

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

AGENDA ITEM: _____	7.A
DATE: _____	January 15, 2015
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, December 18, 2014
6:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

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

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

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

Guests present: Karen Shanley (financial advisor), and Lisa McGrath (Moss, Levy & Hartzheim CPA's)

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments.

Karen Shanley was introduced and spoke briefly but said she would be talking to the Board more in depth when on the next agenda.

Hearing none, President Enns closed Public Comment.

3. SEATING OF NEW BOARD MEMBER – CARY MAFFIOLI

President Enns formally introduced Cary Maffioli as the newest appointed Board member.

4. ELECTION OF DISTRICT OFFICERS

MOTION: 1st by Lloyd, 2nd by Lyon, to elect Enns as President, and Chivens as Vice-President for 2015.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Lyon-yes, Lloyd-yes, Maffioli-yes. **VOTE 5-0** Motion passed

5. CONSIDERATION OF NEW DISTRICT COMMITTEE ASSIGNMENTS FOR 2015

- | | | |
|---------------------|-----------------------------------|---------------------------|
| • Budget: | Fiscal & Operating/CIP | Robert Enns, Shirley Lyon |
| • Finance: | Banking & Investments | Cary Maffioli, Dan Lloyd |
| • O&M: | Technical/Safety | Dan Chivens, Dan Lloyd |
| • Personnel: | As needed | TBA |

MOTION: 1st by Maffioli, 2nd by Chivens, to approve the proposed committee assignments for 2015.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Lyon-yes, Lloyd-yes, Maffioli-yes. **VOTE 5-0** Motion passed

6. PRESENTATION AND ACCEPTANCE OF CAYUCOS SANITARY DISTRICT FY 2013/14 FINAL AUDIT

Lisa McGrath, a representative of Moss, Levy & Hartzheim, was introduced and went over the final audit with the Board.

Koon elaborated on newly separated line items "Construction In Progress" for the WWTP so moving forward, it will be easy to follow the specific expenditures relating to the new WWTP in the future.

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

MOTION: 1st by Chivens, 2nd by Lyon, to accept the Cayucos Sanitary District FY 2013/14 final audit.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Lyon-yes, Lloyd-yes, Maffioli-yes. **VOTE 5-0** Motion passed

7. DISCUSSION AND CONSIDERATION TO APPROVE SUGGESTED CHANGES TO THE CAFETERIA PLAN AND DEPENDANT COVERAGE

Enns asked Koon to present his staff report on this subject.

Koon discussed the reason for the request and much discussion went on amongst the Board and staff with regard to insurance premiums, comparisons and recent hikes in premiums.

Maffioli asked if the item could be tabled to give time for more research and be brought back to the Board at a later date. She feels they are being rushed into a decision due to the time constraints of policy effective date but would like more time to further investigate the various options.

Koon said the purpose is to get the discussions going because the entire insurance policy needs to be reviewed and amended in the near future, but in the interim, this vote is for an immediate need of an employee.

MOTION: 1st by Lyon, 2nd by Lloyd, to accept staff recommendation to cover employee plus one dependant for their medical/dental/vision premium. The maximum amount paid will be equal to the monthly premium of the lowest HMO or lowest PPO plan. The employee can choose a higher premium plan and pay the difference if they so choose.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Lyon-yes, Lloyd-yes, Maffioli-yes. **VOTE 5-0** Motion passed

8. DISCUSSION AND CONSIDERATION TO APPROVE DISTRICT EMPLOYEE COST OF LIVING ADJUSTMENT (COLA)

Koon explained that although the District budgets for a 3% COLA each fiscal year, the employees did not receive a COLA increase in FY 13/14 and he is recommending a 2% COLA for the current fiscal year, retroactive to either December 1, 2014 or July 1, 2014. He said this recommendation is based on several factors, the main reason being health insurance premiums have jumped 22% for 2015 and because the District pays health insurance a month in advance, those rates went into effect for District employees this month. Rick presented a worksheet to the Board so that they could evaluate the fiscal impacts at 1%, 2% and 3% scenarios.

