



## CAYUCOS SANITARY DISTRICT

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

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

**DATE:** January 20, 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, DECEMBER 16, 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, Admin. Services Manager Amy Lessi, and Admin. Accounting Manager Gayle Good

#### 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 November 18, 2021 Board of Directors Regular Meeting

##### B. Financial Reports: November 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: November 2021

##### B. New Will-Serves:

- 780 Park Ave. / Clark / 064-133-011 / SFR Remodel

##### Extended Will-Serves:

- 871 N Ocean Ave. / Gottlieb / 064-484-001 / SFR New

- 41 5<sup>th</sup> St. / Mather / 064-143-008 / SFR New
- 3140 Studio Dr. / Pessah / 064-417-018 / SFR Remodel

**Finalized Will-Serves:**

- 199 H St. / WWW Properties LLC / 064-126-013 / SFR New
- 188 I St. / Lee/Dezarn / 064-128-001 / SFR New
- 871 N Ocean Ave. / Gottlieb / 064-484-001 / SFR New

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

None

**Grants of License:**

None

Manager Koon gave a summary of the previous month's activities and mentioned that he'd like to revisit the Connection Fee Study at the January meeting as he hasn't gotten feedback from the Board about this topic yet. President Enns readdressed his proposal of increasing Lot Fees instead of increasing the Connection Fee, regardless of the Prop. 218 process that it would necessitate.

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. PRESENTATION AND ACCEPTANCE OF THE CAYUCOS SANITARY DISTRICT FY 2020/21 FINAL AUDIT BY ADAM GUISE OF MOSS, LEVY & HARTZHEIM**

Adam Guise presented the FY 2020/21 audit in its final draft, affirmed that his review of the District's internal controls revealed strong procedures to which staff are abiding, and no discrepancies were discovered.

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

**MOTION:** 1st by Chivens, to accept the Cayucos Sanitary District FY 2020/21 Final Audit. Motion was seconded by Miller.

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

**VOTE 5-0** Motion passed

**6. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2021-08 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH NEWLY ADOPTED GOVERNMENT CODE SECTION 54953(e) (AB 361)**

Manager Koon explained that the Board is required to adopt this Resolution if they wish 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 Frank, to adopt Resolution 2021-08 to authorize remote teleconferencing meetings in accordance with newly adopted Government Code Section 54953(e) (AB 361). Motion was seconded by Lyon.

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

**VOTE 5-0** Motion passed

**7. DISCUSSION AND CONSIDERATION TO APPROVE THE UPDATED BOARD POLICY HANDBOOK**

Manager Koon presented the updated handbook to the Board and discussed their questions and concerns. Director Frank asked for clarification on how the District would enforce garbage can placement and removal (Ordinance #21). Manager Koon explained that there has only been one customer complaint in recent history, and staff responded by documenting violations in preparation of building a file of incidents of non-compliance, but the issue resolved itself and no further action was necessary. Director Frank went on to request an explanation of Sewer Lateral Certificates (Ordinance #25), as he was not aware that the District issued them.

Vice-President Chivens found the issuance of Sewer Lateral Certificates a confusing practice as laterals are private property, and added that laterals aren't easily inspectable. Director Lyon, who was on the Board when the Ordinance was adopted, recounted that the practice was discontinued at some point. Director Miller suggested that the Board consider an amendment to or replacement of the ordinance. Manager Koon concluded that over the decades as the District's policies, practices and technology improve (i.e., better camera equipment, increased proactivity regarding blockages, etc.) some Ordinances will become outdated. He will direct staff to review this Ordinance and will return with a recommendation. Director Miller verbalized her approval of the Handbook and thanked Administrative Accounting Manager Gayle Good for her work.

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

**MOTION:** 1st by Miller, to Approve the Updated Board Policy Handbook. Motion was seconded by Frank.  
**ROLLCALL VOTE:** Miller-yes, Frank-yes, Lyon-yes, Chivens-yes, Enns-yes  
**VOTE 5-0** Motion passed

## **8. ELECTION OF DISTRICT OFFICERS FOR 2022**

The Board reviewed the officer assignments for the positions of President and Vice President, and following Director Lyon's nomination, expressed interest in carrying over the present officer assignments into next year.

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

**MOTION:** 1st by Frank, to reappoint Robert Enns as President and Dan Chivens as Vice President of the Cayucos Sanitary District Board of Directors for 2022. Motion was seconded by Lyon.  
**ROLLCALL VOTE:** Frank-yes, Lyon-yes, Miller-yes, Chivens-yes, Enns-yes  
**VOTE 5-0** Motion passed

## **9. DISCUSSION AND CONSIDERATION OF NEW DISTRICT BOARD COMMITTEE ASSIGNMENTS FOR 2022**

The Board reviewed the standing committee assignments from 2021 and elected to keep the same assignments for the coming year, specified as follows:

**Budget Committee:** Shirley Lyon & Hannah Miller  
**Finance Committee:** Robert Enns & Robert Frank  
**O&M Committee:** Dan Chivens & Shirley Lyon

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

**MOTION:** 1st by Miller, to accept the 2022 Cayucos Sanitary District Board of Directors Standing Committee Assignments as discussed. Motion was seconded by Frank.  
**ROLLCALL VOTE:** Miller-yes, Frank-yes, Chivens-yes, Lyon-yes, Enns-yes  
**VOTE 5-0** Motion passed

The Board subsequently reviewed the ad-hoc committee assignments from 2021 and elected to keep the same assignments for the coming year, specified as follows:

**Personnel Committee:** Hannah Miller & Robert Frank  
**WWTP/JPA Committee:** Robert Enns & Shirley Lyon

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

**MOTION:** 1st by Frank, to accept the 2022 Cayucos Sanitary District Board of Directors Ad-Hoc Committee Assignments as discussed. Motion was seconded by Chivens.  
**ROLLCALL VOTE:** Frank-yes, Chivens-yes, Miller-yes, Lyon-yes, Enns-yes  
**VOTE 5-0** Motion passed

## 10. 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.

President Enns was recognized for his 30 years of service on the Cayucos Sanitary District Board of Directors.

Manager Koon mentioned his upcoming meeting with the City of Morro Bay, and President Enns voiced his aspiration to completely separate from the City of Morro Bay without the utilization of attorneys.

## 11. FUTURE SCHEDULED MEETINGS

- January 20, 2022 – Regular Board Meeting
- February 17, 2022 – Regular Board Meeting
- March 17, 2022 – Regular Board Meeting

## 12. ADJOURNMENT

The meeting adjourned at 6:11 p.m.

**Minutes Respectfully Submitted By:**

X Amy Lessi

Amy Lessi  
Administrative Services Manager