



SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVENUE SEASIDE, CA 93955

REGULAR MEETING
Board of Directors
Tuesday, June 13, 2023, 9:30 AM
City of Seaside Conference Room

1. CALL TO ORDER

2. ROLL CALL
BOARD OF DIRECTORS

Ian N. Oglesby
Jerry Blackwelder
John Uy

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

5. CONSENT AGENDA

A. APPROVE MINUTES FROM THE MAY 9, 2023, REGULAR MEETING

B. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR MAY, 2023

PURPOSE: Receive Seaside County Sanitation District Operations Report for May, 2023.

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

6. NEW BUSINESS

A. CONSIDER, TAKE PUBLIC COMMENT AND ADOPT THE FISCAL YEAR 2023-2024 PROPOSED SEASIDE COUNTY SANITATION DISTRICT ANNUAL OPERATING AND CAPITAL BUDGET

PURPOSE: To give the District Board the opportunity to consider, take public comment and take action on the Proposed Fiscal Year 2023-2024 Operating Budget for the Seaside County Sanitation District (SCSD).

RECOMMENDATION: Approve the attached resolution approving the Proposed FY 2023-2024 Budget.

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:
July 4, 2023
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, May 9, 2023 9:30 AM
REGULAR MEETING
Seaside Conference Room

1. CALL TO ORDER

Chair Oglesby called the meeting to order at 9:34 a.m.

2. ROLL CALL

Present: BLACKWELDER, OGLESBY, UY

Absent: NONE

3. REVIEW OF AGENDA

None

4. PUBLIC COMMENT

None

5. PRESENTATIONS

A. ACCEPT AND FILE THE FISCAL YEAR ENDING JUNE 30, 2022 ANNUAL FINANCIAL REPORT FOR THE SEASIDE COUNTY SANITATION DISTRICT

Item was presented by Jessica Riley, Assistant Finance Director. She gave a brief overview of the Annual Financial Report. On motion by First Vice Chair Blackwelder and seconded by Second Vice Chair Uy and passed by the following vote, the Seaside County Sanitation District Board accepted the Fiscal Year Ending June 30, 2022 Annual Financial Report for the Seaside County Sanitation District.

RESULT: Accepted

AYES: Blackwelder, Oglesby, Uy

NOES: None

6. CONSENT AGENDA

On motion by First Vice Chair Jerry Blackwelder and seconded by Second Vice Chair John Uy and passed by the following vote, the Seaside County Sanitation District Board moved to approve the Consent Agenda as presented.

RESULT: **Approved**

AYES: Jerry Blackwelder, Ian Oglesby, John Uy

NOES: None

A. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS

REPORT FOR MARCH 2023

Action: **Approved**

B. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR APRIL 2023

Action: **Approved**

C. APPROVAL OF FEBRUARY & MARCH 2023 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT

Action: **Approved**

7. NEW BUSINESS

None

8. STAFF REPORTS

None.

Introduction of new Legal Counsel, Reed Gallogly.

9. BOARD MEMBERS COMMENTS

First Vice Chair Jerry Blackwelder requested a list of projects and a list of Seaside County Sanitation District staff. An organizational chart was also requested.

10. ADJOURNMENT

On motion, the meeting was adjourned at 9:52 a.m.

Respectfully Submitted,

Dominique L. Davis, District Clerk

Jerry Blackwelder, Chair



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 5.B.

TO: Seaside County Sanitation District

FROM: Jaime M. Fontes, District Manager

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

DATE: June 13, 2023

**SUBJECT: RECEIVE SEASIDE COUNTY SANITATION DISTRICT
OPERATIONS REPORT FOR MAY, 2023**

PURPOSE

Receive Seaside County Sanitation District Operations Report for May, 2023.

RECOMMENDATION

Accept reports. This item is presented for information only.

BACKGROUND

Attached is the Seaside County Sanitation District Operations Report and Flush Map for May, 2023.

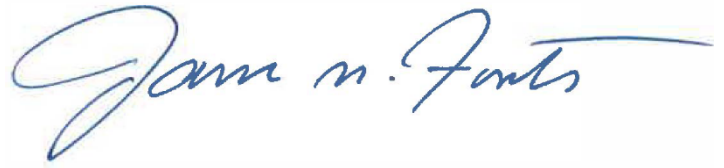
FISCAL IMPACT

There is no fiscal impact associated with this item.

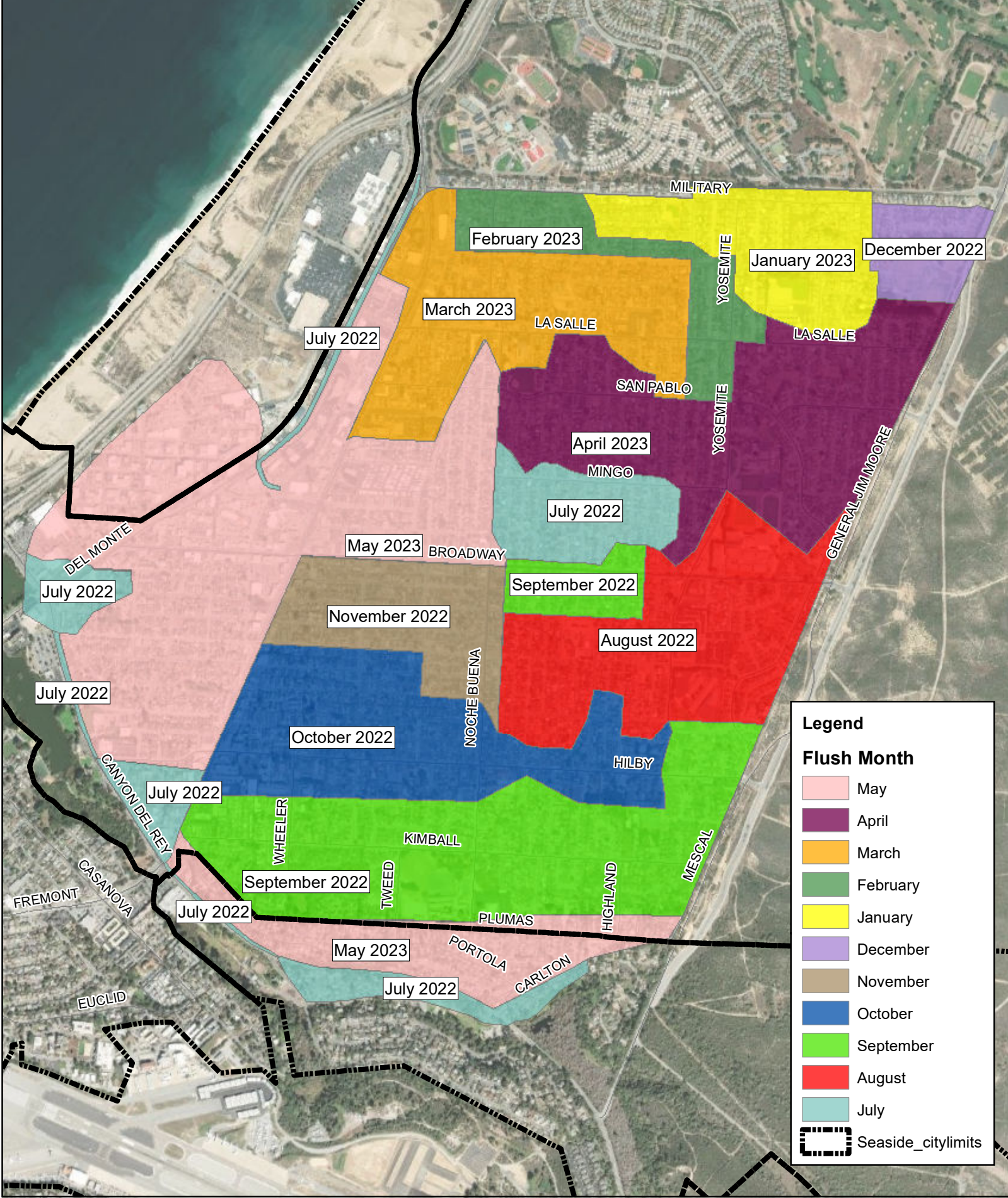
ATTACHMENTS

1. Flush Map_May_22-23
 2. Monthly Sanitation Report May_22-23
-

Reviewed for Submission to the
Board by:

A handwritten signature in blue ink, reading "Jaime M. Fontes". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

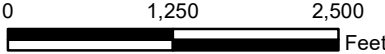
Jaime M. Fontes, District Manager



Legend

Flush Month

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



Source: SCSD, AMBAG

SEASIDE COUNTY SANITATION DISTRICT

Flush Map: 2022-2023

Seaside County Sanitation District Operations Report

Fiscal Year 2022/2023 Month of May

	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	13,872	27,866	0	14,339	55,225	265,512	69,097	307,717
Main Line Video	0	400	0	0	2,100	12,000	2,100	12,400
Main Lines Treated for Grease Control (Jet Power II)	262	1,572	277	1,108	5,845	52,970	6,384	55,650
Mainline Root Treatment	0	0	0	0	0	0	0	0
Stoppages								
Main Line	0	2	0	0	0	7	0	9
Laterals	0	2	0	0	0	5	0	7
SSO's	0	2	0	0	0	8	0	10

Sewer Repairs

None

Sewer Video due to blockage/repairs

None

Stoppage Locations

Del Rey Oaks

None

Sand City

None

Seaside

None

Overflow Locations

Del Rey Oaks

None

Sand City

None

Seaside

None



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 6.A.

TO: Seaside County Sanitation District

FROM: Jaime M. Fontes, District Manager

BY: Victor Damiani, Finance Director

DATE: June 13, 2023

**SUBJECT: CONSIDER, TAKE PUBLIC COMMENT AND ADOPT THE FISCAL
YEAR 2023-2024 PROPOSED SEASIDE COUNTY SANITATION
DISTRICT ANNUAL OPERATING AND CAPITAL BUDGET**

PURPOSE

To give the District Board the opportunity to consider, take public comment and take action on the Proposed Fiscal Year 2023-2024 Operating Budget for the Seaside County Sanitation District (SCSD).

RECOMMENDATION

Approve the attached resolution approving the Proposed FY 2023-2024 Budget.

BACKGROUND

The District budget year begins on July 1, 2023. The 2023-2024 Proposed Operating and Capital Budget may be adopted as presented, or modified and adopted.

The proposed budget includes estimated operating revenues of \$2.9 million. For fiscal year 2023-24, \$652 thousand of revenue is projected to come from property taxes and \$2.2 million is projected to be earned from sanitation user fees. The remaining amount of revenue in the coming year is from interest income. The proposed operating expenditures are \$1.8 million

The Fiscal Year 2023-2024 Capital Improvement Program (CIP) is based on the SCSD Master Plan. The cost for new capital projects is budgeted to be \$770 thousand and includes \$500 thousand to develop a new Sewer Master Plan, \$220 thousand for sewer

main replacement as well as \$50 thousand to implement a Sewer Lateral Program.

The unrestricted fund balance is projected to be \$4.0 million at the end of fiscal year 2023-24.

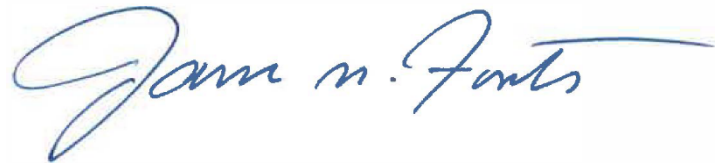
FISCAL IMPACT

The Fiscal Year 2023-2024 Operating and Capital Budget of the Seaside County Sanitation District is balanced through the use of projected revenues and available unrestricted funds.

ATTACHMENTS

1. 2023-24 Sanitation District Budget
 2. SCSD FY2023-24 Budget Resolution
-

Reviewed for Submission to the
Board by:

A handwritten signature in blue ink, reading "Jaime M. Fontes", with a long horizontal flourish extending to the right.

Jaime M. Fontes, District Manager

Seaside County Sanitation District

Proposed Budget

2023-2024 Fiscal Year



Introduction:

The Seaside County Sanitation District (SCSD) is a special district responsible for the maintenance and operation of the sanitary sewer collection system serving the Cities of Del Rey Oaks, Sand City and Seaside. The District's sanitary sewer collection system serves an area of approximately 2,400 acres with a population of about 30,000. The sewer system consists of approximately 70 miles of pipeline with 930 manholes, 475 rod holes, and 4 lift stations. The wastewater is ultimately pumped to the Monterey Regional Water Pollution Control Agency (MRWPCA) regional treatment plant. All billing for SCSD comes from MRWPCA.

The district is staffed almost entirely by staff members from the City of Seaside. City staff provide administrative services, accounting services, IT services, risk management, maintenance, engineering services, purchasing and contract management. Staff time is allocated to the district through use of the City of Seaside payroll system. One exception is the District's Legal Counsel, who is an employee of the County of Monterey.

DISTRICT BOARD

TITLE	NAME	CITY REPRESENTING
Chair	Ian Oglesby	City of Seaside
First Vice Chair	Jerry Blackwelder	City of Sand City
Second Vice Chair	Jon Uy	City of Del Rey Oaks

DISTRICT STAFF

TITLE	NAME
District Manager	Jaime M. Fontes
Legal Counsel	Reed W. Gallogly
District Engineer	Nisha Patel
District Clerk	Dominique Davis
District Administrative Assistant	Rosa Salcedo

BUDGET SUMMARY

SCSD GENERAL FUND - ADMINISTRATION / OPERATIONS

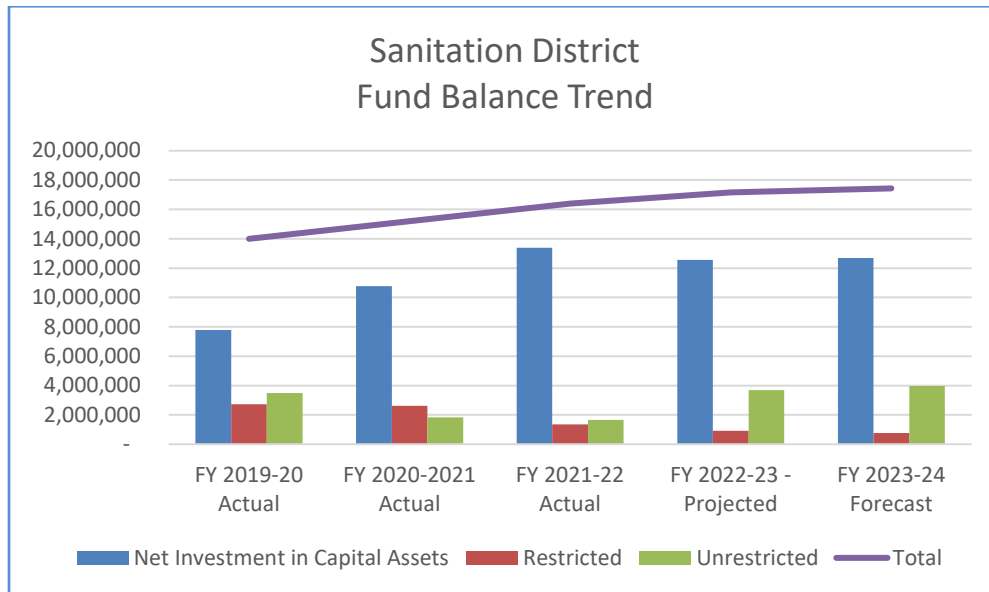
Funds 951 & 954	2023-24 Proposed Budget
Total Revenues	\$ 2,870,990
Total Operating Expenditures	1,803,693
Operating Surplus / (Deficit)	1,067,297
Capital Projects	770,000
One-Time Transfer Out to Capital Projects/ Capital Outlay	790,000
Addition To / (Use Of) Unrestricted Net Position	277,297
Beginning Unrestricted Net Position - Estimated	3,691,131
Ending Unrestricted Net Position - Estimated	\$ 3,968,427

SCSD CAPITAL IMPROVEMENT

Funds 952 & 953	2023-24 Proposed Budget
Total Revenues	\$ -
Total Transfers In From General Fund	790,000
Total Revenues and Transfers In	790,000
Total Capital Expenditures	790,000
Addition To / (Use Of) Restricted Net Position - Capital Projects	
Beginning Restricted Net Position - Capital Projects - Estimated	0
Ending Restricted Net Position - Capital Projects - Estimated	\$ -

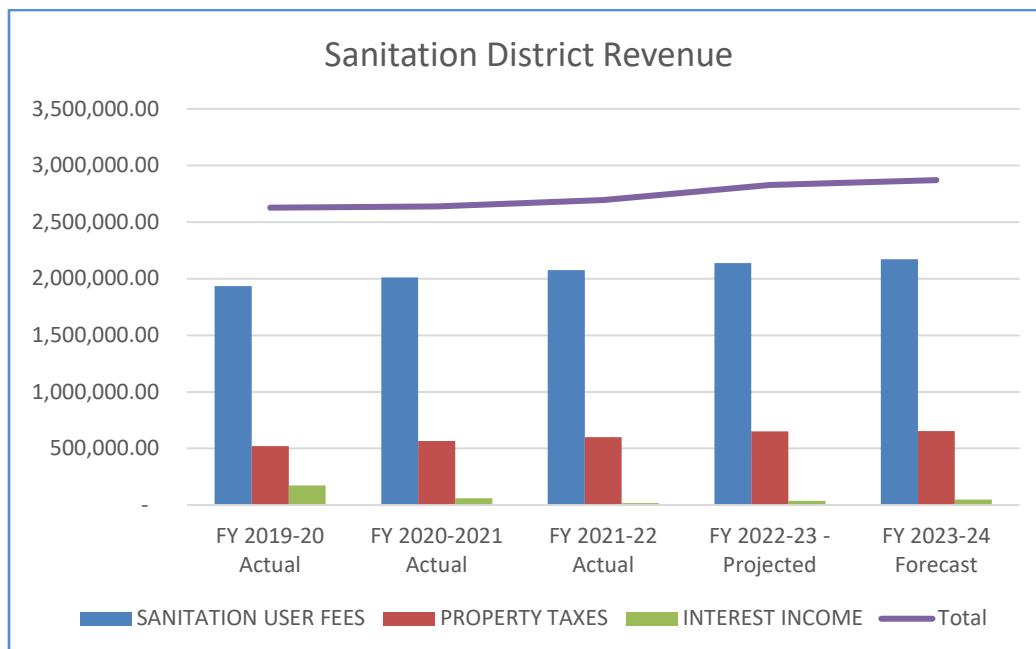
Fund Balance

The District's fund balance is growing steadily. The largest segment of fund balance is the Net Investment in Capital Assets. For FY 2023-24 Net Investment is projected to be \$12.7M, while amounts restricted for capital projects is proposed at \$770k and the unrestricted balance is projected to be \$4.0M.



Revenue

The Sanitation District has three main sources of revenue; User Fees, Property Tax and Interest Income. Total Revenue is projected at \$2.9M.



User Fees are collected from the end users of the Sanitation District services by Monterey

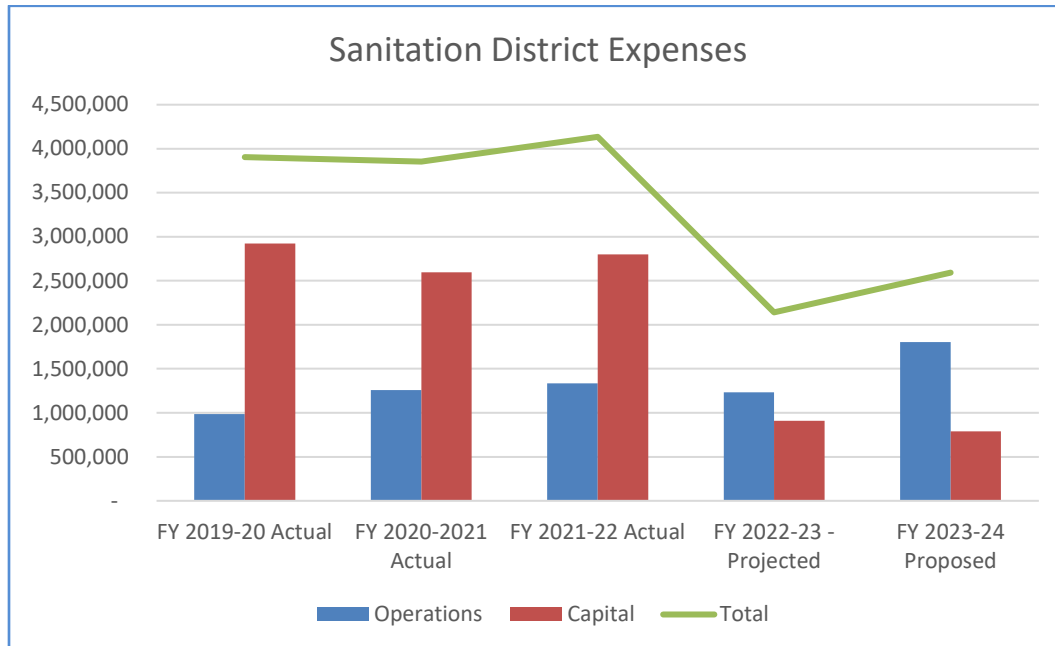
Regional Water Pollution Control Agency. The collected Fees are remitted to the County of Monterey and subsequently to the City of Seaside on a reimbursement basis to cover costs. Over the course of the last four years, fees collected have increased at an average rate of 3%. User Fees are the largest revenue source for the district at 76% of projected fiscal year 2023-24 revenue. User fees are forecast for fiscal year 2023-24 at \$2.2M.

Property Taxes are collected by the County of Monterey and remitted to the City of Seaside to be used for Sanitation District costs. Over the course of the last four years this revenue source has grown by an average of 8% per year. This revenue source is expected to start flattening out in the coming year and is forecast at \$652k.

Interest Income is earned on balances held by the City of Seaside in trust for the district. With interest rates extremely low the last few year coupled with the District spending down fund balance for capital improvements, this revenue source has dropped off. With interest increasing and the possibility of fund balances increasing over the course of the next few years, this revenue source may see growth.

Expense

The Sanitation District has both Operating Expenses and Capital Improvement Expenses. For FY 2023-24 Operating expenses are proposed at \$1.8M and Capital Improvement Expenses are proposed at \$790k. Total expense is budgeted at \$2.6M.



Operating; The major categories of operating expense include, personnel costs, administrative overhead allocation and services and supplies. Personnel costs are proposed at \$700k and

include 4.5 full time equivalent (FTE) employees. These FTE are the district's maintenance personnel. The administrative allocation includes personnel costs for administrative staff as well as overhead such as office space, office utilities costs, computer costs, fleet maintenance etc. The administrative allocation is budgeted at \$358k and comes from the City of Seaside Cost Allocation Plan. Services and supplies are budgeted at \$339k.

Capital Improvement; Over the course of the last three years, the District has undertaken a major overhaul of the system of lift stations. The total cost of that project was over \$8M. In FY 2022-23 the District expects to spend \$909k for Sewer Main Upgrade projects and in FY 2023-24 the budget calls for \$770k for a Root Intrusion Project, development of a Sewer Master Plan, and implementation of a Sewer Lateral Program.

MANAGING DEPARTMENT: Public Works/Engineering
Sanitation District Gen. Fund - Administration

Account	Account Name	FY2022 Actual	FY2023 Adjusted Budget	Activity thru 03/08/2023	FY 2023 Projected	FY 2024 Request
951-8810-0001	SALARIES	\$ 53,893	\$ 101,892	\$ 18,502	\$ 26,725	\$ 14,727
951-8810-0002	OVERTIME	125	500	-	-	500
951-8810-0020	PART-TIME HOURLY WAGES	5,482	-	-	-	-
	BENEFITS	42,182	59,096	22,514	29,308	20,693
951-8810-1022	LEGAL SERVICES	2,976	25,000	3,998	5,998	15,000
951-8810-1029	TRAINING AND EDUCATION	1,667	3,000	-	-	3,000
951-8810-1030	CONSULTANT	400	100,000	400	50,000	100,000
951-8810-1033	FITNESS PROGRAM	13	54	18	26	100
951-8810-1040	PROPERTY TAX ADMIN FEES	2,921	2,600	-	-	2,600
951-8810-1045	WASTE DISCHARGE FEE	-	3,200	3,453	3,453	3,700
951-8810-2053	OUTSIDE PRINTING SERVICE	130	-	-	-	-
951-8810-2063	PUBLISHING & LEGAL ADVERTISING	709	800	-	-	-
951-8810-2078	OTHER EXPENSE	121	-	-	-	-
951-8810-3092	STATIONARY SUPPLIES	41	150	18	27	150
951-8810-3095	DEPARTMENT CONSUMABLES	204	500	500	750	800
951-8810-4121	MEETINGS AND TRAVEL	(62)	1,000	-	-	-
951-8810-4122	DUES AND MEMBERSHIPS	660	2,000	96	144	2,000
951-8810-5132	TELEPHONE	1,869	2,000	1,260	1,890	2,000
951-8810-9196	IMPACT FEES	263,616	264,251	-	264,251	265,000
	CENTRAL SERVICES AND INTERNAL CHARGES	255,034	224,524	21,292	224,524	423,331
Total		\$ 631,980	\$ 790,567	\$ 72,052	\$ 607,095	\$ 853,601

MANAGING DEPARTMENT: Public Works/Engineering
Sanitation District Gen. Fund - Operations

Account	Account Name	FY2022 Actual	FY2023 Adjusted Budget	Activity thru 03/08/2023	FY 2023 Projected	FY 2024 Request
951-8820-0001	SALARIES	\$ 263,565	\$ 334,380	\$ 173,322	\$ 250,354	\$ 367,470
951-8820-0002	OVERTIME	35,877	30,000	20,093	29,023	30,000
	BENEFITS	196,556	225,268	123,582	178,728	274,705
951-8820-1029	TRAINING AND EDUCATION	1,274	1,000	1,000	1,000	21,000
951-8820-1033	FITNESS PROGRAM	377	2,376	77	111	200
951-8820-2049	UNIFORM SERVICE / LAUNDRY	3,697	3,300	2,234	3,351	3,600
951-8820-2054	EQUIPMENT REPAIR	7,764	5,000	75	113	5,000
951-8820-2068	REFUSE DISPOSAL	145	8,000	-	-	8,000
951-8820-2073	SUBCONTRACTED WORK	68,774	70,000	22,936	34,404	70,000
951-8820-2087	EQUIPMENT RENTAL	681	1,500	-	-	1,500
951-8820-3092	STATIONARY SUPPLIES	-	100	-	-	100
951-8820-3095	DEPARTMENT CONSUMABLES	19,656	35,000	8,268	12,401	35,000
951-8820-3097	SAFETY EQUIPMENT	1,513	3,200	1,265	1,898	3,200
951-8820-3102	COMPUTER SUPPLIES	2,350	3,500	1,313	1,969	3,500
951-8820-4121	MEETINGS AND TRAVEL	2,601	4,000	2,520	3,780	4,000
951-8820-4122	DUES AND MEMBERSHIPS	6,339	7,000	4,940	7,411	7,000
951-8820-5131	GAS AND ELECTRIC	11,082	12,500	6,806	10,209	12,500
951-8820-5133	WATER	-	3,000	-	-	3,000
951-8820-8187	DEPARTMENT EQUIPMENT	1,032	80,000	-	-	20,000
951-8820-8198	FOG PROGRAM	1,645	5,000	1,635	2,453	5,000
	CENTRAL SERVICES AND INTERNAL CHARGES	15,830	16,513	8,257	16,513	12,539
951-8820-9602	PRINCIPAL PAYMENTS	(2)	313	313	313	313
951-8820-9605	INTEREST EXPENSE	28	2	2	2	2
Total		\$ 640,782	\$ 850,952	\$ 378,637	\$ 554,032	\$ 887,629

