



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, JANUARY 20, 2022 AT 5:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

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

<https://www.gotomeet.me/AmyLessi/csd-bod-regular-meeting-1>

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Access Code: 432-230-933

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PLEASE NOTE: If you experience difficulty accessing the meeting via one of the options above, please try to access the meeting via the second option. If you experience further difficulty, please contact the District office for assistance.

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 December 16, 2021 Board of Directors Regular Meeting **(Pg. 1)**
2. Approval of minutes for the January 12, 2022 Board of Directors Special Meeting **(Pg. 5)**

B. Financial Reports: December 2021

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: December 2021 (Pg. 14)

B. New Will-Serves:

- 2790 Santa Barbara Ave. / Dildine / 064-205-024 / SFR Remodel
- 47 Fresno Ave. / Page / 064-046-047 / SFR New

Extended Will-Serves:

- 52 13th St. / Kirk / 064-164-021 / SFR New
- 54 22nd St. / Failla / 064-184-009 / SFR New
- 2787 Santa Barbara Ave. / Scoto / 064-204-055 / SFR New

Finaled Will-Serves:

- 185 D St. / KBDB Properties LLC / 064-113-021 / SFR New
- 3090 Studio Dr. / Faust / 064-275-029 / SFR Remodel
- 55 Del Mar Ave. / Sullivan / 064-415-012 / SFR Remodel

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

None

Grants Of License:

None

5. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2022-02 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e) (AB 361) (Pg. 16)

6. DISCUSSION AND CONSIDERATION TO APPROVE THE REVISED CAYUCOS SANITARY DISTRICT 2022 ADMINISTRATIVE FEE SCHEDULE (Pg. 18)

7. DISCUSSION AND CONSIDERATION TO APPROVE THE REVISED CAYUCOS SANITARY DISTRICT HOURS OF WORK, OVERTIME, COMPENSATORY TIME & STANDBY POLICY (EMPLOYEE POLICY HANDBOOK POLICY NUMBER 2150) (Pg. 21)

8. BOARD MEMBER COMMENTS

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

9. FUTURE SCHEDULED MEETINGS

- February 17, 2022 – Regular Board Meeting
- March 17, 2022 – Regular Board Meeting
- April 21, 2022 – Regular Board Meeting

10. ADJOURNMENT

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.

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: January 20, 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, DECEMBER 16, 2021 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, Director Shirley Lyon and Director Hannah Miller

Staff present via GoToMeeting: District Manager Rick Koon, Admin. Services Manager Amy Lessi, and Admin. Accounting Manager Gayle Good

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

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 November 18, 2021 Board of Directors Regular Meeting

B. Financial Reports: November 2021

1. Check Register – Mechanics Bank (General Checking Account)
 - a. Check Register – Wells Fargo (CIP/CSWP Checking Account)
 - b. Check Register – Wells Fargo (CSWP Construction Account)
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report FY **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, Miller-yes, Chivens-yes, Enns-yes

VOTE 5-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: November 2021

B. New Will-Serves:

- 780 Park Ave. / Clark / 064-133-011 / SFR Remodel

Extended Will-Serves:

- 871 N Ocean Ave. / Gottlieb / 064-484-001 / SFR New

- 41 5th St. / Mather / 064-143-008 / SFR New
- 3140 Studio Dr. / Pessah / 064-417-018 / SFR Remodel

Final Will-Serves:

- 199 H St. / WWW Properties LLC / 064-126-013 / SFR New
- 188 I St. / Lee/Dezarn / 064-128-001 / SFR New
- 871 N Ocean Ave. / Gottlieb / 064-484-001 / SFR New

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

None

Grants of License:

None

Manager Koon gave a summary of the previous month's activities and mentioned that he'd like to revisit the Connection Fee Study at the January meeting as he hasn't gotten feedback from the Board about this topic yet. President Enns readdressed his proposal of increasing Lot Fees instead of increasing the Connection Fee, regardless of the Prop. 218 process that it would necessitate.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Items 4.A. – C. were received and accepted.

5. PRESENTATION AND ACCEPTANCE OF THE CAYUCOS SANITARY DISTRICT FY 2020/21 FINAL AUDIT BY ADAM GUISE OF MOSS, LEVY & HARTZHEIM

Adam Guise presented the FY 2020/21 audit in its final draft, affirmed that his review of the District's internal controls revealed strong procedures to which staff are abiding, and no discrepancies were discovered.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Chivens, to accept the Cayucos Sanitary District FY 2020/21 Final Audit. Motion was seconded by Miller.

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

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2021-08 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH NEWLY ADOPTED GOVERNMENT CODE SECTION 54953(e) (AB 361)

Manager Koon explained that the Board 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 2021-08 to authorize remote teleconferencing meetings in accordance with newly adopted 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

7. DISCUSSION AND CONSIDERATION TO APPROVE THE UPDATED BOARD POLICY HANDBOOK

Manager Koon presented the updated handbook to the Board and discussed their questions and concerns. Director Frank asked for clarification on how the District would enforce garbage can placement and removal (Ordinance #21). Manager Koon explained that there has only been one customer complaint in recent history, and staff responded by documenting violations in preparation of building a file of incidents of non-compliance, but the issue resolved itself and no further action was necessary. Director Frank went on to request an explanation of Sewer Lateral Certificates (Ordinance #25), as he was not aware that the District issued them.

Vice-President Chivens found the issuance of Sewer Lateral Certificates a confusing practice as laterals are private property, and added that laterals aren't easily inspectable. Director Lyon, who was on the Board when the Ordinance was adopted, recounted that the practice was discontinued at some point. Director Miller suggested that the Board consider an amendment to or replacement of the ordinance. Manager Koon concluded that over the decades as the District's policies, practices and technology improve (i.e., better camera equipment, increased proactivity regarding blockages, etc.) some Ordinances will become outdated. He will direct staff to review this Ordinance and will return with a recommendation. Director Miller verbalized her approval of the Handbook and thanked Administrative Accounting Manager Gayle Good for her work.

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

MOTION: 1st by Miller, to Approve the Updated Board Policy Handbook. Motion was seconded by Frank.
ROLLCALL VOTE: Miller-yes, Frank-yes, Lyon-yes, Chivens-yes, Enns-yes
VOTE 5-0 Motion passed

8. ELECTION OF DISTRICT OFFICERS FOR 2022

The Board reviewed the officer assignments for the positions of President and Vice President, and following Director Lyon's nomination, expressed interest in carrying over the present officer assignments into next year.

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

MOTION: 1st by Frank, to reappoint Robert Enns as President and Dan Chivens as Vice President of the Cayucos Sanitary District Board of Directors for 2022. 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 OF NEW DISTRICT BOARD COMMITTEE ASSIGNMENTS FOR 2022

The Board reviewed the standing committee assignments from 2021 and elected to keep the same assignments for the coming year, specified as follows:

Budget Committee: Shirley Lyon & Hannah Miller
Finance Committee: Robert Enns & Robert Frank
O&M Committee: Dan Chivens & Shirley Lyon

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

MOTION: 1st by Miller, to accept the 2022 Cayucos Sanitary District Board of Directors Standing Committee Assignments as discussed. Motion was seconded by Frank.
ROLLCALL VOTE: Miller-yes, Frank-yes, Chivens-yes, Lyon-yes, Enns-yes
VOTE 5-0 Motion passed

The Board subsequently reviewed the ad-hoc committee assignments from 2021 and elected to keep the same assignments for the coming year, specified as follows:

Personnel Committee: Hannah Miller & Robert Frank
WWTP/JPA Committee: Robert Enns & Shirley Lyon

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

MOTION: 1st by Frank, to accept the 2022 Cayucos Sanitary District Board of Directors Ad-Hoc Committee Assignments as discussed. Motion was seconded by Chivens.
ROLLCALL VOTE: Frank-yes, Chivens-yes, Miller-yes, Lyon-yes, Enns-yes
VOTE 5-0 Motion passed

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.

President Enns was recognized for his 30 years of service on the Cayucos Sanitary District Board of Directors.

Manager Koon mentioned his upcoming meeting with the City of Morro Bay, and President Enns voiced his aspiration to completely separate from the City of Morro Bay without the utilization of attorneys.

11. FUTURE SCHEDULED MEETINGS

- January 20, 2022 – Regular Board Meeting
- February 17, 2022 – Regular Board Meeting
- March 17, 2022 – Regular Board Meeting

12. ADJOURNMENT

The meeting adjourned at 6:11 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: January 20, 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 WEDNESDAY, JANUARY 12, 2022 AT 3:00 P.M. 200 ASH AVENUE, CAYUCOS, CA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 3:00 p.m.

Board members present via GoToMeeting: President Robert Enns, Vice-President Dan Chivens, Director Robert Frank, Director Shirley Lyon and Director Hannah Miller

Staff present via GoToMeeting: District Manager Rick Koon and Admin. 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 2022-01 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH NEWLY ADOPTED GOVERNMENT CODE SECTION 54953(e) (AB 361)

Manager Koon explained that the District is required to adopt this Resolution if the Board wishes to resume 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 Miller, to adopt Resolution 2022-01 to authorize remote teleconferencing meetings in accordance with newly adopted Government Code Section 54953(e) (AB 361). Motion was seconded by Frank.

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

VOTE 5-0 Motion passed

4. DISCUSSION AND CONSIDERATION TO APPROVE THE REVISED SALARY SCHEDULE FOR THE CHIEF PLANT OPERATOR POSITION

Manager Koon presented the revised salary schedule for the Chief Plant Operator Position, and the Board discussed the topic. Director Miller requested clarification on the reasoning behind the proposed change, and Vice-President Chivens wanted assurance that this pay scale would remain applicable to potential future employees in this position.

Manager Koon explained that the duties of the Chief Plant Operator have been thoroughly evaluated since the plant became fully operational, and the daily operations of the plant have proven to be less demanding than was predicted at the time of the original salary schedule's creation. The original salary schedule was based on operational requirements at neighboring plants, but the District's plant is more automated.

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

MOTION: 1st by Miller, to approve the revised salary schedule for the Chief Plant Operator position. Motion was seconded by Chivens.

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

VOTE 5-0 Motion passed

1. ADJOURNMENT

The meeting adjourned at 3:25 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager

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

AGENDA ITEM: 3.B.1

DATE: Jan. 20, 2022

Date	Num	Name	Amount
12/01/2021	22627	POSTMASTER	-666.99
12/01/2021	22662	CAYUCOS SANITARY DISTRICT WELLS FARGO ACT	-1,071.75
12/02/2021	22646	3T EQUIPMENT COMPANY, INC.	-155.14
12/02/2021	22647	CAYUCOS SANITARY DISTRICT	-294.00
12/02/2021	22648	CUSI	-2,045.00
12/02/2021	22649	CWEA	-192.00
12/02/2021	22650	EXXONMOBIL	-674.92
12/02/2021	22651	KITZMAN WATER	-39.60
12/02/2021	22652	MINER'S ACE HARDWARE	-225.92
12/02/2021	22653	MISSION UNIFORM SERVICE	-312.00
12/02/2021	22654	POSTMASTER	-265.00
12/02/2021	22655	PRECISION INDUSTRIAL ENGRAVING	-112.93
12/02/2021	22656	QUICK TECH COMPUTERS	-1,480.00
12/02/2021	22657	SOCAL GAS	-28.34
12/02/2021	22658	STAPLES ADVANTAGE (Gov. Acct)	-318.42
12/02/2021	22659	STREAMLINE	-200.00
12/02/2021	22660	WELLS FARGO VENDOR FIN SERV	-174.00
12/05/2021	HLTH120521	CALPERS (HEALTH)	-13,233.70
12/05/2021	B2133622178	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-679.19
12/08/2021	3819820712	SLOCTC - LOT 6NE	-1,604.79
12/08/2021	3819820880	SLOCTC - LOT 7N	-1,199.45
12/08/2021	3819821174	SLOCTC TORO LT 10	-8,754.49
12/08/2021	3819821013	SLOCTC TORO LT 8	-3,969.07
12/09/2021		QuickBooks Payroll Service	-207.94
12/09/2021		QuickBooks Payroll Service	-18,774.28
12/09/2021	22663	WILLIAM PLATZ	-73.00
12/09/2021	22664	PATHIAN ADMINISTRATORS	-186.15
12/09/2021	22665	ABALONE COAST ANALYTICAL, INC.	-2,851.20
12/09/2021	22666	CARMEL & NACCASHA, LLP	-3,760.83
12/09/2021	22667	CAYUCOS BEACH MUTUAL WATER CO. #1	-106.72
12/09/2021	22668	CAYUCOS BEACH MUTUAL WATER CO. #2	-120.08
12/09/2021	22669	CAYUCOS BEACH MUTUAL WATER CO. Jet	-80.16
12/09/2021	22670	CHARTER INTERNET	-934.05
12/09/2021	22671	COASTAL ROLL OFF SERVICE	-2,228.45
12/09/2021	22672	MISSION COUNTRY DISPOSAL - WRRF	-1,268.03
12/09/2021	22673	MORRO ROCK MUTUAL WATER CO.	-64.19
12/09/2021	22674	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
12/09/2021	22675	MOSS, LEVY & HARTZHEIM LLP	-1,430.00
12/09/2021	22676	WELLS FARGO VENDOR FIN SERV	-213.43
12/10/2021	DD12102115	GOOD, GAYLE	0.00
12/10/2021	DD12102116	LESSI, AMY M	0.00
12/10/2021	DD12102101	COLLINS, JONATHAN W	0.00
12/10/2021	DD12102102	GOOD, GAYLE	0.00
12/10/2021	DD12102103	HOOPER, SARAH L	0.00
12/10/2021	DD12102104	KOON, RICHARD L	0.00
12/10/2021	DD12102105	LAKEY, NICK E	0.00
12/10/2021	DD12102106	LESSI, AMY M	0.00
12/10/2021	DD12102107	OWENS, JUSTIN D	0.00
12/10/2021	DD12102108	WINN, CHRISTOPHER M	0.00
12/10/2021	EDD12102021	EDD	-1,679.74
12/10/2021	FED12102021	US TREASURY	-6,923.37
12/10/2021	DEF121021	CALPERS (RETIREMENT)	-1,375.00

Date	Num	Name	Amount
12/10/2021	PERS121021	CALPERS (RETIREMENT)	-3,057.31
12/10/2021	PERS121021a	CALPERS (RETIREMENT)	-28.28
12/10/2021	PERS121021b	CALPERS (RETIREMENT)	-35.34
12/10/2021	22677	PG&E LS#1	-434.19
12/10/2021	22678	PG&E LS#2	-677.19
12/10/2021	22679	PG&E LS#3	-112.61
12/10/2021	22680	PG&E LS#4	-363.70
12/10/2021	22681	PG&E LS#5	-1,342.38
12/10/2021	22682	PG&E OFFICE	-177.27
12/10/2021	22683	PG&E TORO WRRF	-11,375.29
12/10/2021	22684	PG&E WELL	-11.68
12/10/2021		Mechanic's Bank Analysis Charges	-329.48
12/13/2021	22685	CALNET3	-410.38
12/16/2021	22689	MISSION COUNTRY DISPOSAL - passthrough int.	-8.70
12/21/2021	22690	PETTY CASH	-93.82
12/21/2021	22691	ADVANTAGE ANSWERING PLUS	-188.79
12/21/2021	22692	BREZDEN PEST CONTROL	-131.00
12/21/2021	22693	CSA 10A SLO CO PW LS#3	-187.59
12/21/2021	22694	CSA 10A SLO CO PW LS#4	-187.59
12/21/2021	22695	EXECUTIVE JANITORIAL	-225.00
12/21/2021	22696	FIRSTNET (AT&T)	-371.20
12/21/2021	22697	GRAINGER	-222.57
12/21/2021	22698	MINER'S ACE HARDWARE	-381.34
12/21/2021	22699	POSM SOFTWARE LLC	-2,000.00
12/21/2021	22700	STAPLES ADVANTAGE (Gov. Acct)	-283.91
12/21/2021	22701	STATE WATER RESOURCES CONTROL BOARD	-3,326.00
12/21/2021	22702	WATER SYSTEMS CONSULTING, INC.	-12,620.00
12/21/2021	22703	LAURA HECKENBERG	-75.00
12/22/2021		QuickBooks Payroll Service	-18,865.23
12/22/2021	22704	SEA SHANTY	-524.00
12/22/2021	22705	ALPHA ELECTRICAL SERVICE, INC.	-231.50
12/23/2021	DD12242101	COLLINS, JONATHAN W	0.00
12/23/2021	DD12242103	GOOD, GAYLE	0.00
12/23/2021	DD12242104	HOOPER, SARAH L	0.00
12/23/2021	DD12242105	KOON, RICHARD L	0.00
12/23/2021	DD12242106	LAKEY, NICK E	0.00
12/23/2021	DD12242107	LESSI, AMY M	0.00
12/23/2021	22688	LYON, SHIRLEY A	-136.73
12/23/2021	DD12242109	OWENS, JUSTIN D	0.00
12/23/2021	DD12242110	WINN, CHRISTOPHER M	0.00
12/23/2021	22686	CHIVENS, DAN P	-91.15
12/23/2021	22687	ENNS, ROBERT	-136.73
12/23/2021	DD12242102	FRANK, ROBERT W	0.00
12/23/2021	DD12242108	MILLER, HANNAH P	0.00
12/24/2021	EDD122421	EDD	-1,679.30
12/24/2021	FED122421	US TREASURY	-6,933.49
12/24/2021	DEF122421	CALPERS (RETIREMENT)	-1,375.00
12/24/2021	PERS122421	CALPERS (RETIREMENT)	-3,057.31
12/27/2021	22706	COASTAL COPY, INC	-33.42
12/27/2021	22707	MISSION UNIFORM SERVICE	-483.60
12/28/2021	22708	AL'S SEPTIC PUMPING SERVICE, INC.	-3,877.50
12/28/2021	22709	BUSINESS CARD 4841	-19.00
12/28/2021	22710	BUSINESS CARD 8913	-124.33
12/28/2021	22711	SOCAL GAS	-46.83
12/31/2021	47387648559	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Operating Expenses			-\$156,383.31

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

AGENDA ITEM: <u>3.B.1a</u>
DATE: <u>Jan. 20, 2022</u>

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/09/2021	11500	CARMEL & NACCASHA, LLP	-749.11
12/12/2021		Wells Fargo Service Fee	-3.79
12/13/2021	11501	SAN LUIS AUTO GLASS & TINT	-1,256.44
12/21/2021	11502	WATER SYSTEMS CONSULTING, INC.	-6,493.75
		Total CIP Expenses	<u>-\$8,503.09</u>

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

AGENDA ITEM: 3.B.1b

DATE: Jan. 20, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/13/2021		Wells Fargo Service Fee	64.48
		Total CSWP Construction Expenses	\$64.48

Cayucos Sanitary District Cash, Savings and Investment Report December 2021

AGENDA ITEM: 3.B.2

DATE: Jan. 20, 2022

Bank Accounts	Current Balance	
Mechanic's Bank Checking	\$529,948	
Wells Fargo CIP	\$861,800	
Wells Fargo Savings (CFF)	\$207,880	
Mechanic's Bank - USDA	\$494,752	
Petty Cash	\$175	
LAIF	\$8,469	
Total	\$2,103,024	
CSWP Project/Asset Accounts		
WF CSWP Constr. Oper. Acct.	\$25,668	
Total	\$25,668	
Investments		
CalTrust	\$1,676,337	
Cetera Cash/MM	\$749,154	
Cetera Treasury/Securities	\$67,053	(Fixed Income)
Total	\$2,492,545	
Grand Total	\$4,621,236	
MCD Rabobank Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District
FY 21/22 Financial Report
December 2021**

