

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
May 20, 2009

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:00 p.m., Wednesday, May 20, 2009.

Board members present: President Robert Enns, Vice-President Bud McHale, and Director Shirley Lyon

Board members absent: Directors Hal Fones and Michael Foster

Staff present: District Manager Bill Callahan, Administrative Services Officer Bonnie Connelly, Administrative Services Officer Lewis Brookins, Administrative Services Technician Nancy Martin and Interim Administrative Services Technician Margaret Nesby

Consultants present: Architect Jon McAlpin, and Engineers Mike Nunley and Jon Hanlon (AECOM, Inc.)

2. PUBLIC COMMENTS

Margaret Nesby introduced herself to the Board. She was recently hired, on a temporary basis, after Administrative Services Tech Susan Estes tendered her resignation.

3. INTRODUCTION: LEWIS BROOKINS DISTRICT ADMINISTRATIVE SERVICE OFFICER

Board members welcomed Lewis Brookins. He is replacing Bonnie Connelly as District Administrative Service Officer. Officer Connelly is retiring in June, after 19 years with the District.

President Enns asked Board members to address agenda Item 7A prior to Item 4.

7A. District Manager's Report – April 2009

Engineer Mike Nunley (AECOM, Inc.) reported on the flood study conducted as part of the Wastewater Treatment Plant Upgrade. A 100-year flood possibility is looked at when funding is considered which Nunley indicated could affect funding possibilities. Additional analysis will be conducted, looking for measures to mitigate flooding.

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

Director McHale has a standing conflict of interest due to the proximity of his personal residence to the proposed District O&M shop.

Architect Jon McAlpin gave an update on the building permit for the project. He anticipates the permit will be issued in July, as all documents should be submitted by the end of June. He reported that the proposed use of pervious pavers for the parking area is not feasible and impervious material will be used.

5. REVIEW AND DISCUSSION OF DRAFT DISTRICT OPERATIONS BUDGET FOR FY 2009-2010

Manager Callahan's written report and Officer Connelly's draft budget were received. Callahan asked the Board for questions and suggested the Budget Committee schedule a meeting for further review and discussion. Vice-President McHale stated that stand-by pay is part of salary and benefits and felt the Personnel Committee should review the requested increase in stand-by pay, as well as other payroll-related line items. Officer Connelly pointed out that her projected budget figures for gross wages include a 3.25% Cost of Living Increase (COLA), a merit increase of 5%, along with equity adjustments approved by the Board and effective July 1, 2009. President Enns noted a decrease of \$6,500 in manhole reconditioning. Callahan responded that he would like to reexamine the figure mid-year. The decrease in proposed Wastewater Treatment Plant expenses was based on the preliminary budget figure of \$463,763 provided by the City of Morro Bay.

6. REVIEW AND DISCUSSION OF DRAFT CAPITAL IMPROVEMENT PROJECT EXPENDITURE PROJECTIONS FOR FY 2009-2010

Manager Callahan's written report and Officer Connelly's draft budget were received. Board members briefly examined the report and further discussion was deferred to the Budget Committee.

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

A. District Manager's Report – April 2009

Manager Callahan's written report was received. President Enns asked for an update on the flow study. Manager Callahan stated that a Cal Poly student has been hired on a temporary basis (max. 80 hrs.) to input flow data.

B. Administrative Services Officer's Report – April 2009

Officer Connelly's written report was received.

D. Financial Reports

Officer Connelly's financial reports were received. She suggested Manager Callahan, Director Foster and Administrative Services Officer Brookins schedule a meeting for discussion.

8. CONSENT CALENDAR

A. Minutes of Regular Board Meeting of April 15, 2009

B. Approval to Pay Outstanding Bills as of May 20, 2009

C. Confirmation of Certificate of Posting of Ordinance No. 29

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

VOTE: 3-0

9. BOARD MEMBER COMMENTS

There were no comments from Board members

10. MEETINGS, CONFERENCES, AND SEMINARS

- A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting,
Date: June 4, 2009, Hosted by Cayucos
Location: Cayucos Veterans Hall, 10 Cayucos Dr., Cayucos, CA 93430
Time: 6:00 p.m.

11. SCHEDULE AGENDA ITEMS FOR THE JUNE 17, 2009 BOARD MEETING

- Budget/Capital Improvement Projects

President Enns announced Closed Session at 8:10 p.m.

CLOSED SESSION:

12. PUBLIC EMPLOYMENT pursuant to government code Section 54957 Title: Administrative Services Technician (Billing and Computers)

RECONVENE TO OPEN SESSION:

13. ANNOUNCE ACTIONS TAKEN IN CLOSED SESSION

There was no action taken to report.

14. ADJOURNMENT

The meeting adjourned at 8:40 p.m.

Minutes recorded by: _____
Nancy Martin