



## CAYUCOS SANITARY DISTRICT

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[www.cayucossd.org](http://www.cayucossd.org)

AGENDA ITEM:

3.A.1

### GOVERNING BOARD

R. Enns, President  
S. Lyon, Vice-President  
H. Miller, Director  
J. Curti, Director  
M. Shopshear, Director

### BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, AUGUST 15, 2024 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

#### 1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:01 p.m.

**Directors present:** President Robert Enns, Vice-President Shirley Lyon, Director Hannah Miller, Director John Curti, and Director Michael Shopshear

**Staff present:** District Manager Rick Koon and Administrative 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

##### A. Meeting Minutes

1. Approval of minutes for the July 18, 2024 Board of Directors Regular Meeting
2. Approval of minutes for the July 24, 2024 Finance Committee Meeting

##### B. Financial Reports: July 2024

1. Cash, Savings, and Investment Report
2. Check Registers – Wells Fargo (General & CIP Checking Accounts)
3. Budget vs. Actual Status Report FY
4. Capital Improvement Projects Report

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

**MOTION:** 1st by Curti, to approve items on the Consent Calendar as prepared. Motion was seconded by Shopshear.

**VOTE:** 5-0 Motion passed

#### 4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

##### A. District Manager's Report: July 2024

##### B. New Will-Serves: July 2024

None

##### Extended Will-Serves:

- 62 13th St. / Fort & Sechser / 064-164-019 / SFR Addition
- 53 El Sereno Ave. / Bergson / 064-414-019 / SFR New
- 131, 135 Ash Ave. / Trevisan / 064-113-030 / SFR New
- 3176 Shearer Ave. / Lema / 064-411-019 / SFR Addition

##### Finald Will-Serves:

None

**Grants of License:**

None

Manager Koon gave a summary of the previous month's activities. He mentioned that in order to bring more clarity to the financial reports, there would now be two registers to approve; one for the checks and another for electronic payments, and requests that the Board pay particular attention to that when reviewing items for the consent calendar.

Staff still hasn't received communication from the County regarding property tax allocation percentage for properties proposed to be annexed into the District's service area. Director Miller asked if they could be served without being annexed. Manager Koon replied that there are only two situations when that could occur; a public health and safety issue or pending annexation.

Manager Koon summarized the WRRF daily operations for the month, mentioning that we didn't see the spikes in inflow in July that we normally experience, and staff has been flushing the force main regularly to improve function. President Enns asked if any inflow was diverted to the equalization basin. Manager Koon explained the biology of the microorganisms and Director Miller asked for clarification on "COD" (chemical oxygen demand) and "BOD" (biological oxygen demand). Director Shopshear asked if any of the operations were automated. Manager Koon replied that a lot of the operations are man-powered, but one of our CIP projects is automating the valve operations to divert flow to the equalization basin.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**Items 4.A – B were received and accepted.**

**5. UPDATE FROM THE FINANCE COMMITTEE REGARDING THE JULY 24, 2024 MEETING AND CONSIDERATION TO APPROVE THE COMMITTEE'S RECOMMENDATIONS REGARDING THE PAYOFF OF THE SERIES B LOAN WITH WESTERN ALLIANCE BANK**

Director Curti provided a summary of the Finance Committee meeting, which recommends payoff of the Western Alliance Series B loan utilizing the proceeds from the pending sale of lot 7N, along with funds from multiple accounts as outlined by staff during the Finance Committee meeting. After some discussion, staff was directed to obtain the payoff amount from Western Alliance and notify them that we will be targeting payoff on October 1, 2024.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Shopshear, to approve the payoff of the Series B Loan with Western Alliance Bank, conditioned upon the receipt of proceeds from the sale of lot 7N. Motion was seconded by Lyon

**VOTE: 5-0** Motion passed

**6. DISCUSSION AND CONSIDERATION OF CONSIDERATION OF SOLID WASTE AND RECYCLING COLLECTION OBJECTIVES FOR THE COMMUNITY OF CAYUCOS**

In response to Board direction to research possible solutions for the acquisition and placement of additional trash and recycling cans throughout the downtown corridor, staff identified current can placements, possible additional locations, and provided cost estimates along with style/configuration options. The Board determined that an Ad Hoc Committee should be created to contact local community organizations for input and possible involvement. Director Shopshear agreed to head the Committee.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**7. BOARD MEMBER COMMENTS**

None

**8. FUTURE SCHEDULED MEETINGS**

- September 19, 2024 – Regular Board Meeting
- October 17, 2024 – Regular Board Meeting
- November 21, 2024 – Regular Board Meeting

**9. ADJOURNMENT**

The meeting adjourned at 6:31 p.m.

**Minutes Respectfully Submitted By:**

X 

Gayle Good  
Administrative Accounting Manager