

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
May 11, 2019

1. **CALL TO ORDER AND ROLL CALL:** President Drolet called the Regular Meeting to order at 10:07 A.M. on Saturday, May 11, 2019, in the Rex Dunning Firehouse, 15401 Forest View Road. Roll call of directors in attendance were: President Drolet, Director Reidenbach, and Director Terry. Employees in attendance were: Clerk/Accountant Murray, Clerk/Secretary Sackman, and District's Legal Counsel Emrick. Absent from the meeting were Director Ellison and District General Manager Acker.
2. **APPROVAL OF MINUTES:** President Drolet made a motion to approve the Meeting Minutes dated March 9, 2019, as submitted. The motion was seconded by Director Terry. Roll call to vote: President Drolet, aye; Director Reidenbach, aye; Director Terry, aye. Motion carried.
3. **COMMUNICATIONS AND CORRESPONDENCE:** IBWD received a memorandum from the Department of Parks and Recreation, Office of Grants and Local Services (OGALS). The Board directed General Manager Acker and Clerk/Accountant Murray to evaluate the questionnaire for application.
4. **PUBLIC INPUT:** None.
5. **REPORTS:**
  - A. **TREASURER'S REPORT:**

Clerk/Accountant Murray reported the following:

Cash Balance: \$51,165  
Operations Reserve: \$0.00  
Emergency Response Augmentation: \$26,792  
System Wide Capital Improvement: \$0.00  
>40 Year Equipment Replacement Fund: \$170,970  
Alternate Water Development Fund: \$416,644  
Total Assets both Restricted and Unrestricted: \$673,373

Accounts Receivable of \$32,089, which includes the March and April billing period. The County tax rolls shows the delinquent customer charges that have been collected in the amount of \$2,505. Accounts Payable shows the amount owed to the Redwood Coast Fire District of \$-41,325. The total unrestricted assets are \$44,434, up from the last report in March of \$40,977. Restricted assets were reported as: Emergency Response of \$41,325, which is an increase of a second installment tax revenue of \$14,533. The greater than 40 year capital replacement is \$170,970, down by \$25,000, due to the smart meter replacement project. Systems Wide Capital improvement is \$0.00. The Alternate Water Development Fund remained at \$416,644.

Clerk/Accountant Murray presented the list of checks issued, pointing out that check #11662 to I flow for \$26,386 was for the purchase of 100 smart meters. Clerk/Accountant Murray asked for a motion to accept the Treasurer's Report and approve the list of checks issued.

After review of the Treasurer's Report and the list of checks issued from March 1, 2018 through May 11, 2019, Director Reidenbach made a motion to accept the Cash Statement Report of May 2019, and the Checks Issued Report for the period of March 1, 2018 through May 11, 2019. Motion seconded by Director Terry. Roll call to vote: President Drolet, aye; Director Terry, aye; and Director Reidenbach, aye. Motion carried.

Accountant/Clerk Murray reviewed with the Board a printout of this year's Budget vs. Actual Report. The District's fiscal calendar year is at 58%; however, collection for availability and water charges are at 42% because peak usage periods are yet to start until the summer season. On the expense side of the Budget to Actual Report: Source of Supply is under budget at 23.3%; Water Treatment is under budget at 32.5%; Transmission and Distribution is over budget at 88%, due to meter replacement project, which will be moved to a special project account; Customer Accounts is at 36%; Administration and General Reports is at 66% of budget, which is close to 58% of the fiscal calendar year. In summary, fiscal calendar is at 58%, Revenue is at 42%, and Expense is at 62%.

**B. WATER/STORAGE FACILITIES/CONVEYANCE LOSS:** With General Manager Acker absent, Clerk/Accountant Murray reported to the Board the following: The smart meters are in the process of replacement, with forty meters installed so far. It has been determined that the smart meters will provide more accurate water meter readings. The unit 9 well pump was replaced by the IBWD crew at a significant savings vs. using the services of a contractor.

**C. SAFETY COMMITTEE:** Clerk/Accountant Murray reported the attendance and completion of written tests by employees at the following Safety Committee Meeting:

April 16, 2019: "Diversity in the Workplace"

Attendees: General Manager Acker, Treatment Plant Operator Rogers, Treatment Plant Operator Trainee Dickson, and Maintenance Employee DeVaul.

**D. LEGAL COUNSEL:** Counsel Emrick stated that IBWD's appellate brief for IBWD vs. Moores has been filed by the appellate attorney with the San Francisco Court of Appeals in Division One. A response to the appeal will be expected towards the end of August. The oral argument will be scheduled for a December/February timeframe.

**E. DIRECTORS:** Clerk/Accountant Murray discussed with the Board the procedures for electing directors to the Board. It was noted that Director Reidenbach would not be applying for re-election.

## 6. OLD BUSINESS:

**A. DISCUSSION AND OR ACTION: FINANCING OPTIONS FOR FUTURE CAPITAL PROJECTS, WATER SOURCE DEVELOPMENT, AND UPDATE ON PROCURING AN ENGINEER'S ASSESSMENT FOR MASTER PLAN DEVELOPMENT. (EMRICK/ACKER).** Counsel Emrick discussed with the Board restoring the water connection fees that IBWD had prior to the initiation of Prop. 218 assessments. Counsel Emrick proposed that engineering bids for determining the revision of connection fees be available at the next Board Meeting.

## 7. NEW BUSINESS: No new business

**ADJOURNMENT:** Director Terry moved to adjourn the Public Session of the Board Meeting at 10:47 A.M. Director Reidenbach seconded the motion, and the Executive Session convened at 10:50 A.M.

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

**CONVENED EXECUTIVE 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.**
- 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).**

**RETURNED TO OPEN SESSION AND REPORT:**

President Drolet closed the executive session and reconvened the open (public) session of the IBWD at 11:05 A.M. and stated that there were no reportable actions to report regarding existing litigation. Director Terry moved to adjourn the Board Meeting. Director Reidenbach seconded the motion. Roll call to vote: President Drolet, aye; Director Reidenbach, aye; and Director Terry. Motion carried. Meeting adjourned at 11:15 A.M. The next board meeting will be scheduled for Saturday, July 13, 2019.

**Respectfully submitted:**

**Attest:**

\_\_\_\_\_  
**Leon Drolet, President**

\_\_\_\_\_  
**Anny Reidenbach, Secretary of the Board**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Prepared by: Connie Sackman, Clerk/Secretary**