



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

## CAYUCOS SANITARY DISTRICT

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

### GOVERNING BOARD

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

### BOARD OF DIRECTORS BUDGET COMMITTEE MEETING AGENDA WEDNESDAY, MAY 5, 2021 AT 2:00PM

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### COMMITTEE MEMBERS:

Hannah Miller, Director  
Shirley Lyon, Director

### STAFF:

Rick Koon, District Manager  
Gayle Good, Admin. Accounting Manager

#### 1. CALL MEETING TO ORDER

#### 2. PUBLIC COMMENTS:

As a special meeting, members of the public may speak before consideration of the item that appears on this agenda, however, there is no opportunity afforded under the Brown Act to speak on a non-agendized items.

#### 3. REVIEW AND DISCUSSION OF PROPOSED DRAFT BUDGETS FY 2020-2021:

##### A. OPERATING BUDGET

##### B. CAPITAL IMPROVEMENT PROJECT BUDGET

#### 4. ADJOURNMENT

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This agenda was prepared and posted pursuant to Government Code Section 54954.2. The agenda can be accessed and downloaded from the District's website at <https://www.cayucossd.org/board-of-directors-meetings>

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## Budget Summary FY 21/22

AGENDA ITEM: 3.A

DATE: May 5, 2021

**Income:**

Sewer Income	\$	3,061,150.00
Will Serve Income	\$	35,200.00
Rental Income	\$	38,800.00
Solid Waste Income	\$	89,600.00
SLOCO Tax Assessments	\$	1,018,400.00
Savings Interest Income	\$	100.00
Investment Interest Income	\$	18,500.00
Other Misc. Income	\$	4,600.00
<b>Category Total</b>	<b>\$</b>	<b>4,266,350.00</b>

**Payroll:**

Admin Gross Wages Regular	\$	350,900.00
Coll Gross Wages Regular	\$	195,400.00
Treatment Gross Wages Regular	\$	200,200.00
Director Payroll	\$	8,000.00
Vested Payroll Benefits	\$	5,400.00
Admin Payroll Taxes/Benefits	\$	138,700.00
Coll Payroll Taxes/Benefits	\$	113,700.00
Treatment Payroll Taxes/Benefits	\$	73,500.00
Director Payroll Taxes	\$	500.00
<b>Category Total</b>	<b>\$</b>	<b>1,086,300.00</b>

**Operating Expenses:**

Special Projects	\$	13,000.00
Admin Operating Expenses	\$	195,700.00
Collections Operating Expenses	\$	213,200.00
Treatment Operating Expenses	\$	586,300.00
Loan Interest	\$	1,065,000.00
Debt Service Reserve	\$	852,000.00
<b>Category Total</b>	<b>\$</b>	<b>2,925,200.00</b>

<b>Total Income</b>	<b>\$</b>	<b>4,266,350.00</b>
<b>Less Total Expenses</b>	<b>\$</b>	<b>4,011,500.00</b>
<b>Net Income</b>	<b>\$</b>	<b>254,850.00</b>

## Budget Planning FY 21/22 Committee Meeting May 5, 2021

Ordinary Income/Expense	expenses to date Jul '20 - Apr '21	FY 20/21 Budget	target 75% % of Budget	FY 21/22 Proposed	Notes
Income					
4000 · SEWER INCOME					
4010 · Sewer Use Fees	2,493,012.55	2,905,500.00	85.8%	3,030,000.00	4.256% increase in fees to \$98/month 7/1/21
4020 · Sewer Late Fees	12,943.49	13,000.00	99.57%	13,500.00	based increase on same percentage
4030 · Sewer Bank Fees	397.30	500.00	79.46%	500.00	
4040 · Sewer Liens	0.00	0.00	0.0%	-	
4050 · Lot Fees	14,232.41	17,000.00	83.72%	17,000.00	
4060 · Lot Late Fees	101.25	150.00	67.5%	150.00	
4080 · Lot Liens	0.00	0.00	0.0%	-	
Total 4000 · SEWER INCOME	2,520,687.00	2,936,150.00	85.85%	3,061,150.00	
4100 · WILL SERVE INCOME					
4110 · Will Serve Fee	2,550.00	2,000.00	127.5%	2,500.00	
4120 · Connection Fee	31,440.00	31,900.00	98.56%	31,900.00	
4130 · Inspection Fee	400.00	400.00	100.0%	400.00	
4140 · Grant of License Fee	400.00			400.00	
Total 4100 · WILL SERVE INCOME	34,790.00	34,300.00	101.43%	35,200.00	
4200 · RENTAL INCOME					
4210 · Morro Dunes Rent	29,608.66	24,500.00	120.85%	30,000.00	
4220 · Hanson Rent	5,924.38	5,000.00	118.49%	6,000.00	
4230 · CMB Corp. Yard Lease	2,669.15	2,700.00	98.86%	2,800.00	
Total 4200 · RENTAL INCOME	38,202.19	32,200.00	118.64%	38,800.00	
4300 · SOLID WASTE INCOME					
4310 · Solid Waste Franchise Fee	69,972.40	82,000.00	85.33%	82,000.00	
4320 · AB939 Recycle Program Fee	6,328.99	7,600.00	83.28%	7,600.00	
Total 4300 · SOLID WASTE INCOME	76,301.39	89,600.00	85.16%	89,600.00	
4400 · SLOCO TAX ASSESSMENTS					
4410 · Current Year Secured/Unsecured	804,066.57	951,700.00	84.49%	996,700.00	County estimate
4420 · Delinquent Sewer Prior Year	8,502.20	20,000.00	42.51%	21,700.00	
4430 · Penalties/Interest from PY tax	446.98	0.00	100.0%	-	
4440 · PY Secured/Unsecured	-1,003.95	0.00	100.0%	-	
4400 · SLOCO TAX ASSESSMENTS - Other	0.00	0.00	0.0%	-	
Total 4400 · SLOCO TAX ASSESSMENTS	812,011.80	971,700.00	83.57%	1,018,400.00	
4500 · SAVINGS INTEREST INCOME					
4510 · Checking Interest	0.00	150.00	0.0%	-	
4520 · Savings Interest	76.80	50.00	153.6%	100.00	
4540 · MCD Security Deposit Interest	-3.63	0.00	100.0%	-	
Total 4500 · SAVINGS INTEREST INCOME	73.17	200.00	36.59%	100.00	
4600 · INVESTMENT INTEREST					
4610 · ALLIANCE BANK RESTRICTED INT.	2,427.38	9,000.00	26.97%	-	
4600 · INVESTMENT INTEREST - Other	12,789.58	18,600.00	68.76%	18,500.00	
Total 4600 · INVESTMENT INTEREST	15,216.96	27,600.00	55.13%	18,500.00	
4700 · OTHER INCOME					













**CAYUCOS SANITARY DISTRICT  
Capital Improvement Projects  
FY 2021-2022**

- **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.

- **Treatment Plant Forklift** *\$45,000*

This purchase is for a forklift or small reach lift for the WRRF. It is needed to handle small totes of citric acid and to move pumps or other equipment to and from the maintenance building.

**CSWP Projects**

- **Construction of Outfall Tie-in:** *\$45,000*

Originally scheduled for last FY, this project will tie in the temporary bypass line into the end of the Outfall.

- **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.

- **RWQCB/CCC Recycled Water Program:** *\$20,000*

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.

***Total - \$200,000***

## Proposed COLA & Standby Pay Increases FY 2021/2022

Impact of Cost of Living Adjustment					
	Admin	O&M	Plant	Combined	overall increase in salary base
current annual	\$ 340,716.80	\$ 168,937.60	\$ 161,449.60	\$ 671,104.00	
1% increase	\$ 344,123.97	\$ 170,626.98	\$ 163,064.10	\$ 677,815.04	\$ 6,711.04
2% increase	\$ 347,531.14	\$ 172,316.35	\$ 164,678.59	\$ 684,526.08	\$ 13,422.08
3% increase	\$ 350,938.30	\$ 174,005.73	\$ 166,293.09	\$ 691,237.12	\$ 20,133.12
Applying associated costs (taxes & CalPERS) to a 3% increase					\$ 2,412.34
<b>Fiscal year impact @ 3%</b>					<b>\$ 22,545.46</b>

Last COLA 2018

Impact of Increasing Standby Pay				
	Regular Days	Holidays		
Days	355	10	Total	increase/year
Current	\$ 40.00	\$ 50.00	\$ 14,700.00	
Option 1	\$ 45.00	\$ 55.00	\$ 16,525.00	\$ 1,825.00
Option 2	\$ 50.00	\$ 60.00	\$ 18,350.00	<b>\$ 3,650.00</b>