



SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVENUE SEASIDE, CA 93955

REGULAR MEETING

Board of Directors

Tuesday, May 12, 2020, 9:30 AM

VIRTUAL ONLY MEETING

Pursuant to Governor Newsom's Executive Orders [N-29-20](#) and [N-33-20](#), and to do all we can to help slow the spread of COVID-19 (coronavirus) District meetings will be adapted in the following ways:

- Meetings of the District will be conducted with virtual (electronic) participation only. Members of the public may watch the live stream of the District meetings at <https://bit.ly/SeasideYouTube>
- Members of the public may participate before and during each meeting by submitting comment(s) to cityclerk@ci.seaside.ca.us. The clerk will read each received public comment aloud into the record at the designated time, subject to time limits that may be imposed pursuant to the Brown Act. In the subject line of a public comment email, please specify the meeting body and date and indicate the relevant item number or "general" to help staff easily receive and organize public comments.

1. **CALL TO ORDER**

2. **ROLL CALL**

BOARD OF DIRECTORS

Jerry Blackwelder

Pat Lintell

Alissa Kispersky

Chair

First Vice Chair

Second Vice Chair

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 Seaside County Sanitation District on matters within the jurisdiction of the Board, but not on this agenda, may do so during 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 APRIL 14, 2020 REGULAR

MEETING.

PURPOSE: To review and approve the minutes from the April 14, 2020 Regular Meeting.

RECOMMENDATION: That the minutes be reviewed and approved.

B. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR APRIL 2020.

PURPOSE: Receive Seaside County Sanitation District Operations report for April 2020.

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

C. APPROVAL OF MARCH 2020 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT.

PURPOSE: Approval of expenditures for March 2020 in the amount of \$90,880.61 for the Seaside County Sanitation District.

RECOMMENDATION: Approve expenditures for March 2020. Total expenditures for March 2020 were \$90,880.61.

6. NEW BUSINESS

A. APPROVE AN AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH HARRIS & ASSOCIATES FOR AN AMOUNT NOT TO EXCEED FORTY-NINE THOUSAND NINE HUNDRED EIGHTY DOLLARS (\$49,980) FOR THE FREMONT, BROADWAY, & ORTIZ SEWER MAIN UPGRADES PROJECT

PURPOSE: Consider approval of an amendment to the Professional Services Agreement with Harris & Associates to provide professional services, including project management and environmental permitting support services, for the Fremont, Broadway, & Ortiz Sewer Main Upgrades Project.

RECOMMENDATION: Adopt a resolution approving an amendment to the Professional Services Agreement with Harris & Associates for an amount not to exceed Forty-Nine Thousand Nine Hundred Eighty Dollars (\$49,980) to provide professional services, including project management and environmental permitting support services, for the Fremont, Broadway, & Ortiz Sewer Main Upgrades Project and authorizing the District Manager to execute the Amendment.

7. STAFF REPORTS

Staff reports include items for which verbal reports/presentations will be provided. If a specific Seaside County Sanitation District presentation is planned, it will be listed and information included with the Agenda. Brief oral reports may be provided for items arising after the Agenda was prepared. The Board may wish to ask questions or discuss a staff report, but no action is appropriate other than referral to staff, or request that a matter be set as a future Agenda item.

8. BOARD MEMBERS COMMENTS

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
June 9, 2020
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. 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. This agenda is posted in compliance with Pursuant to Governor Newsom's Executive Orders [N-29-20](#) and [N-33-20](#). 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.



APPROVED MINUTES
SEASIDE COUNTY SANITATION DISTRICT
Tuesday, April 14, 2020 9:30 AM
REGULAR MEETING
Seaside Conference Room

1. CALL TO ORDER

The meeting was called to order at 9:30 AM.

2. ROLL CALL

PRESENT: Blackwelder, Lintell, Kisperksy

ABSENT: None

3. REVIEW OF AGENDA

No changes requested.

4. PUBLIC COMMENT

None.

5 CONSENT AGENDA

On motion by Second Vice Chair Kispersky and seconded by Chair Blackwelder and passed by the following vote the District Board approved the Consent Agenda as presented.

RESULT:	<i>Approved</i>
AYES:	<i>Blackwelder, Kispersky</i>
NOES:	<i>None</i>
ABSTAIN	<i>Lintell (Technology issues)</i>

A. APPROVAL OF MINUTES FROM THE FEBRUARY 11, 2020 REGULAR MEETING AND MARCH 17, 2020 SPECIAL MEETING.

Action: Approved

B. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR MARCH 2020.

Action: Received

C. APPROVAL OF FEBRUARY 2020 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT.

Action: Approved

6. NEW BUSINESS

A. APPROVE AN AGREEMENT WITH THE CITY OF SEASIDE TO REIMBURSE THE CITY FOR UPGRADES TO THE SANITARY SEWER SYSTEM AS A PART OF THE

PAVEMENT REHABILITATION PROJECT

District Engineer Ottmar explained the City of Seaside is preparing final plans and specifications for a Pavement Rehabilitation Project that will repair and rehabilitate various arterial and collector roadways within the City of Seaside. As part of the project, the City is proposing to rehabilitate the intersection of Fremont Blvd. and Broadway Ave. but in order to avoid cutting into this new pavement in the near future, the City would like to perform any necessary utility improvements as part of the Pavement Rehabilitation Project. By entering into an agreement with the City to perform this work under their contract it would save the District the cost of mobilization, traffic control, site restoration and paving costs that would apply if put out to bid separately. The estimated cost to the district is \$64,200.00 to be reimbursed to the City upon completion of the scope of work. The Board asked questions of staff and liked the idea of combining projects for cost efficiency.

