



Sunset Beach Sanitary District

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Minutes for the General Meeting of the Board of Directors

February 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 Woods, Treasurer Bernard Hartmann, and John Dentzer.
- Staff present:** Supt. Brad VanMalsen, Supt. II Rolf Pridham, Asst. Supt. Eric Schlange, District Clerk Chris Montana, and District Engineer Mark Lewis.
- Community:** Linda Garofalo of Surfside.

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

Community Input: None.

Review and Possible Approval of the January 9th, 2025 Minutes of the General Meeting of the Board: After Directors and staff reviewed the minutes of the January 9th General Meeting of the Board of Directors, a motion was made and carried as follows:

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

Current Bills: Clerk Montana presented the February 13th, 2025 Claims Transmitted for Payment for County processing in the amount of \$108,200.42. After Board and Staff reviewed, Secretary Woods moved to approve Claims Transmitted for Payment as presented, Treasurer Hartmann seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported Total Fund Balance as of January 31st, 2025 to be \$3,322,433 and reviewed and approved January 2025 District bank account reconciliations.

Clerk's Report and Review of Trial Balance: The Clerk reviewed the January 31st, 2025 trial balance and Cash Flow report with the Board.

a. 2024 State Controller's Office (SCO) Financial Transaction Report (FTR): The Clerk discussed the preparation of the 2024 SCO FTR on the accrual basis, by Enterprise Fund, including the transfer of capital expenses to fixed assets. The Clerk requested Board approval of the 2024 FTR based on the amounts presented in the trial balance report and journal entries. A motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to approve the 2024 State Controller's Office Financial Transaction Report as prepared, Secretary Woods seconded, and the motion passed unanimously.

b. Annual Forms 700 – Statement of Economic Interests: Clerk Montana presented to Board

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members and Staff draft Forms 700 for review, modification and approval. Filers initialed and returned to the Clerk for electronic filing on their behalf.

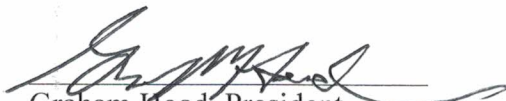
c. CalRecycle Update: Clerk Montana reported that the Final SB 1383 Grant Program Report had been filed and that a conference call was scheduled with CalRecycle at the end of the month to review various compliance areas. Engineer Lewis stated that he would like to attend.

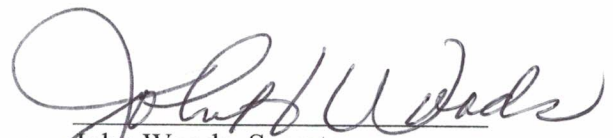
Superintendent's Report (see attached): Superintendent VanMalsen reviewed the attached report and flows with the Board, in particular January's increased flows which appeared to be the result of leakage into system from saturated groundwater, rather than from rainfall. The Superintendent also reported cleanout of debris at manhole near S. Pacific and 4th resulting from recent City of Huntington Beach marathon. President Hoad inquired about the feasibility and advantages of installing a flow meter at Anderson Street.

Engineer's Report: District Engineer reported on the status of the Broadway Pump Station Bypass Sewer Project and plans to start potholing for the purpose of identifying underground obstacles and/or utilities that could possibly interfere with laying new sewer main. Work has been underway to finalize de-watering plan and secure City of Huntington Beach construction permit. Engineer Lewis, in response to Treasurer Hartmann's inquiries regarding scheduling, explained that a definite schedule cannot be determined until the start date is nailed down after potholing and obtaining permit.

New Business / Board Member Items: President Hoad sadly reported on the recent passing of Jimmy Myers who over a period of many years served the District both as a Director and Superintendent.

Adjournment: There being no other business to be presented to the Board, Director Dentzer, in memory of Jimmy Myers, moved for adjournment at 7:35 p.m., Treasurer Hartmann seconded, and the meeting was unanimously adjourned.


Graham Hoad, President


John Woods, Secretary