



AGENDA ITEM: _____	3.A.1
DATE: _____	February 21, 2019
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  
H. Miller, Director  
R. Frank, Director

REGULAR MEETING  
MINUTES  
Thursday, January 17, 2019

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

President Enns called the meeting to order at 5:03p.m.

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

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

Guests present: Dylan Wade of Water Systems Consultants (WSC)

**2. PUBLIC COMMENTS**

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

Enns began the meeting introducing newly seated Board member Robert Frank.

**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 November 15, 2018 Board of Directors Regular Meeting.

**B. Financial Reports: November 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 2018-2019**
4. Capital Improvement Projects Report

**C. Financial Reports: December 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 2018-2019**
4. Capital Improvement Projects Report

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

**MOTION:** 1st by Lyon, to approve items on the consent calendar as prepared. Motion was seconded by Miller.  
**VOTE 5-0** Motion passed

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

- A.** District Manager's Report – **November 2018** and **December 2018**
- B.** Monthly Customer Satisfaction Survey Submissions – **None**
- C.** Will Serves – New
  - Noble, APN 064-224-018, 21 15<sup>th</sup> St. – SFR Addition**
  - Pessah, APN 064-417-018, 3140 Studio Dr. – SFR Remodel**
- Will Serves – Renewed
  - Billings, APN 064-415-002, 3205 Studio Dr. – SFR New**
  - Nickel, APN 064-421-008, 3300 Studio Dr. – SFR Remodel**
  - Bourne, APN 064-205-064, 2746 Santa Barbara Ave. – SFR Remodel**
- Will Serves – Finaled
  - Shelby, APN 064-144-011, 525 Pacific Ave. – SFR Addition**
  - Holland, APN 064-404-012, 460 Chaney 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, and O&M activities for the months of November and December highlighting the audit draft review, the building fumigation occurring in November, the UPCCAA increases, and hoping to gain a new O&M employee to start by next month.

Enns requested that the new employee be introduced to the Board during February Board meeting if applicable based on his start date. If not, then at the March Board meeting.

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

Items 4 A through C were received and accepted.

#### **5. ELECTION OF DISTRICT OFFICERS FOR 2019 AND CONSIDERATION TO UPDATE CAYUCOS SANITARY DISTRICT AUTHORIZED SIGNATORIES FOR BANKING PURPOSES.**

Lyon discussed keeping chairs the same.

Enns and Chivens both said they wouldn't be opposed continuing their roles as President and Vice-President.

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

**MOTION:** 1st by Lyon, nominating Enns as Board President, and Chivens as Vice-President, thus keeping Officers and signatories the same as prior year (2018). The motion was seconded by Miller.  
**ROLLCALL VOTE:** Lyon-yes, Miller-yes, Frank-yes, Chivens-yes, Enns-yes.  
**VOTE 5-0** Motion passed

**6. DISCUSSION AND CONSIDERATION OF NEW BOARD COMMITTEE ASSIGNMENTS FOR 2019.**

Miller said she would like to keep the assignments the same, with the exception of Maffioli's vacancy on the Finance Committee.

Frank said he would fill that vacancy.

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

**MOTION:** 1st by Miller, to keep the Committee assignments for 2019 the same as they were for 2018 with replacing Maffioli with Director Frank on the Finance Committee. The motion was seconded by Chivens.  
**VOTE 5-0** Motion passed

**7. DISCUSSION AND CONSIDERATION OF REQUEST FROM THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) TO:**

- a. DESIGNATE A DIRECTOR AS A VOTING DELEGATE FOR THE JANUARY 25, 2019 MEETING OF THE SAN LUIS OBISPO CHAPTER OF THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION.**
- b. APPROVE THE ALTERNATIVE QUORUM PROCEDURE.**
- c. NOMINATE A BOARD MEMBER TO SERVE ON THE LOCAL AGENCY FORMATION COMMISSION AS THE SPECIAL DISTRICT MEMBER (OPTIONAL).**

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

**MOTION 7.A:** 1st by Chivens, to designate Enns as a voting delegate for the January 25, 2019 meeting of the San Luis Obispo chapter of the California Special District Association. The motion was seconded by Lyon.  
**VOTE 5-0** Motion passed.

**MOTION 7.B:** 1st by Miller, to approve the LAFCO alternative quorum procedure. The motion was seconded by Lyon.  
**VOTE 5-0** Motion passed.

**8. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT STATUS.**

Koon and Wade both updated the Board and public on recent developments and upcoming assignments having to do with the CSWP. Koon also spoke about the USDA staff currently on furlough due to the Government shut down and discussed different back up plans and the risks associated with each.

**9. 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

**8. FUTURE SCHEDULED MEETINGS.**

- February 21, 2019 – Regular Board Meeting
- March 21, 2019 – Regular Board Meeting
- April 18, 2019 – Regular Board Meeting

**10. ADJOURNMENT**

The meeting adjourned at 6:04p.m.

**Minutes Respectfully Submitted By:**

X 

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Danielle Crawford  
Administrative Office Manager