



# CAYUCOS SANITARY DISTRICT

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

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
THURSDAY, AUGUST 17, 2023 AT 5:00PM  
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

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

**2. PUBLIC COMMENT**

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

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

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

**A. Meeting Minutes**

1. Approval of minutes for the July 20, 2023 Board of Directors Regular Meeting **Pg. 1**

**B. Financial Reports: July 2023**

1. Check Register – Wells Fargo (General Checking Account) **Pg. 4**
2. Check Register – Wells Fargo (CIP Checking Account) **Pg. 6**
3. Cash, Savings, and Investment Report **Pg. 7**
4. Budget vs. Actual Status Report **Pg. 8**
5. Capital Improvement Projects Report **Pg. 9**

**4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required**

**A. District Manager's Report: July 2023 **Pg. 10****

**B. New Will-Serves:**

- 3519 Studio Dr. / Tomlinson / 064-455-009 / SFR Addition
- 46 19<sup>th</sup> St. / Fishman / 064-233-026 / SFR Addition

**Extended Will-Serves:**

- 53 El Sereno Ave. / Bergson / 064-414-019 / SFR New

**Finalized Will-Serves:**

None

**Grants of License:**

None

**5. DISCUSSION AND CONSIDERATION OF THE DISTRICT-OFFERED HMO HEALTH PLAN COST AND REVIEW OF THE PLAN CHANGES FOR 2024 **Pg.12****

**6. DISCUSSION AND CONSIDERATION TO APPROVE REVISING THE DISTRICT'S SALARY SCHEDULE BY ADDING A COLLECTIONS III POSITION, OPERATOR-IN-TRAINING POSITION, AND A TREATMENT I POSTION Pg. 14**

**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**

- September 21, 2023 – Regular Board Meeting
- October 19, 2023 – Regular Board Meeting
- November 23, 2023 – Regular Board Meeting

**9. ADJOURNMENT**

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### 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, JULY 20, 2023 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

### 1. ESTABLISH QUORUM AND CALL TO ORDER

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

**Directors present:** President Robert Enns, Vice-President Shirley Lyon, Director Robert Frank and Director John Curti

**Directors absent:** Director Hannah Miller

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

### 2. PUBLIC COMMENT

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

### 3. CONSENT CALENDAR: Recommended to Approve

#### A. Meeting Minutes

1. Approval of minutes for the June 15, 2023 Board of Directors Regular Meeting

#### B. Financial Reports: June 2023

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
5. Capital Improvement Projects Report
6. Annual Disclosure and Employee Reimbursement Report

Director Frank requested to pull items 3.B.1 and 3.B.2 for separate consideration.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Frank, to approve items 3.A and 3.B.3-3.B.6 on the Consent Calendar as prepared. Motion was seconded by Curti.

**VOTE:** 4-0 Motion passed

Director Frank noticed that the same check #11563 to Souza Construction, Inc. is listed on the Check Registers for both the General Checking and the CIP Checking Accounts. Manager Koon commented that the error is associated with an ongoing memorized reports issue with Quickbooks, and that staff would correct the financials to remove the check from the General Checking Check Register.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Frank, to approve items 3.B.1 and 3.B.2 on the Consent Calendar as amended. Motion was seconded by Lyon.

**VOTE: 4-0** Motion passed

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

**A. District Manager's Report: June 2023**

**B. New Will-Serves:**

- 20 8<sup>th</sup> St. / Carstairs / 064-152-013 / SFR Demo/Rebuild
- 1301 Pacific Ave. / Smith & Lease / 064-223-003 / SFR Demo/Rebuild
- 000 H St. / Williams / 064-126-016 / SFR New
- 1859 Cass Ave. / Goodman / 064-172-042 / SFR Remodel

**Extended Will-Serves:**

- 000 Studio Dr. / Riesner / 064-254-024 / SFR New

**Finalized Will-Serves:**

- 162 G St. / Petrucci / 064-126-005 / ADU New
- 164 F St. / Petrucci / 064-118-013 / SFR New
- 71 8<sup>th</sup> St. / Mainwaring / 064-146-036 / MFR Remodel

**Grants of License:**

None

Manager Koon gave a summary of the previous month's activities. Vice-President Lyon asked for a cost estimate on the upcoming UV bulb changeout, and Manager Koon responded \$50,000. Director Curti wondered what will happen to the old bulbs, and Manager Koon replied that they get shipped back to the manufacturer, who properly disposes of them. Director Curti next asked if we should expect the SDRMA premiums to steadily rise, and Manager Koon said he's not sure what to expect; this is the first time they've issued an adjustment to their estimates this late in the fiscal year.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**Items 4.A – B were received and accepted.**

**5. DISCUSSION AND CONSIDERATION TO AWARD THE CAYUCOS SANITARY DISTRICT OUTFALL INSPECTION AND SPAR BUOY REPLACEMENT CONTRACT TO LONGITUDE 123, INC. IN THE AMOUNT OF \$48,898**

Manager Koon explained the proposed contract in detail. Director Curti expressed appreciation that Longitude 123 will schedule the District's inspection concurrently with San Simeon's outfall survey to reduce overall project costs.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Lyon, to award the Cayucos Sanitary District Outfall Inspection and Spar Buoy Replacement Contract to Longitude 123, inc. in the amount of \$48,898. Motion was seconded by Curti.

**VOTE: 4-0** Motion passed

**6. DISCUSSION AND CONSIDERATION TO REJECT CLAIM FOR DAMAGES**

Manager Koon explained that the District has received advice from its Legal Counsel and its insurance carrier to reject the claim.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Frank, to reject the Claim for Damages. Motion was seconded by Curti.

**VOTE: 4-0** Motion passed

**7. DISCUSSION AND CONSIDERATION TO NOMINATE CANDIDATES FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD**

The Board reviewed and discussed the candidate’s statements and qualifications, ultimately deciding to vote for Robert Swan, Jesse Claypool, and Sandy Seifert-Raffelson.

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

**MOTION:** 1st by Curti, to nominate Robert Swan, Jesse Claypool, and Sandy Seifert-Raffelson to the SDRMA Board of Directors. Motion was seconded by Frank.

**VOTE:** 4-0 Motion passed

**8. BOARD MEMBER COMMENTS**

The Board briefly discussed community feedback on the proposed Consolidation of Services in Cayucos.

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

**9. FUTURE SCHEDULED MEETINGS**

- August 17, 2023 – Regular Board Meeting
- September 21, 2023 – Regular Board Meeting
- October 19, 2023 – Regular Board Meeting

**10. ADJOURNMENT**

The meeting adjourned at 5:45 p.m.

**Minutes Respectfully Submitted By:**

X *Amy Lessi*

Amy Lessi  
Administrative Services Manager

**Cayucos Sanitary District  
General Checking - Wells Fargo  
(Payments Only)  
July 2023**

Date	Num	Name	Amount
07/03/2023	23803	CALPERS (RETIREMENT)	-55,884.00
07/03/2023	23804	CAYUCOS LIONESS CLUB	-250.00
07/03/2023	23805	CHARTER INTERNET	-1,136.00
07/03/2023	23806	DEEP BLUE INTEGRATION, INC.	-195.00
07/03/2023	23807	KITZMAN WATER	-54.00
07/03/2023	23808	LAFCO	-11,541.78
07/03/2023	23809	MINER'S ACE HARDWARE	-236.05
07/03/2023	23810	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
07/03/2023	23811	QUICK TECH COMPUTERS	-1,480.00
07/03/2023	23812	SPEEDY COASTAL MESSENGER, INC.	-630.00
07/03/2023	23813	STAPLES ADVANTAGE (Gov. Acct)	-165.64
07/03/2023	23814	WELLS FARGO VENDOR FIN SERV	-387.43
07/05/2023	HLTH070523	CALPERS (HEALTH)	-13,786.07
07/05/2023	23815	AMAZON	-113.37
07/05/2023	23816	SDRMA	-203,033.86
07/05/2023	60260423181	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-823.54
07/06/2023		QuickBooks Payroll Service	-19,932.92
07/06/2023	23817	HOOPER, SARAH L	-20.76
07/06/2023	23818	ABALONE COAST ANALYTICAL, INC.	-2,651.50
07/06/2023	23819	ALPHA FIRE & SECURITY ALARM CORP	-105.00
07/06/2023	23820	MISSION COUNTRY DISPOSAL - WRRF	-273.81
07/06/2023	23821	MISSION UNIFORM SERVICE	-483.47
07/07/2023	DD07072301	ARIAS, MANUEL	0.00
07/07/2023	DD07072302	COLLINS, JONATHAN W	0.00
07/07/2023	DD07072303	GOOD, GAYLE	0.00
07/07/2023	DD07072304	HOOPER, SARAH L	0.00
07/07/2023	DD07072305	KOON, RICHARD L	0.00
07/07/2023	DD07072306	LAKEY, NICK E	0.00
07/07/2023	DD07072307	LESSI, AMY M	0.00
07/07/2023	DD07072308	OWENS, JUSTIN D	0.00
07/07/2023	EDD070723	EDD	-1,672.75
07/07/2023	FED070723	US TREASURY	-8,090.72
07/07/2023	PERS070723	CALPERS (RETIREMENT)	-4,637.04
07/07/2023	DEF070723	CALPERS (RETIREMENT)	-1,075.00
07/10/2023	23822	COASTAL ROLL OFF SERVICE	-3,349.17
07/10/2023	23823	DUKE ENERGY/WESTBOUND SOLAR 2	-13,755.11
07/10/2023	23824	PG&E LS#1	-622.93
07/10/2023	23825	PG&E LS#2	-1,198.40
07/10/2023	23826	PG&E LS#3	-262.26
07/10/2023	23827	PG&E LS#4	-555.75
07/10/2023	23828	PG&E LS#5	-2,442.54
07/10/2023	23829	PG&E OFFICE	-211.80
07/10/2023	23830	PG&E WELL	-31.31
07/10/2023	23831	PG&E WRRF	-4,400.39

Date	Num	Name	Amount
07/11/2023	23832	CALNET3	-422.40
07/11/2023	23833	CARMEL & NACCASHA, LLP	-5,156.83
07/11/2023	23834	FIRSTNET (AT&T)	-425.76
07/11/2023	23836	NELSON'S GARAGE	-826.88
07/12/2023	23837	BILLIE RAZZARI (replacement)	-2,000.00
07/18/2023	23835	PATHIAN ADMINISTRATORS	-205.72
07/19/2023	23838	CWEA	-221.00
07/19/2023	23839	DXP ENTERPRISES, INC. (Vogelsang pump parts)	-7,020.76
07/19/2023	23840	ENDRESS+HAUSER, INC.	-1,477.07
07/19/2023	23841	PASO ROBLES SAFE & LOCK, INC.	-418.45
07/20/2023		QuickBooks Payroll Service	-20,645.62
07/20/2023	23842	ADAM STANFORD	-94.84
07/20/2023	23843	BUSINESS CARD 4841	-723.79
07/20/2023	23844	EXECUTIVE JANITORIAL	-225.00
07/20/2023	23845	NELSON'S GARAGE	-643.21
07/21/2023	DD07212301	ARIAS, MANUEL	0.00
07/21/2023	DD07212302	COLLINS, JONATHAN W	0.00
07/21/2023	DD07212303	GOOD, GAYLE	0.00
07/21/2023	DD07212304	HOOPER, SARAH L	0.00
07/21/2023	DD07212305	KOON, RICHARD L	0.00
07/21/2023	DD07212306	LAKEY, NICK E	0.00
07/21/2023	DD07212307	LESSI, AMY M	0.00
07/21/2023	DD07212308	OWENS, JUSTIN D	0.00
07/21/2023	DEF072123	CALPERS (RETIREMENT)	-1,075.00
07/21/2023	PERS072123	CALPERS (RETIREMENT)	-5,294.23
07/21/2023	EDD072123	EDD	-1,807.60
07/21/2023	FED072123	US TREASURY	-8,570.26
07/28/2023	23846	COASTAL COPY, INC	-34.37
07/28/2023	23847	EXXONMOBIL	-403.02
07/28/2023	23848	HACH	-958.06
07/28/2023	23849	RUTAN & TUCKER, LLP	-3,811.50
07/28/2023	23850	SOCAL GAS	-24.69
07/28/2023	23851	USA BLUE BOOK	-313.34
07/31/2023	16437071817	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
07/31/2023	23852	CAYUCOS BEACH MUTUAL WATER CO. #1	-133.44
07/31/2023	23853	CAYUCOS BEACH MUTUAL WATER CO. #2	-146.80
07/31/2023	23854	MORRO ROCK MUTUAL WATER CO.	-137.55
07/31/2023	23855	MOSS, LEVY & HARTZHEIM LLP	-4,000.00
07/31/2023	23856	UNDERGROUND SERVICE ALERT	-1,751.59
07/31/2023	23860	JERRY MINETTI	-102.00
<b>Total Operating Expenses</b>			<b>-\$424,697.41</b>

**Cayucos Sanitary District  
CIP Checking - Wells Fargo  
(Payments Only)  
July 2023**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/12/2023	11564	WATER SYSTEMS CONSULTING, INC.	-562.50
		<b>Total CIP Expenses</b>	<b><u>-\$562.50</u></b>

## Cayucos Sanitary District Cash, Savings and Investment Report July 2023

Bank Accounts	Current Balance	
Wells Fargo General Checking	\$815,681	
Wells Fargo CIP	\$318,537	
Wells Fargo Savings (CFF)	\$235,196	
Wells Fargo - USDA	\$811,419	
Petty Cash	\$175	
LAIF	\$8,696	
<b>Total</b>	<b>\$2,189,704</b>	
<b>Investments</b>		
CalTrust	\$2,508,986	
Cetera Cash/MM	\$15,928	
Cetera Treasury/Securities	\$49,624	(Fixed Income)
<b>Total</b>	<b>\$2,574,537</b>	
<b>Grand Total</b>	<b>\$4,764,241</b>	
MCD Wells Fargo Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District  
FY 23/24 Financial Report  
Budget vs. Actual  
July 2023**

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 23/24	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · SEWER INCOME	260,517	260,517	264,679	3,176,150	8%
4100 · WILL SERVE INCOME	300	300	7,350	88,200	0%
4200 · RENTAL INCOME	3,036	3,036	3,550	42,600	7%
4300 · SOLID WASTE INCOME	999	999	10,633	127,600	1%
4400 · SLOCO TAX ASSESSMENTS	23,534	23,534	98,200	1,178,400	2%
4500 · SAVINGS INTEREST INCOME	908	908	292	3,500	26%
4600 · INVESTMENT INTEREST	7,642	7,642	1,667	20,000	38%
4700 · OTHER INCOME	-	-	383	4,600	0%
<b>Total Income</b>	<b>296,936</b>	<b>296,936</b>	<b>386,754</b>	<b>4,641,050</b>	<b>6%</b>
<b>Expense</b>					
<b>5000 · PAYROLL EXPENSES</b>					
5100 · ADMINISTRATIVE PAYROLL	30,431	30,431	34,442	413,300	7%
5200 · COLLECTIONS PAYROLL	10,178	10,178	15,563	186,750	5%
5300 · TREAT PAYROLL	22,871	22,871	26,363	316,350	7%
5400 · DIRECTOR PAYROLL	-	-	667	8,000	0%
5500 · VESTED PAYROLL BENEFITS	302	302	317	3,800	8%
5600 · ADMIN PAYROLL TAXES & BENEFITS	28,651	28,651	11,467	137,600	21% *
5700 · COLL PAYROLL TAXES & BENEFITS	23,665	23,665	9,658	115,900	20% *
5800 · TREAT PAYROLL TAXES & BENEFITS	27,322	27,322	12,267	147,200	19% *
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	-	-	50	600	0%
<b>Total 5000 · PAYROLL EXPENSES</b>	<b>143,420</b>	<b>143,420</b>	<b>110,792</b>	<b>1,329,500</b>	<b>11%</b>
<b>6000 · OPERATING EXPENSES</b>					
6050 · SPECIAL PROJECTS	-	-	1,083	13,000	0%
6100 · ADMIN OPERATING EXPENSES	152,656	152,656	75,706	908,475	17% *
6500 · COLLECTIONS OPERATING EXPENSES	9,459	9,459	21,046	252,550	4%
7000 · TREATMENT OPERATING EXPENSES	185,847	185,847	133,658	1,603,900	12% *
<b>Total 6000 · OPERATING EXPENSES</b>	<b>347,961</b>	<b>347,961</b>	<b>231,494</b>	<b>2,777,925</b>	<b>13%</b>
<b>Total Expense</b>	<b>491,382</b>	<b>491,382</b>	<b>342,285</b>	<b>4,107,425</b>	<b>12%</b>
<b>Net Ordinary Income</b>	<b>(194,446)</b>	<b>(194,446)</b>	<b>44,469</b>	<b>533,625</b>	
<b>Net Income</b>	<b>(194,446)</b>	<b>(194,446)</b>	<b>44,469</b>	<b>533,625</b>	

\* Insurance premiums and CalPERS unfunded liability balances are paid in July for FY 23/24.

**Cayucos Sanitary District  
Capital Improvement Projects Report  
FY 23/24  
July 2023**

	<b>Current Month</b>	<b>YTD Actual Rev/Exp</b>	<b>Approved Budget 23/24</b>	<b>Percent Used YTD</b>
<b>CAPITAL IMPROVEMENTS</b>				
<b>1601 - Sewer Main Repairs</b>	0.00	0.00	75,000.00	0%
<b>1608.3 - Computers/Server Upgrades</b>	0.00	0.00	6,000.00	0%
<b>1608.4 - Generator Installation</b>	0.00	0.00	35,000.00	0%
<b>1614 - LS #5</b>				
<b>1614.2 - Spare Pump</b>	0.00	0.00	20,000.00	0%
<b>1616 - RWQCB Recycled Water Program</b>	0.00	0.00	20,000.00	0%
<b>1650 - WRRF Improvements</b>				
<b>1650.5 - Outfall Inspection &amp; Buoy Replacement</b>	0.00	0.00	50,000.00	0%
<b>1650.6 - UV Bulb Replacement</b>	0.00	0.00	50,000.00	0%
<b>Total Capital Improvements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$256,000.00</b>	<b>0%</b>



# CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

4

**TO:** BOARD OF DIRECTORS  
**FROM:** RICK KOON, DISTRICT MANAGER  
**DATE:** AUGUST 8, 2023  
**SUBJECT:** MONTHLY MANAGER'S REPORT: JULY

## ADMINISTRATIVE

- Collections staff performed smoke testing in sections of our system in the Park Ave. / St. Mary Ave. neighborhood. Of the 300 connections that were within the area tested, we found 6 drainage systems that were connected to laterals. Letters requesting repair will be sent to the owners.
- Collections staff is preparing to smoke test the Cass Ave. / Circle Dr. area.
- We now have 198 customers enrolled in E-Billing and 656 on Auto-Pay (ACH).
- Staff continues to work with the County Building and Planning Department to assure all building permits are routed to the District for review.
- **REMINDER:** Board members Enns, Lyon and Miller still need to complete their mandatory Harassment Prevention Training. Please contact Amy for details.

## CAPITAL PROJECTS

- Staff and WSC are submitting the encroachment permit application to CalTrans for the Chaney Ave. - Toro Creek Rd. Sewer Main Replacement Project.
- Staff is projecting the UV bulb change out to be in September or October of this year.

## OPERATIONS & MAINTENANCE: JULY

**CIP:** None

### Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; clean probes and test generators
- Conduct weekly alarm testing at all lift stations
- Jet 2,800 feet of main lines, including the downtown areas
- Participate in Vector Training Solutions for SDRMA
- Respond to 38 USAs
- Collections and SSO training with CWEA at City of SLO
- Landscape maintenance duties surrounding the downtown shop and lift stations
- Smoke testing
- Ranger SMOG
- F550 oil change, new battery, floor mats, cone holder and starter
- NL renewed SDRMA Safety Officer Certification
- Obrien Fire conducted annual inspections of collections and office fire extinguishers

**Call Outs:** None

## WATER RESOURCE RECOVERY FACILITY: JULY

### Daily Operations of Note:

- Completed all quarterly, monthly, weekly, and daily maintenance tasks
- Exercised generator
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Completed all Monthly Reports
- July 4<sup>th</sup> Influent Flow: **408,142 gallons**
- UV Vessel #2 flowmeter failed on July 3<sup>rd</sup> and was replaced on July 25
- Guide wheels replaced on Fine Screen #2 on July 6
- HCIP performed on MOS #2 on July 7
- PG&E planned power outage on July 17
- Re-plumbed inlet and outlet for Chlorine Dose Analyzer to get better flow and more consistent and accurate readings on July 20
- Gold Coast Environmental calibrated Permeate Pump and RAS Pump flowmeters on July 25
- State Senator John Laird toured facility on July 25
- HCIP performed on MOS #3 on July 27
- UV Vessel #1 continuing in lead; staggering hours so that bulbs will only need to be changed in one vessel at a time (12,000 hour limit per State regulations)

### WRRF Influent

- Average influent for July: **283,663 gallons per day**
- Total influent for July: **8.79 million gallons**

### WRRF Effluent

- Average effluent for July: **291,024 gallons per day**
- Total effluent for July: **9.02 million gallons**



# CAYUCOS SANITARY DISTRICT STAFF REPORT

**TO: BOARD OF DIRECTORS**

**FROM: RICK KOON, DISTRICT MANAGER**

**DATE: AUGUST 9, 2023**

**SUBJECT: DISCUSSION AND CONSIDERATION OF THE DISTRICT-OFFERED HMO HEALTH PLAN COST AND REVIEW OF THE PLAN CHANGES FOR 2024**

## DISCUSSION

Each year the Board reviews the cost of medical insurance premiums and selects plan and coverage limits. For the past several years, the Board has approved the cost of the Blue Shield Access+ HMO coverage plan for the employee and one dependent.

This is the first year since 2021 that the selected plan has increased the premium rates. PERS has approved a 3.15% increase for 2024, for an overall monthly increase of \$424.48. This increase results in a total premium cost that is still less than the rate from 2020:

2018: \$1,391.94  
2019: \$1,520.08  
2020: \$1,819.74  
2021: \$1,877.92  
2022: \$1,800.44  
2023: \$1,685.22  
**2024: \$1,738.28**

## RECOMMENDATION

Staff recommends that the Board of Directors approve the cost of the Blue Shield Access+ HMO plan for 2024 for the employee and one dependent.

July Board of Administration Offsite

Proposed Regional 2024 Premiums Per Subscriber Per Month (PSPM)  
One Risk Pool Three-Year Phase In with PPO Benefit Design Changes

Basic Plans	2023			2024			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
<b>Basic Premiums - Region 1</b>							
Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba							
Anthem Blue Cross Select HMO	\$1,128.83	\$2,257.66	\$2,934.96	\$1,138.86	\$2,277.72	\$2,961.04	0.89%
Anthem Blue Cross Traditional HMO	1,210.71	2,421.42	3,147.85	1,339.70	2,679.40	3,483.22	10.65%
Anthem EPO Del Norte	1,200.12	2,400.24	3,120.31	1,314.27	2,628.54	3,417.10	9.51%
Blue Shield Access+ HMO	1,035.21	2,070.42	2,691.55	1,076.84	2,153.68	2,799.78	4.02%
Blue Shield Trio HMO	888.94	1,777.88	2,311.24	946.84	1,893.68	2,461.78	6.51%
Kaiser Permanente	913.74	1,827.48	2,375.72	1,021.41	2,042.82	2,655.67	11.78%
PERS Gold	825.61	1,651.22	2,146.59	914.82	1,829.64	2,378.53	10.81%
PERS Platinum	1,200.12	2,400.24	3,120.31	1,314.27	2,628.54	3,417.10	9.51%
UnitedHealthcare SignatureValue Alliance	1,044.07	2,088.14	2,714.58	1,091.13	2,182.26	2,836.94	4.51%
UnitedHealthcare SignatureValue Harmony	N/A	N/A	N/A	937.39	1,874.78	2,437.21	N/A
Western Health Advantage HMO	760.17	1,520.34	1,976.44	807.23	1,614.46	2,098.80	6.19%
<b>Basic Premiums - Region 2</b>							
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura							
Anthem Blue Cross Select HMO	\$765.37	\$1,530.74	\$1,989.96	\$807.71	\$1,615.42	\$2,100.05	5.53%
Anthem Blue Cross Traditional HMO	935.12	1,870.24	2,431.31	1,034.38	2,068.76	2,689.39	10.61%
Blue Shield Access+ HMO	842.61	1,685.22	2,190.79	869.14	1,738.28	2,259.76	3.15%
Blue Shield Trio HMO	760.71	1,521.42	1,977.85	810.24	1,620.48	2,106.62	6.51%
Health Net Salud y Más	698.91	1,397.82	1,817.17	684.77	1,369.54	1,780.40	(2.02%)
Kaiser Permanente	756.21	1,512.42	1,966.15	904.95	1,809.90	2,352.87	19.67%
PERS Gold	695.93	1,391.86	1,809.42	799.44	1,598.88	2,078.54	14.87%
PERS Platinum	1,014.80	2,029.60	2,638.48	1,151.50	2,303.00	2,993.90	13.47%
Sharp Performance Plus	764.96	1,529.92	1,988.90	833.24	1,666.48	2,166.42	8.93%
UnitedHealthcare SignatureValue Alliance	793.63	1,587.26	2,063.44	837.88	1,675.76	2,178.49	5.58%
UnitedHealthcare SignatureValue Harmony	781.58	1,563.16	2,032.11	792.65	1,585.30	2,060.89	1.42%
<b>Basic Premiums - Region 3</b>							
Los Angeles, Riverside and San Bernardino							
Anthem Blue Cross Select HMO	\$737.91	\$1,475.82	\$1,918.57	\$841.13	\$1,682.26	\$2,186.94	13.99%
Anthem Blue Cross Traditional HMO	942.73	1,885.46	2,451.10	1,012.67	2,025.34	2,632.94	7.42%
Blue Shield Access+ HMO	738.29	1,476.58	1,919.55	756.65	1,513.30	1,967.29	2.49%
Blue Shield Trio HMO	661.49	1,322.98	1,719.87	704.69	1,409.38	1,832.19	6.53%
Health Net Salud y Más	606.34	1,212.68	1,576.48	630.13	1,260.26	1,638.34	3.92%
Kaiser Permanente	754.64	1,509.28	1,962.06	865.41	1,730.82	2,250.07	14.68%
PERS Gold	680.37	1,360.74	1,768.96	785.28	1,570.56	2,041.73	15.42%
PERS Platinum	992.59	1,985.18	2,580.73	1,131.47	2,262.94	2,941.82	13.99%
UnitedHealthcare SignatureValue Alliance	790.46	1,580.92	2,055.20	826.44	1,652.88	2,148.74	4.55%
UnitedHealthcare SignatureValue Harmony	713.55	1,427.10	1,855.23	734.76	1,469.52	1,910.38	2.97%
<b>Basic Premiums - Out of State</b>							
Kaiser Permanente Out of State	\$1,155.43	\$2,310.86	\$3,004.12	\$1,312.45	\$2,624.90	\$3,412.37	13.59%
PERS Platinum	1,003.90	2,007.80	2,610.14	1,146.86	2,293.72	2,981.84	14.24%



# CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

6

**TO: BOARD OF DIRECTORS**

**FROM: RICK KOON, DISTRICT MANAGER**

**DATE: AUGUST 8, 2023**

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE REVISING THE DISTRICT'S SALARY SCHEDULE BY ADDING A COLLECTIONS III POSITION, AN OPERATOR-IN-TRAINING POSITION, AND A TREATMENT I POSITION**

## DISCUSSION

During the development of the WRRF, the Board expressed a desire to educate, train and promote existing District employees to meet the evolving personnel needs of our operations. As employees expand their training and become licensed over time, their position classifications require evaluation.

Staff has identified three new classifications and has modified the salary schedule to include a Collection Worker III, an Operator-in-Training ("OIT"), and a Treatment Plant Operator I position. The Lead Collection Worker II position has been renamed Lead Collection Worker. In conjunction with these clarifications, staff will adjust the job descriptions such that:

- Collection Worker I, II, and III will have the same job description with tiered responsibility levels outlined, similar to the existing Treatment Plant Operator job description.
- The Lead Collection Worker will report directly to the District Manager.
- The OIT and Treatment Plant Operators will report directly to the Chief Plant Operator.

The addition of these new classifications will allow our existing employees to broaden their interests and grow within the District's operations. With more classifications, it will also be easier to classify new hires depending on their level of experience and the District's personnel needs.

## RECOMMENDATION

Staff recommends that the Board of Directors approve revising the District's Salary Schedule by adding a Collections III Position, an Operator-In-Training Position, and a Treatment I Position.



# CAYUCOS SANITARY DISTRICT

## Proposed Salary Schedule Revision with Additional Positions

### FY 2023/2024

POSITION		MIN						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 Exempt)</b> no change	Bi-Wkly	N/A	N/A	N/A	N/A	N/A	\$ 9,523.86	N/A	N/A	N/A
	Annual						\$ 247,620.24			
<b>ADMINISTRATIVE ACCOUNTING MANAGER</b> no change	Hourly	\$ 34.37	\$ 36.09	\$ 37.89	\$ 39.78	\$ 41.77	\$ 43.86	\$ 44.96	\$ 46.08	\$ 47.24
	Bi-Wkly	\$ 2,749.60	\$ 2,887.20	\$ 3,031.20	\$ 3,182.40	\$ 3,341.60	\$ 3,508.80	\$ 3,596.80	\$ 3,686.72	\$ 3,778.89
	Annual	\$ 71,489.60	\$ 75,067.20	\$ 78,811.20	\$ 82,742.40	\$ 86,881.60	\$ 91,228.80	\$ 93,516.80	\$ 95,854.72	\$ 98,251.09
<b>ADMINISTRATIVE SERVICES MANAGER</b> no change	Hourly	\$ 34.37	\$ 36.09	\$ 37.89	\$ 39.78	\$ 41.77	\$ 43.86	\$ 44.96	\$ 46.08	\$ 47.24
	Bi-Wkly	\$ 2,749.60	\$ 2,887.20	\$ 3,031.20	\$ 3,182.40	\$ 3,341.60	\$ 3,508.80	\$ 3,596.80	\$ 3,686.72	\$ 3,778.89
	Annual	\$ 71,489.60	\$ 75,067.20	\$ 78,811.20	\$ 82,742.40	\$ 86,881.60	\$ 91,228.80	\$ 93,516.80	\$ 95,854.72	\$ 98,251.09
<b>COLLECTION WORKER TRAINEE</b> no change	Hourly	\$ 20.81	\$ 21.85	\$ 22.94	\$ 24.09	\$ 25.29	\$ 26.55	\$ 27.21	\$ 27.89	\$ 28.59
	Bi-Wkly	\$ 1,664.80	\$ 1,748.00	\$ 1,835.20	\$ 1,927.20	\$ 2,023.20	\$ 2,124.00	\$ 2,176.80	\$ 2,231.22	\$ 2,287.00
	Annual	\$ 43,284.80	\$ 45,448.00	\$ 47,715.20	\$ 50,107.20	\$ 52,603.20	\$ 55,224.00	\$ 56,596.80	\$ 58,011.72	\$ 59,462.01
<b>COLLECTION WORKER I</b> no change	Hourly	\$ 23.77	\$ 24.96	\$ 26.21	\$ 27.52	\$ 28.90	\$ 30.35	\$ 31.11	\$ 31.89	\$ 32.68
	Bi-Wkly	\$ 1,901.60	\$ 1,996.80	\$ 2,096.80	\$ 2,201.60	\$ 2,312.00	\$ 2,428.00	\$ 2,488.80	\$ 2,551.02	\$ 2,614.80
	Annual	\$ 49,441.60	\$ 51,916.80	\$ 54,516.80	\$ 57,241.60	\$ 60,112.00	\$ 63,128.00	\$ 64,708.80	\$ 66,326.52	\$ 67,984.68
<b>COLLECTION WORKER II</b> no change	Hourly	\$ 25.04	\$ 26.29	\$ 27.60	\$ 28.98	\$ 30.43	\$ 31.95	\$ 32.75	\$ 33.57	\$ 34.41
	Bi-Wkly	\$ 2,003.20	\$ 2,103.20	\$ 2,208.00	\$ 2,318.40	\$ 2,434.40	\$ 2,556.00	\$ 2,620.00	\$ 2,685.60	\$ 2,752.80
	Annual	\$ 52,083.20	\$ 54,683.20	\$ 57,408.00	\$ 60,278.40	\$ 63,294.40	\$ 66,456.00	\$ 68,120.00	\$ 69,825.60	\$ 71,572.80
