

CAYUCOS SANITARY DISTRICT
200 Ash Avenue
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805-995-3290

CONSENT CALENDAR
AGENDA NO. 84
DATE MAY 20 2009

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

REGULAR MEETING
MINUTES
April 15, 2009

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:00 p.m., Wednesday, April 15, 2009.

Board members present: President Robert Enns, Vice-President Bud McHale, and Directors Shirley Lyon and Hal Fones. Michael Foster arrived at 6:10 p.m.

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

Consultants present: Architect Jon McAlpin

Visitors present: Dorothy Fones

2. PUBLIC COMMENTS

There were no comments.

3. CURRENT REPORT ON DISTRICT O&M SHOP PROGRESS WITH JON McALPIN
FROM OMNI DESIGN GROUP

Directors McHale and Foster have a standing conflict of interest due to the proximity of their personal residences to the proposed District O&M shop.

Architect Jon McAlpin reported that the drawings have been submitted to the County for the plan check, which could take up to a month. After any required revisions are made, the building permit will be issued. Director Fones asked what total anticipated costs for the project are. McAlpin gave an estimate of \$650,000.

4. CONSIDERATION TO ADOPT RESOLUTION NO. 2009-1 ADOPTING UNIFORM
PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

Manager Callahan's written report was received, recommending adoption of Resolution No. 2009-1. He asked the Board to consider amending the District's Financial Management and Capital Program, to give the District Manager the authority to approve budgeted contracts,

agreements and expenditures up to \$30,000, in keeping with the Uniform Public Construction Cost Accounting Act. Current District policy limits that authority to \$15,000.

MOTION: First by McHale with second by Fones to amend District policy, Financial Management and Capital Program, increasing the District Manager's authority to approve budgeted contracts, agreements and expenditures from \$15,000 to \$30,000. VOTE: 5-0

MOTION: First by McHale with second by Fones to adopt Resolution No. 2009-1 Adopting Uniform Public Construction Cost Accounting Procedures. Roll Call Vote: Enns (yes), McHale (yes), Fones (yes), Lyon (yes), Foster (yes)

5. PUBLIC HEARING FOR ORDINANCE NO. 29 ESTABLISHING INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

A. OPEN PUBLIC HEARING

President Enns opened the Public Hearing. There were no comments

B. CLOSE PUBLIC HEARING.

President Enns closed the Public Hearing.

C. CONSIDERATION TO ADOPT ORDINANCE NO. 29 ESTABLISHING INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

President Enns asked for questions or comments from the Board and staff; there were none.

MOTION: First by Fones with second by Lyon to adopt Ordinance No. 29 Establishing Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act.

ROLL CALL VOTE: Enns (yes), McHale (yes), Fones (yes), Lyon (yes), Foster (yes)

6. CONSIDERATION TO SELL DISTRICT 1999 DODGE RAM PICKUP TRUCK

Manager Callahan's written report was received, recommending selling the truck since necessary repairs would be greater than the value of the vehicle.

MOTION: First by Fones with second by McHale to sell the District's 1999 Dodge Ram, using the Kelly Blue Book to determine its value. VOTE: 5-0

7. STAFF COMMUNICATIONS AND INFORMATION ITEMS (no action required)

A. District Manager's Report – March 2009

Manager Callahan's written report was received. Enns reported briefly on his and Callahan's meeting with Morro Bay City Councilmember Rick Grantham and Wastewater Treatment Plant Division Manager Bruce Keogh. They met to discuss technical issues with the Treatment Plant upgrade prior to the March 19 Morro Bay/Cayucos Wastewater Treatment Plant/JPA meeting. Enns stressed the importance of considering costs and options available with regard to biosolids handling including hauling the material to Kern County or handling it onsite or locally.

B Administrative Services Officer's Report – March 2009

Officer Connelly's written report was received. She asked for questions or comments from the Board. There were none.

C. Operations and Maintenance Report – March 2009

Maintenance Technician Dave Zevely's written report was received. President Enns stated he would like to meet with Callahan to discuss the Basin 2 Flow Study, as well as overall progress in the Inflow and Infiltration Study.

D. Financial Reports

Director Foster had suggestions for inclusion of additional monthly financial reports for the Board's review, including an income statement and balance sheet; Board members concurred. President Enns suggested Foster meet with Officer Connelly for further discussion.

8. CONSENT CALENDAR

- A. Minutes of Regular Board Meeting of March 18, 2009
- B. Approval to Pay Outstanding Bills as of April 15, 2009

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

9. BOARD MEMBERS COMMENTS

Director Fones stated he has been ill and that he anticipates providing more input and assistance in the ongoing Inflow and Infiltration Study very soon.

10. MEETINGS, CONFERENCES AND SEMINARS

Manager Callahan asked CIP (Capital Improvement Projects) and Budget Committee members, Enns/Foster and Fones/Foster, respectively, to consider availability for meetings to review and discuss the Fiscal Year 2009/2010 Budget and CIP.

11. SCHEDULE AGENDA ITEMS FOR THE MAY 20, 2009 BOARD MEETING

President Enns announced the Closed Session Item at 7:45 p.m.

CLOSED SESSION

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

RECONVENE TO OPEN SESSION

13. ANNOUNCE ACTIONS TAKEN IN CLOSED SESSION

The meeting reconvened to Open Session. There was no action to report.

The meeting adjourned at 8:25 p.m.

Minutes recorded by: *Nancy Martin*
Nancy Martin