



Caring for Our Coast

Gary Jones
Director

Amy M. Caves
Chief Deputy Director

LaTayvius R. Alberty
Deputy Director

Warren Ontiveros
Deputy Director

Revised Board Letter

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

September 02, 2025

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

37 September 2, 2025

Dear Supervisors:

EDWARD YEN
EXECUTIVE OFFICER

**REPAIR AND MAINTENANCE OF SURFRIDER BEACH SEPTIC TANK SYSTEM IN THE CITY OF
MALIBU AND APPROVE APPROPRIATION ADJUSTMENT
(THIRD DISTRICT)
(3 4 VOTES)
FY 2025-26**

SUBJECT

The Department of Beaches and Harbors (DBH) is seeking Board of Supervisors (Board) approval to authorize the Director of the Internal Services Department, as the County's Purchasing Agent, to solicit and acquire repair and maintenance services for the Surfrider Beach septic tank system in the City of Malibu at a total cost of approximately \$350,000; and approve the appropriation adjustment to fund the project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed project is exempt from the California Environmental Quality Act, for the reasons stated in this Board letter and in the record of the proposed project.
2. Authorize the Director of the Internal Services Department, as the County's Purchasing Agent, to proceed with the acquisition of maintenance and repair services for the Surfrider Beach septic tank system in the City of Malibu at a total estimated cost of \$350,000.
3. Approve an appropriation adjustment in the amount of \$350,000 to DBH's annual allocations grant funding provided by the Los Angeles County Regional Park and Open Space District's (RPOSD) Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure A of 2016 (Measure A) to fully fund the repair and maintenance of the Surfrider Beach septic tank system.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will find that the septic tank system repair and maintenance activities are exempt from the California Environmental Quality Act (CEQA) and allow the Director of the Internal Services Department to procure septic tank system repair and maintenance services on behalf of the Department of Beaches and Harbors (DBH). DBH is responsible for operating and maintaining 18 septic systems that span 63 miles of coastline, from Royal Palms Beach in San Pedro to Zuma Beach in Malibu. Surfrider Beach is one of DBH's most popular beaches, visited annually by thousands of surfers and beachgoers.

The Surfrider Beach restroom has been closed since February 2023 when the DBH began refurbishing the restroom facility using its Measure A) annual allocations grant funding provided by RPOSD. Construction was completed in September 2023. However, during initial testing of the septic system, it was discovered that the system required various costly repairs.

Critical maintenance and repairs to the septic system include repairing the primary tank, the recirculation tank, and the dosing tank. This includes replacing floats and pumps, rewiring electrical components inside the tanks, and ensuring connections are watertight. Other tasks include installing new PVC check valve relief and piping, adding new blenders and chemical pumps, setting up new UV lights and housings, upgrading computer motherboards, ozone systems and flow meters, as well as cleaning of filters and screens.

Maintaining and repairing this septic system is essential for the health and safety of beachgoers and to meet the clean water standards set by the California Regional Water Quality Control Board. As such, the closure of the only public restroom available at this location constitutes an emergency due to septic system failure and requires immediate action to prevent or mitigate loss of essential public services. It is imperative that the septic system repair and maintenance services be procured so that the associated public restroom building can be reopened to support the extremely high numbers of visitors to Surfrider Beach.

Closure of the restroom due to septic system issues creates a risk to public health, safety, and/or welfare. Although portable chemical toilets are deployed on a temporary basis, portable toilets must be serviced by vendors up to three times weekly and are more vulnerable to vandalism and potential overflows which can pose a public health risk and threaten water quality in the Santa Monica Bay. For these reasons, procurement of the septic repair and maintenance services is recommended to facilitate the reopening of this beach restroom facility.

Pursuant to California Government Code ("Section 25502.5"), Board approval is required for any services where the cost is \$200,000 or greater annually.

Implementation of Strategic Plan Goals

The repair of Surfrider Beach's aging septic system will promote and further the County's Strategic Plan North Star 2, Foster Vibrant and Resilient Communities in the Focus Area Goal of Public Health as well as Community Connections, and North Star 3, Realize Tomorrow's Government Today in the Focus Area Goal of Flexible and Efficient Infrastructure by ensuring that DBH can continue to provide clean, safe, and sanitary conditions for the public's enjoyment at County-operated beaches.

