

CAYUCOS SANITARY DISTRICT
200 Ash Avenue
PO Box 333, Cayucos, CA 93430-0333
805-995-3290

AGENDA ITEM: 3.A.1

DATE: April 21, 2016

ACTION: APPROVED

GOVERNING BOARD
R. B. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
C. Maffioli, Director
D. Lloyd, Director

REGULAR MEETING
MINUTES
Thursday, March 17, 2016

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:01p.m.

Board members present: President Robert Enns, Vice-President Dan Chivens, Director Cary Maffioli, and Director Dan Lloyd.

Absent: Director Shirley Lyon.

Staff present: District Manager Rick Koon, District Counsel Tim Carmel, and Administrative Office Manager, Danielle Crawford.

Guests present: Jeff Szytel and Dan Heimel from WSC, and David Foote from Firma.

President Enns opened the meeting up with a brief status report on Director Lyon.

2. PUBLIC COMMENTS

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

3. CONSENT CALENDAR - Recommend to Approve.

Consent Calendar items are considered routine and therefore do not require separate discussion, however, any item may be removed from the Consent Calendar by a member of the Board of Directors for separate consideration. Individual items on the Consent Calendar are approved by the same vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

A. Regular Meeting Minutes

1. Approval of Minutes for the February 11, 2016 Board of Directors Special Meeting
2. Approval of Minutes for the February 18, 2016 Board of Directors Regular Meeting

B. Financial Reports: February 2016

1. Check Register
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report FY 2015-2016
4. Capital Improvement Projects Report

MOTION: 1st by Lloyd, to approve consent items 3A and 3B. The motion was seconded by Maffioli.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Maffioli-yes, Lloyd-yes. **VOTE 4-0** Motion passed.

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS (NO ACTION REQUIRED):

A. District Manager's Report – February 2016

B. Monthly Customer Satisfaction Survey Submissions

C. Will Serves - New

J. Tenbroeck, Inc., APN 064-204-032, 2788 Richard Ave. – SFR New

J. Tenbroeck, Inc., APN 064-426-064, 3256 Shearer Ave. – SFR New

Will Serves – Renewed

Kuziara, APN 064-435-006, 310 Chaney Ave. – SFR Rmdl/Addtn

Will Serves – Finaled

Kuziara, APN 064-435-006, 310 Chaney Ave. – SFR Rmdl/Addtn

Will Serves – Continue to Serve (no will serve required)

Wren, APN 064-154-016, 30 10th Street – SFR Remodel

Kelly, APN 064-236-014, 1800 Pacific Ave. – SFR Addtn

Manager Koon's report was presented. He updated the Board on Capital Projects, O&M activities, elaborating on their sample testing, and briefed the Board on Administrative items for the month of February. Koon reminded the Board about their Form 700's and AB1234 training. He also informed the Board that District staff has worked diligently on obtaining CIP point credits for SDRMA insurance resulting in two significant premium discounts and have submitted for and received an additional \$1,000.00 reimbursement from SDRMA's Safety Program.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

Items 4 A through C were received and accepted.

5. CONSIDERATION AND APPROVAL OF FOURTH AMENDMENT TO EMPLOYMENT AND SETTLEMENT AGREEMENT FOR ROBERT S. TENNENT.

Koon said that the District and Robert Tennent would like to extend his contract through June 30, 2017 noting that he has really been an asset to the District.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

MOTION: 1st by Chivens, to approve the fourth amendment to employment and settlement agreement for Robert S. Tennent. The motion was seconded by Lloyd.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Maffioli-yes, Lloyd-yes. **VOTE 4-0** Motion passed.

6. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT (CSWP) STATUS.

A brief update was given regarding the work that was done in preparation for the next three agenda items.

7. CONSIDERATION AND APPROVAL OF CONTRACT FOR THE CSWP FACILITIES PLAN WITH WATER SYSTEMS CONSULTING, INC.

Koon discussed the importance of the FP and the EIR moving forward. He addressed each of the items in the accompanying handout and recommended the Board continue with the additional services offered by WSC.

Szytel went into detail on the proposed additional services and said that the facilities plan basically becomes the project definition which drives all of the other things that have to be done.

Enns asked about water rights support.

Heimel said that hinges on entering into agreements.

Chivens asked if the contract addition is a “not to exceed” type of contract.

Koon said yes, it’s expected they will come in far below these numbers.

Lloyd asked if the amount in the handout was for WSC services only and did not include Firma.

Szytel said yes, but WSC does include three other contractors, EDEA, Smith & Culp, and Cleath Harris Geologists within their scope.

Lloyd asked about the duration and timeline.

Koon and Szytel both said target date for both the FP and EIR completion is November 2016.

Carmel added that it is “ambitious but doable”.

Enns said it is frightening to see eight hundred thousand to a million dollars to get this done. He asked WSC to take advantage of District assets such as Rick Koon who can do a great deal. Enns praised WSC for past presentations to the public as they have all been very well received. He added that the Board doesn’t need ALL the details if it will save WSC time, consequently saving the District money. Enns wants to streamline these costs moving forward. He said he would like an organizational chart of who’s doing what and communicating with who.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

MOTION: 1st by Lloyd, to approve the contract for the CSWP facilities plan with WSC and amended his motion to include the scope of services. The motion was seconded by Lloyd.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Maffioli-yes, Lloyd-yes. **VOTE 4-0** Motion passed.

8. CONSIDERATION AND APPROVAL OF CONTRACT FOR THE CSWP EIR WITH FIRMA.

Koon discussed how pleased he is with all prior work done by David Foote and recommended the Board keep moving forward with FIRMA.

Foote went over how the EIR process works and explained some of the particulars of meeting the CEQA requirements and what that will entail. David expanded on his handout and stressed the importance of working the Molnar property simultaneously.

Chivens asked if Yeh & Associates soil information collected from both sites could be usable information for site design or site construction.

Foote said yes on design.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

MOTION: 1st by Chivens, to approve the contract for the CSWP EIR with FIRMA. The motion was seconded by Maffioli.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Maffioli-yes, Lloyd-abstained. **VOTE 3-0** Motion passed.

9. CONSIDERATION AND APPROVAL OF CSWP PROJECT DELIVERY METHOD AND AUTHORIZATION OF ISSUANCE OF CSWP REQUEST FOR QUALIFICATIONS FOR SAME.

Koon discussed the reasoning behind the need for and process of project delivery method.

Szytel explained in more detail the design, bid, build (DBB), and the Construction Manager at Risk (CMAR) project delivery methods. He went over the key factors in doing projects using these methods. Some of those factors included, the collaborative nature, price certainty, an open book element (competitive bidding), and the flexibility.

Enns likes the CMAR system.

Koon discussed the importance of following the CMAR project delivery method and issuing and RFQ for contractor participation.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

MOTION: 1st by Maffioli, to approve the CSWP project delivery method and authorization of a RFQ for same. The motion was seconded by Chivens.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Maffioli-yes, Lloyd-yes. **VOTE 4-0** Motion passed.

Enns announced going into closed session at 7:56pm

CLOSED SESSION

Board members present: President Robert Enns, Director Cary Maffioli, Director Dan Chivens and Director Dan Lloyd. Absent: Director Shirley Lyon

Staff present: District Manager, Rick Koon and District Counsel, Tim Carmel

10. CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8:

PROPERTY: APN(s) 073-077-021 AND PORTION OF 073-077-034.
AGENCY NEGOTIATOR: RICK KOON, GENERAL MANAGER.
NEGOTIATING PARTY: CHEVRON.
UNDER NEGOTIATION: PRICE AND TERMS OF PAYMENT.

Open session reconvened at 8:47pm

ITEMS TO REPORT FROM CLOSED SESSION:

None

11. FUTURE SCHEDULED MEETINGS.

- April 14, 2016 - **CSD/MB** – *JPA Meeting tentative*
- April 21, 2016 - **Regular Board Meeting**
- May 12, 2016 – **CSD/MB** – *JPA Meeting tentative*
- May 19, 2016 – **Regular Board Meeting**

12. ADJOURNMENT

The meeting adjourned at 9:06p.m.

Minutes Recorded and Respectfully Submitted By:

X 

Danielle Crawford
Administrative Office Manager