

Surfside Colony Community Services District

P.O. Box 235
Surfside, California 90743
(562) 592-2352 • www.surfsidecsd.org

Minutes of the January 22nd, 2024 General Meeting of the Board of Directors Surfside Office – B89 - 6:30 p.m.

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

President Mesmer called the meeting to order at 6:30 p.m. and led all present in the pledge of allegiance.

Addition to Agenda: Due to immediate action being required as to the approval of the Community Lighting Project and the necessary legal issues that needed to be considered, a motion to add an Agenda item per Calif. Govt Code §54954.2(b)(2) was made as follows:

MOTION: Secretary Mueller Winnen moved to add “Closed Session, Legal Matters Exception” to the Agenda, Director Amundson seconded, and the motion passed unanimously.

Community Input: None.

Review and Possible Approval of the December 18th, 2023 General Board Meeting Minutes: After Board members reviewed the Minutes of the December 18th, 2023 General Meeting of the Board, Director Lalonde moved for approval as prepared, Secretary Mueller Winnen seconded, and the motion passed unanimously.

Review and Discussion of Status of Community Lighting Project-Phase 1 & 2 and Possible Approval of Revised Funding Request & Budget: Project Manager K.C. Coultrup reported that Phase 1 was 75% complete and that prevailing wages were being paid. Lighting had been added to the Main entrance and C-Row areas. Surfside Colony Ltd., requested total funding for Phase 1 to be increased to \$75,000 through change orders as well as the approval of Phase 2 for \$60,000 which was within the budget. The Board referred further discussion to Closed Session.

**Surfside Colony Community Services District
Minutes of the January 22nd, 2024
General Meeting of the Board**

Review and Possible Approval of Current Bills Presented: Clerk Montana presented check #'s 3790-3792 and fees for a total of \$156,666, consisting of \$153,900 for November 2023, December 2023, and January 2024 monthly Security and Maintenance billings, and \$2,766 for general and administrative expenses. Checks and expenses were reviewed and approved as presented. In addition, an invoice from Surfside Colony, Ltd. in the amount of \$38,049.04 was presented for which possible approval would be discussed in closed session.

Clerk's Report, Fund Balance and Review of Trial Balance: Clerk Montana reported the fund balance as of January 22nd, 2024 to be \$506,915, of which \$294,597 was reserved. The Clerk informed the Board of the upcoming Jan. 25th ISDOC meeting. The Clerk also distributed the 2nd Quarter Surfside Colony Ltd. Reconciliation of Security and Maintenance Contract amounts and discussed year-to-date variances. A motion was made and carried as follows:

MOTION: Director Amundson moved to accept and file the 2nd Quarter 2023-24 Surfside Colony Ltd. Reconciliation of Expenses as prepared. Director Lalonde seconded and the motion passed unanimously.

Clerk Montana presented and discussed the 2023 accrual-basis trial balance report by service category to be used in the filing of the 2023 State Controller's Office Financial Transaction Report by January 31st. A motion was made and carried as follows:

MOTION: Director Amundson moved to approve the 2023 accrual-basis trial balance and to authorize the District Clerk to file the 2023 State Controller's Office Financial Transaction Report based on amounts presented. Director Lalonde seconded, and the motion passed unanimously.

Board Member Items and New Business: Director Amundson discussed the City of Seal Beach's Prop. 218 Notice. She inquired whether others had received the notice and reported that the public hearing and protest meeting was scheduled for February 12th.

Scheduling of Next Month's Meeting and Adjournment to Recess then Closed Session: President Mesmer moved to set the next meeting date for February 19th 2024, adjourn to a recess, and enter into a closed session under the legal matters exception pursuant to Govt Code Sec. 54956.9(d)(2). Secretary Mueller Winnen seconded, and the motion passed unanimously.

Reconvene to Open Session, Report of Action, and Adjournment: President Mesmer reconvened to Open Session and reported that the Board had voted 4 Ayes and 1 Noe to:

(1) Reaffirm previous month's approval of project cost reimbursement to Surfside Colony, Ltd. for Phase 1 Lighting Project installation labor (Sunrise Landscape & Design) in an amount NTE \$25,000 and related Phase 1 materials/supplies as purchased and inventoried Surfside Colony, Ltd. in an amount NTE \$25,000. Invoices for additional materials and supplies used for lighting repairs and maintenance would be considered separately for approval as presented.


(2) Amend the 2023-24 Budget to separate out Phase 1 labor, materials, repairs & maintenance, and professional fees to reflect the above:

Phase 1 Labor - \$25,000
Phase 1 Materials - \$25,000
Professional Services – Projects - \$5,000
Repairs & Maintenance – Lighting - \$20,000


(3) Pay \$36,015.71 of Surfside Colony, Ltd.'s \$38,019.04 invoice on the basis that the portion of materials used for repair and maintenance would be billed separately.

(4) The Board also agreed to continue to table approval of Phase 2 of the Lighting Project in the amount of \$60,000 to install lighting fixtures on private residences pending further legal review.

Director Garofalo voted “no” on the basis that she was unclear about the breakdown of the Project Cost. Director Amundson then moved to adjourn the meeting at 9:33 p.m., Director Lalonde seconded, and the motion to adjourn passed unanimously.



Paul Mesmer, President



Gayle Mueller Winnen, Secretary