



AGENDA ITEM: 3.A.1

DATE: September 21, 2017

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
C. Maffioli, Director
H. Miller, Director

REGULAR MEETING
MINUTES
Thursday, August 17, 2017

1. ESTABLISH QUORUM AND CALL TO ORDER

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

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

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 20, 2017 Board of Directors Regular Meeting.

B. Financial Reports: July 2017

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 asked if there were any items to be pulled for separate discussion.

Lyon said she would like to discuss items on the check register and the CIP report and asked that agenda item 3B be pulled for separate discussion.

MOTION: 1st by Maffioli, to approve consent item 3A. The motion was seconded by Chivens.

VOTE 5-0 Motion passed.

Lyon asked about LAFCO amount on the check register.

Koon clarified this is an annual fee LAFCO charges using a formula based on an allocation percentage of each individual entity's annual revenue reported by the SCO.

Lyon asked about "Quickbooks Payroll Service" line item in the check register stating she thought District staff processed payroll in-house.

Crawford explained that staff continues to process payroll in-house. The reason for the line item on the check register is for automatic deposit. Upon payroll submission for electronic direct deposit, "Quickbooks Payroll Service" is automatically added as a line item with entire payroll amount and then for each employee name the amount is automatically zeroed out indicating that employee was included with direct deposit (Directors also included once a month for those who have elected direct deposit).

Lyon asked why there is nothing reported on CIP (Capital Improvement Projects).

Koon said the CSWP project has taken primacy therefore the Capital Improvement Projects have been placed on a hold.

Maffioli asked about the financials. Specifically, GL numbers 5600 ***Admin Payroll Taxes and Benefits** and 5700 * **Collections Payroll Taxes and Benefits** stating that the numbers seem awful high being it is the first month of the fiscal year.

Crawford clarified that at the beginning of each fiscal year, the District pays a very large CalPERS unfunded accrued liability invoice from fiscal years past. If we pay it all upfront and not monthly, we save money. This year is from FY 14/15. Although we budget for it every year, it skews our numbers in the beginning but then it will balance itself out toward the end of the fiscal year because it is a budgeted item.

Maffioli then asked about GL 6100 ***Admin Operating Expenses** stating the same issue. Seems really high.

Crawford said this is the same concept as before, only this is for SDRMA (Special District Risk Management Association) who handles ALL of the District insurance policies. Also a budgeted line item that will balance itself out at the end of the year.

MOTION: 1st by Maffioli, to approve consent item 3B. The motion was seconded by Lyon.
VOTE 5-0 Motion passed.

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

- A. District Manager's Report – July 2017
- B. Monthly Customer Satisfaction Survey Submissions – (2)
- C. Will Serves - New
 - Ipekjian, APN 064-128-013, 117 Saint Mary Ave. – Bathroom Addtn**
 - Davis, APN 064-241-039, 1998 Pacific Ave. – SFR Addtn/Remdl**
 - Rarig, APN 064-153-005, 95 10th Street – Demo/New SFR**
- Will Serves – Renewed
 - None**
- Will Serves – Finaled
 - Biaggini, APN 064-116-009, 1 N. Ocean Front – Repair/Remdl**
 - Scarrone, APN 064-146-022, 90 7th St. – SFR Remdl**
 - Matthews, APN 064-202-006, 2593 Ocean Blvd. – New SFR**
 - Woodard, APN 064-236-004, 1698 Pacific Ave. – SFR Remdl**
 - Shannon, APN 064-135-013, 145 8th St. – SFR Addtn**
 - Merson, APN 064-427-015, 3370 Gilbert Ave. – SFR Remdl**
 - Gregory, APN 064-119-025, 49 Pacific Ave. – SFR Addtn**
- Will Serves – Continue to Serve (No Will Serve Required)
 - None**

Koon updated the Board on O&M related activities for the month of July, the status of Capital Improvement Projects, and the various Administrative items such as the recent surge in ACH applications since our Prop 218 hearing. He also mentioned the progress with regard to the three FEMA storm event submissions for relief and what a slow and consuming process that is.

Lyon had a question with regard to Item 4.B., Monthly Customer Satisfaction Survey Submission(s). She noted that the names on both surveys were blacked out and they usually are not.

Crawford responded apologetically saying that because our packets are public, she redacts customer information such as the address and phone number but had over zealously redacted the name as well this time in her haste getting packets out timely.

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

Items 4 A through C were received and accepted.

A recess was called by President Enns at 5:41p.m.

Enns reconvened the meeting at 6:01p.m., roll call was repeated by Crawford.

5. STATUS UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT.

Koon informed the Board and public on the current happenings with the project informing them of the most recent meetings, and County permits received thus far. He spoke about securing the USDA loan in addition to a 2.81 million dollar grant. Rick also mentioned that he and WSC recently met with Morro Bay staff. He briefly described how the interim financing will work moving ahead and that the design phase is forging ahead as planned. Koon stated that he may have to call a special meeting or two in the upcoming months because things are rolling so quickly.

Lyon said she will be gone the last couple of weeks in August.

Maffioli said she will not be available on October 19th.

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

6. 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

7. FUTURE SCHEDULED MEETINGS.

- September 21, 2017 – **Regular Board Meeting**
- October 19, 2017 – **Regular Board Meeting**
- November 16, 2017 – **Regular Board Meeting**

8. ADJOURNMENT

The meeting adjourned at 6:16p.m.

Minutes Respectfully Submitted By:

X 

Danielle Crawford
Administrative Office Manager