



Pursuant to Government Code Section 54953(e), members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can comment when prompted by unmuting their microphone, and 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, OCTOBER 20, 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-8>

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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 September 15, 2022 Board of Directors Regular Meeting **Pg. 1**
2. Approval of minutes for the October 11, 2022 Board of Directors Special Meeting **Pg. 5**

B. Financial Reports: September 2022

1. Check Register – Wells Fargo (General Checking Account) **Pg. 6**
2. Check Register – Wells Fargo (CIP Checking Account) **Pg. 9**
3. Cash, Savings, and Investment Report **Pg. 10**
4. Budget vs. Actual Status Report **FY 2022-2023 Pg. 11**
5. Capital Improvement Projects Report **Pg. 12**

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4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required

A. District Manager’s Report: September 2022 Pg. 13

B. New Will-Serves:

- 768 Pacific Ave. / Heckenberg / 064-149-015 / SFR Remodel

Extended Will-Serves:

- 52 13th St. / Kirk / 064-164-021 / SFR New
- 94 12th St. / Wager & McKellop / 064-163-012 / SFR Remodel
- 147 Ash Ave. / Mission Acquisitions LLC / 064-113-007 / 3 SFR New, 2 ADU New

Finalized Will-Serves:

- 94 12th St. / Tovya & McKellop / 064-163-012 / SFR Remodel

Grants Of License:

None

5. DISCUSSION AND CONSIDERATION TO APPROVE A GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY FOR 780 PARK AVENUE (APN: 064-133-011) Pg. 15

6. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-24 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361) Pg. 21

7. 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.

8. FUTURE SCHEDULED MEETINGS

- November 17, 2022 – Regular Board Meeting
- January 19, 2023 – Regular Board Meeting
- February 16, 2023 – Regular Board Meeting

9. 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.cayucosd.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

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, SEPTEMBER 15, 2022 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.

Board members present via GoToMeeting: President Robert Enns, Director Robert Frank, and Director John Curti

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

Guests present via GoToMeeting: Jeff Clarin of Mission Country Disposal (MCD), Dylan Wade of Water Systems Consulting, Inc. (WSC)

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 August 18, 2022 Board of Directors Regular Meeting

B. Financial Reports: August 2022

1. Check Register – Wells Fargo (General Checking Account)
2. Check Register – Wells Fargo (CIP Checking Account)
3. Cash, Savings, and Investment Report
4. Budget vs. Actual Status Report FY **2022-2023**
5. Capital Improvement Projects Report

Director Curti requested clarification on two line items on the Budget vs. Actual Financial Report, and Manager Koon elaborated.

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 Curti.

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

VOTE 3-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: August 2022

B. New Will-Serves:

- 131, 135 Ash Ave. / Trevisan / 064-113-030 / SFR New
- 53 El Sereno Ave. / Bergson / 064-414-019 / SFR New
- 3471 Studio Dr. / Sturm / 064-443-016 / SFR Remodel

- 957 Saint Mary Ave. / Moenes / 064-157-007 / SFR Add.
- 3176 Shearer Ave. / Lema / 064-411-019 / SFR Add.

Extended Will-Serves:

- 164 F St. / Petrucci / 064-118-013 / SFR New
- 55 Saint Mary Ave. & 162 G St. / Petrucci / 064-126-005 / SFR New
- 210 Cerro Gordo Ave. / Purchase / 064-372-014 / SFR New

Finalized Will-Serves:

- 3471 Studio Dr. / Sturm / 064-443-016 / SFR Remodel

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. PUBLIC HEARING PURSUANT TO PROPOSITION 218 REGARDING MISSION COUNTRY DISPOSAL'S PROPOSED RATE INCREASE FOR SOLID WASTE COLLECTION SERVICES AND DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION NO. 2022-20 AUTHORIZING THE SOLID WASTE AND RECYCLING COLLECTION SERVICE RATE INCREASE

President Enns pointed out that a significant portion of the proposed rate increase is a direct result of costs associated with SB 1383 and AB 1826, which were enacted by State legislators and have become the financial burden of ratepayers to execute.

President Enns opened the meeting to Public Comment.

Richard Grise requested clarification on the mandatory recycling program, wondering if simply having a blue bin on the premises satisfies the requirement, or if proper use and implementation of the blue bin is what's required. He shared his observation that tourists and vacation rentals, in particular, tend to ignore recycling regulations and asked if there is a penalty for those who don't follow the rules. He offered his opinion that vacation rentals generate significantly more trash than full-time residents do, so the proposed rate increase should significantly impact vacation rentals, not full-time residents.

Patricia Felder requested clarification on several line items under the Basis of the Proposed Rate Increase on the Prop. 218 Notice, expressing concern that MCD is "double dipping." She stated that she has no issue with items 1 and 2, since they are mandated by the State, but item 6 appears to already be represented under items 3-5. She asked if item 4 is for medical or liability insurance, because if it's for medical insurance, that should already be covered under item 3. Furthermore, she considers item 8 to be "double dipping." She stated that she did not receive the Prop. 218 Notice in the mail, and suggested that a poll of how many people did not receive the notice should be conducted.

Ted B. stated that it seems this budget does not take into account the two additional increases that will occur within the next 15 months. Considering the increases that are reflected in this budget, the following increases should be waived or reduced. He informed the Board that out of about a dozen people living on Chaney Ave., his household was the only one that received the Prop. 218 Notice.

Hearing no further comments, President Enns closed Public Comment.

Manager Koon replied that penalties for failing to adhere to recycling requirements will be enacted in 2024. Jeff Clarin of MCD provided clarification on the line items under the basis of the Proposed Rate Increase on the Prop. 218 Notice, and informed the public that since MCD only evaluates its rates every 3 years, they have to predict what future costs will be, hence their reliance on the CPI. Regarding comments that all Cayucos residents did not receive the Prop. 218 Notice, Manager Koon affirmed that MCD paid USPS to deliver 2,842 notices to all residents of Cayucos that are served by MCD, including property owners, tenants, and property managers.

President Enns asked Jeff Clarin of MCD if he has considered putting cameras on the garbage trucks to help enforce proper recycling, and Mr. Clarin replied that surveillance was ill advised by their legal counsel. However, SB 1383 will eventually allow for random spot checks to help enforce the bill.

Director Curti asked Jeff Clarin if licensed vacation rentals are charged at residential or commercial rates. Considering they are a business and have the potential to generate more garbage, perhaps they should be billed at a higher rate. Mr. Clarin replied that they are currently billed at a residential rate, and would have to collaborate with the District to change this, as MCD is not informed of licensed vacation rentals in Cayucos.

President Enns asked District staff how many letters of protest were received. Manager Koon replied **59** valid letters of protest were received. Since Mission Country Disposal has exactly 2,000 customer accounts, 1,001 letters of protests were required in order to substantiate a majority protest.

MOTION: 1st by Curti, to adopt Resolution 2022-20 authorizing the solid waste and recycling collection service rate increase. Motion was seconded by Frank.

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

VOTE 3-0 Motion passed

6. DISCUSSION AND REVIEW OF THE RECYCLED WATER PROGRAM OUTLINE

Dylan Wade of WSC presented the outline to the Board and elaborated on some specifics, highlighting the fact that an extensive series of testing will need to be completed before the WRRF can pump recycled water into Whale Rock Reservoir. Director Curti asked if the testing will take place on sight at the WRRF or after the water has been introduced into the reservoir, and Dylan Wade responded that the testing will take place within the reservoir. Considering the plant cleans the water extensively, Director Frank wondered about testing the quality of the recycled water on sight at the WRRF and other potential uses for it. Dylan Wade responded that the WRRF was constructed with that in mind, and there is a reserved space capable of holding reverse osmosis water.

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

Items 6 was received and accepted.

7. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 2022-21 APPROVING AMENDMENTS TO CAYUCOS SANITARY DISTRICT'S CONFLICT OF INTEREST CODE AS PART OF THE REQUIRED BIENNIAL REVIEW

Manager Koon explained revisions to the previous version of the District's code.

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

MOTION: 1st by Frank, to adopt Resolution 2022-21 approving amendments to Cayucos Sanitary District's Conflict of Interest Code as part of the required biennial review . Motion was seconded by Curti.

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

VOTE 3-0 Motion passed

8. DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF INVOICE #3556C38958 FROM XYLEM WATER SOLUTIONS FOR \$20,603.99 FOR THE REBUILD OF THE PRIMARY PUMP AT LIFT STATION #1

President Enns questioned if it would be a good idea to purchase another pump to have on reserve, especially considering the price will probably go up in the future. Manager Koon replied that he would keep it in mind and review the mid-year CIP budget to determine if it's feasible. Director Frank inquired about the average lifespan of this pump, and Manager Koon responded that it's difficult to say; there are too many variables. It could last for many months or many years. Director Frank asked if there is a downside to keeping a reserve on the shelf, and Manager Koon pointed out if it's on the shelf too long, it will start to deteriorate and compromise its usefulness.

Director Curti asked what the warranty on the new pump is, and Manager Koon answered 1 year for parts, 2 years for labor.

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

MOTION: 1st by Frank, to payment of invoice #3556c38958 from Xylem Water Solutions for \$20,603.99 for the rebuild of the primary pump at Lift Station #1. Motion was seconded by Curti.

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

VOTE 3-0 Motion passed

9. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-22 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361)

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

MOTION: 1st by Curti, to adopt Resolution 2022-22 to authorize remote teleconferencing meetings in accordance with Government Code Section 54953(e) (AB 361). Motion was seconded by Frank.

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

VOTE 3-0 Motion passed

10. BOARD MEMBER COMMENTS

Director Curti asked for an estimate of when the Special Meeting to pass the next teleconference resolution would be, and Manager Koon answered between the 11th and 13th of October. President Enns requested that the December meeting be cancelled unless a time-sensitive order of business arises.

11. FUTURE SCHEDULED MEETINGS

- October 20, 2022 – Regular Board Meeting
- November 17, 2022 – Regular Board Meeting
- December 15, 2022 – Regular Board Meeting

12. ADJOURNMENT

The meeting adjourned at 5:38 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
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805-995-3290

GOVERNING BOARD

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES TUESDAY, OCTOBER 11, 2022 AT 10:00 A.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

Vice-President Lyon called the meeting to order at 10:00 a.m.

Board members present via GoToMeeting: Vice President Lyon, Director Robert Frank, and Director John Curti
Staff present via GoToMeeting: Administrative Services Manager Amy Lessi

2. PUBLIC COMMENT

Vice-President Lyon opened the meeting to Public Comment.
Hearing no comment, Vice-President Lyon closed Public Comment.

3. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-23 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361)

Vice-President Lyon opened the meeting to Public Comment.
Hearing no comment, Vice-President Lyon closed Public Comment.

MOTION: 1st by Frank, to adopt Resolution 2022-23 to authorize remote teleconferencing meetings in accordance with Government Code Section 54953(e) (AB 361). Motion was seconded by Curti.

ROLLCALL VOTE: Frank-yes, Curti-yes, Lyon-yes,
VOTE 3-0 Motion passed

4. ADJOURNMENT

The meeting adjourned at 10:03 a.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager

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

Date	Num	Name	Amount
09/01/2022		QuickBooks Payroll Service	-20,755.83
09/01/2022	23226	COLLINS, JONATHAN W (professional development)	-337.50
09/01/2022	23227	ENDRESS+HAUSER, INC.	-717.64
09/01/2022	23228	EXXONMOBIL	-809.39
09/01/2022	23229	HINSON'S TIRE PROS	-672.48
09/01/2022	23230	N. BRENT KNOWLES CONSTRUCTION	-3,929.70
09/01/2022	23231	PG&E WRRF	-11,520.21
09/01/2022	23232	POSTMASTER	-182.00
09/01/2022	23233	QUICK TECH COMPUTERS	-1,480.00
09/01/2022	23234	SOCAL GAS	-24.70
09/01/2022	23235	STREAMLINE	-200.00
09/01/2022	23236	TESCO CONTROLS, LLC	-1,250.00
09/01/2022	23237	WATER SYSTEMS CONSULTING, INC.	-2,963.00
09/02/2022	DD09022211	WINN, CHRISTOPHER M	0.00
09/02/2022	DD09022201	COLLINS, JONATHAN W	0.00
09/02/2022	DD09022204	GOOD, GAYLE	0.00
09/02/2022	DD09022205	HOOPER, SARAH L	0.00
09/02/2022	DD09022207	LAKEY, NICK E	0.00
09/02/2022	DD09022208	LESSI, AMY M	0.00
09/02/2022	DD09022210	OWENS, JUSTIN D	0.00
09/02/2022	DD09022202	CURTI, JOHN H.	0.00
09/02/2022	23224	ENNS, ROBERT	-91.25
09/02/2022	DD09022203	FRANK, ROBERT W	0.00
09/02/2022	23225	LYON, SHIRLEY A	-91.25
09/02/2022	DD09022206	KOON, RICHARD L	0.00
09/02/2022	DD09022209	MILLER, HANNAH P	0.00
09/02/2022	EDD090222	EDD	-1,874.12
09/02/2022	FED090222	US TREASURY	-7,649.60
09/02/2022	DEF090222	CALPERS (RETIREMENT)	-1,425.00
09/02/2022	PERS090222	CALPERS (RETIREMENT)	-3,318.33
09/02/2022	23238	CHARTER INTERNET	-939.48
09/02/2022	23239	KITZMAN WATER	-55.00
09/02/2022	23240	WELLS FARGO VENDOR FIN SERV	-387.43
09/05/2022	HLTH090522	CALPERS (HEALTH)	-12,583.62
09/05/2022	60226122243	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-679.19
09/08/2022	23241	ABALONE COAST ANALYTICAL, INC.	-2,792.70
09/08/2022	23242	BREZDEN PEST CONTROL	-131.00
09/08/2022	23243	CARMEL & NACCASHA, LLP	-2,148.93
09/08/2022	23244	COASTAL ROLL OFF SERVICE	-3,313.23
09/08/2022	23245	ENDRESS+HAUSER, INC.	-978.20
09/08/2022	23246	MISSION COUNTRY DISPOSAL - WRRF	-182.22
09/08/2022	23247	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-103.02
09/08/2022	23248	PG&E LS#1	-531.12
09/08/2022	23249	PG&E LS#2	-966.25

Date	Num	Name	Amount
09/08/2022	23250	PG&E LS#3	-126.58
09/08/2022	23251	PG&E LS#4	-471.21
09/08/2022	23252	PG&E LS#5	-2,860.56
09/08/2022	23253	PG&E OFFICE	-231.92
09/08/2022	23254	PG&E WELL	-10.45
09/08/2022	23255	SLOCTC - LOT 6SW	-125.56
09/08/2022	23256	SPEEDY COASTAL MESSENGER, INC.	-600.00
09/08/2022	23257	STATE WATER RESOURCES CONTROL BOARD	-170.00
09/08/2022	23258	PATHIAN ADMINISTRATORS	-186.15
09/10/2022	23259	OWENS, JUSTIN D (boots)	-146.80
09/12/2022	23260	BREZDEN PEST CONTROL	-240.00
09/12/2022	23261	DUKE ENERGY/WESTBOUND SOLAR 2	-15,647.20
09/12/2022	23262	MOSS, LEVY & HARTZHEIM LLP	-4,000.00
09/15/2022		QuickBooks Payroll Service	-20,484.86
09/15/2022	23263	FIRSTNET (AT&T)	-371.82
09/15/2022	23264	PG&E WRRF	-2,882.83
09/15/2022	23265	WATER SYSTEMS CONSULTING, INC.	-2,630.00
09/16/2022	DD09162201	COLLINS, JONATHAN W	0.00
09/16/2022	DD09162202	GOOD, GAYLE	0.00
09/16/2022	DD09162203	HOOPER, SARAH L	0.00
09/16/2022	DD09162204	KOON, RICHARD L	0.00
09/16/2022	DD09162205	LAKEY, NICK E	0.00
09/16/2022	DD09162206	LESSI, AMY M	0.00
09/16/2022	DD09162207	OWENS, JUSTIN D	0.00
09/16/2022	DD09162208	WINN, CHRISTOPHER M	0.00
09/16/2022	EDD091622	EDD	-1,852.72
09/16/2022	FED091622	US TREASURY	-7,526.36
09/16/2022	PERS091622	CALPERS (RETIREMENT)	-3,318.33
09/16/2022	DEF091622	CALPERS (RETIREMENT)	-1,425.00
09/19/2022	23266	NELSON'S GARAGE	-402.19
09/19/2022	23267	XYLEM WATER SOLUTIONS U.S.A., INC.	-20,603.99
09/20/2022	23268	WESTERN ALLIANCE BANK - SERIES B	-96,941.52
09/22/2022	23269	BECK'S WELDING	-50.00
09/22/2022	23270	EXECUTIVE JANITORIAL	-225.00
09/26/2022	23271	BUSINESS CARD 4841	-137.66
09/26/2022	23272	BUSINESS CARD 8913	-854.78
09/26/2022	23273	CENTRAL COAST SAFETY TRAINING	-600.00
09/26/2022	23274	COASTAL COPY, INC	-26.79
09/26/2022	23275	CUSI	-1,000.00
09/26/2022	23276	SOCAL GAS	-24.38
09/29/2022		QuickBooks Payroll Service	-20,482.61
09/30/2022	DD09302201	COLLINS, JONATHAN W	0.00
09/30/2022	DD09302204	GOOD, GAYLE	0.00
09/30/2022	DD09302205	HOOPER, SARAH L	0.00
09/30/2022	DD09302206	KOON, RICHARD L	0.00
09/30/2022	DD09302207	LAKEY, NICK E	0.00
09/30/2022	DD09302208	LESSI, AMY M	0.00
09/30/2022	DD09302209	OWENS, JUSTIN D	0.00
09/30/2022	DD09302210	WINN, CHRISTOPHER M	0.00
09/30/2022	DD09302202	CURTI, JOHN H.	0.00

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/30/2022	23277	ENNS, ROBERT	-91.25
09/30/2022	DD09302203	FRANK, ROBERT W	0.00
09/30/2022	EDD093022	EDD	-1,830.56
09/30/2022	FED093022	US TREASURY	-7,548.02
09/30/2022	DEF093022	CALPERS (RETIREMENT)	-1,425.00
09/30/2022	PERS093022	CALPERS (RETIREMENT)	-3,318.33
09/30/2022	11344605746	COLONIAL LIFE INSURANCE PREMIUMS	-78.87
Total Operating Expenses			<u>-\$306,032.69</u>

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

Date	Num	Name	Amount
09/08/2022	11527	Carmel & Naccasha, LLP	297.14
09/13/2022	11528	Water Systems Consulting, Inc.	402.50
09/13/2022	11529	Water Systems Consulting, Inc.	897.50
09/20/2022	11530	Valbridge/SLO Appraisals, Inc.	7,500.00
Total CIP Expenses			\$9,097.14

Cayucos Sanitary District Cash, Savings and Investment Report September 2022

Bank Accounts	Current Balance	
Wells Fargo General Checking	\$282,771	
Wells Fargo CIP	\$1,103,540	
Wells Fargo Savings (CFF)	\$220,826	
Wells Fargo - USDA	\$241,261	
Petty Cash	\$175	
LAIF	\$8,497	
Total	\$1,857,070	
Investments		
CalTrust	\$1,603,303	
Cetera Cash/MM	\$7,101	
Cetera Treasury/Securities	\$56,235	(Fixed Income)
Total	\$1,666,639	
Grand Total	\$3,523,709	
MCD Wells Fargo Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District
FY 22/23 Financial Report
Budget vs. Actual
September 2022**

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 22/23	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	262,161	793,820	794,038	3,176,150	25%
4100 · WILL SERVE INCOME	525	34,450	22,050	88,200	39%
4200 · RENTAL INCOME	15,498 ¹	66,816	10,650	42,600	157%
4300 · SOLID WASTE INCOME	12,914	28,420	22,400	89,600	32%
4400 · SLOCO TAX ASSESSMENTS	15,098	35,376	268,050	1,072,200	3%
4500 · SAVINGS INTEREST INCOME	386 ²	628	13	50	1256%
4600 · INVESTMENT INTEREST	2,709	7,199	2,125	8,500	85%
4700 · OTHER INCOME	-	4,534	1,150	4,600	99%
Total Income	309,290	971,243	1,120,475	4,481,900	22%
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	44,534	101,551	97,700	390,800	26%
5200 · COLLECTIONS PAYROLL	12,765	34,153	43,875	175,500	19%
5300 · TREAT PAYROLL	36,557	78,579	76,575	306,300	26%
5400 · DIRECTOR PAYROLL	800	2,100	2,000	8,000	26%
5500 · VESTED PAYROLL BENEFITS	298	894	1,425	5,700	16%
5600 · ADMIN PAYROLL TAXES & BENEFITS	8,925	48,226	34,425	137,700	35%
5700 · COLL PAYROLL TAXES & BENEFITS	5,403	35,207	29,550	118,200	30%
5800 · TREAT PAYROLL TAXES & BENEFITS	9,398	43,348	31,100	124,400	35%
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	61	161	150	600	27%
Total 5000 · PAYROLL EXPENSES	118,741	344,218	316,800	1,267,200	27%
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	3,250	13,000	0%
6100 · ADMIN OPERATING EXPENSES	(189,038) ³	456,753	231,213	924,850	49% ⁴
6500 · COLLECTIONS OPERATING EXPENSES	7,465	64,156	55,813	223,250	29%
7000 · TREATMENT OPERATING EXPENSES	109,547	419,312	376,000	1,504,000	28%
Total 6000 · OPERATING EXPENSES	(72,026)	940,221	666,275	2,665,100	35%
Total Expense	46,715	1,284,439	983,075	3,932,300	33%
Net Ordinary Income	262,575	(313,196)	137,400	549,600	
Net Income	262,575	(313,196)	137,400	549,600	

¹ Rental income in arrears received from CMB

² Changeover to WF resulted in higher interest on checking account.

³ Reclassified interest/debt service pmts.

⁴ Inflated % due to large P&I & Ins. pmts. at beginning of FY.

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 22/23
September 2022**

	Current Month	YTD Actual Rev/Exp	Approved Budget 22/23	Percent Used YTD
CAPITAL IMPROVEMENTS				
1536 - Electric Vehicle Purchase			45,000.00	
1601 - Sewer Main Replacements	0.00	0.00	55,000.00	0%
1601.02 - Chaney to LS #5	0.00	0.00	35,000.00	0%
1608 - Main Admin. Building				
1608.4 - Generator Installation			25,000.00	
1616 - RWQCB Recycled Water Program	1,440.00	2,337.50	20,000.00	12%
1650 - WRRF Improvements				
1650.2 - Vertical Turbine Effluent Pump	0.00	0.00	45,000.00	0%
Total Capital Improvements	\$1,440.00	\$2,337.50	\$225,000.00	1%



CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS
FROM: RICK KOON, DISTRICT MANAGER
DATE: OCTOBER 13, 2022
SUBJECT: MONTHLY MANAGER'S REPORT: SEPTEMBER 2022

ADMINISTRATIVE:

- The District continues with the COVID-19 protection protocols for all employees as required by Cal-OSHA, state and local directives.
- We have 580 customers signed up for ACH (Auto-Pay).
- Jon Collins received his Wastewater Treatment Grade II license.
- Justin Owens successfully passed his Collections Grade II test.
- In order to comply with AB 361 the Board will need to approve another resolution at its November meeting. Additionally, the Board will need to approve two resolutions 30 days apart between the November 17th and the January 19th meeting to continue with remote meetings. Without these two special meetings, the Board would have to meet in person for the January 19th meeting.

CAPITAL PROJECTS:

- The outfall cathodic protection is completed and working.
- Staff and WSC completed the Recycled Water Program Outline.
- RWQCB staff has accepted the Recycled Water Outline and we are waiting on CCC staff acceptance.

OPERATIONS AND MAINTENANCE: SEPTEMBER 2022

CIP: None

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; test backup generators
- Clean WRRF coarse screens
- Pressure wash bio basins, handrails and walkways
- Clean screw press
- Test all alarms at lift stations
- Jet 3324' of main lines
- Target Solutions Training for SDRMA
- Pump out WRRF force main
- Respond to 20 USAs
- Coordinate with City of SLO to discard empty chemical totes
- Pump out foam at WRRF
- Clean office gutters
- Replace batteries on Lift Station 5 generator
- CPR training
- CCTV two recent SSO locations
- WRRF generator serviced by Cetti
- Add shelving and reorganize parts room at WRRF
- HCIP on all membranes
- Replace leaking valve on fine screen sprayer

Call Outs:

- 9/20/22 JO – Private lateral stoppage

WATER RESOURCE RECOVERY FACILITY: SEPTEMBER 2022

Daily Operations of Note:

- Completed all 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 sodium hypochlorite cleaning on all membranes (every 3 months)
- Completed acid cleaning on all membranes (every 6 months)
- Removed RAS pump fan shrouds and had powder coated
- Removed potable water building door louver panel and had powder coated
- Removed drain cover at effluent station and had powder coated
- Annual service performed on diesel emergency generator

WRRF Effluent:

- 5.58 Million Gallons



AGENDA ITEM:

5

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: OCTOBER 12, 2022

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE A GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY FOR 780 PARK AVENUE (APN: 064-133-011)

DISCUSSION:

The District received a Will-Serve Application for the rebuilding and extension of a second story deck. The plans showed an increase in the width of the deck with supports within the District's easement.

After visiting the site, staff contacted the applicant and discussed not placing the deck foundation within the easement, foundation depth requirements to protect the sewer main, and height requirements for District access. The applicant understood the District's concerns and it was cooperatively agreed to have a licensed contractor expose the sewer main to determine the type and depth of the line and to notify District staff for verification.

The sewer main depth was noted and it was discovered that the main was PVC, not VCP, as was expected. With this information, the applicant redesigned the new deck footings so that they are located outside the easement and the footing depth will be deep enough as to not structurally influence the main. The deck height over the District's easement was also confirmed to be above the minimum height for District access.

Please see the attached Grant of License exhibits for the deck sections and plan view.

RECOMMENDATION:

Staff recommends that the Board approve a Grant of License and Agreement Affecting Real Property for 780 Park Avenue (APN: 064-133-011).

RECORDING REQUESTED BY
AND WHEN RECORDED, MAIL TO:

Cayucos Sanitary District
P.O. Box 333
Cayucos, CA 93430-0333

GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY

THIS GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY ("Agreement") made this _____ day of _____, 20__ by and between **CAYUCOS SANITARY DISTRICT**, a political subdivision of the State of California (the "**DISTRICT**"), owner of the existing sewer line easement recorded on **December 30, 1953, in Volume 739, Page 275** of the Official Records of San Luis Obispo County, California; (the "easement") with an existing sewer pipeline located therein, on real property located at **780 Park Ave.** Cayucos, California (APN **064-133-011**), and more particularly described in Exhibit "A" attached hereto and incorporated herein by this reference (the "property") and the owners of the property **Rebecca A. & John A. Clark** (hereinafter referred to collectively as "**LICENSEE**").

WHEREAS, **LICENSEE** desires to construct certain improvements on the property which include a **second story balcony with an aerial encroachment at a height of approximately seventeen feet (17') above the easement and a drainage swale located in the easement, both as generally depicted in Exhibit "B," attached hereto and incorporated herein by this reference (the balcony and drainage swale are collectively referred to as the "structures");**

WHEREAS, the **DISTRICT** is willing to allow construction of the proposed structures so long as they do not interfere with, or cause damage to, the use, maintenance and operation of the easement and/or the facilities and improvements located therein.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree as follows:

1. The **DISTRICT** hereby grants to **LICENSEE** a license to construct the structures in the easement, subject to the following terms and conditions:
 - a. Not less than thirty (30) days prior to construction, **LICENSEE** shall submit plans and specifications to the **DISTRICT** for review and written approval.
 - b. During construction, **LICENSEE** shall comply with any instructions and guidance from the **DISTRICT** intended to prevent interference with or damage to the existing sewer line or other District facilities located in the easement.
 - c. After construction, **LICENSEE** agrees to remove the structures should the **DISTRICT** so request in order to gain access to or conduct maintenance or repair of the existing sewer line or appurtenances located within the easement, or to replace the sewer line or any portion thereof; **LICENSEE** shall remove the structures within thirty (30) days of written notice, unless the **DISTRICT** notifies **LICENSEE** of an emergency necessitating removal in a shorter time period. Should **LICENSEE** fail to remove the structures within the time frame specified by the **DISTRICT**, the **DISTRICT**, in its sole discretion, may elect to remove the structures and any other encumbrances affecting the easement or

facilities therein and recover all costs and expenses for such removal from **LICENSEE**.

d. The **DISTRICT** reserves the right to require the Licensee to relocate the drainage structure if at any time it is found to adversely affect the District’s easement and/or facilities located therein.

e. **LICENSEE** agrees that any modifications to the finish grade within the District’s easement must maintain a minimum of 36” of cover over the District’s sewer pipeline.

f. **LICENSEE** agrees to pay for any and all costs for the maintenance, repair or replacement of the sewer pipeline and appurtenances located in the easement resulting from or caused by, in whole or in part, the design, construction, location or use of the structures.

2. **LICENSEE** agrees to hold harmless and indemnify the **DISTRICT** from any and all liabilities, damages, costs, claims, causes of action, complaints or proceedings of any kind or nature arising or alleged to arise from the design, construction, location or use of the structures by **LICENSEE**, his agents, contractors, assigns or successors in interest, of any kind.

3. The **DISTRICT** may immediately revoke this License, without notice, for a breach of or failure to comply with any of the terms and conditions set forth herein; the **DISTRICT** may revoke this License without cause upon sixty (60) days written notice to **LICENSEE**.

4. This Agreement shall be binding upon the successors in interest of any kind to the property.

5. In the event of legal action to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover their costs, including reasonable attorney fees.

IN **WITNESS WHEREOF**, the parties have executed this Agreement on the day and year first written above.

CAYUCOS SANITARY DISTRICT:

LICENSEE:

Robert B. Enns
President of the Board of Directors

John A. Clark

ATTEST:

Rick Koon
District Manager

Rebecca A. Clark

Approved as to Form:
CARMEL & NACCASHA LLP

Timothy J. Carmel, District Counsel

[All property owner signatures must be notarized]

Exhibit A

LEGAL DESCRIPTION

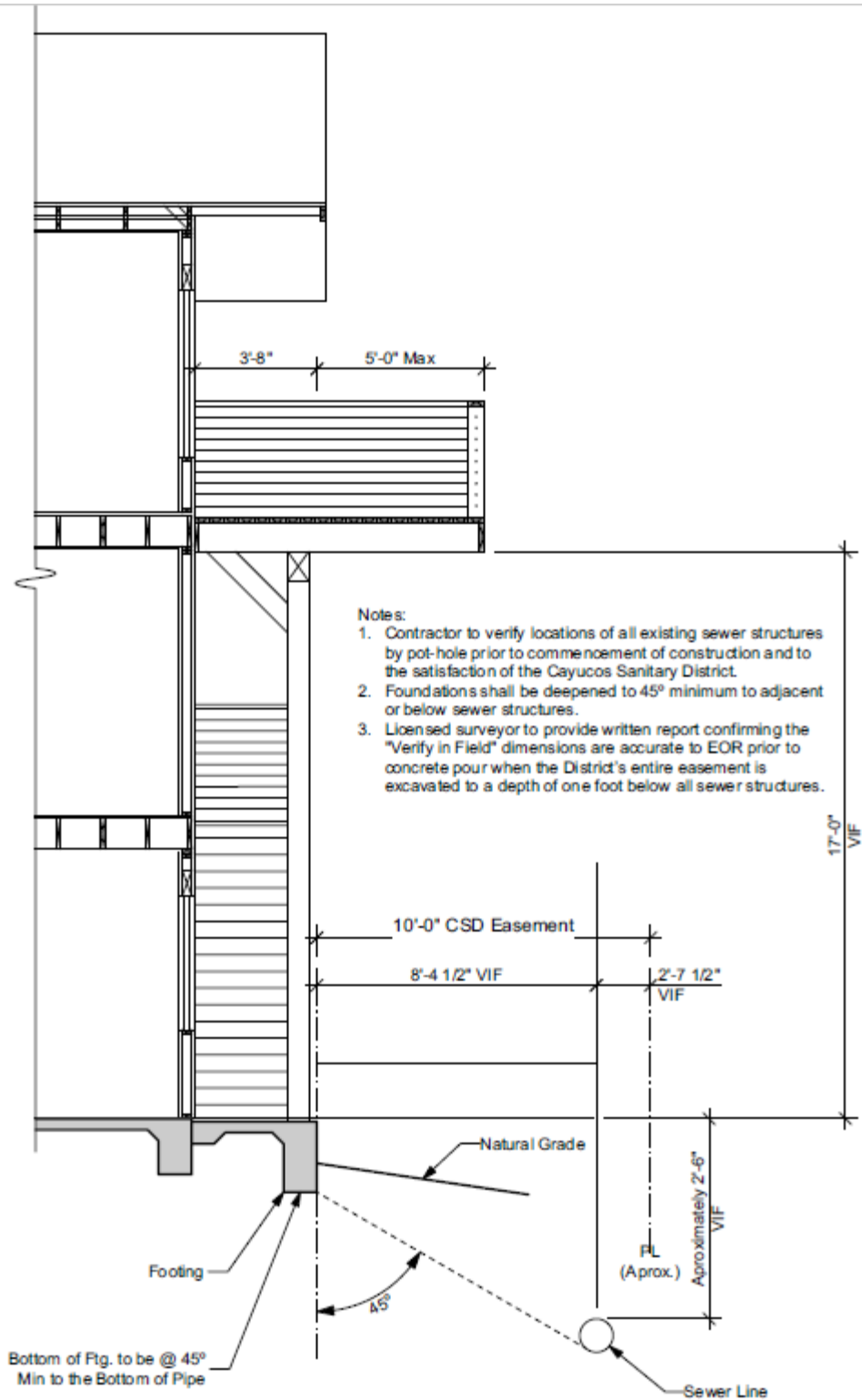
THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

LOT 13 AND 14 IN BLOCK 16 OF MORRO ROCK VIEW SUBDIVISION NO. 4 IN COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA ACCORDING TO MAP RECORDED JANUARY 22, 1929 IN BOOK 3, PAGE 114, OF MAPS IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

APN: **064-133-011**

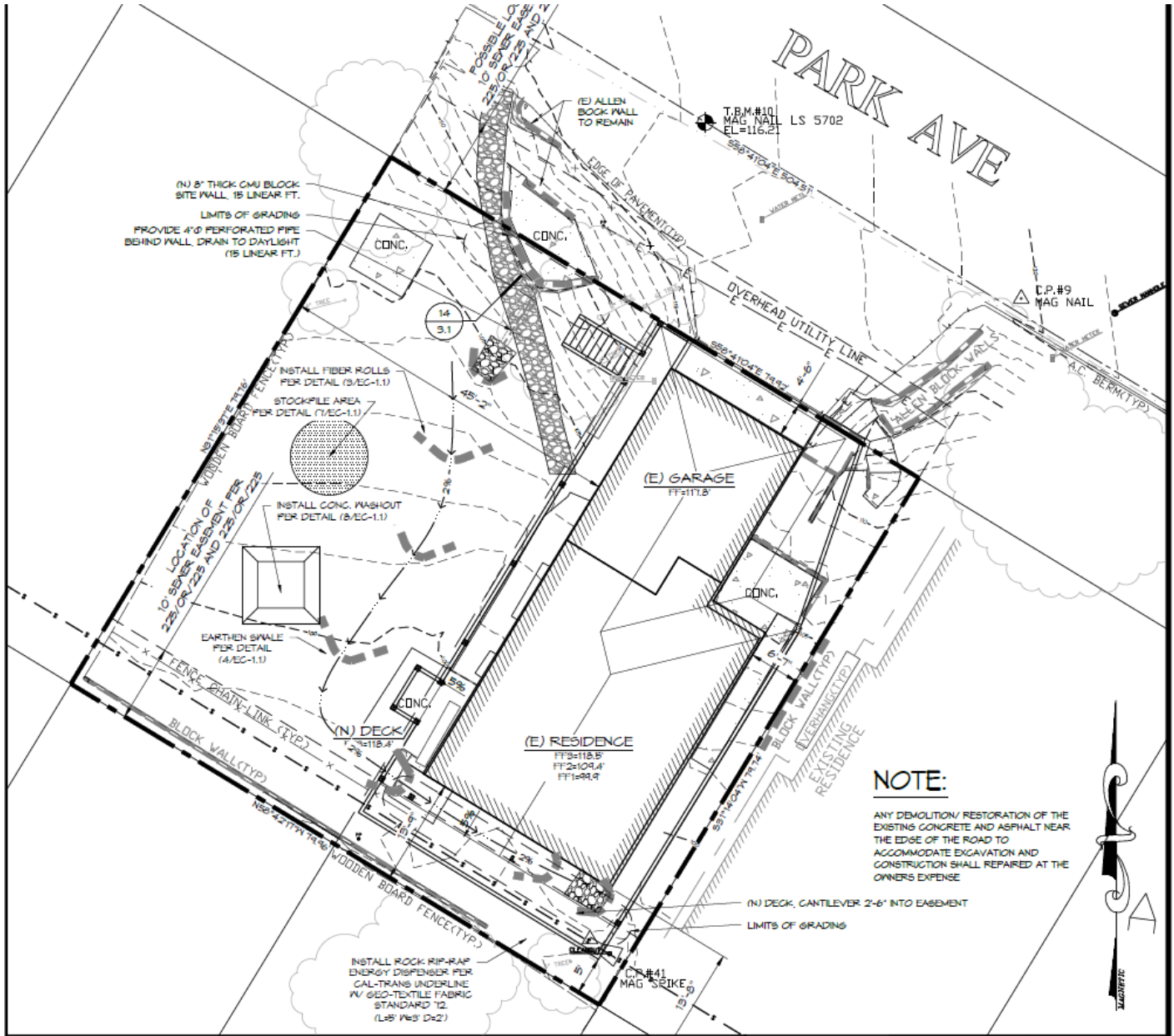
Exhibit B

(Plans/drawings)



SECTION A-A

Exhibit B (Continued)



RESOLUTION 2022-24

**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 20th day of October, 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