



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

December 10th, 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, Asst. Supt. Eric Schlange, Asst. Supt. Todd Healy, District
Engineer Tom Dawes, and District Clerk Chris Montana.
Community: None.

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

Community Input: None.

Review and Possible Approval of the November 12th, 2020 General Board Meeting Minutes:
After Directors reviewed the minutes of the October 8th, 2020 General Meeting of the Board, a motion was made and carried as follows:

MOTION: Director Regnier moved to approve the November 12th, 2020 General Board Meeting minutes as presented. Secretary Woods seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the December 10th, 2020 Claims Transmitted for Payment in the amount of \$249,050.19 as well as an invoice from Lee & Ro in the amount of \$2,593.50 for total current bills of \$251,643.69. After review and discussion, Director Regnier 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 November 30, 2020 to be \$2,382,317.

Clerk's Report and Review of Trial Balance: Clerk Montana reviewed the November 30, 2020 trial balance with the Board and pointed out the \$78,000 in Accounts Payable resulting in the County not paying prior month's claims by month end. The Clerk reported that \$8,000 had been received from the City of Huntington Beach for annual sewerage fees for the five public restrooms. Also No Spill reports had been electronically filed with the State CIWQS. Lastly the Clerk discussed the AB 1234 Ethics webinars.

Superintendent's Report (see attached): Superintendent Caslin reviewed the attached Superintendent's Report and Monthly Flow Report with the Board. President Hoad thanked Superintendent Caslin for his 33 years of service and the Board accepted the Superintendent's resignation effective December 31, 2020.

**Sunset Beach Sanitary District
Minutes of the December 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. The Engineer's recommended action was made and carried as follows:

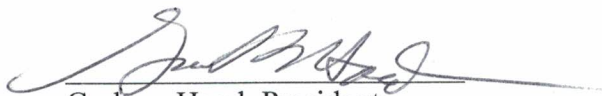
MOTION: Director Regnier moved to Approve the Agreement with Lee & Ro and Authorize the President and Secretary to sign same on behalf of the District, with no change in terms from the September 2020 approval, all in a manner meeting District Counsel's Approval. Director Hartmann seconded and the motion passed unanimously.

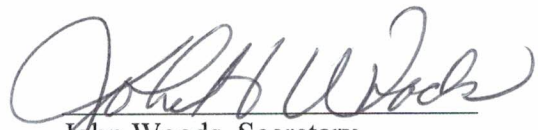
New Business/Board Member Items: None.

Adjournment to Closed Executive Session: There being no further business to come before the Board, Director Evans moved to adjourn the meeting into Closed Executive Session at 7:21 p.m., under the Personnel Exception, Performance Review and Labor Negotiations Pursuant to Govt Code Sec. 54957.6 and 54957(b).

Reconvene to Open Session, Report of Action Taken, and Adjournment: After conclusion of the Closed Executive Session, President Hoad reconvened to Open Session and reported that an ad-hoc Personnel Committee had been created in order to review and recommend the hiring terms of a new Superintendent in light of Superintendent Caslin's resignation.

Adjournment: There being no new business to come before the Board, Director Evans moved to adjourn the meeting at 7:35 p.m., Treasurer Hartmann 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

December 10, 2020

1. Three (3) Emergency call-outs - Two (2) were Edison issues, One (1) was false intrusion alarm caused by warped front door. **(Staff)**
2. Review Flow Report - all normal. (See Attached)
3. Two (2) new permits issued. Funds given to District Clerk. **(6,000.00)**
4. Training Conducted:
 - a. Computer Training
 - b. Report Writing
 - c. Administrative Duties
 - d. Permit Requirements
5. At the present time all systems are operating normally. Next Month we will perform semi-annual maintenance and electrical load testing.
6. Any updates to this report will be presented at the Board Meeting.
7. Happy Holidays to All!!!

MEMORANDUM
December 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 December 10th, 2020 Regular Board Meeting.

1. Broadway Sewer Siphon Replacement Project.

Permits

Here is the current status of the permit process:

- Corps of Engineers: I've finally made contact (after e-mailing the Department head) and we must obtain a Section 10 permit because we will be working under a waterway, even though we aren't planning to touch the channel. It's a straight forward application (19 pages). I submitted it December 3.
- SARWQCB #8. I've had continued difficulty with this organization and finally called the Regional Board Manager, and then things finally happened. We only need a permit for dewatering if we put our dewatering effluent directly in the channel. (The dewatering application is 51 pages). It will cost \$2,811 to apply and requires monthly reporting and most likely effluent testing and treatment. I haven't applied yet, and may not (see installation discussion below).
- Coastal Commission. I'm working with the same person I worked with last year. Our existing permit for the investigation is good for our new project. I'll have to do the reporting required in the original permit, but no investigations for anything.

Soil Borings

We did take soil borings on Friday, November 20th. The official results with the chemical analysis are not in, but I saw what came up and it wasn't good. On both sides of the channel, it was unconsolidated mud. On the east side it had an odor, probably some organic deposits. However it told me that we would have a hard time with deep pits. The shoring would have to be well done or there could easily be some settlement that could affect the adjacent business and house.

Installation options

When we started this project, I had hoped to be able to allow three installation methods to get maximum competition in bids. Now I believe we can't do that. The first method, pipe bursting, requires bringing a new tube through the existing siphon and putting it under high pressure to 'burst' the old siphon so that a new pipe can be dragged in the larger opening. We have been told that our slopes are too steep and the burst equipment can't get through.

The second method is traditional pipe jacking. Pits are dug at each end (about 16-feet deep) and a pipe is pushed by rams between the pits. We see two problems with this method. First, because of the crummy soil, the pit shoring would have to be perfect to prevent settlement to the adjacent structures. If they settle, or crack, repair would be the contractor's responsibility; however, this always leads to lawsuits claiming changed site conditions etc. Second, we are afraid of a breakout under the channel allowing the lubricating mud to pollute the channel water. However, this option is not eliminated at this time.

The third method is directional drilling, something like drilling an oil well. Relatively shallow pits are required. The deep pit and shoring problem is eliminated. The pipe goes deeper than needed under the channel, so mud

breakout is probably eliminated, but the siphon is deeper by 3-5 feet and because of that may have to be cleaned more often.

No final recommendations have been made yet; this is just an update on the progress. However, I now believe my original cost estimate is high and while I'm not ready to give you a new cost estimate, I am confident enough to say that we have adequate reserves to do this project and still maintain a minimum reserve of \$750,000 without borrowing additional money.

Our Payment Problem

The County is giving us trouble paying invoices to our designer, Lee & Ro. The first invoice for September was paid by the County after approval by your Board, but they would not pay the October invoice (also approved by your Board). They now want a formal agreement. Ultimately we paid the October invoice using the petty cash account. Your Board authorized the contract at the September meeting and apparently while our Counsel says we have a contract, the County doesn't agree.

We could continue to pay using the petty cash account (not what petty cash accounts are for) or you could approve a new agreement with no change of terms. The latter is what we recommend. I have asked District Counsel to prepare the Agreement; however it may not be ready, and signed by Lee & Ro, by the meeting date. Therefore I am asking you to approve the following recommendation:

RECOMMENDATION: Approve the Agreement with Lee & Ro and Authorize the President and Secretary to sign same on behalf of the District, with no change in terms from the September 2020 approval, all in a manner meeting District Counsel's Approval.

2. Update on District Mapping Project.

The new maps are done, clear to read and have much more information than the 2005 maps they replace. However we recommend not doing the electronic data portion of the contract now. I gave Jones, Cahl a stop work letter dated November 20, 2020 (previously sent to you). We have not spent any funds on the electronic data portion of the contract. It became very hard to move forward with this project with the pandemic and I believe this work could best be done at a later date.

3. Invoice for Professional Services.

I have submitted an invoice in the amount \$8,823.62 for professional services and expenses at cost for the two month period of October 1, 2020 through and including November 30th, 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.