



CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333
Cayucos, CA 93430
(805) 995-3290
www.cayucossd.org

GOVERNING BOARD
R. Enns, President
S. Lyon, Vice-President
H. Miller, Director
J. Curti, Director
M. Shopshear, Director

BOARD OF DIRECTORS
REVISED REGULAR MEETING AGENDA
THURSDAY, JUNE 20, 2024 AT 5:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENT

At this time the public may address the Board on items other than those scheduled on this agenda (persons wishing to speak on any item scheduled on this agenda will be given the opportunity at the time that agenda item is being considered). When recognized by the Board President, please state your name 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. By conditions of the Brown Act, the Board is prohibited from discussing issues not posted on this agenda, but may set items for future agendas.

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. Meeting Minutes

1. Approval of minutes for the May 16, 2024 Board of Directors Regular Meeting **Pg. 1**

B. Financial Reports: May 2024

1. Cash, Savings, and Investment Report **Pg. 4**
2. Check Registers – Wells Fargo (General & CIP Checking Accounts) **Pg. 5**
3. Budget vs. Actual Status Report **Pg. 7**
4. Capital Improvement Projects Report **Pg. 8**

4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required

A. District Manager's Report: May 2024 **Pg. 9**

B. New Will-Serves: May 2024

- 425 Pacific Ave. / Hemmer / 064-143-017 / SFR Remodel

Extended Will-Serves:

- 199 6th St. / Leven / 064-132-037 / SFR New & ADU New
- 980 Park Ave. / Brosi / 064-157-025 / SFR Remodel & New Deck

Finalized Will-Serves:

None

Grants of License:

None

**5. UPDATE FROM THE CAYUCOS-MORRO BAY CEMETERY DISTRICT ("CMBCD")
REGARDING ITS PROGRESS ON THE CEMETERY EXPANSION PROJECT ON TORO
CREEK RD **N/A****

6. **DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2024-02 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2024/25 APPROPRIATIONS LIMIT Pg. 11**
7. **DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2024-03 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2024-2025 COUNTY TAX ROLL Pg. 15**
8. **DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2024-04 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2024-2025 COUNTY TAX ROLL Pg. 18**
9. **DISCUSSION AND CONSIDERATION TO AMEND CAYUCOS SANITARY DISTRICT RESOLUTION 2024-01 REQUESTING CONSOLIDATION OF ITS BIENNIAL ELECTION WITH THE NOVEMBER 5, 2024 GENERAL ELECTION TO CORRECT THE TERMS OF OFFICE FOR THE POSITIONS TO BE VOTED ON Pg. 21**

10. 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.

11. FUTURE SCHEDULED MEETINGS

- July 18, 2024 – Regular Board Meeting
- August 15, 2024 – Regular Board Meeting
- September 19, 2024 – Regular Board Meeting

12. ADJOURNMENT

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 documentation relating to each item of business referred to on the agenda are also on file at the District office, available for public inspection or 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.



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GOVERNING BOARD

R. Enns, President

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J. Curti, Director

M. Shopshear, Director

BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, MAY 16, 2024 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

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

Directors present: President Robert Enns, Vice-President Shirley Lyon, Director Hannah Miller, Director John Curti, and Director Michael Shopshear

Staff present: District Manager Rick Koon, Administrative Services Manager Amy Lessi, and Administrative Accounting Manager Gayle Good

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. Meeting Minutes

1. Approval of minutes for the March 21, 2024 Board of Directors Regular Meeting
2. Approval of minutes for the April 22, 2024 Budget Committee Meeting

B. Financial Reports: March 2024

1. Cash, Savings, and Investment Report
2. Check Registers – Wells Fargo (General & CIP Checking Accounts)
3. Budget vs. Actual Status Report FY
4. Capital Improvement Projects Report

C. Financial Reports: April 2024

1. Cash, Savings, and Investment Report
2. Check Registers – Wells Fargo (General & CIP Checking Accounts)
3. Budget vs. Actual Status Report FY
4. Capital Improvement Projects Report

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Shopshear, to approve items on the Consent Calendar as prepared. Motion was seconded by Curti.

