



Sunset Beach Sanitary District

P.O. Box 1185

Sunset Beach, CA 90742

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Minutes for the General Meeting of the Board of Directors

November 11th, 2021 - 6:30 p.m.

Sunset Beach Woman's Club - 16812 Bayview Drive, Sunset Beach CA 90742

Directors present: Secretary John Woods, Treasurer Bernard Hartmann, and Dave Evans.
Staff present: Supt. Brad VanMalsen, Supt. II Rolf Pridham, Asst. Supt. Eric Schlange, District Engineer Tom Dawes, and District Clerk Chris Montana.
Community: None.

In President Hoad's absence, Secretary Woods called the meeting to order at 6:30 p.m.

Community Input: None.

Review and Possible Approval of the October 14th, 2021 General Meeting of the Board Minutes: After Directors reviewed the prior month's General Meeting of the Board Minutes, a motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to approve the October 14th, 2021 General Meeting of the Board Minutes as presented. Director Evans seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the November 11th, 2021 Claims Transmitted for Payment in the amount of \$267,952.15. After review and discussion, Director Evans moved to approve the Claims 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 October 31st, 2021 to be \$2,502,064.

Clerk's Report and Review of Trial Balance: Clerk Montana reviewed the October 31st, 2021 trial balance with the Board and reported that the monthly No Spill Report had been submitted. Clerk Montana reported that the application for exemption from new organic waste rules effective Jan. 1, 2022 had been filed with Cal Recycle. The Clerk also reported that the new online staff safety program had been implemented. Lastly, 2021-22 sewerage fees related to the greenbelt restrooms had been invoiced and collected from the City of Huntington Beach.

**Sunset Beach Sanitary District
Minutes of the November 11th, 2021
General Meeting of the Board**

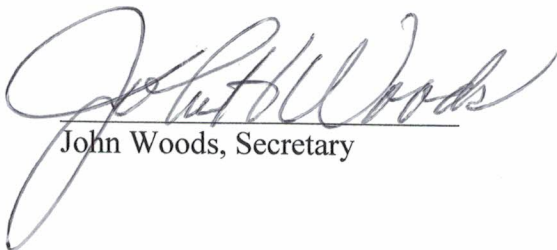
Superintendent's Report (attached): Superintendent VanMalsen reviewed the attached Superintendent's Report and Flow Report with the Board.

Engineer's Report (attached): District Engineer Dawes reviewed the attached Engineer's Report with the Board and discussed the potential benefits of eliminating the Broadway pump station via a bypass sewer line. Based upon the District Engineer's Scope of Work for a Project Report of the Broadway Pump Station Bypass Sewer, the recommended motion was made and carried as follows:


MOTION: Treasurer Hartmann moved to authorize the District Engineer to request a proposal from Lee & Ro for preparation of a Project Report on the Broadway Pump Station Bypass Sewer. Director Evans seconded, and the motion passed unanimously.

New Business/Board Member Items: Clerk Montana reminded Board members and staff that the next meeting was scheduled for December 2nd, 2021, rather than the 2nd Thursday of the month. Director Evans requested that the Clerk email the prior months' Board meeting minutes before the next regular meetings.

Adjournment: There being no new business to come before the Board, Director Evans moved to adjourn the meeting at 6:55 p.m., Treasurer Hartmann seconded, and the meeting was unanimously adjourned.



John Woods, Secretary



Bernard Hartmann, Treasurer



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

Superintendent's Report

November 11th, 2021

1. 1 Emergency callout this period (Communication failure)
2. Review Flow Report
3. Monthly training Conducted
 - a. Construction Stairways & Ladders
 - b. Electric High Voltage: Know the Hazards
 - c. Electric Power Generation/ Grounding
 - d. Highway Work Zone Safety: The Basics
4. Smart Cover Failure: MH12, MHF2, MH1
(all repairs under extended warranty, Smart cover and staff)
5. Clear Pump Station Valve to Gravity Line (7 Times)

6. Quarterly Hotspot and New Construction Surfside Cleaning and Jetting Complete
(Performance Pipeline and Staff)
7. Quarterly Shop Maintenance Completed (Staff)
8. 60 Day Maintenance and Safety Inspection at Broadway Pump Station and
Electrical Switching components at Generator Building will be completed this
month. **(Flow-Services, Staff).**

MEMORANDUM
November 5, 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 November 11th, 2021 Regular Board Meeting.

1. Broadway Sewer Siphon Replacement Project.

The construction started a couple of weeks ago with the installation of a valve on the City of HB waterline and other miscellaneous preparatory work, not in Caltrans right-of-way. Then the job stopped because the Contractor was delayed in getting the double Caltrans permit. That permit was received October 28th, and work was allowed to start Monday, November 1. Caltrans requires a 5-day period after issuing the double permit, but let us start early. No work is allowed on holidays (November 11th is Veterans Day), or on the day before and the day after a holiday. We can have the PCH detour up between 9:am and 3:00pm. For the week of November 1, the contractor worked on digging the pits, a slow process because of all the hand digging around the many buried conduits on the PCH side. The pit on Bayview Drive is completed.

The week of November 1 week had exceptionally high tides, and high tides are expected the week of November 8. Because of the high tides, and the Caltrans detour prohibitions, the contractor will stop work November 5, and resume November 15. It is planned to install the siphon that week, tentatively on Wednesday, November 17th.

2. Broadway Pump Station Bypass Sewer.

This is a new name. I've been told that having the pump station in the title may look better for financial assistance.

As you know, I sent a letter to the City of Huntington Beach with two goals in mind. First, I wanted them to be aware of our project; and second, I wanted to see if there was any chance of a cooperative project. In response, the city assigned a staffer to work with us and showed an interest in a cooperative project. I obtained a 'as-built' copy of their sewer in PCH, and it's a combination of force main and gravity sewer. The city sewer receives flow from various gravity inlets, and from a long force main from their Pump Station "A", located on the east side of PCH, approximately opposite 17th street. The inlet sewer to Station "A" is lower than the city sewer in PCH at Warner Ave, so a gravity sewer to eliminate that pump station is unlikely and thus a cooperative project unlikely. However, we plan to confirm that with a survey.

That leaves a gravity sewer located in the Sunset Greenbelt as the best option at a cost of approximately \$4 million.

The fate of the federal infrastructure program is still unknown. However, I'm recommending we proceed with the preparation of a Project Report now in that if a grant or loan program is forthcoming, the report will strengthen and support our application. If there is no federal help, it's still a necessary work item for us to proceed on our own.

Enclosed for your review is a Scope of Work for the Project Report. It includes a study of a possible alignment that could serve our needs and the elimination of the city sewage pump station on PCH opposite 17th Street. If our survey finds that it is not feasible to eliminate that pump station, I'll remove that work before sending the Request for Proposal (RFP) out. The scope requires the Engineer to assist with the selection and management of specialty firms, such as soil borings and analysis and the District contract directly for the work.

As an order of magnitude, I think the Project report will cost about \$200,000, as follows:

- Engineering: \$100,000
- Soils work: 30,000
- CEQA 50,000
- Surveys 20,000
- Total: \$200,000

Lee & Ro has done an excellent job for us on the Broadway Sewer Siphon Replacement and it would be my recommendation to send the RFP to them. It is anticipated the proposal would be sent out after the survey work is completed in two or three weeks.

RECOMMENDATION: Authorize the District Engineer to Request a Proposal from Lee & Ro for Preparation of a Project Report on the Broadway Sewer Siphon Bypass Sewer.

3. Invoice for Professional Services.

I have submitted an Invoice for \$9,769.00 for professional services and expenses at cost for the two-month period of September 1st through and including October 31th, 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.

SUNSET BEACH SANITARY DISTRICT

SCOPE OF WORK FOR A PROJECT REPORT ON THE

BROADWAY PUMP STATION BYPASS SEWER

November, 2021

INTRODUCTION

Sunset Beach Sanitary District (District) operates the Broadway Sewage Pump Station which pumps sewage about 3,200 feet to the City of Huntington Beach Warner Avenue Gravity Sewer. Recently the District found that there is ample fall between the pump station inlet sewers and the City of Huntington Beach sewer to allow construction of a gravity sewer that will bypass the District's pump station and allow its abandonment. This peculiar development is more fully explained in the District's November, 2021 Feasibility Report, enclosed.

PRIMARY PROJECT REPORT GOALS

It is the intention of the District to design and build the Broadway Bypass Sewer as quickly as possible. This Project Report is the first step and is expected to be about 40% of the total design effort. The main goals of the Project Report are to:

- (1) be the vehicle used to apply for a grant should the proposed federal infrastructure program afford the opportunity;
- (2) be used to identify and provide necessary data to permit the project through all local, regional, state and federal agencies;
- (3) work with permitting agencies, particularly the City of Huntington Beach and Caltrans to develop alignment alternatives and pick a preferred alignment including an alternative of a joint project with the City of Huntington Beach that would allow abandonment of that city's Pump Station 'A', on the east side of PCH, opposite 17th Street;
- (4) assist in the preparation of the necessary CEQA action for the project; and
- (5) identify funding sources working with District staff to proceed with construction of the project with or without federal grant assistance.

PROJECT REPORT ELEMENTS

1. Plans. Prepare full scale plan and profile (Vertical, 1"=5'; Horizontal, 1"=20') that are clear enough to be reduced to 11"x17" for the report, and can be used for the final design.
2. Design Flow. The consultant will review the flow information in the Feasibility report, discuss pump station operation with District staff, and independently recommend design flow for pipe sizing.
3. Surveys. The consultant will review the 2020 surveys performed by the District. The consultant will prepare a work scope for required surveys and solicit proposal(s) The District will pay for the surveys directly.
4. Permitting. Review as a first item of work permitting requirements. The District Engineer will apply for permits with assistance from the consultant. On past projects, permitting takes a long lead time and it is the goal to start as much of the permitting work as possible while doing the Project Report.
5. Utilities and Sewer Plans. The consultant will request utility information from owners and show utilities on the plans. The District has plans for both the 10" gravity sewer in North Pacific and the 6" force main

located in the Sunset Greenbelt. The force main should be potholed in a few places to verify location. The City of Huntington has 'as-built' plans for the WAGS (in particular see sheets 6 and 20)

6. Soil Information. The City of Huntington Beach designed and built the Warner Avenue Gravity Sewer system about 2015 (The District participated in this project). The consultant will obtain the soil report for this project and determine what additional soil information is needed. The consultant will prepare a work scope for the needed additional soil information and solicit proposal(s) and manage the work. The District will pay for the soil work direct to the soil consultant.
7. Environmental Compliance. The consultant will assist the District Engineer in determining the proper way to comply with CEQA. The District's initial review indicates a Negative Declaration or a Mitigated Negative Declaration appear appropriate. The consultant will solicit proposal(s) and manage the work. The District will pay directly for cost of the environmental document.
8. Financial Information. Assist the District Engineer and District Clerk in identifying funding sources including grant and loan applications and include applicable information in the Project Report. A financial plan will be developed for proceeding without grant assistance. Consultants' assistance shall include providing written descriptions and exhibits of engineering issues for grant or loan applications. In the event help is requested to determine social issues, an addendum to the Engineering Services Agreement will be processed.
9. Traffic Plans. Prepare preliminary traffic control plans for the preferred alternate. These plans would be used for the Project Report to help with City approval, but need not be of sufficient detail for Caltrans permitting.
10. Cost Estimates. Prepare project cost estimates at 60%, 90% and 100% completion of the Project Report.
11. Meetings. In that the severeness of the pandemic cannot be know at this time, plan to conduct as many meetings as possible by virtual methods. Allow for 2 meetings in person with Caltrans, 5 in person with the city, 1 appearance before the District's Board of Directors (a night meeting), and 5 additional non-identified meetings.

TIMING

Our goal is to approve a Professional Services Agreement on January 13, 2022, and anticipate completion of the Project Report by July, 2022.