



Sunset Beach Sanitary District

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Minutes for the General Meeting of the Board of Directors

January 9th, 2025 - 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, Dave Evans, and John Dentzer.

Staff present: Supt. Brad VanMalsen, Asst. Supt. Eric Schlange, and District Clerk Chris Montana.

Community/Others: Mark Lewis, Engineer; Linda Garofalo of Surfside.

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

Community Input: No communication from community member present, other than greetings.

Review and Possible Approval of the December 12th, 2024 Minutes of the General Meeting of the Board: After Directors and staff reviewed the December 12th General Meeting of the Board of Directors minutes, a motion was made and carried to approve as follows:

MOTION: Director Evans moved to approve the minutes of the December 12th General Meeting of the Board, Treasurer Hartmann seconded, and the motion passed unanimously.

Nominations and Appointments of Board Officers: President Hoad opened the floor for nominations for the 2024 officer positions of President, Secretary and Treasurer. After nominations were made for the officer positions, President closed the floor, and the following motion was made and carried:

MOTION: Director Evans moved to re-appoint Director Hoad as President, Director Woods as Secretary, and Director Hartmann as Treasurer until the next election. Director Dentzer seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the January 9th, 2025 Claims Transmitted for Payment for County processing in the amount of \$412,098.15, which included \$329,693 to paid to contractor for construction of the Broadway Pump Station Bypass Sewer (BPSBS) Project. After Board and Staff reviewed, Treasurer Hartmann moved to approve Claims Transmitted for Payment as presented, Secretary Woods seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported Total Fund Balance as of December 31st, 2024 to be \$3,514,421 and reviewed and approved December 2024 District bank account reconciliations.

Clerk's Report and Review of Trial Balance: The Clerk reviewed the December 31st, 2024 trial balance, reported by enterprise function, as well as an estimated County Cash Flow report through year-end. Clerk Montana reported that all quarterly and annual payroll tax returns had

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been filed, the BPSBS Project had been registered with the DIR, and a reimbursement request for loan proceeds in the amount of \$329,693 for the Project had been filed with the SWRCB.

Review and Possible Approval of a Professional Services Agreement with new District Engineer: Clerk Montana distributed a Professional Services Agreement by and between the District and Mr. Mark Lewis (attached) for the purpose of the District contracting with a new District Engineer, as Thomas Dawes had submitted his resignation from the position. A motion was made and carried as follows:

MOTION: Secretary Woods moved to approve the Professional Services Agreement with Mark Lewis as presented. Director Dentzer seconded, and the motion passed unanimously. District Engineer Mark Lewis thanked the Board for their approval.

Review and Approval of 2024 Director Stipends: Clerk Montana presented a schedule of total 2024 Director Stipends and related payroll taxes in the amount of \$14,425.10. A motion to approve was made and carried to approve total 2024 Director Stipends as follows:


MOTION: Director Evans moved to approve 2024 Director Stipends and related payroll taxes in the amount of \$14,425.10. Treasurer Hartmann seconded, and the motion passed unanimously.

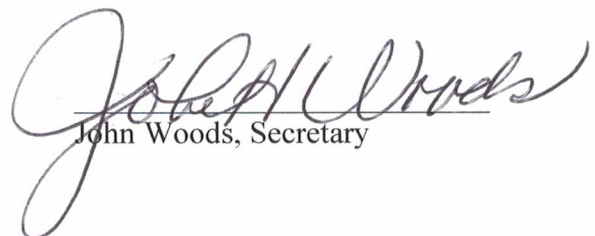
Superintendent's Report (see attached): Superintendent VanMalsen reviewed the attached report and flows with the Board. Director Evans requested that rainfall levels be incorporated into the report if possible. The Superintendent reported on the recent sewer pipe and pump station wet well cleaning that had been completed.

Engineer's Report: District Engineer reported on the status of the City of Huntington Beach construction permit bird nesting surveys, both which are needed before BPSBS Project construction can commence. The most recent construction schedule estimates construction to start in February 2025 and be completed by Spring 2026, with no construction occurring between Memorial Day and Labor Day weekends. The Clerk agreed to preliminarily schedule the mailing of construction notices to residents for first week of February.

New Business / Board Member Items: None.

Adjournment: There being no other business to be presented to the Board, Director Dentzer moved for adjournment at 7:15 p.m., Treasurer Hartmann seconded, and the meeting was unanimously adjourned.


Graham Hoad, President


John Woods, Secretary