

CAYUCOS SANITARY DISTRICT
200 Ash Avenue
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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, October 17, 2013
6:00 p.m.**

1. ESTABLISH QUORUM AND CALL TO ORDER

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

Board members present: President Robert Enns, Vice-President Dan Chivens, Director Shirley Lyon and Director Dan Lloyd. Director Michael Foster was absent.

Staff present: District Manager Rick Koon and Administrative Services Accounting Manager Anita Rebich

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments.

Sandy Tannler, Morro Bay - Mentioned the upcoming Supervisor race and new candidate Muril Clift, she asked if we had thought about having him here to talk to the Board.

Bue Moyer, Cayucos and Sandy Tannler, Morro Bay – Inquired on where we're at with the WWTP

3. UPDATE FROM THE AD-HOC COMMITTEE ON CONCEPTUAL ALTERNATIVES ANALYSIS FOR WASTEWATER TREATMENT PLANT PROJECT

It was reported that we are awaiting Morro Bay's report and have no further information to provide at this time.

4. CONSIDERATION TO APPROVE INVOICES FROM THE CITY OF MORRO BAY

A. 4TH QUARTER 2012/13 WWTP UPGRADE INVOICE IN THE AMOUNT OF \$171.32

The Board inquired as to why we are getting a bill this late in the game, Manager Koon explained it was due to a late invoice submittal by Dudek to the City of Morro Bay.

MOTION: 1st by Lloyd, 2nd by Chivens to Approve the Payment of \$171.32 for 4th Qtr 2012/13 WWTP Upgrade Invoice from the City of Morro Bay.

VOTE: 4-0 Motion passed

B. 4TH QUARTER 2012/13 WWTP OPERATIONS AND MAINTENANCE INVOICE IN THE AMOUNT \$149,720.88

MOTION: 1st by Chivens, 2nd by Lloyd to Approve the Payment of \$149,720.88 for 4th Qtr 2012/13 WWTP Operations and Maintenance Invoice from the City of Morro Bay.

VOTE: 4-0 Motion passed

5. DISCUSSION AND CONSIDERATION TO ADOPT INVESTMENT POLICY FOR FISCAL YEAR 2013/14

Manager Koon highlighted the main changes and clarifications to the policy, and stated that we worked closely with Heather at Tim Carmel's office on the changes. Manager Koon further clarified that the Finance Committee is a standing committee and public notice of all meetings will be required. Manager Koon added

that Finance Committee members must remain engaged due to the time sensitive matter of investments. Director Lloyd inquired on a definition in the language of the policy and also if we were looking at hiring an outside consultant to audit policy compliance. Manager Koon said that could be done and would be up to the Finance Committee to decide.

MOTION: 1st by Lloyd, 2nd by Lyon to Adopt the Investment Policy for Fiscal Year 2013/14

VOTE: 4-0 Motion passed

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

A. Manager Koon's report was accepted as presented. An update was given on the MMRP progress at the WWTP, and the automatic bill pay via ACH is progressing through Rabobank. Lift Station #3 is fully functional with the punch list items being fencing and water meter installation. President Enns was overjoyed to finally see this project get done and applauded Manager Koon on his knowledge, procedure and tenacity to get it done right and in a timely manner. President Enns stated he would like to revisit the flow totals that MWH worked with for the WWTP Upgrade project; our July flow of .332 is a significant number.

7. CONSENT CALENDAR

A. Approval of Minutes for the September 19, 2013 Board of Directors Meeting

MOTION: 1st by Lloyd, 2nd by Chivens to Approve the 9/9/2013 Minutes as presented.

VOTE: 4-0 Motion passed

8. BOARD MEMBER COMMENTS

Director Chivens said our siphon at the north end of Morro Bay would be a good project to look at soon. Manager Koon stated we've cleaned it, next we'll video then we can evaluate what needs to be done. This project is part of the CIP budget for this fiscal year.

9. SCHEDULED MEETINGS

A. **Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting:** *Date:* TBA,
Hosted by City of Morro Bay, *Location:* TBA, *Time:* 6:00pm

10. SCHEDULE AGENDA ITEMS FOR THE November 21, 2013 BOARD MEETING

Lisa McGrath from MLH will be here to present the FY 2012-13 Final Audit.

11. ADJOURNMENT

The meeting adjourned at 6:42 p.m.

Minutes recorded by:


Anita Rebich, Clerk to the Board