



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

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, October 9, 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. REVIEW OF AGENDA

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

4. PUBLIC COMMENT

Members of the public wishing to address the City Council on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.

5. CONSENT AGENDA

A. APPROVAL OF MINUTES FROM THE AUGUST 14, 2018 REGULAR MEETING.

PURPOSE: To review and approve the minutes from the August 14, 2018 Regular Meeting.

RECOMMENDATION: That the minutes be reviewed and approved.

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

PURPOSE: Approval of expenditures for August 2018 for the Seaside County Sanitation District in the amount of \$67,195.33.

RECOMMENDATION: Approve expenditures for August 2018. Total expenditures were \$67,195.33.

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

PURPOSE: Approval of expenditures for September 2018 for the Seaside County Sanitation District in the amount of \$37,588.15.

RECOMMENDATION: Approve expenditures for September 2018. Total expenditures were \$37,588.15.

D. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR AUGUST 2018 AND SEPTEMBER 2018.

PURPOSE: Receive Seaside County Sanitation District Operations Report for August 2018 and September 2018.

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

E. CONTRACT AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH HARRIS & ASSOCIATES FOR AN AMOUNT NOT TO EXCEED FORTY-SIX THOUSAND EIGHT HUNDRED FORTY DOLLARS (\$46,840) FOR CONSTRUCTION MANAGEMENT FOR THE HIGHWAY 1 SEWER CLEANING PROJECT

PURPOSE: The purpose of this item is to consider amending an agreement with Harris & Associates (Harris) to provide professional services for project and construction management support for the Sewer Cleaning and Video Inspection at Highway 1 project.

RECOMMENDATION: It is recommended the District Board adopt the attached resolution amending the professional services agreement with Harris for an amount not to exceed Forty-Six Thousand Eight Hundred Forty Dollars (\$46,840) to provide professional services for project and construction management services for the Sewer Cleaning and Video Inspection at Highway 1 project and authorizing the District Manager to execute the Amendment.

F. CONSIDER EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH MONTEREY ONE WATER FOR PARTICIPATION IN THE PUBLIC EDUCATION PROGRAM FOR FISCAL YEAR 2018-2019

PURPOSE: The purpose of this item is to have the District Board consider continuing its participation in the Public Education Program for the Southern Monterey Bay Dischargers Group administered by the Monterey One Water (formerly Monterey Regional Water Pollution Control District) for the Fiscal Year 2018-2019.

RECOMMENDATION: It is recommended that the Board adopt a resolution authorizing the District Manager to execute a Memorandum of Understanding (MOU) with Monterey One Water to conduct the Public Education Program for the Southern Monterey Bay Dischargers Group.

G. CONSIDER APPROVAL OF A CONSTRUCTION CONTRACT AGREEMENT WITH SANACT, INCORPORATED FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETY EIGHT THOUSAND SEVEN HUNDRED NINETY DOLLARS (\$198,790) FOR THE SEWER CLEANING AND VIDEO INSPECTION PROJECT AT HIGHWAY 1

PURPOSE: The purpose of this item is for the District's Board to consider approval of a Construction Contract with Sanact, Incorporated to complete the Sewer Cleaning and Video Inspection at Highway 1 in Sand City, CA.

RECOMMENDATION: It is recommended that the Board adopt a resolution approving the Construction Contract with Sanact, Incorporated for an amount not to exceed One Hundred Ninety Eight Thousand Seven Hundred Ninety Dollars (\$198,790) to provide all labor, material, equipment, and services necessary to complete the Sewer Cleaning and Video Inspection at Highway 1 and authorizing the District Manager to execute the Construction Contract.

6. NEW BUSINESS

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. CORRESPONDENCE

A. LETTER TO RESTAURANT BUSINESS OWNERS DISCHARGING TO DEL MONTE LIFT STATION.

9. BOARD MEMBERS COMMENTS

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
November 13, 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, August 14, 2018 9:30 AM
REGULAR MEETING
Seaside Conference Room

1. **CALL TO ORDER**

The meeting was called to order at 9:28 AM

2. **ROLL CALL**

Present: Lintell, Blackwelder, Rubio

3. **CONSENT AGENDA**

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

RESULT: **Approved**

AYES: Ralph Rubio, Pat Lintell, Jerry Blackwelder

NOES: None

ABSENT: None

A. **APPROVAL OF MINUTES FROM THE JULY 10, 2018 REGULAR MEETING.**

Action: Approved

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

Action: Approved

C. **RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR JULY 2018.**

Action: Received

D. **APPROVE A RESOLUTION AUTHORIZING THE DISTRICT MANAGER TO EXECUTE A CONTRACT, UP TO \$30,000, FOR THE PURCHASE OF A USED VAN TO HOUSE THE SEWER INSPECTION CAMERA EQUIPMENT.**

Action: Approved/Authorized

4. **NEW BUSINESS**

Chair Rubio invited public comment prior to moving to New Business 4A. Seeing none, public comment was closed.

A. **CONSIDER ADOPTION OF A RESOLUTION TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN MARINA COAST WATER DISTRICT AND SEASIDE COUNTY SANITATION DISTRICT FOR RETAINING TREATED WASTEWATER RIGHTS IN THOSE PORTIONS OF FORT ORD THAT ARE WITHIN THE TERRITORY OF THE CITIES OF DEL REY OAKS AND SEASIDE**

Staff informed the Board that this item was pulled pending further consultation with

affected agencies.

On motion by First Vice Chair Jerry Blackwelder and seconded by Second Vice Chair Pat Lintell and passed by the following vote the Seaside County Sanitation District continued item to next regular meeting.

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

5. **STAFF REPORTS**

None.

6. **CORRESPONDENCE**

A. **LETTER TO MONTEREY ONE WATER**

District Engineer, Rick Riedl, informed Board that the letter attached to the agenda packet was sent to Monterey One Water (M1W) regarding clarification on pretreatment requirements for dewatering the proposed construction site for the Del Monte Lift station. M1W staff believes that the degraded diesel detected in the groundwater at the site is a toxic compound. The District Engineer disagrees with this assessment since there is no evidence to support this assumption and would like them to consider amending their rules for discharging dewatering to the sewer system. District staff is waiting for M1W to respond to this request as complying with the proposed pretreatment of extracted groundwater before discharging to the sewer would add a significant increase to the construction cost.

7. **BOARD MEMBERS COMMENTS**

None.

8. **ADJOURNMENT**

On motion, the meeting was adjourned at 9:32 AM

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: Daphne Hodgson, Deputy City Manager Administrative Services

DATE: October 9, 2018

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

PURPOSE

Approval of expenditures for August 2018 for the Seaside County Sanitation District in the amount of \$67,195.33.

RECOMMENDATION

Approve expenditures for August 2018. Total expenditures were \$67,195.33.

BACKGROUND

The expenditure report for the month of August 2018 is attached. The cash balance as of August 31, 2018 was \$7,472,693.37.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

1. August expenditure spreadsheet.9-4-18
 2. EFT Form.9-11-18
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Reviewed for Submission By:

Craig Malin, District Manager

**Seaside County Sanitation District
Year-to-Date 2018-2019 Expenses
August 2018**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8810-0001	SALARIES	3,043.35	755.36	2,287.99
951-8810-0002	OVERTIME	-	-	-
951-8810-0006	WORKERS COMPENSATION	-	-	-
951-8810-0009	SICK LEAVE PAYOFF	-	-	-
951-8810-0010	MANAGEMENT LEAVE PAYOFF	-	-	-
951-8810-0012	VACATION\COMP TIME PAYOFF	-	-	-
951-8810-0016	DEFERRED COMPENSATION	42.29	10.58	31.71
951-8810-0017	PARS-ARS 457	-	-	-
951-8810-0020	PART-TIME HOURLY WAGES	-	-	-
951-8810-0030	PERS PENSION OB BOND	-	-	-
951-8810-0031	PERS PENSION	288.47	71.62	216.85
951-8810-0032	PARS PENSION	217.04	53.95	163.09
951-8810-0033	LIUNA PENSION	-	-	-
951-8810-0041	MEDICAL INSURANCE	446.44	148.80	297.64
951-8810-0051	DENTAL INSURANCE-GUARDIAN	21.77	-	21.77
951-8810-0061	VISION INSURANCE	2.86	0.95	1.91
951-8810-0071	LTD	5.41	-	5.41
951-8810-0081	LIFE INSURANCE	4.79	-	4.79
951-8810-0092	MEDICARE TAX	43.22	10.88	32.34
951-8810-1022	LEGAL SERVICES	-	-	-
951-8810-1025	CITY AUDIT	-	-	-
951-8810-1029	TRAINING AND EDUCATION	849.92	-	849.92
951-8810-1030	CONSULTANT	-	-	-
951-8810-1033	FITNESS PROGRAM	35.29	35.29	-
951-8810-1041	STATE WASTE DISCHARGE FEE	-	-	-
951-8810-2053	OUTSIDE PRINTING SERVICE	-	-	-
951-8810-3092	STATIONARY SUPPLIES	-	-	-
951-8810-3095	DEPARTMENT CONSUMABLES	-	-	-
951-8810-3104	COMPUTER SOFTWARE	-	-	-
951-8810-4121	MEETINGS AND TRAVEL	-	-	-
951-8810-4122	DUES AND MEMBERSHIPS	-	-	-
951-8810-5132	TELEPHONE	256.00	102.40	153.60
951-8810-6141	EMPLOYEE AUTO REIMBURSEMENT	-	-	-
951-8810-9196	IMPACT FEES	-	-	-
951-8810-9395	VEHICLE MAINTENANCE	-	-	-
951-8810-9396	LIABILITY INSURANCE	-	-	-
951-8810-9397	COMPUTER SYSTEM	-	-	-
951-8810-9398	CENTRAL SERVICE CHARGES	-	-	-

**Seaside County Sanitation District
Year-to-Date 2018-2019 Expenses
August 2018**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8820-0001	SALARIES	23,298.02	5,106.73	18,191.29
951-8820-0002	OVERTIME	1,029.60	294.63	734.97
951-8820-0006	WORKERS COMPENSATION	-	-	-
951-8820-0012	VACATION\COMP TIME PAYOFF	-	-	-
951-8820-0016	DEFERRED COMPENSATION	190.63	45.42	145.21
951-8820-0030	PERS PENSION OB BOND	-	-	-
951-8820-0031	PERS PENSION	2,156.93	428.77	1,728.16
951-8820-0032	PARS PENSION	60.67	16.04	44.63
951-8820-0033	LIUNA PENSION	552.59	105.41	447.18
951-8820-0041	MEDICAL INSURANCE	3,156.76	888.71	2,268.05
951-8820-0051	DENTAL INSURANCE-GARDIAN	133.18	-	133.18
951-8820-0061	VISION INSURANCE	17.75	5.29	12.46
951-8820-0071	LTD	23.01	-	23.01
951-8820-0081	LIFE INSURANCE	16.60	-	16.60
951-8820-0092	MEDICARE TAX	318.26	70.47	247.79
951-8820-1029	TRAINING AND EDUCATION	80.00	80.00	-
951-8820-1030	CONSULTANT	-	-	-
951-8820-1033	FITNESS PROGRAM	13.50	-	13.50
951-8820-2049	UNIFORM SERVICE / LAUNDRY	263.06	-	263.06
951-8820-2068	REFUSE DISPOSAL	-	-	-
951-8820-2073	SUBCONTRACTED WORK	1,829.07	-	1,829.07
951-8820-2087	EQUIPMENT RENTAL	-	-	-
951-8820-3095	DEPARTMENT CONSUMABLES	-	-	-
951-8820-3097	SAFETY EQUIPMENT	-	-	-
951-8820-3102	COMPUTER SUPPLIES	-	-	-
951-8820-4121	MEETINGS AND TRAVEL	600.00	300.00	300.00
951-8820-4122	DUES AND MEMBERSHIPS	-	-	-
951-8820-4124	MAIL SERVICES	-	-	-
951-8820-5131	GAS AND ELECTRIC	5.73	-	5.73
951-8820-5133	WATER	-	-	-
951-8820-8187	DEPARTMENT EQUIPMENT	-	-	-
951-8820-8198	FOG PROGRAM	-	-	-
951-8820-9397	COMPUTER SYSTEM	-	-	-
951-8820-9602	PRINCIPAL	284.16	-	284.16
951-8820-9605	INTEREST EXPENSE	30.29	-	30.29
		39,316.66	8,531.30	30,785.36

**Seaside County Sanitation District
Year-to-Date 2018-2019 Expenses
August 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	-	-	-
952-8820-8196	LAFCO APPLICATION PROJECT	-	-	-
952-8820-9605	INTEREST EXPENSE	5,439.42	5,439.42	-
952-8820-9608	LEASE PYMTS-VACTOR (PRINCIPAL)	-	-	-
		5,439.42	5,439.42	-
953-8820-0016	DEFERRED COMPENSATION	11.27	5.07	6.20
953-8820-0031	PERS PENSION	47.17	21.23	25.94
953-8820-0032	PARS PENSION	35.69	16.06	19.63
953-8820-0041	MEDICAL INSURANCE-NON LIUNA	76.93	46.16	30.77
953-8820-0051	DENTAL INSURANCE	-	-	-
953-8820-0061	VISION INSURANCE	0.60	0.36	0.24
953-8820-0071	LTD	-	-	-
953-8820-0081	LIFE INSURANCE	-	-	-
953-8820-0092	MEDICARE TAX	7.16	3.19	3.97
953-8820-9193	STA 321 UPGRADES	-	-	-
953-8820-9199	942 ANGELUS WAY PIPE LINING	-	-	-
953-8820-9201	DEL MONTE LIFT STATION UPGRADE	20,227.75	100.25	20,127.50
953-8820-9202	ROSITA LIFT STATION UPGRADE	25.06	25.06	-
953-8820-9203	ANGELUS WAY SEWER MAIN UPGRADE	-	-	-
953-8820-9204	DEL REY PARK SEWR MAIN UPGRADE	-	-	-
953-8820-9205	DEL MONTE BL SEWR MAIN UPGRADE	9,408.20	-	9,408.20
953-8820-9206	MILITARY LIFT STATN REPLACEMNT	50.12	50.12	-
953-8820-9213	NEW MANHOLE INSTALLATIONS	-	-	-
953-8820-9214	DEL MONTE SWR MAIN REPLACEMENT	2,897.54	50.12	2,847.42
953-8820-9314	HIGHWAY 1 SEWER LINE CLEANING	3,940.10	-	3,940.10
		36,727.59	317.62	36,409.97
954-8810-2090	INSURANCE	49,222.00	49,222.00	-
		49,222.00	49,222.00	-
			951-1009	30,785.36
			952-1009	-
			953-1009	36,409.97
			954-1009	-
SEPTEMBER 2018 DRAWDOWN				67,195.33

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 : \$ **67,195.33**
 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 \$ 67,195.33

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 2018.

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



**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: October 9, 2018

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

PURPOSE

Approval of expenditures for September 2018 for the Seaside County Sanitation District in the amount of \$37,588.15.

RECOMMENDATION

Approve expenditures for September 2018. Total expenditures were \$37,588.15.

BACKGROUND

The expenditure report for the month of September 2018 is attached. The cash balance as of September 30, 2018 was \$7,394,045.37.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

1. September expenditure spreadsheet.10-1-18
 2. EFT Form.10-9-18
-

Reviewed for Submission By:

Craig Malin, District Manager

**Seaside County Sanitation District
Year-to-Date 2018-2019 Expenses
September 2018**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8810-0001	SALARIES	4,597.87	3,043.35	1,554.52
951-8810-0002	OVERTIME	-	-	-
951-8810-0006	WORKERS COMPENSATION	-	-	-
951-8810-0009	SICK LEAVE PAYOFF	-	-	-
951-8810-0010	MANAGEMENT LEAVE PAYOFF	-	-	-
951-8810-0012	VACATION\COMP TIME PAYOFF	-	-	-
951-8810-0016	DEFERRED COMPENSATION	63.45	42.29	21.16
951-8810-0017	PARS-ARS 457	-	-	-
951-8810-0020	PART-TIME HOURLY WAGES	-	-	-
951-8810-0030	PERS PENSION OB BOND	-	-	-
951-8810-0031	PERS PENSION	435.78	288.47	147.31
951-8810-0032	PARS PENSION	327.79	217.04	110.75
951-8810-0033	LIUNA PENSION	-	-	-
951-8810-0041	MEDICAL INSURANCE	744.15	446.44	297.71
951-8810-0051	DENTAL INSURANCE-GUARDIAN	43.50	21.77	21.73
951-8810-0061	VISION INSURANCE	4.68	2.86	1.82
951-8810-0071	LTD	10.83	5.41	5.42
951-8810-0081	LIFE INSURANCE	9.61	4.79	4.82
951-8810-0092	MEDICARE TAX	64.57	43.22	21.35
951-8810-1022	LEGAL SERVICES	(279.20)	-	(279.20)
951-8810-1025	CITY AUDIT	-	-	-
951-8810-1029	TRAINING AND EDUCATION	849.92	849.92	-
951-8810-1030	CONSULTANT	-	-	-
951-8810-1033	FITNESS PROGRAM	35.29	35.29	-
951-8810-1041	STATE WASTE DISCHARGE FEE	-	-	-
951-8810-2053	OUTSIDE PRINTING SERVICE	-	-	-
951-8810-3092	STATIONARY SUPPLIES	-	-	-
951-8810-3095	DEPARTMENT CONSUMABLES	-	-	-
951-8810-3104	COMPUTER SOFTWARE	-	-	-
951-8810-4121	MEETINGS AND TRAVEL	-	-	-
951-8810-4122	DUES AND MEMBERSHIPS	-	-	-
951-8810-5132	TELEPHONE	409.60	256.00	153.60
951-8810-6141	EMPLOYEE AUTO REIMBURSEMENT	-	-	-
951-8810-9196	IMPACT FEES	-	-	-
951-8810-9395	VEHICLE MAINTENANCE	-	-	-
951-8810-9396	LIABILITY INSURANCE	-	-	-
951-8810-9397	COMPUTER SYSTEM	-	-	-
951-8810-9398	CENTRAL SERVICE CHARGES	-	-	-

**Seaside County Sanitation District
Year-to-Date 2018-2019 Expenses
September 2018**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8820-0001	SALARIES	36,053.24	23,298.02	12,755.22
951-8820-0002	OVERTIME	1,035.43	1,029.60	5.83
951-8820-0006	WORKERS COMPENSATION	-	-	-
951-8820-0012	VACATION\COMP TIME PAYOFF	-	-	-
951-8820-0016	DEFERRED COMPENSATION	301.55	190.63	110.92
951-8820-0030	PERS PENSION OB BOND	-	-	-
951-8820-0031	PERS PENSION	3,347.05	2,156.93	1,190.12
951-8820-0032	PARS PENSION	64.41	60.67	3.74
951-8820-0033	LIUNA PENSION	865.98	552.59	313.39
951-8820-0041	MEDICAL INSURANCE	5,588.59	3,156.76	2,431.83
951-8820-0051	DENTAL INSURANCE-GARDIAN	280.79	133.18	147.61
951-8820-0061	VISION INSURANCE	31.02	17.75	13.27
951-8820-0071	LTD	53.59	23.01	30.58
951-8820-0081	LIFE INSURANCE	39.52	16.60	22.92
951-8820-0092	MEDICARE TAX	481.46	318.26	163.20
951-8820-1029	TRAINING AND EDUCATION	80.00	80.00	-
951-8820-1030	CONSULTANT	-	-	-
951-8820-1033	FITNESS PROGRAM	20.25	13.50	6.75
951-8820-2049	UNIFORM SERVICE / LAUNDRY	484.42	263.06	221.36
951-8820-2068	REFUSE DISPOSAL	-	-	-
951-8820-2073	SUBCONTRACTED WORK	2,428.47	1,829.07	599.40
951-8820-2087	EQUIPMENT RENTAL	-	-	-
951-8820-3095	DEPARTMENT CONSUMABLES	892.09	-	892.09
951-8820-3097	SAFETY EQUIPMENT	323.53	-	323.53
951-8820-3102	COMPUTER SUPPLIES	-	-	-
951-8820-4121	MEETINGS AND TRAVEL	600.00	600.00	-
951-8820-4122	DUES AND MEMBERSHIPS	-	-	-
951-8820-4124	MAIL SERVICES	-	-	-
951-8820-5131	GAS AND ELECTRIC	831.19	5.73	825.46
951-8820-5133	WATER	-	-	-
951-8820-8187	DEPARTMENT EQUIPMENT	-	-	-
951-8820-8198	FOG PROGRAM	-	-	-
951-8820-9397	COMPUTER SYSTEM	-	-	-
951-8820-9602	PRINCIPAL	284.16	284.16	-
951-8820-9605	INTEREST EXPENSE	30.29	30.29	-
		61,434.87	39,316.66	22,118.21

**Seaside County Sanitation District
Year-to-Date 2018-2019 Expenses
September 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	-	-	-
952-8820-8196	LAFCO APPLICATION PROJECT	4,748.01	-	4,748.01
952-8820-9605	INTEREST EXPENSE	5,439.42	5,439.42	-
952-8820-9608	LEASE PYMTS-VACTOR (PRINCIPAL)	-	-	-
		10,187.43	5,439.42	4,748.01
953-8820-0016	DEFERRED COMPENSATION	20.60	11.27	9.33
953-8820-0031	PERS PENSION	89.09	47.17	41.92
953-8820-0032	PARS PENSION	67.41	35.69	31.72
953-8820-0041	MEDICAL INSURANCE-NON LIUNA	161.97	76.93	85.04
953-8820-0051	DENTAL INSURANCE	6.58	-	6.58
953-8820-0061	VISION INSURANCE	1.27	0.60	0.67
953-8820-0071	LTD	1.84	-	1.84
953-8820-0081	LIFE INSURANCE	1.79	-	1.79
953-8820-0092	MEDICARE TAX	13.45	7.16	6.29
953-8820-9193	STA 321 UPGRADES	-	-	-
953-8820-9199	942 ANGELUS WAY PIPE LINING	-	-	-
953-8820-9201	DEL MONTE LIFT STATION UPGRADE	21,007.75	20,227.75	780.00
953-8820-9202	ROSITA LIFT STATION UPGRADE	25.06	25.06	-
953-8820-9203	ANGELUS WAY SEWER MAIN UPGRADE	-	-	-
953-8820-9204	DEL REY PARK SEWR MAIN UPGRADE	-	-	-
953-8820-9205	DEL MONTE BL SEWR MAIN UPGRADE	11,725.27	9,408.20	2,317.07
953-8820-9206	MILITARY LIFT STATN REPLACEMNT	50.12	50.12	-
953-8820-9213	NEW MANHOLE INSTALLATIONS	-	-	-
953-8820-9214	DEL MONTE SWR MAIN REPLACEMENT	3,885.86	2,897.54	988.32
953-8820-9314	HIGHWAY 1 SEWER LINE CLEANING	10,391.46	3,940.10	6,451.36
		47,449.52	36,727.59	10,721.93
954-8810-2090	INSURANCE	49,222.00	49,222.00	-
		49,222.00	49,222.00	-
			951-1009	22,118.21
			952-1009	4,748.01
			953-1009	10,721.93
			954-1009	-
OCTOBER 2018 DRAWDOWN				37,588.15

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 : \$ **37,588.15**
 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 \$ 37,588.15	

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 September 2018.

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



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 5.D.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

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

DATE: October 9, 2018

**SUBJECT: RECEIVE SEASIDE COUNTY SANITATION DISTRICT
OPERATIONS REPORT FOR AUGUST 2018 AND SEPTEMBER 2018.**

PURPOSE

Receive Seaside County Sanitation District Operations Report for August 2018 and September 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 August 2018 and September 2018.

FISCAL IMPACT

There is no fiscal impact associated with this item.

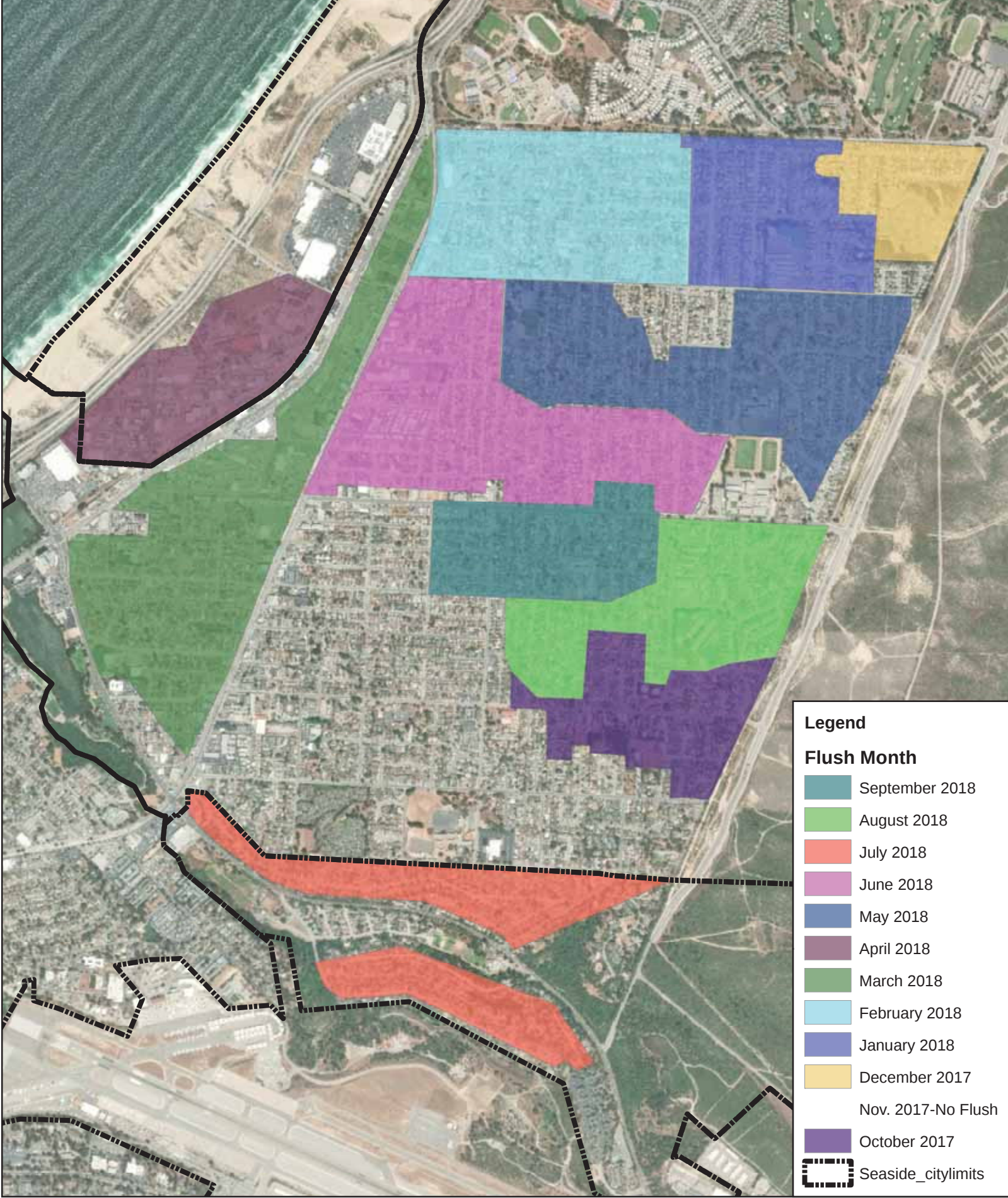
ATTACHMENTS

1. Flush Map August_September_18-19
 2. Monthly Sanitation Report August_18-19
 3. Monthly Sanitation Report September_18-19
-

Meeting Date: October 9, 2018

Reviewed for Submission By:

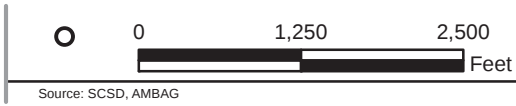
Craig Malin, District Manager



Legend

Flush Month

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



Source: SCSD, AMBAG

SEASIDE COUNTY SANITATION DISTRICT

Flush Map

Seaside County Sanitation District Operations Report

Fiscal Year 2018/2019 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 Jetted		0		0	25,176	51,043	25,176	51,043
Main Line Video		0		0		0	0	0
Main Lines Treated for Grease Control (Jet Power II)	185	447	277	554	3,789	6,648	4,251	7,649
Stoppages								
Main Line		0		0		0	0	0
Laterals		0		0	4	4	4	4

Sewer Repairs

None

Sewers Video

None

Stoppage Locations

Del Rey Oaks

None

Sand City

None

Seaside

1184 Phoenix - Lateral
1609 Harding - Lateral
946 Wanda - Lateral - 8/17/2018

Overflow Locations

Del Rey Oaks

None

Sand City

None

Seaside

946 Wanda - Lateral - 8/15/2018

Seaside County Sanitation District Operations Report

Fiscal Year 2018/2019 Month of September

	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		0		0	22,473	73,516	22,473	73,516
Main Line Video		0		0		0	0	0
Main Lines Treated for Grease Controll (Jet Power II)	262	709	277	831	2,836	9,484	3,375	11,024
Stoppages								
Main Line	1	1		0		0	1	1
Laterals		0		0		4	0	4

Sewer Repairs

None

Sewers Video

None

Stoppage Locations

Del Rey Oaks

None

Sand City

None

Seaside

None

Overflow Locations

Del Rey Oaks

9 Work Ave - Mainline - Roots

Sand City

None

Seaside

None



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 5.E.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Rick Riedl, City Engineer
Scott Ottmar, Senior Engineer

DATE: October 9, 2018

SUBJECT: CONTRACT AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH HARRIS & ASSOCIATES FOR AN AMOUNT NOT TO EXCEED FORTY-SIX THOUSAND EIGHT HUNDRED FORTY DOLLARS (\$46,840) FOR CONSTRUCTION MANAGEMENT FOR THE HIGHWAY 1 SEWER CLEANING PROJECT

PURPOSE

The purpose of this item is to consider amending an agreement with Harris & Associates (Harris) to provide professional services for project and construction management support for the Sewer Cleaning and Video Inspection at Highway 1 project.

RECOMMENDATION

It is recommended the District Board adopt the attached resolution amending the professional services agreement with Harris for an amount not to exceed Forty-Six Thousand Eight Hundred Forty Dollars (\$46,840) to provide professional services for project and construction management services for the Sewer Cleaning and Video Inspection at Highway 1 project and authorizing the District Manager to execute the Amendment.

BACKGROUND

On May 9, 2017, the District's Board adopted a resolution awarding a Professional Services Agreement to Harris to provide professional services supporting the implementation of the Capital Improvement Program (CIP). On December 12, 2017, the Board adopted an amendment for Harris to provide continued assistance with managing and delivering CIP Projects in order to sustain the Districts infrastructure, including review and revisions for the Sewer Cleaning and Video Inspection at Highway 1 Project (Project). In support of the Project, Harris finalized contract documents and had a Notice Inviting Bids published in the Monterey County Weekly on August 16, 2018. Bid documents were also made available through the online public works

construction advertising service eBidboard.com. A mandatory pre-bid meeting was held on September 6, 2018.

On Wednesday, September 19, 2018, a public bid opening was held at the City of Seaside's City Hall for the construction services for the Highway 1 Sewer Cleaning Project. One (1) Bid was received from Sanact, Inc. for an amount of \$198,790. District staff reviewed the bid and recommends award of the contract to Sanact, Inc. at this October 9, 2018 meeting.

The nature of the work requires the contractor to perform work outside of normal operating times, including night hours. The District will need construction management support to ensure project conformance to the plans and specifications. Harris submitted a Proposal on September 24, 2018, to provide project and construction management services for the Project. The Harris scope of work includes inspection services, project oversight, construction management, record keeping, and attendance at construction meetings. The Project will be performed during nighttime hours, which is reflected in Harris's inspection rates. District Staff reviewed the proposal and recommends award of a contract amendment in an amount not to exceed \$46,840.00.

FISCAL IMPACT

The FY 2018/19 adopted budget for Sewer Cleaning and Video Inspection at Highway 1 is \$220,000. There have been charges of approximately \$15,914 associated with final design and issuing the RFP, resulting in a project balance of \$204,086. The proposed Construction Contract Agreement with Sanact, Incorporated for the Construction Contract Agreement, is a not-to-exceed amount of One Hundred Ninety Eight Thousand Seven Hundred Ninety Dollars (\$198,790). It is appropriate to establish a contingency equal to 10% of the Construction Contract Agreement in the amount of \$19,879.

The combined fiscal impact for the Construction Contract Agreement with Sanact Incorporated, with a 10% contingency, and the Construction Management Services with Harris and Associates, requires an additional \$61,423 resulting in a proposed revised budget of \$281,423. As of August 14, 2018, there are available cash assets of \$7,503,114.49. Based upon bids received, and the available assets, it is recommended to amend the FY 2018/19 budget for the Sewer Cleaning and Video Inspection at Highway 1 to \$281,423 and authorize the District manager to execute a contract amendment with Harris and Associates for an amount not to exceed of Forty Six Thousand Eight Hundred Forty Dollars (\$46,840).

ATTACHMENTS

1. Resolution No. 2018-XX Amendment to Agreement (Harris)2018-09-25
-

2. Amend_6 Harris_180927_for signatures
-

Reviewed for Submission By:

Craig Malin, District Manager

RESOLUTION NO. 2018- XX (SCSD)

**A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT
AMENDING A PROFESSIONAL SERVICES AGREEMENT WITH HARRIS &
ASSOCIATES FOR AN AMOUNT NOT TO EXCEED FORTY-SIX THOUSAND EIGHT
HUNDRED FORTY DOLLARS (\$46,840) FOR COSTRUCTION MANAGEMENT OF THE
HIGHWAY 1 SEWER CLEANING PROJECT**

WHEREAS, on May 9, 2017, the District's Board adopted a resolution awarding a Professional Services Agreement to Harris and Associates (Harris) to provide professional project management services for the implementation of the Capital Improvement Program; and

WHEREAS, on September 19, 2018, the District held a public bid opening for construction services for the Highway 1 Sewer Cleaning Project, hereinafter described as the "Project"; for a construction contract Agreement not to exceed \$198,790; and

WHEREAS, it is necessary for the District to retain Construction Management Services throughout the duration of the construction Project; and

WHEREAS, The District desires to engage Harris & Associates, and Harris & Associates agrees to render professional services to the District; and

WHEREAS, Harris & Associates submitted a proposal for additional Professional Services for Project Management and Construction Management support for the Project; and

WHEREAS, the total approved line-item budget for FY 2018/19 for Highway 1 Sewer Cleaning Design and Construction allocated \$220,000 with remaining funds totaling approximately \$204,086 available; and

WHEREAS, the combined fiscal impact for both the Construction Contract Agreement with Sanact, Incorporated, with a 10% contingency, and the Construction Management Services with Harris and Associates, is estimated to require an additional \$61,423 for an amended project budget of \$281,423; and

WHEREAS, the District has determined that the proposed scope of work and budget are reasonable.

NOW THEREFORE, BE IT RESOLVED, that the Seaside County Sanitation District amends the FY 2018/19 Budget for the Sewer Cleaning and Video Inspection at Highway 1 to \$281,423, and authorizes the District Manager to execute an amendment to the professional services agreement with Harris & Associates for an amount not-to-exceed Forty Six Thousand Eight Hundred Forty Dollars (\$46,840) to provide professional and technical services as described within the amendment attached for the Highway 1 Sewer Cleaning Project.

PASSED AND ADOPTED at a regular meeting of the Seaside County Sanitation District duly held on the 9th day of October 2018, by the following vote:

AYES:	Board Members:
NOES:	Board Members:
ABSENT:	Board Members:
ABSTAIN:	Board Members:

ATTEST:

Ralph Rubio, Chair
Seaside County Sanitation District

Lesley Milton-Rerig, District Clerk
Seaside County Sanitation District

CONTRACT AMENDMENT #6
CAPITAL IMPROVEMENTS PROJECTS MANAGEMENT
Seaside County Sanitation District

Date: October 9, 2018

Change Requested by: X District Consultant

Contract Date

May 30, 2017

Project Name

Capital Improvements Projects Management

To (Consultant): Harris & Associates, 2 Salinas Street, Suite B, Salinas, CA 93901

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 2, "Services."**

Consultant shall perform the tasks described and set forth in Exhibit A, Exhibit A1, Exhibit A2, Exhibit A3, Exhibit A4, Exhibit A5, Exhibit A6 attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A, Exhibit A1, Exhibit A2, Exhibit A3, Exhibit A4, Exhibit A5 and Exhibit A6.

MODIFY the following text in **Section 21, "Contents of Request for Proposal and Proposal."**

Consultant is bound by the contents of City's Request for Proposal, Exhibit "C" hereto and incorporated herein by this reference, and the contents of the proposal submitted by the Consultant, Exhibit A, Exhibit A1, Exhibit A2, Exhibit A3, Exhibit A4 , Exhibit A5, and Exhibit A6 hereto.

Original Contract Amount	Previous CCO Total (Not including this CCO)	This CCO Total	Revised Contract Amount
\$41,880.00	\$332,688.00	\$46,840	\$379,528
Original Contract Time	Original Completion Date	CCO Days To Date (Including This CCO)	Revised Completion Date
36 Months	June 30, 2020	0	June 30, 2020

CONTRACT AMENDMENT #6
CAPITAL IMPROVEMENTS PROJECTS MANAGEMENT
Seaside County Sanitation District

SUBMITTED BY:		
	Rick Riedl District Engineer	October 9, 2018
Signature	Name and Title	Date
CITY APPROVAL BY:		
	Craig Malin District Manager	
Signature	Name and Title	Date

CONSULTANT ACCEPTANCE BY:		
	Frank S. Lopez Director, Engineering Services	Sept. 28, 2018
Signature	Name and Title	Date



Harris & AssociatesSM
*Shaping the Future, One Project at a Time*SM

September 24, 2018

Rick Riedl, District Engineer
 Seaside County Sanitation District
 440 Harcourt Avenue
 Seaside, CA 93955

Subject: Scope and Fee for Project Management and Construction Management/Inspection Services for Highway 1 Sewer Cleaning
 Task Order #6

The District received a bid for the Highway 1 Sewer Cleaning project. This proposal is to assist the District with providing Project Management and Construction Management/Inspection Services for this project.

The information in this scope of work is based on a review of the District's Contract Documents Volume 1B for the project.

I. PROJECT DESCRIPTION.

The Seaside County Sanitation District (District or SCSD) owns and operates a sanitary sewer collection system that serves the Cities of Seaside, Del Rey Oaks, and Sand City. Wastewater from each of the three (3) small-diameter sewer collection systems flows into a large-diameter trunk system that extends into the upstream tributaries of the collection systems. The trunk system transports the wastewater to the Monterey One Water (formerly MRWPCA) Seaside Pump Station for processing to the Monterey One Water Treatment Works. Prior to entering the Pump Station, the trunk line travels under Highway 1 at Sand City.

The work to be performed includes cleaning and video inspection of approximately 3,100 linear feet of large diameter (greater than 12-inch) trunk sewer line and associated manholes as identified below. Work also requires the Contractor to video locate an intermediate manhole located within Caltrans Right-of-Way on Highway 1.

Cleaning and CCTV Inspection:

- MHA9-51 to MHA9-46: Approximately 820 linear feet, 18-inch diameter
- MHA9-51 to MHB9-28: Approximately 1,190 linear feet, 21-inch diameter
- MHA9-51 to MHA8-6: Approximately 1,010 linear feet, 27-inch diameter

Locate Manhole:

- MHA8-7, located within Caltrans' right-of way on Highway 1

Cleaning and inspection operations shall take place during low-flow (presumably nighttime) conditions only, unless alternative work hours are approved in writing by the District.

II. CONSTRUCTION MANAGEMENT TEAM

Thomas Hyun, will be the Construction Inspector for this project. Thomas brings over 30 years of experience in construction and is proficient in all aspects of construction inspection. Tom is a registered construction inspector with the State of California and has expertise in water and wastewater utility construction, signal and lighting construction and highway construction including paving.

Jason Caprio, will serve as Project Manager and continue to assist the District with delivering this project. Jason will coordinate directly with the District and the contractor to maintain the construction schedule. He will work closely with Tom to manage the project budget.

III. SCOPE OF WORK

The Highway 1 Sewer Cleaning project will include Project Management and Construction Management services as shown below.

Task Description	Our Approach	Deliverables
1.0 Project Management		
1.1 Project Coordination and Meetings	Our Project Manager, Jason Caprio, will continue to meet with the City on a regular bases and will coordinate with the contractor, CM Team and District. Jason will also be involved with the Pre Construction Phase. Management of this contract and submittal of project invoices for services rendered.	N/A
1.2 Monthly Progress Reports	A brief progress report will accompany each monthly Harris invoice. It will discuss budget and schedule status, issues resolved and unresolved, and "next steps."	Monthly progress report.
2.0 Construction Management		
2.1 Preconstruction	Construction management team members will conduct the preconstruction meeting to coordinate with the selected contractor.	Meeting notes.
2.2 Construction Management and Inspection Services	Project Administration including preparation of progress pay estimates, preparation of contract change orders, and documentation of construction progress, daily quality control inspection and measurement and tracking of quantities of work completed. Provide daily construction inspection. Record	Progress reports, daily diaries, quantity records, resolution notifications.

Task Description	Our Approach	Deliverables
	information related to: work performance; instruction given/received; construction activities in process, completed, started, etc.; deficiencies noted; problems encountered and resolution notification, actions taken; and notes/notations/redlines of field changes. Serve as general field liaison between Contractor and District staff. Assist District in maintaining good relations with residents and businesses in the surrounding neighborhoods. Perform final inspection; including recommendation and scheduling with appropriate stakeholders. Harris will prepare, distribute, and inspect corrections for the final punch list for completion and acceptance.	
2.3 Project Closeout	Oversee preparation of final Pay Estimate. Provide a final report. The report will include all Daily Inspection Reports, documentation for testing of installed facilities, photos and redline plan review.	Inspection binder.

Our level of effort is based on the construction schedule provided by the design consultant and will be provided on an "hourly not-to-exceed" basis as shown in the attached Exhibit A. Additional efforts unforeseen at the authoring of this task order will be discussed with the District and provided under a subsequent authorization.

Please contact me directly at (831) 233-9242 with any questions regarding this scope and fee.

Regards,
HARRIS & ASSOCIATES, Inc.



Frank S. Lopez, PE, QSD, CFM
 Senior Director, Engineering Services

Accepted:

By: Seaside County Sanitation District

Date



EXHIBIT A

**Seaside County Sanitary District
Construction Management Cost of Services Worksheet
Highway 1 Sewer Cleaning**



Harris & AssociatesSM

Project Schedule		2018			2019	
		Oct	Nov	Dec	Jan	Feb
	Calendar days	31	30	31	31	28
	Work days	23	22	21	21	19
	Hrs	184	176	168	168	152
Bid/Award Phase						
Preconstruction						
Construction Phase						
Closeout						

Staffing		
PM	Inspector*	Inspector**
Jason Caprio	Thomas Hyun	Thomas Hyun
\$205.00	\$185.00	\$145.00

*Prevailing Wage/Night Work Rate

**Non-Prevailing Wage Rate

Task	Oct	Nov	Dec	Jan	Feb	Total Fee
Preconstruction Phase						
Project Management	12					\$2,460.00
Construction Management	4					\$580.00
Preconstruction Phase Subtotal						\$3,040.00
Construction Phase						
Project Management		24	8			\$6,560.00
Construction Management/Inspection		132	48			\$33,300.00
Construction Subtotal						\$39,860.00
Close-out						
Project Management				12		\$2,460.00
Construction Management				8		\$1,480.00
Close-out Subtotal						\$3,940.00
Total Fee =						\$46,840.00
TOTAL HOURS =	16	156	56	20	0	

Note 1: This estimate is based on a construction schedule of 30 work days

Note 2: This estimate is based on 30 hours per week for CM/Inspection Services

Note 3: The inspection rate shown includes Prevailing Wage for field inspection services only.



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 5.F.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Rick Riedl, City Engineer
Scott Ottmar, Senior Engineer

DATE: October 9, 2018

**SUBJECT: CONSIDER EXECUTION OF A MEMORANDUM OF
UNDERSTANDING WITH MONTEREY ONE WATER FOR
PARTICIPATION IN THE PUBLIC EDUCATION PROGRAM FOR
FISCAL YEAR 2018-2019**

PURPOSE

The purpose of this item is to have the District Board consider continuing its participation in the Public Education Program for the Southern Monterey Bay Dischargers Group administered by the Monterey One Water (formerly Monterey Regional Water Pollution Control District) for the Fiscal Year 2018-2019.

RECOMMENDATION

It is recommended that the Board adopt a resolution authorizing the District Manager to execute a Memorandum of Understanding (MOU) with Monterey One Water to conduct the Public Education Program for the Southern Monterey Bay Dischargers Group.

BACKGROUND

On May 2, 2006, the Seaside County Sanitation District (the District) was issued Water Quality Order No. 2006-0003-DWQ from the State Water Resources Control Board. This order adopted statewide general waste discharge requirements for sanitary sewer systems. In 2008, the monitoring and reporting program (MRP) portion of this Order was revised as Order No. 2008-0002-EXEC. Water Quality Orders No. 2006-0003-DWQ and 2008-0002-EXEC are referred to as the Sanitary Sewer System Waste Discharge Requirements (SSS WDRs or WDRs).

The purpose of the WDRs is to set specific sewer collection system operation and maintenance requirements, regulate the collection systems, and uphold State water quality standards. Section 13(vvi) of Order 2006-0003-DWQ, states "If fats, oils and grease (FOG) is found to be a

problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system.” In order to comply with the WDRs, the District developed a Sewer System Management Plan (SSMP), which includes a FOG Control Program (also known as the Grease Program). The two main elements of the Grease Program implemented by the District are the Public Education Outreach Program and the requirement to install grease removal devices at food serving establishments.

Public Education Program:

The District is a part of the Southern Monterey Bay Dischargers Group administered under contract by Monterey One Water. The group’s goal is to facilitate WDR compliance for all Monterey One Water member entities. The Southern Monterey Bay Dischargers Group consists of the cities of Pacific Grove, Monterey, Salinas, Carmel Area Wastewater District, Castroville Community Services District, Marina Coast Water District, County of Monterey, Pebble Beach Community Services District, California American Water and the Seaside County Sanitation District.

As in the previous years, Monterey One Water has offered their assistance with implementation of a Public Education Outreach Program (the Program). The Program promotes the proper disposal of FOG by educating the public. The proposed program consists of mass media advertising in television, print media, internet website, and internet advertisements. The Fiscal Year 2018-2019 Grease Public Outreach Plan attached as Attachment A outlines the type of media outlets and the number of advertisements over the course of the year.

The District supplements the Program with its own public education outreach events. The District staffs a booth at various community functions to educate the public on the dangers of disposing FOG down the drain. Grease scrappers and refrigerator magnets are given to the public alerting them to the dangers and consequences of grease in the sewer system. District personnel also advise the public how to properly dispose of unwanted grease.

FISCAL IMPACT

To increase the cost-effectiveness of the Program, all costs are shared based upon the population served by the member agencies. For the upcoming Program, the cost would be divided based on 2010 Census information and the total number of entities electing to continue participation. For fiscal year 2017-2018, the Program cost is \$18,000 and the District’s cost-share is \$2,208.18, see Attachment B.

The fiscal 2017/2018 budget included a line item for FOG related services in the amount of \$38,450. The budget funded inspection and outreach services with Monterey One Water and had a balance of approximately \$28,250 at the end of the fiscal year. The fiscal year 2018/2019 did not include a budget line item for FOG services. It is recommended to amend the fiscal year 2018/2019 budget to include a FOG budget of \$30,000 to fund continued outreach and inspection services.

ATTACHMENTS

1. Memorandum of Understanding
 2. Attachments A & B to the MOU
 3. Resolution
-

Reviewed for Submission By:

Craig Malin, District Manager

MEMORANDUM OF UNDERSTANDING
for
Conducting a Public Education Program
for the
Southern Monterey Bay Dischargers Group

THIS MEMORANDUM OF UNDERSTANDING is made and entered into on _____, 2018, between **MONTEREY ONE WATER** (the "Agency") and **SEASIDE COUNTY SANITATION DISTRICT** (the Discharger"), as follows:

Recitals

1. The Discharger has been issued Waste Discharge Requirements (WDR) by the California Regional Water Quality Control Board. One WDR requirement is for the Discharger to conduct a public education program promoting the proper disposal of fats, oils, and grease (FOG).
2. The Agency has the staff and resources to conduct a public education program as described in Attachment A to this Agreement.
3. The Discharger desires to have the Agency conduct this public education program.

Terms and Conditions

In consideration of the mutual promises contained herein, the Agency and the Discharger hereby agree to the following terms and conditions:

1. Over the remainder of fiscal year 2018-2019 and on behalf of the Southern Monterey Bay Dischargers Group, the Agency will conduct the public education program described in Attachment A.
2. The Discharger will compensate the Agency its portion of costs for conducting this public education program as broken down in Attachment B.
3. The Agency will invoice the Discharger for its share of the final costs, not to exceed the amount in Attachment B, and the Discharger will pay the Agency this amount within ninety (90) days of receipt of the invoice.

MONTEREY ONE WATER

SEASIDE COUNTY SANITATION DISTRICT

By _____
Signature

Paul A. Sciuto, General Manager
Name/Title

By _____
Signature

Craig Malin, District Manager
Name/Title

Attachment A

WDR FOG Public Outreach Campaign FY 18-19

Campaign Goals:

- Educate our communities on the proper disposal of fats, oils, and grease through advertising and public resources
- Help members meet the issued Waste Discharge Requirements (WDR) by the California Regional Water Quality Board

Campaign Timeframe: November and December 2018

Media Types:

- TV
- Print
- Online
- Radio
- Website

Total advertising across all media not to exceed \$18,000

Digital copies of all advertisements will be provided to entities to continue using beyond this campaign

Updates:

- New commercial: Existing commercial format is outdated and no longer supported by the company
- Digital and print ads: Updated to better reach the public
- Website redesign: To reflect changes made in advertising

Updates to commercial included in advertising costs

New digital ads, print ads, and website redesign provided by Monterey One Water



Attachment B

Southern Monterey Bay Dischargers FOG Outreach Partnership Distribution and Budget FY 18-19

Shared Budget for FY 18-19 Not to Exceed \$18,000			
Entity	Population within area to be covered by regional WDR program ¹	% of budget to be paid	Contribution not to exceed
City of Salinas	150,441	52.76%	\$9,496.07
Seaside County Sanitation District ²	34,983	12.27%	\$2,208.18
Marina Coast Water District ³	33,364	11.70%	\$2,105.99
City of Monterey	27,810	9.75%	\$1,755.41
City of Pacific Grove	15,041	5.27%	\$949.41
Castroville Community Services District ⁴	7,204	2.53%	\$454.73
California American Water ⁵	6,380	2.24%	\$402.72
Pebble Beach Community Services District	4,509	1.58%	\$284.62*
Carmel Area Wastewater District	3,722	1.31%	\$234.94*
County of Monterey	1,710	0.60%	\$107.94
TOTAL	285,164	100%	\$18,000

Notes

1. Source: U.S. Census Bureau, 2010 Census of Population, Public Law 94-171 Redistricting Data File (Updated every 10 years)
2. Combined data for Seaside, Sand City, and Del Rey Oaks
3. Combined data for Marina and, provided by MCWD, the Ord Community
4. Combined data for Castroville, Moss Landing, and, provided by CCSD, the Moro Cojo area population
5. Combined data for Oak Hills, Indian Springs, Las Palmas, Spreckels, Pasadera, White Oaks, Village Green, Carmel Valley Ranch provide by Cal Am

* PBCSD and CAWD contribution will increase no more than \$693.00 ea for additional Carmel Pine Cone ads in December 2018

RESOLUTION NO. 18-___

**RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER TO EXECUTE A
MEMORANDUM OF UNDERSTANDING WITH MONTEREY ONE WATER
FOR PARTICIPATION IN THE PUBLIC EDUCATION PROGRAM FOR
FISCAL YEAR 2017-2018.**

WHEREAS, the California Regional Water Quality Control Board issued a Waste Discharge Requirement (WDR) Order Numbers 2006-0003-DWQ and 2008-0002-EXEC; and

WHEREAS, Monterey One Water (formerly Monterey Regional Water Pollution Control Agency) has led a steering committee, called Southern Monterey Bay Dischargers Group, for all entities tributary to the Regional Plant to facilitate compliance by each permittee; and

WHEREAS, one of the requirements of the WRD is to conduct a Public Education Program to promote the proper disposal of fats oils and grease (FOG); and

WHEREAS, this program will be cost-shared among the groups entering into a Memorandum of Understanding with Monterey One Water; and

WHEREAS, this cost has been broken down by each entities population based on 2010 Census data; and

WHEREAS, the Seaside County Sanitation District portion of this program is Two Thousand Two Hundred Eight Dollars and Eighteen Cents (\$2,208.18).

WHEREAS, the adopted fiscal year 2018/2019 budget omitted funding FOG programs.

NOW THEREFORE, BE IT RESOLVED that the Seaside County Sanitation District's Board of Directors authorize the District Finance Manager to amend the fiscal year 2018/2019 budget to include a FOG program in the amount of \$30,000; and

NOW THEREFORE BE IT FURTHER RESOVELED that the Seaside County Sanitation District's Board of Directors authorize the District Manager to execute the Memorandum of Understanding with Monterey One Water to participate in the Public Education Program for fiscal year 2018-2019; and

PASSED AND ADOPTED at a regular meeting of the Seaside County Sanitation District duly held this 9th day of October 2018 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ralph Rubio, Chair

ATTEST:

Lesley Milton, District Clerk



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 5.G.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Rick Riedl, City Engineer
Scott Ottmar, Senior Engineer

DATE: October 9, 2018

SUBJECT: CONSIDER APPROVAL OF A CONSTRUCTION CONTRACT AGREEMENT WITH SANACT, INCORPORATED FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETY EIGHT THOUSAND SEVEN HUNDRED NINETY DOLLARS (\$198,790) FOR THE SEWER CLEANING AND VIDEO INSPECTION PROJECT AT HIGHWAY 1

PURPOSE

The purpose of this item is for the District's Board to consider approval of a Construction Contract with Sanact, Incorporated to complete the Sewer Cleaning and Video Inspection at Highway 1 in Sand City, CA.

RECOMMENDATION

It is recommended that the Board adopt a resolution approving the Construction Contract with Sanact, Incorporated for an amount not to exceed One Hundred Ninety Eight Thousand Seven Hundred Ninety Dollars (\$198,790) to provide all labor, material, equipment, and services necessary to complete the Sewer Cleaning and Video Inspection at Highway 1 and authorizing the District Manager to execute the Construction Contract.

BACKGROUND

The District owns and operates a sanitary sewer collection system that serves the Cities of Seaside, Del Rey Oaks, and Sand City. Wastewater from each of the three (3) small-diameter sewer collection systems flows into a large-diameter trunk sewer system. The trunk sewer system transports the wastewater to the Monterey One Water Seaside Pump Station located at the end of Bay Avenue in Sand City. Prior to entering the Seaside Pump Station, the trunk sewer line travels under Highway 1 at Sand City. The subject trunk sewer lines contain a significant amount of settled sand and sediment due to its downstream location within the District's collection system. The Work to be performed under this Construction Contract

Agreement is the cleaning and video inspection of approximately 3,000 linear feet of large diameter (18-inch, 21-inch, and 27-inch diameters) trunk sewer lines and associated manholes. The Work also requires locating an intermediate manhole located within Caltrans Right-of-Way on Highway 1.

A notice inviting bids was published in the Monterey County Weekly on August 16, 2018. Bid documents were also made available through the online public works construction advertising service Ebidboard.com. A mandatory pre-bid meeting was held on September 6, 2018. On September 19th, 2018, the District publicly received and opened bids for the Sewer Cleaning (Low Water Usage) and Video Inspection at Highway 1. One (1) Bid was received from Sanact, Incorporated for an amount of \$198,790.

It is recommended the Board adopt the attached resolution approving a Construction Contract Agreement with Sanact, Incorporated and authorize the District Manager to execute the Construction Contract Agreement.

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 Class I following actions are categorically exempt;

"operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, 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:

Item (b) Existing facilities of both investor and publicly-owned utilities used to provide electric power, natural gas, sewerage, or other public utility services;

The Sewer Cleaning (Low Water Usage) and Video Inspection at Highway 1 is maintenance of publicly-owned sewer utilities and is therefore considered categorically exempt as described above.

FISCAL IMPACT

The FY 2018/19 adopted budget for Sewer Cleaning and Video Inspection at Highway 1 is \$220,000. There have been charges of approximately \$15,914 associated with final design and issuing the RFP, resulting in a project balance of \$204,086. The proposed Construction Contract Agreement with Sanact, Incorporated for the Construction Contract Agreement, is a not-to-exceed amount of One Hundred Ninety Eight Thousand Seven Hundred Ninety Dollars (\$198,790). It is appropriate to establish a contingency equal to 10% of the Construction Contract Agreement in the amount of \$19,879.

The combined fiscal impact for the Construction Contract Agreement with Sanact Incorporated,

with a 10% contingency, and the Construction Management Services with Harris and Associates, requires an additional \$61,423 resulting in a revised budget of \$281,423. As of August 14, 2018, there are available cash assets of \$7,503,114.49. Based upon bids received, and the available assets, it is recommended to amend the FY 2018/19 budget for the Sewer Cleaning and Video Inspection at Highway 1 to \$281,423, authorize the District manager to execute a contract with Sanact Incorporated for an amount not to exceed of One Hundred Ninety Eight Thousand Seven Hundred Ninety Dollars (\$198,790) and authorize amendments to the Sanact Inc contract not to exceed Nineteen Thousand Eight Hundred Seventy Nine Dollars (\$19,870) to fund potential unforeseen contingencies.

ATTACHMENTS

1. Resolution No. 2018-XX Award Construction Contract Sanact
 2. Construction Contract Agreement
-

Reviewed for Submission By:

Craig Malin, District Manager

RESOLUTION NO. 2018- XX (SCSD)

**A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT
AWARDING A CONSTRUCTION CONTRACT AGREEMENT WITH SANACT,
INCORPORATED FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETY EIGHT
THOUSAND SEVEN HUNDRED NINETY DOLLARS (\$198,790) FOR THE SEWER CLEANING
AND VIDEO INSPECTION PROJECT AT HIGHWAY 1**

WHEREAS, the fiscal year 2018/2018 adopted budget includes \$220,000 to fund the Sewer Cleaning and Video Inspection Project at Highway 1, hereinafter referred to as the “Project”; and

WHEREAS, the budget balance for the Project is \$204,086; and

WHEREAS, on August 16, 2018, the District advertised the Project for a period of four (4) weeks; and

WHEREAS, on September 19, 2018, the District held a public bid opening for construction of the Project; and

WHEREAS, the District received one (1) bid from Sanact, Incorporated in the amount \$198,790; and

WHEREAS, the District desires to retain Sanact, Incorporated and Sanact, Incorporated agrees to render all labor, material, equipment, and services necessary to complete the Sewer Cleaning (Low Water Usage) and Video Inspection at Highway 1; and

WHEREAS, the District has determined that the Bid is responsible, responsive, reasonable, and within the approved CIP Scope of Work and Budget for said Project(s); and

WHEREAS, the combined fiscal impact for a Construction Contract Agreement with Sanact, Incorporated, with a 10% contingency, and a Construction Management Services contract with Harris and Associates, is estimated to require an amended project budget of \$281,423.

NOW THEREFORE, BE IT RESOLVED, that the Seaside County Sanitation District amends the FY 2018/19 Budget for the Sewer Cleaning (Low Water Usage) and Video Inspection at Highway 1 to \$281,423, authorize the District manager to execute a contract with Sanact Incorporated for an amount not to exceed of One Hundred Ninety Eight Thousand Seven Hundred Ninety Dollars (\$198,790) and authorize amendments to the Sanact Inc. contract not to exceed Nineteen Thousand Eight Hundred Seventy Nine Dollars (\$19,879) to fund potential unforeseen contingencies.

PASSED AND ADOPTED at a regular meeting of the Seaside County Sanitation District duly held on the 9th day of October 2018, by the following vote:

AYES:	Board Members:
NOES:	Board Members:
ABSENT:	Board Members:
ABSTAIN:	Board Members:

Ralph Rubio, Chair
Seaside County Sanitation District

ATTEST:

Lesley Milton-Rerig, District Clerk
Seaside County Sanitation District

**SEASIDE COUNTY SANITATION DISTRICT
CONTRACT AGREEMENT
SEWER CLEANING (LOW WATER USAGE) AND VIDEO INSPECTION
AT HIGHWAY 1**

This Agreement, made and concluded in duplicate this ____ day of _____, 2018, between the SEASIDE COUNTY SANITATION DISTRICT, here in referred to as "District", and Sanact, Inc, herein referred to as "Contractor"

WITNESSETH:

Article I. For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by said District and hereunto annexed, the said Contractor agrees with the said District, at his own proper cost and expense, to do all the Work and furnish all the materials as specified in the Contract Documents, (see below), necessary to repair and maintain in a good workmanlike and substantial manner and to the satisfaction of said District, in accordance with the provisions hereto annexed and also in accordance with the higher of either the latest applicable General Prevailing Wage Rates or the Davis Bacon Wage Rates. The Work to be done is specified in the attached documents and are made part of this contract:

1. Book 1, dated August 2018 as may be amended
2. Book 2, dated August 2018 as may be amended
3. If there is a conflict between the scopes of work defined in the documents above, Book 1 shall prevail.

Article II. The said District hereby promises and agrees with the said Contractor to employ, and does hereby employ, the said Contractor to provide the materials and do the Work according to the terms and conditions herein contained and referred to, for the price hereinafter set forth, and hereby contracts to pay the same at the time, in the manner, and upon the conditions herein set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

Article III. The statements of prevailing wages appearing in the General Prevailing Wage Rates and/or the Davis- Bacon Act are hereby specifically referred to and by this reference made a part of this contract. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or proposal of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

Article IV. By my signature hereunder, as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this contract.

Article V. And the said Contractor agrees to receive and accept the following prices as full compensation for furnishing all labor, materials and equipment and for doing all the Work contemplated and embraced in this agreement; also for all loss or damage arising out of the nature of the Work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the Work until its acceptance by the said District and for all risks of every description connected with the Work; also for all expenses incurred by or in consequence of the suspension or discontinuance of Work and for well and faithfully completing the Work, and the whole thereof, in the manner and according to the plans and specifications, and the requirements of the Engineer under them, to wit:

ITEM	ITEM DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
1	Mobilization, Demobilization & Clean-UP	1	LS	\$40,680	\$ 40,680.00
2	Traffic Control	1	LS	\$25,000	\$ 25,000.00
3	Sewer Cleaning of 18" Trunk Line and Manholes	820	LF	\$25	\$ 20,500.00
4	Video Inspection of 18" Trunk Line and Manholes	820	LF	\$5	\$ 4,100.00
5	Sewer Cleaning of 21" Trunk Line and Manholes	1,190	LF	\$35	\$ 41,650.00
6	Video Inspection of 21" Trunk Line and Manholes	1,190	LF	\$7	\$ 8,330.00
7	Sewer Cleaning of 27" Trunk Line and Manholes	1,010	LF	\$45	\$ 45,450.00
8	Video Inspection of 27" Trunk Line and Manholes	1,010	LF	\$8	\$ 8,080.00
9	Locate Manhole MH A8-7	1	LS	\$5,000	\$ 5,000.00
Base Bid Amount					\$ 198,790.00

Article VI. - Assignment. The Contractor shall not assign any of his duties, responsibilities or obligations without prior written consent from the District.

Article VII. Indemnity. To the fullest extent permitted by law, the Contractor agrees to indemnify, defend and hold harmless, the District of Seaside any and all of District's boards, officers, employees, agents, assigns, and successors in interest through legal counsel reasonably acceptable to the District, from and against any and all claims losses, demand and expenses, including, but not limited to, attorney's fees and cost of litigation, on account of bodily injury, including death, or property damage arising out of or in any way connected to the Work performed by Contractor under this agreement. Without affecting the rights of District under any provision of this agreement, Contractor shall not be required to indemnify and hold harmless District for liability attributable to the active negligence of District, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where District is shown to have been actively negligent and where District's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of District.

Article VIII. Insurance. Prior to the beginning of and throughout the duration of the Work, Contractor will maintain insurance in conformance with the requirements set forth below. The District, its officers, agents and employees shall be named as additional insured. Right of general supervision by the District shall not make the Contractor an agent of the District and the liability of the Contractor for all damages to persons or the public or property arising from the Contractor's execution of the Work shall not be lessened because of such supervision.

Contractor will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, it will be amended to do so. Contractor acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to District in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to District.

Contractor shall provide the following types and amounts of insurance:

1. Commercial General Liability Insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits shall be no less than \$2,000,000 per occurrence for all covered losses and no less than \$4,000,000 general aggregate.

Contractor's policy shall contain no endorsements limiting coverage beyond the basic policy coverage grant for any of the following:

- i. Explosion, collapse or underground hazard (XCU)
- ii. Products and completed operations
- iii. Pollution liability
- iv. Contractual liability

Coverage shall be applicable to District for injury to employees of contractors, subcontractors or others involved in the project. Policy shall be endorsed to provide a separate limit applicable to this project.

- a. Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.
- b. Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 06 92 including symbol 1 (Any Auto) or the exact equivalent. Limits shall be no less than \$1,000,000 per accident, combined single limit. If Contractor owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Contractor or Contractor's employees will use personal autos in any way on this project, Contractor shall provide evidence of personal auto liability coverage for each such person.
- c. Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop down provision providing primary coverage above a maximum
- d. \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to District for injury to employees of Contractor, subcontractors or others involved in the Work. The scope of coverage provided is subject to approval of District following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$1,000,000 per occurrence and aggregate.

The foregoing policies shall provide that no cancellation, major change in coverage, or expiration by insurance company or insured during the term of this contract shall occur without thirty [30] days written notice to District prior to the effective date of such cancellation or change in coverage.

Article IX - Contract Bonds. In accordance with Public Contract Code sections 10221 and 10222, and California Civil Code 9554, the successful bidder shall furnish two bonds. Each of the said bonds shall be issued by a bonding company with an A.M. Best rating of A- or better.

- Payment bond in the amount equal to 100% of the contract price, held until final acceptance of the project;
- Performance Bond in the amount of 100% of the contract price, held until final acceptance of the contract.

Whenever any surety or sureties on any such bonds, or on any bonds required by law for the protection of the claims of laborers and material suppliers, become insufficient, or the City has cause to believe that such surety or sureties have become insufficient, a demand in writing may be made of the Contractor for such further bond or bonds or additional surety, not exceeding that originally required as is considered necessary considering the extent of the work remaining to be done. Thereafter, no payment shall be made upon such contract to the Contractor or any assignees of the Contractor until such bond or bonds or additional surety have been furnished.

Article X. - Legal Action. Should either party to this agreement bring legal action against the other, the case shall be handled in Monterey County, California, and the party prevailing in such action shall be entitled to a reasonable attorney's fee which shall be fixed by the judge hearing the case and such fee shall be included in the judgment, together with all costs.

Article XI. - Notices. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given and fully received when made in writing and deposited in the United States mail, certified and postage prepaid, and addressed to the respective parties as follows:

Seaside County Sanitation District
Rick Riedl, P.E., District Engineer
440 Harcourt Avenue
Seaside, CA 93955
(831) 899-6884

CONTRACTOR
Sanact, Inc.
5717 Brisa St.
Livermore, CA 94550
925-443-5454

Article XII. Access To Records, Data and Facilities. The District Engineer or his/her authorized representative shall have access at any reasonable time to all records, data and facilities used in contract performance.

CONTRACTOR shall make available to the District or their designated agent access to the Contractor's records, accounting systems, and data at any reasonable time as required for audits to demonstrate compliance with this Agreement.

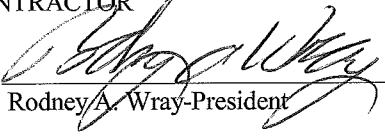
IN WITNESS WHEREOF, the parties to these presents have hereunto set their hands the year and date first above written.

SEASIDE COUNTY SANITATION DISTRICT

by: _____
Craig Malin-District Manager

Date

CONTRACTOR

by: 
Rodney A. Wray-President

9-24-18
Date

Licensed in accordance with an act providing for
the registration of Contractor's License No.
604196



SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVENUE * SEASIDE, CALIFORNIA 93955

Telephone (831) 899-6825 Fax (831) 899-6211

October 4, 2018

BOARD MEMBERS

Ralph Rubio
Chair

City of Seaside
440 Harcourt Ave
Seaside, CA 93955
(831) 899-6700

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) 899-6203

Rick Riedl
District Engineer
440 Harcourt Avenue
Seaside, CA 93955
(831) 899-6825

Jesse Avila
Legal Counsel
Office of the County Counsel
168 West Alisal Street
Third Floor
Salinas, CA 93901
(831) 755-5045

Lesley Milton
District Clerk
440 Harcourt Ave
Seaside, CA 93955
(831) 899-6707

Subject: Sewer Clogged by Oil and Grease

Dear Business Owner;

On three separate occasions during the past month, personnel for the Seaside County Sanitation District (SCSD) and Monterey One Water (M1W) have responded to a failed sewer lift station on Del Monte Boulevard due to a buildup of fats, oil and grease. When fats, oil and grease (FOG) are dumped down the drain, they cause blockages to form in sewer mains and pumps to fail.

You have received this notice because your business maintains a grease trap or interceptor that ultimately discharges to the lift station on Del Monte Boulevard. As a business that generates FOG, you are required to maintain and provide records of maintenance of the trap or interceptor. **Please submit copies of maintenance records for the past 12 months** via fax to 831-899-6311 or email to SCSD@ci.seaside.ca.us. You may also mail to my attention to SCSD, 440 Harcourt Avenue, Seaside, CA 93955.

Over the next several weeks, a representative of M1W will perform an inspection of your business. Your attention to this matter is greatly appreciated and will help the Seaside County Sanitation District avoid costly main line stoppages and sewer overflows.

Sincerely,

Rick Riedl
District Engineer

The Seaside County Sanitation District (SCSD) is a special district responsible for the maintenance and operation of the sanitary sewer collection system serving the Cities of Del Rey Oaks, Sand City and Seaside. The District's sanitary sewer collection system serves an area of approximately 2,400 acres with a population of about 30,000. The sewer system consists of approximately 70 miles of pipeline and 4 lift stations. The wastewater is ultimately pumped to the Monterey One Water (M1W) regional treatment plant.