



CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333

Cayucos, CA 93430

(805) 995-3290

www.CayucosSanitaryDistrict.gov

BOARD OF DIRECTORS REGULAR MEETING AGENDA THURSDAY, JUNE 18, 2026 AT 5:00PM 200 ASH AVE. CAYUCOS, CA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENT

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

3. ITEMS TO BE DEFERRED

4. CONSENT CALENDAR

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 March 19, 2026 Board of Directors Regular Meeting [Pg. 1](#)
2. Approval of minutes for the May 21, 2026 Board of Directors Regular Meeting [Pg. 3](#)

B. Financial Reports: May 2026

1. Cash, Savings, and Investment Report [Pg. 6](#)
2. Check Registers – Wells Fargo (General & CIP Checking Accounts) [Pg. 7](#)
3. Budget vs. Actual Status Report [Pg. 10](#)
4. Capital Improvement Projects Report [Pg. 11](#)

5. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS

A. District Manager's Report: May 2026 [Pg. 12](#)

B. Will-Serve Activity: May 2026

1. New Will-Serves

- 3331 Shearer Ave. / Terins / 064-427-007 / SFR Addition
- 2025 Cass Ave. / Pickett / 064-182-054 / SFR New

2. Extended Will-Serves

- 674 Pacific Ave. / Ledbetter / 064-149-012 / SFR Remodel

3. Finalized Will-Serves

- 1775 Cass Ave. / Noland / 064-172-021 / SFR Remodel
- 1859 Cass Ave. / Goodman / 064-172-042 / SFR Remodel

4. Continue-to-Serves

- 62 11th St. / Barlow / 064-162-017 / SFR Remodel

- 6. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-04 APPROVING THE FISCAL YEAR 2026/27 CAYUCOS SANITARY DISTRICT BUDGET**
A. OPERATING BUDGET [Pg. 15](#)
B. CIP BUDGET
- 7. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-05 AMENDING CAYUCOS SANITARY DISTRICT'S SALARY SCHEDULE [Pg. 32](#)**
- 8. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-06 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2026/2027 APPROPRIATIONS LIMIT [Pg. 44](#)**
- 9. DISCUSSION AND CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT WITH WATER SYSTEMS CONSULTING, INC. (WSC) IN THE AMOUNT OF \$66,000 FOR THE CHANEY-TO-TORO PIPELINE REPLACEMENT PROJECT [Pg. 47](#)**
- 10. DISCUSSION AND CONSIDERATION TO APPROVE A CONTRACTOR SERVICES AGREEMENT WITH N. BRENT KNOWLES CONSTRUCTION, INC. IN THE AMOUNT OF \$40,000.00 FOR REPAIR, PAVING AND SLURRY SERVICES ASSOCIATED WITH DISTRICT EMERGENCIES FOR FISCAL YEAR 2026/2027 [Pg. 56](#)**
- 11. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-07 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2026/2027 COUNTY TAX ROLL [Pg. 70](#)**
- 12. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-08 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2026/2027 COUNTY TAX ROLL [Pg. 74](#)**
- 13. DISCUSSION AND CONSIDERATION TO APPROVE CAYUCOS SANITARY DISTRICT'S 2026 SEWER SYSTEM MANAGEMENT PLAN (SSMP) [Pg. 78](#)**
- 14. CLOSED SESSION:**
- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b)**
Title: District Manager
- B. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6**
Agency Negotiator: Board President, Robert Enns
Unrepresented Employee: District Manager

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8

Property: APN 073-092-056; Toro Creek Road

Agency Negotiator: District Manager, David Athey

Negotiating Parties: Chief Executive Officer, Cecily Majerus, and Director of Life Support Systems and Facilities, Micah Buster (The Marine Mammal Center)

15. RECONVENE TO OPEN SESSION & REPORT FROM CLOSED SESSION

16. 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.

17. FUTURE SCHEDULED MEETINGS

A. July 16, 2026 – Regular Board Meeting

B. August 20, 2026 – Regular Board Meeting

C. September 17, 2026 – Regular Board Meeting

18. 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.cayucossanitarydistrict.gov/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

R. Enns, President
J. Curti, Vice-President
S. Lyon, Director
J. Smith, Director
J. Clark, Director

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES
THURSDAY, MARCH 19, 2026 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, Director Shirley Lyon, and Director Justin Smith

Directors Absent: Vice-President John Curti and Director Joe Clark

Staff Present: District Manager David Athey and Administrative Services Manager/Board Secretary Amy Lessi

2. PUBLIC COMMENT

Jim Billings, resident of District 4 of the Cayucos Sanitary District voting districts, expressed interest in serving on the Board of Directors.

3. CONSENT CALENDAR

Public Comment: None

Motion: By Director Lyon to approve items on the Consent Calendar as prepared

Second: By Director Smith

Vote: 3-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS

Manager Athey gave a summary of the previous month's activities. Director Lyon encouraged staff to attend tours at other treatment plants for educational purposes. Because a portion of sewer main required repair due to a culvert retaining wall footing being constructed directly over it, President Enns suggested that the party responsible for that work contribute to the costs of the resulting damages.

Public Comment: None

Item 4 was received and accepted (no Board action necessary).

5. CLOSED SESSION:

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8

Property: APN 073-092-056; Toro Creek Road

Agency Negotiator: District Manager, David Athey

Negotiating Parties: Chief Executive Officer, Cecily Majerus, and Director of Life Support Systems and Facilities, Micah Buster (The Marine Mammal Center)

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8

Property: APNs 066-331-032, -033, and -034; 160 and 180 Atascadero Road and 1700 Embarcadero, Morro Bay

Agency Negotiator: District Manager, David Athey

Negotiating Parties: City Manager, John Craig (City of Morro Bay)

Under Negotiation: Price/terms of payment

Public Comment: None

At 5:32 p.m., President Enns announced that the Board would transition to closed session.

Directors Present During Closed Session: President Enns, Director Lyon, and Director Smith

Staff Present During Closed Session: District Manager David Athey

Open Session reconvened at 5:59 p.m.

Items to report from Closed Session: None

6. BOARD MEMBER COMMENTS

None

7. FUTURE SCHEDULED MEETINGS

- April 16, 2026 – Regular Board Meeting
- May 21, 2026 – Regular Board Meeting
- June 18, 2026 – Regular Board Meeting

8. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi

Administrative Services Manager/Board Secretary



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AGENDA ITEM:

4.A.2

BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, MAY 21, 2026 AT 5:00PM 200 ASH AVE. CAYUCOS, CA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:01 p.m.

Directors Present: President Robert Enns, Vice-President John Curti, Director Shirley Lyon, Director Justin Smith, and Director Joe Clark (arrived at 5:07 p.m.)

Staff Present: District Manager David Athey and Administrative Accounting Manager Gayle Good

District Manager Athey announced the deferral of Agenda Items 7, 8, 9 and 11 to the June meeting.

2. PUBLIC COMMENT

None

3. CONSENT CALENDAR

Director Clark arrived at 5:07 p.m. Director Curti stated that he would abstain from voting on Item 3.A.1 because he was not in attendance at that meeting.

Public Comment: None

Motion: By Director Smith to approve items on the Consent Calendar as prepared

Second: By Director Curti

Vote: 5-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS

Manager Athey gave a summary of the previous month's activities. He included the information that the IWMA has reached an agreement to relocate the Household Hazardous Waste Collection Facility from the old Morro Bay Wastewater Treatment Plant to a site at Camp San Luis.

Public Comment: None

Item 4 was received and accepted (no Board action necessary).

5. DISCUSSION AND CONSIDERATION TO SUBMIT A BALLOT FOR THE LOCAL AGENCY FORMATION COMMISSION SPECIAL DISTRICT ALTERNATE MEMBER RUNOFF ELECTION

President Enns endorsed John Joyce from Nipomo Community Services District.

Public Comment: None

Motion: By Director Curti to vote for John Joyce as the LAFCO Special District Alternate Board Member and directing staff to submit the LAFCO ballot on the Board's behalf

Second: By Director Clark

Vote: 5-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2026-03 REQUESTING CONSOLIDATION OF ITS BIENNIAL ELECTION WITH THE NOVEMBER 3, 2026 GENERAL ELECTION

Public Comment: None

Motion: By Director Curti to adopt Resolution 2026-03 requesting consolidation of the District's biennial election with the November 3, 2026 general election

Second: By Director Smith

Vote: 5-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2026-04 APPROVING THE FISCAL YEAR 2026/27 CAYUCOS SANITARY DISTRICT BUDGET

District Manager Athey reiterated that staff recommends deferment to the June meeting on this item today, but answered general questions from various Board members.

Public Comment: None

No Board action was taken on this item.

8. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-05 TO A) AMEND THE TITLE AND JOB DESCRIPTION FOR THE ADMINISTRATIVE ACCOUNTING MANAGER TO BUSINESS MANAGER; AND B) TO RECLASSIFY THE BUSINESS MANAGER AND ADMINISTRATIVE SERVICES MANAGER/BOARD SECRETARY AS EXEMPT POSITIONS

Item deferred to a later date.

Public Comment: None

No Board action was taken on this item.

9. DISCUSSION AND CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2026-06 AMENDING THE DISTRICT'S SALARY SCHEDULE

Item deferred to a later date.

Public Comment: None

No Board action was taken on this item.

10. DISCUSSION AND REVIEW OF THE CALPERS RETIREMENT PENSION UNFUNDED ACCRUED LIABILITY

Manager Athey provided the Board with an overview of the CalPERS unfunded liability issue and discussed potential courses of action.

Public Comment: None

No Board action was taken on this item.

11. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b)

Title: District Manager

Item deferred to a later date.

Public Comment: None

12. RECONVENE TO OPEN SESSION & REPORT FROM CLOSED SESSION

Item deferred to a later date.

Items to report from Closed Session: None (Closed Session did not take place)

13. BOARD MEMBER COMMENTS

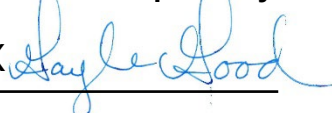
None

14. FUTURE SCHEDULED MEETINGS

15. ADJOURNMENT

The meeting adjourned at 6:36 p.m.

Minutes Respectfully Submitted By:

X 

Gayle Good
Administrative Accounting Manager



CAYUCOS SANITARY DISTRICT

Monthly Financial Report

FY 2025/2026

Cash, Savings and Investments

May 2026

Bank Accounts	Current Balance
Wells Fargo - General Checking	\$377,459
Wells Fargo - USDA	\$922,127
Petty Cash	\$175
Total	\$1,299,760

Investment Accounts	
CalTrust	\$4,082,785
US Bank	\$74,835
LAIF	\$130,378
Total	\$4,287,998

Grand Total **\$5,587,758**

MCD Wells Fargo Deposit CD (Franchise Deposit) \$25,000

Check Registers - Checks Issued May 2026

Date	Num	Name	Amount
05/06/2026	25367	AMAZON - plumbing parts, office supplies, bldg. maint.	-436.48
05/06/2026	25368	BREZDEN PEST CONTROL	-148.00
05/06/2026	25369	COASTAL ROLL OFF SERVICE	-3,590.86
05/06/2026	25370	CULLIGAN OF MORRO BAY	-187.75
05/06/2026	25371	INDUSTRIAL SCIENTIFIC CORP.	-712.89
05/06/2026	25372	MINER'S ACE HARDWARE	-225.49
05/06/2026	25373	MISSION COUNTRY DISPOSAL - WRRF	-452.37
05/06/2026	25374	MISSION UNIFORM SERVICE	-405.11
05/06/2026	25375	SPEEDY COASTAL MESSENGER, INC.	-730.00
05/06/2026	25376	SPICE INTEGRATION CORP.	-3,168.00
05/07/2026	25377	CARMEL & NACCASHA, LLP	-3,544.50
05/07/2026	25378	FAMCON PIPE AND SUPPLY INC.	-1,930.50
05/07/2026	25379	OPTIMIZED INVESTMENT PARTNERS, LLC	-706.00
05/11/2026	25380	PATHIAN ADMINISTRATORS	-212.65
05/20/2026	25381	ALPHA ELECTRICAL SERVICE, INC.	-9,352.89
05/20/2026	25382	AQUAFIX	-7,824.56
05/20/2026	25383	BAY CITY ELECTRIC WORKS	-750.00
05/20/2026	25384 - CIP	BIGBELLY	-41,322.58
05/20/2026	25385	BRAY SALES, INC.	-1,831.84
05/20/2026	25386	BUSINESS CARD - equip maint	-43.64
05/20/2026	25387	BUSINESS CARD - safety supplies	-36.33
05/20/2026	25388	BUSINESS CARD - plumbing & bldg. maint.	-171.37
05/20/2026	25389	CALNET3	-506.62
05/20/2026	25390	CWEA	-904.00
05/20/2026	25391	FIRSTNET (AT&T)	-603.03
05/20/2026	25392	N. BRENT KNOWLES CONSTRUCTION	-4,837.43
05/20/2026	25393	POLYDYNE INC.	-4,785.50
05/20/2026	25394	ROYAL INDUSTRIAL SOLUTIONS	-1,818.70
05/20/2026	25395	SPICE INTEGRATION CORP.	-4,947.23
05/26/2026	25396	COUNTY OF SLO - PUBLIC WORKS DEPT.	-360.00
05/26/2026	25397	CWEA	-390.00
05/26/2026	25398	EXXONMOBIL	-932.57
05/26/2026	25399	GRAINGER	-367.34
05/26/2026	25400	NEW TIMES	-124.75
05/26/2026	25401	SOCAL GAS	-38.48
05/27/2026	25402	CAYUCOS BEACH MUTUAL WATER CO. #1	-106.72
05/27/2026	25403	CAYUCOS BEACH MUTUAL WATER CO. #2	-120.08
05/27/2026	25404	ELECTRICRAFT, INC.	-4,500.00
05/27/2026	25405	GRAINGER	-65.66
Total Issued Checks			-\$103,191.92

Check Registers - ACH/EFT Payments May 2026

Date	Num	Name	Amount
05/01/2026	EFT247883	POSTMASTER	-707.62
05/05/2026	HLTH050526	CALPERS (HEALTH)	-20,049.82
05/05/2026	35780899	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-868.83
05/07/2026		QuickBooks Payroll Service	-26,541.80
05/08/2026	EDD050826	EDD	-2,161.79
05/08/2026	FED050826	US TREASURY	-9,806.28
05/08/2026	PERS050826	CALPERS (RETIREMENT)	-7,232.57
05/08/2026	DEF050826	CALPERS (RETIREMENT)	-2,108.00
05/14/2026	EFT051426	INTUIT (QUICKBOOKS)	-105.00
05/18/2026	556471	PG&E LS#1	-635.40
05/18/2026	EFT556741	PG&E LS#2	-1,411.41
05/18/2026	EFT557001	PG&E LS#3	-218.12
05/18/2026	EFT557301	PG&E LS#4	-706.98
05/18/2026	EFT557541	PG&E LS#5	-3,042.42
05/18/2026	EFT557751	PG&E OFFICE	-339.87
05/18/2026	EFT558021	PG&E WRRF	-4,636.58
05/21/2026		QuickBooks Payroll Service	-25,738.02
05/21/2026	EFT406590	WELLS FARGO VENDOR FIN SERV	-176.96
05/22/2026	EDD052226	EDD	-2,174.81
05/22/2026	FED052226	US TREASURY	-9,761.80
05/22/2026	DEF052226	CALPERS (RETIREMENT)	-2,108.00
05/22/2026	PERS052226	CALPERS (RETIREMENT)	-7,121.67
05/26/2026	ACH54478401	ABALONE COAST ANALYTICAL, INC.	-7,601.60
05/26/2026	ACH54478402	CHARTER INTERNET	-952.39
05/26/2026	ACH54478403	EXECUTIVE JANITORIAL	-225.00
05/26/2026	ACH54478404	REC SOLAR	-14,357.98
05/31/2026	ACH461169	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Issued ACH			-\$150,843.30

Transfers Between Accounts May 2026

Date	Num	Description	Amount
05/12/2026		Tfr from WF Chkg. to WF USDA Loan Acct.	-77,907.72
05/27/2026		Tfr from WF Chkg. to CalTrust Savings	-330,000.00
Total Transfers			-\$407,907.72

Budget vs. Actual May 2026

AGENDA ITEM:
4.B.3

	Current Month	YTD Actual Rev/Exp	Approved Budget 25/26	% of Budget
Ordinary Income/Expense				
Income				
Sewer Income	265,341	2,981,203	3,214,300	93%
Will Serve Income	425	20,675	88,200	23%
Rental Income	3,600	6,814	39,800	17%
Solid Waste Income	4,154	142,095	161,500	88%
SLOCO Tax Assessments	362,950	1,310,150	1,256,500	104%
Banking Interest Income	169	2,781	9,600	29%
Investment Interest	12,116	106,166	80,000	133%
Other Income	-	4,577	4,600	99%
Total Income	648,755	4,574,461	4,854,500	94%
Expenses				
Payroll Expenses				
Administrative Payroll	31,073	325,248	396,600	82%
Collections Payroll	14,151	188,985	220,700	86%
WRRF Payroll	36,145	397,855	478,100	83%
Director Payroll	-	7,150	8,000	89%
Vested Benefits	324	3,516	4,000	88%
Admin Payroll Taxes & Benefits	12,185	131,062	163,600	80%
Collections Payroll Taxes & Benefits	7,421	126,114	135,500	93%
WRRF Payroll Taxes & Benefits	14,525	160,225	216,300	74%
Director Payroll Taxes & Benefits	-	547	600	91%
Total Payroll & Benefits	115,824	1,340,703	1,623,400	83%
Operating Expenses				
Special Projects	14,431	14,431	12,500	115%
Administrative Operating Expenses	10,420	667,158	764,000	87%
Collections Operating Expenses	9,690	139,454	273,650	51%
Treatment Operating Expenses	101,155	1,011,989	1,738,700	58%
Total Operating Expenses	135,695	1,833,032	2,788,850	66%
Total Expenses	251,519	3,173,735	4,412,250	72%
Net Income	397,236	1,400,727	442,250	

Month 11 of 12; Target 92% of Budget

Capital Improvement Projects Budget May 2026

AGENDA ITEM:
4.B.4

	Current Month	YTD Actual Rev/Exp	Approved Budget 25/26	% of Budget
Collection Improvements				
Sewer Main Repairs	0	46,361	50,000	93%
Chaney to Lift Station 5 Main Replacement	0	30,084	40,000	75%
Main Admin				
IT Security Upgrades	0	30,593	30,000	102%
BigBelly Trash & Recycling Containers	41,323	41,323	50,000	83%
WRRF Improvements				
UV Bulb Replacement	0	47,671	55,000	87%
Davit & Winch for Confined Space Entry	0	10,050	10,000	101%
Backup Permeate Pump for MBR	0	62,643	65,000	96%
Portable Generator Replacement	0	0	30,000	0%
Total Capital Improvements	\$ 41,323	\$ 268,725	\$ 330,000	81%



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

5

TO: BOARD OF DIRECTORS
FROM: DAVID ATHEY, DISTRICT MANAGER
DATE: JUNE 18, 2026
SUBJECT: MONTHLY MANAGER'S REPORT: MAY 2026

ADMINISTRATIVE

- The District Manager met with Caltrans staff to discuss the Toro Creek Restoration Project (TCP) and Access Agreement. The TCP is being completed by Caltrans as a mitigation for road construction environmental impacts near the Piedras Blancas Light Station. The work involves removal of non-native vegetation, native plantings, fencing along Toro Creek, and erosion control from Highway 1 to the Toro Creek Bridge. The District will be providing access through the Lift Station 5 property to Toro Creek. District staff anticipates that an agreement with Caltrans for access will be presented at the July Board meeting. Caltrans will be reimbursing the District for all costs associated with review of the Access Agreement.
- The District welcomed its newest staff member, Patrick Roben. Patrick grew up on the Central Coast and attended Cuesta College. Patrick lives on the coast and has worked for Union Pacific Railroad and Sodexo. Patrick is excited about his new position and the opportunity to start a career in the wastewater collection and treatment field.
- District staff member Justin Owens received an email expressing appreciation for exceptional customer service. The District customer needed help with his sewer lateral. Justin and all staff continue to provide exceptional customer service to the District's customers and his efforts are appreciated.

From: Greg
Sent: Thursday, June 4, 2026 1:33 PM
To: Justin Owens <J.Owens@cayucossanitarydistrict.gov>
Subject: FW: Shearer Sewer Scope and Findings

Hi Justin,

Thanks a LOT for checking this out and doing it so promptly.

I have a question: considering that the house has been vacant for over a year, and that the toilets have been flushed only a few times (just to keep water in the bowls) and the plumbing lightly tested, would you expect the standing water to be a problem if it was flushed through normal use? Also, how strong of a recommend[sic] is that? Did you mean to say that if they are worried about it, you would recommend they fix it, but that there is no need to fix it?

Thanks again. You are a shining example of good government at work.

Greg

CAPITAL PROJECTS

- A fourth round of Caltrans comments on the Toro to Chaney Main Line Replacement Project were received, including a CEQA question about the addition of two manholes and direction to use a revised form for the Design Exception signature page. WSC addressed the comments and resubmitted the plans and design package to Caltrans on June 5th. Caltrans staff indicated that the project package is being routed for signatures and there will be no further comments, however, Caltrans staff has agreed to meet with the District Manager if additional comments are generated. Staff anticipates the requested encroachment permit will be approved.
- District staff have been busy evaluating treatment plant operations to look for opportunities to improve performance and optimize use of existing resources. The following is a list of potential projects that may benefit operations, save money, and/or better utilize District resources:
 - Battery Power Storage: The WRRF benefits from less expensive power during the day because of the REC solar field. However, the District must still buy power from PG&E at night. There may be an opportunity to use battery storage to power the plant at night.
 - Sludge Drying: The cost of sludge disposal at Cold Canyon Landfill is increasing. The District will pay almost \$50,000 next year for disposal. Staff will be evaluating sludge drying as a way to save on disposal costs. A high percentage of sludge's weight is water, so sludge drying may save the District money in the long run.
 - Equalization Basin Expansion: Expand the Equalization Basin or site a new basin onsite to allow greater untreated wastewater storage capacity. This is important so that the plant can handle flows during high rainfall years and provide more time for staff if flows need to be diverted to the equalization basin during maintenance.
 - Additional Treatment Membrane Filters: Staff will be evaluating adding a treatment membrane to each of the three tanks. There is an empty slot in each tank so there is room for another membrane filter. Staff will be working with EVOQUA to determine if the existing system can accommodate another filter and if the existing pumps and blowers are adequately sized.

Staff is just starting to evaluate these ideas and will update the Board periodically on progress and findings. Staff anticipates that some of these projects will be incorporated into the District's five-year Capital Improvement Projects Plan if viable.

OPERATIONS & MAINTENANCE: MAY 2026

CIP: Removed 6 older-style manhole lids and replaced them with the new hinged-style with gaskets – 5 were placed on Pacific Ave. and 1 on Ocean Front Lane

Daily Operations of Note:

- Pumped down, scraped, and bleached wet wells; cleaned probes and test generators
- Conducted weekly alarm testing at all lift stations
- Conducted monthly fire extinguisher checks
- Performed CCTV inspections of mains in town to check condition – inspected the Gilbert Ave., Richard Ave., and Kentucky Ave. easements, among others
- Jetted 4,160 feet of main lines, including the downtown areas
- Participated in Vector Training Solutions for SDRMA
- Responded to 24 USAs
- Worked with Chief Plant Operator to establish list of changes needed for the SSMP

- Performed an extensive audit of the SSMP
- Requested a quote from Xylem for spare pump at Lift Station 2
- Helped unload, receive, unbox, and inspect 10 new trash cans and 10 new recycling bins for downtown
- Oversaw and inspected the replacement of 6 sewer manholes
- Continued compiling prioritized list of capital improvement projects
- Prepared for onboarding with a new trainee, Patrick
- Revised/updated Collections Maintenance Schedule

Call Outs:

- May 18, 12:29AM: SCADA – Power fails and dialer calls from Lift Stations 1,2, and 3; no site visit needed, standby generators ran stations until the power came back on; checked the tablet to put eyes on a pump running at each of the station, JO

WATER RESOURCE RECOVERY FACILITY: MAY 2026

Daily Operations of Note:

- Completed all quarterly, monthly, weekly, and daily maintenance tasks
- Exercised generator and fire pump
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Completed all Monthly Reports
- Continued weed abatement activities throughout the month
- May 1: Alpha Electric on site to pull wire for MBR Influent Channel Level Sensor repair
- May 6: Started Hypochlorite Clean in Place procedure on MOS #3
- May 7: Alpha Electric on site for AB Blower air flow sensor repair
- May 8: Force Main Flush
- May 8: One tote of dewatering polymer delivered
- May 14: Replaced guide wheel on Fine Screen #1
- May 18: One tote of Smart BOD received
- May 21: Small leak in hypochlorite line to MOS #2 noted
- May 27: Repaired Influent Sampler
- May 27: JC observed soil sampling at old Morro Bay WWTP
- May 28-29: Technician from TSI here for required annual calibration of flowmeters and turbidimeters

Call Outs:

- May 18, 5:41 & 5:42 am: Residual Chlorine Analyzer High-High and Transducer Fail Alarms, JC

WRRF Influent

- Highest flow day May 24: **275,818 gallons**
- Average influent for May: **223,853 gallons per day**
- Total influent for May: **6.94 million gallons**

WRRF Effluent

- Highest flow day May 24: **290,152 gallons**
- Average effluent for May: **243,814 gallons per day**
- Total effluent for May: **7.56 million gallons**
- Average recycled water use (in-plant): **62,500 gallons per day**



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: JUNE 18, 2026

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-04 APPROVING THE FISCAL YEAR 2026/27 CAYUCOS SANITARY DISTRICT BUDGET

A. OPERATING BUDGET

B. CIP BUDGET

DISCUSSION

District staff have prepared the draft Fiscal Year 2026-2027 (FY26/27) Annual Budgets for Operations and Capital Improvement Projects (CIP). The draft FY26/27 Operating and CIP Budgets were presented to the Budget Committee on May 7, 2026 for review and input. The Budget committee was unable to give direction to staff or make a budget recommendation to the full Board because a quorum of members was not present.

Note: Agenda Item revisions are shown in *bold*.

Staff presented the draft FY26/27 budget to the Board for input and feedback at the May 21, 2026 Board Meeting. Staff has adjusted the draft Operating and CIP Budget based on comments received and additional budget analysis. Changes to the draft FY26/27 Operating and CIP Budget include the following:

CIP Budget	Adjustment	Reduction
<i>CIP Plan and Rate Study</i>	<i>Reduced line-item cost to \$60,000. Development of the Capital Plan for Collections and Treatment will be developed in a stepwise manner for review prior to the next development step and additional budgeting.</i>	<i>\$140,000.00</i>
Operations Budget		
Change	Reduction	
<i>6050/6051 Special Projects Manhole Reconditioning</i>	<i>Eliminated Line Item as this work will be completed under sewer main repairs in the CIP budget.</i>	<i>\$12,500</i>
<i>6210 Misc. Business Expenses.</i>	<i>Reduced to \$2,000 from \$3,000, Accounts for new Collections staff in 26/27.</i>	<i>\$1,000</i>
<i>6523 Professional Development Collections</i>	<i>Reduced to \$1,500 from \$2,000 to account for new staff training and past training costs.</i>	<i>\$500</i>

Operations Budget	Adjustment	Reduction
6535 Equipment Critical Parts	Reduced to \$3,500, past spending hasn't been close to \$3,500.	\$1,500
6540 Equipment Repair and Maintenance	Reduced to \$5,000 based on past spending on this line item.	\$3,500
6571 Trucks Oil and Gas	Reduced to \$11,000 upon further analysis of current spending and anticipated gas prices.	\$2,000
6580 Hardware and Supplies	Reduced to \$3,000 upon further analysis of current spending	\$1,000
** New Line Item – Preventative Maintenance Collections	Eliminated Item. Funding for this work will be from the existing Lift Station Budgets.	\$10,000
7130 Contract Labor	Reduced to \$10,000 as the line item appears to be greater than what is needed.	\$5,000
** New Line-Item Preventative Maintenance Treatment	Eliminated as this work is for electrical preventive analysis which can be completed under line Item 7348 Pump/Motor/Electrical	\$35,000
Total Budget Reduction Amount	<i>The reduced budget amounts are reflected in the District's <u>Surplus</u> on Detailed Budget Page 6 and Table 1 below.</i>	\$212,000

The draft FY26/27 Operating Budget was developed to ensure the proposed expenditures are not under- or over-budgeted. Staff used actual current year expenditures and anticipated increases where available. An example of an anticipated increase is the annual escalation of health care costs experienced by the District. The draft FY26/27 Operating Budget maintains existing service levels while minimizing budget increases to the extent practical.

The draft FY26/27 CIP budget was developed to prioritize projects, studies, and equipment purchases that will reduce ongoing workload, offer operational efficiencies, enhance safety, and position the District for continued fiscal success. For example, Collections projects were prioritized to reduce recurring maintenance activities such as main repairs in areas where line cleaning is frequently needed to deal with root intrusion or grease buildup. This will enable the District to free up staff time and resources to work on other higher priority collection system tasks.

The District has adequate resources available for the continuing operations, proposed expenditures, and loan obligations based upon projected revenues and anticipated expenditures. Inflationary effects and staffing needs have been carefully considered to carry out the District's budgetary goals and objectives. A Budget Comparison Summary is included in Attachment 1, and a Detailed Budget Summary is included in Attachment 2. *The revised draft FY/2026-2027 Budgets at a Glance is shown below in Table 1.*

Table 1 - 2026-2027 Draft Budgets at a Glance:

Category	2026-2027 (No Cola, Standby Pay Increase, or Salary Adjustments)	2026-2027 (includes COLA, Standby Pay increases, and Salary Adjustment for Lead Operator)	2025-2026 (Includes COLA)
Projected Revenue	\$4,957,300	\$4,957,300	\$4,854,500
Projected Expenses	\$4,235,300	\$4,304,100	\$4,412,250
CIP Budget	\$390,000	\$390,000	\$330,000
Net Revenue	\$332,000	\$263,200	\$112,250

Revenue Projections

Sewer Income: Sewer income remains steady and sufficient and will increase slightly by 0.6%.

Will-Serve Income: Projections for local construction projects remain the same.

Rental Income: Rental income is expected to drop significantly should the sale of the Morro Bay WWTP site be completed. The remaining rental income will come from the Duke Energy Solar Field lease. Rental income will drop to just \$3,600 per year.

Solid Waste Income: Franchisee's increased rates will modestly increase our income by about 5%.

Property Tax: The County projections indicate that the District's share of property tax will increase by approximately 9% next fiscal year. This is mainly due to home sales and remodeling activities.

Interest Income: Interest income is expected to increase slightly in the coming year based on the District's managed investment portfolio. A modest increase in investment income of 12.5% is expected based on the portfolio's year-to-date return.

One-Time Income: It is expected that the sale of the Morro Bay property will bring a one-time income of 3.8 million to the District in FY26/27. This anticipated income is not included in the draft Annual Budget. Staff will be returning to the Board for direction later in the year on how to treat this income.

Expense Projections

Payroll:

Cost of Living Adjustment (COLA) –

Staff has revised the proposed Cost of Living Adjustment (COLA) based on Board input at the May Meeting. Staff is now proposing to provide a Step F \$2.00 an hour COLA which will have a greater impact on the District's classifications at the lower end of the pay scale, while still providing an approximate 3% increase for District staff at higher pay scales. A detailed explanation of the \$2 COLA is included in Agenda Item 7. The Step F \$2.00 an hour increase will cost the District \$23,135 (including CalPERS and taxes). This is \$10,127 more than the originally proposed 3% COLA.

As part of our annual salary review, a comparison was made between the Consumer Price Index (CPI), Social Security Cost of Living Allowance (Allowance) increases and District COLA history. During the period covering 2020-2026, the CPI increased 27.15%, Allowance increased 26.0% and CSD COLA increased 24%. The Board has maintained wages just under the CPI over the last five years. Staff recommends that the Board continue to maintain a competitive salary base by keeping up with inflation. **The Draft FY26/27 budget includes the proposed Step F \$2 COLA funding.** Staff prepared a separate table in Attachment 3 showing the impact of 3% and 5%, as well as a flat rate for all employees for comparison purposes. **Agenda Item 7 addresses the approval of the proposed Step F \$2 COLA.**

Proposed Standby Pay Adjustment-

A proposed increase in Standby pay was discussed at the May 2026 Board Meeting. The Board provided feedback that there is little difference regarding weekends and holidays in terms of impact on staff who are on standby. Therefore, staff adjusted the May proposal

by increasing the weekend rate to match the Holiday Rate. Table 2 shows the proposed Standby pay increases:

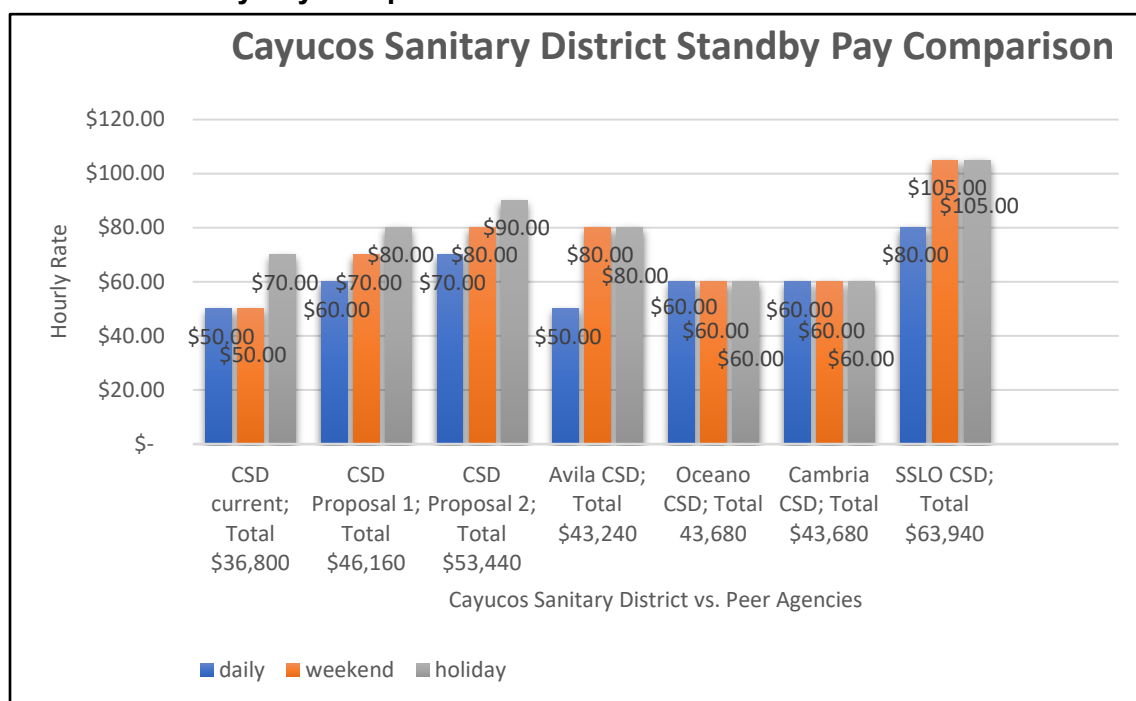
Table 2, Proposed Standby Pay.

Standby Pay	Existing Rate	May (Proposal 1)	June Revised Rate
Weekday	\$50	\$60	\$60
Weekend	\$50	\$70	\$80
Holiday	\$70	\$80	\$80
Total Cost	\$36,800	\$46,160	\$48,400

The proposed standby pay adjustment will increase District Labor Costs by \$11,600, which is slightly more than the May proposal.

Staff is proposing to include funding to raise the current standby pay daily reimbursement to maintain staff pay competitiveness. A survey of the District’s peer agencies (Chart 1, below) determined that the District’s standby pay is on average lower than the four area Districts

Chart 1 – Standby Pay Comparison



surveyed. The District pays a lump sum for being on call after hours during the week (\$50), weekend (\$50), and holidays (\$70). This District’s next-nearest peer agency pays approximately \$10 per weekday more than the District. Therefore, staff recommends that the standby pay rate be adjusted to be slightly more competitive than our peer agencies by raising standby pay to weekday (\$60), **weekend (\$80)**, and holiday (\$80). The proposed standby pay increase will increase District labor costs by approximately \$9,360 next fiscal year. **Agenda Item 7** addresses the approval of the proposed Standby Pay Adjustment.

Salary Adjustments – Staff is also proposing to include funding to address wage competitiveness of Operations positions. Wage disparities between the District and peer agencies present a potential staffing challenge as it is more difficult to recruit candidates during vacancies. Wage disparities also make positions at other agencies more enticing. Lastly, as property and rentals become more expensive within the ½ hour on-call response radius, uncompetitive wages makes it difficult to recruit and retain quality staff.

A compensation comparison was conducted to determine salary competitiveness for Collections and Operations positions. Staff evaluated positions and pay at local peer agencies for similar duties and responsibilities. Wages for the Lead Collection Worker position are below the median pay of the CSD peer agencies. Therefore, staff is proposing to adjust the wages of the Lead Collection Worker Classification to be competitive with median wage of the District's peer agencies. This will ensure that the District's wages remain competitive with peer agencies and the local economy. The proposed hourly Collection Worker wages are shown in Attachment 4 and include the proposed 3% COLA. It should be noted that while the entire table was adjusted for a 3% COLA and realigned according to the peer review, the only current employee impacted by an additional wage increase is the Lead Collection Worker. The proposed salary adjustment will cost the District approximately \$11,440 next fiscal year including the 3% COLA.

The proposed funding for a salary adjustment for the District's Administrative Accounting Manager position that was proposed in the May draft FY26/27 Operating Budget is not included in the June revised draft. Staff is performing additional analysis on this item before bringing it forward for Board review and consideration.

Operating Expenses:

See the Background section for a detailed breakdown of proposed changes to Operating Expenses line items. Line-item reductions and eliminations have reduced the draft FY26/27 Operating Budget by \$72,000. The reductions/eliminations are reflected in in the District's revised surplus in Attachment 2, Detailed Budget page 6.

Administration: Expenses are anticipated to decrease by approximately 4.75%. This is the second year Administration expenses will decrease. Notable changes include:

- There is a 75% decrease in the "Professional Services – Other" line item as the line item was increased for a special project in 2025.
- A new \$10,000 supplemental grant is proposed for the District to provide extra waste containers and waste services for special community events. This line item will utilize Solid Waste Franchise Fees paid to the District.
- A new \$5,000 expense for the Mutt Mitt program is proposed. This line item will utilize Solid Waste Franchise Fees paid to the District.
- The "Professional Services – Accounting" line item is increasing by \$7,500 because of a new three-year contract with the District's auditor.

Collections: Overall expenses are projected to increase by 2.7%. The increase is due to the following:

- Utilities are projected to increase, with PG&E leading the increase.
- Fuel prices have increased and are expected to remain elevated for some time.

WRRF: Repairs, equipment replacement and proactive maintenance along with annual increases in permits and services are all expected to increase. The overall category is higher than last year because of an increase in facility maintenance including road slurry sealing, corrosion control coatings, and base material maintenance around the plant.

Reserves: Staff is proposing to set aside \$200,000 in reserves for Long Range Planning. The amount saved in the 2025-2026 actual budget has exceeded expectation by almost \$300,000. Therefore, to fund ongoing Capital Improvement Projects and potentially provide a COLA and standby pay increases, the amount was reduced. Staff is proposing to bring back a Reserves Policy for Board consideration during the 2026-2027 budget year.

Debt Service/Loan Interest:

USDA Loan: Payments on the USDA loan (40 years @ 1.75%) began February 1, 2022. Principal and interest for FY26/27 will be \$845,774. In addition, pursuant to the terms of their Letter of Conditions, the District will continue to save \$85,052.64 annually until a balance equal to one annual loan payment (approximately 10 years) has accumulated.

CIP Budget:

The District's proposed Capital Improvement Project Budget is \$530,000 for 2026-2027. A draft CIP Budget is included in Attachment 4. The proposed Capital Improvement Project Budget includes the following:

- Continued sewer main repair funding – Staff is proposing to repair two priority sewer mains that require ongoing maintenance on a consistent basis.
- Capital Improvement Plan and Rate Study –

The Capital improvement Plan has been reduced to a five-year plan because of the uncertainty of planning out fifteen years. A five-year Capital Plan will be a much more focused effort and will therefore be less expensive to perform the analysis and cost estimates. The plan cost has been reduced by \$140,000 which is reflected in the District's revised surplus in Attachment 2, Detailed Budget page 6.

This project entails development of a **5-year** Capital Improvement Plan (Capital Plan) and an updated Sewer Rate Study (Rate Study). The Capital Plan will detail projects needed to maintain the District's 70-year-old collection system and maintain WRRF operations. The Capital Plan will look at priority infrastructure and issues such as trunk mains and infiltration and inflow into the collections system along with WRRF projects such as equipment and filter replacement. The Capital Plan will include costs and proposed project timelines and will be used with the previously developed operations and staffing financial models in a proposed Rate Study to determine the minimum rates needed to support ongoing operations and capital projects.

- Toro to Chaney Main Line Replacement – The project is now at 100% design and ready for implementation. This will enable the project to get underway while financing for the \$3M project is finalized.
- Spare Pump for Lift Station 2 – This project will provide operational redundancy at Lift Station 2. The spare pump will be kept on the shelf and will be deployed upon a pump failure at Lift Station 2. This will reduce the risks of a sanitary sewer overflow during high flow conditions and a pump failure.
- Vehicle Purchase – The District's trucks are all 10 years old or older. This purchase is to replace the 2009 Ford Ranger at the WRRF. The proposed vehicle will be a Ford F-150 or equivalent truck, set up for WRRF operations including a portable fuel tank, equipment boxes, and tow hitch. The portable fuel tank will be used to fuel the CAT Skid Steer Loader. The tow hitch will be used to support the recently purchased confined space entry equipment during use at the plant.

Adoption of the draft FY2026/2027 Operating and Capital Improvement Budgets will result in expenditures of approximately \$4,692,100 on an income of \$4,957,300, resulting in a Final Net Income of \$264,860.

OPTIONS

1. Adopt the revised draft FY26/27 Operating and Capital Budgets
2. Direct staff to make changes to the revised draft June budget and adopt the revised draft FY26/27 Operating and Capital Budgets
3. Send the revised draft FY26/27 Operating and Capital Budgets back to staff for further review and changes

RECOMMENDATION

Staff recommends that the Board adopt Resolution 2026-04 approving the District's Budget for Fiscal Year 2026/2027.

ATTACHMENTS

1. Budget Comparison Summary
2. Detailed Comparison Budget
3. COLA Projection Table
4. CIP Budget Recommendations
5. Resolution 2026-04



Cayucos Sanitary District

Proposed Budget Summary FY 26/27

	Current FY 25/26	Proposed 26/27 w/ No COLA	Proposed 26/27 with \$2 COLA & Standby Incr.
Income:			
Sewer Income	\$ 3,214,300	\$ 3,235,900	\$ 3,235,900
Will Serve Income	\$ 88,200	\$ 88,200	\$ 88,200
Rental Income	\$ 39,800	\$ 3,600	\$ 3,600
Solid Waste Income	\$ 161,500	\$ 169,500	\$ 169,500
SLOCO Tax Assessments	\$ 1,256,500	\$ 1,367,600	\$ 1,367,600
Banking Interest Income	\$ 9,600	\$ 2,500	\$ 2,500
Investment Interest Income	\$ 80,000	\$ 90,000	\$ 90,000
Other Misc. Income	\$ 4,600	\$ -	\$ -
Category Total	\$ 4,854,500	\$ 4,957,300	\$ 4,957,300
Payroll:			
Admin. Gross Wages	\$ 396,600	\$ 415,400	\$ 422,990
Collections Gross Wages	\$ 220,700	\$ 234,800	\$ 267,300
Treatment Gross Wages	\$ 478,100	\$ 521,900	\$ 545,000
Director Payroll	\$ 8,000	\$ 8,000	\$ 8,000
Vested Payroll Benefits	\$ 4,000	\$ 4,400	\$ 4,400
Admin. Payroll Taxes/Benefits	\$ 163,600	\$ 193,600	\$ 194,700
Collections Payroll Taxes/Benefits	\$ 135,500	\$ 152,900	\$ 157,500
Treatment Payroll Taxes/Benefits	\$ 216,300	\$ 238,900	\$ 242,300
Director Payroll Taxes	\$ 600	\$ 700	\$ 700
Category Total	\$ 1,623,400	\$ 1,770,600	\$ 1,842,890
Operating Expenses:			
Special Projects	\$ 12,500	\$ -	\$ -
Admin Operating Expenses	\$ 764,000	\$ 728,150	\$ 728,150
Collections Operating Expenses	\$ 273,650	\$ 262,800	\$ 262,800
Treatment Operating Expenses	\$ 706,700	\$ 728,600	\$ 728,600
Debt Service - Principal	\$ 532,000	\$ 540,000	\$ 540,000
Reserves for Long-Range Planning	\$ 500,000	\$ 200,000	\$ 200,000
Category Total	\$ 2,788,850	\$ 2,459,550	\$ 2,459,550
Total Income	\$ 4,854,500	\$ 4,957,300	\$ 4,957,300
Less Total Expenses	\$ 4,412,250	\$ 4,230,150	\$ 4,302,440
Net Income	\$ 442,250	\$ 727,150	\$ 654,860
Less Capital Improvement Projects Budget	\$ 330,000	\$ 390,000	\$ 390,000
Final Net Income	\$ 112,250	\$ 337,150	\$ 264,860



Cayucos Sanitary District

Proposed Budget FY 26/27 w/\$2 @ Step F COLA & Standby Increase

	Inc/Exp to Date 6/01/26	FY 25/26 Budget	Target 92% of Budget	FY 26/27 Proposed	Notes
Ordinary Income/Expense					
INCOME					
4000 · SEWER INCOME					
4010 · Sewer Use Fees	2,933,461	3,182,500	92.18%	3,203,000	2730.25 EDUs less anticipated liens
4020 · Sewer Late Fees	12,082	13,500	89.5%	13,000	
4030 · Sewer Bank Fees	485	500	97.0%	500	
4050 · Lot Fees	25,990	16,650	156.1%	16,600	184 vacant lots. Excess due to annexation buy-in.
4060 · Lot Late Fees	80	150	53.45%	100	
4090 · Interrupted Service Fees	1,541	1,000	154.15%	2,700	5 current
Total 4000 · SEWER INCOME	2,973,640	3,214,300	92.51%	3,235,900	
4100 · WILL SERVE INCOME					
4110 · Will Serve Fee	3,925	6,000	65.42%	6,000	Approx 36 currently active
4120 · Connection Fee	16,100	80,500	20.0%	80,500	est 5/year @ 16,100
4130 · Inspection Fee	250	1,300	19.23%	1,300	est 5/year @ 250
4140 · Grant of License Fee	400	400	100.0%	400	
Total 4100 · WILL SERVE INCOME	20,675	88,200	23.44%	88,200	
4200 · RENTAL INCOME					
4210 · Morro Dunes Rent		32,000	0.0%		
4220 · Hanson Rent		1,000	0.0%		
4230 · CMB Corp. Yard Lease	3,214	3,200	100.45%		
4260 · Duke Energy Solar Lease	3,600	3,600	100.0%	3,600	Annual lease 2022 - 2047. Beginning in 2033, 1% annual increase
Total 4200 · RENTAL INCOME	6,814	39,800	17.12%	3,600	
4300 · SOLID WASTE INCOME					
4310 · Solid Waste Franchise Fee	130,212	148,800	87.51%	156,000	Rate increase Jan 1
4320 · AB939 Recycle Program Fee	11,882	12,700	93.56%	13,500	
Total 4300 · SOLID WASTE INCOME	142,095	161,500	87.98%	169,500	
4400 · SLOCO TAX ASSESSMENTS					
4410 · Current Year Secured/Unsecured	1,300,574	1,235,000	105.31%	1,360,000	County estimate
4420 · Delinquent Sewer Prior Year	9,576	21,500	44.54%	7,600	based on last year's tax liens
Total 4400 · SLOCO TAX ASSESSMENTS	1,310,150	1,256,500	104.27%	1,367,600	
4500 · BANKING INTEREST INCOME					
4510 · Checking Interest	2,694	9,600	28.06%	2,500	Tfrd balances to LAIF or CalTrust per OIP
4520 · Savings Interest			0.0%	-	No savings account currently
Total 4500 · BANKING INTEREST INCOME	2,694	9,600	28.06%	2,500	
4600 · INVESTMENT INTEREST					
4600 · INVESTMENT INTEREST - Other	94,050	80,000	117.56%	90,000	CalTrust & LAIF
Total 4600 · INVESTMENT INTEREST	94,050	80,000	117.56%	90,000	
4700 · OTHER INCOME					
4750 · COUNTY OF SLO ESMF / EDF funds	4,534	4,600	98.56%	-	\$4,533.79 annually expires in 2025. State hasn't made a decision to extend yet.
Total 4700 · OTHER INCOME	4,534	4,600	98.56%	-	
Total Income	4,554,651	4,854,500	93.82%	4,957,300	
EXPENSE					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL					
5110 · Admin. Gross Wages Regular	231,962	331,400	70.0%	343,990	
5120 · Admin Gross Wages Overtime					
5130 · Admin Gross Wages Vacation	10,682	28,500	37.48%	29,600	
5145 · Admin Bereavement Leave	486				
5150 · Admin Gross Wages Sick Payout	7,910	18,300	43.23%	19,000	
5180 · Admin Personal Holiday	1,965	3,100	63.38%	3,200	
5185 · Admin Holiday Pay	8,615	15,300	56.31%	15,800	



Cayucos Sanitary District

Proposed Budget FY 26/27 w/\$2 @ Step F COLA & Standby Increase

	Inc/Exp to Date 6/01/26	FY 25/26 Budget	Target 92% of Budget	FY 26/27 Proposed	Notes
5192 - Admin Car Allowance	1,100			5,200	New category
5140 - Admin Leave				3,700	New category
5195 - Admin Jury Duty	381				
Admin Payout - Other				2,500	
Total 5100 · ADMINISTRATIVE PAYROLL	263,102	396,600	66.34%	422,990	
5200 · COLLECTIONS PAYROLL					
5210 · Coll Gross Wages Regular	117,693	171,000	68.83%	205,400	
5220 · Coll Gross Wages Overtime	852	1,500	56.78%	1,700	est 10 hrs/employee/yr
5230 · Coll Gross Wages Vacation	10,169	11,300	89.99%	13,700	
5240 Coll Admin Leave					
5250 · Coll Gross Wages Sick Payout	6,811	9,300	73.23%	11,100	
5260 · Coll Gross Wages Standby Pay	13,350	17,800	75.0%	15,000	250 days @ 60
5265 - Coll Gross Wages Standby Wknd/Hol Pay	630	700	90.0%	9,200	115 days @ 80
5280 · Coll Personal Holiday	1,299	1,500	86.58%	1,900	
5285 · Coll Holiday Pay	7,478	7,600	98.4%	9,300	
5295 - Coll Payout - Other				-	Longevity Bonus - no one eligible this fy
Total 5200 · COLLECTIONS PAYROLL	158,281	220,700	71.72%	267,300	
5300 · TREATMENT PAYROLL					
5310 · Treat Gross Wages Regular	266,985	373,000	71.58%	407,600	
5320 · Treat Gross Wages Overtime	7,433	17,000	43.72%	18,600	est 80 hrs/employee/yr
5325 - Treat Gross Wages Mandatory Overtime				18,800	68 hrs/employee/yr
5330 · Treat Gross Wages Vacation	13,940	27,400	50.88%	30,000	
5345 Treat Bereavement Leave					
5350 · Treat Gross Wages Sick Payout	6,691	21,700	30.84%	23,500	
5360 · Treat Gross Wages Standby Pay	13,500	17,800	75.84%	15,000	250 days @ 60
5365 - Treat Gross Wages Standby Wknd/Hol Pay	630	700	90.0%	9,200	115 days @ 80
5380 · Treat Personal Holiday	3,140	3,400	92.35%	3,700	
5385 · Treat Holiday Pay	12,559	17,100	73.45%	18,600	
5395 - Treat Jury Duty Pay	649				
5300 - Treat Payout - Other				-	Longevity Bonus - no one eligible this fy
Total 5300 · TREATMENT PAYROLL	325,528	478,100	68.09%	545,000	
5400 · DIRECTOR PAYROLL					
5410 · Director Gross Wages	6,550	8,000	81.88%	8,000	
Total 5400 · DIRECTOR PAYROLL	6,550	8,000	81.88%	8,000	
5500 · VESTED PAYROLL BENEFITS					
5550 · Vested PERS Health	2,868	4,000	71.7%	4,400	2 retirees on plan - assume 10% increase
Total 5500 · VESTED PAYROLL BENEFITS	2,868	4,000	71.7%	4,400	
5600 · ADMIN PAYROLL TAXES & BENEFITS					
5610 · Admin FICA	16,312	24,500	66.58%	26,000	
5620 · Admin Medicare	3,815	5,700	66.93%	6,100	
5650 · Admin PERS Health	39,203	72,000	54.45%	83,100	Assume 10% increase - 3 employees @ 27,700K pp
5660 · Admin PERS Retirement	45,026	57,300	78.58%	75,400	added in \$30,700 unfunded liability estimate
5670 · Admin Dental	1,902	3,300	57.63%	3,300	rates have remained stable for the last few years
5680 · Admin Vision	434	800	54.29%	800	
Total 5600 · ADMIN PAYROLL TAXES & BENEFITS	106,693	163,600	65.22%	194,700	
5700 · COLL PAYROLL TAXES & BENEFITS					
5710 · Coll FICA	10,921	13,700	79.72%	16,600	
5720 · Coll Medicare	2,554	3,200	79.82%	3,900	
5750 · Coll PERS Health	53,099	72,000	73.75%	83,100	Assume 10% increase - 3 employees @ 27,700 pp
5760 · Coll PERS Retirement	40,093	42,500	94.34%	49,800	added in \$30,700 unfunded liability estimate
5770 · Coll Dental	2,445	3,300	74.09%	3,300	
5780 · Coll Vision	565	800	70.65%	800	
Total 5700 · COLL PAYROLL TAXES & BENEFITS	109,678	135,500	80.94%	157,500	
5800 · TREAT PAYROLL TAXES & BENEFITS					



Cayucos Sanitary District

Proposed Budget FY 26/27 w/\$2 @ Step F COLA & Standby Increase

	Inc/Exp to Date 6/01/26	FY 25/26 Budget	Target 92% of Budget	FY 26/27 Proposed	Notes
5810 · Treat FICA	18,399	29,700	61.95%	32,600	
5820 · Treat Medicare	4,303	7,000	61.47%	7,600	
5850 · Treat PERS Health	44,249	96,000	46.09%	110,800	
5860 · Treat PERS Retirement	61,121	78,200	78.16%	85,900	
5870 · Treat Dental	2,536	4,400	57.63%	4,400	
5880 · Treat Vision	579	1,000	57.9%	1,000	
Total 5800 · TREAT PAYROLL TAXES & BENEFITS	131,187	216,300	60.65%	242,300	
5900 · DIRECTOR PAYROLL TAXES & BENEFI					
5910 · Directors FICA	406	500	81.22%	500	
5920 · Directors Medicare	95	100	94.99%	200	
Total 5900 · DIRECTOR PAYROLL TAXES & BENEFI	501	600	83.52%	700	
Total 5000 · PAYROLL EXPENSES	1,104,387	1,623,400	68.03%	1,842,890	
606050 · SPECIAL PROJECTS					
6051 · Manhole Reconditioning	14,431	12,500	115.44%	-	Delete line item
Total 6050 · SPECIAL PROJECTS	14,431	12,500	115.44%	-	
6100 · ADMIN OPERATING EXPENSES					
6120 · Copy & Dup	755	600	125.79%	600	
6130 · Equipment Lease	1,826	2,400	76.08%	2,300	
6150 · Equipment Repair/Maint	680	1,000	68.0%	1,000	
6160 · Janitorial/Building Maint.	9,931	6,500	152.78%	8,800	Pest, Janitor, Alarm, landscaping
6170 · Postage	8,427	12,000	70.23%	12,000	monthly mailing, pre-stamped envelopes, stamps
6180 · Printing/Advertising	2,471	1,500	164.71%	1,500	2 job postings in 25/26
6190 · Office Supplies	10,834	3,000	361.15%	3,000	ergo office furniture
6200 · Bank Service Charges	142	100	141.64%	100	US Bank
6201 · Administrative(Admin) Fees/Chgs	1,498	1,900	78.87%	1,900	Calpers, Intuit monthly, Pathian
6205 · Recycling Expenses	494	750	65.84%	500	bags for recycling containers
**new line - Mutt Mitt Program		0	0.0%	5,000	Poo Patrol and Mutt Mitts
**new line - Supplemental Solid Waste Grant		0	0.0%	10,000	Assistance to provide extra waste containers for special occasions (4th of July)
6210 · Misc. Business Expense	2,310	1,000	230.98%	2,000	SLO Hazard Mitigation Plan, mileage, new hire exp.
6211 · Grant of License Expenses		400	0.0%	400	
6220 · Prof. Services -Accounting	6,600	11,000	60.0%	18,500	MLH increase, Via Actuarial
6225 · Prof. Services-Engineering	1,672	15,000	11.15%	10,000	
6230 · Prof. Services-Legal	36,606	30,000	122.02%	30,000	
6240 · Prof. Services- Tech Supp	21,654	27,000	80.2%	27,000	SPICE, CUSI, Streamline
6255 · Prof. Services -Other	23,706	100,000	23.71%	25,000	Ergo, Ridgeline, OIP, SOLVE
6260 · Meeting Supplies	482	1,200	40.17%	1,500	
6270 · Bus License & Permits	3,945	4,600	85.76%	4,400	SWRCB Annual WDR Fees - increase 10%
6280 · Admin Dues & Sub.	10,397	10,000	103.97%	10,500	Adobe, CSDA, Diamond Maps, Intuit
6290 · Taxes & Assessments		100	0.0%	-	No longer needed
6291 · LAFCO	14,479	13,500	107.25%	15,400	LAFCO proposes a 5% increase in their budget this year.
6292 · Election Fees	0	0	0.0%	7,500	election year for 4 voting districts
6293 · Fire Tax	142	150	94.33%	150	
6300 · Professional Development Admin	2,787	4,000	69.67%	3,000	
6301 · Professional Development Board	0	1,500	0.0%	3,000	Potential new Board members
6310 · Rent - Venue	0	1,000	0.0%	1,000	
6315 Tuition Reimbursement Program	6,100	10,000	61.0%	10,000	
6320 · Utilities - Electrical	4,100	3,700	110.81%	4,000	
6340 · Utilities - Gas	379	500	75.82%	500	
6360 · Utilities - Water	808	1,200	67.33%	1,200	
6380 · Utilities - Internet	1,540	1,800	85.54%	1,800	
6390 · Utilities - Telephone	2,203	2,600	84.75%	2,600	
6410 · Loan Interest Paid	398,417	399,000	99.85%	391,000	USDA 390,774
6420 · Insurance-Worker's Comp	31,264	40,000	78.16%	46,000	Increase based on increased payroll & 94% EMOD



Cayucos Sanitary District

Proposed Budget FY 26/27 w/\$2 @ Step F COLA & Standby Increase

	Inc/Exp to Date 6/01/26	FY 25/26 Budget	Target 92% of Budget	FY 26/27 Proposed	Notes
6430 · Insurance-Commercial Policy	60,300	55,000	109.64%	65,000	
Total 6100 · ADMIN OPERATING EXPENSES	666,948	764,000	87.3%	728,150	Based on SDRMA est. of 2/28/26 of \$155,506. Overall increase 20K
6500 · COLLECTIONS OPERATING EXPENSES					
6510 · Contract Labor	0	50,000	0.0%	50,000	
6520 · Employee Training	1,388	1,500	92.53%	2,000	
6521 · License Renewal	243	1,500	16.2%	1,500	CWEA & SWRCB
6522 · Dues & Subscriptions	2,080	1,400	148.6%	2,300	CA Rural Water Assn. & CWEA memberships
6523 · Professional Development - Coll	745	1,000	74.5%	1,500	
6530 · Equipment Rental	700	5,000	14.0%	5,000	
6535 · Equipment (Critical Parts)	316	5,000	6.32%	3,500	
6540 · Equipment Repair/Maint	945	8,500	11.11%	5,000	
6560 · Pump Repair	5,445	25,000	21.78%	25,000	
6570 · Generator Fuel	906	1,800	50.34%	1,800	
6571 · Trucks Gas/Oil	6,975	9,500	73.42%	11,000	
6572 · Trucks (Repairs)	7,716	10,000	77.16%	10,000	
6573 · Mileage Reimbursement	63	500	12.51%	500	
6580 · Hardware & Supplies	487	4,000	12.17%	3,000	
6590 · Janitorial Supplies	803	1,000	80.33%	1,000	
6600 · Laundry/Boot Allowance	4,397	4,000	109.94%	4,000	
6610 · Line Cleaning Water/Jetting	0	1,000	0.0%	1,000	
6611 · Line Cleaning - Contracted	0	10,000	0.0%	5,000	
6620 · Safety Supplies/Materials	1,684	2,000	84.22%	2,000	
6630 · Chemicals - remove line item**	0	1,000	0.0%	-	
6640 · Small Tools	3,106	2,000	155.32%	2,000	jetter nozzle replacement
6650 · USA Alert	602	2,000	30.09%	2,000	
6670 · Cell Phones	1,991	2,500	79.64%	2,500	
6680 · Operating Contingency Reserve	0	10,000	0.0%	-	remove line item
6700 · Utilities - Lift Station #1					
6710 · Electricity LS#1	7,378	9,500	77.67%	10,000	
6720 · Telephone LS#1	653	650	100.54%	700	
6730 · Water LS#1	680	800	85.05%	800	
6745 · Repairs/Maint./Permits LS#1	5,277	5,000	105.54%	5,000	
Total 6700 · Utilities - Lift Station #1	13,989	15,950	87.71%	16,500	
6750 · Utilities - Lift Station #2					
6760 · Electricity LS#2	16,183	18,500	87.48%	20,300	
6770 · Telephone LS#2	612	650	94.13%	700	
6780 · Water LS#2	680	800	85.05%	800	
6795 · Repairs/Maint./Permits LS#2	3,127	5,000	62.54%	5,000	
Total 6750 · Utilities - Lift Station #2	20,603	24,950	82.58%	26,800	
6800 · Utilities - Lift Station #3					
6810 · Electricity LS#3	2,707	3,500	77.35%	3,800	
6820 · Telephone LS#3	646	650	99.31%	700	
6830 · Water LS#3	1,089	1,400	77.78%	1,400	
6845 · Repairs/Maint./Permits LS#3	2,762	5,000	55.23%	5,000	
Total 6800 · Utilities - Lift Station #3	7,203	10,550	68.28%	10,900	
6850 · Utilities - Lift Station #4					
6860 · Electricity LS#4	6,912	7,500	92.16%	8,200	
6870 · Telephone LS#4	641	650	98.63%	700	
6880 · Water LS#4	1,089	1,200	90.75%	1,200	
6895 · Repairs/Maint./Permits LS#4	4,425	5,000	88.49%	5,000	
Total 6850 · Utilities - Lift Station #4	13,067	14,350	91.06%	15,100	
6900 · Utilities - Lift Station #5					
6910 · Electricity LS#5	37,137	42,000	88.42%	46,000	
6920 · Telephone LS#5	941	650	144.7%	900	added an additional data line for SCADA



Proposed Cost of Living Adjustment

FY 26/27

	Salaries	Standby Pay	Taxes & PERS	Combined	Overall FY Impact
26/27 Salaries w/o COLA	\$ 1,109,594	\$ 36,800	\$ 202,114	\$ 1,348,508	
26/27 Salaries w/o COLA add Staff Adj.	\$ 1,123,737	\$ 36,800	\$ 204,318	\$ 1,364,855	\$ 16,347
3% increase, no Standby adj.	\$ 1,151,534	\$ 36,800	\$ 209,095	\$ 1,397,429	\$ 48,921
3% increase, add Standby	\$ 1,151,534	\$ 48,400	\$ 209,982	\$ 1,409,916	\$ 61,408
5% increase	\$ 1,170,065	\$ 48,400	\$ 213,167	\$ 1,431,632	\$ 83,124
Alternative: \$2/hour at Step F	\$ 1,160,268	\$ 48,400	\$ 211,375	\$ 1,420,043	\$ 71,535

CSD COLA History

7/1/2021	3.00%
7/1/2022	6.00%
7/1/2023	5.00%
7/1/2024	6.00%
7/1/2025	\$2.00/hour

CPI - West Urban, not seasonally adjusted

2020 Average	1.75%
2021 Average	4.50%
2022 Average	8.00%
2023 Average	4.30%
2024 3 Month Avg	3.30%
2025 3 Month Avg	2.40%
2026 3 Month Avg	2.90%

SSA 2026 increase - 2.80%



Cayucos Sanitary District

Capital Improvement Projects FY 26/27

Attachment 4

Approved June xx, 2026

Sewer Main Repairs	\$ 50,000
<p>These are sewer mains that our camera has identified as in need of repair. The projects consist of multiple point repairs, offsets or other anomalies. The budgeted amount is intended to allow for two priority repairs.</p>	
Capital Improvements Plan	\$ 60,000
<p>This project entails development of a long-range capital improvement plan which will detail projects needed to maintain the District's 70-year old collection system and maintain WRRF operations.</p>	
Toro to Chaney Main Line Replacement	\$ 100,000
<p>The project has been 100% designed and is ready for implementation. This will enable the project to get underway while project financing is finalized.</p>	
Spare Pump	\$ 50,000
<p>A spare pump is needed for Lift Station 2. This pump will provide operational redundancy when a pump fails.</p>	
 WRRF Projects	
Replacement Vehicle	\$ 65,000
<p>The District's trucks are aging, and in order to maintain a healthy fleet, it is time to purchase a replacement. includes lockable tool boxes, bed fuel tank, receiver, and misc equipment.</p>	
Ocean Outfall and Diffuser Inspection	\$ 65,000
<p>The terms of the NPDES Permit require inspection of the ocean outfall and diffuser "At least every three years (2023 and additional years if the Order is administratively extended), the Discharger shall visually inspect the entire outfall and diffuser structure pursuant to section IX.B of the Monitoring and Reporting Program.</p>	
Total CIP Budget	\$ 390,000

RESOLUTION NO. 2026-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT APPROVING THE DISTRICT’S BUDGET FOR FISCAL YEAR 2026-2027

WHEREAS, The District Manager has submitted for consideration the Cayucos Sanitary District (CSD) Fiscal Year (FY) 2026-2027 Budget; and

WHEREAS, a public hearing scheduled for June 18, 2026, to consider approval of the Final CSD FY 2026-2027 Budget was duly noticed and held and all persons were given an opportunity to be heard and their comments carefully considered

NOW THEREFORE, BE IT RESOLVED that the Board of Directors has reviewed the CSD FY 2026-2027 Budget (hereinafter “Budget”) for the period from July 2026, through June 30, 2027, and hereby finds that the Budget is a sound plan for financing and expenditure control of required CSD operations and services and said Budget is hereby approved.

BE IT FURTHER RESOLVED that the Board of Directors is aware of the potential that events beyond control of the CSD could substantially reduce CSD revenues and/or increase expenditures. Therefore, the District Manager may temporarily suspend the expenditure of funds within the adopted Budget if in his judgement such temporary suspension is necessary to protect the CSD’s financial position and the impact of such a temporary suspension on CSD operations will not be substantially detrimental to CSD services. The District Manager is directed to administer the business operations of the CSD as called for in the Operating Budget for FY 2026-2027 and as modified by any such temporary expenditure suspension. The District Manager is further directed to report back to the CSD Board of Directors, as necessary, with recommendations for revision of the Budget when, and if, Budget impacts are known, and specific CSD program or service level adjustments can be formulated.

BE IT FURTHER RESOLVED that the Board of Directors hereby directs the District Manager to levy and collect special assessments and other fees as duly approved by the Board and to administer and expend the tax proceeds in accordance with the enabling legislation.

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

- AYES:
- NAYS:
- ABSENT:
- ABSTAIN:

PASSED AND ADOPTED this 18th day of June, 2026.

[signatures on the following page]

Robert B. Enns, President
Cayucos Sanitary District

ATTEST:

APPROVED AS TO FORM:

David M. Athey, District Manager

Timothy J. Carmel, District Counsel



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: JUNE 18, 2026

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-05 AMENDING CAYUCOS SANITARY DISTRICT'S SALARY SCHEDULE

DISCUSSION

Revisions to the May Salary Schedule Staff Report are shown in *bold italics* below.

District staff developed a draft revised Salary Schedule (Attachment 1) for fiscal year 2026/2027. The revised Salary Schedule includes a proposed **\$2.00 per hour** Cost of Living Adjustment (COLA) for Step F of all positions, increases to the District's standby pay for weekdays, weekends and holidays, and wage adjustments for the Lead Collection Worker position. The COLA, standby pay, and wage adjustments are described below.

Cost of Living Adjustment –

District staff received input on the proposed staff Cost of Living Adjustment (COLA) at the May 2026 Board Meeting. The Board expressed interest in providing a \$2.00 per hour COLA in lieu of an across the board 3% COLA. A \$2.00 per hour adjustment is possible, but presents a challenge in providing a \$2.00 per hour across-the-board adjustment. The Salary Schedule is set up to provide 5% separation between each step in a classification. For example, Step B is 5% higher than step A. This is repeated through the six steps, A through F. This means that when an employee earns a step increase the next step is 5% higher than the current pay step. The challenge is that when the Step A classification is increased by \$2.00, the next step, Step B (also increased by a flat \$2), is no longer 5% above the previous step. The next step is now 4.5% above the previous step. This is demonstrated in the table below. The percentage difference between the steps decreases because the hourly dollar increase doesn't increase by 5% for each step. For this reason, staff does not recommend a \$2.00 per hour flat increase.

Position		Min Step A	Step B	Step C	Step D	Step E	Max Step F
COLLECTION WORKER TRAINEE <i>Full-Time @ \$2</i>	<i>Exst Hourly</i>	\$ 22.06	\$ 23.16	\$ 24.32	\$ 25.54	\$ 26.82	\$ 28.16
	<i>New Hourly</i>	\$24.06	\$25.16	\$26.32	\$27.54	\$28.82	\$30.16
	<i>New Annual</i>	\$ 50,044.80	\$ 52,332.80	\$ 54,745.60	\$ 57,283.20	\$ 59,945.60	\$ 62,732.80
New Hourly Increase		\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
New % Change Between Steps			4.6%	4.6%	4.6%	4.6%	4.6%

An alternative option would be to raise either Step A or Step F by \$2.00, then adjust each step by a small amount to maintain the 5% separation between steps.

The following table shows the increasing dollar amounts starting with Step A, with a \$2.00 per hour increase. Each subsequent step would need to be increased by \$2.00 + 1.05 to ensure the 5% separation between steps. This is reflected in the table below on the line "New Hourly Increase". As seen in the table, steps B through F would need a larger dollar increase to maintain the 5% separation between steps. Step F would need to be increased by \$2.55.

Position		Min Step A	Step B	Step C	Step D	Step E	Max Step F
COLLECTION WORKER TRAINEE Full-Time @ \$2	Exst Hourly	\$ 22.06	\$ 23.16	\$ 24.32	\$ 25.54	\$ 26.82	\$ 28.16
	New Hourly	\$24.06	\$25.26	\$26.53	\$27.85	\$29.25	\$30.71
	New Annual	\$ 50,044.80	\$ 52,547.04	\$ 55,174.39	\$ 57,933.11	\$ 60,829.77	\$ 63,871.26
New Hourly Increase		\$2.00	\$2.10	\$2.21	\$2.31	\$2.43	\$2.55
New % Change Between Steps			5.0%	5.0%	5.0%	5.0%	5.0%

Staff's recommended option is to increase Max Step F by \$2.00 per hour and decrease the preceding steps by 5% per step to maintain the 5% separation between steps. This would mean that the new hourly increase would decrease for lower steps as highlighted in the table below. This still provides a higher COLA for lower-paid positions in the District. As an example, the lowest paid District position is the Collection Worker Trainee. By increasing Step F by \$2.00 and decreasing each step to A by 5%, the Collection Worker Trainee will receive a 6.7% COLA at each step, which is in line with the Board's feedback at the May meeting. For the highest paid position, the COLA would be 3%, which is in line with staff's original recommendation.

Position		Min Step A	Step B	Step C	Step D	Step E	Max Step F
COLLECTION WORKER TRAINEE Full-Time @ \$2	Exst Hourly	\$ 22.06	\$ 23.16	\$ 24.32	\$ 25.54	\$ 26.82	\$ 28.16
	New Hourly	\$23.63	\$24.81	\$26.05	\$27.36	\$28.72	\$30.16
	New Annual	\$ 49,152.79	\$ 51,610.43	\$ 54,190.95	\$ 56,900.50	\$ 59,745.52	\$ 62,732.80
New Hourly Increase		\$1.57	\$1.65	\$1.73	\$1.82	\$1.90	\$2.00
New % Change Between Steps			5.0%	5.0%	5.0%	5.0%	5.0%

The draft revised Salary Schedule (Attachment 1) is updated to reflect a \$2.00 per hour COLA for Step F in all classifications, except the District Manager. The COLA adjustment will increase total District labor costs by approximately \$71,535 next fiscal year. This is approximately \$10,000 more than the cost of a 3% across the board COLA. The \$71,535 includes CalPERS cost increases and taxes. The draft FY2026/2027 budget includes funding for the proposed COLA.

A 3% across-the-board COLA is included for comparison in Attachment 2. As part of our annual salary review, a comparison was made between the Consumer Price Index (CPI), Social Security Cost of Living Allowance (Allowance) increases and District COLA history. During the period covering 2020-2026, CPI increased 27.15%, Allowance increased 26.0% and CSD COLA increased 24%. The Board has maintained wages just under the CPI over the last five years. Staff prepared a separate table in Attachment 2 to show the 3% and additional COLA options. The table compares the fiscal impact of 3%, 5%, and a flat rate for all employees. A 3% across the board COLA would increase total District labor costs by approximately \$61,408 next fiscal year.

Proposed Standby Pay Adjustment- Staff is proposing to raise the current standby pay daily reimbursement rates to maintain staff pay competitiveness.

A proposed increase in Standby pay was proposed at the May 2026 Board Meeting. The Board provided feedback that there is little difference regarding weekends and holidays in terms of impact on standby staff. Therefore, staff is proposing to increase the weekend rate to match the holiday rate. Table 2 shows the proposed Standby pay increases and the current rate:

Table 2, Proposed Standby Pay.

Standby Pay	Existing Rate	May Proposed Rate (Proposal 1)	June Revised Rate
Weekday	\$50	\$60	\$60
Weekend	\$50	\$70	\$80
Holiday	\$70	\$80	\$80
Total Cost	\$36,800	\$46,160	\$48,400

The proposed standby pay adjustment will increase District Labor Costs by \$11,600.

A survey of the District’s peer agencies (Attachment 3) determined that the District’s standby pay is on average lower than the four area Districts surveyed. The District currently pays a lump sum for being on call after hours during the week (\$50), weekend (\$50), and holidays (\$70). The District’s next nearest peer agency pays approximately \$10 per weekday more than the District. Therefore, staff recommends that the standby pay rate be adjusted to be slightly more competitive than our peer agencies by raising standby pay to weekday (\$60), weekend (\$80), and holiday (\$80).

Salary Adjustments - Wage disparities between the District and its peers presents a potential staffing challenge as it is more difficult to recruit candidates during vacancies, and the lure of higher pay at other agencies can make positions at those agencies more enticing. Lastly, as property and rentals become more expensive within the ½ hour on call response radius, lower wages makes it difficult to recruit and retain quality staff.

A compensation comparison was conducted to determine salary competitiveness for Collections and Operations positions. Staff evaluated positions and pay at local peer agencies for similar duties and responsibilities. The Lead Collection Worker wage is below the median pay of District peer agencies by approximately \$5.75 per hour. This is concerning as the District Lead Worker position supervises staff, supervises Collections-related capital projects, and schedules and plans Collections work.

Therefore, staff is proposing to adjust the wages of the Lead Collection Worker classification to be competitive with median wage of the District’s peer agencies. Staff is proposing a \$5.50 per hour increase to the Lead Collection Worker Step 4, the approximate middle wage in the classification. The chart in Attachment 4 shows the existing and proposed compensation for the Lead Collection worker vs. other peer wastewater agencies. Other steps in the Lead and Collection Worker classifications were also adjusted to provide a higher or lower 5% separation for each step. The wage adjustments maintain a separation between the Collection Worker 1-3 positions and the Lead Collection Worker position to reflect the greater project and supervision functions required by the Lead position. This will ensure that the District’s wages remain competitive with peer agencies and the local economy. The proposed hourly Collection Worker wages are shown in Attachment 5. The proposal includes the COLA prior to the wage adjustment.

The proposed Lead Collection Worker wage adjustment will increase District labor costs by approximately \$15,204 (this total includes the proposed \$2.00 Max Step F COLA) next fiscal year.

A salary adjustment for the Administrative Accounting Manager that was included in the May 2026 Salary Schedule is not proposed in this revision. Staff is further evaluating that position’s pay and duties before bringing the wage and job description adjustment back to the Board for further consideration. The proposed revised draft Salary Schedule in Attachment 1 does not include the Administrative Accounting Manager wage adjustments.

Adoption of the 2026/2027 Salary Schedule will increase total personnel costs by \$98,339 next fiscal year. The draft revised FY2026/2027 Budget includes funding for the proposed Salary Schedule adjustments.

OPTIONS

1. Adopt the draft revised Salary Schedule for Fiscal Year 2026-2027
2. Direct staff to make changes to the Salary Schedule and adopt the draft revised Salary Schedule Fiscal Year 2026-2027
3. Send the draft revised Salary Schedule back to staff for further review

RECOMMENDATION

Staff recommends that the Board of Directors Adopt Attachment 6, Resolution 2026-05 amending the District's Salary Schedule.

ATTACHMENTS

1. Step F - \$2.00 COLA Draft Revised Salary Schedule for FY 2026/2027
2. Cost of Living Adjustment Detail and Options
3. Standby Pay Survey Chart
4. Lead Collection Worker Comparison Chart
5. Collection Worker Wage Adjustment Detail
6. Draft Resolution 2026-05



CAYUCOS SANITARY DISTRICT

Proposed Salary Schedule for FY 26/27 Assuming \$2 to Step F

Approved (Month) (Day), 2026

POSITION		MIN	STEP B	STEP C	STEP D	STEP E	MAX
		STEP A	5%	5%	5%	5%	STEP F
DISTRICT MANAGER <i>Full-Time Exempt - Contract</i>	Hourly						\$ 92.31
	Bi-Wkly	N/A	N/A	N/A	N/A	N/A	\$ 7,384.62
	Annual						\$ 192,000.00
ADMINISTRATIVE ACCOUNTING MANAGER <i>Full-Time</i>	Hourly	\$ 39.64	\$ 41.62	\$ 43.70	\$ 45.89	\$ 48.18	\$ 50.59
	Bi-Wkly	\$ 3,171.20	\$ 3,329.60	\$ 3,496.00	\$ 3,671.20	\$ 3,854.40	\$ 4,047.20
	Annual	\$ 82,451.20	\$ 86,569.60	\$ 90,896.00	\$ 95,451.20	\$ 100,214.40	\$ 105,227.20
ADMINISTRATIVE SERVICES MANAGER/ BOARD SECRETARY <i>Full-Time</i>	Hourly	\$ 52.38	\$ 55.00	\$ 57.75	\$ 60.64	\$ 63.67	\$ 66.85
	Bi-Wkly	\$ 4,190.40	\$ 4,400.00	\$ 4,620.00	\$ 4,851.20	\$ 5,093.60	\$ 5,348.00
	Annual	\$ 108,950.40	\$ 114,400.00	\$ 120,120.00	\$ 126,131.20	\$ 132,433.60	\$ 139,048.00
COLLECTION WORKER TRAINEE <i>Full-Time</i>	Hourly	\$ 23.63	\$ 24.81	\$ 26.05	\$ 27.35	\$ 28.72	\$ 30.16
	Bi-Wkly	\$ 1,890.40	\$ 1,984.80	\$ 2,084.00	\$ 2,188.00	\$ 2,297.60	\$ 2,412.80
	Annual	\$ 49,150.40	\$ 51,604.80	\$ 54,184.00	\$ 56,888.00	\$ 59,737.60	\$ 62,732.80
COLLECTION WORKER I <i>Full-Time</i>	Hourly	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.08	\$ 34.73	\$ 36.47
	Bi-Wkly	\$ 2,285.60	\$ 2,400.00	\$ 2,520.00	\$ 2,646.40	\$ 2,778.40	\$ 2,917.60
	Annual	\$ 59,425.60	\$ 62,400.00	\$ 65,520.00	\$ 68,806.40	\$ 72,238.40	\$ 75,857.60
COLLECTION WORKER II <i>Vacant</i>	Hourly	\$ 30.79	\$ 32.33	\$ 33.95	\$ 35.65	\$ 37.43	\$ 39.30
	Bi-Wkly	\$ 2,463.20	\$ 2,586.40	\$ 2,716.00	\$ 2,852.00	\$ 2,994.40	\$ 3,144.00
	Annual	\$ 64,043.20	\$ 67,246.40	\$ 70,616.00	\$ 74,152.00	\$ 77,854.40	\$ 81,744.00
COLLECTION WORKER III <i>Vacant</i>	Hourly	\$ 32.72	\$ 34.36	\$ 36.08	\$ 37.88	\$ 39.77	\$ 43.76
	Bi-Wkly	\$ 2,617.60	\$ 2,748.80	\$ 2,886.40	\$ 3,030.40	\$ 3,181.60	\$ 3,500.80
	Annual	\$ 68,057.60	\$ 71,468.80	\$ 75,046.40	\$ 78,790.40	\$ 82,721.60	\$ 91,020.80
LEAD COLLECTION WORKER <i>Full-Time</i>	Hourly	\$ 43.85	\$ 46.04	\$ 48.34	\$ 50.76	\$ 53.30	\$ 55.97
	Bi-Wkly	\$ 3,508.00	\$ 3,683.20	\$ 3,867.20	\$ 4,060.80	\$ 4,264.00	\$ 4,477.60
	Annual	\$ 91,208.00	\$ 95,763.20	\$ 100,547.20	\$ 105,580.80	\$ 110,864.00	\$ 116,417.60
OPERATOR-IN-TRAINING <i>Vacant</i>	Hourly	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.08	\$ 34.73	\$ 36.47
	Bi-Wkly	\$ 2,285.60	\$ 2,400.00	\$ 2,520.00	\$ 2,646.40	\$ 2,778.40	\$ 2,917.60
	Annual	\$ 59,425.60	\$ 62,400.00	\$ 65,520.00	\$ 68,806.40	\$ 72,238.40	\$ 75,857.60
TREATMENT PLANT OPERATOR I <i>Vacant</i>	Hourly	\$ 36.93	\$ 38.78	\$ 40.72	\$ 42.76	\$ 44.90	\$ 47.15
	Bi-Wkly	\$ 2,954.40	\$ 3,102.40	\$ 3,257.60	\$ 3,420.80	\$ 3,592.00	\$ 3,772.00
	Annual	\$ 76,814.40	\$ 80,662.40	\$ 84,697.60	\$ 88,940.80	\$ 93,392.00	\$ 98,072.00
TREATMENT PLANT OPERATOR II <i>Full-Time</i>	Hourly	\$39.59	\$41.57	\$43.65	\$45.83	\$48.12	\$50.53
	Bi-Wkly	\$3,167.20	\$3,325.60	\$3,492.00	\$3,666.40	\$3,849.60	\$4,042.40
	Annual	\$82,347.20	\$86,465.60	\$90,792.00	\$95,326.40	\$100,089.60	\$105,102.40
TREATMENT PLANT OPERATOR III <i>Full-Time (2)</i>	Hourly	\$44.62	\$46.85	\$49.19	\$51.65	\$54.23	\$56.94
	Bi-Wkly	\$3,569.60	\$3,748.00	\$3,935.20	\$4,132.00	\$4,338.40	\$4,555.20
	Annual	\$92,809.60	\$97,448.00	\$102,315.20	\$107,432.00	\$112,798.40	\$118,435.20
CHIEF PLANT OPERATOR <i>Full-Time</i>	Hourly	\$56.11	\$58.92	\$61.87	\$64.96	\$68.21	\$71.62
	Bi-Wkly	\$4,488.80	\$4,713.60	\$4,949.60	\$5,196.80	\$5,456.80	\$5,729.60
	Annual	\$116,708.80	\$122,553.60	\$128,689.60	\$135,116.80	\$141,876.80	\$148,969.60

- All positions are full-time hourly, unless otherwise noted.
- 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 the anniversary of the 10th, 15th and 20th years of service.
- Longevity Pay will be awarded in 2.5% increments when the employee has completed 10 years in the same position or 15 years of overall employment; increasing 2.5% every 5 years thereafter. See Employee Handbook for additional details.



Proposed Cost of Living Adjustment

FY 26/27

	Salaries	Standby Pay	Taxes & PERS	Combined	Overall FY Impact
26/27 Salaries w/o COLA	\$ 1,109,594	\$ 36,800	\$ 202,114	\$ 1,348,508	
26/27 Salaries w/o COLA add Staff Adj.	\$ 1,123,737	\$ 36,800	\$ 204,318	\$ 1,364,855	\$ 16,347
3% increase, no Standby adj.	\$ 1,151,534	\$ 36,800	\$ 209,095	\$ 1,397,429	\$ 48,921
3% increase, add Standby	\$ 1,151,534	\$ 48,400	\$ 209,982	\$ 1,409,916	\$ 61,408
5% increase	\$ 1,170,065	\$ 48,400	\$ 213,167	\$ 1,431,632	\$ 83,124
Alternative: \$2/hour across the board	\$ 1,160,268	\$ 48,400	\$ 211,375	\$ 1,420,043	\$ 71,535

CSD COLA History

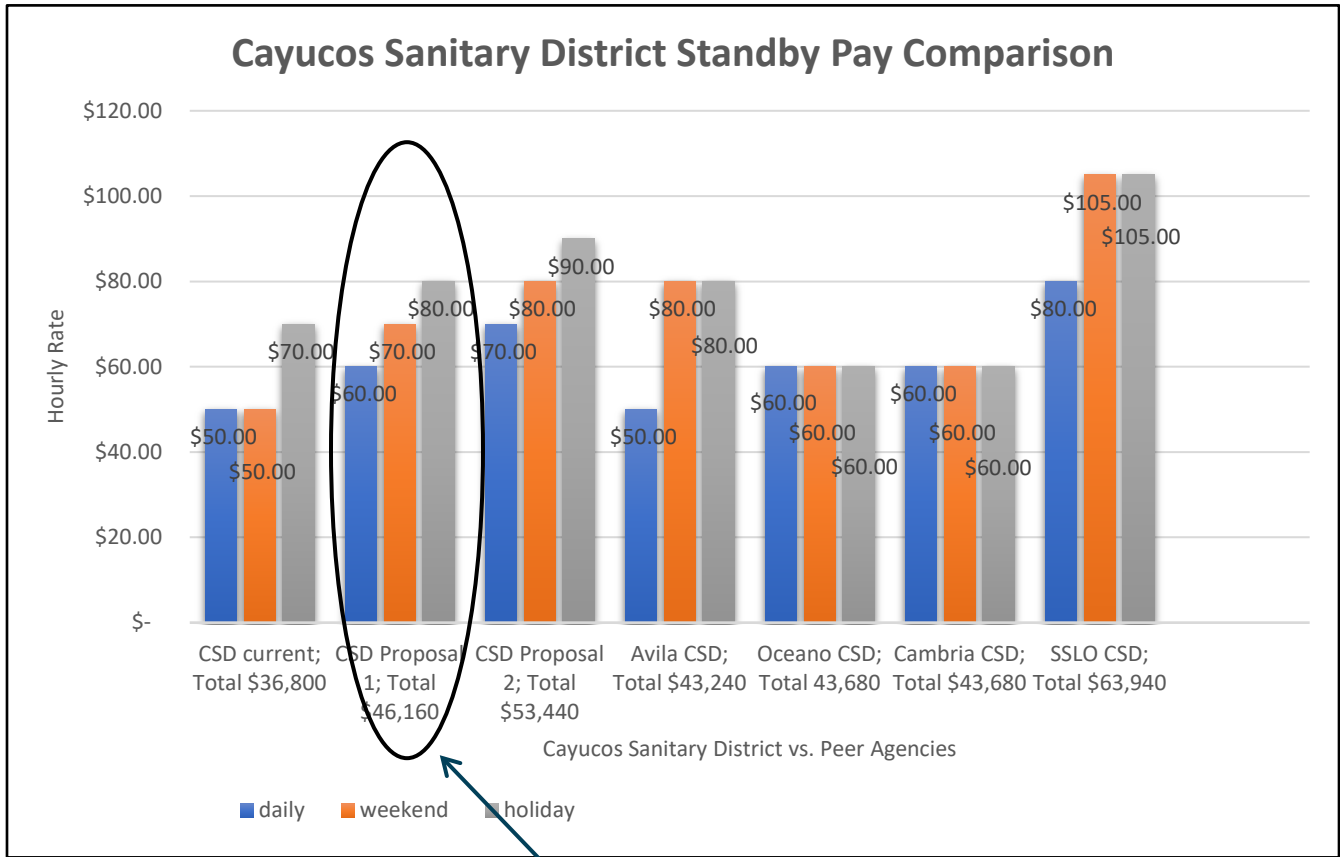
7/1/2021	3.00%
7/1/2022	6.00%
7/1/2023	5.00%
7/1/2024	6.00%
7/1/2025	\$2.00/hour

CPI - West Urban, not seasonally adjusted

2020 Average	1.75%
2021 Average	4.50%
2022 Average	8.00%
2023 Average	4.30%
2024 3 Month Avg	3.30%
2025 3 Month Avg	2.40%
2026 3 Month Avg	2.90%

SSA 2026 increase - 2.80%

Chart 1 – Standby Pay Comparison



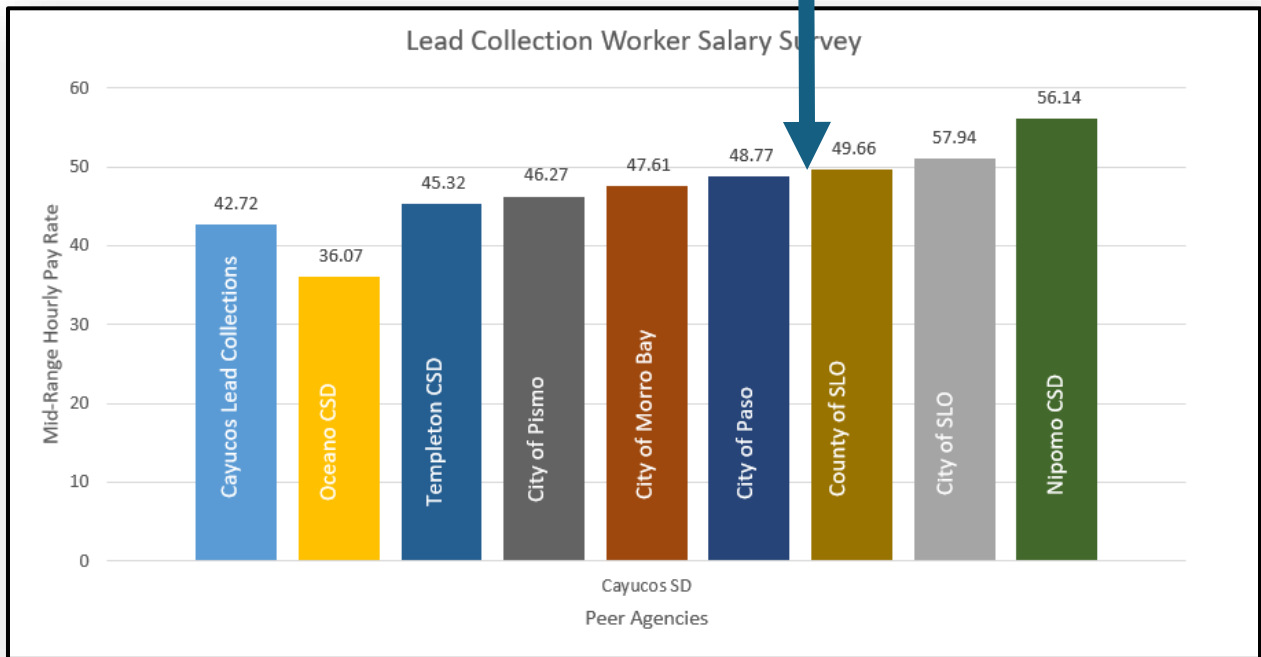
Proposed Standby Increase from May

The Standby Rates in the chart above outline other agencies' daily Standby Rates.

