

# Sunset Beach Sanitary District

**P.O. Box 1185**

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**Minutes for the General Meeting of the Board of Directors**

**January 12th, 2023 - 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:** Superintendent Brad VanMalsen, Supt. II Rolf Pridham, 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.

Administration of Oath to Appointed Director: Director Bernard Hartmann was appointed to the District's Board of Directors for a 4-year term, in lieu of election, by the Orange County Board of Supervisors. President Hoad administered the Oath of Office to Director Hartmann and it was signed and witnessed accordingly.

Nominations and Appointments of Board Officers: President Hoad opened the floor for nominations for the 2023 officer positions of President, Secretary and Treasurer. After nominations were made for the officer positions, President closed the floor, and the following motions were made and carried:

**MOTION:** Secretary Woods moved to re-appoint Director Hoad as nominated to the office of President. Treasurer Hartmann seconded, and the motion passed unanimously.

**MOTION:** President Hoad moved to re-appoint Treasurer Hartmann to the office of Treasurer. Secretary Woods seconded, and the motion passed unanimously.

**MOTION:** Treasurer Hartmann moved to re-appoint Secretary Woods to the office of Secretary. President Hoad seconded, and the motion passed unanimously.

Review and Possible Approval of the December 8th, 2022 General Meeting of the Board Minutes and the December 13<sup>th</sup>, 2022 Special Meeting of the Board Minutes: After Directors reviewed both the December 8<sup>th</sup> General Meeting of the Board Minutes and the December 13<sup>th</sup> Special Meeting of the Board Minutes, as prepared by the District Clerk, a motion was made and carried to approve both as follows:

**MOTION:** Secretary Woods moved to approve both the December 8<sup>th</sup>, 2022 General Meeting of the Board Minutes and the December 13<sup>th</sup> Special Meeting of the Board Minutes as prepared. Treasurer Hartmann seconded, and the motion passed unanimously.

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Current Bills: District Clerk Montana presented the January 12th, 2023 Claims Transmitted for Payment in the amount of \$93,535.55. After review and discussion, Treasurer Hartmann moved to approve the current bills and Claims for Payment as prepared for submission to the County Auditor-Controller for payment. Secretary Woods seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported the Fund Balance as of December 31st, 2022 to be \$2,408,856 and signed off on the monthly bank reconciliations. The Board and Staff acknowledged that the 12% balance decrease from prior year was the result of fully financing the Broadway Sewer Siphon Replacement Project.

Clerk's Report: Clerk Montana reviewed the current month's trial balance with the Board, in particular December's tax receipts which brought total year-to-date property tax revenue up 5% from last year. The Clerk also reported that all federal and state quarterly and annual payroll tax returns had been timely filed. The 2022 Directors' Annual Stipends were presented and a motion was made and carried as follows:

**MOTION:** Secretary Woods moved to approve the 2022 Directors' Stipends Schedule, including mileage and related employment taxes. Treasurer Hartmann seconded and the motion passed unanimously.

Clerk Montana reviewed the June 30, 2022 accrual-basis trial balance as well as a schedule of capital improvement expenditures transferred from expenses to fixed assets and construction in process. The Clerk requested Board approval for filing the 2022 State Controller's Office Financial Transaction report based on the amounts presented in the trial balance report and journal entries. A motion was made and carried as follows:

**MOTION:** President Hoad moved to authorize Clerk Montana to file the 2022 Financial Transaction Report based upon the attached Trial Balance. Secretary Woods seconded and the motion passed unanimously.

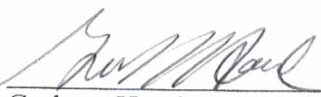
Lastly, the Clerk discussed financing options available for the Broadway Pump Station Bypass Sewer after the Installment Sale Agreement had been cancelled on December 13<sup>th</sup>. Follow up will continue with representatives from both the State Clean Water State Revolving Fund and the Willdan Financial group.

Superintendent's Report (see attached): Superintendent VanMalsen reviewed the current month's Flow Report, Staff Training, and sewer line maintenance performed during the month with the Board.

Engineer's Report (see attached): District Engineer Dawes discussed the attached Engineer's Report with the Board. Newly requested requirements from the City of Huntington Beach and increased project estimates are resulting in the postponement of the Broadway Pump Station Bypass Sewer Project until the next fiscal year.

New Business / Board Member Items: None.

Adjournment: There being no further business to be brought before the Board, a motion was made by Treasurer Hartmann to adjourn the meeting at 7:15 p.m. Secretary Woods seconded, and the motion to adjourn passed unanimously.

  
Graham Hoad, President

  
John Woods, Secretary