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**Irish Beach Water District**  
**Meeting Packet**  
**November 12, 2022**

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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, November 12, 2022, 10:00 A.M.**

PLEASE NOTE: The November 12, 2022, regular bi-monthly regular meeting of the Irish Beach Water District will be held via ZOOM teleconferencing and in person meeting at the Firehouse on Forest View Rd. Irish Beach Water District directors/employees will be emailed an invitation to the meeting with a link to log-in to the meeting. Meeting Packet can be accessed at WWW.IBWD.ORG

Join Zoom Meeting:

<https://us02web.zoom.us/j/8393223327?pwd=NFdRV1JEbUhsSXlpbUQwOVo3TTIsQT09>

Meeting ID: 839 3223 3327

Passcode: 250264

Dial by your location:

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/u/kw5oaVo5y>

Agenda

- 1. CALL TO ORDER AND ROLL CALL:**
- 2. PUBLIC INPUT: LIMITED TO FIVE MINUTES FOR EACH PERSON'S INPUT**
- 3. OLD BUSINESS:**
 - A. DISCUSSION AND OR ACTION: Recommendation from Prop 218 Committee: Withdraw the request for proposal issued September 26, 2022 and re-announce as soon as possible with updated implementation plan. (Hackett, Dyson, Acker, Murray)**
 - B. DISCUSSION AND OR ACTION: Prop 218 Communication and Outreach Sub-Committee Implementation Plan. (Hackett, Regan)**
 - C. DISCUSSION AND OR ACTION: Small Community Drought Relief Grant Administration & Oversight (Hackett, Regan, Acker, Murray, Dial) – Quarterly Status Report to DWR.**
 - D. DISCUSSION AND OR ACTION: Continued from 9/17/2022 board meeting item 7C to consider the need for a position to assist General Manager with operation reports and an operation manual. (Acker)**
 - E. DISCUSSION AND OR ACTION: Fiscal Year 2022-23 Final Budget. (Murray)**
- 4. NEW BUSINESS:**
 - A. DISCUSSION AND OR ACTION: Adopt Policy 3096, Customer Communications and Social Media Use. (Hackett, Regan)**
 - B. DISCUSSION AND OR ACTION: Revise Policy 4040.40 Board Treasurer – Treasurer of Board (Murray)**

C. DISCUSSION AND OR ACTION: Adopt Series 2000 Personnel, Policy 2000 District Employment: Recruitment, Hiring, and Promotions (Hackett, Acker)

5. COMMUNICATIONS AND CORRESPONDENCE:

6. REPORTS:

A. TREASURER: (MURRAY)

B. WATER STORAGE FACILITIES/CONVEYANCE LOSS: (ACKER)

C. SAFETY COMMITTEE: (ACKER)

D. LEGAL COUNSEL: (EMRICK)

E. DIRECTORS:

1. Report on CSDA Workshop: Financial Management for Special Districts (Israel)

<https://drive.google.com/drive/folders/1HLL6YjWumHkJkmCN8tgtuoPOHSP78MR>

7. APPROVAL OF MINUTES: Regular Meeting September 17, 2022, and Special Meeting October 6, 2022.

8. 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-09-0054665-000;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).

ADJOURNMENT

ASSISTANCE WILL BE PROVIDED TO HANDICAPPED PERSONS WHO REQUIRE IT TO PARTICIPATE IN THE MEETING, PER GOVERNMENT CODE SECTION §54956.9 PER CALIFORNIA 50-54963.

PUBLIC RECORDS ARE AVAILABLE PER CALIFORNIA PUBLIC RECORDS ACT GOVT. CODE §6250-6276.48.

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**PUBLIC INPUT: LIMITED TO 5 MINUTES PER PERSON**

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**OLD BUSINESS 3 A**

**DISCUSSION AND OR ACTION:**

**Recommendation from Prop 218 Committee: Withdraw the request for proposal issued September 26, 2022 and re-announce as soon as possible with updated implementation plan.**

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IBWD Prop. 218 Committee Recommendations and Proposed Initiative Implementation Plan

The Prop. 218 Committee has concluded that a Proposition 218 tax assessment would be an effective means to fund capital improvements of the District's existing infrastructure as well as development of new facilities. We believe that a capital improvement plan should include a set of realistic short-term maintenance projects as well as longer-term infrastructure improvement goals that recognizes the dynamic nature of the regulatory and construction environment, which impacts our understanding of necessary infrastructure improvements.

The Committee recommends that the District contract with an engineering firm to identify projects and the funding mechanism to address facility maintenance and improvements over the short-term (0-5 years), as well as the mid-term (6–15 years) and long-term (16-20 years) planning horizon. If the Board agrees with this recommendation, the Committee recommends the following implementation plan.

Target Date	Activity	Assigned Lead
July 9, 2022	<p>Board meeting - discuss/act on committee recommendation to pursue a Proposition 218 initiative targeted for a vote in July 2023</p> <ul style="list-style-type: none"> • Committee presents objectives of initiative • Committee shares proposed implementation plan <p>If Board agrees with committee recommendation, direct staff to:</p> <ul style="list-style-type: none"> • Compile a prioritized list of projects to be funded through a Prop. 218 initiative and prepare to educate the community about the rationale for projects and the proposed timeframe for completion • Publicize board meetings related to Prop. 218 earlier than usual to encourage attendance at the following key meetings <ul style="list-style-type: none"> ○ 8/6/22 special meeting/workshop - review preliminary project list ○ 9/10/22 board meeting to review RFP ○ 4/15/23 special meeting/workshop -final draft engineering report ○ 5/13/23 board meeting to approve final engineering report ○ 7/8/23 board meeting/public hearing 	<p>Charlie Acker & RJ Dial</p> <p>Judy Murray</p>
August 6, 2022	<p>Special meeting/interactive workshop: Discuss preliminary project list and guidance for engineering firm– <i>provides 4 weeks to prepare for workshop</i></p> <ul style="list-style-type: none"> • Staff & committee provides an overview of the Prop. 218 process, an explanation of special benefits, and proposed guidance for the engineering firm • Staff & committee describe proposed projects for short-term (0-5 yrs), mid-term (6-15 yrs), and long-term (16-20 yrs) planning horizon • Staff explains the rationale for projects included in each phase (short, mid, long term) using images/video • Facilitated discussion of proposed projects with Board, staff and public 	<p>Matt Emrick & Heather Hackett</p> <p>Charlie Acker & RJ Dial</p>
August 20, 2022	<p>Committee meets to draft RFP for engineering services to develop recommendations for a Prop. 218 initiative</p> <ul style="list-style-type: none"> • RFP includes preliminary project list and guidance for engineering firm, as well as multiple iterations (first draft, final draft, final report) and participation in 3 meetings (interactive workshop, board meeting to accept final report, public hearing) • Cover letter and list of engineering firms updated 	<p>Heather Hackett</p> <p>Heather Hackett</p>
September 17, 2022	<p>Board meeting - discuss/act on draft request for proposals (RFP) for engineering services. If Board agrees with RFP recommendation direct staff to:</p> <ul style="list-style-type: none"> • Issue the RFP • Update maintenance and improvement cost estimates for proposed 	<p>Judy Murray</p>

Target Date	Activity	Assigned Lead
	<p>projects using recent experience with quotes and actual material and labor costs</p> <p>Board establishes a Prop 218 communications and outreach committee that includes members of the community to develop materials, as well as social media and website posts to encourage discussion of various aspects of the Prop. 218 initiative and attendance at important meetings</p>	Charlie Acker & RJ Dial
September 26, 2022	<p>RFP issued – <i>provides 2 weeks to update RFP with Board decisions</i></p> <ul style="list-style-type: none"> Send requests to identified firms and post to CSDA website. 	Judy Murray
October 13, 2022	<p>Communications Committee meets to develop community outreach materials, such as:</p> <ul style="list-style-type: none"> Package the materials from the 8/6/22 special meeting and work with staff to post to the IBWD website Update the “dear neighbors” letter and publish/issue in a variety of ways. Include an invitation for parcel owners to submit questions/concerns that they would like addressed at the board meetings and the next interactive workshop Update the FAQ and publish in a variety of locations 	
November 4, 2022	<p>Deadline for submission of proposals – <i>provides 6 weeks to submit proposal</i></p>	
November 5, 2022	<p>Committee and staff meets to review proposals to make recommendation for selection of engineering firm</p>	
November 12, 2022	<p>Board meeting–discuss / act on recommendation to cancel the 9/26/22 RFP and re-issue the RFP, contact the firms who responded to the 9/26/22 RFP and encourage resubmission, as well as change the composition of the Prop. 218 Committee.</p>	
November 14, 2022	<p>Re-issue / re-post RFP. Notice to the firms that responded to 9/26/22 RFP will include specific request to resubmit.</p> <p>Send requests to identified firms, post to the BlueBook and CSDA website.</p>	Board Secretary
December 6, 2022	<p>Deadline for submission of proposals – <i>provides 3+ weeks to submit proposal</i></p>	
December 8, 2022	<p>Committee and staff meets to review proposals to make recommendation for selection of engineering firm</p>	
December 10, 2022	<p>Special Board Meeting to discuss/act on recommendation for selection of engineering firm to conduct Special Assessment Engineering Study.</p>	
March 17, 2023	<p>Deadline for first draft engineering report to staff and committee - <i>provides 14 weeks for draft report</i></p>	
March 18, 2023	<p>Committee and staff meet to review draft report for <u>compliance with RFP</u> and requests updates, as needed</p>	
March 31, 2023	<p>Deadline for final draft engineering report - <i>provides 2 weeks to update first draft report</i></p>	
April 15, 2023	<p>Special meeting/interactive workshop - Prop. 218 process & review of final draft engineering report - <i>provides 2 weeks to prepare for workshop</i></p> <ul style="list-style-type: none"> Engineering firm provides an overview of the final draft report including special benefits, project list and estimated costs, as well as recommended apportionment method Committee & staff facilitate discussion of draft report to <u>verify understanding</u> of various aspects of the engineer’s recommendations Board directs committee & staff to work with the engineering firm to finalize report 	
April 17, 2023	<p>Committee and staff meet to <u>clarify descriptions / language</u> and finalize report using workshop feedback</p>	
May 5, 2023	<p>Deadline for final engineering report - <i>provides 2 weeks to issue final report</i></p>	

Target Date	Activity	Assigned Lead
May 13, 2023	Board meeting to approve engineer's final report and recommended FY 23-24 assessments	
May 22, 2023	Ballots mailed and public hearing notice posted	
July 8, 2023	Board meeting / Public Hearing prior to voting & preliminary ballot results	
July 14, 2023	Final tabulation of ballots	
Jul17, 2023	If initiative succeeds, send letter to County Auditor/Assessor to apply assessments to property tax bills	

Request for Proposal

For Special Benefit Assessment Engineering Study

November 14, 2022

Irish Beach Water District

P.O. Box 67

15401 Forest View Road

Manchester, CA 95459



A. Submission Details

Submission Deadlines

All submissions responding to this request must be submitted to our office as stated below, no later than:

Tuesday, December 6, 2022
No later than 5:00pm local time

Submission Delivery Address

The delivery address to be used for all submissions is:

Heather Hackett
Board Secretary
Irish Beach Water District
P.O. Box 67
Manchester, CA 95459
Voice: 707-782-8690
Email: Secretary@IBWD.org

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request For Proposal (RFP):

Heather Hackett
Secretary@IBWD.org
707-782-8690

Electronic Submissions

Electronic submissions in response to this Request for Proposal will be accepted if they meet the following criteria:

Sent via email to:Secretary@IBWD.org

Document standards:

- Must be in PDF format
- Confidential information must be sent password protected, with a separate message to provide the password to District staff.

B. Request for Proposal and Project Timeline

Conditions of Request

The following conditions apply to this Request for Proposals:

1. District reserves the right to withdraw this solicitation for a proposal at any time without prior notice. Further, District does not make any representations that any agreement will be awarded to any firm submitting a proposal.
2. District reserves the right to reject any and all proposals submitted in response to this request and reject any sub-consultant or individual working for a consulting firm.
3. All proposals, inquires, responses, or correspondence related to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the consultant will become the property of the District and a matter of public record.
4. It is recognized that the formal basis of an agreement between the District and the consultant is a contract, rather than a proposal. In submitting price proposal, consultants must indicate that they are prepared to complete a contract containing all the information submitted in their price proposal. The price proposal will become part of the contract between the District and the successful consultant. If the consultant has a specific contract that they wish to use, the consultant must submit a sample along with the RFP for consideration.

Project Timeline

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5:00 pm local time November 4, 2022. Any proposals received after this date and time will be rejected. All proposals must be signed by an official agent or representative of the company submitting the proposal with the authority to execute contracts.

Evaluation of proposals will be conducted in early November, 2022. If additional information or discussions are needed with any Offerors the review period, the Offeror(s) will be notified.

The Term of the agreement for professional services to be awarded in accordance with this RFP shall be for all services needed for the complete administration of the Proposition 218 process, including the ballot proceeding, to be completed no later than July 2023 to enroll the assessments for the following tax year.

Tentative Timeline

December 6, 2022	Proposals Due by 5:00pm local time
December 2022	Notice to Proceed
March 2023	Preliminary Draft Report Due
April 2023	Final Draft Report Due
April 2023	Board Meeting – Workshop Overview of Draft Report
May 2023	Final Report Due
May 2023	Board Meeting – Review of Final Report
July 2023	Public Hearing

November 14, 2022

Insert Engineering Firm Address Here

XXXXXXXXXXXXXX

XXXXXXXXXX

Attention XXXXXXXXXXXXXXX

The Irish Beach Water District has withdrawn the Request for Proposals issued on September 26, 2022 and has issued an updated Request for Proposals (RFP) seeking services to conduct an independent study and prepare an engineering report relative to a Proposition 218 initiative to fund the water system improvements.

Submissions responding to the attached request are due by December 6, 2022. While the deadline for submissions is short, you will note that the attached RFP parallels the September 26th version except for a new response date and point of contact. We hope that you will consider making a submission to work with our small but dynamic water district.

Please do not hesitate to contact me via email at Secretary@IBWD.org or by phone at (707) 782-8690 for further information.

Sincerely,

~~/s/ Heather Hackett~~

Heather Hackett
Board Secretary
Irish Beach Water District

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**OLD BUSINESS 3 B**

**DISCUSSION AND OR ACTION:**

**Prop 218 Communication and Outreach Sub-Committee Implementation Plan.**

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IBWD Proposition 218 Communications & Outreach Sub-Committee Proposed Implementation Plan

On 9/17/22, the Board of Directors approved creation of the Proposition Communications & Outreach Sub-Committee. The Sub-committee includes members of the community and will support the Proposition 218 Committee by drafting and publishing information about the District and a variety of issues related to Prop 218. The Sub-committee, led by Directors Regan and Hackett, will focus on community education, and encourage participation in discussion of the Proposition 218 initiative.

This Sub-committee reports to the Proposition 218 Committee and is focused on developing written materials, meeting visuals, as well as posts and messages such as the following:

- Introductions highlighting District staff and their roles, Board members, and the volunteers who support the District through advisory committees.
- News pops - short stories about what it takes to maintain current infrastructure, as well as highlights of the District's plans for infrastructure improvements – text or video.
- Short video tours of infrastructure – a multi-part “ride-along” for those who can't do so in person.
- Social media outreach and encouragement to attend Board meetings.
- Very short “did you know” articles that explain some of the legal aspects of Prop. 218. For example, “what are special benefits?” or “how do special benefits accrue to undeveloped properties?” The Sub-committee will collaborate with General Counsel Emrick to generate a series of short educational messages.
- The goal is to post/issue messages at least two times per week on these types of themes:
 - Meet-up Mondays: Profiles of District staff, the Board, and volunteers
 - Newsy Tuesdays: Storytelling via photos and video (did you know, etc.)
 - Throw-back Thursdays: Highlights of the history of the District
 - Factual Fridays: District facts and figures (XX miles of pipeline, etc.), plus grant project highlights

Content Development is an ongoing task. The Sub-committee will meet monthly to draft 1-2 social media / web site posts for each week during the period November 13, 2022 through July 16, 2023 (34 weeks), as well as materials for presentations and mailings. The Site Administrator will oversee drafting posts as well as respond to questions and comments under the direction of the General Manager and the Board Secretary. The Proposition 218 Committee will review materials prior to posting / issuance to ensure messaging aligns with the District's “voice.”

Target Date	Activity
September 24, 2022	Solicitation for community members to join the advisory Communications & Outreach Sub-Committee was posted to the Irish Beach Facebook Page, Irish Beach Kiosks, and the Irish Beach email distribution list (all property owners and residents) <ul style="list-style-type: none"> • One response received – Ken Weston will join the sub-committee.
October 13, 2022	Communications & Outreach Sub-committee meets virtually to develop: <ul style="list-style-type: none"> • A proposal for the Communications & Outreach Implementation Plan for discussion/action at the 11/12/22 Board meeting. • Draft a Customer Communications & Social Media policy for discussion at the 11/12/22 Board meeting.
October 29, 2022	Communications & Outreach Sub-committee participates in the Proposition 218 Committee meeting to review and obtain approval for: <ul style="list-style-type: none"> • The proposed Communications & Outreach Implementation Plan for discussion/action at the 11/12/22 Board meeting. <ul style="list-style-type: none"> ○ After approval of the implementation plan, Heather will coordinate with the Proposition 218 Committee, and the Sub-committee will not need to attend future Committee meetings. • The draft Customer Communications & Social Media policy for discussion/action at the 11/12/22 Board meeting.
November 7, 2022	Communications & Outreach Sub-committee meets to develop community outreach materials: <ul style="list-style-type: none"> • Need approximately 10 messages to cover mid-November through mid-December. <ul style="list-style-type: none"> ○ Highlight the number of proposals received in response to the RFP issued on 9/26/22.

Target Date	Activity
December 5, 2022	<p>Communications & Outreach Sub-committee meets to develop community outreach materials.</p> <ul style="list-style-type: none"> • Need approximately 10 messages to cover mid-December through mid-January. <ul style="list-style-type: none"> ○ Publicize 1/14/23 Board meeting earlier than usual to encourage attendance.
January 2, 2023	<p>Communications & Outreach Sub-committee meets to develop community outreach materials.</p> <ul style="list-style-type: none"> • Need approximately 10 messages to cover mid-January through mid-February. • Assist with PowerPoint for January 14 Board meeting.
February 6, 2023	<p>Communications & Outreach Sub-committee meets to develop community outreach materials.</p> <ul style="list-style-type: none"> • Need approximately 10 messages to cover mid-February through mid-March. <ul style="list-style-type: none"> ○ Highlight community participation in the initiative. ○ Publicize 3/11/23 Board meeting earlier than usual to encourage attendance.
March 6, 2023	<p>Communications & Outreach Sub-committee meets to develop community outreach materials.</p> <ul style="list-style-type: none"> • Need approximately 10 messages to cover mid-March through mid-April. <ul style="list-style-type: none"> ○ Highlight portions of the first draft of the engineering report. ○ Publicize 4/15/23 Special Board meeting earlier than usual to encourage attendance • Assist with PowerPoint for March 11 Board meeting.
April 3, 2023	<p>Communications & Outreach Sub-committee meets to develop community outreach materials.</p> <ul style="list-style-type: none"> • Need approximately 10 messages to cover mid-April through mid-May. <ul style="list-style-type: none"> ○ Highlight community participation in the initiative • Update the “dear neighbors” letter and publish/issue in a variety of ways. • Assist with PowerPoint for the 4/15/23 Special Board meeting/workshop: <ul style="list-style-type: none"> ○ Engineering firm provides an overview of the final draft report including special benefits, project list and estimated costs, as well as recommended apportionment method ○ Committee & staff facilitate discussion of draft report to verify understanding of various aspects of the engineer’s recommendations
May 1, 2023	<p>Communications & Outreach Sub-committee meets to develop community outreach materials.</p> <ul style="list-style-type: none"> • Need approximately 10 messages to cover mid-May through mid-June. <ul style="list-style-type: none"> ○ Include a message inviting parcel owners to submit Prop. 218-related questions that they would like addressed at future Board meetings and the FAQ. ○ Highlight community participation in the Special Meeting/Workshop. ○ Publicize 5/13/23 Board meeting earlier than usual to encourage attendance. • Package materials from 4/15/23 Special Meeting and work with District staff to post to Website.
June 5, 2023	<p>Communications & Outreach Sub-committee meets to develop community outreach materials.</p> <ul style="list-style-type: none"> • Need approximately 10 messages to cover mid-June through mid-July. <ul style="list-style-type: none"> ○ Highlight portions of the final engineering report ○ Highlight ballots mailed 5/22/23 – read it, don’t recycle it! ○ Publicize 7/8/23 board meeting earlier than usual to encourage attendance. • Update the FAQ and publish in a variety of locations.
July 3, 2023	<p>Communications & Outreach Committee meets to develop community outreach materials.</p> <ul style="list-style-type: none"> • Need approximately 10 messages to cover mid-June through mid-July. <ul style="list-style-type: none"> ○ Highlight portions of the final engineering report ○ Remind parcel owners vote – return those ballots!
August 7, 2023	<p>Communications & Outreach Committee meets to develop community outreach materials.</p> <ul style="list-style-type: none"> • Need approximately 4 messages to cover mid-July through the end of the month. <ul style="list-style-type: none"> ○ Highlight community participation in the initiative. ○ Share the final tabulation of ballots.

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**OLD BUSINESS 3 C**

**DISCUSSION AND OR ACTION:**

**Small Community Drought Relief Grant Administration & Oversight –  
Quarterly Status Report to DWR.**

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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
August 4, 2022 – November 4, 2022

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:

- During the period April 29, 2022 through August 3, 2022, the District worked with the Grant Project Manager, Mathew Mulligan, to update the project schedule, budget, and workplan for inclusion in the funding agreement, which was signed on August 4, 2022.
- The District developed a Drug-free Workplace Program to meet funding requirements, and the policy was adopted at the July 9, 2022 meeting of the Board of Directors. (See Attachment 1)
- A separate QuickBooks account was established to track receipt of State grant funding and expenditure of project funds, and an electronic records retention facility was established to maintain grant-related documentation.

- The first invoice for the project was submitted on August 24, 2022, and a second invoice was submitted on October 4, 2022. Due to a clerical error, the second invoice required correction, which was completed on October 18, 2022.
- On July 23, 2022, a large vinyl sign acknowledging State funding for the Well Activation and Tank Restoration Project was installed at the District office and completion of the signage requirement was reported to DWR on 8/20/22. (See Attachment 2)
- The first quarterly report for the project was prepared and submitted on November 4, 2022.

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 obtained a coastal development permit exclusion waiver and submitted CEQA documentation on July 29, 2022. The Department of Water Resources approved the CEQA documentation and provided approval to commence construction on August 19, 2022. (See Attachment 3)
- The District has been in communication with the State Water Resources Control Board and is preparing for the testing that will be required to obtain a drinking water permit for Well 2 (Task 3.2) and is in the preliminary stages of planning a site visit for the Tank 5 (Task 3.1) engineering study.
- Pacific Gas and Electric is scheduled to complete an engineering site visit in January 2023 in preparation for work on Well 2 (Task 3.2).
- The District completed an informal bidding process for the Tank 2 roof (Task 3.3), and the District signed a purchase order with CST Covers. Engineering has been completed, and fabrication of the engineered metal roof is nearing completion, with delivery expected in November 2022. (See Attachment 4)

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:

- In preparation for grading and drainage work, the District removed trees and cleared brush at the Well 2 (Task 3.2) and Tank 2 (Task 3.3) sites.
- The security fence at Tank 2 (Task 3.3) was removed in preparation for installation of the engineered metal roof. The new engineered metal includes an integrated system for securing the tank, so the old security fence will not be reinstalled. The chain-link fence was donated to a local non-profit for use at a neighborhood playground, while the razor wire will be recycled.
- In late August and early September, the District completed the grading and drainage site prep, as well as the concrete work for these secure ozonator/filter and LPG tank/generator enclosures at Well 2 (Task 3.2), as well as the secure appurtenance enclosure at Tank 2 (Task 3.3).
- In September, the District completed concrete and framing for three secure enclosures at the Well 2 (Task 3.2) and Tank 2 (Task 3.3) sites. Fireproof doors have been installed, while the metal siding and roof materials are pending delivery. Completion of the enclosures has been delayed due to supply chain issues; however, the District is not concerned that these delays will affect completion of the project.
- To prevent further construction delays and mitigate supply chain issues, the District purchased conduit and wire for Well 2 activation (Task 3.2), which is on site pending installation.

Construction photos are included in Attachment 5.

Project Cost

The total budget of this project is \$400,000 and the total invoiced amount during this reporting period is \$113,444.09. The project costs information is provided in Table 1. Please note that the District has expended a larger proportion of funding for Task 3.3 – Tank Restoration due to the requirement to pay for design and engineering services, as well as a deposit on manufacturing for the custom-built tank roof.

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

Table 1. Project Costs as of November 4, 2022

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	\$0	\$127,432	0%
	Task 3.2 Well Activation	\$ 99,438	\$23,270.15	\$76,167.85	23.4%
	Task 3.3 Tank Restoration	\$173,130	\$90,173.94	\$82,956.06	52.1%
Total		\$400,000	\$113,444.09	\$286,555.91	28.4%

Project Schedule

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

Table 2. Project Schedule as of November 4, 2022

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	Not Started
	Task 3.2 Well Activation	6/28/2024	In Progress
	Task 3.3 Tank Restoration	6/28/2024	In Progress

Attachment 1 – Drug-free Workplace Policy



Irish Beach Water District

Policy Handbook

July 2022

POLICY TITLE: Drug and Alcohol-Free Workplace

POLICY NUMBER: 2190

2190.1 It is the desire of the Board of Directors that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances in accordance with California Government Code 8355. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

2190.2 The unlawful manufacture, distribution, dispensation, possession, or use (unless prescribed by a physician) of a controlled substances are prohibited by any District employee or officer on District property or work sites or while said employee or officer is on District business.

2190.2.1 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

2190.2.2 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

2190.2.3 For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

2190.3 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the General Manager pending said employee's attempt at rehabilitation. The General Manager has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

2190.3.1 Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

2190.3.1.1 Successfully complete an approved rehabilitation program;

2190.3.1.2 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2190.3.1.3 Be subject to periodic testing without further reasonable cause.

2190.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program.

2190.3.3 Discipline or termination should not be taken until a thorough investigation has been completed.

2190.4 To assure that employees, property, and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

2190.4.1 Presence of such substances will result in disciplinary action up to and including termination, as described above.

2190.4.2 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

2190.5 If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

2190.6 Immediately prior to reporting for drug/alcohol testing, all employees shall complete a Consent and Release form to be kept on file in the District office which shall conform to the general format, as shown on Appendix A.

2190.7 District employees are required to notify the General Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

**CONSENT AND RELEASE FORM
DRUG/ALCOHOL TESTING**

I hereby authorize Irish Beach Water District, and any laboratories or medical facilities designated by Irish Beach Water District, to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to Irish Beach Water District and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with Irish Beach Water District. Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration. The only drugs, medicine, or mind-altering substances, including drugs prescribed by a physician and over-the counter medications, by brand name, if possible (e.g., Extra Strength Tylenol™, Robitussin-DM™, Allerest™, Mediprin™, etc.), that I have used in the last 45 days are as follows:

Drug/Medicine	When Used	Issued by (if prescription)

NAME OF EMPLOYEE: _____

FACILITY PERFORMING TEST: _____

DATE OF TEST: _____

SIGNATURE OF APPLICANT/EMPLOYEE: _____

SUPERVISOR REQUESTING TEST: _____

Attachment 2 – Required Signage Acknowledging State Funding



Attachment 3 – CEQA Documentation



Notice of Exemption 2022-E0060 IBWD.pdf



DWR CEQA Determination SCDRP_IBWD.docm.pdf

Attachment 4 – Design and Engineering Report for Tank Restoration (Task 3.3)



USP006050001_Calculations_Combo-signed.pdf



USP006050_001_ApprovalsR0-signed.pdf

Attachment 5 – Constriction Photos

Tank 2 (Task 3.3) – Secure Appurtenance Enclosure and Tree Removal



Tank 2 (Task 3.3) - Secure Appurtenance Enclosure and removal of Security Fence



Secure Enclosure for Well 2 Head and Ozonator (Task 3.2)



Secure Enclosure for Well 2 Head and Ozonator (Task 3.2)



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**OLD BUSINESS 3 D**

**DISCUSSION AND OR ACTION:**

**Continued from September 17, 2022 board meeting to consider the need for a position to assist General Manager Acker with operation reports and operation manual.**

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**OLD BUSINESS 3 E**

**DISCUSSION AND OR ACTION:**

**Fiscal Year 2022-23 Final Budget**

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**IRISH BEACH WATER DISTRICT
FINAL F/Y 22/23 BUDGET FOR TOTAL EXPENDITURES AND INCREASE TO RESERVES
July 17, 2022 REGULAR BOARD MEETING**

The F/Y 2022-23 FINAL BUDGET NOTES for Budget Committee Ken Terry and Brad Dyson to review.
Prepared by Treasurer, Judy Murray

- 1 Availability no change at \$108.56 monthly; \$217.13 per billing.
Yearly charge of \$269,671 funds \$248,648 operating expenses and \$21,023 to reserves.**

- 2 Usage charge has increased to 80 cents per 100 gallons or \$8.00 for 1,000 gallons. We charge water vendors \$25.00. Yearly charge of \$56,766 funds operating expenditures for Transmission and Distribution. The increase from \$.67 to \$.80 is due to the reduction of estimated usage of 82,160 gallon per year used in 21-22 to 71,288 gallons per year in 22-23. Usage is down!**

- 3 This budget provides for \$52,224 increase to the capital replacement reserve same as last year. Total in the new board reserve will be \$52,224 in 21/22 to \$125,048 in 22/23.
This is where funds for prop 218 engineering study will come from with the hopes of reimbursement from funds from a successful 218 assessment collection in 23/24.**

- 4 Decrease of operating loan payment due in 22-23 from \$45,800 to \$25,200 freed up \$20,600 to increase operating funds in 22-23 as follows:**

3% COLA for salaries	\$4,300	
3% COLA for avail expend	\$2,501	3% COLA for usage charges \$1,960
Increase liability insurance	\$7,000	included in new rate \$.80
Increase for new software	\$3,000	
small operating reserve	\$3,799	

- Next year operating loan payment will drop from \$25,200 to \$7,300 freeing up \$17,900 for COLA and other budget increases. Year after that 23-24 after successful 218 availability charges can be re-evaluated and reduced due to no need to fund capital replacement reserve \$52,224.**

- 5 Total payroll expenses funded in this new budget is \$110,293 for 1.5 full time equivalent employees. Actual head count of our employees is 7. That makes average time paid per employee 8.5 hours a week. 3% COLA included at cost of \$4,300.
So please keep in mind that all employees are funded for a limited amount of hours.
Staff run this district on very few hours, but are extremely efficient, hard working and competent!
So when planning your wish list of improvements and projects, remember our limited staff!**

- 7 Remember, Availability charges cannot be increased without Public Hearing allowing negative protest by rate payers. \$108.56 month/\$217.12 for two month billing.
User charges, 80 cents charge per 100 gal of water, can be increased as needed without public hearing.**

- 6 Budget committee will meet before a final budget is presented in September. Hopefully our fiscal picture will remain positive.**

WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT										
FISCAL YEAR 2022-2023										
Sept 17, 2022 Treasurer PROPOSED BUDGET - 3.0% cola										
					Item	Sub-Total	Total			
Income										
Operating Income			(See Row 303 for explanation of composition of income)			\$327,037				
Non-Operating Income						\$0				
Total Income							\$327,037			
Expenses										
Operating Expenses						\$245,814				
Non-Operating Expenses						\$25,200				
Total Expenses							\$271,014			
Capital Projects and Equipment Purchases										
Capital Improvement Projects Covered by Assessment.										
Assessment and Operating Reserve Changes										
Assessment Reserves Account Deposits and Withdrawals (Not Including Interest)										
Deposits in Assessment Reserves						\$0				
Draws From Assessment Reserves (Loan Repayment & Projects)						\$0				
Operating Reserves Account Deposits and Withdrawals (Not Including Interest)										
Deposits in Operating Reserves / Capital Projects							\$21,023			
<u>Budget Balance Reconciliation</u>										
<u>Expense Reconciliation</u>										
Expenses Funded by Water Charges										
Expenses Funded from Usage Charges						\$56,766				
Expenses Funded from Availability Charges						\$248,648				
Expenses Charged Directly to Customers (Meter Connections)						\$600				
Expenses Funded by Income (Subtotal)							\$306,014			
Expenses Funded by Assessment										
Total Funded Expenses							\$306,014			
<u>Income Reconciliation</u>										
Income Designated for Expenses							\$306,014			
Income Designated for Reserves (Funded by Availability Charges)							\$21,023	\$327,037		
Interest Income Allowed to Accumulate in Accounts							\$0			
Reimbursements, Late Fees, & Penalties Not Budgeted for Expenses (Unacceptable High Uncertainty)							\$0			
							\$0			
							\$0			
Restricted Assessment Income							\$0	0		
Total Income							\$327,037			
Water Rates Based on Funding Requirements of this Budget										
Total Number of Users as of 9/30/22						207			2015	71,798 HUNDREDS GALS
100s of Gallons used in District per year (Fiscal year)						71,288	EMR		2016-58,547	Hundreds of gallons
Total Expenses Chargeable to Usage						\$56,766			2017 - 60,975	Hundreds of Gallons
Expenses Chargeable to Availability						\$248,648			2018 - 60,404	Hundreds of Gallons
Reserves Chargeable to Availability						\$21,023		\$326,437	2019 - 63,243	Hundreds of Gallons
Total Expenses Chargeable to Availability						\$269,671			7/20-21 - 82,160	Hundreds of Gallons
Usage Charge						\$0.80 Per 100 Gallons			0.67	21/22 incr
Availability Charge						\$108.56 Per Month			108.56	23.06
						\$217.13 Per Billing			217.13	46.12

	512.000	Labor & Materials for Maintenance (Maintenance-Structures & Improvements)	AC		\$2,687					
	512.100	Labor for Maintenance & Repair of Installed Items			\$1,008					
	512.200	Equipment & Supplies for Maintenance & Repair of Installed Items			\$1,679					
	513.000	Power Purchased for Source of Supply (Electric)	UC		\$2,787	\$2,787				
Total 510.000 Source of Supply							\$9,261			
					Item	Sub-Total	Total			
530.000		Water Treatment								
	531.000	Labor & Materials For Operating Installed Equip. (Supervision & Labor & Expense)								
	531.100	Labor for Water Treatment Activities, Operating Equipment, Maintaining Associated Logs and Records	50% UC		\$25,373					
			50% AC							
	531.200	Equipment & Supplies for Operation of Equipment	UC	3188.88	\$3,189					
	531.500	Water Eye / Satellite Paging	UC	0						
	531.300	Analytical Testing								
	531.3	Analytical Testing	0% UC		\$7,641					
			100% AC							
	531.400	Chemicals and Filtering Supplies	UC		\$3,614					
	532.000	Labor and Materials for Maintenance (Maintenance-Structures & Improvements)	AC		\$1,647					
	532.100	Labor for Maintenance & Repair of Installed Items			\$1,035					
	532.200	Equipment & Supplies for Maintenance & Repair of Installed Items			\$612					
	533.000	Power Purchased for Treatment (Electric)	UC		\$2,657					
Total 530.000 Water Treatment							\$44,121			
540.000		Transmission and Distribution								
	541.000	Labor & Materials For Operating Installed Equip. (Supervision & Labor & Expense)	50% UC & AC		\$14,074					
	541.100	Labor for Transmission Activities, Operating Equipment, Maintaining Associated Logs and Records, Patrolling Distribution System, Brush Cutting, etc.			\$9,822					
	541.200	Equipment & Supplies for Operation of Installed Items			\$4,252					
	542.000	Labor and Materials for Maintenance (Maintenance-Structures & Improvements)	AC		\$17,924					
	542.100	Labor for Maintenance & Repair of Installed Items			\$11,910					
	542.200	Equipment & Supplies Maintenance & Repair of Installed Items			\$3,189					
	542.250	Outside Labor/Equipment			\$2,825					
	543.000	Power Purchased for Transmission and Distribution (Electric)	UC		\$4,358					
	544.000	Telephone for Distribution	UC		\$1,389					
Total 540.000 Transmission and Distribution							\$37,745			
550.000		Customer Accounts			Item	Sub-Total	Total			
	551.000	Labor, Matrerials, and other Expenses for Customer Accounting and Collection								
	551.100	Labor for Billing	50% UC & AC		\$11,206					
	551.200	Labor for Meter Reading	UC		\$9,486					
	551.300	Meter Intallations								
	551.310	Labor for meter installations			\$600					
	551.320	Meters							\$20,693	
Total 550.000 Customer Accounts							\$21,293			
560.000		Administrative & General								
	561.000	Salaries	AC		\$22,959					

	562.000	Office Supplies & Other Expenses						
		562.010 Office Maintenance & Supplies		\$3,718				
		562.020 Administrative Services (12)		\$0				
		562.030 Outside copy work		\$0				
		562.040 Postage						
		562.050 Software		\$4,321				
		new:cloud, drop box, QBonline,		\$3,000				
		QB Payroll		\$774				
		Billing Maintenance		\$547				
		562.060 Licenses and Permits		\$1,307				
		562.070 Memberships/Dues/ Annual Fees		\$4,566				
		Calif Rural Water		\$774				
		Calif Special Districts		\$593				
		State Water Resources Control Board		\$593				
		Department of Health Services		\$1,207				
		LAFCO		\$727				
		State Bd of Equilization		\$671				
		562.080 Training		\$0				
		562.090 Advertising/noticing in paper		\$0				
		562.100 Election		\$0				
		562.110 Port-A-Potty/Garbage		\$1,594				
		562.120 Printer and accessories		\$0				
		562.140 Telephone-Administrative		\$0				
		562.160 Internet		\$1,914				
		Total 562.000 Office Supplies & Other Expenses	AC		\$17,420			
	563.000	Contractual Services		Item	Sub-Total	Total		
		563.100 Legal Attorney		\$45,557				
		563-110 Legal - General Counsel		\$7,972				
		563-120 Legal - Litigation		\$37,585				
		563.200 Auditor Contract		\$10,000				
		563.400 Engineering		\$820				
		Total 563.000 Contractual Services	AC		\$56,377			
	564.000	Property Insurance, Injuries and Damages						
		564.100 Ins.- General/Liability		\$13,378				
		564.200 Workman's Comp.		\$0				
		564.210 Workman's Comp Water		\$3,199				
		564.220 Workman's Comp Directors		\$129				
		564.230 Workman's Comp Admin		\$310				
	0	564.400 Insurance - Bonded		\$103				
		Total 564.000 Property Insurance, Injuries and Damages	AC		\$17,119			
	565.000	Employee Retirement and Benefits	AC		\$4,827			
		565.2 Vacation & Sick Leave		\$4,827				
	0	565.100 Payroll Taxes	AC		\$10,314			
	0	00 FICA		\$7,641				
	0	00 Medicare		\$1,448				
	0	00 Training Tax		\$35				
	0	00 UI Contributions		\$1,190				

	569.000	Other Administrative Expenses							
	Total 560.000 Administrative and General							\$129,016	
	570.000	Other Operating Expenses							
		Depreciation & Amortization (10)	QB571		\$35,000				booked non cash exp
		Taxes	AC						avail cash will fund reserve
	573.000	Other Operating Expenses							
		573.100 Vehicle Operation for Operations	50%	UC & AC	\$4,128				
		573.200 Misc Expenses	AC		\$250				
	Total 570.000 Other Operating Expenses							\$4,378	
	Total 500.000 Operating Expenses							\$245,814	also see line 260 reserves
590.000	Non-Operating Expenses					Item	Sub-Total	Total	
	591.000	Interest, Long Term Debt							
		591.100 Loan Repayment Funded From Operations (Rate Payers) UC	UC		\$0				
		591.110 Interest							
		214.100 Principal			\$0				
		591.200 Loan Repayment Funded From Operations (Connected Users-) AC	AC		\$25,200				
		591.210 Interest							
		214.200 Principal			\$25,200				
	Total 591.000 Interest, Long Term Debt						\$25,200		
	594.000	Other Non-Operating Expenses							
		594.100 Mendocino County Assessment Collection Fee (2%)	AC		\$0				
	Total 590.000 Non-Operating Expenses							\$25,200	
	Total Expenses							\$271,014	
						Item	Sub-Total	Total	
	Capital Projects & Equipment Purchases								
112.000	Projects - Construction in Progress								
	POSSIBLE PROJECTS FROM CAPITAL REPLACEMENT GREATER THAN 40 YEAR FUND								
	REPLACE PIPE ON FOREST VIEW LOOP ESTIMATED COST \$250,000								
	REPLACE PIPE ON SEA CYPRESS LOOP ESTIMATED COST \$125,000								
113.000	Projects - Construction in Progress								
	TANK 2 ROOF								
	Total General System-Wide Improvements						\$0		
	TO DO LIST:						\$0		
							\$0		
							\$0		
							\$0		
					0.000				

