

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
January 14, 2017

1. **CALL TO ORDER AND ROLL CALL:** President Harley called the Regular Meeting to order at 10:03 A.M. on Saturday, January 14, 2017, in the Rex Dunning Firehouse, 15401 Forest View Road. Roll call of directors in attendance were: President Harley, Director Drolet, Director Murray, and Director McCormick. Also present was Charles Acker, District General Manager. District's Legal Counsel, Matthew Emrick attended by phone. Absent from the meeting: Director Poling.
2. **APPROVAL OF MINUTES:** Director McCormick made a motion to approve the meeting minutes of November 12, 2016, Director Drolet seconded the motion. Roll call vote: President Harley, aye; Director Drolet, aye; Director McCormick, aye; Director Murray, aye. Motion carried.
3. **COMMUNICATIONS AND CORRESPONDENCE:** None.
4. **PUBLIC INPUT:** None.
5. **REPORTS:**

- A. **TREASURER'S REPORT:** Treasurer Murray presented her Cash Statement and Checks Issued Reports as follows:

Balances: \$45,481
Operations Reserve: \$16,843
<40 Year Reserve: \$12,182

The cash reserves have been built up in the last two years in the above accounts. Accounts Receivable is only \$2,737 due to billing statements for November and December 2017, to be processed following this board meeting, which will add \$30,000+ to the Accounts Receivable. Cash Flow is doing well. Attached are checks issued, and will follow this report. The listing of the actual expenditures for the raw water line totaled \$21,055, which were drawn from System Wide. System Wide shows a negative of \$12,491, and a check coming from the County for the first installment of IBWD's assessments will offset this deficit. Listed for the Assessment for 2016 and 2017, are the total assessments that IBWD will receive during the year. The listing of the O'Rorey's Roost, Unit 7, pipe replacement project totals \$109,000. This is a significant cost savings due to having IBWD's General Manager Acker, as the contractor working with his crew. Cash transfers have been made to cover the Unit 7 pipe replacement expense, which is reflected in the Restrictive Reserves. The Alternate Water Development Fund shows \$301,109, which remains the same from the last reporting period. Those projects' expenditures are documented in the Treasurer's Report for the Board's information, and also requested by a property owner.

The list of checks issued was presented for approval. Only one notation was made for Robertson Enterprises, for the Unit 7 project. Direct labor expenses are not separated for the Unit 7 project on the list of checks issued. However, it is an acceptable accounting principle to charge direct labor to a special project.

Treasurer Murray called for a motion to accept the Treasurer's report and approve the list of checks issued. Director Drolet moved to accept the Treasurer's Report and approve the Checks Issued Report. Motion seconded by President Harley. Roll call: Director Drolet, aye; President Harley, aye; Director McCormick, aye, Director Murray, aye. Motion carried.

- B. WATER/STORAGE FACILITIES/CONVEYANCE LOSS:** General Manager Acker reported the following for November, December, and January 2017:
November: Attended Board Meeting and presented monthly reports. Inspected the upper roads and performed ditch maintenance. Water samples were taken and forwarded for testing.
December: Replaced a property's service line, finalized maintenance to complete Unit 7 project and notified the county that the project was completed. Processed monthly reports, repaired leak at Navarro Way hydrant. Attended safety and planning meeting. Removed old shed, checked a raw water line, and road drainage. Water samples taken and forwarded for testing.
January: Toured the upper road with Director Drolet in preparation for application for fire prevention and tree mortality grant. Tested the meter at Pump Station A and ordered replacement meter. Meeting preparation and mapping upper road area in preparation for January's Board Meeting for grant application presentation by Director Drolet. Attended board meeting and presented monthly reports.

- C. SAFETY COMMITTEE:** District General Manager Acker reported the following safety meeting conducted in November 2016:

November 19, 2016, Safety Meeting covered the following: Holiday Stress. Employee attendees: Paul DeVaul, Dewey Rogers and Charles Acker, and Larry Breshears.

- D. LEGAL COUNSEL:** Attorney Matthew Emrick updated the Board on the status of the judgement.

- E. DIRECTORS:** None

6. OLD BUSINESS:

- A. DISCUSSION AND OR ACTION: STATE RESPONSIBILITY AREA FIRE PREVENTION FUND (SRAFPF) AND TREE MORTALITY (TM) GRANT PROGRAM. (DROLET).** Director Drolet reported to the Board the following: In preparation for applying for the grant, Director Drolet, General Manager Acker, Treatment Plant Operator Rogers, and Maintenance Employee DeVaul toured the area of the Alta Mesa Road, Unit 9, to determine what would be required for staging areas for Cal Fire firetrucks to use during a fire, and to assess dead and dying trees that may need to be cut down for fire prevention in the area.

After the Board's discussion, it was decided that the first phase of the plan to apply for the grant would be to contact a registered professional forester to determine which trees need to be removed for fire prevention, and to protect and make accessible the water tanks for use in extinguishing fires in the area. This subject will be on the agenda at the next meeting.

7. NEW BUSINESS:

- A. DISCUSSION AND OR ACTION: ELECTION OF IBWD BOARD OFFICERS. (HARLEY).**

President Harley nominated incumbent Judy Murray for Treasurer. Seconded by Leon Drolet. Roll call: President Harley, aye; Director Drolet, aye; Director McCormick, aye. Motion carried.

Director Murray nominated incumbent Don Harley for President. Seconded by Director McCormick. Roll call: Director Drolet, aye; Director McCormick, aye; Director Murray, aye. Motion carried.

Director Murray nominated incumbent Leon Drolet for Vice President. Seconded by Director McCormick. Roll call: President Harley, aye; Director McCormick, aye; Director Murray, aye. Motion carried.

Director Murray nominated incumbent Jan McCormick for Secretary. Seconded by President Harley. Roll call: President Harley, aye; Director Drolet, aye; Director Murray, aye. Motion carried.

The Board approved the officers for the one-year term, and it has not changed from the last term.

- B. DISCUSSION AND OR ACTION: STEPS NECESSARY TO APPOINT BOARD MEMBERS TO FILL CURRENT AND FUTURE VACANCIES. (HARLEY).** A letter composed by Director Murray from President Harley asking for Board nominees will be enclosed with the next billing statements. President Harley stated he would compose a letter for contacting potential candidates who have expressed a possible interest in joining the Board and encourage them to do so.

ADJOURNMENT: President Harley moved to adjourn the public session of the meeting. Director Drolet seconded. Roll call to vote: Director McCormick, aye; President Harley, aye; Director Drolet, aye; Director Murray, aye. Motion carried. Meeting adjourned at 11:24 A.M. The next Board Meeting will be scheduled for Saturday, March 11, 2017.

CONVENED EXECUTIVE SESSION:

8. EXECUTIVE (CLOSED) SESSION: No reportable action was taken.

- 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.
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED/POTENTIAL LITIGATION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OR (3) OF SUBDIVISION (D) OF SECTION 54956.9: (1 POTENTIAL CASE).

Respectfully submitted,

Attest:

Don Harley, President

Jan McCormick, Secretary of the Board

Prepared by Connie Sackman, Clerk/Secretary