

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 100 San Luis Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
e-mail: avilacsd@gmail.com

REGULAR BOARD MEETING 1 PM Tuesday, February 11th, 2025

STAFF AND PUBLIC MAY PARTICIPATE IN THIS MEETING IN PERSON AT THE ADDRESS ABOVE OR, VIA TELECONFERENCE AND/OR ELECTRONICALLY.

ZOOM MEETING: <https://us02web.zoom.us/j/4111787571>

Meeting ID: 411 178 7571

Password: No Password Required.

BY PHONE: 1-669-900-9128

In accordance with Government Code Section 54953(b), this agenda will be posted at the above teleconference location and this location will be accessible to the public.

1. **CALL TO ORDER: 1:00 P.M.**
2. **ROLL CALL: Board Members:**
 - Pete Kelley, President
 - John Janowicz, Vice President
 - Kristin Berry, Director
 - Howie Kennett, Director
 - Ara Najarian, Director
3. **PUBLIC COMMENT**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on today'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**

County Reports

 1. SLO County Sheriff Department
 2. CalFire/County Fire Department

Reports on Attended Conferences, Meetings, and General Communications of District Interest
5. **PUBLIC COMMENT ON CLOSED SESSION ITEM**

6. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2). Number of cases: One.

B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and (e)(3) – Claim by Cheri Linegar [Pursuant to Government Code sections 54956.9(e)(3) and 54957.5(b)(1)&(2)(a), this Claim is available for public inspection at 100 San Luis Street, Avila Beach, CA 93424.]

REPORT ON CLOSED SESSION/ANNOUNCEMENT OF ACTION, IF ANY, TAKEN IN CLOSED SESSION

7. 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 14th, 2025, Regular Board Meeting
- B. Monthly Financial Review for January 2025
- C. General Manager and District Engineer Report
- D. Water and Wastewater Operations Reports for January 2025

8. DISCUSSION OF PULLED CONSENT ITEMS

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

9. BUSINESS ITEMS: Items where Board action is called for.

A. Mid-Year Budget Review

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

B. Annual Review of District By-Laws

(Action Required: Receive Staff Report; Review By-Laws and suggested changes and provide Direction to staff)

10. COMMUNICATIONS/ CORRESPONDENCE

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.

FORM 700 - PLEASE FILL OUT YOUR FORM ONLINE. THE DEADLINE IS APRIL 2nd, 2024.

ADJOURN

The next Regular Board meeting is scheduled for Tuesday, March 11th, 2025 at 1:00 P.M.

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, 100 San Luis 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.

MINUTES OF BOARD OF DIRECTORS MEETING
Avila Beach Community Services District
Tuesday, January 14th, 2025
1:00 P.M.

1. CALL TO ORDER

President Kelley called the meeting of the Board of Directors of the Avila Beach Community Services District, to order at 1:05 P.M. on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

2. OATH OF OFFICE

Directors Kennett and Berry completed their Oath of Office

3. ROLL CALL

Board Members Present	Pete Kelley Howie Kennett John Janowicz Kristin Berry
Board Members Present via Zoom:	Ara Najarian
Board Members Absent:	None
Staff Present:	Brad Hagemann, General Manager Kristi Dibbern, Office Manager
Operations:	Shawn Powell, Chief Plant Operator
Legal Counsel via Zoom:	Craig Parton from Price, Postal, & Parma

4. PUBLIC COMMENTS - None

5. INFORMATION AND DISCUSSION ITEMS

A. County Reports

Sheriff's Report: Sheriff Brad Adams reported 26 calls for service during the month of December. Deputies conducted/investigated five preventive patrol stops, three general disturbances, and three suspicious circumstances. Two vandalisms took place in Pirate's Cove and two enforcement stops were conducted in Avila.

Cal Fire: Chief Lee reported 56 calls for service, 31 were medically related. Two water rescues occurred during the month of December, one in Private's Cove and one in Shell Beach. Cal Fire responded to a fire on Ontario Ridge that was reportedly started by a homeless camp. The fire was quickly contained. The Fire Safe Council meets January 15, to award grant applicants. The grants for Cal Fire will allow them to continue to build fire breaks and clear vegetation throughout our area. Chief Lee provided some helpful hints to prevent wildfires from spreading. He mentioned vegetation management near your property's structures. For local updates he recommended downloading a local app such as "Watch Duty" or other fire hazard apps, on your phone. He referenced: www.readyforwildfires.org, for packing a "go bag". Having extra medications or prescriptions packed in case of an emergency are all important preventative measures.

GM Hagemann noted that the San Luis Obispo Chapter of the California Special District Association will meet on January 23rd, at 5 PM at Café Roma. District directors are invited to attend. GM Hagemann suggested the Directors sign up with Kristi Dibbern.

Without objection from the Board, President Kelley moved up the Closed Session Item.

8. PUBLIC COMMENT ON CLOSED SESSION ITEM

NO COMMENTS.

9. CLOSED SESSION

The Board convened to closed session at 1:13 PM to discuss the following items:

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2). Number of cases: One.

REPORT ON CLOSED SESSION/ANNOUNCEMENT OF ACTION, IF ANY, TAKEN IN CLOSED SESSION

The Board returned to regular session at 1:54 PM. No reportable action was taken by the Board of Directors during the closed session.

Out of courtesy to the Waste Connections staff in attendance, and without objection, President Kelley moved Business Item 10.A. in front of Item 6. Consent Items.

10. BUSINESS ITEMS:

A. Public Hearing Relating to Solid Waste Rate Increase, Consider Adoption of Resolution No. 2025-01 Solid Waste Franchise Rate Increase.

President Kelley opened the Public Hearing at 1:55 PM. Staff reported that no protest ballots or comments had been submitted. President Kelley noted that no members of the public were present in person or on Zoom. President Kelley closed the Public Hearing at 1:59 PM. and returned the item to the Board for discussion and consideration of adoption of Resolution No. 2025-01.

After some discussion, Director Kennett made a motion to approve Resolution No. 2025-01, approving the solid waste rate increase retroactive to January 1, 2025. The motion was seconded by Director Berry and passed with a roll call vote 4-1.

AYES: Howie Kennett
 Kristin Berry
 John Janowicz
 Pete Kelley
NOES: Ara Najarian
ABSENT: None

Amendment #1 to the Solid Waste Collection Franchise Agreement to include Appendix 1, the Annual Solid Waste Rate Adjustment Methodology and authorize the General Manager to execute the amended agreement with South County Sanitation Service/Waste Connections US, Inc.

After some discussion, the Board decided not to take any action on the proposed amendments to the franchise agreement changes. The Board directed staff to work with District legal counsel and Waste Connections staff and bring the item back to the Board at the February or March meeting.

Without objection, President Kelley then recommended the Board consider Item 6. approval of the Consent Items.

6. CONSENT ITEMS:

After Board discussion and an opportunity for public comment, Director Janowicz made a motion to approve the Consent Items. It was seconded by Director Berry and passed with a roll call vote 5-0.

AYES: John Janowicz
 Kristin Berry
 Ara Najarian
 Pete Kelley
 Howie Kennett

NOES: None

ABSENT: None

7. DISCUSSION OF PULLED CONSENT ITEMS: None

10. BUSINESS ITEMS

B. Water Tank Inspection Report. GM Hagemann summarized the staff report, noting that on December 12, 2024, Advanced Technical Services (ATS) inspected and cleaned the District's Water Tank #1. Hagemann noted that the District will retain consultants and contractors to accomplish the inspection recommendations, the most significant (costly) being recoating the exterior of the tank. Staff intends to work with ATS to prepare the specifications and bid documents for re-coating the tank. The work will likely be scheduled for the fall of 2025. **This was an information item only; no action was taken.**

C. Board Committee Appointments for 2025.

After some discussion, the Board agreed by acclamation that Directors would serve on the following committees:

Financial Committee: Ara Najarian & Kristin Berry

Personnel Committee: John Janowicz & Peter Kelley

Facilities Committee: Howie Kennett & Kristin Berry

Drought Committee: John Janowicz & Ara Najarian

An ad hoc Negotiations Committee for the San Miguelito Mutual Water Company Wastewater Options was added to the District's committees. Pete Kelley and John Janowicz will serve on this committee with Kristin Berry as an alternate committee member in one of their absences.

10. BUSINESS ITEMES (cont.)

D. Board Meeting Schedule for 2025. (Informational Item)

No action was taken. GM Hagemann proposed a schedule for the future Board meetings for 2025.

Regular Meeting	January 14, 2025
Regular Meeting	February 11, 2025
Special Meeting	March 18, 2025 - Special Meeting
Regular Meeting	April 8, 2025
Regular Meeting	May 13, 2025
Special Meeting	June 24, 2025 – Special Meeting
Regular Meeting	July 8, 2025 - CANCELLED
Regular Meeting	August 12, 2025
Regular Meeting	September 9, 2025
Regular Meeting	October 14, 2025
Special Meeting	November 18, 2025- Special Meeting
Regular Meeting	December 9, 2025 - CANCELED

ADJOURNMENT: The meeting was adjourned at approximately 2:55 PM.

NEXT MEETING: Tuesday, February 11th, 2025, at 1:00PM.

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: February 11th, 2025

SUBJECT: Monthly Financial Review for January

Recommendation:

Receive and file report.

Overall Monthly Summary

During the month of January, the District deposited \$406,336.60 and incurred \$159,466.70 in expenses (cash basis). Expenses this month included \$89,733.36 for our annual State Water payment. Water and sewer revenue for the month of January totaled \$76,594.38. Other income included tax revenue in the amount of \$276,922.82.

Detailed financial reports including Balance Sheet, Checks by Fund and Profit and Loss Sheet are provided for your information for January.

Utility Service Billing

The District billed approximately \$75,727.87 in water and sewer service. Customer Rate Assistance reduced billing charges to the District in the amount of \$791.51 in January.

Avila Beach Community Services District
Balance Sheet
As of January 31, 2025

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	139.35
1005 · Customer Cash	65.72
1008 · Petty Cash	146,263.42
1010 · Pacific Premier Checking	1,070,557.73
1015 · Five Star Bank Checking	211,866.99
1017 · Five Star Bank MM	4,251,615.25
1050 · LAIF	<u>4,251,615.25</u>
Total 1000 · Cash Summary	<u>5,680,508.46</u>
Total Checking/Savings	5,680,508.46
Accounts Receivable	
1200 · *Accounts Receivable	122,184.64
Total Accounts Receivable	<u>122,184.64</u>
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	31,062.36
1270 · Taxes Receivable	30,262.00
1280 · Water & Sewer Billings	
1282 · Other 2 El Dorado Billings	-19,861.05
1281 · Other 1 El Dorado Billings	-4,154.42
1280 · Water & Sewer Billings - Other	131,578.97
Total 1280 · Water & Sewer Billings	<u>107,563.50</u>
Total 1250 · Receivables	168,887.86
1400 · Prepaid Summary	
1410 · Prepaid Insurance	-8,956.02
Total 1400 · Prepaid Summary	<u>-8,956.02</u>
Total Other Current Assets	<u>159,931.84</u>
Total Current Assets	5,962,624.94
Fixed Assets	
1670 · Vehicles - Admin	
1671 · 2023 Ford F150 Cost	53,960.62
1672 · 2023 Ford F150 Acc Depr	-10,792.12
1670 · Vehicles - Admin - Other	286.40
Total 1670 · Vehicles - Admin	<u>43,454.90</u>
1600 · Fixed Assets & Acc. Depr.	

Avila Beach Community Services District
Balance Sheet
 As of January 31, 2025

	<u>Jan 31, 25</u>
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	<u>-22,339.42</u>
Total 1605 · Office Equipment	-14,105.84
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	<u>-4,526.21</u>
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,334.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,517,267.58
1628 · Collect Assets Accum Depr	<u>-593,752.02</u>
Total 1626 · Collection Assets	923,515.56
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	611,174.66
1632 · Disposal Equip Accum Depr	<u>-376,478.88</u>
Total 1630 · Disposal Equipment	234,695.78
1634 · Other Equipment	
1634a · Other Equipment Cost	<u>6,973.40</u>
Total 1634 · Other Equipment	6,973.40
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	<u>-1,740,709.80</u>
Total 1635 · Treatment Plant	413,388.50
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,087,410.54
1644 · Treatment Equip Accum Depr	<u>-787,343.49</u>
Total 1642 · Treatment Equipment	<u>300,067.05</u>
Total 1620 · Fixed Assets - Sanitary	1,938,974.39
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	<u>-21,136.28</u>

12:27 PM

Avila Beach Community Services District

02/05/25

Balance Sheet

Accrual Basis

As of January 31, 2025

	<u>Jan 31, 25</u>
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,270,572.25
1658 · Dist Assets Accum Depr	<u>-786,988.91</u>
Total 1656 · Distribution Assets	<u>483,583.34</u>
Total 1650 · Fixed Assets - Water	483,583.34
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	82,207.29
1682 · Gen / Fire Accum Dep	<u>-54,626.21</u>
Total 1680 · Structures - Fixed Asset	27,581.08
1690 · Construction in Progress	<u>4,475,390.83</u>
Total 1600 · Fixed Assets & Acc. Depr.	<u>6,911,423.80</u>
Total Fixed Assets	6,954,878.70
Other Assets	
1800 · Deferred Outflows of Resources	<u>82,628.00</u>
Total Other Assets	<u>82,628.00</u>
TOTAL ASSETS	<u><u>13,000,131.64</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	<u>193,478.86</u>
Total Accounts Payable	193,478.86
Credit Cards	
2140 · Five Star MC Control x0557	
2141 · FS MC BH x8624	67,645.91
2142 · FS MC SP x6340	29,531.78
2143 · FS MC KD x3018	5,681.70
2140 · Five Star MC Control x0557 - Other	<u>-94,427.89</u>
Total 2140 · Five Star MC Control x0557	<u>8,431.50</u>
Total Credit Cards	8,431.50
Other Current Liabilities	
2200 · Payroll Liabilities	
2201 · Accrued Payroll	2,766.15
2240 · Health Insurance	

Avila Beach Community Services District
Balance Sheet
As of January 31, 2025

	<u>Jan 31, 25</u>
2241 · Employee	10,920.00
Total 2240 · Health Insurance	10,920.00
2250 · PERS Liability	1,400.40
2260 · Vacation Payable	5,441.96
2262 · Sick Pay Accrued	2,818.66
Total 2200 · Payroll Liabilities	23,347.17
2300 · Deposits Held	
2303 · Water Deposits Held	7,640.00
Total 2300 · Deposits Held	7,640.00
Total Other Current Liabilities	30,987.17
Total Current Liabilities	232,897.53
Long Term Liabilities	
2400 · Net Pension Liability	149,160.00
2450 · U.S. Bank Loan WWTP	2,497,679.03
2500 · Deferred Inflows of Resources	22,819.00
2999 · Unbalanced Classes	-133,455.52
Total Long Term Liabilities	2,536,202.51
Total Liabilities	2,769,100.04
Equity	
3000 · Opening Bal Equity	-17,611.15
3900 · Retained Earnings	7,620,312.04
3999 · Prior Period Adjustment FY 23	2,195,322.62
Net Income	433,008.09
Total Equity	10,231,031.60
TOTAL LIABILITIES & EQUITY	13,000,131.64

Avila Beach Community Services District
Checks by Fund w/Accounts
 January 2025

02/05/25

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	01/02/2025	4029	Nikki Engle Bookkeeping	Inv # 3781 12.31.24	6102 · Accounting	1,007.50	1,007.50
Check	01/02/2025	4032	Teresa Klostermann	Contract Labor 12/1--12/31.24	6504 · Admin Contrac...	562.50	1,570.00
Check	01/06/2025	Auto...	Coastline Cleaning Co.	Office Maintenance	6542 · Maintenance	165.00	1,735.00
Check	01/06/2025	Auto...	Coastline Cleaning Co.	Exterior Cleaning	6542 · Maintenance	25.00	1,760.00
Check	01/06/2025		Paymentech		5120 · Chase Paymen...	19.35	1,779.35
Check	01/06/2025		American Express Disc...		5110 · Amex	10.00	1,789.35
Check	01/06/2025		Paymentech		5120 · Chase Paymen...	9.85	1,799.20
Check	01/07/2025		Paymentech		5120 · Chase Paymen...	2.30	1,801.50
Check	01/08/2025		Paymentech		5120 · Chase Paymen...	1.07	1,802.57
Check	01/08/2025		Paymentech		5120 · Chase Paymen...	2.20	1,804.77
Check	01/09/2025		InvoiceCloud	Invoice Cloud merchant fees	5140 · Invoice Cloud	420.95	2,225.72
Check	01/10/2025		Paymentech		5120 · Chase Paymen...	2.73	2,228.45
Check	01/14/2025		Paymentech		5120 · Chase Paymen...	5.29	2,233.74
Check	01/15/2025		Paymentech		5120 · Chase Paymen...	2.95	2,236.69
Check	01/15/2025		Paymentech		5120 · Chase Paymen...	1.43	2,238.12
Check	01/16/2025		Paymentech		5120 · Chase Paymen...	4.27	2,242.39
Check	01/17/2025		Paymentech		5120 · Chase Paymen...	1.10	2,243.49
Check	01/21/2025		Paymentech		5120 · Chase Paymen...	1.49	2,244.98
Check	01/21/2025	EFT	PG&E	100 San Luis St. District Office	6590 · Utilities	309.74	2,554.72
Check	01/22/2025	4040	Hagemann & Associates	Contract labor GM Services Dec 1-14, 202...	6506 · Contract Labor ...	1,120.00	3,674.72
Check	01/22/2025	4041	Hagemann & Associates	Inv. 1264 Dec 15 - 28th, 2024 Contract La...	6506 · Contract Labor ...	1,120.00	4,794.72
Check	01/22/2025	4043	Creative Technologies, I...	INV 202500068 1/14/25 Run Date: 11/29/24	6142 · Postage & Ship...	186.90	4,981.62
Check	01/22/2025	4043	Creative Technologies, I...	Run Date: 1/3/25	6142 · Postage & Ship...	185.50	5,167.12
Check	01/22/2025	4044	Nikki Engle Bookkeeping	Inv # 3792 1.14.25	6102 · Accounting	1,202.50	6,369.62
Check	01/22/2025		Paymentech		5120 · Chase Paymen...	1.92	6,371.54
Check	01/23/2025	EFT	Public Employees Retir...	\$ 205.20 x 2 Kristi	2250 · PERS Liability	410.40	6,781.94
Check	01/23/2025	EFT	Public Employees Retir...	\$ 463.89 x 2 Shawn	2250 · PERS Liability	927.78	7,709.72
Check	01/23/2025	EFT	Public Employees Retir...	Addtl Co Pd Kristi & Shawn	5250 · PERS Compan...	12.35	7,722.07
Check	01/23/2025	EFT	Public Employees Retir...	\$ 208.73 x 2 Kristi	2250 · PERS Liability	417.46	8,139.53
Check	01/23/2025	EFT	Public Employees Retir...	\$ 438.26 x 2 Shawn	2250 · PERS Liability	876.52	9,016.05
Check	01/23/2025	EFT	Public Employees Retir...	Addtl Co Pd Kristi & Shawn	5250 · PERS Compan...	12.03	9,028.08
Check	01/23/2025		Paymentech		5120 · Chase Paymen...	81.13	9,109.21
Check	01/23/2025		Paymentech		5120 · Chase Paymen...	3.84	9,113.05
Check	01/25/2025	EFT	Five Star Mastercard	FS MC AutoPay	2140 · Five Star MC C...	3,330.49	12,443.54
Check	01/27/2025	4049	Teresa Klostermann	Contract labor January 1st - 31st, 2025	6504 · Admin Contrac...	1,065.00	13,508.54
Check	01/28/2025		Paymentech		5120 · Chase Paymen...	1.07	13,509.61
Check	01/29/2025		Paymentech		5120 · Chase Paymen...	1.97	13,511.58
Check	01/29/2025		Paymentech		5120 · Chase Paymen...	3.75	13,515.33

Avila Beach Community Services District
Checks by Fund w/Accounts
 January 2025

02/05/25

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	01/30/2025	ACH	SDRMA Health Paymentech	February 2025 Health Ins Member # 7017 ...	5242 · Health Ins / Ot...	5,371.60	18,886.93	
Check	01/30/2025				5120 · Chase Paymen...	2.12	18,889.05	
Total General / Admin							18,889.05	18,889.05
Lights								
Check	01/21/2025	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	547.52	547.52	
Check	01/31/2025	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	508.65	1,056.17	
Check	01/31/2025	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	149.80	1,205.97	
Total Lights							1,205.97	1,205.97
Sanitary								
Check	01/02/2025	4027	Wallace Group, Inc.	Inv.63847 12.27.24 Site Prep Utility Conne...	6525 · Fat Oil & Greas...	175.00	175.00	
Check	01/02/2025	4028	State Water Board	Inv. SM-1049956 12.20.24 Annual Water ...	6555 · Permits & Fees	4,392.16	4,567.16	
Check	01/02/2025	4030	Brenntag Pacific, Inc.	BPI483542 12.19.24	6503 · Chemicals	839.94	5,407.10	
Check	01/02/2025	4033	Hero Services, LLC	T241106 12.23.24 Contract Labor	6565 · Regulatory Co...	845.00	6,252.10	
Check	01/02/2025	4033	Hero Services, LLC	T240803 12.23.24 Contract Labor	6565 · Regulatory Co...	1,117.50	7,369.60	
Check	01/02/2025	4036	NVIRO	Inv # 4479 12.31.24 \$ 912.50	6522 · Equip. Rep. & ...	912.50	8,282.10	
Check	01/02/2025	4036	NVIRO	Overpmt Cr Bal (\$ 1,486.78)	6522 · Equip. Rep. & ...	1,486.78	9,768.88	
Check	01/06/2025	4037	Hydro Logical	Critical Spare Parts Trailer Clean up and In...	6505 · Contract Labor ...	680.00	10,448.88	
Check	01/06/2025	4037	Hydro Logical	Motor Effluent Pump MBR Repair	6505 · Contract Labor ...	425.00	10,873.88	
Check	01/13/2025	4038	SLO CO Air Pollution C...	WWTP Permit #1035-6 Acct. 1009 Inv. 24...	6555 · Permits & Fees	1,296.90	12,170.78	
Check	01/13/2025	4038	SLO CO Air Pollution C...	Acct. 1009 First Street Lift Station & WWT...	6555 · Permits & Fees	1,015.25	13,186.03	
Check	01/13/2025	4039	SLO CO Air Pollution C...	WWTP Permit #1035-6 Acct. 1009 Inv. 24...	6555 · Permits & Fees	0.00	13,186.03	
Check	01/13/2025	4039	SLO CO Air Pollution C...	Acct. 1009 First Street Lift Station & WWT...	6555 · Permits & Fees	0.00	13,186.03	
Check	01/21/2025	EFT	PG&E	Waste Water Plant acct # 0404279997-5 2...	6590 · Utilities	6,805.97	19,992.00	
Check	01/21/2025	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	158.58	20,150.58	
Check	01/22/2025	4040	Hagemann & Associates	Contract labor Sani System	6507 · Contract Labor ...	2,720.00	22,870.58	
Check	01/22/2025	4041	Hagemann & Associates	Contract Labor Sani System	6507 · Contract Labor ...	2,720.00	25,590.58	
Check	01/22/2025	4045	NVIRO	Inv 4479 Contract Labor 12.31.24 Lift Stati...	6522 · Equip. Rep. & ...	0.00	25,590.58	
Check	01/22/2025	4046	Oilfield Environmental &...	Lab Testing Inv A250104 1.3.25	6540 · Lab Tests	2,213.00	27,803.58	
Check	01/22/2025	4047	Speed's, Inc.	Inv. 73913 Solids Handling 12.31.24	6580 · Solids Handling	2,596.20	30,399.78	
Check	01/22/2025	4048	USA Bluebook	Customer #:916419 INV00584745 1/6/25 ...	6522 · Equip. Rep. & ...	10.67	30,410.45	
Check	01/30/2025	4051	Brenntag Pacific, Inc.	BPI490841 1.23.25	6503 · Chemicals	959.58	31,370.03	
Total Sanitary							31,370.03	31,370.03

