



AGENDA ITEM: _____ 3.A.1 _____

DATE: _____ April 25, 2019 _____

ACTION: _____ APPROVED _____

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

GOVERNING BOARD
R. B. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
H. Miller, Director
R. Frank, Director

**REGULAR MEETING
MINUTES**
Thursday, March 21, 2019

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:01p.m.

Board members present: President Robert Enns, Vice-President Dan Chivens, Director Shirley Lyon, Director Robert Frank, and Director Hannah Miller.

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

Guests present: Dylan Wade of Water Systems Consultants (WSC), Bob Rice (WSC), and Mark Sampson (District Energy Consultants, DEC).

2. PUBLIC COMMENTS

Enns opened the meeting to Public Comments.
Hearing no comments, President Enns closed Public Comment.

Koon introduced Bob Rice. Discussed his new CSWP Project Management role with WSC as well as his background.

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 21, 2019 Board of Directors Regular Meeting.

B. Financial Reports: February 2019

1. Check Register – Rabobank (General Checking Account)
 - a. Check Register – Wells Fargo (CIP/CSWP Checking Account)
 - b. Check Register – Wells Fargo (CSWP Construction Account)
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report **FY 2018-2019**
4. Capital Improvement Projects Report

Enns opened the meeting to Public Comments.
Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Miller, to approve items on the consent calendar as prepared. Motion was seconded by Chivens. **VOTE 5-0** Motion passed

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

- A.** District Manager’s Report – February 2019
- B.** Monthly Customer Satisfaction Survey Submissions – **None**
- C.** Will Serves – New
None
Will Serves – Renewed
None
Will Serves – Finaled
None
Will Serves – Continue to Serve (No Will Serve Required)
None

Manager Koon’s report was presented. He updated the Board on Administrative items, and O&M activities for the month of February mentioning that Nick Lakey has completed his 6th year with the District. He also talked about the installation of WiFi at the CSWP site and progress made this past month with the job trailer. He went into detail about receiving an approval on the Series A first draw, noting that the funds were received and vendor payments have already been issued. He also reminded the Board of the April 2, 2019 Form 700 deadline.

Miller asked what the acronym PLSD was on his report

Koon said it stood for “Private Lateral Sewer Discharge”

President Enns opened the meeting to Public Comments.
Hearing none, Public Comments was closed.

Items 4 A through C were received and accepted.

5. DISCUSSION AND CONSIDERATION TO APPROVE A LETTER OF CONSENT ALLOWING THE CITY OF MORRO BAY TO BEGIN THE APPLICATION PROCESS FOR A CONSOLIDATED COASTAL DEVELOPMENT PERMIT WHICH INCLUDES JOINTLY OWNED PROPERTY LOCATED AT 160 ATASCADERO ROAD, MORRO BAY, CALIFORNIA. 93442.

Koon discussed the draft letter and the reasons he supports it.

The Board discussed further and made the appropriate changes to the letter after all Directors’ concerns were voiced.

President Enns opened the meeting to Public Comments.
Hearing none, Public Comments was closed.

MOTION: 1st by Miller, to approve a letter of consent as amended, allowing the City of Morro Bay to begin the application process for a consolidated Coastal Development permit which includes jointly owned property located at 160 Atascadero Road, Morro Bay, California 93442. The motion was seconded by Chivens.

ROLLCALL VOTE: Miller-yes, Chivens-yes, Lyon-yes, Frank-yes, Enns-yes.

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE A CONSULTANT SERVICES AGREEMENT WITH LONGITUDE 123 FOR THE NEW OUTFALL PERMITTING AND TO AUTHORIZE THE DISTRICT MANAGER TO EXECUTE.

Koon presented the Longitude 123, Inc. agreement to the Board.

Some discussion amongst the Board ensued.

President Enns opened the meeting to Public Comments.
Hearing none, Public Comments was closed.

MOTION: 1st by Lyon, to approve a consultant services agreement with Longitude 123 for the new outfall permitting and to authorize the District Manager to execute. The motion was seconded by Frank.
VOTE 5-0 Motion passed.

7. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT STATUS.

- a. Solar Field - District Energy Consultants**
- b. Plant Bids - WSC**

Mr. Sampson updated the Board on the recent discoveries regarding the solar project. He mentioned a target date of May 15, 2019 for putting out a request for proposal for the engineering/construction of the project.

Wade, Koon and Rice talked about the CSWP mandatory pre-bid meeting and job walk that occurred earlier this afternoon. They went over the timeline of the next events and mentioned that the bid closing date is April 10, 2019.

President Enns opened the meeting to Public Comments.
Hearing none, Public Comments was closed.

8. BOARD MEMBER COMMENTS (This item is the opportunity for Board Members to make brief announcements and/or briefly report on their own activities related to District business.)

Miller mentioned that she would be out of state March 13th through the 22nd.

9. FUTURE SCHEDULED MEETINGS.

- April 18, 2019 – **Regular Board Meeting**
- May 16, 2019 – **Regular Board Meeting**
- June 20, 2019 – **Regular Board Meeting**

10. ADJOURNMENT

The meeting adjourned at 7:09p.m.

Minutes Respectfully Submitted By:

X



Danielle Crawford
Administrative Office Manager