IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Saturday, August 1, 2026, at 10:00 A.M. (ZOOM AND IN-PERSON)

CALL TO ORDER AND ROLL CALL: President Hohos called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:00 AM. Roll call of Directors in attendance: President Hohos, Director Hackett, Director Ottoboni, Director Reynolds, and Director Weston attended in person. A quorum was established. General Manager Vaughn attended in person, while Water System Manager O'Dell attended via Zoom.

PUBLIC INPUT: None. President Hohos opened the floor and Zoom waiting room, but no members of the public requested to speak.

OLD BUSINESS:

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

Action: General Manager Vaughn presented a revised Profit and Loss reporting format using Excel to represent nine-month actuals (as of June 30) compared to the annual budget. She reported that water sales and water services are outperforming budget projections. General Manager Vaughn highlighted a few expenses that have exceeded budget projections for this point in the fiscal year and noted that even with these higher than anticipated expenses, the District should have sufficient income to be able to add funds to the reserve accounts at the end of the fiscal year. She provided the status of the District's Assessment income, passthroughs, and expenses. The Board accepted the report.

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

Action: General Manager Vaughn reported that a temporary maintenance worker has been hired and is scheduled to start on August 19. For septic inspections, 12 second notices with a $56 administrative fee were sent to delinquent property owners in July; 8 submitted reports and had their fees reversed, while the remaining 4 will receive final notices in August. The audits for FY 23/24 and FY 24/25 are progressing quickly with a target completion of mid-August. Additionally, the District is still awaiting the final 7% of Assessment funds from Mendocino County. Following recent safety incidents, including chemical dumping in the office trash and an aggressive dog encounter, the Board discussed building security. The Board directed staff to purchase and install security cameras at the office. General Manager Vaughn reported she emailed Michael Farrell regarding Unit 8 road maintenance concerns but has not heard back. Water System Manager O'Dell reported that the 2025 Consumer Confidence Report was issued on June 22. He explained that the Department of Water Resources site visit has been scheduled for August 18, and since the District last completed a watershed sanitary survey in 2014, he will contact the Elk Water District's independent consultant to get a quote, ballparked between $6,000 and $12,000. The Board was advised that Tank 4 and Well 9 spur roads are due for maintenance. Water System Manager O'Dell explained that he has one quote and is seeking a second bid for comparison. He advised the Board that the operations crew has been working to identify the source of leaks at Tank 3 and O'Rorey's Roost and noted that the later may delay the start of the planned pipeline replacement project.. Lastly, General Manager Vaughn explained that the online payment processing platform has been down, so a notification will be sent to customers to explain the issue. The Board accepted the report

C. **DISCUSSION AND OR ACTION:** PROP 218 COMMITTEE UPDATE ON FY 25/26 ASSESSMENTS FOR PARCELS SUBJECT TO THE LOW-VALUE EXEMPTION.

Action: Director Hackett reported that out of 38 parcels subject to the low-value exemption, only two failed to pay. Per Board direction, 10-year liens were successfully filed on both properties on July 10, 2026. Director Reynolds and Water System Manager O'Dell discussed a preliminary engineering proposal from SUSP Engineering regarding the Tank 4 bolted steel tank replacement. The Board discussed compiling the bid package using past Tank 5 documents and potentially bundling Tank 4 and Tank 0 engineering together to optimize the consultant's site visit. Water System

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Manager O'Dell then presented details on the first 250-foot segment of pipeline replacement on O'Rorey's Roost south to Pomo Lake. He explained that by using the existing six-inch PVC pipe as a conduit, the crew can pull the new two-inch HDPE pipe, eliminating trenching and saving significant costs. The northern cul-de-sac section will be trenched using C900 pipe, running west through an easement. A full day of work is planned for Tuesday once the trench is dry. No action was taken. Director Hackett presented the routine annual resolution and made a motion to approve Resolution 2026-09, which was seconded by Director Weston. A roll call vote was taken: Director Hackett – Aye, Director Ottoboni – Aye, Director Reynolds – Aye, Director Weston – Aye, President Hohos – Aye. The motion passed unanimously. Director Hackett presented Resolution 2026-10, then made a motion to approve Resolution 2026-10, which was seconded by Director Reynolds. A roll call vote was taken: Director Hackett – Aye, Director Ottoboni – Aye, Director Reynolds – Aye, Director Weston – Aye, President Hohos – Aye. The motion passed unanimously.

NEW BUSINESS:

A. **DISCUSSION AND OR ACTION:** PREVIEW OF FISCAL YEAR 2026/2027 DISTRICT BUDGET.

Action: General Manager Vaughn presented a preview of the upcoming FY 26/27 operating and assessment budgets. Operating revenues are projected to remain stable, with no changes proposed to base service fees or water usage rates. Budgeted operating expenses will increase from $118,000 to approximately $156,000 in part due to rising testing costs and the inclusion of road maintenance. Net operating profit is projected at $35,742, which will be allocated to reserves. The budget will be reviewed for final approval at the next meeting.

B. **DISCUSSION AND OR ACTION:** CONSIDER RESOLUTION 2026-11 – UPDATING ADMINISTRATIVE FEES AND CHARGES FOR DELINQUENT ACCOUNTS AND FILING LIENS.

Action: Director Hackett presented Resolution 2026-11, which updates administrative fees with actual District costs. The Board discussed the need to include notary fees, as well as increase the costs associated with milage reimbursement rates. Director Hackett made a motion to approve Resolution 2026-11 as amended, which was seconded by Director Reynolds. A roll call vote was taken: Director Hackett – Aye, Director Ottoboni – Aye, Director Reynolds – Aye, Director Weston – Aye, President Hohos – Aye. The motion passed unanimously.

C. **DISCUSSION AND OR ACTION:** CONSIDER RESOLUTION 2026-13 – MODIFYING PROCEDURE FOR PROCESSING DELINQUENT ACCOUNTS.

Action: Director Hackett introduced a policy to charge an ongoing penalty of 1.5% per month (3% per billing period) on past due balances. This change is designed to incentivize chronic delinquent customers to pay their bills, as allowed by the state water code. Staff will research whether this requires a 45-day posting notice, but may include it in the upcoming mass mailing as a courtesy. Director Hackett made a motion to approve Resolution 2026-13, which was seconded by Director Weston. A roll call vote was taken: Director Hackett – Aye, Director Ottoboni – Aye, Director Reynolds – Aye, Director Weston – Aye, President Hohos – Aye. The motion passed unanimously.

D. **DISCUSSION AND OR ACTION:** CONSIDER UPDATE TO DISTRICT POLICY 3005 – WATER SERVICE CONNECTIONS.

Action: Director Hackett presented an update to Policy 3005 (specifically Section 3005.4.3.1) to incorporate the administrative fees covered in Resolutions 2026-11 and 2026-13. Director Hackett made a motion to approve the update to Policy 3005, which was seconded by President Hohos. A roll call vote was taken: Director Hackett – Aye, Director Ottoboni – Aye, Director Reynolds – Aye, Director Weston – Aye, President Hohos – Aye. The motion passed unanimously.

E. **DISCUSSION AND OR ACTION:** CONSIDER DIRECTING STAFF TO DRAFT AN UPDATE TO THE DISTRICT BYLAWS.

Action: Director Hackett recommended directing staff to draft an update to the district's bylaws, which were established in 1972 and last partially updated in 1987. Key proposals include shifting the fiscal year from an

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October–September schedule to a July–June schedule to align with county and state agencies. She explained that staff will draft the bylaws in coordination with District Counsel and bring them back to a future meeting for Board approval. Director Hackett made a motion to direct staff to work with District Counsel to draft the bylaws update, which was seconded by President Hohos. A roll call vote was taken: Director Hackett – Aye, Director Ottoboni – Aye, Director Reynolds – Aye, Director Weston – Aye, President Hohos – Aye. The motion passed unanimously.

COMMUNICATIONS AND CORRESPONDENCE: None.

CONSENT CALENDAR:

- **A.** Treasurer's Report, Checks Issued.
- **B.** OPERATIONS REPORT.
- **C.** MODIFICATIONS TO DISTRICT POLICY 2300.
- **D.** RESOLUTION 2026-12.
- **E.** APPROVAL OF MINUTES: May 9, 2026 Regular Meeting.
- **F.** MEETING SCHEDULE UPDATE: Continue the regular September 2026 meeting to October 3, 2026.

Action: President Hohos made a motion to accept the consent calendar, which was seconded by Director Ottoboni and passed unanimously on a voice vote.

ADJOURNMENT: President Hohos made a motion, with a second from Director Hackett, to adjourn the public portion of the regular meeting at 11:39am. The motion passed with a quorum.

Respectfully submitted:
/s/ Danielle Hohos
President
Date: October 3, 2026

Attest as Presented:
/s/ Heather Hackett
Board Secretary
Date: October 3, 2026

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