FISCAL IMPACT/FINANCING

The total project cost for repairing the septic tank system at Surfrider Beach is currently estimated at

\$350,000. The restrooms at Surfrider Beach were refurbished in 2023 using grant funding provided by RPOSD's annual Measure A allocations to DBH.

This project will be fully funded by DBH's annual Measure A allocations from RPOSD.

Approval of the appropriation adjustment (attached) will provide \$350,000 for the repair and maintenance of the Surfrider Beach septic tank system, offset with \$350,000 in grant revenue from RPOSD's Measure A to fully fund the proposed project.

These repairs will restore the existing non-operational septic tank system at Surfrider Beach and allow the reopening of the associated restroom. Following completion of the project, ongoing maintenance and operational costs will be funded within existing budgetary resources.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This request complies with the maximum contracting authority set forth in Section 25502.5 of the California Government Code and approved by your Board on July 16, 2019. This Government Code Section and policy require that departments obtain Board approval to contract services, with or without the furnishing of material, when the annual aggregate cost exceeds \$200,000.

ENVIRONMENTAL DOCUMENTATION

The proposed action, to the extent that it is considered a "Project" under the CEQA laws, is exempt from CEQA.

The repair and maintenance services to the septic tank system is categorically exempt from CEQA as it includes no expansion in use, and is within a class of projects that has been determined not to have a significant effect on the environment and which meets the criteria set forth in Sections 15301(d) and 15302(c) of the State CEQA Guidelines ("Guidelines") and Classes 1 and 2 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemptions inapplicable based on the project records.

The proposed activity is also statutorily exempt from CEQA pursuant to Section 21080(b) of the State Public Resources Code and Section 15269(b) and (c) of the CEQA Guidelines because approval of repair and maintenance services for the septic system is necessary to prevent an emergency. The proposed activities would provide for emergency repairs to publicly owned facilities necessary to maintain services essential to the public health, safety, or welfare. The specific action to repair the septic system is necessary to prevent or mitigate an emergency whereas the anticipated period of time to conduct an environmental review would create a risk to public health, safety, or welfare; are minor alterations to existing facilities; and replacement or reconstruction of existing utility systems and/or facilities involve negligible, or no expansion of capacity and the replacement system will be located on the same site.

Upon the Board's approval of the recommended actions, DBH will file a Notice of Exemption with the County Clerk in accordance with Section 21152 of the California Public Resources Code.

CONTRACTING PROCESS

The acquisition and purchase of this service is under the statutory authority of the County Purchasing Agent. The acquisition will be competitively solicited in accordance with the standard County Purchasing policies and procedures.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval will ensure that the Department of Beaches and Harbors can continue to maintain clean and safe County-operated beaches with adequate public restroom facilities.

CONCLUSION

Upon Board approval, authorize the Executive Office of the Board to send an adopted copy of the Board letter to the Department of Beaches and Harbors.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Gary Jones', with a stylized, cursive script.

GARY JONES

Director

GJ:WO:PR:kd

c: Chief Executive Office
County Counsel
Executive Officer, Board of Supervisors
Internal Services Department

September 02, 2025

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF BEACHES AND HARBORS

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE

FY 2025-26
4 - VOTES

SOURCES		USES	
BEACHES AND HARBORS A01-BH-91-R410-27500 REGIONAL PARK AND OPEN SPACE DISTRICT-MEASURE A INCREASE REVENUE		BEACHES AND HARBORS A01-BH-2000-27500 SERVICES & SUPPLIES INCREASE APPROPRIATION	350,000
350,000			
SOURCES TOTAL		USES TOTAL	
\$ 350,000		\$ 350,000	

JUSTIFICATION

Appropriation adjustment in the amount of \$350,000 to the Department of Beaches and Harbor’s annual allocations grant funding provided by the Los Angeles County Regional Park and Open Space District’s Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure A of 2016 to fully fund the repair and maintenance of the Surfrider Beach septic tank system.

