SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVE * SEASIDE, CA 93955
Telephone (831) 899-6825

BOARD MEMBERS

Ralph Rubio
Chair
City of Seaside
440 Harcourt Ave
Seaside, CA 93955
(831) 899-6825

David Pendergrass
First Vice Chair
City of Sand City
1 Sylvan Park
Sand City, CA 93955
(831) 394-3054

Pat Lintell
Second Vice Chair
City of Del Rey Oaks
650 Canyon Del Rey
Del Rey Oaks, CA 93940
(831) 394-8511

DISTRICT STAFF

Craig Malin
District Manager
440 Harcourt Avenue
Seaside, CA 93955
(831)899-6203

Diana Ingersoll
District Engineer
440 Harcourt Avenue
Seaside, CA 93955
(831) 899-6825

Cynthia Hasson
Legal Counsel
County Counsel
168 West Alisal Street
Third Floor
Salinas, CA 93901
(831) 755-5313

Lesley Milton-Rerig
District Clerk
440 Harcourt Avenue
Seaside, CA 93955
(831) 899-6707

AGENDA
Board of Directors
Tuesday, February 9, 2016 9:30 AM,
Conference Room
440 Harcourt Ave, Seaside, CA 93955

1. CALL TO ORDER

Ralph Rubio	Chair
David Pendergrass	First Vice Chair
Pat Lintell	Second Vice Chair

2. ROLL CALL

3. ORAL COMMUNICATIONS COMMENTS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized by law. To be able to properly identify those making comments in the meeting minutes, it would be helpful if speakers state their names. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

4. CONSENT AGENDA

A. APPROVAL OF MINUTES FROM JANUARY 12, 2016 SPECIAL MEETING

PURPOSE: To review and approve the minutes from January 12, 2016.

RECOMMENDATION: That the minutes be reviewed and approved.

B. APPROVAL OF EXPENDITURES FOR MONTH OF JANUARY 2016

PURPOSE: Approval of expenditures for the month of January 31, 2016 for - $76,101.49

RECOMMENDATION: Approve expenditures for the month of January 31, 2016 Total expenditures -$ 76,101.49

C. ACCEPT AND FILE SECOND QUARTER ENDING DECEMBER 31, 2015 CASH AND INVESTMENT REPORT FOR SEASIDE COUNTY SANITATION DISTRICT

PURPOSE: Accept and file the Seaside County Sanitation District Second Quarter December 31, 2015 Cash and Investment Report.

RECOMMENDATION: Accept and file report.

D. SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR THE MONTH OF JANUARY 2016

PURPOSE: Receive monthly report for sewer maintenance and mainline stoppages for January 2016.

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

5. NEW BUSINESS

A. APPROVE A RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH DAVID TAUSSIG & ASSOCIATES TO UPDATE THE SEWER MASTER PLAN AND RATE STUDY FOR THE SEASIDE COUNTY SANITATION DISTRICT FOR AN AMOUNT NOT TO EXCEED $58,750

PURPOSE: The purpose of this item is for the Board to consider approving a resolution authorizing execution of a professional services agreement with David Taussig & Associates to update the sewer master plan and rate study for an amount not to exceed Fifty-Eight Thousand Seven Hundred Fifty Dollars ($58,750).

RECOMMENDATION: It is recommended that the Board approve a resolution authorizing execution of a professional services agreement with David Taussig & Associates to update the sewer master plan and rate study for an amount not to exceed Fifty-Eight Thousand Seven Hundred Fifty Dollars ($58,750).

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:
March 8, 2016
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. SCSD's meetings are held at an accessible facility. 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. Agenda related writings or documents provided to the SCSD Board of Directors are available for public inspection during the meeting or may be requested from the office of the District Clerk This agenda is posted in compliance with California Government Code Section 54954.2(a) or Section 54956.
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.

FINAL MINUTES
Board of Directors
Wednesday, January 13, 2016 11:00 AM,
Conference Room

1. CALL TO ORDER

Chair Rubio called the meeting to order at 11:00 AM

2. ROLL CALL

PRESENT: Lintell, Pendergrass, Rubio
ABSENT: None

3. ORAL COMMUNICATIONS COMMENTS

There were no requests to speak.

4. CONSENT AGENDA

On motion by First Vice Chair Pendergrass and seconded by Second Vice Chair Lintell and passed by unanimous vote, the Board approve the consent calendar as presented.

RESULT:	**Approved**
MOVER:	First Vice Chair David Pendergrass
SECONDER:	Second Vice Chair Pat Lintel
AYES:	Ralph Rubio, David Pendergrass, Pat Lintel
NOES:	None

Board Member Pendergrass requested clarification on the operations report requesting information on the Sanitary Sewer overflow to which City Engineer O'Halloran answered that when there is an overflows into the street it must be reported to the Regional Water Quality Control Board.

A. APPROVAL OF MINUTES FROM THE DECEMBER 8, 2015 REGULAR MEETING
Action: Approved

B. APPROVAL OF EXPENDITURES FOR MONTH OF DECEMBER 2015.
Action: Approved

C. SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR THE MONTH OF DECEMBER 2015
Action: Accepted

5. NEW BUSINESS

A. THIRD AMENDMENT TO AGREEMENT ALLOWING INTERCONNECTION BETWEEN THE SANITARY SEWER SYSTEMS TO THE CITY OF MONTEREY AND THE SEASIDE COUNTY SANITATION DISTRICT

City Engineer O'Halloran indicated that this is the third amendment to the interconnection agreement. The first agreement was signed in 1992, amended in 2012 and would expire in 2022. The development of the In N Out parcel revealed there was inconsistent language that needed to be fortified dealing with the payment of fees. Legal Counsel Hassen spoke to the modifications made which she feels address the issues and also clarified indemnification language.

First Vice Chair Pendergrass questioned the reimbursement previously discussed to which staff responded that fees are being refunded to the property owners on a government code section regarding sewer fees. Staff is continuing to coordinate a strategy to recoup the costs. The Board was concerned that the property owners be informed of the situation as the owners were innocent parties, to which staff agreed to do.

There was no public to comment on this item.

On motion by First Vice Chair Pendergrass and seconded by Second Vice Chair Lintell and approved by the following vote the District Board approved the third amendment to the agreement with the City of Monterey allowing interconnection between the sanitary sewer.

RESULT:	**Approved**
MOVER:	First Vice Chair David Pendergrass
SECONDER:	Second Vice Chair Pat Lintel
AYES:	Ralph Rubio, David Pendergrass, Pat Lintel
NOES:	None

6. STAFF REPORTS

There were no reports from staff.

7. BOARD MEMBERS COMMENTS

There were no comments from the Board.

8. ADJOURNMENT

The meeting was adjourned at 11:08 AM.

Respectfully Submitted,

_____ _____

Lesley E. Milton-Rerig, District Clerk **Ralph Rubio, Chair**

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 4.B.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Daphne Hodgson, Deputy City Manager Administrative Services
Rajnesh Narayan, Finance

DATE: February 9, 2016

SUBJECT: **APPROVAL OF EXPENDITURES FOR MONTH OF JANUARY 2016**

PURPOSE

Approval of expenditures for the month of January 31, 2016 for - $76,101.49

RECOMMENDATION

Approve expenditures for the month of January 31, 2016 Total expenditures -$ 76,101.49

BACKGROUND

Expenditure reports attached. Cash balance as of January 31, 2016 $5,488,870.63

FISCAL IMPACT

ATTACHMENTS

1. YTD Expenditures EFT_01-31-2016
2. YTD Expenditures EFT_01-31-2016

Reviewed for Submission By:

_____
Craig Malin, District Manager

YTD (15-16) Expenses as of JANUARY 2016

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-0-8810-0001	Admin. Salary	42,040.90	36,099.05	5,941.85
951-0-8810-0006	Workers Compensation	1,195.99	1,025.13	170.86
951-0-8810-0010	Management Leave Payoff	528.13	528.13	-
951-0-8810-0012	Vacation	1,047.35	1,047.35	-
951-0-8810-0016	Deferred Compensation	439.25	377.75	61.50
951-0-8810-0020	Part-Time Hourly Wages	3,870.25	3,436.15	434.10
951-0-8810-0030	PERS Pension Ob Bond	537.85	461.02	76.83
951-0-8810-0031	PERS Pension	7,966.49	7,433.30	533.19
951-0-8810-0032	PARS Pension	6,485.12	5,660.91	824.21
951-0-8810-0033	LIUNA Pension	12.06	10.60	1.46
951-0-8810-0041	Medical Insurance-Blue Cross	2,675.78	2,675.78	-
951-0-8810-0051	Dental Ins-Guardian	218.24	218.24	-
951-0-8810-0061	Vision Ins-CPIC	23.12	18.46	4.66
951-0-8810-0071	LTD-Met Life	88.23	88.23	-
951-0-8810-0081	Reliance Life Insurance	77.89	77.89	-
951-0-8810-0092	Medicare Tax	534.51	461.37	73.14
951-0-8810-1022	Legal Services	3,250.71	2,074.07	1,176.64
951-0-8810-1025	City Audit	6,900.00	-	6,900.00
951-0-8810-1029	Training and Education	2,082.68	2,082.68	-
951-0-8810-1033	Fitness Program	121.18	101.68	19.50
951-0-8810-1041	State Waste Discharge Fee	2,088.00	2,088.00	-
951-0-8810-3092	Stationary Supplies	21.11	-	21.11
951-0-8810-3095	Department Consumables	362.43	362.43	-
951-0-8810-4122	Dues and Memberships	311.00	311.00	-
951-0-8810-5132	Telephone	1,066.50	912.18	154.32
951-0-8810-9395	Vehicle Maintenance	37,858.35	32,450.02	5,408.33
951-0-8810-9397	Computer System	7,583.35	6,500.02	1,083.33
951-0-8810-9398	Central Service Charge	169,925.00	145,650.00	24,275.00
951-0-8820-0001	Salaries	66,410.09	56,644.49	9,765.60
951-0-8820-0002	Overtime	4,510.25	3,883.07	627.18
951-0-8820-0006	Workers Compensation	4,646.32	3,982.56	663.76
951-0-8820-0016	Deferred Compensation	387.56	331.21	56.35
951-0-8820-0030	PERS Pension Ob Bond	854.60	732.52	122.08
951-0-8820-0031	PERS Pension	8,066.13	7,297.44	768.69
951-0-8820-0033	LIUNA Pension	1,038.55	873.12	165.43
951-0-8820-0041	Medical Insurance-Blue Cross	6,073.55	6,073.55	-
951-0-8820-0051	Dental Ins-Guardian	375.60	375.60	-
951-0-8820-0061	Vision Ins-CPIC	60.15	48.48	11.67
951-0-8820-0071	LTD-Met Life	77.10	77.10	-
951-0-8820-0081	Reliance Life Insurance	53.21	53.21	-
951-0-8820-0092	Medicare Tax	965.98	823.65	142.33
951-0-8820-0099	Tuition Reimbursement	217.37	-	217.37
951-0-8820-2049	Uniform Service/ Laundry	1,000.35	863.38	136.97

YTD (15-16) Expenses as of JANUARY 2016

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-0-8820-2068	Refuse Disposal	587.76	587.76	-
951-0-8820-2073	Subcontracted Work	16,785.31	4,868.10	11,917.21
951-0-8820-2074	Subcontract - Grease Prog	1,686.24	1,686.24	-
951-0-8820-3095	Department Consumables	9,179.88	8,986.66	193.22
951-0-8820-3097	Safety Equipment	139.08	139.08	-
951-0-8820-4121	Meetings/Travel	2,000.00	1,700.00	300.00
951-0-8820-5131	Gas & Electric	4,256.94	3,692.12	564.82
952-0-8820-8194	Sewer System Mgmt Plan Up	4,401.00	1,449.00	2,952.00
952-0-8820-8196	LAFCO Application	7,014.11	6,677.33	336.78
952-0-8820-9605	Interest Expense	3,257.89	3,257.89	-
952-0-8820-9608	Lease Payments	28,564.83	28,564.83	-
953-0-8820-9201	Del Monte Lift Station Upgrade	12,182.50	12,182.50	-
954-0-8810-2090	Insurance	97,207.00	97,207.00	-
City of Seaside Total		**581,310.82**	**505,209.33**	**76,101.49**

951-1009	**72,812.71**
952-1009	**3,288.78**
953-1009	**-**
954-1009	**-**

Total Expenditures for month of JANUARY 2016 **76,101.49**

OTHER EXPENSES

951-1009	0.00
952-1009	0.00
953-1009	
954-1009	

PREPARED BY: RAJNESH NARAYAN
DATE: 02/03/16

Total Adjusted drawndown from County -SCSD **76,101.49**

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
Customer Name:	CITY OF SEASIDE

Amount : $ **76,101.49**

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**	
Patricia Vasquez			
Deputy Auditor	Date	Deputy Treasurer	Date of Transfer

For Auditor-Controller Office use only

Period _____ JV Number _____

Budget Yr. _____ Date _____

INSURANCE FUND Total $ 76,101.49

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

Daphne Hodgson, Deputy City Manager / Administrative Services (831) 899-6718; SCSD

Expenses as of January 31 , 2016.

Prepared By: Patricia Vesquez Date:

Approved By:_____ Date:_____ Keyed By:_____ Date:_____

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 4.C.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Daphne Hodgson, Deputy City Manager Administrative Services
Rajnesh Narayan, Finance

DATE: February 9, 2016

SUBJECT: **ACCEPT AND FILE SECOND QUARTER ENDING DECEMBER 31, 2015 CASH AND INVESTMENT REPORT FOR SEASIDE COUNTY SANITATION DISTRICT**

PURPOSE

Accept and file the Seaside County Sanitation District Second Quarter December 31, 2015 Cash and Investment Report.

RECOMMENDATION

Accept and file report.

BACKGROUND

Section 53646 of the California State Government Code requires the fiscal officer to prepare a quarterly report detailing the District's cash and investments.

FISCAL IMPACT

ATTACHMENTS

1. Summary of Pooled cash for SCSD as of December 31, 2015
2. Monterey County Treasurer-Tax Collector December 31, 2015

Reviewed for Submission By:

_____

Craig Malin, District Manager

Exhibit A

SEASIDE COUNTY SANITATION DISTRICT

SUMMARY OF POOLED CASH AND INVESTMENTS

December 31, 2015

DESCRIPTION	**INSTITUTION**	**VALUATION**	**AMOUNT**
General Checking	Rabobank	Market	$ 647,618.88
Cash with County Treasurer	See detail attached	Market	$ 4,805,210.32
			$ 5,452,829.20

I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the District's anticipated expenditure requirements for the next six months. (California Code Section 53646)

Respectfully submitted,

_____

Craig, Malin
District Manager

Monterey County

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Order

Upon motion of Supervisor Salinas, seconded by Supervisor Armenta and carried by those members present, the Board of Supervisors hereby:

Received and accepted the Treasurer's Report of Investments for the Quarter Ending December 31, 2015.

PASSED AND ADOPTED on this 26th day of January 2016, by the following vote, to wit:

AYES: Supervisors Armenta, Phillips, Salinas, Parker and Potter
NOES: None
ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 78 for the meeting on January 26, 2016.

Dated: January 26, 2016
File ID: 16-089

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By Denise Hancock
Deputy

Introduced: 1/19/2016
Version: 1

Current Status: Agenda Ready
Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending December 31, 2015.

RECOMMENDATION:
It is recommended that the Board of Supervisors:
Receive and Accept the Treasurer's Report of Investments for the Quarter Ending December 31, 2015.

SUMMARY:
Government Code Section 53646 (b) (1) states the Treasurer may submit a quarterly report of investments. The attached exhibits provide a narrative portfolio review of economic and market conditions that support the investment activity during the October - December period, the investment portfolio position by investment type, a listing of historical Monterey County Treasury Pool yields versus benchmarks, and the investment portfolio by maturity range.

DISCUSSION:
During the October - December quarter, yields on 2-year Treasuries began to increase based on the markets' expectation of a FOMC (Federal Open Market Committee) increase in the Fed Funds Rate. After being stuck at 0.00 - 0.25% for seven years, on December 16, 2015, the Fed decided to raise the target range for the federal funds rate to 0.25 - 0.50%. Their decision came after a period of recovery where the U.S. gross domestic product (GDP) grew by an average of 2.2%. Growth was broad-based, driven by inventories, fixed investment, imports, consumer spending and state and local government spending. However, the Committee also expressed that "economic conditions will evolve in a manner that will warrant only gradual increases in the federal funds rate".

On December 31, 2015, the Monterey County investment portfolio contained an amortized book value of $1,308,756,427 spread among 87 separate securities and funds. The par value of those funds was $1,305,914,105, with a market value of $1,307,853,256 or 99.96% of amortized book value. The portfolio's net earned income yield for the period was 0.71%. The portfolio produced an estimated income of $1,961,614 for the quarter which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 518 days.

The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy, and contained sufficient liquidity to meet all projected outflows over the next six months. Market value pricings were obtained through resources such as Bloomberg LLP, Union Bank of California and live-bid pricing of corporate securities.

OTHER AGENCY INVOLVEMENT:
A copy of this report will be distributed to all agencies participating in the County investment pool and the Treasury Oversight Committee. In addition, the report will be published on the County Treasurer's web site. A monthly report of investment transactions is provided to the Board of Supervisors as required by Government Code 53607.

FINANCING:
The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will be consistent with budgeted revenue.

Prepared by: Susanne King, Treasury Manager, x5490

Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5015

Attachments:
Exhibit A - Investment Portfolio Review 12-31-15
Exhibit B - Portfolio Management Report 12-31-15
Exhibit C - Monterey County Historical Yields vs. Benchmarks
Exhibit D - Aging Report 01-01-16

cc:
County Administrative Office
County Counsel
Auditor-Controller - Internal Audit Section
All Depositors
Treasury Oversight Committee

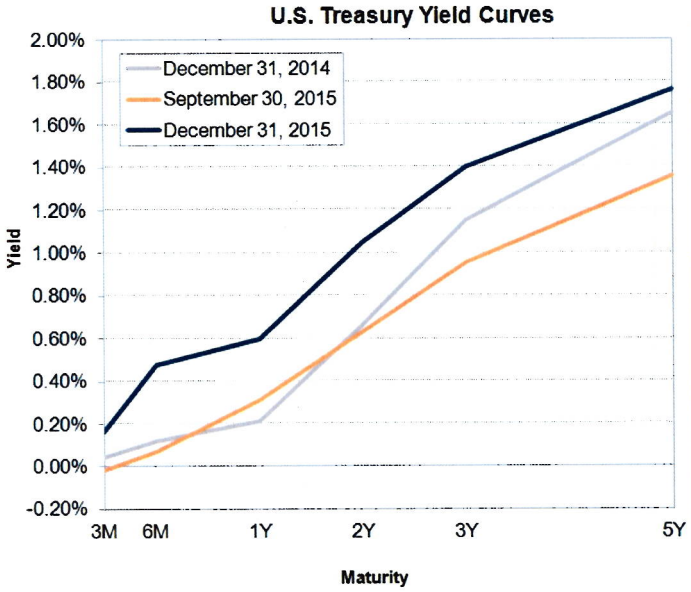
Exhibit A
Investment Portfolio Review
Quarter Ending December 31, 2015

Overview October 1, 2015 – December 31, 2015

During the October - December quarter, yields on 2-year Treasuries began to increase based on the markets' expectation of a FOMC increase in the Fed Funds Rate. After being stuck at 0.00 – 0.25% for seven years, on December 16th, the Fed decided to raise the target range for the federal funds rate to 0.25 – 0.50%. The Committee also expressed that "economic conditions will evolve in a manner that will warrant only gradual increases in the federal funds rate".

Yields Climb Higher!

- Yields across the curve increased leading up the Fed rate hike
- Yields in the 2-5 year range had the largest changes.



	12/31/14	9/30/15	12/31/15	4th Quarter Change
3 Month	0.04%	-0.02%	0.17%	+0.19%
6 Month	0.12%	0.07%	0.48%	+0.41%
1 Year	0.22%	0.31%	0.60%	+0.29%
2 Year	0.67%	0.63%	1.05%	+0.42%
3 Year	1.15%	0.96%	1.40%	+0.44%
5 Year	1.65%	1.36%	1.76%	+0.40%
10 Year	2.17%	2.04%	2.27%	+0.23%
30 Year	2.75%	2.85%	3.02%	+0.17%

Source: Bloomberg

The County Treasury outperformed most portfolio benchmarks this quarter. Our investment strategy positions short term debt to provide liquidity and continues to take advantage of available higher yields on commercial paper and negotiable CDs as well as buying longer term treasury notes with attractive rates. The following indicators reflect key aspects of the County's investment portfolio in light of the above noted conditions:

1. Market Access – Access to U.S. Treasuries and Agency debt continues to be available. Yields on 2-year Treasuries increased dramatically during the fourth quarter as the market priced in an increase in the Fed Funds Target Rate. During the quarter, the majority of County investment purchases continue to be in U.S. Treasuries, with a continued small position in shorter term, highly rated Corporate Bonds, Commercial Paper and Negotiable

CDs. The Treasurer continues to keep a high level of liquid assets, reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.

2. Diversification - The Monterey County Treasurer's portfolio consists of fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition				
Corporate Assets	Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
10%	26%	25%	34%	5%

3. Credit Risk – Approximately 85% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. The corporate debt (10%) is rated in the higher levels of investment grade. All federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury. The credit quality of the County's portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition									
AAA	AAAm	AA+	AA	AA-	A	A-1+	A-1 (Short-term)	Aaf/S1+ (CalTrust)	Not Rated (LAIF/ MMF)
<1%	9%	61%	2%	2%	2%	2%	6%	11%	5%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County's Treasury to meet withdrawal demands on invested assets, was adequately managed during the October to December quarter. The portfolio's average weighted maturity was 518 days, and the County maintained $333.3 million (26%) in overnight investments to provide immediate liquidity.

PORTFOLIO CHARACTERISTICS

	September 30, 2015	December 31, 2015
Total Assets	$983,156,386	$1,308,756,427
Market Value	$983,495,594	$1,307,853,256
Days to Maturity	407	518
Yield	0.69%	0.71%
Estimated Earnings	$1,755,644	$1,961,614

FUTURE STRATEGY

Ongoing improvement in employment data and housing starts are positive economic news. The Fed tightening at a slow pace along with moderate economic growth should provide a supportive environment for investment-grade credit. The acquisition of new corporate bonds, bank certificates of deposit (CDs) and commercial paper will continue to contribute positively to portfolio performance. The Treasurer has begun to ladder additional investments in the 2-3 year maturity range to take advantage of the higher yields offered in that part of the yield curve.

As long as the Federal Treasury continues to propose gradual increases in the fed funds rate the returns on the investments in the County's pool will remain at low levels. The portfolio is adequately positioned and has begun to take advantage of the changing market conditions.

Exhibit B

Monterey County
Portfolio Management
Portfolio Details - Investments
December 31, 2015

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Money Market Accts-GC 53601(k)(2)												
SYS11672	11672	BlackRock			19,983,291.93	19,983,291.93	19,983,291.93	0.166			1	
SYS11801	11801	CalTrust			140,000,000.00	140,000,000.00	140,000,000.00	0.550	Aaa	AAA	1	
SYS11830	11830	Federated		07/01/2015	0.00	0.00	0.00	0.101	Aaa	AAA	1	
SYS11578	11578	Fidelity Investments			95,832,312.88	95,832,312.88	95,832,312.88	0.259	Aaa	AAA	1	
		Subtotal and Average	**258,091,788.00**		**255,815,604.81**	**255,815,604.81**	**255,815,604.81**				**1**	
State Pool-GC 53601(p)												
SYS11361	11361	LAIF			50,000,000.00	50,000,000.00	50,000,000.00	0.319			1	
		Subtotal and Average	**50,000,000.00**		**50,000,000.00**	**50,000,000.00**	**50,000,000.00**				**1**	
CAMP-GC 56301(p)												
SYS10379	10379	Calif. Asset Mgmt			26,500,000.00	26,500,000.00	26,500,000.00	0.209		AAA	1	
SYS11961	11961	Calif. Asset Mgmt			378,627.29	378,627.29	378,627.29	0.233		AAA	1	
		Subtotal and Average	**60,916,670.77**		**26,878,627.29**	**26,878,627.29**	**26,878,627.29**				**1**	
SWEEP ACCOUNT-MORG STNLY												
SYS12041	12041	Morgan Stanley		11/10/2015	629,872.52	629,872.52	629,872.52	0.092			1	
		Subtotal and Average	**9,849,963.62**		**629,872.52**	**629,872.52**	**629,872.52**				**1**	
Negotiable CDs - GC 53601 (i)												
40428AR58	12047	HSBC Securites		11/18/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.540	Aa2	AA-	686	11/17/2017
83050FBG5	12046	Skandinaviska Enskilada Banken		11/17/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.480	Aa3	A+	685	11/16/2017
86958DH54	12048	Svenska Handelsbanken NY		11/24/2015	14,000,000.00	13,995,380.00	14,000,000.00	0.828	Aa2	AA-	601	08/24/2017
		Subtotal and Average	**19,326,086.96**		**42,000,000.00**	**41,995,380.00**	**42,000,000.00**				**657**	
Medium Term Notes - GC 53601(k)												
084664BS9	12031	Berkshire Hathaway Finance		04/24/2015	10,000,000.00	10,080,700.00	10,119,066.67	1.600	Aa2	AA	500	05/15/2017
084670BD9	12036	Berkshire Hathaway Finance		09/16/2015	10,000,000.00	10,109,200.00	10,107,093.12	1.900	Aa2	AA	396	01/31/2017
166764AE0	12049	Chevron Corp. Global		11/25/2015	8,175,000.00	8,210,806.50	8,214,448.20	1.718	Aa1	AA	905	06/24/2018
36962G5W0	11855	General Electric		04/27/2012	5,000,000.00	5,080,000.00	4,998,267.89	2.300	A	AA	482	04/27/2017
36962G5W0	11856	General Electric		04/27/2012	5,000,000.00	5,080,000.00	5,001,983.33	2.300	A	AA	482	04/27/2017
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,784,700.00	10,776,273.96	5.250	Aa	AA	705	12/06/2017
478160BF0	12000	Johnson & Johnson		12/23/2014	2,000,000.00	2,000,700.00	2,000,000.00	0.700	Aaa	AAA	332	11/28/2016
89233P5S1	11839	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,056,950.00	5,023,206.02	2.050	Aa	AA	377	01/12/2017

Exhibit B

Monterey County
Portfolio Management
Portfolio Details - Investments
December 31, 2015

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Medium Term Notes - GC 53601(k)												
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	9,999,000.00	10,033,696.65	1.450	Aa	AA	742	01/12/2018
89233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	9,996,000.00	10,024,799.56	1.250	Aaa	AA	643	10/05/2017
94974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	10,018,900.00	10,067,246.25	1.500	Aaa	AA	746	01/16/2018
94974BFL9	12025	Wells Fargo & Company		04/13/2015	10,000,000.00	10,031,400.00	10,030,002.41	1.250	A2	A+	201	07/20/2016
		Subtotal and Average	**96,485,908.92**		**95,175,000.00**	**96,448,356.50**	**96,396,084.06**				**569**	
Commercial Paper Disc.- GC 53601(h)												
06538BDN0	12058	Bank of Tokyo-MITS		12/22/2015	20,000,000.00	19,960,800.00	19,960,800.00	0.630	P-1	A-1	112	04/22/2016
09659BEP1	12057	BNP Paribas NY		12/22/2015	20,000,000.00	19,942,800.00	19,942,800.00	0.720	P-1	A-1	143	05/23/2016
21687AFP3	12059	Rabobank Nederland		12/22/2015	20,000,000.00	19,922,666.66	19,922,666.66	0.800	P-1	A-1	174	06/23/2016
		Subtotal and Average	**6,502,270.83**		**60,000,000.00**	**59,826,266.66**	**59,826,266.66**				**143**	
Fed Agcy Coupon Sec - GC 53601(f)												
3133EDSU7	11985	Federal Farm Credit Bank		08/15/2014	10,000,000.00	10,004,100.00	10,000,000.00	1.000	Aaa	AA	592	08/15/2017
3133EEBU3	11996	Federal Farm Credit Bank		11/26/2014	10,000,000.00	9,994,300.00	10,002,564.12	0.600	Aaa	AA	318	11/14/2016
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,018,200.00	10,028,922.73	1.125	Aaa	AA	717	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	9,940,700.00	10,007,642.15	1.500	Aaa	AA	1,459	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	9,966,500.00	10,024,303.96	1.000	Aaa	AA	818	03/29/2018
3133EESZ4	12016	Federal Farm Credit Bank		03/25/2015	10,000,000.00	9,998,600.00	10,003,680.94	0.460	Aaa	AA	193	07/12/2016
3133EDMB5	12017	Federal Farm Credit Bank		03/26/2015	10,000,000.00	9,997,200.00	10,000,956.37	0.500	Aaa	AA	235	08/23/2016
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	10,003,600.00	10,041,674.74	1.125	Aaa	AA	801	03/12/2018
3133EE7M6	12038	Federal Farm Credit Bank		09/30/2015	10,000,000.00	9,965,100.00	10,005,800.32	0.650	Aaa	AA+	535	06/19/2017
313380EC7	11878	Federal Home Loan Bank		09/17/2012	10,000,000.00	9,962,000.00	9,983,511.70	0.750	Aaa	AA	616	09/08/2017
313370TW8	11888	Federal Home Loan Bank		12/05/2012	10,000,000.00	10,104,800.00	10,100,738.55	2.000	Aaa	AA	252	09/09/2016
313373SZ6	11913	Federal Home Loan Bank		04/02/2013	10,000,000.00	10,084,500.00	10,072,851.92	2.125	Aaa	AA	161	06/10/2016
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,058,800.00	10,132,340.70	1.375	Aaa	AA	798	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,925,600.00	10,000,000.00	1.080	Aaa	AA	894	06/13/2018
313378QK0	11966	Federal Home Loan Bank		04/04/2014	10,000,000.00	10,154,700.00	10,017,262.22	1.875	Aaa	AA	1,162	03/08/2019
3130A3J70	11997	Federal Home Loan Bank		12/12/2014	10,000,000.00	9,988,400.00	10,001,327.50	0.625	Aaa	AA	327	11/23/2016
313371PV2	11998	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,090,600.00	10,086,079.22	1.625	Aaa	AA	343	12/09/2016
313371PV2	11999	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,090,600.00	10,086,079.22	1.625	Aaa	AA	343	12/09/2016
3130A3UU6	12005	Federal Home Loan Bank		01/27/2015	10,000,000.00	10,003,100.00	10,000,000.00	0.875	Aaa	AA	392	01/27/2017
3130A4U42	12019	Federal Home Loan Bank		03/31/2015	10,000,000.00	9,988,900.00	10,008,118.27	0.800	Aaa	AA	546	06/30/2017
3130A4Q70	12032	Federal Home Loan Bank		04/23/2015	10,000,000.00	10,008,500.00	10,035,043.72	1.000	Aaa	AA+	686	11/17/2017
3133834R9	12034	Federal Home Loan Bank		04/23/2015	10,000,000.00	9,994,100.00	10,000,715.01	0.375	Aaa	AA+	175	06/24/2016

Exhibit B

Monterey County
Portfolio Management
Portfolio Details - Investments
December 31, 2015

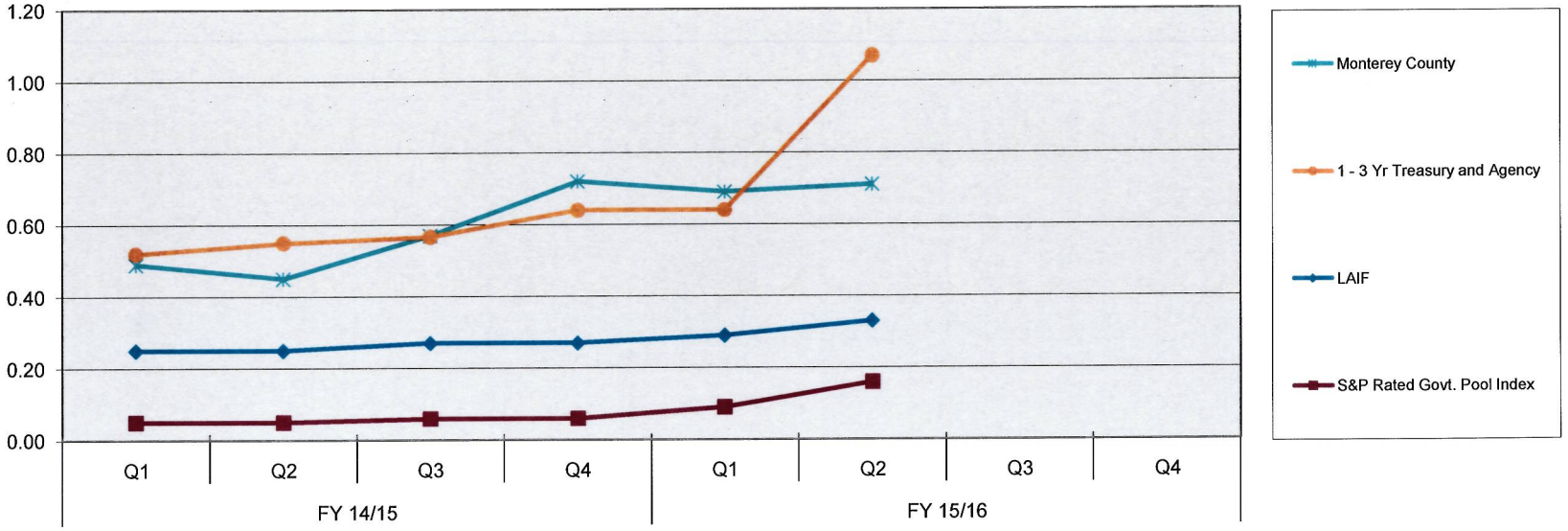
CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
3130A6JW8	12037	Federal Home Loan Bank		09/30/2015	10,000,000.00	9,994,300.00	10,000,816.78	0.318			166	06/15/2016
3134G3S50	11887	Federal Home Loan Mtg Corp		11/30/2012	10,000,000.00	9,990,100.00	10,005,347.87	0.625	Aaa	AA	305	11/01/2016
3134G42M9	11916	Federal Home Loan Mtg Corp		04/25/2013	10,000,000.00	10,001,600.00	10,000,000.00	0.700	Aaa	AA	480	04/25/2017
3134G42G2	11917	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,959,600.00	10,000,000.00	1.050	Aaa	AA	850	04/30/2018
3134G43F3	11920	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	10,006,700.00	10,000,000.00	1.020	Aaa	AA	850	04/30/2018
3134G43V8	11923	Federal Home Loan Mtg Corp		05/15/2013	10,000,000.00	9,967,300.00	9,999,525.56	1.050	Aaa	AA	865	05/15/2018
3137EADJ5	11970	Federal Home Loan Mtg Corp		04/09/2014	10,000,000.00	10,017,600.00	9,995,374.35	1.000	Aaa	AA	574	07/28/2017
3137EADL0	11987	Federal Home Loan Mtg Corp		08/25/2014	10,000,000.00	10,007,000.00	9,982,715.91	1.000	Aaa	AA	637	09/29/2017
3134G5RF4	12024	Federal Home Loan Mtg Corp		04/06/2015	10,000,000.00	9,998,300.00	10,001,829.44	0.400		AA	147	05/27/2016
3136G0B26	11874	Federal National Mtg Assn		09/27/2012	10,000,000.00	10,003,400.00	10,000,000.00	1.000	Aaa	AA	635	09/27/2017
3135G0NH2	11876	Federal National Mtg Assn		09/13/2012	10,000,000.00	9,947,900.00	9,998,004.49	0.950	Aaa	AA	600	08/23/2017
3136G14N6	11890	Federal National Mtg Assn		01/02/2013	10,000,000.00	9,957,700.00	9,997,507.74	0.750	Aaa	AA	544	06/28/2017
3135G0PP2	11903	Federal National Mtg Assn		01/18/2013	10,000,000.00	10,008,300.00	10,012,144.47	1.000	Aaa	AA	628	09/20/2017
3135G0UH4	11906	Federal National Mtg Assn		02/22/2013	10,000,000.00	9,919,000.00	10,000,000.00	1.200	Aaa	AA	783	02/22/2018
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	9,940,800.00	10,000,000.00	1.030	Aaa	AA	871	05/21/2018
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,951,300.00	10,000,000.00	1.050	Aaa	AA	875	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	9,921,400.00	9,960,525.38	0.875	Aaa	AA	871	05/21/2018
3135G0PQ0	11948	Federal National Mtg Assn		12/04/2013	10,000,000.00	9,979,000.00	9,967,105.17	0.875	Aaa	AA	664	10/26/2017
3135G0PQ0	12007	Federal National Mtg Assn		01/12/2015	10,000,000.00	9,979,000.00	9,995,498.51	0.875	Aaa	AA	664	10/26/2017
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	10,065,100.00	10,166,830.60	1.700	Aaa	AA	1,153	02/27/2019
3135G0YM9	12033	Federal National Mtg Assn		04/23/2015	10,000,000.00	10,166,900.00	10,216,638.78	1.875	Aaa	AA+	991	09/18/2018
3135G0RT2	12039	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,966,800.00	10,030,164.40	0.875	Aaa	AA+	719	12/20/2017
3135G0TG8	12040	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,954,900.00	10,025,935.96	0.875	Aaa	AA+	769	02/08/2018
		Subtotal and Average	**486,795,105.42**		**450,000,000.00**	**450,046,900.00**	**450,995,578.77**				**623**	
Federal Agency Disc.-GC 53601(f)												
		Subtotal and Average	**108,695.65**									
US Treasury Note-GC 53601(b)												
912828VR8	11940	U.S. Treasury		08/29/2013	10,000,000.00	10,001,900.00	9,990,493.59	0.625	Aaa	AA	227	08/15/2016
912828UJ7	11988	U.S. Treasury		08/25/2014	10,000,000.00	9,969,500.00	9,933,914.66	0.875	Aaa	AA	761	01/31/2018
912828A34	12042	U.S. Treasury		11/10/2015	9,940,000.00	9,944,671.80	9,940,000.00	1.250	Aaa	AA	1,064	11/30/2018
912828PT1	12043	U.S. Treasury		11/16/2015	17,075,000.00	17,660,672.50	17,659,315.73	2.625	Aaa	AA	761	01/31/2018
912828A34	12044	U.S. Treasury		11/16/2015	17,000,000.00	17,007,990.00	17,020,369.37	1.250	Aaa	AA	1,064	11/30/2018
912828VE7	12045	U.S. Treasury		11/16/2015	17,000,000.00	16,950,870.00	16,973,493.38	1.000	Aaa	AA+	881	05/31/2018

Exhibit B

Monterey County
Portfolio Management
Portfolio Details - Investments
December 31, 2015

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
US Treasury Note-GC 53601(b)												
912828SJ0	12050	U.S. Treasury		11/25/2015	23,200,000.00	23,225,288.00	23,236,674.62	0.875	Aaa	AA+	424	02/28/2017
912828K82	12051	U.S. Treasury		11/25/2015	35,000,000.00	34,834,450.00	34,843,360.75	1.000	Aaa	AA+	957	08/15/2018
912828A34	12052	U.S. Treasury		11/25/2015	10,000,000.00	10,004,700.00	10,002,264.99	1.250	Aaa	AA	1,064	11/30/2018
912828VE7	12053	U.S. Treasury		11/25/2015	15,000,000.00	14,956,650.00	14,958,950.54	1.000	Aaa	AA+	881	05/31/2018
912828A75	12054	U.S. Treasury		12/04/2015	39,450,000.00	39,743,005.67	39,743,005.67	1.500	Aaa	AA+	1,095	12/31/2018
912828B33	12055	U.S. Treasury		12/18/2015	31,750,000.00	31,887,200.38	31,887,200.38	1.500	Aaa	AA+	1,126	01/31/2019
912828WD8	12056	U.S. Treasury		12/22/2015	40,000,000.00	40,015,475.34	40,015,475.34	1.250	Aaa	AA+	1,034	10/31/2018
912828WD8	12060	U.S. Treasury		12/22/2015	10,000,000.00	9,998,065.59	9,998,065.59	1.250	Aaa	AA+	1,034	10/31/2018
912828B33	12061	U.S. Treasury		12/22/2015	20,000,000.00	20,090,601.62	20,090,601.62	1.500	Aaa	AA+	1,126	01/31/2019
912828VE7	12062	U.S. Treasury		12/22/2015	20,000,000.00	19,921,206.86	19,921,206.86	1.000	Aaa	AA+	881	05/31/2018
		Subtotal and Average	**111,502,744.27**		**325,415,000.00**	**326,212,247.76**	**326,214,393.09**				**936**	
Federal Agency Step Up-GC 53601(f)												
		Subtotal and Average	**2,282,608.70**									
		Total and Average	**1,101,861,843.14**		**1,305,914,104.62**	**1,307,853,255.54**	**1,308,756,427.20**				**518**	

Exhibit C
Monterey County Historical Yields vs. Benchmarks

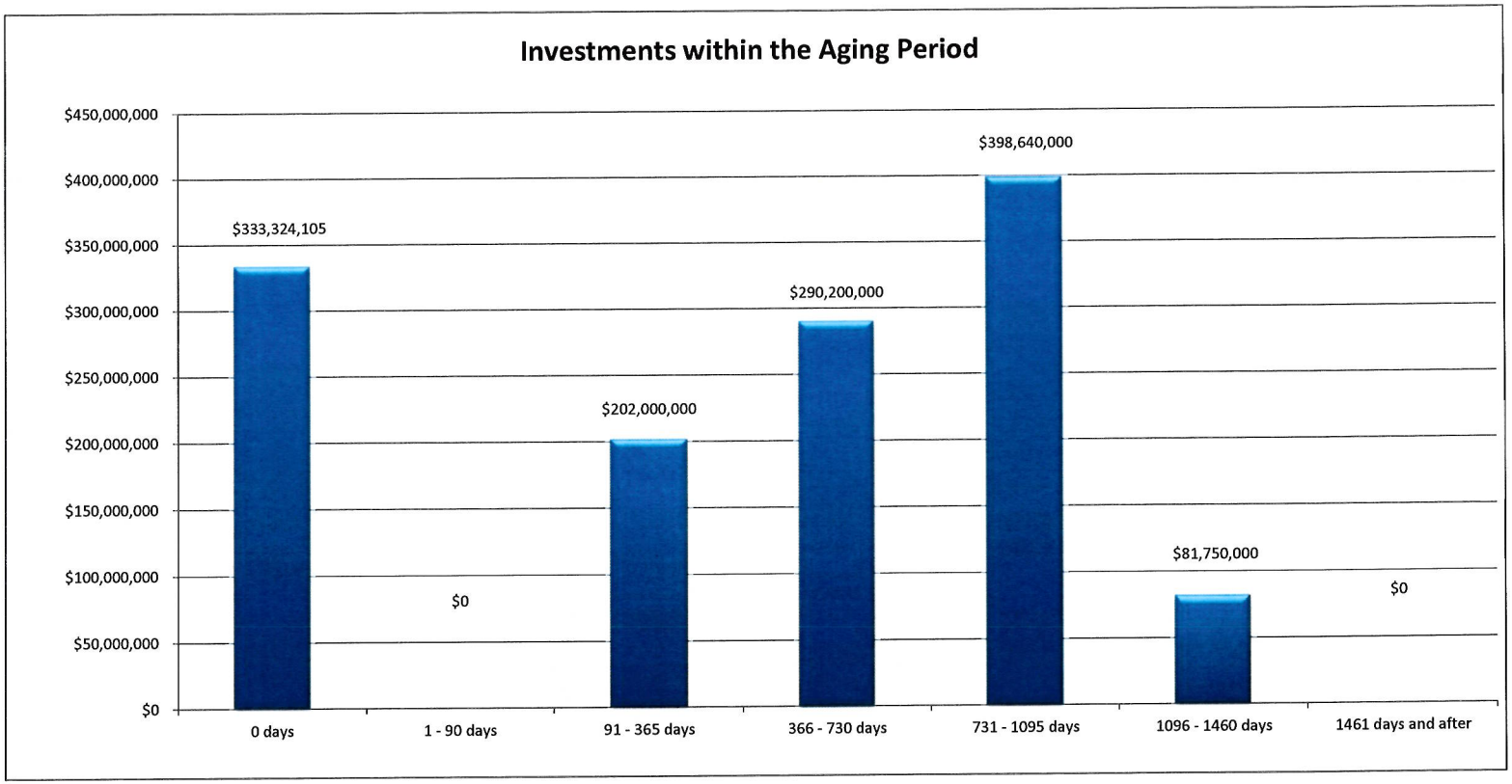


	FY 14/15				FY 15/16			
Quarterly Yield	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monterey County	0.49	0.45	0.57	0.72	0.69	0.71		
1 - 3 Yr Treasury and Agency	0.52	0.55	0.57	0.64	0.64	1.07		
LAIF	0.25	0.25	0.27	0.27	0.29	0.33		
S&P Rated Govt. Pool Index	0.05	0.05	0.06	0.06	0.09	0.16		

The S&P Index yields are obtained from Bloomberg
The 1-3 Yr Treas and Agy yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg

Exhibit D
Monterey County
Aging Report
By Maturity Date
As of January 1, 2016

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(01/01/2016 - 01/01/2016)	8 Maturities	333,324,104.62	25.52%	333,324,104.62	333,324,104.62
Aging Interval:	1 - 90 days	(01/02/2016 - 03/31/2016)	0 Maturities	0.00	0.00%	0.00	0.00
Aging Interval:	91 - 365 days	(04/01/2016 - 12/31/2016)	18 Maturities	202,000,000.00	15.47%	202,209,749.60	202,186,066.66
Aging Interval:	366 - 730 days	(01/01/2017 - 12/31/2017)	28 Maturities	290,200,000.00	22.22%	291,327,276.95	291,226,418.00
Aging Interval:	731 - 1095 days	(01/01/2018 - 12/31/2018)	28 Maturities	398,640,000.00	30.53%	399,725,759.06	398,978,364.26
Aging Interval:	1096 - 1460 days	(01/01/2019 - 12/31/2019)	5 Maturities	81,750,000.00	6.26%	82,169,536.97	82,138,302.00
Aging Interval:	1461 days and after	(01/01/2020 -)	0 Maturities	0.00	0.00%	0.00	0.00
			Total for 87 Investments	1,305,914,104.62	100.00	1,308,756,427.20	1,307,853,255.54



SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 4.D.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Diana Ingersoll, Deputy City Manager Resource Management Services

DATE: February 9, 2016

SUBJECT: **SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR THE MONTH OF JANUARY 2016**

PURPOSE

Receive monthly report for sewer maintenance and mainline stoppages for January 2016.

RECOMMENDATION

Accept report. This item is presented for information only.

BACKGROUND

Attached is the Seaside County Sanitation District Operations Report and Flush Map for the Month of January 2016.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

1. Monthly Sanitation Report-January 2016
2. Flush Map

Reviewed for Submission By:

_____

Craig Malin, District Manager

Seaside County Sanitation District
Operations Report

Year 2016 Month of January

	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
Main Line Flushed	8,246	8,246		0	22,740	234,740	30,986	242,986
Main Line Video		0		0		0	0	0
Main Lines Treated for Grease Controll (Jet Power II)	262	1,310		770	3,025	14,920	3,287	17,000
Stoppages		0						
Main Line		0		0		2	0	2
Laterals		1		0	1	9	1	10

Sewer Repairs
1291 Sonoma Avenue - Replaced 6" clay wye with 6" ABS wye

Sewers Video
None

Stoppage Locations

Del Rey Oaks

Sand City

Seaside
380 Amador Ave (L)

Legend

Month

- July 2015
- August 2015
- September 2015
- October 2015
- November 2015
- December 2015
- January 2016
- City Limits

0 1,250 2,500 Feet

Source: SCSD, AMBAG

SEASIDE COUNTY SANITATION DISTRICT

Flush Map

Exhibit

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 5.A.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Diana Ingersoll, Deputy City Manager Resource Management Services
Tim O'Halloran, City Engineer/Public Works Services Manager
Rick Riedl, Senior Engineer

DATE: February 9, 2016

SUBJECT: **APPROVE A RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH DAVID TAUSSIG & ASSOCIATES TO UPDATE THE SEWER MASTER PLAN AND RATE STUDY FOR THE SEASIDE COUNTY SANITATION DISTRICT FOR AN AMOUNT NOT TO EXCEED $58,750**

PURPOSE

The purpose of this item is for the Board to consider approving a resolution authorizing execution of a professional services agreement with David Taussig & Associates to update the sewer master plan and rate study for an amount not to exceed Fifty-Eight Thousand Seven Hundred Fifty Dollars ($58,750).

RECOMMENDATION

It is recommended that the Board approve a resolution authorizing execution of a professional services agreement with David Taussig & Associates to update the sewer master plan and rate study for an amount not to exceed Fifty-Eight Thousand Seven Hundred Fifty Dollars ($58,750).

BACKGROUND

On May 10, 2011, the Seaside County Sanitation District (SCSD) Board adopted the Sanitary Sewer Master Plan and Rate Study (the Master Plan). The Master Plan outlines operational and maintenance (O&M), capital outlay, and capital improvement projects to maintain and improve the sewer system and the proposed sewer user fees to support these activities. The sewer user fees recommended in the Master Plan were adopted by the Board on July 12, 2011 (see SCSD Ordinance #17). The schedule of fees adopted by the Board under Ordinance #17 show user fees for several classes of users for fiscal years 2012 through 2016. Ordinance #17 does not specify user fees for any time after June 30, 2016.

On November 30, 2015, the SCSD circulated a Request for Proposal (RFP) for professional services to update the sewer master plan and rate study. The RFP outlined the following work to be performed:

1. Review SCSD financial records. Identify existing and proposed expenses.
2. Update the Capital Improvement Program. Make recommendations for operation and maintenance practices as may be necessary. Define and enumerate potential additional staff, vehicles, equipment, and supplies that may be necessary to perform operations and maintenance (O&M) activities.
3. Prepare a rate structure building upon the current rate structure.
4. Review current debt service and five-year capital improvement projects, and propose financing action plan for current status, as well as increases in future debt service from financing of capital improvement projects.
5. Provide a comparison of current and proposed sewer rates against surrounding public agency sewer rates.

Only one proposal was received by December 14, 2015. The proposal was evaluated for completeness and on the firm's qualifications to perform the intended work. The proposal was evaluated on the following criteria: understanding of the scope of work and consultant's proposed methodology; delivery schedule; past experience; familiarity with applicable practices and procedures; organization; and local knowledge. Special attention was given to the proposed project managers and their related experiences along with the qualifications of firms noted as potential sub-consultants.

Based upon the proposed project team of David Taussig & Associates and Wallace Group having prepared the current Master Plan and Rate Study, staff recommends David Taussig & Associates to perform the Sewer Rate Study. It is recommended that the Board adopt a resolution authorizing the District Manager to execute a professional service agreement with David Taussig & Associates to prepare the Sewer Rate & Fee Study for an amount not to exceed Fifty-Eight Thousand Seven Hundred Fifty Dollars ($58,750).

Environmental Compliance

In accordance with Title 14, California Code of Regulations (CCR, Title 14), Chapter 3 "CEQA Guidelines," Article 20, Section 15378, the proposed action is not a project as defined by the California Environmental Quality Act (CEQA). Evidence, CEQA Guidelines Section 15378(b) states "Project does not include: … he creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment."

FISCAL IMPACT

The proposed contract amount of Fifty-Eight Thousand Seven Hundred Fifty Dollars ($58,750) would be reimbursed by the Sewer Capital Improvements Fund (Account #953-0-8820-9216).

ATTACHMENTS

1. Resolution
2. Agreement

Reviewed for Submission By:

_____

Craig Malin, District Manager

RESOLUTION NO. 16-

A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT

AWARDING A PROFESSIONAL SERVICE AGREEMENT TO DAVID TAUSSIG & ASSOCIATES FOR AN AMOUNT NOT TO EXCEED FIFTY EIGHT THOUSAND SEVEN HUNDRED FIFTY DOLLARS ($58,750) TO UPDATE THE SEWER MASTER PALN AND RATE STUDY.

WHEREAS, on May 10, 2011, the Seaside County Sanitation District (District) adopted the Sewer Master Plan and Rate Study (the Master Plan); and

WHEREAS, the Master Plan outlines operational and maintenance (O&M), capital outlay, and capital improvement projects to maintain and improve the sewer system and the proposed sewer user fees to support these activities; and

WHEREAS, on July 12, 2011, the District implemented the sewer user fees recommended in the Master Plan under Ordinance #17; and

WHEREAS, the schedule of fees adopted by the Board under Ordinance #17 show user fees for several classes of users for fiscal years 2012 through 2016.

WHEREAS, Ordinance #17 does not specify user fees for any time after June 30, 2016; and

WHEREAS, on November 30, 2015, the District circulated a Request for Proposal (RFP) for professional services to update the sewer master plan and rate study; and

WHEREAS, only one proposal by David Taussig & Associates was received in response to the RFP by the submittal due date of December 14, 2015; and

WHEREAS, having prepared the current Master Plan, the team represented under the proposal submitted by David Taussig & Associates is uniquely qualified to perform the update to the Master Plan; and

WHEREAS, the District desires to update the current Master Plan to support future sewer user fees.

NOW, THEREFORE BE IT RESOLVED, that the Seaside County Sanitation District award a professional service agreement, attached hereto, to David Taussig & Associates for an amount not to exceed Fifty Eight Thousand Seven Hundred Fifty Dollars ($58,750) to update the sewer master plan and rate study and authorize the District Manager to execute the agreement.

PASSED AND ADOPTED at a special meeting of the Seaside County Sanitation District duly held on the 9th day of February 2016 by the following vote:

AYES: Board Members:
NOES: Board Members:
ABSENT: Board Members:
ABSTAIN: Board Members:

_____
Ralph Rubio, Chair

ATTEST:

_____
Lesley Milton-Rerig, District Clerk

SEASIDE COUNTY SANITATION DISTRICT
AGREEMENT FOR CONSULTANT SERVICES
Update Sewer Master Plan and Rate Study

THIS AGREEMENT, is made and effective as of January 13, 2016, between the Seaside County Sanitation District, a municipal corporation ("SCSD") and David Taussig & Associates, Inc. a corporation, ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on January 13, 2016 and shall remain and continue in effect until tasks described herein are completed, but in no event later than December 31, 2016, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the tasks described and set forth in **Exhibit E**, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in **Exhibit E**.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. SCSD MANAGEMENT

District Engineer shall represent SCSD in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to Consultant. SCSD's SCSD Manager shall be authorized to act on SCSD's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change Consultant's compensation, subject to Section 5 hereof.

5. PAYMENT

(a) The SCSD agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in **Exhibit B**, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed Fifty-Eight Thousand Seven Hundred Fifty Dollars ($58,750.00) which sum shall include all costs, if any, for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

(b) The District Manager's contract authority is limited to a total threshold of $24,999.00 which includes all costs. Contracts, including any contract amendments that

exceed the total threshold, require SCSD Board approval. Any contracts, including contract amendments, that exceed the total threshold, which do not have SCSD Board approval, shall be void.

(c) Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the SCSD disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

(a) The SCSD may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the SCSD suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the SCSD shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the SCSD. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the SCSD pursuant to Section 3.

7. DEFAULT OF CONSULTANT

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, SCSD shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the District Manager or his/her delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the SCSD shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by SCSD that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of SCSD or its designees at reasonable times to such books and records; shall give SCSD the right to examine and audit said books and records at 440 Harcourt Avenue, Seaside, California; shall permit SCSD to make transcripts there from as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained at the Seaside County Sanitation District's City Hall for a minimum period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the SCSD and may be used, reused, or otherwise disposed of by the SCSD without the permission of the Consultant. With respect to computer files, Consultant shall make available to the SCSD, at the SCSD's office and upon reasonable written request by the SCSD, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

9. INDEMNIFICATION

(a) Indemnification for Professional Liability. Consultant shall indemnify, protect, defend and hold harmless SCSD and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or sub consultants (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this agreement. With respect to the design of public improvements, the Consultant shall not be liable for any injuries or property damage resulting from the reuse of the design at a location other than that specified in **Exhibit E** without the written consent of the Consultant.

(b) Indemnification for Other Than Professional Liability. Consultant shall indemnify, defend and hold harmless SCSD, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, however not to exceed the contract amount, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or sub consultants of Consultant.

(c) General Indemnification Provisions. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every sub consultant or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this agreement. In the event Consultant fails to obtain such indemnity obligations from others as required here, Consultant agrees to be fully responsible according to the terms of this section. Failure of SCSD to monitor compliance with these requirements imposes no additional obligations on SCSD and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend SCSD as set forth here is binding on the successors, assigns or heirs of Consultant and shall survive the termination of this agreement or this section.

(d) Indemnity Provisions for Contracts Related to Construction. Without affecting the rights of SCSD under any provision of this agreement, Consultant shall not be required to indemnify and hold harmless SCSD for liability attributable to the active negligence of SCSD, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where SCSD is shown to have been actively negligent and where SCSD's active negligence accounts for only a percentage of the liability involved, the obligation of Consultant will be for that entire portion or percentage of liability not attributable to the active negligence of SCSD.

10. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in **Exhibit D** attached to and part of this agreement.

11. INDEPENDENT CONSULTANT

(a) Consultant is and shall at all times remain as to the SCSD a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither SCSD nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the SCSD. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against SCSD, or bind SCSD in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, SCSD shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for SCSD. SCSD shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

12. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The SCSD, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the Seaside County Sanitation District in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the Seaside County Sanitation District will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the SCSD to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of SCSD, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without SCSD's prior written authorization. Consultant, its officers, employees, agents, or sub consultants, shall not without written authorization from the District Manager or unless requested by the District Counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the SCSD. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives SCSD notice of such court order or subpoena.

(b) Consultant shall promptly notify SCSD should Consultant, its officers, employees, agents, or sub consultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the SCSD. SCSD retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with SCSD and to provide the opportunity to review any response to discovery requests provided by Consultant. However, SCSD's right to review any such

response does not imply or mean the right by SCSD to control, direct, or rewrite said response.

(c) Consultant covenants that neither he/she nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly nor indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent, or sub consultant. Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the SCSD or the study area and further covenants and agrees that Consultant and/or its sub consultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the SCSD or the study area prior to the completion of the work under this Agreement.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To SCSD:
Seaside County Sanitation District
440 Harcourt Avenue
Seaside, California 93955
Attention: District Clerk

To Consultant:
David Taussig & Associates
5000 Birch Street, Suite 6000
Newport Beach, CA 92660
Attention: Andrea Roess
Managing Director

17. ASSIGNMENT

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the SCSD. Because of the personal nature of the services to be rendered pursuant to this Agreement, only Andrea Roess, shall perform the services described in this Agreement.

Andrea Roess may use assistants, under its direct supervision, to perform some of the services under this Agreement. Consultant shall provide SCSD fourteen (14) days' notice prior to the departure of Andrea Roess from Consultant's employ. Should he/she

leave Consultant's employ, the SCSD shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the SCSD Board and the Consultant.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

19. GOVERNING LAW

The SCSD and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in Monterey County, or the federal district court with jurisdiction over the Seaside County Sanitation District.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Consultant is bound by the contents of SCSD's Request for Proposal, **Exhibit "C"** hereto and incorporated herein by this reference, and the contents of the proposal submitted by the Consultant, **Exhibit "E"** hereto. In the event of conflict, the requirements of SCSD's Request for Proposals and this Agreement shall take precedence over those contained in the Consultant's proposals.

22. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

23. CONFLICT OF INTEREST

Consultant shall at all times avoid conflicts of interest, or the appearance of conflicts of interest, in the performance of this Contract.

If SCSD determines Consultant comes within the definition of Consultant under the Political Reform Act (Government Code §87100 et seq.) Consultant shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with SCSD disclosing Consultant's and/or such other person's financial interests.

24. ATTORNEY'S FEES AND COURT VENUE

Should either party to this Agreement bring legal action against the other (formal judicial proceeding, mediation or arbitration) the party prevailing in such action shall be entitled to a reasonable attorney's fee which shall be fixed by the judge, mediator or arbitrator hearing the case, and such fee shall be included in the judgment together with all costs.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

Seaside County Sanitation District	CONSULTANT
By:_____	By: Andrea Roess
District Manager	(Signature)
	Andrea Roess, Managing Director
Date: _____	Date: 1/6/16

Approved As To Form: Cynthia L. Gleason
District Counsel

EXHIBIT A

(Not Used – See Exhibit E)

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EXHIBIT B
Fee Schedule

The proposed budget for services performed under the Scope of Work described in Section IV of our proposal is $58,750 (including expenses). Please see the fee schedule by task on the following page.

Any additional tasks assigned by the Client if the total fee listed above has been exceeded shall be charged at the hourly rates listed above. Consultant shall notify Client if and when charges approach the estimates listed above to obtain written consent for additional fees to continue work.

Invoices shall be submitted on a monthly basis and shall be due within thirty days thereafter. A late charge of 1.2 percent per month shall be charged on late payments.

Limitations

The labor costs in the table included on the next page include attendance at a total of two formal meetings with the District Board. Attendance at more than two meetings, detailed written responses to resolve disputes, or preparation of more than one set of major revisions to the draft report will be classified as Additional Work and billed at the hourly rates identified in the tables below.

David Taussig & Associates, Inc.	
Managing Director	$220/Hour
Vice President	$210/Hour
Senior Associate	$165/Hour
Associate	$150/Hour
Senior Analyst	$140/Hour
Analyst	$120/Hour
Research Assistant	$100/Hour

Wallace Group	
Director	$170/Hour
Associate	$154/Hour

DESCRIPTION	FIRM	TITLE	EACH COST (Estimated Hours)	HOURLY RATE	EXTENDED RATE/COST
Task #1: ANALYSIS AND DETAILED REVIEW OF CURRENT SEWER MASTER PLAN AND SCSD FUNDS	DTA	Managing Director - Ms. Roess	5	$220	$1,100
	DTA	Managing Director - Mr. Perez	1	$220	$220
	DTA	Vice-President	5	$210	$1,050
	DTA	VP Engineering	2	$210	$420
	DTA	Senior Associate		$165	$0
TOTAL TASK 1				**NA**	**$2,790**
Task #2: REVIEW APPROPRIATE RULES AND LEGISLATION	DTA	Managing Director - Ms. Roess	5	$220	$1,100
	DTA	Managing Director - Mr. Perez	1	$220	$220
	DTA	Vice-President	5	$210	$1,050
	DTA	VP Engineering	1	$210	$210
	DTA	Senior Associate		$165	$0
TOTAL TASK 2				**NA**	**$2,580**
Task #3: REVIEW SCSD FINANCIAL RECORDS	DTA	Managing Director - Ms. Roess	3	$220	$660
	DTA	Managing Director - Mr. Perez		$220	$0
	DTA	Vice-President	6	$210	$1,260
	DTA	VP Engineering		$210	$0
	DTA	Senior Associate		$165	$0
TOTAL TASK 3				**NA**	**$1,920**
Task #4: UPDATE CAPITAL IMPROVEMENT PLAN	DTA	Managing Director - Ms. Roess		$220	$0
	DTA	Managing Director - Mr. Perez		$220	$0
	DTA	Vice-President		$210	$0
	DTA	VP Engineering		$210	$0
	DTA	Senior Associate		$165	$0
	Wallace Group	Ms. Wagner	40	$170	$6,800
	Wallace Group	Associate	20	$154	$3,080
TOTAL TASK 4				**NA**	**$9,880**
Task #5: REVIEW CURRENT AND PROPOSED CHARGES	DTA	Managing Director - Ms. Roess	2	$220	$440
	DTA	Managing Director - Mr. Perez		$220	$0
	DTA	Vice-President	6	$210	$1,260
	DTA	VP Engineering		$210	$0
	DTA	Senior Associate		$165	$0
TOTAL TASK 5				**NA**	**$1,700**
Task #6: PREPARE SCHEDULE OF PROPOSED RATES AND CHARGES	DTA	Managing Director - Ms. Roess	5	$220	$1,100
	DTA	Managing Director - Mr. Perez		$220	$0
	DTA	Vice-President	12	$210	$2,520
	DTA	VP Engineering	2	$210	$420
	DTA	Senior Associate		$165	$0
TOTAL TASK 6				**NA**	**$4,040**
Task #7: REVIEW CURRENT DEBT SERVICE AND 5-YEAR CAPITAL IMPROVEMENT PROJECTS	DTA	Managing Director - Ms. Roess	8	$220	$1,760
	DTA	Managing Director - Mr. Perez		$220	$0
	DTA	Vice-President	12	$210	$2,520
	DTA	VP Engineering	2	$210	$420
	DTA	Senior Associate		$165	$0
TOTAL TASK 7				**NA**	**$4,700**
Task #8: COMPARISON OF RATES TO SURROUNDING AREAS	DTA	Managing Director - Ms. Roess	2	$220	$440
	DTA	Managing Director - Mr. Perez		$220	$0
	DTA	Vice-President	8	$210	$1,680
	DTA	VP Engineering		$210	$0
	DTA	Senior Associate		$165	$0
TOTAL TASK 8				**NA**	**$2,120**
Task #9: ADMINISTRATIVE DRAFT, DRAFT FINAL, AND FINAL REPORT	DTA	Managing Director - Ms. Roess	14	$220	$3,080
	DTA	Managing Director - Mr. Perez	2	$220	$440
	DTA	Vice-President	30	$210	$6,250
	DTA	VP Engineering	2	$210	$420
	DTA	Senior Associate		$165	$0
TOTAL TASK 9				**NA**	**$10,190**

DESCRIPTION	FIRM	TITLE	EACH COST (Estimated Hours)	HOURLY RATE	EXTENDED RATE/COST
Task #10: ATTEND MEETINGS	DTA	Managing Director - Ms. Roess	18	$220	$3,960
	DTA	Managing Director - Mr. Perez		$220	$0
	DTA	Vice-President		$210	$0
	DTA	VP Engineering	18	$210	$3,780
	DTA	Senior Associate		$165	$0
	Wallace Group	Ms. Wagner	18	$170	$3,060
	Wallace Group	Associate		$154	$0
TOTAL TASK 10				**NA**	**$10,800**
Task #11: PROPOSITION 218	DTA	Managing Director - Ms. Roess	5	$220	$1,100
	DTA	Managing Director - Mr. Perez	1	$220	$220
	DTA	Vice-President	8	$210	$1,680
	DTA	VP Engineering		$210	$0
	DTA	Senior Associate		$165	$0
TOTAL TASK 11				**NA**	**$3,000**
Task #12: DEVELOP DATABASE	DTA	Managing Director - Ms. Roess	2	$220	$440
	DTA	Managing Director - Mr. Perez		$220	$0
	DTA	Vice-President	4	$210	$840
	DTA	VP Engineering		$210	$0
	DTA	Senior Associate		$165	$0
TOTAL TASK 12				**NA**	**$1,280**
TOTAL NOT TO EXCEED ALL TASKS	**DTA**	Managing Director - Ms. Roess	69	$220	**$15,180**
	DTA	Managing Director - Mr. Perez	5	$220	**$1,100**
TASK 1 to 12	**DTA**	Vice-President	96	$210	**$20,110**
	DTA	VP Engineering	27	$210	**$5,670**
	DTA	Senior Associate	0	$165	**$0**
	Wallace Group	Ms. Wagner	58	$170	**$9,860**
	Wallace Group	Associate	20	$154	**$3,080**
	SUBTOTAL				**$55,000**
	DTA	**Expenses**			**$3,000**
	Wallace Group	**Expenses**			**$750**
	GRAND TOTAL				**$58,750**

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SEASIDE COUNTY SANITATION DISTRICT
RESOURCE MANAGEMENT SERVICES

REQUEST FOR PROPOSAL (RFP)
TO
UPDATE SEWER MASTER PLAN AND RATE STUDY
November 30, 2015

This request for proposals contains the following sections;

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I. INTRODUCTION AND BACKGROUND

The Seaside County Sanitation District (SCSD) is soliciting proposals from qualified consulting firms to update the *Sewer Master Plan and Rate Study* dated May 10, 2011 (see Attachment 1). The selected consultant shall perform the tasks specified in the "Scope of Work" section of this Request for Proposals (RFP). The consultant is encouraged to suggest additions or modifications to the scope that will enhance or clarify the work and the suggestions should be incorporated into the proposal.

SCSD is located on the Monterey Peninsula and serves the Cities of Seaside, Sand City, and Del Rey Oaks. The SCSD collection system serves an area close to 2,400 acres and an approximate population of 30,000. The system incorporates roughly 70 miles of pipeline and four lift stations. SCSD contracts with the Monterey Regional Water Pollution Control Agency (MRWPCA) for maintenance and operation of the four lift stations and the sewage treatment facility.

II. SCOPE OF WORK

1. Review current Sewer Master Plan and rates associated with sewer services (see Attachments 1 and 2). Conduct a detailed review of the existing sewer rates and structure of the SCSD funds.
2. Review Monterey County Code and other appropriate rules and laws, as necessary
3. Review SCSD financial records. Identify existing and proposed expenses.
4. Update the Capital Improvement Program (CIP, see Attachment 1). Make recommendations for operation and maintenance practices as may be necessary. Define and enumerate potential additional staff, vehicles, equipment, and supplies that may be necessary to perform operations and maintenance (O&M) activities. Clearly define and enumerate recommended updates to capital projects in tables, figures, and maps.
5. For each proposed project, develop estimates for the costs for planning, design and construction phases of the project.
6. Review current charges and proposed charges that will ensure recovery of actual costs associated with services provided.
7. Prepare schedule of proposed rates and charges that will ensure recovery of estimated costs five years into the future. Incorporate estimated costs for;
    a. CIP, and
    b. Operation and maintenance of the system.
8. Review current debt service and five-year capital improvement projects, and propose financing action plan for current status, as well as increases in future debt service from financing of capital improvement projects.
9. Provide a comparison of current and proposed sewer rates against surrounding public agency sewer rates.
10. Prepare administrative draft, draft, and final study reports summarizing work performed and recommendations.
11. Present draft report at a public meeting of the SCSD Board.
12. Prepare notices to rate payers in accordance with California requirements.
13. Present final report at a public hearing of the SCSD Board implementing the adopted rates.
14. Develop database in Microsoft Excel or Access of fees and charges to all customer accounts.

III. STUDY ELEMENTS

In making its rate structure recommendations, the final report shall explicitly include the following elements and analysis:

Current rate structure. Assess the current rate structure's performance as a baseline for comparing recommended changes.

Equity. Assess the equity of recommended Sewer rates for all types of property ownerships and users.

Revenue Sufficiency. Assess existing rates and charges and identify other potential expense areas including Sewer system maintenance requirements and recommend changes, if appropriate.

Annual Operating and Capital Replacement Fund Balance Targets. Recommend reserve levels for operating and capital replacement as well as cash flow and unforeseen events.

Capital Improvement and Increased Debt Service. Recommend financing action plan to cover existing five-year Capital Improvement Projects and future years included in the Seaside Sewer Master Plan as well as potential increases in debt service.

IV. PROPOSAL REQUIREMENTS

Proposals shall consist of responses to the questions below. Please clearly label answers to all questions. The questions must be completely addressed in the body of the proposal and be presented in the order indicated. The submissions are subject to a page limitation of fifteen (15) pages in twelve-point font. You are also requested to enclose certain information as exhibits, which will not count against the page limit. You may attach additional information as exhibits (which also will not count against the page limit); however, responses to questions must be answered within the specified page limit. The SCSD makes no assurances that any non-requested additional information in exhibits will be reviewed.

Proposers must have a minimum of four (4) years of professional experience in preparing municipal rate studies. They shall have completed a minimum of two (2) projects for public sewer utilities; shall have demonstrated experience of similar scope projects; and have experience working with public institutions.

Questions:

1. Name of proposer and principal contact person, including office location, address, telephone number, fax numbers and e-mail address.
2. Brief description and history of the firm and experience of the principal contact with the firm.
3. Description of the team assigned to handle the proposed assignments, including the role of each member, percentage of total work each member is expected to contribute, office location of each member and specific relevant experience. Please enclose resumes of each assigned team member as attachments to the proposal. Where proposals are submitted as a team effort, the principal firm of the team shall perform a majority of the proposed work.
4. Describe the services and activities as they relate to the proposed scope of work that your firm proposes to provide to the SCSD for this project. Consultant shall demonstrate

understanding of the SCSD's needs and requirements and describe the approach and work plan for completing the items specified in the Scope of Work.

5. Enclosed for your review as Attachment 3, is a copy of the SCSD's standard contract, which stipulates, among other things, insurance requirements. Please confirm that your firm can accept the terms of the contract and has the required insurance, or can acquire insurance, that meets the minimum standards.
6. Please provide three professional references. Only use public agencies that your firm or its principals have provided services for within the past five years.
7. Please provide the proposed fee and billing rate schedule for the team. Cost proposals shall be prepared to follow the order and format of the items in the proposed scope of work. Cost proposals shall, as a minimum, show all anticipated Prime and Subconsultant costs by task, including personnel by classification, hours and hourly rates. Other Direct Costs shall be summarized at the Project level, rather than by Task. The proposed fee and billing rate schedule shall be submitted in a separate sealed envelope.

V. PROCEDURES FOR SUBMISSION

Please submit by e-mail a single Adobe Acrobat® PDF file con**t**aining the entire proposal (not including the fee and billing rate schedule) to rriedl@ci.seaside.ca.us **by 5:00 PM Pacific Time on Monday, December 14, 2015**. Proposals posted to an FTP site before the deadline are also acceptable. The proposed fee and billing rate schedule shall be submitted in a separate password-protected Adobe Acrobat® PDF file. Emailed proposals must be less than 5 megabytes and may not contain any zipped or self-executing files. To verify receipt, it is recommended that return receipt on email transmission be requested.

Alternatively, three (3) bound hard copy proposals may also be submitted in a sealed envelope with the proposed fee and billing rate schedule in a separate sealed envelope **by 5:00 PM Pacific Time on Monday, December 14, 2015** to.

Mr. Rick Riedl, P.E.
Seaside County Sanitation District
440 Harcourt Avenue
Seaside, CA 93955
Phone: (831) 899-6825

SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

All material submitted in accordance with this RFP becomes the property of the SCSD and will not be returned. If you have any questions regarding this RFP, please contact Rick Riedl at RRiedl@ci.seaside.ca.us. Any other contact with SCSD personnel related to this RFP, prior to the formal approved consultant list, is prohibited without the written consent of Mr. Riedl.

VI. REVIEW AND SELECTION PROCESS

The proposed consultant selection schedule is as follows:

Release RFP	November 30, 2015
Proposals due	December 14, 2015
Interview Select Proposers (if necessary)	Week of January 5, 2015
Project Award	February 9, 2015

SCSD staff will evaluate the materials provided in response to the Request for Proposals based on the following criteria:

1. Understanding of the Scope of Work and Consultant's Proposed Methodology.

2. Delivery Schedule.

3. Past experience and performance of Consultant's team on similar work including: individuals in the firm assigned to do the work; cost control; quality of work, and meeting scheduled milestone dates.

4. Familiarity with applicable practices and procedures for the work involved.

5. Organization, presentation, and content of proposal. Conformance to the specified RFP format.

6. Familiarity with Locality: Is the firm familiar with Sewer regulations applicable to the SCSD Seaside County Sanitation District? Will the location of the firm's offices facilitate meetings with SCSD Staff?

The SCSD reserves the right to conduct independent reviews and interview firms submitting proposals prior to making any selection. If the SCSD elects, the top proposals may be requested to participate in interviews. If your firm is selected to participate in an oral interview, you will be notified the week prior to the scheduled interview. The SCSD will not be liable for any costs associated with your firm preparing its response to this RFP.

No Proposer will be allowed to modify the content of proposal at any time after the submission deadline, except in direct response to a request from the SCSD for clarification or for an oral interview, provided that no such modification will result in a substantive amendment to the proposal.

VII. ACCEPTANCE OR REJECTION OF PROPOSAL

The SCSD reserves the right to accept or reject any and all proposals. The SCSD also reserves the right to waive any informality or irregularity in any proposal. Additionally, the SCSD may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP

process. The SCSD shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of the proposal. The Resource Management Services Department will make a recommendation to the SCSD Manager or SCSD Council, as applicable, regarding the selection of Consultant based upon an evaluation of the proposals. The SCSD reserves the right to negotiate project deliverables and associated costs.

VIII. ADDENDA AND INTERPRETATION

The SCSD shall not be responsible for nor be bound by any oral instructions or interpretations or explanations issued by the SCSD or its representatives. Should discrepancies or omissions be found in this RFP or should there be a need to clarify the RFP, you may request clarification in writing or by email and deliver the request to:

Mr. Rick Riedl, P.E.
Seaside County Sanitation District
440 Harcourt Avenue
Seaside, CA 93955
Email: RRiedl@ci.seaside.ca.us

Such requests for clarification shall be deliverable to the SCSD at least two (2) business days prior to the proposal due date. Any SCSD response to a request for clarification will be made in the form of an addendum to this RFP and will be sent to all parties to whom this RFP has been issued prior to the proposal due date. All addenda shall become part of this RFP.

All correspondence from the Seaside County Sanitation District for this RFQ will be by either email or Fax. In order to ensure that all interested Consultants are notified of such clarifications or corrections, please provide your email and FAX contact information to Mr. Riedl at the email address listed above if your firm intends to submit a Proposal.

IX. GENERAL DESCRIPTION OF PROPOSED AGREEMENT

Upon conclusion of the RFP process, the Resource Management Services Department will recommend a firm to enter into negotiations for the assignments described. The recommended Proposer shall enter into contract negotiations with the SCSD in substantial conformity with the selected proposal and the form of the SCSD's Standard Consultant Agreement (attached).

X. INSURANCE REQUIREMENTS

The selected Consultant, at Consultant's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain at least all of the insurance requirements outlined in the SCSD's Standard Consultant Agreement (attached).

All policies, endorsements, certificates, and/or binders shall be subject to approval by the Seaside County Sanitation District as to form and content. The selected Consultant agrees to provide the SCSD with a copy of said policies, certificates and/or endorsements.

The selected Consultant shall satisfy these insurance requirements prior to approval of the Agreement. Please address any issues with respect to insurance requirements in your response to related questions in the RFP, above.

XI. EXAMINATION OF PROPOSED MATERIAL

The submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and that they have read and understood the RFP. No request for modification of the statement shall be considered after its submission on grounds that the Proposer was not fully informed as to any facts or condition.

XII. PUBLIC NATURE OF PROPOSAL MATERIAL

Responses to this RFP become the exclusive property of the City. At such time as the Resource Management Services Department recommends a Proposer to the SCSD Manager or SCSD Council, as applicable, all proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." The SCSD shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the Seaside County Sanitation District may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the SCSD will provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

XIII. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

A. Evidence of collusion, directly or indirectly, by Proposer in regard to the amount, terms, or conditions of this proposal;

B. Any attempt to improperly influence any member of the selection staff;

C. Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City;

D. Evidence of incorrect information submitted as part of the proposal;

E. Evidence of Proposer's inability to successfully complete the responsibilities and obligations of the proposal; and

F. Proposer's default under any agreement that results in termination of the Agreement.

XIV. NON-CONFORMING PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of form or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

XV. PROHIBITION OF GIFTS

Seaside County Sanitation District officials are subject to several legal and policy limitations regarding receipt of gifts from persons, firms, or corporations either engaged in business with the City, or proposing to do business with the City. The offering of any illegal gift shall be grounds to disqualify a Proposer. To avoid even the appearance of impropriety, Proposer should not offer any gifts or souvenirs, even of minimal value, to SCSD officers or employees. The Proposer shall be subject to the SCSD's prohibition.

XVI. NON-DISCRIMINATION/NON-PREFERENTIAL TREATMENT

The successful Proposer shall not discriminate, in any way, against any person on the basis of race sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of Seaside County Sanitation District contracts.

XVII. ADDITIONAL TERMS AND CONDITIONS

A. This RFP does not commit the SCSD to pay any costs incurred in the submission of the proposal or in making any necessary studies or analysis in preparation of submission of the proposal.

B. The SCSD reserves the right without limitation to:
   1. Execute an agreement with one or more Proposers based solely on the proposal and any approved additions;
   2. Enter into an agreement with another Proposer in the event that the originally selected Proposer defaults or fails to execute an agreement with the City;
   3. Enter into negotiations with one or more Proposers;
   4. Modify and re-issue the RFP;
   5. Take action regarding the RFP as may deemed to be in the best interest of the City.

C. The SCSD reserves the right to verify any information provided during the RFP process. The SCSD may contact references listed or any other person known to have contracted with Proposer.

D. An agreement shall not be binding or valid with the SCSD unless and until it is executed by authorized representatives of the SCSD and of the Proposer

XVIII. ATTACHMENTS

Attachment 1. Sewer System Master Plan and Rate Study (see http://www.ci.seaside.ca.us/Modules/ShowDocument.aspx?documentid=3819)

Attachment 2. SCSD Sewer Rate Schedule

Attachment 3. Sample Seaside County Sanitation District Agreement for Consultant Services

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Exhibit A

Seaside County Sanitation District User Fees

Description	Category Code [1]	Units	Sewer Rate per Month [2] FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Business/Govt	001-099 [3]	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
Residential-Vacant	101, 106	Each Living Unit	$0.00	$0.00	$0.00	$0.00	$0.00
Residential	102	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Multi-Residential/Apartments	105	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Condo/Retirement	107, 109	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Minimum/Vacancy	211	Location/Each Business	$0.00	$0.00	$0.00	$0.00	$0.00
Motel/Hotel	221	Each Room	$5.16	$5.27	$5.38	$5.50	$5.62
Bed & Breakfast Inn	222	Each Room	$3.40	$3.47	$3.55	$3.62	$3.70
Supermarkets	231	Location	$50.11	$51.19	$52.29	$53.41	$54.56
Medical Office	241	Each Licensed Physician	$12.26	$12.53	$12.80	$13.07	$13.35
Dental Office	242	Each Licensed Dentist	$16.91	$17.27	$17.64	$18.02	$18.41
Rest Home/Convalescent	243	Each Bed of Licensed Capacity	$3.40	$3.47	$3.55	$3.62	$3.70
General Hospital	244	Each Bed of Licensed Capacity	$20.12	$20.55	$20.99	$21.44	$21.90
Animal Hospital	245	Location/Each Licensed Business	$22.39	$22.87	$23.36	$23.86	$24.38
Restaurant 1 meal/day	261	Each Restaurant Seat	$0.44	$0.45	$0.46	$0.47	$0.48
Restaurant 2 meals/day	262	Each Restaurant Seat	$0.69	$0.70	$0.72	$0.73	$0.75
Restaurant 3 meals/day	263	Each Restaurant Seat	$1.32	$1.35	$1.38	$1.41	$1.44
Restaurant with Bar	264	Each Restaurant Seat	$1.32	$1.35	$1.38	$1.41	$1.44
Bar	265	Location/Each Business	$19.93	$20.36	$20.79	$21.24	$21.70
Nightclub	266	Location/Each Business	$59.72	$61.01	$62.32	$63.66	$65.03
Takeout Food - Small	267	1 Cash Register or Checkout Line	$22.26	$22.74	$23.22	$23.72	$24.23
Takeout Food - Medium	268	2 or 3 Cash Registers or Checkout Lines	$54.76	$55.93	$57.14	$58.37	$59.62
Takeout Food - Large	269	4 or More Cash Registers or Checkout Lines	$99.84	$101.99	$104.18	$106.42	$108.71
Bakery	270	Location/Each Business	$18.05	$18.44	$18.83	$19.24	$19.65
Theater	281	Per Screen @ Each Location	$29.61	$30.25	$30.90	$31.56	$32.24
Bowling Center	282	Location/Each Business	$90.10	$92.04	$94.01	$96.04	$98.10
Gym	283-289 [4]	Per 500 members	$9.17	$9.37	$9.57	$9.78	$9.99
Mortuary	290	Location/Each Business	$24.34	$24.86	$25.39	$25.94	$26.50
School (Minimum)	291	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
School (Grades 0-6)	292	School Population	$0.13	$0.13	$0.14	$0.14	$0.14
School (7-College)	293	School Population	$0.25	$0.25	$0.26	$0.27	$0.27
Boarding School	294	School Population	$2.52	$2.57	$2.63	$2.69	$2.74
Instructional Facility	295	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
Church	296-297 [5]	Per 100 members	$9.17	$9.37	$9.57	$9.78	$9.99
Photo / Laboratory / Printer	301-326 [3]	Per 10 employees	$9.17	$9.37	$9.57	$9.78	$9.99
Service Station/Garage	331	Location/Each Business	$8.81	$8.99	$9.19	$9.39	$9.59
Paint and Body Shops	341-346 [3]	Per 10 employees	$9.17	$9.37	$9.57	$9.78	$9.99
Commercial Laundry	352	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Dry Cleaner	353	Location/Each Business	$30.37	$31.03	$31.69	$32.37	$33.07
Laundromat	354	Each Washing Machine	$7.99	$8.16	$8.33	$8.51	$8.69
Major Hotel	361	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Car Wash	366	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Special User	401	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Rec Sports Facility	407	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Ground Water	410	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
		Percentage Increase:		2.15%	2.15%	2.15%	2.15%

[1] Category codes established by Monterey Regional Water Pollution Control Agency.

[2] If approved, Sewer Rates shown will go into effect on September 1, 2011 and increase on July 1 of every year through July 1, 2015.

[3] Sewer Rate increases by $9.17 for every 10 employees.

[4] Sewer Rate increases by $9.17 for every 500 members.

[5] Sewer Rate increases by $9.17 for over 100 members.

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EXHIBIT D

SEASIDE COUNTY SANITATION DISTRICT

PROFESSIONAL SERVICES AGREEMENT

INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of the Work, Consultant will maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Consultant agrees to amend, supplement or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to SCSD in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to SCSD.

Consultant shall provide the following types and amounts of insurance:

Commercial General Liability Insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than $2,000,000 per occurrence, and $4,000,000 in aggregate.

Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than $1,000,000 per accident. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant's employees will use personal autos in any way on this project, Consultant shall provide evidence of personal auto liability coverage for each such person.

Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000 per accident or disease.

Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop down provision providing primary coverage above a maximum $25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. Policy shall contain a provision obligating insurer at the time insured's liability is determined, not requiring actual payment by the insured first. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to SCSD for injury to employees of Consultant, subconsultants or others involved in the Work. The scope of coverage provided is subject to approval of SCSD following receipt of proof of insurance

as required herein. Limits are subject to review but in no event less than $1,000,000 per occurrence.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than $1,000,000 per claim and in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend. The policy retroactive date shall be on or before the effective date of this agreement.

Insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the state of California and with an A.M. Best's rating of A- or better and a minimum financial size VII.

General conditions pertaining to provision of insurance coverage by Consultant. Consultant and SCSD agree to the following with respect to insurance provided by Consultant:

1. Consultant agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds SCSD, its officials, employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992. Consultant also agrees to require all contractors, and subcontractors to do likewise.

2. No liability insurance coverage provided to comply with this Agreement shall prohibit Consultant, or Consultant's employees, or agents, from waiving the right of subrogation prior to a loss. Consultant agrees to waive subrogation rights against SCSD regardless of the applicability of any insurance proceeds, and to require all contractors and subcontractors to do likewise.

3. All insurance coverage and limits provided by Contractor and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the SCSD or its operations limits the application of such insurance coverage.

4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to SCSD and approved of in writing.

5. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or subcontractor.

6. All coverage types and limits required are subject to approval, modification and additional requirements by the SCSD, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect SCSD's protection without SCSD's prior written consent.

7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Consultant's general liability policy, shall be delivered to SCSD at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, SCSD has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by SCSD shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at SCSD option.

8. Certificate(s) are to reflect that the insurer will provide 30 days notice to SCSD of any cancellation of coverage. Consultant agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.

9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Consultant or any subcontractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self insurance available to SCSD.

10. Consultant agrees to ensure that subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with subcontractors and others engaged in the project will be submitted to SCSD for review.

11. Consultant agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any contractor, subcontractor, Architect, Engineer or other entity or person in any way involved in the performance of work on the project contemplated by this agreement to self-insure its obligations to SCSD. If Consultant's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the SCSD. At that time the SCSD shall review options with the Consultant, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.

12. The SCSD reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the SCSD will negotiate additional compensation proportional to the increased benefit to SCSD.

13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.

14. Consultant acknowledges and agrees that any actual or alleged failure on the part of SCSD to inform Consultant of non-compliance with any insurance requirement in no way imposes any additional obligations on SCSD nor does it waive any rights hereunder in this or any other regard.

15. Consultant will renew the required coverage annually as long as SCSD, or its employees or agents face an exposure from operations of any type pursuant to this agreement. This obligation applies whether or not the agreement is canceled or terminated for any reason. Termination of this obligation is not effective until SCSD executes a written statement to that effect.

16. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to SCSD within five days of the expiration of the coverages.

17. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to SCSD, its employees, officials and agents.

18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.

19. These insurance requirements are intended to be separate and distinct from any other provision in this agreement and are intended by the parties here to be interpreted as such.

20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

21. Consultant agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge SCSD or Consultant for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to SCSD. It is not the intent of SCSD to reimburse any third party for the cost of complying with these requirements. There

shall be no recourse against SCSD for payment of premiums or other amounts with respect thereto.

Consultant agrees to provide immediate notice to SCSD of any claim or loss against Consultant arising out of the work performed under this agreement. SCSD assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve SCSD.

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DAVID TAUSSIG & Associates, Inc.

PROPOSAL

SEASIDE COUNTY SANITATION DISTRICT

UPDATE SEWER MASTER PLAN AND RATE STUDY

SUBMISSION DEADLINE:
December 14, 2015, 5:00 p.m.

Public Finance
Public Private Partnerships
Urban Economics

Newport Beach
Riverside
San Francisco
San Jose
Dallas

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Exhibits
Exhibit A - Resumes
Exhibit B - Fee Schedule

SECTION I ■ FIRM CONTACT INFORMATION

David Taussig & Associates, Inc. ("DTA"), along with **Wallace Group** (together known as the "Consultant Team"), are pleased to submit this proposal to the Seaside County Sanitation District ("SCSD" or the "District") for the update of the existing sewer master plan and rate study which was prepared by the Consultant Team. Wallace Group will serve as a sub-consultant to DTA.

Our proposal is structured to reflect the items requested in Section IV (Proposal Requirements) of the District's Request for Proposal dated November 30, 2015 (the "RFP").

As requested in Section IV.1 of the RFP, please see below for contact information for the principal-in-charge assigned to this engagement.

Ms. Andrea Roess, Managing Director
andrea@taussig.com
5000 Birch Street, Suite 6000
Newport Beach, California 92660
(Phone) (949) 955-1500
(Fax) (949) 480-0034

In addition, please see below for contact information for the lead principal at Wallace Group assigned to this engagement:

Ms. Kari Wagner, Director of Water Resources
kariw@wallacegroup.us
612 Clarion
San Luis Obispo, California 93401
(Phone) (805) 544-4011
(Fax) (805) 544-4294

David Taussig & Associates, Inc.

DTA is a public finance and urban economics consulting firm specializing in infrastructure and public services finance. DTA's headquarters is located in Newport Beach with satellite offices in Riverside, San Francisco and San Jose, California. DTA's consulting services include:

- Water and Sewer Rate Studies
- Development Impact Fee Justification Studies
- Public Financing Plans and Strategies
- Proposition 218 Compliance Services
- CFD Formation and Reimbursement Engineering Services
- Assessment Engineering and Special Tax Consulting
- Fiscal and Economic Impact Analyses
- Redevelopment Finance
- Economic Development and Revitalization Studies
- Real Estate Economics

Since its establishment in 1985, DTA has completed consulting assignments pertaining to the financing of public infrastructure and services for more than 2,000 clients in ten states. During this period, the firm has been involved in the formation of more than 2,500 public finance districts, with total bond authorizations exceeding $50 billion.

DTA has provided public finance consulting services to virtually every major City and urban County in the State. Our City clients are too numerous to list individually, but include the Cities of Anaheim, Fresno, Long Beach, Los Angeles, Sacramento, San Diego, San Francisco and San Jose. Our County clients have included the Counties of Alameda, Contra Costa, Fresno, Imperial, Los Angeles, Madera, Marin, Orange, Placer, Riverside, Sacramento, San Bernardino, San Diego, San Francisco, Santa Barbara, Shasta, Sutter, Stanislaus and Yuba. DTA's current/recent water district clients include Elsinore Valley Municipal Water District, Borrego Water District, Eastern Municipal Water District, Santa Ana Watershed Project Authority, Seaside County Sanitation District, West Valley Water District, Rancho California Water District, San Gorgonio Pass Water Agency, Santa Margarita Water District, Western Municipal Water District, and about one-half dozen smaller water districts located throughout the State of California. Lastly, DTA has provided consulting services to numerous special districts including CSDs, Fire Protection Districts, and School Districts.

DTA and Wallace Group have provided consulting services to Seaside County Sanitation District since 2008.

DTA has provided consulting services to Seaside County Sanitation District over the past eight years. During this period, DTA's project team has remained unchanged. We have provided various consulting services to the District including the preparation of the last wastewater rate study and financial plan. We have also provided similar consulting services to other agencies in the central California region, including the City of Pacific Grove, City of San Luis Obispo, and City of Paso Robles, among others.

All DTA rate studies and fee studies, as well as our assessment district formation work, include a benefit cost analysis and determination of nexus between the facilities financed and the financing mechanism. DTA has prepared dozens of rate and fee justification studies and analyses involving rates and fees for a variety of public improvements, including transportation, water, sewer and flood control facilities, fire and police stations, parks, libraries and other types of infrastructure. DTA also has considerable experience providing analyses of public agency recurring costs and revenues through the preparation of fiscal impact reports.

DTA has an enviable reputation for producing high quality work in a quick and efficient manner to correspond with even the most aggressive financing schedule. DTA's strength is built upon the experience of its professional staff, which currently consists of more than 30 employees. Our senior management team personnel all have twenty plus years of hands-on industry experience. All DTA professional staff has extensive experience in computer-based analysis and modeling, which is a key component of the firm's consulting services. We place great emphasis on quantitative skills and simply outwork the competition. Our staff prides itself on its accuracy, responsiveness, and ability to meet our clients' highest expectations.

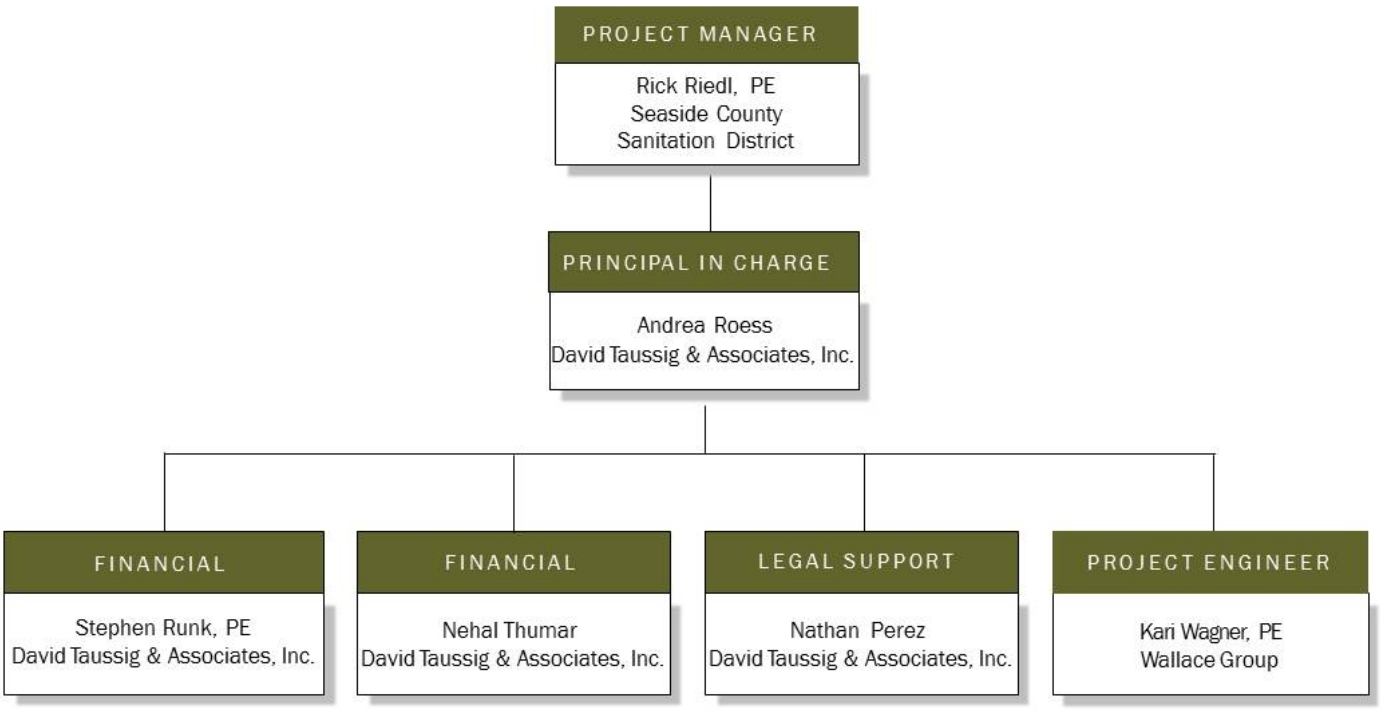
Wallace Group

Wallace Group, a California Corporation, was established in 1984 as an engineering and planning firm focused on consulting services for municipal and special district clients on the Central Coast. Over the past 31 years their services have expanded to 10 disciplines, employing 60 people in their San Luis Obispo office. This depth of expertise ensures that your project will be well served.

Today the company includes services in Water Resources, Civil and Transportation Engineering, Surveying/GIS Solutions, Construction Management, Landscape Architecture, Mechanical Engineering, Planning and Public Works Administration.

Wallace Group specializes in Water Resource Engineering services. Their long history and presence in the Central California Coast has positioned them as leaders in the municipal water and wastewater industry. For over 30 years, they have built their reputation as a respected water resources firm through proven projects and close-knit Client relationships. This, coupled with their expertise and depth of knowledge in the engineering, planning and administrative aspects of public works facilities, has made Wallace Group one of the leaders in water resources engineering in the region.

The Consultant Team is uniquely qualified to assist SCSD with the update of the Sewer Master Plan and Rate Study, as our project team prepared the current Master Plan and Rate Study for the District. This experience will enable us to update the Master Plan and Rate Study in a more efficient, cost-effective manner. We will be able start work immediately, with very little background research and ramp-up time. In addition, our final work product will be familiar to District staff and Board members which will aid in the District's review and analysis and allow the team to focus more quickly on the issues. Project roles of our key team members are described below, and are followed by professional resumes included in Exhibit A herein.



Ms. Roess currently assists SCSD on various consulting engagements and will continue to serve as Principal-in-Charge of DTA's project team and will handle primary account responsibilities for this engagement. Ms. Roess will attend meetings as necessary and supervise all project staff.

Our goal is to create a comprehensive wastewater master plan and rate study that (i) allows for the District to fund annual operating costs, capital costs and reserve requirements, (ii) is equitable to all users, and (iii) is Proposition 218 compliant. Our scope of work is described below:

TASK NO. 1 – ANALYSIS AND DETAILED REVIEW OF CURRENT SEWER MASTER PLAN AND SCSD FUNDS

DTA shall review the existing Sewer Master Plan and rates associated with sewer services. Also, DTA will conduct a detailed review of the existing wastewater revenue structure and status of the wastewater funds. Based on our prior work for SCSD, it is our understanding that SCSD currently funds the majority of its operational and capital improvement costs through sewer rate revenue.

TASK NO. 2 – REVIEW APPROPRIATE RULES AND LEGISLATION

DTA will review all applicable legislation including the Monterey County Code. In addition, DTA will review and coordinate with the District regarding any policies or SCSD ordinances that would impact the rate structure.

TASK NO. 3 – REVIEW SCSD FINANCIAL RECORDS

DTA will review SCSD's financial records in order to identify any existing or proposed expenses.

TASK NO. 4 - UPDATE CAPITAL IMPROVEMENT PLAN

Wallace Group will review the Capital Improvement Program (CIP) from May 2011. Wallace Group will meet with District Staff to discuss the following:

- Identify any CIP projects that have been completed since the completion of the Master Plan,
- Discuss any changes in priority of projects based on new information such as, but not limited to, sewer main failures, sewer video inspections, and development,
- Discuss current operations and maintenance practices,
- Identify deficiencies or needs for Operations and Engineering Staff, and
- Discuss upcoming regulatory requirements including, but not limited to, SSMP and FOG requirements.

Based on discussions with District staff, Wallace Group will prepare updated CIP Tables (Tables 9-2and 9-3 in the May 2011 SMP) and Operations & Maintenance Tables (Tables 9-5 and 9-6 in the May 2011 SMP). We will re-evaluate the costs identified in the May 2011 SMP and update, if necessary, based on discussions with District staff. Wallace Group will escalate all costs to current day. Wallace Group will also re-evaluate prioritization of the CIPs based on the meeting with District staff. Wallace Group will prepare updated CIP maps to be used for the rate study report and presentations. Wallace Group will attend up to two Board meetings to assist in presenting the findings of the Rate Study.

TASK NO. 5 - REVIEW CURRENT AND PROPOSED CHARGES

DTA will review SCSD's current and proposed charges to ensure recovery of actual costs associated with services provided.

TASK NO. 6 - PREPARE SCHEDULE OF PROPOSED RATES AND CHARGES

DTA shall prepare a schedule of the proposed rates and charges that will ensure recovery of estimated costs five years into the future. The rates are expected to cover costs as indicated in the updated Capital Improvement Plan and operations and maintenance from Task No. 4 above.

TASK NO. 7 - REVIEW CURRENT DEBT SERVICE AND 5-YEAR CAPITAL IMPROVEMENT PROJECTS

DTA shall review current debt service and five-year capital improvement projects, and propose a financing action plan for current status, as well as increases in future debt service from financing of capital improvement projects.

DTA will be able to model various scenarios or sensitivity analyses based on input from the District and Wallace Group. For example, certain variables that can be modified may include, but is not limited to, CIP and O&M cost inputs, reserve requirements, debt service, etc. The resulting changes in rate requirements can then be immediately identified.

TASK NO. 8 - COMPARISON OF RATES TO SURROUNDING AGENCIES

DTA shall provide a comparison of current and proposed sewer rates against surrounding public agency sewer rates. SCSD's current sewer rates are charged as a percentage add-on to the rates charged by MRWPCA and are included as a separate line item on MRWPCA's bi-monthly bills. DTA's comparison of rates will incorporate the rates charged by MRWPCA.

TASK NO. 9 – ADMINISTRATIVE DRAFT, DRAFT FINAL, AND FINAL REPORT

DTA shall prepare an administrative draft, draft final, and a final report which will include the following, at a minimum:

a. Executive Summary - A narrative to summarize the scope of the study, consultant's findings and recommendations;
b. Introduction - A brief description of the organizational structure, population, service area, sewer system, including facilities, capacity, etc.;
c. A description of the methodology used for analyzing the sewer rates and how the study complies with Proposition 218 and other applicable laws;
d. Based on input from the District, multiple rate alternatives may be proposed to allow the District the option to determine the most applicable rate structure.
e. An explanation regarding the equity of recommended wastewater rates for all land uses. Any special adjustments under the proposed rate structure shall be identified.
f. A description of the capital improvement program, including a five year summary of proposed capital expenditures;
g. Proposed adjustment schedule using an inflationary formula that is clearly defined and does not exceed the cost of providing service.
h. Proposed rate schedule and rate projection forecasts for a minimum of five years and proposed typical bill if proposed rates are adopted.
i. Comparison of monthly bills with other communities.

TASK NO. 10 - ATTEND MEETINGS

DTA staff will attend two public hearings at the SCSD Board Meetings on the proposed wastewater rates. Consultant shall be prepared to present the study to the residents in a public format. In addition, Wallace Group will attend the Board meetings to assist in presenting the findings of the Master Plan and Rate Study.

TASK NO. 11 - PROPOSITION 218

DTA shall provide guidance and advice to District staff to assure compliance with the Proposition 218 process as it applies to wastewater services. Provide the District with a written notice to the record owner on the proposed rate adjustments. Provide the District with public outreach material that can be released in the District's newsletter. It is the intent of the District to complete and adopt, the Sewer rates together at the conclusion of the Proposition 218 process at a public hearing.

TASK NO. 12 - DEVELOP DATABASE

DTA shall develop a database in Microsoft Excel of the fees and charges to all customer accounts.

TASK NO. 13 - ATTEND ADDITIONAL MEETINGS

Additional meetings beyond the two meetings described in Task No. 10 above may require additional fees.

We respectfully request the following modification to the Agreement for Consultant Services included in the District's RFP:

Please remove the following phrase in Section 9(b):

"whether actual, alleged or threatened,"

Following is a sample of three (3) references for which the Consultant Team has provided similar services as requested in the District's RFP.

I. Seaside County Sanitation District

In 2008, the Seaside County Sanitation District retained Wallace Group to complete a Sewer Master Plan for the collection system that serves a population that encompasses the Cities of Seaside, Sand City, and Del Rey Oaks. DTA was hired as a sub-consultant to Wallace Group and tasked with the preparation of the rate study. The first step of the Sewer Master Plan was to conduct a field survey and prepare a system-wide geographic information system (GIS), in order to evaluate the capacity of the existing collection system, including four lift stations, to meet existing needs. Second, was to evaluate the capacity of the collection system to handle future flows from potential large developments on former Fort Ord property and infill spread throughout the community. Ultimately, the final goal was to establish a capital improvement program that recommends upgrades to the collection system that are required to meet current and future needs based on evaluation and projections.

Wallace Group prepared a Sewer Master Plan that included six-weeks of sewer flow monitoring at eight locations throughout the District, field survey, development of the District's GIS database, analysis of the land use plan and population projections, evaluation of the District's four lift stations, and preparation of the District's short term and long term Capital Improvement Program.

In 2011, DTA completed a rate study that evaluated several funding mechanisms to allow the District to pay for the capital improvement projects identified in the Sewer Master Plan. The rate study was approved in July 2011. For the rate study, DTA recommended a rate structure that met the District's needs for providing future wastewater services. In order to assist the District in determining the appropriate rate structure, DTA provided the District with multiple rate sensitivity analyses. Our model was developed to allow for numerous variables including bonding scenarios, line-of-credit scenarios, level or increasing rates, timing of facility improvements, and interest rate changes. As part of this process, DTA coordinated closely with Monterey Regional Water Pollution Control Agency as the District's charges are included on MRWPCA bills.

DTA also assisted the District with the development of property owner and sewer customer mailing lists and the preparation of notices in strict compliance with Proposition 218 requirements.

Wallace Group developed the District's GIS from the field survey conducted for the trunk sewer system, manhole and clean-out locations from District provided topographic mapping, and record plans and maps. Our team then prepared sewer atlas maps for the District's use. The GIS was integrated directly with sewer modeling software for the subsequent hydraulic evaluation.

Wallace Group continues to provide survey, GIS, and engineering services to the District. Recently, Wallace Group has been supporting the engineering staff in review of the sewer collection system for development within the District.

DTA recently worked with the District on a Sewer Capacity Study which was approved by their Board in early 2015. DTA and Wallace Group are also currently assisting with the annexation of certain property into the District which is currently being served by a different agency.

Reference:
Mr. Rick Riedl
Associate Civil Engineer
City of Seaside
(831) 899-6884
440 Harcourt Avenue
Seaside, CA 93955

II. City of Pacific Grove

In 2015, DTA submitted to the City a final 10-year Sewer Collection System Financial Plan and Rate Study. This financial plan and rate study provides the background, cost of service analysis, and methodology to support the recommended rate structure. The recommended rate structure was designed to accomplish the following objectives:

- ✓ Generates revenues to fund annual sewer collection system operating costs, debt service, capital costs and reserve requirements; and
- ✓ Is equitable to all users, consistent with City policies, and compliant with all relevant laws.

As part of our study, DTA evaluated expected costs of service including (i) operation and maintenance of the sewer collection system, (ii) capital replacement, (iii) reserve requirements, and (iv) sewer loan debt service. In addition, DTA prepared various sewer rate alternatives at the City's request (i.e., various sewer escalation rates, level rates, timing of facilities costs, etc).

In early May 2015, the City Council approved staff to initiate the Proposition 218 process (noticing, public hearing) in order to adopt the proposed rates.

In addition, Wallace Group was responsible for the preparation of the City's Sewer System Management Plan and Sewer Collection System Master Plan. The Sewer Collection System Master Plan evaluated the capacity of the City's sewer collection system using a hydraulic model developed for the project. The evaluation of the system resulted in a short term and long term Capital Improvement Program, which included review and recommendations of the operations.

Reference:
Mr. Daniel Gho
Public Works Superintendent
City of Pacific Grove
(831) 648-5722
300 Forest Avenue
Pacific Grove, CA 93950

III. San Gorgonio Pass Water Agency

DTA is currently assisting the San Gorgonio Pass Water Agency ("SGPWA") in all aspects of their financing program. We have been retained on an "on-call" basis with SGPWA to perform various analyses, models, and studies.

DTA completed a water rate study in 2009 for the San Gorgonio Pass Water Agency (the "Agency") that included new reserves for water acquisition and rate stabilization. DTA also developed a financing model that demonstrates the Agency's ability to sell Certificates of Participation ("COPs") to fund the acquisition of water rights and construction of a new pipeline. In creating the model, DTA analyzed various revenue sources such as ad valorem

taxes, commodity rates, and connection fees, which could be pledged to repayment of the COPs. The model was designed to allow for easy manipulation of variables to enable the Agency to see the impact of changing rate, cost, absorption, and other assumptions. DTA also prepared a water capacity fee study which was approved in 2011. DTA subsequently updated the water capacity fee study which was adopted in 2015.

Reference:
Mr. Jeff Davis
General Manager
San Gorgonio Pass Water Agency
(951) 845-2577
1210 Beaumont Avenue
Beaumont, CA 92223

As requested in Section V of the RFP, we have included the cost proposal in Exhibit B herein as a separate password-protected Adobe PDF file.

EXHIBIT A

RESUMES

ANDREA ROESS
MANAGING DIRECTOR

CREDENTIALS
- MBA, San Francisco State University, Finance
- BA, Pomona College, Psychology/Public Policy Analysis

CONTACT
Phone:(800) 969-4382
Fax: (949) 480-0034
E-Mail: andrea@taussig.com

PROFESSIONAL EXPERIENCE
Ms. Roess has a background in finance and public policy analysis. Since joining DTA in 1992, Ms. Roess has participated in all aspects of the formation and implementation of special finance districts to fund infrastructure and services. She has managed the formation of more than 300 land-secured financing districts, including several PACE programs. She also has expertise in the preparation of rate and fee studies, fiscal consultant reports, and fiscal impact reports. In addition, Ms. Roess established and manages DTA's water and sewer practice and is a leader in the development of PACE Programs.

Ms. Roess has utilized her computer skills to develop numerous state-of-the art computer models that evaluate cash flows related to funding infrastructure and public services. This ability has enabled her to develop sophisticated bond structuring concepts for Community Facilities Districts and Assessment Districts, as well as complex fiscal impact and fee impact models. She has also prepared hundreds of Rates and Methods of Apportionment for CFDs, and been involved in the development of escrow release formulas and bond pool financing structures. In addition, Ms. Roess has experience in the preparation of public facilities financing plans, water/sewer revenue bond analyses and tax increment analyses. She is also the project manager in charge of the annual special tax administration for more than 120 financing districts throughout California, Hawaii, and Nevada.

Ms. Roess is intimately familiar with Seaside County Sanitation District having been the lead for DTA's effort on various consulting engagements for the District in the past including the preparation of the sewer rate study and financial plan and connection fee study. She has also presented the study results at the SCSD Board meetings.

Lastly, Ms. Roess is the chair of the Orange County/Inland Empire regional leadership team for the Association of Women in Water, Energy, and Environment (AWWEE) and has participated on numerous panels and workshops related to public financing including a presentation called "Strategies and Innovations in Financing Local Stormwater and Dry Weather Runoff Costs" presented to the Senate Natural Resources & Water Committe in February, 2015. In addition, she was a speaker at the Law Seminars International ("LSI") conference in October, 2015 called "Finding New Water – Overcoming Financing Constraints for Water Supply Projects." She was also a speaker at the California Stormwater Quality Association ("CASQA") conference in October 2015 called "Innovations in Program Financing."

STEPHEN RUNK, P.E.

VICE PRESIDENT, ENGINEERING SERVICES
(State License Number C23473 – California Registered Civil Engineer)

PROFESSIONAL EXPERIENCE

Steve has more than 30 years of experience in the design and construction management of major civil engineering projects, including roadways, bridges, sewer and water improvements, and flood control facilities, as well as grading for public works projects and the construction of commercial and industrial buildings. Mr. Runk's specific responsibilities have included design, quality control, specifications, estimates, construction bid packages, construction coordination and construction management, cost analysis and control, scheduling, manpower forecasting, staffing and marketing. He has also assisted public agencies and developers in the procurement of funding from Caltrans and other federal and state agencies.

Mr. Runk has a proven track record of meeting schedules and adhering to budgets. Since joining DTA in 2000, he has worked with local agencies to resolve community issues and to negotiate scope changes with contractors to ensure the timely and satisfactory completion of construction projects. He has also acted as project manager for the establishment of Assessment Districts and the preparation of numerous AB 1600 Development Fee Justification Studies. Mr. Runk specializes in preparing assessment apportionment formulas and fee studies for roads and storm drains, as well as water and wastewater facilities.

Prior to joining David Taussig & Associates, Mr. Runk, as Senior Construction Manager for Holmes & Narver, Inc., successfully completed the construction of SR-41 Freeway in Fresno County, which was the County's first Measure "C" sales tax funded freeway. Prior to this project, Mr. Runk successfully completed SR-71 Freeway in Chino/Chino Hills, Calif. This $98 million project was the first Measure "M" sales tax funded project for the San Bernardino Association of Governments. Mr. Runk's responsibilities on both of these projects included contract management, quality control, public relations, cash flow analysis, project closeout and compliance with Federal and State funding requirements.

Previously, Mr. Runk held positions with various public and private engineering entities in which he delivered projects requiring a wide variety of engineering expertise. He holds a B.S. in Engineering from the University of California at Los Angeles and a M.S. in Civil Engineering from California State University at Long Beach. Mr. Runk is a registered Civil Engineer in the States of California and Washington.

TECHNICAL EXPERTISE

- Assessment Engineering
- Design & Construction Management
- Quality Control
- Specifications Estimates
- Construction Bid Packages
- Rate and Fee Studies

CREDENTIALS

- MS Civil Engineering, Cal State Long Beach, 1983
- BS, University of California Los Angeles, Engineering, 1970

CONTACT

Phone: (800) 969-4382
Fax: (949) 480-0034
E-Mail: steverunk@cox.net

NATHAN PEREZ, ESQ.
MANAGING DIRECTOR

PROFESSIONAL EXPERIENCE

Mr. Perez has a background in law, economics, business administration, and statistical analysis. Since joining DTA, Mr. Perez has been involved in all aspects of the formation and implementation of numerous Mello-Roos Community Facilities Districts located throughout California, with responsibilities related to the development of tax spread proforma analyses and the preparation of rate and method of apportionments, various Public Reports, and overlapping debt analyses.

Mr. Perez also has significant expertise in the preparation of development impact fee studies, routinely working in the role of Project Manager for both new studies and updates. This includes considerable work related to the preparation of facilities needs lists and the apportionment of infrastructure and services costs to a variety of land uses based on benefit criteria. He has also specialized in the apportionment of costs and the setting of service levels for the construction and maintenance of law enforcement and fire protection facilities, open space acquisition, parkland, transportation facilities, drainage facilities, government services facilities, community centers, and library facilities. Furthermore, he has also completed nearly 60 fiscal impact reports and 45 economic development analyses for a variety of residential, commercial, and mixed-use developments throughout California.

Finally, his experience as an attorney has allowed Mr. Perez to effectively and efficiently evaluate dozens of state and Federal legal, regulatory, and administrative frameworks related to public finance and infrastructure development.

Prior to joining DTA, Mr. Perez worked for the Boston office of an international law firm, where he advised sponsors, managers, and investors on the tax aspects of fund formation and investment. Mr. Perez is admitted to the bar in both Massachusetts and California. Mr. Perez received his law degree from Harvard Law School, and his B.A. in Economics and History, with highest distinction, from the University of North Carolina at Chapel Hill.

Mr. Perez is an active member of the Urban Land Institute, the California Bar Association, and the Hispanic National Bar Association.

TECHNICAL EXPERTISE

- CFD/AD Formation
- CFD/AD Annual Administration
- Fiscal Impact Analyses
- Financial Modeling
- Rate and Fee Studies

CREDENTIALS

- Law Degree, Harvard Law
- BA, University of North Carolina, Economics/History

CONTACT

Phone:(800) 969-4382
Fax: (949) 480-0034
E-Mail: nperez@taussig.com

NEHAL THUMAR
VICE PRESIDENT

TECHNICAL EXPERTISE

- Special Districts Formation
- Special Districts Annual Administration
- Rate and Fee Studies
- Fiscal Impact Analyses
- Financial Modeling

CREDENTIALS

- MBA, USC, Finance
- BS, USC, Economics

CONTACT

Phone: (800) 969-4382
Fax: (949) 480-0034
E-Mail: nthumar@taussig.com

PROFESSIONAL EXPERIENCE

Mr. Thumar has a background in economics and finance. Since joining DTA in 2000, Mr. Thumar has been involved in all aspects of formation and implementation of numerous Mello-Roos Community Facilities Districts located throughout California. Mr. Thumar's responsibilities related to these CFDs have included the preparation of tax spread proforma analyses, as well as the preparation of rate and method of apportionments, Public Reports, and overlapping debt analyses. In addition, he has managed the annual administration of over twenty-five CFDs in Southern California, and has prepared due diligence, tax projections and disclosure reports related to land-secured bond issuances for numerous clients in California, Nevada, and Arizona. Mr. Thumar has also prepared consultant reports and tax increment models for numerous redevelopment areas located within the City of San Diego as well as fiscal impact reports for various public agency clients. Mr. Thumar has also worked on the preparation of development impact fee justification studies. His work during the impact fee justification and apportionment analysis process has included the preparation of capital improvement and public facilities needs lists, fee model development, report writing, data collection, interfacing with staff, and key stakeholders.

Mr. Thumar has assisted Ms. Roess with the preparation of various rate and fee models and reports for SCSD. In addition, he has assisted Ms. Roess with similar studies for neighboring agencies such as the City of Pacific Grove.

KARI WAGNER

DIRECTOR OF WATER RESOURCES
(State License Number 66026 – California Registered Civil Engineer)

PROFESSIONAL EXPERIENCE

Ms. Wagner is the Director of Water Resources. She has 15 years of experience working as Project Engineer and Project Manager for a variety of projects, primarily focused in water, wastewater, and storm drainage for both public and private clients. Ms. Wagner specializes in assessment district engineering services, water, wastewater, and storm water planning studies, design, and treatment processes. As a Project Manager, she oversees and coordinates the technical design, maintains the budget and schedule, prepares status updates and maintains communication with the Client. She also coordinates with other project team members to ensure that they are apprised to the latest conditions of the project.

She has civil engineering design experience for both private and public works projects, specializing in water and wastewater systems and facilities. Kari has engineered water mains, storage reservoirs, booster stations, gravity sewers, wastewater treatment plants, lift stations, and pond systems, as well as water and wastewater master planning, hydraulic modeling, assessment district formation, vulnerability assessment, undergrounding of overhead utilities, utility and Client coordination, and funding procurement. Ms. Wagner has been highly involved in the American Society of Civil Engineers, having served nearly every officer position including president. She also served as practitioner advisor, liaison to the student ASCE chapter for 6 years. Kari has participated in Toastmasters, honing her public speaking skills for use in public presentations. Her professional leadership at Wallace Group is highly valued.

TECHNICAL EXPERTISE

- Assessment District Engineering
- Preparation of Water, Wastewater, Storm Water Planning Studies
- Financial Modeling

CREDENTIALS

- BS, California Polytechnic State University, San Luis Obispo, Civil Engineering

AFFILIATION

- American Society of Civil Engineers (ASCE)

AWARDS

- 2009 ASCE Region 9 Award Winner: Outstanding Practitioner Advisor
- 2010 ASCE San Luis Obispo Branch Award Winner: Outstanding Younger Civil Engineer

CONTACT

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