



CAYUCOS SANITARY DISTRICT

200 Ash Ave.
PO Box 333
Cayucos, CA 93430-0333
(805) 995-3290

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, JULY 20, 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 June 15, 2023 Board of Directors Regular Meeting **Pg. 1**

B. Financial Reports: June 2023

1. Check Register – Wells Fargo (General Checking Account) **Pg. 6**
2. Check Register – Wells Fargo (CIP Checking Account) **Pg. 8**
3. Cash, Savings, and Investment Report **Pg. 9**
4. Budget vs. Actual Status Report **Pg. 10**
5. Capital Improvement Projects Report **Pg. 11**
6. Annual Disclosure and Employee Reimbursement Report **Pg. 12**

4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required

A. District Manager's Report: June 2023 **Pg. 13**

B. New Will-Serves:

- 20 8th 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

Finald Will-Serves:

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

Grants of License:

None

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 Pg. 17

6. DISCUSSION AND CONSIDERATION TO REJECT CLAIM FOR DAMAGES Pg. 21

7. DISCUSSION AND CONSIDERATION TO NOMINATE CANDIDATES FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD Pg. 25

8. BOARD MEMBER COMMENTS

This item provides the opportunity for Board members to make brief announcements and/or briefly report on their own activities related to District business.

9. FUTURE SCHEDULED MEETINGS

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

10. ADJOURNMENT

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

All staff reports or other documentation relating to each item of business referred to on the agenda are also on file at the District office, available for public inspection or 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.



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GOVERNING BOARD

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**BOARD OF DIRECTORS
REGULAR MEETING MINUTES
THURSDAY, JUNE 15, 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 Hannah Miller, Director Robert Frank and Director John Curti

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 April 20, 2023 Board of Directors Regular Meeting
2. Approval of minutes for the April 25, 2023 Budget Committee Meeting

B. Financial Reports: April 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 **2022-2023**
5. Capital Improvement Projects Report

C. Financial Reports: May 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 **2022-2023**
5. Capital Improvement Projects Report

Director Curti requested a correction to the minutes for the April 20th Board meeting: The vote for item 7 reads “5-0” but should read “4-0.”

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

MOTION: 1st by Curti, to approve items on the Consent Calendar as corrected. Motion was seconded by Frank.

VOTE: 5-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: April & May 2023

B. New Will-Serves: April & May 2023

- 980 Park Ave. / Brosi / 064-157-025 / Deck (over easement)
- 199 6th St. / Leven / 064-132-037 / SFR Demo/Rebuild + ADU

Extended Will-Serves:

- 2788 Richard Ave. / J. Tenbroeck, Inc. / 064-204-032 / SFR New

Finalized Will-Serves:

- 47 Fresno Ave. / Page / 064-046-047 / SFR New

Grants of License:

None

Manager Koon gave a summary of the previous month's activities. Director Curti requested clarification on the CIP budget and what happens when anticipated projects aren't completed, and Manager Koon explained.

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 ADOPT RESOLUTION 2023-05 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2023/24 APPROPRIATIONS LIMIT

Manager Koon reminded the Board that annually, the District is required to adopt a Resolution establishing the upcoming fiscal year's Appropriations Limit. President Enns wondered why the limit didn't increase with the expansion of the District's facilities on Toro Creek Rd., and Manager Koon responded that the limit is based on other criteria, primarily the population in Cayucos.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to adopt Resolution 2023-05 establishing Cayucos Sanitary District's Fiscal Year 2023/24 Appropriations Limit. Motion was seconded by Frank.

VOTE: 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE THE FISCAL YEAR 2023/24 CAYUCOS SANITARY DISTRICT BUDGET

A. A. OPERATING BUDGET

B. CIP BUDGET

Director Miller provided a summary of the Budget Committee Meeting and their recommendations, highlighting their considerations regarding a COLA. Manager Koon provided an update on reimbursements associated with the solar field and a detailed explanation of the proposed CIP Budget. In relation to the treatment plant, Director Curti asked if there are any expensive replacement part purchases to be expected in the next 5-10 years. Manager Koon replied that after about 10-15 years of use, the membranes will need to be replaced, estimated to cost roughly \$1 million. Every 2-3 years UV light bulbs need to be replaced, as do lifters and motor pumps, but most parts are good for at least 10 years or are reasonably priced to maintain.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Curti, to approve the Fiscal Year 2023/24 Cayucos Sanitary District Operating and CIP Budgets. Motion was seconded by Frank.

VOTE: 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO ACCEPT THE NOTICE OF COMPLETION FOR THE TORO CREEK BRIDGE REPLACEMENT PROJECT

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

MOTION: 1st by Lyon, to accept the Notice of Completion for the Toro Creek Bridge Replacement Project.
Motion was seconded by Miller.

VOTE: 5-0 Motion passed

8. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2023-03 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2023-2024 COUNTY TAX ROLL

The report of delinquent sewer service charges was submitted to the Board and it was noted that there are more delinquent customers than in prior years.

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

MOTION: 1st by Frank, to adopt Resolution 2023-03 confirming the itemized report to collect delinquent sewer service charges on the Fiscal Year 2023-2024 County Tax Roll. Motion was seconded by Curti.

VOTE: 5-0 Motion passed

9. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2023-04 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2023-2024 COUNTY TAX ROLL

Mission Country Disposal's report of delinquent solid waste collection and disposal charges was submitted to the Board.

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

MOTION: 1st by Frank, to adopt Resolution 2023-04 confirming the itemized report to collect delinquent solid waste collection and disposal charges on the Fiscal Year 2023-2024 County Tax Roll. Motion was seconded by Curti.

VOTE: 5-0 Motion passed

10. DISCUSSION AND CONSIDERATION TO CERTIFY THE CAYUCOS SANITARY DISTRICT'S 2023 SEWER SYSTEM MANAGEMENT PLAN (SSMP)

The revised SSMP and proposed revisions were discussed amongst the Board. In reference to page 10 of the SSMP, President Enns requested that it be made clear that the entire staff is not on call twenty four hours a day, 365 days a year.

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

MOTION: 1st by Miller, to certify the Cayucos Sanitary District's 2023 Sewer System Management Plan (SSMP) as amended. Motion was seconded by Curti.

VOTE: 5-0 Motion passed

11. DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF THE CITY OF MORRO BAY INVOICE FOR 1ST QUARTER OF FY 2021-2022 IN THE AMOUNT OF \$32,936.91

Manager Koon reminded the Board that this is the final payment to the City of Morro Bay.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve payment of the City of Morro Bay invoice for 1st quarter of FY 2021-2022 in the amount of \$32,936.91. Motion was seconded by Frank.

VOTE: 5-0 Motion passed

12. DISCUSSION AND CONSIDERATION TO APPROVE QUITCLAIM DEEDS ELIMINATING EASEMENT RIGHTS OWNED BY CHEVRON LAND AND DEVELOPMENT COMPANY APPURTENANT TO LOTS 8 & 10

Manager Koon explained that Chevron has decided to sell their neighboring lots surrounding District-owned lots 8 & 10. With Board approval, the easements benefiting the neighboring lots that Chevron retained on lots 8 & 10 can be quitclaimed back to the District.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to approve quitclaim deeds eliminating easement rights owned by Chevron Land and Development Company appurtenant to lots 8 & 10. Motion was seconded by Frank.

VOTE: 5-0 Motion passed

13. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956(d)(2) involving one (1) potential case. Walter v. Cayucos Sanitary District

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

President Enns announced that the Board would transition to Closed Session at 6:15 p.m.

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

Board members present during Closed Session Agenda Item #13: President Robert Enns, Vice-President Shirley Lyon, Director Robert Frank, and Director John Curti

Staff members present during Closed Session Agenda Item #13: District Manager Rick Koon

Legal Counsel present during Closed Session Agenda Item #13: District Legal Counsel Tim Carmel

Items to report from Closed Session: None

14. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b) Title: District Manager

Board members present during Closed Session Agenda Item #14: President Robert Enns, Vice-President Shirley Lyon, Director Hannah Miller, Director Robert Frank, and Director John Curti

Staff members present during Closed Session Agenda Item #14: District Manager Rick Koon

Open session reconvened at 7:25 p.m.

Items to report from Closed Session: President Enns reported that District Manager Rick Koon's annual performance evaluation was completed.

15. BOARD MEMBER COMMENTS

None

16. FUTURE SCHEDULED MEETINGS

- July 20, 2023 – Regular Board Meeting
- August 17, 2023 – Regular Board Meeting
- September 21, 2023 – Regular Board Meeting

17. ADJOURNMENT

The meeting adjourned at 7:26 p.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager

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

Date	Num	Name	Amount
06/02/2023	23745	ABALONE COAST ANALYTICAL, INC.	-3,118.50
06/02/2023	23746	AMAZON	-65.56
06/02/2023	23747	CAYUCOS BEACH MUTUAL WATER CO. #1	-106.72
06/02/2023	23748	CAYUCOS BEACH MUTUAL WATER CO. #2	-146.80
06/02/2023	23749	GRAINGER	-44.65
06/02/2023	23750	KITZMAN WATER	-45.50
06/02/2023	23751	MINER'S ACE HARDWARE	-795.28
06/02/2023	23752	MISSION UNIFORM SERVICE	-462.70
06/02/2023	23753	QUICK TECH COMPUTERS	-1,480.00
06/02/2023	23754	SPEEDY COASTAL MESSENGER, INC.	-645.00
06/02/2023	11561	UNITED RENTALS	-1,239.58
06/05/2023	HLTH060523	CALPERS (HEALTH)	-13,786.07
06/05/2023	60256023151	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-823.54
06/06/2023	23755	CARMEL & NACCASHA, LLP	-2,299.15
06/06/2023	23756	CHARTER INTERNET	-950.02
06/06/2023	23757	COASTAL ROLL OFF SERVICE	-2,420.47
06/06/2023	23758	MISSION COUNTRY DISPOSAL - WRRF	-273.81
06/06/2023	23759	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-75.51
06/06/2023	23760	WELLS FARGO VENDOR FIN SERV	-387.43
06/06/2023	23761	PG&E LS#1	-548.98
06/06/2023	23762	PG&E LS#2	-1,109.51
06/06/2023	23763	PG&E LS#3	-275.10
06/06/2023	23764	PG&E LS#4	-589.58
06/06/2023	23765	PG&E LS#5	-2,137.51
06/06/2023	23766	PG&E OFFICE	-194.64
06/06/2023	23767	WASTE CONNECTIONS, INC.	-23,347.54
06/06/2023		PG&E WELL	0.00
06/06/2023	23768	PG&E WELL	-55.07
06/06/2023	23769	DUKE ENERGY/WESTBOUND SOLAR 2	-12,883.71
06/06/2023	23770	NELSON'S GARAGE	-240.00
06/08/2023		QuickBooks Payroll Service	-19,994.08
06/09/2023	DD06092301	ARIAS, MANUEL	0.00
06/09/2023	DD06092302	COLLINS, JONATHAN W	0.00
06/09/2023	DD06092303	GOOD, GAYLE	0.00
06/09/2023	DD06092304	HOOPER, SARAH L	0.00
06/09/2023	DD06092305	KOON, RICHARD L	0.00
06/09/2023	DD06092306	LAKEY, NICK E	0.00
06/09/2023	DD06092307	LESSI, AMY M	0.00
06/09/2023	DD06092308	OWENS, JUSTIN D	0.00
06/09/2023	EDD060923	EDD	-1,682.09
06/09/2023	FED060923	US TREASURY	-8,123.32
06/09/2023	DEF060923	CALPERS (RETIREMENT)	-1,075.00
06/09/2023	PERS060923	CALPERS (RETIREMENT)	-4,637.04
06/15/2023	23771	BREZDEN PEST CONTROL	-240.00
06/15/2023	23772	CALNET3	-422.70
06/15/2023	23773	CSA 10A SLO CO PW LS#4	-212.12
06/15/2023	23774	FIRSTNET (AT&T)	-426.33
06/15/2023	23775	PG&E WELL	-34.02

