

Sunset Beach Sanitary District

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Minutes for the General Meeting of the Board of Directors

October 12th, 2023 - 6:30 p.m.

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

Directors present: Secretary John Woods, Treasurer Bernard Hartmann, Dave Evans, and K.C. Coultrup.

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

Community: Debbie Killey, Municipal Sales Manager of Republic Services.

Secretary Woods, in President Hoad's absence, acted as President pro-tem and called the meeting to order at 6:30 p.m.

Community Input: Debbie Killey of Republic Services presented a proposal dated October 9th, 2023 from Republic to generate space constraint waivers for all residential properties within the District while remaining compliant with SB1383 and not adding a third trash can. The proposal included the creation of the waiver form, field site visits, photos, and documentation. Total proposed fee was \$20,185.79. The Clerk reported that the District had received State grant funds that could be applied to this expense. The Board discussed with Debbie and Staff the proposal cost, law requirements, and the details involved with plan implementation. The Clerk agreed to place proposal on next month's Agenda.

Review and Possible Approval of the September 14th, 2023 General Meeting of the Board

Minutes: After Directors and staff reviewed the September 14th, 2023 Minutes of the General Meeting of the Board, a motion was made and carried to approve as follows:

MOTION: Treasurer Hartmann moved to approve the ^{Sept.} ~~August~~ 14th, 2023 General Meeting of the Board Minutes as prepared. Secretary Woods seconded, and the motion passed unanimously.

Current Bills: District Clerk Montana presented the ^{October} ~~September~~ 12th, 2023 Claims Transmitted for Payment in the amount of \$60,962.58. After review and discussion, Director Coultrup moved to approve the current bills for payment as prepared, Treasurer Hartmann seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported the Fund Balance as of September 30th, 2023 to be \$2,541,042 and approved the September 2023 bank and investment account reconciliations.

Clerk's Report: Clerk Montana reported that the 3rd quarter payroll tax returns had been filed and that the District's historical records would start being digitalized. The June 2022 audit report was distributed, having a favorable opinion of financial reporting and internal controls. The Clerk also distributed for review and discussion a 5-year Cash Flow projection as well as a Trash and Sewer Rate Analysis.

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Reports summarizing the status of the Broadway Pump Station Bypass Sewer Project funding requirements and total project costs incurred to date were also distributed and discussed. Lastly, the decrease in the 2023-24 Assessment from prior year was discussed. The Board unanimously agreed that while residences with more than one kitchen or food prep area should remain assessed as one unit, they should not be included in the calculation of the "average residential unit" sample that is used in determining a commercial unit's total sewer units.

Superintendent's Report (see attached): Superintendent VanMalsen discussed the attached report and annual flows with the Board. There were no emergency call-outs during the month. The Superintendent discussed the pros and cons of the Labor Warranty option of the Smart Cover proposal and reported that ultimately having both the Parts and Labor warranties was the most cost efficient option. A motion was made and carried as follows:

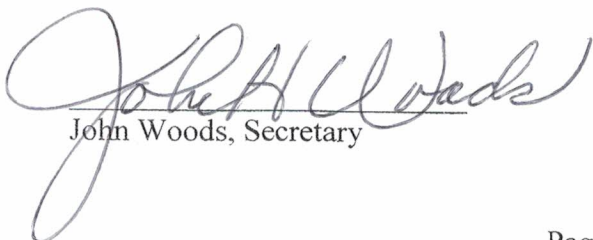
MOTION: Director Evans moved to approve the annual SmartCover warranty quote, for parts, labor and power, covering 15 manholes for one year in the amount of \$24,960. Treasurer Hartmann seconded and the motion passed unanimously.

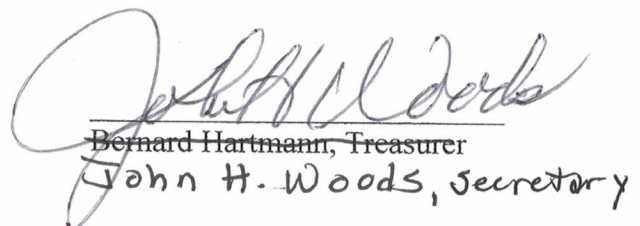
Engineer's Report (see attached): District Engineer Dawes discussed the attached Engineer's Report with Board and staff. The District Engineer recommended that the Board authorize LSA to assist with negotiating Coastal Commission required Native American Monitoring using already approved construction monitoring funds in an amount of \$7,000, (of which \$2,000 has already been approved for advancement), with no increase in the approved funding amount. A motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to authorize LSA to assist with negotiating Coastal Commission required Native American Monitoring using already approved construction monitoring funds in an amount of \$7,000, with no increase in the total approved funding amount. Director Evans seconded, and the motion passed unanimously.

New Business / Board Member Items: None.

Adjournment: As no other business was presented to the Board, a motion was made by Director Coultrup to adjourn the meeting at 8:00 p.m. Treasurer Hartmann seconded, and the motion to adjourn passed unanimously.


John Woods, Secretary


Bernard Hartmann, Treasurer
John H. Woods, Secretary