



# Sunset Beach Sanitary District

**P.O. Box 1185**

**Sunset Beach, CA 90742**

**(562) 493-9932**

**[www.sunsetbeachsd.org](http://www.sunsetbeachsd.org)**

**Minutes for the General Meeting of the Board of Directors**

**May 14th, 2020 - 4:30 p.m.**

**Online Video 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, Asst. Supt. Eric Schlange, Engineer Tom Dawes, Clerk Chris  
Montana.  
**Community:** None.

President Hoad called the meeting to order at 4:30 p.m.

Community Input: None.

Review and Possible Approval of the April 9th, 2020 General Board Meeting Minutes: After Directors reviewed the minutes of the April 9th, 2020 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 May 14th, 2020 Claims Transmitted for Payment in the amount of \$81,613.10 for current bills. After review and discussion, Secretary Woods moved to approve as presented, Treasurer Hartmann 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 April 30, 2020 to be \$2,440,151.

Clerk's Report: The Clerk reviewed the April 30, 2020 trial balance and the 2019 draft financial financial statement audit report with the Board. The Clerk presented the 2020-21 Preliminary Budget, Reserve and Investment Policies for review. Action was tabled for the June 2020 General Meeting of the Board. The Clerk reported that four of the five board positions were up for election in November 2020.

Establishment of 2020-21 Trash and Sewage Fees for Publication:

Review and Establishment of 2020-21 Trash and Sewage Fees for Publication: The Clerk reviewed the draft publication to notify the public of trash pick-up, sewage transport and treatment, and sewer cleaning charges to be assessed and the date of the hearing. After review and discussion, the following motions were made and carried:

**Sunset Beach Sanitary District  
Minutes of the May 14th, 2020  
General Meeting of the Board**

**MOTION:** Treasurer Hartmann moved to set and publish the annual trash pick-up charge at \$240.00 (no increase). Director Regnier seconded and the motion passed unanimously.

**MOTION:** Treasurer Hartmann moved to set and publish the annual sewage transport and treatment charge at \$200.00 (no increase). Director Regnier seconded and the motion passed unanimously.

**MOTION:** Treasurer Hartmann moved to set and publish the annual restaurant sewer cleaning charge at \$475.00 (no increase). Director Regnier seconded and the motion passed unanimously.

**Superintendent's Report:** Superintendent Caslin reviewed the attached Superintendent's Report and Monthly Flow Report with the Board and Staff. The Superintendent reported that the joint Street Replacement, Lateral Repair, Drainage Project with Surfside Colony was nearly complete. The District inspected 35 laterals which would be replaced or repaired by Surfside. In addition, 6 open abandoned laterals allowing infiltration were removed and capped at the main line.

**Engineer's Report:** Engineer Dawes reviewed the attached Engineer's Report with the Board and Staff. Per recommendation by Engineer Dawes, the following motions were made and carried:


**MOTION:** Director Regnier moved to approve Resolution No. 20-05-01 certifying the third update of the Sewer System Management Plan (SSMP) as complete and to direct Staff to implement said SSMP. Treasurer Hartmann seconded and the motion passed unanimously.

**MOTION:** Director Regnier moved to authorize the President and Secretary to sign said Resolution on behalf of the Board and to direct the District Clerk to file said SSMP with the State Water Resources Control Board. Treasurer Hartmann seconded and the motion passed unanimously.

**New Business/Board Member Items:** Director Evans reported that Surfside Colony, Ltd. would be submitting an invoice to the District related to the joint Street Replacement, Lateral Repair, Drainage Project for costs incurred relating to the sewer main.

**Adjournment:** There being no new business to come before the Board, Director Evans moved to adjourn the regular meeting at 5:15 p.m., Director Regnier seconded, and the meeting was unanimously adjourned.

  
Graham Hoad, President

  
John Woods, Secretary



# Sunset Beach Sanitary District

P.O. Box 1185  
Sunset Beach, CA 90742-1185  
(562) 493-9932

## NOTICE OF FILING REPORT

(Health & Safety Code No. 5473.1)

### NOTICE IS HEREBY GIVEN AS FOLLOWS:

THE BOARD OF DIRECTORS OF THE SUNSET BEACH SANITARY DISTRICT, of Orange County, California, does hereby ORDAIN as follows:

**SECTION 1:** Pursuant to the provisions of Health and Safety Code Section 5473, the following service charges are hereby established:

- A. For each residential or commercial unit which does not provide for its own trash pick-up, as counted by the District Assessor, **an annual service charge of \$240.00 for trash pick-up (no increase).**
- B. For each residential or commercial unit, as counted by the District Assessor, **an annual service charge of \$200.00 for sewage transport and treatment (no increase).**
- C. For each restaurant unit, as counted by the District Assessor, **an annual service charge of \$475.00 for sewer cleaning (no increase).**

This charge shall be payable by the property owner, whether or not he utilizes the District services. Please note there is no increase to the rates from the prior year.

**SECTION 2:** Pursuant to the provisions of Health and Safety Code Section 5473, the Board of Directors hereby elects to have said service charges collected on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, the general taxes of the District.

**SECTION 3:** Annually, the Assessor of the District shall cause a written report to be prepared containing a description of each parcel of property subject to said charge, together with the charges applicable thereto.

**SECTION 4:** Annually, the Secretary of the Board shall cause appropriate notice of the filing of the report and of the time and place of a hearing thereon to be given in the manner provided for in Health and Safety Code Section 5473.1.

**SECTION 5:** The Board of Directors has caused a copy of the report to be filed with the Clerk of this District containing a description of each parcel of real property in the District receiving such services and facilities, and the amount of the charge for each parcel for the Fiscal Year 2020-2021, and proposing to have such charges collected on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, the general taxes of the District.

**SECTION 6: A hearing** on said report will be held **June 11, 2020 at 7:00 p.m.** in the Sunset Beach Woman's Club located at Bay View Drive & Broadway in Sunset Beach, California, at which time the Board of Directors will hear and consider all objections and protests, if any, to said report. Any not able to attend this meeting may protest by mail **if postmarked by June 4, 2020.** Protests will not be considered after June 11, 2020.

Dated: May 8, 2020

Graham Hoad  
President

For Publication: May 14, 2020 and May 28, 2020.



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

Superintendent's Report

May 14, 2020

1. Surfside Project will be completed this week.  
Thirty-five (35) laterals were inspected with thirty-five (35) being replaced or repaired.

We also found a total of Six (6) open abandoned laterals allowing ground water to flow into system. These laterals were removed and capped at main line.

In addition, we observed three (3) illegal connections that were disconnected from our system.

The Crew that was working on this project did an excellent job. It was a pleasure working with all of them. All work meets S.B.S.D. and "Green Book" Standards. **(Staff)**

2. One (1) Emergency Call-Out, Power Failure. Edison Issue. **(Staff)**
3. Emergency Resource Directory/Guide updated again. **(Staff)**
4. Smart Cover Failure at Broadway Station, repaired under Extended Warranty. **(Smart Cover and Staff)**
5. Review Flow Reports (attached).

6. Training - New employee orientation and basic operating procedures.  
**(Staff)**
7. All Quarterly maintenance completed at shop. All systems operated correctly without any issues noted. (Staff)
8. All updates to this report will be presented during the meeting.



# MEMORANDUM

May 8, 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 May 14<sup>th</sup>, 2020 Regular Board Meeting.

## **1. Sewer System Management Plan (SSMP).**

Attached is the 3<sup>rd</sup> update of our state required Sewer System Management Plan. Only the text is attached; the Appendix changes and other additions will be mailed to you with the text the day after the Board meeting if this update to the District's SSMP is approved as recommended. The update includes all information from previous updates and audits. Relatively soon, you will also receive new maps to replace those now in your SSMP binder.

### **RECOMMENDED ACTION:**

- 1. Approve Resolution No. 20-05-01 Certifying the Third Update as Complete and Direct Staff to implement said SSMP.**
- 2. Authorize the President and Secretary to sign said Resolution on behalf of the Board.**
- 3. Direct the District Clerk to file said SSMP with the State Water Resources Control Board.**

## **2. Revised Sewer Ordinance.**

Attached is a draft of a revised sewer ordinance that greatly strengthens our ability to do I & I investigation and require compliance with repair orders. In particular, Section 202 was re-written to accomplish that goal

The proposed ordinance has been reviewed by District Counsel.

One of the key triggers for replacement of private laterals is in Article II, Section 201 (D) (pg.4) which requires a new lateral if remodeling or replacement costs more than \$100,000. That figure has been in effect for more than 20 years. To trigger faster lateral replacement, it could be lowered to (say) \$50,000. Article II, Section 202 is largely new and gives the District the right to take strong measures including, ultimately, disconnection of the property from the sewer system (Paragraph F).

My proposed schedule is to have the first reading at the June 11<sup>th</sup>, 2020 Board meeting, the second reading and adoption at the August 13<sup>th</sup>, 2020 meeting (the July meeting does not provide at least 30-days after the first reading), with the new ordinance effective September 12<sup>th</sup>.

## **3. Broadway Sewer Siphon Replacement Project.**

Nothing accomplished. I'm working on a plan for the design and construction of a replacement siphon.

## **4. Invoice for Professional Services.**

I have submitted an invoice in the amount \$6,525.00 for professional services and expenses at cost for the 2-month period ending April 30, 2020. The major work items are the 3<sup>rd</sup> revision to the District's SSMP, a revised Sewer ordinance, a new mapping system and miscellaneous administrative issues. If you have any questions, please give me a call.

Attachments (3)

**RESOLUTION NO. 20-05-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SUNSET BEACH SANITARY DISTRICT  
CERTIFYING THE THIRD UPDATE OF THE SEWER SYSTEM MANAGEMENT PLAN  
AS COMPLETE**

On May 2, 2006, the State of California, Water Resources Control Board, approved Order No. 2006-0003-DWQ (Order) requiring, in part, that all publicly owned sanitary systems, greater than one mile in length develop and implement a Sewer System Management Plan (SSMP). In accordance with the Order, the Board of Directors approved a Development Plan and Schedule in December, 2007 and approved the SSMP in October, 2008. Subsequently the Board of Directors approved Updates to the SSMP in November, 2010 and October, 2013; and approved Audits of the SSMP in February, 2013, November, 2015, November, 2017, and November, 2019.

**NOW THEREFORE BE IT RESOLVED:**

1. The Board of Directors directed that the SSMP be revised to meet the requirements of the Order including the Monitoring and Reporting Program as well as previous Updates and Audits, and address other new revisions that from time to time have come from the State and Regional Water Resource Control Boards; and
2. The Board of Directors hereby certifies this third Update of the SSMP as complete and directs the staff to implement said SSMP.

Passed by the Board of Directors of the Sunset Beach Sanitary District at their regular meeting of May 14<sup>th</sup>, 2020.

**SUNSET BEACH SANITARY DISTRICT**

  
President of the Board

  
Secretary of the Board