Date	Num	Name	Amount
06/15/2023	23776	PG&E WRRF	-3,293.00
06/15/2023	23777	CSA 10A SLO CO PW LS#3	-212.12
06/19/2023	23780	PATHIAN ADMINISTRATORS	-205.72
06/19/2023	23781	JOYCE FOX	-90.00
06/19/2023	23782	BILLIE RAZZARI	-2,000.00
06/20/2023	23783	BREZDEN PEST CONTROL	-141.00
06/20/2023	23784	CITY OF MORRO BAY	-32,936.81
06/20/2023	23785	WATER SYSTEMS CONSULTING, INC.	-8,372.50
06/20/2023	11562	WATER SYSTEMS CONSULTING, INC.	-5,992.50
06/20/2023	23786	FIIX (ROCKWELL)	-566.76
06/21/2023	23787	MISSION COUNTRY DISPOSAL	-213.68
06/22/2023		QuickBooks Payroll Service	-18,914.27
06/23/2023	DD06232301	ARIAS, MANUEL	0.00
06/23/2023	DD06232302	COLLINS, JONATHAN W	0.00
06/23/2023	DD06232306	HOOPER, SARAH L	0.00
06/23/2023	DD06232307	KOON, RICHARD L	0.00
06/23/2023	DD06232308	LAKEY, NICK E	0.00
06/23/2023	DD06232309	LESSI, AMY M	0.00
06/23/2023	DD06232311	OWENS, JUSTIN D	0.00
06/23/2023	DD06232305	GOOD, GAYLE	0.00
06/23/2023	DD06232303	CURTI, JOHN H.	0.00
06/23/2023	DD06232304	FRANK, ROBERT W	0.00
06/23/2023	DD06232310	MILLER, HANNAH P	0.00
06/23/2023	23779	LYON, SHIRLEY A	-91.45
06/23/2023	23778	ENNS, ROBERT	-91.45
06/23/2023	EDD062323	EDD	-1,656.39
06/23/2023	FED062323	US TREASURY	-7,833.30
06/23/2023	DEF062323	CALPERS (RETIREMENT)	-1,075.00
06/23/2023	PERS062323	CALPERS (RETIREMENT)	-4,404.81
06/27/2023	23788	COUNTY OF SLO - CLERK RECORDER	-21.00
06/27/2023	23789	STREAMLINE	-2,400.00
06/27/2023	23790	BUSINESS CARD 4841	-92.86
06/27/2023	23791	BUSINESS CARD 8913	-1,439.57
06/27/2023	23792	COASTAL COPY, INC	-88.26
06/27/2023	23793	EXECUTIVE JANITORIAL	-225.00
06/27/2023	23794	EXXONMOBIL	-712.62
06/27/2023	23795	FILMTEC CORPORATION	-3,460.80
06/27/2023	23796	SAVECO NORTH AMERICA, INC.	-4,782.11
06/27/2023	23797	SOCAL GAS	-28.58
06/27/2023	11563	SOUZA CONSTRUCTION, INC.	-56,015.59
06/29/2023		QuickBooks Payroll Service	-1,922.82
06/30/2023	DD06302301	COLLINS, JONATHAN W	0.00
06/30/2023	DD06302302	HOOPER, SARAH L	0.00
06/30/2023	DD06302303	LAKEY, NICK E	0.00
06/30/2023	EDD063023	EDD	-21.12
06/30/2023	FED063023	US TREASURY	-584.34
06/30/2023	12042625017	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
06/30/2023	23798	PETTY CASH	-76.89
06/30/2023	23799	GOOD, GAYLE	-129.17
06/30/2023	23800	A-1 GRIT COMPANY	-661.19
06/30/2023	23801	BRENNTAG PACIFIC, INC.	-2,519.75
06/30/2023	23802	CETTI SERVICES UNLIMITED, INC	-6,771.99
Total Operating Expenses			-\$277,491.63

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
06/02/2023	11561	UNITED RENTALS	-1,239.58
06/20/2023	11562	WATER SYSTEMS CONSULTING, INC.	-5,992.50
06/27/2023	11563	SOUZA CONSTRUCTION, INC.	-56,015.59
		Total CIP Expenses	<u>-\$63,247.67</u>

Cayucos Sanitary District Cash, Savings and Investment Report June 2023

Bank Accounts	Current Balance	
Wells Fargo General Checking	\$1,026,412	
Wells Fargo CIP	\$311,161	
Wells Fargo Savings (CFF)	\$233,934	
Wells Fargo - USDA	\$733,512	
Petty Cash	\$175	
LAIF	\$8,628	
Total	\$2,313,822	
Investments		
CalTrust	\$2,499,062	
Cetera Cash/MM	\$15,090	
Cetera Treasury/Securities	\$50,337	(Fixed Income)
Total	\$2,564,490	
Grand Total	\$4,878,312	
MCD Wells Fargo Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District
FY 22/23 Financial Report
Budget vs. Actual
June 2023**

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 22/23	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	308,011	3,224,142	3,176,150	3,176,150	102%
4100 · WILL SERVE INCOME	17,075	87,625	88,200	88,200	99%
4200 · RENTAL INCOME	39,286	109,701	42,600	42,600	258% ¹
4300 · SOLID WASTE INCOME	(22,349)	31,781	89,600	89,600	35%
4400 · SLOCO TAX ASSESSMENTS	22,521	1,154,534	1,072,200	1,072,200	108%
4500 · SAVINGS INTEREST INCOME	866	6,249	50	50	12498% ²
4600 · INVESTMENT INTEREST	7,350	59,429	8,500	8,500	699% ³
4700 · OTHER INCOME	4,534	10,681	4,600	4,600	232%
Total Income	377,294	4,684,142	4,481,900	4,481,900	105%
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	28,056	381,535	390,800	390,800	98%
5200 · COLLECTIONS PAYROLL	10,189	129,350	175,500	175,500	74%
5300 · TREAT PAYROLL	24,499	311,949	306,300	306,300	102%
5400 · DIRECTOR PAYROLL	500	6,100	8,000	8,000	76%
5500 · VESTED PAYROLL BENEFITS	302	3,600	5,700	5,700	63%
5600 · ADMIN PAYROLL TAXES & BENEFITS	9,631	131,984	137,700	137,700	96%
5700 · COLL PAYROLL TAXES & BENEFITS	5,018	81,712	118,200	118,200	69%
5800 · TREAT PAYROLL TAXES & BENEFITS	8,608	122,051	124,400	124,400	98%
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	38	467	600	600	78%
Total 5000 · PAYROLL EXPENSES	86,842	1,168,748	1,267,200	1,267,200	92%
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	13,000	13,000	0%
6100 · ADMIN OPERATING EXPENSES	7,797	890,928	924,850	924,850	96%
6500 · COLLECTIONS OPERATING EXPENSES	15,408	159,605	223,250	223,250	71%
7000 · TREATMENT OPERATING EXPENSES	152,929	1,419,675	1,504,000	1,504,000	94%
Total 6000 · OPERATING EXPENSES	176,134	2,470,207	2,665,100	2,665,100	93%
Total Expense	262,976	3,638,955	3,932,300	3,932,300	93%
Net Ordinary Income	114,318	1,045,187	549,600	549,600	
Net Income	114,318	1,045,187	549,600	549,600	

¹ Rental income in arrears received from CMB, along with current FY

² Changeover to WF resulted in higher interest on checking account

³ Bond market improvement

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 22/23
June 2023**

	Current Month	YTD Actual Rev/Exp	Approved Budget 22/23	Percent Used YTD
CAPITAL IMPROVEMENTS				
1536 - Electric Vehicle Purchase	0.00	0.00	45,000.00	0%
1601 - Sewer Main Replacements	0.00	0.00	55,000.00	0%
1601.02 - Chaney to LS #5	0.00	0.00	35,000.00	0%
1608 - Main Admin. Building				
1608.4 - Generator Installation	0.00	0.00	25,000.00	0%
1616 - RWQCB Recycled Water Program	0.00	3,367.50	20,000.00	17%
1650 - WRRF Improvements (Modified 1/19/23)				
1650.3 - IT LS Modem Replacements	0.00	0.00	14,000.00	0%
1650.4 - WRRF Swale Replacement	0.00	7,640.73	31,000.00	25%
Total Capital Improvements	\$0.00	\$11,008.23	\$225,000.00	5%



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: GAYLE GOOD, ADMINISTRATIVE ACCOUNTING MANAGER
DATE: JULY 11, 2023
SUBJECT: ANNUAL REIMBURSEMENT DISCLOSURE REPORT, FY 22/23

DISCUSSION

In accordance with Government Code 53065.5:

"Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection."

I have reviewed the Accounts Payable records for the fiscal year ended 6/30/2023, and found the following charges are subject to disclosure:

Date	Check No.	Individual	Description	Amount
9/1/2022	23226	J. Collins	Training & Mileage	\$337.50
5/2/2023	23695	J. Collins	Work Boots	\$180.00
10/14/2022	23369	G. Good	Training	\$267.81
12/28/2022	23491	G. Good	Mileage July-Dec 2022	\$152.00
6/30/2023	23799	G. Good	Mileage Jan-June 2023	\$129.17
2/21/2023	23586	S. Hooper	Certification	\$106.25
5/5/2023	23710	N. Lakey	Work Boots	\$180.00
9/10/2022	23259	J. Owens	Work Boots	\$146.80
10/3/2022	23295	J. Owens	Testing & Mileage	\$266.25

RECOMMENDATION

No action necessary.



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

4

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JULY 13, 2023

SUBJECT: MONTHLY MANAGER'S REPORT: JUNE 2023

ADMINISTRATIVE

- Collections staff has completed jetting downtown lines and began jetting other areas in preparation of smoke testing.
- Collections staff will be smoke testing sections of our system at the end of July. The first area to be tested is the Park Ave. / Saint Mary Ave. section. Door hangers will be placed on all homes within the testing area prior to commencing the test.
- We now have 182 customers enrolled in E-Billing and 656 on Auto-Pay (ACH).
- Staff continues to work with the SLO County Planning and Building Department to assure all building permits are routed to the District for review.
- We have received the recorded Toro Creek Bridge Notice of Completion from the County Recorder and are sending it to CalTrans with the final reimbursement request.
- SDRMA increased the District's Property and Liability Insurance Premium by \$23,000 over the prior year and by \$5,000 above their original estimate that we had used for our FY 23/24 Budget. The SDRMA explanation letter is attached. Additionally, Worker's Comp. increased nearly \$12,000, as they had estimated.
- Treatment Plant flows were at 400,000 gpd for the 4th of July.
- **REMINDER:** Senator Laird will be visiting the Treatment Plant on **July 25th at 10:45am.**

CAPITAL PROJECTS

- Staff and WSC are working on the Chaney Ave. to Toro Creek Rd. Sewer main replacement project.
- Staff is projecting the UV bulb changeout to take place in September or October of this year.

OPERATIONS & MAINTENANCE: JUNE

CIP: None

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; clean probes and test generators
- Ensure the proper functioning of lift stations by testing all alarms
- Jet 5,554 feet of main lines, including the downtown areas
- Participate in Vector Training Solutions for SDRMA
- Respond to and address 42 USAs
- Replace sealant on the Lift Station 1 generator enclosure
- Landscape maintenance duties surrounding the downtown shop and lift stations
- Clear driveways at Lift Station 2 and Lift Station 5 to ensure unobstructed access
- Service and maintenance of diesel equipment by Cetti Services
- Plan and coordinate smoke testing activities
- Repair wiring issues on the trash pump to ensure reliability
- Restore paint on Lift Station 3 generator enclosure
- Replace the block heater on the Lift Station 2 generator

Call Outs: None

WATER RESOURCE RECOVERY FACILITY: JUNE

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
- Acid Clean-in-Place, followed by Hypo Clean-in-Place, performed on MOS #1
- Re-adjusted upper drum wheels on Fine Screen #2
- Purchased tote of molasses for supplementing BOD to plant when needed
- Placed UV Vessel #1 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)
- Cleaned polymer system in dewatering
- 700 gallons of sodium hypochlorite purchased and delivered
- Provided 2,700 gallons of construction water to Souza for Toro Creek Bridge Project hydroseeding

WRRF Influent

- Average influent for June: **261,681 gallons per day**
- Total influent for June: **7.85 million gallons**

WRRF Effluent

- Average effluent for June: **258,569 gallons per day**
- Total effluent for June: **7.76 million gallons**

June 19, 2023

RECEIVED
JUN 24 2023

Mr. Rick Koon
District Manager
Cayucos Sanitary District
Post Office Box 333
Cayucos, California 93430-0333

Dear Mr. Koon,

We sincerely appreciate your patience while the program reinsurers finalized the 2023-24 renewal costs for the SDRMA Property/Liability Program over the past few months. As expected, the program final renewal costs have been impacted by the challenging conditions of the current insurance market.

The initial program renewal estimates were projected to be a 15%-20% increase in early 2023. Since then, the market renewal pricing for public entities are increasing between 35-70% due to global losses, natural disasters, inflation and limited carriers providing coverage within the state of California. The American Property Casualty Insurance Association (APCIA) announced the United States Property & Casualty Insurers are facing the hardest market in a generation with the following Inflation and Financial Results:

- 2022 was the eighth consecutive year where the U.S. suffered at least 10 catastrophes causing over a billion dollars in losses.
- A.M. Best noted auto and homeowners incurred an estimated underwriting loss of \$34.9 billion in 2022, nearly tripling the prior-year level and driving an industry five-year high underwriting loss.
- The price of residential home construction materials have climbed 33.9% since the start of the pandemic, while trade services are up 27 percent.
- The U.S. property casualty insurance industry's policyholder surplus fell 9.4% in 2022, according to A.M. Best, and is likely to be the largest drop since early 2009, according to S&P.

Given these difficult market conditions and challenging renewal terms, in addition to your agency's loss experience, scheduled item changes, budget updates and exposure changes that were reported to SDRMA since July 1, 2022, your agency may see an increase greater than the estimated 15-20%.

Your agency's 2023-24 Property/Liability Program renewal invoice is now available on MemberPlus Online™ as an attachment to this letter. If your agency has an insurance broker for property/liability coverage, you may receive a separate invoice from your broker agency.

Your invoice may include the following adjustments:

- The annual contribution for the Property/Liability Package Program may vary compared to the 2022-23 renewal invoice due to scheduled item changes, updates submitted through the renewal questionnaire, and any optional coverages selected by your agency.
- The Limit of Liability selected by your agency is also indicated on the invoice.
- For members belonging to both SDRMA Property/Liability and Workers' Compensation Programs, a 5% Multi-Program Discount has been deducted from the invoice total.
- Credit Incentive Program (CIP) discounts, if earned, have been applied to your invoice.
- In addition, a \$75 credit has been applied if your agency used MemberPlus Online™ to submit your 2023-24 Renewal Questionnaire by the February 15 deadline.
- No Longevity Distribution is declared for the Property/Liability Program this year.

To ensure accurate and timely processing of your coverages, **please submit payment for the total contribution amount shown on the invoice by July 15, 2023.** If you would like to receive a hard copy invoice, please contact us at memberplus@sdrma.org or 800-537-7790.

Please note that any balance due on **August 15, 2023** will begin to accrue interest charges of 1% per month regardless of any payment arrangements.

From the SDRMA Board of Directors and entire risk management team, we thank you for your continued partnership! If you have any questions, please contact us at memberplus@sdrma.org or 800-537-7790.

Sincerely,
Special District Risk Management Authority



Brian Kelley
Chief Executive Officer



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JULY 13, 2023

SUBJECT: 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

DISCUSSION

Per regulations associated with the District's NPDES Ocean Discharge Permit, the outfall line, diffuser, and spar buoys must be inspected every three years. Staff contacted Longitude123, who the District used to convert the original load line into an outfall line, for a proposal to perform the work as required by the permit.

Longitude123 will summarize their findings in a compliance report which will be sent to the Regional Water Quality Control Board.

The proposal and contract are included for Board review.

RECOMMENDATION

Staff recommends that the Board of Directors award the Cayucos Sanitary District Outfall Inspection and Spar Buoy Replacement Contract to Longitude 123, Inc. in the amount of \$48,898.

March 20, 2023

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

Sent via Email:
rkoon@cayucossd.org

Subject: Longitude 123 Proposal 23-012 – Cayucos Outfall Inspection and Spar Buoy Replacement

Dear Mr. Koon,

Thank you for the opportunity for Longitude 123, Inc. (L123) to present you with this proposal to support the inspection of the Cayucos Sanitary District (CSD) outfall and replacement of the spar buoys offshore Morro Bay, California. This work will include the inspection of the ocean outfall and diffuser in compliance with the NPDES permit requirements and the replacement of the two existing spar buoys marking the location of the diffuser. The following sections detail the proposed L123 Project Team, scope of work, schedule, pricing, and assumptions, terms, and conditions.

Project Team

L123 will form and manage the L123 Project Team dedicated to performing the outfall and diffuser inspection and reporting tasks, and the construction and installation of the replacement spar buoys. The L123 Project Team will consist of the following team members:

- **L123** – L123 will serve as the prime contractor and project manager responsible for all aspects of the project specified in the Scope of Work.
- **J.F. Brennan** – Brennan will provide the diving support vessel and dive spread to perform the inspection work. Brennan will also fabricate and install the two replacement spar buoys along with the mooring lines and hardware to attach to the existing clump weights.

Proposed Scope of Work

In compliance with Order Number R3-2020-0004 of NPDES Number CA3000001, the CSD must visually inspect the entire outfall and diffuser structure to note its structural integrity and any cracks, breaks, leaks, plugged ports or other actual or potential malfunctions. In addition, the two spar buoys installed to mark each end of the diffuser are due for replacement. The L123 Team will support the combined annual inspection and 5-year integrity assessment by performing the following scope of work.

- Conduct a diver inspection of the outfall and diffuser, from the closest feasible location to landfall to the offshore terminus, including the surrounding seafloor area along the path of the outfall. The inspection will be performed in conditions of underwater visibility suitable to observe and video document the outfall and diffuser structure. Identify any cracks, breaks, leaks, plugged or other actual or potential malfunctions.
- Prepare an Inspection Report on the outfall and diffuser survey, detailing the findings of the visual inspection and including diver logs and videos.

- Fabricate and install two new spar buoys in the place of the existing buoys. This will include new mooring lines and attachment hardware to the existing clump anchors, and video documentation of the installed buoys and attachments.

Deliverables

The following deliverables will be provided:

- An Inspection Report in Contractor format of the outfall and diffuser survey, detailing the findings of the visual inspection in compliance with the regulatory requirements and including diver logs and videos. Deliverables will be provided electronically. Hard copies are available upon request at no additional charge.
- Two new spar buoys with mooring lines and attachment hardware, installed and documented.

Pricing

L123 proposes to perform the scope of work described above on a turnkey basis, providing all resources necessary to complete the work and provide the specified deliverables. The table below provides the lump sum prices for each phase of the scope of work.

TABLE 1 - PROJECT PRICING		
Description	Type	Total Price
Dive Survey and Report	Lump Sum	\$37,235
Spar Buoys Installation	Lump Sum	\$11,663
TOTAL PROJECT PRICING		\$48,898

Schedule

L123 will schedule the outfall inspection and buoy installation concurrent with the San Simeon outfall survey to be completed for another client. This will reduce the overall project costs by sharing the mobilization and demobilization charges between the 2 projects. L123 shall determine the start date of the survey based on weather conditions and resource availability. The inspection and buoy replacement will take one day to complete. The Inspection Report preparation will take approximately 30 days.

Assumptions, Terms and Conditions

1. This proposal is valid for a period of 90 days.
2. L123 will submit an Invoice for the project upon completion of the inspection work. Payment shall be net 30 from approval of the submitted invoice.
3. Lump Sum Pricing – The project deliverables offered in this proposal are offered on an all-inclusive lump sum basis based on the scope of work defined herein. Our Lump Sum pricing includes weather. Any other delays due to factors outside of the control of L123 shall be charged on a Cost Plus 10% basis.
4. The survey schedule will be determined by L123 based on weather and resource availability.
5. L123 will schedule the outfall inspection and buoy installation concurrent with the San Simeon outfall survey to be completed for another client. Should schedule conflicts prevent these projects from being run concurrently, L123 will submit a revised proposal with stand-alone mobilization and demobilization charges.

6. The spar buoys installation assumes that the existing clump anchors and attachment padeyes are in adequate condition for reuse.

Please contact the undersigned if you have any questions or need any additional information. We thank you again for the opportunity to present this proposal and look forward to serving the Cayucos Sanitary District on this project.

Best Regards,

A handwritten signature in black ink, appearing to read "Scot Anderson", with a long horizontal flourish extending to the right.

Scot Anderson
Vice President, Projects
Longitude 123, Incorporated
805-796-1235



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: RICK KOON, DISTRICT MANAGER
DATE: JULY 13, 2023
SUBJECT: DISCUSSION AND CONSIDERATION TO REJECT CLAIM FOR DAMAGES

DISCUSSION

On June 5, 2023 District staff received a formal claim for damages from William S. Walter. On June 6, 2023 staff contacted the District's insurance carrier, SDRMA, and forwarded the claim to them. SDRMA's Chief Risk Officer opened a claim for this loss and advised that the first step in this process is for the District to reject the Claim for Damages, which will enable SDRMA to proceed with the loss claim.

RECOMMENDATION

Staff recommends that the Board of Directors reject the Claim for Damages.

RECEIVED

JUN 05 2023

CLAIM PURSUANT
TO
CALIFORNIA GOVERNMENT CODE § 910

TO: Cayucos Sanitary District
200 Ash Ave.
Cayucos, CA 93430

1. *The name and post office address of Claimant.*

Michelle F. Walter, Co-Trustee, William S. Walter, Trustee
William Silas Walter Trust DTD 04-92
651 St. Mary Avenue
Cayucos, CA 93430

2. *The post office address to which the person presenting a claim desires notices to be sent.*

William S. Walter, Esq.
A Professional Corporation
677 Monterey Street
San Luis Obispo, CA 93401

3. *The date, place and other circumstances of the occurrence of transaction which gave rise to the claim asserted.*

The Claimants own the property located at 651 St. Mary Avenue, Cayucos since 1987, a two-bedroom, two bath, upstairs SFR, and downstairs two car garage and studio apartment built around 1951 in a typical small beach town style. Claimants decided to use the upstairs for the family, which includes two teenage children. Michelle began painting the interior in the Spring of 2022 so the family use it and begin repairing and restoring the exterior stairs and decks after years as a rental.

While painting the interior on December 14, 2022, Michell went to the backyard and discovered the collapse of approximately 35-40 feet of the wall along the rear 70 foot property line, which adjoins the Cayucos Sanitary District's ten foot wide sewer line easement serving uphill Park Street residences. Had anyone or a pet been near the wall, they could have been serious injured or worse. The wall has been left in place where fallen to stabilize the fill soils pending repairs and slope stabilization on the uphill property and CSD easement. It was uncertain during the rainy season after the collapse how much erosion and hazards would occur. Access from the Walter property to remove and repair is limited without removal of decks and walls and the scope of repairs which is uncertain pending CSD and County of SLO. CSD is responsible for illegally allowing the County of San Luis Obispo to use its easement for the discharge of storm waters from a large area each of Highway One, Park Avenue in violation of Local Coastal Program mandates. The County is responsible for diverting storm water from a large portion of Watershed Area 8 which exceeds the safe capacity of the small swales in the easement to safely transit such collected storm waters. The details are explained in the attachments in greater detail, incorporated herein by this reference.

The condition and damage is continuing. Both the CSD and the County of San Luis Obispo share responsibility for unreasonably discharging collected storm waters, taking and damaging the Walter property.

4. *A general description of the indebtedness, obligation, injury, damages, or loss incurred so far as it may be known at the time of the presentation of the claim.*

The condition constitutes both a public and private nuisance under Civil Code Section 3480; a violation of the California Coastal Act standards for the unreasonable alteration of the natural drainage pattern and soil erosion and slope failure proximately caused by the CSD and County. The condition is a trespass by allowing uphill, offsite fill soils carried by storm waters from the uphill property/easement area onto and across the Walter property. The condition constitutes a dangerous condition of the public property in violation of California Government Code § 835, and breach of mandatory duties. Failing to remedy the on-going conditions constitutes “financial abuse” “when an elder adult is deprived of any property right” under Cal. Welfare and Institutions Code Section 15610.30(c); and violates Section 15610.53. No claim filing requirement is necessary for Claimant's constitutional claims for takings under the Fifth and Fourteenth Amendments to the United States Constitution, 42 USC Section 1983, inverse condemnation under the California Constitution, injunctive remedies for nuisance and trespass, Coastal Act Public Resources Code Section 30803, including daily penalties of up to \$15,000 dollars per day for 25 Coastal Act violations identified in the attachments. All agencies are put on notice of the constitutional dimension of those claims. Attorney’s fees, engineering fees, appraisal fees and court costs are recoverable under Section 1988 and CCP 1036.

5. *The name and names of the public employee or employees causing the injury, damage, or loss if known.*

The names of the County and the CSD responsible agents, officers, directors are identified on p. 1 of the attachments and in the responsive documents. Until the problem is solved, the managers, officers, Supervisors, Directors, have on-going liability for the damaging of the Walter’s and their property.

6. *The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed.*

Loss of fair market value (Preliminary estimate subject to further appraisal, stigmatization damages, owners’ inability to cure off-site origins of the problems):	\$ 390,000
Loss of use and enjoyment \$2000 per month through June 14:	\$14,000
Costs of temporary repairs – sandbagging to protect from diverted storm water, Soil erosion, tarping fill soil erosion areas, labor and materials:	\$982.80
Cleaning from water in studio apt	\$Pending
Copy and Document Charges, including SL	\$500.00
Emotional distress:	\$ Pending
TOTAL	\$Pending

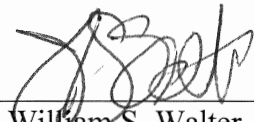
Damages are ongoing and continuing, and increase further with the passage of time.

The Claimant is also entitled to reasonable attorneys' fees, litigation expenses, Court costs, appraisal fees, and engineering fees pursuant to California Code of Civil Procedure § 1036, such amounts being ongoing and continuous in nature dependant upon Claimant being allowed to complete appropriate mitigating measures and being fully reimbursed for those costs by the governmental entities.

Dated: June 3, 2023

William Silas Walter Trust

By: Michelle F. Walter
Michelle F. Walter, Co-Trustee

By: 
William S. Walter, Trustee

OFFICIAL 2023 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery at SDRMA on or before 4:30 p.m., Tuesday August 8, 2023. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN** (INCUMBENT)
Director, Groveland Community Services District

- ACQUANETTA WARREN**
Vice Chair, Local Agency Formation Commission for San Bernardino County

- JESSE CLAYPOOL** (INCUMBENT)
Board Chair, Honey Lake Valley Resource Conservation District

- SANDY SEIFERT-RAFFELSON** (INCUMBENT)
General Manager, Herlong Public Utility District

ADOPTED this ____ day of _____, 2023 by the:

at a public meeting by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan
District/Agency Groveland Community Services District (GCSD)
Work Address P.O. Box 350, Groveland CA 95321
Work Phone (209) 962-7131 Cell Phone (408) 398-4731

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have been a member of the SDRMA Board for two terms. I would like to be elected to a third term because:
1. As a board member of Groveland CSD, I am very aware of the great value that smaller districts get from their membership in SDRMA, and I'd like to continue to support the Authority's great member services.
2. While the organization continues to operate well, thanks to its experienced and motivated staff, we are once again going through a period of management change. I believe that Board continuity is particularly important at such a time.
3. The California re-insurance market continues to be challenging. I believe that my eight years of board experience will be helpful as we negotiate the potentially tricky economic future.
4. Personally, I feel that we have a very well-functioning and collegial Board, and I find it both challenging and enjoyable to be part of it.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board: Member since 2016, presently Vice President. I am our representative on the CSDA Legislative Committee (and a member in my own right), and on the Alliance Executive Council.
2. Groveland CSD Board: Member since appointment in June 2013. I was Board President 2014-2018.
3. Member of Board of Southside Community Connections, which is a 501(c)(3) nonprofit in Groveland that provides transportation, educational, social and recreational services to seniors and differently-abled folks in the Groveland area. I was on this Board from 2018 through 2022, mostly as Treasurer.
4. Board Member (Treasurer) of Pine Cone Performers, a local community choral and acting group, since 2010.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

Background: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry as engineer, engineering manager, business unit director.

Skills, etc.: Very familiar with financial reports and cost accounting. Working knowledge of computer and communications technology. In my work life, I managed geographically distributed organizations with up to 150 technical personnel and up to \$120 million in annual sales. I'm pretty good at helping groups work together to achieve consensus (or, failing that, acceptable compromise).

In recent years, most of my volunteer work has been in driving folks (who can't drive themselves) to medical appointments, shopping, and the like. This is one of the services of Southside Community Connections.

I'm also a pretty decent choral singer, but that's not relevant to this application.

What is your overall vision for SDRMA? (Response Required)

Our vision statement is "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". To achieve this vision, I believe we must focus on:

(1) maintaining long-term financial stability, by ensuring that there is a fair allocation of cost versus risk across the membership, continuously evaluating the appropriate level of risk retention, and using creative ideas like our "captive" reinsurance agency to enhance our cash position.

(2) continue to expand our risk management training and assistance services. We have made significant improvements in this area by bring it internal to the Authority.

(3) continue to emphasize services to our core membership: small to mid-sized districts with limited options for insurance.

(4) ensure that SDRMA remains a desirable workplace, and maintain our highly-qualified and responsive staff.

