



CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333
Cayucos, CA 93430
(805) 995-3290
www.cayucossd.org

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
THURSDAY, SEPTEMBER 21, 2023 AT 5:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR: Recommended to Approve

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

A. Meeting Minutes

1. Approval of minutes for the August 17, 2023 Board of Directors Regular Meeting **Pg. 1**

B. Financial Reports: August 2023

1. Check Register – Wells Fargo (General Checking Account) **Pg. 4**
2. Check Register – Wells Fargo (CIP Checking Account) **Pg. 6**
3. Cash, Savings, and Investment Report **Pg. 7**
4. Budget vs. Actual Status Report **Pg. 8**
5. Capital Improvement Projects Report **Pg. 9**

4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required

A. District Manager's Report: August 2023 **Pg. 10**

B. New Will-Serves: August 2023

- 62 13th St. / Sechser & Fort / 064-164-019 / SFR Addition
- 184 I St. / Berry / 064-128-002 / Roof Deck
- 3280 Ocean Blvd. / McGee / 064-423-010 / Deck Replacement
- 1335 Cass Ave. / Hench / 064-172-001 / SFR Remodel
- 1651 Cass Ave. / Ross / 064-172-015 / SFR Remodel & New Guesthouse
- 573 Pacific Ave. / Cameron / 064-144-009 / SFR Demo/Rebuild

Extended Will-Serves:

None

Finaled Will-Serves:

- 23 Bakersfield Ave. / Corral MH LLC / 064-042-032 / SFR Remodel
- 768 Pacific Ave. / Heckenberg / 064-149-015 / SFR Remodel

Grants of License:

None

Continue-to-Serves:

- 3086 Studio Dr. / Baserga / 064-275-028 / SFR Remodel
- 527 Saint Mary Ave. / Jackson / 064-132-020 / Deck Replacement

- 5. REVIEW AND DISCUSSION OF THE PRELIMINARY CAYUCOS-MORRO BAY CEMETERY DISTRICT DESIGN LAYOUT Pg. 12**
- 6. DISCUSSION AND CONSIDERATION TO APPROVE THE ISSUANCE OF A CONDITIONAL INTENT-TO-SERVE LETTER FOR THE STANLEY RESIDENCE AT 3427 GILBERT AVE. (APN 064-405-010) Pg. 22**
- 7. DISCUSSION AND CONSIDERATION TO APPROVE A GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY FOR 3280 OCEAN BLVD. (APN 064-423-010) Pg. 25**
- 8. DISCUSSION AND CONSIDERATION TO AMEND THE FY 23/24 CIP BUDGET TO CARRY OVER THE FY 22/23 CIP BUDGET'S CHANEY-TO-TORO MAIN LINE REPLACEMENT PROJECT IN THE AMOUNT OF \$35,000 Pg. 30**
- 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**
 - October 19, 2023 – Regular Board Meeting
 - November 23, 2023 – Regular Board Meeting
 - December 21, 2023 – 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 documentation relating to each item of business referred to on the agenda are also on file at the District office, available for public inspection or reproduction at cost. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disability Act. To make a request for disability-related modification or accommodation, contact the District at (805) 995-3290 as soon as possible and at least 48 hours prior to the meeting date.



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GOVERNING BOARD

R. Enns, President

S. Lyon, Vice-President

H. Miller, Director

J. Curti, Director

BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, AUGUST 17, 2023 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:00 p.m.

Directors present: President Robert Enns, Vice-President Shirley Lyon, and Director John Curti

Directors absent: Director Miller

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

2. PUBLIC COMMENT

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

3. CONSENT CALENDAR: Recommended to Approve

A. Meeting Minutes

1. Approval of minutes for the July 20, 2023 Board of Directors Regular Meeting

B. Financial Reports: July 2023

1. Check Register – Wells Fargo (General Checking Account)
2. Check Register – Wells Fargo (CIP Checking Account)
3. Cash, Savings, and Investment Report
4. Budget vs. Actual Status Report FY
5. Capital Improvement Projects Report

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Curti, to approve item 3.A.1 on the Consent Calendar as prepared. Motion was seconded by Lyon.

VOTE: 3-0 Motion passed

On item 3.B.1, Vice-President Lyon noticed the large payment to SDRMA in the amount of \$203,033.86 and wondered if the District has ever considered self-insurance. Manager Koon responded that the District is not large enough to afford it. On item 3.B.4, Director Curti wondered why line items 4300, 6100 and 7000 appear to be off, and Manager Koon explained that the respective billings/payments for these line items come in at various times over the year, not monthly.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve items 3.B.1 - 3.B.5 on the Consent Calendar as prepared. Motion was seconded by Curti.

VOTE: 3-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: July 2023

B. New Will-Serves: July 2023

- 3519 Studio Dr. / Tomlinson / 064-455-009 / SFR Addition
- 46 19th St. / Fishman / 064-233-026 / SFR Addition

Extended Will-Serves:

- 53 El Sereno Ave. / Bergson / 064-414-019 / SFR New

Finaled Will-Serves:

None

Grants of License:

None

Manager Koon gave a summary of the previous month's activities. President Enns was surprised that multiple unpermitted drainage structures were identified during the recent smoke tests and suggested that staff add new checks and balances to the Will-Serve process to help prevent prohibited drainage into the sewer system in the future. Director Curti requested an estimate of the turnaround time for the encroachment permit to CalTrans, and Manager Koon anticipated it to be no sooner than sometime next year.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Items 4.A – B were received and accepted.

5. DISCUSSION AND CONSIDERATION OF THE DISTRICT-OFFERED HMO HEALTH PLAN COST AND REVIEW OF THE PLAN CHANGES FOR 2024

Director Curti requested confirmation that employees who have more than one dependent can obtain coverage for them, and wondered how much it costs. Manager Koon responded that when an employee has more than one dependent, it costs the employee about \$250 (regardless of the number of additional dependents), automatically deducted from each paycheck.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve the cost of the Blue Sheild Access+ HMO plan for 2024 for the employee and one dependent. Motion was seconded Curti.

VOTE: 3-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE REVISING THE DISTRICT'S SALARY SCHEDULE BY ADDING A COLLECTIONS III POSITION, OPERATOR-IN-TRAINING POSITION, AND A TREATMENT I POSITION

Manager Koon explained that adding these news positions will encourage District staff to learn, grow, and achieve new certifications during their tenure of employment. President Enns requested confirmation that the organizational structure will also be modified as a result of these proposed new positions, and Manager Koon affirmed it would.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Curti, to approve revising the District's salary schedule by adding a Collections III position, Operator-in-Training position, and a Treatment I position. Motion was seconded by Lyon.

VOTE: 3-0 Motion passed

7. BOARD MEMBER COMMENTS

Board members reported on community feedback regarding the proposed consolidation of services in Cayucos. In an effort to minimize costs and prevent the need for a secondary report, Manager Koon relayed his desire to meet with the Board (or designated representatives) of the water companies prior to the finalization and presentation of the Consolidation Study Report so that their input and concerns can be addressed in advance.

President Enns opened the meeting to Public Comment.

Doug Launchbaugh, president of the Cayucos Beach Mutual Water Company, expressed concern that the water companies won't know what questions to ask without a Consolidation Study Report to refer to, and aren't clear on how this proposed consolidation would benefit them.

Hearing no further comment, President Enns closed Public Comment.

President Enns recommended that Manager Koon reach out to the water companies to schedule a presentation that will outline the proposal, introduce how a consolidation of services would benefit the community, and provide the opportunity for a question/answer period. Vice-President Lyon agreed.

8. FUTURE SCHEDULED MEETINGS

- September 21, 2023 – Regular Board Meeting
- October 19, 2023 – Regular Board Meeting
- November 23, 2023 – Regular Board Meeting

9. ADJOURNMENT

The meeting adjourned at 6:17 p.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager

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

Date	Num	Name	Amount
08/01/2023	23861	AMAZON	-375.50
08/01/2023	23862	MINER'S ACE HARDWARE	-559.16
08/01/2023	23863	MISSION UNIFORM SERVICE	-592.94
08/01/2023	23864	QUICK TECH COMPUTERS	-1,650.50
08/01/2023	FED080423	US TREASURY	-8,627.00
08/01/2023	EDD080423	EDD	-1,811.64
08/01/2023	23865	ABALONE COAST ANALYTICAL, INC.	-2,926.00
08/03/2023		QuickBooks Payroll Service	-20,758.01
08/04/2023	DD08042301	ARIAS, MANUEL	0.00
08/04/2023	DD08042302	COLLINS, JONATHAN W	0.00
08/04/2023	DD08042305	GOOD, GAYLE	0.00
08/04/2023	DD08042306	HOOPER, SARAH L	0.00
08/04/2023	DD08042307	KOON, RICHARD L	0.00
08/04/2023	DD08042308	LAKEY, NICK E	0.00
08/04/2023	DD08042309	LESSI, AMY M	0.00
08/04/2023	DD08042310	OWENS, JUSTIN D	0.00
08/04/2023	DD08042303	CURTI, JOHN H.	0.00
08/04/2023	23858	ENNS, ROBERT	-91.45
08/04/2023	DD08042304	FRANK, ROBERT W	0.00
08/04/2023	23859	LYON, SHIRLEY A	-91.45
08/04/2023	PERS080423	CALPERS (RETIREMENT)	-5,294.23
08/04/2023	DEF080423	CALPERS (RETIREMENT)	-1,075.00
08/05/2023	HLTH080523	CALPERS (HEALTH)	-13,784.65
08/05/2023	60262923212	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-823.54
08/10/2023	23866	PATHIAN ADMINISTRATORS	-205.72
08/10/2023	23867	LAKEY, NICK E	-215.00
08/10/2023	23868	AERZEN USA CORP.	-1,822.37
08/10/2023	23869	BRENNTAG PACIFIC, INC.	-2,134.22
08/10/2023	23870	CALNET3	-425.64
08/10/2023	23871	CARMEL & NACCASHA, LLP	-1,515.46
08/10/2023	23872	CHARTER INTERNET	-951.07
08/10/2023	23873	COASTAL ROLL OFF SERVICE	-4,500.51
08/10/2023	23874	DUKE ENERGY/WESTBOUND SOLAR 2	-16,354.40
08/10/2023	23875	ENDRESS+HAUSER, INC.	-629.87
08/10/2023	23876	HINSON'S TIRE PROS	-282.74
08/10/2023	23877	KITZMAN WATER	-59.25
08/10/2023	23878	MISSION COUNTRY DISPOSAL - WRRF	-273.81
08/10/2023	23879	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
08/10/2023	23880	PG&E LS#1	-743.62
08/10/2023	23881	PG&E LS#2	-1,652.22
08/10/2023	23882	PG&E LS#3	-301.94
08/10/2023	23883	PG&E LS#4	-621.90
08/10/2023	23884	PG&E LS#5	-3,111.68
08/10/2023	23885	PG&E OFFICE	-232.71

Date	Num	Name	Amount
08/10/2023	23886	PG&E WELL	-30.45
08/10/2023	23887	PG&E WRRF	-4,080.99
08/10/2023	23888	SPEEDY COASTAL MESSENGER, INC.	-580.00
08/10/2023	23889	WELLS FARGO VENDOR FIN SERV	-387.43
08/15/2023	23890	CSA 10A SLO CO PW LS#3	-212.12
08/15/2023	23891	CSA 10A SLO CO PW LS#4	-212.12
08/15/2023	23892	FIRSTNET (AT&T)	-426.24
08/15/2023	23893	ENVIRONMENTAL OPERATING SOLUTIONS, INC.	-6,383.41
08/17/2023		QuickBooks Payroll Service	-20,673.18
08/18/2023	DD08182301	ARIAS, MANUEL	0.00
08/18/2023	DD08182302	COLLINS, JONATHAN W	0.00
08/18/2023	DD08182303	GOOD, GAYLE	0.00
08/18/2023	DD08182304	HOOPER, SARAH L	0.00
08/18/2023	DD08182305	KOON, RICHARD L	0.00
08/18/2023	DD08182306	LAKEY, NICK E	0.00
08/18/2023	DD08182307	LESSI, AMY M	0.00
08/18/2023	DD08182308	OWENS, JUSTIN D	0.00
08/18/2023	EDD081823	EDD	-1,768.39
08/18/2023	FED081823	US TREASURY	-8,541.78
08/18/2023	PERS081823	CALPERS (RETIREMENT)	-5,225.72
08/18/2023	DEF081823	CALPERS (RETIREMENT)	-1,075.00
08/21/2023	11565	BUSINESS CARD 4841	-335.45
08/21/2023	23894	BUSINESS CARD 4841	-195.11
08/21/2023	23895	FAMCON PIPE AND SUPPLY INC.	-101.89
08/21/2023	23896	STAPLES ADVANTAGE (Gov. Acct)	-94.37
08/21/2023	23897	TESCO CONTROLS, LLC	-450.00
08/21/2023	23898	SCOTT O'BRIEN FIRE & SAFETY CO.	-163.52
08/25/2023	GASB6822.23	CALPERS (RETIREMENT)	-700.00
08/28/2023	23901	CALIFORNIA RURAL WATER ASSOCIATION	-1,299.00
08/28/2023	23902	COASTAL COPY, INC	-35.12
08/28/2023	23903	ENDRESS+HAUSER, INC.	-936.65
08/28/2023	23904	EXECUTIVE JANITORIAL	-225.00
08/28/2023	23905	EXXONMOBIL	-741.21
08/28/2023	23906	LABTRADER, INC.	-344.94
08/28/2023	23907	SHAPE INC.	-5,171.03
08/28/2023	23908	SOCAL GAS	-23.04
08/28/2023	11566	FAMCON PIPE AND SUPPLY INC.	-1,126.13
08/28/2023	11567	XYLEM WATER SOLUTIONS U.S.A., INC.	-50,831.30
08/31/2023		QuickBooks Payroll Service	-22,462.16
08/31/2023	17272386200	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Operating Expenses			-\$229,465.21

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/21/2023	11565	BUSINESS CARD 4841	-335.45
08/28/2023	11566	FAMCON PIPE AND SUPPLY INC.	-1,126.13
08/28/2023	11567	XYLEM WATER SOLUTIONS U.S.A., INC.	-50,831.30
		Total CIP Expenses	<u>-\$52,292.88</u>

Cayucos Sanitary District Cash, Savings and Investment Report August 2023

Bank Accounts	Current Balance	
Wells Fargo General Checking	\$856,467	
Wells Fargo CIP	\$267,782	
Wells Fargo Savings (CFF)	\$236,453	
Wells Fargo - USDA	\$248,408	
Petty Cash	\$175	
LAIF	\$8,696	
Total	\$1,617,981	
Investments		
CalTrust	\$2,516,712	
Cetera Cash/MM	\$16,744	
Cetera Treasury/Securities	\$48,948	(Fixed Income)
Total	\$2,582,404	
Grand Total	\$4,200,385	
MCD Wells Fargo Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District
FY 23/24 Financial Report
Budget vs. Actual
August 2023**

**AGENDA ITEM:
3.B.4**

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 23/24	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	275,467	535,984	529,358	3,176,150	17%
4100 · WILL SERVE INCOME	1,375	1,675	14,700	88,200	2%
4200 · RENTAL INCOME	-	3,036	7,100	42,600	7%
4300 · SOLID WASTE INCOME	999	5,007	21,267	127,600	4%
4400 · SLOCO TAX ASSESSMENTS	-	23,534	196,400	1,178,400	2%
4500 · SAVINGS INTEREST INCOME	985	1,893	583	3,500	54% *
4600 · INVESTMENT INTEREST	8,030	15,672	3,333	20,000	78% *
4700 · OTHER INCOME	-	-	767	4,600	0%
Total Income	286,855	586,801	773,508	4,641,050	13%
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	31,173	61,604	68,883	413,300	15%
5200 · COLLECTIONS PAYROLL	9,856	20,033	31,125	186,750	11%
5300 · TREAT PAYROLL	23,859	46,730	52,725	316,350	15%
5400 · DIRECTOR PAYROLL	400	400	1,333	8,000	5%
5500 · VESTED PAYROLL BENEFITS	302	604	633	3,800	16%
5600 · ADMIN PAYROLL TAXES & BENEFITS	10,367	39,019	22,933	137,600	28% **
5700 · COLL PAYROLL TAXES & BENEFITS	5,310	28,975	19,317	115,900	25% **
5800 · TREAT PAYROLL TAXES & BENEFITS	9,170	36,493	24,533	147,200	25% **
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	31	31	100	600	5%
Total 5000 · PAYROLL EXPENSES	90,468	233,888	221,583	1,329,500	18%
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	2,167	13,000	0%
6100 · ADMIN OPERATING EXPENSES	213,778	366,434	151,413	908,475	40% ***
6500 · COLLECTIONS OPERATING EXPENSES	14,815	24,579	42,092	252,550	10%
7000 · TREATMENT OPERATING EXPENSES	122,259	308,106	267,317	1,603,900	19%
Total 6000 · OPERATING EXPENSES	350,853	699,119	462,988	2,777,925	25%
Total Expense	441,321	933,007	684,571	4,107,425	23%
Net Ordinary Income	(154,465)	(346,206)	88,938	533,625	
Net Income	(154,465)	(346,206)	88,938	533,625	

* Increase in rates and bond market.

** Insurance premiums and CalPERS unfunded liability balances are paid in July for FY 23/24.

*** USDA loan pmt. made in August.

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 23/24
August 2023**

	<u>Current Month</u>	<u>YTD Actual Rev/Exp</u>	<u>Approved Budget 23/24</u>	<u>Percent Used YTD</u>
CAPITAL IMPROVEMENTS				
1601 - Sewer Main Repairs	0.00	0.00	75,000.00	0%
1608.3 - Computers/Server Upgrades	0.00	0.00	6,000.00	0%
1608.4 - Generator Installation	0.00	0.00	35,000.00	0%
1614 - LS #5				
1614.2 - Spare Pump	0.00	0.00	20,000.00	0%
1616 - RWQCB Recycled Water Program	0.00	0.00	20,000.00	0%
1650 - WRRF Improvements				
1650.5 - Outfall Inspection & Buoy Replacement	0.00	0.00	50,000.00	0%
1650.6 - UV Bulb Replacement	52,315.02	52,315.02	50,000.00	105%
Total Capital Improvements	<u>\$52,315.02</u>	<u>\$52,315.02</u>	<u>\$256,000.00</u>	<u>20%</u>



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

4

TO: BOARD OF DIRECTORS
FROM: RICK KOON, DISTRICT MANAGER
DATE: SEPTEMBER 11, 2023
SUBJECT: MONTHLY MANAGER'S REPORT: AUGUST

ADMINISTRATIVE

- We now have 212 customers enrolled in E-Billing and 678 on Auto-Pay (ACH)
- Staff continues to work with the County Building and Planning Department to assure all building permits are routed to the District for review
- The District made our August USDA loan payment
- The District's Series B loan payment is due October 1
- The PSA for Lot 7N is going into escrow
- We will start the hiring process for a Collections Trainee
- The Ad Hoc Committee on Recycled Water Opportunities met and discussed potential options
- **REMINDER:** Board members Enns, Lyon and Miller still need to complete their Mandatory Harassment Prevention Training. Please contact Amy for the details.

CAPITAL PROJECTS

- The UV Replacement Project's bulbs, quartz sleeves and wipers have been delivered. Staff is acquiring parts to construct a reusable gantry system to aid in the removal of the bulbs, sleeves, and wiper systems. Due to vendor price increases on the UV system, this project will go over budget. As per District policy, any project cost overage will be taken from another budgeted project's line item so that there will be no change in the overall budget.

OPERATIONS & MAINTENANCE: AUGUST

CIP: None

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; clean probes and test generators
- Conduct weekly alarm testing at all lift stations
- Jet 2,766 feet of main lines, including the downtown areas
- Participate in Vector Training Solutions for SDRMA
- Respond to 41 USAs
- NL promoted to Collections Worker Grade 3
- JO promoted to Collections Lead
- Landscaping at lift stations
- Smoke testing
- Lift Station #4 generator rehab
- Service check valves at Lift Station #5
- Reprogram lift station dialers
- De-web lift stations
- Lubricate locks
- New passenger rear tire on F550
- Found missing clean out on Ocean Blvd./Bonita Ave. easement; raise to grade
- Ranger rack re-powder coated

Call Outs: None

WATER RESOURCE RECOVERY FACILITY: AUGUST

Daily Operations of Note:

- Completed all quarterly, monthly, weekly and daily maintenance tasks
- Exercised generator
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Completed all Monthly Reports
- Performed a Drain Down and Rinse (DDR) on all MOS tanks
- Changed oil and air filters in all blowers August 1-3
- Disassembled, cleaned, and reassembled air relief valve on potable water system August 9
- Provided 5,000 gallons of activated sludge for new package membrane plant for Avila Beach CSD on August 14
- Replaced E-one (small lift station) pump at UV area, rebuilding old pump on August 16
- Received UV lamps and wipers August 18 in preparation for bulb and wiper replacement
- Started Acid Clean in Place (ACIP) on MOS 1 August 22
- Started Hypochlorite Clean in Place (HCIP) on MOS 1 August 23
- Drained water heater in Administration Building August 31

WRRF Influent

- Average influent for August: **217,729 gallons per day**
- Total influent for August: **6.75 million gallons**

WRRF Effluent

- Average effluent for July: **228,806 gallons per day**
- Total effluent for July: **7.09 million gallons**



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: SEPTEMBER 11, 2023

SUBJECT: REVIEW AND DISCUSSION OF THE PRELIMINARY CAYUCOS-MORRO BAY CEMETERY DISTRICT DESIGN LAYOUT

DISCUSSION

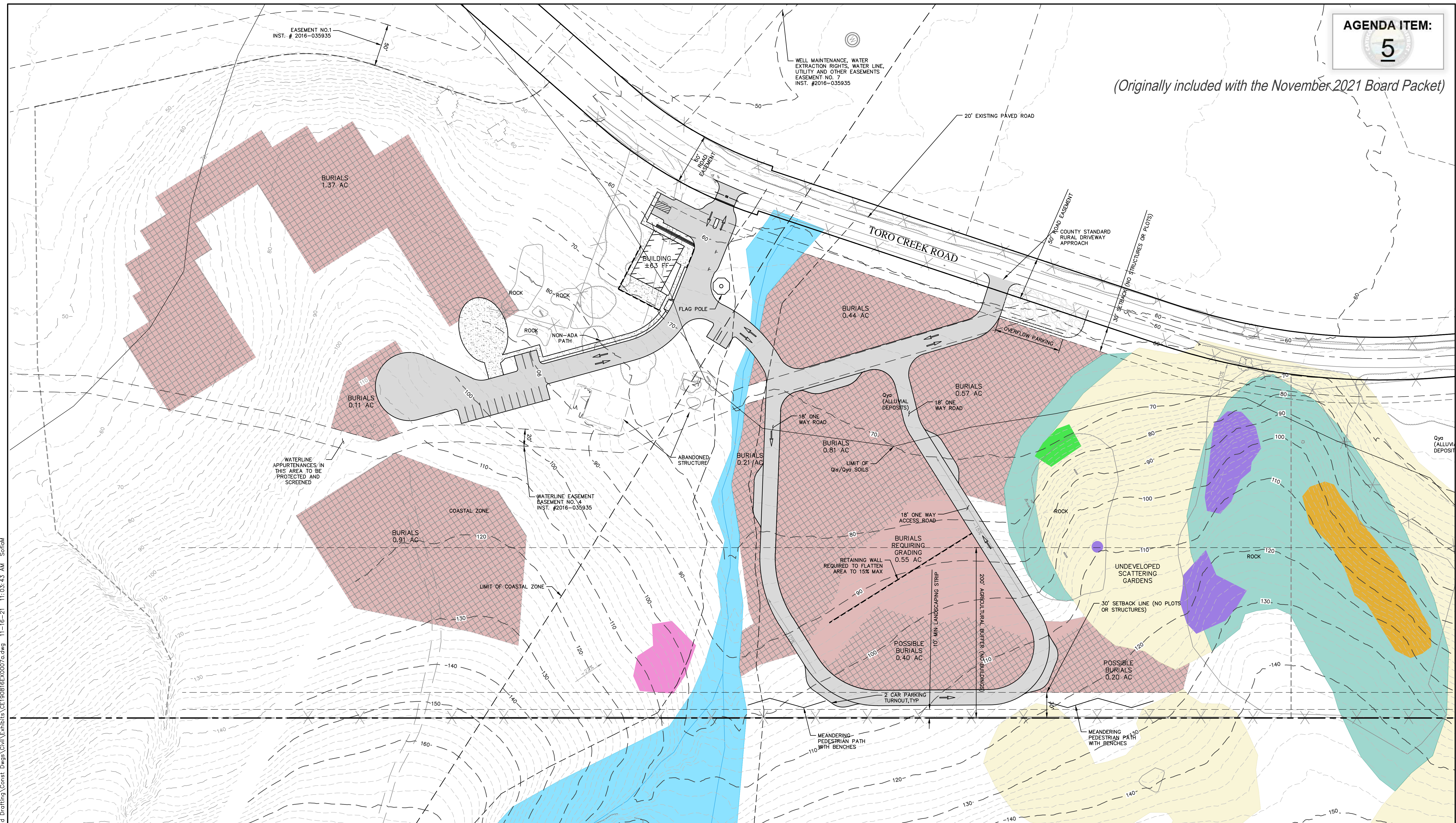
Staff is bringing this item back to the Board for review and recommendations based upon the new site plan. The new site plan shows the addition of a chapel with an office and the relocation of the maintenance building with septic field. Staff's concerns are:

- The additional buildings and their placement
- The most westerly burials and their visibility from the surrounding lands and land uses
- The lack of relocating the Chevron waterline
- The ownership of the 50' access easement to the shore plant property

RECOMMENDATION

Staff recommends that the Board of Directors review and discuss the preliminary Cayucos-Morro Bay Cemetery District design layout.

(Originally included with the November 2021 Board Packet)



NOTES
1. AGRICULTURAL BUFFER DISTANCE PER MAY 11, 2020 PRE APPLICATION MEETING. DISTANCE COULD VARY, 50-600'.

LEGEND
EXISTING CONTOURS PER AERIAL SURVEY, 2' & 10' INTERVALS
PROJECT LIMITS (20.5 ACRES)
SETBACK
PROPERTY LINE
CENTERLINE
RIGHT-OF-WAY
FENCE
TREE

LEGEND
BURIAL AREA
5.0 ACRE TOTAL
(LESS THAN 15% SLOPE)
TOTAL BUILDOUT BURIAL AREA
5.6 ACRE TOTAL
(LESS THAN 20% SLOPE)

REV. NO	DATE	REVISED	DESTROY ALL PRINTS BEARING EARLIER DATE	REV. BY	CKD. BY	APRD BY

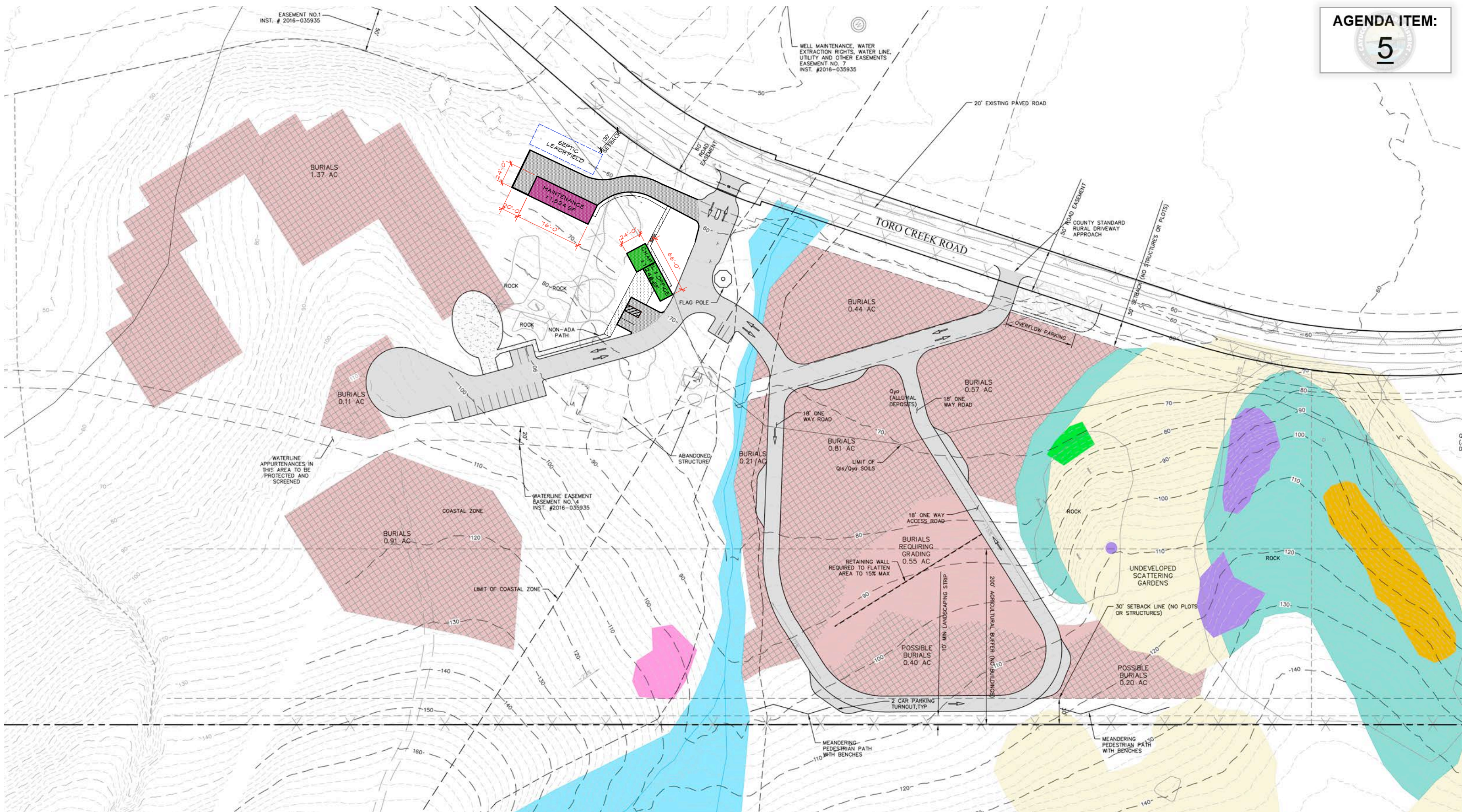
1050 Southwood Drive
San Luis Obispo, CA 93401
P 805.544.7407 F 805.544.3863

THESE DRAWINGS ARE INSTRUMENTS OF SERVICE AND ARE THE PROPERTY OF CANNON. ALL DESIGNS AND INFORMATION ON THESE DRAWINGS ARE FOR USE OF THE SPECIFIED PROJECT AND SHALL NOT BE USED OTHERWISE OR REPRODUCED WITHOUT THE EXPRESSED WRITTEN PERMISSION OF CANNON.

**CAYUCOS MORRO BAY CEMETERY DISTRICT
SITE EXPANSION
SITE PLAN V2
COUNTY OF SAN LUIS OBISPO**

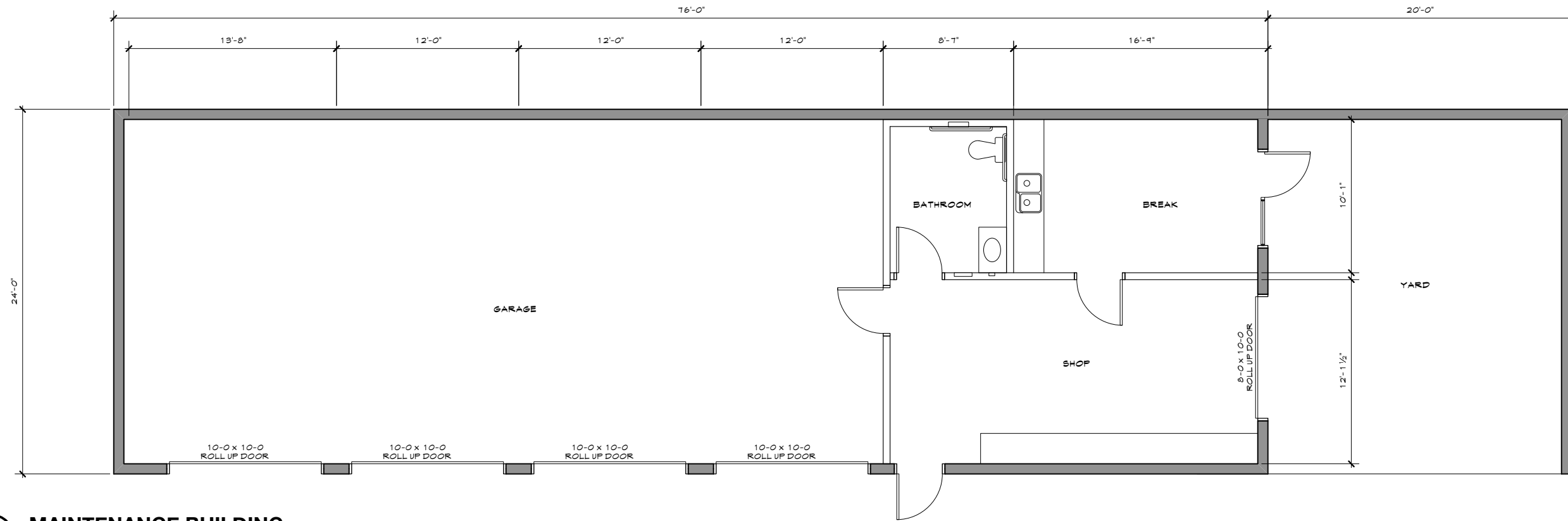
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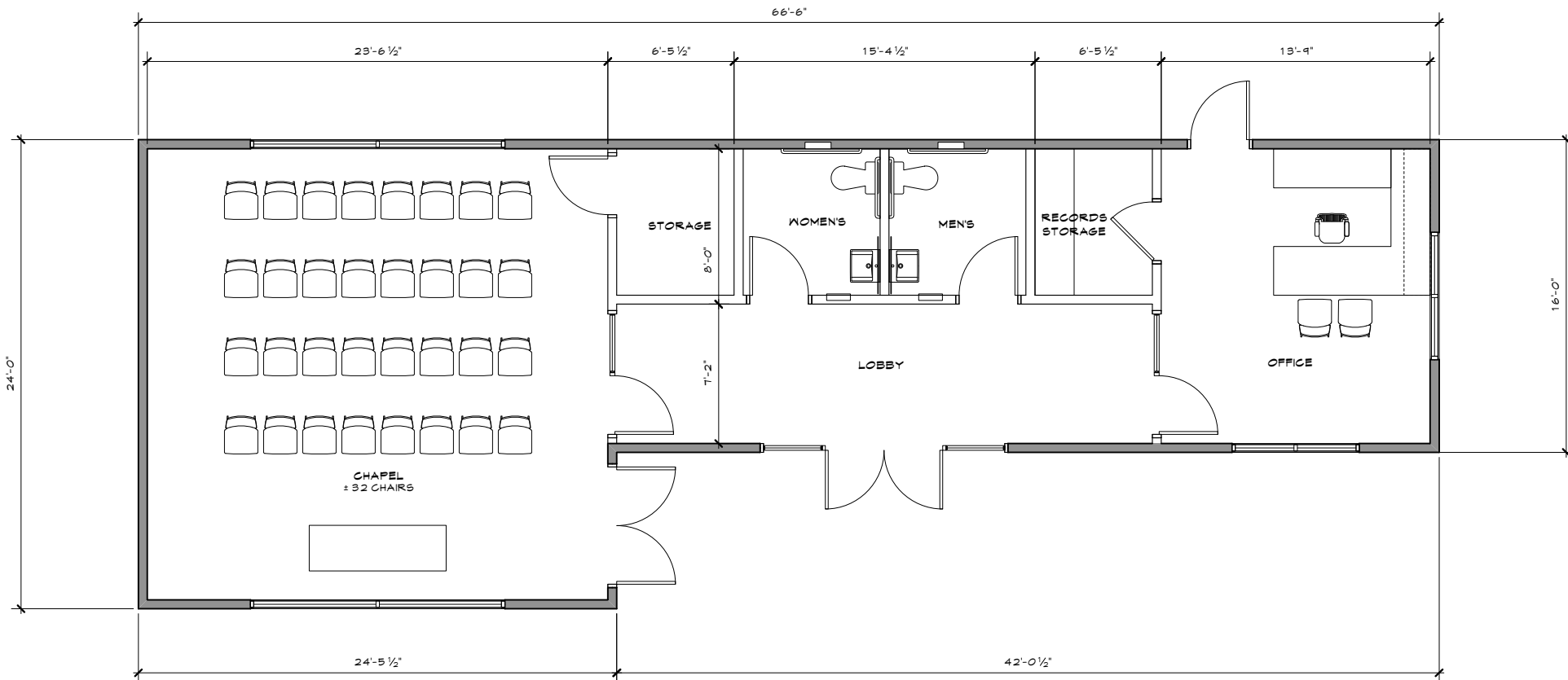


CMBCD
MAINTENANCE BUILDING
& CHAPEL/OFFICE BUILDING

TORO CREEK ROAD
CAYUCOS, CA
7 JULY 2023

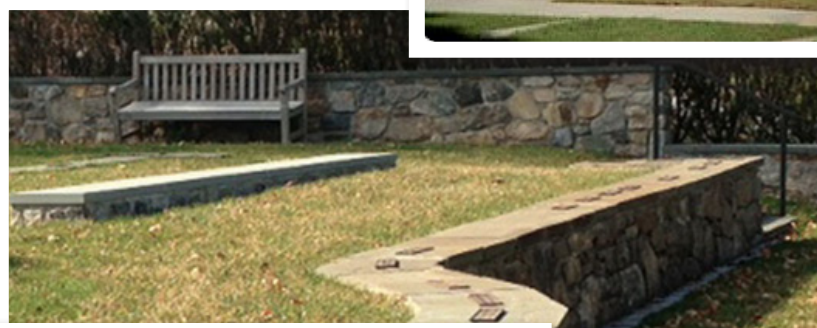
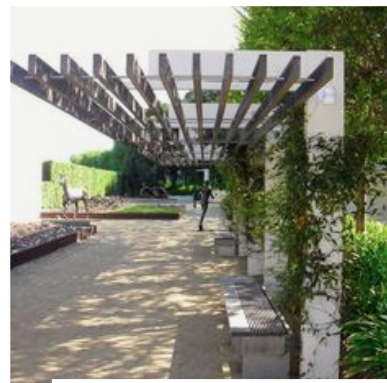


MAINTENANCE BUILDING
1/8" = 1' - 0"

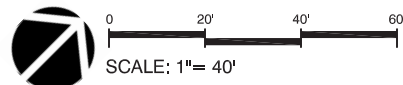
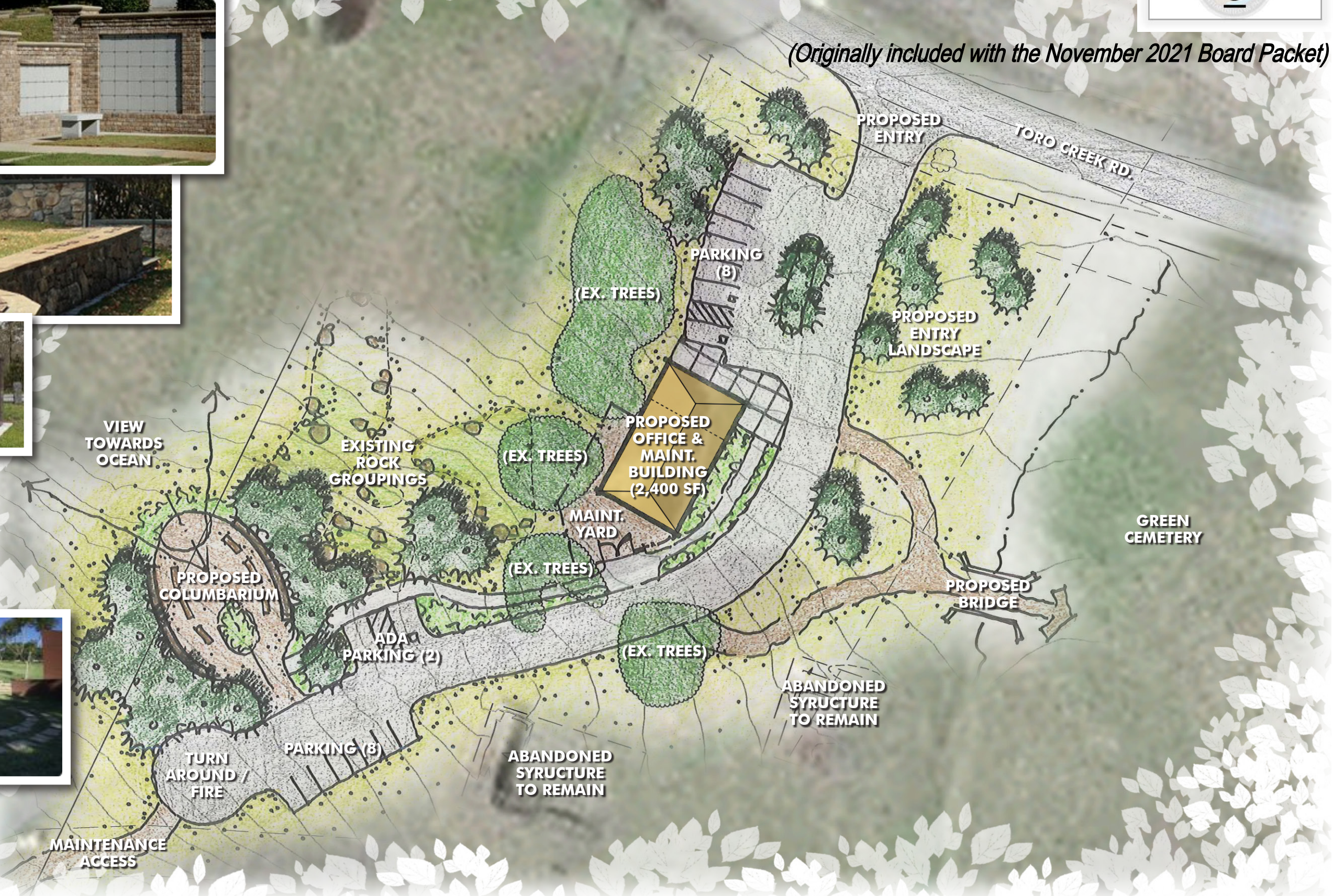


CHAPEL/OFFICE BUILDING
1/8" = 1' - 0"

COLUMBARIUM EXAMPLES



(Originally included with the November 2021 Board Packet)



(Originally included with the October 2020 Board Packet)

**MEMORANDUM OF UNDERSTANDING REGARDING
INTENT TO ENTER AGREEMENT RELATING TO THE
SALE OR LEASE OF PROPERTY**

This Memorandum of Understanding (hereinafter "MOU") is entered into between the Cayucos Sanitary District, a California Special District (hereinafter "CSD"), and the Cayucos Morro Bay Cemetery District, a Cemetery District organized under the laws of the State of California (hereinafter "CMBCD"), regarding their intent to enter into an agreement for either the lease or purchase of a portion of the real property located on Toro Creek Road, in the unincorporated area of the County of San Luis Obispo owned by the CSD (the "Toro Creek Property").

RECITALS

WHEREAS, the CSD has purchased approximately 220.79 acres of real property on Toro Creek Road and is in the process of constructing a water reclamation facility, sewer lift station, pipelines and related facilities known as the Cayucos Sustainable Water Project; and

WHEREAS, the CMBCD is seeking to acquire land within its jurisdictional boundaries for the development of a new cemetery facility; and

WHEREAS, the parties have entered into negotiations regarding the potential sale or lease of a portion of the Toro Creek Property; and

WHEREAS, the CSD and the CMBCD desire to enter into this MOU in order to set forth the current intent of the parties with respect to the general terms and conditions to be included in such a lease or final purchase and sale agreement and memorialize the actions to be taken in advance of the development and execution of a final agreement.

NOW, THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by this reference, and mutual agreements set forth herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. CMBCD Due Diligence. CSD and CMBCD shall mutually identify the portion of the Toro Creek Property that may be the subject of either a lease or sale to CMBCD for the new cemetery facility (hereinafter referred to as the "cemetery site"). Any lease or purchase of the site will be in its "as is" condition. CSD does not warrant that the property is suitable for cemetery use and CMBCD shall make any necessary investigations to determine its suitability for such use.

After the cemetery site has been identified, CMBCD shall, within ninety (90) days, conduct its due diligence regarding the property. Such due diligence shall include, but not be limited to, conducting engineering surveys, appraisals, soil tests,

investigations or other studies reasonably necessary to evaluate the condition of the property, which studies, surveys, reports, investigations and tests shall be done at CMBCD's sole cost and expense. CMBCD shall conduct all studies in a diligent, expeditious and safe manner and not allow any dangerous or hazardous conditions to occur on the property during or after such investigation. Prior to entry onto the property, CMBCD shall: (i) comply with all applicable laws and governmental regulations; (ii) keep the property free and clear of all materialmen's liens, lis pendens and other liens arising out of the entry and work performed under this provision; (iii) maintain insurance for an all-risk public liability insurance policy written on a per occurrence basis and not claims made basis with a combined single limit of not less than TWO MILLION DOLLARS (\$2,000,000) which insurance names CSD, its officials, officers, employees and agents as additional insureds; and (iv) defend, indemnify and hold the CSD, its officials, officers, employees and agents harmless from all claims, liabilities, damages, losses, costs, expenses (including, without limitation, reasonable attorneys' fees), actions and causes of action arising out of any entry onto the property by, or any Inspections or studies performed by CMBCD, its agents, contractors or representatives. CMBCD shall also determine the necessary governmental approvals to use the property for the proposed new cemetery facility, including, but not limited to, approvals from the Local Agency Formation Commission, the County of San Luis Obispo, the California Coastal Commission and the California Department of Consumer Affairs' Cemetery and Funeral Bureau, and shall advise CSD regarding the approvals that will be required.

The Toro Creek Property has existing pipelines and easements. In conducting its due diligence, CMBCD shall take all necessary steps to identify the location of the pipelines on the cemetery site. The lease or purchase agreement shall include provisions to assure that CMBCD takes appropriate actions to prevent damage to the pipelines and shall be responsible for any damage to them that might occur as a result of its use of the property.

2. CMBCD Responsibilities Prior to Lease or Acquisition. The parties acknowledge that pursuant to Government Code Section 66412(c), land dedicated for cemetery purposes under the Health and Safety Code is not subject to the requirements of the Subdivision Map Act. CMBCD shall be responsible for securing and paying for a property survey to delineate the portion of the Toro Creek Property that will be the subject of the lease or purchase for the new cemetery facility.

CMBCD shall also be responsible for CEQA compliance and for all costs and expenses associated with processing and obtaining any necessary approvals through governmental agencies for use of the property as a cemetery, including, but not limited to, the Local Agency Formation Commission, the County of San Luis Obispo, the California Coastal Commission and the California Department of Consumer Affairs' Cemetery and Funeral Bureau. Both parties agree that CSD and CMBCD's obligations hereunder shall not become effective unless and until all

required governmental approvals have been secured. The parties shall cooperate in the process of applying for any such governmental approvals.

3. Design, Construction and Operation of Cemetery. CMBCD shall be responsible for the design and construction of the cemetery and all costs related thereto. The cemetery shall be designed in a manner so that its configuration and operation does not interfere with CSD's use of the remainder of the Toro Creek Property for its Cayucos Sustainable Water Project.

Prior to finalizing any design and construction plans, CMBCD shall submit such plans, as well as information relating to the operation of the cemetery, to the CSD for its review and approval. CSD's review shall be limited to issues relating to the effect of the cemetery, and its design and operations on the Cayucos Sustainable Water Project. CSD's approval shall not be unreasonably withheld. In the event that any concerns or issues are identified by CSD regarding the design and proposed operation of the cemetery, the parties agree to meet and confer in good faith to resolve such concerns.

The lease or purchase agreement will include provisions or covenants that provide that after construction and initiation of the new cemetery facility use, it shall not be operated in a manner that interferes with the CSD's Cayucos Sustainable Water Project.

4. Supply of Non-Potable Water. The lease or sales agreement will provide that the CSD agrees to provide non-potable recycled water for CMBCD to use on the cemetery grounds. The parties acknowledge that the need for a domestic water supply for use on the property is not anticipated. CMBCD shall comply with the requirements of Health and Safety Code Section 8118 regarding hose bibs for disinfected tertiary treated recycled water at cemeteries and the installation of signage in areas subject to access by the general public. CSD, as the water purveyor, shall be responsible for regular inspections of such signage pursuant to Section 8118. CMBCD will also be responsible for compliance with any and all regulations and requirements of the CSD, the California State Water Resources Control Board and the Regional Water Quality Control Board relating to the use of supplied recycled water and obtaining all necessary permits related thereto.
5. Additional Issues Related Sale or Lease of Cemetery Site. To the extent they are determined to be applicable, CSD shall comply with statutory requirements related to disposing of surplus land (Government Code Sections 54220, et seq.)

If the parties decide that the acquisition of the cemetery site by CMBCD will be by a lease, given the nature of the use of the property and rights and obligations related to internments, it is contemplated that such lease shall be for a term of 99 years. The lease agreement will provide that CMBCD will be responsible for any and all issues related to internments on the cemetery site and that CMBCD shall also hold

harmless and indemnify the CSD with regard to the cemetery site and such internments at the end of the lease term.

6. Consideration. The purchase price or rental amount to be paid for the cemetery site will be determined through an appraisal process to be agreed upon by the parties. The parties shall mutually agree on the appraiser, and CMBCD shall pay for the costs of the appraisal.
7. Status of MOU. It is expressly understood that the terms of this MOU do not constitute a binding obligation on the parties to enter into a purchase agreement or lease for the cemetery site. Neither party shall be finally bound to buy, sell or lease the property unless and until a purchase agreement or lease is executed by the parties and delivered to each other. It is contemplated that the purchase agreement or lease shall contain such other terms, covenants, conditions, warranties and representations as are customary or appropriate in transactions of this nature.
8. Laws. The laws of the State of California shall govern this MOU.
9. Interpretation. In interpreting this MOU, it shall be deemed that it was prepared jointly by the Parties with full access to legal counsel of their own. No ambiguity shall be resolved against any party on the premise that it or its attorneys were solely responsible for drafting this MOU or any provision thereof.
10. Severability. The unenforceability, invalidity or illegality of any provision(s) of this MOU shall not render the other provisions unenforceable, invalid, or illegal.
11. Integration. This MOU represents the entire understanding of the Parties as to those matters contained herein and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. This MOU may not be modified or altered except in writing signed by both parties hereto. This is an integrated document.
12. Counterparts. This MOU may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement.

IN WITNESS THEREOF, the parties hereto have executed this Memorandum of Understanding on the day and year set out with their respective signatures:

CAYUCOS SANITARY DISTRICT

CAYUCOS MORRO BAY CEMETERY DISTRICT

By: _____
Robert B. Enns, Board President

By: _____
Its: _____

Date: _____

Date: _____

ATTEST:

Rick Koon, District Manager

APPROVED AS TO FORM:

Timothy J. Carmel, District Counsel



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: SEPTEMBER 11, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE THE ISSUANCE OF A CONDITIONAL INTENT-TO-SERVE LETTER FOR THE STANLEY RESIDENCE AT 3525 GILBERT AVE. (APN 064-405-010)

DISCUSSION

3525 Gilbert Ave. (between Day and Chaney Ave.) is one of the lots along Gilbert Ave. that is not within the District. Last November, the District was presented with a similar project, the Valley Residence, and reviewed with the Board an outline of the approval process for these properties along Gilbert Ave. to be served.

From the previous discussion:

Staff contacted LAFCO's Executive Director, who then issued an outline of the process required for the District to issue a Will-Serve: "(The property) must be annexed into the District with LAFCO approval once the MUP process is completed."

District policy for the MUP process for parcels within the District's boundary is to issue an "Intent-to-Serve Letter" and then issue a "Conditional Will-Serve Letter" once the MUP is approved and the District has received construction plans.

In this case, staff will issue a "Conditional Intent-to-Serve Letter" and place the District's conditions into the MUP's final list of conditions. Conditions for the District's "Conditional Intent-to-Serve Letter" are:

1. All parcels in this area shall be annexed into the District with LAFCO approval.
2. As a condition of annexation into the District, there will be a "buy-in cost" in addition to the regular Will-Serve Fees and Connection and Inspection Fees. The buy-in cost will have to be determined through a reimbursement agreement between the applicant and the District.
3. This parcel and the adjacent parcels will need to install private force mains to get to the District's sewer.
4. For this parcel, a small private force main will connect directly into the manhole at the intersection of Day and Chaney Ave.

RECOMMENDATION

Staff recommends that the Board of Directors approve the issuance of a Conditional Intent-To-Serve Letter for the Stanley Residence at 3525 Gilbert Ave. (APN 064-405-010).



Legend

100 ft

Parcels (APNs)

Sewer Service Area

- Service Area Status
- Inside Service Area
- Inside Service Area (with issues)
- Inside Sphere of Influence
- Outside Service Area

Sewer Mains

GRADING NOTES:

1. ALL CONSTRUCTION WORK SHALL CONFORM TO THE 2019 CALIFORNIA BUILDING CODE AND COUNTY OF SAN LUIS OBISPO ORDINANCES(S) TITLE 19 (BUILDING) AND 22 (INLAND) ALL WORK SHALL BE SUBJECT TO THE APPROVAL OF THE COUNTY ENGINEERING DEPARTMENT.
2. ALL WORK SHOWN ON THESE PLANS EXISTS OUTSIDE OF THE COUNTY R.O.W.
3. GRADING SHALL COMPLY WITH THE RECOMMENDATIONS OF THE SOILS REPORT PROVIDED BY EARTH SYSTEMS DATED 12/21/2021 FILED WITH THE COUNTY OF SAN LUIS OBISPO
4. A SOILS ENGINEER SHALL SUPERVISE THE GRADING AND CERTIFY THAT ALL GRADING HAS BEEN COMPLETED IN CONFORMANCE WITH THESE PLANS AND SPECIFICATIONS, SECTION 1803 OF THE S.B.C AND RECOMMENDATIONS OF THE SOILS REPORT
5. ESTIMATED EARTHWORK QUANTITIES: CUT 137 CY FILL 14 CY. NOTE: EXACT SHRINKAGE, CONSOLIDATION, AND SUBSURFACE FACTORS AND LOSSES DUE TO CLEARING OPERATIONS ARE NOT INCLUDED. ESTIMATED EARTHWORK QUANTITIES ARE BASED UPON THE DIFFERENCE BETWEEN EXISTING GROUND SURFACES AND PROPOSED FINISHED GRADES OR SUBGRADES AS SHOWN ON THE PLAN AND SHOULD VARY ACCORDING TO THESE FACTORS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SITE INSPECTION AND QUANTITY TAKE-OFF AND SHALL BID ACCORDINGLY.
6. THE CONTRACTOR SHALL MAINTAIN DUST CONTROL MEASURES AT ALL TIMES.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SURVEY MARKERS DURING CONSTRUCTION. ALL SUCH ALL SUCH MONUMENTS OR MARKERS SHALL BE RESET AT THE CONTRACTORS EXPENSE.
8. ALL TOP SOIL SHALL BE STOCKPILED FOR LATER DISTRIBUTION OVER THE LOTS AND SLOPES. ALL CUT AND FILL SLOPES ARE TO BE PLANTED OR HYDROSEEDDED AFTER COMPACTION TO PREVENT EROSION.
9. ANY OAK TREES ON SITE SHALL BE PROTECTED DURING CONSTRUCTION. IF THE CONTRACTOR PROPOSES TO REMOVE AN OAK AN APPLICATION SHALL BE FILED WITH THE COUNTY OF SAN LUIS OBISPO FOR APPROVAL.
10. ANY GRADING DONE DURING THE RAINY SEASON OF OCT. 15 THRU APRIL 15 IS SUBJECT TO EROSION CONTROL MEASURES.
11. CONTRACTOR TO INSTALL WATER LINE AT A MINIMUM DEPTH OF 3'
12. CONTRACTOR SHALL NOTIFY COUNTY AND ENGINEER 48 HOURS PRIOR TO INTENTION TO COMMENCE WORK.
13. NEITHER THE OWNER OF THE ENGINEER OF RECORD WILL ENFORCE MEASURES OF REGULATIONS. THE CONTRACTOR SHALL DESIGN, CONSTRUCT AND MAINTAIN ALL SAFETY DEVICES AND SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE, AND FEDERAL REGULATIONS
14. PRIOR TO THE START OF CONSTRUCTION, CONTRACTOR SHALL VERIFY CONFORMING GRADES AND NOTIFY OWNER OF ANY DISCREPANCY
15. ALL FILL AREAS SHALL BE COMPACTED TO REQUIREMENT PROVIDED IN THE SOILS REPORT.
16. CUT AND FILL SLOPES SHALL NOT EXCEED A GRADE OF 2 HORIZONTAL TO 1 VERTICAL.
17. GROUND IMMEDIATELY ADJACENT TO THE FOUNDATION SHALL BE SLOPED AWAY FROM BUILDING AT A SLOPE NOT LESS THAN 1 VERTICAL TO 20 HORIZONTAL (5% SLOPE) FOR A MINIMUM DISTANCE OF 10 FEET. SWALES SHALL BE SLOPED A MINIMUM OF 2% LOCATED WITHIN 10 FEET OF THE BUILDING FOUNDATION. IMPERVIOUS SURFACES WITHIN 10 FEET OF THE BUILDING FOUNDATION SHALL BE SLOPED A MINIMUM OF 2% AWAY FROM THE BUILDING.
18. EXPOSED EARTH ADJACENT TO FOUNDATION SHALL BE 8 INCHES BELOW FINISH FLOOR ELEVATION
19. GRADING OR OTHER CONSTRUCTION ACTIVITIES NOT PROPOSED ON THESE PLANS, OR THAT ARE CONDUCTED OUTSIDE THE LIMITS OF WORK IDENTIFIED ON SHEET C-1 WILL REQUIRE A SEPARATE GRADING PERMIT.
20. SLO CIVIL DESIGN DOES NOT PROVIDE CONSTRUCTION STAKING AND WILL ASSUME NO RESPONSIBILITY FOR IMPROVEMENTS CONSTRUCTED

LEGEND

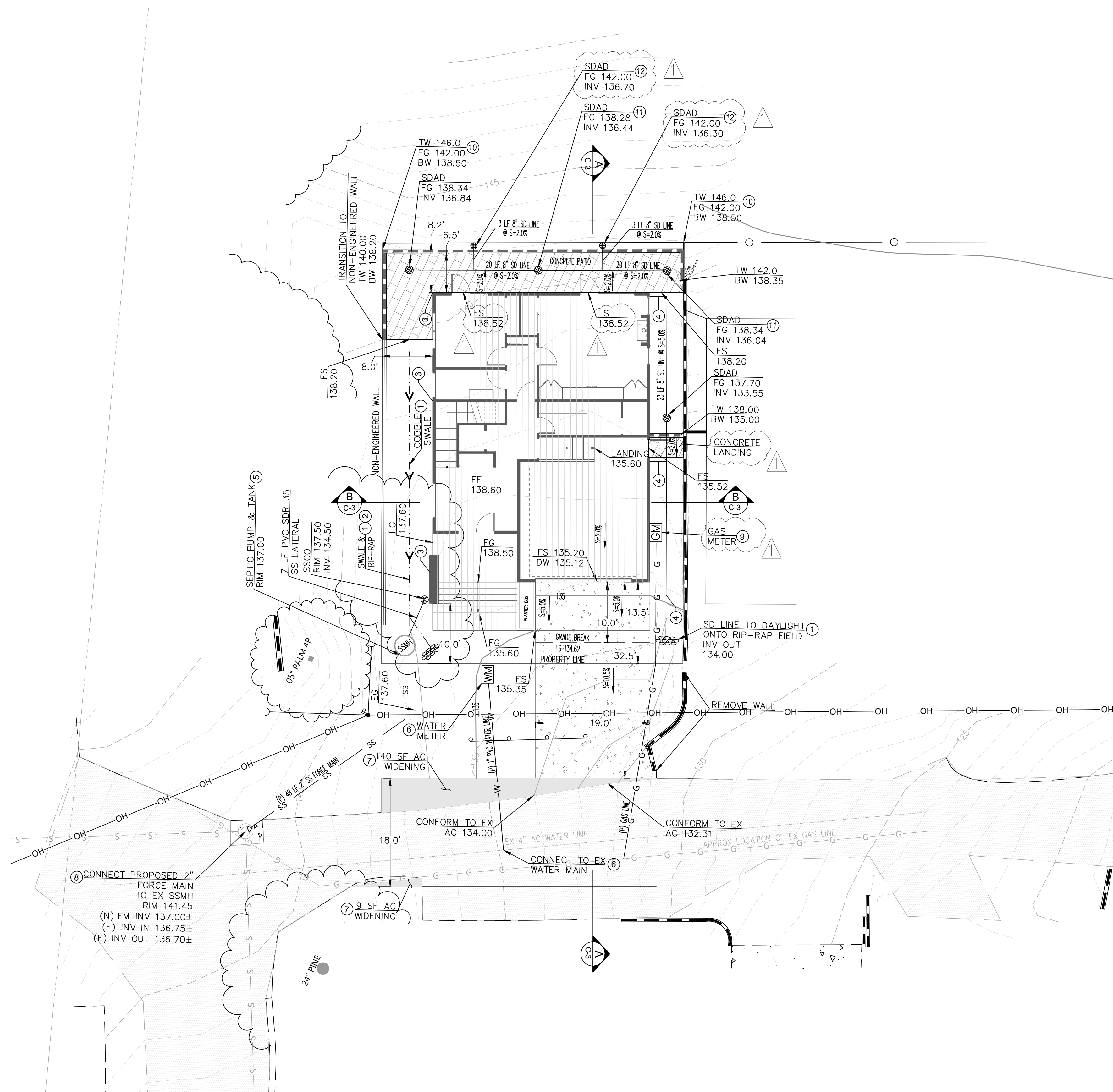
- EXISTING OVERHEAD POWER
- EX MAJOR CONTOUR
- EX MINOR CONTOUR
- PROPOSED MAJOR CONTOUR
- PROPOSED MINOR CONTOUR
- PROPOSED AC ROAD WIDENING
3" AC OVER 6" AGGREGATE BASE
- PROPOSED CONCRETE PATIO - 340 SF
- PROPOSED ROOF - 1840 SF
- PROPOSED DRIVEWAY - 618 SF 6" CONCRETE (3500 PSI MIN STRENGTH) WITH REBAR AT 18" O.C. BOTH WAYS ON TOP OF 2" SAND AND 12" OF NON-EXPANSIVE MATERIAL COMPACTED TO 90%
- PROPOSED WATER LINE
- EXISTING 4" AC WATER LINE
- PROPOSED 2" SS FORCE MAIN
- PROPOSED ELECTRICAL LINE
- DRAINAGE SWALE, SEE DETAIL 1
- RETAINING WALL, SEE PLANS BY OTHERS FOR DETAILS
- PROPOSED WATER METER PER COUNTY STD. DETAIL W-4
- PROPOSED GAS METER

