IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, October 5, 2024, at 10:00 A.M. *(ZOOM AND IN-PERSON)*

CALL TO ORDER AND ROLL CALL: President Israel called the special meeting of the Irish Beach Water District Board Meeting to order at 10:01am. Roll call of Directors in attendance: President Israel, Director Hohos, Director Ottoboni, Director Kimsey, and Director Hackett attended in person. Staff Assistant Forbes attended in person. District Counsel Emrick, Special Assistant to the Board Murray, and Treatment Operator Dial attended via Zoom.

PUBLIC INPUT: The Board received input from Kenneth Terry who asked, "if in fact this measure does not pass, how would our community end up having to fund the necessary improvements, repairs, and replacements?" Director Hackett reported that the District received two letters regarding the proposed Assessment: one letter dated 9/24/24 from Jennifer and Don Boehm, and a second letter dated 10/2/24 from Colin Morrow who represents William and Tona Moores.

OLD BUSINESS:

A. **ACTION**: THE PROP 218 COMMITTEE AND ASSESSMENT ENGINEER RESPOND TO PUBLIC INPUT.

Action: Director Ottoboni responded to the question posed by Kenneth Terry. He indicated that if the assessment does not pass, the Board will need to consider increases to water service charges to pay for the most critical infrastructure repairs and replacements. Director Hackett noted that if the proposed assessment does not pass, the water system will continue to deteriorate and while the District will prioritize long-term maintenance based on the most critical needs, there may not be sufficient funds to do everything, and it is unlikely that the district would be able to fund the addition of infrastructure needed to support new connections.

B. **ACTION**: LAST CALL FOR SUBMITTAL OF BALLOTS, CLOSURE OF THE PUBLIC INPUT PORTION OF THE PUBLIC HEARING, AND CALL FOR BALLOT TABULATION.

Action: President Israel made a last call for submittal of ballots, then made a motion to close the public input portion of the public hearing. Director Hackett seconded the motion and President Israel called for a vote. Director Hackett – Aye, Director Kimsey – Aye, Director Ottoboni – Aye, Vice President Hohos – Aye, President Israel – Aye. The motion passed unanimously.

C. **ACTION**: DIRECT BALLOT TABULATION

Action: President Israel instructed Director Hackett to commence tabulation of the ballots. She explained that the public meeting would be recessed to allow for tabulation and reconvene at 12:00 pm. Director Hackett noted that the public could observe the tabulation process in person or on Zoom, then Melanie Lee, Director Hohos, Director Ottoboni, Director Hackett, and Staff Assistant Forbes tabulated the ballots.

D. **DISCUSSION AND OR ACTION**: REPORT FROM THE PROP 218 COMMITTEE – REPORT RESULTS OF BALLOT TABULATION; BOARD CONSIDERATION OF RESOLUTION 2024– 8 APPROVING ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT, AND ORDERING LEVY OF THE 2024 WATER SYSTEM UPGRADE AND SUSTAINABILITY ASSESSMENT FOR FISCAL YEAR 2024-25.

Action: President Israel reconvened the meeting at 12:00pm. Director Hackett reported that a majority of weighted ballots were cast in favor of the assessment, so the Board would consider Resolution 2024-8. Director Hackett projected Whereas Section 2 populated with the tabulation results and made a motion to approve resolution 2024-8 Approving Engineer's Report, Confirming the Diagram and Assessment, and Ordering the Levy of the 2024 Water System Upgrade and Sustainability Assessment for FY 2024-2025 as amended with tabulation of votes. President Israel seconded the motion and called for a vote. Director Hackett – Aye, Director Kimsey – Aye, Director Ottoboni – Aye, Vice President Hohos – Aye, President Israel – Aye. The motion passed unanimously.

A transcript of the Irish Beach Water District Board meeting recorded via Zoom and transcribed by REV software is available upon request.

E. **DISCUSSION AND OR ACTION:** ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – CONSIDER APPROVAL OF THE TEMPORARY WATER SYSTEM MANAGER AND TEMPORARY GENERAL MANAGER JOB DESCRIPTIONS. CONSIDER IBWD POLICY 2300 - DISTRICT COMPENSATION AND HOURS OF WORK. NAME MEMBERS OF THE AD HOC INTERVIEW COMMITTEE.

Action: Director Hackett reported that Charlie Acker, the District's Water System Manager and Acting General Manager, retired on 9/30/24. She indicated that the Organizational Structure Committee recommends the creation of two new positions, which will allow that Board to make interim appointments until permanent appointments are made. Director Hackett explained that the Interim Water System Manager position (Operator Level 2) job description is identical to the permanent position, with the exception of one change reflected in two locations: "The position differs from the Permanent Water System Manager (Operator – Grade 2) by providing a temporary appointment during which time the incumbent secures a Grade 1, or higher, Water Distribution Operator Certificate issued by the California State Water Resources Control Board." She noted that the Interim General Manager position is identical to the permanent position, with the exception one change: "The position differs from the Permanent General Manager position by providing an interim appointment." The Board discussed the possibility of amending the existing job descriptions allow for either temporary or permanent appointments. Director Hackett made a motion to approve Interim Water System Manager (Operator – Grade 2) and the Interim General Manager job descriptions. Director Hohos seconded the motion and President Israel called for a vote. Director Hackett – Aye, Director Kimsey – Aye, Director Ottoboni – Aye, Vice President Hohos – Aye, President Israel – Aye. The motion passed unanimously.

Director Hackett provided an overview of a new policy which addresses compensation and hours of work. She explained that in addition to setting a pay scale, the proposed policy provides for annual merit bonuses for staff who meet or exceed expectations, and longevity pay increases for employees who increase their depth of experience by working continuously for the District over 5 – 25 years, as well as a work schedule for Operations, Administration, and Management. Director Ottoboni recommended modifying Section 2302.2 to clarify that annual merit bonuses will be based on a percentage of the prior year's annual pay and suggested that 2024 milage reimbursement rate included in Section 2303.1 be eliminated. Director Hackett made a motion to approve IBWD Policy 2300 - District Compensation and Work Schedule as amended. Director Hohos seconded the motion and President Israel called for a vote. Director Hackett – Aye, Director Kimsey – Aye, Director Ottoboni – Aye, Vice President Hohos – Aye, President Israel – Aye. The motion passed unanimously.

Finally, President Israel added recruitment and interviewing responsibilities to the duties of the ad hoc Organizational Structure Committee.

ADJOURNMENT: President Israel made motion, with a second from Director Hackett to adjourn the special meeting at 12:28pm. President Israel called for a vote. The motion passed unanimously, and the meeting then convened into executive closed session.

EXECUTIVE (CLOSED) SESSION.

A. **PUBLIC EMPLOYMENT** (Govt. Code § 54957): TEMPORARY WATER SYSTEM MANAGER AND TEMPORARY GENERAL MANAGER

Action: The executive (closed) session was adjourned at 1:04pm with no reportable actions.

Respectfully submitted:

Danielle Hohos

Danielle Hohos, Vice President
Date: November 9, 2024

Attest as Presented:

Heather Hackett

Heather Hackett, Secretary of the Board
Date: November 9, 2024

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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, November 9, 2024, at 10:00 A.M. *(ZOOM AND IN-PERSON)*

CALL TO ORDER AND ROLL CALL: Vice President Hohos called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:01am. Roll call of Directors in attendance: Director Ottoboni and Director Hackett attended in person; President Israel and Director Kimsey were absent. Staff attending via Zoom included: Water System Manager O'Dell, Operator Acker, Special Assistant to the Board Murray, and District Counsel Emrick.

PUBLIC INPUT: None

NEW BUSINESS:

A. **DISCUSSION AND OR ACTION**: PROCLAMATION HONORING CHARLIE ACKER'S SERVICE TO THE IRISH BEACH COMMUNITY AND RE-NAMING WELL #2.

Action: Vice President Hohos introduced Resolution 2024-9 commending former Water System Manager / Acting General Manager Charlie Acker for his 30+ years of service to the Irish Beach Water District. The Board presented the sign proclaiming the Charlie Acker Well (CA-W2). Director Hackett made a motion to approve resolution 2024-9 commending Charlie Acker for his service to the community of Irish Beach and re-naming IBWD Well #2 the Charlie Acker Well (CA-W2). Director Ottoboni seconded the motion, and Vice President Hohos called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

B. **DISCUSSION AND OR ACTION**: UPDATE ON MENDOCINO COUNTY LAFCO MUNICIPAL SERVICE REVIEW**.**

Action: Director Hackett reported that the Mendocino Local Agency Formation Commission (LAFCo) initiated a Municipal Service Review (MSR) and Sphere of Influence (SOI) review for the District. She noted that a draft report, which recommends that the District Service Area Boundary and SOI for all services remain unchanged and coterminous, was presented to the Commission on 11/4/24. Director Hackett explained that the Commission will hold a public hearing to approve the review and recommendations in the next couple of months. The Board accepted the report and thanked Director Hackett for her efforts to coordinate the District response.

OLD BUSINESS:

A. **DISCUSSION AND OR ACTION**: BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2024/2025 LINE- ITEM BUDGETED V. ACTUALS.

Action: Director Ottoboni reported that the District ended fiscal year 2023-2024 on budget. He noted that individual line items varied from budgeted projections, with administrative salaries and contractual services exceeding budgeted amounts and water sales producing greater income than anticipated. Director Ottoboni explained that water sales for Mountain View Road repairs generated an extra $25,000 of income. He indicated that litigation costs were around $70,000, and since the District must defend itself, ongoing legal actions result in approximately $25.00 per month in service charges for each customer. Director Ottoboni reported that the while the District was unable to increase reserve funding at the end of the fiscal year, it did reduce the balance of the bridge loan despite the delay in receipt of the grant retention payment. The Board accepted the report detailing income and expenses in relation to the FY 2023-2024 budget and thanked Director Ottoboni for his efforts.

B. **DISCUSSION AND OR ACTION**: REPORT FROM THE BUDGET & FINANCE COMMITTEE – CONSIDER APROVAL OF THE DISTRICT'S FINANCIAL AUDIT FOR FISCAL YEAR ENDING 9/30/22.

Action: The Board accepted Director Ottoboni's report that the District received the fiscal year 2021-2022 financial statement audit prepared by Fechter and Company. Special Assistant to the Board Murray explained that the auditor

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found that the District's financial statements present fairly, in all material respects, the respective financial position of the business-type activities of the Irish Beach Water District, as of September 30, 2022, and the respective changes in financial position and, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. Director Hackett made a motion to approve the FY 2021 – 2022 Financial Statement Audit, and direct staff to post the audit to the District website. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

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

Action: The Board accepted the Committee's report recapping the results of balloting for the 2024 Water System and Sustainability Assessment and approved the Committee's request for authorization to draft and issue 2024 Assessment bills to property owners in February 2025, which aligns with the due date for the second payment of property tax bills issued by Mendocino County. Director Hackett noted that in future years, the Assessment will be included in property tax billing and explained that parcel owners who fail to submit payment in response to the 2024 Assessment bill will be assessed for both 2024 and 2025 as part of the County's 2025 property tax billing cycle. Director Ottoboni reported that the Capital Replacement portion of the 2002 Assessment has been included in the 2024 property tax bills; however, the County identified 22 parcels that are subject to the Low Value Ordinance and not eligible to receive a property tax bill. The Board concurred with the Committee's recommendation to issue bills to the 22 parcel owners in conjunction with the 2024 Assessment bills.

D. **DISCUSSION AND OR ACTION:** ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – INTRODUCTION OF NEW IBWD WATER SYSTEM MANAGER, BRANT O'DELL. CONSIDER IBWD POLICY 2400 – DISTRICT PERFORMANCE EVALUATIONS AND POLICY 2800 - DISTRICT TRAINING PROGRAM. CONSIDER REVISIONS TO THE OPERATOR TRAINEE JOB DESCRIPTION. CONSIDER RESOLUTION 2024-10 RESCINDING RESOLUTION 1986-6 PERTAINING TO MILEAGE REIMBURSEMENT AND POLICY 2010 HOURS OF WORK, OVERTIME, AND CALL-OUT.

Action: Director Hohos introduced the District's new Water System Manager, Brant O'Dell, who started in his new role on October 15th. She also provided overview of a new chapter in the District's personnel policies: 2400 – Performance Evaluations, which is necessary to implement the annual merit bonuses for staff who meet or exceed expectations as outlined IBWD policy 2300 – compensation & work schedules. She explained that the policy is designed to provide structure and standard evaluation guidelines. Director Hackett made a motion to approve to approve IBWD Policy 2400 – Performance Evaluations. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

Director Hackett provided an overview of another new chapter in the District's personnel policies: 2800 - District Operator Trainee Program. She explained that the Board previously approved an Operator Trainee job description, but did not establish a policy for onboarding. The proposed policy is intended to provide structure and time limits for acquisition of knowledge/skills. Director Hackett noted that in conjunction with the proposed policy, the Committee is recommending several changes to the Operator Trainee job description. Director Hackett made a motion to approve IBWD Policy 2800 – District Operator Trainee Program and updates to the Operator Trainee job description. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

Director Hackett reported that at the 10/5/24 meeting, the Board approved Policy 2300 - District Compensation and Work Schedule which subsumes Policy 2110 - Hours of Work, Overtime & Call-out, as well as Resolution 1986-6 - Pertaining to Mileage Reimbursement. She reviewed resolution 2024-10, a housekeeping action to rescind policies that have been superseded. Director Hackett made a motion to approve Resolution 2024-10 Documenting the Decision to Rescind Policy 2110 - Hours of Work, Overtime & Call-out, and Resolution 1986-6 - Pertaining to Mileage

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

COMMUNICATIONS AND CORRESPONDENCE. None

CONSENT CALENDAR:

A. TREASURER'S REPORT, CHECKS ISSUED.
B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
C. SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT REPORT.
D. APPROVAL OF MINUTES: SEPTEMBER 14, 2024 REGULAR MEETING. AND OCTOBER 5, 2024 SPECIAL MEETING.

Action: Director Hackett made a motion to accept the Treasurer's report as amended to correct the invoice number for the 9/16/24 payment to Thompson's Posta-Septic Service, Operations report, Grant Committee report, and meeting minutes included in the consent calendar. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

ADJOURNMENT: Vice President Hohos made a motion, with a second from Director Hackett to adjourn the regular meeting at 10:52am. Vice President Hohos called for a vote. The motion passed with a quorum and the meeting then convened into executive closed session.

EXECUTIVE (CLOSED) SESSION.

A. **CONFERENCE WITH LEGAL COUNSEL** – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. 23CV00273.

B. **PUBLIC EMPLOYMENT** (Govt. Code § 54957): GENERAL MANAGER AND OPERATOR TRAINEE.

Action: The executive (closed) session was adjourned at 11:55am. Vice President Hohos reported that the Board directed the Organizational Structure Committee to advertise an Operator Trainee job opening, and to work with Water System Manager O'Dell to make an appointment. In addition, the Board directed the Committee to contract for administrative services to address discrete work tasks pending selection of a new General Manager.

Respectfully submitted:

Susan Israel
President
Date: January 11, 2025

Attest as Presented:

Heather Hackett
Secretary of the Board
Date: January 11, 2025

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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, January 11, 2025 at 10:00 A.M. *(ZOOM AND IN-PERSON)*

CALL TO ORDER AND ROLL CALL: President Israel called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:01am. Roll call of Directors in attendance: President Israel, Director Ottoboni, and Director Hackett attended in person; Director Kimsey attended via Zoom; and Director Hohos was absent. Staff attending via Zoom included: Water System Manager O'Dell, Special Assistant to the Board Murray, and District Counsel Emrick.

PUBLIC INPUT: None

OLD BUSINESS:

A. **DISCUSSION AND OR ACTION**: BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2024/2025 LINE- ITEM BUDGETED V. ACTUALS.

Action: Director Ottoboni reported that income is slightly greater than budgeted, and expenses are a bit higher than anticipated at this point in the year. He highlighted two large expenses: line 563.120, which includes the cost of forensic accounting needed to close out the 2009 litigation, and line 563.400 that includes payment for engineering services in the current fiscal year but budgeted in fiscal year 2023-2024. He explained that the Treasurers report included in the consent calendar indicates that the District's financial position is good and anticipates that expenses will come into alignment with budget projections as the year progresses. The Board accepted the report detailing income and expenses in relation to the FY 2024-2025 budget and thanked Director Ottoboni for his efforts.

B. **DISCUSSION AND OR ACTION**: ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – UPDATE ON RECRUITMENT FOR OPERATOR TRAINEE AND CONTRACTING FOR ADMINISTRATIVE SERVICES; CONSIDER REVISIONS TO POLICY 2300 – COMPENSATION AND WORK SCHEDULE, AND NEW POLICY 2500 DISTRICT LEAVE POLICY.

Action: Director Hackett reported that the District received seven applications for the Operator Trainee position, and selected Eric Schneider as the newest member of the District's staff. Water System Manager O'Dell explained that Eric will start in the Trainee position effective 1/14/25, and the Board welcomed Eric to the District staff. Director Hackett also reported that effective November 25, 2024, the District executed a contract for discrete administrative services to fill the gap created by the vacancy in the General Manager postion. She noted that the consultant, Casie Smith, brings experience with Special District administration and grant writing to the District.

Director Hackett provided an overview of the update to policy 2300 – District Compensation and Work Schedule. She explained that the after adopting policy 2300 in October, the Organizational Structure Committee determined that several sections needed to be updated to reflect more realistic hourly schedules for the operations and administrative staff, as well as providing an "on-call readiness" stipend for staff who are required to maintain tools and a vehicle to respond to District emergencies. Director Ottoboni suggested that Attachment A reflect the fiscal year for which the pay range chart was adopted, and Director Hackett made a motion to approve the update to IBWD Policy 2300 – District Compensation and Work Schedule as amended to reflect an effective date for Attachment A. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.

Director Hackett provided an overview of another new chapter in the District's personnel policies: 2500 – Employee Leave. She explained that the proposed policy will allow the District to plan for employment related expenses and ensure that staff have a clear understanding of what they can expect from the District. Director Hackett noted that if approved, policy 2500 will supersede Resolution 86-9, which covers vacation time, and provide consistency and clarity regarding a variety of leave types that currently lack District policy. Director Ottoboni noted that the District will need to develop procedures for tracking leave accrual and use and agreed to work with the Organizational Structure Committee

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to develop a spreadsheet. Director Hackett made a motion to approve IBWD Policy 2500 – Employee Leave. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.

Finally, Director Hackett explained that Resolution 2025-1 is a housekeeping action to rescind Resolution 1986-9, which is superseded by Policy 2500. She made a motion to approve Resolution 2025-1 Documenting the Decision to Rescind Resolution 1986-9 Pertaining to Employee Leave. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.

NEW BUSINESS:

A. DISCUSSION AND OR ACTION: CONSIDER PRELIMINARY RECOMMENDATIONS FOR UPDATES TO DISTRICT BILLING SYSTEMS AND PROCESSES.

Action: Director Hackett explained that the District's consultant, Casie Smith, could not attend the meeting, so she provided an overview of Ms. Smith's report, which reviews the District's current billing system, RVS, and provides recommendations for potential change based on functionality, cost, and compatibility with existing systems. Director Hackett reported that Ms. Smith met with District staff to gather requirements and identify pressure points related to use RVS software, then based on recommendations from other Special Districts, she contacted four billing system providers to assess functionality and cost. Ms. Smith summarized her findings and recommended that the District convert to new billing software provided by El Dorado Utility Billing. The Board discussed the recommendation and concluded that conversion to new billing software would address the District's pressure points and provide far greater functionality at a modest increase in cost. Director Hackett recommended that the District pursue use of El Dorado's statement printing and mailing service, as well as considering a shift in the billing cycle to even numbered months to align with the District's fiscal year. Director Hackett made a motion to adopt Option 1 for billing software, and direct Consultant Smith to develop an implementation plan for review at a future meeting. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.

B. DISCUSSION AND OR ACTION: 2025 ELECTION OF OFFICERS TO THE BOARD OF DIRECTORS.

Action: President Israel explained that she believes that the Board has been highly effective over the course of the last year, and nominated the same slate of officers for 2025:

President:	Suzy Israel
Vice President:	Danielle Hohos
Secretary:	Heather Hackett
Treasurer:	Tom Ottoboni
Director at Large:	Mil Kimsey

President Israel made a motion to approve the slate of Officers for 2025. Director Hackett seconded the motion and President Israel called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.:

C. DISCUSSION AND OR ACTION: CONSIDER RESOLUTION 2025-2 – DISTRICT FACILITY USE AGREEMENT, AND MODIFICATIONS TO DISTRICT FIREHOUSE.

Action: Director Hackett explained that last summer the Irish Beach Improvement Club (IBIC) scheduled a series of meetings in the firehouse without contact to confirm availability / permission. She indicated that the two organizations have a long history of working together to serve the community, and should share space when appropriate; however, the Board has a responsibility to protect the District from potential liability issues. The Board reviewed the draft agreement, and Director Ottoboni noted that if IBIC has difficulty addressing the need for liability insurance, the District

could obtain an insurance rider to cover IBIC use. Director Hackett made a motion to adopt Resolution 2025-2 Documenting Approval of Procedures for Use of District Meeting Space. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.

Director Hackett also noted that due to the vacancy in the General Manager position, she was requesting Treasurer Ottoboni's approval for purchase of new "smart locks" for the firehouse and District office at a cost of approximately $500. Director Ottoboni approved the purchase.

COMMUNICATIONS AND CORRESPONDENCE. None

CONSENT CALENDAR:

A. TREASURER'S REPORT, CHECKS ISSUED.
B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
C. SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT REPORT.
D. REPORT FROM THE BUDGET & FINANCE COMMITTEE – UPDATE ON THE DISTRICT'S FINANCIAL AUDIT FOR FISCAL YEAR ENDING 9/30/23.
E. RESOLUTION 2025-3 UPDATING SIGNATURES FOR REDWOOD CREDIT UNION BANK ACCOUNTS.
F. APPROVAL OF MINUTES: NOVEMBER 9, 2024 REGULAR MEETING.

Action: President Israel made a motion to accept the Treasurer's report, Operations report, Grant Committee report, Budget & Finance Committee report, Resolution 2025-3, and meeting minutes included in the consent calendar. Vice Director Ottoboni seconded the motion. President Israel called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

ADJOURNMENT: President Israel made a motion, with a second from Director Hackett to adjourn the regular meeting at 10:51am. President Israel called for a vote. The motion passed with a quorum and the meeting then convened into executive closed session.

EXECUTIVE (CLOSED) SESSION.

A. **CONFERENCE WITH LEGAL COUNSEL** – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. 23CV00273.

Action: The executive (closed) session was adjourned at 11:45am. President Israel reported that the Board directed the Prop. 218 Committee to contract for engineering services to address issues related to refunding portions of the 2002 District-wide Capital Improvement Assessment.

Respectfully submitted:

Susan Israel
President
Date: January 13, 2025

Attest as Presented:

Heather Hackett
Secretary of the Board
Date: January 13, 2025

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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, March 8, 2025, at 10:00 A.M. ***(ZOOM AND IN-PERSON)***

CALL TO ORDER AND ROLL CALL: Vice President Hohos called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:01am. Roll call of Directors in attendance: Vice President Hohos, Director Ottoboni, and Director Hackett attended in person; Director Kimsey attended via Zoom; and Director Israel was absent. Staff attending via Zoom included: Water System Manager O'Dell, Special Assistant to the Board Murray, and District Counsel Emrick.

PUBLIC INPUT: None

OLD BUSINESS:

A. **DISCUSSION AND OR ACTION**: ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – CONSIDER IMPLEMENTATION PLAN TO UPDATE DISTRICT BILLING SYSTEMS AND PROCESSES.

Action: Director Hackett provided a recap of the Board's January 2025 decision to transition to the El Dorado Utility Billing system, and introduced Casie Smith, the consultant who is helping the District navigate the transition to the new billing system. Ms. Smith provided an overview of the implementation plan, highlighted a few of the features of the new system and explained that the District will host workshops to help customers set up e-billing, etc. The Board accepted the report and thanked Director Hackett and Ms. Smith for their efforts to modernize District billing processes.

B. **DISCUSSION AND OR ACTION**: BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2024/2025 LINE- ITEM BUDGETED V. ACTUALS.

Action: Director Ottoboni reported that the District has moved to an automated profit and loss statement using a cash basis since recording accruals presents challenges. He highlighted one example of this in line 563.400, which reflects engineering costs accrued in FY 2023-2024, but paid in FY 2024-2025. In addition, Director Ottoboni made note of a change in line 594.130, which budgeted contributions to the greater than 40-year restricted fund. He explained that he is reconsidering the line to be assigned to these transactions, so for the time being he simply deleted the line. Director Ottoboni reported that income and expenses are as expected for this stage in the budget cycle, and the District's financial position is very good. The Board accepted Director Ottoboni's report and thanked him for his efforts to refine financial control and reporting processes.

C. **DISCUSSION AND OR ACTION**: REPORT FROM THE PROP 218 COMMITTEE. CONSIDER RESOLUTION 2025-4 – ESTABLISHING PROCEDURES FOR THE SUBMITTION AND TABULATION OF PROTESTS IN CONNECTION WITH THE ONE-TIME FEE FOR THE 2002 ASSESSMENT REFUND AND LITIGATION SETTLEMENT PURSUIANT TO ARTICLE XIIID OF THE CALIFORNIA CONSTITUTION, AS WELL AS NOTICE OF PUBLIC HEARING

Action: Director Hackett reported that the District mailed invoices for the 2024 Upgrade and Sustainability Assessment on 2/17/25. She noted that as of 3/6/25, the District had received remittances totaling $23,617.32 from 90 parcel owners with several weeks to go before the due date of 4/10/25. She explained that the District will track non-receipts, and those owners who do not remit payment by 4/10/25 will be billed for both FY 2024 and FY 2025 in Mendocino County's next property tax billing cycle. In addition, Director Hackett reported that on 2/21/25 the District issued invoices for the 2002 Capital Replacement Assessment to the 22 parcels not issued property tax bills due to Mendocino County's Low Value Exemption. She explained that as of 3/6/25, the District has received $0 of the $1,573.88 due.

Director Ottoboni presented an overview of the 2002 Assessment Refund and Litigation Settlement, which highlighted the need to finance a court-ordered refund, as well as litigation costs for a court case filed in 2009. He reported that the trial court ordered the District to refund certain assessments collected during the period 2002 – 2016 plus interest to

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date totaling $558,684 because the District did not develop Mallo Pass as a source of water; and refund certain assessments collected during the period 2002 – 2017 plus interest totaling $154,030 because the District did not complete all of the System-wide projects included in the 2002 engineer's report. He explained that in addition to the refunds, the District must pay a settlement and court-ordered fees and costs totaling $107,265. In total, the District needs $712,714, and has $445,641, leaving a shortfall of $267,073.

Director Ottoboni reported that parcel owners paid varying amounts to the 2002 Mallo Pass and System-wide Assessment funds. He explained that the District carefully reviewed contributions for each parcel, which governs the amount to be refunded, calculated the amounts to be refunded to each parcel and then engaged a team of forensic accountants to verify the amounts to be refunded. Director Ottoboni reported that the District currently has sufficient funds to issue refunds to the owners of undeveloped parcels in Units 1 – 7, who will receive $1,574, those in Unit 9 will receive $1,482, as well as owners of select parcels in the cluster homes (Unit 8), who will receive $997. He then detailed a proposed method to finance the refunds to all of the developed parcels plus the settlement costs through a one-time fee. He explained that parcels connected to the water system in Units 1 – 8 would be charged a one-time fee of $1,795, and those connected in Unit 9 would be charged $1,597. At a later date, parcels connected to the water system in Units 1 – 8 would receive a refund $1,574.00, and those connected in Unit 9 would receive a refund of $1,482.00. He reported the net cost to property owners connected to the water system in Units 1 – 8 would be $221, and those connected in Unit 9 would receive a refund of $115. He proposed that each owner connected to the water system would be given the option of applying their refund to the one-time fee. Individuals selecting this payment option in Units 1 – 8 would pay $101, and those in Unit 9 would receive a refund of $4 (after discounting $120.00 per parcel for simplification of administrative processes). He noted that the full presentation will be posted to the District website for review by those unable to attend the meeting.

Finally, Director Ottoboni briefed the Board on the Proposition 218 process which guides implementation of the proposed one-time fee. He explained the requirement to give affected property owners notice of the proposed fee and the date of a public hearing (May 10, 2025), tabulate written protests to implementation of the proposed fee, and consider protests before making a final decision regarding the one-time fee.

Director Hackett made a motion to approve Resolution 2025-04 – Procedures for the Submission and Tabulation of Protests in Connection with the one-time fee for the 2002 Assessment Refund and Litigation Settlement Pursuant to Article XIIID of the California Constitution, and direct staff to issue notice of public hearing no later than 3/18/25. Director Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

NEW BUSINESS:

A. DISCUSSION AND OR ACTION: CONSIDER RESOLUTION 2025-5 –. DOCUMENTING THE DECISION TO MODIFY RESOLUTION 2002-02 - PERTAINING TO DELINQUENT ACCOUNTS.

Action: Director Hackett explained that In late January, 2025 District staff began issuing disconnection notices to delinquent accounts. She reported that most of the notices have resulted in payments; however one account has not been responsive and will likely have service disconnected. Director Hackett noted that the District has not updated the fee to reconnect service or the security deposit guidelines since 2002. She explained that the reconnection fee is currently set at $100 and the security deposit for approximately 2 billing periods is set at $200, neither of which reflect current labor costs or water services charges. Director Hackett reviewed Resolution 2025-05, which details the labor costs of disconnecting the meter at the box, reconnecting the meter at the box once the bill is paid, as well as administrative and management time for disconnection actions and notices. She made note of a typographical error, which appears in two sections of the resolution: "Prior to reconnection of any customer disconnected for delinquent charges, all past due charges (see above) must be paid, a ~~$417~~ $270 delinquent account reconnection fee must be paid, and a ~~$514~~ $556 (approximately 2 billing periods) security deposit must be paid. Security deposits shall be held by the District for a five-year period. If after five years a customer pays all billings on time and the account is not allowed to become delinquent, the security deposit shall be applied as a credit against future bills." Director Hackett made a

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motion to approve Resolution 2025-05 – Documenting the Decision to Modify Resolution 2002-02 - Pertaining to Delinquent Accounts, as amended, and to direct staff to issue notice to customers. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

COMMUNICATIONS AND CORRESPONDENCE.

Director Hackett reported that the District received communication from Ken Terry on January 24, 2025, regarding the maintenance of Pomo Lake. She explained that the Irish Beach Improvement Club (IBIC) maintains Pomo Lake and the District does not; however, if IBIC actions to address the current status of the Moores Creek outflow into Pomo Lake require District action, the Board will consult with District Counsel and report at a future meeting.

Director Hackett reported that the District received a request for several documents related to pending litigation from Bill Moores on February 12, 2025. She noted that District staff referred the matter to District Counsel Emrick to prepare a response to the discovery request.

CONSENT CALENDAR:

A. TREASURER REPORT, CHECKS ISSUED.
B. OPERATIONS REPORT.
C. SPECIAL ASSISTANT TO THE BOARD REPORT – AUGUST 26, 2025 ELECTION: TWO IBWD BOARD OF DIRECTORS POSITIONS.
D. APPROVAL OF MINUTES: JANUARY 11, 2025 REGULAR MEETING.

Action: Director Hackett made a motion to accept the Treasurer's report, Operations report, Special Assistant to the Board report, and meeting minutes included in the consent calendar. Director Ottoboni seconded the motion. Vice President Hohos called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

ADJOURNMENT: Vice President Hohos made a motion, with a second from Director Hackett to adjourn the regular meeting at 11:24am. The motion passed with a quorum and the meeting then convened into executive closed session.

EXECUTIVE (CLOSED) SESSION.

A. **CONFERENCE WITH LEGAL COUNSEL** – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. 23CV00273

B. **PUBLIC EMPLOYMENT** (Govt. Code § 54957): OPERATOR – LEVEL 2 (WATER SYSTEM MANAGER)

Action: The executive (closed) session was adjourned at 11:42am. Vice President Hohos reported that the Board directed the Organizational Structure Committee to offer the permanent Operator Level 2 (Water System Manager) position to Brant O'Dell effective March 1, 2025.

Respectfully submitted: Attest as Presented:

President Secretary of the Board
Date:

A transcript of the Irish Beach Water District Board meeting recorded via Zoom and transcribed by REV software is available upon request.

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Saturday, May 10, 2025, at 10:00 A.M. *(ZOOM AND IN-PERSON)*

CALL TO ORDER AND ROLL CALL: President Israel called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:00am. Roll call of Directors in attendance: Director Ottoboni, and Director Hackett attended in person; Director Kimsey attended via Zoom, and Director Hohos was absent. Staff attending via Zoom included: Special Assistant to the Board Murray, and District Counsel Emrick.

PUBLIC INPUT: None

OLD BUSINESS:

A. **ACTION**: LAST CALL FOR PROTESTS, CLOSURE OF THE PUBLIC INPUT PORTION OF THE PUBLIC HEARING.

Result: No additional protests were received, and President Israel declared the public input portion of the public hearing closed at 10:03am.

B. **DISCUSSION AND OR ACTION**: REPORT FROM THE PROP 218 COMMITTEE. REPORT RESULTS OF PROTEST TABULATION; AND BOARD CONSIDER RESOLUTION 2025-06 – FINDING THAT A MAJORITY PROTEST DOES NOT EXIST AND APPROVING THE ONE-TIME 2002 ASSESSMENT REFUND SETTLEMENT AND LITIGATION FEE.

Action: Director Hackett explained that the District identified the parcels upon which the fee or charge was proposed and calculated the amount to be charged, then mailed notice of public hearing on the proposed one-time 2002 Assessment Refund and Litigation Settlement fee to the record owner of each identified parcel, including the amount of the fee or charge, the basis for its calculation, the reason for the fee or charge, and the date, time, and location of a public hearing. She reported that as of the close of the public input potion of the public hearing, the District had received four written protests, which represents 1.9% of the affected parcels. As such, there is not a majority of parcel owners protesting imposition of the one-time fee, and the Board should consider Resolution 2025-06. President Israel made a motion to approve Resolution 2025-06 – Finding that a Majority Protest does not Exist and Approving the One-time 2002 Assessment Refund and Litigation Settlement Fee as amended to include the number of protests received. Director Hackett seconded the motion, and President Israel called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, President Israel - Aye. The motion passed with a quorum.

C. **DISCUSSION AND OR ACTION**: BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2024/2025 LINE- ITEM BUDGETED V. ACTUALS.

Action: Director Ottoboni reported that income and expenses are as expected for this stage in the budget cycle, and the District's financial position is good. He noted that initial budget projections included a net loss of around $30,000; however, actuals reflect a surplus of approximately $4,000, which puts the District in a good position to absorb the significant expense as a resulting from the recent pipeline break. Director Ottoboni reminded the Board that line 563.400 reflects engineering costs accrued in FY 2023-2024, but paid in FY 2024-2025, and reported that both Operations and General Administrative expenses have been less than budgeted for the year to date. He explained that as the District builds a small operational reserve, he plans to reduce budgeted expenses for maintenance and repair so that larger expenses such as a pipeline break are covered by reserve funding rather than built into the annual budget. The Board accepted Director Ottoboni's report and thanked him for his efforts to monitor the District's finances.

D. **DISCUSSION AND OR ACTION**: SPECIAL ASSISTANT TO THE BOARD REPORT - CONSIDER RESOLUTION 2025-08 CONCERNING THE CONDUCT OF THE 2025 ELECTION OF DISTRICT DIRECTORS BY ALL MAILED BALLOT.

Action: Special Assistant to the Board Murray explained that the term for Directors Israel and Kimsey will expire in December, so the District must adopt a resolution calling for the County Clerk to hold an election in August to fill two

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four-year vacancies on the Irish Beach Water District Board of Directors. She encouraged property owners to consider the opportunity to seek election to one of the two vacancies and noted that the filing period ends May 30th, 2025. Director Hackett made a motion to approve Resolution 2025-08 – Adopted Pursuant to California Elections Code Sections 4000 et sequiter, Specifically Sections 4108 and 4104 Concerning the Conduct of the 2025 Election of Directors by All Mailed Ballot. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, President Israel - Aye. The motion passed with a quorum.

NEW BUSINESS:

A. **DISCUSSION AND OR ACTION**: CONSIDER RESOLUTION 2025-09 – AUTHORIZING THE WITHDRAWAL AND TRANSFER ALL FUNDS HELD IN THE MENDOCINO COUNTY TREASURY TRUST ACCOUNT.

Action: Director Ottoboni explained that the District has approximately $400,000 in a trust held by the Mendocino County Treasury, which functions like an investment account. He reported that funds from the Mallo Pass portion of the 2002 District-wide Capital Improvement Assessment are held in the County Trust. Director Ottoboni noted that to complete the court-ordered refund of a portion of the 2002 Capital Improvement Assessments, the District needs to use the funds in the County Trust. He explained that to withdraw the funds from the County, the Board must approve the resolution authorizing release and authorizing staff to transfer the funds into the District's checking account. President Israel made a motion to approve Resolution 2025-09 – Authorizing the Withdrawal and Transfer of All Funds Held in the Mendocino County Treasury Trust Account. Director Hackett seconded the motion. President Israel called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director President Israel - Aye. The motion passed with a quorum.

B. **DISCUSSION AND OR ACTION:** CONSIDER RESOLUTION 2025-10 – AUTHORIZING THE REIMBURSEMENT OF COURT ORDERED PORTIONS OF THE 2002 DISTRICT-WIDE IMROVEMENT ASSESSMENT FUNDS.

Action: Director Ottoboni reminded the Board of the presentation made at the March 2025 meeting regarding the court order to reimburse portions of the 2002 System-wide and Mallo Pass Assessments to parcel owners. He explained that parcel owners fall into two categories: those who own property that is connected to the water system, and those who own parcels that are not connected to the water system through installation of a meter. Director Ottoboni reported that the funds that will be available from withdrawal of the County trust covered in Resolution 2025-09 can be used to fulfill the court-ordered refund to all unconnected parcels. He noted that as discussed at the March 2025 Board meeting and in reference to Resolution 2025-06, while all parcel owners will receive a refund, the owners of parcels connected to the water system must pay a one-time fee to generate sufficient capital for the District to finance the litigation and settlement costs. Director Ottoboni explained that Resolution 2025-10 is required to authorize District staff to make refunds to owners of unconnected parcels. Director Hackett made a motion to approve Resolution 2025-010 – Authorizing the Reimbursement of the Court Ordered Portions of the 2002 District-Wide Improvement Assessment Funds. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, President Israel - Aye. The motion passed with a quorum.

C. **DISCUSSION AND OR ACTION**: CONSIDER RESOLUTION 2025-07 –. DOCUMENTING THE DECISION TO MODIFY RESOLUTION 2002-02 - PERTAINING TO SEPTIC INSPECTIONS.

Action: Director Hackett explained that in addition to providing water service, the District is responsible for administrative oversight of Onsite Waste Disposal Systems (AKA septic systems) and must ensure that homeowners have their septic systems inspected, and pumped, if necessary, at least every 5 years. Director Hackett reported that the District's current policy (Resolution 93-5) does not cover the administrative costs of confirming that all septic systems are inspected to ensure that they are functioning as designed and not introducing contaminants into the groundwater. Resolution 2025-07 provides for increases in the administrative fees for issuing second and final notices reminding homeowners of the need to schedule a septic inspection, as well as the enforcement of the District's existing policy for discontinuing water service for failure to comply with District rules/regulations. Director Hackett made a motion to approve Resolution 2025-07 –. Documenting the Decision to Modify Resolution 1993-05 – Pertaining to Septic Inspections. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, President Israel - Aye. The motion passed with a quorum.

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D. **DISCUSSION AND OR ACTION**: CONSIDER IBWD POLICY 3080 – CUSTOMER WATER SERVICE DISCONNECTION FOR FAILURE TO COMPLY WITH DISTRICT RULES AND REGULATIONS.

Action: Director Hackett reported that as discussed with regard to resolution 2025-07, Policy 3038 addresses the action of last resort to disconnect water service to property owners who fail to comply with District rules and regulations, such as the need to report septic system inspections. She noted that if approved by the Board, the new policy will apply to septic inspections, installation of backflow prevention devices, tampering with District equipment, etc. President Israel made a motion to approve Policy 3038 – Customer Water Service Disconnection for Failure to Comply with District Rules and Regulations. Director Hackett seconded the motion and President Israel called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, President Israel - Aye. The motion passed with a quorum.

COMMUNICATIONS AND CORRESPONDENCE.

Director Hackett reported that the District received communication from George Visas expressing concerns about the method used to provide temporary water service to his home during the water main break on O'Rorey's Place, which occurred on 4/22/25. Director Hackett explained that the District established temporary water service based on proximity available sources, including some made through another meter. She recommended that given the inconvenience to all eight of the homeowners affected by the temporary water shut offs, as well as the two homes that served as conduits for temporary water service while repairs were completed, the District waive one month of availability fees for all 10 households. Director Hackett made a motion to direct staff to waive the availability fee for one month. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, President Israel - Aye. The motion passed with a quorum.

CONSENT CALENDAR:

A. TREASURER REPORT, CHECKS ISSUED.
B. OPERATIONS REPORT.
C. REPORT FROM THE PROP 218 COMMITTEE. STATUS OF 2024 UPGRADE AND SUSTAINABILITY ASSESSMENT AND 2002 CAPITAL REPLACEMENT ASSESSMENT REVENUE.
D. ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – STATUS OF THE EL DORADO BILLING SYSTEM.
E. APPROVAL OF MINUTES: MARCH 8, 2025 REGULAR MEETING.

Action: President Israel made a motion to accept the accept the treasurer's report, checks issued, Operations report, Prop 218 Committee report, Organizational Structure Committee report, and the meeting minutes included in the consent calendar. Director Ottoboni seconded the motion, and President Israel called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, President Israel - Aye. The motion passed with a quorum.

ADJOURNMENT: President Israel made a motion, with a second from Director Hackett to adjourn the regular meeting at 10:39am. The motion passed with a quorum and the meeting then convened into executive closed session.

EXECUTIVE (CLOSED) SESSION.

A. **CONFERENCE WITH LEGAL COUNSEL** – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. 23CV00273

Action: The executive (closed) session was adjourned at 10:53am with no reportable actions.

Respectfully submitted:
/s/ *Danielle Vohos*
Vice President
Date: July 12, 2025

Attest as Presented:
/s/ *Heather Hackett*
Secretary of the Board
Date: July 12, 2025

A transcript of the Irish Beach Water District Board meeting recorded via Zoom and transcribed by REV software is available upon request.

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Monday, June 16, 2025, at 9:00 A.M. *(ZOOM AND IN-PERSON)*

CALL TO ORDER AND ROLL CALL: President Israel called the special meeting of the Irish Beach Water District Board Meeting to order at 9:02am. Roll call of Directors in attendance: Director Ottoboni, and Director Hackett attended in person; Director Kimsey and Director Hohos attended via Zoom. Water System Manager O'Dell attended in person and District Counsel Emrick attended via zoom.

PUBLIC INPUT: None

ADJOURNMENT: President Israel made a motion, with a second from Director Hackett to adjourn the regular meeting at 9:03am. The motion passed with a quorum and the meeting then convened into executive closed session.

EXECUTIVE (CLOSED) SESSION.

A. **CONFERENCE WITH LEGAL COUNSEL –** EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. 23CV00273

Action: The executive (closed) session was adjourned at 10:27am. President Israel explained that there were no reportable actions.

Respectfully submitted:

Susan Israel
President
Date: June 16, 2025

Attest as Presented:

Heather Hackett
Secretary of the Board
Date: June 16, 2025

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IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Saturday, July 12, 2025, at 10:00 A.M. *(ZOOM AND IN-PERSON)*

CALL TO ORDER AND ROLL CALL: Vice President Hohos called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:01am. Roll call of Directors in attendance: Director Ottoboni, Director Hohos, and Director Hackett attended in person; Director Kimsey and President Israel were absent. Staff attending via Zoom included: Special Assistant to the Board Murray, Water System Manager O'Dell, and District Counsel Emrick.

PUBLIC INPUT: A member of the public, Emily Thorne, expressed her support for the District's consideration of covering the cost of ACH fees for customers who pay through the new billing system. She explained that she believes covering ACH costs will encourage customers to pay electronically, which will reduce overall District costs.

OLD BUSINESS:

A. **DISCUSSION AND OR ACTION**: BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2024/2025 LINE- ITEM BUDGETED V. ACTUALS. (OTTOBONI)

Action: Director Ottoboni reported that the District's financials reflect higher than projected income from water use. He noted that expenses are consistent with past reports; however, a water main break which resulted in unforeseen expenses will use the small budget surplus that was projected as part of the last reporting cycle. Director Ottoboni explained that income and expenses are running even, with litigation costs higher than budgeted and salaries lower than budgeted at this stage of the budget cycle, but overall, he has no concerns about the District's financial outlook. The Board accepted Director Ottoboni's report and thanked him for his efforts.

B. **DISCUSSION AND OR ACTION:** ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – EL DORODO BILLING SYSTEM IMPLEMENTATION UPDATE. (HACKETT, HOHOS)

Action: Director Hackett reported that the District completed the first billing using El Dorado on 7/7/25 with the normal hiccups of implementing a new system. She explained that District staff had to mail statements because the print/mail contractor was not alerted to our implementation date, and while printed statements looked good, the invoices uploaded to the customer portal lacked some of the details that customers expect to see; however, these were start-up issues that will be corrected in the next billing cycle. Director Hackett noted that in the first few days of production, about 25% of customers registered their account, 7 customers paid their bill, and 30 signed up for autopay. She stated that several customers provided feedback indicating that the $1.95 charge to pay bills via ACH was a disincentive for using the new electronic payment options. The Board approved Director Hackett's recommendation to cover the cost of electronic payments via ACH.

C. **DISCUSSION AND OR ACTION**: REPORT FROM THE PROP 218 COMMITTEE. (HACKETT, OTTOBONI)

- **ONE-TIME 2002 ASSESSMENT REFUND SETTLEMENT AND LITIGATION FEE –** STATUS UPDATE;
- **2002 ASSESSMENT REFUND TO UNDEVELOPED PARCELS –** STATUS UPDATE
- **CONSIDER RESOLUTION NO. 2025 – 11 -** A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IRISH BEACH WATER DISTRICT CONFIRMING AND ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2025-26 FOR THE IRISH BEACH WATER DISTRICT, 2002 DISTRICT-WIDE CAPITAL IMPROVEMENT ASSESSMENT;
- **CONSIDER R ESOLUTION NO. 2025 – 12** - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IRISH BEACH WATER DISTRICT CONFIRMING AND ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2025-26 FOR THE IRISH BEACH WATER DISTRICT, 2024 WATER SYSTEM UPGRADE AND SUSTAINABILITY ASSESSMENT.

Action: Director Hackett reported that the District mailed 209 invoices for the one-time 2002 assessment refund settlement and litigation fee, and as of 7/10/25, remittances were received form 131 customers. She noted that payments are still trickling in, but at some point we will post the one-time fee to water billing statement for collection.

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The Board asked that staff issue a reminder to customers before posting the one-time fee to customer accounts. Director Ottoboni reported that the District is preparing to issue refunds to the 128 owners of parcels not connected to the water system and anticipated sending checks within the next couple of weeks.

Director Hackett explained that the two resolutions before the Board are routine annual actions to reaffirm the Board's order to levy assessments for both the 2002 Capital Reserve portion of the District-wide Capital Improvement Assessment and the 2024 Water System Upgrade and Sustainability Assessment. She noted that Resolution 2025-11 applies a rate increase to the 2002 Capital Reserve portion of the District-wide Capital Improvement Assessment based on the Engineering News Record 20-city Construction Cost Index (ENR CCI) as of January 2025 and orders the levy of assessments in FY 2025-26. In January 2025, the cost index increased 1.6%, however, the procedure provides for the application of prior index increases that exceeded the 3% cap, so the rate increase for FY 25/26 is set at 3%, or $73.69 for every parcel. Director Hackett made a motion to approve 2025 – 11 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IRISH BEACH WATER DISTRICT CONFIRMING AND ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2025-26 FOR THE IRISH BEACH WATER DISTRICT, 2002 DISTRICT-WIDE CAPITAL IMPROVEMENT ASSESSMENT. Director Ottoboni seconded the motion, and Vice President Hohos called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

Director Hackett reported that Resolution 2025-12 applies a rate increase to the 2024 Water System Upgrade and Sustainability Assessment based on the Engineering News Record 20-city Construction Cost Index (ENR CCI) as of January 2025. She noted that in 2025, the cost index increased 1.6%, and while the procedure provides for the application of prior index increases that exceeded the 4% cap, this is a new assessment, so there is no "pool" of unapplied increases, so the rate increase for FY 25/26 is set at 1.6%, or $262.13 for every connected parcel and $99.61 for unconnected parcels. In addition, the Resolution sets the contribution to the Assessment fund for general public benefit at $8,664.45, which will be funded from District operational funds. Finally, Director Hackett explained that delinquent Assessments for FY 24/25 would be referred to the County for collection and made a motion to approve 2025 – 12 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IRISH BEACH WATER DISTRICT CONFIRMING AND ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2025-26 FOR THE IRISH BEACH WATER DISTRICT, 2024 WATER SYSTEM UPGRADE AND SUSTAINABILITY ASSESSMENT. Director Ottoboni seconded the motion, and Vice President Hohos called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

D. **DISCUSSION AND OR ACTION**: SPECIAL ASSISTANT TO THE BOARD REPORT – AUGUST 26, 2025 ELECTION: MENDOCINO COUNTY BOARD OF SUPERVISORS ACTION TO APPOINT IN LIEU OF ELECTION.

Action: Special Assistant to the Board Murray reported that the terms for Directors Israel and Kimsey will expire in December, and neither filed for reelection. She explained that two candidates: Reynolds and Ken Weston applied to fill the Director positions, and since the applicants did not exceed the number of terms up for reelection, the Mendocino County Board of Supervisiors appointed in lieu of election. She welcomed the two new Board members wished Directors Israel and Kimsey the best. Vice President Hohos, thanked Suzy and to Mel for their service and welcomed to John and to Ken.

NEW BUSINESS:

A. DISCUSSION AND OR ACTION: REPORT FROM THE BUDGET COMMITTEE – BOARD CONSIDERATION OF THE PROPOSED FISCAL YEAR 2025-26 BUDGET..

Action: Director Ottoboni explained that the proposed fiscal year 2025 – 2026 budget is similar to the budget for the current year; however, he is recommending an increase in the level of funding for outsourced activities for maintenance and repair, as well as increases for insurance costs. The Board thanked Director Ottoboni for his analysis and asked him to consider whether to apply a COLA to all salaries and to think about whether the purchase of District truck would need to be covered by operations expenses or could be made with Assessment funding since it is necessary to effectuate capital projects.

A transcript of the Irish Beach Water District Board meeting recorded via Zoom and transcribed by REV software is available upon request.

COMMUNICATIONS AND CORRESPONDENCE.

Action: Director Hackett reported that on 7/10/25 the District received a message from Director Mel Kimsey resigning from the IBWD Board of Directors effective 7/10/25. She thanked Director Kimsey for his contributions over the last two years and explained that the District would post the opportunity to volunteer for a limited time appointment to the Board.

CONSENT CALENDAR:

A. TREASURER REPORT, CHECKS ISSUED.
B. OPERATIONS REPORT.
C. APPROVAL OF MINUTES: MAY 10, 2025 REGULAR MEETING AND JUNE 6, 2025 SPECIAL MEETING.

Action: Director Hackett made a motion to accept the accept the treasurer's report, checks issued, Operations report, and the meeting minutes included in the consent calendar. Director Ottoboni seconded the motion, and Vice President Hohos called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

ADJOURNMENT: Vice President Hohos made a motion, with a second from Director Hackett to adjourn the regular meeting at 10:59am. The motion passed with a quorum and the meeting then convened into executive closed session.

EXECUTIVE (CLOSED) SESSION.

A. **CONFERENCE WITH LEGAL COUNSEL** – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. 23CV00273

Action: Vice President Hohos reported that the executive (closed) session was adjourned at 12:30pm with no reportable actions.

Respectfully submitted:
/s/ Danielle Hohos
Vice President
Date: July 12, 2025

Attest as Presented:
/s/ Heather Hackett
Secretary of the Board
Date: July 12, 2025

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IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, July 26, 2025, at 10:00 A.M. *(ZOOM AND IN-PERSON)*

CALL TO ORDER AND ROLL CALL: Vice President Hohos called the special meeting of the Irish Beach Water District Board Meeting to order at 10:02am. Roll call of Directors in attendance: Vice President Hohos, Director Israel, and Director Ottoboni attended in person; Director Hackett attended via Zoom. Water System Manager O'Dell and Special Assistant to the Board Murray attended via zoom.

PUBLIC INPUT: None

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

Action: Vice President Hohos reported that the District recruited for volunteers to fill the short-term vacancy created by Director Kimsey's resignation and received three letters of interest. She thanked John Reynolds, Karen Vaughn, and Paul Rowson for their willingness to volunteer to join the Board. Vice President Hohos explained that while Karen and Paul are qualified volunteers, and she hopes that they will be interested in volunteering to work with the Board in the capacity of Committee member, she recommended that the Board appoint John Reynolds to the vacant position since he was recently appointed by the County Board of Supervisors in lieu of election to fill a Director position effective 12/5/25. She noted that appointing him to the current vacancy would make for a seamless transition. Director Hackett made a motion to appoint John Reynolds to the Director position vacancy resulting from Director Kimsey's resignation effective immediately. The appointment begins 7/26/25 and ends 12/5/25 at 11:59am. Director Israel seconded the motion, and Vice President Hohos called for a vote: Director Hackett Aye; Director Hohos Aye; Director Israel Aye; Director Ottoboni Aye. The motion passed unanimously. Director Hackett administered the Oath of Office, and newly appointed Director Reynolds joined the Board of Directors.

ADJOURNMENT: Vice President Hohos made a motion, with a second from Director Hackett to adjourn the regular meeting at 10:13am. The motion passed with a quorum and the meeting then convened into executive closed session.

EXECUTIVE (CLOSED) SESSION.

A. **CONFERENCE WITH LEGAL COUNSEL –** EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. 23CV00273

Action: The executive (closed) session was adjourned at 11:39am. Vice President Hohos reported that the Board authorized the Vice President of the Board of Directors to work with District Counsel Emrick to finalize and sign a settlement agreement related to Mendocino County Superior Court Case Nos. 23CV00273, 23CV00277, and/or SCUK-CVG-2009-54665.

Respectfully submitted:

Danielle Hohos
Vice President
Date: July 26, 2025

Attest as Presented:

Heather Hackett
Secretary of the Board
Date: July 26, 2025

A transcript of the Irish Beach Water District Board meeting recorded via Zoom and transcribed by REV software is available upon request.