



SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVE * SEASIDE, CA 93955

Telephone (831) 899-6825

BOARD MEMBER

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

REGULAR MEETING AGENDA

Board of Directors

Tuesday, April 12, 2016 9:30 AM,

City of Seaside Conference Room

440 Harcourt Ave, Seaside, CA 93955

1. CALL TO ORDER

Ralph Rubio

David Pendergrass

Pat Lintell

Chair

First Vice Chair

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

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

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

B. APPROVAL OF EXPENDITURES FOR MONTH OF MARCH 2016 FOR SEASIDE COUNTY SANITATION DISTRICT.

PURPOSE: Approval of expenditures for the month of March 31, 2016 for - \$82,145.08

RECOMMENDATION: Approve expenditures for the month of March 31, 2016 Total expenditures = \$ 82,145.08

C. ACCEPT DISCLOSURE REPORT REGARDING POTENTIAL CONFLICTS OF INTEREST AND AUTHORIZE DISTRICT CHAIR TO SIGN WAIVER OF POTENTIAL FUTURE CONFLICT OF INTEREST

PURPOSE:

To review the enclosed disclosure report regarding potential future conflicts of interest with the representation of Legal Counsel assigned to support the District.

RECOMMENDATION:

That the District Board:

1. Accept the disclosure and report concerning “the actual and reasonably foreseeable adverse consequences” as authorized by California Rules of Professional Conduct Rule 3-310(A) of a potential conflict of interest; and
2. Authorize the Chairman of the District to sign a waiver of potential conflict of interest, approving a Deputy County Counsel to simultaneously represent the SCSD, the County of Monterey (County), and the Monterey County Water Resources Agency (MCWRA).

D. APPROVE THE MINUTES FROM THE MARCH 8, 2016 REGULAR MEETING

RECOMMENDATION: It is recommended that the minutes be reviewed and approved.

5. NEW BUSINESS

6. STAFF REPORTS

Staff reports include items for which verbal reports/presentations will be provided. If a specific Seaside County Sanitation District presentation is planned, it will be listed and information included with the Agenda. Brief oral reports may be provided for items arising after the Agenda was prepared. The Board may wish to ask questions or discuss a staff report, but no action is appropriate other than referral to staff, or request that a matter be set as a future Agenda item.

A. INFORMATION ITEM: LETTER REGARDING SEASIDE CITY PROJECT 2016-76/FEDERAL GRANT NO. ATPL-5316 RE: ADJUST UTILITY FACILITIES TO GRADE WITHIN PUBLIC RIGHT OF WAY

PURPOSE: To receive the letter as information.

RECOMMENDATION: To receive the letter and provide comments as appropriate.

7. BOARD MEMBERS COMMENTS

8. ADJOURNMENT

Next Regularly Scheduled Meeting:

May 10, 2016
Seaside City Hall
9:30 a.m.

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.



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 4.A.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Diana Ingersoll, Deputy City Manager Resource Management Services

DATE: April 12, 2016

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

PURPOSE

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

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

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

Reviewed for Submission By:

Craig Malin, District Manager

Seaside County Sanitation District Operations Report

Year 2016 Month of March

	Del Rey Oaks (42,240)		Sand City (26,400)		Seaside (316,800)		District Totals (385,440 ft.)	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Maintenance								
Mainline Rodded		0		0		0	0	0
Main Line Jetted	9,521	21,386	13,303	15,583	19,871	263,996	42,695	300,965
Main Line Video		0		0		0	0	0
Main Lines Treated for Grease Control (Jet Power II)	262	1,310	190	0	4,507	22,031	4,959	24,563
Stoppages								
Main Line		0		0	4	6	4	6
Laterals		1		0	1	10	1	11

