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
June 9th, 2016 - 7:00 p.m. - Sunset Beach Woman's Club

Directors present: President John Woods, Treasurer Greg Griffin, Secretary Graham Hoad, 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 7:01 p.m.

Community Input: None.

Review and Possible Approval of the May 12th, 2016 General Meeting Minutes: After Directors reviewed the May 12th, 2016 Minutes for the General Meeting of the Board, Treasurer Griffin moved to approve as prepared. Director Regnier seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the June 9th, 2016 Claims Transmitted for Payment in the amount of $68,627.76 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 May 31, 2016 to be $1,093,396.

Clerk's Report: Clerk Montana reviewed the trial balance and the 3rd draft of the 2016-17 Budget with the Board. After review and discussion, a motion was made and carried to adopt the 2016-17 Preliminary Operating Budget as follows:

MOTION: Secretary Hoad moved to adopt the 2016-17 Preliminary Operating Budget (attached) in the amount of $1,371,650. Treasurer Griffin seconded and the motion passed unanimously.

Superintendent's Report: - See attached.

Engineer's Report: - See attached.

New Business / Board Member Items: None.

Adjournment to Closed Executive Session: There being no further business to come before the Board, Director Regnier moved to adjourn the meeting to Closed Executive Session at 7:45 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). Director Hoad seconded. Meeting was unanimously adjourned and Staff was excused.

Reconvene to Open Session: After conclusion of the Closed Executive Session, President Woods reconvened to Open Session. President Woods reported Staff's Monthly Compensation had been increased for fiscal year 2016-17 and that Employment Agreements reflecting such changes would be presented at next month's general board meeting.

Adjournment: There being no further business to come before the Board, Director Regnier moved to adjourn the meeting at 8:05 p.m., Director Hoad seconded and the meeting was unanimously adjourned.

John H Woods

John Woods, President

Graham Hoad

Graham Hoad, Secretary

Trial Balance

Acct#	Account Title	06/30/2013 Actual	06/30/2014 Actual	06/30/2015 Actual	2015-2016 Final Budget	05/31/2016 Actual	2016-2017 Prelim.Operating Budget
Fund Balance Available		209,783	732,195	696,877	299,308	299,308	150,000
Cancel Warner Pump Stn/Connector Reserve		375,000	0	368,000	57,000		
Cancel General Reserve					59,254		73,109
Total Fund Balances Available		584,783	732,195	1,064,877	415,562	299,308	223,109
6210	Property Taxes - Current Secured	477,402	507,919	523,260	533,500	582,786	594,441
6220	Property Taxes - Current Unsecured	17,346	18,495	19,727	19,000	16,306	19,000
6240	Property Taxes - Prior Unsecured	251	347	380	380	0	0
6280	Property Taxes - Current Supp'l	6,295	11,826	14,583	12,500	13,690	14,000
6290	LMIHF-Seal Beach - RDA Passthrough	114,995	64,567	50,289	0	28,022	0
6300	Property Taxes - Prior Supp'l	519	173	165	170	288	300
6540	Penalties and Costs on Delinquent Taxes	0	0	87	0	0	0
Total Property Tax Revenue		616,807	603,327	608,491	565,550	641,091	627,741
6610	Interest	2,783	2,644	2,478	1,500	2,242	1,000
N/A	Interest - LAIF	3,056	2,299	2,282	1,000	1,588	1,000
6690	State Homeowners prop tax relief	3,973	3,953	3,822	3,800	3,385	3,800
7520	Sanitation Services - sewer connect fees	7,000	5,000	14,000	5,000	0	0
7600	Special Assessments	434,950	441,806	441,630	450,000	438,396	515,000
7670	Miscellaneous Revenue/Refunds	0	12,241	81,007	0	738	0
Total Other Revenue		451,762	467,943	545,219	461,300	446,350	520,800
Total Revenue		1,068,569	1,071,269	1,153,710	1,026,850	1,087,441	1,148,541
Total Means of Financing		1,653,352	1,803,465	2,218,587	1,442,412	1,386,749	1,371,650
Salaries and Employee Benefits							
0100	Salary - Superintendent	51,886	53,792	56,537	59,645	54,438	62,630
0101-0001	Salary - Superintendent II	19,592	20,464	21,359	22,533	20,566	23,660
0101-0002	Salary-Assistant Superintendent	9,198	11,213	11,045	11,600	9,752	12,180
0101-0003	Salary-Assistant Superintendent II	7,796	8,987	10,102	10,600	9,190	11,130
0102	Extra Help/Salary Asst. Superintendent III	0	60	0	1,000	2,221	10,600
0112	Directors' Fees	6,170	7,170	6,260	7,200	7,170	7,200
0200	Retirement (Employers Soc Sec)	5,866	6,301	6,529	6,471	6,269	7,900
0301	State Tax (UI & ETT)	896	717	725	800	710	1,000
0352	Workers Comp - General	8,213	5,699	9,562	5,746	957	8,000
0401	Medicare (Employer's Med)	1,372	1,474	1,527	1,520	1,466	1,850
Total Salaries and Employee Benefits		110,989	115,876	123,645	127,117	112,740	146,150
Services and Supplies							
0702-0003	Answering Service (Tab Answer)	611	746	688	800	584	800
0702-0004	Cell Phone Expense (Verizon Wireless)	566	569	883	660	564	800
0702-0005	Pump Station Phone Lines (Frontier)	2,879	3,077	2,489	1,800	1,463	1,800

Trial Balance

Acct#	Account Title	06/30/2013 Actual	06/30/2014 Actual	06/30/2015 Actual	2015-2016 Final Budget	05/31/2016 Actual	2016-2017 Prelim.Operating Budget
		4,056	4,392	4,061	3,260	2,612	3,400
1000	Trash Pick-Up (Rainbow)	238,523	238,212	238,328	262,375	219,695	240,000
1100	Insurance (SDRMA)	6,926	8,330	7,307	8,050	0	9,000
1300-0006	Maintenance-Manholes	33,331	31,202	50,430	40,000	91,847	50,000
1300-0007	Maintenance-Generators	1,777	3,396	0	10,000	3,403	5,000
1300-0008	Maintenance-Safety Supplies	0	0	0	1,000	2,247	2,000
1300-0008	Maintenance-Shop Supplies	1,179	604	564	1,000	134	1,000
1300-0009	Emergency Repairs	44,367	7,468	0	100,000	30,225	100,000
		80,654	42,669	50,994	152,000	127,856	158,000
1400-0010	Maint-Bldg&Impr-Pump Station	39,898	103,466	9,220	90,000	59,677	60,000
1400-0011	Maint-Bldg&Impr-Ann Maint-Sewer Lines	27,635	20,157	37,315	40,000	19,409	60,000
1400-0012	Maint-Bldg&Impr-Ann Maint-CCTV	0	0	0	0	27,339	5,000
		67,533	123,624	46,535	130,000	106,426	125,000
1600	Memberships-Spec Distr Dues	200	200	200	200	200	200
1600	Memberships-Cal Spec. Distr	1,896	2,038	2,190	2,500	3,012	3,500
1600	Memberships-LAFCO	3,286	4,126	3,934	4,000	3,934	9,300
		5,382	6,364	6,324	6,700	7,146	13,000
1700	Miscellaneous Expense	22	0	0	0	0	0
1800	Office Expense	471	435	568	500	1,424	1,000
1900	Prof/Specialized Serv -County coll fees	5,640	6,042	5,456	6,200	5,613	6,200
1909-0014	Contracts-Auditor	0	3,900	3,200	4,400	8,600	4,500
1909-0015	Contracts-Legal	3,071	2,299	7,831	10,000	13,952	15,000
1909-0016	Contracts-Assessor	3,543	3,500	3,500	4,000	3,597	4,000
1909-0017	Contracts-General Accounting.	18,849	20,362	24,804	25,000	30,751	25,000
		25,464	30,061	39,334	43,400	56,901	48,500
1912	Investment Admin. Fees	566	600	416	600	239	600
2000	Publication and Legal Notices	600	2,550	363	1,000	600	1,000
2100-13	Eng & Constr.-Distr Engineer	19,928	38,784	43,800	50,000	44,873	50,000
2100-18	Eng & Constr.-Payment 10 of 10 to HB	80,000	80,000	80,000	80,000	80,000	0
2100	Eng & Constr.- Warner Pump Stn&Conn	0	0	475,745	0	0	0
2100	Eng & Constr.- Warner Pump Stn&Conn-Myers	0	0	1,155	0	0	0
2100	Eng & Constr.- Warner SCE Flow Meter	0	0	0	25,000	51,131	0
2100	Eng & Constr.- Generator-Jones Cahl	19,074	75,368	15,732	10,000	30,983	0

Trial Balance

Acct#	Account Title	06/30/2013 Actual	06/30/2014 Actual	06/30/2015 Actual	2015-2016 Final Budget	05/31/2016 Actual	2016-2017 Prelim.Operating Budget
2100	Eng & Constr.- Surfside Sewer Repl-Bensfield	0	0	456,873	0	0	0
2100	Eng & Constr.- Surfside Sewer Repl-Myers	0	0	7,858	0	0	0
2100	Eng & Constr.- Broadway Generator	0	0	12,033	200,000	6,311	175,000
2100	Eng & Constr.- Broadway Siphon Replacement	0	0	0	75,000	0	75,000
		119,002	194,152	1,093,196	440,000	213,297	300,000
2200-0019	Rents & Leases-Bldgs & Improv-Mtg Facility	425	460	425	425	425	425
2200-0020	Rents & Leases-Bldgs & Improv-Storage	10,584	10,716	11,250	11,700	10,692	12,600
		11,009	11,176	11,675	12,125	11,117	13,025
2601	Private Auto Mileage	840	986	1,476	1,250	908	1,200
2602	Auto Allowance (Super.)	4,800	4,800	4,800	4,800	4,400	4,800
2700	Trans & Travel - Mtgs/Confer's	206	33	271	300	1,103	1,000
		5,846	5,819	6,547	6,350	6,410	7,000
2800-21	Utilities - SWRCB (ann waste disch)	1,521	1,940	2,088	2,200	2,088	2,200
2800-22	Utilities - SCE - 3 meters	9,681	9,206	8,032	6,500	3,934	7,200
2800-23	Utilities - OCSD treatment	168,777	167,510	170,625	175,000	192,576	221,375
2800-24	Utilities - OCSD capital replacement	33,625	33,625	33,625	33,625	33,625	33,625
2800-27	Utilities - HB operations & maint.	9,288	10,393	8,474	12,000	19,063	21,965
2800-25	Utilities - OCSD wastewater permit	0	510	0	600	0	600
2800-28	Utilities - HB capital replacement	12,310	12,310	12,310	12,310	12,310	12,310
2800-26	OCSD FOG	215	258	216	500	0	500
		235,416	235,752	235,370	242,735	263,597	299,775
Total Services and Supplies		807,111	910,179	1,746,474	1,315,295	1,022,933	1,225,500
Total Expenses		918,100	1,026,054	1,870,119	1,442,412	1,135,673	1,371,650
9850	Increase General Reserve	0	78,579	46,878	0	0	0
Total Financing Requirements		918,100	1,104,633	1,916,997	1,442,412	1,135,673	1,371,650
Net Income		150,469	45,215	-716,409	-415,562	-48,232	-223,109
Fund Balance C/O		735,252	698,831	301,590	0	251,076	0

Sunset Beach Sanitary District

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

Superintendent's Report
Board Meeting

June 9, 2016

1. Repairs at Broadway Pump Station complete. **(Flo-Services, Staff)**.

2. One Emergency Call-out, False Alarm. Alarm Tripped while working on Station repairs. **(Staff)**

3. Monthly Training conducted:

   Subject:
   a. Incident Reporting

   b. Traffic Control (all Staff)

4. Check Valves needed to be cleaned again at Broadway. We are still investigating the best method of repairing the issue. **(Flo-services & Staff)**.

5. Review Flow Report.

6. All updates to this report will be presented at the Board Meeting.

MEMORANDUM

June 3rd, 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 June 9th, 2016 Regular Board Meeting.

1. Broadway Pump Station Emergency Generator.

Everything is complete and the License agreement is on the Consent Calendar for the June 6th (Monday), City of Huntington Beach Council Meeting. I'll attend in case there are questions, but it is expected to be approved without discussion.

I'll provide an update and time-table at the meeting.

2. Warner Meter.

Our Hach meter went down. Today US3 is replacing it; and they said they would be able to retrieve the data manually so we can send in our reports. It may be advisable to keep our parallel Shark meter in service for all of June. I'll report on this at the meeting.

3. Traffic Control Training.

On May 19th, staff completed a half-day training program on traffic detours and flagging. I believe we have now addressed all of the recommendations for improvement from our Insurance Carriers.