



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.1

DATE: December 19, 2020

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, November 19, 2020
5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:02p.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, Admin. Accounting Manager Gayle Good, and Admin. Services Manager Amy Lessi

Guests present via GoToMeeting: Dylan Wade of Water Systems Consultants (WSC), Dale Guerra, Brent Willey, and Katie R. of Cayucos-Morro Bay Cemetery District

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comment.
Hearing no comment, 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 October 15, 2020 Board of Directors Regular Meeting

B. Financial Reports: October 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 comment, 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 – October 2020

B. Monthly Customer Satisfaction Survey Submissions – None

C. Will Serves – New

Miller, APN 064-133-034, 194 6th St. – SFR New

Will-Serves – Renewed

Stafford, APN 064-081-053, 915 Park Ave. – SFR New

Kirk, APN 064-164-021, 52 13th St. – SFR New

Will-Serves – Finaled

None

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

None

Will-Serves – Grant of License

Miller- APN 064-133-034, 194 6th St. – SFR NEW

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. The District website has been updated to become more user-friendly. An audit of the parcels on the outskirts of the District’s boundary took place as a result of an increase in properties for sale in this area. Job openings were posted and interviews took place. The District applied for grant money through Cal OES.

Director Lyon requested clarification on the District’s audit of parcels near the service area boundary and expressed concern for the inclusion of property owners on the upslope side of Gilbert Ave., who have been fighting for development for years. Manager Koon clarified that the audit was primarily focused on the hill slide damage near Richard Ave., Cerro Gordo Ave., and Hacienda Dr., which is a separate issue from the paper lots on Gilbert Ave. He went on to explain that this audit was solely for parcels already within the District, to investigate the state of existing but unutilized infrastructure for potential buyers.

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 APPROVE THE UPDATED EMPLOYEE POLICY HANDBOOK

Manager Koon presented a summary of the revised and updated Employee Policy Handbook.

Director Miller referenced Section 1110.1 stating “All requests for public records shall be in writing…” and pointed out that there is no legal requirement for public record requests to be in writing, and suggested a revision stating “all public records requests are *requested* to be in writing.” Additionally, she referenced “Digital Correspondence” within Appendix E on page 135, and suggested a

revision/clarification of “Email Inboxes/Outboxes, Text Messages, Phone Call Records, Voicemails” to be rewritten as “*Transient* Email Inboxes/Outboxes, Text Messages...”.

President Enns opened the meeting to Public Comment.

Julie Tacker repeated there is no legal requirement for public records to be in writing. She also recommended that Legal Counsel review the handbook.

Hearing no further comments, President Enns closed Public Comment.

Manager Koon responded that the handbook was already sent to Legal Counsel and revisions were suggested but are not yet reflected in this preliminary draft version.

MOTION: 1st by Miller, to Approve the Updated Employee Policy Handbook with Suggested Revisions. Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE RESOLUTION 2020-9 REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO INITIATE PROCEEDINGS FOR THE ANNEXATION OF TERRITORY

Manager Koon reviewed the proposed annexation of Lots 6NE, 7, 8 & 10 on Toro Creek Rd. with the Board, pointing out that if annexed, the District would be able to supply the lots with recycled water and would not be taxed on the property or its improvements.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Chivens, to Approve Resolution 2020-9 Requesting the Local Agency Formation Commission to Initiate Proceedings for the Annexation of Territory. Motion was seconded by Frank.

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

VOTE 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE CAYUCOS-MORRO BAY CEMETERY DISTRICT REGARDING THE PURCHASE OF A PORTION OF LOT 8 ON TORO CREEK RD.

Manager Koon revisited this tabled item from last month’s agenda.

Director Lyon asked if the property owners near the proposed location of the cemetery have been contacted or informed of the Cayucos-Morro Bay Cemetery District’s (CMBCD) intent. She stated the importance for landowners in this area to be aware of the prospective project in advance.

Manager Koon answered that landowners on Toro Creek Rd. attended District meetings pertaining to the WWTP in the past, and suggested a clause be added to the MOU that requires the CMBCD to conduct similar outreach.

