



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

Jesse Avila

Legal Counsel

Deputy County Counsel

168 West Alisal Street

Third Floor

Salinas, CA 93901

(831) 755-5045

Lesley Milton-Rerig

District Clerk

440 Harcourt Avenue

Seaside, CA 93955

(831) 899-6707

NOTICE OF SPECIAL MEETING

Board of Directors

Tuesday, June 28, 2016 9:30 AM,

City of Seaside Conference Room

440 Harcourt Ave, Seaside, CA 93955

SPECIAL MEETING AGENDA

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 have the opportunity to directly address the Board concerning any item described in this notice and agenda at or before the time the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

4. NEW BUSINESS

A. 2016-2017 SEASIDE COUNTY SANITATION DISTRICT HOLD PUBLIC HEARING TO CONSIDER AND ADOPT ANNUAL BUDGET

PURPOSE: The purpose of this item is to conduct a public hearing to give the District Board the opportunity to consider and take action on the Proposed 2016-2017 Fiscal Years Budget for the Seaside County Sanitation District (SCSD).

RECOMMENDATION: It is recommended that the District Board hold a public hearing to consider the attached Proposed Budget, take public input and approve the attached resolution approving the Proposed 2016-2017 Budget.

5. **ADJOURNMENT**

Next Regularly Scheduled Meeting:

July 12, 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.



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 4.A.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Daphne Hodgson, Deputy City Manager Administrative Services

DATE: June 28, 2016

**SUBJECT: 2016-2017 SEASIDE COUNTY SANITATION DISTRICT HOLD
PUBLIC HEARING TO CONSIDER AND ADOPT ANNUAL BUDGET**

PURPOSE

The purpose of this item is to conduct a public hearing to give the District Board the opportunity to consider and take action on the Proposed 2016-2017 Fiscal Years Budget for the Seaside County Sanitation District (SCSD).

RECOMMENDATION

It is recommended that the District Board hold a public hearing to consider the attached Proposed Budget, take public input and approve the attached resolution approving the Proposed 2016-2017 Budget.

BACKGROUND

The budget year began on July 1, 2016. The City of Seaside adopted its budget on June 2, 2016, including the Proposed Budget for the SCSD. At this time the SCSD Board can consider the Budget, adopt it as presented, modify it and adopt it, or continue the 2015-2016 Budget and direct staff to return with another Proposed Budget.

The Proposed Budget of the Seaside County Sanitation District for fiscal year 2016-2017 includes estimated operating revenues of \$1,718,000. The proposed operating expenditures are \$966,285 plus \$750,633 of transfers to the District's Capital Improvement, Capital Outlay and Insurance Funds. The Proposed Operating Budget is balanced.

In addition, there is a cash balance (excluding cash in escrow for lease) of approximately \$6,126,000 as of June 15, 2016.

There are \$750,633 of transfers budgeted out of the operating fund. The funds are being

transferred to fund the Capital Outlay Fund, \$93,993, the Capital Improvement Fund, \$535,400, and the Insurance Fund, \$122,240.

The 2016-2017 Capital Outlay Program of \$61,186, and the 2016-2017 Capital Improvement Program of \$474,400 is based on the SCSD Master Plan and is included in the 2016-2017 Proposed Budget. (See attached Exhibit A) The Capital Outlay and Capital Improvement program will be funded from the excess 2016-2017 revenues and the accumulated fund balance.

FISCAL IMPACT

2016-2017 Budget for operations.

ATTACHMENTS

1. 2016-2017 Budget Resolution
 2. 2016-2017 Proposed Budget
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Reviewed for Submission By:

Craig Malin, District Manager

Seaside County Sanitation District

Proposed Budget

2016-2017 Fiscal Year

Revenues

Budget Comparison by Budget Year

SANITATION DISTRICT GENERAL FUND

Revenues - 951

GL Account	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Amended	2016-17 Proposed	2017-18 Forecast
Revenues						
3101 - PROPERTY TAX SECURED	321,499	340,595	376,909	400,000	400,000	400,000
3401 - INTEREST INCOME	14,990	15,939	12,449	15,000	17,000	17,000
3692 - SANITATION USER FEES	1,561,073	1,300,173	1,963,007	1,300,000	1,300,000	0
3720 - MISCELLANEOUS REVENUE	0	0	0	1,000	1,000	0
3721 - ONE TIME REVENUE	232,580	64,773	0	0	0	0
3767 - REIMBURSEMENTS - RESOURCE	0	1,856	549	0	0	0
	2,130,142	1,723,336	2,352,913	1,716,000	1,718,000	417,000

