



AGENDA ITEM: _____ 3.A.1 _____

DATE: _____ January 17, 2019 _____

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
Vacant, Director

REGULAR MEETING
MINUTES
Thursday, November 15, 2018

1. ESTABLISH QUORUM AND CALL TO ORDER

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

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

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

Guests present: Dylan Wade of Water Systems Consultants (WSC), David Foote of Firma Consultants Inc., Charlie Shluter of AM Sunsolar, Doug Claassen representing Morro Dunes RV Park, and Connor Farrell of J.R. Filanc.

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 October 18, 2018 Board of Directors Regular Meeting.

B. Financial Reports: October 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 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 Chivens, 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 – October 2018
- B. Monthly Customer Satisfaction Survey Submissions – **None**
- C. Will Serves – New
 - Ferrante, APN 064-146-009, 51 8th Street – SFR Demo/Rebuild**
 - Will Serves – Renewed
 - Lojacono, APN 064-449-035, 3444 Studio Dr. – SFR Remodel**
 - Merzoian, APN 064-372-008, 280 Cerro Gordo Ave. – SFR New**
 - Wagenen, APN 064-134-008, 460 Saint Mary Ave. – SFR Addition**
 - Will Serves – Finalled
 - James, APN 064-024-012, 310 Birch Ave. – SFR Remodel**
 - Will Serves – Continue to Serve (No Will Serve Required)
 - None**

Manager Koon's report was presented. He updated the Board on Administrative items, and O&M activities for the month of October highlighting the IIPP onsite review conducted by a third party selected through SDRMA.

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

Items 4 A through C were received and accepted.

5. CONSIDERATION TO FILL BOARD VACANCY WITH PROVISIONAL APPOINTMENT OF ROBERT FRANK UNTIL SAN LUIS OBISPO COUNTY BOARD OF SUPERVISORS HAS MADE OFFICIAL APPOINTMENT.

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

MOTION: 1st by Lyon, to fill Board vacancy with provisional appointment of Robert Frank until San Luis Obispo County Board of Supervisors' has made official appointment. The motion was seconded by Chivens.

VOTE 4-0 Motion passed.

6. DISCUSSION AND CONSIDERATION TO MAKE A \$1,000.00 DONATION TO THE CAYUCOS LIONS FOUNDATION FOR THE VETS HALL RESTORATION.

Some discussion amongst the Board followed with Lyon and Enns both recommending a no vote based on the determination that it would be a "gift of public funds" should a donation be approved. District funds are used for sewer improvements and this would not be considered one of those instances.

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

MOTION: 1st by Chivens, to not make a donation to the Cayucos Lions Foundation for the Vets Hall restoration. The motion was seconded by Lyon.

VOTE 4-0 Motion carries.

7. DISCUSSION AND CONSIDERATION TO RECERTIFY THE CAYUCOS SANITARY DISTRICT'S 2018 SEWER SYSTEM MANAGEMENT PLAN (SSMP).

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

MOTION: 1st by Lyon, to recertify the Cayucos Sanitary District's 2018 SSMP. The motion was seconded by Chivens.

VOTE 4-0 Motion passed.

8. DISCUSSION AND CONSIDERATION TO AUTHORIZE DISTRICT MANAGER TO SIGN AUDIT CONTRACT FOR THE CMB/CSD JPA EXTENDING GLENN BURDETTE'S CONSULTANT SERVICES AGREEMENT FOR AN ADDITIONAL ONE-YEAR TERM THROUGH DECEMBER 31, 2020.

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

MOTION: 1st by Miller, to authorize District Manager to sign audit contract for the CMB/CSD JPA extending Glenn Burdette's consultant services agreement for an additional one-year term through December 31, 2020. The motion was seconded by Lyon.

VOTE 4-0 Motion passed.

9. DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 1ST QUARTER OF FY 2018/19 IN THE AMOUNT OF \$97,820.97.

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

MOTION: 1st by Lyon, to approve payment of Morro Bay invoice for 1st quarter of FY 2018/19 in the amount of \$97,820.97. The motion was seconded by Miller.

VOTE 4-0 Motion passed.

10. PRESENTATION OF SOLAR PROJECT ON MORRO DUNES MOBILE HOME PARK.
A. DISCUSSION AND CONSIDERATION TO APPROVE THE SOLAR PROJECT.
B. DISCUSSION AND CONSIDERATION TO APPROVE A SEVERANCE AND CONSENT AGREEMENT.

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

MOTION: 1st by Miller, contingent on discussed research, to allow construction of the Morro Dunes Solar Project to proceed and to authorize District Manager to sign severance agreement contingent on whether or not the District has the authority to do so. The motion was seconded by Lyon.

VOTE 4-0 Motion passed.

11. DISCUSSION AND CONSIDERATION TO APPROVE THE PURCHASE AND SALE AGREEMENT WITH THE TRUST FOR PUBLIC LANDS (TPL) AND AUTHORIZE DISTRICT MANAGER TO EXECUTE AGREEMENT.

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

MOTION: 1st by Chivens, to approve the purchase and sale agreement with the Trust For Public Lands (TPL) and authorize the District Manager to execute agreement. The motion was seconded by Lyon.

VOTE 4-0 Motion passed.

12. REVIEW AND DISCUSSION OF THE DRAFT MITIGATED NEGATIVE DECLARATION FOR THE LIFT STATION FIVE (5) OUTFALL PROJECT.

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

13. DISCUSSION AND CONSIDERATION TO APPROVE HEADWORKS EQUIPMENT AGREEMENT WITH ENVIRO-CARE, INC. FOR THE CAYUCOS SUSTAINABLE WATER PROJECT WITH A NOT TO EXCEED AMOUNT AND SUBJECT TO REVIEW AND APPROVAL BY THE USDA.

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

MOTION: 1st by Miller, to approve the headworks equipment agreement with Enviro-Care, INC. for the Cayucos Sustainable Water Project with a not to exceed amount and subject to review and approval by the USDA. The motion was seconded by Chivens.

VOTE 4-0 Motion passed.

14. DISCUSSION AND CONSIDERATION TO APPROVE CONTRACTOR SERVICES AGREEMENT WITH FUKOKU KOGYO COMPANY Co. Ltd (FKC) FOR DEWATERING EQUIPMENT FOR THE CAYUCOS SUSTAINABLE WATER PROJECT WITH A NOT TO EXCEED AMOUNT AND SUBJECT TO REVIEW AND APPROVAL BY THE USDA.

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

MOTION: 1st by Miller, to approve contractor services agreement with FUKOKU KOGYO COMPANY Co. Ltd (FKC). for dewatering equipment for the Cayucos Sustainable Water Project with a not to exceed amount and subject to review and approval by the USDA. The motion was seconded by Lyon.

VOTE 4-0 Motion passed.

15. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT STATUS.

Koon and Wade both updated the Board and public on recent developments and upcoming assignments having to do with the CSWP.

16. 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

17. FUTURE SCHEDULED MEETINGS.

- **December 20, 2018 – Regular Board Meeting**
- **January 17, 2019 – Regular Board Meeting**
- **February 21, 2019 – Regular Board Meeting**

18. ADJOURNMENT

The meeting adjourned at 7:09p.m.

Minutes Respectfully Submitted By:

X



Danielle Crawford
Administrative Office Manager