

Surfside Colony Community Services District

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Minutes of the September 26th, 2022 General Meeting of the Board of Directors Surfside Office – B89 - 6:30 p.m.

- Directors Present:** President Paul Mesmer, Secretary Gayle Mueller-Winnen, Linda Garofalo, Rudy Lalonde, and Tara Amundson.
- Directors Absent:** None.
- Staff Present:** Clerk Chris Montana.
- Community:** John Kriss and Don Karich of Surfside Colony Storm Water Protection District; K.C. Coultrup of Surfside Colony Ltd.

President Mesmer called the meeting to order at 6:36 and led all in the pledge of allegiance.

Community Input: None.

Review and Possible Approval of the August 26th, 2022 General Board Meeting Minutes: After Board members reviewed the Minutes of the August 26th, 2022 General Meeting of the Board, Director Amundson moved to approve as presented, Secretary Winnen seconded, and the motion passed unanimously.

Review and Possible Approval and Funding of Surfside Colony, Ltd. Street Replacement Project – Section 1 in an amount NTE \$392,656: Clerk Montana distributed Project Approval templates and bid detail backup for the A-Row Street Replacement Project, Sections 1A and 1B in a total amount not-to-exceed \$392,656 per final budget adopted on August 15, 2022. K.C. Coultrup, Project Manager for Surfside Colony, Ltd., discussed the details and timing of the project. Clerk Montana confirmed with Project Manager Coultrup that the Surfside Colony, Ltd. Board was aware that while the District would fully fund the project as budgeted during the current fiscal year, payments of invoices would be contingent upon the District's revenue stream. After review and discussion, a motion was made and carried as follows:

MOTION: Director Amundson moved to approve A-Row Street Replacement Project, Sections 1A and 1B in an amount not-to-exceed \$392,656. Director Lalonde seconded and the motion passed unanimously.

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Review and Possible Approval of Current Bills Presented: Clerk Montana presented check #'s 3737-3741 for a total amount of \$70,302.79, consisting of \$45,541.00 for the August 2022 Security and Maintenance billing, and \$5,193.09 for general and administrative expenses, and \$19,568.70 for Project Cost Reimbursement. After discussion and review, checks were approved, and signed as presented.


Clerk's Report, Fund Balance and Review of Trial Balance: Clerk Montana reported the fund balance as of September 26th, 2022, after the payment of the above expenses, to be \$240,152 and reviewed the current month's trial balance with the Board. The Clerk confirmed that the temporary transfer of \$100,000 from LAIF to the checking account as authorized last month had been made and would be transferred back after the December's apportionment has been received.


Clerk Montana distributed the 2018 audited financial statements indicating an unqualified opinion (the best opinion available), indicating that the district's financial statements were fairly presented without any identified exceptions. Clerk Montana also distributed a draft of a Records Retention Policy for Board review and possible adoption. The Board unanimously agreed to table approval until next month's meeting to allow for more time to review.

President's Report: President Mesmer reported to the Board various items presented at the 2022 CSDA Annual Conference and presented the Special District Leadership Certificate of Completion. President Mesmer also reported that he had been elected as 2nd Vice President of ISDOC and items discussed at the OC Water Summit.

Board Member Items and New Business: None.

Adjournment: There being no further business to be brought before the Board, Secretary Winnen moved to adjourn the meeting at 7:44 p.m. and to schedule next month's meeting for October 17th, 2022. Director Garofalo seconded, and the meeting was unanimously adjourned.


Paul Mesmer, President


Gayle Mueller-Winnen, Secretary

Surfside Colony Community Services District Initial Project Approval Template

Date: 9/26/2022

Project Title: A Row Street Replacement Project - Sections 1A & 1B

Description of Proposed Project and Purpose:

A Row Street Replacement - Remove existing asphalt and underlying debris in street from A108 to A118 (Section 1A) and from A92 to A107 (Section 1B) and replace with 6" 4000# concrete for lasting durability. Limits are from the existing driveways at both ends of A Row houses. The project will also be funded by the Storm Water Protection District, as drainage will be improved.

Amount of Funding Requested: \$ 564,472
Amount Approved in Budget \$ 392,656

Proposed Timeline:

Commencement: Sept. 7, 2022
Completion: Nov. 18, 2022

List of Contractors Required by Type:

Cement Masonry

Description of Project Management:

Project to be managed by Coultrup Consultants, Inc. on a time and materials basis.

Permits, Insurance, and Other Requirements (Please provide document copies when available):

Contractor must be registered with the Dept. of Industrial Relations, licensed and insured. Prevailing wages to be paid. Project will be registered with the Dept. of Industrial Relations when awarded.
No City permits are required for the private street.

Impacts on Traffic and Handicap Access:

Efforts will be made to ensure that traffic is redirected and that communications are made to affected residents. Handicap access will be made available.

Is Project Over \$25,000, requiring Public Advertising for Bids?

Yes.

Surfside Colony Community Services District Initial Project Approval Template

Project Title: A Row Street Replacement Project - Sections 1A & 1B **Date:** 9/26/2022
Planned Bid Advertisement and Award Dates (Please provide copy of Notice and Accepted Bid when available)

Advertisement: Jul-22
 Opening & Acceptance: Aug-22

Total Project Cost Estimate and Allocation

	<u>CSD</u>	<u>SWP</u>	<u>SS Ltd</u>	<u>Total</u>
Cement Contractor - (break down per bid category)	\$ 392,656	\$ 241,344	\$ 391,935	\$ 1,025,935
Management Expense	-			-
Other	-			-
Totals	\$ 392,656	\$ 241,344	\$ 391,935	\$ 1,025,935

<u>Est. Billing Timeline (Best Guess)</u>	<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Total</u>
Contractor Invoices			142,000	150,000	150,000	100,656							392,656
Management Invoices													-
Other													-
Totals	-	-	142,000	150,000	150,000	100,656	-	-	-	-	-	-	392,656

District Approval/Denial and Justification: