

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
August 18, 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

Visitors present: Dorothy Fones

2. PUBLIC COMMENTS

There were no public comments.

3. DISCUSSION OF STRATEGIC PLANNING FOR THE DISTRICT

Manager Callahan's written report and information received at a strategic planning seminar were received. He recommended strategic planning commence in January 2012 to allow planning and/or progress on several capital projects slated in the current fiscal year. Board members concurred and further discussion was deferred until that time.

4. CONSIDERATION TO CHANGE INVESTMENT TERM FOR CERTIFICATES OF DEPOSIT
FROM ONE-YEAR TERM OF INVESTMENT TO A TWO-YEAR TERM MAXIMUM

ASO Brookins written report was received. He reported he discussed possibilities for maximizing returns in the current lackluster market with District Investment Advisor Karen Shanley. District policy allows a maximum one-year term for Certificates of Deposit (CDs). Brookins asked the Board to consider extending the allowable term to up to two years. Additionally, regulatory codes and District policy stipulate that Certificates of Deposit cannot comprise more than 30% of total District assets. Board members discussed investment in another \$250,000.00 CD, which would be within the 30% limit.

MOTION: First by Fones with second by Lyon to extend the maximum term on Certificates of Deposit from one year to up to two years at the time of rollover, at the discretion of the Administrative Services Officer (ASO), and to authorize ASO Brookins to invest up to \$250,000 in idle reserves in an additional Certificate of Deposit. VOTE: 4-0

5. DISCUSSION OF PROJECT STATUS AND RIBBON CUTTING CEREMONY FOR NEW DISTRICT OPERATIONS AND MAINTENANCE GARAGE

The District O&M Garage Project is expected to be completed and ready for the ribbon cutting ceremony at the beginning of September. Board members discussed tentative dates but a decision was not made.

6. STAFF COMMUNICATIONS AND INFORMATION ITEMS

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

Manager Callahan's written report was received. President Enns asked about progress on the Lift Station 3 Upgrade Project. Callahan stated he is considering prefabricated versus custom design for the station. He has received information from California Multiple Awards Schedules Program (CMAS), a sole source pre-approved goods and services program vetted by the government, and is continuing to research options. Preliminary activities at this time include a soils report and boundary survey.

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

ASO Brookins' written report was received. He reported that the annual District audit has been completed.

7. CONSENT CALENDAR

A. Approval of Minutes for the July 21, 2011 Regular Board of Directors Meeting

B. Approval to pay outstanding bills as of August 18, 2011

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

VOTE: 4-0

8. BOARD MEMBER COMMENTS

Manager Callahan reported Dudek will present the Final Draft Rough Screening Analysis for the WWTP Alternatives Analysis at the September 8 JPA Meeting for Board and Council consideration. President Enns asked when the document will be available to the Board. Callahan answered it will be in the Board packets, as well as posted on the Morro Bay website September 1.

9. SCHEDULED MEETINGS

A. Morro Bay-Cayuocs Wastewater Treatment Plant (JPA) Meeting, *Date:* September 8, 2011, *Hosted By:* City of morro Bay, *Location:* TBD, *Time:* 6:00 p.m.

10. SCHEDULE AGENDA ITEMS FOR THE SEPTEMBER 15, 2011 BOARD MEETING

- Inflow and Infiltration (I/I) update

11. ADJOURNMENT

The meeting adjourned at 6:43 p.m.

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