



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

GOVERNING BOARD

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

CAYUCOS SANITARY DISTRICT

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
THURSDAY, APRIL 21, 2022 AT 5:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

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

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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 March 17, 2022 Board of Directors Regular Meeting **Pg. 1**
2. Approval of minutes for the April 12, 2022 Board of Directors Special Meeting **Pg. 6**

B. Financial Reports: March 2022

1. Check Register – Mechanics Bank (General Checking Account) **Pg. 7**
 - a. Check Register – Wells Fargo (CIP/CSWP Checking Account) **Pg. 9**
 - b. Check Register – Wells Fargo (CSWP Construction Account) **Pg. 10**
2. Cash, Savings, and Investment Report **Pg. 11**
3. Budget vs. Actual Status Report **FY 2021-2022 Pg. 12**
4. Capital Improvement Projects Report **Pg. 13**

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.

4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required

A. District Manager's Report: March 2022 Pg. 14

B. New Will-Serves:

- 959 Pacific Ave. / Jones / 064-153-015 / ADU New

Extended Will-Serves:

- 1073 Pacific Ave. / Wolowodiuk / 064-154-020 / SFR New

Finalized Will-Serves:

- 399 S Ocean Ave. / Coastal Hospitality Holdings, LLC / 064-131-022 / CMMCL Remodel

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

None

Grants Of License:

None

5. DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 4th QUARTER OF FY 2020-2021 IN THE AMOUNT OF \$113,478.73 Pg. 16

6. DISCUSSION AND CONSIDERATION OF REQUEST FROM THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) TO SUBMIT A BALLOT FOR THE LAFCO ALTERNATE SPECIAL DISTRICT MEMBER Pg. 23

7. CONSIDERATION TO ADOPT RESOLUTION 2022-09 ESTABLISHING THE AMOUNT OF SEWER CONNECTION FEES AND INSPECTION FEES Pg. 27

8. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-08 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361) Pg. 36

9. 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.

10. FUTURE SCHEDULED MEETINGS

- May 21, 2022 – Regular Board Meeting
- June 18, 2022 – Regular Board Meeting
- July 21, 2022 – Regular Board Meeting

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



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.1

DATE: April 21, 2022

ACTION: _____

GOVERNING BOARD

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, MARCH 17, 2022 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CA 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 Dan Chivens, Director Robert Frank, and Director Shirley Lyon

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

Guests present via GoToMeeting: Daniel Phillips of National Demographics Corporation (NDC)

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 February 17, 2022 Board of Directors Regular Meeting
2. Approval of minutes for the March 2, 2022 Finance Committee Meeting

B. Financial Reports: February 2022

1. Check Register – Mechanics Bank (General Checking Account)
 - a. Check Register – Wells Fargo (CIP/CSWP Checking Account)
 - b. Check Register – Wells Fargo (CSWP Construction Account)
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report FY **2021-2022**
4. Capital Improvement Projects Report

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to approve items on the consent calendar as prepared. Motion was seconded by Lyon.

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

VOTE 4-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: February 2022

B. New Will-Serves:

None

Extended Will-Serves:

- 34 11th St. / Borek / 064-221-013 / SFR Addition

Finald Will-Serves:

- 19 Fresno Ave. / Van Dam / 064-046-044 / SFR New

- 34 11th St. / Borek / 064-221-013 / SFR Addition
- Continue-to-Serves (No Will-Serve Required):**
- 2612 Studio Dr. / Hillman / 064-253-006 / SFR Remodel
- Grants of License:**
None

Manager Koon gave a summary of the previous month's activities.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Director Miller joined the meeting at 5:07p.m.

Items 4.A – B were received and accepted.

5. PUBLIC HEARING #4: PRESENTATION FROM DANIEL PHILLIPS OF NATIONAL DEMOGRAPHICS CORPORATION REGARDING FINALIZING DISTRICT-BASED ELECTIONS DISTRICT MAPS

Daniel Phillips of NDC delivered his final PowerPoint presentation, highlighting the differences between the two primary maps under the Board's consideration.

President Enns asked for an explanation as to why the unassigned area on the proposed maps that is outlined in black, east of Park Ave. is not included in any of the voting districts. Manager Koon pointed out that although this area was annexed into the District, there is no sewer available to those properties due to geological issues. President Enns next wondered how the County Elections Office will know the specifics of who should be voting in the next election, considering some residents outside of the District's boundaries are included in these maps, and vice versa. Daniel Phillips responded that providing detailed voter information to the County Elections Office is his responsibility.

President Enns opened the meeting to Public Comment.

John Curti requested clarification on the unassigned area east of Park Ave. and expressed his preference for Proposal "C."

Admin. Services Manager Amy Lessi relayed John Paul Drayer's comment on his behalf: Cayucos Elementary approved the Green District Map.

Hearing no further comment, President Enns closed Public Comment.

Director Lyon expressed concern that the general population of Cayucos does not seem to be aware that this transition is taking place, and wondered if it is fair to proceed without more awareness. Director Miller pointed out that the District has adhered to all legal requirements as they relate to noticing and informing the public of this transition. Daniel Phillips added that any delay at this point would compromise the implementation of the process. Manager Koon reminded the Board of fast-approaching hard deadlines with the County.

Items 5 was received; no action required.

6. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 2022-05 ESTABLISHING BY-DISTRICT ELECTIONS FOR FIVE MEMBERS OF THE BOARD OF DIRECTORS, DEFINING DISTRICT BOUNDARIES, AND SCHEDULING THE ORDER OF ELECTION FOR EACH DISTRICT

Director Miller thanked Daniel Phillips for his work in creating Proposal "C" for the District, but expressed preference for Proposal "A" as its divisions allow for more of her neighbors to be included in her voting district. Director Frank agreed with Director Miller and expressed a preference for Proposal "A." Vice President Chivens stated he did not have a strong preference and was fine with Proposal "A." Director Lyon stated that her preference would be to receive an exemption from this process, and that she has no preference on any particular proposal. President Enns reasoned that the 4.7% population deviation of Proposal "A" would be the most fair to the voters.

President Enns opened the meeting to Public Comment.

John Curti offered his opinion that the Board shouldn't be concerned with the apparent lack of community awareness of this transition as all legal requirements were adhered to, and added that the School District approved their map with only a quorum. He went on to state that Proposal "A" vs. Proposal "C" doesn't make much difference to him; the most important thing to him would be to keep the current Board intact so that they may continue to represent and serve Cayucos.

Hearing no further comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to adopt NDC Proposal "A" and Resolution 2022-05 establishing By-District Elections for five members of the Board of Directors, defining district boundaries, and scheduling the order of election for each district. Motion was seconded by Frank.

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

VOTE 5-0 Motion passed

7. PUBLIC HEARING TO RECEIVE CONNECTION FEE STUDY AND CONSIDER PUBLIC INPUT ON INCREASING THE CONNECTION FEE AND THE INSPECTION FEE

Manager Koon presented WSC's Connection Fee Study to the Board. Vice President Chivens asked at what point in the Will-Serve process the Connection & Inspection (C&I) Fees are due. Manager Koon responded that there is no hard deadline, but the District won't final a project until the required fees have been paid. Director Miller requested clarification on how the C&I Fees relate to the new ADU laws, and Manager Koon referenced a memo received from the District's legal counsel regarding said topic.

President Enns opened the meeting to Public Comment.

John Curti requested clarification on the memo from legal counsel regarding "proportionate billing" of C&I Fees.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon clarified proportionate billing of C&I Fees and how it relates to the new ADU laws.

MOTION: 1st by Miller, to set April 21, 2022 as the date for a public hearing in accordance with Government Code Section 66016 to consider adoption of a Resolution to establish the new Connection Fee of \$16,100 per EDU and Inspection Fee of \$250 per inspection. Motion was seconded by Chivens.

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

VOTE 5-0 Motion passed

8. DISCUSSION AND CONSIDERATION TO AUTHORIZE THE DISTRICT MANAGER TO SIGN A LETTER OF DESIGNATION AUTHORIZING THE IWMA TO HANDLE CERTAIN SB 1383 DUTIES FOR THE CAYUCOS SANITARY DISTRICT

Manager Koon explained the necessity for the Letter of Designation to the Board. Director Lyon wondered if the usage of garbage disposals contradicts SB 1383. Manager Koon and President Enns agreed that best practice would be to reduce or eliminate reliance on garbage disposals.

President Enns opened the meeting to Public Comment.

John Curti asked if there will be fines for non-compliance with SB 1383 and/or an increase in waste collection fees.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon responded that there will be a significant increase in fees. Fines have yet to be established, but are referenced in the Second Amendment to the Franchise Agreement. Furthermore, CalRecycle has the authority to audit local jurisdictions to ensure compliance.

MOTION: 1st by Frank, to authorize the District Manager to sign a Letter of Designation authorizing the IWMA to handle certain SB 1383 duties for the Cayucos Sanitary District. Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

9. DISCUSSION AND CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO THE FRANCHISE AGREEMENT WITH MISSION COUNTRY DISPOSAL

Manager Koon and President Enns asked the Board for any input or suggested revisions they may have had for the Second Amendment to the Franchise Agreement. Director Frank asked for clarification on a few topics that stood out to him.

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

MOTION: 1st by Frank, to approve the Second Amendment to the Franchise Agreement with Mission Country Disposal. Motion was seconded by Miller.

ROLLCALL VOTE: Frank-yes, Miller-yes, Lyon-yes, Chivens-yes, Enns-yes
VOTE 5-0 Motion passed

10. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-06 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361)

Manager Koon reminded the Board that they are required to adopt this Resolution if they wish to continue with remote meetings during the COVID-19 pandemic.

President Enns opened the meeting to Public Comment.

John Curti requested confirmation that this Resolution must be adopted every 30 days, and President Enns confirmed.

Hearing no further comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to adopt Resolution 2022-06 to authorize remote teleconferencing meetings in accordance with Government Code Section 54953(e) (AB 361). Motion was seconded by Lyon.

ROLLCALL VOTE: Frank-yes, Lyon-yes, Miller-yes, Chivens-yes, Enns-yes
VOTE 5-0 Motion passed

11. DISCUSSION AND CONSIDERATION TO APPROVE RECOMMENDATIONS FROM THE FINANCE COMMITTEE

Director Miller thanked the Finance Committee for their work in creating the four recommendations listed on the Staff Report for this item. In relation to recommended item #3, Manager Koon clarified that the Cetera Money Market Account can be used to pay down the Western Alliance Series B Loan as money becomes available.

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

MOTION: 1st by Miller, to approve recommendations from the Finance Committee, with the District's Manager clarification on recommended item #3, contingent upon final approval by Legal Counsel and the District Manager . Motion was seconded by Lyon.

ROLLCALL VOTE: Miller-yes, Lyon-yes, Frank-yes, Chivens-yes, Enns-yes
VOTE 5-0 Motion passed

12. DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #02 TO SOUZA CONSTRUCTION IN THE AMOUNT OF \$829,604.11 FOR PHASE 2 OF THE TORO CREEK BRIDGE REPLACEMENT PROJECT

Manager Koon presented the Change Order to the Board, explaining that it is at no added cost to the District. He clarified the CalTrans reimbursement process per Vice President Chivens' request.

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

MOTION: 1st by Frank, to approve Change Order #02 to Souza Construction in the amount of \$829,604.11 for Phase 2 of the Toro Creek Bridge Replacement Project. Motion was seconded by Chivens.

ROLLCALL VOTE: Frank-yes, Chivens-yes, Lyon-yes, Miller-yes, Enns-yes
VOTE 5-0 Motion passed

13. BOARD MEMBER COMMENTS

None.

14. FUTURE SCHEDULED MEETINGS

- April 21, 2022 – Regular Board Meeting
- May 19, 2022 – Regular Board Meeting
- June 23, 2022 – Regular Board Meeting

15. ADJOURNMENT

The meeting adjourned at 6:36 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager



CAYUCOS SANITARY DISTRICT

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

AGENDA ITEM: 3.A.2

DATE: April 21, 2022

ACTION: _____

GOVERNING BOARD

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

BOARD OF DIRECTORS SPECIAL MEETING MINUTES TUESDAY, APRIL 12, 2022 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CA 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 Dan Chivens, Director Robert Frank, and Director Shirley Lyon

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. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-07 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361)

Manager Koon reminded the Board that the District is required to adopt this Resolution if they wish to continue with remote meetings during the COVID-19 pandemic.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to adopt Resolution 2022-07 to authorize remote teleconferencing meetings in accordance with Government Code Section 54953(e) (AB 361). Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

4. ADJOURNMENT

The meeting adjourned at 5:04 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager

**Cayucos Sanitary District
General Checking Account
(Payments Only)
March 2022**

AGENDA ITEM: 3.B.1

DATE: Apr. 21, 2022

Date	Num	Name	Amount
03/01/2022	22794	POSTMASTER	-681.39
03/01/2022	22822	CAYUCOS SANITARY DISTRICT WELLS FARGO ACT	-1,228.95
03/01/2022	22823	EXXONMOBIL	-580.35
03/01/2022	22824	KITZMAN WATER	-35.00
03/01/2022	22825	N. BRENT KNOWLES CONSTRUCTION	-12,347.53
03/01/2022	22826	POLYDYNE INC.	-4,102.05
03/01/2022	22827	QUICK TECH COMPUTERS	-1,480.00
03/01/2022	22828	ROYAL INDUSTRIAL SOLUTIONS	-34.91
03/01/2022	22829	SOCAL GAS	-51.06
03/01/2022	22830	STREAMLINE	-200.00
03/01/2022	22831	ABALONE COAST ANALYTICAL, INC.	-2,819.30
03/03/2022		QuickBooks Payroll Service	-19,548.91
03/04/2022	DD03042201	LAKEY, NICK E	0.00
03/04/2022	DD03042202	COLLINS, JONATHAN W	0.00
03/04/2022	DD03042205	HOOPER, SARAH L	0.00
03/04/2022	DD03042206	KOON, RICHARD L	0.00
03/04/2022	DD03042207	LAKEY, NICK E	0.00
03/04/2022	DD03042208	LESSI, AMY M	0.00
03/04/2022	DD03042210	OWENS, JUSTIN D	0.00
03/04/2022	DD03042211	WINN, CHRISTOPHER M	0.00
03/04/2022	22819	CHIVENS, DAN P	-91.25
03/04/2022	22820	ENNS, ROBERT	-91.25
03/04/2022	DD03042203	FRANK, ROBERT W	0.00
03/04/2022	22821	LYON, SHIRLEY A	-91.25
03/04/2022	DD03042209	MILLER, HANNAH P	0.00
03/04/2022	DD03042204	GOOD, GAYLE	0.00
03/04/2022	EDD03042022	EDD	-1,709.93
03/04/2022	FED03042022	US TREASURY	-8,009.98
03/04/2022	PERS030422	CALPERS (RETIREMENT)	-4,300.53
03/04/2022	DEF030422	CALPERS (RETIREMENT)	-1,375.00
03/04/2022	22832	CARMEL & NACCASHA, LLP	-4,208.99
03/04/2022	22833	CHARTER INTERNET	-939.05
03/04/2022	22834	IDEAL CALIBRATIONS	-245.00
03/04/2022	22835	MISSION COUNTRY DISPOSAL - WRRF	-182.22
03/04/2022	22836	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
03/04/2022	22837	WELLS FARGO VENDOR FIN SERV	-387.43
03/05/2022	HLTH030522	CALPERS (HEALTH)	-12,723.76
03/05/2022	60199722059	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-679.19
03/10/2022		Mechanic's Bank Service Charge	-386.04
03/11/2022	22838	BREZDEN PEST CONTROL	-371.00
03/11/2022	22839	CALNET3	-402.21
03/11/2022	22840	COASTAL ROLL OFF SERVICE	-2,210.86
03/11/2022	22843	PG&E LS#1	-450.23
03/11/2022	22844	PG&E LS#2	-767.94
03/11/2022	22845	PG&E LS#3	-134.01
03/11/2022	22846	PG&E LS#4	-391.74

Date	Num	Name	Amount
03/11/2022	22847	PG&E LS#5	-1,671.27
03/11/2022	22848	PG&E OFFICE	-199.92
03/11/2022	22849	PG&E WELL	-11.76
03/11/2022	22850	PG&E WRRF	-12,935.23
03/14/2022	22851	FIRSTNET (AT&T)	-370.87
03/14/2022	22852	USA BLUE BOOK	-470.87
03/17/2022		QuickBooks Payroll Service	-18,112.45
03/18/2022	22841	PATHIAN ADMINISTRATORS	-186.15
03/18/2022	DD03182201	COLLINS, JONATHAN W	0.00
03/18/2022	DD03182202	GOOD, GAYLE	0.00
03/18/2022	DD03182203	HOOVER, SARAH L	0.00
03/18/2022	DD03182204	KOON, RICHARD L	0.00
03/18/2022	DD03182205	LAKEY, NICK E	0.00
03/18/2022	DD03182206	LESSI, AMY M	0.00
03/18/2022	DD03182207	OWENS, JUSTIN D	0.00
03/18/2022	DD03182208	WINN, CHRISTOPHER M	0.00
03/18/2022	EDD03182022	EDD	-1,672.83
03/18/2022	FED03182022	US TREASURY	-7,651.60
03/18/2022	PERS031822	CALPERS (RETIREMENT)	-4,300.53
03/18/2022	DEF031822	CALPERS (RETIREMENT)	-1,375.00
03/21/2022	22853	ATHANASIOS BITSAS	-978.00
03/21/2022	22854	BOB'S CRANE SERVICE	-2,200.00
03/21/2022	22855	BRENNTAG PACIFIC, INC.	-1,312.00
03/21/2022	22856	EXECUTIVE JANITORIAL	-225.00
03/21/2022	22857	USA BLUE BOOK	-623.17
03/21/2022	22858	WATER SYSTEMS CONSULTING, INC.	-2,687.50
03/28/2022	22859	NELSON'S GARAGE	-354.83
03/30/2022	22863	BUSINESS CARD 4841	-39.04
03/30/2022	22864	BUSINESS CARD 8913	-1,747.02
03/30/2022	22865	COASTAL COPY, INC	-55.65
03/30/2022	22866	COOK BACKFLOW SERVICES	-300.00
03/30/2022	22867	MINER'S ACE HARDWARE	-583.66
03/30/2022	22868	MISSION UNIFORM SERVICE	-822.00
03/30/2022	22869	SIEMENS (PONTON)	-1,132.56
03/30/2022	22870	SOCAL GAS	-42.26
03/30/2022	22871	STAPLES ADVANTAGE (Gov. Acct)	-150.13
03/30/2022	22872	NELSON'S GARAGE	-4,441.53
03/31/2022	27301138153	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
03/31/2022		QuickBooks Payroll Service	-18,296.74
		Total Operating Expenses	-168,345.14

**Cayucos Sanitary District
CIP/CSWP Account
(Payments Only)
March 2022**

AGENDA ITEM: 3.B.1a
DATE: Apr. 21, 2022

Date	Num	Name	Amount
03/04/2022	11511	CARMEL & NACCASHA, LLP	-208.09
03/21/2022	11512	WATER SYSTEMS CONSULTING, INC.	-4,722.50
03/28/2022	04012022	WESTERN ALLIANCE BANK - SERIES B	-716,611.01
03/30/2022	11513	SOUZA CONSTRUCTION, INC.	-32,688.93
03/30/2022	11514	SOUZA CONSTRUCTION, INC.	-27,063.92
Total CIP Expenses			-\$781,294.45

**Cayucos Sanitary District
CSWP Construction Account
(Payments Only)
March 2022**

AGENDA ITEM: 3.B.1b

DATE: Apr. 21, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
3/24/2022		Tfr balance to CIP to close account	25,610.01
		Total CSWP Construction Expenses	\$25,610.01

Cayucos Sanitary District Cash, Savings and Investment Report March 2022

AGENDA ITEM: 3.B.2

DATE: Apr. 21, 2022

Bank Accounts	Current Balance	
Mechanic's Bank Checking	\$562,111	
Wells Fargo CIP	\$1,385,541	
Wells Fargo Savings (CFF)	\$212,558	
Mechanic's Bank - USDA	\$339,308	
Petty Cash	\$175	
LAIF	\$8,474	
Total	\$2,508,168	
CSWP Project/Asset Accounts		
WF CSWP Constr. Oper. Acct.	\$0	account closed
Total	\$0	
Investments		
CalTrust	\$1,635,831	
Cetera Cash/MM	\$1,810	
Cetera Treasury/Securities	\$63,044	(Fixed Income)
Total	\$1,700,684	
Grand Total	\$4,208,852	
MCD Rabobank Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District
FY 21/22 Financial Report
March 2022**

AGENDA ITEM: 3.B.3

DATE: Apr. 21, 2022

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 21/22	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	260,529	2,374,056	2,295,863	3,061,150	78%
4100 · WILL SERVE INCOME	(7,785)	19,270	26,400	35,200	55%
4200 · RENTAL INCOME			29,100	38,800	0%
4300 · SOLID WASTE INCOME	635	62,563	67,200	89,600	70%
4400 · SLOCO TAX ASSESSMENTS	77,980	765,152	763,800	1,018,400	75%
4500 · SAVINGS INTEREST INCOME	1	40	75	100	40%
4600 · INVESTMENT INTEREST	1,231	7,912	13,875	18,500	43%
4700 · OTHER INCOME	-	2,299	3,450	4,600	50%
Total Income	<u>332,590</u>	<u>3,231,292</u>	<u>3,199,763</u>	<u>4,266,350</u>	<u>76%</u>
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	27,488	259,838	263,175	350,900	74%
5200 · COLLECTIONS PAYROLL	13,572	107,748	146,588	195,450	55%
5300 · TREAT PAYROLL	18,052	175,290	150,188	200,250	88%
5400 · DIRECTOR PAYROLL	500	5,250	6,000	8,000	66%
5500 · VESTED PAYROLL BENEFITS	447	3,915	4,050	5,400	73%
5600 · ADMIN PAYROLL TAXES & BENEFITS	9,924	98,287	104,025	138,700	71%
5700 · COLL PAYROLL TAXES & BENEFITS	7,397	85,546	85,275	113,700	75%
5800 · TREAT PAYROLL TAXES & BENEFITS	4,462	59,472	55,125	73,500	81%
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	38	402	375	500	80%
Total 5000 · PAYROLL EXPENSES	<u>81,881</u>	<u>795,748</u>	<u>814,800</u>	<u>1,086,400</u>	<u>73%</u>
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	9,750	13,000	0%
6100 · ADMIN OPERATING EXPENSES	151,578	1,002,940	984,150	1,312,200	76%
6500 · COLLECTIONS OPERATING EXPENSES	10,102	91,787	159,900	213,200	43%
7000 · TREATMENT OPERATING EXPENSES	30,743	465,309	1,078,725	1,438,300	32%
Total 6000 · OPERATING EXPENSES	<u>192,424</u>	<u>1,560,037</u>	<u>2,232,525</u>	<u>2,976,700</u>	<u>52%</u>
Total Expense	<u>274,305</u>	<u>2,355,785</u>	<u>3,047,325</u>	<u>4,063,100</u>	<u>58%</u>
Net Ordinary Income	<u>58,285</u>	<u>875,507</u>	<u>152,438</u>	<u>203,250</u>	
Net Income	<u><u>58,285</u></u>	<u><u>875,507</u></u>	<u><u>152,438</u></u>	<u><u>203,250</u></u>	

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 21/22
March 2022**

AGENDA ITEM: <u>3.B.4</u>
DATE: <u>Apr. 21, 2022</u>

	Current Month	YTD Actual Rev/Exp	Approved Budget 21/22 Amended Aug 19, 2021	Percent Used YTD
CAPITAL IMPROVEMENTS				
1601 - Sewer Main Replacements	0.00	0.00	25,000.00	0%
1601.02 - Chaney to LS #5	0.00	0.00	35,000.00	0%
1615 - Outfall Tie-In	0.00	4,365.52	45,000.00	10%
1616 - RWQCB Recycled Water Program	0.00	0.00	20,000.00	0%
1650 - WRRF Improvements				
1650.1 - Forklift	0.00	77,668.31	75,000.00	104%
Total 1600 CAPITAL IMPROVEMENTS	\$0.00	\$82,033.83	\$200,000.00	41%



CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

SUBJECT: MONTHLY MANAGER'S REPORT: MARCH 2022

DATE: APRIL 12, 2022

ADMINISTRATIVE:

- The District continues to adjust the COVID -19 protection protocols for all employees as required by Cal-OSHA, state and local directives.
- Administrative, operations and treatment staff worked to prepare the draft FY 2022/2023 Fiscal Budget. The draft budget will be presented to the Budget Committee in May for recommendations to the Board at the regular May Board Meeting.
- Per Board approval, staff has notified Western Alliance Bank that the District will be making a payment to pay down a portion of the outstanding principal on the Series B loan.
- The 1-year cleaning of the membranes is complete. This clean used both citric acid and chlorine. Several membrane racks were pulled for inspection and cleaning. All the membrane modules showed minimal ragging and were in excellent condition.
- In order to comply with AB 361 the Board will need to pass another resolution at its May meeting to continue with remote meetings.

CAPITAL PROJECTS:

- The District is working on the Recycled Water Plan and we have received preliminary guidance/comments from both the CCC and RWQCB staff.
- Collections staff found excessive root intrusion in a section of the E Street mainline. 80 feet of pipeline will be replaced, with work beginning next week.

OPERATIONS AND MAINTENANCE

March 2022

CIP:

- Evoqua inspection of membranes

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; test backup generators
- Wash bio basins; clean screw press
- Test all alarms at lift stations
- Exercise generators
- Target Solutions Training for SDRMA
- Pump out WRRF force main
- Jet 6896 ft. of mainline
- Attend Vogelsang VX Pump Troubleshooting webinar
- Install bird netting at WRRF
- Install UV-resistant visors at WRRF
- F550 to Nelsons for turbo repairs
- Citric clean on WRRF UV
- Citric clean on WRRF screw press
- Weed control around shop and lift stations
- Pull membrane cassettes at WRRF; inspect and clean
- Test battery capacities of standby generators
- Begin work on FY 22/23 Budget

WRRF Effluent

- 6,113,155 gallons

Call Outs:

- 3/5/22 JC & JO – Category 3 SSO at 8th and Saint Mary
- 3/27/22 JC – Lift Station 5



AGENDA ITEM: 5

DATE: April 21, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: APRIL 12, 2022

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF MORRO BAY INVOICE FOR 4TH QUARTER OF FY 2020-2021 IN THE AMOUNT OF \$113,478.73

DISCUSSION:

Last August, the District received the 4th quarter invoice for FY 20-21 for our proportional share of Wastewater Treatment. We responded with questions concerning over-billing on several items. Due to a large staff turnover at the City of Morro Bay, our questions are just now being addressed. As of the 4th quarter, the major account groupings of actual expenditures verses budgeted were:

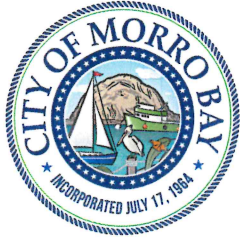
Personnel Service	74%
Supplies	77%
Services	49%
IT & Risk Mgmt	90%

The current charges are based on a District flow of 22.35%.

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

RECOMMENDATION:

Staff recommends that the Board approve payment of the City of Morro Bay invoice for the 4th quarter of FY 20-21 in the amount of \$113,478.73.



CITY OF MORRO BAY

CITY HALL
595 Harbor Street
Morro Bay, CA 93442

RECEIVED AUG 26 2021

AGENDA ITEM: 5

DATE: April 21, 2022

August 24, 2021

Rick Koon
District Manager
Cayucos Sanitary District
PO Box 333
Cayucos, CA 93430

RE: 4th Quarter Invoice 20/21

Dear Mr. Koon:

In this package, you will find Morro Bay's invoice for the Treatment Plant operations for the period from April 1- June 30, 2021. Please note that the month of June 2021 is not officially complete until after we have completed the annual audit, so we will have a final 2021 4th Qtr billing True-Up later this year but for reviewability we are sending the attached invoice now as we did in previous years.

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

Attachment B – The Revenue and Expenditure Budget Performance Report as of June 30, 2021, which reflects all actual expense compared to budget. Year to date balances are as June 30, 2021 and are subject to change if additional accruals are required during the City's year-end process.

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

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

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

Sincerely,

Sarah Johnson-Rios
Assistant City Manager/Admin Services Director
805-772-6217

Enclosures

cc: Scott Collins, City Manager (w/o attachments)
Greg Kwolek, Public Works Director (w/o attachments)
Joe Mueller, Utility Division Manager (w/o attachments)

**City of Morro Bay - Finance Department
 Detail Recap For 4th Quarter Invoice (Preliminary)
 FY 2020/21
 Services Rendered to Cayucos S.D.**

4th Quarter

S:\FINANCE\Cayucos Sanitary District\CSD 20-21\A -CSD Invoice FY20-21 .xls\4th Qtr - Preliminary

	Total Y.T.D. Amount	Less 1st - 3rd Qtrs	Net: Current Amount Due
Direct Charges to Treatment Division Only (See Detail Printouts)	1,770,916.48 ✓	1,289,539.00 ✓	\$481,377.48
Less Non Capital Asset charge back from Projects: (none in total above)	\$0.00	\$0.00	\$0.00
Less OPEB Costs: (none in total above)	\$0.00	\$0.00	\$0.00
Proj 930-8070 Secondary Clarifier	\$0.00	\$0.00	\$0.00
Proj 930-8222 Biofilter #2	\$0.00	\$0.00	\$0.00
Proj 930-8234 Interstage & Blending Valves	\$0.00	\$0.00	\$0.00
Proj 930-9904 Digester 1 & 3	\$0.00	\$0.00	\$0.00
Less: 599-8312 Facility Relocation Project	\$0.00	\$0.00	\$0.00
Less Costs not Cayucos	\$0.00	\$0.00	\$0.00
Less: Depreciation Expense	\$0.00	\$0.00	\$0.00
Total Subject to Invoicing Based on Flow			\$481,377.48 ✓
Flow Rate=	22.35%		
Flow Based: For 4th Quarter (Apr-June 2020)			\$107,568.35 ✓

Total Due From Cayucos Sanitary District

\$107,568.35

MB/CSD Funds 599 Budget Performance Report - 4TH Quarter 2021

Fiscal Year to Date 06/30/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 599 - MB/CS Waste Water Fund										
REVENUE										
Department 5255 - Wastewater Treatment										
<i>Revenues From Current Services</i>										
3499	Other Rev/Current Services	2,715,917.00	.00	2,715,917.00	.00	.00	1,289,539.00	1,426,378.00	47	1,739,963.81
<i>Revenues From Current Services Totals</i>		\$2,715,917.00	\$0.00	\$2,715,917.00	\$0.00	\$0.00	\$1,289,539.00	\$1,426,378.00	47%	\$1,739,963.81
Department 5255 - Wastewater Treatment Totals		\$2,715,917.00	\$0.00	\$2,715,917.00	\$0.00	\$0.00	\$1,289,539.00	\$1,426,378.00	47%	\$1,739,963.81
REVENUE TOTALS		\$2,715,917.00	\$0.00	\$2,715,917.00	\$0.00	\$0.00	\$1,289,539.00	\$1,426,378.00	47%	\$1,739,963.81
EXPENSE										
Department 5255 - Wastewater Treatment										
<i>Personnel Services</i>										
4110	Regular Pay	657,951.00	.00	657,951.00	23,671.47	.00	355,098.89	302,852.11	54	393,958.69
4120	Overtime Pay	11,000.00	.00	11,000.00	537.86	.00	3,987.06	7,012.94	36	8,549.45
4515	Standby Pay	19,500.00	.00	19,500.00	1,674.00	.00	18,812.14	687.86	96	17,907.86
4599	Other Pay	3,500.00	.00	3,500.00	92.32	.00	9,772.60	(6,272.60)	279	11,102.19
4910	Employer Paid Benefits	201,532.00	.00	201,532.00	12,032.70	.00	155,221.01	46,310.99	77	159,947.20
4911	Pension Normal Cost	61,910.00	.00	61,910.00	3,973.77	.00	49,326.97	12,583.03	80	48,463.19
4912	PERS Unfunded Accrued Liability	164,488.00	.00	164,488.00	.00	.00	159,506.05	4,981.95	97	100,752.09
4913	Other Post Employment Benefit (OPEB) Expense	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00
4999	Labor Costs Applied	.00	.00	.00	8,748.19	.00	84,256.53	(84,256.53)	+++	81,624.07
<i>Personnel Services Totals</i>		\$1,128,881.00	\$0.00	\$1,128,881.00	\$50,730.31	\$0.00	\$835,981.25	\$292,899.75	74%	\$822,304.74
<i>Supplies</i>										
5101	Janitorial Supplies	1,500.00	.00	1,500.00	44.84	.00	819.81	680.19	55	822.73
5105	First Aide Supplies	5,000.00	.00	5,000.00	83.06	.00	3,564.48	1,435.52	71	7,513.18
5108	Communication Supplies	1,000.00	.00	1,000.00	.00	.00	67.81	932.19	7	.00
5109	Uniforms/Safety Equipment	10,000.00	.00	10,000.00	.00	.00	3,946.69	6,053.31	39	5,971.34
5110	Fuel Oil & Lubricants	6,000.00	.00	6,000.00	484.29	.00	5,379.71	620.29	90	6,459.29
5112	Lab Supplies	5,000.00	.00	5,000.00	1,128.01	.00	8,444.63	(3,444.63)	169	5,947.03
5120	Chemical Supplies	125,000.00	.00	125,000.00	23,480.36	.00	172,650.27	(47,650.27)	138	150,255.92
5175	Computer Operating Supplies	1,000.00	.00	1,000.00	.00	.00	39.87	960.13	4	2,377.50
5199	Miscellaneous Operating Supplies	1,500.00	.00	1,500.00	.00	.00	37.66	1,462.34	3	485.04
5201	Other Expense	.00	.00	.00	.00	.00	.00	.00	+++	(12.50)

MB/CSD Funds 599 Budget Performance Report - 4TH Quarter 2021

Fiscal Year to Date 06/30/21
Exclude Rollup Account

3301	General Office Supplies	2,500.00	.00	2,500.00	.00	.00	557.14	1,942.86	22	217.74
3303	Books & Manuals	200.00	.00	200.00	.00	.00	.00	200.00	0	191.53
3305	Forms Printing	600.00	.00	600.00	.00	.00	.00	600.00	0	148.98
3501	Grounds Maintenance Supplies	3,500.00	.00	3,500.00	.00	.00	2,300.17	1,199.83	66	399.41
3502	Building Maint. Supplies	5,000.00	.00	5,000.00	.00	.00	488.73	4,511.27	10	1,232.50
3503	Rolling Stock Supplies	3,500.00	.00	3,500.00	.00	.00	926.02	2,573.98	26	2,570.81
3504	Machinery/Equip/Supplies	100,000.00	.00	100,000.00	2,628.92	.00	9,651.16	90,348.84	10	26,485.21
3530	Small Tools	2,000.00	.00	2,000.00	23.91	.00	1,138.01	861.99	57	309.12
	<i>Supplies Totals</i>	\$273,300.00	\$0.00	\$273,300.00	\$27,873.39	\$0.00	\$210,012.16	\$63,287.84	77%	\$211,374.83
	<i>Services</i>									
3103	Financial Audits	17,150.00	.00	17,150.00	.00	.00	12,000.00	5,150.00	70	8,875.00
3104	Engineering Services	48,500.00	.00	48,500.00	.00	.00	.00	48,500.00	0	.00
3105	Consulting Services	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
3106	Contractual Services	200,000.00	.00	200,000.00	1,120.00	.00	56,918.46	143,081.54	28	68,264.89
3125	Professional Development	4,000.00	.00	4,000.00	.00	.00	337.00	3,663.00	8	1,252.66
3152	Outside Laboratory Testing	31,000.00	.00	31,000.00	3,103.00	.00	38,690.20	(7,690.20)	125	32,601.20
3161	Licenses & Permits	40,000.00	.00	40,000.00	276.00	.00	26,765.50	13,234.50	67	21,882.82
3199	Other Professional Services	2,000.00	.00	2,000.00	.00	.00	1,827.08	172.92	91	96.64
3201	Telephone	8,500.00	.00	8,500.00	552.83	.00	8,696.94	(196.94)	102	12,462.54
3220	Postage	4,000.00	.00	4,000.00	330.00	.00	1,823.65	2,176.35	46	2,827.38
3301	Electricity	126,100.00	.00	126,100.00	24,703.98	.00	150,275.97	(24,175.97)	119	158,114.97
3302	Natural Gas	11,000.00	.00	11,000.00	4,634.77	.00	25,520.67	(14,520.67)	232	12,568.47
3303	Water	21,000.00	.00	21,000.00	18,153.81	.00	43,101.07	(22,101.07)	205	22,221.97
3305	Disposal	12,000.00	.00	12,000.00	6,280.47	.00	21,131.48	(9,131.48)	176	15,940.14
3307	Disposal of Sludge	15,000.00	.00	15,000.00	.00	.00	8,619.96	6,380.04	57	9,370.94
3401	General Liability	48,668.00	.00	48,668.00	10,048.00	.00	40,192.00	8,476.00	83	44,651.00
3411	Property Damage Insurance	2,200.00	.00	2,200.00	2,734.75	.00	10,939.00	(8,739.00)	497	7,883.00
3472	Other Ins./Employee Bond	165.00	.00	165.00	.00	.00	.00	165.00	0	.00
3473	Vehicle Insurance	389.00	.00	389.00	156.15	.00	624.60	(235.60)	161	637.32
3499	Earthquake & Flood Insurance	204,886.00	.00	204,886.00	19,371.25	.00	77,485.00	127,401.00	38	83,653.00
3510	Meetings & Conferences	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,500.00
3511	Mileage Reimbursement	300.00	.00	300.00	.00	.00	67.20	232.80	22	69.60
3514	Travel Expense	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	4,086.37
3519	Association Membership	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,333.91
3601	Outside Equipment Repair	110,000.00	.00	110,000.00	2,692.40	4,555.00	8,747.05	96,697.95	12	8,358.99

MB/CSD Funds 599 Budget Performance Report - 4TH Quarter 2021

Fiscal Year to Date 06/30/21
Exclude Rollup Account

6602	Outside Structural Repair	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
6604	Outside Vehicle Repair/Maint	7,275.00	.00	7,275.00	.00	.00	.00	7,275.00	0	3,766.43
6605	Emergency Equipment Repairs - Contingency Amount	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	.00
6640	Maintenance Contracts	35,000.00	.00	35,000.00	.00	.00	399.90	34,600.10	1	.00
6720	Medical Examinations	.00	.00	.00	560.00	.00	613.34	(613.34)	+++	305.00
6810	Equipment Rental	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
<i>Services Totals</i>		\$1,101,633.00	\$0.00	\$1,101,633.00	\$94,717.41	\$4,555.00	\$534,776.07	\$562,301.93	49%	\$522,724.24
Department 5255 - Wastewater Treatment Totals		\$2,503,814.00	\$0.00	\$2,503,814.00	\$173,321.11	\$4,555.00	\$1,580,769.48	\$918,489.52	63%	\$1,556,403.81
Department 7710 - Interfund Transactions										
<i>Interfund Transfers</i>										
8501	Transfers Out	.00	.00	.00	6,929.75	.00	6,929.75	(6,929.75)	+++	183,560.00
8510	Transfer To General Fund	179,371.00	.00	179,371.00	39,353.50	.00	157,414.00	21,957.00	88	.00
8580	TRFR To Internal Svc Fund	32,733.00	.00	32,733.00	1,253.50	.00	25,803.25	6,929.75	79	.00
<i>Interfund Transfers Totals</i>		\$212,104.00	\$0.00	\$212,104.00	\$47,536.75	\$0.00	\$190,147.00	\$21,957.00	90%	\$183,560.00
Department 7710 - Interfund Transactions Totals		\$212,104.00	\$0.00	\$212,104.00	\$47,536.75	\$0.00	\$190,147.00	\$21,957.00	90%	\$183,560.00
EXPENSE TOTALS		\$2,715,918.00	\$0.00	\$2,715,918.00	\$220,857.86	\$4,555.00	\$1,770,916.48	\$940,446.52	65%	\$1,739,963.81
Grand Totals										
REVENUE TOTALS		2,715,917.00	.00	2,715,917.00	.00	.00	1,289,539.00	1,426,378.00	47%	1,739,963.81
EXPENSE TOTALS		2,715,918.00	.00	2,715,918.00	220,857.86	4,555.00	1,770,916.48	940,446.52	65%	1,739,963.81
Grand Totals		(\$1.00)	\$0.00	(\$1.00)	(\$220,857.86)	(\$4,555.00)	(\$481,377.48)	\$485,931.48		\$0.00

Agrees to Accum Tran Report

1.37 Misc Difference Will fix at true -up

(\$481,376.11)

Accumulated Transaction Listing

G/L Date Range 07/01/20 - 06/30/21

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 599-5255 3499 Other Rev/Current Services							Balance To Date:		\$0.00
09/30/2020	2021-00000438	JE	GL	1st Qtr 20/21 CMB/CSD Invoice Billing & Cash Reimb from Sewer	JE 918-20			95,817.90	(95,817.90)
09/30/2020	2021-00000438	JE	GL	1st Qtr 20/21 CMB/CSD Invoice Billing & Cash Reimb from Sewer	JE 918-20			363,299.96	(459,117.86)
Month September 2020 Totals							\$0.00	\$459,117.86	(\$459,117.86)
12/31/2020	2021-00000628	JE	GL	2nd Qtr 20/21 Cayucos San Distr Inv for WWTP Expenses	JE 1216-20			87,912.52	(547,030.38)
12/31/2020	2021-00000628	JE	GL	2nd Qtr 20/21 Inv for MB.CSD WWTP Expenses	JE 1216-20			347,297.99	(894,328.37)
Month December 2020 Totals							\$0.00	\$435,210.51	(\$894,328.37)
04/14/2021	2021-00000824	JE	GL	3rd QTR 20/21 CMB/CSD invoice Distribution	JE # 416-21			85,484.06	(979,812.43)
04/14/2021	2021-00000824	JE	GL	3rd QTR 20/21 CMB/CSD invoice Distribution	JE # 416-21			309,726.57	(1,289,539.00)
Month April 2021 Totals							\$0.00	\$395,210.63	(\$1,289,539.00)
Account Other Rev/Current Services Totals							\$0.00	\$1,289,539.00	(\$1,289,539.00)
Department Wastewater Treatment Totals							\$0.00	\$1,289,539.00	
Fund MB/CS Waste Water Fund Totals							\$0.00	\$1,289,539.00	
Grand Totals							\$0.00	\$1,289,539.00	

Agrees to Attachment B



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

AGENDA ITEM: 6

DATE: April 21, 2022

COMMISSIONERS

Chairperson
ED WAAGE
City Member

Vice-Chair
DEBBIE ARNOLD
County Member

LYNN COMPTON
County Member

MARSHALL OCHYLSKI
Special District Member

ROBERT ENNS
Special District Member

STEVE GREGORY
City Member

HEATHER JENSEN
Public Member

ALTERNATES

DAWN ORTIZ-LEGG
County Member

ED EBY
Special District Member

CHARLES BOURBEAU
City Member

David Watson
Public Member

STAFF

ROB FITZROY
Executive Officer

BRIAN A. PIERIK
Legal Counsel

IMELDA MARQUEZ
Analyst

TO: EACH INDEPENDENT SPECIAL DISTRICT

FROM: ROB FITZROY, EXECUTIVE OFFICER *RF*

DATE: APRIL 6, 2022

RE: ELECTION FOR LAFCO ALTERNATE SPECIAL DISTRICT MEMBER

Background. The term of the current LAFCO Alternate Special District seat expired in December 2021. The new term will last until December 2025. The Cortese-Knox-Hertzberg Act allows the existing Commissioner to remain on LAFCO until the nomination and election process is complete. A nomination period commenced on February 15, 2022, and closed March 31, 2022. This is a request to submit a ballot for one of the nominees. Two nominees have been identified:

- Ed Eby – Nipomo Community Services District
- Devin Capps – Heritage Ranch Community Services District

Due to ongoing challenges with obtaining quorums, and impacts related to Covid-19, the election will be conducted via electronic format with intent to increase participation and improve efficiency, as allowed by the Cortese, Knox, Hertzberg Act. Directions are provided below.

Instructions. Each district may submit one ballot for one of the nominees, see attached ballot for your use. The election period will be 60 days and commence on April 6, 2022 and end on June 6, 2022. **BALLOTS DUE BY JUNE 6, 2022 at 5PM.** If your District wishes to submit a ballot, please place this item on an agenda at a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board as the representative of your district, you may submit a ballot on behalf of your district.

The completed ballot form may be submitted to LAFCO via email to rfitzroy@slolafco.com. Please make sure the form is signed by the Board President or General Manager.

Thank you and please contact me with any questions.

Attachments: Ballot

cc: Members of the Local Agency Formation Commission
Brian Peirik, LAFCO Legal Counsel



**San Luis Obispo
Local Agency Formation Commission**

1042 Pacific Street, Suite A, San Luis Obispo, CA 93401

Tel: (805) 781-5795 | Fax: (805) 788-2072 | rfitzroy@slolafco.com

**BALLOT FOR LAFCO
ALTERNATE SPECIAL DISTRICT MEMBER ELECTION**

The _____
(Insert Name of Special District)

Hereby selects the following individual for the Alternate Special District Member seat on the San Luis Obispo Local Agency Formation Commission:

- Ed Eby – Nipomo Community Services District
- Devin Capps – Heritage Ranch Community Services District

The Board of Director’s action was taken on an agenda item on:

(Insert Date of Board Agenda and Action)

(General Manager or Chairman/President)

Ed Eby

Nominee for LAFCO Alternate Special District Member



San Luis Obispo County Activities

- Former LAFCO Vice Chair, Commissioner and Alternate Commissioner representing Special Districts - Held elected positions on LAFCO from 2006 to 2012 and 2016 to present.
- President and Past Vice President, Nipomo Community Services District (NCSD) Board of Directors
- 16 years as NCSD Director
- Chairman NCSD Waterline Intertie Project Committee
- Chairman, 2006-2007 South County Advisory Council
- Past Elected Representative, Nipomo Community Advisory Council
- Member and Alternate Member, Water Resources Advisory Committee 2005-2012 and 2014 to present.
- Former Member, Technical Review Committee, South County Air Quality Mitigation Program
- Member, The Land Conservancy of San Luis Obispo County

Statement of Interest and Background

My primary interest on LAFCO has been to assure that annexations are supported by robust municipal services. At the Nipomo Community Services District, I have supported and directed a multi-million dollar project to bring an additional 3,000 acre-feet of water per year to the Nipomo Mesa, totally rebuilding our sewer plant, and merging the Black Lake Village and Town sewer plants. I am currently reviewing the NCSD water and sewer modifications required for a potential new development with 1,300-1,400 new homes.

Prior to my 1999 retirement from Hughes Space and Communications Co., I spent 35 years as a design engineer and program manager in Southern California's aerospace industry. I am a UCLA graduate with Bachelor of Science and Master of Science in Engineering degrees, and post-graduate studies in technical and management programs. I have lived in Nipomo for the last 20 years. In my spare time, I enjoy hiking and growing fruits, vegetables, and native plants.

April 8, 2022

All Districts,

I'm Devin Capps, the CEO of Capps Construction & Concrete and a second-generation builder. I live in beautiful Heritage Ranch with my wife and two children. We love living in this wonderful community and are working to keep it a beautiful, family-friendly place to live for years to come. I started Capps Construction in 2005 with a focus on customer satisfaction. Over the years, we have become experts in building homes and the various aspects associated with building a home, I am well versed in all types of home building, concrete contracting, masonry, drought-proof landscaping, and more. We take pride in our work and our community. I would bring a valuable perspective to the LAFCO board. Thank you for your consideration.

