

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: _____	October 15, 2015
ACTION: _____	APPROVED

REGULAR MEETING  
MINUTES  
Thursday, September 17, 2015

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

Vice President Chivens called the meeting to order at 6:00p.m.

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

Staff present: Manager Rick Koon, Special Projects Coordinator Robert Tennent, and Administrative Office Manager Danielle Crawford.

**2. PUBLIC COMMENTS**

Vice President Chivens opened the meeting to Public Comments.

Gil Egleheart – Cayucos resident – representing Cayucos Rotary, said he has done many presentations recently at the various local clubs and would like the Districts help as well as the various groups to get rid of the 25 year old trash cans downtown. He said he's looked into the price for refurbishing them which would cost around \$2,200.00 each and feels that's too expensive so he would like to request to come back to this Board with a formal presentation after he gets more information and/or prototypes together. He said "Keep Cayucos Clean" is also working together with the local elementary school's "WasteBusters" program.

Chris Rarig – Cayucos resident – said he would like to know the "scuttlebutt" surrounding the proposed sewer plant and asked about the lights, smell, etc. He said he had heard there are three potential sites and asked the Board why they're being so quiet about their selection.

Koon stated that the District is currently in the site analysis phase right now and once the analysis is complete, the findings will be presented to the Board for discussion.

Rarig asked if the property owners will have the ultimate say so and will they be compensated.

Koon said they will have a partnership with the owner of whatever site is chosen but many factors will be negotiated prior to that. The consultants are taking surrounding areas into consideration and that is part of the site selection process.

Hearing no further comments, Vice President Chivens 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. Approval of Minutes for the August 20, 2015 Board of Directors Regular Meeting.

Lyon said that a couple of corrections were needed to page two and four of the August 20, 2015 minutes.

Crawford noted the changes.

Vice President Chivens opened the meeting to Public Comments.

Hearing no comments, Vice President Chivens closed Public Comment.

**MOTION:** 1<sup>st</sup> by Lyon, to approve the minutes of the August 20, 2015 Board of Director's Meeting with the amendments as specified. The motion was seconded by Maffioli.

**ROLLCALL VOTE:** Enns-absent, Chivens-yes, Lyon-yes, Lloyd-absent, Maffioli-yes. **VOTE 3-0** Motion passed

Chivens then moved on to the next agenda item.

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

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

**B. Financial Reports: August 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**

**Davis, APN 064-203-041, 2640 Richard Ave – Lot Line Adjustment**

Will Serves – Renewed

None

Will Serves – Finaled

**Blackburn, APN 064-427-005, 3349 Shearer Ave**

**Martella, APN 064-119-034, 5 S. Ocean & E. Street**

Koon updated the Board on O&M related activities for the month of August and various Administrative items such as the total number of ACH customers to date being 176. He briefed them on the status of the new website, the rearrangement of office, and then showed some samples of the new financial formatting the staff has been working on. He also let the board know the District is gearing up for Capital Improvement Projects that will be commencing soon. Items A through D were received and accepted.

Lyon asked if the District is doing anything to prepare of El Nino.

Koon responded letting her know the District is cleaning and videoing the lines.

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

**5. REVIEW OF REQUEST FOR PROPOSAL RESPONSES FOR AUDITING SERVICES AND AWARD OF CONTRACT FOR AUDITING SERVICES FOR THE 2014/15 – 2016/17 FISCAL YEARS TO INCLUDE TWO, ONE YEAR RENEWAL OPTIONS.**

Koon began presenting the item regarding the MB/CSD WWTP audit RFP.

Discussion was tabled as Director Lyon had to recuse herself which left no quorum for discussion or vote.

**6. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT (CSWP) STATUS.**

Koon updated the Board on the CSWP progress and recent meetings with the County and consultants stating that all have been extremely positive and productive.

**7. CONSIDERATION AND APPROVAL OF THIRD AMENDMENT TO EMPLOYMENT AND SETTLEMENT AGREEMENT FOR ROBERT S. TENNENT.**

Koon went over the necessity to extend Robert Tennent's contract as the District moves forward with their independent project.

Vice President Chivens opened the meeting to Public Comments.

Hearing no comments, Vice President Chivens closed Public Comment.

**MOTION:** 1<sup>st</sup> by Lyon, to approve the third amendment to employment and settlement agreement for Robert S Tennent. The motion was seconded by Maffioli.

**ROLLCALL VOTE:** Enns-absent, Chivens-yes, Lyon-yes, Lloyd-absent, Maffioli-yes. **VOTE 3-0** Motion passed

**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).**

**9. SCHEDULED MEETINGS**

- A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: November 12, 2015  
Hosted By: City of Morro Bay, Location: 1001 Kennedy Way, Morro Bay, Time: 6:00 pm.
- B. Regular Board of Directors Meeting, Date: October 15, 2015  
Location: Cayucos Sanitary District Office, Time: 6:00 p.m.
- C. Other meeting schedule:  
JPA: \_\_\_\_\_ Tentative Schedule \_\_\_\_\_  
Board Meeting: \_\_\_\_\_ November 19, 2015 \_\_\_\_\_

**10. SCHEDULE AGENDA ITEMS FOR THE OCTOBER 15, 2015 BOARD MEETING**

Koon mentioned that the MCD 218 process will be on next month's agenda.

**11. ADJOURNMENT**

The meeting adjourned at 7:32p.m.

**Minutes Recorded and Respectfully Submitted By:**

10/16/2015

X 

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Danielle Crawford  
Administrative Office Manager