24	264	134	
1/19/17	24	19	191	148	
1/22/17	17	15	163	122	
1/26/17	20	17	173	90	
1/29/17	31	34	298	176	
Min	16	13	109	60	1.8 DNQ
Mean	23	22	199	116	1.8 DNQ
Max	38	36	307	176	1.8 DNQ
BOD Removal: 88.4%			TSS Removal: 80.9%		

### Effluent Monitoring

Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
1/6/17	<0.1	19.2	6.4	62
1/12/17	<0.1	17.6	6.7	61
1/19/17	<0.1	18.7	6.6	62
1/26/17	<0.1	27.5	6.6	59
Min	<0.1	17.6	6.4	59
Mean	<0.1	20.8	6.6	61
Max	<0.1	27.5	6.7	62

### Effluent Limits

Parameter	Units	Monthly Avg	Weekly Avg	Daily Max
BOD	mg/L	40	60	90
Suspended Solids	mg/L	40	60	90
Oil and Grease	mg/L	25	40	75
Turbidity	NTU	75	100	225
Total Coliform	MPN/100 mL	7 Sample Median: 23		
		More than once in 30 days: 240		
		Daily Maximum: 2,400		
Chlorine Residual	mg/L	6 Month Median: 0.3		1.2
pH	pH units	Between 6.0 - 9.0		
Settleable Solids	mL/L	1.0	1.5	3.0
BOD/TSS Removal	%	≥ 75%	***	***

### Sludge Removal

Date	Gallons (Est.)
1/19/17	4,500

I certify under penalty of perjury that the foregoing is true and accurate and that the sampling procedure and analysis used are as specified in the Waste Discharge Order for this facility.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

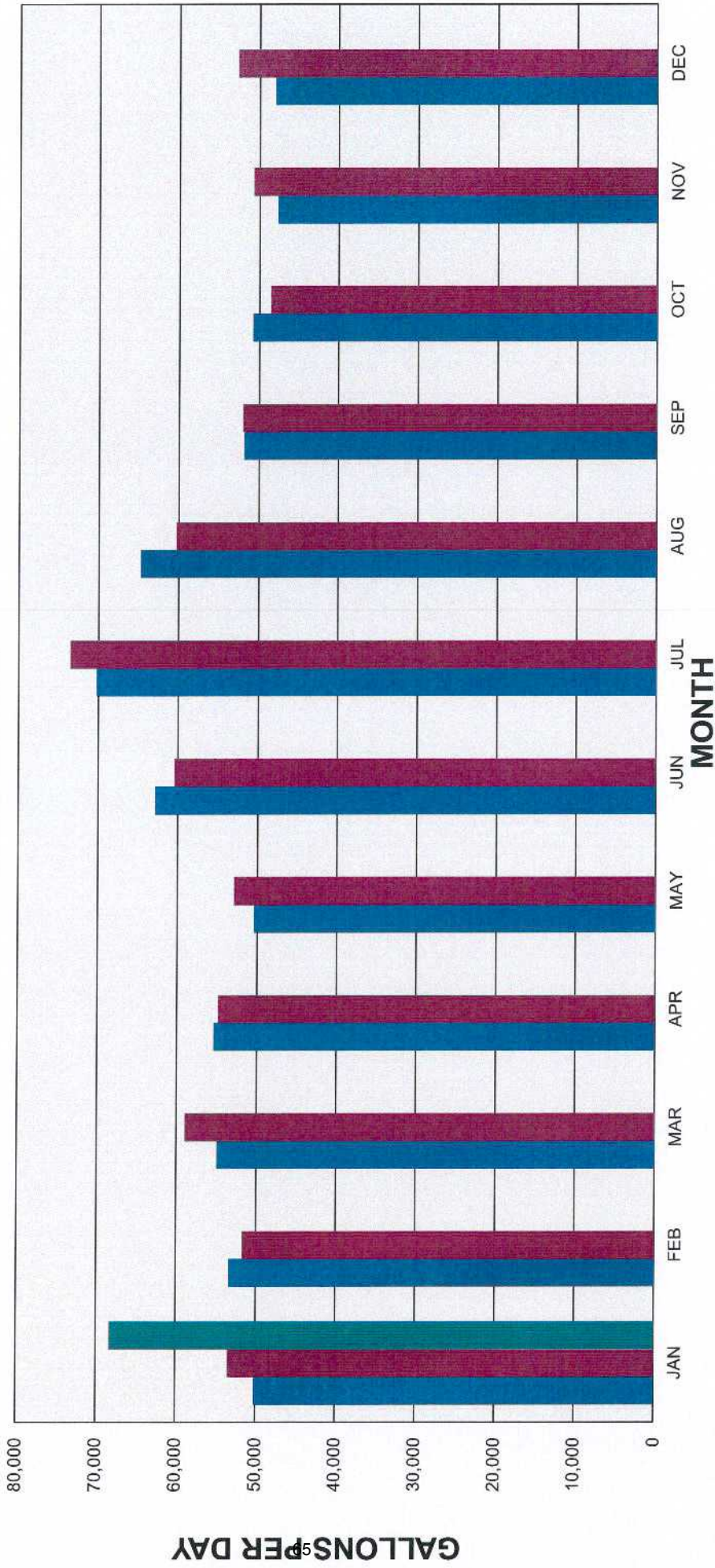
PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_



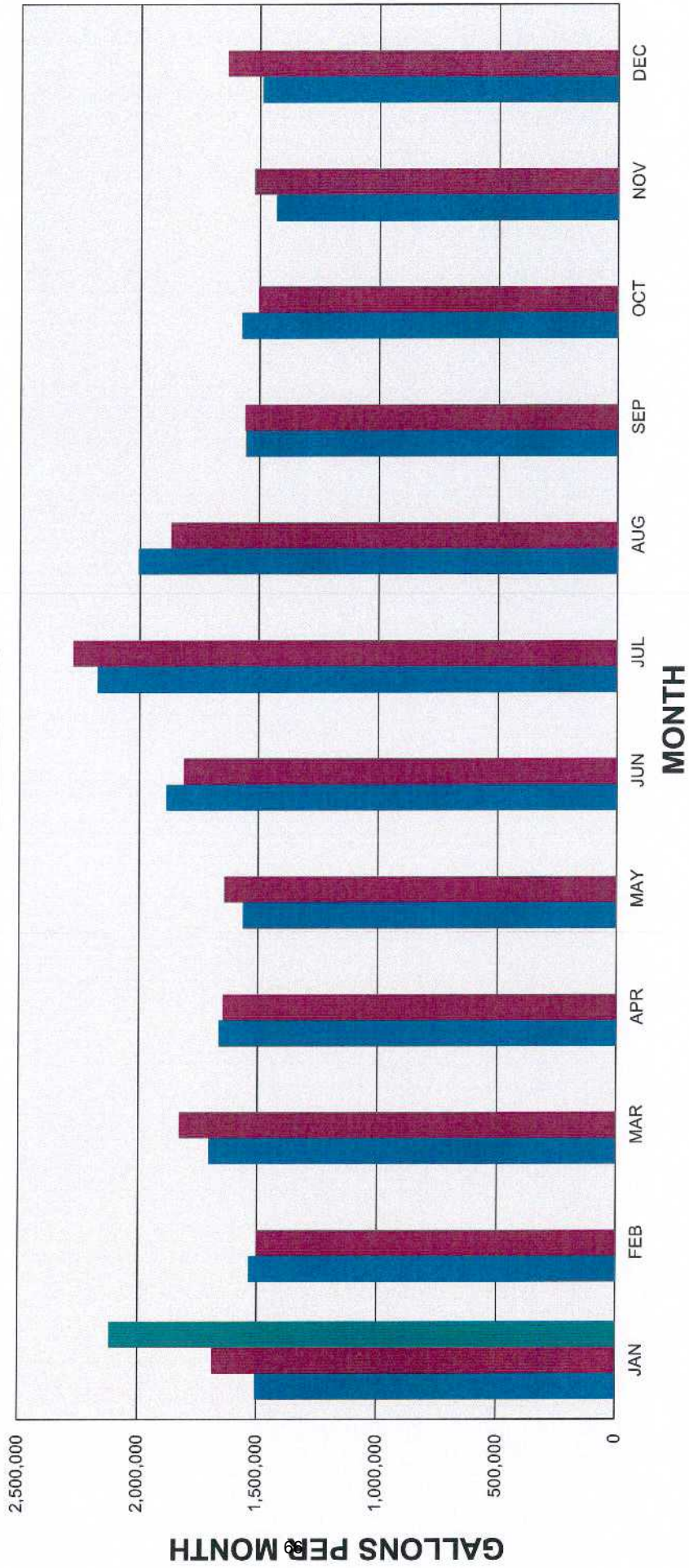
# ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



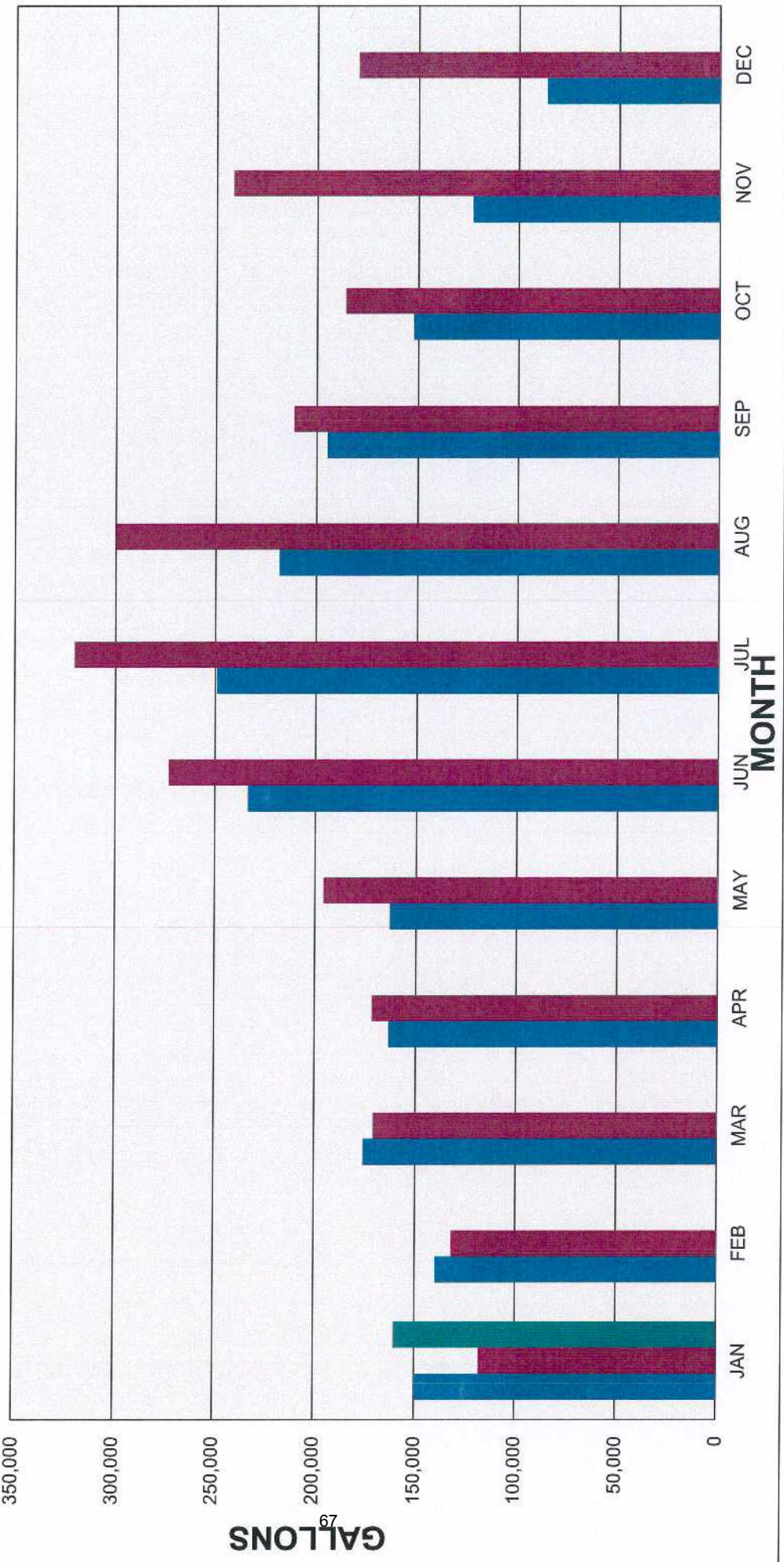
# ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



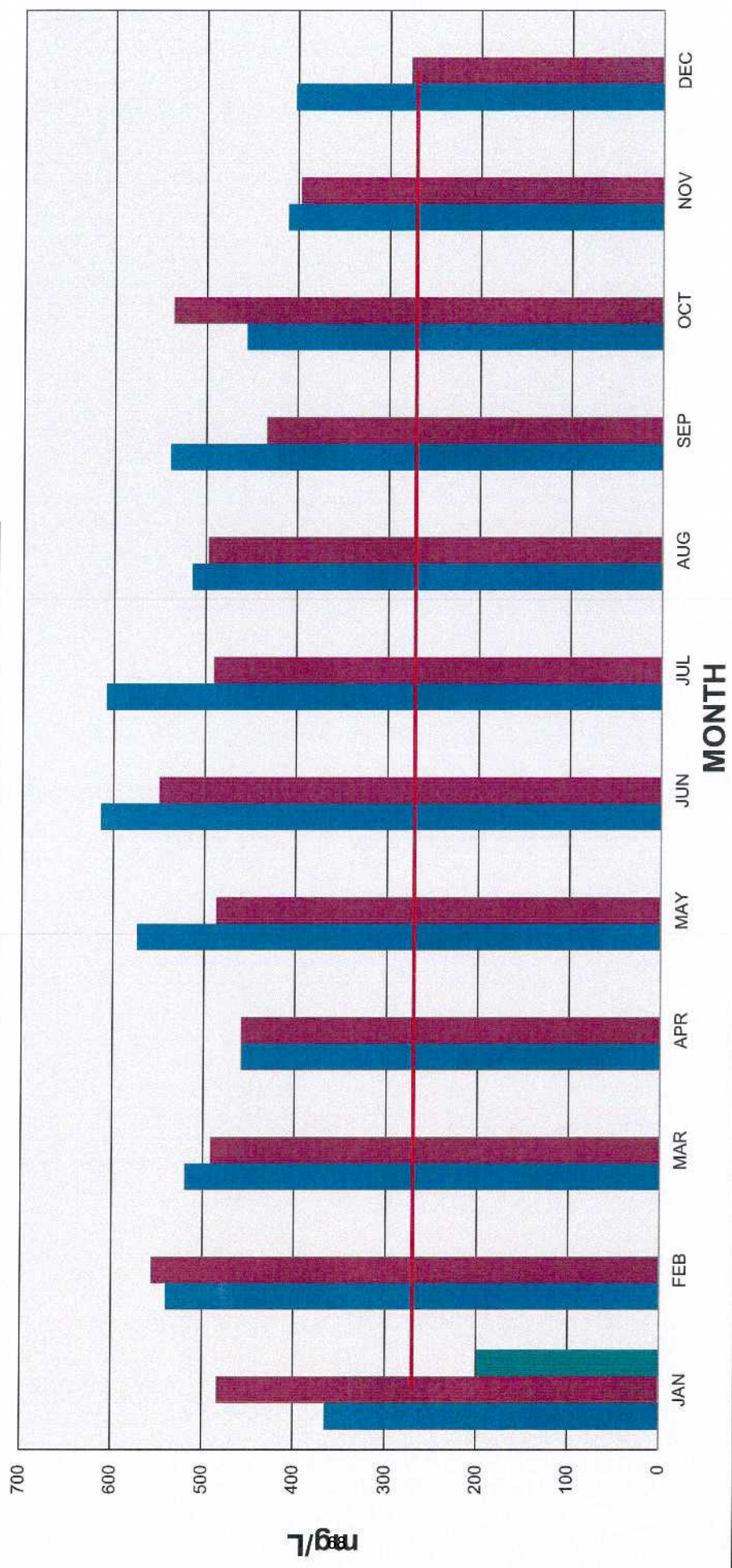
# PORT SAN LUIS MONTHLY TOTAL FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



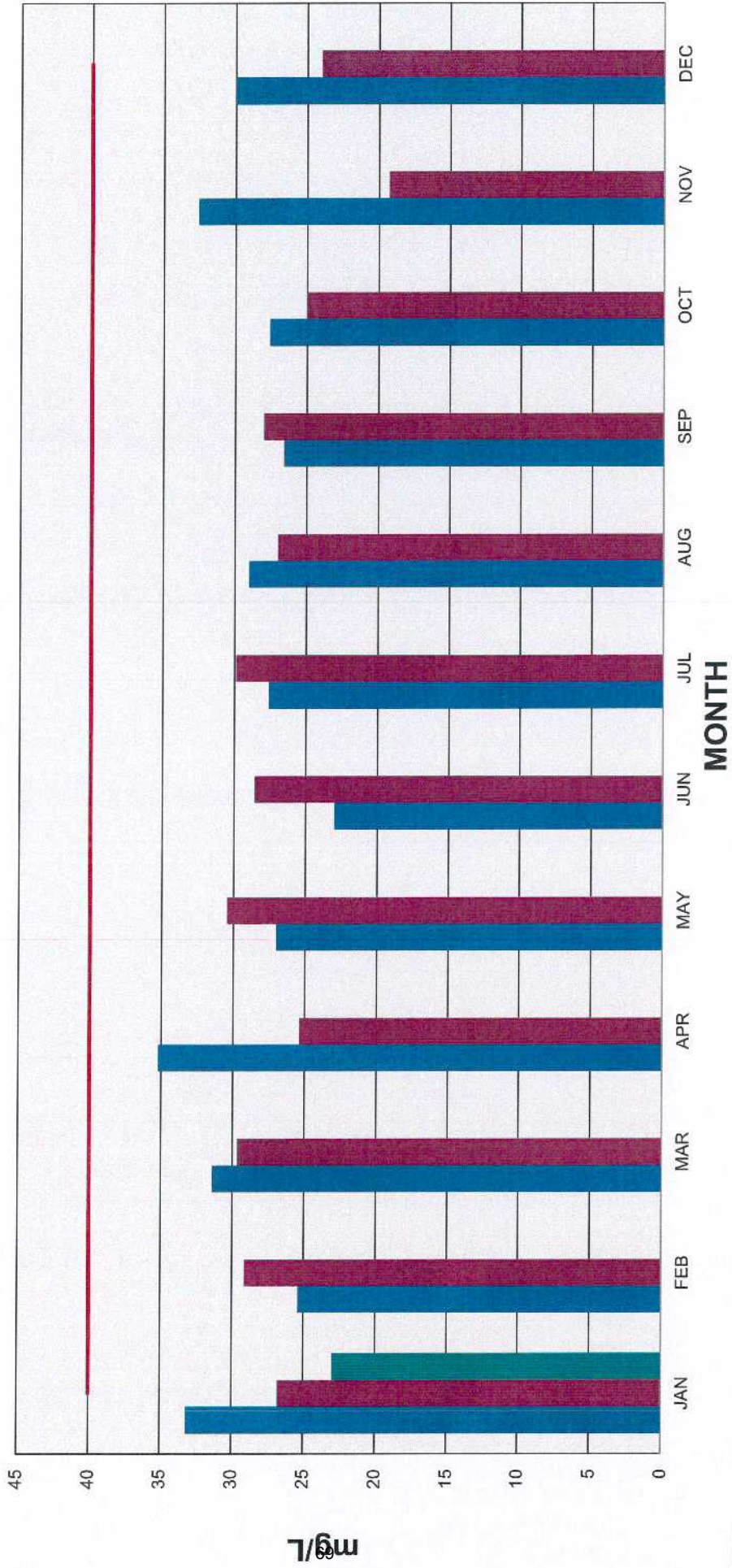
# ABCSD MONTHLY AVERAGE INFLUENT BOD (2015 - 2017)

■ 2015   
 ■ 2016   
 ■ 2017   
 — WWTP Design



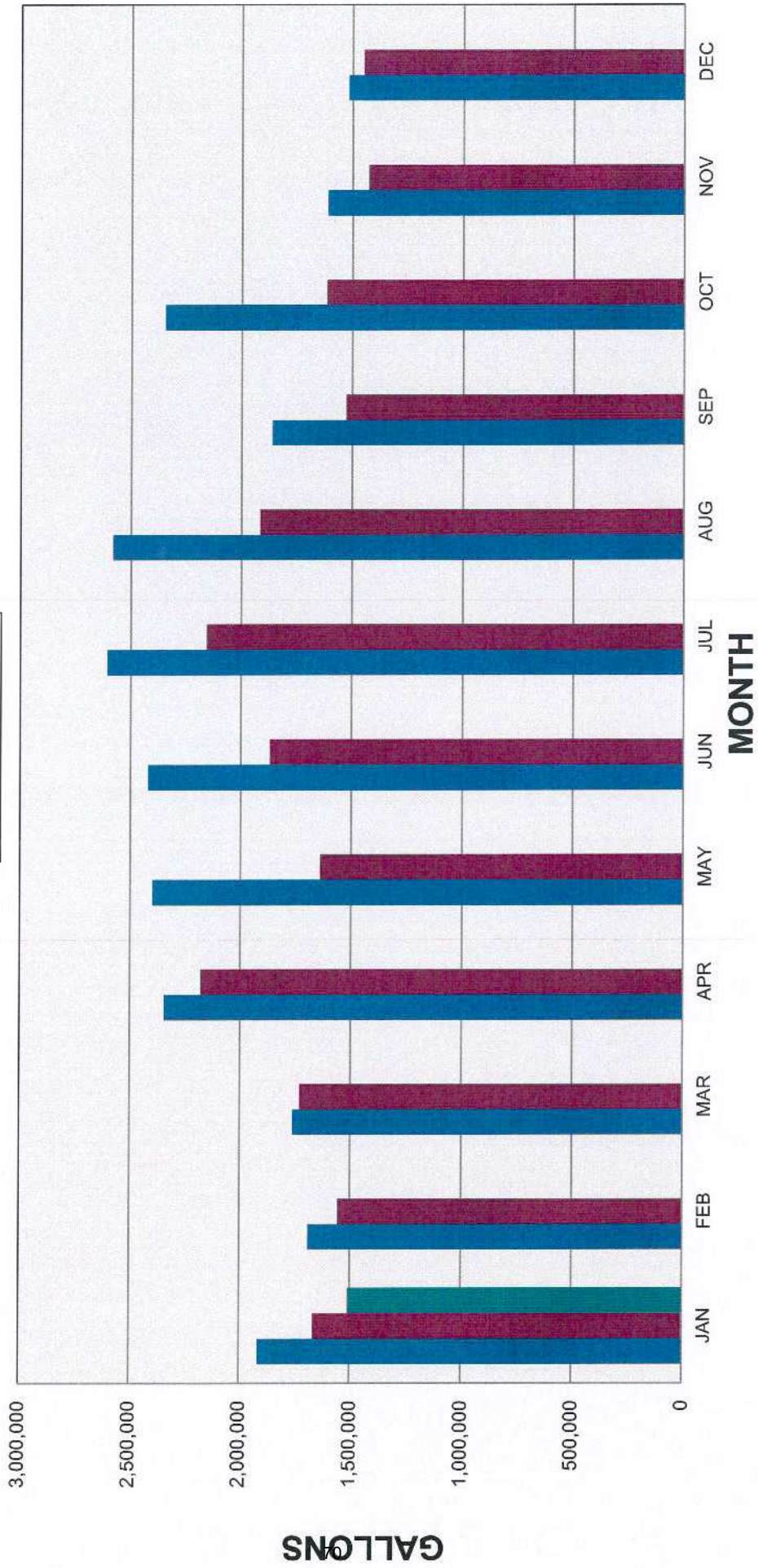
# ABCSD MONTHLY AVERAGE EFFLUENT BOD (2015 - 2017)

■ 2015   
 ■ 2016   
 ■ 2017   
 — 30 Day Average Limit



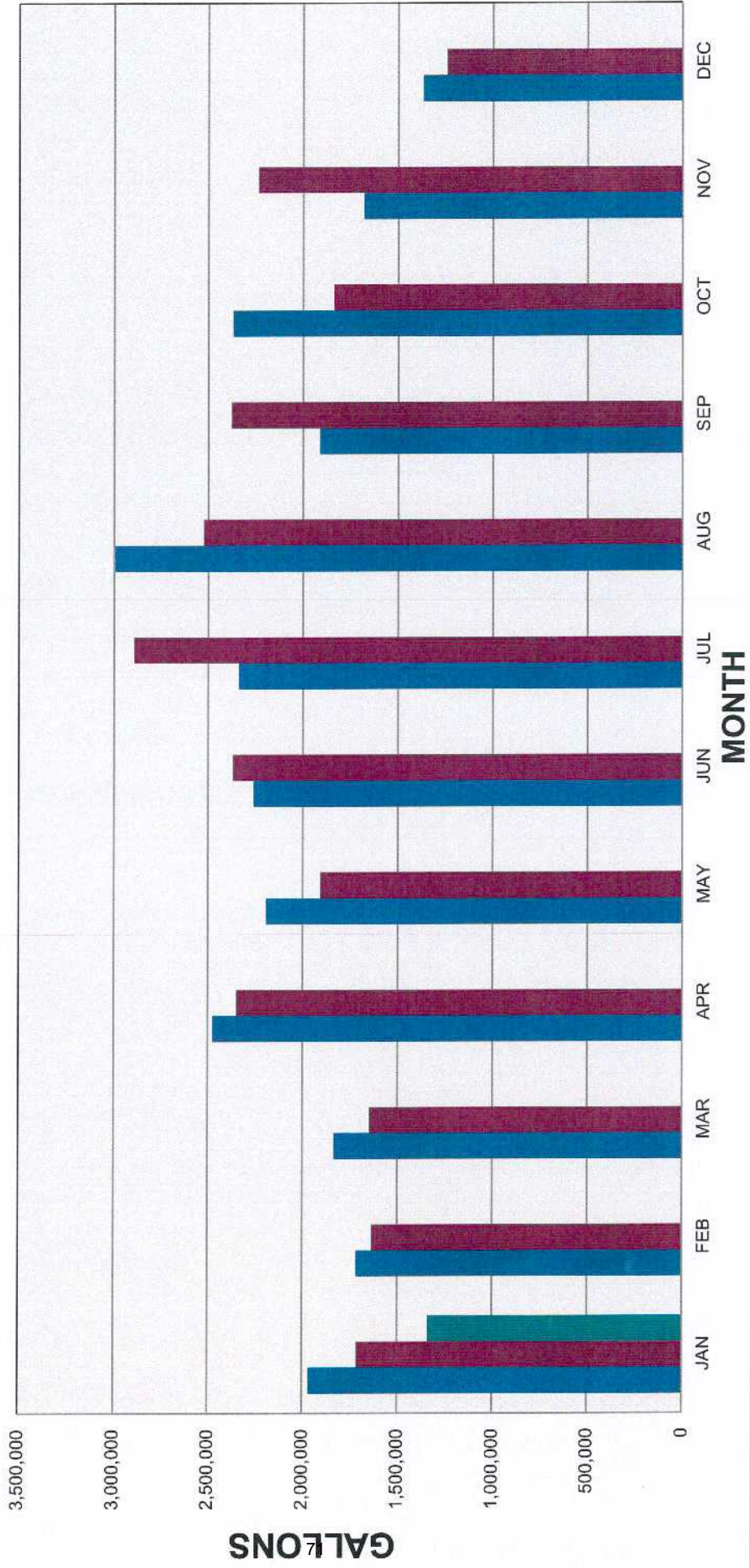
# ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



# ABCSD MONTHLY WATER SOLD (2015 - 2017)

■ 2015 ■ 2016 ■ 2017





March 8, 2017

Avila Beach Community Services District  
191 San Miguel Street  
Avila Beach, CA 93424

**SUBJECT: FEBRUARY 2017 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM**

### **WASTEWATER TREATMENT PLANT**

Areas within the wastewater plant that are known to accumulate solids continue to be manually cleaned on a regular basis. The Chlorine Contact Chamber floor is vacuumed out on a weekly basis. These solids, if left to decompose, can have a negative effect on the effluent quality leaving the facility.

The hour meter for the recirculation pump #2 was replaced. The hour meter tracks the hours that the pump runs.

The Secondary Clarifier was drained to allow the outfall tie-in; Staff took advantage of the project and performed an inspection to the clarifier and submerged components. The clarifier was cleaned and found no damage to the chain links, flights, brackets and wear strips.

Staff was onsite for the outfall line tie in project. Staff worked with the FRM Mechanical crew and ABCSD on the new sampling location for the effluent composite sampler.

There were several power outages during the month of February; Staff responded and supplied a generator for several of them. This allowed for fewer man hours for the duration of the storm events. Having a generator onsite has proven to be beneficial for ABCSD.

The overloads on both the influent pumps failed at the same time, this is believed to be due to power issues during one of the storm events. New contactors were installed from the spare parts inventory. Upon installing them the automated controls for the lift station pumps were not working correctly. New floats were installed to allow temporary automation of the pumps while a long-term repair is made.

Staff installed a new secondary sed pump and recirculation pump that were purchased by ABCSD.

### **WATER SYSTEM**

The small water storage tank continues to be used as standby, with FRM Staff monitoring the water quality in the tank and flushing as needed. FRM Staff continues to monitor the chlorine residuals and shock the system with additional chlorine as needed.

The battery connector on the cathodic protection system was replaced due to corrosion for tank 1.

Staff performed the Coli PA testing after each tank was dove by ATS. ATS cleaned and inspected both tanks. This type



of testing is required to ensure there is not bacteria in the water after this type of work is performed.

## **COMPLIANCE RECORD AND PLANT PERFORMANCE**

Plant Design for Influent BOD is 270 mg/L. The permit limit for Effluent TSS and BOD is a Monthly Average of 40 mg/L with a Daily Maximum of 90 mg/L.

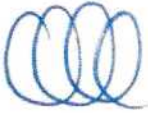
Staff compiled the data to complete the monthly Self-Monitoring Report and Discharge Monitoring Report (DMR) in Central Integrated Water Quality Service (CIWQS). Staff is working with CIWQS on the new DMR requirements. Once approved, the reports are uploaded into CIWQS and certified by ABCSD Staff.

Staff compiled the data to complete the annual Air Pollution Control District (APCD) Emissions Inventory forms for the generator at the wastewater treatment plant along with the Wastewater Treatment Plant form.

Staff worked with ABCSD to complete the annual review and certification of the Hazardous Material Business Plan (HMBP); this plan was reviewed and approved by the San Luis Obispo County EHS.

Sincerely,

### **FLUID RESOURCE MANAGEMENT**



Carinna Butler  
Operations Manager

## **ATTACHMENTS**

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2015-2017)
- ABCSD Monthly Total WWTP Effluent Flow (2015-2017)
- Port San Luis Monthly Total Flow (2015-2017)
- Monthly Average Influent BOD (2015-2017)
- Monthly Average Effluent BOD (2015-2017)
- Monthly Water Purchased From Lopez (2015-2017)
- ABCSD Monthly Water Sold (2015-2017)

# Avila Beach CSD Wastewater Treatment Facility

Monthly report due last day of following month  
Annual report due January 30

Month: FEBRUARY 2017

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.040030	82	28			<0.02
2	0.041735	79	29	<2	<2	<0.02
3	0.043107	91	30			<0.02
4	0.052778	99	37			<0.02
5	0.055962	99	39			<0.02
6	0.106149	163	74			<0.02
7	0.072573	110	51	2	<2	<0.02
8	0.077634	116	54			<0.02
9	0.058549	100	40	2	<2	<0.02
10	0.067667	106	47			<0.02
11	0.073280	137	51			<0.02
12	0.073148	130	51			<0.02
13	0.066330	129	46			<0.02
14	0.068262	127	48	2	<2	<0.02
15	0.032103	95	22			<0.02
16	0.045697	84	32			<0.02
17	0.108363	162	75	79	2	<0.02
18	0.095793	155	67			<0.02
19	0.080945	128	57			<0.02
20	0.076446	143	53			<0.02
21	0.074911	117	52	7	<2	<0.02
22	0.064479	106	45			<0.02
23	0.059186	91	41	2	<2	<0.02
24	0.059252	98	41			<0.02
25	0.064435	107	45			<0.02
26	0.060292	126	39			<0.02
27	0.048277	103	34			<0.02
28	0.041309	91	29	<2	<2	<0.02
29						
30						
31						
Min	0.032103	79	22	<2	<2	<0.02
Mean	0.064596	113	45	12	2	<0.02
Max	0.108363	163	75	79	2	<0.02
Total	1.808692	<i>Effluent daily (dry weather) flow NTE 0.2 MGD (mean).</i>				

### Effluent and Influent Monitoring

Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
2/2/17	22	16	289	120	1.7 DNQ
2/5/17	22	25	321	150	
2/9/17	14	14	188	168	
2/12/17	17	13	229	238	
2/17/17	30	21	196	160	
2/19/17	20	27	197	200	
2/23/17	16	15	186	152	
2/26/17	35	37	266	168	
Min	14	13	186	120	1.7 DNQ
Mean	22	21	234	170	1.7 DNQ
Max	35	37	321	238	1.7 DNQ
BOD Removal: 90.6%			TSS Removal: 87.6%		

### Effluent Monitoring

Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
2/2/17	<0.1	19.0	6.7	58
2/9/17	<0.1	18.7	7.1	66
2/17/17	<0.1	59.3	6.8	63
2/23/17	<0.1	28.0	6.5	60
Min	<0.1	18.7	6.5	58
Mean	<0.1	31.3	6.78	62
Max	<0.1	59.3	7.1	66

### Effluent Limits

Parameter	Units	Monthly Avg	Weekly Avg	Daily Max
BOD	mg/L	40	60	90
Suspended Solids	mg/L	40	60	90
Oil and Grease	mg/L	25	40	75
Turbidity	NTU	75	100	225
Total Coliform	MPN/100 mL	7 Sample Median: 23		
		More than once in 30 days: 240		
		Daily Maximum: 2,400		
Chlorine Residual	mg/L	6 Month Median: 0.3		1.2
pH	pH units	Between 6.0 - 9.0		
Settleable Solids	mL/L	1.0	1.5	3.0
BOD/TSS Removal	%	≥ 75%	***	***

### Sludge Removal

Date	Gallons (Est.)
2/9/17	4,500

*I certify under penalty of perjury that the foregoing is true and accurate and that the sampling procedure and analysis used are as specified in the Waste Discharge Order for this facility.*

SIGNATURE: \_\_\_\_\_

74

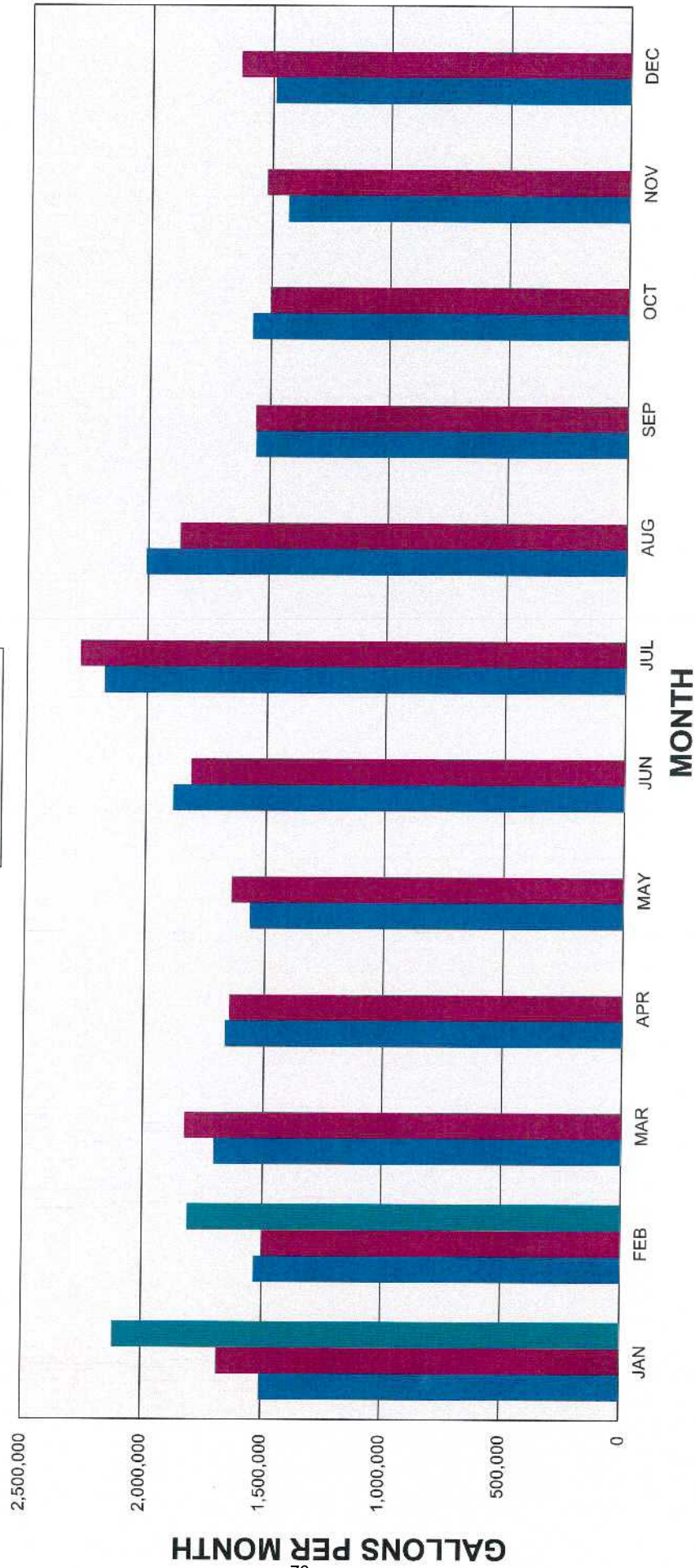
DATE: \_\_\_\_\_

# ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2015 - 2017)



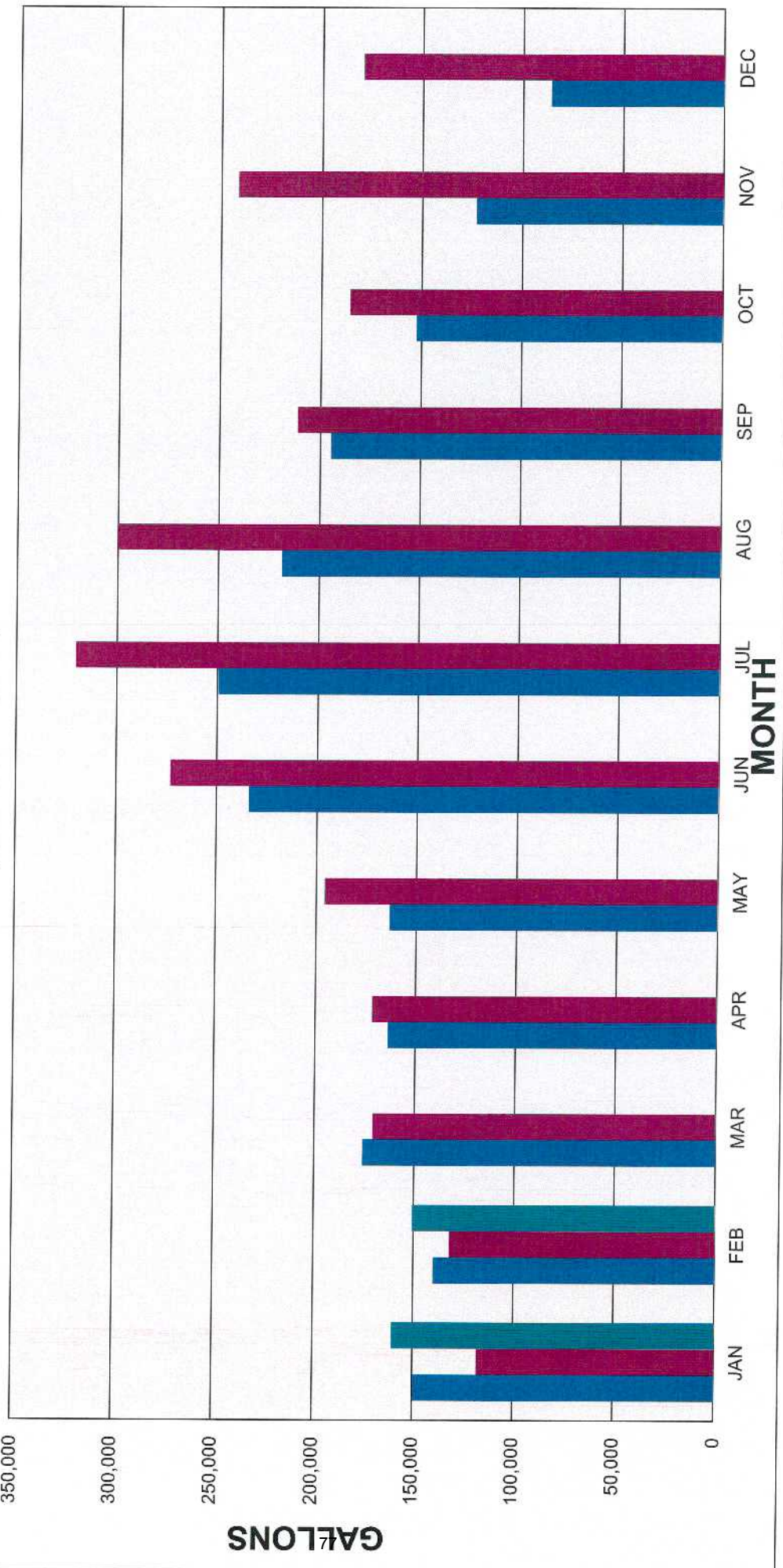
# ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017

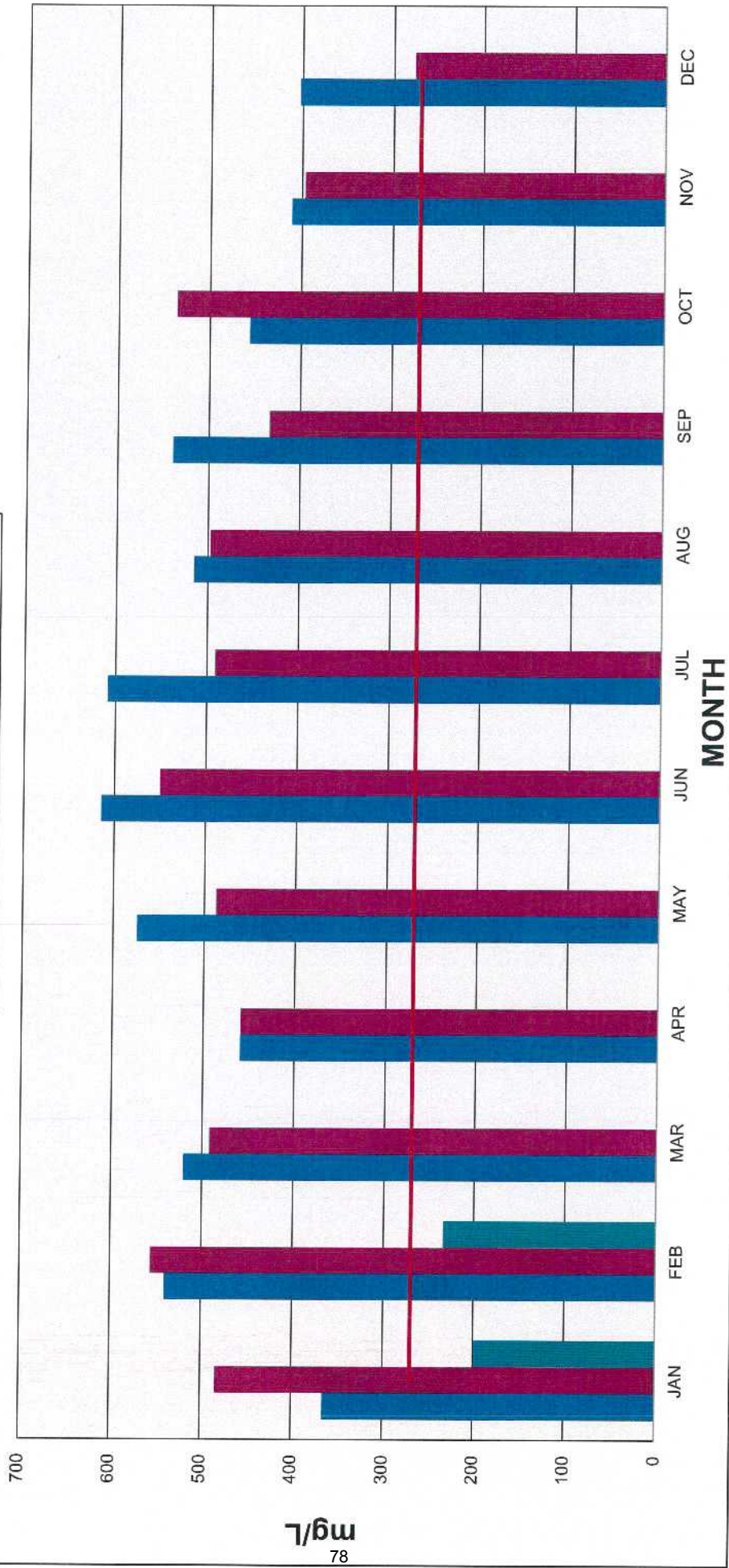
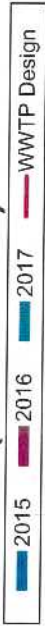


