CAYUCOS SANITARY DISTRICT

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

GOVERNING BOARD
R. B. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
M. Foster, Director
D. Lloyd, Director

BOARD OF DIRECTORS
REGULAR MEETING AGENDA
THURSDAY DECEMBER 19, 2013 AT 6:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

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

3. CONSIDERATION TO REINVEST CD'S MATURING 12/30/13 AT COAST HILLS FEDERAL CREDIT UNION AND PACIFIC WESTERN BANK

4. ELECTION OF DISTRICT OFFICERS FOR 2014

5. CONSIDERATION OF NEW DISTRICT COMMITTEE ASSIGNMENTS FOR 2014

6. STAFF COMMUNICATIONS AND INFORMATION ITEMS (NO ACTION REQUIRED):
   A. District Manager's Report –November 2013
   B. Financial Reports: November 2013
      1. Check Register
      2. Cash, Savings, and Investment Report
      3. Budget vs. Actual Status Report FY 2013-2014
      4. Capital Improvement Projects Report
   C. Monthly Customer Satisfaction Survey Submissions
   D. Will Serves - New
      Sinclair, APN 064-117-008, 163 F St., New SFR/Remodel Existing GH
      Will Serves – Finaled

7. CONSENT CALENDAR - Recommend to Approve.
   Consent Calendar items are considered routine and therefore do not require separate discussion, however, any item may be removed from the Consent Calendar by a member of the Board of Directors for separate consideration. Individual items on the Consent Calendar are approved by the same vote that approves the Consent Calendar, unless an item is pulled for separate consideration.
   A. Approval of Minutes for the November 21, 2013 Board of Directors Meeting

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

9. SCHEDULED MEETINGS
   A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: TBD
      Hosted By: City of Morro Bay, Location: TBD, Time: 6:00 pm.

10. SCHEDULE AGENDA ITEMS FOR THE JANUARY 16, 2014 BOARD MEETING

11. ADJOURNMENT

NOTICE OF POSTING:

DATE:

TIME:

PLACE: 200 Ash Ave., Cayucos, CA

BY: _____
Anita Rebich, Clerk to the Board

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

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

Agenda Item No. 3
12.19.2013

CAYUCOS SANITARY DISTRICT

To: Board of Directors

From: Rick Koon
District Manager

Date: December 19, 2013

Subject: Consideration to Reinvest CD's Maturing 12/30/2013 at Coast Hills Federal Credit Union and Pacific Western Bank

Background:

The District currently holds CD's at Coast Hills Federal Credit Union and Pacific Western Bank, both of which mature on 12/30/2013.

The Coast Hills Federal Credit Union CD balance is currently $251,643.00± with a .50% APR and the Pacific Western Bank CD balance is $248,653.09± with a .39% APR.

Recommendation:

With interest rates still very low and our local CD options limited, it is recommended that we reinvest both CD's at an amount that will allow both principal and interest accrual to stay below the FDIC limit of $250,000.00. The recommended reinvestment options are as follows:

Coast Hills Federal Credit Union	12 mo CD	.50% APR
	24 mo CD	.70% APR
Pacific Western Bank	12 mo CD	.15% APR
	24 mo CD	.25% APR
PMIA (LAIF)		.27% Qtrly Yield

Agenda Item No. 5
12.19.2013

CAYUCOS SANITARY DISTRICT

To: Board of Directors ("Board")

FROM: Rick Koon, District Manager

DATE: December 10, 2013

SUBJECT: Consideration of District Committee Assignments for 2014

DISCUSSION:

Each year end, the District Board assigns Board members to serve on the District's standing committees. Last year the Board combined the committee titles into like categories and functions. Last year's committees and assignments were:

- **Budget:** **Fiscal & Operating/CIP** Robert Enns, Shirley Lyon
- **Finance:** **Banking & Investments** Michael Foster, Dan Lloyd
- **O&M:** **Technical/Safety** Dan Chivens, Dan Lloyd
- **Personnel:** **As needed** TBA

During this past year, the Budget Committee met once in May to review the proposed Budget and make recommendations. The other standing committees did not meet at all, which calls into question the need for standing committees. The Board uses committees on an as needed basis for a specific and limited purpose. This type of committee use is more appropriately in the form of a special or "ad hoc" committee and does not require permanent standing committees. Cayucos Sanitary District Policy No. 4060, entitled "Committees of the Board of Directors" established the existing standing committees and also authorizes the creation of ad hoc committees as follows:

"Special (ad hoc) committees may be established for specific purposes or to investigate special issues, and to perform fact-finding, oversight, and advisory functions, as necessary. The Board shall determine the duties, function, and term of service of the committee at the time of its appointment. The special (ad hoc) committee shall be considered dissolved after presenting its final report to the Board."

RECOMMENDATION:

Direct staff to make changes to Policy No. 4060 eliminating standing committees, but enabling their establishment when necessary, for consideration by the Board at the January meeting.

ATTACHMENTS:

None

Agenda Item No. 6.A
12.19.2013

CAYUCOS SANITARY DISTRICT

TO: Board of Directors

FROM: Rick Koon
District Manager

SUBJECT: Monthly Managers Report: November 2013

DATE: December 09, 2013

JPA Related Activities:

- Morro Bay posted the Second Public Draft Options Report to the City website on December 6th.

Committee Meetings:

- None

Administrative:

- Conducted regular Admin and Operations staff meetings.

- Reviewed conditional will-serves, extensions and inspected will-serve conditions.

- We have had 35 customers sign up for ACH debits since we began offering the service in October.

- We received quite a few late payments for November. These were primarily from Customers who use their Bank's Bill Pay service. Between the Bank and Post Office closures, normal processing times were slower due to the long Thanksgiving weekend.

Capital Projects:

- Staff is now working on several projects for completion this spring. At the top of the list is the replacement of the 15" siphon in Main street and the relocation of the Ocean street manhole next to the creek.

- Staff is researching the files for the engineering studies on the Main Street sewer. Staff is getting a proposal from WSC to evaluate the past studies and make recommendations for the bypassing of the siphon.

Operations & Maintenance

CIP:

- CCTV gravity main street in morro bay

Daily operations of note:

- Jetted 6,221 ft
- CCTV 3,527 ft
- Marked 19 Underground Service Alerts
- Performed Scheduled maintenance at all lift stations; scraping, bleaching, testing generators and emergency dialer operation
- Exercised portable generator at LS# 4
- H2S production average reduced to 7ppm
- Modify existing overview map with more current information, this data is now available in print form as well as on the back-up server. It is currently being updated with jetting and CCTV data
- Replaced failed block heater @ LS # 5
- Staff jetted the beach front main and removed 25 gallons of sand and grit from main by hand
- Inspect and guide repair of lateral broken by county contractor on Shearer
- Staff completed Target Solutions safety courses for district insurance rebate

Call outs:

- 11/30/13 4:19PM Whale Rock trailer park private main back up

CAYUCOS SANITARY DISTRICT/MORRO BAY
MONTHLY FLOW REPORT WITH CSD MONTHLY RAINFALL TOTALS

	CAYUCOS			WWTP			
	MONTHLY RAINFALL RAIN (IN)	MONTHLY FLOW(MG)	DAILY FLOW(MGD)	MONTHLY FLOW(MG)	DAILY FLOW(MGD)	CAYUCOS PERCENT	MORRO BAY PERCENT
2012							
JAN	2.25	7.444	0.240	34.443	1.111	21.61%	78.39%
FEB	0.20	6.440	0.222	30.478	1.051	21.13%	78.87%
MAR	2.40	7.710	0.148	33.971	1.096	22.70%	77.30%
APR	0.45	8.573	0.286	35.523	1.184	24.13%	75.87%
MAY	-	7.390	0.238	33.393	1.077	22.13%	77.87%
JUN	-	7.687	0.256	40.101	1.337	19.17%	80.83%
JUL	-	9.832	0.317	46.989	1.516	20.92%	79.08%
AUG	-	8.192	0.264	34.343	1.108	23.85%	76.15%
SEP	-	6.825	0.228	28.167	0.939	24.23%	75.77%
OCT	1.40	6.788	0.219	27.793	0.897	24.42%	75.58%
NOV	0.70	6.295	0.210	26.892	0.896	23.41%	76.59%
DEC	4.05	8.023	0.259	29.608	0.955	27.10%	72.90%
		91.199	2.886	401.701	13.167	274.81%	925.19%
ANNUAL	**11.45**						
AVERAGES	TOTAL	**7.600**	**0.241**	**33.475**	**1.097**	**22.90%**	**77.10%**
2013							
JAN	2.50	8.141	0.263	31.654	1.021	25.72%	74.28%
FEB	0.50	6.431	0.230	27.890	0.962	23.06%	76.94%
MAR	0.65	7.342	0.237	30.827	1.027	23.82%	76.18%
APR	0.20	7.122	0.237	28.201	0.940	25.25%	74.75%
MAY	-	6.311	0.204	28.627	0.923	22.04%	77.96%
JUN	-	6.493	0.216	29.489	0.983	22.02%	77.98%
JUL	-	10.290	0.332	34.606	1.116	29.73%	70.27%
AUG	-	8.119	0.262	30.808	0.994	26.35%	73.65%
SEP	-	6.770	0.226	27.756	0.925	24.39%	75.61%
OCT	-	6.529	0.211	27.480	0.886	23.76%	76.24%
NOV	-	6.663	0.221			#DIV/0!	#DIV/0!
DEC						#DIV/0!	#DIV/0!
ANNUAL	**3.85**						

CAYUCOS SANITARY DISTRICT

Check Register

For the Period of Nov 1, 2013 to Nov 30, 2013

Agenda Item No. 6.B.1
12.19.2013

Check #	Date	Payee	Cash Account	Amount
16439	11/1/13	POSTMASTER	10200	557.22
16440	11/1/13	CHARTER COMMUNICATIONS	10200	64.95
16441	11/1/13	CAYUCOS GAS & MINI MART	10200	566.38
16442	11/1/13	CHARTER COMMUNICATIONS	10200	30.73
16443	11/1/13	THE GAS COMPANY	10200	16.64
16444	11/1/13	FERGUSON ENT. INC	10200	1,045.50
16445	11/8/13	DANIEL P. CHIVENS	10200	91.35
16446	11/8/13	ROBERT B. ENNS	10200	91.35
16447	11/8/13	DANIEL R. LLOYD	10200	91.35
16448	11/8/13	SHIRLEY LYON	10200	91.35
16450	11/8/13	ADVANTAGE ANSWERING PLUS INC	10200	69.95
16451	11/8/13	PERSHING, LLC	10200	1,751.55
16452	11/8/13	AT&T	10200	510.90
16453	11/8/13	PG&E	10200	2,696.55
16454	11/8/13	XEROX CORPORATION	10200	266.40
16455	11/8/13	MINER'S ACE HARDWARE	10200	447.47
16456	11/8/13	PROJECT SERVICES INC.	10200	6,435.00
16457	11/8/13	EXECUTIVE JANITORIAL, INC.	10200	161.00
16458	11/8/13	FIA CARD SERVICES	10200	53.00
16459	11/8/13	COLONIAL LIFE	10200	107.36
16460	11/8/13	AFLAC	10200	33.42
16461	11/8/13	BREZDEN PEST CONTROL INC	10200	110.00
16462	11/8/13	ASAP REPROGRAPHICS	10200	7.29
16463	11/15/13	CAYUCOS SANITARY DISTRICT	10200	156.00
16464	11/15/13	AT&T MOBILITY	10200	111.74
16465	11/15/13	AMERIPRIDE UNIFORM SERVICES	10200	237.48
16466	11/15/13	CRYSTAL SPRINGS WATER	10200	64.02
16467	11/15/13	MORRO ROCK MUTUAL WATER CO	10200	62.34
16468	11/15/13	PASO ROBLES BEACH WATER ASSOC	10200	62.00
16469	11/15/13	CORELOGIC INC	10200	2.50
16470	11/15/13	HEALTHSMART BENEFIT SOLUTIONS	10200	155.36
16471	11/15/13	KEVIN PIPER	10200	1,705.67
16472	11/15/13	N BRENT KNOWLES	10200	56,830.40
16473	11/15/13	ALLIED ADMIN FOR DELTA DENTAL	10200	424.47
16474	11/15/13	AIR RESOURCES BOARD	10200	570.00
16475	11/15/13	FAMILY & INDUSTRIAL MEDICAL CENTER	10200	60.00
16476	11/15/13	CHEVRON	10200	50.53
16477	11/15/13	ASAP REPROGRAPHICS	10200	64.80
16478	11/15/13	DUKE'S ROOT CONTROL INC	10200	6,801.03
16479	11/15/13	N BRENT KNOWLES	10200	12,936.13
16480	11/15/13	CARMEL & NACCASHA LLP	10200	2,926.20
DD112213-1	11/22/13	JONATHAN W. COLLINS	10200	1,595.01
DD112213-2	11/22/13	DANIELLE C. CRAWFORD	10200	1,257.70
DD112213-3	11/22/13	NICK E. LAKEY	10200	1,204.45
DD112213-4	11/22/13	NANCY J. MARTIN	10200	297.77
DD112213-5	11/22/13	MIKE J. MERRILL	10200	1,283.82
DD112213-6	11/22/13	ANITA L. REBICH	10200	781.18
DD112213-7	11/22/13	ROBERT S. TENNENT	10200	1,421.42
DD11813-1	11/8/13	JONATHAN W. COLLINS	10200	1,566.95
DD11813-2	11/8/13	DANIELLE C. CRAWFORD	10200	1,257.70
DD11813-3	11/8/13	NICK E. LAKEY	10200	1,377.86
DD11813-4	11/8/13	NANCY J. MARTIN	10200	297.77
DD11813-5	11/8/13	MIKE J. MERRILL	10200	1,144.32
DD11813-6	11/8/13	ANITA L. REBICH	10200	781.18
DD11813-7	11/8/13	ROBERT S. TENNENT	10200	1,421.42

Check #	Date	Payee	Cash Account	Amount
EPYMT 2543	11/22/13	SAGE SOFTWARE	10200	999.00
EPYMT DEF(	11/8/13	PERS	10200	918.00
EPYMT DEF(	11/22/13	PERS	10200	918.00
EPYMT EDD	11/22/13	EMPLOYMENT DEVELOPMENT DEPT	10200	372.94
EPYMT EDD	11/8/13	EMPLOYMENT DEVELOPMENT DEPT	10200	368.36
EPYMT FED	11/22/13	RABOBANK	10200	2,665.30
EPYMT FED	11/8/13	RABOBANK	10200	2,718.46
EPYMT PER:	11/22/13	PERS	10200	2,170.82
EPYMT PER:	11/8/13	PERS	10200	2,170.82
EPYMT3616(	11/8/13	CalPERS	10200	3,566.78
Total				**131,074.41**

CAYUCOS SANITARY DISTRICT
SUMMARY OF CASH, SAVINGS & INVESTMENTS
NOVEMBER 30, 2013

Agenda Item No. 6.B.2
12.19.2013

	BEG. BALANCE INVESTMENTS 11/01/2013	INCOME	DEPOSITS	(WITHDRAWLS)	UNREALIZED CHANGE	END BALANCE INVESTMENTS 11/30/2013
RESERVE FUND	$ 5,705,980	$ 7,447	-	-	$ 16	$ 5,713,443
CAPITAL FUND	50,334	0	1,752	-		52,086
CD INVESTMENTS	997,396	453	-	-		997,849
LAIF	7,810	-	-	-		7,810
TOTAL INVESTMENTS	**6,761,520**	**7,900**	**1,752**	**-**	**16**	**6,771,188**
RABOBANK CHECKING/CAF	160,592	3	193,463	(131,846)		222,212
RABOBANK - MCD Security Deposit	25,000	1		(1)		25,000
TOTAL CASH & INVESTMENTS	**$ 6,947,112**	**$ 7,904**	**$ 195,215**	**$ (131,847)**	**$ 16**	**$ 7,018,400**

	BALANCE 6/30/2013	QTR 1	QTR 2	QTR 3	QTR 4	TOTAL YTD
INVESTMENTS BEGINNING BALANCE	**6,619,785**					**6,619,785**
INCOME		6,970	10,432			17,402
DEPOSITS		130,306	250,057			380,363
WITHDRAWALS		-	(251,115)			(251,115)
UNREALIZED GAIN/LOSS		994	3,758			4,753
INVESTMENTS TOTALS	**6,619,785**	**138,271**	**13,132**	**-**	**-**	**6,771,188**

CAYUCOS SANITARY DISTRICT
SUMMARY OF CASH, SAVINGS & INVESTMENTS
NOVEMBER 2013

		INCOME										
	BEGINNING ACCT VALUE 11/01/2013	INTEREST/ DIVIDENDS	BOND INTEREST (SWEEP)	CDs INTEREST	PRINCIPAL PAY DOWNS (SWEEP)	DEPOSITS	3RD PARTY CKS DRAWN/ CHARGES	INTER-ACCT TRANS	MATURED SECURITIES (REDEMPTIONS)	INVESTMENT PURCHASES	CHNG IN MARKET VALUE	ENDING ACCT VALUE 11/30/2013
ASSOC. SECURITIES CORP. (SHANLEY):												
- CORE INVESTMENTS												
Cash, Money Funds, FDIC Deposits	$3,187,870.36	$13.19	$7,433.65	$0.00	$0.00		$0.00		$1,002,887.72	$0.00	$15.73	$4,198,220.65
Fixed Income	$2,316,672.71	$0.00	$7,433.65 ($7,433.65)		$0.00		$0.00	$0.00	($1,002,887.72)	$0.00	$0.00 $0.00	$1,313,784.99
Mutual Funds	$201,436.86	$0.49					$0.00	$0.00	$0.00	$0.00	$0.00	$201,437.35
Sub-Total	**$5,705,979.93**	**$13.68**	**$7,433.65**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$15.73**	**$5,713,442.99**
LAIF:	$7,810.08	$0.00						$0.00				**$7,810.08**
RABOBANK:												
Checking Account	$160,503.84	$2.98				$193,463.03	($131,846.11)	$0.00				**$222,123.74**
Cafeteria Plan Account	$88.22					$0.00	$0.00	$0.00				**$88.22**
GIRARD SECURITIES (SHANLEY):												
- CAPITAL FACILITIES FUND												
Cash, Money Funds, FDIC Deposits	$50,333.83	$0.21				$1,751.55 $0.00 $0.00		$0.00				**$52,085.59**
Mutual Funds	$0.00	$0.00										**$0.00**
Sub-Total	**$50,333.83**	**$0.21**				$1,751.55		**$0.00**				**$52,085.59**
MCD SEC.DEPOSIT	**$25,000.00**	**$1.08**					**($1.08)**	$0.00				**$25,000.00**
SUBTOTAL	**$5,949,715.90**	**$16.87**	**$7,433.65**	**$0.00**	**$0.00**	**$195,214.58**	**($131,847.19)**	**$0.00**	**$0.00**	**$0.00**	**$15.73**	**$6,020,550.62**

Note: Beginning and ending balances reflect asset value of District's account on a settlement date basis using a market value approach.

CAYUCOS SANITARY DISTRICT
SUMMARY OF CASH, SAVINGS & INVESTMENTS
NOVEMBER 2013

	PURCHASE DATE	TERM	INTEREST RATE	BEGINNING BALANCE 11/01/2013	CD's INTEREST	3RD PARTY CKS DRAWN/ CHARGES	INTER-ACCT TRANSFERS	MATURED SECURITIES (REDEMPTIONS)	INVESTMENT PURCHASES	ENDING ACCT BALANCE 11/30/2013
CoastHills Credit Union CD	12/30/11	1 Year	0.50%	$251,540.50	$103.37			$0.00	$0.00	$251,643.87
CoastHills Credit Union C/A	12/30/08			$5.00						$5.00
1st California Bank CD	12/31/11	1 Year	0.39%	$248,576.01	$79.68			$0.00	$0.00	$248,655.69
Coast Nat'l Bank-SLO CD	10/15/13	2 Years	0.55%	$247,062.08	$113.24			$0.00	$0.00	$247,175.32
Heritage Oaks Bank CD	05/30/12	2 Years	0.75%	$250,162.72	$156.35			$0.00	$0.00	$250,319.07
Heritage Oaks Bank C/A	12/31/08			$50.00						$50.00
Heritage Oaks/Coast Nat'l CD	10/06/11	2 Years	1.25%	$0.00					$0.00	$0.00
SUBTOTAL				**$997,396.31**	**$452.64**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$997,848.95**
TOTAL CASH, SAVINGS & INVESTMENTS				**$6,947,112.21**	**$469.51**		**$0.00**		**$0.00**	**$7,018,399.57**

Note: Beginning and ending balances reflect asset value of District's account on a settlement date basis using a market value approach.

CD = Certificate of Deposit
C/A = Checking Account

Cayucos Sanitary District
YTD BUDGET OVERVIEW FY 13-14
11/30/2013

Agenda Item No. 6.B.3
12.19.2013

	PRIOR YEAR ACTUAL FY 12-13	APPROVED BUDGET FY 13-14	ACTUAL REV / EXP FY 13-14	MAJOR ACCRUAL ESTIMATES	ACT/ACCR REV / EXP FY 13-14	PERCENT YTD FY 13-14	PROJECTED ANNUAL FY 13-14
SEWER RELATED INCOME	$ 1,700,629	$ 1,637,320	$ 699,714		$ 699,714	43%	$ 1,637,320
TAX INCOME	588,863	596,000	121,591		121,591	20%	596,000
INVESTMENT INCOME	37,460	30,000	17,477		17,477	58%	30,000
OTHER INCOME	97,939	95,000	29,346		29,346	31%	95,000
TOTAL INCOME	**$ 2,424,891**	**$ 2,358,320**	**$ 868,127**	**$ -**	**$ 868,127**	**37%**	**$ 2,358,320**
PAYROLL - ADMIN	284,300	237,883	94,982		94,982	40%	237,883
PAYROLL - MAINT	191,775	209,091	84,079		84,079	40%	209,091
PAYROLL - PERS SAVINGS PAYDOWN	10,749	10,749	-	4,479	4,479	42%	10,749
PROFESSIONAL SERVICES - ADMIN	82,530	93,000	24,705	4,635	29,340	32%	93,000
TOTAL PAYROLL	**$ 569,354**	**$ 550,723**	**$ 203,766**	**$ 9,114**	**$ 212,880**	**39%**	**$ 550,723**
OPERATIONS & MAINT EXP	105,614.0	248,800.0	40,680		40,680	16%	248,800
WWTP EXPENSE	306,593	825,000	15,694	328,056	343,750	42%	825,000
WWTP CORRECTIONS	-	-	-		-		-
OTHER OPERATING EXP	180,524	173,972	75,874		75,874	44%	173,972
DEPRECIATION EXPENSE	469,200	510,000	212,500		212,500	42%	510,000
TOTAL EXPENSES	**$ 1,631,285**	**$ 2,308,495**	**$ 548,514**	**$ 337,170**	**$ 885,684**	**38%**	**$ 2,308,495**
NET INCOME/(LOSS)	**$ 793,606**	**$ 49,825**	**$ 319,613**	**$ (337,170)**	**$ (17,557)**		**$ 49,825**

As of: 11/30/13 The annual percent completion is : **42%**

ACCOUNT TYPE	PRIOR YEAR ACTUAL FY 12-13	APPROVED BUDGET FY 13-14	ACTUAL REV / EXP FY 13-14	PERCENT YTD FY 13-14	PROJECTED ACTUAL FY 13-14
SEWER RELATED INCOME	**$1,700,629**	**$1,637,320**	**$699,714**	**42.74%**	**$1,637,320**
TAX INCOME	**588,863**	**596,000**	**121,591**	**20.40%**	**596,000**
INVESTMENT INCOME	**37,460**	**30,000**	**17,477**	**58.26%**	**30,000**
OTHER INCOME	**97,939**	**95,000**	**29,346**	**30.89%**	**95,000**
TOTAL INCOME	**$2,424,891**	**$2,358,320**	**$868,127**	**36.81%**	**$2,358,320**
Gross Wages - Admin	213,840	176,983	68,879	**38.92%**	176,983
Employee Health - Admin	25,803	24,068	10,760	**44.71%**	24,068
Employee Retirement - Admin	28,925	24,670	10,133	**41.08%**	24,670
Payroll Taxes - Admin	15,732	12,162	5,210	**42.84%**	12,162
TOTAL PAYROLL - Admin	**$284,300**	**$237,883**	**$94,982**	**39.93%**	**$237,883**
Gross Wages - Maint & Op	139,593	155,498	63,112	**40.59%**	155,498
Employee Health - Maint & Op	22,699	22,000	9,103	**41.38%**	22,000
Employee Retirement - Maint & Op	18,550	19,900	7,119	**35.77%**	19,900
Payroll Taxes - Maint & Op	10,933	11,693	4,744	**40.57%**	11,693
TOTAL PAYROLL - Maint & Op	**$191,775**	**$209,091**	**$84,079**	**40.21%**	**$209,091**
PAYROLL - PERS PAYDOWN	**$10,749**	**$10,749**	**$0**	**0%**	**$10,749**
Professional Services Admin	**$82,530**	**$93,000**	**$24,705**	**27%**	**$93,000**
O & M Expenses	64,385	207,100	24,695	**11.92%**	207,100
Telephone - Maint	6,673	6,700	2,477	**36.97%**	6,700
Utilities - Maint	34,556	35,000	13,508	**38.59%**	35,000
Total Maintenance Cost	**$105,614**	**$248,800**	**$40,680**	**16.35%**	**$248,800**
WWTP	**306,593**	**825,000**	**15,694**	**1.90%**	**825,000**
WWTP - Corrections	-	-	-		-
Auto & Trucks	6,893	8,000	1,983	**24.79%**	8,000
Dues & Subscriptions	4,978	5,050	965	**19.11%**	5,050
Commercial Ins/Wrk Comp	38,091	34,000	23,410	**68.85%**	34,000
Interest	33,896	30,472	15,819	**51.91%**	30,472
Misc Business	661	1,000	28	**2.80%**	1,000
Office Admins	25,028	32,100	9,689	**30.18%**	32,100
SUTA	990	2,000	-	**0.00%**	2,000
Professional Services	42,910	29,900	13,825	**46.24%**	29,900
Business Exp	-	500	26	**5.20%**	500
Permits & Licenses	4,553	4,900	570	**11.63%**	4,900
Rent	210	350	210	**0.00%**	350
Taxes & Assessments	10,761	7,900	7,517	**95.15%**	7,900
Telephone - Admin	2,467	2,400	581	**24.21%**	2,400
Prof. Development Admin + Board	4,572	11,000	-	**0.00%**	11,000
Utilities - Admin	4,514	4,400	1,251	**28.43%**	4,400
TOTAL OTHER OPERATING EXP	**$180,524**	**$173,972**	**$75,874**	**43.61%**	**$173,972**
Depreciation	**$469,200**	**$510,000**	**$212,500**	**41.67%**	**$510,000**
TOTAL EXPENSE	**$1,631,285**	**$2,308,495**	**$548,514**	**23.76%**	**$2,308,495**

CAYUCOS SANITARY DISTRICT
YTD BUDGET OVERVIEW FY 13-14
11/30/13

G/L Account ID	Account Description	Account Type	PRIOR YEAR ACTUAL FY 12-13	APPROVED BUDGET FY 13-14	ACTUAL REV / EXP FY 13-14	42.00% Percent YTD FY 13-14	PROJECTED ANNUAL FY 13-14
40000, 40500	Sewer User Fee (net of refunds)	Income	$1,668,251	1,600,000	$682,452	43%	1,600,000
41000, 41500	Sewer Standby Fee (net of refunds)	Income	22,003	21,600	8,152	38%	21,600
42000, 43000	Sewer Connection and Permit Fees	Income	10,375	15,720	9,110	58%	15,720
		SEWER RELATED INCOME	**1,700,629**	**1,637,320**	**699,714**	**43%**	**1,637,320**
44000	Rent Income	Income	42,815	42,000	10,580	25%	42,000
45000, 45100	Solid Waste Franch and Recycl Dev Pgm Fe	Income	54,974	53,000	18,766	35%	53,000
46000	Taxes & Assessments	Income	588,863	596,000	121,591	20%	596,000
47000	Interest Income	Income	37,460	30,000	17,477	58%	30,000
47500,51000, 51500,6	Other Income	Income	150	-	-	0%	-
60500		TAXES & OTHER INCOME	**724,262**	**721,000**	**168,413**	**23%**	**721,000**
	INCOME TOTAL		**$2,424,891**	**$2,358,320**	**$868,127**	**37%**	**$2,358,320**
600M0	Autos&Trucks (Gas & Oil)	Expenses	6,142	5,500	1,863	34%	5,500
601MO	Autos&Trucks - Repairs	Expenses	751	2,500	120	5%	2,500
		AUTOS&TRUCKS SUB-TOTAL	**6,893**	**8,000**	**1,983**	**25%**	**8,000**
61000	Depreciation	Expenses	**469,200**	**510,000**	212,500	**42%**	**510,000**
63000	Dues & Subs	Expenses	**4,978**	**5,050**	965	**19%**	**5,050**
650A0	Gross Wages-Regular	Expenses	177,066	147,556	60,626	41%	147,556
651A0	Gross Wages-Overtime & Extra Hours	Expenses	-	-	-	0%	-
653AO	Gross Wages-CafPlan Pay	Expenses	18,139	11,427	5,553	49%	11,427
65400	Gross Wages-Directors	Expenses	8,900	15,000	2,700	18%	15,000
657-9A0, 657-9MO	Accrued Leave (Vac & SL) Payout	Expenses	9,735	3,000	-	0%	3,000
		GROSS WAGES ADMIN SUB-TOTAL	**213,840**	**176,983**	**68,879**	**39%**	**176,983**
650M0	Gross Wages-Regular - Maint	Expenses	118,606	130,708	53,361	41%	130,708
651M0, 654MO	Gross Wages-Overtime & Callout - Maint	Expenses	1,556	3,000	811	27%	3,000
65200	Gross Wages-Standby Pay - Maint	Expenses	14,670	15,300	6,240	41%	15,300
653MO	Gross Wages-CafPlan Pay - Maint	Expenses	4,761	6,490	2,701	42%	6,490
		GROSS WAGES -M&O SUB-TOTAL	**139,593**	**155,498**	**63,112**	**41%**	**155,498**
66000	Ins-Comm'l Pkg	Expenses	21,697	20,500	20,259	99%	20,500
66100	Ins-Wkrs Comp	Expenses	16,394	13,500	3,151	23%	13,500
662AO, 670AO	Ins - Hlth (Incl Emplr-Pd CafPlan)- Admin	Expenses	25,803	24,068	10,760	45%	24,068
662MO,670MO	Ins - Hlth (Incl Emplr-Pd CafPlan)- Maint	Expenses	22,699	22,000	9,103	41%	22,000
		INSURANCE SUB-TOTAL	**86,593**	**80,068**	**43,273**	**54%**	**80,068**
68000	Interest	Expenses	**33,896**	**30,472**	15,819	**52%**	**30,472**
68500,68600	Misc Business Exp	Expenses	**661**	**1,000**	28	**3%**	**1,000**
79000	WWTP	Expenses	**306,593**	**825,000**	15,694	**2%**	**825,000**

	A	B	D	AB	AC	BC	BD	BE	BF
1	CAYUCOS SANITARY DISTRICT								
2	YTD BUDGET OVERVIEW FY 13-14								
3	11/30/13								
4							42.00%		
5				PRIOR YEAR ACTUAL	APPROVED BUDGET	ACTUAL REV / EXP	Percent YTD		PROJECTED ANNUAL
6									
7	G/L Account ID	Account Description	Account Type	FY 12-13	FY 13-14	FY 13-14	FY 13-14		FY 13-14
55	79100	WWTP - Corrections	Expenses	-	-	-			-
56									
57	69000	Contract Labor	Expenses	4,539	10,000	-	0%		10,000
58	69500	Empl Training	Expenses	1,948	3,500	-	0%		3,500
59	70000	Equip Rent	Expenses	-	2,500	-	0%		2,500
60	71000	Equipment (Critical Parts Inventory)	Expenses	-	10,000	-	0%		10,000
61	71500	Equip R & M (incl repl parts)	Expenses	13,776	10,000	308	3%		10,000
62	71700	Pump Replacement	Expenses	-	26,500	4,289	16%		26,500
63	72000	Generator Fuel	Expenses	1,733	2,000	-	0%		2,000
64	73000,74000,78000	Hdw & Supp (incl sm tools)	Expenses	4,787	5,000	1,756	35%		5,000
65	74100	Laundry (incl boot allowance)	Expenses	5,024	4,400	1,299	30%		4,400
66	75000	Line Cleaning	Expenses	8,956	13,000	6,897	53%		13,000
67	76000,66200	Safety Supp & Matl's	Expenses	1,593	3,000	494	16%		3,000
68	80000	Chemicals	Expenses	19,344	20,000	6,869	34%		20,000
69	81000	USA Alert	Expenses	150	200	153	76%		200
70	82000	Video Lines	Expenses	2,535	7,000	-	0%		7,000
71		Operating Contingency Reserve (10%)	Expenses	-	58,000	-	0%		58,000
72			O&M SUB-TOTAL	**64,385**	**175,100**	**22,065**	**13%**		**175,100**
73	83100	Special Projects:							
74		Air Relief Valves	Expenses	-		-	-		
75		Manhole Reconditioning	Expenses	9,384	15,000	1,961	13%		15,000
76		Flow Metering - Lift Station #'s 1 and 4	Expenses	-		-			
77		WW Flow I&I Analysis:		-					
78		Engineering	Expenses	-	1,500	-	0%		1,500
79		Equipment-Video	Expenses	-	10,000	-	0%		10,000
80		Sewer Map Replacement Sheets	Expenses	310	1,000	-	0%		1,000
81		Capital Reserve Study	Expenses	-	2,500	-	0%		2,500
82		Solid Waste Clean Up	Expenses	1,000	2,000	670	33%		2,000
83			SPECIAL PROJ SUB-TOTAL	**10,694**	**32,000**	**2,631**	**8%**		**32,000**
84									
85			O&M TOTAL	**75,079**	**207,100**	**24,695**	**12%**		**207,100**
86									
87	84000	Ans Svc	Expenses	839	1,000	350	35%		1,000
88	84100	Copy & Dup	Expenses	680	1,000	211	21%		1,000
89	84210	Office - Equip Rent	Expenses	2,675	3,000	1,116	37%		3,000
90	84300	Office - Equip Repr/Repl	Expenses	406	1,000	-	0%		1,000
91	84400, 83200	Janitorial & Bldg Maintenance	Expenses	2,286	5,000	1,074	21%		5,000
92	84500	Postage	Expenses	9,025	11,600	3,304	28%		11,600
93	84600	Print & Advtg	Expenses	3,845	4,000	1,366	34%		4,000
94	84700	Supplies	Expenses	4,371	4,500	1,975	44%		4,500
95	84800, 84900, 85300	Svc Chg, Misc Exp	Expenses	901	1,000	293	29%		1,000
96			OFFICE ADMIN SUB-TOTAL	**25,028**	**32,100**	**9,689**	**30%**		**32,100**
97									
98	851A0, 852AO, 855AO	Payroll Taxes (Emplr-Pd) - Admin	Expenses	15,732	12,162	5,210	43%		12,162
99	851M0, 852MO	Payroll Taxes (Emplr-Pd) - Maint	Expenses	10,933	11,693	4,744	41%		11,693
100			PAYROLL TAXES SUB-TOTAL	**26,665**	**23,855**	**9,954**	**42%**		**23,855**

CAYUCOS SANITARY DISTRICT
YTD BUDGET OVERVIEW FY 13-14
11/30/13

	A	B	D	AB	AC	BC	BD	BE	BF
5				PRIOR YEAR ACTUAL	APPROVED BUDGET	ACTUAL REV / EXP	42.00% Percent YTD		PROJECTED ANNUAL
7	G/L Account ID	Account Description	Account Type	FY 12-13	FY 13-14	FY 13-14	FY 13-14		FY 13-14
101									
102	853A0	PERS Retirement - Admin	Expenses	28,925	24,670	10,133	41%		24,670
103	853M0, 854MO	PERS Retirement - Maint	Expenses	18,550	19,900	7,119	36%		19,900
104	85301	PERS Paydown Cost Savings Measure		10,749	10,749	-	0%		10,749
105			PERS RETIRE SUB-TOTAL	**58,224**	**55,319**	**17,253**	**31%**		**55,319**
106									
107	85400	SUTA	Expenses	990	2,000	-	**0%**		2,000
108									
109	86000	Professional Svcs-Acctg	Expenses	4,740	5,000	2,880	58%		5,000
110	86100	Professional Svcs-Engineer	Expenses	-	3,000	-	0%		3,000
111	86200	Prof essional Svcs-Legal	Expenses	31,218	15,000	9,629	64%		15,000
112	86300	Professional Svcs-Computer Prog	Expenses	6,559	6,500	1,316	20%		6,500
113	86400	Professional Svcs-Other	Expenses	393	400	-	0%		400
114			PROF SVCS SUB-TOTAL	**42,910**	**29,900**	**13,825**	**46%**		**29,900**
115									
116	86600	Professional Svcs-Administration	Expenses	**82,530**	93,000	24,705	27%		93,000
117									
118	87000	Business Exp	Expenses	-	500	26	5%		500
119	87500	Permits & Licenses	Expenses	4,553	4,900	570	12%		4,900
120	88000, 71600	Rent	Expenses	210	350	210	60%		350
121	88500	Taxes & Assessments	Expenses	10,761	7,900	7,517	95%		7,900
122			OTHER BUSINESS EXP-TOTAL	**15,524**	**13,650**	**8,323**	**61%**		**13,650**
123									
124	890A0	Telephone	Expenses	2,467	2,400	581	24%		2,400
125	890M0	Telephone	Expenses	6,673	6,700	2,477	37%		6,700
126			TELEPHONE SUB-TOTAL	**9,140**	**9,100**	**3,058**	**34%**		**9,100**
127									
128	90000	Professional Development (BOD)	Expenses	-	6,500	-	0%		6,500
129	900A0	Professional Development (ADMIN)	Expenses	4,572	4,500	-	0%		4,500
130			PROF DEVELOP SUB-TOTAL	**4,572**	**11,000**	**-**	**0%**		**11,000**
131									
132	910A0, 930A0, 940A0,	Utilities: Elect, Gas, Water, Sewer, Cable	Expenses	4,514	4,400	1,251	28%		4,400
133	910M0, 930M0, 940M0	Utilities: Elect, Gas, Water, Sewer, Cable	Expenses	34,556	35,000	13,508	39%		35,000
134			UTILITIES SUB-TOTAL	**39,070**	**39,400**	**14,759**	**37%**		**39,400**
135									
136		**EXPENSES TOTAL**		**$1,641,979**	**$2,308,495**	**$548,514**	24%		**$2,308,495**
137									
138			**Revenue**	**$2,424,891**	**$2,358,320**	**$868,127**	**37%**		**$2,358,320**
139			**Expenses**	**$1,641,979**	**$2,308,495**	**$548,514**	**24%**		**$2,308,495**
140			**Net Income**	**$782,912**	**$49,825**	**$319,613**			**$49,825**

Agenda Item No. 6.B.4
12.19.2013

CAYUCOS SANITARY DISTRICT

CAPITAL IMPROVEMENT PROJECTS SUMMARY
11/30/2012

		Budget FY 13-14	Actual thru 11/30/2012	Accruals	Year to Date Actual & Accrued	Percent YTD 11/30/2012	Projected District Actuals 11/30/2012
CAPITAL OUTLAY:							
O & M Work Order/Inventory Computer Program		17,000	0		0	0.00%	17,000
GIS System Program		9,000	0		0	0.00%	9,000
Main Line Camera System		63,000	62,209		62,209	98.74%	63,000
	Sub-Total	**89,000**	62,209	0	62,209		89,000
CAPITAL IMPROVEMENT PROJECTS:							
Force Main Air Relief Valve Liftstation #5		15,000	0		0	0.00%	15,000
15" Siphon Redesign Liftstation #5		8,000	0		0	0.00%	8,000
Cypress Glenn Easement & Creek Crossing		10,000	0		0	0.00%	10,000
LS#4 Multismart Meter Install		9,000	0		0	0.00%	9,000
Liftstation #3 Upgrade		307,628	162,401	10,458	172,859	56.19%	307,628
Sewer Main Creek Crossing Refurbishments		50,000	0		0	0.00%	50,000
Lucerne Main and Manhole Realignment		150,000	0		0	0.00%	150,000
Freeway Crossings Cleaning & Repair		110,000	0		0	0.00%	110,000
Main Street Line Cleaning & Video Inspection		10,000	1,948		1,948	19.48%	10,000
Main Street Manhole Repair		15,000	0		0	0.00%	15,000
	Sub-Total	**684,628**	164,349	10,458	174,807		684,628
DISTRICT CAPITAL PROJECTS	**TOTALS**	**773,628**	226,558	10,458	237,016		773,628

CAYUCOS SANITARY DISTRICT
CAPITAL IMPROVEMENT PROJECTS
FY 2013/2014

	PRIOR YEARS' COSTS	DISTRICT BUDGET FY 12/13	TOTAL PROJECT COST THRU FY 12/13	BUDGET CARRYOVER FROM FY 12/13	DISTRICT BUDGET FY 13/14	PROJECTED ACTUAL FY 2013-2014	FY 2013/2014 JUL 2013	AUG 2013	SEP 2013	FY 2013/2014 OCT 2013	NOV 2013	DEC 2013	TOTAL PAID FY 13-14	TOTAL PROJECT COSTS TO DATE
CAPITAL OUTLAY:														
O & M Work Order/Inventory Computer Progra	$ 0	$ 17,000	$ 0	$ 17,000	$ 17,000	$ 17,000							$ 0	$ 0
GIS System Program	$ 0	$9,000	$ 0	$ 9,000	$ 9,000	$ 9,000							$ 0	$ 0
Main Line Camera System	$ 0	$ 0	$ 0	$ 0	$ 63,000	$ 63,000		$ 62,209					$ 62,209	$ 62,209
PROJECT TOTAL	$ 0	$ 26,000	$ 0	$ 26,000	$ 89,000	$ 89,000	$ 0	$ 62,209	$ 0	$ 0	$ 0	$ 0	$62,209	$ 62,209
CAPITAL IMPROVEMENT PROJECTS:														
Force Main Air Relief Valve Liftstation #5		$ 15,000		$ 15,000	$ 15,000	$ 15,000							$ 0	$ 0
15" Siphon Redesign Liftstation #5		$ 8,000		$ 8,000	$ 8,000	$ 8,000							$ 0	$ 0
Cypress Glenn Easement & Creek Crossing		$ 10,000		$ 10,000	$ 10,000	$ 10,000							$ 0	$ 0
LS#4 Multismart Meter Install		$ 0		$ 0	$ 9,000	$ 9,000							$ 0	$ 0
PROJECT TOTAL	$ 0	$ 33,000	$ 0	$ 33,000	$ 42,000	$ 42,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Liftstation #3 Upgrade														
Equipment	$ 81,370	$ 185,000	$ 81,370	$ 103,630	$ 103,630	$ 103,630		$ 4,425	$ 4,168	$42,753	$685		$ 52,030	$ 133,400
Construction and Demolition	$ 54	$ 180,000	$ 54	$ 179,946	$ 179,946	$ 179,946				$24,871	$71,500		$ 96,371	$ 96,425
Environmental Studies/Permits/Engineering	$ 10,949	$ 35,000	$ 10,949	$ 24,051	$ 24,051	$ 24,051		$ 14,000					$ 14,000	$ 24,949
PROJECT TOTAL	$ 92,372	$ 400,000	$ 92,372	$ 307,628	$ 307,628	$ 307,628	$ 0	$ 18,425	$ 4,168	$ 67,623	$ 72,185	$ 0	$ 162,401	$ 254,773
Sewer Main Creek Crossing Refurbishments	$ 0	$ 50,000	$ 0	$ 50,000	$ 50,000	$ 50,000							$ 0	$ 0
PROJECT TOTAL	$ 0	$ 50,000	$ 0	$ 50,000	$ 50,000	$ 50,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Lucerne Main and Manhole Realignment	$ 0	$ 0	$ 0	$ 0	$ 150,000	$ 150,000								$ 0
PROJECT TOTAL	$ 0	$ 0	$ 0	$ 0	$ 150,000	$ 150,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Freeway Crossings Cleaning & Repair	$ 0	$ 0	$ 0	$ 0	$110,000	$110,000							$ 0	$ 0
PROJECT TOTAL	$ 0	$ 0	$ 0	$ 0	$ 110,000	$ 110,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Main Street Line Cleaning & Video Inspection	$ 0	$ 0	$ 0	$ 0	$ 10,000	$ 10,000			$ 1,948				$ 1,948	$ 1,948
PROJECT TOTAL	$ 0	$ 0	$ 0	$ 0	$ 10,000	$ 10,000	$ 0	$ 0	$ 1,948	$ 0	$ 0	$ 0	$ 1,948	$ 1,948
Main Street Manhole Repair	$ 0	$ 0	$ 0	$ 0	$ 15,000	$ 15,000								$ 0
PROJECT TOTAL	$ 0	$ 0	$ 0	$ 0	$ 15,000	$ 15,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
DISTRICT CAPITAL PROJECTS TOTAL	$ 92,372	$ 509,000	$ 92,372	$ 416,628	$ 773,628	$ 773,628	$ 0	$ 80,633	$ 6,116	$ 67,623	$ 72,185	$ 0	$ 226,558	$ 318,930

Agenda Item No. 7.A
12.19.2013

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

GOVERNING BOARD
R. B. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
M. Foster, Director
D. Lloyd, Director

REGULAR MEETING
MINUTES
Thursday, November 21, 2013
6:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:04 p.m.
Board members present: President Robert Enns, Vice-President Dan Chivens, Director Shirley Lyon, Director Michael Foster and Director Dan Lloyd.
Staff present: District Manager Rick Koon and Administrative Services Accounting Manager Anita Rebich
Guests present: Lisa McGrath-Moss, Levy & Hartzheim CPA's and Ruel Czach, Architect

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments.
Hearing none Public Comments was closed.

