

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, March 11, 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 10:01am. President Israel reported that Director Dyson resigned from the Board of Directors effective March 10, 2023. Roll call of Directors in attendance: Director Regan attended via Zoom; President Israel, and Director Hackett attended in person. Staff attending via Zoom: General Manager Acker, District Counsel Emrick, and Plant Operator Dial. Accounting Manager Murray, and Staff Assistant Forbes attended in person.

PUBLIC INPUT: President Israel explained that the public input portion of the agenda is the time when members of the public can comment on items on the agenda, or issues not on the agenda. She indicated that the structure of the remainder of the meeting will conform to Robert's rules of order, in which discussion of agenda items will be limited to board members prior to the vote. President Israel invited the public to provide input at this time; however, there were no comments.

OLD BUSINESS:

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

Action: The Board accepted the Committee's report regarding the kick-off meeting held with SCI on 2/16/22, as well as the review of the timeline included in the meeting packet.

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 cover for Tank 2 is almost done; installation of the of the girders and external overhead panels is complete and work on the flashing needed to completely seal the tank is in progress. He indicated that once the flashing is complete, Tank 2 will be returned to service. In addition, General Manager Acker explained that the District is ready to begin the electrical work needed to activate Well 2, so a notice will be released to neighboring properties advising them of the planned construction. Plant Operator Dial reported that the District has issued an invitation to bid on the replacement of Tank 5 and anticipates selecting a supplier soon. Director Hackett reported that the District continues to work with the Department of Water Resources to clarify a couple of details related to invoice #3 and anticipates submission of a 4th invoice in April.

C. DISCUSSION AND OR ACTION: TECHNOLOGY GRANT IMPLEMENTATION UPDATE.

Action: The Board accepted staff reports indicating that Accounting Manager Murray has not completed storage of records subject to retention in the District's DropBox account; however, she will complete the action soon. General Manager Acker noted that the District is working with Steve Acker to map the water system using the new ArcGIS service. Director Hackett reported that the Communications and Outreach Committee will meet with Staff Assistant Forbes and acting Information Technician Fromwiller next week to review the IBWD website prototype, evaluate other special district websites, and plan for training additional staff to maintain the IBWD website.

D. DISCUSSION AND OR ACTION: REPORT FROM THE BUDGET COMMITTEE.

Action: After discussing the need to monitor actual expenses and make line-item adjustments as the year progresses, the Board determined that both the water usage rate increase and 7.5% COLA for District staff included in the FY 2022-2023 budget would be effective March 1, 2023. Director Hackett made a motion to approve resolution 2023-3 documenting the approval of the District's FY 2022-2023 Operating Budget for Water, as amended, and directing staff to provide a line-item report of budget versus actuals at the May, July, and September meetings so that the Board can consider modification of budget allocations in the FY 2022-2023 budget. Director Israel seconded the motion. After a roll-call vote, the motion passed unanimously. Accounting Manager Murry suggested that the Board schedule a budget workshop for a future meeting, and the Board concurred with the recommendation.

- E. **DISCUSSION AND OR ACTION:** ACCEPT AND FILE DISTRICT FINANCIAL AUDIT FOR FISCAL YEARS ENDING 9/30/21; 9/30/20.

Action: The Board accepted Accounting Manager Murray's report on the FY 2020 and FY 2021 Financial Statement Audits. After discussing the current process for review of the Management Discussion and Analysis (MD&A), as well as the auditor's Report on Internal Control Over Financial Reporting, Director Hackett made a motion to accept the FY 2020 and FY 2021 financial statement audits and direct Accounting Manager Murray to work with the auditor to file the audits with the State. Director Israel seconded the motion. After a roll-call vote, the motion passed unanimously. Next Director Hackett made a motion to direct the Treasurer to submit the draft MD&A to the Budget/Finance committee for review prior to submission to the auditor for future audits. Director Israel seconded the motion. After a roll-call vote, the motion passed unanimously. Finally, Director Hackett made a motion to direct the Budget/Finance committee to consider the auditor's comments regarding internal controls, and present recommendations to the full board at a future meeting. Director Israel seconded the motion. After a roll-call vote, the motion passed unanimously.

NEW BUSINESS:

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

Action: President Israel explained that the Board reviewed the letters of interest from two highly qualified candidates, Danielle Hohos and Tom Ottoboni. President Israel made a motion to accept the nominations and called for a vote to appoint Tom Ottoboni to the Director position vacated by Ken Terry, and Danielle Hohos to the position vacated by Brad Dyson. Director Hackett seconded the motion. After a roll-call vote, the motion passed unanimously. Board Secretary Hackett administered the Oath of Office to new board members Danielle Hohos and Tom Ottoboni. With their affirmation to the Oath of Office, President Israel welcomed them as full voting members of the Board.

