

GOVERNING BOARD R. Enns, President D. Chivens, Vice-President

R. Frank, Director H. Miller, Director

S. Lyon, Director

Pursuant to Governor Newsom's Executive Order N-29-20, 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.

# CAYUCOS SANITARY DISTRICT

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

**BOARD OF DIRECTORS** REGULAR MEETING AGENDA THURSDAY, SEPTEMBER 16, 2021 AT 5:00PM 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

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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.

#### **CONSENT CALENDAR:** Recommended to Approve 3.

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 August 19, 2021 Board of Directors Regular Meeting

Pursuant to Governor Newsom's Executive Order N-29-20, 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.

- B. Financial Reports: August 2021
  - 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
- 4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required
  - A. District Manager's Report: August 2021
  - **B.** Monthly Customer Satisfaction Survey Submissions:

None

- C. New Will-Serves:
  - 101 N Ocean Ave: 101 N Ocean Properties, LLC / 064-115-023 / CMMCL New
  - 164 F St: Pettruci / 064-118-013 / SFR New
  - 55 Saint Mary Ave: Pettruci / 064-126-005 / SFR New
  - 94 12<sup>th</sup> St: Wager & McKellop / 064-163-012 / SFR Remodel

#### **Extended Will-Serves:**

- 2733 Richard Ave: Allen / 064-211-041 / SFR New
- 188 D St: KBDB Properties, LLC / 064-113-021 / SFR New

### **Finaled Will-Serves:**

• 2806 Studio Dr: Britz / 064-274-011 / SFR Remodel

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

None

# **Grants of License:**

None

- 5. PUBLIC HEARING #2 TO RECEIVE COMMUNITY INPUT REGARDING THE CREATION OF A DISTRICT-BASED ELECTION SYSTEM
- 6. DISCUSSION AND CONSIDERATION TO ACCEPT A GRANT OF SEWER EASEMENT FOR 199  $6^{TH}$  ST (064-132-037)
- 7. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE
- **8. 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.)
- 9. FUTURE SCHEDULED MEETINGS
  - October 21, 2021 Regular Board Meeting
  - November 18, 2021 Regular Board Meeting
  - December 16, 2021 Regular Board Meeting
- 10. ADJOURNMENT

Pursuant to Governor Newsom's Executive Order N-29-20, 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.

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## CAYUCOS SANITARY DISTRICT

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

DATE:	September 16,	, 2021

**AGENDA ITEM: 3.A.1** 

ACTION:

#### **GOVERNING BOARD**

R. B. Enns, President D. Chivens, Vice-President S. Lyon, Director H. Miller, Director R. Frank, Director

### **REGULAR MEETING MINUTES**

Thursday, August 19, 2021 5:00 p.m.

#### 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 Dan Chivens, Director Robert Frank, Director Shirley Lyon, and Director Hannah Miller

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

Guests present via GoToMeeting: Joe Clark & John Macdonald (regarding 3526 Gilbert Avenue), Daniel Phillips of National Demographics Corporation (regarding District-Based Election System)

# 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

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 June 17, 2021 Board of Directors Regular Meeting

## B. Financial Reports: June 2021

- 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 2020-2021
- 4. Capital Improvement Projects Report

### C. Financial Reports: July 2021

- 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
- 5. Annual Disclosure and Employee Reimbursement Report

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 Lyon.

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

**VOTE 5-0** Motion passed

# 4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: June & July 2021

**B. Monthly Customer Satisfaction Survey Submissions:** 

None

C. New Will Serves: June & July 2021

Hyacinth Group, APN 064-413-020, 3158 Ocean Blvd. - SFR Addition

Extended Will-Serves: June & July 2021

Sanchez, APN 064-155-021, 91 11th St. - SFR New

Malmen, APN 064-263-009, 2892 Orville Ave. - SFR Addition

Corral MH LLC, APN 064-042-032, 23 Bakersfield Ave. - SFR New

Coastal Hospitality Holdings, APN 064-131-022, 399 S Ocean Ave. – CMMCL Remodel

Britz, APN 064-274-011, 2806 Studio Dr. - SFR Remodel

WWW Properties LLC, APN 064-126-010, 199 H St. - SFR New

Purchase, APN 064-372-014, 210 Cerro Gordo Ave. - SFR New

Finaled Will-Serves: June & July 2021

Stafford, APN 064-081-053, 915 Park Ave. – SFR New

Baldonado, APN 064-153-041, 80 9th St. - SFR Addition

Continue to Serves (No Will-Serve Required): June & July 2021

None

Grants of License: June & July 2021

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 through C were received and accepted.

# 5. DISCUSSION AND CONSIDERATION TO ISSUE A GRANT OF LICENSE FOR 3526 GILBERT AVENUE (064-407-008)

Director Miller recused herself from participating in this agenda item due to a conflict of interest.

John Macdonald informed the Board that he and Joe Clark were hired by the owner of 3526 Gilbert Ave. after the unpermitted encroachments were under construction, and they would like a recommendation from the District on how to proceed.

Manager Koon responded that in the past the District has allowed similar encroachments, contingent upon the property owner replacing the line in that area. However, this particular part of town is an area of concern because several structures have slowly expanded and encroached into District easements "under the radar" over time. What transpires at this property will set an example for the several other unpermitted encroachments in this neighborhood, so the District must exercise caution. Manager Koon

suggested that staff should perform research, coordinate with the County, find out exactly how many unpermitted encroachments exist, etc. before making a decision about 3526 Gilbert Ave.

President Enns affirmed the importance of maintaining the integrity of District easements.

Vice-President Chivens expressed understanding in a property owner's desire to maximize their small lot, and was open to the idea of allowing the encroachment if the owner agrees to replace that section of the line.

Director Lyon indicated interest in gathering more information before making a decision and recommended tabling the discussion.

John Macdonald and Joe Clark expressed awareness that the new additions will have to be removed, but in the meantime requested some kind of letter from the District that might help buy them some time with Code Enforcement.

President Enns asked Vice-President Chivens to take a closer look at the structure and report back to the Board, and Manager Koon to compose the requested letter.

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

**MOTION:** 1st by Lyon, to take no action on the Singh-Kaler Grant of License and direct staff and Legal Counsel to report back at a later date with recommendations. Motion was seconded by Frank.

ROLLCALL VOTE: Lyon-yes, Frank-yes, Chivens-yes, Enns-yes, (Miller-recused)

VOTE 4-0 Motion passed

# 6. PUBLIC HEARING #1 TO RECEIVE COMMUNITY INPUT REGARDING THE CREATION OF A DISTRICT-BASED ELECTION SYSTEM

Daniel Phillips of NDC gave a PowerPoint presentation outlining the preliminary steps required for transitioning into District-based elections.

Director Robert Frank questioned how there could be more Hispanics registered to vote in Cayucos than there are in the total population of Cayucos. Daniel Phillips explained that demographical information about the number of registered voters in Cayucos and information about the various ethnic groups in Cayucos are collected by different means and are not an exact calculation, but rather an estimatation.

When asked which of the traditional districting principles should be prioritized when drawing the divisions, President Enns answered that significant growth is not anticipated and voter preferences are preferred. Manager Koon suggested that the Board wait to see if any input from the community is received at the next meeting before making any final requests about how the districts are drawn up.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Item 6 was received, no action required.

# 7. DISCUSSION AND CONSIDERATION OF NOMINATION FOR AN ALTERNATIVE REPRESENTATIVE ON THE IWMA BOARD OF DIRECTORS

President Enns recounted the recent history of the polystyrene ban and how it's related to this item. He advised against nominating another member from the District's Board to serve as the alternate on the

IWMA Board, considering he is already on IWMA Board. He suggested it would appropriate for a representative from a different district to have a seat on the IWMA Board.

Director Lyon agreed that having two representatives from Cayucos Sanitary District on the IWMA Board would be injudicious.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Item 7 was discussed, no action required.

# 8. REVIEW AND DISCUSSION OF THE DISTRICT-OFFERED HMO HEALTH PLAN COST AND PLAN CHANGES FOR 2022

Manager Koon presented the prospective health insurance rates for the upcoming year and was pleased to share that the current health plan rate decreased. The Board expressed approval.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Miller, to approve the HMO Health Plan cost for 2022. Motion was seconded by Frank.

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

**VOTE 5-0** Motion passed

# 9. DISCUSSION AND CONSIDERATION TO REALLOCATE THE CAPITAL PROJECTS BUDGET

Manager Koon explained the proposed reallocation of the CIP Budget to the Board and elaborated on the need for a new piece of equipment for the treatment plant.

Director Frank asked how the membranes will be removed when they need to be replaced. Manager Koon answered that they will need to be lifted out with a small crane when required.

President Enns supported buying a new Caterpillar Compact Track Loader, pointing out that when you buy a used piece of machinery you never know why it's been sold.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Chivens, to reallocate the Capital Projects Budget and purchase a new Caterpillar Compact Track Loader. Motion was seconded by Lyon.

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

**VOTE 5-0** Motion passed

### 10. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE

Manager Koon informed the Board that the plant is operating well. He will be meeting with Souza next week to work out the details with the outfall tie in. Evoqua will need to come back out to work on a pump and tweak the programming, which doesn't quite fit the needs of our small town, but they will modify what they can to make it work. Staff is noticing less I&I and the water level has dropped, which means staff is learning to adjust. Soon Manager Koon will start working with Dylan Wade of WSC on the Recycled Water Program. He is working on insuring the plant for \$20 million and Lift Station 5 for \$1.5 million.

Director Frank asked if the District will be able to spray the weeds at the plant, as opposed to having to mow. Manager Koon answered that he would in fact prefer to mow, as the agriculture present in the area might be sensitive to chemicals. Director Frank next asked for an update on the cemetery, to which Manager Koon answered they are still performing their feasibility study, which will require changing the zoning.

Manager Koon went on to share that the District is on LAFCO's agenda next month for rezoning of the Treatment Plant property. The District received a \$4.5 million grant from the USDA, which will be turned over to Western Alliance Bank and will leave only the Series B loan left to pay off (\$5 million). The District can begin to pay off that loan with the \$380,000.00 and \$2 million coming from selling property to the City of Morro Bay and the Cayucos Land Conservancy.

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

#### 11. 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.

None.

### 12. FUTURE SCHEDULED MEETINGS

- September 16, 2021 Regular Board Meeting
- October 21, 2021 Regular Board Meeting
- , November 18, 2021 Regular Board Meeting

#### 13. ADJOURNMENT

The meeting adjourned at 6:23 p.m.

**Minutes Respectfully Submitted By:** 

Amy Lessi

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Administrative Services Manager

# Cayucos Sanitary District General Checking Account (Payments Only) August 2021

AGENDA ITEM: 3.B.1

**DATE:** Sept. 16, 2021

Date	Num	Name	Amount
08/01/2021	22343	POSTMASTER	-597.43
08/05/2021	HLTH080521	CALPERS (HEALTH)	-13,233.70
08/05/2021		QuickBooks Payroll Service	-17,662.08
08/05/2021	22382	CAYUCOS SANITARY DISTRICT WELLS FARGO ACT	-1,235.58
08/06/2021	DD08062101	COLLINS, JONATHAN W	0.00
08/06/2021	DD08062102	GOOD, GAYLE	0.00
08/06/2021	DD08062103	HOOPER, SARAH L	0.00
08/06/2021	DD08062104	KOON, RICHARD L	0.00
08/06/2021	DD08062105	LAKEY, NICK E	0.00
08/06/2021	DD08062106	LESSI, AMY M	0.00
08/06/2021	DD08062107	OWENS, JUSTIN D	0.00
08/06/2021	DD08062108	WINN, CHRISTOPHER M	0.00
08/06/2021	EDD08062021	EDD	-1,622.02
08/06/2021	FED08062021	US TREASURY	-7,550.08
08/06/2021	22383	VALERIE POWELL	-56.90
08/06/2021	22384	LAKEY, NICK E	-51.30
08/06/2021	B2121817007	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-707.47
08/06/2021	22385	ABALONE COAST ANALYTICAL, INC.	-287.00
08/06/2021	22386	BRENNTAG PACIFIC, INC.	-1,201.89
08/06/2021	22387	CALIFORNIA RURAL WATER ASSOCIATION	-1,178.00
08/06/2021	22388	CARMEL & NACCASHA, LLP	-6,287.22
08/06/2021	22389	CAYUCOS BEACH MUTUAL WATER CO. #1	-130.38
08/06/2021	22390	CAYUCOS BEACH MUTUAL WATER CO. #2	-117.02
08/06/2021	22391	CAYUCOS SANITARY DISTRICT	-294.00
08/06/2021	22392	CETTI SERVICES UNLIMITED, INC	-1,084.79
08/06/2021	22393	CHARTER INTERNET	-934.05
08/06/2021	22394	DEPARTMENT OF PUBLIC WORKS - SLO COUNTY	-140.90
08/06/2021	22395	EXXONMOBIL	-493.56
08/06/2021	22396	HACH	-35.98
08/06/2021	22397	KITZMAN WATER	-32.00
08/06/2021	22398	MINER'S ACE HARDWARE	-34.50
08/06/2021	22399	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
08/06/2021	22400	MOSS, LEVY & HARTZHEIM LLP	-2,000.00
08/06/2021	22401	PG&E LS#1	-441.62
08/06/2021	22402	PG&E LS#2	-1,110.75
08/06/2021	22403	PG&E LS#3	-130.13
08/06/2021	22404	PG&E LS#4	-412.38
08/06/2021	22405	PG&E LS#5 - NEW	-3,039.26
08/06/2021	22406	PG&E OFFICE	-186.61
08/06/2021	22407	PG&E TORO - PLANT	-37,106.36
08/06/2021	22408	PRO3 AUTOMATION, INC.	-4,758.00
08/06/2021	22409	QUICK TECH COMPUTERS	-525.00
08/06/2021	22410	STREAMLINE	-200.00
08/06/2021	22411	USA BLUE BOOK	-243.05
08/06/2021	22412	WELLS FARGO VENDOR FIN SERV	-213.43
08/06/2021	22413	WESTERN ALLIANCE BANK - SERIES A1	-25,293.78
08/06/2021	DEF080621	CALPERS (RETIREMENT)	-1,375.00
08/06/2021	PERS080621	CALPERS (RETIREMENT)	-3,394.39
08/09/2021	22414	PATHIAN ADMINISTRATORS	-186.15
08/09/2021	22415	OWENS, JUSTIN D	-146.80
00/09/2021	22713	OTTENO, JOUILIN D	140.00

Date	Num	Name	Amount
08/09/2021	22416	UNDERGROUND SERVICE ALERT	-224.82
08/13/2021	22417	AUTOZONE, INC.	-13.42
08/13/2021	22418	CALNET3	-417.58
08/13/2021	22419	FIRSTNET (AT&T)	-369.49
08/13/2021	22420	GRAINGER	-33.24
08/13/2021	22421	OILFIELD ENVIRONMENTAL & COMPLIANCE, INC.	-1,111.00
08/13/2021	22422	PG&E WELL	-14.55
08/17/2021	22424	ADVANTAGE ANSWERING PLUS	-98.37
08/17/2021	22425	CSA 10A SLO CO PW LS#3	-187.59
08/17/2021	22426	CSA 10A SLO CO PW LS#4	-187.59
08/17/2021	22427	OILFIELD ENVIRONMENTAL & COMPLIANCE, INC.	-138.00
08/17/2021	22428	PRINTING SYSTEMS, INC.	-718.07
08/17/2021	22429	QUICK TECH COMPUTERS	-462.09
08/17/2021	22430	STAPLES ADVANTAGE (Gov. Acct)	-327.63
08/19/2021		QuickBooks Payroll Service	-17,980.01
08/20/2021	DD08202101	COLLINS, JONATHAN W	0.00
08/20/2021	DD08202102	GOOD, GAYLE	0.00
08/20/2021	DD08202103	HOOPER, SARAH L	0.00
08/20/2021	DD08202104	KOON, RICHARD L	0.00
08/20/2021	DD08202105	LAKEY, NICK E	0.00
08/20/2021	DD08202106	LESSI, AMY M	0.00
08/20/2021	DD08202107	OWENS, JUSTIN D	0.00
08/20/2021	DD08202108	WINN, CHRISTOPHER M	0.00
08/20/2021	FED082021	US TREASURY	-7,709.02
08/20/2021	EDD082021	EDD	-1,638.59
08/20/2021	DEF08202021	CALPERS (RETIREMENT)	-1,375.00
08/20/2021	PERS082021	CALPERS (RETIREMENT)	-2,993.69
08/23/2021	22431	BEAR EMBROIDERY	-353.44
08/23/2021	22432	COASTAL COPY, INC	-28.19
08/23/2021	22433	EXECUTIVE JANITORIAL	-225.00
08/23/2021	22434	GRAINGER	-260.81
08/23/2021	22435	JENSEN INSTRUMENT CO.	-1,000.00
08/23/2021	22436	MINER'S ACE HARDWARE	-239.25
08/23/2021	22437	SDRMA	-5,126.88
08/23/2021	22438	STAPLES ADVANTAGE (Gov. Acct)	-191.10
08/23/2021	22439	WATER SYSTEMS CONSULTING, INC.	-28,305.00
08/23/2021	22440	WESTERN ALLIANCE BANK - SERIES A1	-6,745.01
08/24/2021	22441	BUSINESS CARD 4841	-426.01
08/24/2021	22442	BUSINESS CARD 8913	-1,179.77
08/24/2021	22443	COASTAL COPY, INC	-10.92
08/24/2021	22444	MISSION UNIFORM SERVICE	-434.94
08/24/2021	22445	POLYDYNE INC.	-734.06
08/24/2021	22446	SOCAL GAS	-22.03
08/24/2021	22447	MISSION UNIFORM SERVICE	-209.86
08/24/2021	PERS090121	CALPERS (RETIREMENT)	-700.00
08/30/2021	22448	CAYUCOS MINI STORAGE	-48.00
08/30/2021	22449	ANDREA L. DOOLEY	-12,000.00
08/30/2021	22450	GRAINGER	-99.20
08/30/2021	22451	HACH	-190.07
08/30/2021	22452	PRO3 AUTOMATION, INC.	-440.00
08/30/2021	22453	WELLS FARGO VENDOR FIN SERV	-174.00
08/31/2021	22250024402	Mechanic's Bank	-335.01
08/31/2021	32358921102	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
		Total Operating Expenses	-\$231,346.12

# Cayucos Sanitary District CIP/CSWP Account (Payments Only) August 2021

AGENDA ITEM: 3.B.1a

**DATE:** Sept. 16, 2021

Date	Num	Name	Amount
08/06/2021	11478	CARMEL & NACCASHA, LLP	-2,496.93
08/11/2021		Wells Fargo	-24.23
08/23/2021	11479	FIRMA CONSULTANTS, INC	-806.58
08/23/2021	11480	WATER SYSTEMS CONSULTING, INC.	-8,205.00
08/23/2021	11481	WATER SYSTEMS CONSULTING, INC.	-27,288.60
08/23/2021	11482	WATER SYSTEMS CONSULTING, INC.	-5,506.25
		Total CIP Expenses	-\$44,327.59

# **Cayucos Sanitary District CSWP Construction Account** (Payments Only) August 2021

AGENDA ITEM: 3.B.1b

Sept. 16, 2021 DATE:

Date	Num	Name	Amount
08/11/2021		Wells Fargo	-58.06
08/23/2021	5314	Raminha	-15,000.00
		Total CSWP Construction Expenses	-\$15,058,06

# Cayucos Sanitary District Cash, Savings and Investment Report August 2021

**AGENDA ITEM:** 3.B.2

**DATE:** Sept. 21, 2021

Bank Accounts	Current Balance	
Mechanic's Bank Checking	\$308,062	
Wells Fargo CIP	\$621,842	
Wells Fargo Savings (CFF)	\$202,946	
Mechanic's Bank - USDA	\$182,976	
Petty Cash	\$175	
LAIF	\$8,464	
Total	\$1,324,465	
CSWP Project/Asset Accounts		
WF CSWP Constr. Oper. Acct.	\$19,953	
WF CSWP Constr. Impound Acct.	\$141,787	
Total	\$161,740	
Investments		
CalTrust	ф1 607 E2E	
	\$1,687,535	
Cetera Cash/MM	\$745,343 \$71,333	(Fixed Income)
Cetera Treasury/Securities	\$71,223	(Fixed Income)
Total	\$2,504,101	
Grand Total	\$3,990,306	
MCD Rabobank Deposit CD	\$25,000	Franchise Deposit on Hold

# Cayucos Sanitary District FY 21/22 Financial Report August 2021

AGENDA ITEM: 3.B.3

**DATE:** Sept. 16, 2021

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 21/22	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	261,642	534,337	510,192	3,061,150	17%
4100 · WILL SERVE INCOME	24,480	24,830	5,867	35,200	71%
4200 · RENTAL INCOME			6,467	38,800	0%
4300 · SOLID WASTE INCOME	2,730	15,356	14,933	89,600	17%
4400 · SLOCO TAX ASSESSMENTS	19,544	20,782	169,733	1,018,400	2%
4500 · SAVINGS INTEREST INCOME	2	12	17	100	12%
4600 · INVESTMENT INTEREST	754	1,539	3,083	18,500	8%
4700 · OTHER INCOME			767	4,600	0%
Total Income	309,151	596,857	711,058	4,266,350	14%
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	26,995	53,676	58,483	350,900	15%
5200 · COLLECTIONS PAYROLL	10,942	21,328	32,575	195,450	11%
5300 · TREAT PAYROLL	18,118	36,106	33,375	200,250	18%
5400 · DIRECTOR PAYROLL	-	500	1,333	8,000	6%
5500 · VESTED PAYROLL BENEFITS	429	858	900	5,400	16%
<b>5600 · ADMIN PAYROLL TAXES &amp; BENEFITS</b>	9,266	36,981	23,117	138,700	27%
<b>5700 · COLL PAYROLL TAXES &amp; BENEFITS</b>	7,642	32,687	18,950	113,700	29%
<b>5800 · TREAT PAYROLL TAXES &amp; BENEFITS</b>	4,693	26,744	12,250	73,500	36%
<b>5900 · DIRECTOR PAYROLL TAXES &amp; BENEFITS</b>	-	38	83	500	8%
Total 5000 · PAYROLL EXPENSES	78,086	208,920	181,067	1,086,400	19%
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	2,167	13,000	0%
6100 · ADMIN OPERATING EXPENSES	35,035	181,302	218,700	1,312,200	14%
6500 · COLLECTIONS OPERATING EXPENSES	8,341	16,581	35,533	213,200	8%
7000 · TREATMENT OPERATING EXPENSES	45,180	88,207	239,717	1,438,300	6%
Total 6000 · OPERATING EXPENSES	88,556	286,090	496,117	2,976,700	10%
Total Expense	166,641	495,010	677,183	4,063,100	12%
Net Ordinary Income	142,510	101,847	33,875	203,250	
t Income	142,510	101,847	33,875	203,250	

# Cayucos Sanitary District Capital Improvement Projects Report FY 21/22 August 2021

AGENDA ITEM: 3.B.4

**DATE:** Sept. 16, 2021

	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	0.00	45,000.00	0%	
1616 - RWQCB Recycled Water Program 1650 - WRRF Improvements	0.00	0.00	20,000.00	0%	
1650.1 - Forklift	0.00	0.00	75,000.00	0%	
Total 1600 CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$200,000.00	0%	



AGENDA ITEM: 4.A

DATE: September 16, 2021

# **CAYUCOS SANITARY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: RICK KOON

**DISTRICT MANAGER** 

SUBJECT: MONTHLY MANAGERS REPORT: AUGUST 2021

DATE: SEPTEMBER 09, 2021

## **ADMINISTRATIVE:**

- The District continues to adjust to the increasing COVID-19 protection protocols for all employees as required by Cal-OSHA, state and local directives.
- Staff has been working on data for redistricting based on customer accounts and billing addresses.
- Staff is continuing to research ways to handle easement encroachments.
- The auditors completed their onsite portion of the FY 2020/2021 audit. No discrepancies were found. They are now preparing their final report.
- The WRRF solar field is constructed and wires are running to the plant. We are waiting on PG&E to make their additions to the substation. No word yet on when that is planned for.

# **CAPITAL PROJECTS:**

- Work on the Outfall Tie-In is now scheduled for the week of the 13<sup>th</sup>. The site has been cleared in preparation of installing the abutment.
- Knowles Construction is preparing to do a point repair on Hacienda.

# **OPERATIONS AND MAINTENANCE**

# **August 2021**

# CIP:

# **Daily Operations of Note:**

- Pump down, scrape, and bleach wet wells
- Clean WRRF screw press
- Test all alarms at pump stations
- Exercise generators
- Target Solutions Training for SDRMA
- Respond to 42 Underground Service Alerts
- Assist Pro3Automation with ongoing SCADA troubleshooting
- Jet 3486'
- Flow meter calibration
- Test battery capacities of standby generators; clean corrosion on LS 3 battery
- Assist customer on Rapf whose c/o was slowly draining water, CCTV main, jet line
- Enclose MBR turbidity meter area with screened walls and door
- Vacuum, clean portable generator at LS 1 and place traps for pests
- Replace hose shutoff valve at LS 1
- Clean/disinfect shop and bathroom
- Dispose of old electronic hardware at MB WWTP e-waste; destroy hard drives
- Landscaping around LS 2
- Clean glass windows in and outside of office
- Wash and polish stainless steel cabinets at all lift stations
- Renew SDRMA General Safety Specialist certification
- Troubleshoot Sewage Pump 1 fault LS 5
- 4th St. Knowles construction final?
- Subsite rep out to diagnose tractor camera
- Replumb UV turbidity sensors
- Mortar work at UV building

### **Call Outs:**

08/01/2021 – NL – Record pump hours and check stations for 1<sup>st</sup> of the month





DATE: September 16, 2021

# **CAYUCOS SANITARY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: RICK KOON

**DISTRICT MANAGER** 

DATE: SEPTEMBER 09, 2021

SUBJECT: PUBLIC HEARING #2 TO RECEIVE COMMUNITY INPUT REGARDING

THE CREATION OF A DISTRICT-BASED ELECTION SYSTEM

# **DISCUSSION:**

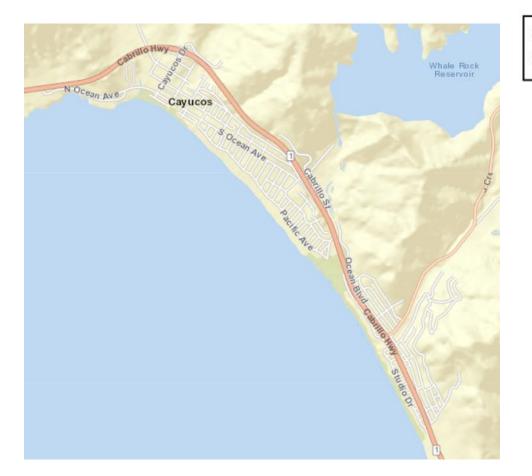
This is the second consecutive public hearing as required for the redistricting process. The District has received no comments to date. The presentation from the first meeting is included for reference.

Also attached is an example of possible sections (voter districts) that staff has created. We were able to use our billing system to divide the District into 5 sections based on the equal division of the total number of customer accounts. We then used the APN maps to locate the section lines while taking into consideration existing Board member place of residence and future growth.

Since these sections are based on customer accounts, it is interesting to note the number of out-of-town billing addresses each section contains.

#### **RECOMMENDATION:**

Staff recommends that the Board receive any public comment on this item for staff to pass on to the consultant.



AGENDA ITEM: 5

DATE: September 16, 2021

# Cayucos Sanitary District Introduction to Districting or "Divisioning"



# Election Systems

1. "At Large"

2. "From Division"

3. "By-Division Area"

The California Voting Rights Act was written to specifically encourage by-division elections.



# California Voting Rights Act (CVRA)

- □ Under the Federal Voting Rights Act (passed in 1965), a jurisdiction must fail 4 factual tests before it is in violation of the law.
- ☐ The California VRA makes it significantly easier for plaintiffs to force jurisdictions into "by-district" election systems by eliminating two of the US Supreme Court Gingles tests:
  - Can the protected class constitute the majority of a district?
  - Does the protected class vote as a bloc?
  - Do the voters who are not in the protected class vote in a bloc to defeat the preferred candidates of the protected class?
  - Do the "totality of circumstances" indicate race is a factor in elections?
- □ Liability is now determined only by the presence of racially polarized voting



# CVRA Impact

- □ Switched (or in the process of switching) as a result of CVRA:
  - At least 240 school districts
  - 34 Community College Districts
  - 154 cities
  - 1 County Board of Supervisors
  - 35 water and other special districts.
- □ Cases So Far:
  - Palmdale, Santa Clara and Santa Monica went to trial on the merits. Palmdale and Santa Clara lost. Santa Monica is awaiting a decision.
  - Modesto and Palmdale each spent about \$1.8 million on their defense (in addition to the attorney fee awards in those cases).
  - Santa Monica has spent an estimated \$7 million so far. Plaintiffs in Santa Monica requested \$22 million in legal fees after the original trial.

- □ Key settlements:
  - Palmdale: \$4.7 million
  - Modesto: \$3 million
  - Highland: \$1.3 million
  - Anaheim: \$1.1 million
  - Whittier: \$1 million
  - Santa Barbara: \$600,000
  - Tulare Hospital: \$500,000
  - □ Camarillo: \$233,000
  - Compton Unified: \$200,000
  - Madera Unified: about \$170,000
  - Hanford Joint Union Schools: \$118,000
  - Merced City: \$42,000
- An estimated \$16 million in total settlements and court awards so far.



# Districting Process

Step	Description
Introductory Meeting: June 17	Introduce and educate on the transition process.
Initial Pre-Draft Hearings: August 19 & Sep. 16	Held prior to release of draft maps. Solicit public input on which criteria to use and communities of interest in the district.
Release draft maps: February 12	Draft maps posted to project website
Two hearings on draft maps: Feb. 17 & March 17	Two meetings to discuss and revise the draft maps and to discuss the election sequence.
Map adoption: April 21	Map adopted via ordinance/resolution. Final map must be posted at least 3/7 days prior to adoption.



# Districting Rules and Goals

# Federal Laws

- Equal Population
- □ Federal Voting Rights Act
- No Racial Gerrymandering



# Traditional Districting Principles

- Communities of interest
- Compactness
- Contiguity
- ☐ Following visible (natural and man-made) boundaries
- Respect voters' choices / continuity in office
- □ Planned future growth



# Demographic Summary

Estimates using official 2020 demographic data and NDC's estimated total population figures.

Each of the 5 divisions must contain about 500 people.

Category	Field	Count	Pct
	2010 Census Pop.	2,556	
	2020 Estimated Pop.	2,593	
	Hisp	203	8%
Total Pop	NH White	2,218	87%
	NH Black	11	0%
	Asian-American	73	3%
	Total	2,262	
	Hisp	226	10%
Citizen Voting Age Pop	NH White	1,970	87%
	NH Black	0	0%
	Asian/Pac.Isl.	45	2%



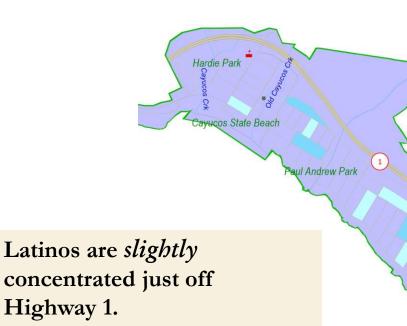
# Demographic Details

These fields can be used for thinking about communities of interest

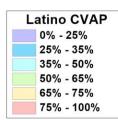
Category	Field	Count	Pct	Category	Field	Count	Pct	
	2010 Census Pop.	2,556			age0-19	405	16%	
	2020 Estimated Pop.	2,593		Age	age20-60	944	36%	
	Hisp	203	8%		age60plus	1,244	48%	
Total Pop	NH White	2,218	87%	Immigration	immigrants	112	4%	
Total Pop	NH Black	11	0%	minigration	naturalized	70	62%	
	Asian-American	73	3%		english	2,305	92%	
	Total	2,262		Language spoken at	spanish	125	5%	
	Hisp	226	10%	home	asian-lang	16	1%	
Citizen Voting	NH White	1,970	87%		other lang	51	2%	
Age Pop	NH Black	0	0%	Language Fluency	Speaks Eng. "Less than Very Well"	38	2%	
	Asian/Pac.Isl.	45	2%	Education (among	hs-grad	882	43%	
	Total	2,062		those age 25+)	bachelor	444	21%	
	Latino est.	123	6%	those age 25+)	graduatedegree	329	16%	
Voter	Spanish-Surnamed	110	5%	Child in Household	child-under18	165	13%	
Registration (Nov 2020)	Asian-Surnamed	34	2%	Pct of Pop. Age 16+	employed	1,227	52%	
2020)	Filipino-Surnamed	19	1%		income 0-25k	245	19%	
	NH White est.	1,877	91%		income 25-50k	200	15%	
	NH Black	0	0%	Household Income	income 50-75k	312	24%	
	Total	1,844			income 75-200k	453	35%	
	Latino est.	111	6%		income 200k-plus	88	7%	
Voter Turnout	Spanish-Surnamed	99	5%		single family	2,228	91%	
(Nov 2020)	Asian-Surnamed	31	2%	Housing Stats	multi-family	226	9%	
(1407 2020)	Filipino-Surnamed	18	1%	110using stats	rented	525	41%	
	NH White est.	1,677	91%		owned	772	59%	
	NH Black	0	0%	Total population data fe	om the 2010 December Con	С.,	based	
	Total	1,499		1 * *	om the 2010 Decennial Cen I Turnout data from the C			
	Latino est.	91	6%		gistration and turnout data			
Voter Turnout	Spanish-Surnamed	82	5%		Census Population Depart			
(Nov 2018)	Asian-Surnamed	23	2%		and NH Black registration a			
(1,00, 2010)	Filipino-Surnamed	9	1%		Noting Age Population, A			
	NH White est.	1,381	92%	other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.				
	NH Black est.	0	0%		-			



# Latino CVAP



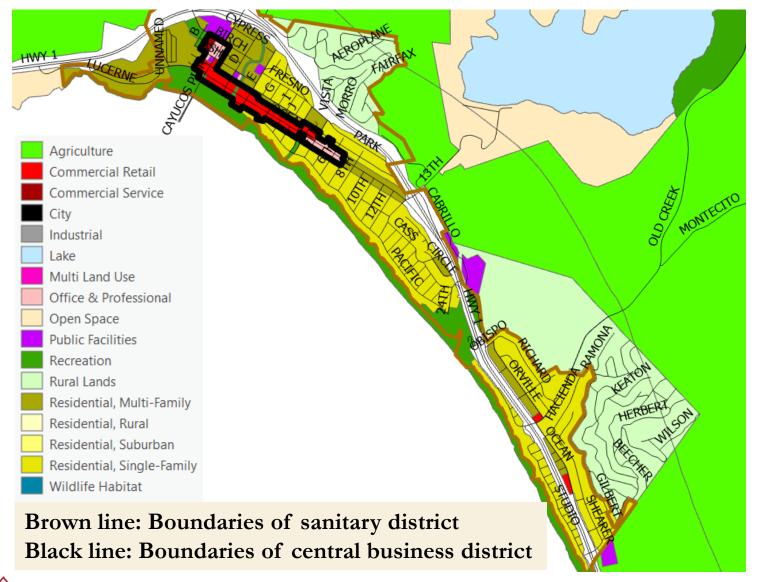
There are no concentrations of African Americans, Asian Americans, or Native **Americans** 



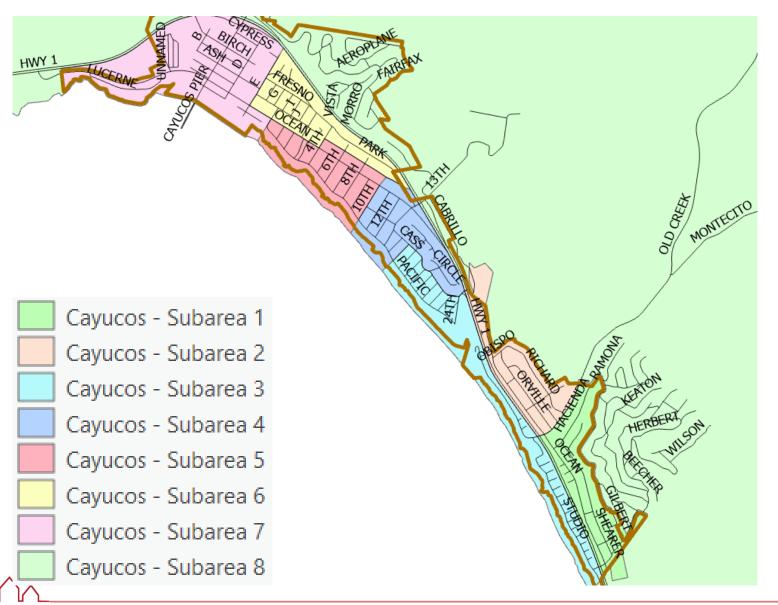


Morro Strand State Beach

# Other Possible Communities of Interest



# Other Possible Communities of Interest



# Public Hearing & Discussion

- □ Which traditional districting principles would you like us to consider when drawing your district's divisions, in addition to the federal requirements?
- □ Which of the traditional districting principles would you like us to prioritize when drawing the divisions?
- □ Any questions or comments about the process?



**AGENDA ITEM:** <u>5</u>


DATE: September 16, 2021

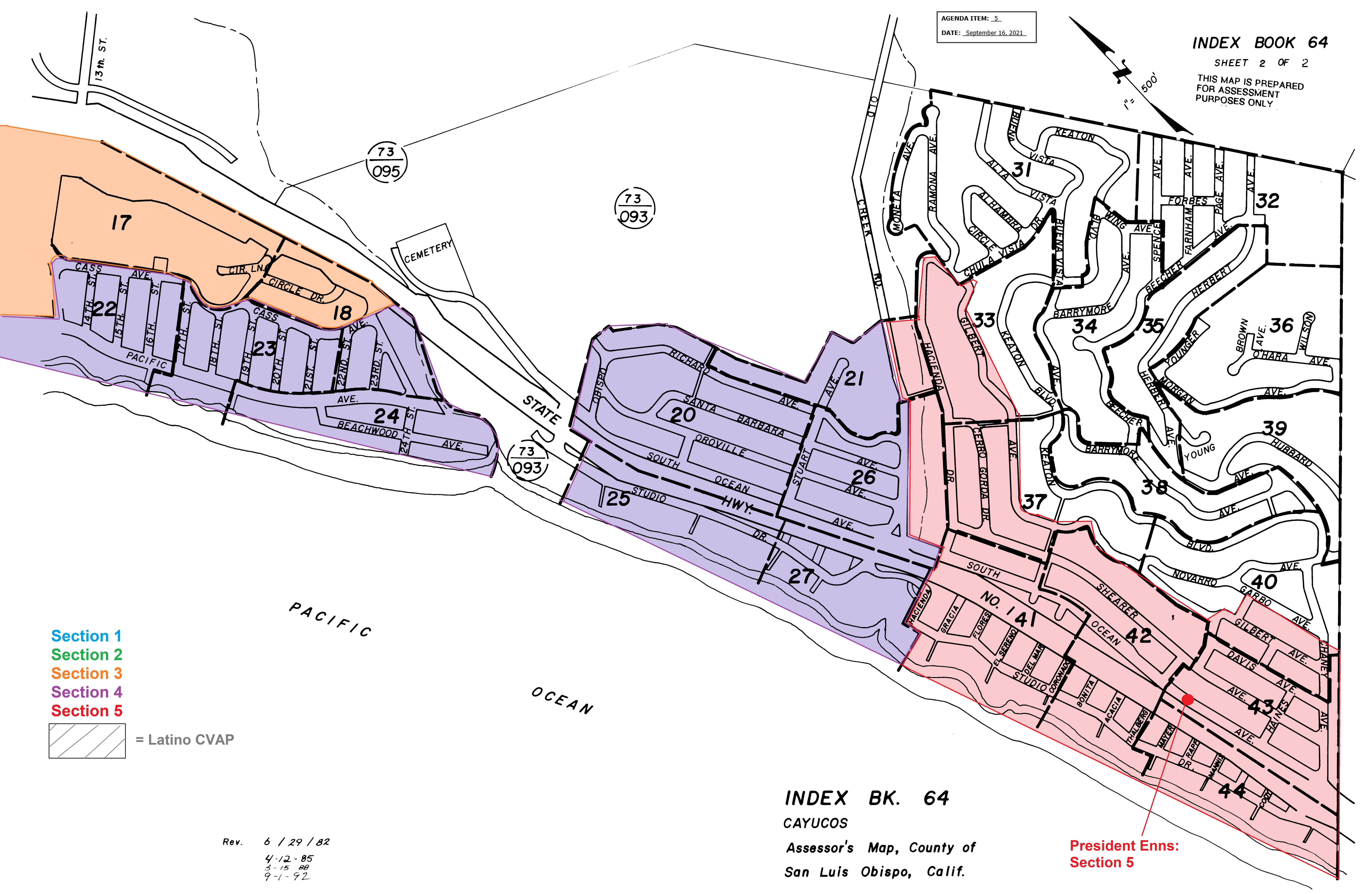
# **Proposed Divisions: Legend & Breakdown**

	Section 1*	Section 2	Section 3**	Section 4	Section 5	Totals
# of Customer Accounts	268	412	441	503	463	2087
With a Cayucos Mailing Address	112	185	213	216	227	953
With Non-Cayucos Mailing Address	156	227	228	287	236	1134

\*Section 1: + 83 Trailer Park Lots

\*\*Section 3: + 52 Trailer Park Lots









**DATE:** September 16, 2021

# **CAYUCOS SANITARY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: RICK KOON

**DISTRICT MANAGER** 

DATE: SEPTEMBER 09, 2021

SUBJECT: DISCUSSION AND CONSIDERATION TO ACCEPT A GRANT OF

**SEWER EASEMENT FOR 199 6TH ST (064-132-037)** 

### **DISCUSSION:**

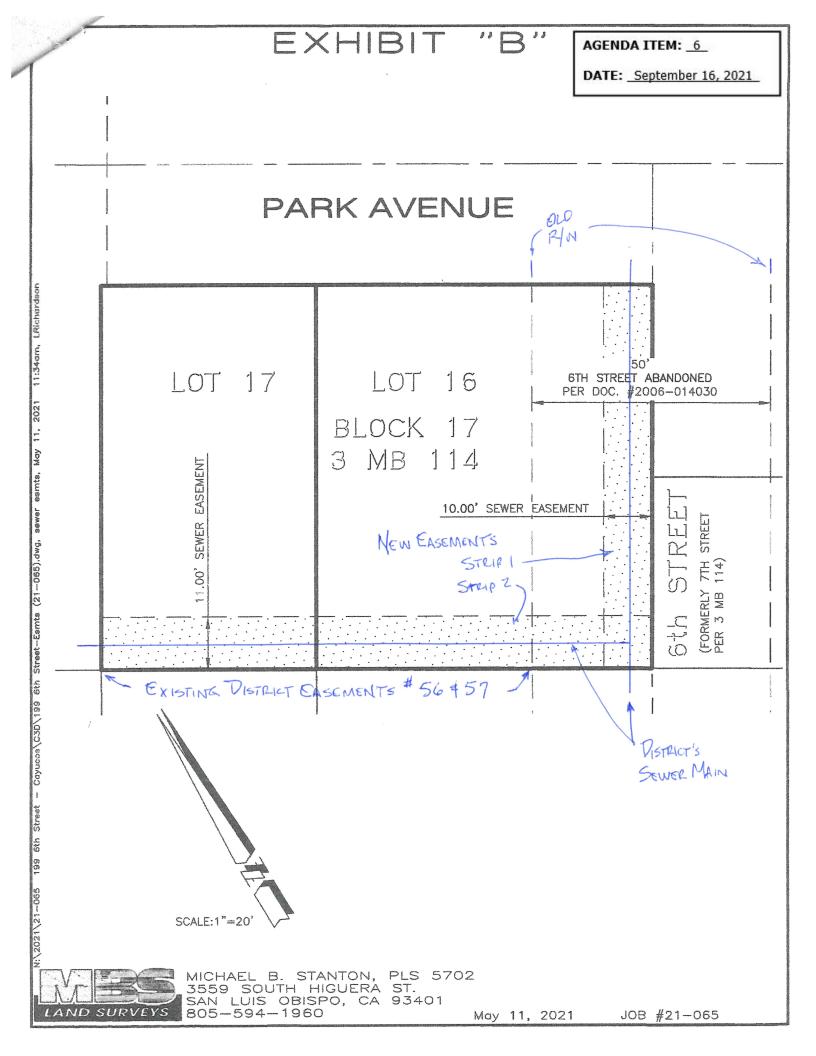
Back in 2006 the County abandoned the portion of Sixth Street that dead ends into the hillside below Park Street, giving half of the right of way to each neighboring property. The District's sewer main is located 5 feet northwest of the old centerline of Sixth Street, which is now on Lot 16. There is also an existing District easement along the southwesterly property line of Lot 16 and Lot 17.

