

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  
D. Lloyd, Director

AGENDA ITEM: _____	3.A
DATE: _____	August 20, 2015
ACTION: _____	APPROVED

REGULAR MEETING  
MINUTES  
Thursday, July 16, 2015  
6:00 p.m.

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

President Enns called the meeting to order at 6:05p.m.

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

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

**2. PUBLIC COMMENTS**

President Enns opened the meeting to Public Comments.

Susie Moyer – Cayucos – said she came to the meeting for a District update and to find out what’s going on with the project.

Hearing no further comments, President Enns closed Public Comment.

With Board permission, President Enns skipped to agenda item number 9.

- 9. UPDATE ON THE CAYUCOS SUSTAINABLE WATER PROJECT (CWSP)**  
**A. CONSIDERATION AND APPROVAL OF CSWP CHARTER.**  
**B. CONSIDERATION AND ADOPTION OF RESOLUTION 2015-7 AUTHORIZING A DISTRICT REPRESENTATIVE TO ACT AS AN AUTHORIZED REPRESENTATIVE FOR THE APPROVAL OF THE FACILITIES PLANNING GRANT APPLICATION.**

Koon briefly reviewed the project to date to get everyone up to speed on the Cayucos Sustainable Water Project (CSWP).

Enns asked Koon to elaborate on the specific wording “adaptable” as things progress in the future and the “mission statement” and asked that he touch on the highlights of the charter.

Koon discussed the main purpose of the charter, and the direction they are headed with the whole process. He said he had met with Supervisor Gibson today, and plans to meet with the County and LAFCO in the very near future.

Enns talked about the site selection; how that process works and is coming along.

Lloyd said he likes the refinements.

Chivens said the charter appears to cover everything very well.

President Enns opened the meeting to Public Comments.

Sandy Tannler – Morro Bay resident – Asked about the Chevron property.

Enns explained how the site analysis works.

Sandy Tannler – Morro Bay resident – Asked if Cayucos has done an EIR yet, or is it too soon?

Enns said it is too soon for an EIR.

Koon talked about FIRMA and their roll.

Sandy Tannler – Morro Bay resident – Asked if Cayucos has held any Town Hall meetings?

Enns said yes, Cayucos held a Town Hall meeting in April 2015 and the Board plans to do a few things with regard to outreach in the near future. He added that the majority of the feedback thus far had been very favorable.

Sandy Tannler – Morro Bay resident – Commented that she is hearing conflicting information from Morro Bay Council and that wishes she could move to Cayucos.

Terry Paris – Cayucos resident – Said there was only a 3 day notice for the Town Hall meeting and no agenda was posted. He feels information was not shared or open. He said he is getting his information from the Morro Bay meetings and says Cayucos doesn't have enough information on their website. Terry mentioned having a report from the County that shows sixty one million spent on Los Osos sewer project, Morro Bay is projecting four million less than that and their costs include a 10 percent contingency. He also stated that the JPA MOU is negotiable.

Lyon said there is no comparison with Morro Bay. We are separate entities and building separate facilities.

Hearing no further comments, Enns closed Public Comment.

**MOTION:** 1<sup>st</sup> by Maffioli, to approve the CSWP charter. The motion was seconded by Chivens.

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

**MOTION:** 1<sup>st</sup> by Lloyd, to authorize Rick Koon, District Manager to act as an authorized representative for the approval of the facilities planning grant application. The motion was seconded by Chivens.

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

The Board resumed with the regular agenda order moving on to item number 3.

### **3. PUBLIC HEARING FOR DELINQUENT SEWER CHARGES**

#### **A. OPEN PUBLIC HEARING**

#### **B. CLOSE PUBLIC HEARING**

#### **C. CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2015-2 CONFIRMING THE REPORT OF DISTRICT CLERK REGARDING DELINQUENT SEWER SERVICES CHARGES AND LEVYING ASSESSMENTS.**

President Enns opened the meeting to Public Comments.

Hearing none, Enns closed Public Comment.

**MOTION:** 1<sup>st</sup> by Lloyd, 2<sup>nd</sup> by Lyon to adopt District resolution 2015-2 confirming the report of the District Manager regarding delinquent sewer services charges and levying assessments.

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

**4. PUBLIC HEARING FOR UNPAID SOLID WASTE COLLECTION AND DISPOSAL CHARGES**  
**A. OPEN PUBLIC HEARING**  
**B. CLOSE PUBLIC HEARING**  
**C. CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2015-3 CONFIRMING THE REPORT OF DISTRICT CLERK REGARDING UNPAID SOLID WASTE COLLECTION AND DISPOSAL CHARGES AND LEVYING ASSESSMENTS.**

President Enns opened the meeting to Public Comments.

Hearing none, Enns closed Public Comment.

**MOTION:** 1<sup>st</sup> by Lloyd, 2<sup>nd</sup> by Chivens to adopt District resolution 2015-3 confirming the report of the District Manager regarding unpaid solid waste collection and disposal charges and levying assessments.

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

**5. CONSIDERATION TO ADOPT RESOLUTION 2015-4 ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR ENDING JUNE 30, 2016.**

President Enns opened the meeting to Public Comments.

Hearing none, Enns closed Public Comment.

**MOTION:** 1<sup>st</sup> by Lyon, 2<sup>nd</sup> by Maffioli to adopt District resolution 2015-4 establishing an appropriation limit for the fiscal year ending June 30, 2016.

