



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

AGENDA ITEM: _____	3.A.1
DATE: _____	January 19, 2017
ACTION: _____	APPROVED

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

**SPECIAL MEETING  
MINUTES**  
Thursday, December 15, 2016

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

President Enns called the meeting to order at 5:04p.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.

Guest present: Alex Hom of Moss Levy & Hartzheim, and Karen Shanley, financial advisor.

**2. PUBLIC COMMENTS**

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

**3. SEATING OF NEW BOARD MEMBER – HANNAH MILLER**

President Enns introduced newly appointed Board member, Hannah Miller.

Miller thanked the Board for appointing her.

Lyon said happy to have you.

**4. PRESENTATION AND ACCEPTANCE OF CAYUCOS SANITARY DISTRICT FY 2015/2016  
FINAL AUDIT. PRESENTATION BY ALEXANDER HOM OF MOSS, LEVY & HARTZHEIM.**

Alex Hom went over the audit with the Board and concluded there were “no findings”. He specifically mentioned the new GASB 68 regulations and how it will affect the audit in the future. Alex discussed some of the investment accounts and elaborated on the difficulty in the WWTP portion of preparing the audit each year.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

**MOTION:** 1st by Maffioli, to accept the audit as presented. The motion was seconded by Lyon.

**ROLLCALL VOTE:** Maffioli-yes, Lyon-yes, Chivens-yes, Miller-yes, Enns-yes.

**VOTE 5-0** Motion passed.

**5. UPDATE ON DISTRICT LONG TERM INVESTMENTS, KAREN SHANLEY**

Shanley presented a handout to the Board with the District’s current financial status information. She discussed the procedure for moving monies and that it now requires a verbal authorization from a Board member in order to initiate a transaction. Shanley said she will keep in closer contact with the finance committee in the future and she will email a transfer form to staff.

**6. ELECTION OF DISTRICT OFFICERS FOR 2017 AND CONSIDERATION TO UPDATE CAYUCOS SANITARY DISTRICT AUTHORIZED SIGNATORIES.**

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

**MOTION:** 1st by Lyon, to re-elect Robert Enns for President, and Dan Chivens for Vice-President. The motion was seconded by Maffioli. **ROLLCALL VOTE:** Lyon-yes, Maffioli-yes, Chivens-yes, Miller-yes, Enns-yes. **VOTE 5-0** Motion passed.

**7. DISCUSSION AND CONSIDERATION OF NEW DISTRICT BOARD COMMITTEE ASSIGNMENTS FOR 2017.**

Koon went over his staff report showing previous committee assignments.  
Enns suggested the following committee delegates for 2017:

BUDGET COMMITTEE-FISCAL BUDGET/CAPITAL PROJECTS

- Shirley Lyon
- Hannah Miller

FINANCE COMMITTEE-BANKING & INVESTMENTS

- Cary Maffioli
- Robert Enns

O&M COMMITTEE-TECHNICAL SAFETY

- Dan Chivens
- Robert Enns

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

**MOTION:** 1st by Maffioli, to accept committee delegates as stated. The motion was seconded by Chivens. **ROLLCALL VOTE:** Maffioli-yes, Chivens-yes, Lyon-yes, Miller-yes, Enns-yes. **VOTE 5-0** Motion passed.

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

Koon went over his staff report regarding a Cost Of Living Adjustment for District employees for fiscal year 16/17 recommending a 2% COLA retroactively to July 1, 2016.

Maffioli suggested a 3% COLA.

Miller said she had done some extensive research and supports Maffioli's suggestion of a 3% raise retroactive to the beginning of the 16/17 fiscal year.

Chivens agreed with a 3% increase.

Lyon asked Koon what his reasoning was for asking for a 2% raise and not 3%.

Koon said the budget has 3%, and his recommendation for 2% is to stay within budget and the 3% COLA is not to be assumed.

Enns said he is comfortable with 2%, 3% or even 2.5% and is really appreciative of the staff we have currently.

Miller said she checked with several sources including the County and that she feels the District would be in line with other agencies if they approve 3% this year.

