

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
M. Foster, Director
D. Lloyd, Director

AGENDA ITEM: _____ 5.A _____
DATE: _____ September 18, 2014 _____
ACTION: _____ APPROVED _____

REGULAR MEETING
MINUTES
Thursday, August 21, 2014
6:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:03 p.m.

Board members present: President Robert Enns, Director Shirley Lyon, and Director Dan Lloyd. Absent were Vice-President Dan Chivens, and Director Michael Foster.

Staff present: District Manager Rick Koon, Administrative Services Billing Manager Danielle Crawford, and Special Project Coordinator Robert Tennent.

2. PUBLIC COMMENTS

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

3. CONSIDERATION TO APPROVE 3RD QUARTER 2013/14 WASTE WATER TREATMENT PLANT OPERATIONS & MAINTENANCE INVOICE FROM THE CITY OF MORRO BAY IN THE AMOUNT OF \$125,204.73.

Manager Koon spoke about the 3rd quarter invoice submitted by the City of Morro Bay.

MOTION: 1st by Lyon, 2nd by Lloyd to approve the 3rd quarter 2013/14 WWTP operations and maintenance invoice from the City of Morro Bay in the amount of \$125,204.73.

ROLL CALL VOTE: Enns (yes), Lyon (yes), Lloyd (yes), Chivens (absent) Foster (absent) **3-0** Motion passed.

4. DISCUSSION AND CONSIDERATION OF ALTERNATIVES FOR THE MAIN STREET FORCE MAIN EXTENSION AND AUTHORIZATION FOR STAFF TO SOLICIT BIDS.

Koon briefly discussed WSC's Main Street Interceptor Alternatives Evaluation report. He explained the logistics of the report covering the different scenarios and the peak hourly flow figure that was used. Koon talked about the alternatives, saying the report provided us with good information, but then asked if the future build out scenarios were something Cayucos really needs at this time. He said we can plan for an emergency with a contingency plan, but doesn't think we need to build for one.

Koon also discussed the handouts detailing construction estimates for the proposed Main Street Force Main project (Vashon Ave past siphon). The first handout was an estimate for the Pipe Bursting portion of the project, and the second was an estimate for the Slip Lining portion of the project. Koon requested direction from the Board as to bursting or slip lining in order to be able to put it out for bid in hopes of having the project underway by this fall.

President Enns asked if it was possible going through the siphon portion of the line.

Koon said the District will check prior to the bid closing.

Enns then asked about the pumping costs and possibly keeping those down with regard to the PG&E bill when pumps are run for short periods.

Robert Tennent responded that there are several different cost effective alternatives and there are pros and cons to each.

Enns stated that he would like District staff to redefine the peak hourly flow figure at a later date.

MOTION: 1st by Lloyd, 2nd by Lyon to authorize staff to solicit bids for scenario #10 slip lining, for implementation of option 10.

ROLL CALL VOTE: Enns (yes), Lyon (yes), Lloyd (yes), Chivens (absent) Foster (absent) **3-0** Motion passed.

5. DISCUSSION AND AUTHORIZATION FOR DISTRICT MANAGER TO AWARD THE CONTACT FOR THE H STREET SEWER MAIN REPLACEMENT PROJECT TO KNOWLES CONSTRUCTION.

Manager Koon discussed the staff report regarding the contract for the H Street sewer main replacement project. He said the opening of the bids occurred at 1:05pm earlier today and then referred the Board to the handout outlining the bid summary and results which showed Knowles Construction bid at **\$39,100.00**, Ramina Construction bid at **\$43,680.00**, and Crye & Son bid at **\$68,849.00**.

MOTION: 1st by Lyon, 2nd by Lloyd to accept the Knowles bid for the H Street Sewer Main project.

ROLL CALL VOTE: Enns (yes), Lyon (yes), Lloyd (yes), Chivens (absent) Foster (absent) **3-0** Motion passed.

6. CONSIDERATION AND APPROVAL OF FIRST AMENDMENT TO TENNENT SETTLEMENT AGREEMENT.

Koon verbalized the need to extend the Tennent contract which will otherwise terminate next week. He said the Robert Tennent is a valuable asset to the District, and he is very much still needed as there are several upcoming projects.

MOTION: 1st by Lloyd, 2nd by Lyon to approve the 1st amendment to the Tennent Settlement Agreement.

ROLL CALL VOTE: Enns (yes), Lyon (yes), Lloyd (yes), Chivens (absent) Foster (absent) **3-0** Motion passed.

7. UPDATE FROM THE AD-HOC COMMITTEE ON CONCEPTUAL ALTERNATIVES ANALYSIS FOR WASTEWATER TREATMENT PLANT PROJECT.

Koon talked about the meeting he had with Morro Bay staff and updated the Board on their progress. He said that several reports from Morro Bay will be coming out soon. He also talked about the need for upcoming JPA meetings saying they will more than likely be monthly for a while beginning with the September JPA meeting.

Director Lloyd spoke about conversations with the County and said he would like to attend a meeting with Mark Hutchinson. He mentioned an interest in bringing a consultant on board to help the District understand the information presented during the JPA meetings.

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

- A. District Manager's Report (Koon) – July 2014
- B. Financial Reports:
 - 1. Check Register – July 1 through July 31, 2014
 - 2. Cash, Savings, and Investment Report: Ended July 2014
 - 3. Budget vs. Actual Status Report FY 2014-2015 (July 2014)
 - 4. Capital Improvement Projects Report: Ended July 2014
- C. Monthly Customer Satisfaction Survey Submissions - None included in this meeting
- D. Will Serves (New) - None
Will Serves (Finaled) - None

Koon updated the Board on O&M related activities for the month of July, Capital Improvement Projects for example the H street project going out for bid, and various Administrative items such as the total number of ACH customers to date being 107. Items A, B, C, and D were received and accepted.

9. CONSENT CALENDAR

A. Approval of Minutes from the July 17, 2014 Board of Directors Meeting

MOTION: 1st by Lloyd, 2nd by Lyon to approve the minutes of the July 17, 2014 Board of Director's Meeting.
ROLL CALL VOTE: Enns (yes), Lyon (yes), Lloyd (yes), Chivens (absent) Foster (absent) **3-0** Motion passed.

10. BOARD MEMBER COMMENTS

Director Lloyd commented that he felt Robert Tennent is a great asset to the District. He is pleased the contract will be extended and suggested to keep him on as consultant once the contract does expire. Director Lyon agreed with Lloyd.

11. SCHEDULED MEETINGS

Board of Directors and Manager Koon confirmed upcoming meeting dates.

- A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: **September 11, 2014**
Hosted By: Morro Bay, Location: Morro Bay Community Center, Time: 6:00 p.m.
- B. Regular Board of Directors Meeting, Date: **September 18, 2014**
Location: Cayucos Sanitary District Office, Time: 6:00 p.m.

12. SCHEDULE AGENDA ITEMS FOR THE SEPTEMBER 18, 2014 BOARD MEETING

A. REGULAR BOARD OF DIRECTORS MEETING

None suggested.

13. ADJOURNMENT

The meeting adjourned at 7:38 p.m.

Minutes Recorded and Respectfully Submitted By:

9/19/2014

X 

Danielle Crawford
Administrative Services Billing Manager