

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

AGENDA ITEM: _____ 3.A _____

DATE: _____ February 18, 2016 _____

ACTION: _____ APPROVED _____

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

REGULAR MEETING
MINUTES
Thursday, January 21, 2016

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:09p.m.

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

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

Guests present: Alex Hom of Moss Levy & Hartzheim.

2. PUBLIC COMMENTS

President 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. 1. Approval of Minutes for the December 17, 2015 Board of Directors Regular Meeting.
- B. Financial Reports: December 2015
 - 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 Chivens, to approve consent items 3A and 3B. The motion was seconded by Maffioli.

ROLLCALL VOTE: Enns=yes, Chivens=yes, Maffioli=yes. **VOTE 3-0** Motion passed.

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

- A. District Manager's Report – December 2015
- B. Monthly Customer Satisfaction Survey Submissions
- C. Will Serves - New

None

Will Serves – Renewed

Janian-Tarpin, APN 064-372-016, 3157 Shearer Ave. – SFR New

Garabedian, APN 064-204-064, 2739 Santa Barbara Ave. – SFR New

Will Serves – Finaled

None

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

Eisemann, APN 064-114-004, 84 N. Ocean Ave. – COMM'L Add/Alt

Shelley, APN 064-432-025, 3470 Shearer Ave. – SFR Remodel

Manager Koon's report was presented. He briefly updated the Board on O&M activities, Capital Projects, and Administrative items for the month of December. Koon talked about the District's preparation for El Nino and informed the Board that he decided it was more cost effective to temporarily rent and place a pump at lift station two through the rainy season verses purchasing one at this time. Koon commented that the heavy rain last Tuesday registered 450 gallons/minute at lift station two.

Koon gave a reminder about the District's upcoming Town Hall / Board meeting scheduled next month at the Vets Hall on February 18, 2016 and showed the draft of the postcard going out to residents within the next week.

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

Items A through C were received and accepted.

With Board permission, President Enns skipped to agenda item number 7.

7. PRESENTATION AND ACCEPTANCE OF CAYUCOS SANITARY DISTRICT FY 2014/2015 FINAL AUDIT.

Alex Hom introduced himself and went over the final audit report and auditor findings for FY 14/15.

Maffioli inquired about the MB WWTP FY 14/15, 4th QTR & FY 15/16, 1st QTR invoices that are unpaid.

Koon explained there are discrepancies noted by the District auditor and some questions still to be answered before payment approval will go in front of the Board. He said he sent Susan Slayton, Administrative Services Director for the City of Morro Bay, an email request weeks ago and has yet to receive a response from her.

President Enns opened the meeting to Public Comments.

Hearing no comments, Public Comments was closed.

MOTION: 1st by Maffioli, to accept the FY 14/15 audit as presented. The motion was seconded by Chivens.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Maffioli-yes. **VOTE 3-0** Motion passed.

The Board resumed with the regular agenda order moving on to item number 5.

5. ELECTION OF DISTRICT OFFICERS FOR 2016.

*Based on elections: **CONSIDERATION TO UPDATE CAYUCOS SANITARY DISTRICT AUTHORIZED SIGNATORIES FOR DISTRICT BANK AND INVESTMENT ACCOUNTS.**

President Enns opened the meeting to Public Comments.

Hearing no comments, Public Comments was closed.

MOTION: 1st by Maffioli, to keep the officers the same as the prior year. The motion was seconded by Chivens.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Maffioli-yes. **VOTE 3-0** Motion passed.

6. CONSIDERATION OF NEW DISTRICT BOARD COMMITTEE ASSIGNMENTS FOR 2016.

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

MOTION: 1st by Maffioli, to keep the committee assignments the same as the prior year. The motion was seconded by Chivens.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Maffioli-yes. **VOTE 3-0** Motion passed.

8. DISCUSSION AND CONSIDERATION OF REQUEST FROM THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) TO NOMINATE A REGULAR SPECIAL DISTRICT MEMBER AND DESIGNATE A DIRECTOR AS A VOTING DELEGATE FOR THE FEBRUARY 19, 2016 MEETING OF THE SAN LUIS OBISPO CHAPTER OF THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION.

Some discussion amongst the Board members regarding LAFCO nominations and designating a voting delegate for the February 19, 2016 meeting produced Enns being nominated to serve on LAFCO and Lloyd being the voting delegate.

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

MOTION: 1st by Chivens to designate Director Dan Lloyd as a voting delegate, and to nominate President Robert Enns to serve as special District member on SLO LAFCO. The motion was seconded by Maffioli.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Maffioli-yes. **VOTE 3-0** Motion passed.

9. FUTURE SCHEDULED MEETINGS.

- February 11, 2016 – **Special Board Meeting** – *CSWP Cost Projections*
- February 11, 2016 – **CSD/MB** – *JPA Meeting tentative*
- February 18, 2016 – **Regular Board Meeting/Town Hall Mtg** – *CSWP Comparative Analysis.*
- March 10, 2016 - **CSD/MB** – *JPA Meeting tentative*
- March 17, 2016 - **Regular Board Meeting**

10. SCHEDULE AGENDA ITEMS FOR THE FEBRUARY 18, 2016 BOARD MEETING

None suggested

11. ADJOURNMENT

The meeting adjourned at 8:01p.m.

Minutes Recorded and Respectfully Submitted By:

X 

Danielle Crawford
Administrative Office Manager