



## CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333  
Cayucos, CA 93430  
(805) 995-3290  
[www.cayucossd.org](http://www.cayucossd.org)

AGENDA ITEM:

4.A.4

**GOVERNING BOARD**  
R. Enns, President  
S. Lyon, Vice-President  
J. Curti, Director  
J. Smith, Director  
Vacant, Director

**BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
THURSDAY, MAY 15, 2025 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 John Curti, and Director Justin Smith

**Staff Present:** Acting District Manager Gayle Good and Chief Plant Operator Sarah Hooper

**Visitors Present:** Dylan Wade of Water Systems Consulting (WSC) and Board vacancy candidates Michael Taylor and Robert Tennent

### 2. PUBLIC COMMENT

None

### 3. CONSENT CALENDAR: Recommended to Approve

#### A. Meeting Minutes

1. Approval of minutes for the March 20, 2025 Board of Directors Regular Meeting
2. Approval of minutes for the March 27, 2025 Operations & Maintenance Committee Meeting
3. Approval of minutes for the March 28, 2025 Board of Directors Special Meeting
4. Approval of minutes for the April 4, 2025 Board of Directors Special Meeting
5. Approval of minutes for the April 28, 2025 Budget Committee Meeting

#### B. Financial Reports: March 2025

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

#### C. Financial Reports: April 2025

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

**Public Comment:** None

**Motion:** By Director Curti to approve items on the Consent Calendar as prepared

**Second:** By Director Smith

**Vote:** 4-0 Motion passed

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

**A. District Manager's Report: March & April 2025**

**B. Will-Serve Activity: March & April 2025**

**1. New Will-Serves**

- 31 7<sup>th</sup> St. / Rice / 064-145-031 / SFR Remodel
- 3525 Gilbert Ave. / Stanley / 064-405-010 / SFR New
- 196 G St. / Rogers / 064-126-012 / ADU New
- 79 Bakersfield Ave. / Gaeta / 064-043-041 / SFR Remodel
- 897 Park Ave. / Russell / 064-081-009 / SFR Remodel
- 30 12<sup>th</sup> St. / Luallen / 064-222-012 / SFR New
- 799 Saint Mary Ave. / Del Papa / 064-133-009 / SFR Remodel & ADU New
- 314 Cayucos Creek Rd. / Alvord / 064-024-026 / SFR New

**2. Extended Will-Serves:**

- 2790 Richard Ave. / Hall / 064-204-063 / SFR New
- 1775 Cass Ave. / Noland / 064-172-021 / SFR Remodel
- 3165 Ocean Blvd / Herman / 064-411-005 / SFR Remodel
- 1859 Cass Ave. / Goodman / 064-172-042 / SFR Remodel
- 46 19<sup>th</sup> St. / Fishman / 064-233-026 / SFR Addition
- 3369 Shearer Ave. / McKinley / 064-427-004 / SFR Remodel

**3. Finaled Will-Serves:**

- 980 Park Ave. / Brosi / 064-157-025 / Deck New & SFR Remodel
- 957 Saint Mary Ave. / Moens / 064-157-007 / ADU New

Administrative: Acting Manager Good summarized the District's activities over the last two months. Director Smith provided an overview of both the Operations & Maintenance Committee and the Recycled Water Ad Hoc Committee meetings. President Enns shared information from the JPA Ad Hoc Committee meeting, explaining that all parties seem agreeable to coming up with an amicable resolution. Dylan Wade of WSC provided additional details about the Recycled Water Ad Hoc Committee meeting as well as the meeting with the staff of the RWQCB regarding our permit renewal.

CIP: The Board expressed approval of the Big Belly wrap artwork samples provided. Dylan Wade provided additional detail regarding the Toro to Chaney Main Replacement Project, explaining that it will be a challenging project to complete due to depth and proximity to the highway, but there are options that are workable. Mr. Wade has also met with the Coastal Commission and they are exploring having CalTrans remove the existing sea wall at the Hwy 1 Toro Creek Bridge crossing. It protects both the bluff and our outfall line from erosion in winter run-off events and we would like it to remain in place.

O&M/WRRF: Chief Plant Operator Sarah Hooper described the influent/effluent discrepancy and explained that we believe it was corrected this week and has been due to improper coding by our original tech supplier. She is waiting for the data to populate, but believes this is the fix we have been looking for.

**Public Comment:** None

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

**5. DISCUSSION AND CONSIDERATION TO APPOINT A DIRECTOR TO FILL THE VACANCY FOR DISTRICT 3 OF THE CAYUCOS SANITARY DISTRICT BOARD OF DIRECTORS**

The sitting Board members reviewed the candidates that have applied and both candidate Taylor and candidate Tennent reiterated their positions as provided at the May 8, 2025 Special Meeting. Candidate Clark was unable to attend due to a prior commitment. The Board thanked the candidates for their interest and unanimously decided to appoint Joe Clark to the vacant position. A rollcall vote was taken.

**Public Comment:** None

**Motion:** By Director Curti to appoint Joe Clark to fill the vacancy for District 3 of the Cayucos Sanitary District Board of Directors

**Second:** By Director Smith

**Roll Call Vote:** Curti-yes, Smith-yes, Lyon-yes, Enns-yes; **4-0** Motion passed

## **6. DISCUSSION AND CONSIDERATION TO APPROVE A CONTRACT WITH WATER SYSTEMS CONSULTING, INC. (WSC) IN THE AMOUNT OF \$40,760 FOR THE PREPARATION OF PHASE II OF THE RECYCLED WATER MANAGEMENT PLAN**

Dylan Wade of WSC explained that this contract will enable him to complete the Recycled Water Management Plan and be ready for submission with the other facets of our WRRF permit renewal package.

