



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

Pat Lintell

First Vice Chair

City of Del Rey Oaks

650 Canyon Del Rey

Del Rey Oaks, CA

93940

(831) 394-8511

David Pendergrass

Second Vice Chair

City of Sand City

1 Sylvan Park

Sand City, CA 93955

(831) 394-3054

DISTRICT STAFF

John Dunn

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

District Clerk

440 Harcourt Avenue

Seaside, CA 93955

(831) 899-6707

AGENDA

Board of Directors

Tuesday, March 10, 2015 9:30 AM,

City of Seaside Conference Room

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. APPROVAL OF MINUTES FROM THE FEBRUARY 10, 2015 REGULAR MEETING

PURPOSE: To review and approve the minutes from February 10, 2015 Regular Meeting

RECOMMENDATION: That the minutes be reviewed and approved.

B. APPROVAL OF EXPENDITURES FOR THE MONTH OF FEBRUARY 28

PURPOSE: Approval of expenditures for the month of February 28, 2015 - \$ 89,243.34

RECOMMENDATION: Approve expenditures for the month of February 28, 2015.

Total expenditures = \$ 89,243.34

**C. SEASIDE COUNTY SANITATION DISTRICT OPERATIONS
REPORT FOR THE MONTH OF FEBRUARY 2015**

PURPOSE: Receive monthly report for sewer maintenance and mainline stoppages for February 2015.

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

5. STAFF REPORTS

- A. District Manager**
- B. District Engineer**
- C. District Counsel**

6. BOARD MEMBERS COMMENTS

- A. Chairman**
- B. Vice Chairman**
- C. Second Vice Chairman**

7. ADJOURNMENT

Next Regularly Scheduled Meeting:
April 14, 2015
Conference Room
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.



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DRAFT Minutes
Board of Directors
Tuesday, Tuesday, February 9, 2015, 9:30 AM
City of Seaside Conference Room

1. CALL TO ORDER

Vice Chair Pendergrass called the meeting to order at 9:30 AM.

2. ROLL CALL

PRESENT: Pendergrass, Lintell

ABSENT: Rubio

STAFF PRESENT: District Manager, District Engineer, City Engineer, Legal Counsel, Associate Civil Engineer, District Clerk

3. ORAL COMMUNICATIONS COMMENTS

Vice Chair Pendergrass invited comments from public and had no requests to speak.

4. CONSENT AGENDA

Second Vice Chair Lintell questioned if Item D included a monitor for the camera and questioned how the video was recorded. District Engineer Ingersoll indicated that the camera records the video and can be downloaded onto a computer for playback and analysis. Vice Chair Pendergrass questioned the scoring included, to which Ms. Ingersoll indicated it was based on the scoring of the Joint Purchasing Authority Agreement that the District is part of.

On motion by Second Vice Chair Lintell and Seconded by Vice Chair Pendergrass and passed by the following vote the District Board approved the consent calendar as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lintell
SECONDER:	Pendergrass
AYES:	Lintell, Pendergrass
ABSENT:	Rubio

A. APPROVAL OF EXPENDITURES FOR THE MONTH OF JANUARY 31, 2015

ACTION: APPROVED

B. ACCEPT AND FILE CASH AND INVESTMENT REPORT FOR QUARTER ENDING DECEMBER 31, 2014.

ACTION: APPROVED AND FILED

C. SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR THE MONTH OF JANUARY 2015

ACTION: RECEIVED

D. RESOLUTION TO PURCHASE A SEWER INSPECTION CAMERA IN THE AMOUNT OF \$10,882.81

ACTION: ADOPTED AND PASSED RESOLUTION 15-01

5. NEW BUSINESS

A. . PARTICIPATION IN THE PUBLIC EDUCATION PROGRAM WITH MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY

District Engineer Ingersoll presented the report explaining the education component to the public as well as facilitation with businesses to install great trap systems. Ms. Ingersoll provided a background information regarding the contract, initiated in 2006 to provide public education to inform the public of proper grease disposal. She further explained that charges are based on population, from the 2010 census. Cost to the District the annual contract would be \$1,086 for 2015.

Vice Chair Pendergrass invited public comments and had no requests to speak.

On motion by First Vice Chair Pendergrass and Seconded by Second Vice Chair Lintell, District Board adopted Resolution 1502 and authorized payment of the funds to allow the MRWPCA to facilitate public outreach and to authorize the District Manager to execute a Memorandum of Understanding for the program.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pendergrass
SECONDER:	Lintell
AYES:	Lintell, Pendergrass
ABSENT:	Rubio

B. B. RESOLUTION TO PURCHASE A COMBINATION VACUUM-JETTER VEHICLE IN THE AMOUNT OF \$394,289 AND AUTHORIZE STAFF TO PROCEED WITH A LEASE-PURCHASE FINANCING

District Engineer Ingersoll reported on the status of the current fleet of vehicles owned by the District and explained this request is for the purchase of a combination vacuum jetter vehicle. She further explained the current vehicle slated for replacement is 14 years old. Over the past several years there has been significant maintenance costs, causing the vehicle to be out of service for significant periods of time which causes an operational issue. Ms. Ingersoll reported on the details of the quote and indicated that the vehicle is built to order and will take months to receive. The expected life span of the vehicle is about 10 years.

Financial Services Manager Saldana reported that staff is recommending a lease purchase contract as the most appropriate financing option with an exceptional rate. The recommendation is to proceed with the financing but the agreement will come back to the District Board for final approval. As part of the quote, the vehicle will include a 5 year warranty.

Second Vice Chair Lintell questioned the estimated cost of the repairs of the existing vehicle, to which Ms. Ingersoll reported that the repairs still have to be made because of the need for a backup vehicle in the event one is out of commission. She requested that this has been a part of the capital improvement program and has been budgeted as part of this year's budget.

Vice Chair Pendergrass invited public comment and had no requests to speak.

On motion by Second Vice Chair Lintell and Seconded by Vice Chair Pendergrass and passed by the following vote the District Board adopted Resolution 15-03 authorizing the

purchase of a Combination Vacuum-Jetter (Vactor) Vehicle and authorized staff to proceed with a lease-purchase financing.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lintell
SECONDER: Pendergrass
AYES: Lintell, Pendergrass
ABSENT: Rubio

6. STAFF REPORTS

A. District Manager

District Manager Dunn spoke to a letter received from the Chair of the Marina Coast Water District regarding the facts of the engineering analysis and indicated that engineering staff should review and prepare a response. He reported to the Board that he and Chair Rubio will meet with MCWD Representatives to discuss. District Manager Dunn also spoke to a letter that was distributed to Reporter Kera Abraham at the Monterey County weekly which was submitted to clarify things that were published in the paper that were misleading regarding the service in the former Fort Ord.

B. District Engineer

District Engineer Ingersoll reported that at 1795 California staff cleared a main line blockage which revealed previous work completed by PG&E had damaged the District's main, so an emergency repair had to be made. Costs were calculated and staff will bill PG&E for the cost of the repair.

C. District Counsel

No report.

7. BOARD MEMBERS COMMENTS

A. Chairman

B. Vice Chairman

C. Second Vice Chairman

8. ADJOURNMENT

Having no further business to conduct, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,

Lesley Milton-Rerig, District Clerk

Ralph Rubio, Chair



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 4.B.

TO: Seaside County Sanitation District

FROM: John Dunn, District Manager

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

DATE: March 10, 2015

**SUBJECT: APPROVAL OF EXPENDITURES FOR THE MONTH OF FEBRUARY
28**

PURPOSE

Approval of expenditures for the month of February 28, 2015 - \$ 89,243.34

RECOMMENDATION

Approve expenditures for the month of February 28, 2015.
Total expenditures = \$ 89,243.34

BACKGROUND

Expenditure reports attached. Cash balance as of February 28, 2015: \$ 4,306,485.37

FISCAL IMPACT

ATTACHMENTS

1. YTD Expenditures EFT_02-28-15
 2. YTD Expenditures_02-28-2015
-

**Reviewed for Submission to the
Board by:**

A handwritten signature in blue ink, appearing to read "John Dunn", is written over a light blue rectangular background.

Meeting Date: March 10, 2015

John Dunn, District Manager

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 Amount : \$ **89,243.34**
 Customer Name: CITY OF SEASIDE

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 \$ 89,243.34

DESCRIPTION	AT	FD	BU	ORG	ACCTREP 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 February 28, 2015.

Prepared By: Patricia Vesquez Date: _____
 Approved By: _____ Date: _____ Keyed By: _____ Date: _____

YTD (14-15) Expenses as of FEBEuary 28 2015

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	47,467.40	41,324.17	6,143.23
951-0-8810-0002	Overtime	40.14	40.14	-
951-0-8810-0006	Workers Compensation	1,319.10	983.64	335.46
951-0-8810-0010	Management Leave Payoff	496.77	496.77	-
951-0-8810-0012	Vacation	1,000.87	1,000.87	-
951-0-8810-0016	Deferred Compensation	511.11	447.64	63.47
951-0-8810-0018	Auto Allowance	-	-	-
951-0-8810-0020	Part-Time Hourly Wages	4,676.85	4,068.45	608.40
951-0-8810-0030	PERS Pension Ob Bond	737.44	553.08	184.36
951-0-8810-0031	PERS Pension	5,955.98	5,182.97	773.01
951-0-8810-0032	PARS Pension	6,851.54	6,066.23	785.31
951-0-8810-0033	LIUNA Pension	28.84	18.90	9.94
951-0-8810-0041	Medical Insurance-Blue Cross	4,712.67	4,712.67	-
951-0-8810-0051	Dental Ins-Guardian	327.51	327.51	-
951-0-8810-0061	Vision Ins-CPIC	26.74	26.74	-
951-0-8810-0071	LTD-Met Life	113.05	113.05	-
951-0-8810-0081	Reliance Life Insurance	99.19	99.19	-
951-0-8810-0092	Medicare Tax	601.99	525.06	76.93
951-0-8810-1022	Legal Services	2,419.16	1,686.08	733.08
951-0-8810-1025	City Audit	6,700.01	6,700.01	-
951-0-8810-1026	Medical Exams	-	-	-
951-0-8810-1029	Training and Education	350.00	350.00	-
951-0-8810-1030	Consultant	-	-	-
951-0-8810-1033	Fitness Program	153.30	131.40	21.90
951-0-8810-1040	Property Tax Admin Fees	-	-	-
951-0-8810-1041	State Waste Discharge Fee	2,088.00	2,088.00	-
951-0-8810-2044	Copier Services	-	-	-
951-0-8810-2053	Outside Printing Services	374.00	374.00	-
951-0-8810-2063	Publishing & Legal Advertising	49.14	49.14	-
951-0-8810-3092	Stationary Supplies	122.84	122.84	-
951-0-8810-3095	Department Consumables	-	-	-
951-0-8810-4121	Meetings/Travel	54.95	54.95	-
951-0-8810-4122	Dues and Memberships	739.36	739.36	-
951-0-8810-5132	Telephone	1,178.01	1,028.76	149.25
951-0-8810-9196	Impact Fees	-	-	-
951-0-8810-9395	Vehicle Maintenance	39,933.34	29,950.02	9,983.32
951-0-8810-9397	Computer System	9,066.66	6,799.98	2,266.68
951-0-8810-9398	Central Service Charge	161,333.34	121,000.02	40,333.32
951-0-8820-0001	Salaries	67,146.91	58,021.73	9,125.18
951-0-8820-0002	Overtime	4,621.75	3,458.86	1,162.89
951-0-8820-0006	Workers Compensation	12,201.40	10,365.60	1,835.80
951-0-8820-0009	Sick Leave Payoff	-	-	-
951-0-8820-0010	Management Leave Payoff	-	-	-
951-0-8820-0012	Vacation	-	-	-
951-0-8820-0016	Deferred Compensation	296.48	249.59	46.89
951-0-8820-0020	Part - Time Hourly Wages	15,473.07	15,473.07	-
951-0-8820-0030	PERS Pension Ob Bond	1,437.44	1,078.08	359.36
951-0-8820-0031	PERS Pension	9,639.63	8,677.12	962.51
951-0-8820-0033	LIUNA Pension	1,353.26	1,145.46	207.80
951-0-8820-0041	Medical Insurance-Blue Cross	5,192.25	5,192.25	-
951-0-8820-0051	Dental Ins-Guardian	400.48	400.48	-
951-0-8820-0061	Vision Ins-CPIC	43.82	43.82	-
951-0-8820-0071	LTD-Met Life	78.92	78.92	-
951-0-8820-0081	Reliance Life Insurance	48.55	48.55	-
951-0-8820-0092	Medicare Tax	1,206.19	1,068.34	137.85
951-0-8820-2049	Uniform Service/ Laundry	960.27	848.97	111.30
951-0-8820-2068	Refuse Disposal	846.79	846.79	-
951-0-8820-2073	Subcontracted Work	19,030.01	17,497.81	1,532.20
951-0-8820-2074	Subcontract - Grease Prog	-	-	-
951-0-8820-2087	Equipment Rental	400.96	400.96	-

YTD (14-15) Expenses as of FEBRUARY 28 2015

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-0-8820-3092	Stationary Supplies	-	-	-
951-0-8820-3095	Department Consumables	6,825.16	5,437.88	1,387.28
951-0-8820-3097	Safety Equipment	1,710.60	1,645.81	64.79
951-0-8820-4121	Meetings/Travel	2,300.00	2,100.00	200.00
951-0-8820-4122	Dues and Memberships	-	-	-
951-0-8820-4124	Mail Services	-	-	-
951-0-8820-5131	Gas & Electric	5,287.17	4,708.48	578.69
951-0-8820-5132	Telephone	-	-	-
951-0-8820-5133	Water	4,140.03	4,140.03	-
951-0-8820-6143	Vehicle Maintenance	-	-	-
951-0-8820-8183	Video Inspection	-	-	-
951-0-8820-8184	Fog Program	-	-	-
951-0-8820-8185	GIS Maintenance & Mapping	-	-	-
952-0-8820-8191	Pickup Truck with CMS	-	-	-
952-0-8820-8193	Connection Fee Study	-	-	-
952-0-8820-8194	Sewer System Mgmt Plan Up	15,963.75	15,963.75	-
952-0-8820-8195	Graphic Information Systems	7,305.82	528.68	6,777.14
952-0-8820-8196	LAFCO Application	38,529.34	38,207.84	321.50
952-0-8820-9605	Interest Expense	4,406.55	4,406.55	-
952-0-8820-9608	Lease Payments	31,510.47	31,510.47	-
953-0-8820-9201	Del Monte Lift Station Upgrade	-	-	-
953-0-8820-9202	Rosita Lift Station Upgrade	-	-	-
953-0-8820-9203	Angelus Way Sewer Main Up	11,585.17	11,585.17	-
953-0-8820-9206	Military Lift Station Repl	-	-	-
953-0-8820-9212	LAFCO Application	-	-	-
953-0-8820-9213	New Manhole Installations	-	-	-
953-0-8820-9215	Root Intrusion Swr Main	-	-	-
953-0-8820-9314	Highway 1 Sewer Line	8,510.25	6,545.75	1,964.50
953-0-8820-9199	942 Angelus Way Pipe Line	-	-	-
954-0-8810-2088	Judgments/Damages	-	-	-
954-0-8810-2090	Insurance	66,620.00	66,620.00	-
City of Seaside Total		644,601.79	555,358.45	89,243.34
			951-1009	80,180.20
			952-1009	7,098.64
			953-1009	1,964.50
			954-1009	-
Total Expenditures for month of February 2015				89,243.34
OTHER EXPENSES				
			951-1009	0.00
			952-1009	0.00
PREPARED BY: RAJNESH NARAYAN			953-1009	
DATE: 3/02/2015			954-1009	
Total Adjusted drawdown from County -SCSD				89,243.34



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 4.C.

TO: Seaside County Sanitation District

FROM: John Dunn, District Manager

BY: Diana Ingersoll, District Engineer

DATE: March 10, 2015

**SUBJECT: SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT
FOR THE MONTH OF FEBRUARY 2015**

PURPOSE

Receive monthly report for sewer maintenance and mainline stoppages for February 2015.

RECOMMENDATION

Accept reports. This item is presented for information only.

BACKGROUND

Attached is the Seaside County Sanitation District Operations Report and Flush Map for the month of February 2015.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

1. Monthly Sanitation Report - Feb 2015
 2. Flush Map February 2015
-

**Reviewed for Submission to the
Board by:**

A handwritten signature in blue ink, appearing to read "John Dunn", is written over a light blue rectangular background.

Meeting Date: March 10, 2015

John Dunn, District Manager

Seaside County Sanitation District Operations Report

Year 2015 Month of February

	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		14,645		0	39,389	284,805	39,389	299,450
Main Line Video		0		0		0	0	0
Main Lines Treated for Grease Controll (Jet Power II)	185	1,233	190	190	3,395	38,304	3,770	39,727
Stoppages								0
Main Line	1	1		0	4	10	5	12
Laterals		0		0	1	9	1	9

Sewer Repairs

1795 California Avenue-repaired 6" main cleanout external pipe and installed cleanout box & lid.

Sewers Video

None

Stoppage Locations

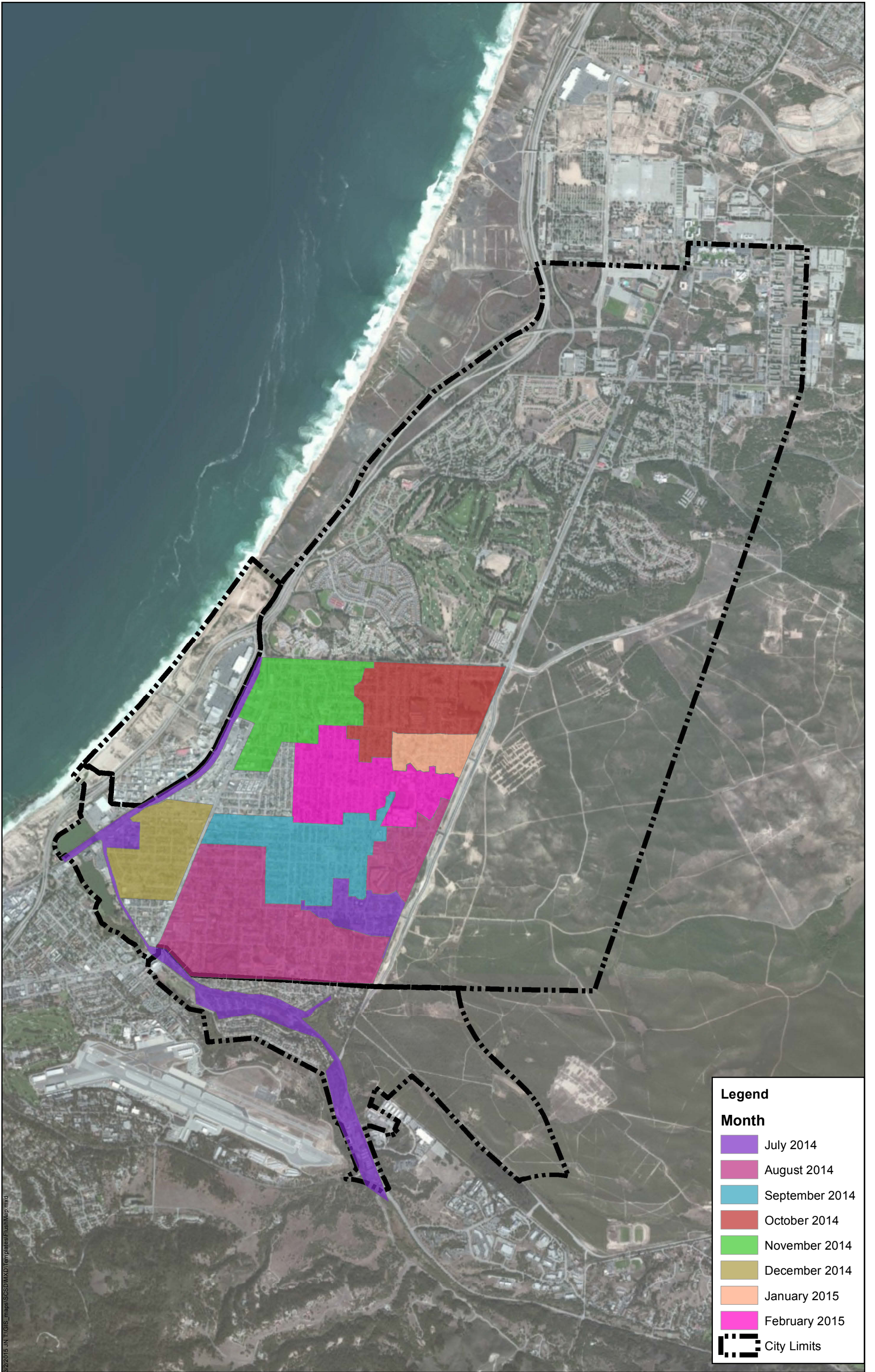
Del Rey Oaks

DRO - Park (ML-grease & roots)

Sand City

Seaside

1703 Goodwin St (ML-grease & paper)
1717 & 1714 Darwin St (ML-roots & grease)
1289 Hamilton St (ML-roots & grease)
Home Depot Easement (ML-rocks & floor tiles)
8 Louvaine Ct (L)



3/2/2015 J:\GIS_maps\SCSD\MXD\Templates\FlushMap.mxd



0 1,250 2,500
Feet

Source: SCSD, AMBAG

SEASIDE COUNTY SANITATION DISTRICT

Flush Map

Exhibit
Packet Page 15