



# SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVENUE SEASIDE, CA 93955

REGULAR MEETING  
BOARD OF DIRECTORS

Tuesday, April 8, 2025, 9:30 AM  
CITY OF SEASIDE COUNCIL CHAMBER

## BOARD MEMBERS

**John Uy**  
Chair  
City of Del Rey Oaks  
650 Canyon Del Rey  
Del Rey Oaks, CA 93940  
(831) 394-8511

To view or participate in this meeting: Using the Zoom application on your smart phone, laptop, tablet or desktop and click on this link: <https://ci-seaside-ca-us.zoom.us/j/88922218260>

**WEBINAR ID: 889 2221 8260**

**Ian N. Oglesby**  
First Vice Chair  
City of Seaside  
440 Harcourt Ave  
Seaside, CA 93955  
(831) 899-6825

To listen or participate by phone: Please call (669) 900-9128  
Enter the **WEBINAR ID: 889 2221 8260** when prompted. There is no participate code – press the pound sign # after the recording prompts you.

**1. CALL TO ORDER**

**Jerry Blackwelder**  
Second Vice Chair  
City of Sand City  
1 Pendergrass Way  
Sand City, CA 93955  
(831) 394-3054

**2. ROLL CALL - SANITATION DISTRICT BOARD OF DIRECTORS**

John Uy	Chair
Ian N. Oglesby	First Vice Chair
Jerry Blackwelder	Second Vice Chair

## DISTRICT STAFF

**Greg McDanel**  
District Manager  
440 Harcourt Avenue  
Seaside, CA 93955  
(831) 899-6701

**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).*

**Thomas M. Korman**  
District Engineer  
440 Harcourt Avenue  
Seaside, CA 93955  
(831) 899-6884

**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.*

**Reed W. Gallogly**  
Legal Counsel  
County Counsel  
168 West Alisal Street  
Third Floor  
Salinas, CA 93901  
(831) 755-5266

**5. CONSENT AGENDA**

**A. APPROVE MINUTES FROM MARCH 11, 2025, REGULAR MEETING**

**B. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR MARCH 2025**

**Dominique L. Davis**  
District Clerk  
440 Harcourt Avenue  
Seaside, CA 93955  
(831) 899-6707

**PURPOSE:** Receive Seaside County Sanitation District operations report for March 2025.

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

**6. NEW BUSINESS**

**A. FATS, OILS, AND GREASE (FOG) MANAGEMENT PROGRAM UPDATE**

**PURPOSE:** Provide an update to the Board on the Fats, Oils, and Grease (FOG) Management Program.

**RECOMMENDATION:** Receive presentation on the Fats, Oils, and Grease (FOG) Management Program.

**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:  
May 13, 2025  
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](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.



**DRAFT MINUTES**  
SEASIDE COUNTY SANITATION DISTRICT  
Tuesday, March 11, 2025 9:30 AM  
**MEETING**  
Seaside Council Chamber

**1. CALL TO ORDER**

Chair Uy called the meeting to order at 9:33 a.m.

**2. ROLL CALL - SANITATION DISTRICT**

Present: Blackwelder, Uy

Absent: Oglesby

**3. REVIEW OF AGENDA**

Dan Meewing, Acting District Manager, requested a continuance of Item 6A and for item to be pulled off this agenda and moved to a later date. Chair Uy read two letters that were addressed to the Board. A letter from City of Seaside and a letter from City of Del Rey Oaks. Chair Uy opened public comment. Vibeke Norgaard, City Manager of Sand City made public comment. Public comment was closed. Chair Uy spoke on his thoughts and directed staff to provide more information and supporting data demonstrating the need for weighted voting, a clear analysis of how this would impact SCSD's governance structure and decision-making process. He requested that staff provide a written justification in the April agenda packet addressing key factors such as governance impact, legal bases and supporting data rather than resubmitting the previous materials and if staff fails to comply with these requirements and do not submit the necessary documentation by the deadline for the April agenda packet the board will decline further consideration of this request and agenda item 6A will be removed from future discussion until all requested information is properly submitted.

On motion by Chair Uy and seconded by Second Vice Chair Blackwelder and carried by the following vote, the Seaside County Sanitation District agreed to the continuance of item 6A to a later date until all the parameters are fulfilled.

RESULT: 2-0-0-1

AYES: Blackwelder, Uy

NOES: None

ABSTAIN: None

ABSENT: Oglesby

**4. PUBLIC COMMENT**

None

**5. CONSENT AGENDA**

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

RESULT: 2-0-0-1

AYES: Blackwelder, Uy

NOES: None

ABSTAIN: None

ABSENT: Oglesby

**A. APPROVE MINUTES FROM FEBRUARY 11, 2025, REGULAR MEETING**

Action: **APPROVED**

**B. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR FEBRUARY 2025**

Action: **RECEIVED**

**C. ACCEPT AND FILE THE FISCAL YEAR ENDING JUNE 30, 2024 ANNUAL FINANCIAL REPORT FOR THE SEASIDE COUNTY SANITATION DISTRICT**

Action: **ACCEPTED**

**D. ADOPT A RESOLUTION APPROVING A CHANGE ORDER IN THE AMOUNT OF \$15,788.50 TO THE CONSTRUCTION AGREEMENT WITH MONTEREY PENINSULA ENGINEERING FOR ADDITIONAL WORK ON THE BROADWAY AVENUE TERRACE STREET SEWER MAIN REPAIR PROJECT**

Action: **ADOPTED**

**6. NEW BUSINESS**

**A. PROVIDE DIRECTION TO STAFF REGARDING CITY OF SEASIDE'S REQUEST TO AMEND SCSD'S CODE TO PROVIDE FOR WEIGHTED VOTING**

**7. STAFF REPORTS**

Patrick Grogan Associate Civil Engineer, informed the Board why the proposed ordinance for revisions to SCSD titles 1, 4 and 5 were not on this agenda. Will be bringing it at the next meeting for a first ready. He also gave an update on the PD station sewer overflow.

**8. BOARD MEMBERS COMMENTS**

Second Vice Chair Blackwelder wanted confirmation on SCSD meetings being recorded and that was confirmed. Chair Uy thanked staff for all their work.

**9. ADJOURNMENT**

Meeting was adjourned at 10:01 a.m.

**Respectfully Submitted,**

---

**Dominique L. Davis, District Clerk**

---

**John Uy, Chair**



**SEASIDE COUNTY SANITATION DISTRICT  
STAFF REPORT**

**Item No.: 5.B.**

**TO:** Seaside County Sanitation District

**FROM:** Greg McDanel, District Manager

**BY:** Thomas Korman, Public Works Director/City Engineer  
Patrick Grogan, Associate Engineer

**DATE:** April 8, 2025

**SUBJECT: RECEIVE SEASIDE COUNTY SANITATION DISTRICT  
OPERATIONS REPORT FOR MARCH 2025**

---

**PURPOSE**

Receive Seaside County Sanitation District operations report for March 2025.

**RECOMMENDATION**

Accept reports. This item is presented for information only.

**BACKGROUND**

ATTACHED IS THE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT AND FLUSH MAP FOR MARCH 2025.

**FISCAL IMPACT**

THERE IS NO FISCAL IMPACT ASSOCIATED WITH THIS ITEM.

**ATTACHMENTS**

1. Monthly Sanitation Report March\_24-25
  2. Flush\_map\_March\_2024-2025
-



## Seaside County Sanitation District Operations Report

Fiscal Year 2023/2024 Month of March

	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
<b>Maintenance</b>								
Mainline Rodded	0	0	0	0	0	0	0	0
Main Line Jetted	0	32,129	0	16,008	67,173	369,366	67,173	417,503
Main Line Video	0	586	0	0	0	7,590	0	8,176
Main Lines Treated for Grease Control (Jet Power II)	262	3,312	277	2,493	6,383	50,649	6,922	56,454
Mainline Root Treatment	0	207	0	0	1,352	8,411	1,352	9,604
<b>Stoppages &amp; Overflows</b>								
Main Line	0	0	0	0	0	1	0	1
Laterals	0	0	0	0	0	1	0	1
<b>SSO's</b>	0	0	0	0	0	2	0	2

**Sewer Repairs**

None

**Sewer Video due to blockage/repairs**

**Del Rey Oaks**

None

**Sand City**

None

**Seaside**

None

**Stoppage Locations**

**Del Rey Oaks**

None

**Sand City**

None

**Seaside**

None

**Overflow Locations**

**Del Rey Oaks**

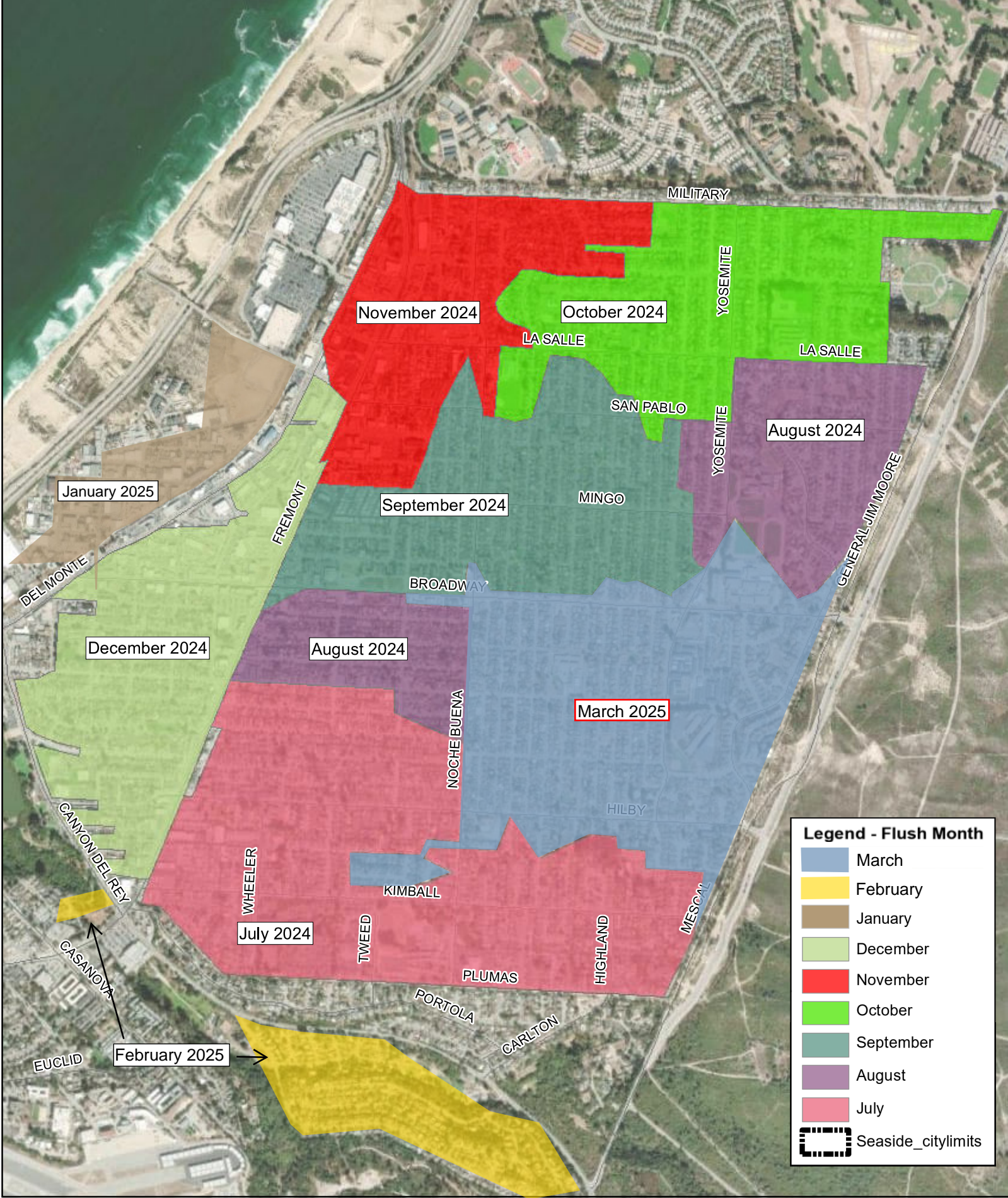
None

**Sand City**

None

**Seaside**

None



**Legend - Flush Month**

- March
- February
- January
- December
- November
- October
- September
- August
- July
- Seaside\_citylimits



Source: SCSD, AMBAG

SEASIDE COUNTY SANITATION DISTRICT

# Flush Map: 2024-2025



**SEASIDE COUNTY SANITATION DISTRICT  
STAFF REPORT**

**Item No.: 6.A.**

**TO:** Seaside County Sanitation District

**FROM:** Greg McDanel, District Manager

**BY:** Kirstin van Gend, Administrative Analyst II

**DATE:** April 8, 2025

**SUBJECT: FATS, OILS, AND GREASE (FOG) MANAGEMENT PROGRAM  
UPDATE**

---

**PURPOSE**

Provide an update to the Board on the Fats, Oils, and Grease (FOG) Management Program.

**RECOMMENDATION**

Receive presentation on the Fats, Oils, and Grease (FOG) Management Program.

**BACKGROUND**

District Ordinance No. 15 sets policies, procedures, and requirements for Food Service Establishments governing grease separation devices. The implementation of the policies, procedures, and requirements, also set forth in Ordinance No. 15, is the District's FOG Control Program (Program). The goal of the Program is to decrease the amount of FOG entering the sanitary sewer system to minimize the risk of Sanitary Sewer Overflows.

The management and implementation of the FOG Control Program was implemented by the Monterey Regional Water Pollution Control Agency (M1W) in 1997, but since 2000 has been managed by District staff due to M1W's limited capacity. However, the Program has been implemented inconsistently since 2000 due to limited staff and staff capacity.

On September 12, 2023, the District Board approved a contract with Wallace Group to develop a FOG Control Program and provide staff training. The Consultant developed program materials for program management, inspection, and education and outreach. Staff were trained to manage the program and conduct inspections. This has provided the District with a sustainable program that can withstand staff turnover. Wallace Group was contracted in FY 24/25 to assist with the high volume of routine FOG inspections conducted by the District. They have fulfilled their contracted inspections and District staff will now continue with inspections.

Inspections of the Food Service Establishments in the District are a large part of the FOG Control Program. There are one hundred and sixty-five (165) food service establishments (FSE) within the District. Most are inspected twice a year and the rest are on an annual basis. The inspection includes an inspection of the kitchen facilities, to ensure the best management practices, and an inspection of the Grease Separation Device (grease trap or interceptor) for proper function and cleaning frequency. The District issues permits to all FSEs with Grease Separation Devices. A Variance Permit is available to some FSEs based on the type of food being served at the facility. FSEs issued a Variance are inspected once a year to ensure they continue to meet the permit requirements. Variance permit holders are still required to follow Best Management Practice, but due to no or minimal FOG generation, they are waived of some the Grease Separation Device requirements. Examples of a Variance permit include smoothie/juice shops that use no foods with FOG and churches or clubs with very low use of any kitchen facility or no cooking on-site.

Along with routine inspections, the District conducts outreach and education to all FSEs. Starting in 2023, all FSEs were sent letters with information about the requirements and program. During inspections and during follow-up, FSEs are supplied with kitchen signage and Best Management Practices information sheets. Lastly, all FSEs have access to the District's FOG management software (FOG BMP), which offers online training for FSE employees on FOG control.

Program Successes in 2024:

- Update to Program material and inspection implementation
- Increased use of the FOG BMP software for program management
- Two staff members trained in FOG inspections and program management

Program Challenges in 2025:

- Staff capacity to inspect FSEs (Approximately 280 inspections per year).  
*Solutions:* Additional staff (3) trained for inspections
- Permanent staff members to conduct the inspections.  
*Solution:* New position which includes FOG inspections in their duties

- Enforcement limitations in the current SCSD Code.  
*Solution:* Staff currently updating Code to clarify enforcement process

District staff will continue to manage and implement the FOG control program and provide updates to the Board on an annual basis or as requested.

**FISCAL IMPACT**

No fiscal impact at this time beyond staff time.

**ATTACHMENTS**

1. FOG Best Management Practices
- 

Reviewed for Submission to the  
Board by:



---

Greg McDanel, District Manager



## Seaside County Sanitation District Fats Oils and Grease Control Program Guide: Kitchen Best Management Practices (BMPs)

The following is a list of Best Management Practices (BMPs) which is provided as a guide to assist Food Service Establishments (FSEs) to minimize the effects of Fats Oils and Grease (FOG) on plumbing fixtures and the District Sewer System.

### **Grease Traps and Interceptors**

- Clean traps and interceptors as required by your FOG Discharge Permit. Always maintaining FOG levels <25% of total liquid depth
- Keep all records for cleaning and maintenance in a FOG Binder and maintain records for 3 years
- Inspect Traps and Interceptors regularly to make sure all internal and external components are in place and functioning as designed

### **Grease Container Usage**

- Pour all liquid oil and grease from pots, pans, and fryers into a waste grease container
- Prior to washing, scrape solidified fats, oils, and grease from pots, pans, fryers, utensils, screens and mats into containers
- Use recycling barrels or bins with covers and secondary containment for onsite collection of grease and oil
- Used oil and grease generated from fryers and other cooking equipment must be recycled through a rendering and recycling company

### **Drain Screens**

- Required to be installed in all drains with openings between 1/8" and 3/16"

### **Dishwashing**

- Use rubber scrapers, squeegees, or towels to remove food and all visible fats, oils, and grease from cookware and dishes prior to dishwashing
- Dry wipe remaining food and fats, oils, and grease into trash prior to dishwashing

### **Spill Prevention and Clean-Up**

- Proactive Spill Prevention and Clean-Up Procedures
  - Develop and Post spill procedures for kitchen staff
  - Develop a schedule to train employees on spill prevention and clean-up
  - Designate a key employee to monitor the management and clean-up of grease barrel/container
- Spill Prevention BMPs
  - Empty containers before they are full to prevent accidental spills
  - Provide a proper portable container with a cover to transport materials without spilling
- Spill Clean-Up BMPs
  - Block off sink and floor drains near the spill
  - Clean spills with towels or absorbent materials
  - Use wet cleaning methods only after area is 99% clean to remove trace residues
  - Clean spills or drippings immediately as they occur

### **Absorbent Materials and Towel Usage**

- Use disposable absorbent materials to clean areas where oils and grease may be spilled or dripped
- Use towels to wipe down work areas
- Use absorbent materials under colanders in sinks when draining excess meat fats

### **Employee Education**

- An Education Program on BMPs should be implemented. The program must consist of:
  - New Employee BMP Training Program. Keep all training records on site.
  - Quarterly training for existing kitchen staff. Keep all training records on site.
  - Posting of BMPs and facility FOG Permit in kitchen area



## Distrito de saneamiento del condado de Seaside

### Programa de Control sobre el aceite y grasa: Guía para las Mejores Prácticas de Cocina (BMPs)

*La siguiente lista de Mejores Prácticas de Manejo (BMPs) se proponen como un guía para asistir el Establecimiento de Servicios de Alimentos (FSEs) para reducir los efectos de aceite y grasa (FOG) sobre los accesorios de plomería y el sistema de alcantarillado de la distrito.*

#### **Trampas de grasa e interceptores**

- Limpie trampas e interceptores como lo exige su permiso de descarga. Siempre mantenga los niveles de grasa menos de 25% de la profundidad total del líquido
- Mantenga todos los registros de limpiezas y mantenimiento en un carpeta designada para mantener los registros de grasa y mantenga la carpeta por 3 años
- Inspeccione las trampas e interceptores regularmente para asegurarse todos los componentes interiores y externos estén en su lugar y que funcionen como diseñado

#### **Uso de contenedores de grasa**

- Vacíe todos los líquidos de aceite y grasas de ollas, sartenes y freidores en un contenedor de desecho antes de lavar, limpiar aceites adheridos de ollas, sartenes, freidores, utensilios, etc.
- Use contenedores de reciclaje con tapa y contención secundaria para la recolección de aceite y grasas en el sitio
- Aceites y grasas generados por freidoras u otros equipos de cocina deben ser reciclados a través de un centro de reciclaje

#### **Colador de drenaje**

- Se debe de instalar en todos los desagües con aberturas entre 1/8" and 3/16"

#### **Lavaplatos**

- Use fibras de goma, limpiador, o toallas húmedas para remover restos de comida y todas los aceites y grasas de los platos y cazuelas antes de lavar en el lavaplatos
- Tire la comida y aceite en la basura antes de lavar

#### **Prevención de derrames y limpieza**

- Prevención continuo de derrame y procedimiento de limpieza
  - Desarrolle y publique un procedimiento para el personal de limpieza en caso de un derrame
  - Establezca un programa para entrenar el personal sobre la prevención de derrames y limpieza
  - Designe un empleado para monitorear el manejo de limpieza de contenedores de grasa
- Prevención de derrames BMPs
  - Vacíe contenedores antes de que se llenen para prevenir un derrame accidental
  - Proporcione un recipiente portátil adecuado con una cubierta para transportar materiales sin derrames
- Limpieza de derrames BMPs
  - Bloquee desagües de fregadero y drenajes de piso cerca del derrame
  - Limpie derrames con materiales absorbentes como las toallas
  - Utilice métodos de limpieza húmedos solo después que la área este 99% libre de aceite para eliminar residuos
  - Limpie derrames o goteos de grasa inmediatamente después que ocurran

#### **Uso de materiales absorbentes y de toallas**

- Utilice materiales absorbentes desechable para limpiar áreas donde aceite y grasas puedan derramarse
- Utilice toallas para limpiar las áreas de trabajo
- Utilice materiales absorbentes con coladores en los fregaderos cuando drene las grasas de carne

#### **Educación de Empleados**

- Un programa de educación sobre los BMPs debe ser implementado. El programe debe consistir de:
  - Programa BMP de entrenamiento para nuevo empelados. Mantenga todos los registros de entrenamiento en sitio
  - Entrenamiento trimestral requerido para empleados existentes. Mantenga todos los registros de entrenamiento en sitio
  - Publique el BMP y el permiso de FOG en la área de la cocina