

**JOINT MEETING  
CITY OF MORRO BAY AND CAYUCOS SANITARY DISTRICT  
WASTEWATER TREATMENT PLANT  
(UNDER JOINT POWERS AGREEMENT)**

**Technical Advisory Committee**

**MINUTES**

**MEETING DATE:**

1:00 p.m., Thursday, April 15, 2010

**HOSTED BY:**

City of Morro Bay

**MEETING PLACE:**

Veteran's Memorial Building  
209 Surf Street  
Morro Bay, CA 93442

**1. CALL TO ORDER AND ROLL CALL**

Mayor Peters called the meeting to order at 1:08 p.m.

City Council Members Present: Mayor Janice Peters, Rick Grantham

Cayucos Sanitary District Members Present: Bill Callahan, Robert Enns, Shirley Lyon, John Hanlon, Tim Carmel, Lewis Brookins

City Staff Members Present: Andrea Lueker, Robert Schultz, Rob Livick, Dylan Wade, Bruce Keogh, Cindy Jacinth

Others Present: Steve Tanaka and Pete Miller of Wallace Group

**2. PUBLIC COMMENT – No public comment received.**

**3. APPROVAL OF MARCH 26, 2010 TAC MINUTES**

Shirley Lyon asked to have the minutes corrected to reflect the correct spelling of her last name. Minutes approved as corrected unanimously.

**4. DISCUSSION OF SCOPE OF WORK FOR PROJECT MANAGEMENT FOR THE WWTP UPGRADE PROJECT**

Bruce Keogh distributed the first draft of the Scope of Work. Keogh asked for Committee members to review and respond with comments. Keogh stated this needs to get on the JPA Agenda with approval by June. The scope would roll over if the City and District decided to a contract employee position.

**5. DISCUSSION OF SRF LOAN PROCESS**

Keogh said CEQA needs to be done prior to formal application for the SRF loan. Callahan said it will have to be done as quickly as possible. Tim Carmel said there is no template for a financial agreement that previously exists since this is a unique situation. Rob Schultz and Carmel agreed to get together and come back in June with a draft.

Dylan Wade said there is a requirement to be a signatory to the agreement or the Urban Water Management Plan needs to be approved by Department of Water Resources (DWR) prior to getting SRF approval. Wade clarified the 2005 Urban Water Management Plan needs to be approved by the City Council, the DWR, and then the State. This condition needs to be done prior to the SRF application.

## **6. DISCUSSION OF PLAN TO AMEND JPA AGREEMENT**

Keogh discussed with the Committee areas of the JPA Agreement that need to be amended and noted the design team has started working. He is looking for Schultz and Carmel's advice on the JPA agreement. Schultz would like to get the framework of the document completed as an outline form so that we have a plan to complete the rest of the document.

Carmel suggested that he and Schultz work together on the JPA Agreement document, edit and produce a rough draft. Schultz agreed and noted the City goal is to have the JPA Agreement complete by the end of the year. Robert Enns suggested that procedurally the TAC committee should approve the revised JPA before it goes to the JPA board.

Brookins noted he will do the accounting and invoicing/auditing and have it ready at the June TAC meeting. Keogh confirmed. Enns suggested that producing definitions be assigned to Wade, Keogh and Rob Livick. Wade and Keogh agreed that definitions can be done by the May TAC meeting.

Committee members then discussed design and whether the area would be fenced. Wade noted the area to be demolished is a 3-4 acre parcel. Keogh noted the direction to the designer is not to impact trailer storage. He said the current designs include the treatment plant covering a portion of the current Corporate Yard. Livick noted this area is in a flood plain. Wade also commented that his property is zoned industrial.

Schultz asked if map could be ready by the next TAC meeting. Callahan suggested waiting until layouts are complete.

Keogh confirmed that for next agenda, the only topic is the JPA agreement. Wade suggested having a status report for the SRF Loan process. Livick suggested having an update on the design and environmental work.

Brookins asked if the proposed agenda topics are intended for the next TAC meeting or JPA meeting. The consensus of the committee was that these proposed topics are for the next TAC meeting.

## **7. ADJOURNMENT**

Mayor Peters adjourned the meeting at 1:52 p.m. to the next scheduled meeting to be held on May 20, 2010 at 1:00 p.m. at the Cayucos Sanitary District Conference Room located at 200 Ash Street, Cayucos.