SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVENUE SEASIDE, CA 93955

REGULAR **MEETING**
Board of Directors
Tuesday, July 14, 2020, 9:30 AM
VIRTUAL ONLY MEETING

Pursuant to Governor Newsom's Executive Orders N-29-20 and N-33-20, and to do all we can to help slow the spread of COVID-19 (coronavirus) District meetings will be adapted in the following ways:

- Meetings of the District will be conducted with virtual (electronic) participation only. Members of the public may watch the live stream of the District meetings at https://bit.ly/SeasideYouTube

- Members of the public may participate before and during each meeting by submitting comment(s) to cityclerk@ci.seaside.ca.us. The clerk will read each received public comment aloud into the record at the designated time, subject to time limits that may be imposed pursuant to the Brown Act. In the subject line of a public comment email, please specify the meeting body and date and indicate the relevant item number or "general" to help staff easily receive and organize public comments.

1. CALL TO ORDER

2. ROLL CALL

BOARD OF DIRECTORS

Jerry Blackwelder	Chair
Pat Lintell	First Vice Chair
Alissa Kispersky	Second Vice Chair

3. REVIEW OF AGENDA

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

4. PUBLIC COMMENT

Members of the public wishing to address the Seaside County Sanitation District on matters within the jurisdiction of the Board, but not on this agenda, may do so during Public Comment period for up to three minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.

5. CONSENT AGENDA

A. APPROVAL OF MINUTES FROM THE JUNE 9, 2020 REGULAR MEETING.

PURPOSE: To review and approve the minutes from the June 9, 2020 Regular Meeting.

RECOMMENDATION: That the minutes be reviewed and approved.

B. Receive Seaside County Sanitation District Operations report for June 2020.

PURPOSE: Receive Seaside County Sanitation District Operations report for June 2020.

RECOMMENDATION: Accept reports. This item is presented for information only.

C. INTRODUCTION OF AN ORDINANCE AMENDING SEASIDE COUNTY SANITATION CODE CHAPTER 4.15 – PERMITS AND INSPECTIONS TO AMEND THE CONNECTION CAPACITY FEES (SECOND READING - ROLL CALL VOTE)

PURPOSE: The purpose of this item is to consider adoption of an Ordinance to amend the Seaside County Sanitation District (SCSD) Code Chapter 4.15 – Permits and Inspections, to adjust the sewer connection capacity fees.

RECOMMENDATION: It is recommended the Board conduct a public hearing to adjust the sewer connection fees and to amend SCSD Code Chapter 4.15 – Permits and Inspections.

D. APPROVAL OF MAY 2020 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT.

PURPOSE: Approval of expenditures for May 2020 in the amount of $123,051.77 for the Seaside County Sanitation District and drawdown request of $302,305.47 for April 2020 expenditures.

RECOMMENDATION: Approve the expenditures for May 2020 and a drawdown of $302,305.47. The total expenditure for May 2020 was $123,051.77.

6. NEW BUSINESS

7. STAFF REPORTS

Staff reports include items for which verbal reports/presentations will be provided. If a specific Seaside County Sanitation District presentation is planned, it will be listed and information included with the Agenda. Brief oral reports may be provided for items arising after the Agenda was prepared. The Board may wish to ask questions or discuss a staff report, but no action is appropriate other than referral to staff, or request that a matter be set as a future Agenda item.

8. BOARD MEMBERS COMMENTS

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
Tuesday, August 18, 2020
Seaside City Hall
9:30 AM

In compliance with the Americans with Disabilities Act (ADA), the Seaside County Sanitation District (SCSD) does not discriminate against persons with disabilities. Any person with a disability who requires a modification or accommodation to be able to participate in this meeting is asked to contact the office of the District Clerk at cityclerk@ci.seaside.ca.us 831-899-6707, no fewer than two business days prior to the meeting to allow for reasonable arrangements. This agenda is posted in compliance with Pursuant to Governor Newsom's Executive Orders N-29-20 and N-33-20
Agenda related writings or documents provided to the Board are available for public inspection during the meeting or may be requested from the office of the District Clerk.

DRAFT MINUTES
SEASIDE COUNTY SANITATION DISTRICT
Tuesday, June 9, 2020 9:30 AM
REGULAR MEETING
Seaside Conference Room

1. CALL TO ORDER

The meeting was called to order at 9:35 AM.

2. ROLL CALL

PRESENT: Blackwelder, Lintell, Kispersky
ABSENT: None

3. REVIEW OF AGENDA

Item 5E was moved to Public Hearing at the request of Acting District Engineer Scott Ottmar

4. PUBLIC COMMENT

None

5. CONSENT AGENDA

On motion by Second Vice Chair Alissa Kispersky and seconded by First Vice Chair Pat Lintell and passed by the following vote the Seaside County Sanitation District Board approved the Consent Agenda with the exception of Item E which was moved to Public Hearing at the request of Acting District Engineer Scott Ottmar and item D which was pulled by First Vice Chair Lintell.

RESULT:	***Approved***
AYES:	*Jerry Blackwelder, Pat Lintell, Alissa Kispersky*
NOES:	*None*

A. APPROVAL OF MINUTES FROM THE MAY 12, 2020 REGULAR MEETING.

Action: Approved

B. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR MAY 2020.

Action: Received

C. APPROVAL OF APRIL 2020 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT.

Action: Approved

D. REVIEW AND APPROVE PROPOSED CHANGES TO THE FISCAL YEAR 2019-2020 SEASIDE COUNTY SANITATION DISTRICT ANNUAL OPERATING BUDGET.

On question by Ms. Lintell, Finance Director Drabner answered questions from the Board regarding expenditures.

On motion by Second Vice Chair Alissa Kispersky and seconded by First Vice Chair Pat Lintell and passed by the following vote the Seaside County Sanitation District Approved the proposed changes to the fiscal year 2019-2020 Seaside County Sanitation District annual operating budget.

RESULT: **Approved**
AYES: Jerry Blackwelder, Pat Lintell, Alissa Kispersky
NOES: None

E. INTRODUCTION OF AN ORDINANCE AMENDING SEASIDE COUNTY SANITATION CODE CHAPTER 4.15 – PERMITS AND INSPECTIONS TO AMEND THE CONNECTION CAPACITY FEES (FIRST READING - ROLL CALL VOTE)

On motion by First Vice Chair Pat Lintell and seconded by Second Vice Chair Alissa Kispersky and passed by the following roll-call vote the Seaside County Sanitation District Approved the first reading of the introduction of an ordinance amending Seaside County Sanitation Code Chapter 4.15.

RESULT: ***Approved***
AYES: *Jerry Blackwelder, Pat Lintell, Alissa Kispersky*
NOES: *None*

6. NEW BUSINESS

A. CONSIDER, TAKE PUBLIC COMMENT AND ADOPT THE FISCAL YEAR 2020 - 2021 PROPOSED SEASIDE COUNTY SANITATION DISTRICT ANNUAL OPERATING BUDGET.

On motion by First Vice Chair Pat Lintell and seconded by Second Vice Chair Alissa Kispersky and bypassed by the following vote the Seaside County Sanitation District Approved the Operations Report for April 2020.

RESULT: ***Approved***
AYES: *Jerry Blackwelder, Pat Lintell, Alissa Kispersky*
NOES: *None*

7. STAFF REPORTS

Acting District Engineer, Scott Ottmar, gave construction updates on projects currently taking place on Canyon Del Rey and Del Monte Avenue for sewer work.

8. BOARD MEMBERS COMMENTS

None.

9. ADJOURNMENT

On motion, the meeting was adjourned at 10:05 am.

Respectfully Submitted,

Rosa Salcedo, District Clerk	**Jerry Blackwelder, Chair**

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 5.B.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Scott ottmar
Billy Thomas, Junior Engineer

DATE: July 14, 2020

SUBJECT: **Receive Seaside County Sanitation District Operations report for June 2020.**

PURPOSE

Receive Seaside County Sanitation District Operations report for June 2020.

RECOMMENDATION

Accept reports. This item is presented for information only.

BACKGROUND

Attached is the Seaside County Sanitation District Operations report and Flush Map for June 2020.

FISCAL IMPACT

There is no fiscal impact associated with this item.

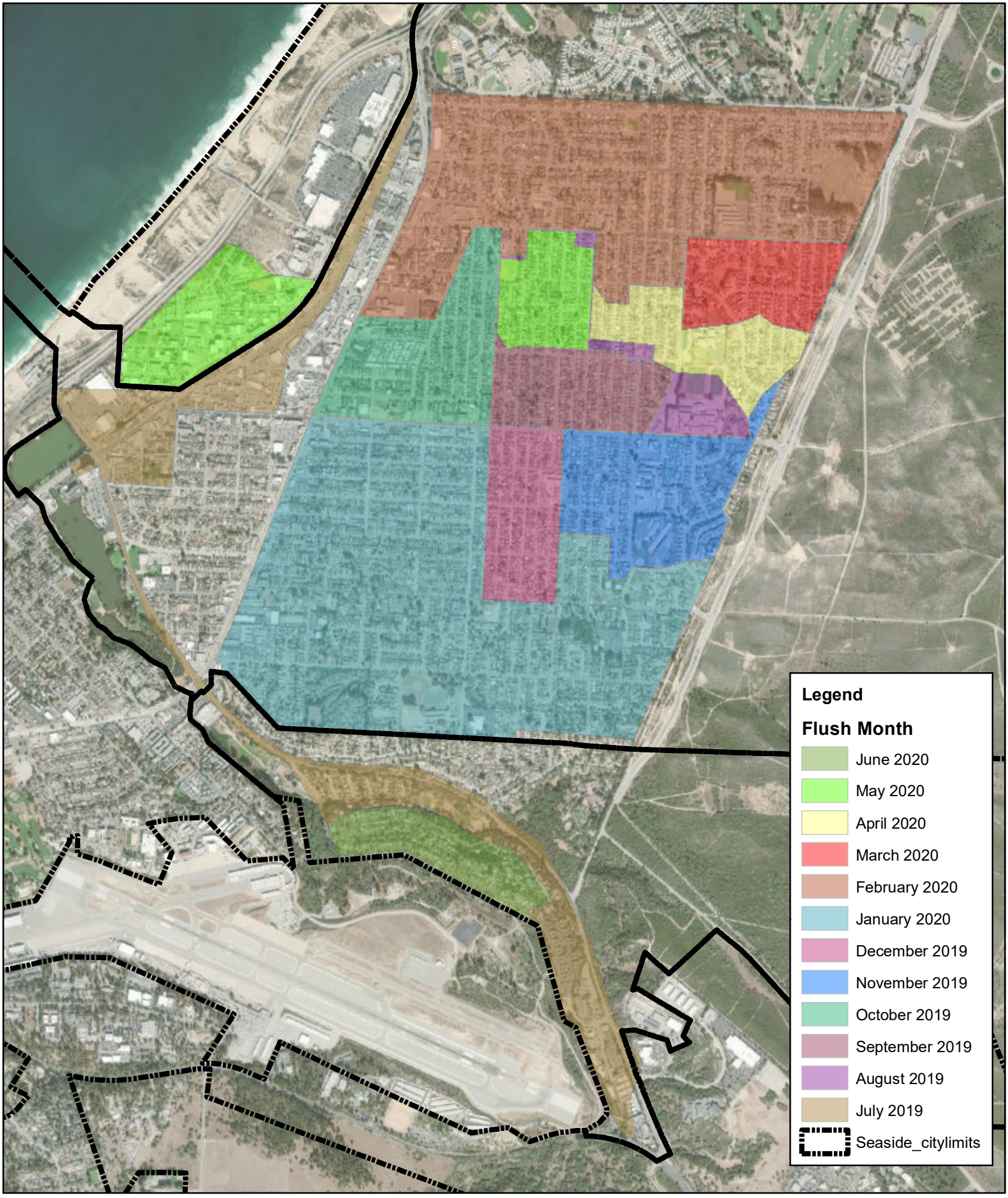
ATTACHMENTS

1. Flush Map_June_19-20
2. Monthly Sanitation Report June_19-20

Reviewed for Submission to the Board by:

_____

Craig Malin, District Manager



SEASIDE COUNTY SANITATION DISTRICT

0 1,250 2,500 Feet

Source: SCSD, AMBAG

Flush Map

Seaside County Sanitation District
Operations Report

Fiscal Year 2019/2020 Month of June

	Del Rey Oaks (42,240)		Sand City (26,400)		Seaside (316,800)		District Totals (385,440 ft.)	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Maintenance								
Mainline Rodded	0	0	0	0	0	0	0	0
Main Line Jetted	8,710	28,962	0	12,833	0	314,615	8,710	356,410
Main Line Video	0	0	0	0	0	0	0	0
Main Lines Treated for Grease Control (Jet Power II)	265	2,469	277	3,150	3,636	44,617	4,178	50,236
Stoppages								
Main Line	0	0	0	0	0	9	0	10
Laterals	0	2	0	1	0	10	0	13

Sewer Repairs
None

Sewers Video
None

Stoppage Locations

Del Rey Oaks
None

Sand City
None

Seaside
None

Overflow Locations

Del Rey Oaks
None

Sand City
None

Seaside
Del Monte Blvd & La Salle Ave:
Vehicle ran over sewer bypass
in construction area.

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 5.C.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Scott Ottmar, Senior Engineer
Misty Bradshaw, Associate Engineer

DATE: July 14, 2020

SUBJECT: **INTRODUCTION OF AN ORDINANCE AMENDING SEASIDE COUNTY SANITATION CODE CHAPTER 4.15 – PERMITS AND INSPECTIONS TO AMEND THE CONNECTION CAPACITY FEES (SECOND READING - ROLL CALL VOTE)**

PURPOSE

The purpose of this item is to consider adoption of an Ordinance to amend the Seaside County Sanitation District (SCSD) Code Chapter 4.15 – Permits and Inspections, to adjust the sewer connection capacity fees.

RECOMMENDATION

It is recommended the Board conduct a public hearing to adjust the sewer connection fees and to amend SCSD Code Chapter 4.15 – Permits and Inspections.

BACKGROUND

The proposed connection fee is a one-time charge by the District on new development, redevelopment, and expansions, to recover the estimated reasonable cost of sewer infrastructure to the property being charged for new service connections within the existing service area. The fee will provide a source of revenue needed to mitigate the sewer related impacts of new development and redevelopment.

Currently the District levies wastewater capacity fees on new or expanded connections to the wastewater system based on the 2013 Connection Fee Study developed by David Taussig & Associates, Inc. The fees outlined in this report should be updated to reflect the latest costs of infrastructure and assets. The 2013 calculation methodology

used the average cost approach.

The District retained Bartle Wells Associates (Bartle Wells) to provide professional services to conduct a Sewer Connection Fee Study as identified in the SCSD's Capital Improvement Program. Bartle Wells conducted the study and prepared the 2020 Wastewater Capacity Fee Study Draft Report, dated May 13, 2020.

The Seaside County Sanitation Code Chapter 4.15 – Permits and Inspections, outlines the current capacity fee for the Equivalent Dwelling Units (EDU) by land use category within the table of Exhibit A. This Ordinance proposes to delete and replace Exhibit A with the new proposed fee schedule summary, attached hereto. In addition, this Ordinance proposes to delete Section 4.15.010 – Application and Fees, Paragraph B, Item 2, second sentence; *"As shown in Exhibit A, the connection fee for an equivalent single-family dwelling unit (EDU Connection Fee) is $2,101."* from the code as it is antiquated and contradictory to the information listed in the new proposed Exhibit A.

In order to arrive at the revised capacity fess, Bartle Wells proposed a Hybrid Buy-In plus Marginal Future Cost Methodology. This methodology would more comprehensibly recover the development share of existing facilities and CIPs benefiting future users.

The report proposes an increase in the wastewater capacity fee from $2,382 per EDU to $5,338 per EDU. It should also be noted that Monterey One Water charges a Capacity Fee of $3,507 per EDU on top of the SCSD capacity fee to recover costs associated with impacts to the wastewater treatment facilities that service the District area, making a total fee per EDU of $8,845, increased from the current combined fee $5,889. As part of their efforts in preparing the report, Bartle Wells conducted a survey of the surrounding wastewater agencies to compare. The average current fee of seven of the surrounding Agencies was $5,320 per EDU. Three out of seven of the surveyed agencies also include a Monterey One Water Capacity Fee of $3,507 on top of their local capacity fees.

The District Board met on June 9th to consider the proposed ordinance and passed to print the draft ordinance with the modification to the Sewer Capacity Fee.

NEXT STEPS:

If the District Board adopts to ordinance, the report will be finalized, and the fees will become effective not less than 30 days after adoption.

CEQA Requirements:

Per Title 14 of the California Code of Regulations, Section 15060 "Preliminary Review" an activity is not subject to CEQA if: "…(3) The activity is not a project as defined in Section 15378."

Evidence:
CEQA Guidelines Section 15378, states:
(b) Project does not include:
(4) The creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

This adjustment to the sewer connection fee is not a commitment to a project, but rather solely a mechanism to provide a source of revenue needed to mitigate the sewer related impacts of new development and redevelopment.

FISCAL IMPACT

There is no fiscal impact to the SCSD in adopting an amendment to the SCSD Code for the sewer connection capacity fees. The proposed ordinance provides the mechanism to allow SCSD to collect actual costs to the system imparted by new connections.

ATTACHMENTS

1. DRAFT ORDINANCE
2. Proposed Exhibit A
3. Proposed Text Change to Chapter 4.15
4. SCSD Capacity Fee Report DRAFT 5-13-20

Reviewed for Submission to the Board by:

Craig Malin, District Manager

ORDINANCE NO. XX

AN ORDINANCE AMENDING SEASIDE COUNTY SANITATION DISTRICT CODE CHAPTER 4.15 – PERMITS AND INSPECTIONS TO AMEND THE SEWER CONNECTION CAPACITY FEES

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DO ORDAIN AS FOLLOWS:

SECTION l. GENERAL PURPOSE AND FINDINGS.

The purpose of this Ordinance is to consider the following text amendments to the Seaside County Sanitation Code:

SECTION 2. ENVIRONMENTAL COMPLIANCE

The proposed changes to the Ordinance will not result in direct or indirect changes to the environment and do not meet the definition of project under CEQA. (14 CCR 15378(b))

SECTION 3. DELETE AND REPLACE

This ordinance incorporates the attached Exhibit A to replace in entirety the existing Seaside County Sanitation Code, Section 4.15.010 – Application and Fees, Exhibit A: Connection Fee per Land Use Category.

SECTION 4. DELETE

This ordinance deletes Section 4.15.010 – Application and Fees, Paragraph B, Item 2, second sentence; "As shown in Exhibit A, the connect fee for an equivalent single-family dwelling unit (EDU Connection Fee) is $2,101."

SECTION 5. EFFECTIVE DATE

This Ordinance shall become effective thirty (30) days after its final passage and adoption at a duly noticed public hearing for the second reading of the proposed text revisions.

INTRODUCED AND PASSED TO PRINT at a regular meeting of the Board of Directors of the Seaside County Sanitation District, State of California, on the 12th day of May, 2020.

PASSED AND ADOPTED at a regular meeting of the Board of the Seaside County Sanitation District, on the 9th day of June, 2020, by the following vote:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

_____
Jerry Blackwelder, Chair
Seaside County Sanitation District

ATTEST:

_____
Lesley Milton, District Clerk
Seaside County Sanitation District

Exhibit A: Connection Fee Per Land Use Category

Land Use Type	Basis	EDU Factor	FY 2020-21 Proposed Fee
Business/Gov't	Location/Each Business	0.772	$4,124
Residential-Vacant	Each Living Unit	0.000	$0
Residential	**Each Living Unit**	**1.000**	**$5,338**
Residential/Apartments	Each Living Unit	1.000	$5,338
Residential/Apartments-Vacant	Each Living Unit	0.000	$0
Condo/Retirement	Each Living Unit	1.000	$5,338
Commercial/Vacant	Location/Each Business	0.000	$0
Motel/Hotel	Each Guest Room	0.529	$2,825
Bed & Breakfast Inn	Each Guest Room	0.286	$1,525
Supermarkets	Location	4.217	$22,512
Medical Office	Each Licensed Physician	1.032	$5,508
Dental Office	Each Licensed Dentist	1.423	$7,598
Rest Home/Convalescent	Each Bed of Licensed Capacity	0.286	$1,525
General Hospital	Each Bed of Licensed Capacity	1.693	$9,039
Animal Hospital	Location/Each Licensed Business	1.884	$10,056
Restaurant 1 meal/day	Each Restaurant Seat	0.037	$198
Restaurant 2 meals/day	Each Restaurant Seat	0.058	$311
Restaurant 3 meals/day	Each Restaurant Seat	0.111	$593
Restaurant with Bar	Each Restaurant Seat	0.111	$593
Bar	Location/Each Business	1.677	$8,954
Nightclub	Location/Each Business	5.026	$26,834
Takeout Food - Small (1 cash register or checkout line)	Location/Each Business	1.873	$9,999
Takeout Food - Medium (2 or 3 cash registers or checkout lines)	Location/Each Business	4.608	$24,602
Takeout Food - Large (4 or more cash registers or checkout lines)	Location/Each Business	8.402	$44,854
Bakery	Location/Each Business	1.519	$8,107
Theater	Per Screen @ Each Location	2.492	$13,304
Bowling Center	Location/Each Business	7.582	$40,476
Gym	Per 500 members	0.772	$4,124
Mortuary	Location/Each Business	2.048	$10,931
School (Grades 0-6)	Student Population	0.011	$56
School (7-College)	Student Population	0.021	$113
Boarding School	Student Population	0.212	$1,130
Instructional Facility	Student Population	0.772	$4,124
Church	Per 100 members	0.772	$4,124
Photo / Laboratory / Printer	Per 10 employees	0.772	$4,124
Service Station/Garage	Location/Each Business	0.741	$3,954
Paint and Body Shops	Per 10 employees	0.772	$4,124
Dry Cleaner	Location/Each Business	2.556	$13,643
Laundromat	Each Washing Machine	0.672	$3,587
Commercial Laundry	Individual Determination		
Major Hotel	Individual Determination		
Car Wash	Individual Determination		
Other User	Individual Determination		
Rec Sports Facility	Individual Determination		
Ground Water	Individual Determination		
Temporarily Suspended	Individual Determination		
Septic	Individual Determination		
Land/Unimproved	Individual Determination		
Demolished	Individual Determination		
Single User/Multiple A/P	Individual Determination		
Common Area	Individual Determination		
No Water Meter	Individual Determination		
Remodel	Individual Determination		
Special Users	Individual Determination		

Chapter 4.15

PERMITS AND INSPECTIONS

Sections:

4.15.010 Applications and fees.
4.15.020 Inspections, revocations, transfers.

4.15.010 Applications and fees.

A. Applications to the district for permits to construct lateral sewers, house sewers or otherwise connect to any portion of the district's sewer system shall be made in writing on the form provided by the district. The application shall contain (1) location of the property to be sewered, (2) name of owner, (3) name of plumber, contracting firm or individual to construct sewer, (4) portion of public street, alley or sidewalk to be disturbed by the work, (5) date on which proposed work will be started.

B. Sewer Connection Fee. There is hereby established and levied upon all persons, firms, entities, or corporations making connection to the Seaside County Sanitation District (SCSD) a sewer connection fee as follows:

1. Specified Users. Upon adoption of the ordinance codified in this section, the connection fee shall be as shown in Exhibit A, "Connection Fee per Land Use Category." ~~As shown in Exhibit A, the connect fee for an equivalent single-family dwelling unit (EDU connection fee) is $2,101~~. The EDU connection fee shall be adjusted on an annual basis as described in subsection (B)(4) of this section.

2. Other Uses. For all other uses not listed in subsection (B)(1) of this section, the district engineer shall determine the sewer connection fee as follows:

Connection Fee = (gallons per day) / 189 x (EDU connection fee).

3. Other Determination. Whenever in the opinion of the district engineer the estimated sewer flow used in determining sewer connection fees is unreasonable, he may either use an appropriate sewer flow rate to calculate the connection fee, or assess an additional fee taking into account actual wastewater flows for the 12-month period that was demonstrably higher than given on the application for the building in question.

4. Annual Increase in Connection Fee. The sewer connection fee as determined clean-out for a single-family dwelling unit (EDU) shall increase on the first day of each fiscal year, that is, on July 1st of each year, by the amount equal to the San Francisco Construction Cost Index as published by Engineering News-Record for the prior year ending June 30th, and the sewer connection fees for other than single-family dwelling units shall increase at the same time in the same proportion as the increase in sewer connection fees for an EDU.

5. Demolished Premises. Whenever enclosed building space is demolished, any construction of enclosed building space which takes place on the same parcel within five years of that demolition shall be exempt from sewer connection fees to the extent that either the usage has not changed or the units removed from the parcel as a result of said demolition work had higher flows to the sewer collection system than the new units.

Whenever enclosed building space is demolished, any construction of enclosed building space which takes place on the same parcel within five years of that demolition shall be required to pay a sewer connection fee as calculated as the difference in flow between the units that were demolished or removed and the units installed.

6. Existing Premises. Buildings or occupied mobile home pads which are connected to the Seaside County Sanitation District sewer system at the time the ordinance codified in this section goes into effect shall be exempt from these sewer connection fees. Any proposed building for which a building permit application had been accepted by the entity having building permit issuance authority prior to the date that the ordinance codified in this section takes effect shall pay the connection fee in effect at that time.

7. Payment of Fees. All connection fees must be paid prior to issuance of the building permit. The connection fee shall be collected for the Seaside County Sanitation District by the Monterey Regional Water Pollution Control Agency.

Seaside County Sanitation District

2020 Wastewater Capacity Fee Study

Draft Report

May 13, 2020

BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

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BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue
Berkeley, CA 94703
T: 510-653-3399
www.bartlewells.com

May 13, 2020

Seaside County Sanitation District
440 Harcourt Avenue
Seaside, CA 93955

Attn: Scott Ottmar, Acting District Engineer

Re: 2020 Wastewater Capacity Fee Study

Bartle Wells Associates (BWA) is pleased to submit to the Seaside County Sanitation District the attached Wastewater Capacity Fee Study. The results of the of the study are a product of extensive review of public information and input from Staff.

This study presents BWA's analysis of the costs of the District's wastewater infrastructure, assets and projects benefiting new development. The enclosed report recommends updating capacity fees to recover the benefit associated with new wastewater development within the District given the latest changes in wastewater assets, expected growth, and capital improvement plans. BWA finds that the proposed fees follow generally accepted fee design criteria and adhere to the substantive requirements of California government code.

We have enjoyed working with the District on this study. Please contact us with any future questions about this study and the recommended capacity fees.

Sincerely,

BARTLE WELLS ASSOCIATES

Doug Dove, CIPFA
Principal

Abigail Seaman
Financial Analyst

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Appendix B – Government Code Pertaining to Capacity Fees B1

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1 Introduction, Objectives, and Government Code

1.1 Introduction and Objectives

Bartle Wells Associates (BWA) has been retained by Seaside County Sanitation District to evaluate the District's capacity fees. Key objectives of the study include (1) evaluating the District's current value of wastewater assets, (2) assessing the marginal benefit of wastewater assets and short-term capital improvement projects on new development, and (3) developing a capacity fee that equitably recovers the cost of infrastructure and assets benefitting new development. BWA's recommended capacity fees align with industry standards and regional trends and were developed with extensive input from Staff.

The District levies wastewater capacity fees on new or expanded connections to the wastewater system based on a 2013 Connection Fee Study developed by David Taussig & Associates Inc. Fees are levied according to an assessment of sewer impact in terms of Equivalent Dwelling Units (EDUs). The current fees were designed to recover the cost of capacity in infrastructure and assets benefitting new development but should be updated to reflect the latest costs. This report refers to the District's wastewater connection fees as "capacity fees", in line with terminology used in California Government Code.

Capacity fees are one-time fees, paid up-front as a condition of new development or expansion. Capacity charges are separate from the District's rates for wastewater service. New connections begin paying the District's wastewater rates after they have paid their capacity fee and become ongoing customers.

1.2 Government Code

Development impact fees are governed by California Government Code Section 66000 et. seq This section of the Code was initially established by Assembly Bill 1600 (AB 1600) and is commonly referred to as the Mitigation Fee Act. Pursuant to the Code, a development impact fee is not a tax or special assessment but is instead a voluntary fee levied to defray the cost of public facilities needed to serve a new development.

Section 66013 of the Code specifically governs water and wastewater capacity fees. This section of the Code defines a "capacity charge" to mean "a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged." The Code distinguishes "capacity charges" from "connection fees" which are defined as fees for the physical facilities necessary to make a water or wastewater connection, such as costs related to installation of meters and pipelines from a new building to a water or wastewater main.

According to the Section 66013, a water or wastewater capacity fee "shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed" unless approved by a two-thirds vote. As such, the capacity fees calculated in this report represent the maximum fees that the District can levy. Section 66013 does not detail any specific methodology for calculating capacity fees.

Section 66016 of the Code identifies the procedural requirements for adopting or increasing water and wastewater capacity fees and Section 66022 summarizes the general process by which the fees can be legally challenged. The full text of Sections 66013, 66016 and 66022 are attached in Appendix B.

2 Capacity Fee Methodology

2.1 Current Wastewater Capacity Fees

The District's current capacity fees were last evaluated by David Taussig & Associates Inc in a December 2013 report which calculated fees using a combined marginal buy-in + growth cost approach. Fees have been increased according to the average annual percentage change in the Engineering News Record Construction Cost Index (ENR CCI) for San Francisco. Current fees are shown in Table 1.

Table 1
Current Capacity Fees

Fees established July 1, 2020	
Sewer Capacity Fee - $/EDU	**$2,382**
Does not include regional wastewater fees	

In addition to the District's fee, new development is required to pay a sewer capacity fee to Monterey One Water of $3,507 per EDU. This charge helps to cover costs related to providing and maintaining excess capacity currently available within the Regional System.

2.1.1 Current EDUs

The District's current capacity fees are charged based on an Equivalent Dwelling Unit (EDU) Evaluation of each customer per the Exhibit A land use table (Appendix A, Table 1). Each residential connection including single family, multiple dwelling, condominium, trailer spaces and mobile homes is equal to one EDU. Non-residential wastewater customers are assigned an EDU based on the average volume of sewer flow in gallons per day by land use category.

A summary of current EDUs are listed in Table 2.

Table 2
Current EDUs

Category	# EDUs
Residential	9,019
Commercial	1366
Schools	53
Other [1]	414
Total	10,852

[1] Special Users, EDUs evaluated on individual determination
Detail provided in Appendix Table 1

2.2 Capacity Fee Calculation Overview

While the current fee calculation methodology is a widely used and generally appropriate way to recover the future share of the District's utility system assets and development costs, BWA proposes that the District adopt a more comprehensive cost recovery approach as summarized below.

Current Methodology: Marginal Future Buy-In + Growth

$$\frac{Future\ Share\ Existing\ Assets}{Future\ Units} + \frac{Future\ User\ Share\ of\ CIP}{Future\ Units}$$

Proposed Methodology: Hybrid Buy-In + Marginal Future Cost

$$\frac{Existing\ Asset\ Value}{Total\ Units} + \frac{Future\ User\ Share\ of\ CIP}{Future\ Units}$$

2.2.1 Current Methodology: Marginal Future Buy-In + Growth

BWA can confirm that the *average cost approach* from the District's prior report is an appropriate way to calculate capacity fees given the District's existing system, future projects and buildout projections. Under this approach, new connections pay their marginal share of existing assets and capital improvement plan. This is a widely used and accepted approach for calculating capacity fees but may not recover an adequate share of the system's existing assets, or buy-in portion.

2.2.2 Proposed Methodology: Hybrid Buy-In + Marginal Future Cost Methodology

Under the proposed approach, new connections buy in to the District's current system based on an average share of the total system, calculated using total estimated asset value divided by total units (current + future EDUs). New connections also pay for the future cost of expansion, calculated using the future share of Capital Improvement Plan costs divided by future EDUs to buildout as defined by the 2011 Master Plan. This fee would comprehensively recover the development share of existing facilities and CIP benefiting future users.

3 Wastewater Capacity Fee Calculation

3.1 System Buy-In Component – Existing Assets

Under the methodology described in Section 2, updated wastewater capacity fees are designed to recover the cost of existing wastewater system facilities and assets (in current dollars) as well as the cost of system upgrades and expansion needed to serve the District through system buildout. Since detailed asset value information was not available, BWA estimated the value of all wastewater system assets using 2011 Master Plan asset listings, estimated replacement costs, and estimated depreciation as summarized on Table 3 and provided in detail in Appendix Table 2. This is the buy-in portion of the capacity fee calculation.

Table 3
Estimated Asset Value

Category	2020 Asset Value [1]
Pipelines (386,350 total ft)	$9,262,114
Lift Stations (4)	$630,000
Rod Holes (560)	$900,000
Man Holes (740)	$2,000,000
Total Buy-In Cost - Existing Asset Value	**$12,792,114**

[1] Replacement Cost: 2011 Master Plan Table 9-4
Less Depreciation: BWA, SCSD Staff Estimate

3.2 System Expansion Component – Capital Improvement Plan

The District's 2011 Master Plan outlines the capital improvements needed through 2030 system buildout. These projects include upgrades, expansions, regular maintenance, and new facilities. The Master Plan divides project costs into two benefit groups: current customers and future customers. The present value of capital improvements benefiting future customers is included in the capacity fee calculation. The District's Capital Improvement Plan is summarized in Table 4 and provided in detail in Appendix Table 2. This is the expansion portion of the capacity fee.

Table 4
Capital Improvement Plan

Total Capital Improvement Plan 2020-2030	**$26,407,000**
% Existing User Benefit	84%
% Future User Benefit	16%
Total Expansion Cost - Future Share of CIP	**$4,259,140**

[1] CIP Source: 2011 Master Plan projections adjusted by SCSD Staff

3.3 Buildout Growth Projection

Seaside County Sanitation District anticipates a small amount of growth through the buildout period according to 2011 Master Plan estimates and Staff projections of future development. As shown on Table 5, the District can anticipate 1,000 new EDUs through 2030 buildout, representing a growth rate of about 1% per year.

Table 5
Buildout Growth Projection

2020 EDUs	10,852
Future Growth EDUs [1]	1,000
2030 Total Buildout EDUs	**11,852**
Annual Growth Rate	0.89%

[1] 2011 Master Plan, SPCSD Staff Estimate

3.4 Wastewater Capacity Fee Calculation

Table 6 shows the detailed calculation of the District's updated capacity fees using the methodology described in Section 2.2.2 and cost components described in Section 3.

Table 6
Proposed Fee Calculation

1 Total Buy-In Cost - Existing Asset Value	$12,792,114
2 Total EDUs to Buildout	11,852
3 Buy-In Portion of Capacity Fee $/EDU (1/2)	$1,079
4 Total Expansion Cost - Future Share of CIP	$4,259,140
5 Future EDUs to Buildout	1,000
6 Marginal Future Cost Portion of Capacity Fee $/EDU (4/5)	$4,259
7 Proposed Capacity Fee - Buy In + Marginal Future $/EDU (3+6)	**$5,338**

The fee is designed to recover costs for:

- **System Buy-In Portion - Existing Facilities & Assets:** To be reasonable and conservative, capacity fee recovery accounts for the depreciated value of the District's wastewater facilities escalated to current dollars using Master Plan replacement cost estimates

- **Marginal Future Cost Component - Capital Projects:** The fee recovers capital improvement project costs according to the District's 10-year Capital Improvement Plan

3.5 Proposed Wastewater Capacity Fee Summary

Table 7 provides a summary of findings per the methodology and District information detailed in this report. BWA has calculated fees on a $/EDU basis using the proposed methodology described in Section 2.2.2 and calculated in Table 6.

Table 7
Proposed Fee Summary

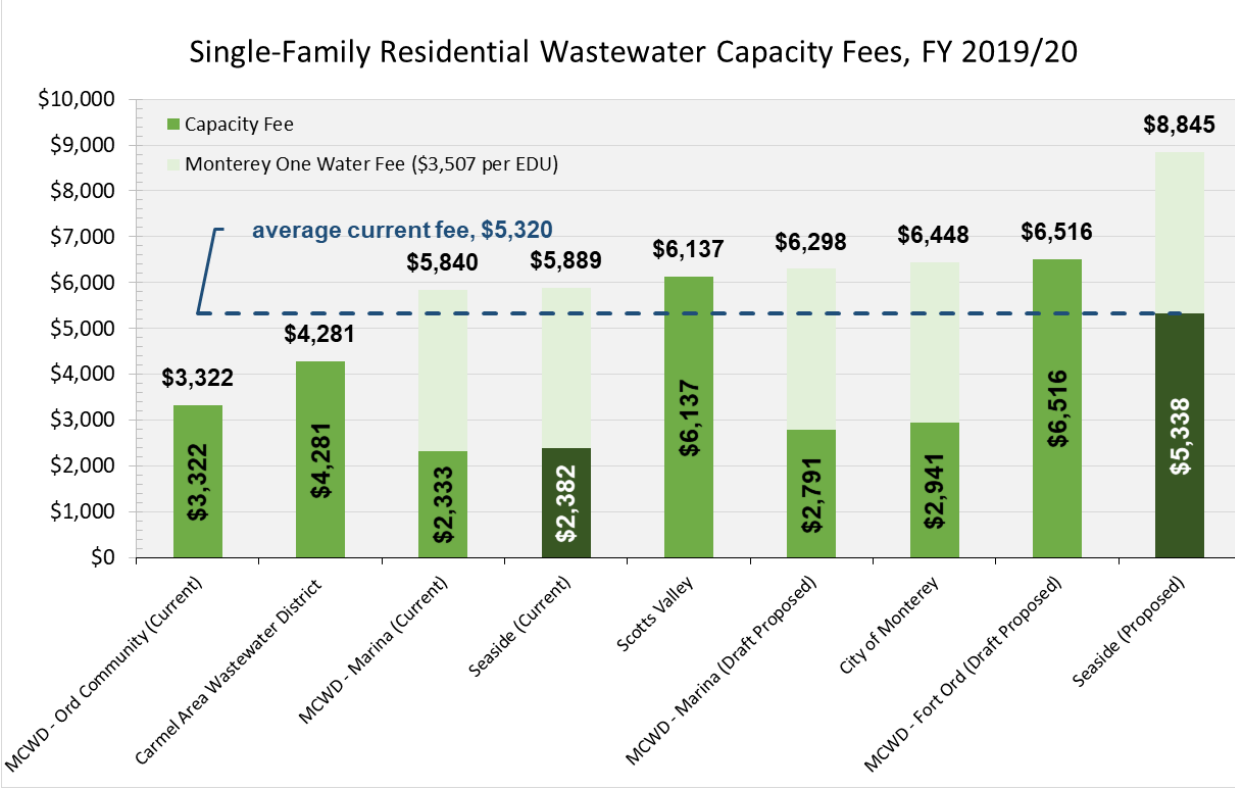
	Current 2019/20	Proposed 2020/21
Sewer Capacity Fee - $/EDU	**$2,382**	**$5,338**
Does not include regional wastewater fees		

2020-21 proposed capacity fees listed by land use category are provided in Appendix Table 3.

3.6 Capacity Fee Survey of Surrounding Agencies

BWA conducted a capacity fee survey of surrounding wastewater agencies to compare with the District's proposed fees. The results are shown below.

Figure 1
2019/20 Wastewater Capacity Fee Survey



4 Conclusion and Recommendations

4.1 Conclusion

BWA finds that the proposed fees follow generally accepted fee design criteria and adhere to the substantive requirements of government code. The above proposed capacity fees, including a revised capacity fee calculation methodology and an increase in the wastewater capacity fee per Equivalent Dwelling Unit, represent the most up to date and equitable distribution of cost for new development for the wastewater enterprise. The revised fee structure will align the District's capacity fee structure with regional standards and equitably recover new development's share of costs for the wastewater enterprise. BWA recommends that the District adopt the proposed FY 2020/21 fees enclosed in this report by following the procedure to increase capacity fees as follows:

1. Create a nexus study to determine equitable capacity fees (Done by BWA)
2. Set notice the date of a public hearing as required in Government Code
3. Send notice of hearing to developers if specifically requested in writing
4. Hold public hearing and adopt new capacity fees via Resolution
5. Fees may become effective not less than 30 days after adoption

4.2 Future Fee Adjustments

In future years, BWA recommends that the District update its capacity fees annually by adjusting the fees by the change in the Engineering News-Record Construction Cost Index (San Francisco) to account for future construction cost inflation. Additionally, the District should review and consider updating its capacity fees when substantial revisions are made to anticipated capital improvement costs or to substantial changes in projected demand. In general, BWA recommends that capacity fees be independently reviewed and/or updated approximately once every five years.

Appendix A – Supporting Tables for Wastewater Capacity Fees

Table 1
Land Use EDU Factors
Seaside County Sanitation District
Wastewater Capacity Fee Study 2020

Land Use Type	Basis	Current EDUs	Average GPD Flow [1]	EDU Factor
Business/Gov't	Location/Each Business	418	146	0.772
Residential-Vacant	Each Living Unit	0		0.000
Residential	**Each Living Unit**	**5838**	**189**	**1.000**
Residential/Apartments	Each Living Unit	2829	189	1.000
Residential/Apartments-Vacant	Each Living Unit	0		0.000
Condo/Retirement	Each Living Unit	352	189	1.000
Commercial/Vacant	Location/Each Business	0		0.000
Motel/Hotel	Each Guest Room	253	100	0.529
Bed & Breakfast Inn	Each Guest Room	0	54	0.286
Supermarkets	Location	34	797	4.217
Medical Office	Each Licensed Physician	20	195	1.032
Dental Office	Each Licensed Dentist	17	269	1.423
Rest Home/Convalescent	Each Bed of Licensed Capacity	32	54	0.286
General Hospital	Each Bed of Licensed Capacity	0	320	1.693
Animal Hospital	Location/Each Licensed Business	2	356	1.884
Restaurant 1 meal/day	Each Restaurant Seat	8	7	0.037
Restaurant 2 meals/day	Each Restaurant Seat	84	11	0.058
Restaurant 3 meals/day	Each Restaurant Seat	19	21	0.111
Restaurant with Bar	Each Restaurant Seat	94	21	0.111
Bar	Location/Each Business	12	317	1.677
Nightclub	Location/Each Business	0	950	5.026
Takeout Food - Small (1 cash register or checkout line)	Location/Each Business	73	354	1.873
Takeout Food - Medium (2 or 3 cash registers or checkout lines)	Location/Each Business	51	871	4.608
Takeout Food - Large (4 or more cash registers or checkout lines)	Location/Each Business	50	1588	8.402
Bakery	Location/Each Business	20	287	1.519
Theater	Per Screen @ Each Location	0	471	2.492
Bowling Center	Location/Each Business	0	1433	7.582
Gym	Per 500 members	3	146	0.772
Mortuary	Location/Each Business	4	387	2.048
School (Grades 0-6)	Student Population	50	2	0.011
School (7-College)	Student Population	0	4	0.021
Boarding School	Student Population	0	40	0.212
Instructional Facility	Student Population	3	146	0.772
Church	Per 100 members	24	146	0.772
Photo / Laboratory / Printer	Per 10 employees	8	146	0.772
Service Station/Garage	Location/Each Business	42	140	0.741
Paint and Body Shops	Per 10 employees	15	146	0.772
Dry Cleaner	Location/Each Business	5	483	2.556
Laundromat	Each Washing Machine	78	127	0.672
Commercial Laundry	Individual Determination	0		
Major Hotel	Individual Determination	0		
Car Wash	Individual Determination	0		
Other User	Individual Determination	0		
Rec Sports Facility	Individual Determination	0		
Ground Water	Individual Determination	0		
Temporarily Suspended	Individual Determination	0		
Septic	Individual Determination	0		
Land/Unimproved	Individual Determination	0		
Demolished	Individual Determination	0		
Single User/Multiple A/P	Individual Determination	0		
Common Area	Individual Determination	0		
No Water Meter	Individual Determination	0		
Remodel	Individual Determination	0		
Special Users	Individual Determination	414		
Total EDUs		**10,852**		

[1] Based on flow rates shown in 2011 wastewater rate study and 2014 updates to certain land uses based on information provided by the Wallace Group.

Source: Seaside Sewer Connection Fee Study Report 2013, David Taussig & Associates Inc

Appendix Table 2
Proposed Wastewater Capacity Fees (Buy-In + Marginal Cost)
Seaside County Sanitation District

1. Buy-In Portion - Existing Assets (Estimated 2020 Value)

A. Pipelines - By Diameter[1]	Total Length (ft)	$/Foot[1]	Est. Replacement Cost	% Depreciated	Est. Asset Value
4"		$70.00	$0	80%	$0
6"	337,620	$105.00	$35,450,100	80%	$7,090,020
8"	20,657	$180.00	$3,718,260	80%	$743,652
10"	8,978	$195.00	$1,750,710	80%	$350,142
12"	14,292	$265.00	$3,787,380	80%	$757,476
15"	221	$220.00	$48,620	80%	$9,724
18"	2,129	$315.00	$670,635	80%	$134,127
21"	1,124	$367.50	$413,070	80%	$82,614
27"	1,329	$355.00	$471,795	80%	$94,359
Total	**386,350**		**$44,706,450**		**$9,262,114**

B. Other Assets[2]	Purchase Date	Est. Replacement Cost	% Depreciated	Est. Asset Value
Lift Station #19 (3 pumps @ 15 hp)	1988	$1,100,000	80%	$220,000
Lift Station #20 (2 pumps @ 20 hp)	1956	$1,100,000	90%	$110,000
Lift Station #21 (2 pumps @ 5 hp)	1979	$750,000	80%	$150,000
Lift Station #22 (2 pumps @ 3 hp)	1979	$750,000	80%	$150,000
Rod Holes (560)		$4,500,000	80%	$900,000
Manholes (740)		$10,000,000	80%	$2,000,000
Total		**$18,200,000**		**$3,530,000**

Total Buy-In Portion - Existing Asset Value	**$12,792,114**
Total Units to Buildout (EDUs)	11,852
Buy-In Portion of Capacity Fee - Existing Asset Value / Total Units to Buildout	**$1,079**

2. Expansion Portion -2020-2035 Capital Improvement Plan[3]

Capital Improvement Project	Est. Project Cost	% Existing Users	% Future Users	Future Portion of Project Cost
Lift Stations Upgrades	$2,081,000	100%	0%	$0
Del Rey Park Sewer Line Upgrade	$490,000	100%	0%	$0
Del Monte Blvd. Sewer Main Upgrade	$4,200,000	44%	56%	$2,352,000
Fremont Blvd. Sewer Main Upgrade	$2,248,000	72%	28%	$629,440
Luzern St. Sewer Main Upgrade	$682,000	100%	0%	$0
La Salle Ave. Sewer Main Upgrade	$1,008,000	75%	25%	$252,000
Birch Ave. Sewer Main Upgrade	$837,000	90%	10%	$83,700
Sewer Main Replacement Program	$5,430,000	90%	10%	$543,000
Brick Manhole Upgrades	$512,000	90%	10%	$51,200
Drop Manhole Upgrades	$620,000	90%	10%	$62,000
Manhole Lids	$264,000	100%	0%	$0
Rod Hole Replacement	$1,457,000	100%	0%	$0
New Manhole Installations	$3,720,000	100%	0%	$0
Canyon Del Rey Sewer Line Replacement	$1,700,000	90%	10%	$170,000
Sutter Street Sewer Main Replacement	$698,000	90%	10%	$69,800
Master Plan Update	$460,000	90%	10%	$46,000
Total	**$26,407,000**			**$4,259,140**

Total Future User Portion - Capital Improvement Plan	**$4,259,140**
Future Units to Buildout (EDUs)	1,000
Expansion Portion of Capacity Fee - Future CIP / Future Users	**$4,259**

	Capacity Fee $/EDU
Buy-In + Marginal Cost Capacity Fee - Total System Value/Equivalent Dwelling Units	**$5,338**

1 - Pipeline Listing Source: 2011 Master Plan Table 3-2, Cost Source: Table 9-4
2 - Asset Listing Source: 2011 Master Plan Section 3-4
3 - CIP Source: 2011 Wastewater Master Plan adjusted by SCSD Staff

Current Capacity Fee $/EDU
$2,382

Appendix Table 3
Proposed Fee Summary
Seaside County Sanitation District
Wastewater Capacity Fee Study 2020

Land Use Type	Basis	EDU Factor	FY 2020-21 Proposed Fee
Business/Gov't	Location/Each Business	0.772	$4,124
Residential-Vacant	Each Living Unit	0.000	$0
Residential	**Each Living Unit**	**1.000**	**$5,338**
Residential/Apartments	Each Living Unit	1.000	$5,338
Residential/Apartments-Vacant	Each Living Unit	0.000	$0
Condo/Retirement	Each Living Unit	1.000	$5,338
Commercial/Vacant	Location/Each Business	0.000	$0
Motel/Hotel	Each Guest Room	0.529	$2,825
Bed & Breakfast Inn	Each Guest Room	0.286	$1,525
Supermarkets	Location	4.217	$22,512
Medical Office	Each Licensed Physician	1.032	$5,508
Dental Office	Each Licensed Dentist	1.423	$7,598
Rest Home/Convalescent	Each Bed of Licensed Capacity	0.286	$1,525
General Hospital	Each Bed of Licensed Capacity	1.693	$9,039
Animal Hospital	Location/Each Licensed Business	1.884	$10,056
Restaurant 1 meal/day	Each Restaurant Seat	0.037	$198
Restaurant 2 meals/day	Each Restaurant Seat	0.058	$311
Restaurant 3 meals/day	Each Restaurant Seat	0.111	$593
Restaurant with Bar	Each Restaurant Seat	0.111	$593
Bar	Location/Each Business	1.677	$8,954
Nightclub	Location/Each Business	5.026	$26,834
Takeout Food - Small (1 cash register or checkout line)	Location/Each Business	1.873	$9,999
Takeout Food - Medium (2 or 3 cash registers or checkout lines)	Location/Each Business	4.608	$24,602
Takeout Food - Large (4 or more cash registers or checkout lines)	Location/Each Business	8.402	$44,854
Bakery	Location/Each Business	1.519	$8,107
Theater	Per Screen @ Each Location	2.492	$13,304
Bowling Center	Location/Each Business	7.582	$40,476
Gym	Per 500 members	0.772	$4,124
Mortuary	Location/Each Business	2.048	$10,931
School (Grades 0-6)	Student Population	0.011	$56
School (7-College)	Student Population	0.021	$113
Boarding School	Student Population	0.212	$1,130
Instructional Facility	Student Population	0.772	$4,124
Church	Per 100 members	0.772	$4,124
Photo / Laboratory / Printer	Per 10 employees	0.772	$4,124
Service Station/Garage	Location/Each Business	0.741	$3,954
Paint and Body Shops	Per 10 employees	0.772	$4,124
Dry Cleaner	Location/Each Business	2.556	$13,643
Laundromat	Each Washing Machine	0.672	$3,587
Commercial Laundry	Individual Determination		
Major Hotel	Individual Determination		
Car Wash	Individual Determination		
Other User	Individual Determination		
Rec Sports Facility	Individual Determination		
Ground Water	Individual Determination		
Temporarily Suspended	Individual Determination		
Septic	Individual Determination		
Land/Unimproved	Individual Determination		
Demolished	Individual Determination		
Single User/Multiple A/P	Individual Determination		
Common Area	Individual Determination		
No Water Meter	Individual Determination		
Remodel	Individual Determination		
Special Users	Individual Determination		

Appendix B – Government Code Pertaining to Capacity Fees

California Government Code
Key Sections Pertaining to Water & Wastewater Capacity Fees
Sections 66013, 66016, & 66022

66013

(a) Notwithstanding any other provision of law, when a local agency imposes fees for water connections or sewer connections, or imposes capacity charges, those fees or charges shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed, unless a question regarding the amount of the fee or charge imposed in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

(b) As used in this section:

(1) “Sewer connection” means the connection of a structure or project to a public sewer system.

(2) “Water connection” means the connection of a structure or project to a public water system, as defined in subdivision (f) of Section 116275 of the Health and Safety Code.

(3) “Capacity charge” means a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged, including supply or capacity contracts for rights or entitlements, real property interests, and entitlements and other rights of the local agency involving capital expense relating to its use of existing or new public facilities. A “capacity charge” does not include a commodity charge.

(4) “Local agency” means a local agency as defined in Section 66000.

(5) “Fee” means a fee for the physical facilities necessary to make a water connection or sewer connection, including, but not limited to, meters, meter boxes, and pipelines from the structure or project to a water distribution line or sewer main, and that does not exceed the estimated reasonable cost of labor and materials for installation of those facilities.

(6) “Public facilities” means public facilities as defined in Section 66000.

(c) A local agency receiving payment of a charge as specified in paragraph (3) of subdivision (b) shall deposit it in a separate capital facilities fund with other charges received, and account for the charges in a manner to avoid any commingling with other moneys of the local agency, except for investments, and shall expend those charges solely for the purposes for which the

charges were collected. Any interest income earned from the investment of moneys in the capital facilities fund shall be deposited in that fund.

(d) For a fund established pursuant to subdivision (c), a local agency shall make available to the public, within 180 days after the last day of each fiscal year, the following information for that fiscal year:

(1) A description of the charges deposited in the fund.

(2) The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund.

(3) The amount of charges collected in that fiscal year.

(4) An identification of all of the following:

(A) Each public improvement on which charges were expended and the amount of the expenditure for each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used.

(B) Each public improvement on which charges were expended that was completed during that fiscal year.

(C) Each public improvement that is anticipated to be undertaken in the following fiscal year.

(5) A description of each interfund transfer or loan made from the capital facilities fund. The information provided, in the case of an interfund transfer, shall identify the public improvements on which the transferred moneys are, or will be, expended. The information, in the case of an interfund loan, shall include the date on which the loan will be repaid, and the rate of interest that the fund will receive on the loan.

(e) The information required pursuant to subdivision (d) may be included in the local agency's annual financial report.

(f) The provisions of subdivisions (c) and (d) shall not apply to any of the following:

(1) Moneys received to construct public facilities pursuant to a contract between a local agency and a person or entity, including, but not limited to, a reimbursement agreement pursuant to Section 66003.

(2) Charges that are used to pay existing debt service or which are subject to a contract with a trustee for bondholders that requires a different accounting of the charges, or charges that are used to reimburse the local agency or to reimburse a person or entity who advanced funds under a reimbursement agreement or contract for facilities in existence at the time the charges are collected.

(3) Charges collected on or before December 31, 1998.

(g) Any judicial action or proceeding to attack, review, set aside, void, or annul the ordinance, resolution, or motion imposing a fee or capacity charge subject to this section shall be brought pursuant to Section 66022.

(h) Fees and charges subject to this section are not subject to the provisions of Chapter 5 (commencing with Section 66000), but are subject to the provisions of Sections 66016, 66022, and 66023.

(i) The provisions of subdivisions (c) and (d) shall only apply to capacity charges levied pursuant to this section.

(Amended by Stats. 2007, Ch. 94, Sec. 1. Effective January 1, 2008.)

66016

(a) Prior to levying a new fee or service charge, or prior to approving an increase in an existing fee or service charge, a local agency shall hold at least one open and public meeting, at which oral or written presentations can be made, as part of a regularly scheduled meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, and a statement that the data required by this section is available, shall be mailed at least 14 days prior to the meeting to any interested party who files a written request with the local agency for mailed notice of the meeting on new or increased fees or service charges. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service. At least 10 days prior to the meeting, the local agency shall make available to the public data indicating the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied, and the revenue sources anticipated to provide the service, including General Fund revenues. Unless there has been voter approval, as prescribed by Section 66013 or 66014, no local agency shall levy a new fee or service charge or increase an existing fee or service charge to an amount which exceeds the estimated amount required to provide the service for which

the fee or service charge is levied. If, however, the fees or service charges create revenues in excess of actual cost, those revenues shall be used to reduce the fee or service charge creating the excess.

(b) Any action by a local agency to levy a new fee or service charge or to approve an increase in an existing fee or service charge shall be taken only by ordinance or resolution. The legislative body of a local agency shall not delegate the authority to adopt a new fee or service charge, or to increase a fee or service charge.

(c) Any costs incurred by a local agency in conducting the meeting or meetings required pursuant to subdivision (a) may be recovered from fees charged for the services which were the subject of the meeting.

(d) This section shall apply only to fees and charges as described in Sections 51287, 56383, 65104, 65456, 65584.1, 65863.7, 65909.5, 66013, 66014, and 66451.2 of this code, Sections 17951, 19132.3, and 19852 of the Health and Safety Code, Section 41901 of the Public Resources Code, and Section 21671.5 of the Public Utilities Code.

(e) Any judicial action or proceeding to attack, review, set aside, void, or annul the ordinance, resolution, or motion levying a fee or service charge subject to this section shall be brought pursuant to Section 66022.

(Amended by Stats. 2006, Ch. 643, Sec. 19. Effective January 1, 2007.)

66022

(a) Any judicial action or proceeding to attack, review, set aside, void, or annul an ordinance, resolution, or motion adopting a new fee or service charge, or modifying or amending an existing fee or service charge, adopted by a local agency, as defined in Section 66000, shall be commenced within 120 days of the effective date of the ordinance, resolution, or motion.

If an ordinance, resolution, or motion provides for an automatic adjustment in a fee or service charge, and the automatic adjustment results in an increase in the amount of a fee or service charge, any action or proceeding to attack, review, set aside, void, or annul the increase shall be commenced within 120 days of the effective date of the increase.

(b)Any action by a local agency or interested person under this section shall be brought pursuant to Chapter 9 (commencing with Section 860) of Title 10 of Part 2 of the Code of Civil Procedure.

(c) This section shall apply only to fees, capacity charges, and service charges described in and subject to Sections 66013, 66014, and 66016.

(Amended by Stats. 2006, Ch. 643, Sec. 20. Effective January 1, 2007.

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 5.D.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Kimberly Drabner, Finance Director

DATE: July 14, 2020

SUBJECT: **APPROVAL OF MAY 2020 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT.**

PURPOSE

Approval of expenditures for May 2020 in the amount of $123,051.77 for the Seaside County Sanitation District and drawdown request of $302,305.47 for April 2020 expenditures.

RECOMMENDATION

Approve the expenditures for May 2020 and a drawdown of $302,305.47. The total expenditure for May 2020 was $123,051.77.

BACKGROUND

The total expenditure for May 2020 was $123,051.77. The local cash balance as of May 31, 2020 was $392,511.91 and the cash balance with the County was $7,618,318.51. The $210,728.53 draw-down requested for April 2020 is pending and an additional draw-down of $302,305.47 is being requested for May 2020.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

1. MAY 20 expenditure spreadsheet

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2. EFT Form 7-14-2020

Reviewed for Submission to the Board by:

Craig Malin, District Manager

Seaside County Sanitation District
Year-to-Date 2019-2020 Expenses
MAY 2020

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8110-1045	STATE WASTE DISCHARGE FEE	-	-	-
951-8420-0001	SALARIES	-	-	-
951-8810-0001	SALARIES	19,130.67	17,408.64	1,722.03
951-8810-0002	OVERTIME	1.46	1.46	-
951-8810-0006	WORKERS COMPENSATION	1,212.01	1,212.01	-
951-8810-0009	SICK LEAVE PAYOFF	-	-	-
951-8810-0010	MANAGEMENT LEAVE PAYOFF	245.52	245.52	-
951-8810-0012	VACATION\COMP TIME PAYOFF	122.74	122.74	-
951-8810-0016	DEFERRED COMPENSATION	270.27	240.27	30.00
951-8810-0017	PARS-ARS 457	-	-	-
951-8810-0020	PART-TIME HOURLY WAGES	-	-	-
951-8810-0030	PERS PENSION OB BOND	402.01	402.01	-
951-8810-0031	PERS PENSION	4,343.66	4,166.63	177.03
951-8810-0032	PARS PENSION	1,367.33	1,244.59	122.74
951-8810-0033	LIUNA PENSION	-	-	-
951-8810-0041	MEDICAL INSURANCE	3,950.56	3,567.85	382.71
951-8810-0042	MEDICAL INSURANCE-LIUNA H&W	-	-	-
951-8810-0043	FLEX ONE-PLAN FEE	-	-	-
951-8810-0044	RETIREE MEDICAL INSURANCE	-	-	-
951-8810-0051	DENTAL INSURANCE-GUARDIAN	282.00	254.22	27.78
951-8810-0061	VISION INSURANCE	26.44	24.05	2.39
951-8810-0071	LTD	50.96	45.90	5.06
951-8810-0081	LIFE INSURANCE	49.53	44.63	4.90
951-8810-0090	EMPLOYEE ASSISTANCE PROGRAM	-	-	-
951-8810-0092	MEDICARE TAX	270.05	246.53	23.52
951-8810-1022	LEGAL SERVICES	15,652.64	12,888.56	2,764.08
951-8810-1025	CITY AUDIT	5,625.00	5,625.00	-
951-8810-1026	MEDICAL EXAMS	-	-	-
951-8810-1029	TRAINING AND EDUCATION	1,872.11	1,872.11	-
951-8810-1030	CONSULTANT	12,286.25	12,286.25	-
951-8810-1033	FITNESS PROGRAM	36.91	36.91	-
951-8810-1040	PROPERTY TAX ADMIN FEES	2,538.00	2,538.00	-
951-8810-1041	STATE WASTE DISCHARGE FEE	-	-	-
951-8810-1045	WASTE DISCHARGE FEE	2,625.00	2,625.00	-
951-8810-2044	COPIER SERVICES	-	-	-
951-8810-2045	MAIL MACHINE MAINTENANCE	-	-	-
951-8810-2052	RADIO REPAIR	-	-	-
951-8810-2053	OUTSIDE PRINTING SERVICE	-	-	-
951-8810-2063	PUBLISHING & LEGAL ADVERTISING	75.00	75.00	-
951-8810-2066	COMPUTER MAINTENANCE	-	-	-
951-8810-2076	CITY OVERHEAD	-	-	-
951-8810-2078	OTHER EXPENSE	-	-	-
951-8810-2090	LIABILITY INSURANCE	-	-	-

Seaside County Sanitation District
Year-to-Date 2019-2020 Expenses
MAY 2020

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8810-3092	STATIONARY SUPPLIES	44.07	44.07	-
951-8810-3095	DEPARTMENT CONSUMABLES	340.82	340.82	-
951-8810-3104	COMPUTER SOFTWARE	-	-	-
951-8810-4121	MEETINGS AND TRAVEL	(100.00)	(100.00)	-
951-8810-4122	DUES AND MEMBERSHIPS	1,651.00	1,651.00	-
951-8810-4124	MAIL SERVICES	-	-	-
951-8810-5132	TELEPHONE	1,684.98	1,531.80	153.18
951-8810-6141	EMPLOYEE AUTO REIMBURSEMENT	-	-	-
951-8810-9196	IMPACT FEES	24,342.37	24,342.37	-
951-8810-9395	VEHICLE MAINTENANCE	14,625.00	14,625.00	-
951-8810-9396	LIABILITY INSURANCE	-	-	-
951-8810-9397	COMPUTER SYSTEM	-	-	-
951-8810-9398	CENTRAL SERVICE CHARGES	170,079.00	170,079.00	-
951-8810-9702	SRAF TRANSFER	-	-	-
951-8820-0001	SALARIES	194,640.33	171,781.47	22,858.86
951-8820-0002	OVERTIME	8,233.70	8,015.62	218.08
951-8820-0004	UNIFORM ALLOWANCE	-	-	-
951-8820-0005	PERS	-	-	-
951-8820-0006	WORKERS COMPENSATION	16,644.00	16,644.00	-
951-8820-0008	UNEMPLOYMENT INSURANCE	-	-	-
951-8820-0009	SICK LEAVE PAYOFF	-	-	-
951-8820-0010	MANAGEMENT LEAVE PAYOFF	-	-	-
951-8820-0012	VACATION\COMP TIME PAYOFF	-	-	-
951-8820-0013	SOCIAL SECURITY TAX	-	-	-
951-8820-0014	LIUNA PENSION	-	-	-
951-8820-0015	PARS PENSION	-	-	-
951-8820-0016	DEFERRED COMPENSATION	2,872.12	2,504.55	367.57
951-8820-0017	PARS-ARS 457	5.95	5.95	-
951-8820-0020	PART-TIME HOURLY WAGES	511.04	511.04	-
951-8820-0030	PERS PENSION OB BOND	954.75	954.75	-
951-8820-0031	PERS PENSION	37,176.02	35,195.55	1,980.47
951-8820-0032	PARS PENSION	536.88	486.19	50.69
951-8820-0033	LIUNA PENSION	2,387.61	2,208.95	178.66
951-8820-0041	MEDICAL INSURANCE	40,749.98	34,120.93	6,629.05
951-8820-0042	MEDICAL INSURANCE-LIUNA H&W	-	-	-
951-8820-0043	FLEX ONE-PLAN FEE	-	-	-
951-8820-0051	DENTAL INSURANCE-GARDIAN	2,053.58	1,723.19	330.39
951-8820-0061	VISION INSURANCE	201.86	172.40	29.46
951-8820-0071	LTD	357.68	309.56	48.12
951-8820-0081	LIFE INSURANCE	311.62	267.57	44.05
951-8820-0090	EMPLOYEE ASSISTANCE PROGRAM	-	-	-
951-8820-0092	MEDICARE TAX	2,720.88	2,416.19	304.69
951-8820-0094	PW-LABOR COST ADJUSTMENT	-	-	-

Seaside County Sanitation District
Year-to-Date 2019-2020 Expenses
MAY 2020

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8820-0095	OPEB ANNUAL COST	-	-	-
951-8820-0099	TUITION REIMBURSEMENT	-	-	-
951-8820-1028	COMPUTER PROGRAMMING	-	-	-
951-8820-1029	TRAINING AND EDUCATION	790.00	790.00	-
951-8820-1030	CONSULTANT	-	-	-
951-8820-1033	FITNESS PROGRAM	54.00	60.75	(6.75)
951-8820-2044	COPY MACHINE MAINTENANCE	-	-	-
951-8820-2049	UNIFORM SERVICE / LAUNDRY	2,149.81	1,836.99	312.82
951-8820-2052	RADIO REPAIR	-	-	-
951-8820-2053	OUTSIDE PRINTING SERVICE	-	-	-
951-8820-2054	EQUIPMENT REPAIR	-	-	-
951-8820-2063	PUBLISHING & LEGAL ADVERTISING	-	-	-
951-8820-2066	COMPUTER MAINTENANCE	-	-	-
951-8820-2068	REFUSE DISPOSAL	4,705.26	3,209.26	1,496.00
951-8820-2073	SUBCONTRACTED WORK	41,560.10	41,089.60	470.50
951-8820-2074	SUBCONTRACT - GREASE PROGRAM	-	-	-
951-8820-2087	EQUIPMENT RENTAL	-	-	-
951-8820-3092	STATIONARY SUPPLIES	-	-	-
951-8820-3095	DEPARTMENT CONSUMABLES	8,938.08	8,054.63	883.45
951-8820-3097	SAFETY EQUIPMENT	536.14	536.14	-
951-8820-3102	COMPUTER SUPPLIES	-	-	-
951-8820-4121	MEETINGS AND TRAVEL	5,700.00	5,600.00	100.00
951-8820-4122	DUES AND MEMBERSHIPS	4,633.48	4,633.48	-
951-8820-4124	MAIL SERVICES	-	-	-
951-8820-5131	GAS AND ELECTRIC	8,282.64	8,282.64	-
951-8820-5132	TELEPHONE	-	-	-
951-8820-5133	WATER	-	-	-
951-8820-6143	VEHICLE MAINTENANCE	-	-	-
951-8820-8183	VIDEO INSPECTION	-	-	-
951-8820-8184	FOG PROGRAM	-	-	-
951-8820-8185	GIS MAINTENANCE & MAPPING	-	-	-
951-8820-8186	PUBLIC WORKS EQUIPMENT	-	-	-
951-8820-8187	DEPARTMENT EQUIPMENT	7,319.29	7,319.29	-
951-8820-8198	FOG PROGRAM	-	-	-
951-8820-9395	VEHICLE MAINTENANCE	-	-	-
951-8820-9397	COMPUTER SYSTEM	-	-	-
951-8820-9398	CENTRAL SERVICE CHARGES	-	-	-
951-8820-9399	INTERFUND TRANSFERS OUT	-	-	-
951-8820-9602	PRINCIPAL	878.02	878.02	-
951-8820-9605	INTEREST EXPENSE	65.39	65.39	-
951-8820-9607	LEASE - SEWER TRUCK	-	-	-
951-8820-9608	LEASE - BACKHOE	-	-	-
951-8820-9999	INTERFUND TRANSFERS OUT	382,902.15	382,902.15	-
		1,063,975.72	**1,022,264.19**	**41,711.53**

Seaside County Sanitation District
Year-to-Date 2019-2020 Expenses
MAY 2020

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
952-8820-8186	EQUIPMENT - VACTOR TRUCK	-	-	-
952-8820-8187	DEPARTMENT EQUIP - GENERATOR	-	-	-
952-8820-8188	DEPARTMENT EQUIP - CAMERA	-	-	-
952-8820-8189	RATE STUDY	-	-	-
952-8820-8190	VIDEO INSPECTION	-	-	-
952-8820-8191	PICKUP TRUCK WITH CMS	-	-	-
952-8820-8192	PICKUP TRUCK	-	-	-
952-8820-8193	CONNECTION FEE STUDY	-	-	-
952-8820-8194	SEWER SYSTEM MNGT PLAN UPDATE	17,380.64	17,380.64	-
952-8820-8195	GRAPHIC INFORMATION SYSTEM	-	-	-
952-8820-8196	LAFCO APPLICATION PROJECT	-	-	-
952-8820-8197	GENERATOR	-	-	-
952-8820-9603	DEPRECIATION EXPENSE	-	-	-
952-8820-9605	INTEREST EXPENSE	4,128.92	4,128.92	-
952-8820-9606	OTHER DEBT SERVICE FEES	-	-	-
952-8820-9608	LEASE PYMTS-VACTOR (PRINCIPAL)	-	-	-
952-8820-9609	LEASE PAYMENTS 2009	-	-	-
952-8820-9901	LOSS (GAIN) ON ASSET DISPOSAL	-	-	-
		21,509.56	**21,509.56**	**-**
953-8820-0016	DEFERRED COMPENSATION	114.18	91.57	22.61
953-8820-0031	PERS PENSION	1,328.39	1,199.48	128.91
953-8820-0032	PARS PENSION	474.36	387.76	86.60
953-8820-0041	MEDICAL INSURANCE-NON LIUNA	1,138.23	905.18	233.05
953-8820-0051	DENTAL INSURANCE	77.41	61.84	15.57
953-8820-0061	VISION INSURANCE	7.59	6.10	1.49
953-8820-0071	LTD	20.34	16.27	4.07
953-8820-0081	LIFE INSURANCE	21.38	17.04	4.34
953-8820-0092	MEDICARE TAX	97.21	79.33	17.88
953-8820-1030	CONSULTANT	-	-	-
953-8820-2054	EQUIPMENT REPAIR	-	-	-
953-8820-9193	STA 321 UPGRADES	-	-	-
953-8820-9194	PRIME CONTRACTOR	-	-	-
953-8820-9195	AMEND MASTER PLAN	-	-	-
953-8820-9196	TRUNK LINE CLEANING	-	-	-
953-8820-9197	HARCOURT AVE.	-	-	-
953-8820-9198	ORTIZ AVE SEWER LINE CLEANING	-	-	-
953-8820-9199	942 ANGELUS WAY PIPE LINING	-	-	-
953-8820-9201	DEL MONTE LIFT STATION UPGRADE	-	-	-
953-8820-9202	ROSITA LIFT STATION UPGRADE	-	-	-
953-8820-9203	ANGELUS WAY SEWER MAIN UPGRADE	-	-	-
953-8820-9204	DEL REY PARK SEWR MAIN UPGRADE	1,091,438.25	1,074,373.12	17,065.13
953-8820-9205	DEL MONTE BL SEWR MAIN UPGRADE	8,573.56	8,280.60	292.96
953-8820-9206	MILITARY LIFT STATN REPLACEMNT	-	-	-
953-8820-9207	FREMONT BL SEWR MAIN UPGRADE	-	-	-

Seaside County Sanitation District
Year-to-Date 2019-2020 Expenses
MAY 2020

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
953-8820-9208	LUZERN ST SEWR MAIN UPGRADE	216.93	-	216.93
953-8820-9209	LA SALLE AVE SEWR MAIN UPGRADE	-	-	-
953-8820-9210	TIOGA LIFT STN FEASIBILITY	-	-	-
953-8820-9211	BIRCH AVE SEWR MAIN UPGRADE	-	-	-
953-8820-9212	LAFCO APPLICATION	-	-	-
953-8820-9213	NEW MANHOLE INSTALLATIONS	-	-	-
953-8820-9214	DEL MONTE SWR MAIN REPLACEMENT	118,137.81	88,400.24	29,737.57
953-8820-9215	ROOT INTRUSION SWR MAIN RPLC	14,400.00	14,400.00	-
953-8820-9216	SEWER MASTER PLAN	-	-	-
953-8820-9217	SUTTER ST SEWER MAIN REPLACE	-	-	-
953-8820-9218	SEWER LINE REPLACEMENTS	91,774.47	58,261.34	33,513.13
953-8820-9314	HIGHWAY 1 SEWER LINE CLEANING	-	-	-
953-8820-9398	CENTRAL SERVICE CHARGES	-	-	-
953-8820-9603	DEPRECIATION EXPENSE	-	-	-
953-8820-9604	AMORTIZATION EXPENSE	-	-	-
953-8820-9605	INTEREST EXPENSE	-	-	-
		1,327,820.11	**1,246,479.87**	**81,340.24**
954-2010-0044	RETIREE MEDICAL INSURANCE	-	-	-
954-8810-2088	JUDGEMENTS/DAMAGES	-	-	-
954-8810-2090	INSURANCE	58,218.00	58,218.00	-
954-8810-9398	CENTRAL SERVICE CHARGES	-	-	-
954-8810-9605	INTEREST EXPENSE	-	-	-
		58,218.00	**58,218.00**	**-**
			951-1009	**41,711.53**
			952-1009	**-**
			953-1009	**81,340.24**
			954-1009	**-**
MAY 2020 DRAWDOWN				**123,051.77**

COUNTY OF MONTEREY - AUTHORIZATION of ELECTRONIC FUNDS TRANSFER

DEBIT : COUNTY OF MONTEREY
Account Number : Wells Fargo Bank
Account Name : Monterey County Treasurer

CREDIT : CITY OF SEASIDE PUBLIC INTEREST CHECKING

Pay to Bank : **RABOBANK**
1658 FREMONT BLVD., SEASIDE, CA 93955

Account No. 9782713643
Routing No. 122238420 Amount : $ **302,305.47**
Customer Name: CITY OF SEASIDE

AUTHORIZED SIGNATURES: 1
2
3

AUDITOR : ENTER AMOUNT AUTHORIZED FOR TRANSFER AND SIGN FORM

TREASURER : PROCESS TRANSFER, ENTER DATE OF TRANSFER, SIGN FORM AND RETURN TO AUDITOR

AUDITOR		**TREASURER**	
Hilda Castro			
Deputy Auditor	Date	Deputy Treasurer	Date of Transfer

For Auditor-Controller Office use only

Period _____ JV Number _____
Budget Yr. _____ Date _____
Total _____

DESCRIPTION	AT	FD	BU	ORG	ACCT	REP CT	DEBIT	CREDIT
Special District Exp.		603			2530			
Cash		603			1001			

Kimberly Drabner, Finance Director / Administrative Services (831) 899-6718; SCSD
Expenses for APRIL 2020.

Prepared By: Hilda Castro Date:
Approved By:_____ Date:_____ Keyed By:_____ Date:_____