



Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can comment when prompted by unmuting their microphone, and allowing access to their webcam is optional.

CAYUCOS SANITARY DISTRICT

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

GOVERNING BOARD

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

BOARD OF DIRECTORS

REGULAR MEETING AGENDA

THURSDAY, NOVEMBER 19, 2020 AT 5:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

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Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the District Office and available on the CSD website at <https://www.cayucossd.org/board-of-directors-meetings>. To comply with the Governor's Executive Order, CA Department of Public Health social distancing guidance and shelter-at-home order, related to slowing the spread of coronavirus (COVID-19), the CSD Administrative Office is closed to the public, until further notice. Please call 805-995-3290 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability.

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENTS:

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

3. CONSENT CALENDAR - Recommend to Approve

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

A. Regular Meeting Minutes

1. Approval of minutes for the October 15, 2020 Board of Directors Regular Meeting

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can comment when prompted by unmuting their microphone, and allowing access to their webcam is optional.

B. Financial Reports: October 2020

1. Check Register – Mechanics Bank (General Checking Account)
 - a. Check Register – Wells Fargo (CIP/CSWP Checking Account)
 - b. Check Register – Wells Fargo (CSWP Construction Account)
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report **FY 2020-2021**
4. Capital Improvement Projects Report

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: (NO ACTION REQUIRED)

- A. District Manager's Report (Koon) – October 2020
- B. Monthly Customer Satisfaction Survey Submissions – **None**
- E. Will-Serves – New
 - Miller, APN 064-133-034, 194 6th St. – SFR New**
- Will-Serves – Renewed
 - Stafford, APN 064-081-053, 915 Park Ave. – SFR New**
 - Kirk, APN 064-164-021, 52 13th St. – SFR New**
- Will-Serves – Finaled
 - None**
- Will-Serves – Continue to Serve (No Will-Serve Required)
 - None**
- Will-Serves – Grant of License
 - Miller- APN 064-133-034, 194 6th St. – SFR NEW**

5. **DISCUSSION AND CONSIDERATION TO APPROVE THE UPDATED EMPLOYEE POLICY HANDBOOK**
6. **DISCUSSION AND CONSIDERATION TO APPROVE RESOLUTION 2020-9 REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO INITIATE PROCEEDINGS FOR THE ANNEXATION OF TERRITORY**
7. **DISCUSSION AND CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE CAYUCOS-MORRO BAY CEMETERY DISTRICT REGARDING THE PURCHASE OF A PORTION OF LOT 8 ON TORO CREEK RD.**
8. **DISCUSSION AND CONSIDERATION TO APPROVE THE ISSUING OF A CONDITIONAL INTENT TO SERVE LETTER FOR THE VALLEY RESIDENCE**
9. **DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #1 FROM TESCO CONTROLS INC. IN THE AMOUNT OF \$13,504.00**
10. **DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #1 FOR RAMINHA CONSTRUCTION INC. IN THE AMOUNT OF \$17,968.82**
11. **DISCUSSION AND CONSIDERATION TO APPROVE CHANGE ORDER #5 FOR CUSHMAN CONTRACTING CORPORATION IN THE AMOUNT OF \$27,719.54**
12. **CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE**

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can comment when prompted by unmuting their microphone, and allowing access to their webcam is optional.

13. BOARD MEMBER COMMENTS (This item is the opportunity for Board Members to make brief announcements and/or briefly report on their own activities related to District business.)

14. FUTURE SCHEDULED MEETINGS

- December 17, 2020 – Regular Board Meeting
- January 21, 2021 – Regular Board Meeting
- February 18, 2021 – Regular Board Meeting

15. ADJOURNMENT

This agenda was prepared and posted pursuant to Government Code Section 54954.2. The agenda can be accessed and downloaded from the District's website at www.cayucosd.org/

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



AGENDA ITEM: 3.A.1
DATE: November 19, 2020
ACTION: _____

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

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

REGULAR MEETING
MINUTES
Thursday, October 15, 2020
5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:05p.m.

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

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

Guests present via GoToMeeting: Dylan Wade of Water Systems Consultants (WSC)

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comment.

Julie Tacker stated her opinion that the meeting should not continue due to the technical difficulties that some were experiencing when trying to join the meeting via the link provided by *GoToMeeting*. She repeated her request for the meetings to be recorded.

Hearing no further comments, President Enns closed Public Comment.

3. CONSENT CALENDAR - Recommend to Approve.

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

A. Regular Meeting Minutes

1. Approval of Minutes for the September 17, 2020 Board of Directors Regular Meeting

B. Financial Reports: September 2020

1. Check Register – Mechanics Bank (General Checking Account)
 - a. Check Register – Wells Fargo (CIP/CSWP Checking Account)
 - b. Check Register – Wells Fargo (CSWP Construction Account)
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report **FY 2020-2021**
4. Capital Improvement Projects Report

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

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

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

VOTE 5-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: (NO ACTION REQUIRED)

A. District Manager's Report – September 2020

B. Monthly Customer Satisfaction Survey Submissions – None

C. Will Serves – New

None

Will Serves – Renewed

**Lojacono, APN 064-449-035, 3444 Studio Dr. – SFR Remodel
Purchase, APN 064-372-014, 210 Cerro Gordo Ave. – SFR New
Purchase, APN 064-372-013, 220 Cerro Gordo Ave. – SFR New
Kaus, APN 064-222-014, 48 12th St. – SFR New**

Will Serves – Finaled

None

Will Serves – Continue to Serve (No Will Serve Required)

None

Manager Koon gave a verbal report for the previous month's Admin. and Operations departments' activities. Staff continues to observe health recommendations associated with COVID-19. Collections Trainee Justin completed his Collections I Exam. Job openings have been posted publicly for the newly created Grade II/Grade III positions. Staff is preparing an updated Employee Policy Handbook for Board approval.

President Enns had questions about the experience requirements for the new positions, which Manager Koon answered.

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

Items 4 A through C were received and accepted.

5. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2020-8 AMENDING CAYUCOS SANITARY DISTRICT'S CONFLICT OF INTEREST CODE

Manager Koon explained that upon the County's review of the District's Conflict of Interest Code that was submitted last month, the County responded with suggested revisions. District staff reviewed and accepted the updates to the Code and recommends this amendment.

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

MOTION: 1st by Chivens, to Adopt Resolution 2020-8 Amending Cayucos Sanitary District's Conflict of Interest Code. Motion was seconded by Frank.

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

VOTE 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE THE DRAFT MEMORANDUM OF UNDERSTANDING WITH THE CAYUCOS-MORRO BAY CEMETARY DISTRICT REGARDING THE LEASE OR PURCHASE OF A PORTION OF LOT 8 ON TORO CREEK RD.

Manager Koon presented the Board with the proposed draft MOU, which led to a discussion weighing the pros and cons of such an agreement. President Enns and Director Miller pointed out that this would have to be a sale (as opposed to the previously preferred notion of a lease) of the property, which prompted further discussion on which type of arrangement would better benefit the District. The morality of putting a cemetery near a WWTP was questioned, but it was ultimately decided that this should be of concern to the cemetery, not the District. The Board went on to consider if having a cemetery near the CSWP would have any negative impacts on the District, and began to weigh out if this would be the best use for the property. President Enns pointed out that if the District sells the land to the Cayucos-Morro Bay Cemetery District (CMBCD), the only future income generated would be in the sale of recycled water for irrigating their grounds. If the land were leased for agricultural purposes, it would produce increased and continuous income.

President Enns opened the meeting to Public Comment.

John Paul Drayer stated making a decision would be premature at this time and suggested a survey, weighing the options further, and tabling the discussion.

John Curti questioned if it has been considered how many years it would take to fill up the 10 acres? Would they want to buy more land later?

Hearing no further comments, President Enns closed Public Comment.

Director Miller asked if leasing the land to CMBCD would help the District with its Regional Water Quality goals, and also wondered if agricultural use was a viable option for this particular location.

Manager Koon answered that it would certainly help with water recycling goals, and that there have never been crops in this area because it is not prime agricultural land. After Directors Lyon, Miller, and Frank suggested tabling the item, Manager Koon pointed out that without an answer from the District, CMBCD can't proceed with the research and studies needed in order to determine if this is a viable option for *them*. He proposed sending a letter stating that the District has questions and concerns, but CMBCD may proceed with their studies at their own risk if they so choose.

MOTION: 1st by Miller, to Table Item #6 Until the Next Meeting and Send a Letter to Cayucos-Morro Bay Cemetery District Stating They May Proceed with Their Feasibility Study at Their Own Risk.

Motion was seconded by Lyon.

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

VOTE 5-0 Motion passed

7. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE

Manager Koon updated the Board on recent activity at the jobsite. Boring has resumed and the pipeline will be in the ground soon. Wiring is taking place. The influent and effluent lines will be coming in soon, with curbs and gutters coming up next. The generator will be ready for testing in about 2 weeks.

President Enns wanted more information about the District's effluent line and the solar project. Dylan Wade of WSC recommended using a separate line for recycled water, and Manager Koon stated construction for the solar project is on track and anticipated to commence in April 2021.

Director Lyon offered feedback that many people have told her they loved their tour and were happy to be included.

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

8. BOARD MEMBER COMMENTS (This item is the opportunity for Board Members to make brief announcements and/or briefly report on their own activities related to District business.)

None.

9. FUTURE SCHEDULED MEETINGS.

- November 19, 2020 – Regular Board Meeting
- December 17, 2020 – Regular Board Meeting
- January 21, 2021 – Regular Board Meeting

10. ADJOURNMENT

The meeting adjourned at 6:06.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager

**Cayucos Sanitary District
General Checking Account
(Payments Only)
October 2020**

AGENDA ITEM: 3.B.1

DATE: November 19, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/01/2020		QuickBooks Payroll Service	-12,355.24
10/01/2020	21800	CAYUCOS BEACH MUTUAL WATER CO. #2	-117.02
10/01/2020	21801	CAYUCOS SANITARY DISTRICT	-282.00
10/01/2020	21802	KITZMAN WATER	-37.70
10/01/2020	21803	MINER'S ACE HARDWARE	-99.10
10/01/2020	21804	QUICK TECH COMPUTERS	-525.00
10/01/2020	21805	CAYUCOS SANITARY DISTRICT WELLS FARGO ACT	-1,462.97
10/01/2020	21779	POSTMASTER	-577.41
10/02/2020	DD100220201	COLLINS, JONATHAN W	0.00
10/02/2020	DD100220202	GOOD, GAYLE	0.00
10/02/2020	DD100220204	LAKEY, NICK E	0.00
10/02/2020	DD100220206	OWENS, JUSTIN D	0.00
10/02/2020	DD100220205	LESSI, AMY M	0.00
10/02/2020	DD100220203	KOON, RICHARD L	0.00
10/02/2020	EDD10022020	EDD	-1,072.65
10/02/2020	FED10022020	US TREASURY	-5,204.56
10/02/2020	PERS100220	CALPERS (RETIREMENT)	-2,926.16
10/02/2020	DEF10022020	CALPERS (RETIREMENT)	-975.00
10/02/2020	21806	CARMEL & NACCASHA LLP	-1,468.80
10/02/2020	21807	CHARTER INTERNET	-114.98
10/02/2020	21808	EXXONMOBIL	-312.40
10/02/2020	21809	WELLS FARGO VENDOR FIN SERV	-287.32
10/03/2020	B2027611194	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-660.31
10/05/2020	HLTH100520	CALPERS (HEALTH)	-11,911.66
10/06/2020	21810	ALPHA FIRE & SECURITY ALARM CORP	-105.00
10/06/2020	21811	CAYUCOS BEACH MUTUAL WATER CO. #1	-117.02
10/06/2020	21812	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
10/06/2020	21813	PG&E LS#1	-438.48
10/06/2020	21814	PG&E LS#2	-826.10
10/06/2020	21815	PG&E LS#3	-140.03
10/06/2020	21816	PG&E LS#4	-451.20
10/06/2020	21817	PG&E OFFICE	-171.33
10/06/2020	21818	STAPLES ADVANTAGE (Gov. Acct)	-31.62
10/06/2020	21819	STREAMLINE	-200.00
10/06/2020	21820	SUBSITE ELECTRONICS	-1,589.12
10/07/2020	21821	OWENS, JUSTIN D	-372.00
10/08/2020	21822	DAN DONOVAN	-390.00
10/08/2020	21823	KATHRYN DONOVAN	-427.50
10/08/2020	21824	KATHRYN DONOVAN	-427.50
10/08/2020	21825	CWEA	-290.00
10/08/2020	21826	PG&E LS#5	-1,476.96
10/09/2020	21830	PATHIAN ADMINISTRATORS	-172.40
10/12/2020	FED10162020	US TREASURY	-5,280.96
10/14/2020	21831	MOSS, LEVY & HARTZHEIM LLP	-1,000.00
10/15/2020		QuickBooks Payroll Service	-12,817.45
10/16/2020	DD101620201	COLLINS, JONATHAN W	0.00
10/16/2020	DD101620203	GOOD, GAYLE	0.00

Date	Num	Name	Amount
10/16/2020	DD101620205	LAKEY, NICK E	0.00
10/16/2020	DD101620206	LESSI, AMY M	0.00
10/16/2020	DD101620208	OWENS, JUSTIN D	0.00
10/16/2020	21827	CHIVENS, DAN P	-91.35
10/16/2020	21828	ENNS, ROBERT	-91.35
10/16/2020	DD101620202	FRANK, ROBERT W	0.00
10/16/2020	21829	LYON, SHIRLEY A	-91.35
10/16/2020	DD101620207	MILLER, HANNAH P	0.00
10/16/2020	EDD10162020	EDD	-1,007.09
10/16/2020	DD101620209	KOON, RICHARD L	0.00
10/16/2020	EDD101620b	EDD	-45.79
10/16/2020	FED101620b	US TREASURY	-143.00
10/16/2020	21833	ADVANTAGE ANSWERING PLUS	-66.19
10/16/2020	21834	CALNET3	-298.28
10/16/2020	21835	CSA 10A SLO CO PW LS#3	-187.59
10/16/2020	21836	CSA 10A SLO CO PW LS#4	-187.59
10/16/2020	21837	FIRSTNET (AT&T)	-239.04
10/16/2020	21838	MISSION UNIFORM SERVICE	-405.43
10/16/2020	21839	CAYUCOS SANITARY DISTRICT WELLS FARGO ACT	-250,000.00
10/16/2020	PERS101620	CALPERS (RETIREMENT)	-1,965.68
10/19/2020	21840	CSDA	-6,345.00
10/23/2020	21841	BUSINESS CARD 4841	-178.88
10/23/2020	21842	BUSINESS CARD 8913	-375.00
10/23/2020	21843	COASTAL COPY, INC	-44.10
10/23/2020	21849	DMV RENEWAL	0.00
10/23/2020	21846	EXECUTIVE JANITORIAL	-180.00
10/23/2020	21847	MINER'S ACE HARDWARE	-198.97
10/23/2020	21848	SOCAL GAS	-20.39
10/23/2020	21844	CAYUCOS SANITARY DISTRICT	0.00
10/23/2020	21845	DMV RENEWAL	0.00
10/23/2020	21850	DMV RENEWAL	-27.00
10/23/2020	21851	DMV RENEWAL	-27.00
10/27/2020	21852	OWENS, JUSTIN D	-56.35
10/27/2020	21853	GRAINGER	-113.11
10/27/2020	EDD10302020	EDD	-1,062.24
10/27/2020	FED10302020	US TREASURY	-4,946.70
10/28/2020	21854	PATRICIA MARTELLA	-152.00
10/28/2020	21855	LINDA RIDENOUR	-975.00
10/29/2020		QuickBooks Payroll Service	-12,915.35
10/30/2020	DD103020201	COLLINS, JONATHAN W	0.00
10/30/2020	DD103020202	GOOD, GAYLE	0.00
10/30/2020	DD103020204	LAKEY, NICK E	0.00
10/30/2020	DD103020205	LESSI, AMY M	0.00
10/30/2020	DD103020206	OWENS, JUSTIN D	0.00
10/30/2020	DD103020203	KOON, RICHARD L	0.00
10/30/2020	21856	EXXONMOBIL	-332.22
10/31/2020	35199561002	COLONIAL LIFE INSURANCE PREMIUMS	-258.30
10/31/2020		MECHANIC'S BANK	-398.22
		Total Operating Expenses	-350,625.19
		Less Transfer to CIP	250,000.00
		Grand Total	-\$100,625.19

**Cayucos Sanitary District
CIP/CSWP Account
(Payments Only)
October 2020**

AGENDA ITEM: <u>3.B.1a</u>
DATE: <u>November 19, 2020</u>

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/02/2020	11438	CARMEL & NACCASHA LLP	-3,891.50
10/09/2020		WESTERN ALLIANCE	-154,091.99
10/27/2020	11439	WATER SYSTEMS CONSULTING, INC.	-101,165.63
10/30/2020	11440	PRO3 AUTOMATION, INC.	-10,048.72
		Total CIP Expenses	<u>-\$269,197.84</u>

**Cayucos Sanitary District
CSWP Construction Account
(Payments Only)
October 2020**

AGENDA ITEM: 3.B.1b

DATE: November 19, 2020

Date	Num	Name	Amount
10/01/2020	5214	RANCH WIFI	-135.00
10/06/2020	5215	COASTAL COPY, INC	-57.64
10/08/2020	5216	PG&E TORO	-309.68
10/14/2020	5217	HARVEY'S HONEY HUTS	-420.36
10/16/2020	5218	CALNET3	-43.61
10/19/2020	5219	CA STATE LANDS COMMISSION	-401.54
10/19/2020	5220	WELLS FARGO VENDOR FIN SERV	-249.98
10/27/2020	5221	CUSHMAN CONTRACTING CORPORATION	-1,049,498.00
10/27/2020	5222	DAVID CRYE GENERAL ENGINEERING CONTRACTOR	-442,766.50
10/27/2020	5223	FIRMA CONSULTANTS, INC	-40,546.71
10/27/2020	5224	GEOSOLUTIONS, INC	-1,046.80
10/27/2020	5225	RAMINHA CONSTRUCTION, INC.	-128,155.00
10/27/2020	5226	TESCO CONTROLS, INC.	-48,000.00
10/27/2020	5227	WATER SYSTEMS CONSULTING, INC.	-104,510.38
10/27/2020	5228	MOBILE MODULAR MANAGEMENT CORPORATION	-924.34
10/27/2020	5229	STATE WATER RESOURCES CONTROL BOARD	-1,184.00
Total CSWP Construction Expenses			-\$1,818,249.54

Cayucos Sanitary District Cash, Savings and Investment Report October 2020

AGENDA ITEM: 3.B.2

DATE: November 19, 2020

Bank Accounts	Current Balance	
Rabobank Checking	\$270,022	
Wells Fargo CIP	\$1,208,199	
Wells Fargo CFF	\$189,314	
Petty Cash	\$175	
LAIF	\$8,435	
Total	\$1,676,146	
CSWP Project/Asset Accounts		
Western Alliance Const. Interest Reserve	\$29	
Western Alliance Series A Account	\$26	
Western Alliance Series A-1 Account	\$149,033	
Western Alliance Series B Account	\$0	
WF CSWP Constr. Oper. Acct.	\$124,706	
WF CSWP Constr. Impound Acct.	\$909,472	
Total	\$1,183,266	
Investments		
Wells Fargo CalTrust	\$1,683,884	
Cetera Cash/MM	\$735,396	
Cetera Treasury/Securities	\$78,329	(Fixed Income)
Total	\$2,497,609	
Grand Total	\$5,357,021	
MCD Rabobank Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District
FY 20/21 Financial Report
October 2020**

AGENDA ITEM: 3.B.3

DATE: November 19, 2020

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 20/21	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	256,943	1,016,607	978,717	2,936,150	35%
4100 · WILL SERVE INCOME	175	25,055	11,433	34,300	73%
4200 · RENTAL INCOME	-	35,533	10,733	32,200	110%
4300 · SOLID WASTE INCOME	2,869	30,473	29,867	89,600	34%
4400 · SLOCO TAX ASSESSMENTS	96,082	125,795	323,900	971,700	13%
4500 · SAVINGS INTEREST INCOME	19	58	67	200	29%
4600 · INVESTMENT INTEREST	1,943	10,086	9,200	27,600	37%
4700 · OTHER INCOME	-	4,534	1,533	4,600	99%
Total Income	<u>358,032</u>	<u>1,248,140</u>	<u>1,365,450</u>	<u>4,096,350</u>	<u>30%</u>
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	39,313	113,508	112,700	338,100	34%
5200 · COLLECTIONS PAYROLL	19,862	58,408	38,733	116,200	50%
5300 · TREAT PAYROLL				209,000	0%
5400 · DIRECTOR PAYROLL	500	2,100	2,667	8,000	26%
5500 · VESTED PAYROLL BENEFITS	417	1,668	1,667	5,000	33%
5600 · ADMIN PAYROLL TAXES & BENEFITS	12,925	70,228	40,317	120,950	58%
5700 · COLL PAYROLL TAXES & BENEFITS	7,214	48,412	28,550	85,650	57%
5800 · TREAT PAYROLL TAXES & BENEFITS				68,450	0%
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	38	161	167	500	32%
Total 5000 · PAYROLL EXPENSES	<u>80,271</u>	<u>294,484</u>	<u>224,800</u>	<u>951,850</u>	<u>31%</u>
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	4,333	13,000	0%
6100 · ADMIN OPERATING EXPENSES	444,191	632,362	594,367	1,783,100	35%
6500 · COLLECTIONS OPERATING EXPENSES	7,359	32,509	73,067	219,200	15%
7000 · TREATMENT OPERATING EXPENSES	-	-	268,333	805,000	0%
Total 6000 · OPERATING EXPENSES	<u>451,549</u>	<u>664,871</u>	<u>940,100</u>	<u>2,820,300</u>	<u>24%</u>
Total Expense	<u>531,820</u>	<u>959,355</u>	<u>1,164,900</u>	<u>3,772,150</u>	<u>25%</u>
Net Ordinary Income	<u>(173,788)</u>	<u>288,786</u>	<u>200,550</u>	<u>324,200</u>	<u>89%</u>
Net Income	<u>(173,788)</u>	<u>288,786</u>	<u>200,550</u>	<u>324,200</u>	<u>89%</u>

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 20/21
October 2020**

AGENDA ITEM: <u>3.B.4</u>
DATE: <u>November 19, 2020</u>

	Current Month	YTD Actual Rev/Exp	Approved Budget 20/21	Percent Used YTD
CAPITAL IMPROVEMENTS				
1601 - Sewer Main Replacements	0.00	0.00	85,000.00	0%
1601.02 - Chaney to LS #5	0.00	0.00	70,000.00	0%
1609 - Lift Stations 1 & 4 Repairs				
1609.2 - LS #4 Replacement Pump	0.00	0.00	22,000.00	0%
1612 - ALL LIFT STATIONS				
1612.1 - Lift Station SCADA System	10,776.58	58,727.86	65,000.00	90%
1614 - Lift Station #5				
1614.1 - Inflow & Infiltration Study	0.00	0.00	28,000.00	0%
1615 - Outfall Tie-In	0.00	0.00	45,000.00	0%
1616 - RWQCB Recycled Water Program	0.00	0.00	50,000.00	0%
Total 1600 CAPITAL IMPROVEMENTS	10,776.58	\$58,727.86	\$365,000.00	16%



AGENDA ITEM: 4.A

DATE: November 19, 2020

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

SUBJECT: MONTHLY MANAGERS REPORT: NOVEMBER 2020

DATE: NOVEMBER 12, 2020

ADMINISTRATIVE:

- Administrative staff continues to cross train each other on various job duties.
- The District continues observe COVID-19 protocols. When a customer asks to speak with staff, staff will put on a mask and sanitize after the customer leaves. Operations staff wear masks when dealing with the public and each will sanitize their own truck.
- Staff updated the District website to maintain compliance with Special District website requirements.
- Staff audited parcels and infrastructure maps for parcels bordering CSD boundaries due to the increase in “For Sale” parcels in these areas.
- The District posted the Job Positions and Descriptions for the Grade III and Grade II openings for the CSWP. Applications were required by October 30th, and interviews took place over the first two weeks in November. Findings will be reported back to the Board at the November 19th meeting.
- Staff has applied for Grant money through the Cal OES program. This program supports California Special Districts with preparedness measures in response to power outage events.

CAPITAL PROJECTS:

- Working with USDA for final loan approval
- LAFCO application process for District boundary
- Toro Creek Pipeline Project and LS 5 ongoing construction
- Caltrans Bridge Replacement Project

OPERATIONS AND MAINTENANCE

October 2020

Daily Operations of Note:

- H2S leaving Lift Station #5 Average 60 ppm Max 219 ppm
- Lift Station #5 - average temperature 72.6° f
- Lift Station #1 - average pH 9.2
- Target Solutions Training for SDRMA
- Respond to 49 Underground Service Alerts
- Annual CA smog reporting
- Justin Owens passed his grade 1 CWEA Collections Exam
- CCTV tractor repaired
- Jet 3,935ft of sewer main
- Tailgate Meetings: Working Safely and Equipment Maintenance
- Clear mud from manhole at top of Chaney
- Locate electrical feed lines at LS 5 for Raminha
- Setup SCADA system with Pro3Automation
- CSWP backup generator and automatic transfer switch orientation
- Discover failing MH on Cerro Gordo, plated and schedule for repairs
- Replace block heater on LS 1 generator
- Replace eye wash concentrate solution at LS 1 and LS 5
- CCTV Cerro Gordo Easement
- Submit for CalOES Green Energy Grant Program
- Virtual meeting with POSM for GIS/CCTV integration

Call Outs:

- 10-18 12:52am JC- Lift Station 1 Power Failure



AGENDA ITEM: 5

DATE: November 19, 2020

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON
DISTRICT MANAGER

DATE: NOVEMBER 12, 2020

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE THE
UPDATED EMPLOYEE POLICY HANDBOOK

DISCUSSION:

Over this past year, staff has worked on updating the District's Employee Handbook. Many of the District's policies dated as far back as 1997.

Staff used the CSDA-approved handbook as an outline for policies the District was missing, and others were modified to incorporate many of the District's specific requirements. In some cases, the policies did not change.

Attached is a summary of those Policies that were additions or modifications.

RECOMMENDATION:

Approve the Updated Employee Policy Handbook.

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AGENDA ITEM: 6

DATE: November 19, 2020

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: NOVEMBER 12, 2020

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE
RESOLUTION 2020-9 REQUESTING THE LOCAL AGENCY
FORMATION COMMISSION TO INITIATE PROCEEDINGS FOR
THE ANNEXATION OF TERRITORY**

DISCUSSION:

Earlier this year, the Board authorized staff to begin to prepare the Local Agency Formation Commission (“LAFCO”) application for annexation of the Toro Creek parcels. At that time LAFCO requested that the District wait until the City of Morro Bay apply to LAFCO for the detachment of Lot 6NE, the annexation of Lot 6NW, and include the Panorama Lots into the City’s Sphere of Influence. Due to current circumstances, the City has yet to turn their application in to LAFCO. District staff has spoken to the LAFCO executive Director and he agreed to process the District’s application prior to the City’s.

The District proposes to annex into its service area:

Lot 6NE (once the City limit line is detached)
Lot 7
Lot 8
Lot 10

If the lots are annexed, it would have a two-fold benefit:

- 1.) The District will be able to supply the lots with recycled water
- 2.) The District will not be taxed on the property and improvements

RECOMMENDATION:

Approve Resolution 2020-9 requesting the Local Agency Formation Commission to initiate proceedings for the annexation of territory.

RESOLUTION 2020-9 NOVEMBER 19, 2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO INITIATE PROCEEDINGS FOR THE ANNEXATION OF TERRITORY

BE IT RESOLVED by the Board of Directors of the Cayucos Sanitary District (the “District”) as follows:

SECTION 1. FINDINGS.

The Board of Directors (the “Board”) of the District hereby finds, determines and declares that:

1. The Cayucos Sanitary District desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with section 56000 of the California Government Code, for annexation of territory to the Cayucos Sanitary District; and
2. Notice of intent to adopt this Resolution of Application has been given; and
3. The principal reasons for the proposed annexation is as follows: the Cayucos Sanitary District is the owner of the property and has constructed extensive infrastructure on it, including a water resource and recovery facility, and the property is currently situated outside of the District’s Boundary; and
4. The following agency or agencies would be affected by the proposed jurisdiction changes:

<u>AGENCY</u>	<u>NATURE OF CHANGE</u>
County of San Luis Obispo	Annexation
5. The territory proposed to be annexed is uninhabited, and a map and description of the boundaries of the territory are attached hereto as Exhibits A and B and by this reference incorporated herein; and
6. A Plan for Services, as required by Government Code section 56653(b) has been prepared and is attached hereto as Exhibit C; and
7. The proposed annexation is not subject to any terms and conditions; and
8. This proposal is not consistent with the adopted Sphere of Influence for the agency subject to annexation and the Sphere of Influence map will have to be amended to conform to the annexation; and
9. An environmental impact report was prepared for the Cayucos Sustainable Water Project and included an analysis of the environmental impacts of the proposed Sphere of Influence amendment and annexation and was certified by the Board on April 20, 2017; and
10. This Board has determined that this proposal will meet the criteria for waiver of Conducting Authority proceedings as set forth in Government Code section 56663(a).

SECTION 2. ADOPTION AND REQUEST.

BE IT FURTHER RESOLVED that the Board of Directors of the Cayucos Sanitary District hereby adopts this Resolution of Application and hereby requests the Local Agency Formation Commission of San Luis Obispo County to take proceedings for the amendment of the Sphere of Influence map and annexation of territory as authorized and in the manner provided by the Cortese-Know-Hertzberg Local Government Reorganization Act of 2000.

On motion of Director _____, second by Director _____, and on the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

The foregoing Resolution is hereby adopted this 19th day of November, 2020.

ATTEST:

Rick Koon, District Manager

Robert B. Enns, Board President

(SEAL)

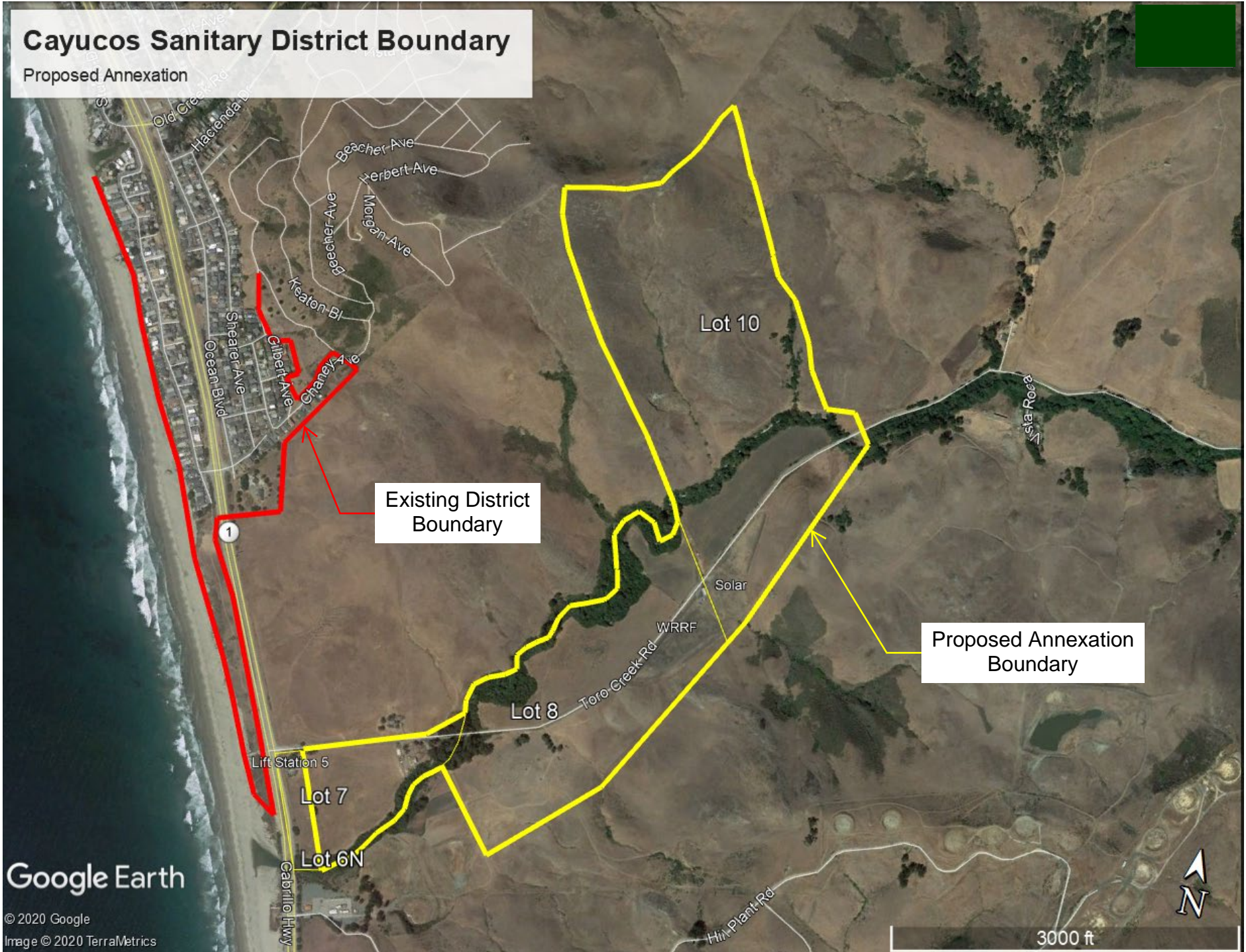


EXHIBIT B TO RESOLUTION 2020-9

LEGAL DESCRIPTION LOT 6NE

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

That portion of the land described in Certificate of Compliances recorded November 2, 2012 in Document No. 2012063818 and Document No. 2012063819 in the County Recorder's Office, County of San Luis Obispo, State of California, lying easterly of the easterly line of the land described in the grant deeds to the State of California recorded in Book 1090 at Page 258 of Official Records and Book 1090 at Page 263 of Official Records in the County Recorder's Office of said County (State Highway One) and lying northerly of the line described as follows:

Beginning at a point on the easterly line of the land described in the grant deeds to the State of California recorded in Book 1090 at Page 258 of Official Records and Book 1090 at Page 263 of Official Records in the County Recorder's Office of said County (State Highway One) being an arc distance of 568.21 feet from the northerly terminus of the curve described as Course NO. 27 (curve to the right with a radius of 5064 feet through an angle of 9°11'44" for a distance of 812.74 feet) in said grant deeds to the State of California;

thence, Leaving said easterly line South 79°39'49" East, a distance of 47.11 feet;
thence, North 88°27'29" East, a distance of 90.49 feet;
thence, North 41° 14'20" East, a distance of 82.92 feet;
thence, North 55°42'33" East, a distance of 69.35 feet;
thence, North 69°30'56" East; a distance of 81.91 feet;
thence, North 37°12'23" East, a distance of 192.66 feet;
thence, North 17°23'43" East, a distance of 29.12 feet;
thence, North 52° 12'38" East, a distance of 265.69 feet;
thence, North 33°24'02" East, a distance of 92.89 feet;
thence, North 17°28'07" East, a distance of 68.35 feet;
thence, North 1°50'22" East, a distance of 52.51 feet;
thence, North 17°30'52" West, a distance of 67.19 feet;
thence, North 29°00'29" East, a distance of 171.30 feet;
thence, North 44°40'37" East, a distance of 77.17 feet;
thence, North 32° 12'22" East, a distance of 234.72 feet;
thence, North 58°54'34" East, a distance of 98.50 feet to the northwest corner of Lot 32 according to the map of the subdivision of said Rancho filed in Book A of Maps at Page 160 of Maps in the County Recorder's Office of said County, also being the northwest corner of the parcel shown on the map filed in Book 113 of Record of Surveys at Page 12 in the County Recorder's Office of said County;

Portions of 073-075-015; 073-075-016; and 073-092-053

EXHIBIT B TO RESOLUTION 2020-9

LEGAL DESCRIPTION LOT 7

That portion of land described In Certificate of Compliances recorded March 24, 2011 In Document No. 201 101 4547 of Official Records in the County Recorder's Office, County of San Luis Obispo, State of California lying **northerly** of the line described as follows:

Beginning at a point on the easterly line of the land described in the grant deeds to the State of California recorded in Book I 090 at Page 258 of Official Records and Book I 090 at Page 263 of Official Records in the County Recorder's Office of said County (State Highway One) being an arc distance of 568.21 feet from the northerly terminus of the curve described as Course No . 27 (curve to the right with a radius of 5064 feet through an angle of 9°11'44" for a distance of 8 12.74 feet) in said grant deeds to the State of California; thence,

Leaving said easterly line South 79°39'49" East, a distance of 47.11 feet; thence,

North 88°27'29" East, a distance of 90.49 feet : thence,

North 41°14'20" East, a distance of 82.92 feet; thence,

North 55°42'33" East, a distance of 69.35 feet; thence,

North 69°30'56" East, a distance of 81.91 feet; thence,

North 37°12'23" East, a distance of 19 2.66 feet: thence,

North 17°23'43" East, a distance of 29.12 feet: thence,

North 52° 12'38" East, a distance of 265.69 feet; thence,

North 33°24'02" East, a distance of 92.89 feet; thence,

North 17° 28'07" East, a distance of 68.35 feet: thence.

North 1°50' 22" East, a distance of 52.51 feet ; thence ,

North 17°30'52" West, a distance of 67.19 feet; thence,

North 29°00'29" East, a distance of 171 .30 feet: thence,

North 44°40'37" East, a distance of 77.17 feet; thence,

North 32°12'22" East, a distance of 234.72 feet; thence,

North 58°54'34" East, a distance of 98.50 feet to the northwest corner of Lot 32 according to the map of the subdivision of said Rancho filed in Book A of Maps at Page 160 of Maps in the County Recorder's Office of said County, also being the northwest corner of the parcel shown on the map filed in Book 113 of Record of Surveys at Page 12 in the County Recorder's Office of said County.

EXHIBIT B TO RESOLUTION 2020-9

LEGAL DESCRIPTION LOTS 8 & 10

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

PARCEL A: (Certificate of Compliance 2011-014546) (A.P.N.: 073-077-021 and portion of 073-077-034)

All that portion of Lot 32 of the Rancho Moro y Cayucos in the County of San Luis Obispo, State of California as said Lot is designated according to the map of the subdivision of said Rancho filed in Book A, at Page 160 of Maps in the office of the Recorder for said County, lying northwesterly of the line described in "Parcel 1" of the agreement between Standard Oil Company of California, Grantor, and Standard Pipe Line Company, Grantee, dated December 29, 1933 filed in Book 147, at Page 463 of Official Records in the office of the Recorder for said County, as follows, to wit:

BEGINNING at the intersection of the Westerly prolongation of the centerline of the Toro Creek County Road and the line of Mean Higher High Water of Estero Bay;
Thence, North 73° 50' East, 386 feet, more or less, to the intersection of said centerline of the Toro Creek County Road with the centerline of the State Highway from Morro to Cayucos;
Thence, continuing along the centerline of the Toro Creek County Road, North 73° 50' East, 286 feet, more or less, to its intersection with the northerly prolongation of a fence line;
Thence, South 27° 47' East, 25.52 feet to an intersection of said fence line with the southerly line of said County Road right-of-way;
Thence, continue along said fence line, South 27° 47' East, 895 feet;
Thence, South 80° 20' East, 50.3 feet;
Thence, North 42° 58' East, 426.1 feet;
Thence, South 61° 32' East, 221 feet;
Thence, South 45° 12' East, 330.6 feet to a corner in said fence;
Thence, leaving said fence and continuing South 45° 12' East, 571 feet;
Thence, North 30° 30' East, 3500 feet;
Thence, North 20° 23' East, 1829.0 feet to a point in Toro Creek on the northerly boundary of said Lot 33, distant southeasterly thereon 140 feet from the center line of Toro Creek County Road.

Excepting therefrom unto Grantor, its successive owners and assigns, together with the right to grant and transfer all or a portion of the same, as reserved in the Grant Deed recorded April 17, 2015 as Instrument No. 2015-017726 and by Correction Grant Deed recorded August 5, 2015 as Instrument No. 2015-039696, as follows:

To the extent owned by Grantor on the date hereof, all minerals, unprocessed oil, gas, petroleum, other hydrocarbon substances and geothermal resources in or under or which may be produced from the Property and the perpetual right of exploring and prospecting for, and developing, producing, extracting, and taking said minerals, unprocessed oil, gas, petroleum, other hydrocarbon substances and geothermal resources from the Property by means of mines, shafts, tunnels, wells, derricks or other equipment from surface locations on adjoining or neighboring land or lying outside of the Property, including the right to whipstock or directionally drill and mine from lands other than the Property, and to bottom such whipstocked or directionally drilled wells, tunnels and shafts under and beneath or beyond the exterior limits of the Property, and to redrill, retunnel, equip, maintain, repair, deepen and operate any such wells or mines, it being understood, however, that the owner of such minerals, unprocessed oil, gas, petroleum, other hydrocarbon substances and geothermal resources, as set forth above, shall have no right to enter upon the surface of the Property nor to use any of the Property or any

EXHIBIT B TO RESOLUTION 2020-9

portion thereof above a plane parallel to and 500 feet below the surface of the Property for any of the purposes specified herein.

PARCEL B: (A.P.N. portion of 073-092-050 & portion of 073-077-034)

Parcel 1 of Parcel Map COAL 14-0007 in the County of San Luis Obispo, State of California according to map recorded July 19, 2016 in Book 78, Pages 97 through 102 of Parcel Maps.

EXHIBIT C TO RESOLUTION 2020-9

Plan for Services

The Cayucos Sanitary District (“District”) is petitioning to annex three (3) parcels of real property consisting of approximately 237.36 acres. All parcels are owned by the District and two (2) of them are intended to remain in the District’s ownership for the foreseeable future. In the summer of 2019, the District received all required governmental permits and began construction of the Cayucos Sustainable Water Project (“CSWP”). The heart of the project is the construction of a new tertiary water resource recovery facility (“WRRF”) in the Toro Valley, north of the City of Morro Bay and south of the town of Cayucos, which will be operational in early 2021. The WRRF is located on Toro Creek Road, approximately .75 miles inland from State Route 1. The WRRF site itself is comprised of portions of two (2) parcels: APN 073-092-034, commonly referred to as Lot 8, consisting of 76 acres, and APN 073-092-050, commonly referred to as Lot 10, consisting of 145 acres.

The coastal development permit issued by the California Coastal Commission to the District authorized the creation of four (4) public lots, pursuant to Government Code section 66428(a)(2). The District acquired portions of the old Chevron Estero marine terminal property in order to re-purpose the old Chevron load line 2 offshore pipeline for use as a treated wastewater effluent outfall. The District developed a plan for future ownership and use of the public lots, in conjunction with the County of San Luis Obispo, the City of Morro Bay, the Trust for Public Land and the Land Conservancy of San Luis Obispo County. After rehabilitating and refurbishing load line 2, performing the required work for the project and reserving necessary easements in the public lots, the District, working with the land trusts intends to transfer the two ocean front public lots to the City of Morro Bay. The third parcel within the proposed annexation area is also a public lot; Assessor’s Parcel Numbers 073-075-019 and 073-075-020, commonly referred to as Lot 7N, consisting of 17.36 acres. Attachment 1 is an exhibit from the Coastal Commission staff report for the CSWP depicting the proposed public lots, including Lot 7N. Lot 7N will be sold to the Land Conservancy of San Luis Obispo upon completion of the CSWP and subsequently transferred to the County of San Luis Obispo as restricted recreational open space.

The proposed annexation area is uninhabited and has no active uses. The District has extensive infrastructure, including influent and effluent pipelines crossing Lot 7N. As indicated above, Lot 7N will be ultimately transferred to the County of San Luis Obispo as recreational open space. Lots 8 and 10 in the proposed annexation area will be used for the operation of the WRRF, which will ultimately be powered by a solar farm that is not yet constructed. The purpose of the WRRF is to provide the community of Cayucos with a cost-effective and sustainable water resource recovery system for the next 25-50 years. Additionally, the WRRF will create highly treated tertiary non-potable water suitable for agricultural irrigation. The District may lease portions of the proposed annexation area for agricultural purposes at some point in the future. No additional services are proposed to be added to the site as a result of the annexation.



AGENDA ITEM: 7

DATE: November 19, 2020

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: NOVEMBER 12, 2020

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE THE
DRAFT MEMORANDUM OF UNDERSTANDING WITH THE
CAYUCOS-MORRO BAY CEMETERY DISTRICT REGARDING
THE PURCHASE OF A PORTION OF LOT 8 ON TORO CREEK
RD.**

DISCUSSION:

This item was continued from last month.

The Cayucos-Morro Bay Cemetery District approached District staff in 2018 and again last year with an interest in acquiring an approximate 10 acres of Lot 8 for the purpose of expanding the existing cemetery. The proposed new location is located just west of the CSWP Plant and south of Toro Creek Road. Discussions with cemetery representatives and District staff agreed that the Cemetery District should do a Feasibility Study to see if their proposed project is viable in that location. To date they have performed a biological assessment and done an aerial survey for contours. The next step is for them to perform a geotechnical investigation.

Their project has now progressed such that a Memorandum of Understanding (“MOU”) may be entered into by both entities. The Draft MOU outlines insurance provisions and some of the steps that the Cemetery District needs to accomplish as their project moves forward. Another provision of the MOU is that the Cemetery District would strictly use reclaimed water from the CSWP for irrigation.

RECOMMENDATION:

Approve the Draft Memorandum of Understanding with the Cayucos-Morro Bay Cemetery District regarding the purchase of a portion of Lot 8 on Toro Creek.

