



AGENDA ITEM: _____ 10.A.1

DATE: _____ December 14, 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, November 16, 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: Dylan Wade of Water Systems Consultants, Inc.

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 September 21, 2017 Board of Directors Regular Meeting.
2. Approval of Minutes for the September 28, 2017 Board of Directors Special Meeting.

B. Financial Reports: September 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

C. Financial Reports: October 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

MOTION: 1st by Miller, to approve consent item 3A.1 & 3A.2. The motion was seconded by Chivens.

VOTE 5-0 Motion passed.

Maffioli and Lyon had asked some questions about the financials and check registers. Those inquiries were addressed by both Koon and Crawford.

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

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

- A. District Manager's Report – **September** and **October** 2017
- B. Monthly Customer Satisfaction Survey Submissions – (1)
- C. Will Serves – New
 - BLB Family Trust, APN 064-131-017, 155 4th St. – SFR Remodel**
 - Shelley, APN 064-432-025, 3470 Shearer Ave. – SFR Remodel**
 - Shelby, APN 064-144-011, 525 Pacific Ave. – SFR Addition**
 - Wagenen, APN 064-134-008, 460 Saint Mary Ave. – SFR Addition**
 - Mancebo, APN 064-128-009, 187 J St. – New SFR / Modular**
 - McGee, APN 064-235-005, 2133 Pacific Ave. – SFR Remodel**
 - James, APN 064-024-012, 310 Birch Ave. – SFR Demo/Rebuild**
- Will Serves – Renewed
 - Merzoian, APN 064-372-008, 280 Cerro Gordo Ave. – New SFR**
- Will Serves – Finaled
 - Miller, APN 064-182-051, 1999 Cass Ave. – SFR Repair/Remdl**
 - Sundrani, APN 064-413-021, 3161 Studio Dr. – New SFR**
 - Steiner, APN 064-148-011, 502 Pacific Ave. – SFR Addition**
 - Callanan, APN 064-125-043, 124 Saint Mary Ave. – New SFR**
 - Koligan, APN 064-262-038, 2829 Orville Ave. – SFR Addition**
- Will Serves – Continue to Serve (No Will Serve Required)
 - Gibson, APN 064-221-007, 1149 Pacific Ave. – SFR Remdl/Addtn**

Manager Koon's report was presented. He updated the Board on Administrative items, O&M activities, and Capital Projects for the month of November. Koon went over a couple of the items being held up with the FEMA reimbursement(s). He also talked about the District being accepted into the CalNet telephone program which is anticipated to be a significant annual savings for the District.

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. CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 4th QUARTER OF FY 2016/17 IN THE AMOUNT OF \$178,995.19.

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

MOTION: 1st by Maffioli, to approve payment of Morro Bay invoice for 4th quarter of FY 2016/17 in the amount of \$178,995.19. The motion was seconded by Miller.
VOTE 5-0 Motion passed.

6. STATUS UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT.

Koon and Wade went over all the recent progress made on the project and presented the Board with the latest events and current status of funding. They discussed permitting, types of permits, and when each type of permit will start.

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

CLOSED SESSION

Enns announced going into closed session at 5:50pm

7. CLOSED SESSION ITEM

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

PROPERTY: TORO CREEK AND HIGHWAY ONE @ LIFT STATION (5)

AGENCY NEGOTIATOR: RICK KOON, GENERAL MANAGER.

NEGOTIATING PARTY: CHEVRON.

UNDER NEGOTIATION: PRICE, TERMS AND CONDITIONS OF LEASE OPTION AGREEMENT.

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 6:49pm

ITEMS TO REPORT FROM CLOSED SESSION: None.

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.

- **December 21, 2017 – Regular Board Meeting**
- **January 18, 2018 – Regular Board Meeting**
- **February 15, 2018 – Regular Board Meeting**

10. ADJOURNMENT

The meeting adjourned at 6:56p.m.

Minutes Respectfully Submitted By:

X



Danielle Crawford
Administrative Office Manager