MANAGING DEPARTMENT: Public Works/Engineering
Sanitation District Cap. Outlay - Operations

Account	Account Name	FY2022 Actual	FY2023 Adjusted Budget	Activity thru 03/08/2023	FY 2023 Projected	FY 2024 Request
952-8820-8194	SEWER SYSTEM MNGT PLAN UPDATE	\$ -	\$ -	\$ -	\$ -	\$ 20,000
952-8820-9603	DEPRECIATION EXPENSE	91,542	-	-	-	-
Total		\$ 91,542	\$ -	\$ -	\$ -	\$ 20,000

MANAGING DEPARTMENT: Public Works/Engineering
Sanitation District Cap. Improvement - Operations

Account	Account Name	FY2022 Actual	FY2023 Adjusted Budget	Activity thru 03/08/2023	FY 2023 Projected	FY 2024 Request
	BENEFITS	\$ 166	\$ -	\$ -	\$ -	\$ -
953-8820-9203	ANGELUS WAY SEWER MAIN UPGRADE	2,889	-	-	-	-
953-8820-9207	FREMONT BL SEWR MAIN UPGRADE	-	848,362	780,347	848,362	-
953-8820-9214	DEL MONTE SWR MAIN REPLACEMENT	-	61,480	9,333	61,480	-
953-8820-9215	ROOT INTRUSION SWR MAIN RPLC	-	150,000	-	-	220,000
953-8820-9216	SEWER MASTER PLAN	-	500,000	-	-	500,000
953-8820-9219	SEWER LATERAL PROGRAM	-	-	-	-	50,000
953-8820-9603	DEPRECIATION EXPENSE	86,620	-	-	-	-
Total		\$ 89,675	\$ 1,559,841	\$ 789,680	\$ 909,841	\$ 770,000

MANAGING DEPARTMENT: Public Works/Engineering
Sanitation District Insurance Reserve - Administration

Account	Account Name	FY2022 Actual	FY2023 Adjusted Budget	Activity thru 03/08/2023	FY 2023 Projected	FY 2024 Request
954-8810-2090	LIABILITY INSURANCE	\$ 61,806	\$ 69,979	\$ 59,162	\$ 69,979	\$ 62,463
Total		\$ 61,806	\$ 69,979	\$ 59,162	\$ 69,979	\$ 62,463

RESOLUTION NO. 23-XX

A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT ADOPTING THE ANNUAL OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR 2023-2024

WHEREAS, the proposed 2023-2024 fiscal year budget has been prepared for consideration by the Seaside County Sanitation District Board (The Board) and The Board reviewed the budget; and

WHEREAS, the proposed budget covers revenue and expenditures for the operating fund, the capital outlay fund, the capital improvement fund, and the insurance fund; and

WHEREAS, the proposed 2023-2024 fiscal year budget provides for a balanced budget as prescribed by law; and

WHEREAS, the Seaside County Sanitation District Board accepted public comment on the proposed 2023-2024 budget.

NOW, THEREFORE BE IT RESOLVED that the Seaside County Sanitation District hereby adopts the proposed operating budget for fiscal year 2023-2024, a copy of which is attached hereto and by reference made a part hereof. The District Manager is authorized to adjust the 2023-2024 Adopted Budget in accordance with modifications made to the Capital Improvement Program by the Board.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held this 13th day of June 2023 by the following vote:

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

Ian Oglesby, Chair

Attest:

Dominique Davis, District Clerk