

CAYUCOS SANITARY DISTRICT
200 Ash Avenue
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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
Thursday, April 19, 2012
6:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:00 p.m.

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

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 stated he had read the IIPP and it was pretty straight forward, Dave Zevely would be the administrator of the program. Director Foster feels the Safety Committee should be the one looking at this program and making changes if necessary. Director Foster asked if District Counsel has reviewed the IIPP, Manager Koon responded this isn't generally an item for legal review.

ASO Brookins stated this is an SDRMA (insurance company) template and there is more to the program than we are seeing here. Vice President Fones agreed with Director Foster, this should be reviewed by the Safety Committee before coming to the Board. Manager Koon stated he would identify the changes from last year and review them with the Safety Committee. President Enns presented his questions and comments on the IIPP and Director Foster suggested that safety awards as an incentive be looked into.

It was agreed to send this item back to staff to rework and bring it back to the Board next month.

4. CONSIDERATION TO ACCEPT CAYUCOS SANITARY DISTRICT SEWER SYSTEM MANAGEMENT PLAN (SSMP) 2012 AUDIT REPORT

Vice President Fones asked who had authored this SSMP, who gets a copy and do we submit to anyone. Manager Koon explained this is a self policing document that is for our use. Director Foster asked Manager Koon if there were any concerns on this document. Manager Koon explained all seems to be in order and as stated on page 15 the SSO's prior to the initial SSMP we were averaging 2 per year and we're now down to an average of 2 every 24 months.

President Enns referred to a statement on page 16 regarding plumbers notifying us when "unclogging" drains or laterals and asked if we really require this. President Enns further expressed concern on the viability and

wording of Goal #4 on page 7 and the Improvements section of this goal on page 8, he says is unclear on actual I&I proof.

MOTION: 1st by Foster, 2nd by Fones to accept the Cayucos Sanitary District SSMP 2012 Audit Report.
VOTE: 4-0

5. CONSIDERATION TO APPROVE 1ST AND 2ND QUARTER FY 11-12 INVOICES FOR OPERATIONS AND MAINTENANCE OF THE MORRO BAY-CAYUCOS WASTEWATER TREATMENT PLANT

ASO Brookins explained a retirement incentive in the amount of \$10,000.00 was inadvertently included in this invoice and would be reversed next billing. ASO Brookins went on to explain that the Outside Structural Repair Acct #6602 was over budget due to flood wall structures that were required.

MOTION: 1st by Foster, 2nd by Chivens to approve payment to Morro Bay for the 1st & 2nd Qtr FY 2011-12 WWTP O&M invoices. **VOTE:** 4-0

6. CONSIDERATION TO APPROVE 1ST AND 2ND QUARTER FY 11-12 INVOICES FOR THE MORRO BAY-CAYUCOS WASTEWATER TREATMENT PLANT UPGRADE PROJECT.

ASO Brookins presented his report and stated his vision going forward was to get the updates on a monthly basis. He stated this would help him keep a better handle on the major contracts.

MOTION: 1st by Foster, 2nd by Fones to approve payment to Morro Bay for the 1st & 2nd Qtr FY 2011-12 WWTP Upgrade invoices. **VOTE:** 4-0

7. CONSIDERATION TO APPROVE AN AMMENDMENT TO THE INSURANCE SECTION OF DISTRICT PERSONNEL POLICIES AND PROCEDURES

ASO Brookins presented a redline version of the insurance section. He stated the previous version contradicted the intention, which was to only offer benefits to those employees that work thirty (30) hours or more per week. This redline version cleaned up the language and intention and had been reviewed by District Counsel.

MOTION: 1st by Fones, 2nd by Chivens to approve the ammended Insurance Section of the District Personnel Policies and Procedures. **VOTE:** 4-0

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

A. District Manager's Report – March 2012

Manager Callahan's written report was received and read by Manager Koon. Vice President Fones asked what is the chemical Can-17, Manager Koon will obtain the MSDS for the product. Manager Koon was asked for his input on the report and stated his concern on video inspection reports (VIR) and identification of problems. He is concerned this could cause problems and possible legal issues when done at the O&M level. He suggested any VIR's identifying needed repairs be detailed on the Manager's Report and brought before the Board and District Engineer if necessary. Manager Koon asked if problems are identified and the customer refuses to fix them, what recourse do we have? Director Foster voiced concern that our mains are old but yet we want the customer to repair their laterals. Enns stated this item isn't on the agenda and if we continue he will have to leave the room to prevent a conflict of interest.

B. Administrative Services Officer's Report – March 2012

ASO Brookins written report was received. He reported Danielle Crawford AST-Billing is onboard and we welcome her to the team. President Enns asked if they would get to meet Mike Merrill the new O&M crewmember, ASO Brookins said Mike had a schedule conflict but he would inquire for next month.

President Enns asked about Item 8.C.4 and modifying the Capital Improvements. Manager Koon stated he and Tennent will work on this.

9. CONSENT CALENDAR

- A. Approval of Minutes for the March 15, 2012 Regular Board of Directors Meeting
- B. Approval of Minutes for the March 21, 2012 Special Board of Directors Meeting
- C. Approval of Minutes for the March 26, 2012 Special Board of Directors Meeting
- D. Approval to pay outstanding bills as of April 19, 2012

MOTION: 1st by Foster, 2nd by Fones to approve the Consent Calendar in its entirety. VOTE: 4-0

10. BOARD MEMBER COMMENTS

Vice President Fones welcomed Manager Rick Koon. Director Foster stated he wrote a Letter of Recommendation for Bill Callahan and suggested the Board do the same. Director Chivens commended Vice President Fones on his letter, taking a stance and voicing his opinion. President Enns commented that staff needed to look forward not backward. Manager Koon would like to see a logo with our telephone number put on our District vehicles for identification purposes. Director Foster recommends "beefing up" the logo before we plaster it on the trucks. President Enns and Manager Koon will work on getting pre-JPA meetings going, as they would like to see more CSD Board input.

11. SCHEDULED MEETINGS

- A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, *Date:* May 10, 2012, *Hosted By:* City of Morro Bay, *Location:* TBA, *Time:* 6:00 p.m.

12. SCHEDULE AGENDA ITEMS FOR THE May 17, 2012 BOARD MEETING

13. ADJOURNMENT

The meeting adjourned at 7:37 p.m.

Minutes recorded by: _____
Anita Rebich, Administrative Services Tech