

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

AGENDA ITEM: 3.A.1  
DATE: May 19, 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, April 21, 2016

**1. ESTABLISH QUORUM AND CALL TO ORDER**

President Enns called the meeting to order at 6:01p.m.

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

Absent: Director Dan Lloyd.

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

President Enns opened the meeting up welcoming back Director Lyon.

**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 March 17, 2016 Board of Directors Special Meeting

**B. Financial Reports: March 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:** 1<sup>st</sup> by Lyon, to approve consent items 3A and 3B. The motion was seconded by Chivens.

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

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

- A. District Manager's Report – March 2016
- B. Monthly Customer Satisfaction Survey Submissions
- C. Will Serves - New
  - Shannon, APN 064-135-013, 145 8<sup>th</sup> Street – SFR Addtn**
  - Brown, APN 064-417-001, 3266 Studio Dr. – SFR Rmdl**

Will Serves – Renewed

**None**

Will Serves – Finaled

**Janian-Tarpin, APN 064-372-016, 3157 Shearer Ave. – SFR Rmdl/Addtn**

**Skaggs, APN 064-094-024, 295 Ash Ave. – SFR New w/Addt'l Unit**

**Edwards, APN 064-405-040, 3417 Gilbert Ave. – SFR Addtn**

**Edwards, APN 064-432-054, 3492 Shearer Ave. – SFR New**

**M Squared Resources, APN 064-156-010, 1013 S Ocean Ave. – SFR Addtn**

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

**None**

Manager Koon's report was presented. He updated the Board on Administrative items, Capital Projects, and O&M activities for the month of March. Koon elaborated on the internal audit the District is performing with regard to EDU charges and Lot fees noting that some residents will consequently see a change in their monthly billing. Koon mentioned that two District employees have recently completed their 4<sup>th</sup> year and one employee has completed his 3<sup>rd</sup> year at the District. He says the District has a really good team in place that works very well together.

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 APPROVE THE 2<sup>nd</sup> QUARTER 2015/16 WWTP OPERATIONS AND MAINTENANCE INVOICE FROM THE CITY OF MORRO BAY IN THE AMOUNT OF \$101,236.57 AND THE CORRECTED 1<sup>ST</sup> QUARTER 2015/16 IN THE AMOUNT OF \$234.37.**

Koon went over staff report and recommended payment to the City of Morro Bay.

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

**MOTION:** 1<sup>st</sup> by Maffioli, to approve the 2<sup>nd</sup> Quarter 2015/16 WWTP Operations and Maintenance invoice in the amount of \$101,236.57 and the corrected 1<sup>st</sup> quarter 2015/16 WWTP Operations and Maintenance invoice in the amount of \$234.00. The motion was seconded by Lyon.

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

**6. REVIEW OF PROJECT SERVICES' MANAGEMENT OF THE CAYUCOS SUSTAINABLE WATER PROJECT.**

The contract with Project Services, Inc. was reviewed. All parties agree to continue with the current contract agreement

President Enns opened the meeting to Public Comments.

Hearing none, Public Comments was closed.

Enns announced going into closed session at 6:41pm

**7. CLOSED SESSION ITEM**

**CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT  
CODE SECTION 54956.8:**

**PROPERTY: APN(s) 073-077-021 AND PORTION OF 073-077-034.**

**AGENCY NEGOTIATOR: RICK KOON, GENERAL MANAGER.**

**NEGOTIATING PARTY: CHEVRON.**

**UNDER NEGOTIATION: PRICE AND TERMS OF PAYMENT.**

**CLOSED SESSION**

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

Staff present: District Manager, Rick Koon.

Open session reconvened at 8:39pm

**ITEMS TO REPORT FROM CLOSED SESSION:**

None

**8. FUTURE SCHEDULED MEETINGS.**

- **April 28, 2016 – CSD Town Hall Meeting – *Vet's Hall***
- **May 19, 2016 - Regular Board Meeting**
- **June 9, 2016 – CSD/MB – *JPA Meeting tentative***
- **June 16, 2016 – Regular Board Meeting**

Lyon expressed her gratitude for all of the well wishes and for keeping her up to speed while she was out.

Enns said on behalf of the Board and staff, very glad to have her back.

**9. ADJOURNMENT**

The meeting adjourned at 8:48p.m.

**Minutes Recorded and Respectfully Submitted By:**

X



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Danielle Crawford  
Administrative Office Manager