



AGENDA ITEM: 3.A.1
DATE: October 15, 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, September 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, and Admin. Services Manager Amy Lessi

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

2. PUBLIC COMMENTS

Enns opened the meeting to Public Comment.

John Curti shared that he took a tour of the new plant and was impressed with what he saw.

John Paul Drayer asked about delinquent customer payments associated with COVID-19.

Julie Tacker stated her appreciation for the meeting packets being posted to the website each month, and requested that the meetings be recorded in the future.

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 August 20, 2020 Board of Directors Regular Meeting

B. Financial Reports: August 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 pointed out a typo in item #10 of the minutes from the previous meeting. "\$2.2 million loan" should have read "\$24.2 million loan."

President Enns opened the meeting to Public Comment.

Julie Tacker requested an explanation for the Carmel & Naccasha LLP invoice for \$11,581.94.

John Paul Drayer wanted to make clear that his comments for item #9 of last month's meeting were in relation to the new gig-economy bill.

Hearing no further comments, President Enns closed Public Comment.

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

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

VOTE 5-0 Motion passed

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

A. District Manager's Report – August 2020

B. Monthly Customer Satisfaction Survey Submissions – None

C. Will Serves – New

**Coastal Hospitality Holdings LLC, APN 064-131-022, 399 S Ocean Ave.
– CMMCL Remodel**

Malmen, APN 064-201-072, 2651 Richard Ave. – SFR New

Borek, APN 064-263-009, 2892 Orville Ave. – SFR Addition

Will Serves – Renewed

Sanchez, APN 064-155-021, 91 11th St. – SFR New

KBDB Properties LLC, APN 064-113-021, 188 D St. – SFR New

Will Serves – Finaled

Payton, APN 064-232-028, 48 18th St. – SFR New

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

None

Manager Koon gave a verbal report for the previous month's Admin. and Operations departments' activities. Staff continues to observe health recommendations associated with COVID-19. Staff completed CPR training and received certification. Admin. staff is revising the document filing and storage process and has been digitizing many District documents that previously took up unnecessary space in the office. A records retention policy is being developed for future Board approval. Legal Counsel has been busy with reviewing contracts for USDA and the Purchase and Sale Agreements for the District-owned lots.

Vice President Chivens wondered what the flow has been like over the past 60 days, as there have been a lot of visitors in town.

Manager Koon answered just over 200,000 gallons, adding that there hasn't been a significant spike, maybe because the public restrooms are closed. The increase in tourists has had a bigger impact on the amount of garbage that's accumulating downtown.

President Enns asked Manager Koon to comment on the recent wastewater testing for COVID-19.

Manager Koon responded that the District participated in the testing for about 4 weeks. Expenses were covered by the County as the process assisted them in proving their testing method. Operations staff has been jetting, using aerosol and PPE to take extra precaution against COVID-19 during this time.

President Enns opened the meeting to Public Comment.

Julie Tacker asked what kind of advice the District received from the auditors on the budget that was adopted for FY 20/21.

Hearing no further comment, President Enns closed Public Comment.

Items 4 A through C were received and accepted.

5. DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 4TH QUARTER OF FY 2019-2020 IN THE AMOUNT OF \$94,653.99

Manager Koon presented his staff report and the invoice from the City of Morro Bay, ultimately recommending approval.

President Enns opened the meeting to Public Comment.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Chivens, to Approve Payment of Morro Bay Invoice for 4th Quarter of FY 2019-2020 in the Amount of \$94,653.99. Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2020-7 AMENDING CAYUCOS SANITARY DISTRICT'S CONFLICT OF INTEREST CODE

Manager Koon explained the revisions and additions to the biennially reviewed Conflict of Interest Code.

President Enns opened the meeting to Public Comment.

Julie Tacker questioned the number of the staff members listed on the proposed Conflict of Interest Code and a lack co-counsel.

Hearing no further comments, President Enns closed Public Comment.

MOTION: 1st by Frank, to Adopt Resolution 2020-7 Amending Cayucos Sanitary District's Conflict of Interest Code. Motion was seconded by Miller.

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

VOTE 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO ADOPT INVESTMENT POLICY FOR FISCAL YEAR 2020/21

Manager Koon reviewed the District's Investment Policy history back to 2013 and said he anticipates that the Board will continue direct management of the District's reserves through 2025.

President Enns opened the meeting to Public Comment.

John Paul Drayer asked if the District would have a financial advisor look into conservative investments.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Chivens, to Adopt Investment Policy for Fiscal Year 2020/21. Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed.

8. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #1 FROM LONGITUDE 123, INC. FOR \$56,780.00

Manager Koon briefly recapped Longitude 123's work for the District at Lift Station 5 and the Outfall Project, recommending the Board's approval of Change Order #1.

President Enns opened the meeting to Public Comment.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Frank, to Approve Change Order #1 from Longitude 123, Inc. for \$56,780.00. Motion was seconded by Miller.

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

VOTE 5-0 Motion passed.

9. DISCUSSION AND CONSIDERATION TO APPROVE PIPELINE PROJECT CHANGE ORDER #1 WITH DAVID CRYE GENERAL ENGINEERING CONTRACTOR, INC. IN THE AMOUNT OF \$44,860.46

Manager Koon explained the change order in detail, noting that the amount is less than 2% of the total contract amount.

President Enns opened the meeting to Public Comment.

Hearing no comments, President Enns closed Public Comment.

MOTION: 1st by Frank, to Approve Pipeline Project Change Order #1 with David Crye General Engineering Contractor, Inc. in the Amount of \$44,860.46. Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed.

10. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE

Manager Koon informed the Board that only roughly 25% of the project work remains. Pipes and pipe supports are currently going in and the headworks are almost complete. Up next is the wiring of conduits, pouring of curbs, and installation of gutters. PG&E will be coming out soon to energize. Lift Station 5 is anticipated to be fully operational by the end of December.

President Enns stated that every time he goes out to visit the job sit, Dylan Wade of WSC is there and working hard. Vice President Chivens thanked Koon for the tour, commenting that it looked a little overwhelming to run, but he understands that automation is the key. Director Lyon and Director Frank also thanked Koon for their tours, complimented Koon and Wade on being a good team, and were impressed with how much has been accomplished in such a short period of time.

President Enns opened the meeting to Public Comment.
Hearing 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.

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

13. ADJOURNMENT

The meeting adjourned at 5:57p.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager