



Pursuant to Government Code Section 54953(e), members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can comment when prompted by unmuting their microphone, and allowing access to their webcam is optional.

**GOVERNING BOARD**

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

**CAYUCOS SANITARY DISTRICT**

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
THURSDAY, NOVEMBER 17, 2022 AT 5:00PM  
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

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

**2. PUBLIC COMMENT**

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

**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 October 20, 2022 Board of Directors Regular Meeting **Pg. 1**

**B. Financial Reports: October 2022**

1. Check Register – Wells Fargo (General Checking Account) **Pg. 4**

2. Check Register – Wells Fargo (CIP Checking Account) **Pg. 7**

3. Cash, Savings, and Investment Report **Pg. 8**

4. Budget vs. Actual Status Report **FY 2022-2023 Pg. 9**

5. Capital Improvement Projects Report **Pg. 10**

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

**A. District Manager’s Report: October 2022 Pg. 11**

**B. New Will-Serves:**

- 183, 185 Park Ave. / Savant / 064-129-013 / ADU New
- 560 Pacific Ave. / Marquart / 064-148-008 / ADU New

**Extended Will-Serves:**

None

**Finalized Will-Serves:**

- 3140 Studio Dr. / Pessah / 064-417-018 / SFR Remodel

**Grants Of License:**

None

**5. ELECTION OF DISTRICT OFFICERS FOR 2023 N/A**

**6. DISCUSSION AND CONSIDERATION OF NEW DISTRICT BOARD COMMITTEE ASSIGNMENTS FOR 2023 Pg. 13**

**7. DISCUSSION AND CONSIDERATION TO APPROVE EMPLOYEE SALARY AND BENEFITS ADJUSTMENTS TO 27 PAY PERIODS IN 2023 Pg. 14**

**8. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-25 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361) Pg. 15**

**9. CLOSED SESSION:**

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): involving one potential case.

**10. 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.

**11. FUTURE SCHEDULED MEETINGS**

- January 19, 2023 – Regular Board Meeting
- February 16, 2023 – Regular Board Meeting
- March 16, 2023 – Regular Board Meeting

**12. ADJOURNMENT**

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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.cayucosd.org/board-of-directors-meetings>

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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

### GOVERNING BOARD

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

## BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, OCTOBER 20, 2022 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.

Board members present via GoToMeeting: President Robert Enns, Vice-President Lyon, Director Miller, Director Robert Frank, and Director John Curti

Staff present via GoToMeeting: 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. Regular Meeting Minutes

1. Approval of minutes for the September 15, 2022 Board of Directors Regular Meeting
2. Approval of minutes for the October 11, 2022 Board of Directors Special Meeting

#### B. Financial Reports: September 2022

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 to pull item 3.B.3 for separate discussion.

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, except for item 3.B.3, as prepared. Motion was seconded by Curti.

**ROLLCALL VOTE:** Frank-yes, Curti-yes, Miller-yes, Lyon-yes, Enns-yes

**VOTE 5-0** Motion passed

In reference to item 3.B.3, Director Curti requested elaboration on the type of investment the District has with CalTrust. Manager Koon replied that is a low risk, low return investment; staff can look into more aggressive options if desired.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Curti, to approve item 3.B.3 on the consent calendar as prepared. Motion was seconded by Frank.

**ROLLCALL VOTE:** Curti-yes, Frank-yes, Miller-yes, Lyon-yes, Enns-yes

**VOTE 5-0** Motion passed

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

**A. District Manager's Report: September 2022**

**B. New Will-Serves:**

- 768 Pacific Ave. / Heckenberg / 064-149-015 / SFR Remodel

**Extended Will-Serves:**

- 52 13th St. / Kirk / 064-164-021 / SFR New
- 94 12<sup>th</sup> St. / Wager & McKellop / 064-163-012 / SFR Remodel
- 147 Ash Ave. / Mission Acquisitions LLC / 064-113-007 / 3 SFR New, 2 ADU New

**Finaled Will-Serves:**

- 94 12th St. / Tovya & McKellop / 064-163-012 / SFR Remodel

**Grants of License:**

None

Manager Koon gave a summary of the previous month's activities and mentioned that Treatment Plant Operator III Chris Winn resigned. Staff posted the job opening to multiple platforms to start the recruitment process. President Enns asked who would be on the interview panel, and Manager Koon answered.

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 APPROVE A GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY FOR 780 PARK AVENUE (APN: 064-133-011)**

Manager Koon presented the Grant of License and assured the Board that the applicant has satisfied all requirements and the proposed encroachment will not impact the District's existing infrastructure.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Lyon, to Approve a Grant of License and Agreement Affecting Real Property for 780 Park Avenue (APN: 064-133-011). Motion was seconded by Miller.

**ROLLCALL VOTE:** Lyon-yes, Miller-yes, Curti-yes, Frank-yes, Enns-yes

**VOTE 5-0** Motion passed

**6. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-24 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361)**

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

**MOTION:** 1st by Miller, to adopt Resolution 2022-24 to authorize remote teleconferencing meetings in accordance with Government Code Section 54953(e) (AB 361). Motion was seconded by Frank.

**ROLLCALL VOTE:** Miller-yes, Frank-yes, Curti-yes, Lyon-yes, Enns-yes

**VOTE 5-0** Motion passed

**7. BOARD MEMBER COMMENTS**

None.

## 8. FUTURE SCHEDULED MEETINGS

- November 17, 2022 – Regular Board Meeting
- January 19, 2023 – Regular Board Meeting
- February 16, 2023 – Regular Board Meeting

## 9. ADJOURNMENT

The meeting adjourned at 5:33 p.m.

### Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi  
Administrative Services Manager

**Cayucos Sanitary District  
General Checking - Wells Fargo  
(Payments Only)  
October 2022**

Date	Num	Name	Amount
10/03/2022	23295	OWENS, JUSTIN D - professional development	-266.25
10/03/2022	23278	CALNET3	-402.40
10/03/2022	23279	MISSION UNIFORM SERVICE	-432.30
10/03/2022	23280	CAYUCOS BEACH MUTUAL WATER CO. #1	-160.16
10/03/2022	23281	CAYUCOS BEACH MUTUAL WATER CO. #2	-133.44
10/03/2022	23282	CHARTER INTERNET	-939.48
10/03/2022	23283	GRAINGER	-77.92
10/03/2022	23284	H&C PRODUCTS, INC.	-484.32
10/03/2022	23285	HOFFMEYER COMPANY, INC.	-504.93
10/03/2022	23286	KITZMAN WATER	-50.00
10/03/2022	23287	MISSION COUNTRY DISPOSAL - WRRF	-182.22
10/03/2022	23288	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
10/03/2022	23289	QUICK TECH COMPUTERS	-1,480.00
10/03/2022	23290	SLOCTC ASH	-127.36
10/03/2022	23291	SPEEDY COASTAL MESSENGER, INC.	-585.00
10/03/2022	23292	STAPLES ADVANTAGE (Gov. Acct)	-138.38
10/03/2022	23293	STREAMLINE	-200.00
10/03/2022	23294	USA BLUE BOOK	-411.29
10/04/2022	23296	EXXONMOBIL	-718.80
10/04/2022	23297	MINER'S ACE HARDWARE	-301.89
10/05/2022	HLTH100522	CALPERS (HEALTH)	-12,583.62
10/05/2022	60229322273	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-679.19
10/10/2022	23298	PATHIAN ADMINISTRATORS	-186.15
10/10/2022	23299	A-1 GRIT COMPANY	-291.33
10/10/2022	23300	ABALONE COAST ANALYTICAL, INC.	-2,491.00
10/10/2022	23351	ALPHA FIRE & SECURITY ALARM CORP	-105.00
10/10/2022	23352	BRENNTAG PACIFIC, INC.	-1,283.67
10/10/2022	23353	CARMEL & NACCASHA, LLP	-2,831.30
10/10/2022	23354	COASTAL ROLL OFF SERVICE	-2,500.79
10/10/2022	23355	CSA 10A SLO CO PW LS#3	-198.10
10/10/2022	23356	CSA 10A SLO CO PW LS#4	-198.10
10/10/2022	23357	STAPLES ADVANTAGE (Gov. Acct)	-35.17
10/10/2022	23358	WELLS FARGO VENDOR FIN SERV	-436.30
10/10/2022	OCT2022b	CAYUCOS SANITARY DISTRICT - USDA LOAN	-7,087.72
10/10/2022	OCT2022a	CAYUCOS SANITARY DISTRICT - USDA LOAN	-70,820.00
10/12/2022	23359	DUKE ENERGY/WESTBOUND SOLAR 2	-13,000.28
10/12/2022	23360	PG&E LS#1	-519.65
10/12/2022	23361	PG&E LS#2	-879.38
10/12/2022	23362	PG&E LS#3	-123.45
10/12/2022	23363	PG&E LS#4	-434.82
10/12/2022	23364	PG&E LS#5	-2,649.59
10/12/2022	23365	PG&E OFFICE	-203.10
10/12/2022	23366	PG&E WRRF - September	-2,915.12
10/12/2022	23367	PG&E WRRF - March	-9,647.27

Date	Num	Name	Amount
10/12/2022	23368	USA BLUE BOOK	-493.39
10/13/2022		QuickBooks Payroll Service	-20,276.06
10/14/2022	DD10142201	COLLINS, JONATHAN W	0.00
10/14/2022	DD10142202	GOOD, GAYLE	0.00
10/14/2022	DD10142203	HOOPER, SARAH L	0.00
10/14/2022	DD10142204	KOON, RICHARD L	0.00
10/14/2022	DD10142205	LAKEY, NICK E	0.00
10/14/2022	DD10142206	LESSI, AMY M	0.00
10/14/2022	DD10142207	OWENS, JUSTIN D	0.00
10/14/2022	DD10142208	WINN, CHRISTOPHER M	0.00
10/14/2022	PERS101422	CALPERS (RETIREMENT)	-3,318.33
10/14/2022	DEF101422	CALPERS (RETIREMENT)	-1,425.00
10/14/2022	EDD101422	EDD	-1,828.45
10/14/2022	FED101422	US TREASURY	-7,448.18
10/14/2022	23369	GOOD, GAYLE - professional development	-267.81
10/18/2022	23370	CSDA	-8,411.00
10/18/2022	23371	FIRSTNET (AT&T)	-371.24
10/18/2022	23372	GRAINGER	-194.74
10/18/2022	23373	SDRMA	-11,321.69
10/18/2022	23374	STAPLES ADVANTAGE (Gov. Acct)	-217.71
10/25/2022	23388	LAKEY, NICK E - mileage	-19.81
10/25/2022	23377	AUTOZONE, INC.	-61.50
10/25/2022	23378	BUSINESS CARD 4841	-1,222.08
10/25/2022	23379	BUSINESS CARD 8913	-1,670.17
10/25/2022	23380	CALNET3	-404.71
10/25/2022	23381	COASTAL COPY, INC	-47.78
10/25/2022	23382	EXECUTIVE JANITORIAL	-225.00
10/25/2022	23383	FILMTEC CORPORATION	-4,440.15
10/25/2022	23384	MISSION UNIFORM SERVICE	-573.86
10/25/2022	23385	PASO ROBLES SAFE & LOCK, INC.	-492.55
10/25/2022	23386	SOCAL GAS	-24.01
10/25/2022	23387	CALNET3	-401.07
10/27/2022		QuickBooks Payroll Service	-20,785.96
10/28/2022	DD10282201	COLLINS, JONATHAN W	0.00
10/28/2022	DD10282204	GOOD, GAYLE	0.00
10/28/2022	DD10282205	HOOPER, SARAH L	0.00
10/28/2022	DD10282206	KOON, RICHARD L	0.00
10/28/2022	DD10282207	LAKEY, NICK E	0.00
10/28/2022	DD10282208	LESSI, AMY M	0.00
10/28/2022	DD10282210	OWENS, JUSTIN D	0.00
10/28/2022	DD10282202	CURTI, JOHN H.	0.00
10/28/2022	DD10282203	FRANK, ROBERT W	0.00
10/28/2022	23376	LYON, SHIRLEY A	-182.50
10/28/2022	23375	ENNS, ROBERT	-91.25
10/28/2022	DD10282209	MILLER, HANNAH P	0.00
10/28/2022	DD10282211	WINN, CHRISTOPHER M	0.00
10/28/2022	EDD102822	EDD	-1,763.88
10/28/2022	FED102822	US TREASURY	-7,423.90
10/28/2022	PERS102822	CALPERS (RETIREMENT)	-3,332.78
10/28/2022	DEF102822	CALPERS (RETIREMENT)	-1,425.00

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/31/2022	13023280670	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
10/31/2022	23389	AMELIA SHERMAN - refund overpayment of sewer fees	-100.94
		<b>Total Operating Expenses</b>	<b><u>-240,096.00</u></b>



**Cayucos Sanitary District  
CIP Checking - Wells Fargo  
(Payments Only)  
October 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/10/2022	11531	Water Systems Consulting - CalTrans Bridge Project	-1,071.25
10/10/2022	11532	Water Systems Consulting - RWQCB Project Outline	-1,440.00
10/10/2022	11533	Water Systems Consulting - Consolidation Study	-697.50
		<b>Total CIP Expenses</b>	<b><u>-\$3,208.75</u></b>

## Cayucos Sanitary District Cash, Savings and Investment Report October 2022

Bank Accounts	Current Balance	
Wells Fargo General Checking	\$307,324	
Wells Fargo CIP	\$1,100,670	
Wells Fargo Savings (CFF)	\$222,105	
Wells Fargo - USDA	\$319,169	
Petty Cash	\$175	
LAIF	\$8,526	
<b>Total</b>	<b>\$1,957,969</b>	
<b>Investments</b>		
CalTrust	\$1,601,058	
Cetera Cash/MM	\$7,889	
Cetera Treasury/Securities	\$55,186	(Fixed Income)
<b>Total</b>	<b>\$1,664,132</b>	
<b>Grand Total</b>	<b>\$3,622,101</b>	
MCD Wells Fargo Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District  
FY 22/23 Financial Report  
Budget vs. Actual  
October 2022**

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 22/23	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · SEWER INCOME</b>	261,401	1,055,320	1,058,717	3,176,150	33%
<b>4100 · WILL SERVE INCOME</b>	16,650	51,100	29,400	88,200	58%
<b>4200 · RENTAL INCOME</b>	-	66,816	14,200	42,600	157% <sup>1</sup>
<b>4300 · SOLID WASTE INCOME</b>	3,035	31,456	29,867	89,600	35%
<b>4400 · SLOCO TAX ASSESSMENTS</b>	679	36,055	357,400	1,072,200	3%
<b>4500 · SAVINGS INTEREST INCOME</b>	369	996	17	50	1993% <sup>2</sup>
<b>4600 · INVESTMENT INTEREST</b>	3,014	10,213	2,833	8,500	120%
<b>4700 · OTHER INCOME</b>	-	4,534	1,533	4,600	99%
<b>Total Income</b>	<u>285,148</u>	<u>1,256,490</u>	<u>1,493,967</u>	<u>4,481,900</u>	<u>28%</u>
<b>Expense</b>					
<b>5000 · PAYROLL EXPENSES</b>					
<b>5100 · ADMINISTRATIVE PAYROLL</b>	29,689	131,240	130,267	390,800	34%
<b>5200 · COLLECTIONS PAYROLL</b>	10,202	44,354	58,500	175,500	25%
<b>5300 · TREAT PAYROLL</b>	22,107	100,686	102,100	306,300	33%
<b>5400 · DIRECTOR PAYROLL</b>	800	2,900	2,667	8,000	36%
<b>5500 · VESTED PAYROLL BENEFITS</b>	298	1,192	1,900	5,700	21%
<b>5600 · ADMIN PAYROLL TAXES &amp; BENEFITS</b>	7,744	55,971	45,900	137,700	41%
<b>5700 · COLL PAYROLL TAXES &amp; BENEFITS</b>	4,311	39,517	39,400	118,200	33%
<b>5800 · TREAT PAYROLL TAXES &amp; BENEFITS</b>	7,768	51,116	41,467	124,400	41%
<b>5900 · DIRECTOR PAYROLL TAXES &amp; BENEFITS</b>	61	222	200	600	37%
<b>Total 5000 · PAYROLL EXPENSES</b>	<u>82,981</u>	<u>427,199</u>	<u>422,400</u>	<u>1,267,200</u>	<u>34%</u>
<b>6000 · OPERATING EXPENSES</b>					
<b>6050 · SPECIAL PROJECTS</b>	-	-	4,333	13,000	0%
<b>6100 · ADMIN OPERATING EXPENSES</b>	15,417	484,135	308,283	924,850	52% <sup>3</sup>
<b>6500 · COLLECTIONS OPERATING EXPENSES</b>	6,386	70,729	74,417	223,250	32%
<b>7000 · TREATMENT OPERATING EXPENSES</b>	138,591	562,461	501,333	1,504,000	37%
<b>Total 6000 · OPERATING EXPENSES</b>	<u>160,394</u>	<u>1,117,325</u>	<u>888,367</u>	<u>2,665,100</u>	<u>42%</u>
<b>Total Expense</b>	<u>243,375</u>	<u>1,544,524</u>	<u>1,310,767</u>	<u>3,932,300</u>	<u>39%</u>
<b>Net Ordinary Income</b>	<u>41,773</u>	<u>(288,033)</u>	<u>183,200</u>	<u>549,600</u>	
<b>Net Income</b>	<u><b>41,773</b></u>	<u><b>(288,033)</b></u>	<u><b>183,200</b></u>	<u><b>549,600</b></u>	

<sup>1</sup> Rental income in arrears received from CMB

<sup>2</sup> Changeover to WF resulted in higher interest on checking account.

<sup>3</sup> Inflated % due to large P&I & Ins. pmts. at beginning of FY.

**Cayucos Sanitary District  
Capital Improvement Projects Report  
FY 22/23  
October 2022**

	<b>Current Month</b>	<b>YTD Actual Rev/Exp</b>	<b>Approved Budget 22/23</b>	<b>Percent Used YTD</b>
<b>CAPITAL IMPROVEMENTS</b>				
1536 - Electric Vehicle Purchase			45,000.00	
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			25,000.00	
1616 - RWQCB Recycled Water Program	0.00	2,337.50	20,000.00	12%
1650 - WRRF Improvements				
1650.2 - Vertical Turbine Effluent Pump	0.00	0.00	45,000.00	0%
<b>Total Capital Improvements</b>	<b>\$0.00</b>	<b>\$2,337.50</b>	<b>\$225,000.00</b>	<b>1%</b>



## CAYUCOS SANITARY DISTRICT

**TO: BOARD OF DIRECTORS**

**FROM: RICK KOON, DISTRICT MANAGER**

**DATE: NOVEMBER 9, 2022**

**SUBJECT: MONTHLY MANAGER'S REPORT: OCTOBER 2022**

### **ADMINISTRATIVE:**

- Staff successfully implemented the E-Billing bill delivery option at the end of October. Amy worked with our billing software, CUSI, to incorporate E-Billing into our bill delivery options and with Legal Counsel to create the sign-up form. Since its launch we have had 25 people enroll in E-Billing.
- In order to comply with GIS infrastructure mapping requirements, District staff is evaluating different GIS programs based on ease of use, costs, and in-house hosting and inputting. GIS mapping will also allow staff to improve their field response, USA locating capabilities and customer service by accessing the District's infrastructure to easily locate water and sewer mains, identify line depths, line composition, locate manholes and water valves, and reference as-built maps, from anywhere.
- The District has received several applications for the open position from qualified Wastewater Treatment III candidates and will begin interviewing next week.
- The Board will need to hold two special meetings (one within 30 days, and another within 60 days, of the November 17<sup>th</sup> Board meeting) to continue with remote meetings.
- Jon Collins completed his 11th year at the District.

### **CAPITAL PROJECTS:**

- Foam analysis of the aeration basins was performed.
- Staff is still working with the vendor to troubleshoot communication issues with the SCADA system and Lift Stations 1-4.

