

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  
Thursday, March 15, 2012  
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 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 Anita Rebich

Visitors present: Dorothy Fones and Nancy Martin

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments. Dorothy Fones thanked Nancy Martin and commented that she will be missed and wished her the best in her upcoming retirement. Nancy Martin thanked all and gave kudos to Bill Callahan for his leadership and guidance and special thanks and appreciation to the rest of the staff for making it such a great place to work.

3. RECOGNITION OF NANCY MARTIN, ADMINISTRATIVE SERVICES TECHNICIAN, FOR HER 16 YEARS OF SERVICE WITH THE DISTRICT AND PENDING RETIREMENT

Manager Callahan on behalf of the CSD thanked Nancy Martin for all her years of service and expressed appreciation for all she has done. President Enns and Director Foster on behalf of the Board also thanked her for her dedication and service and stated she would be greatly missed.

4. CONSIDERATION TO APPROVE PAYMENT OF 4th QUARTER FY 2010-11 FINAL INVOICE FOR OPERATIONS AND MAINTENANCE OF THE MORRO BAY-CAYUCOS WASTEWATER TREATMENT PLANT.

ASO Brookins handed out a revised invoice deducting \$6000 from the billing total for services by AGP to the City, he explained this charge is Morro Bay's exclusively. ASO Brookins was commended for catching this error. Director Foster voiced concern over the fact that we are just now being billed these charges from Morro Bay. He recapped some past Morro Bay mistakes and stated that we can't count on them (Morro Bay) to get us information timely or correctly. Director Lyon and ASO Brookins both stated these problems could be the result of a group who are no longer with Morro Bay. ASO Brookins stated that Morro Bay needed to improve the cycling of information to allow more timely reporting but to remember they are also working with a leaner crew. It was discussed that setting a time frame for reporting is something that could be handled when revising the JPA.

MOTION: 1st by Lyon, 2nd by Fones to approve payment of the revised invoice amount to Morro Bay for Operations and Maintenance of the WWTP 4th Qtr FY 2010-11 in the amount of \$8958.01. VOTE: 5-0

5. CONSIDERATION TO APPROVE PAYMENT OF 4TH QUARTER FY 2010-11 FINAL INVOICE FOR THE MORRO BAY-CAYUCOS WASTEWATER TREATMENT PLANT UPGRADE PROJECT

The timeliness of this invoice was also addressed by Director Foster. ASO Brookins offered to obtain information from Delzeit on a regular basis and review it prior to it being invoiced. Foster stated that we need bills as they are received by Morro Bay and ASO Brookins can keep a running total.

MOTION: 1st by Lyon, 2nd by Chivens to approve payment to Morro Bay for the 4th Qtr FY 2010-11 WWTP Upgrade Project. VOTE: 5-0

6. DISCUSSION REGARDING CONSULTANT VACANCY: DISTRICT ENGINEER

Manager Callahan asked how we proceed without a District Engineer. President Enns asked that we table any decision and discussion until he has spoken with Cunningham.

7. CONSIDERATION TO APPROVE AGREEMENT FOR CONSULTING SERVICES WITH FRANK CUNNINGHAM CONSULTING ENGINEER

President Enns thanked the Personnel Committee for their work on this. The AdHoc committee, Lyon and Chivens, met on 3/15/12 with District Counsel Carmel to review the Consultant Agreement.

MOTION: 1st by Lyon, 2nd by Chivens to approve the Agreement for Consulting Services with Frank Cunningham. VOTE: 5-0

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

A. District Manager's Report – February 2012

Manager Callahan's written report was received. He reported on the hiring of Mike Merrill as the new Wastewater Worker Trainee and his start date is 3/19/2012

B. Administrative Services Officer's Report – February 2012

ASO Brookins written report was received. He reported the new AST-Billing part time position has been accepted by Ms. Danielle Crawford who will start 3/26/12.

9. CONSENT CALENDAR

A. Approval of Minutes for the February 16, 2012 Special Board of Directors Meeting

B. Approval of Minutes for the February 21, 2012 Special Board of Directors Meeting

C. Approval of Minutes for the February 23, 2012 Special Board of Directors Meeting

D. Approval of Minutes for the March 6, 2012 Special Board of Directors Meeting

E. Approval to pay outstanding bills as of March 15, 2012

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

10. BOARD MEMBER COMMENTS

Director Foster submitted a sheet of questions to ask Cunningham, Enns recommended that the other Board members also submit their questions for Cunningham. Director Fones commented that he likes Cunningham. Director Foster stated he would like to see on the next special meeting agenda discussion of the current collection system and monitoring of same.

11. SCHEDULED MEETINGS

A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, *Date:* April 12, 2012, *Hosted By:* Cayucos Sanitary District, *Location:* Cayucos Veterans' Hall, 10 Cayucos Drive, *Time:* 6:00 p.m.

12. SCHEDULE AGENDA ITEMS FOR THE APRIL 19, 2012 BOARD MEETING

13. ADJOURNMENT

The meeting adjourned at 7:08 p.m.

Minutes recorded by:



Anita Rebich, Administrative Services Tech