



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

January 8th, 2015

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

Directors present: President John Woods, Treasurer Greg Griffin, Director Hartmann and Director Jon Regnier
Staff present: Superintendent Jim Caslin and Clerk Chris Montana.
Community: None.

President Woods called the meeting to order at 7:02 p.m.

Community Input/Board Member Items: Board and Staff discussed the issue and solution of a resident placing sand in residential trash cans. Board also discussed continued problem in Surfside regarding residents not complying with District's Ordinance by leaving trash cans out. While it was discussed that Surfside Ltd., as a homeowners' group could enforce the District's ordinance, Clerk suggested that Board seek legal counsel, since Ordinance states that only residents, District or trash collector can handle containers. President Woods tabled issue until District Engineer is present at next month's meeting.

Administering of Oath of Office to Director Hartmann: The Clerk administered the Oath of Office to Director Hartmann for the appointment to office in lieu of election for a four-year term. The Oath was executed accordingly.

Minutes of the December 4th, 2014 General Board Meeting: The Directors read the minutes of the December 4th, 2014 General Meeting of the Board of Directors. Director Regnier moved to approve the minutes as prepared. Treasurer Griffin seconded. The motion was passed unanimously.

Current Bills: The Directors reviewed Claims Transmitted for Payment dated January 8th, 2015, totaling \$50,583.43. 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 December 31, 2014 to be \$1,456,605.

Clerk's Report: The Clerk reviewed the December 31, 2014 trial balance with the Board, and reported that payment from Surfside Ltd, per contract, had been received. The Notice of Completion for the Surfside Colony sewer project had been recorded. All No Spill reports and bank reconciliations were up-to-date. Correspondence relating to the Orange County Grand Jury document request was timely filed and training materials were given to Superintendent.

Sunset Beach Sanitary District
January 8th, 2015 Minutes

Superintendent's Maintenance Report: - See attached. Superintendent Caslin presented to the Board a proposal from Hydronex, Inc. for an annual (or two- year option) parts and labor warranty, in the amount of \$11,980, for 15 manhole cover units. After review and discussion, a motion was made and accepted as follows:

MOTION: Director Regnier moved to approve a one-year parts and labor warranty with Hadronex, Inc., for 15 manhole cover units, in the amount of \$11,980. Director Hartmann seconded. The motion was passed unanimously.

Engineer's Report: - See attached. Superintendent Caslin presented the District Engineer's report in his absence. After Board review and discussion, the following motions were made and accepted as follows:

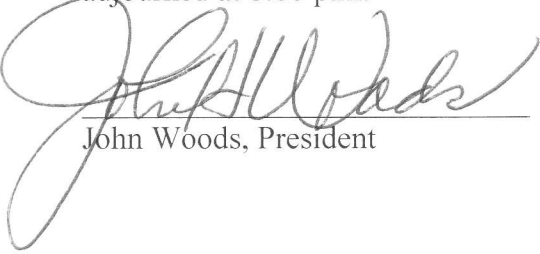
MOTION: Director Regnier moved to authorize the District Engineer to Negotiate a Professional Services Agreement with Jones, Cahl and Associates for the Design of the Broadway Emergency Generator, and return such to Board for consideration at a later date. Director Hartmann seconded and the motion passed unanimously.

MOTION: Treasurer Griffin moved to authorize ADS to install a Gravity Meter and New Wireless Gateway in an amount not-to-exceed \$5,520. Director Regnier seconded and the motion passed unanimously.

MOTION: Director Regnier moved to approve a one-year Meter Service Contract with ADS, in the amount of \$800 per month, for the maintenance of the meter and preparation of monthly reports and annual certifications. Secretary Regnier seconded and the motion passed unanimously.

MOTION: Director Regnier moved to authorize District Staff to hire Flow Services to install a new Utility Cabinet at Warner, including its meter and electrical service, as well as remove old cabinets, on a time-and-material basis estimated at \$10,000. Treasurer Griffin seconded and the motion passed unanimously.

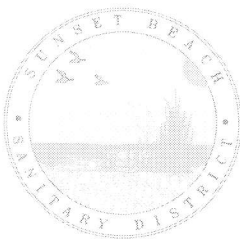
Adjournment: There being no further business to come before the Board, Director Hartmann moved to adjourn the meeting. Director Regnier seconded, and the meeting was unanimously adjourned at 8:00 p.m.



John Woods, President



Greg Griffin, Treasurer



Sunset Beach Sanitary District

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

Superintendent's Report
Board Meeting

January 8, 2015

1. Two (2) Emergency call-outs:
 - a. Power Outage (**Edison**), (**Staff**)
 - b. Possible Blocked Pipe, North Pacific (**Staff**)
2. Warner Pump Station taken off-line. Everything flowing smoothly. (**No pun intended**).
3. Until New Flow Meter is installed, flows will be determined using Four (4) year flow averages.
 - a. Review Flow Report.
4. Entire System and Wet Well cleaning is scheduled this month.
5. Wet Well at Warner Station sealed with slurry..
6. Discuss and possibly approve Annual Maintenance and Replacement contract with Hydronex, Inc..
7. Removal of Pumping Equipment from Warner is Scheduled this week.
8. Any updates to this Repot will be presented at the Board Meeting.

MEMORANDUM

January 2, 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 January 8th, 2015 Regular Board Meeting.

1. Replacement of Sewer and Water Mains and Connection of Sewer and Water Service in Surfside Avenue.

The Surfside Colony approved payment of our Invoice in the amount of \$80,924 and cut and mailed a check a couple of weeks ago. As of this writing, it hasn't showed up. The Clerk can update you on this at the meeting.

2. Emergency Generator for Broadway Pump Station.

The Coastal Commission Executive Director has approved Waiver No. 5-15-1802 for our project and that waiver will be acted on at the next Board Meeting, January 7-9, 2015. I believe it will pass and we will be set to move to the next step, design. Accordingly, I am requesting authority to negotiate a Professional Services Agreement (PSA) with Jones, Cahl and Associates to prepare contract documents in the same manner that we did for Surfside. I would then plan to submit the PSA to your Board at the February meeting for consideration of approval.

Recommended Action: Authorize the District Engineer to Negotiate a PSA with Jones, Cahl and Associates and Return Same to Your Board for Consideration at a Later Date.

3. Warner Avenue Gravity Sewer.

The WPS was successfully bypassed on December 19, 2014. The City's contractor has removed salvageable equipment and will soon demolish it and complete the street repair. We have remaining work that is not a part of the City's contract.

As you may recall, we bought and paid for a new gravity meter in 2007. We plan to have it installed by ADS, the company we bought it from. Installation, with certification, will cost \$4,770, the same amount you approved in 2007, but not spent. Now we would like to add a Wireless Gateway, for \$750, to enable remote access. With this, our Superintendent will be able to view flow on the District's Smart Phone.

ADS now offers a Service Contract to maintain the meter, prepare monthly reports, and provide yearly certifications. Under this Service Contract, they will do what's required to maintain our 8-year old meter. I think we should do this for at least a year.

Second, we would like to hire Flow Services to provide a new cabinet for our electrical service and meter. We will only have one cabinet instead of the 3 we now have. We will have to replace some sidewalk, and possibly curb. We propose to do this on a time and materials basis with an estimated cost under \$10,000.

Recommended Actions:

- 1. Authorize ADS to Install the Gravity Meter and a New Wireless Gateway in an Amount not to Exceed \$5,520.**
- 2. Approve a Meter Service Contract with ADS in the Amount of \$800/month including Monthly reports and yearly Certifications.**
- 3. Authorize Staff to hire Flow Services to Install the meter and SCE Service in a new Cabinet. Remove the Existing Three Cabinets, and Clean up The Area, all on a Time and Materials Basis.**
- 4. Broadway Siphon.**

In the next month I plan to meet with a couple of contractors to talk over how we can 'pothole' the siphon and the channel sheet piling to find out what's there. I plan to have recommendations for you in either February or March. I'd like to TV the line in the next couple of months.