



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

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

Online Video / Telephone Conference per Posted Agenda

Directors present: President Graham Hoad, Secretary John Woods,
Treasurer Bernard Hartmann, Jon Regnier and Dave Evans
Staff present: Superintendent Jim Caslin, Supt. II Brad VanMalsen, Asst. Supt. Rolf
Pridham, Engineer Tom Dawes, Clerk Chris Montana.
Community: Greg Mills of Serrano Water District, Stacy Taylor of Mesa Water District

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

Community Input - General: None.

Community Input – Candidate Presentation(s) for CSDA Seat C: Greg Mills of Serrano Water District introduced himself as a candidate for CSDA, Seat C, reviewed his qualifications, and requested the Board's vote. Stacy Taylor of Mesa Water District voiced her support for candidate Greg Mills. No other candidates were present.

Review and Possible Approval of the June 11th, 2020 General Board Meeting, Annual Board of Equalization Meeting, and Closed Session Minutes: After Directors reviewed the minutes of the the June 11th, 2020 General Meeting of the Board, Annual Board of Equalization Meeting, and Closed Session Minutes, motions were made and carried as follows:

MOTION: Director Regnier moved to approve the June 11th, 2020 General Board Meeting minutes as presented. Secretary Woods seconded, and the motion passed unanimously.

MOTION: Secretary Woods moved to approve the June 11th, 2020 Annual Board of Equalization minutes as presented. Director Regnier seconded, the motion passed unanimously.

MOTION: Secretary Woods moved to approve the June 11th, 2020 Closed Session minutes as presented. Treasurer Hartmann seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the July 9th, 2020 Claims Transmitted for Payment in the amount of \$55,029.24 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 as presented by President Hoad and Secretary Woods.

Fund Balance: Treasurer Hartmann reported the Fund Balance as of June 30, 2020 to be \$2,348,124, and reviewed the 5-year comparative cash balance history with the Board.

Clerk's Report and Review of Trial Balance: Clerk Montana reviewed the June 30, 2020 trial balance with the Board. The Clerk reminded the Board that the candidate filing period is from July 13th through August 7th. The Clerk reported that the Notice of Public Hearing to Discuss the Proposed Adoption of Ordinance 20-01 Regulation the Sewage Collection System was set for

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

repeated newspaper publication and had also been publicly posted at both Sunset Beach and Surfside post offices. Lastly, Clerk Montana distributed and discussed the attached 2020-21 Cash Reserve Policy for possible adoption at next month's meeting.

Discussion and Possible Vote of CSDA Seat C Candidate: After Board discussion and review of candidates, President Hoad moved to vote for Greg Mills for CSDA Seat C, based on his qualifications and efforts. Director Regnier seconded, and the motion passed unanimously.

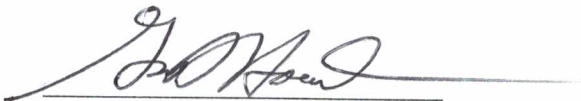
Superintendent's Report (see attached): Superintendent Caslin reviewed the attached Superintendent's Report and Monthly Flow Report with the Board. In addition, Superintendent Caslin discussed the status of the upcoming next phase of the joint project with Surfside Colony to repair laterals, streets and drainage.

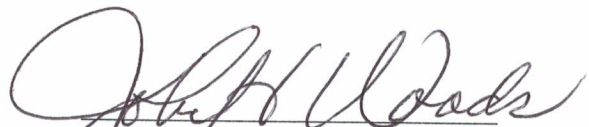
Engineer's Report: Engineer Dawes reviewed the attached Engineer's Report with the Board and Staff. Per recommendation by action by Engineer Dawes, the following motion was made and carried:

MOTION: Director Regnier moved to authorize the District Engineer to solicit proposals for the preparation of contract documents and construction support for the replacement of the Broadway Sewer Siphon. Treasurer Hartmann seconded, and the motion passed unanimously.

New Business/Board Member Items: None.

Adjournment: There being no new business to come before the Board, Director Evans moved to adjourn the regular meeting at 7:10 p.m., Secretary Woods seconded, and the meeting was unanimously adjourned.


Graham Hoad, President


John Woods, Secretary

Sunset Beach Sanitary District

P.O. Box 1185
Sunset Beach, California 90742
(562) 592-2352

CASH RESERVE POLICY

2020-21

Background

California Government Code Section 53600 subjects all governing bodies of local agencies to the prudent investor standard which requires the Board to act with care, skill, and prudence to safeguard principal and maintain liquidity needs of the agency when investing, purchasing, acquiring or managing public funds.

General

The appropriate level and separation of reserves is critical to the financial health of the District and is necessary for the sustainable delivery of public services. It is the goal of this policy to establish those reserve funds necessary to meet the District's operating and capital financial goals.

Policy

The objective of the Sunset Beach Sanitary District's Reserve Policy is to provide adequate funding to meet the District's short-term requirements and long-term plans as outlined in the District's Capital Reserve Policy and its Forecast Budget. The Board authorizes and directs that the following reserve funds be established as follows:

- (1) **Emergency Reserve Fund**: This fund is established to set aside funds which would be needed for emergency repairs and related cleanup or other costs, in excess of \$100,000, resulting from a natural disaster, such as an earthquake or flood, or an unanticipated and unforeseen circumstance such as a sewer line breakage. The 2020-21 Emergency Reserve fund has been established by Board Resolution at a minimum amount of \$445,000 and target amount of \$500,000, to be invested in the State of California Local Agency Investment Fund (LAIF).
- (2) **Capital Improvements Reserve Fund**: This fund is established to accumulate reserves which have been committed to fund specific upcoming District projects that repair, rehabilitate, or replace current District assets, approved by the District's Board, on a pay-as-you-go basis. This reserve shall be funded with excess unassigned funds available.

The Board of Directors, by Resolution, has established the 2020-21 Capital Improvements Reserve at a minimum amount of \$500,000, reflecting a cancellation of \$710,150 to fund the Broadway Siphon Project, and a target amount of \$3,500,000, to be invested with funds maintained by the County of Orange as follows.

2025 Broadway Pump Station	2,000,000
2025 Allowance for Sewer Lateral Repairs	1,500,000

Total 2020-21 Budgeted Reserves are summarized as follows:

Emergency Reserve Fund	\$ 448,320
Capital Improvement-Broadway Siphon Reserve Fund	<u>559,450</u>
	<u>\$1,007,770</u>

The above Reserve Fund balances are to be reported on monthly financial reports and are to be evaluated at least once during the fiscal year, during the creation, adoption, and possible amendment of the District's budget.



Sunset Beach Sanitary District

Of Orange County

P.O. Box 1185

Sunset Beach, CA 90742

Superintendent's Report

July 11, 2020

1. One (1) New Building Permit issued, (\$3,000) Funds given to clerk. **(Staff)**
2. Review Flow Report. Questions - **(See Attached).**
3. Annual flow Report sent to O. C. S. D. and Huntington Beach. Total for 19/20 Fiscal year - 44,883,939 gals. This is a reduction of 13,904,091 gals from 18/19 total flows (58,788,030 gal).
4. Check Valves at Broadway Station extremely ragged up again. Rags were clogging both pump impellers, suction pipes and discharge pipes. Performed repairs. **(Performance Pipeline, Staff).**
5. Semi-Annual system pipeline jetting and WetWell cleaning is being performed this week. **(Performance Pipeline & Staff).**
6. Quarterly Maintenance and Safety Inspection at Generator Building will also be completed this week. **(Flo-Services & Staff).**
7. Surfside Colony is planning on construction to start in September on the next phase of their Lateral and Water Main replacement project. I will arrange to have the line T.V.'d as per our agreement with the Colony

8. Monthly Training Conducted this month:

- a. Computer Training -Month-end Reports.
- b. S.S.M.P. Manual Updates.
- c. Power Hand Tool Safety.
- d. Heat Stress.
- e. CPR & AED Survival.

9. Annual Manhole Inspection will be completed this month. **(Staff)**.

10. Quarterly maintenance to be completed at shop next week. **(Staff)**.

11. Any Updates to this report will be presented during the Board Meeting.

MEMORANDUM

July 3, 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 June 9th, 2020 Regular Board Meeting.

1. Broadway Sewer Siphon Replacement Project.

As you will recall, last fall we completed our investigation of the existing Broadway Sewer Siphon and found the location of the siphon and the location of the channel wall steel sheet piling, and adjacent utilities. The next step in replacing the old siphon is the design and preparation of the contract documents. I have prepared the attached Scope of Work (SOW) which I'd like to send out with a request for proposals from selected firms for design and construction services for the installation of a new siphon. If you approve the recommended action, we would receive a couple of proposals to do the engineering work outlined in the SOW and you could award a professional services agreement to the selected engineer at the September Board meeting.

I believe the preparation of the contract documents and the receipt of the necessary permits will take 12 to 18 months. The cost of this work will be in the \$200,000 range. After that, a construction contract could be bid and awarded. At the meeting, I'll review the SOW with you.

RECOMMENDED ACTION: Authorize the District Engineer to Solicit Proposals for the Preparation of Contract Documents and construction support for the Replacement of the Broadway Sewer Siphon.

2. Sewer Ordinance No. 20-01

At the June meeting, the first reading of Sewer Ordinance No. 20-01 was held. The Ordinance is now being posted at the local post offices and advertised in the SUN for public notification as required by code, and will be submitted to you for the second reading and adoption at the August Board meeting.

3. Invoice for Professional Services.

I have submitted an invoice in the amount \$5,075.00 for professional services and expenses at cost for the 2-month period ending June 30, 2020. The major work items are the revision to the District's SSMP, a new Sewer Ordinance, a new Mapping System and the Broadway Sewer Siphon Replacement. If you have any questions, please give me a call.

Attachments

SUNSET BEACH SANITARY DISTRICT
BROADWAY SEWER SIPHON REPLACEMENT SCOPE OF WORK
REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES

July, 2020

INTRODUCTION.

Sunset Beach Sanitary District (District) owns and operates a 6-inch cast iron sanitary sewer siphon originally installed in 1935 under the Sunset Channel, an ocean water channel. The location is in the northwest portion of the City of Huntington Beach, just east of PCH at Broadway.

While the siphon is operating safely, because of its age and location, the District plans to replace the siphon with a new, plastic 6-inch conduit. In November, 2019, the District conducted an investigation to determine the location of the siphon and the location and depth of the steel sheet piling, and adjacent utilities as well as other features that will affect the replacement. The information found, and other known features that effect the siphon replacement are shown on the enclosed drawing dated February 27, 2020.

BACKGROUND.

The Broadway Sewer Siphon was originally built using 6-inch cast iron pipe. A plastic liner was installed around 1987. The siphon is 3-feet north of the Broadway Bridge over the Sunset Channel. The bottom of the siphon is about 9-feet below MSL. (For reference, the top of the roadway over the bridge is about 11-feet above MSL).

The City of Huntington Beach owns the bridge and the steel sheet piling on the channel sides adjacent to and under the bridge. The sewer siphon is within the City's road right-of-way.

The Sunset Channel is about 150-feet east of and parallel to PCH at the work site location, in the northwest portion of the City of Huntington Beach. Latitude -33°43'6"N Longitude 118°4'12"W.

When the Sunset Channel was last dredged, it was not dredged near and under the Broadway Bridge, in effect leaving a very shallow channel over the location of the existing sewer siphon. This 'mound' extends about 15-feet north of the Broadway Bridge, and some distance south of the bridge. In the recent investigation, substantial small debris was found over the siphon, and we speculate that when the siphon was installed using a trench and divers, the trench may have been used to dispose of small debris.

The Broadway Bridge clearance over the Sunset Channel is low relative to high water and only row type boats can go under it, and then not at high tide.

A complete list of activities and owners that may affect the siphon replacement are included at the end of this RFP.

SCOPE OF REQUESTED SERVICES.

The Broadway Siphon extends from a westerly manhole located on the east side of PCH to an easterly manhole located near the center of Bayview Drive and drains from east to west. The entire siphon as well as the two terminus manholes need to be replaced. There is an abandoned manhole previously used for siphon cleaning near Bayview Drive that should be removed and paved over. The requested services should include the following list. If you find items overlooked, please include those. For identification of duties, you will be called the Consultant.

a) Environmental Compliance.

It is the opinion of the District Engineer that this project is Calorically Exempt (CE). The District Engineer will prepare a document to that effect for approval by the District's Board of Directors and use it in the permitting process. The Consultant will need to prepare an Exhibit that can be used for this purpose and for many others. If the CE can't be used, additional help may be requested under a change of scope.

b) Permits.

The District Engineer will apply for the permits using the CE and Exhibit. It took 18 months to apply for and get some ten permits, including investigations for seaweed and animals because the 2019 investigation to find the depth of the steel sheet piling required working in the Sunset Channel. It is anticipated, however, that the construction of the new siphon will be much easier since we do not anticipate working in the water, but installing the siphon from adjacent land under the channel.

The District Engineer will fill out the draft permit requests and the Consultant will review and comment on the drafts, and type the applications.

It is anticipated that traffic control will be a major issue in getting permits from Caltrans and the City of Huntington Beach and exhibits for those agencies will be an early work item.

c) Preparation of Contract Documents.

The Consultant will prepare Contract Documents including plans, specifications and the form of contract as more fully explained below. It is the District's intention to not dictate the method of installation and allow as many types of construction as the Consultant finds feasible and safe. The District wants as an end product a new 6-inch plastic sewer siphon without any joints between the terminus manholes. The pipe should be strong enough to resist moderate cleaning pressures as well as abrasion, while being flexible enough to withstand earthquake movement.