AGENDA ITEM: 3.B.3

DATE: Jan. 20, 2022

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 21/22	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	256,479	1,567,358	1,530,575	3,061,150	51%
4100 · WILL SERVE INCOME	375	26,105	17,600	35,200	74%
4200 · RENTAL INCOME			19,400	38,800	0%
4300 · SOLID WASTE INCOME	2,853	46,276	44,800	89,600	52%
4400 · SLOCO TAX ASSESSMENTS	94,220	321,288	509,200	1,018,400	32%
4500 · SAVINGS INTEREST INCOME	(6)	17	50	100	17%
4600 · INVESTMENT INTEREST	884	4,730	9,250	18,500	26%
4700 · OTHER INCOME			2,300	4,600	0%
Total Income	<u>354,805</u>	<u>1,965,774</u>	<u>2,133,175</u>	<u>4,266,350</u>	<u>46%</u>
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	27,735	177,373	175,450	350,900	51%
5200 · COLLECTIONS PAYROLL	11,317	71,367	97,725	195,450	37%
5300 · TREAT PAYROLL	18,433	118,622	100,125	200,250	59%
5400 · DIRECTOR PAYROLL	600	3,650	4,000	8,000	46%
5500 · VESTED PAYROLL BENEFITS	429	2,574	2,700	5,400	48%
5600 · ADMIN PAYROLL TAXES & BENEFITS	7,834	69,164	69,350	138,700	50%
5700 · COLL PAYROLL TAXES & BENEFITS	7,457	63,613	56,850	113,700	56%
5800 · TREAT PAYROLL TAXES & BENEFITS	4,512	46,001	36,750	73,500	63%
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	46	279	250	500	56%
Total 5000 · PAYROLL EXPENSES	<u>78,364</u>	<u>552,642</u>	<u>543,200</u>	<u>1,086,400</u>	<u>51%</u>
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	6,500	13,000	0%
6100 · ADMIN OPERATING EXPENSES	26,642	409,608	656,100	1,312,200	31%
6500 · COLLECTIONS OPERATING EXPENSES	16,409	55,049	106,600	213,200	26%
7000 · TREATMENT OPERATING EXPENSES	20,041	321,760	719,150	1,438,300	22%
Total 6000 · OPERATING EXPENSES	<u>63,093</u>	<u>786,417</u>	<u>1,488,350</u>	<u>2,976,700</u>	<u>26%</u>
Total Expense	<u>141,457</u>	<u>1,339,059</u>	<u>2,031,550</u>	<u>4,063,100</u>	<u>33%</u>
Net Ordinary Income	<u>213,348</u>	<u>626,715</u>	<u>101,625</u>	<u>203,250</u>	
Net Income	<u><u>213,348</u></u>	<u><u>626,715</u></u>	<u><u>101,625</u></u>	<u><u>203,250</u></u>	

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 21/22
December 2021**

AGENDA ITEM: <u>3.B.4</u>
DATE: <u>Jan. 20, 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	3,932.50	45,000.00	9%
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	\$81,600.81	\$200,000.00	41%



AGENDA ITEM: 4.A

DATE: January 20, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: JANUARY 12, 2022

SUBJECT: MONTHLY MANAGERS REPORT: DECEMBER 2021

ADMINISTRATIVE:

- The District continues to comply with the increasing COVID -19 protection protocols for all employees as required by Cal-OSHA, state and local directives.
- Staff is working with WSC to finalize the Collection Fee Study based on any Board member comment.
- Staff is working with our new Cetera Investment Advisor, David Shapiro, to identify options to present to the Financial Committee.
- The Collections System and Treatment Plant functioned well under the heavy holiday loading of rain and people. Increased flows were seen at all lift stations and the plant processed 680,000 gallons at the height of the storms. Staff is analyzing the flow meters and is planning to proceed with smoke testing in select areas.
- In order to comply with AB 361 the Board will need to pass another Resolution at its February meeting to continue with remote meetings.
- The IWMA has hired Paavo Ogren as its interim Director. One of his first goals is to finalize the MOA. The District's consultant is still reviewing the proposed rate increase from MCD.

CAPITAL PROJECTS:

- The WRRF continues to function well. Souza Construction completed the outfall line bypass in December.

OPERATIONS AND MAINTENANCE

December 2021

CIP:

- Confined space entry into Lift Station 1 to remount both pumps and remove rusted structures and old components

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
- WRRF ocean toxicity sampling
- Target Solutions Training for SDRMA
- Respond to 33 Underground Service Alerts
- Jet 3162 ft
- WRRF outfall tied into temporary bridge
- Install inline flow meters in 5 manholes to sample in the Lift Station 2 Basin
- Setup for District Christmas party
- Duke's root treatment
- Landscaping and site maintenance at shop and office
- Replace eye wash station fluid
- Locate lot wyes on Pacific between 7th and 8th St
- Adjust Lift Station 5 pump run parameters
- Troubleshoot frozen ATS at Lift Station 2

WRRF Effluent Flow

- 9,275,400 gallons

Call Outs:

- 12/21/21 6pm- JO called out for water running down street, was ground water

RESOLUTION 2022-02

**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 20th day of January, 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



AGENDA ITEM: 6

DATE: January 20, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JANUARY 12, 2022

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE THE REVISED CAYUCOS SANITARY DISTRICT 2022 ADMINISTRATIVE FEE SCHEDULE

DISCUSSION:

Each year staff reviews the Admin. Fee Schedule to compare the fees with the actual costs and staff time associated with each fee. After careful consideration, staff recommends the following fees be increased:

- **Will-Serve Application Fees:** \$125 & \$250 – Due to increasing complexity of location and ADU review
- **Digitizing Fee:** \$100 – This is a new item as the District moves to electronic file storage
- **Interrupted Service Fee:** \$46 – This is for when the lateral is not in use during construction
- **Copy Costs:** Slight increase to account for copier lease and staff time
- **Customer Callout Fee:** \$75 – An increase for 2nd callout to account for staff time
- **Returned Check Fee:** \$25 – Decreased fee for the first occurrence

The last increase in the Admin. Fee Schedule was in 2009. Additionally, staff has reorganized the schedule into a simpler format.

