



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

AGENDA ITEM:	3.A.1
DATE:	December 19, 2019
ACTION:	APPROVED

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

REGULAR MEETING
MINUTES
Thursday, November 21, 2019
5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

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

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

Board members absent: Director Robert Frank.

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

Guests present: Alex Hom (Moss, Levy & Hartzheim), Dylan Wade of Water Systems Consultants (WSC), Mark Sampson (District Energy Consultants, INC.).

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 October 17, 2019 Board of Directors Regular Meeting.

B. Financial Reports: October 2019

1. Check Register – Rabobank (General Checking Account)
 - a. Check Register – Wells Fargo (CSWP Checking Account)
 - b. Check Register – Wells Fargo (CSWP Construction Account)
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report **FY 2019-2020**
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 4-0 Motion passed

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

A. District Manager's Report – October 2019

B. Monthly Customer Satisfaction Survey Submissions – **None**

C. Will Serves – New

KBDB Properties, APN 064-113-021, 188 D St. – SFR New

Will Serves – Renewed

Pessah, APN 064-417-018, 3140 Studio Dr. – SFR Remodel

Foster, APN 064-226-032, 30 16th St. – SFR New

Will Serves – Finaled

None

Will Serves – Continue to Serve (No Will Serve Required)

None

Manager Koon's report was presented. He mentioned holding the first annual Employee Appreciation Luncheon on October 15, 2019. Koon also informed the Board of the new computers and server install that occurred at the District last month which resulted in thousands of dollars in savings.

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

Items 4 A through C were received and accepted.

**5. PUBLIC PRESENTATION AND ACCEPTANCE OF THE CAYUCOS SANITARY DISTRICT
FY 2018/2019 FINAL AUDIT BY ALEXANDER HOM OF MOSS, LEVY & HARTZHEIM.**

Alex Hom presented the FY 2018/2019 audit in its final draft and addressed questions from the Board. Hom also expressed that although he has enjoyed working with the District for the past 5 audit seasons, he will not be returning next year. A change in audit teams is mandatory based on AB1345 that passed in January 2013 regarding auditor rotation requirements of public accounting firms providing audit services to local agencies.

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

Item 5 was received and accepted.

**6. DISCUSSION AND CONSIDERATION TO APPROVE A CONSULTANT SERVICES
AGREEMENT WITH WATER SYSTEMS CONSULTANTS, INC. FOR PROFESSIONAL
ENGINEERING DESIGN SERVICES FOR THE CALTRANS TORO CREEK BRIDGE
REPLACEMENT PIPELINE IMPROVEMENTS PROJECT.**

Koon went over the signed agreement for reimbursement already in place with Caltrans (referring to Utility Agreement No.05-UT-1700.241).

He then described the engineering design work being requested of Water Systems Consultants.

Wade presented the consultant contract for discussion and Board approval.

Koon reiterated to the Board that the District will be reimbursed by Caltrans per the aforementioned Caltrans contract for fees billed by WSC associated with the Toro Creek Bridge Project.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

MOTION: 1st by Chivens, to approve a consultant services agreement with Water Systems Consultants, Inc. for professional engineering design services for the Caltrans Toro Creek Bridge Replacement Pipeline Improvements Project. Motion was seconded by Lyon.

VOTE 4-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO ENTER INTO A POWER PURCHASE AGREEMENT WITH REC SOLAR BASED ON THE RECOMMENDATIONS OF DISTRICT ENERGY CONSULTANTS, INC.

Mark Sampson discussed the potential candidates for the Power Purchase Agreement (PPA) and said they've narrowed the choices down to the two most qualified. He went into some detail about how the PPA works in correlation with PG&E, some of the rules and regulations and costs associated with building it. Sampson estimated it being 1.8 million dollars to build, and a potential savings of 15 million dollars for the District over a 25-year period.

8. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE.

Koon updated the Board on most recent events, milestones and upcoming deadlines regarding the project. He mentioned that Cushman is currently doing the cement pour on the headworks today, and that tomorrow will be the last pour of the equalization basin. Rain is expected Wednesday and Thursday next week so they are trying to get done what they can. He added that the holidays may also slow things down a bit, but that they will keep pressing forward on as quickly as they can weather permitting and said he believes they are still moving rapidly.

9. 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.)

None

10. FUTURE SCHEDULED MEETINGS.

- November 21, 2019 – **Regular Board Meeting**
- December 19, 2019 – **Regular Board Meeting**
- January 16, 2020 – **Regular Board Meeting**

Enns announced closed going into session at 6:04pm

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

Board members absent: Director Robert Frank.

Staff present: District Manager Rick Koon.

**11. CLOSED SESSION:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT
CODE SECTION 54957(b)
TITLE: General Manager**

Open session reconvened at 6:33pm

ITEMS TO REPORT FROM CLOSED SESSION:

Action taken/reported:

President Enns reported that an AdHoc Committee consisting of himself and Director Hannah Miller has been formed to report back to the Board on December 11, 2019 at the Special Meeting regarding the General Manager Employment Contract.

12. ADJOURNMENT

The meeting adjourned at 6:39p.m.

Minutes Respectfully Submitted By:

X 
