

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

GOVERNING BOARD
R. B. Enns, President
H. Fones, Vice-President
S. Lyon, Director
M. Foster, Director
D. Chivens, Director

REGULAR MEETING
MINUTES
November 17, 2011
6:00 P.M.

1. President Enns called the meeting to order at 6:00 p.m.
Board members present: President Robert B. Enns, Vice-President Hal Fones and Directors Dan Chivens and Michael Foster
Board members absent: Director Shirley Lyon
Staff present: District Manager Bill Callahan, Administrative Services Officer (ASO) Lewis Brookins, Administrative Services Tech Nancy Martin, and Wastewater Collection Worker Trainee Jon Collins
Consultants present: District Financial Advisor, Karen Shanley (Shanley & Assoc.)
Visitors present: Dorothy Fones

Manager Callahan introduced new Wastewater Collection Worker Trainee, Jon Collins, stating he was highly recommended and a good choice for the position. Board members welcomed him aboard.

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments. There were none.

3. DISCUSSION OF DISTRICT INVESTMENTS WITH KAREN SHANLEY, INVESTMENT ADVISOR, WITH CONSIDERATION TO REINVEST

Financial Advisor, Karen Shanley, provided a handout of investment offerings and a recap of the District's investment account, recommending the District continue rolling current Certificates of Deposit. At the August District Board meeting, Board members gave ASO Brookins direction to invest up to \$250,000 in idle reserves in an additional Certificate of Deposit (CD), and extended the maximum term on CDs at the time of rollover, from one year to up to two years. At this time, an investment has not been made; however, a two-year term was obtained for one District-held CD when it matured in October. With government guaranteed notes less vulnerable than the Money Market, Shanley recommended the Board consider US Treasury Notes, of from one to five years duration.

MOTION: First by Foster with second by Chivens giving Shanley discretion to invest up to one million dollars of District Money Market funds in US Treasury Notes, or comparable. VOTE: 4-0

4. CONSIDERATION TO SELL DISTRICT EQUIPMENT: PORTABLE TENT AND PORTABLE CONTAINER

Manager Callahan's written report was received. He asked the Board to authorize staff to sell the District's portable tent and storage container no longer required after the completion of the District O&M Shop.

MOTION: First by Chivens with second by Foster directing District staff to sell excess District equipment, a portable tent and storage container, at fair market value. VOTE: 4-0

5. DISCUSSION OF PROPOSED DISTRICT RETIREMENT INCENTIVE PROGRAM WITH CONSIDERATION TO BEGIN ENROLLMENT PERIOD

Manager Callahan's written report was received. Presently there are two employees at retirement age. He recommended the Board consider the proposed incentive program, as a cost savings measure, and begin the enrollment period.

MOTION: First by Fones with second by Chivens to approve the District Retirement Incentive Program and begin the enrollment period. VOTE: 4-0

6. STAFF COMMUNICATIONS AND INFORMATION ITEMS (NO ACTION REQUIRED):

A. District Manager's Report (Callahan) – October 2011

Manager Callahan's written report was received. Director Chivens inquired about the Reclaimed Water Survey, part of the water reclamation component of the Alternative Sites Analysis. A questionnaire was sent to potential customers within a three-mile radius of outside the two communities to determine interest, especially for irrigation of agricultural crops, landscaping, and industrial reuse. Callahan replied that at this time few responses had been received.

Callahan reported that a customer came into the office several weeks ago with a laceration on her leg. Staff provided first aid while waiting for the paramedics to arrive. He added that the cookies being served at the meeting were received from her as a "thank you" to staff.

B. Administrative Services Officer's Report (Brookins) – October 2011

ASO Brookins' written report was received. There were no questions.

7. CONSENT CALENDAR

A. Approval of Minutes for the October 20, 2011 Regular Board of Directors Meeting

B. Approval to pay outstanding bills as of November 17, 2011

MOTION: First by Fones with second by Foster to approve the Consent Calendar in its entirety.

VOTE: 4-0

8. BOARD MEMBER COMMENTS

Board members discussed the upcoming November 10 JPA meeting. President Enns suggested the District hold a special meeting after Manager Callahan and Morro Bay staff meet with California Coastal Commission staff November 28 in Santa Cruz to discuss the Alternative Sites Rough and Fine Screening Analysis submittal.

9. SCHEDULED MEETINGS

A. Morro Bay/Cayucos Wastewater Treatment Plant (JPA) Meeting, *Date:* December 8, 2011, *Hosted By:* Cayucos Sanitary District, *Location:* Cayucos Veterans' Hall, *Time:* 6:00 p.m.

10. SCHEDULE AGENDA ITEMS FOR THE DECEMBER 15, 2011 BOARD MEETING

CLOSED SESSION:

President Enns announced Closed Session at 7:25 p.m.

11. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8, *Property:* 249 Ash Avenue, *Agency Negotiators:* Bill Callahan (District

Manager). Timothy J. Carmel (District Counsel), *Negotiating Party*: Willadean Borchard, Property Owner, *Under Negotiation*: Price, Terms of Payment and Right of First Refusal

12. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957, *Title*: District Manager

13. ANNOUNCE ACTIONS TAKEN IN CLOSED SESSION

Item 11. Real Property Negotiators: There was not action to report.

Item 12. Public Employee Performance Evaluation: District Manager received a positive evaluation. The Board granted a \$4,000.00 increase to the Manager's annual salary.

14. ADJOURNMENT

The meeting adjourned at 8:45 p.m.

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

