



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

AGENDA ITEM: \_\_\_\_\_ 3.A.1 \_\_\_\_\_

DATE: \_\_\_\_\_ April 19, 2018 \_\_\_\_\_

ACTION: \_\_\_\_\_ APPROVED \_\_\_\_\_

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

REGULAR MEETING  
MINUTES  
Thursday, March 15, 2018

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

President Enns called the meeting to order at 5:04p.m.

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

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

Guests present: Dale Guerra, District Manager for Cayucos – Morro Bay Cemetery District.

**2. PUBLIC COMMENTS**

Enns opened the meeting to Public Comments.

Dale Guerra introduced himself as the District Manager for the Cayucos / Morro Bay Cemetery District.

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 February 6, 2018 Board of Directors Special Meeting.
2. Approval of Minutes for the February 15, 2018 Board of Directors Regular Meeting.
3. Approval of Minutes for the February 15, 2018 Board of Directors Special Meeting.

**B. Financial Reports: February 2018**

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

**C. Financial Reports: February 2018**

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 items on the consent calendar as prepared. Motion was seconded by Miller.

**VOTE 4-0** Motion passed

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

- A. District Manager's Report – February 2018
- B. Monthly Customer Satisfaction Survey Submissions – **None**
- C. Will Serves – New
  - Varas De Valdes, APN 064-172-010, 1525 Cass Ave. – SFR Add/Alt**
  - Winter, APN 064-427-057, 3229 Shearer Ave. – SFR Remdl/Addition**
  - O'Day, APN 064-157-026, 960 Park Dr. – SFR Remodel**
- Will Serves – Renewed
  - Levitan, APN 064-133-035, 960 Park Dr. – SFR Remdl**
- Will Serves – Finaled
  - Varas De Valdes, APN 064-172-010, 1525 Cass Ave. – SFR Add/Alt**
- Will Serves – Continue to Serve (No Will Serve Required)  
**None**

Manager Koon's report was presented. He updated the Board on Administrative items, and O&M activities for the month of March. He also informed the Board that although Capital Projects have taken a backseat to the CSWP this fiscal year, the District is gearing up to replace some manholes in the near future and other CIP projects will be underway soon which will be running concurrently with the CSWP. Koon talked about the District office building security and reminded all Board members of the upcoming Form 700 due date.

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 ACCEPT THE MORRO BAY/CAYUCOS JOINT POWERS AGREEMENT FISCAL YEAR 2016/17 AUDIT.**

Recommendation: Accept the Fiscal Year 2016/17 Audit

Maffioli had a concern with the verbiage used by Glen Burdette at the end of the audit.

Some discussion amongst the Board went on regarding the audit findings and whether or not making a motion to accept the audit meant they collectively agreed with the audit.

**MOTION:** 1st by Miller, to CONFIRM RECEIPT OF the Morro Bay/Cayucos Joint Powers Agreement Fiscal Year 2016/2017 Audit. The motion was seconded by Maffioli.

**VOTE 4-0** Motion passed.

**6. DISCUSSION AND AUTHORIZATION TO HAVE DISTRICT COUNSEL PREPARE A DRAFT MEMORANDUM OF UNDERSTANDING FOR LAND USE BETWEEN THE CAYUCOS SANITARY DISTRICT AND THE CAYUCOS/MORRO BAY CEMETERY DISTRICT.**

Dale Guerra gave some history on the Cemetery. Opening in 1870, and becoming a District in 1938, he said the Cemetery sells roughly 80 plots per year and that only about 878 plots remain. Therefore, they've realized their

need for expansion in the very near future. In order to accommodate this impending and inevitable necessity, they are interested in obtaining an agreement (MOU) with the Cayucos Sanitary District to allow for more property/space within the immediate area.

Koon said he can have District Counsel pencil an MOU if Guerra does not have legal to do so.

Guerra said he would like District to take the lead in drafting the MOU with their legal counsel and then his legal counsel can review it.

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

**MOTION:** 1st by Maffioli, to authorize District Counsel to prepare a draft MOU for land use between the Cayucos Sanitary District and the Cayucos/Morro Bay Cemetery District. The motion was seconded by Lyon.  
**VOTE 4-0** Motion passed

## 7. STATUS UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT

Koon updated the Board and public on the current status of the CSWP and financing, sharing how the first of the wiring transactions went on the finance closing date of March 1, 2018. He expressed how the funding should work now that financing is a "go". Example, first draw down is \$500,000.00 and scheduled for April. He also noted that the County approved \$93,000.00 in fee waivers for the District last Tuesday (3/6/18).

## 8. 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

## 9. FUTURE SCHEDULED MEETINGS.

- April 19, 2018 – **Regular Board Meeting**
- May 17, 2018 – **Regular Board Meeting**
- June 21, 2018 – **Regular Board Meeting**

## 10. ADJOURNMENT

The meeting adjourned at 5:54p.m.

### Minutes Respectfully Submitted By:

X 

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Danielle Crawford  
Administrative Office Manager