

**IRSH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Saturday, March 14, 2026, at 10:01 A.M. (ZOOM AND IN-PERSON)**

CALL TO ORDER AND ROLL CALL: President Hohos called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:01 AM. Roll call of Directors in attendance: President Hohos, Director Hackett, Director Ottoboni, Director Reynolds, and Director Weston attended in person. A quorum was established. General Manager Vaughn attended in person, while Water System Manager O'Dell and District Counsel Emrick attended via Zoom.

PUBLIC INPUT: None.

OLD BUSINESS:

- A. **DISCUSSION AND OR ACTION:** BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2025/2026 LINE- ITEM BUDGETED V. ACTUALS.

Action: General Manager Vaughn provided a high-level review of the Profit and Loss statement, noting that while some line items are over budget—including outsourced testing, chlorine supplies, backflow device installations, and road maintenance—the District is generally on track when timing issues for revenue are considered. She highlighted that the bottom line was impacted by \$20,000 in assessment refunds and sick leave payouts in January, but the District is outperforming the budget if those one-time items are excluded. Water System Manager O'Dell reported that mandated PFAS testing will increase costs further this year. The Board requested that the testing line item be adjusted in FY 2026-2027 and thanked General Manager Vaughn for the increased granularity in the financial reporting. No action was taken.

- B. **DISCUSSION AND OR ACTION:** DISTRICT MANAGEMENT REPORT.

Action: General Manager Vaughn reported that a new Operator Trainee, Emilie, started on March 2 and is working two days a week with Water System Manager O'Dell as well as studying for certification testing on her own time. The new District truck was purchased for approximately \$18,000 and will need around \$5,000 more to be equipped with racks, etc. She noted that in January the District issued requests for septic inspection reports and completed all regulatory reporting for administrative functions. General Manager Vaughn explained that the District issued notices to 5 property owners who have meters installed, but no house, informing them that in March 2026 the District will begin charging the base service fee. In response to the notice, two of the property owners requested that the meter be removed since they have no immediate intent to build. She reported that the District received the first installment, approximately \$100,000, in assessment payments collected through Mendocino County property tax billing and noted that District funds have been deposited in the restricted accounts while the portion due to Redwood Coast Fire Protection District have been passed through without delay. Finally, General Manager Vaughn explained that in February, the District sent direct billing statements to collect assessments for the 38 properties that fall under the County's Low Value Exemption and do not receive property tax bills. The Board accepted the report.

NEW BUSINESS:

- A. **DISCUSSION AND OR ACTION:** BUDGET UPDATE – ADDITION OF DISTRICT MAINTENANCE WORKER.

Action: Director Hackett recommended amending the budget to fund a temporary, on-call District Maintenance Worker for the dry season (April through September) to assist with non-licensed tasks like weed eating and trenching. She proposed shifting \$3,000 from administrative salaries (line item 561.000) to temporary labor (line item 501.130), resulting in no net change to the budget. Director Hackett made a motion to amend the District's FY 2025-2026 budget to decrease funding for line 561.000 from \$40,000 to \$37,000 and to increase funding for line 501.130 from \$0.00 to \$3,000.00. Director Reynolds seconded the motion and President Hohos called for a vote: Director Hackett – Aye, Director Weston – Aye, Director Reynolds – Aye, Director Ottoboni – Aye, President Hohos – Aye. The motion passed unanimously.

- B. **DISCUSSION AND OR ACTION:** CONSIDER APPROVAL OF FINANCIAL STATEMENT AUDIT FOR FISCAL YEAR ENDING 9/30/23.

Action: General Manager Vaughn and Director Ottoboni reported that the 2022-23 audit is complete with a qualified opinion regarding fixed assets, which staff is currently reconciling. No material issues were identified. The Board expressed gratitude to Judy Murray for staying on past her retirement to see the audit to completion. Director Hackett made a motion to approve the

District's Financial Statement Audit for the Fiscal Year ending 9/30/2023. President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Weston – Aye, Director Reynolds – Aye, Director Ottoboni – Aye, President Hohos - Aye. The motion passed unanimously.

C. DISCUSSION AND OR ACTION: CONSIDER REVISION TO DISTRICT POLICY 3005 – WATER SERVICE CONNECTIONS.

Action: Director Hackett presented an amendment to address Accessory Dwelling Units (ADUs). The policy now specifies that attached ADUs will be served through the primary residence's meter, while detached ADUs require a separate application, connection fee, meter, and backflow prevention device. Director Hackett made a motion to approve the update to Policy 3005, which was seconded by Director Weston. A roll call vote was taken: Director Ottoboni – Aye, Director Hackett – Aye, Director Reynolds – Aye, Director Weston – Aye, President Hohos – Aye. The motion passed unanimously.

D. DISCUSSION AND OR ACTION: CONSIDER NEW DISTRICT POLICY 3025 – DISTRICT RESERVES.

Action: Director Hackett proposed a policy to establish Operational and Equipment reserves to stabilize District funding for emergencies and equipment replacement. The policy sets a target funding level of 25% of prior year's expenses for each reserve, to be funded at a rate of 20% of the target level annually over five years. Following a discussion on utilization, Section 3025.3 was amended to state that the General Manager shall approve the use of funds and notify the Treasurer. Director Hackett made a motion to approve the update to Policy 3005 – Water Service Connections as amended, which was seconded by Director Reynolds. A roll call vote was taken: Director Ottoboni – Aye, Director Hackett – Aye, Director Reynolds – Aye, Director Weston – Aye, President Hohos – Aye. The motion passed unanimously.

E. DISCUSSION AND OR ACTION: CONSIDER NEW DISTRICT POLICY 3084 – USE OF DISTRICT EQUIPMENT.

Action: Director Hackett introduced guidelines for the use of the new District vehicle and other equipment, including accident reporting procedures and rules for use of personal vehicles. The policy also addresses administrative equipment. Director Hackett made a motion to approve Policy 3084 – Use of District Equipment, which was seconded by Director Weston. A roll call vote was taken: Director Ottoboni – Aye, Director Hackett – Aye, Director Reynolds – Aye, Director Weston – Aye, President Hohos – Aye. The motion passed unanimously.

COMMUNICATIONS AND CORRESPONDENCE. None.

CONSENT CALENDAR:

- A. TREASURER'S REPORT, CHECKS ISSUED.
- B. OPERATIONS REPORT.
- C. MINOR UPDATES TO DISTRICT POLICIES:
 - a. 2300 - DISTRICT COMPENSATION & WORK SCHEDULE
 - b. 3030 – DISTRICT ASSETS
 - c. 3081 – SELECTION OF CONTRACTORS AND CONSULTANTS
- D. REPORT FROM THE PROP. 218 COMMITTEE: ONE-TIME 2002 ASSESSMENT REFUND SETTLEMENT AND LITIGATION FEE STATUS UPDATE; AND 2002 ASSESSMENT REFUND TO UNCONNECTED PARCELS.
- E. IRISH BEACH FIRE-SAFE COUNCIL COMMITTEE REPRESENTATION
- F. APPROVAL OF MINUTES: JANUARY 10, 2026 REGULAR MEETING AND FEBRUARY 21, 2026 SPECIAL MEETING.

Action: Director Hackett made a motion to accept the accept the Treasurer's report, checks issued, operations report, policy updates, report from the Prop. 218 Committee, statement of Firesafe Council representation, and the meeting minutes included in the consent calendar. Director Reynolds seconded the motion, and President Hohos called for a vote: Director Hackett – Aye, Director Weston – Aye, Director Reynolds – Aye, Director Ottoboni – Aye, President Hohos - Aye. The motion passed unanimously.

ADJOURNMENT: President Hohos made a motion, with a second from Director Hackett, to adjourn the public portion of the regular meeting at 11:15am. The motion passed unanimously.