



## CAYUCOS SANITARY DISTRICT

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

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

**DATE:** November 18, 2021

**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, OCTOBER 21, 2021 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, 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.

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 September 16, 2021 Board of Directors Regular Meeting
2. Approval of minutes for the September 29, 2021 Board of Directors Special Meeting

#### B. Financial Reports: September 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 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:** September 2021

**B. Monthly Customer Satisfaction Survey Submissions:**

None

**C. New Will Serves:**

- 159 H St. / Brindley / 064-126-007 / SFR Remodel

- 147 Ash Ave. / Mission Acquisitions LLC, C/O: Toman / 064-113-007 / (5) SFR New

**Extended Will-Serves:**

- 3444 Studio Dr. / Lojacono / 064-449-035 / SFR Remodel

**Finald Will-Serves:** June & July 2021

None

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

None

**Grants of License:**

None

Manager Koon gave a summary of the previous month's activities and added that he attended LAFCO's monthly meeting earlier in the day, where annexation of the Water Resource Recovery Facility property into the District's Sphere of Influence and boundary was unanimously approved. An added benefit to the annexation is that the District will not be required to pay property taxes on the land or on any improvements.

Director Frank requested clarification on the required resolution associated with AB 361 and Manager Koon elaborated.

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. DISCUSSION AND CONSIDERATION TO NOMINATE A SPECIAL DISTRICT ALTERNATE TO THE INTEGRATED WASTE MANAGEMENT AUTHORITY (IWMA)**

The two nominees' statements were reviewed and it was determined that the Board favored Daniel Burgess for the position.

President Enns opened the meeting to Public Comment.

John Curti asked if this process will replace someone or fill a vacancy.

Hearing no further comment, President Enns closed Public Comment.

President Enns answered that there has never been an alternate to the IWMA Board and this a new position that will be utilized on a back-up basis only.

**MOTION:** 1st by Chivens, to nominate Daniel Burgess as a Special District Alternative to the IWMA. Motion was seconded by Frank.

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

**VOTE 5-0** Motion passed

**6. DISCUSSION AND CONSIDERATION TO REVISE THE APPROVAL LIMITS FOR THE FINANCIAL POLICY 4150.5**

The proposed revisions to the Financial Policy were presented to the Board.

President Enns opened the meeting to Public Comment.

John Curti asked for confirmation that the District Manager has the authority to implement a transfer of funds for investment purposes *after* getting direction from the Board.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon confirmed that before any transfer of funds for investment purposes he would meet with the Finance Committee and together they would come to the Board with a recommendation.

**MOTION:** 1st by Lyon, to revise the approval limits for the Financial Policy 4150.5. Motion was seconded by Miller.

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

**VOTE 5-0** Motion passed

## **7. DISCUSSION AND CONSIDERATION TO APPROVE A PROCUREMENT POLICY**

Manager Koon explained the necessity for implementing a Procurement Policy. The Board expressed approval.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Miller, to approve a Procurement Policy. 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 RECERTIFY THE CAYUCOS SANITARY DISTRICT'S 2021 SEWER SYSTEM MANAGEMENT PLAN (SSMP)**

Manager Koon presented the 2021 SSMP to the Board. Directors Lyon and Miller commended the efforts that went into the production of the document.

President Enns opened the meeting to Public Comment.

John Curti questioned if the SSMP gets submitted to a higher authority, and if so, wondered if it ever gets returned with suggested revisions.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon answered that while it is strictly an internal document, in the event an accident occurs, the District will have to provide its SSMP and demonstrate that its protocols and procedures were being followed.

**MOTION:** 1st by Lyon, to recertify The Cayucos Sanitary District's 2021 SSMP. Motion was seconded by Chivens.

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

**VOTE 5-0** Motion passed

## **9. 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 and the Board discussed the recent meeting of District and City of Morro Bay

representatives where concerns regarding the old WWTP in Morro Bay were preliminarily reviewed. While the decommission, demolition and restoration of the site are leading concerns for both parties, efforts are currently focused on conceptualization.

President Enns opened the meeting to Public Comment.

John Curti wondered if the City of Morro Bay gave a reason as to why their new plant won't be up and running for another 2-2.5 years, what the final use of the property will be after it's decommissioned, what will happen to the valuable jointly owned items, and also asked if there are there any environmental liabilities/if the land will be rezoned.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon answered that they did not discuss the details of Morro Bay's timeline nor the final use of the property after it's decommissioned. Likewise, they do not yet know what will happen to jointly owned assets and potential environmental liabilities have not yet been assessed. He reiterated the Coastal Commission's sentiment that the first step is decommissioning the plant, and these kinds of details will follow.

Director Frank asked for an update on the solar field. Manager Koon stated that the new estimated completion date is August of 2022 due to delays originated by PG&E.

## **10. FUTURE SCHEDULED MEETINGS**

- November 18, 2021 – Regular Board Meeting
- December 16, 2021 – Regular Board Meeting
- January 20, 2022 – Regular Board Meeting

## **11. ADJOURNMENT**

The meeting adjourned at 5:41 p.m.

**Minutes Respectfully Submitted By:**

X *Amy Lessi*

Amy Lessi  
Administrative Services Manager