



BUSINESS DEPARTMENT
Activity Report – January 2023

• **Property Management**

- Mooring / Boat Storage Patrons:
 - Processed and mailed letters for January mooring inspections; prepared work orders for Zone 9: 3 mooring patrons and 1 District mooring.
 - Prepared a Draft Staff Report and Notice of Public Hearing for the revocation of mooring #675.
 - Sent emails to Boat Storage Patrons and coordinated relocation of 18 boat / trailer storage sites.
 - Filed a claim with SDRMA for storm damage that occurred on January 9th.
 - Followed up on potential new vendors for the coinless operation of the laundry machines in the public laundry facility and the public showers.
- Special Events:
 - Processed two Special Event Permits [two weddings].
- Leases:
 - Scheduled monthly tenant meetings with all lessees for March.
 - Toured tenants' spaces and met with the lessees; reviewed Lease Agreements.

• **Budget / Finance / Accounting**

- District RV Camping Revenue: \$45,750
- Flying Flags Avila Beach @ PSL Camping Revenue: \$16,849
- Parking Revenue: \$6,393
 - Avila Lot - \$4,714
 - Harford Landing - \$325
 - Harford Pier - \$1,353
- Prepared and filed the 4th Quarter Federal and State reports.
- Submitted 2021-22 Annual Comprehensive Financial Report to GFOA.
- Submitted Special District's Financial Transactions Report to California State Controller.

• **Administration**

- Business Manager facilitated the monthly Business Department staff meeting.

• **Recruitment/Staffing**

- Closed Harbor Patrol Officer I recruitment and started interview process with screened applicants.
- Responded to Investigation background requests for four former employees.
- Opened recruitment for Seasonal Lifeguards – 2023 season.

• **IT**

- Replaced webcams and speakers on various workplace stations.
- Replaced camp host phone and tablet.

FACILITIES DEPARTMENT
Activity Report - January 2023

Major Maintenance Project	Status	Project Updates
Abandoned Vessel Removal	Ongoing	
Coastal Gateway Furniture Replacement	In Progress	Business Department began exploring options.
District Buildings - Maintenance & Improvements	In Progress	Conducted walkthrough and obtained quotes for termite fumigation of Main Office and Coastal Gateway. Scheduled tenting for President's Day weekend.
Document Conversion & Organization	In Progress	
Dredge Pump Maintenance	In Progress	Primary pump at R.F. MacDonald for repair.
Heavy Equipment Maintenance	Ongoing	
Lighthouse Road Maintenance	Not Started	Received 5 bids from ITB; Seal coat contract awarded to Anderson Striping & Construction at the 1/24/23 BOC Meeting; seal coat work to be scheduled for spring 2023.
Mooring Capital Costs	In Progress	
Parking Lot Maintenance	Not Started	Received 5 bids from ITB; Seal coat contract awarded to Toste Construction at the 1/24/23 BOC Meeting; seal coat work tentatively scheduled for March 14, 2023 (start date - final dates TBD).
Pier Lumber & Materials	Not Started	Received final lumber shipment for Avila Pier. Received 2 sets of camels - 4 sections total.
Revetment Maintenance	In Progress	Prepared Port's comments on Tenera's Biological Resource Assessment and draft Initial Study / Mitigated Negative Declaration for Revetment & Jetty Repair Project.
Trailer Boat Hoist Maintenance & Repairs	Ongoing	
Wastewater Collection System Maintenance	Ongoing	Continued review of Port's existing Sewer System Management Plan (adopted 2018) to identify any necessary updates per SWRCB new General Order as of 12/6/22.
Water Distribution System Maintenance	Ongoing	
Water Tank	Not Started	
Capital Projects & Assets		Status / Updates
Avila Pier Rehabilitation	In Progress	Pier crew worked on bents 17-19. Conducted post-storm assessment. Fireline damaged during storm, received OK from CalFire to remove fireline. This should expedite repairs.
Avila Pier Landing Rehabilitation	Not Started	Prepared draft Scope of Work for engineering & design solicitations.
Avila Pier & Harford Pier Water / Fireline Repairs	Ongoing	
Boom Truck	In Progress	Knuckleboom put into service to transport materials. Awaiting certification to use boom/winch.
Coastal Gateway HVAC	In Progress	Set up meeting with Knecht's to get specifications for HVAC replacement.

Capital Projects (Continued)		Status / Updates
Emergency Operations Center	Complete	
Generators - Main Office & Lift Station 2	Complete	
Harbor Terrace - Gear Storage	Complete	Gate and lights installed.
Harbor Terrace Project Monitoring	Ongoing	Delineation completed. Fencing to be installed to prevent unwanted storage.
Harford Pier Redevelopment	In Progress	
Master Plan	Not Started	
Outboard Motor Storage	In Progress	
Security Cameras	In Progress	Camera installed at base of Harford Pier.
Sewer Treatment Plant	In Progress	
Trailer Boat Gas Pump	Replacement In Progress	Followed up w/ B&T for quote to furnish new hose reel and stand for fuel hose on fueling dock.
Trailer Boat Dock	In Progress	Prepared contract documents. Submitted to Division of Boating and Waterways (DBW) for final approval. Awaiting assessment of final dock design from DBW.
Underground Storage Tank	In Progress	Contracted Galloway engineers for preparation of UST replacement technical specs and engineer's estimate.
Utility Task Vehicle	Complete	
Vehicle Replacement Program	In Progress	Received new HP Truck, awaiting outfitting.
Emergency Response & Recovery		Status / Updates
January 2023 Storms	In Progress	Facilities Dept. spent a good portion of the month performing cleanup and repairs following the storms. 23 tons of debris removed from beach. Staff attended several FEMA, Cal OES, and County OES trainings/meetings for documenting damages, procurement methods, assessments, and expenses. Filed with FEMA for Public Assistance disaster funding (DR-4683).
Dredging		Status / Updates
Maintenance Dredging	Not Started	Prepared pre-dredge surveys for 2023 Dredge Operations Plan and Pre-Dredge Notices for regulatory agencies.
Harford Pier		Status / Updates
Harford Pier O&M	In Progress	Repaired camels following storm. Continued work behind Olde Port Inn.
San Luis Bay		Status / Updates
Moorings O&M	In Progress	Inspected and repaired 23 permanent moorings. Monthly unfouled Moorings after storm event. Fixed broken bridals.
Boats Fueled	In Progress	N/A
Portwide		Status / Updates
Permitting	In Progress	Submitted Operations & Maintenance annual reports for California Coastal Commission, US Army Corps of Engineers, and Regional Water Quality Control Board.

Harbor Patrol Department
Activity Report - January 2023

- Addressed numerous mooring attachments, vessels, and mooring field issues inside PSL Harbor during pre and post-storm facility patrols. Issues included:
 - Loose / inadequate / broken mooring connections
 - No chafing gear installed or improperly run mooring line / chain
 - Unsecured boom / anchors on sailboats
 - Entangled moorings
 - Navigation hazards in the mooring field (debris, loose pilings, etc)
 - Storm related damages to vessels and facilities
 - Floating debris / hazards to navigation in PSL Harbor
- Coordinated Water Taxi rides for mooring patrons during weather windows.
- Safety stand-by with CalFire for annual Polar Bear Plunge event on Avila Beach.
- Contacted a local unhoused subject in possession of stolen property near the Woodyard camping area.
- Responded to domestic violence - attempted drowning at the Sycamore Mineral Springs.
- Responded to a moored vessel with a broken mast; notified owner.
- Responded to a report of a subject trapped in a vehicle in high water on Avila Beach Drive. Assisted in recovery of one deceased subject from the vehicle.
- Coordinated with SLO County Office of Emergency Services during heavy weather events.
- Pacific Parking Services came out for quarterly parking machine maintenance.
- Towed a vessel off its entangled mooring for Mooring Crew to make repairs to the mooring.
- Responded to a report of a suspicious subject, a person seen in all black entering the water. Determined to be a surfer in no distress.
- Assisted a disabled motorist illegally parked in the Woodyard camping area.
- Responded to a subject having a mental health emergency at the Avila Pier.
- Troubleshoot Boat 1 fire pump for an electrical issue.
- Sent out violation letters for mooring and gear storage-related issues.
- Hauled out Boat 3 for scheduled maintenance and bilge dewatering system troubleshooting.
- Vehicle stop on a vehicle speeding on the Harford Pier.
- Responded to a verbal altercation on Olde Port Beach over dogs' behavior.

Harbor Patrol Department Statistics Table

Avila Beach	Total	Campground	Total	Harford Land Area	Total
Alcohol / Glass Ordinance	0	Camping Ordinance	0	Parking Ordinance	1
Dogs / Leash Ordinance	3	Illegal Parking	1	Camping Ordinance	0
Fire Ordinance	0	Fire Ordinances	0	Traffic Ordinance	2
Olde Port Beach		Dog / Leash Ordinance	0	Harford Pier	
Alcohol / Glass Ordinance	0	Inner Harbor		Illegal Parking	0
Dogs / Leash Ordinance	0	Safety Equip / PFD's	0	Smoking Ordinance	2
Fire Ordinance	0	Rescues	0	Traffic Ordinance	0
Fishermen's Beach		Tows	1	AOA – Zone of Impact	9
Alcohol / Glass Ordinance	0	Vessel Assist	40	Total AOA (SO, CalFire, F&W)	13
Dog / Leash Ordinance	1	Mooring / Anchor Ordinance	0	Foot Patrol	27
Fire Ordinance	0	Outer Harbor		Training	7
Illegal Parking	0	Tows	0	Maintenance	132
Coast Guard Beach/Light House		Vessel Assist	0		
All Contacts	2	Rescues	0		
Pirates Cove		Avila Lot Enforcement			
Agency Assist	1	Illegal Parking	0		

WATER TAXI: 131 Runs for 360 People

Parking Violation Statistics

Code Section	Violation	Violations Issued
PSLH 20.020 A(2)	Failure to Display Permit	0
PSLH 20.020 A	Not Parked in Designated Area	0
PSLH 20.700 A	Camping Without Permit	0
PSLH 20.700 B	Camping in No Camping Area	0
PSLH 20.020 C	Fire Lane	0
PSLH 20.600	Unregistered Vehicle	2
PSLH 20.020 A(1)	Handicapped Space W/O Permit	0
PSLH 20.020 D(1)	Unattached Vessel Trailers	0
PSLH 20.020 D(2)	Loading Zones	0
PSLH 20.020 D	Other Categories	2
PSLH 20.020D	Vehicles with Boat Trailers Only	0
Total Violations Issued		4

