



Sunset Beach Sanitary District

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Minutes for the General Meeting of the Board of Directors

June 10th, 2021 - 6:30 p.m.

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

Directors present: President Graham Hoad, Secretary John Woods, and Treasurer Bernard Hartmann.
Staff present: Supt. Brad Vanmalsen, Asst. Supt. Todd Healy, Asst. Supt. Eric Schlange, District Engineer Tom Dawes, 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 May 13th, 2021 Board Meeting Minutes: After Directors reviewed the Minutes for the May 13th, 2021 General Meeting of the Board, a motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to approve the May 13th, 2021 General Board Meeting minutes as presented. Secretary Woods seconded, and the motion passed unanimously.

Current Bills: Clerk Montana presented the June 10th, 2021 Claims Transmitted for Payment in the amount of \$75,807.80. After review and discussion, Treasurer Hartmann moved to approve as presented, Secretary Woods seconded, and the motion passed unanimously. The Claims were signed as presented by President Hoad and Secretary Woods.

Fund Balance: Treasurer Hartmann reported the Fund Balance as of May 31st, 2021 to be \$2,822,574.

Clerk's Report and Review of Trial Balance: Clerk Montana reviewed the May 31st, 2021 trial balance with the Board and reported that the monthly No Spill Report had been submitted.

Review, Discussion and Possible Adoption of the 2021-22 Preliminary Operating Budget, Reserve and Investment Policies: Clerk Montana presented the 2021-22 Preliminary Operating Budget, including reserves, for review and discussion, in the amount of \$3,066,100 (funded by revenues of \$1,466,100 and an preliminary unreserved fund balance carryover of \$1,600,000). A motion was made and carried as follows:

MOTION: Treasurer Hartmann moved to approve the 2021-22 Preliminary Operating Budget in the amount of \$3,066,100, with the understanding that amounts may change in the preparation of the Final 2021-22 County of Orange Special District Budget, after final amounts have been posted to the final year-end general ledger. There were no changes made to the Reserve and Investment Policies. Secretary Woods seconded and the motion passed unanimously.

Review, Discussion and Vote for Candidate for CSDA – Seat A: Clerk Montana distributed a candidate nomination letter and CSDA ballot to the Board for review and discussion. A motion was made and carried as follows:

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MOTION: President Graham moved to vote for the incumbent, Jo macKenzie for the CSDA Board of Directors, Seat A – Southern Network, and to direct the District Clerk to electronically file the ballot. Secretary Woods seconded and the motion passed unanimously.

Superintendent's Report (attached): Superintendent Vanmalsen reviewed the attached Superintendent's Report and Flow Report with the Board.

Engineer's Report (attached): Engineer Dawes reviewed the attached Engineer's Report with the Board, as well as the status of required permits and specifications of the Broadway Sewer Siphon Replacement Project. A job walk by interested contractors was expected to occur in July, the opening of bids in August, and an issuance of the Notice to Proceed in the Fall. Motions were made and carried to approve the District Engineer's recommended actions as follows:

MOTION: Secretary Woods moved to approve the Contract Documents, including the Plans and Specifications, and set Wednesday, August 4th, 2021 at 7:00 p.m. at the Sunset Beach Woman's Club as the time and place to receive Sealed Bids for the Construction work. Treasurer Hartmann seconded, and the motion passed unanimously.

MOTION: Secretary Woods moved to authorize the District Engineer and Clerk to advertise said project in accordance with contracting requirements and standards. Treasurer Hartmann seconded, and the motion passed unanimously.

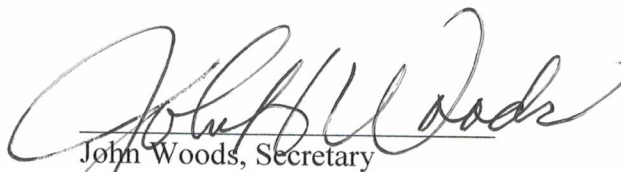
MOTION: Secretary Woods moved to authorize the District Engineer to change the Bid Date if more delays are encountered. Treasurer Hartmann seconded, and the motion passed unanimously.

New Business/Board Member Items: None.

Adjournment to Closed Executive Session: Treasurer Hartmann moved to adjourn the meeting into Closed Executive Session at 7:02 p.m. The Closed Session was called under the Personnel Exception, Performance Review and Labor Negotiations Pursuant to Government Code Sections 54957.6 and 549.57(b). Secretary Woods seconded and the General Meeting was unanimously adjourned.

Reconvene to Open Session: After conclusion of the Closed Executive Session, President Hoad reconvened to Open Session and reported that a 5% pay increase for all employees was approved, and that the District Clerk would be instructed to document in Closed Session minutes. There being no further business to come before the Board, Director Hartmann moved to adjourn the meeting at 7:30 p.m. Secretary Woods seconded and meeting was unanimously adjourned.


Graham Hoad, President


John Woods, Secretary