



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

September 10th, 2020 - 6:30 p.m.

Sunset Beach Woman's Club

16812 Bayview Drive, Sunset Beach CA 90742

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. Todd
Healy, Asst. Supt. Eric Schlange, District Engineer Tom Dawes, and
District Clerk Chris Montana.

Community: Stacy Taylor.

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

Community Input: Stacy Taylor introduced herself as a water policy analyst and candidate for Board Member of MWDOC.

Review and Possible Approval of the August 13th, 2020 General Board Meeting Minutes: After
After Directors reviewed the minutes of the August 13th, 2020 General Meeting of the Board, a
motion was made and carried as follows:

MOTION: Director Evans moved to approve the August 13th, 2020 General Board Meeting
minutes as presented. Treasurer Hartmann seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the September 10th, 2020 Claims Transmitted for
Payment in the amount of \$62,798.48 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 August 31, 2020 to be
\$2,233,392.

Clerk's Report and Review of Trial Balance: Clerk Montana reviewed the August 31, 2020 trial
balance with the Board, and reported that the annual Workman's Compensation reconciliation
had been completed, the website updated, and no spill reports were filed. Also, in conjunction
with the Engineer's report below, the Clerk distributed a 5-Year Forecast of Fund Balances, as
impacted by upcoming capital projects, and provided ideas for funding alternatives.

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

**Sunset Beach Sanitary District
Minutes of the September 10th, 2020
General Meeting of 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:

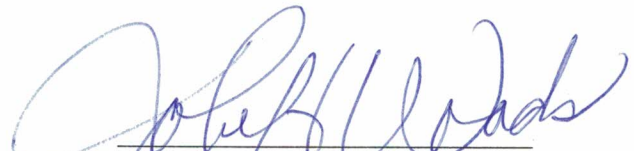
MOTION: Director Evans moved to Authorize the District Engineer to Accept the Proposal dated September 3, 2020 from Lee & Ro in the amount of \$165,952 for engineering services for the siphon replacement project on behalf of the District. Secretary Woods seconded and the motion passed unanimously.

New Business/Board Member Items: None.

Adjournment: There being no new business to come before the Board, Director Evans moved to adjourn the regular 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

Sunset Beach, CA 90742

Superintendent's Report

Board Meeting

September 10, 2020

1. Two (2) Manholes stripped and recoated with epoxy. Old coatings were leaking, causing infiltration. **(Staff & Ayala Engineering)**
2. Review Flow Report.
3. Check valves cleaned out again at Broadway Pump Station. **(Flo-Services & Staff)**
4. New construction proposed at old "Irish Mist" property. Discuss **(Staff)**
5. Electronic Control Panel for Broadway Pump Station malfunctioned & failed. As this unit cannot be repaired or replaced as it is obsolete, a new controller has been ordered and is being programmed at the factory in Florida. It will be shipped A.S.A.P. The wiring in the pump station will also have to be updated to accept the new operating system along with alarm sensors. **(Flo-Systems & Staff)**
6. Safety training Conducted:
 - a. Pro-Active Safety Attitudes
 - b. Driven to Distraction
7. Any updates to this report will be presented at the Board Meeting.

MEMORANDUM

September 4, 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 September 10th, 2020 Regular Board Meeting.

1. Sewer Ordinance No 20-01.

Sewer Ordinance No. 20-01, adopted last month, becomes effective September 12th, 2020. At the meeting I'll give each of you a copy for inclusion in your SSMP.

2. Broadway Sewer Siphon Replacement Project.

In July, I sent you copies of three Requests for Proposals (RFP) and the Scope of Work for engineering services for the siphon replacement project. Two of the firms that received the RFP, Lee & Ro of the City of Industry, and Infrastructure Engineering Corporation of Irvine (ECI), submitted proposals. Both of the proposals are excellent and show that both firms clearly understand the project and the services needed. Both Proposals clearly followed the Scope of Work sent to them. Based on my review of the proposals and the qualifications of the firms and the assigned employees, I recommend you approve a contract with Lee and Ro

Quite frankly, I don't know a soul at either of these firms, but in a past life I worked with Lee & Ro, a firm that specializes in wastewater and water projects. ECI specializes in water and sewer pipeline projects. Both have worked recently for OCSD, and both on pipeline projects in Caltrans RW. You will recall that I told you the traffic permitting from Caltrans and the City of HB would be significant issues.

I'll bring the proposals to the meeting so that you can review them. You will also recall that I estimated the fee for engineering services at \$250,000. The proposed fees, for both design and construction services, are as follows:

Lee & Ro:	\$165,952.
ECI:	\$251,080.

BUDGET

If the recommendation is approved, I estimate that the cost of permitting and managing the project will be about \$50,000 which includes my charges, agency required permit fees, and costs for soil borings and various surveys and studies. I believe the design time (and fees) will be

determined by the permitting time (design and permitting will and must proceed ‘hand and glove’). The scope of work could be changed by the permitting agencies; it’s impossible to know what conditions might be required. You will receive project cost estimates as the work proceeds, but for now, I’m estimating all project costs at about \$2,200,000, as follows:

DESIGN

• Engineering design charges:	\$125,000.
• Other design charges:	<u>50,000</u>
Subtotal for 2020/21	\$175,000

CONSTRUCTION

• Construction Contract:	\$1,800,000
• Engineering construction charges:	125,000
• Other construction costs:	<u>100,000</u>
Subtotal for 2021/22:	\$2,025,000

Total Project Cost: \$2,200,000

RECOMMENDED ACTION: Authorize the District Engineer to Accept the Proposal dated September 3, 2020 from Lee & Ro in the amount of \$165,952 on behalf of the District.

4. Update on District Mapping Project.

At the meeting I’ll give you an update on the progress of our new District mapping system.

4. Invoice for Professional Services.

I have submitted an invoice in the amount \$4,971.30 for professional services and expenses at cost for the 2-month period ending August 31, 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.