**Public Comment:** None

**Motion:** By Director Smith to approve a contract with WSC in the amount of \$40,760 for the preparation of phase II of the Recycled Water Management Plan

**Second:** By Director Curti

**Vote:** **4-0** Motion passed

## **7. DISCUSSION AND CONSIDERATION TO APPROVE THE FISCAL YEAR 2025/2026 CAYUCOS SANITARY DISTRICT BUDGET**

### **A. OPERATING BUDGET**

Acting District Manager Good presented the budget and answered questions. Of particular note was the added category for Tuition Reimbursement along with a new line item for Reserves for Long-Term Planning. The Board also discussed and approved a \$2.00 per hour Cost of Living Adjustment (COLA) for each employee effective July 1, 2025.

**Public Comment:** None

**Motion:** By Director Smith to approve the Fiscal Year 2025/2026 Cayucos Sanitary District Operating Budget as prepared, with a \$2.00 per hour COLA

**Second:** By Director Curti

**Vote:** **4-0** Motion passed

### **B. CIP BUDGET**

Acting District Manager Good reviewed the proposed CIP budget line by line, explaining each of the items. Additional details were provided by Chief Plant Operator Sarah Hooper, who explained how critical it is to have a backup permeate pump with repairs/replacements taking up to 22 weeks in case of breakdown.

**Public Comment:** None

**Motion:** By Director Curti to approve the Fiscal Year 2025/2026 Cayucos Sanitary District CIP Budget as prepared.

**Second:** By Director Smith

**Vote:** **4-0** Motion passed

## **8. DISCUSSION AND CONSIDERATION TO APPROVE AN AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES WITH RICHARD L. KOON**

**Public Comment:** None

**Motion:** By Director Lyon to approve an amendment to Agreement for Consultant Services with Richard L. Koon

**Second:** By Director Smith

**Vote: 4-0** Motion passed

**9. DISCUSSION AND CONSIDERATION TO: A) APPOINT THE ADMINISTRATIVE SERVICES MANAGER AS BOARD SECRETARY; B) AMEND THE JOB DESCRIPTION FOR THE ADMINISTRATIVE SERVICES MANAGER TO INCLUDE THE TITLE AND DUTIES OF BOARD SECRETARY (ADMINISTRATIVE SERVICES MANAGER/BOARD SECRETARY); AND C) AMEND THE DISTRICT SALARY SCHEDULE**

**Public Comment:** None

**Motion:** By Director Smith to: a) appoint the Administrative Services Manager as Board Secretary; b) amend the job description for the Administrative Services Manager to include the title and duties of Board Secretary (Administrative Services Manager/Board Secretary); and c) amend the District salary schedule

**Second:** By Director Curti

**Vote: 4-0** Motion passed

**10. DISCUSSION AND CONSIDERATION TO AUTHORIZE THE DEMOLITION OF THE WATER WELL LOCATED ON THE JOINTLY OWNED MORRO BAY-CAYUCOS SANITARY DISTRICT PROPERTY AT 180 ATASCADERO RD., MORRO BAY, CA (PERMIT # CDP24-041)**

The Board discussed both options at length and agreed that Martin Marietta should be allowed to demolish the well along with the cleanup of the former concrete yard.

**Public Comment:** None

**Motion:** By Director Smith to authorize the demolition of the water well located on the jointly owned Morro Bay-Cayucos Sanitary District property at 180 Atascadero Rd., Morro Bay, CA

**Second:** By Director Lyon

**Vote: 4-0** Motion passed

**11. CLOSED SESSION**

**Public Employment Pursuant to Government Code Section 54957(b)**

**Position: Acting and Interim District Manager/District Manager**

**Conference with Labor Negotiator Pursuant to Government Code Section 54957.6**

**Agency Designated Representative: Robert Enns, Board President**

**Unrepresented Employee: Acting and Interim District Manager/District Manager**

**Public Comment:** None

**Directors Present During Closed Session:** President Enns, Vice-President Lyon, Director Curti and Director Smith

**Staff Present During Closed Session:** None

**Items to report from Closed Session:** None

**12. DISCUSSION AND CONSIDERATION TO COMPENSATE THE ADMINISTRATIVE ACCOUNTING MANAGER FOR INCREASED DUTIES AND RESPONSIBILITIES WHILE SERVING AS ACTING DISTRICT MANAGER**

After much discussion, the Board decided to compensate Acting District Manager Good by \$1,000.00 per week for the time period dating back to the last Board meeting on March 20, 2025 through this evening's meeting.

**Public Comment:** None

**Motion:** By Director Smith to compensate the Administrative Accounting Manager in the amount of \$1,000.00 per week for a period of 8 weeks (from March 20<sup>th</sup> through May 15<sup>th</sup>) for increased duties and responsibilities while serving as Acting District Manager

**Second:** By Director Enns

**Vote: 4-0** Motion passed

### **13. DISCUSSION AND CONSIDERATION TO APPOINT AN AD HOC COMMITTEE FOR DISTRICT MANAGER RECRUITMENT**

The Board selected President Enns and Director Curti to form the Recruitment Ad Hoc Committee.

### **14. BOARD MEMBER COMMENTS**

None

### **15. FUTURE SCHEDULED MEETINGS**

- June 19, 2025 – Regular Board Meeting
- July 17, 2025 – Regular Board Meeting
- August 21, 2025 – Regular Board Meeting

### **16. ADJOURNMENT**

The meeting adjourned at 8:52 p.m.

**Minutes Respectfully Submitted By:**

X



Gayle Good  
Acting District Manager