



AGENDA ITEM: _____ 3.A.1 _____
DATE: _____ January 16, 2020 _____
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, December 19, 2019  
5:00 p.m.

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

President Enns called the meeting to order at 5:04p.m.

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

Board members absent: Director Hannah Miller.

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

Guests present: 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 November 21, 2019 Board of Directors Regular Meeting.

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

**VOTE 4-0** Motion passed

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

**A.** District Manager's Report – November 2019

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

**C.** Will Serves – New

**Dyson, APN 064-102-024, 15, 19 Ocean Front Ln. – SFR Addition**

**Wrage, APN 064-426-039, 3140 Studio Dr. – SFR New**

**Kaus, APN 064-222-014, 48 12<sup>th</sup> St. – SFR New**

**Kirk, APN 064-164-018, 50 13<sup>th</sup> St. – SFR New**

Will Serves – Renewed

**Lojacono, APN 064-449-035, 3444 Studio Dr. – SFR Remodel**

Will Serves – Finaled

**Page, APN 064-412-017, 59 Gracia Ave. – SFR Addition**

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

**None**

Manager Koon gave a verbal report in leu of a written report for the month of November's Admin and Operations departments' activities. He stated that the Board will receive a combined written November/December Manager's report in their Board packets at the next Board meeting in January.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

Director Miller arrived 5:14pm

**5. DISCUSSION AND CONSIDERATION TO APPROVE LONGITUDE 123, INC.'s FIELD CHANGE ORDER #03, PAYMENT TO SUBCONTRACTOR PADRE ASSOCIATES FOR COMPLIANCE MONITORING SUPPORT, NOT TO EXCEED \$50,614.88.**

Koon explained the necessity for the change order.

Enns questioned if this is "field change order #03" what the first two were.

Koon said FCO#1 was at no charge, and FCO#2 will be coming back to the Board in June 2020 when Longitude 123 finishes the job.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

**MOTION:** 1st by Chivens, to approve Longitude 123, INC's field change order #03, payment to subcontractor Padre Associates for compliance monitoring support, not to exceed \$50,614.88. Motion was seconded by Miller.

**VOTE 5-0** Motion passed

**6. DISCUSSION AND CONSIDERATION TO APPROVE A POWER PURCHASE AGREEMENT WITH REC SOLAR FOR THE CSWP SOLAR ENERGY PROJECT.**

Koon discussed the current situation with the Power Purchase Agreement and got the rest of the Board up to speed on the reason for the Special meeting held the previous Friday, December 13, 2019. He then had Mark Sampson go into the details of the actual agreement and what the District would be obligating itself to.

Sampson talked about the purpose of downsizing the PPA to now 1.08 megawatt.

Koon let the Board know that there will be some upfront costs outlined in the PPA.

Miller asked if anything in the contract allows the District any room for changes in case the County decides to make changes of their own?

Both Koon and Sampson answered yes, that the PPA should be able to have the flexibility if the County wanted to make changes.

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

**MOTION:** 1st by Miller, to approve a Power Purchase Agreement with REC Solar for the CSWP Solar Energy Project upon review of the exhibits by District counsel as to form and legal affect. Motion was seconded by Frank.

**VOTE 5-0** Motion passed

## **7. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE.**

Koon updated the Board on the most recent milestones and upcoming deadlines regarding the project. He mentioned that in an effort to protect the membrane walls, Cushman just finished pouring the slab for the Operations Building.

Wade said they are working on the headworks now and when return from the holidays they will be working on the Maintenance Building. Wade also let the Board know the Lift Station 5 contract has been submitted to the USDA for review.

Enns said he recently visited the plant and spoke with Bob Rice. He let Bob know that he would like to see a new schedule posted.

Koon said after the holidays, he expects Cushman to post a revised three-month schedule at the site.

## **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.**

- January 16, 2020 – **Regular Board Meeting**
- February 20, 2020 – **Regular Board Meeting**

▪ **March 19, 2020 – Regular Board Meeting**

Enns announced taking a short break at 6:09pm.

Enns reconvened the regular session at 6:11pm.

Enns announced closed going into session at 6:12pm.

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

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 6:56p.m.

**ITEMS TO REPORT FROM CLOSED SESSION:**

Action taken/reported:

President Enns reported that no formal action was taken. He said a General Manager Employment Contract will be put on the January 16, 2020 Regular Board meeting agenda.

**12. ADJOURNMENT**

The meeting adjourned at 6:59p.m.

**Minutes Respectfully Submitted By:**

X

