

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

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

REGULAR MEETING  
MINUTES  
FEBRUARY 16, 2011  
6:00 P.M.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:10 p.m.

Board members present: President Robert Enns, Vice-President Hal Fones, and Directors Shirley Lyon, Michael Foster and Dan Chivens

Staff present: District Manager Bill Callahan, Administrative Services Officer (ASO) Lewis Brookins and Administrative Services Tech Nancy Martin

Visitors present: Dorothy Fones

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments. There were none.

3. DISCUSSION OF CSD ORDINANCE NO. 27 GOVERNING COMMON SEWER  
LATERALS SERVING MULTIPLE DWELLING BUILDING UNITS WITH  
CONSIDERATION TO AMEND ORDINANCE

President Enns stepped down citing a conflict of interest and asked Vice-President Fones to take the chair.

Manager Callahan presented CSD Ordinance No. 27 with changes recommended by Board members shown in redline strikeout format. Callahan asked for questions or comments. There was consensus that the ordinance needs more work; that the terminology used is ambiguous, making the document difficult to understand.

MOTION: First by Fones with second by Lyon to table the item, directing staff to revise the terminology to improve comprehension of the document. VOTE: 4-0

President Enns was reseated.

4. SUMMARY OF RECENT CCTV INVESTIGATIONS OF INFILTRATION IN THE  
DISTRICT SEWER SYSTEM

Manager Callahan's written report was received. CCTV inspections were conducted for three nights in January in several areas in Cayucos. There had been significant rain events prior to the investigation and the ground was saturated. Callahan's report focused on a single area north of Cayucos Drive where there was significant infiltration observed. He included video footage of several affected sewer mains for viewing by Board members. Callahan stated Sancon Engineering, currently working on the Studio Drive Crossover Line Rehabilitation Project, is to review the videoed defective sewer mains for consideration to line them, and to

line and plug defective unused laterals. Callahan was directed to explore different options for remediation of the infiltration problem, including costs, and to bring his findings back to the Board.

President Enns suggested staff determine the ground water level in the area reported on. Callahan indicated he would look into the matter.

5. CONSIDERATION OF NEW DISTRICT COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2011

Committee assignments for calendar year 2011 are as follows:

- O&M Technical Committee – Robert Enns, Hal Fones
- Budget & Finance Committee – Robert Enns, Michael Foster
- CIP Committee – Hal Fones, Dan Chivens
- Personnel Committee – Shirley Lyon, Michael Foster
- Investment Committee – Michael Foster
- Safety Committee – Dan Chivens
- WWTP (JPA) Committee – Robert Enns, Shirley Lyon

6. DISCUSSION OF MONTHLY VS. BI-MONTHLY SEWER USER BILLING WITH CONSIDERATION TO ESTABLISH A MONTHLY BILLING CYCLE

ASO Brookins written report was received. At the Board’s direction, Directors Lyon and Foster (ad hoc committee members) met with District staff February 10 to continue discussion of the feasibility of impletementing monthly sewer billing. After careful consideration, Lyon and Foster both favor the change, reporting that the investment in the billing system is in the best interest of the District and will provide a more customer friendly system. ASO Brookins reported that by upgrading the system from a bi-monthly, two-cycle system (half of the customers billed one month, the other half the next) to monthly billing would allow for more efficient historical data management and retention. Additionally, payment choices can be implemented, including online and credit card payments, as well as providing e-bills.

MOTION: First by Lyon with second by Foster directing staff to proceed with establishing a monthly billing cycle. VOTE: 5-0

7. CONSIDERATION TO CHANGE THE DATE OF THE DISTRICT’S REGULAR MONTHLY BOARD OF DIRECTORS MEETING

Director Foster asked the Board to consider changing the date of the District’s regular monthly meeting as the school board also meets the same day. After brief discussion, Board members agreed to change the date of the monthly meeting from the third Wednesday to the third Thursday of each month and directed staff to draw up a resolution for approval at the next regular meeting of March 16.

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

A. District Manager’s Report (Callahan) – January 2011

Manager Callahan’s written report was received. Callahan reported on the Studio Drive Crossover Sewer Line Rehabilitation Project in progress. The project is going smoothly although cleaning the line proved to be a real challenge. Over 600 pounds of tuberculated material was removed. The liner will be installed February 17.

Enns asked about the O&M Garage and Shop Project time line. Callahan reported the rain events at the onset caused a slight delay in the project but added that the building slab has been poured and the block work will commence shortly. Enns requested a “job walk” with the

General Contractor prior to the March 16 Board meeting. Callahan indicated he would schedule the "job walk".

B. Administrative Services Officer's Report (Brookins) – January 2011  
ASO Brookins' written report was received. He stated he met with Morro Bay staff to discuss State Revolving Fund financing for the Wastewater Treatment Plant Upgrade project.

9. CONSENT CALENDAR

A. Approval of Minutes for the January 19, 2011 Board of Directors Meeting

B. Approval to pay outstanding bills as of February 16, 2011

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

VOTE: 5-0

10. BOARD MEMBER COMMENTS

Board members commended President Enns on chairing the JPA meetings.

11. SCHEDULE AGENDA ITEMS FOR THE MARCH 16, 2011 BOARD MEETING

- Discussion of CSD Ordinance No. 27 with consideration to amend
- Consideration to change the date of the District's regular monthly Board of Directors meeting
- Options for infiltration remediation
- "Job Walk" with District O&M Garage & Shop Project General Contractor

12. ADJOURNMENT

The meeting adjourned at 7:55 p.m.

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