Some discussion between the Board ensued, then the item was ready for vote.

MOTION: 1st by Lloyd, 2nd by Lyon, to approve a 2% COLA increase for FY 14/15, retroactive to July 1, 2014.

ROLLCALL VOTE: Enns-yes, Chivens-yes, Lyon-yes, Lloyd-yes, Maffioli-yes. **VOTE 5-0** Motion passed

Lloyd added that he would like a salary inequity study done and will get with Koon and the Finance Committee to discuss what the focus of the study should be.

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

Koon gave a brief update on current happenings and upcoming events pertaining to the future of the WWTP. He mentioned a new focus moving forward and said he is hopeful the next JPA meeting will produce an outline of the next 18 months, a timeline.

Discussions continued between the Board and Koon regarding the topic.

President Enns opened the meeting to Public Comments.

Hearing none, President Enns closed Public Comment and moved on to item 10.

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

- A. District Manager's Report (Koon) – November 2014
- B. Financial Reports:
 - 1. Check Register – October 1 through November 30, 2014
 - 2. Cash, Savings, and Investment Report: Ended November 2014
 - 3. Budget vs. Actual Status Report FY 2014-2015 (November 2014)
 - 4. Capital Improvement Projects Report: Ended November 2014
- C. Monthly Customer Satisfaction Survey Submissions - None
- D. Will Serves - New
 - Houlsby, APN 064-133-018, 720 Park Ave., Int. Remodel/ Rbld Decks**
 - Will Serves – Finaled
 - LoJacono, APN 064-449-035, 3444 Studio Dr., SFR Remodel**

Koon presented his report on the District's November 2014 activities. He updated the Board on a variety of O&M related activities including a high water alarm callout in December due to the rains. He went over various Administrative items and the current status of the District's Capital Improvement Projects; highlighting that the sliplining project has been delayed until after the first of the New Year due to the holidays and weather.

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

11. CONSENT CALENDAR

- A. Approval of Minutes from the November 20, 2014 Board of Directors Meeting

MOTION: 1st by Lyon, 2nd by Lloyd to approve the minutes of the November 20, 2014 Board of Director's Meeting with Lyon to Lloyd correction. **VOTE: 5-0** Motion passed.

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

12. BOARD MEMBER COMMENTS

Koon mentioned a presentation tentatively scheduled at the next board meeting by financial advisor, Karen Shanley.

Maffioli asked if there may be a possibility to rearrange the seating at the JPA meetings. She doesn't feel she is able to see and hear everyone on the panel that is speaking.

Lloyd inquired about the District maybe arranging to have someone instead of District staff put the chairs away after the JPA meetings as this is a burden and a local janitorial crew may be able to provide those additional services.

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

13. SCHEDULED MEETINGS

Board of Directors and Manager Koon confirmed upcoming meeting dates.

A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: **January 8, 2015**

Hosted By: City of Morro Bay, Location: 1001 Kennedy Way, Morro Bay, Time: 6:00 pm.

B. Regular Board of Directors Meeting, Date: **January 15, 2015**

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

C. Other future meeting Schedule:

JPA: **February 12, 2015**

Board Meeting: **February 19, 2015**

14. SCHEDULE AGENDA ITEMS FOR THE JANUARY 15, 2015 BOARD MEETING

A. REGULAR BOARD OF DIRECTORS MEETING

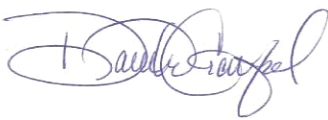
None suggested.

15. ADJOURNMENT

The meeting adjourned at 8:18p.m.

Minutes Recorded and Respectfully Submitted By:

1/16/2015

X 

Danielle Crawford
Administrative Services Billing Manager