June Proposed Standby Increases	Daily Rate
Weekday	60
Weekend	80
Holiday	80

Lead Worker Comparison Chart

PROPOSED CSD MEDIAN PAY, \$49.55 With \$2 Step F COLA





CAYUCOS SANITARY DISTRICT

Salary Schedule Proposed for FY 26/27 Assuming \$2 to Step F

Approved xx/xx/xxxx

POSITION		MIN					MAX
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
			5%	5%	5%	5%	5%
COLLECTION WORKER TRAINEE	Hourly	\$ 23.63	\$ 24.81	\$ 26.05	\$ 27.35	\$ 28.72	\$ 30.16
	Bi-Wkly	\$ 1,890.40	\$ 1,984.80	\$ 2,084.00	\$ 2,188.00	\$ 2,297.60	\$ 2,412.80
	Annual	\$ 49,150.40	\$ 51,604.80	\$ 54,184.00	\$ 56,888.00	\$ 59,737.60	\$ 62,732.80
COLLECTION WORKER I	Hourly	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.08	\$ 34.73	\$ 36.47
	Bi-Wkly	\$ 2,285.60	\$ 2,400.00	\$ 2,520.00	\$ 2,646.40	\$ 2,778.40	\$ 2,917.60
	Annual	\$ 59,425.60	\$ 62,400.00	\$ 65,520.00	\$ 68,806.40	\$ 72,238.40	\$ 75,857.60
COLLECTION WORKER II <i>Vacant</i>	Hourly	\$ 30.79	\$ 32.33	\$ 33.95	\$ 35.65	\$ 37.43	\$ 39.30
	Bi-Wkly	\$ 2,463.20	\$ 2,586.40	\$ 2,716.00	\$ 2,852.00	\$ 2,994.40	\$ 3,144.00
	Annual	\$ 64,043.20	\$ 67,246.40	\$ 70,616.00	\$ 74,152.00	\$ 77,854.40	\$ 81,744.00
COLLECTION WORKER III <i>Vacant</i>	Hourly	\$ 34.30	\$ 36.01	\$ 37.81	\$ 39.70	\$ 41.68	\$ 43.76
	Bi-Wkly	\$ 2,744.00	\$ 2,880.80	\$ 3,024.80	\$ 3,176.00	\$ 3,334.40	\$ 3,500.80
	Annual	\$ 71,344.00	\$ 74,900.80	\$ 78,644.80	\$ 82,576.00	\$ 86,694.40	\$ 91,020.80
LEAD COLLECTION WORKER	Hourly	\$ 43.85	\$ 46.04	\$ 48.34	\$ 50.76	\$ 53.30	\$ 55.97
	Bi-Wkly	\$ 3,508.00	\$ 3,683.20	\$ 3,867.20	\$ 4,060.80	\$ 4,264.00	\$ 4,477.60
	Annual	\$ 91,208.00	\$ 95,763.20	\$ 100,547.20	\$ 105,580.80	\$ 110,864.00	\$ 116,417.60

Step D is adjusted by \$5.50 per hour and includes the Step F \$2 COLA

Step includes the \$2.00 COLA which is reduced by 5% for Steps D through A

RESOLUTION NO. 2026-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT AMENDING THE DISTRICT'S SALARY SCHEDULE

WHEREAS, the Board of Directors recommends that staff receive a maximum \$2 Step F cost of living adjustment to their wages for the fiscal year beginning July 1, 2026; and

WHEREAS, the Board of Directors recommends that the Lead Collection Worker wages be adjusted for the fiscal year beginning July 1, 2026; and

WHEREAS, the Board of Directors recommends that staff subject to standby pay receive an adjustment to the weekday, weekend, and holiday rate for the fiscal year beginning July 1, 2026; and

WHEREAS, CalPERS requires that pay amounts be established pursuant to publicly available schedules; and

WHEREAS, publicly available salary schedules are required to comply with California Code of Regulations (CCR) Section 570.5.

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

1. The revised Cayucos Sanitary District Salary Schedule, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.
2. In accordance with CalPERS regulation CCR §570.5, the pay rate and pay schedule are amended and represent recommended increases.
3. This Resolution and the salaries contained in Exhibit A shall constitute a publicly available pay schedule as required by Government Code Section 20480. Pursuant to CCR §570.5, it shall be immediately accessible and available for public review at the District's office during the District's normal business hours and posted on the District's website.
4. The District shall permanently retain this resolution and the pay schedule contained herein in its official records.

PASSED AND ADOPTED by the Board of Directors of the Cayucos Sanitary District at a regularly scheduled Board Meeting held on June 18, 2026, by the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Robert B. Enns, President
Cayucos Sanitary District

ATTEST:

APPROVED AS TO FORM:

David M. Athey, District Manager

Timothy J. Carmel, District Counsel

Exhibit A



CAYUCOS SANITARY DISTRICT Proposed Salary Schedule for FY 26/27 Assuming \$2 to Step F

Approved (Month) (Day), 2026

POSITION		MIN	STEP B	STEP C	STEP D	STEP E	MAX
		STEP A	5%	5%	5%	5%	STEP F
DISTRICT MANAGER <i>Full-Time Exempt - Contract</i>	Hourly						\$ 92.31
	Bi-Wkly	N/A	N/A	N/A	N/A	N/A	\$ 7,384.62
	Annual						\$ 192,000.00
ADMINISTRATIVE ACCOUNTING MANAGER <i>Full-Time</i>	Hourly	\$ 39.64	\$ 41.62	\$ 43.70	\$ 45.89	\$ 48.18	\$ 50.59
	Bi-Wkly	\$ 3,171.20	\$ 3,329.60	\$ 3,496.00	\$ 3,671.20	\$ 3,854.40	\$ 4,047.20
	Annual	\$ 82,451.20	\$ 86,569.60	\$ 90,896.00	\$ 95,451.20	\$ 100,214.40	\$ 105,227.20
ADMINISTRATIVE SERVICES MANAGER/ BOARD SECRETARY <i>Full-Time</i>	Hourly	\$ 52.38	\$ 55.00	\$ 57.75	\$ 60.64	\$ 63.67	\$ 66.85
	Bi-Wkly	\$ 4,190.40	\$ 4,400.00	\$ 4,620.00	\$ 4,851.20	\$ 5,093.60	\$ 5,348.00
	Annual	\$ 108,950.40	\$ 114,400.00	\$ 120,120.00	\$ 126,131.20	\$ 132,433.60	\$ 139,048.00
COLLECTION WORKER TRAINEE <i>Full-Time</i>	Hourly	\$ 23.63	\$ 24.81	\$ 26.05	\$ 27.35	\$ 28.72	\$ 30.16
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COLLECTION WORKER I <i>Full-Time</i>	Hourly	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.08	\$ 34.73	\$ 36.47
	Bi-Wkly	\$ 2,285.60	\$ 2,400.00	\$ 2,520.00	\$ 2,646.40	\$ 2,778.40	\$ 2,917.60
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COLLECTION WORKER II <i>Vacant</i>	Hourly	\$ 30.79	\$ 32.33	\$ 33.95	\$ 35.65	\$ 37.43	\$ 39.30
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	Annual	\$ 64,043.20	\$ 67,246.40	\$ 70,616.00	\$ 74,152.00	\$ 77,854.40	\$ 81,744.00
COLLECTION WORKER III <i>Vacant</i>	Hourly	\$ 32.72	\$ 34.36	\$ 36.08	\$ 37.88	\$ 39.77	\$ 43.76
	Bi-Wkly	\$ 2,617.60	\$ 2,748.80	\$ 2,886.40	\$ 3,030.40	\$ 3,181.60	\$ 3,500.80
	Annual	\$ 68,057.60	\$ 71,468.80	\$ 75,046.40	\$ 78,790.40	\$ 82,721.60	\$ 91,020.80
LEAD COLLECTION WORKER <i>Full-Time</i>	Hourly	\$ 43.85	\$ 46.04	\$ 48.34	\$ 50.76	\$ 53.30	\$ 55.97
	Bi-Wkly	\$ 3,508.00	\$ 3,683.20	\$ 3,867.20	\$ 4,060.80	\$ 4,264.00	\$ 4,477.60
	Annual	\$ 91,208.00	\$ 95,763.20	\$ 100,547.20	\$ 105,580.80	\$ 110,864.00	\$ 116,417.60
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	Bi-Wkly	\$ 2,285.60	\$ 2,400.00	\$ 2,520.00	\$ 2,646.40	\$ 2,778.40	\$ 2,917.60
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TREATMENT PLANT OPERATOR I <i>Vacant</i>	Hourly	\$ 36.93	\$ 38.78	\$ 40.72	\$ 42.76	\$ 44.90	\$ 47.15
	Bi-Wkly	\$ 2,954.40	\$ 3,102.40	\$ 3,257.60	\$ 3,420.80	\$ 3,592.00	\$ 3,772.00
	Annual	\$ 76,814.40	\$ 80,662.40	\$ 84,697.60	\$ 88,940.80	\$ 93,392.00	\$ 98,072.00
TREATMENT PLANT OPERATOR II <i>Full-Time</i>	Hourly	\$39.59	\$41.57	\$43.65	\$45.83	\$48.12	\$50.53
	Bi-Wkly	\$3,167.20	\$3,325.60	\$3,492.00	\$3,666.40	\$3,849.60	\$4,042.40
	Annual	\$82,347.20	\$86,465.60	\$90,792.00	\$95,326.40	\$100,089.60	\$105,102.40
TREATMENT PLANT OPERATOR III <i>Full-Time (2)</i>	Hourly	\$44.62	\$46.85	\$49.19	\$51.65	\$54.23	\$56.94
	Bi-Wkly	\$3,569.60	\$3,748.00	\$3,935.20	\$4,132.00	\$4,338.40	\$4,555.20
	Annual	\$92,809.60	\$97,448.00	\$102,315.20	\$107,432.00	\$112,798.40	\$118,435.20
CHIEF PLANT OPERATOR <i>Full-Time</i>	Hourly	\$56.11	\$58.92	\$61.87	\$64.96	\$68.21	\$71.62
	Bi-Wkly	\$4,488.80	\$4,713.60	\$4,949.60	\$5,196.80	\$5,456.80	\$5,729.60
	Annual	\$116,708.80	\$122,553.60	\$128,689.60	\$135,116.80	\$141,876.80	\$148,969.60

• All positions are full-time hourly, unless otherwise noted.

• 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 the anniversary of the 10th, 15th and 20th years of service.

• Longevity Pay will be awarded in 2.5% increments when the employee has completed 10 years in the same position or 15 years of overall employment; increasing 2.5% every 5 years thereafter. See Employee Handbook for additional details.



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

8

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: JUNE 18, 2026

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-06 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2026/2027 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. California voters approved Proposition 111 in 1990, which provided new adjustment formulas making the appropriation limit more responsive to local growth issues as well as requiring an annual review of limit calculations. Each entity of government must formally "adopt" its Appropriations Limit for a given fiscal year via resolution. The calculations and multipliers vary each year, and the current calculations are included in the attached resolution in Exhibit A. As Cayucos Sanitary District receives a portion of property tax proceeds from the County of San Luis Obispo, the District is subject to the Appropriations Limit requirement.

OPTIONS

1. Adopt the proposed 2026-2027 Appropriations Limit of \$6,142,067.00 as outlined in Attachment 1.
2. Send the item back to staff for further review and analysis.

RECOMMENDATION

Adopt Resolution 2026-06 establishing Cayucos Sanitary District's fiscal year 2026/2027 Appropriations Limit.

ATTACHMENTS

1. Draft Resolution 2026-06

RESOLUTION 2026-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR ENDING JUNE 30, 2027

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 District's appropriation limit for Fiscal Year 2026-27 is hereby set at \$6,142,067.
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.
3. This Resolution is effective on its date of adoption.

PASSED AND ADOPTED this 18th day of June, 2026.

Ayes:
Nays:
Absent:
Abstain:

Robert Enns, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Amy Lessi
Board Secretary

Timothy J. Carmel
District Counsel

EXHIBIT A

CAYUCOS SANITARY DISTRICT **Calculation of Proposition 4 Limit**

2025-2026 appropriation limit	\$	<u>5,888,847</u>
2026-2027 factor (per capita cost of living increase x population increase)		x <u>1.0430</u>
2026-2027 appropriation subject to limit	\$	<u>6,142,067</u>



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: JUNE 18, 2026

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT WITH WATER SYSTEMS CONSULTING, INC. (WSC) IN THE AMOUNT OF \$66,000 FOR THE CHANEY-TO-TORO PIPELINE REPLACEMENT PROJECT

DISCUSSION

1. On October 10, 2024, the Board approved a \$73,209 Consultant Agreement (Agreement) for the Chaney-to-Toro Pipeline Replacement Project design and construction plans.
2. The initial contract cost excluded bid phase support and costs.
3. On November 20, 2025, the Board approved a \$38,317 budget amendment.
4. The November 2025 budget amendment increased the original contract amount to cover the cost of the Caltrans encroachment permit process, analyze open trench construction, use of the existing sewer mains for recycled water conveyance, and bid phase support.
5. The Board approved \$40,000 in the 2025/26 CIP budget for the November 2025 amendment.
6. The ongoing Caltrans encroachment permit process and staff-requested design changes have required WSC to perform additional work beyond the initial project design contract and the November 2025 contract amendment budgets.
7. Caltrans has provided four rounds of comments on three WSC design plan submittals.
8. A second amendment of \$66,000 is now requested to reimburse WSC for additional Caltrans plan comments, staff-requested design changes, and to provide bid phase support.

Recent additional work requested by Caltrans and staff-requested design changes have increased the cost of the design contract by \$33,242. This amount is in addition to the Board-approved \$38,317 November 2025 budget amendment. An additional \$33,242 is now needed to address plan changes requested by Caltrans. The Caltrans-requested plan changes include culvert crossing design changes, a design exception document, a trench dewatering plan, and a traffic control plan.

District staff requested plan design changes for operational flexibility and easier maintenance. The changes include increasing the size of the manholes to accommodate the 36" pipe, reconfiguration of the northern sewer connection location to eliminate an internal drop manhole to reduce future maintenance access issues, and a new sewer sluice gate at the Lift Station 5

junction box to control sewer flow from the new 36" pipe. The changes requested by staff will provide greater operational flexibility and reduce future maintenance.

This amendment also authorizes a budget of \$32,858 for bidding and award support. The bidding and award support funding will be used as required through the bidding and award process. The total cost of the original contract and both budget amendments will be \$177,526. Staff does not anticipate additional budget amendments will be required.

The total cost of this amendment is \$66,000. There is adequate funding in the FY25/26 Professional Services budget to cover this funding request. The Professional Services budget currently has a balance of \$88,082.

OPTIONS

1. Approve the Second Amendment to the Consultant Services Agreement with Water System consulting for \$66,000
2. Provide alternative direction and refer this item back to staff for further consideration

RECOMMENDATION

Staff recommends that the Board of Directors:

1. Approve the Second Amendment to the Consultant Services agreement with Water Systems Consulting, Inc. in the amount of \$66,000 for the Chaney-to-Toro Pipeline Replacement Project (Project) and authorize staff to allocate \$66,000 of existing FY25/26 Professional Services funds to the Project

ATTACHMENTS

1. Budget Amendment Request Number 2 Memo from WSC
2. Second Amendment to Consultant Services Agreement with Water Systems Consulting, Inc. (Chaney to Toro Pipeline Replacement Project)



May 12, 2026

Cayucos Sanitary District

David Athey
District Manager
Cayucos Sanitary District
PO Box 333
Cayucos, CA 93430

Copy: Timothy J. Carmel
Carmel & Naccasha, LLP
694 Santa Rosa Street
San Luis Obispo, CA 93401

**Subject: Agreement for Consultant Services Chaney to Toro Pipeline Budget Amendment
Request Number 2**

Dear David,

Water Systems Consulting, Inc. (WSC) entered into an agreement with the Cayucos Sanitary District on October 17th 2024 to finalize the preliminary design of the Chaney to Toro pipeline project. On November 20th, 2025 this agreement was amended to accommodate changes to the project that had occurred to that point including analysis of open cut and reuse of the existing pipelines to convey recycled water.

Unfortunately, due to District requested design changes and significant additional Caltrans submittal requirements WSC requests an additional and final budget adjustment: Changes that have occurred to the scope include the following:

- District staff have requested design changes to improve operational access and flexibility for the new pipeline. (Estimated budget impact of \$9,500)
- Caltrans has continued to expand the requirements and work plans required for permit issuance including: comments received on November 25, 2025 and December 10, 2025 to WSC's October 22, 2025 submission; comments received on January 27, 2026 to WSC's December 23, 2025 submission; and comments received on March 25, 2026 to WSC's February 24, 2026 submission. Caltrans required preparation of a Water Pollution Control Plan and a Traffic Control plan which will both be provided to bidders for use. The project Contractor's use of these documents should offset some of the District's cost for having WSC preparing them. WSC anticipates that our upcoming late April 2026 submission will be the last response required to receive a permit based on the relatively minor nature of the comments received. (Estimated budget impact of \$40,500)
- Extended project duration due largely to Caltrans iterations. (Estimated budget impact of \$2500)

WSC, 805 Aerovista Place, Suite 201, San Luis Obispo CA 93401

Phone: (805) 457-8833 | www.betterwaterfuture.com

WSC makes every effort to keep our original budgets intact but are unable to complete current efforts within the budget due to the significant amount of iteration with Caltrans and their continued expansion of project permitting requirements. Therefore, we are requesting a budget increase of \$66,000 from the preciously amended contract amount of \$111,526 to \$177,526 based upon the cost to complete the work to date as more fully described in the table below:

Chaney to Toro remaining efforts:		5/8/2026
Task	Amount	Notes
Current gap	\$ 33,242	From WSC's accounting sys.
Bid Phase	\$ 8,307	From original estimate
pipeline TM	\$ 2,768	estimated cost to complete
Drawing revisions	\$ 1,891	estimated cost to complete
100% cost estimate	\$ 2,288	estimated cost to complete
Permit Response	\$ 346	estimated cost to complete
Specs	\$ 4,576	estimated cost to complete
Contract Docs	\$ 3,192	estimated cost to complete
Contingency	\$ 9,390	Contingency Requested by District Staff
	\$ 66,000	Total

Given our estimated construction cost of \$2.9M, this amendment will bring WSC's permitting, bidding support, and design costs to 6.1% of the total anticipated project construction cost.

This amendment will enable us to complete current efforts, coordinate contract and front-end documents with District legal counsel, finalize the Caltrans permit, and provide bid phase support as originally envisioned.

Should you have any questions or would like clarification on any aspect of this request, please feel free to contact, Dylan Wade, at (805) 457.8833 x111 or (805) 431-3784.

Sincerely,

Water Systems Consulting, Inc.

A handwritten signature in blue ink, appearing to read 'Dylan Wade', is positioned above the printed name.

**Dylan Wade, PE
Vice President**

Attachments: None

**SECOND AMENDMENT TO CONSULTANT SERVICES AGREEMENT
(WATER SYSTEMS CONSULTING, INC.)**

(Chaney to Toro Pipeline Replacement Project)

This Second Amendment to Consultant Services Agreement (“Second Amendment”) is made and entered into this 18th day of June 2026, by and between **WATER SYSTEMS CONSULTING, INC.**, a California corporation (“Consultant”), and the **CAYUCOS SANITARY DISTRICT**, a California special district (“District”).

WHEREAS, the parties entered into an Agreement for Consultant Services dated October 17, 2024 (the “Agreement”); and

WHEREAS, the parties entered into a First Amendment to Consultant Services Agreement dated November 20, 2025; and

WHEREAS, Consultant and District now mutually agree and desire to further amend certain portions of the Agreement as described in Consultant’s proposal dated May 12, 2026 (the “Proposal”), attached hereto as Exhibit “A” and incorporated herein by reference.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties mutually agree as follows:

1. The above recitals are true, correct, and are incorporated herein by reference.
2. Consultant shall perform the tasks and comply with all the terms and provisions contained in the Proposal.
3. Section 5 of the Agreement is amended to increase compensation by \$66,000, bringing the total amount of compensation to \$177,526.
4. Except as modified herein, all terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Second Amendment on the day and year first set forth above.

CAYUCOS SANITARY DISTRICT

WATER SYSTEMS CONSULTING, INC

By: _____
Robert Enns, Board President

By: _____
Dylan Wade, Vice-President

ATTEST:

APPROVED AS TO FORM:

David M. Athey, District Manager

Timothy J. Carmel, District Counsel



May 12, 2026

Cayucos Sanitary District

David Athey
District Manager
Cayucos Sanitary District
PO Box 333
Cayucos, CA 93430

Copy: Timothy J. Carmel
Carmel & Naccasha, LLP
694 Santa Rosa Street
San Luis Obispo, CA 93401

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Sincerely,

Water Systems Consulting, Inc.

A handwritten signature in blue ink, appearing to read 'Dylan Wade', is positioned above the printed name.

**Dylan Wade, PE
Vice President**

Attachments: None



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: JUNE 18, 2026

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE A CONTRACTOR SERVICES AGREEMENT WITH N. BRENT KNOWLES CONSTRUCTION, INC. IN THE AMOUNT OF \$40,000.00 FOR REPAIR, PAVING AND SLURRY SERVICES ASSOCIATED WITH DISTRICT EMERGENCIES FOR FISCAL YEAR 2026/2027

DISCUSSION

The proposed draft budget for Fiscal Year 2026/2027 includes \$50,000 for emergency services that may be needed throughout the fiscal year. Examples of emergency services include a force main break, extreme settlement around manholes, and failed gravity sewer pipes or pipe joints. Preparation of a contract prior to a busy storm season allows staff to quickly engage the services of a local contractor to complete emergency repairs. Therefore, staff is proposing that an agreement with N. Brent Knowles Construction be approved so emergency work can be handled in the most expeditious manner possible. The proposed agreement is included as Attachment 1.

OPTIONS

1. Approve an agreement with N. Brent Knowles Construction for \$40,000
2. Provide staff with alternative direction

RECOMMENDATION

Staff recommends that the Board of Directors approve a Contractor Services Agreement with N. Brent Knowles Construction, Inc. in the amount of \$40,000.00 for repair, paving and slurry services associated with district emergencies for fiscal year 2026/2027, direct the District Manager to sign the agreement on the Board's behalf, and allow the District Manager to approve contract amendments of up to \$10,000.

ATTACHMENTS

1. Contractor Services Agreement with N. Brent Knowles Construction, Inc. for on-call and emergency repairs

**CONTRACTOR SERVICES AGREEMENT
ON-CALL AND EMERGENCY REPAIRS
N. BRENT KNOWLES CONSTRUCTION, INC.**

This Contractor Services Agreement (“Agreement”) is made this 1st day of July, 2026 (the “Effective Date”) by and between the Cayucos Sanitary District, a California special district (the “District”), and N. Brent Knowles Construction, Inc., a California contractor (the “Contractor”); collectively referred to herein as the “Parties.”

WHEREAS, District is a special district organized under the laws of the State of California; and

WHEREAS, in accordance with Public Contracts Code Section 22030, District has elected to become subject to the uniform construction cost accounting procedures set forth in Article 2 (commencing with Section 22010) of the Public Contract Code (the Uniform Public Construction Cost Accounting Act or “UPCCAA”); and

WHEREAS, Public Contracts Code Section 22032 (a) provides that public projects of seventy-five thousand dollars (\$75,000) or less may be performed by negotiated contract, or by purchase order; and

WHEREAS, District owns and operates a sewer treatment and collection system that requires specialized services and equipment to meet the public safety and health needs of its customers; and

WHEREAS, District does not have the qualified personnel or equipment available to perform all such maintenance and repair; and

WHEREAS, Contractor provides certain services and skills, which are of benefit to District; and

WHEREAS, pursuant to Public Contract Code Section 22032 (a), District desires to enter into this negotiated Agreement with Contractor to perform on-call and emergency repairs and minor modifications to its facilities on the basis of issued Task Orders, as further provided in this Agreement, provided that the cost of such services does not exceed forty thousand dollars (\$40,000).

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, and for other valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **TERM.** This Agreement shall remain in full force and effect from its Effective Date until June 30, 2027 to provide the services described in Section 2 below, unless earlier terminated as provided for herein.
2. **SCOPE OF SERVICES.** Contractor shall satisfactorily perform all services (the “Services”) as described in Exhibit “A,” and as further specified by individual Task Order authorizations per Exhibit “D,” both of which are attached hereto and incorporated herein.

3. **PAYMENT AND RETENTION.** District shall pay Contractor in accordance with the payment schedule set forth in Exhibit "B," attached hereto and incorporated herein, provided however, that total compensation pursuant to this Agreement shall not exceed forty thousand dollars (\$40,000). In the event that this Agreement is terminated prior to the satisfactory completion of Services, District shall pay to Contractor the actual value of the work performed up to the time of termination.

In accordance with the requirements of Public Contract Code Section 20104.50 (f), the following summary is incorporated into this Agreement relating to payment. This Agreement is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein. In accordance with the requirements of Public Contract Code Section 22300, that Section is incorporated into this Agreement and permits the substitution of securities for any monies withheld by a public agency to ensure performance under a contract, at the request and expense of the Contractor.

4. **TERMINATION.** This Agreement may be terminated upon the following:
 - a. District's written confirmation of Contractor's satisfactory completion of all services described in Section 2, above, and District's final payment pursuant to Section 3 above; or
 - b. District's five (5) day written notice of termination to Contractor.
5. **INDEMNIFICATION.** Contractor shall indemnify, defend and hold harmless District, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees or subcontractors of Contractor.
6. **INSURANCE.** Contractor shall maintain, prior to the beginning of and for the duration of this Agreement, insurance coverage as specified in Exhibit "C," attached hereto and incorporated herein.
7. **PREVAILING WAGES AND DIR REGISTRATION.** In accordance with California Labor Code Section 1725.5, Contractors and Subcontractors (as defined by California Labor Code Section 1722.1) bidding on or engaging in

the performance of any Public Works contracts in California shall be registered with the Department of Industrial Relations.

In accordance with California Labor Code Section 1770 and 1773, the District has determined that prevailing wage rates apply to this project. Copies of the prevailing rates of per diem wages applicable to this Contract are available from the California Division of Labor Statistics and Research at <https://www.dir.ca.gov/Public-Works/Prevailing-Wage.html> or 455 Golden Gate Ave. 9th Floor, San Francisco, CA 94102. Any employee whose type of work is not covered by any of the classified wage rates shall be paid not less than the rate of wage listed for the classification which most nearly corresponds to the type of work performed.

Pursuant to California Labor Code Section 1775, the Contractor shall forfeit no more than \$50 per calendar day, or portion of a day, for each worker paid less than the prevailing rates for such work or craft, and the penalty shall be imposed and distributed pursuant to Section 1775.

The following Labor Code sections are hereby referenced and made a part of this Agreement:

1. Section 1775 - Penalty for Failure to Comply with Prevailing Wage Rates.
2. Section 1777.5 - Apprenticeship Requirements.
3. Section 1813 - Penalty for Failure to Pay Overtime.
4. Sections 1810 and 1811 - Working Hour Restrictions.
5. Section 1776 - Payroll Records.
6. Section 1773.8 - Travel and Subsistence Pay.

The District will not recognize any claims for additional compensation because of the payment of the wages set forth in the Contract.

The Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall post job site notices, as prescribed by regulation. Contractor shall comply with all requirements of Labor Code Section 1771.4, except the requirements that are exempted by the Labor Commissioner for the Project.

8. MISCELLANEOUS.

- a. *Time.* District and Contractor agree that time is of the essence in this Agreement.
- b. *Waiver.* The waiver of any breach of any condition, covenant, term, or provision of this Agreement by any party to this Agreement shall not be deemed to be a waiver of any preceding or subsequent breach under the Agreement, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

- c. *Assignment.* The Contractor shall not assign the performance of this Agreement, nor any part thereof, without the prior written consent of the District.
- d. *Construction.* The Parties agree that each has had an opportunity to have their counsel review this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only and are not intended to be construed to define or limit the provision to which they relate.
- e. *Entire Agreement.* This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the Parties pertaining to the Agreement and supersedes all prior and contemporaneous agreements, promises, representations, warranties, understandings, or undertakings by either of the Parties, either oral or written, of any character or nature. No party has been induced to enter this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement. Amendments to this Agreement shall be in writing and shall be made only with the mutual written consent of all the Parties to this Agreement.
- f. *Attorneys' Fees.* In any litigation, arbitration, or other proceeding in law or equity by which one party to the Agreement seeks to enforce its rights under the Agreement, to resolve an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, to seek a declaration of any rights or obligations under this Agreement, or to interpret the provisions of this Agreement, the prevailing party shall be entitled to recover from the losing party actual attorneys' fees incurred to resolve the dispute and to enforce the final judgment, award, decision, or order and such fees, costs, or expenses shall be in addition to any other relief to which the prevailing party may be entitled.
- g. *Record Audit.* In accordance with Government Code, Section 8546.7, records of both the District and the Contractor shall be subject to examination and audit by the Auditor General for a period of three (3) years after final payment.
- h. *Contractor's License.* Contractor must possess at the time of commencing work and throughout the project duration, a Contractor's License, issued by the State of California, which is current and in good standing. Contractor shall ensure that any subcontractor working on the Project possesses at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing.

- i. *Claims.* In accordance with the requirements of Public Contract Code Section 9204(e), a copy of Public Contract Code Section 9204 is attached hereto and made a part of these specifications.
- j. *Provisions Required by Law.* Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first above written.

CAYUCOS SANITARY DISTRICT

CONTRACTOR

DAVID M. ATHEY,
District Manager

By: N. BRENT KNOWLES

Its: Owner

Date:

Approved As To Form:

TIMOTHY J. CARMEL,
District Counsel

EXHIBIT "A"

SCOPE OF SERVICES

Contractor shall perform on-call and emergency repair services as further defined within individual task order authorizations following a format substantially similar to Exhibit "D", which is attached hereto and incorporated herein by this reference.

EXHIBIT "B"

PAYMENT

District agrees to pay Contractor in accordance with the Contractor Labor & Equipment T&M Rate Sheet, which is attached hereto and incorporated herein by this reference. The total cumulative amount of all Task Orders shall not exceed forty thousand dollars (\$40,000). Contractor will perform work as specifically defined by Task Order authorizations issued by the District. Contractor will bill the District on a time and material or time, material, and procedure basis upon completion of the work defined by a Task Order. District will pay bills within thirty (30) days of receipt.

EXHIBIT "B"

N. BRENT KNOWLES CONSTRUCTION PREVAILING WAGE RATE SHEET 2026-2027

EQUIPMENT

580 SL BACKHOE	195 /HOUR
DUMP TRUCK	205 /HOUR
EXCAVATOR	185 /HOUR
SKID-STEER WITH BREAKER	185 /HOUR
SKIP N' DRAG	185 /HOUR
WATER TRUCK	175 /HOUR

MAN POWER

LABORER	130.97 /HOUR
(AS PER CAL TRANS SPEC)	

MATERIALS

COST OF GOODS + 15% MARKUP (÷85)

EXHIBIT "C"

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
2. Insurance Services Office Form Number CA 0001 covering Automobile Liability Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Course of Construction insurance covering all risks of loss less policy exclusions.
5. Performance and Payment Bonds for the full amount of the contract.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability: (Including operations, products and completed operations.)
\$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: **\$2,000,000** per accident for bodily injury and property damage.
3. Employer's Liability: **\$1,000,000** per accident for bodily injury or disease.
4. Course of Construction: Completed value of the Agreement with no coinsurance penalty provisions.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. District may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. **The District, its employees, officials, and agents are to be covered as insureds** with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85), as a separate Owner's and Contractor's Protective Liability Policy, or on the Entity's own form.
2. For any claims related to this project, **the Contractor's insurance coverage shall be primary** insurance as respects the District, its employees, officials, and agents. Any insurance or self-insurance maintained by the District, its employees, officials, agents shall be in excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior to written notice by certified mail, return receipt requested, has been given to the District.

Course of construction policies shall contain the following provisions:

1. The District shall be named as loss payee.
2. The insurer shall waive all rights of subrogation against the District.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII or otherwise acceptable to District.

Claims Made Policies

If any of the required policies provide claims-made coverage, the District requires that coverage be maintained for a period of 5 years after completion of the contract.

Verification of Coverage

Contractor shall **furnish the District with original certificates and amendatory endorsements** effecting coverage required by this clause. The endorsements should be on forms provided by the District or on other than the Districts forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to

require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall require and verify all subcontractors maintain insurance subject to all of the requirements stated herein.

EXHIBIT "D"

CSD TASK ORDER APPROVAL FORM

CSD CONTRACT: _____ TO NO. _____

CONTRACTOR: _____

PROJECT/TASK NAME: _____

DATE: _____

The Scope of Services, attached hereto as Exhibit "D.1" and incorporated herein by this reference, shall constitute an approved Task Order pursuant to the Contract referenced above between Cayucos Sanitary District ("District") and Contractor Name Here ("Contractor").

Contractor agrees to perform the services described in Exhibit "D" within the time set forth in the Project Schedule, described in Exhibit "D.2" attached hereto and incorporated herein, for a fee amount of [INSERT DOLLAR AMOUNT HERE], unless otherwise modified by District's Manager in a signed writing/subsequent Task Order Approval Form. All charges shall be consistent with the Compensation/Fee Rate Schedule which is attached as Exhibit "B" and incorporated herein by this reference.

Performance of the services shall be subject to the terms and conditions contained in the Agreement.

CAYUCOS SANITARY DISTRICT

By: _____ Date: _____

Printed Name and Title

CONTRACTOR

By: _____ Date: _____

Printed Name and Title



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

11

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: JUNE 18, 2026

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-07 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2026/2027 COUNTY TAX ROLL

DISCUSSION

The District reports its delinquent customer account balances to the San Luis Obispo County Tax Collector's Office (Tax Collector) once a year. The Tax Collector collects the District's delinquent customer balances through the Tax Collector's annual Tax Roll process. Basically, the County will pay the delinquent debt and then collect the debt from the landowner, and the County will keep any penalties and late fees.

Staff calls, mails, or emails a courtesy notice to customers with delinquent balances in late March to ensure the customer is aware of their delinquent account. If no response is received by April 30th, a formal notice is mailed on May 1st to inform the customer of the May 31, 2026, deadline by which payment must be made to avoid collection by the County. Customers who did not remit payment by May 31, 2026 are included in the attached report. There are fourteen customers with delinquent account balances this year, which is the same number as last fiscal year.

OPTIONS

1. Adopt Resolution 2026-07 confirming the itemized report to collect delinquent sewer service charges on the fiscal year 2026/2027 County Tax Roll
2. Refer this item back to staff for further analysis and consideration

RECOMMENDATION

1. Staff recommends that the Board of Directors adopt Resolution 2026-07 confirming the itemized report to collect delinquent sewer service charges on the fiscal year 2026/2027 County Tax Roll, and direct staff to submit the list of delinquent sewer accounts to the Tax Collector

ATTACHMENTS

1. Draft Resolution 2026-07

RESOLUTION 2026-07
JUNE 18, 2026

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 2026-2027 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, 2026, in accordance with Health and Safety Code Section 5473.1, the District’s Administrative Services Manager/Board Secretary 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, 2026 placed on the 2026-2027 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 18, 2026, 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 or before July 20, 2026, the deadline established by the County Auditor-Controller’s Office, the Administrative Services Manager/Board Secretary 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, 2026, 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 10, 2026, the final filing date established by the County Auditor-Controller’s Office, the Administrative Services Manager/Board Secretary 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, effective Fiscal Year 2026-2027, a fee of \$115.00 shall be charged for each assessment removed or revised from the assessment listing after tax extension. Any fee charged to the District for changes to an assessment amount that are not the result of District error shall 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 confirms 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 18th day of June, 2026.

ATTEST:

Amy Lessi, Admin. Services Manager/Board Secretary

Robert B. Enns, President

**RESOLUTION 2026-07
EXHIBIT "A"**

**DELINQUENT SEWER SERVICE CHARGES
TO BE COLLECTED ON THE FISCAL YEAR 2026/2027 COUNTY TAX ROLL**

ACCOUNT #	APN	SERVICE ADDRESS	DELINQUENT BALANCE
005532	064-182-062	2275 Cass Ave.	2,352.00
004911	064-221-013	34 11th St.	483.80
001405	064-182-041	1924 Circle Dr.	1,293.60
001157	064-443-015	60 Rapf Ave.	1,293.60
002887	064-125-022	94, 94 1/2 Saint Mary Ave.	2,587.20
004924	064-435-003	230 Chaney Ave.	960.40
005333	064-125-006	109 S Ocean Ave.	2,587.20
001492	064-046-032	11 Fresno Ave.	1,293.60
002710	064-372-042	3174 Gilbert Ave.	99.00
003118	064-415-014	60 El Sereno Ave.	48.75
003407	064-034-029	0 D St.	99.00
003609	064-427-084	3240 Gilbert Ave.	81.75
004428	064-372-062	348 Cerro Gordo Ave.	99.00
004874	064-372-046	3180 Gilbert Ave.	99.00

OF ACCOUNTS: 14

SUBTOTAL SEWER: \$12,851.40

SUBTOTAL LOTS: \$526.50

GRAND TOTAL: \$13,377.90



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

12

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: JUNE 18, 2026

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-08 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2026/2027 COUNTY TAX ROLL

DISCUSSION

Cayucos Sanitary District (“CSD”) reports Mission Country Disposal’s (Mission) delinquent customer account balances to the San Luis Obispo County Tax Collector’s Office. The Tax Collector’s Office collects the debt on Mission’s behalf through their annual Tax Roll process for future reimbursement. In early March, Mission sent formal notices via certified mail to inform their customers of the upcoming deadline by which payment must be made to avoid collection by the County. District staff sent a secondary notice to Mission’s delinquent customers on May 1st. Customers who did not remit payment prior to preparation of the Board Agenda are included in the attached report.

OPTIONS

1. Adopt Resolution 2026-08 confirming the itemized report to collect delinquent solid waste collection and disposal charges on the fiscal year 2026/2027 County Tax Roll
2. Send the item back to staff for further review and consideration

RECOMMENDATION

Adopt Resolution 2026-08 confirming the itemized report to collect delinquent solid waste collection and disposal charges on the fiscal year 2026/2027 County Tax Roll, and Direct staff to send the adopted Resolution to the San Luis Obispo County Tax Collector’s Office on Mission Country Disposal’s behalf

ATTACHMENTS

1. Resolution 2026-08

**RESOLUTION 2026-08
JUNE 18, 2026**

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 2026-2027 COUNTY TAX ROLL

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

1. On August 9, 1982, the District Board duly adopted Ordinance No. 11 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, 2026, in accordance with Health and Safety Code Section 5473.1, the District’s Administrative Services Manager/Board Secretary 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, 2026 placed on the 2026-2027 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 18, 2026, 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 or before July 20, 2026, the deadline established by the County Auditor-Controller’s Office, the Administrative Services Manager/Board Secretary 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, 2026, 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 10, 2026, the final filing date established by the County Auditor-Controller’s Office, the Administrative Services Manager/Board Secretary 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, effective Fiscal Year 2026-2027, a fee of \$115.00 shall be charged for each assessment removed or revised from the assessment listing after tax extension. Any fee charged to the District for changes to an assessment amount that are not the result of District error shall 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 confirms 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 18th day of June, 2026.

