



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
H. Miller, Director
R. Frank, Director

REGULAR MEETING
MINUTES
Thursday, January 16, 2020
5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

Vice President Chivens called the meeting to order at 5:00p.m.

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

Board members absent: President Robert Enns, and Director Robert Frank.

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

Guests present: Dylan Wade of Water Systems Consultants (WSC).

2. PUBLIC COMMENTS

Vice President Chivens opened the meeting to Public Comments.

Julie Tacker of Los Osos said she had difficulty retrieving the Board packet for tonight's meeting. She asked why only the agenda portion of tonight's meeting are posted on the District website and not the entire Board packet. She also commented on the Board not televising District meetings or at least having audio made available for people that cannot attend. She said she could understand not televising to save costs but feels an audio recorder would be a prudent and efficient way to be transparent. Tacker also noted that the meeting space was small and "awkward".

Hearing no further comments, Chivens 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 December 13, 2019 Board of Directors Special Meeting.
2. Approval of Minutes for the December 19, 2019 Board of Directors Regular Meeting.

B. Financial Reports: December 2019

1. Check Register – Rabobank (General Checking Account)
 - a. Check Register – Wells Fargo (CSWP Checking Account)

3. CONSENT CALENDAR - *Continued*

- b. Check Register – Wells Fargo (CSWP Construction Account)
 - 2. Cash, Savings, and Investment Report
 - 3. Budget vs. Actual Status Report **FY 2019-2020**
 - 4. Capital Improvement Projects Report

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

Chivens asked for Board discussion:

Miller asked to pull consent item number 3.A.1 for discussion and approval at the next regularly scheduled Board meeting. She stated that the majority of the Board members present at the Special meeting to approve the minutes were not in attendance at this meeting and she was not comfortable voting on them without the other members present.

MOTION: 1st by Miller, approve items 3.A.2 and 3.B on the consent calendar as prepared. Motion was seconded by Lyon.

VOTE 3-0 Motion passed

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

- A. District Manager's Report – **November and December 2019**
- B. Monthly Customer Satisfaction Survey Submissions – **None**
- C. Will Serves – New
 - Scoto, APN 064-204-055, 2787 Santa Barbara Ave. – SFR New**
 - Mather, APN 064-143-008, 41 5th St. – SFR New**
- Will Serves – Renewed
 - Faust, APN 064-275-029, 3090 Studio Dr. – SFR Remodel**
 - Heisinger, APN 064-113-029, 123/125 Ash Ave. – SFR New**
 - Billings, APN 064-415-002, 3205 Studio Dr. – SFR New**
 - Failla, APN 064-184-009, 54 22nd St. – SFR New**
 - Nickel, APN 064-421-008, 3300 Studio Dr. – SFR Remodel**
- Will Serves – Finaled
 - Ording, APN 064-227-015, 1424 Pacific Ave. – SFR New**
- Will Serves – Continue to Serve (No Will Serve Required)
 - None**

Manager Koon presented his Manager's report for the months of November and December for Admin and Operations departments' activities. He mentioned some of the annual permitting and regulatory fees staff has been working recently on and talked about CalTrans taking responsibility for damage to District's force main at the beginning of January. He also said that he and staff are happy with the new IT company adding that QuickTech seems to be handling the District needs very well. Koon informed the Board that the Collections Worker Trainee position is again vacant as the most recently hired incumbent did not meet the conditions of his probation.

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

Items 4 A through C were received and accepted.

5. ELECTION OF DISTRICT OFFICERS FOR 2020 AND CONSIDERATION TO UPDATE CAYUCOS SANITARY DISTRICT AUTHORIZED SIGNATORIES FOR BANKING PURPOSES.

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

MOTION: 1st by Lyon, to elect the same District officers for calendar year 2020 as were held in calendar year 2019, which means no changes needed to District authorized signatories for banking purposes. Motion was seconded by Miller.

VOTE 3-0 Motion passed

6. DISCUSSION AND CONSIDERATION OF NEW BOARD COMMITTEE ASSIGNMENTS FOR 2020.

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

MOTION: 1st by Miller, To elect the same District committee assignments for calendar year 2020 as were assigned in calendar year 2019. Motion was seconded by Lyon.