CONSTRUCTION NOTES:

- 1 COBBLE LINED DRAINAGE SWALE PER DETAIL 1 SHEET C-3
- 2 4'X3' DRAINAGE OUTLET CONTROL, PLACE 2) LEVELS OF 6" MINIMUM SIZED ROCK 4' LONG AND 3'WIDE AT DRAINAGE TERMINATION POINTS, SEE DETAIL 2 SHEET C-3
- 3 ROOFTOP DOWNSPOUT- DISCHARGE ONTO SPLASH BLOCKS
- 4 ROOFTOP DOWNSPOUT- CONNECT TO STORM DRAIN LINE
- 5 PRIVATE SEWER SUMP AND PUMP, SEE PLANS BY OTHER FOR SPECIFICATIONS
- 6 3/4" WATER METER AND LATERAL CONNECTION PER COUNTY STD. W-4
- 7 PROPOSED AC ROAD WIDENING 3" AC ON TOP OF 6" BASE, SEE DETAIL 3 SHEET C-3 FOR AC GRIND AND OVERLAY ALONG AC CONFORM
- 8 CONTRACTOR SHALL CONNECT THE PROPOSED PRIVATE FORCE MAIN TO THE EXISTING MANHOLE AT A MINIMUM OF 3" ABOVE THE BOTTOM OF THE MANHOLE (OR SHELF) AND PROVIDE AN INSIDE DROP DIRECTING THE FORCEMAIN TO DISCHARGE ONTO THE SHELF AND POINTED DOWNSTREAM. SEAL THE ANNULAR SPACE OF THE PENETRATION WITH A GASKET AND GROUT TO PREVENT INFLOW AND REPLACE MANHOLE COLLAR AS NEEDED. CALL THE DISTRICT FOR INSPECTION PRIOR TO DIGGING TO SETUP AN INSPECTION SCHEDULE.
- 9 GAS METER, CONTRACTOR SHALL VERIFY LOCATION OF EXISTING GAS MAIN IN GILBERT AVE. PRIOR TO THE START OF CONSTRUCTION.
- 10 SEE RETAINING WALL DETAIL 20/S-3.1 PROVIDED BY ASHLEY & VANCE ENGINEERING FOR ALL RETAINING WALL CONSTRUCTION SPECIFICATIONS
- 11 STORMWATER AREA DRAIN INSTALLED IN FINISHED SURFACES SHALL BE ZURN FD2210 WITH 4" OUTLET CONNECTION OR APPROVED EQUAL
- 12 LANDSCAPE AREA DRAIN SHALL BE 4" NDS SQUARE POLYETHYLENE DRAIN GRATE OR APPROVED EQUAL

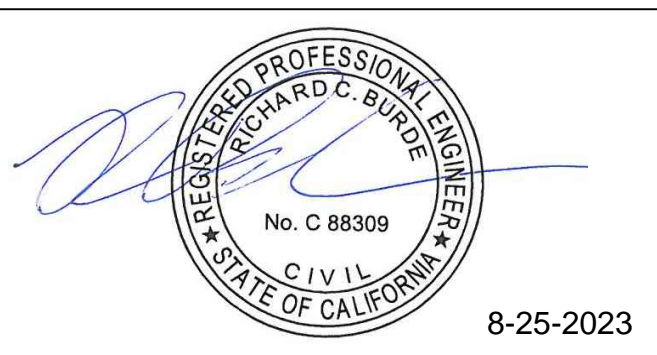
UTILITY NOTES:

1. UTILITY LINES ARE SHOWN IN THEIR APPROXIMATE LOCATIONS. CONTRACTOR SHALL VERIFY LOCATION OF LINES PRIOR TO THE START OF CONSTRUCTION AND NOTIFY SLO CIVIL DESIGN LLC OF ANY DISCREPANCY.
2. ALL UTILITY TRENCHING SHALL BE DONE IN ACCORDANCE WITH DETAIL 1, SHEET C-4
3. ALL STORMDRAIN LINES SHALL BE HDPE OR APPROVED EQUAL



THE USE OF THESE PLANS AND SPECIFICATIONS SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED AND PUBLICATION THEREOF IS EXPRESSLY LIMITED TO SUCH USE. REPRODUCTION OR PUBLICATION BY ANY METHOD, IN WHOLE OR PART, IS PROHIBITED. TITLE TO THE PLANS AND SPECIFICATIONS REMAINS IN THE ENGINEER WITHOUT PREJUDICE. VISUAL CONTACT WITH THESE PLANS AND SPECIFICATIONS SHALL CONSTITUTE PRIMA FACIE EVIDENCE OF THE ACCEPTANCE OF THESE RESTRICTIONS.

REVISIONS:		
DATE	DESCRIPTION	BY:
REVISION #1	08.25.2023	



DATE: DECEMBER 2022
 HORIZ. SCALE: 1"=10'
 VERT. SCALE: NONE
 DESIGNED BY: R.C.B.
 CHECKED BY:
 DRAWN BY: R.C.B.



REFERENCES
24

Grading, Drainage, and Utility Plan

3525 Gilbert Ave - apn# 064-405-010

DECEMBER 2022

SHEET	C-2
OF	5
JOB NO.	22001



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: SEPTEMBER 11, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE A GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY FOR 3280 OCEAN BLVD. (APN 064-423-010)

DISCUSSION

Staff noticed the reconstruction of a deck within the District's easement on this property. The County had issued a permit without a Will-Serve requirement from the District. Staff contacted the County to implement the requirement for the owners to apply for a Will-Serve. Staff video inspected and located the main and found the line to be in good shape. The new deck footings extend deep enough so as not to create loading on the pipe. The Grant of License and exhibits showing the rebuilt deck's location in relation to the District's sewer main are attached.

RECOMMENDATION

Staff recommends that the Board of Directors approve a Grant of License and Agreement Affecting Real Property for 3280 Ocean Blvd. (APN 064-423-010).

RECORDING REQUESTED BY
AND WHEN RECORDED, MAIL TO:

Cayucos Sanitary District
P.O. Box 333
Cayucos, CA 93430-0333

GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY

THIS GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY ("Agreement") is made this **21st day of September, 2023**, by and between **CAYUCOS SANITARY DISTRICT**, a political subdivision of the State of California (the "**DISTRICT**"), and **CYNTHIA K. MCGEE AND TIMOTHY MCGEE** (hereinafter referred to collectively as "**LICENSEE**").

WHEREAS, **LICENSEE** is the owner of real property located at 3280 Ocean Boulevard, Cayucos, California (APN: 064-423-010), more particularly described in Exhibit "A" attached hereto and incorporated herein by this reference (the "Property"); and

WHEREAS, **DISTRICT** is the owner of an existing sewer line easement on the Property recorded on **March 14, 1955 in Book 800, Page 56** of the Official Records of San Luis Obispo County, California; (the "Easement") with an existing sewer pipeline located therein; and

WHEREAS, **LICENSEE** desires to construct certain improvements on the Property which includes **rebuilding a three-story deck and new 30" high post footings, both as generally depicted in Exhibit "B," attached hereto and incorporated herein by this reference (the three-story deck and post footings are collectively referred to as the "Structures")**; and

WHEREAS, the **DISTRICT** is willing to allow construction of the proposed Structures so long as they do not interfere with, or cause damage to, the use, maintenance and operation of the Easement and/or the facilities and improvements located therein.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree as follows:

1. The **DISTRICT** hereby grants to **LICENSEE** a license ("License") to construct the Structures in the Easement, subject to the following terms and conditions:
 - a. Not less than thirty (30) days prior to construction, **LICENSEE** shall submit plans and specifications to the **DISTRICT** for review and written approval.
 - b. During construction, **LICENSEE** shall comply with any instructions and guidance from the **DISTRICT** intended to prevent interference with or damage to the existing sewer line or other District facilities located in the Easement.
 - c. After construction, **LICENSEE** agrees to remove the Structures should the **DISTRICT** so request in order to gain access to or conduct maintenance or repair of the sewer line or appurtenances, or to replace the sewer line or any portion thereof; **LICENSEE** shall remove the Structures within thirty (30) days of written notice, unless the **DISTRICT** notifies **LICENSEE** of an emergency necessitating removal in a shorter time period. Should **LICENSEE** fail to remove the Structures within the time frame specified by the **DISTRICT**, the **DISTRICT**, in its sole discretion, may elect to remove the Structures and any other encumbrances affecting the Easement or facilities therein and recover all costs and expenses for such removal from **LICENSEE**.

d. **LICENSEE** agrees to pay for any and all costs for the maintenance, repair or replacement of the sewer line located in the Easement resulting from or caused by, in whole or in part, the design, construction, location or use of the Structures within the easement.