# PORT SAN LUIS MONTHLY TOTAL FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017

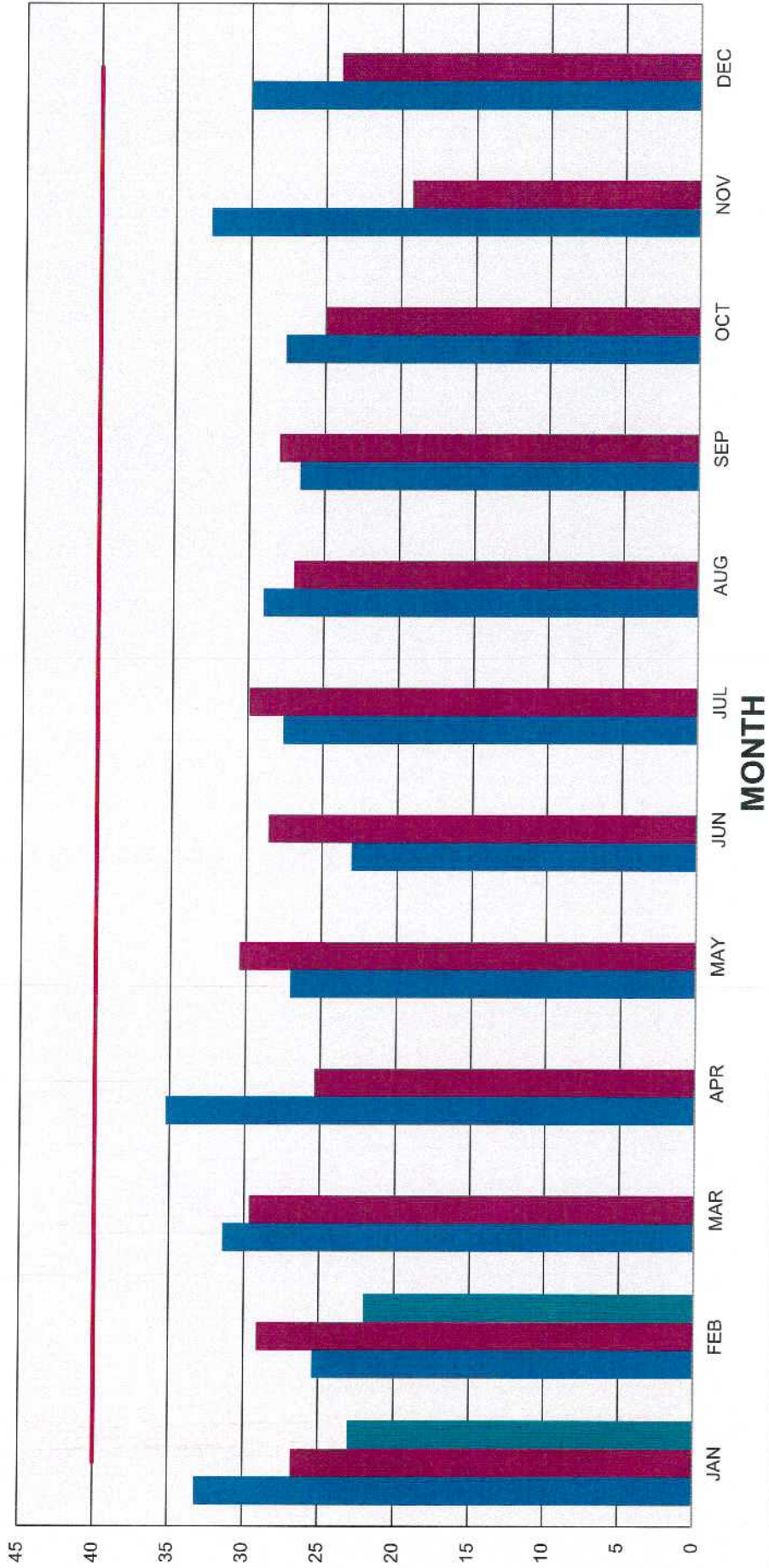


# ABCSD MONTHLY AVERAGE INFLUENT BOD (2015 - 2017)



# ABCSD MONTHLY AVERAGE EFFLUENT BOD (2015 - 2017)

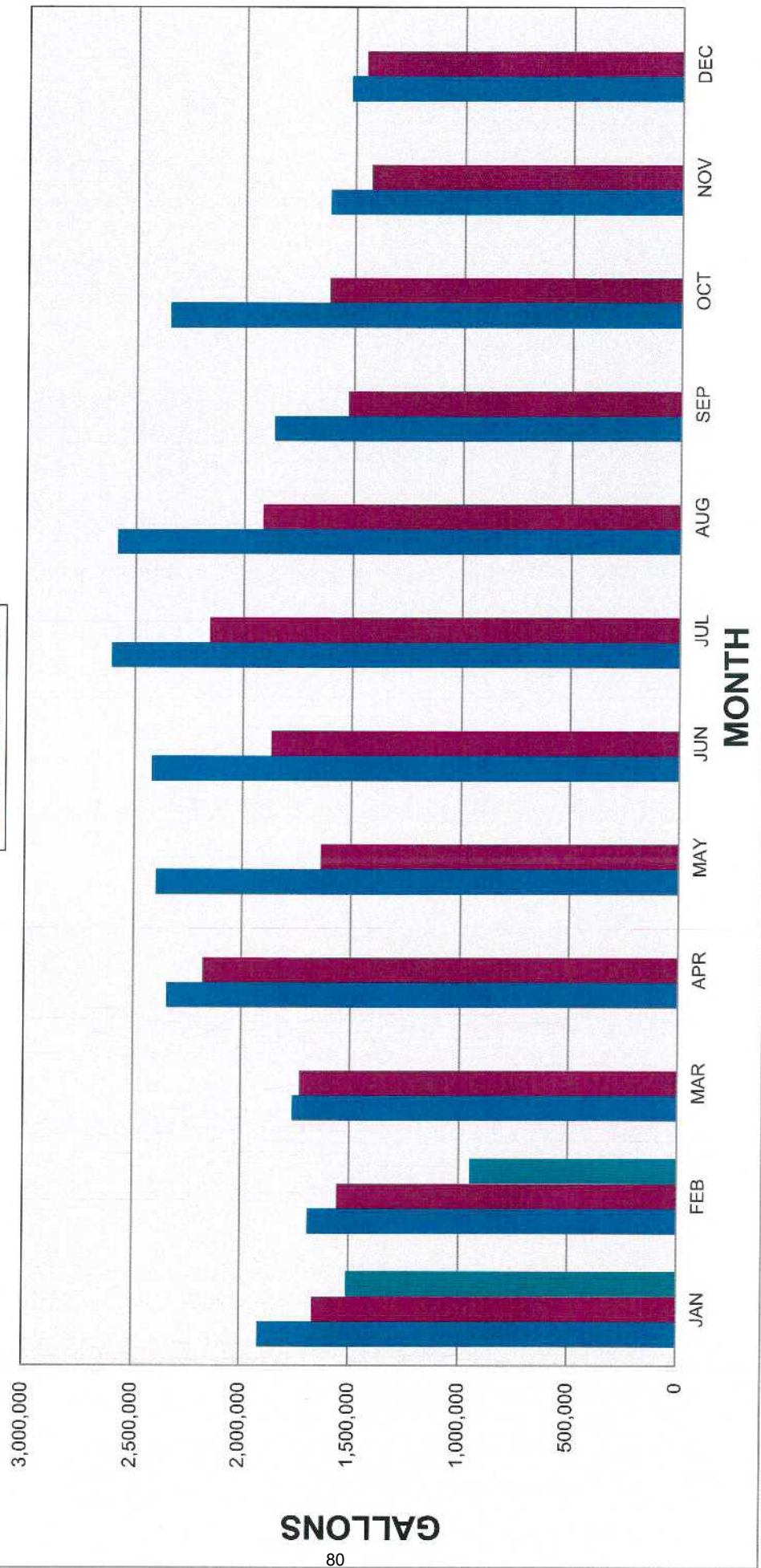
■ 2015   
 ■ 2016   
 ■ 2017   
 — 30 Day Average Limit



mg/L

# ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2015 - 2017)

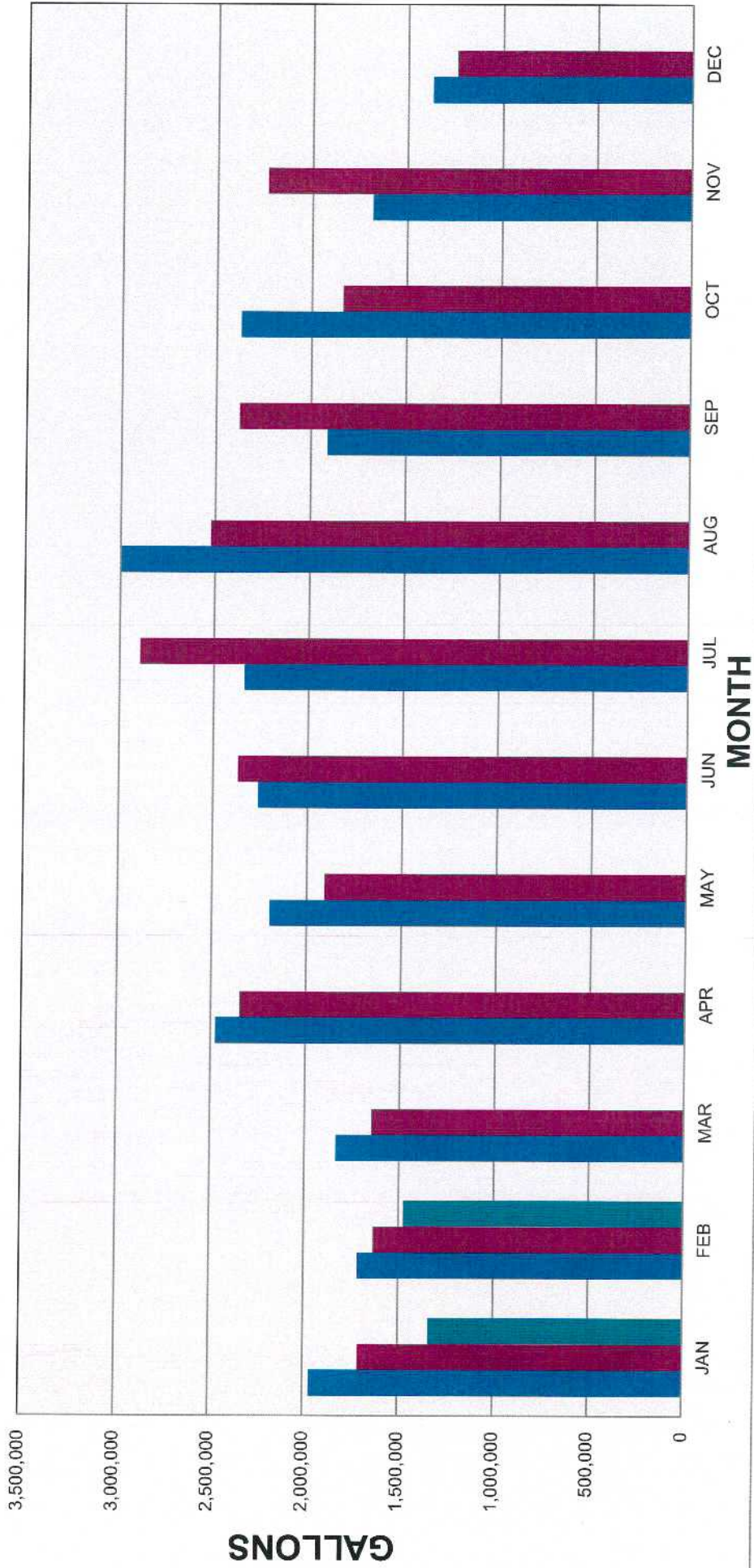
■ 2015 ■ 2016 ■ 2017





# ABCSD MONTHLY WATER SOLD (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 14, 2017

SUBJECT: Agreement with Avila Beach Farmers Market Association (Association) for Use of Electrical Outlets for 2017 Weekly Farmers Market Events

Recommendation:

Receive Request, Direct General Manager to Sign Memorandum of Agreement

Funding

The subject electrical outlets are part of the District's existing PG&E meter. The increased costs for allowing the Association to use District electrical outlets during the weekly Farmers Market would be minimal.

Discussion:

Staff has received the attached request from Julie Andrews-Scott, Manager of the Avila Beach Farmers Association, for use of the electrical outlets on the Promenade. Staff recommends that in exchange for the District's support in this area, the Association will provide publicity regarding the support and services the District provides to the community.

The attached Memorandum indicates that the Association will:

1. Add the District as an "Additionally Insured Agency" on the Association's Policy;
2. Provide a map of vendors and their respective connection to the electrical system;
3. Be responsible for maintenance of the electrical breakers and outlets;
4. Ensure all electrical power cords and connections to the outlet are placed in non-hazardous areas and properly installed to avoid any trip hazards; and
5. Initially contact Harbor Patrol and/or County Parks should they need assistance.

The District has typically agreed to support the Association in this area in years past with little or no issues. Staff recommends the Board direct the General Manager to sign the Memorandum for the 2017 Farmers Market Season.

SUMMARY OF PROPOSED MEMORANDUM OF AGREEMENT

Name of Organizations: Avila Beach Farmers' Market Association (ABFMA), Avila Beach Community Services District (ABCSD)

Type of Organization: Non-profit Association

Primary Contact: Julie Andrews-Scott, Manager

Term of Agreement: April 7 ,2017 to September 29,2017

Purpose of Agreement: Operation of a Certified Farmers Market in Avila Beach and the electrical use by restaurant vendors.

1. The ABFFMA will provide general liability coverage additionally insuring the ABCSD.
2. The ABFFMA manager will provide a map of electrical use by vendors to the ABCSD.
3. The ABFFMA is responsible for the maintenance of the breakers and outlets, all repairs will be performed by the ABCSD and paid for by the ABFFMA.
4. The ABFFMA will ensure all cords and attachments to the outlet and placed in non-hazardous areas.
5. The procedure for calling for assistance when the outlets are overloaded include contacting the Harbor Patrol and County Parks, if available.

Required Submissions: Liability Coverage

2017 Vendor Map with Electrical Use

Contract Oversight:

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Julie Andrews-Scott  
ABFMA Manager

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ABCSD General Manager

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 14, 2017

SUBJECT: FY 2016-17 Mid-Year Budget Review

Recommendation:

Receive Report; Provide direction to staff on any adjustments for the approved FY 2016/17 Budget.

Discussion:

Each year the Board adopts a budget for the financial operations of the District. In order to track District finances and to keep the Board up to date, staff prepares Financial Review staff reports for the agenda packets that include the monthly checks written and deposits, a profit and loss statement, and a balance sheet. Staff typically prepares a more detailed mid-year budget review for the current fiscal year through the end of December 2016, for the February Board packet. However, the February meeting was cancelled this year, so we are presenting the mid-year budget review as part of the March agenda packet. The mid-year review presents the overall budgeted and actual mid-year income and expenses, as well as, the budgeted and actual mid-year income and expenses by fund class.

At the 50% benchmark District income is at 54% and expenses initially appeared to be at 35% of their respective budget amounts. Income is slightly higher than the benchmark. The two biggest income sources, Operating Revenue and County Taxes are slightly above the 50% benchmark. The apparently low benchmark on mid-year expenses is due to the late processing and payment of the November operations and add services invoice from Fluid Resource Management. When we factor in the November invoice (that was paid in early January) Expenses are 7% below the benchmark. Staff anticipates year-end expenses will come in at about 90 – 95% of the budgeted amounts. The District operates with several different enterprise funds or fund “classes” and a General/Administration fund. Below is a summary of the combined Operation and Maintenance budget followed by a fund by fund analysis.

**Combined Operating Budget Summary:**

Total	<u>FY 16-17 Budget</u>	<u>Actual Through 12-31-2016</u>	<u>% of Budget</u>
Income	\$ 1,623,000	\$ 899,000	55%
Expenses	\$ 1,591,000	\$ 688,000	43%

A summary of the District’s Mid-Year Profit and Loss Budget vs. Actual Mid-Year is provided as an attachment to this staff report.

**Administrative/General Fund**

Total	<u>FY 16/17 Budget</u>	<u>Actual Through 12-31-2016</u>	<u>% of Budget</u>
Income	\$ 519,000	\$ 266,000	51%
Expenses	\$ 472,000	\$ 164,000	35%

The major Administrative/General Fund expense items include Administrative items such as: payroll expenses; contract General Manager labor expenses; Legal expenses; Insurance premiums; Membership dues; Accounting and Audit support; and funding for the Cal-Fire fire support services contract.

Income for the Administrative/General budget comes from County taxes, rental income, interest and franchise fee income. The remainder of the budget comes from transferring a percentage from the respective Enterprise funds. The Enterprise fund contributions are typically as follows: Street Lights 10%; Solid Waste 15%; Water 30%; and Sanitary 45%.

Income for the Administrative/General Fund is right on track with the 50% mid-year benchmark. Expenses appear to be well below the 50% benchmark, but the Cal Fire \$80,000 semi-annual payment for the first half of the fiscal year was not processed until early January 2017. Adding that expense to the mid-year budget brings expenses in at approximately 52%.

**Street Light Fund**

Total	<u>FY 16/17 Budget</u>	<u>Actual Through 12-31-2016</u>	<u>% of Budget</u>
Income	\$ 16,700	\$ 8,100	49%
Expenses	\$ 25,000	\$ 12,300	49%

The Street Lighting Fund income includes 5% of general fund tax revenues and reimbursement of electrical costs from the Harbor District. Expenses include electrical costs and periodic replacement of bulbs and maintenance of fixtures. The Port San Luis Harbor District is billed a percentage of the electrical use for the Front Street Lights on a quarterly basis. Staff anticipates that this fund will be on target for both budgeted income and expenses.

**Solid Waste Fund**

Total	<u>FY 16/17 Budget</u>	<u>Actual Through 12-31-2016</u>	<u>% of Budget</u>
Income	\$ 16,000	\$ 8,525	53%
Expenses	\$ 13,500	\$ 6,750	50%

The Solid Waste Fund is right on benchmark for both income and expenses. Income from this fund goes primarily to fund Administrative/General Expenses for the Solid Waste program. The Solid Waste Fund is funded through the Franchise fee paid by South County Sanitary Services to the District.

### **Sanitary Fund**

Total	<u>FY 16/17 Budget</u>	<u>Actual Through 12-31-2016</u>	<u>% of Budget</u>
Income	\$ 773,500	\$ 450,000	62%
Expenses	\$ 622,000	\$ 235,000	38%

The Sanitary Fund is above the benchmark for income and on below target for expenses. The expenses are not quite as low as they appear due to the fact that payments to Fluid Resource Management for the months of November and December were not processed until early January. Staff projects that income and expenses will be on target at year end and as projected, the Sanitary Fund will contribute approximately \$150,000 towards the Sanitary Capital Improvement Program fund.

### **Water Fund**

Total	<u>FY 16/17 Budget</u>	<u>Actual Through 12-31-2016</u>	<u>% of Budget</u>
Income	\$ 550,000	\$ 298,000	54%
Expenses	\$ 456,000	\$ 253,000	55%

The Water Fund appears to be on target for income and expenses for the fiscal year. Expenses appear to be slightly above the benchmark, but the expenses reflect the payment of Lopez Water charges for the entire fiscal year. Staff expects \$40,000 - \$50,000 of operating revenue will be available at the end of the fiscal year to fund future Water System capital improvement projects such as the valve replacement program.

### **Capital Projects**

This year's approved Capital Improvement Program (CIP) included approximately \$480,000 in improvements to the District's Water, Sanitary, Street Lighting and Administrative assets. As of December 31, 2016, the District has spent approximately \$42,000 on Sanitary projects, \$16,000 on water Projects. The WWTP effluent line is nearly completed and significant design work has been completed on the water valve replacement project. Staff anticipates total CIP expenses will be \$200,000 to \$250,000 by the end of the fiscal year. Although this is lower than the approved budget amount, several important projects will be completed and the design and engineering for several of the other projects will also be well underway. In addition, the CIP budget includes several projects that are listed as miscellaneous or "as-needed" items that fortunately ,have not yet been needed.

### **Summary**

Overall the District remains in a very secure financial position, with both income and expenses essentially on benchmark for the first half of the fiscal year. Staff anticipates that income and expenses will remain on target through the end of the fiscal year. The District's reserves are strong and with the improved economy, Capacity Fees for infill projects will likely continue, at least in the short term.