# OPERATIONS AND MAINTENANCE: OCTOBER 2022

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## CIP

- Meet with electrical contractors for office standby power project

## Daily Operations of Note

- Pump down, scrape, and bleach wet wells; test backup generators
- Wash down bio basins, handrails, and walkways
- Test all alarms at lift stations
- Jet 3209' of main lines
- Target Solutions Training for SDRMA
- Pump out WRRF force main twice
- Respond to **539** USAs of which 515 were for PG&E pole treatment
- Annual receiving waters toxicity testing
- Clean and grease screw press
- Ongoing troubleshooting of Lift Stations 1-4 SCADA
- Update IIPP
- SDRMA annual safety inspection
- Distribute FOG flyers to all restaurants; begin surprise inspections
- Use jetter to mix up MOS distribution box settled solids
- Pump down and vacuum out EQ pump station
- Repair leaking coolant hose on Lift Station 3 generator
- Dig up and repair water leak at WRRF headworks

## Call Outs

- 10/14/22 - NL town-wide power outage
- 10/30/22 - JO Lift Station 5 power fail

# WATER RESOURCE RECOVERY FACILITY: OCTOBER 2022

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## Daily Operations of Note

- Completed all monthly, weekly, and daily maintenance tasks
- Exercised generator and fire pump
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Collected and sent samples of both influent and effluent for annual toxicity testing
- Collected and sent samples of influent and effluent for annual testing per California's 2019 Ocean Plan requirements
- Jetted MOS feed channel to re-suspend solids on bottom

## WRRF Effluent

- 5.33 million gallons
- 1700 gallons of construction water to PG&E
- 1000 gallons of construction water to Souza for Toro Creek Bridge Project



## CAYUCOS SANITARY DISTRICT

**TO:** BOARD OF DIRECTORS

**FROM:** RICK KOON, DISTRICT MANAGER

**DATE:** NOVEMBER 9, 2022

**SUBJECT:** DISCUSSION AND CONSIDERATION OF NEW DISTRICT BOARD COMMITTEE ASSIGNMENTS FOR 2023

### **DISCUSSION:**

Each year the Board appoints members to the standing committees. These committees (and their corresponding appointees from last year) are:

#### **BUDGET COMMITTEE - FISCAL BUDGET/CAPITAL PROJECTS**

Shirley Lyon  
Hannah Miller

#### **FINANCE COMMITTEE – BANKING & INVESTMENTS**

Robert Enns  
Robert Frank

#### **O & M COMMITTEE – TECHNICAL SAFETY**

John Curti  
Shirley Lyon

#### **PERSONNEL COMMITTEE**

Hannah Miller  
Robert Frank

#### **WWTP/JPA COMMITTEE**

Robert Enns  
Shirley Lyon

### **RECOMMENDATION:**

Staff recommends the assignment of Board members to Committee positions.



## CAYUCOS SANITARY DISTRICT

**TO: BOARD OF DIRECTORS**

**FROM: GAYLE GOOD, ADMINISTRATIVE ACCOUNTING MGR.**

**DATE: NOVEMBER 9, 2022**

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE EMPLOYEE SALARY AND BENEFITS ADJUSTMENT TO TWENTY-SEVEN PAY PERIODS FOR 2023**

### **DISCUSSION:**

Every fourteen years or so, due to fraction accumulation, the biweekly pay period schedule results in twenty-seven rather than the usual twenty-six pay periods. In 2023, the District will experience an extra pay period in December. In particular, this affects salaried employees as their pay is based on an annual salary which is typically divided by 26 to come up with their bi-weekly pay amount. Additionally, vacation and sick time accruals will be impacted for all employees.

Staff requests Board review of the following options, noting that the amounts provided below are for purposes of example only and not the actual dollar amount at which the District will be impacted:

1. Reduce each paycheck (example: \$65,000 annually divided by 26 = \$2,500 vs. \$65,000 annually divided by 27 = \$2,407.41 for a reduction of \$92.59 each paycheck). Overall, this will result in the agreed-upon annual salary, but the employee will receive less each pay period. All employees will have vacation and sick accruals reduced to accommodate the 27<sup>th</sup> pay period.
2. Maintain the current paycheck amount throughout the 27 pay periods in 2023. This will result in a salaried employee earning above their agreed upon annual salary (using the above example, an employee would receive an additional \$2,500 or a \$67,500 annual salary in 2023). All employees will accrue additional sick and vacation hours. The annual salary and accruals would return to normal in 2024 with the return of 26 pay periods.

