



## CAYUCOS SANITARY DISTRICT

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

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

**DATE:** May 20, 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, April 15, 2021  
5:00 p.m.

#### 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, and Director Shirley Lyon (Director Miller joined the meeting at 5:12 p.m.)

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.

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 March 18, 2021 Board of Directors Regular Meeting

##### B. Financial Reports: March 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, Chivens-yes, Enns-yes,

**VOTE 4-0** Motion passed

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

- A. District Manager's Report – March 2021**
- B. Monthly Customer Satisfaction Survey Submissions – None**
- C. Will Serves – New - (January & February 2021)**

**None**

Will-Serves – Renewed

**Failla, APN 064-184-009, 54 22<sup>nd</sup> St. – SFR New**

**Crowley, APN 064-449-008, 3596 Studio Dr. – SFR New**

**Smith, APN 064-225-009, 1501 Pacific Ave. – SFR Addition**

Will-Serves – Finaled

**None**

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.

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 APPROVE CONSULTANT SERVICES AGREEMENT WITH NATIONAL DEMOGRAPHICS CORPORATION FOR DEMOGRAPHIC SERVICES FOR THE TRANSITION TO DISTRICT-BASED ELECTIONS**

Manager Koon presented the proposed agreement with National Demographics Corporation.

President Enns pointed out that there are only roughly 1,500 registered voters in Cayucos, and asked what would happen if there aren't any candidates interested in running in one of these newly formed voting districts.

Manager Koon answered that the Board would have to appoint someone who lives in that district.

Director Lyon asked if this transition would increase the number of seats on the Board of Directors and expressed hesitation in making the transition to district-based elections after considering the small number of voters in Cayucos.

Manager Koon answered that the number of Directors on the Board would remain the same.

President Enns opened the meeting to Public Comment.

J.P. Drayer commented that he has seen the work of this agency before and they follow the guidelines. He added that the Biden Administration won't have the 2020 Census data available until November.

John Curti asked when this must be completed by.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon answered it must be completed before the 2022 election.

**MOTION:** 1st by Frank, to approve Consultant Services Agreement with National Demographics Corporation for demographic services for the transition to district-based elections. Motion was seconded by Chivens.

**ROLLCALL VOTE:** Frank-yes, Chivens-yes, Lyon-no, Enns-yes

**VOTE 3-1** Motion passed

Director Miller joined the meeting at 5:12 p.m.

**6. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #3 WITH DAVID CRYE GENERAL CONTRACTOR, INC. FOR GRADING OF THE CAYUCOS SUSTAINABLE WATER PROJECT (CSWP) IN THE AMOUNT OF \$34,000.00**

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

Vice President Chivens asked for confirmation that the District received a refund from David Crye last month.

Manager Koon confirmed that the District did receive a refund for the pipeline project.

President Enns opened the meeting to Public Comment.

J.P. Drayer asked if approved, what is the estimated timeframe to complete this project?

Hearing no further comment, President Enns closed Public Comment.

Manager Koon answered that the solar work will begin in June so it has to be done by May.

**MOTION:** 1st by Chivens, to approve Change Order #3 with David Crye General Contractor, Inc. for grading of the Cayucos Sustainable Water Project (CSWP) in the amount of \$34,000.00. Motion was seconded by Frank.

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

**VOTE 5-0** Motion passed

**7. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #4 WITH TESCO CONTROLS, INC. FOR THE LIFT STATION 5 PROJECT IN THE AMOUNT OF \$17,123.00**

Manager Koon reviewed the itemized breakdown of Change Order #4 and explained its necessity.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Lyon, to approve Change Order #4 with Tesco Controls, Inc. for the Lift Station 5 Project in the amount of \$17,123.00. Motion was seconded by Miller.

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

**VOTE 5-0** Motion passed

**8. DISCUSSION AND CONSIDERATION TO APPROVE A CONSULTANT SERVICES CONTRACT FOR LIMITED WRRF OPERATIONS SUPPORT WITH WATER SYSTEMS CONSULTING, INC. IN THE AMOUNT OF \$136,203.00**

Dylan Wade of WSC elaborated that this contract would allow WSC to continue to support District staff after construction is complete and ease their transition into becoming self-sufficient.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Lyon, to approve a Consultant Services Contract for limited WRRF operations support with Water Systems Consulting, Inc. in the amount of \$136,203.00 . Motion was seconded by Miller.

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

**VOTE 5-0** Motion passed

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

Manager Koon informed the Board that the temporary fencing at the site has been removed. Cushman Contracting Corp. has removed their trailer from the site and they are preparing their final bill. Landscaping is coming in, which will utilize the plant's recycled water. The 30-day performance test with Evoqua is coming up, and so is the final walk-through inspection that will allow staff to officially "move in." The new Lift Station 5 will be completely functional soon. They are starting a maintenance program that will soon be available to Operations and Collections staff, and it will eventually feature a QR Code that will quickly allow staff to check the status of any pump.

Dylan Wade of WSC concurred that the project is jumping over its final hurdles, and commented that it's bittersweet for him as it gets closer and closer to completion.

President Enns recalled that this project started in August of 2019 back when they poured the first slab of concrete, and Vice President Chivens pointed out that this is about how long it takes to build a single private residence.

Director Frank asked what the orange piping out at the site was for, and Wade answered it is only temporary and for surplus material.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

## **10. 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.)

President Enns commented that he has taken some drone photos of the plant, and that he plans to have plaques made to show appreciation for key players in the CSWP. Next, he gave an update on the controversial polystyrene ban that is currently under review by the IWMA, stating it was determined at their last meeting that the ban will not be lifted. He offered his stance on the matter, affirming that polystyrene is a poor product in terms of its inability to decompose. His disagreement was with the verbiage of the ordinance, which created limitations for who the ban applies to and called for too severe fines and penalties for violations.

## **11. FUTURE SCHEDULED MEETINGS**

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

## **12. ADJOURNMENT**

The meeting adjourned at 5:48 p.m.

**Minutes Respectfully Submitted By:**

X Amy Lessi

Amy Lessi  
Administrative Services Manager