1. Design. The Consultant shall review the project goals and site problems and recommend pipe types, material and strength for the siphon, as well as the installation techniques that could be allowed. Those methods could include tradition pipe jacking, pipe bursting, and direct drilling. The consultant shall select criteria limiting the location of the pipe (particularly with respect to depth)

and with consideration of the utilities and old piling just north of the Broadway bridge (see the exhibit). The restaurant on the west side of the channel has built a patio within City road right-of-way adjacent to the channel that the District would prefer to not disturb.

The contract shall require a plan for emergency sewage pumping in case the existing siphon is broken, and maintenance of flows at all times. Hopefully the emergency pump station will never be used. Short period activities such as tie-ins can be performed by pipe blockages and truck evacuations. Investigate requiring a power drop at the Bayview terminus.

2. Plans. The plans will include, but not be limited to, a title sheet, notes, borings, plan and profile (1" = 40'), utilities and plans for traffic detours which will be an early work item for permitting purposes. Upon completion of the work, the Consultant shall prepare 'As-Built' and deliver both hard copy reproducible contract documents and an electronic version.
3. Soil Information. There are available borings taken for the construction of the Broadway Bridge. The Consultant shall review all existing available soil information and determine if additional soil information. If additional soil information is needed, the Consultant will prepare an RFP and solicit a couple of proposals. The District will issue the contract direct for the work.
4. Timing. Obtaining the permits will probably determine project timing. The timing of the construction will probably be controlled by Caltrans, since the No 1 northbound lane will probably have to be shut down to install the terminus manhole. However, as a goal, plan to have the contract documents ready to advertise 3 months after permits are received. It is acknowledged that the pandemic may slow things down.
5. Bidding. Assist the District in advertising for bids including preparation of a notice to mail to all prospective bidders and to the advertising contractor bid notice sheets such as the plan room. Assist in answering questions; keep a log of questions. Review the bids received and prepare a summary for review by the Board of directors at contract award.
6. Cost Estimates. Prepare cost estimates at 30%, 70% and 95% completion.
7. Meetings. Allow for 2 meetings with the Board (currently held at 6:30 pm); one meeting each with the restaurant owner on the west side of the channel (Captain Jack's), and one meeting with the homeowner on the east side; 3 meetings with unknown permit insurers; and 2 meetings each with Caltrans and the City of Huntington Beach. Include assistance in preparing public information handouts. Prepare handouts for meetings and minutes of meeting. Video meetings may have to be used.

8. Specifications and Contract. The Consultant shall prepare project specifications based on the 'Green Book', latest edition. The District will furnish the contract. The consultant will assemble the Contract document consisting of the bid documents with description and quantities, contract form, specifications and reduced plans bound together. All documents shall be made available electronically.

d) Construction Support.

The consultant shall provide a project manager to oversee the project and shall provide shop drawing review, including review of shoring design. Prepare a form for progress payments and recommend monthly progress payments. Provide a full-time inspector and inspect the construction. Prepare minutes of meeting and 'As-Build' drawings.

The District recognizes that with unknown timing, the pandemic, and unknown type of construction, that it may be hard to make estimates for construction services. If so, please submit an estimate range for the construction support and a list of activities and request that the professional services agreement be amended to include with a detailed construction support scope when the construction contract is submitted to the Board for award.

HISTORY OF ACTIVITIES AFFECTING THE BROADWAY SEWER SIPHON

The City of Huntington Beach owns the bridge and the steel sheet piling on the channel sides adjacent to and under the bridge. The sewer siphon is within the City's road right-of-way. Here is what we do know:

- In 1935-36, the District installed a 6-inch cast iron pipe siphon on the north side of an existing, old Broadway Street Bridge. At that time, the channel had wood bulkheads and was the main outlet for the Bolsa Chica wetlands. The bridge was replaced in 1959. (The old wood pilings are still there and must be located). The siphon went to approximately elevation -9.5, MLW.
- In 1959, the existing bridge including the steel sheet piling under and adjacent to the bridge was built. The sewer siphon was shown in plan on the drawings. A note said to 'protect' the sewer siphon (which they did), but no information is provided as to how it was protected. The top of the steel sheet piling is about Elev. 7, MSL, and the piling is 22-feet long, so the bottom of the steel sheet piling is about elevation -15, MSL.
- In 1970, the OC Road Department installed the concrete bulkheads east and west of the steel sheet piling, to a depth of about elevation -13, (tying into the previously installed steel sheet piling).
- In 1987, the District lined the Broadway Sewer Siphon between Bayview Drive and North Pacific Avenue with Insituform.

- In 2013, the OC Road Department rehabilitated the bridge.
- In November, 2019, the District did an investigation of the steel sheet piling and located the depth of the siphon at the channel walls and the depth and width of the steel sheet piling over and adjacent to the siphon. The exact depth and profile of the siphon under the channel is not known.