On motion by Second Vice Chair Alissa Kispersky and seconded by Chair Blackwelder and passed by the following vote the District Board approved Resolution 20-06 approving the reimbursement agreement.

RESULT: **Approved**
AYES: Kispersky, Lintell, Blackwelder
NOES: None

B. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH WALLACE GROUP FOR AN AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY FOUR THOUSAND FIVE HUNDRED FIFTY SEVEN DOLLARS (\$254,557) FOR THE FREMONT, BROADWAY & ORTIZ SEWER MAIN UPGRADES PROJECT

District Engineer Ottmar explained the proposed housing and mixed use development project on Broadway Avenue in the City of Seaside and indicated for it to go forward, upgrades would need to be made to the sanitary sewer system. The proposed collection of sanitary sewer system improvements have been previously identified in the District's Sewer Master Plan and Rate Study (2011) and would serve three different development projects. The Project proposes to up-size and extend an existing sewer main in Broadway Avenue, and upsize existing sewer mains in Fremont Boulevard, Alhambra Street, Ponderosa Street, Del Monte Boulevard, a private property along Del Monte Boulevard, across Transportation Agency for Monterey County (TAMC) right-of-way, Ortiz Avenue, and Holly Street. Mr. Ottmar detailed the bidding process and outlined the scope of work for the project. Mr. Ottmar answered questions from the Board and there were no comments from the public.

On question about CEQA, staff noted that CEQA is not required for infill development, nor when you are not increasing capacity. He noted the project is through the entitlements therefore the developer cannot be charged for the cost of the project.

On motion by Vice Chair Lintell and seconded by Second Vice Chair Kispersky and passed by the following vote the Seaside County Sanitation District Authorized the agreement and adopted the proposed resolution as presented.

RESULT: **Approved**
AYES: *Blackwelder, Lintell, Kispersky*
NOES: *None*

7. STAFF REPORTS

District Engineer Ottmar reported that sewer construction is initiating on Canyon Del Rey Blvd CDR to take advantage of lower traffic volumes. He also noted that construction on the Del Monte and Tioga sewer project is close as submittals are being prepared and the project may break ground before the next meeting.

8. BOARD MEMBERS COMMENTS

Board Member Kispersky requested that staff ensure that the manhole covers are raised with the street resurfacing. Staff responded that any between the construction limits of Hilby Ave and Harcourt Ave those will be addressed.

9. ADJOURNMENT

On motion, the meeting was adjourned.

Respectfully Submitted,

Lesley Milton, District Clerk

Jerry Blackwelder, Chair



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 5.B.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Scott Ottmar, Senior Engineer
Billy Thomas, Junior Engineer

DATE: May 12, 2020

**SUBJECT: RECEIVE SEASIDE COUNTY SANITATION DISTRICT
OPERATIONS REPORT FOR APRIL 2020.**

PURPOSE

Receive Seaside County Sanitation District Operations report for April 2020.

RECOMMENDATION

Accept reports. This item is presented for information only.

BACKGROUND

Attached is the Seaside County Sanitation District Operations report and Flush Map for April 2020.

FISCAL IMPACT

There is no fiscal impact associated with this item.

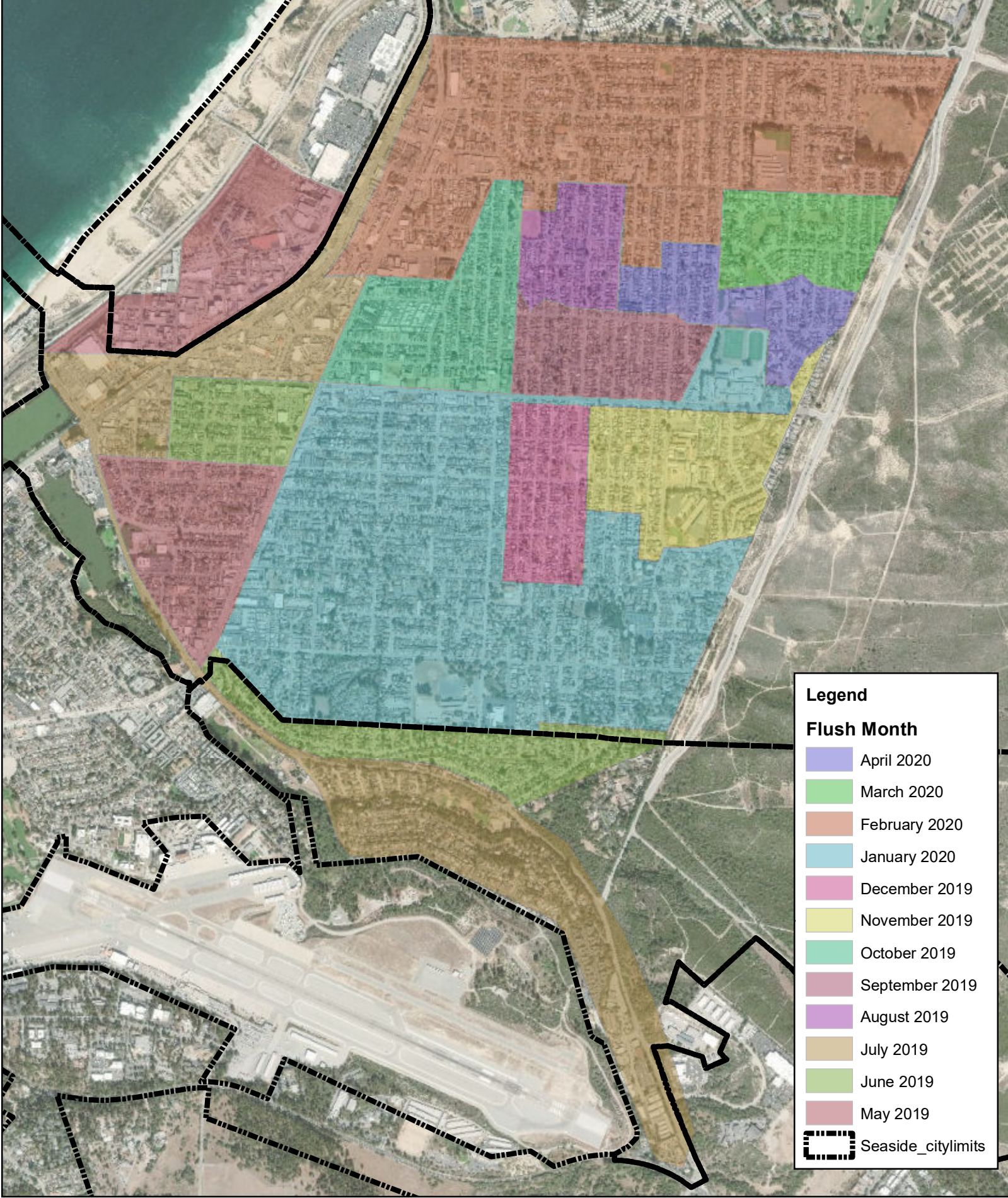
ATTACHMENTS

1. Flush Map_April_19-20
 2. Monthly Sanitation Report April_19-20
-

Reviewed for Submission to the
Board by:



Craig Malin, District Manager

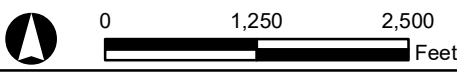


Legend

Flush Month

- April 2020
- March 2020
- February 2020
- January 2020
- December 2019
- November 2019
- October 2019
- September 2019
- August 2019
- July 2019
- June 2019
- May 2019

Seaside_citylimits



Source: SCSD, AMBAG

SEASIDE COUNTY SANITATION DISTRICT

Flush Map

Seaside County Sanitation District Operations Report

Fiscal Year 2019/2020 Month of April

	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	0	0	0
Main Line Jetted	0	20,252	0	567	18,612	310,191		312,398
Main Line Video	0	0	0	0	0	0	0	0
Main Lines Treated for Grease Control (Jet Power II)	262	1,942	277	2,596	4,344	36,316	4,883	40,854
Stoppages								
Main Line		0		0	1	8	1	8
Laterals		2		1	0	10	0	13

Sewer Repairs

None

Sewer Video's

None

Stoppage Locations

Del Rey Oaks

None

Sand City

None

Seaside

775 Amador Ave - Mainline
Paper & Rubber Gloves

Overflow Locations

Del Rey Oaks

None

Sand City

None

Seaside

None



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 5.C.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Kimberly Drabner, Finance Director

DATE: May 12, 2020

SUBJECT: APPROVAL OF MARCH 2020 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT.

PURPOSE

Approval of expenditures for March 2020 in the amount of \$90,880.61 for the Seaside County Sanitation District.

RECOMMENDATION

Approve expenditures for March 2020. Total expenditures for March 2020 were \$90,880.61.

BACKGROUND

The total expenditure for March 2020 are attached. The local cash balance as of March 31, 2020 was -\$216,470.78 which was due to a delay in the distribution of the \$1,037,975.58 drawdown request during the March 2020 meeting for additional expenses in December 2019 and total expenses for January 2020. The cash balance with the county as of March 31, 2020 was \$8,523,487.63. The last drawdown request of \$1,037,975.58 was received on April 10, 2020.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

1. March 2020 expenditure spreadsheet

Reviewed for Submission to the
Board by:



Craig Malin, District Manager

**Seaside County Sanitation District
Year-to-Date 2019-2020 Expenses
MARCH 2020**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8110-1045	STATE WASTE DISCHARGE FEE	-	-	-
951-8420-0001	SALARIES	-	-	-
951-8810-0001	SALARIES	15,686.69	13,964.67	1,722.02
951-8810-0002	OVERTIME	1.46	1.46	-
951-8810-0006	WORKERS COMPENSATION	1,077.34	1,077.34	-
951-8810-0009	SICK LEAVE PAYOFF	-	-	-
951-8810-0010	MANAGEMENT LEAVE PAYOFF	245.52	245.52	-
951-8810-0012	VACATION/COMP TIME PAYOFF	122.74	122.74	-
951-8810-0016	DEFERRED COMPENSATION	210.21	180.23	29.98
951-8810-0017	PARS-ARS 457	-	-	-
951-8810-0020	PART-TIME HOURLY WAGES	-	-	-
951-8810-0030	PERS PENSION OB BOND	357.34	357.34	-
951-8810-0031	PERS PENSION	3,745.76	2,948.86	796.90
951-8810-0032	PARS PENSION	1,121.88	999.19	122.69
951-8810-0033	LIUNA PENSION	-	-	-
951-8810-0041	MEDICAL INSURANCE	3,185.06	2,802.26	382.80
951-8810-0042	MEDICAL INSURANCE-LIUNA H&W	-	-	-
951-8810-0043	FLEX ONE-PLAN FEE	-	-	-
951-8810-0044	RETIREE MEDICAL INSURANCE	-	-	-
951-8810-0051	DENTAL INSURANCE-GUARDIAN	226.44	198.66	27.78
951-8810-0061	VISION INSURANCE	21.69	19.32	2.37
951-8810-0071	LTD	40.86	35.82	5.04
951-8810-0081	LIFE INSURANCE	39.83	34.15	5.68
951-8810-0090	EMPLOYEE ASSISTANCE PROGRAM	-	-	-
951-8810-0092	MEDICARE TAX	223.06	199.59	23.47
951-8810-1022	LEGAL SERVICES	10,176.83	10,176.83	-
951-8810-1025	CITY AUDIT	5,625.00	5,250.00	375.00
951-8810-1026	MEDICAL EXAMS	-	-	-
951-8810-1029	TRAINING AND EDUCATION	1,872.11	1,872.11	-
951-8810-1030	CONSULTANT	12,081.25	12,081.25	-
951-8810-1033	FITNESS PROGRAM	36.91	36.91	-
951-8810-1040	PROPERTY TAX ADMIN FEES	2,538.00	-	2,538.00
951-8810-1041	STATE WASTE DISCHARGE FEE	-	-	-
951-8810-1045	WASTE DISCHARGE FEE	2,625.00	2,625.00	-
951-8810-2044	COPIER SERVICES	-	-	-
951-8810-2045	MAIL MACHINE MAINTENANCE	-	-	-
951-8810-2052	RADIO REPAIR	-	-	-
951-8810-2053	OUTSIDE PRINTING SERVICE	-	-	-
951-8810-2063	PUBLISHING & LEGAL ADVERTISING	75.00	75.00	-
951-8810-2066	COMPUTER MAINTENANCE	-	-	-
951-8810-2076	CITY OVERHEAD	-	-	-
951-8810-2078	OTHER EXPENSE	-	-	-
951-8810-2090	LIABILITY INSURANCE	-	-	-

**Seaside County Sanitation District
Year-to-Date 2019-2020 Expenses
MARCH 2020**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8810-3092	STATIONARY SUPPLIES	44.07	44.07	-
951-8810-3095	DEPARTMENT CONSUMABLES	108.82	108.82	-
951-8810-3104	COMPUTER SOFTWARE	-	-	-
951-8810-4121	MEETINGS AND TRAVEL	390.00	390.00	-
951-8810-4122	DUES AND MEMBERSHIPS	1,651.00	1,651.00	-
951-8810-4124	MAIL SERVICES	-	-	-
951-8810-5132	TELEPHONE	1,378.62	1,225.44	153.18
951-8810-6141	EMPLOYEE AUTO REIMBURSEMENT	-	-	-
951-8810-9196	IMPACT FEES	24,342.37	24,342.37	-
951-8810-9395	VEHICLE MAINTENANCE	13,000.00	13,000.00	-
951-8810-9396	LIABILITY INSURANCE	-	-	-
951-8810-9397	COMPUTER SYSTEM	-	-	-
951-8810-9398	CENTRAL SERVICE CHARGES	-	-	-
951-8810-9702	SRAF TRANSFER	-	-	-
951-8820-0001	SALARIES	149,859.21	132,574.71	17,284.50
951-8820-0002	OVERTIME	7,655.26	7,401.05	254.21
951-8820-0004	UNIFORM ALLOWANCE	-	-	-
951-8820-0005	PERS	-	-	-
951-8820-0006	WORKERS COMPENSATION	14,794.66	14,794.66	-
951-8820-0008	UNEMPLOYMENT INSURANCE	-	-	-
951-8820-0009	SICK LEAVE PAYOFF	-	-	-
951-8820-0010	MANAGEMENT LEAVE PAYOFF	-	-	-
951-8820-0012	VACATION/COMP TIME PAYOFF	-	-	-
951-8820-0013	SOCIAL SECURITY TAX	-	-	-
951-8820-0014	LIUNA PENSION	-	-	-
951-8820-0015	PARS PENSION	-	-	-
951-8820-0016	DEFERRED COMPENSATION	1,533.73	1,245.42	288.31
951-8820-0017	PARS-ARS 457	5.95	4.67	1.28
951-8820-0020	PART-TIME HOURLY WAGES	511.04	413.18	97.86
951-8820-0030	PERS PENSION OB BOND	848.66	848.66	-
951-8820-0031	PERS PENSION	31,150.35	24,228.27	6,922.08
951-8820-0032	PARS PENSION	376.38	332.02	44.36
951-8820-0033	LIUNA PENSION	1,955.25	1,834.80	120.45
951-8820-0041	MEDICAL INSURANCE	28,253.21	23,058.56	5,194.65
951-8820-0042	MEDICAL INSURANCE-LIUNA H&W	-	-	-
951-8820-0043	FLEX ONE-PLAN FEE	-	-	-
951-8820-0051	DENTAL INSURANCE-GARDIAN	1,477.35	1,206.74	270.61
951-8820-0061	VISION INSURANCE	148.52	126.36	22.16
951-8820-0071	LTD	263.07	225.67	37.40
951-8820-0081	LIFE INSURANCE	227.55	194.23	33.32
951-8820-0090	EMPLOYEE ASSISTANCE PROGRAM	-	-	-
951-8820-0092	MEDICARE TAX	2,115.72	1,883.82	231.90
951-8820-0094	PW-LABOR COST ADJUSTMENT	-	-	-

**Seaside County Sanitation District
Year-to-Date 2019-2020 Expenses
MARCH 2020**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-8820-0095	OPEB ANNUAL COST	-	-	-
951-8820-0099	TUITION REIMBURSEMENT	-	-	-
951-8820-1028	COMPUTER PROGRAMMING	-	-	-
951-8820-1029	TRAINING AND EDUCATION	790.00	300.00	490.00
951-8820-1030	CONSULTANT	-	-	-
951-8820-1033	FITNESS PROGRAM	54.00	47.25	6.75
951-8820-2044	COPY MACHINE MAINTENANCE	-	-	-
951-8820-2049	UNIFORM SERVICE / LAUNDRY	1,653.84	1,509.62	144.22
951-8820-2052	RADIO REPAIR	-	-	-
951-8820-2053	OUTSIDE PRINTING SERVICE	-	-	-
951-8820-2054	EQUIPMENT REPAIR	-	-	-
951-8820-2063	PUBLISHING & LEGAL ADVERTISING	-	-	-
951-8820-2066	COMPUTER MAINTENANCE	-	-	-
951-8820-2068	REFUSE DISPOSAL	3,209.26	2,903.26	306.00
951-8820-2073	SUBCONTRACTED WORK	28,307.12	25,880.45	2,426.67
951-8820-2074	SUBCONTRACT - GREASE PROGRAM	-	-	-
951-8820-2087	EQUIPMENT RENTAL	-	-	-
951-8820-3092	STATIONARY SUPPLIES	-	-	-
951-8820-3095	DEPARTMENT CONSUMABLES	7,032.36	6,296.43	735.93
951-8820-3097	SAFETY EQUIPMENT	536.14	536.14	-
951-8820-3102	COMPUTER SUPPLIES	-	-	-
951-8820-4121	MEETINGS AND TRAVEL	5,600.00	5,400.00	200.00
951-8820-4122	DUES AND MEMBERSHIPS	4,633.48	4,312.85	320.63
951-8820-4124	MAIL SERVICES	-	-	-
951-8820-5131	GAS AND ELECTRIC	6,769.30	5,932.05	837.25
951-8820-5132	TELEPHONE	-	-	-
951-8820-5133	WATER	-	-	-
951-8820-6143	VEHICLE MAINTENANCE	-	-	-
951-8820-8183	VIDEO INSPECTION	-	-	-
951-8820-8184	FOG PROGRAM	-	-	-
951-8820-8185	GIS MAINTENANCE & MAPPING	-	-	-
951-8820-8186	PUBLIC WORKS EQUIPMENT	-	-	-
951-8820-8187	DEPARTMENT EQUIPMENT	7,319.29	7,319.29	-
951-8820-8198	FOG PROGRAM	-	-	-
951-8820-9395	VEHICLE MAINTENANCE	-	-	-
951-8820-9397	COMPUTER SYSTEM	-	-	-
951-8820-9398	CENTRAL SERVICE CHARGES	-	-	-
951-8820-9399	INTERFUND TRANSFERS OUT	-	-	-
951-8820-9602	PRINCIPAL	878.02	878.02	-
951-8820-9605	INTEREST EXPENSE	65.39	65.39	-
951-8820-9607	LEASE - SEWER TRUCK	-	-	-
951-8820-9608	LEASE - BACKHOE	-	-	-
951-8820-9999	INTERFUND TRANSFERS OUT	382,902.15	382,902.15	-
		793,177.12	750,721.67	42,455.45

**Seaside County Sanitation District
Year-to-Date 2019-2020 Expenses
MARCH 2020**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
952-8820-8186	EQUIPMENT - VACTOR TRUCK	-	-	-
952-8820-8187	DEPARTMENT EQUIP - GENERATOR	-	-	-
952-8820-8188	DEPARTMENT EQUIP - CAMERA	-	-	-
952-8820-8189	RATE STUDY	-	-	-
952-8820-8190	VIDEO INSPECTION	-	-	-
952-8820-8191	PICKUP TRUCK WITH CMS	-	-	-
952-8820-8192	PICKUP TRUCK	-	-	-
952-8820-8193	CONNECTION FEE STUDY	-	-	-
952-8820-8194	SEWER SYSTEM MNGT PLAN UPDATE	9,571.15	9,571.15	-
952-8820-8195	GRAPHIC INFORMATION SYSTEM	-	-	-
952-8820-8196	LAFCO APPLICATION PROJECT	-	-	-
952-8820-8197	GENERATOR	-	-	-
952-8820-9603	DEPRECIATION EXPENSE	-	-	-
952-8820-9605	INTEREST EXPENSE	4,128.92	4,128.92	-
952-8820-9606	OTHER DEBT SERVICE FEES	-	-	-
952-8820-9608	LEASE PYMTS-VACTOR (PRINCIPAL)	-	-	-
952-8820-9609	LEASE PAYMENTS 2009	-	-	-
952-8820-9901	LOSS (GAIN) ON ASSET DISPOSAL	-	-	-
		13,700.07	13,700.07	-
953-8820-0016	DEFERRED COMPENSATION	81.25	65.86	15.39
953-8820-0031	PERS PENSION	1,068.29	716.13	352.16
953-8820-0032	PARS PENSION	358.18	294.81	63.37
953-8820-0041	MEDICAL INSURANCE-NON LIUNA	800.82	641.29	159.53
953-8820-0051	DENTAL INSURANCE	57.97	42.51	15.46
953-8820-0061	VISION INSURANCE	5.44	4.42	1.02
953-8820-0071	LTD	15.25	11.18	4.07
953-8820-0081	LIFE INSURANCE	15.97	11.71	4.26
953-8820-0092	MEDICARE TAX	71.75	59.32	12.43
953-8820-1030	CONSULTANT	-	-	-
953-8820-2054	EQUIPMENT REPAIR	-	-	-
953-8820-9193	STA 321 UPGRADES	-	-	-
953-8820-9194	PRIME CONTRACTOR	-	-	-
953-8820-9195	AMEND MASTER PLAN	-	-	-
953-8820-9196	TRUNK LINE CLEANING	-	-	-
953-8820-9197	HARCOURT AVE.	-	-	-
953-8820-9198	ORTIZ AVE SEWER LINE CLEANING	-	-	-
953-8820-9199	942 ANGELUS WAY PIPE LINING	-	-	-
953-8820-9201	DEL MONTE LIFT STATION UPGRADE	-	-	-
953-8820-9202	ROSITA LIFT STATION UPGRADE	-	-	-
953-8820-9203	ANGELUS WAY SEWER MAIN UPGRADE	-	-	-
953-8820-9204	DEL REY PARK SEWR MAIN UPGRADE	1,029,303.12	996,145.62	33,157.50
953-8820-9205	DEL MONTE BL SEWR MAIN UPGRADE	5,547.60	890.03	4,657.57
953-8820-9206	MILITARY LIFT STATN REPLACEMNT	-	-	-
953-8820-9207	FREMONT BL SEWR MAIN UPGRADE	-	-	-

**Seaside County Sanitation District
Year-to-Date 2019-2020 Expenses
MARCH 2020**

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
953-8820-9208	LUZERN ST SEWR MAIN UPGRADE	-	-	-
953-8820-9209	LA SALLE AVE SEWR MAIN UPGRADE	-	-	-
953-8820-9210	TIOGA LIFT STN FEASIBILITY	-	-	-
953-8820-9211	BIRCH AVE SEWR MAIN UPGRADE	-	-	-
953-8820-9212	LAFCO APPLICATION	-	-	-
953-8820-9213	NEW MANHOLE INSTALLATIONS	-	-	-
953-8820-9214	DEL MONTE SWR MAIN REPLACEMENT	85,098.98	78,201.62	6,897.36
953-8820-9215	ROOT INTRUSION SWR MAIN RPLC	14,400.00	14,400.00	-
953-8820-9216	SEWER MASTER PLAN	-	-	-
953-8820-9217	SUTTER ST SEWER MAIN REPLACE	-	-	-
953-8820-9218	SEWER LINE REPLACEMENTS	44,246.34	41,161.30	3,085.04
953-8820-9314	HIGHWAY 1 SEWER LINE CLEANING	-	-	-
953-8820-9398	CENTRAL SERVICE CHARGES	-	-	-
953-8820-9603	DEPRECIATION EXPENSE	-	-	-
953-8820-9604	AMORTIZATION EXPENSE	-	-	-
953-8820-9605	INTEREST EXPENSE	-	-	-
		1,181,070.96	1,132,645.80	48,425.16
954-2010-0044	RETIREE MEDICAL INSURANCE	-	-	-
954-8810-2088	JUDGEMENTS/DAMAGES	-	-	-
954-8810-2090	INSURANCE	58,218.00	58,218.00	-
954-8810-9398	CENTRAL SERVICE CHARGES	-	-	-
954-8810-9605	INTEREST EXPENSE	-	-	-
		58,218.00	58,218.00	-
			951-1009	42,455.45
			952-1009	-
			953-1009	48,425.16
			954-1009	-
MARCH 2020 DRAWDOWN				90,880.61



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 6.A.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Scott Ottmar, Senior Engineer

DATE: May 12, 2020

SUBJECT: APPROVE AN AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH HARRIS & ASSOCIATES FOR AN AMOUNT NOT TO EXCEED FORTY-NINE THOUSAND NINE HUNDRED EIGHTY DOLLARS (\$49,980) FOR THE FREMONT, BROADWAY, & ORTIZ SEWER MAIN UPGRADES PROJECT

PURPOSE

Consider approval of an amendment to the Professional Services Agreement with Harris & Associates to provide professional services, including project management and environmental permitting support services, for the Fremont, Broadway, & Ortiz Sewer Main Upgrades Project.

RECOMMENDATION

Adopt a resolution approving an amendment to the Professional Services Agreement with Harris & Associates for an amount not to exceed Forty-Nine Thousand Nine Hundred Eighty Dollars (\$49,980) to provide professional services, including project management and environmental permitting support services, for the Fremont, Broadway, & Ortiz Sewer Main Upgrades Project and authorizing the District Manager to execute the Amendment.

BACKGROUND

The Fremont, Broadway, & Ortiz Sewer Main Upgrades Project (Project) proposes a collection of sanitary sewer system improvements previously identified in the District's Sewer Master Plan and Rate Study (2011), including Near Term Project No. 7 "Fremont Boulevard Sewer Line Upgrade", Long Term Project No. 2 "Ortiz Avenue Sewer Line Upgrade", and Long Term Project No. 9 "Broadway Avenue Sewer Line Upgrade". The

Project also serves three (3) developments identified as the "West Broadway Urban Village", "The South of Tioga Development" and "Ascent on Broadway". The District previously retained a consultant to perform Sewer Analyses for the developments separately and it is important to note that all deficient sewer mains resulting from said sewer analyses of the developments were identified and recommended for improvement within the District's Sewer Master Plan and Rate Study (2011) near-term and long-term projects as described above.

The Project proposes to up-size and extend an existing sewer main in Broadway Avenue, and up-size existing sewer mains in Fremont Boulevard, Alhambra Street, Ponderosa Street, Del Monte Boulevard, a private property along Del Monte Boulevard, across Transportation Agency for Monterey County (TAMC) right-of-way, Ortiz Avenue, and Holly Street.

ENVIRONMENTAL COMPLIANCE:

In accordance with Title 14, California Code of Regulations (CCR, Title 14), Chapter 3 "CEQA Guidelines," Article 20, Section 15378, the proposed action is a project as defined by the California Environmental Quality Act (CEQA). Specifically, the Fremont, Broadway, & Ortiz Sewer Main Upgrades Project is considered a "Project" under CEQA Statute 21065, because the Project is an activity, which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and is directly undertaken by a public agency and it is supported through assistance from one or more public agencies.

It is recommended the Board adopt the attached resolution approving an amendment to the Professional Services Agreement with Harris & Associates and authorize the District Manager to execute the Agreement.

FISCAL IMPACT

On April 14, 2020, the Board authorized a budget amendment for the Fremont, Broadway, Ortiz Sewer Main Upgrades project (953-8820-9207) in the amount of \$425,000. The Board approved a design contract in the amount of \$254,557 with the Wallace Group, a reimbursement agreement with the City of Seaside in the amount of \$64,200 and a small design contract with Harris & Associates in the amount of \$9,420 for design of a small segment of the sewer to be installed as part of the City of Seaside pavement project. There is an available budget balance \$96,823

For the amendment to the Professional Services Agreement with Harris & Associates, the not-to-exceed amount is Forty-Nine Thousand Nine Hundred Eighty Dollars (\$49,980). It is appropriate to establish a contingency equal to 10% of the Amendment

in the amount of \$5,000.

It is recommended to approve a resolution to amend the professional services agreement with Harris & Associates in the amount of \$49,980 and authorize the District Manager to execute contingency equal to \$5,000 such that the total amendment does not exceed \$54,980.

ATTACHMENTS

1. Resolution No. 2020-XX Amendment (Harris & Associates)2020-05-12
 2. Amend_ 12_Harris
-

Reviewed for Submission to the
Board by:



Craig Malin, District Manager

RESOLUTION NO. 20-XX

A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT

**AMENDMENDING THE PROFESSIONAL SERVICES AGREEMENT WITH HARRIS & ASSOCIATES
IN THE AMOUNT OF FORTY-NINE THOUSAND NINE HUNDRED EIGHTY DOLLARS (\$49,980)
TO PROVIDE PROJECT MANAGEMENT AND ENVIRONMENTAL PERMITTING SUPPORT
SERVICES FOR THE FREMONT, BROADWAY, & ORTIZ SEWER MAIN UPGRADES PROJECT**

WHEREAS, the Seaside County Sanitation District ("District") has a six-year Capital Improvement Program (CIP) that includes projects for implementation within the fiscal year 2020/2021; and

WHEREAS, the District has determined that it is in the public interest to proceed with the "Fremont, Broadway, & Ortiz Sewer Mains Upgrades Project" (953-8820-9207), hereinafter described as the "Project" in fiscal year 2019/2020; and

WHEREAS, the District has determined that the Project requires professional and technical services; and

WHEREAS, on April 14, 2020, the District authorized a budget amendment for the Project in the amount of \$425,000; and

WHEREAS, on April 29, 2020, Harris & Associates submitted a Proposal for performing the proposed project management and environmental permitting support services in support of the Project; and

WHEREAS, the District has determined that the proposed Scope of Work and Budget are reasonable and within the approved CIP Scope of Work and Budget for the Project; and

WHEREAS, it is appropriate to establish a contingency budget of approximately 10% equal to \$5,000.

NOW THEREFORE, BE IT RESOLVED, that the Seaside County Sanitation District authorizes the District Manager to execute an amendment to the professional services agreement with Harris & Associates for an amount not-to-exceed Forty-Nine Thousand Nine Hundred Eighty Dollars (\$49,980) to provide professional and technical services as described in Exhibit 'A' for the Fremont, Broadway, & Ortiz Sewer Mains Upgrades Project and to authorize the District Manager to execute changes such that the total amendment does not exceed \$54,980.

PASSED AND ADOPTED at a regular meeting of the Seaside County Sanitation District duly held on the 12th day of May 2020, by the following vote:

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

Jerry Blackwelder, Chair

ATTEST:

Lesley Milton, District Clerk

CONTRACT AMENDMENT #12
CAPITAL IMPROVEMENTS PROJECTS MANAGEMENT
Seaside County Sanitation District

Date: May 7, 2020

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, Exhibit A6, Exhibit A7, Exhibit A8, Exhibit A9, Exhibit A10, A 11 and A12.

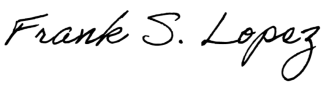
MODIFY the following text in **Section 21, "Contents of Request for Proposal and Proposal."**

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, Exhibit A6, Exhibit A7, Exhibit A8, Exhibit A9, Exhibit A10, A 11 and A12 hereto.

Original Contract Amount	Previous CCO Total (Not including this CCO)	This CCO Total	Revised Contract Amount
\$41,880.00	\$1,072,311	\$49,980	\$1,164,171
Original Contract Time	Original Completion Date	CCO Days To Date (Including This CCO)	Revised Completion Date
36 Months	June 30, 2020	0	June 30, 2021

CONTRACT AMENDMENT #12
CAPITAL IMPROVEMENTS PROJECTS MANAGEMENT
Seaside County Sanitation District

SUBMITTED BY:		
	Scott Ottmar Acting District Engineer	May 7, 2020
Signature	Name and Title	Date
CITY APPROVAL BY:		
	Craig Malin District Manager	
Signature	Name and Title	Date

CONSULTANT ACCEPTANCE BY:		
	Frank S. Lopez Senior Director, Engineering Services	May 7, 2020
Signature	Name and Title	Date



April 28, 2020

Scott Ottmar, PE
District Engineer
Seaside County Sanitation District
440 Harcourt Avenue
Seaside, CA 93955

Scope and Fee to Provide Project Management and Environmental Permit Services for Fremont, Broadway, & Ortiz Sewer Upgrades Project (CIP Short-Term #7, Long-Term #2, and Long-Term #9)

Dear Scott:

The District recently awarded a professional services agreement to Wallace Group for design services for the Fremont, Broadway, & Ortiz Sewer Main Upgrades Project. This proposal is to assist the District with providing Project Management and Environmental Permitting Services for this project.

The following includes our scope of services and corresponding level of effort.

SCOPE OF SERVICES

The following includes our scope of services and corresponding level of effort.

Task Description	Our Approach	Deliverables
1.0 Project Management		
1.1 Design Consultant Oversight	We will coordinate directly with the design consultant and monitor their effort in accordance with their Scope of Work, agreed upon deliverables, and payment requests. This task also includes attending meetings with the design consultant, providing direction, and reviewing/approving monthly invoices.	N/A
1.2 Coordination with the District	Our Project Manager, Jason Caprio, will continue to meet with the District on a regular basis to provide projects updates.	N/A
1.3 Plans and Technical Specifications Review	We will review each deliverable and milestone submissions of the PS&E package (30%, 60%, 90%, and Final). We will also review construction contract documents for biddability and constructability. These reviews will look for problems that could arise during the bidding phase and other issues that	Memorandum with review comments and recommendations.

Exhibit A12

Task Description	Our Approach	Deliverables
	could lead to delays, disputes, and change orders during the construction phase.	
1.4 Assistance with Bid Process	Harris will assist the District with advertising the PS&E package provided by the design consultant. This includes participation and attendance in a pre-bid meeting, coordination with potential bidders, and issuing addendums prepared by the design consultant.	Development of Staff Report and Resolution for Contractor Award
2.0 Permitting Support		
2.1 CEQA	The growth potential that may result from the expansion of the sewer lines that is proposed through the Fremont, Broadway, and Ortiz Sewer Upgrades Project has been accounted for in the General Plan EIR for the City of Seaside, as the proposed project is in alignment with the planned growth of the City. Therefore, the project qualifies as a CEQA Class 2 Exemption that includes the expansion of existing sewer lines that would not result in growth inducing impacts. We will review existing documentation and perform a reconnaissance level survey of the project area to determine potential environmental impacts. We will then prepare a Categorical Exemption with a supporting technical memorandum to provide CEQA compliance for the project. The Categorical Exemption would be filed with the County of Monterey prior to the onset of construction activities. A summary of any environmental best management practices and/or avoidance and minimization measures that would be required for project implementation would be prepared for the construction team, and presented at the pre-construction meeting.	CEQA – Class 2 Exemption Document
2.2 Permit Coordination	We will coordinate directly with the design consultant, District staff, and permit stakeholders.	N/A

PROJECT SCHEDULE

Based on the schedule provided in the design consultant's proposal, the design phase will span approximately 10 months (May 2020 – February 2021). Therefore, we have based our level of effort on this schedule.

PROPOSED FEES

The proposed fee for the subject Scope of Work is \$49,980. For a breakdown on Scope of Services, personnel categories, and estimated labor hours, please see the attached Fee Breakdown.

We look forward to working with the District on this important project.

Sincerely,
Harris & Associates, Inc.



Frank S. Lopez, PE, QSD, CFM
Senior Director
(831) 233-9242 ■ Frank.Lopez@WeAreHarris.com

Enclosures:

(1) Attachment 1: Level of Effort

Exhibit A12

LEVEL OF EFFORT - EXHIBIT A

HARRIS ASSOCIATES

SEASIDE COUNTY SANITATION DISTRICT

PROJECT MANAGEMENT ENVIRONMENTAL PERMITTING FOR FREMONT, BROADWAY, ORTIZ SEWER UPGRADES PROJECT

TASK, PHASE, DESCRIPTION	STAFF	Project Manager	Construction Manager	Environmental Lead	TOTALS
		J. Caprio HOURS	D. Van Horn HOURS	W. Young HOURS	
1.0 PROJECT MANAGEMENT					
1.1 Design Consultant Oversight		24			
1.2 Coordination with the District		40			
1.3 Plans and Specifications Review		60	16		
1.4 Assistance with Bid Process		32		4	
SUBTOTAL HOURS		156	16	4	176
SUBTOTAL DOLLARS		\$33,540	\$3,120	\$740	\$37,400
2.0 ENVIRONMENTAL PERMITTING					
2.1 CEQA				40	
2.2 Permit Coordination				28	
SUBTOTAL HOURS		0	0	68	68
SUBTOTAL DOLLARS		\$0	\$0	\$12,580	\$12,580
HOURS AND COST					
HOURS PER POSITION		156	16	72	
HOURLY RATE (TYPICAL)		\$215	\$195	\$185	
TOTAL COST (NOT TO EXCEED) =					\$49,980