RECOMMENDATION:

Staff recommends that the Board of Directors Approve the revised Cayucos Sanitary District 2022 Administrative Fee Schedule.



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
 P.O. Box 333, Cayucos, California 93430-0333
 www.cayucossd.org
 805-995-3290

AGENDA ITEM: 6
 DATE: January 20, 2022

2022 Administrative Fee Schedule

Will-Serve Fees

Application Fee:

SFR, No Easement	\$ 125.00
Non-SFR and/or with an Easement	\$ 250.00
Extension Fee	\$ 50.00
Connection & Inspection Fee	TBD
*Digitizing Fee (Hardcopy Submittals; Up to 25 Pages)	\$ 100.00
Interrupted Service Fee (Monthly Charge)	\$ 46.00

Service Charges

Color Copies (Per Page):

Letter (8.5"x11")	\$ 0.80
Legal (8.5"x14")	\$ 0.80
Ledger (11"x17")	\$ 1.40
Special (Maps, Plans, etc.)	<i>Outside Service Costs + Staff Time at Current Hourly Rate</i>

B&W Copies (Per Page):

Letter (8.5"x11")	\$ 0.40
Legal (8.5"x14")	\$ 0.40
Ledger (11"x17")	\$ 0.70
Special (Maps, Plans, etc.)	<i>Outside Service Costs + Staff Time at Current Hourly Rate</i>

Customer Call-Out (Backup/Overflow, Blockage, etc.):

First Call-Out	\$ -
Subsequent Call-Out(s) <i>(Fee waived if source of issue is within District main)</i>	\$ 75.00

Misc. Fees

Bounced Check Fee:

1st Occurrence	\$ 25.00
Each Subsequent Occurrence	\$ 35.00

Revised January 20, 2022



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
 P.O. Box 333, Cayucos, California 93430-0333
 www.cayucossd.org
 805-995-3290

2009 Fee Schedule		
FEE/SERVICE CHARGE	CHARGES	NOTES
Copies: -Letter (8 ½" x 11") -Legal (8 ½" x 14") -Oversize (11" x 17") -Special: reports, drawings, plans, blueprints, lists, etc.	Per Copy (one-sided): -\$.11/\$.19/\$.27 -*\$.22 for each copy >90 + time -\$.11/\$.19/\$.28 -*\$.22 for each copy >72 + time -\$.13/\$.22/\$.3.2 -*\$.24 for each copy >60 + time - Per copy based on paper size plus time allocation and any outside service costs	Number of single-sided copies: 1-30/ 31-60/ 61-90 *>90 copies 1-24/ 25-48/ 49-72 *>72 copies 1-20/ 21-40/ 41-60 *>60 copies
Will-Serve Letter Application-(SFR)	\$75 (originating)	Valid for 12 months
Will-Serve Letter Extension	\$50/each	Issued for 12 mos.
Will-Serve Letter Application – (Non-SFR); projects	\$200	Non-SFR projects and properties with sewer easements
Sewer Connection Fee	\$7,860. + \$100 for inspection	Each dwelling unit and equivalent dwelling unit (EDU)
Sewer Lateral Inspection Fee: -First call (original inspection) -Subsequent call (rework; failure to pass	\$100 \$30/each call thereafter	
Leak/Backup/Stoppage Detection: -First call -Second & each subsequent call	No charge \$30/each call thereafter	Charge waived if source is determined to be a District main line blockage or stoppage
Returned Check	\$35	Reasonable admin. Costs, including bank charges and processing and handling of returned check



AGENDA ITEM: 7

DATE: January 20, 2022

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: JANUARY 12, 2022

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE THE REVISED
CAYUCOS SANITARY DISTRICT HOURS OF WORK, OVERTIME,
COMPENSATORY TIME & STANDBY POLICY (EMPLOYEE POLICY
HANDBOOK POLICY NUMBER 2150)**

DISCUSSION:

The recent storm flows triggered some alarms at the Treatment Plant. Each time there is an alarm, a text message is sent to the on-call staff member. At one point, over a period of 3 hours, Treatment Plant Staff received numerous messages, which necessitated monitoring the plant remotely to ensure continuous operations and compliance. None of the alarms required an on-site visit and all alarms could be handled remotely.

Additionally, on-call Collections Staff will receive after-hours calls concerning possible overflows. Many of these calls can be simply answered and do not require an on-site visit.

The adjustment that is proposed reimburses the on-call staff member a minimum of 30 minutes for receiving an alarm/call. Currently, there is no reimbursement except for on an on-site call out which is reimbursed at a 2 hour minimum.

