



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

July 7th, 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, and Dave Evans.

Staff present: Supt. Brad VanMalsen, Supt. II Rolf Pridham, Asst. Superintendent Eric Schlange, and District Engineer Tom Dawes, and District Clerk Chris Montana.

Community: None.

President Hoad called the meeting to order at 7:00 p.m.

Community Input: None.

Review and Possible Approval of the June 9th, 2022 General Meeting of the Board Minutes and Closed Session Minutes: After Directors reviewed the minutes for June 9th, 2022 General Meeting of the Board and the Closed Session (personnel exception) Minutes as prepared by the District Clerk, a motion was made and carried as follows:

MOTION: Secretary Woods moved to approve the June 9th, 2022 Minutes of the General Meeting of the Board and the Closed Session Minutes as prepared. Treasurer Hartmann seconded, and the motion passed unanimously.

Current Bills: District Clerk Montana presented the July 7th, 2022 Claims Transmitted for Payment in the amount of \$137,292.84. After review and discussion, President Hoad moved to approve the Claims as presented, Treasurer Hartmann seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported the Fund Balance as of June 30th, 2022 to be \$2,547,908.

Clerk's Report: Clerk Montana reviewed the current month's trial balance with the Board and presented the Flo-Services 2022-23 Service Agreement Proposal. After review and discussion, a motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to accept the Flo-Services, Inc. 2022-23 service agreement as presented. Director Evans seconded and the agreement was signed by the Board President accordingly.

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

**Sunset Beach Sanitary District
Minutes of the July 7th, 2022
General Meeting of the Board**

Engineer's Report (see attached): District Engineer Dawes reviewed and discussed the attached Engineer's Report and Recommended Actions. After review and discussion, the following motions were made and carried as follows:

MOTION: Director Evans moved to approve the hiring of Bali Construction to review the Broadway Pump Station Bypass Sewer project and prepare an independent cost estimate in an amount NTE \$11,000. Treasurer Hartmann seconded, and the motion passed unanimously.

MOTION: Director Evans moved to accept the Proposal from Lee & Ro dated July 1, 2022, to approve the Broadway Pump Station Bypass Sewer Design Agreement with Lee & Ro in an amount NTE \$99,933, and to authorize the Board President and Board Secretary to execute said Agreement on behalf of the District in a manner approved by District Counsel. Treasurer Hartmann seconded, and the motion passed unanimously.

MOTION: Director Evans moved to authorize a contract with Jones, Cahl & Associates, Inc. in an amount not to exceed \$4,500 for a Coastal Commission report. Treasurer Hartmann seconded, and the motion passed unanimously.

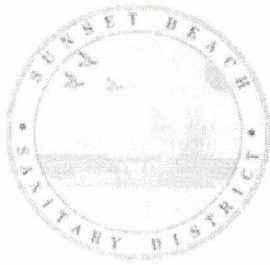
MOTION: Treasurer Hartmann moved to accept and certify the Sewer System Management Plan (SSMP) Program Audit dated July 7, 2022. Secretary Woods seconded, and the motion passed unanimously.

New Business/Board Member Items: None.

Adjournment: There being no new business to come before the Board, Secretary Woods moved to adjourn the meeting at 7:40 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
Sunset Beach, CA 90742

Superintendent's Report

July 7th, 2022

1. One (1) emergency call-out. (electrical outage)
2. Monthly Training conducted
 - a. "Water Industry Personal Protective Equipment."
3. Flow Report?
4. Cleared pump station valve Six (6) times.
5. TV Survey of Surfside Ave, as well as putting a as built of each lateral to a house number.
6. Biannual system cleaning and jetting will begin on July 10th, ending with Wet Well cleaning. (Performance pipeline and Staff) ending with 60 day Maintenance and safety inspection at Broadway pump station and generator Building (Flo-services & Staff).
7. 3 inch emergency water pump tune up.

MEMORANDUM

July 1, 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 July 7, 2022 Regular Board Meeting.

1. Broadway Pump Station Bypass Sewer.

We made a great deal of progress, I think, in the last month. The application for financial support from the State Water Resource Control Board was finalized; the soil borings were completed, the Project Report was completed, and most importantly we finalized a very doable alignment with the City of Huntington Beach. Additionally, the California Coastal Commission application is nearly complete. At the meeting, I'll bring you copies of the project report and draft plans.

Financial Issues.

It's now clear to me that the construction cost will be higher than I estimated last fall. Construction costs are rising at a fast pace. I've checked with contractors who tell me materials are up 100% over a year ago, when you can get the materials. Labor contracts are up this month and it's anticipated prevailing wages will rise 7-10%. I am recommending that we hire Bali Construction, the firm that did our siphon investigation, to review our plans as to constructability and prepare an independent cost estimate. They primarily bid as a subcontractor for large jobs and are very current on cost trends. They will do the review and cost estimate on a time basis in and amount not to exceed \$11,000.

Approve Design Contract with Lee & Ro

Last month, you authorized solicitation of a proposal from Lee and Ro to complete the design, prepare the contract documents, and provide support through the bid process. The proposal does not include any construction services. Approval of the proposal would authorize up \$99,933.00 for the design effort and would be approved under a separate professional agreement from the first phase project report because the County Treasurer requires an Agreement for payment. District Counsel has prepared a new Professional Agreement and the recommended action is to accept the Proposal from Lee & Ro, approve the Agreement, and authorize the District's President and Secretary to sign the Agreement on behalf of the District in a manner approved by District Counsel. The Agreement will first be finalized by Counsel and then signed by Lee & RO and Counsel before being presented to the District for final approval.

I believe the proposal is right on target and will continue the excellent work the Lee & Ro team has provided us. I recommend approval.

Coastal Commission Development Permit

As you know, we are required to obtain a California Coastal Commission Permit. One of the requirements is to mail notices of the proposed permit to all owners and renters within a 100-foot distance of the project, both

sides, plus all government agencies that may have an interest. We must submit the names of those to receive the mailing, and furnish stamped (a stamp, meter postage isn't allowed), addressed envelopes. There are firms that do this work; however, the firm we used on the siphon replacement is out of business. I've requested help from Jones-Cahl who does this work for many of their clients in the Sunset- Surfside communities. Jones-Cahl will hire a subcontractor to them for preparing and oversee the work, will help me finalize and type the CDP application, and assemble all the submittals, which are from multiple sources in one electronic format for the final submittal to the CCC (this is also a CCC requirement). I'm recommending approval of an amount not to exceed \$4,500 for this work.

- RECOMMENDED ACTIONS:**
- 1. Approve hiring Bali Construction to review the project and prepare an independent cost estimate in an amount not to exceed \$11,000.**
 - 2. Accept the Proposal from Lee & Ro Dated July 1, 2022, Approve the Professional Agreement with Lee & RO in the amount not to exceed \$99,933 and authorize the Board President and Board Secretary to execute said Agreement behalf of the District in a manner approved by District Counsel.**
 - 3.. Authorize a contract with Jones-Cahl in an amount not to exceed \$4,500 for Coastal Commission support.**

You will recall that I requested a refund of the fees paid to Caltrans for our survey work at Warner Avenue and PCH. Caltrans required us to take out two permits, one in the north division of Caltrans District 12, and one in the south division, each \$1,400. Caltrans admitted an error to me and will refund the \$2,800 less a \$420 charge for actual inspection services.

2. Certify Audit of SSMP.

As I mentioned in my June report, we must do another audit, a requirement under the existing 2006 state waste discharge requirement. We last updated our SSMP in May, 2020. Audits are required every 2 years, except years when updates are required (every 5 years). The Audits are intended to make sure we are following our SSMP and to incorporate any new developments that should be noted or added. The attached audit finds that the District is following it's SSMP.

RECOMMENDED ACTION: Accept and Certify the Program Audit dated July 7, 2022

3. Invoice for Professional Services.

I have submitted an Invoice for \$16,244.31 for professional services and expenses at cost for the months of May and June, 2022. The largest work item was the Broadway Pump Station Bypass Sewer. If you have any questions, please give me a call.