



Sunset Beach Sanitary District

P.O. Box 1185

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Minutes for the General Meeting of the Board of Directors

October 11th, 2018 - 7:00 p.m.

Sunset Beach Woman's Club – 16812 Bayview Drive

Directors present: President John Woods, Secretary Graham Hoad, Treasurer Bernard Hartmann, Jon Regnier, and Josh Westfall
Staff present: Superintendent Jim Caslin, Engineer Tom Dawes, Clerk Chris Montana
Community: Joseph Jenkins of EEC Environmental.

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

Community Input: Joseph Jenkins of EEC Environmental presented a revised FOG (fats, oils and greases) Inspection proposal and answered questions from the Board regarding the scope of services included in the one-year agreement. Mr. Jenkins explained the inspection process, the educational materials to be offered to restaurants, and the related documentation to be produced.

Review and Possible Approval of the September 13th, 2018 General Board Meeting Minutes: After Directors reviewed the September 13th, 2018 General Board Meeting Minutes, Director Westfall moved to approve as prepared. Director Regnier seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the October 11th, 2018 Claims Transmitted for Payment in the amount of \$67,786.02 for current bills. After review and discussion, Secretary Hoad moved to approve as presented, Director Regnier seconded, and the motion passed unanimously.

Fund Balance Report: Treasurer Hartmann reported the Fund Balance as of the September 30, 2018 fiscal year-end to be \$1,395,881.

Clerk's Report: Clerk Montana reviewed the trial balance with the Board. Clerk Montana presented an Annual Renewal Quote from SmartCover Systems for annual service and parts/labor warranty. Rates had not increased from prior year. A motion was made and carried as follows:

MOTION: Director Westfall moved to approve annual SmartCover Systems quote in the amount of \$19,431.15. Treasurer Hartmann accepted and the motion passed unanimously.

The Clerk also distributed draft calculations and memorandum in regards to proposed new Capacity Fees for discussion and review during the following Engineer's Report.

Sunset Beach Sanitary District
General Meeting of the Board
October 11th, 2018 Minutes

Vote for ISDOC Officers: After review and discussion, a motion was made and carried as follows:

MOTION: Director Westfall moved to vote for Sandra Jacobs for President and Mark Monin as 1st Vice President. Director Hartmann seconded and the motion passed unanimously. The ballot was completed and signed by President Woods and Clerk Montana agreed to transmit.

Superintendent's Report: See attached. In addition, Superintendent Caslin distributed photos of older and rebuilt pumps and discussed pump inspection and transfer procedures in place to avoid a system shut-down.

Engineer's Report: See attached. After reviewing the report and recommended actions, the following motions were made and carried:

MOTION: Director Regnier moved to authorize the District Engineer to solicit an Eel Grass Survey Proposal. Treasurer Hartmann seconded and the motion passed unanimously.


MOTION: Director Westfall moved to schedule the 1st Reading of Sewer Ordinance No.18-01 for the November 8th Board meeting. Treasurer Hartmann seconded and the motion passed unanimously.

MOTION: Director Regnier moved to approve the EEC Environmental FOG Inspection Proposal dated October 3, 2018, for outlined annual services in an amount not-to-exceed \$15,250. Treasurer Hartmann seconded and the motion passed unanimously.

MOTION: Treasurer Hartmann moved to direct Engineer to continue with language in Trash Ordinance No. 19-01 to remove District's policing power and allow other jurisdictions to regulate, and to schedule reading of Trash Ordinance No.19-01. Director Westfall seconded and the motion passed unanimously.

New Business / Board Member Items: Director Westfall commented on changes to the state water board's reporting of de minimis sewage spills.

Adjournment: There being no further business to come before the Board, Director Westfall moved to adjourn the meeting at 8:15 p.m., Director Hartmann 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 11, 2018

1. Quarterly Maintenance and Safety Inspections at Broadway Pump Station & Electrical Switching components in Generator Building completed. **(Flo-Services and Staff)**
2. One Emergency Call-Out - Edison issue. **(Staff)**
3. One New Building Permit Issued. (\$ 1000.000)
4. Six (6) trash containers picked-up from one address due to repeated violations of our ordinances. **(Staff and Republic)**
5. Quarterly grease hot spots jetted. Found two (2) pipes blocked with grease. **(Performance Pipeline and Staff)**
6. Performed Five (5) year inspection of pumps and motors. Found both Pumps, 1 and 2 with major issues. Replaced both pumps and motors with the spare's we store in the shop, preventing a major Shut Down of our system. Sent both used pumps and motors to be rebuilt. Additional information will be provided at the Board Meeting. **(Flo-Services and Staff)**
7. Check Valves cleaned at Broadway Station. **(Flo-Services and Staff)**
8. Review current flow reports. Discuss if needed.
9. Updates and additions to this report will be Presented at the Board Meeting.

MEMORANDUM

October 5th, 2018

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

From: Tom Dawes

SUBJECT: Engineer's Report for October 11th, 2018 Regular Board Meeting.

1. Status of Broadway Sewer Siphon Replacement.

I have sent exploratory permit request to the following agencies:

City of Huntington Beach (Public Works)
California Coastal Commission
RWQCB, Region 8
U.S. Army Corps of Engineers
California State Fish and Wildlife
California State Lands Commission
County of Orange Public Works

As of this writing, I've had feedback from all but the County of Orange. Following is the permit status:

- A. City of Huntington Beach (both Public Works and Planning).
I've met and sent information to both departments. I won't be doing much with them directly until we get permits from several other agencies, as the permit process will greatly affect the construction work and the City's permit requirements. For now, I'm keeping them informed every step of the way. Our permitting with the Coastal commission will depend on City cooperation.
- B. California Coastal Commission.
We need a permit from the CCC for the work within the channel, and we need a second coastal permit from both the CCC and the City of HB coastal program for work inland from the channel sides. The CCC is open to a joint permit issued by both agencies if HB agrees; to me that seems like the best approach (at this time). I plan to meet with HB planning soon to get their thoughts. I've started the permit application.
- C. Regional Water Quality Control Board (Region 8).

We have applied for a federal Clean Water Act 401 Certification. They have deemed the application 'incomplete', pending approval of other applications, and completion of CEQA. I've made re-submittals, and the application is still not deemed complete. The RWQCB wanted proof that I applied to the Ca Fish and Wildlife, which I provided, and perhaps coincidentally, (which I doubt), when they found out F & W didn't require an Ell Grass survey, added that to their demands (generally unreasonable demands, in my opinion). They also said I needed a federal 404 permit, which is issued by the C of E.
- D. U. S. Army Corps of Engineers.

We have applied for both a C of E Nationwide permit and a 404 permit. The C of E is now requiring an Ell Grass survey.

E. California State Department of Fish and Wildlife.

The California State Department of Fish and Wildlife, who on July 5 inspected the site and, finding no Ell Grass, said we did not need a permit from them. At the demand of the RWQCB, I had to get that in writing.

F. California State Lands Commission.

On July 23rd, I received notice that we did not need a permit from them via telephone (which I documented).

G. County of Orange.

The County of Orange has not responded. I don't think they have any role, and by not responding, it seems they don't care. (It's been nearly 2 months). Unless you direct otherwise, I don't plan to contact them again.

H. CALTRANS.

We will need an encroachment permit to replace the manhole in the intersection of PCH and Broadway, but that's a construction issue that we need plans for and were a long way from that.

I'm told the Coastal Commission will also want an Ell Grass survey. I got the name of a consulting firm that did an Ell Grass survey for HB on the Warner Bridge and contacted them. Turns out, they do this survey work for many public agencies (who knew?). Currently I'm checking out what type of survey is needed to comply with all 3 agencies.

RECOMMENDED ACTIONS: (1) Authorize the District Engineer to Solicit a Proposal for an Ell Grass Survey and report meeting the Requirements of the 3 Agencies requiring same.

2. Sewer Collection Ordinance and Development Issues.

At the last two meetings, you reviewed possible revisions to our current Sewer Ordinance, adopted in 2012. I believe it should be revised in order to strengthen our authority in dealing with private laterals and connection fees. A revised draft is enclosed.

BACKGROUND

Here is a comparison of connections fees with the Cities of Seal Beach and Huntington Beach. As you know, connection fees for the Orange County Sanitation District are collected in those cities, but not in SBSD.

- A. The OCSD bases commercial connections on square footage. In Huntington Beach and Seal Beach, commercial fees are based on water meter size. In SBSD, it's a flat fee regardless of size. Here an example comparison for a 2000 sf commercial building:

Commercial Rates (1-inch water meter; 2,000 sf)

SBSD:	\$1,500
Seal Beach: City fee: \$5,191 plus OCSD fee: \$3,855 min.	Total \$9,046
Huntington Bch: City fee: \$5,269 plus OCSD: \$3,855 min.	Total \$9,124

- B. For residential connections, SBSD and Huntington Beach have a flat fee. In Seal Beach, It's based on water meter size. OCSD fees are based on the number of bedrooms. Here is an example for a 4-bedroom house with a 1-inch water meter:

Residential Rates (1-inch water meter, 4-bedrooms)

SBSD:	\$1,000.
Seal Beach: City Fee: \$3,210 plus OCSD fee \$4,586	Total \$7,786.
Huntington Bch: City fee: \$2,317 plus OCSD fee \$4,586	Total \$6,903.