Avila Beach Community Services District

Profit & Loss Budget vs. Actual

July through December 2016

	Jul - Dec 16	Budget	\$ Over Bud...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Income Summary				
4010 · Operating Revenue	500,751.56	942,500.00	-441,748.44	53.1%
4012 · Solid Waste Franchise Fee	8,526.55	16,000.00	-7,473.45	53.3%
4020 · Contract Services-Ambulance	1,931.54	2,500.00	-568.46	77.3%
4030 · County Taxes	329,963.30	551,500.00	-221,536.70	59.8%
4040 · Deferred Revenue- Point Avila	0.00	0.00	0.00	0.0%
4050 · Harbor Charges				
4052 · Front Street Lighting	535.15	0.00	535.15	100.0%
4053 · WWTP O&M	31,185.00	0.00	31,185.00	100.0%
4050 · Harbor Charges - Other	0.00	61,200.00	-61,200.00	0.0%
<b>Total 4050 · Harbor Charges</b>	<b>31,720.15</b>	<b>61,200.00</b>	<b>-29,479.85</b>	<b>51.8%</b>
4070 · Penalties & Late Charges	0.00	0.00	0.00	0.0%
4080 · Plan Check Revenue	0.00	2,500.00	-2,500.00	0.0%
4090 · Rental Income	18,624.00	38,000.00	-19,376.00	49.0%
4100 · Misc Income	689.18	1,000.00	-310.82	68.9%
4600 · Interest Income	6,396.95	6,500.00	-103.05	98.4%
<b>Total 4000 · Income Summary</b>	<b>898,603.23</b>	<b>1,621,700.00</b>	<b>-723,096.77</b>	<b>55.4%</b>
4270 · Impact Fees	0.00	0.00	0.00	0.0%
4280 · Plan Check Fees	0.00	1,000.00	-1,000.00	0.0%
<b>Total Income</b>	<b>898,603.23</b>	<b>1,622,700.00</b>	<b>-724,096.77</b>	<b>55.4%</b>
<b>Gross Profit</b>	<b>898,603.23</b>	<b>1,622,700.00</b>	<b>-724,096.77</b>	<b>55.4%</b>
<b>Expense</b>				
5100 · Merchant Credit Card Fees TIB	543.52			
5200 · Payroll Expenses				
5210 · Gross Wages				
5211 · Regular Pay	15,452.79	0.00	15,452.79	100.0%

**Avila Beach Community Services District  
Profit & Loss Budget vs. Actual**

July through December 2016

	Jul - Dec 16	Budget	\$ Over Bud...	% of Budget
5012 · Holiday Pay	366.78			
5014 · Sick Pay	155.61	0.00	155.61	100.0%
5016 · Vacation Pay	1,222.65	0.00	1,222.65	100.0%
5210 · Gross Wages - Other	0.00	0.00	0.00	0.0%
<b>Total 5210 · Gross Wages</b>	<b>17,197.83</b>	<b>0.00</b>	<b>17,197.83</b>	<b>100.0%</b>
5230 · Payroll Taxes	301.57	560.00	-258.43	53.9%
5240 · Health & Medical Exp.				
5242 · Health Insurance	3,600.00	10,200.00	-6,600.00	35.3%
5244 · Minor Employee Medical	0.00	0.00	0.00	0.0%
<b>Total 5240 · Health &amp; Medical Exp.</b>	<b>3,600.00</b>	<b>10,200.00</b>	<b>-6,600.00</b>	<b>35.3%</b>
5250 · PERS Company Pd Expense				
5254 · PERS Co Pd Kathy	12,288.00	12,000.00	288.00	102.4%
5256 · PERS Co Pd Kristi	1,238.89	3,000.00	-1,761.11	41.3%
5250 · PERS Company Pd Expense - Other	0.00	0.00	0.00	0.0%
<b>Total 5250 · PERS Company Pd Expense</b>	<b>13,526.89</b>	<b>15,000.00</b>	<b>-1,473.11</b>	<b>90.2%</b>
5260 · Work Comp Insurance	752.42	854.00	-101.58	88.1%
5270 · Management	0.00	0.00	0.00	0.0%
5280 · Payroll Administration & Misc.	1,269.60	0.00	1,269.60	100.0%
5200 · Payroll Expenses - Other	0.00	35,000.00	-35,000.00	0.0%
<b>Total 5200 · Payroll Expenses</b>	<b>36,648.31</b>	<b>61,614.00</b>	<b>-24,965.69</b>	<b>59.5%</b>
6000 · Administrative Overheads				
6102 · Accounting	13,747.00	15,000.00	-1,253.00	91.6%
6104 · Administrative Transfer	0.00	266,614.00	-266,614.00	0.0%
6110 · Bad Checks & Uncollectibles	0.00	0.00	0.00	0.0%
6115 · Bank Service Charges	135.66	0.00	135.66	100.0%
6120 · Dues & Subscriptions	6,199.20	5,000.00	1,199.20	124.0%
6125 · Depreciation	0.00	0.00	0.00	0.0%



Avila Beach Community Services District  
Profit & Loss Budget vs. Actual

July through December 2016

	Jul - Dec 16	Budget	\$ Over Bud...	% of Budget
6130 · LAFCo Fees	4,767.27	5,000.00	-232.73	95.3%
6135 · Legal	9,501.40	37,000.00	-27,498.60	25.7%
6140 · Office Supplies & Postage	5,685.11	10,200.00	-4,514.89	55.7%
6145 · Public Notices	297.66	1,200.00	-902.34	24.8%
6150 · Rate Assistance	3,075.01	0.00	3,075.01	100.0%
6155 · Rent	5,661.37	9,500.00	-3,838.63	59.6%
6160 · Training	951.78	5,000.00	-4,048.22	19.0%
6165 · Travel	0.00	2,000.00	-2,000.00	0.0%
<b>Total 6000 · Administrative Overheads</b>	<b>50,021.46</b>	<b>356,514.00</b>	<b>-306,492.54</b>	<b>14.0%</b>
<b>6500 · Operating Expenses</b>				
6503 · Chemicals	33,323.15	72,000.00	-38,676.85	46.3%
6505 · Contract Labor	173,759.62	555,000.00	-381,240.38	31.3%
6510 · Critical Spare Parts	4,246.69	20,000.00	-15,753.31	21.2%
6515 · Engineering	0.00	45,000.00	-45,000.00	0.0%
6518 · Equipment Expense	215.98			
6520 · Equipment Repair & Maint.				
6522 · Equip. Rep. & Maint-Avila & HD	15,236.46	32,500.00	-17,263.54	46.9%
6524 · Equip. Rep. & Maint. Avila Only	9,316.36	5,000.00	4,316.36	186.3%
6520 · Equipment Repair & Maint. - Other	4,530.41			
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	<b>29,083.23</b>	<b>37,500.00</b>	<b>-8,416.77</b>	<b>77.6%</b>
6525 · Fat Oil & Grease (FOG)	1,050.33	6,000.00	-4,949.67	17.5%
6530 · Generator Maintenance	1,345.00	4,000.00	-2,655.00	33.6%
6535 · Insurance	4,412.76	14,800.00	-10,387.24	29.8%
6540 · Lab Tests	15,265.14	47,000.00	-31,734.86	32.5%
6541 · Licenses	0.00	200.00	-200.00	0.0%
6545 · Miscellaneous	34.23	0.00	34.23	100.0%
6550 · Operating Supplies	862.02	14,000.00	-13,137.98	6.2%
6555 · Permits & Fees	7,149.88	14,500.00	-7,350.12	49.3%
6560 · Plan Checks	0.00	3,500.00	-3,500.00	0.0%
6565 · Regulatory Compliance	405.70	35,000.00	-34,594.30	1.2%
6570 · Safety Gear	484.34	500.00	-15.66	96.9%

## Avila Beach Community Services District

## Profit &amp; Loss Budget vs. Actual

July through December 2016

	Jul - Dec 16	Budget	\$ Over Bud...	% of Budget
6572 · Security	0.00	0.00	0.00	0.0%
6575 · Small Tools	0.00	1,000.00	-1,000.00	0.0%
6580 · Solids Handling	14,320.00	30,000.00	-15,680.00	47.7%
6585 · Telephone / Internet	3,623.63	7,000.00	-3,376.37	51.8%
6590 · Utilities	18,816.78	40,500.00	-21,683.22	46.5%
<b>Total 6500 · Operating Expenses</b>	<b>308,398.48</b>	<b>947,500.00</b>	<b>-639,101.52</b>	<b>32.5%</b>
<b>6800 · Water</b>				
6802 · Lopez	97,959.88	100,000.00	-2,040.12	98.0%
6805 · State Water	56,842.54	125,000.00	-68,157.46	45.5%
<b>Total 6800 · Water</b>	<b>154,802.42</b>	<b>225,000.00</b>	<b>-70,197.58</b>	<b>68.8%</b>
<b>6820 · Website</b>	<b>600.00</b>			
<b>6900 · Yard Improvements</b>	<b>1,375.00</b>	<b>575.00</b>	<b>800.00</b>	<b>239.1%</b>
<b>6999 · Ask My Accountant</b>	<b>580.00</b>			
<b>9999 · Suspense</b>	<b>581,314.09</b>			
<b>Total Expense</b>	<b>1,134,283.28</b>	<b>1,591,203.00</b>	<b>-456,919.72</b>	<b>71.3%</b>
<b>Net Ordinary Income</b>	<b>-235,680.05</b>	<b>31,497.00</b>	<b>-267,177.05</b>	<b>-748.3%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>7200 · Non-Operating Income</b>				
7210 · Capacity Fees Paid	37,692.00	120,000.00	-82,308.00	31.4%
7220 · CIP Harbor	8,739.00	0.00	8,739.00	100.0%
<b>Total 7200 · Non-Operating Income</b>	<b>46,431.00</b>	<b>120,000.00</b>	<b>-73,569.00</b>	<b>38.7%</b>
<b>Total Other Income</b>	<b>46,431.00</b>	<b>120,000.00</b>	<b>-73,569.00</b>	<b>38.7%</b>
<b>Other Expense</b>				
<b>8200 · Non-Operating Expenses</b>				

Avila Beach Community Services District  
Profit & Loss Budget vs. Actual

July through December 2016

	Jul - Dec 16	Budget	\$ Over Bud...	% of Budget
<b>8230 · Capital Purchases in Prog Sani</b>				
8231 · WW-1 WWTP Upgrade	19,607.50	0.00	19,607.50	100.0%
8232 · WW-2 Effluent Line Repair HD	2,473.75	0.00	2,473.75	100.0%
8237 · WW-7 Misc. Wastewater Projects	9,353.13	0.00	9,353.13	100.0%
8238 · WW-8 Sewer Line Rplt SL/ AB Dr	312.50	0.00	312.50	100.0%
8239 · WW-9 Repair to Decking WWTP				
8240 · WW-9 Labor Repair to Decking WW	9,503.75			
8239 · WW-9 Repair to Decking WWTP - Other	917.50			
<b>Total 8239 · WW-9 Repair to Decking WWTP</b>	<b>10,421.25</b>			
<b>Total 8230 · Capital Purchases in Prog Sani</b>	<b>42,168.13</b>	<b>0.00</b>	<b>42,168.13</b>	<b>100.0%</b>
<b>8270 · Capital Purchases in Prog Water</b>				
8270a · Emergency Water Interconnect	0.00	0.00	0.00	0.0%
8270b · Point Avila Expenses	0.00	0.00	0.00	0.0%
8271 · W-1 Water Tank Improvements	13,283.00			
8273 · W-3 Misc Water Line Replacement	2,665.00	0.00	2,665.00	100.0%
<b>Total 8270 · Capital Purchases in Prog Water</b>	<b>15,948.00</b>	<b>0.00</b>	<b>15,948.00</b>	<b>100.0%</b>
<b>Total 8200 · Non-Operating Expenses</b>	<b>58,116.13</b>	<b>0.00</b>	<b>58,116.13</b>	<b>100.0%</b>
<b>Total Other Expense</b>	<b>58,116.13</b>	<b>0.00</b>	<b>58,116.13</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>-11,685.13</b>	<b>120,000.00</b>	<b>-131,685.13</b>	<b>-9.7%</b>
<b>Net Income</b>	<b>-247,365.18</b>	<b>151,497.00</b>	<b>-398,862.18</b>	<b>-163.3%</b>

Avila Beach Community Services District  
Profit & Loss by Class Mid-Year 2016

July through December 2016

	General / Admin	Lights	Sanitary	Solid Waste	Water	TOTAL
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
4000 · Income Summary						
4010 · Operating Revenue	0.00	0.00	241,157.84	0.00	259,593.72	500,751.56
4012 · Solid Waste Franchise Fee	0.00	0.00	0.00	8,526.55	0.00	8,526.55
4020 · Contract Services-Ambulance	1,931.54	0.00	0.00	0.00	0.00	1,931.54
4030 · County Taxes	106,003.21	7,571.63	178,530.16	0.00	37,858.30	329,963.30
4050 · Harbor Charges						
4052 · Front Street Lighting	0.00	535.15	0.00	0.00	0.00	535.15
4053 · WWTP O&M	0.00	0.00	31,185.00	0.00	0.00	31,185.00
<b>Total 4050 · Harbor Charges</b>	0.00	535.15	31,185.00	0.00	0.00	31,720.15
4090 · Rental Income	18,624.00	0.00	0.00	0.00	0.00	18,624.00
4100 · Misc Income	38.58	0.00	0.00	0.00	650.60	689.18
4600 · Interest Income	6,396.95	0.00	0.00	0.00	0.00	6,396.95
<b>Total 4000 · Income Summary</b>	132,994.28	8,106.78	450,873.00	8,526.55	298,102.62	898,603.23
<b>Total Income</b>	132,994.28	8,106.78	450,873.00	8,526.55	298,102.62	898,603.23
<b>Gross Profit</b>	132,994.28	8,106.78	450,873.00	8,526.55	298,102.62	898,603.23
<b>Expense</b>						
5100 · Merchant Credit Card Fees TIB	543.52	0.00	0.00	0.00	0.00	543.52
<b>5200 · Payroll Expenses</b>						
5210 · Gross Wages						
5211 · Regular Pay	15,452.79	0.00	0.00	0.00	0.00	15,452.79
5012 · Holiday Pay	366.78	0.00	0.00	0.00	0.00	366.78
5014 · Sick Pay	155.61	0.00	0.00	0.00	0.00	155.61
5016 · Vacation Pay	1,222.65	0.00	0.00	0.00	0.00	1,222.65
<b>Total 5210 · Gross Wages</b>	17,197.83	0.00	0.00	0.00	0.00	17,197.83
5230 · Payroll Taxes	301.57	0.00	0.00	0.00	0.00	301.57
5240 · Health & Medical Exp.						
5242 · Health Insurance	3,600.00	0.00	0.00	0.00	0.00	3,600.00
<b>Total 5240 · Health &amp; Medical Exp.</b>	3,600.00	0.00	0.00	0.00	0.00	3,600.00
<b>5250 · PERS Company Pd Expense</b>						
5254 · PERS Co Pd Kathy	12,288.00	0.00	0.00	0.00	0.00	12,288.00
5256 · PERS Co Pd Kristi	3,037.91	0.00	0.00	0.00	0.00	3,037.91

Avila Beach Community Services District  
Profit & Loss by Class Mid-Year 2016

July through December 2016

	General / Admin	Lights	Sanitary	Solid Waste	Water	TOTAL
<b>Total 5250 · PERS Company Pd Expense</b>	15,325.91	0.00	0.00	0.00	0.00	15,325.91
<b>5260 · Work Comp Insurance</b>	752.42	0.00	0.00	0.00	0.00	752.42
<b>5280 · Payroll Administration &amp; Misc.</b>	1,269.60	0.00	0.00	0.00	0.00	1,269.60
<b>Total 5200 · Payroll Expenses</b>	38,447.33	0.00	0.00	0.00	0.00	38,447.33
<b>6000 · Administrative Overheads</b>						
<b>6102 · Accounting</b>	13,747.00	0.00	0.00	0.00	0.00	13,747.00
<b>6115 · Bank Service Charges</b>	135.66	0.00	0.00	0.00	0.00	135.66
<b>6120 · Dues &amp; Subscriptions</b>	6,038.00	0.00	80.60	0.00	80.60	6,199.20
<b>6130 · LAFCo Fees</b>	4,767.27	0.00	0.00	0.00	0.00	4,767.27
<b>6135 · Legal</b>	6,983.80	0.00	563.20	545.60	1,408.80	9,501.40
<b>6140 · Office Supplies &amp; Postage</b>	5,685.11	0.00	0.00	0.00	0.00	5,685.11
<b>6145 · Public Notices</b>	297.66	0.00	0.00	0.00	0.00	297.66
<b>6150 · Rate Assistance</b>	3,075.01	0.00	0.00	0.00	0.00	3,075.01
<b>6155 · Rent</b>	5,661.37	0.00	0.00	0.00	0.00	5,661.37
<b>6160 · Training</b>	951.78	0.00	0.00	0.00	0.00	951.78
<b>Total 6000 · Administrative Overheads</b>	47,342.66	0.00	643.80	545.60	1,489.40	50,021.46
<b>6500 · Operating Expenses</b>						
<b>6503 · Chemicals</b>	0.00	0.00	33,323.15	0.00	0.00	33,323.15
<b>6505 · Contract Labor</b>	75,270.00	0.00	67,039.62	0.00	31,450.00	173,759.62
<b>6510 · Critical Spare Parts</b>	0.00	0.00	115.00	0.00	4,131.69	4,246.69
<b>6518 · Equipment Expense</b>	0.00	0.00	215.98	0.00	0.00	215.98
<b>6520 · Equipment Repair &amp; Maint.</b>						
<b>6522 · Equip. Rep. &amp; Maint-Avila &amp; HD</b>	340.58	0.00	14,895.88	0.00	0.00	15,236.46
<b>6524 · Equip. Rep. &amp; Maint. Avila Only</b>	877.48	0.00	120.00	0.00	8,318.88	9,316.36
<b>6520 · Equipment Repair &amp; Maint. - Other</b>	0.00	0.00	0.00	0.00	4,530.41	4,530.41
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	1,218.06	0.00	15,015.88	0.00	12,849.29	29,083.23
<b>6525 · Fat Oil &amp; Grease (FOG)</b>	0.00	0.00	1,050.33	0.00	0.00	1,050.33
<b>6530 · Generator Maintenance</b>	0.00	0.00	1,345.00	0.00	0.00	1,345.00
<b>6535 · Insurance</b>	-529.08	0.00	2,470.92	0.00	2,470.92	4,412.76
<b>6540 · Lab Tests</b>	0.00	0.00	15,265.14	0.00	0.00	15,265.14
<b>6545 · Miscellaneous</b>	0.00	0.00	17.12	0.00	17.11	34.23
<b>6550 · Operating Supplies</b>	0.00	0.00	862.02	0.00	0.00	862.02
<b>6555 · Permits &amp; Fees</b>	0.00	0.00	6,373.00	0.00	776.88	7,149.88

