IRSH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Saturday, May 09, 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 10:01 AM. Roll call of Directors in attendance: Director Hackett, Director Ottoboni, and Director Weston attended in person. President Hohos attended via Zoom. Director Reynolds was absent. A quorum was established. General Manager Vaughn attended in person, while Water System Manager O'Dell and District Counsel Emrick attended via Zoom.

PUBLIC INPUT: Director Weston provided a public comment in his capacity as a community member, expressing interest in rejoining the Irish Beach Improvement Club Architectural Design Committee. The Board noted this was not agendized and would be discussed with Board Secretary Hackett and General Manager Vaughn offline. No other members of the public were present.

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 the financial update, noting that the March/April water usage billing is not yet reflected in the report, and will add approximately $49,500 in operating revenue. Tax roll delinquent collections are outperforming the budget, while late fees are lower than expected. Some expenses were over budget, including $2,200 for Nalco Water polymer batch and $500 for a secondary internet connection installation. She explained that overall, the District's net income is positive at $28,000, compared to a budgeted loss of $4,500 when assessment revenue is included. Director Ottoboni suggested separating assessment income from operating income in future reports to provide a clearer view of true operating costs. The Board thanked General Manager Vaughn for the report.

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

Action: General Manager Vaughn reported that the posting for a temporary District Maintenance Worker yielded no applicants and will be updated to "open until filled." She noted that the Administrative Assistant resigned on April 2, and staffing needs are currently being evaluated. The 2022-2023 audit is complete, and engagement letters have been signed for the 2023-2024 and 2024-2025 audits, with an anticipated completion date of August 2026. General Manager Vaughn explained that the District is still awaiting the Mendocino County Board of Supervisors' approval to shift to biennial audits. General Manager Vaughn explained that 38% of the Teeter assessments ($69,986) were received at the end of April, and the portion belonging to the Redwood Coast Fire Protection District was passed through immediately. Direct invoices for the 2002 and 2024 assessments were sent to property owners with low-value properties, with two payments received to date. Water System Manager O'Dell reported on a site visit with an engineer from the California Rural Water Association (CRWA). The engineer is drafting cost proposals for a Capital Improvement Plan and planning/drawings for the renovation of Tank 4. Director Hackett noted that CRWA is a valuable resource that provides training and engineering support for small districts. The Board accepted the report.

NEW BUSINESS:

A. **DISCUSSION AND OR ACTION**: CONSIDER MODIFICATIONS TO RESOLUTION 2026-3, AUTHORIZING CERTAIN BOARD MEMBERS AND STAFF TO SIGN ON DISTRICT BANK ACCOUNTS.

Action: Director Hackett presented this housekeeping item to remove former Staff Assistant Forbes as an authorized signer following her resignation. Director Hackett made a motion to amend Resolution 2026-03 to remove Khadine Forbes as an authorized signer on District accounts, which was seconded by Director Ottoboni. A roll call vote was taken: President Hohos – Aye, Director Hackett – Aye, Director Weston – Aye, Director Ottoboni – Aye. The motion passed with a quorum.

B. **DISCUSSION AND OR ACTION**: REPORT FROM THE PROP 218 COMMITTEE: FY 2025-2026 ASSESSMENTS FOR PARCELS SUBJECT TO THE LOW VALUE EXEMPTION.

Action: The Board discussed next steps for collecting assessments from property owners who fall under the County's low-value exemption and have not paid their bills after final notices were issued on April 16, 2026. The Board agreed to issue a third notice on June 1, including accrued late fees, and warn that a certificate of delinquency and lien will be filed with the County on July 1 if payment is not received. Director Hackett indicated that the District would research the possibility of charging delinquent parcel owners for the filing fee but indicated that it would likely require revision of the District's fee schedule. Director Hackett made a motion to authorize General Manager Vaughn to work with District Counsel Emrick to file a certificate of delinquency and lien with Mendocino County for any parcels that have not paid the FY 25/26 assessment by July 1, 2026. Director Weston seconded the motion. A roll call vote was taken: President Hohos – Aye, Director Hackett – Aye, Director Weston – Aye, Director Ottoboni – Aye. The motion passed with a quorum.

C. **DISCUSSION AND OR ACTION**: CONSIDER CAPITAL IMPROVEMENT PROJECT FUNDED THROUGH SPECIAL ASSESSMENT- UNIT 7 FROM HUNOLT TO O'ROREY'S TEE TO POMO LAKE DR. SUB-FEED.

Action: Water System Manager O'Dell presented a cost estimate for replacing approximately 500 feet of pipeline on O'Rorey's Roost and Pomo Lake Drive. The estimated cost to be approximately $73,000, though savings are expected by running a 2-inch HDPE pipe through the existing 6-inch pipe for a portion of the project, significantly reducing trenching costs. Director Hackett made a motion to authorize General Manager Vaughn to contract for materials and services necessary to complete the pipeline replacement project (Assessment project reference number 34) for amounts that exceed $10,000 but do not exceed $75,000. Director Ottoboni seconded the motion. A roll call vote was taken Director Hackett – Aye, Director Ottoboni – Aye, Director Weston – Aye, President Hohos – Aye. The motion passed with a quorum.

D. **DISCUSSION AND OR ACTION**: CONSIDER UPDATE TO DISTRICT POLICY 3090 – RECORDS RETENTION.

Action: Director Hackett introduced an updated records retention policy that establishes routine annual records destruction by the Board Secretary and General Manager. The policy also includes reminders for staff and Directors to pass on official District records and regularly delete transitory records. Director Hackett made a motion to approve the update to District Policy 3090, which was seconded by Director Ottoboni. A roll call vote was taken: Director Ottoboni – Aye, Director Weston – Aye, Director Hackett – Aye, President Hohos – Aye. The motion passed with a quorum.

COMMUNICATIONS AND CORRESPONDENCE. Water System Manager O'Dell requested that any community complaints regarding chlorine taste or smell in the water be forwarded directly to operations so adjustments can be made. Director Hackett noted she would forward one recent complaint received via text message and noted that she was only aware of a single complaint.

CONSENT CALENDAR:

A. TREASURER'S REPORT, CHECKS ISSUED.
B. OPERATIONS REPORT.
C. MINOR UPDATE TO DISTRICT POLICY 2110 – HEALTH AND WELFARE BENEFITS.
D. MINOR UPDATE TO DISTRICT POSITION DESCRIPTION – DISTRICT MAINTENANCE WORKER.
E. APPROVAL OF MINUTES: MARCH 14, 2026 REGULAR MEETING.

Action: Director Hackett made a motion to accept the accept the Treasurer's report, checks issued, operations report, policy update, job description update, and the meeting minutes included in the consent calendar. Director Weston seconded the motion, and President Hohos called for a vote: Director Hackett – Aye, Director Weston – Aye, Director Ottoboni – Aye, President Hohos - Aye. The motion passed with a quorum.

ADJOURNMENT: President Hohos made a motion, with a second from Director Hackett, to adjourn the public portion of the regular meeting at 11:07am. The motion passed with a quorum.

Respectfully submitted:
/s/ Danielle Hohos
President
Date: August 1, 2026

Attest as Presented:
/s/ Heather Hackett
Board Secretary
Date: August 1, 2026

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