Chivens agreed that it should not be "automatic" and needs to be evaluated each year.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

**MOTION:** 1st by Maffioli, to approve a 3% Cost Of Living Adjustment for District employees retroactively to July 1, 2016. The motion was seconded by Miller. **ROLLCALL VOTE:** Maffioli-yes, Chivens-yes, Lyon-yes, Miller-yes, Enns-yes. **VOTE 5-0** Motion passed.

Enns added that he thinks the current District staff is really outstanding and that he is very happy with the employees we have today.

## **9. CONSIDERATION TO RECERTIFY THE CAYUCOS SANITARY DISTRICT'S 2016 SEWER SYSTEM MANAGEMENT PLAN (SSMP).**

Koon discussed the Sewer System Management Plan.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

**MOTION:** 1st by Chivens, to certify and accept the Cayucos Sanitary District Sewer System Management Plan (SSMP) with minor corrections noted. The motion was seconded by Lyon.

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

## **10. 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 November 17, 2016 Board of Directors Regular Meeting.

**B. Financial Reports: November 2016**

1. Check Register
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report FY 2016-2017
4. Capital Improvement Projects Report

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

**MOTION:** 1st by Lyon, to approve consent items 10A and 10B. The motion was seconded by Maffioli.

**ROLLCALL VOTE:** Lyon-yes, Maffioli-yes, Chivens-yes, Miller-yes, Enns-yes.

**VOTE 5-0** Motion passed.

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

- A. District Manager's Report – November 2016
- B. Monthly Customer Satisfaction Survey Submissions (1)
- C. Will Serves - New

**None**

Will Serves – Renewed

**None**

Will Serves – Finaled

**None**

Will Serves – Continue to Serve (no will serve required)

**Navdeep Corp., APN 064-131-022, 399 S. Ocean Ave. – Remdl**

**Kusiak, APN 064-413-029, 67 Flores Ave. – SFR Addtn**

**Stiers, APN 064-153-027, 94 9th Street – SFR Int. Remdl**

Manager Koon's report was presented. He updated the Board on Administrative items, O&M activities, and Capital Projects for the month of November. Koon went over a couple of the topics discussed at the Regional Water Management Group (RWMG) meeting he attended earlier in the month. He also mentioned that he is still working with CalTrans regarding the Toro Creek widening project and will give a status update when progress is made by Caltrans.

Enns opened the meeting to Public Comments.

Hearing no comments, President Enns closed Public Comment.

Items A, B, and, C were received and accepted.

**12. UPDATE ON CAYUCOS SUSTAINABLE WATER PROJECT (CSWP) STATUS.**

Koon discussed the current happenings with the CSWP and the many meetings he has attended during the previous month. He said he would like to tentatively schedule the next Town Hall meeting on February 9, 2017 as this is the date the elementary school has available in February. This Town Hall meeting would include presentation(s), and the draft Environmental Impact Report (EIR). Koon directed staff to take a look at the layout of the school space that is available, and to begin designing the draft postcards for mailing.

Enns opened the meeting to Public Comments.

John Giese – Cayucos resident. Said he had questions regarding the Proposition 218 process. He wants to know how many people it would take to oppose it for it not to raise rates. He also asked if any monies received from grants would reduce the District's loan amount, in turn reducing the increase in rates.

Hearing no further comments, President Enns closed Public Comment.

Koon said it would take 50% of the people plus one to protest in order for a rate increase not to pass in a 218 process. He added that any significant grants received by the District would directly impact the loan amount needed and therefore reduce the rate increase.

**13. 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.)

Lyon liked having this Board meeting earlier and would like to move all Regular Board meetings up from 6:00pm to 5:00pm at least during the winter months.

Koon said he will put it on the next agenda.

**14. FUTURE SCHEDULED MEETINGS.**

- January 12, 2017 – **CSD/MB** – *JPA Meeting (TBD)*
- January 19, 2017 – **Regular Board Meeting**
- February 9, 2017 – **CSD/MB** – *JPA Meeting (TBD)*
- February 16, 2017 – **Regular Board Meeting**

**15. ADJOURNMENT**

The meeting adjourned at 6:35p.m.

**Minutes Recorded and Respectfully Submitted By:**

X



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Danielle Crawford  
Administrative Office Manager