



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.1

DATE: June 17, 2021

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, May 20, 2021
5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

Vice-President Chivens called the meeting to order at 5:08 p.m.

Board members present via GoToMeeting: Vice-President Dan Chivens, Director Robert Frank, Director Shirley Lyon, and Director Hannah Miller (President Robert Enns joined the meeting at 5:28 p.m.)

Staff present via GoToMeeting: District Manager Rick Koon, Admin. Services Manager Amy Lessi and Admin. Accounting Manager Gayle Good

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

2. PUBLIC COMMENTS

Vice-President Chivens opened the meeting to Public Comment.

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

3. 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 April 15, 2021 Board of Directors Regular Meeting
2. Approval of minutes for the April 28, 2021 Board of Directors Special Meeting
3. Approval of minutes for the May 5, 2021 Board of Budget Committee Meeting

B. Financial Reports: April 2021

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

Vice-President Chivens opened the meeting to Public Comment.

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

MOTION: 1st by Miller, to approve items on the consent calendar as prepared. Motion was seconded by Frank.

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

VOTE 4-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager’s Report – April 2021

B. Monthly Customer Satisfaction Survey Submissions – None

C. Will Serves – New

Tamoush, APN 064-146-020, 70 7th St. – SFR New

Will-Serves – Renewed

DeNatale, APN 064-262-006, 2885 Orville Ave. – SFR Addition

Will-Serves – Finalized

Lawrence, APN 064-129-004, 162 J St. – SFR Addition

Byde, APN 064-154-015, 18 10th St. – SFR New

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

Comstock, APN 064-417-019, 3130 Studio Dr. – Lateral Replacement

Will-Serves – Grant of License

None

Manager Koon gave a summary of the previous month’s Admin. and Operations Departments’ activities.

Vice-President Chivens opened the meeting to Public Comment.

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

Items 4 A through C were received and accepted.

5. DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 3RD QUARTER OF FY 2020/21 IN THE AMOUNT OF \$85,465.24

Manager Koon presented and reviewed the invoice with the Board.

Vice-President Chivens observed that the District flow rate is still low.

Vice-President Chivens opened the meeting to Public Comment.

John Curti asked if this is likely to be the last, or second to last, payment to Morro Bay.

Hearing no further comment, Vice-President Chivens closed Public Comment.

Manager Koon affirmed that the plan is to disconnect by the end of June.

MOTION: 1st by Lyon, to approve payment of Morro Bay invoice for 3rd quarter of FY 2020/21 in the amount of \$85,465.24. Motion was seconded by Frank.

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

VOTE 4-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO AWARD THE TORO CREEK BRIDGE TEMPORARY BYPASS CONTRACT TO SOUZA CONSTRUCTION IN THE AMOUNT OF \$1,103,557.00

Manager Koon presented WSC’s Bid Analysis, which recommended Souza Construction, the lowest bidder, for the project.

Vice-President Chivens opened the meeting to Public Comment.

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

MOTION: 1st by Miller, to award the Toro Creek Bridge Temporary Bypass Contract to Souza Construction in the amount of \$1,103,557.00. Motion was seconded by Frank.

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

VOTE 4-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO APPROVE FY 2021/22 CAYUCOS SANITARY DISTRICT BUDGET:

A. OPERATING BUDGET

B. CIP BUDGET

President Enns joined the meeting at 5:28 p.m.

Manager Koon discussed the proposed budgets for the upcoming fiscal year and reviewed some highlights from the Budget Committee meeting held on May 5, 2021, where a 3% COLA and modifications to the Standby Pay were discussed and ultimately recommended. An amendment to the Worker's Comp. Insurance line item 6420 was proposed and an increase from \$25,000 to \$66,000 was recommended as a result of recent claims that have been filed.

Vice-President Chivens opened the meeting to Public Comment.

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

MOTION: 1st by Enns, to approve FY 2021/22 Cayucos Sanitary District Operating Budget and CIP Budget, with proposed amendment to line item 6420. Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

8. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE

Manager Koon shared his screen and offered an insider's view of the new SCADA System's home screen and explained how it allows Operators to monitor the plant.

Vice-President Chivens opened the meeting to Public Comment.

John Curti asked if there is an estimate for how much recycled water will be generated on an annual basis.

Hearing no further comment, Vice-President Chivens closed Public Comment.

Dylan Wade of WSC answered that their estimate is about 325 acre feet per year, and added for reference that Cayucos is allocated 600 acre feet from Whale Rock Reservoir on an annual basis. This surplus is intended to become a reserve bank for the community of Cayucos.

Manager Koon notified the Board that grading at the solar site will commence next week, and a pre-construction meeting will take place the week of June 21. He also announced that plans for a Dedication Ceremony are firming up, where the plant will open to the public with opportunities for interested persons to go on a tour and ask questions about their unique interests.

President Enns asked for highlights from Manager Koon's meeting with Scott Collins, the City Manager of Morro Bay.

Manager Koon stated that they met to discuss how to move forward after Cayucos disconnects in June. They will meet again in one week and talk in more detail about the demolition of the plant, the District's pipe on Main St., and make arrangements for both parties to have their Committees meet.

9. 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.)

President Enns requested input from the Board regarding any preferences they may have about the location, time, and type of food (if any) at the Dedication Ceremony.

10. FUTURE SCHEDULED MEETINGS

- June 17, 2021 – Regular Board Meeting
- July 15, 2021 – Regular Board Meeting
- August 19, 2021 – Regular Board Meeting

11. ADJOURNMENT

The meeting adjourned at 5:59 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager