



Sunset Beach Sanitary District

P.O. Box 1185

Sunset Beach, CA 90742

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Minutes for the General Meeting of the Board of Directors

January 10th, 2019 - 7:00 p.m.

Sunset Beach Woman's Club – 16812 Bayview Drive

Directors present: President John Woods, Secretary Graham Hoad,
Treasurer Bernard Hartmann, Josh Westfall, Jon Regnier
Staff present: Superintendent Jim Caslin, Engineer Tom Dawes, Clerk Chris Montana, Assessor
Tony Thrasher (Willdan Financial Services)
Community: None.

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

Administration of Oaths of Office: Clerk Montana administered the Oaths of Office to Director Bernard Hartmann and Director Joshua Westfall who had both been appointed by the County Board of Supervisors for a four-year term in lieu of election. The Clerk agreed to forward the signed Oaths of Office forms to the County Clerk's office.

Community Input: None.

Public Hearing Re: new Capital Connection Fee and Proposed Ordinances: President Woods opened the Public Hearing session for discussion and protests regarding the District's new Capital Connection Fee, Proposed Ordinance No. 18-01 (Regulating the Sewage Collection System), and Proposed Ordinance 19-01, (Regulating the Collection of Refuse). Assessor Tony Thrasher summarized the Prop. 218 process for the new Capital Connection Fee, including the mailing of public notices to property owners within the District. Clerk Montana distributed the Capital Connection Fee calculation and reported that no Protests had been received. There being no further comments, President Woods closed the Public Hearing session.

Second Reading and Adoption of Ordinances 18-01 and 19-01: Engineer Dawes reviewed Ordinance No. 19-01, Regulating the Sewage Collection System, with the Board and explained that the major difference from the previous ordinance was the establishment of the Capital Connection Fee. Engineer Dawes reviewed Ordinance Ordinance No. 19-01, Regulating the Collection of Refuse, with the Board and explained that it differed from the previous ordinance by removing the District's policing power, in order not to duplicate city code enforcement powers. After discussion and review, the following motion was made and carried:

MOTION: Director Westfall moved to: 1) waive the second readings of both Ordinance 18-01, Regulating the the Sewage Collection System, and Ordinance 19-01, Regulating the Collection of Refuse; 2) Adopt both Ordinances 18-01 and 19-01; and 3) Authorize the District's Board Secretary to sign both. Secretary Hoad seconded and the motion passed unanimously.

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General Meeting of the Board

Nominations and Appointments of Board Officers: President Woods opened the floor for nominations for the 2019 officer positions of President, Secretary and Treasurer. After discussion amongst board members, Treasurer Hartmann nominated Secretary Hoad for President and President Woods for Secretary for 2019. Secretary Hoad nominated Treasurer Hartmann to remain as Treasurer for 2019. As there were no further recommendations, President Woods closed the nominations and the following motions were made and carried:

MOTION: Director Hartmann moved to appoint Secretary Hoad as President and President Woods as Secretary, effective at the February 14th General Board Meeting. Director Regnier seconded and the motion passed unanimously.

MOTION: President Woods moved to appoint Treasurer Hartmann to remain as Treasurer for 2019. Director Westfall seconded and the motion passed unanimously.

Review and Possible Approval of the December 6th, 2018 General Board Meeting Minutes: After Directors reviewed the December 6th, 2018 General Board Meeting Minutes, Director Westfall moved to approve as prepared. Secretary Hoad seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the January 10th, 2019 Claims Transmitted for Payment in the amount of \$240,811.14 for current bills. After review and discussion, Secretary Hoad moved to approve as presented, Director Westfall seconded, and the motion passed unanimously.

Fund Balance Report: Treasurer Hartmann reported the Fund Balance Report as of December 31, 2018 to be \$1,951,650. The Clerk stated that this amount was before annual payment to OCSD in the amount of \$186,678.48.

Clerk's Report: The Clerk presented the 2018 Directors Stipends and mileage schedule totaling \$8,497.46 and a motion was made and carried for approval as follows:

MOTION: Director Westfall moved to approve the schedule and payment of 2018 Directors Stipends and mileage in the amount of \$8,497.46. Treasurer Hartmann seconded and the motion passed unanimously.

The Clerk also reported that all 2018 quarterly and annual payroll-related forms had been filed as well as all CIWQS No Spill reports. Clerk Montana presented a "No Wipes in the Pipes" bulletin which the Board approved for publication. Lastly, the Clerk distributed a draft letter for restaurants within the district to begin the process of working with the District's trash collector, Republic Services, to comply with AB1826. The Board approved for transmittal with recommended changes and approval by Republic Services.

Superintendent's Report: See attached.

Engineer's Report: See attached.

Adjournment: There being no further business to come before the Board, Director Westfall moved to adjourn the meeting at 7:50 p.m., Treasurer Hartmann seconded, and the meeting was unanimously adjourned.


John Woods, President


Graham Hoad, Secretary



Sunset Beach Sanitary District

Of Orange County

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Superintendent's Report

Board Meeting

January 10, 2019

1. No Emergency call-outs during this reporting period.
2. Review Flow reports. **(Staff)**
3. "Smart Cover" maintenance performed on Two (2) Units. Covered under warranty. **(Staff, Smart Covers)**
4. Semi Annual cleaning of System and Wet Well cleaning will be completed next week. **(Staff and Performance Pipeline)**
5. Quarterly Maintenance and Safety Inspection at Broadway Pump Station / Electrical Switching components @ Generator Building completed. **(Flo-Services & Staff)**
6. All equipment Serviced and Tested at Shop. **(Staff)**
7. Insurance Safety Inspection completed at Shop.
One Issue noted:
 - a. Storage Racks not Bolted to wall.
Issue Corrected. **(Staff)**
8. Update on F.O.G. Program.
9. All updates to this report will be presented at the Board Meeting..

MEMORANDUM

January 4th, 2019

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 10th, 2010 Regular Board Meeting.

1. Adoption of Ordinances Nos. 18-01 and 19-01.

Over the past several months, your Board has studied making possible changes to the two ordinances that govern the collection, treatment and disposal of both wastewater and refuse.

Ordinance No. 18-01 revises existing sewer Ordinance No. 12-01 by changing fees for the construction or rehabilitation of residential and commercial properties. The new ordinance drops the existing connection fee and adds a new Capital Facilities Connection Fee and an Inspection Fee. If adopted, the Capital Facilities Connection Fee will be \$3,000 for a residential unit (up from \$1,000). Commercial development will be \$3,000 minimum, plus \$1.50 per square foot for development greater than 2,000 sf (up from \$1,500). The new Inspection Fee will be \$800 for building sewer (lateral only) replacement.

Because Ordinance No 18-01 has new fees, a notice was mailed to all property owners in accordance with Proposition No. 218. As of this writing, no responses were received opposing the change.

Ordinance No. 19-01 makes one revision to existing refuse Ordinance No.17-02: the proposed ordinance deletes the power of the District to control the times when trash containers are in public view. Now that all of the District's service area is within a city with those enforcement powers, that is a duplication of effort.

The introduction of both ordinances was held on November 8, 2018. The recommended actions tonight are to (1) hold the second reading of the ordinances and (2) adopt the ordinances. If adopted, the ordinances will become effective February 9, 2019.

**Recommended Actions: 1. Hold Second Reading of Ordinances No. 18-01 and 19-01.
2. Adopt Ordinances No. 18-01 and 19-01.**

2. Status of Broadway Sewer Siphon Replacement Permits.

As I told you in December, I sent out requests for utility information to every agency and utility operator I could find asking for 'as-built' information, which is necessary to start a construction drawing. I plan to have a 1 sheet exhibit to use for permitting with CALTRANS and the City of Huntington Beach.

As of this writing, I'm waiting for the GPA report on the results of their underwater survey looking for flora and fauna, particularly Eelgrass. When I get it, I'll send new submittals to the CA Coastal Commission, the RWQCB, and the Corps of Engineers. I may have it to show you at the meeting.