

CAYUCOS SANITARY DISTRICT  
200 Ash Avenue  
PO Box 333, Cayucos, CA 93430-0333  
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  
MAY 19, 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 Shirley Lyon and Michael Foster. Director Hal Fones was absent.

Staff present was District Manager Bill Callahan, Administrative Services Officer (ASO) Lewis Brookins, and Administrative Services Technician Nancy Martin.

2. PUBLIC COMMENTS

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

3. CONSIDERATION TO APPROVE AN ENCROACHMENT PERMIT AT 700 PARK AVENUE

Manager Callahan's written report was received. He stated the property owner proposes to replace an existing retaining wall and build a deck, both which will encroach into the sewer easement. He added that the sewer line in the easement was replaced recently. The property owner also asked for approval of a gravel "dry well" for runoff. Callahan recommended a drainage channel instead, to prevent ponding of runoff in the easement. Board members approved the Encroachment Permit at 700 Park Avenue.

4. DISCUSSION OF CAYUCOS SANITARY DISTRICT DRAFT CUSTOMER SATISFACTION SURVEY

Manager Callahan's written report and Customer Satisfaction Survey were received. The "draft" survey was discussed at the April 6 Special Board meeting, with suggested revisions incorporated into the final document. Callahan broadened the scope of the survey to include services rendered in addition to Will-Serves (e.g. bill paying, change of address, encroachment permit). President Enns asked for responses to be included in Staff Communications and Information Items in the monthly Board packet.

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

A. District Manager's Report (Callahan) – April 2010

Manager Callahan reported that Amendment No. 2 of the Facilities Master Plan addresses further analysis of flows and capacities for the Wastewater Treatment Plant Upgrade. The document is in draft form at this time and Morro Bay and Cayucos staffs are reviewing it. It will become part of the Facilities Master Plan after approval by the Morro Bay City Council and the Sanitary District Board of Directors.

Callahan reported that District vehicles and the storage shed at 200 Ash were vandalized May 13, 2010. \$200-300 worth of tools were stolen.

B. ASO's Report (Brookins) – April 2010

ASO Brookins asked Budget & Finance Committee members Enns and Foster of their availability for a budget meeting prior to the next regular Board meeting. A meeting was then scheduled for May 25, 2010, at 2:30 p.m.

6. CONSENT CALENDAR

- A. Approval of Minutes for the April 21, 2010 Regular Board of Directors Meeting
- B. Approval to pay outstanding bills as of May 19, 2010

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

7. BOARD MEMBER COMMENTS

Board members discussed PERC Water Corporation and the Wastewater Treatment Plant (WWTP) Upgrade. Director Foster reported that PERC sent a letter of engagement that within 60 days they will provide a study representing 30% of the treatment plant design, for a \$75,000.00 fee. The fee will be waived if PERC Water is used for the WWTP Upgrade or if it is deemed too high. Foster stated that the District has a responsibility to rate payers to examine all options and is in favor of evaluating PERC Water. Directors Lyon and McHale both voiced concern with slowing the process down, as the contract has already been awarded for engineering design services. Enns suggested meeting with Montgomery Watson Harza to discuss. President Enns and Director Foster expressed the importance of having information available to the public regarding the WWTP Upgrade, including a history of the process thus far.

8. MEETINGS, CONFERENCES, AND SEMINARS

- A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: June 10, 2010, Hosted By: City of Morro Bay, Location: **TBD**, Time: 6 p.m.
- B. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) TAC Meeting, Date: May 17, Hosted by: Cayucos, Location: 200 Ash Ave., Cayucos, Time: 1 p.m.
- C. Cayucos Sanitary District Budget Committee Meeting, Date: May 25, 2010, Time: 2:30 p.m.

9. SCHEDULE AGENDA ITEMS FOR THE JUNE 16, 2010 BOARD MEETING

- Consideration of FY 2010/2011 Budget and Capital Improvement Projects
- District Manager 360 Survey

President Enns announced Closed Session at 7:30 p.m.

10. **CLOSED SESSION:**

CONFERENCE WITH LABOR NEGOTIATOR pursuant to government code Section 54957.6(a)  
Agency Designated Representative: District Manager, unrepresented: All 6 District Employees

**RECONVENE TO OPEN SESSION:**

11. ANNOUNCE ACTIONS TAKEN IN CLOSED SESSION

MOTION: First by Foster with second by McHale to award the second half of the equity adjustment identified in the 2009 Salary Survey for District staff, effective July 1, 2010, and to continue merit based pay, contingent on successful employee evaluations. VOTE: 4-0

12. ADJOURNMENT

The meeting adjourned at 8:00 p.m.

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