Avila Beach Community Services District  
Profit & Loss by Class Mid-Year 2016

July through December 2016

	General / Admin	Lights	Sanitary	Solid Waste	Water	TOTAL
6565 · Regulatory Compliance	0.00	0.00	327.00	0.00	78.70	405.70
6570 · Safety Gear	0.00	0.00	436.21	0.00	48.13	484.34
6580 · Solids Handling	0.00	0.00	14,320.00	0.00	0.00	14,320.00
6585 · Telephone / Internet	1,423.44	0.00	2,200.19	0.00	0.00	3,623.63
6590 · Utilities	980.71	5,803.11	12,032.96	0.00	0.00	18,816.78
<b>Total 6500 · Operating Expenses</b>	<b>78,363.13</b>	<b>5,803.11</b>	<b>172,409.52</b>	<b>0.00</b>	<b>51,822.72</b>	<b>308,398.48</b>
6800 · Water						
6802 · Lopez	0.00	0.00	0.00	0.00	97,959.88	97,959.88
6805 · State Water	0.00	0.00	0.00	0.00	56,842.54	56,842.54
<b>Total 6800 · Water</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>154,802.42</b>	<b>154,802.42</b>
6820 · Website	600.00	0.00	0.00	0.00	0.00	600.00
6900 · Yard Improvements	0.00	0.00	1,375.00	0.00	0.00	1,375.00
6999 · Ask My Accountant	580.00	0.00	0.00	0.00	0.00	580.00
9999 · Suspense	-1,834.49	0.00	0.00	0.00	0.00	-1,834.49
<b>Total Expense</b>	<b>164,042.15</b>	<b>5,803.11</b>	<b>174,428.32</b>	<b>545.60</b>	<b>208,114.54</b>	<b>552,933.72</b>
<b>Net Ordinary Income</b>	<b>-31,047.87</b>	<b>2,303.67</b>	<b>276,444.68</b>	<b>7,980.95</b>	<b>89,988.08</b>	<b>345,669.51</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
7200 · Non-Operating Income						
7210 · Capacity Fees Paid	0.00	0.00	24,413.00	0.00	13,279.00	37,692.00
7220 · CIP Harbor	0.00	0.00	8,739.00	0.00	0.00	8,739.00
<b>Total 7200 · Non-Operating Income</b>	<b>0.00</b>	<b>0.00</b>	<b>33,152.00</b>	<b>0.00</b>	<b>13,279.00</b>	<b>46,431.00</b>
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>33,152.00</b>	<b>0.00</b>	<b>13,279.00</b>	<b>46,431.00</b>
<b>Other Expense</b>						
8200 · Non-Operating Expenses						
8230 · Capital Purchases in Prog Sani						
8231 · WW-1 WWTP Upgrade	0.00	0.00	19,607.50	0.00	0.00	19,607.50
8232 · WW-2 Effluent Line Repair HD	0.00	0.00	2,473.75	0.00	0.00	2,473.75
8237 · WW-7 Misc. Wastewater Projects	0.00	0.00	9,353.13	0.00	0.00	9,353.13
8238 · WW-8 Sewer Line Rpt SL/ AB Dr	0.00	0.00	312.50	0.00	0.00	312.50
8239 · WW-9 Repair to Decking WWTP						
8240 · WW-9 Labor Repair to Decking WW	0.00	0.00	9,503.75	0.00	0.00	9,503.75
8239 · WW-9 Repair to Decking WWTP - Oth	0.00	0.00	917.50	0.00	0.00	917.50

Avila Beach Community Services District  
Profit & Loss by Class Mid-Year 2016

July through December 2016


	General / Admin	Lights	Sanitary	Solid Waste	Water	TOTAL
Total 8239 · WW-9 Repair to Decking WWTP	0.00	0.00	10,421.25	0.00	0.00	10,421.25
Total 8230 · Capital Purchases in Prog Sani	0.00	0.00	42,168.13	0.00	0.00	42,168.13
8270 · Capital Purchases in Prog Water						
8271 · W-1 Water Tank Improvements	0.00	0.00	0.00	0.00	13,283.00	13,283.00
8273 · W-3 Misc Water Line Replacement	0.00	0.00	0.00	0.00	2,665.00	2,665.00
Total 8270 · Capital Purchases in Prog Water	0.00	0.00	0.00	0.00	15,948.00	15,948.00
Total 8200 · Non-Operating Expenses	0.00	0.00	42,168.13	0.00	15,948.00	58,116.13
Total Other Expense	0.00	0.00	42,168.13	0.00	15,948.00	58,116.13
Net Other Income	0.00	0.00	-9,016.13	0.00	-2,669.00	-11,685.13
Net Income	<b>-31,047.87</b>	<b>2,303.67</b>	<b>267,428.55</b>	<b>7,980.95</b>	<b>87,319.08</b>	<b>333,984.38</b>

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 14, 2017

SUBJECT: Review of District By-Laws

Recommendation:

Review current By-Laws and provide direction to Staff

Discussion:

In accordance with District Policy, the Board should review the By-Laws in February or March of each year to determine if they meet the current needs of the District and to keep the information “fresh” in the scope of operating the District.

Attached is a copy of the District By-Laws. Legal Counsel will review the By-Laws and provide comments as to any changes that may be desirable from a legal point of view. The Board may find that no changes are necessary. If the Board wishes more time to finalize their review, this item can be carried forward to a future meeting for final action. Additionally, the District’s insurance carrier (SDRMA) also provides “Credit Incentives” to our liability insurance premium if the Board conducts an annual review of the By-Laws.



**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
Updated March 2016

**1. OFFICERS OF THE BOARD OF DIRECTORS**

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining Directors present shall select one of themselves to act as the presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the last meeting of each calendar year.
- 1.5 The term of office for the President and Vice President of the Board shall commence on January 1 of the year immediately following their election.
- 1.6 Generally the President, or in his/her absence the Vice President is the designated representative of the Board of Directors to speak on Board position or policy.
- 1.7 The Board President or in his/her absence the Vice President is authorized to attend and is entitled to reimbursement, pursuant to Section 10 below, for his/her attendance at a County or State Agency meetings upon his/her determination that District representation is necessary to protect and/or advance the interest of the District or its residents/customers.

**2. MEETINGS**

**2.1 Regular Meetings**

Subject to holidays and scheduling Regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 7:00 pm in the Avila Beach Civic Center, 191 San Miguel Street, Avila Beach. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board. The Board of Directors may, by Board action, schedule a regular meeting on the 4<sup>th</sup> Tuesday of each calendar month at 7:00 p.m. in the Avila Beach Civic Center, 191 San Miguel Street, Avila Beach.

**2.2 Special Meetings**

Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the

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General Manager in consultation with the President or in his or her absence, the Vice President or those Directors calling the meeting.

**2.3** Closed Sessions

Closed sessions may be scheduled prior to or at the conclusion of regular and/or special meetings.

**2.4** Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

**2.5** The President, or in his/her absence the Vice President, shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall vote on all questions and on roll call votes his/her name shall be called last.

**2.6** Three (3) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the President, Vice President, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.

**2.7** Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.

**2.8** A roll call vote shall be taken upon the passage of all items considered by the Board, and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest, and absent.

**2.9** Votes of abstention shall be counted as a yes vote.

**2.10** Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

**2.11** All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers podium once the meeting begins. The presiding officer retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

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**3. RECONSIDERATION OF PRIOR BOARD ACTIONS**

The following rules apply to reconsideration of prior Board actions.

- 3.1** After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 5.1 below, or other provisions of the Brown Act.
- 3.2** Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
- 3.3** The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.

**4. PUBLIC COMMENT AND RULES OF DECORUM**

**4.1** Public comment

Subject to the following rules, a block of 20 minutes is set aside for each agenda item for public comment, including general public comment:

- (a)** Comments on agendized items should be held until the appropriate item is called.
- (b)** Unless otherwise directed by the presiding officer, public comment shall be presented from the podium.
- (c)** The person giving public comment shall state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the presiding officer of the Board.
- (d)** The presiding officer, after consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations, may expand or further limit the 20 minute time allocation for public comment.
- (e)** Each public commenter shall be limited to 3 minutes unless shortened or extended by the presiding officer with consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations.

**4.2** Rules of Decorum

The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a)** Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping and talking (other than giving public

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comment) or other acts which disrupts the orderly conduct of the District meeting.

- (b) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (c) No person shall address the Board of Directors without first being recognized by the presiding officer.
- (d) Public comment and public testimony shall be directed to the presiding officer and shall be addressed to the Board of Directors as a whole. The presiding officer shall determine whether, or in what manner, the District will respond to questions.
- (e) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the presiding officer in his/her discretion.
- (f) A person cannot defer his/her time allocation to another person.
- (g) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (h) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (i) The presiding officer may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.

**4.3 Enforcement of Rules of Decorum**

Any person who violates the Rules of Decorum may, at the discretion of the President, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The presiding officer shall warn the person who is violating the rules of decorum.
- (b) Expulsion. If after receiving a warning from the presiding officer, the person persists in violating the rules of decorum the presiding officer shall order the person to leave the Board meeting room for the remainder of the meeting.
- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the presiding officer may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.

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- (d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code Section 54957.9

**4.4** Limitations (Government Code Section 59454.3(c))

The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District, or the acts or omissions of the District Board of Directors.

**5. AGENDAS**

**5.1** The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 4:00 o'clock P.M. on the Tuesday prior to the meeting date.

**5.2** At least 72 hours before a regular meeting, the District shall cause to be posted an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posed in a location that is freely accessible to members of the public.

**5.3** The agenda for a special meeting shall be posted at least 24 hours before the meeting following the guidelines of Section 5.2 above.

**5.4** In addition to the posting requirements, regular meeting Agendas and special meeting Agendas shall be delivered to individuals, radio and television stations in accordance with the Brown Act.

**5.5** Consent Agenda

Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various

Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.

- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will

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typically be heard after other "Consent Agenda" items are approved unless the President chooses an earlier or later time.

- (b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.
- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, an abstention or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, an abstention or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, an abstention or conflict of interest, in the minutes on the item identified by the Director.

**5.6** No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
- (c) The Board may take action to direct the General Manager to place a matter on a future agenda;
- (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.

**6. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS**

**6.1** The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads. In addition to other information, described below, that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

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- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent or declaring a conflict of interest during any agenda item upon which action was taken;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial report
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Record of the vote of each Director on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets; and,
- Time of meeting adjournment.

**6.2** The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.

**6.3** The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 6.4, 6.5, and 6.6 below, the District secretary shall not be required to record any remarks of Directors or any other person.

**6.4** The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board during general public comment.

**6.5** Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include the names of speakers who provided public

comment on each agenda item and a summary of the Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the General Manager, District Counsel, the Board President, or any Director.

**6.6** Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

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- 6.7 Subject to equipment malfunction, an audio tape recording of regular and special meetings of the Board of Directors will be made. Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to maintain the recordings, without legal obligation to do so, for 2 years after the date of the recording.

**7. DIRECTOR GUIDELINES**

- 7.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors are encouraged to seek clarification prior to the meeting, if possible.
- 7.1 Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.
- 7.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 7.3 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, dissenting Directors should not create barriers to the implementation of said action.
- 7.4 Pursuant to Section 54952.2 of the Brown Act:
- (a) Except during an open and public meeting, a majority of the Board of Directors shall not use a series of communications of any kind, directly or thru intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.
  - (b) Subsection (a) above shall not be construed as preventing District management staff from engaging in separate conversations or communications with members of the District Board of Directors in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the District, so long as that management staff person does not communicate to members of the Board of Directors the comments or positions of any other member or members of the Board of Directors.
- 7.5 Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 7.6 Directors, by making a request to the General Manager, shall have access to information relative to the operation of the District, including, but not limited to, statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or



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major interruption in work schedules, work loads, and priorities, then the General Manager shall inform the individual Director why the information is not or cannot be made available. All Directors will receive a copy of all information being distributed.

- 7.7 In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.
- 7.8 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 7.9 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

**8. AUTHORITY OF DIRECTORS**

- 8.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 8.2 Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.
- 8.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 8.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives.

**9. AUTHORITY OF THE GENERAL MANAGER**

- 9.1 Pursuant to Government Code Section 61051, the General Manager shall be responsible for all of the following:
  - (a) The implementation of the policies established by the Board of Directors for the operation of the District.
  - (b) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
  - (c) The supervision of the District's facilities and services.
  - (d) The supervision of the District's finances.
- 9.2 The General Manager is appointed as the Board's Secretary and Treasurer.

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**10. DIRECTOR REIMBURSEMENT**

**10.1** Subject to the following rules and budgetary limitations, each Director is authorized to attend and is entitled to reimbursement for his/her actual and necessary expenses (including the cost of programs and seminars), for his/her attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

- (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.

- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner, for a daily total of \$55.00.

- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

**10.2** All expenses that do not fall within the reimbursement policy set forth in Section 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.

**10.3** Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense.

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- 10.4** Members of the Board of Directors shall provide brief reports on the program, conferences, and seminars attended at the expense of the District at the next regular meeting of the Board of Directors.

**11. ETHICS TRAINING**

- 11.1** Pursuant to Section 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- 11.2** Each newly elected Board Member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

**12. COMMITTEES**

**12.1** Standing Committees

- (a)** The following shall be standing committees of the Board:

- Finance Committee;
- Personnel Committee;
- Facilities Committee;

- (b)** The Board may create other standing committees at its discretion.

- (c)** Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.

- (d)** All standing committee meetings shall be conducted as public meetings in accordance with the of the Brown Act.

**12.2** Ad Hoc Committees

The Board President may appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**13. CONFLICTS AND RELATED POLICY**

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and

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regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

**13.1 Conflict of Interest**

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

**13.2 Interest in Contracts, Government Code Section 1090.**

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

**13.3 Incompatible Office, Government Code Section 1099.**

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

**14. EVALUATION OF GENERAL MANAGER & DISTRICT LEGAL COUNSEL**

14.1 The District's General Manager shall be evaluated by the Board of Directors annually during the months of April and/or May of each year.

14.2 The District's Legal Counsel shall be evaluated by the Board of Directors annually during the months of May and/or June of each year.

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**15. CONTINUING EDUCATION**

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

**16. REVIEW OF ADMINISTRATIVE DECISIONS**

Any judicial review of any administrative act taken after a hearing by a district shall be brought pursuant to Section 1094.5 of the Code of Civil Procedure.

**17. MEMBERSHIP IN ASSOCIATIONS**

- 17.1** The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.
- 17.2** The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due until otherwise directed by the Board.
- 17.3** The Board of Directors shall maintain membership in the San Luis Obispo Chapter of the California Special Districts Association and shall insure that annual dues are paid when due.
- 17.4** At the regular Board meeting, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff.

**18. BOARD BY-LAWS REVIEW POLICY**

The Board By-Laws and Policies shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

**19. RESTRICTIONS ON BY-LAWS**


The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 14, 2017

SUBJECT: Fluid Resource Management (FRM) Renewal of Agreement for Professional Services

**Recommendation:**

Receive Report, Provide Direction to Staff and/or Authorize the General Manager to execute the annual renewal

**Discussion:**

FRM's existing contract was adopted by the Board on October 8<sup>th</sup>, 2013. The term of the Agreement is for a period of three years commencing on November 1, 2013, with two optional one-year renewals upon mutual written consent of both parties. The Personnel Committee met on September 22, 2016, to discuss the contract renewal issues and provide direction to staff. Staff has met with Fluid Resource Management staff on several occasions to discuss Contract renewal provisions.

