



AGENDA ITEM: 3.A.1
DATE: September 17, 2020
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
H. Miller, Director
R. Frank, Director

REGULAR MEETING
MINUTES
Thursday, August 20, 2020
5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:08p.m.

Board members present via GoToMeeting: President Robert Enns, Vice-President Dan Chivens, Director Miller, Director Robert Frank, and Director Shirley Lyon

Staff present via GoToMeeting: District Manager Rick Koon, and Admin. Services Manager Amy Nelson

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

2. PUBLIC COMMENTS

Enns opened the meeting to Public Comment.

Julie Tacker stated her concerns regarding the employment contract with the District Manager and that his billable time should be charged to the project.

Hearing no further 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 16, 2020 Board of Directors Regular Meeting

B. Financial Reports: July 2020

1. Check Register – Rabobank (General Checking Account)
 - a. Check Register – Wells Fargo (CIP/CSWP Checking Account)
 - b. Check Register – Wells Fargo (CSWP Construction Account)
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report **FY 2020-2021**
4. Capital Improvement Projects Report

Director Miller requested to pull item 3.A.1 for separate consideration, explaining that since she was not present for the July meeting, she would like to abstain from approving the meeting's minutes.

President Enns opened the meeting to Public Comment.

Julie Tacker requested an explanation for the Carmel & Naccasha LLP invoice for \$27,132.25.

Hearing no further comments, President Enns closed Public Comment.

MOTION: 1st by Frank, to approve item 3.B. on the consent calendar as prepared. Motion was seconded by Lyon.

ROLLCALL VOTE: Frank-yes, Miller-yes, Lyon-yes, Chivens-yes, Enns-yes,

VOTE 5-0 Motion passed

MOTION: 1st by Frank, to approve item 3.A. on the consent calendar as prepared. Motion was seconded by Chivens.

ROLLCALL VOTE: Frank-yes, Chivens-yes, Lyon-yes, Enns-yes, Miller-abstain

VOTE 4-0 Motion passed

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

A. District Manager's Report – July 2020

B. Monthly Customer Satisfaction Survey Submissions – None

C. Will Serves – New

None

Will Serves – Renewed

Allen, APN 064-211-041, 2733 Richard Ave. – SFR New

Garabedian, APN 064-204-064, 2739 Santa Barbara Ave. – SFR New

Riesner, APN 064-254-024, 000 Studio Dr. – SFR New

Corral MH LLC, APN 064-042-032, 23 Bakersfield Ave. – SFR New

Will Serves – Finaled

None

Will Serves – Continue to Serve (No Will Serve Required)

None

Manager Koon gave a verbal report for the month of July's Admin. and Operations departments' activities. Admin. staff is continuing cross-training of their respective duties. The District continues to observe COVID-19 health and safety protocol when dealing with the public as well as internally among staff members. The monthly billing rate increased on July 1st, and staff made an effort to ensure customers were aware by highlighting "Reminder: Rate Increase" on the July bills and calling customers who sent in payments at the old rate. The District audit took place on August 20-21 for FY 2019/20.

Director Frank asked about LAFCO fees and LS5 start date?? President Enns explained that the LAFCO fee is a prorated charge among all the agencies in the county. Manager Koon answered that LS5 construction should begin by mid-September.

President Enns opened the meeting to Public Comment.

Julie Tacker pointed out that a COLA hasn't been approved by the Board since August 2018.

Hearing no further comments, President Enns closed Public Comment.
Items 4 A through C were received and accepted.

5. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2020-6 ADOPTING THE 2020 MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

Manager Koon went over the Hazard Mitigation Plan (HMP) with the Board, explaining it is a consolidation of all jurisdictions in the County and, if approved, will allow for FEMA grant funding for future disaster mitigation projects.

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

MOTION: 1st by Chivens, to adopt Resolution 2020-6 Adopting the 2020 Multi-Jurisdictional Hazard Mitigation Plan. Motion was seconded by Miller.

ROLLCALL VOTE: Chivens-yes, Miller-yes, Frank-yes, Lyon-yes, Enns-yes

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE QUITCLAIM DEEDS ELIMINATING EASEMENT RIGHTS OWNED BY CHEVRON LAND AND DEVELOPMENT COMPANY APPURTENANT TO LOTS 8 & 10

Manager Koon explained that Chevron Land and Development Co. (CLDC) has decided to sell their neighboring lots surrounding District-owned lots 8 & 10. With Board approval, the easements that CLDC retained on lots 8 & 10 can be quitclaimed back to the District.

Director Shirley commented that she was happy to see this.

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

MOTION: 1st by Miller, to Approve Quitclaim Deeds Eliminating Easement Rights Owned by Chevron Land and Development Company Appurtenant to Lots 8 & 10. Motion was seconded by Lyon.

ROLLCALL VOTE: Miller-yes, Lyon-yes, Frank-yes, Chivens-yes, Enns-yes

VOTE 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO APPROVE THE CAYUCOS SUSTAINABLE WATER PROJECT CHANGE ORDER #3 FOR \$77,436.37 AND CHANGE ORDER #4 FOR \$16,290.87

Manager Koon clarified the necessity for Change Order #3 (electrical system and instrumentation modifications) and Change Order #4 (general plant design modifications).

President Enns asked Manager Koon if he anticipates any more change orders to arise. Koon answered that the Board might see a few more as the project nears completion, if they see a need for adding items like a feed pump, for example. No substantial change orders are anticipated.

President Enns complimented Manager Koon and Dylan Wade of WSC on their performance in limiting change orders to less than 1% of the total project cost and their ability to keep the project running smoothly.

President Enns opened the meeting to Public Comment.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Frank, to approve the Cayucos Sustainable Water Project Change Order #3 for \$77,436.37 and Change Order #4 for \$16,290.87. Motion was seconded by Chivens.

ROLLCALL VOTE: Frank-yes, Chivens-yes, Miller-yes, Lyon-yes, Enns-yes

VOTE 5-0 Motion passed.

8. REVIEW AND DISCUSSION OF THE DISTRICT OFFERED HMO HEALTH PLAN CHANGES FOR 2020 AND CONSIDERATION TO APPROVE THE HMO HEALTH PLAN RATE INCREASE

Manager Koon went over the prospective health insurance rates for calendar year 2021 and the fiscal impact it will have on the District and its employees. The current health plan rate increased by only 3.20% this year (compared to roughly an 11% increase in the previous year), and is one of the lowest scheduled rate increases of any plan for next year.

President Enns opened the meeting to Public Comment.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Lyon, to Approve the HMO Health Plan Rate Increase. Motion was seconded by Frank.

ROLLCALL VOTE: Lyon-yes, Frank-yes, Miller-yes, Chivens-yes, Enns-yes

VOTE 5-0 Motion passed.

9. DISCUSSION AND CONSIDERATION TO REVISE DISTRICT STAFFING REQUIREMENTS TO INCORPORATE THE CAYUCOS SUSTAINABLE WATER PROJECT

A. ORGANIZATIONAL CHART

B. JOB DESCRIPTIONS

C. SALARY SCHEDULE

Manager Koon discussed anticipated future staffing requirements with the Board.

President Enns asked how many employees are needed to run the plant, commenting that he was expecting to see more new employees added to the Treatment branch of the organizational chart.

Manager Koon elaborated that constant monitoring of the plant by staff will not be necessary as the newly implemented SCADA system will be running outside of business hours. Staff will need to come in on the weekends in staggered and rotating shifts, but the positions represented on the organizational chart are sufficient.

Director Miller and Vice President Chivens supported Manager Koon's suggestion to cross train staff within their respective branches and complimented his efforts.

President Enns opened the meeting to Public Comment.

John Paul Drayer questioned how many substitutes will need to be trained to compensate for when employees are sick, take vacation, etc. He also requested more information about employment vs. contracting out for positions at the plant.

Hearing further no comments, President Enns closed Public Comment.

MOTION: 1st by Lyon, to Revise District Staffing Requirements to Incorporate The Cayucos Sustainable Water Project and to Approve: A.) Organizational Chart, B.) Job Descriptions, and C.) Salary Schedule. Motion was seconded by Frank.

ROLLCALL VOTE: Lyon-yes, Frank-yes, Miller-yes, Chivens-yes, Enns-yes

VOTE 5-0 Motion passed.

10. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE

Manager Koon updated the Board on the Lift Station 5 project, where David Crye General Engineering is fusing the 14" pipe, which will have a 4" conduit alongside it with fiber connections with Spectrum. The plant itself is roughly 75% complete, with current activity focused on membranes and supports. Testing is anticipated to take place in December or January.

President Enns asked if there is an estimated date to disconnect from Morro Bay. Manager Koon answered that late January is a rough estimate. In October the District will have a better idea and will begin communicating with Morro Bay on the specifics.

Also in October, Koon aims to bring the finance agreements to the Board which will close out the \$24.2 million loan with the USDA and lock in a low interest rate of 1.5%.

President Enns opened the meeting to Public Comment.

John Paul Drayer asked when the public will be able to start touring the new facility.

Hearing further no comments, President Enns closed Public Comment.

11. 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.

12. FUTURE SCHEDULED MEETINGS.

- September 17, 2020 – Regular Board Meeting
- October 15, 2020 – Regular Board Meeting
- November 19, 2020 – Regular Board Meeting

13. ADJOURNMENT

The meeting adjourned at 6:12p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager