

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 JUNE 19, 2014 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 ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2014-1 REQUESTING THEIR BIENNIAL ELECTION BE CONSOLIDATED WITH THE NOVEMBER 4, 2014 GENERAL ELECTION
4. CONSIDERATION TO APPROVE FY 2014/15 CAYUCOS SANITARY DISTRICT DRAFT BUDGET:
 - A. OPERATING BUDGET
 - B. CIP BUDGET
5. UPDATE FROM THE AD-HOC COMMITTEE ON CONCEPTUAL ALTERNATIVES ANALYSIS FOR WASTEWATER TREATMENT PLANT PROJECT (VERBAL)
6. STAFF COMMUNICATIONS AND INFORMATION ITEMS (NO ACTION REQUIRED):
 - A. District Manager's Report – May 2014
 - B. Financial Reports: May 2014
 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
 - Lampe, APN 064-232-007, 19 19th St., SFR Demo/Rebuild
 - Kaiser/Day, APN 064-426-017, 3286 Shearer Ave., SFR New
 - Will Serves – Finaled
 - Sooter, APN 064-221-018, 27 12th St., SFR Demo/Rebuild

Y400 317

- 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 May 15, 2014 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: *TBD*, Location: *TBD*, Time: 6:00 pm.

- 10. SCHEDULE AGENDA ITEMS FOR THE JULY 17, 2014 BOARD MEETING

- 11. ADJOURNMENT

NOTICE OF POSTING:

DATE: 6/13/2014

TIME: 4:00pm

PLACE: 200 Ash Ave., Cayucos, CA

BY: _____
Anita Rebich, Administrative Services

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

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

CAYUCOS SANITARY DISTRICT

RESOLUTION NO. 2014-1
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAYUCOS SANITARY DISTRICT
REQUESTING THEIR BIENNIAL ELECTION BE CONSOLIDATED
WITH THE NOVEMBER 4, 2014 CONSOLIDATED GENERAL ELECTION

WHEREAS, an election shall be conducted for this District pursuant to the Uniform District Election Law commencing with Elections Code Section 10500 on November 4, 2014; and

WHEREAS, pursuant to Section 10555 of the Elections Code, said election may be consolidate with any other election pursuant to Part 3 (commencing with Section 10400); and

WHEREAS, the Board of Directors requests the San Luis Obispo County Board of Supervisors consolidate this District's General District Election with any other election which may be held on the same day.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors as follows: The Board of Supervisors of San Luis Obispo County is hereby requested to consolidate the General District Election of this District to be held on November 4, 2014, with all other elections held on the same date. This request is made pursuant to Section 10555 and 10400, et seq. of the California Elections Code. The Board of Directors agrees to reimburse the County of San Luis Obispo in full for the services performed relating to this election upon presentation of a bill to the District.

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

AYES:

NOES:

ABSENT:

The foregoing Resolution is hereby adopted this 19th day of June, 2014.

Robert B. Enns, President
Board of Directors

ATTEST:

Rick Koon
District Manager

Cayucos Sanitary District
PROPOSED BUDGET FY 14-15
FINAL DRAFT 6/19/2014

Agenda Item No. 4.A
6.19.2014

	PRIOR YEAR ACTUAL FY 12-13	APPROVED BUDGET FY 13-14	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 13-14	BUDGET VS. PROJECTED VARIANCE	%	
SEWER RELATED INCOME	\$ 1,700,629	\$ 1,637,320	\$ 1,663,545	\$ 1,654,440	\$ (9,105)	-0.55%	No Fee Changes
TAX INCOME	\$ 588,863	\$ 591,000	\$ 641,000	\$ 644,000	\$ 3,000	0.47%	Limited Tax Roll Growth
INVESTMENT INCOME	\$ 37,460	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.00%	Interest rates still very low
OTHER INCOME	\$ 97,939	\$ 90,000	\$ 84,800	\$ 78,400	\$ (6,400)	-7.55%	MCD FranchFee slight incr
TOTAL INCOME	\$ 2,424,891	\$ 2,358,320	\$ 2,429,345	\$ 2,416,840	\$ (12,505)	-0.51%	
PAYROLL - ADMIN	\$ 284,300	\$ 239,883	\$ 226,683	\$ 180,500	\$ (46,183)	-20.37%	Less GM + Spec Proj, PERS Decr, 3% COLA
PAYROLL - MAINT	\$ 191,775	\$ 209,091	\$ 207,591	\$ 227,290	\$ 19,699	9.49%	3% COLA, 5% Merit incr PERS Decr
WORKERS COMP INSURANCE	\$ 16,394	\$ 13,500	\$ 12,607	\$ 13,900	\$ 1,293	10.26%	
PAYROLL - PERS PAYDOWN	\$ 10,749	\$ 10,749	\$ 10,749	\$ 10,749	\$ -	0.00%	Annual alloc of prepaid PERS Paydown
TOTAL PAYROLL	\$ 503,218	\$ 473,223	\$ 457,630	\$ 432,439	\$ (25,191)	-5.50%	
OPERATIONS & MAINT EXP	\$ 123,277	\$ 256,800	\$ 125,014	\$ 215,150	\$ 90,136	72.10%	
WWTP EXPENSE	\$ 306,593	\$ 825,000	\$ 825,000	\$ 540,433	\$ (284,567)	-34.49%	Estimate provided by MB+MMRP
WWTP CORRECTIONS	\$ -	\$ -	\$ -	\$ 305,250	\$ 305,250		
OTHER OPERATING EXP	\$ 238,777	\$ 243,472	\$ 211,670	\$ 245,327	\$ 33,657	15.90%	
TOTAL EXPENSES	\$ 1,171,865	\$ 1,798,495	\$ 1,619,314	\$ 1,738,599	\$ 119,285	7.37%	
NET INCOME/(LOSS)	\$ 1,253,026	\$ 559,825	\$ 810,031	\$ 678,241	\$ (131,790)	-16.27%	
PRINCIPAL REPAYMENT	\$ 103,765	\$ 107,189	\$ 107,189	\$ 111,957	\$ 111,957	104.45%	Liftstation 1 Loan Repayment 137K annual(Princ & Int)
DEPRECIATION	\$ 469,200	\$ 510,000	\$ 510,000	\$ 450,000	\$ (60,000)	-11.76%	Non Cash Transaction
NET INCOME - CASHFLOW	\$ 680,061	\$ (57,364)	\$ 192,842	\$ 116,284	\$ (183,747)	-95.28%	

**CAYUCOS SANITARY DISTRICT
PROPOSED BUDGET FY 14-15
FINAL DRAFT 6/19/2014**

ACCOUNT TYPE	PRIOR YEAR	APPROVED	PROJECTED	PROPOSED	Budget Proposed vs Projected Variance	%
	ACTUAL FY 12-13	BUDGET FY 13-14	ACTUAL FY 13-14	BUDGET FY 14-15		
SEWER RELATED INCOME	\$1,700,629	\$1,637,320	\$1,663,545	\$1,654,440	(\$9,105)	-0.55%
TAX INCOME	588,863	591,000	641,000	644,000	\$3,000	0.47%
INVESTMENT INCOME	37,460	40,000	40,000	40,000	\$0	0.00%
OTHER INCOME	97,939	90,000	84,800	78,400	(\$6,400)	-7.55%
TOTAL INCOME	\$2,424,891	\$2,358,320	\$2,429,345	\$2,416,840	(\$12,505)	-0.51%
Gross Wages - Admin	213,840	178,983	165,783	135,000	(\$30,783)	-18.57%
Employee Health - Admin	25,803	24,068	24,068	16,500	(\$7,568)	-31.44%
Employee Retirement - Admin	28,925	24,670	24,670	19,600	(\$5,070)	-20.55%
Payroll Taxes - Admin	15,732	12,162	12,162	9,400	(\$2,762)	-22.71%
TOTAL PAYROLL - Admin	\$284,300	\$239,883	\$226,683	\$180,500	(\$46,183)	-20.37%
Gross Wages - Maint & Op	139,593	155,498	153,998	169,790	\$15,792	10.25%
Employee Health - Maint & Op	22,699	22,000	22,000	22,500	\$500	2.27%
Employee Retirement - Maint & Op	18,550	19,900	19,900	22,000	\$2,100	10.55%
Payroll Taxes - Maint & Op	10,933	11,693	11,693	13,000	\$1,307	11.18%
TOTAL PAYROLL - Maint & Op	\$191,775	\$209,091	\$207,591	\$227,290	\$19,699	9.49%
WORKERS COMP INSURANCE	\$16,394	\$13,500	\$12,607	\$13,900		
PAYROLL - PERS PAYDOWN	\$10,749	\$10,749	\$10,749	\$10,749	\$0	0.00%
O & M Expenses	82,048	215,100	84,314	170,650	\$86,336	102.40%
Telephone - Maint	6,673	6,700	5,700	6,500	\$800	14.04%
Utilities - Maint	34,556	35,000	35,000	38,000	\$3,000	8.57%
Total Maintenance Cost	\$123,277	\$256,800	\$125,014	\$215,150	\$90,136	72.10%
WWTP	306,593	825,000	825,000	540,433	(\$284,567)	-34.49%
WWTP MMRP	-	-	-	305,250	\$305,250	100.00%
Dues & Subscriptions	4,978	5,050	5,206	5,500	\$294	5.65%
Commercial Ins	21,697	20,500	20,259	18,873	(\$1,386)	-6.84%
Interest	33,896	30,472	30,472	25,704	(\$4,768)	-15.65%
Misc Business	661	1,000	175	1,000	\$825	471.43%
Office Admin	25,028	32,100	24,265	29,800	\$5,535	22.81%
Professional Services	125,440	122,900	113,250	132,900	\$19,650	17.35%
Business Exp	-	500	100	500	\$400	400.00%
Permits & Licenses	4,553	4,900	5,408	5,800	\$392	7.25%
Rent	210	350	210	1,850	\$1,640	780.95%
Taxes & Assessments	10,761	7,900	7,600	10,900	\$3,300	43.42%
Telephone - Admin	2,467	2,400	1,325	1,600	\$275	20.75%
Prof. Development Admin + Board	4,572	11,000	-	6,500	\$6,500	100.00%
Utilities - Admin	4,514	4,400	3,400	4,400	\$1,000	29.41%
TOTAL OTHER OPERATING EXP	\$238,777	\$243,472	\$211,670	\$245,327	\$33,657	15.90%
TOTAL EXPENSE	\$1,171,865	\$1,798,495	\$1,619,314	\$1,738,599	\$119,285	7.37%

	A	B	D	E	F	G	I	J	K
1	CAYUCOS SANITARY DISTRICT								
2	PROPOSED BUDGET FY 14-15								
3	FINAL DRAFT 6/19/2014								
4									
5				PRIOR YEAR	APPROVED	PROJECTED	PROPOSED		
6				ACTUAL	BUDGET	ACTUALS	BUDGET	BUDGET VARIANCE	
7	Gr. Ac.	Account Description	Account Type	FY 12-13	FY 13-14	FY 13-14	FY 14-15	FY 13/14 TO FY 14/15	Budget Notes
8									
9		INCOME							
10									
11	40000,	Sewer User Fee (net of refunds)	Income	\$1,668,251	\$1,600,000	\$1,600,000	1,600,000	-	
12	41000,	Sewer Standby Fee (net of refunds)	Income	22,003	21,600	21,600	21,600	-	230 lots @ \$90 annually
13	42000,	Sewer Connection and Permit Fees	Income	10,375	15,720	41,945	32,840	17,120	4 w/s connect x \$7960 + remodels & extns
14			SEWER RELATED INCOME	1,700,629	1,637,320	1,663,545	1,654,440	17,120	
15									
16	44000	Rent Income	Income	42,815	42,000	36,800	25,400	(16,600)	\$24K Trailer Park/\$1400 Corp Yard
17	45000,	Solid Waste Franch and Recycl Dev Pgm F	Income	54,974	48,000	48,000	53,000	5,000	48K Franchise + 5200 recycling
18	46000	Taxes & Assessments	Income	588,863	591,000	641,000	644,000	53,000	628K Secured, Unsec 16K
19	47000	Interest Income	Income	37,460	40,000	40,000	40,000	-	Interest rates still low
21	51000,	Other Income - Misc	Income	150	-	-	-	-	Misc PY Gain on sale of fixed asset
22			TAXES & OTHER INCOME	724,262	721,000	765,800	762,400	41,400	
23									
24		INCOME TOTAL		\$2,424,891	\$2,358,320	\$2,429,345	\$2,416,840	58,520	
25									
26									
27		EXPENSES							
28									
29		EMPLOYEE							
30									
31	650A0	Gross Wages-Regular	Expenses	177,066	147,556	147,556	115,900	(31,656)	Admin Acctg & Billing + Spec Proj Coord
32	651A0	Gross Wages-Overtime & Extra Hours	Expenses	-	-	-	-	-	
33	653A0	Gross Wages-CafPlan Pay	Expenses	18,139	11,427	11,427	6,100	(5,327)	Employee Caf Plan allotment cashout
34	65400	Gross Wages-Directors	Expenses	8,900	15,000	6,800	8,000	(7,000)	Directors extra mtgs BOD. Spec. JPA + subcom
35	85400	SUTA	Expenses	-	2,000	-	2,000	-	Unemployment Claims Paid Directly
36	657A0,	Accrued Leave (Vac & SL) Payout	Expenses	9,735	3,000	-	3,000	-	
37			GROSS WAGES ADMIN SUB-TOTAL	213,840	178,983	165,783	135,000	(43,983)	
38									
39	650M0	Gross Wages-Regular - Maint	Expenses	118,606	130,708	130,708	145,000	14,292	O&M crew
40	651M0,	Gross Wages-Overtime & Callout - Maint	Expenses	1,556	3,000	1,500	3,000	-	min Pay for callout 2hrs OT
41	65200	Gross Wages-Standby Pay - Maint	Expenses	14,670	15,300	15,300	15,300	-	\$40 Regular & \$50 Holiday
42	653M0	Gross Wages-CafPlan Pay - Maint	Expenses	4,761	6,490	6,490	6,490	-	Employee Caf Plan allotment cashout
43			GROSS WAGES -M&O SUB-TOTAL	139,593	155,498	153,998	169,790	14,292	
44									
45	66100	Ins - Wkrs Comp	Expenses	16,394	13,500	12,607	13,900	400	2014/15 Mod 137%
46	662A0	Ins - Hlth (Incl Emplr-Pd CafPlan)- Admin	Expenses	25,803	24,068	24,068	16,500	(7,568)	Employee Health/Dental/Vision
47	662M0	Ins - Hlth (Incl Emplr-Pd CafPlan)- Maint	Expenses	22,699	22,000	22,000	22,500	500	Employee Health/Dental/Vision
48			INSURANCE SUB-TOTAL	64,896	59,568	58,675	52,900	(6,668)	
49									
50	851A0,	Payroll Taxes (Emplr-Pd) - Admin	Expenses	15,732	12,162	12,162	9,400	(2,762)	FICA/Medicare & SDI for Admin
51	851M0,	Payroll Taxes (Emplr-Pd) - Maint	Expenses	10,933	11,693	11,693	13,000	1,307	FICA/Medicare & SDI for O&M
52			PAYROLL TAXES SUB-TOTAL	26,665	23,855	23,855	22,400	(1,455)	
53									
54	853A0	PERS Retirement - Admin	Expenses	28,925	24,670	24,670	19,600	(5,070)	PERS/PERSEPMC
55	853M0,	PERS Retirement - Maint	Expenses	18,550	19,900	19,900	22,000	2,100	PERS/PERSEPMC
56		PERS Paydown Cost Savings Measure	Expenses	10,749	10,749	10,749	10,749	-	Paydown of side fund saves 2% on PERS
57			PERS RETIRE SUB-TOTAL	58,224	55,319	55,319	52,349	(2,970)	
58									
59		EMPLOYEE COSTS TOTAL		503,218	473,223	457,630	432,439	(40,784)	
60									

	A	B	D	E	F	G	I	J	K
1	CAYUCOS SANITARY DISTRICT								
2	PROPOSED BUDGET FY 14-15								
3	FINAL DRAFT 6/19/2014								
4									
5									
6									
7	GA/ Ac.	Account Description	Account Type	PRIOR YEAR ACTUAL FY 12-13	APPROVED BUDGET FY 13-14	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 14-15	BUDGET VARIANCE FY 13/14 TO FY 14/15	Budget Notes
61	OPERATIONS								
62									
63									
64	600M0	Autos&Trucks (Gas & Oil)	Expenses	6,142	5,500	4,800	5,500	-	Fuel and Oil for O&M Vehicles
66	601M0	Autos&Trucks - Repairs	Expenses	751	2,500	2,500	4,500	2,000	Vehicle Rprs-Tires & F250 Windshield Rpr
67		AUTOS & TRUCKS SUB-TOTAL		6,969	8,000	7,300	10,000	2,000	
68									
69	69000	Contract Labor	Expenses	4,539	10,000	10,000	10,000	-	Pump trucks/flow meter calibration
70	69500	Empl Training	Expenses	1,948	3,500	114	3,500	-	Safety Training, CERT, CPR
71	70000	Equip Rent	Expenses	-	2,500	-	2,500	-	Rental of extra equipment
72	71000	Equip Repl Parts	Expenses	-	10,000	5,000	10,000	-	Critical Parts Inventory (excl pumps)
73	71500,	Equip R & M (incl repl parts)	Expenses	13,776	10,000	6,800	10,000	-	Annual Equip repairs and maintenance
74	71700	Pump Replacement	Expenses	-	26,500	4,300	26,500	-	For Pump repairs & maint , varies annually
75	72000	Generator Fuel	Expenses	1,733	2,000	2,000	2,000	-	Purch every 1-2 years based on backup usage
76	73000,	Hdw & Supp (incl sm tools)	Expenses	4,787	5,000	5,000	5,500	500	Shop supplies & general items
77	74100	Laundry (incl boot allowance)	Expenses	5,024	4,400	3,800	4,400	-	Boot Allow \$180 per yr, Uniforms \$320 mo
78	75000	Line Cleaning & Root Control	Expenses	8,956	13,000	13,000	15,000	2,000	Outside line cleaning/water usage for jetter
79	76000	Safety Supp & Matl's	Expenses	1,593	3,000	3,000	3,000	-	Gloves, glasses, cones, netting, extinguishers
80	80000	Chemicals	Expenses	19,344	20,000	20,000	25,000	5,000	Can-17 (Oxagen)Simplot
81	81000	USA Alert	Expenses	150	200	200	250	50	Annual USA Alert Service
82	82000	Video Lines - Contract Work	Expenses	2,535	7,000	-	-	(7,000)	Contract work difficult lines
83	83000	Operating Contingency Reserve	Expenses	-	58,000	-	25,000	(33,000)	2% of expenses for emergency contingency
84		O&M SUB-TOTAL		64,385	175,100	73,214	142,650	(32,450)	
85									
86	83100	Special Projects:							
87		Manhole Reconditioning	Expenses	9,384	15,000	2,500	15,000	-	Sealing manhole covers and inside manholes
88		WW Flow I&I Analysis:							
89		Engineering	Expenses	-	1,500	-	-	(1,500)	Engineering guidance and review
90		Equipment-Video	Expenses	-	10,000	-	-	(10,000)	Night I & I studies
91		Sewer Map Replacement Sheets	Expenses	310	1,000	-	500	(500)	Remaining Velum Printing
92		Capital Reserve Study	Expenses	-	2,500	-	-	(2,500)	
93		Solid Waste Clean Up	Expenses	1,000	2,000	1,300	2,500	500	\$1K Mutt Mitts, trash liners
94		SPECIAL PROJ SUB-TOTAL		10,694	32,000	3,800	18,000	(14,000)	
95									
96		O&M TOTAL		82,048	215,100	84,314	170,650	(44,450)	
97									
98	ADMINISTRATION								
99									
100	84000	Ans Svc	Expenses	839	1,000	840	1,000	-	\$75 mo for Answering Service
101	84100	Copy & Dup	Expenses	680	1,000	625	1,000	-	\$60 mo Xerox copies + \$250 ASAP
102	84210	Office - Equip Rent	Expenses	2,675	3,000	2,700	2,300	(700)	Copier Lease \$225/mo
103	84300	Office - Equip Repl/Rpr	Expenses	406	1,000	-	1,000	-	Misc Office Equip repair
104	84400,	Janitorial & Bldg Maintenance	Expenses	2,286	5,000	3,500	5,000	-	Janitorial svc
105	84500	Postage	Expenses	9,025	11,600	8,400	10,000	(1,600)	Monthly bills 2000 x.30 + 3% Incr
106	84600	Print & Advtg	Expenses	3,845	4,000	2,800	4,000	-	Bills \$1800, Newspaper \$1500, misc \$700
107	84700,	Supplies	Expenses	4,371	4,500	4,500	4,500	-	Water, Paper, software updates
108	84800,	Svc Chg	Expenses	901	1,000	900	1,000	-	Benefits Admin Fees, Bank Fees
109		OFFICE ADMIN SUB-TOTAL		25,028	32,100	24,265	29,800	(2,300)	
110									
111	86000	Professional Svcs-Acctg	Expenses	4,740	5,000	5,000	5,500	500	Annual Audit
112	86100	Professional Svcs-Engineer	Expenses	-	3,000	-	3,000	-	Engineer Projects and Reviews
113	86200	Professional Svcs-Legal	Expenses	31,218	15,000	23,000	22,000	7,000	Excl Legal Expenses for WWTP Alt Analysis
114	86300	Professional Svcs-Computer Prog	Expenses	6,559	6,500	5,250	7,000	500	CUSI \$1000/TekTegrity \$4500 Contracts
115	86400	Professional Svcs-Other	Expenses	393	400	-	400	-	Title Search, Phone/Radio Tech etc.
116	86600	Professional Svcs-Administration	Expenses	82,530	93,000	80,000	95,000	2,000	
117		PROF SVCS SUB-TOTAL		125,440	122,900	113,250	132,900	10,000	

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1	CAYUCOS SANITARY DISTRICT								
2	PROPOSED BUDGET FY 14-15								
3	FINAL DRAFT 6/19/2014								
4									
5				PRIOR YEAR	APPROVED	PROJECTED	PROPOSED		
6				ACTUAL	BUDGET	ACTUALS	BUDGET	BUDGET VARIANCE	
7	G/L Ac	Account Description	Account Type	FY 12-13	FY 13-14	FY 13-14	FY 14-15	FY 13/14 TO FY 14/15	Budget Notes
118									
119	90000	Professional Development (BOD)	Expenses	-	6,500	-	2,500	(4,000)	Board training
120	900A0	Professional Development (ADMIN)	Expenses	4,572	4,500	-	4,000	(500)	Conferences, Clerk Training, Financial updates
121			PROF DEVELOP SUB-TOTAL	4,572	11,000	-	6,500	(4,500)	
122									
123	63000	Dues & Subs	Expenses	4,978	5,050	5,206	5,500	450	3800 CSDA ,900 CA Rural,800 CWEA
124	66000	Ins - Comm'l Pkg	Expenses	21,697	20,500	20,259	18,873	(1,627)	Mod factor 100%
125	68500	Misc Business Exp	Expenses	661	1,000	175	1,000	-	Meeting supplies
126	87000	Business Exp	Expenses	-	500	100	500	-	Recording Fees, Misc
127	87500	Permits & Licenses	Expenses	4,553	4,900	5,408	5,800	900	APCD \$1568, SWRC \$2000, County \$1400
128	88000	Rent	Expenses	210	350	210	1,850	1,500	Vet's Hall/Anticipated Borchard Garage Rent
129	88500	Taxes & Assessments	Expenses	10,761	7,900	7,600	10,900	3,000	LAFCO Annual Fee \$7400/Use Tax \$200
130			OTHER BUSINESS SUB-TOTAL	42,860	40,200	38,958	44,423	4,223	
131									
132		UTILITIES							
133									
134	890A0	Telephone	Expenses	2,467	2,400	1,325	1,600	(800)	Office phones
135	890M0	Telephone	Expenses	6,673	6,700	5,700	6,500	(200)	Lift station dialers, on call mobile phones,
136	910A0	Utilities: Electricity, Gas, Water, Cable	Expenses	4,514	4,400	3,400	4,400	-	Office electric, sewer, gas & cable
137	910M0	Utilities: Electricity, Water, Gas, Cable	Expenses	34,556	35,000	35,000	38,000	3,000	Liftstation Electric, water, 1/2 cable
138			UTILITIES SUB-TOTAL	48,210	48,500	45,425	50,500	2,000	
139									
140		OTHER EXPENSES							
141									
142	68000	Interest	Expenses	33,896	30,472	30,472	25,704	(4,768)	Annual Loan Interest Payment Liftstation 2
143			OTHER EXPENSES SUB-TOTAL	33,896	30,472	30,472	25,704	(4,768)	
144									
145		WWTP OPERATIONS							
146									
147	79000	WWTP O&M	Expenses	306,593	825,000	825,000	540,433		O&M Expenses minus MMRP costs
148		WWTP MMRP	Expenses	-	-	-	305,250	-	MMRP Portion of expenses only
149			WWTP OPERATIONS TOTAL	306,593	825,000	825,000	845,683	20,683	
150									
151									
152		EXPENSES TOTAL		\$1,171,865	\$1,798,495	\$1,619,314	\$1,738,599	-\$59,896	
153									
154		Revenue		\$2,424,891	\$2,358,320	\$2,429,345	\$2,416,840	58,520	
155		Expenses		\$1,171,865	\$1,798,495	\$1,619,314	\$1,738,599	(59,896)	
156									
157		Net Income		\$1,253,026	\$559,825	\$810,031	\$678,241	118,416	
158									
159									
160		OTHER LIABILITIES							
161									
162	24950	Principal Repayment	LIFT STATION #2 LOAN	103,765	107,189	107,189	111,957	4,767	Annual Loan Principal Payment Liftstn 2
163	81000	Depreciation	Expenses	469,200	510,000	510,000	450,000	(60,000)	Depreciation (adjusted annually)
164									
165				\$680,061	-\$57,364	\$192,842	\$116,284	\$173,649	
166									

**CAYUCOS SANITARY DISTRICT
PROJECTED FUNDING FY 14/15
DRAFT**

<u>NET INCOME (LOSS)</u>	\$ 678,241	
<u>OTHER LIABILITIES & CAPITAL EXPENDITURES</u>		
Loan Repayment	\$ 111,957	
Depreciation	\$ 450,000	
Capital Projects	\$ 681,000	
	<u>\$ 1,242,957</u>	
REVENUE SURPLUS/(DEFICIT)	\$ (564,716)	
<u>INVESTMENTS & CASH¹</u>	<u>Uninvested</u>	<u>Invested</u>
Money Market	\$ 3,023,332	
Mutual Funds/Bonds		\$ 3,419,931
CD's		\$ 994,943
Capital Fund	\$ 63,836	
LAIF	\$ 7,820	
Checking	\$ 154,181	
MCD Security Deposit		<u>\$ 25,000</u>
TOTAL CASH & INVESTMENTS	\$ 3,249,169	\$ 4,439,874
LESS REVENUE DEFICIT	\$ (564,716)	
PROJECTED UNINVESTED CASH & INVESTMENTS	\$ 2,684,453	

¹Investment & Cash amounts are based on May 31, 2014 actuals

CAYUCOS SANITARY DISTRICT
Capital Improvement and Equipment Budget
2014-2015
(Draft 6/05/2014)

Agenda Item 4.B 6.19.2014

Capital Projects for 2014-2015

- **Sewer Main Replacements:** *\$150,000.00*

These are sections of the sewer mains that our camera has identified in need of repair. These projects consist of sections with multiple point repairs, offsets or other anomalies and are targeted to take advantage of an economy of savings. The budgeted amount is intended to allow for 2 or 3 sections of replacement.

- **Point Repairs:** *\$75,000.00*

These are isolated locations that our camera has identified in need of repair. These projects consist of missing or cracked pipe, severe offset joints, severe root intrusion, or obvious I & I. The budgeted amount is intended to allow for 10 to 15 location repairs.

- **15" Siphon Redesign & Main Street Force Main:** *\$ 150,000.00- \$300,000.00*

This project will replace the 15" gravity main and siphon per the Engineers report commissioned in last year's CIP budget.

- **H Street Sewer Main Replacement:** *\$45,000.00*

This project is the replacement of a portion of the H Street main found to have severe offsets, several severe root intrusions, cracked pipe and broken manhole. Staff identified this project through our new camera and jetting procedures in early 2014.

- **Removal and Replacement of the LS # 5 pre well lid:** *\$ 12,000.00*

This project will use the old LS #3 dry well lid and will replace the upper section of the pre well that has cracked and the frame has rusted away.

- **LS 4 Multismart Controller install:** *\$9,000.00*

Replacement of the oldest pump controller in our system will standardize all our controllers.

New Purchases:

- F-350 Truck to replace the F-250: \$35,000.00
- Enclosed Trailer for Camera System: \$15,000.00

Engineering Studies:

- WWTP Alternative Analysis: *as directed by Board*

Ongoing study of the possible locations for sewage disposal for the town of Cayucos

- Lucerne main and manhole realignment plans: \$25,000.00

This project will realign the sewer main and relocate the manhole just north of the Cayucos Creek bridge. The sewer main as-built creates a severe 90 degree bend at the bridge, which may lead to a potential SSO. The manhole is currently at the top of the creek bank and is surrounded by severe erosion.

- Cypress Glenn creek crossing & D Street : \$15,000.00

This project consists of the Survey and Engineering design alternatives for the elimination of the creek crossing or the upsizing of the D street sewer main..

Capital Projects Total **\$ 681,000.00**

Other Projects:

- Lift Station #5's FM #1 Air Relief Valve: \$15,000.00

The project is the addition of an air relief valve on the force main from LS #5. This project is dependant on the solution to the Main Street line.

- GIS System Program: \$9,000.00

This program will aid in mapping of our system and locations of problem areas for maintenance.

- Sewermain Creek Crossing Refurbishments: \$50,000.00

The project consists of the Permitting and Recoating of the 4 CSD mainline sleeves attached to the bridges. The reporting of creek crossing sewers is scheduled to be a part of our SMMP reporting requirements in September 2012.

CAYUCOS SANITARY DISTRICT

Agenda Item No. 6.A
6.19.2014

TO: Board of Directors
FROM: Rick Koon
District Manager
SUBJECT: Monthly Managers Report: May 2014
DATE: June 11, 2014

JPA Related Activities:

- None.

Committee Meetings:

- None

Administrative:

- Conducted regular Admin and Operations staff meetings.
- Reviewed conditional will-serves, extensions and inspected will-serve conditions.
- We have now 85 customers signed up for ACH debits since we began offering the service in October.
- Staff met and discussed 2014-2015 budget expenditures.

Capital Projects:

- Out of several possible bidders, the District received two bids for the Bakersfield/Fresno easement project. Knowles Construction bid \$41,800 and Dechance Construction bid \$44,995. The project was awarded to Knowles Construction. Work began on June 9th.
- Staff and WSC met on June 11th to discuss the Main Street sewer replacement and some pumping anomalies found during the study. Staff flow tested both pumps and force man lines. WSC will review additional information needed to complete their study.
- Staff met and reviewed projects for the 2014-2015 Capital Projects Budget.

Operations & Maintenance

CIP:

- Assist WSC with lift station 5 force main project by researching pertinent plans and having them scanned into PDF form

Daily operations of note:

- Jetted 5,548 ft
- CCTV 3,069 ft
- Marked 10 Underground Service Alerts
- H2s production leaving LS #5 @ 5ppm average
- Performed scheduled maintenance at all lift stations; scraping, bleaching, testing generators and emergency dialer operation
- Al's septic jetted ocean front and pacific avenue removing a yard of sand and grit from 8,296ft of line
- Adjust pump settings at LS# 5 to increase run times and decrease starts with a goal of increasing pump efficiency
- Receive 2,200 gallons of CAN-17 from Simplot
- Send Odalogs in for calibration
- Begin work on FY 2014 budget

Call outs:

- There were no call outs in the month of May 2014

CAYUCOS SANITARY DISTRICT**Check Register****For the Period of May 1, 2014 to May 31, 2014**

Agenda Item No. 6.B.1

6.19.2014

Check #	Date	Payee	Cash Account	Amount
16739	5/1/14	POSTMASTER	10200	583.07
16721	5/2/14	ADVANTAGE ANSWERING PLUS INC	10200	69.95
16722	5/2/14	CHARTER COMMUNICATIONS	10200	64.95
16723	5/2/14	CAYUCOS GAS & MINI MART	10200	145.02
16724	5/2/14	PROJECT SERVICES INC.	10200	7,267.50
16725	5/2/14	BUSINESS CARD	10200	695.02
16726	5/2/14	EXECUTIVE JANITORIAL, INC.	10200	161.00
16727	5/2/14	FIA CARD SERVICES	10200	54.00
16728	5/2/14	THE GAS COMPANY	10200	19.81
16729	5/2/14	COLONIAL LIFE	10200	237.34
16730	5/2/14	AFLAC	10200	33.42
16731	5/2/14	CHARTER COMMUNICATIONS	10200	33.23
16732	5/2/14	CSA 10-A	10200	240.64
16733	5/2/14	TekTegrity	10200	329.00
16734	5/2/14	STAPLES CONTRACT & COMM'L	10200	79.07
16735	5/2/14	ROBERT MADDELEIN	10200	280.00
16736	5/2/14	HAAKER EQUIPMENT CO	10200	204.37
16737	5/2/14	CAYUCOS LIONESSE CLUB	10200	1,000.00
16738	5/2/14	HEALTHSMART BENEFIT SOLUTIONS	10200	116.77
EPYMT PERS PR5/9	5/9/14	PERS	10200	2,258.62
EPYMT EDD PR5/9	5/9/14	EMPLOYMENT DEVELOPMENT DEPT	10200	403.68
EPYMT FED PR5/9	5/9/14	RABOBANK	10200	2,830.60
EPYMT DEFCOMP PR5/9	5/9/14	PERS	10200	909.00
EPYMT 1000424466	5/9/14	CalPERS	10200	3,452.62
DD#50914-1	5/9/14	JONATHAN W. COLLINS	10200	1,666.33
DD#50914-2	5/9/14	DANIELLE C. CRAWFORD	10200	1,299.32
DD#50914-3	5/9/14	NICK E. LAKEY	10200	1,251.89
DD#50914-4	5/9/14	MIKE J. MERRILL	10200	1,345.64
DD#50914-5	5/9/14	ANITA L. REBICH	10200	737.76
DD#50914-6	5/9/14	ROBERT S. TENNENT	10200	1,424.82
16740	5/16/14	PERSHING, LLC	10200	1,636.31
16741	5/16/14	AT&T	10200	554.46
16742	5/16/14	CAYUCOS SANITARY DISTRICT	10200	156.00
16743	5/16/14	AT&T MOBILITY	10200	110.12
16744	5/16/14	AMERIPRIDE UNIFORM SERVICES	10200	232.48
16745	5/16/14	CRYSTAL SPRINGS WATER	10200	80.25
16746	5/16/14	MORRO ROCK MUTUAL WATER CO	10200	76.68
16747	5/16/14	PASO ROBLES BEACH WATER ASSOC	10200	76.80
16748	5/16/14	PG&E	10200	2,275.97
16749	5/16/14	XEROX CORPORATION	10200	256.34
16750	5/16/14	MINER'S ACE HARDWARE	10200	55.59
16751	5/16/14	CARMEL & NACCASHA LLP	10200	2,620.53
16752	5/16/14	CORELOGIC INC	10200	1.25
16753	5/16/14	ALLIED ADMIN FOR DELTA DENTAL	10200	424.47
16754	5/16/14	CALIF WATER ENVIRONMENT ASSOC	10200	77.00
16755	5/16/14	JENSEN INSTRUMENT CO	10200	1,000.00
16756	5/16/14	N BRENT KNOWLES	10200	1,332.00
16759	5/16/14	N BRENT KNOWLES	10200	36,921.00
16760	5/16/14	CITY OF MORRO BAY	10200	176,407.37
16757	5/16/14	SIMPLOT GROWER SOLUTIONS	10200	7,146.77
16758	5/16/14	PETTY CASH-RICK KOON	10200	76.40
EPYMT PERS PR5/23	5/23/14	PERS	10200	2,258.62
EPYMT EDD PR5/23	5/23/14	EMPLOYMENT DEVELOPMENT DEPT	10200	400.73
EPYMT FED PR5/23	5/23/14	RABOBANK	10200	2,834.60
EPYMT DEFCOMP PR5/23	5/23/14	PERS	10200	909.00
DD52314-1	5/23/14	JONATHAN W. COLLINS	10200	1,688.78
DD52314-2	5/23/14	DANIELLE C. CRAWFORD	10200	1,299.32

CAYUCOS SANITARY DISTRICT

Check Register

For the Period of May 1, 2014 to May 31, 2014

Check #	Date	Payee	Cash Account	Amount
DD52314-3	5/23/14	NICK E. LAKEY	10200	1,395.79
DD52314-4	5/23/14	MIKE J. MERRILL	10200	1,178.24
DD52314-5	5/23/14	ANITA L. REBICH	10200	737.76
DD52314-6	5/23/14	ROBERT S. TENNENT	10200	<u>1,424.82</u>
Total				<u><u>274,839.89</u></u>

**CAYUCOS SANITARY DISTRICT
SUMMARY OF CASH, SAVINGS & INVESTMENTS
MAY 31, 2014**

Agenda Item No. 6.B.2
6.19.2014

	BEG. BALANCE INVESTMENTS 5/1/2014	INCOME	DEPOSITS	(WITHDRAWALS)	UNREALIZED CHANGE	END BALANCE INVESTMENTS 5/31/2014
RESERVE FUND	\$ 6,445,599	\$ 1,211	-	-	\$ (3,546)	\$ 6,443,264
CAPITAL FUND	\$ 62,199	0	1,636	-		63,836
CD INVESTMENTS	994,451	492	-	-		994,943
LAIF	7,815	4	-	-		7,820
TOTAL INVESTMENTS	7,510,064	1,708	1,636	-	(3,546)	7,509,862
RABOBANK CHECKING/CAF	252,438	4	176,458	(274,719)		154,181
RABOBANK - MCD Security Deposit	25,000	1		(1)		25,000
TOTAL CASH & INVESTMENTS	\$ 7,787,502	\$ 1,713	\$ 178,094	\$ (274,720)	\$ (3,546)	\$ 7,689,043

	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	17,132	6,272	3,393	33,766
DEPOSITS		130,306	501,766	181,817	303,324	1,117,213
WITHDRAWALS		-	(251,115)	(5,964)	-	(257,079)
UNREALIZED GAIN/LOSS		994	(9,844)	4,271	756	(3,823)
INVESTMENTS TOTALS	6,619,785	138,271	257,938	186,396	307,473	7,509,862

**CAYUCOS SANITARY DISTRICT
SUMMARY OF CASH, SAVINGS & INVESTMENTS
MAY 2014**

	BEGINNING ACCT VALUE 5/1/2014	INCOME			PRINCIPAL PAY DOWNS (SWEEP)	DEPOSITS	3RD PARTY CKS DRAWN/ CHARGES	INTER-ACCT TRANS	MATURED SECURITIES REDEMPTION	INVESTMENT PURCHASES	CHNG IN MARKET VALUE	ENDING ACCT VALUE 5/31/2014
		INTEREST/ DIVIDENDS	BOND INTEREST (SWEEP)	CDs INTEREST								
ASSOC. SECURITIES CORP. (SHANLEY):												
- CORE INVESTMENTS												
Cash, Money Funds, FDIC Deposits	\$4,943,612.69	\$0.00	\$1,211.30	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,924,089.50)	\$0.00		\$2,597.74	\$3,023,332.23
Fixed Income	\$1,300,547.47	\$0.00	\$1,211.30 (\$1,211.30)		\$0.00		\$0.00	\$0.00	\$0.00	\$1,924,089.50	(\$6,144.17)	\$3,218,492.80
Mutual Funds	\$201,438.59	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$201,438.59
Sub-Total	\$6,445,598.75	\$0.00	\$1,211.30	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,924,089.50)	\$0.00	\$1,924,089.50	(\$3,546.43)	\$6,443,263.62
LAIF:	\$7,815.11	\$4.44						\$0.00				\$7,819.55
RABOBANK:												
Checking Account	\$252,349.97	\$4.01				\$176,458.13	(\$274,719.44)	\$0.00				\$154,092.67
Cafeteria Plan Account	\$88.22					\$0.00	\$0.00	\$0.00				\$88.22
GIRARD SECURITIES (SHANLEY):												
- CAPITAL FACILITIES FUND												
Cash, Money Funds, FDIC Deposits	\$62,199.32	\$0.26				\$1,636.31		\$0.00				\$63,835.89
Mutual Funds	\$0.00	\$0.00										\$0.00
Sub-Total	\$62,199.32	\$0.26				\$1,636.31		\$0.00				\$63,835.89
MCD SEC. DEPOSIT	\$25,000.00	\$1.04					(\$1.04)	\$0.00				\$25,000.00
SUBTOTAL	\$6,793,051.37	\$9.75	\$1,211.30	\$0.00	\$0.00	\$178,094.44	(\$274,720.48)	(\$1,924,089.50)	\$0.00	\$1,924,089.50	(\$3,546.43)	\$6,694,099.95

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
MAY 2014**

	PURCHASE DATE	TERM	INTEREST RATE	BEGINNING BALANCE 5/1/2014	CD's INTEREST	3RD PARTY CKS DRAWN/ CHARGES	INTER-ACCT TRANSFERS	MATURED SECURITIES (REDEMPTIONS)	INVESTMENT PURCHASES	ENDING ACCT BALANCE 5/31/2014
CoastHills Credit Union CD	12/30/13	2 Years	0.80%	\$246,658.46	\$167.59			\$0.00	\$0.00	\$246,826.05
CoastHills Credit Union C/A	12/30/08			\$5.00						\$5.00
Pacific Western (1st Calif)	01/27/14	2 Years	0.25%	\$248,892.99	\$52.85			\$0.00	\$0.00	\$248,945.84
Coast Nat'l Bank-SLO CD	10/15/13	2 Years	0.55%	\$247,742.28	\$113.55			\$0.00	\$0.00	\$247,855.83
Heritage Oaks Bank CD	05/30/12	2 Years	0.75%	\$251,102.30	\$158.33			\$0.00	\$0.00	\$251,260.63
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				\$994,451.03	\$492.32	\$0.00	\$0.00	\$0.00	\$0.00	\$994,943.35
TOTAL CASH, SAVINGS &				\$7,787,502.40						\$7,689,043.30

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
 5/31/2014

Agenda Item No. 6.B.3
 6.19.2014

	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	\$ 1,578,833		\$ 1,578,833	96%	\$ 1,637,320
TAX INCOME	588,863	591,000	646,996		646,996	109%	596,000
INVESTMENT INCOME	37,460	40,000	33,873		33,873	85%	30,000
OTHER INCOME	97,939	90,000	59,729		59,729	66%	95,000
TOTAL INCOME	\$ 2,424,891	\$ 2,358,320	\$ 2,319,432	\$ -	\$ 2,319,432	98%	\$ 2,358,320
PAYROLL - ADMIN	284,300	237,883	205,530		205,530	86%	237,883
PAYROLL - MAINT	191,775	209,091	187,433		187,433	90%	209,091
PAYROLL - PERS SAVINGS PAYDOWN	10,749	10,749	-	9,853	9,853	92%	10,749
PROFESSIONAL SERVICES - ADMIN	82,530	93,000	63,618	6,840	70,458	76%	93,000
TOTAL PAYROLL	\$ 569,354	\$ 550,723	\$ 456,580	\$ 16,693	\$ 473,274	86%	\$ 550,723
OPERATIONS & MAINT EXP	105,614.0	248,800	84,005		84,005	34%	248,800
WWTP EXPENSE	306,593	825,000	298,693	457,557	756,250	92%	825,000
WWTP CORRECTIONS	-	-	-		-		-
OTHER OPERATING EXP	180,524	173,972	138,157		138,157	79%	173,972
DEPRECIATION EXPENSE	469,200	510,000	467,500		467,500	92%	510,000
TOTAL EXPENSES	\$ 1,631,285	\$ 2,308,495	\$ 1,444,936	\$ 474,250	\$ 1,919,186	83%	\$ 2,308,495
NET INCOME/(LOSS)	\$ 793,606	\$ 49,825	\$ 874,496	\$ (474,250)	\$ 400,246		\$ 49,825

As of: 05/31/14 The annual percent completion is :

92%

	PRIOR YEAR ACTUAL	APPROVED BUDGET	ACTUAL REV / EXP	PERCENT YTD	PROJECTED ACTUAL
ACCOUNT TYPE	FY 12-13	FY 13-14	FY 13-14	FY 13-14	FY 13-14
SEWER RELATED INCOME	\$1,700,629	\$1,637,320	\$1,578,833	96.43%	\$1,637,320
TAX INCOME	588,863	591,000	646,996	109.47%	596,000
INVESTMENT INCOME	37,460	40,000	33,873	84.68%	30,000
OTHER INCOME	97,939	90,000	59,729	66.37%	95,000
TOTAL INCOME	\$2,424,891	\$2,358,320	\$2,319,432	98.35%	\$2,358,320
Gross Wages - Admin	213,840	176,983	149,856	84.67%	176,983
Employee Health - Admin	25,803	24,068	22,299	92.65%	24,068
Employee Retirement - Admin	28,925	24,670	22,069	89.46%	24,670
Payroll Taxes - Admin	15,732	12,162	11,305	92.95%	12,162
TOTAL PAYROLL - Admin	\$284,300	\$237,883	\$205,530	86.40%	\$237,883
Gross Wages - Maint & Op	139,593	155,498	140,613	90.43%	155,498
Employee Health - Maint & Op	22,699	22,000	20,154	91.61%	22,000
Employee Retirement - Maint & Op	18,550	19,900	16,127	81.04%	19,900
Payroll Taxes - Maint & Op	10,933	11,693	10,539	90.13%	11,693
TOTAL PAYROLL - Maint & Op	\$191,775	\$209,091	\$187,433	89.64%	\$209,091
PAYROLL - PERS PAYDOWN	\$10,749	\$10,749	\$0	0%	\$10,749
Professional Services Admin	\$82,530	\$93,000	\$63,618	68%	\$93,000
O & M Expenses	64,385	207,100	50,442	24.36%	207,100
Telephone - Maint	6,673	6,700	5,652	84.35%	6,700
Utilities - Maint	34,556	35,000	27,911	79.75%	35,000
Total Maintenance Cost	\$105,614	\$248,800	\$84,005	33.76%	\$248,800
WWTP	306,593	825,000	298,693	36.21%	825,000
WWTP - Corrections	-	-	-	-	-
Auto & Trucks	6,893	8,000	5,794	72.43%	8,000
Dues & Subscriptions	4,978	5,050	5,283	104.61%	5,050
Commercial Ins/Wrk Comp	38,091	34,000	32,866	96.66%	34,000
Interest	33,896	30,472	30,472	100.00%	30,472
Misc Business	661	1,000	113	11.30%	1,000
Office Admins	25,028	32,100	19,641	61.19%	32,100
SUTA	990	2,000	-	0.00%	2,000
Professional Services	42,910	29,900	26,729	89.39%	29,900
Business Exp	-	500	59	11.89%	500
Permits & Licenses	4,553	4,900	5,408	110.37%	4,900
Rent	210	350	210	0.00%	350
Taxes & Assessments	10,761	7,900	7,532	95.34%	7,900
Telephone - Admin	2,467	2,400	1,304	54.35%	2,400
Prof. Development Admin + Board	4,572	11,000	-	0.00%	11,000
Utilities - Admin	4,514	4,400	2,746	62.41%	4,400
TOTAL OTHER OPERATING EXP	\$180,524	\$173,972	\$138,157	79.41%	\$173,972
Depreciation	\$469,200	\$510,000	\$467,500	91.67%	\$510,000
TOTAL EXPENSE	\$1,631,285	\$2,308,495	\$1,444,936	62.59%	\$2,308,495

	A	B	D	AB	AC	BC	BD	BE	BF
1	CAYUCOS SANITARY DISTRICT								
2	YTD BUDGET OVERVIEW FY 13-14								
3	05/31/14								
4							92%		
5				PRIOR YEAR	APPROVED	ACTUAL	Percent		PROJECTED
6				ACTUAL	BUDGET	REV / EXP	YTD		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
8	40000, 40500	Sewer User Fee (net of refunds)	Income	\$1,668,251	1,600,000	\$1,524,787	95%		1,600,000
9	41000, 41500	Sewer Standby Fee (net of refunds)	Income	22,003	21,600	19,681	91%		21,600
10	42000, 43000	Sewer Connection and Permit Fees	Income	10,375	15,720	34,365	219%		15,720
11			SEWER RELATED INCOME	1,700,629	1,637,320	1,578,833	96%		1,637,320
12									
13	44000	Rent Income	Income	42,815	42,000	13,247	32%		42,000
14	45000, 45100	Solid Waste Franch & Recycl Dev Pgm Fees	Income	54,974	48,000	46,481	97%		53,000
15	46000	Taxes & Assessments	Income	588,863	591,000	646,996	109%		596,000
16	47000	Interest Income	Income	37,460	40,000	33,873	85%		30,000
18	47500, 51000, 51500, 60500	Other Income	Income	150	-	-	0%		-
19	60500		TAXES & OTHER INCOME	724,262	721,000	740,598	103%		721,000
20									
21			INCOME TOTAL	\$2,424,891	\$2,358,320	\$2,319,432	98%		\$2,358,320
22									
23									
24	600M0	Autos&Trucks (Gas & Oil)	Expenses	6,142	5,500	3,844	70%		5,500
25	601M0	Autos&Trucks - Repairs	Expenses	751	2,500	1,950	78%		2,500
26			AUTOS&TRUCKS SUB-TOTAL	6,893	8,000	5,794	72%		8,000
27									
28	61000	Depreciation	Expenses	469,200	510,000	467,500	92%		510,000
29	63000	Dues & Subs	Expenses	4,978	5,050	5,283	105%		5,050
30									
31	650A0	Gross Wages-Regular	Expenses	177,066	147,556	132,077	90%		147,556
32	651A0	Gross Wages-Overtime & Extra Hours	Expenses	-	-	-	0%		-
33	653A0	Gross Wages-CafPlan Pay	Expenses	18,139	11,427	12,430	109%		11,427
34	65400	Gross Wages-Directors	Expenses	8,900	15,000	5,350	36%		15,000
35	657-9A0, 657-9M0	Accrued Leave (Vac & SL) Payout	Expenses	9,735	3,000	-	0%		3,000
36			GROSS WAGES ADMIN SUB-TOTAL	213,840	176,983	149,856	85%		176,983
37									
38	650M0	Gross Wages-Regular - Maint	Expenses	118,606	130,708	119,866	92%		130,708
39	651M0, 654M0	Gross Wages-Overtime & Callout - Maint	Expenses	1,556	3,000	1,306	44%		3,000
40	65200	Gross Wages-Standby Pay - Maint	Expenses	14,670	15,300	13,580	89%		15,300
41	653M0	Gross Wages-CafPlan Pay - Maint	Expenses	4,761	6,490	5,861	90%		6,490
42			GROSS WAGES -M&O SUB-TOTAL	139,593	155,498	140,613	90%		155,498
43									
44	66000	Ins-Comm'l Pkg	Expenses	21,697	20,500	20,259	99%		20,500
45	66100	Ins-Wkrs Comp	Expenses	16,394	13,500	12,607	93%		13,500
46	662A0, 670A0	Ins - Hlth (Incl Emplr-Pd CafPlan)- Admin	Expenses	25,803	24,068	22,299	93%		24,068
47	662M0, 670M0	Ins - Hlth (Incl Emplr-Pd CafPlan)- Maint	Expenses	22,699	22,000	20,154	92%		22,000
48			INSURANCE SUB-TOTAL	86,593	80,068	75,319	94%		80,068
49									
50	68000	Interest	Expenses	33,896	30,472	30,472	100%		30,472
51									
52	68500, 68600	Misc Business Exp	Expenses	661	1,000	113	11%		1,000
53									
54	79000	WWTP	Expenses	306,593	825,000	298,693	36%		825,000

	A	B	D	AB	AC	BC	BD	BE	BF
1	CAYUCOS SANITARY DISTRICT								
2	YTD BUDGET OVERVIEW FY 13-14								
3	05/31/14								
4									
5									
6									
7	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	92% Percent YTD FY 13-14	PROJECTED ANNUAL FY 13-14	
55	79100	WWTP - Corrections	Expenses	-	-	-		-	
56									
57	69000	Contract Labor	Expenses	4,539	10,000	1,280	13%	10,000	
58	69500	Empl Training	Expenses	1,948	3,500	114	3%	3,500	
59	70000	Equip Rent	Expenses	-	2,500	-	0%	2,500	
60	71000	Equipment (Critical Parts Inventory)	Expenses	-	10,000	1,311	13%	10,000	
61	71500	Equip R & M (incl repl parts)	Expenses	13,776	10,000	3,248	32%	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	3,463	69%	5,000	
65	74100	Laundry (incl boot allowance)	Expenses	5,024	4,400	2,983	68%	4,400	
66	75000	Line Cleaning	Expenses	8,956	13,000	7,141	55%	13,000	
67	76000,66200	Safety Supp & Matl's	Expenses	1,593	3,000	1,126	38%	3,000	
68	80000	Chemicals	Expenses	19,344	20,000	19,826	99%	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	44,933	26%	175,100	
73	83100	Special Projects:							
74		Air Relief Valves	Expenses	-	-	-	-	-	
75		Manhole Reconditioning	Expenses	9,384	15,000	3,479	23%	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	2,031	102%	2,000	
83			SPECIAL PROJ SUB-TOTAL	10,694	32,000	5,510	17%	32,000	
84									
85			O&M TOTAL	75,079	207,100	50,442	24%	207,100	
86									
87	84000	Ans Svc	Expenses	839	1,000	769	77%	1,000	
88	84100	Copy & Dup	Expenses	680	1,000	486	49%	1,000	
89	84210	Office - Equip Rent	Expenses	2,675	3,000	2,455	82%	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	3,270	65%	5,000	
92	84500	Postage	Expenses	9,025	11,600	7,044	61%	11,600	
93	84600	Print & Advtg	Expenses	3,845	4,000	1,439	36%	4,000	
94	84700	Supplies	Expenses	4,371	4,500	3,505	78%	4,500	
95	84800, 84900, 85300	Svc Chg, Misc Exp	Expenses	901	1,000	672	67%	1,000	
96			OFFICE ADMIN SUB-TOTAL	25,028	32,100	19,641	61%	32,100	
97									
98	851AO, 852AO, 855AO	Payroll Taxes (Emplr-Pd) - Admin	Expenses	15,732	12,162	11,305	93%	12,162	
99	851MO, 852MO	Payroll Taxes (Emplr-Pd) - Maint	Expenses	10,933	11,693	10,539	90%	11,693	
100			PAYROLL TAXES SUB-TOTAL	26,665	23,855	21,844	92%	23,855	

	A	B	D	AB	AC	BC	BD	BE	BF
1	CAYUCOS SANITARY DISTRICT								
2	YTD BUDGET OVERVIEW FY 13-14								
3	05/31/14								
4							92%		
5				PRIOR YEAR	APPROVED	ACTUAL	Percent		PROJECTED
6				ACTUAL	BUDGET	REV / EXP	YTD		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	22,069	89%		24,670
103	853M0, 854M0	PERS Retirement - Maint	Expenses	18,550	19,900	16,127	81%		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	38,196	69%		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	Professional Svcs-Legal	Expenses	31,218	15,000	19,484	130%		15,000
112	86300	Professional Svcs-Computer Prog	Expenses	6,559	6,500	4,365	67%		6,500
113	86400	Professional Svcs-Other	Expenses	393	400	-	0%		400
114			PROF SVCS SUB-TOTAL	42,910	29,900	26,729	89%		29,900
115									
116	86600	Professional Svcs-Administration	Expenses	82,530	93,000	63,618	68%		93,000
117									
118	87000	Business Exp	Expenses	-	500	59	12%		500
119	87500	Permits & Licenses	Expenses	4,553	4,900	5,408	110%		4,900
120	88000, 71600	Rent	Expenses	210	350	210	60%		350
121	88500	Taxes & Assessments	Expenses	10,761	7,900	7,532	95%		7,900
122			OTHER BUSINESS EXP-TOTAL	15,524	13,650	13,209	97%		13,650
123									
124	890A0	Telephone	Expenses	2,467	2,400	1,304	54%		2,400
125	890M0	Telephone	Expenses	6,673	6,700	5,652	84%		6,700
126			TELEPHONE SUB-TOTAL	9,140	9,100	6,956	76%		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	2,746	62%		4,400
133	910M0, 930M0, 940M0	Utilities: Elect, Gas, Water, Sewer, Cable	Expenses	34,556	35,000	27,911	80%		35,000
134			UTILITIES SUB-TOTAL	39,070	39,400	30,657	78%		39,400
135									
136		EXPENSES TOTAL		\$1,641,979	\$2,308,495	\$1,444,936	63%		\$2,308,495
137									
138			Revenue	\$2,424,891	\$2,358,320	\$2,319,432	98%		\$2,358,320
139			Expenses	\$1,641,979	\$2,308,495	\$1,444,936	63%		\$2,308,495
140			Net Income	\$782,912	\$49,825	\$874,496			\$49,825

CAYUCOS SANITARY DISTRICT

CAPITAL IMPROVEMENT PROJECTS SUMMARY

5/31/2014

	Budget FY 13-14	Actual thru 5/31/2014	Accruals	Year to Date Actual & Accrued	Percent YTD 5/31/2014	Projected District Actuals 5/31/2014
<u>CAPITAL OUTLAY:</u>						
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
<u>CAPITAL IMPROVEMENT PROJECTS:</u>						
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	188,067		188,067	61.13%	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
Line Replacements	0	8,702		8,702	0.00%	8,702
Point Repairs	0	28,675		28,675	0.00%	28,675
Sub-Total	684,628	227,393	0	227,393		722,005
WWTP ALTERNATIVES ANALYSIS (See Project Sheet for details)	10,000	12,998		12,998		12,998
DISTRICT CAPITAL PROJECTS	TOTALS	783,628	302,599	0	302,599	824,003

CAYUCOS SANITARY DISTRICT
CAPITAL IMPROVEMENT PROJECTS
FY 2013/2014

	PRIOR YEARS' COSTS	DISTRICT BUDGET FY 12/13	DISTRICT BUDGET FY 13/14	FY 2013/2014			FY 2013/2014			FY 2013/14			TOTAL PAID FY 13-14	TOTAL PROJECT COSTS TO DATE		
				JUL 2013	AUG 2013	SEP 2013	OCT 2013	NOV 2013	DEC 2013	JAN 2014	FEB 2014	MAR 2014			APR 2014	MAY 2014
CAPITAL OUTLAY:																
O & M Work Order/Inventory Program	\$ 0	\$ 17,000	\$ 17,000												\$ 0	\$ 0
GIS System Program	\$ 0	\$ 9,000	\$ 9,000												\$ 0	\$ 0
Main Line Camera System	\$ 0	\$ 0	\$ 63,000		\$ 62,209										\$ 62,209	\$ 62,209
PROJECT TOTAL	\$ 0	\$ 26,000	\$ 89,000	\$ 0	\$ 62,209	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 62,209	\$ 62,209
CAPITAL IMPROVEMENT PROJECTS:																
Force Main Air Relief Valve Liftstation #5		\$ 15,000	\$ 15,000												\$ 0	\$ 0
15" Siphon Redesign Liftstation #5		\$ 8,000	\$ 8,000												\$ 0	\$ 0
Cypress Glenn Easement & Crk Crssng		\$ 10,000	\$ 10,000												\$ 0	\$ 0
LS#4 Multismart Meter Install		\$ 0	\$ 9,000												\$ 0	\$ 0
PROJECT TOTAL	\$ 0	\$ 33,000	\$ 42,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Liftstation #3 Upgrade																
Equipment	\$ 81,370	\$ 185,000	\$ 103,630		\$ 4,425	\$ 4,168	\$ 42,753	\$ 685							\$ 45,575	\$ 126,945
Construction and Demolition	\$ 54	\$ 180,000	\$ 179,946				\$ 24,871	\$ 71,500	\$ 16,783	-\$ 118	\$ 6,286				\$ 119,321	\$ 119,375
Environmental Studies/Permits/Eng	\$ 10,949	\$ 35,000	\$ 24,051		\$ 14,000				\$ 1,620		\$ 7,551				\$ 23,171	\$ 34,120
PROJECT TOTAL	\$ 92,372	\$ 400,000	\$ 307,628	\$ 0	\$ 18,425	\$ 4,168	\$ 67,623	\$ 72,185	\$ 18,403	-\$ 118	\$ 7,382	\$ 0	\$ 0	\$ 0	\$ 188,067	\$ 280,440
Sewer Main Creek Crossing Refurb																
	\$ 0	\$ 50,000	\$ 50,000												\$ 0	\$ 0
PROJECT TOTAL	\$ 0	\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Lucerne Main and Manhole Realignment																
	\$ 0	\$ 0	\$ 150,000												\$ 0	\$ 0
PROJECT TOTAL	\$ 0	\$ 0	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Freeway Crossings Cleaning & Repair																
	\$ 0	\$ 0	\$ 110,000												\$ 0	\$ 0
PROJECT TOTAL	\$ 0	\$ 0	\$ 110,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Main Street Line Cleaning & Video Insp																
	\$ 0	\$ 0	\$ 10,000			\$ 1,948									\$ 1,948	\$ 1,948
PROJECT TOTAL	\$ 0	\$ 0	\$ 10,000	\$ 0	\$ 0	\$ 1,948	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,948	\$ 1,948
Main Street Manhole Repair																
	\$ 0	\$ 0	\$ 15,000												\$ 0	\$ 0
PROJECT TOTAL	\$ 0	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Line Replacements																
	\$ 0	\$ 0	\$ 0										\$ 1,956	\$ 6,746	\$ 8,702	\$ 8,702
PROJECT TOTAL	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,956	\$ 6,746	\$ 8,702	\$ 8,702
Point Repairs																
	\$ 0	\$ 0	\$ 0												\$ 28,675	\$ 28,675
PROJECT TOTAL	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 28,675	\$ 28,675
DISTRICT CAPITAL PROJECTS TOTAL	\$ 92,372	\$ 509,000	\$ 773,628	\$ 0	\$ 80,633	\$ 6,116	\$ 67,623	\$ 72,185	\$ 18,403	-\$ 118	\$ 7,382	\$ 0	\$ 1,956	\$ 35,421	\$ 289,601	\$ 381,974

CAYUCOS SANITARY DISTRICT
 WWTP ALTERNATIVES ANALYSIS
 FY 2013-2014

CATEGORY	TOTAL PAID THRU FY 12-13	DISTRICT BUDGET FY 13-14	FY 2013/2014			FY 2013/2014			FY 2013/2014			FY 2013/2014		TOTAL PAID FY 13-14	TOTAL PROJECT COSTS TO DATE
			JUL 2013	AUG 2013	SEP 2013	OCT 2013	NOV 2013	DEC 2013	JAN 2014	FEB 2014	MAR 2014	APR 2014	MAY 2014		
PLANNING & FEASIBILITY	\$ 18,200	\$ 10,000												\$ -	\$ 18,200
LEGAL	\$ 1,379		\$ -	\$ 974		\$ 149	\$ 578	\$ 2,046	\$ 1,254	\$ 693	\$ 2,888	\$ 2,358	\$ 2,060	\$ 12,998	\$ 14,377
														\$ -	\$ -
														\$ -	\$ -
TOTAL	\$ 19,579	\$ 10,000	\$ -	\$ 974	\$ -	\$ 149	\$ 578	\$ 2,046	\$ 1,254	\$ 693	\$ 2,888	\$ 2,358	\$ 2,060	\$ 12,998	\$ 32,577

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, May 15, 2014
6:00 p.m.**

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:01p.m.

Board members present: President Robert Enns, Vice-President Dan Chivens and Director Shirley Lyon. Director Michael Foster was absent and Director Dan Lloyd was on vacation. Director Foster arrived at 6:03 p.m.

Staff present: District Manager Rick Koon and Admin Services Accounting Manager Anita Rebich

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments.

Steve MacElvaine owner of Rancho Colina spoke about the concept of moving the WWTP to his property. He welcomes the idea and says he'll work with the City of Morro Bay and Cayucos Sanitary District to make this happen. He invited any or all of the Board to come take a tour of his property and stated he is always available for questions.

Hearing no others, Public Comments was closed.

3. UPDATE OF DISTRICT INVESTMENTS WITH KAREN SHANLEY, INVESTMENT ADVISOR

Karen Shanley handed out an Investment Account Overview and reviewed with the Board what each account consists of. Karen reviewed the current rates and elaborated on what drives them. Graphs were presented on both the 5 and 10-year Treasury Bond showing the overall movement of the returns and Karen discussed a few bonds that she recommend we invest in. There are several bonds out there that are offering either a discounted rate or are selling at face value, which we haven't seen for a while. President Enns asked about moving money from our money market account and purchasing some of these bonds. Karen recommended we purchase \$500,000 US Treasury Sec., \$500,000 of Freddie Mac which are both discounted rates (\$95.320 and \$88.814 respectively) and \$1,000,000 of Federal Home Loan Banks which would be at face value. With the longest maturity date on these being 2019, Manager Koon stated now is a good time to invest since we have no immediate spending need for these funds. Director Foster said the trends looked like a normal trading range, he wasn't sure that elevated expediency was required but did agree the investments looked good.

MOTION: 1st by Enns, 2nd by Lyon to Purchase With Existing Money Market Funds; \$500,000 of US Treasury Sec, \$500,000 of Freddie Mac and \$1,000,000 of Federal Home Loan Banks.

VOTE: 4-0 Motion passed

4. CONSIDERATION TO REINVEST HERITAGE OAKS BANK CERTIFICATE OF DEPOSIT EXPIRING 5/30/2014

Staff explained the amount needed to reinvest without exceeding the \$250,000 FDIC limit at the end of the new term would be around \$147,000, so a cash out of some funds will be required since the existing CD balance is at ±\$251,261.

MOTION: 1st by Lyon, 2nd by Chivens to Reinvest the Heritage Oaks Bank CD at the Annual Rate of .65% for a Period of 24 Months

VOTE: 4-0 Motion passed

5. CONSIDERATION TO APPROVE 2ND QUARTER 2013/14 WWTP OPERATIONS & MAINTENANCE INVOICE FROM THE CITY OF MORRO BAY IN THE AMOUNT OF \$176,407.37

Manager Koon reported the invoice was reviewed by staff and all looked in order. Director Foster asked about the charges listed for the Facility Relocation Project and it was confirmed that the District does not get charged for this, it's completely a Morro Bay expense.

MOTION: 1st by Lyon, 2nd by Foster to Approve the Payment of the 2nd Quarter 2013/14 WWTP Operation & Maintenance Invoice from the City of Morro Bay in the Amount of \$176,407.37

VOTE: 4-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO AUTHORIZE THE DISTRICT MANAGER TO SOLICIT BIDS, AWARD AND EXECUTE A CONTRACT FOR THE REPLACEMENT OF A PORTION OF THE BAKERSFIELD/FRESNO EASEMENT SEWER MAIN

Manager Koon recapped the project and the timeline. Director Chivens reported that the owners of the property at 19 Fresno encountered a delay and the house isn't scheduled for demolition until around the 15th of June. Manager Koon stated this shouldn't be a problem as far as access to the easement, one of the contractors who looked at the project stated they could possible work from the bottom of the easement up, thus not requiring entrance from 19 Fresno. Chivens said it shouldn't be a problem staging equipment at the 19 Fresno location.

MOTION: 1st by Chivens, 2nd by Foster to Authorize the District Manager to Solicit Bids, Award and Execute a Contract for the Replacement of a Portion of the Bakersfield/Fresno Easement Sewer Main

VOTE: 4-0 Motion passed

7. UPDATE FROM THE AD-HOC COMMITTEE ON CONCEPTUAL ALTERNATIVES ANALYSIS FOR WASTEWATER TREATMENT PLANT PROJECT

Manager Koon briefly recapped the 3/21/14 meeting with the County of SLO, RWQCB, Morro Bay staff and Cayucos Ad-Hoc committee. A meeting was also held with Bruce Gibson and Paavo Ogren and a result of that meeting is the draft letter you were just given a copy of addressed to Assemblyman Katcho Achadjian. The letter is intended to enlist the assistance of Achadjian in getting the California Department of Corrections and Rehabilitation to consider turning over the CMC WWTP to the County to accommodate a regional WWTP run by the County. Director Foster commented that the third to the last paragraph is the main point of the letter, can the letter be tweaked to get this paragraph at the beginning. President Enns agreed and said they will look at it.

Manager Koon stated the RWQCB is working to support this project and the County also seems to support the project. Koon went on to explain the future operational & upgrade costs of a regional facility are more viable.

Director Chivens was surprised that Morro Bay was on board with moving the WWTP a mile and a half up the road.

Director Foster stated that neither Morro Bay nor the CSD, have the ability to handle a \$67M+ construction project; being a City, they have a lot on their plate.

Manager Koon said being a customer is the easiest route. The decision would then just be who's going to give us the best rates. Monies saved by not being an owner can be reinvested in the community.

President Enns would like the Board consensus to let Koon talk to Morro Bay about the Rancho Colina site versus the CMC site and make sure they still keep CMC as an option. The Board concurred that would be a good move.

Director Foster thinks it may be worth our while to invest in a consultant to give us own independent analysis of CMC vs. Rancho Colina.

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

A. Manager Koon's report was accepted as presented. Koon commented on the expected approval by the County Board of Supervisors of the Cold Canyon Landfill expansion and the cost impact to ratepayers from the progressive increases of the tipping fee that will be charged through 2022. Manager Koon also relayed that the CCTV camera is finding a lot of problem areas; the dilemma here is how to not piecemeal and patchwork the repairs, and to determine the extent of each job.

9. CONSENT CALENDAR

A. Approval of Minutes for the March 20, 2014 Board of Directors Meeting

MOTION: 1st by Lyon, 2nd by Chivens to Approve the March 20, 2014 Minutes as presented.

VOTE: 4-0 Motion passed

10. BOARD MEMBER COMMENTS

Director Chivens announced he will be out of town for the June 12, 2014 JPA meeting and will be unable to attend.

11. SCHEDULED MEETINGS

A. **Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting:** *Date:* June 12, 2014, *Hosted by* Cayucos Sanitary District, *Location:* Vet's Hall, *Time:* 6:00pm

12. SCHEDULE AGENDA ITEMS FOR THE JUNE 19, 2014 BOARD MEETING

13. ADJOURNMENT

The meeting adjourned at 7:55 p.m.

Minutes recorded by: _____
Anita Rebich, Administrative Services