



AGENDA ITEM: 3.A.1

DATE: February 15, 2018

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
C. Maffioli, Director
H. Miller, Director

**SPECIAL MEETING
MINUTES**
Thursday, December 14, 2017

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:00p.m.

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

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

Guests present: Alex Hom of Moss Levy & Hartzheim.

2. PUBLIC COMMENTS

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

**3. PRESENTATION AND ACCEPTANCE OF CAYUCOS SANITARY DISTRICT FY 2016/2017
FINAL AUDIT. PRESENTATION BY ALEXANDER HOM OF MOSS, LEVY & HARTZHEIM.**

Alex Hom briefly reintroduced himself, and went over the Cayucos Sanitary District final audit report. He discussed with the Board some areas of the audit teams' focus for FY 16/17 and concluded there were "no findings".

Maffioli inquired about CalPERS, and asked why such extensive reporting requirements.

Alex explained mostly having to do with GASB 68 regulations and that it's impacting everyone, not just employers, and their auditors but additionally now third party CPA firms that specialize in actuarial services.

Enns asked about the high increase in deferred pensions for 2017 (\$182,312) versus the (\$101,654) from the prior year.

Hom clarified that CalPERS was so behind in their billing that the AJE (adjustments) for the pension numbers in FY 15-16 decreased retirement expense so the adjustments for pensions actually increased retirement expenses in FY 16-17.

Maffioli commended Alex and his team on the WWTP breakdown, saying that it is nice to see.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to accept the audit as presented. The motion was seconded by Miller.

VOTE 5-0 Motion passed.

4. ELECTION OF DISTRICT OFFICERS FOR 2018 AND CONSIDERATION TO UPDATE CAYUCOS SANITARY DISTRICT AUTHORIZED SIGNATORIES.

Miller suggested to keep the seats the same if Enns and Chivens are willing.

Enns and Chivens both said they wouldn't be opposed.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Miller, to retain Robert Enns as District Board President, and Dan Chivens as Vice President. The motion was seconded by Maffioli.

VOTE 5-0 Motion passed

5. DISCUSSION AND CONSIDERATION OF NEW DISTRICT BOARD COMMITTEE ASSIGNMENTS FOR 2018.

Maffioli said she would like to keep the assignments the same.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to keep the Committee assignments for 2018 the same as they were for 2017. The motion was seconded by Miller.

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO DESIGNATE THE DISTRICT MANAGER, RICK KOON, AND THE ADMINISTRATIVE OFFICE MANAGER, DANIELLE CRAWFORD AS APPLICANT'S AGENTS ON CAL OES FORM 130 AUTHORIZING THEM TO OBTAIN FEDERAL FUNDING ON THE DISTRICT'S BEHALF. NEW FORM MUST BE FILED EVERY THREE YEARS.

Koon explained that this is a required form by FEMA in order for the District to receive funding assistance from their program.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Chivens, to designate the District Manager, Rick Koon, and the Administrative Office Manager, Danielle Crawford as applicant's agents on Cal OES form 130 authorizing them to obtain Federal funding on the Districts' behalf. The motion was seconded by Lyon.

VOTE 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 2017-8 OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES. *New requirement For SDRMA (Special Districts Management Association) Workers Compensation Insurance.

Koon informed the Board that this is a new requirement of SDRMA for the District's Workers' Compensation policy.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Lyon, to adopt Resolution 2017-8, Declaring that Governing Body Members and volunteers shall be deemed to be employees of the District for the purpose of providing Workers' Compensation coverage for said certain individuals while providing their services. The motion was seconded by Maffioli.

ROLLCALL VOTE: Lyon-yes, Maffioli-yes, Chivens-yes, Miller-yes, Enns-yes.

VOTE 5-0 Motion passed

8. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 2017-9 OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT AUTHORIZING THE EXECUTION AND DELIVERY BY THE DISTRICT OF AN INSTALLMENT PURCHASE CONTRACT AND AUTHORIZING THE EXECUTION OF OTHER NECESSARY DOCUMENTS AND RELATED ACTIONS.

Koon discussed this item with the Board, and the necessity behind its' content.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to adopt Resolution 2017-9, Authorizing the execution and delivery by the District of an installment purchase contract and authorizing the execution of other necessary documents and related actions with minor noted changes. The motion was seconded by Chivens.

ROLLCALL VOTE: Maffioli-yes, Chivens-yes, Lyon-yes, Miller-yes, Enns-yes.

VOTE 5-0 Motion passed

9. STATUS UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT.

Koon updated the Board on all recent and upcoming activities regarding the project which included a main focus on the current financing status.

10. 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 November 16, 2017 Board of Directors Regular Meeting.

B. Financial Reports: November 2017

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 2017-2018
4. Capital Improvement Projects Report

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to approve consent item 10.A but would like to pull 10.B for discussion.

Motion was seconded by Lyon.

VOTE 5-0 Motion passed

Maffioli questioned the SLOCTC (property tax) payment on the November warrant list.

Koon told her why the District was not exempt from payment of those property taxes.

Lyon and Enns both asked about Consent item 3.B.2. Cash Savings, and Investment Report line titled “Fixed Income”. Describing it to be confusing under that title.

Koon and Crawford explained that it is just the terminology in which the auditor categorized the investment so that is the name that carries over from the memorized QuickBooks report.

A request was made to change the line title in future Board Cash Savings, and Investment reports to “Treasury/Securities” instead.

Crawford noted changes.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to approve consent items 10.B. The motion was seconded by Lyon.

VOTE 5-0 Motion passed

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

- A. District Manager’s Report – November 2017
- B. Monthly Customer Satisfaction Survey Submissions – **(1)**
- C. Will Serves – New
Foster, APN 064-226-032, 30 16th Street – SFR New

Nguyen, APN 064-182-032, 2175 Cass Ave. – SFR Remdl

Peltzer, APN 064-155-027, 74 10th Street – SFR Remdl

Hair, APN 064-207-043, 2783 Ocean Blvd. – SFR Remdl

Payne, APN 064-163-009, 68 12th Street – Add/Alt SFD

Pierce, APN 064-432-040, 3493 Ocean Blvd. – SFR Addn

Will Serves – Renewed

Lojacono, APN 064-449-035, 3444 Studio Dr. – SFR Remdl

Will Serves – Finaled

None

Will Serves – Continue to Serve (No Will Serve Required)

None

Manager Koon's report was presented. He briefly updated the Board on O&M activities, Capital Projects, and Administrative items for the month of November. Koon talked about the RWQCB approving a new discharge permit for the MB WWTP. He also discussed some recent changes with the District's investment accounts which were historically held by Girard Securities.

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

Enns commented on the Customer Satisfaction Survey commending staff for continuing to provide excellent service to our community.

Items 4 A through C were received and accepted.

12. 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

13. FUTURE SCHEDULED MEETINGS.

- January 18, 2018 – **Regular Board Meeting**
- February 15, 2018 – **Regular Board Meeting**
- March 15, 2018 – **Regular Board Meeting**

14. ADJOURNMENT

The meeting adjourned at 6:44p.m.

Minutes Respectfully Submitted By:

X 

Danielle Crawford
Administrative Office Manager