



# Sunset Beach Sanitary District

P.O. Box 1185

Sunset Beach, CA 90742

(562) 493-9932

[www.sunsetbeachsd.org](http://www.sunsetbeachsd.org)

Minutes for the General Meeting of the Board of Directors  
March 10th, 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:** None.

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

Community Input/Board Member Items: None.

Review and Possible Approval of the February 11th, 2016 General Meeting Minutes: After Directors reviewed the February 11, 2016 Minutes for the General Meeting of the Board, Director Bernard proposed to correct committee name to Short-Term Rate Establishment/Budget Committee. Treasurer Griffin moved to approve as corrected. Director Regnier seconded, and motion passed unanimously.

Current Bills: Clerk Montana presented the March 10th, 2016 Claims Transmitted for Payment in the amount of \$67,715.51. 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 February 29, 2016 to be \$913,748.

Clerk's Report: Clerk Montana reviewed the trial balance with the Board. The Clerk discussed an upcoming SDRMA Safety/Claims seminar, and the Board authorized the Clerk to attend. The Clerk reported that the District's Annual Board of Equalization meeting was presently scheduled for July 14<sup>th</sup>. The Clerk distributed a Prop. 218 Rate Analysis and Projection for review and discussion. The Clerk distributed the first draft of an Employee Handbook for review and discussion. The Board directed the Clerk to have SDRMA review the manual and to return a second draft for possible adoption at next month's Board meeting. The Clerk distributed Forms 700, Statement of Economic Interests, for review, approval and signature.

Superintendent's Report: - See attached.

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 one-year contract with US<sup>3</sup> for a new flow meter and monthly readings in an amount not-to-exceed \$7,725, and to rescind the previous approval of Ponton/Hach meter and service. Treasurer Griffin seconded and the motion passed unanimously.

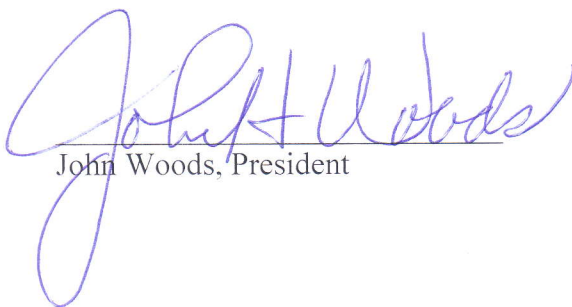
**Sunset Beach Sanitary District  
General Meeting of the Board  
March 10th, 2016 Minutes  
Page 2 of 2**

**MOTION:** Treasurer Griffin moved to authorize the District Engineer to negotiate a professional services contract with AECOM for a project report and the permitting of the Broadway siphon replacement project, to be presented to the Board for possible approval at a future Board meeting. Secretary Hoad seconded and the motion passed unanimously.


Review of Prop. 218 / Budget Committee Recommendation and Decision Whether to Increase Rates:  
After review and discussion, the Board agreed to table the decision as to whether or not to raise rates to next month's General 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 8:57 p.m., Director Regnier seconded and the meeting was unanimously adjourned.



John Woods, President



Graham Hoad, Secretary





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## **SUPERINTENDENT'S REPORT**

**THURSDAY, MARCH 10TH, 2016**

1. While conducting inspections TVing of system, a broken main sewer line was found, located on the North run of the Pacific Coast Hwy line. We were able to institute an inline pipe repair, saving the District thousands of dollars in not having to dig up P.C.H. and surrounding areas. We also avoided the cost of numerous Permits and Fee's. This break was caused by a Boring Machine during the Under grounding of Utilities on P.C.H.

**(Performance Pipeline and Staff).**

2. Review and Discuss the results of the TVing of our entire system.

**(Performance Pipeline and Staff).**

3. Review Flow Reports.

4. Smart Cover's has instituted a new computer application that uses N.O.A.H. rainfall data to calculate the infiltration into our system from storms. I was able to secure the use of this Application at no charge to the District, until our annual service charge is due. At that time, we can decide if we want to keep it or not, the cost would be \$95.00 per year.

There is also a Tide Application from Smart Covers that will give us the same information, except it will be for High Tide data. This application is still being developed. When it is available, S.B.S.D. will also test this system at no charge for a limited amount of time. The time period will be determined at a later date with their representative and myself. There will be no cost to the District unless approved by the Board at that time. **(Staff).**

5. One Emergency Call-Outs during this reporting period, Smart cover Alarm. **(Staff).**

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

## MEMORANDUM

March 4<sup>th</sup>, 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 March 10<sup>th</sup>, 2016 Regular Board Meeting.

### **1. Board Committee on Rates and Budget.**

The Board Committee on Service Rates and Budget met on February 19<sup>th</sup>, 2016 and reviewed Revenue Estimates, Operational Expenses, Capital Program Estimates and timing, Reserve Goals, and a projected 5 year budget balance. The Committee will discuss their findings and recommendations at the meeting.

### **2. Broadway Pump Station Emergency Generator.**

We have received approval of our electrical design, and I believe we have satisfied all requirements of the Planning and Building Departments. They will stamp our plans after Public Works signs off. I suspect Public Work will sign only after the Agreement is approved, and we have satisfied all their requirements.

As to the Public Works requirements, we are close and there are no issues we can't accept that they want. There are a couple of Palm trees near the southwest corner of the new addition that our new sidewalk is very close too; they are worried we will damage them. The solution is to wrap the sidewalk around the west and south side of the trees, and we are OK with that. There are a couple of other, minor issues. I'm having the changes made now.

As to the Agreement, again there are 2 changes we have asked for, things that they deleted from the agreement we prepared. I'll review these with you at the meeting. I had hoped to ask for approval of the contract documents and agreement this month, but now those actions must be delayed until April.

### **3. Warner Gravity Sewer.**

In February, I requested and received authority for Ponton/Hach to install a new meter and provide monthly service readings. By e-mail dated February 23<sup>rd</sup>, I informed you that things fell apart when Hach wanted me to sign a 20-plus page contract, which I had no authority to do. I searched around and found US3 (that's US cubed, I can't make an exponent on this computer),



who uses the same Hach meter (they own 150 of them) and provide the service themselves. The cost for the first year is \$7,725 including \$1,340 for the installation. They bill monthly. I recommend we hire these folks for one year. These amounts are less than the Ponton/Hach contract.

Our flows are running higher than I think they should be, based on many years with a magnetic meter which operated on a full discharge pipe from the pump station. Magnetic meters are thought to be the most accurate. Our electronic Shark meter measures flow by sending a signal from a submerged sensor into the sewage that senses velocity and depth, then calculates flow.

The Hach meter sends a radar beam into the water and measures velocity and depth, and then calculates flow. No parts are in the water.

How this will all turn out is a guess. Any one of the 3, the old magnetic meters, the Shark, or the Hach, could match or not.

**Recommended Action: Authorize a 1 year Contract with US3 in an amount not to exceed \$7,725.**

#### **4. Broadway Siphon.**

You will recall that I asked the City of Huntington Beach to include our Broadway Siphon project with the water line project they are designing. The City has offered to include it with their project as far as permitting, and that's a big help. We would hire their design engineer, AECOM to prepare a project report outlining alternative ways to install the project, including cost estimates, and prepare the necessary applications and exhibits for the permits. Permits would be needed from the Coastal Commission, Caltrans, and the City. (Because we are in City R/W, we may not need one from Star Lands.)

Once permitted, we could proceed to contract documents with AECOM, or anyone else, and build the project when we choose.

**Recommended Action: Authorize the District Engineer to negotiate a Professional Services Agreement with AECOM for a Project Report and Permitting Services; said Agreement to be returned to your Board for consideration at a later date.**

#### **5. Invoice for Professional Services**

I have submitted an Invoice for professional services and expenses at cost in the amount of \$8,463.24 for the 3 month period ending February 29<sup>th</sup>, 2016. I will be happy to answer any questions on the invoice.