Both parties are interested in renewing the contract and both parties have focused our efforts on clarifying Exhibit C, Scope of Services, to ensure the contract captures the work actually being done, eliminate work referenced in the contract scope that is not a high priority and/or is not being done, and ensure a reasonable number of hours are provided for the tasks.

Attached is the edited version of the Scope Of Services. Both FRM and District staff are in agreement on the changes. Staff recommends that the Board direct the General Manager to execute the annual renewal.

EXHIBIT C

SCOPE OF SERVICES

CONTRACTOR agrees to operate and maintain (generally between the hours of 8:00 AM – 12:00 PM on weekdays) District Facilities in accordance with industry standards and the regulations adopted by the State of California (State), the Federal Government, the County of San Luis Obispo and the District. Without limiting the generality of the foregoing obligations:

**A. FIXED FEE SERVICES**

1. **Water System** – CONTRACTOR agrees to provide the following services for DISTRICT Water Facilities: (These may be modified to meet regulatory and permit requirements.)

a. **Water Operations**

- (1) Daily Water Operations (see Exhibit A for checklist)
  - (a) Visual inspection
    1. Storage tank site
    2. Booster pump station
  - (b) Routine testing
    1. Storage water chlorine residual(s)
    2. Distribution system residual(s)
      - a) Rotating sample sites in system
  - (c) Scheduled additional tasks (during FRM's routine hours)
    1. Service turn on/off
    2. Customer complaint response
    3. Meter box cleaning
    4. Minor Landscaping around District owned equipment and easements (water tanksite and booster building)
    5. USA markings
- (2) Weekly Water Operations
  - (a) Routine testing

- (b) Storage tank nitrite testing
- (c) Distribution system nitrite

- 1. Number of locations depending on the time of year
- 2. May be tested more frequently depending on the time of year

(3) Monthly Water Operations

- (a) Water meter reading (Last five business days of the month)
- (b) Re-reads as necessary

(4) Quarterly Water Operations

- (a) Additional water quality sampling as required

b. Water Maintenance

(1) Monthly Water Maintenance:

Tasks performed routinely to ensure water quality and proper equipment operation

- (a) Distribution system isolation valve exercising annually  
~~1. A portion of the system is maintained monthly to ensure the entire system is exercised at least once annually~~

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- (b) Distribution system flushing (as needed or when Directed by District)

- 2. Dead ends and low use areas are flushed annually or in response to routine chlorine residual testing. Flushing of hydrants may not be necessary every month.

- (c) Booster Pump Station inspection

- 1. Verify pumps are working normally
- 2. Verify pump controls are working properly

(2) Quarterly Water Maintenance:

Tasks performed in conjunction with monthly maintenance



schedule. Includes equipment maintenance required by manufacturers.

- (a) Booster Pumps
  - 1. Full Load Amp Readings
  - 2. Meg Ohm Readings
- (b) Calibration of control equipment and sensors
- (3) Annual Water Maintenance:  
Tasks performed in conjunction with quarterly inspection schedule.
  - (a) Fill line check valve
    - 1. Supply all parts, materials and labor to rebuild valve

~~(b) Storage tank fill valves~~  
~~1. Supply all parts, materials, and labor to rebuild valves.~~

~~(e)(b) Booster pumps~~  
~~1. Inspect impellers~~

~~(d) Solar power supply for storage tank level controls and radio.~~  
~~1. Inspect equipment~~  
~~2. Supply and replace the system battery~~

c. Water Reporting

Completion of documentation necessary to demonstrate compliance with regulatory requirements of the California Department of Public Health (and others), contract obligations and manufacturer recommendations.

- (1) Daily Water Reporting Documentation
  - (a) Complete Operations Checklist
  - (b) Record chlorine residuals
- (2) Weekly Water Reporting
  - (a) Record nitrite test results as needed
- (3) Monthly Water Reporting

- (a) Complete operations checklist
- ~~(b) Prepare Complete monthly coliform report~~ Monthly Summary of Distribution System Coliform Monitoring Report
- ~~(c) Prepare internal report to DDW the THM/HAA results and graph~~
- ~~(b)(d) Prepare Surface Water Treatment Report~~
- ~~(e)(e) Internal reporting~~
  - 1. ~~Board packet~~ Monthly Facility Report
  - 2. ~~Water quality spreadsheet~~
- ~~(d) Monthly maintenance forms~~
  - 1. ~~Valve exercising form~~
  - 2. ~~Fire hydrant maintenance form~~
  - 3. ~~Equipment maintenance records~~
- (4) Quarterly Water Reporting
  - (a) ~~Prepare State MRDL Quarterly Chlorine R~~ report
  - (b) ~~Prepare State Disinfection B~~ byproduct R report
  - ~~(c) Quarterly maintenance calendar records~~
- (5) Annual Water Reporting
  - (a) ~~Prepare~~ Consumer Confidence Report
  - ~~(b) Prepare State D.R.I.N.G~~ Electronica Annual Report (EAR)
  - ~~(b)(c) Prepare Drought Report~~
  - ~~(e)(d) Review and comment on water system map~~
  - ~~(e) Review and update comment on ABCSD's Standard Operating Procedures related to the water distribution system~~
  - ~~(f) Monthly maintenance forms~~
    - 1. ~~Valve exercising form~~
    - 2. ~~Fire hydrant maintenance form~~
    - ~~(d)3. Equipment maintenance records~~

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2. **Wastewater Treatment System** – CONTRACTOR agrees to provide the

following services for DISTRICT Wastewater Treatment Facilities: (These may be modified to meet regulatory and permit requirements and subject to cost adjustment in accordance with section \_\_\_\_\_.)

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a. **Wastewater Treatment Plant (WWTP) Operations**

~~(1)~~(2) Daily WWTP Operations: (See Exhibit B for checklist)

~~Tasks to ensure plant performance, regulatory compliance and system integrity~~  
Perform tasks to ensure plant is operating to meet permit requirements.

- (a) Visually inspect grounds, buildings, tanks, equipment, controls and valves for normal operation
- (b) Perform daily process control laboratory tests
  - 1. Sludge depth readings
  - 2. Chlorine residual
  - 3. Settable Solids
  - 4. Transport samples to state certified lab in accordance with current NPDES permit and WDRS.
- (c) Inspect SCADA, verify set points and reporting
- (d) Manually pump Primary Sludge pit
- (e) Scheduled additional tasks
  - 1. Sludge Hauling

~~(2)~~(3) Weekly WWTP Operations

- (a) Set up composite samplers/collect composite samples in accordance with current permits and transport to state certified lab
- (b) Conduct gas scrubber discharge testing for H<sub>2</sub>S
- (c) Verify FFR flush program operating normally

~~(3)~~(4) Monthly WWTP Operations

- (a) Collect monthly samples as scheduled
- (b) Collect quarterly and semi-annual accordance with current permit and transport to state certified lab

~~(4)~~(5) Annual WWTP Operations

- (a) Annual sampling as required by current permits
  - 1. Influent, effluent, bio-solids, ocean water
  - 2. Tours/inspections of facility as required
  - 3. Assist with outfall line inspection (as required)
- b. Wastewater Treatment Plant (WWTP) Maintenance
  - (1) Daily WWTP Maintenance
    - (a) Housekeeping
      - 1. Clean launders, walls, sumps and troughs
      - 2. Manually skim debris from tanks and basins as necessary
    - (b) Equipment
      - 1. Visually inspect equipment, valves and pumps for normal operation
      - 2. Flush sludge uptake lines
      - 3. Drain moisture traps
  - (2) Weekly WWTP Maintenance
    - (a) Run emergency generator and fill out APCD forms
    - (b) Vacuum contact chambers
    - ~~(c) Address "dead spots" at the ends of each secondary clarifier~~
    - ~~(d)(c)~~ Check each pump and drive for normal operation
    - ~~(e)(d)~~ Clean FFR diffusers and remove debris from filter surface
    - ~~(f)(e)~~ Inspect safety equipment
      - 1. Eye wash stations
      - 2. First aid kit
    - ~~(g)(f)~~ Housekeeping/Landscaping
      - 1. Clean restroom
      - 2. Mop floors
      - 3. Sweep paved areas
      - ~~4. Rake leaves, trim bushes, weeding~~
  - (3) Monthly WWTP Maintenance

(a) Complete equipment maintenance calendar items as scheduled

~~(b)~~ ~~Painting projects~~

~~(e)~~(b) Inspect security items

1. Fences and gates
2. Plant lighting
3. Locks

~~(d)~~(c) Inspect SCADA and computer

1. Backup power supply test

(4) Quarterly WWTP Maintenance

(a) Complete quarterly maintenance calendar items.

(b) Coordinate access with sub-contractors during FRM's routine hours.

- ~~1. Power House (generator maintenance)~~
- ~~2. JB Dewar (generator fuel) as needed~~
- ~~3. Landscape contractors (trees) as needed~~

(5) Annual WWTP Maintenance

(a) Inspection of SCADA and controls equipment

(b) ~~Attend~~Coordinate outfall inspection as necessary

~~(e)~~ ~~Attend annual CIP budget prep meeting~~Assist with large capital projects as necessary

~~(d)~~(c) Drain, clean and inspect sumps, clarifiers and wet wells as necessary

~~(e)~~(d) Perform required annual equipment maintenance as scheduled

c. Wastewater Treatment Plant (WWTP) Reporting

(1) Daily WWTP Reporting

(a) Complete daily checklist

(b) Complete chain of custody

(c) Sign and document important information in Plant Log Book

(d) Notate changes in SCADA history as necessary

- ~~(2)~~ Weekly WWTP Reporting
  - ~~(a)~~ Complete APCD generator maintenance log
- ~~(3)~~(2) Monthly WWTP Reporting
  - (a) Complete maintenance calendar
  - (b) Update equipment maintenance records
    - ~~1.~~ Complete and certify Prepare monthly self-monitoring report and supporting documentation and upload to (CIWQS) in accordance with permit ~~time~~ requirements
    - ~~1.2.~~ Prepare monthly DMR in CIWQS and download copy
  - (c) Complete monthly ~~board packet documents and staff facility~~ report
  - ~~(d)~~ Update plant performance documents
  - ~~(e)~~ Update training records
  - ~~(f)~~(d) Update on-site binders and records
    - 1. APCD information
    - 2. eSMR binder
    - 3. File check sheets
  - ~~(g)~~(e) Verify that all required licenses, permits and documentation are current Assist ABCSD with their required licenses, permits and documentation. FRM certificates and licenses are to be kept current.
- ~~(4)~~(3) Annual WWTP Reporting
  - ~~(a)~~ Annual Effluent Summary; complete and certify prepare the Annual Report and supporting documents eSMR and upload to CIWQS ~~as directed by the most current permits, in accordance with permit requirements.~~
  - ~~(a)~~(b) Prepare annual DMR in CIWQS and download copy
  - ~~(b)~~ Bio-solids sampling Sludge Disposal Records
  - (c) Review Critical Inventory Spare Parts List with ABCSD

3. **Wastewater Collection System – CONTRACTOR agrees to provide the**

following services for DISTRICT Wastewater Collection Facilities:

**a. Collection System Maintenance**

- (1) Daily Collection System Maintenance
  - (a) Lift station inspection
    - 1. SCADA inspection
    - 2. Visual inspection
  - (b) USA markings (as necessary)
- (2) Monthly Collection System Maintenance
  - (a) Lift station
    - 1. Inspect lift station wet well
      - a. Test floats
      - b. Test alarms
    - 2. Inspect lift station valve vault
    - 3. Inspect lift station bypass and standby equipment
  - (b) Gravity System
    - 1. Visual inspection critical manholes
- (3) Quarterly Collection System Maintenance
  - (a) Lift station
    - 1. Complete maintenance calendar tasks
  - (b) Gravity system
    - 1. Perform cleaning of scheduled "hotspots"
- (4) Annual Collection System Maintenance
  - (a) Lift station
    - 1. Complete annual maintenance calendar tasks
    - 2. Clean and inspect wet well
  - (b) Gravity system
    - 1. Perform annual cleaning of entire gravity collection system

**b. Collection System Reporting**

- (1) Daily Collection System Reporting
  - (a) Record lift station readings

- (2) Monthly Collection System Reporting
  - (a) Complete and certify monthly CIWQS monitoring report (~~spill~~/no spill report). If there is a spill, District staff to certify.
- (3) Quarterly Collection System Reporting
  - (a) Complete line cleaning records for "hot spots"
  - (b) Complete maintenance records for equipment maintenance calendar
- (4) Annual Collection System Reporting
  - (a) Complete line cleaning records for entire system
  - ~~(b) Complete man hole inspection report for entire system~~
  - (e)(b) Review and comment on collection system map
  - ~~(d)(c)~~ Review and update-comment on the Standard Operating Procedures related to the Collection System
  - (e)(d) Complete annual Collection System Questionnaire in CIWQS
- (5) Emergency Collection System Sewage Spill Reporting
  - (a) Prepare Pand provide reports to ~~all~~ regulatory agencies as required by the District Emergency Response Plans and the regulatory agencies. File and certify reports as required by CIWQS.

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4. **Management** – CONTRACTOR agrees to provide the following managerial services for the DISTRICT:

a. **Meetings**

- (1) Monthly Board meeting attendance
- (2) Monthly District Coordination meeting to review monthly reports, projects and WWTP performance.
- (3) Monthly Staff Training Meeting
  - (a) Review Critical Documents
  - (b) Safety Items



(c) Operating Procedures

5.4. **Documentation** – The CONTRACTOR agrees to maintain, deliver, review, comment, update and train on the required District documents as necessary.

6.5. **Budget Estimates** – The Contractor will assist District in the budget process by making recommendations for needed projects and work with District Engineer in developing estimated project costs for budget purposes.


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**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 14, 2017

SUBJECT: Former Fire Station Tenant Lease Agreement

**Recommendation:**

Review Staff Report and Provide Direction to Staff

**Background:**

In January 2002, the District entered in to a lease with Plural Productions for the commercial building and property located at 100 San Luis Street (former Fire Station). In March 2005, Vizdom Software Inc. (Vizdom) took over the lease of the building and property from Plural Productions Inc. The Assignment and Amendment of the Property Lease is provided as Attachment One of this staff report.

In March 2007, the District and Vizdom amended the Lease Agreement to among other things, extend the term of the lease to December 31, 2007, provide for an option to renew the Lease for an additional five year period and amend the rental rates. The March 2007, Amendment is provided as Attachment Two of this staff report.

In September 2012, the District and Vizdom amended the March 7, 2007, Lease Agreement to extend the Lease for another five years (ending on December 31, 2017) and set the rent at \$2,680 per month with an annual increase of the greater of: (1) Consumer Price Index for the previous 12 months or (2) 5%. The September 11, 2012 Amendment is provided as Attachment Three of this staff report.

As a follow-up to a meeting I had with Mike Lacey of Vizdom, Mr. Lacey provided the attached February 13, 2017, email proposing changes he would like to see to the existing Lease Agreement should the District desire to renew the Lease with Vizdom. Mr. Lacey proposed to change to a "year to year" lease arrangement with a 6 month termination notice from either party and reduce the annual rent increase from a minimum of 5% to 2%. Mr. Lacey also noted that with a building space of 2,400 square feet, the current rental rate is approximately \$1.33 per square feet.

## **Discussion:**

Based on conversations with existing leasees and lessors, staff estimates the current market rate for commercial service property in this area is approximately \$2.50 - \$3.00 per square foot. Staff has spoken with an appraisal firm and a formal market rate evaluation would take about six weeks and cost \$3,000 - \$4,000. Staff will continue to talk with property managers in the area regarding market rental rates and demand. We do not recommend proceeding with a formal market analysis at this time. However, the Board may want to direct staff to move forward with the analysis.

Vizdom's desire to go to a year to year lease term, with a 6 month termination notice clause, indicates that they are less confident that staying in Avila is in Company's best long term interest. The existing Lease provides that "Landlord shall give notice of its intents to re-occupy the Premises in writing, serving said notice to Tenant not later than November 1, 2017". Mr. Lacey stressed that it is very important to Vizdom that the District provide notification earlier than November 1, 2017, if the District will not be extending the lease, in order for Vizdom to have adequate time to find another location.

