



CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333

Cayucos, CA 93430

(805) 995-3290

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GOVERNING BOARD

R. Enns, President

S. Lyon, Vice-President

H. Miller, Director

J. Curti, Director

M. Shopshear, Director

BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, FEBRUARY 15, 2024 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

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

Directors present: President Robert Enns, Vice-President Shirley Lyon, Director John Curti, and Director Michael Shopshear

Directors absent: Director Hannah Miller

Staff present: District Manager Rick Koon, Administrative Services Manager Amy Lessi and Administrative Accounting Manager Gayle Good

2. PUBLIC COMMENT

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

3. CONSENT CALENDAR: Recommended to Approve

A. Meeting Minutes

1. Approval of minutes for the January 18, 2024 Board of Directors Regular Meeting

B. Financial Reports: January 2024

1. Check Register – Wells Fargo (General Checking Account)
2. Check Register – Wells Fargo (CIP Checking Account)
3. Cash, Savings, and Investment Report
4. Budget vs. Actual Status Report FY
5. Capital Improvement Projects Report

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve items on the Consent Calendar as prepared. Motion was seconded by Shopshear.

VOTE: 4-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: January 2024

B. New Will-Serves: January 2024

- 1101 S Ocean Ave. / Talbot / 064-161-025 / Retaining Wall & SFR Addition
- 25 20th St. / Mulholland / 064-233-010 / SFR Addition
- 343 Taft Ave. / Beberian / 064-042-005 / ADU New
- 125 Obispo Ave. / Bianche / 064-202-005 / SFR Remodel

Extended Will-Serves:

- 2865 Ocean Blvd. / Teixeira / 064-206-052 / SFR Remodel

Finalized Will-Serves:

- 1101 S Ocean Ave. / Talbot / 064-161-025 / Retaining Wall & SFR Addition
- 2622 Studio Dr. / Buell / 064-254-018 / SFR Remodel

Grants of License:

None

Continue-to-Serves:

- 399 S Ocean Ave. / Coastal Hospitality Holdings LLC / 064-131-022 / CMMCL Remodel

Manager Koon gave a summary of the previous months' activities. Director Miller joined the meeting at 5:06 p.m.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Items 4.A – B were received and accepted.

5. DISCUSSION AND CONSIDERATION TO APPROVE THE UPDATED EMPLOYEE POLICY HANDBOOK

Manager Koon provided a summary of the proposed changes to the policy handbook, highlighting the study staff performed on the longevity pay policy at comparable agencies. Director Curti requested confirmation that staff will be required to sign their acknowledgement of the proposed changes, and Administrative Accounting Manager Gayle Good confirmed that staff would be required to sign once approved. Director Miller suggested increasing the one-time award amount, and Director Shopshear agreed. Director Lyon wondered if the topic should be discussed during a Budget Committee Meeting, and Administrative Accounting Manager Gayle Good pointed out that since they will only be rare, one-time payouts in a relatively small amount, it doesn't need to be a line item in future budgets.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to approve the updated Employee Policy Handbook as presented except for a revision to the Longevity Pay Policy increasing the one-time award amount to \$2,500, and with the right to implement legally mandated changes as necessary, but subject to Board approval for additional changes. Motion was seconded by Lyon.

VOTE: 5-0 Motion passed

6. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1) involving one (1) case. Name of case: Walter v. Cayucos Sanitary District, et al.

President Enns announced that the Board would transition to Closed Session at 5:34 p.m. Director Miller recused herself due to a potential conflict of interest.

Board members present during Closed Session: President Robert Enns, Vice-President Shirley Lyon, Director Curti and Director Shopshear.

Board members absent during Closed Session: Director Hannah Miller

Staff members present during Closed Session: District Manager Rick Koon

Open Session reconvened at 6:14 p.m.

Items to report from Closed Session: None

7. BOARD MEMBER COMMENTS

None

8. FUTURE SCHEDULED MEETINGS

- March 21, 2024 – Regular Board Meeting
- April 18, 2024 – Regular Board Meeting
- May 24, 2024 – Regular Board Meeting

9. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager