



## CAYUCOS SANITARY DISTRICT

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

**AGENDA ITEM:** 3.A.1

**DATE:** April 15, 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, March 18, 2021  
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), Charlotte Holifield of CSDA

#### 2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns 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 January 21, 2021 Board of Directors Regular Meeting

##### B. Financial Reports: January 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

##### C. Financial Reports: February 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

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 Lyon.

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

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

**A. District Manager's Report – January & February 2021**

**B. Monthly Customer Satisfaction Survey Submissions – None**

**C. Will Serves – New - (January & February 2021)**

**Teixeira, APN 064-206-052, 2685 Ocean Blvd. – SFR Remodel**

Will-Serves – Renewed

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

**Borek, APN 064-221-013, 34 11th St. – SFR Addition**

**O'Day, APN 064-157-026, 960 Park Ave. – SFR Remodel**

**Gottlieb, APN 064-484-001, 871 N Ocean Ave. – SFR New**

**J Tenbroeck, Inc., APN 064-204-032, 2788 Richard Ave. – SFR New**

**Bybee, APN 064-207-048, 2744 Orville Ave. – SFR Remodel**

**Wolowodiuk, APN 064-154-020, 1073 Pacific Ave. – SFR New**

Will-Serves – Finalized

**Billings, APN 064-415-002, 3205 Studio Dr. – SFR New**

**Wrage, APN 064-426-039, 3333 Ocean Blvd. – SFR New**

**Garabedian, APN 064-204-064, 2739 Santa Barbara Ave. – SFR New**

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

**None**

Will-Serves – Grant of License

**None**

Manager Koon gave a summary of the previous month's Admin. and Operations departments' activities.

Director Lyon asked for more information regarding the 10<sup>th</sup> St. easement issue from the February O&M Report.

Manager Koon elaborated and stated that he and Jon Collins were able intercede before any irreversible action took place and there is no longer an issue.

Director Frank asked if the District's billing software can accommodate paperless billing and wondered if that might be a way to save money on postage and printing costs. Director Miller agreed that paperless billing interested her, and suggested it might especially be of interest to customers who are on ACH.

Manager Koon answered that paperless billing is not available as an option at this time.

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

Items 4 A through C were received and accepted.

**5. PRESENTATION FROM CHARLOTTE HOLIFIELD OF CSDA REGARDING THE 2021 TRANSPARENCY CHALLENGE FOR CALIFORNIA SPECIAL DISTRICTS**

Ms. Holifield virtually presented the District with a District Transparency Certificate of Excellence for being the first Special District in California to complete the 2021 Special District Leadership Foundation Transparency Challenge.

President Enns thanked Ms. Holifield for the award and Vice President Chivens and Director Frank affirmed it was a testament to District staff.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**6. DISCUSSION AND CONSIDERATION TO ACCEPT THE MORRO BAY/CAYUCOS JOINT POWERS AGREEMENT FISCAL YEAR 2019-2020 AUDIT**

Manager Koon presented the audit to the Board.

President Enns opened the meeting to Public Comment.

JP Drayer stated that he appreciates the work that went into the audit. He wondered if once the current plant is decommissioned, can it serve a purpose for the community? He suggested a survey, a subcommittee, or other input of some sort from the community on how to best utilize the decommissioned plant and help foresee any legal issues.

Hearing no further comment, President Enns closed Public Comment.

Item 6 was received and accepted.

**7. DISCUSSION AND CONSIDERATION TO APPROVE THE HOUSEHOLD HAZARDOUS WASTE SECOND AGREEMENT WITH INTEGRATED WASTE MANAGEMENT AUTHORITY AND CITY OF MORRO BAY**

Director Frank mentioned that he used this service last week and said it's a great resource.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Chivens, to approve the Household Hazardous Waste Second Agreement with Integrated Waste Management Authority and City of Morro Bay. Motion was seconded by Lyon.

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

**VOTE 5-0** Motion passed

**8. DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 2ND QUARTER OF FY 2020-2021 IN THE AMOUNT OF \$87,912.52**

Manager Koon reviewed the invoice with the Board.