RECOMMENDATION:

Staff recommends that the Board approve the revised Cayucos Sanitary District Hours of Work, Overtime, Compensatory Time & Standby Policy (Employee Policy Handbook Policy Number 2150).

Cayucos Sanitary District

POLICY HANDBOOK

Compensation & Benefits

POLICY TITLE: Hours of Work, Overtime, Compensatory Time & Standby Policy
POLICY NUMBER: 2150
ADOPTION DATE: November 19, 2020
REVISED: January 20, 2022

Hours of Work, Overtime, Compensatory Time & Standby Policy

2150.1 This policy shall apply to all non-exempt employees.

2150.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods and breaks, or as otherwise approved by the District Manager in writing.

2150.3 A work week is defined to consist of seven (7) consecutive calendar days, Saturday through Friday, and, except as otherwise provided herein, a basic work week is defined to consist of five (5) consecutive work days of eight (8) hours each. The regular work hours shall be 8:00 a.m. to 4:30 p.m. with one-half (1/2) hour off for lunch.

2150.4 Overtime is defined as time worked in excess of forty (40) hours in a work week.

2150.4.1 It is the general policy of the District to avoid the necessity for overtime work whenever possible. Overtime shall be held to a minimum consistent with efficient operation and shall only be used to cover emergencies or where working employees overtime is more economical. All overtime work shall be authorized in advance by the employee's supervisor, the District Manager, or his or her designee. Employees working overtime without prior approval by the appropriate individual may be subject to discipline.

2150.4.2 Non-exempt employees shall be paid overtime at one and one-half (1½) times the employee's regular rate of pay. Holidays, administrative leave, vacation, authorized compensatory time off, and sick leave do not count toward an employee's overtime calculation.

2150.5 Upon an employee's written request (see Form "C"), overtime may be compensated as compensatory time off (CTO). CTO will be credited at one and one-half (1½) times the amount of hours worked. CTO may be used in lieu of vacation or sick leave and as requested under those provisions.

2150.5.1 Prior to the promotion or reclassification of an employee, all CTO accrued will be taken or paid at the employee's then current regular rate of pay.

2150.5.2 All compensatory time off accumulated will be paid out in the last pay period of December at the end of each calendar year. Should an employee wish to carry over CTO, the request should be directed to the District Manager in writing no later than November 30. Carry-over hours are limited to a maximum of eight (8) hours.

2150.5.3 An employee may not accrue more than eighty (80) hours of compensatory time off. Any employee who has accrued eighty (80) hours of CTO shall, for any additional overtime hours of work, be paid overtime compensation.

2150.5.4 Upon separation from employment, all accrued CTO will be paid out (California Labor Code §204.3).

2150.6 All Collections and Treatment Plant staff may be required to be assigned on a rotational basis to be “on-call” on weekends, holidays, and other times not considered regular hours of work for District employees or assigned to work alternative workweeks. “On-call duty” is an assigned duty outside the normal workweek assignment during which an employee must remain where they can be contacted by telephone and be ready for immediate call back to their department to perform an essential service.

1. On-call employees must permanently reside within thirty (30) minutes response time from the District's plant or maintenance shop. All call-outs will be paid on a portal-to-portal basis.
2. On-call employees must be readily available at all hours by telephone or any other agreed upon communication equipment.
3. On-call employees are paid \$50 for each day they are on-call. If these employees are called into work during this time, they will be paid for any on-call hours worked at the standard overtime rate.
4. On-call employees receive \$70 per day for each holiday day they are assigned to on-call duty.
5. When an employee is assigned to on-call duty, they shall be free to utilize their time as desired but must be able to respond within thirty (30) minutes to the District facility. This will enable the on-call employee time to return to work in the event of an emergency call. On-call employees need to remain unimpaired (e.g., refraining from alcohol, marijuana, etc.) and able to perform all duties when on-call.
6. If an employee is called back to work, the employee will receive two (2) hours of call back pay, regardless of whether the employee works less than two (2) hours. The employee shall also receive hourly call-back pay for every hour worked beyond two (2) hours.
7. If an employee receives an after-hours notification that does not require an in-person call back, the employee will receive a minimum of one-half (1/2) hour of call-back pay. Should the employee receive multiple notifications after the first half hour, then the actual time spent resolving the notification(s) shall be reported and received as call-back pay.
8. If an employee is called out just prior to or just after their regular work schedule (less than two (2) hours before or after their normal start time) which results in them working continuously through to or a continuation of their regular work schedule, they will not receive the minimum of two (2) hours pay, but rather will receive their regular pay for the time actually worked. Overtime applies only if the early call out, plus the regular workday schedule, results in working over eight (8) hours for the workday.
9. Midnight is the beginning of a new workday for payroll purposes. However, when an employee is required to continuously work past midnight (either due to their regular work schedule being extended or by being called out prior to midnight) they will receive overtime at the applicable rate based on the continuous hours worked from the prior day. A new workday for payroll purposes under this scenario will not start until the employee has had a break in working in excess of two (2) hours, at which point a new workday will commence and any appropriate overtime will be paid from that point forward on that workday.
10. Any changes to on-call duty schedules must be approved in advance by the District Manager. If an employee is out sick and scheduled to be on-call, their supervisor will reassign their duty to another employee.
11. Employees are specifically prohibited from swapping schedules with another employee without prior management approval.

