



# 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**

**January 13th, 2022 - 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, Dave Evans, and K.C. Coultrup.  
**Staff present:** Supt. Brad VanMalsen, Supt. II Rolf Pridham, 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.

Administration of Oath to New Director: Clerk Montana administered the Oath of Office to the newly appointed Director, K.C. Coultrup. The Board and staff welcomed him aboard, and the Oath was signed and witnessed accordingly.

Review and Possible Approval of the December 2nd, 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 December 2nd, 2021 General Meeting of the Board Directors as presented. Treasurer Hartmann seconded, and the motion passed unanimously.

Current Bills: District Clerk Montana presented the January 13th, 2022 Claims Transmitted for Payment in the amount of \$443,077.77. After review and discussion, Treasurer Hartmann moved to approve the Claims 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 31st, 2021 to be \$2,716,340.

Clerk's Report: Clerk Montana distributed the 2021 Directors' Stipends Schedule. After review, a motion was made and carried as follows:

**MOTION:** President Hoad moved to approve the 2021 Directors' Stipends Schedule and payment of stipends and related employment taxes. Secretary Woods seconded and the motion passed unanimously.

**Sunset Beach Sanitary District  
Minutes of the January 13<sup>th</sup>, 2022  
General Meeting of the Board**

Clerk Montana distributed the District's Brown Act Policy for review and discussion. After review, a motion was made and carried as follows:

**MOTION:** Treasurer Hartmann moved to approve the Brown Act Policy as drafted. Director Evans seconded and the motion passed unanimously. The Clerk agreed to post on the District's website.

Clerk Montana distributed the District's 2021 Financial Transaction Report and related trial balance for review and discussion. A motion was made and carried for approval and transmission to the SCO as follows:

**MOTION:** Treasurer Hartmann moved to approve the 2021 SCO Financial Transaction Report as prepared. Secretary Woods seconded and the motion passed unanimously. The Clerk agreed to transmit to the SCO electronically and to post on the District's website as required.

**Superintendent's Report (see attached):** Superintendent Van Malsen reviewed the attached Superintendent's Report and Flow Report with the Board. In addition, Superintendent Van Malsen reported that restaurants within the District appear to be implementing FOG procedures.

**Engineer's Report (see attached):** District Engineer Dawes reviewed the attached Engineer's Report with the Board, including the following recommended actions, which were made and carried as follows:

**MOTION:** Secretary Woods moved to accept the Broadway Sewer Siphon contract with Vido Artukovich & Son, Inc. / Vidmar Inc., a JV as complete and to officially order final payment in the amount of \$212,625.00. Director Evans seconded, and the motion passed unanimously.

**MOTION:** Treasurer Hartmann moved to approve the proposal from Lee & Ro in the amount of \$147,625.00 for the preparation of a Project Report for the Broadway Pump Station Bypass Sewer. Director Evans seconded, and the motion passed unanimously.


**MOTION:** Treasurer Hartmann moved to approve the proposal from LSA & Associates in the amount of \$17,100.00 for CEQA Compliance Work for the Broadway Pump Station Bypass Sewer. Director Evans seconded, and the motion passed unanimously.

**MOTION:** Director Evans moved to approve the proposal from Flo-Services, Inc. dated December 1, 2021 in the amount of \$137,580.99 for the Replacement of Pump Station Motors, Pump Parts and Suction Valve Replacement as well as the Repair of the District's Spare Pump and Motor. Treasurer Hartmann seconded, and the motion passed unanimously.

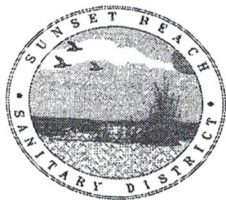
**New Business/Board Member Items:** None.

**Adjournment:** There being no new business to come before the Board, Director Coultrup 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

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## 2021 Directors' Stipends

Name of Director Rate per Meeting	Graham Hoad \$155.00	John H. Woods \$100.00	Bernard Hartmann \$100.00	Jon H. Regnier \$100.00	Dave Evans \$100.00	Total
<u>2021 General Board Meetings:</u>						
Jan. 14, 2021	\$ 155	\$ 100	\$ 100	\$ 100	\$ 100	\$ 555
Feb. 11, 2021	155	100	100	100	100	555
Mar. 11, 2021	155	100	100	100	-	455
Apr. 8, 2021	155	100	100	100	100	555
May 13, 2021	155	100	100	100	-	455
Jun. 10, 2021	155	100	100	-	-	355
Jul. 8, 2021	155	100	100	100	100	555
Aug. 12, 2021	155	100	100	-	100	455
Sep. 9, 2021	155	100	100	-	100	355
Oct. 14, 2021	155	100	100	-	100	355
Nov. 11, 2021	-	100	100	-	-	355
Dec. 2, 2021	155	100	100	-	100	300
Total Stipends for Gen'l Meetings	\$ 1,705	\$ 1,200	\$ 1,100	\$ 600	\$ 800	\$ 5,405
<u>Additional District Related Meetings:</u>						
Apr. 29, 2021 - ISDOC Meeting	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100
Apr. 30, 2021 - Sexual Harassmt Training	155	-	100	-	-	100
Jun. 18, 2021 - Meeting w/Eng.&Supt.	155	100	100	-	100	455
Nov. 17, 2021 - Siphon Installation	-	-	-	-	-	-
Total for Additional District Meetings	\$ 310	\$ 100	\$ 300	\$ -	\$ 100	\$ 810
Total Gross Directors' Stipends	\$ 2,015.00	\$ 1,300.00	\$ 1,400.00	\$ 600.00	\$ 900.00	\$ 6,215.00
Less: FICA Taxes:						
Social Security (6.2%)	\$ (124.93)	\$ (80.60)	\$ (86.80)	\$ (37.20)	\$ (55.80)	\$ (385.33)
Medicare (1.45%)	(29.22)	(18.85)	(20.30)	(8.70)	(13.05)	(90.12)
Total FICA Taxes	\$ (154.15)	\$ (99.45)	\$ (107.10)	\$ (45.90)	\$ (68.85)	\$ (475.45)
Net Check after Payroll Taxes	\$1,860.85	\$1,200.55	\$1,292.90	\$554.10	\$831.15	\$5,739.55
Total Mileage and Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$1,860.85	\$1,200.55	\$1,292.90	\$554.10	\$831.15	\$5,739.55

NOTE: 2021 Director Stipends are paid in January 2022 and are to be included on 2022 W-2s.  
2021 W-2's report amounts paid in 2021 for 2020 Director Stipends.

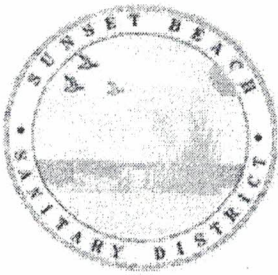
### Federal Tax Deposit:

Employers' Federal Payroll Taxes Withheld  
Employers' Social Security on Wages  
Employers' Medicare on Wages

\$ 475.45 0112  
385.33 0200  
90.12 0401  
\$ 950.90

Total 2021 Directors' Stipends Disbursements

\$ 6,690.45



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

Superintendent's Report

January 13th 2022

1. One emergency Call-out.
2. Monthly Training conducted
  - a. Pump Station bypass training
  - b. Hazardous Material
3. Review Flow Report
4. Cleared pump station Valve to gravity line **(9 times)**
5. Smart cover failures (BPS, MH34)
6. Annual Generators Service Completed.
7. Flow meter calibration will be done 1/14/2022

# MEMORANDUM

January 6, 2022

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 13, 2022 Regular Board Meeting.

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

After nearly four years, a full investigation to find the old siphon and the openings in the steel sheet piling channel walls, not to mention 17 permits, the project is complete. Both Caltrans and the City of Huntington Beach have released the contractor from their respective permits. The new siphon meets all the requirements of the contract documents. There are no changes to the original contract; the final price is the original bid price of \$595,000.

**RECOMMENDED ACTIONS:** 1. **Accept the contract as complete.**  
2. **Order Final Payment in the Amount of \$212,625.**

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

In November, your Board authorized the solicitation of an engineering proposal from Lee & Ro to prepare a project report on the Broadway Pump Station Bypass Sewer. The project report would be the equivalent of about 40% of the total design effort, and would be a valuable part of a possible future grant application. The Project report will analysis alternate alignments and select the best one. Utilities and surveys will be included. Under the District's Scope of Work, the engineer will recommend and manage necessary engineering specialties such as soil borings, surveyors, and assist with CEQA compliance: the District will engage those specialties by direct contract. Lee & Ro has submitted a proposal dated January 5, 2022 which addresses all the design goals raised in the Scope of Work, in the amount of \$147,378.

Separately I have studied and worked on CEQA compliance and believe this project is Categorically Exempt from CEQA, meeting the requirements for a Class 3 exemption. With help from the City of Huntington Beach Planning Department who maintain a 'qualified list' of environmental consultants, I have solicited a proposal from LSA and Associates in the amount of \$17,100 to prepare the Notice of Exemption and handle the filing with both the County and State Water Resources Control Board (SWRCB). Note that I talked with other firms, some were not interested in such a 'small' project, another wanted a price in the range of \$50-75,000. Because of a possible grant application, filing with the state is necessary. The advice I have received is that the project will only have to comply with CEQA. In the event compliance with NEPA (federal environmental compliance) is required, modest extra costs will be necessary.

Both of these proposals are within the estimated costs given in the project's Feasibility Report.

**RECOMMENDED ACTIONS:** 1. **Approve the Proposal from Lee & Ro in the amount of \$147,378.00 for Preparation of a Project Report.**  
2. **Approve the Proposal from LSA & Associates in the amount of \$17,100.00 for CEQA Compliance Work.**



Information on the dispersement of the federal infrastructure funds is hard to come by. I have heard that all the funds for water and wastewater projects will be through the federal State Revolving Fund (SRF) program, in California that means the SWRCB. I'm told 49% must be available as 'forgiveness/grants' for 'eligible recipients' (i.e., poor). The rest would be SRF loans. I've emailed the SWRCB requesting information.

Copies of these proposals will be sent to you via USPS.

### **3. Replacement of Broadway Sewer Pump Station Equipment**

At the December Board meeting, we discussed costly equipment replacement at the Broadway Sewer Pump Station. Among other considerations, delay or avoidance of replacement of some of the equipment because of the planned abandonment of the pump station was discussed. The Broadway pump station has two underground pumps and motors, which alternate; i.e., one pump runs at a time emptying the wet well, and when refilled, the second pump operates next.

At the last preventative maintenance and inspection, it was observed that both motors have suffered deterioration including the motor stands, valves and piping. The estimated cost is \$110,500. An additional \$27,000 is estimated to repair the District's spare pump and motor. While the work is being done, 4 days estimated per pump, the pump not being worked on would do 100% of the pumping. For reliability, we would install our standby portable pump, and have pumper trucks ready to go if needed. That would be added cost. It's conceivable that all this work could total \$150,000. New motors are recommended instead of repair because these motors (and our Pumps) have been installed a long time: the motors are 25 years old, and a repair that would be 'bullet proof' may not be possible.

We have considered options such as the replacement of one complete unit, and the repair of the other, which would save around \$28,000. However, that puts us at some risk. If we have a failure, the replacement would take weeks and perhaps a month or longer. If we have a spill, I can envision a fine approaching \$500,000: Costa Mesa Sanitary District received such a fine because of a spill caused by a sewer pump station failure. To further complicate matters, the abandonment of the Broadway Sewage Pump Station will be subject to many unknown factors including permit approvals and funding options, and could easily take more than 3 years to complete.

Both the Superintendent and I recommend proceeding with Flo-Services doing the replacement work in accordance with their December 1, 2021 proposal.

**RECOMMENDED ACTION: Authorize the Replacement of the Two Motors and Fittings by Flo-Services in accordance with their December 2, 2021 Proposal.**