



Pursuant to Government Code Section 54953(e), members of the Board of Directors and staff may participate in this meeting via a teleconference. Members of the public can comment when prompted by unmuting their microphone; allowing access to their webcam is optional.

GOVERNING BOARD

R. Enns, President
S. Lyon, Vice-President
R. Frank, Director
H. Miller, Director
J. Curti, Director

CAYUCOS SANITARY DISTRICT

200 Ash Avenue
PO Box 333
Cayucos, California 93430-0333
805-995-3290

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

**THURSDAY, JUNE 16, 2022 AT 5:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

Please join our meeting from your computer, tablet or smartphone:

<https://meet.goto.com/AmyLessi/csd-bod-regular-meeting-48>

You can also dial in using your phone:

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 718-383-237

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PLEASE NOTE: If you experience difficulty accessing the meeting via either of the options above, please try to access the meeting via the other option. If you experience further difficulty, please contact the District office for assistance.

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENT:

This is the time the public may address the Board on items other than those scheduled on the agenda. By conditions of the Brown Act the Board may not discuss issues not posted on the agenda, but may set items for future agendas. Those persons wishing to speak on any item scheduled on the agenda will be given an opportunity to do so at the time that agenda item is being considered. When recognized by the Board President, please stand up and state your name and address for the record (though not required). While the Board encourages public comment, in the interest of time and to facilitate orderly conduct of the meeting, the Board reserves the right to limit individual comments to three minutes.

3. CONSENT CALENDAR: Recommended to Approve

Consent Calendar items are considered routine and therefore do not require separate discussion, however, any item may be removed from the Consent Calendar by a member of the Board of Directors for separate consideration. Individual items on the Consent Calendar are approved by the same vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

A. Regular Meeting Minutes

1. Approval of minutes for the May 19, 2022 Board of Directors Regular Meeting **Pg. 1**

B. Financial Reports: May 2022

1. Check Register – Mechanics Bank (General Checking Account) **Pg. 5**

2. Check Register – Wells Fargo (General Checking Account) **Pg. 7**

3. Check Register – Wells Fargo (CIP Checking Account) **Pg. 8**

4. Cash, Savings, and Investment Report **Pg. 9**

5. Budget vs. Actual Status Report **FY 2021-2022 Pg. 10**

6. Capital Improvement Projects Report **Pg. 11**

Pursuant to Government Code Section 54953(e), members of the Board of Directors and staff may participate in this meeting via a teleconference. Members of the public can comment when prompted by unmuting their microphone; allowing access to their webcam is optional.

- 4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required**
 - A. District Manager's Report: May 2022 Pg. 12**
 - B. New Will-Serves:**
 - None
 - Extended Will-Serves:**
 - 3158 Ocean Blvd. / Hyacinth Group, LP / 064-413-020 / SFR Add.
 - 2744 Orville Ave. / Bybee / 064-207-048 / SFR New
 - Finalized Will-Serves:**
 - 1073 Pacific Ave. / Wolowodiuk / 064-154-020 / SFR New
 - Continue-to-Serves (No Will-Serve Required):**
 - None
 - Grants Of License:**
 - None
- 5. DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 4th QUARTER OF FY 2020-2021 IN THE AMOUNT OF \$113,068.55 Pg. 14**
- 6. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-14 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2022-2023 COUNTY TAX ROLL Pg. 26**
- 7. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-15 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2022-2023 COUNTY TAX ROLL Pg. 29**
- 8. DISCUSSION AND CONSIDERATION TO APPROVE A CONSULTANT SERVICES AGREEMENT WITH WATER SYSTEMS CONSULTING, INC. IN THE AMOUNT OF \$20,000.00 FOR THE DEVELOPMENT OF THE RECYCLED WATER PROGRAM OUTLINE FOR THE WATER RESOURCE RECLAMATION FACILITY Pg. 32**
- 9. DISCUSSION AN CONSIDERATION TO APPROVE A CONSULTANT SERVICES AGREEMENT WITH WATER SYSTEMS CONSULTING, INC. IN THE AMOUNT OF \$40,000.00 FOR A CONSOLIDATION OF SERVICES STUDY FOR THE COMMUNITY OF CAYUCOS Pg. 34**
- 10. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-16 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361) Pg. 42**
- 11. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b) Title: District Manager**
- 12. BOARD MEMBER COMMENTS**

This item provides the opportunity for Board members to make brief announcements and/or briefly report on their own activities related to District business.
- 13. FUTURE SCHEDULED MEETINGS**
 - July 21, 2022 – Regular Board Meeting
 - August 18, 2022 – Regular Board Meeting
 - September 15, 2022 – Regular Board Meeting
- 14. ADJOURNMENT**

Pursuant to Government Code Section 54953(e), members of the Board of Directors and staff may participate in this meeting via a teleconference. Members of the public can comment when prompted by unmuting their microphone; allowing access to their webcam is optional.

This agenda was prepared and posted pursuant to Government Code Section 54954.2. The agenda, staff reports or other documentation relating to each item of business referred to on the agenda can be accessed and downloaded from the District's website at <https://www.cayucossd.org/board-of-directors-meetings>

All staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the District's office and are available for public inspection and reproduction at cost. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disability Act. To make a request for disability-related modification or accommodation, contact the District at 805-995-3290 as soon as possible and at least 48 hours prior to the meeting date.



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.1

DATE: June 16, 2022

ACTION: _____

GOVERNING BOARD

R. Enns, President
S. Lyon, Vice-President
H. Miller, Director
R. Frank, Director
J. Curti, Director

BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, MAY 19, 2022 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:00 p.m.

Board members present via GoToMeeting: President Robert Enns, Vice-President Shirley Lyon, Director Hannah Miller, Director Robert Frank, and Director John Curti

Staff present via GoToMeeting: District Manager Rick Koon and Administrative Services Manager Amy Lessi

2. PUBLIC COMMENT

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

3. CONSENT CALENDAR: Recommended to Approve

A. Regular Meeting Minutes

1. Approval of minutes for the April 21, 2022 Board of Directors Regular Meeting
2. Approval of minutes for the May 10, 2022 Budget Committee Meeting

B. Financial Reports: April 2022

1. Check Register – Mechanics Bank (General Checking Account)
 - a. Check Register – Wells Fargo (CIP/CSWP Checking Account)
 - b. Check Register – Wells Fargo (CSWP Construction Account)
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report FY **2021-2022**
4. Capital Improvement Projects Report

Director Frank observed that there is no PG&E bill for the Treatment Plant on the check register this month and wondered if that has to do with the newly functioning solar plant. Manager Koon confirmed and added that staff is waiting to see a bill from PG&E. Director Frank asked if staff receives a daily email on the plant's production, and Manager Koon confirmed that 3 staff members receive a detailed email daily.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to approve items on the consent calendar as prepared. Motion was seconded by Miller.

ROLLCALL VOTE: Frank-yes, Miller-yes, Lyon-yes, Enns-yes

VOTE 4-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: April 2022

B. New Will-Serves:

None

Extended Will-Serves:

None

Finaled Will-Serves:

- 70 7th St. / Tamoush / 064-146-020 / SFR New, ADU New
- 1501 Pacific Ave. / Smith / 064-225-009 / SFR Remodel
- 3596 Studio Dr. / Crowley / 064-449-008 / SFR New

Continue-to-Serves (No Will-Serve Required):

None

Grants of License:

None

Manager Koon gave a summary of the previous month's activities.

President Enns opened the meeting to Public Comment.

John Curti requested a timeframe for the implementation of the recycled water plan.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon responded that the recycled water plan is required by the Coastal Commission and the Water Quality Control Board, and the District has one year from September 14, 2021 to come up with a plan and roughly five years to implement it.

Items 4.A – B were received and accepted.

5. DISCUSSION AND CONSIDERATION TO APPOINT A DIRECTOR TO FILL THE VACANCY FOR DISTRICT 1 OF THE CAYUCOS SANITARY DISTRICT BOARD OF DIRECTORS, TO REVIEW COMMITTEE ASSIGNMENTS AND TO APPOINT A VICE PRESIDENT

The Board expressed their approval in appointing John Curti to fill the vacancy on the District Board, recognizing his valuable experience serving on other local Boards.

President Enns opened the meeting to Public Comment.

John Curti stated his appreciation for the Board's support and confidence in his abilities and hopes to make valuable contributions when future challenges arise.

Hearing no further comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to appoint John Curti to fill the vacancy for District 1 of the Cayucos Sanitary District Board of Directors. Motion was seconded by Frank.

ROLLCALL VOTE: Miller-yes, Frank-yes, Lyon-yes, Enns-yes

VOTE 4-0 Motion passed

Director Curti was sworn into office, and the Board discussed committee assignments and the vacant Vice President position.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to appoint Shirley Lyon as Vice President of the Cayucos Sanitary District Board of Directors, and to appoint John Curti to the O&M Committee. Motion was seconded by Frank.

ROLLCALL VOTE: Miller-yes, Frank-yes, Curti-yes, Lyon-yes, Enns-yes

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2022-10 REQUESTING CONSOLIDATION OF ITS BIENNIAL ELECTION WITH THE NOVEMBER 8, 2022 GENERAL ELECTION

Manager Koon reminded the Board of the benefits of consolidating the District's biennial election with the general election.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to adopt Cayucos Sanitary District Resolution 2022-10 requesting consolidation of its biennial election with the November 8, 2022 General Election. Motion was seconded by Curti.

ROLLCALL VOTE: Frank-yes, Curti-yes, Miller-yes, Lyon-yes, Enns-yes

VOTE 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-13 APPROVING THE SECOND AMENDMENT TO THE JOINT POWERS AGREEMENT TO ESTABLISH AN INTEGRATED WASTE MANAGEMENT AUTHORITY FOR THE CITIES OF SAN LUIS OBISPO COUNTY

Director Frank requested confirmation that Legal Counsel reviewed the agreement and asked what their comments were. Manager Koon responded that Legal reviewed the document multiple times as it progressed and has approved this final version. President Enns discussed the implications of signing the agreement and expressed approval.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to adopt Resolution 2022-13 approving the Second Amendment to the Joint Powers Agreement to establish an Integrated Waste Management Authority for the cities of San Luis Obispo County. Motion was seconded by Curti.

ROLLCALL VOTE: Frank-yes, Curti-yes, Miller-yes, Lyon-yes, Enns-yes

VOTE 5-0 Motion passed

8. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-11 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2022/23 APPROPRIATIONS LIMIT

Director Curti requested confirmation that the Appropriations Limit establishes the maximum amount of tax revenue that the District can collect from the County, and Manager Koon confirmed.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to adopt Resolution 2022-11 establishing Cayucos Sanitary District's Fiscal Year 2022/23 Appropriations Limit. Motion was seconded by Frank.

ROLLCALL VOTE: Miller-yes, Frank-yes, Curti-yes, Lyon-yes, Enns-yes

VOTE 5-0 Motion passed

9. DISCUSSION AND CONSIDERATION TO APPROVE THE FISCAL YEAR 2022/23 CAYUCOS SANITARY DISTRICT BUDGET:

A. OPERATING BUDGET

B. CIP BUDGET

Director Miller reviewed highlights from the Budget Committee Meeting held on May 10, 2022, where the entirety of the operational budget was examined. Among other items, a 6% COLA was carefully considered, discussed and ultimately recommended to offset the 8% increase in the Consumer Price Index.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to approve the Fiscal Year 2022/23 Cayucos Sanitary District Operating Budget. Motion was seconded by Curti.

ROLLCALL VOTE: Frank-yes, Curti-yes, Miller-yes, Lyon-yes, Enns-yes

VOTE 5-0 Motion passed

Manager Koon discussed future CIP Projects with the Board, with a focus on main line replacements between Chaney Ave. and Toro Creek Rd. Director Curti asked for an estimate of how many feet need to be replaced, and Manager Koon responded roughly 1,500.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to approve the Fiscal Year 2022/23 Cayucos Sanitary District CIP Budget. Motion was seconded by Lyon.

ROLLCALL VOTE: Frank-yes, Lyon-yes, Curti-yes, Miller-yes, Enns-yes

VOTE 5-0 Motion passed

10. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-12 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361)

Manager Koon reminded the Board that they must adopt this Resolution if they wish to continue with remote meetings. President Enns commented that it seems easier for the public to attend and make comments when the meetings are remote, as opposed to in-person.

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to adopt Resolution 2022-12 to authorize remote teleconferencing meetings in accordance with Government Code Section 54953(e) (AB 361). Motion was seconded by Miller.

ROLLCALL VOTE: Lyon-yes, Miller-yes, Curti-yes, Frank-yes, Enns-yes

VOTE 5-0 Motion passed

11. BOARD MEMBER COMMENTS

Director Frank asked if the District has received payment from the City of Morro Bay for the property known as "Dog Beach," and Manager Koon affirmed that it has.

Director Curti asked if there is an update as to when negotiations will begin for the sale of the land and equipment at the old WWTP in Morro Bay. Manager Koon replied that he spoke with an appraiser, but it will be a few months until he has anything concrete to share. Director Curti went on to question if there are any foreseeable environmental costs, and Manager Koon responded that those costs will be the City of Morro Bay's responsibility.

12. FUTURE SCHEDULED MEETINGS

- June 16, 2022 – Regular Board Meeting
- July 21, 2022 – Regular Board Meeting
- August 18, 2022 – Regular Board Meeting

13. ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager

**Cayucos Sanitary District
General Checking - Mechanic's Bank
(Payments Only)
May 2022**

AGENDA ITEM: 3.B.1

DATE: June 16, 2022

Date	Num	Name	Amount
05/02/2022	22930	EXXONMOBIL	-734.10
05/02/2022	22931	KITZMAN WATER	-42.70
05/02/2022	22932	QUICK TECH COMPUTERS	-1,769.58
05/02/2022	22933	SPEEDY COASTAL MESSENGER, INC.	-600.00
05/02/2022	22934	STREAMLINE	-200.00
05/02/2022	22935	TECHNICAL SYSTEMS, INC.	-4,777.99
05/02/2022	22936	MISSION COUNTRY DISPOSAL	-350.24
05/02/2022	22908	POSTMASTER	-676.37
05/05/2022	HLTH050522	CALPERS (HEALTH)	-12,723.76
05/05/2022	22937	CAYUCOS SANITARY DISTRICT WELLS FARGO ACT	-1,435.23
05/05/2022	22938	ABALONE COAST ANALYTICAL, INC.	-6,621.00
05/05/2022	22939	CAYUCOS AUTO INTERIORS	-121.87
05/05/2022	22940	CHARTER INTERNET	-939.48
05/05/2022	22941	FAMCON PIPE AND SUPPLY INC.	-1,485.41
05/05/2022	22942	MISSION COUNTRY DISPOSAL - WRRF	-182.22
05/05/2022	22943	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
05/05/2022	22944	UNITED RENTALS	-303.52
05/05/2022	22945	WELLS FARGO VENDOR FIN SERV	-387.43
05/05/2022	60207622119	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-679.19
05/09/2022	22946	PETTY CASH	-92.76
05/09/2022	22947	COASTAL ROLL OFF SERVICE	-3,200.77
05/09/2022	22948	PG&E LS#1	-455.69
05/09/2022	22949	PG&E LS#2	-930.65
05/09/2022	22950	PG&E LS#3	-145.56
05/09/2022	22951	PG&E LS#4	-408.89
05/09/2022	22952	PG&E LS#5	-1,756.74
05/09/2022	22953	PG&E OFFICE	-215.83
05/09/2022	22954	PG&E WELL	-11.43
05/09/2022	22955	SLO AIR POLLUTION CONTROL DISTRICT	-3,086.91
05/09/2022	22957	PATHIAN ADMINISTRATORS	-186.15
05/12/2022		QuickBooks Payroll Service	-18,061.35
05/12/2022	22958	AL'S SEPTIC PUMPING SERVICE, INC.	-1,890.00
05/12/2022	22959	AUTOZONE, INC.	-54.74
05/12/2022	22960	CALNET3	-398.32
05/12/2022	22961	CARMEL & NACCASHA, LLP	-2,101.18
05/12/2022	22962	NATIONAL DEMOGRAPHICS, INC.	-9,750.00
05/12/2022	22963	ROCKWELL SOLUTIONS (VOGELANG)	-443.39
05/13/2022	DD05132201	COLLINS, JONATHAN W	0.00
05/13/2022	DD05132202	GOOD, GAYLE	0.00
05/13/2022	DD05132203	HOOPER, SARAH L	0.00
05/13/2022	DD05132204	KOON, RICHARD L	0.00
05/13/2022	DD05132205	LAKEY, NICK E	0.00
05/13/2022	DD05132206	LESSI, AMY M	0.00
05/13/2022	DD05132207	OWENS, JUSTIN D	0.00
05/13/2022	DD05132208	WINN, CHRISTOPHER M	0.00
05/13/2022	EDD051322	EDD	-1,661.72

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/13/2022	FED05132022	US TREASURY	-7,644.86
05/13/2022	DEF051322	CALPERS (RETIREMENT)	-1,375.00
05/13/2022	PERS051322	CALPERS (RETIREMENT)	-4,300.53
05/16/2022	22964	BRENNTAG PACIFIC, INC.	-2,009.22
05/16/2022	22965	FIRSTNET (AT&T)	-370.63
05/19/2022	22966	HACH	-1,356.18
05/19/2022	22967	WATER SYSTEMS CONSULTING, INC.	-1,142.50
Total Operating Expenses			-97,165.77

**Cayucos Sanitary District
General Checking - Wells Fargo
(Payments Only)
May 2022**

AGENDA ITEM: 3.B.2

DATE: June 16, 2022

Date	Num	Name	Amount
05/25/2022		QuickBooks Payroll Service	-0.51
05/25/2022		QuickBooks Payroll Service	-0.95
05/26/2022		QuickBooks Payroll Service	-18,371.26
05/26/2022	23053	BUSINESS CARD 4841	-916.56
05/26/2022	23054	BUSINESS CARD 8913	-1,877.87
05/26/2022	23055	COASTAL COPY, INC	-43.12
05/26/2022	23056	EXECUTIVE JANITORIAL	-225.00
05/26/2022	23057	FARM SUPPLY COMPANY	-108.71
05/26/2022	23058	HACH	-797.38
05/26/2022	23059	MINER'S ACE HARDWARE	-575.18
05/26/2022	23060	MISSION UNIFORM SERVICE	-345.84
05/27/2022	DD05272201	COLLINS, JONATHAN W	0.00
05/27/2022	23051	ENNS, ROBERT	-91.25
05/27/2022	DD05272203	FRANK, ROBERT W	0.00
05/27/2022	DD05272204	GOOD, GAYLE	0.00
05/27/2022	DD05272205	HOOPER, SARAH L	0.00
05/27/2022	DD05272206	KOON, RICHARD L	0.00
05/27/2022	DD05272207	LAKEY, NICK E	0.00
05/27/2022	DD05272208	LESSI, AMY M	0.00
05/27/2022	23052	LYON, SHIRLEY A	-136.88
05/27/2022	DD05272209	MILLER, HANNAH P	0.00
05/27/2022	DD05272210	OWENS, JUSTIN D	0.00
05/27/2022	DD05272211	WINN, CHRISTOPHER M	0.00
05/27/2022	DD05272202	CURTI, JOHN H.	0.00
05/27/2022	EDD052722	EDD	-1,677.76
05/27/2022	FED052722	US TREASURY	-7,736.72
05/27/2022	DEF052722	CALPERS (RETIREMENT)	-1,375.00
05/27/2022	PERS052722	CALPERS (RETIREMENT)	-2,850.96
05/31/2022	17145277229	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Operating Expenses			-37,183.53

**Cayucos Sanitary District
CIP Checking - Wells Fargo
(Payments Only)
May 2022**

AGENDA ITEM: <u>3.B.3</u>
DATE: <u>June 16, 2022</u>

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/12/2022	11517	Carmel & Naccasha, LLP	-445.71
05/26/2022	11518	Water Systems Consulting, Inc.	-1,275.00
Total CIP Expenses			<u>-\$1,720.71</u>

Cayucos Sanitary District Cash, Savings and Investment Report May 2022

AGENDA ITEM: 3.B.4

DATE: June 16, 2022

Bank Accounts	Current Balance	
Mechanic's Bank Checking	\$539,793	
Wells Fargo Checking - new general	\$371,700	
Wells Fargo CIP	\$684,183	
Wells Fargo Savings (CFF)	\$215,519	
Mechanic's Bank - USDA	\$531,196	
Petty Cash	\$175	
LAIF	\$8,481	
Total	\$2,351,046	
Investments		
CalTrust	\$1,635,137	
Cetera Cash/MM	\$3,761	
Cetera Treasury/Securities	\$60,758	(Fixed Income)
Total	\$1,699,655	
Grand Total	\$4,050,701	
MCD Rabobank Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District
FY 21/22 Financial Report
Budget vs. Actual
May 2022**

AGENDA ITEM: 3.B.5

DATE: June 16, 2022

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 21/22	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	272,442	2,911,076	2,806,054	3,061,150	95%
4100 · WILL SERVE INCOME	33,926	53,196	32,267	35,200	151%
4200 · RENTAL INCOME	3,600	6,469	35,567	38,800	17%
4300 · SOLID WASTE INCOME	2,884	76,986	82,133	89,600	86%
4400 · SLOCO TAX ASSESSMENTS	141,384	1,027,393	933,533	1,018,400	101%
4500 · SAVINGS INTEREST INCOME	1	48	92	100	48%
4600 · INVESTMENT INTEREST	1,732	11,087	16,958	18,500	60%
4700 · OTHER INCOME	-	2,299	4,217	4,600	50%
Total Income	<u>455,969</u>	<u>4,088,556</u>	<u>3,910,821</u>	<u>4,266,350</u>	<u>96%</u>
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	27,488	331,059	321,658	350,900	94%
5200 · COLLECTIONS PAYROLL	11,010	135,511	179,163	195,450	69%
5300 · TREAT PAYROLL	19,030	222,755	183,563	200,250	111%
5400 · DIRECTOR PAYROLL	600	7,450	7,333	8,000	93%
5500 · VESTED PAYROLL BENEFITS	447	4,809	4,950	5,400	89%
5600 · ADMIN PAYROLL TAXES & BENEFITS	9,924	120,230	127,142	138,700	87%
5700 · COLL PAYROLL TAXES & BENEFITS	7,295	101,367	104,225	113,700	89%
5800 · TREAT PAYROLL TAXES & BENEFITS	4,443	69,603	67,375	73,500	95%
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	46	570	458	500	114%
Total 5000 · PAYROLL EXPENSES	<u>80,283</u>	<u>993,353</u>	<u>995,867</u>	<u>1,086,400</u>	<u>91%</u>
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	11,917	13,000	0%
6100 · ADMIN OPERATING EXPENSES	15,322	1,041,494	1,202,850	1,312,200	79%
6500 · COLLECTIONS OPERATING EXPENSES	9,737	110,435	195,433	213,200	52%
7000 · TREATMENT OPERATING EXPENSES	19,538	510,449	1,318,442	1,438,300	35%
Total 6000 · OPERATING EXPENSES	<u>44,597</u>	<u>1,662,378</u>	<u>2,728,642</u>	<u>2,976,700</u>	<u>56%</u>
Total Expense	<u>124,880</u>	<u>2,655,731</u>	<u>3,724,508</u>	<u>4,063,100</u>	<u>65%</u>
Net Ordinary Income	<u>331,089</u>	<u>1,432,824</u>	<u>186,312</u>	<u>203,250</u>	
Net Income	<u><u>331,089</u></u>	<u><u>1,432,824</u></u>	<u><u>186,312</u></u>	<u><u>203,250</u></u>	

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 21/22
May 2022**

AGENDA ITEM: 3.B.6

DATE: June 16, 2022

	Current Month	YTD Actual Rev/Exp	Approved Budget 21/22 Amended Aug 19, 2021	Percent Used YTD
CAPITAL IMPROVEMENTS				
1601 - Sewer Main Replacements	0.00	0.00	25,000.00	0%
1601.02 - Chaney to LS #5	0.00	0.00	35,000.00	0%
1615 - Outfall Tie-In	0.00	4,365.52	45,000.00	10%
1616 - RWQCB Recycled Water Program	0.00	0.00	20,000.00	0%
1650 - WRRF Improvements				
1650.1 - Forklift	0.00	77,668.31	75,000.00	104%
Total 1600 CAPITAL IMPROVEMENTS	\$0.00	\$82,033.83	\$200,000.00	41%



AGENDA ITEM: 4.A

DATE: June 16, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

SUBJECT: MONTHLY MANAGERS REPORT: MAY 2022

DATE: JUNE 8, 2022

ADMINISTRATIVE:

- The District continues to adjust the COVID -19 protection protocols for all employees as required by Cal-OSHA, state and local directives.
- All District staff has been busy as other staff is taking turns cycling through various vacations. This will continue through August.
- Treatment staff is preparing for a tour of the WRRF by the Board and staff of the RWQCB on June 17th.
- Staff and WSC have compiled the final Treatment Plant punch list items for Cushman for the 1-year anniversary of completion. We are waiting on the USDA to schedule their final walk-through for release of the performance bonds and final inspection.
- In order to comply with AB 361 the Board will need to pass another resolution the week prior to its July meeting to continue with remote meetings.

CAPITAL PROJECTS:

- The District continues to work on the Recycled Water Plan and we have received preliminary guidance/comments from both the CCC and RWQCB staff.
- Longitude 123 is completing the final hookup of the Cathodic Protection System for the outfall.

OPERATIONS AND MAINTENANCE

May 2022

CIP:

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; test backup generators
- Clean WRRF coarse screens
- Send in failed flow meter from Lift Station 5
- Wash bio basins; clean screw press
- Test all alarms at lift stations
- Exercise generators
- Hang pictures in WRRF Ops Building
- Complete CIWQS Annual Collection System Report
- Target Solutions Training for SDRMA
- Pump out WRRF force main
- Mark 46 USA's
- Polish downtown shop floors
- Clean and polish Lift Station MCC
- Replace cover on Lift Station 4 flow meter
- Landscape maintenance at lift stations and office
- Tractor camera Lift Station 2 force main; check for leaks near Thalberg (all ok)
- Inspect all lift station emergency generator batteries

WRRF Effluent

- 5,731,803 gallons

Call Outs:



AGENDA ITEM: 5

DATE: June 16, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 8, 2022

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICES FOR 4TH QUARTER OF FY 2020-2021 IN THE AMOUNT OF \$113,068.55

DISCUSSION:

The District received the 4th quarter invoice for FY 20-21 for our proportional share for wastewater treatment last September. We responded with questions requesting clarification on several items. Due to a large turnover in Morro Bay staff, our questions are just now being addressed.

As of the 4th quarter, the major account groupings of actual expenditures verses budgeted were:

Personnel Service	74%
Supplies	79%
Services	51%
IT & Risk Mgmt.	90%

The current charges are based on a District flow of 22.35%.

The initial 4th Quarter invoice was for \$107,568.35. Subsequently, Morro Bay staff completed a true-up of 4th Quarter expenses and submitted an additional invoice for \$5,910.38. They have reviewed and analyzed our concerns and adjusted expenses accordingly, reducing the true-up to \$5,500.20.

RECOMMENDATION:

Staff recommends that the Board approve payment of the City of Morro Bay invoices for the 4th quarter of FY 20-21 in the amount of \$113,068.55.



CITY OF MORRO BAY

CITY HALL
595 Harbor Street
Morro Bay, CA 93442

RECEIVED AUG 26 2021

AGENDA ITEM: 5

DATE: June 16, 2022

August 24, 2021

Rick Koon
District Manager
Cayucos Sanitary District
PO Box 333
Cayucos, CA 93430

RE: 4th Quarter Invoice 20/21

Dear Mr. Koon:

In this package, you will find Morro Bay's invoice for the Treatment Plant operations for the period from April 1- June 30, 2021. Please note that the month of June 2021 is not officially complete until after we have completed the annual audit, so we will have a final 2021 4th Qtr billing True-Up later this year but for reviewability we are sending the attached invoice now as we did in previous years.

Attachment A – The worksheet showing the calculations used to develop the invoice. There continues to be no capital asset expense to back out in the 930 fund. Going forward all reports are for the operating fund 599 only.

Attachment B – The Revenue and Expenditure Budget Performance Report as of June 30, 2021, which reflects all actual expense compared to budget. Year to date balances are as June 30, 2021 and are subject to change if additional accruals are required during the City's year-end process.

Attachment C and C-1 - Revenue and Expense Ledgers which list all revenue and expenditure detail for this period. (See Thumb Drive for invoice copies). Behind the yellow divider at the back of the packet is the supporting detail for all journal entries posted to expense this quarter.

Attachment D– A flow summary for the quarter of FY 20/21 and attachment D-1 A Flow Summary History by Month for Calendar Years 2020 & 2021.

If you have any questions, please feel free to call Doug Harbottle, Interim Budget/Accounting Manager (805-772-6218) or Joe Mueller, Utility Division Manager (915-826-3912).

Sincerely,

Sarah Johnson-Rios
Assistant City Manager/Admin Services Director
805-772-6217

Enclosures

cc: Scott Collins, City Manager (w/o attachments)
Greg Kwolek, Public Works Director (w/o attachments)
Joe Mueller, Utility Division Manager (w/o attachments)

**City of Morro Bay - Finance Department
 Detail Recap For 4th Quarter Invoice (Preliminary)
 FY 2020/21
 Services Rendered to Cayucos S.D.**

4th Quarter

S:\FINANCE\Cayucos Sanitary District\CSD 20-21\A -CSD Invoice FY20-21 .xls\4th Qtr - Preliminary

	Total Y.T.D. Amount	Less 1st - 3rd Qtrs	Net: Current Amount Due
Direct Charges to Treatment Division Only (See Detail Printouts)	1,770,916.48 ✓	1,289,539.00 ✓	\$481,377.48
Less Non Capital Asset charge back from Projects: (none in total above)	\$0.00	\$0.00	\$0.00
Less OPEB Costs: (none in total above)	\$0.00	\$0.00	\$0.00
Proj 930-8070 Secondary Clarifier	\$0.00	\$0.00	\$0.00
Proj 930-8222 Biofilter #2	\$0.00	\$0.00	\$0.00
Proj 930-8234 Interstage & Blending Valves	\$0.00	\$0.00	\$0.00
Proj 930-9904 Digester 1 & 3	\$0.00	\$0.00	\$0.00
Less: 599-8312 Facility Relocation Project	\$0.00	\$0.00	\$0.00
Less Costs not Cayucos	\$0.00	\$0.00	\$0.00
Less: Depreciation Expense	\$0.00	\$0.00	\$0.00
Total Subject to Invoicing Based on Flow			\$481,377.48 ✓
Flow Rate=	22.35%		
Flow Based: For 4th Quarter (Apr-June 2020)			\$107,568.35 ✓