The owner of Lots 16 and 17 has asked for a Will-Serve for the construction of a new home. Prior to initiating the Will-Serve process, the District asked that new easements be recorded for both the District mains across the property (see attached).

District Legal Counsel has prepared the Grant of Sewer Easement, also attached, which contains the new easement legal descriptions (Strip 1 and Strip 2).

### **RECOMMENDATION:**

Staff recommends that the Board accept a Grant of Sewer Easement for 199 6th St. (064-132-037).



RECORDING REQUESTED BY:

#### **CAYUCOS SANITARY DISTRICT**

AND WHEN RECORDED MAIL TO:

CAYUCOS SANITARY DISTRICT 200 Ash Avenue P.O. Box 333 Cayucos, California 93430

GENDA	ITEM:	6
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DATE: September 16, 2021

(THIS SPACE FOR RECORDER'S USE ONLY)

# **GRANT OF SEWER EASEMENT**

ASSESSOR'S PARCEL NO: 064-132-037

For valuable consideration, receipt of which is hereby acknowledged, Saralyn J. Leven, a married woman as her sole and separate property ("Grantor"),

HEREBY GRANTS to the Cayucos Sanitary District, a California special district ("Grantee"), in the County of San Luis Obispo, State of California, a permanent easement and right of way for access to construct, reconstruct, maintain, operate and repair sewer facilities, including any or all appurtenances thereto, together with the right of ingress and egress, over, under, along and across all that real property situated in the County of San Luis Obispo, State of California, described and depicted as follows:

See Exhibits "A" and "B" attached hereto and incorporated herein.

Reserving unto the Grantor herein, and her heirs and assigns, the continued use of the above described parcel of land subject to the following conditions:

The erecting of buildings, masonry walls, decks and other permanent structures; the planting of trees; the changing of the surface grade; and the installation of privately owned pipelines shall be prohibited, except by a Grant of License duly issued by the District Manager.

Grantor:	Saralyn J. Leven	
By:		
·	Saralyn J. Leven	
Date:		
special distri	rict, is hereby accepted by the unders nferred by the Board of Directors, and	onveyed by this instrument to the Cayucos Sanitary District, a California signed officer on behalf of the Cayucos Sanitary District, pursuant to the Grantee consents to recordation thereof by its duly authorized officer.
Date:		

# EXHIBIT "A" LEGAL DESCRIPTION

Sewer Easement

That real property in the County of San Luis Obispo, State of California being a portion of Lots 16 and 17 in Block 17 of Morro Rock View No. 4 as shown on the map filed in Book 3 of Maps at page 114 in the Office of the County Recorder of said County; described as follows:

# Strip 1

Being the southeasterly ten (10) feet, measured at right angles from the southeast Lot line of said Lot 16.

# Strip 2

Being the southwesterly eleven (11) feet, measured at right angles from the southwest Lot line of said Lots 16 and 17.

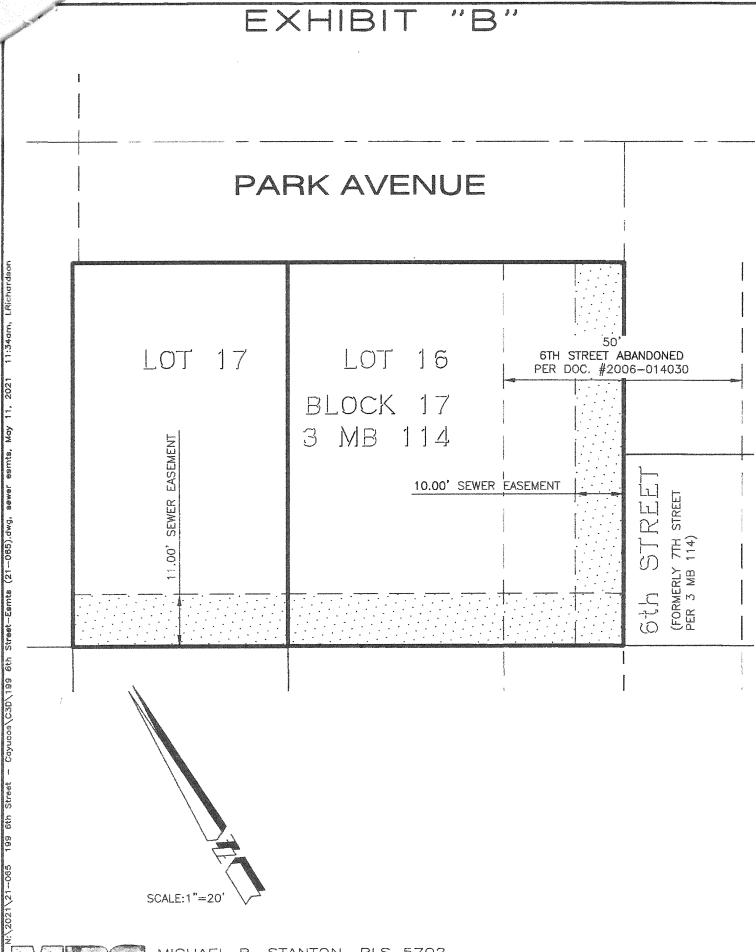
The above described property is shown graphically on Exhibit "B" attached hereto and incorporated herein.

\* \* \*

STANTON PLS 5702

Michael B. Stanton, PLS5702

Date





MICHAEL B. STANTON, PLS 5702 3559 SOUTH HIGUERA ST. SAN LUIS OBISPO, CA 93401 805-594-1960