



## CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333  
Cayucos, CA 93430  
(805) 995-3290  
[www.cayucossd.org](http://www.cayucossd.org)

AGENDA ITEM:

3.A.1

### 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, NOVEMBER 16, 2023 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

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

Vice-President Lyon called the meeting to order at 5:00 p.m.

**Directors present:** Vice-President Shirley Lyon, Director Hannah Miller, Director John Curti, and Director Michael Shopshear

**Directors absent:** President Robert Enns

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

**Guests present:** Peter Cron, Executive Director, IWMA

#### 2. PUBLIC COMMENT

Vice-President Lyon opened the meeting to Public Comment.  
Hearing no comment, Vice-President Lyon closed Public Comment.

#### 3. CONSENT CALENDAR: Recommended to Approve

##### A. Meeting Minutes

1. Approval of minutes for the September 21, 2023 Board of Directors Regular Meeting
2. Approval of minutes for the October 5, 2023 Board of Directors Special Meeting

##### B. Financial Reports: September 2023

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

##### C. Financial Reports: October 2023

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
5. Capital Improvement Projects Report

Vice-President Lyon opened the meeting to Public Comment.  
Hearing no comment, Vice-President Lyon closed Public Comment.

**MOTION:** 1st by Miller, to approve items on the Consent Calendar as prepared. Motion was seconded by Curti.

**VOTE:** 4-0 Motion passed

**4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required**

**A. District Manager's Report: September & October 2023**

**B. New Will-Serves: September & October 2023**

- 78 Saint Mary Ave. / Lindahl / 064-125-038 / SFR Addition
- 320 Cayucos Creek Rd. / Travioli / 064-024-019 / SFR New
- 94 24<sup>th</sup> St. / Little / 064-183-021 / SFR New
- 39 S Ocean Ave. / Payton / 064-119-005 / Mixed New

**Extended Will-Serves:**

- 3176 Shearer Ave. / Lema / 064-411-019 / SFR Addition
- 210 Cerro Gordo Ave. / Purchase / 064-372-014 / SFR New
- 560 Pacific Ave. / Marquart / 064-148-008 / ADU New
- 625 Pacific Ave. / Toman / 064-113-007 / 3 SFR New, 2 ADU New

**Finalized Will-Serves:**

- 176 E St. / Nairne / 064-117-004 / ADU New
- 164 F St. Petrucci / 064-118-013 / SFR New
- 71 8<sup>th</sup> St. / Mainwaring / 064-146-036 / MFR Remodel

**Grants of License:**

None

**Continue-to-Serves:**

- 833 Park Ave. / Ontiveros / 064-081-066 / ADU New

Manager Koon gave a summary of the previous month's activities. Director Curti wondered if we can expect to see any increase in the lifespan of the new UV bulbs that were recently installed at the treatment plant, and Manager Koon responded that the bulbs with the longest lifespan are already being utilized. Director Shopshear asked if the replacement project went smoothly, and Manager Koon affirmed that staff built a receiver rack to help facilitate a smooth transition, and only one quartz sleeve broke in the process. Director Curti questioned the recent activity at Lift Stations 3 and 5, and Manager Koon relayed that District staff is performing routine maintenance and replacing worn parts.

Vice-President Lyon opened the meeting to Public Comment.

Hearing no comment, Vice-President Lyon closed Public Comment.

**Items 4.A – B were received and accepted.**

**5. PRESENTATION AND ACCEPTANCE OF THE CAYUCOS SANITARY DISTRICT FY 2022/23 FINAL AUDIT BY ADAM GUISE OF MOSS, LEVY & HARTZHEIM**

Adam Guise presented the audit in its final draft and noted that the strong practices and policies implemented by District staff led to the issuance of an unmodified auditing opinion. Director Curti asked if the discount rate for pension liability is as of June 30, 2022, and Mr. Guise affirmed it is. Director Curti wondered if the discount rate went up, would it reduce liability, and Mr. Guise responded that it would.

