

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

AGENDA ITEM: _____	3.A
DATE: _____	December 3, 2015
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, November 19, 2015

1. ESTABLISH QUORUM AND CALL TO ORDER

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

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

Staff present: District Manager Rick Koon, Administrative Office Manager Danielle Crawford, Special Projects Coordinator Robert Tennent, Collections Lead Jon Collins, Collections Worker Mike Merrill, and Collections Worker Nick Lakey.

Guests present: Dan Heimel (WSC), Jeff Szytel (WSC), David Foote (Firma).

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. Approval of Minutes for the October 15, 2015 Board of Directors Regular Meeting.
- B. Financial Reports: October 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 Lyon, to approve consent item 3A the minutes of the October 15, 2015 Board of Director's Meeting with noted correction on page 4 moving the word "closed" in front of the word "session". The motion was seconded by Maffioli.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Lyon-yes, Lloyd-yes, Maffioli-yes. **VOTE 5-0** Motion passed

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

A. District Manager's Report – October 2015

B. Monthly Customer Satisfaction Survey Submissions

C. Will Serves - New

Schweikhard, APN 064-411-041, 3199 Ocean Blvd – SFR Remodel/Addition

Matthews, APN 064-202-006, 2593 S. Ocean Ave. – SFR New

Cayucos Comm Church, APN 064-142-004, 396 S. Ocean Ave. – COMM'L Remodel

Will Serves – Renewed

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

Will Serves – Finalized

Sinclair, APN 064-117-008, 163 F Street – SFR New/Remodel Ext

Manager Koon's report was presented. He updated the Board on O&M actions, Capital Projects, and Administrative items for the month of October such as 183 ACH customers to date. He also briefed the Board on the progress of the new website and the extra MLH audit efforts in regards to the Morro Bay WWTP invoices.

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

Items A through C were received and accepted.

5. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT (CSWP) STATUS – WSC PRESENTATION.

Dan Heimel gave an in depth PowerPoint presentation to the Board and staff regarding the status, and future goals of the CSWP, going over each phase and developmental piece of the plan to date and moving forward.

President Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

Enns called for a five minute recess at 7:43pm.

Enns reconvened the meeting at 7:48pm and then proceeded to agenda item number 6.

6. CONSIDERATION AND APPROVAL TO OPEN ADDITIONAL DISTRICT ACCOUNT(S) AT WELLS FARGO BANK.

Koon went over current regulations and limitations with regard to insured funds and banking CD's. He discussed with the Board the necessity of opening the additional accounts at Wells Fargo bank.

President Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to approve opening additional District accounts at Wells Fargo Bank. The motion was seconded by Lloyd.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Lyon-yes, Lloyd-yes, Maffioli-yes. **VOTE 5-0** Motion passed

7. DISCUSSION REGARDING 2016 DISTRICT OFFERED HEALTH PLAN COST INCREASE.

Koon explained the issue surrounding the upcoming 2016 health plan rate changes. The lowest HMO and PPO plans in 2015 are no longer the lowest HMO and PPO plans coming up in 2016. The health plans will be reevaluated each year.

President Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve the District covering the additional cost to keep the employees on the same plans as 2015. The motion was seconded by Chivens.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Lyon-yes, Lloyd-yes, Maffioli-yes. **VOTE 5-0** Motion passed

8. DISCUSSION AND CONSIDERATION TO APPROVE SECOND AMENDMENT TO THE AGREEMENT FOR CONSULTANT SERVICES WITH PROJECT SERVICES, INC.

President Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve the second amendment to the agreement for consultant services with Project Services, Inc. retroactively to November 1, 2015. The motion was seconded by Lloyd.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Lyon-yes, Lloyd-yes, Maffioli-yes. **VOTE 5-0** Motion passed

9. 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).

Lyon suggested we have a Town Hall meeting in March 2016 in addition to the Town Hall meeting that is planned for January 2016.

10. FUTURE SCHEDULED MEETINGS.

- December 3, 2015 – **Special Board Meeting** – *CSWP Siting Alternatives Analysis.*
- December 17, 2015 – **Regular Board Meeting** – *Audit, CSWP Site/Beneficial Use Alternatives.*
- January 14, 2016 – **Town Hall Meeting** – *CSWP Project Overview.*
- February 18, 2016 – **Regular Board Meeting** – *CSWP Comparative Analysis.*

Koon went over upcoming meeting dates and expanded on the focus of those future meetings and what they will entail.

It was suggested that the February 18, 2016 meeting be held at the Vet's Hall instead of in the District Board room.

11. SCHEDULE AGENDA ITEMS FOR THE DECEMBER 17, 2015 BOARD MEETING

12. ADJOURNMENT

None suggested

The meeting adjourned at 8:11p.m.

Minutes Recorded and Respectfully Submitted By:


X _____
Danielle Crawford
Administrative Office Manager