Total Due From Cayucos Sanitary District

\$107,568.35

MB/CSD Funds 599 Budget Performance Report - 4TH Quarter 2021

Fiscal Year to Date 06/30/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 599 - MB/CS Waste Water Fund										
REVENUE										
Department 5255 - Wastewater Treatment										
Revenues From Current Services										
3499	Other Rev/Current Services	2,715,917.00	.00	2,715,917.00	.00	.00	1,289,539.00	1,426,378.00	47	1,739,963.81
<i>Revenues From Current Services Totals</i>		\$2,715,917.00	\$0.00	\$2,715,917.00	\$0.00	\$0.00	\$1,289,539.00	\$1,426,378.00	47%	\$1,739,963.81
Department 5255 - Wastewater Treatment Totals		\$2,715,917.00	\$0.00	\$2,715,917.00	\$0.00	\$0.00	\$1,289,539.00	\$1,426,378.00	47%	\$1,739,963.81
REVENUE TOTALS		\$2,715,917.00	\$0.00	\$2,715,917.00	\$0.00	\$0.00	\$1,289,539.00	\$1,426,378.00	47%	\$1,739,963.81
EXPENSE										
Department 5255 - Wastewater Treatment										
Personnel Services										
4110	Regular Pay	657,951.00	.00	657,951.00	23,671.47	.00	355,098.89	302,852.11	54	393,958.69
4120	Overtime Pay	11,000.00	.00	11,000.00	537.86	.00	3,987.06	7,012.94	36	8,549.45
4515	Standby Pay	19,500.00	.00	19,500.00	1,674.00	.00	18,812.14	687.86	96	17,907.86
4599	Other Pay	3,500.00	.00	3,500.00	92.32	.00	9,772.60	(6,272.60)	279	11,102.19
4910	Employer Paid Benefits	201,532.00	.00	201,532.00	12,032.70	.00	155,221.01	46,310.99	77	159,947.20
4911	Pension Normal Cost	61,910.00	.00	61,910.00	3,973.77	.00	49,326.97	12,583.03	80	48,463.19
4912	PERS Unfunded Accrued Liability	164,488.00	.00	164,488.00	.00	.00	159,506.05	4,981.95	97	100,752.09
4913	Other Post Employment Benefit (OPEB) Expense	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00
4999	Labor Costs Applied	.00	.00	.00	8,748.19	.00	84,256.53	(84,256.53)	+++	81,624.07
<i>Personnel Services Totals</i>		\$1,128,881.00	\$0.00	\$1,128,881.00	\$50,730.31	\$0.00	\$835,981.25	\$292,899.75	74%	\$822,304.74
Supplies										
5101	Janitorial Supplies	1,500.00	.00	1,500.00	44.84	.00	819.81	680.19	55	822.73
5105	First Aide Supplies	5,000.00	.00	5,000.00	83.06	.00	3,564.48	1,435.52	71	7,513.18
5108	Communication Supplies	1,000.00	.00	1,000.00	.00	.00	67.81	932.19	7	.00
5109	Uniforms/Safety Equipment	10,000.00	.00	10,000.00	.00	.00	3,946.69	6,053.31	39	5,971.34
5110	Fuel Oil & Lubricants	6,000.00	.00	6,000.00	484.29	.00	5,379.71	620.29	90	6,459.29
5112	Lab Supplies	5,000.00	.00	5,000.00	1,128.01	.00	8,444.63	(3,444.63)	169	5,947.03
5120	Chemical Supplies	125,000.00	.00	125,000.00	23,480.36	.00	172,650.27	(47,650.27)	138	150,255.92
5175	Computer Operating Supplies	1,000.00	.00	1,000.00	.00	.00	39.87	960.13	4	2,377.50
5199	Miscellaneous Operating Supplies	1,500.00	.00	1,500.00	.00	.00	37.66	1,462.34	3	485.04
5201	Other Expense	.00	.00	.00	.00	.00	.00	.00	+++	(12.50)

MB/CSD Funds 599 Budget Performance Report - 4TH Quarter 2021

Fiscal Year to Date 06/30/21
Exclude Rollup Account

3301	General Office Supplies	2,500.00	.00	2,500.00	.00	.00	557.14	1,942.86	22	217.74
3303	Books & Manuals	200.00	.00	200.00	.00	.00	.00	200.00	0	191.53
3305	Forms Printing	600.00	.00	600.00	.00	.00	.00	600.00	0	148.98
3501	Grounds Maintenance Supplies	3,500.00	.00	3,500.00	.00	.00	2,300.17	1,199.83	66	399.41
3502	Building Maint. Supplies	5,000.00	.00	5,000.00	.00	.00	488.73	4,511.27	10	1,232.50
3503	Rolling Stock Supplies	3,500.00	.00	3,500.00	.00	.00	926.02	2,573.98	26	2,570.81
3504	Machinery/Equip/Supplies	100,000.00	.00	100,000.00	2,628.92	.00	9,651.16	90,348.84	10	26,485.21
3530	Small Tools	2,000.00	.00	2,000.00	23.91	.00	1,138.01	861.99	57	309.12
	<i>Supplies Totals</i>	\$273,300.00	\$0.00	\$273,300.00	\$27,873.39	\$0.00	\$210,012.16	\$63,287.84	77%	\$211,374.83
	<i>Services</i>									
3103	Financial Audits	17,150.00	.00	17,150.00	.00	.00	12,000.00	5,150.00	70	8,875.00
3104	Engineering Services	48,500.00	.00	48,500.00	.00	.00	.00	48,500.00	0	.00
3105	Consulting Services	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
3106	Contractual Services	200,000.00	.00	200,000.00	1,120.00	.00	56,918.46	143,081.54	28	68,264.89
3125	Professional Development	4,000.00	.00	4,000.00	.00	.00	337.00	3,663.00	8	1,252.66
3152	Outside Laboratory Testing	31,000.00	.00	31,000.00	3,103.00	.00	38,690.20	(7,690.20)	125	32,601.20
3161	Licenses & Permits	40,000.00	.00	40,000.00	276.00	.00	26,765.50	13,234.50	67	21,882.82
3199	Other Professional Services	2,000.00	.00	2,000.00	.00	.00	1,827.08	172.92	91	96.64
3201	Telephone	8,500.00	.00	8,500.00	552.83	.00	8,696.94	(196.94)	102	12,462.54
3220	Postage	4,000.00	.00	4,000.00	330.00	.00	1,823.65	2,176.35	46	2,827.38
3301	Electricity	126,100.00	.00	126,100.00	24,703.98	.00	150,275.97	(24,175.97)	119	158,114.97
3302	Natural Gas	11,000.00	.00	11,000.00	4,634.77	.00	25,520.67	(14,520.67)	232	12,568.47
3303	Water	21,000.00	.00	21,000.00	18,153.81	.00	43,101.07	(22,101.07)	205	22,221.97
3305	Disposal	12,000.00	.00	12,000.00	6,280.47	.00	21,131.48	(9,131.48)	176	15,940.14
3307	Disposal of Sludge	15,000.00	.00	15,000.00	.00	.00	8,619.96	6,380.04	57	9,370.94
3401	General Liability	48,668.00	.00	48,668.00	10,048.00	.00	40,192.00	8,476.00	83	44,651.00
3411	Property Damage Insurance	2,200.00	.00	2,200.00	2,734.75	.00	10,939.00	(8,739.00)	497	7,883.00
3472	Other Ins./Employee Bond	165.00	.00	165.00	.00	.00	.00	165.00	0	.00
3473	Vehicle Insurance	389.00	.00	389.00	156.15	.00	624.60	(235.60)	161	637.32
3499	Earthquake & Flood Insurance	204,886.00	.00	204,886.00	19,371.25	.00	77,485.00	127,401.00	38	83,653.00
3510	Meetings & Conferences	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,500.00
3511	Mileage Reimbursement	300.00	.00	300.00	.00	.00	67.20	232.80	22	69.60
3514	Travel Expense	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	4,086.37
3519	Association Membership	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,333.91
5601	Outside Equipment Repair	110,000.00	.00	110,000.00	2,692.40	4,555.00	8,747.05	96,697.95	12	8,358.99

MB/CSD Funds 599 Budget Performance Report - 4TH Quarter 2021

Fiscal Year to Date 06/30/21
Exclude Rollup Account

6602	Outside Structural Repair	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
6604	Outside Vehicle Repair/Maint	7,275.00	.00	7,275.00	.00	.00	.00	7,275.00	0	3,766.43
6605	Emergency Equipment Repairs - Contingency Amount	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	.00
6640	Maintenance Contracts	35,000.00	.00	35,000.00	.00	.00	399.90	34,600.10	1	.00
6720	Medical Examinations	.00	.00	.00	560.00	.00	613.34	(613.34)	+++	305.00
6810	Equipment Rental	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
<i>Services Totals</i>		\$1,101,633.00	\$0.00	\$1,101,633.00	\$94,717.41	\$4,555.00	\$534,776.07	\$562,301.93	49%	\$522,724.24
Department 5255 - Wastewater Treatment Totals		\$2,503,814.00	\$0.00	\$2,503,814.00	\$173,321.11	\$4,555.00	\$1,580,769.48	\$918,489.52	63%	\$1,556,403.81
Department 7710 - Interfund Transactions										
<i>Interfund Transfers</i>										
8501	Transfers Out	.00	.00	.00	6,929.75	.00	6,929.75	(6,929.75)	+++	183,560.00
8510	Transfer To General Fund	179,371.00	.00	179,371.00	39,353.50	.00	157,414.00	21,957.00	88	.00
8580	TRFR To Internal Svc Fund	32,733.00	.00	32,733.00	1,253.50	.00	25,803.25	6,929.75	79	.00
<i>Interfund Transfers Totals</i>		\$212,104.00	\$0.00	\$212,104.00	\$47,536.75	\$0.00	\$190,147.00	\$21,957.00	90%	\$183,560.00
Department 7710 - Interfund Transactions Totals		\$212,104.00	\$0.00	\$212,104.00	\$47,536.75	\$0.00	\$190,147.00	\$21,957.00	90%	\$183,560.00
EXPENSE TOTALS		\$2,715,918.00	\$0.00	\$2,715,918.00	\$220,857.86	\$4,555.00	\$1,770,916.48	\$940,446.52	65%	\$1,739,963.81
Grand Totals										
REVENUE TOTALS		2,715,917.00	.00	2,715,917.00	.00	.00	1,289,539.00	1,426,378.00	47%	1,739,963.81
EXPENSE TOTALS		2,715,918.00	.00	2,715,918.00	220,857.86	4,555.00	1,770,916.48	940,446.52	65%	1,739,963.81
Grand Totals		(\$1.00)	\$0.00	(\$1.00)	(\$220,857.86)	(\$4,555.00)	(\$481,377.48)	\$485,931.48		\$0.00

Agrees to Accum Tran Report

1.37 Misc Difference Will fix at true -up

(\$481,376.11)

Accumulated Transaction Listing

G/L Date Range 07/01/20 - 06/30/21

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 599-5255 3499 Other Rev/Current Services								Balance To Date:	\$0.00
09/30/2020	2021-00000438	JE	GL	1st Qtr 20/21 CMB/CSD Invoice Billing & Cash Reimb from Sewer	JE 918-20			95,817.90	(95,817.90)
09/30/2020	2021-00000438	JE	GL	1st Qtr 20/21 CMB/CSD Invoice Billing & Cash Reimb from Sewer	JE 918-20			363,299.96	(459,117.86)
Month September 2020 Totals							\$0.00	\$459,117.86	(\$459,117.86)
12/31/2020	2021-00000628	JE	GL	2nd Qtr 20/21 Cayucos San Distr Inv for WWTP Expenses	JE 1216-20			87,912.52	(547,030.38)
12/31/2020	2021-00000628	JE	GL	2nd Qtr 20/21 Inv for MB.CSD WWTP Expenses	JE 1216-20			347,297.99	(894,328.37)
Month December 2020 Totals							\$0.00	\$435,210.51	(\$894,328.37)
04/14/2021	2021-00000824	JE	GL	3rd QTR 20/21 CMB/CSD invoice Distribution	JE # 416-21			85,484.06	(979,812.43)
04/14/2021	2021-00000824	JE	GL	3rd QTR 20/21 CMB/CSD invoice Distribution	JE # 416-21			309,726.57	(1,289,539.00)
Month April 2021 Totals							\$0.00	\$395,210.63	(\$1,289,539.00)
Account Other Rev/Current Services Totals							\$0.00	\$1,289,539.00	(\$1,289,539.00)
Department Wastewater Treatment Totals							\$0.00	\$1,289,539.00	
Fund MB/CS Waste Water Fund Totals							\$0.00	\$1,289,539.00	
Grand Totals							\$0.00	\$1,289,539.00	Agrees to Attachment B



CITY OF MORRO BAY

CITY HALL
595 Harbor Street
Morro Bay, CA 93442

March 31, 2022

Rick Koon
District Manager
Cayucos Sanitary District
PO Box 333
Cayucos, CA 93430

RE: Final Invoice 20/21

Dear Mr. Koon:

The annual audit has just been completed. In this package, you will find Morro Bay's final 2021 4th Qtr billing True-Up invoice for the Treatment Plant operations.

Attachment A - The worksheet showing the calculations used to develop the invoice.

Attachment B - The Revenue and Expenditure Budget Performance Report as of June 30, 2021, which reflects all actual expense compared to budget. Year to date balances were finalized through as June 30, 2021 during the City's year-end process.

Attachment C - Revenue and Expense Ledgers which list all revenue and expenditure detail for this period. Supporting backup for all expenses billed can be found in Attachment E.

Attachment D & D-1 - A flow summary for the quarter of FY 20/21 and A Flow Summary History by Month for Calendar Years 2020 & 2021.

Attachment E - Supporting backup for all expenses billed herein

If you have any questions, please feel free to call Emily Conrad, Finance Manager (805-771-7202) or Joe Mueller, Utility Division Manager (915-826-3912).

Sincerely,


Sarah Johnson-Rios
Assistant City Manager/Admin Services Director
805-772-6217

Enclosures

cc: Scott Collins, City Manager (w/o attachments)
Greg Kwolek, Public Works Director (w/o attachments)
Joe Mueller, Utility Division Manager (w/o attachments)

City of Morro Bay - Finance Department
Detail Recap For 4th Quarter Invoice (Year -End True-Up 4th Qtr)
FY 2020/21
Services Rendered to Cayucos S.D.

4th Quarter
Preliminary
Bill

4th Quarter
Year End True-Up
Bill

	Total Y.T.D. Amount	Less 1st - 4th Qtrs	Net: Current Amount Due
Direct Charges to Treatment Division Only (See Detail Printouts)	\$1,797,361.14	\$1,770,916.48	\$26,444.66
Less Non Capital Asset charge back from Projects: (none in total above)	\$0.00	\$0.00	\$0.00
Less OPEB Costs: (none in total above)	\$0.00	\$0.00	\$0.00
Proj 930-8070 Secondary Clarifier	\$0.00	\$0.00	\$0.00
Proj 930-8222 Biofilter #2	\$0.00	\$0.00	\$0.00
Proj 930-8234 Interstage & Blending Valves	\$0.00	\$0.00	\$0.00
Proj 930-9904 Digester 1 & 3	\$0.00	\$0.00	\$0.00
Less: 599-8312 Facility Relocation Project	\$0.00	\$0.00	\$0.00
Less Costs not Cayucos	\$0.00	\$0.00	\$0.00
Less: Depreciation Expense	\$0.00	\$0.00	\$0.00
Total Subject to Invoicing Based on Flow			\$26,444.66
Flow Rate= 22.35%			
Flow Based: For 4th Quarter Year End True-Up (Apr-June 2021)			\$5,910.38

Total Due From Cayucos Sanitary District

\$5,910.38

Budget Performance Report

Attachment B

Fiscal Year to Date 06/30/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total	Amounts Billed on 4th Quarter Invoice	Difference at Yr E	22.35% CSD Share at 4th Qtr	MB Share at 4th Qtr
Fund 599 - MB/CS Waste Water Fund														
REVENUE														
Department	5255 - Wastewater Treatment													
3499	Other Rev/Current Services	2,715,917.00	.00	2,715,917.00	481,357.29	.00	1,770,905.47	945,011.53	65	1,739,963.81				
	Department 5255 - Wastewater Treatment Totals	\$2,715,917.00	\$0.00	\$2,715,917.00	\$481,357.29	\$0.00	\$1,770,905.47	\$945,011.53	65%	\$1,739,963.81				
	REVENUE TOTALS	\$2,715,917.00	\$0.00	\$2,715,917.00	\$481,357.29	\$0.00	\$1,770,905.47	\$945,011.53	65%	\$1,739,963.81				
EXPENSE														
Department	5255 - Wastewater Treatment													
4110	Regular Pay	657,951.00	.00	657,951.00	29,094.75	.00	360,522.17	297,428.83	55	393,958.69	355,098.89	5,423.28	1,212.10	4,211.18
4120	Overtime Pay	11,000.00	.00	11,000.00	705.85	.00	4,155.05	6,844.95	38	8,549.45	3,987.06	167.99	37.55	130.44
4515	Standby Pay	19,500.00	.00	19,500.00	1,926.00	.00	19,064.14	435.86	98	17,907.86	18,812.14	252.00	56.32	195.68
4599	Other Pay	3,500.00	.00	3,500.00	172.02	.00	9,852.30	(6,352.30)	281	11,102.19	9,772.60	79.70	17.81	61.89
4910	Employer Paid Benefits	201,532.00	.00	201,532.00	3,307.62	.00	146,495.93	55,036.07	73	159,947.20	155,221.01	(8,725.08)	(1,950.06)	(6,775.02)
4911	Pension Normal Cost	61,910.00	.00	61,910.00	3,973.77	.00	49,326.97	12,583.03	80	48,463.19	49,326.97	-	-	-
4912	PERS Unfunded Accrued Liability	164,488.00	.00	164,488.00	.00	.00	159,506.05	4,981.95	97	100,752.09	159,506.05	-	-	-
4913	Other Post Employment Benefit (OPEB) Expense	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00	-	-	-	-
4999	Labor Costs Applied	.00	.00	.00	8,748.19	.00	84,256.53	(84,256.53)	+++	81,624.07	84,256.53	-	-	-
5101	Janitorial Supplies	1,500.00	.00	1,500.00	360.64	.00	1,135.61	364.39	76	822.73	819.81	315.80	70.58	245.22
5105	First Aide Supplies	5,000.00	.00	5,000.00	1,987.89	.00	5,469.31	(469.31)	109	7,513.18	3,564.48	1,904.83	425.73	1,479.10
5108	Communication Supplies	1,000.00	.00	1,000.00	.00	.00	67.81	932.19	7	.00	67.81	-	-	-
5109	Uniforms/Safety Equipment	10,000.00	.00	10,000.00	2,347.16	.00	6,293.85	3,706.15	63	5,971.34	3,946.69	2,347.16	524.59	1,822.57
5110	Fuel Oil & Lubricants	6,000.00	.00	6,000.00	484.29	.00	5,379.71	620.29	90	6,459.29	5,379.71	-	-	-
5112	Lab Supplies	5,000.00	.00	5,000.00	1,128.01	.00	8,444.63	(3,444.63)	169	5,947.03	8,444.63	-	-	-
5120	Chemical Supplies	125,000.00	.00	125,000.00	23,480.36	.00	172,650.27	(47,650.27)	138	150,255.92	172,650.27	-	-	-
5175	Computer Operating Supplies	1,000.00	.00	1,000.00	1,378.09	.00	1,417.96	(417.96)	142	2,377.50	39.87	1,378.09	308.00	1,070.09
5199	Miscellaneous Operating Supplies	1,500.00	.00	1,500.00	136.79	.00	174.45	1,325.55	12	485.04	37.66	136.79	30.57	106.22
5201	Other Expense	.00	.00	.00	.00	.00	.00	.00	+++	(12.50)	-	-	-	-
5301	General Office Supplies	2,500.00	.00	2,500.00	371.76	.00	928.90	1,571.10	37	217.74	557.14	371.76	83.09	288.67
5303	Books & Manuals	200.00	.00	200.00	.00	.00	.00	200.00	0	191.53	-	-	-	-
5305	Forms Printing	600.00	.00	600.00	.00	.00	.00	600.00	0	148.98	-	-	-	-
5501	Grounds Maintenance Supplies	3,500.00	.00	3,500.00	.00	.00	2,300.17	1,199.83	66	399.41	2,300.17	-	-	-
5502	Building Maint. Supplies	5,000.00	.00	5,000.00	.00	.00	488.73	4,511.27	10	1,232.50	488.73	-	-	-
5503	Rolling Stock Supplies	3,500.00	.00	3,500.00	99.40	.00	1,025.42	2,474.58	29	2,570.81	926.02	99.40	22.22	77.18
5504	Machinery/Equip/Supplies	100,000.00	.00	100,000.00	2,715.88	.00	9,738.12	90,261.88	10	26,485.21	9,651.16	86.96	19.44	67.52
5530	Small Tools	2,000.00	.00	2,000.00	23.91	.00	1,138.01	861.99	57	309.12	1,138.01	-	-	-
6103	Financial Audits	17,150.00	.00	17,150.00	.00	.00	12,000.00	5,150.00	70	8,875.00	12,000.00	-	-	-
6104	Engineering Services	48,500.00	.00	48,500.00	.00	.00	.00	48,500.00	0	.00	-	-	-	-
6105	Consulting Services	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00	-	-	-	-
6106	Contractual Services	200,000.00	.00	200,000.00	1,120.00	.00	56,918.46	143,081.54	28	68,264.89	56,918.46	-	-	-
6125	Professional Development	4,000.00	.00	4,000.00	2,421.46	.00	2,758.46	1,241.54	69	1,252.66	337.00	2,421.46	541.20	1,880.26
6152	Outside Laboratory Testing	31,000.00	.00	31,000.00	3,171.00	.00	38,758.20	(7,758.20)	125	32,601.20	38,690.20	68.00	15.20	52.80
6161	Licenses & Permits	40,000.00	.00	40,000.00	(2,524.00)	.00	23,965.50	16,034.50	60	21,882.82	26,765.50	(2,800.00)	(625.80)	(2,174.20)
6199	Other Professional Services	2,000.00	.00	2,000.00	385.93	.00	2,213.01	(213.01)	111	96.64	1,827.08	385.93	86.26	299.67
6201	Telephone	8,500.00	.00	8,500.00	3,988.44	.00	12,132.55	(3,632.55)	143	12,462.54	8,696.94	3,435.61	767.86	2,667.75
6220	Postage	4,000.00	.00	4,000.00	330.00	.00	1,823.65	2,176.35	46	2,827.38	1,823.65	-	-	-

Budget Performance Report

Attachment B (cont.)

Fiscal Year to Date 06/30/21

Include Rollup Account and Rollup to Account

6301	Electricity	126,100.00	.00	126,100.00	42,082.78	.00	167,654.77	(41,554.77)	133	158,114.97	150,275.97	17,378.80	3,884.16	13,494.64
6302	Natural Gas	11,000.00	.00	11,000.00	4,634.77	.00	25,520.67	(14,520.67)	232	12,568.47	25,520.67	-	-	-
6303	Water	21,000.00	.00	21,000.00	18,153.81	.00	43,101.07	(22,101.07)	205	22,221.97	43,101.07	-	-	-
6305	Disposal	12,000.00	.00	12,000.00	6,280.47	.00	21,131.48	(9,131.48)	176	15,940.14	21,131.48	-	-	-
6307	Disposal of Sludge	15,000.00	.00	15,000.00	.00	.00	8,619.96	6,380.04	57	9,370.94	8,619.96	-	-	-
6401	General Liability	48,668.00	.00	48,668.00	10,048.00	.00	40,192.00	8,476.00	83	44,651.00	40,192.00	-	-	-
6411	Property Damage Insurance	2,200.00	.00	2,200.00	2,734.75	.00	10,939.00	(8,739.00)	497	7,883.00	10,939.00	-	-	-
6472	Other Ins./Employee Bond	165.00	.00	165.00	.00	.00	.00	165.00	0	.00	-	-	-	-
6473	Vehicle Insurance	389.00	.00	389.00	156.15	.00	624.60	(235.60)	161	637.32	624.60	-	-	-
6499	Earthquake & Flood Insurance	204,886.00	.00	204,886.00	19,371.25	.00	77,485.00	127,401.00	38	83,653.00	77,485.00	-	-	-
6510	Meetings & Conferences	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,500.00	-	-	-	-
6511	Mileage Reimbursement	300.00	.00	300.00	.00	.00	67.20	232.80	22	69.60	67.20	-	-	-
6514	Travel Expense	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	4,086.37	-	-	-	-
6519	Association Membership	1,500.00	.00	1,500.00	1,716.18	.00	1,716.18	(216.18)	114	1,333.91	-	1,716.18	383.57	1,332.61
6601	Outside Equipment Repair	110,000.00	.00	110,000.00	2,692.40	.00	8,747.05	101,252.95	8	8,358.99	8,747.05	-	-	-
6602	Outside Structural Repair	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00	-	-	-	-
6604	Outside Vehicle Repair/Maint	7,275.00	.00	7,275.00	.00	.00	.00	7,275.00	0	3,766.43	-	-	-	-
6605	Emergency Equipment Repairs - Contingency Amount	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	.00	-	-	-	-
6640	Maintenance Contracts	35,000.00	.00	35,000.00	.00	.00	399.90	34,600.10	1	.00	399.90	-	-	-
6720	Medical Examinations	.00	.00	.00	560.00	.00	613.34	(613.34)	+++	305.00	613.34	-	-	-
6810	Equipment Rental	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00	-	-	-	-
Department 5255 - Wastewater Treatment Totals		\$2,503,814.00	\$0.00	\$2,503,814.00	\$199,765.77	\$0.00	\$1,607,214.14	\$896,599.86	64%	\$1,556,403.81				
Department 7710 - Interfund Transactions														
8501	Transfers Out	.00	.00	.00	6,929.75	.00	6,929.75	(6,929.75)	+++	183,560.00	6,929.75	-	-	-
8510	Transfer To General Fund	179,371.00	.00	179,371.00	39,353.50	.00	157,414.00	21,957.00	88	.00	157,414.00	-	-	-
8580	TRFR To Internal Svc Fund	32,733.00	.00	32,733.00	1,253.50	.00	25,803.25	6,929.75	79	.00	25,803.25	-	-	-
Department 7710 - Interfund Transactions Totals		\$212,104.00	\$0.00	\$212,104.00	\$47,536.75	\$0.00	\$190,147.00	\$21,957.00	90%	\$183,560.00				
EXPENSE TOTALS		\$2,715,918.00	\$0.00	\$2,715,918.00	\$247,302.52	\$0.00	\$1,797,361.14	\$918,556.86	66%	\$1,739,963.81				
Fund 599 - MB/CS Waste Water Fund Totals														
REVENUE TOTALS		2,715,917.00	.00	2,715,917.00	481,357.29	.00	1,770,905.47	945,011.53	65%	1,739,963.81	1,289,539.00	481,366.47	107,585.41	373,781.06
EXPENSE TOTALS		2,715,918.00	.00	2,715,918.00	247,302.52	.00	1,797,361.14	918,556.86	66%	1,739,963.81	1,770,916.48	26,444.66	5,910.38	20,534.28
Fund 599 - MB/CS Waste Water Fund Totals		(\$1.00)	\$0.00	(\$1.00)	\$234,054.77	\$0.00	(\$26,455.67)	\$26,454.67		\$0.00	(481,377.48)	507,811.13	113,495.79	394,315.34
Grand Totals														
REVENUE TOTALS		2,715,917.00	.00	2,715,917.00	481,357.29	.00	1,770,905.47	945,011.53	65%	1,739,963.81				
EXPENSE TOTALS		2,715,918.00	.00	2,715,918.00	247,302.52	.00	1,797,361.14	918,556.86	66%	1,739,963.81				
Grand Totals		(\$1.00)	\$0.00	(\$1.00)	\$234,054.77	\$0.00	(\$26,455.67)	\$26,454.67		\$0.00				



AGENDA ITEM: 6

DATE: June 16, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 8, 2022

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-14 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2022-2023 COUNTY TAX ROLLS

DISCUSSION:

PLEASE NOTE: ITEMIZED REPORT NOT YET AVAILABLE. The due date for all delinquent payments is June 16, 2022, and the itemized report is contingent upon payments received through that date. The itemized reports of delinquent sewer service and solid waste disposal accounts will be posted to the District's website and distributed to the Board of Directors via email by 5:00pm on June 16, 2022.

Each year the District adopts a Resolution to submit all our delinquent customer balances to the County for collection on the customer's individual property tax bill.

Staff has prepared the notices and filings such that the County will receive the delinquencies by the beginning of July.

Staff has also continued the procedure this year whereby each person was notified by phone prior to receiving the delinquency letter. The response was positive in that it reduced the delinquent list as customers appreciated the reminder and paid their outstanding balances.

RECOMMENDATION:

It is recommended that the Board adopt Resolution 2022-14 confirming the itemized report to collect delinquent sewer service charges on the Fiscal Year 2022-2023 County Tax Roll.

RESOLUTION 2022-14

JUNE 16, 2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2022-2023 COUNTY TAX ROLL

WHEREAS, the Board of Directors (“Board”) of the Cayucos Sanitary District (“District”) makes the following findings of fact:

1. On August 8, 1977, the District Board duly adopted Ordinance No. 6 pursuant to which the District elected to have delinquent sewer service charges collected on the tax roll in the same manner, by the same persons, and at the same time as its general taxes, all pursuant to applicable Government and Health and Safety Codes; and
2. On May 2, 2022, in accordance with Health and Safety Code Section 5473.1, the District’s Administrative Services Manager mailed letters to owners of real property notifying them of the District’s intent to have sewer service charges with account balances at least three months delinquent as of May 1, 2022 placed on the 2022-2023 County Tax Roll for collection, pursuant to Health and Safety Code Sections 5473 and 5473a by filing a report with the Auditor-Controller’s office of the County of San Luis Obispo, containing a description of each parcel of real property with delinquent sewer service charges and the owner thereof; and
3. Furthermore, such notice informed the property owner of the time and place of the public hearing to be held before the District Board scheduled for June 16, 2022, at which time all interested persons will be given the opportunity to present oral or written testimony for or against said report or any portions thereof; and
4. On June 17, 2022 the Administrative Services Manager will submit a preliminary report listing the Assessor’s Parcel Numbers for the respective delinquent sewer service charges and specific amounts owed as of May 1, 2022, pursuant to Health and Safety Code Sections 5473 and 5473a, to the Auditor-Controller’s Office of San Luis Obispo County; and
5. On or before August 15, 2022 the final filing date established by the County of Auditor-Controller’s Office, the Administrative Services Manager must submit all changes, additions and deletions to such report on a final filing basis; and
6. In accordance with San Luis Obispo County regulations, as of July 1, 2008 a fee of \$36 will be charged for each assessment removed or revised from the assessment listing occurring on a tax bill after extension. Thus, any charge levied against the District for change(s) in an assessment amount of a property owner that is not the result of

District error will be subsequently invoiced and collected by the District from the property owner of record.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cayucos Sanitary District as follows:

1. Each of the above findings is true and correct, and are incorporated herein by this reference.
2. The Board hereby approves and adopts the itemized report describing the delinquent sewer service charges attached hereto and incorporated herein by reference as Exhibit "A" and hereby authorizes such charges to be collected on the County real property tax roll, pursuant to the procedures set forth in Health and Safety Code Sections 5473 et seq.

On motion of Director _____, seconded by Director _____, and on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 16th day of June, 2022.

ATTEST:

Rick Koon, District Manager

Robert B. Enns, President

(SEAL)

RESOLUTION NO. 2022-14 EXHIBIT "A"

AGENDA ITEM: <u>6</u> EXHIBIT A DATE: <u>June 16, 2022</u>
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**DELINQUENT SEWER SERVICE CHARGES
TO BE COLLECTED ON THE FY 2022-23 COUNTY TAX ROLL**

ACCT #	PARCEL	SERVICE ADDRESS		ACCT BALANCE
001157	064-443-015	60	Rapf Ave.	1,284.40
001405	064-182-041	1924	Circle Dr.	1,284.40
001492	064-046-032	11	Fresno Ave.	1,284.40
001704	064-122-020	63	Pacific Ave.	1,131.20
001920	064-143-015	70	4th St.	1,284.40
002213	064-413-005	56	Gracia Ave.	421.40
002228	064-125-041	62	Saint Mary Ave.	1,284.40
002507	064-121-008	92	Pacific Ave.	3,853.20
003205	064-114-020	12	N Ocean Ave. Bldg. B	8,990.80
003206	064-114-019	14	N Ocean Ave. Bldg. C	9,633.00
003440	064-205-011	2727	Orville Ave.	1,284.40
003691	064-046-022	67	Fresno Ave.	1,284.40
001581	064-427-025	3274	Gilbert Ave.	99.00
002710	064-372-042	3174	Gilbert Ave.	99.00
004428	064-372-062	348	Cerro Gordo Ave.	99.00
004874	064-372-046	3180	Gilbert Ave.	99.00

# OF ACCOUNTS = 16		TOTALS \$	33,416.40
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Subtotal Sewer \$33,020.40

Subtotal Lot \$396.00

Grand Total \$33,416.40



AGENDA ITEM: 7
DATE: June 16, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 8, 2022

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-15 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2022-2023 COUNTY TAX ROLLS

DISCUSSION:

PLEASE NOTE: ITEMIZED REPORT NOT YET AVAILABLE. The due date for all delinquent payments is June 16, 2022, and the itemized report is contingent upon payments received through that date. The itemized reports of delinquent sewer service and solid waste disposal accounts will be posted to the District's website and distributed to the Board of Directors via email by 5:00pm on June 16, 2022.

Each year when needed, the District adopts a Resolution to submit any of Mission Country Disposal's delinquent customer balances to the County for collection on the customer's individual property tax bill.

Staff has prepared the notices and filings such that the County will receive the delinquencies by the beginning of July.

RECOMMENDATION:

It is recommended that the Board adopt Resolution 2022-15 confirming the itemized report to collect delinquent waste collection and disposal charges on the Fiscal Year 2022-2023 County Tax Roll.

