

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

October 8th, 2015 - 7:00 p.m. - Sunset Beach Woman's Club

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

Staff present: Engineer 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 Minutes of the Sept. 10th, 2015 General Meeting of the Board: After the Directors reviewed the minutes of the September 10th, 2015 General Meeting of the Board of Directors, Secretary Hoad moved to approve the minutes as prepared. Treasurer Griffin seconded, and the motion was passed unanimously.

Review, Discussion and Possible Approval of the Sunset Beach Community Association's Request to Use the District's Emergency Generator for Community Event: After review and discussion, a motion was made and carried as follows:

MOTION: Director Hoad moved to allow the Sunset Beach Community Association (SBCA) to use the District's emergency generator on October 31, 2015 subject to SBCA providing the District with insurance certificate listing the District as an "additionally insured", the availability of District staff to operate the generator, and the non-interruption of District operations. Treasurer Griffin seconded and the motion passed unanimously.

Current Bills: Clerk Montana presented the October 8th, 2015 Claims Transmitted for Payment, in the amount of \$91,467.30, to be submitted to the County Auditor for processing. Treasurer Griffin moved to approve the Claims Transmitted for Payment as prepared. Director Hartmann seconded and the motion was passed unanimously.

Treasurer's Fund Balance Report: Treasurer Griffin reported the Fund Balance as September 30, 2015 to be \$921,651.

Clerk's Report: Clerk Montana reported that No-Spill reports had been electronically filed, the 3rd Quarter Payroll Tax returns had been timely filed, and all bank reconciliations were up to date. The Clerk also distributed the 2014-2015 Financial Transaction Report Workpaper and Year-End Fixed Asset schedule that were prepared in order to complete the annual State Controller's Report and to provide a starting point for the year-end financial statement audit.

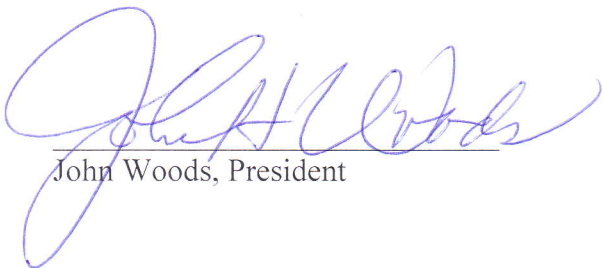
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Superintendent's Report: - See attached. In the Superintendent's absence, District Engineer presented the report.


Engineer's Report: - See attached.

New Business / Board Member Items: Treasurer Griffin reported that, after speaking with Jeff Snow of Rainbow Environmental Services, the District has been added to Rainbow's list of trash agencies provided to Orange County Waste and Recycling in conjunction with the County's newly proposed landfill program.

Adjournment: There being no further business to come before the Board, Director Hartmann moved to adjourn the meeting at 7:50 p.m., Treasurer Griffin 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

October 8, 2015

1. At various times this month, the generator will be staged at the Broadway Pump Station due to re-surfacing of our Shop parking lot.
2. We will be completing the installation of the new Composite Manhole Covers and Frames this week. (**Ayala Engineering and Staff**).
3. Hot Spotting and Jetting of North Pacific between Anderson and Broadway will be completed this Thursday(10-18-15). (**Performance Pipeline & Staff**).
4. Flow Report - 4 years average. Tom will present update and status of new meter.
5. Station Maintenance and Safety Inspection will be performed this month. (**Flo-Systems & Staff**).
6. No Emergency Call-Outs during this reporting period.
7. Safety Training completed "Asbestos Hazards".
8. All updates to this report will be presented at the Board Meeting.

MEMORANDUM

October 2nd, 2015

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

From: Tom Dawes

SUBJECT: Engineer's Report for the October 8th, 2015 Regular Board Meeting.

1. Surfside Sewer: Connection Problem at B-118.

The release was signed by Mrs. Kobus.

2. Emergency Generator for Broadway Pump Station.

Permits have been applied for from the City of Huntington Beach Building Department (3 separate permits: building, electrical and plumbing), and Public Works (grading and public encroachment), and the SCAQMD.

I'm working on the contract documents and hope to submit same to District Counsel in a week or so. It's possible the contract documents could be ready for your consideration to approve in November; but I think December or January is more likely.

3. Warner Avenue Gravity Sewer.

The new meter was installed a couple of weeks ago and has been tweaked several times since to get everything in order. We are having troubles with it and do not believe the readings are correct. I sent you a note a week or so ago with 4 days of readings that looked good. After that, the sensor (the electronic tool in the manhole) was changed and the readings increased about 10%. We still cannot read remotely, so today the meter (unit topside in cabinet) was changed and it appears that problem is solved. Now were going to see how the readings look after a few days. If they are still high (or low), we will re-caliber the meter based on actual measurements. Hopefully we'll have things worked out in a few weeks. We must use historic averages again for September.

4. SSMP Audit.

Our state mandated Sewer System Management Plan (SSMP) includes a state requirement to perform an audit every two years, unless the SSMP is revised. We have done two revisions, and one audits since 2008 and an audit is due this year. The purpose of the SSMP, and the audits and revisions, are to identify actions and procedures we can take to prevent SSO's (Sanitary Sewer Overflows). I've prepared a draft for your review of an audit I hope you can certify in November. Some agencies hire consulting firms to do these things, probably to have an objective look at their operations. In my opinion, I have that objective viewpoint, and I think we did a good job over the last 2 years.

5. Invoice for Professional services.

I have submitted an invoice for professional services and expenses at cost for the month September, 2015, in the amount of \$6,809.43. If you have any questions, please give me a call.