



AGENDA ITEM: 3.A.1
DATE: November 19, 2020
ACTION: APPROVED

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

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

REGULAR MEETING
MINUTES
Thursday, October 15, 2020
5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:05p.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)

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comment.

Julie Tacker stated her opinion that the meeting should not continue due to the technical difficulties that some were experiencing when trying to join the meeting via the link provided by *GoToMeeting*. She repeated her request for the meetings to be recorded.

Hearing no further comments, President Enns closed Public Comment.

3. CONSENT CALENDAR - Recommend 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 September 17, 2020 Board of Directors Regular Meeting

B. Financial Reports: September 2020

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 comments, President Enns closed Public Comment.

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

ROLLCALL VOTE: Lyon-yes, Frank-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 – September 2020

B. Monthly Customer Satisfaction Survey Submissions – None

C. Will Serves – New

None

Will Serves – Renewed

Lojacono, APN 064-449-035, 3444 Studio Dr. – SFR Remodel

Purchase, APN 064-372-014, 210 Cerro Gordo Ave. – SFR New

Purchase, APN 064-372-013, 220 Cerro Gordo Ave. – SFR New

Kaus, APN 064-222-014, 48 12th St. – SFR New

Will Serves – Finaled

None

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

None

Manager Koon gave a verbal report for the previous month's Admin. and Operations departments' activities. Staff continues to observe health recommendations associated with COVID-19. Collections Trainee Justin completed his Collections I Exam. Job openings have been posted publicly for the newly created Grade II/Grade III positions. Staff is preparing an updated Employee Policy Handbook for Board approval.

President Enns had questions about the experience requirements for the new positions, which Manager Koon answered.

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

Items 4 A through C were received and accepted.

5. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2020-8 AMENDING CAYUCOS SANITARY DISTRICT'S CONFLICT OF INTEREST CODE

Manager Koon explained that upon the County's review of the District's Conflict of Interest Code that was submitted last month, the County responded with suggested revisions. District staff reviewed and accepted the updates to the Code and recommends this amendment.

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

MOTION: 1st by Chivens, to Adopt Resolution 2020-8 Amending Cayucos Sanitary District's Conflict of Interest Code. Motion was seconded by Frank.

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

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE THE DRAFT MEMORANDUM OF UNDERSTANDING WITH THE CAYUCOS-MORRO BAY CEMETARY DISTRICT REGARDING THE LEASE OR PURCHASE OF A PORTION OF LOT 8 ON TORO CREEK RD.

Manager Koon presented the Board with the proposed draft MOU, which led to a discussion weighing the pros and cons of such an agreement. President Enns and Director Miller pointed out that this would have to be a sale (as opposed to the previously preferred notion of a lease) of the property, which prompted further discussion on which type of arrangement would better benefit the District. The morality of putting a cemetery near a WWTP was questioned, but it was ultimately decided that this should be of concern to the cemetery, not the District. The Board went on to consider if having a cemetery near the CSWP would have any negative impacts on the District, and began to weigh out if this would be the best use for the property. President Enns pointed out that if the District sells the land to the Cayucos-Morro Bay Cemetery District (CMBCD), the only future income generated would be in the sale of recycled water for irrigating their grounds. If the land were leased for agricultural purposes, it would produce increased and continuous income.

President Enns opened the meeting to Public Comment.

John Paul Drayer stated making a decision would be premature at this time and suggested a survey, weighing the options further, and tabling the discussion.

John Curti questioned if it has been considered how many years it would take to fill up the 10 acres? Would they want to buy more land later?

Hearing no further comments, President Enns closed Public Comment.

Director Miller asked if leasing the land to CMBCD would help the District with its Regional Water Quality goals, and also wondered if agricultural use was a viable option for this particular location.

Manager Koon answered that it would certainly help with water recycling goals, and that there have never been crops in this area because it is not prime agricultural land. After Directors Lyon, Miller, and Frank suggested tabling the item, Manager Koon pointed out that without an answer from the District, CMBCD can't proceed with the research and studies needed in order to determine if this is a viable option for *them*. He proposed sending a letter stating that the District has questions and concerns, but CMBCD may proceed with their studies at their own risk if they so choose.

MOTION: 1st by Miller, to Table Item #6 Until the Next Meeting and Send a Letter to Cayucos-Morro Bay Cemetery District Stating They May Proceed with Their Feasibility Study at Their Own Risk.

Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

7. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE

Manager Koon updated the Board on recent activity at the jobsite. Boring has resumed and the pipeline will be in the ground soon. Wiring is taking place. The influent and effluent lines will be coming in soon, with curbs and gutters coming up next. The generator will be ready for testing in about 2 weeks.

President Enns wanted more information about the District's effluent line and the solar project. Dylan Wade of WSC recommended using a separate line for recycled water, and Manager Koon stated construction for the solar project is on track and anticipated to commence in April 2021.

Director Lyon offered feedback that many people have told her they loved their tour and were happy to be included.

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

8. 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.

9. FUTURE SCHEDULED MEETINGS.

- November 19, 2020 – Regular Board Meeting
- December 17, 2020 – Regular Board Meeting
- January 21, 2021 – Regular Board Meeting

10. ADJOURNMENT

The meeting adjourned at 6:06.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager