



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.1

DATE: May 19, 2022

ACTION: Approved

GOVERNING BOARD

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, APRIL 21, 2022 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

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

Board members present via GoToMeeting: President Robert Enns, Vice-President Dan Chivens, and Director Robert Frank

Staff present via GoToMeeting: District Manager Rick Koon and Administrative Services Manager Amy Lessi

2. PUBLIC COMMENT

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

Director Lyon joined the meeting at 5:01 p.m.

3. CONSENT CALENDAR: Recommended to Approve

A. Regular Meeting Minutes

1. Approval of minutes for the March 17, 2022 Board of Directors Regular Meeting
2. Approval of minutes for the April 12, 2022 Board of Directors Special Meeting

B. Financial Reports: March 2022

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 **2021-2022**
4. Capital Improvement Projects Report

Director Miller joined the meeting at 5:03 p.m.

Director Lyon questioned what the USA Bluebook charges were for on the check register. Manager Koon responded that they were for lab equipment (beakers) at the WRRF.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

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

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

VOTE 5-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: March 2022

B. New Will-Serves:

- 959 Pacific Ave. / Jones / 064-153-015 / ADU New

Extended Will-Serves:

- 1073 Pacific Ave. / Wolowodiuk / 064-154-020 / SFR New

Finalized Will-Serves:

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

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

None

Grants of License:

None

Manager Koon gave a summary of the previous month's activities. President Enns asked for clarification as to whether the \$716,611.01 payment on the CIP check register was the same payment referenced in the Manager's Report, to which Manager Koon responded that it is a separate payment. Director Frank observed that the numbers for effluent flows have varied over the last few months, and Manager Koon responded that it is a direct result of stormwater, adding that the number will increase in the summer with increased usage.

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 PAYMENT OF MORRO BAY INVOICE FOR 4th QUARTER OF FY 2020-2021 IN THE AMOUNT OF \$113,478.73

Manager Koon recommended that the Board pull this item since staff did not receive a response to their questions. Director Frank noted the total balance owed is unclear.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to pull item and waive approval of Morro Bay invoice for 4th quarter of FY 2020-2021 until discrepancies have been resolved. Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION OF REQUEST FROM THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) TO SUBMIT A BALLOT FOR THE LAFCO ALTERNATE SPECIAL DISTRICT MEMBER

President Enns mentioned that candidate Ed Eby has been an alternate on the LAFCO Board for some time, and regularly attends their meetings.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to nominate Ed Eby as the LAFCO Alternate Special District Member. Motion was seconded by Miller.

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

VOTE 5-0 Motion passed

7. CONSIDERATION TO ADOPT RESOLUTION 2022-09 ESTABLISHING THE AMOUNT OF SEWER CONNECTION FEES AND INSPECTION FEES

Manager Koon presented the resolution and attached study to the Board. Director Frank asked for clarification on what the Inspection Fee entails. Manager Koon answered that District staff routinely visits construction sites throughout the Will-Serve process to assist with requirements in connecting to the sewer system. Staff provides step-by-step counsel to Will-Serve customers during the connection process and makes an average of three trips to construction sites during this time period. Vice President Chivens requested confirmation that the

Inspection Fee includes inspection of the lateral, connection at the wye and enclosures, and Manager Koon affirmed.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to adopt Resolution 2022-09 establishing the amount of sewer Connection Fees & Inspection Fees. Motion was seconded by Frank.

ROLLCALL VOTE: Miller-yes, Frank-yes, Lyon-yes, Chivens-yes, Enns-yes
VOTE 5-0 Motion passed

8. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-08 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361)

Manager Koon reminded the Board that they are required to adopt this Resolution if they wish to continue with remote meetings during the COVID-19 pandemic.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Chivens, to adopt Resolution 2022-08 to authorize remote teleconferencing meetings in accordance with Government Code Section 54953(e) (AB 361). Motion was seconded by Miller.

ROLLCALL VOTE: Chivens-yes, Miller-yes, Frank-yes, Lyon-yes, Enns-yes
VOTE 5-0 Motion passed

9. BOARD MEMBER COMMENTS

Vice President Chivens announced that after 12 years of serving on the Cayucos Sanitary District Board of Directors, he is resigning. The Board expressed their gratitude for his many years of service.

10. FUTURE SCHEDULED MEETINGS

- May 21, 2022 – Regular Board Meeting
- June 18, 2022 – Regular Board Meeting
- July 21, 2022 – Regular Board Meeting

11. ADJOURNMENT

The meeting adjourned at 5:36 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager