



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
H. Miller, Director
J. Curti, Director
J. Smith, Director

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
THURSDAY, JANUARY 16, 2025 AT 5:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENT

At this time the public may address the Board on items other than those scheduled on this agenda (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. 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 November 21, 2024 Board of Directors Regular Meeting **Pg. 1**

B. Financial Reports: November 2024

1. Cash, Savings, and Investment Report **Pg. 4**
2. Check Registers – Wells Fargo (General & CIP Checking Accounts) **Pg. 5**
3. Budget vs. Actual Status Report **Pg. 7**
4. Capital Improvement Projects Report **Pg. 8**

C. Financial Reports: December 2024

1. Cash, Savings, and Investment Report **Pg. 9**
2. Check Registers – Wells Fargo (General & CIP Checking Accounts) **Pg. 10**
3. Budget vs. Actual Status Report **Pg. 13**
4. Capital Improvement Projects Report **Pg. 14**

4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required

A. District Manager's Report: November & December 2024 **Pg. 15**

B. Will-Serve Activity: November & December 2024

1. New Will-Serves

- 168 I St. / Oliva / 064-128-005 / SFR Addition
- 34 13th St. / Olsen / 064-223-001 / SFR Remodel
- 159 H St. / Khankhanian / 064-126-007 / SFR Remodel

2. Extended Will-Serves:

- 998 Park Ave. / Ryan / 064-157-022 / Retaining Wall, Stairs
- 998 Pacific Ave. / Reeve / 064-151-010 / SFR New

- 3192 Ocean Blvd. / Roberts / 064-414-028 / ADU New
- 94 24th St. / Little / 064-183-021 / SFR New

3. Finaled Will-Serves:

- 284 Saint Mary Ave. / Reynoso / 064-125-014 / SFR Addition
- 2765 Santa Barbara Ave. / McKean / 064-204-009 / SFR New

4. Grants of License:

- 97 10th St. # 1 / Halle / 064-153-042 / Deck Replacement

- 5. ELECTION OF DISTRICT OFFICERS FOR 2025 Pg. 18**
- 6. PUBLIC HEARING PURSUANT TO PROPOSITION 218 REGARDING MISSION COUNTRY DISPOSAL'S PROPOSED RATE INCREASE FOR SOLID WASTE, RECYCLING AND GREENWASTE COLLECTION SERVICES AND DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION NO. 2025-01 AUTHORIZING THE SOLID WASTE, RECYCLING AND GREENWASTE COLLECTION SERVICE RATE INCREASE Pg. 20**
- 7. DISCUSSION AND CONSIDERATION TO AMEND THE FISCAL YEAR 2024/2025 CIP BUDGET TO ACCOMMODATE THE PURCHASE OF 10 TRASH & 10 RECYCLING BIG BELLY WASTE RECEPTACLES FOR PLACEMENT IN THE COMMUNITY OF CAYUCOS Pg. 36**
- 8. DISCUSSION AND CONSIDERATION OF REQUEST FROM THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) TO NOMINATE A BOARD MEMBER TO SERVE ON LAFCO AS THE SPECIAL DISTRICT REPRESENTATIVE Pg. 42**
- 9. DISCUSSION AND CONSIDERATION TO APPROVE A GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY LOCATED AT 97 10TH ST. APT. 1 (APN 064-153-042) Pg. 44**
- 10. DISCUSSION AND CONSIDERATION OF NEW DISTRICT BOARD COMMITTEE ASSIGNMENTS FOR 2025 Pg. 50**
- 11. DISCUSSION AND CONSIDERATION OF REQUEST FROM THE INTEGRATED WASTE MANAGEMENT AUTHORITY (IWMA) TO NOMINATE A BOARD MEMBER TO SERVE ON THE IWMA AS THE SPECIAL DISTRICT REPRESENTATIVE Pg. 51**
- 12. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b) Title: District Manager**
- 13. 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.
- 14. FUTURE SCHEDULED MEETINGS**
- February 20, 2025 – Regular Board Meeting
 - March 20, 2025 – Regular Board Meeting
 - April 17, 2025 – Regular Board Meeting
- 15. ADJOURNMENT**

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GOVERNING BOARD

R. Enns, President
S. Lyon, Vice-President
H. Miller, Director
J. Curti, Director
M. Shopshear, Director

BOARD OF DIRECTORS REGULAR MEETING MINUTES THURSDAY, NOVEMBER 21, 2024 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 Hannah Miller, and Director John Curti

Directors absent: Director Michael Shopshear

Staff present: District Manager Rick Koon (via teleconference), Administrative Services Manager Amy Lessi, Administrative Accounting Manager Gayle Good, and Treatment Plant Operator III Jon Collins

2. PUBLIC COMMENT

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

3. CONSENT CALENDAR: Recommended to Approve

A. Meeting Minutes

1. Approval of minutes for the October 17, 2024 Board of Directors Regular Meeting

B. Financial Reports: October 2024

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

President Enns opened the meeting to Public Comment.
Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Lyon, to approve items on the Consent Calendar as prepared. Motion was seconded by Miller.

VOTE: 4-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: October 2024

B. New Will-Serves: October 2024

- 2705 Santa Barbara Ave. / Morgan / 064-203-071 / SFR Remodel

Extended Will-Serves:

- 25 20th St. / Mulholland / 064-233-010 / SFR Addition
- 52 13th St. / Kirk / 064-164-021 / SFR New
- 2098 Circle Dr. / Lewis / 064-182-049 / SFR Remodel

Finalized Will-Serves:

- 974 Pacific Ave. / Bowman / 064-151-009 / SFR Remodel
- 78 Saint Mary Ave. / Lindahl / 064-125-038 / SFR Addition

Grants of License:

None

Manager Koon provided a summary of the previous month's activities. With regard to the proposed new Big Belly waste receptacles, Director Lyon wondered what their projected lifespan is and suggested consideration of who would maintain them.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Items 4.A – B were received and accepted.

5. PRESENTATION OF REPORT REGARDING MISSION COUNTRY DISPOSAL'S (MCD) REQUEST FOR A SOLID WASTE COLLECTION AND DISPOSAL RATE INCREASE, AND DISCUSSION AND CONSIDERATION TO SCHEDULE A PUBLIC HEARING ON JANUARY 16, 2025 TO CONSIDER REQUESTED RATE INCREASE AND TO DIRECT STAFF AND DISTRICT COUNSEL TO COORDINATE THE PREPARATION AND DISTRIBUTION OF A PROPOSITION 218 PUBLIC HEARING NOTICE WITH MCD

Garth Schultz, Principal of R3 Consulting Group, Inc., delivered an in-depth PowerPoint presentation on why a rate adjustment is necessary, the proposed new rate setting methodology, and discussed how Cayucos, specifically, would be impacted. Director Miller questioned why Cayucos is seeing the highest percentage of rate increase in the County, and Mr. Schultz replied that the existing profit allowance and operating deficits for MCD impacted their necessary rate adjustment. He stated that this issue will not perpetuate in the future under the new rate setting methodology. Director Miller asked if the new rate setting methodology would also help prevent spikes in the tonnage tipping fee, and Mr. Schultz confirmed that it would smooth and prevent future spikes. Regarding the 2% floor – 5% cap for future rate adjustments, Director Curti requested clarification on what would happen if the CPI increased substantially more than the 5% cap allows, and the business began to operate at a deficit again. Mr. Schultz responded that on the 5th year (after the last rate increase/Prop. 218 process), MCD could request a new Prop. 218 process to adjust their rates, creating a new floor/cap for the next 5 years.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Miller, schedule a public hearing on January 16, 2025 to consider the requested rate increase and to direct staff and District Counsel to coordinate the preparation and distribution of a Proposition 218 Public Hearing Notice with MCD. Motion was seconded by Curti.

ROLLCALL VOTE: Miller-yes, Curti-yes, Lyon-yes, Enns-yes

VOTE: 4-0 Motion passed

6. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTIONS 2024-06 AND 2024-07 ACCEPTING THE PROPERTY TAX ALLOCATION RATE OF 6.7524% FROM THE COUNTY OF SAN LUIS OBISPO FOR ANNEXATIONS 19 AND 20, RESPECTIVELY

Director Curti found the County's proposed policy for future annexation allocation rates problematic, as it would not consider an individual annexation's unique circumstances. Director Lyon suggested gathering data on Cayucos's property tax revenue to assist in contesting said proposed policy.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Curti, to adopt Resolution 2024-06 accepting the property tax allocation rate of 6.7524% from the County of San Luis Obispo for Annexation 19. Motion was seconded by Miller.

VOTE: 4-0 Motion passed

MOTION: 1st by Curti, to adopt Resolution 2024-07 accepting the property tax allocation rate of 6.7524% from the County of San Luis Obispo for Annexation 20. Motion was seconded by Miller.

VOTE: 4-0 Motion passed

7. DISCUSSION AND CONSIDERATION TO APPOINT AN ADDITIONAL BOARD MEMBER AS AN AUTHORIZED CHECK SIGNER FOR CAYUCOS SANITARY DISTRICT EXPENSE DISBURSEMENTS

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Curti, to appoint Director Miller as an Authorized Check Signer for Cayucos Sanitary District expense disbursements. Motion was seconded by Lyon.

VOTE: 4-0 Motion passed

8. PRESENTATION FROM JON COLLINS ON CAYUCOS SANITARY DISTRICT'S SCADA SYSTEM

Treatment Plant Operator III Collins provided an overview of the recently revamped SCADA system, which is utilized by treatment and collections staff and provides detailed information on various statuses of the plant. Director Lyon asked how close the treatment plant is to having treated, potable water, and Treatment Plant Operator III Collins responded they are nearly there, but still need a reverse osmosis system.

President Enns opened the meeting to Public Comment. Justin Smith commented that he is familiar with the software and finds it impressive.

Hearing no further comment, President Enns closed Public Comment.

Item #8 was received.

9. BOARD MEMBER COMMENTS

None

10. FUTURE SCHEDULED MEETINGS

- December 19, 2024 – Regular Board Meeting
- January 16, 2025 – Regular Board Meeting
- February 20, 2025 – Regular Board Meeting

11. ADJOURNMENT

The meeting adjourned at 7:03 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager



CAYUCOS SANITARY DISTRICT

Monthly Financial Report

FY 2024/2025

Cash, Savings and Investments

November 2024

Bank Accounts	Current Balance
Wells Fargo - General Checking	\$787,936
Wells Fargo - CIP	\$1,123,144
Wells Fargo - Standby	\$256,029
Wells Fargo - USDA	\$566,745
Petty Cash	\$175
LAIF	\$9,165
Total	\$2,743,194
Investment Accounts	
CalTrust	\$2,684,682
Cetera Cash/MM	\$32,251
Cetera Treasury/Securities	\$38,375 *
Total	\$2,755,309
Grand Total	\$5,498,503
MCD Wells Fargo Deposit CD	\$25,000 **

* Fixed Income

** Franchise Deposit on Hold

Check Registers - Checks Issued November 2024

Date	Num	Name	Amount
11/12/2024	11593 - CIP	QUICK TECH COMPUTERS	-13,016.47
11/12/2024	11594 - CIP	SPICE INTEGRATION CORP.	-3,543.75
11/12/2024	24557	ABALONE COAST ANALYTICAL, INC.	-20,988.58
11/12/2024	24558	AERZEN USA CORP.	-1,619.04
11/12/2024	24559	AMAZON - flag, label maker, soap, charger, grease, webcam, door stops	-353.50
11/12/2024	24560	CARMEL & NACCASHA, LLP	-2,377.90
11/12/2024	24561	COASTAL ROLL OFF SERVICE	-3,344.07
11/12/2024	24562	COUNTY OF SLO - PUBLIC WORKS DEPT.	-370.00
11/12/2024	24563	KITZMAN WATER	-82.50
11/12/2024	24564	MISSION COUNTRY DISPOSAL - WRRF	-379.69
11/12/2024	24565	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
11/12/2024	24566	NEGRANTI CONSTRUCTION	-900.00
11/12/2024	24567	PERRY'S ELECTRIC MOTORS & CONTROLS	-204.93
11/12/2024	24568	POLYDYNE INC.	-4,563.49
11/12/2024	24569	SPEEDY COASTAL MESSENGER, INC.	-760.00
11/12/2024	24570	CWEA	-239.00
11/12/2024	24571	MINER'S ACE HARDWARE	-425.51
11/12/2024	24572	MISSION UNIFORM SERVICE	-642.76
11/12/2024	24573	PATHIAN ADMINISTRATORS	-226.40
11/15/2024	24574	BRENNTAG PACIFIC, INC.	-2,518.93
11/15/2024	24575	CALNET3	-484.21
11/15/2024	24576	DIAMOND MAPS	-480.00
11/15/2024	24577	ENVIRONMENTAL HEALTH LS#1	-600.00
11/15/2024	24578	ENVIRONMENTAL HEALTH LS#2	-600.00
11/15/2024	24579	ENVIRONMENTAL HEALTH LS#3	-600.00
11/15/2024	24580	ENVIRONMENTAL HEALTH LS#4	-600.00
11/15/2024	24581	ENVIRONMENTAL HEALTH LS#5	-600.00
11/15/2024	24582	ENVIRONMENTAL HEALTH WRRF	-1,165.00
11/15/2024	24583	FIRSTNET (AT&T)	-548.17
11/15/2024	24584	INDUCTIVE AUTOMATION LLC	-2,976.00
11/19/2024	11595 - CIP	WATER SYSTEMS CONSULTING, INC.	-572.50
11/19/2024	24585	BUSINESS CARD - replacement parts WRRF	-559.10
11/19/2024	24586	VELODYNE	-258.95
11/21/2024	24587	SOCAL GAS	-35.74
11/26/2024	24588	CHUBB WC INSURANCE	-556.00
11/26/2024	24589	COASTAL COPY, INC	-48.37
11/26/2024	24590	CUSI	-2,666.00
11/26/2024	24591	EXXONMOBIL	-569.84
11/26/2024	24592	WELLS FARGO VENDOR FIN SERV	-439.17
Total Issued Checks			-\$71,000.25

Check Registers - ACH Payments November 2024

Date	Num	Name	Amount
11/01/2024		Transfer to Standby Lot/Late Account	-1,388.88
11/05/2024	HLTH110524	CALPERS (HEALTH)	-16,018.70
11/05/2024	60286124305	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-914.10
11/07/2024		QuickBooks Payroll Service	-25,770.02
11/08/2024	EDD110824	EDD	-2,290.18
11/08/2024	FED110824	US TREASURY	-9,113.53
11/08/2024	PERS110824	CALPERS (RETIREMENT)	-4,795.21
11/08/2024	DEF110824	CALPERS (RETIREMENT)	-1,225.00
11/12/2024	737881	PG&E LS#1	-662.38
11/12/2024	737841	PG&E LS#2	-1,091.00
11/12/2024	737871	PG&E LS#3	-169.84
11/12/2024	737891	PG&E LS#4	-461.47
11/12/2024	737901	PG&E LS#5	-2,763.50
11/12/2024	737861	PG&E OFFICE	-205.86
11/12/2024	737851	PG&E WRRF	-3,543.72
11/13/2024		Transfer to USDA Account	-77,907.72
11/13/2024	EFT11132401	ABALONE COAST ANALYTICAL, INC.	-3,143.00
11/13/2024	EFT11132402	CHARTER INTERNET	-951.21
11/13/2024	EFT11132403	REC SOLAR	-10,242.14
11/14/2024	EFT11142401	QUICK TECH COMPUTERS	-1,784.50
11/21/2024		QuickBooks Payroll Service	-19,265.28
11/21/2024		QuickBooks Payroll Service	-6,679.96
11/22/2024	EDD112224	EDD	-2,338.55
11/22/2024	FED112224	US TREASURY	-9,224.00
11/22/2024	PERS112224	CALPERS (RETIREMENT)	-4,795.21
11/22/2024	DEF112224	CALPERS (RETIREMENT)	-1,225.00
11/27/2024	11272401	EXECUTIVE JANITORIAL	-225.00
11/29/2024	2498065	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Issued ACH			-\$208,247.54

Budget vs. Actual November 2024

AGENDA ITEM:

3.B.3

	Current Month	YTD Actual Rev/Exp	Approved Budget 23/24	% of Budget
Ordinary Income/Expense				
Income				
Sewer Income	264,086	1,320,925	3,187,400	41%
Will Serve Income	475	(5,760)	88,200	-7% *
Rental Income	-	26,932	52,200	52%
Solid Waste Income	-	48,561	141,500	34%
SLOCO Tax Assessments	140,932	216,497	1,257,000	17%
Banking Interest Income	1,458	8,933	9,900	90%
Investment Interest	9,247	48,697	90,000	54%
Other Income	-	4,534	4,600	99%
Total Income	416,198	1,669,320	4,830,800	35%
Expenses				
Payroll Expenses				
Administrative Payroll	34,360	186,756	447,400	42%
Collections Payroll	16,818	92,072	234,700	39%
WRRF Payroll	26,559	145,028	365,000	40%
Director Payroll	-	2,300	8,000	29%
Vested Benefits	314	1,570	4,000	39%
Admin Payroll Taxes & Benefits	8,040	70,407	144,900	49% **
Collections Payroll Taxes & Benefits	8,158	65,350	126,300	52% **
WRRF Payroll Taxes & Benefits	9,551	73,701	159,900	46% **
Director Payroll Taxes & Benefits	-	176	600	29%
Total Payroll & Benefits	103,801	637,361	1,490,800	43%
Operating Expenses				
Special Projects	-	-	13,000	0%
Administrative Operating Expenses	8,029	423,001	846,900	50% ***
Collections Operating Expenses	7,510	58,203	265,950	22%
Treatment Operating Expenses	108,666	700,513	1,733,100	40%
Total Operating Expenses	124,205	1,181,717	2,858,950	41%
Total Expenses	228,006	1,819,078	4,349,750	42%
Net Income	188,192	(149,759)	481,050	

* Building project canceled.

** Unfunded PERS liability and SDRMA insurance premiums are paid in July at the beginning of the fiscal year.

*** USDA & Western Alliance interest payments.

Month 5 of 12; Target 42% of Budget

Capital Improvement Projects Budget November 2024

AGENDA ITEM:
3.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	0.00	0.00	75,000.00	0%
Main Admin				
Backup Electrical System	0.00	0.00	35,000.00	0%
RWQCB Recycled Water Program				
	0.00	0.00	20,000.00	0%
WRRF Improvements				
Benthic Sediment and Community Testing of Outfall	0.00	24,120.50	60,000.00	40%
SCADA and Network Upgrade Project	15,513.97	16,468.63	45,000.00	71%
Automated Influent Valves	1,046.25	26,051.10	40,000.00	68%
Total Capital Improvements	\$16,560.22	\$66,640.23	\$325,000.00	26%

* CIP Budget amended and approved Sept. 19, 2024



CAYUCOS SANITARY DISTRICT

Monthly Financial Report

FY 2024/2025

Cash, Savings and Investments

December 2024

Bank Accounts	Current Balance
Wells Fargo - General Checking	\$984,945
Wells Fargo - CIP	\$1,113,727
Wells Fargo - Standby	\$257,228
Wells Fargo - USDA	\$644,652
Petty Cash	\$175
LAIF	\$9,165
Total	\$3,009,892
Investment Accounts	
CalTrust	\$2,686,303
Cetera Cash/MM	\$32,965
Cetera Treasury/Securities	\$37,931 *
Total	\$2,757,199
 Grand Total	 \$5,767,091
MCD Wells Fargo Deposit CD	\$25,000 **

* Fixed Income

** Franchise Deposit on Hold

Check Registers - Checks Issued December 2024

Date	Num	Name	Amount
12/03/2024	24595	HOOPER, SARAH L - Boots	-166.24
12/03/2024	11596 - CIP	SPICE INTEGRATION CORP.	-2,372.16
12/03/2024	24596	SPICE INTEGRATION CORP.	-337.50
12/03/2024	11597 - CIP	SPICE INTEGRATION CORP.	-2,679.61
12/05/2024	24597	AMAZON - office supplies and small parts	-285.77
12/05/2024	24598	BPS SUPPLY GROUP	-1,824.63
12/05/2024	24599	CARMEL & NACCASHA, LLP	-2,135.90
12/05/2024	24600	CAYUCOS BEACH MUTUAL WATER CO. #1	-133.44
12/05/2024	24601	CAYUCOS BEACH MUTUAL WATER CO. #2	-120.08
12/05/2024	24602	CWEA	-239.00
12/05/2024	24603	KITZMAN WATER	-82.50
12/05/2024	24604	MINER'S ACE HARDWARE	-299.69
12/05/2024	24605	MISSION COUNTRY DISPOSAL - WRRF	-379.69
12/05/2024	24606	MISSION UNIFORM SERVICE	-585.43
12/05/2024	24607	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
12/05/2024	24608	POSTMASTER	-350.00
12/05/2024	24609	SPEEDY COASTAL MESSENGER, INC.	-600.00
12/05/2024	24610	POSTMASTER	-730.00
12/06/2024	24593	ENNS, ROBERT	-91.25
12/06/2024	24594	LYON, SHIRLEY A	-91.25
12/09/2024	24611	CSA 10A SLO CO PW LS#3	-217.79
12/09/2024	24612	CSA 10A SLO CO PW LS#4	-217.79
12/09/2024	24613	FIRSTNET (AT&T)	-580.77
12/09/2024	24614	MORRO LOCK	-476.59
12/09/2024	24615	SLO AIR POLLUTION CONTROL DISTRICT	-5,637.09
12/09/2024	24616	STATE WATER RESOURCES CONTROL BOARD	-10,320.00
12/09/2024	24617	USA BLUE BOOK	-172.49
12/09/2024	24618	VIA ACTUARIAL SOLUTIONS	-1,200.00
12/09/2024	24619	PATHIAN ADMINISTRATORS	-226.40
12/16/2024	24620	BREZDEN PEST CONTROL	-393.00
12/16/2024	24621	CALNET3	-505.32
12/16/2024	24622	CAYUCOS BEACH MUTUAL WATER CO. Jet	-40.08
12/16/2024	24623	INTEGRATED WASTE MANAGEMENT ASSN.	-25.00
12/16/2024	24624	MORRO ROCK MUTUAL WATER CO.	-100.87
12/19/2024	11598 CIP	WATER SYSTEMS CONSULTING, INC.	-4,364.75
12/19/2024	24625	JB DEWAR	-942.10
12/19/2024	24626	SEA SHANTY	-500.00
12/19/2024	24627	WATER SYSTEMS CONSULTING, INC.	-520.00
12/26/2024	24628	COASTAL COPY, INC	-21.52
12/26/2024	24629	COASTAL ROLL OFF SERVICE	-3,331.45
12/26/2024	24630	DXP ENTERPRISES, INC.	-1,216.57

Date	Num	Name	Amount
12/26/2024	24631	EXXONMOBIL	-578.10
12/26/2024	24632	SOCAL GAS	-49.96
12/26/2024	24633	STAPLES ADVANTAGE	-84.28
12/26/2024	24634	WELLS FARGO VENDOR FIN SERV	-350.96
Total Issued Checks			-\$45,661.70

Check Registers - ACH Payments December 2024

Date	Num	Name	Amount
12/03/2024		Tfr to Standby Lot/Late Acct.	-1,198.16
12/05/2024	HLTH120524	CALPERS (HEALTH)	-16,018.70
12/05/2024		QuickBooks Payroll Service	-26,001.00
12/05/2024	B2433978407	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-914.10
12/06/2024	PERS120624	CALPERS (RETIREMENT)	-4,795.21
12/06/2024	DEF120624	CALPERS (RETIREMENT)	-1,225.00
12/06/2024	EDD120624	EDD	-2,299.70
12/06/2024	FED120624	US TREASURY	-9,182.58
12/09/2024	851541	PG&E LS#1	-654.68
12/09/2024	851491	PG&E LS#2	-1,160.15
12/09/2024	851521	PG&E LS#3	-240.84
12/09/2024	851551	PG&E LS#4	-550.37
12/09/2024	851511	PG&E OFFICE	-273.86
12/09/2024	851531	PG&E WELL	-7.04
12/09/2024	851501	PG&E WRRF	-4,727.63
12/09/2024	851561	PG&E LS#5	-2,930.46
12/10/2024		Tfr to USDA Loan Acct.	-77,907.72
12/19/2024		QuickBooks Payroll Service	-28,737.05
12/20/2024	EDD122024	EDD	-2,838.35
12/20/2024	FED122024	US TREASURY	-10,680.82
12/20/2024	DEF122024	CALPERS (RETIREMENT)	-1,225.00
12/20/2024	PERS122024	CALPERS (RETIREMENT)	-4,822.33
12/20/2024	9346601-01	ABALONE COAST ANALYTICAL, INC.	-2,777.60
12/20/2024	9346601-02	CHARTER INTERNET	-951.21
12/20/2024	9346601-03	EXECUTIVE JANITORIAL	-225.00
12/20/2024	9346601-04	QUICK TECH COMPUTERS	-1,784.50
12/20/2024	9346601-05	REC SOLAR	-8,228.15
12/31/2024	EFT4789317	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Issued ACH			-\$212,409.79

Budget vs. Actual December 2024

AGENDA ITEM:

3.C.3

	Current Month	YTD Actual Rev/Exp	Approved Budget 23/24	% of Budget
Ordinary Income/Expense				
Income				
Sewer Income	259,928	1,581,157	3,187,400	50%
Will Serve Income	400	(5,360)	88,200	-6% *
Rental Income	-	26,932	52,200	52%
Solid Waste Income	24,016	72,577	141,500	51%
SLOCO Tax Assessments	160,524	377,021	1,257,000	30%
Banking Interest Income	1,277	10,209	9,900	103%
Investment Interest	10,099	58,796	90,000	65%
Other Income	-	4,534	4,600	99%
Total Income	456,244	2,125,867	4,830,800	44%
Expenses				
Payroll Expenses				
Administrative Payroll	34,360	221,116	447,400	49%
Collections Payroll	17,099	109,172	234,700	47%
WRRF Payroll	30,893	175,921	365,000	48%
Director Payroll	400	2,700	8,000	34%
Vested Benefits	314	1,884	4,000	47%
Admin Payroll Taxes & Benefits	8,040	78,447	144,900	54% **
Collections Payroll Taxes & Benefits	8,167	73,517	126,300	58% **
WRRF Payroll Taxes & Benefits	9,899	83,600	159,900	52% **
Director Payroll Taxes & Benefits	31	207	600	34%
Total Payroll & Benefits	109,203	746,565	1,490,800	50%
Operating Expenses				
Special Projects	-	-	13,000	0%
Administrative Operating Expenses	11,053	434,848	846,900	51% ***
Collections Operating Expenses	7,090	67,899	265,950	26%
Treatment Operating Expenses	112,222	812,734	1,733,100	47%
Total Operating Expenses	130,365	1,315,482	2,858,950	46%
Total Expenses	239,568	2,062,046	4,349,750	47%
Net Income	216,676	63,821	481,050	

* Building project canceled.

** Unfunded PERS liability and SDRMA insurance premiums are paid in July at the beginning of the fiscal year.

*** USDA & Western Alliance interest payments.

Month 6 of 12; Target 50% of Budget

Capital Improvement Projects Budget December 2024

AGENDA ITEM:
3.C.4

	Current Month	YTD Actual Rev/Exp	Approved * Budget 24/25	% of Budget
Collection Improvements				
Sewer Main Repairs	2,927.25	0.00	50,000.00	0%
Chaney to Lift Station 5 Main Replacement	0.00	0.00	75,000.00	0%
Main Admin				
Backup Electrical System	0.00	0.00	35,000.00	0%
RWQCB Recycled Water Program	1,437.50	0.00	20,000.00	7%
WRRF Improvements				
Benthic Sediment and Community Testing of Outfall	0.00	24,120.50	60,000.00	40%
SCADA and Network Upgrade Project	0.00	31,982.60	45,000.00	71%
Automated Influent Valves	2,679.61	32,533.16	40,000.00	88%
Total Capital Improvements	\$7,044.36	\$88,636.26	\$325,000.00	29%

* CIP Budget amended and approved Sept. 19, 2024



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: RICK KOON, DISTRICT MANAGER
DATE: JANUARY 9, 2025
SUBJECT: MONTHLY MANAGER'S REPORT: NOVEMBER & DECEMBER 2024

ADMINISTRATIVE

- Customers enrolled in **Auto-Pay** (ACH) as of November: **781** (up from 771 in October)
- Customers enrolled in **E-Billing** as of November: **396** (up from 383 in October)
- Customers enrolled in **Auto-Pay** (ACH) as of December: **788** (up from 781 in November)
- Customers enrolled in **E-Billing** as of December: **402** (up from 396 in November)
- Staff applied for a grant with the IWMA to assist in funding the acquisition of new waste receptacles
- The District was not selected for the Cyber Security Grant, although we have been approved to change our web domain to a “.gov.” Staff is working with our IT on the best way to phase the changeover.
- The acceptance of the new Mission Country Disposal/R3 rate methodology will be discussed at the February meeting. Draft language of the amendment is being reviewed by District Legal Counsel.
- The County Surveyor has requested some corrections on the Lot 7N legal descriptions. The corrections were made and resubmitted. This should be the last document needed for escrow to close.
- Staff and Legal Counsel have reviewed the Caltrans agreement for restoration work on Lot 6NE and 7N, and submitted the corrections to Caltrans.

CAPITAL PROJECTS

- The Headworks Valve Project is completed. Treatment staff can remotely divert influent to the Equalization Basin during high flow events.
- The Chaney to Toro Main Line Replacement Project plans will be 90% complete and resubmitted to Caltrans next month for their review.
- Staff is working with Water Systems Consulting (WSC) on the scope of work required to meet the Climate Change Resiliency requirement of the District's NPDES permit.

OPERATIONS & MAINTENANCE: NOVEMBER 2024

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 3,480 feet of main lines, including the downtown areas
- CCTV mains throughout town, looking for areas of concern
- Participated in Vector Training Solutions for SDRMA
- Respond to 32 USAs
- Meet with Air Pollution Control District (APCD) for checks on Trash Pump and Lift Station 1 to make sure they are in good standing
- Prepped and placed sandbags in remaining areas necessary before storms
- Emptied rain catches after the rains
- Clean shop/office roof and gutters, remove all debris and trim the tree up above
- Trim the hedges at Lift Station 1
- Use demo hammer to break up rocks blocking the drain easement that runs along Lift Station 1 before the rain
- Worked with SPICE to diagnose problem with large pumps at Lift Station 5
- Had rocks dropped off at Lift Station 5 to help with access during rain
- Pull remaining wire out of conduit at Lift Station 5 in preparation for pulling wires to install a dialer in the cabinet
- Adjusted set points working with treatment plant to make less abrupt changes in flow during storms
- Established new contact numbers for us to use when we have issues at lift stations, updated binders to reflect these changes

Call Outs:

- 11/4/24: SCADA power fail at Lift Station 5, 4:42AM - JO
- 11/21/24: SCADA power fails at Lift Stations 1, 2, & 3, 10:32AM - TH
- 11/28/24: SCADA power fail at Lift Station 3, 10:28PM - JO

WATER RESOURCE RECOVERY FACILITY: DECEMBER 2024

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 3,520 feet of main lines, including the downtown areas
- CCTV mains in town to access condition and target areas to clean
- Participated in Vector Training Solutions for SDRMA
- Respond to 24 USAs
- Grind, prime and paint standby generator at Lift Station 2
- Grind and prime standby generator at Lift Station 5 to paint in January
- Empty rain catches and maintain sandbags in areas affected by weather
- Repair skylight leak on main office roof
- Remove leaves/debris from the roof and gutters of the main office and shop
- Facilitated delivery of diesel to Lift Station 1 and distributed to Lift Station 2 and Lift Station 5 via the F350
- Digitized more of our maps from the storage room for better accessibility

Call Outs:

- 12/15/24: Lift Station 5 Power fail, tablet response - JO
- 12/16/24: Lift Stations 1, 2 & 3 power failures, tablet response -TH

WATER RESOURCE RECOVERY FACILITY: NOVEMBER & DECEMBER 2024

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
- Continuing to divert part of influent flow to Equalization Basin #1 during the day, and running the flow back at night to even flows and biological loading to plant
- One tote of Clarifloc WE-2210 received (solids polymer) on November 1
- ACIP on MOS #1 started on November 5
- ACIP on MOS #1 completed November 6, HCIP started
- Force Main Flush on November 7
- 700 gallons sodium hypochlorite delivered on November 13
- Wheel replaced on Fine Screen #1 on November 14
- Force Main Flush on November 21
- HCIP on MOS #3 started November 21
- Networking boards for new Headworks valves installed on November 25
- Plant began foaming heavily after Thanksgiving – during December, operators spent quite a bit of time adjusting setpoints to try to manage the foam and reduce alarms
- Repair air leak on MOS 1 linlet gate on December 10
- Frayed wires on North flowmeter at Lift Station 5 were fixed, and flowmeter calibrated by TSI on December 11
- Replaced brushes in poly mixer motor December 12
- Several small power outages December 15
- New sprayers installed December 19th to try to manage foam
- Power fail December 24
- 3-head sprayers installed at MOS influent channel for foam management
- Started increased wasting to manage foam on December 31

WRRF Influent

- Highest flow day for November- 26: **471,588 gallons**
- Average influent for November: **191,679 gallons per day**
- Total influent for November: **5.75 million gallons**
- Highest flow day for December- 29: **274,048 gallons**
- Average influent for December: **142,381 gallons per day**
- Total influent for December: **4.51 million gallons**

WRRF Effluent

- Highest flow day **November 26: 475,494 gallons**
- Average effluent for **November: 208,104 gallons per day**
- Total effluent for **November: 6.24 million gallons**
- Highest flow day **December 31: 294,952 gallons**
- Average effluent for **December: 196,280 gallons per day**
- Total effluent for **December: 6.08 million gallons**
- Average recycled water use (in-plant) **November: 93,200 gallons per day**
- Average recycled water use (in-plant) **December: 104,700 gallons per day**



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: AMY LESSI, ADMINISTRATIVE SERVICES MANAGER

DATE: JANUARY 9, 2025

SUBJECT: ELECTION OF DISTRICT OFFICERS FOR 2025

DISCUSSION

At the beginning of each calendar year, the Board of Directors elect the District Officers to serve in the roles of President and Vice-President for the coming year. The current District Officers are:

- Robert Enns (President)
- Shirley Lyon (Vice-President)

DUTIES OF THE PRESIDENT AND VICE-PRESIDENT

- 1. Presiding Officer:** The President of the Board of Directors shall serve as the presiding officer at all Board meetings. In the absence or disability of the President, the Vice-President of the Board of Directors shall serve as the presiding officer over all meetings of the Board. The presiding officer shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The presiding officer may move, second, debate, and vote from the chair.
- 2. Duties Regarding Meetings:** The President shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including, but not limited to, the following:
 - Call the meeting to order at the appointed time
 - Announce the business to come before the Board in its proper order
 - Enforce the Board's policies in relation to the order of business and the conduct of meetings
 - Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
 - Explain what the effect of a motion would be if it is not clear to every member
 - Restrict discussion to the question when a motion is before the Board
 - Rule on parliamentary procedure
 - Put motions to a vote, and state clearly the results of the vote
 - Preserve order and decorum
- 3. Emergency Meetings:** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour advance notice rule pursuant to Government Code Section 54956.5. An emergency situation means a crippling disaster which severely impairs public health, safety or both, as determined by the District Manager, Board President or Vice-President in the President's absence.

- 4. Responsibilities:** Responsibilities of the President include, but are not limited to, the following:
- Sign all instruments, act, and carry out stated requirements and the will of the Board
 - Appoint and disband all committees, subject to Board ratification
 - Call such meetings of the Board as they may deem necessary, giving notice as prescribed by law
 - Coordinate the preparation of meeting agendas with the District Manager
 - Confer with the District Manager or designee on crucial matters which may occur between Board of Directors meetings
 - Be responsible for the orderly conduct of all Board meetings
 - Be the spokesperson for the Board
 - Perform other duties as authorized by the Board or required by law
 - The Board President, and in their absence or unavailability, the Vice-President, shall be designated signers on all District checking, savings, trust accounts, money market and investment accounts.

RECOMMENDATION

Staff recommends that the Board of Directors elect the District Officers to serve in the roles of President and Vice-President for 2025.



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JANUARY 9, 2025

SUBJECT: PUBLIC HEARING PURSUANT TO PROPOSITION 218 REGARDING MISSION COUNTRY DISPOSAL'S PROPOSED RATE INCREASE FOR SOLID WASTE, RECYCLING AND GREENWASTE COLLECTION SERVICES AND DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION NO. 2025-01 AUTHORIZING THE SOLID WASTE, RECYCLING AND GREENWASTE COLLECTION SERVICE RATE INCREASE

DISCUSSION

Reason For and Basis of the Proposed Rate Increase

The Proposed Rate Increase for 2025 is based on Mission County Disposal's ("MCD") documented cost of providing solid waste services and is a 14.32% increase above current solid waste rates. This cost-based adjustment is necessary for MCD to continue to provide safe, environmentally sound and reliable solid waste removal, transportation and disposal services to the residents and businesses of the CSD. The adjustments are requested due to:

- Increases in organics processing costs – Third-party costs for the organic waste post-collection processing facility operated by the company formerly named Hitachi Zosen INOVA, and which are not within MCD's control, have doubled since 2022. The change in cost is the result of changes in facility capital and operating costs.
- Increases in landfill disposal costs – Related party costs for landfill waste disposal at Cold Canyon have remained flat since 2016. The 2025 Proposed Rate Increase reflects a market adjustment to these costs, from a per ton tipping fee of \$41 (in place since 2016) to a per ton tipping fee of \$70. MCD provided a market comparison demonstrating the applicability of the \$70 per ton tipping fee.
- Collection costs including labor, vehicles, operating expenses and overhead – These costs are proposed to increase by approximately 4.21% in 2025.
- Adjustments necessary for moving to a new methodology for annual rate adjustments that
- provide for increased rate stability, predictability, fairness, transparency, ease of administration, and cost-effectiveness. These include updated depreciation lifespans for solid waste collection vehicles, removal of a limitation on corporate overhead costs for legal, tax, payroll, human resources, engineering, compliance, IT, training and recruiting programs, and updated profit allowance in keeping with industry standards.
- Adjustments for new service enhancements, including the ability for residents to exchange one solid waste collection cart once annually at no additional cost, no charge for collection of one bulky item twice annually via clean-up weeks, and a Rate Assistance Program providing a 20% low-income discount to residential customers using 32-gallon cart service (using existing jurisdictional practices on low-income relief for their offered utility type services).

The Proposed Rate Increases for 2025 applicable to residential solid waste customers are shown in the table below:

Garbage Container Size	2024	2025	Change in Monthly Rate
32-gallon	\$32.60	\$37.27	\$4.67
64-gallon	\$38.52	\$44.04	\$5.52
96-gallon	\$44.48	\$50.85	\$6.37

In addition, commencing each January 1 of 2026, 2027, 2028 and 2029 solid waste rates will be adjusted based on the following:

- Annual change in the Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U): U.S. City Average, Garbage and Trash Collection, with a minimum 2% adjustment and a maximum 5% adjustment. Amounts below the minimum or above the maximum will carry forward to the following year.
- Calculation of a 10% profit allowance starting in 2026 (estimated at additional 0.67% to 0.69% adjustment in 2026).
- Addition of a revenue balancing mechanism starting in 2027, wherein actual revenues from solid waste rates over or under projections carry forward as additions to, or offsets against, the annual CPI adjustment.
- Rate adjustments for January 1, 2026, 2027, 2028 and 2029 are not expected to exceed 7%.

It is important to note that:

- The proposed rate increase contemplates implementation of a new methodology for annual rate adjustments which is described in the [New Solid Waste Rate Adjustment Methodology and 2025 Rates report](#) authored by independent reviewer, R3 Consulting Group, Inc.
- Discussion and consideration to accept the new rate methodology will occur at the Boards' February meeting.

RECOMMENDATION

Staff recommends that the Board of Directors:

1. Open public hearing to consider all public comment in support and in opposition of the proposed rate increase;
2. Close public hearing;
3. Report results of Proposition 218 written protests;
4. Discussion; and
5. If a majority protest does not exist, adopt Resolution No. 2025-01 approving Mission Country Disposal's rate increase, effective January 1, 2025 (retroactive).

RESOLUTION NO. 2025-01**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT AUTHORIZING A MISSION COUNTRY DISPOSAL SOLID WASTE, RECYCLING AND GREENWASTE COLLECTION SERVICE RATE INCREASE**

WHEREAS, Mission Country Disposal has requested that the Board of Directors approve an adjustment to their Solid Waste, Recycling and Greenwaste Collection Service rates; and

WHEREAS, notice of the proposed rate increase was sent in accordance with the requirements of Proposition 218 and a public hearing was held by the Board of Directors on January 16, 2025; and

WHEREAS, at the conclusion of the public hearing it was determined that a majority protest to the proposed rate increase does not exist.

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

1. The foregoing Recitals are true, correct and are incorporated herein.
2. The Mission Country Disposal Solid Waste, Recycling and Greenwaste Collection Service rate increase is hereby approved in the amount of 14.32 percent for solid waste, recycling, and green waste/organics collection services. Rate increase shall be effective January 1, 2025, for single-family residential, multi-unit residential, and non-residential (commercial/industrial) customers in Cayucos, as more particularly set forth in Exhibit A attached hereto and incorporated herein by this reference.
3. In addition, commencing on January 1, 2026, 2027, 2028, and 2029, rates shall be increased based on the following:
 - Annual change in the Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U): U.S. City Average, Garbage and Trash Collection, with a minimum 2% adjustment and a maximum 5% adjustment. Amounts below the minimum or above the maximum will carry forward to the following year.
 - Calculation of a 10% profit allowance starting in 2026 (estimated at additional 0.67% to 0.69% adjustment in 2026).
 - Addition of a revenue balancing mechanism starting in 2027, wherein actual revenues from solid waste rates over or under projections carry forward as additions to, or offsets against, the annual CPI adjustment.
 - Rate adjustments for January 1, 2026, 2027, 2028 and 2029 are not expected to exceed 7%.

PASSED, ADOPTED AND APPROVED by the Board of Directors of the Cayucos Sanitary District at a regularly scheduled Board Meeting held on January 16, 2025, by the following roll call vote:

AYES :
NAYS :
ABSENT:
ABSTAIN :

Robert Enns, President
Cayucos Sanitary District

ATTEST:

Rick Koon, District Manager
Cayucos Sanitary District

**EXHIBIT A TO RESOLUTION NO. 2025-01
MISSION COUNTRY DISPOSAL RATE INCREASE**

MISSION COUNTRY DISPOSAL RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025 CAYUCOS SANITARY DISTRICT				
Service Description	Pick Ups Per Week	Monthly Rate Effective 1/1/2024	Proposed Rate Adjustment	Monthly Rate Effective 1/1/2025
RESIDENTIAL SINGLE FAMILY DWELLING AND MULTI-UNIT (4 UNITS OR LESS):				
32 Gallon Waste Wheeler-Curb	1	\$32.60	4.67	\$37.27
64 Gallon Waste Wheeler-Curb	1	\$38.52	5.52	\$44.04
96 Gallon Waste Wheeler	1	\$44.48	6.37	\$50.85
Residential customers must use the waste wheelers provided by the garbage company. The solid waste residential service fee for trash collection (container with black or gray lid), includes once per week pick up of one green waste/organics container (green lid) and one recycling container (blue lid).				
RESIDENTIAL - OTHER CHARGES:				
In Yard Service (per can or commodity) IN ADDITION TO STANDARD GARBAGE RATES	per month	\$29.67	4.25	\$33.92
Extra Recycle 32 or 64 or 96 gal cart	per month	\$3.49	0.50	\$3.99
Extra Green Waste 32 or 96 gal cart	per month	\$11.61	1.66	\$13.27
Extra Green Waste or Recycle 32 or 96 gal cart with In Yard Service	per month	\$29.68	4.25	\$33.93
Overfilled Green Waste Cart Charge	each	\$11.60	1.66	\$13.26
Resi Trip Charge	each	\$18.62	2.67	\$21.29
Small Extra	each	\$38.52	5.52	\$44.04
Loose Cardboard	each	\$15.07	2.16	\$17.23
Restart Fee-Residential	each	\$77.05	11.03	\$88.08
White Goods	each	\$72.88	10.44	\$83.32
Garbage Extras (per bag)		\$16.58	2.37	\$18.95
Recycling Extras (per bag)		\$8.30	1.19	\$9.49
MULTI-FAMILY (5 or MORE)				
Rates are the same as commercial dumpsters (above) and waste wheeler rates (below).				
COMMERCIAL WASTE WHEELERS - ALL AREAS:				
32 Gallon Waste Wheeler	1	\$36.19	5.18	\$41.37

**MISSION COUNTRY DISPOSAL
RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025
CAYUCOS SANITARY DISTRICT**

Service Description	Pick Ups Per Week	Monthly Rate Effective 1/1/2024	Proposed Rate Adjustment	Monthly Rate Effective 1/1/2025
32 Gallon Waste Wheeler	2	\$61.85	8.86	\$70.71
32 Gallon Waste Wheeler	3	\$83.32	11.93	\$95.25
64 Gallon Waste Wheeler	1	\$40.38	5.78	\$46.16
64 Gallon Waste Wheeler	2	\$89.43	12.81	\$102.24
64 Gallon Waste Wheeler	3	\$117.60	16.84	\$134.44
96 Gallon Waste Wheeler	1	\$61.85	8.86	\$70.71
96 Gallon Waste Wheeler	2	\$104.75	15.00	\$119.75
96 Gallon Waste Wheeler	3	\$138.99	19.90	\$158.89

Rates for all "Commercial Waste Wheeler Container Service" customers include recycling and/or green waste/organics pick up once per week. Customers can choose a 64 or 96 gallon blue waste wheeler for commingled recycling, and/or a 32 or 64 gallon organics, green lid waste wheeler for organics collection. More frequent than once-per-week pick up can be provided at 25% of the garbage service rate for the specified level of service required. Due to potential weight issues, organics are only collected in 32 or 64 gallon green lid waste wheelers.

COMMERCIAL DUMPSTERS - ALL AREAS:

1 yd dumpster	1	\$124.37	17.81	\$142.18
1 yd dumpster	2	\$201.52	28.86	\$230.38
1 yd dumpster	3	\$282.94	40.52	\$323.46
1 yd dumpster	4	\$355.84	50.96	\$406.80
1 yd dumpster	5	\$441.61	63.24	\$504.85
1.5 yd dumpster	1	\$158.66	22.72	\$181.38
1.5 yd dumpster	2	\$248.66	35.61	\$284.27
1.5 yd dumpster	3	\$360.16	51.57	\$411.73
1.5 yd dumpster	4	\$467.35	66.92	\$534.27
1.5 yd dumpster	5	\$544.54	77.98	\$622.52
2 yd dumpster	1	\$184.32	26.39	\$210.71
2 yd dumpster	2	\$287.25	41.13	\$328.38
2 yd dumpster	3	\$428.76	61.40	\$490.16
2 yd dumpster	4	\$574.55	82.28	\$656.83
2 yd dumpster	5	\$690.28	98.85	\$789.13
2 yd dumpster	6	\$781.35	111.89	\$893.24
2 yd dumpster	7	\$937.66	134.27	\$1,071.93
3 yd dumpster	1	\$276.51	39.60	\$316.11
3 yd dumpster	2	\$430.88	61.70	\$492.58
3 yd dumpster	3	\$643.12	92.09	\$735.21
3 yd dumpster	4	\$861.77	123.41	\$985.18
3 yd dumpster	5	25 1,035.39	148.27	\$1,183.66

**MISSION COUNTRY DISPOSAL
RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025
CAYUCOS SANITARY DISTRICT**

Service Description	Pick Ups Per Week	Monthly Rate Effective 1/1/2024	Proposed Rate Adjustment	Monthly Rate Effective 1/1/2025
3 yd dumpster	6	\$1,172.04	167.84	\$1,339.88
3 yd dumpster	7	\$1,406.48	201.41	\$1,607.89
4 yd dumpster	1	\$368.65	52.79	\$421.44
4 yd dumpster	2	\$574.44	82.26	\$656.70
4 yd dumpster	3	\$857.49	122.79	\$980.28
4 yd dumpster	4	\$1,148.97	164.53	\$1,313.50
4 yd dumpster	5	\$1,380.48	197.68	\$1,578.16
4 yd dumpster	6	\$1,562.71	223.78	\$1,786.49
4 yd dumpster	7	\$1,875.27	268.54	\$2,143.81

The rates shown above include the monthly container rental fee and a semi-annual dumpster cleaning.

Rates for all commercial customers include recycling and/or green waste/organics pick up once per week. Customers can choose from a 64 or 96 gallon blue commingled recycle waste wheeler and/or a 32 or 64 gallon organics waste wheeler (96 gallon waste wheelers can't be used with green waste due to weight). If you need more frequent recycling or organics/green waste pick up service, it can be provided at 25% of the garbage service rates for the specified level of service required. If you need a dumpster for recycling, it can be provided at 25% of the garbage service rates for the specified level of service required.

COMMERCIAL GARBAGE - OTHER CHARGES

Garbage Extras (per bag)		\$16.58	2.37	\$18.95
Garbage Extras (per yard)		\$30.05	4.30	\$34.35
Re-deliver bin to stopped acct		\$77.05	11.03	\$88.08

* Maximum volume and weight per garbage can: 33 gallons / 80 pounds

COMMERCIAL - OTHER CHARGES:

Special Pick up 1 yd		\$54.22	7.76	\$61.98
Special Pick up 1.5 yd		\$78.95	11.31	\$90.26
Special Pick up 2 yd		\$88.70	12.70	\$101.40
Special Pick up 3 yd		\$116.33	16.66	\$132.99
Special Pick up 4 yd		\$148.55	21.27	\$169.82
Additional 1 yd recycle pick up		\$16.34	2.34	\$18.68
Additional 2 yd recycle pick up		\$16.34	2.34	\$18.68
Additional 3 yd recycle pick up		\$16.34	2.34	\$18.68
Bin Cleaning		\$143.19	20.50	\$163.69
Delivery Charge		\$98.92	14.17	\$113.09
Commercial Maintenance Fee		\$51.39	7.36	\$58.75
Mile Charge		\$1.35	0.19	\$1.54
Trip Charge		\$19.26	2.76	\$22.02
Temporary Rental Charge		26 \$2.71	0.39	\$3.10

**MISSION COUNTRY DISPOSAL
RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025
CAYUCOS SANITARY DISTRICT**

Service Description	Pick Ups Per Week	Monthly Rate Effective 1/1/2024	Proposed Rate Adjustment	Monthly Rate Effective 1/1/2025
White Goods		\$72.82	10.43	\$83.25
Lock Charge		\$167.68	24.01	\$191.69
Stand By Time	per minute	\$2.63	0.38	\$3.01

ADDITIONAL INFORMATION ALL CUSTOMERS:

1. Customers requesting Temporary Bins or Roll-Off Box Service can call the office for current rates.
2. Polystyrene (Styrofoam, Plastic #6) is not collected for recycling and should be thrown away as trash. Please bag Styrofoam packing peanuts before placing in trash container.
3. It is encouraged to bag your trash in the garbage container but do not bag your recyclables or green waste in their respective containers and keep it loose.
4. Recycling, Green Waste/Organics and Garbage containers should be spaced 3 feet away from any obstacles (e.g., mailboxes, cars, etc.) before 6:00am on collection service day.
5. The fee schedule above only includes the Garbage Company's rates and does not include IWMA fees, which are separately noted on the billings.
6. Cleaning fees will be billed on a time and materials basis.
7. Late Fees are imposed for residential customers over 30 days delinquent. The fee is 1.5% per month of the outstanding charge, with a minimum fee of \$5.00. No prior notice is required, as this late fee policy is stated at the bottom of every bill.
8. Customers can be charged for contamination fees in the trash, recycling and/or the green waste/organics containers.

Any additional recycling services are charged at 25% of the garbage rate for the equivalent container size and frequency.

Notice of Public Hearing Regarding Proposed Solid Waste Rate Increase

Property Owners and Tenant - Customers:

This notice is intended to inform you that Cayucos Sanitary District (“CSD”) will hold a public hearing regarding rate increases (the “Proposed Rate Increase”) proposed by Mission Country Disposal for properties and customers receiving solid waste, recycling, and green waste services within the CSD. The Proposed Rate Increase will be considered by the CSD Board of Directors (“Board”) at the date, time, and location specified below. Consistent with the requirements of Proposition 218, this notice also provides you with the following information:

- The date, time, and place of the Public Hearing;
- The reason for the Proposed Rate Increase;
- The effective date of the Proposed Rate Increase;
- The basis for the Proposed Rate Increase; and
- The Majority Protest Procedures.

NOTICE OF PUBLIC HEARING

The Public Hearing for the Proposed Rate Increase within the CSD limits will be held on:

Date: January 16, 2025 Time: 5:00 PM

Place: Cayucos Sanitary District office, 200 Ash Ave., Cayucos, CA

At the Public Hearing, the Board will consider all public comment in support of and in opposition to the Proposed Rate Increase and determine whether or not a Majority Protest exists pursuant to the California Constitution (as described below). If approved, the 2025 Proposed Rate Increase would become effective on January 1, 2025 and annual adjustments would be effective each January 1 of 2026, 2027, 2028 and 2029.

Reason For and Basis of the Proposed Rate Increase

The Proposed Rate Increase for 2025 is based on the Garbage Company’s documented cost of providing solid waste services and is a 14.32% increase above current solid waste rates. This cost-based adjustment is necessary for the Garbage Company to continue to provide safe, environmentally sound and reliable solid waste removal, transportation and disposal services to the residents and businesses of the CSD. The adjustments are requested due to:

- Increases in organics processing costs – Third-party costs for the organic waste post-collection processing facility operated by the company formerly named Hitachi Zosen INOVA, and which are not within the Garbage Company’s control, have doubled since 2022. The change in cost is the result of changes in facility capital and operating costs.
- Increases in landfill disposal costs – Related party costs for landfill waste disposal at Cold Canyon have remained flat since 2016. The 2025 Proposed Rate Increase reflects a market adjustment to these costs, from a per ton tipping fee of \$41 (in place since 2016) to a per ton tipping fee of \$70. The Garbage Company provided a market comparison demonstrating the applicability of the \$70 per ton tipping fee.

- Collection costs including labor, vehicles, operating expenses and overhead – These costs are proposed to increase by approximately 4.21% in 2025.
- Adjustments necessary for moving to a new methodology for annual rate adjustments that provide for increased rate stability, predictability, fairness, transparency, ease of administration, and cost-effectiveness. These include updated depreciation lifespans for solid waste collection vehicles, removal of a limitation on corporate overhead costs for legal, tax, payroll, human resources, engineering, compliance, IT, training and recruiting programs, and updated profit allowance in keeping with industry standards.
- Adjustments for new service enhancements, including the ability for residents to exchange one solid waste collection cart once annually at no additional cost, no charge for collection of one bulky item twice annually via clean-up weeks, and a Rate Assistance Program providing a 20% low-income discount to residential customers using 32-gallon cart service (using existing jurisdictional practices on low-income relief for their offered utility type services).

The Proposed Rate Increases for 2025 applicable to residential solid waste customers are shown in the table below.

Garbage Container Size	2024	2025	Change in Monthly Rate
32-gallon	\$32.60	\$37.27	\$4.67
64-gallon	\$38.52	\$44.04	\$5.52
96-gallon	\$44.48	\$50.85	\$6.37

In addition, commencing each January 1 of 2026, 2027, 2028 and 2029 solid waste rates will be adjusted based on the following:

- Annual change in the Bureau of Labor Statistics’ Consumer Price Index for All Urban Consumers (CPI-U): U.S. City Average, Garbage and Trash Collection, with a minimum 2% adjustment and a maximum 5% adjustment. Amounts below the minimum or above the maximum will carry forward to the following year.
- Calculation of a 10% profit allowance starting in 2026 (estimated at additional 0.67% to 0.69% adjustment in 2026).
- Addition of a revenue balancing mechanism starting in 2027, wherein actual revenues from solid waste rates over or under projections carry forward as additions to, or offsets against, the annual CPI adjustment.
- Rate adjustments for January 1, 2026, 2027, 2028 and 2029 are not expected to exceed 7%.

The Proposed Rate Increase has been independently reviewed for consistency with the City of San Luis Obispo Rate Setting Process and Methodology Manual for Integrated Solid Waste Management dated June 1994 and in accordance with the provisions of the CSD’s Franchise Agreement with the Garbage Company, as amended, governing solid waste service within the boundaries of the CSD. The Proposed Rate Increase contemplates implementation of a new methodology for annual rate adjustments which is described in the New Solid Waste Rate Adjustment Methodology and 2025 Rates report authored by independent reviewer, R3 Consulting Group, Inc. The consultant’s report and the complete set of proposed 2025 solid waste rates are available at the CSD office, located at 200 Ash Ave., Cayucos, CA.

How Do I Protest the Proposed Rate Increase?

Pursuant to Section 6 of Article XIII D of the California Constitution, the following persons may submit a written protest against the Proposed Rate Increase to the District Manager before the close of the Public Hearing referenced above:

- An owner(s) of property (parcel(s)) receiving solid waste, recycling, and green waste services within the CSD limits. If the person(s) signing the protest, as an owner, is not shown on the last equalized assessment roll as the owner of the parcel(s) then the protest must contain or be accompanied by written evidence that such person signing the protest is the owner of the parcel(s) receiving services; or
- A tenant(s) whose name appears on Mission Country Disposal's records as the customer of record for the corresponding parcel receiving solid waste, recycling, and green waste services within the CSD limits (tenant-customer).

A valid written protest must contain a statement that you protest the Proposed Rate Increase, the address or Assessor's Parcel Number (APN) of the parcel or parcels which receive solid waste, recycling, and green waste services, and a signature by either the owner or the tenant-customer of the parcel or parcels. One written protest per parcel shall be counted in calculating a majority protest to the Proposed Rate Increase, subject to the requirements of Section 6 of Article XIII D of the California Constitution. Written protests will not be accepted by e-mail or by facsimile. Verbal protests will not be counted in determining the existence of a majority protest. To be counted, a protest must be received in writing by the District Manager before the close of the Public Hearing referenced above.

Written protests regarding the Proposed Rate Increase may be mailed to:

**Cayucos Sanitary District
Attn: District Manager
PO Box 333
Cayucos, CA 93430**

Written protests may also be personally delivered to the CSD office located at 200 Ash Ave., Cayucos, CA.

If valid written protests are presented by a majority of owners and/or tenant-customers of parcels receiving solid waste, recycling, and green waste services within the CSD limits, then the CSD will not increase the rates for the services.

**MISSION COUNTRY DISPOSAL
RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025
CAYUCOS SANITARY DISTRICT**

Service Description	Pick Ups Per Week	Monthly Rate Effective 1/1/2024	Proposed Rate Adjustment	Monthly Rate Effective 1/1/2025
RESIDENTIAL SINGLE FAMILY DWELLING AND MULTI-UNIT (4 UNITS OR LESS):				
32 Gallon Waste Wheeler-Curb	1	\$32.60	4.67	\$37.27
64 Gallon Waste Wheeler-Curb	1	\$38.52	5.52	\$44.04
96 Gallon Waste Wheeler	1	\$44.48	6.37	\$50.85
Residential customers must use the waste wheelers provided by the garbage company. The solid waste residential service fee for trash collection (container with black or gray lid), includes once per week pick up of one green waste/organics container (green lid) and one recycling container (blue lid).				
RESIDENTIAL - OTHER CHARGES:				
In Yard Service (per can or commodity) IN ADDITION TO STANDARD GARBAGE RATES	per month	\$29.67	4.25	\$33.92
Extra Recycle 32 or 64 or 96 gal cart	per month	\$3.49	0.50	\$3.99
Extra Green Waste 32 or 96 gal cart	per month	\$11.61	1.66	\$13.27
Extra Green Waste or Recycle 32 or 96 gal cart with In Yard Service	per month	\$29.68	4.25	\$33.93
Overfilled Green Waste Cart Charge	each	\$11.60	1.66	\$13.26
Resi Trip Charge	each	\$18.62	2.67	\$21.29
Small Extra	each	\$38.52	5.52	\$44.04
Loose Cardboard	each	\$15.07	2.16	\$17.23
Restart Fee-Residential	each	\$77.05	11.03	\$88.08
White Goods	each	\$72.88	10.44	\$83.32
Garbage Extras (per bag)		\$16.58	2.37	\$18.95
Recycling Extras (per bag)		\$8.30	1.19	\$9.49
MULTI-FAMILY (5 or MORE)				
Rates are the same as commercial dumpsters (above) and waste wheeler rates (below).				
COMMERCIAL WASTE WHEELERS - ALL AREAS:				
32 Gallon Waste Wheeler	1	\$36.19	5.18	\$41.37
32 Gallon Waste Wheeler	2	\$61.85	8.86	\$70.71

**MISSION COUNTRY DISPOSAL
RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025
CAYUCOS SANITARY DISTRICT**

Service Description	Pick Ups Per Week	Monthly Rate Effective 1/1/2024	Proposed Rate Adjustment	Monthly Rate Effective 1/1/2025
32 Gallon Waste Wheeler	3	\$83.32	11.93	\$95.25
64 Gallon Waste Wheeler	1	\$40.38	5.78	\$46.16
64 Gallon Waste Wheeler	2	\$89.43	12.81	\$102.24
64 Gallon Waste Wheeler	3	\$117.60	16.84	\$134.44
96 Gallon Waste Wheeler	1	\$61.85	8.86	\$70.71
96 Gallon Waste Wheeler	2	\$104.75	15.00	\$119.75
96 Gallon Waste Wheeler	3	\$138.99	19.90	\$158.89

Rates for all "Commercial Waste Wheeler Container Service" customers include recycling and/or green waste/organics pick up once per week. Customers can choose a 64 or 96 gallon blue waste wheeler for commingled recycling, and/or a 32 or 64 gallon organics, green lid waste wheeler for organics collection. More frequent than once-per-week pick up can be provided at 25% of the garbage service rate for the specified level of service required. Due to potential weight issues, organics are only collected in 32 or 64 gallon green lid waste wheelers.

COMMERCIAL DUMPSTERS - ALL AREAS:

1 yd dumpster	1	\$124.37	17.81	\$142.18
1 yd dumpster	2	\$201.52	28.86	\$230.38
1 yd dumpster	3	\$282.94	40.52	\$323.46
1 yd dumpster	4	\$355.84	50.96	\$406.80
1 yd dumpster	5	\$441.61	63.24	\$504.85
1.5 yd dumpster	1	\$158.66	22.72	\$181.38
1.5 yd dumpster	2	\$248.66	35.61	\$284.27
1.5 yd dumpster	3	\$360.16	51.57	\$411.73
1.5 yd dumpster	4	\$467.35	66.92	\$534.27
1.5 yd dumpster	5	\$544.54	77.98	\$622.52
2 yd dumpster	1	\$184.32	26.39	\$210.71
2 yd dumpster	2	\$287.25	41.13	\$328.38
2 yd dumpster	3	\$428.76	61.40	\$490.16
2 yd dumpster	4	\$574.55	82.28	\$656.83
2 yd dumpster	5	\$690.28	98.85	\$789.13
2 yd dumpster	6	\$781.35	111.89	\$893.24
2 yd dumpster	7	\$937.66	134.27	\$1,071.93
3 yd dumpster	1	\$276.51	39.60	\$316.11
3 yd dumpster	2	\$430.88	61.70	\$492.58
3 yd dumpster	3	\$643.12	92.09	\$735.21
3 yd dumpster	4	\$861.77	123.41	\$985.18
3 yd dumpster	5	\$1,035.39	148.27	\$1,183.66

**MISSION COUNTRY DISPOSAL
RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025
CAYUCOS SANITARY DISTRICT**

Service Description	Pick Ups Per Week	Monthly Rate Effective 1/1/2024	Proposed Rate Adjustment	Monthly Rate Effective 1/1/2025
3 yd dumpster	6	\$1,172.04	167.84	\$1,339.88
3 yd dumpster	7	\$1,406.48	201.41	\$1,607.89
4 yd dumpster	1	\$368.65	52.79	\$421.44
4 yd dumpster	2	\$574.44	82.26	\$656.70
4 yd dumpster	3	\$857.49	122.79	\$980.28
4 yd dumpster	4	\$1,148.97	164.53	\$1,313.50
4 yd dumpster	5	\$1,380.48	197.68	\$1,578.16
4 yd dumpster	6	\$1,562.71	223.78	\$1,786.49
4 yd dumpster	7	\$1,875.27	268.54	\$2,143.81

The rates shown above include the monthly container rental fee and a semi-annual dumpster cleaning.

Rates for all commercial customers include recycling and/or green waste/organics pick up once per week. Customers can choose from a 64 or 96 gallon blue commingled recycle waste wheeler and/or a 32 or 64 gallon organics waste wheeler (96 gallon waste wheelers can't be used with green waste due to weight). If you need more frequent recycling or organics/green waste pick up service, it can be provided at 25% of the garbage service rates for the specified level of service required. If you need a dumpster for recycling, it can be provided at 25% of the garbage service rates for the specified level of service required.

COMMERCIAL GARBAGE - OTHER CHARGES

Garbage Extras (per bag)		\$16.58	2.37	\$18.95
Garbage Extras (per yard)		\$30.05	4.30	\$34.35
Re-deliver bin to stopped acct		\$77.05	11.03	\$88.08

* Maximum volume and weight per garbage can: 33 gallons / 80 pounds

COMMERCIAL - OTHER CHARGES:

Special Pick up 1 yd		\$54.22	7.76	\$61.98
Special Pick up 1.5 yd		\$78.95	11.31	\$90.26
Special Pick up 2 yd		\$88.70	12.70	\$101.40
Special Pick up 3 yd		\$116.33	16.66	\$132.99
Special Pick up 4 yd		\$148.55	21.27	\$169.82
Additional 1 yd recycle pick up		\$16.34	2.34	\$18.68
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Delivery Charge		\$98.92	14.17	\$113.09
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Mile Charge		\$1.35	0.19	\$1.54
Trip Charge		\$19.26	2.76	\$22.02

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RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025
CAYUCOS SANITARY DISTRICT**

Service Description	Pick Ups Per Week	Monthly Rate Effective 1/1/2024	Proposed Rate Adjustment	Monthly Rate Effective 1/1/2025
Temporary Rental Charge		\$2.71	0.39	\$3.10
White Goods		\$72.82	10.43	\$83.25
Lock Charge		\$167.68	24.01	\$191.69
Stand By Time	per minute	\$2.63	0.38	\$3.01

ADDITIONAL INFORMATION ALL CUSTOMERS:

1. Customers requesting Temporary Bins or Roll-Off Box Service can call the office for current rates.
2. Polystyrene (Styrofoam, Plastic #6) is not collected for recycling and should be thrown away as trash. Please bag Styrofoam packing peanuts before placing in trash container.
3. It is encouraged to bag your trash in the garbage container but do not bag your recyclables or green waste in their respective containers and keep it loose.
4. Recycling, Green Waste/Organics and Garbage containers should be spaced 3 feet away from any obstacles (e.g., mailboxes, cars, etc.) before 6:00am on collection service day.
5. The fee schedule above only includes the Garbage Company's rates and does not include IWMA fees, which are separately noted on the billings.
6. Cleaning fees will be billed on a time and materials basis.
7. Late Fees are imposed for residential customers over 30 days delinquent. The fee is 1.5% per month of the outstanding charge, with a minimum fee of \$5.00. No prior notice is required, as this late fee policy is stated at the bottom of every bill.
8. Customers can be charged for contamination fees in the trash, recycling and/or the green waste/organics containers.

Any additional recycling services are charged at 25% of the garbage rate for the equivalent container size and frequency.

Mission Country Disposal
4388 Old Santa Fe Road
San Luis Obispo, CA 93401

Standard
US Postage
PAID
Santa Barbara, CA
Permit No. 800

RATE INCREASE NOTICE



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

7

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JANUARY 9, 2025

SUBJECT: DISCUSSION AND CONSIDERATION TO AMEND THE FISCAL YEAR 2024/2025 CIP BUDGET TO ACCOMMODATE THE PURCHASE OF 10 TRASH & 10 RECYCLING BIG BELLY WASTE RECEPTACLES FOR PLACEMENT IN THE COMMUNITY OF CAYUCOS

DISCUSSION

As directed at the November 2024 meeting, staff has researched the purchase of Big Belly waste receptacles. Staff submitted an application for an IWMA grant for the purchase of 5 recycling containers. If successful in obtaining the grant, the District will be required to fund the purchase of an additional 5 recycling containers.

Staff has requested a new cost estimate for a phased approach to expenditures for 10 new trash and 10 new recycling containers, which are anticipated to replace the “pebble” cans in the downtown areas.

RECOMMENDATION

Staff recommends that the Board of Directors amend the Fiscal Year 2024/2025 CIP Budget to accommodate the purchase of 10 trash & 10 recycling Big Belly waste receptacles for placement in the community of Cayucos.

Multi-Stage Trash & Recycling Cans Purchase

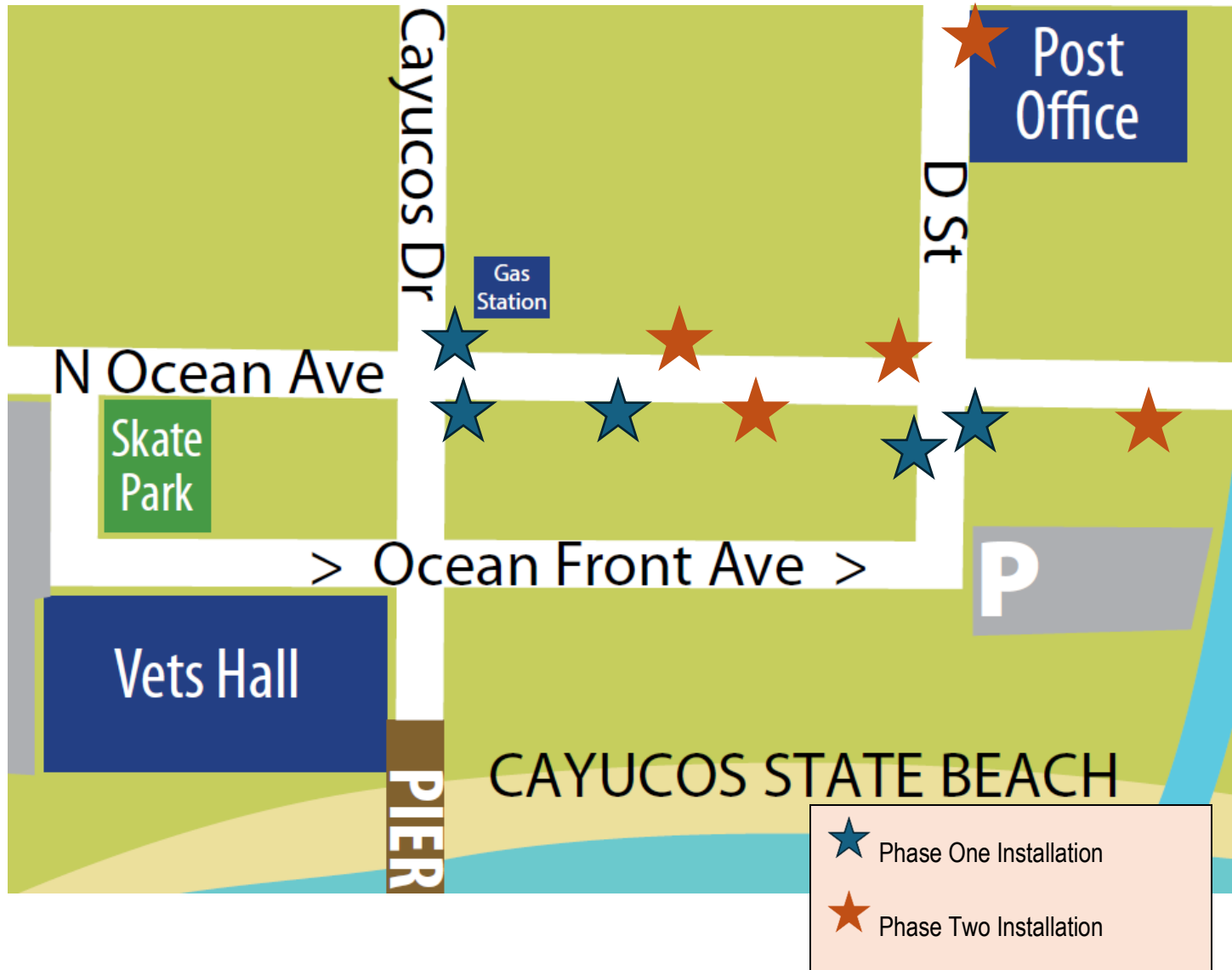
Goal: 20 cans to replace current pebbled trash containers

Volume discounts available: 2.5% for 10. Shipping reduced if all one purchase.

5 year warranty

Funding Source	Funding Amount	Type of Can	Number purchased	Timing	Estimated Cost
Franchise Fees over Budget FY24/25	13,500	Trash	5 cans	immediately	11,650.00
Possible IWMA Technical Grant	10,000	Recycling	5 cans	3-6 months	11,650.00
CIP Budget Amendment	23,100	5 of each type	10 cans	3-6 months	23,300.00
					46,600.00

Garbage Can Locations





Bigbelly Element

Fundamentally a better bin, the Bigbelly Element is uniquely equipped to keep waste contained and out of sight with its fully-enclosed Chute disposal interface. The Element is ideal to augment Smart or Sense deployments or for applications where bin fullness indication or CLEAN™ is not needed.

With an inner bin capacity of 50 gallons (189 L), the Element holds 1.7x more waste than a traditional bin.

The Element can be deployed standalone or in combination with any other Bigbelly bin to form a multi-stream kiosk.

The Element is Bigbelly's simplest bin; it contains no electronics or sensors. Just the essentials.

Waste Interfaces and Streams

Hopper, Chute, or Open Disposal Interface
Waste, Single-Stream Recycling, or Compost



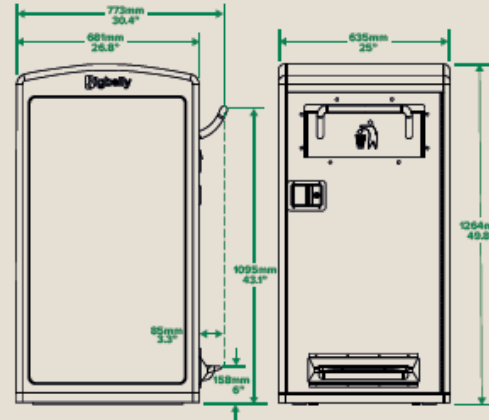
Hopper Disposal Interface
with Foot Pedal

Open Disposal Interface



Chute Disposal Interface
with Foot Pedal

Technical Specifications



Overall Machine Dimensions

- Height: 49.8" (1264 mm)
- Width: 25" (635 mm)
- Depth: 26.8" (681 mm)
- Handle Height (ADA Compliant): 43.1" (1095 mm)
- Weight: 150 lbs (68 kg)
- Shipping Weight: 180 lbs (82 kg)
- Bin Volume (Chute or Open): 50 gal (189 L)
- Bin Volume (Hopper): 32 gal (120 L)
- Bin Dimension (50 gal): 25" x 20" x 32.25" (635 mm x 508 mm x 819 mm)
- Bin Dimension (32 gal): 24" x 20.4" x 21.65" (609 mm x 518 mm x 549 mm)

Disposal Interface Dimensions

- Chute Opening: 16"W x 5.5"H x 15"D (406 mm x 140 mm x 381 mm)
- Hopper Opening: 16.5"W x 5"H x 8"D (419 mm x 127 mm x 203 mm)
- Open Interface Openings:
 - Waste: 16"W x 6"H (406 mm x 152 mm)
 - Single-Stream: 11"W x 5"H (279 mm x 127 mm)
 - Paper: 11"W x 2"H (279 mm x 51 mm)
 - Bottles and Cans: 5" dia. (127 mm dia.)

Bigbelly



Bigbelly Element



FULLY ENCLOSED

Technical Specifications - Continued

Bigbelly Element Features

- Bigbelly's fully-enclosed Chute disposal interface, standard on Element bins, eliminates visible waste, rat and pest access, and windblown litter.
- The integrated Foot Pedal provides hands-free use.

Safety Features

- CE marked
- Soft-open Chute response with use of foot pedal
- Collection door automatically locks when closed
- No pinch points, sharp edges or corners

Durability

- Weather-resistant, UV-stabilized polyester powder-coat finish on all exterior parts

Materials

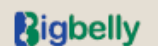
- RoHS compliant
- Galvanized sheet metal steel interior and exterior construction
- Heavy-duty, recycled plastic side panels for dent and scratch resistance
- Leak-proof interior bin made of low-density polyethylene (LDPE) plastic

Power and Electronics

- None

Options and Accessories

- Hopper disposal interface and Open disposal interface
- Custom Graphic Wraps, Message Panels, and Stickers
- Wheeled Interior Lift Bin (bar and comb styles)
- Ashtray and Stub-out Plates
- Security Plates
- Odor Mask





San Luis Obispo Local Agency Formation Commission
 SLO LAFCO - Serving the Area of San Luis Obispo County

TO: INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

FROM: ROB FITZROY, EXECUTIVE OFFICER

DATE: DECEMBER 6, 2024

RE: REQUEST FOR NOMINATIONS FOR LAFCO SEATS

Background. This nomination period is for two Regular Special District seats on LAFCO. One seat is for a two-year term set to expire in December 2026 and another seat that would serve through 2028. Commissioner Marshall Ochylski, after 12 years of dedicated service, has stepped down from his LAFCO Special District seat that was set to expire in 2026; thus creating a vacancy for the remainder of this term through December 2026. Robert Enns’ four-year term expires December 2024. This seat is available for the standard four-year term and would serve through December 2028. The Cortese-Knox-Hertzberg Act allows an existing Commissioner (in this instance Robert Enns) to remain on LAFCO until the nomination and election process is complete. The existing member may also re-run should they wish to and are eligible.

Instructions. Each Special District may nominate one candidate for each seat. The nominated candidate must be an elected Board of Director of your respective District.

If your District wishes to nominate a candidate, please schedule this request for nominations on an agenda for a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board as the representative of your District, you may submit a nomination on behalf of your District. Nomination forms are required to be submitted by the end of the nomination period. **The nomination period is 60 days and begins on December 9, 2024, and ends on February 7, 2024, at 5:00 p.m.** The completed nomination form may be submitted to the LAFCO office via mail or [e-mail: mbing@slo.lafco.ca.gov](mailto:mbing@slo.lafco.ca.gov). Please make sure the form is signed by the Board President or General Manager and the Nominee.

If more than one nomination for either of the open positions is received, it is required by law hold an election. The Executive Officer shall prepare a ballot election and send it by email to each Special District with voting instructions at the conclusion of the nomination period. If an election is required, the governing body of each Special District will have the opportunity to cast a vote for any of the nominees. Further communications will be provided based on the results of the nomination period if an election is required.

A nomination form is attached to assist your District in the nomination process. Also, please view the LAFCO website (slo.lafco.ca.gov) for additional information about LAFCO. Please call 805-788-2096 if you have any questions.

cc: Members of the Commission
 Holly Whatley, LAFCO Legal Counsel

COMMISSIONERS

Chairperson
 VACANT
 Special District Member

Vice-Chair
 STEVE GREGORY
 City Member

DEBBIE ARNOLD
 County Member

JIMMY PAULDING
 County Member

ROBERT ENNS
 Special District Member

ED WAAGE
 City Member

VACANT
 Public Member

ALTERNATES

DAWN ORTIZ-LEGG
 County Member

ED EBY
 Special District Member

CARLA WIXOM
 City Member

David Watson
 Public Member

STAFF

ROB FITZROY
 Executive Officer

IMELDA MARQUEZ
 Analyst

MORGAN BING
 Analyst

HOLLY WHATLEY
 Legal Counsel



San Luis Obispo Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

NOMINATION FOR LAFCO

SPECIAL DISTRICT MEMBER

The _____
(Insert Name of Special District)

Hereby nominates _____ as a nominee to serve as the
(Insert Name of Nominee)

Special District Member on the San Luis Obispo Local Agency Formation Commission (SLOLAFCO).

For the following Seat (Please select on or both if interested):

- Fill the four-year term set to expire December 2028
- Fill the vacant seat set to expire in December 2026

The Board of Director's action (if applicable) was taken on an agenda item on:

(Insert Date of Board Agenda and Action)

(General Manager or Chairman/President)

(Email address)

(Signature-Nominee)



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

9

TO: BOARD OF DIRECTORS

FROM: RICK KOON, DISTRICT MANAGER

DATE: JANUARY 9, 2025

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE A GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY LOCATED AT 97 10TH ST. APT. 1 (APN 064-153-042)

DISCUSSION

Staff received a Will-Serve application for the property at 97 10th St. #1 for additional improvements that will encroach into the District's easement. These encroachments consist of new, removeable pre-cast concrete pavers set on a sand base, a twelve-inch thick, eighteen-inch square post pad footing extending six inches into the District's easement, and a second story deck encroaching aurally at nine feet and four inches above the District's easement.

The District previously recorded a Grant of License for another encroachment on the property—a fence extending five feet into the District's easement. Prior to issuing that Grant of License, the District replaced the old VCP sewer main with PVC.

Staff worked with the project's architect to deepen the proposed deck piers so no structural loading will occur on the sewer main (see the attached exhibits).

RECOMMENDATION

Staff recommends that the Board of Directors approve the Grant of License and Agreement Affecting Real Property for 97 10th St. Apt. 1 (APN 064-153-042).

RECORDING REQUESTED BY
AND WHEN RECORDED, MAIL TO:

Cayucos Sanitary District
P.O. Box 333
Cayucos, CA 93430-0333

GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY

THIS GRANT OF LICENSE AND AGREEMENT AFFECTING REAL PROPERTY ("Agreement") is made this 16th day of January, 2025, by and between CAYUCOS SANITARY DISTRICT, a political subdivision of the State of California (the "DISTRICT"), and Richard L. Halle and Cathie A. Joughin, Trustees of The Joughin and Halle Family Trust dated January 27, 1999, (hereinafter referred to as "LICENSEE").

WHEREAS, LICENSEE is the owner of real property located at 97 10th St. #1, Cayucos, California (APN: 064-153-042), more particularly described in Exhibit "A," attached hereto and incorporated herein by this reference (the "Property"); and

WHEREAS, DISTRICT is the owner of an existing sewer line easement on the Property recorded on February 17, 1954 in Book 746, Page 86 of the Official Records of San Luis Obispo County, California; (the "Easement") with an existing sewer pipeline located therein; and

WHEREAS, DISTRICT has previously recorded a Grant of License and Agreement Affecting Real Property for encroachments associated with certain improvements on the Property, including a fence extending five feet into the District's Easement; and

WHEREAS, LICENSEE desires to construct certain additional improvements on the Property that will encroach into the District's Easement, which include new removeable pre-cast concrete pavers set on a sand base, a twelve-inch thick, eighteen-inch square post pad footing extending six inches into the District's Easement, and a second story deck encroaching aerially at nine feet and four inches above the District's Easement, as generally depicted in Exhibit "B," attached hereto and incorporated herein by this reference (collectively referred to as the "Structures"); and

WHEREAS, the DISTRICT is willing to allow construction of the proposed Structures so long as they do not interfere with, or cause damage to, the use, maintenance and operation of the Easement and/or the facilities and improvements located therein.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties agree as follows:

1. The DISTRICT hereby grants to LICENSEE a license ("License") to construct the Structures in the Easement, subject to the following terms and conditions:
 - a. Not less than thirty (30) days prior to construction, LICENSEE shall submit plans and specifications to the DISTRICT for review and written approval.
 - b. During construction, LICENSEE shall comply with any instructions and guidance from the DISTRICT intended to prevent interference with or damage to the existing sewer line or other District facilities located in the Easement.
 - c. After construction, LICENSEE agrees to remove the Structures should the DISTRICT so

request in order to gain access to or conduct maintenance or repair of the sewer line or appurtenances, or to replace the sewer line or any portion thereof; LICENSEE shall remove the Structures within thirty (30) days of written notice, unless the DISTRICT notifies LICENSEE of an emergency necessitating removal in a shorter time period. Should LICENSEE fail to remove the Structures within the time frame specified by the DISTRICT, the DISTRICT, in its sole discretion, may elect to remove the Structures and any other encumbrances affecting the Easement or facilities therein and recover all costs and expenses for such removal from LICENSEE.

d. LICENSEE agrees to pay for any and all costs for the maintenance, repair or replacement of the sewer line located in the Easement resulting from or caused by, in whole or in part, the design, construction, location or use of the Structures within the Easement.

2. LICENSEE agrees to hold harmless and indemnify the DISTRICT from any and all liabilities, damages, costs, claims, causes of action, complaints or proceedings of any kind or nature arising or alleged to arise from the design, construction, location or use of the Structures by LICENSEE, its agents, contractors, assigns or successors in interest, of any kind.

3. The DISTRICT may immediately revoke this License, without notice, for a breach of or failure to comply with any of the terms and conditions set forth herein; the DISTRICT may revoke this License without cause upon sixty (60) days written notice to LICENSEE.

4. This Agreement shall be binding upon the successors in interest of any kind to the Property.

5. In the event of legal action to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover their costs, including reasonable attorney fees.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first written above.

CAYUCOS SANITARY DISTRICT:

LICENSEE:

By: _____
Robert B. Enns
President of the Board of Directors

Richard L. Halle, Trustee

ATTEST:

Rick Koon
District Secretary

Cathie A. Joughin, Trustee

Approved as to Form:
CARMEL & NACCASHA LLP

Timothy J. Carmel, District Counsel

[All property owners' signatures must be notarized]

Exhibit "A"

LEGAL DESCRIPTION

Real property in the unincorporated area of the County of San Luis Obispo, State of California, described as follows:

A CONDOMINIUM COMPRISED OF:

PARCEL 1:

UNIT 1 OF PARCEL MAP NO. CO-85-222, IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, AS SHOWN ON THE CONDOMINIUM PLAN RECORDED OCTOBER 20, 1987 AS INSTRUMENT NO. [74315](#) IN BOOK 3061, PAGE 878 OF OFFICIAL RECORDS, OF SAN LUIS OBISPO COUNTY.

PARCEL 2:

AN UNDIVIDED 25% INTEREST AS TENANTS IN COMMON IN AND TO THE COMMON AREA KNOWN AS LOT 1 OF PARCEL MAP NO. CO-85-222, IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF RECORDED OCTOBER 8, 1987 IN [BOOK 42, PAGE 30](#) OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPTING THEREFROM UNITS 1 THROUGH 4 AS SHOWN ON CONDOMINIUM PLAN.

PARCEL 3:

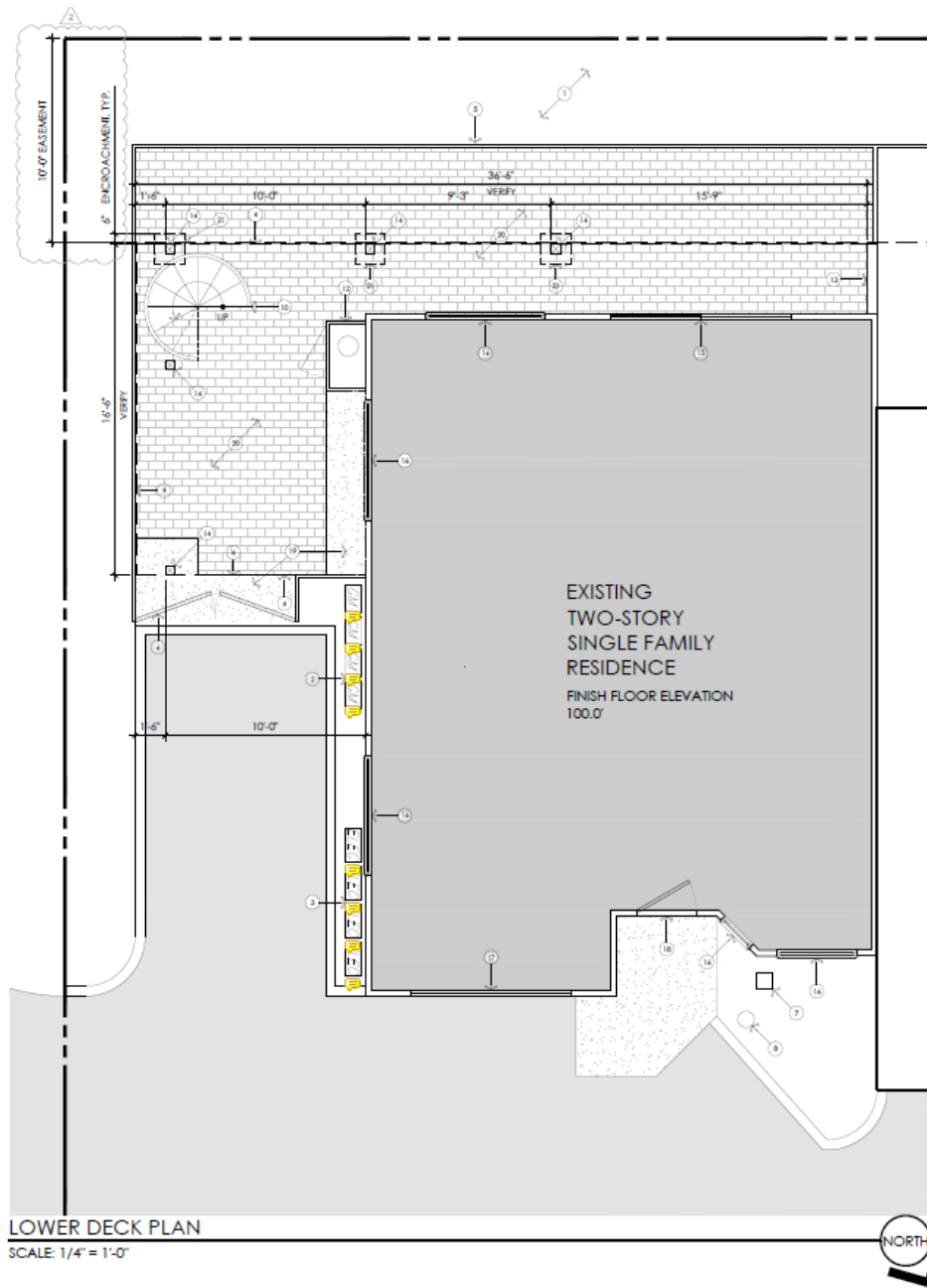
A NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS AND PARKING ON AND OVER THAT PORTION OF LOT 1 AS MORE PARTICULARLY SHOWN AND DESCRIBED ON THE AFORESAID PARCEL MAP, EXCEPT THOSE PORTIONS DESIGNATED AS UNITS 1 THROUGH 4, B.A. 1 THROUGH 4, AND DECKS 1 THROUGH 4 ON THE ABOVE MENTIONED CONDOMINIUM PLAN.

PARCEL 4:

AN EXCLUSIVE EASEMENT TO THAT PORTION OF LOT 1 DESIGNATED AS B.A. NO. 1 AND DECK NO. 1 WHICH IS APPURTENANT TO THE ABOVE MENTIONED UNIT.

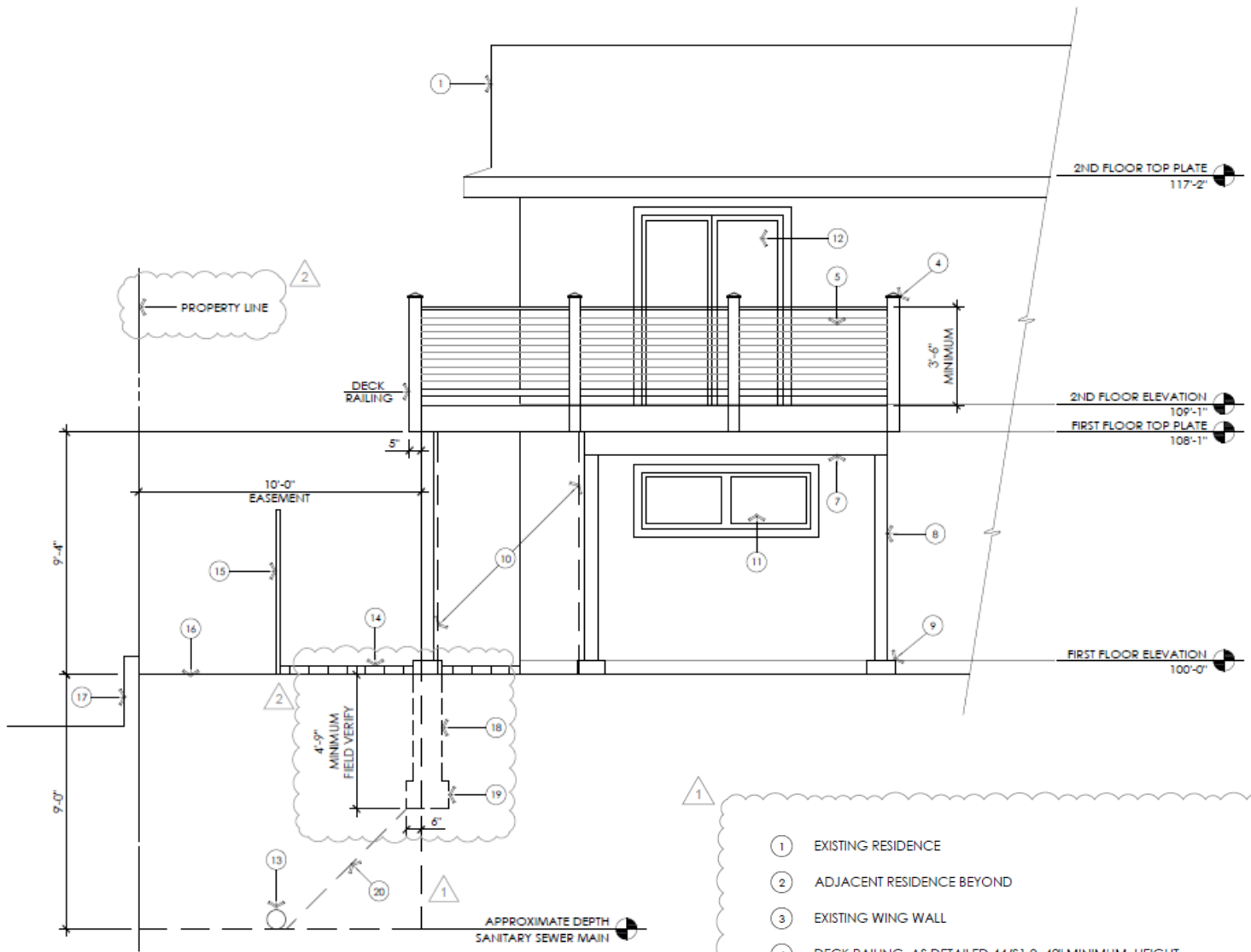
APN: 064-153-042

Exhibit "B"



- | | | | |
|----|--------------------------------------------------------|----|-------------------------------------------------------------|
| 1 | 10'-0" SEWER EASEMENT | 16 | EXISTING WINDOW |
| 2 | GAS METERS | 17 | EXISTING GARAGE DOOR |
| 3 | ELECTRIC METERS AND SERVICE | 18 | EXISTING ENTRY DOOR |
| 4 | LINE OF DECK TO BE REPAIRED/REPLACED | 19 | EXISTING CONCRETE PAVER |
| 5 | EXISTING FENCE | 20 | NEW PRE-CAST CONCRETE PAVERS ON SAND BASE |
| 6 | EXISTING GATES | 21 | NEW 18" SQUARE POST PAD FOOTINGS, SEE STRUCTURAL SHEET S1.0 |
| 7 | WATER METER | | |
| 8 | SANITARY SEWER CLEANOUT | | |
| 9 | NEW RAILING, 42" MINIMUM HEIGHT | | |
| 10 | NEW 5'-0" DIAMETER SPIRAL STAIRCASE WITH METAL LANDING | | |
| 11 | NEW 'TREX' DECKING | | |
| 12 | EXISTING WATER SOFTENER CABINET | | |
| 13 | EXISTING WING WALL | | |
| 14 | 6x6 DECK POST, TYPICAL | | |
| 15 | EXISTING SLIDING GLASS DOOR | | |

Exhibit "B" (Continued)



EAST ELEVATION

SCALE: 1/4" = 1'-0"

- ① EXISTING RESIDENCE
- ② ADJACENT RESIDENCE BEYOND
- ③ EXISTING WING WALL
- ④ DECK RAILING, AS DETAILED 44/S1.0, 42" MINIMUM HEIGHT
- ⑤ CABLE RAILING
- ⑥ DECK FRAMING, SEE DECK FRAMING PLAN S1.0
- ⑦ DECK BEAM, SEE S1.0
- ⑧ 6 X 6 POST
- ⑨ DECK POST FOOTING, SEE DECK FOUNDATION PLAN S1.0
- ⑩ NEW 5'-0" DIAMETER SPIRAL STAIRCASE (BY OTHERS)
- ⑪ EXISTING WINDOW
- ⑫ EXISTING SLIDING GLASS DOOR
- ⑬ EXISTING 8" DIAMETER HDPE SANITARY SEWER MAIN
- ⑭ NEW REMOVABLE PRE-CAST CONCRETE PAVERS SET ON SAND BASE
- ⑮ EXISTING FENCE, PER GRANT OF LICENSE #037181 DATED MAY 14, 2007
- ⑯ FINISH GRADE
- ⑰ EXISTING CONCRETE RETAINING WALL
- ⑱ 12" SQUARE POST PAD FOOTING PEDESTAL
- ⑲ 12" THICK X18" SQUARE POST PAD FOOTING
- ⑳ LINE OF 45 DEGREE ZONE OF INFLUENCE OF FOOTING LOAD



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

10

TO: BOARD OF DIRECTORS

FROM: AMY LESSI, ADMINISTRATIVE SERVICES MANAGER

DATE: JANUARY 9, 2025

SUBJECT: DISCUSSION AND CONSIDERATION OF NEW DISTRICT BOARD COMMITTEE ASSIGNMENTS FOR 2025

DISCUSSION

At the beginning of each year, the Board appoints members to the standing committees. These committees (and their corresponding appointees from last year) are:

BUDGET COMMITTEE - FISCAL BUDGET/CAPITAL PROJECTS

Shirley Lyon
Hannah Miller

FINANCE COMMITTEE – BANKING & INVESTMENTS

Robert Enns
John Curti

OPERATIONS & MAINTENANCE COMMITTEE – TECHNICAL SAFETY

John Curti
Michael Shopshear

PERSONNEL COMMITTEE

Hannah Miller
Shirley Lyon

WWTP/JPA COMMITTEE

Robert Enns
Shirley Lyon

RECYCLED WATER OPPORTUNITIES COMMITTEE:

Robert Enns
John Curti

RECOMMENDATION

Staff recommends the assignment of Board members to Committee positions.

Brad Hagemann, President
Scott Duffield, Vice-President
Kristen Gelos, Treasurer
Jana Ettetdgue, Secretary



California Special
Districts Association
Districts Stronger Together

San Luis Obispo County Chapter

Mission Statement:

To provide an accessible platform for collaboration, education, and advocacy among special districts in the San Luis Obispo region.

TO: Special Districts of the IWMA

FROM: Brad Hagemann, President

DATE: January 6, 2025

SUBJECT: Request for Nominations for the Integrated Waste Management Authority (IWMA) Special District Representative

AGENDA ITEM:

11

The Special Districts participate on the IWMA pursuant to a Memorandum of Agreement which provides for the appointment of one Special District representative and one alternate. The appointments have historically occurred in coordination with the San Luis Obispo Chapter of the California Special Districts Association (SLOCCSDA); however, there was no formal procedure.

The SLOCCSDA recently updated our bylaws to include a provision for this and state,

“ARTICLE 5 – REPRESENTATION

SECTION 2. SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY

Special Districts shall be represented on the San Luis Obispo County Integrated Waste Management Authority (SLOC IWMA) Board of Directors, representation of which shall be managed by the Chapter. Those Special Districts that have solid waste authority shall nominate and elect the Special District representative and alternate representative to four-year terms.”

There are currently twelve Special Districts that are authorized by LAFCO to provide solid waste services. The current Special District representative is Director Robert Enns, Cayucos Sanitary District (since 2018), and the current alternate representative is Director Dan Burgess, Heritage Ranch CSD. Director Burgess was elected as the alternate representative in 2022. His term will expire in December 2026.

This call for nominations is for the representative seat which will serve through December 2028. The current representative may remain on IWMA until the nomination and election process is complete, and the representative may re-run should they wish to do so. The IWMA Board of Directors regular meetings are typically the second Wednesday of each month starting at 1:30 p.m. in person at the SLO County Board of Supervisors Chambers.

Each Special District authorized to provide solid waste services may nominate one candidate. If your Special District wishes to nominate a candidate, please schedule this request for nominations on an agenda for a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board, you may submit a nomination on behalf of your Special District. Nomination forms are required to be submitted by the end of the nomination period. **The nomination period begins on January 6, 2025, and ends on February 17, 2025, at 5:00 p.m.**

At the close of the nomination period SLOCCSDA will notify the Special Districts of the nominations. If more than one nomination is received, SLOCCSDA will prepare a ballot election and send it by email with voting instructions to each Special District authorized to provide solid waste services. If necessary, the balloting period will begin as soon as possible following the close of the nomination period and will be for approximately forty-five days.

The completed nomination form may be submitted to SLOCCSDA by email to the current Chapter President, Brad Hagemann at hagemann.associates@gmail.com and Chapter Secretary Jana Ettetddgue at jettetddgue@ncsd.ca.gov. Please make sure the form is signed by the Board President or General Manager, and the Nominee.

A nomination form is attached to assist your Special District in the nomination process. Also, please view the IWMA website (www.iwma.com) for additional information about IWMA. Please contact Brad Hagemann at 805-835-3163, or Scott Duffield at 805-227-6230 if you have any questions.

cc: Peter Cron, Executive Director, IWMA

Attachments: Nomination Form

Brad Hagemann, President
Scott Duffield, Vice-President
Kristen Gelos, Treasurer
Jana Ettetddgue, Secretary



**California Special
Districts Association**
Districts Stronger Together

San Luis Obispo County Chapter

Mission Statement:

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NOMINATION FOR IWMA AUTHORIZED DISTRICT REPRESENTATIVE

The _____
(Insert Name of Authorized District)

Hereby nominates _____ as a nominee to serve as the
(Insert Name of Nominee)

Authorized District Representative on the San Luis Obispo County Integrated Waste Management Authority (IWMA).

The Board of Director's action was taken on an agenda item on: _____.

(General Manager or Chairman/President)

(Email address)

(Signature-Nominee)