Sewer Repairs
None

Sewers Video
None

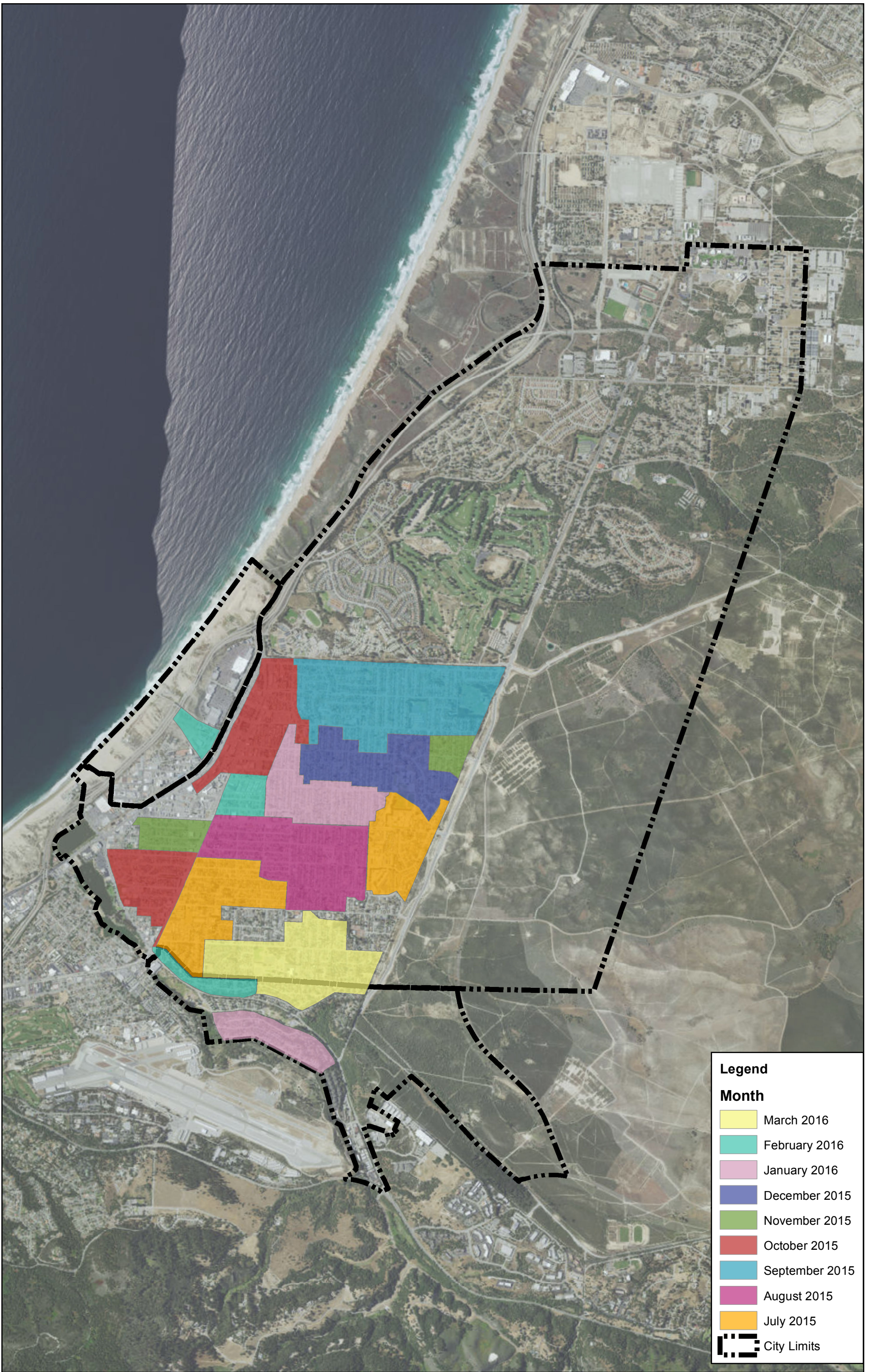
Stoppage Locations

Del Rey Oaks

Sand City

Seaside

1873 Judson (L)
1081 Douglas (SSO, ML- Roots)
1480 Siler Lane (ML-Grease)
1057 Trinity (SSO, ML-Grease)
590 Olypia (ML-unknown)



SEASIDE COUNTY SANITATION DISTRICT

Flush Map

Exhibit
Packet Page 6



0 1,250 2,500
Feet

Source: SCSD, AMBAG



**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: April 12, 2016

**SUBJECT: APPROVAL OF EXPENDITURES FOR MONTH OF MARCH 2016
FOR SEASIDE COUNTY SANITATION DISTRICT.**

PURPOSE

Approval of expenditures for the month of March 31, 2016 for - \$82,145.08

RECOMMENDATION

Approve expenditures for the month of March 31, 2016 Total expenditures = \$ 82,145.08

BACKGROUND

Expenditure reports attached. Cash balance as of March 31, 2016 \$5,988,390.79

FISCAL IMPACT

ATTACHMENTS

1. YTD Expenditures_03-31-16
 2. YTD Expenditures EFT_03-31-16
-

Reviewed for Submission By:

Craig Malin, District Manager

YTD (15-16) Expenses as of MARCH 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	57,217.07	48,139.21	9,077.86
951-0-8810-0006	Workers Compensation	1,537.71	1,366.85	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	593.44	501.11	92.33
951-0-8810-0020	Part-Time Hourly Wages	5,271.87	4,407.35	864.52
951-0-8810-0030	PERS Pension Ob Bond	691.51	614.68	76.83
951-0-8810-0031	PERS Pension	11,249.85	9,901.30	1,348.55
951-0-8810-0032	PARS Pension	8,152.84	7,319.49	833.35
951-0-8810-0033	LIUNA Pension	15.52	14.02	1.50
951-0-8810-0041	Medical Insurance-Blue Cross	4,815.42	4,127.18	688.24
951-0-8810-0051	Dental Ins-Guardian	499.04	431.15	67.89
951-0-8810-0061	Vision Ins-CPIC	42.21	37.45	4.76
951-0-8810-0071	LTD-Met Life	198.99	198.99	-
951-0-8810-0081	Reliance Life Insurance	175.24	175.24	-
951-0-8810-0092	Medicare Tax	723.27	610.80	112.47
951-0-8810-1022	Legal Services	4,846.15	3,948.71	897.44
951-0-8810-1025	City Audit	6,900.00	6,900.00	-
951-0-8810-1029	Training and Education	2,407.68	2,082.68	325.00
951-0-8810-1033	Fitness Program	160.18	140.68	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	1,375.26	1,220.88	154.38
951-0-8810-9395	Vehicle Maintenance	48,675.01	43,266.68	5,408.33
951-0-8810-9397	Computer System	9,750.01	8,666.68	1,083.33
951-0-8810-9398	Central Service Charge	218,475.00	194,200.00	24,275.00
951-0-8820-0001	Salaries	91,221.54	76,727.91	14,493.63
951-0-8820-0002	Overtime	6,345.06	5,056.79	1,288.27
951-0-8820-0006	Workers Compensation	5,973.84	5,310.08	663.76
951-0-8820-0016	Deferred Compensation	521.23	441.92	79.31
951-0-8820-0030	PERS Pension Ob Bond	1,098.76	976.68	122.08
951-0-8820-0031	PERS Pension	11,185.75	9,886.11	1,299.64
951-0-8820-0033	LIUNA Pension	1,712.74	1,464.03	248.71
951-0-8820-0041	Medical Insurance-Blue Cross	10,879.04	9,118.39	1,760.65
951-0-8820-0051	Dental Ins-Guardian	810.69	690.77	119.92
951-0-8820-0061	Vision Ins-CPIC	110.93	100.41	10.52
951-0-8820-0071	LTD-Met Life	167.29	167.29	-
951-0-8820-0081	Reliance Life Insurance	114.71	114.71	-
951-0-8820-0092	Medicare Tax	1,332.43	1,112.05	220.38
951-0-8820-0099	Tuition Reimbursement	217.37	217.37	-
951-0-8820-2049	Uniform Service/ Laundry	1,289.93	1,125.45	164.48
951-0-8820-2052	Radio Repair	-	-	-
951-0-8820-2053	Outside Printing Services	-	-	-
951-0-8820-2054	Equipment Repair	7,350.00	7,350.00	-
951-0-8820-2063	Publishing & Legal Advertising	-	-	-
951-0-8820-2068	Refuse Disposal	612.04	612.04	-
951-0-8820-2073	Subcontracted Work	25,865.79	16,931.82	8,933.97

YTD (15-16) Expenses as of MARCH 2016

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-0-8820-2074	Subcontract - Grease Prog	1,686.24	1,686.24	-
951-0-8820-3095	Department Consumables	9,239.18	9,239.18	-
951-0-8820-3097	Safety Equipment	189.08	139.08	50.00
951-0-8820-3102	Safety Equipment	331.50	331.50	-
951-0-8820-4121	Meetings/Travel	2,600.00	2,300.00	300.00
951-0-8820-4122	Dues and Memberships	-	-	-
951-0-8820-4124	Mail Services	-	-	-
951-0-8820-5131	Gas & Electric	5,503.30	4,864.88	638.42
952-0-8820-8194	Sewer System Mgmt Plan Up	4,401.00	4,401.00	-
952-0-8820-8196	LAFCO Application	8,586.05	8,586.05	-
952-0-8820-9605	Interest Expense	4,128.76	3,851.23	277.53
952-0-8820-9608	Lease Payments	40,996.56	36,839.89	4,156.67
953-0-8820-9201	Del Monte Lift Station Upgrade	15,957.50	14,142.50	1,815.00
954-0-8810-2090	Insurance	97,207.00	97,207.00	-
City of Seaside Total		745,766.60	663,621.52	82,145.08

951-1009	75,895.88
952-1009	4,434.20
953-1009	1,815.00
954-1009	-

Total Expenditures for month of MARCH 2016	82,145.08
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OTHER EXPENSES

PREPARED BY: RAJNESH NARAYAN
DATE: 4/5/16

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

Total Adjusted drawdown from County -SCSD	82,145.08
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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 : \$ **82,145.08**

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 \$ **82,145.08**

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

Daphne Hodgson, Deputy City Manager / Administrative Services (831) 899-6718; SCSD
 Expenses as of March 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: Lesley Milton-Rerig, City Clerk

DATE: April 12, 2016

**SUBJECT: ACCEPT DISCLOSURE REPORT REGARDING POTENTIAL
CONFLICTS OF INTEREST AND AUTHORIZE DISTRICT CHAIR
TO SIGN WAIVER OF POTENTIAL FUTURE CONFLICT OF
INTEREST**

PURPOSE

To review the enclosed disclosure report regarding potential future conflicts of interest with the representation of Legal Counsel assigned to support the District.

RECOMMENDATION

That the District Board:

1. Accept the disclosure and report concerning “the actual and reasonably foreseeable adverse consequences” as authorized by California Rules of Professional Conduct Rule 3-310(A) of a potential conflict of interest; and
2. Authorize the Chairman of the District to sign a waiver of potential conflict of interest, approving a Deputy County Counsel to simultaneously represent the SCSD, the County of Monterey (County), and the Monterey County Water Resources Agency (MCWRA).

BACKGROUND

Please see attached memo from District Counsel.

FISCAL IMPACT

None at this time.

ATTACHMENTS

1. Memo to SCSD

Reviewed for Submission By:

Craig Malin, District Manager

MEMORANDUM

**OFFICE OF THE COUNTY COUNSEL
COUNTY OF MONTEREY**

DATE: March 24, 2016

TO: Hon. Chair, Board of Directors of the Seaside County Sanitation District

FROM: Jesse J. Avila, Deputy County Counsel

SUBJECT: **Disclosure re Simultaneous Representation of SCSD, County and MCWRA; Waiver of potential future conflict of interest**

Action requested:

Request by the Monterey County Counsel's Office that the Board of Directors of the Seaside County Sanitation District (SCSD) to

- (a) Accept the disclosure and report concerning "the actual and reasonably foreseeable adverse consequences" as authorized by California Rules of Professional Conduct Rule 3-310(A) of a potential conflict of interest; and
- (b) Authorize the Chairman of the District to sign a waiver of potential conflict of interest, approving a Deputy County Counsel to simultaneously represent the SCSD, the County of Monterey (County), and the Monterey County Water Resources Agency (MCWRA).

Recommendation:

It is recommended that the SCSD:

- (a) Accept the within disclosure and report concerning "the actual and reasonably foreseeable adverse consequences" of a potential conflict of interest as authorized by California Rules of Professional Conduct Rule 3-310(A); and
- (b) Authorize the Chairman of the District to sign a waiver of potential conflict of interest, approving a Deputy County Counsel to simultaneously represent the SCSD, the County and the MCWRA.

Summary and Discussion:

The Monterey County Counsel periodically re-assigns the duties of deputies county counsel. As part of recent re-assignments, the County Counsel has tentatively / preliminarily re-assigned Deputy Counsel Jesse Avila as advisor to the SCSD. This Board's approval of this disclosure and report, and adoption of the attached resolution, would facilitate Mr. Avila's assignment as counsel to this Board.

There is no actual conflict of interest at this time. Nor does the County Counsel reasonably anticipate a conflict in the future. However, it is possible that a conflict might develop in the future. In light of a possible future conflict, and for purposes of transparency and good business practice, this disclosure is being made to this Board. It is requested that this Board consent to simultaneous representation after considering the risks disclosed.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST; CONSEQUENCES

This report is a disclosure under the California Rules of Professional Conduct (CRPC) for attorneys practicing in California. The CRPC, together with relevant portions of the California Business and Professions Code, contains the ethical rules governing the practice of law. The CRPC also sets out rules as to when attorneys may or may not represent more than one client, what constitutes a conflict of interest in representing clients, and required and recommended procedures that attorney must or should follow to avoid or obtain waivers where the interests of clients might or actually do conflict.

By means of this report, the County Counsel is informing this Board “of the relevant circumstance and the actual and reasonably foreseeable adverse consequences of the conflict.” CRPC, Rule 3-310(A). Upon receipt and acceptance of this report and disclosure, this Board is authorized to give its informed written consent to be represented in a situation where it is possible that a future conflict of interest might develop. CRPC, Rule 3-310(A).

Mr. Jesse J. Avila has been tentatively assigned as legal advisor to the SCSD. Mr. Avila is currently the legal advisor to the Monterey County Water Resources Agency. Mr. Avila also advises the County as to some other matters. Other deputies within the County Counsel’s Office represent other clients, including the County of Monterey, LAFCO of Monterey County, the Transportation Agency of Monterey County, the MCWRA, the Monterey Bay Unified Pollution Control Agency, the Monterey Regional Park District, and the Carmel Valley Recreation and Park District, which representation may, from time-to-time, present a conflict of interest with the representation of the District.

Neither the County Counsel nor Mr. Avila have any financial interest and shall not acquire any financial interest during the term of this Agreement which would directly or indirectly conflict in any manner or to any degree with the full and complete performance of the professional legal services to be rendered to the District.

The reasonably foreseeable consequences of simultaneous representation include the potential for learning confidential information while working with one client that might be relevant to representation of another client. The reasonably foreseeable consequences of joint representation include the potential for disagreements between the joint clients concerning underlying facts, strategy or other issues, disagreement regarding whether to settle a case or pursue to trial, lack of an attorney-client privilege within the joint client relationship and the duty to disclose to all joint clients significant developments.

As stated earlier, the County Counsel is not aware of any present conflict of interest. However, we consider an advance consent and waiver of a conflict from the SCSD is good practice and advisable before Mr. Avila, serving as general legal advisor to the MCWRA, also serves as general legal advisor to the SCSD.

Even when the SCSD gives an advance conflict waiver, a second disclosure would be given to the District in the event that an actual conflict later develops. This would be case if, for example, (i) Mr. Avila accepts representation of the MCWRA and SCSD in a matter in which the interests of the clients potentially conflict; or, (ii) Mr. Avila accepts or continues representation of the MCWRA and SCSD in a matter in which the interest of the clients actually conflict; or, (iii) Mr. Avila represents the MCWRA in a matter and at the same time in a separate matter accepts

Chairperson and Members, Seaside County Sanitation District
Disclosure and waiver: potential future conflict of interest

the SCSD as a client, and the MCWRA's interest in the first matter is adverse to SCSD in the second matter. (CRPC, Rule 3-310(C).)

The County Counsel shall promptly inform the SCSD of any situation giving rise to a conflict of interest in the representation of the District, and County Counsel and the SCSD should confer in good faith regarding a potential waiver of any conflict. Should the SCSD decline to waive a future conflict, SCSD shall seek legal services from a different attorney of its choice regarding that matter.

