

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

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

REGULAR MEETING
MINUTES
Thursday, December 13, 2012
6:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:02 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 Officer (ASO) Lewis Brookins, and Administrative Services Tech Anita Rebich

Visitors present: Lisa McGrath

2. PUBLIC COMMENTS

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

3. SEATING OF NEW BOARD MEMBER – DAN R. LLOYD

Director Dan Lloyd introduced himself and provided some background on himself and his experience.

4. ELECTION OF DISTRICT OFFICERS FOR 2013

President Enns called for nominations for District Officers.

MOTION: 1st by Lyon, 2nd by Lloyd to retain Director Robert B. Enns as Board President for 2013. **VOTE: 4-0**

MOTION: 1st by Lyon, 2nd by Lloyd to nominate Director Chivens for Board Vice-President for 2013. **VOTE: 4-0**

5. CONSIDERATION OF NEW DISTRICT COMMITTEE ASSIGNMENTS FOR 2013

Manager Koon recommended the combining of several committees. The committees and Board member assignments for 2013 are as follows:

O&M/Technical Safety Committee – Dan Chivens and Dan Lloyd

Finance/Banking & Investments Committee – Michael Foster and Dan Lloyd

Budget (Fiscal & Operating)/Capital Projects Committee – Robert Enns and Shirley Lyon

The WWTP and JPA Activities will be an ad-hoc committee as will the Personnel Committee.

6. CONSIDERATION TO UPDATE CAYUCOS SANITARY DISTRICT AUTHORIZED SIGNERS LISTS WITH NEWLY APPOINTED OFFICERS

MOTION: 1st by Lyon, 2nd by Lloyd to remove Harold Fones from the authorized signers list and add Dan Chivens as an authorized signer. **VOTE: 5-0**

7. PRESENTATION OF FINAL 2011/2012 CAYUCOS SANITARY DISTRICT AUDIT

Lisa McGrath from Moss, Levy & Hartsheim LLP, Certified Public Accountants (MLH) reviewed the findings from the 2011-2012 audit and reported that everything appeared reasonable and in order. She reported a net decrease in total operating expenses of 6.65% from 2010-11 and a slight increase in Capital Assets including

accumulated depreciation. Ms. McGrath complimented the CSD staff on their performance and stated it was always a pleasure working with them. Director Foster asked if MLH reviews the WWTP financial statements. Ms. McGrath said they do not but it would be a good idea if they did. Director Foster then complimented MLH on their consistency and presented his own spreadsheet on the last 6 years of financial information as an example.

MOTION: 1st by Lyon, 2nd by Chivens to accept the 2011-2012 Cayucos Sanitary District audit as prepared by MLH. **VOTE: 5-0**

8. CONSIDERATION TO APPROVE PAYMENTS OF INVOICES FROM THE CITY OF MORRO BAY

A. 4TH QTR 11/12 WWTP OPERATIONS INVOICE

MOTION: 1st by Lloyd, 2nd by Lyon to approve payment of the 4th Qtr 11/12 WWTP Operations invoice.
VOTE: 5-0

B. 4TH QTR 11/12 WWTP UPGRADE INVOICE

MOTION: 1st by Lloyd, 2nd by Foster to approve payment of the 4th Qtr 11/12 WWTP Upgrade invoice.
VOTE: 5-0

9. DISCUSSION OF WATER CONSERVATION (FOSTER)

Manager Koon started the discussion explaining that Director Foster wanted to see discussion and ideas on water conservation. Manager Koon went on to explain that the water and policing of household water use is not our obligation, but we can educate the ratepayers on the water related items that also affect the sanitary sewer, such as garbage disposals and regenerating water softeners. Director Foster asked that we get a conservation plan going. Director Lloyd asked that we agendaize this for further discussion possibly in February. An ad-hoc committee comprising of Manager Koon, Director Foster and Director Lloyd will develop ideas for conservation discussion.

10. DISCUSSION OF RECORDING CAYUCOS SANITARY DISTRICT BOARD OF DIRECTORS MEETINGS (FOSTER)

Director Foster recommended that we at least audio record our Board meetings for accuracy. He wasn't saying things are missed, just that they could be misconstrued or misinterpreted. Director Lloyd stated it was a prudent point. President Enns said we used to record the minutes but one of the nice things about our District and its meetings is that we can joke and be "off-the-cuff", it gives us flexibility. He prefers to not record the meetings. Director Lyon stated she has mixed feelings on whether or not we should record and Director Chivens said he has no set opinion on the topic.

