

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

AGENDA ITEM: _____ 3.A.1 _____

DATE: _____ September 15, 2016 _____

ACTION: _____ APPROVED _____

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

REGULAR MEETING
MINUTES
Thursday, August 18, 2016

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:02p.m.

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

Absent: Director Shirley Lyon.

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

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 July 21, 2016 Board of Directors Regular Meeting.

B. Financial Reports: July 2016

1. Check Register

2. Cash, Savings, and Investment Report

3. Budget vs. Actual Status Report FY 2016-2017

4. Capital Improvement Projects Report

MOTION: 1st by Lloyd, to approve consent items 3A and 3B. The motion was seconded by Chivens. **ROLLCALL VOTE:** Chivens-yes, Maffioli-yes, Lloyd-yes, Enns-yes. Lyon-Absent.

VOTE 4-0 Motion passed.

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

- A. District Manager's Report – July 2016
- B. Monthly Customer Satisfaction Survey Submissions –
- C. Will Serves - New
 - Kingslyn, APN 064-081-053, Park Ave. – SFR New**
 - Scarrone, APN 064-146-022, 90 7th St. – SFR Remd'I**
 - Freedman, APN 064-422-005, 3390 Studio Dr. – SFR Remd'I/Add'n**
 - Miller, APN 064-182-051, 1999 Cass Ave. – SFR Remd'I/Repair**
 - Biaggini, APN 064-116-009, 1 N. Ocean Front Ln. – SFR Remd'I/Repair**
- Will Serves – Renewed
 - Kornreich, APN 064-411-004, 3171 Ocean Blvd. – SFR New**
- Will Serves – Finaled
 - Cay. Comm. Church, APN 064-142-004, 396 Ocean Ave. – Comm'l Remdl**
 - Cameron, APN 064-144-010, 549 Richard Ave. – SFR Add/Guest Hse**
 - Schweikhard, APN 064-411-041, 3199 Ocean Blvd. – SFR Remodel**
- Will Serves – Continue to Serve (no will serve required)
 - None**

Manager Koon's report was accepted as presented. He updated the Board on District related activities, O&M actions, Capital Projects, and Administrative items for the month of July. Koon mentioned that staff is nearly finished with the auditing of customer accounts and he informed the Board about the upcoming Administrative employment changes. In regards to property acquisition, he said that the District closed escrow on the Toro Creek property on July 26, 2016.

Maffioli asked Koon to direct a cleanup around lift station one on the Ocean Avenue side. She added that it would be good community service.

Koon said he would have District O&M staff go out and clean up the area.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

5. DISCUSSION AND CONSIDERATION TO AMEND THE DISTRICT ORGANIZATIONAL CHART, SALARY SCHEDULE AND BILLING CLERK INTERIM JOB DESCRIPTION.

Koon explained that in anticipation of the impending increase in the Admin department workload, he suggests changing the previously approved Billing Clerk position from part time no benefits, to fulltime with benefits.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Maffioli, to amend the District organizational chart, salary schedule, and Billing Clerk interim job description. The motion was seconded by Lloyd.

ROLLCALL VOTE: Maffioli-yes, Lloyd-yes, Chivens-yes, Enns-yes. Lyon-Absent.

VOTE 4-0 Motion passed.

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

Koon briefly updated the Board on the progress with the Cayucos Sustainable Water Project.

7. 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.

- September 8, 2016 – **CSD/MB** – *JPA Meeting (TBD)*
- September 15, 2016 – **Regular Board Meeting**
- October 13, 2016 – **CSD/MB** – *JPA Meeting (TBD)*
- October 20, 2016 – **Regular Board Meeting**

9. ADJOURNMENT

The meeting adjourned at 7:26p.m.

Minutes Recorded and Respectfully Submitted By:

X 

Danielle Crawford
Administrative Office Manager