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**IRISH BEACH WATER DISTRICT MEETING PACKET**  
January 13, 2024

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**NOTICE OF THE REGULAR MEETING OF THE IRISH BEACH WATER DISTRICT
BOARD OF DIRECTORS
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, January 13, 2024, 10:00 A.M.**

PLEASE NOTE: The January 13, 2024, regular bi-monthly meeting of the Irish Beach Water District Board of Directors will be held via ZOOM teleconferencing and in person meeting at Firehouse. Irish Beach Water District directors/employees will be emailed an invitation to the meeting with a link to log-in to the meeting. The Meeting Packet can be accessed at www.IBWD.org.

Join Zoom Meeting

<https://us02web.zoom.us/j/82542498317?pwd=L0RrSmZuYno2ZnJkTE5VVktWZFNTUT09>

Meeting ID: 825 4249 8317

Passcode: 323454

Dial by your location

(669) 900-9128 US (San Jose)

Find your local number: <https://us02web.zoom.us/u/kYRGnNitN>

Agenda

- A. CALL TO ORDER AND ROLL CALL OF BOARD MEMBERS.** (ISRAEL).
- B. PUBLIC INPUT:** PUBLIC COMMENTS, *INCLUDING TOPICS ON THE AGENDA*. A MAXIMUM OF FIVE (5) MINUTES ALLOWED FOR EACH PRESENTATION. (ISRAEL)
- C. OLD BUSINESS:**
 - A. DISCUSSION AND OR ACTION** SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT. (ACKER, FORBES, HACKETT, MURRAY)
 - B. DISCUSSION AND OR ACTION:** PRESENTATION OF POSSIBLE FISCAL YEAR 2023-24 ONE-TIME EXPENSES AND BOARD CONSIDERATION OF THE FISCAL YEAR 2023-24 BUDGET. (OTTOBONI)
- D. NEW BUSINESS:**
 - A. DISCUSSION AND OR ACTION:** 2023 ELECTION OF OFFICERS TO THE BOARD OF DIRECTORS. (ISRAEL)
 - B. DISCUSSION AND OR ACTION:** CONSIDER RESOLUTION 2024-4 UPDATING SIGNATURES FOR REDWOOD CREDIT UNION BANK ACCOUNTS. (FORBES)
- E. COMMUNICATIONS AND CORRESPONDENCE.** (ISRAEL)
- F. CONSENT CALENDAR:**
 - A.** TREASURER'S REPORT, CHECKS ISSUED.
 - B.** WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
 - C.** PROPOSITION 218 COMMITTEE REPORT.

- D. ORGANIZATIONAL STRUCTURE COMMITTEE REPORT.
- E. APPROVAL OF MINUTES: NOVEMBER 11, 2023 REGULAR MEETING AND DECEMBER 17, 2023 SPECIAL MEETING.

G. 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 BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. SC-UK-CV-G-09-0054665-000; First District Court of Appeal No. A151867.
- B. **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. 23CV00273
- C. **PUBLIC EMPLOYMENT** (Govt. Code § 54957): OPERATOR LEVEL 1 AND OPERATOR LEVEL 2

H. ADJOURNMENT. (ISRAEL)

ASSISTANCE WILL BE PROVIDED TO DISABLED PERSONS WHO REQUIRE IT TO PARTICIPATE IN THE MEETING. PER GOVERNMENT CODE SECTIONS §54950-54963.

PUBLIC RECORDS ARE AVAILABLE PER CALIFORNIA PUBLIC RECORDS ACT GOVERNMENT CODE §6250-6276.48, UNLESS THEY ARE EXEMPT UNDER PUBLIC RECORDS ACT §54957.5.

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**PUBLIC INPUT**  
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**OLD BUSINESS: A. DISCUSSION AND OR ACTION: SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION  
& OVERSIGHT.**  
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**OLD BUSINESS: B. DISCUSSION AND OR ACTION:** PRESENTATION OF POSSIBLE FISCAL YEAR 2023-24 ONE-TIME EXPENSES AND BOARD  
CONSIDERATION OF THE FISCAL YEAR 2023-24 BUDGET.

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Possible Fiscal Year 2023-24
One-time Expenses Associated
with 2009 Moores v. Irish Beach
Water District Litigation

Relevant Items at issue in the Moores v. Irish Beach Water District Litigation

- 2002 Proposition 218 included 4 items in the assessment of 460 parcels
 - Systemwide Capital Improvement
 - e.g Replace Storage Tanks 1,3, improve pump stations & water mains, raw waterline
 - Mallo Pass Capital Improvements
 - Development of new water supply from Mallo Pass Creek
 - Capital Replacements
 - Replacement of fixed assess with lives >40 years
 - Loan Repayment
- Drilling of T5 well and interpretation of the IBWD easement at the location.

Moores v. Irish Beach Water District Litigation

Relevant Trial Court Decisions

- Phase 1 Trial Judgement
 - Liability for Inverse Condemnation by building T5 Well
- Phase 2 Trial Judgement
 - Damages for Inverse Condemnation by building T5 Well
- Phase 3 Trial Judgement
 - Breach 2002 agreement by not building Mallo Pass project
 - 2002 Prop 218:
 - 1) Mallo Pass Assessment to be refunded because no present Mallo Pass Permit/Project
 - 2) System-Wide Assessment to end in 2017 and to be refunded
 - 3) Capital Replacement Assessment Funding Ceiling lowered.

Please refer to the IBWD website for additional information regarding Moores vs. Irish Beach Water District litigation.

Moores v. Irish Beach Water District Litigation

Relevant 2021 Appeals Court Opinion

- Liability for Inverse Condemnation by building T5 Well
 - District exceeded scope of the existing easement when it built the T5 Well in 2008.
 - District did not take any water rights or water-related facilities from the Moores when it built the T5 Well.
- Damages for Inverse Condemnation by building T5 Well
 - Damages and attorney's fees awarded to Moores by the trial court, which included water rights, was reversed by the Court of Appeals.
- Breach 2002 agreement by not building Mallo Pass project
 - Trial court judgment against the District (including damages) reversed and directed that judgment be entered in favor of District.
- 2002 Prop 218:
 - NOT Appealed: Mallo Pass Assessment account balance to be refunded because no present Mallo Pass Permit/Project
 - NOT Appealed: System-Wide Assessment to end in 2017 and account balance to be refunded
 - Trial court judgment as to Capital Replacement Assessment was reversed and directed that judgment be entered in favor of the District

Please refer to the IBWD website for additional information regarding Moores vs. Irish Beach Water District litigation.

Moores v. Irish Beach Water District Litigation

Financial implications

- Appeals Court remanded case back to Superior Court for proceedings consistent with Appeals Court opinion.
- While proceedings are not yet concluded, an estimate of financial implications can be made for budgeting purposes.
 - Compensation to the Moores' for Inverse Condemnation and potential associated legal costs.
 - Reimbursement of balances of Systemwide and Mallo Pass 218 funds to lot owners

Impact to Mallo Pass and Systemwide Accounts

- In the Phase 3 portion of the litigation, an analysis of expenditures in each of the 218 accounts was presented to the court
- The trial court deemed certain expenditures to be improper or unsupported and added the value of those expenditures with interest back to the respective account balances
- While the expenditures were needed to complete the projects, they were not specifically called-out line items in the engineering report supporting the 218 assessments
 - Examples of expenditures found to be inappropriate by the trial court are the unanticipated cost of replacing Tank 1 foundation and the purchase of special excavator as it was found that underground power lines were co-located with waterlines
- In the 2017 Court Judgment, the Mallo Pass and Systemwide funds were assigned a corrected balance as of Feb. 29 , 2016
 - Mallo Pass assessment fund \$432,792
 - Systemwide assessment fund \$170,829

Mallo Pass

Estimate for Budgeting Purposes Only

Description	Amount	IBWD Balance	Corrected Balance	Comments
IBWD Balance as of 30 SEP 2015		260,908	260,908	Last date of accounting in report presented during litigation
Income retained by IB	13,066		273,974	Per report presented during litigation
Difference (inappropriate withdrawals)	119,001		392,975	Per report presented during litigation
Est. 2016 Assessment in Report	39,817	300,725	432,792	Matches 2017 Judgment
correction for actual 2016 assess	-117	300,608		
POST-JUDGEMENT				
Reimbursed Mallo Pass for Disallowed Legal Expenses from Operating Cash	110,000	410,608	-----	Reimbursement has no effect of corrected; accounted in Inappropriate Withdrawals
Interest To 6-30-2021	20,857	431,465	453,553	
Interest Owed per 2017 Judgment	68,435		521,967	Balance to be refunded = \$1,135 / parcel
Owed to Mallo Pass Account	90,502			= \$437 / customer

Systemwide Account
Estimate for Budgeting Purposes Only

Description	Amount	IBWD Account Balance	Corrected Balance	Comments
Account Balance as of 30 SEP 2015		4,633	4,633	Last day of accounting presented during litigation
Income retained by IB	7,773		12,406	Per Report presented during litigation
Difference (Inappropriate Withdrawals)	118,930		131,336	Per Report presented during litigation
Est. 2016 Assessment in Court Report	39,494		170,830	Matches 2017 Judgment
POST-JUDGEMENT				
Correction for Actual Assessment (2016)	(1,173)	42,954	169,657	
Reimburse Sys Wide for Excavator from Operating Cash (2015)	25,845	68,799	----	Reimbursement has no effect of corrected; already accounted in Inappropriate Withdrawals
Interest (2015-2017)	202	69,001	169,859	
Actual Final Assessment (2017)	38,535	107,536	208,394	
Spent for Raw Waterline (2016-2017)	(21,055)	86,481	187,339	
Payback loan from >40 for Tank 1 (2017)	(60,293)	26,188	127,046	2 payments of 10,293 and 50,000
Transfer from Systemwide to Operating Cash Tank 2 improvements (2017)	(26,188)	0	127,046	
2017-2024 estimate of interest on balance based on 1 year treasury rate	25,803		152,849	Balance to be refunded = \$332 / parcel
Total Owed Systemwide Account	152,849			= \$738 / customer

Summary of Estimates

Budgeting Purposes Only

Item	Estimated Amount (\$)	Estimated Shortfall (\$)	Estimated Amount to be Reimbursed
Inverse Condemnation Settlement	25,000	25,000	
Potential Legal fees	0 - 100,000	0 - 100,000	
Mallo Pass Account	521,967	90,502	521,967
Systemwide Account	152,849	152,849	152,849
Other	15,000	15,000	
Total	714,816 – 814,816	283,351 - 383,351	674,816
Total per parcel *			1,467
Total per connected user **		1,368 - 1852	

* Assumes 460 Parcels

** Assumes 207 Connected Users

Example Cash Flow Scenario

- Assume 4 year payback for high case estimate

	Monthly Fee	Amount Reimbursed per Parcel per year	Amount Paid by Customers per year	Net Cost to Customers
	\$ 38.60	\$ 367	\$ 463	\$8/mo
	Amount Owed	Total amount Reimbursed per Year	Fees Collected from Rate payers	IBWD Cash Balance
Initial	\$ 814,816			\$ 431,465
Year 1	\$ 611,112	\$ 203,704	\$ 95,882	\$ 323,643
Year 2	\$ 407,408	\$ 203,704	\$ 95,882	\$ 215,822
Year 3	\$ 203,704	\$ 203,704	\$ 95,882	\$ 108,000
Year 4	\$ -	\$ 203,704	\$ 95,882	\$ 179

Example Cash Flow Scenario

- Assume 4 year payback for low case estimate

	Monthly Fee	Amount Reimbursed per Parcel per year	Amount Paid by Customers per year	Net Cost to Customers
	\$ 28.52	\$ 367	\$ 342	- \$2/mo
	Amount Owed	Total amount Reimbursed per Year	Fees Collected from Rate payers	IBWD Cash Balance
Initial	\$ 714,816			\$ 431,465
Year 1	\$ 536,112	\$ 178,704	\$ 70,844	\$ 323,605
Year 2	\$ 357,408	\$ 178,704	\$ 70,844	\$ 215,744
Year 3	\$ 178,704	\$ 178,704	\$ 70,844	\$ 107,884
Year 4	\$ -	\$ 178,704	\$ 70,844	\$ 24

Operating Budget

Proposed 2023-24 Operating Budget

- For planning purposes, separate all costs associated with litigation judgment from operating budget

Budget Summary			
Income			
Operating Income	\$	322,167	
Water Sales Residential-Water Usage	\$	52,492	
Availability Charges	\$	269,675	
Meter Connections	\$	600	
Non-Operating Income	\$	-	
Total Income	\$	322,767	
Expenses			
Operating Expenses	\$	344,088	
Source of Supply	\$	11,600	
Water Treatment	\$	44,200	
Transmission and Distribution	\$	46,500	
Customer Accounts	\$	7,600	
Administrative & General	\$	229,438	
Other Operating Expenses	\$	4,750	
Non- Operating Expenses	\$	7,300	
Total Expenses	\$	351,388	
Net Revenues To / From Reserves	\$	(28,621)	

Proposed 2023-24 Operating Budget

- FY 2022-2023 Ended with a net surplus of \$67,131

- Board authorized 218 Engineering Study of \$61,800
- Study delayed and \$61,800 was unspent in 2022-2023
- Amount of \$61,800 should be carried over to 2023-24 as the funds were obligated to 218 Engineering Study by Board.

FY 2022-23

Income	\$ 351,864
Expenses	\$ 284,732
Net Operating Surplus	\$ 67,131

- FY 2023-24 operating deficit of \$28,621 arises only because 218 Engineering study is delayed

- No new or unexpected operation expense is driving the deficit.
- Fund deficit with 2022-23 funds that were obligated to 218 Engineering Study

Proposed FY 2023-2024

Income	\$ 322,767
Expenses	\$ 351,388
Net Operating Deficit	\$ (28,621)

Backup Slide

2002 Systemwide Asset List

Table 3			
Irish Beach Water District			
System-wide Capital Improvements to be Recovered by Assessment			
Component	Priority	Cost Estimate	
		Brelje & Race - 1997	Current District Estimate (1)
Irish Gulch Creek Water Source			
Treatment Facilities - Diatomaceous Earth (complete)	1	\$91,000	\$0
Raw Water Line - Replace 3,000 feet	2	85,800	12,000
Lower Diversion Improvements	3	6,500	7,200
Pump Stations			
Improvements at Pump Stations A, B and C	1,2,3	10,400	11,400
Pump Station H at Tank T1	3	6,500	6,500
Pump Station G on Alta Mesa Road (resolved)	2	26,000	0
Pump Station F at Tank T4	3	26,000	29,000
Storage Tanks			
Replace Tanks T1 and T3	2	286,000	169,000
Replace Roof of T2 (added)	1		5,000
Replace Tank 2 with 125,000 Gallon Tank	2	85,000	82,000
Replace Tank T5	2	15,600	17,000
Install Fence Around Tank T3 Site	3	3,900	4,000
Water Mains			
Check Valve & Bypass on Alta Mesa Road (complete)	1	2,600	0
Forest View Road Loop (complete)	1	13,000	0
South Highway 1 Loop	2	36,400	40,000
Acquistapace Road Loop	3	22,100	24,500
Miscellaneous			
Fire Hydrant Additions (added 2 to B&R for 4 total)	2	5,200	11,500
Total		722,000	419,100
Subtotal Priority 1			16,400
Subtotal Priority 2			331,500
Subtotal Priority 3			<u>71,200</u>
Total			419,100

(1) Cost estimates as updated by IBWD.

	A	B	C	D	E	F	G	H	I	J	K	L
1	WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT											
2	FISCAL YEAR 2023-2024						PROPOSED BUDGET November 11, 2023					
3												
4												
5	Budget Summary											
6	Income											
7	Operating Income				\$	322,167						
8	Water Sales Residential-Water Usage				\$	52,492		estimated				
9	Availability Charges				\$	269,675						
10	Meter Connections				\$	600						
11	Non-Operating Income				\$	-						
12	Total Income				\$	322,767						
13												
14	Expenses											
15	Operating Expenses				\$	344,088						
16	Source of Supply				\$	11,600						
17	Water Treatment				\$	44,200						
18	Transmission and Distribution				\$	46,500						
19	Customer Accounts				\$	7,600						
20	Administrative & General				\$	229,438						
21	Other Operating Expenses				\$	4,750						
22	Non- Operating Expenses				\$	7,300						
23	Total Expenses				\$	351,388						
24												
25	Net Revenues To / From Reserves				\$	(28,621)						
26												
27									Historical Usage (hundreds of gallons)			
28									2015		71798	
29									2016		58547	
30	Operating Revenues Assumptions								2017		60975	
31									2018		60404	
32	Total Number of Users as of 9/30/22				207				2019		63243	
33	100s of Gallons used in District per year (Fiscal y				62500				2020		82160	
34	Usage Charge				0.83 Per 100 Gallons				2021			
35	Availability Charge				108.56 Per Month				2022			
					217.13 Per Billing				2023			

	A	B	C	D	E	F	G	H	I	J	K	L
1	WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT											
2	FISCAL YEAR 2023-2024						PROPOSED BUDGET November 11, 2023					
3												
36	Income (1)							Sub-item	Item	Sub-Total	Total	Comments
37	410.000 Operating Revenues										\$ 322,767	
38		411.100	Water Sales Residential-Water Usage					\$	52,492			based on 2019 usage
39		421.300	Availability Charges					\$	269,675			
40		421.510	Meter Connections					\$	600			
41												
42	490.000 Non-Operating Revenues							Sub-item	Item	Sub-Total	Total	
43		491.000	Leases (2)									
44		492.000	Interest									
45		492.100	Interest - Checking/Operations Cash Account							\$	-	
46		492.200	Interest - Operating Reserves							\$	-	
47		492.300	Interest - <40yr Assets Capital Replacement Reserve							\$	-	
48		492.400	Interest - 40yr Assets Capital Replacement Reserve							\$	-	
49		492.500	Interest - System Wide Capital Improvements Account							\$	-	
50		492.600	Interest - (AWDF) Account							\$	-	
51		493.350	Property Assessment-Current									
52												
53		498.000	Other Non-Operating Revenue									
54		498.110	Copies									
55		498.310	Other Refunds									
56		498.400	Reimbursements From IBVFD									
57												
58												
59												
60												

	A	B	C	D	E	F	G	H	I	J	K	L
1	WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT											
2	FISCAL YEAR 2023-2024						PROPOSED BUDGET November 11, 2023					
3												
61	Expenses (1)						Sub-item	Item	Sub-Total	Total	Comments	
62	500.000 Operating Expenses									\$ 344,088		
63	510.000 Source of Supply									\$ 11,600		
64	511.000 Labor & Materials For Operating Installed Equip. (Supervision & Labor & Expense)								\$ 3,000			
65	511.100 Labor for the Operating of Equipment, Maintaining Associated Logs						\$	2,800				
66	and Records, Patrolling Irish Creek, Brush Cutting, etc.											
67	511.200 Equipment & Supplies for Operation of Equipment						\$	200				
68	512.000 Labor & Materials for Maintenance (Maintenance-Structures & Improvements)								\$ 6,100			
69	512.100 Labor for Maintenance & Repair of Installed Items						\$	2,100				
70	512.200 Equipment & Supplies for Maintenance & Repair of Installed Items						\$	4,000				
71	513.000 Power Purchased for Source of Supply (Electric)								\$ 2,500			
72												
73												
74							Sub-item	Item	Sub-Total	Total		
75	530.000 Water Treatment									\$ 44,200		
76	531.000 Labor & Materials For Operating Installed Equip. (Supervision & Labor & Expense)								\$ 30,000			
77	531.100 Labor for Water Treatment Activities, Operating Equipment,						\$	21,000				
78	Maintaining Associated Logs and Records											
79	531.200 Equipment & Supplies for Operation of Equipment						\$	3,500				
80	531.500 Water Eye / Satellite Paging											
81	531.300 Analytical Testing						\$	3,500				
82	531.400 Chemicals and Filtering Supplies						\$	2,000				
83	532.000 Labor and Materials for Maintenance (Maintenance-Structures & Improvements)								\$ 11,500			
84	532.100 Labor for Maintenance & Repair of Installed Items						\$	4,000				
85	532.200 Equipment & Supplies for Maintenance & Repair of Installed Items						\$	7,500				
86	533.000 Power Purchased for Treatment (Electric)								\$ 2,700			
87												
88												
89							Sub-item	Item	Sub-Total	Total		
90	540.000 Transmission and Distribution									\$ 46,500		
91	541.000 Labor & Materials For Operating Installed Equip. (Supervision & Labor & Expense)								\$ 16,100			
92	541.100 Labor for Transmission Activities, Operating Equipment, Maintaining						\$	12,600				
93	Associated Logs and Records, Patrolling Distribution System, Brush Cutting, etc.											
94	541.200 Equipment & Supplies for Operation of Installed Items						\$	3,500				
95	542.000 Labor and Materials for Maintenance (Maintenance-Structures & Improvements)								\$ 25,500			
96	542.100 Labor for Maintenance & Repair of Installed Items						\$	14,000				
97	542.200 Equipment & Supplies Maintenance & Repair of Installed Items						\$	10,000				
98	542.250 Outside Labor/Equipment						\$	1,500				
99	543.000 Power Purchased for Transmission and Distribution (Electric)								\$ 3,500			
100	544.000 Telephone for Distribution								\$ 1,400			
101												
102												