Form "C"

Compensatory Time Off Authorization

I, the undersigned, hereby authorize Cayucos Sanitary District to accumulate Compensatory Time Off (CTO) on my behalf in lieu of payment for overtime hours pursuant to California Labor Code §204.3. I understand that CTO will be accumulated at one and one-half (1½) times the number of hours worked. Said hours can be utilized under the same provision as sick and vacation leave. Should I separate employment from the Cayucos Sanitary District, all accumulated CTO will be paid out immediately at my current rate of pay.

I further attest that I have reviewed and understand the Overtime and Compensatory Time Policy (§2150) as outlined in the Cayucos Sanitary District Policy Handbook. I understand that either the CSD or I may revoke this authorization at any time with a thirty (30) day written notice.

Employee's Name (print)

Employee's Signature

Date: _____

PROPOSED

Cayucos Sanitary District

POLICY HANDBOOK

Compensation & Benefits

POLICY TITLE: Hours of Work, Overtime & Compensatory Time
POLICY NUMBER: 2150
ADOPTION DATE: 2020

Hours of Work, Overtime & Compensatory Time

2150.1 This policy shall apply to all non-exempt employees.

2150.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods and breaks, or as otherwise approved by the District Manager in writing.

2150.3 A work week is defined to consist of seven (7) consecutive calendar days, Saturday through Friday, and, except as otherwise provided herein, a basic work week is defined to consist of five (5) consecutive work days of eight (8) hours each, ~~Monday through Friday~~. The regular work hours shall be 8:00 a.m. to 4:30 p.m. with one-half (1/2) hour off for lunch.

2150.4 Overtime is defined as time worked in excess of forty (40) hours in a work week.

2150.5 It is the general policy of the District to avoid the necessity for overtime work whenever possible. Overtime shall be held to a minimum consistent with efficient operation and shall only be used to cover emergencies or where working employees overtime is more economical. All overtime work shall be authorized in advance by the employee's supervisor, the District Manager, or his or her designee. Employees working overtime without prior approval by the appropriate individual may be subject to discipline.

Non-exempt employees shall be paid overtime at one-and-one-half (1½) times the employee's regular rate of pay. Holidays, administrative leave, vacation, authorized compensatory time off, and sick leave do not count toward an employee's overtime calculation.

~~**2150.6** Accrual of compensatory time off is preferred to overtime. In lieu of overtime compensation, compensatory hours will be accrued at the same rate, i.e. one and a half hours for each hour worked, to be used at the employee's discretion with supervisory approval.~~

2150.7 All Collections and Treatment Plant staff may be required to be assigned on a rotational basis to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees or assigned to work alternative workweeks. "On-call duty" is an assigned duty outside the normal workweek assignment during which an employee must remain where they can be contacted by telephone and be ready for immediate call back to their department to perform an essential service.

1. On-call employees must permanently reside within thirty (30) minutes response time from the District's plant or maintenance shop. All call-outs will be paid on a portal-to-portal basis.
2. On-call employees must be readily available at all hours by telephone or any other agreed upon communication equipment.
3. On-call employees are paid \$50 for each day they are on-call. If these employees are called into work during this time, they will be paid for any on-call hours worked at the standard overtime rate.
4. On-call employees receive \$70 per day for each holiday day they are assigned to on-call duty.
5. When an employee is assigned to on-call duty, they shall be free to utilize their time as desired but must

be able to respond within thirty (30) minutes to the District facility. This will enable the on-call employee time to return to work in the event of an emergency call. On-call employees need to remain unimpaired (e.g., refraining from alcohol, marijuana, etc.) and able to perform all duties when on-call.

6. If an employee is called back to work, the employee will receive two (2) hours of call back pay, regardless of whether the employee works less than two (2) hours. The employee shall also receive hourly call-back pay for every hour worked beyond two (2) hours.
7. If an employee is called out just prior to or just after their regular work schedule (less than two (2) hours before or after their normal start time) which results in them working continuously through to or a continuation of their regular work schedule, they will not receive the minimum of two (2) hours pay, but rather will receive their regular pay for the time actually worked. Overtime applies only if the early call out, plus the regular workday schedule, results in working over eight (8) hours for the workday.
8. Midnight is the beginning of a new workday for payroll purposes. However, when an employee is required to continuously work past midnight (either due to their regular work schedule being extended or by being called out prior to midnight) they will receive overtime at the applicable rate based on the continuous hours worked from the prior day. A new workday for payroll purposes under this scenario will not start until the employee has had a break in working in excess of two (2) hours, at which point a new workday will commence and any appropriate overtime will be paid from that point forward on that workday.
9. Any changes to on-call duty schedules must be approved in advance by the District Manager. If an employee is out sick and scheduled to be on-call, their supervisor will reassign their duty to another employee.
10. Employees are specifically prohibited from swapping schedules with another employee without prior management approval.