

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
C. Maffioli, Director
D. Lloyd, Director

AGENDA ITEM: <u>3.A.3</u>
DATE: <u>July 21, 2016</u>
ACTION: <u>APPROVED</u>

REGULAR MEETING
MINUTES
Thursday, June 23, 2016

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:00p.m.

Board members present: President Robert Enns, Director Shirley Lyon, Director Cary Maffioli and Director Dan Lloyd.

Absent: Vice-President Dan Chivens.

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

Guests present: Bruce Keogh (City of Morro Bay), and Pat Fenton of Mission Country Disposal.

2. PUBLIC COMMENTS

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

By request and for accommodation of the guest(s) present, President Enns asked Board permission to skip to agenda item number 6 and then 5.

6. DISCUSSION AND CONSIDERATION TO ADOPT MISSION COUNTRY DISPOSAL GREEN WASTE PROGRAM AND TO AUTHORIZE THEIR PROPOSED RATE INCREASE AS PER PROPOSITION 218 PROCESS.

Manager Koon provided a handout to the Board regarding this item that he had received from Pat Fenton the previous day.

Fenton discussed in detail the importance of Cayucos adopting a Green Waste program and (eventually) the new Organics program as well. He talked about the numerous mandates that the garbage company is facing now and in the very near future. Fenton told the Board that over the past few months he has received several requests from the Cayucos community asking him how Cayucos residents can sign up for their Green Waste program. He said MCD is on the County Board of Supervisors agenda for their July 12, 2016 meeting.

Lyon asked if eventually incorporating the Organics (food) into the cans, how the program will work as far as using the same can as Green Waste. She wanted to know if the food would be placed into plastic bags prior to placing them into the Green Waste cans and if so, what about the plastic being in the can and if not, how would the customer keep the cans clean.

Fenton said that no plastic will be allowed in the can and that it would be up to each individual account holder to clean their own cans or have them professionally cleaned at their own expense.

Lloyd asked who would be responsible in educating the community regarding the new programs.

Fenton said that 2% of the increase goes to Integrated Management Waste Authority (IMWA) specifically for education and marketing. It will be up to IMWA to educate the community.

Enns asked if Cayucos is the only community who doesn't have a Green Waste program.

Koon answered yes.

Enns asked if the Green Waste cans get sorted by hand like the blue (recycle) containers.

Fenton said it will be screened out, with magnets, and etc. to pull out any contaminants.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

MOTION: 1st by Lloyd, that the Cayucos Sanitary District adopt a community Green Waste recycling program, and have our GM and Counsel review and approve all required documentation prior to signing the documents/agreements, and authorize Mission Country Disposal to initiate a Prop 218 process for community approval. The motion was seconded by Lyon.

ROLLCALL VOTE: Enns-yes, Lloyd -yes, Maffioli-yes, Lyon-yes, Chivens-absent. **VOTE 4-0**
Motion passed.

5. PRESENTATION AND REVIEW OF THE CITY OF MORRO BAY 2016/2017 WWTP BUDGET (NO ACTION REQUIRED):

Bruce Keogh went over the City of Morro Bay's adopted FY 16/17 budget. He mentioned that he knows of some changes to the budget that will be brought up at the next JPA meeting as they have phased out of the MMRP program. Keogh said because they have completed the majority of the major projects, he's putting MMRP in idle as each community focuses more on their respective projects.

Agenda item number 5 was presented and received.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

The Board resumed with the regular agenda order moving on to item number 3.

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 May 19, 2016 Board of Directors Regular Meeting.

B. Financial Reports: May 2016

1. Check Register
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report FY 2015-2016
4. Capital Improvement Projects Report

MOTION: 1st by Lloyd, to approve consent items 3A and 3B. The motion was seconded by Maffioli.

ROLLCALL VOTE: Enns=yes, Lloyd=yes, Maffioli=yes, Lyon=yes, Chivens=absent. **VOTE 4-0**
Motion passed.

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

A. District Manager's Report – May 2016

B. Monthly Customer Satisfaction Survey Submissions

C. Will Serves - New

Sundrani, APN 064-413-021, 3161 Studio Dr. – SFR New

Josephson, APN 064-421-009, 3330 Studio Dr. – SFR New

Will Serves – Renewed

Boyett, APN 064-234-006, 2065 Pacific Ave. – SFR Addtn

Fichera, APN 064-202-005, 125 Obispo Ave. – SFR New

Boone, APN 064-241-033, 2000 Pacific Ave. – SFR Remodel

Will Serves – Finaled

Boone, APN 064-241-033, 2000 Pacific Ave. – SFR Remodel

Boyett, APN 064-234-006, 2065 Pacific Ave. – SFR Addtn

**McKellop, APN 064-094-039, 149 Cayucos Dr./222 N. Ocean Ave – SFR
Addtn/Comml Remodel**

Dale, APN 064-126-009, 173 H Street – SFR Remodel/Addtn

Will Serves – Continue to Serve (no will serve required)

None

Manager Koon's report was accepted as presented. He briefly updated the Board on O&M activities, Capital Projects, and Administrative items for the month of May. Koon mentioned that there were 84 tax lien letters totaling \$20,053.85 in preliminary delinquencies mailed out on the 2nd of June. He also informed the Board that the audit team was here on May 24th and that staff has been continuing with the internal property audit simultaneously.

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

Items 4 A through C were received and accepted.

**7. DISCUSSION AND CONSIDERATION TO APPROVE FY 2016/17 CAYUCOS
SANITARY DISTRICT DRAFT BUDGET:
A. OPERATING BUDGET
B. CIP BUDGET**

Koon presented the proposed FY 16/17 budget noting that there have been a couple of last minute updates with regard to employee health benefits due to notification just received today that there will be an 18.87% increase in monthly premiums beginning January 2017. With that, he asked to increase budget line item 5650 from 40,000.00 to \$47,000.00 and budget line item 5750 from \$49,000.00 to \$57,000.00.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

MOTION: 1st by Maffioli, to approve agenda item 7.A the Cayucos Sanitary District FY 2016/17 operating budget with the two requested amendments. The motion was seconded by Lyon.

ROLLCALL VOTE: Enns-yes, Lloyd-yes, Maffioli-yes, Lyon-yes, Chivens-absent. **VOTE 4-0**
Motion passed.

Manager Koon discussed upcoming projects and proposed CIP budget.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

MOTION: 1st by Lyon, to approve agenda item 7.B the Cayucos Sanitary District FY 2016/17 CIP budget. The motion was seconded by Maffioli.

ROLLCALL VOTE: Enns-yes, Lloyd-yes, Maffioli-yes, Lyon-yes, Chivens-absent. **VOTE 4-0**
Motion passed.

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

Koon briefed the Board on the latest events surrounding the project and updated them on the progress with regard to the Facilities Plan and the EIR.

9. BOARD MEMBER COMMENTS

None

10. FUTURE SCHEDULED MEETINGS.

- July 14, 2016 – CSD/MB – *JPA Meeting (none scheduled)*
- July 21, 2016 – Regular Board Meeting
- August 11, 2016 – CSD/MB – *JPA Meeting (tentative)*
- August 18, 2016 – Regular Board Meeting

11. ADJOURNMENT

The meeting adjourned at 7:58p.m.

Minutes Recorded and Respectfully Submitted By:

X 

Danielle Crawford
Administrative Office Manager