Avila Beach Community Services District
Checks by Fund w/Accounts
 January 2025

02/05/25

Type	Date	Num	Name	Memo	Account	Amount	Balance
Water							
Check	01/02/2025	4031	Advantage Technical S...	Inv. 10215 12.18.24 Water Tank Inspection	6524 · Equip. Rep. & M...	8,984.00	8,984.00
Check	01/02/2025	4033	Hero Services, LLC	T241106 12.23.24	6565 · Regulatory Co...	845.00	9,829.00
Check	01/02/2025	4033	Hero Services, LLC	T240803 12.23.24	6565 · Regulatory Co...	1,117.50	10,946.50
Check	01/02/2025	4034	SLO County Public Works	Inv. 1006 State Water Wheeling 2023-24	6805 · State Water	13,816.72	24,763.22
Check	01/02/2025	4035	SLO County Public Works	Inv.2917 2025 State Water	6805 · State Water	66,602.40	91,365.62
Check	01/02/2025	4035	SLO County Public Works	Credit Prior Years	6805 · State Water	-3,143.43	88,222.19
Check	01/02/2025	4035	SLO County Public Works	SLOFC & WCD Balance Prior Years	6805 · State Water	1,100.00	89,322.19
Check	01/02/2025	4035	SLO County Public Works	2025 SLOCFC & WCD Charges Drought ...	6805 · State Water	11,357.67	100,679.86
Check	01/21/2025	EFT	PG&E	1717 Cave Landing	6590 · Utilities	272.99	100,952.85
Check	01/22/2025	4040	Hagemann & Associates	Contract labor Water System	6507 · Contract Labor ...	1,120.00	102,072.85
Check	01/22/2025	4041	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor ...	960.00	103,032.85
Check	01/22/2025	4042	Price, Postel & Parma L...	File. 24425-00001 Inv. 219528 1/8/25	6137 · Lopez Lake ES...	4,690.50	107,723.35
Check	01/27/2025	4050	San Luis County Enviro...	Gross Connection AR0008426 Inv 0156049	6565 · Regulatory Co...	65.70	107,789.05
Check	01/27/2025	4050	San Luis County Enviro...	Inv. 0156079	6565 · Regulatory Co...	212.60	108,001.65
Total Water						108,001.65	108,001.65
TOTAL						159,466.70	159,466.70

Avila Beach Community Services District
Profit & Loss
January 2025

	<u>Jan 25</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	76,594.38
4012 · Solid Waste Franchise Fee	3,139.09
4030 · County Taxes	276,922.82
4600 · Interest Income	49,680.31
	<hr/>
Total 4000 · Income Summary	406,336.60
	<hr/>
Total Income	406,336.60
	<hr/>
Gross Profit	406,336.60
	<hr/>
Expense	
5100 · Merchant Credit Card Fees	
5110 · Amex	10.00
5120 · Chase Paymentech	149.83
5140 · Invoice Cloud	420.95
	<hr/>
Total 5100 · Merchant Credit Card Fees	580.78
	<hr/>
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	15,380.32
5212 · Holiday Pay	1,606.04
5213 · Overtime Pay	0.00
5214 · Sick Pay	396.84
5216 · Vacation Pay	0.00
	<hr/>
Total 5210 · Gross Wages	17,383.20
	<hr/>
5230 · Payroll Taxes	438.43
	<hr/>
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	7,321.60
	<hr/>
Total 5240 · Health & Medical Exp.	7,321.60
	<hr/>
5250 · PERS Company Pd Expense	
5255 · PERS Co Pd Shawn	922.65
5256 · PERS Co Pd Kristi	424.54
5250 · PERS Company Pd Expense - Ot...	24.38
	<hr/>
Total 5250 · PERS Company Pd Expense	1,371.57

12:25 PM
02/05/25
Accrual Basis

Avila Beach Community Services District
Profit & Loss
January 2025

	<u>Jan 25</u>
5280 · Payroll Administration & Misc.	280.28
Total 5200 · Payroll Expenses	26,795.08
6000 · Administrative Overheads	
6102 · Accounting	2,210.00
6120 · Dues & Subscriptions	327.87
6135 · Legal	
6137 · Lopez Lake ESA Litigation	4,690.50
Total 6135 · Legal	4,690.50
6140 · Office Supplies & Postage	
6142 · Postage & Shipping	395.45
6143 · Supplies, Office	369.98
Total 6140 · Office Supplies & Postage	765.43
6150 · Rate Assistance	791.51
6160 · Training	160.00
6167 · Uniforms	223.36
6170 · Website	249.00
Total 6000 · Administrative Overheads	9,417.67
6500 · Operating Expenses	
6503 · Chemicals	1,799.52
6504 · Admin Contract Services	1,627.50
6505 · Contract Labor O & M	1,105.00
6506 · Contract Labor GM	2,240.00
6507 · Contract Labor Civil Engineer	7,520.00
6518 · Equipment Expense	3,553.95
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	2,409.95
6524 · Equip. Rep. & Maint. Avila Only	10,104.00
Total 6520 · Equipment Repair & Maint.	12,513.95
6525 · Fat Oil & Grease (FOG)	175.00
6528 · Gas & Oil	385.93
6535 · Insurance P/L	2,869.46
6540 · Lab Tests	2,213.00
6542 · Maintenance	404.00
6550 · Operating Supplies	153.29
6555 · Permits & Fees	6,704.31
6565 · Regulatory Compliance	4,203.30

12:25 PM
02/05/25
Accrual Basis

Avila Beach Community Services District
Profit & Loss
January 2025


	<u>Jan 25</u>
6572 · Security	727.20
6575 · Small Tools	20.10
6580 · Solids Handling	2,596.20
6585 · Telephone / Internet	249.96
6590 · Utilities	8,926.57
6591 · Yard Maintenance	407.25
Total 6500 · Operating Expenses	<u>60,395.49</u>
6800 · Water	
6805 · State Water	89,733.36
Total 6800 · Water	<u>89,733.36</u>
Total Expense	<u>186,922.38</u>
Net Ordinary Income	219,414.22
Other Income/Expense	
Other Income	
7000 · Other Income	782.21
Total Other Income	<u>782.21</u>
Net Other Income	<u>782.21</u>
Net Income	<u><u>220,196.43</u></u>

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 11, 2025

SUBJECT: General Manager Report

Zone 3 Technical Advisory Committee (TAC) and Advisory Committee

The Zone 3 Technical Advisory Committee will meet on Thursday, February 13, 2025. The agenda packet for the February 13th meeting was not available when I prepared this Report. As of this writing (February 6, 2025), the Lopez reservoir remains at 91% of capacity with 45,050 AF in storage. The SLO County rain gauges reported that the Lake received approximately one inch of rain from the Feb 4th storm. Additional rainfall is anticipated on Thursday and/or Friday of this week. Since the ground is so dry, I do not anticipate a significant amount of run-off into the lake until we receive 4 – 6 inches of rain. However, as I reported in January, with the previous two years of above average annual rainfall our local and state water supplies are in good shape for at least the next several years.

State Water Subcontractors Committee

State Water Table A allocation increase – In late January the State Department of Water Resources sent a Memo to State Water Contractors advising them that the 2025 “Table A” allocation has been increased from 15% to 20%. This means that the County Allocation for 2025 will be at least 5,000 AF (25,000 AF x 20%). The allocation may increase, depending on the amount of snow and rain we receive for the rest of the year. The State Department of Water Resources Memo is provided as an attachment to this report.

The next meeting of the State Water Subcontractors Committee is scheduled for February 7, 2025. The meeting agenda is provided as an attachment to this Report.

NOTICE TO STATE WATER PROJECT CONTRACTORS**Date: January 28, 2025****Number: 25-01****Subject: Increase of State Water Project 2025 Allocation to 20 Percent****From:**

A handwritten signature in blue ink, appearing to read "John Yarbrough".

**John Yarbrough
Deputy Director, State Water Project
Department of Water Resources**

With the northern part of California receiving above average precipitation through the end of December 2024, the Department of Water Resources (DWR) is increasing the State Water Project (SWP) allocation from 15 percent to 20 percent of most State Water Project (SWP) contractors' requested Maximum Annual Table A Amounts for 2025, as shown in Attachment A – 2025 SWP Allocation. DWR may revise the SWP allocation if water supply conditions change.

To determine the available SWP water supplies, DWR considers factors including SWP contractors' 2025 carryover supplies and 2025 demands, existing storage in SWP conservation facilities, estimates of future runoff, SWP operational and regulatory requirements from the Federal Endangered Species Act and California Endangered Species Act, and water rights obligations under the State Water Resources Control Board's authority.

To schedule SWP water deliveries under this allocation, DWR will develop the 20 percent water delivery schedules by prorating the 30 percent schedules submitted by the SWP contractors in October 2024 (as part of initial requests) or as revised with any subsequent updates. If an SWP contractor foresees any changes to their water delivery schedule, please communicate such changes to DWR in a timely manner.

If you have any questions or need additional information, please contact me at John.Yarbrough@water.ca.gov.

Attachment A: 2025 State Water Project Allocation, updated January 28, 2025

Attachment A
2025 STATE WATER PROJECT ALLOCATION
 Updated
 January 28, 2025

SWP Contractors	Maximum Annual Table A Amount (Acre-Feet) (1)	Approved Table A Allocation (Acre-Feet) (2)	Approved Allocation as a Percentage of Maximum Annual Table A Amount (3) = (2)/(1)
<u>FEATHER RIVER</u>			
County of Butte	27,500	6,000	~22%
Plumas County FC&WCD	2,700	540	20%
City of Yuba City	9,600	3,360	35%
Subtotal	39,800	9,900	
<u>NORTH BAY</u>			
Napa County FC&WCD	29,025	10,159	35%
Solano County WA	47,756	16,715	35%
Subtotal	76,781	26,874	
<u>SOUTH BAY</u>			
Alameda County FC&WCD, Zone 7	80,619	16,124	20%
Alameda County WD	42,000	8,400	20%
Santa Clara Valley WD	100,000	20,000	20%
Subtotal	222,619	44,524	
<u>SAN JOAQUIN VALLEY</u>			
Oak Flat WD	5,700	1,140	20%
County of Kings	9,305	1,861	20%
Dudley Ridge WD	41,350	8,270	20%
Empire West Side ID	3,617	724	20%
Kern County WA	982,730	196,546	20%
Tulare Lake Basin WSD	86,854	17,371	20%
Subtotal	1,129,556	225,912	
<u>CENTRAL COASTAL</u>			
San Luis Obispo County FC&WCD	25,000	5,000	20%
Santa Barbara County FC&WCD	45,486	9,098	20%
Subtotal	70,486	14,098	
<u>SOUTHERN CALIFORNIA</u>			
Antelope Valley-East Kern WA	144,844	28,969	20%
Santa Clarita Valley WA	95,200	19,040	20%
Coachella Valley WD	138,350	27,670	20%
Crestline-Lake Arrowhead WA	5,800	1,160	20%
Desert WA	55,750	11,150	20%
Littlerock Creek ID	2,300	460	20%
Metropolitan WDSC	1,911,500	382,300	20%
Mojave WA	89,800	17,960	20%
Palmdale WD	21,300	4,260	20%
San Bernardino Valley MWD	102,600	20,520	20%
San Gabriel Valley MWD	28,800	5,760	20%
San Geronio Pass WA	17,300	3,460	20%
Ventura County WPD	20,000	4,000	20%
Subtotal	2,633,544	526,709	
TOTAL	4,172,786	848,017	~20%

SWSAC MEMBER AGENCIES: SLOCFC&WCD, CSA 16 (SHANDON), CMC, COUNTY OPS CENTER, CUESTA COLLEGE, CITY OF MORRO BAY, CITY OF PISMO BEACH, OCEANO CSD, AVILA VALLEY MWC, AVILA BEACH CSD, SAN MIGUELITO MWC, SAN LUIS COASTAL USD



Notice of Meeting

STATE WATER SUBCONTRACTORS ADVISORY COMMITTEE

SAN LUIS OBISPO COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

Library Conference Rm., City/Co. Library – 995 Palm St., San Luis Obispo, CA 93401

Friday, Feb. 7, 2025 – 10:00 – 11:30 AM

For agenda packet attachments and more information: <https://www.slocounty.ca.gov/Departments/Public-Works/Committees-Programs/State-Water-Project-and-Subcontractors-Advisory-Co.aspx>

Chair: Greg Kwolek (Morro Bay)

Vice Chair: Brad Hagemann (Avila Beach CSD)

AGENDA

1. **CALL TO ORDER** – Roll Call & Quorum Count
2. **PUBLIC COMMENT** – For matters not on the agenda, within the Committee's jurisdiction. Limited to 3 minutes each.
3. **MEETING MINUTES**
Staff Recommendation: Approve the Minutes from Dec. 2024.
4. **SELECTION OF 2025 SWSAC OFFICERS**
Staff Recommendation: Nominate and Approve Chair and Vice Chair for 2025.
5. **REPORTS FROM THE DISTRICT**
 - A. Water Supply & Delivery Operations
Staff Recommendation: Informational Item Only.
 - B. Update on the 2024 Westside Water Transfer
Staff Recommendation: Informational Item Only.
 - C. DCP Planning Update
Staff Recommendation: Informational Item Only.
 - D. Water Management Working Group Update
Staff Recommendation: Informational Item Only.
 - E. Update on the Draft Policy (SWP Priorities and Criteria for Use)
Staff Recommendation: Informational; consider calling for a special meeting on March 7, 2025, to take action on the proposed policy updates before they are presented to the District Board of Supervisors.
6. **REPORTS FROM SUBCONTRACTORS (FOR INFORMATION ONLY)**
7. **FUTURE AGENDA ITEMS**
8. **DATE OF NEXT REGULAR MEETING** (Friday, May 2, 10:00-11:20a)
9. **ADJOURNMENT**

Attachments

1. Agenda Item 3 – Draft Minutes, Dec. 2024
2. Agenda Item 4 – Bylaws and Current Members List
3. Agenda Item 5.A – Staff Report
4. Agenda Item 5.B – Staff Report
5. Agenda Item 5.C – Staff Report
6. Agenda Item 5.E – Policy References
7. Agenda Item 8 – 2025 Calendar

CONTACT: Please contact SWSAC Secretary, Wes Thomson, with any questions: wthomson@co.slo.ca.us or (805) 781-5252. *All Americans with Disabilities Act (ADA) accommodations shall be promptly reviewed and resolved.*

1120 Mill Street,
San Luis Obispo, CA

MINUTES OF THE DECEMBER 06, 2024
STATE WATER SUBCONTRACTORS ADVISORY COMMITTEE
San Luis Obispo County Flood Control and Water Conservation District
(DRAFT FOR REVIEW)

Chair: Greg Kwolek (absent)
Vice Chair: Brad Hagemann
Secretary: Wes Thomson

The following minutes are listed as they were acted upon by the State Water Subcontractors Advisory Committee (SWSAC) and as listed on the Regular Meeting agenda for December 06, 2024, together with staff reports and related documents attached thereto and incorporated therein by reference.

1. CALL TO ORDER & ROLL CALL – Call to order at approx. 10:05 AM; quorum was established (5 or more Members present).

<u>Representative</u>	<u>Agency</u>
Nola Engelskirger	CSA 16 Shandon
Cindy Treichler	County Ops Center
Scott DeMello	Cuesta
Peter Brown	Oceano CSD
Dwayne Chisam	San Miguelito MWC
Brad Hagemann	Avila Beach CSD
Kate Ballantyne	District

2. PUBLIC COMMENT: None

3. REVIEW OF LAST MEETING'S MINUTES

Staff Recommendation: Approve the Minutes from Sept. 2024.

- The minutes are from September 13, 2024. Dwayne Chisam motioned to approve the minutes, Nola Engelskirger seconded, all in favor. Meeting minutes were approved by a simple verbal vote.

4. SET DATES FOR THE 2025 CALENDAR

Staff Recommendation: Approve the Proposed 2025 SWSAC Calendar.

- Peter Brown motioned to approve the 2025 Calendar, Chisam seconded, all in favor. The 2025 SWSAC Calendar was approved by a simple verbal vote.

5. UPDATE ON COUNTY GSD STUDY: "PASO BASIN SWP SUPPLEMENTAL SUPPLY"

Staff Recommendation: Informational Item Only.

- Terry Erlewine, currently working with Blaine Reely with SLO County GSA's in the Paso Basin, presented the recent updates on the GSD Study for the Paso Basin SWP Supplemental Supply. Erlewine gave a brief overview of how the Paso Basin could be used to store water and decrease

the chances of water loss due to spill; showing the available capacity of Reaches 31A & 33A to support delivery to the Paso Basin with available capacity in Reach 33B constrained in the months of May-September due to the higher deliveries to the rest of the Coastal Branch. He also discussed the cost comparison of the water delivered to the Paso Basin depending on the level of compensation or cost recovery that is decided upon.

- Chisam noted that current subcontractors have made a considerable investment in the SWP and that the costs charged for the ability to deliver this water to others is an equity issue that would need to be addressed (i.e., what is fair compensation for use of the conveyance capacity).
- Erlewine discussed the project Alternatives – delivery of SWP as treated or raw water. The raw water pipeline option has the major advantage of not being subject to the capacity issues on Reach 33B.

6. REPORTS FROM THE DISTRICT

A. Water Supply & Delivery Operations:

Staff Recommendation: Informational Item Only.

- Wes Thomson reported that based on the 2024 allocation at 40%, current Subcontractor demand, and carryover from previous year, the District will be going into 2025 with around 6400 AF of carryover. The initial allocation for 2025 is 5% and the state forecasts indicate there are about equal chances of seeing a wet or dry year ahead.
- Thomson noted the new Golden Mussel detection in the Delta and that the state (both DWR and CDFW) is now monitoring the presence of this invasive species and considering ways to control or mitigate its impact to the regions served by the SWP. The mussels can grow very quickly and clog pipelines and/or significantly impair the operational capability of water conveyance infrastructure.

B. Westside Water Transfer Update

Staff Recommendation: Informational Item Only.

- Thomson reported that it is expected that the Westside will take the full amount of water made available; DWR is coordinating approval of the agreement among the parties; the District expects to have another update at the next meeting.

C. DCP Planning Update

Staff Recommendation: Informational Item Only.

- Thomson reported that the next funding round request to the Board of Supervisors has been pushed to January; discussed the costs of the planning for 2026-27 at about \$37/AF. Thomson reiterated the primary objective of the project is to protect reliability of SWP water delivery to SLO County. Additionally, SWP provides geographic diversity to our water supplies, not only with our connection to the SWP supply, but with the connections to other SWP Contractors.

D. Water Management Group Update

Staff Recommendation: Informational Item Only.

- Thomson briefly discussed the continued effort of the working group with respect to the Draft Policy and priority/criteria for use.

E. Update on the Draft Policy (SWP Priorities and Criteria for Use)

Staff Recommendation: Informational Item Only.

- Thomson reported that the target Board date is May 6, 2025.

7. REPORTS FROM SUBCONTRACTORS: None.

8. FUTURE AGENDA ITEMS: None.
9. DATE OF NEXT MEETING – February 7th, 2025, at 10:00 AM.
10. ADJOURNMENT – Hagemann adjourned the meeting at approximately 11:15 AM.

-- DRAFT MINUTES BY: JT / WT



AVILA BEACH COMMUNITY SERVICES DISTRICT

SUBJECT: January 2025 Operations and Maintenance Report

Compliance

There were no compliance issues for the month of January. The January 2025 Self-Monitoring Reports and associated data tables and graphs are provided as an attachment to this report.

Wastewater Treatment Plant

Staff ordered the first two items from the MBR critical spare parts list. These items have an 8 -12 week lead time, so it was prudent to get them ordered and in stock well before we need them. Staff will continue to identify critical spare parts for the MBR unit and order the critical pumps, valves, fittings etc., that have a lead time that may jeopardize our ability to adequately treat the wastewater.

In addition, the staff collaborated with GSE Construction to obtain quotes for various essential maintenance tasks. These tasks include recoating the primary clarifier effluent launder, recoating the influent lift station, and repairing a broken sprocket on the secondary sedimentation #2 gear drive. We received the quotes a few days ago and we reviewing them.

