



# 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**

**May 13th, 2021 - 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, and Jon Regnier.

**Staff present:** Supt. Brad Vanmalsen, Supt. II Rolf Pridham, Asst. Supt. Todd Healy, Asst. Supt. Eric Schlange, 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 April 8th, 2021 Board Meeting Minutes: After Directors reviewed the Minutes for the April 8th, 2021 General Meeting of the Board, a motion was made and carried as follows:

**MOTION:** Director Regnier moved to approve the April 8<sup>th</sup>, 2021 General Board Meeting minutes as presented. Treasurer Hartmann seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the May 13th, 2021 Claims Transmitted for Payment in the amount of \$75,118.70. 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 April 30th, 2021 to be \$2,833,924.

Clerk's Report and Review of Trial Balance: Clerk Montana reviewed the April 30th, 2021 trial balance with the Board and reported that the monthly No Spill Report had been submitted. Clerk Montana presented the 1<sup>st</sup> draft of the 2021-22 Preliminary Operating Budget and Reserves in the amount of \$3,051,100 for review and discussion. Clerk Montana distributed Republic Services' rate agreement letter, establishing the 2021-22 residential rate for trash pick-up to increase by 3.55%. Also presented was a 3-year lease renewal agreement for the District's storage unit for a monthly rent of \$1,050 per month, \$30 less than the current amount. A motion was made to execute the lease as follows:

**MOTION:** Secretary Woods moved to execute a 3-year lease agreement with Pacific Farms 1, for a monthly rent of \$1,050, with annual increases of five percent. President Hoad seconded, and the motion passed unanimously.

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Review and Establishment of 2021-22 Trash and Sewage Fees for Publication: Clerk Montana reviewed the draft Notice of Filing Report publication to notify the public of trash pick-up, sewage transport and treatment, and sewer cleaning charges to be assessed. After review and discussion, the following motions were passed:

**MOTION:** Treasurer Hartmann moved to establish and publish the annual trash pick-up charge at \$240.00 (no increase). Director Regnier seconded and the motion passed unanimously.

**MOTION:** Treasurer Hartmann moved to establish and publish the annual sewage transport and treatment charge at \$200.00 (no increase). Director Regnier seconded and the motion passed unanimously.

**MOTION:** Treasurer Hartmann moved to establish and publish the annual restaurant sewer cleaning charge at \$475.00 (no increase). Director Regnier seconded and the motion passed unanimously.

**MOTION:** Treasurer Hartmann moved to set the hearing date for July 8<sup>th</sup>, 2021 at 6:30 p.m., at which time public protests may be heard by the Board, and to post the Notice of Filing Report in the local newspaper, on the District's website, and at the Sunset and Surfside post offices.


Superintendent's Report (attached): Superintendent Vanmalsen reviewed the attached Superintendent's Report and Flow Report with the Board and discussed the sewer lateral replacement inspections taking place in conjunction with Surfside Colony's street replacement and drainage project,

Engineer's Report (attached): Engineer Dawes reviewed the attached Engineer's Report with the Board, as well as the tentative schedule for bid advertisement, contract approval and construction in regards to the upcoming Broadway Sewer Siphon Replacement Project.

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 7:28 p.m., Director 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

May 13, 2021

1. 2 Emergency Callouts this period.
2. Review Flow Report
3. Monthly Training Conducted
  - a. "Heat Stress"
4. Smart Cover Failure MH F2, MH 33B. All repairs under extended warranty.
5. Cleared Pump Station Valve to Gravity Line **(8 times)**
6. Quarterly Maintenance of Pump Station, Performed by Flow Services
7. Hotspot Jetting performed by Performance Pipe.
8. 38 New laterals inspected in Surfside in their next phase.



## MEMORANDUM

May 6, 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 May 13<sup>th</sup>, 2021 Regular Board Meeting.

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

#### Permits

Here is the current status of the permit process:

- Corps of Engineers: We have the permit. No construction requirements or restrictions, only reporting requirements.
- SARWQCB #8. Application not submitted. We do not plan to request a dewatering permit based on our decision to limit the construction technique to directional drilling, which does not require as deep an excavation as the other methods. Our soil borings show that we should not hit groundwater at these depths.

In the unlikely event we encounter groundwater once the contract is underway; we will deal with it as a 'changed condition'.

- Coastal Commission. We have an approved permit. Only reporting requirements.
- City of HB & Caltrans. We have the Caltrans permit and expect the HB permit any time. We need to close Bayview at Broadway, and close the No. 2 northbound lane of PCH. For both agencies, we will close roads only during the day, and install and remove traffic detour signs and cones each evening. We have to plate our trenches when the detours are down.

#### Utilities

We are not going to require any utility relocation, but instead require our contractor to 'protect them in place'. We are going to perform 5 more potholes, mainly to determine the 'bottom' of the utilities because of that. Four are in Caltrans R/W, one in HB R/W. We have applied for permits to do that potholing.

#### Contract Documents

District Counsel has reviewed our first draft of the contract documents and provided guidance. We have completed the first draft of the complete set and expect to re-submit the entire package to Counsel shortly.

#### Schedule

It looks like we will have all necessary approvals in the next month or so and have tentatively made the following schedule:

- Schedule Board approval of Contract Documents: June 10.
- Start advertising the contract: June 11.
- Receive Bids: August 5.
- Board Award Contract: August 12.
- Approximate time for Contractor to make Insurance and Bond submittals, 1 month. When the insurance and bonds are approved, the Notice to Proceed will be issued which starts the construction period.
- Approximate time to get permit riders from Caltrans and HB, and make material submittals to SBSB: 2 months (concurrent with insurance, etc.).
- Approximate start of construction: 1<sup>st</sup> part of October
- Construction period: 100 days

#### Public Outreach

This will be a relatively short contract, 100 days, with the actual work including the detours estimated at around 40 Days. We believe an informational door-hanger should be delivered to all on Sunset Island and all those within the PCH detour, roughly south of Park Ave. to 15<sup>th</sup> Street. A draft of the door-hanger is attached for your review. The door hanger directs calls to our answering service and we will give our answering service appropriate numbers to whom they can forward the inquiries. We will also place an informational project description on our website.

#### Temporary Sewage Pump Station

The specifications call for a temporary sewage pump station at Bayview Ave. to pump the sewage over the bridge. It will be a diesel engine powered pump enclosed in a sound attenuated container operated by the contractor. While it will be the contractor's responsibility to install, monitor and maintain, we will require that training is provided to our staff in case something goes wrong. We carefully looked at obtaining a power drop for an electric motor driven pump station but for a variety of reasons, including lack of cooperation from SCE, decided the diesel driven option the best.

#### Estimated Construction Cost.

At this time, the construction cost estimate is \$675,000. A final estimate will be submitted next month. Material prices are very fluid and rising, making the estimating difficult.

## **2. Invoice for Professional Services.**

I have submitted an invoice in the amount \$5,541.36 for professional services and expenses at cost for the two-month period of March 1, 2021 through and including April 30, 2021.