RESOLUTION 2022-15 JUNE 16, 2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2022-2023 COUNTY TAX ROLL

WHEREAS, the Board of Directors (“Board”) of the Cayucos Sanitary District (“District”) makes the following findings of fact:

1. On August 8, 1977, the District Board duly adopted Ordinance No. 6 pursuant to which the District elected to have delinquent solid waste charges collected on the tax roll in the same manner, by the same persons, and at the same time as its general taxes, all pursuant to applicable Government and Health and Safety Codes; and
2. On May 2, 2022, in accordance with Health and Safety Code Section 5473.1, the District’s Administrative Services Manager mailed letters to owners of real property notifying them of the District’s intent to have solid waste collection and disposal charges that were delinquent as of May 1, 2022 placed on the 2022-2023 County Tax Roll for collection, pursuant to Health and Safety Code Sections 5473 and 5473a by filing a report with the Auditor-Controller’s office of the County of San Luis Obispo, containing a description of each parcel of real property with delinquent solid waste collection and disposal charges and the owner thereof; and
3. Furthermore, such notice informed the property owner of the time and place of the public hearing to be held before the District Board scheduled for June 16, 2022, at which time all interested persons will be given the opportunity to present oral or written testimony for or against said report or any portions thereof; and
4. On June 17, 2022 the Administrative Services Manager will submit a preliminary report listing the Assessor’s Parcel Numbers for the respective delinquent solid waste collection and disposal charges and specific amounts owed as of May 1, 2022, pursuant to Health and Safety Code Sections 5473 and 5473a, to the Auditor-Controller’s Office of San Luis Obispo County; and
5. On or before August 15, 2022 the final filing date established by the County of Auditor-Controller’s Office, the Administrative Services Manager must submit all changes, additions and deletions to such report on a final filing basis; and
6. In accordance with San Luis Obispo County regulations, as of July 1, 2008 a fee of \$36 will be charged for each assessment removed or revised from the assessment listing occurring on a tax bill after extension. Thus, any charge levied against the District for change(s) in an assessment amount of a property owner that is not the result of

District error will be subsequently invoiced and collected by the District from the property owner of record.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cayucos Sanitary District as follows:

1. Each of the above findings is true and correct, and are incorporated herein by this reference.
2. The Board hereby approves and adopts the itemized report describing the delinquent solid waste collection and disposal charges attached hereto and incorporated herein by reference as Exhibit "A" and hereby authorizes such charges to be collected on the County real property tax roll, pursuant to the procedures set forth in Health and Safety Code Sections 5473 et seq.

On motion of Director _____, seconded by Director _____, and on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 16th day of June, 2022.

ATTEST:

Rick Koon, District Manager

Robert B. Enns, President

(SEAL)

RESOLUTION NO. 2022-15 EXHIBIT "A"

AGENDA ITEM: 7
EXHIBIT A
DATE: June 16, 2022

**DELINQUENT SOLID WASTE COLLECTION & DISPOSAL CHARGES
TO BE COLLECTED ON THE FY 2022-23 COUNTY TAX ROLL**

ACCT #	PARCEL	SERVICE ADDRESS		90 DAY	FIN CHARGE	TOTAL
9001466	064-182-041	1924	Circle Dr.	168.69	45.00	213.69

OF ACCOUNTS = 1

Subtotal Solid Waste \$213.69

Grand Total \$213.69



AGENDA ITEM: 8

DATE: June 16, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 8, 2022

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE A CONSULTANT SERVICES AGREEMENT WITH WATER SYSTEMS CONSULTING, INC. IN THE AMOUNT OF \$20,000.00 FOR THE DEVELOPMENT OF THE RECYCLED WATER PROGRAM OUTLINE FOR THE WATER RESOURCE RECLAMATION FACILITY

DISCUSSION:

Per the District's permits, both the California Coastal Commission ("CCC") and the Central Coast Regional Water Quality Control Board ("CCRWQCB") are requiring the District to outline and initiate a Recycled Water Program ("RWP") for the District's Water Resource Reclamation Facility ("WRRF"). The first part of the RWP is for the District to provide an outline of RWP milestones that should occur over the first 5 years of WRRF operations. This outline is due by September 2022 with approval by the District Board, the CCC and CCRWQCB.

The District's RWP goal is to reduce the treated effluent going to the District's outfall and to provide WRRF water for agricultural use, and ultimately, surface water augmentation.

As part of the FY 2021/22 Capital Projects Budget, WSC and staff developed a draft RWP outline which was submitted to both the CCC staff and the CCRWQCB staff for their review and comment. We have received comments back from both and each has asked for minor additions/changes to the draft outline.

The \$20,000.00 amount for this contract is in the approved FY 2022/23 Capital Projects Budget.

RECOMMENDATION:

It is recommended that the Board approve a Consultant Services Agreement with Water Systems Consulting, Inc. in the amount of \$20,000.00 for the development of the Recycled Water Program Outline for the Water Resource Reclamation Facility.

Cayucos Sanitary District

District Manager
Cayucos Sanitary District
200 Ash Avenue
Cayucos, CA
93430

WSC San Luis Obispo

805 Aerovista Place
Suite 201
San Luis Obispo, CA
93401
Phone: (805) 457-8833

Dear Rick,

By all measures, the Cayucos Sustainable Water Project (CSWP) has been a tremendous success. The Water Resource Recovery Facility project was delivered on a fast track and very cost-effectively. As a condition of approval for both the Coastal Development Permit (CDP) and the National Pollution Discharge Elimination Permit (NPDES Permit), the project was tasked with preparing a Recycled Water Management Plan. The Recycled Water Management Plan will be implemented over the life of the first NPDES permit, or the next five years. This first phase of work and this proposal is for development of the plan.

More important than meeting these permit requirements, it is the intention of the Cayucos Sanitary District to leverage the CSWP to secure the community of Cayucos's water future through the strategic use of recycled water.

WSC is pleased for the opportunity to continue our collaboration by providing this proposal to develop the Recycled Water Management Plan Outline anticipated by the District and required by the various permits.

By partnering with WSC, your organization will receive:

Highlight 1. A trusted partner that is intimately familiar with the Cayucos WRRF and the unique potential recycled water constraints and considerations from the District's perspective.

Highlight 2. A plan outline that will help position the community of Cayucos for Water Recycling now and long into the future.

Highlight 3. A plan outline that meets the more stringent RWQCB requirements and that can have sections excerpted and readily adapted to meet the requirements of the Coastal Development Permit saving the time and effort of preparing to complete separate plans.

WSC proposes to begin finalizing the scope of work with the staff from the Regional Water Quality Control Board and the California Coastal Commission immediately on being hired. We will use that process to align these two scopes of work, while also keeping in mind the need to make progress on meeting the long term water supply needs of Cayucos.

We will build off of our previous Recycled Water Planning Study to develop the outline for a Recycled Water Management Plan that meets the regulatory requirements as well as helps position the District to take the next steps towards recycling as much of its wastewater flows as possible.

We propose to do this work on a Time and Materials basis for a not to exceed price of \$20,000. If you have any question on this proposal please contact me.

Sincerely,
Water Systems Consulting, Inc.



Principal In Charge



AGENDA ITEM: 9

DATE: June 16, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 8, 2022

SUBJECT: DISCUSSION AN CONSIDERATION TO APPROVE A CONSULTANT SERVICES AGREEMENT WITH WATER SYSTEMS CONSULTING, INC. IN THE AMOUNT OF \$40,000.00 FOR A CONSOLIDATION OF SERVICES STUDY FOR THE COMMUNITY OF CAYUCOS

DISCUSSION:

The District, the County, LAFCO representatives, and the Mutual Water Companies have had discussions on the potential consolidation of services for the community of Cayucos.

The \$40,000.00 amount for this contract is in the approved FY 2022/23 Operations and Maintenance Budget. The proposal letter and scope from WSC is attached.

RECOMMENDATION:

It is recommended that the Board approve a Consultant Services Agreement with Water Systems Consulting, Inc. in the amount of \$40,000.00 for a Consolidation of Services Study for the community of Cayucos.

Cayucos Sanitary District

District Manager
Cayucos Sanitary District
200 Ash Avenue
Cayucos, CA
93430

WSC San Luis Obispo

805 Aerovista Place
Suite 201
San Luis Obispo, CA
93401
Phone: (805) 457-8833

Sent: June 9th 2022

Dear Rick,

The Cayucos Sanitary District is considering the potential consolidation of water, wastewater, parks and other services (lighting, weed abatement, solid waste) into a single entity. This consolidated District has the potential to more effectively provide the high level of service that the community of Cayucos anticipates while also facilitating easier access by the local residents to those services.

WSC has been asked to help investigate and prepare a plan for the consolidated services. WSC has prepared the attached scope of work for the consolidation investigation and the development of a Plan of Services. We have revised the scope based on comments received from the potential stakeholders of the project including County of SLO staff, SLO LAFCO staff, as well as the local mutual water companies.

WSC has been providing services in the community of Cayucos for nearly a decade and are currently working with the Cayucos Sanitary District, the County Service Areas and Morro Rock Mutual Water Company. We bring an unparalleled understanding of the issues facing the community service providers that we will leverage to make sure that the plan we develop can be successfully implemented with minimal impacts to existing staffs and assets. We are excited by the opportunity that this consolidation represents for the community of Cayucos and look forward to working collaboratively with you and your staff

While there is a lot of data to collect and compile we should be able to meet the District's budget by working closely with the staff and operators of each stakeholder agency. We propose to do this work on a Time and Materials basis for a not to exceed price of \$40,000.

If you have any question on this proposal please contact me.

Sincerely,
Water Systems Consulting, Inc.



Principal In Charge

TASK 0.0 PROJECT MANAGEMENT

0.1 Project Administration

- WSC will prepare monthly invoices for submittal and review.

0.2 QA/QC

- WSC will provide comprehensive Quality Control and Assurance of its product deliverables.
- WSC will conduct one-hour long administrative draft review meeting to collect and document stakeholder comments on the draft Consolidation Study.

0.3 Kick Off Meeting

- WSC will lead a one-hour kick off meeting with the project Stakeholders to introduce the Team, Review this Scope of Work, refine the data sharing process and vet any initial concerns or considerations.

0.4 Individual Stakeholder Meetings

- WSC will participate in a one-hour meetings with each stakeholder agency identified below to review Consolidation considerations and concerns from the stakeholder's unique perspective.
- Cayucos Sanitary District
 - (1) Consolidation Considerations Discussion
- CSA 10 and CSA 10A
 - (1) Consolidation Considerations Discussion
- Morro Rock Mutual Water Company
 - (1) Consolidation Considerations Discussion
- Cayucos Beach Mutual Water Company
 - (1) Consolidation Considerations Discussion
- Local Area Formation Committee Consolidation Consideration Discussion

Deliverable: WSC will prepare Meeting Agendas in advance of meetings in Adobe pdf format. WSC will prepare a Microsoft Excel Data Request and Tracking Spreadsheet for use by WSC and other Stakeholders

TASK 1.0 DATA COLLECTION AND REVIEW

1.1 Cayucos Sanitary District

- WSC will prepare a comprehensive Data Request in Microsoft Excel format for the information from the Cayucos Sanitary District. Data to include information such as, Service Area maps and legal descriptions, CIP planning data, Rate data, Policies and Procedures, Bylaws, Existing Asset lists, and other supporting data.
- WSC will prepare an Egnyte software link to which the District can securely upload and access the requested information.

