

Sunset Beach Sanitary District

P.O. Box 1185

Sunset Beach, CA 90742

(562) 493-9932

www.sunsetbeachsd.org

Agenda for the Annual Meeting of the Board of Equalization

Thursday, August 7th, 2014 - 7:00 p.m.

Sunset Beach Woman's Club

1. Assessor's Presentation of the 2014-2015 Assessment Roll
2. Board's Hearing of Public Protests and Input
3. Board Discussion
4. Resolution to Accept Assessments as Presented or Amended
5. Adjournment



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Minutes for the Annual Meeting of the Board of Equalization

August 7th, 2014 - 7:00 p.m.

Sunset Beach Woman's Club

The annual meeting of the Sunset Beach Sanitary District Board of Equalization was held at the Sunset Beach Woman's Club, on Thursday, August 7th, 2014, at 7:00 p.m.

Directors present: President John Woods, Treasurer Greg Griffin, Secretary Graham Hoad, Director Jon Regnier and Director Bernard Hartmann.

Staff present: Superintendent Jim Caslin, Engineer Tom Dawes and Clerk Chris Montana.

Representatives from Willdan Financial Services (Assessor): Bob Quaid.

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

PRESENTATION OF 2014-2015 ASSESSMENT ROLL

Assessor Bob Quaid from Willdan Financial Services presented the 2014-2015 Sunset Beach Sanitary District Assessment Roll to the Board of Directors for their review, discussion and approval.

BOARD HEARING OF PUBLIC INPUT AND PROTESTS:

None.

BOARD DISCUSSION:

Superintendent Caslin discussed with those present his concerns regarding the correctness of total parcels based upon the number of permits he had issued. The Superintendent also stated that he would like for the Assessor to perform a "walk-through" as had been done in the past.

Clerk Montana agreed to meet with Superintendent Caslin as soon as possible in District area in order to inspect recently-permitted parcels and determine accuracy of Assessment Roll. It was further agreed that any changes would be communicated to Assessor in a timely manner to ensure that Tax Roll was submitted to County by August 10th deadline.

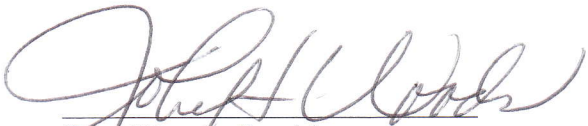
RESOLUTION NO. 2014-08-01: Secretary Hoad moved to approve Resolution No. 2014-08-01 to examine, rectify, equalize, and approve the 2014-2015 Assessment Roll, with any minor adjustments deemed necessary after further review of parcels as presented. Treasurer Griffin seconded. The motion passed unanimously.

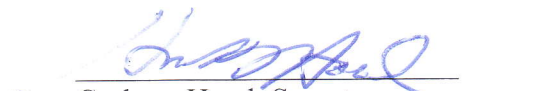
The 2014-2015 Preliminary Assessment Roll is summarized as follows:

Sunset Beach Sanitary District
Minutes of the August 7, 2014
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1,000.00 Residential sewage units	@ \$150.00 per unit	\$ 150,000.00
248.00 Commercial sewage units	@ \$150.00 per unit	37,200.00
13.00 Sewer cleaning units	@ \$475.00 per unit	6,175.00
1,023.00 Trash units	@ \$240.00 per unit	<u>245,520.00</u>
Total		<u>\$ 438,895.00</u>

ADJOURNMENT: There being no further business to come before the Board, Director Regnier moved to adjourn the meeting. Secretary Hoad seconded. The meeting was unanimously adjourned at 7:15 p.m.



John Woods, President

Graham Hoad, Secretary

Resolution No. 2014-08-01

August 6, 2014

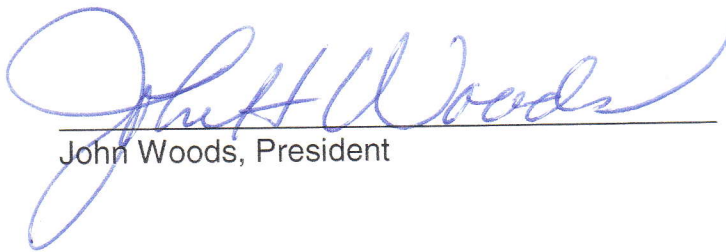
Ms. Jan E. Grimes, CPA
Auditor-Controller of Orange County
P.O. Box 567
Santa Ana, CA 92702-0567

Dear Ms. Grimes:

The Board of Directors of the Sunset Beach Sanitary District met as a Board of Equalization to examine, rectify, equalize, and approve the assessment roll. The assessment roll, forwarded herewith, was declared equalized by the members of the Board on August 7, 2014, and so entered into the minutes of the Board on that date.

Sincerely,

SUNSET BEACH SANITARY DISTRICT



John Woods, President



Sunset Beach Sanitary District

P.O. Box 1185, Sunset Beach, CA 90742

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AGENDA FOR THE GENERAL MEETING OF THE BOARD

THURSDAY, August 7th, 2014

7:00 P.M.

SUNSET BEACH WOMAN'S CLUB

16812 Bayview Drive, Sunset Beach

In accordance with the requirements of California Government Code Section 54954.2, this Agenda is posted not less than 72 hours prior to the meeting date and time above. All written materials relating to each agenda item are available for public inspection in the office of the District Clerk.

The District complies with the provisions of the Americans with Disabilities Act. Anyone needing special assistance please contact the District's Clerk at least one business day prior to the meeting so that we may accommodate you.

1. Community Input

Any person may address the Board of Directors at this time upon any subject within the jurisdiction of the Sunset Beach Sanitary District; however, any matter that requires action must be referred to a subsequent Board meeting, at the discretion of the Board.

2. Minutes of the July 10th, 2014 General Board Meeting

3. Current Bills

4. Treasurer's Report - Fund Balance

5. Clerk's Report

6. Superintendent's Report

7. Engineer's Report

a. Review, Discussion and Possible Approval of Change Order No. 2 to Agreement with Bensfield Engineering, Inc. in the Amount of \$14,340.00 and Time Extension of 4 Calendar Days.

8. New Business / Board Member Items

This part of the Agenda is reserved Board members to discuss issues that are not on the Agenda, and/or to request that specific items be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda.

9. Adjourn to Closed Session

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Agenda for General Meeting of the Board
August 7, 2014
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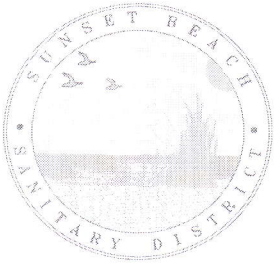
10. Closed Session

(a) Personnel Exception: Performance Review and Labor Negotiations Pursuant to Government Code Sections 54957.6 and 54957(b)

(b) Legal Matters Exception: Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(2)

11. Reconvene to Open Session

12. Adjournment



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Minutes for the General Meeting of the Board of Directors

August 7th, 2014

7:00 p.m. - Sunset Beach Woman's Club

Directors present: President John Woods, Treasurer Greg Griffin, Secretary Graham Hoad, Director Jon Regnier, and Director Bernard Hartmann
Staff present: Engineer Tom Dawes, Superintendent Jim Caslin, Clerk Chris Montana.
Community: None.

President Woods called the meeting to order at 7:20 p.m.

Community Input: None.

Minutes of the July 10th, 2014 General Board Meeting: The Directors read the minutes of the July 10th, 2014 General Meeting of the Board of Directors. Director Regnier moved to approve the minutes as prepared. Treasurer Griffin seconded. The motion was passed unanimously.

Current Bills: The Directors reviewed Claims Transmitted for Payment dated August 7th, 2014, totaling \$208,179.08. Treasurer Griffin moved to approve the Claims Transmitted for Payment as prepared. Director Regnier seconded. The motion was passed unanimously.

Treasurer's Fund Balance Report: Treasurer Griffin reported the Fund Balance as of July 31st, 2014 to be \$1,752,321.

Clerk's Report: Clerk Montana distributed the Audited Financial Statements for the two years ended June 30, 2014. No adjustments had been made. The Clerk reviewed the July 31, 2014 trial balance with the Board, and reported that all 2nd Quarter Payroll Tax Returns had been timely filed.

Superintendent's Maintenance Report: - See attached.

Engineer's Report: - See attached. After review and discussion with the District Engineer Dawes, a motion was made and carried as follows to approve Change Order No. 2 with Bensfield Engineering, Inc.:

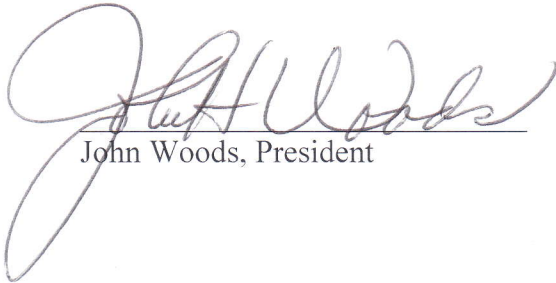
MOTION: Director Regnier moved to approve Change Order No. 2 to Agreement with Bensfield Engineering, Inc. in the amount of \$14,340.00 and to grant to time extension of 4 calendar days due to poor soil and interfering utilities. Treasurer Griffin seconded and the motion passed unanimously.

New Business/Board Member Items: None.

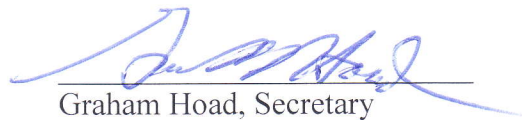
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Adjournment to Closed Executive Session: There being no further business to come before the Board, Director Hartmann moved to adjourn the meeting into Closed Executive Session at 8:20 p.m. The Closed Session was called under the Personnel Exception, Performance Review and Labor Negotiations Pursuant to Government Code Sections 54957.6 and 549.57(b), as well as the Legal Matters Exception, under Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(2). Director Regnier seconded. Meeting was unanimously adjourned and Clerk Montana and Superintendent Caslin were excused.

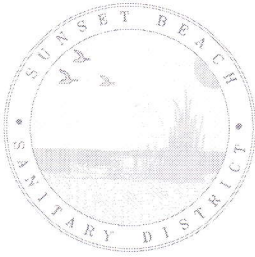
Reconvene to Open Session: After conclusion of the Closed Executive Session, President Woods reconvened to Open Session. There being no further business to come before the Board, Director Hartmann moved to adjourn the meeting at 8:40 p.m. Director Regnier seconded and meeting was unanimously adjourned.



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

August 1, 2014

1. Review Flow Reports.
2. TV'd Surfside (B-117) and Jack-in-the-Box. Lateral Issues & Location.
(Performance Pipeline and Staff)
3. Eight (8) New Building Pemit's issued. Fee's (\$8,000.00) given to District Clerk.
4. All Quarterly Maintenance and Cleaning of Entire System Completd. No issues noted. (Staff)
5. Smart Cover issues resolved (3 ea. Covers). (Hydronex and Staff)
6. No Emergency Call-Outs during this reporting period.
7. Monthly Training Completed. Subjects covered:
 - a. Housekeeping
 - b. Resolving Conflicts
8. Discuss Issue's with Laterals (3 ea.) at Jack-in-the-Box and new pipeline.
9. Any updates to this report will be presented at the Board Meeting.

MEMORANDUM

August 1, 2014

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

From: Tom Dawes

SUBJECT: Engineer's Report for the August 7th, 2014 Regular Board Meeting.

1. Surfside Avenue Sewer Replacement.

All of the sewer and water pipe is installed. I've sent you e-mails about the problems we had with the deeper than expected SCE sweeps to each house and our redesign efforts. I'll give you a full update at the meeting; but the Contractor is now in the process of testing, chlorinating and installing services to the waterline, and connecting homes to the new sewer.

Change Order No. 2

Change Order No.2 deals with poor soil and interfering utilities, and proposes a formula to pay for thicker than expected roadway.

Excavation for the new waterline found only debris, rock and some slimy mud in the trench. All had to be removed from the job site; nothing could be used as backfill. Some of the rocks and other junk were very large and removal undermined the residence driveway approaches (the excavation hugged the driveway approaches). We exposed all the laterals from A Row and while I told you before that our preliminary investigations for design showed breaks, that was a great understatement. When we did find dirt, it was saturated with sewage leaking from the laterals, and dirt literally oozed from the trench sides. I was afraid of losing driveway approaches, and directed that the trench be filled with low strength slurry (1-sack) as soon as the water pipe was installed. It worked. Item 1 pays for the cost of the 67 yards of slurry, as billed from the ready mix company, \$ 4,735. The cost of loading the rejected material and hauling it to a pay dump, and installing the slurry was born by the Contractor.

Item two covers the extra potholing (8 added potholes) and delays from the problem we had with the lower than expected SCE house services, plus the added cost to break up and remove large material, including an 18' x 3' solid concrete pour, an 8' x8' brick vault, and 3 large boulders from the sewer trench. I'll show you pictures of what we found at the meeting. This item adds \$9,605 and 4 calendar days.

We have found the existing pavement to be nearly 4-5-inches thick all over, greater than the 3-inches on the plans or what we found in the potholing we did. We must pay extra costs for removal and disposal of the additional asphalt and for installing a thicker pavement than we anticipated. Item 3 provides a formula to pay for the added work and materials.

Bid Item 37 provides for the removal and disposal of the existing asphalt, and replacement with 3-inches of new asphalt. We bid it by square footage of street. We could have set up the item based on tonnage of asphalt required; the price of each ton used would include removal and disposal of the old asphalt. These methods are equivalent. Our contractor bid \$5.00 per square foot, which equates to \$266.65 per ton. Had we bid it by the ton, this change order item would not be necessary; we would simply extend the bid quantity. Item 3 does that. I'll have certified weights on the asphalt delivered and convert the weight back to equivalent square footage.

This item allows payment at the bid price for more asphalt than planned. Based on what I know today, I expect that the item will increase around \$7,000.

We are only marginally behind schedule at this point; and if we can quit running into obstacles, we could repave the street the 1st. week of September.

Recommended Action: Approve Change Order No. 2, Adding \$ 14,340 and 4 Calendar Days to the Contract.

2. Emergency Generator for Broadway Pump Station.

The City of Huntington Beach reviewed our preliminary plans and is not saying 'no'. I was told to apply for a Local Coastal Development Permit. I believe if we get that, we will receive final approval. I'm in the process of preparing the application, and believe I have or can generate all that I need to do it. I'll give you an update at the meeting.

3. Warner Avenue Gravity Sewer.

The City's contractor has started our connector. I had previously told you that we found a conflict between our force main and a planned new manhole, and resolved it by planning to delay the stacking of the full manhole until we can take the force main out of service. Nothing is as it seems, and the force main was found to be enough to the north that we can build the manhole as planned. They will probably charge us for a little extra time to do it; we'll see. I'll have some pictures of our connector being installed at this location.

On Friday, July 18th, the contractor hit 2 gas lines not shown on the plans, or marked out by the gas company, PCH was shut down, and Jack-In The Box closed, I'm not sure how long. The excavation has resumed.

This week we found 2 extra laterals from JITB that are in the way of the City project. We don't want to hold up the City's contractor, or have him do any extra work that can be avoided, because his hourly rate is multiple times what a smaller contractor would charge. We're deciding what to do and will probably have our Surfside contractor do the work. I'll update you at the meeting.

The new completion date is about January 1, 2015. I'll update you at the meeting

4. SSMP Information.

I attended an Orange County Waste Dischargers committee meeting in mid-July. It's a forum where 4 or 5 times a year agencies in our business meet to try and stay apprised of the regulatory environment. The hottest topic is always the SSMP.

Costa Mesa Sanitary District had a pump station failure last August and spilled 77,000 gallons of sewage. CMSD is one of the best run agencies in this business. I learned that they are getting a \$400,000 fine. I find this incredible. I'll have a few other things to report from the meeting.

5. Invoice for Professional Services.

I've submitted an invoice for professional services and expenses at cost in the amount of \$10,444.20 for the 2 month period starting June 1, 2014 and ending July 31, 2014. Please call me with any questions.