



Sunset Beach Sanitary District

P.O. Box 1185

Sunset Beach, CA 90742

(562) 493-9932

www.sunsetbeachsd.org

Minutes for the General Meeting of the Board of Directors
April 14th, 2016 - 7:00 p.m. - Sunset Beach Woman's Club

Directors present: President John Woods, Treasurer Greg Griffin, Secretary Graham Hoad, Director Bernard Hartmann, and Director Jon Regnier.
Staff present: Superintendent Jim Caslin, Engineer Tom Dawes, and Clerk Chris Montana.
Community: K.C. Coultrup, Board Member of Surfside Colony, Ltd.

President Woods called the meeting to order at 7:00 p.m.

Community Input/Board Member Items: K.C. Coultrup of Surfside Colony, Ltd. discussed with the Board the ongoing issue of A-95 Surfside residents refusing to store their trash containers per the District's Ordinance, and the resulting numerous complaints from neighbors. The Board and staff discussed many previous measures and notifications that had been made by the District's staff, the District's contracted trash collector Rainbow Environmental Services, as well as Surfside Colony to motivate the residents to comply with the Ordinance. Director Regnier moved to direct Superintendent Caslin to either have the trash containers removed by Rainbow Environmental Services or by the District's staff, as authorized by District Ordinance, if trash containers remained unstored.

Review and Possible Approval of the March 10th, 2016 General Meeting Minutes: After Directors reviewed the March 10th, 2016 Minutes for the General Meeting of the Board, Treasurer Griffin moved to approve as prepared. Director Regnier seconded, and motion passed unanimously.

Current Bills: Clerk Montana presented the April 14th, 2016 Claims Transmitted for Payment in the amount of \$110,941.88 for review, discussion and possible approval. Treasurer Griffin moved to approve as prepared, Secretary Hoad seconded, and the motion passed unanimously.

Treasurer's Fund Balance Report: Treasurer Griffin reported the Fund Balance as of March 31, 2016 to be \$913,351.

Clerk's Report: Clerk Montana reviewed the trial balance with the Board. The Clerk reported on the SDRMA Safety/Claims seminar. The Clerk reported that the second draft of the Employee Handbook and Personnel Policy had been prepared and incorporated changes proposed from Board members and SDRMA's Chief Risk Officer. After review and discussion, a motion was made and carried as follows:

MOTION: Secretary Hoad moved to adopt the Sunset Beach Sanitary District Employee Handbook and Personnel Policy as prepared, print and distribute to District staff. Director Regnier seconded and the document was adopted unanimously.

Superintendent's Report: - See attached. In addition, the Superintendent discussed with the Board and Staff the need for an additional on-call employee. After discussion, a motion was made and carried as follows:

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MOTION: Director Regnier moved to add an additional on-call employee position to the District's current staff. Director Hartmann seconded and the motion passed unanimously.

Engineer's Report: - See attached. After review and discussion of items presented in the Engineer's report, the following motions were made and carried as follows:

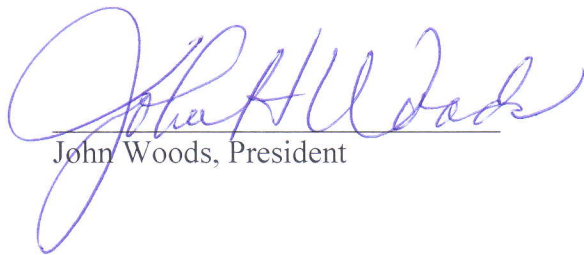
MOTION: Director Regnier moved to approve a professional services contract with AECOM to prepare a project report and permit application for the Broadway siphon replacement project, in accordance with the March 18th proposal, not-to-exceed 50,000. Treasurer Griffin seconded and the motion passed unanimously.

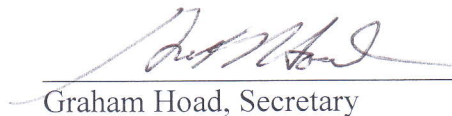
MOTION: Treasurer Griffin moved to authorize the District Engineer to solicit proposals to line a section of the sewer. Director Hartmann seconded and the motion passed unanimously.

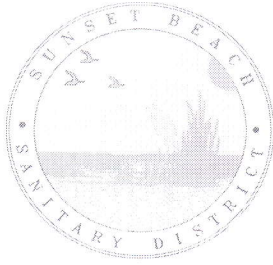
Review of Prop. 218 Rate Calculations, Proposed Rate Increase, and 1st Draft of 2016-17 Budget: After review and discussion with staff of rate calculations and a possible rate increase, the Board agreed that a \$50 rate increase was reasonable and necessary and authorized staff to work with the District Assessor Willdan Financial to draft a 2016-17 Notice of Rate Increase for review, possible approval and publication at next month's Board meeting. The Board also reviewed the 1st Draft of the 2016-17 Budget in conjunction with the proposed rate increase and directed the Clerk to return a second draft with recommended changes to the Board for review at next month's Board meeting.

New Business / Board Member Items: None.

Adjournment: There being no further business to come before the Board, Director Hartmann moved to adjourn the meeting at 8:43 p.m., Director Regnier seconded and the meeting was unanimously adjourned.


John Woods, President


Graham Hoad, Secretary



Sunset Beach Sanitary District
Of Orange County
P.O. Box 1185
Sunset Beach, CA 90742

Superintendent's Report
Board Meeting

May 12, 2016

1. No Emergency call-outs during this period.
2. Smart Cover personnel repaired (3) three monitoring sites. All repairs covered under extended maintenance contract. **(Hydronex and Staff)**
3. I have postponed the scheduled trouble shooting dismantling of the Broadway Pump Station at this time. The Station seems to be operating normally with pump hours staying constant.
4. Review of Flow Reports.
5. Monthly Training Conducted -

Subject: Hand Washing Practices. **(Staff)**
6. The Leak in the "LINED" alleyway lateral between 23rd and 24th will be repaired this week.
7. All updates to this report will be presented at the Board Meeting.

MEMORANDUM

May 6th, 2016

To: Board of Directors of the Sunset Beach Sanitary District
District Counsel
Superintendent
District Clerk

From: Tom Dawes

SUBJECT: Engineer's Report for the May 12th, 2016 Regular Board Meeting.

1. Broadway Pump Station Emergency Generator.

This project is ready for your consideration of approval.

As I mentioned to you in an earlier e-mail, we have received approval of the Agreement that allows us to build our emergency generator on the City's Sunset Greenbelt, attached to the existing City Restroom, from the City Attorney, and it has also been approved by District Counsel. We have some City signatures on the plans, but not all. Staff has told me all will sign, but not until the City Council approves the Agreement. You must approve the Agreement before it can go to the Council for consideration. Our Contract Documents have also been approved by District Counsel.

The Engineers Estimate for the construction is \$185,000. The Agreement is tentatively set to go to the City Council on June 6th, 2016.

If things go as now planned, construction work would start after your Board awards a contract to the low bidder at the September Board meeting (and after the summer season). The contract provides 100 calendar days for completion. Sometimes things don't go as planned, hence Recommendation 4.

Recommended Actions:

- 1. Approve the Agreement with the City of Huntington Beach, allowing for the construction and operation of the Emergency Generator facilities on City Greenbelt property, and Authorize the President and Secretary to sign said Agreement on behalf of the District.**
- 2. Approve the Contract Documents, including the Plans and Specifications, and set August 24th, 2016 at 7:00pm at the Sunset Beach Women's Club as the time and place to receive Sealed Bids for the Construction work.**
- 3. Authorize the District Engineer and Clerk to advertise said project in accordance with contracting requirements and standards.**
- 4. Authorize the District Engineer to change the Bid Date if more delays are encountered.**

2. Broadway Pump Station Repair.

A couple of weeks ago, I sent you an e-mail stating we were still having troubles with the Broadway Pump station, and that a take-down and investigation was planned for May 11. We suspected some kind of blockage. Since that e-mail, the Superintendent reports the station is running well, and the May 11th work has been canceled. The superintendent plans to check the pump intake piping when he does normal wet-well cleaning, scheduled for July.

3. Warner Meter.

Our Hach meter recorded flows of 241,372 gpd in April; our Shark 245,633 gpd, excellent verification. Flows are down about 80,000 gpd from last month, I'm not sure why. With your concurrence, I plan to run both meters one more month. If they go as expected, I'll discontinue use of the Shark, stop the monitoring contract with ADS, have the Shark removed (and stored), and de-activate the SCE meter. The Hach meter costs less to operate monthly than the Shark.

4. Broadway Siphon.

After your approval of the AECOM professional services agreement last month, I sent them a Notice to Proceed. I solicited a survey proposal from Jones-Cahl and it was about \$2,500 less than the AECOM subcontractor, so I gave Jones-Cahl a NTP (using previous authority you granted).

The survey work is done, and survey drawings are being made. I'll update you on the status of the full project at the meeting.

5. PCH Pipe Damage.

A bill was sent to SCE for the damage to our sewer in PCH.

6. Repair of Lateral and Line at 16472 24th Street.

At the last meeting, I told you that the leak in this 6-inch ally sewer was an unlined clay pipe. That was wrong; it is lined. It looks like the original clay pipe, but as I found out in the Kobus lateral, colors don't show well in the TV inspection. Today, May 6th, we TV-inspected the line with a different camera, and it is lined and in good shape. The Superintendent plans to fix the leak with a sleeve, like we fixed the PCH pipe.

7. Annual Fee Increase and Proposition 218 Notice.

I've sent you some drafts of a revised notice. I think it's ready for Chris to review with Willdan and make any changes they feel are necessary. Hopefully they can have their comments ready for you at the meeting.

For your information, sewer fees collected on the tax bill in Orcutt CA, south of Santa Maria, are \$964/year, plus bond service fees, and trash collection is \$551/year.

8. Invoice for Professional Services.

I have submitted an Invoice for \$9,763.18 for professional services and expenses at cost for the two month period ending April 30th, 2016. The larger work items were the Broadway Generator plans, specifications, and agreement; repair of the Broadway pump station; and the startup of the Broadway siphon replacement project. If you have any questions, please give me a call.