



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

November 9th, 2017 - 7:00 p.m.

Sunset Beach Woman's Club – 16812 Bayview Drive

Directors present: President John Woods, Secretary Graham Hoad, Treasurer Greg Griffin, John Regnier and Bernard Hartmann
Staff present: Superintendent Jim Caslin, Engineer Thomas Dawes, Clerk Chris Montana
Community: None

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

Community Input: None.

Review and Possible Approval of the October 12th, 2017 General Board Meeting Minutes: After Directors reviewed the October 12th, 2017 General Board Meeting Minutes, Director Regnier moved to approve as prepared. Director Hartmann seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the November 9th, 2017 Claims Transmitted for Payment in the amount of \$59,012.82 for current bills. After review and discussion, Treasurer Griffin moved to approve as presented, Secretary Hoad seconded, and the motion passed unanimously.

Treasurer's Fund Balance Report: Treasurer Griffin reported the Fund Balance as of October 31, 2017 to be \$949,549.

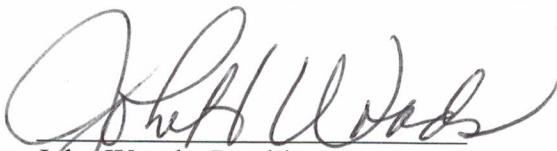
Clerk's Report: Clerk Montana reviewed the trial balance with the Board. The Clerk reported that the annual CIWQS questionnaire and no spill reports had been filed. The Clerk also reported that federal and state 3rd quarter payroll tax return had been prepared and timely filed.


Superintendent's Report: See attached.

Engineer's Report: - See attached report. In addition, Engineer Dawes presented his report on private sewer lateral rehabilitation. The District Engineer also presented an internal audit of the District's SSMP (sewer system management plan). After review and discussion a motion was made and carried as follows:

MOTION: Director Regnier moved to accept and certify the audit of the District's SSMP. 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 at 7:32 p.m., Director Regnier seconded, and the meeting was unanimously adjourned.


John Woods, President


Graham Hoad, Secretary



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Superintendent's Report
Board Meeting

November 9, 2017

1. Monthly Training completed: **(Staff)**
 - a. Fire Safety
2. Review Current Flow Reports. Normal flows for October.
3. Annual service completed for both generators. **(Quinn Power & Staff)**
4. No emergency call-outs this period.
5. Trash can issues resolved.
6. Various normal maintenance actions performed. All equipment and system are operating normal at this time.
7. All updates to this report will be presented at the Board Meeting.

MEMORANDUM
November 3rd, 2017

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

SUBJECT: Engineer's Report for November 9th, 2017 Regular Board Meeting.

1. Rehabilitation of Private Sewer Laterals.

I have reviewed the problem and prepared a short report on the subject, included herewith. I'll review the subject with you at the meeting and seek guidance.

2. Audit of Sewer System Management Plan.

In October, 2008, your Board certified our Sewer System Management Plan (SSMP), thereby complying with Order No 2006-0003 (as amended) of the State of California, Water Recourse Control Board. That order also requires that a Program Audit be conducted every two years, and that the SSMP be updated every five years. Our SSMP was updated in November 2010 and October, 2013. Audits were conducted in February 2013 and November, 2015. A new audit is due this November.

Recommendation: Approve Program Audit Dated November 9, 2017

3. FOG Program.

I sent you the results of the most recent inspections made in July. Apparently after they made the inspections, they did nothing with the report. We're getting there. We need to set up a file and keep copies of every report, should we be audited by the State WQCB.

I also sent you an e-mail that stated that the OCHCA performs these inspections once per year. Subsequently, I've communicated with both the OCHCA and OCSD and believe we could have the inspections more frequently, and I think we should. I'd like to discuss this with you at the meeting.

4. Enforcement of Refuse Ordinance re. Refuse Container Placement and Removal.

At the last meeting, we discussed a problem when residences don't put their cans away. I believe that particular problem is resolved; however, I wanted to point out that we don't have to police the timing of refuse container placement and removal. We could revise our Ordinance and delete the requirement. Surfside Colony and the two cities can enforce their codes and ordinances. I'll discuss this with you at the meeting

5. Fit Bar Café, PCH at Anderson.

This is a new café and the City of Seal Beach has not notified us about it. We are concerned about the condition of the lateral and compliance with our FOG Ordinance. Today the Superintendent and I met with the new Building Official, and things went well. He will help us with notices; I'm sending him some information next week. I'll go over this at the meeting.

6. Invoice for Professional Services.

I have submitted an invoice in the amount of \$7,258.83 for professional services and expenses at cost for the 3 month period ending October 31, 2017. If you have any questions, please give me a call.

SUNSET BEACH SANITARY DISTRICT
SEWER SYSTEM MANAGEMENT PLAN (SSMP)

Program Audit

November 9, 2017

INTRODUCTION:

This is the Fifth Program Audit/Revision prepared in accordance with Order No. 2006-0003 of the State of California, Water Resources Control Board. Sunset Beach Sanitary District (SBSD) completed and certified a SSMP in October, 2008. A first Audit/Revision of the SSMP was certified in November, 2010; a program audit was certified in February, 2013; and a second revision of the SSMP was certified in October, 2013; and a fourth program audit was certified on November 12, 2015.

FINDINGS:

The District has followed its adopted SSMP as revised and previous audit recommendations and has maintained or improved operations since the 2015 program audit, including the following:

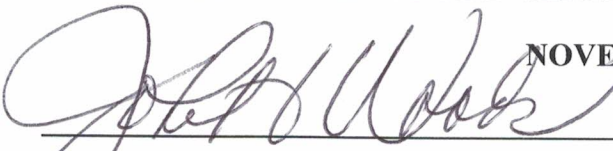
1. The District completed the installation of a permanent emergency generator at its Broadway Sewage Pump Station at a cost of approximately \$500,000. The project increases the reliability of the pump station.
2. The District prepared an Employee Handbook to better clarify Rules, Policies, Goals, and Expectations.
3. The District provided new training on confined space entry and traffic control.
4. The District did video inspection of sewers and found and repaired a large leak at a new connection.
5. The District participated in a pilot demonstration project with the Surfside Colony to repair about 30 private residential laterals within a portion of that community as part of a roadway repair project.
6. The District cleaned all sewers twice a year; hotspot sewers 4 times a year, and the Broadway Pump Station wet well twice a year.

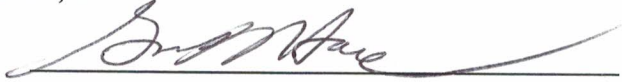
NEW GOALS BASED ON THIS AUDIT:

1. The District will work on ways to reduce infiltration from the private sewer laterals that connect to the system.
2. The District will update its mapping system to reflect the changes that have taken place since the last Master Plan Update.
3. The District in partnership with OCHA will continue to enforce its FOG Program.

AUDIT ACCEPTED AND CERTIFIED BY THE BOARD OF DIRECTORS

NOVEMBER 9, 2017



John H. Woods, President

Graham K. Hoad, Secretary