President Enns asked for comments from the representatives of the CMBCD.

Brent Willey of CMBCD provided a brief history of the CMBCD's interest in attaining property, gave a general overview of their needs, and summoned the spirit of community service with reference to their potential project.

Dale Guerra of CMBCD stated that their District would be happy to perform outreach to landowners on Toro Creek Rd. and added that while this is not an immediate issue, at some point they will run out of places to put people who have lived their whole lives in Cayucos if they don't find more land.

Kaite R. of CMBCD added that public hearings would certainly be part of their land use process.

Vice President Chivens thank the CMBCD representatives for coming and sharing more information.

President Enns opened the meeting to Public Comment.

Julie Tacker commented that she has seen this before in Los Osos, asked the representatives if they might know why Los Osos Cemetery wasn't interested in a similar arrangement, and wondered if it might be because people were uncomfortable with kneeling on grass that is irrigated with recycled water.

Hearing no further comment, President Enns closed Public Comment.

Brent Willey of CMBCD answered that the Los Osos cemetery is private, might not even have a Board, and that he doesn't see any issue whatsoever with irrigating with recycled water.

Manager Koon reaffirmed that verbiage about outreach to nearby landowners would be added to the MOU.

MOTION: 1st by Lyon, to Approve a Memorandum of Understanding with The Cayucos-Morro Bay Cemetery District Regarding the Purchase of a Portion of Lot 8 on Toro Creek Rd. 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 THE ISSUING OF A CONDITIONAL INTENT TO SERVE LETTER FOR THE VALLEY RESIDENCE

Manager Koon discussed the process entailed with issuing a Conditional Intent to Serve Letter to a residence outside of the District's service area.

Director Lyon questioned if this process is predicated on the County including the lots in question in their land use.

Manager Koon answered that the lots are already within the urban reserve line, just not serviced by water or sewer. He added that the project would likely require a lift station, depending on the terrain.

Director Lyon expressed concern about other landowners on Gilbert Ave. who want to develop their properties, but have been unable to as of yet.

Vice President Chivens pointed out that the issue with these particular lots is that they are in a hole. If the owners are willing to pay to have their sewage pumped out of the hole, he sees no issue with that.

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

MOTION: 1st by Miller, to Approve a Memorandum of Understanding with The Cayucos-Morro Bay Cemetery District Regarding the Purchase of a Portion of Lot 8 on Toro Creek Rd. Motion was seconded by Chivens.

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

VOTE 5-0 Motion passed

9. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #1 FROM TESCO CONTROLS INC. IN THE AMOUNT OF \$13,504.00

Manager Koon presented the change order to the Board 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 #1 from Tesco Controls Inc. in the Amount of \$13,504.00. Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

10. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #1 FOR RAMINHA CONSTRUCTION INC. IN THE AMOUNT OF \$17,968.82

Manager Koon presented the change order to the Board 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 #1 For Raminha Construction Inc. in the Amount of \$17,968.82. Motion was seconded by Chivens.

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

VOTE 5-0 Motion passed

11. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #5 FOR CUSHMAN CONTRACTING CORPORATION IN THE AMOUNT OF \$27,719.54

Manager Koon presented the change order to the Board 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 #5 For Cushman Contracting Corporation in the Amount of \$27,719.54. Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

12. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE

Manager Koon updated the Board on recent activity at the jobsite. At Lift Station 5, structures are in the ground and backfilling will be done by Thanksgiving. At the WWTP, curbs and gutters will be poured shortly after Thanksgiving, which will allow for work to continue in the rainy season. They have tested the generator and transfer switch, and control panels are starting to get electricity.

Dylan Wade of WSC added that the tie in will take place in March, in preparation for the switch in April.

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

13. 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.)

There were congratulations shared amongst the Board for the reelection of Director Miller and President Enns.

14. FUTURE SCHEDULED MEETINGS.

- December 17, 2020– Regular Board Meeting
- January 21, 2021– Regular Board Meeting
- February 18, 2021 – Regular Board Meeting

15. ADJOURNMENT

The meeting adjourned at 6:40p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager