

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

REGULAR MEETING
MINUTES
Thursday, May 17, 2012
6:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:02 p.m.

Board members present: President Robert Enns, Vice-President Hal Fones, and Directors Michael Foster, Shirley Lyon and Dan Chivens. Staff present: District Manager Rick Koon, Administrative Services Officer (ASO) Lewis Brookins, and Administrative Services Tech Anita Rebich

Visitors present: Dorothy Fones

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments. Hearing none Public Comment was closed.

3. CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Manager Koon briefed the Board on the changes that were made and stated the IIPP is in conformance with SDRMA requirements. President Enns stated his only problem with the document is the consistency of terminology. As long as this can be addressed he sees no other issues.

MOTION: 1st by Lyon, 2nd by Chivens to adopt the CSD Injury and Illness Prevention Program. **VOTE:** 5-0

4. REVIEW AND DISCUSSION OF DRAFT BUDGET FOR THE 2012-2013 FISCAL YEAR

ASO Brookins presented the budget and explained the flat revenue figures were due to the ending of rate increases July of last year. He gave further insight into tax and investment income and the budgeted expenses. Director Lyon commented that the budget was well done. Director Foster asked shouldn't the Budget and Finance Committee be reviewing this prior to it coming to the Board. ASO Brookins responded that all Draft Budgets are presented to the Board ahead of time so the Board can decide to send to committee.

MOTION: 1st by Lyon, 2nd by Fones to send the draft budget to the Budget and Finance Committee for further review. **VOTE:** 5-0

Director Foster asked ASO Brookins to put together detailed information on the budget for the WWTP Upgrade project, ASO Brookins said he would get with Bruce Keogh to see what additional information he may have. Director Foster said there had been a lot of numbers tossed around and would like to see what we have spent to date and when the numbers were compiled. ASO Brookins stated there is no budget on the upgrade itself since the project has been on hold awaiting the CCC appeal outcome. President Enns explained the MWH Powerpoint presentation that was made at a JPA meeting not too long ago gave the costs along with the recents adds for the project.

President Enns stated that the District draft budget doesn't look at any cost savings and never has. Maybe it's because direction has never been given to Brookins or any previous ASO to look for cost saving measures.

ASO Brookins responded that we do look at cost savings and asked President Enns to share his ideas so more information can be gathered. Director Foster commended ASO Brookins on the budget and asked if we could get a comparison of similar districts to see where we stand. President Enns asked Manager Koon about his other district. Manager Koon responded that since his other district is private vs. public, you will see approximately 30-40% more expense with a public district.

5. CONSIDERATION TO APPROVE REQUEST FOR CHANGES TO ADMINISTRATIVE STAFF HOURS
IN FY 2012-2013

ASO Brookins gave an overview of the AST positions, the learning curve involved with both positions and the current status of the billing system. He stated that more staff time is needed to handle daily processes and less of his time is needed. Director Fones stated we just voted to eliminate benefits for part-time employees, now we are going the other way and will have no part-time employees, why did we make the change. ASO Brookins explained that the change was made as part of the cost cutting measure involved with early retirement incentive. Since the billing changed from bi-monthly to monthly last year, more time is required in processing and part-time isn't sufficient. Manager Koon said this would allow crosstraining and backup of duties allowing an overall easier flow in the office. Director Foster stated he wasn't ready to make a decision on this yet; many more questions come to mind. With the deficiencies in the accounting system have we looked at outsourcing. Director Chivens asked ASO Brookins if he could still get his job done with 20% less hours and ASO Brookins confirmed he could. Director Foster asked if we could table this until after the committees meet later in the month.

MOTION: 1st by Fones, 2nd by Lyon to approve requested changes to Administrative staff hours.

VOTE: 4-1 (Foster)

6. CONSIDERATION TO APPROVE DISTRICT EMPLOYEE COST OF LIVING ADJUSTMENT (COLA)
FY 2012-2013

ASO Brookins presented the history of, and how the COLA figures were arrived at. The figures show the District to be behind approximately 5.5% based on CPI indexes by the Bureau of Labor Statistics, ASO Brookins recommends the approval of 3.0% for the FY 2012-2013. President Enns recommended the Personnel Committee review this. Vice-President Fones moved to have the Personnel Committee review and present their recommendation at the next Board meeting. Director Foster said we should talk about it here, tonight. Director Lyon said the decision should come from the Budget and Finance Committee. Vice-President Fones withdrew his motion. Director Foster said he has a problem with any increases in this economic environment. President Enns stated if you add merit raises it equals out to 8%, he wants it to go to the Budget and Finance Committee. It was agreed this item would go to the Budget and Finance Committee that will meet on May 31, 2012.

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

A. District Manager's Report – April 2012

Manager Koon read his report on the month's activities and provided information on the upcoming June 5th meeting with CCC staff. Robert Tennent presented the Special and Capital Projects that are proposed for both the remainder of fiscal year 2012 and fiscal year 2012-2013. ASO Brookins discussed the proposed server and billing system he is leaning towards, Manager Koon explained the system (Continental Utility Billing System) that is in place at San Miguelito Mutual Water, the ACH process they perform and the problems they experienced with customer online payments.

President Enns commented that this was a very aggressive list. He asked about pump longevity and energy savings, Manager Koon explained VFD which is old technology vs. SoftStart which is new technology and stated we would go with new technology. President Enns asked Manager Koon to report on the letter that was sent to the CCC on behalf of Morro Bay-Cayucos JPA regarding information that was leaked to Jack McCurdy of the SLO Coast Journal. The letter focused on getting a meeting with CCC staff but did mention our

disappointment in the leak that came from CCC staff. President Enns will be attending the meeting with CCC staff on 6/5/12 along with staff from Morro Bay. Director Foster said with the Morro Bay elections coming up we don't know how the players will change, we need to prepare for all contingencies. President Enns suggested the Board meet and put together Plan B ideas for the WWTP upgrade. Director Foster suggested we let Frank Cunningham run with the ball and give his input on what we need and don't need. It was suggested that we wait for the response from the CCC staff meeting on the 5th and then discuss. June 12, 2012 was targeted for a Special Board of Directors meeting.

B. Administrative Services Officer's Report – April 2012
ASO Brookins written report was received. He had nothing further to report.

8. CONSENT CALENDAR

- A. Approval of Minutes for the April 2, 2012 Special Board of Directors Meeting
- B. Approval of Minutes for the April 19, 2012 Regular Board of Directors Meeting
- C. Approval to pay outstanding bills as of May 17, 2012

MOTION: 1st by Foster, 2nd by Lyon to approve the Consent Calendar in its entirety. **VOTE:** 5-0

9. BOARD MEMBER COMMENTS

Vice-President Fones inquired if non-exempt employee's hours are documented. It was confirmed that all employee's hours are recorded on timesheets and Manager Koon's hours are detailed on his invoice. Director Foster asked if all insurance documents are in place for Manager Koon, it was confirmed they were. Director Foster reported he would be out of town for most of July and Director Chivens reported he would be in and out of town a lot in August.

10. SCHEDULED MEETINGS

- A. CIP Committee, *Date:* May 29, 2012, *Location:* Cayucos Sanitary District Office, *Time:* 10:00 a.m.
- B. Budget & Finance Committee, *Date:* May 31, 2012, *Location:* Cayucos Sanitary District Office, *Time:* 1:00 p.m.
- C. Special Board of Directors Meeting, *Date:* June 12, 2012, *Location:* Cayucos Sanitary District Office, *Time:* 12:00 p.m.
- D. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, *Date:* June 14, 2012, *Hosted By:* Cayucos Sanitary District, *Location:* Cayucos Veteran's Hall, *Time:* 6:00 p.m.

11. SCHEDULE AGENDA ITEMS FOR THE June 21, 2012 BOARD MEETING

12. ADJOURNMENT

The meeting adjourned at 7:45 p.m.

Minutes recorded by: _____



Anita Rebish, Administrative Services Tech