JESSE J. AVILA

Cc: Charles J. McKee, County Counsel
Leslie J. Girard, Chief Assistant County Counsel
Cynthia L. Hasson, Deputy County Counsel

WAIVER OF POTENTIAL CONFLICT OF INTEREST

The Seaside County Sanitation District received the above Disclosure of potential conflict of interest and the actual and reasonably foreseeable adverse consequences at a duly convened and regular meeting of its Board at which a quorum was present. After considering and having the opportunity to discuss the Disclosure, the District Board approved the Disclosure, waived the potential conflict of interest, and authorized the Chairperson to sign this Waiver. This written waiver is signed to signify the District's consent to the representation of the District by Deputy County Counsel Jesse J. Avila, who currently advises the Monterey County Water Resources Agency and the County of Monterey.

Dated: _____

Ralph Rubio

Chairperson of the Board
Seaside County Sanitation District

Lesley Milton
District Clerk

Dated: _____

JJA:jjja/M BoD SCSD re disclosure and request for waiver of conflict; waiver



FINAL MINUTES
SEASIDE COUNTY SANITATION DISTRICT
Tuesday, March 8, 2016 9:30 AM
REGULAR MEETING
Seaside Conference Room

1. CALL TO ORDER

Chair Rubio called the meeting to order at 9:37 AM.

2. ROLL CALL

PRESENT: Lintell, Pendergrass, Rubio

ABSENT: None

3. ORAL COMMUNICATIONS COMMENTS

No members of the public were present.

4. CONSENT AGENDA

On motion by Vice Chair Pendergrass and seconded by Second Vice Chair Lintell and passed by the following vote the District Chair approved the consent agenda as presented.

RESULT: **Approved**

MOVER: First Vice Chair David Pendergrass

SECONDER: Second Vice Chair Pat Lintell

AYES: Ralph Rubio, David Pendergrass, Pat Lintell

NOES: None

A. APPROVAL OF MINUTES FROM THE FEBRUARY 9, 2016 REGULAR MEETING

Action: Approved

B. APPROVAL OF EXPENDITURES FOR MONTH OF FEBRUARY 2016 FOR SEASIDE COUNTY SANITATION DISTRICT

Action: Approved

C. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR THE MONTH OF FEBRUARY 2016

Action: Received

D. ACCEPT AND FILE THE JUNE 30, 2015 FINANCIAL AUDIT REPORT OF THE SEASIDE COUNTY SANITATION DISTRICT

Action: Accepted

5. NEW BUSINESS

A. RESOLUTION APPROVING 2015-2016 MID-YEAR BUDGET REPORT AND 2014-2015 CAPITAL PROJECT CARRYOVERS

Finance Manager Hodgson reported the annual review of the budget and expenditures

noting the budget was approved in August of 2015 and the review proves everything is on course and no adjustments are needed at this time. She clarified that there is over \$3 million in CIP carry over projects that are not complete at this time. She informed the board that the current cash balance is sufficient to cover the full balance of the CIP at this time. Ms. Hodgson answered questions from the Board.

Director Pendergrass questioned the status of the CIP projects and the timing for completion to with District Manager Ingersoll indicated that they are in progress but didn't want to do all at one time to ensure there is enough cash on hand to cover the cost of the projects as the District is on a pay as you go system. She reported that during the fee update there will be discussions about pay as you go vs finance funding.

Director Pendergrass encouraged looking at financing a bond for this project to ensure we get the projects done without spending all the cash in the bank. The CIP projects are listed in priority order for completion. The master plan outlines the project that will be done over the next 5 years.

On motion by First Vice Chair Pendergrass and seconded by Second Vice Chair Pat Lintell and passed by the following vote the District Board approved the 2015-16 Mid Year budget report.

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

B. RECEIVE REPORT ON THE AUDIT OF THE SEWER SYSTEM MANAGEMENT PLAN

District Engineer Ingersoll reported regarding the requirement to develop a sewer system management plan, a plan which is audited every two years and last updated in 2013. She reported on the 11 components to the plan, what was done and the recommendations of the consultant to meet the plan requirements. There were no fiscal actions being requested at this time, the report included an estimate of \$960,000 which would bring the District into compliance with all the recommendations. The next CIP will be modified to include the required updates to bring the plan in compliance with state regulations. This item was for information only.

Chair Rubio questioned the time limit for compliance and can we prioritize the more important things to get what we can out of the current budget to which Ms. Ingersoll spoke to staff's working document that has recommendations, the status and costs for the work tracking for compliance.

On motion by Second Vice Chair Lintell and seconded by First Vice Chair Pendergrass and passed by the following vote the District Board accepted the report and authorized

staff to follow the recommendations outlined in the audit.

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

6. STAFF REPORTS

District Manager Ingersoll reported there is a meeting set with the MCWD General Manager and two of their Board Members on March 15, 2016. She will report back in April on the actions from the meeting.

7. BOARD MEMBERS COMMENTS

None.

8. ADJOURNMENT

On motion the meeting was adjourned at 9:52 AM.

Respectfully Submitted,

Lesley E. Milton-Rerig, District Clerk

Ralph Rubio, Chair



RESOURCE MANAGEMENT SERVICE

440 Harcourt Avenue
Seaside, CA 93955

Telephone (831) 899-6825
FAX (831) 899-6311

March 3, 2016

Diana Ingersoll, PE
District Engineer
Seaside County Sanitation District
440 Harcourt Ave
Seaside, CA 93955

Subject: *Seaside West Broadway Urban Infrastructure (WBUV) Improvement Project*
City Project No. 2016-76/Federal Grant No. ATPL-5316 (007)
Re: *Adjust Utility Facilities to Grade within Public Right of Way*

The City of Seaside is preparing final plans and specifications for Seaside WBUV Improvement Project that proposes to reduce West Broadway Avenue from four-lane roadway (two lanes in each direction) to two-lanes (one lane in each direction) and construct wider sidewalks. This project also includes new pavement, underground storm drain infiltration system, sanitary sewer, bike lanes, street lights, trees and a new traffic signal at West Broadway and Alhambra Street intersection. In 2015, the City of Seaside was awarded a federal grant from Caltrans, District 5 for the construction phase of this project. Now that this project has federal funds, the City must comply with the requirements of the Federal Highway Authority (FHWA).

In compliance with FHWA requirements, I am forwarding the Notice to Owner (NTO) for the "adjust to grade" of Seaside County Sanitation District facilities along with the Utility Plans showing the location of the proposed work. The enclosed NTO identifies the Utility, Seaside County Sanitation District, is 100% liable for this utility adjustment per Sections 673 and 680 of the Street and Highway Code. If Seaside County Sanitation District has any documents identifying prior rights of your utility, we appreciate this documentation at your earliest convenience.

Please contact Mr. Rick Riedl, Senior Civil Engineer at (831) 899-6884 to discuss any questions or comments.

Sincerely,
City of Seaside

A handwritten signature in black ink, appearing to read "Tim O'Hallaron", is written over the typed name.

Tim O'Hallaron, PE
City Engineer / Public Works Service Manager

Attachments:

Notice to Owner
Utility Plan Drawings U-1 and U-2

Exhibit 14-D Notice to Owner
NOTICE TO OWNER

City of Seaside

Page 1 of 1

NOTICE TO OWNER

No. 4.00

COUNTY	ROUTE/ STREET	POST MILE	PROJECT #
Monterey (MON)	West Broadway Avenue	N/A	City # 2016-76
Federal Aid No. ATPL-5316 (007)			
Owner's Plan No. West Broadway Urban Village Improvement Project			
Date: 2/17/16		"On-System" Yes ☐ No ☒	

To: Seaside County Sanitation District
440 Harcourt Avenue
Seaside, CA 93955
Attn: Diana Ingersoll
(831) 899-6825

Because of the City of Seaside's transportation project to construct wider sidewalks, bike lanes, intersection improvements and general streetscape improvements along West Broadway Avenue between west of Hillsdale Street to Fremont Boulevard including extending the bike facilities to the east from Fremont Blvd to General Jim Moore and to the west from Hillsdale Avenue to Del Monte Boulevard. The project also includes bike lanes along Del Monte Boulevard from Canyon Del Rey to West Broadway Avenue in the City of Seaside in Monterey County, CA.

Which affects your facilities: Proposed and existing sanitary sewer systems along West Broadway, Alhambra Street and Fremont Boulevard

You are hereby ordered to: Install approximately 1060 LF of 15" SS and four (4) manholes along West Broadway from Alhambra St. to Fremont Blvd, remove and replace approximately 140 LF of 6" SS and reconstruct one (1) manhole along Alhambra Street and remove and replace approximately 82 LF of 15" SS and reconstruct two (2) manholes on Fremont Boulevard in accordance with the "West Broadway Urban Village Improvement Project" plans, SheetU1- U2, 100% Submittal set.

Your work schedule shall be: from January 2017 to January 2018.

Notify Rick Riedl at (831) 899-6884, **72 hours** prior to initial start of work, and an additional **24 hours** notification prior to subsequent restart when your work schedule is interrupted.

Liability for the cost of the work is: 100% Owner expense pursuant to Section 673/680 of the Streets and

Highways Code. Owner Rep: Diana Ingersoll, District Engineer

cc: Resident Engineer
Permit

By 
Tim O'Halloran, PW Manager/City Engineer
City of Seaside

THIS NOTICE DOES NOT CONSTITUTE A PERMIT. OBTAIN AN ENCROACHMENT PERMIT BEFORE STARTING WORK.

Distribution: 1) Owner, 2) Utility Coordinator – File, 3) RE – File
4) DLAE – File, 5) District Utility Coordinator - File

LEGEND:

EXISTING	PROPOSED	
tv	TV	TELEVISION (COMCAST)
e	E	ELECTRICAL (PG&E)
g	G	GAS (PG&E)
s	S	SANITARY SEWER (SEASIDE COUNTY SANITATION DISTRICT)
t	T	TELEPHONE (AT&T)
w	W	WATER (CalAM)
oh	OH	OVERHEAD LINE (PG&E)
		ABANDON MANHOLE
		BRICK MANHOLE
		GATE VALVE
		FIRE HYDRANT
		WATER METER
		REDUCER

ABBREVIATIONS:

ACP	ASBESTOS CEMENT PIPE	Inv	INVERT
Abn	ABANDON	JT	JOINT TRENCH
CalAM	CALIFORNIA AMERICAN WATER	MH	MANHOLE
CL	CLASS	PG&E	PACIFIC GAS AND ELECTRIC
Elect	ELECTRICAL	PVC	POLYVINYL CHLORIDE
Exist	EXISTING	SD	STORM DRAIN
FH	FIRE HYDRANT	SS	SANITARY SEWER
GV	GATE VALVE	SSMH	SANITARY SEWER MANHOLE
		Tel	TELEPHONE
		WV	WATER VALVE

POTHOLE LOCATION TABLE

No.	DESCRIPTION	LOCATION	Exist GROUND ELEVATION	DEPTH* (Ft)
11	10" GAS	DM 24+61.70, 24.63 Rt	26.49	2.7'
12	15 1/2" WATER	DM 26+52.95, 25.70 Lt	25.80	3.4'
13	2" GAS	DM 26+54.61, 35.62 Lt	25.51	2.5'
14	8-4" TELEPHONE	WB 6+85.75, 26.95 Rt	28.29	3.1'

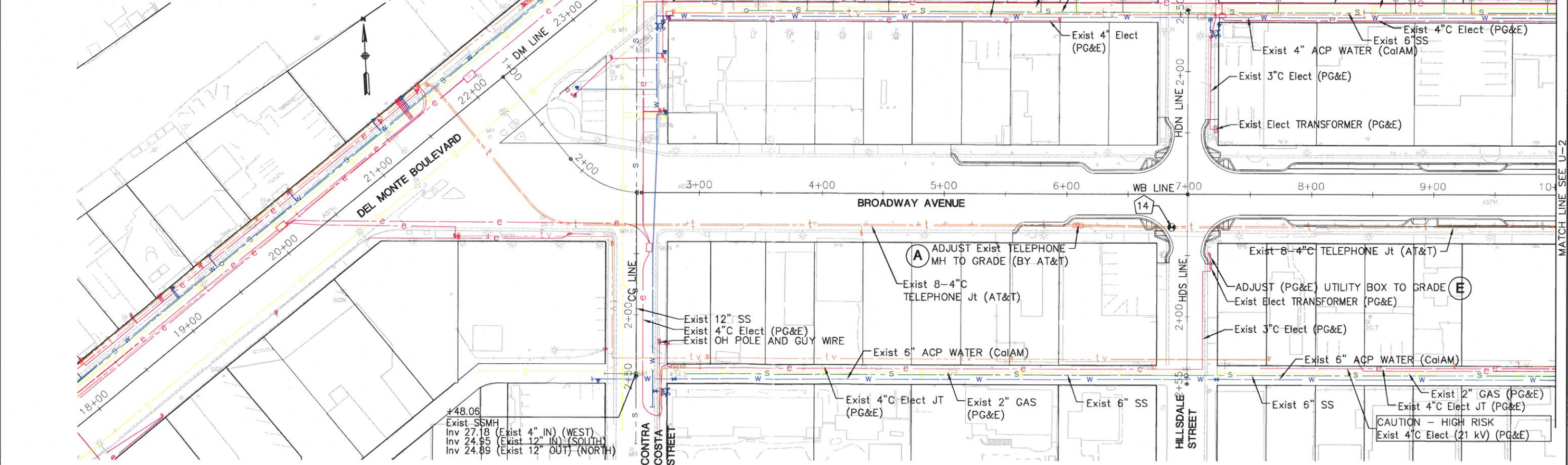
* DEPTH TO THE FIRST TOP OF PIPE OR TOP OF CONCRETE

UTILITY IMPACT LEGEND:

- (A) AT&T
- (B) COMCAST
- (C) CalAM
- (D) SEASIDE COUNTY SANITATION DISTRICT
- (E) PG&E

NOTES:

- ALL EXISTING UTILITIES INDICATED ARE INTENDED TO SHOW APPROXIMATE LOCATION ONLY. CONTRACTOR SHALL POT HOLE AND VERIFY THE ACTUAL LOCATION PRIOR TO STARTING CONSTRUCTION.
- CONTRACTOR SHALL VERIFY ALL CONTROLLING FIELD DIMENSIONS BEFORE ORDERING OR FABRICATING ANY MATERIAL.
- PRIOR TO COMMENCEMENT OF WORK, CONTRACTOR SHALL CONTACT THE UNDERGROUND SERVICE ALERT AT 800-642-2400
- IF NECESSARY, PLACE TRAFFIC COVER ON UTILITIES THAT WILL BE ADJUSTED WITHIN THE ROADWAY.
- TRENCHES FIVE FEET (5') OR MORE IN DEPTH SHALL BE SHORED IN ACCORDANCE CAL/OSHA STANDARDS AND ALL APPLICABLE STATE REGULATIONS.
- CONTRACTOR SHALL PROTECT EXISTING TELEPHONE, GAS, WATER LINES AND OTHER UTILITIES DURING CONSTRUCTION.



