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**IRISH BEACH WATER DISTRICT MEETING PACKET**  
May 11, 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, May 11, 2024, 10:00 A.M.**

PLEASE NOTE: The May 11, 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 <https://www.ibwd.org/index.html>

Join Zoom Meeting

<https://us02web.zoom.us/j/81288240690?pwd=THIJRWRkM0hDTG5rZXJSY0ZuYjNKQT09>

Meeting ID: 812 8824 0690

Passcode: 756479

Dial by your location:

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/u/kPDpVBJa0>

Agenda

CALL TO ORDER AND ROLL CALL OF BOARD MEMBERS. (ISRAEL).

PUBLIC INPUT: PUBLIC COMMENTS, *INCLUDING TOPICS ON THE AGENDA*. A MAXIMUM OF FIVE (5) MINUTES ALLOWED FOR EACH PRESENTATION. (ISRAEL)

OLD BUSINESS:

- A. **DISCUSSION AND OR ACTION:** BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2023/2024 LINE- ITEM BUDGETED V. ACTUALS. (MURRAY, OTTOBONI)
- B. **DISCUSSION AND OR ACTION:** REPORT FROM THE PROP 218 COMMITTEE. (ACKER, HACKETT, OTTOBONI)
- C. **DISCUSSION AND OR ACTION:** SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT. (ACKER, DIAL, FORBES, HACKETT, MURRAY)
- D. **DISCUSSION AND OR ACTION:** ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – CONSIDER REVISIONS TO THE OPERATOR LEVEL 1, OPERATOR LEVEL 2, AND STAFF ASSISTANT JOB DESCRIPTIONS. CONSIDER NEW JOB DESCRIPTIONS FOR THE GENERAL MANAGER AND SPECIAL ASSISTANT TO THE BOARD. (ACKER, HACKETT, HOHOS)

NEW BUSINESS:

- A. **DISCUSSION AND OR ACTION:** REPORT FROM THE BUDGET & FINANCE COMMITTEE – UPDATE ON THE DISTRICT'S FINANCIAL AUDIT FOR FISCAL YEAR ENDING 9/30/22. (MURRAY, OTTOBONI)

COMMUNICATIONS AND CORRESPONDENCE. (ISRAEL)

CONSENT CALENDAR:

- A. TREASURER'S REPORT, CHECKS ISSUED.
- B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
- C. APPROVAL OF MINUTES: MARCH 9, 2024 REGULAR MEETING

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, OPERATOR LEVEL 2, GENERAL MANAGER, AND SPECIAL ASSISTANT TO THE BOARD

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 §5.

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**PUBLIC INPUT**  
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**OLD BUSINESS: A. DISCUSSION AND OR ACTION: BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL  
YEAR 2023/2024 LINE- ITEM BUDGETED V. ACTUALS.**

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Irish Beach Water District

Profit and Loss

negative =
under budget
positive =
over budget

**October 1, 2023 - April 30, 2024
Accrual Basis**

	Comments	Budget to Date 58% of Year	Difference
Income			
411.000 Water Sales	2,324.70		
411.100 Residential Water Usage	18,931.60		
411.000 Water Sales	21,256.30	26,640	(5,383)
421.000 Water Services	152,372.61	157,372	(4,999)
421.500 Water Services - Other	3,382.74	-	3,383
410.000 Operating Revenues	177,011.65	184,362	(7,350)
			-
Expenses			
500.000 Operating Expenses			
510.000 Source of Supply	3,075.46	6,769	(3,694)
530.000 Water Treatment	16,130.72	25,793	(9,663)
540.000 Transmission & Distribution	16,609.69	27,136	(10,526)
550.000 Customer Accounts	2,039.24	4,435	(2,396)
500.000 Operating Expenses	37,855.11	64,133	(26,278)
			-
560.000 Administrative & General			
561.000 Salaries	23,486.70	18,032	5,455
562.000 Office Supplies & Other Expense	10,892.23	14,598	(3,706)
563.100 Legal Attorney	41,700.50	37,932	3,769
563.200 Auditor	8,900.00	8,900	-
563.300 Accounting Consultant	550.95	2,042	(1,492)
563.400 Engineering	36,000.00	36,064	(64)
563.000 Contractual Services	87,151.45	81,232	5,920
564.000 Property Ins, Injuries & Damage	10,950.00	10,949	1
565.000 Employee Retirement & Benefits	11,011.44	9,080	1,931
569.000 Other Administrative Expenses	265.00	-	265
560.000 Administrative & General	143,756.82	133,891	9,866
570.000 Other Operating Expenses	2,233.07	2,772	(539)
590.000 Non-Operating Expenses	145.00	4,260	(4,115)
Expenses	183,990.00	205,057	(21,067)
Net Income	(6,978)	(16,702)	

OLD BUSINESS: B. DISCUSSION AND OR ACTION: REPORT FROM THE PROP 218 COMMITTEE.

Irish Beach Irrigation District
Benefit Assessment Formation Proposed Timeline



Tasks	Dates	Party
Progress Meeting	February 08	SCI, District, and Hazen & Sawyer
Compilation of engineering, property and community data. Development of budgets and service plans.	Feb - May	SCI
Draft Engineer's Report, Resolutions, Notice and Ballot submitted to District (legal counsel) for review	May 24	SCI
Engineer's Report edits/comments due to SCI	May 31	District/Legal
Board Meeting: Board approves Engineer's Report and 2 resolutions.		
1) Resolution preliminarily approves budget, assessment rates, Engineer's Report and calls for mailing of Ballots.	June 15	SCI, District, and Board
2) Resolution adopts Prop 218 assessment ballot proceedings.		
Informational Outreach	June - August	SCI and District
Print and address notices and ballots	week of June 17	SCI
Mail public hearing notices and ballots	June 25	SCI
Balloting period (ballots must be out for at least 45 days)	June 26 - August 10	SCI
Board Meeting:		
- Public Hearing and close of balloting period; - Tabulation of ballots and announcing results; - *Resolution ordering levying of assessments for FY 2024-25	August 10	SCI, District, and Board
*Submit levies to County Auditor	August 12	
Information to District to review	Board Meeting	Ballots mailed
		Balloting period

*Assuming weighted majority ballot support by property owners

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**OLD BUSINESS: C. DISCUSSION AND OR ACTION: SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION  
& OVERSIGHT.**  
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The Irish Beach Water District Tank Restoration and Well Activation Project

Made possible by a grant from the California Department of Water Resources Small Community Drought Relief Program



In October 2021, the district submitted an application to the California Small Community Drought Relief Program. In April 2022, the Department of Water Resources granted the District \$400,000 for a new engineered metal cover at Tank 2, activation of Well 2, and installation of a new bolted steel Tank 5.

RESOLUTION NO. 2021-05

A RESOLUTION OF THE BOARD OF THE IRISH BEACH WATER DISTRICT (IBWD)
AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION
FOR THE IBWD Well Activation & Water Tank Restoration

WHEREAS, the Irish Beach Water District proposes to implement IBWD Well Activation & Water Tank Restoration;

WHEREAS, IBWD Well Activation & Tank Restoration is being implemented in response to a drought scenario, as defined by Water Code section 13198(a) and is intended to: (1) address immediate impacts on human health and safety; (2) address immediate impacts on fish and wildlife resources; or, (3) provide water to persons or communities that lose or are threatened with the loss or contamination of water supplies;

WHEREAS, the Irish Beach Water District has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, the Irish Beach Water District intends to apply for grant funding from the California Department of Water Resources for the IBWD Well Activation & Water Tank Restoration;

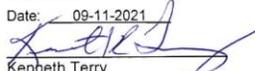
THEREFORE, BE IT RESOLVED by the Board of the Irish Beach Water District as follows:

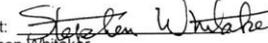
1. That pursuant and subject to all of the terms and provisions of Budget Act of 2021 (Stats. 2021, ch. 69, § 112), the Irish Beach Water District General Manager, Charles Acker, or designee is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources, and take such other actions as necessary or appropriate to obtain grant funding.
2. The Irish Beach Water District General Manager, Charles Acker, or designee is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. The Irish Beach Water District General Manager, Charles Acker, or designee is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of the Irish Beach Water District at the meeting held on September 11, 2021, motion by Brad Dyson and seconded by Suzy Israel, motion passed by the following vote:

AYES: 5
NOES: 0
ABSTAIN: 0
ABSENT: 0

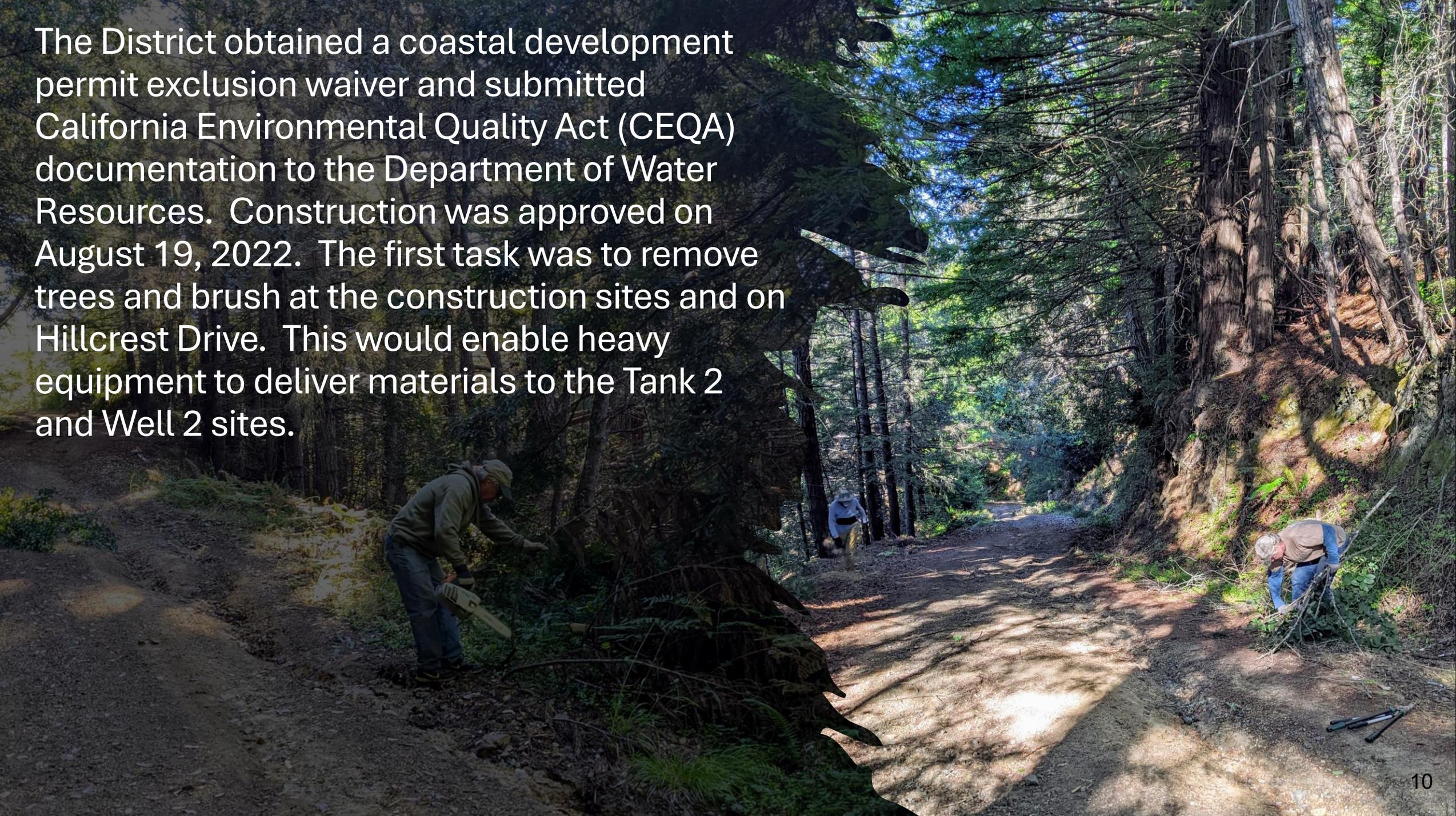
Date: 09-11-2021


Kenneth Terry
President, Irish Beach Water District

Attest: 
Stephen Whitaker
Secretary of the Board



The District obtained a coastal development permit exclusion waiver and submitted California Environmental Quality Act (CEQA) documentation to the Department of Water Resources. Construction was approved on August 19, 2022. The first task was to remove trees and brush at the construction sites and on Hillcrest Drive. This would enable heavy equipment to deliver materials to the Tank 2 and Well 2 sites.





The Tank 2 site was cleared and prepped for delivery of the new cover and the roadway was marked for trenching.

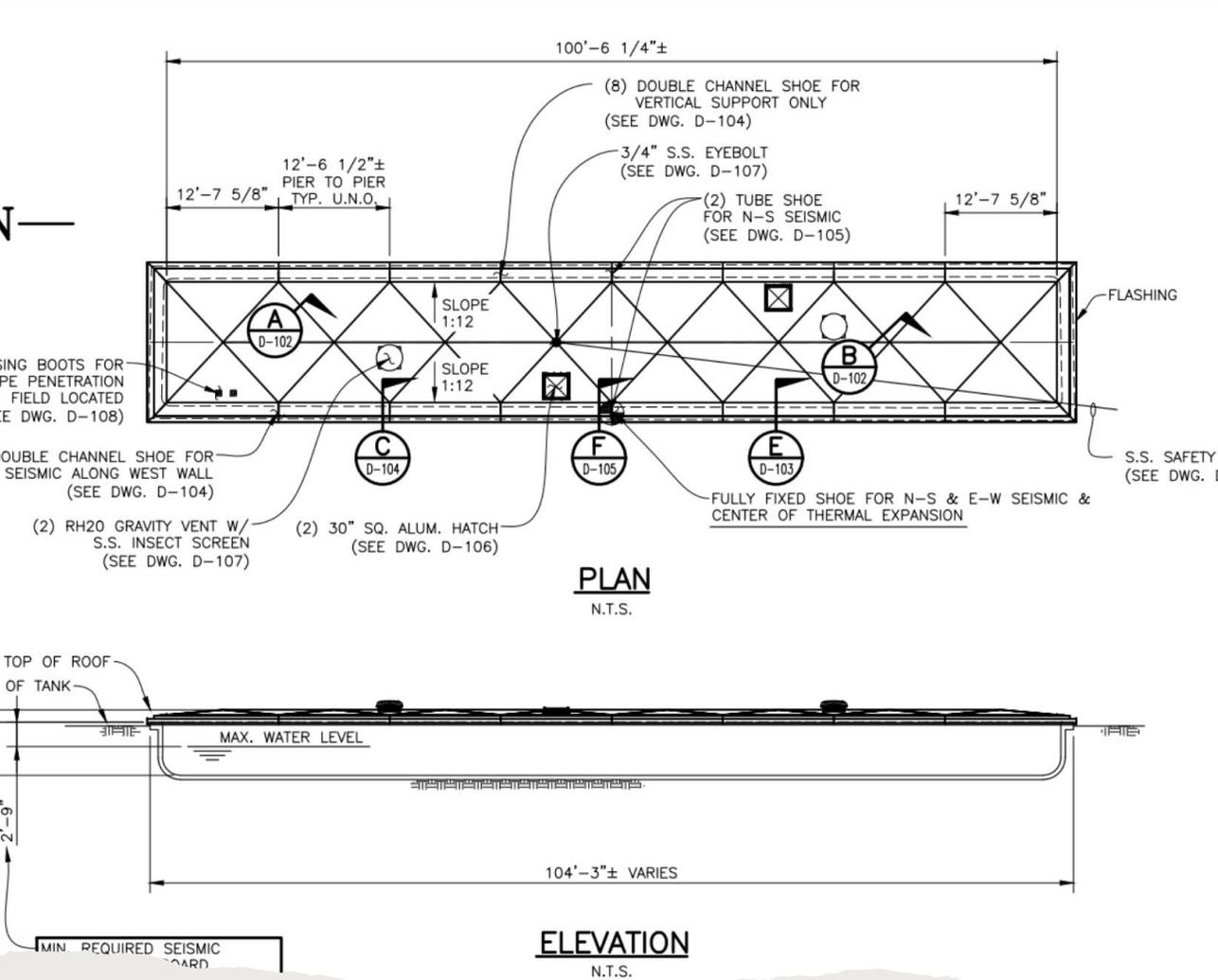


In the fall of 2022,
concrete was
poured, and framing
completed for
secure enclosures
to house the mini
treatment plant and
wellhead.





Fireproof doors were installed, and the crew completed the enclosure for the mini-treatment plant at Tank 2. The crew also installed a back-up generator.



In December 2022, the engineered metal cover for Tank 2 was delivered to the District office and transported to the construction site.



The Operations crew installed the girders for the new Tank 2 cover.

The crew power washed the tank before installing the overhead panels and flashing.



In the spring of 2023, the District trenched a portion of Hillcrest Drive, installed conduit for electrical and water lines, and re-graded the roadway.



The hermetically sealed metal cover was completed in record time, and on June 2, 2023, Tank 2 was returned to service.



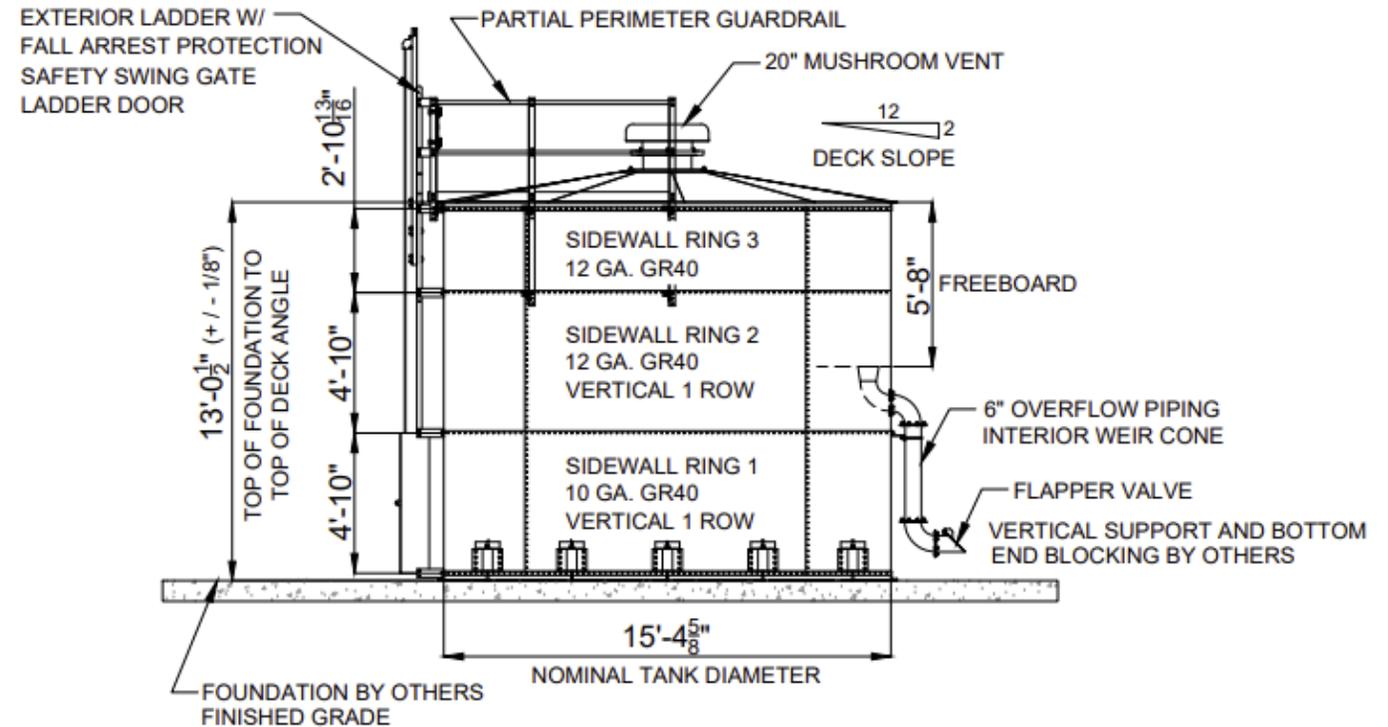
On July 17, 2023,
PG&E activated
the power supply
for the well.





Once Well 2 & Tank 2 sites had electricity, the ozonator, filtration system, and control panels were installed.

In May 2023, the District received the geotechnical engineering report and construction drawings for Tank 5.



ELEVATION VIEW

APPURTENANCES ROTATED FOR CLARITY ONLY
SEE PLAN VIEW FOR CORRECT ORIENTATION
CONCRETE FOUNDATION SHOWN FOR REFERENCE ONLY



Construction of the concrete foundation for Tank 5 was completed in September 2023, and the tank materials were delivered shortly thereafter.



Construction of Tank 5, plumbing and electrical connections between Tank 5, Well 5, and Tank 4 were completed in early December. Grading the site after trenching for plumbing and electrical connections was completed the second week of December, and Tank 5 was filled with water and brought online soon thereafter.

Over a period of two years, the Operations crew completed three major infrastructure projects, while keeping up routine maintenance functions.

Many thanks to General Manager, Charlie Acker and Plant Operator, RJ Dial, for managing every phase of the grant project.



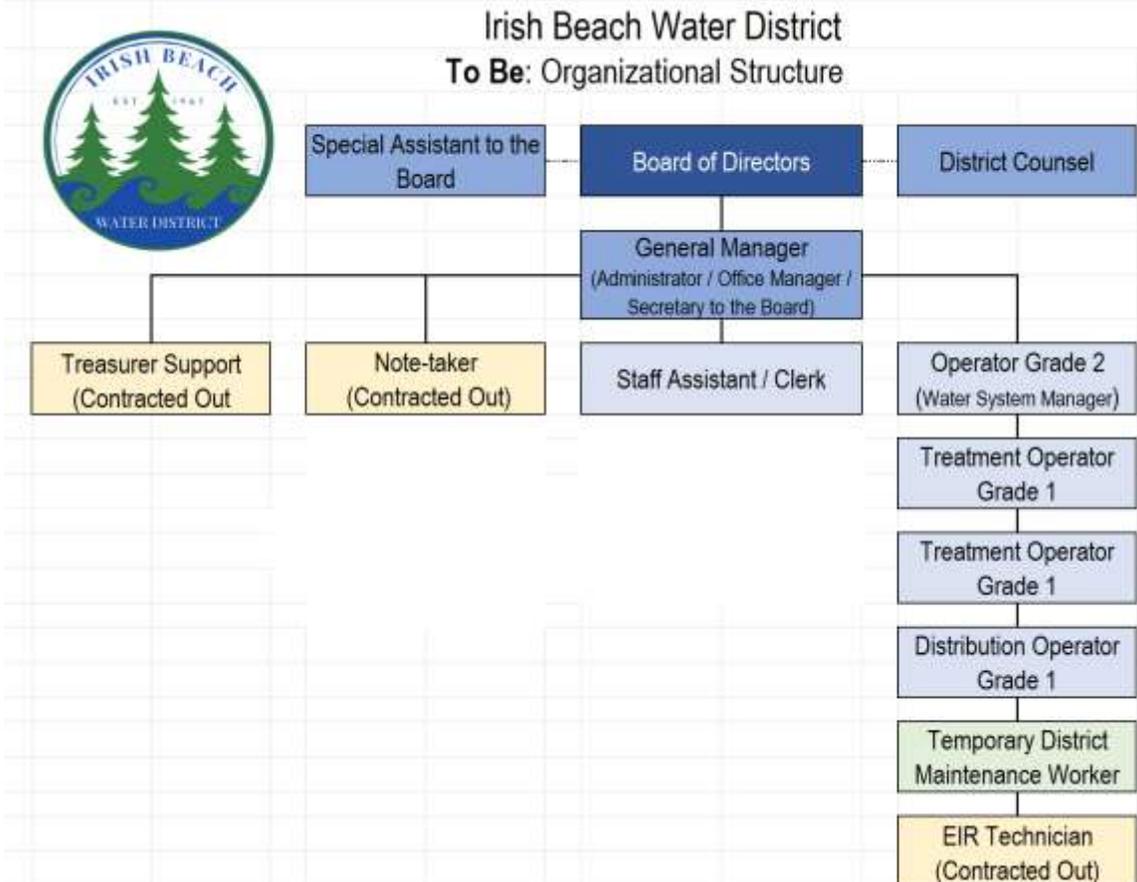
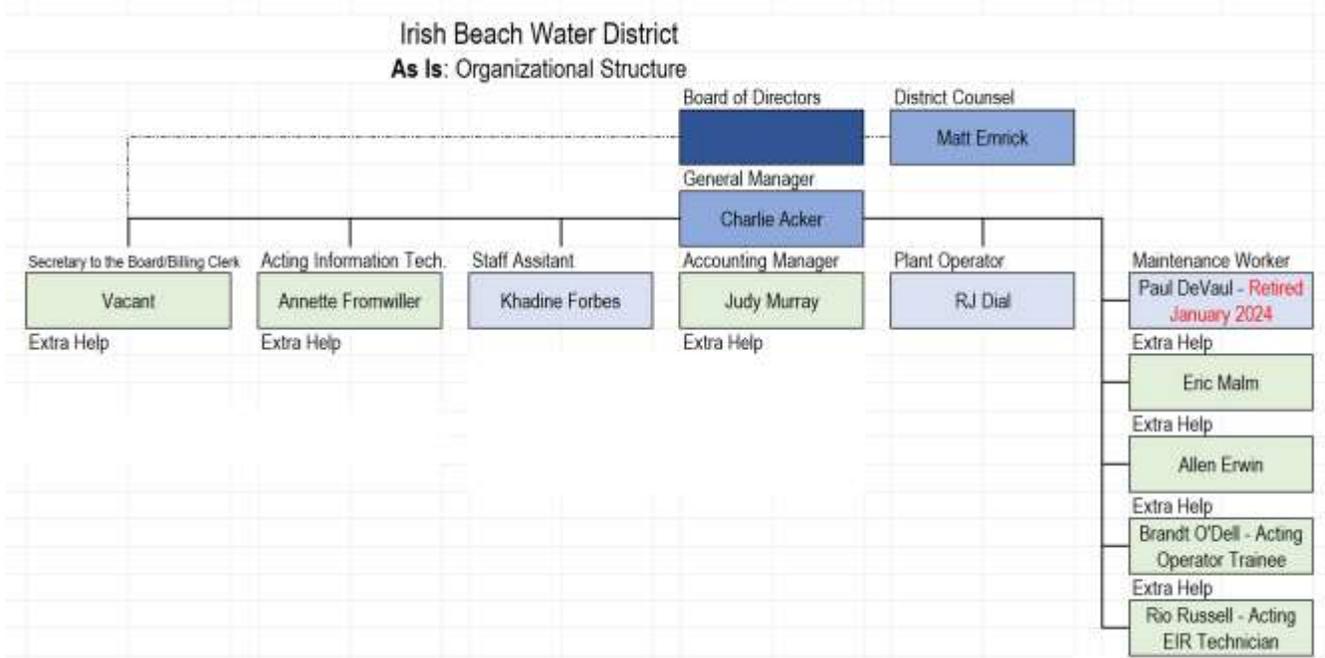
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Kudos to the Operations crew: RJ Dial, Allen Erwin, Brant O'Dell, Charlie Acker, Eric Malm, and Paul Deval (not pictured) for your willingness to work tirelessly to finish the grant project in record time. Thank you!

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**OLD BUSINESS: D. DISCUSSION AND OR ACTION: ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – CONSIDER REVISIONS TO THE OPERATOR LEVEL 1, OPERATOR LEVEL 2, AND STAFF ASSISTANT JOB DESCRIPTIONS. CONSIDER NEW JOB DESCRIPTIONS FOR THE GENERAL MANAGER AND SPECIAL ASSISTANT TO THE BOARD.**

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Job Description: General Manager

Approved by the IBWD Board of Directors on XX/XX/24

Duties

As established by the California Water Code Section 34900, the General Manager shall serve at the pleasure of the Board of Directors. Reporting to and under policy direction from the Board of Directors, the General Manager oversees the administrative, planning, and financial activities of the District. In consideration of Board-established organizational goals and priorities, the General Manager provides leadership and hands-on management of overall District functions.

Key Responsibilities

The following duties are typical for this classification. The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed, and incumbents may expect to perform other related duties.

1. Serves as District Administrator and Office Manager, as well as Secretary to the Board of Directors.
2. Manages District personnel matters, including employment procedures, discipline, classification and pay, and employee relations. Employs and discharges employees, as well as prescribes their duties in compliance with Board approved job descriptions and budget. Supervises, trains, develops, and evaluates the Water System Manager, as well as all Administrative staff. Works in conjunction with the Water System Manager (Operator Level 2) to coordinate personnel actions for Operations staff. Works with employees to correct deficiencies; implements discipline and termination procedures.
3. Supports the Treasurer in preparation of the annual budget, providing recommendations and research as requested. Administers the District's annual budget including salaries, maintenance, and capital projects.
4. Negotiates water sale contracts for the District's available water supply and administers the contracts once implemented.
5. Through supervision of the Water System Manager, provides full charge and control over construction, maintenance, and operation of the District's water system. Confirms compliance with water quality laws and regulations and takes actions to ensure sufficient water supply capability to meet customer demands.
6. Develops funding mechanisms to ensure the District's water system continues to reliably serve the community's needs. Prepares prudent, long-term capital improvement and financing plans consistent with the District's mission and goals. Researches, applies for, and manages grants.
7. Provides oversight of the District's procurement processes, including preparation of Requests for Proposals (RFPs). Reviews bids and proposals, project plans, specifications, and schedules; identifies and resolves potential budget issues. Manages consultants and contractors, including contract compliance, requests for information and requests for payment.
8. Monitors and develops administrative practices and procedures and recommends changes which increase the efficiency and economy of District operations. Assesses workloads and technology to identify opportunities for improvement and implements changes within Board-established budget and policies.
9. Develops and oversees customer service standards and ensures the timeliness of service delivery. Responds to citizen complaints and inquiries. Represents the District to the public, regulatory agencies, the media, and civic or community organizations.
10. Reviews staff work, existing policies, and operating procedures for overall effectiveness. Recommends new or updated policies and procedures to meet changing operational needs.
11. Provides oversight for District accounting and finances. Performs accounting functions as a back-up, or in coordination with the Staff Assistant. Routinely validates transactions through review of QuickBooks accounts, as well as bank and credit card statements.
12. Submits District Compensation Report to State Controller's Office.

Job Description: General Manager

13. Performs administrative functions related to the District's Records Management Policy in accordance with the California Public Records Act. Serves as official custodian for District's document archive library and responds to Public Records Requests at the direction of the Board of Directors.
14. Performs the duties of District Secretary as required. Prepares monthly Board meeting agendas, meeting packets, and oversees development of written staff reports. Distributes, and posts meeting agendas and packets for the Board of Directors.
15. Provides timely updates to the Board concerning management of the District including operations updates and administrative project status.
16. In the absence of, or in coordination with the Special Assistant to the Board, provides support for financial statement audits, special benefit assessments, policy updates, as well as Board elections.
17. Performs special projects and duties as assigned.

Qualifications

The following describes the knowledge, abilities and education required to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of administration and management.
- Principles of organizational management, staffing, supervision, and employee development.
- Principles and practices of financial planning, budgeting, expenditure control, and reporting.
- Principles and practices of cost-of-service and ratemaking, as well as contract development and administration.
- General understanding of the laws, regulations and processes governing special districts and public sector employment, as well as practices governing water quality, treatment and distribution are desirable; however, not required.

Ability to:

- Research and analyze complex administrative and operational issues, evaluate alternatives, and develop recommendations.
- Select, supervise, train, evaluate, mentor, and discipline staff.
- Effectively administer contractual agreements and ensure compliance with stipulations.
- Plan, direct, and review the work of staff on a project and day-to-day basis.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Evaluate workflow and prioritize multiple tasks, projects and demands; meet critical deadlines.
- Exercise sound independent judgment within established guidelines.
- Effectively represent the District with government agencies, vendors, and the public.
- Operate a personal computer, utilizing standard and specialized software and applications.
- Effectively communicate to diverse audiences, in verbal and written English; prepare and use appropriate, user-friendly visual and written materials; make public presentations.
- Review reports and correspondence quickly and accurately.
- Maintain confidentiality.
- Respond to treatment and distribution system maintenance/repair emergencies.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, vendors, and the Board of Directors.

Education and Experience Required:

- Any combination of education and experience that provides the required knowledge and abilities. A typical way to obtain the requisite knowledge and abilities would be:

Job Description: General Manager

- Bachelor's degree from an accredited university or college with major course work in water resources, project management, engineering, construction management, business or public administration or a related field.
- Three to Five years of increasingly responsible professional-level experience including two years in the management of a public or private customer service-oriented enterprise. Responsibility for day-to-day operations, planning, maintenance, budget, and fiscal oversight; two of the years must have included supervisory responsibilities.
- Possession of an appropriate, valid driver's license.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Physical: Primary functions require sufficient physical ability and mobility to work in an office environment; to walk, stand, and sit for prolonged periods of time; to occasionally stoop, bend, and kneel in the performance of daily duties; to lift and carry objects weighing up to 25 pounds; and to verbally communicate to exchange information. Performing emergency response or back-up functions requires sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, climb, reach, and grasp; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to operate assigned equipment and vehicles.

Environment: Indoor work is performed primarily in an office environment; regular contact with District staff, members of the Board of Directors, and the public; work involves deadlines, and stressful situations. Outdoor, emergency response and back-up work is performed primarily in an outdoor field environment; exposure to noise, dust, fumes, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; work and/or walking on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency calls after hours.

Supervisory Status: Supervisory

Employment Status: Regular or Regular Part-time

FLSA: Non-Exempt



Job Description: Staff Assistant / Clerk
Revision Approved by the IBWD Board of Directors on XX/XX/24

Duties

The Staff Assistant performs a variety of administrative and operational functions in support of the General Manager, the Water System Manager, and the Board of Directors. Builds and maintains positive working relationships with other District employees, the Board of Directors, and the public using principles of good customer service. Represents the District with integrity, and the spirit of cooperation in all relations with staff, the Board, and the public.

Key Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed, and incumbents may expect to perform other related duties.

1. Serves as District Clerk, subject to annual appointment by the Board.
2. Performs administrative support activities which include monitoring the District's email account and referring messages to appropriate individuals for handling; and responding to customer and vendor inquiries relating to District billing and payment procedures. Refers service orders for Operators to complete, as necessary.
3. Maintains the District's automated accounting system (QuickBooks) including cash disbursements; accounts payable, general ledger tracking and processing journal entries. Provides a monthly financial report to the Treasurer and provides accurate financial reports and any other pertinent information to the General Manager and/or the Board as requested.
4. Performs data entry functions to maintain a computerized water billing system including entering new account information; entering payments; preparing deposits; generating bi-monthly water billing; verifying and posting entries to customer accounts; and updating accounts to reflect sales and transfers of real property. Identifies accounts to be assessed late fees, and/or disconnection notices. Coordinates with the County to collect delinquent accounts through the tax rolls. Tracks special assessment income and directs funds to restricted accounts, as well as Redwood Coast Fire Protection District.
5. Prepares monthly bank account and credit card reconciliation. Investigates and resolves discrepancies; matches invoices and credit card statements to purchase orders and receipts; and makes determinations of accounts to be charged for goods and services, consulting with the General Manager, if necessary.
6. Prepares payroll for hourly and salaried employees. Computes hours worked for all employees at the end of each pay period. Prepares a spreadsheet to summarize the hours, and reconciles the three documents (the timesheets, the summary, and the payroll report).
7. Manages Accounts payable and accounts receivable. Issues payments in a timely manner, facilitates bank transfers and deposits between the District's bank accounts, and files associated back-up.
8. Prepares invoices for accounts receivable (e.g., grants, etc.). Assembles supporting documentation, summarizes charges, and prepares the invoice package for submission.
9. Prepares Will-Serve letters relating to construction projects within District boundaries.
10. Tracks completion of septic tank inspections. Reviews inspection certification status annually; mails notices to customers; tracks and files receipt of septic inspection certificates, following up as needed; and updates RVS with updated completion data.
11. Scans documents and files documentation in the District's electronic records repository (i.e., DropBox), as well as filing hard copy supporting documents in compliance with the District's records retention policy.
12. Modifies District website as directed by the Board of Directors; posts and updates requested documentation and information to the District website.
13. Performs related duties as assigned.

Qualifications

Knowledge of:

- Business correspondence writing and report preparation.
- Principles and procedures of record keeping.
- Modern office practices, methods, and equipment including relevant software and online applications.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of customer service.
- QuickBooks accounting software.

Ability to:

- Perform administrative support work involving the use of independent judgment and personal initiative.
- Interpret and apply District policies and procedures, as well as State laws and regulations.
- Understand the organization of the District and of outside agencies as necessary to assume assigned responsibilities.
- Analyze situations carefully and adopt effective courses of action.
- Maintain confidential data and information for executive staff.
- Independently compile, maintain, and prepare reports and correspondence.
- Communicate clearly and concisely, both orally and in writing.
- Operate and use modern office equipment and technology.
- Maintain regular attendance to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of District goals, objectives, and activities.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Physical: Primary functions require sufficient physical ability and mobility to work in an office environment; to walk, stand, and sit for prolonged periods of time; to occasionally stoop, bend, and kneel in the performance of daily duties; to lift and carry objects weighing up to 25 pounds; and to verbally communicate to exchange information.

Environment: Work is performed primarily in an office environment; regular contact with District staff, members of the Board of Directors, and the public; work involves deadlines, and stressful situations.

Supervisory Status: Non-supervisory

Employment Status: Regular or Regular Part-time

FLSA: Non-Exempt



Job Description: Water System Manager (Operator – Grade 2)

Revision Approved by the IBWD Board of Directors on XX/XX/24

Duties

The Operator – Grade 2 is the senior grade in the Operator series and is responsible for managing the water system and Operations staff. This position is filled by advancement from the Distribution or Treatment Operator Grade 1; when filled from the outside, requires prior experience. Builds and maintains positive working relationships with members of the Board of Directors and other District employees using the principles of good customer service. Represents the District with integrity, and the spirit of cooperation in all relations with the Board and staff.

Key Responsibilities

The following duties are typical for this classification. The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed, and incumbents may expect to perform other related duties.

1. Serves as District Water System Manager.
2. Within guidelines provided by the General Manager, the Level 2 Operator manages water system operations to provide customers with a safe and reliable water supply. Plans, directs, and coordinates activities and operations of all water system facilities (including access roadways), equipment, and projects.
3. Coordinates District activities with all regulatory agencies; ensures compliance with all state, local, and federal laws. Prepares and presents required reports (e.g., state drought reporting, consumer confidence reports, etc.).
4. Oversees environmental review and permitting for water system projects, including review of environmental documents, preparation of permit applications and submittal of public comments. Directs and oversees efforts to protect the District's watershed.
5. Monitors District infrastructure and rehabilitation; Implements a long-range preventative maintenance schedule; oversees the maintenance and improvement of facilities and roads.
6. Prepares the water system operational budget; prepares budget justifications and funding requests; completes fiscal negotiations with vendors, and other resource agencies.
7. Prepares maintenance and improvement project plans, specifications, and schedules. Evaluates use of District staff and/or vendors to achieve cost-effective solutions. Prepares purchase orders and reviews contracts. Manages contractors and consultants ensuring District standards, policies, and directives are maintained.
8. Ensures District records are maintained. Scans documents and files documentation in the District's electronic records repository (i.e., DropBox), as well as filing hard copy supporting documents in compliance with the District's records retention policy.
9. Oversees the District's safety program, as well as emergency preparedness and response. Ensures compliance with Federal, State, and local safety regulations. Develops and supports a culture of safety in the organization.
10. In compliance with Board approved job descriptions and budget, coordinates recruitment, selection, training, supervision, and evaluation of the Operations staff. Coordinates with the General Manager to recommend and implement disciplinary action if necessary.
11. In the absence of, or in coordination with Level 1 Operator(s):
 - a. Install, repair, and maintain the water distribution system including system mains, valves, service lines, pipes, meters, hydrants, fittings, and other related apparatus. Monitor and operate the distribution system using the SCADA system, as needed. Monitor and ensure compliance with regulatory requirements and standards.
 - b. Start up, shut down, and make periodic operating and safety checks of treatment plant equipment, such as pumping systems, chemical feeders, auxiliary equipment, measuring and control systems. Perform routine preventative and corrective maintenance such as operating adjustments of chemical feed pumps and instrumentation, as well as lubrication, cleaning, and painting equipment.
 - c. Inspect and maintain source waters, diversions, wells, and track flow rates and well pumping rates.

Job Description: Water System Manager (Operator – Grade 2)

- d. Prepare and maintain a variety of records related to work performed including test results, maintenance work performed, chemical inventories, and unusual operating conditions; prepare reports, and submit to regulatory agencies as required.
 - e. Collect representative water samples. Send to laboratory for mineral and chemical analysis, color, odor, coliforms, and other tests as required by the State.
 - f. Mark and/or locate District water and collection lines; communicate with USA and outside utilities for routine and emergency evacuations. Report modifications and ensure GIS is updated, as needed.
 - g. Participate in emergency response activities, such as repairing leaks and restoring service interruptions. Assess soil and surrounding conditions and excavate and backfill trenches.
 - h. Operate and maintain a variety of tools and equipment, load and unload vehicles and equipment. Secure parts, materials, and chemicals required to complete assignments, as necessary.
12. Responds to public inquiries and requests in a courteous manner; provides information within the area of assignment; resolve complaints in an efficient and timely manner. Conduct tours of the plant and other District facilities, as well as other public relations activities.
13. Perform special projects and duties as assigned.

Qualifications

The following describes the knowledge, abilities and education required to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics of the District's water treatment and distribution system.
- Principles of water supply planning.
- Engineering and construction principles applicable to the planning, design, and construction of District facilities. Materials, techniques, equipment, and terminology used in maintenance, repair, and improvement of water system infrastructure.
- Occupational hazards and standard safety procedures for work sites and operation of equipment.
- Arithmetic calculations common to water treatment operations and both written and oral business English.
- Principles and practices of record keeping.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Effectively administer contractual agreements and ensure compliance with stipulations.
- Plan, direct, and review the work of field staff on a project and day-to-day basis.
- Coordinate and schedule complex maintenance and construction projects.
- Perform a variety of skilled duties involved in the maintenance, installation, and repair of the District's water infrastructure.
- Operate specialized construction equipment and tools in a safe and efficient manner.
- Respond to treatment and distribution system maintenance/repair emergencies.
- Prepare and maintain plans, maps, specifications, manuals, drawings, and blueprints.
- Operate software programs / applications using computers or other types of devices. Ability to utilize word processing and spreadsheet programs.
- Develop and maintain record-keeping systems including time, material, equipment uses, and testing records. Prepare clear and concise reports.
- Provide effective coaching, instruction, feedback, and direction to Operations staff.
- Exercise independent judgment and initiative.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Job Description: Water System Manager (Operator – Grade 2)

Education and Experience Required:

- High school diploma or the equivalent thereof, supplemented by specialized training in the maintenance and repair of water distribution systems.
- Two years of experience in the installation, maintenance, and repair of water systems comparable to an Operator – Grade 1 with the Irish Beach Water District. Employees must demonstrate proficiency in a variety of skills/tasks to the satisfaction of the General Manager prior to advancing to the Operator 2 grade.
- Strong mechanical aptitude and problem-solving skills.
- Experience with SCADA systems and other computer-based control systems.
- Experience with GIS mapping systems.
- Possession of an appropriate, valid driver's license.
- Possession of a Grade 2, or higher, Water Treatment Operator Certificate issued by the issued by the California State Water Resources Control Board; **and** possession of a Grade 1, or higher, Water Distribution Operator Certificate issued by the California State Water Resources Control Board.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, climb, reach, and grasp in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Environment: Work is performed primarily in an outdoor field environment; exposure to noise, dust, fumes, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency calls after hours.

Supervisory Status: Supervisory

Employment Status: Regular or Regular Part-time

FLSA: Non-Exempt



Job Description: Operator – Grade 1 Treatment

Revision Approved by the IBWD Board of Directors on XX/XX/24

Duties

This is the intermediate grade in the Operator series performing routine water treatment duties. Under the supervision of the Water System Manager (Operator – Grade 2) or the General Manager, works independently to efficiently complete tasks related to the repair, replacement, operations, and maintenance of District facilities.

Key Responsibilities

The following duties are typical for this classification. Incumbents will be assigned duties based on certification (treatment or distribution). The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed, and incumbents may expect to perform other related duties.

1. Inspect and maintain source waters, diversions, wells, and track flow rates and well pumping rates. Monitor and ensure compliance with regulatory requirements and standards. (Incumbents with treatment certification).
2. Start up, shut down, and make periodic operating and safety checks of treatment plant equipment, such as pumping systems, chemical feeders, auxiliary equipment, measuring and control systems. Perform routine preventative and corrective maintenance such as operating adjustments of chemical feed pumps and instrumentation, as well as lubrication, cleaning, and painting equipment. (Incumbents with treatment certification).
3. Collect representative water samples. Send to laboratory for mineral and chemical analysis, color, odor, coliforms, and other tests as required by the State. (Incumbents with treatment certification).
4. Participate in emergency response activities, such as repairing leaks and restoring service interruptions, as well as treatment plant alerts and failures.
5. Prepare and maintain a variety of records related to work performed including test results, maintenance work performed, chemical inventories, and unusual operating conditions; prepare reports, as required.
6. Operate and maintain a variety of tools and equipment; load and unload vehicles and equipment. Secure parts, materials, and chemicals required to complete assignments, as necessary.
7. Respond to public inquiries and requests in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner. Conduct tours of the plant and other District facilities, as well as other public relations activities.
8. Perform special projects and duties as assigned.

Qualifications

The following describes the knowledge, abilities and education required to successfully perform the assigned duties.

Knowledge of:

- Materials, techniques, equipment, and terminology used in maintenance, repair, and improvement of water system infrastructure.
- Occupational hazards and standard safety procedures for work sites and operation of equipment.
- Arithmetic calculations common to water treatment operations and both written and oral business English.
- Basic principles and practices of record keeping.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform a variety of semi-skilled and skilled duties involved in the maintenance, installation, and repair of the District's water infrastructure.
- Use and operate basic construction equipment and tools in a safe and efficient manner.

Job Description: Operator – Grade 1 Treatment

- Respond to water system maintenance/repair emergencies.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Operate software programs / applications using computers or other types of devices. Ability to utilize word processing and spreadsheet programs.
- Maintain records including time, material, equipment use, and testing records.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Exercise independent judgment and initiative without close supervision.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Required:

- High school diploma or the equivalent thereof.
- Twelve months of water system operation experience or a related field.
- Possession of an appropriate, valid driver's license.
- Possession of a Grade 1, or higher, Water Treatment Operator Certificate issued by the California State Water Resources Control Board.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, climb, reach, and grasp in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Environment: Work is performed primarily in an outdoor field environment; exposure to noise, dust, fumes, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency calls after hours.

Supervisory Status: Non-supervisory

Employment Status: Regular or Regular Part-time; Temporary Part-time

FLSA: Non-Exempt



Job Description: Operator – Grade 1 - Distribution

Revision Approved by the IBWD Board of Directors on XX/XX/24

Duties

This is the intermediate grade in the Operator series performing routine water treatment duties. Under the supervision of the Water System Manager (Operator – Grade 2) or the General Manager, works independently to efficiently complete tasks related to the repair, replacement, operations, and maintenance of District facilities.

Key Responsibilities

The following duties are typical for this classification. Incumbents will be assigned duties based on certification (treatment or distribution). The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed, and incumbents may expect to perform other related duties.

1. Install, repair, and maintain the water distribution system including system mains, valves, service lines, pipes, meters, hydrants, fittings, and other related apparatus. Monitor and operate the distribution system using the SCADA system, as needed. Monitor and ensure compliance with regulatory requirements and standards. (Incumbents with distribution certification).
2. Mark and/or locate District water and collection lines; communicate with USA and outside utilities for routine and emergency evacuations. Report modifications and ensure GIS is updated, as needed. (Incumbents with distribution certification).
3. Participate in emergency response activities, such as repairing leaks and restoring service interruptions, as well as treatment plant alerts and failures.
4. Prepare and maintain a variety of records related to work performed including test results, maintenance work performed, chemical inventories, and unusual operating conditions; prepare reports, as required.
5. Operate and maintain a variety of tools and equipment; load and unload vehicles and equipment. Secure parts, materials, and chemicals required to complete assignments, as necessary.
6. Respond to public inquiries and requests in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner. Conduct tours of the plant and other District facilities, as well as other public relations activities.
7. Generate meter readings on a routine basis. (Incumbents with distribution certification).
8. Perform special projects and duties as assigned.

Qualifications

The following describes the knowledge, abilities and education required to successfully perform the assigned duties.

Knowledge of:

- Materials, techniques, equipment, and terminology used in maintenance, repair, and improvement of water system infrastructure.
- Occupational hazards and standard safety procedures for work sites and operation of equipment.
- Arithmetic calculations common to water treatment operations and both written and oral business English.
- Basic principles and practices of record keeping.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform a variety of semi-skilled and skilled duties involved in the maintenance, installation, and repair of the District's water infrastructure.
- Use and operate basic construction equipment and tools in a safe and efficient manner.
- Respond to water system maintenance/repair emergencies.

Job Description: Operator – Grade 1 - Distribution

- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Operate software programs / applications using computers or other types of devices. Ability to utilize word processing and spreadsheet programs.
- Maintain records including time, material, equipment use, and testing records.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Exercise independent judgment and initiative without close supervision.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Required:

- High school diploma or the equivalent thereof.
- Twelve months of water system operation experience or a related field.
- Possession of an appropriate, valid driver's license.
- Possession of a Grade 1, or higher, Water Distribution Operator Certificate issued by the California State Water Resources Control Board.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, climb, reach, and grasp in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Environment: Work is performed primarily in an outdoor field environment; exposure to noise, dust, fumes, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency calls after hours.

Supervisory Status: Non-supervisory

Employment Status: Regular or Regular Part-time; Temporary Part-time

FLSA: Non-Exempt



Job Description: Special Assistant to the Board

Approved by the IBWD Board of Directors on XX/XX/24

Duties

The Special Assistant to the Board performs a variety of administrative functions in support of the Board of Directors subject to an annual appointment by the Board. Builds and maintains positive working relationships with members of the Board of Directors and other District employees using the principles of good customer service. Represents the District with integrity, and the spirit of cooperation in all relations with the Board and staff.

Key Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed, and incumbents may expect to perform other related duties.

1. Serves as the District Historian
2. Audits - Supports the Treasurer and coordinates with the Staff Assistant to:
 - Provide all information as required by the auditor. (e.g., copies / electronic access to invoices, statements, RVS late fees, etc.)
 - Coordinate temporary access to QuickBooks online for audit staff.
 - Draft Management's Discussion and Analysis for review by the Treasurer before submission to the auditor.
 - Coordinate submission of the District's Financial Statement Report to State Controller's Office
 - Track requirements for rotation of audit partners; drafts Request for Proposals for Audit Services; issues the request; completes evaluations of proposals; and makes recommendations to the Treasurer.
3. Special Benefit Assessments - Supports the Treasurer and coordinates with the Staff Assistant to:
 - Update the record of fixed assets annually.
 - Draft Request for Proposals for Special Benefit Assessment Engineering Services; issue the request; track responses; and coordinate the evaluation of proposals.
 - Coordinate with the General Manager to compile a list of the estimated project costs to be included in the initiative and prepare detailed reports for the Treasurer.
 - Determine parcels (APN numbers and ownership information) subject to proposed assessments; determine parcels to be excluded from proposed assessment (e.g., Nichols Ranch parcels, acreage lots, and any parcels excluded based on litigation); refine the list of parcels to be included in the assessment and generate detailed reports for the Treasurer.
4. Bylaws, Policies, and Resolutions – Supports the Board Secretary by:
 - Drafting updates to District bylaws, as needed.
 - Preparing updates to the Policy Manual, as needed.
 - Drafting resolutions for Board consideration, as needed.
5. Board of Director Elections and Board Member Required Tasks - Supports the Board by:
 - Coordinating District elections activities with the Mendocino County Assessor / Clerk / Recorder / Registrar of Voters; 125 days prior to the date day fixed for the general district election, notifies County officials of the elective offices of the district to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term; and deliver a map or description of the boundaries of the district or divisions for which elections are to be held.

Job Description: Special Assistant to the Board

- Notifying incumbent Directors of the dates and requirements for filing declaration of candidacy forms with the Mendocino County Assessor / Clerk / Recorder / Registrar of Voters.
- Notifying County officials of the Director vacancies no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.
- Notifying Directors of required ethics training and available resources. Maintains record of Board member compliance with Form 700 completion and bi-annual Ethics training.
- Appraising the Board of Directors of changes to the Brown Act. As requested, provides guidance on parliamentary issues arising during Board meetings.
- Performing related duties as assigned.

Qualifications

Knowledge of:

- Business correspondence writing and report preparation.
- Principles and procedures of record keeping.
- Modern office practices, methods, and equipment including relevant software and online applications.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of customer service.

Ability to:

- Perform administrative support work involving the use of independent judgment and personal initiative.
- Interpret and apply District policies and procedures, as well as State laws and regulations.
- Understand the organization of the District and of outside agencies as necessary to assume assigned responsibilities.
- Analyze situations carefully and adopt effective courses of action.
- Maintain confidential data and information for the Board.
- Communicate clearly and concisely, both orally and in writing.
- Operate and use modern office equipment and technology.
- Maintain regular attendance to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of District goals, objectives, and activities.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Physical: Primary functions require sufficient physical ability and mobility to work in an office environment; to walk, stand, and sit for prolonged periods of time; to occasionally stoop, bend, and kneel in the performance of daily duties; and to verbally communicate to exchange information.

Environment: Work is performed primarily in an office environment; regular contact with members of the Board of Directors and District staff; work involves deadlines, and stressful situations.

Supervisory Status: Non-supervisory

Employment Status: Regular or Regular Part-time

FLSA: Non-Exempt

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**NEW BUSINESS: A. DISCUSSION AND OR ACTION: REPORT FROM THE BUDGET & FINANCE COMMITTEE – UPDATE  
ON THE DISTRICT’S FINANCIAL AUDIT FOR FISCAL YEAR ENDING 9/30/22.**

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Specific Audit Approach, Continued
Audit Timeline

As a result of the hybrid audit process, we anticipate having a draft of the financial statements at fieldwork. Completion of the final audit report depends on how promptly the District’s staff is able to provide needed reports, confirmations, preparation of management’s discussion and analysis and review of draft financial statements. The typical turnaround is within 3 weeks. The following table shows our timeline for completing the major tasks of the audit.

Phase	Audit Task	Estimated Timeline
I	Pre-Audit conference	September 2023
	Initial planning and audit planning: Prepared-by-Client list, Information from bankers, attorney’s Prior year’s statements	August to December 2023
	Preliminary analysis: Report preparation, Cash and other confirmations, Internal controls Information gathering: Statistical sampling and testing, Revenues and disbursements, Internal controls, Laws and regulations, Risk assessment, Functionality testing	December 2023
II	Fieldwork (3-4 days): Cash deposits, Internal control of disbursements, Payroll, Revenues, Inventory control, Billing and collections, Unrecorded liabilities	January 2024
	Post-fieldwork activities: Third-party confirmations	January – February 2024
III	Report finalization and final analysis	February 2024
	Final analysis	
	Report draft delivery and review with finance staff	February 2024
	Final report delivery two (2) weeks prior to scheduled Board meeting If requested, presentation of audit results to Board of Directors at scheduled December Board meeting.	TBD TBD

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**COMMUNICATIONS AND CORRESPONDENCE**  
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**CONSENT CALENDAR**  
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- A. TREASURER'S REPORT & CHECKS ISSUED
 - B. WATER/STORAGE FACILITIES/CONVEYANCE/LOSS REPORT
 - C. APPROVAL OF MEETING MINUTES: MARCH 9, 2024 REGULAR MEETING
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A. TREASURER'S REPORT, CHECKS ISSUED

TREASURER'S CASH STATEMENT

May 11, 2024 Board Meeting

	This Period Ending	Last Period Ending
IBWD Cash and Assets:	April 2024	February 2024
Checking RCU	\$43,319	\$31,332
Savings RCH	\$113	\$113
TOTAL CASH ASSETS	\$43,432	\$31,445
Accounts Receivable - Grant	\$39,194	\$63,929
April Payroll	-\$9,370	
Est. Accounts Receivable -Water Billing Mar/Apr 2024	\$49,712	\$14,401
County Tax Rolls	\$2,113	\$2,113
218 proposal SCI	-\$37,696	-\$47,615
218 proposal SCI, amendment 1	-\$14,185	-\$14,185
cash flow loan from restricted	-\$59,450	-\$59,450
CPA Audit 21/22	-\$8,900	-\$8,900
TOTAL OTHER ASSETS	-\$38,582	-\$49,707
TOTAL UNRESTRICTED ASSETS	\$4,850	-\$18,262
Emergency Response Augmentation- current year	\$39,833	\$39,833
Capital Replacement Money Market Account	\$126,457	\$101,613
Cash flow loan to operating	\$59,450	\$59,450
> 40 Year Capital Replacement	\$185,907	\$161,063
AWDF/Mallo Pass	\$445,641	\$445,641
TOTAL RESTRICTED ASSETS	\$671,381	\$646,536
TOTAL ASSETS	\$676,231	\$628,274

Irish Beach Water District Checks/Payments

March 2024

Date	Transaction Type	Num	Name	Memo/Description	Account #	Account	Debit	Credit
03/04/2024	Check	13251	Charles L. Acker	Feb 24 payroll paid Mar 4, 2024 Jm.	105.10	105.10 Cash in Bank - RCU		2,693.96
				Feb 24 payroll	560.00	560.000 Administrative & General	3,104.75	
				Feb 24 payroll	565.20	565.200 Administrative & General:Employee Retirement & Benefits:Vacation		
				Feb 24 payroll	573.10	573.100 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	67.00	
				Feb 24 payroll	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable		102.98
				Feb 24 payroll	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable		100.00
				Feb 24 payroll	210.20	210.20 PAYROLL LIABILITIES:FICA Payable		192.49
				Feb 24 payroll	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable		45.02
				Feb 24 payroll	210.50	210.50 PAYROLL LIABILITIES:State WH Payable		3.15
				Feb 24 payroll	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable		34.15
							\$ 3,171.75	\$ 3,171.75
03/04/2024	Check	13252	Robert J. Dial	Feb 24 payroll paid 3/4/24 processed by Schwindt CPA. Posted by jm	105.10	105.10 Cash in Bank - RCU		969.01
				Feb 24 payroll paid Mar 4, 24	560.00	560.000 Administrative & General	1,028.16	
				Feb 24 payroll paid Mar 4, 24	573.10	573.100 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	30.82	
				Feb 24 payroll paid Mar 4, 24	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable		
				Feb 24 payroll paid Mar 4, 24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable		63.75
				Feb 24 payroll paid Mar 4, 24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable		14.91
				Feb 24 payroll paid Mar 4, 24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable		11.31
				Feb 24 payroll paid Mar 4, 24	210.50	210.50 PAYROLL LIABILITIES:State WH Payable		
							\$ 1,058.98	\$ 1,058.98

03/04/2024	Check	13253	Khadine Forbes	Feb24 payroll paid 03/04/24 processed by Schwindt CPA posted Jm	105.10	105.10 Cash in Bank - RCU		1,877.88
				Feb 24 payroll paid Mar 4, 24	560.00	560.000 Administrative & General	2,021.97	
				Feb 24 payroll paid Mar 4, 24	573.10	573.100 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	32.83	
				Feb 24 payroll paid Mar 4, 24	565.20	565.200 Administrative & General:Employee Retirement & Benefits:Vacation		
				Feb 24 payroll paid Mar 4, 24	565.30	565.300 Administrative & General:Employee Retirement & Benefits:Sick Leave		
				Feb 24 payroll paid Mar 4, 24	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable		
				Feb 24 payroll paid Mar 4, 24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable		125.36
				Feb 24 payroll paid Mar 4, 24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable		29.32
				Feb 24 payroll paid Mar 4, 24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable		22.24
				Feb 24 payroll paid Mar 4, 24	210.50	210.50 PAYROLL LIABILITIES:State WH Payable		
							\$ 2,054.80	\$ 2,054.80
03/04/2024	Check	13254	Annette Fromwiller	Feb 24payroll paid 03/04/24 jm Processed by Schwindt CPA	105.10	105.10 Cash in Bank - RCU		367.79
				Feb 24 payroll paid Mar 4, 24	560.00	560.000 Administrative & General	403.05	
				Feb 24 payroll paid Mar 4, 24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable		24.99
				Feb 24 payroll paid Mar 4, 24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable		5.84
				Feb 24 payroll paid Mar 4, 24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable		4.43
							\$ 403.05	\$ 403.05
03/04/2024	Check	13255	Malm, Eric	Feb 24 payroll paid 03/04/2024 jm processed by schwindt cpa	105.10	105.10 Cash in Bank - RCU		764.17
				Feb 24 payroll paid Mar 4, 24	560.00	560.000 Administrative & General	689.13	
				Feb 24 payroll paid Mar 4, 24	573.10	573.100 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	135.34	
				Feb 24 payroll paid Mar 4, 24	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable		
				Feb 24 payroll paid Mar 4, 24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable		42.73
				Feb 24 payroll paid Mar 4, 24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable		9.99
				Feb 24 payroll paid Mar 4, 24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable		7.58
							\$ 824.47	\$ 824.47

03/04/2024	Check	13256	Judy A. Murray	Feb 24 payroll paid 03/04/2024jm	105.10	105.10 Cash in Bank - RCU		490.38
				Feb 24 payroll paid Mar 4, 24	560.00	560.000 Administrative & General	537.40	
				Feb 24 payroll paid Mar 4, 24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable		33.32
				Feb 24 payroll paid Mar 4, 24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable		7.79
				Feb 24 payroll paid Mar 4, 24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable		5.91
								\$ 537.40 \$ 537.40
03/04/2024	Check	13257	Brant V. O'Dell	Feb 24 payroll paid Mar 4, 24 jm processed by schwindt cpa	105.10	105.10 Cash in Bank - RCU		779.05
				Feb 24 payroll paid Mar 4, 24	560.00	560.000 Administrative & General	846.41	
				Feb 24 payroll paid Mar 4, 24	573.10	573.100 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	6.70	
				Feb 24 payroll paid Mar 4, 24	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable		
				Feb 24 payroll paid Mar 4, 24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable		52.48
				Feb 24 payroll paid Mar 4, 24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable		12.27
				Feb 24 payroll paid Mar 4, 24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable		9.31
								\$ 853.11 \$ 853.11
03/04/2024	Bill Payment (Check)	ACH	Mendocino Community Network	Online Services	105.10	105.10 Cash in Bank - RCU		40.00
					2000	2000 Accounts Payable	40.00	
								\$ 40.00 \$ 40.00
03/04/2024	Bill Payment (Check)	152323	Brelje & Race	Lab. Analysis	105.10	105.10 Cash in Bank - RCU		124.00
					2000	2000 Accounts Payable	124.00	
								\$ 124.00 \$ 124.00
03/05/2024	Bill Payment (Check)	12909	Charlie Acker	Reimbursement / Mitchel Lewis	105.10	105.10 Cash in Bank - RCU		1,436.13

					2000	2000 Accounts Payable	1,436.13	
							<u>\$ 1,436.13</u>	<u>\$ 1,436.13</u>
	Bill Payment		Matthew L.					
03/05/2024	(Check)	12911	Emrick	Counsel Services	105.10	105.10 Cash in Bank - RCU		5,577.00
					2000	2000 Accounts Payable	5,577.00	
							<u>\$ 5,577.00</u>	<u>\$ 5,577.00</u>
03/05/2024	Check	ACH	APS	Monthly Charge for GovCard payment	105.10	105.10 Cash in Bank - RCU		25.00
				Monthly Fee	562.05	562.050 Administrative & General:Office Supplies & Other Expense:Software	25.00	
							<u>\$ 25.00</u>	<u>\$ 25.00</u>
03/05/2024	Check	ACH	PG&E	3611003632-8 Hillcrest / ACH	105.10	105.10 Cash in Bank - RCU		37.32
				3611003632-8 Hillcrest Statement 2/15/24	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source	37.32	
							<u>\$ 37.32</u>	<u>\$ 37.32</u>
03/05/2024	Check	ACH	PG&E	3053827187-2 ACH	105.10	105.10 Cash in Bank - RCU		464.04
				1010948062 Statement date 2/24 statement	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source	272.73	
				Current Delivery Charges	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source	162.01	
				Electric Corrections	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source	29.30	
							<u>\$ 464.04</u>	<u>\$ 464.04</u>
	Bill Payment		Capital One,					
03/06/2024	(Check)	ACH	F.S.B	Credit Car Payment	105.10	105.10 Cash in Bank - RCU		2,018.50
					2000	2000 Accounts Payable	2,018.50	
							<u>\$ 2,018.50</u>	<u>\$ 2,018.50</u>

	Bill Payment		Patricia Schwindt, CPA	Accounting Consultant	105.10	105.10 Cash in Bank - RCU	185.00		
03/07/2024	(Check)	ACH			2000	2000 Accounts Payable	185.00		
							<u>185.00</u>		
							\$ 185.00	\$	185.00
			Thompson's PortaSeptic Service	Invoice# 19327	105.10	105.10 Cash in Bank - RCU	80.00		
03/07/2024	Check	ACH		Septic Servicing - Billpay	562.11	562.110 Administrative & General:Office Supplies & Other Expense:Port-A-Potty/Waste Pickup	80.00		
							<u>80.00</u>		
							\$ 80.00	\$	80.00
	Bill Payment		Brelje & Race	Lab. Analysis	105.10	105.10 Cash in Bank - RCU	336.00		
03/07/2024	(Check)	ACH			2000	2000 Accounts Payable	336.00		
							<u>336.00</u>		
							\$ 336.00	\$	336.00
	Bill Payment		Brelje & Race	Lab. Analysis	105.10	105.10 Cash in Bank - RCU	101.00		
03/11/2024	(Check)	ACH			2000	2000 Accounts Payable	101.00		
							<u>101.00</u>		
							\$ 101.00	\$	101.00
	Bill Payment		Brelje & Race	Lab. Analysis	105.10	105.10 Cash in Bank - RCU	124.00		
03/11/2024	(Check)	ACH			2000	2000 Accounts Payable	124.00		
							<u>124.00</u>		
							\$ 124.00	\$	124.00
			Redwood Waste Solutions, Inc.	RCU Bill Pay #	105.10	105.10 Cash in Bank - RCU	71.60		
03/13/2024	Check	ACH							

			Garbage Service - Billpay	562.11	562.110 Administrative & General:Office Supplies & Other Expense:Port-A-Potty/Waste Pickup	71.60		
							\$	71.60 \$ 71.60
03/15/2024	Check	EFTPS	Fed P/R taxes- January'24 PR Paid in February 2024	105.10	105.10 Cash in Bank - RCU			3,117.42
			1/24 hours IBWD Fed Payroll taxes	210.20	210.20 PAYROLL LIABILITIES:FICA Payable	1,996.65		
			1/24 hours IBWD Fed Payroll taxes	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable	466.95		
			1/24 hours IBWD Fed Payroll taxes	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable	653.82		
							\$	3,117.42 \$ 3,117.42
03/15/2024	Check	Development Department	January PR' Paid in February 2024	105.10	105.10 Cash in Bank - RCU			518.23
			EFT for January Hours, February Taxes	210.60	210.60 PAYROLL LIABILITIES:CA UI Payable	227.83		
			EFT for January Hours, February Taxes	210.70	210.70 PAYROLL LIABILITIES:CA ETT Payable	14.24		
			EFT for January Hours, February Taxes	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable	177.13		
			EFT for January Hours, February Taxes	210.50	210.50 PAYROLL LIABILITIES:State WH Payable	99.03		
							\$	518.23 \$ 518.23
03/19/2024	Check	ACH S&B Market	February Statement	105.10	105.10 Cash in Bank - RCU			16.79
			Misc Plumbing	542.20	542.200 Operating Expenses:Transmission & Distribution:Lab & Mat for Maintenance:Equip & Supplies Maint & Repair	7.11		
			Misc Hardware	542.20	542.200 Operating Expenses:Transmission & Distribution:Lab & Mat for Maintenance:Equip & Supplies Maint & Repair	9.68		
							\$	16.79 \$ 16.79
03/21/2024	Bill Payment (Check)	ACH Brelje & Race	Lab. Analysis	105.10	105.10 Cash in Bank - RCU			93.00
				2000	2000 Accounts Payable	93.00		

							<u>\$ 93.00</u>	<u>\$ 93.00</u>
03/25/2024	Bill Payment (Check)	ACH	Mendocino Community Network	Online Services	105.10	105.10 Cash in Bank - RCU		59.95
					2000	2000 Accounts Payable	59.95	
							<u>\$ 59.95</u>	<u>\$ 59.95</u>
03/26/2024	Bill Payment (Check)	ACH	Patricia Schwindt, CPA	Accounting Consultant	105.10	105.10 Cash in Bank - RCU		126.40
					2000	2000 Accounts Payable	126.40	
							<u>\$ 126.40</u>	<u>\$ 126.40</u>
03/28/2024	Check	ACH	PG&E	3053827187-2 ACH	105.10	105.10 Cash in Bank - RCU		120.49
				1009543748 Statement Date 3/23	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source	51.79	
				1009543856 Statement Date 3/24	543.00	543.000 Operating Expenses:Transmission & Distribution:Power Purchased - Distribution	47.32	
				1009543857 Statement Date 3/24	533.00	533.000 Operating Expenses:Water Treatment:Power purchased for Treatment	142.73	
				1008686042 Statement 3/24	533.00	533.000 Operating Expenses:Water Treatment:Power purchased for Treatment	9.86	
				1010948062 Statement 3/24	543.00	543.000 Operating Expenses:Transmission & Distribution:Power Purchased - Distribution	141.52	
				Previous Balance	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source		272.73
							<u>\$ 393.22</u>	<u>\$ 393.22</u>
C								
T							<u>\$ 23,848.16</u>	<u>\$ 23,848.16</u>

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Irish Beach Water District Checks/Payments

April 2024

Date	Transaction Type	Num	Name	Memo/Description	Account #	Account	Debit	Credit
04/02/2024	Bill Payment (Check)	12912	Matthew L. Emrick	Counsel Services	105.10	105.10 Cash in Bank - RCU		6,318.00
					2000	2000 Accounts Payable	6,318.00	
							\$ 6,318.00	\$ 6,318.00
04/02/2024	Bill Payment (Check)	12913	iFlow Inc	Yearly Renewal	105.10	105.10 Cash in Bank - RCU		1,667.98
					2000	2000 Accounts Payable	1,667.98	
							\$ 1,667.98	\$ 1,667.98
04/02/2024	Bill Payment (Check)	12914	Brant V. O'Dell	Reimbursement / Application Fee	105.10	105.10 Cash in Bank - RCU		65.00
					2000	2000 Accounts Payable	65.00	
							\$ 65.00	\$ 65.00
04/04/2024	Bill Payment (Check)	ACH	Capital One, F.S.B	Credit Card Statement	105.10	105.10 Cash in Bank - RCU		3,609.95
					2000	2000 Accounts Payable	3,609.95	
							\$ 3,609.95	\$ 3,609.95
04/05/2024	Bill Payment (Check)	12915	Brant V. O'Dell	Reimbursement /DWR Certificate	105.10	105.10 Cash in Bank - RCU		80.00
					2000	2000 Accounts Payable	80.00	
							\$ 80.00	\$ 80.00
04/05/2024	Check	13258	Charles L. Acker	Mar 24 payroll paid Apr 5, 2024	105.10	105.10 Cash in Bank - RCU		2,693.96
				Mar 24 payroll	560.00	560.000 Administrative & General	3,104.75	

					565.200 Administrative & General:Employee Retirement & Benefits:Vacation		
			Mar 24 payroll	565.20			
					573.100 Other Operating Expenses:Other		
			Mar 24 payroll	573.10	Operating Expenses:Vehicle Operation OPS	67.00	
			Mar 24 payroll	210.10	Payable		102.98
			Mar 24 payroll	210.10	Payable		100.00
			Mar 24 payroll	210.20	Payable		192.49
			Mar 24 payroll	210.30	Payable		45.02
			Mar 24 payroll	210.50	Payable		3.15
			Mar 24 payroll	210.40	Payable		34.15
						<u>\$ 3,171.75</u>	<u>\$ 3,171.75</u>
			Feb 24 payroll paid 3/4/24 processed by Schwindt CPA. Posted by jm	105.10	105.10 Cash in Bank - RCU		684.66
04/05/2024	Check	13259	Robert J. Dial	Mar 24 payroll paid Apr 5, 24	560.00	560.000 Administrative & General	728.28
						573.100 Other Operating Expenses:Other	
			Mar 24 payroll paid Apr 5, 24	573.10	Operating Expenses:Vehicle Operation OPS	20.10	
			Mar 24 payroll paid Apr 5, 24	210.10	Payable		
			Mar 24 payroll paid Apr 5, 24	210.20	Payable		45.15
			Mar 24 payroll paid Apr 5, 24	210.30	Payable		10.56
			Mar 24 payroll paid Apr 5, 24	210.40	Payable		8.01
			Mar 24 payroll paid Apr 5, 24	210.50	Payable		
						<u>\$ 748.38</u>	<u>\$ 748.38</u>
04/05/2024	Check	13260	Khadine Forbes	processed by Schwindt CPA	105.10	105.10 Cash in Bank - RCU	1,939.74
				Mar 24 payroll paid Apr 5, 24	560.00	560.000 Administrative & General	2,082.43
						573.100 Other Operating Expenses:Other	
			Mar 24 payroll paid Apr 5, 24	573.10	Operating Expenses:Vehicle Operation OPS	39.53	

04/05/2024	Check	13263	Judy A. Murray	Mar 24 payroll paid 04/05/2024jm	105.10	105.10 Cash in Bank - RCU		245.18
				Mar 24 payroll paid Apr 5, 24	560.00	560.000 Administrative & General	268.70	
				Mar 24 payroll paid Apr 5, 24	210.20	Payable		16.66
				Mar 24 payroll paid Apr 5, 24	210.30	Payable		3.90
				Mar 24 payroll paid Apr 5, 24	210.40	Payable		2.96
							<u>\$ 268.70</u>	<u>\$ 268.70</u>
04/05/2024	Check	13264	Brant V. O'Dell	Mar 24 payroll paid Apr 5, 24 jm processed by schwindt cpa	105.10	105.10 Cash in Bank - RCU		1,274.80
				Mar 24 payroll paid Apr 5, 24	560.00	560.000 Administrative & General	1,249.46	
				Mar 24 payroll paid Apr 5, 24	573.10	573.100 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	134.67	
				Mar 24 payroll paid Apr 5, 24	210.10	Payable		
				Mar 24 payroll paid Apr 5, 24	210.20	Payable		77.47
				Mar 24 payroll paid Apr 5, 24	210.30	Payable		18.12
				Mar 24 payroll paid Apr 5, 24	210.40	Payable		13.74
							<u>\$ 1,384.13</u>	<u>\$ 1,384.13</u>
04/05/2024	Check		APS	Monthly Charge for GovCard payment	105.10	105.10 Cash in Bank - RCU		25.00
				Monthly Fee	562.05	562.050 Administrative & General:Office Supplies & Other Expense:Software	25.00	
							<u>\$ 25.00</u>	<u>\$ 25.00</u>
04/05/2024	Check	ACH	PG&E	3611003632-8 Hillcrest / ACH	105.10	105.10 Cash in Bank - RCU		57.51
				3611003632-8 Hillcrest Statement 3/18/24	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source	57.51	
							<u>\$ 57.51</u>	<u>\$ 57.51</u>

04/09/2024	Bill Payment (Check)	ACH	Brelje & Race	Lab Analysis	105.10	105.10 Cash in Bank - RCU	167.00
					2000	2000 Accounts Payable	167.00
							<u>167.00</u>
							\$ 167.00 \$ 167.00
04/11/2024	Check	ACH	Thompson's PortaSeptic Service	Invoice# 19497	105.10	105.10 Cash in Bank - RCU	80.00
				Septic Servicing - Billpay	562.11	Supplies & Other Expense:Port-A- Potty/Waste Pickup	80.00
							<u>80.00</u>
							\$ 80.00 \$ 80.00
04/11/2024	Check	ACH	Redwood Waste Solutions, Inc.	RCU Bill Pay #9427	105.10	105.10 Cash in Bank - RCU	75.75
				Garbage Service - Billpay	562.11	562.110 Administrative & General:Office Supplies & Other Expense:Port-A- Potty/Waste Pickup	75.75
							<u>75.75</u>
							\$ 75.75 \$ 75.75
04/12/2024	Check	ACH	S&B Market	March Statement	105.10	105.10 Cash in Bank - RCU	108.88
				Misc Plumbing	542.20	& Distribution:Lab & Mat for	95.95
				Trash Bags	573.20	573.200 Other Operating Expenses:Other Operating Expenses:Misc. Expense	12.93
							<u>12.93</u>
							\$ 108.88 \$ 108.88
04/15/2024	Check	EFTPS		Paid in March 2024	105.10	105.10 Cash in Bank - RCU	1,523.50
				taxes	210.20	Payable	1,070.23
				taxes	210.30	Payable	250.29
				taxes	210.10	Payable	202.98
							<u>202.98</u>
							\$ 1,523.50 \$ 1,523.50

04/15/2024	Check		Employment Development Department	February PR' Paid in March 2024	105.10	105.10 Cash in Bank - RCU		192.03
				Taxes	210.60	Payable	88.42	
				Taxes	210.70	Payable	5.53	
				Taxes	210.40	Payable	94.93	
				Taxes	210.50	Payable	3.15	
							<u>\$ 192.03</u>	<u>\$ 192.03</u>
04/22/2024	Check	ACH	PG&E	3053827187-2 ACH	105.10	105.10 Cash in Bank - RCU		217.26
				1009543748 Statement date 4/24 statement	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source		24.98
				1009543856 Statement date 4/24 statement	543.00	543.000 Operating Expenses:Transmission & Distribution:Power Purchased - Distribution	40.06	
				1009543857 Statement date 4/24 statement	533.00	533.000 Operating Expenses:Water Treatment:Power purchased for Treatment	87.80	
				1008686042 Statement date 4/24 statement	533.00	533.000 Operating Expenses:Water Treatment:Power purchased for Treatment		45.64
				1010948062 Statement date 4/24 Statement	543.00	543.000 Operating Expenses:Transmission & Distribution:Power Purchased - Distribution	160.02	
							<u>\$ 287.88</u>	<u>\$ 287.88</u>
04/24/2024	Bill Payment (Check)	ACH	Brelje & Race	Lab. Analysis	105.10	105.10 Cash in Bank - RCU		135.00
					2000	2000 Accounts Payable	135.00	
							<u>\$ 135.00</u>	<u>\$ 135.00</u>
04/29/2024	Bill Payment (Check)	ACH	Mendocino Community Network	Online Services	105.10	105.10 Cash in Bank - RCU		40.00
					2000	2000 Accounts Payable	40.00	
							<u>\$ 40.00</u>	<u>\$ 40.00</u>

04/30/2024	Bill Payment (Check)	12916	Matthew L. Emrick	Counsel Services	105.10	105.10	Cash in Bank - RCU	6,903.00
					2000	2000	Accounts Payable	6,903.00
								\$ 6,903.00 \$ 6,903.00
04/30/2024	Bill Payment (Check)	12917	SCI Consulting Group	Services rendered from December 1st through January 31st	105.10	105.10	Cash in Bank - RCU	2,088.75
					2000	2000	Accounts Payable	2,088.75
								\$ 2,088.75 \$ 2,088.75
04/30/2024	Bill Payment (Check)	12918	SCI Consulting Group	Services rendered from February 1st through March 31st	105.10	105.10	Cash in Bank - RCU	4,092.50
					2000	2000	Accounts Payable	4,092.50
								\$ 4,092.50 \$ 4,092.50
								\$ 36,196.41 \$ 36,196.41

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B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.

Irish Beach Water District
Operations Report
May 11, 2024 meeting
Charlie Acker, Manager

- 3-9 Assembling Moores demanded e-mails
- 3/12 PG&E reports noise at Unit 9 well/ contact Loprest re. media
- 3-13 Investigated noise- chlorine pump. Fixed.
- 3-14 check chlorine levels
- 3-15 estimate from Loprest on filter media
- 3-18/19 Assembling Moores demanded road images/videos
- 3-19 media research
- 3-19 Vacuum out T2 filter media/repack
- 3-22 checking Cl level T1/sipped O3 unit back
- 3-24/27 Specs on cartridge filters/ ordered/delivered/tested
- 3-29 Adjust flow at T1
- 4-2 T2 filling from PS-A
- 4-4 Raw water line parted-Brant investigated
- 4-5 repaired raw line/ increased Upper Diversion flow
- 4-9 test for Mn at T2/replaced injector
- 4-12 Cl recirculation at T1
- 4-13 Cl recirculation at T1
- 4-16 Bacteria samples taken and delivered
- 4-17 T2 filter on. 1 hr plus. Take Mn test. Installed sample tap for O3
- 4-19 Test venturi bypass
- 4-20 Plant flow surging- repaired.
- 4-22 Cut trees across upper diversion road
- 4-23 tests at T2 filter
- 5-3 treatment serviced-replaced filter piping-upper wells/tanks cl tests
- 5-7 Identify and exercise Zone 1 mainline valves east of Hwy 1

C. APPROVAL OF MEETING MINUTES: MARCH 9, 2024 REGULAR MEETING.

**IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, March 9, 2024 at 10:00 A.M. (ZOOM AND IN-PERSON)**

CALL TO ORDER AND ROLL CALL: Vice President Hohos 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 Hohos, and Director Hackett attended in person; Director Kimsey attended via Zoom and President Israel was absent. Staff Assistant Forbes attended in person. Staff attending via Zoom: General Manager Acker, District Counsel Emrick, and Accounting Manager Murray.

PUBLIC INPUT: None

OLD BUSINESS:

A. **DISCUSSION AND OR ACTION:** BUDGET COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2023/2024 LINE- ITEM BUDGETED V. ACTUALS.

Action: Director Ottoboni explained that while expenses currently outpace income, and the District will need to be careful with expenditures, he expects the case flow issue to resolve itself in the coming months. The Board accepted the Committee's report detailing income and expenses to date in relation to the proposed FY 2024 budget.

B. **DISCUSSION AND OR ACTION:** REPORT FROM THE BUDGET COMMITTEE – BOARD CONSIDERATION OF RESOLUTION 2024-2 – DOCUMENTING THE APPROVAL OF THE FISCAL YEAR 2023-24 OPERATING BUDGET FOR WATER.

Action: Director Ottoboni presented an overview of the revisions to the proposed FY 2023 – 2024 budget. He explained that water sales have been adjusted downward to project a realistic level impact of income, which will require the use of anticipated DWR grant reimbursements to fund operational expenses instead of operational reserves as planned. In addition, Director Ottoboni indicated that the \$59,000 cash-flow loan from the greater than 40-year fund is budgeted to be repaid over FY 2023/2024 and FY 2024/2025, with approximately \$19,000 of the repayment planned for the current fiscal year and about \$40,000 planned for next fiscal year. Director Hackett made a motion to approve Resolution 2024-2 documenting approval of the District's FY 2023 – 2024 Operating Budget for Water. Director Hohos seconded the motion and Israel called for a vote. Director Hackett – Aye, Director Hohos – Aye, Director Kimsey – Aye, Director Ottoboni – Aye. The motion passed with a quorum.

C. **DISCUSSION AND OR ACTION:** REPORT FROM THE PROP 218 COMMITTEE – BOARD CONSIDERATION OF RESOLUTION 2024-3 – DOCUMENTING THE APPROVAL OF REINSTATEMENT OF THE 2002 CAPITAL REPLACEMENT PORTION OF THE DISTRICT-WIDE CAPITAL IMPROVEMENT ASSESSMENT.

Action: The Board accepted the Committee's report on the status of the current Proposition 218 initiative and reviewed the recommendations for reinstating the Capital Replacement portion of the 2002 Special Benefit Assessment, as well as the working plan for projects to be funded by Capital Replacement Assessments and those to be included in the 2024 Proposition 218 initiative. Director Hackett explained that Director Ottoboni has been working informally with the Committee and asked that Vice President Hohos formally appoint him to the Prop. 218 Committee so activities related to Special Benefit Assessment activities with Budget formulation and execution functions. Director Ottoboni agreed to the assignment and Vice President Hohos made the appointment to the Prop. 218 Committee effective immediately. After discussion by the Board and comments from members of the public, Director Hackett made a motion to accept the Prop 218 Committee's recommendations to communicate a project scope that includes a working plan for approximately nine improvements to existing facilities and development of new water sources with supporting facilities in the 2024 2024 initiative. Vice President Hohos seconded the motion and called for a vote. Director Hackett – Aye, Director Hohos – Aye, Director Kimsey – Aye, Director Ottoboni – Aye. The motion passed with a quorum. In addition, the Board considered Resolution 2024-3. After discussion, Director Hackett made a motion to approve Resolution 2024 -3 as amended to document the approval of reinstatement of the 2002 Capital Replacement portion of the District-wide Capital Improvement Assessment. Vice President Hohos seconded the motion and called for a vote. Director Hackett – Aye, Director Hohos –

Aye, Director Kimsey – Aye, Director Ottoboni – Aye. The motion passed with a quorum. Finally, the Board directed staff to post the 2002 Bartle Wells Engineering Report to the District website.

D. DISCUSSION AND OR ACTION SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT.

Action: The Board accepted General Manager Acker's report that all three grant projects are virtually complete. The new cover for Tank 2 was installed several months ago; Well 2 has been activated; and the replacement for Tank 5 was installed at the end of the year. He explained that the District is still working to treat elevated levels of manganese in Well 2 water and will submit another round of water samples soon. Finally, General Manager Acker reported that the District has identified an engineer to complete a review and certification of the three grant projects in preparation for submission of the completion report to the State. Staff Assistant Forbes reported that the District received reimbursement for invoice #7 totaling approximately \$78,000 and submitted invoice #8 at the beginning of February. Director Hackett explained that once the District obtains final engineering certification, we will submit a project completion report and request release of the 10% retention withheld from previous invoices.

NEW BUSINESS:

A. DISCUSSION AND OR ACTION: REPORT FROM THE LITIGATION COMMITTEE – STATUS OF 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. (EMRICK, HOHOS, ISRAEL)

Action: The Board accepted the Committee's report that the final judgement was issued February 26, 2024. District Counsel Emrick indicated that the presentation made at the January Board meeting provided a good overview of the financial implications of the judgement; however, he noted that the plaintiffs will have the opportunity to file one more motion seeking additional costs and fees. Director Hackett made a motion to direct staff to post the summary of the judgement and final judgement to the District website. Vice President Hohos seconded the motion and called for a vote. Director Hackett – Aye, Director Hohos – Aye, Director Kimsey – Aye, Director Ottoboni – Aye. The motion passed with a quorum.

COMMUNICATIONS AND CORRESPONDENCE: None

CONSENT CALENDAR:

- A. TREASURER'S REPORT, CHECKS ISSUED.
- B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
- C. ORGANIZATIONAL STRUCTURE COMMITTEE REPORT.
- D. APPROVAL OF MINUTES: JANUARY 9, 2024 REGULAR MEETING AND FEBRUARY 24, 2024 SPECIAL MEETING.

Action: Director Hackett made a motion to accept the Treasurer's report, Operations report, the Organizational Structure Committee report, and meeting minutes included in the consent calendar. Vice President Hohos seconded the motion and called for a vote. Director Hackett – Aye, Director Hohos – Aye, Director Kimsey – Aye, Director Ottoboni – Aye. The motion passed with a quorum.

ADJOURNMENT: Motion was made by Vice President Hohos, with a second from Director Hackett to adjourn the regular meeting at 10:56am. Vice President Hohos called for a vote. The motion passed with a quorum, 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 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**

Action: The executive (closed) session was adjourned at 11:24am with no reportable actions.

Adjournment of Public Session:

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**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, OPERATOR LEVEL 2, GENERAL MANAGER, AND SPECIAL ASSISTANT TO THE BOARD

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