



CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333
Cayucos, CA 93430
(805) 995-3290
www.cayucossd.org

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
THURSDAY, JUNE 19, 2025 AT 5:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

*Staff report for item # 10 added on June 17, 2025

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENT

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

3. CLOSED SESSION

**Public Employment Pursuant to Government Code Section 54957(b)
Position: Interim District Manager/District Manager**

**Conference with Labor Negotiator Pursuant to Government Code Section 54957.6 Agency
Designated Representatives: Robert Enns and John Curti
Unrepresented Employee: Interim District Manager/District Manager**

4. CONSENT CALENDAR: Recommended 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. Meeting Minutes

1. Approval of minutes for the May 8, 2025 Board of Directors Special Meeting **Pg. 1**
2. Approval of minutes for the May 15, 2025 Board of Directors Regular Meeting **Pg. 3**

B. Financial Reports: May 2025

1. Cash, Savings, and Investment Report **Pg. 8**
2. Check Registers – Wells Fargo (General & CIP Checking Accounts) **Pg. 9**
3. Budget vs. Actual Status Report **Pg. 12**
4. Capital Improvement Projects Report **Pg. 13**

5. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required

A. District Manager's Report: May 2025 **Pg. 14**

B. Will-Serve Activity: May 2025

1. New Will-Serves

- 2788 Richard Ave. / Day / 064-204-032 / SFR New
- 1685 Cass Ave. / Hall / 064-172-016 / SFR New
- 37 17th St. / Jones / 064-226-028 / SFR Remodel

2. Extended Will-Serves: None

3. Finaled Will-Serves:

- 51 Pacific Ave. / Danneberg / 064-122-019 / SFR Remodel
- 159 H St. / Khankhanian / 064-126-007 / SFR Remodel
- 183 H St. / Webb / 064-126-016 / SFR New

6. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2025-02 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2025/2026 APPROPRIATIONS LIMIT Pg. 16

7. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2025-03 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2025/2026 COUNTY TAX ROLL Pg. 19

8. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2025-04 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2025/2026 COUNTY TAX ROLL Pg. 23

9. DISCUSSION AND CONSIDERATION TO COMPENSATE THE ADMINISTRATIVE ACCOUNTING MANAGER FOR INCREASED DUTIES AND RESPONSIBILITIES WHILE SERVING AS ACTING DISTRICT MANAGER Pg. 27

10. DISCUSSION AND CONSIDERATION OF DISTRICT MANAGER RECRUITMENT *AND TO ADVERTISE DISTRICT MANAGER POSITION* (*Agenda item verbiage corrected 6/17/25, and Staff Report added 6/17/25) Pg. 28

11. DISCUSSION AND CONSIDERATION OF ADOPTION OF DISTRICT TUITION REIMBURSEMENT PROGRAM Pg. 29

12. BOARD MEMBER COMMENTS

This item provides the opportunity for Board members to make brief announcements and/or briefly report on their own activities related to District business.

13. FUTURE SCHEDULED MEETINGS

- July 17, 2025 – Regular Board Meeting
- August 21, 2025 – Regular Board Meeting
- September 18, 2025 – Regular Board Meeting

14. ADJOURNMENT

This agenda was prepared and posted pursuant to Government Code Section 54954.2. The agenda, staff reports or other documentation relating to each item of business referred to on the agenda can be accessed and downloaded from the District's website at <https://www.cayucossd.org/meetings>

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



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GOVERNING BOARD

R. Enns, President

S. Lyon, Vice-President

J. Curti, Director

J. Smith, Director

Vacant, Director

**BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
THURSDAY, MAY 8, 2025 AT 4:00 P.M.
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 4:00 p.m.

Directors Present: President Robert Enns, Vice-President Shirley Lyon, Director John Curti (via teleconference), and Director Justin Smith

Staff Present: Acting District Manager Gayle Good and Administrative Services Manager Amy Lessi

2. PUBLIC COMMENT ON AGENDA ITEM(S)

None

3. DISCUSSION AND CONSIDERATION TO APPOINT A DIRECTOR TO FILL THE VACANCY FOR DISTRICT 3 OF THE CAYUCOS SANITARY DISTRICT BOARD OF DIRECTORS

President Enns offered each of the three applicants the opportunity to expand upon their applications and explain their interest in serving on the District Board. Directors Curti and Smith asked follow up questions. President Enns stated that an applicant would be selected at the next regular meeting (May 15th) to fill the vacancy.

No action was taken.

4. CLOSED SESSION

Public Employment Pursuant to Government Code Section 54957(b)

Position: Acting District Manager/District Manager

Public Comment: None

President Enns announced that the Board would transition to Closed Session at 4:30 p.m.

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

Staff Members Present During Closed Session: None

Open session reconvened at 5:37 p.m.

Items to Report from Closed Session: None

5. ADJOURNMENT

The meeting adjourned at 5:37 p.m.

Minutes Respectfully Submitted By:

X Amy Lessi

Amy Lessi
Administrative Services Manager

DRAFT



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GOVERNING BOARD

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S. Lyon, Vice-President

J. Curti, Director

J. Smith, Director

Vacant, Director

BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, MAY 15, 2025 AT 5:00 P.M. 200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:00 p.m.

Directors Present: President Robert Enns, Vice-President Shirley Lyon, Director John Curti, and Director Justin Smith

Staff Present: Acting District Manager Gayle Good and Chief Plant Operator Sarah Hooper

Visitors Present: Dylan Wade of Water Systems Consulting (WSC) and Board vacancy candidates Michael Taylor and Robert Tennent

2. PUBLIC COMMENT

None

3. CONSENT CALENDAR: Recommended to Approve

A. Meeting Minutes

1. Approval of minutes for the March 20, 2025 Board of Directors Regular Meeting
2. Approval of minutes for the March 27, 2025 Operations & Maintenance Committee Meeting
3. Approval of minutes for the March 28, 2025 Board of Directors Special Meeting
4. Approval of minutes for the April 4, 2025 Board of Directors Special Meeting
5. Approval of minutes for the April 28, 2025 Budget Committee Meeting

B. Financial Reports: March 2025

1. Cash, Savings, and Investment Report
2. Check Registers – Wells Fargo (General & CIP Checking Accounts)
3. Budget vs. Actual Status Report FY
4. Capital Improvement Projects Report

C. Financial Reports: April 2025

1. Cash, Savings, and Investment Report
2. Check Registers – Wells Fargo (General & CIP Checking Accounts)
3. Budget vs. Actual Status Report
4. Capital Improvement Projects Report

Public Comment: None

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

Second: By Director Smith

Vote: 4-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: March & April 2025

B. Will-Serve Activity: March & April 2025

1. New Will-Serves

- 31 7th St. / Rice / 064-145-031 / SFR Remodel
- 3525 Gilbert Ave. / Stanley / 064-405-010 / SFR New
- 196 G St. / Rogers / 064-126-012 / ADU New
- 79 Bakersfield Ave. / Gaeta / 064-043-041 / SFR Remodel
- 897 Park Ave. / Russell / 064-081-009 / SFR Remodel
- 30 12th St. / Luallen / 064-222-012 / SFR New
- 799 Saint Mary Ave. / Del Papa / 064-133-009 / SFR Remodel & ADU New
- 314 Cayucos Creek Rd. / Alvord / 064-024-026 / SFR New

2. Extended Will-Serves:

- 2790 Richard Ave. / Hall / 064-204-063 / SFR New
- 1775 Cass Ave. / Noland / 064-172-021 / SFR Remodel
- 3165 Ocean Blvd / Herman / 064-411-005 / SFR Remodel
- 1859 Cass Ave. / Goodman / 064-172-042 / SFR Remodel
- 46 19th St. / Fishman / 064-233-026 / SFR Addition
- 3369 Shearer Ave. / McKinley / 064-427-004 / SFR Remodel

3. Finaled Will-Serves:

- 980 Park Ave. / Brosi / 064-157-025 / Deck New & SFR Remodel
- 957 Saint Mary Ave. / Moens / 064-157-007 / ADU New

Administrative: Acting Manager Good summarized the District's activities over the last two months. Director Smith provided an overview of both the Operations & Maintenance Committee and the Recycled Water Ad Hoc Committee meetings. President Enns shared information from the JPA Ad Hoc Committee meeting, explaining that all parties seem agreeable to coming up with an amicable resolution. Dylan Wade of WSC provided additional details about the Recycled Water Ad Hoc Committee meeting as well as the meeting with the staff of the RWQCB regarding our permit renewal.

CIP: The Board expressed approval of the Big Belly wrap artwork samples provided. Dylan Wade provided additional detail regarding the Toro to Chaney Main Replacement Project, explaining that it will be a challenging project to complete due to depth and proximity to the highway, but there are options that are workable. Mr. Wade has also met with the Coastal Commission and they are exploring having CalTrans remove the existing sea wall at the Hwy 1 Toro Creek Bridge crossing. It protects both the bluff and our outfall line from erosion in winter run-off events and we would like it to remain in place.

O&M/WRRF: Chief Plant Operator Sarah Hooper described the influent/effluent discrepancy and explained that we believe it was corrected this week and has been due to improper coding by our original tech supplier. She is waiting for the data to populate, but believes this is the fix we have been looking for.

Public Comment: None

Items 4.A – B were received and accepted.

5. DISCUSSION AND CONSIDERATION TO APPOINT A DIRECTOR TO FILL THE VACANCY FOR DISTRICT 3 OF THE CAYUCOS SANITARY DISTRICT BOARD OF DIRECTORS

The sitting Board members reviewed the candidates that have applied and both candidate Taylor and candidate Tennent reiterated their positions as provided at the May 8, 2025 Special Meeting. Candidate Clark was unable to attend due to a prior commitment. The Board thanked the candidates for their interest and unanimously decided to appoint Joe Clark to the vacant position. A rollcall vote was taken.

Public Comment: None

Motion: By Director Curti to appoint Joe Clark to fill the vacancy for District 3 of the Cayucos Sanitary District Board of Directors

Second: By Director Smith

Roll Call Vote: Curti-yes, Smith-yes, Lyon-yes, Enns-yes; **4-0** Motion passed

6. DISCUSSION AND CONSIDERATION TO APPROVE A CONTRACT WITH WATER SYSTEMS CONSULTING, INC. (WSC) IN THE AMOUNT OF \$40,760 FOR THE PREPARATION OF PHASE II OF THE RECYCLED WATER MANAGEMENT PLAN

Dylan Wade of WSC explained that this contract will enable him to complete the Recycled Water Management Plan and be ready for submission with the other facets of our WRRF permit renewal package.

Public Comment: None

Motion: By Director Smith to approve a contract with WSC in the amount of \$40,760 for the preparation of phase II of the Recycled Water Management Plan

Second: By Director Curti

Vote: **4-0** Motion passed

**7. DISCUSSION AND CONSIDERATION TO APPROVE THE FISCAL YEAR 2025/2026 CAYUCOS SANITARY DISTRICT BUDGET
A. OPERATING BUDGET**

Acting District Manager Good presented the budget and answered questions. Of particular note was the added category for Tuition Reimbursement along with a new line item for Reserves for Long-Term Planning. The Board also discussed and approved a \$2.00 per hour Cost of Living Adjustment (COLA) for each employee effective July 1, 2025.

Public Comment: None

Motion: By Director Smith to approve the Fiscal Year 2025/2026 Cayucos Sanitary District Operating Budget as prepared, with a \$2.00 per hour COLA

Second: By Director Curti

Vote: **4-0** Motion passed

B. CIP BUDGET

Acting District Manager Good reviewed the proposed CIP budget line by line, explaining each of the items. Additional details were provided by Chief Plant Operator Sarah Hooper, who explained how critical it is to have a backup permeate pump with repairs/replacements taking up to 22 weeks in case of breakdown.

Public Comment: None

Motion: By Director Curti to approve the Fiscal Year 2025/2026 Cayucos Sanitary District CIP Budget as prepared.

Second: By Director Smith

Vote: **4-0** Motion passed

8. DISCUSSION AND CONSIDERATION TO APPROVE AN AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES WITH RICHARD L. KOON

Public Comment: None

Motion: By Director Lyon to approve an amendment to Agreement for Consultant Services with Richard L. Koon

Second: By Director Smith

Vote: 4-0 Motion passed

9. DISCUSSION AND CONSIDERATION TO: A) APPOINT THE ADMINISTRATIVE SERVICES MANAGER AS BOARD SECRETARY; B) AMEND THE JOB DESCRIPTION FOR THE ADMINISTRATIVE SERVICES MANAGER TO INCLUDE THE TITLE AND DUTIES OF BOARD SECRETARY (ADMINISTRATIVE SERVICES MANAGER/BOARD SECRETARY); AND C) AMEND THE DISTRICT SALARY SCHEDULE

Public Comment: None

Motion: By Director Smith to: a) appoint the Administrative Services Manager as Board Secretary; b) amend the job description for the Administrative Services Manager to include the title and duties of Board Secretary (Administrative Services Manager/Board Secretary); and c) amend the District salary schedule

Second: By Director Curti

Vote: 4-0 Motion passed

10. DISCUSSION AND CONSIDERATION TO AUTHORIZE THE DEMOLITION OF THE WATER WELL LOCATED ON THE JOINTLY OWNED MORRO BAY-CAYUCOS SANITARY DISTRICT PROPERTY AT 180 ATASCADERO RD., MORRO BAY, CA (PERMIT # CDP24-041)

The Board discussed both options at length and agreed that Martin Marietta should be allowed to demolish the well along with the cleanup of the former concrete yard.

Public Comment: None

Motion: By Director Smith to authorize the demolition of the water well located on the jointly owned Morro Bay-Cayucos Sanitary District property at 180 Atascadero Rd., Morro Bay, CA

Second: By Director Lyon

Vote: 4-0 Motion passed

11. CLOSED SESSION

Public Employment Pursuant to Government Code Section 54957(b)

Position: Acting and Interim District Manager/District Manager

Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency Designated Representative: Robert Enns, Board President

Unrepresented Employee: Acting and Interim District Manager/District Manager

Public Comment: None

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

Staff Present During Closed Session: None

Items to report from Closed Session: None

12. DISCUSSION AND CONSIDERATION TO COMPENSATE THE ADMINISTRATIVE ACCOUNTING MANAGER FOR INCREASED DUTIES AND RESPONSIBILITIES WHILE SERVING AS ACTING DISTRICT MANAGER

After much discussion, the Board decided to compensate Acting District Manager Good by \$1,000.00 per week for the time period dating back to the last Board meeting on March 20, 2025 through this evening's meeting.

Public Comment: None

Motion: By Director Smith to compensate the Administrative Accounting Manager in the amount of \$1,000.00 per week for a period of 8 weeks (from March 20th through May 15th) for increased duties and responsibilities while serving as Acting District Manager

Second: By Director Enns

Vote: 4-0 Motion passed

13. DISCUSSION AND CONSIDERATION TO APPOINT AN AD HOC COMMITTEE FOR DISTRICT MANAGER RECRUITMENT

The Board selected President Enns and Director Curti to form the Recruitment Ad Hoc Committee.

14. BOARD MEMBER COMMENTS

None

15. FUTURE SCHEDULED MEETINGS

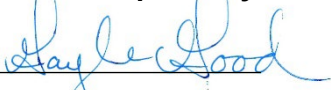
- June 19, 2025 – Regular Board Meeting
- July 17, 2025 – Regular Board Meeting
- August 21, 2025 – Regular Board Meeting

16. ADJOURNMENT

The meeting adjourned at 8:52 p.m.

Minutes Respectfully Submitted By:

X



Gayle Good
Acting District Manager



CAYUCOS SANITARY DISTRICT

Monthly Financial Report

FY 2024/2025

AGENDA ITEM:

4.B.1

Cash, Savings and Investments

May 2025

| Bank Accounts | Current Balance |
|--------------------------------|--------------------|
| Wells Fargo - General Checking | \$999,871 |
| Wells Fargo - Capital Projects | \$436,398 |
| Wells Fargo - Standby | \$264,338 |
| Wells Fargo - USDA | \$832,902 |
| Petty Cash | \$175 |
| LAIF | \$0 |
| Total | \$2,533,684 |
| | |
| Investment Accounts | |
| CalTrust | \$1,757,263 |
| Cetera Cash/MM | \$36,367 |
| Cetera Treasury/Securities | \$35,775 * |
| Total | \$1,829,404 |
| | |
| Grand Total | \$4,363,088 |
| MCD Wells Fargo Deposit CD | \$25,000 ** |

* Fixed Income

** Franchise Deposit on Hold

Check Registers - Checks Issued May 2025

| Date | Num | Name | Amount |
|------------|-------|---|------------|
| 05/08/2025 | 24793 | AMAZON - office & lab supp., hardware, citric acid, safety vest | -591.07 |
| 05/08/2025 | 24794 | CARMEL & NACCASHA, LLP | -5,163.17 |
| 05/08/2025 | 24795 | COASTAL ROLL OFF SERVICE | -3,223.51 |
| 05/08/2025 | 24796 | COUNTY OF SLO - PUBLIC WORKS DEPT. | -720.00 |
| 05/08/2025 | 24797 | CULLIGAN OF MORRO BAY | -93.50 |
| 05/08/2025 | 11615 | GENOA VISUAL GROUP - can wrap artwork | -1,300.00 |
| 05/08/2025 | 24798 | JB DEWAR | -206.94 |
| 05/08/2025 | 24799 | MINER'S ACE HARDWARE | -274.84 |
| 05/08/2025 | 24800 | MISSION COUNTRY DISPOSAL - WRRF | -434.07 |
| 05/08/2025 | 24801 | MISSION UNIFORM SERVICE | -517.44 |
| 05/08/2025 | 24802 | N. BRENT KNOWLES CONSTRUCTION | -1,638.96 |
| 05/08/2025 | 24803 | NELSON'S GARAGE | -445.24 |
| 05/08/2025 | 24804 | NEW TIMES | -34.00 |
| 05/08/2025 | 24805 | SPEEDY COASTAL MESSENGER, INC. | -730.00 |
| 05/08/2025 | 24806 | MORRO ROCK MUTUAL WATER CO. UTILITY 782 | -75.51 |
| 05/08/2025 | 24807 | PETTY CASH -postage & misc. | -168.84 |
| 05/14/2025 | 24808 | PATHIAN ADMINISTRATORS | -205.72 |
| 05/15/2025 | 11616 | WATER SYSTEMS CONSULTING, INC. | -7,957.85 |
| 05/15/2025 | 24809 | AQUAFIX | -7,494.94 |
| 05/15/2025 | 24810 | BPS SUPPLY GROUP | -246.47 |
| 05/15/2025 | 24811 | CALNET3 | -500.69 |
| 05/15/2025 | 24812 | EXXONMOBIL | -611.36 |
| 05/15/2025 | 24813 | FIRSTNET (AT&T) | -594.84 |
| 05/15/2025 | 24814 | JB DEWAR | -1,517.20 |
| 05/15/2025 | 24815 | NEW TIMES | -47.25 |
| 05/15/2025 | 24816 | POLYDYNE INC. | -4,785.50 |
| 05/15/2025 | 24817 | SPICE INTEGRATION CORP. | -2,824.50 |
| 05/15/2025 | 24818 | WATER SYSTEMS CONSULTING, INC. | -2,606.80 |
| 05/19/2025 | 24821 | COLLINS, JONATHAN W - boot reimbursement | -250.00 |
| 05/21/2025 | 24822 | BUSINESS CARD - Home Depot | -300.69 |
| 05/21/2025 | 24823 | CWEA | -239.00 |
| 05/21/2025 | 24824 | NOBLE SAW, INC. - mower | -2,337.04 |
| 05/21/2025 | 24825 | QUINN COMPANY - CAT track loader service | -450.10 |
| 05/21/2025 | 24826 | SOCAL GAS | -61.75 |
| 05/21/2025 | 24827 | USA BLUE BOOK | -147.84 |
| 05/21/2025 | 11617 | WATER SYSTEMS CONSULTING, INC. | -10,812.00 |
| 05/23/2025 | 24819 | ENNS, ROBERT | -273.45 |
| 05/23/2025 | 24820 | LYON, SHIRLEY A | -227.87 |
| 05/27/2025 | 24828 | HOOPER, SARAH L - mileage reimbursement | -28.98 |
| 05/29/2025 | 24829 | ALPHA ELECTRICAL SERVICE, INC. | -740.00 |
| 05/29/2025 | 24830 | BOB'S CRANE SERVICE - annual membrane cleaning | -5,000.00 |

| Date | Num | Name | Amount |
|----------------------------|-------|---|---------------------|
| 05/29/2025 | 24831 | CAYUCOS BEACH MUTUAL WATER CO. #1 | -146.80 |
| 05/29/2025 | 24832 | CAYUCOS BEACH MUTUAL WATER CO. #2 | -120.08 |
| 05/29/2025 | 24833 | CETTI SERVICES UTD., INC - biannual generator service | -7,723.30 |
| 05/29/2025 | 24834 | COASTAL COPY, INC | -145.44 |
| 05/29/2025 | 24835 | CWEA | -106.00 |
| 05/29/2025 | 24836 | EXXONMOBIL | -559.23 |
| 05/29/2025 | 24837 | NEW TIMES | -47.25 |
| 05/29/2025 | 24838 | SIEMENS (PONTON) | -61.13 |
| Total Issued Checks | | | -\$74,788.16 |

Check Registers - ACH/EFT Payments May 2025

| Date | Num | Name | Amount |
|-------------------------|-------------|--|----------------------|
| 05/02/2025 | | LOT/LATE STANDBY TFR | -1,570.50 |
| 05/05/2025 | HLTH050525 | CALPERS (HEALTH) | -15,618.67 |
| 05/05/2025 | 60294025120 | ALLIED ADMINISTRATORS FOR DELTA DENTAL | -823.54 |
| 05/05/2025 | EDD050925 | EDD | -1,372.01 |
| 05/08/2025 | | QuickBooks Payroll Service | -19,484.33 |
| 05/09/2025 | FED050925 | US TREASURY | -6,670.36 |
| 05/09/2025 | DEF050925 | CALPERS (RETIREMENT) | -1,225.00 |
| 05/09/2025 | PERS050925 | CALPERS (RETIREMENT) | -4,929.73 |
| 05/12/2025 | | USDA TFR | -77,907.72 |
| 05/19/2025 | 32319231 | PG&E LS#1 | -769.09 |
| 05/19/2025 | 32319191 | PG&E LS#2 | -1,284.90 |
| 05/19/2025 | 32319221 | PG&E LS#3 | -261.16 |
| 05/19/2025 | 32319251 | PG&E LS#4 | -522.28 |
| 05/19/2025 | 32319261 | PG&E LS#5 | -2,798.41 |
| 05/19/2025 | 32319211 | PG&E OFFICE | -262.80 |
| 05/19/2025 | 32319201 | PG&E WRRF | -6,434.65 |
| 05/20/2025 | EDD052325 | EDD | -2,162.28 |
| 05/21/2025 | 18030311 | WELLS FARGO VENDOR FIN SERV | -176.96 |
| 05/21/2025 | 18030312 | WELLS FARGO VENDOR FIN SERV | -174.00 |
| 05/22/2025 | | QuickBooks Payroll Service | -24,917.74 |
| 05/23/2025 | DEF052325 | CALPERS (RETIREMENT) | -1,225.00 |
| 05/23/2025 | PER052325 | CALPERS (RETIREMENT) | -4,935.38 |
| 05/23/2025 | FED052325 | US TREASURY | -9,616.26 |
| 05/28/2025 | ACH74031 | ABALONE COAST ANALYTICAL, INC. | -7,323.00 |
| 05/28/2025 | ACH74032 | CHARTER INTERNET | -950.41 |
| 05/28/2025 | ACH74033 | EXECUTIVE JANITORIAL | -225.00 |
| 05/28/2025 | ACH74034 | REC SOLAR | -13,206.12 |
| 05/30/2025 | ACH509016 | COLONIAL LIFE INSURANCE PREMIUMS | -52.58 |
| Total Issued ACH | | | -\$206,899.88 |

Budget vs. Actual May 2025

AGENDA ITEM:

4.B.3

| | Current Month | YTD Actual Rev/Exp | Approved Budget 24/25 | % of Budget |
|--------------------------------------|----------------|-----------------------|--------------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Sewer Income | 294,201 | 2,962,454 | 3,187,400 | 93% |
| Will Serve Income | 875 | (2,360) | 88,200 | -3% * |
| Rental Income | - | 30,532 | 52,200 | 58% |
| Solid Waste Income | 3,920 | 131,463 | 141,500 | 93% |
| SLOCO Tax Assessments | 349,333 | 1,273,251 | 1,257,000 | 101% |
| Banking Interest Income | 709 | 15,195 | 9,900 | 153% |
| Investment Interest | 6,112 | 95,824 | 90,000 | 106% |
| Other Income | - | 4,534 | 4,600 | 99% |
| Total Income | 655,151 | 4,510,893 | 4,830,800 | 93% |
| Expenses | | | | |
| Payroll Expenses | | | | |
| Administrative Payroll | 22,206 | 369,657 | 447,400 | 83% |
| Collections Payroll | 14,852 | 194,780 | 234,700 | 83% |
| WRRF Payroll | 29,558 | 341,477 | 365,000 | 94% |
| Director Payroll | 950 | 7,250 | 8,000 | 91% |
| Vested Benefits | 316 | 3,464 | 4,000 | 87% |
| Admin Payroll Taxes & Benefits | 6,833 | 125,525 | 144,900 | 87% |
| Collections Payroll Taxes & Benefits | 8,653 | 118,154 | 126,300 | 94% |
| WRRF Payroll Taxes & Benefits | 10,156 | 137,282 | 159,900 | 86% |
| Director Payroll Taxes & Benefits | 73 | 555 | 600 | 92% |
| Total Payroll & Benefits | 93,597 | 1,298,143 | 1,490,800 | 87% |
| Operating Expenses | | | | |
| Special Projects | - | - | 13,000 | 0% |
| Administrative Operating Expenses | 10,641 | 754,415 | 846,900 | 89% |
| Collections Operating Expenses | 10,325 | 132,990 | 265,950 | 50% |
| Treatment Operating Expenses | 127,951 | 1,370,519 | 1,733,100 | 79% |
| Total Operating Expenses | 148,917 | 2,257,924 | 2,858,950 | 79% |
| Total Expenses | 242,514 | 3,556,068 | 4,349,750 | 82% |
| Net Income | 412,637 | 954,825 | 481,050 | |

* Previously invoiced construction projects canceled.

Capital Improvement Projects Budget May 2025

(amended September 19, 2024 & January 16, 2025)

AGENDA ITEM:
4.B.4

| | Current Month | YTD Actual Rev/Exp | Approved Budget 24/25 | % of Budget |
|---|-------------------|-----------------------|--------------------------|----------------|
| Collection Improvements | | | | |
| Sewer Main Repairs | 0.00 | 0.00 | 50,000.00 | 0% |
| Chaney to Lift Station 5 Main Replacement | 6,279.25 | 78,853.75 | 75,000.00 | 105% |
| Main Admin | | | | |
| Backup Electrical System | 0.00 | 0.00 | 35,000.00 | 0% |
| BigBelly Trash & Recycling Containers | 0.00 | 11,768.75 | 46,600.00 | 25% |
| RWQCB Recycled Water Program | 1,678.60 | 11,626.10 | 20,000.00 | 58% |
| WRRF Improvements | | | | |
| Benthic Sediment and Community Testing of Outfall | 0.00 | 54,620.50 | 60,000.00 | 91% |
| SCADA and Network Upgrade Project | 0.00 | 31,982.60 | 45,000.00 | 71% |
| Automated Influent Valves | 0.00 | 37,256.14 | 40,000.00 | 93% |
| Total Capital Improvements | \$7,957.85 | \$226,107.84 | \$371,600.00 | 61% |



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: GAYLE GOOD, ACTING DISTRICT MANAGER

DATE: JUNE 12, 2025

SUBJECT: MONTHLY MANAGER'S REPORT: MAY 2025

ADMINISTRATIVE

- Courtesy delinquency notices were mailed or emailed to customers with delinquent balances owed mid-April; formal notices informing delinquent customers of the upcoming Tax Lien process were mailed out May 1st.
- The District is participating in [Countywide Multijurisdictional Hazard Mitigation Planning](#) and once the draft plan has been through its final edit this month, it will be presented to the California Office of Emergency Services (CalOES) and will then be sent to the Federal Emergency Management Agency (FEMA). This will enable CSD to apply for Federal grants for hazard mitigation projects.
- The Marine Mammal Center has asked us to consider leasing them a portion of Lot 10 behind the solar field.
- Staff attended a CalTrans informational meeting regarding replacement of the southbound Hwy 1 bridge crossing at Toro Creek.
- Auditors were on site May 27 & 28 to perform pre-testing in preparation for August's audit.

CAPITAL PROJECTS

- The final group of BigBelly trash receptacles is scheduled for delivery in June.
- The NPDES permit renewal, along with the required Recycled Water Management Plan (Phase II), Climate Change Hazards and Vulnerabilities Plan, and Benthic Sediment and Community Monitoring Report, was submitted on June 3, 2025.

OPERATIONS & MAINTENANCE: MAY 2025

CIP: None

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; clean probes and test generators
- Conduct weekly alarm testing at all lift stations
- Jet 3,985 feet of main lines, including the downtown areas
- Participate in Vector Training Solutions for SDRMA (Special District Risk Management Authority)
- Respond 24 USAs
- CCTV mains around town to continue to document conditions
- Work on diagnosis of Lift Station 1 pump and controller after having some seal fail alarms, etc.
- Begin developing plans for replacing discharge elbow at Lift Station 1 to fit new pump

- Diagnose and fix issue with Lift Station 5 generator (rupture basin fault)
- Replace the battery at Lift Station 1 for generator
- Swap out pump #3 at Lift Station 5 for new pump to get it in the rotation
- Landscaping at Lift Stations 1, 2 and 5
- Cleaned the check valves at Lift Station 1
- Replaced the crane cable on our Ford 550 so that we can reach the bottom of Lift Station 5 safely

Call Outs: None

WATER RESOURCE RECOVERY FACILITY: MAY 2025

Daily Operations of Note:

- Completed all quarterly, monthly, weekly and daily maintenance tasks
- Exercised generator and fire pump
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Completed all Monthly Reports
- Continued weed abatement activities throughout the month
- Changed oil in all three RAS pumps May 2
- Replumbing of effluent turbidimeters completed May 6
- Emergency generator topped off with fuel May 7
- Attempted to run ag. well May 8 but unsuccessful
- Rust spots on emergency generator sanded May 9
- Rust treatment and paint applied to emergency generator May 12
- Technician from TSI here on May 12 and 13 for annual calibrations
- SPICE on-site to make SCADA changes May 13
- Tote of polymer delivered May 13
- Weed whacking and chain sawing brush around ag. well May 15
- Ag. well getting bad power from PG&E May 16, contacted PG&E
- Tote of SmartBOD received May 16
- Purchased commercial lawn mower May 17
- Calibrated TSS meter May 19
- MOS 1 put in DDR May 20
- Crane on-site for inspection of MOS membranes; all racks in MOS 1 and MOS 2 inspected May 21; some breakage and ragging but overall membranes look good
- Crane on site for inspection of rack in MOS 3 on May 22; membranes also have breakages and ragging but overall look good
- F-350 had dead battery May 25
- F-350 starting only intermittently and showing many warning lights; delivered to Perry Ford May 28 for diagnosis

Call Outs: None

WRRF Influent

- Highest flow day May 25: **247,437 gallons**
- Average influent for May: **181,731 gallons per day**
- Total influent for May: **5.63 million gallons**

WRRF Effluent

- Highest flow day May 26: **275,925 gallons**
- Average effluent for May: **201,251 gallons per day**
- Total effluent for May: **6.24 million gallons**
- Average recycled water use (in-plant): **54,200 gallons per day**



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: GAYLE GOOD, ACTING DISTRICT MANAGER

DATE: JUNE 12, 2025

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2025-02 ESTABLISHING CAYUCOS SANITARY DISTRICT'S FISCAL YEAR 2025/26 APPROPRIATIONS LIMIT

DISCUSSION

With the passage of Proposition 4 in 1979, annual limits were placed on state, school districts, and local governments for the use of appropriations of tax proceeds. Each entity of government must formally "adopt" its Appropriations Limit for a given fiscal year. The calculations and multipliers vary each year and the current calculations are included in the resolution. As Cayucos Sanitary District receives a portion of tax proceeds from the County of San Luis Obispo, it is subject to this requirement.

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2025-02 establishing Cayucos Sanitary District's Fiscal Year 2025/26 Appropriations Limit.

RESOLUTION 2025-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAYUCOS SANITARY DISTRICT ESTABLISHING THE
APPROPRIATIONS LIMIT FOR THE FISCAL YEAR ENDING JUNE 30, 2026**

WHEREAS, in November of 1979 California voters passed Proposition 4, which added Article XIII B to the California Constitution; and

WHEREAS, Proposition 4 places an upper limit on the amount of money that can be spent on general operations from state revenues based on the 1978/1979 base year and adjusts each year based on population growth and inflation; and

WHEREAS, in 1990 California voters approved Proposition 111, which modified Article XIII B and provided new adjustment formulas making the appropriation limit more responsive to local growth issues as well as requiring an annual review of limit calculations; and

WHEREAS, Government Code Sections 7900 et seq. provide for the effective and efficient implementation of Article XIII B of the California Constitution; and

WHEREAS, Government Code Sections 7900 et seq. provide that each year, the governing body of each local jurisdiction shall, by resolution establish the annual adjustment factors to be used and the tax proceeds expenditure appropriation limit.

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

1. The District's appropriation limit for Fiscal Year 2025-26 is hereby set at \$5,888,847.
2. Calculations used in the determination of the tax proceeds expenditure appropriation limit are attached hereto as Exhibit A and incorporated herein by this reference.
3. This Resolution is effective on its date of adoption.

PASSED AND ADOPTED this 19th day of June, 2025.

Ayes:
Nays:
Absent:
Abstain:

Robert Enns, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Amy Lessi
Board Secretary

Timothy J. Carmel
District Counsel

**EXHIBIT A
to Resolution No. 2025-02**

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

| | | |
|---|----|------------------|
| 2024-2025 appropriation limit | \$ | <u>5,566,544</u> |
| 2025-2026 factor (per capita cost of living increase x population increase) | | |
| | x | <u>1.0579</u> |
| 2025-2026 appropriation subject to limit | \$ | <u>5,888,847</u> |



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: AMY LESSI, ADMINISTRATIVE SERVICES MANAGER

DATE: JUNE 10, 2025

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2025-03 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2025/2026 COUNTY TAX ROLL

DISCUSSION

On an annual basis, Cayucos Sanitary District (“CSD”) reports its delinquent customer account balances to the San Luis Obispo County Tax Collector’s Office, who collects the debt on CSD’s behalf through their annual Tax Roll process for future reimbursement.

In late March, staff calls, mails or emails a courtesy notice to customers with delinquent balances to ensure they are aware their customer account is delinquent. If no response is received, a formal notice is mailed to inform the customer of the upcoming deadline by which payment must be made in order to avoid collection by the County. Customers who did not make payment are included in the attached report.

Roughly the same number of customers have delinquent account balances owed this year (14 this year as opposed to 15 last year).

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2025-03 confirming the itemized report to collect delinquent sewer service charges on the Fiscal Year 2025/2026 County Tax Roll.

RESOLUTION 2025-03 JUNE 19, 2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SEWER SERVICE CHARGES ON THE FISCAL YEAR 2025-2026 COUNTY TAX ROLL

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

1. On August 8, 1977, the District Board duly adopted Ordinance No. 6 pursuant to which the District elected to have delinquent sewer service charges collected on the tax roll in the same manner, by the same persons, and at the same time as its general taxes, all pursuant to applicable Government and Health and Safety Codes; and
2. On May 1, 2025, in accordance with Health and Safety Code Section 5473.1, the District’s Administrative Services Manager/Board Secretary mailed letters to owners of real property notifying them of the District’s intent to have sewer service charges with account balances at least three months delinquent as of May 1, 2025 placed on the 2025-2026 County Tax Roll for collection, pursuant to Health and Safety Code Sections 5473 and 5473a by filing a report with the Auditor-Controller’s office of the County of San Luis Obispo, containing a description of each parcel of real property with delinquent sewer service charges and the owner thereof; and
3. Furthermore, such notice informed the property owner of the time and place of the public hearing to be held before the District Board scheduled for June 19, 2025, at which time all interested persons will be given the opportunity to present oral or written testimony for or against said report or any portions thereof; and
4. On or before July 22, 2025, the deadline established by the County of Auditor-Controller’s Office, the Administrative Services Manager/Board Secretary will submit a preliminary report listing the Assessor’s Parcel Numbers for the respective delinquent sewer service charges and specific amounts owed as of May 1, 2025, pursuant to Health and Safety Code Sections 5473 and 5473a, to the Auditor- Controller’s Office of San Luis Obispo County; and
5. On or before August 12, 2025, the final filing date established by the County of Auditor-Controller’s Office, the Administrative Services Manager/Board Secretary must submit all changes, additions and deletions to such report on a final filing basis; and
6. In accordance with San Luis Obispo County regulations, as of July 1, 2008 a fee of \$36 will be charged for each assessment removed or revised from the assessment listing occurring on a tax bill after extension. Thus, any charge levied against the District for change(s) in an assessment amount of a property owner that is not the result of District error will be subsequently invoiced and collected by the District from the property owner of record.

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

1. Each of the above findings is true and correct, and are incorporated herein by this reference.

2. The Board hereby approves and adopts the itemized report describing the delinquent sewer service charges attached hereto and incorporated herein by reference as Exhibit "A" and hereby authorizes such charges to be collected on the County real property tax roll, pursuant to the procedures set forth in Health and Safety Code Sections 5473 et seq.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 19th day of June, 2025.

ATTEST:

Amy Lessi, Board Secretary

Robert B. Enns, President

**RESOLUTION 2025-03
EXHIBIT "A"**

**DELINQUENT SEWER SERVICE CHARGES
TO BE COLLECTED ON THE FISCAL YEAR 2025/2026 COUNTY TAX ROLL**

| ACCOUNT # | APN | SERVICE ADDRESS | DELINQUENT BALANCE |
|-----------|-------------|-------------------------|--------------------|
| 002228 | 064-125-041 | 62 Saint Mary Ave. | 943.60 |
| 005475 | 064-282-006 | 565 Lucerne Rd. | 301.06 |
| 001405 | 064-182-041 | 1924 Circle Dr. | 1,293.60 |
| 001157 | 064-443-015 | 60 Rapf Ave. | 1,293.60 |
| 005333 | 064-125-006 | 109 S Ocean Ave. | 1,509.20 |
| 003086 | 064-261-009 | 2813 Santa Barbara Ave. | 1,068.20 |
| 001232 | 064-235-014 | 35 22nd St. | 709.16 |
| 003328 | 064-236-011 | 1802 Pacific Ave. | 1,068.20 |
| 001492 | 064-046-032 | 11 Fresno Ave. | 1,293.60 |
| 003407 | 064-034-029 | 0 D St. | 99.00 |
| 002710 | 064-372-042 | 3174 Gilbert Ave. | 99.00 |
| 004874 | 064-372-046 | 3180 Gilbert Ave. | 99.00 |
| 004428 | 064-372-062 | 348 Cerro Gordo Ave. | 99.00 |
| 003609 | 064-427-084 | 3240 Gilbert Ave. | 99.00 |

| |
|--------------------------|
| # OF ACCOUNTS: 14 |
|--------------------------|

SUBTOTAL SEWER: \$9,480.22

SUBTOTAL LOTS: \$495.00

GRAND TOTAL: \$9,975.22



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: AMY LESSI, ADMINISTRATIVE SERVICES MANAGER

DATE: JUNE 10, 2025

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2025-04 CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2025/2026 COUNTY TAX ROLL

DISCUSSION

On an annual basis, Cayucos Sanitary District (“CSD”) reports Mission Country Disposal’s (“MCD’s”) delinquent customer account balances to the San Luis Obispo County Tax Collector’s Office, who collects the debt on MCD’s behalf through their annual Tax Roll process for future reimbursement.

In early March, MCD sends formal notices via certified mail to inform their customers of the upcoming deadline by which payment must be made in order to avoid collection by the County. Customers who did not make payment are included in the attached report.

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2025-04 confirming the itemized report to collect delinquent solid waste collection and disposal charges on the Fiscal Year 2025/2026 County Tax Roll.

**RESOLUTION 2025-04
JUNE 19, 2025**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT CONFIRMING THE ITEMIZED REPORT TO COLLECT DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL CHARGES ON THE FISCAL YEAR 2025-2026 COUNTY TAX ROLL

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

1. On August 8, 1977, the District Board duly adopted Ordinance No. 6 pursuant to which the District elected to have delinquent solid waste charges collected on the tax roll in the same manner, by the same persons, and at the same time as its general taxes, all pursuant to applicable Government and Health and Safety Codes; and
2. On May 1, 2025, in accordance with Health and Safety Code Section 5473.1, the District’s Administrative Services Manager/Board Secretary mailed letters to owners of real property notifying them of the District’s intent to have solid waste collection and disposal charges that were delinquent as of May 1, 2025 placed on the 2025-2026 County Tax Roll for collection, pursuant to Health and Safety Code Sections 5473 and 5473a by filing a report with the Auditor-Controller’s office of the County of San Luis Obispo, containing a description of each parcel of real property with delinquent solid waste collection and disposal charges and the owner thereof; and
3. Furthermore, such notice informed the property owner of the time and place of the public hearing to be held before the District Board scheduled for June 19, 2025, at which time all interested persons will be given the opportunity to present oral or written testimony for or against said report or any portions thereof; and
4. On or before July 22, 2025, the deadline established by the County of Auditor-Controller’s Office, the Administrative Services Manager/Board Secretary will submit a preliminary report listing the Assessor’s Parcel Numbers for the respective delinquent solid waste collection and disposal charges and specific amounts owed as of May 1, 2025, pursuant to Health and Safety Code Sections 5473 and 5473a, to the Auditor-Controller’s Office of San Luis Obispo County; and
5. On or before August 12, 2025, the final filing date established by the County of Auditor-Controller’s Office, the Administrative Services Manager/Board Secretary must submit all changes, additions and deletions to such report on a final filing basis; and
6. In accordance with San Luis Obispo County regulations, as of July 1, 2008 a fee of \$36 will be charged for each assessment removed or revised from the assessment listing occurring on a tax bill after extension. Thus, any charge levied against the District for change(s) in an assessment amount of a property owner that is not the result of District error will be subsequently invoiced and collected by the District from the property owner of record.

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

1. Each of the above findings is true and correct, and are incorporated herein by this reference.

2. The Board hereby approves and adopts the itemized report describing the delinquent solid waste collection and disposal charges attached hereto and incorporated herein by reference as Exhibit "A" and hereby authorizes such charges to be collected on the County real property tax roll, pursuant to the procedures set forth in Health and Safety Code Sections 5473 et seq.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 19th day of June, 2025.

ATTEST:

Amy Lessi, Board Secretary

Robert B. Enns, President

**RESOLUTION NO. 2025-04
EXHIBIT "A"**

**DELINQUENT SOLID WASTE COLLECTION & DISPOSAL CHARGES
TO BE COLLECTED ON THE FISCAL YEAR 2025/2026 COUNTY TAX ROLL**

| ACCOUNT # | APN | Service Address | >120 Day | Final Charge | Total | Rounded Total |
|-----------|-------------|------------------|----------|--------------|--------|---------------|
| 9003899 | 064-236-011 | 1802 PACIFIC AVE | 739.32 | 65.01 | 804.33 | 804.32 |
| 9001466 | 064-182-041 | 1924 CIRCLE DR | 415.83 | 59.98 | 475.81 | 475.80 |
| 9002520 | 064-443-015 | 60 RAPF AVE | 415.81 | 58.53 | 474.34 | 474.34 |
| 9002356 | 064-445-005 | 3505 STUDIO DR | 207.93 | 45.00 | 252.93 | 252.92 |

| |
|-------------------------|
| # OF ACCOUNTS: 4 |
|-------------------------|

| | |
|------------------------------|-----------------|
| SUBTOTAL SOLID WASTE: | 2,007.38 |
|------------------------------|-----------------|

| | |
|---------------------|-----------------|
| GRAND TOTAL: | 2,007.38 |
|---------------------|-----------------|



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

9

TO: BOARD OF DIRECTORS

FROM: GAYLE GOOD, ACTING DISTRICT MANAGER

DATE: JUNE 12, 2025

SUBJECT: DISCUSSION AND CONSIDERATION TO COMPENSATE THE ADMINISTRATIVE ACCOUNTING MANAGER FOR INCREASED DUTIES AND RESPONSIBILITIES WHILE SERVING AS ACTING DISTRICT MANAGER

DISCUSSION

During the last meeting, the Board decided to compensate the Acting District Manager \$1000.00 per week for the eight weeks between the previous meeting of March 20, 2025 through May 15, 2025. To eliminate the need to revisit this topic monthly, the Board could consider approving a recurring weekly stipend in the amount of \$1000.00 until such time as Gayle Good is no longer the Acting District Manager.

RECOMMENDATION

Staff recommends that the Board of Directors approve a weekly stipend in the amount of \$1,000.00 until such time as Gayle Good is no longer the Acting District Manager.



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: GAYLE GOOD, ACTING DISTRICT MANAGER

DATE: JUNE 17, 2025

SUBJECT: DISCUSSION AND CONSIDERATION OF DISTRICT MANAGER RECRUITMENT AND TO ADVERTISE DISTRICT MANAGER POSITION

DISCUSSION

Recommended topics for this discussion include the following:

- Advertisement preparation, schedule, and application deadline.
- Basic application packet contents – e.g., application, resume, letter of interest, and letters of recommendation.

Below are the estimated advertising costs for the District Manager position in various commonly used publications:

| Vendor | Listing | Amount |
|---------------------------|-----------------------------------|----------------|
| The Tribune | Online Only | \$550 |
| The Tribune | Print & Online (2 Sunday posting) | \$775 |
| Government Jobs | 60-day listing | \$199 |
| CSDA | 45-day listing & Featured Job | \$210 |
| LinkedIn | Varies | Varies |
| Indeed | Varies | Varies |
| CSD website | Unlimited | \$0 |
| Cal Poly Handshake | 30-day | \$0 |
| Cuesta College Jobspeaker | 30-day | \$0 |
| Grand Total | | \$1,734 |

RECOMMENDATION

The District Manager Recruitment Ad Hoc Committee recommends that the Board discuss and consider advertising for the District Manager position and provide direction to staff.



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

11

TO: BOARD OF DIRECTORS

FROM: GAYLE GOOD, ACTING DISTRICT MANAGER

DATE: JUNE 13, 2025

**SUBJECT: DISCUSSION AND CONSIDERATION OF ADOPTION OF DISTRICT
TUITION REIMBURSEMENT PROGRAM**

DISCUSSION

At the direction of the Board, staff has developed a Tuition Reimbursement Program which will allow employees to continue their education goals while directly supporting the mission of the District.

The Board should consider that the proposed Tuition Reimbursement Program allows for reimbursement of up to \$10,000 per employee. The approved FY 25/26 Budget allows \$10,000 for the entire Program. If multiple employees utilize the Program, the District's budget will need to be amended, but that can be addressed during the mid-year budget review.

RECOMMENDATION

Staff recommends that the Board of Directors approve the Tuition Reimbursement Program.

Cayucos Sanitary District

POLICY HANDBOOK

Compensation & Benefits

POLICY TITLE: Tuition Reimbursement Program
POLICY NUMBER: 2265
ADOPTION DATE:

2265.1 Purpose

To encourage and support employee development, personal growth, and achievement of education goals.

2265.2 Policy

Any full-time, regular employee is eligible to participate in the tuition reimbursement program following their completion of twelve (12) months of continuous full-time service with the District from their date of hire. The Tuition Reimbursement Program shall provide for the reimbursement of eligible and approved expenses of university, college, or occupationally-related courses and programs which are related to the mission of the District and are satisfactorily completed on the employee's own time, outside of the employee's working hours.

2265.3 Conditions

The District will reimburse regular employees for approved courses of study on the following criteria:

1. A refund of the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or better for the class.
2. A refund of one-half ($\frac{1}{2}$) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.
3. No refund will be made to employees who receive a grade below "C" for the class.
4. The total amount of reimbursement which will be paid to an employee is limited to \$10,000 in any fiscal year.

2265.4 Eligibility for Reimbursement

To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the District Manager or the Board of Directors. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement which are received after the class begins will be eligible for only one-half ($\frac{1}{2}$) of the usual reimbursement.

Two types of classes are generally eligible for reimbursement per this policy:

1. Classes that are related to the employee's present work assignment or that may prepare him/her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.
2. Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

2265.5 Reimbursement Process

1. Verification of successful completion may be by certificate of completion or presentation of the final official grade report.
2. Reimbursements will be processed when proof of completion is presented along with submission of original receipts and proof of payment
3. Employee must be employed with the District when the course is completed in order to qualify for reimbursement under this policy.

2265.6 Non-Allowable Use of Funds

Qualified education expenses include tuition, the cost of textbooks, and other required course materials.

Costs excluded from reimbursement are:

1. Electronic devices (tablets, computers, calculators)
2. Supplies (pens, pencils, notebooks, etc.)
3. Transportation/mileage
4. Parking expenses
5. Food/lodging expenditures

2265.7 Employment Conditions

If an employee's employment ends within two years from the date of completion of any course(s) for which tuition reimbursement has been received, all reimbursements to said course(s) shall be refunded to the District. The employee and the District shall enter into an agreement to memorialize this provision.