



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

GOVERNING BOARD

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

BOARD OF DIRECTORS REGULAR MEETING AGENDA THURSDAY, MAY 20, 2021 AT 5:00PM

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

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Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the District Office and available on the CSD website at <https://www.cayucossd.org/board-of-directors-meetings>. To comply with the Governor's Executive Order, CA Department of Public Health social distancing guidance and shelter-at-home order, related to slowing the spread of coronavirus (COVID-19), the CSD Administrative Office is closed to the public, until further notice. Please call 805-995-3290 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability.

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENTS:

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

3. CONSENT CALENDAR: Recommended to Approve

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

A. Regular Meeting Minutes

1. Approval of minutes for the April 15, 2021 Board of Directors Regular Meeting
2. Approval of minutes for the April 28, 2021 Board of Directors Special Meeting
3. Approval of minutes for the May 5, 2021 Budget Committee 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: April 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

4. **STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required**
 - A. District Manager’s Report (Koon) – **April 2021**
 - B. Monthly Customer Satisfaction Survey Submissions – **None**
 - C. Will-Serves – New
 - Tamoush, APN 064-146-020, 70 7th St. – SFR New**Will-Serves – Renewed
 - DeNatale, APN 064-262-006, 2885 Orville Ave. – SFR Addition**Will-Serves – Finaled
 - Lawrence, APN 064-129-004, 162 J St. – SFR Addition**
 - Byde, APN 064-154-015, 18 10th St. – SFR New**Will-Serves – Continue to Serve (No Will-Serve Required)
 - Comstock, APN 064-417-019, 3130 Studio Dr. – Lateral Replacement**Will-Serves – Grant of License
 - None**

5. **DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 3RD QUARTER OF FY 2020/21 IN THE AMOUNT OF \$85,465.24**

6. **DISCUSSION AND CONSIDERATION TO AWARD THE TORO CREEK BRIDGE TEMPORARY BYPASS CONTRACT TO SOUZA CONSTRUCTION IN THE AMOUNT OF \$1,103,557.00**

7. **DISCUSSION AND CONSIDERATION TO APPROVE FY 2021/22 CAYUCOS SANITARY DISTRICT BUDGET:**
 - A. **OPERATING BUDGET**
 - B. **CIP BUDGET**

8. **CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE**

9. **BOARD MEMBER COMMENTS** (This item is the opportunity for Board Members to make brief announcements and/or briefly report on their own activities related to District business.)

10. **FUTURE SCHEDULED MEETINGS**
 - June 17, 2021 – Regular Board Meeting
 - July 15, 2021 – Regular Board Meeting
 - August 19, 2021 – Regular Board Meeting

11. **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.

This agenda was prepared and posted pursuant to Government Code Section 54954.2. The agenda can be accessed and downloaded from the District's website at <https://www.cayucosd.org/board-of-directors-meetings>

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



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.1

DATE: May 20, 2021

ACTION: _____

GOVERNING BOARD

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

REGULAR MEETING MINUTES

Thursday, April 15, 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, and Director Shirley Lyon (Director Miller joined the meeting at 5:12 p.m.)

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

Guests present via GoToMeeting: Dylan Wade of Water Systems Consultants (WSC)

2. PUBLIC COMMENTS

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 March 18, 2021 Board of Directors Regular Meeting

B. Financial Reports: March 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

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, Chivens-yes, Enns-yes,

VOTE 4-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: (NO ACTION REQUIRED)

- A. District Manager's Report – March 2021**
- B. Monthly Customer Satisfaction Survey Submissions – None**
- C. Will Serves – New - (January & February 2021)**

None

Will-Serves – Renewed

Failla, APN 064-184-009, 54 22nd St. – SFR New

Crowley, APN 064-449-008, 3596 Studio Dr. – SFR New

Smith, APN 064-225-009, 1501 Pacific Ave. – SFR Addition

Will-Serves – Finaled

None

Will-Serves – Continue to Serve (No Will-Serve Required)

None

Will-Serves – Grant of License

None

Manager Koon gave a summary of the previous month's Admin. and Operations departments' 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 APPROVE CONSULTANT SERVICES AGREEMENT WITH NATIONAL DEMOGRAPHICS CORPORATION FOR DEMOGRAPHIC SERVICES FOR THE TRANSITION TO DISTRICT-BASED ELECTIONS

Manager Koon presented the proposed agreement with National Demographics Corporation.

President Enns pointed out that there are only roughly 1,500 registered voters in Cayucos, and asked what would happen if there aren't any candidates interested in running in one of these newly formed voting districts.

Manager Koon answered that the Board would have to appoint someone who lives in that district.

Director Lyon asked if this transition would increase the number of seats on the Board of Directors and expressed hesitation in making the transition to district-based elections after considering the small number of voters in Cayucos.

Manager Koon answered that the number of Directors on the Board would remain the same.

President Enns opened the meeting to Public Comment.

J.P. Drayer commented that he has seen the work of this agency before and they follow the guidelines. He added that the Biden Administration won't have the 2020 Census data available until November.

John Curti asked when this must be completed by.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon answered it must be completed before the 2022 election.

MOTION: 1st by Frank, to approve Consultant Services Agreement with National Demographics Corporation for demographic services for the transition to district-based elections. Motion was seconded by Chivens.

ROLLCALL VOTE: Frank-yes, Chivens-yes, Lyon-no, Enns-yes

VOTE 3-1 Motion passed

Director Miller joined the meeting at 5:12 p.m.

6. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #3 WITH DAVID CRYE GENERAL CONTRACTOR, INC. FOR GRADING OF THE CAYUCOS SUSTAINABLE WATER PROJECT (CSWP) IN THE AMOUNT OF \$34,000.00

Manager Koon reviewed the itemized breakdown of Change Order #3 and explained its necessity.

Vice President Chivens asked for confirmation that the District received a refund from David Crye last month.

Manager Koon confirmed that the District did receive a refund for the pipeline project.

President Enns opened the meeting to Public Comment.

J.P. Drayer asked if approved, what is the estimated timeframe to complete this project?

Hearing no further comment, President Enns closed Public Comment.

Manager Koon answered that the solar work will begin in June so it has to be done by May.

MOTION: 1st by Chivens, to approve Change Order #3 with David Crye General Contractor, Inc. for grading of the Cayucos Sustainable Water Project (CSWP) in the amount of \$34,000.00. Motion was seconded by Frank.

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

VOTE 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #4 WITH TESCO CONTROLS, INC. FOR THE LIFT STATION 5 PROJECT IN THE AMOUNT OF \$17,123.00

Manager Koon reviewed the itemized breakdown of Change Order #4 and explained its necessity.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve Change Order #4 with Tesco Controls, Inc. for the Lift Station 5 Project in the amount of \$17,123.00. Motion was seconded by Miller.

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

VOTE 5-0 Motion passed

8. DISCUSSION AND CONSIDERATION TO APPROVE A CONSULTANT SERVICES CONTRACT FOR LIMITED WRRF OPERATIONS SUPPORT WITH WATER SYSTEMS CONSULTING, INC. IN THE AMOUNT OF \$136,203.00

Dylan Wade of WSC elaborated that this contract would allow WSC to continue to support District staff after construction is complete and ease their transition into becoming self-sufficient.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve a Consultant Services Contract for limited WRRF operations support with Water Systems Consulting, Inc. in the amount of \$136,203.00 . Motion was seconded by Miller.

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

VOTE 5-0 Motion passed

9. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE

Manager Koon informed the Board that the temporary fencing at the site has been removed. Cushman Contracting Corp. has removed their trailer from the site and they are preparing their final bill. Landscaping is coming in, which will utilize the plant's recycled water. The 30-day performance test with Evoqua is coming up, and so is the final walk-through inspection that will allow staff to officially "move in." The new Lift Station 5 will be completely functional soon. They are starting a maintenance program that will soon be available to Operations and Collections staff, and it will eventually feature a QR Code that will quickly allow staff to check the status of any pump.

Dylan Wade of WSC concurred that the project is jumping over its final hurdles, and commented that it's bittersweet for him as it gets closer and closer to completion.

President Enns recalled that this project started in August of 2019 back when they poured the first slab of concrete, and Vice President Chivens pointed out that this is about how long it takes to build a single private residence.

Director Frank asked what the orange piping out at the site was for, and Wade answered it is only temporary and for surplus material.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

10. BOARD MEMBER COMMENTS (This item is the opportunity for Board Members to make brief announcements and/or briefly report on their own activities related to District business.)

President Enns commented that he has taken some drone photos of the plant, and that he plans to have plaques made to show appreciation for key players in the CSWP. Next, he gave an update on the controversial polystyrene ban that is currently under review by the IWMA, stating it was determined at their last meeting that the ban will not be lifted. He offered his stance on the matter, affirming that polystyrene is a poor product in terms of its inability to decompose. His disagreement was with the verbiage of the ordinance, which created limitations for who the ban applies to and called for too severe fines and penalties for violations.

11. FUTURE SCHEDULED MEETINGS

- May 20, 2021 – Regular Board meeting
- June 17, 2021 – Regular Board meeting
- July 15, 2021 – Regular Board Meeting

12. ADJOURNMENT

The meeting adjourned at 5:48 p.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager

DRAFT



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.2

DATE: May 20, 2021

ACTION: _____

GOVERNING BOARD

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

SPECIAL MEETING MINUTES

Wednesday, April 28, 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, and Director Robert Frank

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

Guests present via GoToMeeting: Tim Carmel, District Counsel

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

3. DISCUSSION AND CONSIDERATION OF SELECTION OF HEARING OFFICER FOR CRAWFORD TERMINATION APPEAL HEARING

Tim Carmel presented the Board with the recommended Hearing Officer's curriculum vitae and rate schedule.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to appoint Andrea L. Dooley to serve as the hearing officer for the Crawford Termination Appeal Hearing, and to authorize the District Manager to enter into an agreement for hearing officer services with Ms. Dooley, subject to review and approval by District Counsel. Motion was seconded by Chivens.

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

VOTE 3-0 Motion passed

4. ADJOURNMENT

The meeting adjourned at 5:06 p.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager

DRAFT



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.3

DATE: May 20, 2021

ACTION: _____

GOVERNING BOARD

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

BUDGET COMMITTEE MEETING MINUTES

Wednesday, May 5, 2021
2:00 p.m.

1. CALL MEETING TO ORDER

Director Miller called the meeting to order at 2:03 p.m.

Board members present via GoToMeeting: Director Lyon, Director Miller

Staff present via GoToMeeting: District Manager Rick Koon and Admin. Accounting Manager Gayle Good

2. PUBLIC COMMENTS

Director Miller opened the meeting to Public Comment.

Hearing no comment, Director Miller closed Public Comment.

3. REVIEW AND DISCUSSION OF PROPOSED DRAFT BUDGET FY 2021-2022

A. OPERATING BUDGET

District Manager Koon reviewed the operating budget line by line with the committee. Both Director Miller and Director Lyon were concerned about a possible shortfall in professional fees in concurrence with the prospective redistricting expenses. The line item was increased accordingly.

Proposed COLA and standby pay increases were also presented and discussed. Director Miller recommended that the standby pay rate for holidays be increased to \$75. Director Lyon suggested \$70 was more in keeping with the rate of increase, to which Director Miller agreed.

District Manager Koon advised that this continues to be a transitional time for the District, but we are able to foresee and target anticipated expenses more readily. The upcoming loan principal and interest payments were discussed at length with an emphasis on long-range planning.

Committee recommends approval of 3% COLA, increase to standby pay as adjusted, and approval of proposed budget with suggested changes.

Director Miller opened the meeting to Public Comment.

Hearing no comment, Director Miller closed Public Comment.

B. CAPITAL IMPROVEMENT PROJECT BUDGET

District Manager Koon presented the budget for Capital Improvements, explaining the need for finalizing ancillary projects for the treatment plant including the outfall tie-in, recycled water requirements and replacing lines along the highway, as well as purchasing a small forklift.

Committee recommends approval of CIP budget as proposed.

Director Miller opened the meeting to Public Comment.
Hearing no comment, Director Miller closed Public Comment.

4. ADJOURNMENT

The meeting adjourned at 3:28 p.m.

Minutes Respectfully Submitted By:

X _____

Gayle Good
Administrative Accounting Manager

**Cayucos Sanitary District
General Checking Account
(Payments Only)
April 2021**

AGENDA ITEM: 3.B.1

DATE: May 20, 2021

Date	Num	Name	Amount
04/01/2021		QuickBooks Payroll Service	-16,601.56
04/01/2021	22093	POSTMASTER	-588.05
04/01/2021	22129	TERESA HIGDON	-135.20
04/01/2021	22130	CAYUCOS SANITARY DISTRICT	-282.00
04/01/2021	22131	CHARTER INTERNET	-804.98
04/01/2021	22132	KITZMAN WATER	-39.75
04/01/2021	22133	MINER'S ACE HARDWARE	-60.01
04/01/2021	22134	QUICK TECH COMPUTERS	-525.00
04/01/2021	22135	STREAMLINE	-200.00
04/01/2021	22143	CAYUCOS SANITARY DISTRICT WELLS FARGO ACT	-1,716.41
04/02/2021	DD04022101	COLLINS, JONATHAN W	0.00
04/02/2021	DD04022103	GOOD, GAYLE	0.00
04/02/2021	DD04022105	KOON, RICHARD L	0.00
04/02/2021	DD04022106	LAKEY, NICK E	0.00
04/02/2021	DD04022107	LESSI, AMY M	0.00
04/02/2021	DD04022109	OWENS, JUSTIN D	0.00
04/02/2021	22122	CHIVENS, DAN P	-91.15
04/02/2021	22123	ENNS, ROBERT	-91.15
04/02/2021	DD04022102	FRANK, ROBERT W	0.00
04/02/2021	DD04022104	HOOPER, SARAH L	0.00
04/02/2021	22124	LYON, SHIRLEY A	-91.15
04/02/2021	DD04022108	MILLER, HANNAH P	0.00
04/02/2021	DD04022110	WINN, CHRISTOPHER M	0.00
04/02/2021	EDD040221	EDD	-1,513.03
04/02/2021	FED040221	US TREASURY	-6,907.28
04/02/2021	PERS040221	CALPERS (RETIREMENT)	-4,067.18
04/02/2021	DEF040221	CALPERS (RETIREMENT)	-1,375.00
04/02/2021	B2109212661	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-801.80
04/05/2021	HLTH040521	CALPERS (HEALTH)	-15,114.74
04/05/2021	22136	CARMEL & NACCASHA, LLP	-2,371.47
04/05/2021	22137	CAYUCOS BEACH MUTUAL WATER CO. #2	-103.66
04/05/2021	22138	GRAINGER	-451.01
04/05/2021	22139	INDUSTRIAL SCIENTIFIC CORP.	-1,122.84
04/05/2021	22140	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
04/05/2021	22141	VWR INTERNATIONAL, LLC	-601.17
04/05/2021	22142	WELLS FARGO VENDOR FIN SERV	-213.43
04/06/2021	22144	NELSON'S GARAGE	-173.98
04/08/2021	22145	PATHIAN ADMINISTRATORS	-206.83
04/08/2021	22146	PG&E LS#1	-359.78
04/08/2021	22147	PG&E LS#2	-749.97
04/08/2021	22148	PG&E LS#3	-138.18
04/08/2021	22149	PG&E OFFICE	-171.93
04/08/2021	22150	SALSBURY INDUSTRIES	-3,897.89
04/08/2021	22151	USA BLUE BOOK	-317.80
04/08/2021	22152	VWR INTERNATIONAL, LLC	-127.87
04/10/2021	22127	CA SECRETARY OF STATE	-40.00
04/12/2021	3804150308	SLOCTC - LOT 6NE	-1,512.78
04/12/2021	3804149912	SLOCTC - LOT 7N	-1,150.62
04/12/2021	3804119844	SLOCTC TORO LT 10	-8,252.72
04/12/2021	3804149576	SLOCTC TORO LT 8	-3,743.42
04/13/2021	22154	ADVANTAGE ANSWERING PLUS	-83.35
04/13/2021	22155	ALPHA FIRE & SECURITY ALARM CORP	-105.00
04/13/2021	22156	PACIFIC PETROLEUM	-2,998.93
04/13/2021	22157	PG&E LS#5	-1,286.11
04/13/2021	22158	PG&E TORO - PLANT	-4,928.95
04/13/2021		MECHANIC'S BANK	-300.92

