



# Sunset Beach Sanitary District

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## Minutes for the General Meeting of the Board of Directors

February 8th, 2024 - 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, K.C. Coultrup, and Dave Evans.  
**Staff present:** Superintendent Brad VanMalsen, Asst. Superintendent Rolf Pridham, District Engineer Thomas Dawes, and District Clerk Chris Montana.  
**Community:** None.

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

Community Input: None.

Review and Possible Approval of the January 11th, 2024 Minutes for the General Meeting of the Board: After Directors and staff reviewed the January 11<sup>th</sup>, 2024 Minutes for the General Meeting of the Board, a motion was made and carried to approve as follows:

**MOTION:** Secretary Woods moved to approve the January 11<sup>th</sup>, 2024 General Meeting of the Board Minutes as prepared. Treasurer Hartmann seconded, and the motion passed unanimously.

Current Bills: District Clerk Montana presented the February 8th, 2024 Claims Transmitted for Payment for County processing in the amount of \$91,577.92. After Board and Staff review and discussion, Director Evans moved to approve the Claims Transmitted for County processing as presented, Secretary Woods seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported the Total Fund Balance as of January 31st, 2024 to be \$2,905,021. The Treasurer also reviewed and signed off on the January 2024 bank and investment account reconciliations.

Clerk's Report: Clerk Montana and District Engineer Tom Dawes updated the Board on project funding. Clerk Montana distributed a schedule of Prop. 218 rate increase protests received. The Public Hearing would be held at next month's March 14<sup>th</sup> meeting.

Review and Possible Acceptance of 2023 State Controller's Office (SCO) Financial Transaction Report: Clerk Montana distributed the 2023 SCO's Financial Transaction Report and supporting accrual-based Trial Balance for review and discussion. A motion was made and carried as follows:

**MOTION:** Secretary Woods moved to accept the 2023 State Controller's Office Financial Transaction Report as prepared. Treasurer Hartmann seconded, and the motion passed unanimously.

Review and Possible Approval of 2023 Audit Services Statement of Work: Clerk Montana

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presented CliftonLarsonAllen LLP's (CLA) 2023 Audit Services Statement of Work proposal for an amount NTE \$17,100 for review and approval. Fees increased approximately 5% from the prior year. A motion was made and carried as follows:

**MOTION:** Treasurer Hartmann moved to accept CLA's 2023 Audit Services Statement of Work in an amount NTE \$17,100, and to authorize the Clerk to e-sign on the District's behalf. Director Coultrup seconded, and the motion passed unanimously.

**Annual Forms 700 – Statement of Economic Interests:** Clerk Montana presented to Board members and Staff draft Forms 700 for review, modification and approval. Each filer made appropriate changes and/or additions, if any, initialed, and returned to the Clerk for electronic filing on their behalf.

**Presentation of Republic Service's Waiver Report and Possible Adoption of Resolution No. 2024-02-01:** Clerk Montana presented three larger binders comprised of the Physical Space Waivers prepared by Republic Services for 1,010 commercial and residential trash units based upon inspections. The inspections were documented with photos of each property. Clerk Montana also presented Resolution No. 2024-02-01, Waiver of Commercial Businesses' and Property Owners' Obligations to comply with Ordinance 22-01's Organic Waste Collection Service Requirements. During discussion, Treasurer Hartmann and other Board members agreed that they had expected a written report from Republic Services to accompany the Waivers per their proposal. After review and discussion, a motion was made and carried as follows:


**MOTION:** Director Coultrup moved to adopt Resolution No. 2024-02-01, to waive 1,010 commercial businesses' and property owners' obligations to comply with Ordinance 22-01's Organic Waste Collection Service Requirements (See attached), to authorize the District Clerk to sign the waivers, but to hold off paying Republic Services the remaining amount due per October 2023 proposal until a final executive summary report was received which includes an opinion that the waivers meet CalRecycle SB1383 compliance requirements.

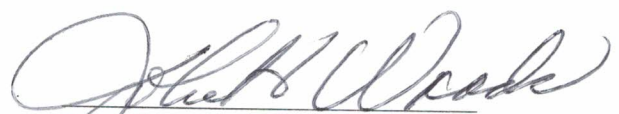
**Superintendent's Report (see attached):** Superintendent VanMalsen discussed the attached report as well as weather-related emergency callouts and semi-annual pipeline jetting.

**Engineer's Report (see attached):** District Engineer Dawes discussed the attached Engineer's Report and how the timing of funding affects Broadway Pump Station Bypass Sewer Project costs. District Engineer Dawes reported that contract documents for the project would be presented to the Board for approval at the March 14<sup>th</sup> meeting.

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

**Adjournment:** As no other business was presented to the Board, Director Coultrup moved for adjournment at 7:18 p.m., Treasurer Hartmann seconded, and the motion to adjourn passed unanimously.

  
Graham Hoad, President

  
John Woods, Secretary