



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.1

DATE: January 21, 2020

ACTION: APPROVED

GOVERNING BOARD

R. B. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
H. Miller, Director
R. Frank, Director

REGULAR MEETING MINUTES

Thursday, December 17, 2020
5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:00p.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, Admin. Services Manager Amy Lessi, Treatment Plant Operator Grade III Sarah Hooper, and Treatment Plant Operator Grade II Chris Winn

Guests present via GoToMeeting: Dylan Wade of Water Systems Consultants (WSC), and Adam Guise of Moss, Levy & Hartziem (joined meeting at 5:32p.m.)

2. REPORT OUT OF DECEMBER 11, 2020 CLOSED SESSION

The Board approved a Conditional Settlement Agreement with John Paul Drayer that, if the Board adopts a Resolution of Intention prior to January 12, 2021, requires the District to convert to district-based elections after the 2020 Census data is available and prior to the November 8, 2022 General Election. The motion was made by Director Lyon and seconded by Director Frank and the vote was unanimous, with Director Miller absent.

3. PUBLIC COMMENTS

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Manager Koon introduced the newly hired Sarah Hooper and Chris Winn, who each made a brief statement expressing their enthusiasm to join the District.

4. CONSENT CALENDAR - Recommended 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 19, 2020 Board of Directors Regular Meeting
2. Approval of minutes for the December 4, 2020 Board of Directors Special Meeting
3. Approval of minutes for the December 11, 2020 Board of Directors Special Meeting

B. Financial Reports: November 2020

1. Check Register – Mechanics Bank (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

President Enns announced that item 4.B is not yet available and will be pulled for next month’s meeting.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve item 4.A. on the consent calendar as prepared. Motion was seconded by Frank.

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

VOTE 5-0 Motion passed

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

A. District Manager’s Report – November 2020

B. Monthly Customer Satisfaction Survey Submissions – None

C. Will Serves – New

Valley, APN 064-405-016, 3579 Gilbert Ave. – SFR New

Will-Serves – Renewed

Williams, APN 064-221-003, 33 12TH ST. – SFR New

Pessah, APN 064-417-018, 3140 STUDIO DR. – SFR Remodel

Mather, APN 064-143-008, 41 5TH ST. – SFR New

Wrage, APN 064-426-039, 3333 OCEAN BLVD. – SFR New

Will-Serves – Finaled

Dixon, APN 064-223-009, 41 14th St. – SFR Addition

Pastore, APN 064-182-032, 2175 Cass Ave. – SFR New

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

None

Will-Serves – Grant of License

None

Manager Koon gave a verbal report for the previous month’s Admin. and Operations departments’ activities. Staff increased COVID-19 prevention measures. ACH and credit card customer payments have increased significantly since the outbreak of COVID-19. The District welcomed its two newest employees on December 7th.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Items 5 A through C were received and accepted.

6. ELECTION OF DISTRICT OFFICERS FOR 2021

The Board reviewed the officer assignments for the positions of President and Vice President, ultimately expressing interest in carrying over the present officer assignments into next year.

President Enns opened the meeting to Public Comment.

John Curti agreed wholeheartedly with the decision to continue with the current assignments.

Hearing no further comments, President Enns closed Public Comment.

MOTION: 1st by Miller, to appoint Robert Enns as President and Dan Chivens as Vice President of the Cayucos Sanitary District Board of Directors for 2021. Motion was seconded by Frank.

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

VOTE 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION OF NEW DISTRICT BOARD COMMITTEE ASSIGNMENTS FOR 2021

The Board discussed the potential roles of each committee, with an emphasis on the WWTP/JPA committee, which has sizeable foreseeable obligations in 2021. The committees were assigned as follows:

Standing Committees:

Budget Committee: Shirley Lyon & Hannah Miller

Finance Committee: Robert Enns & Robert Frank

O&M Committee: Dan Chivens and Shirley Lyon

Ad-Hoc Committees:

Personnel Committee: Hannah Miller & Robert Frank

WWTP/JPA Committee: Robert Enns & Shirley Lyon

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

The Board Committee Assignments were accepted as discussed.

8. CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 1ST QUARTER OF FY 2020/21 IN THE AMOUNT OF \$95,827.08

After the invoice was presented, President Enns commented on the number of pages and wondered why the number of staff represented changed throughout the invoice. Manager Koon reassured the Board that he and the Administrative Accounting Manager Gayle Good had gone over it line by line and didn't find any discrepancies.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to Approve Payment of Morro Bay Invoice for 1st Quarter of FY 2020/21 in the Amount of \$95,827.08. Motion was seconded by Chivens.

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

VOTE 5-0 Motion passed

9. PRESENTATION AND ACCEPTANCE OF THE CAYUCOS SANITARY DISTRICT FY 2019/20 FINAL AUDIT BY ADAM GUISE OF MOSS, LEVEY & HARTZHEIM

Mr. Guise presented the FY 2019/20 audit in its final draft and answered questions from the Board. The Board agreed that his report was superb. In turn, Mr. Guise complimented Admin. Accounting Manager Gayle Good on her cooperation and flexibility while he and his staff were in the District office conducting their audit, and while correcting an issue with Tax Liens being counted as income twice. President Enns opened the meeting to Public Comment.

John Curti asked if the Tax Lien issue had only been taking place for the last year?

Hearing no further comments, President Enns closed Public Comment.

Mr. Guise answered that it had been taking place for longer, about a year and a half.

Item 9 was received and accepted.

10. DISCUSSION AND CONSIDERATION OF RESOLUTION 2020-10 DECLARING INTENTION TO TRANSITION FROM AT-LARGE TO DISTRICT-BASED ELECTIONS BY NOVEMBER 2022

Manager Koon reviewed the implications of the proposed resolution with the Board of Directors. The Board had several questions and concerns, such as associated costs that will ultimately fall on the ratepayers, the limited number of registered voters in Cayucos, and dividing community participation into small groups.

President Enns opened the meeting to Public Comment.

John Curti commented that this proposed transition does not make sense to him. The current BOD has been performing efficiently and effectively. The proposed transition costs a lot of money and invites candidates that lack experience, knowledge of the project's history, and expertise. He suggested that the Board look into an exemption on the grounds of such a small population.

Hearing no further comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to Adopt Resolution 2020-10 Declaring Intention to Transition from At-Large to District-Based Elections by November . Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

11. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE

Dylan Wade of WSC updated the Board on recent activity at the jobsite. At Lift Station 5, the wet wells are in and backfilled. The wiring of electrical conduits is currently underway and the site will be weatherproof soon. At the CSWP, the successful startup of many pieces of equipment has taken place. The District has closed its first construction permit and is now transitioning into operational permitting. Construction is anticipated to wrap up early 2021.

President Enns asked for elaboration on the discontinuance of pumping to Morro Bay and switching to the District's outfall. Dylan Wade answered that there will be a couple weeks of transition and "flexible pumping" while the correct biology is established. They will turn the pipes going to Morro Bay to the District's outfall when staff is ready, forecasted for late March/early April.

Vice President Chivens asked for clarification on who is doing the grading work for the Solar Project? Dylan Wade answered there will be dirt leftover from the Lift Station 5 project, David Crye will level it, and Cushman will clean it up.

President Enns relayed a compliment from the public regarding how well-kept Raminha's worksite is.

President Enns opened the meeting to Public Comment.

John Curti was pleased with the precision demonstrated at the jobsite and the qualified new District staff hires.

Hearing no further comments, President Enns closed Public Comment.

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

- January 21, 2021– Regular Board Meeting
- February 18, 2021 – Regular Board Meeting
- March 18, 2021 – Regular Board meeting

14. ADJOURNMENT

The meeting adjourned at 6:15p.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager