



# SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVENUE SEASIDE, CA 93955

## SPECIAL MEETING

Board of Directors

Tuesday, December 8, 2020, 9:15 AM

VIRTUAL ONLY MEETING

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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 [pwinfo@ci.seaside.ca.us](mailto:pwinfo@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**

#### **BOARD OF DIRECTORS**

Jerry Blackwelder  
Pat Lintell  
Alissa Kispersky

Chair  
First Vice Chair  
Second Vice Chair

### 2. **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).*

### 3. **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.*

### 4. **CONSENT AGENDA**

#### **A. APPROVAL OF MINUTES FOR THE NOVEMBER 10, 2020 REGULAR MEETING**

**PURPOSE:**

**RECOMMENDATION:** Approve minutes as presented.

**B. Receive Seaside County Sanitation District operations report for November 2020.**

**PURPOSE:** Receive Seaside County Sanitation District operations report for November 2020.

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

**C. APPROVAL OF SEPTEMBER & OCTOBER 2020 EXPENDITURE REPORT & CORRECTION TO JUNE 2020 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT.**

**PURPOSE:** Approval of September & October 2020 expenditures in the amount of \$762,218.53 for September and \$174,745.24 for October and correct previously reported additional expenditures for June 2020 from \$852,949.40 to \$213,155.56 for the Seaside County Sanitation District. A draw-down in the amount of \$122,424.69 for the expenditures for September 2020 less the correction to expenditures for June 2020 is being requested.

**RECOMMENDATION:** Approve the expenditures for September & October 2020 and the correction to additional expenditures reported for June 2020 and approve a drawdown of \$122,424.69. The total expenditures for September 2020 were \$762,218.53 and expenditures for October 2020 were \$174,745.24. The correct additional expenditures reported for June 2020 were \$213,155.56.

**5. NEW BUSINESS**

**A. ADOPT AND CERTIFY THE UPDATED 2020 SEWER SYSTEM MANAGEMENT PLAN**

**PURPOSE:** The purpose of this item is for the Board to consider adopting and certifying the Seaside County Sanitation District Sanitary updated 2020 Sewer Management Plan (SSMP).

**RECOMMENDATION:** It is recommended that the District Board adopt a resolution approving and certifying the District's updated 2020 Sanitary Sewer Management Plan (SSMP) as required by the State Water Resources Control Board.

**6. 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.*

**7. BOARD MEMBERS COMMENTS**

**8. ADJOURNMENT**

Next Regularly Scheduled Meeting:  
January 12, 2020  
Seaside City Hall  
9:30 AM

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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](mailto: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.



**SEASIDE COUNTY SANITATION DISTRICT  
STAFF REPORT**

**Item No.: 4.A.**

**TO:** Seaside County Sanitation District

**FROM:** Craig Malin, District Manager

**BY:**

**DATE:** December 8, 2020

**SUBJECT: APPROVAL OF MINUTES FOR THE NOVEMBER 10, 2020  
REGULAR MEETING**

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**PURPOSE**

**RECOMMENDATION**

Approve minutes as presented.

**BACKGROUND**

**FISCAL IMPACT**

**ATTACHMENTS**

1. November 10, 2020 DRAFT Meeting Minutes
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Reviewed for Submission to the  
Board by:

A blue ink signature, likely of Craig Malin, written in a cursive style.

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Craig Malin, District Manager



**SEASIDE COUNTY SANITATION DISTRICT  
STAFF REPORT**

**Item No.: 4.B.**

**TO:** Seaside County Sanitation District

**FROM:** Craig Malin, District Manager

**BY:** Billy Thomas, Junior Engineer  
Nisha Patel, Public Works Director/City Engineer

**DATE:** December 8, 2020

**SUBJECT: Receive Seaside County Sanitation District operations report for November 2020.**

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**PURPOSE**

Receive Seaside County Sanitation District operations report for November 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 November 2020.

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

**ATTACHMENTS**

1. Flush Map\_November\_20-21
2. Monthly Sanitation Report November\_20-21

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Reviewed for Submission to the  
Board by:

A handwritten signature in blue ink, consisting of a stylized 'C' followed by a horizontal line and a flourish.

Craig Malin, District Manager



**SEASIDE COUNTY SANITATION DISTRICT  
STAFF REPORT**

**Item No.: 4.C.**

**TO:** Seaside County Sanitation District

**FROM:** Craig Malin, District Manager

**BY:** Victor Damiani, Finance Director  
Jessica Riley, Accounting Assistant

**DATE:** December 8, 2020

**SUBJECT: APPROVAL OF SEPTEMBER & OCTOBER 2020 EXPENDITURE  
REPORT & CORRECTION TO JUNE 2020 EXPENDITURE REPORT  
FOR SEASIDE COUNTY SANITATION DISTRICT.**

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**PURPOSE**

Approval of September & October 2020 expenditures in the amount of \$762,218.53 for September and \$174,745.24 for October and correct previously reported additional expenditures for June 2020 from \$852,949.40 to \$213,155.56 for the Seaside County Sanitation District. A draw-down in the amount of \$122,424.69 for the expenditures for September 2020 less the correction to expenditures for June 2020 is being requested.

**RECOMMENDATION**

Approve the expenditures for September & October 2020 and the correction to additional expenditures reported for June 2020 and approve a drawdown of \$122,424.69. The total expenditures for September 2020 were \$762,218.53 and expenditures for October 2020 were \$174,745.24. The correct additional expenditures reported for June 2020 were \$213,155.56.

**BACKGROUND**

The total expenditure was \$762,218.53 in September 2020 and \$174,745.24 in October 2020. There was a correction to additional June 2020 reported expenditures from \$852,949.40 to \$213,155.56. The local cash balance as of October 31, 2020 was - \$148,022.69 and the cash balance with the County was \$5,105,792.87. A draw-down in the amount of \$891,881.72 for the August 2020 expenditures and additional June 2020 expenditures has been requested in November 2020. An additional draw-down in the amount of \$122,424.69 is being requested for September 2020 expenses less a correction for previously reported additional June 2020 expenses.

## **FISCAL IMPACT**

No fiscal impact.

## **ATTACHMENTS**

1. OCTOBER 20 expenditure spreadsheet - for December meeting
  2. SEPTEMBER 20 expenditure spreadsheet - for December meeting
  3. EFT Form 12-08-2020
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Reviewed for Submission to the  
Board by:



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Craig Malin, District Manager



**SEASIDE COUNTY SANITATION DISTRICT  
STAFF REPORT**

**Item No.: 5.A.**

**TO:** Seaside County Sanitation District

**FROM:** Craig Malin, District Manager

**BY:** Nisha Patel, Public Works Director/City Engineer  
Scott Ottmar, Senior Engineer

**DATE:** December 8, 2020

**SUBJECT: ADOPT AND CERTIFY THE UPDATED 2020 SEWER SYSTEM  
MANAGEMENT PLAN**

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**PURPOSE**

The purpose of this item is for the Board to consider adopting and certifying the Seaside County Sanitation District Sanitary updated 2020 Sewer Management Plan (SSMP).

**RECOMMENDATION**

It is recommended that the District Board adopt a resolution approving and certifying the District's updated 2020 Sanitary Sewer Management Plan (SSMP) as required by the State Water Resources Control Board.

**BACKGROUND**

In 2006 the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003-DWQ, "General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems." The GWDR was amended by the Executive Director of the SWRCB in 2008 by Order No. WQ 2008-0002-EXEC and in 2013 by Order No. WQ 2013-0058-EXEC.

These Orders (herein referred to as SSSWDR Orders) require agencies that own or operate collection systems greater than one mile in length to prepare a SSMP, audit the SSMP every two years and update the SSMP every five years as appropriate. The purpose of the SSMP is to facilitate proper funding and management of the sanitary sewer system and minimize and properly report sewer spills.

The District approved an SSMP development plan and schedule on September 11, 2007 and formally adopted the first SSMP on August 11, 2009. Regular biannual audits have taken place with minor revisions implemented as appropriate. The first five-year

update to the SSMP was adopted by the District on September 9, 2014.

The most recent audit occurred during 2019 and was presented to the Board on February 11, 2020. The audit report concluded the SCSD has been substantially effective with implementation of its SSMP and in varying degrees is in compliance with the SSSWDR Orders. Because the SSMP was due for its 5 year update, District staff determined an overhaul of the Sewer System Management Plan was appropriate and would enable staff to focus resources to the most important tasks of operating and maintaining the sewer system in an efficient manner. The updated 2020 SSMP will be published on the District website at SCSDonline.org.

It is recommended that the Board adopt resolution approving and certifying the updated Sewer System Management Plan for the Seaside County Sanitation District date December 8, 2020.

### **FISCAL IMPACT**

There is no direct fiscal impact associated with adoption and certification of the updated 2020 Sewer System Management Plan.

### **ATTACHMENTS**

1. Reso.SSMP\_update\_2020
  2. 2020 Sewer System Management Plan
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Reviewed for Submission to the  
Board by:

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Craig Malin, District Manager