



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

Brian Briggs

Legal Counsel

County Counsel

168 West Alisal Street

Third Floor

Salinas, CA 93901

(831) 755-5702

Lesley Milton-Rerig

District Clerk

440 Harcourt Avenue

Seaside, CA 93955

(831) 899-6707

REGULAR MEETING AGENDA

Board of Directors

Tuesday, July 10, 2018, 9:30 AM

City of Seaside Conference Room

440 Harcourt Ave, Seaside, CA 93955

1. CALL TO ORDER

Ralph Rubio

Jerry Blackwelder

Pat Lintell

Chair

First Vice Chair

Second Vice Chair

2. ROLL CALL

3. PUBLIC COMMENT

4. PRESENTATIONS

A. RECOGNITION OF DAPHNE HODGSON SERVING 16 YEARS AS THE DISTRICT FINANCE DIRECTOR FOR THE SEASIDE COUNTY SANITATION DISTRICT

PURPOSE: The purpose of this item is to recognize District Finance Director Daphne Hodgson for her 16 years of service to the Seaside County Sanitation District.

RECOMMENDATION: It is recommended that the District Board recognize Daphne Hodgson for her 16 years of service to the Seaside County Sanitation District.

5. CONSENT AGENDA

A. APPROVAL OF MINUTES FROM THE JUNE 12, 2018 REGULAR MEETING.

PURPOSE: To review and approve the minutes from the June 12, 2018 Regular Meeting.

RECOMMENDATION: That the minutes be reviewed and approved.

B. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR JUNE 2018.

PURPOSE: Receive monthly report for sewer maintenance and stoppages for June 2018.

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

C. APPROVAL OF JUNE 2018 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT.

PURPOSE: Approval of expenditures for June 2018 for the Seaside County Sanitation District in the amount of \$97,597.76.

RECOMMENDATION: Approve expenditures for June 2018. Total expenditures were \$97,597.76.

6. NEW BUSINESS

A. AMEND CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR ENDING JUNE 30, 2019

PURPOSE: The purpose of this item is for the District Board to consider an amendment to the Capital Improvement Program (CIP) for fiscal year ending June 30, 2019.

RECOMMENDATION: It is recommended that the District Board adopt a resolution approving the amendment to the Capital Improvement Program for fiscal year ending June 30, 2019.

B. APPOINTMENT OF CALIFORNIA JOINT POWERS INSURANCE AUTHORITY DIRECTOR AND ALTERNATE

PURPOSE: Approve the appointment of a Director and Alternate to represent the Seaside County Sanitation District on the California Joint Powers Insurance Authority (CJPIA) Board of Directors.

RECOMMENDATION: It is recommended the Board designate a Director and at least one Alternate to serve as the District's representatives on the CJPIA Board of Directors.

7. **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.

8. **BOARD MEMBERS COMMENTS**

9. **ADJOURNMENT**

Next Regularly Scheduled Meeting:

August 14, 2018
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.



DRAFT MINUTES
SEASIDE COUNTY SANITATION DISTRICT
Tuesday, June 12, 2018 9:30 AM
REGULAR MEETING
Seaside Conference Room

1. CALL TO ORDER

The meeting was called to order at 9:34 a.m.

2. ROLL CALL

Present: Lintell, Blackwelder

Absent: Rubio

3. PUBLIC COMMENT

There were no comments from the public.

4. CONSENT AGENDA

On motion by Second Vice Chair Pat Lintell and seconded by First Vice Chair Jerry Blackwelder the Seaside County Sanitation District voted unanimously to approve the consent agenda.

RESULT:	Approved
AYES:	Jerry Blackwelder, Pat Lintell
NOES:	None
ABSENT:	Ralph Rubio

A. APPROVAL OF MINUTES FROM THE MAY 8, 2018 REGULAR MEETING.

Action: Approved

B. APPROVAL OF MAY 2018 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT.

Action: Approved

C. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR MAY 2018.

Action: Received

5. NEW BUSINESS

A. CONSIDER, TAKE PUBLIC COMMENT AND ADOPT THE 2018-2019 PROPOSED SEASIDE COUNTY SANITATION DISTRICT ANNUAL OPERATING BUDGET

Item was presented by Finance Director, Daphne Hodgson. Ms. Hodgson spoke to the staff report and explained that because the SCSD budget operates under the City budget in the past the SCSD budget has always been delayed until July but it is being placed on this agenda so that it is in place by July 1st when the fiscal year starts. The City will adopt their budget on the June 21st meeting and do not anticipate any changes in the Sanitation District

within the parameters of the City budget. If the City decided to make any changes particularly in staffing we would come back and amend the budget. Rick Riedl, District Engineer, spoke on the CIP and the projects of Rosita lift station and Del Monte lift station and Military lift station and the Del Monte Boulevard sewer line upgrade project and Canyon del Rey upgrade project and the highway 1 sewer line clean-up project. Finished the first phase of the Fremont Boulevard sewer upgrade project and completed the 942 Angelus Way project. There were questions by the Board that were answered by staff.

On motion by Second Vice Chair Pat Lintell and seconded by First Vice Chair Jerry Blackwelder the Seaside County Sanitation District voted unanimously to approve resolution adopting the 2018-2019 Annual Operating Budget.

RESULT: **Approved**
AYES: Jerry Blackwelder, Pat Lintell
NOES: None
ABSENT: Ralph Rubio

6. **STAFF REPORTS**

None

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.: 5.B.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Richard Riedl, District Engineer
Billy Thomas, Junior Engineer

DATE: July 10, 2018

**SUBJECT: RECEIVE SEASIDE COUNTY SANITATION DISTRICT
OPERATIONS REPORT FOR JUNE 2018.**

PURPOSE

Receive monthly report for sewer maintenance and stoppages for June 2018.

RECOMMENDATION

Accept reports. This item is presented for information only.

BACKGROUND

Attached is the Seaside County Sanitation District Operations Report and Flush Map for June 2018.

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 June

	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		15,672		15,220	30,026	225,579	30,026	256,471
Main Line Video		0		0		0	0	0
Main Lines Treated for Grease Control (Jet Power II)	185	2,705	277	2,074	3,378	38,158	3,840	42,937
Stoppages								
Main Line		0		0	1	12	1	13
Laterals		0		0	1	6	1	6

Sewer Repairs

None

Sewers Video

None

Stoppage Locations

Del Rey Oaks

Sand City

Seaside

1876 Baker St (L)

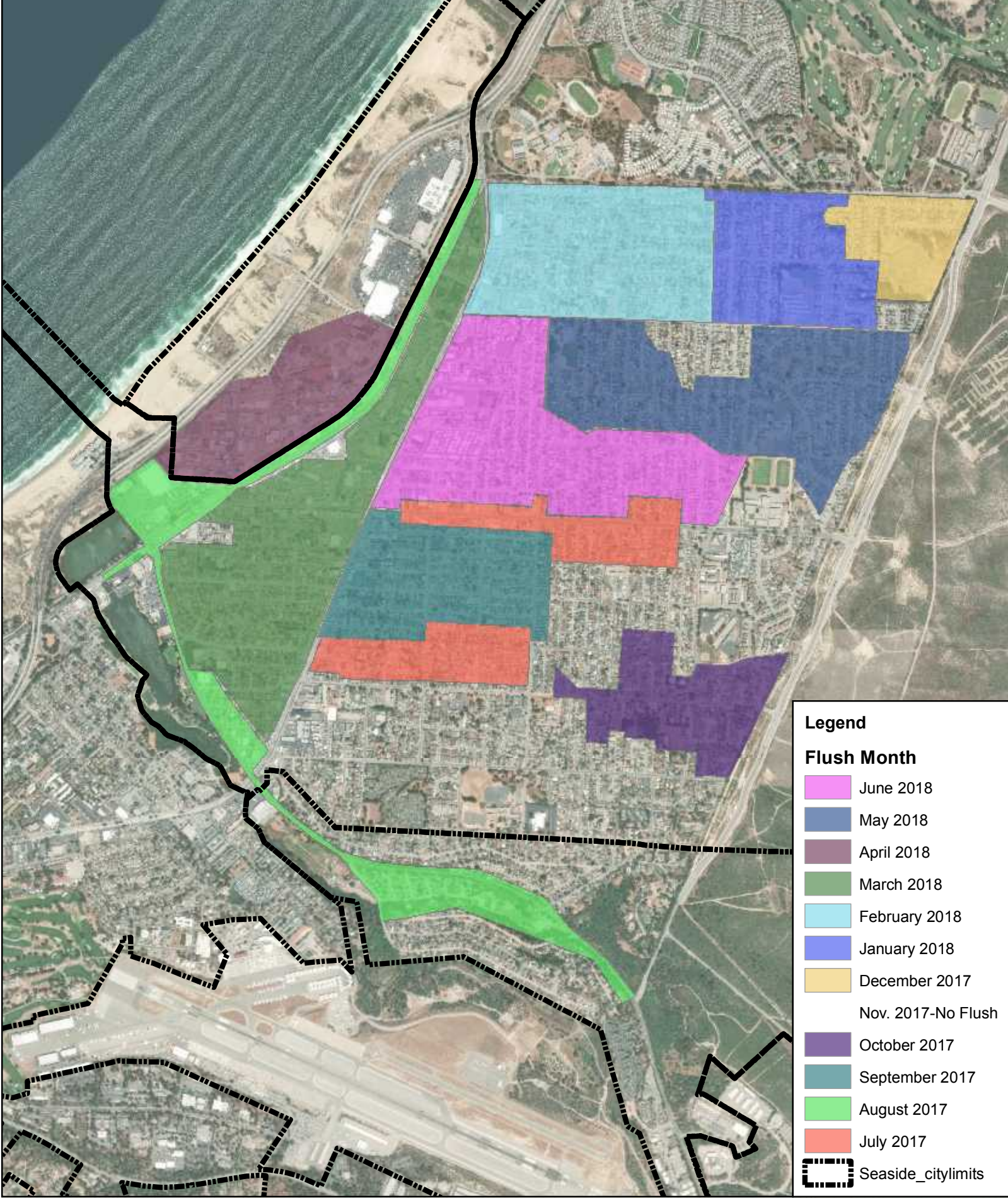
1600 Broadway (ML) Roots

Overflow Locations

Del Rey Oaks

Sand City

Seaside

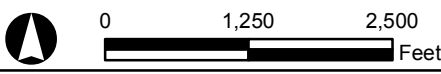


Legend

Flush Month

- June 2018
- May 2018
- April 2018
- March 2018
- February 2018
- January 2018
- December 2017
- Nov. 2017-No Flush
- October 2017
- September 2017
- August 2017
- July 2017

Seaside_citylimits



Source: SCSD, AMBAG

SEASIDE COUNTY SANITATION DISTRICT

Flush Map

Exhibit
Packet Page 8



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 5.C.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Daphne Hodgson, Deputy City Manager Administrative Services

DATE: July 10, 2018

**SUBJECT: APPROVAL OF JUNE 2018 EXPENDITURE REPORT FOR SEASIDE
COUNTY SANITATION DISTRICT.**

PURPOSE

Approval of expenditures for June 2018 for the Seaside County Sanitation District in the amount of \$97,597.76.

RECOMMENDATION

Approve expenditures for June 2018. Total expenditures were \$97,597.76.

BACKGROUND

The expenditure report for the month of June 2018 is attached. The cash balance as of June 30, 2018 was \$7,693,339.84.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

1. June expenditure spreadsheet.7-1-18
 2. EFT Form 7-10-18
-

Reviewed for Submission By:

Craig Malin, District Manager

**Seaside County Sanitation District
Year-to-Date 2017-2018 Expenses
June 2018**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8810-0001	SALARIES	43,489.51	38,867.92	4,621.59
951-8810-0002	OVERTIME	1.88	1.88	-
951-8810-0006	WORKERS COMPENSATION	8,784.72	8,052.66	732.06
951-8810-0009	SICK LEAVE PAYOFF	-	-	-
951-8810-0010	MANAGEMENT LEAVE PAYOFF	1,225.25	1,225.25	-
951-8810-0012	VACATION\COMP TIME PAYOFF	2,217.79	2,217.79	-
951-8810-0016	DEFERRED COMPENSATION	563.96	490.71	73.25
951-8810-0017	PARS-ARS 457	-	-	-
951-8810-0020	PART-TIME HOURLY WAGES	-	-	-
951-8810-0030	PERS PENSION OB BOND	471.96	432.63	39.33
951-8810-0031	PERS PENSION	9,367.61	8,523.61	844.00
951-8810-0032	PARS PENSION	6,181.19	5,644.35	536.84
951-8810-0033	LIUNA PENSION	29.76	29.76	-
951-8810-0041	MEDICAL INSURANCE	6,836.24	6,098.46	737.78
951-8810-0051	DENTAL INSURANCE-GUARDIAN	557.22	488.85	68.37
951-8810-0061	VISION INSURANCE	46.87	42.75	4.12
951-8810-0071	LTD	189.26	164.97	24.29
951-8810-0081	LIFE INSURANCE	177.58	154.94	22.64
951-8810-0092	MEDICARE TAX	691.39	626.27	65.12
951-8810-1022	LEGAL SERVICES	3,749.28	3,749.28	-
951-8810-1025	CITY AUDIT	7,300.00	7,300.00	-
951-8810-1029	TRAINING AND EDUCATION	980.00	980.00	-
951-8810-1030	CONSULTANT	8,854.63	8,854.63	-
951-8810-1033	FITNESS PROGRAM	110.90	97.40	13.50
951-8810-1041	STATE WASTE DISCHARGE FEE	2,088.00	2,088.00	-
951-8810-2053	OUTSIDE PRINTING SERVICE	165.08	165.08	-
951-8810-3092	STATIONARY SUPPLIES	32.73	32.73	-
951-8810-3095	DEPARTMENT CONSUMABLES	306.79	306.79	-
951-8810-3104	COMPUTER SOFTWARE	-	-	-
951-8810-4121	MEETINGS AND TRAVEL	78.62	78.62	-
951-8810-4122	DUES AND MEMBERSHIPS	827.76	467.76	360.00
951-8810-5132	TELEPHONE	1,835.49	1,681.89	153.60
951-8810-6141	EMPLOYEE AUTO REIMBURSEMENT	-	-	-
951-8810-9196	IMPACT FEES	163,703.98	163,703.98	-
951-8810-9395	VEHICLE MAINTENANCE	25,599.96	23,466.63	2,133.33
951-8810-9396	LIABILITY INSURANCE	-	-	-
951-8810-9397	COMPUTER SYSTEM	22,200.00	20,350.00	1,850.00
951-8810-9398	CENTRAL SERVICE CHARGES	220,793.04	202,393.62	18,399.42

**Seaside County Sanitation District
Year-to-Date 2017-2018 Expenses
June 2018**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8820-0001	SALARIES	122,399.22	106,502.42	15,896.80
951-8820-0002	OVERTIME	7,443.71	5,935.62	1,508.09
951-8820-0006	WORKERS COMPENSATION	11,077.32	10,154.21	923.11
951-8820-0012	VACATION\COMP TIME PAYOFF	247.51	247.51	-
951-8820-0016	DEFERRED COMPENSATION	1,220.80	1,061.05	159.75
951-8820-0030	PERS PENSION OB BOND	1,120.80	1,027.40	93.40
951-8820-0031	PERS PENSION	24,000.88	21,487.89	2,512.99
951-8820-0032	PARS PENSION	45.49	13.92	31.57
951-8820-0033	LIUNA PENSION	3,171.45	2,790.90	380.55
951-8820-0041	MEDICAL INSURANCE	22,328.96	19,017.24	3,311.72
951-8820-0051	DENTAL INSURANCE-GARDIAN	1,478.83	1,223.29	255.54
951-8820-0061	VISION INSURANCE	136.57	117.14	19.43
951-8820-0071	LTD	274.40	228.70	45.70
951-8820-0081	LIFE INSURANCE	165.21	135.96	29.25
951-8820-0092	MEDICARE TAX	1,766.67	1,540.05	226.62
951-8820-1029	TRAINING AND EDUCATION	256.70	256.70	-
951-8820-1030	CONSULTANT	1,652.50	925.00	727.50
951-8820-2049	UNIFORM SERVICE / LAUNDRY	2,480.17	2,281.11	199.06
951-8820-2068	REFUSE DISPOSAL	16,996.46	9,995.57	7,000.89
951-8820-2073	SUBCONTRACTED WORK	49,545.02	46,552.02	2,993.00
951-8820-2087	EQUIPMENT RENTAL	1,202.13	1,202.13	-
951-8820-3095	DEPARTMENT CONSUMABLES	17,516.62	17,157.42	359.20
951-8820-3097	SAFETY EQUIPMENT	819.07	819.07	-
951-8820-3102	COMPUTER SUPPLIES	2,380.87	2,380.87	-
951-8820-4121	MEETINGS AND TRAVEL	3,709.35	3,509.35	200.00
951-8820-4122	DUES AND MEMBERSHIPS	4,485.00	4,485.00	-
951-8820-5131	GAS AND ELECTRIC	7,179.97	6,428.19	751.78
951-8820-5133	WATER	1,218.45	1,218.45	-
951-8820-8187	DEPARTMENT EQUIPMENT	9,003.74	9,003.74	-
951-8820-8198	FOG PROGRAM	10,201.25	6,919.35	3,281.90
951-8820-9397	COMPUTER SYSTEM	699.96	641.63	58.33
951-8820-9602	PRINCIPAL	841.98	559.64	282.34
951-8820-9605	INTEREST EXPENSE	101.43	69.30	32.13
		866,626.94	794,667.05	71,959.89

**Seaside County Sanitation District
Year-to-Date 2017-2018 Expenses
June 2018**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
952-8820-8194	SEWER SYSTEM MNGT PLAN UPDATE	4,276.50	4,276.50	-
952-8820-8196	LAFCO APPLICATION PROJECT	33,291.21	33,291.21	-
952-8820-9605	INTEREST EXPENSE	7,008.07	7,008.07	-
952-8820-9608	LEASE PYMTS-VACTOR (PRINCIPAL)	26,320.91	26,320.91	-
		70,896.69	70,896.69	-
953-8820-0016	DEFERRED COMPENSATION	85.01	74.32	10.69
953-8820-0031	PERS PENSION	685.37	615.89	69.48
953-8820-0032	PARS PENSION	570.54	506.25	64.29
953-8820-0041	MEDICAL INSURANCE-NON LIUNA	752.74	655.30	97.44
953-8820-0051	DENTAL INSURANCE	77.37	67.51	9.86
953-8820-0061	VISION INSURANCE	5.86	5.10	0.76
953-8820-0071	LTD	21.55	18.80	2.75
953-8820-0081	LIFE INSURANCE	20.78	18.13	2.65
953-8820-0092	MEDICARE TAX	57.25	50.54	6.71
953-8820-9193	STA 321 UPGRADES	749.62	749.62	-
953-8820-9199	942 ANGELUS WAY PIPE LINING	270.52	270.52	-
953-8820-9201	DEL MONTE LIFT STATION UPGRADE	155,632.34	155,292.34	340.00
953-8820-9202	ROSITA LIFT STATION UPGRADE	31,910.00	31,910.00	-
953-8820-9203	ANGELUS WAY SEWER MAIN UPGRADE	144,467.28	144,467.28	-
953-8820-9205	DEL MONTE BL SEWR MAIN UPGRADE	30,248.08	18,199.40	12,048.68
953-8820-9206	MILITARY LIFT STATN REPLACEMNT	50.12	-	50.12
953-8820-9214	DEL MONTE SWR MAIN REPLACEMENT	25,749.86	14,190.54	11,559.32
953-8820-9314	HIGHWAY 1 SEWER LINE CLEANING	2,252.62	877.50	1,375.12
		393,606.91	367,969.04	25,637.87
954-8810-2090	INSURANCE	72,082.00	72,082.00	-
		72,082.00	72,082.00	-
			951-1009	71,959.89
			952-1009	-
			953-1009	25,637.87
			954-1009	-
JUNE 2018 DRAWDOWN				97,597.76

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 : \$ **97,597.76**
 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	
<u>Hilda Castro</u> Deputy Auditor	_____ Date	_____ Deputy Treasurer	_____ Date of Transfer

For Auditor-Controller Office use only

Period _____	JV Number _____
Budget Yr. _____	Date _____
Total \$ 97,597.76	

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 June 2018.

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



CITY OF SEASIDE STAFF REPORT

Item No.: 6.A.

TO: Seaside County Sanitation District

BY: Richard Riedl, District Engineer
Scott Ottmar, Senior Engineer

DATE: July 10, 2018

**SUBJECT: AMEND CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR
ENDING JUNE 30, 2019**

PURPOSE & RECOMMENDATION

The purpose of this item is for the District Board to consider an amendment to the Capital Improvement Program (CIP) for fiscal year ending June 30, 2019.

BACKGROUND

The Seaside County Sanitation District (SCSD) adopts a Capital Improvement Program (CIP) every year. The CIP is the guiding document for capital expenditures by the SCSD. The CIP is prepared to assist the SCSD in prioritizing both existing and future collection system needs and consider the cost implications of the proposed projects. The capital projects shown in Exhibit A, "Seaside County Sanitation District Capital Improvement Program," were developed in the Sewer Master Plan. Also shown in Exhibit A are project expenditures incurred in the prior years, carry forward from the previous fiscal year, revised fiscal year 2018/2019 budget and estimated 2018/2019 capital expenditures.

The Sewer Master Plan, updated in May 2011, identified deficiencies of the sewer system and recommended capital improvement projects, capital outlay, and operations and maintenance activities for the safe and efficient operation of the sewer collection system. The Master Plan identifies two types of capital projects; near-term projects, and long-term projects. Near-term projects, or capital projects necessary to address existing deficiencies, are programmed into the proposed CIP. Long-Term projects are capital improvement projects that may be required by potential future land development projects. Long-term projects are programmed into the CIP on an as-needed basis because the schedule for these projects is unknown and the land development project proponents are typically responsible for financing these projects. Exhibit A currently includes the South Boundary Road Sewer Main installation project as a Long-Term developer funded project to support proposed development within portions of the former Fort Ord located inside the City of Del Rey Oaks.

Fiscal Year 2018/2019

The scheduling of the CIP projects is affected by the available funds. Due to the funding needs exceeding revenues, not all of the projects recommended in the Master Plan can be implemented within the next six years without additional financing. The current CIP budget was adopted June 12th, 2018 along with the annual budget. An amended CIP is proposed to reflect completion of projects and to re-allocate previously approved funds to higher priority projects as described below. Exhibit A – “Seaside County Sanitation District Capital Improvement Program” shows a capital improvement program that can be performed on a pay-as-you-go basis within the next two years. As of the latest financial audit of June 30, 2017, SCSD maintains cash assets of \$7,582,142. The projects proposed for fiscal year 2018/2019 are prioritized in order of importance and affordability. The proposed CIP is therefore based upon the assumed funding available under the rate structure approved by the SCSD through the end of fiscal year 2018/2019.

Project funds to be re-allocated

- **942 Angelus Way Sewer Main Upgrade** - The 942 Angelus Way project was completed during fiscal year 2017/2018. Excess funds to be re-allocated to 2018/2019 projects described below.
- **Fremont Blvd Sewer Line Upgrade** – Project is proposed to be pushed out to the 2021/2022 fiscal year and the available account balance to be re-allocated toward 2018/2019 projects described below.

2018/2019 & 2019/2020 Proposed CIP projects.

- **Del Monte Lift Station Upgrades, Near Term** - Proposed upgrades include lining the wet well, installing a bypass, and installing an emergency power generator. The proposed upgrades would improve reliability and would allow a temporary pump to be installed in case of an emergency. Project design is anticipated to be complete by September, 2018 and construction substantially complete by July 1, 2019. The budget for this fiscal year is carried forward from remaining funds from previous fiscal years with an additional estimated \$550,000 necessary to complete the project.
- **Rosita Lift Station Upgrades, Near Term** - The Rosita Lift Station is in poor condition and has insufficient operating volume causing excessive pump cycling. This upgrade project would abandon the existing emergency by-pass line to the creek, re-align pump bases, replace slide rail connections and lift chains, coat the inside of the wet well, and reroute emergency generator conduit. The budget for this fiscal year is carried forward from remaining funds from previous fiscal years with an additional \$945,000 necessary to complete the project. Design will be completed by September of 2018 and construction substantially complete by July 1, 2019.
- **Military Lift Station Replacement** - The existing Military Lift Station is in poor condition and experiences high levels of inflow and infiltration during storm events. The lift station will be replaced with a new station. The budget for the current fiscal year is carried forward from remaining funds from previous fiscal years and an additional

\$360,000 necessary to complete the project. Design will be completed by September of 2018 and construction substantially complete by July 1, 2019.

- **Canyon Del Rey CMP Project** - The Canyon Del Rey CMP project proposes to replace three existing sewer pipe segments due to potentially poor physical condition. Through routine maintenance operations, the District has determined this sewer main may not be structurally sound, and a nearby stretch of sewer main originally constructed at the same time has already failed and been replaced. The project includes approximately 810 feet of existing 12-inch pipe on Canyon Del Rey from Hilby Avenue to Harcourt Avenue. The pipe segment at Harcourt Avenue, approximately 285 feet, will be upsized to 15-inch to provide capacity for future flow conditions. Design is underway and anticipated to be complete by November of 2018 with construction estimated to be substantially in progress during fiscal year 2018/2019. The budget for this fiscal year includes carry forward amount of \$159,752 to complete design and an additional \$590,000 necessary to complete construction of the project.
- **Del Monte Blvd Sewer Line Upgrade** – The Del Monte Boulevard project would replace and reroute existing sewer main from Fremont Boulevard to Del Monte Blvd. This project is being moved up in priority in order to facilitate proposed development projects in Sand City. The existing main has insufficient capacity. Relocating the new sewer in Del Monte Boulevard allows for multiple existing mains to be abandoned and consolidated, and limits construction in Fremont Boulevard which would be expensive due to existing pavement and utilities in the roadway. Total length of new 15-inch sewer main is approximately 3,200 feet. The proposed sewer line is sized to accept future flow. Design has begun and anticipated to be complete by March, 2019. The budget for fiscal year 2018/2019 will allow for design completion with construction during fiscal year 2019/2020.
- **Highway 1 Sewer Line Cleaning** - The sewer line that runs beneath Highway 1 needs to be cleaned. The manhole located in the highway right of way should be located so that the cleaning crews can access the sewer line at this location. The sewer line will be cleaned and inspected to ensure that it is operating at full capacity. The budget for this fiscal year is carried forward from remaining funds from previous fiscal years and an additional \$220,000 estimated for completing the design and implementing the cleaning.

Environmental Compliance:

Per Title 14 of the California Code of Regulations, Chapter 3, “Guidelines for Implementation of California Environmental Quality Act (CEQA),” Article 19, “Categorical Exemptions,” Section 15301, “Existing Facilities” the following actions are categorically exempt;

“... permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, ... involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination. ... Examples include but are not limited to:

“Existing facilities of both investor and publicly owned utilities used to provide ... sewerage, or other public utility services.”

Furthermore, in accordance with Title 14, California Code of Regulations, Chapter 3, “Guidelines for Implementation of California Environmental Quality Act (CEQA),” implementation of capital projects may require additional environmental documents that do not meet the exemptions listed above. The CEQA requirements for the recommended capital projects will be addressed during the proposed design phase and will be completed prior to implementing the capital projects.

ATTACHMENTS

1. Resolution
 2. CIP
-

Reviewed for Submission By:

Craig Malin, District Manager

RESOLUTION NO. 18 -__

A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT

**AMENDING THE CAPITAL IMPROVEMENT PROGRAM
FOR FISCAL YEAR ENDING JUNE 30, 2019.**

WHEREAS, the Sanitary Sewer Master Plan recommends capital improvement projects to assess, maintain, and upgrade the sewer system for existing and potential future uses; and

WHEREAS, the Capital Improvement Program attached hereto as Exhibit 'A' has been prepared considering the Sanitary Sewer Master Plan recommendations and SCSD staff observations of the sewer system performance; and

WHEREAS, it is desirable for the Seaside County Sanitation District to implement a capital improvement program to facilitate short-term and long-term needs, and

WHEREAS, the Capital Improvement Program attached hereto as Exhibit 'A' prioritizes projects and allocates expenditures for fiscal year ending June 30, 2019 on a pay-as-you-go basis; and

WHEREAS, the Capital Improvement Program attached hereto as Exhibit 'A' schedules capital projects in future years based upon assumed future resources.

NOW, THEREFORE BE IT RESOLVED that the Seaside County Sanitation District Board hereby approves the amended Capital Improvement Program (Exhibit A) for fiscal year ending June 30, 2019 and directs the District Finance Manager to amend the fiscal year Capital Improvement budget. Individual projects may be added as may be required and subject to the availability of funds and District approval.

PASSED AND ADOPTED at a regular meeting of the Seaside County Sanitation District duly held on the 10th day of August 2018 by the following vote:

AYES:	BOARD MEMBERS:
NOES:	BOARD MEMBERS:
ABSENT:	BOARD MEMBERS:
ABSTAIN:	BOARD MEMBERS:

Ralph Rubio, Chair

ATTEST:

Lesley Milton-Rerig, Clerk to the Board

EXHIBIT A - Seaside County Sanitation District Capital Improvement Program
Fiscal Year 2018/2019

		Expenditures to date	Budget Balance 2017/2018	Revised 2018/2019 Budget	Estimated 2018/2019 Total Capital Improvements	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Out Years	Project Total
Capital Improvement Projects												
1	Del Monte Lift Station Upgrades - Carry Over	\$ 181,888	\$ 917,691	\$ 550,000	\$ 1,467,691							\$ 1,649,579
2	Rosita Lift Station Upgrades Near Term - Carry Over	\$ 36,635	\$ 64,065	\$ 945,000	\$ 1,009,065							\$ 1,045,700
3	942 Angelus Way Sewer Main Upgrade -Completed	\$ 172,995	\$ 207,005									\$ 172,995
4	Del Rey Park Sewer Main Upgrade										\$ 120,000	\$ 120,000
5	Del Monte Blvd. Sewer Main Upgrade -Carry Over	\$ 30,248	\$ 239,275		\$ 239,275	\$ 1,950,000						\$ 2,219,523
6	Military Lift Station Replacement - Carry Over	\$ 54,790	\$ 720,756	\$ 360,000	\$ 1,080,756							\$ 1,135,546
7	Fremont Blvd. Sewer Main Upgrade	\$ 162,000	\$ 732,119				\$ 250,000.00	\$ 1,750,000				\$ 2,162,000
8	Luzern St. Sewer Main Upgrade										\$ 650,000	\$ 650,000
9	La Salle Ave. Sewer Main Upgrade										\$ 1,000,000	\$ 1,000,000
10	Tioga Lift Station Upgrade										\$ 300,000	\$ 300,000
11	Birch Ave. Sewer Main Upgrade										\$ 850,000	\$ 850,000
12	Root Intrusion Sewer Main Replacement Program	\$ 14,750						\$ 1,086,000	\$ 1,086,000	\$ 1,086,000	\$ 2,157,250	\$ 5,430,000
13	Brick Manhole Upgrades										\$ 456,100	\$ 456,100
14	Drop Manhole Upgrades										\$ 553,550	\$ 553,550
15	Manhole Lids										\$ 116,250	\$ 116,250
16	Rod Hole Replacement										\$ 1,457,000	\$ 1,457,000
17	New Manhole Installations	\$ 50,099									\$ 3,669,901	\$ 3,720,000
18	Canyon Del Rey Sewer Line Replacement	\$ 30,248	\$ 159,752	\$ 590,000	\$ 749,752							\$ 780,000
19	Highway 1 Sewer Line Cleaning - Carry Over	\$ 11,752	\$ 38,247	\$ 220,000	\$ 258,247							\$ 269,999
20	Sutter Street Sewer Main Replacement										\$ 720,000	\$ 720,000
21	Master Plan Update - Carry Over	\$ 36,839	\$ 58,378	\$ 7,000	\$ 65,378			\$ 440,000	\$ 125,000			\$ 667,217
Subtotal Capital Improvement Projects					\$ 4,870,164	\$ 1,950,000		\$ 3,276,000	\$ 1,211,000	\$ 1,086,000	\$ 12,050,051	\$ 25,475,459
Developer Funded Capital Projects												
22	South Boundary Road Sewer Main	\$ 9,265				\$ 2,000,000					\$ 5,000,000	\$ 7,009,265



