

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

GOVERNING BOARD

R. B. Enns, President  
R. H. McHale, Vice-President  
H. Fones, Director  
S. Lyon, Director  
M. Foster, Director

SPECIAL MEETING  
MINUTES  
AUGUST 18, 2010

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 4:30 p.m.

Board members present were President Enns, Vice-President McHale and Directors Fones, Lyon and Foster.

Staff present was District Manager Callahan.

Consultant present was Dale McGee, Catalyst Consulting.

2. PUBLIC COMMENTS

There were no public comments.

**CLOSED SESSION: 4:30 PM**

Present Enns announced Closed Session.

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957

Title: District Manager

**OPEN SESSION: 6:00 PM**

4. ANNOUNCE ACTION TAKEN IN CLOSED SESSION

There was no action taken to announce.

5. ESTABLISH QUORUM AND CALL TO ORDER

The meeting reconvened at 6:10 p.m.

Board members present were President Enns, Vice-President McHale and Directors Fones, Lyon and Foster.

Staff present was District Manager Callahan, Administrative Services Officer Brookins and Administrative Services Technician Martin.

There were no visitors present.

6. PUBLIC COMMENTS

There were no Public Comments.

7. STATUS REPORT ON THE DISTRICT OPERATIONS AND MAINTENANCE GARAGE PROJECT

Manager Callahan provided a project timeline. He reported that the building permit should be issued by August 23, at the latest, with advertising of the RFP to follow. The timeline shows an estimated nine months for completion of the construction phase. Enns suggested including a time constraint in the project contract as part of the selection process. Callahan indicated there is a completion time set forth in the contract documents.

8. STATUS REPORT ON MORRO BAY/CAYUCOS WASTEWATER TREATMENT PLANT PROJECT  
Manager Callahan's written report was received. He reported on the tours he and Morro Bay staff took of two PERC-designed wastewater facilities, the Santa Paula WWTP (August 3) and the Mountain House CSD WWTP (August 13). He expressed some operational concerns but reported that both facilities produce a high quality effluent. He noted that odors were detected and that at this time there are no water reclamation plans in effect. Callahan added that the PERC Customized Design Report (CDR) should be received September 8, 2010, after which an independent review and evaluation of both a PERC-designed facility and the MWH-designed facility will take place.

Director Foster asked to see the most recent budget for the Morro Bay/Cayucos WWTP Upgrade to date, with specificity. ASO Brookins indicated the budget should be included at the September 9 JPA meeting.

The Board discussed the WWTP Upgrade Project Manager, Dennis Delzeit, P.E. President Enns asked staff to include the minutes from TAC meetings at District Board meetings, as well as any reports by Delzeit.

9. STAFF COMMUNICATIONS AND INFORMATION ITEMS (no action required):

A. District Manager's Report (Callahan) – July 2010

Manager Callahan's written report was received. Board members provided input for the Sanitary District Newsletter, with Foster suggesting including an announcement asking for bids for the O&M Garage Project.

B. Administrative Service Officer's Report (Brookins) – July 2010

ASO Brookins written report was received. He reported the annual audit went smoothly and commended staff on their preparation for and assistance during the audit.

10. CONSENT CALENDAR

A. Approval of Minutes of the July 21, 2010 Regular Board of Directors Meeting

B. Approval to pay outstanding bills as of August 18, 2010

MOTION: First by McHale with second by Fones to approve the Consent Calendar in its entirety. VOTE: 5-0

11. BOARD MEMBER COMMENTS

There were no Board member comments.

12. MEETINGS, CONFERENCES AND SEMINARS:

A. Morro Bay/Cayucos Wastewater Treatment Plant (JPA) TAC Meeting, *Date:* August 19, 2010, *Hosted By:* City of Morro Bay, *Location:* Morro Bay Veteran's Memorial Building, 209 Surf Street, Morro Bay, CA, *Time:* 1:00 p.m.

B. Morro Bay/Cayucos Wastewater Treatment Plant (JPA) Meeting, *Date:* September 9, 2010, *Hosted By:* City of Morro Bay, *Location:* TBD, *Time:* 6:00 p.m.

13. SCHEDULE AGENDA ITEMS FOR THE SEPTEMBER 15, 2010 BOARD MEETING

14. ADJOURNMENT

The meeting adjourned at 7:20 p.m.

Minutes recorded by: *Nancy Martin*  
Nancy Martin, Administrative Services Tech.