



CAYUCOS SANITARY DISTRICT

200 Ash Ave.
PO Box 333
Cayucos, CA 93430-0333
(805) 995-3290

GOVERNING BOARD

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

BOARD OF DIRECTORS REGULAR MEETING AGENDA THURSDAY, JUNE 15, 2023 AT 5:00PM 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR: Recommended to Approve

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

A. Meeting Minutes

1. Approval of minutes for the April 20, 2023 Board of Directors Regular Meeting **Pg. 1**
2. Approval of minutes for the April 25, 2023 Budget Committee Meeting **Pg. 5**

B. Financial Reports: April 2023

1. Check Register – Wells Fargo (General Checking Account) **Pg. 7**
2. Check Register – Wells Fargo (CIP Checking Account) **Pg. 9**
3. Cash, Savings, and Investment Report **Pg. 10**
4. Budget vs. Actual Status Report **Pg. 11**
5. Capital Improvement Projects Report **Pg. 12**

C. Financial Reports: May 2023

1. Check Register – Wells Fargo (General Checking Account) **Pg. 13**
2. Check Register – Wells Fargo (CIP Checking Account) **Pg. 15**
3. Cash, Savings, and Investment Report **Pg. 16**
4. Budget vs. Actual Status Report **Pg. 17**
5. Capital Improvement Projects Report **Pg. 18**

4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required

A. District Manager's Report: April & May 2023 **Pg. 19**

B. New Will-Serves: April & May 2023

- 980 Park Ave. / Brosi / 064-157-025 / Deck (over easement)
- 199 6th St. / Leven / 064-132-037 / SFR Demo/Rebuild + ADU

Extended Will-Serves:

- 2788 Richard Ave. / J. Tenbroeck, Inc. / 064-204-032 / SFR New

Final Will-Serves:

- 47 Fresno Ave. / Page / 064-046-047 / SFR New

Grants of License:

None

5. **DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2023-05 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2023/24 APPROPRIATIONS LIMIT Pg. 21**
6. **DISCUSSION AND CONSIDERATION TO APPROVE THE FISCAL YEAR 2023/24 CAYUCOS SANITARY DISTRICT BUDGET Pg. 25**
 - A. **OPERATING BUDGET Pg. 26**
 - B. **CIP BUDGET Pg. 33**
7. **DISCUSSION AND CONSIDERATION TO ACCEPT THE NOTICE OF COMPLETION FOR THE TORO CREEK BRIDGE REPLACEMENT PROJECT Pg. 34**
8. **DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2023-03 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2023-2024 COUNTY TAX ROLL Pg. 36**
9. **DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2023-04 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2023-2024 COUNTY TAX ROLL Pg. 39**
10. **DISCUSSION AND CONSIDERATION TO CERTIFY THE CAYUCOS SANITARY DISTRICT'S 2023 SEWER SYSTEM MANAGEMENT PLAN (SSMP) Pg. 42**
11. **DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF THE CITY OF MORRO BAY INVOICE FOR 1ST QUARTER OF FY 2021-2022 IN THE AMOUNT OF \$32,936.91 Pg. 80**
12. **DISCUSSION AND CONSIDERATION TO APPROVE QUITCLAIM DEEDS ELIMINATING EASEMENT RIGHTS OWNED BY CHEVRON LAND AND DEVELOPMENT COMPANY APPURTENANT TO LOTS 8 & 10 Pg. 87**
13. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956(d)(2)** involving one (1) potential case. Walter v. Cayucos Sanitary District
14. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b)** Title: District Manager
15. **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.
16. **FUTURE SCHEDULED MEETINGS**
 - July 20, 2023 – Regular Board Meeting
 - August 17, 2023 – Regular Board Meeting
 - September 21, 2023 - Regular Board Meeting

17. 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.cayucosssd.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

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GOVERNING BOARD

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S. Lyon, Vice-President
H. Miller, Director
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BOARD OF DIRECTORS

REGULAR MEETING MINUTES

THURSDAY, APRIL 20, 2023 AT 5:00 P.M.

200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

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

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

Directors absent: Director Robert Frank

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.

Mark Miller, resident of Cayucos, requested information on the current status of the proposed consolidation of water, sewer and garbage services in Cayucos.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon replied that his Manager's Report touches on the Consolidation Study and suggested that Mr. Miller's inquiry might be best addressed at that time.

3. CONSENT CALENDAR: Recommended to Approve

A. Meeting Minutes

1. Approval of minutes for the February 19, 2023 Board of Directors Regular Meeting

B. Financial Reports: February 2023

1. Check Register – Wells Fargo (General Checking Account)
2. Check Register – Wells Fargo (CIP Checking Account)
3. Cash, Savings, and Investment Report
4. Budget vs. Actual Status Report FY **2022-2023**
5. Capital Improvement Projects Report

C. Financial Reports: March 2023

1. Check Register – Wells Fargo (General Checking Account)
2. Check Register – Wells Fargo (CIP Checking Account)
3. Cash, Savings, and Investment Report
4. Budget vs. Actual Status Report FY **2022-2023**
5. Capital Improvement Projects Report

Director Curti requested to pull item 3.C.4 for separate discussion, seeking clarification on line item 6100. Administrative Accounting Manager Gayle Good explained that this line item includes interest payments, and the District paid April's payment in advance, resulting in an inflated "% to date" number. President Enns

commented that line items 4500 and 4600 were also high, and Gayle responded that Wells Fargo's interest rate is significantly better than Mechanics Bank's and the bond market is up.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, to approve items on the Consent Calendar as prepared. Motion was seconded by Curti.

VOTE: 4-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: February & March 2023

B. New Will-Serves: February & March 2023

- 724 S Ocean Ave. / Kelly / 064-146-002 / SFR Remodel
- 761 Park Ave. / Wood / 064-081-047 / SFR New
- 2013 Cass Ave. / EVD LLC / 064-182-050 / SFR Remodel
- 3492 Davies Ave. / Schneider / 064-431-030 / Retaining Wall
- 1036 Pacific Ave. / Mariani / 064-151-020 / SFR Remodel

Extended Will-Serves:

None

Finalized Will-Serves:

- 2885 Ocean Blvd. / Malmen / 064-263-008 / SFR New
- 2733 Richard Ave. / Allen / 064-211-041 / SFR New
- 724 S Ocean Ave. / Kelly / 064-146-002 / SFR Remodel

Grants of License:

None

Manager Koon gave a summary of the previous months' activities while reviewing his Manager's Report. He discussed the proposed consolidation of services within Cayucos, highlighting his recent evaluation of the County's budget and his intention to create separate enterprise funds. Director Miller inquired about the state of the existing water companies' facilities, and Manager Koon answered that they are in pretty good shape.

President Enns opened the meeting to Public Comment.

Jonelle McAllister, resident of Cayucos, asked if there is a predicted timeframe for the next steps in the proposed consolidation process.

Mark Miller wondered if, how and when the public may provide their input regarding the proposed consolidation.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon responded that he hopes to have the draft Consolidation Study included in the May meeting packet, and that it would be most effective for stakeholders to relay their comments and concerns directly to their Board. Director Miller pointed out that LAFCO will also be seeking public input on the matter.

Items 4.A – B were received and accepted.

**5. REVIEW AND ACCEPTANCE OF THE MORRO BAY-CAYUCOS JOINT POWERS AGREEMENT
AUDITED FINANCIAL STATEMENTS FOR FY 2020/21**

Director Curti asked if there are any expenses still being incurred through the JPA, and Manager Koon replied that the District just paid the final bill for July – September 14th, 2022 and there have been no expenditures since then.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Item 5 was received and accepted.

6. DISCUSSION AND CONSIDERATION TO ACCEPT A GRANT OF SEWER EASEMENT FOR 3250 OCEAN BLVD. (064-424-019)

Manager Koon explained his recommendation to accept the easement.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to accept a Grant of Sewer Easement for 3250 Ocean Blvd. (064-424-019). Motion was seconded by Curti.

VOTE: 4-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO APPROVE A CONTRACT WITH WATER SYSTEMS CONSULTING, INC. IN THE AMOUNT OF \$34,815.00 FOR THE DESIGN OF THE CHANEY AVE. TO TORO CREEK RD. INTERCEPTOR LINE

Manager Koon elaborated on the proposed contract. President Enns questioned if the westerly side of the highway was considered as a potential location to lay the line, now that the District retains an easement there. Manager Koon answered that it was considered, and the District may go that route if this plan presents too many obstacles. Direct Curti asked if the second half of the design proposal is anticipated to exceed the budgeted amount, and if there is any chance for reimbursement. Manager Koon affirmed that a complete design incorporating the unknown Caltrans requirements is beyond the scope of this budget, and there is no opportunity for reimbursement since the District is replacing its own infrastructure as opposed to having to move it.

President Enns opened the meeting to Public Comment.

Joelle McAllister asked what "I&I" stands for.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon responded that "I&I" stands for inflow and infiltration and explained why the District attempts to prevent it.

MOTION: 1st by Miller, to approve a contract with Water Systems Consulting, Inc. in the amount of \$34,815.00 for the design of the Chaney Ave. to Toro Creek Rd. Interceptor Line. Motion was seconded by Lyon.

VOTE: 5-0 Motion passed

8. DISCUSSION AND CONSIDERATION TO FORM AN AD HOC COMMITTEE TO EVALUATE RECYCLED WATER OPPORTUNITIES

The Board and District Manager discussed the Recycled Water Program requirement associated with the completion of the Treatment Plant and identified an ultimate goal of supplementing Whale Rock Reservoir. Director Miller nominated President Enns and Director Curti to serve on the Ad Hoc Committee.

President Enns opened the meeting to Public Comment.

Mark Miller voiced support for supplementing Whale Rock Reservoir with treated, recycled water.

Hearing no further comment, President Enns closed Public Comment.

President Enns and Director Curti accepted the nominations to service on an Ad Hoc Committee to evaluate recycled water opportunities.

**9. CLOSED SESSION:
CONFERENCE WITH REAL PROPERTY NEGOTIATOR Pursuant to Government Code Section 54956.8**

Agency Negotiators: District Manager, Rick Koon, and District Counsel, Timothy Carmel

Negotiating Parties: Land Conservancy of San Luis Obispo

Property: APNs 065-022-010, 073-075-018, 073-075-019, and 073-075-020

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

President Enns announced that the Board would transition to Closed Session at 6:11 p.m.

Directors present during Closed Session: President Robert Enns, Vice-President Shirley Lyon, Director Hannah Miller and Director John Curti

Staff members present during Closed Session: District Manager Rick Koon

Open Session reconvened at 6:22 p.m.

Items to report from Closed Session: None

10. BOARD MEMBER COMMENTS

None.

11. FUTURE SCHEDULED MEETINGS

- May 21, 2023 – Regular Board Meeting
- June 18, 2023 – Regular Board Meeting
- July 20, 2023 – Regular Board Meeting

12. ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager



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GOVERNING BOARD

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

BUDGET COMMITTEE MEETING MINUTES TUESDAY, APRIL 25, 2023 AT 10:00 AM 200 ASH AVENUE, CAYUCOS, CA 93430

1. CALL MEETING TO ORDER

Director Miller called the meeting to order at 10:04 a.m.

Board members present: Director Lyon, Director Miller

Staff present: District Manager Rick Koon and Admin. Accounting Manager Gayle Good

2. PUBLIC COMMENT

Director Miller opened the meeting to Public Comment.

Hearing no comment, Director Miller closed Public Comment.

3. DISCUSSION AND REVIEW OF THE PROPOSED DRAFT BUDGETS FOR FY 2023-2024

A. OPERATING BUDGET

Staff reviewed the operating budget line by line with the committee.

Additionally, proposed COLA increases were presented and discussed. Based upon the current Cost of Living Indices provided by the Department of Labor, Director Lyon and Director Miller debated the merits of a 3%, 4%, 5% or 6% increase, recommending that the salary schedule be adjusted to reflect a 5% COLA increase.

Director Miller opened the meeting to Public Comment.

Hearing no comment, Director Miller closed Public Comment.

Committee recommends approval of the proposed budget as presented, including a 5% COLA effective July 1, 2023.

B. CAPITAL IMPROVEMENT PROJECT BUDGET

District Manager Koon presented the budget for Capital Improvements which includes expansion and continuation of items from the 22/23 budget, adding a pump at Lift Station #5, and permit-required infrastructure maintenance.

Director Miller opened the meeting to Public Comment.

Hearing no comment, Director Miller closed Public Comment.

Committee recommends approval of the CIP budget as proposed.

4. ADJOURNMENT

The meeting adjourned at 11:29 a.m.

Minutes Respectfully Submitted By:

X Gayle Good
Gayle Good
Administrative Accounting Manager

DRAFT

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

Date	Num	Name	Amount
04/03/2023	23645	ALPHA FIRE & SECURITY ALARM CORP	-105.00
04/03/2023	23646	ASAP	-34.53
04/03/2023	23647	BRENNTAG PACIFIC, INC.	-4,656.70
04/03/2023	23648	CHARTER INTERNET	-949.88
04/03/2023	23649	DEEP BLUE INTEGRATION, INC.	-195.00
04/03/2023	23650	KITZMAN WATER	-89.50
04/03/2023	23651	MINER'S ACE HARDWARE	-449.57
04/03/2023	23652	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
04/03/2023	23653	QUICK TECH COMPUTERS	-1,480.00
04/03/2023	23654	SPEEDY COASTAL MESSENGER, INC.	-670.00
04/03/2023	23655	STREAMLINE	-200.00
04/04/2023	23656	ABALONE COAST ANALYTICAL, INC.	-3,139.00
04/04/2023	23657	FLOW N CONTROL, INC.	-1,019.57
04/05/2023	HLTH040523	CALPERS (HEALTH)	-13,786.07
04/05/2023	60250023090	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-823.54
04/07/2023	23658	CARMEL & NACCASHA, LLP	-3,213.57
04/07/2023	23659	COASTAL ROLL OFF SERVICE	-2,529.10
04/07/2023	23660	COOK BACKFLOW SERVICES	-300.00
04/07/2023	23661	HACH	-1,814.14
04/07/2023	23662	MISSION COUNTRY DISPOSAL - WRRF	-608.89
04/07/2023	23663	NELSON'S GARAGE	-637.06
04/07/2023	23664	PG&E LS#1	-977.40
04/07/2023	23665	PG&E LS#2	-2,204.92
04/07/2023	23666	PG&E LS#3	-301.36
04/07/2023	23667	PG&E LS#4	-802.63
04/07/2023	23668	PG&E LS#5	-3,716.47
04/07/2023	23669	PG&E OFFICE	-222.26
04/07/2023	23670	PG&E WRRF	-4,331.31
04/07/2023	23671	PRINTING SYSTEMS, INC.	-1,123.95
04/07/2023	23672	WELLS FARGO VENDOR FIN SERV	-387.43
04/11/2023	23673	CALNET3	-430.48
04/11/2023	23674	CSA 10A SLO CO PW LS#3	-212.12
04/11/2023	23675	CSA 10A SLO CO PW LS#4	-212.12
04/11/2023	23676	DIGITAL WEST NETWORKS, INC. (ASTOUND)	-75.00
04/11/2023	23677	FIRSTNET (AT&T)	-426.33
04/11/2023	23678	USA BLUE BOOK	-228.52
04/13/2023		QuickBooks Payroll Service	-19,932.91
04/14/2023	DD04142301	ARIAS, MANUEL	0.00
04/14/2023	DD04142302	COLLINS, JONATHAN W	0.00
04/14/2023	DD04142303	GOOD, GAYLE	0.00
04/14/2023	DD04142304	HOOPER, SARAH L	0.00
04/14/2023	DD04142305	KOON, RICHARD L	0.00
04/14/2023	DD04142306	LAKEY, NICK E	0.00
04/14/2023	DD04142307	LESSI, AMY M	0.00

Date	Num	Name	Amount
04/14/2023	DD04142308	OWENS, JUSTIN D	0.00
04/14/2023	EDD041423	EDD	-1,672.74
04/14/2023	FED041423	US TREASURY	-8,090.76
04/14/2023	PERS041423	CALPERS (RETIREMENT)	-4,637.04
04/14/2023	DEF041423	CALPERS (RETIREMENT)	-1,075.00
04/17/2023	23680	DUKE ENERGY/WESTBOUND SOLAR 2	-10,665.28
04/17/2023	23681	HINSON'S TIRE PROS	-475.00
04/17/2023	23682	USA BLUE BOOK	-239.10
04/18/2023	23679	PATHIAN ADMINISTRATORS	-205.72
04/20/2023	23683	EXECUTIVE JANITORIAL	-225.00
04/20/2023	23684	NELSON'S GARAGE	-96.30
04/20/2023	23685	WATER SYSTEMS CONSULTING, INC.	-3,778.75
04/24/2023	23686	EXXONMOBIL	-764.24
04/24/2023	23687	HURCO TECHNOLOGIES, INC.	-2,486.96
04/25/2023	23690	BUSINESS CARD 4841	-8.57
04/25/2023	23691	BUSINESS CARD 8913	-1,522.56
04/25/2023	23692	COASTAL COPY, INC	-32.52
04/25/2023	23693	MISSION UNIFORM SERVICE	-591.54
04/25/2023	23694	SOCAL GAS	-58.36
04/27/2023		QuickBooks Payroll Service	-20,206.96
04/28/2023	DD04282301	ARIAS, MANUEL	0.00
04/28/2023	DD04282302	COLLINS, JONATHAN W	0.00
04/28/2023	DD04282303	CURTI, JOHN H.	0.00
04/28/2023	23688	ENNS, ROBERT	-91.45
04/28/2023	DD04282304	GOOD, GAYLE	0.00
04/28/2023	DD04282305	HOOPER, SARAH L	0.00
04/28/2023	DD04282306	KOON, RICHARD L	0.00
04/28/2023	DD04282307	LAKEY, NICK E	0.00
04/28/2023	DD04282308	LESSI, AMY M	0.00
04/28/2023	23689	LYON, SHIRLEY A	-91.45
04/28/2023	DD04282309	MILLER, HANNAH P	0.00
04/28/2023	DD04282310	OWENS, JUSTIN D	0.00
04/28/2023	PERS	CALPERS (RETIREMENT)	-4,637.04
04/28/2023	DEF042823	CALPERS (RETIREMENT)	-1,075.00
04/28/2023	FED042823	US TREASURY	-8,192.86
04/28/2023	EDD042823	EDD	-1,685.17
04/28/2023	35199560414	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Operating Expenses			-\$145,028.96

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/20/2023	11552	TESCO CONTROLS, LLC	10,000.00
04/20/2023	11553	WATER SYSTEMS CONSULTING, INC.	6,332.13
Total CIP Expenses			<u>\$16,332.13</u>

Cayucos Sanitary District Cash, Savings and Investment Report April 2023

Bank Accounts	Current Balance	
Wells Fargo General Checking	\$671,055	
Wells Fargo CIP	\$351,279	
Wells Fargo Savings (CFF)	\$230,684	
Wells Fargo - USDA	\$577,696	
Petty Cash	\$175	
LAIF	\$8,628	
Total	\$1,839,517	
Investments		
CalTrust	\$2,512,584	
Cetera Cash/MM	\$12,848	
Cetera Treasury/Securities	\$52,501	(Fixed Income)
Total	\$2,577,933	
Grand Total	\$4,417,451	
MCD Wells Fargo Deposit CD	\$25,000	Franchise Deposit on Hold

Cayucos Sanitary District FY 22/23 Financial Report Budget vs. Actual April 2023

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 22/23	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	259,750	2,650,801	2,646,792	3,176,150	83%
4100 · WILL SERVE INCOME	300	69,925	73,500	88,200	79%
4200 · RENTAL INCOME	3,600	70,416	35,500	42,600	165% ¹
4300 · SOLID WASTE INCOME	999	53,131	74,667	89,600	59%
4400 · SLOCO TAX ASSESSMENTS	80,803	852,257	893,500	1,072,200	79%
4500 · SAVINGS INTEREST INCOME	776	4,716	42	50	9431% ²
4600 · INVESTMENT INTEREST	6,796	44,074	7,083	8,500	519% ³
4700 · OTHER INCOME	-	6,147	3,833	4,600	134%
Total Income	353,024	3,751,466	3,734,917	4,481,900	84%
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	29,689	323,789	325,667	390,800	83%
5200 · COLLECTIONS PAYROLL	9,407	110,636	146,250	175,500	63%
5300 · TREAT PAYROLL	22,967	262,638	255,250	306,300	86%
5400 · DIRECTOR PAYROLL	400	5,500	6,667	8,000	69%
5500 · VESTED PAYROLL BENEFITS	302	2,996	4,750	5,700	53%
5600 · ADMIN PAYROLL TAXES & BENEFITS	9,878	112,474	114,750	137,700	82%
5700 · COLL PAYROLL TAXES & BENEFITS	5,000	71,703	98,500	118,200	61%
5800 · TREAT PAYROLL TAXES & BENEFITS	8,449	104,911	103,667	124,400	84%
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	31	421	500	600	70%
Total 5000 · PAYROLL EXPENSES	86,124	995,069	1,056,000	1,267,200	79%
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	10,833	13,000	0%
6100 · ADMIN OPERATING EXPENSES	8,476	862,669	770,708	924,850	93% ⁴
6500 · COLLECTIONS OPERATING EXPENSES	10,820	135,098	186,042	223,250	61%
7000 · TREATMENT OPERATING EXPENSES	104,788	1,135,885	1,253,333	1,504,000	76%
Total 6000 · OPERATING EXPENSES	124,083	2,133,651	2,220,917	2,665,100	80%
Total Expense	210,207	3,128,720	3,276,917	3,932,300	80%
Net Ordinary Income	142,817	622,746	458,000	549,600	
Net Income	142,817	622,746	458,000	549,600	

¹ Rental income in arrears received from CMB
² Changeover to WF resulted in higher interest on checking account
³ Bond market improvement
⁴ Last loan interest payment made for this FY

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 22/23
April 2023**

	Current Month	YTD Actual Rev/Exp	Approved Budget 22/23	Percent Used YTD
CAPITAL IMPROVEMENTS				
1536 - Electric Vehicle Purchase	0.00	0.00	45,000.00	0%
1601 - Sewer Main Replacements	0.00	0.00	55,000.00	0%
1601.02 - Chaney to LS #5	0.00	0.00	35,000.00	0%
1608 - Main Admin. Building				
1608.4 - Generator Installation	0.00	0.00	25,000.00	0%
1616 - RWQCB Recycled Water Program	0.00	3,367.50	20,000.00	17%
1650 - WRRF Improvements (Modified 1/19/23)				
1650.3 - IT LS Modem Replacements	0.00	0.00	14,000.00	0%
1650.4 - WRRF Swale Replacement	0.00	0.00	31,000.00	0%
Total Capital Improvements	\$0.00	\$3,367.50	\$225,000.00	1%

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

Date	Num	Name	Amount
05/02/2023	23695	COLLINS, JONATHAN W	-180.00
05/02/2023	23696	AMAZON	-46.11
05/02/2023	23697	CWEA	-110.00
05/02/2023	23698	KITZMAN WATER	-59.25
05/02/2023	23699	MINER'S ACE HARDWARE	-449.75
05/02/2023	23700	QUICK TECH COMPUTERS	-1,480.00
05/02/2023	23701	SPEEDY COASTAL MESSENGER, INC.	-610.00
05/02/2023	23702	STREAMLINE	-200.00
05/02/2023	23703	FAMCON PIPE AND SUPPLY INC.	-289.58
05/03/2023	23704	LAKEY, NICK E	-29.87
05/03/2023	23705	ABALONE COAST ANALYTICAL, INC.	-6,850.00
05/03/2023	23706	ENDRESS+HAUSER, INC.	-627.53
05/03/2023	23707	JK'S UNLIMITED, INC.	-254.79
05/03/2023	23708	MISSION COUNTRY DISPOSAL - WRRF	-212.56
05/04/2023	23709	HOOPER, SARAH L	-55.68
05/05/2023	HLTH050523	CALPERS (HEALTH)	-13,786.07
05/05/2023	B2312147547	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-823.54
05/05/2023	23710	LAKEY, NICK E	-180.00
05/08/2023	23711	CARMEL & NACCASHA, LLP	-1,558.76
05/08/2023	23712	CHARTER INTERNET	-950.02
05/08/2023	23713	COASTAL ROLL OFF SERVICE	-2,203.97
05/08/2023	23714	DUKE ENERGY/WESTBOUND SOLAR 2	-14,594.26
05/08/2023	23715	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
05/08/2023	23716	PG&E LS#1	-669.96
05/08/2023	23717	PG&E LS#2	-1,422.99
05/08/2023	23718	PG&E LS#3	-310.72
05/08/2023	23719	PG&E LS#4	-600.89
05/08/2023	23720	PG&E LS#5	-2,763.44
05/08/2023	23721	PG&E OFFICE	-223.48
05/08/2023	23722	PG&E WRRF	-3,064.67
05/08/2023	23723	STAPLES ADVANTAGE (Gov. Acct)	-159.14
05/08/2023	23724	WELLS FARGO VENDOR FIN SERV	-387.43
05/09/2023	23725	HOOPER, SARAH L	-26.20
05/09/2023	23726	HINSON'S TIRE PROS	-30.00
05/10/2023	23728	SAVECO NORTH AMERICA, INC.	-1,809.80
05/11/2023		QuickBooks Payroll Service	-19,932.10
05/12/2023	DD05122301	ARIAS, MANUEL	0.00
05/12/2023	DD05122302	COLLINS, JONATHAN W	0.00
05/12/2023	DD05122303	GOOD, GAYLE	0.00
05/12/2023	DD05122304	HOOPER, SARAH L	0.00
05/12/2023	DD05122305	KOON, RICHARD L	0.00
05/12/2023	DD05122306	LAKEY, NICK E	0.00
05/12/2023	DD05122307	LESSI, AMY M	0.00
05/12/2023	23727	LYON, SHIRLEY A	-45.72

Date	Num	Name	Amount
05/12/2023	DD05122308	MILLER, HANNAH P	0.00
05/12/2023	DD05122309	OWENS, JUSTIN D	0.00
05/12/2023	EDD051223	EDD	-1,700.00
05/12/2023	FED051223	US TREASURY	-8,156.26
05/12/2023	PERS051223	CALPERS (RETIREMENT)	-4,637.04
05/12/2023	DEF051223	CALPERS (RETIREMENT)	-1,075.00
05/15/2023	23730	BOB'S CRANE SERVICE	-5,000.00
05/15/2023	23731	CALNET3	-400.75
05/15/2023	23732	COUNTY OF SLO - CLERK RECORDER	-595.51
05/15/2023	23733	FIRSTNET (AT&T)	-426.33
05/18/2023	23729	PATHIAN ADMINISTRATORS	-205.72
05/22/2023	23734	EXECUTIVE JANITORIAL	-225.00
05/22/2023	23735	HACH	-1,467.72
05/22/2023	23736	POLYDYNE INC.	-4,627.31
05/22/2023	23737	USA BLUE BOOK	-187.74
05/22/2023	23738	WATER SYSTEMS CONSULTING, INC.	-3,222.50
05/24/2023	23739	BUSINESS CARD 4841	-598.36
05/24/2023	23740	BUSINESS CARD 8913	-925.81
05/24/2023	23741	EXXONMOBIL	-763.45
05/24/2023	23742	SURFACE PUMPS, INC.	-6,736.52
05/25/2023		QuickBooks Payroll Service	-20,657.65
05/26/2023	DD05262301	ARIAS, MANUEL	0.00
05/26/2023	DD05262302	COLLINS, JONATHAN W	0.00
05/26/2023	DD05262303	GOOD, GAYLE	0.00
05/26/2023	DD05262304	HOOPER, SARAH L	0.00
05/26/2023	DD05262305	KOON, RICHARD L	0.00
05/26/2023	DD05262306	LAKEY, NICK E	0.00
05/26/2023	DD05262307	LESSI, AMY M	0.00
05/26/2023	DD05262308	OWENS, JUSTIN D	0.00
05/26/2023	DEF052623	CALPERS (RETIREMENT)	-1,075.00
05/26/2023	PERS052623	CALPERS (RETIREMENT)	-4,637.04
05/26/2023	EDD052623	EDD	-1,791.38
05/26/2023	FED052623	US TREASURY	-8,394.80
05/26/2023	23743	COASTAL COPY, INC	-32.74
05/26/2023	23744	SOCAL GAS	-43.20
05/31/2023	13332790347	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Operating Expenses			-\$154,718.37

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

Date	Num	Name	Amount
05/02/2023	11554	FAMCON PIPE AND SUPPLY INC.	-4,936.71
05/08/2023	11555	WATER SYSTEMS CONSULTING, INC.	-4,980.00
05/15/2023	11556	FAMCON PIPE AND SUPPLY INC.	-1,018.88
05/22/2023	11557	SOUZA CONSTRUCTION, INC.	-206,196.79
05/26/2023	11558	NEGRANTI CONSTRUCTION	-391.46
05/31/2023	11559	SOUZA CONSTRUCTION, INC.	-196,323.42
05/31/2023	11560	SOUZA CONSTRUCTION, INC.	-1,050.00
Total CIP Expenses			-\$414,897.26

Cayucos Sanitary District Cash, Savings and Investment Report May 2023

Bank Accounts	Current Balance	
Wells Fargo General Checking	\$982,724	
Wells Fargo CIP	\$373,602	
Wells Fargo Savings (CFF)	\$232,247	
Wells Fargo - USDA	\$655,604	
Petty Cash	\$175	
LAIF	\$8,628	
Total	\$2,252,980	
Investments		
CalTrust	\$2,507,456	
Cetera Cash/MM	\$14,283	
Cetera Treasury/Securities	\$50,994	(Fixed Income)
Total	\$2,572,733	
Grand Total	\$4,825,713	
MCD Wells Fargo Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District
FY 22/23 Financial Report
Budget vs. Actual
May 2023**

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 22/23	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	265,330	2,916,131	2,911,471	3,176,150	92%
4100 · WILL SERVE INCOME	625	70,550	80,850	88,200	80%
4200 · RENTAL INCOME	-	70,416	39,050	42,600	165% ¹
4300 · SOLID WASTE INCOME	999	54,130	82,133	89,600	60%
4400 · SLOCO TAX ASSESSMENTS	279,756	1,132,013	982,850	1,072,200	106%
4500 · SAVINGS INTEREST INCOME	667	5,382	46	50	10765% ²
4600 · INVESTMENT INTEREST	8,005	52,079	7,792	8,500	613% ³
4700 · OTHER INCOME	-	6,147	4,217	4,600	134%
Total Income	<u>555,382</u>	<u>4,306,848</u>	<u>4,108,408</u>	<u>4,481,900</u>	<u>96%</u>
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	29,689	353,478	358,233	390,800	90%
5200 · COLLECTIONS PAYROLL	8,525	119,162	160,875	175,500	68%
5300 · TREAT PAYROLL	24,812	287,450	280,775	306,300	94%
5400 · DIRECTOR PAYROLL	100	5,600	7,333	8,000	70%
5500 · VESTED PAYROLL BENEFITS	302	3,298	5,225	5,700	58%
5600 · ADMIN PAYROLL TAXES & BENEFITS	9,878	122,353	126,225	137,700	89%
5700 · COLL PAYROLL TAXES & BENEFITS	4,990	76,694	108,350	118,200	65%
5800 · TREAT PAYROLL TAXES & BENEFITS	8,533	113,443	114,033	124,400	91%
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	8	428	550	600	71%
Total 5000 · PAYROLL EXPENSES	<u>86,837</u>	<u>1,081,906</u>	<u>1,161,600</u>	<u>1,267,200</u>	<u>85%</u>
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	11,917	13,000	0%
6100 · ADMIN OPERATING EXPENSES	5,046	871,375	847,779	924,850	94% ⁴
6500 · COLLECTIONS OPERATING EXPENSES	8,415	144,160	204,646	223,250	65%
7000 · TREATMENT OPERATING EXPENSES	130,026	1,266,735	1,378,667	1,504,000	84%
Total 6000 · OPERATING EXPENSES	<u>143,487</u>	<u>2,282,270</u>	<u>2,443,008</u>	<u>2,665,100</u>	<u>86%</u>
Total Expense	<u>230,325</u>	<u>3,364,176</u>	<u>3,604,608</u>	<u>3,932,300</u>	<u>86%</u>
Net Ordinary Income	<u>325,057</u>	<u>942,672</u>	<u>503,800</u>	<u>549,600</u>	
Net Income	<u>325,057</u>	<u>942,672</u>	<u>503,800</u>	<u>549,600</u>	

¹ Rental income in arrears received from CMB

² Changeover to WF resulted in higher interest on checking account

³ Bond market improvement

⁴ Last loan interest payment made for this FY

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 22/23
May 2023**

	Current Month	YTD Actual Rev/Exp	Approved Budget 22/23	Percent Used YTD
CAPITAL IMPROVEMENTS				
1536 - Electric Vehicle Purchase	0.00	0.00	45,000.00	0%
1601 - Sewer Main Replacements	0.00	0.00	55,000.00	0%
1601.02 - Chaney to LS #5	0.00	0.00	35,000.00	0%
1608 - Main Admin. Building				
1608.4 - Generator Installation	0.00	0.00	25,000.00	0%
1616 - RWQCB Recycled Water Program	0.00	3,367.50	20,000.00	17%
1650 - WRRF Improvements (Modified 1/19/23)				
1650.3 - IT LS Modem Replacements	0.00	0.00	14,000.00	0%
1650.4 - WRRF Swale Replacement	2,704.02	7,640.73	31,000.00	25%
Total Capital Improvements	\$2,704.02	\$11,008.23	\$225,000.00	5%



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

4

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 6, 2023

SUBJECT: MONTHLY MANAGER'S REPORT: APRIL & MAY

ADMINISTRATIVE

- Collections staff has finished jetting known root intrusion areas and is now focusing on downtown lines in preparation of the summer increase in flows.
- Staff is cycling through summer vacations. All positions are covered due to cross training.
- We now have 175 customers enrolled in E-billing and 640 on ACH (Auto-Pay).
- Staff continues to work with the County Building and Planning Department to ensure all building permits are routed to the District for review.
- Staff and District Legal Counsel reviewed the minor PSA edits from the Land Conservancy and have returned them for their final review. The potential closing date on Lot 6NE is July 31st.
- Staff completed the FY 23/24 Draft Fiscal Budget in preparation for the Budget Committee review, which will then present its recommendations to the Board for approval at the June meeting.
- Staff successfully confirmed the continuation of regulatory coverage and received a Notice of Applicability which places the District under the new General Order WQ 2022-0103-DWQ for Sanitary Sewer Systems.

CAPITAL PROJECTS

- Staff began work on several FY 22/23 CIP Projects prior to the close of this FY.
- Staff will begin smoke testing areas of the collections system. Door hangers will be placed on the homes within the testing areas.
- Staff is reviewing an 80% draft of the financial data for the Consolidation Study.

OPERATIONS AND MAINTENANCE: APRIL & MAY 2023

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; test backup generators
- Wash down bio basins, handrails, and walkways
- Test all alarms at pump stations
- Jet 2984' of main lines (April)
- Target Solutions Training for SDRMA
- Respond to 36 USAs (April)
- Clean gutters at downtown office
- Brush and weed control around trunk line manholes
- Clear brush from easements on Cricle Dr., S. Ocean Ave., St. Mary Ave., Park Ave., and Richard Ave. for jetting
- JK's Unlimited Inc. out to service jetter pump; replaced oil.
- F350 and Ranger oil changes
- New tires on jetter trailer
- Monitor active Will-Serves and update office on status
- Clean remaining check valves at Lift Station 5 – Line 1, 2 and 3
- Tighten swing valve hardware to eliminate small leak at Lift Station 5
- Troubleshoot trash pump ignition issue and schedule appointment for repair
- Wash and polish stainless steel cabinets at lift stations
- Clean and replace eye wash station fluids
- Investigate potential damage to our easement line between Park Ave. and St. Mary Ave.
- Deliver chemical totes for disposal at SLO WWTP
- Jet 3604' of main lines (May)
- Respond to 32 USAs (May)
- Update CIWQS annual collection system survey
- Repaint Lift Station 4 generator and dialer enclosure
- Repaint Lift Station 3 light pole
- Flow meter calibrations
- Ranger tire repaired
- Paint chemical storage floor at WRRF, install new shelving
- Inspect all back up pumps
- Recycle pump oil
- Finish Diamond Maps update
- Mow WRRF

Call Outs:

- NL – 4/23/2023 – SoCalGas discovered old Lift Station 2 force main
- NL – 4/24/2023 – Grid power blip caused all pumps to fault at Lift Station 5

CIP:

- Completed storm drain improvements at WRRF

WATER RESOURCE RECOVERY FACILITY: APRIL & MAY 2023

Daily Operations of Note:

- Completed all quarterly, monthly, weekly, and daily maintenance tasks
- Exercised generator
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Completed all Monthly Reports
- Sampled biosolids for required Annual Testing
- Provided 8,600 gallons of construction water to Souza for Toro Creek Bridge Project
- On April 6, Souza cut over to new line to ocean outfall on new, northbound side of Toro Creek Bridge on Highway 1
- Total Suspended Solids Meter received biannual maintenance at manufacturer and was re-installed
- Completed citric acid clean on both UV Vessels
- Large lab meter (Hach DR 6000) sent out for annual repair and calibration
- Provided 9,000 gallons of construction water to Souza for Toro Creek Bridge Project
- Large lab meter (Hach DR 6000) received back from annual calibration and maintenance
- RAS Pump #3 had mechanical seal replaced and was re-aligned after a leak
- Evoqua was on-site for 3 days and all membranes were pulled and inspected
- Annual Calibration of WAS Flowmeter, UV Flowmeters, 3Water Flowmeter, Effluent Flowmeter, EQ Basin Flowmeter, Parshall Flume Flowmeter, and Lift Station 5 Flowmeters
- Electrical PMs completed on solar field by Duke Energy

WRRF Influent

- Average Influent for April: 318,047 gallons per day
- Total Influent for April: 9.54 million gallons
- Average Influent for May: 264,988 gallons per day
- Total Influent for May: 8.21 million gallons

WRRF Effluent

- Average Effluent for April: 310,139 gallons per day
- Total Effluent for April: 9.30 million gallons
- Average Effluent for May: 259,801 gallons per day
- Total Effluent for May: 8.05 million gallons



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: MAY 8, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2023-05 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2023/24 APPROPRIATIONS LIMIT

DISCUSSION

With the passage of Proposition 4 in 1979, annual limits were placed on state, school districts, and local governments for the use of appropriations of tax proceeds. Each entity of government must formally "adopt" its appropriations limit for a given fiscal year. The calculations and multipliers vary each year and the current calculations are included in the Resolution. As Cayucos Sanitary District receives a portion of tax proceeds from the County of San Luis Obispo, we are subject to this requirement.

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2023-05 establishing Cayucos Sanitary District's Fiscal Year 2023/24 Appropriations Limit.

RESOLUTION 2023-05**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAYUCOS SANITARY DISTRICT ESTABLISHING
THE APPROPRIATIONS LIMIT FOR THE FISCAL
YEAR ENDING JUNE 30, 2024**

WHEREAS, in November of 1979 California voters passed Proposition 4, which added Article XIII B to the California Constitution; and

WHEREAS, Proposition 4 places an upper limit on the amount of money that can be spent on general operations from state revenues based on the 1978/1979 base year and adjusts each year based on population growth and inflation; and

WHEREAS, in 1990 California voters approved Proposition 111, which modified Article XIII B and provided new adjustment formulas making the appropriation limit more responsive to local growth issues as well as requiring an annual review of limit calculations; and

WHEREAS, Government Code Sections 7900 et seq. provide for the effective and efficient implementation of Article XIII B of the California Constitution; and

WHEREAS, Government Code Sections 7900 et seq. provide that each year, the governing body of each local jurisdiction shall, by resolution establish the annual adjustment factors to be used and the tax proceeds expenditure appropriation limit.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cayucos Sanitary District as follows:

1. The appropriation limit for Fiscal Year 2023-24 is hereby set at \$5,393,938.
2. Calculations used in the determination of the tax proceeds expenditure appropriation limit are attached hereto as Exhibit A and incorporated herein by this reference.

RESOLUTION NO. 2023-05
DATE: June 15, 2023

3. This Resolution is effective on its date of adoption.

PASSED AND ADOPTED this 18th day of May, 2023.

Ayes: **Curti, Frank, Miller, Lyon, Enns**

Nays: **None**

Absent: **None**

Abstain: **None**

Robert Enns, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rick Koon
District Manager

Timothy J. Carmel
District Counsel

EXHIBIT A
to Resolution No. 2023-05

CAYUCOS SANITARY DISTRICT
Calculation of Proposition 4 Limit

2022-2023 appropriation limit	\$ <u>5,206,504</u>
2023-2024 factor (per capita cost of living increase x population increase)	x <u>1.036</u>
2023-2024 appropriation subject to limit	\$ <u><u>5,393,938</u></u>



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: MAY 8, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE THE FISCAL
YEAR 2023/24 CAYUCOS SANITARY DISTRICT BUDGET:
A. OPERATING BUDGET
B. CIP BUDGET

DISCUSSION

On April 25th the Budget Committee met to discuss the FY 23/24 budget (meeting minutes attached to this packet as agenda item 3.A.2).

Based upon projected revenues and anticipated expenditures, adequate resources are available for the continuing operations, proposed expenditures and loan obligations of the District. Inflationary effects and staffing needs have been carefully considered in order to carry out the District's budgetary goals and objectives.

Detailed reports for the Operating Budget, CIP Budget and COLA recommendations are attached for review.

Subsequent to the Budget Committee meeting, staff reviewed the District's Safety Boot Allowance policy and determined that the last increase was in 2009. The Boot Allowance is available annually to all field staff to be certain they are wearing appropriate and approved footwear to prevent avoidable injuries. Staff recommends increasing the Safety Boot Allowance from \$180 to \$250 for the forthcoming fiscal year. Line items 6600 and 7260 would each increase by \$210, for an overall cost of \$420.

RECOMMENDATION

Staff recommends that the Board of Directors approve both the Operations and Capital Improvement Projects Budgets for Fiscal Year 2023/2024.



Cayucos Sanitary District

AGENDA ITEM:

6.A

Proposed Budget Summary FY 23/24

Income:

Sewer Income	\$	3,176,150
Will Serve Income	\$	88,200
Rental Income	\$	42,600
Solid Waste Income	\$	127,600
SLOCO Tax Assessments	\$	1,178,400
Savings Interest Income	\$	3,500
Investment Interest Income	\$	20,000
Other Misc. Income	\$	4,600
Category Total	\$	4,641,050

Payroll:

Admin. Gross Wages	\$	413,300
Collections Gross Wages	\$	186,750
Treatment Gross Wages	\$	316,350
Director Payroll	\$	8,000
Vested Payroll Benefits	\$	3,800
Admin. Payroll Taxes/Benefits	\$	137,600
Collections Payroll Taxes/Benefits	\$	115,900
Treatment Payroll Taxes/Benefits	\$	147,200
Director Payroll Taxes	\$	600
Category Total	\$	1,329,500

Operating Expenses:

Special Projects	\$	13,000
Admin Operating Expenses	\$	292,475
Collections Operating Expenses	\$	252,350
Treatment Operating Expenses	\$	546,200
Debt Service - Interest	\$	616,000
Debt Service - Principal	\$	1,057,500
Category Total	\$	2,777,525

Total Income	\$	4,641,050
Less Total Expenses	\$	4,107,025
Net Income	\$	534,025

Less Capital Improvement Projects Budget	\$	256,000
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Final Net Income	\$	278,025
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Cayucos Sanitary District

Proposed Budget FY 23/24

AGENDA ITEM:
6.A

Expenses to Date April 15, 2023	FY 22/23 Budget	Target 80% of Budget	FY 23/24 Proposed
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Ordinary Income/Expense

INCOME

4000 · SEWER INCOME				
4010 · Sewer Use Fees	2,525,284	3,143,000	80.35%	3,144,400
4020 · Sewer Late Fees	10,807	13,500	80.05%	13,500
4030 · Sewer Bank Fees	285	500	57.0%	500
4050 · Lot Fees	13,263	17,000	78.02%	17,000
4060 · Lot Late Fees	89	150	59.42%	150
4090 · Interrupted Service Fees	728	2,000	36.4%	600
Total 4000 · SEWER INCOME	2,550,457	3,176,150	80.3%	3,176,150
4100 · WILL SERVE INCOME				
4110 · Will Serve Fee	4,225	6,000	70.42%	6,000
4120 · Connection Fee	64,400	80,500	80.0%	80,500
4130 · Inspection Fee	1,000	1,300	76.92%	1,300
4140 · Grant of License Fee	0	400	0.0%	400
Total 4100 · WILL SERVE INCOME	69,625	88,200	78.94%	88,200
4200 · RENTAL INCOME				
4210 · Morro Dunes Rent	15,498	30,000	51.66%	30,000
4220 · Hanson Rent	0	6,000	0.0%	6,000
4230 · CMB Corp. Yard Lease	0	3,000	0.0%	3,000
4250 · Rental Income From Prior Years	51,318			
4260 · Duke Energy Solar Lease		3,600		3,600
Total 4200 · RENTAL INCOME	66,816	42,600	156.84%	42,600
4300 · SOLID WASTE INCOME				
4310 · Solid Waste Franchise Fee	45,325	82,000	55.27%	120,000
4320 · AB939 Recycle Program Fee	6,807	7,600	89.57%	7,600
Total 4300 · SOLID WASTE INCOME	52,132	89,600	58.18%	127,600
4400 · SLOCO TAX ASSESSMENTS				
4410 · Current Year Secured/Unsecured	834,223	1,047,500	79.64%	1,145,000
4420 · Delinquent Sewer Prior Year	18,034	24,700	73.01%	33,400
Total 4400 · SLOCO TAX ASSESSMENTS	852,257	1,072,200	79.49%	1,178,400
4500 · SAVINGS INTEREST INCOME				
4520 · Savings Interest	3,940	50	7,879.5%	3,500
Total 4500 · SAVINGS INTEREST INCOME	3,940	50	7,879.5%	3,500
4600 · INVESTMENT INTEREST				
4600 · INVESTMENT INTEREST - Other	37,278	8,500	438.56%	20,000
Total 4600 · INVESTMENT INTEREST	37,278	8,500	438.56%	20,000
4700 · OTHER INCOME				
4750 · COUNTY OF SLO ESMF / EDF funds	4,534	4,600	98.56%	4,600
Total 4700 · OTHER INCOME	4,534	4,600	98.56%	4,600
Total Income	3,637,037	4,481,900	81.15%	4,641,050

EXPENSE

5000 · PAYROLL EXPENSES				
5100 · ADMINISTRATIVE PAYROLL				
5110 · Admin. Gross Wages Regular	260,921	333,600	78.21%	351,200
5120 · Admin Gross Wages Overtime		0	0.0%	
5130 · Admin Gross Wages Vacation	20,853	21,100	98.83%	23,900
5150 · Admin Gross Wages Sick Payout	11,348	18,000	63.04%	19,100
5180 · Admin Personal Holiday	2,490	3,000	82.99%	3,200
5185 · Admin Holiday Pay	13,333	15,100	88.3%	15,900
Total 5100 · ADMINISTRATIVE PAYROLL	308,944	390,800	79.05%	413,300
5200 · COLLECTIONS PAYROLL				
5210 · Coll Gross Wages Regular	76,230	134,000	56.89%	142,800
5220 · Coll Gross Wages Overtime	442	1,400	31.6%	1,000
5230 · Coll Gross Wages Vacation	6,721	7,200	93.34%	9,000



Cayucos Sanitary District

Proposed Budget FY 23/24

	Expenses to Date April 15, 2023	FY 22/23 Budget	Target 80% of Budget	FY 23/24 Proposed
5250 · Coll Gross Wages Sick Payout	2,871	7,200	39.88%	7,700
5260 · Coll Gross Wages Standby Pay	14,740	18,500	79.68%	17,750
5265 · Coll Gross Wages Standby Holiday Pay	140			700
5280 · Coll Personal Holiday	602	1,200	50.19%	1,300
5285 · Coll Holiday Pay	4,164	6,000	69.4%	6,500
Total 5200 · COLLECTIONS PAYROLL	105,910	175,500	60.35%	186,750
5300 · TREATMENT PAYROLL				
5310 · Treat Gross Wages Regular	187,265	238,500	78.52%	240,600
5320 · Treat Gross Wages Overtime	12,736	9,500	134.06%	17,000
5330 · Treat Gross Wages Vacation	13,029	14,000	93.07%	14,300
5350 · Treat Gross Wages Sick Payout	11,805	13,000	90.81%	13,000
5360 · Treat Gross Wages Standby Pay	14,740	18,500	79.68%	17,750
5365 · Treat Gross Wages Standby Holiday Pay	140			700
5380 · Treat Personal Holiday	1,388	2,100	66.12%	2,200
5385 · Treat Holiday Pay	9,318	10,700	87.08%	10,800
Total 5300 · TREATMENT PAYROLL	250,421	306,300	81.76%	316,350
5400 · DIRECTOR PAYROLL				
5410 · Director Gross Wages	5,100	8,000	63.75%	8,000
Total 5400 · DIRECTOR PAYROLL	5,100	8,000	63.75%	8,000
5500 · VESTED PAYROLL BENEFITS				
5550 · Vested PERS Health	2,996	5,700	52.56%	3,800
Total 5500 · VESTED PAYROLL BENEFITS	2,996	5,700	52.56%	3,800
5600 · ADMIN PAYROLL TAXES & BENEFITS				
5610 · Admin FICA	14,090	18,500	76.16%	20,200
5620 · Admin Medicare	4,480	5,700	78.59%	6,000
5650 · Admin PERS Health	52,631	68,100	77.28%	64,000
5660 · Admin PERS Retirement	35,693	40,700	87.7%	42,700
5670 · Admin Dental	2,717	3,800	71.5%	3,800
5680 · Admin Vision	620	900	68.93%	900
Total 5600 · ADMIN PAYROLL TAXES & BENEFITS	110,230	137,700	80.05%	137,600
5700 · COLL PAYROLL TAXES & BENEFITS				
5710 · Coll FICA	6,409	10,900	58.8%	11,600
5720 · Coll Medicare	1,499	2,500	59.96%	2,700
5750 · Coll PERS Health	32,566	68,100	47.82%	64,000
5760 · Coll PERS Retirement	28,287	32,000	88.4%	32,900
5770 · Coll Dental	1,811	3,800	47.66%	3,800
5780 · Coll Vision	434	900	48.25%	900
Total 5700 · COLL PAYROLL TAXES & BENEFITS	71,007	118,200	60.07%	115,900
5800 · TREAT PAYROLL TAXES & BENEFITS				
5810 · Treat FICA	15,183	19,000	79.91%	19,600
5820 · Treat Medicare	3,551	4,500	78.91%	4,600
5850 · Treat PERS Health	39,300	47,600	82.56%	64,000
5860 · Treat PERS Retirement	41,858	50,000	83.72%	54,300
5870 · Treat Dental	2,490	2,500	99.61%	3,800
5880 · Treat Vision	565	800	70.63%	900
Total 5800 · TREAT PAYROLL TAXES & BENEFITS	102,948	124,400	82.76%	147,200
5900 · DIRECTOR PAYROLL TAXES & BENEFITS				
5910 · Directors FICA	316	500	63.24%	500
5920 · Directors Medicare	74	100	73.95%	100
Total 5900 · DIRECTOR PAYROLL TAXES & BENEFITS	390	600	65.03%	600
Total 5000 · PAYROLL EXPENSES	957,946	1,267,200	75.6%	1,329,500
6000 · OPERATING EXPENSES				
6050 · SPECIAL PROJECTS				
6051 · Manhole Reconditioning	0	12,500	0.0%	12,500
6052 · Sewer Map Replacements	0	500	0.0%	500



Cayucos Sanitary District

Proposed Budget FY 23/24

	Expenses to Date April 15, 2023	FY 22/23 Budget	Target 80% of Budget	FY 23/24 Proposed
Total 6050 · SPECIAL PROJECTS	0	13,000	0.0%	13,000
6100 · ADMIN OPERATING EXPENSES				
6120 · Copy & Dup	368	1,000	36.78%	1,000
6130 · Equipment Lease	1,970	2,700	72.95%	2,700
6150 · Equipment Repair/Maint	951	2,000	47.55%	2,000
6160 · Janitorial/Building Maint.	5,384	5,000	107.67%	6,500
6170 · Postage	8,472	9,000	94.14%	10,000
6180 · Printing/Advertising	1,991	1,500	132.72%	1,500
6190 · Office Supplies	2,382	5,000	47.65%	5,000
6200 · Bank Service Charges	642	500	128.46%	500
6201 · Administrative(Admin) Fees/Chgs	1,160	1,200	96.63%	1,700
6205 · Recycling Expenses	342	750	45.54%	750
6210 · Misc. Business Expense	358	1,000	35.8%	1,000
6211 · Grant of License Expenses	0	400	0.0%	400
6220 · Prof. Services -Accounting	6,650	7,500	88.67%	7,500
6225 · Prof. Services-Engineering	0	1,000	0.0%	2,000
6230 · Prof. Services-Legal	19,802	35,000	56.58%	25,000
6240 · Prof. Services- Tech Supp	12,733	15,000	84.89%	19,000
6255 · Prof. Services -Other	11,821	45,000	26.27%	45,000
6260 · Meeting Supplies	837	2,000	41.84%	2,000
6270 · Bus License & Permits	3,453	3,500	98.66%	3,675
6280 · Admin Dues & Sub.	8,891	8,000	111.14%	9,500
6290 · Taxes & Assessments	126	500	25.11%	100
6291 · LAFCO	11,120	11,000	101.09%	11,800
6292 · Election Fees	0	6,500	0.0%	-
6293 · Fire Tax	127	150	84.91%	150
6300 · Professional Development Admin	268	2,000	13.39%	2,000
6301 · Professional Development Board	0	1,500	0.0%	1,500
6310 · Rent - Venue	0	500	0.0%	1,000
6320 · Utilities - Electrical	1,917	2,500	76.69%	2,500
6340 · Utilities - Gas	465	450	103.34%	500
6360 · Utilities - Water	865	1,200	72.1%	1,200
6380 · Utilities - Internet	1,190	1,600	74.36%	1,600
6390 · Utilities - Telephone	1,978	2,400	82.41%	2,400
6410 · Loan Interest Paid	631,807	635,000	99.5%	616,000
6420 · Insurance-Worker's Comp	85,455	77,500	110.26%	86,000
6430 · Insurance-Commercial Policy	34,862	35,000	99.61%	35,000
Total 6100 · ADMIN OPERATING EXPENSES	858,386	924,850	92.81%	908,475
6500 · COLLECTIONS OPERATING EXPENSES				
6510 · Contract Labor	300	40,000	0.75%	50,000
6520 · Employee Training	0	1,500	0.0%	1,500
6521 · License Renewal	714	1,000	71.4%	1,500
6522 · Dues & Subscriptions	1,237	2,000	61.85%	2,000
6523 · Professional Development - Coll	200	1,000	20.0%	1,000
6530 · Equipment Rental	0	5,000	0.0%	5,000
6535 · Equipment (Critical Parts)	2,124	5,000	42.47%	5,000
6540 · Equipment Repair/Maint	3,288	8,500	38.69%	8,500
6560 · Pump Repair	29,208	25,000	116.83%	25,000
6570 · Generator Fuel	1,321	3,000	44.04%	3,000
6571 · Trucks Gas/Oil	7,713	7,500	102.85%	9,500
6572 · Trucks (Repairs)	8,038	6,000	133.97%	10,000
6573 · Mileage Reimbursement	133	500	26.51%	500
6580 · Hardware & Supplies	352	4,000	8.81%	4,000
6590 · Janitorial Supplies	279	1,000	27.88%	1,000
6600 · Laundry/Boot Allowance	3,329	3,700	89.97%	4,300



Cayucos Sanitary District

Proposed Budget FY 23/24

	Expenses to Date April 15, 2023	FY 22/23 Budget	Target 80% of Budget	FY 23/24 Proposed
6610 · Line Cleaning Water/Jetting	155	1,200	12.93%	1,200
6611 · Line Cleaning - Contracted	0	5,000	0.0%	10,000
6612 · Line Cleaning - Root Control	0	10,000	0.0%	-
6620 · Safety Supplies/Materials	2,041	2,000	102.04%	2,000
6630 · Chemicals	60	1,000	5.98%	1,000
6640 · Small Tools	147	2,000	7.35%	2,000
6650 · USA Alert	534	1,000	53.44%	1,000
6670 · Cell Phones	1,696	2,200	77.07%	2,200
6680 · Operating Contingency Reserve	0	10,000	0.0%	10,000
6700 · Utilities - Lift Station #1				
6710 · Electricity LS#1	5,704	5,400	105.62%	6,300
6720 · Telephone LS#1	481	650	74.04%	650
6730 · Water LS#1	600	750	80.05%	800
6745 · Repairs/Maint./Permits LS#1	5,583	4,000	139.57%	5,000
Total 6700 · Utilities - Lift Station #1	12,368	10,800	114.52%	12,750
6750 · Utilities - Lift Station #2				
6760 · Electricity LS#2	11,557	11,600	99.63%	12,400
6770 · Telephone LS#2	451	600	75.08%	600
6780 · Water LS#2	600	750	80.05%	800
6795 · Repairs/Maint./Permits LS#2	1,024	4,000	25.61%	5,000
Total 6750 · Utilities - Lift Station #2	13,632	16,950	80.43%	18,800
6800 · Utilities - Lift Station #3				
6810 · Electricity LS#3	1,487	1,800	82.61%	1,800
6820 · Telephone LS#3	481	650	74.04%	650
6830 · Water LS#3	1,019	1,200	84.88%	1,200
6845 · Repairs/Maint./Permits LS#3	795	2,300	34.57%	5,000
Total 6800 · Utilities - Lift Station #3	3,782	5,950	63.56%	8,650
6850 · Utilities - Lift Station #4				
6860 · Electricity LS#4	4,651	5,000	93.03%	5,000
6870 · Telephone LS#4	481	650	74.05%	650
6880 · Water LS#4	1,019	1,200	84.88%	1,200
6895 · Repairs/Maint./Permits LS#4	998	4,000	24.94%	5,000
Total 6850 · Utilities - Lift Station #4	7,149	10,850	65.89%	11,850
6900 · Utilities - Lift Station #5				
6910 · Electricity LS#5	28,850	25,000	115.4%	33,500
6920 · Telephone LS#5	443	600	73.91%	600
6945 · Repairs/Maint./Permits LS#5	1,971	4,000	49.28%	5,000
Total 6900 · Utilities - Lift Station #5	31,265	29,600	105.62%	39,100
Total 6500 · COLLECTIONS OPERATING EXPENSES	131,064	223,250	58.71%	252,350
7000 · TREATMENT OPERATING EXPENSES				
7105 · Bldg & Grounds Rep/Maint	3,798	5,000	75.96%	5,500
7110 · Cell Phones	1,200	1,200	99.99%	2,300
7120 · Chemicals	25,009	30,000	83.36%	45,000
7130 · Contract Labor	0	10,000	0.0%	15,000
7140 · Dues & Subscriptions	0	1,500	0.0%	1,500
7150 · Employee Training	1,115	1,500	74.36%	1,500
7170 · Equipment Lease	1,566	5,000	31.32%	5,000
7180 · Equipment Rental	4,306	5,000	86.13%	5,000
7190 · Equipment (Critical Parts)	3,415	10,000	34.15%	15,000
7200 · Equipment Repair/Maintenance	15,750	17,500	90.0%	30,000
7210 · Generator Fuel	1,853	3,500	52.93%	3,500
7220 · Operational Hardware & Supplies	5,286	6,000	88.09%	8,000
7230 · IT Support	20,861	20,000	104.31%	25,000
7240 · Insurance	59,097	55,000	107.45%	80,000
7250 · Janitorial Supplies	206	1,500	13.76%	1,500



Cayucos Sanitary District

Proposed Budget FY 23/24

	Expenses to Date April 15, 2023	FY 22/23 Budget	Target 80% of Budget	FY 23/24 Proposed
7260 · Laundry/Boot Allowance	2,728	2,800	97.42%	3,400
7270 · License Renewal	492	1,200	41.0%	1,200
7280 · Office Supplies	1,593	2,500	63.73%	2,500
7290 · Operating Contingency Reserve	0	10,000	0.0%	10,000
7300 · Sampling & Testing	50,385	75,000	67.18%	70,000
7310 · Lab Supplies	831	7,500	11.07%	7,500
7320 · Permits	14,451	7,800	185.27%	20,000
7340 · Professional Development - Tmt	444	5,000	8.88%	5,000
7345 · Prof. Services - Engineering	2,963	20,000	14.82%	5,000
7350 · Safety Supplies/Materials	2,410	4,000	60.26%	4,000
7360 · Small Tools	1,270	4,000	31.76%	4,000
7370 · Solar O&M	0	15,000	0.0%	-
7380 · Utilities - Electrical	77,272	80,000	96.59%	115,000
7385 · Utilities - Garbage Headworks	2,067		100.0%	3,200
7390 · Utilities - Internet	7,287	9,800	74.35%	9,800
7400 · Utilities - Sludge Removal	29,245	43,000	68.01%	40,500
7410 · Utilities - Telephone	1,168	1,200	97.33%	1,300
7997 · Debt Service Reserve	797,114	1,042,500	76.46%	1,057,500

Total 7000 · TREATMENT OPERATING EXPENSES	1,135,180	1,504,000	75.48%	1,603,700
Total 6000 · ADMIN/COLL OPERATING EXPENSES	989,450	1,161,100	85.22%	1,173,825
Total 5000 · PAYROLL EXPENSES	957,946	1,267,200	75.6%	1,329,500
Total 6000 · OPERATING EXPENSES	3,082,576	3,932,300	78.39%	4,107,025
Total 4000 · INCOME	3,637,037	4,481,900	81.15%	4,641,050
Net Ordinary Income	554,461	549,600		534,025
Less CIP Budget		225,000		256,000
Surplus		324,600		278,025

CAYUCOS SANITARY DISTRICT
Proposed Salary Schedule for FY 23/24
Includes 5% Cost of Living Adjustment

POSITION		MIN					MAX	LONGEVITY PAY		
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	*10 YEARS	*15 YEARS	*20 YEARS
			5%	5%	5%	5%	5%	2 1/2 %	2 1/2 %	2 1/2%
DISTRICT MANAGER (Full-Time Exempt)	Bi-Wkly	N/A	N/A	N/A	N/A	N/A	\$ 9,523.86	N/A	N/A	N/A
	Annual						\$ 247,620.24			
ADMINISTRATIVE ACCOUNTING MANAGER (Full-Time)	Hourly	\$ 34.37	\$ 36.09	\$ 37.89	\$ 39.78	\$ 41.77	\$ 43.86	\$ 44.96	\$ 46.08	\$ 47.24
	Bi-Wkly	\$ 2,749.60	\$ 2,887.20	\$ 3,031.20	\$ 3,182.40	\$ 3,341.60	\$ 3,508.80	\$ 3,596.80	\$ 3,686.72	\$ 3,778.89
	Annual	\$ 71,489.60	\$ 75,067.20	\$ 78,811.20	\$ 82,742.40	\$ 86,881.60	\$ 91,228.80	\$ 93,516.80	\$ 95,854.72	\$ 98,251.09
ADMINISTRATIVE SERVICES MANAGER (Full-Time)	Hourly	\$ 34.37	\$ 36.09	\$ 37.89	\$ 39.78	\$ 41.77	\$ 43.86	\$ 44.96	\$ 46.08	\$ 47.24
	Bi-Wkly	\$ 2,749.60	\$ 2,887.20	\$ 3,031.20	\$ 3,182.40	\$ 3,341.60	\$ 3,508.80	\$ 3,596.80	\$ 3,686.72	\$ 3,778.89
	Annual	\$ 71,489.60	\$ 75,067.20	\$ 78,811.20	\$ 82,742.40	\$ 86,881.60	\$ 91,228.80	\$ 93,516.80	\$ 95,854.72	\$ 98,251.09
COLLECTION WORKER TRAINEE (Full-Time)	Hourly	\$ 20.81	\$ 21.85	\$ 22.94	\$ 24.09	\$ 25.29	\$ 26.55	\$ 27.21	\$ 27.89	\$ 28.59
	Bi-Wkly	\$ 1,664.80	\$ 1,748.00	\$ 1,835.20	\$ 1,927.20	\$ 2,023.20	\$ 2,124.00	\$ 2,176.80	\$ 2,231.22	\$ 2,287.00
	Annual	\$ 43,284.80	\$ 45,448.00	\$ 47,715.20	\$ 50,107.20	\$ 52,603.20	\$ 55,224.00	\$ 56,596.80	\$ 58,011.72	\$ 59,462.01
COLLECTION WORKER I (Full-Time)	Hourly	\$ 23.77	\$ 24.96	\$ 26.21	\$ 27.52	\$ 28.90	\$ 30.35	\$ 31.11	\$ 31.89	\$ 32.68
	Bi-Wkly	\$ 1,901.60	\$ 1,996.80	\$ 2,096.80	\$ 2,201.60	\$ 2,312.00	\$ 2,428.00	\$ 2,488.80	\$ 2,551.02	\$ 2,614.80
	Annual	\$ 49,441.60	\$ 51,916.80	\$ 54,516.80	\$ 57,241.60	\$ 60,112.00	\$ 63,128.00	\$ 64,708.80	\$ 66,326.52	\$ 67,984.68
COLLECTION WORKER II (Full-Time)	Hourly	\$ 25.04	\$ 26.29	\$ 27.60	\$ 28.98	\$ 30.43	\$ 31.95	\$ 32.75	\$ 33.57	\$ 34.41
	Bi-Wkly	\$ 2,003.20	\$ 2,103.20	\$ 2,208.00	\$ 2,318.40	\$ 2,434.40	\$ 2,556.00	\$ 2,620.00	\$ 2,685.60	\$ 2,752.80
	Annual	\$ 52,083.20	\$ 54,683.20	\$ 57,408.00	\$ 60,278.40	\$ 63,294.40	\$ 66,456.00	\$ 68,120.00	\$ 69,825.60	\$ 71,572.80
LEAD WORKER II (Full-Time)	Hourly	\$ 33.61	\$ 35.29	\$ 37.05	\$ 38.90	\$ 40.85	\$ 42.89	\$ 43.96	\$ 45.06	\$ 46.19
	Bi-Wkly	\$ 2,688.80	\$ 2,823.20	\$ 2,964.00	\$ 3,112.00	\$ 3,268.00	\$ 3,431.20	\$ 3,516.80	\$ 3,604.72	\$ 3,694.84
	Annual	\$ 69,908.80	\$ 73,403.20	\$ 77,064.00	\$ 80,912.00	\$ 84,968.00	\$ 89,211.20	\$ 91,436.80	\$ 93,722.72	\$ 96,065.79
TREATMENT PLANT OPERATOR GRADE II (Full-Time)	Hourly	\$34.16	\$35.87	\$37.66	\$39.54	\$41.52	\$43.60	\$44.69	\$45.81	\$46.95
	Bi-Wkly	\$2,732.80	\$2,869.60	\$3,012.80	\$3,163.20	\$3,321.60	\$3,488.00	\$3,575.20	\$3,664.58	\$3,756.19
	Annual	\$71,052.80	\$74,609.60	\$78,332.80	\$82,243.20	\$86,361.60	\$90,688.00	\$92,955.20	\$95,279.08	\$97,661.06
TREATMENT PLANT OPERATOR GRADE III (Full-Time)	Hourly	\$39.06	\$41.01	\$43.06	\$45.21	\$47.47	\$49.84	\$51.09	\$52.37	\$53.68
	Bi-Wkly	\$3,124.80	\$3,280.80	\$3,444.80	\$3,616.80	\$3,797.60	\$3,987.20	\$4,087.20	\$4,189.38	\$4,294.11
	Annual	\$81,244.80	\$85,300.80	\$89,564.80	\$94,036.80	\$98,737.60	\$103,667.20	\$106,267.20	\$108,923.88	\$111,646.98
CHIEF PLANT OPERATOR (Full-Time)	Hourly	\$49.83	\$52.32	\$54.94	\$57.69	\$60.57	\$63.60	\$65.19	\$66.82	\$68.49
	Bi-Wkly	\$3,986.40	\$4,185.60	\$4,395.20	\$4,615.20	\$4,845.60	\$5,088.00	\$5,215.20	\$5,345.58	\$5,479.22
	Annual	\$103,646.40	\$108,825.60	\$114,275.20	\$119,995.20	\$125,985.60	\$132,288.00	\$135,595.20	\$138,985.08	\$142,459.71

New employees will generally be hired at Step A unless it can be demonstrated that, based on the inordinate qualifications of the prospective employee, advanced salary placement is warranted. In no event can the District Manager hire in beyond the mid-point of the range without the express approval of the District Board.

Upon successful completion of the introductory period, an employee will be moved to subsequent steps within their salary range based upon "merit" tied to performance evaluation.

Annually the Board will consider a Cost of Living Adjustment (COLA). If the COLA is approved, the step and range plan will be automatically adjusted accordingly. Therefore, an employee may receive both a step adjustment based upon "merit" and a COLA in any given year until the employee reaches Step F. Upon reaching Step F, the only salary adjustment will be the Board-approved COLA until the employee is eligible for longevity pay increases.

*Upon completion of the 10th, 15th and 20th years of service.



Cayucos Sanitary District

Capital Improvement Projects

FY 23/24

AGENDA ITEM:

6.B

Sewer Main Repairs

\$ 75,000.00

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

Generator & Building Improvements

\$ 35,000.00

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

IT- Computer/Server Upgrades

\$ 6,000.00

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

CSWP Projects

Outfall Inspection and Buoy Replacement

\$ 50,000.00

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

RWQCB/CCC Recycled Water Program

\$ 20,000.00

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

Lift Station #5 Pump

\$ 20,000.00

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

WRRF UV Changeout

\$ 50,000.00

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

Total CIP Budget

\$ 256,000.00



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 6, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO ACCEPT THE NOTICE OF COMPLETION FOR THE TORO CREEK BRIDGE REPLACEMENT PROJECT

DISCUSSION

The District’s portion of the Toro Creek Bridge Replacement Project was completed on May 10th, 2023.

The District was tasked by CalTrans to remove the two existing sewer force mains from the old northbound bridge, place them on a temporary bridge while the old bridge was removed, and then replace the District’s pipeline on the new bridge. Souza Construction of San Luis Obispo was the lowest bidder for the District’s work and for the overall Caltrans Toro Creek Bridge Replacement Project. Caltrans reimbursed the District for all contract expenditures incurred.

The District’s project was in two Phases: Phase I was an open bid, for which Souza Construction was lowest bidder. Phase II was incorporated as Change Order #2 to the Phase I contract.

Phase I Contract	\$1,103,557.00
Change Order #1	\$ -21,000.00
Change Order #2	\$ 829,604.11
Change Order #3	\$ 107,964.49
Change Order #4	\$ 1,105.26
Subtotal	\$2,021,230.86
Plus Engineering	\$ 273,426.58
TOTAL COST	\$2,294,657.34

The District’s reimbursement agreement with CalTrans was for \$2,721,000 based on pre-bid estimates.

Attached is the Notice of Completion for Board approval.

RECOMMENDATION

Staff recommends that the Board of Directors accept the Notice of Completion for the Toro Creek Bridge Replacement Project.

Recording Requested By

And When Recorded Mail To:

Cayucos Sanitary District
PO Box 333
Cayucos CA 93430

NOTICE OF COMPLETION

NOTICE is hereby given by the Cayucos Sanitary District, located in the County of San Luis Obispo, State of California, as follows:

1. That on the 10th day of May, 2023, the project hereunder described was considered to be completed and accepted by the District Manager on behalf of the Cayucos Sanitary District.
2. That the description of said project is the construction of:
Toro Creek Pipeline Replacement Project – Phase 1 and 2, Cayucos, CA
Contract No. TCB-2021
3. That the name of the political subdivision controlling said project is the Cayucos Sanitary District.
4. That the name of the contractor on said project is Souza Construction.
5. That the name of the Surety on said project is The California Department of Transportation.
6. Transferors: None.

(Signature of Owner/Agent)
Rick Koon, District Manager

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the District Manager, or designee, of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

(Signature of Owner/Agent)
Rick Koon, District Manager

(Date and Place)



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: AMY LESSI, ADMINISTRATIVE SERVICES MANAGER

DATE: JUNE 5, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2023-03 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2023-2024 COUNTY TAX ROLL

DISCUSSION

PLEASE NOTE: THE ITEMIZED REPORT (EXHIBIT "A" TO THE ATTACHED RESOLUTION) IS NOT YET AVAILABLE. The due date for all delinquent payments is June 15, 2023 at 4:30 p.m., and the itemized report is contingent upon payments received through that date. The itemized reports of delinquent sewer service and solid waste disposal accounts will be posted to the District's website and distributed to the Board of Directors via email by 5:00pm on June 15, 2023.

Each year the District adopts a Resolution to authorize submittal of its delinquent customer account balances to the SLO County Tax Collector's Office for collection via the customer's individual property tax bill. Staff has prepared the notices and filings such that the County will receive the delinquencies by the beginning of July, well before their deadline.

Staff continued the procedure this year whereby each delinquent customer was notified by phone, mail, and/or email prior to receiving the delinquency letter, however, there are a few more delinquent customers this year than in the past. Staff attributes the increase in delinquent customers to pending litigations where the legal owner of the property has yet to be determined, and new property owners that have ignored staff's attempts to make contact and the subsequent monthly billings.

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2023-03 confirming the itemized report to collect delinquent sewer service charges on the Fiscal Year 2023-2024 County Tax Roll.

RESOLUTION 2023-03 JUNE 15, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2023-2024 COUNTY TAX ROLL

WHEREAS, the Board of Directors (“Board”) of the Cayucos Sanitary District (“District”) makes the following findings of fact:

1. On August 8, 1977, the District Board duly adopted Ordinance No. 6 pursuant to which the District elected to have delinquent sewer service charges collected on the tax roll in the same manner, by the same persons, and at the same time as its general taxes, all pursuant to applicable Government and Health and Safety Codes; and
2. On May 1, 2023, in accordance with Health and Safety Code Section 5473.1, the District’s Administrative Services Manager mailed letters to owners of real property notifying them of the District’s intent to have sewer service charges with account balances at least three months delinquent as of May 1, 2023 placed on the 2023-2024 County Tax Roll for collection, pursuant to Health and Safety Code Sections 5473 and 5473a by filing a report with the Auditor-Controller’s office of the County of San Luis Obispo, containing a description of each parcel of real property with delinquent sewer service charges and the owner thereof; and
3. Furthermore, such notice informed the property owner of the time and place of the public hearing to be held before the District Board scheduled for June 15, 2023, at which time all interested persons will be given the opportunity to present oral or written testimony for or against said report or any portions thereof; and
4. On June 16, 2023 the Administrative Services Manager will submit a preliminary report listing the Assessor’s Parcel Numbers for the respective delinquent sewer service charges and specific amounts owed as of May 1, 2023, pursuant to Health and Safety Code Sections 5473 and 5473a, to the Auditor-Controller’s Office of San Luis Obispo County; and
5. On or before August 15, 2023, the final filing date established by the County of Auditor-Controller’s Office, the Administrative Services Manager must submit all changes, additions and deletions to such report on a final filing basis; and
6. In accordance with San Luis Obispo County regulations, as of July 1, 2008 a fee of \$36 will be charged for each assessment removed or revised from the assessment listing occurring on a tax bill after extension. Thus, any charge levied against the District for change(s) in an assessment amount of a property owner that is not the result of District error will be subsequently invoiced and collected by the District from the property owner of record.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cayucos Sanitary District as follows:

1. Each of the above findings is true and correct, and are incorporated herein by this reference.

2. The Board hereby approves and adopts the itemized report describing the delinquent sewer service charges attached hereto and incorporated herein by reference as Exhibit "A" and hereby authorizes such charges to be collected on the County real property tax roll, pursuant to the procedures set forth in Health and Safety Code Sections 5473 et seq.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 15th day of June, 2023.

ATTEST:

Rick Koon, District Manager

Robert B. Enns, President

(SEAL)

RESOLUTION 2023-03 EXHIBIT "A"

DELINQUENT SEWER SERVICE CHARGES TO BE COLLECTED ON THE FY 2023/24 COUNTY TAX ROLL

ACCOUNT #	APN	SERVICE ADDRESS	DELINQUENT BALANCE
000058	064-117-005	166 E St.	960.40
000080	064-102-029	36 Ocean Front Ln.	459.46
000099	064-433-011	3575 Shearer Ave.	394.80
001157	064-443-015	60 Rapft Ave.	1,293.60
001405	064-182-041	1924 Circle Dr.	1,293.60
001492	064-046-032	11 Fresno Ave.	1,293.60
001920	064-143-015	70 4th St.	1,293.60
002213	064-413-005	56 Gracia Ave.	1,205.40
002228	064-125-041	62 Saint Mary Ave.	1,293.60
002507	064-121-008	92 Pacific Ave.	3,880.80
003066	064-222-014	48 12th St.	627.61
003205	064-114-020	12 N Ocean Ave. Bldg. B	9,055.20
003206	064-114-019	14 N Ocean Ave. Bldg. C	9,702.00
003328	064-236-011	1802 Pacific Ave.	431.20
003362	064-261-004	2891 Santa Barbara Ave.	326.00
003440	064-205-011	2727 Orville Ave.	793.60
003691	064-046-022	67 Fresno Ave.	1,293.60
003880	064-122-017	98 S Ocean Ave.	1,264.20
005331	064-263-051	2871 Ocean Blvd.	323.40
005333	064-125-006	109 S Ocean Ave.	2,567.60
005348	064-151-019	1010 Pacific Ave.	431.20
003407	064-034-029	0 D St.	131.25
002710	064-372-042	3174 Gilbert Ave.	99.00
004874	064-372-046	3180 Gilbert Ave.	99.00
001581	064-427-025	3274 Gilbert Ave.	99.00
004428	064-372-062	348 Cerro Gordo Ave.	99.00

OF ACCOUNTS: 26

SUBTOTAL SEWER:	\$40,184.47
SUBTOTAL LOTS:	\$527.25

GRANT TOTAL: \$40,711.72



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: AMY LESSI, ADMINISTRATIVE SERVICES MANAGER

DATE: JUNE 5, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2023-04 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2023-2024 COUNTY TAX ROLL

DISCUSSION

PLEASE NOTE: THE ITEMIZED REPORT (EXHIBIT "A" TO THE ATTACHED RESOLUTION) IS NOT YET AVAILABLE. The due date for all delinquent payments is June 15, 2023 at 4:30 p.m., and the itemized report is contingent upon payments received through that date. The itemized reports of delinquent sewer service and solid waste disposal accounts will be posted to the District's website and distributed to the Board of Directors via email by 5:00pm on June 15, 2023.

Each year when needed, the District adopts a Resolution to authorize submittal of delinquent Mission Country Disposal customer account balances to the SLO County Tax Collector's Office for collection via the customer's individual property tax bill. Staff has prepared the notices and filings such that the County will receive the delinquencies by the beginning of July, well before their deadline.

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2023-04 confirming the itemized report to collect delinquent solid waste collection and disposal charges on the Fiscal Year 2023-2024 County Tax Roll.

RESOLUTION 2023-04
JUNE 15, 2023

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT
 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE
 COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2023-2024 COUNTY TAX
 ROLL**

WHEREAS, the Board of Directors (“Board”) of the Cayucos Sanitary District (“District”) makes the following findings of fact:

1. On August 8, 1977, the District Board duly adopted Ordinance No. 6 pursuant to which the District elected to have delinquent solid waste charges collected on the tax roll in the same manner, by the same persons, and at the same time as its general taxes, all pursuant to applicable Government and Health and Safety Codes; and
2. On May 1, 2023, in accordance with Health and Safety Code Section 5473.1, the District’s Administrative Services Manager mailed letters to owners of real property notifying them of the District’s intent to have solid waste collection and disposal charges that were delinquent as of May 1, 2023 placed on the 2023-2024 County Tax Roll for collection, pursuant to Health and Safety Code Sections 5473 and 5473a by filing a report with the Auditor-Controller’s office of the County of San Luis Obispo, containing a description of each parcel of real property with delinquent solid waste collection and disposal charges and the owner thereof; and
3. Furthermore, such notice informed the property owner of the time and place of the public hearing to be held before the District Board scheduled for June 15, 2023, at which time all interested persons will be given the opportunity to present oral or written testimony for or against said report or any portions thereof; and
4. On June 16, 2023 the Administrative Services Manager will submit a preliminary report listing the Assessor’s Parcel Numbers for the respective delinquent solid waste collection and disposal charges and specific amounts owed as of May 1, 2023, pursuant to Health and Safety Code Sections 5473 and 5473a, to the Auditor-Controller’s Office of San Luis Obispo County; and
5. On or before August 15, 2023, the final filing date established by the County of Auditor-Controller’s Office, the Administrative Services Manager must submit all changes, additions and deletions to such report on a final filing basis; and
6. In accordance with San Luis Obispo County regulations, as of July 1, 2008 a fee of \$36 will be charged for each assessment removed or revised from the assessment listing occurring on a tax bill after extension. Thus, any charge levied against the District for change(s) in an assessment amount of a property owner that is not the result of District error will be subsequently invoiced and collected by the District from the property owner of record.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cayucos Sanitary District as follows:

1. Each of the above findings is true and correct, and are incorporated herein by this reference.
2. The Board hereby approves and adopts the itemized report describing the delinquent solid waste collection and disposal charges attached hereto and incorporated herein by reference as Exhibit “A” and hereby authorizes such charges to be collected on the County real property tax roll, pursuant to the procedures set forth in Health and Safety Code Sections 5473 et seq.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 15th day of June, 2023.

ATTEST:

Rick Koon, District Manager

Robert B. Enns, President

(SEAL)

RESOLUTION NO. 2023-04 EXHIBIT "A"

DELINQUENT SOLID WASTE COLLECTION & DISPOSAL CHARGES TO BE COLLECTED ON THE FY 2023-24 COUNTY TAX ROLL

ACCOUNT #	APN	SERVICE ADDRESS	>120 DAY	FIN CHARG	TOTAL DELINQUENT BALANCE
9001466	064-182-041	1924 CIRCLE DR	404.38	74.13	478.51
10138616	064-081-066	833 PARK AVE	416.56	59.94	476.50
9001550	064-117-005	166 E ST	282.78	45.42	328.20
10137482	064-431-008	3437 SHEARER AVE	57.44	75.00	132.44
10136794	064-263-051	2871 OCEAN BLVD	222.95	75.00	297.95

OF ACCOUNTS: 5

SUBTOTAL SOLID WASTE:	\$1,713.60
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GRANT TOTAL: \$1,713.60



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 6, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO CERTIFY THE CAYUCOS SANITARY DISTRICT'S 2023 SEWER SYSTEM MANAGEMENT PLAN (SSMP)

DISCUSSION

On December 6th, 2022 the State Water Resources Control Board issued a new General Order for sanitary sewer systems. The order, WQ- 2022-0103-DWQ, replaces Order 2006-0003-DWQ under which the District was previously operating.

The General Order provides for the Regional Board's authority to require agencies to address specific content in technical reports, monitoring, and reporting in conjunction with general waste discharge requirements as outlined within the new General Order. This includes standardization of the District's Sewer System Management Plan (SSMP) and Sewer Spill Emergency Response Plan (SSERP).

Prior to the June 5th deadline, District staff enrolled the District in the new General Order and received a Notice of Applicability confirming continuation of regulatory coverage under the new General Order. District staff also reworked the SSMP to conform to the new requirements and submitted it on June 2nd.

Once approved by the Board, the SSMP will need to be audited every three years and revised every six years as required by this General Order.

The reworked SSMP is attached for review.

RECOMMENDATION

Staff recommends that the Board of Directors certify the Cayucos Sanitary District's 2023 Sewer System Management Plan.



SEWER SYSTEM MANAGEMENT PLAN

Board Approved April 21, 2010
Revised October 2021
Revised June 2023

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SECTION I: GOAL & INTRODUCTION

MISSION STATEMENT AND GOALS

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

This can be most readily accomplished by:

1. The creation of a Sewer System Master Plan (SSMP). To assist the District in future planning for the identification of future capital projects and to aid in the assessment of the collection system as a whole.
2. Maintaining and improving the sewer lines and lift stations within the District in a manner that is consistent with an adopted Sewer System Master Plan.
3. Aggressively minimizing the number and impact of sanitary sewer overflows, (SSOs) that may occur throughout the Cayucos Sanitary District.
4. Cost-effectively minimizing inflow and infiltration (I/I) and providing adequate sewer capacity to accommodate design storm flows.
5. Controlling source discharges to the Cayucos WWTP in accordance with State and Federal regulations.
6. Developing and implementing programs necessary to comply with State and Federal mandates, rules, and regulations.
7. Developing training programs necessary to teach up-to-date industrial systems required by State and Federal mandates, rules and regulations, describing the duties and responsibilities of all positions including supervisory and advancement certification, continuing education for certification maintenance, and additional training on standards and codes to gain additional understanding of the California Building and Plumbing Code, trenchless technology (preventative maintenance and repairs) and standard construction methods.

REGULATORY REQUIREMENT

On December 6, 2022, the State Water Resources Control Board (SWRCB) adopted Order WQ 2022-0103-DWQ, State Waste Discharge Requirements General Order for Sanitary Sewer Systems (WDR). The WDR requires any public agency that owns or operates a sanitary sewer system more than one mile in length that conveys untreated or partially treated wastewater to a publicly owned treatment works (POTW) in the State of California, comply with the requirements of the WDR.

The Cayucos Sanitary District (District) owns and operates a wastewater collection system more than one mile

in length that conveys untreated wastewater to a publicly owned treatment works (POTW) and therefore is required to comply with the WDR. In order to continue regulatory coverage from previous Order 2006-0003-DWQ, which the District adopted in 2010, the District submitted a Continuation of Existing Regulatory Coverage form in the on-line California Integrated Water Quality System (CIWQS) Sanitary Sewer Systems Database prior to the June 5, 2023 deadline. This Sewer System Management Plan (SSMP) has been redeveloped to comply with the required elements.

UPDATED SCHEDULE

Per the WDR, the District shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years beginning with this SSMP revision in 2023, thence in 2026, 2029, etc. The audit must be conducted for the period after the end of the District's last required audit period. Within six months after the end of the required 3-year audit period, the Legally Responsible Official shall submit the audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of the WDR.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff. The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The District's sewer system operators must be involved in completing the audit. At minimum, the audit must:

1. Evaluate the implementation and effectiveness of the District's Sewer System Management Plan in preventing spills
2. Evaluate the District's compliance with the WDR
3. Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State
4. Identify necessary modifications to the Sewer System Management Plan to correct deficiencies

The District shall submit a complete audit report that includes:

1. Audit findings and recommended corrective actions;
2. A statement that sewer system operators' input on the audit findings has been considered
3. A proposed schedule for the District to address the identified deficiencies

Additionally, the District shall update the SSMP every six years beginning with this update in 2023, thence in 2029, 2035, etc.

SEWER SYSTEM ASSET OVERVIEW

The District's collection system serves residential and commercial users within the County of San Luis Obispo's Urban Reserve Line for the unincorporated town of Cayucos, population of 2,464 (2020 census). The collection system includes approximately 20 miles of gravity sewer line, approximately 6 miles of force main, one of which conveys sewage from Lift Station 5 to the Cayucos Water Resource Recovery Facility, approximately 480 manholes, lamp-holes, and clean-outs and five lift stations. The WRRF and all the lift stations are monitored by a SCADA system, controlled and monitored at the WRRF, and monitored after hours by the on-call staff using

tablets.

The mainlines are made of a variety of materials, depending on the age; vitrified clay pipe (VCP), polyvinyl chloride (PVC), high density polyethylene pipe (HDPE), and cast iron. The lift stations are all of the submersible pump and above-ground control panel variety. There are no structures that divert stormwater into the collections system.

Per District Ordinance No. 26, all sewer laterals are owned by the lot being served, from point of connection with the District's main to the building. The District smoke tests the mains to help prevent unwanted inflow and infiltration (I&I).

The District has 90% residential and 10% commercial service connections. The District's main line and laterals can be viewed by the public on the District's website at <https://www.cayucossd.org>.

COLLECTIONS EQUIPMENT

The District operates and maintains a trailer-mounted hydraulic line cleaner, six emergency generators (five permanently installed; one trailer-mounted), and one diesel-powered bypass pump. The District maintains an inventory of spare pumps, safety equipment, and other tools and equipment for planned and emergency situations. The District has a scheduled preventive maintenance and enhanced maintenance program that addresses hot-spots to maintain the system. The District conducts its own Closed-Circuit Television (CCTV) inspections and records historical data about the system to prioritize maintenance activities. Additionally, the District owns and operates a smoke generating device for conducting yearly smoke testing on select areas of the collections system.

WASTEWATER TREATMENT PLANT

The Cayucos Sanitary District's Water Resource Recovery Facility is a newly constructed wastewater treatment plant, completed in 2021. It has a maximum capacity of 1.2 MGD, an average capacity of 0.340 MGD, and consists of headworks with both coarse and fine screens and grit removal, a membrane bio reactor (MBR) with two (2) aeration tanks as well as two (2) pre-anoxic and two (2) post-anoxic tanks, three (3) membrane tanks with ultrafiltration, a screw press for dewatering solids, and two (2) ultra-violet vessels for disinfection of effluent water.

SECTION II: ORGANIZATION

The District maintains two Legally Responsible Officials (LRO) for both the collection system and the WRRF. An LRO is a principal executive officer, ranking elected official, or their written designee responsible for the overall operation of the system.

COLLECTIONS SYSTEM

LRO NAME AND TITLE	E-MAIL ADDRESS	PHONE #
Rick Koon , District Manager	RKoon@CayucosSD.org	805-995-3290 ext. 101
Jon Collins , Lead Collection Worker	JCollins@CayucosSD.org	805-995-3290 ext. 106

WATER RESOURCE RECOVERY FACILITY

LRO NAME AND TITLE	E-MAIL ADDRESS	PHONE #
Rick Koon , District Manager	RKoon@CayucosSD.org	805-995-3290 ext. 101
Sarah L. Hooper , Chief Plant Operator	SHooper@CayucosSD.org	805-995-3290 ext. 201

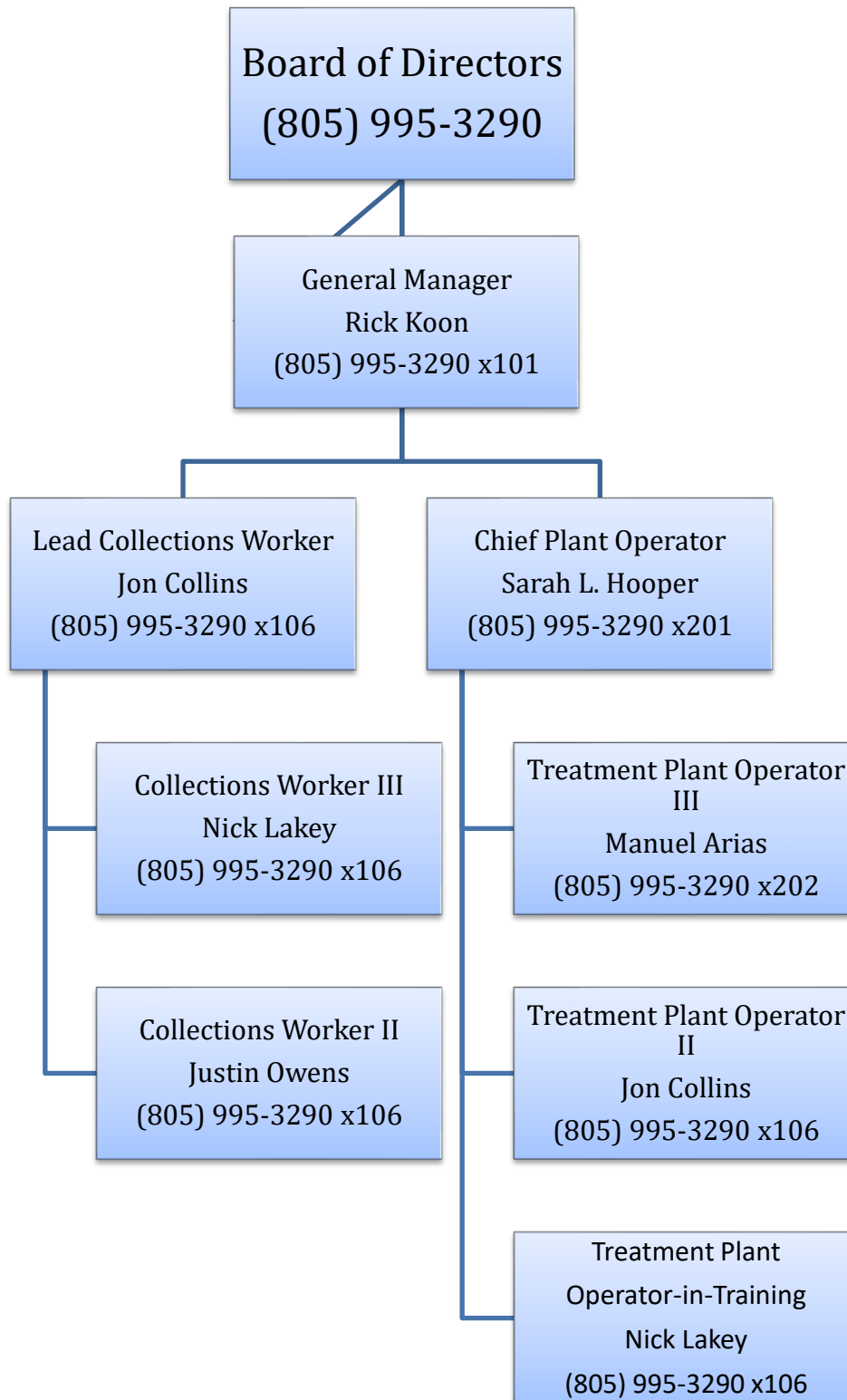
Collections Staff

The District's Collections staff operate under the general supervision of the District Manager. Collections staff includes one part-time lead worker and two full-time collections workers. Staff responds to main line sewage spills and other calls 7 days a week, 24 hours per day. The District will respond to private lateral sewer discharges but is not responsible for maintaining or replacing private laterals (District Ordinance No. 26).

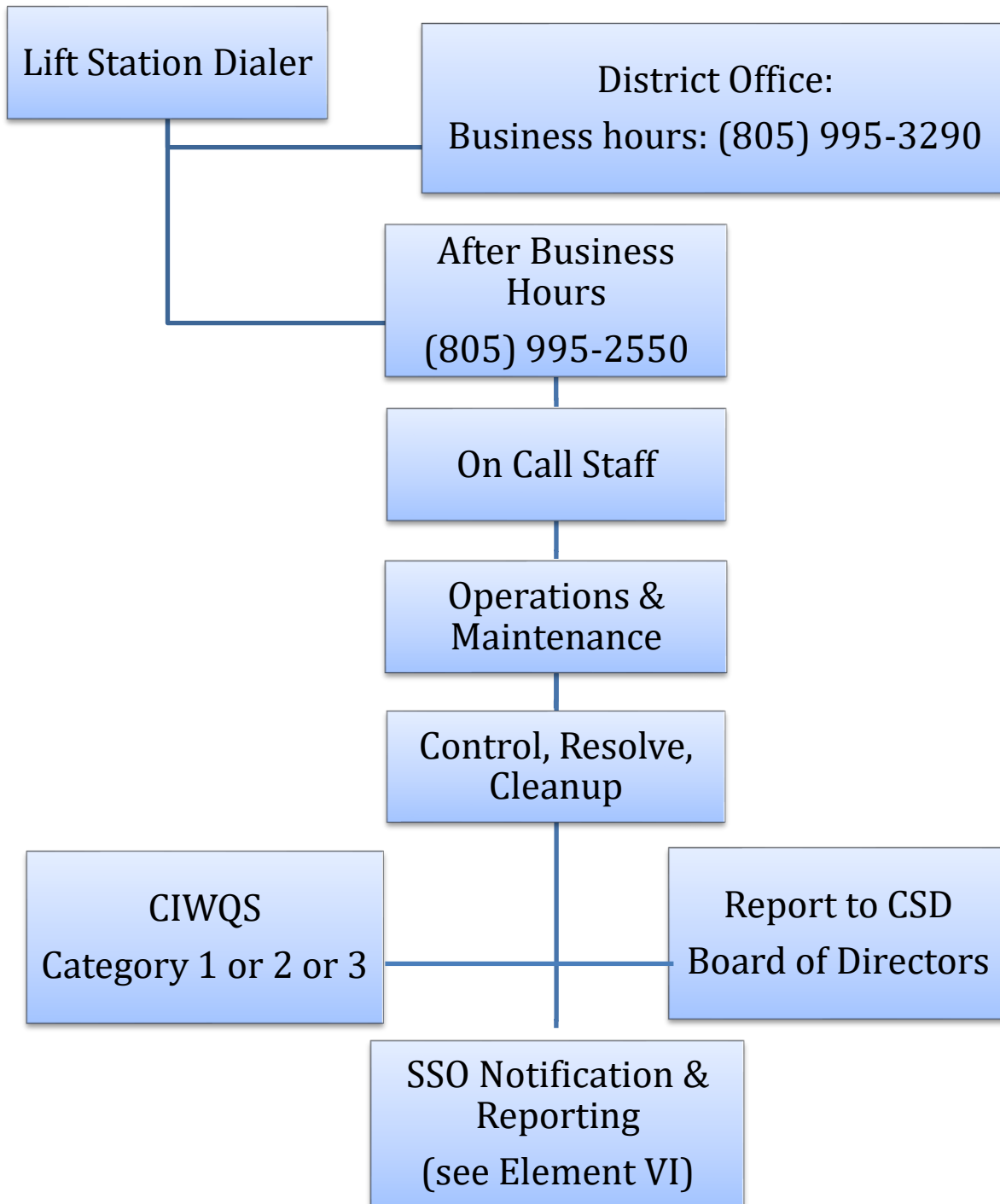
Wastewater Treatment Staff

Treatment Plant staff operate under the general supervision of the District Manager. Treatment plant staff includes one Chief Plant Operator (Grade V), one full-time Operator (Grade III), one part-time Operator (Grade II), and one part-time OIT (Operator-in-Training). Staff responds to any emergency calls for spills or other issues at the plant 7 days a week, 24 hours per day.

Organizational Lines of Authority



Chain of Communication



SECTION III: LEGAL AUTHORITY

LEGAL AUTHORITY DISCUSSION

Cayucos Sanitary District Sanitary Sewer Ordinances contain the legal authority SWRCB requires.

- a) Ordinance No. 5 contains sections stating the District's requirements for the use of sanitary sewer within the District. This General Ordinance includes provisions to protect public health and prevent pollution.
- b) Ordinance No. 5, Part V contains the District's requirements for the construction of sanitary sewer facilities installed, altered, or repaired within the District.
- c) Ordinance No. 26 provides that property owners are responsible for maintaining, in satisfactory and effective operation, the street and sewer laterals all the way to the main.
- d) Ordinance No. 24 establishes uniform permitting, maintenance, and monitoring requirements for controlling the discharge of FOG.
- e) California Health and Safety Code 6523.3 establishes enforcement provisions of any ordinance of a Sanitary District.

Cayucos Sanitary District ordinances are available in the District office and at www.CayucosSD.org. Segments of these documents are discussed in the following sub-sections as they pertain to the prevention of illicit discharges, proper design and construction of sewer mains and connections, maintenance access, and enforcement measures.

3A. PREVENTION OF ILLICIT DISCHARGES

Cayucos Sanitary District General Ordinance No. 5 outlines legal and illegal discharges to the District's sewer system. The chapter also contains measures prohibiting illicit discharges to prevent damage to the collection system, treatment process, or cause harm to the public health or environment.

1. Storm Water and I/I: Section 28 prohibits the discharge or cause of discharge of any storm water, surface water, groundwater, roof runoff, subsurface drainage, unpolluted industrial cooling, or unpolluted industrial process waters to any sanitary sewer.
2. Prohibited Discharges: Section 29 prohibits the discharge or cause of discharge of any of the following described waters or wastes to any public sewers:
 - a. Any liquid or vapor having a treatment temperature higher than one hundred fifty degrees Fahrenheit.
 - b. Any water or waste which may contain more than one hundred parts per million, by weight, of fat, oil, or grease.
 - c. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas.
 - d. Any garbage that has not been properly shredded.
 - e. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewerage system.
 - f. Any water or wastes having a pH lower than 5.5 or higher than 9.0, or having any other

corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.

- g. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans, plants, or animals, or create any hazard in the receiving waters of the sewage treatment plant.
- h. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant.
- i. Any noxious or malodorous gas or substance capable of creating a public nuisance.

3B. STORM SEWER PERMIT

The County of San Luis Obispo Department of Public Works handles all storm drainage within the District. The District has a yearly encroachment permit to be able to access storm drainage for emergency spill response.

3C. PROPER DESIGN AND INSTALLATION OF SEWERS AND CONNECTIONS

Regulations pertaining to the design, construction, and inspection of private sewer systems, building sewers, and connections are included in District General Ordinance No. 5 and in standard specifications found in District as-built drawings.

- a. **Inspection Required:** The District requires all sewer lines and lateral connections to be inspected by District staff prior to backfill.
- b. **Design Requirements:** The Standard Specifications specifies the minimum size and slope of a building sewer. Design requirements are contained in the Standard Specifications.
- c. **Installation of Sewers:** As-Built Standard Specifications state the requirements of lines and grades, trench widths, excavation for sewers, bracing and shoring, laying of pipe, trench backfill, testing of sewer lines, and cleaning for the construction of all sewer lines and connections.

The District's Standard Construction Specifications are based upon the standards of the San Luis Obispo County Department of Public Works and the California Uniform Plumbing Code (CUPC). These standards will be reviewed, assessed, and revised as necessary with periodic SSMP audits as required by the State Water Board.

3D. LATERAL MAINTENANCE ACCESS

Property owners are responsible for maintaining in satisfactory and effective operation the street and sewer laterals all the way to the main (Ordinance No. 26). The District has a map of the District maintained sanitary sewer system, including lateral locations.

General Ordinance No. 5, Part V, Section 18, cites that District representatives shall at all reasonable times

be permitted to enter in and upon all buildings and premises within the District for purposes of inspection, observation, measurement, sampling, testing, or otherwise performing such duties as may be necessary in carrying out the provisions of Ordinance No. 5 in the event of illicit discharge or substandard conditions.

3E. ENFORCEMENT MEASURES

District Ordinance Nos. 5 and 26 give the District the power to fine persons in violation of District Ordinances liable for all damages resulting from said violations, including but not limited to attorney's fees and court costs. Persons found to be in violation of District Ordinances can be found guilty of a misdemeanor. The District does not have jurisdiction over the community's water supply and therefore cannot use the termination of water service as an enforcement measure.

3F. EASEMENTS

The District has obtained all necessary easement accessibility agreements. The original system design included easement agreements which are individually numbered and delineated on the as-built plans. Additional easements have been added as needed.

SECTION IV: OPERATION AND MAINTENANCE PROGRAM

O & M OVERVIEW

District collections staff are responsible for the inspection and maintenance of approximately 23 miles of sewer line; five lift stations; more than 480 manholes/cleanouts, and the equipment and facilities related to collections and conveyance. Staff is charged with public relations, implementation of a pretreatment program, implementation of a FOG program, and other programs as necessary to ensure compliance with Federal and State law. Staff also monitors, schedules, and performs repairs, video inspections, I/I monitoring, construction, and lateral work. In addition, staff records historical information concerning the system and/or repairs, changes, and other information.

Staff conducts a systematic video inspection of the sewer lines, scheduled and enhanced line cleaning, and an annual root control program. Staff maintains maps of all lines and cleans them on a two-year schedule. Lines that have been identified as problem areas are cleaned on a more frequent basis.

Employees are on call twenty-four hours a day, 365 days a year to respond to calls and emergencies, both in the Collection system and at the Water Resource Recovery Facility.

Staff operates and maintains a trailer mounted sewer jetter, a trailer mounted Vactron vacuum, two CCTV inspection assemblies (main line, and lateral), one portable emergency generator, five stationary generators, a by-pass pump, three service trucks and other equipment.

District treatment plant staff are responsible for operating and maintaining all equipment in the WRRF. Operators closely monitor biological activity in the treatment system by means of observation and laboratory

testing and make any appropriate changes in the treatment process as needed. Treatment staff are responsible for maintenance on all equipment in the plant, from cleaning and inspection through oil changes, greasing, repairs and replacement. Staff utilizes a Computerized Maintenance Management System (CMMS) to more easily schedule and track all maintenance.

4A. SANITARY SEWER SYSTEM MAPS

The District has and maintains an online mapping system for viewing plans and as-built maps of the wastewater collection system which is available on the District's website at www.CayucosSD.org. Hard copies are available for viewing at the District office. This set of maps divides the District into five numbered sections. All manholes are numbered, and all sewer line distances are labeled. There are additional notations on these maps concerning street names, force mains, valves, manholes, lift station locations, and pipe diameters, to aid collections staff during routine cleaning and maintenance.

On these maps, the numbering system generally follows flow direction, in that the lower numbers indicate either the highest point in a section, the end of a line, or where one section ties into another. Additionally, clean-outs and lamp holes are also numbered. The on-line maps indicate flow direction with arrows.

This set of maps is constantly being updated. When errors in distance or other issues are noticed they are updated on the maps.

There are as-built drawings of the five lift stations in the District office. These contain engineering information and drawings of each station. There are small areas of the District where sufficient as-built information does not exist. The District continues to work on updating maps for these areas.

The San Luis Obispo County Public Works Department maintains the storm drain system in Cayucos. County Public Works maintains and possesses maps of the storm drain system.

4B. PREVENTATIVE OPERATION AND MAINTENANCE

Routine operations and maintenance activities are most readily categorized by dividing them into the normal frequency of occurrence. The time intervals we use are:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually
- Other

Safety and Vehicle Inspection

Safety equipment is checked for faults and preparedness daily to ensure it is able to be used in response to an emergency. Vehicles are inspected and maintenance is performed if any problems are found to ensure a reliable operating vehicle fleet.

Underground Service Alerts

Each day operations staff checks for Underground Service Alerts (USAs) that have been received by the District office. Underground utilities are marked in the field; operators initial the USA ticket, and date the form. A record of this activity is then logged in the daily log and the completed USA ticket is included with the daily log.

Lift Station Checks

Each lift station is checked Monday through Friday with the exception of holidays. All five District lift stations are submersible pump style which allows for above ground operation. If any open well, pumps, plumbing or electrical work is done, two trained stand-by personnel are required in addition to the trained worker who is performing the work.

Station performance is checked by running each pump in the hand position, listening to the pump, checking for heat or vibration, and observing the check valve operation. Pump seals are checked for leakage. Hour meter readings and flow characteristics are recorded on the lift station record sheets. The general condition of each station is noted. Pumps are always returned to the auto position. Any abnormal operations are assessed and repaired when necessary. Pertinent information is entered into the daily log, reported to supervisory staff, and additional work or maintenance is scheduled.

Morning rounds can also include inspection of areas that have had known problems and also may include 'blind' areas where a Sanitary Sewer Overflow (SSO) could potentially go unnoticed such as easements and creek crossings.

Electrical issues that cannot be solved or repaired will be contracted to a local electrician for assessment and repair.

Following the daily rounds noted above, staff performs various other scheduled tasks. These tasks can include preventative maintenance of sewer lines, manhole inspections; lateral/tie-in inspections, pretreatment program implementation, CCTV inspections, or any other maintenance tasks required.

Customer Calls and Complaints

District staff answers emergency calls 24 hours per day 7 days a week. One staff member is always on-call and is available for response within 30 minutes.

Customer complaints and calls are prioritized and responded to as soon as possible. All calls are recorded in the daily log or in a customer contact report for inclusion in the Monthly O&M Report.

Calls may come from a number of different sources, including staff at the District office, or from customers themselves. Staff records the date, time, name of the caller, the nature of the complaint, and the resolution of the call. In some instances, collections staff may not be able to resolve an issue because it involves facilities on private property which the District neither owns nor maintains. In these cases, staff records the call and assists to the degree possible but does not take responsibility for the issue. Staff will answer calls to spills from private laterals and assist as possible, but in general they do not perform work on private facilities. Staff may assist with cleanup of spills to public streets, and provide other assistance, where such assistance is immediately necessary to protect the public health and welfare. The District encourages citizens to hire licensed plumbers to do repairs, maintenance, and cleaning of facilities on private property.

Calls after hours will be attended to and assessed by the on-call duty personnel. The person on duty receiving the call will decide the course of action to be taken and call for further assistance or equipment as needed.

Scheduled Line Cleaning

All lines are cleaned on a 2-year cycle. This line cleaning will be recorded in a daily log when performed by District staff and recorded on a master line cleaning map.

Enhanced Line Cleaning

Enhanced maintenance includes lines suspected of having FOG, roots, or other hot spot issues. Enhanced maintenance is performed in the fall and spring of each year, in addition to routine line cleaning in these areas. District staff utilizes records, past practices, and operator familiarity to identify and schedule enhanced maintenance. These sewer lines receive cleaning two times per year and are treated for roots or hydro-jetted as appropriate to the severity of the problem.

A list of known potential problem areas is maintained for use by collections system staff.

Closed Circuit Television (CCTV)

The District has both a CCTV unit and a push camera for main line inspections. CCTV inspections are used to look for cracks, potential for collapse, offsets, lateral inventory, and other pipe flaws. District staff prioritizes repairs based on these video inspections, operator familiarity with the system, and information gathered from other activities.

On average, the District performs CCTV inspections on the entire system every five years. Lines are videoed as scheduled, as problems occur, or as requested for project planning purposes. Repairs are prioritized according to condition, location, capacity and other criteria by engineering and operations staff.

Roots

The District has a systematic root treatment program to prevent blockages of the sewer mains and damage caused by roots. Root control consists of the application of a chemical root killer in sewer mains. This program varies based on operator observations and CCTV inspections. The program is cyclic, with root foam application being applied yearly to different lines. The current root treatment product must be reapplied within two years after the first application, and within three years after the second application. This treatment schedule is used to plan root treatment for existing and future line treatment.

Task Scheduling

The following tasks are completed on a daily basis:

- a. Vehicle inspections
- b. USA marking
- c. Lift station checks and inspections of known problem areas
- d. Inspection of the plant and dewatering system
- e. Review of the SCADA (Supervisory Control and Data Acquisition) system
- f. Collection of effluent samples

- g. Testing and recording of the effluent water temperature
- h. Completion of daily logs

The District performs the following tasks on a weekly basis:

- a. Testing of lift station alarms.
- b. Testing of safety equipment, cleaning of analyzers and probes, and odor control performance testing.
- c. Monitoring of hydrogen sulfide levels.
- d. Collection of samples of influent and effluent waters which are sent to a local approved lab for State-required testing.

The District performs the following tasks on a monthly basis:

- a. Identifying and preparing monthly maintenance assignments and performing identified maintenance.
- b. Preparing and submitting the Monthly Operations Report. The Monthly Operation Report documents accomplishments, difficulties, repairs, calls/complaints, routine and enhanced maintenance operations, and other subjects that come up or are out of the ordinary, spill reports and related paperwork. Monthly operations reports are kept on file for future reference. These can be subpoenaed, referenced for operational information, and used for historical data. The information is taken from the daily logs, customer contact reports, emergency call out reports, and other pertinent sources.
- c. File Category II, III and 'No Spill' certifications on the CIWQS website. Category I spill reports are reported within three days of discovery and have other reporting requirements (see Section VI: Spill Emergency Response Plan). All reporting and certification rules and guidelines are contained in the Spill Emergency Response Plan.
- d. File monthly reports to the State Water Resources Control Board.
- e. Test run generators, perform laboratory checks on in-line analyzers, clean screw press.
- f. Check fire extinguishers and eyewash stations.

The following tasks are completed on a quarterly basis:

- a. Perform laboratory tests as required by the State Water Resources Control Board permit (R3-2020-0004)

The following tasks are completed on an annual basis:

- a. File an annual summary with Marine Research Specialists, the WWTP monitoring and reporting program consultants, for inclusion in the WWTP Annual Report.
- b. Conduct annual FOG control inspections as part of the District Fats, Oils, and Grease Control program.
- c. Identify eligible areas of the collection system for root treatment and schedule treatment for applicable sewer lines.
- d. Plan and schedule video inspections throughout the collection system.
- e. Update emergency notification sheet as appropriate. Call all the phone numbers to ensure the proper number and contact are recorded. Assess and update any programs that may have changes to them including personnel or phone number changes.
- f. Identify sites for the installation of flow monitoring equipment to monitor flow throughout the sewer system to track and eliminate sources of I/I.

Other Intervals

Benthic Sediment Monitoring and Reporting is required once during each permit term for our NPDES permit, which is renewed every five years.

These lists are not all-inclusive, as numerous additional tasks are completed by District staff throughout each year including:

- a. Certification testing
- b. Specialty training (utility locating, trenching and shoring training, First Aid/CPR, safety, fire suppression, and other industry related training)
- c. Emergency operations and assisting with neighboring agencies
- d. Will-Serve and tie-in inspections
- e. Monitoring contract work
- f. FOG issues and source control

4C. REHABILITATION AND REPLACEMENT PLAN

COLLECTIONS SYSTEM

Routine maintenance is essential to keeping a sewer system operating efficiently. In addition to solving emergency problems, the prevention efforts of scheduled maintenance is important. In order to manage a sewer system, priorities must be determined, and tasks assigned.

Table 1-1 Priority Determination

Priority	Description
1	Tasks to mitigate threats to the public health or environment are the first priority
2	Tasks to mitigate threats to the effectiveness of sewer system or treatment process operation are second priority
3	All other identified tasks

Inspecting all elements of the sewer system is important to measure the effectiveness of the cleaning and repair efforts. The District uses a variety of monitoring and inspection methods to determine the condition of the system and the effectiveness of the maintenance performed. Closed circuit television inspection is used to evaluate the condition of the sewer system. Ground inspection of collection system facilities, including lift stations and manholes are done by the sewer maintenance team on a regular basis as part of their scheduled tasks. These monitoring and inspecting efforts are recorded and ranked in accordance with the above priority ranking. This list is used to plan sewer replacement and repair projects.

Short term rehabilitation and replacement (R&R) projects are based on sewer and WRRF inspections with

ranked priority levels and are addressed during development of annual CIP plans.

Several important techniques are available for sewer rehabilitation. The types used are best determined by an economic analysis after sewer evaluation.

Point Repairs and Replacement

Point repairs consist of repairing cracked, corroded, or broken gravity sewers and force mains. This work typically includes excavation to the location of the break, removal of the broken pipe section(s) and replacement with new pipe.

Joint Testing and Grouting

Joint testing and grouting are done on sewer line sections with leaking joints but no structural defects. This work can be done in conjunction with the routine televising of lines. Grouting has a limited life and must be repeated every 5-10 years.

Sewer Lining

Sewer lining is a technique which returns pipe to new condition. Many of the current systems can be used where pipe is structurally deficient. Due to the limited excavation required for these techniques, they are good choices where surface construction would cause much disruption.

Pipe Bursting

Pipe Bursting is a technique used to replace an existing pipe by splitting the existing pipe and putting the new pipe inside. This technique can be used to put in a larger pipe or replace broken sections of pipe. Due to the limited excavation required for this technique, it is a good choice where surface construction would cause much disruption.

Manhole Repairs

Manhole repairs consist of repairing structural defects or leakage in individual manholes and castings. The structural repair work may include:

- 1. Replacement of casting (lid and frame)**

The castings of a manhole protect the integrity of the inside of the manhole and help prevent inflow of surface storm water. Replacement of the casting is used when the lid and frame of a manhole have deteriorated. This technique involves replacing the old lid and frame with a new lid and frame.

- 2. Replacement of defective adjusting rings or top sections**

The concrete rings that make up a sewer manhole deteriorate over time causing weak spots in the manhole walls. Rings that show extensive wear can be replaced as an alternative to replacing the whole manhole. This technique is best used for manholes that have only a few worn rings near the top section of the manhole.

- 3. Replacement of complete manhole**

Manhole replacement involves demolition and removal of the existing manhole and the construction of a new manhole. This technique is commonly used to replace damaged or caved manholes.

4. Re-lining the existing manhole

Existing manholes can be lined with an epoxy liner to seal the manhole and prevent infiltration. Wire mesh is placed before the liner in cases where additional structural support is needed. Due to the limited excavation required for this technique, it is a good choice where surface construction would cause much disruption.

5. Grouting to eliminate leakage

Grouting to eliminate leakage is a technique used to seal joints between manhole rings or cracks in a manhole. By grouting joints and cracks in the sides of a manhole inflow and infiltration of storm water and ground water can be reduced.

Lift Station Repairs

Preventative Maintenance is performed on the lift station pumps including changing out aging seals, balancing impellers, cleaning out pumps of debris. Valves are maintained by operating the valves semi-annually and rebuilding non operable valves. Lift stations require periodic cleaning to remove built up grit and debris in the wells. Other repairs that are necessary for reliable operation of the lift stations are scheduled by District staff.

WATER RESOURCE RECOVERY FACILITY

The WRRF is a newly constructed facility completed in 2021, and as such, does not currently need any major repairs. Preventative maintenance will be accomplished as outlined in the various Operation and Maintenance manuals for each piece of equipment in the plant.

Headworks

Headworks consists of screening and grit removal. There are two coarse screens, two fine screens, with conveyors for each set of screens and a washer press for the coarse screens. The grit removal system includes a mixer, grit pump and grit classifier.

Equalization Basins

There are two equalization basins at the plant which can hold a combined volume of just over 400,000 gallons. Associated with these are a wet well and two submersible pumps.

Membrane Bioreactor and Associated Equipment

The MBR system is comprised of an influent feed channel, a feed channel ahead of the membrane tanks, two pre-anoxic basins, two aeration basins, two post-anoxic basins, several monitoring instruments, three membrane tanks fitted with Evoqua B40 N+ Mempulse membranes, three aeration blowers, three air scour blowers, four mixers, two air compressors, three rotary lobe permeate pumps and three centrifugal sludge pumps, along with associated valving and piping.

Chemical Area

The Chemical area contains three different peristaltic chemical pumps for sodium hypochlorite and one peristaltic pump for citric acid, as well as associated valving and piping and one 3,000-gallon tank for sodium hypochlorite.

Ultra-Violet (UV) Disinfection

The UV Disinfection area consists of two UV vessels, each with 60 UV bulbs, two turbidimeters, two UV intensity probes, one UV transmittance analyzer and all associated valving and piping.

Dewatering

The solids handling system consists of two sludge grinder pumps, one FKC screw press, a polymer blending unit and three conveyors.

Effluent Pump Station

The effluent area has two vertical turbine pumps, a wet well, and three valves, two of which are automatic.

Plant Water System

The plant water system has a welded steel recycled water tank with a capacity of 120,000 gallons. There are three pumps associated with it; an emergency fire pump, a large pump, and a jockey pump.

Potable Water System

The potable water system has a submersible well pump, a chemical feed pump and storage tank for sodium hypochlorite, a pressure tank and two booster pumps. There is also a 3,000-gallon storage tank.

Emergency Generator

One 1,270kW Kohler emergency diesel generator.

4D. STAFF TRAINING

This SSMP is reviewed upon hiring and annually thereafter. Specific training in spill emergency response, estimation of spill volume and electronic CIWQS reporting are covered in the SSO Procedural Manual.

Training is important to keep sewer systems operating efficiently. The District encourages and sends staff to training seminars to teach sewer maintenance and operation skills. In addition, staff also brings ideas for new technology to the District for possible adoption into the sewer program. The OSHA recorded training schedule is included herein.

Training Topic	Frequency	Description
Blood borne Pathogens	Initial then Annually	Title 8 Section 5193(g)(2)

Carcinogens as Listed	Initial	Title 8 Section 209(e)(5)
Confined Spaces	Initial	Title 8 Section 5157(g)
	Program Update Changes	Title 8 Section 5158(c)(2)
Emergency Action Plan	Initial Plan Update	Title 8 Section 3220(e)
Excavation/ Trenching/Shoring		Title 8 Section 1541
Fall Protection, First Aid & CPR	Initial, Changes Every 2 years	Title 8 Section 1671.1 Title 8 Section 3469(b) 6251(d)(2) 3400(b) 5157,5158,5193
Flaggers (Traffic)	Initial	3421,605 Title 8 Section 1599(f)&(g)
Hazardous Waste Hearing (Noise)	Initial Annual Refresher Initial	Title 8 Section 5192(e) 5192(q)(6) Title 8 Section 5098(a)(4)
Protectors	Retraining	5097(d)(5)(A) 5097(d)(5)(B)
Injury & Illness Prevention Program Job Hazard(s)	Initial Update Before Job Assignment	Title 8 Section 3203(a)(7) 1509(e) Title 8 Section 3203(a)(7)
	New Hazards	1510(a)&(c)
Lockout/Blockout	Initial	Title 8 Section 3314
Machinery and Equipment	When Updated and Before Use	33140 Title 8 Section 1510(b)
Noise Exposure	Initial	Title 8 Section 5099(a)
Openings/Holes- Floors and Roofs	Annually	Title 8 Section 3212(b)
Calif. Posting Requirements	Initial	Title 8 Section 340
Traffic Control	Initial	Title 8 Section 1599(f)&(g)

4E. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

The District keeps an inventory log of all operations equipment and replacement parts. The item description, quantity, and storage location are recorded. This inventory list is kept at the District office, to track and manage equipment held by the District. The list is updated on a periodic basis as equipment and replacement inventory changes. Every year the list is reviewed to verify inventory. In the event something is missing from the inventory list, staff investigates and updates the inventory log.

Staff operates and maintains a trailer mounted sewer jetter and a trailer mounted vacuum used for scheduled and enhanced maintenance. This tool allows the District to clean main sewer lines on a routine basis and clear mains in response to an emergency. Staff also owns and operates five emergency generators to power lift station pumps during a power outage as well as a by-pass pump used to move wastewater when a lift station pump is being worked on or when a pump is out of service.

Spare parts are kept on hand at the District shop in order to be used to make minor repairs at night or on weekends when supplies are hard to obtain. Spare parts on hand include:

- Fittings
- Wyes
- Seals
- Flanges
- Valves
- Jetter & CCTV parts
- Sewer pipe & couplings
- Complete pumps

Spare parts are kept on hand at the Water Resource Recovery Facility as well. Many manufacturers of treatment plant equipment have proprietary parts which need to be ordered in advance. When the plant was constructed, manufacturers of each system (for example, the UV system or the dewatering system) provided spare parts of the most commonly used items for their systems. These are listed and are stored at the Facility.

In the event of a catastrophic event where major repairs are needed, staff will provide a safe, temporary solution until a qualified repair crew is able to be brought in to make the repair.

SECTION V: DESIGN AND PERFORMANCE PROVISIONS

5A. STANDARDS FOR INSTALLATION, REHABILITATION AND REPAIR

The District currently uses San Luis Obispo County Public Works construction documents which include standard drawings and specifications. These construction documents are currently under review to incorporate new technologies in sanitary sewer installation, rehabilitation, and repair techniques.

The District's standard specifications address Sanitary Sewer Installation. This section includes specifications on pipe, manhole, cleanout, and sewer lateral materials and construction methods, including acceptable methods for sewer taps, as well as sewer line testing, acceptance, and abandonment of existing sewer mains. These requirements are used to ensure that sewers are constructed to the District's specifications and will perform adequately with minimal infiltration or maintenance problems and will maintain their structural integrity for the duration of their intended service lives.

Many of the specifications included in these standard specifications also apply to sewer pipeline rehabilitation and repair projects. Additional specifications related to specific sewer rehabilitation and repair projects will be added as the District selects the preferred method of such rehabilitations and repairs. Additional requirements will be included in project-specific specifications as needed to ensure a quality product.

The District owns and operates five lift stations and does not anticipate additional lift stations to be built because the District is near built out. Therefore, lift station plans and specifications are not included in the standards and will be reviewed on a project-specific basis. Design standards and construction specifications for lift stations will be developed as needed on a project-specific basis should any new municipal lift stations or major lift station rehabilitation or repair projects be implemented.

All public sewer mains within the District are designed and constructed by consultants under contract with the District. The District's Standard Specifications contains design requirements for building sewers, including minimum sizes and slopes.

5B. STANDARDS FOR INSPECTION AND TESTING OF NEW, REHABILITATED, AND REPAIRED FACILITIES

Installation of new or rehabilitation of private sewer laterals are required to be videoed to allow inspection by District staff. District staff is available to observe all construction projects involving the main sewer system, such as lateral connections, manhole and sewer line rehabilitations and repairs. This inspection is a requirement of the permit issued to contractors working on any connections to the main.

Inspection and testing are performed to ensure that overall construction of the project conforms to the contract documents; facilities are tested in accordance with the provisions of the contract. Inspection and testing of construction projects are conducted by District staff, District consultants, or private contractors.

Testing and startup occur throughout the project as system components are placed and connected in the manner in which they are intended to operate. The system components are expected to be fully functional prior to testing. The contractor is required to test the operation of each component upon completion of its installation. During the testing and startup process, individual components are checked, tested, and started individually prior to checking the system as a whole. The inspector is responsible for monitoring quality assurance to assure compliance with the contract documents and any authorized amendments.

A project is considered complete when the construction is sufficiently complete, when the facility is tested in accordance with the contract and can be used for its intended purpose. Before acceptance of a facility, the District receives O&M manuals, record and as-built drawings, permanent keys, final cleanup, final repairs, etc. The testing and startup are completed when test results are approved, and the reliability test has demonstrated that the system functions as designed.

SECTION VI: SPILL EMERGENCY RESPONSE PLAN

The Cayucos Sanitary District maintains a Spill Emergency Response Plan (SERP) that provides procedures for spill notification, response, reporting, and impact mitigation. These procedures apply both to the Collection System and to the Cayucos Water Resource Recovery Facility.

The SERP includes procedures which encompass:

- Notification of primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner.
- Notification of other potentially affected entities of spills that potentially affect public health or reach waters of the State.
- Complying with the notification, monitoring and reporting requirements of the Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ, State law and regulations, and applicable Regional Water Board Orders.
- Ensuring that appropriate staff and contractors implement the SERP and are appropriately trained.
- Addressing emergency system operations, traffic control and other necessary response activities.
- Containing a spill and preventing/minimizing discharge to waters of the State or any drainage

- conveyance system.
- Minimizing and remediating public health impacts and adverse impacts on beneficial uses of waters of the State.
- Removing sewage from the drainage conveyance system.
- Cleaning the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters.
- Implementing technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery.
- Implementing pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event.
- Conducting post-spill assessments of spill response activities.
- Documenting and reporting spill events as required in General Order 2022-0103-DWQ.
- Annually, review and assess effectiveness of the Spill Emergency Response Plan and update the Plan as needed.

SECTION VII: SEWER PIPE BLOCKAGE CONTROL PROGRAM

7A: FATS, OILS AND GREASE (FOG) DISCUSSION

Fats, oils, and grease (FOG) can have negative impacts on wastewater collection and treatment systems. Most wastewater collection system blockages can be traced to FOG and roots. Blockages in the collection system are serious, causing sewage spills and manhole overflows and can cause back-ups into homes and businesses. In January 2006 the District Board of Directors adopted Ordinance No. 24, which amended Section 13 of Ordinance No. 5 to establish a Grease Management Program.

Problems caused by waste from restaurants and other grease producing establishments have served as the basis for ordinances and regulations governing the discharge of grease materials to the sanitary sewer system. This type of waste can be mitigated by requiring the installation of preliminary treatment facilities, commonly known as grease traps or interceptors.

There is an average of between twelve and fourteen food service facilities located within the District that discharge to the District sewers. Operations staff has noted the tendency for grease to build-up in specific sewer lines and in certain sections of the District.

The District's FOG control program consists of focused cleaning and maintenance as well as source control. The District also maintains a list of all spills and blockages to localize areas requiring further attention.

There are two kinds of FOG pollutants common to wastewater systems:

1. Petroleum-based oil and grease (non-polar concentrations) occur at businesses (normally automotive-related) using oil and grease. These disperse on the surface of water causing sheen. These concentrations are regulated by other agencies (local, state, and federal), and are not part of this program.
2. Animal and vegetable-based fats, oils, and grease (polar concentrations) do not disperse in water, but instead congeal and regroup in large masses. These concentrations are the basis for this program.

Grease is singled out for special attention because of its poor solubility in water and its tendency to separate from the liquid solution. Grease in a warm liquid may not appear harmful. As the liquid cools, the grease or fat congeals and causes "nauseous mats" on the surface of settling tanks and digesters. It coats the interior of pipes, wet-wells, and other surfaces. It can cause the shut-down of wastewater treatment units. It is the cause for targeted, scheduled maintenance of specific areas of the District.

Traps and Interceptors

A trap is a small reservoir built into the wastewater piping a short distance from the grease producing area. Baffles in the reservoir retain the wastewater long enough for the grease to congeal and rise to the surface. The grease can then be removed and disposed of properly.

An interceptor is a vault with a minimum capacity of 500 gallons. It is normally located on the exterior of the building. The vault includes a minimum of two compartments. Flow between each compartment is through a 90-degree fitting designed for grease retention. The capacity of the interceptor provides adequate time for wastewater to cool down and allow the grease to congeal and rise to the surface where it accumulates until the interceptor is cleaned.

Maintenance staff, or another employee of the establishment, usually performs grease trap maintenance. Permitted haulers, licensed septic services, or recyclers usually perform interceptor maintenance. The entire volume of the interceptor (liquids and solids) is removed from the interceptor and properly disposed of. When performed properly and at the appropriate frequency, grease interceptor and trap maintenance can greatly reduce the discharge of FOG into the collection system.

The required maintenance frequency for grease interceptors and traps depends greatly on the amount of FOG a facility generates, as well as any best management practices (BMPs) that the establishment implements to reduce the FOG discharged into its sanitary sewer system.

All food service facilities are required to have a grease trap or grease interceptor properly installed (CSD Ordinance No. 24, Sec 13, A, 1) in accordance with any and all applicable requirements of the latest edition of the Uniform Plumbing Code (UPC), Regional Water Quality Control Board (RWQCB), and the Cayucos Sanitary District. Interceptors are the best choice for larger, high-volume restaurants, hotels, retirement homes and other larger commercial establishments. Smaller restaurants and take-out restaurants with limited menus, minimum dishwashing and/or minimal seating may find a trap suitable. Medium volume establishments may find that a trap will be too small and opt to install an interceptor.

Any establishment that does not install a trap or interceptor and generates or uses FOG in food preparation will eventually encounter a maintenance problem that will be grease related. If the blockage is in the building, the establishment has direct responsibility for paying for maintenance. If a blockage or restriction is in the public sewer, the establishment may have to pay to have the District main maintained. If the blockage affects other establishments or homes, there may be civil issues and penalties involved.

7B. IDENTIFICATION AND SEWER CLEANING

District Collection Staff utilizes records, past practices, and operator familiarity to identify and prioritize

enhanced maintenance procedures. A list of known areas that are prone to grease build-up and root problems has been established and staff schedules maintenance in these areas on a semi-annual basis. The reason that root problems are included in this list is that grease is prone to accumulate on roots. The District has established a cyclic root control program using chemical root control measures to kill and retard the growth of roots in the sewer system.

Identification of Grease Problem Areas

The District identifies potential problem areas by tracking locations and causes of blockages and SSOs. A review of the District's sewer overflow/blockage list shows that most SSOs are caused by roots and grease. Additionally, debris type and severity are noted by operations staff during routine and focused cleaning. Areas with several restaurants or grease producing facilities are also considered potential grease problem areas.

Hot Spots

Included in the hot spot program are lines specifically identified for FOG control, root control and other lines that have been prone to other problems in the past. Cleaning frequency depends on the history of stoppages, as well as areas expected to be prone to grease build-up.

7C. LEGAL AUTHORITY TO CONTROL SOURCES OF FOG

Legal measures available to the District to control sources of FOG include the following:

1. Authority to prohibit specific discharges
2. Authority to require grease removal devices
3. Preliminary treatment facility maintenance
4. Inspection of premises
5. Enforcement measures, as appropriate

Legal Authority to Prohibit Discharges

District General Ordinance No. 5, Section 29 prohibits specific discharges, as follows:

“Except as hereinafter provided, no person shall discharge or cause to be discharged into a public sewer any of the following described substances:

- a. *Any liquid or vapor having a temperature higher than one hundred fifty degrees Fahrenheit.*
- b. *Any water or waste which may contain more than one hundred parts per million (PPM), by weight of fat, oil, or grease.*
- c. *Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas*
- d. *Any garbage that has not been properly shredded.*
- e. *Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar plastics, wood, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works.*

- f. Any water or waste having a pH lower than 5.5 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.
- g. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans, plants or animals, or create any hazard in the receiving waters of the treatment plant.
- h. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the water reclamation facility.
- i. Any noxious or malodorous gas or substance capable of causing a public nuisance.”