Staff is also working with Cloacina to address the remaining punch list items for the MBR Warranty. To complete the warranty work, Cloacina plans to temporarily shut down the MBR for a few days. To ensure compliance with permit requirements during this shutdown period, most of the daily plant flow will be redirected to the trickling filter. This proactive measure guarantees that our biological system remains sufficient to meet all permit conditions.

Wastewater Collection System

Mainline Utility Company spent four days performing the annual sewer collection system cleaning. Mainline cleaned the entire gravity collection system, totaling approximately 7,000 linear feet of sewer main.

Water System

Staff worked with the developer on Colony Drive to oversee the relocation of a water service, and an upgrade of the curb stop. With the assistance of a contract worker, staff inspected, serviced, flushed and exercised approximately 70% of the District owned fire hydrants. The remaining 30% will be inspected and serviced within the next 60 days.

On January 16, 2025, the State Division of Drinking Water transmitted our water system Sanitary Survey Inspection Report. Staff has already addressed the required follow-up action to replace the cathodic protectors on Tank #1. A copy of the Report Transmittal letter is provided as an attachment to this report. Staff will provide a written response to the report by February 14th.



State Water Resources Control Board Division of Drinking Water

January 16, 2025

Attn: Brad Hagemann, General Manager
Avila Beach Community Services District
100 San Luis Street
Avila Beach, CA 93424

Subject: System Number 4000222 – 2024 Sanitary Survey Inspection

Dear Mr. Hagemann,

Thank you to your team's cooperation shown during the Avila Beach Community Services District's (hereinafter Avila Beach) water system inspection conducted on November 22, 2024. The inspection was conducted by Dylan Kitao and Teagan Singer, Water Resource Control Engineers, with the Division of Drinking Water (hereinafter DDW), and in attendance from Avila Beach was Shawn Powell (Operations Supervisor) and yourself.

The routine inspection of the drinking water system was part of a Sanitary Survey and included examining the source, treatment, storage, and pump facilities. In addition to the water system inspection, this Sanitary Survey included a review of the distribution system, routine monitoring and reporting to the DDW, water system management and operations, and operator compliance with State requirements. The purpose of the Sanitary Survey is to identify any health concerns related to the water system and to assess the overall construction, operation, maintenance, and management of the water system.

Based on the recent field inspection and review of DDW files, items were identified that require attention to increase the reliability and safety of the water system and to meet all applicable regulations. These items are summarized below and are further discussed in the enclosed Sanitary Survey Inspection Report and associated attachments. Please submit a written response demonstrating your willingness to comply with the items below within 30 days of receipt of this report.

Required Follow-Up:

1. Avila Beach shall provide a timeline and description of how the outer seal of Tank 1, compromised by the corroded cathodic protectors, will be repaired.



Additionally, the following recommendations have been made:

2. The DDW recommends that the roof vents of Tank 1 and Tank 2 be recoated to provide protection against corrosion and further preserve the outer seal of the reservoir.
3. The DDW continues to recommend that reservoir inspections/cleaning be conducted no less than every five years.
4. The DDW strongly recommends Avila Beach review and update their 2013 nitrification monitoring plan as well as begin submitting monthly reporting of nitrifications results to the DDW.

As a reminder, Avila Beach is required to submit the following by the dates listed:

5. a Cross-Connection Control Plan by July 1, 2025 to maintain compliance with the CCCPH.
6. A new round of lead and copper monitoring in 2025 during the months of June, July, August, or September.

If you have any questions regarding this letter, please contact Dylan Kitao, Water Resource Control Engineer, at (805) 594-6197 or dylan.kitao@waterboards.ca.gov.

Sincerely,



Digitally signed
by Jason
Cunningham
Date: 2025.01.16
11:37:21 -08'00'



Jason Cunningham, P.E., District Engineer
Santa Barbara District Office
Division of Drinking Water
State Water Resources Control Board

Enclosures: 2024 Sanitary Survey Inspection Report

cc: San Luis Obispo County Environmental Health Services (w/o attachments)

Avila Beach CSD Wastewater Treatment Facility

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

Month: JANUARY 2025

Effluent and Influent Monitoring

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.074721	123	62			0.00
2	0.065474	112	45			0.00
3	0.064555	120	45	2.0	<1.8	1.00
4	0.060409	117	42			0.00
5	0.056208	112	39			0.00
6	0.052807	87	37	<1.8	<1.8	0.00
7	0.045841	101	32			0.00
8	0.043370	79	30			0.00
9	0.042642	104	30	<1.8	<1.8	0.00
10	0.048781	115	34			0.00
11	0.057250	136	40			0.00
12	0.054604	114	38			0.00
13	0.051005	132	35	6.8	2.0	0.00
14	0.041998	89	29			0.00
15	0.041894	97	29			0.00
16	0.042191	81	29	<1.8	<1.8	0.00
17	0.047056	118	33			0.00
18	0.058760	112	41			0.00
19	0.064061	137	44			0.00
20	0.052906	123	37			0.00
21	0.038638	88	27	170	17	0.00
22	0.028978	32	20			0.00
23	0.035270	57	24	13	<1.8	0.00
24	0.037929	77	26			0.00
25	0.049419	86	34			0.00
26	0.049020	90	34			0.00
27	0.046475	93	32	13	2.0	0.00
28	0.040297	59	28			0.00
29	0.038183	60	27			0.00
30	0.042205	77	29			0.20
31	0.039071	68	27			0.00
Min	0.028978	32	20	<1.8	<1.8	0.00
Mean	0.048775	96.6	33.8	25.6	2.6	0.04
Max	0.074721	137	62	170	17	1.00
Total	1.512018	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Date	Weekly Effluent BOD (24 HC)	Weekly Effluent TSS (24 HC)	Weekly Influent BOD (24 HC)	Weekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
1/3/25	12	5.8	310	370	
1/9/25	<4.0	<5.0	250	320	<5.0
1/16/25	6.8	<5.0	300	220	
1/23/25	<4.0	<5.0	230	100	
1/30/25					
Min	<4.0	<5.0	230	100	<5.0
Mean	4.7	<5.0	272.5	252.5	<5.0
Max	12	5.8	310	370	<5.0
BOD Removal: 98.3%			TSS Removal: 100.0%		

Effluent Monitoring

Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)*	Weekly Temp °F (Grab)
1/3/25	<0.1	1.3	7.50	65.3
1/9/25	<0.1	0.70	7.58	63.6
1/16/25	<0.1	0.80	7.20	60.2
1/23/25	<0.1	0.50	7.42	62.4
1/30/25			7.06	
Min	<0.1	0.50	7.06	60.2
Mean	<0.1	0.83	7.35	62.9
Max	<0.1	1.3	7.58	65.3

*Effluent pH samples were collected on 1/2, 1/10, 1/16, 1/24, and 1/30.

Influent Brine Received

Date	Volume (Gallons)
N/A	N/A

Sludge Removal

Date	Gallons
1/3/25	4,000
1/17/25	4,000

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%	***	***

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: _____

Avila Beach CSD Wastewater Treatment Facility

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

Month: JANUARY 2025

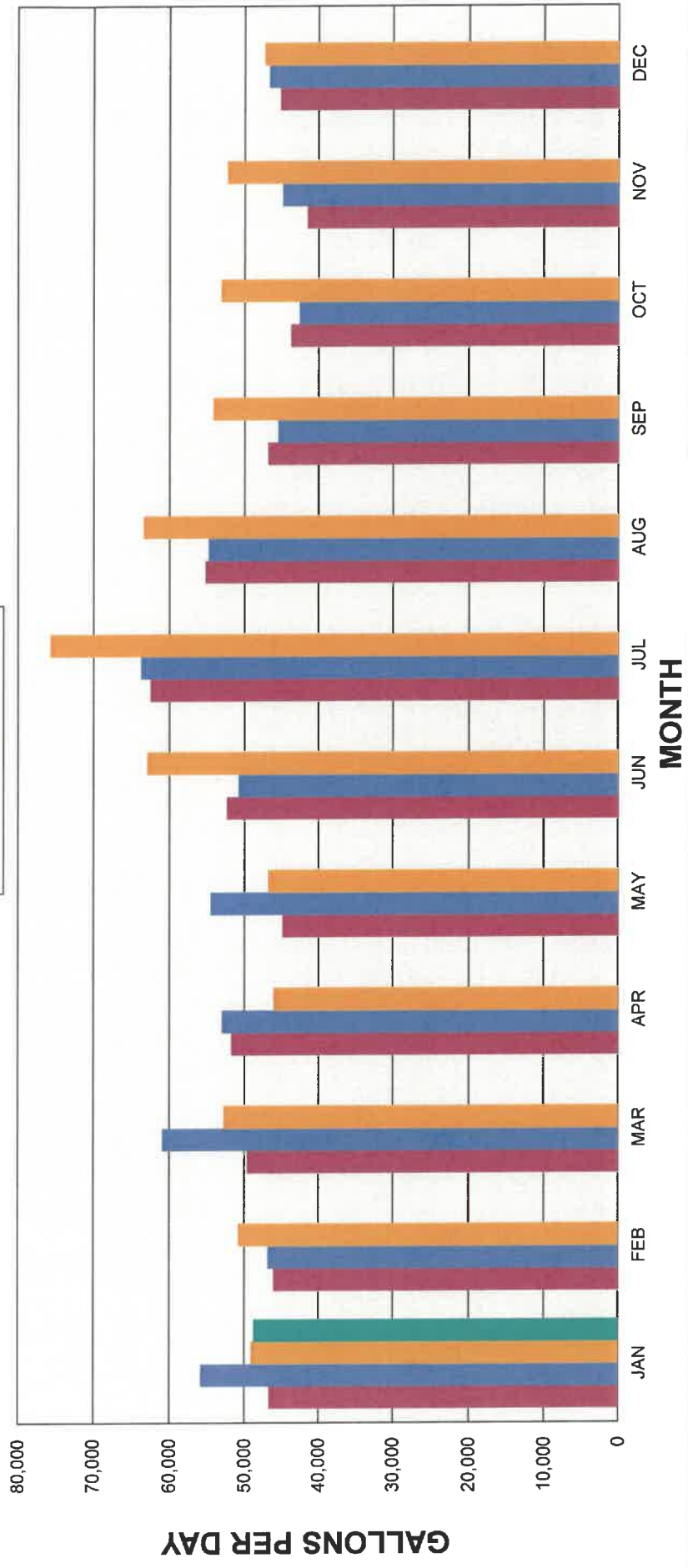
Process Sampling

Parameter (mg/L)	MBR Influent (24HC)	MBR Aeration (grab)
Date	1/9/25	1/9/25
BOD (mg/L)	95	---
Total Suspended Solids (mg/L)	45	12,000
Volatile Suspended Solids (mg/L)	---	9,800

