



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

AGENDA ITEM: 3.A.1

DATE: May 17, 2018

ACTION: APPROVED

GOVERNING BOARD
R. B. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
H. Miller, Director
Vacant, Director

**REGULAR MEETING
MINUTES**
Thursday, April 19, 2018

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:02p.m.

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

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

Guests present: Mark Sampson of Potomac Investments.

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 March 15, 2018 Board of Directors Regular Meeting.

B. Financial Reports: March 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 2017-2018**
4. Capital Improvement Projects Report

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

MOTION: 1st by Maffioli, to approve items on the consent calendar as prepared. Motion was seconded by Lyon.

VOTE 4-0 Motion passed

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

- A. District Manager's Report – **March 2018**
- B. Monthly Customer Satisfaction Survey Submissions – **None**
- C. Will Serves – New
 - Allen, APN 064-143-017, 425 Pacific Ave. – SFR SFR Remodel**
 - Will Serves – Renewed
 - J. TenBroeck Inc. APN 064-426-064, 3256 Shearer Ave. – SFR New**
 - Bourne, APN 064-205-064, 2746 Santa Barbara Ave. – SFR Remodel**
 - Brown, APN 064-417-001, 3266 3266 Studio Dr. – SFR Remodel**
 - Turner, APN 064-203-073, 2709 Santa Barbara Ave. – SFR New**
 - Will Serves – Finaled
 - Shelley, APN 064-432-025, 3470 Shearer Ave. – SFR Remodel**
 - Will Serves – Continue to Serve (No Will Serve Required)
 - None**

Koon updated the Board on O&M related activities for the month of April, the status of Capital Improvement Projects, and the various Administrative items such as the recent staff changes and Admin Office updates. He also mentioned the progress and end result regarding the FEMA storm relief applications from over a year ago concluding the District has received the final reimbursement for all three event submissions originally requestd. Koon additionally made mention that two employees, Merrill and Crawford both celebrate their 6ht year anniversary with the District during the month of March.

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

Items 4A through C were received and accepted.

5. CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 1ST QUARTER OF FY 2017/18 IN THE AMOUNT OF \$80,056.10.

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

MOTION: 1st by Lyon, to approve payment of Morro Bay invoice for 1st quarter of FY 2017/18 in the amount of \$80,056.10. Motion was seconded by Maffioli. **VOTE 4-0** Motion passed

6. CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 2ND QUARTER OF FY 2017/18 IN THE AMOUNT OF \$117,265.54.

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

MOTION: 1st by Maffioli, approve payment of Morro Bay invoice for 2nd quarter of FY 2017/18 in the amount of \$117,265.54. Motion was seconded by Chivens. **VOTE 4-0** Motion passed

7. PRESENTATION OF CSWP FINANCIAL MODEL BY MARK SAMPSON, POTOMAC INVESTMENTS.

Mark Sampson of Potomac Investments gave his PowerPoint presentation showing some financial detail which described the instalment purchase contract and how the series "A" and "B" draw schedules are supposed to work.

Some Q&A discussion amongst the Board and Mark ensued after the presentation.

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

8. STATUS UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT.

Koon updated the Board on the CSWP related meetings and construction schedule planned for the upcoming month.

Mark Sampson briefly touched on Solar options at the new plant.

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.

10. FUTURE SCHEDULED MEETINGS.

- May 17, 2018 – **Regular Board Meeting**
- June 21, 2018 – **Regular Board Meeting**
- July 19, 2018 – **Regular Board Meeting**

11. ADJOURNMENT

The meeting adjourned at 7:10p.m.

Minutes Respectfully Submitted By:

X



Danielle Crawford
Administrative Office Manager