



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

January 11th, 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, and Dave Evans.
Staff present: Superintendent Brad VanMalsen, 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 December 14th, 2023 Minutes for the General Meeting of the Board: After Directors and staff reviewed the December 14th, 2023 Minutes for the General Meeting of the Board, a motion was made and carried to approve as follows:

MOTION: Treasurer Hartmann moved to approve the December 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 January 11th, 2024 Claims Transmitted for Payment for County processing in the amount of \$68,645.11, as well as an invoice from Republic Services in the amount of \$10,000 to be paid from the District's SB1383 reserve, for a total of \$78,645.11. After review and discussion, Secretary Woods moved to approve the current bills as presented, Treasurer Hartmann seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported the Fund Balance as of December 31st, 2023 to be \$2,912,207. The Treasurer also reviewed and signed off on the December 2023 bank and investment account reconciliations.

Clerk's Report: Clerk Montana reported that the annual insurance questionnaire had been completed and informed the Board that sewer lines are not covered. Funding for the Broadway Pump Station Bypass Sewer was discussed and the Prop. 218 rate increase notices would be mailed out Friday, January 12th, informing the public of the basis of increases, the protest process, and Public Hearing to be held on March 14th, 2024. The Clerk also reported that LAFCO's Municipal Service Review (MSR) of the District is currently scheduled for 2024-25. Total 2023 Director Stipends and related payroll taxes in the amount of \$6,975.72 were presented and approved as follows:

MOTION: Secretary Woods moved to approve total 2023 Director Stipends and related payroll taxes in the amount of \$6,975.72. Treasurer Hartmann seconded, and the motion passed unanimously.

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Clerk Montana also reported that all quarterly and annual payroll tax returns had been prepared and transmitted, all no-spill reports had been filed with the CIWQS, but that the preparation of the 2023 State Controller's Financial Transaction Report was still in progress.

Public Hearing, Second Reading, and Adoption of Amendment to Ordinance No. 22-01, Regulating Organic Waste: The Clerk distributed the Amendment to Ordinance No. 22-01, Regulating Organic Waste, for review and discussion. The Amendment had been published twice in the Seal Beach Sun. Since the Amendment had not been changed since the First Reading at last month's meeting, and no one had requested a Second Reading aloud, a motion was made to waive the Second Reading and to adopt the Amendment to Ordinance No. 22-01 as follows:

MOTION: Secretary Woods moved to adopt the amended Article V of Ordinance 22-01, Regulating Organic Waste, clarifying that the District could issue physical space waivers to both residential and commercial property owners, effective March 1, 2024. Treasurer Hartmann seconded, and the motion passes unanimously.

Status of Waiver Inspections and Report: The Clerk reported that approximately 50% of all SB1383 Waiver forms had been completed by Republic Services, including supporting photo documentation. Samples were provided for review. The project would be completed by next month, and the report was scheduled for presentation at the February 8th Board Meeting.


Superintendent's Report (see attached): Superintendent VanMalsen discussed the attached report and annual flows with the Board.

Engineer's Report (see attached): District Engineer Dawes discussed the attached Engineer's Report and the draft March 14th Public Hearing Notice for the construction of the Broadway Pump Station Bypass Sewer Project. The Board agreed that a separate presentation would be made at the March 7th Sunset Beach Community Association meeting, as well. The District Engineer recommended approval of an Addendum to the Agreement with Lee & Ro for added Design and Construction Services in the Amount of \$34,866. A motion was made as follows:

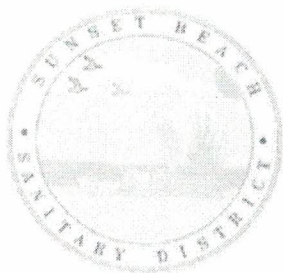
MOTION: Director Evans moved to approve an Addendum to the Agreement with Lee & Ro for added Design and Construction Services in the Amount of \$34,866. Treasurer Hartmann seconded, and the motion passed unanimously.

New Business / Board Member Items: None.

Adjournment: As no other business was presented to the Board, Secretary Woods moved for adjournment at 7:10 p.m., Treasurer Hartmann seconded, and the motion to adjourn passed unanimously.


Graham Hoad, President


John Woods, Secretary



Sunset Beach Sanitary District
Of Orange County
P.O. Box 1185
Sunset Beach, CA 90742

Superintendent's Report

January 11th, 2024

1. No Emergency Call outs this period.
2. Cleared pump station valve to gravity line **(6 times)**
3. Semi-Annual jetting and wet well cleaning will be performed at the
End of the month **(Performance Pipeline & Staff)**
4. 60 Day Pump Station Maintenance will be performed at the end of this
month as well. **(Flo Services)**
5. The new generator maintenance company will be performing service
^{Energy}
January 15th. **(Emergency Systems)**
6. Our flow meter was calibrated **(Utility Systems Science & Software)**
7. Review Flow Report.

MEMORANDUM

January 5, 2024

To: Board of Directors of the Sunset Beach Sanitary District
District Counsel
Superintendent
District Clerk

From: Tom Dawes

SUBJECT: Engineer's Report for the January 11, 2024 Regular Board Meeting.

1. Broadway Pump Station Bypass Sewer.

Funding.

Our submittal to ibank is going to their loan committee to determine if we are eligible to apply for a loan mid-January. I think this is a formality that means we are going for an OK. Our application for a loan from the state revolving fund seems to be speeding up and funding may be possible by the first of May. Our District Counsel has been working directly with our state revolving fund contact. Counsel has informed me that if the state wants to review the bids prior to funding, and I am not yet positive they do, we could write the contract so that could be done. We will update you at the meeting on funding sources

Public Meeting re Project.

One of the conditions of our encroachment permit from the City of Huntington Beach is a requirement to have a community meeting at least two months prior to starting construction. It seems best to me to schedule the meeting concurrent with a Board Meeting. The city wants us to hear concerns from the public early so that we can address them. We are tentatively planning to hold the project hearing at the March board meeting concurrent the Proposition 218 hearing since one affects the other. We think it best that the hearing notices be mailed separate, and a couple of weeks apart.

Enclosed is a draft notice for the project public hearing for your review. The notice has been reviewed by the City of Huntington Beach. I will seek direction at the meeting.

Approve addendum with Lee & Ro.

We have previously awarded professional services contracts to Lee & Ro for planning, design, and construction management. In November, I requested authority to negotiate with Lee & Ro for new work to be added to both the design and construction effort.

The first part of the requested new design work is for changes to the contract specifications. We want to condense the nine appendices as much as possible to make it easier for the bidders to know what permit conditions they must include in their bid, and what conditions not to include in their bid. There are additional funds for expected changes to the contract documents required by the waterboards as part of the loan requirements. I have been told that the state will probably require some change in the 'legal' portion of our documents. If they do not, we will not spend the money. Also needed are new project exhibits for public meetings and agreements. The proposed addendum includes \$17,830 for this effort.

The second part of the new work is added engineering support during construction. The proposed addendum provides funds for the Lee & Ro head designer to work on engineering issues that always arise in construction. This is work that I would normally do, so there will be a partial saving in that I will not be billing for the work. I do not want to spend a great deal of time on these issues as I believe I will have to spend my time on making sure all the permit conditions are met, documented, and reported on. The proposed addendum includes \$17,036 for this work.

RECOMMENDED ACTION: Approve an Addendum to the Agreement with Lee & Ro for added Design and Construction Services in the Amount of \$34,866.

4. Invoice for Professional Services.

I have submitted an Invoice in the amount of \$4,091.12 for professional services and expenses at cost for the month of December, 2023. The largest work item was work on the Broadway Pump Station Bypass Sewer. If you have any questions, please give me a call.