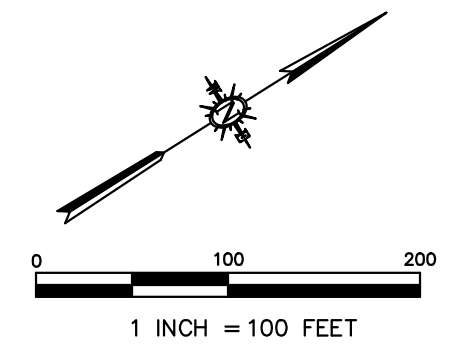
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Area of Interest



LEGEND

- EXISTING CONTOURS PER AERIAL SURVEY, 2' & 10' INTERVALS
- EXISTING CONTOURS PER OPEN SOURCE DATATA, 10' INTERVALS
- PROPERTY LINE
- CENTERLINE
- RIGHT-OF-WAY
- FENCE
- TREE



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

Cannon

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 DESIGN 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		
CONSTRAINTS MAP		
COUNTY OF SAN LUIS OBISPO		
DRAWN BY SEM	DATE 9/2/2020	CA JOB NO. 190816
CHECKED BY	SCALE 1" = 100'	SHEET 1 OF 1



AGENDA ITEM: 8

DATE: November 19, 2020

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON
DISTRICT MANAGER

DATE: NOVEMBER 12, 2020

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE THE
ISSUING OF A CONDITIONAL INTENT TO SERVE LETTER FOR
THE VALLEY RESIDENCE

DISCUSSION:

Last year Mr. Valley approached the District for a Will-Serve Letter in order to build a home on a parcel located at the North East corner of Gilbert and Chaney, APN 064-405-016. The Will-Serve Letter is a requirement of the County's Minor Use Permit (MUP) process. Staff researched this parcel and found that it was not within the District service area. Staff had also been contacted by other adjacent owners wanting to know why their parcel was not within the District's service area. The Valley parcel is also not within the County Water Service Area ("CSA-10A").

Staff contacted the LAFCO 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 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.

County staff has agreed to allow Mr. Valley to continue to process the MUP, provided the District and CSA-10A issue a "Conditional Intent-to-Serve" letter and place the District's conditions into the MUP final list of conditions.

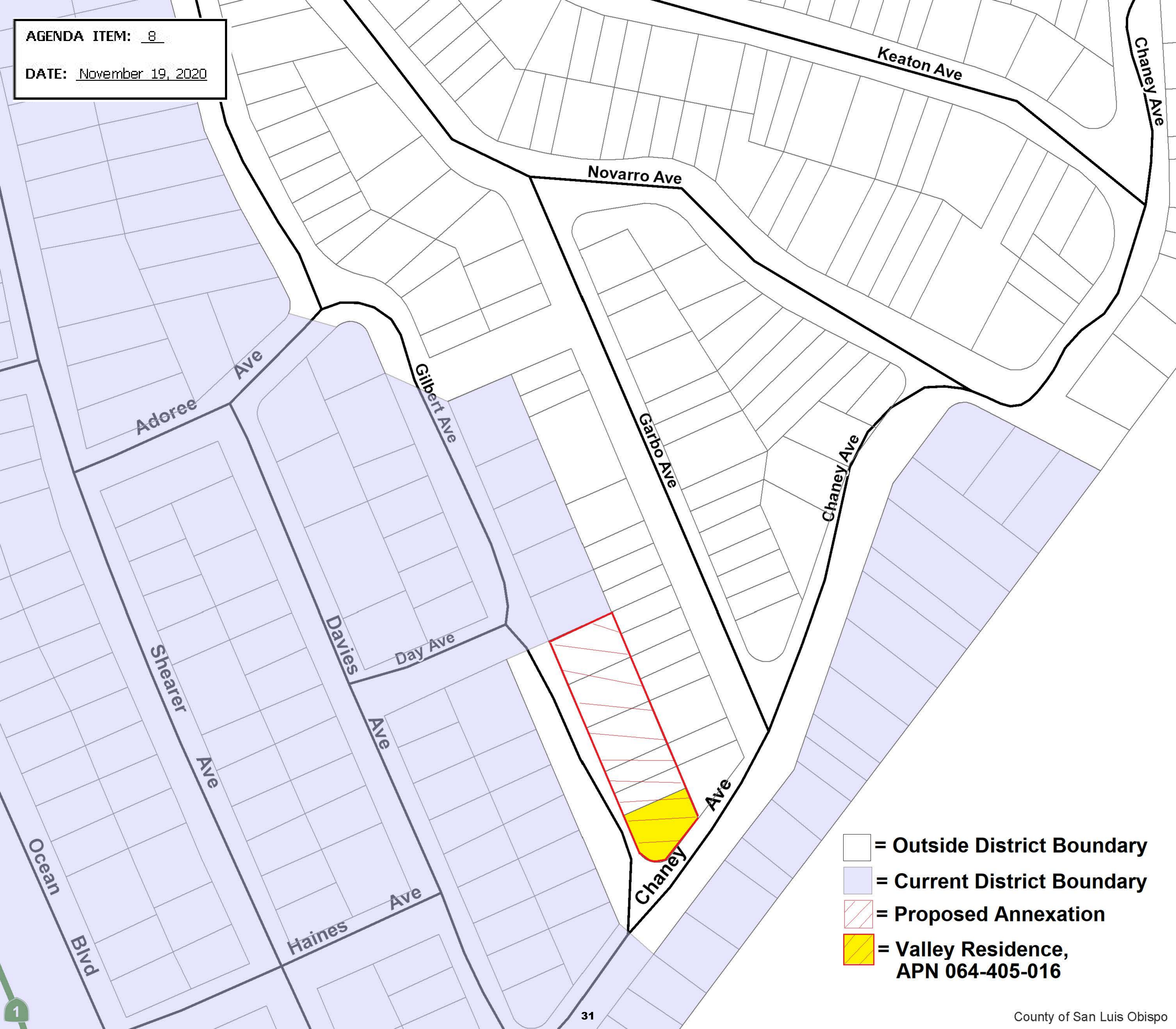
Conditions for the District's "Conditional Intent-to-Serve" are:





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 sewer in Chaney. In order to do that, this parcel and the others will need to have a 10-foot easement along Gilbert which benefits each parcel. The easement should include the right to access, install and maintain the individual private force mains.
4. With the installation of the private force mains the best way for all of them to connect to the District's Chaney main would be at a single connection point in a new manhole. Therefore, the District will require a new manhole to be placed on the Chaney main at the projection of the new 10-foot easement along Gilbert. This condition would be applied to the first project that would tie-in.

RECOMMENDATION:

Approve the issuing of a Conditional Intent to Serve Letter for the Valley Residence.

AGENDA ITEM: 8
DATE: November 19, 2020



-  = Outside District Boundary
-  = Current District Boundary
-  = Proposed Annexation
-  = Valley Residence, APN 064-405-016



AGENDA ITEM: 9

DATE: November 19, 2020

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: NOVEMBER 12, 2020

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE CHANGE
ORDER #1 FROM TESCO CONTROLS INC. IN THE AMOUNT
OF \$13,504.00**

DISCUSSION:

This Change Order #1 is for the Program integrator on the Lift Station #5 replacement project. It consists of two items. Item number 1 is a credit of \$266.00 for pressure switches that were extra from the WRRF and can be used at LS#5. The second is for an additional \$13,770.00 for the purchase of two pressure transmitters that were not included in the District's contract with TESCO.

The amount of \$13,504.00 represents 2.8% of the total contract amount.

RECOMMENDATION:

It is recommended that the Board Approve Change Order #1 from Tesco Controls Inc. in the amount of \$13,504.00.

AGENDA ITEM: 9
DATE: November 19, 2020

Change Order No. 02

Date of Issuance: 11/23/20	Effective Date: 11/23/20
Owner: Cayucos Sanitary District	Owner's Contract No.: CSWP-3
Contractor: Tesco Controls	Contractor's Project No.:
Engineer: Water Systems Consulting	Engineer's Project No.: N/A
Project: Cayucos Sustainable Water Project	Contract Name: Lift Station 5

The Contract is modified as follows upon execution of this Change Order:

Description: Changes to the CSWP Lift Station 5 Replacement Project primarily consist of instrument changes and cost savings using spare instruments from the Water Resource Recovery Facility as described in the attached.

Attachments: *Change Order Detail table, Supporting Documentation for each item*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>478,550.00</u>	Original Contract Times: Substantial Completion: <u>205</u> Ready for Final Payment: <u>265</u> days
[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>478,550</u>	Contract Times prior to this Change Order: Substantial Completion: <u>205</u> Ready for Final Payment: <u>265</u> days or dates
Increase of this Change Order: \$ <u>13,504</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>492,054</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>205</u> Ready for Final Payment: <u>265</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: 11/____

Title: _____

CHANGE ORDER DETAIL

Owner: Cayucos Sanitary District

No. 001

Contractor: Tesco Controls

Issue Date: 11/23/2020

Project: Cayucos Sustainable Water Project – Lift Station 5 Replacement

ITEM NO.	DESCRIPTION OF THE CHANGE	COST INCREASE	COST DECREASE
01	Decreases Price: Removed Pressure Gauges from Contract. The Owner had two spare pressure gauges for the CSWP WRRF project that could be leveraged at the lift station. Tesco is proposing a credit back to the Owner for the specified pressure gauges that were removed from the supply.	N/A	\$(266.00)
02	Increases Price: Providing two Pressure Transmitters. Tesco is requesting additional compensation for providing two pressure transmitters that were not included in Tesco's Professional Services Agreement. This is the agreed to lump sum.	\$13,770	N/A



AGENDA ITEM: 10

DATE: November 19, 2020

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: NOVEMBER 12, 2020

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE CHANGE
ORDER #1 FOR RAMINHA CONSTRUCTION INC. IN THE
AMOUNT OF \$17,968.82**

DISCUSSION:

This Change Order #1 is for Raminha, the Contractor for the Lift Station #5 replacement project. It consists of three items.

Item number 1 is an increase of \$9,423.43 in price for using Flygt pumps. The District uses Flygt pumps in all our Lift Stations and Collections staff can easily maintain them.

Item number 2 is an increase of \$6,426.03 for an increase in size of a valve vault which will allow easier maintenance access to the valves for Staff.

The third item is an increase of \$2,119.23 for the installation of the Charter Communications fiber conduit from Toro Creek Road to Lift Station #5.

In total, the CO#1 amount of \$17,968.82 represents 1.4% of the total contract amount.

RECOMMENDATION:

It is recommended that the Board approve Change Order #1 for Raminha Construction Inc., in the amount of \$17,968.82.

Date of Issuance: 11/23/20

Effective Date: 11/23/20

Owner: Cayucos Sanitary District

Owner's Contract No.: CSWP-3

Contractor: Raminha Construction

Contractor's Project No.:

Engineer: Water Systems Consulting

Engineer's Project No.: N/A

Project: Cayucos Sustainable Water Project

Contract Name: Lift Station 5

The Contract is modified as follows upon execution of this Change Order:

Description: Changes to the CSWP Lift Station 5 Replacement Project consisting of coordination of the effluent valve vault sizing with contract documents, change in pump manufacturer and additional scope to include Charter underground service to the lift station as described in the attached.

Attachments: *Change Order Detail table, Supporting Documentation for each item*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>1,283,000.00</u>	Original Contract Times: Substantial Completion: <u>214</u> Ready for Final Payment: <u>274</u> days
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>1,283,000.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>214</u> Ready for Final Payment: <u>274</u> days or dates
Increase of this Change Order: \$ <u>17,968.82</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>1,300,968.82</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>214</u> Ready for Final Payment: <u>274</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: 11/
Title: _____

CHANGE ORDER DETAIL

Owner: Cayucos Sanitary District
Contractor: Raminha Construction
Project: Cayucos Sustainable Water Project – Lift Station 5 Replacement

No. 001
Issue Date: 11/23/2020

ITEM NO.	DESCRIPTION OF THE CHANGE	COST INCREASE	COST DECREASE
01	Increases Price: Change in Pump Manufacturer. Negotiated lump sum price to change pump manufacturers from Wilo to Flygt per the Owner's request.	\$9,423.43	N/A
02	Increases Price: Increased Size of Effluent Vault. Negotiated lump sum price to change the effluent vault size from 4'-0" x 5'-0" to 6'-0" x 8'-0" in order to accommodate the size of the approved pressure sustaining valve within the vault.	\$6,426.03	N/A
03	Increase Price: Charter Communications Underground. Time and Materials price to install underground conduit for the lift station communications connection with the WRRF.	\$2,119.36	NA



AGENDA ITEM: 11

DATE: November 19, 2020

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: NOVEMBER 12, 2020

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE CHANGE
ORDER #5 FOR CUSHMAN CONTRACTING CORPORATION IN
THE AMOUNT OF \$27,719.54**

DISCUSSION:

This is Change Order #5 for Cushman and consists of several changes in vendor supplied systems. One item is the increase in the permeate pump horsepower from 10hp to 15hp. This change is requested by Evoqua.

Another change was requested by the Headworks vendor, Envirocare, to increase piping and concrete slab sizes to meet their final design.

Other changes include the addition of pipe spools in the MBR mechanical area for easier maintenance of the MBR pumps and the installation of concrete curb instead of AC curd around the Headworks.

In total, Change Orders #1,2,3,4,5 equal \$141,088.78 which represents .68% of the total contract amount.

RECOMMENDATION:

It is recommended that the Board approve Change Order #5 for Cushman Contracting Corporation in the amount of \$27,719.54.

AGENDA ITEM: 11
DATE: November 19, 2020

Change Order No. 005

Date of Issuance: 11/23/2020	Effective Date: 11/23/2020
Owner: Cayucos Sanitary District	Owner's Contract No.: CSWP-3
Contractor: Cushman Contracting Corporation	Contractor's Project No.:
Engineer: Water Systems Consulting	Engineer's Project No.: N/A
Project: Cayucos Sustainable Water Project	Contract Name: Water Resource Recovery Facility

The Contract is modified as follows upon execution of this Change Order:

Description: Changes to the CSWP Water Resource Recovery Facility Primarily dealing with minor changes to grading, electrical wiring, and process piping. Increase in HP of permeate pumps to enable flow from MBR into RW tank, changes to pressure switches and gauges, and changes to site concrete pads and curbs.
Attachments: *Summary table*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>20,518,175.01</u>	Original Contract Times: Substantial Completion: <u>497</u> Ready for Final Payment: <u>557</u> days or dates
Increase from previously approved Change Orders No. to No. <u>1,2, 3, 4</u> : \$ <u>113,369.24</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>20,631,544.25</u>	Contract Times prior to this Change Order: Substantial Completion: <u>497</u> Ready for Final Payment: <u>557</u> days or dates
Increase of this Change Order: \$ <u>27,719.54</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>20,659,263.79</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>497</u> Ready for Final Payment: <u>557</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

CHANGE ORDER

Owner: Cayucos Sanitary District
Contractor: Cushman Contracting Corporation
Project: Cayucos Sustainable Water Project

No. 005
Issue Date: 11/23/2020

ITEM NO.	DESCRIPTION OF THE CHANGE	COST INCREASE	COST DECREASE
01	Increases Price - Negotiated lump sum payment for the labor and materials associated with the modification of the RAS pump pipe spools to facilitate future removal and maintenance.	\$5,018.54	N/A
02	No Cost Change - Formalizes agreement between Owner and Control System Integrator regarding ISA tag changes.	N/A	N/A
03	Increases Price - Negotiated lump sum change to add additional flashing between the UV canopy and the UV electrical building to provide additional weather protection for instruments.	\$672	N/A
04	Increases Price - Negotiated lump sum payment to increase permeate pump HP from 10-15 HP.	\$11,434	N/A
05	Increases Price - Negotiated lump sum payment for changes made to pressure gauges and switches to conform to anticipated operating pressures.	\$2,630	N/A
06	Increases Price - Negotiated lump sum payment for changes to Headworks drain piping and concrete slabs at the Coarse Screen conveyor to accommodate Vendor design requirements.	\$3,165	N/A
07	Increases Price - Negotiated lump sum payment for changes to Headworks curb from ac dike to concrete curb.	\$4,800	N/A