2. **LICENSEE** agrees to hold harmless and indemnify the **DISTRICT** from any and all liabilities, damages, costs, claims, causes of action, complaints or proceedings of any kind or nature arising or alleged to arise from the design, construction, location or use of the Structures by **LICENSEE**, his agents, contractors, assigns or successors in interest, of any kind.

3. The **DISTRICT** may immediately revoke this License, without notice, for a breach of or failure to comply with any of the terms and conditions set forth herein; the **DISTRICT** may revoke this License without cause upon sixty (60) days written notice to **LICENSEE**.

4. This Agreement shall be binding upon the successors in interest of any kind to the Property.

5. In the event of legal action to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover their costs, including reasonable attorney fees.

IN **WITNESS WHEREOF**, the parties have executed this Agreement on the day and year first written above.

CAYUCOS SANITARY DISTRICT:

LICENSEE:

By: _____
Robert B. Enns
President of the Board of Directors

Cynthia K. McGee

ATTEST:

Rick Koon
District Secretary

Timothy McGee

Approved as to Form:
CARMEL & NACCASHA LLP

Timothy J. Carmel, District Counsel

[All signatures must be notarized]

Exhibit A

LEGAL DESCRIPTION

Real property in the City of Cayucos, County of San Luis Obispo, State of California, described as follows:

PARCEL 1:

THOSE PORTIONS OF LOTS 10 AND 11 IN BLOCK 47 OF MORRO STRAND UNIT NO. 3, IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, AS DELINEATED ON THE MAP RECORDED DECEMBER 6, 1928 IN BOOK 3 PAGE 112 OF MAPS, RECORDS OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHERLY CORNER OF SAID LOT 11; THENCE (1) ALONG THE NORTHWESTERLY LINE OF SAID LOTS, SOUTH 66° 28' 30" WEST, 100.97 FEET; THENCE (2) SOUTH 23° 31' 21" EAST, 35.00 FEET TO A INTERSECTION WITH THE SOUTHWESTERLY PROLONGATION OF THE SOUTHEASTERLY LINE OF SAID LOT 11; THENCE (3) ALONG SAID SOUTHWESTERLY PROLONGATION AND SAID SOUTHEASTERLY LINE, NORTH 66° 28' 30" EAST, 94.54 FEET TO THE EASTERLY CORNER OF SAID LOT 11; THENCE (4) ALONG THE NORTHEASTERLY LINE OF LAST SAID LOT, NORTH 13° 06' 30" WEST, 35.59 FEET TO THE POINT OF BEGINNING.

PARCEL 2:

THAT PORTION OF THE SOUTHEASTERLY 25 FEET OF CORONADO AVENUE, IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, AS SHOWN ON THE MAP OF MORRO STRAND UNIT 3 FILED IN BOOK 3, PAGE 112 OF MAPS, SAN LUIS OBISPO COUNTY RECORDS, LYING EASTERLY OF THE EASTERLY LINE OF THE STATE HIGHWAY 1, ROAD V-SLO-56-C, AS SHOWN ON PAGE 649 OF THE STATE HIGHWAY MAP BOOK ON FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPTING ANY PORTION OF SAID COUNTY ROADS LYING WITHIN PARCEL 8 OF THE RELINQUISHMENT SHOWN ON THE SAID PAGE OF THE STATE HIGHWAY MAP BOOK.

PARCEL 3:

LOT 12 IN BLOCK 47 OF MORRO STRAND UNIT NO. 3, IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, ACCORDING TO MAP RECORDED IN BOOK 3 PAGE 112 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

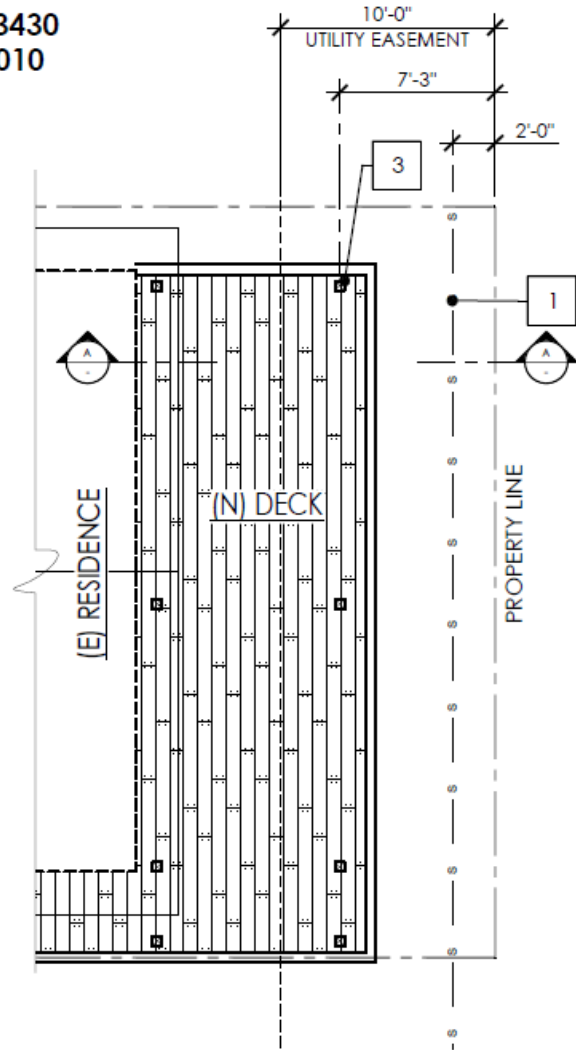
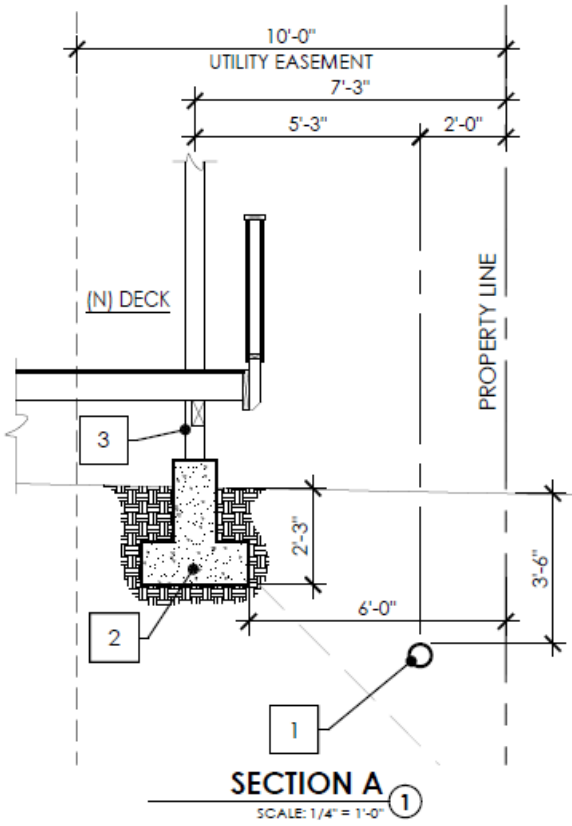
APN: 064-423-024 and 064-423-010

Exhibit B

3280 Ocean Blvd
 Cayucos, CA 93430
 APN: 064-423-010

KEYNOTES

1. (E) 6" SEWER MAIN
2. (N) 30" SQ. POST FOOTING
3. (N) 6X6 POST





CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: SEPTEMBER 11, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO AMEND THE FY 23/24 CIP BUDGET TO CARRY OVER THE FY 22/23 CIP BUDGET'S CHANEY-TO-TORO MAIN LINE REPLACEMENT PROJECT IN THE AMOUNT OF \$35,000

DISCUSSION

This item was originally included in the FY 2022/2023 CIP Budget for the preliminary design of and encroachment permit submittal to Caltrans for the replacement of the two 12" mains from Chaney Ave. to Toro Creek Rd. The preliminary design has been reviewed by staff and the Encroachment Permit Application has been signed by staff. Final design corrections are being completed, then Caltrans will receive the Encroachment Permit Application.

As staff anticipates the Caltrans approval process to be lengthy, staff requests that this project be carried over into the 2023/2024 fiscal year budget.

RECOMMENDATION

Staff recommends that the Board of Directors amend the FY 23/24 CIP Budget to carry over the FY 22/23 CIP Budget's Chaney-To-Toro Main Line Replacement Project in the amount of \$35,000.



Cayucos Sanitary District

Capital Improvement Projects

FY 23/24

Proposed Amendment

AGENDA ITEM:

8

Sewer Main Repairs

\$ 75,000.00

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

Design of the Chaney to Toro Main Line Replacement (carryover from FY22/23)

\$ 35,000.00

The project will replace the two 12" VCP lines between Chaney and Toro Creek Road with a single 36" PVC pipe. This phase will include the preliminary design, CalTrans permit submittal and preliminary cost estimates based upon the permit conditions of approval.

Generator & Building Improvements

\$ 35,000.00

During times of electric instability, it is important for the main office to maintain connectivity. This project would allow for pouring of a concrete pad, installation of the generator, and landscaping replanting as appropriate.

IT- Computer/Server Upgrades

\$ 6,000.00

The District's IT provider will upgrade each of the administrative servers and the operating systems of several workstations as necessary for security and optimization.

CSWP Projects

Outfall Inspection and Buoy Replacement

\$ 50,000.00

As part of our regulatory permitting, the outfall line, diffuser and buoys must be inspected every three years, with an inspection report provided to the permitting agencies. Longitude 123, Inc., would create the report utilizing subcontracted divers to perform the underwater inspection.

RWQCB/CCC Recycled Water Program

\$ 20,000.00

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

Lift Station #5 Pump

\$ 20,000.00

This project will provide another 11 HP pump so that we will have two in operation while the third is being serviced.

WRRF UV Changeout

\$ 50,000.00

Our operating permit requires that the UV bulbs and wiper assemblies be replaced after 12,000 hours of operation, which will occur this fiscal year.

Total CIP Budget

\$ 291,000.00