Date	Num	Name	Amount
04/15/2021		INTUIT	16.00
04/15/2021		QuickBooks Payroll Service	-16,413.54
04/16/2021	DD04162101	COLLINS, JONATHAN W	0.00
04/16/2021	DD04162102	GOOD, GAYLE	0.00
04/16/2021	DD04162104	KOON, RICHARD L	0.00
04/16/2021	DD04162105	LAKEY, NICK E	0.00
04/16/2021	DD04162106	LESSI, AMY M	0.00
04/16/2021	DD04162107	OWENS, JUSTIN D	0.00
04/16/2021	DD04162103	HOOPER, SARAH L	0.00
04/16/2021	DD04162108	WINN, CHRISTOPHER M	0.00
04/16/2021	EDD041621	EDD	-1,512.82
04/16/2021	FED041621	US TREASURY	-6,830.64
04/16/2021	DEF041621	CALPERS (RETIREMENT)	-1,375.00
04/16/2021	PERS041621	CALPERS (RETIREMENT)	-4,067.18
04/19/2021	22159	MINER'S ACE HARDWARE	-508.80
04/19/2021	22160	BRENNTAG PACIFIC, INC.	-1,099.40
04/19/2021	22161	CALNET3	-360.41
04/19/2021	22162	CSA 10A SLO CO PW LS#3	-187.59
04/19/2021	22163	CSA 10A SLO CO PW LS#4	-187.59
04/19/2021	22164	N. BRENT KNOWLES CONSTRUCTION	-9,209.17
04/19/2021	22165	PACIFIC PETROLEUM	-1,688.18
04/19/2021	22166	PG&E LS#5 - NEW	-1,620.57
04/19/2021	22167	PG&E WELL	-13.60
04/19/2021	22168	POLYDYNE INC.	-734.06
04/19/2021	22169	PRO3 AUTOMATION, INC.	-220.00
04/19/2021	22170	CAYUCOS SANITARY DISTRICT WELLS FARGO ACT	-250,000.00
04/22/2021	22171	COASTAL COPY, INC	-20.69
04/22/2021	22172	EXECUTIVE JANITORIAL	-225.00
04/22/2021	22173	THE SIGN PLACE	-646.42
04/26/2021	22174	STATE WATER RESOURCES CONTROL BOARD	-125.00
04/26/2021	22175	BUSINESS CARD 4841	-1,133.89
04/26/2021	22176	BUSINESS CARD 8913	-1,928.64
04/26/2021	22177	COASTAL COPY, INC	-39.10
04/26/2021	22178	ENVIRONMENTAL HEALTH WRRF	-353.00
04/26/2021	22179	SOCAL GAS	-41.61
04/26/2021	22180	STAPLES ADVANTAGE (Gov. Acct)	-128.41
04/26/2021	22181	FIRSTNET (AT&T)	-369.76
04/27/2021	22182	MISSION UNIFORM SERVICE	-533.50
04/29/2021		QuickBooks Payroll Service	-16,626.85
04/30/2021	DD04302101	COLLINS, JONATHAN W	0.00
04/30/2021	DD04302103	GOOD, GAYLE	0.00
04/30/2021	DD04302105	KOON, RICHARD L	0.00
04/30/2021	DD04302106	LAKEY, NICK E	0.00
04/30/2021	DD04302109	OWENS, JUSTIN D	0.00
04/30/2021	DD04302110	WINN, CHRISTOPHER M	0.00
04/30/2021	22183	CHIVENS, DAN P	-91.15
04/30/2021	22184	ENNS, ROBERT	-91.15
04/30/2021	DD04302102	FRANK, ROBERT W	0.00
04/30/2021	DD04302104	HOOPER, SARAH L	0.00
04/30/2021	DD04302107	LESSI, AMY M	0.00
04/30/2021	22185	LYON, SHIRLEY A	-91.15
04/30/2021	DD04302108	MILLER, HANNAH P	0.00
04/30/2021	DEF043021	CALPERS (RETIREMENT)	-1,375.00
04/30/2021	PERS043021	CALPERS (RETIREMENT)	-4,067.18
04/30/2021	EDD043021	EDD	-1,488.75
04/30/2021	FED043021	US TREASURY	-6,906.26
04/30/2021	11284412245	COLONIAL LIFE INSURANCE PREMIUMS	-138.68
		Total Operating Expenses	-418,934.47
		Less Transfer to CIP	250,000.00
		Grand Total	-168,934.47

**Cayucos Sanitary District
CIP/CSWP Account
(Payments Only)
April 2021**

AGENDA ITEM: <u>3.B.1a</u>
DATE: <u>May 20, 2021</u>

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/01/2021	11462	ASHLEY & VANCE	-353.75
04/05/2021	11463	CARMEL & NACCASHA, LLP	-2,649.22
04/11/2021		WELLS FARGO	-16.81
04/19/2021	11464	J CALTON ENGINEERING	-9,805.00
04/26/2021	11465	WATER SYSTEMS CONSULTING, INC.	-8,132.94
		Total CIP Expenses	<u>-\$20,957.72</u>

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

AGENDA ITEM: 3.B.1b

DATE: May 20, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/07/2021	5289	CUSHMAN CONTRACTING CORPORATION	-409,232.00
04/07/2021	5290	FIRMA CONSULTANTS, INC	-8,246.35
04/07/2021	5291	GEOSOLUTIONS, INC	-239.25
04/07/2021	5292	RAMINHA CONSTRUCTION, INC.	-195,415.00
04/07/2021	5293	WATER SYSTEMS CONSULTING, INC.	-91,436.31
04/13/2021	5294	PG&E TORO - CONST OFC	-185.03
04/26/2021	5295	HARVEY'S HONEY HUTS	-420.36
Total CSWP Construction Expenses			<u>-\$705,174.30</u>

Cayucos Sanitary District Cash, Savings and Investment Report April 2021

AGENDA ITEM: 3.B.2
DATE: May 20, 2021

Bank Accounts	Current Balance	
Mechanic's Bank Checking	\$250,505	
Wells Fargo CIP	\$766,692	
Wells Fargo CFF	\$198,257	
Mechanic's Bank - USDA	\$27,088	
Petty Cash	\$175	
LAIF	\$8,457	
Total	\$1,251,174	
CSWP Project/Asset Accounts		
Western Alliance Const. Interest Reserve	\$29	
Western Alliance Series A Account	\$0	
Western Alliance Series A-1 Account	\$5	
Western Alliance Series B Account	\$132,883	
WF CSWP Constr. Oper. Acct.	\$945,410	
WF CSWP Constr. Impound Acct.	\$1,174,264	
Total	\$2,252,591	
Investments		
Wells Fargo CalTrust	\$1,683,985	
Cetera Cash/MM	\$741,520	
Cetera Treasury/Securities	\$74,209	(Fixed Income)
Total	\$2,499,713	
Grand Total	\$6,003,478	
MCD Rabobank Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District
FY 20/21 Financial Report
April 2021**

AGENDA ITEM: 3.B.3

DATE: May 20, 2021

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 20/21	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	257,699	2,542,186	2,446,792	2,936,150	87%
4100 · WILL SERVE INCOME	125	34,790	28,583	34,300	101%
4200 · RENTAL INCOME	2,669	38,202	26,833	32,200	119%
4300 · SOLID WASTE INCOME	3,033	76,301	74,667	89,600	85%
4400 · SLOCO TAX ASSESSMENTS	137,372	812,012	809,750	971,700	84%
4500 · SAVINGS INTEREST INCOME	2	75	167	200	38%
4600 · INVESTMENT INTEREST	360	15,577	23,000	27,600	56%
4700 · OTHER INCOME	-	4,569	3,833	4,600	99%
Total Income	<u>401,261</u>	<u>3,523,713</u>	<u>3,413,625</u>	<u>4,096,350</u>	<u>86%</u>
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	39,313	283,867	281,750	338,100	84%
5200 · COLLECTIONS PAYROLL	15,111	137,868	96,833	116,200	119%
5300 · TREAT PAYROLL	24,290	71,588	174,167	209,000	34%
5400 · DIRECTOR PAYROLL	1,000	6,000	6,667	8,000	75%
5500 · VESTED PAYROLL BENEFITS	429	4,218	4,167	5,000	84%
5600 · ADMIN PAYROLL TAXES & BENEFITS	14,019	139,167	100,792	120,950	115%
5700 · COLL PAYROLL TAXES & BENEFITS	8,427	93,775	71,375	85,650	109%
5800 · TREAT PAYROLL TAXES & BENEFITS	5,379	19,936	57,042	68,450	29%
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	77	459	417	500	92%
Total 5000 · PAYROLL EXPENSES	<u>108,045</u>	<u>756,878</u>	<u>793,208</u>	<u>951,850</u>	<u>80%</u>
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	10,833	13,000	0%
6100 · ADMIN OPERATING EXPENSES	11,192	1,143,922	1,485,917	1,783,100	64%
6500 · COLLECTIONS OPERATING EXPENSES	7,549	120,002	182,667	219,200	55%
7000 · TREATMENT OPERATING EXPENSES	16,116	252,575	670,833	805,000	31%
Total 6000 · OPERATING EXPENSES	<u>34,856</u>	<u>1,516,498</u>	<u>2,350,250</u>	<u>2,820,300</u>	<u>54%</u>
Total Expense	<u>142,901</u>	<u>2,273,376</u>	<u>3,143,458</u>	<u>3,772,150</u>	<u>60%</u>
Net Ordinary Income	<u>258,359</u>	<u>1,250,337</u>	<u>270,167</u>	<u>324,200</u>	<u>386%</u>
Net Income	<u><u>258,359</u></u>	<u><u>1,250,337</u></u>	<u><u>270,167</u></u>	<u><u>324,200</u></u>	<u><u>386%</u></u>

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 20/21
April 2021**

AGENDA ITEM: <u>3.B.4</u>
DATE: <u>May 20, 2021</u>

	Current Month	YTD Actual Rev/Exp	Approved Budget 20/21	Percent Used YTD
CAPITAL IMPROVEMENTS				
1601 - Sewer Main Replacements	0.00	0.00	85,000.00	0%
1601.02 - Chaney to LS #5	0.00	0.00	70,000.00	0%
1609 - Lift Stations 1 & 4 Repairs				
1609.2 - LS #4 Replacement Pump	0.00	19,041.36	22,000.00	87%
1612 - ALL LIFT STATIONS				
1612.1 - Lift Station SCADA System	0.00	59,387.86	65,000.00	91%
1614 - Lift Station #5				
1614.1 - Inflow & Infiltration Study	0.00	0.00	28,000.00	0%
1615 - Outfall Tie-In	0.00	0.00	45,000.00	0%
1616 - RWQCB Recycled Water Program	0.00	0.00	50,000.00	0%
Total 1600 CAPITAL IMPROVEMENTS	0.00	\$78,429.22	\$365,000.00	21%



AGENDA ITEM: 4.A

DATE: May 20, 2021

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

SUBJECT: MONTHLY MANAGERS REPORT: APRIL 2021

DATE: MAY 12, 2021

ADMINISTRATIVE:

- The District continues to adjust to the COVID -19 protection protocols for all employees as required by Cal-OSHA and the State mandates.
- ACH payment requests continue to increase. We now have 453 customers signed up.
- Staff worked on procuring office and maintenance items for the WRRF.
- The WRRF is operating 24/7. Lift Station 5 pumping full time to the WRRF. We are completing the 30-day warranty performance testing on the membranes.
- The Budget Committee met on May 5th to review and discuss the FY 21/22 budget.
- Staff is gathering information on the different ways to send out bills to our customers.
- Staff responded to a New Project Referral from the County for 8 lots on the old tank site parcel, just east of the Borradori garage.

CAPITAL PROJECTS:

- LAFCO application process for District boundary adjustment continues with the District gathering additional information asked for by LAFCO.
- On May 12th bids were received for the Toro Creek Pipeline Replacement Project.

OPERATIONS AND MAINTENANCE

April 2021

CIP:

- Bypass LS 5 with trash pump for final change over to new LS 5

Daily Operations of Note:

- H2S leaving Lift Station #5 Average 1 ppm Max 34 ppm
- Lift Station #5 - average temperature 65.5° f
- Pump down, scrape, and bleach wet wells
- Target Solutions Training for SDRMA
- Respond to 43 Underground Service Alerts
- Jet 3208ft of main lines
- Plumb old Lift Station #5 to pump to WRRF
- CIWQS annual questionnaire
- Tailgate meeting on tripping hazards
- F550 service – oil change, lube and inspection
- Assemble lockers for WRRF facility
- Check battery capacities of standby generators at each lift station
- Troubleshoot new Lift Station #5 pump fault
- Repair thermostat and fan assemblies at Lift Station #2
- Assist with disassembly and inspection of permeate pump 2 at WRRF
- Install fencing at WRRF well
- Troubleshoot and repair WRRF permeate pump 2 leak at header
- Collections FY 21/22 budget
- Fine tuning of new Lift Station #5 pump cycles
- WRRF training:
 - Dewatering screw press operation
 - Grundfos pumps

Call Outs:



AGENDA ITEM: 5

DATE: May 20, 2021

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: May 12, 2021

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT
OF MORRO BAY INVOICE FOR 3RD QUARTER OF FY 2020/21
IN THE AMOUNT OF \$85,465.24**

DISCUSSION:

The District has received the 3rd quarter invoice for FY 20-21 for our proportional share for Wastewater Treatment. As of the 3rd quarter, the major account groupings of actual expenditures verses budgeted were:

Personnel Service	57%
Supplies	54%
Services	33%
IT & Risk Mgmt	67%

The current charges are based on a District flow of 21.63%.

Staff has reviewed the invoice and concurs with the requested amount.

RECOMMENDATION:

Staff recommends that the Board approve payment of Morro Bay Invoice for the 3rd quarter of FY 20-21 in the amount of \$85,465.24.



RECEIVED APR 22 2021

CITY OF MORRO BAY

CITY HALL

595 Harbor Street
Morro Bay, CA 93442

April 15, 2021

Administrative Office Manager
Cayucos Sanitary District
PO Box 333
Cayucos, CA 93430

RE: 3rd Quarter Invoice 20/21

Dear Administrator:

In this package, you will find Morro Bay's invoice for the Treatment Plant operations for the period from January 1- March 31, 2021. Please note that on page 31 of 47 of the Attachment C-1, we are crediting the WWTP Fund for the invoice to Independent Electric Supply in the amount of \$1,040.48 posted in error in the previous quarter.

Attachment A – The worksheet showing the calculations used to develop the invoice. There continues to be no capital asset expenses to back out in the 930 fund. Going forward all reports are for the operating fund 599 only.

Attachment B – the Revenue and Expenditure Budget Performance Report as of March 31, 2021, which reflects all actual expense compared to budget. Year to date balances are as of the third quarter in the fiscal year.

Attachment C and C-1 are Revenue and Expense Ledgers which list all revenue and expenditure detail for this period. (See Thumb Drive for invoice copies). Behind the yellow divider at the back of the packet is the supporting detail for all journal entries posted to expense this quarter.

Attachment D– A flow summary for the 3rd quarter of FY 20/21 and attachment D-1 A Flow Summary History by Month for Calendar Years 2020 & 2021.

If you have any questions, please feel free to call Sandy Martin, Budget/Accounting Manager (805-772-6218) or Joe Mueller, Utility Division Manager (915-826-3912).

Sincerely,

Katie Lichtig
Interim Finance Director
805-772-6217

Enclosures

cc: City Manager (w/o attachments)
Public Works Director (w/o attachments)
Utility Division Manager (w/o attachments)

City of Morro Bay - Finance Department
 Detail Recap For Third Quarter Invoice
 FY 2020/21
 Services Rendered to Cayucos S.D.

3rd Quarter

	Total Y.T.D. Amount	Less 1st & 2nd Qtr	Net: Current Amount Due
Direct Charges to Treatment Division Only (See Detail Printouts)	\$1,289,539.00	\$894,328.37	\$395,210.63
Proj 930-8070 Secondary Clarifier	\$0.00	\$0.00	\$0.00
Proj 930-8222 Biofilter #2	\$0.00	\$0.00	\$0.00
Proj 930-8234 Interstage & Blending Valves		\$0.00	\$0.00
Proj 930-9904 Digester 1 & 3	\$0.00	\$0.00	\$0.00
Less: 599-8312 Facility Relocation Project	\$0.00	\$0.00	\$0.00
Less Costs not Cayucos	\$0.00	\$0.00	\$0.00
Less: Depreciation Expense		\$0.00	\$0.00
Total Subject to Invoicing Based on Flow			\$395,210.63
Flow Rate= 21.63%			
Flow Based Amount for 3rd Qtr:			\$85,465.24

Total Due From Cayucos Sanitary District

\$85,465.24

MB/CSD Funds 599 Budget Performance - 3rd Qtr. 2021

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 599 - MB/CS Waste Water Fund										
Department 5255 - Wastewater Treatment										
REVENUE										
<i>Revenues From Current Services</i>										
3499	Other Rev/Current Services	2,715,917.00	.00	2,715,917.00	.00	.00	894,328.37	1,821,588.63	33	1,739,963.81
	<i>Revenues From Current Services Totals</i>	<u>\$2,715,917.00</u>	<u>\$0.00</u>	<u>\$2,715,917.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$894,328.37</u>	<u>\$1,821,588.63</u>	<u>33%</u>	<u>\$1,739,963.81</u>
	REVENUE TOTALS	\$2,715,917.00	\$0.00	\$2,715,917.00	\$0.00	\$0.00	\$894,328.37	\$1,821,588.63	33%	\$1,739,963.81
EXPENSE										
<i>Personnel Services</i>										
4110	Regular Pay	657,951.00	.00	657,951.00	26,403.96	.00	256,599.09	401,351.91	39	393,958.69
4120	Overtime Pay	11,000.00	.00	11,000.00	22.05	.00	2,072.56	8,927.44	19	8,549.45
4515	Standby Pay	19,500.00	.00	19,500.00	1,638.00	.00	12,854.14	6,645.86	66	17,907.86
4599	Other Pay	3,500.00	.00	3,500.00	138.48	.00	9,449.48	(5,949.48)	270	11,102.19
4910	Employer Paid Benefits	201,532.00	.00	201,532.00	11,605.96	.00	111,488.29	90,043.71	55	159,947.20
4911	Pension Normal Cost	61,910.00	.00	61,910.00	3,481.64	.00	35,681.60	26,228.40	58	48,463.19
4912	PERS Unfunded Accrued Liability	164,488.00	.00	164,488.00	.00	.00	159,506.05	4,981.95	97	100,752.09
4913	Other Post Employment Benefit (OPEB) Expense	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00
4999	Labor Costs Applied	.00	.00	.00	4,122.10	.00	54,366.30	(54,366.30)	+++	81,624.07
	<i>Personnel Services Totals</i>	<u>\$1,128,881.00</u>	<u>\$0.00</u>	<u>\$1,128,881.00</u>	<u>\$47,412.19</u>	<u>\$0.00</u>	<u>\$642,017.51</u>	<u>\$486,863.49</u>	<u>57%</u>	<u>\$822,304.74</u>
<i>Supplies</i>										
5101	Janitorial Supplies	1,500.00	.00	1,500.00	145.04	.00	774.97	725.03	52	822.73
5105	First Aide Supplies	5,000.00	.00	5,000.00	839.86	.00	3,027.93	1,972.07	61	7,513.18
5108	Communication Supplies	1,000.00	.00	1,000.00	.00	.00	67.81	932.19	7	.00
5109	Uniforms/Safety Equipment	10,000.00	.00	10,000.00	1,316.99	.00	3,946.69	6,053.31	39	5,971.34
5110	Fuel Oil & Lubricants	6,000.00	.00	6,000.00	254.99	.00	3,703.41	2,296.59	62	6,459.29
5112	Lab Supplies	5,000.00	.00	5,000.00	1,342.36	.00	6,413.84	(1,413.84)	128	5,947.03
5120	Chemical Supplies	125,000.00	.00	125,000.00	12,588.75	.00	120,825.51	4,174.49	97	150,255.92
5175	Computer Operating Supplies	1,000.00	.00	1,000.00	39.87	.00	39.87	960.13	4	2,377.50
5199	Miscellaneous Operating Supplies	1,500.00	.00	1,500.00	37.66	.00	37.66	1,462.34	3	485.04
5201	Other Expense	.00	.00	.00	.00	.00	.00	.00	+++	(12.50)
5301	General Office Supplies	2,500.00	.00	2,500.00	97.04	.00	557.14	1,942.86	22	217.74
5303	Books & Manuals	200.00	.00	200.00	.00	.00	.00	200.00	0	191.53

City of Morro Bay

MB/CSD Funds 599 Budget Performance - 3rd Qtr. 2021

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	Prior Year Total
		Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	
5305	Forms Printing	600.00	.00	600.00	.00	.00	.00	600.00	0	148.98
5501	Grounds Maintenance Supplies	3,500.00	.00	3,500.00	.00	.00	921.57	2,578.43	26	399.41
5502	Building Maint. Supplies	5,000.00	.00	5,000.00	.00	.00	488.73	4,511.27	10	1,232.50
5503	Rolling Stock Supplies	3,500.00	.00	3,500.00	.00	.00	372.37	3,127.63	11	2,570.81
5504	Machinery/Equip/Supplies	100,000.00	.00	100,000.00	1,032.25	.00	6,037.73	93,962.27	6	26,485.21
5530	Small Tools	2,000.00	.00	2,000.00	.00	.00	1,114.10	885.90	56	309.12
	<i>Supplies Totals</i>	\$273,300.00	\$0.00	\$273,300.00	\$17,694.81	\$0.00	\$148,329.33	\$124,970.67	54%	\$211,374.83
	<i>Services</i>									
5103	Financial Audits	17,150.00	.00	17,150.00	.00	.00	.00	17,150.00	0	8,875.00
5104	Engineering Services	48,500.00	.00	48,500.00	.00	.00	.00	48,500.00	0	.00
5105	Consulting Services	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
5106	Contractual Services	200,000.00	.00	200,000.00	13,039.04	.00	31,825.16	168,174.84	16	68,264.89
5125	Professional Development	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	1,252.66
5152	Outside Laboratory Testing	31,000.00	.00	31,000.00	5,447.40	.00	28,233.40	2,766.60	91	32,601.20
5161	Licenses & Permits	40,000.00	.00	40,000.00	216.00	.00	26,189.50	13,810.50	65	21,882.82
5199	Other Professional Services	2,000.00	.00	2,000.00	25.50	.00	1,776.08	223.92	89	96.64
5201	Telephone	8,500.00	.00	8,500.00	2,025.77	.00	7,418.04	1,081.96	87	12,462.54
5220	Postage	4,000.00	.00	4,000.00	.50	.00	963.13	3,036.87	24	2,827.38
5301	Electricity	126,100.00	.00	126,100.00	11,214.76	.00	102,769.76	23,330.24	81	158,114.97
5302	Natural Gas	11,000.00	.00	11,000.00	4,222.29	.00	14,245.95	(3,245.95)	130	12,568.47
5303	Water	21,000.00	.00	21,000.00	6,842.40	.00	20,941.60	58.40	100	22,221.97
5305	Disposal	12,000.00	.00	12,000.00	2,544.25	.00	12,060.79	(60.79)	101	15,940.14
5307	Disposal of Sludge	15,000.00	.00	15,000.00	.00	.00	8,619.96	6,380.04	57	9,370.94
5401	General Liability	48,668.00	.00	48,668.00	10,048.00	.00	30,144.00	18,524.00	62	44,651.00
5411	Property Damage Insurance	2,200.00	.00	2,200.00	2,734.75	.00	8,204.25	(6,004.25)	373	7,883.00
5472	Other Ins./Employee Bond	165.00	.00	165.00	.00	.00	.00	165.00	0	.00
5473	Vehicle Insurance	389.00	.00	389.00	156.15	.00	468.45	(79.45)	120	637.32
5499	Earthquake & Flood Insurance	204,886.00	.00	204,886.00	19,371.25	.00	58,113.75	146,772.25	28	83,653.00
5510	Meetings & Conferences	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,500.00
5511	Mileage Reimbursement	300.00	.00	300.00	.00	.00	.00	300.00	0	69.60
5514	Travel Expense	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	4,086.37
5519	Association Membership	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,333.91

MB/CSD Funds 599 Budget Performance - 3rd Qtr. 2021

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
6601	Outside Equipment Repair	110,000.00	.00	110,000.00	.00	4,555.00	4,154.85	101,290.15	8	8,358.99
6602	Outside Structural Repair	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
6604	Outside Vehicle Repair/Maint	7,275.00	.00	7,275.00	.00	.00	.00	7,275.00	0	3,766.43
6605	Emergency Equipment Repairs - Contingency Amount	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	.00
6640	Maintenance Contracts	35,000.00	.00	35,000.00	399.90	.00	399.90	34,600.10	1	.00
6720	Medical Examinations	.00	.00	.00	.00	.00	53.34	(53.34)	+++	305.00
6810	Equipment Rental	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
<i>Services Totals</i>		\$1,101,633.00	\$0.00	\$1,101,633.00	\$78,287.96	\$4,555.00	\$356,581.91	\$740,496.09	33%	\$522,724.24
EXPENSE TOTALS		\$2,503,814.00	\$0.00	\$2,503,814.00	\$143,394.96	\$4,555.00	\$1,146,928.75	\$1,352,330.25	46%	\$1,556,403.81
Department 5255 - Wastewater Treatment Totals		\$212,103.00	\$0.00	\$212,103.00	(\$143,394.96)	(\$4,555.00)	(\$252,600.38)	\$469,258.38	-121%	\$183,560.00
Department 7710 - Interfund Transactions										
EXPENSE										
<i>Interfund Transfers</i>										
8501	Transfers Out	.00	.00	.00	.00	.00	.00	.00	+++	183,560.00
8510	Transfer To General Fund	179,371.00	.00	179,371.00	39,353.50	.00	118,060.50	61,310.50	66	.00
8580	TRFR To Internal Svc Fund	32,733.00	.00	32,733.00	8,183.25	.00	24,549.75	8,183.25	75	.00
<i>Interfund Transfers Totals</i>		\$212,104.00	\$0.00	\$212,104.00	\$47,536.75	\$0.00	\$142,610.25	\$69,493.75	67%	\$183,560.00
EXPENSE TOTALS		\$212,104.00	\$0.00	\$212,104.00	\$47,536.75	\$0.00	\$142,610.25	\$69,493.75	67%	\$183,560.00
Department 7710 - Interfund Transactions Totals		(\$212,104.00)	\$0.00	(\$212,104.00)	(\$47,536.75)	\$0.00	(\$142,610.25)	(\$69,493.75)	67%	(\$183,560.00)
Fund 599 - MB/CS Waste Water Fund Totals										
REVENUE TOTALS		2,715,917.00	.00	2,715,917.00	.00	.00	894,328.37	1,821,588.63	33%	1,739,963.81
EXPENSE TOTALS		2,715,918.00	.00	2,715,918.00	190,931.71	4,555.00	1,289,539.00	1,421,824.00	48%	1,739,963.81
Fund 599 - MB/CS Waste Water Fund Totals		(\$1.00)	\$0.00	(\$1.00)	(\$190,931.71)	(\$4,555.00)	(\$395,210.63)	\$399,764.63		\$0.00

599 & 930 Funds Accumulated Revenue - 3rd Qtr. FY 20/21

G/L Date Range 07/01/20 - 03/31/21
Include Sub Ledger Detail

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 599-5255 3499 Other Rev/Current Services								Balance To Date:	\$0.00
09/30/2020	2021-00000438	JE	GL	1st Qtr 20/21 CMB/CSD Invoice Billing & Cash Reimb from Sewer	JE 918-20			95,817.90	(95,817.90)
09/30/2020	2021-00000438	JE	GL	1st Qtr 20/21 CMB/CSD Invoice Billing & Cash Reimb from Sewer	JE 918-20			363,299.96	(459,117.86)
Month September 2020 Totals							\$0.00	\$459,117.86	(\$459,117.86)
12/31/2020	2021-00000628	JE	GL	2nd Qtr 20/21 Cayucos San Distr Inv for WWTP Expenses	JE 1216-20			87,912.52	(547,030.38)
12/31/2020	2021-00000628	JE	GL	2nd Qtr 20/21 Inv for MB.CSD WWTP Expenses	JE 1216-20			347,297.99	(894,328.37)
Month December 2020 Totals							\$0.00	\$435,210.51	(\$894,328.37)
Account Other Rev/Current Services Totals							\$0.00	\$894,328.37	(\$894,328.37)
Department Wastewater Treatment Totals							\$0.00	\$894,328.37	
Fund MB/CS Waste Water Fund Totals							\$0.00	\$894,328.37	
Grand Totals							\$0.00	\$894,328.37	



AGENDA ITEM: 6

DATE: May 20, 2021

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: May 12, 2021

**SUBJECT: DISCUSSION AND CONSIDERATION TO AWARD THE TORO
CREEK BRIDGE TEMPORARY BYPASS CONTRACT TO
SOUZA CONSTRUCTION IN THE AMOUNT OF \$1,103,557.00**

DISCUSSION:

This contract is for Phase 1 of 2 for the District's project for the temporary relocation of the District's pipelines while CalTrans widens the North Bound Hwy 1 bridge over Toro Creek. Phase 2 will be the removal of the Phase 1 temporary facilities and the permanent installation of the District's pipeline back on the new bridge.

The District went out to bid on March 5th and bids were opened on May 12th. As discussed in the following attachment, there were 3 bidders: Specialty Construction, Hartzell General Engineering Contractor, and Souza Engineering Contracting.

Souza was the low bidder.

The District is being reimbursed by CalTrans for all phases involving District facilities related to the CalTrans project.

RECOMMENDATION:

It is recommended that the Board award the Toro Creek Bridge Temporary Bypass Contract to Souza Construction in the amount of \$1,103,557.00.



5/12/2021

Rick Koon
Cayucos Sanitary District
200 Ash Avenue
Cayucos, CA 93430

SUBJECT: BID ANALYSIS FOR THE TORO CREEK BRIDGE PIPELINE REPLACEMENT PROJECT PHASE 1

Dear Mr. Koon,

This letter provides WSC's bid analysis for the construction of the Toro Creek Bridge Pipeline Replacement Project Phase 1 project. The project was advertised for bids on March 5, 2021. A non-mandatory pre-bid conference was held on March 24, 2021 at the project site with a total of 5 prime contractors in attendance. On May 12, 2021, the Cayucos Sanitary District received and publicly opened bids from the three (3) bidders. A summary of bids is provided in the table below.

Summary of bids received

Bidder	Bid Total
Hartzel General Engineering Contractor Inc.	\$1,989,000
Specialty Construction, Inc.	\$1,919,000
Souza Engineering Contracting, Inc.	\$1,103,557

Souza Engineering Contracting, Inc. (Souza) was the apparent low bidder.

WSC has reviewed the bid documents and qualifications statements of the low bidder, Souza, and believes that there are no irregularities that would materially alter their bid. WSC finds that Souza is the lowest responsible and responsive bid for the project with a bid of \$1,103,557.

WSC reviewed the bids and did not encounter any bid irregularities that would materially alter their bid amounts.

Any minor irregularity that may be present in the bids, does not involve price, time, or changes in the Work and can be corrected in the course of executing the Contract Documents.

Basis of Engineer's Opinion of Probable Cost

The Engineer's opinion of construction cost was \$1,350,000 excluding contingency. This estimated cost was based on the cost estimate prepared by WSC at the 90% design level. The bids received were ranged from lower to substantially higher than the engineering estimate. The substantial difference between bids and the Engineer's estimate is likely due to the modifications to the Project design that have taken place from when the estimate was created in the bidding phase with the bid alternate that allowed the Contractor to design a unique approach to spanning Toro Creek. Also we believe that some of the volatility in the bids can be attributed to the ongoing Covid 19 crisis and the impacts to the global supply chain. Lastly the apparent low bidder has won the work for the Caltrans project replacing the

Highway 1 bridge at this location. The synergies and potential benefits to Souza in having both projects could have also influenced their pricing.

Conclusion

WSC finds the apparent low bidder to be both responsible and responsive and *recommends award of the contract to Souza Engineering Contracting, Inc in the amount of \$1,103,557.*

Sincerely,

Water Systems Consulting, Inc.



Dylan Wade PE, CCM
Vice President



AGENDA ITEM: 7

DATE: May 20, 2021

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON
DISTRICT MANAGER

DATE: May 12, 2021

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE FY 2021/22
CAYUCOS SANITARY DISTRICT BUDGET:
A. OPERATING BUDGET
B. CIP BUDGET

DISCUSSION:

Historically, each year in June the Board approves the next fiscal year's Operations and Capital Budgets. Now we need to approve the budget one month earlier because one of the conditions of the USDA loan is that the District have its next fiscal year budget approved at least 30 days prior to the beginning of the next fiscal year.

On May 5th, the Budget Committee met to discuss the FY 21/22 budget (meeting minutes attached as agenda item 3.A.3). Some points of discussion were:

- The costs of redistricting and how it will increase the costs from the County for elections. (It was noted that these costs have not been determined by the County and the District will need to increase the FY22/23 budget to account for them),
- The incorporation of USDA bi-annual loan payments as well as the Series B loan payments,
- The staffing needs of the WRRF,
- The projected expenses of the WRRF,
- The setting of a COLA and Standby Pay increase, and
- The budgeting of capital projects to include the continuing Cayucos Sustainable Water Projects of line replacements, District land agricultural use, and creation of the 5 year Recycling Program as required by the regulatory agencies.

RECOMMENDATION:

It is recommended that the Board Approve FY 2021/22 Cayucos Sanitary District budget:

- A. Operating Budget
- B. CIP Budget

Budget Summary

FY 21/22

AGENDA ITEM: 8.A

DATE: May 20, 2021

Income:

Sewer Income	\$	3,061,150.00
Will Serve Income	\$	35,200.00
Rental Income	\$	38,800.00
Solid Waste Income	\$	89,600.00
SLOCO Tax Assessments	\$	1,018,400.00
Savings Interest Income	\$	100.00
Investment Interest Income	\$	18,500.00
Other Misc. Income	\$	4,600.00
Category Total	\$	4,266,350.00

Payroll:

Admin Gross Wages Regular	\$	350,900.00
Coll Gross Wages Regular	\$	195,450.00
Treatment Gross Wages Regular	\$	200,250.00
Director Payroll	\$	8,000.00
Vested Payroll Benefits	\$	5,400.00
Admin Payroll Taxes/Benefits	\$	138,700.00
Coll Payroll Taxes/Benefits	\$	113,700.00
Treatment Payroll Taxes/Benefits	\$	73,500.00
Director Payroll Taxes	\$	500.00
Category Total	\$	1,086,400.00

Operating Expenses:

Special Projects	\$	13,000.00
Admin Operating Expenses	\$	205,700.00
Collections Operating Expenses	\$	213,200.00
Treatment Operating Expenses	\$	586,300.00
Loan Interest	\$	1,065,000.00
Debt Service Reserve	\$	852,000.00
Category Total	\$	2,935,200.00

Total Income	\$	4,266,350.00
Less Total Expenses	\$	4,021,600.00
Net Income	\$	244,750.00

Cayucos Sanitary District Proposed Budget FY 21/22

AGENDA ITEM: 8.A

DATE: May 20, 2021

FINAL DRAFT

Ordinary Income/Expense

Income

	Actual YTD through April 30	FY 20/21 Annual Budget	FY 21/22 Proposed
4000 · SEWER INCOME			
4010 · Sewer Use Fees	2,514,364.18	2,905,500.00	3,030,000.00
4020 · Sewer Late Fees	13,038.43	13,000.00	13,500.00
4030 · Sewer Bank Fees	397.30	500.00	500.00
4040 · Sewer Liens	0.00	0.00	-
4050 · Lot Fees	14,284.91	17,000.00	17,000.00
4060 · Lot Late Fees	101.25	150.00	150.00
4080 · Lot Liens	0.00	0.00	-
Total 4000 · SEWER INCOME	2,542,186.07	2,936,150.00	3,061,150.00
4100 · WILL SERVE INCOME			
4110 · Will Serve Fee	2,550.00	2,000.00	2,500.00
4120 · Connection Fee	31,440.00	31,900.00	31,900.00
4130 · Inspection Fee	400.00	400.00	400.00
4140 · Grant of License Fee	400.00		400.00
Total 4100 · WILL SERVE INCOME	34,790.00	34,300.00	35,200.00
4200 · RENTAL INCOME			
4210 · Morro Dunes Rent	29,608.66	24,500.00	30,000.00
4220 · Hanson Rent	5,924.38	5,000.00	6,000.00
4230 · CMB Corp. Yard Lease	2,669.15	2,700.00	2,800.00
Total 4200 · RENTAL INCOME	38,202.19	32,200.00	38,800.00
4300 · SOLID WASTE INCOME			
4310 · Solid Waste Franchise Fee	69,972.40	82,000.00	82,000.00
4320 · AB939 Recycle Program Fee	6,328.99	7,600.00	7,600.00
Total 4300 · SOLID WASTE INCOME	76,301.39	89,600.00	89,600.00
4400 · SLOCO TAX ASSESSMENTS			
4410 · Current Year Secured/Unsecured	804,066.57	951,700.00	996,700.00
4420 · Delinquent Sewer Prior Year	8,502.20	20,000.00	21,700.00
4430 · Penalties/Interest from PY tax	446.98	0.00	-
4440 · PY Secured/Unsecured	-1,003.95	0.00	-
4400 · SLOCO TAX ASSESSMENTS - Other	0.00	0.00	-
Total 4400 · SLOCO TAX ASSESSMENTS	812,011.80	971,700.00	1,018,400.00
4500 · SAVINGS INTEREST INCOME			
4510 · Checking Interest	0.00	150.00	-
4520 · Savings Interest	87.65	50.00	100.00
4540 · MCD Security Deposit Interest	-2.99	0.00	-
Total 4500 · SAVINGS INTEREST INCOME	84.66	200.00	100.00
4600 · INVESTMENT INTEREST			
4610 · ALLIANCE BANK RESTRICTED INT.	2,457.04	9,000.00	-
4600 · INVESTMENT INTEREST - Other	13,119.95	18,600.00	18,500.00
Total 4600 · INVESTMENT INTEREST	15,576.99	27,600.00	18,500.00
4700 · OTHER INCOME			
4730 · Reimbursed Expenses Income	35.00		-
4750 · COUNTY OF SLO ESMF / EDF funds	4,533.79	4,600.00	4,600.00
Total 4700 · OTHER INCOME	4,568.79	4,600.00	4,600.00
Total Income	3,523,721.89	4,096,350.00	4,266,350.00
Gross Profit	3,523,721.89	4,096,350.00	4,266,350.00
Expense			
5000 · PAYROLL EXPENSES			
5100 · ADMINISTRATIVE PAYROLL			
5110 · Admin. Gross Wages Regular	261,257.90	290,000.00	303,700.00
5120 · Admin Gross Wages Overtime	0.00	0.00	-
5130 · Admin Gross Wages Vacation	12,498.50	17,100.00	14,800.00
5141 · Admin Time Off With Pay	0.00	0.00	-
5145 · Admin Bereavement Leave	0.00	0.00	-
5150 · Admin Gross Wages Sick Payout	3,444.54	15,500.00	16,200.00
5180 · Admin Personal Holiday	1,518.14	2,600.00	2,700.00
5185 · Admin Holiday Pay	4,674.16	12,900.00	13,500.00
5195 · Admin Payout - Other	473.30		-
Total 5100 · ADMINISTRATIVE PAYROLL	283,866.54	338,100.00	350,900.00
5200 · COLLECTIONS PAYROLL			
5210 · Coll Gross Wages Regular	108,869.05	87,000.00	150,100.00
5220 · Coll Gross Wages Overtime	0.00	500.00	
5230 · Coll Gross Wages Vacation	6,725.68	4,600.00	10,800.00
5241 · Coll Time Off With Pay	0.00	0.00	
5245 · Coll Bereavement Leave	0.00	0.00	
5250 · Coll Gross Wages Sick Payout	3,312.74	4,700.00	8,200.00
5260 · Coll Gross Wages Standby Pay	12,450.00	14,700.00	18,450.00
5280 · Coll Personal Holiday	953.60	800.00	1,400.00
5285 · Coll Holiday Pay	5,556.56	3,900.00	6,500.00
Total 5200 · COLLECTIONS PAYROLL	137,867.63	116,200.00	195,450.00

FINAL DRAFT

	Actual YTD through April 30	FY 20/21 Annual Budget	FY 21/22 Proposed
5300 · TREATMENT PAYROLL			
5310 · Treat Gross Wages Regular	68,814.06	173,450.00	158,900.00
5320 · Treat Gross Wages Overtime	0.00	1,000.00	
5330 · Treat Gross Wages Vacation	289.68	8,500.00	6,700.00
5350 · Treat Gross Wages Sick Payout	0.00	9,300.00	8,100.00
5360 · Treat Gross Wages Standby Pay	0.00	7,350.00	18,450.00
5380 · Treat Personal Holiday	0.00	1,600.00	1,400.00
5385 · Treat Holiday Pay	2,483.84	7,800.00	6,700.00
Total 5300 · TREATMENT PAYROLL	71,587.58	209,000.00	200,250.00
5400 · DIRECTOR PAYROLL			
5410 · Director Gross Wages	6,000.00	8,000.00	8,000.00
Total 5400 · DIRECTOR PAYROLL	6,000.00	8,000.00	8,000.00
5500 · VESTED PAYROLL BENEFITS			
5510 · FICA	0.00	0.00	-
5520 · Medicare	0.00	0.00	-
5540 · SUTA	0.00	0.00	-
5550 · Vested PERS Health	4,218.00	5,000.00	5,400.00
Total 5500 · VESTED PAYROLL BENEFITS	4,218.00	5,000.00	5,400.00
5600 · ADMIN PAYROLL TAXES & BENEFITS			
5610 · Admin FICA	15,291.17	21,000.00	17,000.00
5620 · Admin Medicare	4,109.19	4,900.00	5,100.00
5650 · Admin PERS Health	73,720.48	65,600.00	71,000.00
5660 · Admin PERS Retirement	41,769.11	25,300.00	41,200.00
5670 · Admin Dental	3,443.05	3,400.00	3,600.00
5680 · Admin Vision	834.13	750.00	800.00
Total 5600 · ADMIN PAYROLL TAXES & BENEFITS	139,167.13	120,950.00	138,700.00
5700 · COLL PAYROLL TAXES & BENEFITS			
5710 · Coll FICA	8,743.29	6,300.00	11,000.00
5720 · Coll Medicare	2,044.79	1,500.00	2,600.00
5750 · Coll PERS Health	43,345.69	65,600.00	59,000.00
5760 · Coll PERS Retirement	36,359.17	8,100.00	36,700.00
5770 · Coll Dental	2,641.24	3,400.00	3,600.00
5780 · Coll Vision	641.08	750.00	800.00
Total 5700 · COLL PAYROLL TAXES & BENEFITS	93,775.26	85,650.00	113,700.00
5800 · TREAT PAYROLL TAXES & BENEFITS			
5810 · Treat FICA	3,849.94	12,500.00	10,900.00
5820 · Treat Medicare	900.41	2,900.00	2,500.00
5850 · Treat PERS Health	7,511.68	32,800.00	23,700.00
5860 · Treat PERS Retirement	6,794.85	16,100.00	33,500.00
5870 · Treat Dental	707.45	3,400.00	2,400.00
5880 · Treat Vision	172.15	750.00	500.00
Total 5800 · TREAT PAYROLL TAXES & BENEFITS	19,936.48	68,450.00	73,500.00
5900 · DIRECTOR PAYROLL TAXES & BENEFITS			
5910 · Directors FICA	372.00	400.00	400.00
5920 · Directors Medicare	87.00	100.00	100.00
Total 5900 · DIRECTOR PAYROLL TAXES & BENEFITS	459.00	500.00	500.00
Total 5000 · PAYROLL EXPENSES	756,877.62	951,850.00	1,086,400.00
6000 · OPERATING EXPENSES			
6050 · SPECIAL PROJECTS			
6051 · Manhole Reconditioning	0.00	12,500.00	12,500.00
6052 · Sewer Map Replacements	0.00	500.00	500.00
Total 6050 · SPECIAL PROJECTS	0.00	13,000.00	13,000.00
6100 · ADMIN OPERATING EXPENSES			
6110 · Answering Service	859.98	1,000.00	1,000.00
6120 · Copy & Dup	611.33	1,200.00	1,000.00
6130 · Equipment Lease	1,958.21	2,200.00	2,700.00
6150 · Equipment Repair/Maint	229.29	2,000.00	2,000.00
6160 · Janitorial/Building Maint.	3,830.09	5,000.00	5,000.00
6170 · Postage	6,461.47	8,500.00	8,500.00
6180 · Printing/Advertising	665.00	2,000.00	1,500.00
6190 · Office Supplies	3,997.10	5,000.00	5,000.00
6200 · Bank Service Charges	2,559.15	500.00	3,300.00
6201 · Administrative(Admin) Fees/Chgs	817.74	1,200.00	1,200.00
6205 · Recycling Expenses	449.11	2,000.00	750.00
6210 · Misc. Business Expense	520.00	1,200.00	1,000.00
6211 · Grant of License Expenses	0.00	500.00	400.00
6220 · Prof. Services -Accounting	4,210.00	10,000.00	7,500.00
6225 · Prof. Services-Engineering	0.00	5,000.00	5,000.00
6230 · Prof. Services-Legal	18,099.87	12,000.00	20,000.00
6240 · Prof. Services- Tech Supp	11,194.99	15,000.00	15,000.00
6255 · Prof. Services -Other	4,750.00	500.00	15,000.00
6260 · Meeting Supplies	322.43	2,000.00	2,000.00
6270 · Bus License & Permits	2,848.00	4,500.00	3,000.00
6280 · Admin Dues & Sub.	6,345.00	6,000.00	6,700.00
6290 · Taxes & Assessments	29,526.68	25,000.00	10,000.00
6291 · LAFCO	8,706.46	8,600.00	8,800.00
6292 · Election Fees	4,037.52	600.00	600.00