Authority to Require Installation of Grease Traps and Interceptors

Cayucos Sanitary District Ordinance No. 24 requires the installation of grease removal equipment as follows:

“All food service facilities are required to have a grease trap or grease interceptor properly installed in accordance with any and all applicable requirements of the latest edition of the Uniform Plumbing Code (UPC), Regional Water Quality Control Board (RWQCB), and the Cayucos Sanitary District.

Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight.”

Grease Traps and Interceptors - Maintenance

Section 13C 5(c) and (d), and Section 13C 6(a) and (c) provide the following:

“5c. Inspection, cleaning, and maintenance: Each food service facility shall be solely responsible for the cost of trap installation, inspection, cleaning, and maintenance. Grease traps should be cleaned, as needed, to maintain the 25% rule: combined thickness of floating fats, oils, and grease (FOG) and settleable solids shall not exceed 25%. Settleable solids shall not exceed 1" in depth at any given time. Best Management Practices (BMPs) for the management of FOG shall be adopted by each establishment (see Cayucos Sanitary District for suggested BMPs)

5d. Repairs and Replacement: The food service facility shall be responsible for the cost and scheduling of all repairs or replacement to its grease trap. Repairs or replacement required by the Grease Management Program Inspector shall be completed within thirty (30) calendar days after the date of written notice of required repairs or replacement is received by the facility. The District may authorize an extension of time to achieve compliance for an additional 5 calendar days.”

6a. and 6c. contain provisions that mirror the above referenced subsections, substituting the term "Grease Interceptor" for "Grease Trap".

Inspection of Premises

Section 13 D provides for inspection as follows:

“District Inspection: Grease Traps/Interceptors shall be inspected by the District's Grease Management Program Inspector, or his/her designee, to assure compliance, proper cleaning and maintenance, and proper cleaning and maintenance schedules are being adhered to. These inspections take place biannually. Each food service facility shall allow the Grease Management Program Inspector, or his/her designee, access at all reasonable times to the premises for the purposes of inspection, observation, records examination, measurement, sampling, and testing in accordance with the provisions of this Ordinance. Refusal to allow the Grease Management Program Inspector such entry shall constitute a violation of this Ordinance.”

Enforcement Measures Where Appropriate

Section 13 E & F provides enforcement action for violations as follows:

“Enforcement actions against food Service Facilities in Violation of Ordinance No 24 are as follows:

Notice of Violation. A written notice of violation (NOV) is issued to the owner of a food service establishment/business for any one or more of the following reasons:

- a. Failure to maintain grease trap to District standards*
- b. Failure to maintain adequate records*
- c. Failure to provide logs, files, records, or access for inspection or monitoring*
- d. Repeated violations of provisions set forth in the grease management plan*
- e. Failure to initiate/complete corrective action response NOV*
- f. Failure to allow District inspector access for purposes of inspection*

Persons receiving more than two written NOV's in one year will be subject to fines of \$300.00 per violation.

Recovery of Costs. *When a discharge of waste or grease build-up causes an obstruction, damage, backup and flooding of streets, residences, commercial buildings or impairment of District facilities, or any expense of whatever character or nature to the District, the District Manager shall assess the expenses incurred by the District to clear the obstruction, repair damage, and any other expenses or damages of any kind of nature suffered by the District. The District Manager shall file a claim with the user, the owner of the business/establishment or any entity causing such damages seeking reimbursement for any and all expenses or damages suffered by the District.”*

Facility Inspection

In 2005 the District conducted a survey of grease producing facilities. This included restaurants, retirement homes, markets and liquor stores with delicatessens, hotels and schools, sandwich shops and others. A Site Visit Inspection Form (SVIF) was developed which records the date, name of the business, owner/contact information, and inspector, condition of trap and purpose of visit. There is a 'remark' section on which field notes, conditions noted, and warnings can be noted. A master list was then made, and a record book was instituted.

The SVIF has an owner/contact signature line, which is signed at the time of the inspection. The first sheet is then torn off and given to the owner/contact and the second page is retained by the District.

Inspection Guidelines

1. Inspectors will maintain a professional, courteous demeanor at all times.
2. Inspections should be performed at times other than a facility rush hour.
3. The facility owner/contact or representative will open the trap or interceptor.
4. All records and field notes will be kept in ink.

The criteria used for inspections will be as follows:

Percent Full	Trap Condition
>20%	Good
>20% and <25%	Fair
>25%	Poor

If the trap is in FAIR condition the establishment should be advised to keep an eye on the maintenance schedule. The cleaning frequency may need to be increased. If the trap is in POOR condition, it should be noted in the 'Remarks' section of the Site Visit Inspection page and the owner/contact should be advised to clean it immediately. The establishment should then be re-inspected in about 30 days. Traps should not be allowed to be habitually kept in POOR condition. Traps and interceptors found to have more than 25% solids (POOR condition) after an initial site visit will receive a notice of violation.

Establishments with interceptors shall keep a cleaning log along with receipts from the agency contracted for service. These should be checked for frequency of cleaning.

Public Outreach

The District posts information on our website which discusses the District's accomplishments and difficulties along with educational information including suggestions on specific ways to keep FOG from entering the collection system.

Staff is available to meet with businesses and others to discuss Best Management Practices (BMPs) concerning FOG and other collection system related issues. Appointments can be made by calling the District office at (805) 995-3290.

SECTION VIII: SYSTEM EVALUATION, CAPACITY ASSURANCE, AND CAPITAL IMPROVEMENTS

This section of the SSMP identifies the District's plan for system evaluation and capacity assurance. The District has performed sewer system modeling in areas that have been subject to surcharge or SSOs during extreme wet weather events. In conjunction with these models, the District began the process of monitoring for Inflow and Infiltration (I/I) with an initial system-wide I/I Analysis in 2007 performed by Boyle Engineering. As a result of this initial study, the District purchased six portable flow meters in order to continue focused I/I monitoring efforts in specific areas of the collection system. The District is committed to identifying and

eliminating I/I.

8A. SYSTEM EVALUATION

Capacity assessments have been performed in areas where extreme wet weather events have caused SSOs in the past as part of the District's review and analysis of the collection and conveyance system. Capacity analysis models are based on hydraulic modeling of the District's collection system under both current and future design flows.

Historically, the District has experienced minor sanitary sewer overflows caused by hydraulic deficiencies in the sewer system. These SSOs occurred during extreme wet weather events. The District has recently taken measures to help eliminate SSOs caused by extreme wet weather events. The District has not experienced and does not anticipate experiencing dry weather SSOs due to hydraulic deficiencies now or in the future due to the limited potential for growth within the District's service area. Projects relating to wet weather capacity enhancement are identified in the District's 5-10 year CIP.

As part of the effort to reduce I/I and maintain adequate sewer system capacity, the District utilizes smoke testing in specific sections/basins of the collection system to identify and eliminate sources of inflow and infiltration. Through these efforts, the District has been successful in the identification and control of some sources of inflow and infiltration. When these sources of I/I are identified, corrections are performed to eliminate the source of inflow or infiltration.

Hydraulic Model

As a part of the District's evaluation, a hydraulic model was developed using a spreadsheet model, based on Manning's Equation, to evaluate existing and ultimate necessary system capacity for wet weather flows. As stated previously, only areas subject to surcharge or SSO during extreme wet weather events were included in the model.

Flow Estimates

Ultimate flow demands were estimated based on the County of San Luis Obispo's Planning Department and Cayucos 2004 Water Management Plan Update estimates for the District's build-out population. Average daily flow was recalculated in 2020 based on daily flow averages recorded at Lift Station 5 over the course of 2018-2020. Flow estimates are based on historical sewer connection data, water use data, and the number of vacant lots available for development.

Current and future average daily base wastewater flows were analyzed again in 2020 based on average daily flows seen at Lift Station 5. These flows are displayed on the table below.

Collection System Average Daily Flows	
Average Flow	0.227 mgd
Ultimate Flow	0.330 mgd

*Source: Lift Station 5 Average Daily Flow Report 2018-2020

8B. DESIGN CRITERIA

The Cayucos Sanitary District has not experienced any dry weather sanitary sewer overflows due to hydraulic deficiencies in the sewer system. The current design criteria for sanitary sewer design appear adequate to prevent hydraulic deficiencies from occurring in the construction of new facilities of the sewer system. The District's design criteria accommodate wet weather flows by reserving additional capacity for those events.

8C. PRIORITIZATION OF CORRECTIVE ACTION

As stated previously, the District does not have a history of SSO discharges caused by hydraulic deficiencies during dry weather. The Capital Improvement Project Prioritization process considers the needs of the service area as well as capacity or other operational needs.

A Capital Improvement Project Prioritization process consists of ranking a list of projects from the latest 5-Year CIP, operational issues, and modeling results. A project prioritization list is developed and ranked by District staff to identify and prioritize projects to be conducted.

Projects are evaluated on an annual basis as part of the District's budgeting process. This process considers the needs, risks, and funding priorities for the various projects.

The District uses recent sewer models and flow monitoring data to determine what projects are needed to prevent hydraulic deficiencies from occurring. Projects that are identified and prioritized in the Capital Improvement Project Prioritization process are scheduled and constructed under the direction of the District Manager. The District's 5-Year CIP will be revised and updated when the projects identified are largely completed or when new priority projects are identified.

8D. CAPITAL IMPROVEMENT PLAN

The Cayucos Sanitary District maintains a list of capital improvement projects (CIPs) for the wastewater collection system. This list is generated through the capital improvement program process and review of the current 5-10-year capital plan. The District has an up-to-date list of current CIPs including description, priority, and progress. The District reviews the capital projects, available funding, anticipated staff resources available, and priorities on an annual basis as part of the District's budgeting process.

FY 2022-2023 Capital Improvement Projects

- **Sewer Main Repairs:** \$55,000

These are areas of sewer mains that our camera has identified 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 2 or 3 replacements.

- **Design of the Chaney to Toro Main Line Replacements:** \$35,000

This project will look at replacing the two 12" VCP lines between Chaney and Toro Creek Road with a single larger PVC pipe to allow for temporary storage of sewage prior to Lift Station 5.

SECTION IX: MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

9A. MAINTAIN RELEVANT INFORMATION

The District monitors several performance measures through tracking logs and annual reports. Tracking tools include:

- Monthly Annual Reports
- Asset Management Software
- SSO Reporting and Tracking
- Staff Training Records
- Flow Monitoring Reports
- System Modeling and Capacity
- SSMP Audit Program
- Video Inspection Results
- FOG Inspection Log
- Hydrogen Sulfide Production

9B. MONITOR AND MEASURE EFFECTIVENESS

In order to monitor the effectiveness of each element of the SSMP, the District has selected specific parameters that can be documented and compared on an annual basis in a simple format. These parameters were selected because they are straightforward, quantitative, and focus on results. Although the parameters may not track everything associated with SSMP implementation, changes in these parameters over time will indicate the overall success of the SSMP or, conversely, underlying problems that can then be investigated further.

There are eleven required elements to the SSMP. Our Monitoring, Measurement, and Program Modification efforts for each element are:

Section I: Goals

The goal of the collection system is unlikely to change significantly. As part of the SSMP audit process (Section X) we will review the goal and make necessary modifications.

Section II: Organization

The dynamics of organizations can change dramatically with time. The effectiveness and staffing levels of the current organization will be reviewed and compared to required SSMP efforts to determine when adjustments will need to be made to either organizational or staffing levels.

Section III: Legal Authority

The legal authority by which the District operates and maintains its sewer system does not need to change very frequently. This authority is found in State Health and Safety Codes and District Sanitary Sewer Ordinances. These ordinances can be changed as necessary through District Board of Directors action.

Changes to the District's legal authority will most frequently be made to stay in alignment with changes to both State and Federal requirements. Changes to District legal authority will occur on an as needed basis.

Section IV: Operation and Maintenance Program

Collections Operations and Maintenance (O&M) practices have evolved rapidly in the last several years and will continue to evolve as new technologies are developed. Modifications to the collections O&M Program are an ongoing effort. The process of auditing the SSMP every three years as required by Section X will be used as a systematic evaluation of the effectiveness of our O&M Program. Significant changes made to the O&M practices in place will be documented in the audit process and included in the updated SSMP.

Section V: Design and Performance Provisions

Design and performance provisions do not require frequent adjustment. On occasion, new products, techniques, or practices are developed that warrant changes or revisions to design and performance standards. More frequently, rules, regulations, and code changes are made that need to be reflected in the District's standards.

Section VI: Spill Emergency Response Plan

Each spill from a sanitary sewer system is a unique event with its own set of circumstances. It is likely that as crews respond to events there may be refinements necessary to the adopted Spill Emergency Response Plan (SERP). The general approach for dealing with SSOs defined in the SERP is not likely to change. Adjustments will be made as necessary and will be included in the updates of the SSMP. The number and type of SSOs within the District are tracked, and this information will be used to determine trends in SSO events with the intent of reducing or eliminating future SSOs.

Section VII: Fat, Oil and Grease (FOG) Control Program

The FOG control program in Cayucos is viewed as the primary element of the Source Control Program. The effectiveness of site visits and other outreach efforts can be directly measured by the impact of FOG on the system. The District has had a fairly mature FOG Control/Source Control program in place for a number of years so major changes are not anticipated. Refinements made to the program will be documented, reviewed, and adopted in the SSMP audit process.

Section VIII: System Evaluation and Capacity Assurance Plan

The Cayucos Sanitary District uses sewer modeling and infiltration and inflow analysis as methods to evaluate the system and assure there will be adequate capacity in the sewer collection and conveyance system for system build-out. As updates become necessary, they will be referenced in the SSMP.

Section XI: Communication Program

The District posts the SSMP and other important information on the District's website. The Public will be notified of any changes to the District's SSMP through this website and through a hard copy of the document, available at the District office. The effectiveness of this effort will be audited within the SSMP framework, and any necessary changes will be made during the SSMP audit process.

9C. SUCCESS OF PREVENTATIVE MAINTENANCE

The District's preventative maintenance program is designed to minimize corrective and emergency maintenance as well as equipment failures. The District will assess the success of the preventative maintenance program by monitoring Operation and Maintenance records, asset inventories, equipment failures, and SSOs. If it is determined that the cause of any SSOs may have been prevented through preventative maintenance, job plans and schedules will be adjusted accordingly to help protect against the reoccurrence of future SSOs.

9D. UPDATE PROGRAM ELEMENTS

Program elements will be updated or modified based on the review of the monitoring and reporting data through the self-audit process as described in Section X: SSMP Program Audit of this SSMP.

9E. IDENTIFY AND ILLUSTRATE SSO TRENDS

The District reports all SSO events to the California Integrated Water Quality System (CIWQS). The frequency, causes, volumes, locations, and other SSO details and trends are tracked and analyzed by the District. The District keeps a historical listing of all SSOs. All SSO events are investigated and a report is generated, providing event details and causes of the SSO. SSO causes and actions taken to prevent similar SSO events from occurring will be included in the Section X : SSMP Program Audit of this SSMP.

SECTION X: INTERNAL AUDITS

10A. SSMP PROGRAM AUDITS

The Cayucos Sanitary District will produce internal audits every three years to determine the effectiveness of the SSMP elements and programs. The program audit will include a review of relevant data and trends maintained as part of the SSMP Monitoring and Measurements Program to determine opportunities to improve compliance with the SSMP requirements and system performance. A prioritized list of improvements will be updated as part of the audit program. An overview of SSMP related progress between audits will be included in the program audit and the change log appendices. The audit is performed by the Collections Lead Worker, Chief Plant Operator, and District Manager.

As part of the audit process, the District will review the SSOs from the previous years and will provide details in the audit on the causes of the SSOs and what actions were taken to prevent similar SSOs from occurring in the future. As part of the audit the District will compare its performance with similar collection systems. If any deficiencies are determined, the appropriate elements of the SSMP will be updated as well as corresponding reference material.

The program audit will include a final report to the District Board reviewing the District's performance and identifying findings. When major changes are made to the SSMP the modified elements may be presented to the District Board of Directors to be readopted.

SECTION XI: COMMUNICATION PROGRAM

11A. COMMUNICATION WITH THE PUBLIC

In case of spills or discharges which result in closures of public areas, or that enter a source of drinking water, the District will post notices at the site, on our website at www.CayucosSD.org, and at select locations throughout Cayucos. In addition, any businesses or private residences that are immediately affected will be contacted via in-person visit or personal telephone call.

The District welcomes suggestions and feedback from the public via website submissions, telephone calls and in-person office visits.

11B. COMMUNICATION WITH OWNERS/OPERATORS OF SATELLITE SYSTEMS

The District does not receive flow contributions from any agencies that meet the State Water Boards definition of "Satellite Systems."

GLOSSARY AND ACRONYMS

Terms and acronyms used in this document and/or the General Order of the State Water Resources Control Board, along with their definitions, are as follows:

AR or (Authorized Representatives) - The person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or a duly authorized representative of that person.

BAT - Best Available Technology

Blockage or stoppage - something that fully or partially blocks the wastewater from flowing through a sewer pipeline.

BMP - Best Management Practice

CWEA (California Water Environment Association)- CWEA is an association of professionals in the wastewater field. CWEA trains and certifies wastewater professionals, disseminates technical information, and promotes sound policies to protect and enhance the water environment. CWEA provides technical references for sewer system operation and maintenance.

CCTV - Closed Circuit Television

CFR - Code of Federal Regulations

CIP - Capital improvement Program

CIWQS (California Integrated Water Quality System) - All SSO reporting is done on the CIWQS website.

CMMS - Computerized Maintenance Management System

Clean-Out (CO) - Access hole on a sewer line, normally at the end of the line and normally smaller than a manhole.

FOG (Fats, Oils and Grease) - Fats, oils and grease that are discharged into the sanitary sewer system by food service establishments (FSE), homes, apartments, retirement homes, and other sources. FOG is a major cause of blockages leading to increased maintenance and sometimes SSOs.

FOG Control Program - Establishes criteria for FOG discharge at various businesses.

GIS (Geographical Information System) - A database linked with mapping, which includes various layers of information, such as sewer maps, storm drain maps, parcels, and other features.

Governing Board - Cayucos Sanitary District Board of Directors.

GPS - Global Positioning System

GWDR or WDR (General Waste Discharge Requirements) - An authorization to discharge waste with certain conditions. Differs from an NPDES permit in that WDRs do not sunset. The Statewide General WDR for Sewer systems was adopted by the SWRCB and will be implemented by RWQCB and SWRCB.

I/I - Infiltration and Inflow

Infiltration - The seepage of groundwater into a sewer system, including service connections. Seepage can be through cracked pipes, pipe joints, connections, or manhole walls and joints.

Inflow - Water discharged into a sewer system and service connections from roof leaders, cellars, yard and area drains, foundation drains, springs, swampy areas, around manhole covers, surface runoff, drainage etc. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak.

Lamp Hole - In the past this was used to lower a lamp into the line for inspection. They are currently used the same as an end-of-the-line clean-out.

Lateral - The portion of a sewer that connects the customer with the District's main line. Sewer laterals are privately owned and maintained.

Lift Station (LS) or Pump Station - A station with redundant pumps that raise sewage to a level from which it can flow by gravity.

LRO (Legally Responsible Official) - The person representing the enrollee, that certifies SSO reports to the CIWQS website.

Manhole or MH - Access hole on a sewer line with cones and barrels. Installed every 300-400 feet to facilitate cleaning or change in direction.

MRP (Monitoring and Reporting Program) - Established in the WDR for monitoring, reporting, recording and public notification requirements of the WDR.

O&M - Operation and Maintenance

OES - Office of Emergency Services

Order - SWRCB Order No. 2022-0103-DWQ adopted December 6, 2022

PM (Preventive Maintenance) - Regularly scheduled servicing of machines, infrastructure, and other equipment.

R&R - Rehabilitation and Replacement, can also be CIP.

RWQCB (Regional Water Quality Control Board) - The District is in Region 3.

POTW - Publicly Owned Treatment Works (WRRF)

SERP (Spill Emergency Response Plan) - Identifies a plan for notification procedure, appropriate response, procedures to address emergency operations and ensure that all reasonable steps are taken to contain and prevent discharges.

SOP - Standard Operating Procedure

SSO (Sanitary Sewer Overflow) - Any overflow, spill, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system as defined in SWRCB Order #2013-0058-Exec.

Category 1: Discharges of untreated or partially treated wastewater of any volume from an enrollee's sanitary sewer system failure or flow condition that reach surface water or reach a municipal separate storm sewer system and are not fully captured and disposed of properly.

Category 2: Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that **does not** reach surface water, a drainage channel, or a municipal separate storm drain system unless fully recovered and disposed of properly.

Category 3: All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary system failure or flow condition.

Private Lateral Sewer Discharge: Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. The district is not responsible for reporting these types of spills or maintaining these sewer pipes (CSD Ord. No. 26).

SSMP (Sewer System Management Plan) - This plan is different from the Sewer System Master Plan. The management plan preparation was originally required by the SWRCB Order No. 2006-0003, and superceded

by SWRCB Order No. 2022-0103-DWQ State General Waste Discharge Requirements for Sanitary Sewer Systems (WDR or GWDR).

Sanitary Sewer System - A system of pipes, pump stations, sewer lines or other conveyances upstream of the Wastewater Treatment Plant, used to collect and transport wastewater to the publicly owned treatment works.

SWRCB or State Board (State Water Resources Control Board) - The State agency that developed and passed the GWDR (WDR) for collection systems.

WDR - Waste Discharge Requirements

WRF - Water Reclamation Facility

WRRF - Water Resource Recovery Facility



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

11

TO: BOARD OF DIRECTORS

FROM: GAYLE GOOD, ADMINISTRATIVE ACCOUNTING MANAGER

DATE: JUNE 5, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE PAYMENT OF THE CITY OF MORRO BAY INVOICE FOR 1ST QUARTER OF FY 2021-2022 IN THE AMOUNT OF \$32,936.91

DISCUSSION

The District has received the 1st quarter invoice for FY 21/22 for our proportional share of wastewater treatment. This invoice represents the final charges up to the flow stoppage to Morro Bay on September 14, 2021. The major account groupings of actual expenditures were:

Personnel Service:	\$18,041.04
Supplies:	\$4,566.23
Services:	\$6,060.41
IT & Risk Mgmt.:	\$4,269.23

These charges are based on District flow of 19.76%.

Staff has reviewed the invoice and after appropriate adjustments were made, concurs with the requested amount.

RECOMMENDATION

Staff recommends that the Board of Directors approve payment of the Morro Bay invoice for the 1st quarter of FY 2021/2022 in the amount of \$32,936.91.



CITY OF MORRO BAY

CITY HALL

595 Harbor Street
Morro Bay, CA 93442

AGENDA ITEM:

11

September 19, 2022

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

RE: 1st Quarter Invoice 2021-22

Dear Mr. Koon:

In this package, you will find Morro Bay's invoice for the Treatment Plant operations for the period from July 1- September 30, 2021 for a total due of \$45,889.91. A few additions were made to the invoice backup to make it more understandable, such as including in both Attachments B and C sums by major expense category: Personnel, Supplies, Services, and Transfers Costs.

- Attachment A – The worksheet showing the calculations used to develop the invoice.
- Attachment B – The Revenue and Expenditure Budget Performance Report as of September 30, 2021, which reflects all actual expense compared to budget.
- Attachment C – Expense Ledger which list all expenditure detail for this period. (See Thumb Drive for invoice copies). Behind the yellow divider at the back of the packet is the supporting detail for all journal entries posted to expense this quarter.
- Attachment D & D-1– A flow summary for the first quarter of FY 21/22 and a Flow Summary History by Month for Calendar Years 2022 & 2021.

If you have any questions, please contact Emily Conrad, Finance Manager (805-771-7202) or econrad@morrobayca.gov.

Sincerely,

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

Enclosures

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

City of Morro Bay - Finance Department
 Detail Recap For First Quarter Invoice
 FY 2021/22
 Services Rendered to Cayucos Sanitary District

1st Quarter

	Total Y.T.D. Amount	Net: Current Amount Due
Direct Charges to Treatment Division Only (See Detail Printouts)	\$232,236.37	\$232,236.37
Proj 930-8070 Secondary Clarifier	\$0.00	\$0.00
Proj 930-8222 Biofilter #2	\$0.00	\$0.00
Proj 930-8234 Interstage & Blending Valves	\$0.00	\$0.00
Proj 930-9904 Digester 1 & 3	\$0.00	\$0.00
Less: 599-8312 Facility Relocation Project	\$0.00	\$0.00
Less Costs not Cayucos	\$0.00	\$0.00
Less: Depreciation Expense (4th Qtr Only)		\$0.00
Total Subject to Invoicing Based on Flow		\$232,236.37
Flow Rate= 19.76%		
Flow Based Prorated Expenses:		\$45,889.91

Total Due From Cayucos Sanitary District

\$45,889.91

Expenses by Major Object Category:

Personnel	30,828.78
Supplies	4,566.23
Services	6,225.67
Cost Allocation Plan	4,269.23
	<u>45,889.91</u>

City of Morro Bay - Finance Department
 Detail Recap For First Quarter Invoice
 FY 2021/22
 Services Rendered to Cayucos Sanitary District

1st Quarter

	Total Y.T.D. Amount	Net: Current Amount Due
Direct Charges to Treatment Division Only (See Detail Printouts)	\$232,236.37	\$232,236.37
Proj 930-8070 Secondary Clarifier	\$0.00	\$0.00
Proj 930-8222 Biofilter #2	\$0.00	\$0.00
Proj 930-8234 Interstage & Blending Valves	\$0.00	\$0.00
Proj 930-9904 Digester 1 & 3	\$0.00	\$0.00
Less: 599-8312 Facility Relocation Project	\$0.00	\$0.00
Less Costs not Cayucos	\$0.00	\$0.00
Less: Depreciation Expense (4th Qtr Only)		\$0.00
Total Subject to Invoicing Based on Flow		\$232,236.37
Flow Rate= 19.76%		
Flow Based Prorated Expenses:		\$45,889.91
Less Expenses for future periods:		(\$12,953.10)

Total Due From Cayucos Sanitary District

\$32,936.81

Expenses by Major Object Category:

Personnel	18,041.04
Supplies	4,566.23
Services	6,060.41
Cost Allocation Plan	4,269.23
	<u>32,936.91</u>

Budget Performance Report

Fiscal Year to Date 09/30/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	Prior Year Total
		Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	
Fund 599 - MB/CS Waste Water Fund										
REVENUE										
Department 5255 - Wastewater Treatment										
3499	Other Rev/Current Services	2,610,832.00	.00	2,610,832.00	.00	.00	.00	2,610,832.00	0	1,797,361.14
Department 5255 - Wastewater Treatment Totals		\$2,610,832.00	\$0.00	\$2,610,832.00	\$0.00	\$0.00	\$0.00	\$2,610,832.00	0%	\$1,797,361.14
REVENUE TOTALS		\$2,610,832.00	\$0.00	\$2,610,832.00	\$0.00	\$0.00	\$0.00	\$2,610,832.00	0%	\$1,797,361.14
EXPENSE										
Department 5255 - Wastewater Treatment										
4000s - PERSONNEL										
202,890.68										
4110	Regular Pay	550,688.00	.00	550,688.00	37,883.40	.00	79,262.22	465,196.66	16	360,522.17
4120	Overtime Pay	3,076.00	.00	3,076.00	333.73	.00	1,833.14	1,242.86	60	4,155.05
4515	Standby Pay	16,825.00	.00	16,825.00	2,094.00	.00	5,532.00	11,293.00	33	19,064.14
4599	Other Pay	25,000.00	.00	25,000.00	184.64	.00	1,147.58	23,406.25	6	9,852.30
4910	Employer Paid Benefits	221,358.00	6,312.00	227,670.00	13,267.87	.00	34,677.72	192,659.93	15	146,495.93
4911	Pension Normal Cost	70,375.00	.00	70,375.00	3,956.08	.00	11,398.89	58,882.65	16	49,326.97
4912	PERS Unfunded Accrued Liability	204,465.00	.00	204,465.00	.00	.00	191,749.00	12,716.00	94	159,506.05
4999	Labor Costs Applied	.00	.00	.00	6,143.74	.00	21,101.88	(21,101.88)	+++	84,256.53
5000s - SUPPLIES										
51,352.10										
5101	Janitorial Supplies	1,500.00	.00	1,500.00	.00	.00	(72.24)	1,572.24	-5	1,135.61
5105	First Aide Supplies	5,000.00	.00	5,000.00	432.83	.00	1,248.75	3,751.25	25	5,469.31
5108	Communication Supplies	1,000.00	.00	1,000.00	.00	.00	-	1,000.00	0	67.81
5109	Uniforms/Safety Equipment	10,900.00	.00	10,900.00	.00	.00	68.00	10,832.00	1	6,293.85
5110	Fuel Oil & Lubricants	6,000.00	.00	6,000.00	1,069.18	.00	1,467.37	4,532.63	24	5,379.71
5112	Lab Supplies	8,000.00	.00	8,000.00	475.95	.00	497.63	7,502.37	6	8,444.63
5116	Wastewater Collection System Supplies	.00	.00	.00	928.49	.00	928.49	(928.49)	+++	.00
5120	Chemical Supplies	135,000.00	.00	135,000.00	22,681.53	.00	43,196.71	91,803.29	32	172,650.27
5175	Computer Operating Supplies	1,000.00	.00	1,000.00	.00	.00	-	1,000.00	0	1,417.96
5199	Miscellaneous Operating Supplies	1,500.00	.00	1,500.00	.00	.00	-	1,500.00	0	174.45
5301	General Office Supplies	2,000.00	.00	2,000.00	.00	.00	-	2,000.00	0	928.90
5303	Books & Manuals	200.00	.00	200.00	.00	.00	-	200.00	0	.00
5305	Forms Printing	500.00	.00	500.00	.00	.00	-	500.00	0	.00
5501	Grounds Maintenance Supplies	3,000.00	.00	3,000.00	.00	.00	-	3,000.00	0	2,300.17
5502	Building Maint. Supplies	3,000.00	.00	3,000.00	133.71	.00	156.70	2,843.30	5	488.73
5503	Rolling Stock Supplies	3,000.00	.00	3,000.00	306.18	.00	306.18	2,693.82	10	1,025.42
5504	Machinery/Equip/Supplies	102,200.00	.00	102,200.00	528.48	.00	3,554.51	98,645.49	3	9,738.12
5530	Small Tools	2,000.00	.00	2,000.00	.00	.00	-	2,000.00	0	1,138.01
6000s - SERVICES										
70,014.29										
6103	Financial Audits	46,000.00	.00	46,000.00	.00	.00	-	46,000.00	0	12,000.00
6104	Engineering Services	45,000.00	.00	45,000.00	.00	.00	-	45,000.00	0	.00
6105	Consulting Services	25,000.00	.00	25,000.00	.00	.00	-	25,000.00	0	.00

Water	Sewer	WWTP	CSD Flow Rate
37%	18%	45%	19.76%
75,069.55	36,520.32	91,300.81	18,041.04
19,000.28	9,243.38	23,108.45	4,566.23
25,905.29	12,602.57	31,506.43	6,060.41

202,890.68

47,937.25

51,352.10

70,014.29

Quarterly amt

Amended

Amended

Budget Performance Report

Fiscal Year to Date 09/30/21

Include Rollup Account and Rollup to Account

EXPENSE TOTALS	2,610,832.00	6,312.00	2,617,144.00	142,727.53	.00	523,181.92	2,093,962.08	18%	1,797,361.14
Grand Totals	\$0.00	(\$6,312.00)	(\$6,312.00)	(\$142,727.53)	\$0.00	(523,181.92)	\$516,869.92		\$0.00

Water	Sewer	WWTP	CSD Flow Rate
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CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JUNE 7, 2023

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE QUITCLAIM DEEDS ELIMINATING EASEMENT RIGHTS OWNED BY CHEVRON LAND AND DEVELOPMENT COMPANY APPURTENANT TO LOTS 8 & 10

DISCUSSION

As part of the 2016 purchase of Lots 8 and 10, Chevron Land and Development Company ("CLDC") retained several easements across Lots 8 and 10 for the benefit of their neighboring lots. These easements provided for access, future waterlines and potential treatment facilities if CLDC were to develop the other lots.

Instead of developing, CLDC has chosen to sell the lots "as is," without installation of any water distribution or treatment system. In April of 2020, and again in August of 2020, CLDC quitclaimed similar easements back to the District prior to the sale of Lot 1 to the Land Conservancy and Lot 17 to private individuals, respectively. The current quitclaims are for the sale of the panorama lots to a private individual. District Legal Counsel is currently working with CLDC on the final draft of the Quitclaim Deeds.

RECOMMENDATION

Staff recommends that the Board of Directors approve Quitclaim Deeds eliminating easement rights owned by Chevron Land and Development Company appurtenant to Lots 8 & 10 upon approval of the Quitclaim Deeds by District Legal Counsel.

RECORDING REQUESTED BY

First American Title Company

AND WHEN RECORDED MAIL THIS DEED AND TAX STATEMENTS TO:

Cayucos Sanitary District
 200 Ash Avenue
 P.O. Box 333
 Cayucos, CA 93430

APNs: 073-075-002 and portion of 073-076-016

(SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY)

EXEMPT FROM RECORDING FEE PER
 GOV'T CODE §§ 6103 and 27383

EXEMPT FROM FEE ER GOV'T CODE
 § 27388.1(a)(2)(D)

QUITCLAIM DEED

FOR GOOD AND VALUABLE CONSIDERATION, receipt and sufficiency of which is hereby acknowledged, **CHEVRON LAND AND DEVELOPMENT COMPANY**, a Delaware corporation ("**GRANTOR**")

HEREBY REMISES, RELEASES AND FOREVER QUITCLAIMS TO **CAYUCOS SANITARY DISTRICT**, a political subdivision of the State of California, ("**GRANTEE**") all of the GRANTOR'S right, title and interest under that certain Easement Agreement between and among Grantee, Grantor, Chevron U.S.A. Inc. a Pennsylvania corporation, Chevron Pipe Line Company, a Delaware corporation and Texaco Downstream Properties Inc., a Delaware corporation dated July 19, 2016, recorded July 26, 2016 as Instrument Number 2016035935, in the Office of the County Recorder of San Luis Obispo County, California ("Official Records") as amended by that certain Amendment to Easement Agreement dated November 1, 2018, recorded November 1, 2018 in the Official Records as Instrument No. 2018045636 (the "Easement Agreement") with respect to those certain parcels of real property located in Morro Bay, CA 93442, APNs: 073-075-002 and portion of 073-076-016 as more particularly described in Exhibit A, "Benefitted Property" under the Easement Agreement.

IN WITNESS WHEREOF, Grantor has caused its name to be affixed hereto and this instrument to be executed by the person named below duly authorized.

GRANTOR:

Dated: _____, 2023

**Chevron Land and Development Company,
a Delaware corporation**

By: _____

Name: _____

Its: _____

ACCEPTANCE

GRANTEE hereby accepts this Quitclaim Deed

CAYUCOS SANITARY DISTRICT,
a political subdivision of the State of California,

By: _____

Name: _____

Its: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

EXHIBIT "A" TO QUITCLAIM DEED

LEGAL DESCRIPTION OF BENEFITTED PROPERTY

Those portions of the Rancho Morro y Cayucos in the County of San Luis Obispo, State of California 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, more particularly described as follows:

"Lot 33"

Parcel 8 of SUB2010-00027, according to that Certificate of Compliance filed as Document No. 2011-031200 of Official Records in the office of the Recorder for said County;

Lot 1, Block 1E of Atascadero Beach Subdivision, County of San Luis Obispo, State of California designated according to the map of Atascadero Beach filed in Book 2, at Page 15 of Maps in the office of the Recorder for said County, more particularly described as follows:

Beginning at the most northerly corner of said Lot 1;

Thence, along the northwesterly boundary of said Lot 1, South 47°00'47" West, 1748.71 feet to the easterly boundary of the California State Highway 1 Right-of-Way (former designation V-SLO-56-D) conveyed to the State of California by Grant Deed recorded October 26th, 1960, filed in Volume 1090, at Page 263 of Official Records in the office of the Recorder for said County;

Thence, along the easterly boundary of said Highway 1 Right-of-Way, South 33°35'38" East, 177.39 feet to the northern terminus of Course 35 described in said Grant Deed recorded October 26th, 1960, being 370 feet right of Station 793+20.00 "D" L.O. centerline as shown on that Division of Highways-District 5, Right-of-Way Map for Route 05-SLO-01, Post Mile 32.1 on file in the Right-of-Way Engineering Office of Caltrans;

Thence, continue along the easterly boundary of said Highway 1 Right-of-Way, South 05°44'44" West, 368.63 feet to a corner thereon at the northern terminus of Course 36 described in said Grant Deed;

Thence, continue along the easterly boundary of said Highway 1 Right-of-Way, South 23°48'22" East, 130.12 feet to the centerline Logan Avenue (formerly Hill Street as shown on Sheet No. 2 of said map of Atascadero Beach);

Thence, along said centerline Logan Avenue the following three courses:

North 87°55'17" East, 109.13 feet to an angle point thereon at the corner of Lots 7 and 8, Block 3A as shown on Sheet No. 10 of said map of Atascadero Beach;

Thence, South 57°04'43" East, 152.00 feet;

Thence, North 79°36'17" East, 468.42 feet to the centerline of Zanzibar Street (formerly "3rd" Street as designated on said Map of Atascadero Beach);

Thence, leaving the centerline of Logan Avenue, along said centerline of Zanzibar Street, North 47°54'47" East, 249.00 feet to a point thereon 100.00 feet southwesterly from the intersection

with the centerline of Panorama Drive (formerly "O" Street as designated on said map of Atascadero Beach);

Thence, leaving said centerline of Zanzibar Street, along a line that is parallel with the centerline of Panorama Drive (being the westerly line of Blocks 1A and 1B as designated on said map of Atascadero Beach), North 20°05'43" West, 85.00 feet;

Thence, along a line parallel with said centerline of Zanzibar Street, North 47°54'47" East, 100.00 feet to an intersection with said centerline of Panorama Drive;

Thence, along said centerline of Panorama Drive, North 20°05'43" West, 255.00 feet to the centerline of Blanca Street (formerly "1st" Street as designated on said map of Atascadero Beach);

Thence, leaving the centerline of Panorama Drive, along said centerline of Blanca Street, North 69°54'17" East, 320.00 feet to a point thereon 330.00 feet southwesterly from the intersection with the centerline of Tuscan Avenue (formerly "P" Street as designated on said map of Atascadero Beach), said point being the southern most corner of that parcel of land conveyed to the Morro Del Mar County Water District by Quitclaim Deed and Transfer of Assets, recorded March 14th, 1963, filed in Volume 1230, at Page 337 of Official Records in the office of the Recorder for said County;

Thence, along the southwesterly boundary of said parcel of land conveyed to the Morro Del Mar County Water District, leaving said centerline of Blanca Street at a right angle therefrom, North 20°05'43" West, 125.00 feet;

Thence, along the northwesterly boundary of said parcel of land conveyed to the Morro Del Mar County Water District, along a line parallel with said centerline of Blanca Street, North 69°54'17" East, 100.00 feet;

Thence, along the northeasterly boundary of said parcel of land conveyed to the Morro Del Mar County Water District, South 20°05'43" East, 125.00 feet to said centerline of Blanca Street;

Thence, leaving the northeasterly boundary of said parcel of land conveyed to the Morro Del Mar County Water District, along said centerline of Blanca Street, North 69°54'17" East, 230.00 feet to the intersection with said centerline of Tuscan Avenue and the most easterly corner of said Lot 1;

Thence, leaving the centerline intersection of Blanca Street with Tuscan Avenue, North 15°15'13" West, 1081.60 feet to the point of beginning.

The above described portion of said Lot 1 contains 34.52 acres.

"Lot 34"

Parcel 9 of SUB2010-00027, according to that Certificate of Compliance filed as Document No. 2011-031201 of Official Records in the office of the Recorder for said County;

All of Lot 2, Block 1E of Atascadero Beach in the County of San Luis Obispo, State of California as said Lot is designated according to the map of Atascadero Beach filed in Book 2, at Page 15 of Maps in the office of the Recorder for said County.

“Lot 36”

Parcel 10 of SUB2010-00027, according to that Certificate of Compliance filed as Document No. 2011-031202 of Official Records in the office of the Recorder for said County;

All that portion of Lot 8, Block 1E of Atascadero Beach Subdivision, County of San Luis Obispo, State of California designated according to the Map of Atascadero Beach filed in Book 2, at Page 15 of Maps in the office of the Recorder for said County, more particularly described as follows:

Beginning at the most northerly corner of said Lot 8 at a point in common with Lots 2 and 3, Block 1E of said Subdivision;

Thence, along the northwesterly boundary of said Lot 8 and the southeasterly boundary of said Lot 2, South 63°15'47" West, 1610.02 feet to the centerline of Tuscan Avenue (formerly "P" Street as designated on said map of Atascadero Beach);

Thence, along said centerline of Tuscan Avenue, South 13°54'17" West, 179.23 feet to the northern boundary of that parcel of land taken by United States of America, by Declaration of Taking No.1, as recorded October 27th, 1960, filed in Volume 1092, at Page 104 of Official Records in the office of the Recorder for said County;

Thence, leaving said centerline of Tuscan Avenue, along the northern boundary of said parcel of land taken by United States of America, North 69°54'17" East, 361.28 feet;

Thence, continue along the boundary of said parcel of land taken by United States of America, South 19°16'13" East, 736.12 feet;

Thence, South 47°54'47" West, 387.98 feet to the centerline of Panorama Drive (formerly "O" Street as designated on said map of Atascadero Beach);

Thence, leaving the boundary of said parcel of land taken by United States of America, along said centerline of Panorama Drive, South 42°05'13" East, 265.00 feet to the southern most corner of said Lot 8;

Thence, leaving said centerline of Panorama Drive, along the southeasterly boundary of said Lot 8, North 60°08'17" East, 2021.55 feet to the eastern most corner thereof;

Thence, along the northeastern boundary of said Lot 8, North 35°21'03" West, 812.21 feet to a corner on the northwesterly boundary thereof in common with the southern most corner of said Lot 3;

Thence, continue along the northeastern boundary of said Lot 8, North 46°52'43" West, 375.63 feet to the point of beginning.

The above described portion of said Lot 8 contains 46.99 acres.

“Lot 38”

Parcel 11 of SUB2010-00027, according to that Certificate of Compliance filed as Document No. 2011-031203 of Official Records in the office of the Recorder for said County;

All of Lot 7, Block 1E of Atascadero Beach in the County of San Luis Obispo, State of California as said Lot is designated according to the map of Atascadero Beach filed in Book 2, at Page 15 of Maps in the office of the Recorder for said County.

“Lot 40”

Parcel 12 of SUB2010-00027, according to that Certificate of Compliance filed as Document No. 2011-031204 of Official Records in the office of the Recorder for said County;

All that portion of Lot 6, Block 1E of Atascadero Beach Subdivision, County of San Luis Obispo, State of California designated according to the Map of Atascadero Beach filed in Book 2, at Page 15 of Maps in the office of the Recorder for said County, more particularly described as follows:

Beginning at the most westerly corner of said Lot 6 at a point in common with Lot 7 of said Subdivision and on the centerline of Panorama Drive (formerly “O” Street as designated on said Map);

Thence, along the southwesterly boundary of said Lot 6 and the centerline of said Drive, South 25°59'13" East, 799.89 feet to the northerly boundary of that parcel of land conveyed to the City of Morro Bay by Corporation Grant Deed, recorded August 28th, 1978, as filed in Volume 2096, at Page 140 of Official Records in the office of the Recorder for said County;

Thence, leaving the centerline of said Drive, and along the northerly boundary of said parcel of land conveyed to the City of Morro Bay, South 75°08'10" East, 394.75 feet;

Thence, continue along the northerly boundary of said parcel of land conveyed to the City of Morro Bay, South 39°18'50" East, 63.98 feet to the southerly boundary of said Lot 6;

Thence, leaving the northerly boundary of said parcel of land conveyed to the City of Morro Bay, along the southeasterly boundary of said Lot 6, North 79°14'17" East, 459.96 feet;

Thence, North 40°05'17" East, 992.00 feet;

Thence, North 53°16'17" East, 600.07 feet to the most easterly corner of said Lot 6;

Thence, along the northeasterly boundary of said Lot 6, North 35°21'03" West, 1035.07 feet to the most northerly corner of said Lot 6, being a corner in common with Lots 4, 5 and 7 of said Block 1E;

Thence, along the northwesterly boundary of said Lot 6, South 55°58'47" West, 2105.73 feet to the point of beginning.

The herein above described parcel of land contains 57.22 acres.