<b>COLLECTION WORKER III</b> new category	Hourly	\$ 29.32	\$ 30.79	\$ 32.33	\$ 33.95	\$ 35.65	\$ 37.43	\$ 38.37	\$ 39.33	\$ 40.31
	Bi-Wkly	\$ 2,345.60	\$ 2,463.20	\$ 2,586.40	\$ 2,716.00	\$ 2,852.00	\$ 2,994.40	\$ 3,069.60	\$ 3,146.40	\$ 3,224.80
	Annual	\$ 60,985.60	\$ 64,043.20	\$ 67,246.40	\$ 70,616.00	\$ 74,152.00	\$ 77,854.40	\$ 79,809.60	\$ 81,806.40	\$ 83,844.80
<b>LEAD COLLECTION WORKER</b> no change	Hourly	\$ 33.61	\$ 35.29	\$ 37.05	\$ 38.90	\$ 40.85	\$ 42.89	\$ 43.96	\$ 45.06	\$ 46.19
	Bi-Wkly	\$ 2,688.80	\$ 2,823.20	\$ 2,964.00	\$ 3,112.00	\$ 3,268.00	\$ 3,431.20	\$ 3,516.80	\$ 3,604.72	\$ 3,694.84
	Annual	\$ 69,908.80	\$ 73,403.20	\$ 77,064.00	\$ 80,912.00	\$ 84,968.00	\$ 89,211.20	\$ 91,436.80	\$ 93,722.72	\$ 96,065.79
<b>OPERATOR-IN-TRAINING</b> new category	Hourly	\$ 25.04	\$ 26.29	\$ 27.60	\$ 28.98	\$ 30.43	\$ 31.95	\$ 32.75	\$ 33.57	\$ 34.41
	Bi-Wkly	\$ 2,003.20	\$ 2,103.20	\$ 2,208.00	\$ 2,318.40	\$ 2,434.40	\$ 2,556.00	\$ 2,620.00	\$ 2,685.60	\$ 2,752.80
	Annual	\$ 52,083.20	\$ 54,683.20	\$ 57,408.00	\$ 60,278.40	\$ 63,294.40	\$ 66,456.00	\$ 68,120.00	\$ 69,825.60	\$ 71,572.80
<b>TREATMENT PLANT OPERATOR I</b> new category	Hourly	\$ 31.66	\$ 33.24	\$ 34.90	\$ 36.65	\$ 38.48	\$ 40.40	\$ 41.41	\$ 42.45	\$ 43.51
	Bi-Wkly	\$ 2,532.80	\$ 2,659.20	\$ 2,792.00	\$ 2,932.00	\$ 3,078.40	\$ 3,232.00	\$ 3,312.80	\$ 3,396.00	\$ 3,480.80
	Annual	\$ 65,852.80	\$ 69,139.20	\$ 72,592.00	\$ 76,232.00	\$ 80,038.40	\$ 84,032.00	\$ 86,132.80	\$ 88,296.00	\$ 90,500.80
<b>TREATMENT PLANT OPERATOR II</b> no change	Hourly	\$ 34.16	\$ 35.87	\$ 37.66	\$ 39.54	\$ 41.52	\$ 43.60	\$ 44.69	\$ 45.81	\$ 46.95
	Bi-Wkly	\$ 2,732.80	\$ 2,869.60	\$ 3,012.80	\$ 3,163.20	\$ 3,321.60	\$ 3,488.00	\$ 3,575.20	\$ 3,664.58	\$ 3,756.19
	Annual	\$ 71,052.80	\$ 74,609.60	\$ 78,332.80	\$ 82,243.20	\$ 86,361.60	\$ 90,688.00	\$ 92,955.20	\$ 95,279.08	\$ 97,661.06
<b>TREATMENT PLANT OPERATOR III</b> no change	Hourly	\$ 39.06	\$ 41.01	\$ 43.06	\$ 45.21	\$ 47.47	\$ 49.84	\$ 51.09	\$ 52.37	\$ 53.68
	Bi-Wkly	\$ 3,124.80	\$ 3,280.80	\$ 3,444.80	\$ 3,616.80	\$ 3,797.60	\$ 3,987.20	\$ 4,087.20	\$ 4,189.38	\$ 4,294.11
	Annual	\$ 81,244.80	\$ 85,300.80	\$ 89,564.80	\$ 94,036.80	\$ 98,737.60	\$ 103,667.20	\$ 106,267.20	\$ 108,923.88	\$ 111,646.98
<b>CHIEF PLANT OPERATOR</b> no change	Hourly	\$ 49.83	\$ 52.32	\$ 54.94	\$ 57.69	\$ 60.57	\$ 63.60	\$ 65.19	\$ 66.82	\$ 68.49
	Bi-Wkly	\$ 3,986.40	\$ 4,185.60	\$ 4,395.20	\$ 4,615.20	\$ 4,845.60	\$ 5,088.00	\$ 5,215.20	\$ 5,345.58	\$ 5,479.22
	Annual	\$ 103,646.40	\$ 108,825.60	\$ 114,275.20	\$ 119,995.20	\$ 125,985.60	\$ 132,288.00	\$ 135,595.20	\$ 138,985.08	\$ 142,459.71

All positions are full-time hourly, unless otherwise noted.

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.