	A	B	C	D	E	F	G	H	I	J	K	L
1	WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT											
2	FISCAL YEAR 2023-2024 PROPOSED BUDGET November 11, 2023											
3												
103								Sub-item	Item	Sub-Total	Total	
104											\$	7,600
105										\$	7,600	
106												
107												
108												
109												
110												
111												
112												
113								Sub-item	Item	Sub-Total	Total	
114											\$	229,438
115										\$	30,900	
116										\$	25,016	
117												
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120												
121												
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	A	B	C	D	E	F	G	H	I	J	K	L		
1	WATER BUDGET FOR THE IRISH BEACH WATER DISTRICT													
2	FISCAL YEAR 2023-2024						PROPOSED BUDGET November 11, 2023							
3														
138	563.000 Contractual Services										\$	139,200		
139		563.100	Legal Attorney					\$	65,000					
140			563-110 Legal - General Counsel			\$	15,000							
141			563-120 Legal - Lititgation			\$	50,000							
142		563.200	Auditor Contract					\$	8,900					
143		563.300	Accounting Consultant					\$	3,500			Forensic Accounting,		
144		563.400	Engineering					\$	61,800			218 Engineering & Pipeline mapping		
145	564.000 Property Insurance, Injuries and Damages										\$	18,763		
146		564.100	Ins.- General/Liability					\$	15,000					
147		564.200	Workman's Comp.					\$	3,638		\$	-		
148			564.210 Workman's Comp Water			\$	3,199							
149			564.220 Workman's Comp Directors			\$	129							
150			564.230 Workman's Comp Admin			\$	310							
151		564.400	Insurance - Bonded					\$	125					
152	565.000 Employee Retirement and Benefits										\$	15,560		
153		565.200	Vacation & Sick Leave					\$	5,000					
154		565.100	Payroll Taxes					\$	10,560					
155			565.110 FICA			\$	7,800							
156			565.120 Medicare			\$	1,500							
157			565.130 Training Tax			\$	70							
158			565.140 UI Contributions			\$	1,190							
159														
160														
161	569.000 Other Administrative Expenses													
162								Sub-item	Item	Sub-Total	Total			
163	570.000 Other Operating Expenses												\$	4,750
164			Taxes											
165		573.000	Other Operating Expenses					\$	4,750					
166			573.100 Vehicle Operation for Operations			\$	4,500							
167			573.200 Misc Expenses			\$	250							
168														
169														
170														
171	590.000 Non-Operating Expenses										\$	7,300		
172		591	Interest, Long Term Debt											
173			591.2 Loan Repayment Funded From Operations (Connected Users-) AC					\$	7,300					
174			591.21 Interest			\$	145							
175			214.2 Principal			\$	7,155							
176		594	Other Non-Operating Expenses											
177			594.1 Mendocino County Assessment Collection Fee (2%)											
178														

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**NEW BUSINESS: A. DISCUSSION AND OR ACTION: 2023 ELECTION OF OFFICERS TO THE BOARD OF DIRECTORS.**

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**NEW BUSINESS: B. DISCUSSION AND OR ACTION: CONSIDER RESOLUTION 2024-4 UPDATING SIGNATURES FOR REDWOOD CREDIT UNION BANK ACCOUNTS.**

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RESOLUTION NO. 2024 – 4

A RESOLUTION OF THE BOARD OF DIRECTORS

OF THE IRISH BEACH WATER DISTRICT

AUTHORIZING CERTAIN BOARD MEMBERS AND STAFF TO SIGN ON DISTRICT BANK ACCOUNTS

WHEREAS, the Irish Beach Water District has bank accounts with Redwood Credit Union and County of Mendocino; and,

WHEREAS, the Irish Beach Water District needs to designate authorized Board Members and staff to sign on these accounts to maintain these accounts; and,

THEREFORE, BE IT RESOLVED that the Board of Directors of the Irish Beach Water District hereby orders that the following staff and Directors be authorized to sign on these accounts:

Staff Assistant, Khadine Forbes
Accounting Manager, Judy Murray
Board President elect, _____
Board Treasurer elect, _____

THEREFORE, BE IT RESOLVED that the persons identified as authorized signers are authorized to conduct all business on financial institution accounts for Irish Beach Water District, including but not limited to (1) opening accounts, (2) closing accounts, and (3) depositing and withdrawing funds consistent with indicated signature authorizations.

The foregoing Resolution # 2024-04 was considered and adopted by the Directors of the Irish Beach Water District at their regular meeting held January 13, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Dated _____

Board President

Attest: _____
Board Secretary

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**COMMUNICATIONS AND CORRESPONDENCE**  
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~~~~~ CONSENT CALENDAR ~~~~~

- A. TREASURER'S REPORT & CHECKS ISSUED
 - B. WATER/STORAGE FACILITIES/CONVEYANCE/LOSS REPORT
 - C. PROPOSITION 218 COMMITTEE REPORT
 - D. ORGANIZATIONAL STRUCTURE COMMITTEE REPORT
 - E. APPROVAL OF MEETING MINUTES: NOVEMBER 11, 2023 REGULAR MEETING AND
DECEMBER 17, 2023 SPECIAL MEETING
- ~~~~~

A. TREASURER'S REPORT, CHECKS ISSUED.

TREASURER'S CASH STATEMENT

January 13, 2024, Board Meeting

		This period	Last Meeting	
		January-2024	October-2023	
IBWD Cash and Assets:		*		
	Checking RCU	\$3,505	\$49,991	*Checking balance after loan payment and SDAF remittance
TOTAL CASH ASSETS		\$3,505.00	\$49,991.22	
	Accounts Receivable - Grant invoice #7 pending	\$77,719.39	\$85,000.00	
	Accounts Receivable - Grant 10% retention	\$36,446.18	\$37,223.27	
	Potential Receivable- Not invoiced	\$35,538.24	\$27,767.33	
		\$149,703.81	\$149,990.60	
need reconcile	Accounts Receivable -Water Billing Nov/Dec	\$34,804	\$34,804	
	County Tax Rolls	\$4,696	\$4,696	
	218 proposal SCI -	-\$47,615	-\$47,615	
	218 proposal SCI - amendment #1	-\$14,185	-\$14,185	
	CPA Audit 21/22	-\$6,000	-\$6,000	
	cash flow loan from restricted	\$0	\$0	This was paid Sept
TOTAL OTHER ASSETS		\$121,403.81	\$121,690.60	
TOTAL UNRESTRICTED ASSETS		\$124,908.81	\$171,681.82	"Reserves"
will clear when cash avail	Emergency Response Augmentation- current year	\$0	-\$39,833	paid january
	> 40 Year Capital Replacement	\$93,889	\$68,689	
	cash flow loan to operating	\$0	\$0	
	(5 yr loan rcv from restricted funds to oper pmt,5)	\$7,300	\$31,720	paid 4th install jan
		\$101,189	\$100,409	
	AWDF/Mallo Pass	\$431,465	\$431,465	
TOTAL RESTRICTED ASSETS		\$532,654.00	\$492,041.00	
TOTAL ASSETS		\$657,562.81	\$663,722.82	

Two accounts were turned over to the County Auditor for collection on the Property Tax Bills per sect 37212 Calif Water Code to total \$4696.

Irish Beach Water District

Check Detail

November 1, 2023 - December 8, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
105.10	Cash in Bank - RCU					
11/06/2023	Check	12889	Charles L. Acker	Oct 23 payroll paid Nov 6, 2023		-
						2,684.27
				Oct 23 payroll		3,104.75
				Oct 23 payroll		65.50
				Oct 23 payroll		115.48
				Oct 23 payroll		100.00
				Oct 23 payroll		192.49
				Oct 23 payroll		45.02
				Oct 23 payroll		5.05
				Oct 23 payroll		27.94
11/06/2023	Check	12890	Paul DeVaul	To post payroll processed by Schwindt CPA		-261.35
				Oct 2023 paid Nov 6, 23. jm		
				Oct 23 payroll paid 11/6/23		282.20
				Oct 23 payroll paid 11/6/23		3.28
				Oct 23 payroll paid 11/6/23		17.50
				Oct 23 payroll paid 11/6/23		4.09
				Oct 23 payroll paid 11/6/23		2.54
11/06/2023	Check	12891	Robert J. Dial	Oct 23 payroll paid 11/6/23 processed by Schwindt		-
				CPA. Posted by jm		1,178.25
				Oct 23 payroll paid Nov 6, 23		1,256.64
				Oct 23 payroll paid Nov 6, 23		39.30
				Oct 23 payroll paid Nov 6, 23		10.25
				Oct 23 payroll paid Nov 6, 23		77.91
				Oct 23 payroll paid Nov 6, 23		18.22
				Oct 23 payroll paid Nov 6, 23		11.31
11/06/2023	Check	12892	Allen Erwin	Oct 23 payroll paid Nov 6, 23 processed by		-72.12
				Schwindt CPA, posted jm		
				Oct 23 payroll paid Nov 6, 23		108.81
				Oct 23 payroll paid Nov 6, 23		2.62
				Oct 23 payroll paid Nov 6, 23		30.00
				Oct 23 payroll paid Nov 6, 23		6.75
				Oct 23 payroll paid Nov 6, 23		1.58
				Oct 23 payroll paid Nov 6, 23		0.98
11/06/2023	Check	12893	Khadine Forbes	Oct 23 payroll paid 11/6/23 processed by Schwindt		-
				CPA posted jm		1,298.65
				Oct 23 payroll paid 11/6/23.		1,377.09
				Oct 23 payroll paid 11/6/23.		39.30
				Oct 23 payroll paid 11/6/23.		0.00
				Oct 23 payroll paid 11/6/23.		85.38

Irish Beach Water District

Check Detail

November 1, 2023 - December 8, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Oct 23 payroll paid 11/6/23.		19.97
				Oct 23 payroll paid 11/6/23.		12.39
11/06/2023	Check	12894	Annette Fromwiller	payroll Oct 23 paid 11/06 by Schwind CPA posted Jm		-688.03
				Oct 23 payroll paid 11/6/23		752.36
				Oct 23 payroll paid 11/6/23		46.65
				Oct 23 payroll paid 11/6/23		10.91
				Oct 23 payroll paid 11/6/23		6.77
11/06/2023	Check	12895	Malm, Eric	Oct2023 payroll paid 11/6/2023 jm		-
						1,117.04
				Oct 2023 payroll		1,027.65
				Oct 2023 payroll		200.43
				Oct 2023 payroll		23.18
				Oct 2023 payroll		63.71
				Oct 2023 payroll		14.90
				Oct 2023 payroll		9.25
11/06/2023	Check	12896	Judy A. Murray	Oct'23 PR paid 11/6/23 Jm		-294.87
				Oct 2023 payroll		322.44
				Oct 2023 payroll		19.99
				Oct 2023 payroll		4.68
				Oct 2023 payroll		2.90
11/06/2023	Check	12897	Brant V. O'Dell	Oct 23 Payroll PAID 11/6/'23 jm		-912.62
				Oct 2023 payroll		980.76
				Oct 2023 payroll		15.72
				Oct 2023 payroll		60.81
				Oct 2023 payroll		14.22
				Oct 2023 payroll		8.83
11/07/2023	Bill Payment (Check)	12614	Matthew L. Emrick			-
						4,599.00
						-
						4,599.00
11/07/2023	Bill Payment (Check)	12615	Khadine Forbes			-98.00
						-98.00
11/17/2023	Bill Payment (Check)	12616	Charlie Acker			-86.50
						-86.50

Irish Beach Water District

Check Detail

November 1, 2023 - December 8, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/05/2023	Check	12898	Charles L. Acker	Nov 23 payroll paid Dec 5, 2023	-	
						2,684.27
				Nov 23 payroll		3,104.75
				Nov 23 payroll		65.50
				Nov 23 payroll		115.48
				Nov 23 payroll		100.00
				Nov 23 payroll		192.49
				Nov 23 payroll		45.02
				Nov 23 payroll		5.05
				Nov 23 payroll		27.94
12/05/2023	Check	12899	Robert J. Dial	Nov23 payroll paid 12/5/23 processed by Schwindt CPA. Posted by jm	-	
						1,216.42
				Nov 23 payroll paid Dec 5, 23		1,299.48
				Nov 23 payroll paid Dec 5, 23		42.58
				Nov 23 payroll paid Dec 5, 23		14.53
				Nov 23 payroll paid Dec 5, 23		80.57
				Nov 23 payroll paid Dec 5, 23		18.84
				Nov 23 payroll paid Dec 5, 23		11.70
12/05/2023	Check	12900	Allen Erwin	Nov 23 payroll paid Dec 5, 23 processed by Schwindt CPA, posted jm	-72.12	
				Nov 23 payroll paid Dec 5, 23		108.81
				Nov 23 payroll paid Dec 5, 23		2.62
				Nov 23 payroll paid Dec 5, 23		30.00
				Nov 23 payroll paid Dec 5, 23		6.75
				Nov 23 payroll paid Dec 5, 23		1.58
				Nov 23 payroll paid Dec 5, 23		0.98
12/05/2023	Check	12630	Khadine Forbes	Nov 23 payroll paid 12/5/23 processed by Schwindt CPA posted jm	-	
						1,493.61
				Nov 23 payroll paid Dec 5, 23		1,618.92
				Nov 23 payroll paid Dec 5, 23		13.10
				Nov 23 payroll paid Dec 5, 23		0.00
				Nov 23 payroll paid Dec 5, 23		100.37
				Nov 23 payroll paid Dec 5, 23		23.47
				Nov 23 payroll paid Dec 5, 23		14.57
12/05/2023	Check	12631	Annette Fromwiller	Nov payroll paaaid 12/5/23 jm	-614.31	
				Nov payroll paid 12/5/23		671.75
				Nov payroll paid 12/5/23		41.65
				Nov payroll paid 12/5/23		9.74
				Nov payroll paid 12/5/23		6.05

Irish Beach Water District

Check Detail

November 1, 2023 - December 8, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/05/2023	Check	12632	Malm, Eric	Nov2023 payroll paid 12/5/2023 jm		-751.46
				Nov 2023 payroll		677.04
				Nov 2023 payroll		132.31
				Nov 2023 payroll		0.00
				Nov 2023 payroll		41.98
				Nov 2023 payroll		9.82
				Nov 2023 payroll		6.09
12/05/2023	Check	12633	Judy A. Murray	Nov payroll paid 12/05/23jm		-393.16
				Nov payroll paid 12/5/23		429.92
				Nov payroll paid 12/5/23		26.66
				Nov payroll paid 12/5/23		6.23
				Nov payroll paid 12/5/23		3.87
