



CAYUCOS SANITARY DISTRICT  
200 Ash Avenue  
PO Box 333, Cayucos, CA 93430-0333  
805-995-3290

AGENDA ITEM: 3.A.1

DATE: May 16, 2019

ACTION: APPROVED

GOVERNING BOARD  
R. B. Enns, President  
D. Chivens, Vice-President  
S. Lyon, Director  
H. Miller, Director  
R. Frank, Director

**SPECIAL MEETING  
MINUTES**  
Thursday, April 25, 2019

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

President Enns called the meeting to order at 5:01p.m.

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

Board members absent: Vice-President Dan Chivens.

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

Guests present: Dylan Wade of Water Systems Consultants (WSC), and David Foote and Lindsay Corica of Firma 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 March 21, 2019 Board of Directors Regular Meeting.

**B. Financial Reports: March 2019**

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

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 4-0** Motion passed.

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

- A. District Manager's Report – March 2019
  - B. Monthly Customer Satisfaction Survey Submissions – **None**
  - C. Will Serves – New
    - DeCicco, APN 064-263-025, 2908 Orville Ave. – SFR New**
    - DeCicco, APN 064-263-052, 2901 Orville Ave. – SFR New**
- Will Serves – Renewed  
**None**
- Will Serves – Finaled  
**None**
- Will Serves – Continue to Serve (No Will Serve Required)  
**None**

Manager Koon's report was presented. He updated the Board on Administrative, and O&M activities for the month of March mentioning that the District has transitioned both the O&M shop and main office to LED lighting. Koon discussed the upcoming audit with Moss Levy & Hartzheim, and asked the budget committee members (Lyon and Miller) what their availability is for a May budget meeting. Lyon and Miller decided that May 7<sup>th</sup> at 10:00am would be a viable date for the budget meeting. Koon also noted that the District recently received their 2<sup>nd</sup> draw from Western Alliance bank and that Danielle Crawford completed her 7<sup>th</sup> year with the District.

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

Items 4 A through C were received and accepted.

**5. DISCUSSION AND CONSIDERATION TO APPROVE AN AMENDMENT TO THE DISTRICT SALARY SCHEDULE FOR THE POSITION OF ADMINISTRATIVE OFFICE MANAGER FOR WORK ON THE CAYUCOS SUSTAINABLE WATER PROJECT.**

Koon discussed the necessity for the increase and the fiscal impact of a 5%, 10% or 15% increase. He informed the Board that a salary study has been completed and is hoping to present that in an upcoming Board meeting.

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

**MOTION:** 1st by Lyon, to approve an amendment to the District salary schedule for the position of Administrative Office Manager for work on the Cayucos Sustainable Water Project at a 15% increase. The motion was seconded by Frank.

**VOTE 4-0** Motion passed.

**6. DISCUSSION AND CONSIDERATION TO APPROVE TWO CONSULTANT SERVICES AGREEMENTS WITH FIRMA CONSULTANTS, INC AND TO AUTHORIZE THE DISTRICT MANAGER TO EXECUTE BOTH.**

- a. **Landscape Architectural Services for the Cayucos Sustainable Water Project.**
- b. **Outfall Permitting Services for the Cayucos Sustainable Water Project.**

Koon presented Firma Consultants, Inc. contracts to the Board and the costs associated with both.

Some discussion amongst the Board ensued.

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

**MOTION:** 1st by Miller, to approve a consultant services agreement with Firma Consultants Inc. for Landscape Architectural services for the Cayucos Sustainable Water Project and to authorize the District Manager to execute. The motion was seconded by Frank.

**VOTE 4-0** Motion passed.

**MOTION:** 1st by Miller, to approve a consultant services agreement with Firma Consultants, Inc. for Outfall Permitting services for the Cayucos Sustainable Water Project and to authorize the District Manager to execute. The motion was seconded by Frank.

**VOTE 4-0** Motion passed.

**7. DISCUSSION AND CONSIDERATION TO APPROVE AGREEMENT WITH WATER SYSTEMS CONSULTANTS, INC. (WSC) FOR PROFESSIONAL ENGINEERING SERVICES IN THE CONSTRUCTION OF THE CAYUCOS SUSTAINABLE WATER PROJECT (this supersedes all other agreements with WSC).**

Koon and Wade both discussed in detail the necessity to implement a new agreement with Water Systems Consultants, Inc. (WSC) as required by the USDA.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

**MOTION:** 1st by Frank, to approve agreement with Water Systems Consultants, Inc. (WSC) for professional engineering services in the construction of the Cayucos Sustainable Water Project. The motion was seconded by Lyon.

**VOTE 4-0** Motion passed.

**8. DISCUSSION AND CONSIDERATION TO AWARD THE BID FOR CAYUCOS SUSTAINABLE WATER PROJECT ON-SITE CONSTRUCTION AND TO APPROVE THE AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE).**

Wade discussed how the bidding procedure went and elaborated on what happened during the bid opening on Friday, April 19, 2019 at 1:00pm. Based on the results of the bid opening, Wade and Koon have recommended Cushman Contracting Corporation.

Lee Cushman of Cushman Contracting Corporation was introduced to the Board and he gave an overview of his company.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

**MOTION:** 1st by Lyon, to award the bid for the Cayucos Sustainable Water Project on-site construction and to approve the agreement between owner and Cushman Contracting Corporation for the construction contract set at **\$20,518,175.01** (Twenty million, five hundred eighteen thousand, one hundred seventy five dollars, and one cent) subject to review and approval by the USDA. The motion was seconded by Frank.

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

**VOTE 4-0** Motion passed.

**9. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT STATUS.**

Koon and Wade both gave an overview of the most recent accomplishments with regard to the CSWP project and outlined some of their upcoming short term goals.

Enns asked Wade when he thinks construction will commence.

Wade said he anticipates filing a NTP (Notice To Proceed) in May and believes construction should begin shortly thereafter. Roughly 3 to 4 weeks.

**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.)

Miller mentioned that the County of San Luis Obispo BOS recently consolidated the permit process.

**11. FUTURE SCHEDULED MEETINGS.**

- May 16, 2019 – **Regular Board Meeting**
- June 20, 2019 – **Regular Board Meeting**
- July 18, 2019 – **Regular Board Meeting**

**12. ADJOURNMENT**

The meeting adjourned at 6:39p.m.

**Minutes Respectfully Submitted By:**

X 

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Danielle Crawford  
Administrative Office Manager