FINAL DRAFT

	Actual YTD through April 30	FY 20/21 Annual Budget	FY 21/22 Proposed
6293 · Fire Tax	116.96	0.00	150.00
6300 · Professional Development Admin	767.17	4,000.00	2,000.00
6301 · Professional Development Board	0.00	1,500.00	1,500.00
6310 · Rent - Venue	0.00	500.00	500.00
6320 · Utilities - Electrical	1,769.30	3,000.00	2,500.00
6340 · Utilities - Gas	300.34	300.00	400.00
6350 · Utilities - Sewer	2,820.00	3,400.00	3,500.00
6360 · Utilities - Water	913.14	1,000.00	1,200.00
6380 · Utilities - Internet	1,159.80	1,300.00	1,300.00
6390 · Utilities - Telephone	1,897.55	2,200.00	2,200.00
6410 · Loan Interest Paid	976,198.93	1,587,700.00	1,065,000.00
6420 · Insurance-Worker's Comp	9,075.46	20,000.00	25,000.00
6430 · Insurance-Commercial Policy	36,553.73	36,700.00	38,500.00
Total 6100 · ADMIN OPERATING EXPENSES	1,144,571.80	1,783,100.00	1,270,700.00
6500 · COLLECTIONS OPERATING EXPENSES			
6510 · Contract Labor	35,378.19	40,000.00	40,000.00
6520 · Employee Training	0.00	1,500.00	1,500.00
6521 · License Renewal	797.00	1,200.00	1,000.00
6522 · Dues & Subscriptions	1,219.20	1,500.00	2,000.00
6523 · Professional Development - Coll	180.00	1,000.00	1,000.00
6530 · Equipment Rental	0.00	6,000.00	5,000.00
6535 · Equipment (Critical Parts)	3,583.97	5,000.00	5,000.00
6540 · Equipment Repair/Maint	3,961.15	8,500.00	8,500.00
6560 · Pump Repair	0.00	12,000.00	17,000.00
6570 · Generator Fuel	0.00	2,500.00	3,000.00
6571 · Trucks Gas/Oil	3,836.85	14,000.00	5,000.00
6572 · Trucks (Repairs)	2,509.39	5,000.00	6,000.00
6573 · Mileage Reimbursement	111.22	500.00	500.00
6580 · Hardware & Supplies	178.10	7,500.00	4,000.00
6590 · Janitorial Supplies	251.79	1,000.00	1,000.00
6600 · Laundry/Boot Allowance	3,554.71	2,500.00	3,500.00
6610 · Line Cleaning Water/Jetting	99.29	1,200.00	1,200.00
6611 · Line Cleaning - Contracted	0.00	5,000.00	5,000.00
6612 · Line Cleaning-Root Control	8,248.89	8,000.00	8,000.00
6620 · Safety Supplies/Materials	2,182.95	2,500.00	3,000.00
6630 · Chemicals	177.38	8,000.00	5,000.00
6640 · Small Tools	885.86	1,500.00	1,500.00
6650 · USA Alert	844.44	600.00	1,000.00
6670 · Cell Phones	1,699.40	2,000.00	2,200.00
6680 · Operating Contingency Reserve	4,520.21	10,000.00	10,000.00
6700 · Utilities - Lift Station #1			
6710 · Electricity LS#1	3,910.47	4,500.00	4,600.00
6720 · Telephone LS#1	471.26	300.00	600.00
6730 · Water LS#1	504.94	700.00	700.00
6745 · Repairs/Maint./Permits LS#1	1,007.70	4,000.00	4,000.00
Total 6700 · Utilities - Lift Station #1	5,894.37	9,500.00	9,900.00
6750 · Utilities - Lift Station #2			
6760 · Electricity LS#2	8,418.96	11,000.00	11,000.00
6770 · Telephone LS#2	441.90	300.00	600.00
6780 · Water LS#2	558.38	700.00	700.00
6795 · Repairs/Maint./Permits LS#2	1,040.00	4,000.00	4,000.00
Total 6750 · Utilities - Lift Station #2	10,459.24	16,000.00	16,300.00
6800 · Utilities - Lift Station #3			
6810 · Electricity LS#3	1,384.04	1,800.00	1,800.00
6820 · Telephone LS#3	467.69	300.00	600.00
6830 · Water LS#3	937.95	1,100.00	1,100.00
6845 · Repairs/Maint./Permits LS#3	660.95	2,300.00	2,300.00
Total 6800 · Utilities - Lift Station #3	3,450.63	5,500.00	5,800.00
6850 · Utilities - Lift Station #4			
6860 · Electricity LS#4	4,012.60	5,000.00	5,000.00
6870 · Telephone LS#4	471.18	300.00	600.00
6880 · Water LS#4	937.95	1,100.00	1,100.00
6895 · Repairs/Maint./Permits LS#4	1,741.73	4,000.00	4,000.00
Total 6850 · Utilities - Lift Station #4	7,163.46	10,400.00	10,700.00
6900 · Utilities - Lift Station #5			
6910 · Electricity LS#5	16,806.50	25,000.00	25,000.00
6920 · Telephone LS#5	415.90	300.00	600.00
6945 · Repairs/Maint./Permits LS#5	1,591.46	4,000.00	4,000.00
Total 6900 · Utilities - Lift Station #5	18,813.86	29,300.00	29,600.00
Total 6500 · COLLECTIONS OPERATING EXPENSES	120,001.55	219,200.00	213,200.00
7000 · TREATMENT OPERATING EXPENSES			
7110 · Cell Phones	1,020.34	2,000.00	1,200.00
7120 · Chemicals	7,790.56	40,000.00	40,000.00
7130 · Contract Labor	0.00	15,000.00	10,000.00
7140 · Dues & Subscriptions	0.00	1,500.00	1,500.00
7150 · Employee Training	0.00	1,500.00	1,500.00
7170 · Equipment Lease	249.00	15,000.00	8,000.00

FINAL DRAFT

7180 · Equipment Rental
7190 · Equipment (Critical Parts)
7200 · Equipment Repair/Maintenance
7210 · Generator Fuel
7220 · Operational Hardware & Supplies
7230 · IT Support
7240 · Insurance
7250 · Janitorial Supplies
7260 · Laundry/Boot Allowance
7270 · License Renewal
7280 · Office Supplies
7290 · Operating Contingency Reserve
7300 · Sampling & Testing
7310 · Lab Supplies
7320 · Permits
7340 · Professional Development - Tmt
7345 · Prof. Services - Engineering
7350 · Safety Supplies/Materials
7360 · Small Tools
7370 · Solar O&M
7380 · Utilities - Electrical
7390 · Utilities - Internet
7400 · Utilities - Sludge Removal
7410 · Utilities - Telephone
7997 · Debt Service Reserve
7999 · MB WWTP O&M
Total 7000 · TREATMENT OPERATING EXPENSES
Total 6000 · OPERATING EXPENSES
Total Expense
Net Ordinary Income

Actual YTD through April 30	FY 20/21 Annual Budget	FY 21/22 Proposed
0.00	6,000.00	5,000.00
0.00	5,000.00	5,000.00
7,712.93	8,500.00	8,500.00
0.00	3,000.00	3,000.00
15,591.20	7,500.00	7,500.00
1,047.25	7,000.00	15,000.00
0.00	58,500.00	58,500.00
815.60	1,000.00	1,500.00
905.00	2,500.00	2,500.00
0.00	1,200.00	1,200.00
2,034.75	3,000.00	2,500.00
0.00	10,000.00	10,000.00
5,868.98	102,000.00	102,000.00
4,851.04	10,000.00	10,000.00
3,581.45	6,000.00	7,500.00
273.99	1,000.00	2,000.00
		136,200.00
640.59	2,500.00	2,500.00
1,034.89	4,000.00	4,000.00
0.00	15,000.00	15,000.00
12,235.20	80,000.00	80,000.00
2,760.00	1,300.00	8,500.00
0.00	35,000.00	35,000.00
503.42	500.00	1,200.00
0.00	109,500.00	852,000.00
183,739.60	250,000.00	-
252,655.79	805,000.00	1,438,300.00
1,517,229.14	2,820,300.00	2,935,200.00
2,274,106.76	3,772,150.00	4,021,600.00
1,249,615.13	324,200.00	244,750.00

**CAYUCOS SANITARY DISTRICT
Capital Improvement Projects
FY 2021-2022**

- **Sewer Main Repairs:** *\$55,000*

These are areas of sewer mains that our camera has identified in need of repair. These projects consist of multiple point repairs, offsets or other anomalies and are targeted to take advantage of economy of savings. The budgeted amount is intended to allow for 2 or 3 replacements.

- **Treatment Plant Forklift** *\$45,000*

This purchase is for a forklift or small reach lift for the WRRF. It is needed to handle small totes of citric acid and to move pumps or other equipment to and from the maintenance building.

CSWP Projects

- **Construction of Outfall Tie-in:** *\$45,000*

Originally scheduled for last FY, this project will tie in the temporary bypass line into the end of the Outfall.

- **Design of the Chaney to Toro Main Line Replacements:** *\$35,000*

This project will look at replacing the two 12” VCP lines between Chaney and Toro Creek Road with a single larger PVC pipe to allow for temporary storage of sewage prior to Lift Station 5.

- **RWQCB/CCC Recycled Water Program:** *\$20,000*

As part of the District’s NPDES Permit, we are required to develop and implement this program to address maximizing the use of recycled water.

Total - \$200,000