



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

AGENDA ITEM: 3.A
DATE: March 16, 2017
ACTION: APPROVED

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

**REGULAR MEETING
MINUTES**
Thursday, February 16, 2017

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:08p.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 from WSC, and Thom Jess from Arris Studio Architects.

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 January 19, 2017 Board of Directors Special Meeting.
2. Approval of Minutes for the February 2, 2017 Board of Directors Special Meeting.

B. Financial Reports: January 2017

1. Check Register
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report FY 2016-2017
4. Capital Improvement Projects Report

MOTION: 1st by Maffioli, to approve consent items 3A and 3B. The motion was seconded by Lyon.
VOTE 5-0 Motion passed.

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

- A. District Manager's Report – January 2017
 - B. Monthly Customer Satisfaction Survey Submissions – **none**
 - C. Will Serves - New
 - Rebstock/Beaman, APN 064-264-031, 305 Hacienda Ave. – SFR Remdl (a)**
 - Rebstock/Beaman, APN 064-264-031, 305 Hacienda Ave. – SFR Remdl (b)**
 - Gregory, APN 064-119-025, 49 Pacific Ave. – SFR Addtn**
- Will Serves – Renewed
None
- Will Serves – Finaled
None
- Will Serves – Continue to Serve (no will serve required)
Rector, APN 064-154-016, 30 10th Street – SFR Remdl

Manager Koon's report was presented. He updated the Board on O&M related activities for the month of February and various Administrative items such as the total number of ACH customers to date being 223. He talked about letters staff mailed to customers requiring them to repair their exposed cleanouts revealed by our smoke testing done previously. He also briefed the Board on the progress and initial requirements of the USDA funding application process.

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

Items 4 A through C were received and accepted.

5. RECEIVE AND DISCUSS SEWER RATE SETTING MODEL AND REVENUE PLAN AND CONSIDER AND APPROVE THE NOTICE OF PUBLIC HEARING REGARDING PROPOSED SEWER RATE INCREASES PURSUANT TO PROPOSITION 218.

Koon went over the draft Proposition 218 notice (if approved) to be mailed out at the end of this month.

Wade discussed the wastewater rate study he prepared.

Enns and Koon both noted a few corrections that need to be made.

Wade agreed and said he will resubmit to the District after making revisions.

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

MOTION: 1st by Lyon, to approve the notice of public hearing regarding proposed sewer rate increase pursuant to Proposition 218. The motion was seconded by Chivens.

ROLLCALL VOTE: Lyon-yes, Chivens-yes, Maffioli-yes, Miller-yes, Enns-yes. **VOTE 5-0** Motion passed.

6. DISCUSSION AND CONSIDERATION TO AUTHORIZE DISTRICT MANAGER TO APPROVE AND EXECUTE CAYUCOS SUSTAINABLE WATER PROJECT AGREEMENTS.

Koon described the necessity in allowing him to execute the consultant and contractor service agreements in order to streamline the process of the design and construction of the Cayucos Sustainable Water Project. Exhibit A, the Consultant Services Agreement template was previously prepared and approved by legal counsel. Koon also went over Water System Consulting's design cost estimate (an attachment to Exhibit A).

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

MOTION: 1st by Lyon, to authorize District Manager to approve and execute Cayucos Sustainable Water Project Agreements. The motion was seconded by Maffioli. **VOTE 5-0** Motion passed.

7. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT (CSWP) STATUS.

Koon talked about the recent progress with the project regarding the site plan. He discussed some of the benefits of using a smaller tank for potable water and said he's talked to CalFire also.

Wade went over some of the rough draft site drawings and the pros and cons with regard to placing equipment both in and out of the building, and salt air and odors.

Jess provided Arris first draft renditions of building layouts to the board and went over preferred placement.

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

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

14. FUTURE SCHEDULED MEETINGS.

- March 16, 2017 – **Regular Board Meeting**
- April 20, 2017 – **Regular Board Meeting**
- May 18, 2017 – **Regular Board Meeting**

15. ADJOURNMENT

The meeting adjourned at 7:17p.m.

Minutes Respectfully Submitted By:

X



Danielle Crawford
Administrative Office Manager