PROPOSED REVISIONS

The enclose draft include revisions discussed at the August and September Board meetings. and I'm highlighting the following, more significant sections that have been changed:

Section 201 C. Changes adds requirement that all laterals over 20 years old must be upgraded when construction on the parcel takes place.

Section 201 D. Changes deletes waiver of connection fee for building conversion.

Section 201 E. No Change. It's always been in our Ordinance sine I wrote the first one. 15 years ago. It's in the City of HB's ordinance. I mention this because of the proposed new air bomb hotel.

Section 210 F. Allows only 1 service per use unless an exception is approved by the District.

Section 203 B. New Connection Fees go here. I've used \$5000.00 per residential unit, and \$5000.00 minimum per commercial unit up to 2,000 square feet. Construction larger than 2,000 sf would require an additional \$2.50/sf.

Section 204 H. Stops outdoor pools from draining to the system.

RECOMMENDED ACTION: Consider the issues re our Sewer Ordinance and provide direction to the District Engineer. Schedule the First Reading of Ordinance NO. 18-01 for November, 2018.

3. FOG Inspections.

At the last two meetings, the Directors discussed a June 21, 2018 from EEC Environmental to provide FOG services. That proposal was based on 20 food establishments: probably too high, 4 inspections per year, and certain upfront work. The estimated 1st year cost was \$28,400. At this time, OCHCA is inspecting 11, we think there are 13.

I requested a new proposal, based on 15 food establishments, and twice yearly inspections. The October 3, 2018 proposal is attached for your consideration. If there are less than 15 food establishments, the cost would be slightly less than the estimate of \$15,250. The proposal could be renewed for future (less upfront work). (Note: fees paid by restaurants could be raised to offset any new FOG expenditures, triggering a Proposition 218 Notification).

As requested, Mr. Jenkins of EEC will attend the meeting.

RECOMMENDED ACTION: Approve the EEC Environmental October 3, 2018 FOG Program Proposal.

4. Oder Control Injection using Broadway Generator Building.

At the September meeting, I reviewed a proposal to inject an odor control chemical into the District's sewage near the Broadway Sewer Pumping Plant. Performance Pipeline is proposing the project, in conjunction with the chemical supplier Calix. They originally proposed a 30-day trial to reduce odors at the City of Huntington Beaches' Warner Sewer Pumping Station. Apparently injecting the chemical, Magnesium Hydroxide, at our site would allow proper mixing (through our pump station). The injection equipment would be housed in our Standby Generator Building, and through the restroom lateral, delivered to our sewer in south Pacific, just upstream of our pump station. It was originally represented that OCSD and/or HB would pay for ongoing cost if successful, but that was not the case. In the last few days, we had more discussions on this issue.

The City of HB now says they will pay; OCSD says 'no'. I am still **not** recommending any participation in the project at this time, but it could be a good project. I'll update you at the meeting.

5. Revisions to Trash Ordinance to Eliminate Enforcement of Container Placement.

Last month, we discussed a possible revision to Ordinance No. 17-02 which regulates the collection of refuse in the District. It includes a policing power over the placement of containers in public view. As you know, this has led to a lot of trouble, particularly between neighbors who are upset when a container isn't put away timely. Both the Cities of Huntington Beach and Seal Beach have municipal codes which regulate the placement of refuse containers in public view. Both Cities have Code enforcement officers and we could drop the enforcement of container placement in public view, and leave it to the Cities.

By way of history, the policing power was necessary when the District served unincorporated county. Now, 100% of our service area is within a city.

I have discussed this possible revision with the City of HB, but have been unsuccessful in reaching anyone in the City of SB. I have also sent a notification of possible action to the Surfside Colony requesting their thoughts.

Draft Ordinance No 19-01 is attached which includes this revision for your consideration. The principal change is to Section 213 (plus the approval page).

If you wish to proceed, the first reading could be at the November Meeting, with the second reading, and possible approval in January.

RECOMMENDATION: Provide Direction.

6. Proposition 218 Notifications.

Raising Connection Fees and/or sewer fees on restaurants would require a Proposition 218 Notification. They could both be done in the same document.

7. Invoice for Professional Services.

I have submitted an invoice in the amount \$10,593.32 for professional services and expenses at cost for the 2 month period ending September 30th, 2018. If you have any questions, please give me a call.