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

Jerry Blackwelder
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)899-6701

Rick Riedl
District Engineer
440 Harcourt Avenue
Seaside, CA 93955
(831) 899-6884

Jesse Avila
Legal Counsel
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

REGULAR **MEETING AGENDA**
Board of Directors
Tuesday, September 12, 20179:30 AM,
City of Seaside Conference Room
440 Harcourt Ave, Seaside, CA 93955

1. CALL TO ORDER

Ralph Rubio	Chair
Jerry Blackwelder	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 THE AUGUST 8, 2017 REGULAR MEETING.

PURPOSE: To review and approve the minutes from the August 8, 2017 Regular Meeting.

RECOMMENDATION: That the minutes be reviewed and approved.

B. AUGUST 2017 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT

PURPOSE: Approval of expenditures for August 2017 for the Seaside County Sanitation District in the amount of $47,842.50.

RECOMMENDATION: Approve expenditures for August 2017. Total expenditures were $47,842.50.

C. SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR AUGUST 2017

PURPOSE: Receive monthly report for sewer maintenance and stoppages for August 2017.

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

5. NEW BUSINESS

A. AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MEYERS NAVE FOR AN AMOUNT NOT TO EXCEED SEVENTY-FIVE THOUSAND DOLLARS ($75,000) TO PROVIDE LEGAL SERVICES

PURPOSE:
The purpose of this item is for the District Board to consider amending a professional services agreement with Meyers Nave for legal services in support of the possible application to the Monterey County Local Agency Formation Commission (LAFCO) for the expansion of the sphere of influence and service area annexation. The proposed amendment to the agreement would compensate Meyers Nave for professional services provided on a time and materials basis not to exceed Seventy-Five Thousand Dollars ($75,000).

RECOMMENDATION: It is recommended that the District Board adopt a resolution approving the amendment to the professional services agreement with Meyers Nave to provide Legal Services in support of the possible application to the Monterey County Local Agency Formation Commission (LAFCO) for an amount not to exceed Seventy-Five Thousand Dollars.

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:
October 10, 2017
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.

DRAFT MINUTES
SEASIDE COUNTY SANITATION DISTRICT
Tuesday, August 8, 2017 9:30 AM
REGULAR MEETING
Seaside Conference Room

1. CALL TO ORDER

The meeting was called to order at 9:31 a.m.

2. ROLL CALL

Present: Lintell, Blackwelder, Rubio

3. ORAL COMMUNICATIONS COMMENTS

There was no public comments.

4. CONSENT AGENDA

On motion by Second Vice Chair Lintell and seconded by First Vice Chair Blackwelder and passed by the following vote the Seaside County Sanitation District approved Consent Agenda.

RESULT:	**Approved**
MOVER:	Second Vice Chair Pat Lintell
SECONDER:	First Vice Chair Jerry Blackwelder
AYES:	Ralph Rubio, Jerry Blackwelder, Pat Lintell
NOES:	None
ABSENT:	None

A. APPROVAL OF MINUTES FROM THE JULY 11, 2017 REGULAR MEETING.

Action: Approved

B. JULY 2017 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT

Action: Approved

C. SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR JULY 2017

Action: Received

5. NEW BUSINESS

A. CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR ENDING JUNE 30, 2018

Item was presented by District Engineer, Rick Riedl. Mr. Riedl explained that the CIP is the guiding document for projects. This is the Del Monte Boulevard sewer line upgrade project, this is an important project but was put off for a few years because there was not enough funding. Project will help out with proposed development in Sand City. The estimated cost for design is $265,000 for this fiscal year and about $1.5M for next fiscal

year to do the construction. There were questions by Legal Counsel and Board members that were answered by Mr. Riedl.

On motion by Second Vice Chair Lintell and seconded by First Vice Chair Blackwelder and passed by the following vote the Seaside County Sanitation District adopted the Resolution.

RESULT:	**Adopted**
MOVER:	Second Vice Chair Pat Lintell
SECONDER:	First Vice Chair Jerry Blackwelder
AYES:	Ralph Rubio, Jerry Blackwelder, Pat Lintell
NOES:	None
ABSENT:	N

B. HOLD A PUBLIC HEARING, CONSIDER AND ADOPT THE 2017-2018 PROPOSED SEASIDE COUNTY SANITATION DISTRICT ANNUAL OPERATING BUDGET

Item was presented by Assistant Finance Director, Travis Foster; a new copy with changes was distributed. Mr. Foster reviewed proposed Annual Operating Budget. Public hearing was open and Mr. Foster continue going over the operating budget as requested by Chair Rubio. There were questions asked to Mr. Foster by the Board. Public hearing was closed by Chair Rubio.

On motion by First Vice Chair Blackwelder and seconded by Second Vice Chair Lintell and passed by the following vote the Seaside County Sanitation District approved Budget and Resolution.

RESULT:	**Approved**
MOVER:	First Vice Chair Jerry Blackwelder
SECONDER:	Second Vice Chair Pat Lintell
AYES:	Ralph Rubio, Jerry Blackwelder, Pat Lintell
NOES:	None
ABSENT:	None

6. STAFF REPORTS

District Engineer Rick Riedl informed the Board that he spoke to the Del Rey Oaks City Manager who had informed him that they talked to Marina Coast about providing sewer service to former Fort Ord and he informed him that, that discussion has been had in the past and forwarded him all documents that relate to that topic.

7. BOARD MEMBERS COMMENTS

None.

8. ADJOURNMENT

On motion, the meeting was adjourned at 9:52 a.m.

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

DATE: September 12, 2017

SUBJECT: **AUGUST 2017 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT**

PURPOSE

Approval of expenditures for August 2017 for the Seaside County Sanitation District in the amount of $47,842.50.

RECOMMENDATION

Approve expenditures for August 2017. Total expenditures were $47,842.50.

BACKGROUND

The expenditure report for the months of August 2017 is attached. The cash balance as of August 31, 2017 was $6,739,346.11.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

1. EFT Report
2. Expenditure Detail - August 2017

Reviewed for Submission By:

_____

Craig Malin, 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 : $ **47,842.50**
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**	
Hilda Castro			
Deputy Auditor	Date	Deputy Treasurer	Date of Transfer

For Auditor-Controller Office use only

Period _____ JV Number _____
Budget Yr. _____ Date _____
Total $ 47,842.50

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 for AUGUST, 2017.

Prepared By: Hilda Castro Date:
Approved By:_____ Date:_____ Keyed By:_____ Date:_____

YTD (17-18) Expenses for AUGUST 2017

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	7,034.76	1,762.12	5,272.64
951-0-8810-0016	Deferred Compensation	83.91	33.88	50.03
951-0-8810-0031	PERS Pension	3,752.86	178.19	3,574.67
951-0-8810-0032	PARS Pension	1,161.70	463.08	698.62
951-0-8810-0033	LIUNA Pension	8.42	8.42	-
951-0-8810-0041	Medical Insurance	968.95	-	968.95
951-0-8810-0051	Dental Ins	85.82	49.00	36.82
951-0-8810-0061	Vision Ins-CPIC	4.62	-	4.62
951-0-8810-0071	LTD	16.18	-	16.18
951-0-8810-0081	Life Insurance	14.93	-	14.93
951-0-8810-0092	Medicare Tax	128.77	53.08	75.69
951-0-8810-1033	Fitness Program	11.25	-	11.25
951-0-8810-5132	Telephone	305.46	152.73	152.73
951-0-8820-0001	Salaries	18,074.83	4,309.98	13,764.85
951-0-8820-0002	Overtime	1,126.06	-	1,126.06
951-0-8820-0016	Deferred Compensation	212.22	86.03	126.19
951-0-8820-0031	PERS Pension	1,563.03	514.66	1,048.37
951-0-8820-0033	LIUNA Pension	196.38	196.38	-
951-0-8820-0041	Medical Insurance	3,209.10	-	3,209.10
951-0-8820-0051	Dental In	242.74	158.08	84.66
951-0-8820-0061	Vision Ins	13.04	-	13.04
951-0-8820-0071	LTD	16.99	(8.00)	24.99
951-0-8820-0081	Life Insurance	2.71	(14.12)	16.83
951-0-8820-0092	Medicare Tax	322.05	123.60	198.45
951-0-8820-2049	Uniform Service/ Laundry	185.36	-	185.36
951-0-8820-2068	Refuse Disposal	364.82	-	364.82
951-0-8820-2073	Subcontracted Work	1,793.33	804.63	988.70
951-0-8820-3095	Department Consumables	244.95	-	244.95
951-0-8820-4121	Meetings/Travel	600.00	300.00	300.00
951-0-8820-5131	Gas & Electric	798.30	-	798.30
952-0-8820-8194	Sewer System Mgmt Plan Update	4,276.50	-	4,276.50
952-0-8820-9605	Interest Expense	121.67	67.41	54.26
952-0-8820-9608	Lease Payments	8,746.73	4,366.79	4,379.94
953-0-8820-9202	Rosita Lift Station Upgrade	5,760.00	-	5,760.00
953-0-8820-9207	Fremont Blvd Main upgrade	962.50	962.50	-
			951-1009	**33,371.80**
			952-1009	**8,710.70**
			953-1009	**5,760.00**
AUGUST 2017 DRAWDOWN				**47,842.50**

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 4.C.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Rick Riedl, City Engineer
Leslie Llantero, Assistant Engineer

DATE: September 12, 2017

SUBJECT: **SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR AUGUST 2017**

PURPOSE

Receive monthly report for sewer maintenance and stoppages for August 2017.

RECOMMENDATION

Accept reports. This item is presented for information only.

BACKGROUND

Attached is the Seaside County Sanitation District Operations Report and Flush Map for August 2017.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

1. Monthly Operations Report
2. Flush Map

Reviewed for Submission By:

_____

Craig Malin, District Manager

Seaside County Sanitation District
Operations Report

Fiscal Year 2017/2018 Month of August

	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	15,672	15,672		0	18,742	39,172	34,414	54,844
Main Line Video		0		0		0	0	0
Main Lines Treated for Grease Controll (Jet Power II)	262	524	190	380	3,550	6,479	4,002	7,383
Stoppages								
Main Line		0		0		3	0	3
Laterals		0		0	1	1	1	1

Sewer Repairs
None

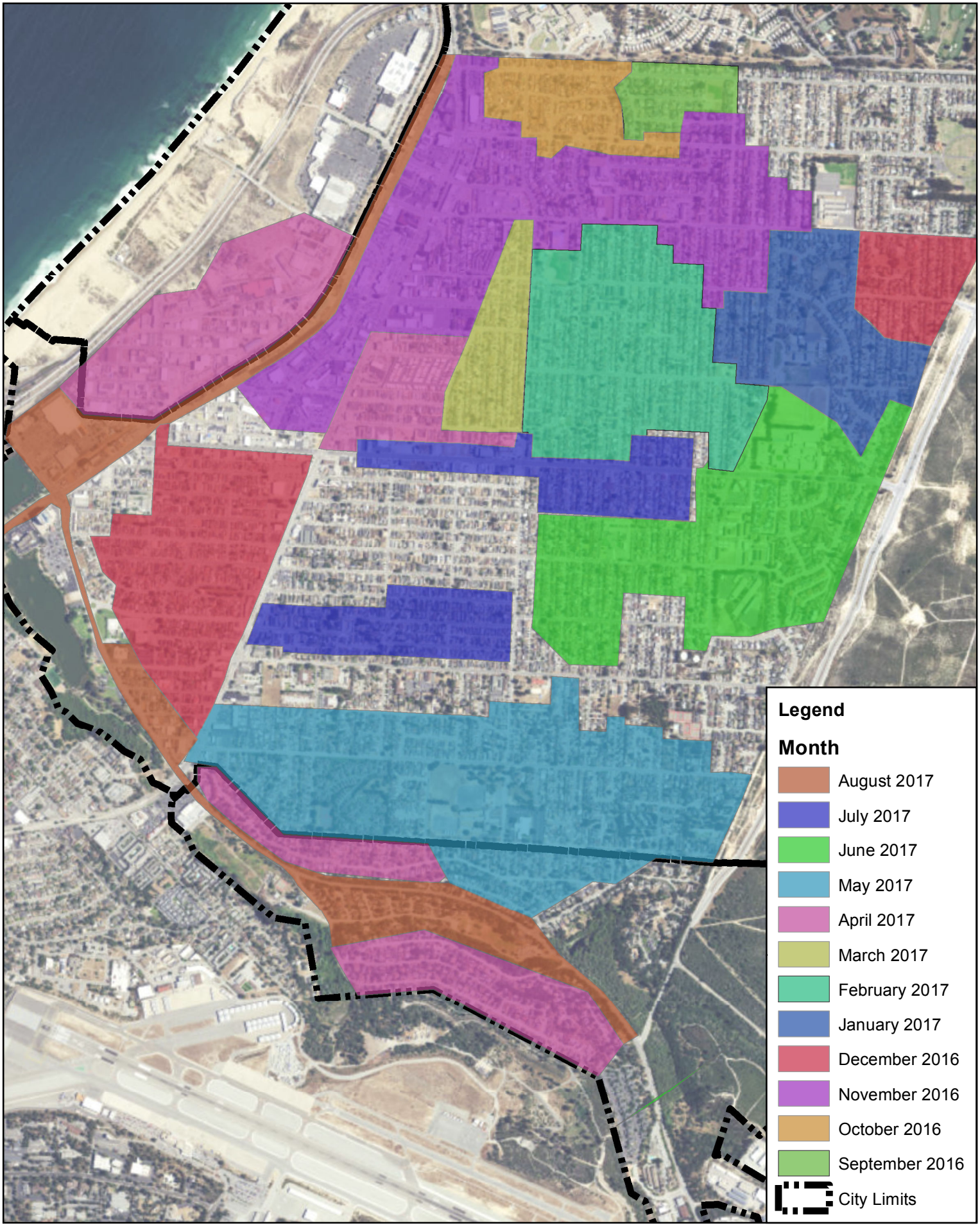
Sewers Video
None

Stoppage Locations

Del Rey Oaks

Sand City

Seaside
1414 Hilby Ave (L)



SEASIDE COUNTY SANITATION DISTRICT

0 1,250 2,500 Feet

Source: SCSD, AMBAG

Flush Map

Exhibit

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 5.A.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Rick Riedl, City Engineer

DATE: September 12, 2017

SUBJECT: **AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MEYERS NAVE FOR AN AMOUNT NOT TO EXCEED SEVENTY-FIVE THOUSAND DOLLARS ($75,000) TO PROVIDE LEGAL SERVICES**

PURPOSE

The purpose of this item is for the District Board to consider amending a professional services agreement with Meyers Nave for legal services in support of the possible application to the Monterey County Local Agency Formation Commission (LAFCO) for the expansion of the sphere of influence and service area annexation. The proposed amendment to the agreement would compensate Meyers Nave for professional services provided on a time and materials basis not to exceed Seventy-Five Thousand Dollars ($75,000).

RECOMMENDATION

It is recommended that the District Board adopt a resolution approving the amendment to the professional services agreement with Meyers Nave to provide Legal Services in support of the possible application to the Monterey County Local Agency Formation Commission (LAFCO) for an amount not to exceed Seventy-Five Thousand Dollars.

BACKGROUND

On April 4, 2013, the District issued a Request for Qualifications (RFQ) to provide Legal Services for the District's potential application to the Monterey County Local Agency Formation Commission (LAFCO) for the expansion of the sphere of influence and service area annexation. The RFQ was distributed via email to the eleven legal firms. The RFQ sought to identify attorneys who have demonstrated expertise in the preparation and processing of applications to LAFCO for the expansion of the sphere of influence and service area annexation and associated documents as required by CEQA.

Six firms including Meyers Nave of Oakland, California submitted proposals. Based upon the recommendations of the SCSD"s ad hoc committee's evaluation of the submitted proposals, a contract was awarded to Meyers Nave on August 13, 2013. The agreement with Meyers Nave stipulated the work would be performed on a time and materials basis for a term of no more than two years. Meyers Nave has provide legal services for the SCSD, but due to no fault of Meyers Nave, the process and tasks for the SCSD's application to LAFCO have extended beyond the original project scope. Therefore, it is recommended that the District Board adopt a resolution approving the amendment to the professional services agreement with Meyers Nave to provide Legal Servicesin support of the possible application to the LAFCO.

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). In addition, CEQA Guidelines Section 17561 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project.

FISCAL IMPACT

The approval of the amendment to the professional services agreement with Meyers Nave will be funded with fiscal year ending 2017 carry-over funds of approximately $111,000 in Account #952-0-8820-8196, "LAFCO Application Project." To date, Meyers Nave has expended approximately $29,000 on the project with a total contract value of $50,000. Increasing the contract value by $25,000 would allow Meyers Nave to continue working on the project.

ATTACHMENTS

1. Resolution
2. Amendment No. 1
3. Exhibit A1

Reviewed for Submission By:

_____

Craig Malin, District Manager

RESOLUTION NO. 2017- (SCSD)

A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT AMENDING THE PROFESSIONAL SERVICES AGREEMENT WITH MEYERS NAVE FOR AN AMOUNT NOT TO EXCEED SEVENTY-FIVE THOUSAND DOLLARS ($75,000) TO PROVIDE LEGAL SERVICES

WHEREAS, the Seaside County Sanitation District (SCSD) may desire to submit an application to the Monterey County Local Agency Formation Commission (LAFCO) for the expansion of the sphere of influence and service area annexation for sanitary sewer service; and

WHEREAS, the application to LAFCO for expansion of the sphere of influence and the service area annexation is a project that involves the performance of professional and technical services of a temporary nature; and

WHEREAS, based upon demonstrated qualifications, on August 13, 2013, the SCSD retained Meyers Nave of Oakland California to provide legal services for the SCSD's potential application to LAFCO; and

WHEREAS, due to no fault of Meyers Nave, the process and tasks for the SCSD's application to LAFCO have extended beyond the original project scope; and

WHEREAS, Meyers Nave is willing and capable to provide legal services in support of the SCSD's application to LAFCO.

NOW THEREFORE, BE IT RESOLVED, that the Seaside County Sanitation District awards Contract Amendment Number 1, attached hereto, to the Professional Services Agreement with Meyers Nave to extend the contract term to August 13, 2019; increases the contract amount to not exceed Seventy-Five Thousand ($75,000); and authorizes the District Manager to execute the contract amendment.

PASSED AND ADOPTED at a joint meeting of the Seaside County Sanitation District duly held on the 13th day of August 2017, by the following vote:

AYES:	BOARD MEMBERS:	
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	None
ABSTAIN:	BOARD MEMBERS:	None

_____
Ralph Rubio, Chair
Seaside County Sanitation District

ATTEST:

_____
Lesley Milton-Rerig District Clerk
Seaside County Sanitation District

CONTRACT AMENDMENT #1
SCSD LAFCO APPLICATION
Seaside County Sanitation District

Date: September 12, 2017 Change Requested by: _X_ City __ Consultant

Contract Date	Project Name
August 13, 2013	SCSD LAFCO Application

To (Consultant): Meyers Nave, 555 12th Street, Suite 1500, Oakland, CA 94607

You are directed to make the following changes to the Contract Documents or amend the following described work not included in the contract documents for this project.

The purpose of this addendum is to provide additional professional services related to the project named above. The contract terms and conditions shall not be modified except for as stated herein.

MODIFY the following text in **Section II, "Compensation."**

2.01 Compensation to Attorney. As consideration for CONTRACT ATTORNEYS's performance of this Agreement, SCSD shall pay to CONTRACT ATTORNEYS the fees and necessary expenses calculated in accordance with CONTRACT ATTORNEYS's hourly rate and expense method of billing, as set forth in Exhibit A1, attached hereto.

Original Contract Amount	Previous Total (Not including this Amendment)	This Amendment Subtotal	Revised Contract Amount
$50,000.00	$0.00	$25,000.00	$75,000.00
Original Contract Time	**Original Completion Date**	**Add Contract Time**	**Revised Completion Date**
24 Months	August 13, 2015	48 Months	August 13, 2019

SUBMITTED BY:		
	Rick Riedl District Engineer	August 22, 2017
Signature	Name and Title	Date
CITY APPROVAL BY:		
	Craig Malin District Manager	
Signature	Name and Title	Date

CONSULTANT ACCEPTANCE BY:		
	John Bakker Principal	August 23, 2017
Signature	Name and Title	Date

Exhibit A1 - Initial Scope of Work and Fees and Expenses

Initial Scope of Work

Meyers Nave will assist the Seaside County Sanitation District in expanding the District's sphere of influence to include portions of the former Fort Ord lands that are within Del Rey Oaks and Seaside. The engagement may include the work to pursue the eventual annexation of those lands to the District. During the initial phase of the project, District staff and Meyers Nave will develop a more detailed scope of work outlining the scope of work to accomplish the District's goals and the related legal services.

Fees and Expenses

Position	**Hourly Rate**
Principal	$365
Of Counsel	$315
Associate	$270
Paralegal	$150

Our fees for professional services are based on the fair value of the services rendered. To help us determine the value of our services, our attorneys and paralegals maintain time records for each client and matter. Our attorneys and paralegals are assigned hourly rates which are based on years of experience, specialization, training and level of professional attainment. We adjust our rates periodically (usually at the beginning of each year) to take into account inflation and the increased experience of our professional personnel.

To keep professional fees at a minimum, legal work that does not require more experienced attorneys will be performed, where feasible, by attorneys with lower billing rates. Of course, the quality of the work is paramount, and we do not sacrifice quality to economy.

The firm will be reimbursed for all outside services incurred in the course of providing legal services to our client(s). Outside services will include, but are not limited to, all third-party expenses, delivery charges, travel expenses, outside research services, filing fees, expert witness and expert consultant fees. To defray the firm's costs for administering these services, there will be an additional cost advance charge of 2% for all outside services of $100 or more.