



AGENDA ITEM: \_\_\_\_\_ 3.A.1 \_\_\_\_\_  
DATE: \_\_\_\_\_ August 15, 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, July 18, 2019

**1. ESTABLISH QUORUM AND CALL TO ORDER**

President Enns called the meeting to order at 5:02p.m.

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

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

Guests present: Dylan Wade (Water System 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 June 20, 2019 Board of Directors Regular Meeting.

**B. Financial Reports: June 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 2018-2019**
4. Capital Improvement Projects Report
5. Annual Financial Disclosures and Employee Reimbursement Report

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

Enns requested acceptance of noted correction to remove the March Madness ticket announcement from the draft minutes, consent calendar item 3A.

**MOTION:** 1st by Miller, to approve item 3B on the consent calendar as prepared. Motion was seconded by Chivens.

**VOTE 5-0** Motion passed

**MOTION:** 1st by Lyon, to approve item 3A on the consent calendar with corrections noted. Motion was seconded by Frank.

**VOTE 5-0** Motion passed

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

- A. District Manager's Report – June 2019
  - B. Monthly Customer Satisfaction Survey Submissions – **None**
  - C. Will Serves – New
    - Fischer, APN 064-227-005, 1200 Pacific Ave. – SFR Addn**
    - Page, APN 064-412-017, 59 Gracia Ave. – SFR Addn**
    - WW Properties LLC, APN 064-126-010, 199 H St. – SFR New**
- Will Serves – Renewed  
**None**
- Will Serves – Finaled  
**Miller, APN 064-441-018, 65 Mayer Ave. – SFR New**
- 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 June.

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 HEARING TO DISCUSS AND CONSIDER ADOPTION OF RESOLUTION 2019-4 CONFIRMING THE ITEMIZED REPORT OF DISTRICT CLERK REGARDING DELINQUENT SEWER SERVICES CHARGES AND LEVYING ASSESSMENTS.**

The report of delinquent sewer service charges and levying assessments was submitted to the Board.

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

**MOTION:** 1st by Lyon, to adopt Resolution 2019-4 confirming the itemized report of the District Clerk regarding delinquent sewer service charges and levying assessments. The motion was seconded by Frank.

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

**VOTE 5-0** Motion passed.

**6. PUBLIC HEARING TO DISCUSS AND CONSIDER ADOPTION OF RESOLUTION**

**2019-5 CONFIRMING THE ITEMIZED REPORT OF DISTRICT CLERK REGARDING DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES AND LEVYING ASSESSMENTS.**

The report of delinquent solid waste collection and disposal charges and levying assessments was submitted to the Board.

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

**MOTION:** 1st by Miller, to adopt Resolution 2019-5 confirming the itemized report of the District Clerk regarding delinquent solid waste collection and disposal charges and levying assessments.

The motion was seconded by Chivens.

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

**VOTE 5-0** Motion passed.

**7. DISCUSSION AND CONSIDERATION TO CAST BALLOT FOR THE 2019 CSDA BOARD OF DIRECTORS ELECTION, (Seat B) COASTAL NETWORK - Term 2020-2022.**

Some discussion amongst the Board took place with regard to the CSDA nominees.

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

**MOTION:** 1st by Lyon, to nominate Jeff Hodge for CSDA's Coastal Network (Seat B).

Motion was seconded by Frank.

**VOTE 5-0** Motion passed

**8. DISCUSSION AND CONSIDERATION TO APPROVE A CONTRACT WITH LONGITUDE 123 FOR THE ACQUISITION OF MATERIALS FOR THE CAYUCOS SUSTAINABLE WATER PROJECT OCEAN OUTFALL.**

Koon discussed the necessity of engaging Longitude 123's services for the outfall. He also talked about the pigging and flushing scheduled for August 23, 2019.

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

**MOTION:** 1st by Frank, to approve a contract with Longitude 123 for the acquisition of materials for the Cayucos Sustainable Water Project Ocean Outfall.

Motion was seconded by Lyon.

**VOTE 5-0** Motion passed

**9. DISCUSSION AND CONSIDERATION TO APPROVE A CONTRACT WITH MORAES PHAM & ASSOCIATES FOR THE CAYUCOS SUSTAINABLE WATER PROJECT FOR ELECTRICAL ENGINEER CONSULTING SERVICES.**

Koon discussed the proposed consultant contract with Moraes, Pham & Associates.

Chivens thought the District's insurance requirements may be too low and asked Koon about the contract stipulations for insurance.

Koon said he would double check with the District's legal counsel to see if those amounts need to be increased.

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

**MOTION:** 1st by Chivens, to approve a contract with Moraes, Pham and Associates for the Cayucos Sustainable Water Project for electrical engineer consulting services.

The motion was seconded by Frank.

**VOTE 5-0** Motion passed.

## **10. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT STATUS.**

Koon updated the Board on the current progress of construction mentioning that the District recently received the official Notice to Proceed. He discussed some of the recent meetings with Chevron and is hopeful to begin escrow very soon. Koon also noted that the District item is on the State Lands Commission consent calendar for August 23, 2019.

**11. 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

## **12. FUTURE SCHEDULED MEETINGS.**

- Aug 15, 2019 – **Regular Board Meeting**
- September 19, 2019 – **Regular Board Meeting**
- October 17, 2019 – **Regular Board Meeting**

## **13. ADJOURNMENT**

The meeting adjourned at 6:19p.m.

**Minutes Respectfully Submitted By:**

X 

Danielle Crawford  
Administrative Office Manager