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

**6. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2015-5 ELECTION OF THREE (3) SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) 2016 BOARD OF DIRECTORS.**

President Enns opened the meeting to Public Comments.

Hearing none, Enns closed Public Comment.

Maffioli asked to recuse herself from participating in this agenda item as her husband works with one of the nominees.

**MOTION:** 1<sup>st</sup> by Chivens, 2<sup>nd</sup> by Lloyd to adopt District resolution 2015-5 nominating the 3 candidates Robert Swan, Ed Gray, and R. Michael Wright for SDRMA Board of Directors.

**ROLLCALL VOTE:** Enns-yes, Chivens-yes, Lyon-yes, Lloyd-yes, Maffioli-recused. **VOTE 4-0** Motion passed

**7. DISCUSSION AND ELECTION OF CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) 2015 BOARD OF DIRECTORS REPRESENTATIVE FOR REGION 4 SEAT A.**

President Enns opened the meeting to Public Comments.

Hearing none, Enns closed Public Comment.

**MOTION:** 1<sup>st</sup> by Lyon, 2<sup>nd</sup> by Chivens to nominate CSDA candidate Robert Blair for California Special District association (CSDA) 2015 Board of Directors representative for region 4 seat A.

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

**8. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 2015-6 APPROVING THE AMENDED DISTRICT ORGANIZATIONAL CHART, SALARY SCHEDULE AND JOB DESCRIPTIONS.**

Koon presented the proposed new organization chart, job descriptions and salary schedule.

Lloyd asked if the wages and salary ranges are in line and with other (similar) municipalities.

Koon explained in more detail the existing salary structure and why these proposed changes are necessary.

Chivens asked about merit increases and wanted to know what constitutes a merit increase if not only considered during an employee's annual evaluation. He asked if a raise is automatic for instance, despite a poor job performance.

Koon answered that the merit increases are not automatic.

Enns commented on the flexibility in management's ability to skip steps in the step increases if warranted. Enns then noted a few minor corrections to the verbiage in the job descriptions and asked that the salary schedule for the part time position match part time hours.

President Enns opened the meeting to Public Comments.

Hearing none, Enns closed Public Comment.

**MOTION:** 1<sup>st</sup> by Lyon, 2<sup>nd</sup> by Maffioli to adopt District resolution 2015-6 approving the amended district organizational chart, salary schedule and job descriptions with President Enns' corrections.

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

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

**A. District Manager's Report – June 2015**

**B. Financial Reports: June 2015**

1. Check Register
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report FY 2014-2015
4. Capital Improvement Projects Report

**C. Monthly Customer Satisfaction Survey Submissions**

**D. Will Serves - New**

McKellop, APN 064-094-014, 149, Cayucos Drive – comm'l addition  
M Squared Resources, APN 064-156-010, 1013 S. Ocean Ave – SFD addition  
Edwards, APN 064-405-040, 3417 Gilbert Ave – SFD addition  
Brindley, APN 064-432-054, 3486 Shearer Ave – SFD (new)  
Kornreich, APN 064-411-004, 3171 Ocean Blvd – SFD (new)  
Lindell, APN 064-121-031, 236 Pacific Ave – remodel  
Rhymes, APN 064-246-046, 3001 Ocean Blvd - (retro)  
Woodward, APN 064-236-004, 1698 Pacific – SFD (new)

**Will Serves – Renewed**

Rarig, APN 064-043-022, 245 Bakersfield Ave – Extension Fee  
Foster, APN 064-031-014, 124 Birch Ave – Extension Fee

**Will Serves – Finaled**

Dickerson, APN 064-118-007, 163 G Street  
Ataide, APN 064-156-041, 893 S. Ocean Ave  
Kaiser/Day, APN 064-426-017, 3286 Shearer Ave

Manager Koon's report was presented. He updated the Board on current activities such as the O&M actions, Capital Projects, and Administrative items for the month of June such as 169 ACH customers to date.

Items A through D were received and accepted.

Enns thanked Robert Tennent for the great job he did in handling a situation at the Cass House during the 4<sup>th</sup> of July celebration.

**11. 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 June 9, 2015 Budget Committee Meeting.
- B. Approval of Minutes for the June 11, 2015 Board of Directors Special Meeting.
- C. Approval of Minutes for the June 18, 2015 Board of Directors Regular Meeting.

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

**MOTION:** 1<sup>st</sup> by Lloyd, 2<sup>nd</sup> by Chivens to approve the minutes of the June 9, 2015 Budget Committee Meeting, the minutes of the June 11, 2015 Board of Directors Special Meeting, and the minutes of the June 18, 2015 Board of Director's Regular Meeting. **VOTE: 5-0** Motion passed.

**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.)**

**13. SCHEDULED MEETINGS**

**A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: August 13, 2015**

Hosted By: Cayucos Sanitary District, Location: Vet's Hall, Time: 6:00 pm

**B. Regular Board of Directors Meeting, Date: August 20, 2015**

Location: Cayucos Sanitary District Office, Time: 6:00 p.m.

**C. Other meeting schedule:**

JPA: September 10, 2015 (Morro Bay)

Board Meeting: September 17, 2015

**14. SCHEDULE AGENDA ITEMS FOR THE AUGUST 20, 2015 BOARD MEETING**

None suggested

**15. ADJOURNMENT**

The meeting adjourned at 8:04p.m.

**Minutes Recorded and Respectfully Submitted By:**

8/21/2015

X



---

Danielle Crawford  
Administrative Office Manager