

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

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

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

**PUBLIC INPUT:** None

**OLD BUSINESS:**

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

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

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

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

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

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

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

## **NEW BUSINESS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

**COMMUNICATIONS AND CORRESPONDENCE:** None

**CONSENT CALENDAR:**

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

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

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

**EXECUTIVE (CLOSED) SESSION.**

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

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

Respectfully submitted:

Attest as Presented:

---

Susan Israel, President  
Date: September 9, 2023

---

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

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

~~~~~