



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 9th, 2020 - 6:30 p.m.

Sunset Beach Woman's Club – 16812 Bayview Drive

Directors present: President Graham Hoad, Secretary John Woods,
Treasurer Bernard Hartmann, and Dave Evans.
Staff present: Superintendent Jim Caslin, Superintendent II Brad Van Malsen,
Asst. Supt. Rolf Pridham, Engineer Tom Dawes, Clerk Chris Montana.
Community: None.

President Hoad called the meeting to order at 6:30 p.m.

Community Input: None.

Review and Possible Approval of the December 5th, 2019 General Board Meeting Minutes:
After Directors reviewed the minutes of the December 5th, 2019 General Meeting of the Board, Secretary Woods moved to approve the minutes as presented. Treasurer Hartmann seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the January 9th, 2020 Claims Transmitted for Payment in the amount of \$81,186.82 for current bills. After review and discussion, Treasurer Hartmann moved to approve as presented, Secretary Woods seconded, and the motion passed unanimously. The Claims were signed by President Hoad and Secretary Woods as presented.

Fund Balance: Treasurer Hartmann reported the Fund Balance as of December 31, 2019 to be \$2,155,276.

Clerk's Report: The Clerk reviewed the December 31, 2019 trial balance with the Board. The Clerk also reported that year-end payroll tax returns had been filed and that the City of HB had been invoiced for 2019-20 sewerage fees. The Clerk presented a draft of "No Wipes" letter for review and recommendations. Lastly, the Clerk reported that the annual CIWQS SSO Annual Questionnaire had been completed and that the annual State Controller's Financial Transaction Report was in progress.

Review and Possible Approval of 2019 Annual Directors' Stipends: The Clerk presented the 2019 Annual Schedule of Directors' Stipends and Payroll Taxes. After review, a motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to approve and pay the 2019 Annual Directors' Stipends and related payroll taxes as presented. Secretary Woods seconded, and the motion passed unanimously.

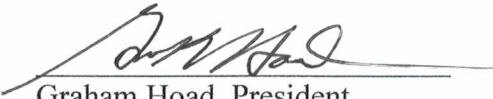
**Sunset Beach Sanitary District
Minutes of the January 9th, 2020
General Meeting of the Board**

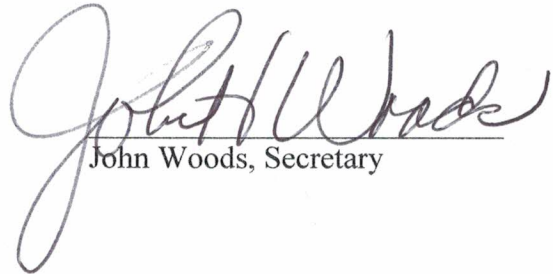
Superintendent's Report: Superintendent Caslin reviewed the attached Superintendent's Report with the Board.

Engineer's Report: Engineer Dawes reviewed the attached Engineer's Report with the Board.

New Business/Board Member Items: Director Evans discussed possible underground de-watering options in Surfside with the Board members and Staff.

Adjournment: There being no new business to come before the Board, Director Evans moved to adjourn the regular meeting at 7:12 p.m., Secretary Woods seconded, and the meeting was unanimously adjourned.


Graham Hoad, President


John Woods, Secretary



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

Superintendent's Report
January 9, 2020

1. Review Flow reports. **(Staff)**
2. Two **(3)** emergency callouts this period.
 - a. Power Failure. **(Edison issue)**
 - b. High Level Alarm - Smart Cover - False alarm-spider
3. Four (4) Smart Cover Alarms Repaired. All covered under maintenance contract.
4. System cleaning scheduled later this month.
5. All Quarterly Maintenance scheduled for this month.
6. Will be TV'ing Surfside project as soon as Jetting is completed.
7. Monthly training Conducted:
 - a. Drug and Alcohol Abuse
 - b. Blood-borne Pathogens
8. Report on "Smash & Grab" robbery next door to District Shop.

9. Due to Holiday schedules the six (6) manholes scheduled for re-coating in December were rescheduled for January.
6. All updates to this report will be presented at the Board Meeting.

MEMORANDUM

January 3rd, 2020

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 9th, 2020 Regular Board Meeting.

1. Status of Broadway Sewer Siphon Replacement Project.

Our investigative work is complete and we found what we needed to know to prepare contract plans and specifications. I'll go over some of the options and problems with you at the meeting and seek direction for going forward.

2. Inflow & Infiltration and a New Ordinance.

I'm still trying to see if the Orange County Clerk-Recorder will support us if we enact an Ordinance requiring repair or replacement of private sewer laterals prior to allowing a property transfer to be recorded. See the enclosed letter to the Recorder's office dated January 2, 2020.

If we can't get the help we need from the recorder, we can still do the smoke testing and (possibly) sewer lateral inspection.

Either option requires a revision to our sewer ordinance.

3. Surfside Colony Street and Lateral Replacement.

The colony plans to do road improvements and will do sewer lateral replacements on Surfside Drive this year. Our last agreement with them covers this project so we are set to go when they proceed.

4. Invoice for Professional Services.

I have submitted an invoice in the amount \$16,292.97 for professional services and expenses at cost for the 3 month period ending December 31st, 2019. The major work items are the siphon replacement investigation, I & I intrusion, a SSMP Audit anew mapping system and miscellaneous administrative issues. If you have any questions, please give me a call.