Coincidentally, the District's existing five year lease with Avila Beach Community Center expires on September 30, 2017. The existing District office facilities offer good public access, but they are relatively limited for file storage space and private meeting space. The current space is approximately 440 square feet and the rental rate is \$820.66 per month plus the District's share of utilities (approximately \$75/month). Total costs, including utilities are approximately \$900 per month. The existing lease includes a Rent Adjustment clause that provides for an increase that is the greater of the Consumer Price Index increase or 3.5%, but in either case it cannot be higher than 6%. If the District is considering making a move to a larger space, this is an opportune time to consider making such a move.

Options to consider:

1. Initiate negotiations with Vizdom to extend the Lease on a year to year basis at the current market rate and other conditions mutually agreeable to both parties.
2. If Vizdom and the District cannot come to terms on a lease extension, the District could seek a tenant who is willing to lease for a longer term at the current market rate.
3. Divide the 2,400 square feet in to two spaces such as, 1,000 SF for District Operations and 1,400 SF for other. The District would use the 1,000 SF for District operations and could rent the remaining 1,400 SF space at market rate of \$2.50 - \$3.00/SF (\$3,500 - \$4,200 per month). The District would need to install some tenant improvements to divide the space, but the cost of improvements (estimated at \$10,000) would be recovered within a year since the District would no longer be paying rent.

Staff recommends the Board consider these options and others and provide direction to staff.

**ASSIGNMENT AND AMENDMENT OF  
PROPERTY LEASE**

This Assignment and Amendment of Lease ("Amendment") is made as of this 1 day of March, 2005 by and between Avila Beach Community Services District ("Landlord") and Plural Productions, Inc. ("Assignor") and Vizdom Software, Inc ("Assignee and/or Tenant") with respect to the following Recitals:

A. The Avila Beach Community Services District, Landlord, a political subdivision and one of the special districts of the State of California ("Landlord" or "District"), and Assignor, executed a lease dated January 1, 2002 titled Commercial Lease Avila Beach Fire Station Property ("Lease") pursuant to which District leased to Assignor and Assignor leased from District the certain real property described as follows: 100 San Luis Street, Avila Beach, California ("Premises"). Said Lease is incorporated herein by reference as though set forth at length.

B. The parties enter into this Amendment for the purposes of assigning Assignor's interest in the Lease to Tenant, Vizdom Software, Inc. and amending the Lease to reflect Vizdom Software, Inc. as the Tenant and to amend the permitted uses of the Premises.

C. Tenant, Vizdom Software, Inc., hereby:

- Represents that it has in its possession and has read and understands the Lease;
- Accepts the Premises in the condition existing as of the date hereof. Tenant hereby agrees that the Premises are in a good and tenantable condition and acknowledges that it has inspected the Premises and assumes the obligations of Assignor under the Lease, including those obligations referenced in Section 8 of the Lease.

Therefore, for good and valuable consideration, the receipt and adequacy of which are acknowledged, District, Assignor and Tenant agree as follows:

**Section 1. Assignment.**

Assignor assigns and transfers to Tenant all right, title, and interest in the Lease and Tenant accepts from Assignor all right, title, and interest, subject to the terms and conditions set forth in this Amendment.

**Section 2. Amendment to Lease.**

A. The Preamble of the Lease is amended to read as follows:

*This Lease (Lease) dated as of January 1, 2002, is entered into between Avila Beach Community Services District, a political subdivision, (Landlord) and Vizdom Software, Inc., ~~a California~~ <sup>an Ohio</sup> Corporation (Tenant).*

B. Section 4 of the Lease is amended to read as follows:

*The Premises are to be used for a photographic and video production sound stage, non-linear editing suite, photographic gallery, and retail space for the sale of photographs and related items. Tenant, may at its option permit the Sheriff's substation to continue its occupancy of part of the Premises. Subject to and a condition upon Tenant obtaining all permits and land use approvals, if required, Tenant may further use the Premises as a software distribution and production office. Tenant shall not do or permit any act to be done that will cause cancellation of insurance on the Premises. Tenant shall comply with all statutes, ordinances, regulations, and other requirements of all governmental entities that pertain to the occupancy or use of the Premises. Tenant must obtain prior written approval from Landlord should Tenant wish to use the premises in any other manner other than as described in this Lease.*

**Section 3. Assumption of Lease Obligations.**

Tenant, Vizdom Software, Inc., assumes and agrees to perform and fulfill all the terms, covenants, conditions, and obligations required to be performed and fulfilled by Assignor as Tenant under the Lease as amended herein, including making all repairs to the Premises as required by the Lease and to make all payments due and payable to District under the Lease.

**Section 4. Effective Date.**

This Agreement shall become effective and binding upon the Parties upon Assignor, Plural Productions, Inc., depositing with District all rents owing and Vizdom Software, Inc. as Tenant, depositing with District the following:

- Financial Statement or letters of recommendation to the satisfaction of the District General Manager;
- The first month's rent as referenced in Section 3 C of the Lease;
- The security deposit referenced in Section 3 of the Lease; and
- Proof of insurance as referenced in Section 5 of the Lease.

Assignor, Plural Productions, Inc., shall be obligated to District under the terms and conditions of the Lease until such time as the above conditions are satisfied.

**Section 5. Successors and Assigns.**

This Amendment shall be binding on and inure to the benefit of the parties to it, their heirs, executors, administrators, successors in interest, and assigns.

**Section 6. Incorporation of Recitals.**

The above Recitals are true and correct and incorporated herein by this reference as though set forth at length and made part of this Amendment.

**Section 7. Governing Law.**

This Amendment shall be governed by and construed in accordance with California law.


**Section 8. Lease.**


Except as amended herein the terms and conditions of the Lease shall remain in full force and effect.

The Parties have executed this Amendment as of the date first written above.

ASSIGNOR:

TENANT:

  
PLURAL PRODUCTIONS, INC.  
BY: SEAMUS SLATTERY  
(SIGNATURES TO BE NOTARIZED)

  
VIZDOM SOFTWARE, INC.  
BY: MICHAEL LACEY  
(SIGNATURES TO BE NOTARIZED)

LANDLORD:  
AVILA BEACH COMMUNITY SERVICES DISTRICT

BY:   
CHRISTOPHER HELENIUS, PRESIDENT

ATTEST:  
  
JOHN WALLACE,  
GENERAL MANAGER AND

Recording requested by and  
when recorded return to:  
Avila Beach Community Services District  
191 San Miguel  
P.O. Box 309  
Avila Beach, CA 93424  
(805) 595-2664

*Final*  
3/6/07

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APN NO: 076-221-005

### AMENDMENT TO LEASE DATED JANUARY 1, 2002

Vizdom Software, Inc., An Ohio Corporation ("Tenant or Vizdom") and the Avila Beach Community Services District ("Landlord or District") enter into this Amendment to Lease for the commercial building and property located at 100 South San Luis Street, Avila Beach, California ("Premises") with reference to the following Recitals:

#### RECITALS

A. Vizdom leases the Premises from the District pursuant to the terms and conditions of the following documents:

1. A January 1, 2002, Lease between District and Plural Productions, Inc., a California Corporation; and
2. A March 1, 2005, Assignment and Amendment of Property Lease between the District, Plural Productions, Inc., and Vizdom Software, Inc.

The Lease and Assignment and Amendment of Lease are referred collectively herein as the "Lease".

B. The Premises are more particularly described on Exhibit "A", attached hereto and incorporated herein by this reference.

C. The Parties hereby agree that Tenant provided timely notice of its option to extend, the term of the Lease for the Premises. Upon execution of this Amendment said notice is withdrawn.

D. The current Lease Term for the Premises expired on December 31, 2006.

**FOR VALUABLE CONSIDERATION**, including Tenants Improvements, during the initial term, receipt of which is hereby acknowledged, the Parties hereby agree as follows:

**Section 1. Amendment to Lease.**

**A. Section 2 of the Lease is amended to read as follows:**

*"The term of this Lease is for six (6) years commencing January 1, 2002, and ending on December 31, 2007. Tenant shall have the option to renew the Lease for an additional five (5) year period.*

*In order to exercise this option to renew the Lease, Tenant must notify Landlord in writing (with reference to this Paragraph 2) no earlier than eight (8) months and no later than three (3) months, prior to the expiration of the Initial Term, of Tenant's election to exercise Tenant's rights under this Paragraph 2 ("Election Notice"). If tenant fails to timely give "Election Notice" of its intent to exercise the option, said option shall thereupon expire."*

**B. Section 3 of the Lease is amended to read as follows:**

*"The rent shall be as follows:*

*(a) Twelve hundred dollars (\$1,200) per month until the approval of a General Plan Amendment changing property to Commercial Service from PF, or one (1) year from the commencement date, whichever occurs first (first and last months prorated).*

*(b) Fifteen hundred dollars (\$1,500) per month after the term described in (a) for two (2) years.*

*(c) Two thousand dollars (\$2,000) per month for the remaining period up to the end of the 6<sup>th</sup> year.*

*(d) As of the commencement of the 7<sup>th</sup> year of the Lease Term, and at the beginning of the each year thereafter for the remainder thereof, the monthly rent shall be increased by the greater of (1) the percentage increase in the Consumer Price Index (Los Angeles-Anaheim Index) for the previous 12 month period; or (2) 5%."*

*Rent shall be payable on the first of each month, at the address of Landlord stated in this Lease or at another location Landlord my designate. There will be a 6% late payment charged for rent not paid by the 10<sup>th</sup> day of the month due. Tenant shall also pay a security deposit of two thousand dollars (\$2,000)".*



**Section 2. Successors and Assigns.**

This Amendment shall be binding on and inure to the benefit of the parties to it, their heirs, executors, administrators, successors in interest, and assigns.

**Section 3. Incorporation of Recitals**

The above Recitals are true and correct and incorporated herein by this reference as though set forth at length and made part of this Amendment to Lease.

**Section 4. Governing Law.**

This Amendment shall be governed by and construed in accordance with California law.

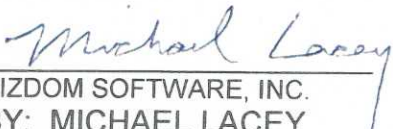
**Section 5. Lease.**


Except as amended herein the terms and conditions of the Lease shall remain in full force and effect.

The Parties have executed this Amendment to Lease on MARCH 7<sup>TH</sup>, 2007.

LESSEE:

LESSOR:

  
VIZDOM SOFTWARE, INC.  
BY: MICHAEL LACEY  
[Signatures must be notarized]

  
AVILA BEACH COMMUNITY SERVICES DISTRICT  
BY: CHRISTOPHER HELENIUS  
[Signatures must be notarized]

ATTEST:

  
JOHN WALLACE, GENERAL MANAGER  
AND SECRETARY TO THE BOARD OF  
DIRECTORS

**Exhibit "A"**  
**LEGAL DESCRIPTION**

File no: 245.0001 (607)

April 9, 2007

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Lot 9 Block 15 according to the Map and Survey of the Town of Avila made by R.R. Harris in May 1874 on file in Book A at Page 5 of Maps in the Office of the County Recorder of San Luis Obispo County, State of California, described in RESOLUTION and GRANT DEED recorded in Book 200 at Pages 331 and 332 of Official Records in the Office of said County Recorder.

**End Description**

Recorded at the request of  
**Public**

DOC#: **2012057619**



Titles:	1	Pages:	6
Fees			0.00
Taxes			0.00
Others			0.00
PAID			\$0.00

Recording requested by and  
When recorded return to:  
Avila Beach Community Services District  
191 San Miguel  
P.O. Box 309  
Avila Beach, CA 93424  
(805) 595-2664

APN NO: 076-221-005

**AMENDMENT TO LEASE DATED MARCH 7, 2007**

Vizdom Software, Inc., An Ohio Corporation ("Tenant or Vizdom") and the Avila Beach Community Services District ("Landlord or District") enter into this Amendment to Lease for the commercial building and property located at 100 San Luis Street, Avila Beach, California ("Premises") with reference to the following Recitals:

**RECITALS**

A. Vizdom leases the Premises from the District pursuant to the terms and conditions of the following documents:

1. A January 1, 2002, Lease between District and Plural Productions, Inc., a California Corporation; and
2. A March 1, 2005, Assignment and Amendment of Property Lease between the District, Plural Productions, Inc., and Vizdom Software, Inc.
3. A March 7, 2007 Amendment of Property Lease between the District, Plural Productions, Inc., and Vizdom Software, Inc.

The Lease and Assignment and Amendment of Lease are referred collectively herein as the "Lease".

B. The Premises are more particularly described on Exhibit "A", attached hereto and incorporated herein by this reference.

C. The Parties hereby agree that Tenant provided timely notice of its option to extend, the term of the Lease for the Premises. Upon execution of this Amendment said notice is withdrawn.

D. The current Lease Term for the Premises expires on December 31, 2012

**FOR VALUABLE CONSIDERATION**, including Tenants Improvements, during the initial term, receipt of which is hereby acknowledged, the Parties hereby agree as follows:

**Section 1. Amendment to Lease.**

**A. Section 2 of the Lease is amended to read as follows:**

*"The term of this Lease is for five (5) years commencing January 1, 2013, and ending on December 31, 2017. Landlord shall give notice of its intents to re-occupy the Premises in writing, serving said notice to Tenant not later than November 1, 2017.*

**B. Section 3 of the Lease is amended to read as follows:**

*"The rent shall be as follows:*

(a) *Two thousand six hundred eighty (\$2,680) per month for the first year.*

(b) *At of the commencement of the following year of the Lease Term, and at the beginning of the each year thereafter for the remainder thereof, the monthly rent shall be increased by the greater of (1) the percentage increase in the Consumer Price Index (Los Angeles-Anaheim Index) for the previous 12 month period; or (2) 5%."*

*Rent shall be payable on the first of each month, at the address of Landlord stated in this Lease or at another location Landlord may designate. There will be a 6% late payment charged for rent not paid by the 10<sup>th</sup> day of the month due. Tenant shall also pay a security deposit of two thousand six hundred eighty dollars (\$2,680)".*

**Section 2. Successors and Assigns.**

This Amendment shall be binding on and inure to the benefit of the parties to it, their heirs, executors, administrators, successors in interest, and assigns.

**Section 3. Incorporation of Recitals**

The above Recitals are true and correct and incorporated herein by this reference as though set forth at length and made part of this Amendment to Lease.

**Section 4. Governing Law.**

This Amendment shall be governed by and construed in accordance with California law.


**Section 5. Lease.**

Except as amended herein the terms and conditions of the Lease shall remain in full force and effect.

The Parties have executed this Amendment to Lease on September 11, 2012.

LESSEE:

LESSOR:

  
\_\_\_\_\_  
VIZDOM SOFTWARE, INC.  
BY: MICHAEL LACEY  
[Signatures must be notarized]

  
\_\_\_\_\_  
AVILA BEACH COMMUNITY SERVICES DISTRICT  
BY: PETER KELLEY  
[Signatures must be notarized]

ATTEST:

  
\_\_\_\_\_  
JOHN WALLACE, GENERAL MANAGER  
AND SECRETARY TO THE BOARD OF  
DIRECTORS

Exhibit "A"  
LEGAL DESCRIPTION

File no: 245.0001 (607)

April 9, 2007

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Lot 9 Block 15 according to the Map and Survey of the Town of Avila made by R.R. Harris in May 1874 on file in Book A at Page 5 of Maps in the Office of the County Recorder of San Luis Obispo County, State of California, described in RESOLUTION and GRANT DEED recorded in Book 200 at Pages 331 and 332 of Official Records in the Office of said County Recorder.

End Description



Bradley Hagemann &lt;hagemann.associates@gmail.com&gt;

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**Vizdom fire station lease renewal**

1 message

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**Mike Lacey** <mike@vizdom.com>  
To: hagemann.associates@gmail.com  
Cc: John Lacey <johnl@vizdom.com>

Mon, Feb 13, 2017 at 7:20 PM

Hello Brad

This is follow-up to our talk earlier today about renewing the lease here at the fire station.

It's been twelve years since we took over the fire station lease from Plural Productions. We have enjoyed our time in Avila and if it works for you our preference is to continue our stay a bit longer as we figure out our longer term plans for our business.

The current lease ends at the end of this calendar year (12-31-2017). We would like to propose a couple of changes to the lease with a renewal:

- switch to a year-to-year lease with 6 months notice from either of us to terminate the lease at the end of the year for any reason (incl. ABCSD's intent to occupy).
- dial the min annual increase down from the current 5% a year to 2% or so.

As I mentioned, I'm not sure what the going gross or net rates are in this area right now. We are currently paying about \$1.33/sq.ft under our current net arrangement where we are paying taxes and maintenance. Gross rates are no doubt a bit higher, and would have the CSD cover the taxes and maintenance.

We can discuss in more detail at your convenience. I would like to make some progress together over the next month or so, and aim to get things figured out and approved by the end of June if possible.

Please let me know how this sounds to you.

Thank you,  
Mike

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Mike Lacey  
Vizdom Software, Inc.  
805 549-7400 x203  
[mike@vizdom.com](mailto:mike@vizdom.com)