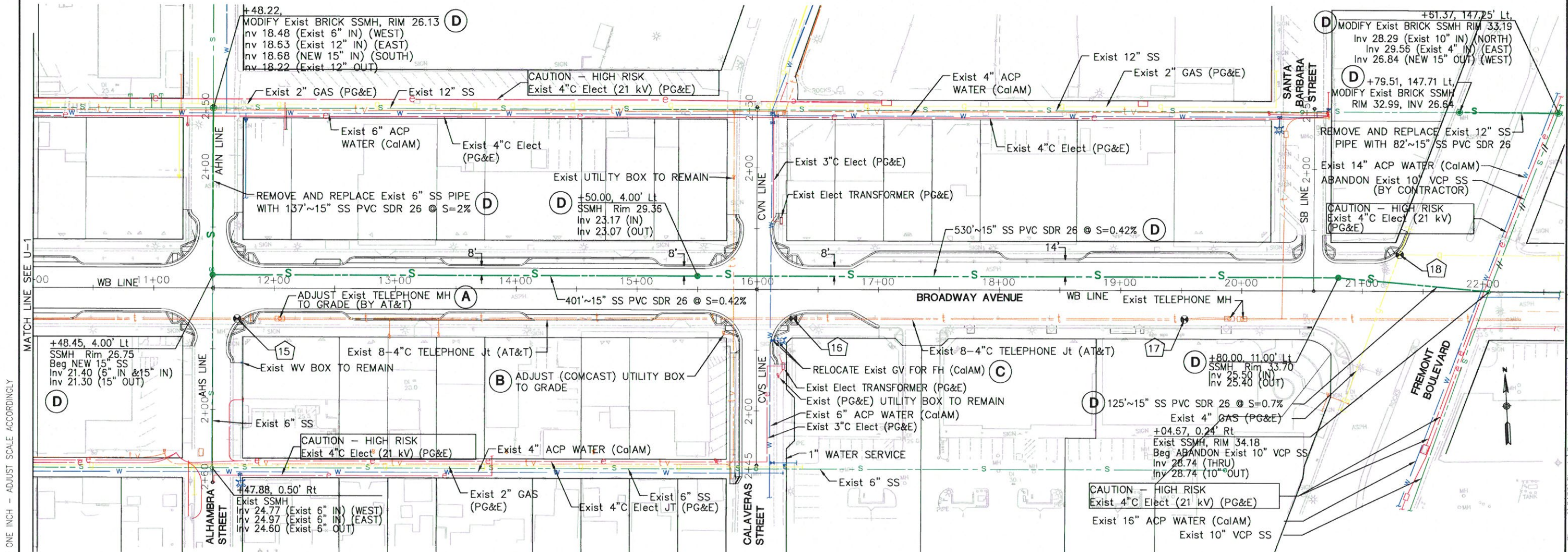
SCALE: 1"=40'

NO. DATE DESCRIPTION CITY APPROVAL DATE REVISIONS		DESIGNED BY TC DRAWN BY TC CHECKED BY MRA	CONSULTANT MARK THOMAS & COMPANY, INC. Providing Engineering, Surveying, and Planning Services 1960 Zanker Road San Jose, CA 95112 (408) 453-5373	SEAL/SIGNATURE 	CITY OF SEASIDE, PUBLIC WORKS DIVISION 440 HARCOURT AVENUE SEASIDE, CA 93955 (831) 899-6884		PROJECT CITY OF SEASIDE WEST BROADWAY URBAN VILLAGE INFRASTRUCTURE IMPROVEMENTS PROJECT	DATE 02/10/2015 SHEET 1 OF 2 DRAWING NO. U-1 JOB NO. 2016-76
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POTHOLE LOCATION TABLE

No.	DESCRIPTION	LOCATION	Exist GROUND ELEVATION	DEPTH* (Ft)
15	8-4" TELEPHONE	WB 11+69.00, 25.08' Rt	26.58	3.9'
16	8-4" TELEPHONE	WB 16+29.42, 23.88' Rt	30.04	3.4'
17	8-4" TELEPHONE	WB 19+52.70, 23.72' Rt	32.21	2.8'
18	4" GAS	WB 21+30.57, 30.22' Lt	33.37	3.0'

* DEPTH TO THE FIRST TOP OF PIPE OR TOP OF CONCRETE



BAR LENGTH ON ORIGINAL DRAWING EQUALS ONE INCH - ADJUST SCALE ACCORDINGLY

SCALE: 1"=40'

DESIGNED BY TC DRAWN BY TC CHECKED BY MRA		CONSULTANT MARK THOMAS & COMPANY, INC. Providing Engineering, Surveying, and Planning Services 1960 Zanker Road San Jose, CA 95112 (408) 453-5373		SEAL/SIGNATURE 		CITY OF SEASIDE, PUBLIC WORKS DIVISION 440 HARCOURT AVENUE SEASIDE, CA 93955 (831) 899-6884		CITY OF SEASIDE WEST BROADWAY URBAN VILLAGE INFRASTRUCTURE IMPROVEMENTS PROJECT		DATE 02/10/2016 SHEET 2 OF 2 DRAWING NO. U-2 JOB NO. 2016-76	
NO. DATE DESCRIPTION CITY APPROVAL DATE REVISIONS MT&C owns all Copyrights and other Intellectual property rights in this work product and it is protected by United States copyright laws and international treaty provisions. Refer to the Project Manual for applicable use restrictions.											

DWG Name: W:\Seaside-SU-15125-West Broadway Urban Village Phase 1\CAD\Sheets\Roadway Sheets\Utilities\U-1 to U-3.dwg Plotted by: Coramangan on Feb 17, 2016 - 17:17:53