President Enns commented that he doesn't recall seeing the flow this low and gave credit to the District's field crew for finding and repairing leaks.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Frank, to approve payment of Morro Bay invoice for 2nd quarter of FY 2020-2021 in the amount of \$87,912.52. 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 OF REQUEST FROM THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) TO NOMINATE A BOARD MEMBER TO SERVE ON THE LOCAL AGENCY FORMATION COMMISSION AS THE SPECIAL DISTRICT MEMBER (OPTIONAL)**

Director Miller asked President Enns if he had any desire to serve on the LAFCO Board.

President Enns answered that he would be happy to serve.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Miller, to nominate Robert Enns to serve on the Local Agency Formation Commission as the Special District member. Motion was seconded by Chivens.

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

**VOTE 5-0** Motion passed

**10. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #6 WITH CUSHMAN CONTRACTING CORPORATION IN THE AMOUNT OF \$89,388.37**

Manager Koon reviewed the itemized breakdown of Change Order #6 and explained its necessity.

President Enns commented that he hasn't seen a project of this size with such a low change order rate and complimented the efforts made by Dylan Wade of WSC, who was integral in keeping the change order rate low.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Lyon, to approve Change Order #6 with Cushman Contracting Corporation in the amount of \$89,388.37. Motion was seconded by Frank.

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

**VOTE 5-0** Motion passed

**11. DISCUSSION AND CONSIDERATION TO APPROVE PIPELINE PROJECT CHANGE ORDER #2 WITH DAVID CRYE GENERAL ENGINEERING CONTRACTOR, INC. FOR A DECREASED AMOUNT OF \$120,784.00**

Manager Koon reviewed the itemized breakdown of Change Order #2 and explained its necessity.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Frank, to approve Change Order #2 with David Crye General Engineering Contractor, Inc. for a decreased amount of \$120,784.00. Motion was seconded by Chivens.

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

**VOTE 5-0** Motion passed

## **12. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #3 FOR THE LIFT STATION 5 PROJECT WITH RAMINHA CONSTRUCTION, INC. IN THE AMOUNT OF \$24,053.77**

Manager Koon reviewed the itemized breakdown of Change Order #3 and explained its necessity.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Miller, to approve Change Order #3 for the Lift Station 5 Project with Raminha Construction, Inc. in the amount of \$24,053.77. Motion was seconded by Chivens.

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

**VOTE 5-0** Motion passed

## **13. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE**

Dylan Wade of WSC notified the Board that the project is nearing completion and has entered the “closeout” phase. Substantial construction is complete. The work at Lift Station 5 is coming to a close as they install pump and final electrical this week, followed by testing next week. Also next week, sludge will be coming in. In April they will hold a 30-day performance test to ensure everything is working as intended.

Manager Koon stated that they will intermittently start pushing wastewater to the new plant in the first week of April, between periods of sending wastewater to Morro Bay for testing. It is projected that by the end of April all wastewater will be directed to the CSWP and the outfall will begin to be utilized.

Director Miller complimented the efforts made by Manager Koon and Dylan Wade and offered her opinion that the community is lucky to have them working on the project. Director Frank concurred, and Vice President Chivens commented that he is especially impressed by the change orders. Director Lyon stated that she feels blessed to be part of the project and thinks the community as a whole will be proud.

President Enns opened the meeting to Public Comment.

John Curti asked for an updated timeline for the Solar Project.

Hearing no further comments, President Enns closed Public Comment.

Manager Koon answered that REC Solar is scheduled to begin construction in late June and it will be completed in July in preparation for the arrival of PG&E in August.

## **14. 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.

## **15. FUTURE SCHEDULED MEETINGS**

- April 15, 2021 – Regular Board Meeting
- May 20, 2021 – Regular Board meeting
- June 17, 2021 – Regular Board meeting

## **16. ADJOURNMENT**

The meeting adjourned at 6:04p.m.

**Minutes Respectfully Submitted By:**

X Amy Lessi

Amy Lessi  
Administrative Services Manager