SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVE * SEASIDE, CA 93955
Telephone (831) 899-6825

BOARD MEMBERS

Ralph Rubio
Chair
City of Seaside
440 Harcourt Ave
Seaside, CA 93955
(831) 899-6825

David Pendergrass
First Vice Chair
City of Sand City
1 Sylvan Park
Sand City, CA 93955
(831) 394-3054

Pat Lintell
Second Vice Chair
City of Del Rey Oaks
650 Canyon Del Rey
Del Rey Oaks, CA 93940
(831) 394-8511

DISTRICT STAFF

John Dunn
District Manager
440 Harcourt Avenue
Seaside, CA 93955
(831)899-6203

Diana Ingersoll
District Engineer
440 Harcourt Avenue
Seaside, CA 93955
(831) 899-6825

Cynthia Hasson
Legal Counsel
County Counsel
168 West Alisal Street
Third Floor
Salinas, CA 93901
(831) 755-5313

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

AGENDA
Board of Directors
Tuesday, July 14, 20159:30 AM,
Conference Room
440 Harcourt Ave, Seaside, CA 93955

1. CALL TO ORDER

Ralph Rubio	Chair
David Pendergrass	First Vice Chair
Pat Lintell	Second Vice Chair

2. ROLL CALL

3. ORAL COMMUNICATIONS COMMENTS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized by law. To be able to properly identify those making comments in the meeting minutes, it would be helpful if speakers state their names. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

4. CONSENT AGENDA

A. APPROVE THE MINUTES FROM THE JUNE 9, 2015 REGULAR MEETING

B. SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR THE MONTH OF JUNE 2015

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

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

C. APPROVAL OF PRELIMINARY EXPENDITURES FOR THE MONTH OF JUNE 30, 2015

PURPOSE: Approval of preliminary expenditures for the month of June 30, 2015 - $ 240,958.51.

RECOMMENDATION: Approve preliminary expenditures for the month of June 30, 2015. Total expenditures = $ 240,958.51

5. 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.

District Manager

District Engineer

A. **INFORMATION ITEM: JULY 9, 2015 LETTER TO USERS REGARDING SEWER CLOGGED BY RAGS AND GREASE**

Legal Counsel

9. BOARD MEMBERS COMMENTS

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
August 11, 2015
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.

FINAL MINUTES
Board of Directors
Tuesday, June 9, 20159:30 AM,
City of Seaside Conference Room
440 Harcourt Ave, Seaside CA

1. **CALL TO ORDER**

Chair Rubio called the meeting to order at 9:30 AM and all members were present.

2. **ROLL CALL**

PRESENT: Lintell, Pendergrass, Rubio
ABSENT: None

3. **ORAL COMMUNICATIONS COMMENTS**

Chair Rubio invited comments from the pubic and had no requests to speak.

4. **CONSENT AGENDA**

Chair Rubio invited comments from the Board and the public and had no requests to speak.

On motion by First Vice Chair Pendergrass and seconded by Second Vice Chair Pat Lintel and passed by the following vote the District Board approved the Consent Agenda as presented.

RESULT:	**Approve**
MOVER:	First Vice Chair David Pendergrass
SECONDER:	Second Vice Chair Pat Lintell
AYES:	Ralph Rubio, David Pendergrass, Pat Lintell
NO:	None

A. **APPROVE THE MINUTES FROM MAY 12, 2015 REGULAR MEETING**

Action: Approved

B. **LEASE/PURCHASE FINANCING FOR THE COMBINATION VACUUM-JETTER (VACTOR) VEHICLE**

Action: Authorized and Passed Resolution 15-04

C. **APPROVAL OF EXPENDITURES FOR THE MONTH OF MAY 31, 2015.**

Action: Approved

D. **SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR THE MONTH OF MAY 2015**

Action: Received

5. **NEW BUSINESS**

A. **CONTINUING BUDGET RESOLUTION FOR THE 2015-2016 FISCAL YEAR**

District Manager Dunn introduced the item explaining this action allows for the normal operational expenses to continue until the City of Seaside budget is adopted. This will extend the operations until staff can present the Operating Budget for FY 15-16 to the Board at the July meeting.

On motion by Second Vice Chair Lintell and seconded by First Vice Chair Pendergrass and passed by the following vote the District Board passed Resolution 15-05 approving continuation of the Budget for the 2015-16 year.

RESULT:	**Approve**
MOVER:	Second Vice Chair Pat Lintell
SECONDER:	First Vice Chair David Pendergrass
AYES:	Ralph Rubio, David Pendergrass, Pat Lintell
NO:	None

6. STAFF REPORTS

District Manager

District Engineer

District Manager Dunn spoke to the draft letter provided as a response to Marina Coast Water District (MCWD) email dated May 7, 2015 regarding the status of the annexation of the Fort Ord Community into the Marina Coast Water District Service area. The Board discussed the draft letter. Chair Rubio clarified information outstanding in the letter and requested inclusion of the fact the District requested MCWD to provide their independent engineers report which they agreed to do but have not to date.

Ms. Ingersoll indicated that SCSD engineers have received the information necessary to complete the engineering analysis, but there are still outstanding requested documents. Staff will be returning with a draft letter addressing the concerns expressed. Once both the engineering reports are complete, then the two Districts can proceed with negotiations. Mayor Rubio did report that the identified negotiating parties would cause a Brown Act Conflict and he has requested MCWD to reconfigure the negotiating parties to not be a potential violation.

Legal Counsel Hasson requested clarification regarding the comment made on the initial study and spoke to a previous letter written to the District in 2011 with regard to the initial study. Staff agreed to revise the letter to reflect that SCSD did comment on the initial study.

The Board authorized sending the letter, as revised with the District Manager's signature

A. **RECEIVE DRAFT RESPONSE LETTER TO MARINA COAST WATER DISTRICT EMAIL DATED MAY 7, 2015 REGARDING STATUS OF ANNEXATION OF ORD COMMUNITY INTO MARINA COAST WATER DISTRICT SERVICE AREA**

Legal Counsel

No report.

7. BOARD MEMBERS COMMENTS

Director Pendergrass questioned the status of the Capital Improvement Program to which Ms. Ingersoll spoke to the design being conducted for every lift station. She explained how the District has adopted a pay as you go system and we would not have enough cash to proceed with the construction of all of lift stations at one time. Each one will be constructed separately.

Ms. Lintell questioned the future lift stations if they are going to be the same size or larger to which Ms. Ingersoll indicated that it is listed in the approved CIP master plan and is a case by case basis determined for future use. Mr. Pendergrass spoke to the pay as you go system, and the reserve policy, and spoke in support of considering a bond to pay for the upgrades at one time because they are needed for future development. Ms. Ingersoll indicated that exercise was done for the master plan, and agreed it is time to reevaluate the rate structure and payment options. She reported that during the next fiscal year the master plan will be updated as well as the rate structure which would address the concern of future capital costs. She estimated an update to the rate study would cost approximately, $70,000.

8. ADJOURNMENT

Having no further business to conduct, the meeting was adjourned.

Respectfully Submitted,

______________________________	______________________________
Lesley E. Milton-Rerig, District Clerk	**Ralph Rubio, Chair**

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 4.B.

TO:	Seaside County Sanitation District
FROM:	John Dunn, District Manager
BY:	Diana Ingersoll, Deputy City Manager Resource Management Services
DATE:	July 14, 2015
SUBJECT:	**SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR THE MONTH OF JUNE 2015**

PURPOSE

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

RECOMMENDATION

Accept reports. This item is presented for information only.

BACKGROUND

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

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

1. Monthly Sanitation Report - June 2015
2. Flush Map June 2015

Reviewed for Submission By:

____
John Dunn, District Manager

Seaside County Sanitation District
Operations Report

Year 2015 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 Flushed	13,289	52,968		0	38,524	365,319	51,813	418,287
Main Line Video		0		0		0	0	0
Main Lines Treated for Grease Controll (Jet Power II)	190	1,685		380	3,195	61,524	3,385	64,416
Stoppages								
Main Line		1		0	7	19	7	20
Laterals		0		1	2	16	2	17

Sewer Repairs
None

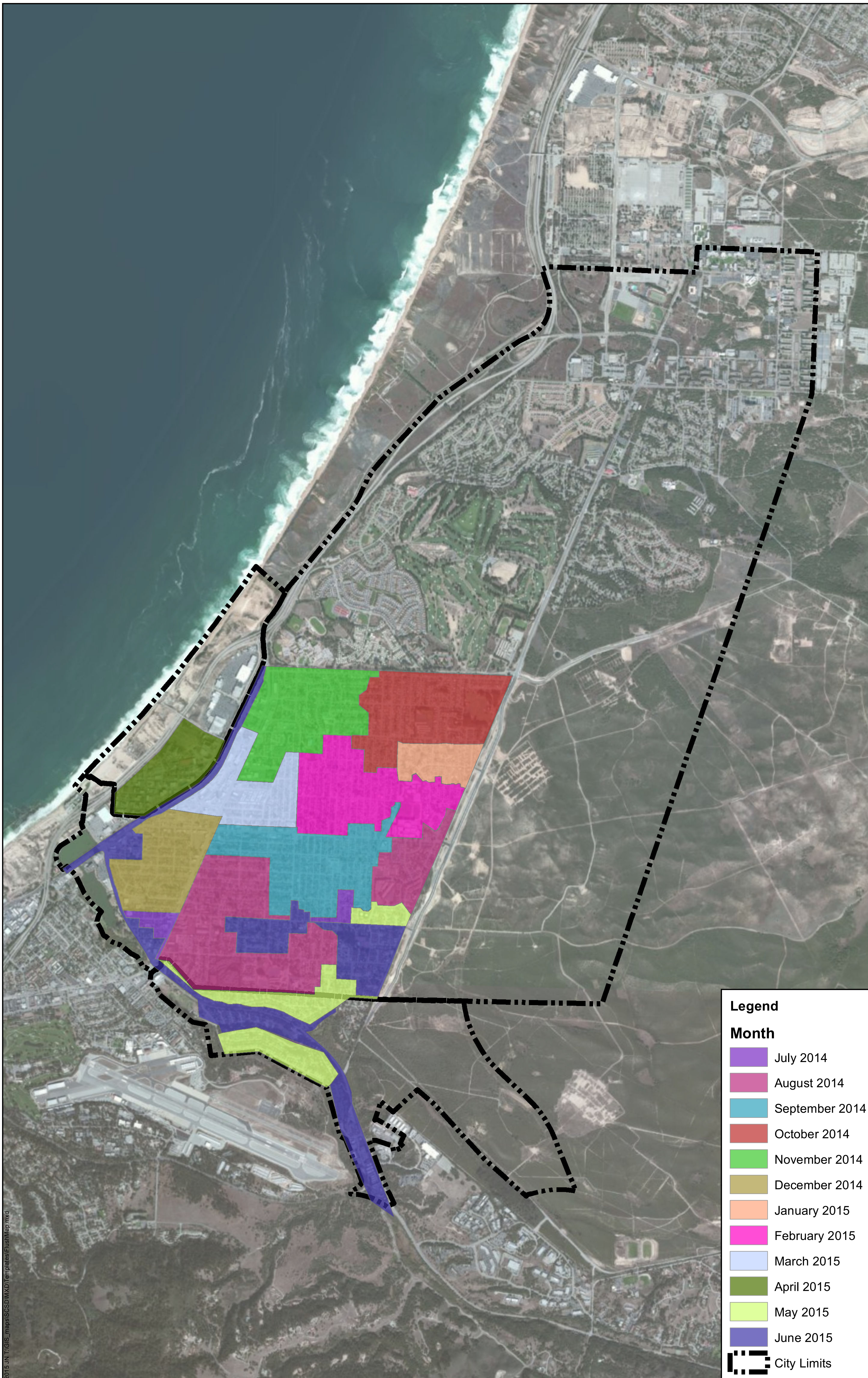
Sewers Video
None

Stoppage Locations

Del Rey Oaks

Sand City

Seaside
Back of Home Depot (ML-paper)
1245 Luzern St (ML-roots)
1095 Palm Ave (L)
515 Williams Ave (l)
Boys & Girls Club (ML- pater towels/grease)
1024 Kenneth St (L)
2045 Waring St (ML - roots & grease)
Broadway & Yosemite (ML-grease & rags)
1480 Siler Ln (ML-grease)



0 1,250 2,500
Feet
Source: SCSD, AMBAG

SEASIDE COUNTY SANITATION DISTRICT

Flush Map

Exhibit

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 4.C.

TO: Seaside County Sanitation District

FROM: John Dunn, District Manager

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

DATE: July 14, 2015

SUBJECT: **APPROVAL OF PRELIMINARY EXPENDITURES FOR THE MONTH OF JUNE 30, 2015**

PURPOSE

Approval of preliminary expenditures for the month of June 30, 2015 - $ 240,958.51.

RECOMMENDATION

Approve preliminary expenditures for the month of June 30, 2015. .
Total expenditures = $ 240,958.51

BACKGROUND

Expenditure reports attached. Cash balance as of June 30, 2015: $ 4,857,766.86.

Due to year-end accruals, this report includes the expenditures incurred in June which have been recorded so far. The accrual period for June 2015 extends through August 2015. Therefore a final report for June 2015 may include additional expenditures.

FISCAL IMPACT

ATTACHMENTS

1. YTD Expenditures EFT_06-30-15
2. YTD Expenditures_06-30-15

Reviewed for Submission By:

____
John Dunn, District Manager

COUNTY OF MONTEREY - AUTHORIZATION of ELECTRONIC FUNDS TRANSFER

DEBIT : COUNTY OF MONTEREY
Account Number : Wells Fargo Bank
Account Name : Monterey County Treasurer

CREDIT : **CITY OF SEASIDE PUBLIC INTEREST CHECKING**

Pay to Bank : **RABOBANK**
1658 FREMONT BLVD., SEASIDE, CA 93955

Account No. 9782713643
Routing No. 122238420 Amount : $ **240,958.51**
Customer Name: CITY OF SEASIDE

AUTHORIZED SIGNATURES: 1 ______
2 ______
3 ______

AUDITOR : ENTER AMOUNT AUTHORIZED FOR TRANSFER AND SIGN FORM

TREASURER : PROCESS TRANSFER, ENTER DATE OF TRANSFER, SIGN FORM AND RETURN TO AUDITOR

AUDITOR		**TREASURER**	
Patricia Vasquez			
Deputy Auditor	Date	Deputy Treasurer	Date of Transfer

For Auditor-Controller Office use only

Period ______ JV Number ______
Budget Yr. ______ Date ______
INSURANCE FUND Total $ 240,958.51

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 as of June 30 , 2015.

Prepared By: Patricia Vesquez Date:
Approved By:__________________ Date:___________ Keyed By:_____________ Date:___________

YTD (14-15) Expenses as of JUNE 201!

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-0-8810-0001	Admin. Salary	74,999.97	68,908.87	6,091.10
951-0-8810-0002	Overtime	40.14	40.14	-
951-0-8810-0006	Workers Compensation	1,990.00	1,822.29	167.71
951-0-8810-0009	Sick Leave Payoff	-	-	-
951-0-8810-0010	Management Leave Payoff	496.77	496.77	-
951-0-8810-0012	Vacation	1,000.87	1,000.87	-
951-0-8810-0016	Deferred Compensation	792.21	729.72	62.49
951-0-8810-0018	Auto Allowance	-	-	-
951-0-8810-0020	Part-Time Hourly Wages	6,982.88	6,564.73	418.15
951-0-8810-0030	PERS Pension Ob Bond	1,106.19	1,013.98	92.21
951-0-8810-0031	PERS Pension	9,431.94	8,317.02	1,114.92
951-0-8810-0032	PARS Pension	10,111.64	9,302.60	809.04
951-0-8810-0033	LIUNA Pension	65.72	59.23	6.49
951-0-8810-0041	Medical Insurance-Blue Cross	10,154.19	8,640.64	1,513.55
951-0-8810-0042	Medical Insurance-LIUNA	-	-	-
951-0-8810-0043	Flex One-Plan Fee	-	-	-
951-0-8810-0051	Dental Ins-Guardian	846.61	702.39	144.22
951-0-8810-0061	Vision Ins-CPIC	65.97	55.54	10.43
951-0-8810-0071	LTD-Met Life	305.51	249.70	55.81
951-0-8810-0081	Reliance Life Insurance	267.31	218.40	48.91
951-0-8810-0092	Medicare Tax	938.74	865.87	72.87
951-0-8810-1022	Legal Services	2,419.16	2,419.16	-
951-0-8810-1025	City Audit	6,700.01	6,700.01	-
951-0-8810-1026	Medical Exams	-	-	-
951-0-8810-1029	Training and Education	506.00	506.00	-
951-0-8810-1030	Consultant	8,287.95	8,287.95	-
951-0-8810-1033	Fitness Program	231.30	211.80	19.50
951-0-8810-1040	Property Tax Admin Fees	2,466.00	-	2,466.00
951-0-8810-1041	State Waste Discharge Fee	2,088.00	2,088.00	-
951-0-8810-2044	Copier Services	-	-	-
951-0-8810-2053	Outside Printing Services	374.00	374.00	-
951-0-8810-2063	Publishing & Legal Advertising	49.14	49.14	-
951-0-8810-3092	Stationary Supplies	244.30	122.84	121.46
951-0-8810-3095	Department Consumables	371.60	121.60	250.00
951-0-8810-4121	Meetings/Travel	294.95	294.95	-
951-0-8810-4122	Dues and Memberships	895.36	895.36	-
951-0-8810-5132	Telephone	1,531.64	1,381.97	149.67
951-0-8810-9196	Impact Fees	147,074.85	-	147,074.85
951-0-8810-9395	Vehicle Maintenance	59,900.00	54,908.32	4,991.68
951-0-8810-9397	Computer System	13,600.00	12,466.68	1,133.32
951-0-8810-9398	Central Service Charge	242,000.00	221,833.32	20,166.68
951-0-8820-0001	Salaries	107,325.04	95,439.47	11,885.57
951-0-8820-0002	Overtime	6,691.21	6,155.91	535.30
951-0-8820-0006	Workers Compensation	15,873.00	14,955.10	917.90
951-0-8820-0009	Sick Leave Payoff	-	-	-
951-0-8820-0010	Management Leave Payoff		-	-
951-0-8820-0012	Vacation	-	-	-
951-0-8820-0016	Deferred Compensation	536.04	465.20	70.84
951-0-8820-0020	Part - Time Hourly Wages	15,473.07	15,473.07	-
951-0-8820-0030	PERS Pension Ob Bond	2,156.15	1,976.48	179.67
951-0-8820-0031	PERS Pension	13,713.41	11,947.82	1,765.59
951-0-8820-0033	LIUNA Pension	2,301.07	2,058.09	242.98
951-0-8820-0041	Medical Insurance-Blue Cross	16,190.43	12,071.93	4,118.50
951-0-8820-0051	Dental Ins-Guardian	1,159.21	899.21	260.00
951-0-8820-0061	Vision Ins-CPIC	132.20	99.69	32.51
951-0-8820-0071	LTD-Met Life	228.35	179.11	49.24
951-0-8820-0081	Reliance Life Insurance	150.76	115.70	35.06
951-0-8820-0092	Medicare Tax	1,775.61	1,611.07	164.54
951-0-8820-2049	Uniform Service/ Laundry	1,687.24	1,573.75	113.49
951-0-8820-2068	Refuse Disposal	1,284.68	1,284.68	-
951-0-8820-2073	Subcontracted Work	59,743.54	30,475.87	29,267.67
951-0-8820-2074	Subcontract - Grease Prog	-	-	-
951-0-8820-2087	Equipment Rental	400.96	400.96	-
951-0-8820-3092	Stationary Supplies	-	-	-
951-0-8820-3095	Department Consumables	8,479.00	7,271.03	1,207.97
951-0-8820-3097	Safety Equipment	2,508.08	1,847.65	660.43
951-0-8820-4121	Meetings/Travel	3,442.00	3,142.00	300.00
951-0-8820-4122	Dues and Memberships	312.00	312.00	-
951-0-8820-4124	Mail Services	-	-	-

YTD (14-15) Expenses as of JUNE 201!

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-0-8820-5131	Gas & Electric	7,836.02	7,042.83	793.19
951-0-8820-5132	Telephone	-	-	-
951-0-8820-5133	Water	4,140.03	4,140.03	-
951-0-8820-6143	Vehicle Maintenance	-	-	-
951-0-8820-8183	Video Inspection	-	-	-
951-0-8820-8184	Fog Program	-	-	-
951-0-8820-818!	GIS Maintenance & Mapping	-	-	-
952-0-8820-8186	Equipment - Vactor Truck		-	-
952-0-8820-8187	Department Equipment		-	-
952-0-8820-8190	Video Inspection	10,882.81	10,882.81	-
952-0-8820-8191	Pickup Truck with CMS	-	-	-
952-0-8820-8193	Connection Fee Study	-	-	-
952-0-8820-8194	Sewer System Mgmt Plan Up	19,707.75	19,707.75	-
952-0-8820-8195	Graphic Information Systems	10,044.42	10,044.42	-
952-0-8820-819(	LAFCO Application	44,054.31	44,054.31	-
952-0-8820-9605	Interest Expense	6,094.77	6,094.77	-
952-0-8820-9608	Lease Payments	47,559.05	47,559.05	-
953-0-8820-9201	Del Monte Lift Station Upgrade	15,414.20	14,037.20	1,377.00
953-0-8820-9202	Rosita Lift Station Upgrade	-	-	-
953-0-8820-9203	Angelus Way Sewer Main Up	28,527.67	28,527.67	-
953-0-8820-9206	Military Lift Station Repl	7,954.10	7,954.10	-
953-0-8820-9207	Fremont BL Sewr Main Upgr	873.00	873.00	-
953-0-8820-9212	LAFCO Application	-	-	-
953-0-8820-9213	New Manhole Installations	-	-	-
953-0-8820-9215	Root Intrusion Swr Main	-	-	-
953-0-8820-9314	Highway 1 Sewer Line	9,074.75	9,074.75	-
953-0-8820-919(	942 Angelus Way Pipe Line	-	-	-
954-0-8810-2088	Judgments/Damages	-	-	-
954-0-8810-2090	Insurance	66,620.00	66,620.00	-
City of Seaside Total		**1,148,976.85**	**908,018.34**	**240,958.51**

951-1009	**239,581.51**
952-1009	**-**
953-1009	**1,377.00**
954-1009	**-**

Total Expenditures for month of JUNE 2015 **240,958.51**

OTHER EXPENSES

951-1009	0.00
952-1009	0.00
953-1009	
954-1009	

PREPARED BY: RAJNESH NARAYAN
DATE: 7/8/15

Total Adjusted drawndown from County -SCSD **240,958.51**

SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVENUE * SEASIDE, CALIFORNIA 93955
Telephone (831) 899-6825 Fax (831) 899-6211

July 9, 2015

Subject: Sewer Clogged by Rags and Grease

Dear Resident / Business Owner;

On June 25, 2015, the Seaside County Sanitation District personnel responded to an emergency sewer overflow in your neighborhood near the intersection of Yosemite and Broadway due to a blockage caused by a buildup of grease and rags. Fats, oil and grease dumped down the drain can cause blockages that cause serious problems for the sewer system. Unfortunately, used oils and greases are sometimes poured down the drain by homeowners and businesses without realizing the serious damage this causes to the sewer system. Fats, oil and grease dumped down the drain collects and hardens in the sewer pipes and pumping stations, which can cause sewer lines to get blocked and equipment to fail.

Please help us minimize blockages and prevent sewer spills by collecting your used oil and grease and properly disposing of it. For more information on ways we can help you keep fats, oil and grease out of the sewer, visit the web at www.clogbusters.org.

Sincerely,

Diana Ingersoll

Diana Ingersoll
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 Regional Water Pollution Control Agency (MRWPCA) regional treatment plant.