12/05/2023	Check	12634	Brant V. O'Dell	Nov 23 Payroll PAID 12/5/'23 jm		-637.08
				Nov 2023 payroll		685.19
				Nov 2023 payroll		10.48
				Nov 2023 payroll		42.48
				Nov 2023 payroll		9.94
				Nov 2023 payroll		6.17
12/22/2023	Bill Payment (Check)	12617	Brant V. O'Dell			-50.00
						-50.00
12/22/2023	Bill Payment (Check)	12618	Mendocino County Auditor-Controller			-631.22
						-631.22
12/22/2023	Bill Payment (Check)	12619	Calif Dept Tax and Fee Admin			-358.32
						-358.32
12/22/2023	Bill Payment (Check)	12620	State Water Resources Control Board	Inv# WD-0229461 Facility ID# 1B80023OMEN		-
						1,873.00
						-
						1,873.00
01/05/2024	Bill Payment (Check)	12610	A.K. Lewis	Invoice#6		-40.50
						-40.50
01/05/2024	Bill Payment	12611	A.K. Lewis	Invoice#7		-840.00

Irish Beach Water District

Check Detail

November 1, 2023 - December 8, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)					-840.00
01/05/2024	Check	12635	Charles L. Acker	Dec 23 payroll paid Jan 5, 2024 jm	-	
					2,692.46	
				Dec 23 payroll	3,104.75	
				Dec 23 payroll	65.50	
				Dec 23 payroll	102.98	
				Dec 23 payroll	100.00	
				Dec 23 payroll	192.49	
				Dec 23 payroll	45.02	
				Dec 23 payroll	3.15	
				Dec 23 payroll	34.15	
01/05/2024	Check	12636	Robert J. Dial	Dec23 payroll paid 1/5/24 processed by Schwindt CPA. Posted by jm	-	
					1,416.74	
				Dec23 payroll paid Jan 5, 24	1,527.96	
				Dec23 payroll paid Jan 5, 24	65.50	
				Dec23 payroll paid Jan 5, 24	31.13	
				Dec23 payroll paid Jan 5, 24	94.73	
				Dec23 payroll paid Jan 5, 24	22.16	
				Dec23 payroll paid Jan 5, 24	16.81	
				Dec23 payroll paid Jan 5, 24	11.89	
01/05/2024	Check	12637	Allen Erwin	Dec 23 payroll paidJan 5, 23 processed by Schwindt CPA, posted jm	-510.03	
					580.32	
				Dec 23 payroll paid Jan 5, 24	10.48	
				Dec 23 payroll paid Jan 5, 24	30.00	
				Dec 23 payroll paid Jan 5, 24	35.98	
				Dec 23 payroll paid Jan 5, 24	8.41	
				Dec 23 payroll paid Jan 5, 24	6.38	
01/05/2024	Check	12638	Khadine Forbes	Dec 23 payroll paid 01/05/24 processed by Schwindt CPA posted jm	-	
					2,538.09	
				Dec 23 payroll paid Jan 5, 23	1,981.66	
				Dec 23 payroll paid Jan 5, 23	26.20	
				Dec 23 payroll paid Jan 5, 23	564.27	
				Dec 23 payroll paid Jan 5, 23	214.96	
				Dec 23 payroll paid Jan 5, 23	0.00	
				Dec 23 payroll paid Jan 5, 23	171.18	
				Dec 23 payroll paid Jan 5, 23	40.03	
				Dec 23 payroll paid Jan 5, 23	30.37	
				Dec 23 payroll paid Jan 5, 23	7.42	

Irish Beach Water District

Check Detail

November 1, 2023 - December 8, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/05/2024	Check	12639	Annette Fromwiller	Dec payroll paid 01/05/24 jm		-711.05
				Dec payroll paid 01/05/24		779.23
				Dec payroll paid 01/05/24		48.31
				Dec payroll paid 01/05/24		11.30
				Dec payroll paid 01/05/24		8.57
01/05/2024	Check	12641	Brant V. O'Dell	Dec 23 Payroll PAID 1/5/'24 jm		-
						1,104.20
				Dec 2024 payroll		1,195.72
				Dec 2024 payroll		13.10
				Dec 2024 payroll		74.13
				Dec 2024 payroll		17.34
				Dec 2024 payroll		13.15

B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.

Irish Beach Water District
Operations Report
January 13 meeting
Charlie Acker, Manager

Nov 28 - raw water line parted at 1st coupling due to settling. (weak point designed like a fuse.)

Dec. 1 – Usage readings for reporting.

Dec.3 - Eric stuck during meter reading. Alan pulled him out.

Dec. 5 picked up 60' of 2" sch 80 for T5- work on Hillcrest drainage - waterbars.

Dec. 6 – chloring tube blocked with salt. Replaced.

Dec 7 – Plant down due to turbidity. Circulating pump on to boost chlorine.

Dec. 8 digging trenches for T5 connections.

Dec. 9 – while servicing chloring recirc. Noticed high outflow. Shut valves at 1 am to 2 am. Isolating leak on Navarro Way. Transport Vac for repair.

Dec 10 – Transport Vac for repair. All day repair. 4" transite with service saddle corroded. Replaced saddle.

Dec. 11 – refilled hole at Lu Vickery repair. Loaded up brush removed.

Dec.12 – work at T5. RJ at T2 control issues.

Dec. 15- various samples in to lab. (bacteria, nitrates, etc.)

Dec 17- Got recirculating pump going to boost CL.

Dec. 18 – more work on circulating pump. CL coming up.

Dec 24 - Plant filtering in bypass- Now online again.

Dec. 30 – Checking plant for restart. Turbs too high. Shut down.

Dec. 31- attempting another restart. 5:00 pm back online.
(water use high "every house has a car parked...)

Jan. 1 collecting monthly flow numbers. Increased plant flow to 20 gpm.

Ja. 5 – CI recirc going.

Dec 6 – plant shut down – high turbidity

Dec. 9 - T5 connections done. Pumping to fill tank. Purging tank and lines. Ready to fill T4 tomorrow.

C. PROPOSITION 218 COMMITTEE REPORT

The District continues to work with Hazen & Sawyer to address data gaps as they compile a pipeline inventory. Although work slowed during the winter holidays, in the coming weeks we anticipate receipt of the preliminary pipeline inventory from Hazen & Sawyer, which is the precursor to work on the pipeline failure risk assessment. This analysis and recommendations will be folded into the engineering report prepared by SCI Consulting Group in preparation for initiating Proposition 218 proceedings later this year.

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## D. ORGANIZATIONAL STRUCTURE COMMITTEE REPORT

The Committee recently conducted benchmarking discussions with four Water Districts / Community Services Districts that provide drinking water to small communities in Northern California to learn more about different organizational structures:

### **Timber Cove County Water District (Sonoma County)**

- Total of 4 staff: 3 Operations & 1 Administrative
- Operate 2 wells & surface water/reservoir
- Serve 2 commercial & 203 residential connections

### **Loleta Community Services District (Humboldt County)**

- Total of 5 staff: 4 Operations & 1 Administrative
- Operate 1 well
- Serve 18 commercial, 1 industrial & 283 residential connections

### **Manila Community Services District (Humboldt County)**

- Total of 3 staff: 1 Operations, 1 Administrative, 1 Combo
- Purchase water from the County
- Serve 8 commercial & 354 residential connections

### **Callayomi County Water District (Lake County)**

- Total of 4 staff: 2 Operations & 2 Administrative
- Operate 3 wells
- Serve 11 commercial & 421 residential connections

While the organizational structure of each District was different, they shared a few common traits:

- A small staff made up of at least 2 full-time employees
- Individual responsibility for specific core tasks, supplemented by cross-training to provide redundancy
- Use of engineers and contractors to complete major repairs and improvements to the water system, as well as consultants and contractors for many financial duties.
- Extensive use of the resources and expertise provided by the California Rural Water Association

The Benchmarking discussions provided useful information and examples for the Committee to consider as it prepares recommendations regarding the organizational structure and job descriptions for the District. We anticipate making recommendations soon.

- E. APPROVAL OF MEETING MINUTES: NOVEMBER 11, 2023 REGULAR MEETING AND DECEMBER 17, 2023 SPECIAL MEETING.

**IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459  
Saturday, November 11, 2023 at 10:00 A.M. (ZOOM AND IN-PERSON)**

**CALL TO ORDER AND ROLL CALL:** Vice President Ottoboni called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:03am. Roll call of Directors in attendance: Director Ottoboni, Director Kimsey, and Director Hackett attended in person. President Israel and Director Hohos attended via Zoom. Staff attending via Zoom: District Counsel Emrick, General Manager Acker, Plant Operator Dial, Accounting Manager Murray, and Staff Assistant Forbes.

**PUBLIC INPUT:** None

**OLD BUSINESS:**

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

**Action:** The Board accepted the Committee's report that the Consultant Services Agreement Amendment for \$14,185 for additional engineering services was signed by President Israel on September 16, 2023. General Manager Acker reported that the District responded to Hazen & Sawyer's request for information regarding pipeline details, water pressure and flow, as well as previous improvements. Director Hackett noted that the District anticipates receipt of the preliminary pipeline inventory from Hazen & Sawyer soon. The analysis and recommendations should be complete early in 2024, which will put the District on track to commence Prop. 218 proceedings in 2024

**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 ozonator and filtration equipment is complete, as is the chlorination monitoring and injection system. He indicated that pre-treatment sampling revealed elevated levels of iron, manganese, sulfate, and calcium carbonate in the well water. After extensive adjustments to the mini-treatment plant instruments, the crew determined that the filter shipped with the ozonator was the wrong part. Plant Operator Dial indicated that once the missing backwash parts are installed the District will submit post-treatment samples. General Manager Acker explained that National Storage Tank is scheduled to construct Tank #5 beginning November 27<sup>th</sup> leaving just plumbing and electrical connections to Well #5 and Tank #4, which will be completed soon after the tank is erected. He noted that the final step is identifying an engineer to provide overall review and certification of the three projects in preparation for certification of completion from DWR. Staff Assistant Forbes reported that the District submitted invoice #7 for \$86,354.88 in grant-related costs incurred in June – September. Director Hackett noted that after invoice #7, there is \$35,538.24 remaining in grant funding to cover the final payment for Tank 5, plumbing, electrical, and potential engineering costs. She explained that the District's share of costs for Tank 2 and Well 2 is \$7,800 due to higher-than-expected material costs because of inflation. Accounting Manager Murray reported that she has been in contact with a vendor to assist with documenting the District's financial operating procedures and internal controls in a manual (a financial bible), which is one of the requirements of State grant funding and expenditure of project funds. Finally, Director Hackett reported that the Grant Committee plans investigate USDA grant funding to design and engineer a replacement for Tank 0 and a roof for Tank 4.

**C. DISCUSSION AND OR ACTION: STATUS OF SPECIAL DISTRICT ELECTION**

**Action:** The Board accepted Accounting Manager Murray's report that Director Kimsey's appointment will expire at noon on 12/01/23, so the Board will need to advertise the vacancy then appoint a Director to fill the vacancy. After discussion of the status of appointments for Directors Hackett, Hohos, and Ottoboni, Director Hackett made a motion to direct advertisement of the Director vacancy for 15 days beginning 12/2/23. Director Ottoboni seconded the motion, then called for a vote: Director Hackett – Aye, Director Hohos – Aye, Director Kimsey – Aye, Director Ottoboni – Aye, President Israel – Aye. The motion passed unanimously.

**D. DISCUSSION AND OR ACTION: BUDGET COMMITTEE REVIEW OF FISCAL YEAR 2022/2023 LINE-ITEM BUDGETED V. ACTUALS**

**Action:** The Board accepted Director Ottoboni's report on the review of the FY 2022/2023 budget versus actual expenditures, which highlighted the higher than projected costs for legal expenses, as well as the cost of labor and materials for repairs. He noted that the FY 2022/2023 budget did not account for Proposition 218 engineering expenses; however, since the initiative has proceeded slowly, the expenses will be included in the FY 2023/2024 budget. Finally, Director Ottoboni explained that the District will end the year with net operating income of \$67,000, which will go into reserves for potential use in FY 2023/2024. General Manager Acker reported that filing an insurance claim for costs associated with the Arena Circle rupture was not necessary as repair costs were less than the deductible.

**E. DISCUSSION AND OR ACTION: REPORT FROM THE BUDGET COMMITTEE – BOARD CONSIDERATION OF THE PROPOSED FISCAL YEAR 2023-24 BUDGET**

**Action:** Director Ottoboni presented a revised proposal for the FY 2023 / 2024 budget. He noted that expenses are based on a 5-year average, which results in increased projections for contractual services, including legal, engineering, and accounting, as well as the settlement costs for one aspect of the litigation confronting the District. Director Ottoboni explained that the decline in water usage coupled with increased expenses related to the proposition 218 initiative result in a budget deficit of approximately \$73,000. The Board engaged in a robust discussion of the options, including raising usage rates, implementing a one-time assessment to cover the shortfall, and adopting the budget with the deficit and reassessing the shortfall later in the year. Director Hackett made a motion to amend the budget and resolution 2024-1 to reflect a usage rate of \$1.04 per 100 gallons, which reduces the projected deficit to \$60,838. President Israel seconded the motion. Director Ottoboni called for a vote: Director Hackett – Aye, Director Hohos – Aye, President Israel – Aye, Director Kimsey – Aye, Director Ottoboni - No. The motion passed with a quorum. Director Hackett made a motion to adopt resolution 2024-1 as amended to reflect total budget expenses chargeable to usage of \$64,870, total budget expenses and reserve funding chargeable availability of \$330,513, and a usage rate per a hundred gallons of \$1.04. The number of billing periods in the year is unchanged and the availability charge for one month or two months is unchanged. President Israel seconded the motion. Director Ottoboni called for a vote: Director Hackett – Aye, Director Hohos – Aye, President Israel – Aye, Director Kimsey – Aye, Director Ottoboni - No. The motion passed with a quorum.

**NEW BUSINESS:**

**A. DISCUSSION AND OR ACTION: IRISH BEACH WATER DISTRICT POLICY HANDBOOK ADDITION, SERIES 3000 OPERATIONS, POLICY 3036 CUSTOMER WATER SERVICE DISCONNECTION FOR ACCOUNT DELINQUENCY.