

**CAYUCOS SANITARY DISTRICT**  
200 Ash Avenue  
PO Box 333, Cayucos, CA 93430-0333  
805-995-3290

**GOVERNING BOARD**  
R. B. Enns, President  
N. Raimondo, Vice-President  
H. Fones, Director  
R. H. McHale, Director  
S. Lyon, Director

**MINUTES**  
**SPECIAL MEETING**  
October 16, 2007

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

President Robert Enns called the meeting to order at 6:05 p.m.

Board members present: President Enns, Vice-President Raimondo, Director Fones and Director McHale

Board members absent: Director Lyon

Staff present: District Manager Callahan, Administrative Services Officer Connelly and Administrative Services Technician Martin

Visitors: Jon Hanlon (Boyle Engineering), Architect Jon McAlpin and Dorothy Fones. Frank Silva (Mission Country Disposal) arrived at 6:40 p.m.

**2. PUBLIC COMMENTS**

There were no public comments.

President Enns suggested that the Board address agenda Items 5, 6 and 7 before Items 3 and 4. Board members concurred.

**5. DISCUSSION OF POTENTIAL REMODEL OF DISTRICT OFFICE TO INCORPORATE DISTRICT O&M SHOP (JOHN MCALPIN FROM OMNI DESIGN GROUP, INC.)**

Manager Callahan introduced Mr. McAlpin, Architect with Omni Design Group, Inc., whom the Board had invited to the meeting to discuss options for expanding/remodeling the District office on Ash Ave. to include a maintenance (O&M) shop. Mr. McAlpin pointed out advantages (location, zoning) and constraints (size of parcel, parking, height restrictions) when considering expanding the office, and asked Board members for ideas. Rather than razing the existing office and starting from scratch, it was the consensus of the Board to try to work with the existing building and to expand beyond the board room with an O&M shop, with office space and/or a larger meeting room above. Although the District has budgeted for acquisition of property for an O&M shop, Board members recommended a phased approach to the expansion, with consideration of anticipated future needs. Manager Callahan suggested formation of a committee of two Board members to meet with staff and Mr. McAlpin to determine both current and future objectives. President Enns indicated Mr. McAlpin would be compensated for his work and recommended a simple consulting agreement be drawn up for that purpose.

**7. CONSIDERATION TO ADOPT RESOLUTION NO. 2007-9 ESTABLISHING REVISED SOLID WASTE AND RECYCLABLE MATERIALS COLLECTION AND DISPOSAL SERVICES RATES**

MOTION: First by McHale with second by Raimondo to adopt Resolution No. 2007-9 establishing solid waste and recyclable materials collection and disposal services rates, effective November 1, 2007. ROLL CALL VOTE: Enns (yes), Raimondo (yes), Fones (yes), McHale (yes), Lyon (absent)

6. DISCUSSION OF REPORT PREPARED BY BOYLE ENGINEERING RE: ESTIMATED CAPACITY REQUIREMENTS OF MAIN STREET GRAVITY SEWER

Manager Callahan's written report as well as a summary of findings prepared by Jon Hanlon, Boyle Engineering, was received. At a special meeting October 9, 2007, the Board approved a task order from Boyle to determine capacity in the District's 15" gravity line on Main Street in Morro Bay as part of the Main Street line replacement project. Mr. Hanlon reported the capacity in the 15" line is currently only 1,670 gallons per minute (gpm) and the line shared with Morro Bay on Main Street has capacity issues, as well. He recommends the District's Main Street line have the ability to handle 2,800 (gpm). This preliminary design figure is considering projected build-out in Cayucos and during heavy rain (three inches in an hour).

3. CONSIDERATION TO APPROVE ENCROACHMENT PERMIT APPLICATION FOR 748 SOUTH OCEAN AVENUE, APN 064-146-003, LOT 3 BLOCK 10. OWNERS: WILLIAM B. AND ELIZABETH M. HIGHT TRUST

Manager Callahan's written report was received. The Hight's have applied for an encroachment permit for a removable 10' length of fencing across the sewer easement at the rear of their property on Ocean Ave.

MOTION: First by McHale with second by Fones to approve the encroachment permit application as recommended and direct staff to prepare the standard Grant of License and Agreement Affecting Real Property for execution and recordation. VOTE: 4-0

4. CONSIDERATION TO APPROVE ENCROACHMENT PERMIT APPLICATION FOR 3580 GILBERT AVENUE, APN 064-407-022, LOT 16, BLOCK 18. OWNER: GRANK M. HLAVATY

Manager Callahan's written report was received. Mr. Hlavaty has applied for an encroachment permit to extend an existing deck which is 20 feet above the District's sewer easement.

