

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  
July 21, 2011  
6:00 P.M.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:05 p.m.

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

Board members absent: Director Michael Foster

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

Consultants present: Dale Magee (Catalyst Consulting)

Visitors present: Dorothy Fones

2. PUBLIC COMMENTS

There were no public comments.

3. DISCUSSION OF STRATEGIC PLANNING FOR THE DISTRICT WITH DALE MAGEE FROM CATALYST CONSULTING

Manager Callahan introduced Dale Magee, a facilitator of strategic planning with Catalyst Consulting. She provided a proposal for review and consideration, stating that strategic planning involves the development of goals, missions and strategies. It requires commitment and responsibility to stay the course and helps facilitate public trust and confidence. Director Lyon reported she has participated in strategic planning with other agencies and believes it a valuable tool. Board members discussed the best time to proceed. Manager Callahan suggested continuing discussion next month to define the process and look at the steps involved, and from there find direction with the full Board present.

4. PUBLIC HEARING FOR DELINQUENT SEWER CHARGES

A. OPEN PUBLIC HEARING

President Enns opened the Public Hearing. There were no questions or comments received.

B. CLOSE PUBLIC HEARING

President Enns closed the Public Hearing.

C. CONSIDERATION TO ADOPT RESOLUTION NO. 2011-3 CONFIRMING REPORT OF DISTRICT CLERK RELATING TO UNPAID SEWER SERVICE CHARGES AND LEVYING ASSESSMENTS

MOTION: First by Lyon with second by Fones to adopt Resolution No. 2011-3 Confirming Report of District Clerk Relating to Unpaid Sewer Service Charges and Levying Assessments.

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

5. PUBLIC HEARING FOR DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES

A. OPEN PUBLIC HEARING

President Enns opened the Public Hearing. There were no questions or comments received.

B. CLOSE PUBLIC HEARING

President Enns closed the Public Hearing.

C. CONSIDERATION TO ADOPT RESOLUTION NO. 2011-4 CONFIRMING REPORT OF DISTRICT CLERK RELATING TO UNPAID SOLID WASTE COLLECTION AND DISPOSAL CHARGES AND LEVYING ASSESSMENTS

MOTION: First by Lyon with second by Fones to adopt Resolution No. 2011-4 Confirming Report of District Clerk Relating to Unpaid Solid Waste Collection and Disposal Charges and Levying Assessments.

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

6. DISCUSSION OF O&M GARAGE PROJECT CHANGE ORDERS

Manager Callahan's written report was received. He was pleased to announce that after working with the County, the County reduced the District's cost for additional paving work by \$11,672. Total due \$5,328.

7. DISCUSSION OF DRAFT DISTRICT NEWSLETTER: SUMMER EDITION

With a minor revision, the Board approved the Summer Edition Newsletter for release.

8. DISCUSSION OF RIBBON CUTTING CEREMONY FOR NEW DISTRICT OPERATIONS AND MAINTENANCE GARAGE

Board members were in favor of a late August ribbon cutting ceremony and mixer.

9. CONSIDERATION TO ADOPT RESOLUTION NO. 2011-5 ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR ENDING JUNE 30, 2012

MOTION: First by Fones with second by Lyon to adopt Resolution No. 2011-5 Establishing an Appropriation Limit for the Fiscal Year Ending June 30, 2012.

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

10. CONSIDERATION TO APPROVE 3RD QUARTER INVOICE FROM THE CITY OF MORRO BAY FOR WWTP CAPITAL EXPENDITURES

ASO Brookins written report and revised 3rd Quarter Invoice from Morro Bay were received. He recommended withholding a portion of the amount due pending backup documentation from ESA for additions to their contract, and adding back in labor costs erroneously subtracted from the invoice.

MOTION: First by Lyon with second by Fones to approve the 3rd Quarter Invoice from Morro Bay for WWTP Upgrade expenditures for \$82,971.00.

VOTE: 4-0

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

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

Manager Callahan's written report was received. The 4th of July holiday weekend showed some of the highest dry weather flows ever recorded. Callahan attributed this to tourism as well as continuing infiltration from ground water.

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

ASO Brookins' written report was received. He commended Administrative Services Tech Anita Rebich and computer programmer Ivan Jasenovic for the time and effort spent getting the monthly billing system up and running.

12. CONSENT CALENDAR

A. Approval of Minutes for the June 16, 2011 Regular Board of Directors Meeting

B. Approval of pay outstanding bills as of July 21, 2011

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

VOTE: 4-0

13. BOARD MEMBER COMMENTS

The Board commended Manager Callahan for tactfully responding to a recent article by Jack McCurdy of the SLO Coast Journal.

14. SCHEDULED MEETINGS

A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, *Date:* August 11, 2011, *Hosted By:* Cayucos Sanitary District, *Location:* Cayucos Veterans' Hall, *Time:* 6:00 p.m.

15. SCHEDULE AGENDA ITEMS FOR THE AUGUST 18, 2011 BOARD MEETING

- District Strategic Planning Discussion

16. ADJOURNMENT

The meeting adjourned at 7:45 p.m.

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

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It includes a detailed description of the experimental procedures and the statistical tools employed.

3. The third part of the document presents the results of the study, including a comparison of the different methods and a discussion of the implications of the findings.

4. The fourth part of the document provides a conclusion and a summary of the key points. It also includes a list of references and a bibliography.

5. The fifth part of the document contains a list of appendices and a glossary of terms. It also includes a list of figures and tables.

6. The sixth part of the document contains a list of footnotes and a list of references. It also includes a list of figures and tables.

7. The seventh part of the document contains a list of footnotes and a list of references. It also includes a list of figures and tables.

8. The eighth part of the document contains a list of footnotes and a list of references. It also includes a list of figures and tables.

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