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

37 September 2, 2025

Andrew Flores

Digitally signed by Andrew Flores
Date: 2025.08.29 09:12:47 -07'00'

AUTHORIZED SIGNATURE

Andrew Flores, Division Chief

BOARD OF SUPERVISOR’S APPROVAL (AS REQUESTED/REVISED)

Edward Yen

EDWARD YEN
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---

☐ ACTION

☒ RECOMMENDATION

Andrea
Turner

Digitally signed by
Andrea Turner
Date: 2025.08.29
09:38:58 -07'00'

AUDITOR-CONTROLLER

B.A. NO. 019

DATE

8/29/25



APPROVED AS REQUESTED



APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

Christine
Frias

Digitally signed by
Christine Frias
Date: 2025.08.29
09:53:20 -07'00'

DATE

8/29/25



LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT



BOARD OF DIRECTORS

Hilda L. Solis

Holly J. Mitchell

Lindsey P. Horvath

Janice Hahn

Kathryn Barger

Director

NORMA E. GARCÍA-GONZÁLEZ

District Administrator

CHRISTINA ANGELES, ESQ.

Assistant District Administrator

MARK GLASSOCK

Date: 07/25/2025

County of Los Angeles
Department of Beaches and Harbors
Contracts and Grants Unit
4640 Admiralty Way, Suite 300
Marina del Rey, CA 90292

NOTICE TO PROCEED

SURFRIDER BEACH RESTROOM SEPTIC REPAIR
MASTER AGREEMENT NO. A89
NTP NO. A8926004
STUDY AREA NO. 75

This Notice to Proceed ("NTP"), a subordinate agreement executed wholly within and subject to the provisions of Agreement No. A89, dated August 20, 2024 ("Agreement"), confirms approval of your Annual Allocations Project, as described in your Work Plan dated July 9, 2025, for the project described as the Surfrider Beach Restroom Septic Repair ("Project").

1. Scope of Work

The repair and replacement of the septic system at Surfrider Beach, which includes hardware replacement and upgrades.

2. NTP Performance Period

Start Date: 07/25/2025

End Date: 6/30/2026

Grantee must submit all claims and required documentation to RPOSD that shall be no later than 12 months following the Performance Period end date.

3. Grant Amount

The total maximum amount RPOSD will reimburse Grantee for this Project is \$350,000 including related reimbursable expenses as specified. Any items where cost estimates exceed the approved budget, require prior written authorization from RPOSD.

4. Reimbursement

- a. Grantee must complete all required deliverables identified in the attached Work Plan.
- b. The total reimbursement from RPOSD for all deliverables may not exceed Grant Amount, identified in the Grant Amount.
- c. Ensure NTP NO. A8926004 appears on invoices submitted to RPOSD for purposes of reimbursement.

All terms of the Agreement which authorize this NTP, will remain in full force and effect. The terms of the Agreement will govern and take precedence over any conflicting terms or conditions in this NTP. Work authorized pursuant to this NTP must be in compliance with the terms and conditions of the Agreement to be valid or binding.

At Grantee's written request, this NTP may be amended subject to RPOSD's sole discretion and prior approval. Amendments are to be limited to modifications of the Performance Period, Scope of Work, or Grant Amount.

APPROVED BY:


Mark Glassock (Jul 25, 2025 09:12:37 PDT)

RPOSD Representative Signature

Mark Glassock

RPOSD Representative (Name)

Assistant District Administrator

RPOSD Representative (Title)

Date: 07/25/2025



LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

1000 S. Fremont Avenue, Unit #40, Building A-9 East, Ground Floor, Alhambra, CA 91803
(626) 588-5060 • RPOSD.LACOUNTY.GOV • INFO@RPOSD.LACOUNTY.GOV



LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Application

09522 - Annual Allocation Work Plan - Final Application

11804 - Surfrider Beach Restroom Septic Repair
Measure A

Status: Awarded Submitted Date: 07/09/2025 10:11 AM Submitted By: Sharrell Williams

Grants Officer Assigned: Denise Velasco

Applicant Information

Primary Contact:

Feel free to edit your profile any time your information changes. Create your own personal alerts using My Alerts.

Salutation Sharrell Williams
Salutation First Name Middle Name Last Name

Title Management Analyst

What is your role in managing grants with RPOSD? (primary contact, authorized or designated signer, accounting manager, etc.) Grants Coordinator/Contact (Authorized user)

Department Name* Department of Beaches and Harbors

Organization Information

Agency/Organization Name* LA County Department of Beaches and Harbors DBHMS
Study Area Number M&S Code

Agency/Organization Type

What is your Agency/Organization Type? Public Agency

Agency/Organization Contact Information

Agency/Organization Website beaches.lacounty.gov

Agency/Organization Phone* 424-526-7821 Ext.

Physical Address
All paper-based grant-related correspondence will be mailed to this address, unless a different address is provided below.

Agency/Organization Physical Address* Department of Beaches and Harbors

Contracts and Grants Unit
4640 Admiralty Way, Suite 300

* Marina del Rey California 90292
City State/Province Postal Code/Zip

Is this the same as the Mailing Address? Yes

Mailing Address
Skip this if Mailing Address is the same above.

Mailing Address

City California Postal Code/Zip
State/Province

Agency/Organization Financial Information

Tax ID* 95-6000927

List the ROLES/TITLES of the individuals identified as Authorized and Designated signers per your agency's adopted resolution or proof of jurisdiction support.*

Sharrell Williams - Grants Coordinator/Contact (Authorized user)
Angelica Vicente - Supervisor, Grants Coordinator/Contact Back-up (Authorized user)
Nicolette Taylor - Manager, Grants Coordinator/Contact Back-up (Authorized user)
Damien Monroe - Manager, Fiscal/Accounting (Authorized user)
Amy Caves - Chief Deputy Director, Designated signer (Approving official)
Gary Jones - Director, Designated signer (Approving official)

Grants Officer Assigned

Grants Officer Denise Velasco

Supervisory District(s)

Old SD

New SD

Good Standing
Status Issues, if any:

RPOSD VIEW ONLY

Good Standing
Status Comments

Project Description

Grant Project Title* Surfrider Beach Restroom Septic Repair
50-character limit. Please note that characters include spaces and punctuation.

2 to 3 sentences summarizing the proposed project. The sentences should be concise and allow for a clear understanding of the proposed project.

Scope of Work* The repair and replacement of the septic system at Surfrider Beach, which includes hardware replacement and upgrades.

750-character limit. Please note that characters include spaces and punctuation.

Project Type* Development
Choose your project type

Project Location Information

Location Name* Malibu Surfrider Beach
i.e. park name, open space name, etc. Must enter a name. Actual or potential

Physical Location 23050 Pacific Coast Highway, Malibu, CA 90265
e.g. 1000 S. Fremont Ave, Alhambra, CA 91803. If no physical address, input Latitude and Longitude

AIN FOR ACQUISITION ONLY

Assessor's Identification Number (AIN) 4452-006-902
For assistance in finding the AIN number please visit the Los Angeles County Assessor Portal.

Are additional locations part of this project? No

Land Access/Tenure

Please note that if the answer is **Yes** the applicant must provide proof in supporting documents section below. If the answer is **NO** the applicant must provide written consent or other documentation to develop project. Examples of documentation include, but are not limited to, lease agreement, Memorandum of Understanding (MOU) or other documentation from the landowner agreeing to the proposed project.

Is your agency the landowner of the proposed project location(s)? Yes

Will your agency be responsible for the long term grant obligations? Yes

If your Agency will not be responsible for the long-term grant obligations, please explain. Note: An Assignment and Assumption of Grant N/A

Agreement (AAGA) will be required.

Who is the landowner? Los Angeles County

Landowner Contact's name and email N/A

Reporting Requirements

Supervisory District* 3

Park ID Required for Existing Facilities

Park ID* 6463
CPAD Unit ID. If no CPAD Unit ID, write 'N/A'

Study Area* Malibu - 75

Level of Need* Low

Soft Costs - RPOSD Funding

Deliverables	Completion Date	Funding Source	Study Area	RPOSD Funding Amount
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Hard Costs - RPOSD Funding

Deliverables	Completion Date	Funding Source	Study Area	RPOSD Funding Amount
Repair and replace septic system	06/30/2026	LA County Dept of Beaches and Harbors Cat 3		\$350,000.00

Other Funding Narrative

Please explain other funds to support this project. 750-character limit.