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 6.B.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Roberta Greathouse, Human Resources Director

DATE: July 10, 2018

**SUBJECT: APPOINTMENT OF CALIFORNIA JOINT POWERS INSURANCE
AUTHORITY DIRECTOR AND ALTERNATE**

PURPOSE

Approve the appointment of a Director and Alternate to represent the Seaside County Sanitation District on the California Joint Powers Insurance Authority (CJPIA) Board of Directors.

RECOMMENDATION

It is recommended the Board designate a Director and at least one Alternate to serve as the District's representatives on the CJPIA Board of Directors.

BACKGROUND

The Seaside County Sanitation District joined the California Joint Powers Insurance Authority in October of 2003. As a member of the Authority, the District is required to appoint one member and at least one alternate to the Board of Directors. The alternate shall be an officer of employee of the City.

Article 7 of the Joint Powers Agreement (see attached) describes the Board of Directors and their duties. The prior Chair of the Board, David Pendergrass, was previously appointed as the Director and Daphne Hodgson was appointed as the Alternate.

FISCAL IMPACT

This item has no fiscal impact.

ATTACHMENTS

1. CJPIA Articles 7-10

Reviewed for Submission By:

Craig Malin, District Manager

ARTICLE 7
BOARD OF DIRECTORS

(a) The Authority shall be governed by the Board of Directors which is hereby established and which shall be composed of one representative from each Member, who shall be selected from the legislative body of that Member

(b) Each legislative body, in addition to appointing its member of the Board, shall appoint at least one alternate who shall be an officer or employee of the Member. The alternate shall have the authority to attend, participate in and vote at any meeting of the Board when the regular member for whom he or she is an alternate is absent from said meeting.

(c) Each member of the Board shall have one vote.

ARTICLE 8
POWERS OF THE BOARD OF DIRECTORS

The Board of Directors of the Authority shall have the following powers and functions:

(a) The Board shall elect from its members pursuant to Article 10 of this Agreement an Executive Committee to which it may give authority to make and implement any decisions, including those involving the administration of the Authority, except those decisions that would require an amendment of this Agreement, under Article 28 herein.

(b) The Board may review all acts of the Executive Committee, including development of the memorandum of coverage, and shall have the power to modify and/or override any decision or action of the Executive Committee upon a majority vote of a quorum of the Board of Directors.

(c) The Board shall review, modify if necessary, and approve the annual operating budget of the Authority, prepared by the Executive Committee pursuant to Article 11 (d).

(d) The Board shall receive and review periodic accountings of all funds under Articles 17 and 18 of this Agreement.

(e) The Board shall have the power to conduct on behalf of the Authority all business of the Authority, including that assigned to the Executive Committee, which the Authority may conduct under the provisions hereof and pursuant to law.

(f) The Board shall have such other powers and functions as are provided for in this Agreement.

ARTICLE 9

MEETINGS OF THE BOARD OF DIRECTORS

(a) Meetings. The Board shall provide for its regular, adjourned regular and special meetings; provided, however, that it shall hold at least one regular meeting annually at a time and place determined by the Executive Committee.

(b) Minutes. The Secretary of the Authority shall cause minutes of regular, adjourned regular and special meetings to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each member of the Board and to the Member.

(c) Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time. A vote of the majority of those members present at a meeting shall be sufficient to constitute action by the Board.

(d) Compliance with the Brown Act. All meetings of the Board, including, without limitation, regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Government Code Section 54950 et seq.

ARTICLE 10

EXECUTIVE COMMITTEE

There shall be an Executive Committee of the Board of Directors which shall consist of nine (9) members, exclusive of any current Past President Ex Officio Executive Committee Member. Two of the members of the Executive Committee shall be the President and Vice President of the Board of Directors. The other members of the Executive Committee shall be elected by the Board of Directors at the Annual Meeting for the terms provided in the Bylaws. The President of the Authority, or the Vice President in his or her absence, shall serve as the Chairperson of the Executive Committee.

ARTICLE 11

POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors shall have the following powers:

(a) The Executive Committee shall determine and select a joint protection program for the Authority.

(b) The Executive Committee shall determine and select all necessary insurance, including excess insurance, necessary to carry out the protection program of Authority.

(c) The Executive Committee shall have authority to contract for or develop various services for the Authority, including, but not limited to, claims adjusting, loss control and risk management consulting services.