



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

June 9th, 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, Dave Evans, and K.C. Coultrup.
Staff present: Supt. Brad VanMalsen, Supt. II Rolf Pridham, Asst. Superintendent Eric Schlange, and District Clerk Chris Montana.
Community: Donna Peterson Fries.

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

Community Input: None.

Hearing, Discussion, and Possible Approval of Refund Request by Resident: As the resident requesting to be placed on the Agenda was not currently present, Staff reviewed with Board members resident Donna Peterson Fries' refund request for prior year sewer and trash fees. Superintendent stated that the property in question appears to be 3 units, rather than 4, based upon a recent inspection resulting from the resident's refund request. The Board and Staff reviewed the District's Assessment and Refund policies. After discussion a motion was made and passed as follows:

MOTION: Director Evans moved to approve a refund in the amount of \$1,760 which is equal to one unit of trash and sewer fees for a period of four years. The refund would be contingent upon the acceptance of a hold harmless agreement by the property owner on record. Secretary Woods seconded, and the motion passed unanimously.

Resident Donna Peterson Fries joined the meeting subsequent to the Motion. Board members invited Ms. Peterson Fries to the table and informed the resident of the decision that had been made above, before they were aware that she would be present. Resident Peterson Fries discussed the basis of the request in detail, in particular that trash should be assessed based upon the number of cans used rather than the number of units. Board members explained that the District must adhere to its Assessment Policy, and therefore the refund could not be more than the \$1,760. President Hoad requested that she inform the Clerk if she was agreeable and then District Counsel would draft the appropriate documents.

Review and Possible Approval of the May 12th, 2022 General Meeting of the Board Minutes: After Directors reviewed the minutes for May 12th, 2022 General Meeting of the Board as prepared by the District Clerk, a motion was made and carried as follows:

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Current Bills: District Clerk Montana presented the June 9th, 2022 Claims Transmitted for Payment in the amount of \$84,958.31. After review and discussion, Secretary Woods moved to approve the Claims as presented, Director Evans seconded, and the motion passed unanimously.

Fund Balance: In Treasurer Hartmann's absence, Secretary Woods reported the Fund Balance as of May 31st, 2022 to be \$2,640,519.

Clerk's Report: Clerk Montana reviewed the current month's trial balance with the Board and reported that the Notice of Filing Report, establishing the 2022-23 trash and sewerage rates and hearing date for July 7th had been published.

Review, Discussion and Possible Adoption of the 2022-23 Preliminary Operating Budget, Reserve and Investment Policies: Clerk Montana presented the second draft of the 2022-23 Preliminary Operating Budget, including Reserves and Investment Policies, for review and discussion, in the amount of \$1,997,300. A motion was made and carried as follows:

MOTION: Secretary Woods moved to approve the 2022-23 Preliminary Operating Budget in the amount of \$1,997,300, with the understanding that amounts may change in the preparation of the Final 2022-23 County of Orange Special District Budget, after final amounts have been posted to the final year-end general ledger. There were no changes made to the Reserve and Investment Policies. Director Evans seconded and the motion passed unanimously.

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

Engineer's Report (see attached): In District Engineer Dawes' absence, the Board reviewed and discussed the attached Engineer's Report and Recommended Action. A motion was made and carried as followed:

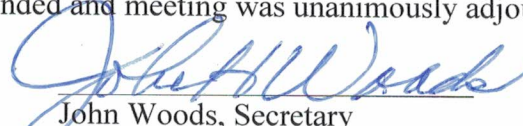
MOTION: Director Evans moved to authorize the District Engineer to request a proposal from Lee & Ro for the preparation of contract documents. Secretary Woods seconded, and the motion passed unanimously.

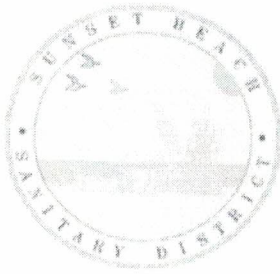
New Business/Board Member Items: None.

Adjournment to Closed Executive Session: Director Evans moved to adjourn the meeting into Closed Executive Session at 7:25 p.m. The Closed Session was called under the Personnel Exception, Performance Review and Labor Negotiations Pursuant to Government Code Sections 54957.6 and 549.57(b). Secretary Woods seconded and the General Meeting of the Board was unanimously adjourned.

Reconvene to Open Session: After conclusion of the Closed Executive Session, President Hoad reconvened to Open Session and reported that a 10% pay increase for all employees was approved. The District Clerk agreed to prepare documentation. There being no further business to come before the Board, Director Evans moved to adjourn the meeting at 8:00 p.m. Secretary Woods seconded and 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

June 9th, 2022

1. No emergency Call-outs
2. Monthly Training
 - a. "Working in Extreme Temperature"
3. Review Flow Report
4. Cleared Pump Station valve to gravity line **(7 times)**
5. Quarterly shop equipment maintenance completed.
6. All district fire extinguishers were serviced **(Annually)**
7. Bi-annual system wet well cleaning and jetting is scheduled to begin the end Of June **(Performance pipeline & staff)**, ending with 60 day maintenance and safety inspection at Broadway Pump Station and Generator Building **(Flo-services & Staff)**.

MEMORANDUM

June 3, 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 June 9, 2022 Regular Board Meeting.

I cannot attend this meeting. If you have any questions, please call me at 714-655-4811.

1. Broadway Pump Station Bypass Sewer.

We have had delays in obtaining necessary permits to do our surveys and soil borings. As of this writing, we now have the permits, and did complete the survey work at Warner Ave and PCH on June 1. To do that, we had a professional traffic control company make out the Caltrans application, and after a couple of weeks, received the permit from Caltrans. The survey was scheduled for May 12, but a couple of days before that, Caltrans canceled our detour, and said we needed a second permit. The permit we first obtained was from the north division of Caltrans District 12. The second permit was required by the south division of District 12, which I'm told goes as far north as the Santa Ana River (8-miles south of our work). Apparently, they were afraid we might back up traffic for more than 8 miles. We submitted the same plans, and after a few more weeks got the permit. Neither the north division or the south division made any changes to our submittals. The traffic detour for the survey went perfect.

We were scheduled to do the soil borings in early May. The permit for this work became mired in problems with our soil contractor's insurance carrier not getting the exact language on the liability waiver and timely review by nearly every city department. Now we have the permit, but our geologist's boring subcontractor is booked and can't schedule the drilling until June 23. We are trying to get an earlier date. This work will not hold up completion of the project report and its submittal to the state for funding, the project report will refer the reviewer to a separate volume for soil information.

I am in the process of setting up a second review meeting with city staff, now scheduled for June 17. After that meeting, the project report will be quickly completed and submitted to the state.

As you will recall, we entered into a professional contract with Lee & Ro for the preparation of this project report, which contains all the data we need for the state loan and obtaining permits (long lead time items). The project report is nearly complete and I'm requesting authority to solicit an addendum to their contract for completion of the contract documents and bidding assistance, which includes preparation of the plans and specifications. Lee & Ro are doing an outstanding job in my opinion and continuity in the completion of the contract documents will save time and money.

If things go as I hope and plan, a second addendum for construction services will be necessary after the contract is bid. We could do that now, but by waiting we will have a better handle on exactly what services are needed.

RECOMMENDED ACTION: Authorize the District Engineer to Request a Proposal from Lee & Ro for preparation of the Contract Documents.