- B. **DISCUSSION AND/OR ACTION:** CONSIDER RESOLUTION 2023-03 – IRISH BEACH WATER DISTRICT POLICY REGARDING SEPTIC TANK INSPECTION AND PUMPING.

Action: The Board accepted President Israel's request to table the agenda item while she continues to research the issues related to septic tank inspections.

- C. **DISCUSSION AND/OR ACTION:** PROPOSED REVISION TO AGENDA FORMAT AND ACTION PROCESS FOR EFFICIENCY AND IN ACCORDANCE WITH ROBERTS RULE OF ORDER.

Action: President Israel described a proposal to modify the Board meeting agenda to increase efficiency. She explained that public comments on items on the agenda or issues not on the agenda will be accepted during the Public Input agenda item, while discussion prior to a vote on each agenda item will be limited to board members. She also recommended inclusion of a Consent Calendar to simplify the vote process for routine issues such as staff reports, approval of meeting minutes, etc. After discussing the need for flexibility in public comments and the timing of executive (closed) sessions, President Israel called for a roll-call vote on the proposed changes. The motion passed unanimously.

- D. **DISCUSSION AND OR ACTION:** APPOINT MEMBERS TO BUDGET/FINANCE COMMITTEE AND REVIEW PROCEDURES FOR STANDING COMMITTEES.

Action: President Israel reported that former Director Ken Terry has asked to step back from the Committee and former Director Dyson resigned, so the Board will reconstitute the Budget and Finance Standing Committee. She appointed Director Ottoboni and a member of the public, Bill Mabie, to the Committee. In addition, President Israel explained that she was appointing Accounting Manager Murray in an advisory capacity and would solicit for volunteers. Director Hackett indicated that the Communications and Outreach Committee would solicit volunteers. President Israel made a motion to reconstitute the Budget and Finance Committee as discussed. Director Hackett seconded the motion. After a roll-call vote, the motion passed unanimously.

COMMUNICATIONS AND CORRESPONDENCE: None

Action: President Israel reported that Director Dyson submitted a letter of resignation on March 10, 2023.

REPORTS:

A. **TREASURER:** Treasurer’s Report, Checks Issued, FY 2020 & FY 2021 Financial Statement Audits.

Action: Accounting Manager Murray presented the Treasurer’s report and list of checks issued. Director Hackett made a motion to approve the list of checks issued and the Treasurer’s report. Director Hohos seconded the motion. After a roll-call vote, the motion passed unanimously. In addition, District Counsel Emrick reported that he has verified insurance coverage in relation to employment actions for Board members.

B. **WATER STORAGE FACILITIES/CONVEYANCE LOSS**

Action: The Board accepted General Manager Acker’s report on bacterial and chemical testing, as well as the current source of water supply due to the storms that render Irish Gulch water unusable because of turbidity.

C. **SAFETY COMMITTEE:**

Action: The Board accepted General Manager Acker’s report on the most recent safety meeting.

D. **LEGAL COUNSEL:** None

Action: The Board accepted District Counsel Emrick’s report on changes to the Public Records Act.

E. **DIRECTORS:** None

Action: The Board accepted Director Regan’s report on the District’s Facebook page, which has 47 followers.

APPROVAL OF MINUTES: February 11, 2023 Regular Meeting

Action: Accounting Manager Murray noted typographical errors in the draft February 11, 2023 meeting minutes: District Counsel Emrick’s name was misspelled and numbering of items in the Old Business, New Business, and Reports sections were incorrect. Director Israel made a motion to approve the February 11, 2023 meeting minutes as amended to correct the typographical errors. Director Hackett seconded the motion. Roll-call vote: Director Hackett Aye, Director Israel Aye, Director Regan Aye. Directors Hohos and Ottoboni abstained. The motion passed with a quorum.

ADJOURNMENT: Motion was made by President Israel with second from Director Hackett to adjourn the regular meeting at 11:13am. After a roll-call vote, the motion passed unanimously.

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: Closed session was adjourned at 12:09pm with no reportable actions.

Respectfully submitted:

Attest as Presented:

/s/ Susan Israel
Susan Israel, President

/s/ Heather Hackett
Heather Hackett, Secretary of the Board

Date: May 13, 2023

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