



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

November 13th, 2025 - 6:30 p.m.

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

Directors present: President Graham Hoad, Secretary John H. Woods, Treasurer Bernard Hartmann, John Dentzer, and Dave Evans.

Staff present: Supt. Brad VanMalsen, Supt. II Rolf Pridham, Asst. Supt. Eric Schlange, District Engineer Mark Lewis, 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 October 9th, 2025 General Meeting of the Board of Directors Minutes: After Directors and Staff reviewed the minutes of the October 9th, 2025 General Meeting of the Board of Directors, a motion was made and carried as follows:

MOTION: Director Evans moved to approve the minutes of the October 9th, 2025 General Meeting of the Board of Directors as prepared, Treasurer Hartmann seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the November 13th, 2025 Claims Transmitted for Payment for County processing in the amount of \$152,571.85. After Board and Staff reviewed, Treasurer Hartmann moved to approve Claims Transmitted for Payment, Director Dentzer seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported Total Fund Balance as of October 31st, 2025 to be \$3,575,409. The Treasurer also reviewed and signed off on the October 2025 bank account reconciliations.

Clerk's Report and Review of Trial Balance: The Clerk reviewed the October 31, 2025 trial balance with the Board. It was reported that \$12,000 in sewer fees for the 5 restrooms on greenbelt were received from the City of Huntington Beach and deposited. Information regarding the Broadway Pump Station Bypass Sewer Project was mailed to all parcel owners between Warner and Broadway and the Board President and District Engineer attended the Nov. 6th Sunset Beach Community Association meeting to deliver an overview and answer questions regarding the Project. Clerk Montana also reported that the CWSRF site visit was a success and that the CWSRF final disbursement request date was in the process of being extended to June 1, 2027.

Review and Possible Approval of 2026 Smart Cover Renewal and Warranty Proposal: The Clerk presented the 2026 Hadronex, Inc. SmartCover proposal in the amount of \$27,237.60, which included a 3% discount, for annual service as well as one-year warranties for parts, labor and power for 15 manholes. for one year. After review and discussion, regarding overall cost savings of the warranties, a motion was made as follows:

MOTION: Secretary Woods moved to approve the annual SmartCover service and warranty quote for 15 manholes in the amount of \$27,237.60, and to authorize the Clerk to sign on behalf of the District. President Hoad seconded, and the motion passed unanimously.

Superintendent's Report (see attached): Superintendent VanMalsen reviewed the monthly Superintendent's Report and Flow Report with the Board. The Superintendent and Board discussed apparent ground water infiltrating the sewer system and possible solutions to be investigated.

**Sunset Beach Sanitary District
General Meeting of the Board Minutes
November 13th, 2025**

Engineer's Report (see attached): District Engineer Lewis discussed his monthly Report, and stated that the meeting with the Sunset Beach Community went well and that future meetings would be attended as needed. The status and schedule of the Broadway Pump Station Bypass Sewer Project was also discussed with Board.

Review and Possible Approval of LSA Contract Amendment No. 2, in the Amount of \$71,159: Clerk Montana presented LSA Contract Amendment No. 2 in the amount of \$71,159 for environmental support, which included additional construction phase services for Cultural Resources Monitoring and SWPPP monitoring. Also, hourly rates were updated from the original 2023 agreement. A motion was made and carried as follows:

MOTION: Secretary Woods moved to approve the LSA Contract Amendment No. 2 in the amount of \$71,159, for a total NTE of \$286,580, Treasurer Hartmann seconded, and the motion passed unanimously.

Review and Possible Approval of Nuvis Contract Revision No. 1: Clerk Montana presented Nuvis Contract Revision No. 1 in the amount of \$14,615 for landscape architecture and explained that the change included the additional services of arborist reports and construction support. A motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to approve the Nuvis Contract Revision No. 1 in the amount of \$14,615, for a total NTE amount of \$33,915, Director Dentzer seconded, and the motion passed unanimously.

Review and Possible Cancellation of Lee & Ro Construction Management and Inspection Contract: Clerk Montana and District Engineer Lewis discussed Lee & Ro's request to renegotiate current contract for additional hours and increased hourly rates. In the District's best interest, District Staff recommended canceling the existing contract effectively October 31, 2025 and executing a new Construction Phase service contract for the Broadway Pump Station Bypass Sewer Project. A motion was made and carried as follows:

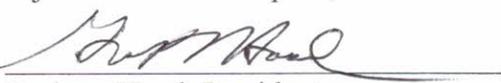
MOTION: Director Dentzer moved to cancel the existing Lee & Ro Construction Management and Inspection services agreement dated December 2024 (based on an April 2023 proposal) as well as the remaining amount due of \$178,519.90 effective October 31, 2025, with the understanding that a new Construction Phase contract would be executed. Director Evans seconded, and the motion passed unanimously.

Review, Discussion, and Possible Acceptance of Lee & Ro, Inc. Construction Phase Engineering Services Proposal in the Amount of \$399,448 and Agreement: Clerk Montana presented Lee & Ro Construction Phase Engineering Services Proposal in relation to the Broady Pump Station Bypass Sewer Project, in the amount of \$399,448 and related services agreement as prepared by District's legal counsel, effective November 1, 2025. A motion was made and carried as follows:

MOTION: Secretary Woods moved to accept the Lee & Ro, Inc. Construction Phase Engineering Services Proposal, effective Nov. 1st, 2025, in the amount of \$399,448 and to authorize the District's Board President and Secretary to execute said agreement. Director Evans seconded, and the motion passed unanimously.

New Business / Board Member Items: None.

Adjournment: There being no other business to be presented to the Board, Director Dentzer moved for adjournment at 7:11 p.m., Treasurer Hartmann seconded, and the meeting was unanimously adjourned.



Graham Hoad, President



John Woods, Secretary