



Sunset Beach Sanitary District

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Minutes for the General Meeting of the Board of Directors

December 14th, 2023 - 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 K.C. Coultrup.

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

Community: None.

President Hoad called the meeting to order at 6:43 p.m.

Review and Possible Approval of the November 9th, 2023 Minutes for the General Meeting of the Board: After Directors and staff reviewed the November 9th, 2023 Minutes for the General Meeting of the Board, a motion was made and carried to approve as follows:

MOTION: Director Coultrup moved to approve the November 9th, 2023 General Meeting of the Board Minutes as prepared. Secretary Woods seconded, and the motion passed unanimously.

Current Bills: District Clerk Montana presented the December 14th, 2023 Claims Transmitted for Payment report and invoices in the amount of \$78,766.50. After review and discussion, Secretary Woods moved to approve the current bills and Claims Transmitted for Payment by the County as prepared. Treasurer Hartmann seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported the Fund Balance as of November 30th, 2023 to be \$2,463,908. The Treasurer also approved the November 2023 bank and investment account reconciliations.

Clerk's Report: Clerk Montana reported that funding for the Broadway Pump Station Bypass Sewer could possibly occur this fiscal year. The Clerk reported on the Prop. 218 2024-25 rate increases and stated that the Public Hearing was scheduled for March 14, 2023. Notices regarding the Public Hearing, the protests procedure, and adoption of rate increases would be mailed to all property owners in January.

Discussion and Possible Approval of Contracted District Clerk's New Hourly Rate: The Clerk requested an hourly rate increase to \$120 based on increased costs of maintaining an office, insurance, and overhead, effective January 1, 2024. The Clerk's current rate of \$90 had not increased since it was set in 2007. The Clerk reported that the current year budget would not be materially affected and total compensation would be less than what other District's annually pay for similar work. After discussion, a motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to approve District Clerk's increase in hourly rate from \$90 per hour to \$120 per hour, effective January 1, 2024. Secretary Woods seconded, and the motion passed unanimously.

**Sunset Beach Sanitary District
General Meeting of the Board Minutes
December 14th, 2023**

Clerk Montana distributed Resolution 2023-12-01, authorizing the District to submit an application to California Infrastructure and Economic Development Bank (Ibank) for financing the Broadway Pump Station Bypass Sewer project. The Clerk stated that the Resolution was the same as 2023-11-01 with the exception that amount of requested financing had increased from \$8,000,000 to \$8,500,000, due to increased estimates of construction costs.

MOTION: President Hoad moved to adopt Resolution 2023-12-01, Secretary Woods seconded, and the motion passed unanimously.

Public Hearing and First Reading of Amendment to Ordinance No. 22-01, Regulating Organic Waste: The Clerk distributed for review and discussion the proposed Amendment which had been published in the Seal Beach Sun. The Clerk read aloud the amended Article V, which confirmed that the District could issue physical space waivers to both residential property owners and commercial owners, per CalRecycle. The second hearing and possible adoption had been scheduled and published for the January 11th, 2024 meeting.

Review and Possible Approval of SB1383 Waiver Form: The Clerk distributed a draft SB1383 Waiver form which had been prepared by Republic Services. The Waiver Form would be completed by Republic Services for each property within the District, per approved proposal, allowing the District to waive a residential and commercial property owners' obligation to comply with some or all of the organic waste requirements of District Ordinance 22-01. Treasurer Hartmann requested that the title of the waiver be changed to include a reference to the District's Ordinance. A motion was made as follows:

MOTION: Secretary Woods moved to approve the SB1383 Waiver Form, with title changed to reference the District's Ordinance 22-01, Article V, Waivers. Treasurer Hartmann seconded, and the motion passed unanimously.

Superintendent's Report (see attached): Superintendent VanMalsen discussed the attached report and annual flows with the Board. The Superintendent also reported on work performed by Flo-Services to replace float switch backup relay with Board members.

Engineer's Report (see attached): District Engineer Dawes discussed the attached Engineer's Report with the Board and reported that a community meeting regarding construction of the Broadway Pump Station Bypass Sewer Project would be scheduled for March 14, 2024.

Discussion and Possible Approval of Contracted District Engineer's New Hourly Rate: The District Engineer recommended approval of hourly rate increase to \$160. The last rate increase had been in 2009. After Board discussion, a motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to approve the District Engineer's hourly rate of \$160 per hour, effective January 1, 2024. Secretary Woods seconded, and the motion passed unanimously.

**Sunset Beach Sanitary District
General Meeting of the Board Minutes
December 14th, 2023**


Review, Discussion, and Possible Approval of Board President and Board Member Stipends:

The District Clerk discussed the fact that Board member stipends had not increased per District records going back to 2008. The District Clerk stated that amounts of stipends paid to Board members of \$100 per meeting are far less than what other Sanitary Districts Board members are paid. Based on a 5% increase per year from 2008 and comparable compensation of other sanitary district board members, the Clerk recommended to raise President of the Board's stipend to \$250 per meeting and other Board member stipends to \$200 per meeting. The 2023-24 budget would not be affected per the Clerk. A motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to increase the regular Directors' stipend to \$200 per meeting and the President's stipend per meeting to \$250, beginning January 1, 2024. Secretary Woods 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 7:35 p.m. Treasurer Hartmann seconded, and the motion to adjourn passed unanimously.


Graham Hoad, President


John Woods, Secretary