Vice-President Lyon opened the meeting to Public Comment.

Hearing no comment, Vice-President Lyon closed Public Comment.

**MOTION:** 1st by Curti, to accept the Cayucos Sanitary District FY 2022/23 Final Audit by Adam Guise of Moss, Levy & Hartzheim. Motion was seconded by Director Shopshear.

**VOTE: 4-0** Motion passed

**6. DISCUSSION AND CONSIDERATION TO AUTHORIZE THE DISTRICT MANAGER TO EXECUTE THE MEMORANDUM OF UNDERSTANDING ("MOU") FOR CENTRAL COAST REGIONAL BIOSOLIDS COOPERATIVE**

Manager Koon presented the MOU to the Board for discussion. Director Curti wondered if there are any other plants currently operating, so that the District might have an idea of potential costs. Manager Koon explained

that this would be the first; the proposal is still at a very preliminary stage, and construction would be more than five years out.

Vice-President Lyon opened the meeting to Public Comment.  
Hearing no comment, Vice-President Lyon closed Public Comment.

**MOTION:** 1st by Miller, to authorize the District Manager to execute the Memorandum of Understanding ("MOU") for Central Coast Regional Biosolids Cooperative. Motion was seconded by Curti.

**VOTE: 4-0** Motion passed

#### **7. DISCUSSION AND CONSIDERATION TO APPROVE A PUBLIC WORKS CONTRACT FOR FY 2023/24 IN THE AMOUNT OF \$40,000.00 WITH N. BRENT KNOWLES CONSTRUCTION FOR REPAIR, PAVING AND SLURRY SERVICES ASSOCIATED WITH DISTRICT EMERGENCIES**

Manager Koon presented the contract to the Board for discussion. Director Curti requested confirmation that a work order will generate each time a need for services arises, and Manager Koon affirmed it would.

Vice-President Lyon opened the meeting to Public Comment.  
Hearing no comment, Vice-President Lyon closed Public Comment.

**MOTION:** 1st by Curti, to approve a Public Works Contract for FY 2023/24 in the amount of \$40,000.00 with N. Brent Knowles Construction for repair, paving and slurry services associated with District emergencies. Motion was seconded by Shopshear.

**VOTE: 4-0** Motion passed

#### **8. DISCUSSION AND CONSIDERATION TO APPROVE RESOLUTION 2023-06 ADOPTING THE 2023 COUNTY JOINDER AMENDMENT TO THE SECOND AMENDED AND RESTATED JOINT POWERS AGREEMENT OF THE INTEGRATED WASTE MANAGEMENT AUTHORITY**

Peter Cron of the IWMA provided background information and the Joinder Amendment to the Board. Director Curti asked how many votes are on their Board, and Mr. Cron responded that it has been reduced from 14 to 9, and now includes individual incorporated cities, unincorporated cities, and special districts. Director Curti inquired about the effective date of the increase, and Mr. Cron stated it will take effect February 1, but Cayucos residents will not see an increase as it has already taken effect in Cayucos. Director Miller asked if the adoption of Joinder Amendment must be unanimous, or if a majority will suffice. Mr. Cron replied that they are hoping for a unanimous adoption, but only a majority is required.

Vice-President Lyon opened the meeting to Public Comment.  
Hearing no comment, Vice-President Lyon closed Public Comment.

**MOTION:** 1st by Miller, to approve Resolution 2023-06 adopting the 2023 County Joinder Amendment to the Second Amended and Restated Joint Powers Agreement of the Integrated Waste Management Authority. Motion was seconded by Shopshear.

**VOTE: 4-0** Motion passed

#### **9. BOARD MEMBER COMMENTS**

None

#### **10. FUTURE SCHEDULED MEETINGS**

- January 18, 2024 – Regular Board Meeting
- February 15, 2024 – Regular Board Meeting
- March 21, 2024 – Regular Board Meeting

## 11.ADJOURNMENT

The meeting adjourned at 5:53 p.m.

### Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi  
Administrative Services Manager