



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
January 12th, 2017 - 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: None.

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

Community Input: None.

Administration of Oath to Directors Appointed in Lieu of Election: Clerk Montana administered the Oath of Office to John H. Woods, Graham Hoad and Jon Renier for four-year terms.

Nomination/Appointment of Officers of the Board: President Woods opened the floor for the nomination of officers. After discussion, the following appointments were made:

MOTION: Secretary Graham moved to appoint John H. Woods as President of the Sunset Beach Sanitary District (District), Director Regnier seconded, and the motion to appoint John H. Woods as President passed unanimously.

MOTION: President Woods moved to appoint Graham Hoad as Secretary of the District, Director Hartmann seconded, and the motion passed unanimously.

MOTION: Graham Hoad moved to appoint Greg Griffin as Treasurer of the District, Director Regnier seconded, and the motion passed unanimously.

Review and Possible Approval of the December 1st, 2016 General Meeting of the Board Minutes: After Directors reviewed the December 1st, 2016 General Meeting of the Board Minutes, Treasurer Griffin moved to approve as prepared. Director Regnier seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the January 12th, 2017 Claims Transmitted for Payment (by the County Auditor-Controller) in the amount of \$160,080.80. After review and discussion, Secretary Hoad moved to approve as presented, Director Regnier seconded, and the motion passed unanimously.

Treasurer's Fund Balance Report: Treasurer Griffin reported the Fund Balance as of December 31, 2016 to be \$1,020,713.

Clerk's Report: Clerk Montana presented the audit engagement letter from White Nelson Diehl Evans for the 2016 and 2017 fiscal year audits in the amounts of \$4,700 and \$4,850 accordingly and recommended approval.

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MOTION: Secretary Hoad moved to approve the above audit engagement letter, Director Hartmann seconded and the motion passed unanimously.

The Clerk presented the 2016 Director Stipend schedule in the amount of \$7,821.33 for 2016 stipends, expenses and related payroll taxes for payment approval. The Clerk also requested that the Board approve a transfer in the amount of \$5,000 from the Petty Cash account to the Payroll Account in order to cover increased salaries resulting from the generator project. Motions were made and carried as follows:

MOTION: Secretary Hoad moved to approve the 2016 Director Stipend schedule and payment of stipends, expenses and payroll taxes per schedule. Director Hartmann seconded and the motion passed unanimously.

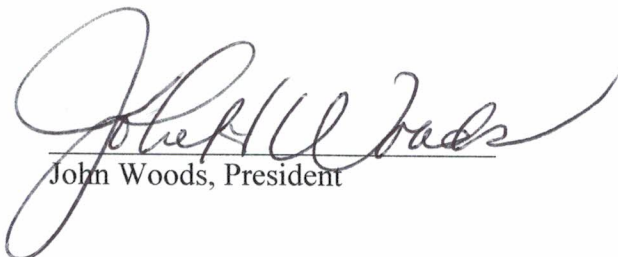
MOTION: Treasurer Griffin moved to approve a transfer in the amount of \$5,000 from the Petty Cash account to the Payroll Cash account to cover increased salaries due to Generator Project. Director Regnier seconded. Motion passed unanimously.

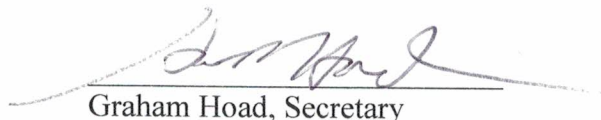
Superintendent's Report: - See attached.

Engineer's Report: - See attached.

New Business / Board Member Items: None.

Adjournment: There being no further business to come before the Board, Director Hartmann moved to adjourn the meeting, Director Regnier seconded, and the meeting was unanimously adjourned at 7:40 p.m.


John Woods, President


Graham Hoad, Secretary



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Superintendent's Report Board Meeting

January 12, 2017

1. Two New Building Permits issued.
2. One Emergency call-out. Edison issues. (**Staff**).
3. Review Flow Reports.
4. Update of root issue on South Pacific.
5. System Jetting and Wet-Well semi-annual cleaning being conducted this week. (**Performance Pipeline, Flo-Services & Staff**).
6. Annual service for Generator's scheduled for January 21, 2017. (**Quinn Power Systems & Staff**).
7. Dial-up Alarm System at Broadway Pump Station failed. Repairs in process. (**Flo-Services & Staff**).
8. Updates to this report will be presented at the Board meeting.

MEMORANDUM
December 30th, 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 January 12th, 2017 Regular Board Meeting.

1. Broadway Pump Station Emergency Generator Building.

I believe that by the time of the Board Meeting, it should be largely done. I'm not sure we will have all the approvals, because there are surprises every day. Today I found out we need a fire extinguisher, and I'm sure there will be more small surprises. As of this writing (December 30), the electrical is about half done, and should be done January 3rd or 4th (January 2nd is a holiday). On January 3rd, I've scheduled a technician from Power Systems, the company we bought the generator from in 2009, to come out and go over the control system, which we also bought from them in 2009. I want them to look it over before we proceed with the switch over. If all goes well, we hope to make the complete tie-in January 5th or 6th. That requires shutting down the pump station: We will have a standby generator and pump on site. I say we hope, because we must first get and pass a building inspection.

We have had to make a number of electrical changes including adding interior lights and re-locating an electrical blow dryer that we missed in the design. Change Order Number 2 will be a collection of about 10 items, all relatively small and not all cost increasers. Change Order Number 3 will be an adjustment of Quantities, and it is anticipated that the change orders will be submitted to you for consideration at the February Board meeting, hopefully with the close-out agreement.

The roofer has fallen behind and we have no good estimate of when he will place the roof panels.

I'll keep you posted if anything goes sour.

2. Surfside Colony 'C' Row sewer laterals.

The Colony awarded a design contract to Jones Cahl for the re-building of the street. As you will recall, the Colony will replace any damaged house laterals as part of that work. You previously authorized a TV lateral inspection to identify which need replacing and that inspection will start soon.

3. SCE Bill for Damage to PCH Sewer.

SCE is reviewing our claim, and sent it on to their contractor with a request to contact me. The contractor has not done so yet.