**

**Action:** Director Hackett explained that she reviewed the District's records related to delinquent accounts and found that prior Boards adopted several resolutions addressing the issue of delinquent accounts; however, District policies were not revised to comply with the requirements of the resolutions due to competing priorities. She reported that new Policy 3036 and updated Policy 3037 comply with the requirements of Water Code Section 35470.5, as well as Health and Safety Codes 116908 and SB998. Director Hackett made a motion to adopt IBWD Policy 3036. Director Kimsey seconded the motion and Director Ottoboni called for a vote: Director Hackett – Aye, Director Hohos – Aye, President Israel – Aye, Director Kimsey – Aye, Director Ottoboni – Aye. The motion passed unanimously.

**B. DISCUSSION AND OR ACTION: IRISH BEACH WATER DISTRICT POLICY HANDBOOK ADDITION, SERIES 3000 OPERATIONS, POLICY 3037 CUSTOMER PAYMENT ARRANGEMENTS.**

**Action:** Director Hackett introduced the update to Policy 3037. General Manager Acker noted that historically the District has considered disconnection the last resort when dealing with delinquent accounts. Director Hackett explained that the updated policy does not change the approach; however, the District needs a policy to address account delinquency if efforts to resolve the issue are unsuccessful. Director Hackett made a motion to adopt IBWD Policy 3037. Director Kimsey seconded the motion and Director Ottoboni called for a vote: Director Hackett – Aye, Director Hohos – Aye, President Israel – Aye, Director Kimsey – Aye, Director Ottoboni – Aye. The motion passed unanimously.

**COMMUNICATIONS AND CORRESPONDENCE**



**Action:** The Board reviewed a customer's request for a payment arrangement to resolve a large bill resulting from an administrative error. The Board concluded that the customer is not questioning the calculation of the past due bills, but is protesting the delay in presenting the bill, and requesting a payment arrangement to reduce the monthly rate to something that is more manageable by spreading the costs over time. Director Hackett made a motion to direct staff to suggest a payment arrangement spanning 24 months, which will result in a monthly payment that the customer has indicated would be acceptable. Director Ottoboni seconded the motion and called for a vote: Director Hackett – Aye, Director Hohos – Aye, President Israel – Aye, Director Kimsey – Aye, Director Ottoboni – Aye. The motion passed unanimously.

#### **CONSENT CALENDAR:**

- A. TREASURER'S REPORT, CHECKS ISSUED
- B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT
- C. COMMUNICATIONS & OUTREACH COMMITTEE REPORT
- D. ORGANIZATIONAL STRUCTURE COMMITTEE REPORT
- E. APPROVAL OF MINUTES: SEPTEMBER 9, 2023 REGULAR MEETING

**Action:** Director Ottoboni made a motion to accept all items included in the Consent Calendar. Director Kimsey seconded the motion. Roll-call vote: Director Hackett – Aye, Director Hohos – Aye, Director Kimsey – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed unanimously.

**ADJOURNMENT:** Motion was made by Director Hackett, with a second from Director Kimsey to adjourn the regular meeting at 11:42am. Roll-call vote: Director Hackett – Aye, Director Hohos – Aye, Director Kimsey – Aye, Director Ottoboni - Aye, President Israel – Aye. The motion passed unanimously, and the meeting then convened into executive closed session.

#### **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:** The executive (closed) session was adjourned at 12:10pm with no reportable actions.

Respectfully submitted:

Attest as Presented:

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, President  
Date: January 13, 2024

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, Secretary of the Board  
Date: January 13, 2024

**IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS**  
**SPECIAL MEETING MINUTES**  
**REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459**  
**Sunday, December 17, 2023, 10:00 A.M. (ZOOM AND IN-PERSON)**

**CALL TO ORDER AND ROLL CALL:** President Israel called the special meeting of the Irish Beach Water District Board Meeting to order at 10:02am. Roll call of Directors in attendance: President Israel, Director Ottoboni, and Director Hackett attended in person. Director Hohos attended via Zoom. One Director position was vacant at the time of the special meeting. General Manager Acker and Staff Assistant Forbes attended via Zoom.

**PUBLIC INPUT:** None

**OLD BUSINESS:**

**A. DISCUSSION AND OR ACTION:** BOARD CONSIDERATION OF THE PROPOSED FISCAL YEAR 2023-24 BUDGET AND INCREASE IN WATER USAGE RATE.

**Action:** Director Ottoboni reviewed the proposed amendment to the FY 2023-23 budget and expressed concerns with increasing water usage charges to address a portion of the funding gap. He recommended that the Board maintain the split between water usage and availability charges to fund operating expenses and address the full extent of the gap between projected income and expenses rather than enacting an increase in water usage charges that will be insufficient to resolve the shortfall. After a lengthy discussion detailing the flaws in Resolution 2024-1 and options for resolving the problems, President Israel made a motion to rescind Resolution 2024-1 adopting the FY 2023 – 2024 Operating Budget for Water that was approved at the November 11, 2023 Board meeting. Director Ottoboni seconded the motion. After a roll-call vote, the motion passed unanimously. Further discussion of the FY 2023 – 2024 budget was postponed until the next meeting.

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

**Action:** President Israel reported that the District received a letter of interest from Mel Kimsey in response to the solicitation for a member of the Board of Directors. She indicated that no other letters were received and made a motion to appoint Mel to the Director position for the term December 2023 through December 2025. Director Hackett seconded the motion. After a roll-call vote, the motion passed unanimously. Director Hackett indicated that she would coordinate with Mel to complete the oath of office in advance of the next Board meeting.

**NEW BUSINESS:**

**A. DISCUSSION AND OR ACTION:** BOARD CONSIDERATION OF POSTPONING SELECTION OF THE DISTRICT TREASURER UNTIL THE JANUARY MEETING IN CONJUNCTION WITH ELECTION OF OFFICERS.

**Action:** The Board reviewed the action directed at the February 11, 2023 meeting, when the Board voted to move the functions of the Treasurer as delineated in IBWD policy 4040.40 back to an elected member of the Board of Directors by the end of calendar year 2023, and to authorize contracting for financial consultant services for up to two years of support to the newly elected Treasurer. Director Hackett made a motion to postpone the election of a Director to the position of District Treasurer until the January meeting in conjunction with elections for all Board officers. President Israel seconded the motion. After a roll-call vote, the motion passed unanimously.

**ADJOURNMENT:** Motion was made by President Israel, with a second from Director Hackett to adjourn the special meeting at 10:40am. After a roll-call vote, the motion passed unanimously.

Respectfully submitted:

Attest as Presented:

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, President  
Date: January 13, 2024

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, Secretary of the Board  
Date: January 13, 2024

**Adjournment of Public Session:**

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- C. **PUBLIC EMPLOYMENT:** OPERATOR LEVEL 1 AND OPERATOR LEVEL 2

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