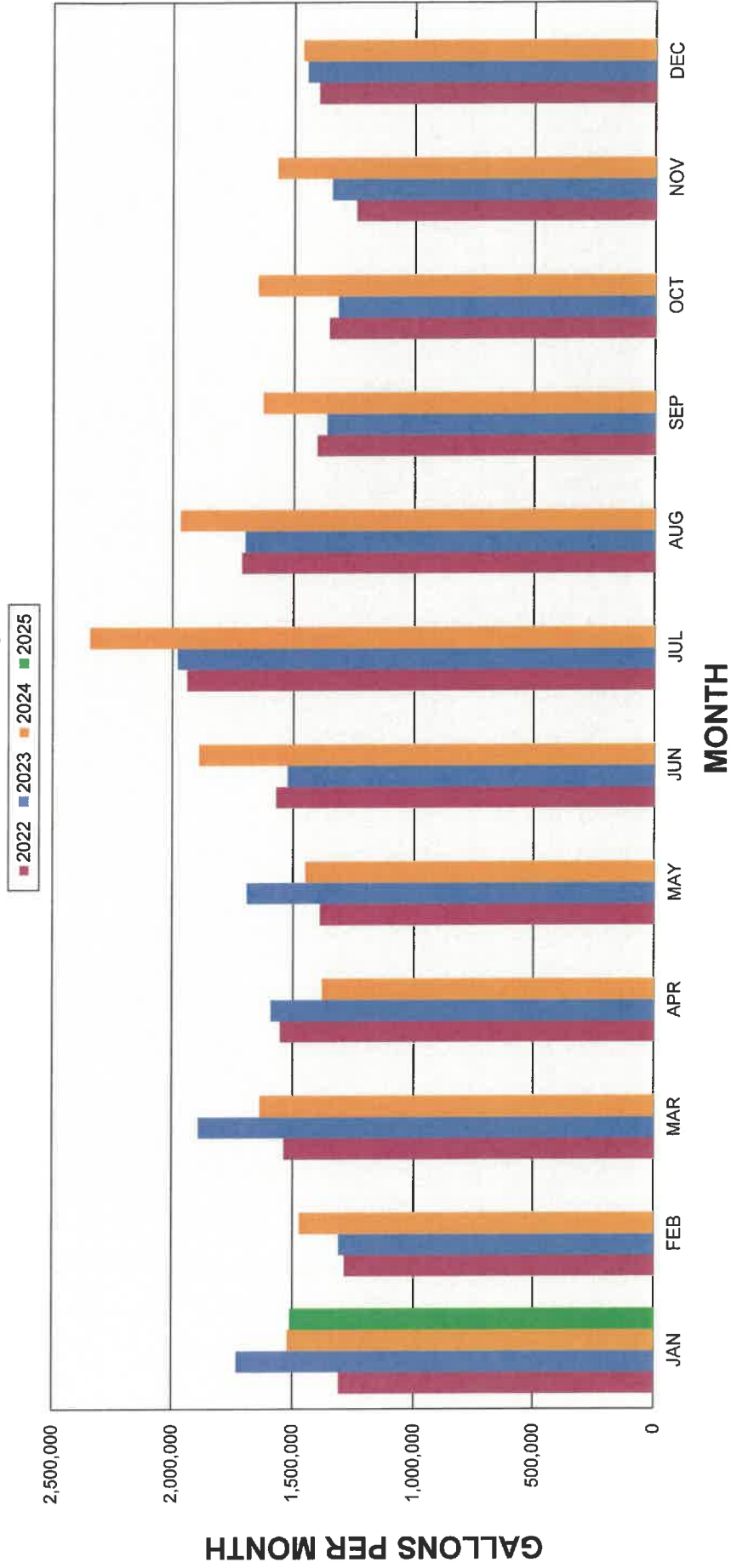
The process sampling results attached were required by the manufacturer for the first year of operation of the WWTP. Avila Beach CSD staff have elected to continue monthly process sampling beyond this requirement to monitor plant performance. The constituents/frequency may change at the discretion of Avila Beach CSD.

ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2022 - 2025)

2022 2023 2024 2025

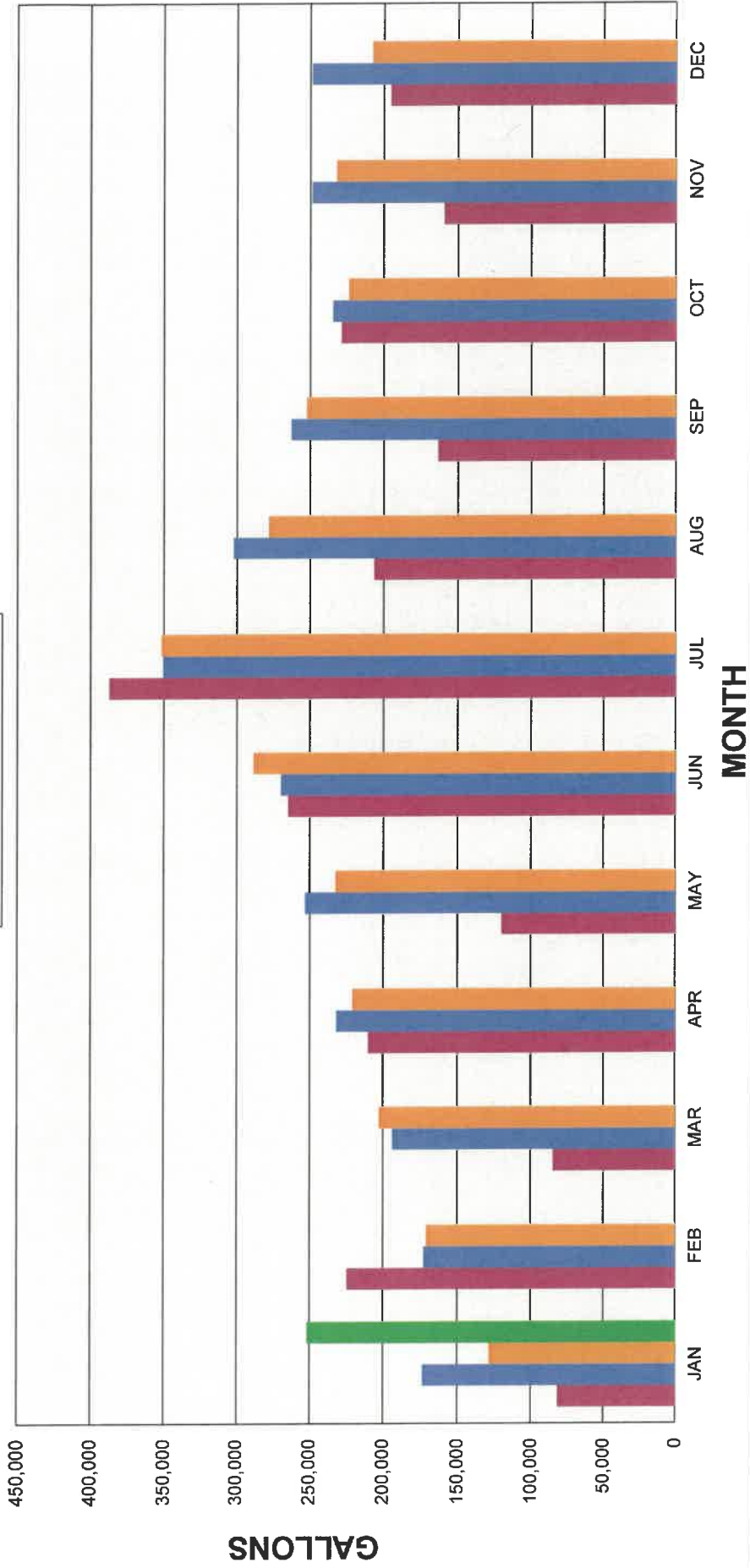


ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2022 - 2025)



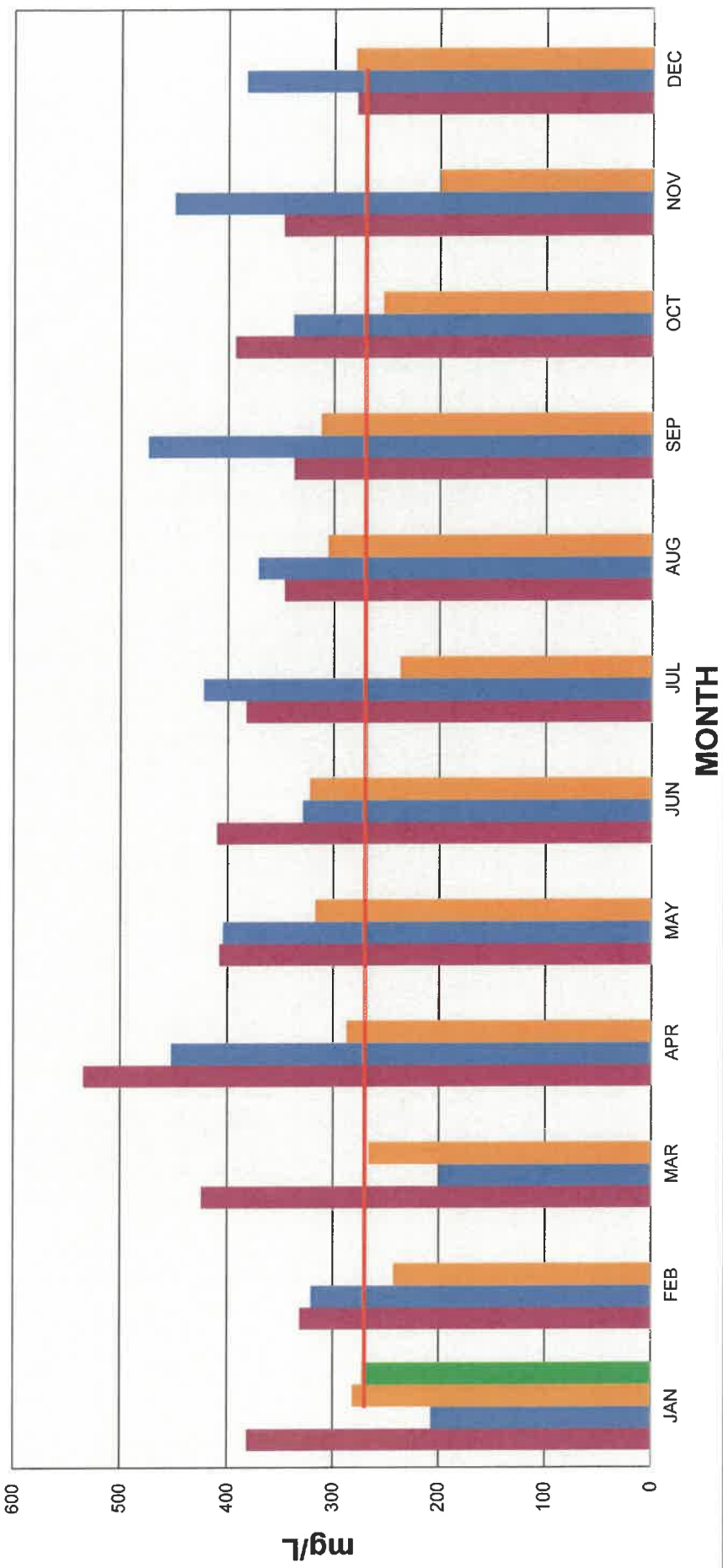
PORT SAN LUIS MONTHLY TOTAL FLOW (2022 - 2025)

