

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
November 14th, 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  
  Eric DeWeese  
  Kristin Berry

Board Members Absent:                   Lynn Helenius  
  Ara Najarian

Staff Present:                               Brad Hagemann, General Manager and District Engineer  
  Kristi Dibbern, Accounting Clerk  
  Carinna Butler, Operations Manager FRM

**3. PUBLIC COMMENTS**

Anne Brown, of Avila Beach asked District Staff to contact the property managers and owners of the building at the corner of Front Street and San Luis Street also San Antonio Street & San Luis Street regarding the trash reciprocals that are blocking parking spaces & on sidewalks impeding pedestrians.

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Sheriff Doug Scotto reported calls for 32 for service. Five of those calls were for suspicious subjects and one for a petty theft occurred at the Avila Market. The Sheriff Department also investigated several RV's that were parked overnight along Avila Beach Dr. and First Street and a phone scam. The caller identified himself as a Sheriff Lieutenant "Springer" (no such person works at the Department). Sheriff Scotto warned the Board and Public to never give out personal information to unsolicited callers. Scotto also reported night activity at the Cave Landing parking lot. The Department arrested one person for possession of cocaine and narcotic paraphernalia, driving without a license and driving with their lights off. In addition, one domestic violence dispute occurred at the Avila public restrooms and a purse was reported stolen from inside a car parked in Avila. Sheriff Scotto commented that items of value should not be left in plain view from outside of the car.

**2. Cal Fire Report:**

Cal Fire Battalion Chief Paul Lee reported 60 calls for service in October; twenty-four of those calls were for medical aid and he reported extra engines are available in the area in case of fire. Cal Fire will downsize staff when and if there is a significant amount of rain they have scheduled

several control burn projects in the area including a Lighthouse area burn. CalFire will send emails with a schedule of local control burns. Chief Lee reported vegetation reduction projects have been identified, including Barren & Squire Canyons. Chief Lee reminded Board and public members that now is a good time to clean rain gutters, check your roof for leaks, and check to see if your chimney is clear of debris. Emergency supplies kit tips can be found at the Cal Fire website: [www.readyforwildfire.org](http://www.readyforwildfire.org) President Kelley asked if our adopted fire code allows us to burn outside. Chief Lee explained that a fire for cooking, warming or ceremonial purposes is allowed, however, a call to the Fire Department is appreciated prior to burning.

**Director Ara Najarian joined the meeting at 7:14pm**

**B. Reports on Conferences, Meetings and General Communications.**

General Manager Hagemann announced that the CSDA Local Chapter Annual Meeting, Election and Dinner will be held in Avila on Friday, January 26<sup>th</sup>, 2017 at the Civic Association.

Carinna Butler from Fluid Resource Management (FRM) Operations Manager announced that she has taken a job at Lake Cachuma Operations Management Board and will be leaving FRM on November 20<sup>th</sup>. Krista Ackerman Young is moving into the Operation's Manager position. Mike White is taking over as the District's Chief Plant Operator.

**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. Several Board members provided brief comments, but no items were pulled from the Consent Agenda.

- A. Minutes of October 10<sup>th</sup>, 2017 Regular Meeting
- B. Monthly Financial Review for October
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for October

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

AYES: Eric DeWeese  
Ara Najarian  
Kristin Berry  
Pete Kelley

NOES: None

ABSENT: Lynn Helenius

- 6. **DISCUSSION OF PULLED CONSENT ITEMS.** None
- 7. **BUSINESS ITEMS:** Items where Board action is called for.

**A. District Financial Audit for Fiscal Year 2016-17**

GM Hagemann introduced Mr. Andy Beck, from Fedak and Brown, LLC. Mr. Beck performed the financial audit for the District this past fiscal year. Mr. Beck explained the audit process, including that auditors perform a test of internal controls and assess the risk of material misstatement due to fraud or error. Mr. Beck explained that he performs a number of account balance tests within the District records ensuring the accuracy of the management practices. President Kelley commented he is pleased with Fedak and Brown, LLC as the District’s auditors. He also asked Mr. Beck if “anything jumped out at the auditor regarding inaccuracies?” Mr. Beck explained his testing concluded that the District’s part-time Controller (Nikki Engle), GM Hagemann and Accounting Clerk, Kristi Dibbern are all doing a great job. Mr. Beck concluded that he is providing several journal entries and process recommendations to staff as part of his audit. Anne Brown, Avila Beach asked, “if the District staff is bonded?” GM Hagemann explained that Special District Risk Management Authority (SDRMA) insures the District. This insurance covers the Board of Directors and staff.

Director Kelley made the motion to approve the Audit Report for Fiscal Year 2016-17. Director DeWeese seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley  
Eric DeWeese  
Kristin Berry  
Ara Najarian

NOES: None  
ABSENT: Lynn Helenius

**B. Award Engineering Design Contract to Michael K. Nunley (MKN) Engineering for Wet Well and Manhole Repair Coating Project.**

GM Hagemann summarized the Staff Report and stated that Staff’s recommendation is to award an Engineering Contract for the Wet Well Manhole Repair Coating Project to MKN Engineering on a time and materials basis at not to exceed amount of \$6,786.00.

Director Najarian made the motion to award the engineering design contract to MKN Engineering for the Wet Well and Manhole Repair Coating Project. Director Berry seconded the motion and it passed with a roll call vote 4-0.

AYES:           Ara Najarian  
                  Kristin Berry  
                  Pete Kelley  
                  Eric DeWeese

NOES:           None  
ABSENT:        Lynn Helenius

**C.     Resolution No. 2017-11 Amending District Purchasing Policy #3041**

GM Hagemann reminded the Board that they had approved the recommended changes to the Purchasing Policy at the October 2017 Board meeting. Adoption of Resolution No. 2017-11 was simply formalizing the Board previous action. Director Kelley made the motion to change the Purchasing Policy 3041 by adopting Resolution No. 2017-11. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES:           Pete Kelley  
                  Ara Najarian  
                  Kristin Berry  
                  Eric DeWeese

NOES:           None  
ABSENT:        Lynn Helenius

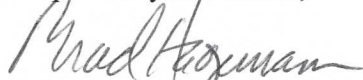
**8.     COMMUNICATIONS:**

**ADJOURNMENT: The meeting was adjourned at 8:35 p.m.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, December 12th, 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