



# Sunset Beach Sanitary District

P.O. Box 1185

Sunset Beach, CA 90742

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[www.sunsetbeachsd.org](http://www.sunsetbeachsd.org)

## Minutes for the General Meeting of the Board of Directors

December 2nd, 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 Dave Evans.  
**Staff present:** Supt. Brad VanMalsen, 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, Municipal Sales Manager of Republic Services discussed the status of the SB 1383 Waiver Application and wished the Board and Staff happy holidays.

Appointment of Director to Fill Vacant Seat: President Hoad reviewed the District's appointment process and the posting of the Notice of Vacancy that had occurred in order to find candidates to fill the vacant seat resulting from Director Jon Regnier's resignation. President Hoad also reviewed the letter of interest submitted by K.C. Coultrup, a resident elector of the community of Surfside, which is within the District's boundaries. After Board review and discussion, a motion was made and carried as follows:

**MOTION:** Secretary Woods moved to appoint K.C. Coultrup to fill the vacant seat on the Board of Directors. Director Evans seconded, and the motion passed unanimously. The District Clerk stated that the proper filings with the County Registrar and County Clerk would be made.

Review and Possible Approval of the November 11th, 2021 General Meeting of the Board Minutes: After Directors reviewed the minutes for the prior month's General Meeting of the Board of Directors as prepared by the District Clerk, a motion was made and carried as follows:

**MOTION:** Director Evans moved to approve the minutes of the November 11<sup>th</sup>, 2021 General Meeting of the Board Directors as presented. Treasurer Hartmann seconded, and the motion passed unanimously.

Current Bills: District Clerk Montana presented the December 2nd, 2021 Claims Transmitted for Payment in the amount of \$281,400.57. After review and discussion, Treasurer Hartmann moved to approve the Claims as presented, Secretary Woods seconded, and the motion passed

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General Meeting of the Board**

unanimously. The Claims were signed as presented by President Hoad and Secretary Woods.

Fund Balance: Treasurer Hartmann reported the Fund Balance as of November 30th, 2021 to be \$2,525,735.


Clerk's Report and Review of Trial Balance: District Clerk Montana reviewed the November 30th, 2021 trial balance with the Board and reported that the monthly No Spill Report had been submitted. Clerk Montana distributed a draft of the District's Brown Act Policy for review and discussion. The Board unanimously agreed to table action and directed the Clerk to present for adoption at next month's meeting.


Superintendent's Report (attached): Superintendent Van Malsen reviewed the attached Superintendent's Report and Flow Report with the Board. In addition, Superintendent Van Malsen discussed current procedures being implemented in conjunction with EEC, the District's contracted FOG (fats, oils and greases) administrator, to ensure that restaurants are complying with the District's ordinance. Lastly, the Superintendent discussed a proposal from Flo-Services for certain pump station part replacements, which would be presented on next month's agenda for possible approval.

Engineer's Report (attached): District Engineer Dawes reviewed the attached Engineer's Report with the Board. The District Engineer also discussed the pump station repairs which would most likely have to be made before it could be eliminated with a bypass sewer line. The Board had authorized obtaining a proposal for a Project Report on the Broadway bypass sewer line which would eliminate the need for the pump station.

New Business/Board Member Items: None.

Adjournment: There being no new business to come before the Board, Director Evans moved to adjourn the meeting at 7:25 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

December 2nd, 2021

1. No Emergency Callouts this period.
2. Review Flow Reports.
3. Semi-Annual system pipeline jetting and wet well cleaning was performed.

**(Performance pipeline, Staff)**

4. 60 day Maintenance and safety inspection at Broadway pump station and Electrical switching components at generator building were completed.

**(Flow Services, Staff)**

5. Worked with Tom and Dick Cahl on surveying wet wells.
6. Cleared pump station to gravity line **(6 times)**
7. Discuss new pumps and motors for the pump station.



# MEMORANDUM

November 26, 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 December 2<sup>nd</sup>, 2021 Regular Board Meeting.

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

On November 17, the contractor drilled the pilot bore and then pulled the new pipe through the bore. By the end of the day, the new pipe was in use as a bypass while work proceeds on the removal and replacement of the two end manholes. The manhole replacement is ongoing. The contractor poured the base of the new manhole in PCH Tuesday, November 23; and placed the stack the next day. Caltrans would not grant a waiver to allow the traffic detour on Wednesday, so the work was done with a flagman watching the lane as we did not want to leave a 4-way bypass in place over the holidays. I expect all work will be completed by mid-December.

The old siphon, a flanged joint, cast-iron pipe was found to be in poor condition, as expected. The liner was also in poor shape.

## **2. Broadway Pump Station Bypass Sewer.**

On December 1, we are performing surveys to see if there is any chance of building a joint line that would allow the City of HB to abandon its pump station 'A', on the east side of PCH opposite 17<sup>th</sup> Street. The 'as-builts' tell me 'No', but the datum may be off as it was for our Broadway Pump Station, so we are checking.

I am now reasonably sure that this project is Categorically Exempt, Class 3, because it is a replacement of an existing facility (a pump station and force main) and less than a mile in length. In the past we have filled out the forms, approved them, and recorded them with the county. This time, because of a possible grant, we should also file it with the state. I plan to solicit a proposal from a professional firm to do the work for us to make sure it's correct. This will be a low-cost way to comply with CEQA (and will be part of a grant request). The CEQA action will be submitted to your Board for consideration at a later date.

## **3. Invoice for Professional Services.**

I have submitted an Invoice for \$6,235.00 for professional services and expenses at cost for the month of November 2021. The largest work items were the Broadway Siphon Replacement Project and the Broadway Pump Station Bypass Sewer. If you have any questions, please give me a call.