

Sunset Beach Sanitary District

P.O. Box 1185

Sunset Beach, CA 90742

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www.sunsetbeachsd.org

Minutes for the General Meeting of the Board of Directors

March 12th, 2015

7:00 p.m. - Sunset Beach Woman's Club

Directors present: President John Woods, Secretary Graham Hoad, Director Bernard Hartmann, and Director Jon Regnier
Staff present: Superintendent Jim Caslin, Engineer Dawes, and Clerk Chris Montana.
Community: None.

President Woods called the meeting to order at 7:00 p.m.

Community Input/Board Member Items: None.

Minutes of the February 12th, 2015 General Board Meeting: The Directors read the minutes of the February 12th, 2015 General Meeting of the Board of Directors. Director Regnier moved to approve the minutes as presented. Secretary Hoad seconded. The motion was passed unanimously.

Current Bills: The Directors reviewed Claims Transmitted for Payment dated March 12th, 2015, totaling \$119,389.87. Secretary Hoad moved to approve the Claims Transmitted for Payment as prepared. Director Regnier seconded. The motion was passed unanimously.

Treasurer's Fund Balance Report: In Treasurer Griffin's absence, the Clerk reported the Fund Balance as of February 28, 2015 to be \$1,503,374.

Clerk's Report: Clerk Montana reviewed the January 31, 2015 trial balance with the Board. Annual Form 700's, Statement of Economic Interests, were distributed to Board and staff for review and approval. The Clerk also reported that the February 24th sewer spill report and the annual sewer system questionnaire had been prepared and electronically filed with the State Water Resources Control Board (SWRCB). Lastly, the Clerk presented the audit engagement letter from White Nelson Diehl Evans LLP, for annual audits for the years ending June 30, 2014 and June 30, 2015, for \$4,400 and \$4,500, respectively. After review and discussion, a motion was made as follows:

MOTION: Secretary Hoad moved to accept the engagement letter from White Nelson Diehl Evans, for annual audits for the years ending June 30, 2014 and June 30, 2015, in the amounts of \$4,400 and \$4,500, respectively. Director Regnier seconded, and the motion passed unanimously.

Superintendent's Maintenance Report: - See attached. Superintendent Caslin discussed additional costs incurred for major grease issues appearing on N. Pacific between Anderson and Broadway, resulting from restaurant operations. After discussion and review, the Board decided not to increase the 2015-2016 annual restaurant cleaning fee assessment.

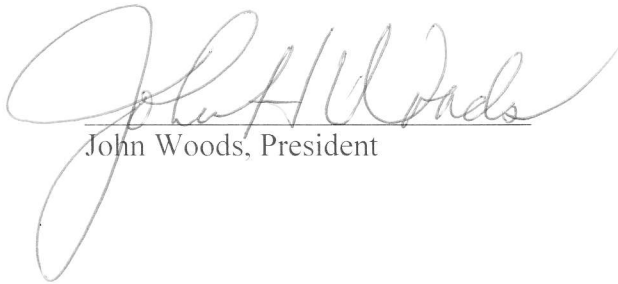
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Superintendent's Maintenance Report – Cont.: Superintendent Caslin discussed with the Board the current billing structure for the restrooms located on the Sunset Beach greenbelt, and his belief that these parcels are being incorrectly assessed at a flat residential rate, rather than the commercial water usage rate. After discussion, the Board tabled any further action until water records for parcels have been obtained.

Engineer's Report: - See attached. After Board review and discussion of recommended actions of the District Engineer in relation to the installation of a new manhole frame and cover at Warner Avenue, the following motion was made and accepted to approve a contract with Ayala Engineering as follows:

MOTION: Director Regnier moved to authorize Ayala Engineering to install 1 new composite manhole frame and cover for a total price of \$2,460. Secretary Hoad seconded and the motion passed unanimously.

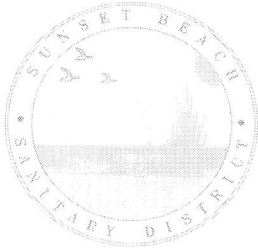
Adjournment: There being no further business to come before the Board, Director Hartmann moved to adjourn the meeting. Secretary Hoad seconded, and the meeting was unanimously adjourned at 7:55 p.m.



John Woods, President



Graham Hoad, Secretary



Sunset Beach Sanitary District

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

Superintendent's Report
Board Meeting

March 12, 2015

1. Monthly Safety meeting conducted:
 - a. Safety Data Sheets
2. Review Flow report: (4 year average).
3. Review our costs for removing grease from Restaurant area Laterials. Recommend Board Action if costs need to be adjusted. **(Chris and Jim)**
4. Discuss Huntington Beach's assessment fee's for restrooms. These restrooms were permitted as commercial structures, but are being assessed as residential. **(Jim and Chris)**
5. One Emergency Call- Out. S.S.O. in the alleyway between Broadway and 14th Street.
Full Report will be presented at the Board meeting. **(Staff, Performance Pipeline)**
6. One Routine Call-Out. Scheduled Power Shutdown by Edison. **(Staff)**
7. Any updates to this report will be presented at the Board Meeting.

MEMORANDUM

March 6th, 2015

To: Board of Directors of the Sunset Beach Sanitary District
District Counsel
Superintendent
District Clerk

From: Tom Dawes

SUBJECT: Engineer's Report for the March 12th, 2015 Regular Board Meeting.

1. Emergency Generator for Broadway Pump Station.

We had a design 'kick-off' meeting a few weeks ago, but not much has been accomplished since then. I hope to have contract documents ready for permitting by May 1, 2015.

2. Warner Avenue Gravity Sewer.

Even less has been accomplished. I've been trying to get SCE to pull their meter and lines for more than 5 weeks, working with 5 SCE managers and planners, and can't get anybody do anything. Hopefully I'll have something better to report at the meeting.

3. New Manhole Frames and Covers.

Last month we requested and received authority to replace 21 old ductile iron Frames and Covers, all 24-inch in size, with 21 new plastic composite manhole frames and covers from Ayala Engineering at a total cost of \$26,502. None of the work has been done yet.

We would like to add a 22nd F & C, replacing the new 36-inch F & C on our new manhole in which we will place our new meter manhole on Warner Avenue at North Pacific. There is nothing wrong with this F & C except that it's very heavy.

Recommended Action: Authorize Ayala Engineering to Install 1 new composite Manhole Frame and Cover for a total Price of \$2,460.

4. February 24th, 2015 Sewage Spill.

As I reported to you and the regulatory agencies, we had a 30-gallon sewer spill in the alley between Broadway and 14th Street. Within hours, the blockage was cleared and the site washed down. No sewage or wash water escaped. We'll have pictures at the meeting.

5. Sewer Grants.

At the last meeting I was asked to check on a reported sewer grant received by the City of Cerritos. There was none. They did get some financial help to extend reclaimed water lines to parks.

From time to time there has been talk of receiving financial help to repair the leaky house laterals in our district. There are no programs available to do that. I have never heard of a grant program that allows public funds to be used on private property, and the house laterals are private.