■ 2022
 ■ 2023
 ■ 2024
 ■ 2025

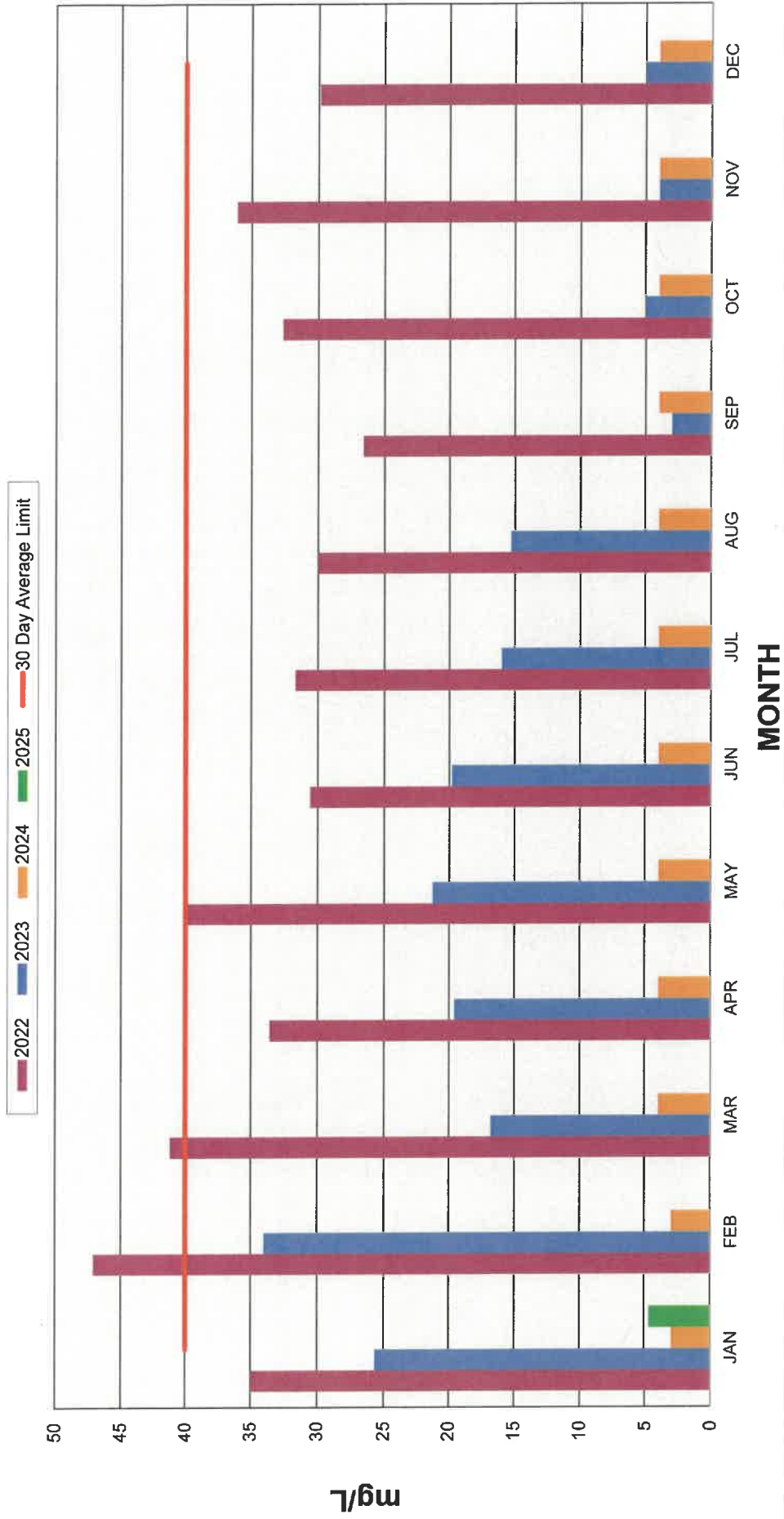


ABCSD MONTHLY AVERAGE INFLUENT BOD (2022 - 2025)

■ 2022
 ■ 2023
 ■ 2024
 ■ 2025
 — WWTP Design

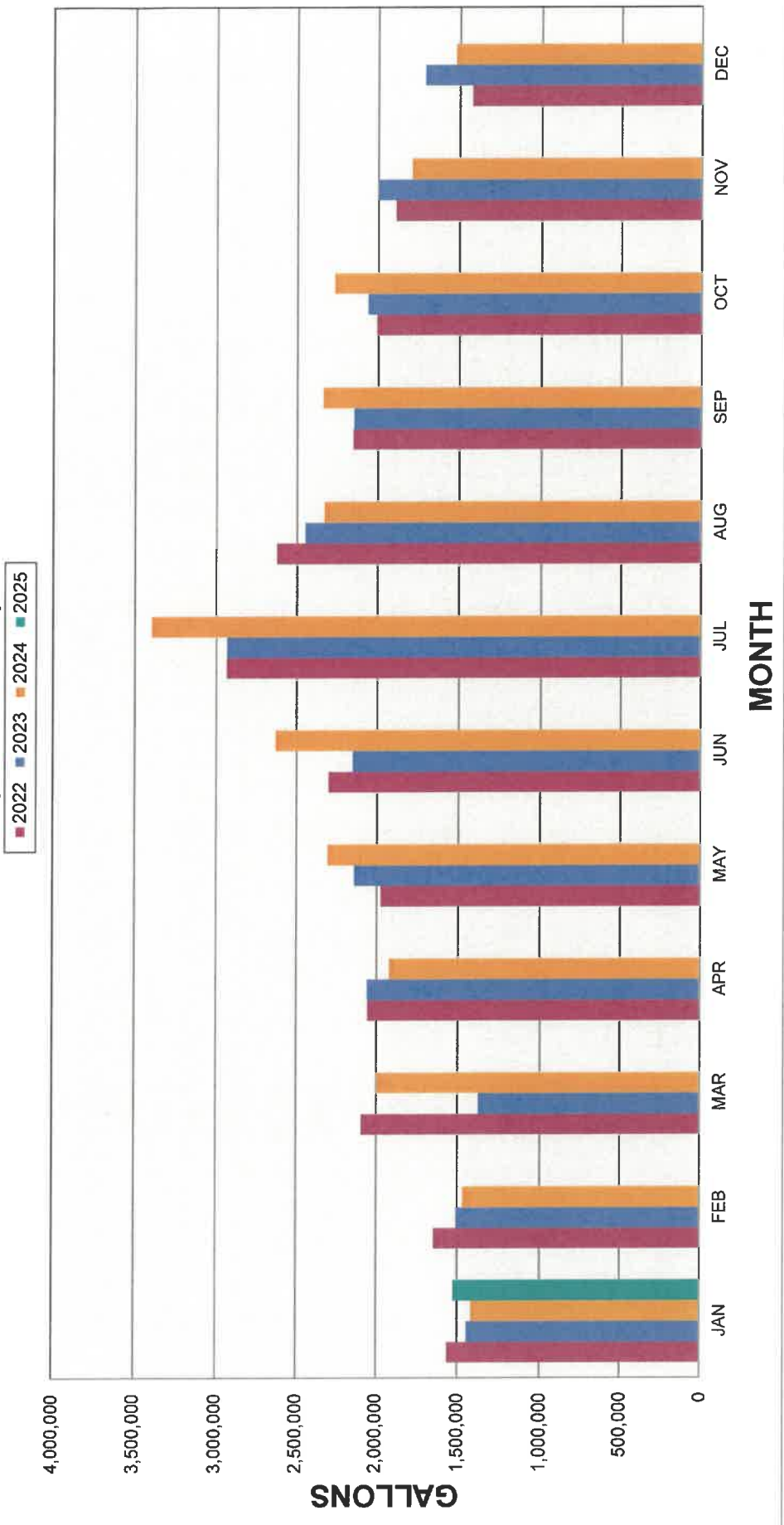


ABCSD MONTHLY AVERAGE EFFLUENT BOD (2022 - 2025)



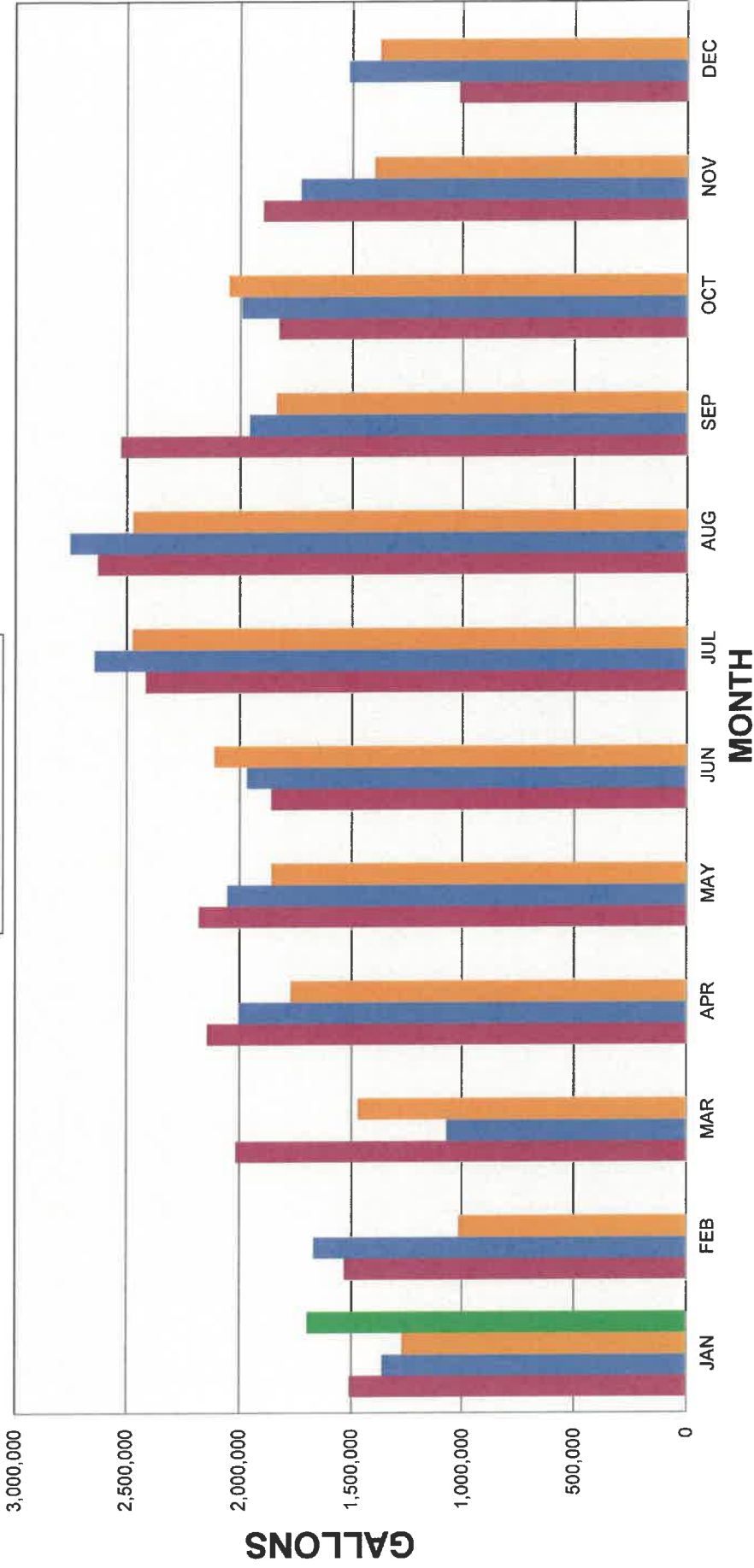
Note: Non Detect (ND) values are represented on the graph at their reporting limit.

ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2022 - 2025)



ABCSD MONTHLY WATER SOLD (2022 - 2025)

■ 2022
 ■ 2023
 ■ 2024
 ■ 2025




AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 11, 2025

SUBJECT: FY 2024-2025 Mid-Year Budget Review

Recommendation:

Receive Report; Provide direction to staff on any adjustments for the approved FY 2024/2025 Budget.

Discussion:

In order to track District finances and to keep the Board and the public up to date with District finances, staff prepares monthly Financial Review reports that are included in the agenda packets. The monthly reports include a month end balance sheet, a summary of the checks written, and a profit and loss statement. For the February Board packet, staff prepares a more detailed “mid-year” budget review report for the current fiscal year through the end of January. 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.

As of January 31, 2025 (the 58% benchmark) District income is at 70% of the budgeted amount (\$2,005,500) and expenses are at 65% of the budgeted amount (\$1,655,000). The District’s two biggest income sources, Operating Revenue and County Taxes were both at 67% of their respective budget amounts. Year-end interest income is projected to come in at approximately \$200,000, which is 40% over the budget amount of \$125,000. Staff anticipates year-end expenses will come in at about 95% of the budgeted amounts. The District operates with several 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 24-25 Budget</u>	<u>Actual Through 1-31-2025</u>	<u>% of Budget</u>
Income	\$ 2,005,500	\$ 1,403,000	70%
Expenses	\$ 1,655,000	\$ 1,091,000	65%

Administrative/General Fund

Total	<u>FY 24/25 Budget</u>	<u>Actual Through 1-31-2025</u>	<u>% of Budget</u>
Income	\$ 759,500	\$ 473,000	62%
Expenses	\$ 693,600	\$ 431,000	62%

Income for the Administrative/General budget comes from County taxes, interest income and ambulance franchise fee income. The major Administrative/General Fund expense items include: Cal Fire support services contract (\$225,000); Payroll expenses (\$180,000); Health & Medical Premiums (\$55,000); CalPERS expenses (\$32,000) contract labor expenses (\$60,000); Legal expenses; Insurance premiums; Membership dues; and Accounting and Audit support.

Income for the Administrative/General Fund is slightly ahead of the 58% benchmark. This is because property tax revenue is primarily received in January and May. Administrative expenses are slightly above the 58% benchmark., Staff anticipates Administrative/General Fund income and expenses will be on budget at the end of the fiscal year.

Street Light Fund

Total	<u>FY 24/25 Budget</u>	<u>Actual Through 1-31-2025</u>	<u>% of Budget</u>
Income	\$ 16,000	\$ 13,800	85%
Expenses	\$ 15,500	\$ 8,800	57%

The Street Lighting Fund income includes \$16,000 of general fund tax revenues and reimbursement of electrical costs from the Port San Luis Harbor District for their share of the embarcadero wall lights. Expenses include electrical costs and periodic replacement of bulbs and maintenance of fixtures. Staff anticipates that this fund will be on target for both budgeted income and expenses at year end.

Solid Waste Fund

Total	<u>FY 24/25 Budget</u>	<u>Actual Through 1-31-2025</u>	<u>% of Budget</u>
Income	\$ 30,000	\$ 15,400	51%
Expenses	\$ 26,500	\$ 10,000	40%

The Solid Waste Fund is slightly below benchmark for income and well below benchmark for expenses. Income from this fund goes primarily to fund Administrative/General Expenses for the solid waste program and help with the District's rate assistance program. The Solid Waste Fund is funded through via franchise fees paid by South County Sanitary Services.

Sanitary Fund

Total	<u>FY 24/25 Budget</u>	<u>Actual Through 1-31-2025</u>	<u>% of Budget</u>
Income	\$ 650,000	\$ 523,000	80%
Expenses	\$ 455,000	\$ 256,000	56%

Income for the Sanitary Fund is well above the 58% benchmark. Funding sources for the Sanitary Fund include operating revenue, tax revenue and reimbursement from the Harbor District that covers their fair share of the WWTP operating costs. Operating revenue and reimbursement revenue are at the benchmark. Tax revenue is well above the benchmark. Staff will make a mid-year adjustment to reduce the tax revenue for the remainder of the fiscal year. Our goal is to transfer only enough tax revenues to balance out the Sanitary Fund expenses. Expenses for the Sanitary Fund are at benchmark. Staff projects that Sanitary Fund year end income will be at or slightly above the budgeted amounts due to higher-than-expected tax revenues and reimbursements from the Harbor District. We project Sanitary expenses will be on or slightly below budget for the Sanitary Fund.

Water Fund

Total	<u>FY 24/25 Budget</u>	<u>Actual Through 1-31-2025</u>	<u>% of Budget</u>
Income	\$ 550,000	\$ 376,000	68%
Expenses	\$ 474,500	\$ 395,000	83%

Income for the Water Fund is 10% above the 58% benchmark. Water sales revenue is 10% above the budgeted amount and tax revenue is slightly above the budget amount. Staff will lower the percentage of tax revenue that goes to the Water for the remainder of the fiscal year as needed to balance the income. Water Fund expenses are 25% above the 58% benchmark. However, this is typical. The major budget expenses for the water fund are the purchase of Lopez and State Water with an approved budget of \$175,000 for Lopez Water and \$205,000 for State Water. The District has paid all the annual Lopez and State Water fixed cost water fees for FY 2024/25. Staff anticipates the Water Fund income and expenses will be on budget at the end of the fiscal year.

Summary

Overall, the District remains in a consistent and secure financial position. Estimated FY 2024/25 tax revenues are anticipated to come in slightly above the budget amount of \$850,000; water and sewer sales revenues are projected to come in on budget at approximately \$900,000; and interest income is projected to come in at approximately \$50,000 over the budgeted amount due to the sustained higher interest rates.


Total operating expenses are on the benchmark for the first half of the fiscal year. As we anticipated, contract operation expenses have significantly decreased and payroll and benefit expenses have increased due to the shift from contract operations to primarily in-house operations. One of the main benefits is that we have a full-time Operations Supervisor that is also completing a good portion of the routine O & M maintenance activities that were previously contracted out or not done at all. Electrical costs at the WWTP have increased due to the MBR plant, but we are achieving much higher effluent quality that will open water recycling opportunities. As of January 31, the Harbor District has reimbursed the CSD approximately \$67,000 in operational costs and \$104,000 for their share of capital improvement projects at the WWTP. This includes the Harbor District's \$72,000 for the annual WWTP project loan payment.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 11, 2025

SUBJECT: Annual Review of District By-Laws

Recommendation:

Review the current By-Laws and any proposed changes by District legal counsel and adopt the By-Laws for 2025 or provide other direction to staff.

Discussion:

In accordance with District Policy, the Board reviews the District By-Laws each year to ensure that the By-Laws comply with any new legal requirements, ensure that they meet the current needs of the District and to keep the information current in the scope of operating the District and the Board meetings. 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.

Attached is a copy of the Draft 2025 District By-Laws, for the Board's review and comment. Legal Counsel reviewed the By-Laws and provided recommended changes that are highlighted. If the Board wishes more time to finalize their review, this item can be carried forward to a future meeting for final action.

Attachment: 2025 Draft District By-Laws

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2025

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 positions or policies.
- 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 1:00 PM in the Avila Beach Community Services District Office, 100 San Luis Street, Avila Beach. The date, time and place of regular Board meetings shall be reconsidered at the annual organizational meeting of the Board.

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. The Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager in consultation with the President or in his or her absence, the Vice President or those Directors calling the meeting.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2025

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 or absent.

2.9 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 of the presiding officer that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

2.10 All video tape recorders, still and/or motion picture cameras (if used) shall remain stationary and shall be located and operated from behind the public speaker's 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.

3. RECONSIDERATION OF PRIOR BOARD ACTIONS

The following rules apply to the 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.

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BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2025

- 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 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.

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BOARD OF DIRECTOR
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- (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 Presiding Office, 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 or request 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.
- (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.

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BOARD OF DIRECTOR
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4.4 Limitations (Government Code Section 549454.3(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 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 posted 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 set out above, regular meeting Agendas and special meeting Agendas shall be posted on the District's web page and delivered to individuals who have filed a written request with the District requesting the agendas expressed an interest in receiving the Agendas (Interested Parties List).

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 (i.e., "pulled") by Directors of the Board for discussion will 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

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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 [from the General Manager](#) prior to the meeting if possible.

- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, 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, 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 (and in addition to any other action or discussion that may be taken or had under the Brown Act on an item not on the posted agenda):

- (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 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; and
- (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 or is required by law to be included in the minutes, the following information (if relevant) shall be included in each meeting's minutes:

- 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;

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- 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, in which case the minutes shall reflect that the vote was 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 actions, including actions relating to ordinances, resolutions, or other 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 and hearings, the District Secretary shall compile a summary of the testimony of the witnesses.
- 6.7** At the Discretion of the Board President, an audio tape recording of regular and special meetings of the Board of Directors may be made. Subject to equipment malfunction, 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 any recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to

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maintain any 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 [from the General Manager](#), 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 always 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 through 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 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.

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- 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. Reimbursement rates for meals will be pursuant to the current U.S. General Services Administration (GSA) per diem rates for the locale of the destination(s) except for meals included in the registration fees for the conference, seminar or training activity.

(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 AND SEXUAL HARASSMENT PREVENTION TRAINING

- 11.1 Pursuant to Assembly Bill (AB) 1234 (Salinas, 2005, Local Agencies: Compensation and Ethics); Assembly Bill 1825 (Reyes, 2004, Sexual Harassment: Training and Education); AB 1661 (2016, McCarty, Local Government: Sexual Harassment Prevention Training and Education); the statutes added or amended by AB 1234, AB 1825 and AB 1661; and any other statute or regulation with which the District must comply, all Directors and designated District personnel shall receive at least 2 hours of Ethics Sexual Harassment Prevention training every two years, or as frequently as is required by law.
- 11.2 Each newly elected Board Member and designated District personnel shall receive Ethics and Sexual Harassment Prevention training no later than one year from the first day of service with the District and thereafter shall receive Ethics and Sexual Harassment Prevention training at least once every two years, or as frequently as is required by law.

12. COMMITTEES

12.1 Standing Committees

- (a) The following shall be standing committees of the Board:
- Finance Committee;
 - Personnel Committee;
 - Facilities Committee; and
 - Drought 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.

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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 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.

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14. REVIEW OF GENERAL MANAGER & LEGAL COUNSEL CONTRACTS

- 14.1 The District's General Manager's contract shall be reviewed by the Board of Directors annually during the months of April and/or May of each year.
- 14.2 The District's Legal Counsel's contract shall be reviewed by the Board of Directors annually during the months of May and/or June of each year.

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 the 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 the 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.

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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.

