



AGENDA ITEM: _____ 3.A.1

DATE: _____ October 18, 2018

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
Vacant, Director

REGULAR MEETING
MINUTES
Thursday, September 20, 2018

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, and Director Hannah Miller.

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

Guests present: Dylan Wade, of Water Systems Consultants, INC. (WSC), and Connor Farrell, of J.R. Filanc.

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 July 19, 2018 Board of Directors Regular Meeting.
2. Approval of Minutes for the August 8, 2018 Board of Directors Special Meeting.

B. Financial Reports: July 2018

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

C. Financial Reports: August 2018

1. Check Register – Rabobank (General Checking Account)
 - a. Check Register – Wells Fargo (CSWP Checking 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.

Koon read a letter submitted by customer Koligian requesting an item be added to a future agenda so that he may discuss and appeal a denial he received regarding his request for a second unit exemption.

Hearing no further comments, President Enns closed Public Comment.

MOTION: 1st by Chivens, to approve items on the consent calendar as prepared. Motion was seconded by Lyon.

VOTE 4-0 Motion passed

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

- A.** District Manager's Report – **July 2018** and **August 2018**
- B.** Monthly Customer Satisfaction Survey Submissions – **None**
- C.** Will Serves – New
 - Ording, APN 064-404-012, 460 Chaney Ave. – SFR Demo\Rebuild**
 - Reisner, APN 064-254-024, 0000 Studio Dr. – SFR New**
 - Hagopian, APN 064-154-010, 1001 Pacific Ave. – SFR Remodel**
 - Garbedian, APN 064-204-064, 2739 Santa Barbara Ave. – SFR New**
 - Sanchez, APN 064-155-021, 91 11th Street – SFR Demo\Rebuild**
- Will Serves – Renewed
 - M&R Investment One Co. Inc., APN 064-112-022, 61 Birch Ave. – SFR New**
 - M&R Investment One Co. Inc., APN 064-112-047, 35 Birch Ave. – SFR New**
 - M&R Investment One Co. Inc., APN 064-112-046, 43 Birch Ave. – SFR New**
 - Ipekjian, APN 064-128-013, 117 Saint Mary Ave. – SFR Addtn/Alt**
 - Miller, APN 064-441-018, 65 Mayer Ave. – SFR New**
 - BLB Family Trust, APN 064-131-017, 155 4th St. – SFR Remodel**
 - James, APN 064-024-012, 310 Birch Ave. – SFR Remodel**
- Will Serves – Finalized
 - J. TenBroek, Inc., APN 064-426-064, 3256 Shearer Ave. – SFR New**
 - Ipekjian, APN 064-128-013, 117 Saint Mary Ave. – SFR Addtn/Alt**
 - Interian, APN 064-264-048, 370 Old Creek Rd. – SFR New**
- Will Serves – Continue to Serve (No Will Serve Required)
 - Solters, APN 064-163-018, 1297 Cass Ave. – SFR Remodel**
 - Maule, APN 064-411-036, 3256 Shearer Ave. – SFR Remodel**

Manager Koon's report was presented.

Items 4A, B, and, C were received and accepted.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

5. DISCUSSION REGARDING DISTRICT OFFERED HMO HEALTH PLAN COST AND PLAN CHANGES FOR 2019.

Koon presented above item recommending to keep the current health plan the same based on cost analysis and as per unanimous employee's endorsement.

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

MOTION: 1st by Lyon, to approve District offered HMO health plan cost increase and plan changes for 2019.
Motion was seconded by Miller.

VOTE 4-0 Motion passed

6. CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 4TH QUARTER OF FY 2017/18 IN THE AMOUNT OF \$146,872.32.

Koon presented above item recommending payment in the amount of \$146,872.32.

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

MOTION: 1st by Chivens, to approve payment of Morro Bay invoice for 4th quarter of FY 2017/18 in the amount of \$146,872.32. Motion was seconded by Lyon.

VOTE 4-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO APPROVE CONSULTANT SERVICES AGREEMENT WITH FIRMA FOR CONSTRUCTION MONITORING SERVICES FOR THE CAYUCOS SUSTAINABLE WATER PROJECT.

Koon discussed the proposed consultant contract with Firma Consultants, Inc.

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

MOTION: 1st by Lyon, to approve the consultant services agreement with Firma for construction monitoring services for the Cayucos Sustainable Water Project. The motion was seconded by Miller.

VOTE 4-0 Motion passed.

8. DISCUSSION AND CONSIDERATION TO APPROVE CONTRACTOR SERVICES AGREEMENT WITH EVOQUA WATER TECHNOLOGIES, LLC FOR MEMBRANE BIOREACTOR SYSTEM FOR THE CAYUCOS SUSTAINABLE WATER PROJECT.

Both Koon and Wade summarized the EVOQUA Water Technologies contract for the Board and answered questions regarding the adders, membranes and the NTE (not to exceed) amount.

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

MOTION: 1st by Miller, to approve contractor services agreement with EVOQUA Water Technologies, LLC for the membrane bioreactor system for the Cayucos Sustainable Water Project with a not to exceed amount of \$1,283,123.00 and subject to review and approval by the USDA.

The motion was seconded by Chivens.

VOTE 4-0 Motion passed.

9. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT STATUS.

Koon went over the latest events regarding the CSWP. He told the Board that they have just sent out the request for bids and are holding a mandatory site visit on October 3, 2018. The closing date and bid opening will occur on October 12, 2018. He also discussed some recent obstacles with regard to the USDA's strict guidelines and the strides that have been made in resolving them.

Koon introduced Connor Farrell and explained his role while the project is getting underway and also mentioned that Mark Sampson will likely attend the next Regular Board meeting in October to discuss solar power options in greater detail.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

10. 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.)

Enns asked for Mr. Koligian's item (letter read during open forum) be agendaized for next regularly scheduled Board meeting so that the Board can consider his appeal.

11. FUTURE SCHEDULED MEETINGS.

- October 18, 2018 – Regular Board Meeting
- November 15, 2018 – **Regular Board Meeting**
- December 20, 2018 – **Regular Board Meeting**

12. ADJOURNMENT

The meeting adjourned at 6:28p.m.

Minutes Respectfully Submitted By:

X 

Danielle Crawford
Administrative Office Manager