Actual expected impacts with option 2.:

- Increased payroll costs of approx. \$11,000
- Increased employees' sick time granted of approximately 30 hours
- Increased employees' vacation time granted of approximately 37 hours

Non-impacted items:

- CalPERS and medical coverages
- Hourly wages will remain the same

Any actual increases in payroll costs will be accounted for during the FY 23/24 budgeting process.

### **RECOMMENDATIONS:**

Staff requests direction from Board on how to proceed with payroll calculations for calendar year 2023.



**RESOLUTION 2022-25**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE CAYUCOS SANITARY DISTRICT MAKING  
FINDINGS IN ACCORDANCE WITH AB 361 AND GOVERNMENT  
CODE SECTION 54953(e), AUTHORIZING REMOTE TELECONFERENCE MEETINGS  
OF THE LEGISLATIVE BODIES OF THE CAYUCOS SANITARY DISTRICT**

WHEREAS, on March 4, 2020 Governor Newsom declared a State of Emergency in the State of California pursuant to Government Code Section 8625 as a result of the threat of the Coronavirus (COVID-19) pandemic; and

WHEREAS, subsequently, in March 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Orders N-25-20 and N-29-20. These orders suspended certain elements of the Brown Act and specifically allowed for legislative bodies as defined by the Brown Act to hold their meetings entirely electronically with no physical meeting place. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which provided that the provisions in Executive Order N-29-20 suspending certain elements of the Brown Act would continue to apply through September 30, 2021; and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361, which added subsection (e) to Government Code section 54953 of the Brown Act, and makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition of AB 361 is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by conditions as described in Government Code section 8558; and

WHEREAS, there has been a significant increase in COVID-19 cases in San Luis Obispo County due primarily to the Delta variant of SARS-CoV-2, the virus that causes COVID-19. Emerging evidence indicates that the Delta variant is far more transmissible than prior variants of the virus, causes more severe illness, and that even fully vaccinated individuals can spread the virus to others; and

WHEREAS, the Board of Directors now desires to adopt a Resolution finding that the requisite conditions exist for the legislative bodies of the Cayucos Sanitary District, as defined in the Brown Act, to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cayucos Sanitary District as follows:

1. The above recitals are true, correct and are incorporated herein by this reference.

2. In accordance with the requirements of Government Code Section 54953(e)(3), the Board of Directors of the Cayucos Sanitary District hereby finds and determines that it has reconsidered the circumstances of the State of Emergency and that the State of Emergency continues to exist and to directly impact the ability of the members to meet safely in person due to the COVID-19 pandemic, and its continued spread in San Luis Obispo County and Cayucos through the Delta and Omicron variants of SARS-CoV-2, which are both far more transmissible than prior variants of the virus, and that even fully vaccinated individuals can spread the virus to others, and therefore holding meetings in person would present imminent risks to the health or safety of attendees.
3. The District Manager and legislative bodies of the Cayucos Sanitary District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public remote teleconferencing meetings in accordance with the requirements of Government Code section 54953(e) and other applicable provisions of the Brown Act.
4. This Resolution shall take effect immediately upon its adoption and shall be effective for thirty (30) days after its adoption, subject to being extended for an additional 30 day period by the Board of Directors adoption of a subsequent resolution in accordance with Government Code section 54953(e)(3) to further extend the time during which the legislative bodies of the Cayucos Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Government Code section 54953.

PASSED AND ADOPTED this 17<sup>th</sup> day of November, 2022.

Ayes:  
Nays:  
Absent:  
Abstain:

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Robert Enns, President  
Board of Directors

ATTEST:

APPROVED AS TO FORM:

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Rick Koon  
District Manager

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Timothy J. Carmel  
District Counsel