



AGENDA ITEM: _____ 3.A.1 _____

DATE: _____ September 20, 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
C. Maffioli, Director
H. Miller, Director

REGULAR MEETING
MINUTES
Thursday, July 19, 2018

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 Cary Maffioli, 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).

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 21, 2018 Board of Directors Regular Meeting.

B. Financial Reports: JUNE 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 2017-2018**
4. Capital Improvement Projects Report

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Lyon, 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 – June 2018
- B. Monthly Customer Satisfaction Survey Submissions – **None**
- C. Will Serves – New
 - Britz, APN 064-274-011, 2806 Studio Dr. – SFR Remodel**
 - Waltos, APN 064-145-037, 696 S. Ocean Ave. – Commercial / New Structure**
 - Holland, APN 064-404-012, 460 Chaney Ave. – SFR New**
 - Harrison, APN 064-162-006, 1197 Cass Ave. – SFR New**
- Will Serves – Renewed
 - Davis, APN 064-241-039, 1998 Pacific Ave. – SFR Addition**
- Will Serves – Finaled
 - Allen, APN 064-143-017, 425 Pacific Ave. – SFR Remodel**
- Will Serves – Continue to Serve (No Will Serve Required)
None

Manager Koon's report was accepted as presented.

Enns commented that he does not want the ground breaking ceremony cards to come after the rate increase. He would like them sent out prior to July 1, 2018 billing.

Crawford explained that there is not enough time to get postcards made and sent out prior to billing in 2 weeks.

Enns requested a note be put on the July billing cards informing customers that they will be receiving a postcard soon with ground breaking ceremony details.

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. PUBLIC HEARING TO DISCUSS AND CONSIDER ADOPTION OF RESOLUTION 2018-4 CONFIRMING THE ITEMIZED REPORT OF DISTRICT CLERK REGARDING DELINQUENT SEWER SERVICES CHARGES AND LEVYING ASSESSMENTS.

Koon presented above item.

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

MOTION: 1st by Maffioli, to adopt Resolution 2018-4 confirming the itemized report of District Clerk regarding delinquent sewer services charges and levying assessments. The motion was seconded by Miller.

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

VOTE 5-0 Motion passed.

6. PUBLIC HEARING TO DISCUSS AND CONSIDER ADOPTION OF RESOLUTION 2018-5 CONFIRMING THE ITEMIZED REPORT OF DISTRICT CLERK REGARDING DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES AND LEVYING ASSESSMENTS.

Koon presented above item.

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

MOTION: 1st by Maffioli, to adopt Resolution 2018-5 confirming the itemized report of District Clerk regarding delinquent solid waste collection and disposal charges and levying assessments. The motion was seconded by Lyon.

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

VOTE 5-0 Motion passed.

7. DISCUSSION AND CONSIDERATION TO APPROVE ENGINEERING SERVICES AGREEMENT WITH WATER SYSTEMS CONSULTANTING, INC. (WSC) FOR THE CONSTRUCTION OF THE CAYUCOS SUSTAINABLE WATER PROJECT.

Koon and Wade explained the necessity of proposed WSC contract.

Lyon questioned the dating on the contract asking if through June of 2020 would be long enough.

Koon said that should be plenty of time.

Chivens asked Wade if the 1.2 million was a “not to exceed” amount.

Wade said yes, WSC over budgeted for it.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to authorize the Board President, and/or the District Manager to sign the Engineering agreement contract pending minor modifications and approval by the USDA and to amend section 2, changing the date to the 17th. The motion was seconded by Lyon.

VOTE 5-0 Motion passed.

A recess was called by President Enns at 5:43p.m.

Enns reconvened the meeting at 5:51p.m., roll call was repeated by Crawford.

8. DISCUSSION AND CONSIDERATION TO APPROVE CONSTRUCTION MANAGEMENT SERVICES AGREEMENT WITH J.R. FILANC CONSTRUCTION COMPANY, INC. (FILANC) FOR THE CONSTRUCTION OF THE CAYUCOS SUSTAINABLE WATER PROJECT.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to authorize the Board President, and/or the District Manager to sign the Construction Management services agreement pending minor modifications and approval by the USDA and to negotiate the contract fee for services and general conditions not to exceed 2.8 million dollars. The motion was seconded by Lyon.

VOTE 5-0 Motion passed.

9. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT STATUS.

Koon went over what’s been happening most recently with the CSWP. He said they are working on permitting process which included four parts – rough grading, grading, the plant itself and pipelines. He told the Board that the feasibility study would be ready and available in two weeks. He discussed PG&E temporary power, Filanc coming up to assign a project engineer. Koon lastly went over the upcoming groundbreaking ceremony details.

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 took this opportunity to thank Cary Maffioli for her service on the Board.

Maffioli said she appreciated the experience of being on the Board. She added that she hasn't handed in her formal resignation letter just yet and let the Board know she will still be available to come back if needed at the next few Board meetings.

11. FUTURE SCHEDULED MEETINGS.

- July 19, 2018 – **Regular Board Meeting**
- August 16, 2018 – **Regular Board Meeting**
- September 20, 2018 – **Regular Board Meeting**

12. ADJOURNMENT

The meeting adjourned at 6:57p.m.

Minutes Respectfully Submitted By:

X 

Danielle Crawford
Administrative Office Manager