

CAYUCOS SANITARY DISTRICT  
200 Ash Avenue  
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805-995-3290

GOVERNING BOARD  
R. B. Enns, President  
R. H. McHale, Vice-President  
H. Fones, Director  
S. Lyon, Director  
M. Foster, Director

REGULAR MEETING  
MINUTES  
APRIL 21, 2010

1. ESTABLISH QUORUM AND CALL TO ORDER

President Robert Enns called the meeting to order at 6:00 p.m.

Board members present were President Enns, Vice-President Bud McHale, and Directors Hal Fones and Michael Foster

Director Shirley Lyon was absent

Staff present was District Manager Bill Callahan, Administrative Services Officer (ASO) Lewis Brookins, Administrative Services Technician Nancy Martin, Maintenance Technician Dave Zevely and Administrative Services Technician Anita Rebich

Consultant present was Engineer Jon Hanlon (AECOM, Inc)

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments; there were none.

Manager Callahan introduced Anita Rebich to the Board of Directors. Anita is the new Administrative Services Technician for Billing and Computer. Board members welcomed Anita aboard.

There was consensus of Board members to address agenda Item 6 before Item 3.

6. DISCUSSION OF DISTRICT FLOW REVISIONS FOR THE FINAL FACILITIES MASTER PLAN RELATING TO THE NEW MORRO BAY-CAYUCOS WWTP PROJECT

Manager Callahan's written report was received. Callahan, District Engineer Jon Hanlon (AECOM), City Engineer Dylan Wade, and Bruce Keogh met April 1 to discuss overall capacity requirements of the treatment plant upgrade and flow projections. He introduced Engineer Jon Hanlon, whose minutes of the meeting and a March 30, 2010 internal memo were included with Callahan's report. Flow projections were originally made based on records from 2002–2006. Hanlon reported that the number of years was expanded to include records from 1995–2009, capturing El Niño flows. The wet weather projections will be revised in the Facilities Master Plan. President Enns thanked Hanlon for his participation.

3. DISCUSSION OF DISTRICT INFLOW AND INFILTRATION (I&I) MONITORING FOR THE 2009/2010 RAIN SEASON

Maintenance Technician Zevely's Inflow and Infiltration Summary for 2009/2010 was received. He reported that with the wet winter, considerable data was gathered. Staff moved the flowmeters within areas monitored to further identify areas of significant inflow/infiltration. Engineer Jon Hanlon and Board members commended Zevely on his focused and thorough report.

4. DISCUSSION OF SANITARY SEWER MANAGEMENT PLAN (SSMP) ELEMENTS NO. 5: DESIGN AND PERFORMANCE, NO. 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN, NO. 9: MONITORING MEASUREMENT AND PROGRAM MODIFICATIONS, NO. 10: SSMP AUDITS, AND NO. 11: COMMUNICATION PROGRAM WITH CONSIDERATION TO ADOPT A FINAL DISTRICT SSMP

Manager Callahan's written report was received. The elements presented comprise the remaining portion of the State-mandated District Sanitary Sewer Management Plan (SSMP). Elements 1, 2,3,4,6 & 7 were adopted at an earlier date and adoption of these remaining five will constitute adoption of a Final District SSMP.

MOTION: First by McHale with second by Fones to adopt a Final District Sanitary Sewer Management Plan. VOTE: 4-0

President Enns commended staff on preparing the SSMP "in house".

5. DISCUSSION OF PROPOSED DRAFT DISTRICT BUDGET AND CAPITAL IMPROVEMENT PLANS FOR 2010/2011 FISCAL YEAR

- A. Proposed Draft District Budget
- B. Proposed Draft District Capital Improvement Plan

ASO Brookins' FY 2010/2011 Draft Budget and Capital Improvement Plan was presented for the Board's review and discussion. He reported that the District remains financially secure through moderate spending and wise investing. Total budgeted expenses include an emergency contingency reserve of \$65,000 and fully funded depreciation. Proposed capital projects for FY 2010/2011 include the District O&M Garage, Lift Station 5 Equalization Basin Project, preliminary planning for Lift Station 3 Relocation/Upgrade, purchase of a new crane truck, and ongoing sewer line replacements/rehabilitation. Staff was directed to schedule a Budget & Finance Committee meeting at the end of May, prior to the full Board's consideration at the regular June meeting.

7. CONSIDERATION TO APPROVE 1ST AND 2ND QUARTER (FY 09-10) INVOICES FROM THE CITY OF MORRO BAY FOR THE WWTP COST REIMBURSEMENT

MOTION: First by Fones with second by McHale to approve 1st and 2nd Quarter (FY 09-10) invoices from the City of Morro Bay. VOTE: 4-0

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

Staff reports were received and filed. There were no comments.

9. CONSENT CALENDAR

- A. Approval of Minutes for the March 17, 2010 special Board of Directors Meeting
- B. Approval of Minutes for the April 6, 2010 Special Board of Directors Meeting
- C. Approval to pay outstanding bills as of April 21, 2010

MOTION: First by McHale with second by Fones to approve the Consent Calendar in its entirety. VOTE: 4-0

10. BOARD MEMBER COMMENTS

Director Foster expressed concerns with the WWTP Upgrade, requesting assurance in writing from Carollo Engineers that the direction taken for the upgrade is sound, that technology and relative costs have not changed, and that they still recommend it.

11. MEETINGS, CONFERENCES, AND SEMINARS

A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date : May 13, 2010, Hosted by: Cayucos Sanitary District, Location: Cayucos Vets' Hall, Time: 6 p.m.

B. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) TAC Meeting, Date : May 20, 2010, Hosted by: Cayucos Sanitary District, Location: Sanitary District Office

12. SCHEDULE AGENDA ITEMS FOR THE MAY 19, 2010 BOARD MEETING

- Discussion of Customer Satisfaction Survey
- Review and consideration of second half of Employee Equity Adjustments and past Salary Survey

13. ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Minutes recorded by:



Nancy Martin, Administrative Services Tech.