



AGENDA ITEM: _____ 3.A.1 _____

DATE: _____ October 17, 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, September 19, 2019
5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:00p.m.

Board members present: President Robert Enns, Director Shirley Lyon, Director Robert Frank and Vice-President Dan Chivens (arrived late).

Board members absent: Director Hannah Miller.

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

Guests present: Mark Steffy (Longitude 123, INC.), Mark Sampson (District Energy Consultants, INC.), and Dylan Wade (Water Systems 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 August 15, 2019 Board of Directors Regular Meeting.
2. Approval of Minutes for the August 20, 2019 Board of Directors Special Meeting.
3. Approval of Minutes for the August 28, 2019 Board of Directors Special Meeting.
4. Approval of Minutes for the August 28, 2019 Board of Directors Special Closed Meeting.

B. Financial Reports: August 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 Frank, to approve items on the consent calendar as prepared. Motion was seconded by Lyon.

VOTE 3-0 Motion passed

Vice-President Dan Chivens arrived at 5:02pm.

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

- A. District Manager's Report – August 2019
- B. Monthly Customer Satisfaction Survey Submissions – **None**
- C. Will Serves – New
 - Corral MH LLC, APN 064-042-033, 23 Bakersfield Ave. – SFR New**
 - Will Serves – Renewed
 - Sanchez, APN 064-155-021, 91 11th Street – SFR Demo/Rebuild**
 - Ferrante, APN 064-146-009, 51 8th Street – SFR New**
 - Wagenen, APN 064-134-008, 460 Saint Mary Ave. – SFR Addition**
 - Purchase, APN 064-372-014, 210 Cerro Gordo Ave. – SFR New**
 - Purchase, APN 064-372-013, 220 Cerro Gordo Ave. – SFR New**
 - Will Serves – Finaled
 - M&R Investment One Co., APN 064-112-047, 35 Birch Ave. – SFR New**
 - M&R Investment One Co., APN 064-112-022, 61 Birch Ave. – SFR New**
 - M&R Investment One Co., APN 064-112-046, 43 Birch 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 August.

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 TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 4th QUARTER OF FY 2018/19 IN THE AMOUNT OF \$97,362.24.

Koon briefly went over his staff report explaining some of the charges received from the City of Morro Bay. He noted a few discrepancies that were questioned by District staff, but overall recommended approval of the 4th quarter FY 18/19 invoice.

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

MOTION: 1st by Lyon, to approve payment of Morro Bay invoice for 4th quarter of FY 18/19 invoice. Motion was seconded by Frank.

VOTE 4-0 Motion passed

6. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 2019-3 AUTHORIZING THE EXECUTION AND DELIVERY BY THE DISTRICT OF AN INSTALLMENT PURCHASE CONTRACT AND AUTHORIZING THE EXECUTION OF OTHER NECESSARY DOCUMENTS AND RELATED ACTIONS TO PROVIDE FUNDING FOR THE CAYUCOS SUSTAINABLE WATER PROJECT.

Enns modified item 6 agenda title inserting the phrase “a first amendment to installment purchase contract” between the words “contract” and “and” where appropriate to replicate title of the resolution.

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

MOTION: 1st by Frank, to adopt resolution 2019-3 of the Board of Directors of the Cayucos Sanitary District authorizing the execution and delivery by the District of an installment purchase contract, *(begin insertion) a first amendment to installment purchase contract, (end insertion)* and authorizing the execution of other necessary documents and related actions to provide funding for the Cayucos Sustainable Water Project. The motion was seconded by Chivens.

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

VOTE 4-0 Motion passed.

7. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE.

Koon talked about recent permits obtained, and discussed the status of the new property purchases noting that escrow has closed on the Loading Line #2, and Lots 7N, 6N, 6SW, & 6NE.

Mark Steffy gave a status update on the Outfall Project and his crew. He said that they mobilized in Morro Bay this past Monday, began work on Tuesday, excavated the pipe yesterday, and his staff began prepping (sawing on) it today. Steffy thanked the Board for the opportunity and said his team is happy to be here and a part of this project. He also noted that the pigging and flushing should be should be completed around the 28th of this month.

Mark Sampson discussed the status of the Solar Photovoltaic System Project letting the Board know that District staff recently uploaded 2 RFP’s to the District website requesting proposals for Engineering, Procurement and Construction (EPC) Services, and a financing RFP to fund the debt, sponsor equity and/or tax credit equity necessary to construct and operate a Solar Photovoltaic System. Sampson also let the Board know they will be doing a job walk this Saturday, September 21, 2019 at 10:00am.

Wade went into more detail about the APCD permit, noting that he has obtained all of the permits needed to keep moving forward and most of the permitting required for the next phases. He then talked about the building colors and had the Board decide on colors for the building and roof. “Colonial Red” was chosen for the building, and “Tundra” was agreed upon for the roof.

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.)

None

9. FUTURE SCHEDULED MEETINGS.

- October 17, 2019 – **Regular Board Meeting**
- November 21, 2019 – **Regular Board Meeting**
- December 19, 2019 – **Regular Board Meeting**

10. ADJOURNMENT

The meeting adjourned at 6:33p.m.

Minutes Respectfully Submitted By:

X 

Danielle Crawford
Administrative Office Manager