1.2 CSA 10, 10A

- WSC will prepare a comprehensive Data Request in Microsoft Excel format for the information from the County of San Luis Obispo. Data to include information such as, Service Area maps and legal descriptions, CIP planning data , Rate data, Policies and Procedures, Existing Asset lists, and other supporting data.
- WSC will prepare an Egnyte software link to which the County can securely upload and access the requested information.

1.3 Morro Rock Mutual Water Company

- WSC will prepare a comprehensive Data Request in Microsoft Excel format for the information from the Morro Rock Mutual Water Company. Data to include information such as, Service Area maps and legal descriptions, CIP planning data , Rate data, Policies and Procedures, Existing Asset lists, and other supporting data.
- WSC will prepare an Egnyte software link to which Morro Rock can securely upload and access the requested information.

1.4 Cayucos Beach Mutual Water Company

- WSC will prepare a comprehensive Data Request in Microsoft Excel format for the information from the Cayucos Beach Mutual Water Company. Data to include information such as, Service Area maps and legal descriptions, CIP planning data , Rate data, Policies and Procedures, Existing Asset lists, and other supporting data.
- WSC will prepare an Egnyte software link to which Cayucos Beach can securely upload and access the requested information.

1.5 Data Review

- WSC will assist the District in reviewing the data provided by project stakeholders, identify gaps and work with the project stakeholders to address and if possible fill the data gaps. WSC anticipates that some data may simply not be available and that we may have to make conservative assumptions in response to the lack of available information. This scope of work assumes that we are reviewing compiled and organized stakeholder furnished data and are not conducting additional detailed studies to address any data gaps.

TASK 2.0 ASSESSMENT OF PHYSICAL ASSETS

2.1 Sanitary Services Assets, Condition, and needs

- WSC will review data provided by the Cayucos Sanitary District and existing data sets identifying overall or general collection system condition. We will identify within the bounds of the level of effort identified in the next bullet major system deficiencies, if any, and major upcoming repairs or replacements required.
- WSC will conduct one hour of collection system asset reviews. WSC assumes that collection system staff will be on hand to answer questions and provide safe access to the collections system assets including Lift Stations 1-4.

- WSC will not review the WRRF nor Lift Station 5 since we just completed their construction last year and are intimately familiar with those facilities.

2.2 Water Treatment Assets, Condition, and needs

- CSA 10 has recently hired WSC to perform an Equipment Master Plan for the Cayucos Water Treatment Plant. WSC assumes that the data collected for that effort can be used to establish the condition of the existing assets as well as determine future needs.

2.3 Water Distribution Assets, Condition, and needs

- CSA 10A
 - (1) WSC will work with the District and CSA 10A staff and existing data sets to identify overall or general water distribution system condition. We will identify within the bounds of the level of effort identified in the next bullet major system deficiencies, if any, and major upcoming repairs or replacements required.
 - (2) WSC will conduct one hour of CSA 10A system asset reviews. WSC assumes that distribution system staff will be on hand to answer questions and provide safe access to facilities as required.
 - (3) WSC will not need to review the Hacienda Tanks since construction was completed last year and we are intimately familiar with their condition.
- Morro Rock Mutual
 - (1) WSC will work with the District and Morro Rock Mutual staff and existing data sets to identify overall or general water distribution system condition. We will identify within the bounds of the level of effort identified in the next bullet major system deficiencies, if any, and major upcoming repairs or replacements required.
 - (2) WSC will conduct one hour of system asset review. WSC assumes that distribution system staff will be on hand to answer questions and provide safe access to facilities as required.
- Cayucos Beach Mutual
 - (1) WSC will work with the District and Cayucos Beach Mutual staff and existing data sets to identify overall or general water distribution system condition. We will identify within the bounds of the level of effort identified in the next bullet major system deficiencies, if any, and major upcoming repairs or replacements required.
 - (2) WSC will conduct one hour of system asset review. WSC assumes that distribution system staff will be on hand to answer questions and provide safe access to facilities as required.

2.4 Discussion of Other Latent Powers and Authorities

- WSC will review documents and work prepared by stakeholder legal staff to address other latent powers and Authorities that will be considered in the consolidation effort. Authorities anticipated to be included are:

- (1) Lighting
- (2) Weeding Abatement
- (3) Solid Waste
- (4) Parks
- Authorities anticipated to be excluded
 - (1) Fire
 - (2) Cemetery
 - (3) Streets
 - (4) Storm drains
- WSC will interview Whale Rock operation staff and work with them to identify any anticipated impacts to the CAWO as a function of consolidation. WSC does not anticipate any significant impacts to Whale Rock or underlying water rights associated with the consolidation. This scope of work assumes that water rights and other legal advice will be provided by others.

TASK 3.0 ASSESSMENT OF MANAGERIAL/GOVERNANCE STRUCTURE AND CAPABILITY

WSC will work with the District to review the stakeholder provided data to understand and assess the management and operations of each of the project stakeholders as identified in the subsections below.

3.1 Existing Service Area Governance, Management and staffing

- Cayucos Sanitary District
- CSA 10, 10A
- Morro Rock Mutual
- Cayucos Beach Mutual

3.2 Existing Service Area Maps, Population and Demographics

- Cayucos Sanitary District
- CSA 10, 10A
- Morro Rock Mutual
- Cayucos Beach Mutual

3.3 Existing Service Areas Rates

- Cayucos Sanitary District
- CSA 10, 10A
- Morro Rock Mutual

- Cayucos Beach Mutual

3.4 Existing Service Area Policies and Procedures

- Cayucos Sanitary District
- CSA 10, 10A
- Morro Rock Mutual
- Cayucos Beach Mutual

TASK 4.0 ASSESSMENT OF FINANCAL ASSETS

WSC will work with the District to conduct based on the data provided, our unique knowledge and experience working in the community, a review of the financial condition of the project stakeholders as outlined in the subsections below:

4.1 Existing Rate Structures

- Cayucos Sanitary District
- CSA 10, 10A
- Morro Rock Mutual
- Cayucos Beach Mutual

4.2 Current and Planned Debt

- Cayucos Sanitary District
- CSA 10, 10A
- Morro Rock Mutual
- Cayucos Beach Mutual

4.3 Current and Future Capital Improvement Project Needs

- Cayucos Sanitary District
- CSA 10, 10A
- Morro Rock Mutual
- Cayucos Beach Mutual

4.4 Post Consolidation Rate Estimation

- Zones of Benefit
- Enterprise fund recommendations

TASK 5.0 CONSOLIDATION ANALYSIS

- WSC will work with District staff to prepare a Consolidation Analysis Report and Plan for Services. The purpose of this report is to document the data collected and analyzed in the previous sections as well as to support the LAFCO application process specifically addressing the requirements outlined in Government Code Sections 56668 and 56653. The anticipated outline of that report is included in the subsections here below:

5.1 Introduction and Purpose

5.2 Existing Service Area and Service Descriptions

- Sanitary Services
- Water Treatment
- Water Distribution

5.3 Potential Consolidated Service Area and Services Descriptions

- CSA 10, 10A and Sanitary District (Phase 1)
 - (1) Sanitary Services
 - (2) Water Treatment
 - (3) Water Distribution
- CSA 10, 10A, Sanitary District and Mutual Water Companies (Phase 2)
 - (1) Sanitary Services
 - (2) Water Treatment
 - (3) Water Distribution

5.4 Consolidated Services Technical Governance Managerial and Staffing Considerations Phase 1

- Management Strategy and Consideration
- Proforma Rate Analysis

5.5 Consolidated Services Technical Managerial Financial Considerations Phase 2

- Management Strategy and Consideration
- Proforma Rate Analysis

5.6 Post Consolidation Rate Estimate

5.7 Conclusions and Recommendations

- Further Study Recommendations
- Local Governmental Accessibility Improvements

Deliverable: WSC will work with District staff to prepare a draft Consolidation Study for review by the project stakeholders in Adobe pdf format. WSC will prepare a final Consolidation Study based upon the stakeholder comments received on the draft Study. The Final Report will be provided in Adobe pdf format.

RESOLUTION 2022-16

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAYUCOS SANITARY DISTRICT MAKING
FINDINGS IN ACCORDANCE WITH AB 361 AND GOVERNMENT
CODE SECTION 54953(e), AUTHORIZING REMOTE TELECONFERENCE MEETINGS
OF THE LEGISLATIVE BODIES OF THE CAYUCOS SANITARY DISTRICT**

WHEREAS, on March 4, 2020 Governor Newsom declared a State of Emergency in the State of California pursuant to Government Code Section 8625 as a result of the threat of the Coronavirus (COVID-19) pandemic; and

WHEREAS, subsequently, in March 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Orders N-25-20 and N-29-20. These orders suspended certain elements of the Brown Act and specifically allowed for legislative bodies as defined by the Brown Act to hold their meetings entirely electronically with no physical meeting place. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which provided that the provisions in Executive Order N-29-20 suspending certain elements of the Brown Act would continue to apply through September 30, 2021; and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361, which added subsection (e) to Government Code section 54953 of the Brown Act, and makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition of AB 361 is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by conditions as described in Government Code section 8558; and

WHEREAS, there has been a significant increase in COVID-19 cases in San Luis Obispo County due primarily to the Delta variant of SARS-CoV-2, the virus that causes COVID-19. Emerging evidence indicates that the Delta variant is far more transmissible than prior variants of the virus, causes more severe illness, and that even fully vaccinated individuals can spread the virus to others; and

WHEREAS, the Board of Directors now desires to adopt a Resolution finding that the requisite conditions exist for the legislative bodies of the Cayucos Sanitary District, as defined in the Brown Act, to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cayucos Sanitary District as follows:

1. The above recitals are true, correct and are incorporated herein by this reference.

2. In accordance with the requirements of Government Code Section 54953(e)(3), the Board of Directors of the Cayucos Sanitary District hereby finds and determines that it has reconsidered the circumstances of the State of Emergency and that the State of Emergency continues to exist and to directly impact the ability of the members to meet safely in person due to the COVID-19 pandemic, and its continued spread in San Luis Obispo County and Cayucos through the Delta and Omicron variants of SARS-CoV-2, which are both far more transmissible than prior variants of the virus, and that even fully vaccinated individuals can spread the virus to others, and therefore holding meetings in person would present imminent risks to the health or safety of attendees.

3. The District Manager and legislative bodies of the Cayucos Sanitary District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public remote teleconferencing meetings in accordance with the requirements of Government Code section 54953(e) and other applicable provisions of the Brown Act.

4. This Resolution shall take effect immediately upon its adoption and shall be effective for thirty (30) days after its adoption, subject to being extended for an additional 30 day period by the Board of Directors adoption of a subsequent resolution in accordance with Government Code section 54953(e)(3) to further extend the time during which the legislative bodies of the Cayucos Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Government Code section 54953.

PASSED AND ADOPTED this 16th day of June, 2022.

Ayes:
 Nays:
 Absent:
 Abstain:

 Robert Enns, President
 Board of Directors

ATTEST:

APPROVED AS TO FORM:

 Rick Koon
 District Manager

 Timothy J. Carmel
 District Counsel