



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.1

DATE: February 17, 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, JANUARY 20, 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 5:01 p.m.

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

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

2. PUBLIC COMMENT

President Enns opened the meeting to Public Comment.

John Curti requested a status update on the redistricting process.

Hearing no comment, President Enns closed Public Comment.

Manager Koon replied that the proposed divisions will be presented at the February Board of Directors Meeting, and finalized at the March meeting.

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 December 16, 2021 Board of Directors Regular Meeting
2. Approval of minutes for the January 12, 2022 Board of Directors Special Meeting

B. Financial Reports: December 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 **2021-2022**
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 Miller.

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

VOTE 5-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: December 2021

B. New Will-Serves:

- 2790 Santa Barbara Ave. / Dildine / 064-205-024 / SFR Remodel
- 47 Fresno Ave. / Page / 064-046-047 / SFR New

Extended Will-Serves:

- 871 N Ocean Ave. / Gottlieb / 064-484-001 / SFR New
- 41 5th St. / Mather / 064-143-008 / SFR New
- 3140 Studio Dr. / Pessah / 064-417-018 / SFR Remodel

Finalized Will-Serves:

- 185 D St. / KBDB Properties LLC / 064-113-021 / SFR New
- 3090 Studio Dr. / Faust / 064-275-029 / SFR Remodel
- 55 Del Mar Ave. / Sullivan / 064-415-012 / SFR Remodel

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

None

Grants of License:

None

Manager Koon gave a summary of the previous month's activities. Director Frank asked if the solar plant is still scheduled to be complete in April, to which Manager Koon replied that PG&E continues to delay and the new estimate is August. Director Frank went on to ask for clarification on why the PG&E bill at the plant fluctuates. Manager Koon explained that the variation has to do with the blowers and the bio-oxygen demand, which in turn relates to increased loading on the system. President Enns noticed the new line item "WRRF Effluent Flow" and Manager Koon stated it represents the number of gallons discharged at the outfall per month, and that staff will be tracking and monitoring this number.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Items 4.A. – C. were received and accepted.

5. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-02 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361)

Manager Koon explained that the District is required to adopt this Resolution if the Board wishes 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 Miller, to adopt Resolution 2022-02 to authorize remote teleconferencing meetings in accordance with Government Code Section 54953(e) (AB 361). Motion was seconded by Frank.

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

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE THE REVISED CAYUCOS SANITARY DISTRICT 2022 ADMINISTRATIVE FEE SCHEDULE

Manager Koon presented the revised fee schedule to the Board, highlighting new and increased fees. In reference to the Interrupted Service Fee, Director Frank asked how the District will know that a lateral has been reconnected and the billing should revert to the Sewer Use Fee. Manager Koon answered that staff member Jon Collins periodically drives through town to observe the current stage of construction at these sites to help confirm that the accounts are still being billed correctly. Vice-President Chivens commented that the Customer Callout Fee seems low, compared to the price you would pay a plumber to do the same. President Enns asked for clarification on whether a CCTV video of a lateral qualifies as a "Customer Callout". Manager

Koon replied that the District will continue to offer CCTVs as a complimentary service, as it benefits both the District and the customer to know the status of the lateral. Director Lyon verbalized her approval and added that this service is valuable to realtors.

President Enns opened the meeting to Public Comment.

John Curti suggested that the fee schedule should be evaluated on a more frequent basis.

Hearing no further comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve the revised Cayucos Sanitary District 2022 Administrative Fee Schedule. Motion was seconded by Frank.

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

VOTE 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO APPROVE THE REVISED CAYUCOS SANITARY DISTRICT HOURS OF WORK, OVERTIME, COMPENSATORY TIME & STANDBY POLICY (EMPLOYEE POLICY HANDBOOK POLICY NUMBER 2150)

Manager Koon presented the updated policy to the Board. President Enns asked if the new policy has been reviewed by staff yet, and if so, what was the response. Manager Koon answered that there was a positive response from staff.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Chivens, to approve the revised Cayucos Sanitary District Hours Of Work, Overtime, Compensatory Time & Standby Policy (Employee Policy Handbook Policy Number 2150). Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

8. BOARD MEMBER COMMENTS

This item provides the opportunity for Board members to make brief announcements and/or briefly report on their own activities related to District business.

Manager Koon informed the Board that he has a meeting with the City of Morro Bay scheduled for Monday morning at 10:00 a.m.

9. FUTURE SCHEDULED MEETINGS

- February 17, 2022 – Regular Board Meeting
- March 17, 2022 – Regular Board Meeting
- April 21, 2022 – Regular Board Meeting

10. ADJOURNMENT

The meeting adjourned at 5:38 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager