



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

May 12th, 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 7:08 p.m.

Community Input: None.

Review and Possible Approval of the April 14th, 2016 General Meeting Minutes: After Directors reviewed the April 14th, 2016 Minutes for the General Meeting of the Board, Director Regnier moved to approve as prepared. Treasurer Griffin seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the May 12th, 2016 Claims Transmitted for Payment in the amount of \$62,193.22 for review, discussion and possible approval. Director Regnier moved to approve as prepared, Treasurer Griffin seconded, and the motion passed unanimously.

Treasurer's Fund Balance Report: Treasurer Griffin reported the Fund Balance as of April 30, 2016 to be \$1,125,888.

Clerk's Report: Clerk Montana reviewed the trial balance and the 2nd draft of the 2016-17 Budget with the Board. Staff and Board provided updated changes to budgeted amounts and directed Clerk to return a 3rd draft to next month's meeting for possible approval. The Clerk reported that the 2015 Occupational Employment report, 1st Quarter Payroll Tax Reports, Conflict of Interest Code Update and March 2016 No-Spill Reports had been completed and filed. The Clerk distributed final Employee Handbooks, a DIR project listing and the 2015 Audit Management Representation letter to appropriate Board and Staff. The following motions were made and approved for documents presented:

MOTION: After review and discussion, Secretary Hoad moved to approve the 2-year Storage Unit Lease Renewal as presented for the District's storage unit. Treasurer Griffin seconded and the lease was approved unanimously.

MOTION: After review and discussion, Director Regnier moved to approve the Willdan Financial Services Addendum to Agreement for additional services related to the 2016-17 rate increase. Secretary Hoad seconded and the Addendum was approved unanimously.

MOTION: After review and discussion, Director Regnier moved to approve the 2016-17 Flo-Services, Inc. Maintenance Agreement as presented. Treasurer Griffin seconded and the Maintenance Agreement was approved unanimously.

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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 related to the construction of emergency generator facilities were made and carried:

MOTION: Director Regnier moved to:

- (1) Approve the Agreement with the City of Huntington Beach, allowing for the construction and operation of the Emergency Generator facilities on the City Greenbelt;
- (2) Approve the Contract Documents, including the Plans and Specifications, and to set August 24th, 2016, 7:00 p.m., 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.

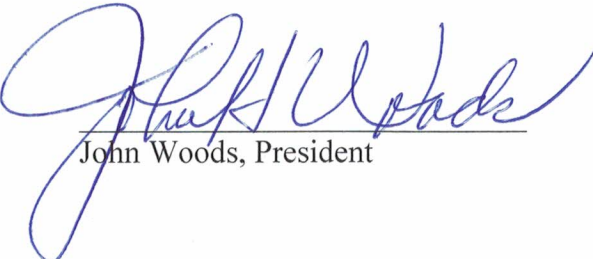
Treasurer Griffin seconded, and the motion was passed unanimously.

Review and Possible Approval of Sewer Rate Increase and Public Notice in Accordance with Proposition 218: Clerk Montana distributed the Notice of Proposed Increase of Sewer Service Fee as reviewed and changed by Willdan Financial Services in order to meet Proposition 218 notice requirements. After review and discussion, a motion was made and carried as follows:

MOTION: After review and discussion, Treasurer Griffin moved to approve the Notice of Proposed Increase of Sewer Service Fee as presented which included an increase in the annual sewer fee of \$50. Director Regnier seconded and the Notice was approved unanimously.

New Business / Board Member Items: None.

Adjournment: The Board directed the Clerk to include a Closed Session on next month's agenda under the personnel exception. There being no further business to come before the Board, Director Regnier moved to adjourn the meeting at 8:25 p.m., Director Hoad 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 and 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.