Devin Capps



AGENDA ITEM: 7
DATE: April 21, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS
FROM: RICK KOON, DISTRICT MANAGER
DATE: APRIL 13, 2022
SUBJECT: CONSIDERATION TO ADOPT RESOLUTION 2022-09 ESTABLISHING THE AMOUNT OF SEWER CONNECTION FEES AND INSPECTION FEES

DISCUSSION:

WSC prepared the most recent District Sewer Rate Study in April 2017, establishing the monthly sewer service charge for both residential and commercial customers on an EDU basis. In setting those rates, any increase in Connection or Inspection Fees was held until the final costs of the Cayucos Sustainable Water Project were known. They have prepared the attached Connection Fee Study, which determines a Connection Fee based upon the completion of the Cayucos Sustainable Water Project in June 2021.

In 2005, the District established a Connection Fee of \$5,000.00 per Equivalent Dwelling Unit (EDU). In 2007, the District updated Connection Fees in its Cayucos Draft Revenue Program, prepared by Carollo Engineers. That revenue program was put into place in anticipation of upgrades to the combined Morro Bay-Cayucos Sanitary District Wastewater Treatment Plant (MBCSD WWTP). The Connection Fee was increased to \$7,860 and an Inspection Fee of \$100 was established, based on the projected cost of \$8.79 million dollars for the District's share of the planned upgrades to the then jointly-owned MBCSD WWTP.

The completion of the Water Resource Recovery Facility (WRRF) has added \$31,741,725.00 to the Capital Improvements in the District's portfolio, necessitating an \$8,240 increase to the Connection Fee for a new Connection Fee total of \$16,350 per EDU, including an Inspection Fee of \$250.00 per inspection.

The Connection Fee Study was made available to the public on February 11, 2022. On March 17, 2022 the Board of Directors reviewed the Connection Fee Study and public input. The attached Resolution has been prepared to adopt the new Connection Fee of \$16,350 per EDU, including an Inspection Fee of \$250 per inspection.

RECOMMENDATION:

Staff recommends that the Board of Directors adopt Resolution 2022-09 to establish the new Connection Fee of \$16,350 per EDU, inclusive of an Inspection Fee of \$250 per inspection.

RESOLUTION NO. 2022-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAYUCOS SANITARY DISTRICT ESTABLISHING THE
AMOUNT OF SEWER CONNECTION FEES AND
INSPECTION FEES**

WHEREAS, the Board of Directors (hereinafter referred to as the “Board”)of the Cayucos Sanitary District (hereinafter referred to as the “District”) is authorized, pursuant to Health and Safety Code Sections 5474, 5474.9, 6520.2, 6520.5 and 6521 to prescribe, revise, and collect sewer connection fees for the privilege of connecting to the District’s sewerage facilities; and

WHEREAS, District Ordinance No. 23 enables the District to establish, by resolution, the amount of fees to be charged for connection to District sewerage facilities; and

WHEREAS, in 2005, the District established a Connection Fee of \$5,000.00 per Equivalent Dwelling Unit (EDU). In 2007, the District updated Connection Fees in its Cayucos Draft Revenue Program, prepared by Carollo Engineers. That revenue program was put in place in anticipation of upgrades to the combined Morro Bay Cayucos Sanitary District wastewater treatment plant (MBCSD). The Connection Fee was increased to \$7,860 and an Inspection Fee of \$100 was established, based on the projected cost of \$8.79 million dollars for the District’s share of the planned upgrades to the then jointly- owned MBCSD; and

WHEREAS, the consulting firm WSC prepared the most recent District Sewer Rate Study in April 2017, establishing the monthly sewer service charge for both residential and commercial customers on an EDU basis. In setting those rates, any increase in Connection or Inspection Fees was held until the final costs of the Cayucos Sustainable Water Project were known. This Connection Fee Study determines a Connection Fee based upon the completion of the Cayucos Sustainable Water Project in June 2021; and

WHEREAS, the completion of the Water Resource Recovery Facility (WRRF) has added \$31,741,725.00 to the Capital Improvements in the District’s portfolio, necessitating an \$8,240 increase to the Connection Fee for a new Connection Fee total of \$16,100 per EDU and an Inspection Fee of \$250.00 per inspection; and

WHEREAS, pursuant to Government Code section 66016(a), the District made available to the public all data indicating the cost, or estimated cost related to the connection fees and has held a public hearing in accordance with the requirements of that Section; and

WHEREAS, the Board finds that the Connection Fee Study prepared by WSC, a copy of which is attached hereto as Exhibit “B”, establish a factual basis for the amount of such sewer connection fee, in accordance with relevant law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cayucos Sanitary District hereby establishes a sewer connection fee of \$16,100 per EDU and an

Inspection Fee of \$250.00 per inspection, as further described and set forth in Exhibit "A" attached hereto and incorporated herein by this reference. This Resolution shall become effective sixty (60) days after its adoption.

BE IT FURTHER RESOLVED, that said sewer connection fee will be reviewed annually and shall be adjusted by Resolution of the Board, based on the changes to the annual average Engineering News Record Construction Cost Index (ENI).

On motion by _____, seconded by _____, and by the following roll call vote, to with:

AYES:

NOES:

ABSENT:

the foregoing Resolution was passed and adopted this 21st day of April, 2022.

Robert B. Enns, President of the Board

ATTEST:

Rick Koon, Clerk

APPROVED AS TO FORM:

Timothy J. Carmel, District Counsel

**CAYUCOS SANITARY DISTRICT
SEWER CONNECTION FEES
Exhibit “A”**

Residential:

Each new single family residential dwelling unit (equivalent dwelling unit or “EDU”) requiring a sewer connection shall, prior to connection to District sewerage facilities, pay a connection fee as follows. Multiple family or apartment dwelling units shall be charged the fee listed below for each EDU.

·	Connection fee	\$ 16,100
	Inspection fee	<u>250</u>
·	Total fee required	\$ 16,350

Non-Residential:

Each non-residential use requiring a sewer connection shall, prior to connection to District sewerage facilities, pay a connection fee based on the above rates for the number of equivalent dwelling units.

For the purposes of calculating EDUs, the District will review the project development at the time the owner makes application to the District to obtain a sewer Will-Serve Letter, based on the construction plans submitted. The EDU calculation for the project development is based on the nature of the project and type of land use, the associated per unit value (e.g., square feet), and corresponding number of gallons per day of water use, as referenced on Table “A,” attached hereto and incorporated herein by this reference. EDU calculations shall be performed by District staff, in accordance with the worksheet attached hereto and incorporated herein by this reference.

Mixed use or multi-use properties under one billing account shall require that the project be broken down by each separate type of business use pursuant to Table “A,” with the total of the separate business uses added together to establish the overall combined EDUs for the commercial project, as a whole.

Connection Fee Study

Date: 1/24/2022

To: Rick Koon
Cayucos Sanitary District

Phone: (805) 995-3290

Prepared by: Susan Schlangen

Reviewed by: Dylan Wade, P.E. CCM

Project: Cayucos Sustainable Water Project

SUBJECT: CONNECTION FEE UPDATE CAYUCOS SANITARY DISTRICT

1. Executive Summary

WSC prepared the most recent Cayucos Sanitary District (CSD, District) Sewer Rate Study in April 2017, establishing the monthly sewer service charge for both residential and commercial customers on an Equivalent Dwelling Unit (EDU) basis. In setting those rates, any increase in Connection or Inspection Fees was held until the final costs of the Project were known. This Connection Fee Study determines a Connection Fee based upon the completion of the Cayucos Sustainable Water Project in June 2021.

In 2005, the District established a Connection Fee of \$5,000.00 per EDU. In 2007, the District updated Connection Fees in its Cayucos Draft Revenue Program, prepared by Carollo Engineers. That revenue program was put in place in anticipation of the upgrades to the combined Morro Bay Cayucos Sanitary District wastewater treatment plant (MBCSD). The Connection Fee was increased to \$7,860 and an Inspection Fee of \$100 was established, based on the projected cost of \$8.79M for the District's share of the planned upgrades to the jointly owned MBCSD.

The completion of the Water Resource Recovery Facility (WRRF) has added \$31,741,725.00 to the Capital Improvements in the District's portfolio, necessitating an \$8,240 increase to the Connection Fee for a new Connection Fee total of \$16,100 per EDU and an Inspection Fee of \$250.00 per inspection.

2. General Information and Background

The Cayucos Sanitary District is located on California's Central Coast approximately 5 miles North of Morro Bay along Highway 1.