ABCA	-	Avila Beach Community Association	HPOA	-	Port San Luis Harbor Patrol Officers Association
ABCF	-	Avila Beach Community Foundation	HPV	-	Human Powered Vessel
ABCSD	-	Avila Beach Community Services District			International City / County Management
ACFR	-	Annual Comprehensive Financial Report	ICMA	-	Association
ACOE	-	Army Corps of Engineers	IIPP	-	Injury Illness Prevention Program
APC	-	Associated Pacific Constructors	ITB	-	Invitation to Bid
APCD	-	Air Pollution Control District	JCFLC	-	Joint Cable Fisheries Liaison Committee
AST	-	Above-ground Storage Tank	LAIF	-	Local Agency Investment Fund
AVAC	-	Avila Valley Advisory Council	LCM	-	Landing Craft, Mechanized "Elsie M"
AWAF	-	Abandoned Watercraft Abatement Fund	LH	-	Lighthouse
AWP	-	Alternative Work Program	LHK	-	Point San Luis Lighthouse Keepers
BMP	-	Best Management Practices	LHQ	-	Lifeguard Headquarters
		Brilliant Resilient Infrastructure and	MKN	-	Michael K Nunley & Associates
BRIC	-	Communities	MLLW	-	Mean Lower Low Water
CACC	-	California Coastal Commission	MM		Major Maintenance
		California Association of Harbor Masters and	MND	-	Mitigated Negative Declaration
CAHMPC	-	Port Captains	MO	-	Main Office
CARB	-	California Air Resource Board	MSDS	-	Material Safety Data Sheet
CCC	-	California Coastal Commission	NEPA	-	National Environmental Policy Act
CCHE	-	California Cultural and Historical Endowment	NPP	-	Nuclear Power Plant
		Central California Joint Cable Fisheries Liaison	O & M	-	Operations and Maintenance
CCJCFLC	-	Committee	OES	-	Office of Emergency Services
CDP	-	Coastal Development Permit	OPB	-	Olde Port Beach
CEQA	-	California Environmental Quality Act	OPF	-	Olde Port Fisheries
CG/CGB	-	Coastal Gateway/Coastal Gateway Building	OPI	-	Olde Port Inn
CIWQS	-	California Integrated Water Quality System	OSPR	-	Office of Spill Prevention and Response
CIP	-	Capital Improvement Projects	PCT	-	Pecho Coast Trail
		California Marine Affairs and Navigation	PFD	-	Personal Floatation Device
CMANC	-	Conference			Port San Luis Commercial Fishermen's
CMC	-	California Men's Colony	PSLCFA	-	Association
CMS	-	Changeable Message Sign	PWC	-	Personal Watercraft
CPI	-	Consumer Price Index	REACH	-	Regional Economic Action Coalition
CSDA	-	California Special Districts Association	RFP	-	Request for Proposals
CUPA	-	Certified Unified Program Agency	RO	-	Reverse Osmosis
CYMA	-	Accounting Program	RWQCB	-	Regional Water Quality Control Board
		Ca. State Parks, Division of Boating &	SAVE	-	Surrendered & Abandoned Vessel Exchange
DBW	-	Waterways	SCC	-	State Coastal Conservancy
DCNPP	-	Diablo Canyon Nuclear Power Plant	SEIU	-	Service Employees International Union
DIW	-	Dead in the Water	SLOCOG	-	San Luis Obispo Council of Governments
DTSC	-	Department of Toxic Substances Control	SPCC	-	Spill Prevention Control and Counter Measure
EDD	-	Employment Development Department	SDRMA	-	Special District Risk Management Authority
EIR	-	Environmental Impact Report	SEIU	-	Service Employees International Union
EOP	-	End of Pier	SO	-	Sheriff's Office
EWEC	-	Emergency Worker Exposure Control	SOP	-	Standard Operating Procedure
EVCS	-	Electric Vehicle Charging Station	SSMP	-	Sanitary Sewer Management Plan
FEMA	-	Federal Emergency Management Agency	SWPPP	-	Storm Water Pollution Prevention Program
FOAP	-	Friends of Avila Pier	SWRCB	-	California State Water Resources Control Board
FRO	-	First Responder Operations	TRAN	-	Tax Revenue Anticipation Note
GAAP	-	Generally Accepted Accounting Principles			
GASB	-	Governmental Accounting Standards Board			
GFOA	-	Government Finance Officers Association			
GSI	-	Geographic Information Systems			
HPO	-	Harbor Patrol Officer			

TTAC - Technical Transportation Advisory Committee
USACE - United States Army Corps of Engineers
USCG - United States Coast Guard
UST - Underground Storage Tank
VTIP - Vessel Turn In Program
WCB - Wildlife Conservation Board
WWTP - Waste Water Treatment Plan