

**Sunset Beach Sanitary District**  
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**Minutes for the General Meeting of the Board of Directors**  
**June 14th, 2012**  
**7:00 p.m. - Sunset Beach Woman's Club**

**Directors present:** President John Woods, Treasurer Greg Griffin, Director Bill Bruton and Director Graham Hoad.

**Staff present:** Superintendent Jim Caslin, Engineer Tom Dawes, Clerk Chris Montana.

**Community Members/Others:** Jon Regnier

President Woods called the meeting to order at 7:05 p.m

**Community Input:** Director Bruton introduced Mr. Jon Regnier of Surfside. Director Bruton expressed his desire to withdraw from the Board of Directors and recommended that Mr. Jon Regnier be appointed and/or elected to fill his seat. Since Director Bruton's term is expiring in the current year, the Clerk stated that she would determine the best course of action.

**Minutes of the May 10<sup>th</sup>, 2012 General Board Meeting:** The Directors read the minutes of the May 10th, 2012 General Meeting of the Board of Directors. Treasurer Griffin moved to approve the minutes as prepared. Director Hoad seconded. The motion was passed unanimously.

**Minutes of the May 10<sup>th</sup>, 2012 Executive Board Meeting:** The Directors read the minutes of the May 10th, 2012 Executive Meeting of the Board of Directors. Treasurer Griffin moved to approve the minutes as prepared. Director Hoad seconded. The motion was passed unanimously.

**Current Bills:** The Directors reviewed Claims Transmitted for Payment dated June 14th, 2012, totaling \$73,618.79. Treasurer Griffin moved to approve the Claims Transmitted for Payment as prepared. Director Hoad seconded. The motion was passed unanimously.

**Treasurer's Fund Balance Report:** Treasurer Griffin reported the Fund Balance as of May 31st, 2012 to be \$1,730,017.

**Adoption of 2012-13 Operating Budget, Cash Reserve Policy and Investment Policy:** After review and discussion pertaining to the 2012-13 Operating Budget, Cash Reserve and Investment Policies, a motion was made as follows:

**MOTION:** Treasurer Griffin moved to approve the 2012-13 Operating Budget, Cash Reserve Policy and Investment Policy (**see attached**), and therefore the expenditures contained within. Director Hoad seconded. Passed unanimously.

**Clerk's Report:** The Clerk reported that the May 2012 No Spill Report had been timely filed. The final bi-annual audited financial statements were distributed to the Board and staff. The Clerk reminded the Board that the terms of office for Directors Woods, Bruton and Hoad expire this year and that election filings must be made with the Registrar of Voters between July 16<sup>th</sup> and August 10<sup>th</sup>. Lastly, the Clerk reported that she was in the process of obtaining a Workers' Compensation Insurance quote from SDRMA.

Adoption of 2012-13 Trash and Sewer Charges: After Board review and discussion of 2012-13 finances, and in light of the budget adopted above, Director Hoad moved to not increase rates for a third year in a row and to establish the 2012-13 annual sanitation charges as follows:

**MOTION:** To set the annual trash collection charge at \$240.00 per each residential or commercial unit.

**MOTION:** To set the annual sewer collection charge at \$150.00 per each residential or commercial unit.

**MOTION:** To set the annual sewer cleaning charge at \$475.00 per each restaurant unit.

Treasurer Griffin seconded. The motions were passed unanimously. Clerk Montana agreed to contact the assessor and to ensure that approved rates are published in the Sun Newspaper.

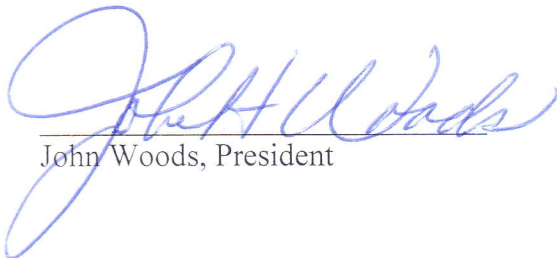
Superintendent's Maintenance Report: See attached.


Engineer's Report: As a result of the City of Seal Beach not approving plans to extend A-row sewer line, Engineer Dawes recommended that the Board approve a project to reline the 6 common laterals ("Lateral Lining Project") instead, and to roll over any unused previously approved Jones, Cahl engineering contract costs to this project. The estimated cost of this project, \$125,000, includes the installation of any necessary manholes, and has been included as a separate line item in the 2012-13 Operating Budget approved above. Engineer Dawes stated that he would consult with the District's lawyer regarding bidding requirements.

**MOTION:** Director Bruton moved to (1) approve the Lateral Lining Project in lieu of the Surfside A-row sewer extension project at an estimated cost of \$125,000, (2) roll over any unused Jones, Cahl engineering contract costs to this project, and (3) authorize Engineer Dawes to inform affected residents of this change. Treasurer Griffin seconded. Passed unanimously.

Response to Orange County Grand Jury Report: The Board reviewed and discussed Draft #3 of the District's response to the Orange County Grand Jury report dated April 20<sup>th</sup>, 2012. Since three of the directors had just attended a morning ISDOC meeting focusing on responding to the report, they agreed to table approval of the letter until next month to give them time to further review.

Adjournment: There being no further business to come before the Board, Director Hoad moved to adjourn the meeting. Treasurer Griffin seconded. Meeting was unanimously adjourned at 8:10 p.m.

  
John Woods, President

  
Greg Griffin, Treasurer