The Cayucos Sanitary District's mission statement is to serve the public by operating a well-maintained wastewater collection, conveyance and treatment system for the protection of public health and safety, and when doing so, to take the necessary steps to protect the environment. The District is committed to preserving the community's capital investment and to be a good steward of the community's assets.

Historically, the Cayucos Sanitary District and the City of Morro Bay shared wastewater treatment infrastructure. When the California Coastal Commission denied the request to upgrade the shared

Morro Bay Cayucos Sanitary District Wastewater Treatment Facility, the Cayucos Sanitary District elected to pursue the development of their own independent Water Resource Recovery Facility.

Between 2015 and 2021, the Cayucos Sanitary District developed and implemented the Cayucos Sustainable Water Project. The Project consisted of the replacement of Lift Station 5, interconnecting pipelines between Lift Station 5, and the new Water Resource Recovery Facility located approximately ¾ of a mile up Toro Creek Road from Highway 1.

2.1. Service Area Population

The community of Cayucos had an estimated population of 2,505 from the 2020 census data. Permanent resident population is variable as a result of the changing proportion of seasonal, vacation use homes or second homes in the community. Table 1-1 summarizes the population and housing data from the 2020 census for the community of Cayucos.

Table 2-1: Population and Housing Unit Summary

Census Field	Value
Historic Population (2000)	2,943
Historic Population (2010)	2,592
Population in 2020¹	2,505
Number of Housing Units	2,482
Number of Households	1,312
Persons per Household	2
Vacant Lots (EDU)	187
¹ 2020 U.S. Census	

3. CSWP Cost Basis

Total Costs for the Cayucos Sustainable Water Project were \$31,741,725 per the attached Cayucos Sustainable Water Project Final Budget – June 2021. This includes both capital and administrative costs of designing and implementing the program.

The completed facility is rated to treat 1.2 million gallons of wastewater on a maximum daily flow basis. This facility includes capacity for the existing customers as well as capacity reserved for the currently undeveloped lots.

3.1. Classification of Costs

Based on previous work by others and per Resolution 2009-7, the District has elected to use an EDU methodology to classify various customers based on their anticipated wastewater generation compared to that of a single family residence. The District has previously established that one EDU is equal to 4,137 gallons per month. The EDU methodology was determined to be an appropriate standard for classifying wastewater rates and is consistent with the April 2017 rate study completed by WSC.

For the purposes of this document, WSC did not evaluate actual water usage data and has relied directly on previous work in defining an EDU.

The costs for the development of the CSWP will be shared between the existing users, through the established monthly rates, and by owners of undeveloped lots, through an existing stand-by charge and

the connection fee. The connection fee will be determined based on the increase in costs between the CSWP and formerly anticipated joint MBCSD combined upgrade.

Inspection fees were established at \$100 in the 2007 rate study. The District has tracked the time and expenses required for inspecting newly installed connections and determined that an inspection fee of \$250 per inspection is required to completely reimburse the cost for District labor and equipment involved in those inspections.

4. District Revenues

4.1. Current Users

The largest secure source of District revenue is sewer fees. The District’s service area is primarily single and multi-family residential, as shown in Table 4-1.

In total, there are roughly 2694 EDUs billed for wastewater service by the Cayucos Sanitary District, according to 2021 billing information provided by the District to WSC. The current sewer service charge is \$98.00 per month for each EDU, according to the schedule proposed by the 2017 rate study completed by WSC. The District also charges customers who are owners of vacant lots a standby charge of \$7.50 per month for each vacant buildable parcel. Review of the stand-by charge is beyond the scope of this study as stand-by charge revenue is used for the improvement of existing infrastructure and would be subject to a Proposition 218 process.

Table 4-1 summarizes the total EDUs and user types according to 2021 District billing data.

Table 4-1: 2021 EDU User Types

User Type	Total EDUs
Residential	2331
Commercial	265
Other	98
Total	2694

Table 4-2 summarizes the District’s current monthly billing rates for FY21 EDUs.

Table 4-2: 2021 EDU Billing Rates

Service	EDUs	Billing Amount	Total Fee
Sewer	2694	\$98.00	\$264,012
Lot	187	\$7.50	\$1,403

4.2. Future Users

There are approximately 187 vacant lots present within the District service area. As part of the 2017 rate study evaluation, the District assumed approximately five (5) lots would be developed and transition into billable service connections per year, at a rate of one (1) EDU per lot. Due to historically stable population levels, previous rate studies have been conservative in future buildout estimates and applied a factor of safety of 50%. This equates to an anticipated total future use consisting of 93.5

EDUs. At ultimate buildout, the total EDUs within the system are assumed to be the sum of current existing EDUs (2692.75) and conservatively estimated potential EDUs (93.5) from vacant lots for a total of 2,786 EDUs.

5. Recommended Connection Fee Updates

Based on the final CSWP cost of \$31,741,725 and a total build out population of 2,786 EDU's the cost of the WRRF per EDU is roughly \$11,400. However, because the District had already increased the connection fee in 2007, the new connection fee will be calculated based on the incremental cost increase between the 2007 project and the final CSWP project cost.

Resolution 2005-2 established a connection fee of \$5,000 per EDU. Subsequently, the connection fee was raised in 2007 to account for MBCSD combined treatment facility upgrades, at a total cost of \$8.79M. This 2007 project cost has been subtracted from the final CSWP cost to determine the incremental amount to be paid per EDU for the increased connection fees associated with the CSWP. The per EDU cost in addition to estimated inspection fees forms the recommended connection fee of \$16,350. These figures are provided in Table 5-1.

Table 5-1: Connection Fee Estimate

Revised Connection Fee			
2021 CSWP Cost	\$31,741,725		
2007 Project Cost	\$8,790,000	Existing Connection Fee	\$7,860
CWSP Difference	\$22,951,725		
Total planned EDU's	2,786	Additional CSWP Fee per EDU	\$8,240
		Inspection Fee	\$250
RECOMMENDED CONNECTION FEE			\$16,350

WSC recommends that the District adopt a new connection fee of \$16,350 based on the data provided in this study.

Table "A"
Revised July 2009

		Unit	EDU Factor
<u>Non-Residential Minimum EDU</u>			
	Minimum Sewer Charge	unit	1.0000
<u>Hotels, Motels & Apartments</u>			
	Per Sleepng Room	unit	0.5000
	Per Room with kitchen	unit	1.0000
	Per Apartment Unit (including Mng's Quarters	unit	0.7501
<u>Industrial/Storage</u>			
	Storage/Mini-Storage	employee	0.0750
<u>Institutions/Organizations</u>			
	Churches	sq. ft.	0.0004
	Clubs/Organizations	sq. ft.	0.0004
<u>Offices (Non-Medical)</u>			
		sq. ft.	0.0011
<u>Medical Offices</u>			
	Dentists	sq. ft.	0.0011
<u>Personal Services</u>			
	Barber/Beautician	sq. ft.	0.0055
	Car Wash (Self Serve)	bay	2.6500
	Dry Cleaners (Off-Site)	sq. ft.	0.0011
	Laundromats	washing machine	4.4100
	Auto Repair	vehicle served	0.0735
	Gas Station	vehicle served	0.0735
<u>Food Service</u>			
	Deli/Market	sq. ft.	0.0015
	Taverns	Seat	0.0735
	Full-Service Restaurants	Seat	0.1838
<u>Retail</u>			
	Hardware	sq. ft.	0.0011
	Video	sq. ft.	0.0011
	Antique	sq. ft.	0.0011
	Jewelry	sq. ft.	0.0011
	Supermarket	sq. ft.	0.0011
	Gifts & Clothing	sq. ft.	0.0011
	Art Supplies	sq. ft.	0.0011
	Pharmacy	sq. ft.	0.0011
<u>Public Services</u>			
	Elementary Schools	student	0.1176
	Fire Department	sq. ft.	0.3676
	Library	sq. ft.	0.0011
	Post Office	sq. ft.	0.0011
	Sanitary District	sq. ft.	0.0011
<u>Public Facilities</u>			
	Beach Restrooms	sq. ft	0.0110
	Parks	sq. ft. building	0.0110
	Swimming Pool	Customer	0.0735

RESOLUTION 2022-08

**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 21st day of April, 2022.

Ayes:
Nays:
Absent:
Abstain:

Robert Enns, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rick Koon
District Manager

Timothy J. Carmel
District Counsel