Budget Comparison by Budget Year

SANITATION DISTRICT CAPITAL OUTLAY FUND

Revenues - 952

GL Account	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Amended	2016-17 Proposed	2017-18 Forecast
Revenues						
3401 - INTEREST INCOME	0	0	247	0	0	0
3999 - INTERFUND TRANSFER IN	78,054	677,250	98,150	93,993	93,993	0
	78,054	677,250	98,397	93,993	93,993	0

Budget Comparison by Budget Year

SANITATION DISTRICT CAPITAL IMPROVEMENT FUND

Revenues - 953

GL Account	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Amended	2016-17 Proposed	2017-18 Forecast
Revenues						
3401 - INTEREST INCOME	399	1,642	2,371	0	1,000	1,000
3691 - PARK RENTAL FEES	191,641	7,187	0	0	0	0
3693 - SANITATION CONNECTION FEES	0	0	8,955	0	0	0
3999 - INTERFUND TRANSFER IN	156,107	2,166,900	196,301	349,000	534,400	534,400
	348,147	2,175,729	207,627	349,000	535,400	535,400

Budget Comparison by Budget Year

SANITATION DISTRICT INSURANCE RESERVE FUND

Revenues - 954

GL Account	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Amended	2016-17 Proposed	2017-18 Forecast
Revenues						
3401 - INTEREST INCOME	60	72	613	0	0	0
3999 - INTERFUND TRANSFER IN	16,883	57,561	66,007	115,925	122,240	71,149
	16,943	57,633	66,620	115,925	122,240	71,149

Expenditures

Budget Comparison by Budget Year

SANITATION DISTRICT GENERAL FUND

951-0-8810 - Sanitation District - Operations

GL Account	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Amended	2016-17 Proposed	2017-18 Forecast
Expenditures						
0001 - SALARIES	151,739	99,131	77,290	77,515	43,758	88,886
0002 - OVERTIME	1,020	182	40	1,000	1,000	1,000
0006 - WORKERS COMPENSATION	4,000	2,590	1,990	2,050	1,120	2,344
0010 - MANAGEMENT LEAVE PAYOFF	0	1,369	497	600	600	600
0012 - VACATION	3,534	3,318	1,001	1,000	1,000	1,000
0016 - DEFERRED COMPENSATION	1,110	1,124	816	800	445	900
0020 - PART-TIME HOURLY WAGES	0	0	7,154	8,500	7,700	7,700
0030 - PERS PENSION OB BOND	1,750	3,900	1,106	922	1,122	1,165
0031 - PERS PENSION	17,280	11,090	9,638	12,860	8,325	16,303
0032 - PARS PENSION	13,287	12,950	10,112	10,686	6,058	12,230
0033 - LIUNA PENSION	1,300	133	66	0	0	0
0041 - MEDICAL INSURANCE	30,362	17,734	10,436	11,775	6,686	11,453
0051 - DENTAL INSURANCE	2,553	1,233	900	815	435	876
0061 - VISION INSURANCE	191	92	68	61	25	64
0071 - LTD	593	410	327	337	182	385
0081 - LIFE INSURANCE	515	360	286	258	146	296
0092 - MEDICARE TAX	2,116	1,215	966	1,238	744	1,389
1022 - LEGAL SERVICES	8,156	10,032	5,113	10,000	10,000	10,000
1025 - AUDIT SERVICES	5,390	6,500	6,700	6,700	6,700	6,700
1026 - MEDICAL EXAMS	132	0	0	500	500	500
1029 - TRAINING & EDUCATION	176	0	506	4,000	2,500	2,500
1030 - CONSULTANT	17,441	1,218	8,288	5,000	10,000	10,000
1033 - FITNESS PROGRAM	0	0	247	270	189	270
1040 - PROPERTY TAX ADMIN FEES	2,487	2,508	2,466	0	2,500	2,500
1041 - PROPERTY TAXES/ASSESSMEN	1,521	1,940	2,088	0	2,100	2,100
1045 - STATE WASTE DISCHARGE FEE	0	0	0	2,200	2,200	2,200
2044 - COPIER SERVICES	0	0	0	500	500	500
2053 - OUTSIDE PRINTING SERVICE	0	96	374	1,500	1,500	1,500
2063 - PUBLISHING & LEGAL ADVERTISI	147	58	49	1,000	1,000	1,000
3092 - STATIONARY SUPPLIES	0	928	244	1,000	500	500
3095 - DEPARTMENT CONSUMABLES	468	52	372	1,000	1,000	1,000
4121 - MEETINGS & TRAVEL	20	31	295	4,000	1,000	1,000
4122 - DUES & MEMBERSHIP	1,283	1,091	1,147	1,000	1,000	1,000
5132 - TELEPHONE	3,441	2,145	1,532	4,000	2,000	2,000
9196 - MPACT FEES	147,653	187,910	147,075	173,662	190,000	195,700
9395 - VEHICLE MAINTENANCE	91,900	80,300	59,900	64,900	55,700	55,700
9397 - COMPUTER SYSTEM	8,900	12,100	13,600	13,000	0	0
9398 - CENTRAL SERVICE CHARGES	89,995	169,300	242,000	291,300	191,673	191,673
	610,460	633,041	614,689	715,948	561,908	634,934

Budget Comparison by Budget Year

SANITATION DISTRICT GENERAL FUND

951-0-8820 - Sanitation District - Operations

GL Account	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Amended	2016-17 Proposed	2017-18 Forecast
Expenditures						
0001 - SALARIES	154,949	187,743	110,375	134,154	140,069	143,865
0002 - OVERTIME	11,900	11,785	7,205	15,000	15,000	1,500
0006 - WORKERS COMPENSATION	16,640	13,353	15,871	7,965	13,858	14,242
0012 - VACATION	4,720	(28,253)	2,350	0	0	0
0016 - DEFERRED COMPENSATION	10	765	556	540	540	540
0020 - PART-TIME HOURLY WAGES	0	0	15,473	0	0	0
0030 - PERS PENSION OB BOND	4,100	4,000	2,156	1,465	1,087	1,128
0031 - PERS PENSION	17,694	22,045	13,971	15,382	17,539	17,770
0033 - LIUNA PENSION	5,712	4,506	2,363	2,080	2,080	2,080
0041 - MEDICAL INSURANCE	36,896	24,659	16,870	20,023	19,651	19,568
0051 - DENTAL INSURANCE	2,448	1,871	1,254	1,347	1,347	1,347
0061 - VISION INSURANCE	257	167	137	171	171	171
0071 - LTD	315	311	246	331	346	356
0081 - LIFE INSURANCE	251	223	163	255	258	259
0092 - MEDICARE TAX	2,291	2,743	1,823	1,945	2,031	2,086
0094 - PW - LABOR COST ADJUSTMENT	0	(476)	0	0	0	0
0095 - OPEB ANNUAL COST	3,954	19,642	16,397	0	0	0
0099 - TUITION REIMBURSEMENT	(3,354)	0	0	0	0	0
1029 - TRAINING & EDUCATION	68	0	0	400	400	400
1030 - CONSULTANT	0	0	0	30,000	0	0
2049 - UNIFORM & LAUNDRY	2,899	1,413	1,950	7,000	2,000	2,000
2053 - OUTSIDE PRINTING SERVICE	0	0	0	100	100	100
2054 - EQUIPMENT REPAIR	175	0	0	5,000	5,000	5,000
2063 - PUBLISHING & LEGAL	0	0	0	100	100	100
2068 - REFUSE DISPOSAL	935	(282)	1,285	1,500	1,500	1,500
2073 - SUBCONTRACTED WORK	77,521	55,603	66,579	60,000	60,000	60,000
2074 - MISCELLANEOUS	1,840	2,208	0	0	0	0
2087 - EQUIPMENT RENTAL	2,530	0	401	2,500	2,500	2,500
3092 - STATIONARY SUPPLIES	213	620	0	1,000	1,000	1,000
3095 - DEPARTMENT CONSUMABLES	20,751	29,059	8,495	24,600	24,600	24,600
3097 - SAFETY EQUIPMENT	1,229	138	2,513	3,200	3,200	3,200
3102 - COMPUTER	0	0	0	4,000	1,000	1,000
4121 - MEETINGS & TRAVEL	2,900	3,200	3,442	3,000	3,000	3,000
4122 - DUES & MEMBERSHIP	77	460	312	600	600	600
5131 - GAS & ELECTRIC	7,560	7,981	8,213	12,300	12,300	12,300
5133 - WATER	0	19,857	11,681	8,200	30,000	30,000
6143 - VEHICLE MAINTENANCE	0	260	0	0	0	0
8184 - POLICE EQUIPMENT	243	42	0	0	0	0
8185 - EQUIPMENT	0	2,552	0	0	0	0
8187 - DEPARTMENT EQUIPMENT	0	0	0	0	3,100	3,100
8198 - FOG PROGRAM	0	0	0	80,000	40,000	0
9399 - RESOURCE MANAGEMENT	251,043	0	0	0	0	0
9999 - INTERFUND TRANSFER OUT	0	2,901,711	360,458	558,918	750,633	71,149
	628,769	3,289,907	672,538	1,003,076	1,155,010	426,460

Budget Comparison by Budget Year

SANITATION DISTRICT CAPTIAL OUTLAY FUND

952-0-8820 - Sanitation District - Capital Outlay

GL Account	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Amended	2016-17 Proposed	2017-18 Forecast
Expenditures						
8190 - VIDEO INSPECTION	2,500	0	10,883	89,117	0	0
8191 - VEHLCE WTR MTRS	36,966	0	0	5,000	0	0
8192 - EQUIPMENT	0	0	0	35,000	0	0
8193 - FEE STUDY	288	43,254	0	40,745	0	0
8194 - SEWER SYSTEM MNGT PLAN	18,484	62,159	24,291	25,709	0	0
8195 - GRAPHIC INFORMATION SYSTEM	20,019	17,498	10,044	24,956	0	0
8196 - LAFCO APPLICATION	0	63,243	45,222	122,585	0	0
9603 - DEPRECIATION EXPENSE	0	40,575	42,204	0	0	0
9605 - INTEREST EXPENSE	10,214	7,305	6,309	4,645	9,981	7,009
9608 - LEASE-PRINCIPAL	16,391	(0)	0	49,348	51,205	26,321
	104,862	234,033	138,953	397,105	61,186	33,330

Budget Comparison by Budget Year

SANITATION DISTRICT CAPITAL IMPROVEMENT FUND

953-0-8820 - Sanitation District - Capital Projects

GL Account	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Amended	2016-17 Proposed	2017-18 Forecast
Expenditures						
9201 - DEL MONTE LIFT STATION	53,419	26,256	0	969,090	133,700	0
9202 - ROSITA LIFT STATION UPGRADES	0	4,725	0	73,275	33,300	0
9203 - 942 ANGELUS WY	0	0	0	168,472	183,000	0
9204 - DEL REY PARK SEWER	0	0	0	96,000	24,200	0
9206 - MILITARY LIFT STATION	0	54,740	0	685,306	40,200	0
9207 - FREMONT BLVD SEWER	0	0	873	940,127	0	0
9208 - LUZERN ST. SEWER MAIN	0	0	0	75,000	0	0
9209 - LASALLE AVE	0	0	0	115,000	0	0
9213 - NEW MANHOLE	50,099	0	0	0	0	0
9215 - ROOT INTRUSION SWR	0	14,750	0	0	0	0
9216 - SEWER MASTERPLAN	0	0	0	120,000	0	0
9314 - HIGHWAY 1 SEWER LINE	0	425	9,075	40,500	60,000	0
9603 - DEPRECIATION EXPENSE	0	103,130	103,130	0	0	0
9604 - FEE EXPENSE	0	85,007	85,007	0	0	0
	103,517	289,032	198,085	3,282,770	474,400	0

Budget Comparison by Budget Year

SANITATION DISTRICT INSURANCE RESERVE FUND

954-0-8810 - Sanitation District - Insurance

GL Account	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Amended	2016-17 Proposed	2017-18 Forecast
Expenditures						
2090 - INSURANCE	16,921	57,655	66,620	115,925	122,240	71,149
	16,921	57,655	66,620	115,925	122,240	71,149

RESOLUTION NO. ____

**A RESOLUTION OF THE BOARD OF THE
SEASIDE COUNTY SANITATION DISTRICT**

**ADOPTING THE ANNUAL BUDGET FOR THE
FISCAL YEAR 2016-2017**

WHEREAS, the proposed 2016-2017 fiscal year budget has been prepared for consideration by the Seaside County Sanitation District Board and the Board has conducted a public hearing and reviewed the budget; and

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

WHEREAS, the proposed 2016-2017 fiscal year budget provides for a balanced budget, as prescribed by law; and

WHEREAS, the Seaside County Sanitation District Board has held a public hearing this date on the proposed 2016-2017 budget.

NOW, THEREFORE BE IT RESOLVED that the Seaside County Sanitation District hereby adopts the proposed budget for fiscal year 2016-2017, a copy of which is attached hereto and by reference made a part hereof. The District Manager is authorized to adjust the 2016-2017 Adopted Budget in accordance with modifications made to the Capital Improvement Program by the Board.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held this 28th day of June 2016 by the following vote:

AYES:

NOES:

ABSENT:

Ralph Rubio, Chair

Attest:

Lesley E. Milton Agency Secretary