



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

October 10th, 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: Superintendent Jim Caslin, Engineer Tom Dawes, Clerk Chris Montana
Community: None.

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

Community Input: None.

Review and Possible Approval of the September 12th, 2019 General Board Meeting Minutes: After Directors reviewed the minutes of the September 12th, 2019 General Meeting of the Board, Director Regnier moved to approve the minutes as presented. Director Hartmann seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the October 10th, 2019 Claims Transmitted for Payment in the amount of \$55,944.46 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 September 30, 2019 to be \$1,866,711.

Clerk's Report: The Clerk reviewed the September 30, 2019 trial balance with the Board and reported that all 3rd quarter payroll tax returns had been timely filed. The Clerk presented a quote from SmartCover systems for a one-year renewal of ASM (active site management; power, parts and labor warranties in the amount of \$20,430.00 for 15 manholes. Rates were same as prior years. A motion was made and carried as follows:

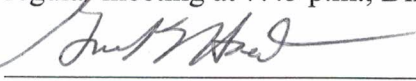
MOTION: Director Regnier moved to approve renewal of annual SmartCover quotation in the amount of \$20,430.00 for 15 manholes. Secretary Woods seconded, and the motion passed unanimously.

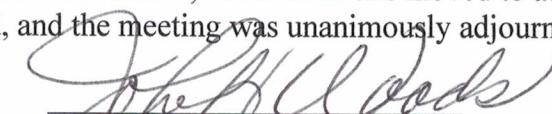
Superintendent's Report: See attached

Engineer's Report: See attached.

New Business/Board Member Items: - The Board members unanimously agreed to change meeting time from 7:00 p.m. to 6:30 p.m. for future meetings.

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 Regnier seconded, and the meeting was unanimously adjourned.


Graham Hoad, President


John Woods, Secretary



Sunset Beach Sanitary District

Of Orange County

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Superintendent's Report

Board Meeting

October 10, 2019

1. Review Flow reports. **(Staff)**
2. Monthly Training conducted this month:
 - a. Proactive Safety Attitudes
3. Quarterly Maintenance and Safety Inspection at Broadway Pump Station & Electrical Switching components completed. **(Flo-Services & Staff)**
4. Preventive maintenance for rust issues performed on emergency generator and surrounding area's. **(Flo-Services & Staff)**
5. Check Valves cleaned again at Broadway Pump Station.
6. Surfside "C" Row lateral replacement project completed and inspected. Meets S.B.S.D. standards at this time. **(Staff)**
7. Quarterly "Hot Spot" cleaning and jetting completed. **(Performance Pipeline, Staff)**
8. All equipment serviced and tested at shop, no issues. **(Staff)**

9. "Flat Roof Survey" of District was completed by staff. All streets and alleyways were inspected. There were a total of 45 buildings where the drains went into the ground or we not visible. The results are as follows:

- a. So. Pacific - Total - 21 ea.
- b. Surfside - Total - 19 ea.
- c. Bayview - Total - 1 ea.
- d. 11th St. - Total - 3 ea.
- e. 15th St. - Total - 1 ea.

Grand Total - 45 ea. Suspected Drains

10. Any updates to this report will be presented at the Board Meeting.

MEMORANDUM

October 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 October 10th, 2019 Regular Board Meeting.

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

After the September Board meeting, I re-drafted our sewer ordinance to include point of sale requirements to repair or replace sewer laterals more than 20-years old prior to recording an ownership transfer. This is a state noted method of forcing lateral repairs. I decided that while it's been discussed for several years, it would be a good idea to check with the Orange County Clerk-Recorder. That's when the shoe fell. The recorder hasn't heard of it and presently has no way to enforce.

It would do no good to pass an Ordinance requiring it if the recorder can't enforce it.

I asked District council to review the issue and will give you a full report at the meeting. A copy of draft sewer Ordinance 20-01 is attached for your review.

2. Status of Broadway Sewer Siphon Replacement Project.

A. Environmental Survey of the Work Area.

The dive survey of the work area was done 2 weeks ago and nothing was found. The Botanist looking for bird nest etc. is doing the work now. I expect to have the report very soon and will mail it to the CCC, the C of E, and the RWQCB in a week or two.

B. Permit Status.

With the exception of the City of Huntington Beach, we have all necessary permits. HB has approved our pedestrian detour plan but I haven't taken out the permit yet because it is only good for 60 days and I expect we will do the work in November. I plan to take it out in a couple of weeks.

C. Schedule.

We are tentatively scheduled to do the work the week of November 11th.

D. Utility Search.

Completed. When we are doing the work, I plan to do some potholing to verify depths and locations.

3. Sewer System Management Plan.

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

Enclosed is a draft Audit for your consideration. Remember that the purpose of the Audit is that of a 'self-check' on our meeting the goals of the adopted SSMP.

4. New District Mapping.

I've prepared a Scope of Work, enclosed, for a new mapping system. I'll review it with you at the meeting

5. Invoice for Professional Services.

I have submitted an invoice in the amount \$10,903.86 for professional services and expenses at cost for the 2 month period ending September 30st, 2019. The major work items are the siphon replacement and surface water intrusion. If you have any questions, please give me a call.