



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

January 14th, 2021 - 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: Supt. II Brad VanMalsen, Asst. Supt. Rolf Pridham, Asst. Supt. Todd
Healy, Asst. Supt. Eric Schlange, District Engineer Tom Dawes, and
District Clerk Chris Montana.
Community: Debbie Killey of Republic Services.

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

Community Input: Debbie Killey, Community Relations Manager of Republic Services, was available to answer questions from Board and Staff. In response to President Hoad's inquiries regarding fees charged for drop-offs, she stated that residents of the District should be charged \$25 and not \$96, but that it's preferable for residents to call and schedule a pick-up of bulky items. Killey also reported on new legislation for residential food waste recycling that is to become effective in 2022, but not enforceable until 2024.

Appointment of Director to Fill Vacant Seat on Board: Clerk Montana reported that Notices of Vacancy had been publicly posted for more than 30 days and that no communications had been received from any interested persons other than the incumbent, Graham Hoad. A motion was made and carried as follows:

MOTION: Director Regnier moved to appoint Graham Hoad to the Board of Directors to fill the vacant seat for a four-year term. Director Evans seconded and the motion passed unanimously.

Administration of Oaths: The Clerk administered Oaths of Office virtually to Directors Hoad, Woods, Regnier and Evans.

Nominations and Appointments of Board Officers: President Hoad opened the floor for nominations for the officer positions of President, Secretary and Treasurer. After discussion, Director Regnier nominated Director Hoad for President, Director Woods as Secretary, and Director Hartmann for Treasurer. As there were no further recommendations, President Hoad closed the nominations and the following motion was made and carried:

MOTION: Director Regnier moved to appoint Director Hoad as President, Director Woods as Secretary, and Director Hartmann as Treasurer. Director Evans seconded and the motion passed unanimously.

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Review and Possible Approval of the December 10th, 2020 General Board Meeting Minutes:

After Directors reviewed the minutes of the December 10th, 2020 General Meeting of the Board, a motion was made and carried as follows:

MOTION: Director Regnier moved to approve the December 10th, 2020 General Board Meeting minutes as presented. Secretary Woods seconded, and the motion passed unanimously.

Review and Possible Approval of 2020 Annual Directors' Stipends: Clerk Montana distributed the annual Directors Stipends schedule totaling \$7,169.49 which included applicable payroll taxes. After review, a motion was made and carried for approval as follows:

MOTION: Director Regnier moved to approve the annual schedule of Directors Stipends and payroll taxes in the amount of \$7,169.49 for inclusion in the January Claims for payment. Secretary Woods seconded and the motion passed unanimously.

Current Bills: Clerk Montana presented the January 14th, 2021 Claims Transmitted for Payment in the amount of \$58,115.70. After review and discussion, Treasurer Hartmann moved to approve as presented, Secretary Woods 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 December 31, 2020 to be \$2,546,695.

Clerk's Report and Review of Trial Balance: Clerk Montana reviewed the December trial balance with the Board. The Clerk reported that \$9,000 in connection permit fees had been deposited. In addition, all 2020 quarterly and annual payroll tax returns and been prepared and transmitted. Due to recent delays in the County's processing of Claims, the Clerk recommended transferring \$7,500 from the petty cash account to the payroll account in order to avoid payroll delays while waiting for County reimbursement. A motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to transfer \$7,500 from the petty cash account to the payroll cash account. Secretary Woods seconded and the motion passed unanimously.

Superintendent's Report (see attached): Superintendent II Van Malsen reviewed the attached Superintendent's Report and Monthly Flow Report with the Board. In addition, the Superintendent II discussed the mechanics of the check valves and pump hours.

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Engineer's Report (see attached): Engineer Dawes reviewed the attached Engineer's Report with the Board and Staff and discussed the status of the preliminary design of the Broadway siphon replacement underneath the channel. District Engineer Dawes presented the attached Proposal for Professional Engineering Services from Jones, Cahl & Associates, Inc. dated December 22, 2020 and recommended its approval by the Board. The following motion was made and carried as follows:

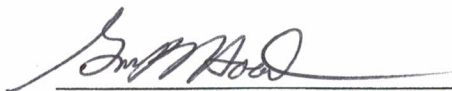
MOTION: Director Regnier moved to approve a professional services contract with Jones, Cahl & Associates, Inc. for as-needed services based on the listed rates for 2021. Treasurer Hartmann seconded and the motion passed unanimously.

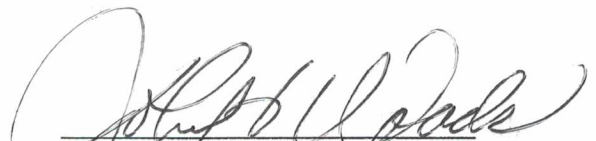
New Business/Board Member Items: None.

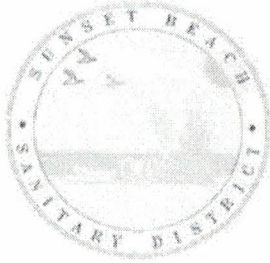
Adjournment to Closed Executive Session: There being no further business to come before the Board, Director Evans moved to adjourn the meeting into Closed Executive Session at 7:24 p.m., under the Personnel Exception, Performance Review and Labor Negotiations Pursuant to Govt Code Sec. 54957.6 and 54957(b).

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 Brad Van Malsen had been hired as District Superintendent and Rolf Pridham as Superintendent II. Employment Agreements would be drafted for signature to reflect terms.

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


Graham Hoad, President


John Woods, Secretary



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

Superintendent's Report
January 14th, 2021

1. One (1) New Building Permit issued, (\$3,000) Funds given to clerk. **(Staff)**
2. Three (3) new laterals installed - 16461 24th St SB
16776 Bayview SB
16891 S Pacific Ave
3. Due to all the Water Main Construction, we had Nine (9) USAS Dig Alerts.
4. Smart Cover Failure - at Manholes, MH 6, MH 12, MH 19, MH 28, MH 30, MH 48, MH 54. All repairs under Extended Warranty **(Smart Cover and Staff)**.
5. Review Flow Report - Questions. **(Attachment A & B)**
6. Monthly Training Conducted:
 - a. Pipeline Locations
 - b. Valve & Pump Maintenance

7. Bi-Annual System Wet Well cleaning and jetting is scheduled to begin the 1st - 5th of February **(Performance Pipeline & Staff)**, Ending with Quarterly Maintenance and Safety Inspection at Broadway Pump Station and Generator building **(Flo-Services & Staff)**.
8. Pump Station Daily Pump Hours, to be discussed **(Attachment C & D)**
9. Emergency Check Valve Cleaning & Valve adjustments **(Attachment E)**

MEMORANDUM

January 8, 2021

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

From: Tom Dawes

SUBJECT: Engineer's Report for the January 14th, 2021 Regular Board Meeting.

1. Broadway Sewer Siphon Replacement Project.

Permits

Here is the current status of the permit process:

- Corps of Engineers: Application under review by C of E
- SARWQCB #8. Application not submitted.
- Coastal Commission. We have an approved permit.
- Soil Borings: We have the borings; awaiting the report. We may not need a dewatering permit.
- City of HB & Caltrans. We plan to submit to both agencies about mid-February.

I expect to send you shortly and separately a draft design report including a cost estimate based on a 30% complete design.

2. New Engineering Services Agreement with Jones, Cahl.

Jones, Cahl has completed all contracted work. I'm requesting a new agreement for future work for the year 2021. The work would include changes to our district maps such as plotting laterals as they are rebuilt in Surfside Colony, and providing construction surveys for the siphon replacement. Jones, Cahl rates for calendar 2021 are as follows:

- | | |
|-------------------|-------------------|
| • Mapping Updates | \$135.00 per hour |
| • Survey Crew | \$230.00 per hour |
| • Administration | \$50.00 per hour |

I will inform your Board each time their services are needed. Depending on the amount of construction survey needed (which will be the largest item), I would estimate an expenditure of less than \$20,000 for the year.

RECOMMENDED ACTION: Approve a Professional Services Contract with Jones, Cahl & Associates, Inc. for as-needed services based on the listed rates for 2021.