



Sunset Beach Sanitary District

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Minutes for the General Meeting of the Board of Directors

March 14th, 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, Asst. Superintendent Rolf Pridham, District Engineer Thomas Dawes, and District Clerk Chris Montana.
- Community:** Gayle Mueller-Winnen of Surfside, Ron and Joyce Teeson of Sunset Island, Tony Thrasher of Willdan Financial Services (Assessor).

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

General Community Input: None.

Review and Possible Approval of the February 8th, 2024 Minutes for the General Meeting of the Board: After Directors and staff reviewed the February 8th, 2024 Minutes for the General Meeting of the Board, a motion was made and carried to approve as follows:

MOTION: Director Evans moved to approve the February 8th, 2024 General Meeting of the Board Minutes as prepared. Treasurer Hartmann seconded, and the motion passed unanimously.

Public Hearing for Proposed Trash, Sewer, and Restaurant Cleaning Fee Increase: Clerk Montana distributed proposed fee increase worksheets for review and discussed the necessity of the fee increase, as rates had not been increased since 2016. The proposed fees would still remain significantly lower than other agencies' fees. Tony Thrasher of Willdan Financial (District Assessor) reported on the Prop. 218 mailing and notification process that had been undertaken as part of the fee increase process. Clerk Montana tabulated total Protests Received to be 101. Since the District is comprised of 800 parcels, the total did not constitute a majority protest.

Public Hearing for Broadway Pump Station Bypass Sewer Project: District Engineer Tom Dawes delivered a detailed presentation describing the upcoming Broadway Pump Station Bypass Sewer Project. Timing, location, and environmental mitigation efforts to be made, such as bird and archeological monitoring and the replanting of trees, were discussed. The District Engineer assured Community member Gayle Mueller Winnen that every effort would be made as to not interfere with the annual Mother's Day Art Festival occurring May 10th & 11th in 2025.

Review and Possible Adoption of Resolution No. 2024-03-01, to Adopt 2024-25 Trash, Sewer, and Restaurant Sewage Cleaning Fees: The Board reviewed Resolution No. 2024-03-01 to adopt 2024-25 Trash, Sewer, and Restaurant Sewage Cleaning Fees as follows:

- Annual Trash Fee of \$300 per unit
- Annual Sewer Fee of \$300 per unit
- Annual Sewage Cleaning Fee of \$625 per unit

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MOTION: Treasurer Hartmann moved to adopt Resolution No. 2024-03-01, to Adopt 2024-25 Trash, Sewer, and Restaurant Sewage Cleaning Fees (as attached). Secretary Woods seconded, and the motion passed unanimously.

Current Bills: District Clerk Montana presented the March 14th, 2024 Claims Transmitted for Payment for County processing in the amount of \$93,594.61, as well as the final invoice from Republic Services in the amount of \$10,000 for payment for the SB1383 Waiver Project. After Board and Staff reviewed and discussed, Treasurer Hartmann moved to approve the Claims Transmitted for County processing as presented as well as payment of the \$10,000 from Republic Services, Director Evans seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported the Total Fund Balance as of February 29th, 2024 to be \$2,823,698, of which \$2,675,698 is reserved. The Treasurer also reviewed and signed off on the February 2024 petty cash and payroll account and LAIF bank account reconciliations.

Clerk's Report: Clerk Montana distributed Republic Service's final SB1383 Waiver Report for review and discussion (as attached). Clerk Montana also distributed Performance Pipeline Technologies Inc. Sewer Maintenance 2024 Annual Rate Sheet for review and discussion. A motion was made and carried as follows:

MOTION: Secretary Woods moved to approve Performance Pipeline Technologies Inc. Sewer Maintenance 2024 Annual Rate Sheet as presented. Treasurer Hartmann seconded, and the motion passed unanimously.

The Clerk presented the LAFCO Declaration of Qualification to Vote, and a motion was made and carried as follows:

MOTION: Secretary Woods moved to authorize President Graham Hoad to vote in the 2024 Orange County LAFCO Special District Selection Committee election as the regular voting member and to designate Secretary Woods as the alternate voting member. Treasurer Hartmann seconded, and the motion passed unanimously.

Clerk distributed a 5-Year Cash Flow by Service Type (by Sewer Only, by Trash Only), as the Broadway Pump Station Bypass Sewer may only be funded and financed with net Sewer Revenue, and such reporting was required. The 2023 Audit Report would include a Statement of Net Revenues by Service Type as well.

The Clerk distributed Resolution No. 2024-03-02, Reimbursement Resolution, to update previously adopted Resolution and 2022-03-01, as required by the State Water Resources Control Board's application for a loan from the Clean Water State Revolving Fund. The Resolution updates the maximum CWSRF loan principal amount to \$10,000,000. A motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to adopt Resolution No. 2024-03-02 Reimbursement Resolution to enable the District to apply for a CWSRF loan for a maximum principal amount of \$10,000,000. Secretary Woods seconded, and the motion passed unanimously.

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Superintendent's Report (see attached): Superintendent VanMalsen discussed the attached report as well as weather-related system flows.

Engineer's Report (see attached): District Engineer Dawes discussed the attached Engineer's Report. The following recommended actions related to Bid Contract Documents of the Broadway Pump Station Bypass Sewer Project were passed by the Board as follows:

MOTION: Director Evans moved to take the following Board actions:

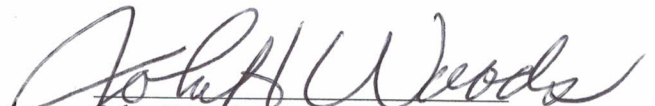
- a) Approve Contract documents, including Plans and Specifications, as presented by the District Engineer and to set the time and place to receive Sealed Bids for the Construction of the Broadway Pump Station Bypass Sewer as May 1st, 7:00 p.m. at the Sunset Beach Woman's Club,
- b) Authorize the District Engineer and Clerk to advertise the Broadway Pump Station Bypass Sewer Project in accordance with contracting requirements and standards, and
- c) Authorize the District engineer to issue an Addendum to change the Bid Date if a delay would be favorable to the District or if mistakes are found in the contract documents.

Secretary Woods seconded the motion to approve the above actions, 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 7:22 p.m., Treasurer Hartmann seconded, and the motion to adjourn passed unanimously.


Graham Hoad, President


John Woods, Secretary