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

VOTE 5-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: March & April 2024

B. New Will-Serves: March & April 2024

- 3292 Studio Dr. / Forrester / 064-421-006 / SFR Remodel
- 1221 Pacific Ave. / Noryko / 064-222-008 / SFR New
- 3369 Shearer Ave. / McKinley / 064-427-004 / SFR Remodel
- 3165 Ocean Blvd. / Herman / 064-411-005 / SFR Remodel
- 3526 Gilbert Ave. / Singh-Kaler / 064-407-008 / New Deck

Extended Will-Serves:

- 1036 Pacific Ave. / Mariani / 064-151-020 / SFR Remodel

Finalized Will-Serves:

- 3280 Ocean Blvd. / McGee / 064-423-010 / New Deck
- 1301 Pacific Ave. / Smith & Lease / 064-223-003 / SFR Demo/Rebuild
- 20 8th St. / Carstairs / 064-152-013 / SFR Demo/Rebuild
- 2688 Studio Dr. / Riesner / 064-254-024 / SFR New

Grants of License:

None

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

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Items 4.A – B were received and accepted.

5. DISCUSSION AND CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2024-01 REQUESTING CONSOLIDATION OF ITS BIENNIAL ELECTION WITH THE NOVEMBER 5, 2024 GENERAL ELECTION

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Curti, to adopt Cayucos Sanitary District Resolution 2024-01 requesting consolidation of its biennial election with the November 5, 2024 General Election. Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE THE FISCAL YEAR 2024/25 CAYUCOS SANITARY DISTRICT BUDGET
A. OPERATING BUDGET
B. CIP BUDGET

Director Miller provided a summary of the April 22, 2024 Budget Committee Meeting, where each budget line item was reviewed and discussed. She added that the Committee also discussed long-term budget planning and how it should consider rate structures and future employee costs. The Board asked for clarification on several line items, and with regard to the proposed COLA, expressed their desire to uphold their fiduciary duty by finding a balance between being responsible with ratepayers' dollars while remaining a competitive employer that encourages the retention of long-term employees.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Shopshear, to approve the Fiscal Year 2024/25 Cayucos Sanitary District Operating Budget as prepared, with a 6% COLA. Motion was seconded by Curti.

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

VOTE 5-0 Motion passed

The Board reviewed the proposed CIP Budget line items. Regarding the need for additional storage at the treatment plant, the Board weighed the pros and cons of purchasing two shipping containers vs. constructing a new building.

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

MOTION: 1st by Miller, to approve the Fiscal Year 2024/25 Cayucos Sanitary District CIP Budget, with an additional \$25,000 allocated to the On-Site Storage line item for the construction of a new storage building. Motion was seconded by Curti.

ROLLCALL VOTE: Miller-yes, Curti-yes, Shopshear-yes, Lyon-yes, Enns-yes
VOTE 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO PURSUE ACQUISITION OF GROUND WATER RIGHTS AND OTHER LAND USE OPPORTUNITIES AS PART OF THE RECYCLED WATER PROGRAM

Manager Koon elaborated on his Staff Report and discussed how the campground proposed to be developed on a parcel neighboring the treatment plant could become an integral component of the Recycled Water Program. Director Curti was hopeful that any potential revenue gained through the Recycled Water Program will delay the necessity for future rate increases for the District's customers.

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

MOTION: 1st by Miller, to authorize the District Manager to pursue acquisition of ground water rights and other land use opportunities as part of the Recycled Water Program. Motion was seconded by Lyon.

ROLLCALL VOTE: Miller-yes, Lyon-yes, Shopshear-yes, Curti-yes, Enns-yes
VOTE 5-0 Motion passed

8. BOARD MEMBER COMMENTS

Manager Koon informed the Board that the draft Appraisal Report for the Cayucos-Morro Bay District Wastewater Treatment Plant is complete and ready for review.