3. DISCUSSION AND CONSIDERATION OF BLACKBURN FAMILY TRUST APPLICATION FOR ENCROACHMENT OF SEWER EASEMENT PERMIT

Manager Koon presented a brief history of the easement along the property and reported that the best scenario for the District and the Blackburn Family Trust was to have them hire a contractor to either pipeburst the 6" line or open trench replacement with HDPE from manhole to manhole, in exchange for the easement encroachment. This would alleviate the District from having to go into that easement for quite some time and allow the Blackburn project to proceed as designed. Director Lloyd expressed concern regarding settling of the two older lines, and flow coming in to the proposed line replacement. Manager Koon stated he didn't feel that would be a problem since that area has shown no excessive movement and the proposed new line in the easement is flowing downhill on a steep gradient.
MOTION: 1st by Lloyd, 2nd by Chivens to Approve the Blackburn Family Trust Application for Encroachment of Sewer Easement Permit and proceed through the Grant of License process.
VOTE: 5-0 Motion passed

4. PRESENTATION AND ACCEPTANCE OF CAYUCOS SANITARY DISTRICT FY 2012/13 FINAL AUDIT

Lisa McGrath from the accounting firm of Moss, Levy & Hartzheim LLC presented the final audit and financial statement. Director Foster took exception to a statement on Page 3 of the MD&A that said the gross wages, payroll taxes and fringe benefits decreased by $67,409.00 or 13.5% from FY 2011/12. Foster said the increase in Professional Services where the District Manager compensation is reported, washes out that decrease in wages. He further stated we were promised a savings, and he hasn't seen that yet.
MOTION: 1st by Lyon, 2nd by Lloyd to Accept the Cayucos Sanitary District Final Audit for FY 2012/13
VOTE: 5-0 Motion passed

5. **DISCUSSION AND CONSIDERATION OF THE NEXT STEPS FOR THE INVESTIGATION AND EVALUATION OF THE CMC SITE FOR WASTEWATER TREATMENT AND DISPOSAL**

Manager Koon reviewed the next steps that were prepared and asked for the Board's approval to move forward. Manager Koon also gave a brief synopsis of the meeting that took place on Tuesday 11/19/13 with RWQCB, himself and staff from Morro Bay. The RWQCB should have the NPDES permit draft requirements done in January and issuance of a 5 year permit by mid-September. Manager Koon went on to state that the RWQCB expressed support of a regional facility but added that we need to be able to meet full secondary with the existing plant to avoid a potential penalty should a delay occur. Director Lloyd asked why the paranoia of going outside the existing plant footprint. It was discussed that going outside the existing footprint would require a Coastal Development permit and CCC approval and Morro Bay seems hesitant to do this. The MMRP is intended to help get the plant to full secondary 100% of the time. Manager Koon and President Enns both stated we need to look at alternate holding tanks to keep flows lower during peak wet weather flow through the existing plant. Director Lloyd asked if there was anything Cayucos could do to scale back the I&I and keep our costs lower, since we pay based on flow. Director Foster said putting money into our own infrastructure is a better long term strategy than monies being spent on the existing plant to meet full secondary. President Enns would like to meet with the ad-hoc committee to clarify the priority of the next steps, baker tanks and alternatives to get the WWTP to full secondary, then bring them to the full Board at a special board meeting, get our suggestions lined out and present it at the December JPA meeting. Manager Koon said that with the holidays it will be tough to get this all together in time for the December JPA, January would be more realistic. This will give us time to get information from Morro Bay to see where they're at and what's needed. Director Foster stated he has heard Morro Bay wants re-establish ties with Cayucos, can we get our consultants, WSC, together with Morro Bay's consultants and see why the wide variance between the reporting and see what can be done to come to a common goal and work together. He (Foster) can't envision Cayucos and Morro Bay ratepayers not wanting the same thing.

MOTION: 1st by Lloyd, 2nd by Chivens to Proceed with Staff Recommendation to Move Forward in the Next Steps and Allow for a Maximum Budget of $10,000.00 for Studies and Analysis for CMC Alternative

VOTE: 5-0 Motion passed

6. **DISCUSSION AND ELECTION OF LOCAL AGENCY FORMATION COMMISSION (LAFCO) ALTERNATE SPECIAL DISTRICT MEMBER**

President Enns reported he had been out campaigning to the Special Districts in the County.

MOTION: 1st by Lyon 2nd by Lloyd to Elect Robert Enns as LAFCO Alternate Special District Member

VOTE: 5-0 Motion passed

7. **CONSIDERATION OF ESTABLISHING AN AD-HOC COMMITTEE TO REVIEW ALLOCATION OF ELIMINATED ADMINISTRATIVE SERVICES OFFICER POSITION FUNCTIONS**

After brief discussion, it was determined an ad-hoc committee consisting of Director Lyon, Director Foster and Manager Koon would be established to review allocation of eliminated ASO position duties to other CSD staff and a report with the committee's conclusions would be presented to the full Board.

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

A. Manager Koon's report was accepted as presented. It was reported that Knowles Construction had completed the Lift Station #3 project and approximately $13,500.00 in extras and additions were approved. Manager Koon stated that staff was working with the County to get a water meter installed at the site and is negotiating for a reduced cost on the standard $8,100.00 connection fee.

9. CONSENT CALENDAR

A. Approval of Minutes for the October 17, 2013 Board of Directors Meeting

MOTION: 1st by Lyon, 2nd by Lloyd to Approve the October 17, 2013 Minutes as presented.
VOTE: 5-0 Motion passed

10. BOARD MEMBER COMMENTS

Both Director Lloyd and Director Foster reported they would not be available for the JPA meeting on December 12th.

11. SCHEDULED MEETINGS

A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting: *Date*: December 12, 2013, Hosted by Cayucos Sanitary District, *Location*: Veterans Hall 10 Cayucos Dr, *Time*: 6:00pm

12. SCHEDULE AGENDA ITEMS FOR THE December 19, 2013 Board Meeting

13. ADJOURNMENT

The meeting adjourned at 7:42 p.m.

Minutes recorded by: _____
Anita Rebich, Clerk to the Board

DRAFT