CLOSED SESSION:

11. PUBLIC EMPLOYEES PERFORMANCE EVALUATION pursuant to Govt. Code Section 54957

Title: Interim District Manager

It was announced items 11 through 13 would be moved to the end of the meeting so as not to keep other staff in attendance waiting.

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

A. District Manager's Report – November 2012

Manager Koon's written report was read and received. Manager Koon reported that Dan Carl of the CCC stated they were "hard targeting" the WWTP for the January CCC meeting agenda. Manager Koon then played a video of the CCC Public Comment period from the December 12, 2012 meeting where Morro Bay Major Jeremy Irons spoke. President Enns reported in brief, that Mayor Irons wants the CCC to delay the decision on the WWTP until the August 2013 meeting. Manager Koon stated that just this morning Morro Bay legal counsel asked if our Board would entertain a Special JPA meeting on January 2nd or 3rd, 2013. He asked for more information on the agenda for that special meeting or what was so urgent that it couldn't wait for the January 10, 2013 regular meeting. There was no response received by Board time on either request. Several CSD

Board members would be unavailable for a special meeting those dates resulting in a lack of quorum, this will be reported back to Morro Bay legal counsel.

B. Administrative Services Officer's Report – November 2012

ASO Brookins written report was received. He added that the first part of the data conversion was in process and we should have it back for review before the end of December.

15. CONSENT CALENDAR

A. Approval of Minutes for the November 15, 2012 Board of Directors Meeting

MOTION: 1st by Lloyd, 2nd by Chivens to approve the Consent Calendar. **VOTE:** 5-0. Motion passed.

16. BOARD MEMBER COMMENTS

None to record.

17. SCHEDULED MEETINGS

A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, *Date:* January 10, 2013
Hosted By: City of Morro Bay, *Location:* TBA, *Time:* 6:00 p.m.

18. SCHEDULE AGENDA ITEMS FOR THE JANUARY 17, 2013 BOARD MEETING

CLOSED SESSION: (Rescheduled from above)

11. PUBLIC EMPLOYEES PERFORMANCE EVALUATION pursuant to Govt. Code Section 54957
Title: Interim District Manager

RECONVENE TO OPEN SESSION:

12. ANNOUNCE ACTIONS TAKEN IN CLOSED SESSION

There was no action to announce.

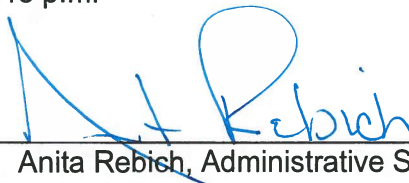
13. PUBLIC COMMENTS

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

19. ADJOURNMENT

The meeting adjourned at 9:18 p.m.

Minutes recorded by: _____


Anita Rebish, Administrative Services Tech

Board members would be unavailable for a special meeting those dates resulting in a lack of quorum, this will be reported back to Monro Bay legal counsel.

B. Administrative Services Officer's Report - November 2013
ASO Brooking's report was reviewed. He noted that the first 24 of the date of review was in process and we should have it back for review by the end of December.

15. CONSENT CALENDAR
A. Approval of Minutes for the November 15, 2013 Board of Directors Meeting
NOTICE: 1st by Lloyd, 2nd by Quiring to approve the Consent Calendar. VOTE: 5-0 Motion passed.

16. BOARD MEMBER COMMENTS
None reported.

17. SCHEDULED MEETINGS
A. Monro Bay Pesticides Wastewater Treatment Plant (BPA) Meeting Date: January 10, 2014
B. Board of Monro Bay Council Meeting Date: TBA Time: 2:00 pm.

18. SCHEDULE AGENDAS FOR THE JANUARY 17, 2014 BOARD MEETING

CLOSED SESSION (Rescheduled from above)

11. PUBLIC EMPLOYEES PERFORMANCE EVALUATION - pursuant to Civil Code Section 64007
The Board's District Manager

REVERTS TO OPEN SESSION

12. ANNOUNCE ACTIONS TAKEN IN CLOSED SESSION
There was no action to announce.

13. PUBLIC COMMENTS
President Quiring opened the meeting to Public Comments. Hearing none President Quiring closed Public Comments.

19. ADJOURNMENT
The meeting adjourned at 3:15 pm.

Minutes recorded by _____
Archie Reibel, Administrative Services Team