9. FUTURE SCHEDULED MEETINGS

- June 20, 2023 – Regular Board Meeting
- July 18, 2023 – Regular Board Meeting
- August 15, 2023 – Regular Board Meeting

10. ADJOURNMENT

The meeting adjourned at 6:09 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager



CAYUCOS SANITARY DISTRICT

Monthly Financial Report

FY 2023/2024

Cash, Savings and Investments

May 2024

Bank Accounts	Current Balance
Wells Fargo - General Checking	\$1,027,935
Wells Fargo - CIP	\$897,360
Wells Fargo - Standby	\$248,660
Wells Fargo - USDA	\$744,438
Petty Cash	\$175
LAIF	\$8,957
Total	\$2,927,525
Investment Accounts	
CalTrust	\$2,596,931
Cetera Cash/MM	\$24,229
Cetera Treasury/Securities	\$44,522 *
Total	\$2,665,681
Grand Total	\$5,593,206
MCD Wells Fargo Deposit CD	\$25,000 **

* Fixed Income

** Franchise Deposit on Hold

Check Registers - Payments Only

May 2024

Date	Num	Name	Amount
05/05/2024	HLTH050524	CALPERS (HEALTH)	-16,031.86
05/05/2024	EFT050524	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-914.10
05/06/2024	11583 (CIP)	SPICE INTEGRATION CORP.	-2,748.22
05/06/2024	11584 (CIP)	XYLEM WATER SOLUTIONS U.S.A., INC.	-29,321.83
05/07/2024	24294	ABALONE COAST ANALYTICAL, INC.	-2,962.20
05/07/2024	24295	AMAZON	-161.09
05/07/2024	24296	BOB'S CRANE SERVICE	-5,000.00
05/07/2024	24297	COAST ELECTRONICS	-54.35
05/07/2024	24298	COASTAL ROLL OFF SERVICE	-3,672.28
05/07/2024	24299	CWEA	-113.00
05/07/2024	24300	GRAINGER	-65.33
05/07/2024	24301	KITZMAN WATER	-60.50
05/07/2024	24302	MINER'S ACE HARDWARE	-423.32
05/07/2024	24303	MISSION COUNTRY DISPOSAL - WRRF	-429.76
05/07/2024	24304	MISSION UNIFORM SERVICE	-604.70
05/07/2024	24305	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-75.51
05/07/2024	24306	QUICK TECH COMPUTERS	-1,650.50
05/07/2024	24307	RODNEY HUNT, INC.	-320.00
05/07/2024	24308	SPEEDY COASTAL MESSENGER, INC.	-720.00
05/08/2024	08117416821	PG&E LS#1	-891.35
05/08/2024	18217416781	PG&E LS#2	-1,882.16
05/08/2024	03517416811	PG&E LS#3	-327.19
05/08/2024	07017416831	PG&E LS#4	-760.40
05/08/2024	24517416841	PG&E LS#5	-2,476.78
05/08/2024	02517416801	PG&E OFFICE	-279.82
05/08/2024	38117416791	PG&E WRRF	-3,848.97
05/09/2024		QuickBooks Payroll Service	-23,129.90
05/10/2024	PERS051024	CALPERS (RETIREMENT)	-5,838.41
05/10/2024	DEF051024	CALPERS (RETIREMENT)	-1,225.00
05/10/2024	EDD051024	EDD	-1,975.96
05/10/2024	FED051024	US TREASURY	-9,129.52
05/13/2024	24309	CALNET3	-483.41
05/13/2024	24310	CARMEL & NACCASHA, LLP	-132.49
05/13/2024	24311	CHARTER INTERNET	-951.10
05/13/2024	24312	FIRSTNET (AT&T)	-893.83
05/13/2024	24313	R A BATCHELOR CO.	-600.00
05/13/2024	24314	SURFACE PUMPS, INC.	-4,202.52
05/13/2024	24315	USA BLUE BOOK	-227.13
05/13/2024	11585 (CIP)	SLO APPRAISALS, INC.	-7,500.00
05/18/2024	24316	PATHIAN ADMINISTRATORS	-226.40
05/20/2024	24317	POLYDYNE INC.	-4,563.49

Date	Num	Name	Amount
05/20/2024	24318	REC SOLAR	-12,763.76
05/20/2024	24319	RODNEY HUNT, INC.	-400.00
05/23/2024		QuickBooks Payroll Service	-23,324.81
05/24/2024	24320	ENNS, ROBERT	-91.25
05/24/2024	24321	LYON, SHIRLEY A	-136.87
05/24/2024	FED052424	US TREASURY	-9,225.88
05/24/2024	EDD052424	EDD	-1,993.89
05/24/2024	PERS052424	CALPERS (RETIREMENT)	-5,838.41
05/24/2024	DEF052424	CALPERS (RETIREMENT)	-1,225.00
05/28/2024	24322	BUSINESS CARD	-64.98
05/28/2024	24323	BUSINESS CARD	-1,459.39
05/28/2024	24324	BUSINESS CARD	-183.15
05/28/2024	24325	BUSINESS CARD	-79.75
05/28/2024	24326	CAYUCOS BEACH MUTUAL WATER CO. Jet	-53.44
05/28/2024	24327	DXP ENTERPRISES, INC.	-491.98
05/28/2024	24328	EXECUTIVE JANITORIAL	-225.00
05/28/2024	24329	MORRO ROCK MUTUAL WATER CO.	-73.36
05/28/2024	24330	SOCAL GAS	-41.64
05/28/2024	24331	WELLS FARGO VENDOR FIN SERV	-350.96
05/28/2024	24332	CAYUCOS BEACH MUTUAL WATER CO. #1	-120.08
05/28/2024	24333	CAYUCOS BEACH MUTUAL WATER CO. #2	-120.08
05/28/2024	24334	COASTAL COPY, INC	-95.68
05/28/2024	24335	EXXONMOBIL	-554.05
05/28/2024	24336	TESCO CONTROLS, LLC	-1,020.00
05/29/2024	24337	DEPARTMENT OF PUBLIC WORKS - SLO COUNTY	-90.00
05/29/2024	24338	USA BLUE BOOK	-457.96
05/31/2024	MAY2024	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Operating Expenses			-\$197,408.33

Budget vs. Actual May 2024

AGENDA ITEM:

3.B.3

	Current Month	YTD Actual Rev/Exp	Approved Budget 23/24	% of Budget
Ordinary Income/Expense				
Income				
Sewer Income	270,326	2,940,989	3,176,150	93%
Will Serve Income	475	56,630	88,200	64%
Rental Income	20,715	47,578	42,600	112%
Solid Waste Income	3,539	117,263	127,600	92%
SLOCO Tax Assessments	318,040	1,227,220	1,178,400	104%
Banking Interest Income	1,575	12,481	3,500	357% *
Investment Interest	9,531	93,559	20,000	468% *
Other Income	-	-	4,600	0%
Total Income	624,200	4,495,720	4,641,050	97%
Expenses				
Payroll Expenses				
Administrative Payroll	31,777	379,377	413,300	92%
Collections Payroll	14,487	155,098	186,750	83%
Treatment Payroll	25,479	303,600	316,350	96%
Director Payroll	600	4,100	8,000	51%
Vested Benefits	314	3,382	3,800	89%
Admin Payroll Taxes & Benefits	10,420	124,693	137,600	91%
Collections Payroll Taxes & Benefits	7,811	90,738	115,900	78%
WRRF Payroll Taxes & Benefits	9,279	23,702	147,200	16%
Director Payroll Taxes & Benefits	46	314	600	52%
Total Payroll & Benefits	100,214	1,085,003	1,329,500	82%
Operating Expenses				
Special Projects	-	-	13,000	0%
Administrative Operating Expenses	3,180	859,059	908,475	95%
Collections Operating Expenses	7,828	127,019	252,550	50%
Treatment Operating Expenses	120,196	1,308,465	1,603,900	82%
Total Operating Expenses	131,204	2,294,544	2,777,925	83%
Total Expenses	231,419	3,379,547	4,107,425	82%
Net Income	392,782	1,116,173	533,625	

* Increase in rates and bond market.

Capital Improvement Projects Budget May 2024

AGENDA ITEM:
3.B.4

	Current Month	YTD Actual Rev/Exp	Approved* Budget 23/24	% of Budget
Collection Improvements				
Sewer Main Repairs*	0.00	16,273.41	39,629.41	41%
Chaney to Toro Main Replacement*	0.00	34,226.25	35,000.00	98%
Lift Stations				
Replacement Pump LS#1*	33,953.10	0.00	35,370.59	96%
Spare Pump LS#5	0.00	18,569.08	20,000.00	93%
Main Admin				
Computers/Server Upgrades	3,369.97	1,872.88	6,000.00	87%
Generator Installation	0.00	0.00	35,000.00	0%
RWQCB Recycled Water Program				
	0.00	2,937.50	20,000.00	15%
WRRF Improvements				
Outfall Inspection & Buoy Replacement	0.00	37,235.00	50,000.00	74%
UV Bulb Replacement	0.00	52,702.10	50,000.00	105%
Total Capital Improvements	\$37,323.07	\$163,816.22	\$291,000.00	69%

*Budget amended 9/21/2023 and 3/21/2024



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 14, 2024

SUBJECT: MONTHLY MANAGER'S REPORT: MAY 2024

ADMINISTRATIVE

- There are now 740 customers enrolled in Auto-Pay (ACH) and 348 customers enrolled in E-Billing.
- Staff has been preparing tax lien information for submittal to the County.
- Escrow has opened on Lot 7N. We are trying to close by the end of June.
- Staff is working on developing a policy for Board approval regarding unpermitted encroachments within the District's easements. The main goal is to issue Grants of License, which protect the District's ability to maintain, repair and replace the lines.
- The District's Wastewater Treatment Plant ("WWTP") Joint Powers Agreement ("JPA") Committee has a meeting scheduled with Morro Bay's committee on July 11 at 2pm to discuss the draft appraisal.
- Staff would like to schedule a Finance Committee meeting in July.

CAPITAL PROJECTS

- Staff is still working on the aftereffects of the brownout with some equipment issues regarding the SCADA system. Our local SCADA and IT have tracked down two components that need to be replaced. We have ordered the replacements and will install them ASAP.

OPERATIONS & MAINTENANCE: MAY 2024

CIP: None

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; clean probes and test generators
- Conduct weekly alarm testing at all lift stations
- Jet 10,514 feet of main lines, including the downtown areas
- Participate in Vector Training Solutions for SDRMA
- Respond to 31 USAs
- Servicing and inspection of the crane on the F550
- Landscaping at Lift Stations 1 & 5
- Lubricate all locks at lift stations and on equipment as well as the shop doors
- Lubricated and cleaned the jetter
- Trimmed the trees surrounding Lift Station 2 fence near generator
- Conducted CCTV inspections of both mains and laterals throughout town; focused on areas with root problems in the past
- Used CCTV footage to coordinate and form line cleaning plans

Call Outs: None

WATER RESOURCE RECOVERY FACILITY: MAY 2024

Daily Operations of Note:

- Completed all quarterly, monthly, weekly, and daily maintenance tasks
- Exercised generator and fire pump
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Completed all Monthly Reports
- Ongoing mowing and weeding throughout month
- May 2: Replaced mechanical seal on RAS pump #1
- May 7: HCIP on MOS #3
- May 8: Repaired cracked suction line on recycled water chlorine pump
- May 9: Acid cleaned both UV vessels
- May 21: ACIP on MOS #1
- May 22: HCIP MOS #1
- May 29: Finished installation of SCADA computer in MBR building
- May 30-31: Vegetation management and washing of solar panels by CAMS

WRRF Influent

- Highest flow day May 26th: **261,658 gallons**
- Average influent for May: **216,725 gallons per day**
- Total influent for May: **6.72 million gallons**

WRRF Effluent

- Highest flow day May 26th: **299,805 gallons**
- Average effluent for May: **235,900 gallons per day**
- Total effluent for May: **7.31 million gallons**



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 12, 2024

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2024-02 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2024/25 APPROPRIATIONS LIMIT

DISCUSSION

With the passage of Proposition 4 in 1979, annual limits were placed on state, school districts, and local governments for the use of appropriations of tax proceeds. Each entity of government must formally "adopt" its appropriations limit for a given fiscal year. The calculations and multipliers vary each year and the current calculations are included in the resolution. As Cayucos Sanitary District receives a portion of tax proceeds from the County of San Luis Obispo, it is subject to this requirement.

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2024-02 establishing Cayucos Sanitary District's Fiscal Year 2024-25 appropriations limit.

RESOLUTION 2024-02**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAYUCOS SANITARY DISTRICT ESTABLISHING
THE APPROPRIATIONS LIMIT FOR THE FISCAL
YEAR ENDING JUNE 30, 2025**

WHEREAS, in November of 1979 California voters passed Proposition 4, which added Article XIII B to the California Constitution; and

WHEREAS, Proposition 4 places an upper limit on the amount of money that can be spent on general operations from state revenues based on the 1978/1979 base year and adjusts each year based on population growth and inflation; and

WHEREAS, in 1990 California voters approved Proposition 111, which modified Article XIII B and provided new adjustment formulas making the appropriation limit more responsive to local growth issues as well as requiring an annual review of limit calculations; and

WHEREAS, Government Code Sections 7900 et seq. provide for the effective and efficient implementation of Article XIII B of the California Constitution; and

WHEREAS, Government Code Sections 7900 et seq. provide that each year, the governing body of each local jurisdiction shall, by resolution establish the annual adjustment factors to be used and the tax proceeds expenditure appropriation limit.

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

1. The appropriation limit for Fiscal Year 2024-25 is hereby set at \$5,566,544.
2. Calculations used in the determination of the tax proceeds expenditure appropriation limit are attached hereto as Exhibit A and incorporated herein by this reference.

3. This Resolution is effective on its date of adoption.

PASSED AND ADOPTED this 20th day of June, 2024.

Ayes:
Nays:
Absent:
Abstain:

Robert Enns, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rick Koon
District Manager

Timothy J. Carmel
District Counsel

EXHIBIT A
to Resolution No. 2024-02

CAYUCOS SANITARY DISTRICT
Calculation of Proposition 4 Limit

2023-2024 appropriation limit	\$	<u>5,393,938</u>
2024-2025 factor (per capita cost of living increase x population increase)		
	x	<u>1.032</u>
2024-2025 appropriation subject to limit	\$	<u>5,566,544</u>



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: AMY LESSI, ADMINISTRATIVE SERVICES MANAGER

DATE: JUNE 13, 2024

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2024-03 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2024-2025 COUNTY TAX ROLL

DISCUSSION

PLEASE NOTE: THE ITEMIZED REPORT (EXHIBIT "A" TO THE ATTACHED RESOLUTION) IS NOT YET AVAILABLE. The due date for all delinquent payments is June 15, 2024 at 4:30 p.m., 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 on Monday, June 17, 2024.

Each year the District adopts a resolution to authorize submittal of its delinquent customer account balances to the SLO County Tax Collector’s Office for collection via 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, well before their deadline.

Staff continued the procedure this year whereby each delinquent customer was notified by phone, mail, and/or email prior to receiving the formal delinquency letter. Subsequently, several customers promptly made payment, and fewer customers are expected to go to tax lien this year than last year.

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2024-03 confirming the itemized report to collect delinquent sewer service charges on the Fiscal Year 2024-2025 County Tax Roll.

**RESOLUTION 2024-03
JUNE 20, 2024****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 2024-2025 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 1, 2024, 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, 2024 placed on the 2024-2025 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 20, 2024, 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 21, 2024 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, 2024, 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 12, 2024, 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 20th day of June, 2024.

ATTEST:

Rick Koon, District Manager

Robert B. Enns, President

(SEAL)

RESOLUTION 2024-03 EXHIBIT "A"

DELINQUENT SEWER SERVICE CHARGES TO BE COLLECTED ON THE FY 2024/25 COUNTY TAX ROLL

ACCOUNT #	APN	SERVICE ADDRESS	DELINQUENT BALANCE
001157	064-443-015	60 Rapf Ave.	1,293.60
001405	064-182-041	1924 Circle Dr.	1,293.60
001492	064-046-032	11 Fresno Ave.	1,293.60
002228	064-125-041	62 Saint Mary Ave.	744.80
002507	064-121-008	92 Pacific Ave.	2,557.80
003086	064-261-009	2813 Santa Barbara Ave.	1,176.00
003205	064-114-020	12 N Ocean Ave. Bldg. B	5,968.20
003206	064-114-019	14 N Ocean Ave. Bldg. C	6,394.50
005490	064-046-022	67 Fresno Ave.	1,293.60
004918	064-275-014	2920 Studio Dr.	114.27
002710	064-372-042	3174 Gilbert Ave.	99.00
003407	064-034-029	0 D St.	99.00
003609	064-427-084	3240 Gilbert Ave.	60.85
004428	064-372-062	348 Cerro Gordo Ave.	99.00
004874	064-372-046	3180 Gilbert Ave.	99.00

OF ACCOUNTS: 15

SUBTOTAL SEWER: \$22,129.97

SUBTOTAL LOTS: \$456.85

GRANT TOTAL: \$22,586.82



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: AMY LESSI, ADMINISTRATIVE SERVICES MANAGER

DATE: JUNE 13, 2024

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2024-04 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2024-2025 COUNTY TAX ROLL

DISCUSSION

PLEASE NOTE: THE ITEMIZED REPORT (EXHIBIT "A" TO THE ATTACHED RESOLUTION) IS NOT YET AVAILABLE. The due date for all delinquent payments is June 15, 2024 at 4:30 p.m., 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 on Monday, June 17, 2024.

Each year when needed, the District adopts a resolution to authorize submittal of delinquent Mission Country Disposal customer account balances to the SLO County Tax Collector’s Office for collection via 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, well before their deadline.

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2024-04 confirming the itemized report to collect delinquent solid waste collection and disposal charges on the Fiscal Year 2024-2025 County Tax Roll.

**RESOLUTION 2024-04
JUNE 20, 2024**

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 2024-2025 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 1, 2024, 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, 2024 placed on the 2024-2025 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 20, 2024, 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 21, 2024 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, 2024, 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 12, 2024, 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 20th day of June, 2024.

ATTEST:

Rick Koon, District Manager

Robert B. Enns, President

(SEAL)

**RESOLUTION NO. 2024-04
 EXHIBIT "A"**

**DELINQUENT SOLID WASTE COLLECTION & DISPOSAL CHARGES
 TO BE COLLECTED ON THE FY 2024-25 COUNTY TAX ROLL**

ACCOUNT #	APN	SERVICE ADDRESS	>120 DAY	FIN CHARG	TOTAL DELINQUENT BALANCE
9001466	064-182-041	1924 CIRCLE DR	332.36	57.02	389.38
10138616	064-081-066	833 PARK AVE	332.36	57.02	389.38
9002520	064-443-015	60 RAPF AVE	198.94	40.00	238.94

OF ACCOUNTS: 3

SUBTOTAL SOLID WASTE: \$1,017.70

GRANT TOTAL: \$1,017.70

RESOLUTION 2024-01

AMENDED VIA BOARD ACTION ON JUNE 20, 2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT REQUESTING CONSOLIDATION OF ITS BIENNIAL ELECTION WITH THE NOVEMBER 5, 2024 CONSOLIDATED GENERAL ELECTION

WHEREAS, pursuant to Elections Code Section 10500 et seq., an election is to be conducted on November 5, 2024 to fill offices on the Cayucos Sanitary District (“CSD”) Board of Directors; and

WHEREAS, pursuant to Elections Code §10555, said election may be consolidated with any other election, pursuant to Elections Code Section 10400 et seq.; and

WHEREAS, the CSD Board of Directors has determined that, based on cost and other factors, it should request that the San Luis Obispo County Board of Supervisors consolidate the CSD’s General District Election with any other election that may be held on the same day.

NOW, THEREFORE, the Board of Directors of the District **DOES HEREBY RESOLVE, DETERMINE AND ORDER:**

Section 1. The Board of Supervisors of San Luis Obispo County is hereby requested to consolidate the General District Election of the CSD to be held on November 5, 2024, with all other San Luis Obispo County elections held on the same date. This request is made pursuant to Sections 10555 and 10400, et seq. of the California Elections Code.

Section 2. The Board of Directors agrees to reimburse the County of San Luis Obispo in full for the services performed relating to this election upon presentation of a bill to the District.

Section 3. The offices to be voted on are ~~three-two~~ (32) full term positions and one (1) short term position on the Board of Directors.

On motion of _____, seconded by _____,

The foregoing Resolution is hereby ADOPTED, SIGNED AND APPROVED at a meeting of said Board held on this ~~16th~~ 20th day of ~~May~~ June, 2024, by the following vote, to wit:

- AYES:
- NAYS:
- ABSENT:
- ABSTAINING:

Rick Koon, District Manager
Cayucos Sanitary District

Robert B. Enns, President
Cayucos Sanitary District