



CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333
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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, MARCH 21, 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 5:00 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 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

A. Meeting Minutes

1. Approval of minutes for the February 15, 2024 Board of Directors Regular Meeting

B. Financial Reports: February 2024

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

In reference to item 3.B.5, President Enns asked if a generator for the main office is still being considered. Manager Koon responded that after talking to the County, a power wall may now be a better option. President Enns asked for an update on the Chaney to Toro Main Replacement Project, and Manager Koon answered that Water Systems Consulting, Inc. is working on the Caltrans-required reports.

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 Curti.

VOTE: 5-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: February 2024

B. New Will-Serves: February 2024

- 36 Ash Ave. / Chivens / 064-112-042 / ADU New
- 75, 79 Pacific Ave. / Riggle / 064-122-015 / SFR Remodel
- 849 Pacific Ave. / Mathias / 064-152-010 / SFR Demo/Rebuild
- 2790 Richard Ave. / Hall / 064-204-063 / SFR New

Extended Will-Serves:

None

Finaled Will-Serves:

None

Grants of License:

None

Continue-to-Serves:

None

Manager Koon gave a summary of the previous month's activities, and provided an analysis of the unauthorized discharge event at the plant. Directors Miller and Shopshear requested clarification on if another spill would be possible in the event of another brown out, and Manager Koon explained that there is a new fail-safe alarm that will ensure alerts will be sent to staff for any future brown out events.

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. DISCUSSION AND CONSIDERATION TO APPROVE A REVISION TO THE FY 23/24 CIP BUDGET IN THE AMOUNT OF \$35,370.59 TO PURCHASE A PUMP FOR LIFT STATION 1

Manager Koon elaborated on his staff report for this item.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Shopshear, to approve a revision to the FY 23/24 CIP Budget in the amount of \$35,370.59 to purchase a pump for Lift Station 1, and to reduce the \$75,000 Sewer Main Repair line item by \$35,370.59 to compensate. Motion was seconded by Lyon.

VOTE: 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO ALLOW STAFF TO AMEND THE EMPLOYEE POLICY HANDBOOK IN ACCORDANCE WITH LEGALLY MANDATED REQUIREMENTS AND CSDA-RECOMMENDED BEST PRACTICES, SUBJECT TO BOARD REVIEW AND APPROVAL OF STAFF-RECOMMENDED MODIFICATIONS

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to allow staff to amend the Employee Policy Handbook in accordance with legally mandated requirements and CSDA-recommended best practices, subject to Board review and approval of staff-recommended modifications. Motion was seconded by Shopshear.

VOTE: 5-0 Motion passed

7. BOARD MEMBER COMMENTS

None

8. FUTURE SCHEDULED MEETINGS

- April 18, 2024 – Regular Board Meeting
- May 16, 2024 – Regular Board Meeting
- June 20, 2024 – Regular Board Meeting

9. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi

Administrative Services Manager