Labor Rates				Summary Budgeted Labor Hours and Cost					FICA	Medicare	ETT	UI						
ID	Hours/ mo (1)	Contract Mininum(2)	Hourly Rate	Scheduled(3)		Planned (4)					First \$7k	First \$7k						
				Hours	Cost	Hours	Cost											
Charlie	55hr	55 hr	\$54.10	Charlie	660	\$35,703	661	\$35,741			7.65%	1.45%	0.10%	3.40%				
Paul DeVaul	17hr		\$27.05	Paul	200	\$5,411	319	\$8,626			\$2,734	\$518	\$7	\$238				
Krista Dial (15 hours week)	52hr		\$25.75	Krista+	624	\$16,068	565	\$14,546			\$0	\$0	\$0	\$0				
R J Dial	61hr		\$27.37	RJ	732	\$20,033	648	\$17,715			\$660	\$125	\$7	\$238				
Extra Help	18hr		\$23.18	Extra He	576	\$14,276	950	\$23,255			\$1,113	\$211	\$7	\$238				
Extra Help 22 clerk 8 web	30hr		\$25.75	Total	2792	\$91,490	3143	\$99,885	Total		\$1,355	\$257	\$7	\$238				
								Total			\$1,779	\$337	\$7	\$238				
								Total			\$7,641	\$1,448	\$35	\$1,190				
Notes:				TOTAL SALARIES IS 41.8% OF TOTAL BUDGET					\$99,885									
1) Used to Calculate Hourly rate and Overtime.				TOTAL BENEFITES IS 3.6% OF TOTAL BUDGET					\$10,314			\$10,314						
2) Charlie is on salary at 55 hrs month				Total Operating Budget \$226,826 + 25,200 loan, 52,224 reserve														
3) Hours and cost per year scheduled are those hours/month times 12 months				COST OF LIVING OF 3% APPLIED FOR 22-23 PENDING APPROVAL 9/17/22 Cost \$4,300														
4) Hours and cost per year planned are those hours reflected on the budget.																		
Budgeted Labor Distribution Breakdown																		
Labor Description		labor Code	Charlie 1992		Connie 2015		R J Dial 2020		Extra Help		Paul 2004		Total					
			Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost				
Source of Supply	Labor For Operating	511.100	24	\$1,298			21	\$575		\$0	0	\$0	45	\$1,873				
Source of Supply	Labor for Maintenance & Repair	512.100	0	\$0			22	\$602		\$0	15	\$406	37	\$1,008				
Water Treatment	Labor For Operating	531.100	240	\$12,983			346	\$9,469	0	\$0	108	\$2,921	694	\$25,373				
Water Treatment	Labor for Maintenance & Repair	532.100	0	\$0			23	\$629		\$0	15	\$406	38	\$1,035				
Transmission and Distrib	Labor For Operating	541.100	156	\$8,439			11	\$301		\$0	40	\$1,082	207	\$9,822				
Transmission and Distrib	Labor for Maintenance & Repair	542.100	120	\$6,491			112	\$3,065		\$0	87	\$2,353	319	\$11,910				
Customer Accounts		551.100		\$0	356	\$9,167		\$0	88	\$2,039	0	\$0	444	\$11,206				
Labor for Meter Reading		551.200		\$0	0	\$0	24	\$657	381	\$8,830	0	\$0	405	\$9,486				
Meter Intallations	Labor For Installation	551.310	0	\$0			14	\$383	0	\$0	0	\$0	14	\$383				
Administrative & General	Salaries	561.000	67	\$3,624	182	\$4,687	55	\$1,505	481	\$12,386	28	\$757	813	\$22,959				
Labor Codes													\$95,056					
Labor for AWDF	Labor for Easement issues	112.81		\$0										\$0				
				\$0										\$0				
Full time equivalent - FT	total hours less vacation / 2080		0.29		0.26		0.30		0.46		0.14		1.45	FTE				
	which equals hours for full time																	
Vacation 1 year - 5days	days earned per length of service	565.200	47	\$2,526	21	\$533	12	\$331		\$0	23	\$610	102	\$3,999				
1-5 year - 10 day	times 8 hours times FTE																	
5-10 year - 15 days	sick leave	565.200	7	\$379	6	\$160	7	\$198		\$0	3	\$91	24	\$828				
10+year - 20 day	new sick leave = 3 days	Totals	\$661	\$35,741	\$565	\$14,546	\$648	\$17,715	\$950	\$23,255	\$319	\$8,626	\$0	\$0				
													\$3,142	\$99,885	cola	99885	-95586	4299

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**OLD BUSINESS 4 A**

**DISCUSSION AND OR ACTION:**

**Adopt Policy 3096, Customer Communications, and Social Media Use.**

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Irish Beach Water District

Policy Handbook

November 2022

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 (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 for more information, documents, and forms necessary to conduct business with the District.



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

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**NEW BUSINESS 4 B**

**DISCUSSION AND OR ACTION:**

**Revise Policy 4040.40 Board Treasurer – Treasurer of Board**

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Irish Beach Water District

Revise 4040.40 Board Treasurer

POLICY TITLE: Board Member Job Descriptions (continued)

4040.40 Board Treasurer – Treasurer of Board

4040.45 Bi – Monthly

1. Treasurer Report to Board
 - a) Cash Statement
 - b) Budget-to-Actual Review
 - c) Submit check registers for approval
 - d) Report and request approval for transfers to/from restricted asset accounts
 - e) Forecast cash flow
 - f) Advise Board on financial matters

NOTE: There has been no Treasurer of Board, a member of the Board of Directors, elected to that position by the board at the annual organizational meeting in January since July 2014 when Director Poling made a motion to appoint Judy Murray, Treasurer to Board which is an administrative staff position.

The remaining duties previously listed as those of the Board Treasurer, or Treasurer of the Board, should be properly reclassified as duties of the Treasurer to Board or Accountant:

4040.41 Yearly Audit by CPA:

1. Review
2. Prepare Management, Discussion and Analysis
3. Report to Board

4040.42 Annual Budget, Capital Projects, and Benefit Assessments (if any)

1. Propose Budget to Board
2. Prepare resolution to set rates
3. Report to Board

4040.43 Investment Report to Board yearly or more often as requested



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4040.44 Monthly

1. Review Reconciliation of Bank Statements
2. Review and sign checks as secondary signature

4040.45 Bi-Monthly – See Duties on previous page for Treasurer of Board.

In absence of an elected Treasurer of the Board these duties are also the responsibility of the appointed Treasurer to the Board.

4040.46 Submit Annual Financial Transaction Report and Yearly Compensation Report to State.

4040.47 Advise and review work done by other administrative staff pertaining to bookkeeping and accounting activities to assure compliance with policy and Board direction.

4040.48 Other duties as directed by Board.

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**NEW BUSINESS 4 C**

**DISCUSSION AND OR ACTION:**

**Adopt Series 2000 Personnel, Policy 2000 District Employment:  
Recruitment, Hiring, and Promotions**

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**NEW BUSINESS 4 C**

**Proposed Policy Submitted by Director Hackett**

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Irish Beach Water District

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POLICY TITLE: District Employment: Recruitment, Hiring, and Promotions

POLICY NUMBER: 2000

- 2000.1** The purpose of this policy is to provide guidelines regarding Irish Beach Water District (District) employment and does not apply to selection of independent contractors or consultants. The District reserves the right to modify this policy for any reason which the District deems to be necessary.
- 2000.1.1** The General Manager has the authority to hire, promote, discipline, and separate of all regular and regular part-time personnel subject to review and approval of the Board of Directors. Within the approved budget for temporary and part-time temporary employees, the General manager may exercise the authority to hire, promote, discipline, and separate all temporary and temporary part-time personnel without the review and approval of the Board of Directors.
- 2000.1.2** All employees of the District are at-will, meaning that there is no specified duration of employment, and the employment of any employee can be terminated at any time, with or without cause. An employee may also resign his or her employment at any time.
- 2000.1.3** This policy is not a contract of employment, and none of the provisions herein will be deemed to change or eliminate the at-will status of the employees of the District. The District may enter into written contracts of employment with some employees. If the terms and conditions of those written contracts differ from this policy, the terms and conditions of the written contract will control.
- 2000.2** The District's policy is to hire and promote employees based on individual merit.
- 2000.2.1** The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, training, compensation, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.
- 2000.2.1.1** Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.
- 2000.2.2** The employment related provisions of the Fair Employment and Housing Act ("FEHA") and the Americans with Disabilities Act ("ADA") apply to all employees and job applicants seeking employment with the District. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.
- 2000.2.2.1** The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with federal or state law. An applicant or employee who requires accommodation to perform the essential functions of the job should inform the General Manager to request an evaluation of such an accommodation. The District will participate in the interactive process with the employee to determine whether a



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reasonable accommodation, which does not present undue hardship to the District, exists.

2000.2.3 No member of the Board of Directors or District staff shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of an immediate family member. For this policy, "immediate family member" means spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).

2000.2.3.1 When an individual is considered for appointment in a branch (Administration or Operations) in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the branch.

2000.2.3.2 When an individual is considered for appointment in a branch where a close relative has supervisory responsibility, the appointment will not be allowed.

2000.3 The duties, key responsibilities, supervisory status, qualifications, and physical working conditions of all positions shall be set forth in writing. Each job description established by the District will include a designation indicating the employment status of individuals hired to fill the position (regular / regular part-time or temporary / temporary part-time) as well as identification as exempt or non-exempt from overtime. Each employee shall be entitled to have a copy of his or her job description.

2000.3.1 All "regular" and "regular part-time" positions of the District shall be established by the General Manager, subject to the review and approval of the Board of Directors.

2000.3.1.1 A "Regular Full-Time" employee is one who has been hired to fill a regular position in any job description, are not temporary employees, and who have successfully completed the probationary period. A "Regular Part-Time" employee is one who is hired to work within any job description but whose position is less than forty (40) hours per week.

2000.3.1.2 A "Probationary" employee is one who has been hired to fill a regular (full-time or part-time) position in any job description and has less than six (6) continuous months of service with the District. Upon completion of six (6) months of continuous service with the District in said job description, and upon the General Manager's decision to retain said employee, said employee shall be granted regular employee status.

2000.3.1.2.1 A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, vacation pay, or items of a similar nature, as he or she becomes eligible. A probationary employee will not be eligible for a leave of absence.

2000.3.1.3 An "Exempt" employee is an employee who is exempt from the minimum wage and overtime requirements of the Federal Fair Labor and Standard Act ("FLSA"). To



be considered "exempt," an employee must work in a bona fide administrative or professional capacity and be paid on a salary basis as required by the FLSA. These positions shall be so designated in the job description.

2000.3.1.4 A "Non-Exempt" employee is an employee who is not a bona fide administrative or professional employee as defined by the FLSA. At the option of the District, non-exempt employees will receive either overtime pay or compensatory time off for work performed in excess of forty (40) hours per week in compliance with the FLSA.

2000.3.2 All temporary / temporary part-time positions of the District may be established by the General Manager or the Board of Directors.

2000.3.2.1 A "temporary" employee is one who is hired to work within any job description, but whose duration is planned to be less than one year. A temporary employee shall not work more than one thousand (1,000) hours in a fiscal year.

2000.3.2.1.1 A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, vacation pay, or items of a similar nature. A temporary employee may take time off without pay with the approval of the General Manager.

2000.3.2.1.2 If a temporary employee is reclassified to probationary or regular employment status, he or she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him or her in his or her new status.

2000.3.2.2 Use of serial "temporary" appointments will not be permitted to avoid the District's policy to establish positions with "regular" and "regular part-time" employment status. However, the Board of Directors may approve the General Manager's requests for the extension of temporary or temporary part-time appointments upon demonstration of need.

2000.4 Recruitment shall be conducted for all regular and regular part-time vacancies within the District. Recruiting shall be publicized to ensure that the community is aware of the job opportunity. At a minimum, job opportunities will be announced via the District's website, the District's social media sites, the California Special Districts Association Career Center, the Irish Beach social media page, the Mendocino County Fifth District social media page, and the Irish Beach kiosks. As an alternative, job opportunities may be advertised via the District's website, the District's social media sites, as well as advertisements in two local newspapers. The General Manager may identify additional opportunities to announce job opportunities. Announcements shall specify the title and compensation of the position; the nature of the work to be performed delineating the key responsibilities of the position; the minimum qualifications; the manner of making application; the final date for submission of applications; and other pertinent information.

The General Manager will determine the methods used to recruit candidates for temporary and temporary part-time positions.

Comment [HH1]: The one year and 1,000 hour limits are tentative, pending conclusion of Matt's research into the District's policy for temporary employees. Federal limit = 1 year; State limit = 9 months; County limit = 6 months.



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- 2000.4.1** Every applicant regular and regular part-time shall file an application or resume setting forth their qualifications for employment. Application forms shall require information covering training, experience, and other pertinent information as required by the General Manager.
- 2000.4.2** Evaluations for employment regular and regular part-time shall be competitive and determine the qualifications, fitness, and ability of applicants to perform the key responsibilities of the position for which they seek appointment. The General Manager may adopt and implement objective standards to initially screen applications to reduce the number of applicants to a manageable size.
- 2000.4.2.1** The evaluation may include an investigation of character, education, experience, background, as well as tests of capacity, technical knowledge, manual skill, or job-related physical fitness that the General Manager deems appropriate.
- 2000.4.2.1.1** The District's goal is to hire and promote the most highly qualified candidates. Background checks are an integral part of the hiring processes. When the District needs to conduct a background check to make hiring and other employment decisions, the background check will be conducted and the information revealed will be used in compliance with all relevant local, state, and federal laws.
- 2000.4.2.2** Any employee who is required to drive a District-owned vehicle during his or her work shall have a valid California Driver's license. Driving records will be considered and may be a factor in obtaining or continuing employment with the District.
- 2000.4.2.3** Any employee who handles District funds shall be bondable and will be required to obtain a fidelity bond, at District expense.
- 2000.4.3** At any point in the recruitment and selection process, the General Manager may disqualify any applicant who:
- Has failed to provide proof for any of the requirements established in the announcement for the classification for which he or she applied;
 - Has a history of dismissal from any position in public or private service for any cause which would be a cause for dismissal from District employment;
 - Has practiced or attempted to practice any deception or fraud in his or her application or evaluation;
 - Is otherwise not qualified for employment with the District.
- 2000.5** All persons considered for employment with the District shall be qualified to perform the duties of the position for which they are employed.
- 2000.5.1** Before reporting for their first day of work, employees may be required to undergo a medical examination, which confirms their ability to perform the essential functions of the job.
- 2000.5.2** All employees must provide necessary documentation to verify eligibility for employment in the United States in accordance with Federal and State laws. Failure to provide such documentation will result in disqualification from selection or immediate termination.
- 2000.5.3** The purpose of the probationary period is to give the District and the new employee the opportunity to determine whether employment relationship suits both parties. During the



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probationary period, the District evaluates the employee's job performance, and it is expected that the employee will use this time to determine whether the District employment is satisfactory to him or her. Employee evaluations may be performed at three (3) months after the date of hire and shall be performed at the end of the six (6) month probationary period; however, a performance evaluation to ascertain the advisability of continued employment at any time during the probationary period if determined to be necessary by the General Manager.

2000.5.3.1 Regardless of whether the General Manager completes a performance evaluation, probationary employees are at-will, and the District retains the right to terminate employment with or without cause, during the probationary period, in accordance with California law. Similarly, the probationary employee can end his or her employment at any time with at least two (2) weeks' written notice.

2000.5.3.2 The General Manager may extend the probationary period for up to three months if it is determined that such an extension is appropriate. The status of regular employment following the probationary period shall only occur after a successful evaluation has taken place and confirmed in writing.

2000.6 An employee may be promoted only if the employee has the qualifications for the higher-level position. Qualifications shall be ascertained using the evaluation criteria as those for an initial appointment in accordance with the job description.

2000.6.1 A promoted employee shall be required to successfully complete a six (6) month probation period, as outlined in Policy 2000.5.3. If a promoted employee is unable to perform the required duties of the new higher-level position and has not successfully completed the probation period, the employee may be restored to the position from which he or she was promoted, if the position is available, or be required to successfully complete an additional six (6) month probationary period.


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**NEW BUSINESS 4 C**

**Proposed Policy Submitted by General Manager Acker**

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Irish Beach Water District

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POLICY TITLE: District Employment: Recruitment, Hiring, and Promotions – Revised with comments by C. Acker

POLICY NUMBER: 2000 to be considered at November 12, 2022, regular meeting

2000.1 The purpose of this policy is to provide guidelines regarding Irish Beach Water District (District) employment and does not apply to selection of independent contractors or consultants. The District reserves the right to modify this policy for any reason which the District deems to be necessary.

2000.1.1 The General Manager has the authority to hire, promote, discipline, and separate all regular and regular part-time personnel and all temporary and temporary part-time personnel within the approved budget without the review and approval of the Board of Directors. **Revised to include General Manager's ability to hire, promote, discipline, and separate all regular as well as temporary personnel without the approval of the Board of Directors. This is a key element of a general manager's job description. Previous Board action reclassified the Operation Manager to General Manager thus conveying this power to all employees under the direction of the General Manager. Please view the CSDA webinar "Who Does What" for further illustration of this element of the duties of a general manager.**

2000.1.2 All employees of the District are at-will, meaning that there is no specified duration of employment, and the employment of any employee can be terminated at any time, with or without cause. An employee may also resign his or her employment at any time. **Please note this section which negates any need for probationary status.**

2000.1.3 This policy is not a contract of employment, and none of the provisions herein will be deemed to change or eliminate the at-will status of the employees of the District. The District may enter into written contracts of employment with some employees. If the terms and conditions of those written contracts differ from this policy, the terms and conditions of the written contract will control.

2000.2 The District's policy is to hire and promote employees based on individual merit.

2000.2.1 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, training, compensation, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

2000.2.1.1 Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

2000.2.2 The employment related provisions of the Fair Employment and Housing Act ("FEHA") and the Americans with Disabilities Act ("ADA") apply to all employees and job applicants seeking employment with the District. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

2000.2.2.1 The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with federal or state law. An applicant or employee who requires accommodation to perform the essential functions of the job should inform the General Manager to request an evaluation of such an accommodation. The



District will participate in the interactive process with the employee to determine whether a reasonable accommodation, which does not present undue hardship to the District, exists.

2000.2.3 No member of the Board of Directors or District staff shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of an immediate family member. For this policy, "immediate family member" means spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).

2000.2.3.1 When an individual is considered for appointment in a branch (Administration or Operations) in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the branch.

2000.2.3.2 When an individual is considered for appointment in a branch where a close relative has supervisory responsibility, the appointment will not be allowed.

2000.3 The duties, key responsibilities, supervisory status, qualifications, and physical working conditions of all positions shall be set forth in writing. Each job description established by the District will include a designation indicating the employment status of individuals hired to fill the position (regular / regular part-time or temporary / temporary part-time) as well as identification as exempt or non-exempt from overtime. Each employee shall be entitled to have a copy of his or her job description.

2000.3.1 All "regular" and "regular part-time" positions of the District shall be established by the General Manager, subject to the review and approval of the Board of Directors.

2000.3.1.1 A "Regular Full-Time" employee is one who has been hired to fill a regular position in any job description and are not temporary employees A "Regular Part-Time" employee is one who is hired to work within any job description but whose position is less than forty (40) hours per week. **Took out reference to probationary period as noted earlier it is not necessary with "at will" designation. Also I point out that the District has no full time employees. All are under 20 hours a week. Removed two sections referring to probationary employees. Not needed due to "at will" status.**

2000.3.1.2 An "Exempt" employee is an employee who is exempt from the minimum wage and overtime requirements of the Federal Fair Labor and Standard Act ("FLSA"). To be considered "exempt," an employee must work in a bona fide administrative or professional capacity and be paid on a salary basis as required by the FLSA. These positions shall be so designated in the job description. **Only the general manager is an "exempt" employee.**

2000.3.1.3 A "Non-Exempt" employee is an employee who is not a bona fide administrative or professional employee as defined by the FLSA. At the option of the District, non-exempt employees will receive either overtime pay or compensatory time off for work performed in excess of forty (40) hours per week in compliance with the FLSA.

2000.3.2 All temporary / temporary part-time positions of the District may be established by the General Manager or the Board of Directors.



2000.3.2.1 A "temporary" employee is one who is hired to work within any job description, but whose duration is planned to be less than one year. A temporary employee shall not work more than one thousand (1,000) hours in a fiscal year.

2000.3.2.1.1 A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, vacation pay, or items of a similar nature. A temporary employee may take time off without pay with the approval of the General Manager.

2000.3.2.1.2 If a temporary employee is reclassified to regular employment status, he or she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him or her in his or her new status. Took out reference to probationary status.

2000.3.2.2 Use of serial "temporary" appointments will not be permitted to avoid the District's policy to establish positions with "regular" and "regular part-time" employment status. The General Manager may extend temporary or temporary part-time appointments upon demonstration of need. Took out need for Board Approval.

2000.4 Recruitment shall be conducted for all regular and regular part-time vacancies within the District. Recruiting shall be publicized to ensure that the community is aware of the job opportunity. Any combination of the following should be utilized at the discretion of the General Manager for recruiting purposes: announcement via the District's website, the District's social media sites, the California Special Districts Association Career Center, the Irish Beach social media page, the Mendocino County Fifth District social media page, the Irish Beach kiosks, or advertisements in two local newspapers. The General Manager may identify additional opportunities to announce job opportunities. Announcements shall specify the title and compensation of the position; the nature of the work to be performed, the minimum qualifications; the manner of making application; the final date for submission of applications; and other pertinent information. Took out any mandated required recruitment actions substituting "any combination of the following should be utilized at the discretion of the General Manager."

The General Manager will determine the methods used to recruit candidates for temporary and temporary part-time positions.

The rest of this 2000.4 section I have deleted as I do not feel it is necessary for our district which require further action and requirements for job applicants and the review of those applicants for employment. Back ground checks, medical examinations, requirement of valid driver's license, requirement of fidelity bonds for some positions, reasons for disqualification in screening process of applicants.

Again removed reference to probationary employees not needed with at will employment designation. I also took out the requirement for documentation to verify eligibility for employment in the United States as it is memorialized in state and federal law and is part of the personnel procedures to require this proof in our new employee sign up procedures.

2000.5 An employee may be promoted only if the employee has the qualifications for the higher-level position. Qualifications shall be ascertained using the evaluation criteria as those for an initial appointment in accordance with the job description. Again took out probationary employee reference.

To sum up my reasons for these modifications to Director Hackett's proposed personnel policy is the huge change to my current job responsibilities which is the hiring and firing authority of all positions whether "regular" or "temporary". Previous documented board actions identified these responsibilities of the general manager position.



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I was reclassified from Operations Manager to General Manager. The Board may adopt policy but if you want to reclassify my job responsibilities this is not the way to do it.

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**COMMUNICATIONS AND CORRESPONDENCE**

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**TREASURER**

**WATER/STORAGE FACILITIES/CONVEYANCE/LOSS**

**SAFETY COMMITTEE**

**LEGAL COUNSEL**

**DIRECTORS**

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**TREASURER REPORT**

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November Board Packet

WATER BUDGET FOR IRISH BEACH WATER DISTRICT
Sept 30, 2022

		2021-2022 Actual current year	2021-2022 Final Budget	30-Sep-22 Difference	
<u>Income</u>					
Water Usage		41,715	54,808	(13,093)	(13,093)
Availability		265,929	269,670	(3,741)	(3,741)
Late fees		2,933		2,933	2,933
Meter Connections		750	372	378	378
Operating Income		\$ 311,327	\$ 324,850	(13,523)	(13,523)
Other Non Operating -Loan from >40		3,001		3,001	
Total		314,328	324,850	(10,522)	(10,522) loss
<u>Expense</u>					
Source of Supply		4,887	9,120	(4,233)	(4,233)
Water Treatment		45,535	42,838	2,697	2,697
Transmission & Distribution		31,267	36,567	(5,300)	(5,300)
Customer Accounts		6,133	19,572	(13,439)	(13,439)
Operating Expense		87,822	108,097	(20,275)	(20,275) under
Admin & General	prepaid mediation 10,400	135,027	114,354	20,673	20,673 over
Other Operating	vehicle & Depreciation	4,051	39,378	(35,327)	(35,327) under
	4,378 35,000	35,000		35,000	35,000
Other non-operating	Loan & Reserves	45,800	63,021	(17,221)	(17,221)
	45,800 17,221			-	
Total Expense		307,700	324,850	(17,150)	(17,150) under budget
Amt to reserves		6,628		-	
Total Expense		307,700	324,850	(17,150)	(17,150) under budget
Net Ordinary Income	incr to reserves planned 17,221	\$ 6,628	\$ -	6,628	6,628 net income/incr reserves

November 12, 2022 Board Meeting

	This Period	11/1/2022 This period	9/1/2022 Last Period
IBWD Cash and Assets:	July	November-2022	September-2022
Checking reflects grant expenditures for tank	\$14,496.00	\$51,074	\$35,143
Cash flow loan due to grant cash advances		\$0	-\$38,866
	\$6,000.00	\$0	\$0
	\$30,500.00	\$0	\$0
TOTAL CASH ASSETS	\$50,996.00	\$51,074.00	-\$3,723.00
Accounts Receivable - Grant 1st draw		\$10,595.00	\$105,958.00
Accounts Receivable -	\$25,829.00	\$38,040	\$6,217
County Tax Rolls	\$177.00	\$0	\$2,941
Accounts Payable	\$3,581.00	-\$45,840	-\$5,632
TOTAL OTHER ASSETS	\$29,587.00	\$2,795.00	\$109,484.00
Note: A/P was understated last period by \$11,230			
TOTAL UNRESTRICTED ASSETS	\$80,583.00	\$53,869.00	\$105,761.00
Emergency Response Augmentation-		\$37,037	\$40,038
>40 Cash flow loan due to grant cash advances		\$38,866	\$38,866
> 40 Year	\$195,537.00	\$88,943	\$43,133
(5 year loan from restricted funds to operating)	\$143,868.00	\$31,710	\$76,000
		\$159,519	\$157,999
AWDF/Mallo Pass	\$123,741.00	\$431,465	\$431,465
TOTAL RESTRICTED ASSETS	\$ -	\$628,021.00	\$629,502.00
TOTAL ASSETS	\$543,729.00	\$681,890.00	\$735,263.00

COMMENTS ON BUDGET TO ACTUAL F/Y 2021-22 ATTACHED:

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**APPROVAL OF MINUTES.**

**REGULAR MEETING: September 17, 2022**

**&**

**SPECIAL MEETING: October 6, 2022**

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IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, September 17, 2022, (ZOOM AND IN-PERSON)

DUE TO ADMINISTRATIVE ERROR, NO RECORDING OF MEETING WAS AVAILABLE TO CLERK/ACCOUNTANT, SO THESE MINUTES WERE PREPARED WITH HANDWRITTEN NOTES TAKEN BY THE CLERK/ACCOUNTANT AND THE BOARD SECRETARY, THEN REVIEWED FOR ACCURACY BY THE FULL BOARD OF DIRECTORS.

CALL TO ORDER AND ROLL CALL: President Terry called the Regular Meeting to order at 10:02A.M. on Saturday, September 17, 2022, using Zoom to meet online as well as in person. Roll call of directors in attendance: President Terry, Director Dyson, Director Israel were in attendance with Director Hackett and Director Regan attending via zoom. Employees in attendance: General Manager Acker, Clerk/Accountant Murray, Plant Operator R J Dial, Clerk K. Dial were in attendance with Legal Counsel Matthew Emrick attending via zoom.

1. **APPROVAL OF MINUTES:** President Terry moved to approve the minutes of the July 9, 2022, Regular Meeting and the August 6, 2022, Special Meeting Workshop. Director Israel seconded. Motion passed unanimously.
2. **COMMUNICATIONS AND CORRESPONDENCE:** None
3. **PUBLIC INPUT:** None
4. **REPORTS:**
 - A. **TREASURER:** Clerk/Accountant Murray gave her Treasurer's Report that was included in the Agenda Packet noting cash balance on September 1, 2022, is a negative \$-3,723 due to the need to cover the expenditures of the grant until the district receives reimbursement. Also noted was the expected receivable from the State of \$105,958. \$105,761 total unrestricted assets and \$629,502 restricted assets were reported. The Treasurer's Report also noted that projected revenue may be short approximately \$10,000 at the end of the fiscal year due to lower than expected water usage; however, the summer months have not yet posted, so the shortfall in revenue may. Clerk/Accountant Murray reported that the District issued septic report reminders per Resolution 88-1, and noted that 64 accounts have not responded. Board members and District staff discussed options for conducting septic inspections for properties that fail to respond to the request for septic inspections. The Board directed staff to prepare a resolution to replace Resolution 88-1, that includes a process for notification of District initiated inspections as well as payment for said inspections. Director Hackett asked if service had been terminated for the delinquent accounts referred to the County Auditor/Assessor. Clerk/Accountant Murray and General Manager Acker reported that the accounts continue to have water service, so bi-monthly billing and associated late charges continue to accrue. Director Israel made motion to accept the Treasurer's Report and list of checks issued, with second from President Terry. Motion carried with all ayes.
 - B. **WATER STORAGE FACILITIES/CONVEYANCE LOSS:** General Manager Acker verbally presented his Operations Report to the Board. He reported that the flow of the upper diversion dropped from 25 GPM in July to 14.4 GPM this morning. A pump was activated at the lower diversion; however, the motor failed, and a replacement motor had to be ordered. In the interim, the well in Unit 9 is feeding Tank 3 until the lower diversion can be brought back online. The Board and District staff discussed the possibility of permanently installing a pump at the lower diversion, and concluded that sediment and debris generated during storms make permanent installation of a pump impractical. Finally, General Manager Acker explained that Allan Erwin has been added to the Operations staff to assist with grant projects, which will be covered later in the agenda.
 - C. **SAFETY COMMITTEE:** General Manager Acker reported the safety committee met with an agenda to cover the safety and handling of power tools and chemicals.
 - D. **LEGAL COUNSEL:** None
 - E. **DIRECTORS:** President Terry reported that the District's legal fee recap for October 2010 through July 31, 2020 is included in the meeting packet and posted to the IBWD website. Public made comments as follows: Mike and Linda Dunbaugh comments on Legal Fees and Lawsuits. Casey Dyson commented on Legal Fees and Lawsuits. Director Dyson raised the issue of Road Maintenance agreement and compliance. District Counsel Emerick explained that legal expenses incurred after July 31, 2020 were not included in the data provided since the litigation is ongoing, thus the information is exempt from public disclosure.

5. OLD BUSINESS:

A. DISCUSSION AND OR ACTION: RECOMMENDATION FROM PROP 218 COMMITTEE: RFP FOR SPECIAL BENEFIT ASSESSMENT ENGINEERING STUDY AND PROP 218. Director Hackett presented a review of the Request for Proposals (RFP) included in the meeting packet. She explained that the Prop. 218 Committee produced the draft after reviewing engineering studies for Water Districts throughout the State, as well as RFPs for similar services. In addition, Director Hackett thanked, Jeff Wisniewski, a new member of the community who provided suggestions based on his experience as a registered Professional Engineer. Director Hackett noted that the Committee worked to incorporate the feedback that the District received at the 8/6/22 Special Meeting Workshop, and believes that the RFP addresses the level of detail and transparency that the community would like to see, as well as the need to apply current engineering industry standards for predicting pipeline failure in small water systems. Director Hackett and Clerk/Accountant Murray reported that the committee discussed limiting the duration of Proposition 218 assessments to 5-7 years and concluded that the costs of engineering studies and the election processes, as well as the amount of time necessary to accumulate sufficient funds to complete large-scale projects make limiting the assessment period to less than 10 years unrealistic, so the Committee is not recommending that option. Director Dyson noted that the cost estimates included in the preliminary project plan may be underestimated. General Manager Acker and Director Hackett explained the process used for producing preliminary cost estimates and emphasized that producing cost estimates is include in the RFP project scope. Director Israel asked about the process for advertising the RFP. Director Hackett and Director Dyson explained that 6-7 engineering firms have been identified as part of the research process; the Committee will send direct requests to these firms, as well as posting to the California Special Districts Association RFP Clearinghouse and may also advertise in local newspapers.

1. Motion made by Director Hackett to direct staff to proceed with issuance of the Request for Proposal for a Proposition 218 special benefit assessment and engineering study as presented in the meeting packet with a second from Director Israel. Roll Call Vote: Motion passed unanimously.
2. Motion made by Director Hackett with Second by Director Israel to direct staff to update various material needed to present to successful bidder such as fixed asset lists; system failure logs and data; maps and plans; assessor data; and other data as listed in RFP to be completed by November 2022 meeting. President Terry asked for staff reactions to the proposed timeframe, and General Manager Acker indicated that the requested material just needs to be updated, so the deadline is reasonable. Motion passed with all responding with "aye."
3. Motion made by Director Hackett with second from Director Israel to form a communications and outreach "marketing" sub-committee, which includes members of the community, to provide information regarding Prop 218 issues including website and flyer updates. President Terry asked for clarification regarding the sub-committee's role, and Director Dyson explained that the communications and outreach sub-committee will focus on community education and encourage participation in discussion of the Proposition 218 initiative. The sub-committee will report out to the Board at the November meeting and thereafter. Motion passed with all responding "aye."

B. DISCUSSION AND OR ACTION: SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT. General Manager Acker and Plant Operator Dial reviewed the construction activities under way at Tank 2 and Well 2. Trees have been removed, which was necessary to make way for a structure to house electrical and controls, as well as the concrete pad for a generator and LPG tank. The concrete work is complete and framing for the structure is almost finished. The roof for Tank 2 has been ordered and should arrive in late October or early November. General Manager Acker described the road improvements which will be completed on Hillcrest Drive to allow for safe delivery of materials to the grant project sites, as well as the plans for trenching necessary to install underground water and power lines for Tank 2 and Well 2. Director Dyson inquired about the status of Tank 2, and General Manager Acker explained that the tank itself is in good shape, and once the new roof is installed it will be returned to service. Clerk/Accountant Murray reported that the District submitted its first invoice to the State on 8/24/22 for approximately \$105,000 in reimbursable grant project expenses. She noted that the invoicing process was complex; however, after a couple of questions, the State completed their review on 9/6/22, and reimbursement is pending with the State Comptroller. Clerk/Accountant Murray explained that staff is currently working on the second grant invoice, with a target submission date of 9/24/22. Director Hackett reported that Director Regan designed and coordinated production of a large vinyl sign to acknowledge State funding, so the District was able to report completion of the requirement the same day that it was requested. Director Hackett reported that the first of a series of status reports is due to the State on 11/4/22, so she will be collaborating with staff to compile the required information.

C. **DISCUSSION AND OR ACTION: TECHNOLOGY GRANT APPLICATION UPDATE.** General Manager Acker and Treasurer Murray reviewed activity regarding this grant. General Manager Acker explained that the District is using the updated version of the online geographic information system, which allows for storage and sharing files in the cloud. Clerk/Accountant Murray reported that staff is working on an update to the IBWD website. Director Hackett asked about the status of copying files from individual staff computers and the FileZilla application to the new DropBox account. Plant Operator Dial reported that staff have copied files from the Operations laptop, and Clerk/Accountant Murray reported that she is working with staff to copy District files to the DropBox account. General Manager Acker indicated that he has not copied files from his computer to the DropBox account; however, all reports are available online via State reporting sites, and he will also copy to DropBox, if desired. Motion made by Director Hackett with second from Director Israel to direct staff to complete transfer of District records from individual computers and the FileZilla application to the District's DropBox "to be filed" folder by the January Board meeting. After discussion of the suitability of directing completion of staff actions by a specific date, the possible use of tech support to complete the records transfer, and clarification that the motion did not include changes to the District's records retention policy, President Terry called for vote. Directors Hackett, Israel, and Dyson responded with ayes. Directors Terry and Regan responded with noes. Motion passed.

D. **DISCUSSION AND OR ACTION: SECOND READING ORDINANCE 2022-1, REINDING ORDINANCE 92-1: INFORMAL BIDDING PROCEDURES.** Director Hackett explained this was the last step in the "housekeeping process" to complete implementation of the District's new bidding policy. She read the Ordinance and noted two necessary changes: the ordinance was adopted at the 7/9/22 regular (not special) meeting of the Board, and the ordinance was finally adopted at the 9/17/22 regular (not special) meeting of the Board. Motion made by Director Hackett with second from Director Dyson to finally adopt Ordinance 2022-1. A vote was called, and the motion passed unanimously.

E. **DISCUSSION AND OR ACTION: FISCAL YEAR 2022-23 FINAL BUDGET.** Treasurer Murray presented the proposed final budget for fiscal year 2022-23. This budget proposal keeps the availability charge at \$108.56 per month with no increase; however, the usage rate per 100 gallons is increased to \$.80 from \$.67 due to marked reduction of water usage. The proposed budget includes a 3% COLA increase of \$8,761 and an increase to operating expenditures of \$10,000 leaving a small operating reserve of \$3,799. These operating budget increases were made possible by the reduction of the loan payment from \$45,800 to \$25,200. The board declined to approve this proposed final budget continuing the agenda item to the November 2022 meeting. In order to provide spending authority for the District, a motion was made to approve last year's budget as new fiscal year budget for 2022-23. Motion passed with all "ayes."

7 NEW BUSINESS:

A. **DISCUSSION AND OR ACTION: AMEND ORDER OF AGENDA FOR REGULAR MEETINGS OF BOARD FROM CURRENT ROBERT'S RULES OF ORDER FORMAT TO MOVING OF REQUIRED ACTION ITEMS (APPROVAL OF MINUTES, REPORTS) TO BE ADDRESSED AFTER OLD AND NEW BUSINESS.** Director Hackett explained that she is proposing the change to increase public participation in Board meetings. She noted that members of the public typically participate for the first 60 – 90 minutes of the meeting, then begin to depart. She reported that the Board and staff spent the first 50 minutes of today's meeting discussing items preceding Old Business and New Business, which she feels are of greatest interest to the public. After discussion, a motion was made by Director Israel, and seconded by Director Dyson to modify Board meeting agendas as follows: 1. Call to Order and Roll Call; 2. Public Comment; 3. Old Business; 4. New Business; 5. Communications and Correspondence; 6. Reports; 7. Approval of Minutes; 8. Executive Session. Motion passed with all "ayes."

B. **DISCUSSION AND/OR ACTION: AMEND POLICY NUMBER 4040: BOARD MEMBER JOB DESCRIPTIONS 4040.30: BOARD SECRETARY 4040.33 PROOF AND EDIT MINUTES: TO PROVIDE FOR TIMELY DELIVERY OF PREPARED (DRAFT) MINUTES OF REGULAR AND SPECIAL BOARD MEETINGS TO BOARD SECRETARY:** Clerk/Accountant Murray read the proposed addition to the policy: "Secretary of the Board/Office Manager will make every effort to deliver said minutes to Board Secretary no later than 15 days after each meeting." Director Hackett made a motion to accept revision to policy 4040.33 with the following modification: strike "make every effort to." Director Dyson moved to approve the modification proposed by Director Hackett and seconded by Director Israel. Motion passed with all "ayes."

C. **DISCUSSION AND/OR ACTION: CONSIDER NEED FOR TEMPORARY/PART TIME OPERATIONS ASSISTANT POSITION TO ASSIST GENERAL MANAGER WITH OPERATION REPORTS:**

General Manager Acker explained that there have been discussions about the need to bring in part-time help to work on Operations reporting responsibilities as well as putting together an Operations Manual. He noted that while these tasks need to be completed, he is so busy with Mediation, Grant, and Proposition 218 activities that he is concerned that he will not have sufficient time to train a new hire. He explained that he would like to take the time necessary to refine the proposed job description and develop a plan for recruiting. Director Hackett explained that while preparing materials for the

Prop.218 Committee and working on DWR grant related activities, she has developed an even greater appreciation for the depth of knowledge and the skills of General Manager Acker. She noted that he knows everything about our complex system, the regulations governing the District, and the people/suppliers needed to get work done. However, he carries almost all this information in his head, and if something were to happen to him, the District would be in a perilous situation. She indicated that she proposed the job description to address this vulnerability. Director Israel asked how long General Manager Acker envisioned delaying the search, and he indicated that there was no rush since he is not going anywhere. Director Dyson asked about contingency plans in the event of an emergency, and General Manager Acker indicated that the District has highly trained staff who can keep the water system running and complete State reporting requirements so the District could survive in the short-term. Director Dyson indicated that hiring an individual to take on some of the reporting responsibilities and Operations "paperwork" would provide General Manager Acker the opportunity to focus his time on the Grant and Proposition 218 projects that will be implemented over the next several years. After lengthy discussion, Director Hackett made a motion to postpone further discussion until the November Board meeting. The motion was seconded by Director Israel, and the motion passed unanimously.

Motion was made by Director Dyson with second from Director Israel to adjourn regular meeting at 2:16pm. Motion passed with all Ayes. Meeting then convened into executive closed session.

Closed session was adjourned with no reportable actions.

Respectfully submitted:

Attest as Presented:

Kenneth Terry, President

Heather Hackett, Secretary of the Board

Date: _____

Date: _____

Prepared by: Clerk/Accountant Judy Murray

**SPECIAL MEETING MINUTES
OF THE IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
HELD VIA ZOOM TELECONFERENCING ON
THURSDAY, OCTOBER 6, 2022, 10:00AM**

1. **CALL TO ORDER AND ROLL CALL:** President Terry called the special meeting of the Irish Beach Water District Board of Directors to order at 10:00am. Roll call of directors in attendance: Director Terry, Director Hackett, Director Regan, Director Israel attended by zoom. Director Dyson, absent. This constitutes a quorum. Staff attending by zoom: General Manager Acker and Clerk/Accountant Judy Murray.
2. **PUBLIC INPUT:** President Terry opened up the floor to the public for comments on any topics not on agenda. Attorney Colin Morrow representing William and Tona Moores asked President Terry if he could comment now on the agenda item presented. Clerk/Accountant Judy Murray stated that Mr. Morrow would have to wait for the President to call for discussion on the agenda item.

At this time President Terry thanked Board and staff for the work being done and time spent on several important projects for the district.

3. **DISCUSSION AND OR ACTION: Consider job description for Staff Assistant position to provide support to the General Manager and the Office Manager.** President Terry noted that the District has recently experienced turnover with the resignation of Krista Dial, and thanked her for her service to the District. President Terry then turned the floor over to director Hackett who also noted the current activity of the district and thanked staff as well for the development of the job description to facilitate the recruitment process for the staff assistant position. Director Hackett then called on General Manager Acker to present the job description he prepared for the Staff Assistant position. General Manager Acker then commented on the position and duties saying this phase formalize the hiring. He then asked for any comments or questions from the board. Director Hackett noted, and President Terry concurred that bullet points nine and ten appear to repeat in the PDF version of the document included in the meeting packet. General Manager Acker clarified that there are a total of twelve bullet points in the job description, so it appears to be a clerical error in the material submitted for the meeting packet. At this time Mr. Morrow raised his hand for recognition to speak stating his clients, William and Tona Moores, had concerns regarding the job posting that it would be more appropriate to outsource this role to a CPA firm and delay consideration of this issue while his clients and the District explored options to reconcile differences over the years. President Terry thanked Mr. Morrow for attending on the Moores' behalf but stated that it would not be appropriate at this time to consider such action.

President Terry called for approval of the job description "as corrected" but explained that the approval of this job description by the board was just a formality as the preparation of job descriptions for his staff, is the responsibility of the General Manager. Director Israel made a motion to approve this job description "as corrected" but disagreed with President Terry and emphasized that it was the responsibility of the Board to review and approve expenditures and while the Board has been more hands-off in the past, it is a step in the right direction for the Board to insist that the District honor the policies in place. She noted that if there is a disagreement regarding the General Manager and Administrator's duties and the Board's duties that should be addressed at a later date. Motion to approve the job description from Director Israel and a second from Director Hackett. President Terry explained that it is the District's policy that the Board approve expenditures; however, the position is already budgeted, and not a new position, that it is approved and funded in the budget. Therefore, the motion is not approving expenditure of new funds. Director Hackett cautioned President Terry that the Board's discussion might be venturing off of the agenda item, and suggested that further discussion be postponed and properly agenzized for a future meeting.

Roll call vote: Director Terry aye, Director Hackett aye, Director Regan aye, Director Israel aye, Director Dyson absent, motion carried to approve the job description.

Motion to adjourn the meeting was made by Director Hackett, with second by Director Regan. Roll call vote: Director Israel aye, Director Hackett aye, Director Regan aye, President Terry aye, Director Dyson absent. Motion carried to adjourn the special meeting of the Irish Beach Water District. President Terry stated that the next regular meeting will be scheduled for November 12, 2022

Respectfully submitted:

Attest as submitted:

Kenneth Terry, President

Heather Hackett, Secretary of the Board

date: _____

date: _____

Prepared by: Clerk Annette Fromwiller

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**EXECUTIVE (CLOSED) SESSIONS**

**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 – ANTICIPATED/ POTENTIAL  
LITIGATION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT  
TO PARAGRAPHS (2) OR (3) OF SUBDIVISION (D) OF SECTION 54956.9:  
(1 POTENTIAL CASE).**

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