

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

AGENDA NO. 9A  
DATE 10/15/2008

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

REGULAR MEETING  
MINUTES  
September 17, 2008

1. ESTABLISH QUORUM AND CALL TO ORDER

Vice-President Raimondo called the meeting to order at 6:06 p.m., Wednesday, September 17, 2008.  
Board members present: Vice-President Nat Raimondo, and Directors Hal Fones, Shirley Lyon and Bud McHale  
Board members absent: President Robert Enns  
Staff present: District Manager Bill Callahan, Administrative Services Officer Bonnie Connelly and Administrative Services Tech. Nancy Martin  
Visitors present: Jon McAlpin (Architect, Omni Design Group)

2. PUBLIC COMMENTS

Jon McAlpin, a resident of Cayucos, asked the Board why Mission Country Disposal (MCD) does not have a green waste pick up program in Cayucos. Director McHale reported it was determined from previous discussions with MCD representation that the cost to implement the program would outweigh the perceived demand and, therefore, most likely would not be cost effective.

3. CURRENT REPORT ON DISTRICT O&M SHOP PROGRESS WITH JON McALPIN FROM OMNI DESIGN GROUP

Director McHale stepped down, citing a conflict of interest due to the proximity of his personal residence to the proposed District O&M shop.

Architect McAlpin provided Board members with copies of the preliminary drawings of Phases I and II to be submitted for the Minor Use Permit with the County. He recommended presenting the entire project with the phases delineated for the Citizens Advisory Council and community to review. McAlpin added that working drawings will be available for the Board's review at a later date but that the preliminary drawings presented this night are for the initial submission to the County for the Minor Use Permit.

Director McHale was reseated.

4. CONSIDERATION TO ISSUE NOTICE OF COMPLETION FOR THE TORO CREEK BRIDGE PIPELINE MAINTENANCE PROJECT TO D-KAL ENGINEERING AND ISSUE PAYMENT FOR COMPLETED PROJECT: PROJECT AMOUNT \$52,211.00

MOTION: First by Fones with second by McHale to issue the Notice of Completion for the Toro Creek Bridge Pipeline Maintenance Project and to authorize payment to D-Kal Engineering for \$52,211.00. VOTE: 4-0

5. CONSIDERATION TO APPROVE A COMMERCIAL LEASE AGREEMENT FOR THE MORRO DUNES TRAVEL TRAILER PARK AND RESORT CAMPGROUNDS WITH CONSIDERATION TO ADOPT RESOLUTION NO. **TBD**

Manager Callahan reported that the Commercial Lease Agreement was still in the "draft" phase and not ready for approval and adoption.

MOTION: First by Fones with second by McHale to table the item. VOTE: 4-0

6. DISCUSSION OF INFILTRATION SOURCES IN DISTRICT SEWER SYSTEM: CERRO GORDO EASEMENT SEWER MAIN EXAMPLE

Manager Callahan's written report was received. Since President Enns was not present, it was the consensus of the Board to defer the item to the O&M Technical Advisory Committee (Enns and Fones, committee members).

7. REVIEW AND CONSIDERATION TO ADOPT ORDINANCE NO. 26 REGULATING SEWER LATERAL INSTALLATION, MAINTENANCE AND REPAIR

Manager Callahan's written report and "draft" Ordinance 26 were received.

MOTION: First by McHale with second by Fones to adopt Ordinance No. 26 Regulating Sewer Lateral Installation, Maintenance and Repair. ROLL CALL VOTE: Enns (absent), Raimondo (yes), Fones (yes), McHale (yes), Lyon (yes)

8. CONSIDERATION TO REPLACE DISTRICT SERVICE VEHICLE: 1999 DODGE RAM 2500

Manager Callahan's written report was received. The 1999 Dodge has over 122,000 miles on it and is in need of considerable repairs. Callahan suggested replacing the Dodge with a smaller Ford Ranger, which will get better gas mileage than a full-sized truck.

MOTION: First by McHale with second by Lyon to approve the replacement of the 1999 Dodge Ram 2500 with a Ford Ranger for \$13,900.00, utilizing the State Vehicle Purchase Program. VOTE: 4-0

9. CONSIDERATION TO ADOPT THE FOLLOWING DISTRICT PERSONNEL POLICIES:

- A. Discipline and Appeals
- B. Employee Grievance Procedure
- C. Sexual Harassment
- D. General Harassment

Officer Connelly's written report and "draft" policies were received. She reported that District Counsel, Tim Carmel, had reviewed and approved said policies.

MOTION: First by McHale with second by Lyon to adopt District Personnel Policies: Discipline and Appeals; Employee Grievance Procedure; Sexual Harassment; and General Harassment. VOTE: 4-0

10. DISCUSSION OF CSDA CALL FOR BOARD MEMBER PARTICIPATION ON VARIOUS COMMITTEES

The CSDA memorandum and 2009 Committee and Volunteer Interest Form were received. Manager Callahan asked Board members to notify him if interested in participating.

11. CONSIDERATION TO ADOPT RESOLUTION NO. 2008-8 CONFIRMING BIENNIAL (2008) REVIEW OF DISTRICT CONFLICT OF INTEREST CODE WITH SUBMITTAL TO THE COUNTY OF SAN LUIS OBISPO AS THE CODE REVIEWING BODY

MOTION: First by McHale with second by Fones to adopt Resolution No. 2008-8 Confirming Biennial (2008) Review of District Conflict of Interest Code with Submittal to the County of San Luis Obispo and the Code Reviewing Body. ROLL CALL VOTE: Enns (absent), Raimondo (yes), Fones (yes), McHale (yes), Lyon (yes)

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

13. CONSENT CALENDAR

A. Minutes of Regular Board Meeting of August 20, 2008

B. Approval to Pay Outstanding Bills as of September 17, 2008

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

VOTE: 4-0

14. BOARD MEMBER COMMENTS

The District and the City of Morro Bay both passed ordinances prohibiting the discharge of cat feces and cat litter into the sewer system. When asked by Board members when notification would be sent to local residents, Manager Callahan indicated the notices were almost ready and would be going out shortly.

15. MEETINGS, CONFERENCES AND SEMINARS

A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, December 4, 2008

Hosted by Morro Bay, Location: TBD, 6:00 p.m.

Manager Callahan reported that the December date is tentative and may change.

16. SCHEDULE AGENDA ITEMS FOR THE OCTOBER 15, 2008 BOARD MEETING

17. ANNOUNCE CLOSED SESSION ITEMS

Closed Session was called at 7:40 p.m.

CLOSED SESSION

18. PERSONNEL MATTER – CONSIDERATION OF REORGANIZATION PROPOSAL (PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54597) TITLE: ADMINISTRATIVE SERVICES OFFICER

19. RECONVENE INTO OPEN SESSION

The meeting reconvened at 8:00 p.m.

20. PUBLIC ANNOUNCEMENT OF ANY ACTIONS TAKEN IN CLOSED SESSION

MOTION: First by McHale with second by Lyon to extend Administrative Services Officer Bonnie Connelly's contract with the District from January 1, 2009 through June 30, 2009 with consideration thereafter of temporary work status as a retired annuitant, contingent on District's needs; and commencement of recruitment for an Administrative Services Officer in February 2009 for potential hiring by May 1, 2009. VOTE: 4-0 (Enns absent)

21. ADJOURNMENT

The meeting adjourned at 8:05 p.m.

Minutes recorded by:

Nancy Martin

Nancy Martin, Administrative Services Tech.