ATTEST:

Amy Lessi, Admin. Services Manager/Board Secretary

Robert B. Enns, President

**RESOLUTION NO. 2026-08
EXHIBIT "A"**

**DELINQUENT SOLID WASTE COLLECTION & DISPOSAL CHARGES
TO BE COLLECTED ON THE FISCAL YEAR 2026/2027 COUNTY TAX ROLL**

ACCOUNT #	APN	Service Address	Total
9001466	064-182-041	1924 Circle Dr.	548.48

SUBTOTAL SOLID WASTE: 548.48

GRAND TOTAL: 548.48

OF ACCOUNTS: 1



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

13

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: JUNE 18, 2026

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE CAYUCOS
SANITARY DISTRICT'S 2026 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).

The SSMP must be audited every three years and revised every six years as required by the General Order. Staff has completed their review and is presenting the following audit findings to the Board:

- 1. SSMP Effectiveness:** The SSMP has been very effective in helping the Cayucos Sanitary District (District) to achieve its goals. This includes cleaning the entire system every 2 years and limiting SSO to only one during the 2023-2026 audit time frame. The overflow was minor and was stopped quickly by staff. The overflow was the result of a broken force main on South Ocean Avenue. Staff is required to analyze each overflow to determine if any remedial action is needed to prevent future occurrences. In this instance, the overflow is related to the force main's initial construction. Outdated construction practices included the bedding of pipes in native material and not clean sand. This led to a large cobble being located under the pipe which eventually caused the pipe to snap in two. The only remedial action available to the District would be to install a new force main. However, this is financially infeasible and would not be a good use of District funding since there has only been one break in recent memory on this force main.
- 2. SSO Prevention Effectiveness:** During the timeframe in question for this audit, 2023-2026, the local area has experienced large storm events that caused Category 1 spills in both Cambria and Morro Bay. However, the District did not experience a Category 1 spill during this same time frame. Therefore, there were no new insights gained from review of neighboring jurisdiction's SSO. Although the District does experience infiltration and inflow (I & I) during significant rain events, District infrastructure and staff have been able to

3. accommodate the larger flows. This is achieved by adjusting lift station set points to pump sooner, and continuing our maintenance program to eliminate sources of I & I. This has enabled the District to avoid Category 1 spills to this point, and our continued line cleaning maintenance will help us to avoid them going forward. In addition, the District is investing in sewer main upgrades and point repairs that will also help alleviate SSO.
4. **Updates and Changes to the SSMP:** The only updates and changes proposed include updated staff and contact information. A full list of editorial updates is included in Attachment 1. The modified SSMP is attached for review.

OPTIONS

1. Receive the Cayucos Sanitary District's 2026 SSMP Audit and approve suggested contact and responsible party modifications to Cayucos Sanitary District's 2026 SSMP
2. Send the SSMP and Audit back to staff for further review and consideration

RECOMMENDATION

Accept the Cayucos Sanitary District's 2026 SSMP Audit findings and direct staff to finalize the proposed changes to the SSMP.

ATTACHMENTS

1. Cayucos Sanitary District's 2026 SSMP Staff Audit
2. Proposed 2026 SSMP with redline changes

Cayucos Sanitary District Sewer System Management Plan Audit Report

Date: June 6/2026

The purpose of the Sewer System Management Plan (SSMP) Audit is to evaluate the effectiveness of Cayucos Sanitary District's SSMP and to identify whether updates are needed. This document was designed to meet the requirements of State Water Resources Control Board Order No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC. Documentation of SSMP audits are kept on file at the Cayucos Sanitary District, and an indication is made in the California Integrated Water Quality System (CIWQS) database that the audit was completed.

Directions: Please update the following items in the SSMP:

Page 5: (Remove Rick Koon and add David Athey.)

Page 5: (Under "Collections Staff" change Lead worker from part-time to full-time.)

Page 5: (Under "Treatment Staff" change to two grade III operators and one grade II operator.)

Page 6: (Remove Rick Koon and add David Athey.)

Page 6: (Change General Manager to District Manager.)

Page 6: (Change Nick's Title to Treatment Plant Operator II.)

Page 6: (Change Nick's phone extension to x202.)

Page 13: (Under "Task Scheduling" change "daily" to "weekdays".)

Page 14: (Remove: "a. File an annual summary with Marine Research Specialists, the WWTP monitoring and reporting program consultants, for inclusion in the WWTP Annual Report".)

Page 17: ("Under Water Resource Recovery Facility," change the first sentence to "The WRRF was completed in 2021, and currently does not need any major repairs".)

Page 28: (Under "Flow Estimates," in the first paragraph, change 2020 to 2023 and change 2018-2020, to 2023-2026. In the second paragraph, change 2020 to 2026.)

Page 28: (In the chart next to average daily flow, change 0.227mgd to 0.249mgd.)

Pages 29-30: (Update Capital Improvement Line Items.)

Answer the following below with, YES or NO.

ELEMENT 1. GOALS

1. Are the goals stated in the SSMP still appropriate and accurate?

YES

ELEMENT 2. ORGANIZATION

2. Is the SSMP up to date with organization and staffing contact information?

NO – Changes are proposed.

ELEMENT 3. LEGAL AUTHORITY

2. Does the SSMP reference up-to-date information about legal authority?

NO – Changes are proposed.

4. Does Cayucos Sanitary District have sufficient legal authority to control sewer use and maintenance?

YES

ELEMENT 4. OPERATIONS AND MAINTENANCE PROGRAM

4.a Map of the Sanitary Sewer System

5. Does the SSMP reference up-to-date information about maps?

YES

6. Are collection system maps complete, up-to-date, and sufficiently detailed?

YES

4.b Preventative Maintenance Program

7. Does the SSMP contain up-to-date information about preventive operations and maintenance activities?

YES

8. Are Cayucos Sanitary District's preventive maintenance activities sufficient and effective in reducing and preventing SSOs and blockages?

YES

4.c Rehabilitation and Replacement Plan

9. Does the SSMP contain up-to-date information about the rehabilitation and replacement program?

YES

10. Does the SSMP contain up-to-date information about Closed Circuit Television (CCTV) inspections?

YES

11. Are scheduled inspections and the condition assessment system effective in identifying, prioritizing, and addressing deficiencies?

YES

12. Does the Capital Improvement Plan (CIP) address prioritized projects for collection system assets?

YES

4.d Training

13. Does the SSMP contain up-to-date information about existing training programs?

YES

14. Do supervisors believe their staff are sufficiently trained? YES

15. Are staff satisfied with the training opportunities and support offered to them?

YES

4.e Equipment and Replacement Part Inventories

16. Does the SSMP reference up-to-date information about equipment and replacement part inventories?

YES

ELEMENT 5. DESIGN AND PERFORMANCE PROVISIONS

17. Does the SSMP contain up-to-date information about design and construction standards?

YES

ELEMENT 6. SSO & BACKUP RESPONSE PLAN

18. Does the SSMP contain an up-to-date version of SSO Response Plan?

YES

19. Is the Response Plan effective in handling SSOs? (if YES, indicate specific information under the “Evaluation of the Effectiveness of the SSMP” section below)

YES

ELEMENT 7. FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

20. Does the SSMP reference or contain up-to-date information about the Cayucos Sanitary District’s FOG control program?

YES

21. Is the current FOG program effective in documenting and controlling FOG sources?

YES

22. Are all public outreach materials for the FOG program current? YES

ELEMENT 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

23. Does the SSMP reference or contain up-to-date information about the Cayucos Sanitary District's capacity assessment activities and documentation?

YES

24. Is the Cayucos Sanitary District sufficiently addressing hydraulic deficiencies? YES

ELEMENT 9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

25. Does the SSMP reference up-to-date information about the Cayucos Sanitary District's data collection and organization (e.g. use of CMMS, performance indicators, etc.)?

YES

26. Are the Cayucos Sanitary District's data collection and organization sufficient to evaluate the effectiveness of the SSMP?

YES

ELEMENT 10. SSMP PROGRAM AUDITS

27. Will this SSMP Audit be completed every three years starting in 2029?

YES

ELEMENT 11. COMMUNICATION PROGRAM

28. Is the Cayucos Sanitary District's website up to date, including information related to providing an opportunity for public input on the SSMP?

YES

Evaluation of the Effectiveness of the SSMP

The SSMP has been very effective in helping the Cayucos Sanitary District to achieve its goals, both in cleaning the entire system every 2 years and limiting SSO's to only one during the time frame encapsulated in this audit.

Our singular SSO was caused because of improper backfill when the force main for LS1 was installed. The Cayucos Sanitary District is currently working on a long term (5-15 year) capital improvement plan, that will help to address issues, including improper installation as well as our aging infrastructure, both above and below ground.

The SERP contained within the District's SSMP has proven effective, our sole SSO was stopped, contained, and cleaned in a timely manner and this helped to limit the spill to Category IV, as it was under 50 gallons and was contained before reaching surface waters or a storm drain. We have also since added more to our inventory of spill response materials.

SSO Prevention Effectiveness

During the timeframe in question for this audit, 2023-2026, the County has experienced large storm events that caused Category 1 spills in both Cambria and Morro Bay. No Category 1 spill occurred in Cayucos during this same time frame. Therefore, there was no new insights gained from review of neighboring jurisdiction's SSO. Although the District does experience infiltration and inflow (I & I) during significant rain events, District infrastructure and staff have been able to accommodate the larger flows, by adjusting lift station set points to pump sooner, and continuing our maintenance program to eliminate sources of I & I. This has enabled the District to avoid Category 1 spills to this point, and our continued maintenance will help us to avoid them going forward. In addition, the District is investing in sewer main upgrades and point repairs that will also help alleviate SSO.

Description of Scheduled Updates/Changes to the SSMP

All questions answered with "NO" above are addressed at the beginning of this audit, as changes that need to be made to the SSMP.



SEWER SYSTEM

Board Approved April 21, 2010
Revised October 2021
Revised and Board Approved 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 #
David Athey Rick Keon , District Manager	D.Athey@cayucossanitarydistrict.gov RKeon@CayucosSD.org	805-995-3290 ext. 101
Justin Owens, Lead Collection Worker	J.Owens@cayucossanitarydistrict.gov JOwens@CayucosSD.org	805-995-3290 ext. 106

WATER RESOURCE RECOVERY FACILITY

LRO NAME AND TITLE	E-MAIL ADDRESS	PHONE #
David Athey Rick Keon , District Manager	D.Athey@cayucossanitarydistrict.gov RKeon@CayucosSD.org	805-995-3290 ext. 101
Sarah L. Hooper, Chief Plant Operator	S.Hooper@Cayucossanitarydistrict.gov SHooper@CayucosSD.org	805-995-3290 ext. 201

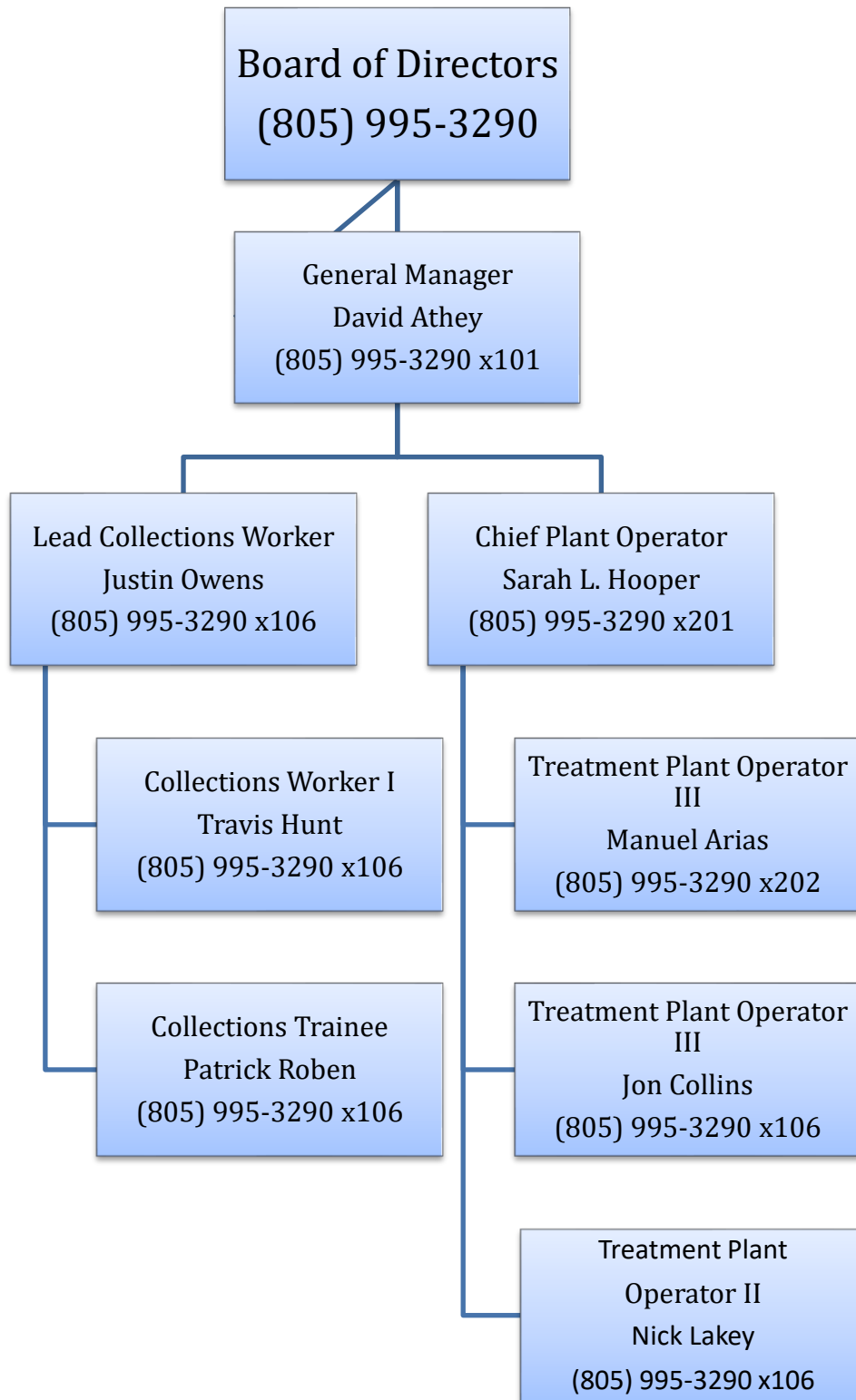
Collections Staff

The District's Collections staff operate under the general supervision of the District Manager. Collections staff includes one ~~part-time~~ full 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).

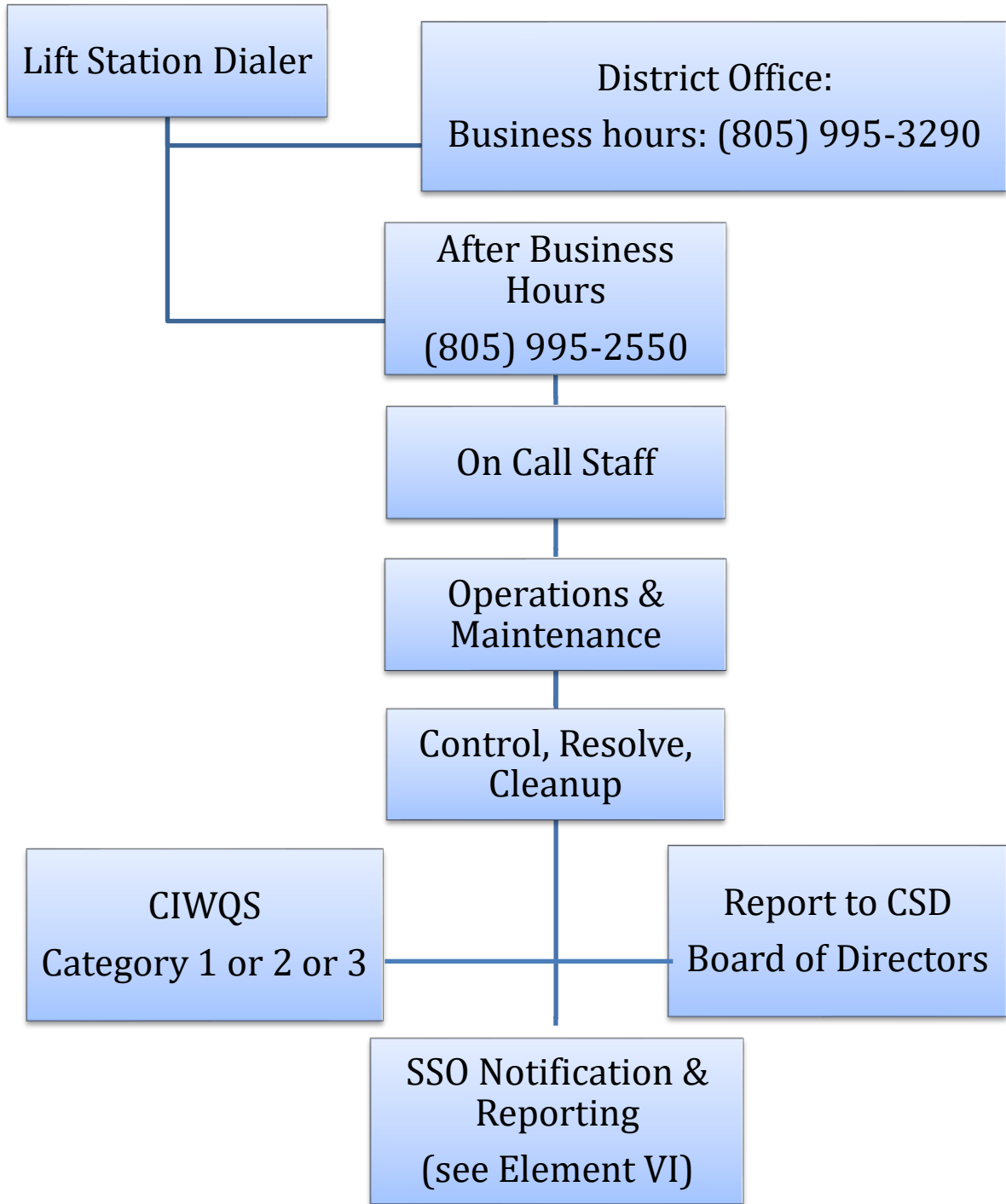
Wastewater Treatment Staff

Treatment Plant staff operate under the general supervision of the District Manager. Treatment plant staff includes one Chief Plant Operator (Grade V), two full-time Operators (Grade III), and one ~~part-time OIT (Operator-in-Training)~~ full-time Operator (Grade II.) 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 systematic video inspections 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 rotationally 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~~ weekdays:

- 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 ~~was completed in 2021, and currently does not need any major repairs. 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 ~~2026~~2020 based on daily flow averages recorded at Lift Station 5 over the course of ~~2018-2020~~2023-2026. 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 0.249 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~~2026-2027 Capital Improvement Projects

• Sewer Main Repairs:	\$55,000 <u>\$50,000</u>
• Capital Improvements Plan:	<u>\$60,000</u>
• Toro To Chaney Main Line Replacement	<u>\$100,000</u>

- Spare Pump Lift Station 2 \$50,000
- Replacement Vehicle \$65,000
- Ocean Outfall and Diffuser Inspection \$65,000

~~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