



AGENDA ITEM: 3.A.1

DATE: July 20, 2017

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

**REGULAR MEETING
MINUTES
Thursday, June 15, 2017**

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:06p.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, Special Projects Coordinator Robert Tennent, and Administrative Office Manager Danielle Crawford.

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 May 18, 2017 Board of Directors Regular Meeting.

B. Financial Reports: May 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 2016-2017
4. Capital Improvement Projects Report

MOTION: 1st by Maffioli, to approve consent item 3A and 3B. The motion was seconded by Lyon.
VOTE 5-0 Motion passed.

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

- A. District Manager's Report – May 2017
- B. Monthly Customer Satisfaction Survey Submissions - **None**
- C. Will Serves - New

Turner, APN 064-203-073, 2709 Santa Barbara Ave. – SFR New
Will Serves – Renewed

- Brown, APN 064-417-001, 3266 Studio Dr. – SFR Remdl**
- Sundrani, APN 064-413-021, 3161 Studio Dr. – SFR New**
- Fichera, APN 064-202-005, 125 Obispo Ave. – SFR New**
- VanDenBerg, APN 064-184-012, 41 23rd St. – SFR Demo/Rbld**
- Callanan, APN 064-125-043, 124 Saint Mary Ave. – SFR New**
- Graham, APN 064-204-023, 2746 Richard Ave. – SFR New**
- Steiner, APN 064-148-011, 1449 Pacific Ave. – SFR Addtn / Remdl**
- J TenBroeck, Inc. APN 064-204-032, 2788 Richard Ave. – SFR New**
- J TenBroeck, Inc. APN 064-426-064, 3256 Shearer Ave. – SFR New**
- Shannon, APN 064-135-013, 145 8th St. – SFR Addtn**
- Josephson, APN 064-421-009, 3330 Studio Dr. – SFR New**
- Rarig, APN 064-043-022, 2788 Richard Ave. – SFR Demo/Rbld**
- Strom, APN 064-154-020, 1073 Pacific Ave. – SFR Demo/Rbld**
- Allen, APN 064-211-041, 2733 Richard Ave. – SFR New**

Will Serves – Finaled

Lebbad, APN 064-172-006, 1449 Cass Ave. – SFR New

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

None

Manager Koon's report was presented. He updated the Board on Administrative items, O&M activities, and Capital Projects for the month of May. Koon went over a couple of the topics discussed recently during the FEMA EC telephone conference and Recovery Scoping Meeting held at the District. He also talked about staff having their biannual fire extinguisher training, the preliminary auditor's visit, and a meeting with SLO Energy.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

Items 4 A through C were received and accepted.

5. DISCUSSION AND CONSIDERATION TO AUTHORIZE DISTRICT MANAGER TO CLOSE RABOBANK CAFETERIA PLAN ACCOUNT ENDING IN *0601 AND TRANSFER REMAINING BALANCE OF \$88.25 INTO DISTRICT GENERAL CHECKING ACCOUNT.

Koon explained the necessity in closing one of the District's Rabobank checking accounts that has been open but inactive for several years. He explained to the Board that the account had been used previously as a health premium expense account but was no longer necessary due to District policy changes since that time.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Chivens, to authorize District Manager to close Rabobank Cafeteria Plan account ending in *0601 and transfer remaining balance of \$88.25 into District general checking account. The motion was seconded by Miller.

VOTE 5-0 Motion passed.

6. DISCUSSION AND CONSIDERATION TO APPROVE AUDIT SERVICES AGREEMENT WITH MOSS, LEVY AND HARTZEIM.

Koon briefly went over his staff report regarding the engagement letter and contract renewal through December 30, 2020 for Moss, Levy and Hartzheim. He clarified that as long as the firm changes their audit team, which they have been doing with the District, the District is in compliance with the regulations and requirements.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to approve audit services agreement with Moss, Levy and Hartzheim. The motion was seconded by Lyon.

VOTE 5-0 Motion passed.

7. DISCUSSION AND CONSIDERATION TO APPROVE FIFTH AMENDMENT TO EMPLOYMENT AND SETTLEMENT AGREEMENT WITH ROBERT S. TENNENT.

Koon went over Fifth Amendment agreement for Robert Tennent.

Tennent spoke about how long he wishes to stay with the District, and goals for the upcoming year.

Koon recommended 10% pay increase for Tennent for the next year.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve Fifth Amendment to employment and settlement agreement with Robert S. Tennent. The motion was seconded by Chivens.

VOTE 5-0 Motion passed.

8. DISCUSSION AND CONSIDERATION TO APPROVE FY 2017/18 CAYUCOS SANITARY DISTRICT DRAFT BUDGET:

A. OPERATING BUDGET

B. CIP BUDGET

Koon went over Operating and CIP budgets noting that an increase of \$15,000.00 needed to be made to GL# 5650 (Administrative health insurance premiums) due to staffing changes not reflected in the original draft numbers. District's part-time Billing Clerk position became a full time position last August.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to approve 8 A with the increase of \$15,000.00 to general ledger line item 5650 (Administrative Health). The motion was seconded by Miller.

VOTE 5-0 Motion passed.

MOTION: 1st by Lyon, to approve 8 B. The motion was seconded by Maffioli.

VOTE 5-0 Motion passed.

9. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2017-4 ESTABLISHING FISCAL YEAR 2017/18 APPROPRIATIONS LIMIT.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to adopt Resolution 2017-4 establishing fiscal 2017/18 appropriations limit. The motion was seconded by Lyon.

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

VOTE 5-0 Motion passed.

10. UPDATE ON STATUS OF CAYUCOS SUSTAINABLE WATER PROJECT.

Koon went over all the progress recently made on the project and presented the Board with the latest drawings of the new design and current status of plans. He talked about the land use permits that will be on the agenda at the upcoming Planning Commission meeting on June 22, 2017.

**11. CLOSED SESSION ITEM
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: General Manager**

Enns announced closed going into session at 6:43pm

CLOSED SESSION

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.

Open session reconvened at 7:34pm

ITEMS TO REPORT FROM CLOSED SESSION:

Project Services, Inc. (Rick Koon's) contract rates will increase as follows: Admin rate from \$95.00 per hour to \$100.00 per hour and CSWP rate from \$135.00 per hour to \$150.00 per hour. All rates paid retroactively to June 1, 2017.

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.

- August 17, 2017 – **Regular Board Meeting**
- September 21, 2017 – **Regular Board Meeting**
- October 19, 2017 – **Regular Board Meeting**

14. ADJOURNMENT

The meeting adjourned at 7:48p.m.

Minutes Respectfully Submitted By:

X 

Danielle Crawford
Administrative Office Manager