

# 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**

**October 8th, 2020 - 6:30 p.m.**

**Online Video / Telephone Conference per Posted Agenda**

**Directors present:** President Graham Hoad, Secretary John Woods,  
Treasurer Bernard Hartmann, and Jon Regnier

**Staff present:** Superintendent Jim Caslin, Supt. II Brad VanMalsen, Asst. Supt. Rolf  
Pridham, Asst. Supt. Eric Schlange, District Engineer Tom Dawes, and  
District Clerk Chris Montana.

**Community:** Mark Monin of El Toro Water District.

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

Community Input: Mark Monin, President of El Toro Water District introduced himself as candidate for ISDOC Executive Committee President. Mr. Monin summarized his qualifications, including 5 years on the Executive Committee, and requested the District's vote.

Due to special circumstances, a motion was made and carried to add an Agenda item as follows:

**MOTION:** Secretary Woods moved to add Agenda Item #7a, to authorize the District Engineer Engineer to issue a work order to Associated Soils Engineering, Inc., in an amount NTE \$13,000 for necessary geotechnical investigation report and borings related to engineering services for siphon project which was approved at the Sept. 10<sup>th</sup> meeting. The addition is based on the fact that the work order was not available prior to posting the Agenda and that immediate action is required as a safety measure. Director Regnier seconded, and the motion passed unanimously.

Review and Possible Approval of the September 10th, 2020 General Board Meeting Minutes:  
After Directors reviewed the minutes of the September 10th, 2020 General Meeting of the Board, a motion was made and carried as follows:

**MOTION:** Director Regnier moved to approve the September 10<sup>th</sup>, 2020 General Board Meeting minutes as presented. Secretary Woods seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the October 8th, 2020 Claims Transmitted for Payment in the amount of \$56,289.29 for current bills. After review and discussion, Secretary Woods moved to approve as presented, Director Regnier 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 August 31, 2020 to be \$2,224,205. The Clerk reported that the balance did not include \$38,511 for August bills not yet paid by County, which were reported as Accounts Payable.

**Sunset Beach Sanitary District  
Minutes of the October 8th, 2020  
General Meeting of the Board**

Clerk's Report and Review of Trial Balance: Clerk Montana reviewed the September 30, 2020 trial balance with the Board. The Clerk reported that the quarterly payroll tax returns had been timely filed and that the biennial "No Change" Conflict of Interest Code review had been electronically filed with the County.

Review and Possible Approval of SmartCover Systems Renewal Quote: The Clerk presented the annual renewal quote (no price increase from prior years) from Hadronex, Inc. for service and warranty for 15 manhole covers. After review and discussion, a motion was made and carried to accept the renewal quotation as follows:

**MOTION:** Director Regnier moved to accept the SmartCover Systems Renewal Quote from Hadronex, Inc., for annual activation fees as well as warranties for power, parts and labor, for 15 manhole covers, for an amount not to exceed \$20,430.00. Superintendent Caslin has reported in the past, that the warranties have been economically advantageous. Secretary Woods seconded, and the motion passed unanimously.

Vote for Candidate for ISDOC Executive Committee Officer: After discussion regarding Mark Monin's qualifications and outreach, a motion was made and carried as follows:

**MOTION:** Secretary Woods moved to vote for Mark Monin for the ISDOC Executive Committee Officer position. Director Regnier seconded, and the motion passed unanimously.

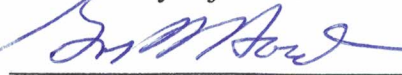
Superintendent's Report (see attached): Superintendent Caslin reviewed the attached Superintendent's Report and Monthly Flow Report with the Board.

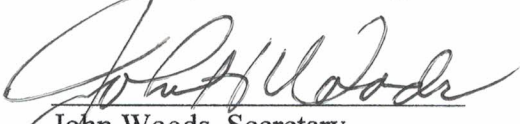
Engineer's Report (see attached): Engineer Dawes reviewed the attached Engineer's Report with the Board and Staff. Per recommended action by Engineer Dawes, the following motion was made and carried:

**MOTION:** Director Regnier moved to Authorize the District Engineer to issue a work order to Associated Soils Engineering, Inc. in an amount not to exceed \$13,000 for geotechnical report and borings. Secretary Woods seconded and the motion passed unanimously

New Business/Board Member Items: None.

Adjournment: There being no new business to come before the Board, Treasurer Hartmann moved to adjourn the meeting at 7:18 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  
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Superintendent's Report  
Board Meeting

October 10, 2020

1. Electronic Control Panel will be replaced and updated this week. **(Flo-Services and Staff)**
2. Review Flow Report. (See Attached)
3. Quarterly Maintenance and Safety Inspection at Broadway Pump Station and Generator Building Completed. **(Flo-Services & Staff)**
4. Quarterly "Hot Spot" cleaning and jetting completed. **(Performance Pipeline and Staff)**
5. All equipment serviced and tested at shop, no issues. **(Staff)**
6. Surfside "A & B" row second phase lateral replacement project has begun. **(Staff)**
7. Damage and Replacement of Smart Cover and Manhole-Surfside - Discuss - **(Ayala Engineering, Smart Cover & Staff)**
8. Safety training Conducted:
  - a. By-Pass Pump Operations
9. Any updates to this report will be presented at the Board Meeting.

# MEMORANDUM

October 2, 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 October 8<sup>th</sup>, 2020 Regular Board Meeting.

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

The project is well underway. I've send permit inquiries to most agencies with the exception of Caltrans and Huntington Beach. Those two will be interested in traffic control and we will contact them soon to see what they will require. Topography surveys were completed last week.

## **2. Update on District Mapping Project.**

This project is late and needs serious revisions. The maps we have seen are poor and will be reworked (not on our dime). At the meeting I'll give you an update on the progress of our new District mapping system.

## **3. City of Huntington Beach.**

I did send a letter to the Community Development Director re issuance of building permits in our district, and our fixed capacity. I haven't heard back and will follow up with a phone call soon.

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

I have submitted an invoice in the amount \$5,559.29 for professional services and expenses at cost for September, 2020. The major work items are the new Mapping System and the Broadway Sewer Siphon Replacement. If you have any questions, please give me a call.