

CAYUCOS SANITARY DISTRICT
200 Ash Avenue
PO Box 333, Cayucos, CA 93430-0333
805-995-3290

Agenda No. _____
Date: April 18, 2013

GOVERNING BOARD
R. B. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
M. Foster, Director
D. Lloyd, Director

REGULAR MEETING
MINUTES
Thursday, March 21, 2013
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 Enns, Director Shirley Lyon, Director Michael Foster, Director Dan Chivens and Director Dan Lloyd.

Staff present: Interim District Manager Rick Koon, Administrative Services Billing Manager Danielle Crawford, and Lead Collection Worker Jon Collins

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments. Hearing none, President Enns closed Public Comments.

President Enns then requested to move Agenda Item number 4 to closed session

3. UPDATE FROM THE AD-HOC COMMITTEE ON CONCEPTUAL ALTERNATIVES ANALYSIS

Manager Koon spoke about the meeting with Water Systems Consultants (WSC) held on March 19th 2013 that he, President Enns, and Director Lloyd attended. Director Lloyd went into more detail regarding the discussions at that meeting mentioning topics such as; potential sites, area needed, wet weather storage, where recharge might occur, reuse and expense for reuse. Verbal report received and accepted by Board. Koon confirmed that their next meeting is scheduled for April 9th at 1:00pm.

4. DISCUSSION ON HOW TO EFFICIENTLY ACHIEVE THE DISTRICT'S NEEDS FOR MANAGEMENT SERVICES AND CONSIDERATION TO APPROVE AN AMENDMENT TO THE AGREEMENT FOR CONSULTANT SERVICES WITH PROJECT MANAGEMENT SERVICES, INC. (REMOVING "INTERIM" DESIGNATION).

President Enns, with agreement from the Board, moved this item to the Special Meeting immediately following the Regular session

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

- A. District Manager's Report (Koon) –February 2013
- B. Financial Reports:
 - 1. Check Register –February 1 through February 28, 2013
 - 2. Cash, Savings, and Investment Report: Ended February 2013
 - 3. Budget vs. Actual Status Report FY 2012-2013 (Ended February 2013)
 - 4. Capital Improvement Projects Report: Ended February 2013
- D. Monthly Customer Satisfaction Survey Submissions - None included in this meeting
- E. Will Serves (New) - None
Will Serves (Finaled) - None

Manager Koon's report was presented. He updated the Board on JPA related activities, O&M actions and Capital Projects, and Administrative items such as recent budget line item cost savings and modernizing the District's "checks and balances" system.

Koon had Jon Collins expand on the O&M section of his report where Jon gave highlights of completed projects, numerous tasks performed over the past month, and then updated the Board on other noteworthy items. Koon asked Danielle to expand on where the District is with the implementation of the new billing system. She elaborated on the process and the progress, stating we are on track to launch CUSI in April 2013. Director Lloyd mentioned that he wanted to ensure the District's O& M Department has all of the appropriate gear and meets all regulations and permit requirements with regard to their Confined Space activities. He also asked how reporting on these activities takes place. Collins reviewed the reporting procedures and said that the reports are kept in a binder in the O&M shop. Lloyd suggested they be electronically stored and backed up. President Enns complimented staff on how they handled the recent situation with a local restaurant in regards to an environment issue that was reported.

Verbal report received and accepted by the Board

6. CONSENT CALENDAR

- A. Approval of Minutes from the February 21, 2013 Board of Directors Meeting
- B. Approval of Minutes from the March 5, 2013 Special Board of Directors Meeting

MOTION: 1st by Lyon 2nd by Lloyd to Approve the Consent Calendar in its entirety.

VOTE: 5-0 Motion passed.

7. BOARD MEMBER COMMENTS

Director Lloyd commented on his and President Enns' CSDA attendance where Lloyd volunteered to be the CSDA representative to the Integrated Waste Management Board and noted that the Executive Committee meets every other month. Short discussions regarding miscellaneous items such as; staff commendations and the continuity they are noticing with regard to the current CSD staff, also the table placement at the JPA meetings (when hosted by Cayucos) and the difficulty seeing who is speaking when Morro Bay Council comments.

8. SCHEDULED MEETINGS

Board of Directors and Manager Koon confirmed upcoming meeting dates.

- A. Ad-Hoc Committee on Wastewater Alternatives Meeting, Date: **April 9, 2013**
Location: TBA, Time: 1:00 p.m.
- B. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: **April 11, 2013**
Hosted By: Cayucos, Location: Cayucos Vet's Hall, Time: 6:00 p.m.
- C. Regular Board of Directors Meeting, Date: **April 18, 2013** Location: Cayucos Sanitary District Office, Time: 6:00 p.m.

9. SCHEDULE AGENDA ITEMS FOR THE APRIL 18, 2013 BOARD MEETING

A. REGULAR BOARD OF DIRECTORS MEETING

- 1) Discussion of having Tom Martin from Mission Country Disposal come and give ideas about weekly green waste pick up location in Cayucos.

10. ADJOURNMENT

The meeting adjourned at 6:52 p.m.

Minutes Recorded and Respectfully Submitted By:

4/19/2013

X



Danielle Crawford
Administrative Services Billing Manager