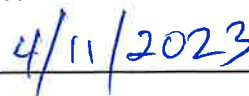
Above all, remember that this is an insurance pool, owned by its member agencies, and maintain an overarching focus on member service and support. Make certain that we will be here for our members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date



**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* **ACQUANETTA WARREN**
District/Agency **Local Agency Formation Commission (LAFCO) for San Bernardino County**
Work Address **1170 W. Third Street, Unit 150, San Bernardino, CA 92415-0490**
Work Phone **(909)388-0480** Home Phone

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a City Mayor I have been fortunate to serve on regional boards that include special district representation: San Bernardino Countywide Oversight Board and Southern California Water Coalition's Board of Trustees. I realize that special districts, especially the smaller districts, are not included in the conversation for a variety of matters. Currently, I serve on San Bernardino LAFCO and the California Association of LAFCOs, which do have robust special district representation. I believe that my skills, experience, and understanding can contribute to SDRMA. Specifically, I want to contribute by developing programs that would help member agencies maximize their protection and minimize their risks.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve as mayor for the City of Fontana. This is my fourth term, and my focus has been bolstering economic development, creating educational opportunities, improving public safety, and advocating for a healthier community. As mayor, I have been fortunate to serve on:

- San Bernardino LAFCO since 2014, serving currently as Vice Chair of the Commission. I am also a Board Member of the statewide organization of LAFCOs, CALAFCO, serving as Treasurer
- San Bernardino County Transportation Authority: Board of Directors, General Policy Committee, and Transit Committee
- San Bernardino County Racial Equity Committee for the San Bernardino Council of Governments
- San Bernardino Countywide Oversight Board

In addition, I am the current Chair for the Southern California Water Coalition's Board of Trustees as well as Co-Chair of its Task Force for Water Equity, Access, and Affordability.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**


Aside from being Mayor for the City of Fontana, I am currently the District Director for the Second Supervisorial District for San Bernardino County and I coordinate district services and communications with constituents, I oversee community outreach efforts, as well as supervise district staff.

In addition to local-level involvement, I have served on the State Park Commission and as a trustee of the United States Conference of Mayors, an official non-partisan organization of cities in the United States with populations of 30,000 or more. I have also served in community organizations such as Water/Recycled Water Projects and Development Processing for New Communities, Casa Colina Rehabilitation Hospital Board of Directors, and the Upland YMCA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA is to ensure that it continues to be the best risk management agency, who will continue to listen and communicate with its member agencies. I would strive to make sure SDRMA continues to provide excellent service, provide educational and training programs that are beneficial to its member agencies, and offer more resources that add value to its members. Lastly, I want to make sure SDRMA operates in the highest ethical manner with complete transparency.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/25/2023

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
- no attachments will be accepted. No statements are endorsed by SDRMA.**

Candidate* Jesse D. Claypool
District/Agency Honey Lake Valley Resource Conservation District
Work Address USDA Service Center 170 Russell Avenue, Suite C, Susanville, CA 96130
Work Phone 530-257-7271 Cell Phone 530-310-0232

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district. In addition, I am eager to continue working with SDRMA staff and fellow Board members, providing relevant and affordable solutions, available to all special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

The vast amount of understanding and experience that I've gained as a current member of the SDRMA Board of Directors will undoubtedly aide as I continually strive to be an increasingly effective member of the SDRMA Board of Directors going forward.

In addition to being a current SDRMA Board member, I am currently Chairman of the Board for the Honey Lake Valley Resource Conversation District and a board member of a Regional Water Managment Group. Previously I have served on the following, Lassen County's Civil Grand Jury, two terms, CSDA Professional Development committee, two terms, Janesville Union School District trustee, Technical Advisory Committee for the prevention of violence against schools K-12, two terms, and CSDA Member Services committee, two terms.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**


What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have attended various board member trainings and completed leadership and governance classes, including the following; CSDA's Extraordinary Leadership Training and CSDA's Special District Leadership Academy. I have received CSDA's Recognition in Special District Governance certificate and successfully completed Executive Education in Public Policy at University of Southern California, Sol Price School of Public Policy.

What is your overall vision for SDRMA? (Response Required)

My continued vision for SDRMA is to be effective within the communities they serve. With focused attention to affordable solutions, administered by a team of highly dedicated professional staff, SDRMA will continue to be an industry leader providing affordable solutions to its members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/20/2023

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson
District/Agency Herlong Public Utility District
Work Address P O Box 115, Herlong CA 96113
Work Phone (530)827-3150 Cell Phone (530)310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member of SDRMA and feel that I have added my financial and general manager background to make a better-informed decision for SDRMA members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 35 plus years' experience in accounting and special districts.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limited revenue and staff. My experience in small districts give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise within. I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board, Vice-President and currently President. I have served on CSDA's Audit and Financial committee's for several year; I have served on the SDFL Board and current President; Northeastern Rual Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 18 years; and UC Davis Equine Board. In the past 30 years, I have learn that there is no "I" in Board and it can be very rewarding to part of a team that makes a difference for others.

As part of my many duties working for Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first policies for HPUD. I have administered the financial portion of 2 large capital improvement projects with USDA as well as worked on the first ever successful water utility privatization project with the US Army and department of Defense. I am currently in the middle of a 14 million infrastructure project with SRF monies. I am also the primary administrator of two federal contract for utility services.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have my Bachelor's Degree in Business with a minor in Sociology. I have audit small districts and worked for a small district for almost 18 years. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

With HPUD and with SDRMA both boards and employees have worked hard to receive their District of Distinction and their District of Transparency.

I feel I am a good leader with people skills that can accomplish what is necessary to keep a District or JPA moving forward.

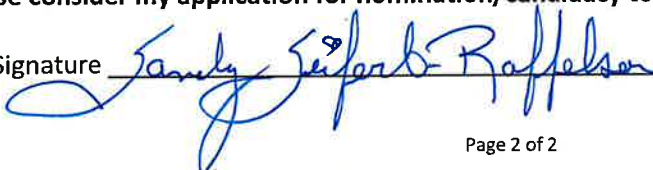
What is your overall vision for SDRMA? (Response Required)

SDRMA Staff and Board work together to bring Special Districts affordable insurance for the pool they serve. By

listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would continue advocating for these continued efforts and rewarding continue education for all Districts and employees.

I see SDRMA pool continuing for centuries and serving those needs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/17/2023