

CAYUCOS SANITARY DISTRICT
200 Ash Avenue
PO Box 333, Cayucos, CA 93430-0333
805-995-3290

AGENDA ITEM: 5.A

DATE: October 16, 2014

ACTION: APPROVED

GOVERNING BOARD
R. B. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
M. Foster, Director
D. Lloyd, Director

REGULAR MEETING
MINUTES
Thursday, September 18, 2014
6:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:04 p.m.

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

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

2. PUBLIC COMMENTS

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

3. UPDATE FROM THE AD-HOC COMMITTEE ON CONCEPTUAL ALTERNATIVES ANALYSIS FOR WASTEWATER TREATMENT PLANT PROJECT.

A handout which included two letters from the City of Morro Bay and an email from Ken Harris, the Executive Officer for the Central Coast RWQCB, was provided at the meeting which all members of the Board took time out to read before discussion on the matter. Manager Koon then gave a brief explanation of the handout material and updated the Board on the recent activities of the committee. Discussions went on amongst the Board and Koon with regard to the several options they are facing. Scheduled meetings were discussed. The Board discussed the possibility of scheduling meetings between the District's and City's executive committees in order to review the various reports that are coming available.

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

- A. District Manager's Report (Koon) – August 2014
- B. Financial Reports:
 - 1. Check Register – August 1 through August 31, 2014
 - 2. Cash, Savings, and Investment Report: Ended August 2014
 - 3. Budget vs. Actual Status Report FY 2014-2015 (August 2014)
 - 4. Capital Improvement Projects Report: Ended August 2014
- C. Monthly Customer Satisfaction Survey Submissions - One included in this meeting
- D. Will Serves (New) - None
Will Serves (Finaled) –
Payton, APN 064-117-025, 151 "F" Street, New SFR

Koon updated the Board on a variety of Administrative items such as the total number of ACH customers to date (120), various O&M related activities for the month of August including their new truck, and the current status of the District's Capital Improvement Projects highlighting the Main Street force main project. Koon mentioned that there has been much outside (long distance) response on this project, and that those bids will be closing October 2, 2014. Items A, B, C, and D were received and accepted.

5. CONSENT CALENDAR

A. Approval of Minutes from the August 21, 2014 Board of Directors Meeting

MOTION: 1st by Lloyd, 2nd by Lyon to approve the minutes of the August 21, 2014 Board of Director’s Meeting.

ROLL CALL VOTE: Enns (yes), Lyon (yes), Lloyd (yes), Chivens (yes) Foster (yes) **5-0** Motion passed.

6. BOARD MEMBER COMMENTS

Lyon mentioned that she would like to be better informed, and updated on JPA materials & information prior to the JPA meeting taking place so that she can feel better prepared. She said there are too many last minute documents being given just before the meetings. The remaining Board members agreed and a suggestion was made to have some communication, or a scheduled meeting prior to attending JPA meetings. Further discussion on this matter will be warranted at a future meeting.

Enns discussed setting up an order of meeting schedule as there are many meetings that should be occurring within the next couple of months.

7. SCHEDULED MEETINGS

Board of Directors and Manager Koon confirmed upcoming meeting dates.

A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: **October 9, 2014**

Hosted by: Cayucos Sanitary District, Location: Vet’s Hall, Time: 6:00 p.m.

B. Regular Board of Directors Meeting, Date: **October 16, 2014**

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

8. SCHEDULE AGENDA ITEMS FOR THE OCTOBER 16, 2014 BOARD MEETING

A. REGULAR BOARD OF DIRECTORS MEETING

None suggested.

9. ADJOURNMENT

The meeting adjourned at 7:27 p.m.

Minutes Recorded and Respectfully Submitted By:

10/17/2014

X 

Danielle Crawford
Administrative Services Billing Manager