Total Costs

Total RPOSD Soft Costs	\$0.00
RPOSD Soft Costs Percentage	0
Total RPOSD Hard Costs	\$350,000.00
RPOSD Hard Costs Percentage	100.0
Total RPOSD Amount	\$350,000.00

Exception to the Rule

Based on the Exception to the Rule, does this project require Community Outreach and Engagement?*

No
If the answer is **yes**, the remainder of the form **MUST** be completed.

Community Outreach and Engagement Requirements

What is the total project budget (including outside funding sources)?*

\$50,000.00 - \$1,000,000.00

Did your organization plan/complete Information Sharing and Participatory Engagement? *

No

If not, please explain

Community outreach and engagement requirements does not apply to replacements and repairs

500-character limit. Please note that characters include spaces and punctuation.

Language Access Requirements

Our agency has a TIER 1 Requirement

Our agency has a TIER 2 Requirement

Our agency has a TIER 3 Requirement

Community Outreach and Engagement - COMPLETED

Has Community Outreach and Engagement been conducted for this project?

No

Community Outreach and Engagement - PLAN

Date of Engagement

Time of Day

Engagement Type

Outreach Type

Location

Before or After Project Start

Description of Outreach

1000-character limit. Please note that characters include spaces and punctuation. Briefly describe your Information Sharing or Participatory Engagement efforts.

Is there additional Community Outreach and Engagement planned?

No

Annual Allocation (AA) Work Plan

Description	Date of Document	Attachment	Comments	Approved by RPOSD?	RPOSD Comments
Proof of Land Tenure	10/31/1995	Land Tenure Agreements Malibu Lagoon Agreement.pdf	Land Tenure Agreements Malibu Lagoon Agreement		
DBH Surfriders Beach Grant Boundary Map	04/20/2020	DBH Surfriders Beach Grant Boundary Map.pdf	DBH Surfriders Beach Grant Boundary Map		
Surfrider Restroom Site Plan	05/19/2020	Surfrider RR Site Plan.pdf	Surfrider Restroom Site Plam		
Surfriders Septic System Photo	07/08/2025	Surfrider Septic System.jpg	Surfriders Septic System Photo		

Surfriders Ozone System	07/08/2025	Surfriders Ozone system.jpg	Surfriders Ozone System
Cost Estimate 1811 - Surfrider	05/27/2025	Estimate 1811 Surfrider_Updated 6.2.25.pdf	Cost Estimate 1811 - Surfrider

Notice to Proceed

Description	Date of Document	Attachment	Comments	Approved by RPOSD?	RPOSD Comments
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Implementation

Description	Date of Document	Attachment	Comments	Approved by RPOSD?	RPOSD Comments
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Closeout Requirements

Description	Date of Document	Attachment	Comments	Approved by RPOSD?	RPOSD Comments
RPOSD Signage on Surfrider Restrooms	09/21/2023	RPOSD Signage_Surfrider Beach.pdf			
Deed Restriction	02/01/2023	SurfriderRecordedDeedRestriction.pdf			






NTP A8926004

Final Audit Report

2025-07-25

Created:	2025-07-23
By:	Agie Jordan Iii (ajordan@rposd.lacounty.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_nKD978ibnL-WyphZF1GbVPUTUTidVRy

"NTP A8926004" History

-  Document created by Agie Jordan Iii (ajordan@rposd.lacounty.gov)
2025-07-23 - 10:03:57 PM GMT- IP address: 209.160.244.115
-  Document emailed to Mark Glassock (MGlassock@rposd.lacounty.gov) for signature
2025-07-23 - 10:05:57 PM GMT
-  Email viewed by Mark Glassock (MGlassock@rposd.lacounty.gov)
2025-07-23 - 10:13:56 PM GMT- IP address: 98.86.61.157
-  Document e-signed by Mark Glassock (MGlassock@rposd.lacounty.gov)
Signature Date: 2025-07-25 - 4:12:37 PM GMT - Time Source: server- IP address: 173.196.252.165
-  Agreement completed.
2025-07-25 - 4:12:37 PM GMT