



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
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Cayucos, CA 93430-0333
(805) 995-3290

AGENDA ITEM:

3.A.1

GOVERNING BOARD

R. Enns, President
S. Lyon, Vice-President
H. Miller, Director
R. Frank, Director
J. Curti, Director

BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, JUNE 15, 2023 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

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

Directors present: President Robert Enns, Vice-President Shirley Lyon, Director Hannah Miller, Director Robert Frank and Director John Curti

Staff present: 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.

3. CONSENT CALENDAR: Recommended to Approve

A. Meeting Minutes

1. Approval of minutes for the April 20, 2023 Board of Directors Regular Meeting
2. Approval of minutes for the April 25, 2023 Budget Committee Meeting

B. Financial Reports: April 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 **2022-2023**
5. Capital Improvement Projects Report

C. Financial Reports: May 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 **2022-2023**
5. Capital Improvement Projects Report

Director Curti requested a correction to the minutes for the April 20th Board meeting: The vote for item 7 reads “5-0” but should read “4-0.”

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

MOTION: 1st by Curti, to approve items on the Consent Calendar as corrected. Motion was seconded by Frank.

VOTE: 5-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: April & May 2023

B. New Will-Serves: April & May 2023

- 980 Park Ave. / Brosi / 064-157-025 / Deck (over easement)
- 199 6th St. / Leven / 064-132-037 / SFR Demo/Rebuild + ADU

Extended Will-Serves:

- 2788 Richard Ave. / J. Tenbroeck, Inc. / 064-204-032 / SFR New

Finalized Will-Serves:

- 47 Fresno Ave. / Page / 064-046-047 / SFR New

Grants of License:

None

Manager Koon gave a summary of the previous month's activities. Director Curti requested clarification on the CIP budget and what happens when anticipated projects aren't completed, and Manager Koon explained.

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 ADOPT RESOLUTION 2023-05 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2023/24 APPROPRIATIONS LIMIT

Manager Koon reminded the Board that annually, the District is required to adopt a Resolution establishing the upcoming fiscal year's Appropriations Limit. President Enns wondered why the limit didn't increase with the expansion of the District's facilities on Toro Creek Rd., and Manager Koon responded that the limit is based on other criteria, primarily the population in Cayucos.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to adopt Resolution 2023-05 establishing Cayucos Sanitary District's Fiscal Year 2023/24 Appropriations Limit. Motion was seconded by Frank.

VOTE: 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE THE FISCAL YEAR 2023/24 CAYUCOS SANITARY DISTRICT BUDGET

A. A.OPERATING BUDGET

B. CIP BUDGET

Director Miller provided a summary of the Budget Committee Meeting and their recommendations, highlighting their considerations regarding a COLA. Manager Koon provided an update on reimbursements associated with the solar field and a detailed explanation of the proposed CIP Budget. In relation to the treatment plant, Director Curti asked if there are any expensive replacement part purchases to be expected in the next 5-10 years. Manager Koon replied that after about 10-15 years of use, the membranes will need to be replaced, estimated to cost roughly \$1 million. Every 2-3 years UV light bulbs need to be replaced, as do lifters and motor pumps, but most parts are good for at least 10 years or are reasonably priced to maintain.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Curti, to approve the Fiscal Year 2023/24 Cayucos Sanitary District Operating and CIP Budgets. Motion was seconded by Frank.

VOTE: 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO ACCEPT THE NOTICE OF COMPLETION FOR THE TORO CREEK BRIDGE REPLACEMENT PROJECT

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

MOTION: 1st by Lyon, to accept the Notice of Completion for the Toro Creek Bridge Replacement Project.
Motion was seconded by Miller.

VOTE: 5-0 Motion passed

8. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2023-03 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2023-2024 COUNTY TAX ROLL

The report of delinquent sewer service charges was submitted to the Board and it was noted that there are more delinquent customers than in prior years.

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

MOTION: 1st by Frank, to adopt Resolution 2023-03 confirming the itemized report to collect delinquent sewer service charges on the Fiscal Year 2023-2024 County Tax Roll. Motion was seconded by Curti.

VOTE: 5-0 Motion passed

9. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2023-04 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2023-2024 COUNTY TAX ROLL

Mission Country Disposal's report of delinquent solid waste collection and disposal charges was submitted to the Board.

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

MOTION: 1st by Frank, to adopt Resolution 2023-04 confirming the itemized report to collect delinquent solid waste collection and disposal charges on the Fiscal Year 2023-2024 County Tax Roll. Motion was seconded by Curti.

VOTE: 5-0 Motion passed

10. DISCUSSION AND CONSIDERATION TO CERTIFY THE CAYUCOS SANITARY DISTRICT'S 2023 SEWER SYSTEM MANAGEMENT PLAN (SSMP)

The revised SSMP and proposed revisions were discussed amongst the Board. In reference to page 10 of the SSMP, President Enns requested that it be made clear that the entire staff is not on call twenty four hours a day, 365 days a year.

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

MOTION: 1st by Miller, to certify the Cayucos Sanitary District's 2023 Sewer System Management Plan (SSMP) as amended. Motion was seconded by Curti.

VOTE: 5-0 Motion passed

11. DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF THE CITY OF MORRO BAY INVOICE FOR 1ST QUARTER OF FY 2021-2022 IN THE AMOUNT OF \$32,936.91

Manager Koon reminded the Board that this is the final payment to the City of Morro Bay.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve payment of the City of Morro Bay invoice for 1st quarter of FY 2021-2022 in the amount of \$32,936.91. Motion was seconded by Frank.

VOTE: 5-0 Motion passed

12. DISCUSSION AND CONSIDERATION TO APPROVE QUITCLAIM DEEDS ELIMINATING EASEMENT RIGHTS OWNED BY CHEVRON LAND AND DEVELOPMENT COMPANY APPURTENANT TO LOTS 8 & 10

Manager Koon explained that Chevron has decided to sell their neighboring lots surrounding District-owned lots 8 & 10. With Board approval, the easements benefiting the neighboring lots that Chevron retained on lots 8 & 10 can be quitclaimed back to the District.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to approve quitclaim deeds eliminating easement rights owned by Chevron Land and Development Company appurtenant to lots 8 & 10. Motion was seconded by Frank.

VOTE: 5-0 Motion passed

13. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956(d)(2) involving one (1) potential case. Walter v. Cayucos Sanitary District

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

President Enns announced that the Board would transition to Closed Session at 6:15 p.m.

Director Miller recused herself from participating in this agenda item due to a conflict of interest.

Board members present during Closed Session Agenda Item #13: President Robert Enns, Vice-President Shirley Lyon, Director Robert Frank, and Director John Curti

Staff members present during Closed Session Agenda Item #13: District Manager Rick Koon

Legal Counsel present during Closed Session Agenda Item #13: District Legal Counsel Tim Carmel

Items to report from Closed Session: None

14. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b) Title: District Manager

Board members present during Closed Session Agenda Item #14: President Robert Enns, Vice-President Shirley Lyon, Director Hannah Miller, Director Robert Frank, and Director John Curti

Staff members present during Closed Session Agenda Item #14: District Manager Rick Koon

Open session reconvened at 7:25 p.m.

Items to report from Closed Session: President Enns reported that District Manager Rick Koon's annual performance evaluation was completed.

15. BOARD MEMBER COMMENTS

None

16. FUTURE SCHEDULED MEETINGS

- July 20, 2023 – Regular Board Meeting
- August 17, 2023 – Regular Board Meeting
- September 21, 2023 – Regular Board Meeting

17. ADJOURNMENT

The meeting adjourned at 7:26 p.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager