

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
APRIL 21, 2011
6:00 P.M.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:04 p.m.

Board members present: President Robert B. Enns, Vice-President Hal Fones, and Directors Shirley Lyon, Michael Foster and Dan Chivens

Staff present: District Manager Bill Callahan, Administrative Services Officer (ASO) Lewis Brookins and Administrative Services Tech Nancy Martin

Visitors present: Dorothy Fones

2. PUBLIC COMMENTS

There were no public comments.

3. PROPOSED CHANGES TO CAYUCOS SANITARY DISTRICT ORDINANCE NO. 27
GOVERNING COMMON SEWER LATERALS SERVING MULTIPLE PARCELS

President Enns stepped down citing a conflict of interest and asked Vice-President Fones to take the chair.

A. OPEN PUBLIC HEARING

Vice-President Fones opened the Public Hearing, and asked for comments from the public, Board and staff. Manager Callahan reported that District Counsel, staff and Board thoroughly reviewed the changes, and provided a redline/strikeout version and a final draft of the ordinance for consideration.

B. CLOSE PUBLIC HEARING

Vice-President Fones closed the Public Hearing.

C. CONSIDERATION TO ADOPT CHANGES TO CAYUCOS SANITARY DISTRICT
ORDINANCE NO. 27 GOVERNING COMMON SEWER LATERALS SERVING MULTIPLE
PARCELS

MOTION: First by Foster with second by Chivens to adopt changes to Cayucos Sanitary District Ordinance No. 27 Governing Common Sewer Laterals Serving Multiple Parcels.

ROLLCALL VOTE: Enns (abstain), Fones (yes), Lyon (yes), Foster (yes), Chivens (yes)

President Enns was reelected.

4. CONSIDERATION TO SELL DISTRICT 1996 FORD F350 SERVICE VEHICLE

Manager Callahan asked for the Board's consent to sell the 1996 Ford F350, as it is out of service and has been replaced with the 2008 Ford 550.

MOTION: First by Lyon with second by Fones directing staff to sell the 1996 Ford F350 at fair market value. VOTE: 5-0

5. DISCUSSION OF SUGGESTED CHANGES TO INSURANCE LANGUAGE IN DISTRICT PERSONNEL POLICIES WITH CONSIDERATION TO APPROVE SUGGESTED CHANGES

ASO Brookins' written report and redline/strikeout version of the document were received. Current District policy regarding health insurance states that the District "pays 100% of the premium for each eligible employee and one dependent...." At the present, the CafPlan allotment is not sufficient to cover both employee and one dependent. Brookins asked the Board to consider revising policy to state that employees receive a monthly allotment to be applied toward health coverage, removing the dollar amount allotted and removing the statement that the District covers 100% of health insurance premiums for employee and dependent. Brookins stated the document has been reviewed and includes revisions by District Counsel.

MOTION: First by Foster with second by Lyon to approve revisions to District Personnel Policies and Procedures. VOTE: 5-0

6. DISCUSSION OF POTENTIAL CHANGE ORDER CREDIT FROM RSH CONSTRUCTION FOR NEW GARAGE PARKING AREA IN THE AMOUNT OF \$1,700.00

Manager Callahan's written report was received, recommending approval of the change order credit for removing the decorative concrete parking lot curbs for the O&M Garage and Shop Project. Board members recommended retaining the curbs as the parking area will be paved with concrete pavers and the curbs will help maintain the stability of the pavers.

MOTION: First by Foster with second by Lyon to reject the change order eliminating the decorative concrete curbs that frame the sections of pavers in the parking area. VOTE: 5-0

7. DISCUSSION OF DRAFT MANAGEMENT GOALS FOR THE DISTRICT

Manager Callahan's written report was received. Members briefly discussed Callahan's five-year management goals. There was consensus to hold a strategic planning session with full Board participation. President Enns directed Board members to further review Callahan's report and bring back suggestions/ideas at the next regular Board meeting.

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

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

Manager Callahan's written report was received. He provided an update on the O&M Garage and Shop Project, reporting that RSH Construction, general contractor for the project, anticipates substantial completion of the project by the end of June. Callahan asked to meet with President Enns to discuss negotiations with Omni regarding changes orders caused by errors and omissions in the plans.

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

ASO Brookins' written report was received. He provided a District billing program update, reporting that the transition from bi-monthly billing to monthly billing will be June 1.

Brookins recommended Board members and staff attend workshops/conferences offered through SDRMA and CSDA that, besides being valuable learning tools, reduce liability insurance premiums when attended.

9. CONSENT CALENDAR

- A. Approval of Minutes for the March 16, 2011 Special Board of Directors Meeting
- B. Approval to pay outstanding bills as of April 21, 2011

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

10. BOARD MEMBER COMMENTS

Director Foster, in a memo to Manager Callahan, expressed concerns with the selection process in engaging consultants for the Wastewater Treatment Plant Upgrade Project. He recommended a greater emphasis on transparency and of participation by the Board and Council in addition to staff. President Enns stated that Dennis Delzeit, Project Manager, is to report at the next JPA meeting with criteria used to evaluate prospective consultants for the Alternative Site Analysis, their proposals submitted, and the scope of work. Vice-President Fones and President Enns suggested scheduling a special Board meeting prior to the next JPA meeting to address Foster's questions and concerns. Foster recommended the Board meet prior to every JPA meeting. A special meeting was then scheduled for May 10, 2011, 11:30 a.m.

Manager Callahan reported the District has no policy for preparing meeting agendas. He welcomed participation from Board members. President Enns gave Callahan the authority to set agendas and did not advocate developing agenda preparation policy.

11. SCHEDULED MEETINGS

- A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting
 - Date:* May 12, 2011
 - Hosted By:* City of Morro Bay
 - Location:* TBD
 - Time:* 6:00 p.m.

12. SCHEDULE AGENDA ITEMS FOR THE MAY 19, 2011 BOARD MEETING
- Discussion of Draft Management Goals for the District

13. ADJOURNMENT

The meeting adjourned at 7:36 p.m.

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