MOTION: First by Fones with second by Raimondo to approve the encroachment permit application as recommended and direct staff to prepare the standard Grant of License and Agreement Affecting Real Property for execution and recordation VOTE: 4-0.

8. CONSIDERATION TO ADOPT RESOLUTION NO. 2007-6 ESTABLISHING THE AMOUNT OF SEWER SERVICE USER FEE RATE INCREASES ON A MULTI-YEAR BASIS FOR FISCAL YEARS 2007-2008 THROUGH 2011-2012

MOTION: First by McHale with second by Raimondo to adopt Resolution No. 2007-6, effective November 1, 2007, establishing the amount of sewer service user fee rate increases on a multi-year basis for Fiscal Years 2007-2008 through 2011-2012. ROLL CALL VOTE: Enns (yes), Raimondo (yes), Fones (yes), McHale (yes), Lyon (absent)

9. CONSIDERATION TO RESCIND ACTION TAKEN ON AUGUST 15, 2007 REGARDING RESOLUTION NO. 2007-7 ESTABLISHING THE AMOUNT OF SEWER CONNECTION FEE INCREASE FROM \$5,000 TO \$7,960

In August, action was erroneously taken on Resolution No. 2007-7, as only three Board members were present and at least four of five members need be present and vote in the affirmative for the resolution to be adopted.

MOTION: First by McHale with second by Raimondo to rescind action taken August 15, 2007, regarding Resolution No. 2007-7. ROLL CALL VOTE: Enns (yes), Raimondo (yes), Fones (yes), McHale (yes), Lyon (absent)

10. CONSIDER TO READOPT RESOLUTION NO. 2007-7 ESTABLISHING THE AMOUNT OF SEWER CONNECTION FEE INCREASE FROM \$5,000 TO \$7,960

MOTION: First by McHale with second by Raimondo to adopt Resolution No. 2007-7 establishing the amount of sewer connection fee increase from \$5,000 to \$7,960, effective December 15, 2007. ROLL CALL VOTE: Enns (yes), Raimondo (yes), Fones (yes), McHale (yes), Lyon (absent)

12. CONSIDERATION TO ADOPT DISTRICT TRAVEL AND REIMBURSEMENT POLICY (Policy No. 2100)

Administrative Services Officer Connelly's written report was received along with a revised "draft" Travel and Reimbursement Policy No. 2100. She reported that the only District travel policy in effect at this time is the current IRS rate of mileage reimbursement at 48.5 cents per mile. AB1234, which mandates ethics training of Board members, also includes statutory conditions with regard to District business travel by Board members. The "draft" policy presented will cover both District employees as well as Board members. Connelly pointed out she had revised Meals and Incidental Expense (M&IE) Breakdown at the Board's recommendation. Director Fones suggested that the District Manager, although use of his personal vehicle for District business is specific to his employment contract, he should have the option to use a District vehicle for travel.

MOTION: First by Fones with second by Raimondo to adopt Policy No. 2100, District Travel and Reimbursement Policy, as revised. VOTE: 4-0

13. STAFF COMMUNICATIONS AND INFORMATION ITEMS (NO ACTION REQUIRED)

- A. District Manager's Report (Callahan) – September 2007
- B. Operations and Maintenance Report – September 2007
- C. Administrative Services Officer's Report (Connelly) – September 2007

14. CONSENT CALENDAR

- A. Minutes of Regular Meeting September 19, 2007
- B. Approval to Pay Outstanding Bills as of October 16, 2007

MOTION: First by Fones with second by McHale to approve the Consent Calendar in its entirety. VOTE: 4-0

15. BOARD MEMBER COMMENTS

16. MEETINGS, CONFERENCES, AND SEMINARS:

- A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Wednesday, November 7, 6:00 p.m., hosted by Morro Bay (location TBD).

17. SCHEDULE AGENDA ITEMS AND SELECT A DATE FOR THE NOVEMBER 2007 BOARD MEETING

Because of Thanksgiving, the November Board meeting date was moved up a week from the third Wednesday to the second Wednesday, November 14, 2007, 6:00 p.m.

18. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Minutes recorded by: \_\_\_\_\_  
Nancy Martin

Vice-President Raimondo expressed reservations with regard to the proposed extensive remodel of the District office, with ultimate costs for the Waste Water Treatment Plant upgrade uncertain and the ongoing cost to maintain/repair District facilities, and recommended the District proceed with discretion. He indicated he is not in favor of expanding the board room but feels renovations can be made within the footprint of the District office and that building a separate storage/maintenance shop on site, without a second story for a conference room, would be prudent.