



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

**CAYUCOS SANITARY DISTRICT**

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

**BOARD OF DIRECTORS  
SPECIAL MEETING AGENDA  
WEDNESDAY, JANUARY 12, 2022 AT 3:00PM  
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

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

<https://www.gotomeet.me/AmyLessi/csd-bod-special-meeting>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 376-668-357

*New to GoToMeeting? Get the app now and be ready when your first meeting starts:*

<https://global.gotomeeting.com/install/376668357>

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

**1. ESTABLISH QUORUM AND CALL TO ORDER**

**2. PUBLIC COMMENT:**

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

**3. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-01 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361)**

**4. DISCUSSION AND CONSIDERATION TO APPROVE THE REVISED SALARY SCHEDULE FOR THE CHIEF PLANT OPERATOR POSITION**

**5. ADJOURNMENT**

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.

\*\*\*\*\*

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

\*\*\*\*\*

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

**RESOLUTION 2022-01**

**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 12<sup>th</sup> day of January, 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

# CAYUCOS SANITARY DISTRICT

## Salary Schedule for FY 21/22

AGENDA ITEM: 4  
DATE: January 12, 2022

Proposed Revision 1.20.2022

POSITION		MIN					MAX	LONGEVITY PAY		
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	*10 YEARS	*15 YEARS	*20 YEARS
			5%	5%	5%	5%	5%	2 1/2 %	2 1/2 %	2 1/2 %
<b>DISTRICT MANAGER (Full-Time)</b>	Bi-Wkly	N/A	N/A	N/A	N/A	N/A	\$ 8,556.92	N/A	N/A	N/A
	Annual						\$ 222,480.00			
<b>ADMINISTRATIVE ACCOUNTING MANAGER (Full-Time)</b>	Hourly	\$ 30.88	\$ 32.42	\$ 34.04	\$ 35.74	\$ 37.53	\$ 39.41	\$ 40.40	\$ 41.41	\$ 42.45
	Bi-Wkly	\$ 2,470.40	\$ 2,593.60	\$ 2,723.20	\$ 2,859.20	\$ 3,002.40	\$ 3,152.80	\$ 3,232.00	\$ 3,312.80	\$ 3,396.00
	Annual	\$ 64,230.40	\$ 67,433.60	\$ 70,803.20	\$ 74,339.20	\$ 78,062.40	\$ 81,972.80	\$ 84,032.00	\$ 86,132.80	\$ 88,296.00
<b>ADMINISTRATIVE SERVICES MANAGER (Full-Time)</b>	Hourly	\$ 30.88	\$ 32.42	\$ 34.04	\$ 35.74	\$ 37.53	\$ 39.41	\$ 40.40	\$ 41.41	\$ 42.45
	Bi-Wkly	\$ 2,470.40	\$ 2,593.60	\$ 2,723.20	\$ 2,859.20	\$ 3,002.40	\$ 3,152.80	\$ 3,232.00	\$ 3,312.80	\$ 3,396.00
	Annual	\$ 64,230.40	\$ 67,433.60	\$ 70,803.20	\$ 74,339.20	\$ 78,062.40	\$ 81,972.80	\$ 84,032.00	\$ 86,132.80	\$ 88,296.00
<b>COLLECTION WORKER TRAINEE (Full-Time)</b>	Hourly	\$ 18.70	\$ 19.64	\$ 20.62	\$ 21.65	\$ 22.73	\$ 23.87	\$ 24.47	\$ 25.08	\$ 25.71
	Bi-Wkly	\$ 1,496.00	\$ 1,571.20	\$ 1,649.60	\$ 1,732.00	\$ 1,818.40	\$ 1,909.60	\$ 1,957.60	\$ 2,006.40	\$ 2,056.80
	Annual	\$ 38,896.00	\$ 40,851.20	\$ 42,889.60	\$ 45,032.00	\$ 47,278.40	\$ 49,649.60	\$ 50,897.60	\$ 52,166.40	\$ 53,476.80
<b>COLLECTION WORKER I (Full-Time)</b>	Hourly	\$ 21.36	\$ 22.43	\$ 23.55	\$ 24.73	\$ 25.97	\$ 27.27	\$ 27.95	\$ 28.65	\$ 29.37
	Bi-Wkly	\$ 1,708.80	\$ 1,794.40	\$ 1,884.00	\$ 1,978.40	\$ 2,077.60	\$ 2,181.60	\$ 2,236.00	\$ 2,292.00	\$ 2,349.60
	Annual	\$ 44,428.80	\$ 46,654.40	\$ 48,984.00	\$ 51,438.40	\$ 54,017.60	\$ 56,721.60	\$ 58,136.00	\$ 59,592.00	\$ 61,089.60
<b>COLLECTION WORKER II (Full-Time)</b>	Hourly	\$ 22.50	\$ 23.63	\$ 24.81	\$ 26.05	\$ 27.35	\$ 28.72	\$ 29.44	\$ 30.18	\$ 30.93
	Bi-Wkly	\$ 1,800.00	\$ 1,890.40	\$ 1,984.80	\$ 2,084.00	\$ 2,188.00	\$ 2,297.60	\$ 2,355.20	\$ 2,414.40	\$ 2,474.40
	Annual	\$ 46,800.00	\$ 49,150.40	\$ 51,604.80	\$ 54,184.00	\$ 56,888.00	\$ 59,737.60	\$ 61,235.20	\$ 62,774.40	\$ 64,334.40
<b>LEAD WORKER II (Full-Time)</b>	Hourly	\$ 30.20	\$ 31.71	\$ 33.30	\$ 34.97	\$ 36.72	\$ 38.56	\$ 39.52	\$ 40.51	\$ 41.52
	Bi-Wkly	\$ 2,416.00	\$ 2,536.80	\$ 2,664.00	\$ 2,797.60	\$ 2,937.60	\$ 3,084.80	\$ 3,161.60	\$ 3,240.80	\$ 3,321.60
	Annual	\$ 62,816.00	\$ 65,956.80	\$ 69,264.00	\$ 72,737.60	\$ 76,377.60	\$ 80,204.80	\$ 82,201.60	\$ 84,260.80	\$ 86,361.60
<b>TREATMENT PLANT OPERATOR GRADE II (Full-Time)</b>	Hourly	\$30.69	\$32.22	\$33.83	\$35.52	\$37.30	\$39.17	\$40.15	\$41.15	\$42.18
	Bi-Wkly	\$2,455.20	\$2,577.60	\$2,706.40	\$2,841.60	\$2,984.00	\$3,133.60	\$3,212.00	\$3,292.00	\$3,374.40
	Annual	\$63,835.20	\$67,017.60	\$70,366.40	\$73,881.60	\$77,584.00	\$81,473.60	\$83,512.00	\$85,592.00	\$87,734.40
<b>TREATMENT PLANT OPERATOR GRADE III (Full-Time)</b>	Hourly	\$35.09	\$36.84	\$38.68	\$40.61	\$42.64	\$44.77	\$45.89	\$47.04	\$48.22
	Bi-Wkly	\$2,807.20	\$2,947.20	\$3,094.40	\$3,248.80	\$3,411.20	\$3,581.60	\$3,671.20	\$3,763.20	\$3,857.60
	Annual	\$72,987.20	\$76,627.20	\$80,454.40	\$84,468.80	\$88,691.20	\$93,121.60	\$95,451.20	\$97,843.20	\$100,297.60
<b>CHIEF PLANT OPERATOR (Full-Time)</b>	Hourly	\$44.77	\$47.01	\$49.36	\$51.83	\$54.42	\$57.14	\$58.57	\$60.03	\$61.53
	Bi-Wkly	\$3,581.60	\$3,760.80	\$3,948.80	\$4,146.40	\$4,353.60	\$4,571.20	\$4,685.60	\$4,802.40	\$4,922.40
	Annual	\$93,121.60	\$97,780.80	\$102,668.80	\$107,806.40	\$113,193.60	\$118,851.20	\$121,825.60	\$124,862.40	\$127,982.40

New employees will generally be hired at Step A unless it can be demonstrated that, based on the inordinate qualifications of the prospective employee, advanced salary placement is warranted. In no event can the District Manager hire in beyond the mid-point of the range without the express approval of the District Board.

Upon successful completion of the introductory period, an employee will be moved to subsequent steps within their salary range based upon "merit" tied to performance evaluation.

Annually the Board will consider a Cost of Living Adjustment (COLA). If the COLA is approved, the step and range plan will be automatically adjusted accordingly. Therefore, an employee may receive both a step adjustment based upon "merit" and a COLA in any given year until the employee reaches Step F. Upon reaching Step F, the only salary adjustment will be the Board-approved COLA until the employee is eligible for longevity pay increases.

\*Upon completion of the 10th, 15th and 20th years of service.

# CAYUCOS SANITARY DISTRICT

## Salary Schedule for FY 21/22

AGENDA ITEM: 4

DATE: January 12, 2022

3% COLA Approved May 20, 2021, Effective July 1, 2021

POSITION		MIN						MAX STEP F	LONGEVITY PAY		
		STEP A	STEP B	STEP C	STEP D	STEP E	5%		*10 YEARS	*15 YEARS	*20 YEARS
			5%	5%	5%	5%	5%		2 1/2 %	2 1/2 %	2 1/2 %
<b>DISTRICT MANAGER (Full-Time)</b>	Bi-Wkly	N/A	N/A	N/A	N/A	N/A	N/A	\$ 8,556.92	N/A	N/A	N/A
	Annual							\$ 222,480.00			
<b>ADMINISTRATIVE ACCOUNTING MANAGER (Full-Time)</b>	Hourly	\$ 30.88	\$ 32.42	\$ 34.04	\$ 35.74	\$ 37.53	\$ 39.41	\$ 40.40	\$ 41.41	\$ 42.45	
	Bi-Wkly	\$ 2,470.40	\$ 2,593.60	\$ 2,723.20	\$ 2,859.20	\$ 3,002.40	\$ 3,152.80	\$ 3,232.00	\$ 3,312.80	\$ 3,396.00	
	Annual	\$ 64,230.40	\$ 67,433.60	\$ 70,803.20	\$ 74,339.20	\$ 78,062.40	\$ 81,972.80	\$ 84,032.00	\$ 86,132.80	\$ 88,296.00	
<b>ADMINISTRATIVE SERVICES MANAGER (Full-Time)</b>	Hourly	\$ 30.88	\$ 32.42	\$ 34.04	\$ 35.74	\$ 37.53	\$ 39.41	\$ 40.40	\$ 41.41	\$ 42.45	
	Bi-Wkly	\$ 2,470.40	\$ 2,593.60	\$ 2,723.20	\$ 2,859.20	\$ 3,002.40	\$ 3,152.80	\$ 3,232.00	\$ 3,312.80	\$ 3,396.00	
	Annual	\$ 64,230.40	\$ 67,433.60	\$ 70,803.20	\$ 74,339.20	\$ 78,062.40	\$ 81,972.80	\$ 84,032.00	\$ 86,132.80	\$ 88,296.00	
<b>COLLECTION WORKER TRAINEE (Full-Time)</b>	Hourly	\$ 18.70	\$ 19.64	\$ 20.62	\$ 21.65	\$ 22.73	\$ 23.87	\$ 24.47	\$ 25.08	\$ 25.71	
	Bi-Wkly	\$ 1,496.00	\$ 1,571.20	\$ 1,649.60	\$ 1,732.00	\$ 1,818.40	\$ 1,909.60	\$ 1,957.60	\$ 2,006.40	\$ 2,056.80	
	Annual	\$ 38,896.00	\$ 40,851.20	\$ 42,889.60	\$ 45,032.00	\$ 47,278.40	\$ 49,649.60	\$ 50,897.60	\$ 52,166.40	\$ 53,476.80	
<b>COLLECTION WORKER I (Full-Time)</b>	Hourly	\$ 21.36	\$ 22.43	\$ 23.55	\$ 24.73	\$ 25.97	\$ 27.27	\$ 27.95	\$ 28.65	\$ 29.37	
	Bi-Wkly	\$ 1,708.80	\$ 1,794.40	\$ 1,884.00	\$ 1,978.40	\$ 2,077.60	\$ 2,181.60	\$ 2,236.00	\$ 2,292.00	\$ 2,349.60	
	Annual	\$ 44,428.80	\$ 46,654.40	\$ 48,984.00	\$ 51,438.40	\$ 54,017.60	\$ 56,721.60	\$ 58,136.00	\$ 59,592.00	\$ 61,089.60	
<b>COLLECTION WORKER II (Full-Time)</b>	Hourly	\$ 22.50	\$ 23.63	\$ 24.81	\$ 26.05	\$ 27.35	\$ 28.72	\$ 29.44	\$ 30.18	\$ 30.93	
	Bi-Wkly	\$ 1,800.00	\$ 1,890.40	\$ 1,984.80	\$ 2,084.00	\$ 2,188.00	\$ 2,297.60	\$ 2,355.20	\$ 2,414.40	\$ 2,474.40	
	Annual	\$ 46,800.00	\$ 49,150.40	\$ 51,604.80	\$ 54,184.00	\$ 56,888.00	\$ 59,737.60	\$ 61,235.20	\$ 62,774.40	\$ 64,334.40	
<b>LEAD WORKER II (Full-Time)</b>	Hourly	\$ 30.20	\$ 31.71	\$ 33.30	\$ 34.97	\$ 36.72	\$ 38.56	\$ 39.52	\$ 40.51	\$ 41.52	
	Bi-Wkly	\$ 2,416.00	\$ 2,536.80	\$ 2,664.00	\$ 2,797.60	\$ 2,937.60	\$ 3,084.80	\$ 3,161.60	\$ 3,240.80	\$ 3,321.60	
	Annual	\$ 62,816.00	\$ 65,956.80	\$ 69,264.00	\$ 72,737.60	\$ 76,377.60	\$ 80,204.80	\$ 82,201.60	\$ 84,260.80	\$ 86,361.60	
<b>TREATMENT PLANT OPERATOR GRADE II (Full-Time)</b>	Hourly	\$ 30.69	\$ 32.22	\$ 33.83	\$ 35.52	\$ 37.30	\$ 39.17	\$ 40.15	\$ 41.15	\$ 42.18	
	Bi-Wkly	\$ 2,455.20	\$ 2,577.60	\$ 2,706.40	\$ 2,841.60	\$ 2,984.00	\$ 3,133.60	\$ 3,212.00	\$ 3,292.00	\$ 3,374.40	
	Annual	\$ 63,835.20	\$ 67,017.60	\$ 70,366.40	\$ 73,881.60	\$ 77,584.00	\$ 81,473.60	\$ 83,512.00	\$ 85,592.00	\$ 87,734.40	
<b>TREATMENT PLANT OPERATOR GRADE III (Full-Time)</b>	Hourly	\$ 35.09	\$ 36.84	\$ 38.68	\$ 40.61	\$ 42.64	\$ 44.77	\$ 45.89	\$ 47.04	\$ 48.22	
	Bi-Wkly	\$ 2,807.20	\$ 2,947.20	\$ 3,094.40	\$ 3,248.80	\$ 3,411.20	\$ 3,581.60	\$ 3,671.20	\$ 3,763.20	\$ 3,857.60	
	Annual	\$ 72,987.20	\$ 76,627.20	\$ 80,454.40	\$ 84,468.80	\$ 88,691.20	\$ 93,121.60	\$ 95,451.20	\$ 97,843.20	\$ 100,297.60	
<b>CHIEF PLANT OPERATOR (Full-Time)</b>	Hourly	\$ 48.20	\$ 50.61	\$ 53.14	\$ 55.80	\$ 58.59	\$ 61.52	\$ 63.06	\$ 64.64	\$ 66.26	
	Bi-Wkly	\$ 3,856.00	\$ 4,048.80	\$ 4,251.20	\$ 4,464.00	\$ 4,687.20	\$ 4,921.60	\$ 5,044.80	\$ 5,171.20	\$ 5,300.80	
	Annual	\$ 100,256.00	\$ 105,268.80	\$ 110,531.20	\$ 116,064.00	\$ 121,867.20	\$ 127,961.60	\$ 131,164.80	\$ 134,451.20	\$ 137,820.80	

New employees will generally be hired at Step A unless it can be demonstrated that, based on the inordinate qualifications of the prospective employee, advanced salary placement is warranted. In no event can the District Manager hire in beyond the mid-point of the range without the express approval of the District Board.

Upon successful completion of the introductory period, an employee will be moved to subsequent steps within their salary range based upon "merit" tied to performance evaluation.

Annually the Board will consider a Cost of Living Adjustment (COLA). If the COLA is approved, the step and range plan will be automatically adjusted accordingly. Therefore, an employee may receive both a step adjustment based upon "merit" and a COLA in any given year until the employee reaches Step F. Upon reaching Step F, the only salary adjustment will be the Board-approved COLA until the employee is eligible for longevity pay increases.

\*Upon completion of the 10th, 15th and 20th years of service.