



# CAYUCOS SANITARY DISTRICT

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

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

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
THURSDAY, MARCH 21, 2024 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 state your name 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 February 15, 2024 Board of Directors Regular Meeting **Pg. 1**

**B. Financial Reports: February 2024**

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

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

**A. District Manager's Report: February 2024 **Pg. 10****

**B. New Will-Serves: February 2024**

- 36 Ash Ave. / Chivens / 064-112-042 / ADU New
- 75, 79 Pacific Ave. / Riggle / 064-122-015 / SFR Remodel
- 849 Pacific Ave. / Mathias / 064-152-010 / SFR Demo/Rebuild
- 2790 Richard Ave. / Hall / 064-204-063 / SFR New

**Extended Will-Serves:**

None

**Finalized Will-Serves:**

None

**Grants of License:**

None

**5. DISCUSSION AND CONSIDERATION TO APPROVE A REVISION TO THE FY 23/24 CIP BUDGET IN THE AMOUNT OF \$35,370.59 TO PURCHASE A PUMP FOR LIFT STATION 1 Pg. 13**

**6. DISCUSSION AND CONSIDERATION TO ALLOW STAFF TO AMEND THE EMPLOYEE POLICY HANDBOOK IN ACCORDANCE WITH LEGALLY MANDATED REQUIREMENTS AND CSDA-RECOMMENDED BEST PRACTICES, SUBJECT TO BOARD REVIEW AND APPROVAL OF STAFF-RECOMMENDED MODIFICATIONS Pg. 15**

**7. 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.

**8. FUTURE SCHEDULED MEETINGS**

- April 18, 2024 – Regular Board Meeting
- May 16, 2024 – Regular Board Meeting
- June 20, 2024 – Regular Board Meeting

**9. 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.cayucosd.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.

---



## CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333

Cayucos, CA 93430

(805) 995-3290

[www.cayucossd.org](http://www.cayucossd.org)

### GOVERNING BOARD

R. Enns, President

S. Lyon, Vice-President

H. Miller, Director

J. Curti, Director

M. Shopshear, Director

## BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, FEBRUARY 15, 2024 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

### 1. ESTABLISH QUORUM AND CALL TO ORDER

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

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

**Directors absent:** Director Hannah Miller

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

#### A. Meeting Minutes

1. Approval of minutes for the January 18, 2024 Board of Directors Regular Meeting

#### B. Financial Reports: January 2024

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 Lyon, to approve items on the Consent Calendar as prepared. Motion was seconded by Shopshear.

**VOTE:** 4-0 Motion passed

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

#### A. District Manager's Report: January 2024

#### B. New Will-Serves: January 2024

- 1101 S Ocean Ave. / Talbot / 064-161-025 / Retaining Wall & SFR Addition
- 25 20th St. / Mulholland / 064-233-010 / SFR Addition
- 343 Taft Ave. / Beberian / 064-042-005 / ADU New
- 125 Obispo Ave. / Bianche / 064-202-005 / SFR Remodel

#### Extended Will-Serves:

- 2865 Ocean Blvd. / Teixeira / 064-206-052 / SFR Remodel

**Finalized Will-Serves:**

- 1101 S Ocean Ave. / Talbot / 064-161-025 / Retaining Wall & SFR Addition
- 2622 Studio Dr. / Buell / 064-254-018 / SFR Remodel

**Grants of License:**

None

**Continue-to-Serves:**

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

Manager Koon gave a summary of the previous months' activities. Director Miller joined the meeting at 5:06 p.m.

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

**Items 4.A – B were received and accepted.**

**5. DISCUSSION AND CONSIDERATION TO APPROVE THE UPDATED EMPLOYEE POLICY HANDBOOK**

Manager Koon provided a summary of the proposed changes to the policy handbook, highlighting the study staff performed on the longevity pay policy at comparable agencies. Director Curti requested confirmation that staff will be required to sign their acknowledgement of the proposed changes, and Administrative Accounting Manager Gayle Good confirmed that staff would be required to sign once approved. Director Miller suggested increasing the one-time award amount, and Director Shopshear agreed. Director Lyon wondered if the topic should be discussed during a Budget Committee Meeting, and Administrative Accounting Manager Gayle Good pointed out that since they will only be rare, one-time payouts in a relatively small amount, it doesn't need to be a line item in future budgets.

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

**MOTION:** 1st by Miller, to approve the updated Employee Policy Handbook as presented except for a revision to the Longevity Pay Policy increasing the one-time award amount to \$2,500, and with the right to implement legally mandated changes as necessary, but subject to Board approval for additional changes. Motion was seconded by Lyon.

**VOTE: 5-0** Motion passed

**6. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)** involving one (1) case. Name of case: Walter v. Cayucos Sanitary District, et al.

President Enns announced that the Board would transition to Closed Session at 5:34 p.m. Director Miller recused herself due to a potential conflict of interest.

Board members present during Closed Session: President Robert Enns, Vice-President Shirley Lyon, Director Curti and Director Shopshear.

Board members absent during Closed Session: Director Hannah Miller

Staff members present during Closed Session: District Manager Rick Koon

Open Session reconvened at 6:14 p.m.

**Items to report from Closed Session: None**

**7. BOARD MEMBER COMMENTS**

None

## 8. FUTURE SCHEDULED MEETINGS

- March 21, 2024 – Regular Board Meeting
- April 18, 2024 – Regular Board Meeting
- May 24, 2024 – Regular Board Meeting

## 9. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

### Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi  
Administrative Services Manager



# CAYUCOS SANITARY DISTRICT

## Monthly Financial Report

### FY 2023/2024

## Cash, Savings and Investments

### February 2024

<b>Bank Accounts</b>	<b>Current Balance</b>
Wells Fargo - General Checking	\$1,387,699
Wells Fargo - CIP	\$605,415
Wells Fargo - Standby	\$244,711
Wells Fargo - USDA	\$510,715
Petty Cash	\$175
LAIF	\$8,862
<b>Total</b>	<b>\$2,757,577</b>
<b>Investment Accounts</b>	
CalTrust	\$2,581,199
Cetera Cash/MM	\$21,823
Cetera Treasury/Securities	\$46,192 *
<b>Total</b>	<b>\$2,649,214</b>
 <b>Grand Total</b>	 <b>\$5,406,791</b>
MCD Wells Fargo Deposit CD	\$25,000 **

\* Fixed Income

\*\* Franchise Deposit on Hold

## Check Registers - Payments Only February 2024

Date	Num	Name	Amount
02/01/2024		QuickBooks Payroll Service	-23,774.29
02/02/2024	DD02022405	HOOPER, SARAH L	0.00
02/02/2024	DD02022401	ARIAS, MANUEL	0.00
02/02/2024	DD02022404	GOOD, GAYLE	0.00
02/02/2024	DD02022406	HUNT, TRAVIS D	0.00
02/02/2024	DD02022408	LAKEY, NICK E	0.00
02/02/2024	DD02022409	LESSI, AMY M	0.00
02/02/2024	DD02022411	OWENS, JUSTIN D	0.00
02/02/2024	DD02022403	CURTI, JOHN H.	0.00
02/02/2024	24160	ENNS, ROBERT	-91.25
02/02/2024	24161	LYON, SHIRLEY A	-91.25
02/02/2024	DD02022410	MILLER, HANNAH P	0.00
02/02/2024	DD02022412	SHOPSHEAR, MICHAEL J.	0.00
02/02/2024	DD02022402	COLLINS, JONATHAN W	0.00
02/02/2024	DD02022407	KOON, RICHARD L	0.00
02/02/2024	EDD020224	EDD	-2,057.20
02/02/2024	FED020224	US TREASURY	-9,416.98
02/02/2024	PERS020224	CALPERS (RETIREMENT)	-5,810.00
02/02/2024	DEF020224	CALPERS (RETIREMENT)	-1,225.00
02/02/2024	24162	QUICK TECH COMPUTERS	-1,650.50
02/02/2024	24163	USA BLUE BOOK	-45.42
02/02/2024	24164	XYLEM WATER SOLUTIONS U.S.A., INC.	-583.51
02/05/2024	HLTH020524	CALPERS (HEALTH)	-17,775.70
02/05/2024	60275924031	ALLIED ADMINISTRATORS FOR DELTA DEN	-914.10
02/06/2024	24165	OWENS, JUSTIN D (emergency hotel)	-88.77
02/06/2024	24166	ARIAS, MANUEL (emergency hotel)	-97.03
02/06/2024	24167	ABALONE COAST ANALYTICAL, INC.	-3,002.60
02/06/2024	24168	AMAZON	-177.10
02/06/2024	24169	AQUAFIX	-7,198.86
02/06/2024	24170	KITZMAN WATER	-80.00
02/06/2024	24171	MINER'S ACE HARDWARE	-504.57
02/06/2024	24172	MISSION UNIFORM SERVICE	-691.89
02/06/2024	24173	SPEEDY COASTAL MESSENGER, INC.	-730.00
02/06/2024	24174	COASTAL ROLL OFF SERVICE	-4,113.92
02/06/2024	24175	MISSION COUNTRY DISPOSAL - WRRF	-288.66
02/06/2024	24176	MORRO ROCK MUTUAL WATER CO. UTILIT'	-75.51
02/06/2024	24177	ULINE	-553.00
02/08/2024	24178	INTEGRATED WASTE MANAGEMENT ASSN	-360.00
02/08/2024	11576 (CIP)	WATER SYSTEMS CONSULTING, INC.	-4,650.00

Date	Num	Name	Amount
02/08/2024	11577 (CIP)	WATER SYSTEMS CONSULTING, INC.	-2,372.50
02/09/2024	24179	PATHIAN ADMINISTRATORS	-226.40
02/09/2024	EFT184001	PG&E LS#1	-1,046.06
02/09/2024	EFT187231	PG&E LS#2	-1,937.16
02/09/2024	EFT189621	PG&E LS#3	-322.44
02/09/2024	EFT191651	PG&E LS#4	-742.78
02/09/2024	EFT197141	PG&E LS#5	-2,591.26
02/09/2024	EFT199001	PG&E OFFICE	-284.43
02/09/2024	EFT200611	PG&E WELL	-32.30
02/09/2024	EFT303251	PG&E WRRF	-4,687.32
02/13/2024	24180	CALNET3	-493.17
02/13/2024	24181	CARMEL & NACCASHA, LLP	-1,138.31
02/13/2024	24182	CHARTER INTERNET	-951.08
02/13/2024	24183	GREENVALE TREE COMPANY	-2,100.00
02/13/2024	24184	TESCO CONTROLS, LLC	-430.00
02/13/2024	24185	WATER SYSTEMS CONSULTING, INC.	-1,216.60
02/15/2024		QuickBooks Payroll Service	-23,454.99
02/15/2024	24186	CSA 10A SLO CO PW LS#3	-217.79
02/15/2024	24187	CSA 10A SLO CO PW LS#4	-217.79
02/15/2024	24188	FIRSTNET (AT&T)	-427.11
02/15/2024	24189	REC SOLAR	-7,499.75
02/16/2024	DD02162401	ARIAS, MANUEL	0.00
02/16/2024	DD02162402	COLLINS, JONATHAN W	0.00
02/16/2024	DD02162403	GOOD, GAYLE	0.00
02/16/2024	DD02162404	HOOPER, SARAH L	0.00
02/16/2024	DD02162405	HUNT, TRAVIS D	0.00
02/16/2024	DD02162406	KOON, RICHARD L	0.00
02/16/2024	DD02162407	LAKEY, NICK E	0.00
02/16/2024	DD02162408	LESSI, AMY M	0.00
02/16/2024	DD02162409	OWENS, JUSTIN D	0.00
02/16/2024	FED021624	US TREASURY	-9,356.46
02/16/2024	EDD021624	EDD	-2,039.21
02/16/2024	PERS021624	CALPERS (RETIREMENT)	-5,810.00
02/16/2024	DEF021624	CALPERS (RETIREMENT)	-1,225.00
02/20/2024	24190	OWENS, JUSTIN D (safety boots)	-195.70
02/20/2024	24191	BUSINESS CARD 5401	-317.31
02/20/2024	24192	KITZMAN WATER	-350.00
02/20/2024	24193	RUTAN & TUCKER, LLP	-1,424.50
02/21/2024		QuickBooks Payroll Service	-4,238.41
02/21/2024		QuickBooks Payroll Service	-1,920.51
02/21/2024	24194	EXECUTIVE JANITORIAL	-225.00
02/21/2024	24195	GRAINGER	-589.00
02/22/2024	DD02222401	COLLINS, JONATHAN W	0.00
02/22/2024	DD02222402	LAKEY, NICK E	0.00
02/22/2024	DD02222403	COLLINS, JONATHAN W	0.00
02/22/2024	EDD022224	EDD	-183.74



Date	Num	Name	Amount
02/22/2024	FED022224	US TREASURY	-1,408.66
02/23/2024	24196	SOCAL GAS	-61.09
02/27/2024	24199	HUNT, TRAVIS D (safety boots)	-222.93
02/28/2024	24200	COASTAL COPY, INC	-65.64
02/28/2024	24201	CWEA	-221.00
02/28/2024	24202	EXXONMOBIL	-432.49
02/28/2024	24203	WELLS FARGO VENDOR FIN SERV	-350.96
02/29/2024		QuickBooks Payroll Service	-23,955.71
<b>Total Operating Expenses</b>			<b>-\$193,029.67</b>

## Budget vs. Actual February 2024

AGENDA ITEM: <b>3.B.3</b>
------------------------------

	Current Month	YTD Actual Rev/Exp	Approved Budget 23/24	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Sewer Income	259,759	2,134,961	3,176,150	67%
Will Serve Income	16,850	55,230	88,200	63%
Rental Income	-	36,785	42,600	86%
Solid Waste Income	21,184	90,048	127,600	71%
SLOCO Tax Assessments	42,948	784,154	1,178,400	67%
Banking Interest Income	1,389	7,383	3,500	211% *
Investment Interest	8,340	66,312	20,000	332% *
Other Income	-	-	4,600	0%
<b>Total Income</b>	350,471	3,174,872	4,641,050	68%
<b>Expenses</b>				
<b>Payroll Expenses</b>				
Administrative Payroll	31,777	268,156	413,300	65%
Collections Payroll	17,473	104,635	186,750	56%
Treatment Payroll	30,958	212,476	316,350	67%
Director Payroll	500	2,500	8,000	31%
Vested Benefits	314	2,440	3,800	64%
Admin Payroll Taxes & Benefits	10,420	90,997	137,600	66%
Collections Payroll Taxes & Benefits	9,767	66,129	115,900	57%
WRRF Payroll Taxes & Benefits	9,673	93,478	147,200	64%
Director Payroll Taxes & Benefits	38	191	600	32%
<b>Total Payroll &amp; Benefits</b>	110,920	841,002	1,329,500	63%
<b>Operating Expenses</b>				
Special Projects	-	-	13,000	0%
Administrative Operating Expenses	211,754	735,864	908,475	81%
Collections Operating Expenses	7,592	93,833	252,550	37%
Treatment Operating Expenses	104,362	995,204	1,603,900	62%
<b>Total Operating Expenses</b>	323,708	1,824,902	2,777,925	66%
<b>Total Expenses</b>	434,628	2,665,904	4,107,425	65%
<b>Net Income</b>	<b>(84,158)</b>	<b>508,968</b>	<b>533,625</b>	

\* Increase in rates and bond market.

## Capital Improvement Projects Budget February 2024

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

	Current Month	YTD Actual Rev/Exp	Approved Budget 23/24	% of Budget
<b>Collection Improvements</b>				
Sewer Main Repairs	0.00	0.00	75,000.00	0%
Chaney to Toro Main Replacement	4,650.00	28,357.50	35,000.00	94%
<b>Lift Station #5</b>				
Spare Pump	0.00	18,569.08	20,000.00	93%
<b>Main Admin</b>				
Computers/Server Upgrades	0.00	639.50	6,000.00	11%
Generator Installation	0.00	0.00	35,000.00	0%
<b>RWQCB Recycled Water Program</b>	2,372.50	0.00	20,000.00	12%
<b>WRRF Improvements</b>				
Outfall Inspection & Buoy Replacement	0.00	37,235.00	50,000.00	74%
UV Bulb Replacement	0.00	52,702.10	50,000.00	105%
<b>Total Capital Improvements</b>	<b>\$7,022.50</b>	<b>\$137,503.18</b>	<b>\$291,000.00</b>	<b>50%</b>



# CAYUCOS SANITARY DISTRICT STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** RICK KOON, DISTRICT MANAGER  
**DATE:** MARCH 13, 2024  
**SUBJECT:** MONTHLY MANAGER'S REPORT: FEBRUARY 2024

## ADMINISTRATIVE

- We now have 330 customers enrolled in E-Billing and 723 on Auto-Pay (ACH).
- Staff completed the Special District Leadership Foundation's (SDLF's) Transparency Challenge for a discount on the District's insurance premiums.
- On March 2<sup>nd</sup> at 11:35 pm, the treatment plant had a power brownout which affected the SCADA computers (but not the backup generator). The SCADA system rebooted itself but failed to send alarms out by text message. This caused a 78,000 gallon overflow which was completely contained onsite. All treatment and collections staff responded in the morning to participate in the cleanup. We also had a SCADA technician modify the program to send out multiple alarms. Staff filed the appropriate reports for an unauthorized discharge. All 78,000 gallons are being recovered and returned to the EQ basin.
- Board President Enns and District Manager Koon met onsite with Cayucos-Morro Bay Cemetery District representatives to walk the proposed property lines. A map showing the new proposed lot lines is attached.
- Gilbert annexations: The County sent an email asking where the District gathered its data on the higher-than-average revenue per square foot for homes in Cayucos. We sent them recent MLS (Multiple Listing Service) data which shows the average square foot in Cayucos is valued at approximately 3 times more than the County average.

## CAPITAL PROJECTS

- Staff researched Lift Station 1 pump replacements.
- Staff researched a new portable line inspection camera, reel, and monitor.

## OPERATIONS & MAINTENANCE: FEBRUARY 2024

**CIP:** Ordered new spare pump for Lift Station 1 from Xylem with a spacer kit to adapt 4" flange on the new pump to fit the 6" flange in the wet well.

### 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 5,248 feet of main lines, including the downtown areas
- Participate in Vector Training Solutions for SDRMA
- Respond to 20 USAs
- Landscape maintenance duties surrounding the downtown shop and lift stations
- Cleared every rain catch in town and inspected all the manholes that had one
- Added rain catches to about 12 manholes that didn't have one that could use one
- Added a bunch of sandbags along the gate at Lift Station 1 to prevent debris from washing through our station during storms; rehab the drain culvert that runs along front of Lift Station 1 to keep water from puddling up and going stagnant
- Reached out to Pro3 Automation to begin troubleshooting why we have Comms Fail Alarms at our lift stations regularly
- Contacted AT&T during an issue with dial tone at Lift Station 3; we have new contacts for them now, updated the sheets in the binders to reflect changes
- Coordinated with the County to remove pier pylon that ended up resting on the supports of our creek crossing sewer main on D St.
- Made updates to the District's Diamond Map (the interactive map on the District's website)

### Call Outs:

**2/1 1:22 AM** At Lift Station 1, JC received High Water Alarm. The lower performing pump fell behind briefly and the station hit high water before the second pump kicked on. The station was immediately pumped down once the lag pump kicked on and there were no further issues.

**2/4 8:25 AM** JO received calls from Lift Stations 1,2,3, and 4 as all of town lost power briefly causing the generators to run. Lift Station 3 had a pump running while this happened, which caused a small breaker in the cabinet to trip, which wouldn't let the pumps run. Went to Lift Station 3 to reset this breaker after receiving high water call from Lift Station 3, after the initial power fail calls. Reset all dialers and all stations were back in normal operation.

## WATER RESOURCE RECOVERY FACILITY: FEBRUARY 2024

### Daily Operations of Note:

- Completed all quarterly, monthly, weekly, and daily maintenance tasks
- Exercised generator and fire pump
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Completed all Monthly and Annual Reports
- Started using SmartBOD nutrient supplement for plant biology on February 1
- Potable water communications failed February 4 during storm
- Cleaned UV vessels with citric acid on February 8
- Cleaned hypochlorite injection quill (to recycled water) on February 12
- Flushed potable water tank on February 13
- Replaced solenoid valve for MOS 3 February 20
- SWRCB staff here for a tour on February 22
- MOS 1 ACIP February 27
- MOS 1 HCIP February 28
- Repaired solenoid valve on MOS 1 February 29

### WRRF Influent

- Highest flow day February 19<sup>th</sup>: **1,077,576 gallons**
- Average influent for February: **428,900 gallons per day**
- Total influent for February: **12.44 million gallons**

### WRRF Effluent

- Highest Flow day February 19<sup>th</sup>: **964,966 gallons**
- Average effluent for February: **419,570 gallons per day**
- Total effluent for February: **12.17 million gallons**

AGENDA ITEM:  
**4**





# CAYUCOS SANITARY DISTRICT STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** RICK KOON, DISTRICT MANAGER  
**DATE:** MARCH 13, 2024  
**SUBJECT:** DISCUSSION AND CONSIDERATION TO APPROVE A REVISION TO THE FY 23/24 CIP BUDGET IN THE AMOUNT OF \$35,370.59 TO PURCHASE A PUMP FOR LIFT STATION 1

## DISCUSSION

Earlier this year, staff noticed a Lift Station 1, 6" pump making noise and sent it off to Xylem for a repair quote. A backup pump was put in its place. Xylem came back with a repair quote of over \$27,000. Staff asked for a new pump quote.

Xylem no longer makes the same model 6" pump and only makes the pump we need in 4".

The 4" model was quoted at \$24,000. Additionally, we need an adaptor kit to go from 4" to 6". We also have a failed adaptor in Lift Station 4 that needs to be replaced.

The total of \$35,370.59 includes a new 4" pump, 2 adaptor kits, startup on the new pump and applicable sales tax.

Staff feels it is worth the expense of the adaptor kits as many of the pump manufacturers are going to smaller, higher efficiency pumps. Without the adaptor kits, the District would have to replace stand pipes and valving to accommodate the 4" pumps.

Staff would like to revise the 23/24 CIP Budget to include a new line item for a Lift Station 1 pump for \$35,370.59 and reduce the \$75,000 Sewer Main Repair line item by \$35,370.59 to compensate.

## RECOMMENDATION

Staff recommends that the Board of Directors approve a revision to the FY 23/24 CIP Budget to purchase a pump for Lift Station 1 in the amount \$35,370.59.



# Cayucos Sanitary District

## Capital Improvement Projects

### FY 23/24

AGENDA ITEM:

5

*Approved as amended September 21, 2023*

## Proposed Budget Amendments for 3/21/2024

	Approved Budget	Spent to date	Proposed Budget
<p><b>Sewer Main Repairs</b></p> <p>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.</p>	<b>\$ 75,000.00</b>	<b>\$ -</b>	<b>\$ 39,629.41</b>
<p><b>Design of the Chaney to Toro Main Line Replacement (carryover from FY22/23)</b></p> <p>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.</p>	<b>\$ 35,000.00</b>	<b>\$ 34,226.25</b>	<b>\$ 35,000.00</b>
<p><b>Generator &amp; Building Improvements</b></p> <p>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.</p>	<b>\$ 35,000.00</b>	<b>\$ -</b>	<b>\$ 35,000.00</b>
<p><b>IT- Computer/Server Upgrades</b></p> <p>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.</p>	<b>\$ 6,000.00</b>	<b>\$ 639.50</b>	<b>\$ 6,000.00</b>
<p><b>Lift Station #1 Replacement Pump</b></p> <p>Replacement of failed pump, including adaptor kits for both LS1 and LS4.</p>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,370.59</b>
<p><b>CSWP Projects</b></p> <p><b>Outfall Inspection and Buoy Replacement</b></p> <p>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.</p>	<b>\$ 50,000.00</b>	<b>\$ 37,235.00</b>	<b>\$ 50,000.00</b>
<p><b>RWQCB/CCC Recycled Water Program</b></p> <p>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.</p>	<b>\$ 20,000.00</b>	<b>\$ 2,937.50</b>	<b>\$ 20,000.00</b>
<p><b>Lift Station #5 Pump</b></p> <p>This project will provide another 11 HP pump so that we will have two in operation while the third is being serviced.</p>	<b>\$ 20,000.00</b>	<b>\$ 18,569.08</b>	<b>\$ 20,000.00</b>
<p><b>WRRF UV Changeout</b></p> <p>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.</p>	<b>\$ 50,000.00</b>	<b>\$ 52,702.10</b>	<b>\$ 50,000.00</b>
<b>Total CIP Budget</b>	<b>\$ 291,000.00</b>	<b>\$ 146,309.43</b>	<b>\$ 291,000.00</b>





# CAYUCOS SANITARY DISTRICT STAFF REPORT

**TO: BOARD OF DIRECTORS**

**FROM: RICK KOON, DISTRICT MANAGER**

**DATE: MARCH 13, 2024**

**SUBJECT: DISCUSSION AND CONSIDERATION TO ALLOW STAFF TO AMEND THE EMPLOYEE POLICY HANDBOOK IN ACCORDANCE WITH LEGALLY MANDATED REQUIREMENTS AND CSDA-RECOMMENDED BEST PRACTICES, SUBJECT TO BOARD REVIEW AND APPROVAL OF STAFF-RECOMMENDED MODIFICATIONS**

## DISCUSSION

This agenda item is intended to clarify the motion made for Agenda Item #5 in the February 2024 Board meeting regarding Board involvement in updates to the Employee Policy Handbook.

Upon staff's review of the previous motion, staff would like to clarify which handbook updates can be completed without Board approval, and which updates should require Board approval.

This motion will allow staff to make routine changes that are required by legal mandates, and to incorporate CSDA-recommended best practices, without Board approval. CSDA best practice recommendations are vetted by their legal team, and three examples are attached for your review.

Any staff-recommended changes will be brought to the Board for approval. Staff-recommended changes are typically in response to situations that occur in which District administration feels better definition in a policy is required for all employees to follow.

## RECOMMENDATION

Staff recommends that the Board of Directors allow staff to amend the Employee Policy Handbook in accordance with legally mandated requirements and CSDA-recommended best practices, subject to board review and approval of staff-recommended modifications.

# Cayucos Sanitary District

## POLICY HANDBOOK

## Communications & Technology

**POLICY TITLE:** California Public Records Act Response Procedures

**POLICY NUMBER:** 1110

**ADOPTION DATE:**

The California Public Records Act (Government Code § ~~6250-7920.000~~ et seq.) grants California residents important rights to obtain access to records held by public agencies. Cayucos Sanitary District adopted this policy to clarify how it will respond to requests for records under the Public Records Act.

**1110.1** All requests for public records may be made in writing or orally, in person or by phone. In general, a written request is preferable to an oral request because it provides a record of when the request was made and what was requested, and helps the District respond in a more timely and thorough manner.

**1110.2** ~~District S~~staff will respond to all requests as soon as possible after they are received, but not later than ~~the 10-day period~~10 days after receipt of the request to either state whether the District has responsive records, or request an extension of up to 14 days to make that determination pursuant , or extensions thereof, provided by Government Code § ~~62537922.535~~.

- a) ~~District S~~staff shall review each request and determine whether it seeks identifiable records and, if not, ~~District~~ staff shall help the requestor identify records responsive to the request.
- b) ~~District S~~staff shall request all ~~Directors-Board members and District staff~~ who may have the records requested to search their files. ~~Board members and District staff must and~~ report whether they have the records and, if so, when the records can be made available to the requestor.
- c) ~~District S~~staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. ~~As the Public Records Act requires, I~~to the extent feasible, ~~District~~ staff will provide suggestions to overcome any practical basis for denying access to the records sought.
- d) If a request is made for copies of records, ~~District~~ staff shall also advise the requestor of the estimated copying cost. The District shall make any disclosable records it holds in electronic format available in such format when requested.
- e) The person requesting the copies shall pay the charges for the requested copies established by the Board (see Fee Schedule, Appendix "F"). ~~District S~~staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.

**1110.3** In accordance with the Public Records Act, ~~the administrative~~~~District~~ staff will provide specific, identifiable records but will not research records for particular types of information, as distinct from records, or analyze information which may be contained in public records. District staff has no obligation to create records in response to a Public Records Act

1110.4 ~~Administrative District~~ staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

---

---

# Cayucos Sanitary District

## POLICY HANDBOOK

## Employment Practices

**POLICY TITLE:** Drug & Alcohol Testing  
**POLICY NUMBER:** 3130  
**ADOPTION DATE:**

### 3130.1 Pre-Employment Drug Testing

As a part of the District's employment screening process, ~~any~~ all applicants to whom a conditional offer of employment is made must successfully test negative ~~may be required to pass a test~~ for controlled substances, per procedures described below. The offer of employment is conditioned on a negative drug test result. Applicants will be informed of the District's drug testing policy in the employment application process.

### 3130.2 Testing of Employees in Designated Safety-Sensitive Position

Employees in health and safety sensitive positions may be required to submit to random drug testing under the procedures described below. This testing shall occur at random by an independent, third-party drug testing company performing such testing. If an employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result.

### 3130.3 Reasonable Suspicion Testing

If an employee's supervisor or manager has a verifiable and confirmed reasonable suspicion by at least two (2) people, including any Board Members, who are qualified by having reasonable suspicion training, that the employee is working in an impaired condition or otherwise engaging in conduct that violates these Guidelines, then the employee will be asked about any observed behavior or impaired condition and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, they will be requested to take a drug, psychoactive compound and/or alcohol test in accordance with the procedures described herein. If the employee refuses to cooperate with the administration of the drug, psychoactive compound and/or alcohol test, the refusal will be handled in the same manner as a positive test result, which results in discipline, up to and including termination.

### 3130.4 On-the-Job Inquiry

Should an injury occur while working, a drug, psychoactive compound and/or alcohol test may be administered if the injured employee's supervisor has a reasonable suspicion that an employee was injured due to drug or alcohol use.

**3130.4.1** The District will refer the applicant or employee to an independent, National Institute on Drug Abuse ("NIDA"), certified medical clinic or laboratory, which will administer the test. The District may require drug testing for: a) pre-employment testing, b) random testing, and c) reasonable suspicion testing. The District will pay the cost of the test. If the employee is determined by verifiable

and confirmed reasonable suspicion observation as unable to drive or impaired for driving, then a District supervisor or District Manager will transport the individual to a medical facility for immediate testing or treatment.

3130.4.2 The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. The clinic or laboratory will handle the required testing. The District will have no control over the clinic or laboratory's testing methods. The clinic or laboratory will inform the District as to whether the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of these Guidelines and will be subject to discipline, up to and including termination.

### **3130.5 Acknowledgment and Consent**

Any employee subject to testing under this policy will be directed to sign a form acknowledging the procedures governing testing and authorizing (1) the collection of a urine sample for the purpose of determining the presence of alcohol, psychoactive compound and/or drugs, (2) the collection of a blood or saliva sample for the purpose of determining the presence of psychoactive compounds and (23) the release to the District of medical information regarding the test results. Refusal to sign the authorization form or to submit to the drug, psychoactive compound and/or alcohol test will result in the revocation of an applicant's job offer or will be considered the same as a positive test leading to termination.

### **3130.6 Confidentiality**

All alcohol, psychoactive compound and drug testing records will be treated as confidential.

# Cayucos Sanitary District

## POLICY HANDBOOK

## Compensation & Benefits

**POLICY TITLE:** Sick Leave  
**POLICY NUMBER:** 2240  
**ADOPTION DATE:**

**2240.1** This policy shall apply to probationary and regular employees in all classifications.

**2240.2** Sick leave is defined as absence from work due to illness, non-industrial injury, ~~or~~ quarantine due to exposure to a contagious disease, ~~or diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee.~~ In addition, dentist and doctor appointments, prescribed sickness prevention measures and bereavement leave shall be included as sick leave provided prior notice is provided to the District Manager.

**2240.2.1** Any missed time illness in excess of three days will require a “return-to-work” authorization note from the employee’s treating physician.

**2240.3** Employees shall earn sick leave at the rate of one working day per month (12 days maximum per year) to be accrued on an hourly basis. Part-time employees shall receive a pro-rata share of sick leave benefits based on the number of hours their normally scheduled workweek bears to a forty-hour week. Sick leave may be used for personal illness or injury to include medical or dental appointments that cannot otherwise be made outside of normal working hours.

**2240.4** Each employee may use accrued sick leave as kin care leave, to care for sick ~~immediate~~ family members ~~or for the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee’s family member.~~ It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children, ~~and~~ spouses, ~~registered domestic partners, grandparents, grandchildren, or siblings,~~ and are further defined as follows:

**2240.4.1** A “child” means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises their grandchild, ~~regardless of age or dependency status.-~~

**2240.4.2** A “parent” means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered “parents” for purposes of this division.

**2240.4.3** The term “spouse” is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

**2240.5** Each employee may also use sick leave if they are a victim of domestic violence, sexual assault, or stalking to obtain any relief, including, but not limited to, seeking a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child. Employees may also use sick leave to seek medical attention for injuries caused by crime or abuse, to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse, to obtain psychological counseling or mental health services related to an experience of crime or abuse, or to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

**2240.65** In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular workday, or as soon thereafter as practical. The designation of sick leave taken shall be made at the sole discretion of the employee.

**2240.76** Unused sick leave may be accumulated without limit; however, upon termination of employment, a regular employee shall only be paid for half of their unused accumulated sick leave, up to a maximum of 90 days accumulated (45 days maximum paid). Retiring employees have the option to receive half of accrued sick hours in pay (to a maximum of 45 days), or apply those hours toward service credit with PERS. The remaining unused hours may be applied toward service credit as well.

**2240.87** Under special circumstances, accrued sick hours may be donated/transferred to another employee, subject to District approval.