FILE COPY

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 JANUARY 16, 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 APPROVE 1ST QUARTER 2013/14 WWTP OPERATIONS & MAINTENANCE INVOICE FROM THE CITY OF MORRO BAY IN THE AMOUNT OF $106,592.09

4. CONSIDERATION OF NEW DISTRICT COMMITTEE ASSIGNMENTS FOR 2014

5. STAFF COMMUNICATIONS AND INFORMATION ITEMS (NO ACTION REQUIRED):
   A. District Manager's Report –December 2013
   B. Financial Reports: December 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
      Lewis, APN 064-281-009, 709 Lucerne Rd., SFR Remodel
      Janian-Tarpin, APN 064-372-016, 3157 Shearer Ave., New SFR
   Will Serves – Finaled

6. 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 December 19, 2013 Board of Directors Meeting

7. 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.)

8. SCHEDULED MEETINGS
   A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: February 13, 2014 Hosted By: City of Morro Bay, Location: TBD, Time: 6:00 pm.

9. SCHEDULE AGENDA ITEMS FOR THE FEBRUARY 20, 2014 BOARD MEETING

10. 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.

City of Morro Bay - Finance Department
Detail Recap For First Quarter Invoice
FY 2013/14
Services Rendered to Cayucos S.D.

Agenda Item No. 3
1.16.2014

	Total Y.T.D. Amount		Net: Current Amount Due
Direct Charges to Treatment Division Only (See Detail Printouts)	$417,408.30		$417,408.30
Proj 930-8011 Digester Maint	$13,445.27	$0.00	$13,445.27
Proj 930-8112 Major Maint & Repair	$8,644.91	$0.00	$8,644.91
Proj 930-8433 WWTP Upgrade Design	$217.66	$0.00	$217.66
Less Costs not Cayucos		$217.66	($217.66)
Proj 930-9509 Interstate Pump/Valve	$1,254.51	$0.00	$1,254.51
Less: 599-8312 Facility Relocation Project	$46,303.50		($46,303.50)
Less: Depreciation Expense	$0.00	$0.00	$0.00
Total Subject to Invoicing Based on Flow			$394,449.49
Flow Rate= 27.02% ✓			
Flow Based:			$106,592.09

Total Due From Cayucos Sanitary District **$106,592.09**

$440,970.65

City of Morro Bay

Fund 599 Budget Performance as of 09/30/13

Fiscal Year to Date 09/30/13

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 599 - MB/CS Waste Water Fund										
REVENUE										
Department 5255 - Wastewater Treatment										
Revenues From Current Services										
3499	Other Rev/Current Svc	3,649,267.00	.00	3,649,267.00	.00	.00	.00	3,649,267.00	0	2,078,975.13
	Revenues From Current Services Totals	$3,649,267.00	$0.00	$3,649,267.00	$0.00	$0.00	$0.00	$3,649,267.00	0%	$2,078,975.13
Miscellaneous Revenues										
3913	Sale of Real Property	.00	.00	.00	.00	.00	.00	.00	+++	6,834.38
	Miscellaneous Revenues Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$6,834.38
	Department 5255 - Wastewater Treatment Totals	$3,649,267.00	$0.00	$3,649,267.00	$0.00	$0.00	$0.00	$3,649,267.00	0%	$2,085,809.51
	REVENUE TOTALS	$3,649,267.00	$0.00	$3,649,267.00	$0.00	$0.00	$0.00	$3,649,267.00	0%	$2,085,809.51
EXPENSE										
Department 5255 - Wastewater Treatment										
Personnel Services										
4110	Regular Pay	507,147.00	.00	507,147.00	37,343.52	.00	119,405.18	387,741.82	24	482,390.59
4120	Overtime Pay	10,000.00	.00	10,000.00	2,263.63	.00	3,028.17	6,971.83	30	16,061.04
4515	Standby Pay	12,775.00	.00	12,775.00	980.00	.00	3,115.00	9,660.00	24	12,775.00
4599	Other Pay	600.00	.00	600.00	46.16	.00	150.02	449.98	25	815.40
4910	Employer Paid Benefits	292,590.00	.00	292,590.00	21,619.29	.00	62,431.97	230,158.03	21	275,502.72
4999	Labor Costs Applied	.00	.00	.00	134.66	.00	378.33	(378.33)	+++	293.54
	Personnel Services Totals	$823,112.00	$0.00	$823,112.00	$62,387.26	$0.00	$188,508.67	$634,603.33	23%	$787,838.29
Supplies										
5101	Janitorial Supplies	1,250.00	.00	1,250.00	394.17	.00	790.05	459.95	63	767.42
5105	First Aide Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	326.78
5108	Communication Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	431.92
5109	Uniforms/Safety Equipment	12,000.00	.00	12,000.00	656.83	.00	3,412.95	8,587.05	28	15,326.19
5110	Fuel Oil & Lubricants	5,000.00	.00	5,000.00	299.33	.00	636.08	4,363.92	13	5,714.93
5112	Lab Supplies	16,500.00	.00	16,500.00	780.92	.00	842.55	15,657.45	5	17,305.21
5120	Chemical Supplies	130,000.00	.00	130,000.00	9,034.95	.00	24,267.03	105,732.97	19	118,272.68
5125	Repairs/Maint. Materials	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5175	Computer Operating Supp.	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,548.24
5199	Misc. Operating Supplies	1,500.00	.00	1,500.00	180.81	.00	230.81	1,269.19	15	1,061.77
5201	Other Expense	.00	.00	.00	.00	.00	.00	.00	+++	7,820.00
5301	General Office Supplies	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,113.43
5302	Copying Supplies	.00	.00	.00	86.51	.00	86.51	(86.51)	+++	.00
5303	Books & Manuals	100.00	.00	100.00	.00	.00	.00	100.00	0	74.00

City of Morro Bay

Fund 599 Budget Performance as of 09/30/13

Fiscal Year to Date 09/30/13

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
5305	Forms Printing	.00	.00	.00	.00	.00	.00	.00	+++	8.85
5501	Grounds Maint. Supplies	2,500.00	.00	2,500.00	.00	.00	334.78	2,165.22	13	1,476.99
5502	Building Maint. Supplies	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	5,308.00
5503	Rolling Stock Supplies	.00	.00	.00	.00	.00	.00	.00	+++	151.95
5504	Machinery/Equip/Supplies	90,000.00	.00	90,000.00	26,701.87	.00	50,346.79	39,653.21	56	139,091.95
5530	Small Tools	2,000.00	.00	2,000.00	843.57	.00	1,223.61	776.39	61	2,052.36
	Supplies Totals	$280,850.00	$0.00	$280,850.00	$38,978.96	$0.00	$82,171.16	$198,678.84	29%	$318,852.67
Services										
6103	Financial Audits	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	5,900.00
6104	Engineering Services	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	9,895.00
6105	Consulting Services	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	3,312.55
6106	Contractural Services	211,000.00	.00	211,000.00	.00	.00	.00	211,000.00	0	209,984.18
6125	Professional Development	2,500.00	.00	2,500.00	1,457.30	.00	1,457.30	1,042.70	58	3,881.16
6160	Vehicle Inspections	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
6161	Licenses & Permits	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	.00
6162	Mandated Fees/Inspections	35,000.00	.00	35,000.00	148.00	.00	307.00	34,693.00	1	19,751.50
6199	Other Professional Svc	1,500.00	.00	1,500.00	1,692.03	.00	2,035.74	(535.74)	136	1,031.16
6201	Telephone	2,000.00	.00	2,000.00	168.84	.00	393.33	1,606.67	20	2,345.54
6220	Postage	.00	.00	.00	.00	.00	.00	.00	+++	49.48
6300	Utilities	.00	.00	.00	659.73	.00	659.73	(659.73)	+++	458.57
6301	Electricity	120,000.00	.00	120,000.00	27,689.40	.00	27,689.40	92,310.60	23	132,035.98
6302	Natural Gas	5,000.00	.00	5,000.00	322.62	.00	322.62	4,677.38	6	4,403.55
6303	Water	7,500.00	.00	7,500.00	483.52	.00	884.70	6,615.30	12	5,941.79
6305	Disposal	600.00	.00	600.00	66.41	.00	132.81	467.19	22	846.25
6307	Disposal of Sludge	12,500.00	.00	12,500.00	242.42	.00	242.42	12,257.58	2	7,363.40
6399	Other Utilities	12,000.00	.00	12,000.00	166.99	.00	1,775.37	10,224.63	15	10,976.75
6401	General Liability	51,272.00	.00	51,272.00	4,193.00	.00	12,579.00	38,693.00	25	50,316.00
6411	Property Damage Ins.	1,151.00	.00	1,151.00	94.17	.00	282.51	868.49	25	1,130.00
6472	Other Ins./Employee Bond	134.00	.00	134.00	11.17	.00	33.51	100.49	25	134.00
6473	Vehicle Insurance	244.00	.00	244.00	20.33	.00	60.99	183.01	25	244.00
6499	Earthquake & Flood Insurance	169,154.00	.00	169,154.00	14,030.20	.00	42,090.60	127,063.40	25	163,471.92
6502	Shipping & Moving	2,500.00	.00	2,500.00	.00	.00	1,105.48	1,394.52	44	1,412.23
6510	Meetings & Conferences	.00	.00	.00	.00	.00	.00	.00	+++	63.92
6511	Mileage Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	220.12
6514	Travel Expense	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,121.50
6519	Association Membership	500.00	.00	500.00	.00	.00	.00	500.00	0	.00

City of Morro Bay

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Fiscal Year to Date 09/30/13

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
6601	Outside Equip. Repair/Mat	221,000.00	.00	221,000.00	2,497.20	.00	8,168.91	212,831.09	4	145,490.71
6602	Outside Structural Repair	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	3,810.19
6604	Outside Vehicle Repair/Maint	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	6,925.32
6710	Notices & Publications	.00	.00	.00	203.55	.00	203.55	(203.55)	+++	607.52
6720	Medical Examinations	.00	.00	.00	.00	.00	.00	.00	+++	45.00
6810	Equipment Rental	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	138.24
	Services Totals	$969,305.00	$0.00	$969,305.00	$54,146.88	$0.00	$100,424.97	$868,880.03	10%	$793,307.53
Capital Outlay										
7102	Buildings & Structures	1,040,000.00	.00	1,040,000.00	.00	.00	.00	1,040,000.00	0	.00
	Capital Outlay Totals	$1,040,000.00	$0.00	$1,040,000.00	$0.00	$0.00	$0.00	$1,040,000.00	0%	$0.00
Other Expense										
8711	Non Capital Asset Expense	.00	.00	.00	.00	.00	.00	.00	+++	2,235,192.63
	Other Expense Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$2,235,192.63
Other Expense										
8721	Payment To Other Agency	36,000.00	.00	36,000.00	.00	.00	.00	36,000.00	0	19,178.83
8730	Cap. Asset Depreciation	.00	.00	.00	.00	.00	.00	.00	+++	485,124.57
	Other Expense Totals	$36,000.00	$0.00	$36,000.00	$0.00	$0.00	$0.00	$36,000.00	0%	$504,303.40
	Department 3255 - Wastewater Treatment Totals	$3,149,267.00	$0.00	$3,149,267.00	$155,513.10	$0.00	$371,104.80	$2,778,162.20	12%	$4,639,494.52
Department 3312 - WWTP Relocation & Trmt Altern										
Personnel Services										
4910	Employer Paid Benefits	.00	.00	.00	865.38	.00	2,852.18	(2,852.18)	+++	3,819.58
4999	Labor Costs Applied	.00	.00	.00	2,500.19	.00	8,897.15	(8,897.15)	+++	11,708.84
	Personnel Services Totals	$0.00	$0.00	$0.00	$3,365.57	$0.00	$11,749.33	($11,749.33)	+++	$15,528.42
Supplies										
5199	Misc. Operating Supplies	.00	.00	.00	573.00	.00	573.00	(573.00)	+++	.00
	Supplies Totals	$0.00	$0.00	$0.00	$573.00	$0.00	$573.00	($573.00)	+++	$0.00
Services										
6105	Consulting Services	500,000.00	.00	500,000.00	18,094.80	.00	33,981.17	466,018.83	7	12,520.00
6106	Contractural Services	.00	.00	.00	.00	.00	.00	.00	+++	218.45
	Services Totals	$500,000.00	$0.00	$500,000.00	$18,094.80	$0.00	$33,981.17	$466,018.83	7%	$12,738.45
Other Expense										
8950	Construction In Progress	.00	.00	.00	.00	.00	.00	.00	+++	(28,266.87)
	Other Expense Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($28,266.87)
	Department 3312 - WWTP Relocation & Trmt Altern Totals	$500,000.00	$0.00	$500,000.00	$22,033.37	$0.00	$46,303.50	$453,696.50	9%	$0.00
	EXPENSE TOTALS	$3,649,267.00	$0.00	$3,649,267.00	$177,546.47	$0.00	$417,408.30	$3,231,858.70	11%	$4,639,494.52

City of Morro Bay

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Fiscal Year to Date 09/30/13

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	Fund 599 - MB/CS Waste Water Fund Totals									
	REVENUE TOTALS	3,649,267.00	.00	3,649,267.00	.00	.00	.00	3,649,267.00	0	2,085,809.51
	EXPENSE TOTALS	3,649,267.00	.00	3,649,267.00	177,546.47	.00	417,408.30	3,231,858.70	11	4,639,494.52
	Fund 599 - MB/CS Waste Water Fund Totals	$0.00	$0.00	$0.00	($177,546.47)	$0.00	($417,408.30)	$417,408.30		($2,553,685.01)
Fund 930 - WWTP Capital Impv Fund										
EXPENSE										
Department 1103 - WWTP Project Management										
Services										
6105	Consulting Services	.00	.00	.00	.00	.00	.00	.00	+++	38,385.60
	Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$38,385.60
Other Expense										
8950	Construction In Progress	.00	.00	.00	.00	.00	.00	.00	+++	(38,385.60)
	Other Expense Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($38,385.60)
[illegible]		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
[illegible]										
[illegible]										
4910	Employer Paid Benefits	.00	.00	.00	.00	.00	.00	.00	+++	8,486.29
4999	Labor Costs Applied	.00	.00	.00	.00	.00	.00	.00	+++	23,556.34
	[illegible] Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$32,042.63
Supplies										
5110	Fuel Oil & Lubricants	.00	.00	.00	.00	.00	.00	.00	+++	135.59
5199	Misc. Operating Supplies	.00	.00	.00	.00	.00	.00	.00	+++	31.23
	Supplies Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$166.82
Services										
6106	Contractural Services	.00	.00	.00	.00	.00	.00	.00	+++	28,958.07
6510	Meetings & Conferences	.00	.00	.00	.00	.00	.00	.00	+++	270.51
6513	Meals & Lodging	.00	.00	.00	.00	.00	.00	.00	+++	1,943.44
	Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$31,172.02
Other Expense										
8950	Construction In Progress	.00	.00	.00	.00	.00	.00	.00	+++	(63,381.47)
	Other Expense Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($63,381.47)
Department 1105 - WWTP CA Coastal Comm Appeal Proc		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Department 3011 - Digester #2 Clean/Cont										
Supplies										
5199	Misc. Operating Supplies	.00	.00	.00	8,580.00	.00	13,445.27	(13,445.27)	+++	.00
	Supplies Totals	$0.00	$0.00	$0.00	$8,580.00	$0.00	$13,445.27	($13,445.27)	+++	$0.00

City of Morro Bay

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Other Expense										
8999	Capital Project Budget	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	.00
	Other Expense Totals	$250,000.00	$0.00	$250,000.00	$0.00	$0.00	$0.00	$250,000.00	0%	$0.00
	Department 8011 - Digester #2 Clean/Coat Totals	$250,000.00	$0.00	$250,000.00	$8,580.00	$0.00	$13,445.27	$236,554.73	5%	$0.00
Department 8112 - WWTP MMRP										
Personnel Services										
4910	Employer Paid Benefits	.00	.00	.00	341.17	.00	1,309.16	(1,309.16)	+++	986.74
4999	Labor Costs Applied	.00	.00	.00	1,196.54	.00	4,421.85	(4,421.85)	+++	4,429.95
	Personnel Services Totals	$0.00	$0.00	$0.00	$1,537.71	$0.00	$5,731.01	($5,731.01)	+++	$5,416.69
Supplies										
5199	Misc. Operating Supplies	.00	.00	.00	.00	.00	.00	.00	+++	58.86
	Supplies Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$58.86
Services										
6105	Consulting Services	.00	.00	.00	2,913.90	.00	2,913.90	(2,913.90)	+++	.00
	Services Totals	$0.00	$0.00	$0.00	$2,913.90	$0.00	$2,913.90	($2,913.90)	+++	$0.00
Other Expense										
8950	Construction In Progress	.00	.00	.00	.00	.00	.00	.00	+++	(5,475.55)
	Other Expense Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($5,475.55)
	Department 8112 - WWTP MMRP Totals	$0.00	$0.00	$0.00	$4,451.61	$0.00	$8,644.91	($8,644.91)	+++	$0.00
Department 8214 - Chlorine Bldg Rehab										
Other Expense										
8999	Capital Project Budget	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	.00
	Other Expense Totals	$40,000.00	$0.00	$40,000.00	$0.00	$0.00	$0.00	$40,000.00	0%	$0.00
	Department 8214 - Chlorine Bldg Rehab Totals	$40,000.00	$0.00	$40,000.00	$0.00	$0.00	$0.00	$40,000.00	0%	$0.00
Department 8433 - WWTP Upgrade Design										
Personnel Services										
4910	Employer Paid Benefits	.00	.00	.00	23.00	.00	54.97	(54.97)	+++	1,005.60
4999	Labor Costs Applied	.00	.00	.00	51.38	.00	162.69	(162.69)	+++	1,766.11
	Personnel Services Totals	$0.00	$0.00	$0.00	$74.38	$0.00	$217.66	($217.66)	+++	$2,771.71
Services										
6104	Engineering Services	.00	.00	.00	.00	.00	.00	.00	+++	732.00
	Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$732.00
Other Expense										
8950	Construction In Progress	.00	.00	.00	.00	.00	.00	.00	+++	(3,503.71)
	Other Expense Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($3,503.71)
	Department 8433 - WWTP Upgrade Design Totals	$0.00	$0.00	$0.00	$74.38	$0.00	$217.66	($217.66)	+++	$0.00

City of Morro Bay

Fund 599 Budget Performance as of 09/30/13

Fiscal Year to Date 09/30/13

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
	Department 3462 - WWTP Environmental Permit									
	Personnel Services									
4910	Employer Paid Benefits	.00	.00	.00	.00	.00	.00	.00	+++	(33.25)
4999	Labor Costs Applied	.00	.00	.00	.00	.00	.00	.00	+++	104.13
	Personnel Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$70.88
	Other Expense									
8950	Construction In Progress	.00	.00	.00	.00	.00	.00	.00	+++	(70.88)
	Other Expense Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($70.88)
	Department 3462 - WWTP Environmental Permit Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department 3468 - Headworks Maint									
	Other Expense									
8999	Capital Project Budget	500,000.00	.00	500,000.00	.00	.00	.00	500,000.00	0	.00
	Other Expense Totals	$500,000.00	$0.00	$500,000.00	$0.00	$0.00	$0.00	$500,000.00	0%	$0.00
	Department 3468 - Headworks Maint Totals	$500,000.00	$0.00	$500,000.00	$0.00	$0.00	$0.00	$500,000.00	0%	$0.00
	Department 3469 - Interstate Pump/Valve Project									
	Other Expense									
8999	Capital Project Budget	200,000.00	.00	200,000.00	.00	.00	.00	200,000.00	0	.00
	Other Expense Totals	$200,000.00	$0.00	$200,000.00	$0.00	$0.00	$0.00	$200,000.00	0%	$0.00
	Department 3469 - Interstate Pump/Valve Project Totals	$200,000.00	$0.00	$200,000.00	$0.00	$0.00	$0.00	$200,000.00	0%	$0.00
	Department 9509 - Interstate Pump/Valve Project									
	Supplies									
5199	Misc. Operating Supplies	.00	.00	.00	1,254.51	.00	1,254.51	(1,254.51)	+++	.00
	Supplies Totals	$0.00	$0.00	$0.00	$1,254.51	$0.00	$1,254.51	($1,254.51)	+++	$0.00
	Other Expense									
8999	Capital Project Budget	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
	Other Expense Totals	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$0.00	$50,000.00	0%	$0.00
	Department 9509 - Interstate Pump/Valve Project Totals	$50,000.00	$0.00	$50,000.00	$1,254.51	$0.00	$1,254.51	$48,745.49	3%	$0.00
	EXPENSE TOTALS	$1,040,000.00	$0.00	$1,040,000.00	$14,360.50	$0.00	$23,562.35	$1,016,437.65	2%	$0.00
	Fund 599 - WWTP Capital Impv Fund Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	1,040,000.00	.00	1,040,000.00	14,360.50	.00	23,562.35	1,016,437.65	2	.00
	Fund 599 - WWTP Capital Impv Fund Totals	($1,040,000.00)	$0.00	($1,040,000.00)	($14,360.50)	$0.00	($23,562.35)	($1,016,437.65)		$0.00
	Grand Totals									
	REVENUE TOTALS	3,649,267.00	.00	3,649,267.00	.00	.00	.00	3,649,267.00	0	2,085,809.51

City of Morro Bay

Fund 599 Budget Performance as of 09/30/13

Fiscal Year to Date 09/30/13

Include Rollup Account and Rollup to Account

Account	Account Description		Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
		EXPENSE TOTALS	4,689,267.00	.00	4,689,267.00	191,906.97	.00	440,970.65	4,248,296.35	9	4,639,494.52
		Grand Totals	($1,040,000.00)	$0.00	($1,040,000.00)	($191,906.97)	$0.00	($440,970.65)	($599,029.35)		($2,553,685.01)

$46,303.05
$ 2,171.60
$ 394,449.49

Agenda Item No. 4
1.16.2014

CAYUCOS SANITARY DISTRICT

To: Board of Directors

FROM: Rick Koon, District Manager

DATE: January 09, 2014

SUBJECT: Consideration of New District Committee Assignments for 2014

DISCUSSION:

By Board motion, this agenda item was continued from last month. At that meeting, Staff was asked to review its recommendation on Ad-Hoc committees for Board consideration at this month's meeting. The following is from last month's staff report:

Each year end, the District Board discusses and 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 Budgets and make recommendations. The other committees have not met at all. In other words, the Board and Staff use the committees to meet for only a specific purpose or not at all. This type of committee use is more to the form of an Ad-Hoc Committee instead of the Standing Committee. Section 4060.20 of the District's Policy Handbook provides that Ad-Hoc committees may be established for specific purposes and the Board is to determine the duties, function and term of the committee. It is suggested that the Ad-Hoc Committee provide the full Board with a report on its conclusions.

RECOMMENDATION:

Looking ahead to 2014-2015, Staff still recommends the Board keep the Committee titles as listed above. Whether the committees are established as Ad-Hoc or as Standing is a Board decision with either type providing an important resource for the management of the District.

ATTACHMENTS: None

Agenda Item No. 5.A
1.16.2014

CAYUCOS SANITARY DISTRICT

TO: Board of Directors

FROM: Rick Koon
District Manager

SUBJECT: Monthly Managers Report: December 2013

DATE: January 07, 2014

JPA Related Activities:

- There is a meeting with RWQCB, Slo Co, MB/CSD staff tentatively scheduled for February 7.

Committee Meetings:

- None

Administrative:

- Conducted regular Admin and Operations staff meetings.

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

- We have now 43 customers signed up for ACH debits since we began offering the service in October.

- In response to Board member requests, I did a quick comparison of the Districts costs for past Employee management versus the present Contract management. Using the last full year's payroll records and adjusting to this past year, that cost has been reduced by $27,000.00. Overall District reorganization has reduced costs by $144,000.00.

Capital Projects:

- Staff is working with Alpha Electric to replace the power service pedestal and distribution box at Lift Station #3. The existing ones are weathered and from the 1960 era. The new ones are made from stainless steel. We are also adding an LED light pole that can be turned on for use during night work.

- Staff is still researching the files for the engineering studies on the Main Street sewer.

- Staff is working on the Construction notifications to the Lot owners using the Bakersfield/Fresno Easement.

Operations & Maintenance

CIP:

- Install back flow preventer and hose set up @ LS # 3

Daily operations of note:

- Jetted 7,677 ft
- CCTV 1,815 ft
- Marked 15 Underground Service Alerts
- Performed Scheduled maintenance at all lift stations; scraping, bleaching, testing generators and emergency dialer operation
- Trim bushes @ LS # 2
- Eye wash station maintenance
- Modify old LS# 5 stand pipe to work for LS # 4 and remove old cracked pipe
- Increased crank time on generator @ LS# 3 due to trouble cranking when cold w/o block heater
- H2S production average 3ppm
- Received 2100 gallons of CAN 17
- Smog Fleet vehicles
- Secondary CAN 17 pump turned off due to colder weather and lower flows
- De-ragged station check valves
- Sent in 3t tractor camera for warranty repairs, right drive system out
- Sent out extra push camera rod and head for repairs

Call outs:

- 12/1/13 Call out to take hours for first of the month
- 12/1/13 Private lateral back up at 2613 Studio Dr.
- 12/27/13 Emergency USA call out from CSA 10a

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	27.351	0.912	24.36%	75.64%
DEC	-	6.340	0.205			#DIV/0!	#DIV/0!
ANNUAL	**3.85**						

CAYUCOS SANITARY DISTRICT

Check Register

For the Period of Dec 1, 2013 to Dec 31, 2013

Agenda Item No. 5.B.1
1.16.2014

Check #	Date	Payee	Cash Account	Amount
16483	12/6/13	ROBERT B. ENNS	10200	91.35
16484	12/6/13	MICHAEL R. FOSTER	10200	91.35
16485	12/6/13	DANIEL R. LLOYD	10200	91.35
16486	12/6/13	SHIRLEY LYON	10200	91.35
16487	12/6/13	ADVANTAGE ANSWERING PLUS INC	10200	69.95
16488	12/6/13	CHARTER COMMUNICATIONS	10200	64.95
16489	12/6/13	CAYUCOS GAS & MINI MART	10200	329.40
16490	12/6/13	CHARTER COMMUNICATIONS	10200	30.73
16491	12/6/13	PROJECT SERVICES INC.	10200	4,635.00
16492	12/6/13	BUSINESS CARD	10200	254.57
16493	12/6/13	EXECUTIVE JANITORIAL, INC.	10200	161.00
16494	12/6/13	THE GAS COMPANY	10200	19.65
16495	12/6/13	COLONIAL LIFE	10200	107.36
16496	12/6/13	AFLAC	10200	33.42
16497	12/6/13	CSDA	10200	3,715.00
16498	12/6/13	TekTegrity	10200	329.00
16499	12/6/13	STAPLES CONTRACT & COMM'L	10200	73.66
16500	12/6/13	RICHARD WRAY	10200	278.62
16501	12/6/13	FASTENAL COMPANY	10200	17.32
16501	12/6/13	TOBIN SHUMRICK	10200	52.00
16501V	12/6/13	FASTENAL COMPANY	10200	-17.32
16502	12/6/13	DEPT OF PUBLIC WORKS	10200	1,620.00
16503	12/6/13	FASTENAL COMPANY	10200	17.32
16504	12/13/13	PERSHING, LLC	10200	1,709.23
16505	12/13/13	AT&T	10200	492.84
16506	12/13/13	AMERIPRIDE UNIFORM SERVICES	10200	299.60
16507	12/13/13	CRYSTAL SPRINGS WATER	10200	79.10
16508	12/13/13	MORRO ROCK MUTUAL WATER CO	10200	184.23
16509	12/13/13	PASO ROBLES BEACH WATER ASSOC	10200	91.60
16510	12/13/13	PG&E	10200	2,057.68
16511	12/13/13	XEROX CORPORATION	10200	259.90
16512	12/13/13	MINER'S ACE HARDWARE	10200	190.55
16513	12/13/13	MISSION COUNTRY DISPOSAL	10200	3.06
16514	12/13/13	HEALTHSMART BENEFIT SOLUTIONS	10200	155.36
16515	12/13/13	ALLIED ADMIN FOR DELTA DENTAL	10200	330.14
16516	12/13/13	BOOT BARN	10200	167.39
16517	12/13/13	POSTMASTER	10200	200.00
16518	12/13/13	SPECIAL DISTRICT RISK MGMT AUTHORITY	10200	330.31
16519	12/13/13	KEVIN PIPER	10200	6,214.88
16520	12/20/13	CAYUCOS SANITARY DISTRICT	10200	156.00
16521	12/20/13	AT&T MOBILITY	10200	111.54
16522	12/20/13	CARMEL & NACCASHA LLP	10200	2,855.40
16523	12/20/13	CORELOGIC INC	10200	10.00
16524	12/20/13	N BRENT KNOWLES	10200	10,458.45
16525	12/20/13	PETE'S AUTO SERVICE	10200	120.00
16526	12/20/13	SLO AIR POLLUTION CONTROL DISTRICT	10200	1,176.00
16527	12/20/13	SLO COUNTY	10200	1,064.00
16528	12/20/13	FASTENAL COMPANY	10200	103.31
16529	12/20/13	STATE WATER RESOURCES CONTROL BOARD	10200	1,940.00
16530	12/20/13	PERSHING LLC	10200	250,000.00
16531	12/20/13	CSA 10-A	10200	119.79
16532	12/20/13	SLO COUNTY	10200	266.00
DD122013-1	12/20/13	JONATHAN W. COLLINS	10200	1,705.72
DD122013-2	12/20/13	DANIELLE C. CRAWFORD	10200	1,324.23
DD122013-3	12/20/13	NICK E. LAKEY	10200	1,375.46
DD122013-4	12/20/13	NANCY J. MARTIN	10200	297.77
DD122013-5	12/20/13	MIKE J. MERRILL	10200	1,110.36

CAYUCOS SANITARY DISTRICT

Check Register

For the Period of Dec 1, 2013 to Dec 31, 2013

Check #	Date	Payee	Cash Account	Amount
DD122013-6	12/20/13	ANITA L. REBICH	10200	778.70
DD122013-7	12/20/13	ROBERT S. TENNENT	10200	1,419.50
DD12613-1	12/6/13	JONATHAN W. COLLINS	10200	1,457.20
DD12613-2	12/6/13	DANIELLE C. CRAWFORD	10200	1,324.23
DD12613-3	12/6/13	NICK E. LAKEY	10200	1,346.68
DD12613-4	12/6/13	NANCY J. MARTIN	10200	297.77
DD12613-5	12/6/13	MIKE J. MERRILL	10200	1,312.64
DD12613-6	12/6/13	ANITA L. REBICH	10200	778.70
DD12613-7	12/6/13	ROBERT S. TENNENT	10200	1,419.50
EPYMT 3711	12/6/13	CalPERS	10200	3,566.78
EPYMT DEF(	12/6/13	PERS	10200	918.00
EPYMT DEF(	12/20/13	PERS	10200	918.00
EPYMT EDD	12/20/13	EMPLOYMENT DEVELOPMENT DEPT	10200	395.07
EPYMT EDD	12/6/13	EMPLOYMENT DEVELOPMENT DEPT	10200	371.73
EPYMT FED	12/20/13	RABOBANK	10200	2,767.67
EPYMT FED	12/6/13	RABOBANK	10200	2,742.34
EPYMT PER:	12/20/13	PERS	10200	2,170.82
EPYMT PER:	12/6/13	PERS	10200	2,170.82
Total				**325,273.08**

CAYUCOS SANITARY DISTRICT
SUMMARY OF CASH, SAVINGS & INVESTMENTS
DECEMBER 31, 2013

Agenda Item No. 5.B.2
1.16.2014

	BEG. BALANCE INVESTMENTS 12/01/2013	INCOME	DEPOSITS	(WITHDRAWLS)	UNREALIZED CHANGE	END BALANCE INVESTMENTS 12/31/2013
RESERVE FUND	$ 5,713,443	$ 6,239	-	-	$ (13,603)	$ 5,706,079
CAPITAL FUND	52,086	0	1,709	-		53,795
CD INVESTMENTS	997,849	461	-	-		998,310
LAIF	7,810	-	-	-		7,810
TOTAL INVESTMENTS	**6,771,188**	**6,700**	**1,709**	**-**	**(13,603)**	**6,765,994**
RABOBANK CHECKING/CAF	222,212	6	416,095	(332,120)		306,193
RABOBANK - MCD Security Deposit	25,000	1		(1)		25,000
TOTAL CASH & INVESTMENTS	**$ 7,018,400**	**$ 6,707**	**$ 417,804**	**$ (332,121)**	**$ (13,603)**	**$ 7,097,187**

	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			24,102
DEPOSITS		130,306	251,766			382,072
WITHDRAWALS		-	(251,115)			(251,115)
UNREALIZED GAIN/LOSS		994	(9,844)			(8,850)
INVESTMENTS TOTALS	**6,619,785**	**138,271**	**7,938**	**-**	**-**	**6,765,994**

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

		INCOME										
	BEGINNING ACCT VALUE 12/01/2013	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 12/31/2013
ASSOC. SECURITIES CORP. (SHANLEY):												
- CORE INVESTMENTS												
Cash, Money Funds, FDIC Deposits	$4,198,220.65	$6.27	$6,231.54	$0.00	$0.00	$0.00	$0.00		$0.00	$250,000.00	$1,759.28	$4,456,217.74
Fixed Income	$1,313,784.99	$0.00	$6,231.54 ($6,231.54)		$0.00		$0.00	$0.00	$0.00	$0.00	$0.00 ($15,361.96)	$1,298,423.03
Mutual Funds	$201,437.35	$0.90					$0.00	$0.00	$0.00	$0.00	$0.00	$201,438.25
Sub-Total	**$5,713,442.99**	**$7.17**	**$6,231.54**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$250,000.00**	**($13,602.68)**	**$5,956,079.02**
LAIF:	$7,810.08	$0.00						$0.00				**$7,810.08**
RABOBANK:												
Checking Account	$222,123.74	$5.89				$416,094.71	($332,119.61)	$0.00				**$306,104.73**
Cafeteria Plan Account	$88.22					$0.00	$0.00	$0.00				**$88.22**
GIRARD SECURITIES (SHANLEY):												
- CAPITAL FACILITIES FUND												
Cash, Money Funds, FDIC Deposits	$52,085.59	$0.08				$1,709.23 $0.00 $0.00		$0.00				**$53,794.90**
Mutual Funds	$0.00	$0.00										**$0.00**
Sub-Total	**$52,085.59**	**$0.08**				$1,709.23		**$0.00**				**$53,794.90**
MCD SEC.DEPOSIT	**$25,000.00**	**$1.04**					($1.04)	$0.00				**$25,000.00**
SUBTOTAL	**$6,020,550.62**	**$13.14**	**$6,231.54**	**$0.00**	**$0.00**	**$417,803.94**	**($332,120.65)**	**$0.00**	**$0.00**	**$250,000.00**	**($13,602.68)**	**$6,348,876.95**

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
DECEMBER 2013

	PURCHASE DATE	TERM	INTEREST RATE	BEGINNING BALANCE 12/01/2013	CD's INTEREST	3RD PARTY CKS DRAWN/ CHARGES	INTER-ACCT TRANSFERS	MATURED SECURITIES (REDEMPTIONS)	INVESTMENT PURCHASES	ENDING ACCT BALANCE 12/31/2013
CoastHills Credit Union CD	12/30/11	1 Year	0.50%	$251,643.87	$110.75			$0.00	$0.00	$251,754.62
CoastHills Credit Union C/A	12/30/08			$5.00						$5.00
Pacific Western (1st Calif)	12/31/11	1 Year	0.39%	$248,655.69	$80.52			$0.00	$0.00	$248,736.21
Coast Nat'l Bank-SLO CD	10/15/13	2 Years	0.55%	$247,175.32	$113.29			$0.00	$0.00	$247,288.61
Heritage Oaks Bank CD	05/30/12	2 Years	0.75%	$250,319.07	$156.45			$0.00	$0.00	$250,475.52
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				**$997,848.95**	**$461.01**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$998,309.96**
TOTAL CASH, SAVINGS &				**$7,018,399.57**						**$7,347,186.91**

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
12/31/2013

Agenda Item No. 5.B.3
1.16.2014

	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	$ 856,669		$ 856,669	52%	$ 1,637,320
TAX INCOME	588,863	596,000	386,816		386,816	65%	596,000
INVESTMENT INCOME	37,460	30,000	24,182		24,182	81%	30,000
OTHER INCOME	97,939	95,000	31,572		31,572	33%	95,000
TOTAL INCOME	**$ 2,424,891**	**$ 2,358,320**	**$ 1,299,240**	**$ -**	**$ 1,299,240**	**55%**	**$ 2,358,320**
PAYROLL - ADMIN	284,300	237,883	112,465		112,465	47%	237,883
PAYROLL - MAINT	191,775	209,091	99,638		99,638	48%	209,091
PAYROLL - PERS SAVINGS PAYDOWN	10,749	10,749	-	5,375	5,375	50%	10,749
PROFESSIONAL SERVICES - ADMIN	82,530	93,000	29,340	6,120	35,460	38%	93,000
TOTAL PAYROLL	**$ 569,354**	**$ 550,723**	**$ 241,443**	**$ 11,495**	**$ 252,937**	**46%**	**$ 550,723**
OPERATIONS & MAINT EXP	105,614.0	248,800.0	44,574		44,574	18%	248,800
WWTP EXPENSE	306,593	825,000	15,694	396,806	412,500	50%	825,000
WWTP CORRECTIONS	-	-	-		-		-
OTHER OPERATING EXP	180,524	173,972	94,030		94,030	54%	173,972
DEPRECIATION EXPENSE	469,200	510,000	255,000		255,000	50%	510,000
TOTAL EXPENSES	**$ 1,631,285**	**$ 2,308,495**	**$ 650,740**	**$ 408,301**	**$ 1,059,041**	**46%**	**$ 2,308,495**
NET INCOME/(LOSS)	**$ 793,606**	**$ 49,825**	**$ 648,499**	**$ (408,301)**	**$ 240,199**		**$ 49,825**

As of: 12/31/13 The annual percent completion is : **50%**

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**	**$856,669**	**52.32%**	**$1,637,320**
TAX INCOME	**588,863**	**596,000**	**386,816**	**64.90%**	**596,000**
INVESTMENT INCOME	**37,460**	**30,000**	**24,182**	**80.61%**	**30,000**
OTHER INCOME	**97,939**	**95,000**	**31,572**	**33.23%**	**95,000**
TOTAL INCOME	**$2,424,891**	**$2,358,320**	**$1,299,240**	**55.09%**	**$2,358,320**
Gross Wages - Admin	213,840	176,983	81,588	**46.10%**	176,983
Employee Health - Admin	25,803	24,068	12,743	**52.95%**	24,068
Employee Retirement - Admin	28,925	24,670	11,963	**48.49%**	24,670
Payroll Taxes - Admin	15,732	12,162	6,172	**50.75%**	12,162
TOTAL PAYROLL - Admin	**$284,300**	**$237,883**	**$112,465**	**47.28%**	**$237,883**
Gross Wages - Maint & Op	139,593	155,498	74,684	**48.03%**	155,498
Employee Health - Maint & Op	22,699	22,000	10,924	**49.65%**	22,000
Employee Retirement - Maint & Op	18,550	19,900	8,419	**42.31%**	19,900
Payroll Taxes - Maint & Op	10,933	11,693	5,611	**47.98%**	11,693
TOTAL PAYROLL - Maint & Op	**$191,775**	**$209,091**	**$99,638**	**47.65%**	**$209,091**
PAYROLL - PERS PAYDOWN	**$10,749**	**$10,749**	**$0**	**0%**	**$10,749**
Professional Services Admin	**$82,530**	**$93,000**	**$29,340**	**32%**	**$93,000**
O & M Expenses	64,385	207,100	25,762	**12.44%**	207,100
Telephone - Maint	6,673	6,700	2,970	**44.32%**	6,700
Utilities - Maint	34,556	35,000	15,842	**45.26%**	35,000
Total Maintenance Cost	**$105,614**	**$248,800**	**$44,574**	**17.92%**	**$248,800**
WWTP	**306,593**	**825,000**	**15,694**	**1.90%**	**825,000**
WWTP - Corrections	-	-	-		-
Auto & Trucks	6,893	8,000	2,711	**33.89%**	8,000
Dues & Subscriptions	4,978	5,050	4,680	**92.67%**	5,050
Commercial Ins/Wrk Comp	38,091	34,000	29,712	**87.39%**	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	11,157	**34.76%**	32,100
SUTA	990	2,000	-	**0.00%**	2,000
Professional Services	42,910	29,900	14,963	**50.04%**	29,900
Business Exp	-	500	26	**5.20%**	500
Permits & Licenses	4,553	4,900	5,016	**102.37%**	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	693	**28.88%**	2,400
Prof. Development Admin + Board	4,572	11,000	-	**0.00%**	11,000
Utilities - Admin	4,514	4,400	1,497	**34.03%**	4,400
TOTAL OTHER OPERATING EXP	**$180,524**	**$173,972**	**$94,030**	**54.05%**	**$173,972**
Depreciation	**$469,200**	**$510,000**	**$255,000**	**50.00%**	**$510,000**
TOTAL EXPENSE	**$1,631,285**	**$2,308,495**	**$650,740**	**28.19%**	**$2,308,495**

CAYUCOS SANITARY DISTRICT
YTD BUDGET OVERVIEW FY 13-14
12/31/13

	A	B	D	AB	AC	BC	BD	BE	BF
				PRIOR YEAR ACTUAL	APPROVED BUDGET	ACTUAL REV / EXP	50.00% Percent YTD		PROJECTED ANNUAL
	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	$821,685	51%		1,600,000
9	41000, 41500	Sewer Standby Fee (net of refunds)	Income	22,003	21,600	9,529	44%		21,600
10	42000, 43000	Sewer Connection and Permit Fees	Income	10,375	15,720	25,455	162%		15,720
11			SEWER RELATED INCOME	**1,700,629**	**1,637,320**	**856,669**	**52%**		**1,637,320**
12									
13	44000	Rent Income	Income	42,815	42,000	10,580	25%		42,000
14	45000, 45100	Solid Waste Franch and Recycl Dev Pgm Fe	Income	54,974	53,000	20,992	40%		53,000
15	46000	Taxes & Assessments	Income	588,863	596,000	386,816	65%		596,000
16	47000	Interest Income	Income	37,460	30,000	24,182	81%		30,000
18	47500,51000, 51500,6	Other Income	Income	150	-	-	0%		-
19	60500		TAXES & OTHER INCOME	**724,262**	**721,000**	**442,571**	**61%**		**721,000**
20									
21		**INCOME TOTAL**		**$2,424,891**	**$2,358,320**	**$1,299,240**	**55%**		**$2,358,320**
22									
23									
24	600M0	Autos&Trucks (Gas & Oil)	Expenses	6,142	5,500	2,192	40%		5,500
25	601MO	Autos&Trucks - Repairs	Expenses	751	2,500	519	21%		2,500
26			AUTOS&TRUCKS SUB-TOTAL	**6,893**	**8,000**	**2,711**	**34%**		**8,000**
27									
28	61000	Depreciation	Expenses	**469,200**	**510,000**	255,000	**50%**		**510,000**
29	63000	Dues & Subs	Expenses	**4,978**	**5,050**	4,680	**93%**		**5,050**
30									
31	650A0	Gross Wages-Regular	Expenses	177,066	147,556	71,571	49%		147,556
32	651A0	Gross Wages-Overtime & Extra Hours	Expenses	-	-	-	0%		-
33	653AO	Gross Wages-CafPlan Pay	Expenses	18,139	11,427	6,916	61%		11,427
34	65400	Gross Wages-Directors	Expenses	8,900	15,000	3,100	21%		15,000
35	657-9A0, 657-9MO	Accrued Leave (Vac & SL) Payout	Expenses	9,735	3,000	-	0%		3,000
36			GROSS WAGES ADMIN SUB-TOTAL	**213,840**	**176,983**	**81,588**	**46%**		**176,983**
37									
38	650M0	Gross Wages-Regular - Maint	Expenses	118,606	130,708	63,055	48%		130,708
39	651M0, 654MO	Gross Wages-Overtime & Callout - Maint	Expenses	1,556	3,000	1,022	34%		3,000
40	65200	Gross Wages-Standby Pay - Maint	Expenses	14,670	15,300	7,380	48%		15,300
41	653MO	Gross Wages-CafPlan Pay - Maint	Expenses	4,761	6,490	3,227	50%		6,490
42			GROSS WAGES -M&O SUB-TOTAL	**139,593**	**155,498**	**74,684**	**48%**		**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	9,453	70%		13,500
46	662AO, 670AO	Ins - Hlth (Incl Emplr-Pd CafPlan)- Admin	Expenses	25,803	24,068	12,743	53%		24,068
47	662MO,670MO	Ins - Hlth (Incl Emplr-Pd CafPlan)- Maint	Expenses	22,699	22,000	10,924	50%		22,000
48			INSURANCE SUB-TOTAL	**86,593**	**80,068**	**53,379**	**67%**		**80,068**
49									
50	68000	Interest	Expenses	**33,896**	**30,472**	15,819	**52%**		**30,472**
51									
52	68500,68600	Misc Business Exp	Expenses	**661**	**1,000**	28	**3%**		**1,000**
53									
54	79000	WWTP	Expenses	**306,593**	**825,000**	15,694	**2%**		**825,000**

CAYUCOS SANITARY DISTRICT
YTD BUDGET OVERVIEW FY 13-14
12/31/13

	A	B	D	AB	AC	BC	BD	BE	BF
1-6				PRIOR YEAR ACTUAL	APPROVED BUDGET	ACTUAL REV / EXP	50.00% 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
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	562	6%		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	1,854	37%		5,000
65	74100	Laundry (incl boot allowance)	Expenses	5,024	4,400	1,766	40%		4,400
66	75000	Line Cleaning	Expenses	8,956	13,000	7,041	54%		13,000
67	76000,66200	Safety Supp & Matl's	Expenses	1,593	3,000	597	20%		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**	**23,131**	**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**	**25,762**	**12%**		**207,100**
86									
87	84000	Ans Svc	Expenses	839	1,000	420	42%		1,000
88	84100	Copy & Dup	Expenses	680	1,000	248	25%		1,000
89	84210	Office - Equip Rent	Expenses	2,675	3,000	1,339	45%		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	1,235	25%		5,000
92	84500	Postage	Expenses	9,025	11,600	4,056	35%		11,600
93	84600	Print & Advtg	Expenses	3,845	4,000	1,366	34%		4,000
94	84700	Supplies	Expenses	4,371	4,500	2,138	48%		4,500
95	84800, 84900, 85300	Svc Chg, Misc Exp	Expenses	901	1,000	355	36%		1,000
96			OFFICE ADMIN SUB-TOTAL	**25,028**	**32,100**	**11,157**	**35%**		**32,100**
97									
98	851A0, 852AO, 855AO	Payroll Taxes (Emplr-Pd) - Admin	Expenses	15,732	12,162	6,172	51%		12,162
99	851M0, 852MO	Payroll Taxes (Emplr-Pd) - Maint	Expenses	10,933	11,693	5,611	48%		11,693
100			PAYROLL TAXES SUB-TOTAL	**26,665**	**23,855**	**11,782**	**49%**		**23,855**

	A	B	D	AB	AC	BC	BD	BE	BF
1	CAYUCOS SANITARY DISTRICT								
2	YTD BUDGET OVERVIEW FY 13-14								
3	12/31/13								
4							50.00%		
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
101									
102	853A0	PERS Retirement - Admin	Expenses	28,925	24,670	11,963	48%		24,670
103	853M0, 854MO	PERS Retirement - Maint	Expenses	18,550	19,900	8,419	42%		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**	**20,382**	**37%**		**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	10,438	70%		15,000
112	86300	Professional Svcs-Computer Prog	Expenses	6,559	6,500	1,645	25%		6,500
113	86400	Professional Svcs-Other	Expenses	393	400	-	0%		400
114			PROF SVCS SUB-TOTAL	**42,910**	**29,900**	**14,963**	**50%**		**29,900**
115									
116	86600	Professional Svcs-Administration	Expenses	**82,530**	93,000	29,340	32%		93,000
117									
118	87000	Business Exp	Expenses	-	500	26	5%		500
119	87500	Permits & Licenses	Expenses	4,553	4,900	5,016	102%		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**	**12,769**	**94%**		**13,650**
123									
124	890A0	Telephone	Expenses	2,467	2,400	693	29%		2,400
125	890M0	Telephone	Expenses	6,673	6,700	2,970	44%		6,700
126			TELEPHONE SUB-TOTAL	**9,140**	**9,100**	**3,663**	**40%**		**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	1,497	34%		4,400
133	910M0, 930M0, 940M0	Utilities: Elect, Gas, Water, Sewer, Cable	Expenses	34,556	35,000	15,842	45%		35,000
134			UTILITIES SUB-TOTAL	**39,070**	**39,400**	**17,339**	**44%**		**39,400**
135									
136		**EXPENSES TOTAL**		**$1,641,979**	**$2,308,495**	**$650,740**	28%		**$2,308,495**
137									
138			**Revenue**	**$2,424,891**	**$2,358,320**	**$1,299,240**	**55%**		**$2,358,320**
139			**Expenses**	**$1,641,979**	**$2,308,495**	**$650,740**	**28%**		**$2,308,495**
140			**Net Income**	**$782,912**	**$49,825**	**$648,499**			**$49,825**

Agenda Item No. 5.B.4
1.16.2014

CAYUCOS SANITARY DISTRICT

CAPITAL IMPROVEMENT PROJECTS SUMMARY
12/31/2013

		Budget FY 13-14	Actual thru 12/31/2013	Accruals	Year to Date Actual & Accrued	Percent YTD 12/31/2013	Projected District Actuals 12/31/2013
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	180,804		180,804	58.77%	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**	182,752	0	182,752		684,628
WWTP ALTERNATIVES ANALYSIS (See Project Sheet for details)		10,000	3,746		3,746		10,000
DISTRICT CAPITAL PROJECTS	**TOTALS**	**783,628**	248,706	0	248,706		783,628

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	$16,783	$ 113,154	$ 113,208
Environmental Studies/Permits/Engineering	$ 10,949	$ 35,000	$ 10,949	$ 24,051	$ 24,051	$ 24,051		$ 14,000				$1,620	$ 15,620	$ 26,569
PROJECT TOTAL	$ 92,372	$ 400,000	$ 92,372	$ 307,628	$ 307,628	$ 307,628	$ 0	$ 18,425	$ 4,168	$ 67,623	$ 72,185	$ 18,403	$ 180,804	$ 273,176
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	$ 18,403	$ 244,961	$ 337,333

CAYUCOS SANITARY DISTRICT
WWTP ALTERNATIVES ANALYSIS
FY 2013-2014

CATEGORY	TOTAL PAID THRU FY 12-13	DISTRICT BUDGET FY 13-14	FY 2013/2014 JUL 2013	FY 2013/2014 AUG 2013	FY 2013/2014 SEP 2013	FY 2013/2014 OCT 2013	FY 2013/2014 NOV 2013	FY 2013/2014 DEC 2013	TOTAL PAID FY 13-14	TOTAL PROJECT COSTS TO DATE
PLANNING & FEASIBILITY	$ 18,200	$ 10,000							$ -	$ 18,200
LEGAL	$ 1,379		$ -	$ 974		$ 149	$ 578	$ 2,046	$ 3,746	$ 5,125
									$ -	$ -
									$ -	$ -
TOTAL	**$ 19,579**	**$ 10,000**	**$ -**	**$ 974**	**$ -**	**$ 149**	**$ 578**	**$ 2,046**	**$ 3,746**	**$ 23,325**

Agenda Item No. 5.C
1.16.2014

CAYUCOS SANITARY DISTRICT

200 Ash Avenue
P.O. Box 333, Cayucos, California 93430-0333
805-995-3290

Customer Satisfaction Survey

The Cayucos Sanitary District is committed to providing the best customer service possible to persons doing business with the District. Please take a moment to fill out the following survey. Your feedback is greatly appreciated.

1) Date: 12/3/13

2) Please circle the item that best describes your recent interaction with the District:

Bill Payment *Sewer Lateral* *Will Serve*
Encroachment Permit *Change of Address* *Other:* _____

3) Please rate the following based on:

1 = Poor; 2 = Fair; 3 = Good; 4 = Excellent; N/A = not applicable

- Promptness: 3
- Courtesy: 4
- Efficiency: 4
- Helpful Attitude: 4
- Knowledge: 4
- Information given about the process: 4
- How would you rate our service overall? 4

4) Do you have any suggestions to improve our service?

None

5) Please use the additional space for any other comments you may have. *Your suggestions, ideas, and feedback are appreciated.*

6) Would you like to have someone from the District contact you at this time to clarify any questions or concerns you now have? NO

Name: JOEL WOODRUFF Address: 7[illegible]

Contact #: _____

For additional District information, see the District's website: www.cayucossd.org

Agenda Item No. 6.A
1.16.2014

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, December 19, 2013
6:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 6:00p.m.
Board members present: President Robert Enns, Vice-President Dan Chivens, Director Shirley Lyon and Director Dan Lloyd. Director Michael Foster arrived at 6:03.
Staff present: District Manager Rick Koon and Administrative Services Accounting Manager Anita Rebich

2. PUBLIC COMMENTS

President Enns opened the meeting to Public Comments.
Sue Moyer, Cayucos – Asked how long are we going to wait for Morro Bay to make their decision. Weren't they supposed to decide by December?
Hearing no further comments, Public Comments was closed.

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

Manager Koon recommended that with our limited options for investment, and no foreseeable need to spend the monies, we reinvest both CD's with the same institutions for a period of 24 months. The amount reinvested will be an amount that with accrued interest over the term of the CD won't exceed the FDIC limit.
MOTION: 1st by Lloyd, 2nd by Foster to Reinvest both the Coast Hills Federal Credit Union and the Pacific Western Bank CD's with the same institutions for a period of 24 months.
VOTE: 5-0 Motion passed

4. ELECTION OF DISTRICT OFFICERS FOR 2014

MOTION: 1st by Lloyd, 2nd by Lyon to Keep Robert Enns as the Board President and Dan Chivens as the Board Vice-President.
VOTE: 5-0 Motion passed

5. CONSIDERATION OF NEW DISTRICT COMMITTEE ASSIGNMENTS FOR 2014

President Enns recapped the staff report questioning the need for Standing Committees since they have been used so infrequently. Manager Koon clarified that this was just request to allow the changes to be made to the Board Policy No, 4060 and that the changes would be brought before the Board in January for consideration.
Director Foster expressed his concern about eliminating Standing Committees and stated that the Board was in jeopardy of losing its DNA. Director Foster would like to see alternatives given that could strengthen the committees and provide the Board with more oversight on policy decision making. He also thought the Board

could do more of the review and work of the committees. Foster continued by saying that not using the Standing Committees is no reason to eliminate them, shame on the Board for not using them. Director Lloyd felt a robust discussion was in order on committees and Board oversight. Director Chivens feels we shouldn't just do away with Standing Committees; they have served a purpose in the past. Director Lyon recommends tabling this discussion until next month so Manager Koon can provide more information on the policy changes recommended and Director Foster can identify where the Board has dropped the ball on not using the committees. President Enns stated that the Board would spend a lot of time going through materials; reports etc. whereas a committee could perform this work and present its findings to the Board. This would be the case for either an Ad-Hoc or a Standing Committee. Director Lyon recapped the difference between Ad-Hoc committees, which are informal in nature and require no agenda posting or recording of minutes as opposed to Standing Committees that fall under the Brown Act and require agenda posting, recording of minutes and actions taken. Director Foster is concerned that when Board members change, an information trail is left for them by the previous members. You don't want the new members to have to re-invent what was already done; this is where the Standing Committee is important. Director Chivens concurred with Foster.
MOTION: 1st by Lyon, 2nd by Lloyd to Defer this item until the January meeting to allow time for both Manager Koon and Director Foster to gather more information for presentation.
VOTE: 5-0 Motion passed

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

A. Manager Koon's report was accepted as presented. Manager Koon stated that Morro Bay's Second Public Draft Options Report shows they are looking at the Morro Valley, Chorro Valley and the Giannini property, along with a parallel look at CMC. Upcoming staff meetings should provide more information and clarity. Manager Koon also reported that with the upcoming demolition of a home on Bakersfield Ave., it's a great opportunity to gain access to the easement, an area identified as needing line replacement. This would be a great way to establish procedure on replacing big lines and will give the staff the experience of how it's done.

7. CONSENT CALENDAR

A. Approval of Minutes for the November 21, 2013 Board of Directors Meeting
MOTION: 1st by Lyon, 2nd by Lloyd to Approve the November 21, 2013 Minutes as presented.
VOTE: 5-0 Motion passed

8. BOARD MEMBER COMMENTS

President Enns and the Board thanked Sandy Tannler for the goodies she brought and shared at the meeting. Enns stated the Manager Koon and Rob Livick of Morro Bay need to work on developing the requirements for a Technical Memorandum on the Chorro Basin. Enns asked that we determine costs appropriation before proceeding, i.e. the percentage that Cayucos Sanitary District will be liable for. Director Lloyd stated the willows in the area are big issue, they suck a lot of water, and vegetation management needs to be addressed. Lloyd said there was a study done some 20 years ago by EDA on this very topic. Director Foster said he would like to see some sort of safety award for an excellent year given to staff. Some sort of scrip that will allow them to buy a warm logoed jacket or something along that line. The Board concurred with Foster. President Enns reported he was working with a source to look at a way to get Cal Poly's cooperation in reclamation, possibly through their viticulture program.

9. SCHEDULED MEETINGS

A. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting: *Date:* TBA, Hosted by City of Morro Bay, *Location*: TBA, *Time*: 6:00pm

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

11. ADJOURNMENT

The meeting adjourned at 7:02 p.m.

Minutes recorded by: _____

Anita Rebich, Clerk to the Board