



SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVENUE SEASIDE, CA 93955

REGULAR MEETING

Board of Directors

Tuesday, January 12, 2021, 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 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

Chair

Pat Lintell

First Vice Chair

Jon Wizard

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 two minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.

4. **CONSENT AGENDA**

A. APPROVE MINUTES FROM THE DECEMBER 8, 2020 REGULAR MEETING

PURPOSE: Approve the meeting minutes from the December 8, 2020 Special Meeting.

RECOMMENDATION: Approve as presented.

B. Receive Seaside County Sanitation District Operations Report for December 2020.

PURPOSE: Receive Seaside County Sanitation District Operations Report for December 2020.

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

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

PURPOSE: Approval of November 2020 expenditures in the amount of \$827,283.08 for the Seaside County Sanitation District. A draw-down in the amount of \$1,002,028.32 for the expenditures for October & November 2020 is being requested.

RECOMMENDATION: Approve the expenditures for November 2020 and approve a drawdown of \$1,002,028.32. The total expenditures for November 2020 were \$827,283.08 and expenditures for October 2020 were \$174,745.24.

5. NEW BUSINESS

A. EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH MONTEREY ONE WATER FOR COST SHARE PARTICIPATION IN THE AMOUNT OF \$1,975 FOR THE FATS, OILS & GREASE PUBLIC EDUCATION PROGRAM FOR FISCAL YEAR 2020-2021.

PURPOSE: The purpose of this item is to have the District Board consider continuing its participation in the Fats, Oils & Grease Public Education Program for the Southern Monterey Bay Dischargers Group administered by the Monterey One Water (formerly Monterey Regional Water Pollution Control District) for the Fiscal Year 2020-2021.

RECOMMENDATION: It is recommended the Board adopt a resolution authorizing the District Manager to execute a Memorandum of Understanding (MOU) with Monterey One Water to conduct the Public Education Program for the Southern Monterey Bay Dischargers Group.

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.

A. UPDATE ON THE WEBSITE ABOUT CURRENT PROJECTS UNDER CONSTRUCTION PER BOARD MEMBER REQUEST

PURPOSE: Give an update on the SCSD website.

RECOMMENDATION: Receive presentation.

7. BOARD MEMBERS COMMENTS

8. ADJOURNMENT

Next Regularly Scheduled Meeting:
February 9, 2021
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.



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 4.A.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY:

DATE: January 12, 2021

**SUBJECT: APPROVE MINUTES FROM THE DECEMBER 8, 2020 REGULAR
MEETING**

PURPOSE

Approve the meeting minutes from the December 8, 2020 Special Meeting.

RECOMMENDATION

Approve as presented.

BACKGROUND

None.

FISCAL IMPACT

None.

ATTACHMENTS

1. December 8 DRAFT Minutes

Reviewed for Submission to the
Board by:

A handwritten signature in blue ink, appearing to be "Craig Malin", written over a horizontal line.

Craig Malin, District Manager



DRAFT MINUTES
SEASIDE COUNTY SANITATION DISTRICT
Tuesday, December 8, 2020 9:15 AM
SPECIAL MEETING
Seaside Conference Room

1. CALL TO ORDER

Chair Blackwelder called the meeting to order at 9:20 AM.

PRESENT: Blackwelder, Lintell, Wizard

ABSENT: None

2. REVIEW OF AGENDA

3. PUBLIC COMMENT

None.

4. CONSENT AGENDA

Item C was pulled from the consent agenda

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

On motion by First Vice Chair Pat Lintell and seconded by Second Vice Chair Jon Wizard and passed by the following vote the Seaside County Sanitation District Board approved the item as presented.

*RESULT: **Approved***

AYES: Jerry Blackwelder, Pat Lintell, Jon Wizard

NOES: None

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

On motion by First Vice Chair Pat Lintell and seconded by Second Vice Chair Jon Wizard and passed by the following vote the Seaside County Sanitation District Board approved the item as presented.

*RESULT: **Approved***

AYES: Jerry Blackwelder, Pat Lintell, Jon Wizard

NOES: None

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

First Vice Chair Lintell requested further clarification on correcting the expenditures for this item.

Finance Director Damiani reported that the sanitation district is accounted for with 4 different funds: 951 general fund, 952 capital outlay fund, 953 capital improvement fund and 954 is insurance reserve. It was discovered that in the June report there was an internal transfer between the general fund and the capital improvement fund which is normal procedure and it was accounted as an expenditure which was incorrect. This was just simply correcting that. Funds were requested at a higher amount back in June which has been accounted for in the report so that there were more expenditures in September and the request is being put in that it is lower because those funds had already been requested incorrectly previously.

Second Chair Wizard requested clarification on if the expenditures for June were bring increased by two hundred thousand dollars or reduced two hundred thousand dollars in expenditures.

Finance Director Damiani clarified that the expenditures are being reduced to two hundred thousand dollars.

On motion by First Vice Chair Pat Lintell and seconded by Second Vice Chair Jon Wizard and passed by the following vote the Seaside County Sanitation District Board approved the item as presented.

RESULT: Approved

AYES: Jerry Blackwelder, Pat Lintell, Jon Wizard

NOES: None

5. NEW BUSINESS

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

Senior Engineer Scott Ottmar presented the staff report and background on the Sewer System Management Plan (SSMP).

Second Vice Chair Wizard questioned that 98% of our system is clay pipe and wants to know if this will cause a problem soon.

Senior Engineer Scott Ottmar reported that the District is utilizing CCTV equipment and crews have been trained to use that equipment. Clay pipes can be an issue and is dependent on the amount of trees or utilities in the area. Clay pipes can work well but they certainly are a little more prone to joints being weak. It will be attacked as the video inspection shows necessary. They get cleaned and videoed and if there are significant cracks or offsets they will be addressed as needed or program into a longer term replacement project based on the rating system. There is an inspection program that helps determine where efforts need to be spent.

Second Vice Chair Wizard reported that his version of the overflow Emergency Response Plan had some data corruption and was unable to view. Appreciates

that it is done.

Senior Engineer Scott Ottmar reported that the SSMP has a comprehensive appendix and that the Emergency Response plan that is meant to be a stand alone document as well to help guide the response.

Chair Jerry Blackwelder questioned if clay pipe was just replaced through Sand City and under the freeway last year.

Senior Engineer Scott Ottmar clarified that the pipes were cleaned and did not show immediate need of replacement. There is currently a project in design to upsize pipes in Sand City along Ortiz that is related to capacity and not damage.

Chair Jerry Blackwelder requested clarification on the notes of the SSMP on what "in varying degrees is in compliance" means.

Senior Engineer Scott Ottmar reported that when the audit was done there were audit findings that the District could do better in meeting the compliance requirements of the waste discharge requirements of the state. What was found was streamlining the SSMP would help clarify to District staff how to better meet the requirements. The District is working on better documentation as well on things like volume estimation. Update to this plan will help us avoid future findings.

On motion by First Vice Chair Pat Lintell and seconded by Second Vice Chair Jon Wizard and passed by the following vote the Seaside County Sanitation District Board approved the item as presented.

RESULT: Approved

AYES: Jerry Blackwelder, Pat Lintell, Jon Wizard

NOES: None

6. STAFF REPORTS

None.

7. BOARD MEMBERS COMMENTS

None.

8. ADJOURNMENT

Meeting adjourned at 9:37 am.

Respectfully Submitted,

Jasmine Dolan for Lesley Milton

Jerry Blackwelder, Chair



**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: January 12, 2021

SUBJECT: **Receive Seaside County Sanitation District Operations Report for December 2020.**

PURPOSE

Receive Seaside County Sanitation District Operations Report for December 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 December 2020.

FISCAL IMPACT

There is no fiscal impact associated with this item.

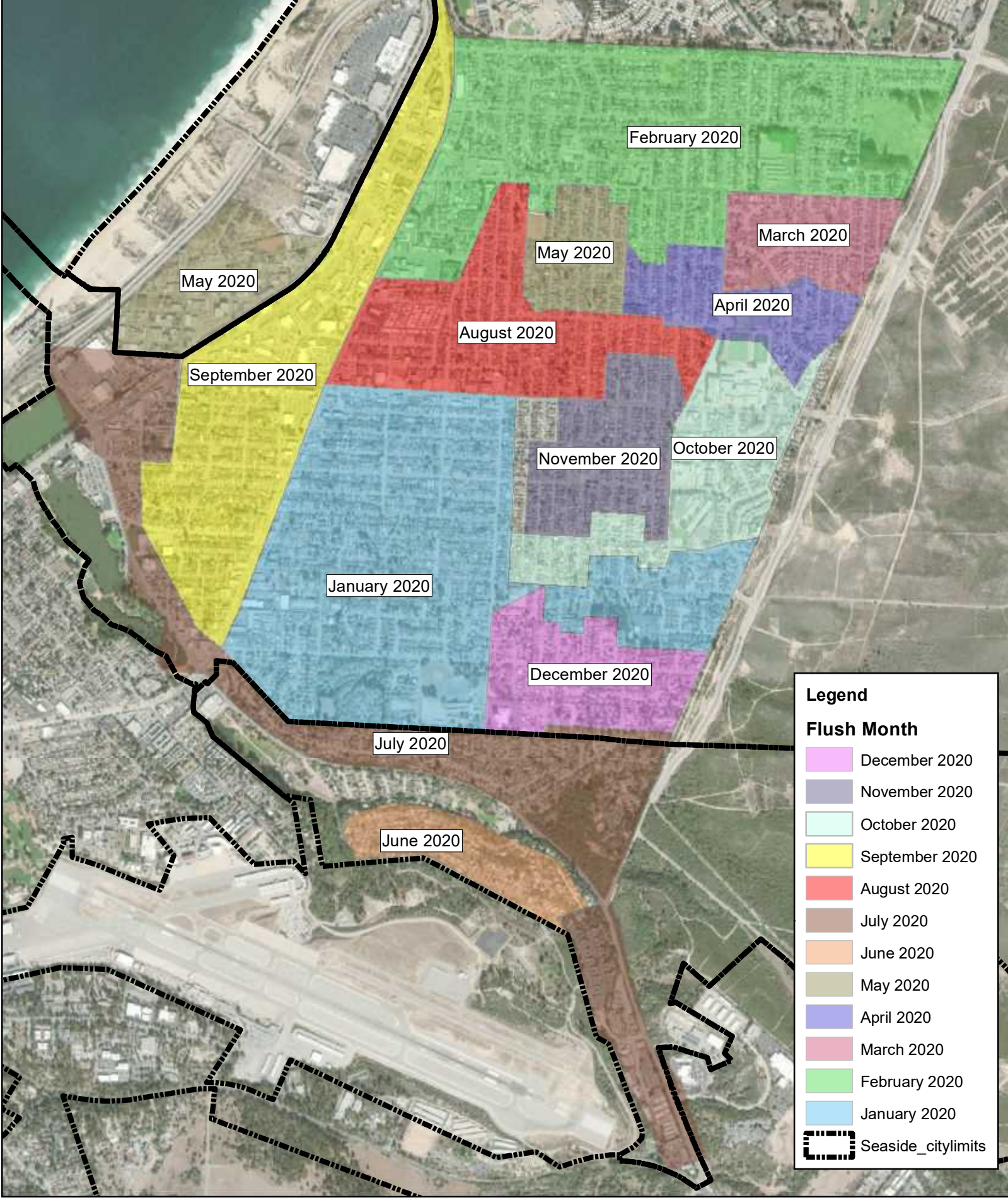
ATTACHMENTS

1. Flush Map_December_20-21
2. Monthly Sanitation Report December_20-21

Reviewed for Submission to the
Board by:

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

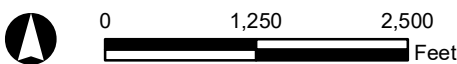
Craig Malin, District Manager



Legend

Flush Month

- December 2020
- November 2020
- October 2020
- September 2020
- August 2020
- July 2020
- June 2020
- May 2020
- April 2020
- March 2020
- February 2020
- January 2020
- Seaside_citylimits



Source: SCSD, AMBAG

SEASIDE COUNTY SANITATION DISTRICT

Flush Map

Seaside County Sanitation District Operations Report

Fiscal Year 2020/2021 Month of December

	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	0	22,570	0	0	20,500	127,383	20,500	149,953
Main Line Video	0	0	0	0	5,500	27,138	5,500	31,977
Main Lines Treated for Grease Control (Jet Power II)	262	1,233	277	1,385	5,407	22,939	5,946	25,557
Stoppages & Overflows								
Main Line	0	1	0	0	1	6	1	7
Laterals	0	0	0	0	1	4	1	4

Sewer Repairs

None

Sewers Video

None

Stoppage Locations

Del Rey Oaks

None

Sand City

None

Seaside

1961 Grand View - Lateral

Overflow Locations

Del Rey Oaks

None

Sand City

None

Seaside

Mescal St @ Sierra Ave - ML - Roots



**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: January 12, 2021

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

PURPOSE

Approval of November 2020 expenditures in the amount of \$827,283.08 for the Seaside County Sanitation District. A draw-down in the amount of \$1,002,028.32 for the expenditures for October & November 2020 is being requested.

RECOMMENDATION

Approve the expenditures for November 2020 and approve a drawdown of \$1,002,028.32. The total expenditures for November 2020 were \$827,283.08 and expenditures for October 2020 were \$174,745.24.

BACKGROUND

The total expenditure was \$827,283.08 in November 2020. The local cash balance as of November 30, 2020 was -\$1,015,306.56 and the cash balance with the County was \$5,486,075.37. These cash balances do not reflect previous draw-down requests in the amount of \$891,881.72 for the August 2020 expenditures and additional June 2020 expenditures and \$122,424.69 for September expenses. An additional draw-down in the amount of \$1,002,028.32 is being requested for October & November 2020 expenses.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

1. NOVEMBER 20 expenditure spreadsheet - for January meeting
-

2. EFT Form 1-12-2021

Reviewed for Submission to the
Board by:



Craig Malin, District Manager

**Seaside County Sanitation District
Year-to-Date 2020-2021 Expenses
NOVEMBER 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	4,278.24	3,410.30	867.94
951-8810-0002	OVERTIME	-	-	-
951-8810-0006	WORKERS COMPENSATION	-	-	-
951-8810-0009	SICK LEAVE PAYOFF	-	-	-
951-8810-0010	MANAGEMENT LEAVE PAYOFF	217.02	-	217.02
951-8810-0012	VACATION\COMP TIME PAYOFF	108.52	-	108.52
951-8810-0016	DEFERRED COMPENSATION	87.06	67.08	19.98
951-8810-0017	PARS-ARS 457	-	-	-
951-8810-0020	PART-TIME HOURLY WAGES	-	-	-
951-8810-0030	PERS PENSION OB BOND	-	-	-
951-8810-0031	PERS PENSION	475.10	378.65	96.45
951-8810-0032	PARS PENSION	305.38	243.48	61.90
951-8810-0033	LIUNA PENSION	-	-	-
951-8810-0041	MEDICAL INSURANCE	832.93	641.53	191.40
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	55.54	41.63	13.91
951-8810-0061	VISION INSURANCE	5.07	3.85	1.22
951-8810-0071	LTD	14.50	10.92	3.58
951-8810-0081	LIFE INSURANCE	15.54	11.68	3.86
951-8810-0090	EMPLOYEE ASSISTANCE PROGRAM	-	-	-
951-8810-0092	MEDICARE TAX	64.22	47.49	16.73
951-8810-1022	LEGAL SERVICES	792.00	594.00	198.00
951-8810-1025	CITY AUDIT	-	-	-
951-8810-1026	MEDICAL EXAMS	-	-	-
951-8810-1029	TRAINING AND EDUCATION	-	-	-
951-8810-1030	CONSULTANT	-	-	-
951-8810-1033	FITNESS PROGRAM	-	-	-
951-8810-1040	PROPERTY TAX ADMIN FEES	-	-	-
951-8810-1041	STATE WASTE DISCHARGE FEE	-	-	-
951-8810-1045	WASTE DISCHARGE FEE	-	-	-
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	-	-	-
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 2020-2021 Expenses
NOVEMBER 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	44.10	44.10	-
951-8810-3095	DEPARTMENT CONSUMABLES	-	-	-
951-8810-3104	COMPUTER SOFTWARE	-	-	-
951-8810-4121	MEETINGS AND TRAVEL	-	-	-
951-8810-4122	DUES AND MEMBERSHIPS	-	-	-
951-8810-4124	MAIL SERVICES	-	-	-
951-8810-5132	TELEPHONE	766.17	612.72	153.45
951-8810-6141	EMPLOYEE AUTO REIMBURSEMENT	-	-	-
951-8810-9196	IMPACT FEES	16,042.44	16,042.44	-
951-8810-9395	VEHICLE MAINTENANCE	-	-	-
951-8810-9396	LIABILITY INSURANCE	-	-	-
951-8810-9397	COMPUTER SYSTEM	-	-	-
951-8810-9398	CENTRAL SERVICE CHARGES	-	-	-
951-8810-9702	SRAF TRANSFER	-	-	-
951-8820-0001	SALARIES	102,345.02	81,462.15	20,882.87
951-8820-0002	OVERTIME	3,513.48	3,419.81	93.67
951-8820-0004	UNIFORM ALLOWANCE	-	-	-
951-8820-0005	PERS	-	-	-
951-8820-0006	WORKERS COMPENSATION	-	-	-
951-8820-0008	UNEMPLOYMENT INSURANCE	-	-	-
951-8820-0009	SICK LEAVE PAYOFF	-	-	-
951-8820-0010	MANAGEMENT LEAVE PAYOFF	-	-	-
951-8820-0012	VACATION/COMP TIME PAYOFF	1,411.99	1,411.99	-
951-8820-0013	SOCIAL SECURITY TAX	-	-	-
951-8820-0014	LIUNA PENSION	-	-	-
951-8820-0015	PARS PENSION	-	-	-
951-8820-0016	DEFERRED COMPENSATION	1,427.11	1,093.76	333.35
951-8820-0017	PARS-ARS 457	-	-	-
951-8820-0020	PART-TIME HOURLY WAGES	226.59	-	226.59
951-8820-0030	PERS PENSION OB BOND	-	-	-
951-8820-0031	PERS PENSION	9,868.07	7,850.31	2,017.76
951-8820-0032	PARS PENSION	163.66	113.95	49.71
951-8820-0033	LIUNA PENSION	909.67	737.99	171.68
951-8820-0041	MEDICAL INSURANCE	31,106.58	23,987.57	7,119.01
951-8820-0042	MEDICAL INSURANCE-LIUNA H&W	-	-	-
951-8820-0043	FLEX ONE-PLAN FEE	-	-	-
951-8820-0051	DENTAL INSURANCE-GARDIAN	1,860.05	1,356.66	503.39
951-8820-0061	VISION INSURANCE	176.47	136.08	40.39
951-8820-0071	LTD	175.88	127.05	48.83
951-8820-0081	LIFE INSURANCE	156.76	112.42	44.34
951-8820-0090	EMPLOYEE ASSISTANCE PROGRAM	-	-	-
951-8820-0092	MEDICARE TAX	1,421.33	1,143.23	278.10
951-8820-0094	PW-LABOR COST ADJUSTMENT	-	-	-

**Seaside County Sanitation District
Year-to-Date 2020-2021 Expenses
NOVEMBER 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	-	-	-
951-8820-1030	CONSULTANT	-	-	-
951-8820-1033	FITNESS PROGRAM	-	-	-
951-8820-2044	COPY MACHINE MAINTENANCE	-	-	-
951-8820-2049	UNIFORM SERVICE / LAUNDRY	1,183.91	870.68	313.23
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	578.00	578.00	-
951-8820-2073	SUBCONTRACTED WORK	6,102.02	5,747.32	354.70
951-8820-2074	SUBCONTRACT - GREASE PROGRAM	-	-	-
951-8820-2087	EQUIPMENT RENTAL	-	-	-
951-8820-3092	STATIONARY SUPPLIES	-	-	-
951-8820-3095	DEPARTMENT CONSUMABLES	10,009.31	3,367.13	6,642.18
951-8820-3097	SAFETY EQUIPMENT	750.01	750.01	-
951-8820-3102	COMPUTER SUPPLIES	-	-	-
951-8820-4121	MEETINGS AND TRAVEL	300.00	200.00	100.00
951-8820-4122	DUES AND MEMBERSHIPS	4,475.17	4,475.17	-
951-8820-4124	MAIL SERVICES	-	-	-
951-8820-5131	GAS AND ELECTRIC	1,744.69	1,744.69	-
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	-	-	-
951-8820-8198	FOG PROGRAM	1,612.50	1,612.50	-
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	597.73	297.97	299.76
951-8820-9605	INTEREST EXPENSE	31.21	16.50	14.71
951-8820-9607	LEASE - SEWER TRUCK	-	-	-
951-8820-9608	LEASE - BACKHOE	-	-	-
951-8820-9999	INTERFUND TRANSFERS OUT	-	-	-
		206,251.04	164,762.81	41,488.23

**Seaside County Sanitation District
Year-to-Date 2020-2021 Expenses
NOVEMBER 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	3,853.20	1,035.00	2,818.20
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	2,784.91	2,784.91	-
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	-	-	-
		6,638.11	3,819.91	2,818.20
953-8820-0016	DEFERRED COMPENSATION	47.23	31.74	15.49
953-8820-0031	PERS PENSION	295.42	214.41	81.01
953-8820-0032	PARS PENSION	190.63	138.34	52.29
953-8820-0041	MEDICAL INSURANCE-NON LIUNA	489.67	329.15	160.52
953-8820-0051	DENTAL INSURANCE	25.45	18.24	7.21
953-8820-0061	VISION INSURANCE	3.12	2.10	1.02
953-8820-0071	LTD	6.69	4.80	1.89
953-8820-0081	LIFE INSURANCE	7.14	5.12	2.02
953-8820-0092	MEDICARE TAX	38.35	27.21	11.14
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	78,440.93	73,633.16	4,807.77
953-8820-9205	DEL MONTE BL SEWR MAIN UPGRADE	-	-	-
953-8820-9206	MILITARY LIFT STATN REPLACEMNT	-	-	-
953-8820-9207	FREMONT BL SEWR MAIN UPGRADE	108,805.97	89,383.47	19,422.50

**Seaside County Sanitation District
Year-to-Date 2020-2021 Expenses
NOVEMBER 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	464.09	383.99	80.10
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	1,221,382.41	463,048.72	758,333.69
953-8820-9215	ROOT INTRUSION SWR MAIN RPLC	-	-	-
953-8820-9216	SEWER MASTER PLAN	-	-	-
953-8820-9217	SUTTER ST SEWER MAIN REPLACE	-	-	-
953-8820-9218	SEWER LINE REPLACEMENTS	19,687.13	19,687.13	-
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	-	-	-
953-8930-2078	OTHER EXPENSE	-	-	-
		1,429,884.23	646,907.58	782,976.65
954-2010-0044	RETIREE MEDICAL INSURANCE	-	-	-
954-8810-2088	JUDGEMENTS/DAMAGES	-	-	-
954-8810-2090	INSURANCE	68,159.00	68,159.00	-
954-8810-9398	CENTRAL SERVICE CHARGES	-	-	-
954-8810-9605	INTEREST EXPENSE	-	-	-
		68,159.00	68,159.00	-
			951-1009	41,488.23
			952-1009	2,818.20
			953-1009	782,976.65
			954-1009	-
NOVEMBER 2020 DRAWDOWN				827,283.08

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 : \$ **1,002,028.32**
 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	
<u>Kristine Alameda</u> 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				

Victor Damiani, Finance Director / Administrative Services (831) 899-6721; SCSD

Expenses for October & November 2020.

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



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 5.A.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Scott Ottmar, Senior Engineer

DATE: January 12, 2021

**SUBJECT: EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH
MONTEREY ONE WATER FOR COST SHARE PARTICIPATION IN
THE AMOUNT OF \$1,975 FOR THE FATS, OILS & GREASE
PUBLIC EDUCATION PROGRAM FOR FISCAL YEAR 2020-2021.**

PURPOSE

The purpose of this item is to have the District Board consider continuing its participation in the Fats, Oils & Grease Public Education Program for the Southern Monterey Bay Dischargers Group administered by the Monterey One Water (formerly Monterey Regional Water Pollution Control District) for the Fiscal Year 2020-2021.

RECOMMENDATION

It is recommended the Board adopt a resolution authorizing the District Manager to execute a Memorandum of Understanding (MOU) with Monterey One Water to conduct the Public Education Program for the Southern Monterey Bay Dischargers Group.

BACKGROUND

On May 2, 2006, the Seaside County Sanitation District (the District) was issued Water Quality Order No. 2006-0003-DWQ from the State Water Resources Control Board. This order adopted statewide general waste discharge requirements for sanitary sewer systems. In 2008, the monitoring and reporting program (MRP) portion of this Order was revised as Order No. 2008-0002-EXEC. Water Quality Orders No. 2006-0003-DWQ and 2008-0002-EXEC are referred to as the Sanitary Sewer System Waste Discharge Requirements (SSS WDRs or WDRs).

The purpose of the WDRs is to set specific sewer collection system operation and maintenance requirements, regulate the collection systems, and uphold State water

quality standards. Section 13(vvi) of Order 2006-0003-DWQ, states "If (FOG) is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system." In order to comply with the WDRs, the District developed a Sewer System Management Plan (SSMP), which includes a FOG Control Program (also known as the Grease Program). The two main elements of the Grease Program implemented by the District are the Public Education Outreach Program and the requirement to install grease removal devices at food serving establishments.

Public Education Program:

The District is a part of the Southern Monterey Bay Dischargers Group administered under contract by Monterey One Water. The group's goal is to facilitate WDR compliance for all Monterey One Water member entities. The Southern Monterey Bay Dischargers Group consists of the cities of Pacific Grove, Monterey, Salinas, Carmel Area Wastewater District, Castroville Community Services District, Marina Coast Water District, Pebble Beach Community Services District, California American Water and the Seaside County Sanitation District.

As in the previous years, Monterey One Water has offered their assistance with implementation of a Public Education Outreach Program (the Program). The Program promotes the proper disposal of FOG by educating the public. The proposed program consists of mass media advertising in television, print media, internet website, and internet advertisements. The Fiscal Year 2020-2021 Grease Public Outreach Plan is attached as Attachment A of the MOU and outlines the type of media outlets and the number of advertisements over the course of the year.

In the past, the District has supplemented the Program with its own public education outreach events. The District staffs booths at various community functions to educate the public on the dangers of disposing FOG down the drain. Grease scrappers and refrigerator magnets are given to the public alerting them to the dangers and consequences of grease in the sewer system. District personnel also advise the public how to properly dispose of unwanted grease. Currently, District staff is focusing efforts to implement online tracking of grease disposal with the various restaurants and other food service establishments located within the District boundaries.

FISCAL IMPACT

To increase the cost-effectiveness of the Program, all costs are shared based upon the population served by the member agencies. For the upcoming Program, the cost would be divided based on 2010 Census information and the total number of entities electing to continue participation. For fiscal year 2020-2021, the Program cost is \$16,000 and the District's cost-share is \$1,974.67, see Attachment B, to be paid from 951-8820-8198 (FOG Program), where there are sufficient funds.

ATTACHMENTS

1. Resolution
 2. MOU
-

Reviewed for Submission to the
Board by:



Craig Malin, District Manager

RESOLUTION NO. 20-____

RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT AUTHORIZING THE DISTRICT MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH MONTEREY ONE WATER FOR COST SHARE PARTICIPATION IN THE AMOUNT OF \$1,975 FOR THE FATS, OILS & GREASE PUBLIC EDUCATION PROGRAM FOR FISCAL YEAR 2020-2021.

WHEREAS, the California Regional Water Quality Control Board issued a Waste Discharge Requirement (WDR) Order Numbers 2006-0003-DWQ and 2008-0002-EXEC; and

WHEREAS, Monterey One Water (formerly Monterey Regional Water Pollution Control Agency) has led a steering committee, called Southern Monterey Bay Dischargers Group, for all entities tributary to the Regional Plant to facilitate compliance by each permittee; and

WHEREAS, one of the requirements of the WRD is to conduct a Public Education Program to promote the proper disposal of grease and fats; and

WHEREAS, this program will be cost-shared among the groups entering into a Memorandum of Understanding with Monterey One Water; and

WHEREAS, this cost has been broken down by each entities population based on 2010 Census data; and

WHEREAS, the Seaside County Sanitation District portion of this program is One Thousand Nine Hundred and Seventy Four Dollars and Sixty Seven Cents. (\$1,974.67).

NOW THEREFORE, BE IT RESOLVED that the Seaside County Sanitation District's Board of Directors authorize the District Manager to execute the Memorandum of Understanding with Monterey One Water to participate in the Public Education Program for fiscal year 2020-2021.

PASSED AND ADOPTED at a regular meeting of the Seaside County Sanitation District duly held this 12th day of January 2021 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jerry Blackwelder, Chair

ATTEST:

Lesley Milton, District Clerk



Monterey One Water
Providing Cooperative Water Solutions

ADMINISTRATIVE OFFICE: 5 Harris Court, Bldg D, Monterey, CA 93940-5756
MAIN: (831) 372-3367 or (831) 422-1001 FAX: (831) 372-6178 WEBSITE: www.montereyonewater.org

December 9, 2020

Craig Malin, District Manager
Seaside County Sanitation District
440 Harcourt Avenue
Seaside, CA 93955

SUBJECT: Memorandum of Understanding for Conducting Annual FOG Education Program

Dear Craig,

Enclosed is a copy of the Memorandum of Understanding (MOU) for Conducting a Public Education Program for the Southern Monterey Bay Dischargers Group. Please execute and return a signed copy to Monterey One Water via:

Email: rachel@my1water.org

-OR-

Mail: Monterey One Water
Att: Paul Sciuto
5 Harris Ct, Bldg D
Monterey, CA 93940

This regional education program promotes the proper disposal of fats, oils, and grease in addition to helping members meet their issued Waste Discharge Requirements (WDR) by the California Regional Water Quality Board. Upon completion of the campaign (post-Earth Day), you will receive an invoice for your entity's portion of the program – as described in Attachment B – and a detailed report on the program's community reach.

If you have any questions or need additional information, please contact our Public Outreach Coordinator, Rachel Gaudoin, at 831-645-4623 or rachel@my1water.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul A. Sciuto".

Paul A. Sciuto
General Manager

Enclosures:

- (1) MOU
- (2) Attachment A
- (3) Attachment B

MEMORANDUM OF UNDERSTANDING
for
Conducting a Public Education Program
for the
Southern Monterey Bay Dischargers Group

THIS MEMORANDUM OF UNDERSTANDING is made and entered into on _____, 20__, between **MONTEREY ONE WATER** (the "Agency") and **SEASIDE COUNTY SANITATION DISTRICT** (the Discharger"), as follows:

Recitals

1. The Discharger has been issued Waste Discharge Requirements (WDR) by the California Regional Water Quality Control Board. One WDR requirement is for the Discharger to conduct a public education program promoting the proper disposal of fats, oils, and grease (FOG).
2. The Agency has the staff and resources to conduct a public education program as described in Attachment A to this Agreement.
3. The Discharger desires to have the Agency conduct this public education program.

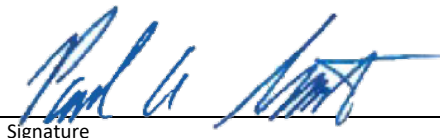
Terms and Conditions

In consideration of the mutual promises contained herein, the Agency and the Discharger hereby agree to the following terms and conditions:

1. Over the remainder of fiscal year 2020-2021 and on behalf of the Southern Monterey Bay Dischargers Group, the Agency will conduct the public education program described in Attachment A.
2. The Discharger will compensate the Agency its portion of costs for conducting this public education program as broken down in Attachment B.
3. The Agency will invoice the Discharger for its share of the final costs, not to exceed the amount in Attachment B, and the Discharger will pay the Agency this amount within ninety (90) days of receipt of the invoice.

MONTEREY ONE WATER

By


Signature

Paul A. Sciuto, General Manager

Name/Title

SEASIDE COUNTY SANITATION DISTRICT

By

Signature

Craig Malin, District Manager

Name/Title

Attachment A

**WDR FOG Public Education Program
FY 20-21**

Program Goals

- Educate our communities on the proper disposal of fats, oils, and grease through advertising and public resources
- Help members meet the issued Waste Discharge Requirements (WDR) by the California Regional Water Quality Board

Program Timeframe

November and December 2020 (holiday season), April 2021 (Earth Day)

Media Types

- Print
- Broadcast TV
- Streaming TV
- Digital
- Radio
- Social Media

Digital copies of all advertisements will be provided to entities to continue using beyond this campaign

Costs

Total advertising across all media not to exceed \$16,000



Attachment B

**Southern Monterey Bay Dischargers FOG Outreach
Partnership Distribution and Budget
FY 20-21**

Shared Budget for FY 20-21			
Not to Exceed \$16,000			
Entity	Population within area to be covered by regional WDR program¹	% of budget to be paid	Contribution not to exceed
California American Water ²	6,380	2.25%	\$360.13
Carmel Area Wastewater District*	3,722	1.31%	\$210.09
Castroville Community Services District ³	7,204	2.54%	\$406.64
City of Monterey	27,810	9.81%	\$1,569.78
City of Pacific Grove	15,041	5.31%	\$849.01
City of Salinas	150,441	53.07%	\$8,491.88
Marina Coast Water District ⁴	33,364	11.77%	\$1,883.28
Pebble Beach Community Services District*	4,509	1.59%	\$254.52
Seaside County Sanitation District ⁵	34,983	12.34%	\$1,974.67
TOTAL	283,454	100%	\$16,000
<i>* PBCSD and CAWD contributions will increase no more than \$693.00 each for additional Carmel Pine Cone ads in December 2020</i>			

Notes

1. Source: U.S. Census Bureau, 2010 Census of Population, Public Law 94-171 Redistricting Data File (updated every 10 years)
2. Combined data for Oak Hills, Indian Springs, Las Palmas, Spreckels, Pasadera, White Oaks, Village Green, Carmel Valley Ranch provide by Cal Am
3. Combined data for Castroville, Moss Landing, and, provided by CCSD, the Moro Cojo area population
4. Combined data for Marina and, provided by MCWD, the Ord Community
5. Combined data for Seaside, Sand City, and Del Rey Oaks



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 6.A.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Scott Ottmar, Senior Engineer

DATE: January 12, 2021

SUBJECT: UPDATE ON THE WEBSITE ABOUT CURRENT PROJECTS UNDER CONSTRUCTION PER BOARD MEMBER REQUEST

PURPOSE

Give an update on the SCSD website.

RECOMMENDATION

Receive presentation.

BACKGROUND

At the November 10, 2020 Seaside County Sanitation District Board meeting, Second Vice Chair Kispersky requested that construction updates be added to the website so that it would be easy for residents to locate information about current projects that the District is working on.

FISCAL IMPACT

None.

ATTACHMENTS

1. Projects Under Construction _ Seaside County Sanitation District

Reviewed for Submission to the
Board by:

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

Craig Malin, District Manager

Seaside County Sanitation District

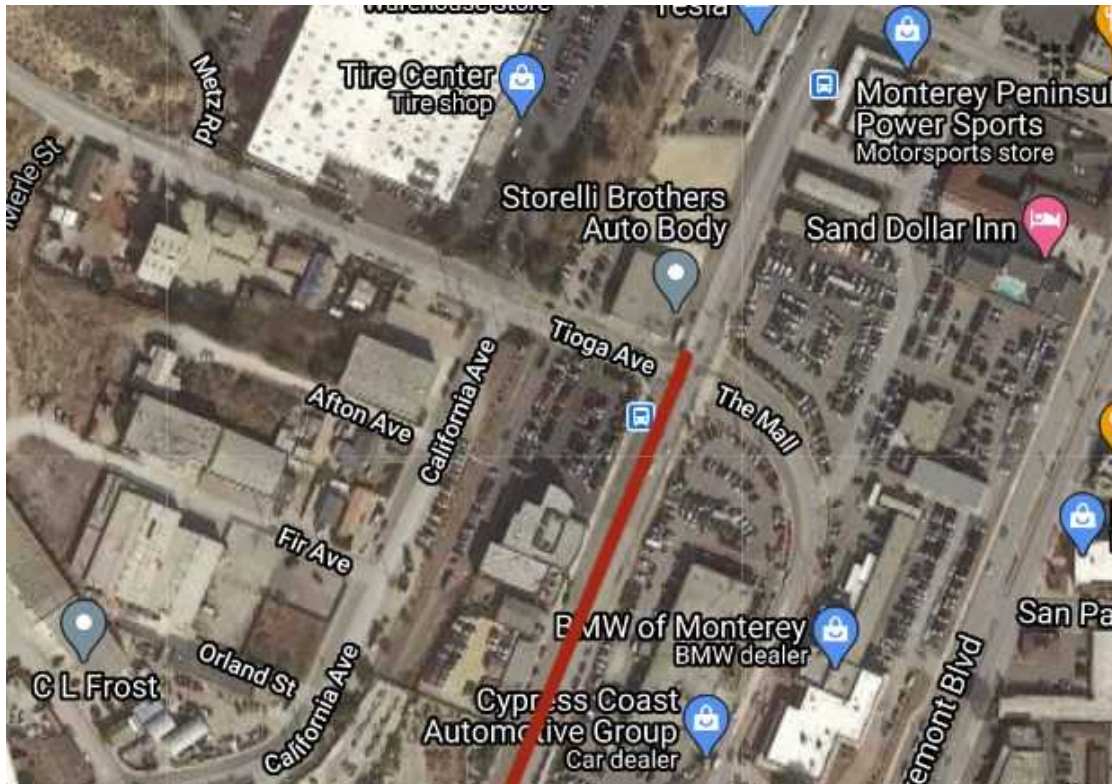
Projects Under Construction

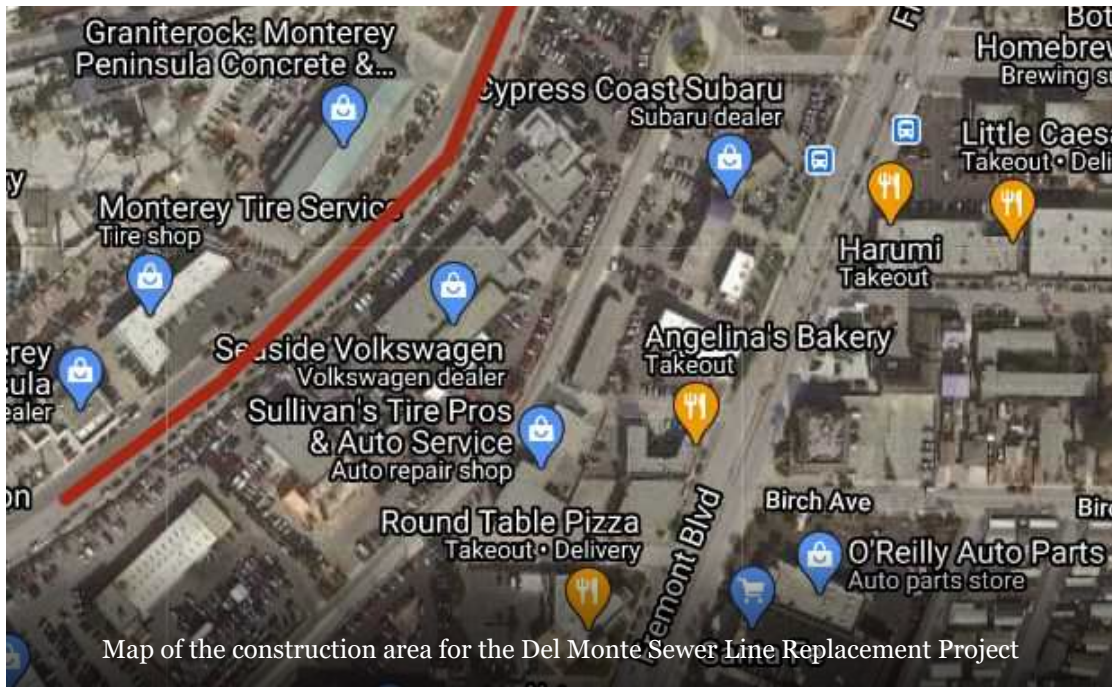
The [Master Plan \(PDF\)](#) identifies and prioritizes necessary capital improvements to keep the system functioning efficiently. Maps are available for a quick overview of the [Near Term \(PDF\)](#) and [Long Term \(PDF\)](#) projects. More information on the District's Capital Improvement Program can be found by clicking [here](#).

HOW YOUR NEIGHBORHOOD MAY BE AFFECTED:

- Through lanes may be closed or reduced
- Sidewalks at intersections may be closed
- A detour option will be provided if roads are closed to through traffic
- On-street parking may be restricted

DEL MONTE BOULEVARD SEWER REPLACEMENT





Estimated Sewer Main Upgrade Completion Date: December 7, 2020

Project Start Date: April 27, 2020

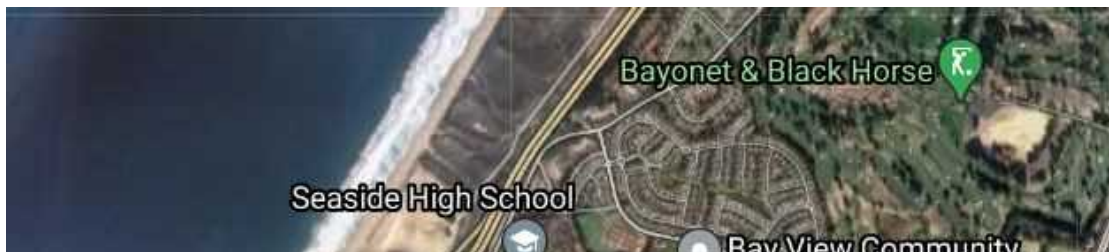
Paving/Project Completion Date: Spring 2021

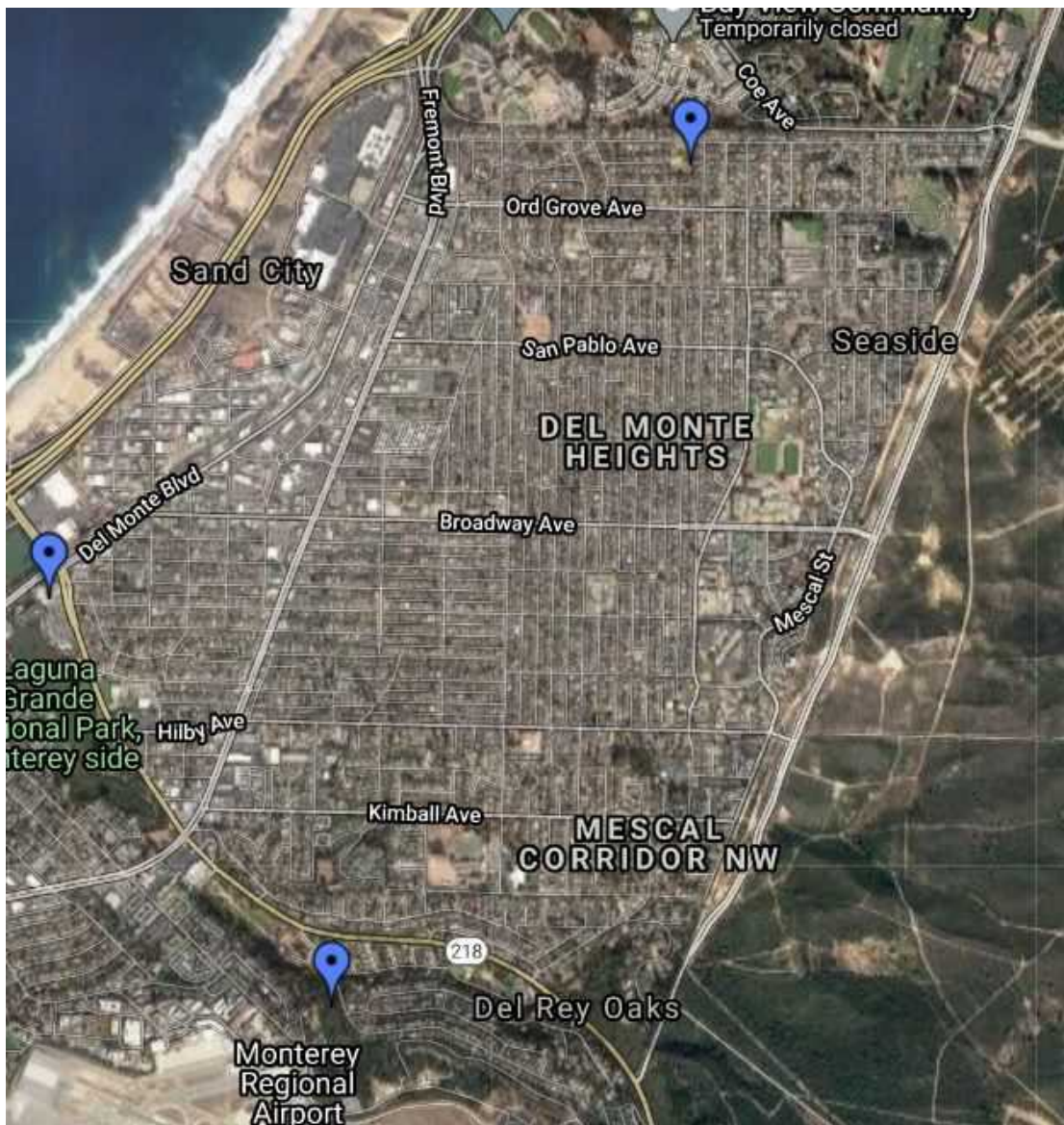
The project includes replacing and abandoning aging sewer lines in the Cities of Seaside and Sand City, and decommissioning the Tioga Lift Station within the City of Sand City. The projects is located within approximately 5,000 linear feet of public paved roadways in urban environments within both cities.

The following upgrades will occur:

- Replacement of 3,200-feet of sewer lines within Del Monte Boulevard from La Salle Avenue to Clementina Avenue and along Auto Center Parkway (City of Seaside)
- Abandonment of 2,700-feet of sewer lines within Del Monte Avenue and The Mall (City of Seaside)
- Abandonment and replacement of 895-feet of sewer lines in Tioga Avenue from the Tioga Lift Station to Del Monte Avenue (City of Sand City)
- Abandonment and decommissioning of the Tioga Lift Station (City of Sand City)

Lift Station Upgrades Project





Locations of the Lift Stations

Project Start Date: January 18, 2019

Military Lift Station (Completed March 26, 2020):

The Military Lift Station is located on the north side of Military Avenue, just west of the Military Avenue/Highland Street intersection, in the City of Seaside, outside the Coastal Zone. The lift station site is in a residential area, situated between two residences, with a strip of undeveloped open space to the north. The existing Military Lift Station is in poor physical condition and experiences high levels of inflow and infiltration during storm events. The Lift Station project replaced the station in its entirety, with a new station that matches existing pump and wet well capacity.

Rosita Lift Station (Estimated Completion Date: January 31, 2021):

The Rosita Lift Station is located at the corner of Rosita Road and Angelus Way (northwest side of the intersection) in the City of Del Rey Oaks, outside the Coastal Zone. The lift station site is in a predominately-residential area, with a church west of the site and a creek and open space across the street to the south. The Rosita Lift Station is in fair to poor condition and has insufficient

operating volume causing excessive pump cycles per hour. This upgrade project is currently in construction to: plug the existing by-pass line to the creek, increase operating volume by changing pump set points, re-align pump bases, replace slide rail connections and lift chains, reroute emergency generator conduit, fix or install a new vault lid, and install a drain to prevent standing water in the vault.

Del Monte Lift Station (Estimated Completion Date: March 31, 20201):

The current Del Monte Lift Station wet well operating volume is inadequate for existing inflow, causing excessive pump cycling and low emergency response time. This upgrade proposes to install a bypass to the wet well, allowing for emergency pumping in the case of pump failure. In addition, a field investigation and corresponding analysis is required to determine if operating volume can be increased within the existing wet well, or by utilizing the portion of the wet well that was abandoned under a previous project. The Del Monte Lift Station is located at the corner of Del Monte Avenue and Canyon Del Rey Boulevard (northwest of the intersection) in the City of Seaside, within the Coastal Zone. The lift station site is adjacent to a recreation trail, Roberts Lake, and a major intersection, with commercial land uses across the street.