



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 14th, 2019 - 7:00 p.m.

Sunset Beach Woman's Club – 16812 Bayview Drive

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

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

Community Input: Debbie Killey of Republic Services, the District's trash hauler, introduced Isabel Morales as the new Recycle Coordinator. Ms. Morales discussed with the Board and Staff the outreach that has been recently conducted regarding the implementation of state law as it pertains to recycling organic waste in 2020. Currently, eight restaurants within the district have been determined to be subject to these new standards.

Review and Possible Approval of the October 10th, 2019 General Board Meeting Minutes:
After Directors reviewed the minutes of the October 10th, 2019 General Meeting of the Board, Director Regnier moved to approve the minutes as presented. Secretary Woods seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the November 14th, 2019 Claims Transmitted for Payment in the amount of \$252,631.22 for current bills. After review and discussion, Secretary Woods moved to approve as presented, Director Hartmann 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 October 31, 2019 to be \$1,818,469.

Clerk's Report: The Clerk reviewed the October 31, 2019 trial balance with the Board. The Clerk confirmed that the Woman's Club would not be available on the second Thursday of December (the Board's normal meeting date) due to the Woman's Club holiday party, but that it would be available on December 5th.

Superintendent's Report: See attached

Engineer's Report: See attached. In addition, per recommendation by Engineer Dawes, the following motions were made and carried:

**Sunset Beach Sanitary District
Minutes of the November 14th, 2019
General Meeting of the Board**

MOTION: Director Regnier moved to authorize the District Engineer to approve a professional contract with Jones, Cahl & Associates, Inc. to prepare an electronic layered mapping system in accordance with the District's scope of work in an amount not to exceed \$53,000. Treasurer Hartmann seconded and the motion passed unanimously.

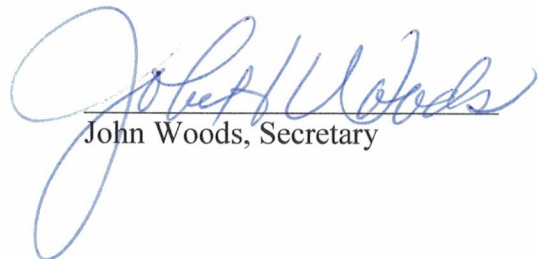
MOTION: Director Regnier moved to authorize EEC Environmental to increase the frequency of Restaurant FOG Inspections from twice a year to quarterly. Secretary Woods seconded. Ayes: 4 Noes: 1 (Evans).

MOTION: Treasurer Hartmann moved to accept and certify the District Engineer's SSMP Audit dated November 14, 2019. Director Regnier seconded and the motion passed unanimously.

New Business/Board Member Items: Secretary Woods moved to schedule next month's meeting for December 5th, 2019, starting at 6:30 p.m. Treasurer Hartmann seconded, and the motion passed unanimously.

Adjournment: There being no new business to come before the Board, Director Evans moved to adjourn the regular meeting at 7:45 p.m., Director Hartmann 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

October 14, 2019

1. Two (2) emergency call-outs:
 - a. Blocked Mainline. **(Staff, Performance Pipeline)**
 - b. Edison Power Failure - **(Staff)**
2. Found Homeless living in Generator building. Evicted same and changed all locks. **(Staff)**
3. Review Flow reports. **(Staff)**
4. Both emergency generators had annual service performed. Batteries on both units have timed-out and need to be changed-out. **(Quinn Power Systems and Staff)**
5. Monthly Training conducted this month:
 - a. Fire Safety.
6. Issues with alarm system not alerting everyone. Believe we have issue resolved. **(Mission Communication, Flo-Services & Staff)**
7. Will be doing some Man Hole repairs later this month. **(Ayala Engineering & Staff)**
8. All updates to this report will be presented at the Board Meeting.

MEMORANDUM

November 8th, 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 November 14th, 2019 Regular Board Meeting.

1. Actions Re. I & I in District Sewers and Private Sewer Laterals.

A. Ordinance Revisions.

At the last meeting, I mentioned that I had asked District council to review 'point of sale' lateral repair requirements and attached is a Memorandum dated October, 2019 for your review. Counsel found that we can enact a revision to our sewer ordinance which would require the necessary repairs as a condition of recording the sale, as others have done in this state, and/or rely on help and notifications from the 2 cities we serve,

Both options require cooperation we have not seen in the past. Another option is to smoke test the entire District and require repairs (discussed below). Before we give up on the 'point of sale' option, I'd like to meet with the elected Clerk - Recorder. I'll review our options at the meeting.

B. Smoke Testing.

The Superintendent and I did go over to Costa Mesa to see smoke testing by CMSD. I had never seen it before, and I came away with the impression that it was simpler and more doable than I had imagined. To see smoke in the back of the buildings, we would need to use drones. I would now estimate the smoke testing would cost around \$70,000. The cost of TV'ing the private sewer laterals is not included.

C. New District Mapping.

In accordance with authority previously given, I solicited the attached proposal dated November 6th, 2019 from Jones, Cahl & Associates to prepare a new mapping system that will not only result in accurate 'paper' maps, but a layered electronic system to keep tract of permits, actions and other data items. The Proposal is in the amount of \$53,680 (I'm not asking for the 'contingences'). Jones Cahl is especially suited to do this work because of their long term experience in our District, working not only for us, but Surfside Colony and many private property owners.

RECOMMENDATION: Approve a professional contract with Jones, Cahl & Associates, Inc. to prepare an electronic layered mapping system in accordance with the District Scope of Work in an amount not to exceed \$53,680.

2. Status of Broadway Sewer Siphon Replacement Project.

A. Start of the Investigation.

The job of finding our siphon and the openings in the channel wall steel sheet piling through which it passes starts Monday, November 11th. The pedestrian barrier fence and detour will be the first order of business. On Friday, the Superintendent and I put up the 'no parking' signs (which required a separate permit from the police department); a week earlier we painted out the work area and called Dig Alert to have utilities mark out their underground line. We also had surveyors out to set benchmarks so we can accurately record the findings of our investigation, and have our marine botanist scheduled for an inspection while the work is in progress as required by our permits (even though nothing has ever been found). I will keep you posted next week on our progress, and give a full report to you at the meeting.

3. Increasing the Frequency of Restaurant FOG Inspection.

The Directors will recall that about 18 months ago, the District awarded a contract to EEC Environmental to provide (among other work) restaurant Fat, Oil and Grease (FOG) inspections twice a year. Frankly we haven't seen much reduction in grease in our lines and believe it may be worthwhile to increase the frequency of the restaurant inspection for twice a year to four times a year. The two added inspections will cost just less than \$3,000 per year. I have always said that the heart and soul of our FOG program is our quarterly line cleaning of the lines serving restaurants (paid for by a special fee) and the twice yearly cleaning of all other lines. We hope the quarterly FOG inspections will help, if it doesn't we can go back to twice a year.

RECOMMENDATION: Authorize EEC Environmental to increase the frequency of Restaurant FOG Inspections from twice a year to quarterly.

4. Sewer System Management Plan.

Our SSMP is required by a 2006 order of the State Water Resources Control Board. It must be updated every 5 years (due this fall), and an audit done every 2 years.

Enclosed is an Audit dated November 14, 2019 for your consideration. The recommended action is to certify the Audit. You may make changes to it at the meeting and certify it with those changes.

RECOMMENDATION: Accept and Certify the SSMP Audit dated November 14, 2019.