



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

February 12th, 2015

7:00 p.m. - Sunset Beach Woman's Club

Directors present: President John Woods, Treasurer Greg Griffin, Secretary Hoad, and Director Jon Regnier
Staff present: Superintendent Jim Caslin, 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.

Nomination / Election of Officers of Board: President Woods opened nominations for officers of the Board. Secretary Hoad nominated John Woods for President. John Woods nominated Graham Hoad for Secretary. Director Regnier nominated Greg Griffin for Treasurer. There being no further nominations, President Woods closed nominations, a vote was taken, and the following officers were elected unanimously for a term up to the next general election in 2016:

John Woods, President
Graham Hoad, Secretary
Greg Griffin, Treasurer

Minutes of the January 8th, 2015 General Board Meeting: The Directors read the minutes of the January 8th, 2015 General Meeting of the Board of Directors. Director Regnier moved to approve the minutes as corrected. Treasurer Griffin seconded. The motion was passed unanimously.

Current Bills: The Directors reviewed Claims Transmitted for Payment dated February 12th, 2015, totaling \$73,333.38. Treasurer Griffin inquired whether the annual invoice from the City of Huntington Beach for \$80,000 under the cost-sharing amendment had been received. The Clerk agreed to follow up with the City. Treasurer Griffin moved to approve the Claims Transmitted for Payment as prepared. Director Regnier seconded. The motion was passed unanimously.

Treasurer's Fund Balance Report: Treasurer Griffin reported the Fund Balance as of January 31, 2015 to be \$1,574,230.

Clerk's Report: The Clerk reviewed the January 31, 2015 trial balance with the Board, and reported that tax revenue related to the dissolution of the Seal Beach Redevelopment Fund had been received. The Clerk also reported that the City of Huntington Beach had remitted payment for their hand-billed assessments. Discussion ensued regarding the correctness of assessment method for these parcels. The Clerk agreed to follow up with the District's Assessor. Lastly, the Clerk reported that all quarterly and annual payroll tax returns had been timely filed.

**Sunset Beach Sanitary District
February 12th, 2015 Minutes**

Superintendent's Maintenance Report: - See attached. Superintendent Caslin discussed additional costs incurred for major grease issues appearing on N. Pacific between Anderson and Broadway, resulting from restaurant operations. The Superintendent recommended increasing the annual Restaurant Cleaning Fee in order to recover the increased costs to be incurred by District for added quarterly "hot spot" cleanings required. Discussion ensued and Agenda item was tabled until the March 12th meeting.

The Superintendent presented to the Board a proposal from Performance Pipeline Technologies for sewer line cleaning (see attached) for calendar years 2015 and 2016. After review and discussion, a motion was made and accepted as follows:

MOTION: Director Regnier moved to accept the proposal from Performance Pipeline Technologies for sewer line cleaning and maintenance rates (see attached) for calendar years 2015 and 2016. Treasurer Griffin seconded. The motion was passed unanimously.

Engineer's Report: - See attached. After Board review and discussion of recommended actions of the District Engineer in relation to the installation of an emergency generator at Broadway and the installation of new manhole covers, the following motions were made and accepted to approve contracts as follows:

MOTION: Director Regnier moved to approve a Professional Services Agreement with Jones, Cahl and Associates in an amount not to exceed \$23,180 for the preparation of Contract Documents for the Broadway Emergency Generator. Treasurer Griffin seconded and the motion passed unanimously.

MOTION: Director Regnier moved to approve a Professional Services Contract with Q³ Incorporated for electrical and control design for the Broadway Emergency Generator. Treasurer Griffin seconded and the motion passed unanimously.

MOTION: Director Regnier moved to authorize Ayala Engineering to install a 21 new composite Manhole Frames and Covers for a Total Price of \$26,502, including 4 opening tools, at locations selected by the Superintendent. Treasurer Griffin seconded and the motion passed unanimously.

Adjournment: There being no further business to come before the Board, Director Regnier moved to adjourn the meeting. Secretary Hoad seconded, and the meeting was unanimously adjourned at 8:15 p.m.



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

February 12, 2015

1. One (1) Emergency call-out: (**Edison Issue**)
2. Discuss continuing Building Permit Issues, regarding Surfside.
3. TV'ing of Broadway Siphon completed. (**Staff, Performance Pipeline**)
4. Monthly Safety meeting conducted:
 - a. Safe Driving
5. Review Flow Report (**4 year average**).
6. System and Wet Well cleaning and degreasing completed. Major grease issues noted on North Pacific between Broadway and Anderson.
This section of our system will now be cleaned during our Quarterly Grease "Hot Spotting".
This section of line is where the majority of our restaurants are located. This additional Cleaning will raise the District's costs for "Hot Spotting". The Board might consider passing this cost on to the Restaurants the next Fiscal Year. I will provide the breakdown of these costs at the Board Meeting. (**Performance Pipeline and Staff**)
7. Any updates to this Report will be presented at the Board Meeting.

MEMORANDUM
February 6th, 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 February 12th, 2015 Regular Board Meeting.

1. Emergency Generator for Broadway Pump Station.

We have received the necessary Coastal Commission Waiver for our project. The next step is to prepare contract plans and specifications, followed by obtaining the required City permits, public bidding and then construction. If things go as I think they will, we should award a construction contract in the first quarter of the 2015-16 fiscal year.

The recommended actions tonight are consideration of approval of two professional services contracts. Last month I asked for authority to negotiate a design contract with Jones Cahl, thinking that Jones Cahl would hire the necessary electrical/control engineer as a sub-contractor. JC prefers we hire them direct, since their errors and omission insurance rate is based on total billings with no allowance for pass through billings. JC will be the lead designer, and incorporate the electrical work/control work in the contract documents

The JC work scope includes preparation of the contract drawings, utility search, and construction support through 'as-builts', including construction staking. It includes allowances for building department review and for structural calculations if required by the City (my thought is to build it exactly as the restrooms are built, for which I have the plans). Also included will be some valve changes, removal of our non-working vents, and other improvements. The total cost is an amount not to exceed \$23,180.

I am also recommending a separate contract with Q3 Inc. Q3 is a firm in HB known to JC that will do the electrical and control design. This will require a review of our existing motor control equipment and recommendations for any changes. The new controls will be very different from our existing system. Now, when we receive a signal of lost SCE power, all the following actions including driving to the shop to pick up a trailered generator, bring it to the site, disconnect the system from SCE, and hook up the generator are manual.

With an onsite emergency generator, we still will get the signal that SCE power is lost, but the following must occur. First with battery power, we must disconnect from SCE. Then the emergency generator must start and run until we receive a signal, automatically, that SCE power has been restored. Then we must disconnect from the generator and go back to SCE power. We also want the ability to bring in a second generator should the onsite one fail, and do all of the above manually. Finally, we want to check over our existing controls to see if any replacements are in order.

Recommended Actions: 1. Approve a Professional Services Contract with Jones, Cahl and Associates in an amount not to exceed \$23,180 for preparation of Contract Documents for the Broadway Emergency Generator.

2. Approve a Professional Services Contract with Q3 Incorporated for electrical and control design for the same project.

2. Warner Avenue Gravity Sewer.

Nearly all contract work is complete; remaining work for us is installing the electrical and meter controls and the meter itself. I expect all will be completed by the end of this month. Nothing has been done, to my knowledge, about changes to the contract or billing us for the City's work. I'll give you an update at the meeting.

3. New Manhole Frames and Covers.

We are recommending the installation of 21 new plastic composite manhole frames and covers from Ayala Engineering at a total cost of \$26,502. If this recommendation is approved, these new F & C's will be installed at all Smart Cover locations, our new meter location, and the manholes that we service quarterly. The covers are self-locking and require a special opening tool. They seal well for odor control and are traffic rated.

The main reason to use them, however, is they are much lighter and easier for our staff to handle. The price includes and street repair around the manhole. While unbudgeted, we have available funds in account 2100 that were earmarked for the Broadway Generator that will not be used this fiscal year.

Recommended Action: Authorize Ayala Engineering to Install 21 new composite Manhole Frames and Covers for a total Price of \$26,504, including 4 Opening Tools, at locations selected by Superintendent.

4. Broadway Siphon.

On January 28, 2015 we successfully performed a TV inspection of the Broadway Siphon. It was done after blocking incoming sewage, and sucking the sewage up in the siphon with a Vactor Truck pump, followed immediately (within a couple of feet of the suction nozzle) by the TV camera from a second truck. I found the condition of the siphon to be much better than I thought, pleasant news for once. It gives us some breathing room to figure out what to do in the future.

5. Invoice for Professional Services.

I have submitted an invoice in the amount of \$14,661.32 for the 4 month period starting October 1, 2014 for professional services and expenses at cost. I'll be happy to answer any questions at the meeting.

6. Orange County Waste Discharge Requirement Committee.

This is a group of operators who meet 5 times a year to try and understand new discharge regulations. It started when the SSMP was being planned. I try to attend.

There were several topics discussed at the January 22, 2015 meeting: I'm going to comment on two. First, there are ongoing state plans to change the SSMP, and those new requirements are not yet available. We are OK for now; we need to do another self-audit next fall.

Second, sewage spills. The consensus is that if you have a spill, clean it up and don't lose any sewage to 'receiving waters', it's not too bad. If a sewage spill gets to a receiving waters (like ours would immediately) its trouble. Most likely you will get a fine from the RWQCB. Costa Mesa Sanitary District had a recent spill due to a blockage and I'll keep you posted on it. They are currently fighting a proposed \$477,000 fine for an earlier 2103 spill caused by a pump station control failure that did not get to receiving water, so this new spill is trouble.

Here's the kicker: if you have a spill and don't get a fine, you're likely to be sued by a NGO. This is happening to the City of Santa Barbara now.