

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

SPECIAL MEETING  
MINUTES  
NOVEMBER 17, 2009

1. ESTABLISH QUORUM AND CALL TO ORDER

President Robert Enns called the meeting to order at 2:10 p.m., Tuesday, November 17, 2009.

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

Staff present: District Manager Bill Callahan and Administrative Services Technician Nancy Martin

Visitors present: Dale Magee (Catalyst Consulting)

2. PUBLIC COMMENTS

President Enns opened Public Comment. There were no comments.

3. DISCUSSION OF DISTRICT DRAFT OPERATING GOALS

Manager Callahan introduced Dale Magee of Catalyst Consulting. At the Board's direction, Catalyst Consulting was hired to direct a series of Team Strengthening workshops/sessions with the District Manager and staff. Callahan's written report outlined goals established to ensure the District is operating efficiently and economically, including improved communication between Board members, District Manager and staff, of clearly defining Board/Manager roles and responsibilities, and ways to maintain high performing and productive staff and management. Additionally, long-term goals were delineated to maintain/improve District infrastructure.

The Board of Directors gave conceptual approval of District goals with revisions, including:

- Cutting costs and operating as efficiently as possible, including cost cutting study session
- Effective Fixed Asset management program
- Planning topics to be considered at each Board meeting
- Improved financial reporting system
- Streamlined Board meetings
- Measurable goal of reducing I&I

4. DISCUSSION OF DRAFT MANAGER'S GOALS AND METHODS FOR MEASURING MANAGER'S PERFORMANCE

To measure the District Manager's performance requires clear direction of the Board's expectations. Ms. Magee suggested Manager Callahan meet with one or two Board members for lunch once a month to facilitate and improve communication. Additionally, roles of the Board and Manager must be clearly defined. Board members recognized the need to be updated on current District policy and procedures, as well as requirements and expectations of Board members; annual ethics training was recommended.

Discussion of the Draft Manager's Goals was tabled and will be scheduled for Closed Session at the December meeting. Ms. Magee stated a Staff Satisfaction Survey will be conducted in January, and a Team Assessment Review and a discussion of Manager Callahan's 360 Review in the Spring.

5. ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Minutes recorded by: \_\_\_\_\_  
Nancy Martin