VOTE 3-0 Motion passed

7. CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 1ST QUARTER OF FY 2019/20 IN THE AMOUNT OF \$80,870.11 AND THE SUPPLEMENTAL INVOICE FOR THE 4TH QUARTER OF FY 2018/19 IN THE AMOUNT OF \$4,796.51.

Miller asked Crawford to elaborate on her staff report and clarify some of the questions she had regarding the CMB credits and debits this quarter.

Crawford explained reasons for each of the amounts and assured the Board that everything in the prior year that was included in this quarter has been reviewed. Crawford also mentioned that she consulted with District auditor to ensure best placement in financial statements later.

Vice President Chivens opened the meeting to Public Comments.

Julie Tacker asked if the CMB sends back up with their invoices.

John Curti of Cayucos asked if the District is billed annually by the CMB.

Hearing no additional comments, Vice President Chivens closed Public Comment.

MOTION: 1st by Lyon, to approve payment of Morro Bay invoice for 1st quarter of FY 2019/2020 in the amount of **\$80,870.11** and the supplemental invoice for the 4th quarter of FY 2018/19 in the amount of **\$4,796.51**. Motion was seconded by Miller.

VOTE 3-0 Motion passed

8. DISCUSSION AND CONSIDERATION TO APPROVE AUDIT SERVICES AGREEMENT WITH MOSS, LEVY AND HARTZEIM.

Some discussion amongst Board and staff ensued regarding legalities of audit team changes versus audit firms.

MOTION: 1st by Lyon, to approve audit services agreement with Moss Levy and Hartzeim. Motion was seconded by Miller.

VOTE 3-0 Motion passed

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

9. DISCUSSION AND CONSIDERATION OF APPROVAL OF EMPLOYMENT AGREEMENT WITH DISTRICT MANAGER.

Miller stated she would like to continue this item saying there needs to be a full Board present to discuss.

Vice President Chivens opened the meeting to Public Comments.

Julie Tacker discussed her letter that was submitted to the Board and District Manager prior to the meeting. She highlighted points of her letter stating that the employment contract warrants a staff report, and she finds omissions in the contract such as a job description. Tacker wants to know if the District has done a salary comparison and if Koon is above it, she would like justification shared with the public.

Koon agreed the item should be continued.

Hearing no additional comments, Vice President Chivens closed Public Comment.

MOTION: 1st by Miller, to continue this item to the regularly scheduled February meeting on February 20,2020 so that all members of the Board can participate in the discussion and consideration. Motion was seconded by Lyon.

VOTE 3-0 Motion passed

10. DISCUSSION AND CONSIDERATION OF RESOLUTION 2020-1 AMENDING DISTRICT SALARY SCHEDULE TO ESTABLISH A PAY SCHEDULE FOR THE POSITION OF DISTRICT MANAGER.

Vice President Chivens opened the meeting to Public Comments.

Julie Tacker said this is a companion item that would also need to be continued.

Hearing no additional comments, Vice President Chivens closed Public Comment.

MOTION: 1st by Miller, to continue this item to the regularly scheduled February meeting on February 20,2020 so that all members of the Board can participate in the discussion and consideration. Motion was seconded by Lyon.

VOTE 3-0 Motion passed

11. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE.

Koon discussed slab that was poured Wednesday and tank ring being poured. He talked about the Lift Station 5 plans that have been with USDA since November is now moving forward very quickly. Koon switched gears and discussed the City of Morro Bay and their recent signing of the TPL agreement letting the Board know that it will be in front of them very soon.

Wade said 25% of the money spent on the CSWP project is right where it should be and right now WSC is focused on putting the other projects out to bid.

12. 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

13. FUTURE SCHEDULED MEETINGS.

- February 20, 2020 – **Regular Board Meeting**
- March 19, 2020 – **Regular Board Meeting**
- April 16, 2020 – **Regular Board Meeting**

14. ADJOURNMENT

The meeting adjourned at 5:32p.m.

Minutes Respectfully Submitted By:



Danielle Crawford
Administrative Office Manager