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IRISH BEACH WATER DISTRICT MEETING PACKET  
September 9, 2023

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NOTICE OF THE REGULAR MEETING OF THE IRISH BEACH WATER DISTRICT
BOARD OF DIRECTORS
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, September 9, 2023, 10:00 A.M.

PLEASE NOTE: The September 9, 2023, regular bi-monthly meeting of the Irish Beach Water District Board of Directors will be held via ZOOM teleconferencing and in person meeting at Firehouse. Irish Beach Water District directors/employees will be emailed an invitation to the meeting with a link to log-in to the meeting. The Meeting Packet can be accessed at www.IBWD.org.

Join Zoom Meeting

<https://us02web.zoom.us/j/89454236335?pwd=ZW1nbTA3bXFNaDZXRFQYUWUxdDhUQT09>

Meeting ID: 894 5423 6335

Passcode: 100209

Dial by your location

+1 669 900 9128 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/kcJ7jzh9RS>

Agenda

1. CALL TO ORDER AND ROLL CALL OF BOARD MEMBERS. (ISRAEL).
2. PUBLIC INPUT: PUBLIC COMMENTS, *INCLUDING TOPICS ON THE AGENDA*. A MAXIMUM OF FIVE (5) MINUTES ALLOWED FOR EACH PRESENTATION. (ISRAEL)
3. OLD BUSINESS:
 - A. DISCUSSION AND OR ACTION: REPORT FROM THE PROP 218 COMMITTEE. (ACKER, HACKETT)
 - B. DISCUSSION AND OR ACTION: SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT. (ACKER, DIAL, FORBES, HACKETT, MURRAY)
 - C. DISCUSSION AND OR ACTION: TECHNOLOGY GRANT IMPLEMENTATION UPDATE ON NEW WEBSITE. (FROMWILLER, FORBES)
 - D. DISCUSSION AND OR ACTION: STATUS OF SPECIAL DISTRICT ELECTION: (HACKETT, MURRAY)
 - E. DISCUSSION AND OR ACTION: BUDGET COMMITTEE REVIEW OF FISCAL YEAR 2022/2023 LINE- ITEM BUDGETED V. ACTUALS. (MURRAY, OTTOBONI)

- F. DISCUSSION AND OR ACTION: REPORT FROM THE BUDGET COMMITTEE – BOARD CONSIDERATION OF THE PROPOSED FISCAL YEAR 2023-24 BUDGET. (MURRAY, OTTOBONI)
- 4. COMMUNICATIONS AND CORRESPONDENCE. (ISRAEL)
- 5. CONSENT CALENDAR:
 - A. **TREASURER'S REPORT, CHECKS ISSUED.**
 - B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
 - C. COMMUNICATIONS & OUTREACH COMMITTEE RECOMMENDATION: DISTRICT FACEBOOK PAGE.
 - D. APPROVAL OF MINUTES: JULY 22, 2023 REGULAR MEETING.
- 6. EXECUTIVE (CLOSED) SESSION.
 - A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. SC-UK-CV-G-09-0054665-000; First District Court of Appeal No. A151867.
 - B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. 23CV00273
- 7. ADJOURNMENT. (ISRAEL)

ASSISTANCE WILL BE PROVIDED TO PERSONS WITH DISABILITIES WHO REQUIRE IT TO PARTICIPATE IN THE MEETING. PER GOVERNMENT CODE SECTIONS §54950-54963.

PUBLIC RECORDS ARE AVAILABLE PER CALIFORNIA PUBLIC RECORDS ACT GOVERNMENT CODE §6250-6276.48, UNLESS THEY ARE EXEMPT UNDER PUBLIC RECORDS ACT §54957.5.

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PUBLIC INPUT  
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OLD BUSINESS: A. DISCUSSION AND OR ACTION: REPORT FROM THE PROP. 218 COMMITTEE.  
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OLD BUSINESS: B. DISCUSSION AND OR ACTION: SMALL COMMUNITY DROUGHT RELIEF GRANT  
ADMINISTRATION & OVERSIGHT.  
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California Department of Water Resources
Small Community Drought Relief Program



Irish Beach Well Activation and Water Tank Restoration Project



Irish Beach Water District
Agreement Number 4600014753

Quarterly Progress Report 1
May 5, 2023 – August 4, 2023

Irish Beach Well Activation and Water Tanks Restoration Project

Project Description

The purpose of this project is to help the community thrive during the current and future droughts. The Irish Beach Water District (District) serves about 206 homes using surface water from Irish Gulch. Annual stream flows have been dropping due to this drought. To address potential water shortages, the District drilled a new

well in a different aquifer than the existing well field. The well has not been equipped and connected to the water system yet. The District also has five water storage tanks of which two failed and were replaced with small temporary tanks prior to this funding award.

This Project includes replacing a temporary polyurethane tank (Tank 5) with an 11,000-gallon epoxy coated steel tank and restoring a damaged 60,000-gallon tank to increase storage capacity. The Project also includes equipping a previously drilled well and connecting it to the existing water system to provide a backup water supply to this community.

Activity Performed

Task 1 – Project Administration

This task includes project administration, invoicing, and reporting.

Task 1.1 – Project administration includes working with DWR to develop and execute the Grant Agreement, administration of the Project including overseeing the budget and schedule, construction management and inspection, making payments to engineers and contractors after inspections and/or approval of work, and other activities related to the completion of the Project. Includes attending weekly/monthly meetings (as needed) with DWR Project Manager.

Task 1.2 –Invoicing includes, preparing and submitting invoices and appropriate backup documentation to the DWR Project Manager describing the work completed and listing the costs incurred during the billing cycle.

Task 1.3 – Reporting includes preparing and submitting progress reports. Prepare quarterly reports and submit them to DWR. Draft Grant Completion Report and submit for DWR comment. Prepare final Grant Completion Report incorporating DWR comments. All reports should be prepared as specified in Exhibit F of this Agreement.

Deliverables: Records retention; Invoices and supporting documents; Quarterly progress reports; Draft Grant completion report; Final Grant completion report.

The following activities were performed during this reporting period:

- The Irish Beach Water District Board of Directors continued to provide oversight for the project budget and construction schedule, **as well as payments to engineers and suppliers. The District's ad hoc Grant Committee** provided bi-monthly status updates to the full Board of Directors.
- The District continued to post information regarding the status of the projects funded by the DWR grant on its [Facebook page](#). The public has followed the progress of construction projects funded by the Small Community Drought Relief Program, providing additional publicity for State funding.
- The District continued to track receipt of State grant funding and expenditure of project funds in a separate QuickBooks account and retain grant-related documentation in an electronic records retention facility.
- The Irish Beach Water District was named as a defendant in a complaint for declaratory relief and breach of contract in [California Superior Court Case No. 23CV00273](#). Although the litigation does not **address grant projects, the issues in question affect the roadway serving the District's facilities**, including Tank #5, Well #2, and Tank #2. This complaint is scheduled for a case management conference on September 23, 2023.

- The sixth invoice for the project was submitted on July 10, 2023, and the seventh invoice will be submitted in mid-August.
- The fourth quarterly status report for the project was prepared and submitted on August 4, 2023.

Task 2 – Design, Engineering, and Permitting

Task 2.1 – Design and Engineering Services

This task includes preparing the final design plans, specifications, and cost estimates for replacing the temporary polyurethane tank (Tank 5), restoring the damaged 60,000-gallon tank, and equipping the previously drilled well. This task also includes developing bid documents; preparing Project advertisement and contract documents; advertising and awarding the construction contract; performing construction administration, construction review, and testing; and preparing As-Built Drawings.

Task 2.2 – Permitting

This task includes completing the Environmental Information Form and CEQA documents and obtaining other permits (if needed) and submitting **them to the project manager for DWR's approval prior to** construction.

Deliverables: Agreement for construction and construction management engineering services; Bid documents; Proof of advertisement; Copy of awarded contracts; Copy of notice to proceed; 50%, 90%, and Final (100%) **Construction Plans and Technical Specifications; Engineer's** Estimate of Probable Construction Cost; As-Built Drawings; Environmental Information Form; Copies of CEQA Documentation; Copy of all required permits (if necessary).

The following activities were performed during this reporting period:

- The District received the engineering report from Brunsing Engineering on May 5, 2023. National Storage Tank used the report to provide construction drawings for the tank foundation. (Task 2-1)

The engineering report and construction plans for Tank #5 can be found in Attachment 3.

Task 3 – Construction

Task 3.1 – Tank Replacement

This task includes replacing an existing temporary polyurethane tank (Tank 5) with an 11,000-gallon epoxy-coated bolted steel tank to store the water from an existing well and serve when stream water is unavailable.

Task 3.2 – Well Activation

This task includes equipping a previously drilled well and connecting this well to the existing water system to address the potential water shortage due to the current drought.

Task 3.3 – Tank Restoration

This task includes replacing the containment wooden roof on an existing 60,000-gallon in-ground gunite water tank. This roof reached the end of its useful life in 2020 and was removed.

Deliverables: Construction Schedule; Construction photos; Inspection reports and permit reports as necessary; Water quality sampling report; Well permit; Well Completion Report; Well Evaluation Report; Construction Schedule

The following activities were performed during this reporting period:

- Construction on the engineered metal roof for Tank 2 commenced in late-January and was completed in April, 2023 (Task 3-3). The installation of the level indication and fill system was completed the last week in May. The tank was cleaned and returned to service on June 2, 2023, marking completion of this task.
- The trenching from Well #2 to Tank #2, and the installation of electrical conduits and waterlines was completed in late April. In June, the District completed re-grading the roadway after trenching, and began work on the power and control electrical work for Well #2. The electrical meter panel was completed, and PG&E activated the power supply for the well on July 17, 2023. The ozonator and filtration equipment has been delivered and installation is in progress. The water quality sampling report has been uploaded to the State CLIP system. What remains is the treatment of the water (iron, manganese & sulfate removal) of the well water. During this reporting period, the District completed two milestones, and is making steady progress toward activation of Well #2. (Task 3-2).
- The District awarded the contract for design and construction of Tank 5 to National Storage Tank at the end of March. The District received the geotechnical engineering report and construction drawings in early May, and construction on the concrete foundation pad is scheduled commence on August 28, 2023 (weather permitting). (Task 3-1)

Construction photos can be found in Attachment 1.

The water sampling report can be found in Attachment 2.

Project Cost

The total budget of this project is \$400,000 and the total invoiced to date is \$278,106.88. The project costs information is provided in Table 1.

The term of this funding agreement began on April 29, 2022, and expires on June 28, 2024

Table 1. Project Costs as of August 4, 2023

Task	Description	Grant Amount, \$	Invoiced to date, \$	Amount Remaining, \$	Percent Invoiced to date
1	Task 1 Project Administration	\$0	\$0	\$0	100%
2	Task 2 Design, Engineering Services, and Planning	\$0	\$0	\$0	100%
3	Task 3 Construction				
	Task 3.1 Tank Replacement	\$127,432	\$26,051.83	\$101,380.17	20.44%
	Task 3.2 Well Activation	\$ 99,438	\$78,928.71	\$20,509.29	79.37%
	Task 3.3 Tank Restoration	\$173,130	\$173,126.34	\$3.66	99.99%
Total		\$400,000	\$278,106.88	\$121,893.12	69.52%

Project Schedule

The project is anticipated to be completed on June 28, 2024

Table 2. Project Schedule as of August 4, 2023

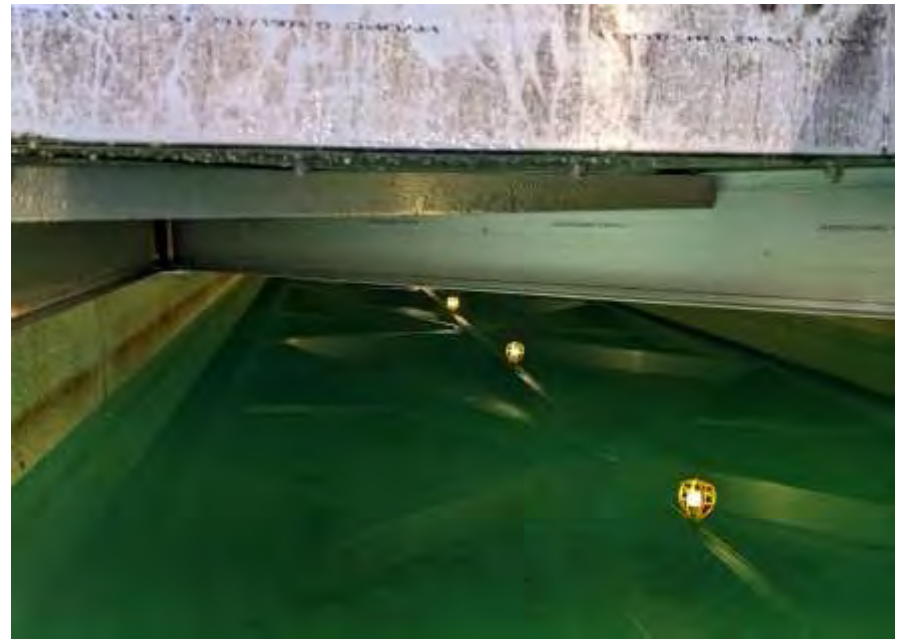
Task	Description	Planned Completion Date	Actual Completion Date
1	Task 1 Project Administration	6/28/2024	In Progress
2	Task 2 Design, Engineering Services, and Planning	6/28/2024	In Progress
3	Task 3 Construction		
	Task 3.1 Tank Replacement	6/28/2024	In Progress
	Task 3.2 Well Activation	6/28/2024	In Progress
	Task 3.3 Tank Restoration	6/28/2024	6/2/2023

Attachment 1 – Construction Photos

Task 3.3 – Tank 2 Restoration: Level indication and fill system installed:



Task 3.3 – Tank 2 Restoration: Tank cleaned and returned to service:



Task 3-2 – Well 2 Activation: Re-grading the roadway after trenching for water line and electrical conduit:



Task 3-2 – Well 2 Activation: Electrical meter base installed:



Task 3-2 – Well 2 Activation: PG&E Electrical Activation Completed:



Task 3-2 – Well 2 Activation: Ozonator and filtration equipment installation in progress:



Attachment 2 – Water Quality Sampling Reports

Task 3-2 – Water Sampling Report – Well #2 Activation



Irish Beach WD 3-20 1,2,3-TCP.pdf



Irish Beach WC 3-20 SOC's.pdf



Irish Beach WC 3-20 EPA 524.2.pdf



Irish Beach WD 3-20 Title 22.pdf



Irish Beach WC 3-20 GA.pdf



Irish Beach WD 3-20 Asbestos.pdf



Irish Beach WD 3-20 Perchlorate.pdf

Attachment 3 –Engineering Reports, Construction Plans, and Technical Specifications

Task 3-1 – Engineering Report and Construction Plans – Tank #5 Replacement



NSTDDrawings-Tank5_5-5-23.pdf

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OLD BUSINESS: C. DISCUSSION AND OR ACTION: TECHNOLOGY GRANT IMPLEMENTATION UPDATE ON NEW  
WEBSITE.  
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The Web Update Team, led by Annette Fromwiller, will provide an update on the development **of the District's new website**.
The new site can be accessed here: <http://msf.psl.mybluehost.me>

- Please note that the report menu (which is a drop-down menu) still needs some work for responsive mode on mobile devices.

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OLD BUSINESS: D. DISCUSSION AND OR ACTION: STATUS OF SPECIAL DISTRICT ELECTION.  
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Subject **RE: Re: Appointment in Lieu of Elections**
From Amanda Wolter
<wolteram@mendocinocounty.org>
To jmurray@mcn.org
<jmurray@mcn.org>
Cc Katrina Bartolomie
<bartolok@mendocinocounty.org>
Date 2023-06-23 9:55 am



Good morning Judy,

Your board can only appoint until the next election.

Sandra was appointed to a short term seat, due to Joseph Ellison resigning in November 2021. Joseph's term would have ran 2021-2025 but due to his resignation your board was only able to appoint until the next election in 2023, creating a Short Term or 2 year term from 2021-2023.

Since Sandra is vacating her seat prior to the end of her term, 2021-2023, your board has the ability to appoint someone to fulfil the short term ending on Friday December 1, 2023 at noon, at this time.

Regarding the next term, 2023-2025, there are two options for someone to take office.

1.) Once that Certificate of Appointment is approved by the County Board of Supervisors on July 11, 2023, they will have the ability to appoint someone to the 2023-2025 term until August 29, 2023 (what would have been your election day). In order for the County Board of Supervisors to appoint a candidate to the 2023-2025 term the interested party will need to write a letter to the Board of Supervisors. Letters can be sent via email to BOS@mendocinocounty.org or by mail to 501 Low Gap Road, Room 1010 in Ukiah CA 95482.

or

2.) The other option is to wait until the term expires on December 1, 2023 at noon, at that time your board will need to post the vacancy for 15 days per gov code 1780. Once the posting time has been complete your Board of Directors will have 60 days from December 1, 2023 to appoint a person to the vacant seat, with the County Board of Supervisors having an additional 30 days to appoint if no candidate is chosen by your district board.

Regards,

Amanda Wolter
Assistant Clerk-Recorder
Assistant Registrar of Voters

-----Original Message-----

From: jmurray@mcn.org <jmurray@mcn.org>
Sent: Thursday, June 22, 2023 7:45 PM
To: Amanda Wolter <wolteram@mendocinocounty.org>
Subject: Fwd: Re: Appointment in Lieu of Elections

Amanda,

After reviewing my notes from previous calls, I think I understand what you told me last week:

Sandra was appointed to fill a vacated term that ended in 2025. However, since the next election came before the end of the scheduled term in 2025 she could only be appointed to the next election in 2023. However, since she has resigned The appointment for this vacancy would revert back to the original term ending in 2025. So the candidate appointed at our July 16, 2023, meeting will serve the remaining original term ending in 2025.

If someone wanted to run for the advertised two year term, they could request appointment by County Board and serve Dec 23 to Dec 25.

Is this scenario correct?

KATRINA BARTOLOMIE
ASSESSOR
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS
COMMISSIONER OF
CIVIL MARRIAGES



COUNTY OF MENDOCINO

OFFICE OF ASSESSOR-COUNTY CLERK-RECORDER
501 LOW GAP ROAD, RM. 1020
UKIAH, CALIFORNIA 95482
E-MAIL: acr@co.mendocino.ca.us

TONYA MOUNTS
ASSISTANT ASSESSOR
(707) 234-6800
ASSESSOR FAX: (707) 463-6597

AMANDA WOLTER
ASSISTANT REGISTRAR OF VOTERS
ASSISTANT CLERK RECORDER
(707) 234-6819

Business Property (707) 234-6815
County Clerk: (707) 234-6822
Recorder: (707) 234-6823
CLERK-RECORDER FAX: (707) 463-4257

June 19, 2023

Dear District Secretary / Manager:

RE: August 29, 2023 Special District Election

The enclosed is a copy of your district's certificate to the Board of Supervisors requesting appointment in lieu of election for those candidates who completed their declaration of candidacy paperwork. The item is scheduled to be on the Mendocino County Board of Supervisors (BOS) agenda as a Consent Item on July 11, 2023.

Because the number of candidates who filed their declaration of candidacy paperwork did not exceed the number of offices to be filled, your district will not go to election, but the BOS will appoint those who completed their declaration of candidacy paperwork in lieu of election.

For positions where no one filed declaration of candidacy paperwork, the BOS is authorized to appoint any interested electors residing within the boundaries of your district. Those interested in serving on your board should write a letter of interest addressed to the Mendocino County Board of Supervisors, 501 Low Gap Rd., Rm 1010, Ukiah, CA 95482, requesting appointment to your board. Appointments should be made by Election Day, so please encourage individuals to write to the BOS as quickly as possible.

Certificates of Appointment & Oath will be sent out to your candidates by the Clerk of the Board after the meeting date mentioned above. The Oaths will be mailed to the addresses listed on the certificate. Instructions will accompany the oaths.

If you have any questions, you can call us at 707 234-6819.

Sincerely,

Katrina Bartolomie
Assessor, County Clerk, Recorder

enclosure

**CERTIFICATE
(SECTION 10515 ELECTION CODE)**

**TO THE HONORABLE BOARD OF SUPERVISORS
COUNTY OF MENDOCINO**

I, **KATRINA BARTOLOMIE, ASSESSOR-COUNTY CLERK-RECORDER**, do hereby certify that at 5:00 p.m. on **JUNE 7, 2023** the number of nominees did not exceed the number of offices to be filled and that no petition requesting a special election in the **IRISH BEACH WATER DISTRICT** was filed with the County Clerk.

NOW THEREFORE, pursuant to Election Code 10515 (a), the following persons have filed their declaration of candidacy papers and are required to be appointed prior to **AUGUST 29, 2023** to the terms as shown:

Term to begin December 1, 2023 at noon and end the first Friday in December of 2027.


Danielle Hohos	14871 Navarro Way, Manchester 95459	202 905-9539
Thomas Ottoboni	15220 Irish Beach Dr., Manchester 95459	650 740-2777
Heather Hackett	15225 Arena Ct., Manchester 95459	782-8690

The Board of Supervisors can make additional appointments in lieu of election for electors residing within the boundaries of the above districts to fill positions to the terms beginning and ending as follows:

- ☒ 1 elector residing within the boundaries of the above district to serve the term beginning December 1, 2023 and end the first Friday in December 2025.

WITNESS MY HAND AND OFFICIAL SEAL THIS 16th DAY OF JUNE, 2023.

(SEAL)



KATRINA BARTOLOMIE, County Clerk
in and for the County of Mendocino
State of California

cc: District Secretary

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OLD BUSINESS: E. DISCUSSION AND OR ACTION: BUDGET COMMITTEE UPDATE – REVIEW OF FISCAL YEAR  
2022/2023 LINE- ITEM BUDGETED V. ACTUALS.  
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Irish Beach Water District Budget vs Actual

October 1, 2022 -August 28, 2023
Worksheet is work in process.

84% of fiscal year

28-Aug-23

ForSept 9, 2023, Board Meeting
Use with Treasure Recap in Treas Report

	Budget Total	Actual Total	Difference	
Income				
410.000 Operating Revenues				
411.000 Water Sales				
411.100 Residential Water Usage	58,235.00	29,642.68	51%	-28,592.32
Total 411.000 Water Sales	\$ 58,235.00	\$ 29,642.68		-28,592.32
421.000 Water Services				
421.300 Availability Charges	269,653.00	243,545.00	90%	-26,108.00
Total 421.000 Water Services	\$ 269,653.00	\$ 243,545.00		-26,108.00
421.500 Water Services - Other				
421.510 Meter Connections	600.00	0.00		-600.00
421.520 Late Fees		4,560.00		4,560.00
Total 421.500 Water Services - Other	\$ 600.00	\$ 4,560.00		3,960.00
Total 410.000 Operating Revenues	\$ 328,488.00	\$ 277,747.68	85%	-50,740.32
490.000 Non-Operating Revenues				
498.000 Other Non-Operating Revenues				
498.310 Other refunds		0.00		0.00
498.311 Fund Transfer(RCFPD)		0.00		
xxx.xx Accumulated Depreciation	35,000.00	32,083.00	SDAF	2,917.00
Total 498.000 Other Non-Operating Revenues	\$ 0.00	\$ 0.00		0.00
Total 490.000 Non-Operating Revenues	\$ 35,000.00	\$ 28,250.00		-6,750.00
Total Income	\$ 363,488.00	\$ 305,997.68	84%	\$ (57,490.32)
Expenses				
500.000 Operating Expenses				
510.000 Source of Supply				
511.000 Labor & Mat Operating Instal Eq				
511.100 Lab operating Equip, logs	1,955.00	2,156.38	\$	(201.38)
511.200 Equipment/ Supplies forOperation of Equip	1,914.00	0.00	\$	1,914.00
Total 511.000 Labor & Mat Operating Instal Eq	\$ 3,869.00	\$ 2,156.38	56%	\$ 1,712.62
512.000 Lab & Mat for Maintenance				
512.100 Labor for Maint & Repair	1,052.00	719.48	\$	332.52
512.200 Equip & Supp for Maint & Repair	1,679.00	19.80	\$	1,659.20
Total 512.000 Lab & Mat for Maintenance	\$ 2,731.00	\$ 739.28	27%	\$ 1,991.72
513.000 Power Purchased for Source	2,787.00	661.17	24%	\$ 2,125.83
Total 510.000 Source of Supply	\$ 9,387.00	\$ 3,556.83	38%	\$ 5,830.17
530.000 Water Treatment				
531.000 Labor & Mat operating equip				
531.100 Labor for treatment activities	26,482.00	15,095.57	\$	11,386.43
531.200 Equip & Supplies for operation	3,189.00	3,455.73	\$	(266.73)
531.300 Analytical Testing	7,641.00	3,128.00	\$	4,513.00
531.400 Chemicals & filtering supplies	3,614.00	1,252.83	\$	2,361.17
Total 531.000 Labor & Mat operating equip	\$ 40,926.00	\$ 22,932.13	56%	\$ 17,993.87
532.000 Labor & Mats for Maintenance				
532.100 Labor for Maint & Repair	1,080.00	1,389.76	\$	(309.76)
532.200 Equip & Supp for Maint & Repair	612.00	5,646.49	\$	(5,034.49)
Total 532.000 Labor & Mats for Maintenance	\$ 1,692.00	\$ 7,036.25	416%	\$ (5,344.25)
533.000 Power purchased for Treatment	2,657.00	773.01	\$	1,883.99
Total 530.000 Water Treatment	\$ 45,275.00	\$ 30,741.39	68%	\$ 14,533.61
540.000 Transmission & Distribution			\$	-
541.000 Labor & Mats for operating Equi				
541.100 Labor for Distrib Activities	10,251.00	6,624.68	\$	3,626.32
541.200 Equip & Supplies for operations	4,252.00	1,352.93	\$	2,899.07
Total 541.000 Labor & Mats for operating Equi	\$ 14,503.00	\$ 7,977.61	\$	6,525.39
542.000 Lab & Mat for Maintenance			\$	-
542.100 Labor for Maint & Repair	12,430.00	8,655.18	\$	3,774.82
542.200 Equip & Supplies Maint & Repair	3,189.00	11,675.58	\$	(8,486.58)
542.250 Outside Labor/Equipment	2,825.00		\$	2,825.00
Total 542.000 Lab & Mat for Maintenance	\$ 18,444.00	\$ 20,330.76	\$	(1,886.76)
543.000 Power Purchased - Distribution	4,358.00	1,695.51	\$	2,662.49
544.000 Telephone for Distribution	1,389.00		\$	1,389.00
Total 540.000 Transmission & Distribution	\$ 38,694.00	\$ 30,003.88	78%	\$ 8,690.12
550.000 Customer Accounts				
551.000 Labor Mats Cust Acctng & Collec				
551.100 Labor Cust Accnts Processing	11,696.00	1,884.13	\$	9,811.87
551.200 Labor for Meter Reading	9,901.00	2,085.49	\$	7,815.51
551.300 Meter Installations			\$	-
551.310 Labor for Installation	600.00	48.36	\$	551.64
Total 551.300 Meter Installations	\$ 600.00	\$ 48.36	\$	551.64
Total 551.000 Labor Mats Cust Acctng & Collec	\$ 22,197.00	\$ 4,017.98	\$	18,179.02
Total 550.000 Customer Accounts	\$ 22,197.00	\$ 4,017.98	18%	\$ 18,179.02
Total 500.000 Operating Expenses	\$ 115,553.00	\$ 68,320.08	59%	\$ 47,232.92

Severe shortfall

On track

water usage down!

RCF 13,982.81

pass Thru

42,929.30

add depr to budget

not oper revenue

estimated -\$25,000!

overall ok

560.000 Administrative & General					
561.000 Salaries	23,962.00	30,653.75	128%	\$	(6,691.75) \$10,000 of this should be
562.000 Office Supplies & Other Expense		2,117.19		\$	(2,117.19) 561 & 551
562.010 Office Maint & Supplies	3,718.00	1,513.26		\$	2,204.74
562.040 Postage & Box rental		1,077.04		\$	(1,077.04)
562.050 Software	4,321.00	1,524.03		\$	2,796.97
562.060 Licenses & Permits	1,307.00	3,688.12		\$	(2,381.12)
562.070 Annual Fees/DuesMemberships	4,566.00	2,274.93		\$	2,291.07
562.080 Training		501.05		\$	(501.05)
562.110 Port-A-Potty/Waste Pickup	1,594.00	1,406.40		\$	187.60
562.160 Internet	1,914.00	1,497.30		\$	416.70
Total 562.000 Office Supplies & Other Expense	\$ 17,420.00	\$ 15,599.32	90%	\$	1,820.68
563.000 Contractural Services					
563.100 Legal Attorney					
563.110 Legal - General Counsel	7,972.00	11,663.14		\$	(3,691.14)
563.120 Legal / MP Proj and Litigation	37,585.00	42,483.25		\$	(4,898.25)
Total 563.100 Legal Attorney	\$ 45,557.00	\$ 54,146.39	119%	\$	(8,589.39) mediation!!!!
563.200 Auditor contract	10,000.00	6,900.00		\$	3,100.00
563.300 Accounting Consultant		834.60		\$	(834.60)
563.400 Engineering	820.00	270.00		\$	550.00
Total 563.000 Contractural Services	\$ 56,377.00	\$ 62,150.99	110%	\$	(5,773.99)
564.000 Property Ins., Injuries & Damage					
564.100 General Liability	13,378.00	14,780.17		\$	(1,402.17)
564.200 Workman's Comp	3,638.00	2,395.25		\$	1,242.75
564.400 Insurance Bond	103.00	109.00		\$	(6.00)
Total 564.000 Property Ins, Injuries & Damage	\$ 17,119.00	\$ 17,284.42	101%	\$	(165.42)
565.000 Employee Retirement & Benefits					
565.100 Payroll Taxes		-8,856.82			
565.110 FICA	7,975.00	7,349.89		\$	625.11
565.120 Medicare	1,511.00	1,718.94		\$	(207.94)
565.130 Training Tax	35.00	64.18		\$	(29.18)
565.140 UI Contributions	1,190.00	971.91		\$	218.09
Total 565.100 Payroll Taxes	\$ 10,711.00	\$ 1,253.10	12%	\$	9,457.90
565.200 Vacation	5,038.00	5,027.61		\$	10.39
Total 565.000 Employee Retirement & Benefits	\$ 15,749.00	\$ 6,280.71	40%	\$	9,468.29
Total 560.000 Administrative & General	\$ 130,627.00	\$ 131,969.19	101%	\$	(1,342.19) over in admin under oper
570.000 Other Operating Expenses					
570.00 Depreciation (non cash)	35,000.00	32,083.00		\$	2,917.00
573.000 Other Operating Expenses				\$	-
573.100 Vehicle Operation OPS	4,128.00	4,293.34		\$	(165.34)
573.200 Misc. Expense	250.00	630.49		\$	(380.49)
Total 573.000 Other Operating Expenses	\$ 4,378.00	\$ 4,923.83		\$	(545.83)
Total 570.000 Other Operating Expenses	\$ 39,378.00	\$ 37,006.83		\$	2,371.17
Total Expenses	\$ 285,558.00	\$ 237,296.10	56%	\$	48,261.90
Net Operating Income	\$ 77,930.00	\$ 68,701.58		\$	9,228.42

UNDER EXPEND IN OPER BUT OVER EXPEND IN ADMIN; HOWEVER THAT SHORTFALL IN WATER USAGE WILL PUT US IN DEFICIT.

Because quick books online does not have budget application at this time, I exported profit and loss in QB to excel and added budget column

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OLD BUSINESS: F. DISCUSSION AND OR ACTION: REPORT FROM THE BUDGET COMMITTEE – BOARD  
CONSIDERATION OF THE PROPOSED FISCAL YEAR 2023-24 BUDGET.

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	A	B	C	D	E	F	G	H	I	J	K	L
1	WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT											
2	FISCAL YEAR 2023-2024											
3	PROPOSED BUDGET September 9, 2023											
4												
5												
6												
7												
8	Budget Summary											
9	Income											
10	Operating Income			\$	321,550							
11	Water Sales Residential-Water		Estimated		\$	51,875						
12	Availability Charges				\$	269,675						
13	Non-Operating Income			\$	-							
14	Total Income			\$	321,550							
15												
16	Expenses											
17	Operating Expenses			\$	322,662							
18	Source of Supply				\$	10,500	Total Labor	\$	82,100			
19	Water Treatment				\$	37,000						
20	Transmission and Distribution				\$	34,200						
21	Customer Accounts				\$	6,100						
22	Administrative & General				\$	230,112						
23	Other Operating Expenses				\$	4,750						
24	Non- Operating Expenses			\$	7,300							
25	Total Expenses			\$	329,962							
26												
27	Net Revenues Designated for Reserves (funded by availablity charges)					\$	(8,411)					
28												
29											Historical Usage (hundreds of gallons)	
30											2015	71,798
31	Operating Revenues Assumptions										2016	58,547
32											2017	60,975
33	Total Number of Users as of 9/30/22				207						2018	60,404
34	100s of Gallons used in District per year (Fiscal year)				62500						2019	63,243
35	Usage Charge				0.83 Per 100 Gallons						7/20-7/21	82,160
36	Availability Charge				108.56 Per Month							

	A	B	C	D	E	F	G	H	I	J	K	L
1	WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT											
2	FISCAL YEAR 2023-2024											
3	PROPOSED BUDGET September 9, 2023											
37	217.13 Per Billing											
38	Income (1)							Sub-item	Item	Sub-Total	Total	Comments
39	410.000 Operating Revenues										\$ 322,150	
40		411.100	Water Sales Residential-Water Usage					\$	51,875			Based on 2019 usage
41		421.300	Availability Charges					\$	269,675			
42		421.510	Meter Connections					\$	600			
43												
44	490.000 Non-Operating Revenues							Sub-item	Item	Sub-Total	Total	
45		491.000	Leases (2)									
46		492.000	Interest									
47		492.100	Interest - Checking/Operations Cash Account							\$	-	
48		492.200	Interest - Operating Reserves							\$	-	
49		492.300	Interest - <40yr Assets Capital Replacement Reserve							\$	-	
50		492.400	Interest - 40yr Assets Capital Replacement Reserve							\$	-	
51		492.500	Interest - System Wide Capital Improvements Account							\$	-	
52		492.600	Interest - (AWDF) Account							\$	-	
53		493.350	Property Assessment-Current									
54												
55		498.000	Other Non-Operating Revenue									
56		498.110	Copies									
57		498.310	Other Refunds									
58		498.400	Reimbursements From IBVFD									
59												
60												

	A	B	C	D	E	F	G	H	I	J	K	L
1	WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT											
2	FISCAL YEAR 2023-2024											
3	PROPOSED BUDGET September 9, 2023											
61												
62												
63	Expenses (1)							Sub-item	Item	Sub-Total	Total	Comments
64	500.000 Operating Expenses										\$ 322,662	
65	510.000 Source of Supply										\$ 10,500	
66	511.000 Labor & Materials For Operating Installed Equip. (Supervision & Labor & Expense)									\$ 5,000		
67	511.100 Labor for the Operating of Equipment, Maintaining Associated Logs								\$ 3,000			
68	and Records, Patrolling Irish Creek, Brush Cutting, etc.											
69	511.200 Equipment & Supplies for Operation of Equipment								\$ 2,000			
70	512.000 Labor & Materials for Maintenance (Maintenance-Structures & Improvements)									\$ 2,700		
71	512.100 Labor for Maintenance & Repair of Installed Items								\$ 1,000			
72	512.200 Equipment & Supplies for Maintenance & Repair of Installed Items								\$ 1,700			
73	513.000 Power Purchased for Source of Supply (Electric)								\$ 2,800	\$ 2,800		
74												
75												
76								Sub-item	Item	Sub-Total	Total	
77	530.000 Water Treatment										\$ 37,000	
78	531.000 Labor & Materials For Operating Installed Equip. (Supervision & Labor & Expense)									\$ 31,600		
79	531.100 Labor for Water Treatment Activities, Operating Equipment,								\$ 17,000			
80	Maintaining Associated Logs and Records											
81	531.200 Equipment & Supplies for Operation of Equipment								\$ 3,200			
82	531.500 Water Eye / Satellite Paging											
83	531.300 Analytical Testing								\$ 7,700			
84	531.400 Chemicals and Filtering Supplies								\$ 3,700			
85	532.000 Labor and Materials for Maintenance (Maintenance-Structures & Improvements)									\$ 2,700		
86	532.100 Labor for Maintenance & Repair of Installed Items								\$ 2,000			
87	532.200 Equipment & Supplies for Maintenance & Repair of Installed Items								\$ 700			
88	533.000 Power Purchased for Treatment (Electric)									\$ 2,700		
89												
90												
91								Sub-item	Item	Sub-Total	Total	
92	540.000 Transmission and Distribution										\$ 34,200	
93	541.000 Labor & Materials For Operating Installed Equip. (Supervision & Labor & Expense)									\$ 12,300		
94	541.100 Labor for Transmission Activities, Operating Equipment, Maintaining								\$ 8,000			
95	Associated Logs and Records, Patrolling Distribution System, Brush Cutting, etc.											
96	541.200 Equipment & Supplies for Operation of Installed Items								\$ 4,300			
97	542.000 Labor and Materials for Maintenance (Maintenance-Structures & Improvements)									\$ 16,100		
98	542.100 Labor for Maintenance & Repair of Installed Items								\$ 10,000			
99	542.200 Equipment & Supplies Maintenance & Repair of Installed Items								\$ 3,200			
100	542.250 Outside Labor/Equipment								\$ 2,900			
101	543.000 Power Purchased for Transmission and Distribution (Electric)									\$ 4,400		
102	544.000 Telephone for Distribution									\$ 1,400		
103												

	A	B	C	D	E	F	G	H	I	J	K	L
1	WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT											
2	FISCAL YEAR 2023-2024											
3	PROPOSED BUDGET September 9, 2023											
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	A	B	C	D	E	F	G	H	I	J	K	L
1	WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT											
2	FISCAL YEAR 2023-2024											
3	PROPOSED BUDGET September 9, 2023											
143	563.000 Contractual Services									\$	143,000	
144		563.100	Legal Attorney					\$	60,000			
145			563-110 Legal - General Counsel			\$	15,000					
146			563-120 Legal - Litigation			\$	45,000					
147		563.200	Auditor Contract					\$	10,000			
148		563.300	Accounting Consultant					\$	10,000			Forensic Accounting
149		563.400	Engineering					\$	63,000			218 Engineering, SCI and Pipeline
150	564.000 Property Insurance, Injuries and Damages									\$	17,119	
151		564.100	Ins.- General/Liability					\$	13,378			
152		564.200	Workman's Comp.					\$	3,638		\$	-
153			564.210 Workman's Comp Water			\$	3,199					
154			564.220 Workman's Comp Directors			\$	129					
155			564.230 Workman's Comp Admin			\$	310					
156		564.400	Insurance - Bonded					\$	103			
157	565.000 Employee Retirement and Benefits									\$	18,400	
158		565.200	Vacation & Sick Leave					\$	7,000			
159		565.100	Payroll Taxes					\$	11,400			
160			565.110 FICA			\$	6,900					
161			565.120 Medicare			\$	1,300					
162			565.130 Training Tax			\$	100					
163			565.140 UI Contributions			\$	3,100					
164												
165												
166	569.000 Other Administrative Expenses											
167								Sub-item	Item	Sub-Total	Total	
168	570.000 Other Operating Expenses										\$	4,750
169			Taxes									
170		573.000	Other Operating Expenses					\$	4,750			
171			573.100 Vehicle Operation for Operations			\$	4,500					
172			573.200 Misc Expenses			\$	250					
173												
174												
175												
176	590.000 Non-Operating Expenses									\$	7,300	
177		591	Interest, Long Term Debt									
178			591.2 Loan Repayment Funded From Operations (Connected Users-) AC					\$	7,300			
179			591.21 Interest			\$	145					
180			214.2 Principal			\$	7,155					
181		594	Other Non-Operating Expenses									
182			594.1 Mendocino County Assessment Collection Fee (2%)									
183												

SUMMARY OF SEPTEMBER REVISION OF PROPOSED 2023-24 BUDGET
COMPARISION TO JULY INITIAL PROPOSED 2023 BUDGET

IRISH BEACH WATER DISTRICT
SEPTEMBER 9, 2023

	PROPOSED BUDGET PRESENTED JULY 2023 Prepared by Staff	PROPOSED BUDGET PRESENTED SEPTEMBER 2023 Prepared by Staff and Director Ottoboni	
INCOME			Diff between Sept and July Budgets
OPERATING INCOME			
Residential Water Sales	\$ 58,235	\$ 51,875	\$ (6,360)
Availability Charges	\$ 269,653	\$ 269,675	\$ 22
	<u>\$ 327,888</u>	<u>\$ 321,550</u>	<u>\$ (6,338)</u>
EXPENSES			
OPERATING EXPENSES			
Source of Supply	\$ 9,387	\$ 10,500	\$ 1,113
Water Treatment	\$ 45,275	\$ 37,000	\$ (8,275)
Transmission and Distribution	\$ 38,694	\$ 34,200	\$ (4,494)
Customer Accounts	\$ 22,197	\$ 6,100	\$ (16,097)
Admin & General	\$ 166,257	\$ 230,112	\$ 63,855
Other	\$ 4,378	\$ 4,750	\$ 372
Non-Operating Expenses	<u>\$ 7,300</u>	<u>\$ 7,300</u>	<u>\$ -</u>
	<u>\$ 293,488</u>	<u>\$ 329,962</u>	<u>\$ 36,474</u>
Net Revenues Designated for Reserves	<u>\$ 34,400</u>	<u>\$ (8,411)</u>	<u>\$ (42,811)</u>
Total Labor	\$ 99,209	\$ 82,000	\$ (17,209)

Differences between July 2023 Proposed Budget and September 2023 Proposed Budget

Reduction of usage revenues due to lower than projected water usage.

Re-allocation of labor for water production to align with historical expenditures

Increase in G&A related to inclusion of proposition 218 engineering report cost not previously captured

Increase in G&A related to align General Counsel to historical costs and addition of accounting consultant

Net labor costs slightly lower; labor costs in September proposal include a 3% safety margin and upward rounding

Other minor additions e.g. addtion of a Water Department cell phone.


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COMMUNICATIONS AND CORRESPONDENCE  
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Irish Beach Water District

Post Office Box 67

15401 Forest View Road Manchester, California 95459

Charles Acker, General Manager

cacker@mcn.org

707-882-2892 District

707-357-1093 cell

July 31, 2023

Pablo Romano

Address Redacted

Re: Two lots, two accounts 47,51

Mr. Romano:

In January or February of 2020 a meter was installed on your lot for water service at 15761/15781 Forest View Road from Irish Beach Water District. Charges for that service began on 2/29/2020. Charges have continued to be applied from that date. However, the invoices for this service were erroneously applied to the lot across the street.

The owners of that lot have been paying your bill since that date. A copy of the charges to date of \$4,168.08 is enclosed. \$4,008.86 for availability charge and \$159.22 for water.

There were extenuating circumstances leading to your neighbors to believe these were for charges on their vacant lot across the street and, therefore, they paid them.

Due to this clerical error these charges need to be refunded and the District must charge you in arrears for these services. As General Manager of the district, I do not have the authority to forgive these charges due to clerical error in billing. Therefore, I attach a billing review. Please consider this an invoice of amount due the District.

Should you wish to appeal this decision or ask for a payment plan, I suggest you write a letter to the Board of Directors, Irish Beach Water District, P O Box 67, Manchester, Ca 95459. The matter will be considered at the next board meeting, September 9, 2023.

Feel free to call me on my cell phone 707-357-1093 for further discussion.

Very truly yours,

Judy Murray, Treasurer

jmurray@mcn.org

707-900-1104

THE ROMANOS' CALLED ME AFTER RECEIVING THIS LETTER. THEY REQUESTED THAT THIS LETTER BE PLACED IN DISTRICT CORRESPONDENCE ON AGENDA. THEY ASKED THAT THE BOARD CONSIDER A PAYMENT PLAN AND ALSO A POSSIBLE DISCOUNT DUE TO THE LENGTH OF TIME AND CIRCUMSTANCES. I, THEREFORE, SUBMIT THIS LETTER AND THE ROMANOS' COMMENTS FOR BOARD CONSIDERATION.

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CONSENT CALENDAR

- A. TREASURER'S REPORT & CHECKS ISSUED  
B. WATER/STORAGE FACILITIES/CONVEYANCE/LOSS REPORT  
C. COMMUNICATIONS & OUTREACH COMMITTEE RECOMMENDATION: DISTRICT FACEBOOK PAGE.  
D. APPROVAL OF MEETING MINUTES: JULY 22, 2023 REGULAR MEETING.
- ~~~~~

A. TREASURER'S REPORT, CHECKS ISSUED.

**TREASURER'S CASH STATEMENT**

September 9, 2023 Board Meeting

|                                  |                                                        | This period         | Last period         |
|----------------------------------|--------------------------------------------------------|---------------------|---------------------|
|                                  |                                                        | <b>August-2023</b>  | <b>July-2023</b>    |
| IBWD Cash and Assets:            |                                                        |                     |                     |
|                                  | Checking RCU                                           | \$46,163            | \$21,698            |
| <b>TOTAL CASH ASSETS</b>         |                                                        | <b>\$46,163.00</b>  | <b>\$21,698.00</b>  |
| need reconcile                   | Accounts Receivable - Grant 27,811 retention           | \$46,955.00         | \$147,626.00        |
|                                  | Accounts Receivable -Water Billing Jul/Aug             | \$67,919            | \$67,919            |
|                                  | County Tax Rolls                                       | \$0                 | \$0                 |
|                                  | 218 proposal SCI                                       | -\$47,000           | -\$47,000           |
|                                  | cash flow loan from restricted                         | -\$140,101          | -\$140,101          |
| TOTAL OTHER ASSETS               |                                                        | <b>\$72,227.00</b>  | \$28,444.00         |
| <b>TOTAL UNRESTRICTED ASSETS</b> |                                                        | <b>\$26,064.00</b>  | <b>\$50,142.00</b>  |
|                                  | Emergency Response Augmentation- current year          | \$42,930            | \$42,930            |
|                                  | > 40 Year Capital Replacement                          | \$28,039            | \$28,039            |
|                                  | cash flow loan to operating                            | \$140,101           | \$140,101           |
|                                  | (5 yr loan recv from restricted funds to oper pmt 4,5) | \$31,720            | \$31,720            |
|                                  |                                                        | \$199,860           | \$199,860           |
|                                  | AWDF/Mallo Pass                                        | \$431,465           | \$431,465           |
| <b>TOTAL RESTRICTED ASSETS</b>   |                                                        | <b>\$674,255.00</b> | <b>\$674,255.00</b> |
| <b>TOTAL ASSETS</b>              |                                                        | <b>\$648,191.00</b> | <b>\$724,397.00</b> |

Two accounts were turned over to the County Auditor for collction on the Property Tax Bills per sect 37212 Calif Water Code to total \$3252. Another doubtful accoount for \$2,250 a payment plan was accepted for \$300 month.

# Irish Beach Water District

## Check Detail

July 4 - August 30, 2023

| DATE                      | TRANSACTION<br>TYPE | NUM   | NAME               | MEMO/DESCRIPTION                  | CLR | AMOUNT    |
|---------------------------|---------------------|-------|--------------------|-----------------------------------|-----|-----------|
| 105.10 Cash in Bank - RCU |                     |       |                    |                                   |     |           |
| 07/06/2023                | Check               | 12852 | Charles L. Acker   | Jun '23 PR paid 7/6/23jm          |     | -2,684.27 |
|                           |                     |       |                    | Jun2023 payroll                   |     | 3,104.75  |
|                           |                     |       |                    | Jun2023 payroll                   |     | 65.50     |
|                           |                     |       |                    | Jun2023 payroll                   |     | 115.48    |
|                           |                     |       |                    | Jun2023 payroll                   |     | 100.00    |
|                           |                     |       |                    | Jun2023 payroll                   |     | 192.49    |
|                           |                     |       |                    | Jun2023 payroll                   |     | 45.02     |
|                           |                     |       |                    | Jun2023 payroll                   |     | 5.05      |
|                           |                     |       |                    | Jun2023 payroll                   |     | 27.94     |
| 07/06/2023                | Check               | 12853 | Paul DeVaul        | Jun23 payroll paid 7/5/23 jm      |     | -953.15   |
|                           |                     |       |                    | Junl 23 payroll                   |     | 1,027.21  |
|                           |                     |       |                    | Junl 23 payroll                   |     | 13.76     |
|                           |                     |       |                    | Junl 23 payroll                   |     | 0.00      |
|                           |                     |       |                    | Junl 23 payroll                   |     | 63.69     |
|                           |                     |       |                    | Junl 23 payroll                   |     | 14.89     |
|                           |                     |       |                    | Junl 23 payroll                   |     | 9.24      |
| 07/06/2023                | Check               | 12854 | Robert J. Dial     | JUN 23 PR paid 7/5/23 jm          |     | -1,520.93 |
|                           |                     |       |                    | Jun 2023 payroll                  |     | 1,670.76  |
|                           |                     |       |                    | Jun 2023 payroll                  |     | 58.30     |
|                           |                     |       |                    | Jun 2023 payroll                  |     | 51.66     |
|                           |                     |       |                    | Jun 2023 payroll                  |     | 103.59    |
|                           |                     |       |                    | Jun 2023 payroll                  |     | 24.23     |
|                           |                     |       |                    | Jun 2023 payroll                  |     | 13.61     |
|                           |                     |       |                    | Jun 2023 payroll                  |     | 15.04     |
| 07/06/2023                | Check               | 12855 | Allen Erwin        | jUN 23 PR paid76/5/23jm           |     | -425.36   |
|                           |                     |       |                    | JUN 2023 payroll                  |     | 483.60    |
|                           |                     |       |                    | JUN 2023 payroll                  |     | 13.10     |
|                           |                     |       |                    | JUN 2023 payroll                  |     | 30.00     |
|                           |                     |       |                    | JUN 2023 payroll                  |     | 29.98     |
|                           |                     |       |                    | JUN 2023 payroll                  |     | 7.01      |
|                           |                     |       |                    | JUN 2023 payroll                  |     | 4.35      |
| 07/06/2023                | Check               | 12857 | Annette Fromwiller | JUN'23 PR paid 7/5/23 jm          |     | -221.15   |
|                           |                     |       |                    | jUN 2023 payroll                  |     | 241.83    |
|                           |                     |       |                    | jUN 2023 payroll                  |     | 14.99     |
|                           |                     |       |                    | jUN 2023 payroll                  |     | 3.51      |
|                           |                     |       |                    | jUN 2023 payroll                  |     | 2.18      |
| 07/06/2023                | Check               | 12858 | Malm, Eric         | jUN 2023 payroll paid 7/5/2023 jm |     | -1,143.87 |
|                           |                     |       |                    | JUN 2023 payroll                  |     | 1,015.56  |

# Irish Beach Water District

## Check Detail

July 4 - August 30, 2023

| DATE       | TRANSACTION<br>TYPE     | NUM   | NAME                              | MEMO/DESCRIPTION                    | CLR | AMOUNT    |
|------------|-------------------------|-------|-----------------------------------|-------------------------------------|-----|-----------|
|            |                         |       |                                   | JUN 2023 payroll                    |     | 237.11    |
|            |                         |       |                                   | JUN 2023 payroll                    |     | 21.97     |
|            |                         |       |                                   | JUN 2023 payroll                    |     | 62.96     |
|            |                         |       |                                   | JUN 2023 payroll                    |     | 14.73     |
|            |                         |       |                                   | JUN 2023 payroll                    |     | 9.14      |
| 07/06/2023 | Check                   | 12859 | Judy A. Murray                    | jUN'23 PR paid 7/5/23 jm            |     | -491.45   |
|            |                         |       |                                   | JUN 2023 payroll                    |     | 537.40    |
|            |                         |       |                                   | JUN 2023 payroll                    |     | 33.32     |
|            |                         |       |                                   | JUN 2023 payroll                    |     | 7.79      |
|            |                         |       |                                   | JUN 2023 payroll                    |     | 4.84      |
| 07/06/2023 | Check                   | 12860 | Brant V. O'Dell                   | jUN Payroll PAID 7/5/'23 jm         |     | -379.07   |
|            |                         |       |                                   | Jun 23 payroll                      |     | 403.05    |
|            |                         |       |                                   | Jun 23 payroll                      |     | 10.48     |
|            |                         |       |                                   | Jun 23 payroll                      |     | 24.99     |
|            |                         |       |                                   | Jun 23 payroll                      |     | 5.84      |
|            |                         |       |                                   | Jun 23 payroll                      |     | 3.63      |
| 07/06/2023 | Check                   | 12856 | Khadine Forbes                    | Jun'23 Payroll PAID in 7/5/20'23 jm |     | -1,297.42 |
|            |                         |       |                                   | Junl 2023 payroll                   |     | 1,397.24  |
|            |                         |       |                                   | Junl 2023 payroll                   |     | 19.65     |
|            |                         |       |                                   | Junl 2023 payroll                   |     | 86.63     |
|            |                         |       |                                   | Junl 2023 payroll                   |     | 20.26     |
|            |                         |       |                                   | Junl 2023 payroll                   |     | 12.58     |
| 07/18/2023 | Bill Payment<br>(Check) | 12596 | Thompson's PortaSeptic<br>Service |                                     |     | -70.00    |
|            |                         |       |                                   |                                     |     | -70.00    |
| 07/18/2023 | Bill Payment<br>(Check) | 12597 | Solid Waste of Willits, Inc       |                                     |     | -65.14    |
|            |                         |       |                                   |                                     |     | -65.14    |
| 07/18/2023 | Bill Payment<br>(Check) | 12598 | SDRMA Workers Comp                |                                     |     | -2,395.25 |
|            |                         |       |                                   |                                     |     | -2,395.25 |
| 07/18/2023 | Bill Payment<br>(Check) | 12599 | SDRMA Property/Liability          |                                     |     | -         |
|            |                         |       |                                   |                                     |     | 14,780.17 |
|            |                         |       |                                   |                                     |     | -         |
|            |                         |       |                                   |                                     |     | 14,780.17 |
| 07/18/2023 | Bill Payment            | 12600 | RVS Software                      |                                     |     | -323.74   |

# Irish Beach Water District

## Check Detail

July 4 - August 30, 2023

| DATE       | TRANSACTION<br>TYPE     | NUM   | NAME                   | MEMO/DESCRIPTION             | CLR | AMOUNT    |
|------------|-------------------------|-------|------------------------|------------------------------|-----|-----------|
|            | (Check)                 |       |                        |                              |     | -323.74   |
| 07/18/2023 | Bill Payment<br>(Check) | 12601 | Patricia Schwindt, CPA |                              |     | -70.40    |
|            |                         |       |                        |                              |     | -70.40    |
| 07/18/2023 | Bill Payment<br>(Check) | 12602 | Nalco Company          |                              |     | -442.26   |
|            |                         |       |                        |                              |     | -442.26   |
| 07/18/2023 | Bill Payment<br>(Check) | 12603 | Matthew L. Emrick      |                              |     | -564.50   |
|            |                         |       |                        |                              |     | -564.50   |
| 07/31/2023 | Bill Payment<br>(Check) | 12604 | Matthew L. Emrick      |                              |     | -7,390.50 |
|            |                         |       |                        |                              |     | -7,390.50 |
| 08/01/2023 | Check                   | 12861 | Charles L. Acker       | July'23 PR paid 8/5/23jm     |     | -2,684.27 |
|            |                         |       |                        | Jul 23 payroll               |     | 3,104.75  |
|            |                         |       |                        | Jul 23 payroll               |     | 65.50     |
|            |                         |       |                        | Jul 23 payroll               |     | 115.48    |
|            |                         |       |                        | Jul 23 payroll               |     | 100.00    |
|            |                         |       |                        | Jul 23 payroll               |     | 192.49    |
|            |                         |       |                        | Jul 23 payroll               |     | 45.02     |
|            |                         |       |                        | Jul 23 payroll               |     | 5.05      |
|            |                         |       |                        | Jul 23 payroll               |     | 27.94     |
| 08/04/2023 | Check                   | 12862 | Paul DeVaul            | Jul23 payroll paid 8/4/23 jm |     | -1,033.80 |
|            |                         |       |                        | Jul 23 payroll               |     | 1,114.69  |
|            |                         |       |                        | Jun1 23 payroll              |     | 14.41     |
|            |                         |       |                        | Jun1 23 payroll              |     | 0.00      |
|            |                         |       |                        | Jun1 23 payroll              |     | 69.11     |
|            |                         |       |                        | Jun1 23 payroll              |     | 16.16     |
|            |                         |       |                        | Jun1 23 payroll              |     | 10.03     |
| 08/04/2023 | Check                   | 12863 | Robert J. Dial         | JUN 23 PR paid 7/5/23 jm     |     | -1,846.25 |
|            |                         |       |                        | Jul 2023 payroll             |     | 2,099.16  |
|            |                         |       |                        | Jul 2023 payroll             |     | 39.96     |
|            |                         |       |                        | Jul 2023 payroll             |     | 95.07     |
|            |                         |       |                        | Jul 2023 payroll             |     | 130.15    |
|            |                         |       |                        | Jul 2023 payroll             |     | 30.44     |
|            |                         |       |                        | Jul 2023 payroll             |     | 18.32     |

# Irish Beach Water District

## Check Detail

July 4 - August 30, 2023

| DATE       | TRANSACTION<br>TYPE | NUM   | NAME                                    | MEMO/DESCRIPTION                                 | CLR | AMOUNT    |
|------------|---------------------|-------|-----------------------------------------|--------------------------------------------------|-----|-----------|
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 18.89     |
| 08/04/2023 | Check               | 12864 | Allen Erwin                             | jUN 23 PR paid76/5/23jm                          |     | -61.07    |
|            |                     |       |                                         | JUL 2023 payroll                                 |     | 96.72     |
|            |                     |       |                                         | JUL 2023 payroll                                 |     | 2.62      |
|            |                     |       |                                         | JUL 2023 payroll                                 |     | 30.00     |
|            |                     |       |                                         | JUL 2023 payroll                                 |     | 6.00      |
|            |                     |       |                                         | JUL 2023 payroll                                 |     | 1.40      |
|            |                     |       |                                         | JUL 2023 payroll                                 |     | 0.87      |
| 08/04/2023 | Check               | 12865 | Khadine Forbes                          | May'23 Payroll PAID in 6/5/20'23 jm              |     | -995.20   |
|            |                     |       |                                         | Jull 2023 payroll                                |     | 1,088.24  |
|            |                     |       |                                         | Jull 2023 payroll                                |     | 0.00      |
|            |                     |       |                                         | Jull 2023 payroll                                |     | 67.47     |
|            |                     |       |                                         | Jull 2023 payroll                                |     | 15.78     |
|            |                     |       |                                         | Jull 2023 payroll                                |     | 9.79      |
| 08/04/2023 | Check               | 12869 | Annette Fromwiller                      | JUN'23 PR paid 7/5/23 jm                         |     | -663.46   |
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 725.49    |
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 44.98     |
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 10.52     |
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 6.53      |
| 08/04/2023 | Check               | 12867 | Malm, Eric                              | jUN 2023 payroll paid 7/5/2023 jm                |     | -1,148.61 |
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 1,100.19  |
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 172.92    |
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 30.44     |
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 68.21     |
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 15.95     |
|            |                     |       |                                         | Jul 2023 payroll                                 |     | 9.90      |
| 08/04/2023 | Check               | 12868 | Judy A. Murray                          | jUN'23 PR paid 7/5/23 jm                         |     | -491.45   |
|            |                     |       |                                         | JUL 2023 payroll                                 |     | 537.40    |
|            |                     |       |                                         | JUL 2023 payroll                                 |     | 33.32     |
|            |                     |       |                                         | JUL 2023 payroll                                 |     | 7.79      |
|            |                     |       |                                         | JUL 2023 payroll                                 |     | 4.84      |
| 08/14/2023 | Check               | 12603 | Mendocino County Auditor-<br>Controller |                                                  |     | -631.22   |
|            |                     |       |                                         | Annual Invoice for LAFCO 2023-24 Invoice<br>2022 |     | 631.22    |
| 08/14/2023 | Check               | 12604 | Kamstrup Water Metering<br>LLC          |                                                  |     | -893.85   |

# Irish Beach Water District

## Check Detail

July 4 - August 30, 2023

| DATE | TRANSACTION<br>TYPE | NUM | NAME | MEMO/DESCRIPTION                                            | CLR | AMOUNT |
|------|---------------------|-----|------|-------------------------------------------------------------|-----|--------|
|      |                     |     |      | Kamstrup water metering invoice for support<br>5/23 to 5/24 |     | 893.85 |
|      |                     |     |      |                                                             |     |        |
|      |                     |     |      |                                                             |     |        |



B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.

Irish Beach Water District  
Operations Report  
September 9, 2023  
Charlie Acker, Manager

Since the July meeting, most of the operations efforts have gone into the grant funded work at Tank and the Tank 2 well, both nearing completion. You'll get more on the grant projects in that report.

Our crew started on repairs to the Pump Station B roof and electric panel. This has taken several work periods. Metal roofing panels have been fit to secure the low roof and the back of the power panel.

Early in August we started a project to clear the limbs overhanging the Hillcrest/Alta Mesa loop road. The roadway has to accommodate concrete trucks and the delivery of the new Tank 5 to the site. This took a few work periods.

Sunday August 13 there was a leak at the west end of Forest View. ERJ and Alan were able to get the leak stopped. It was on the customer sider of the meter, so their responsibility to repair.

Other than those projects, routine system operations continue. We receiver a new turbidity analyzer to e installed soon. The old unit became obsolete and despite exchanging surplus parts the decision to replace the unit was made. It could no longer be calibrated.

Working this period was:

Charlie Acker, General Manager

RJ Dial, treatment operator

Paul Devaul, laborer with excellent knowledge of the system

Eric Malm, Distribution Grade 1 Operator

Brant Odell, Operator in training (Absent until tis week)

Alan Erwin , Grant project extra help

## C. COMMUNICATIONS & OUTREACH COMMITTEE RECOMMENDATION: DISTRICT FACEBOOK PAGE.

On 11/12/22, the Board Adopted Policy 3096, Customer Communications and Social Media Use. At that time, President Terry voiced a concern over the staff maintaining the new social media sites and suggested that the Policy be reviewed at the September 2022 Board meeting.

The Prop. 218 Communications and Outreach Sub-committee established the District's Facebook Page (<https://www.facebook.com/irishbeachwd>) and has maintained the page for the last year. While the site is still in its infancy, it has been effective in sharing District-related information with the public.

- **The District's FB page currently has 49 followers**
- While not everyone who views District posts shares a reaction (thumbs up, heart, etc.) or posts a comment, FB analytics indicates that over the last 30 days, posts have engaged 118 people (the number of comments, shares, and clicks on District posts), with updates on Grant projects garnering the greatest engagement.

The Communications and Outreach Sub-committee recommends that the District maintain the FB page and continue efforts to increase the number of followers and the frequency of posts.

### Background:

POLICY TITLE: Customer Communications and Social Media Use

POLICY NUMBER: 3096

3096.1 The purpose of this policy is to provide guidelines to the District's Board of Directors, District staff, and volunteers regarding customer communications and use of social media to publicize Irish Beach Water District news, services, and events. All **Directors, employees, and members of advisory committees of the District, are herein called "Officials" for the purposes of this policy.** This policy addresses management and oversight responsibilities, as well as the responsibilities of District officials for compliance with public records and open meeting laws.

3096.1.1 **Customer Service Communications: It is the policy of the District to respect customers' time and privacy by initiating** customer communications only when it is necessary, and for the direct benefit of the customer.

3096.1.2 Community Outreach Communications: District officials will also contact customers and the public through the **District's website and social media platforms as** an additional means of conveying information regarding District news, events, and services.

3096.2 Definitions:

3096.2.1 Direct Customer Communications: Informational messages (letters, flyers, etc.) sent to customers and property owners via paper or electronic mail.

3096.2.2 Social Media: A category of internet-based resources that enable the user to generate content and encourage other user participation. *As used in this Policy, Social Media* includes, but is not limited to, social networking sites such as: Facebook, Instagram, Twitter, YouTube, Wikipedia, blogs, and other comparable sites. With the thousands of current and potential Social Media sites, this brief list is only intended to be exemplary, not inclusive.

3096.2.3 **"Posts" or "postings:" Information, articles, pictures, videos, or any** other form of communication posted on a District social media site.

3096.2.4 Site Administrator: Designated District official(s) responsible for establishing District social media sites, posting information, and monitoring comments under the direction of the General Manager and/or the Secretary of the Board.

3096.3 **Use of direct customer communication and social media by District officials shall follow California's open meeting laws, which** prohibit serial meetings of a majority of the Board via email or other electronic means. District officials may answer questions, provide information, and solicit information from the public regarding District business. However, District officials shall not respond directly to any communication, or otherwise use social media sites to discuss business of the District outside of properly noticed public meetings.

**District officials' posts to non-District social media sites** reflect their own views and not necessarily those of the District and should not suggest otherwise.

3096.3.1 District officials will make every effort to communicate with customers in a way that is most convenient to the customer. The District will ask customers to verify contact information (mailing address, email address, phone numbers for call and text), as well as preferred contact method (paper or electronic) on an annual basis.

3096.3.1.1 **It is the District's policy to maintain the confidentiality of all customer information, including contact information.** The District will not provide customer contact information to other agencies or interests, except as required under State or Federal law.

3096.3.1.2 It is the policy of the District to attempt to provide vital information to customers in the event of an emergency, such as water quality incidents.

3096.3.2 No District social media site may be created without the approval of the General Manager and/or the Secretary of the Board, or their designee. These social media sites shall be used to inform customers and the public about District news, services, and events. Information posted on District social media platforms will supplement, not replace, required notices and standard methods of communication.

3096.3.2.1 **The District's official website at [www.IBWD.org](http://www.IBWD.org)** (or any other domain owned by the District) will remain the District's primary means of internet communication. Links to all social media networks to which the District belongs will be listed on the website.

3096.3.2.2 **Use of Social Media shall serve as an enhancement to the District's official website.** Whenever possible, social media pages shall direct users to the District web site for the information, documents, and forms necessary to conduct business with the District. District social media sites shall clearly state that the sites are maintained by the District and comply with this Policy.

3096.3.2.3 The District has an overriding interest in protecting the integrity of information communicated to customers and the public. This policy applies to District officials who use direct customer communications and/or social media on behalf of the District.

3096.3.2.3.1 All District social media sites shall use authorized District contact information for account set-up, monitoring and access. Personal email accounts may not be used to set up, monitor, or post to a District social media platform. All passwords and account credentials are property of the District.

3096.3.2.3.2 District social media platforms are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, may be considered a public record and subject to public disclosure. All postings on District social media sites shall be maintained consistently with the Public Records Act; however, any material removed from a District social media site shall be considered a transitory record not retained by the District in the ordinary course of business and shall not constitute a public record required to be retained in compliance **with the District's** records retention policy.

3096.3.2.3.3 The District reserves the right to terminate any District social media site without notice, or to suspend access at any time. Unacceptable content and/or repeat violators shall be prohibited from making posts on District social media platforms.

3096.3.2.3.4 The District reserves the right to remove content that it finds to violate this policy. Content deemed inappropriate shall be promptly documented (screenshot), saved pursuant to District record retention policies, and then be removed immediately from the social media site.

3096.3.2.3.5 District social media sites may contain content, including, but not limited to, advertisements or hyperlinks over which the District has no control. The District does not endorse any hyperlink or **advertisement placed on District social media sites by the social media site's owners, vendors, or partners.**

3096.4 All District social media sites created on behalf of the District shall be monitored by the General Manager and/or the Secretary of the Board, or their designee.

3096.4.1 District officials wishing to initiate direct customer communications or add content to District social media sites may submit a request to the General Manager and/or the Secretary of the Board, or their designee. All content included in direct

customer communications and District social media sites must comply with District policies, the rules of the social media site provider, and applicable law.

3096.4.2 The General Manager and/or the Secretary of the Board, or their designee will be responsible for responding to comments, posts, and messages as appropriate.

3096.4.3 Direct customer communications and use of social media are two methods for communicating with customers and the public regarding news, events, and services. District officials shall be familiar with District policies and apply general communication guidelines, including, but not limited to the following:

3096.4.3.1 Be transparent: Lack of transparency is quickly noted and exploited in the electronic environment. Information shared via these mediums should be carefully considered. Once information has been shared **electronically, it cannot be “taken back.”**

3096.4.3.2 Admit mistakes: If content is issued or posted by mistake, admit it as quickly as possible. If it is a post that can be edited, do so if it is clear the post has been edited.

3096.4.3.3 If it gives you pause, pause: If something is about to be issued / posted that makes you at all uncomfortable, talk to the District Manager and/or the Secretary of the Board to work through your concern.

3096.4.4 Each District platform home page (splash page, base page, etc.) will contain an introduction like the following:

Thank you for visiting the Irish Beach Water District [insert platform name, e.g., Facebook, Instagram, etc.] page. The Irish Beach Water District page is used to foster communications and will operate in compliance with IBWD Policy 3096. We hope you will find this page to be a valuable source for District news, events, and other service-related information.

Page Rules: The page is not a platform for self-promotion or the posting of personal information. **Information posted to the District page that is not relevant to the District's mission will be removed.**

Inappropriate posts that are eligible for removal without warning include the following:

- Posts that include links to other sites or commercial solicitations
- Posts that are clearly off topic
- Posts that advocate illegal activity
- Posts that promote particular services, products, or political organizations
- Posts that include foul or inappropriate language
- Posts that infringe on copyrights or trademarks
- Posts with sexually explicit or suggestive content
- Posts that threaten the use of violence or contain personal attacks of any kind
- Posts that are related to political beliefs
- Posts that target or disparage any ethnic, racial, gender or religious group

Please visit [www.IBWD.org](http://www.IBWD.org) for more information, documents, and forms necessary to conduct business with the District.

3096.5 The District reserves the right to change, modify, or amend all or part of this policy at any time.

D. APPROVAL OF MEETING MINUTES: JULY 22, 2023 REGULAR MEETING.

*IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459  
Saturday, July 22, 2023 at 10:00 A.M. (ZOOM AND IN-PERSON)*

CALL TO ORDER AND ROLL CALL: President Israel called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:00am. Roll call of Directors in attendance: President Israel, Director Hohos, Director Ottoboni, and Director Hackett attended in person. Former Director Regan resigned effective 5/26/23 and was not in attendance. Staff attending via Zoom: District Counsel Emrick, General Manager Acker, Plant Operator Dial, and Staff Assistant Forbes. Accounting Manager Murray attended in person.

PUBLIC INPUT: None

OLD BUSINESS:

A. DISCUSSION AND OR ACTION: REPORT FROM THE PROP 218 COMMITTEE.

Action: **The Board accepted the Committee's report that** SCI consulting has identified a water system engineer to perform an assessment and make recommendations for pipeline replacements; however, the District does not have sufficiently detailed records of the distribution system for the engineer to complete the evaluation. Director Hackett explained that District staff have been focused on grant projects, so the Committee recommends that the District contract for engineering services to develop a detailed pipeline inventory that will form the basis for recommendations for replacements and provide the foundation for modern records of District facilities that will be maintained by staff moving forward. After discussing the specific engineering services that exceed the project scope included in the service agreement with SCI Consulting Group, Director Hackett made a motion to authorize the Proposition 218 Committee to work with District Counsel, Matt Emerick, to negotiate a supplemental agreement with SCI to pay \$14,185 for additional engineering services that will be subcontracted with Hazen & Sawyer. President Israel seconded the motion, then called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed with a quorum.

B. DISCUSSION AND OR ACTION: SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT.

Action: **The Board accepted General Manager Acker's report that installation of the engineered metal cover** is complete, and Tank 2 returned to service at the beginning of June. He reported that the District completed the trenching from Well 2 to Tank 2 and installed electrical conduits and waterlines concurrently with the trenching work. General Manager Acker noted that final grading **of the road is complete, as is PG&E's activation** of the power and control electrical work. Finally, he explained that chemical and hydrological testing has been submitted to the State Water Resources Control Board which is the precursor for obtaining a permit for drinking water use. Plant Operator Dial noted that the ozonator and filtration equipment has been delivered and installation is in progress. He also reported that the District has received the geotechnical engineering report, so work on the Tank 5 foundation can be scheduled for later this summer or early fall. Director Hackett reported that the District received reimbursement from the State for three invoices totaling approximately \$122,000 and submitted another invoice for approximately \$52,000 at the beginning of July. She noted that the District is making great progress toward completion of three critical infrastructure projects and is on track to finish on schedule.

C. DISCUSSION AND OR ACTION: BUDGET COMMITTEE UPDATE – SELECTION OF NEW MEMBERS AND REVIEW OF FISCAL YEAR 2022/2023 LINE- ITEM BUDGETED V. ACTUALS.

Action: President Israel announced the appointment of Ken Turnquist to the Budget Committee and thanked him for volunteering his services. Director **Ottoboni noted that the Committee is planning to update the District's budget** spreadsheet to simplify the budgeting process. He explained that he has reviewed the FY 2022/2023 budget and identified areas that require review. Director Hackett made a motion requesting the Committee to work with staff to review year-to-date expenses and make recommendations for reallocation between lines. President Israel seconded the motion, then

called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed with a quorum.

NEW BUSINESS:

A. DISCUSSION AND OR ACTION: SELECTION OF NEW MEMBER OF THE BOARD OF DIRECTORS.

Action: President Israel reported that the Board received one letter of interest and made a motion to appoint Mel Kimsey to fill the vacant Director position. Director Hackett seconded the motion. President Israel called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed with a quorum. Director Hackett reported that since Mr. Kimsey was unable to attend the meeting, he will take the oath of office later in the week and will be seated as a Director at the next meeting.

B. DISCUSSION AND OR ACTION: ELECTION TO FILL THE VACANT POSITION OF VICE PRESIDENT OF THE BOARD OF DIRECTORS.

Action: President Israel made a motion to elect Tom Ottoboni to Vice President of the Board of Directors to fill the role left vacant when Director Dyson resigned. Director Hohos seconded the motion. President Israel called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni – Abstain, President Israel – Aye. The motion passed with a quorum.

C. DISCUSSION AND OR ACTION: REPORT FROM THE BUDGET COMMITTEE – BOARD CONSIDERATION OF THE PROPOSED FISCAL YEAR 2023-24 BUDGET

Action: **The Board heard Accounting Manager Murray's report that the proposed FY 2023/2024 reflects updated loan and reserve projections;** however, the operating budget remains unchanged pending a meeting with the Budget Committee. Director Hackett made a motion requesting the Budget Committee to work with staff to review FY 2022/2023 actual expenses, consider anticipated changes, and revise the proposed FY 2023/2024 budget for consideration at the September meeting. President Israel seconded the motion, then called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed with a quorum.

D. DISCUSSION AND/OR ACTION: CONSIDER RESOLUTION 2023-5 HONORING DIRECTOR SANDRA REGAN'S SERVICE TO IRISH BEACH WATER DISTRICT.

Action: Director Hackett made a motion to approve Resolution 2023-5. Director Hohos seconded the motion. President Israel called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed with a quorum.

E. DISCUSSION AND/OR ACTION: CONSIDER RESOLUTION 2023-06 – IRISH BEACH WATER DISTRICT RESPONSIBILITY FOR DISTRICT ELECTIONS AND DIRECTOR RECRUITMENT

Action: Director Hackett made a motion to approve Resolution 2023-6. President Israel seconded the motion, then called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed with a quorum.

F. DISCUSSION AND/OR ACTION: CONSIDER OPERATOR - LEVEL 1, OPERATOR – LEVEL 2, AND MAINTENANCE WORKER JOB DESCRIPTIONS

Action: Director Hackett explained that **several of the District's staff are working without job descriptions**, and since IBWD Policy 2000 was adopted last December, establishing job descriptions for Operations staff was necessary. General Manager Acker reported that the three positions in the Operator series as well as the District Maintenance Worker are well put together. Director Hackett made a motion to approve the Operator Trainee, Operator – Grade 1, Operator – Grade 2, and Maintenance Worker Job Descriptions. President Israel seconded the motion, then called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed with a quorum. Director Hackett made a second motion to direct staff to assign employees to the appropriate positions based on experience, credentialing, and budgeted positions, then report back to the Board at the September meeting. Director Hohos seconded

the motion. President Israel called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed with a quorum.

COMMUNICATIONS AND CORRESPONDENCE: None

CONSENT CALENDAR:

- A. **TREASURER'S REPORT, CHECKS ISSUED.**
- B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT
- C. APPROVAL OF MINUTES: MAY 13, 2023 REGULAR MEETING.
- D. APPROVAL OF UPDATE TO IBWD POLICY 5070 – RULES OF ORDER FOR BOARD MEETINGS
- E. APPROVAL OF UPDATE TO IBWD POLICY 3091 – PUBLIC RECORDS ACT REQUESTS
- F. APPOINT DIRECTORS TO THE LITIGATION AD HOC COMMITTEE AND THE ORGANIZATIONAL STRUCTURE AD HOC COMMITTEE.

Action: President Israel made a motion to approve the items included in the Consent Calendar. Director Ottoboni seconded the motion. President Israel called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed with a quorum.

ADJOURNMENT: Motion was made by President Israel, with a second from Director Hackett to adjourn the regular meeting at 10:42am. Roll-call vote: Director Hackett – Aye, Director Hohos – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed with a quorum, and the meeting then convened into executive closed session.

EXECUTIVE (CLOSED) SESSION.

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACHWATER DISTRICT, MENDOCINO SUPERIOR COURT NO. SC-UK-CV-G-090054665-000; FIRST DISTRICT COURT OF APPEAL NO. A151867.
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED/ POTENTIAL LITIGATION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPHS (2) OR (3) OF SUBDIVISION (D) OF SECTION 54956.9: (1 POTENTIAL CASE).

Action: The executive (closed) session was adjourned at 11:19am. President Israel reported that the Board formed a Litigation Discovery Support Ad Hoc Committee, and she appointed Danielle Hohos and Tom Ottoboni to coordinate the **Committee's work with District Counsel Emrick**

Respectfully submitted:

Attest as Presented:

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Susan Israel, President  
Date: September 9, 2023

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Heather Hackett, Secretary of the Board  
Date: September 9, 2023



Adjournment of Public Session:

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EXECUTIVE (CLOSED) SESSION

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. SC-UK-CV-G-09-0054665-000; First District Court of Appeal No. A151867.
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. 23CV00273

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