

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

AGENDA ITEM: <u>7-A</u>
DATE: <u>February 19, 2015</u>
ACTION: <u>Approved</u>

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

REGULAR MEETING  
MINUTES  
Thursday, January 15, 2015  
6:00 p.m.

**1. ESTABLISH QUORUM AND CALL TO ORDER**

President Enns called the meeting to order at 6:04p.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 investment advisor.

**2. PUBLIC COMMENTS**

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

**3. PRESENTATION OF SECURITIES AND INVESTMENT ADVISORY SERVICES BY FINANCIAL ADVISOR, KAREN SHANLEY**

Karen Shanley handed out a packet of information relating to her discussion. She mentioned being in her field of work since 1984 and spoke in depth about the changes she has seen over the decades. Shanley introduced a company called Chandler Asset Management and discussed possibly changing her role from a “broker” to an “advisor” for the District. She continued discussing the current trends, shifts in various investment endeavors and gave suggestions for the District moving forward.

Koon clarified the difference between Shanley transitioning from a “broker” relationship to an “advisor” relationship with the District and what that would mean moving forward with regard to the upcoming anticipated changes. Koon added that he would like to have the Finance Committee take the lead in this planning ahead.

Lloyd said he has many questions but will defer them to the Finance Committee.

Lyon asked about risk factors with bonds.

Shanley responded that the Government guidelines won't let you get into “risky” bonds.

Chivens asked if Shanley would still be handling the money market accounts and if how commissions would be divided up between her and Chandler.

Enns asked how their fee is established.

Shanley responded that equity she charges 1.5% & .4 or .443% on bonds.

Lloyd asked if that is per annum.

Shanley said yes.

Discussions amongst the Board and staff went on regarding the future picture of District finances, how and where to meet Chandler.

Koon highly suggested a Finance Committee meeting be coordinated week after next to discuss all of these items and to reestablish investment priorities.

President Enns opened the meeting to Public Comments.

Hearing none, President Enns closed Public Comment.

#### **4. DISCUSSION AND ELECTION OF LOCAL AGENCY FORMATION COMMISSION (LAFCO) ALTERNATE SPECIAL DISTRICT MEMBER**

The Board reviewed the LAFCO handout and candidate statements.

President Enns suggested Marshall Ochylski as his choice.

President Enns opened the meeting to Public Comments.

Hearing none, President Enns closed Public Comment.

**MOTION:** 1<sup>st</sup> by Chivens, 2<sup>nd</sup> by Lloyd, to select nominee Marshall Ochylski on the December 1<sup>st</sup> 2014 ballot for LAFCO Special District Member

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

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

Koon went over recent meetings, events and outcomes relating to the progress of the WWTP project. He discussed the parallel paths with Morro Bay and suggested an out of the area RFP.

Lloyd expanded on same topic adding that we have a fiduciary responsibility to the community.

Discussions continued amongst the Board.

Enns recommended that the Board members call Koon with thoughts and ideas.

President Enns opened the meeting to Public Comments.

Hearing none, President Enns closed Public Comment.

## 6. STAFF COMMUNICATIONS AND INFORMATION ITEMS

- A. District Manager's Report – December 2014
- B. Financial Reports: December 2014
  - 1. Check Register
  - 2. Cash, Savings, and Investment Report
  - 3. Budget vs. Actual Status Report FY 2014-2015
  - 4. Capital Improvement Projects Report
- C. Monthly Customer Satisfaction Survey Submissions
- D. Will Serves - New
  - Koepke, APN 064-118-016, 192 F Street, SFR Modular**
- Will Serves – Renewed
  - Janian-Tarpin, APN 064-372-016, 3157 Shearer Ave**
  - Sinclair, APN 064-117-008, 163 F Street**
  - Thomas, APN 064-132-031, 505 Saint Mary Ave**
- Will Serves – Finaled
  - Armas, APN 064-201-069, 2659 Richard Ave**
  - Razzari, APN 064-122-012, 99 Pacific Ave**

Koon updated the Board on O&M related activities for the month of December and various Administrative items such as the total number of ACH customers to date being 136. Capital Improvement Projects in December included work and progress on the Main Street slip lining project. Items A through D were received and accepted.

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

## 7. CONSENT CALENDAR

- A. Approval of Minutes from the December 18, 2014 Board of Directors Meeting

**MOTION:** 1<sup>st</sup> by Lloyd, 2<sup>nd</sup> by Lyon to approve the minutes of the December 18, 2014 Board of Director's Meeting with one line omission and a date correction. **VOTE: 5-0** Motion passed.

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

## 8. BOARD MEMBER COMMENTS

Koon mentioned that Morro Bay Council has requested that we change our JPA meeting date next month from February 12<sup>th</sup> to either the 11<sup>th</sup> or the 13<sup>th</sup> due to it being a Morro Bay City holiday. Koon directed staff to check availability of the Vet's Hall, and AGP Video and make the necessary arrangements.

Enns would like to have a special Board meeting prior to next months' JPA meeting once the date is confirmed.

## 9. SCHEDULED MEETINGS

Board of Directors and Manager Koon confirmed upcoming meeting dates.

- A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: **February 12, 2015**  
Hosted by: Cayucos Sanitary District, Location: Vet's Hall, Time: 6:00 p.m.
- B. Regular Board of Directors Meeting, Date: **February 19, 2015**  
Location: Cayucos Sanitary District Office, Time: 6:00 p.m.
- C. Other future meeting Schedule:
  - JPA: **March 12, 2015 (Morro Bay)**
  - Board Meeting: **March 19, 2015**

**10. SCHEDULE AGENDA ITEMS FOR THE FEBRUARY 19, 2015 BOARD MEETING**

**A. REGULAR BOARD OF DIRECTORS MEETING**

Board suggested having a special meeting prior to the February JPA meeting.

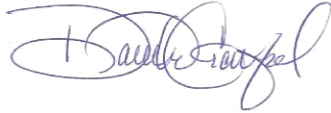
**11. ADJOURNMENT**

The meeting adjourned at 7:48p.m.

**Minutes Recorded and Respectfully Submitted By:**

2/24/2015

X



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Danielle Crawford  
Administrative Services Billing Manager