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**IRISH BEACH WATER DISTRICT MEETING PACKET**  
OCTOBER 5, 2024  
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**NOTICE OF THE SPECIAL MEETING OF THE IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, October 5, 2024, 10:00 A.M.**

PLEASE NOTE: The Special October 5, 2024, 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/81046050274?pwd=uJ2ifAjK9H5PAa6zzPCmB3qAoXMPGf.1>

Meeting ID: 810 4605 0274

Passcode: 497381

Dial by your location:

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

+1 301 715 8592 US (Washington DC)

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

Agenda

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

PUBLIC INPUT: PUBLIC COMMENTS, *INCLUDING TOPICS ON THE AGENDA.* A MAXIMUM OF THREE (3) MINUTES ALLOWED FOR EACH PRESENTATION. (ISRAEL)

OLD BUSINESS:

A. ACTION: THE PROP 218 COMMITTEE AND ASSESSMENT ENGINEER RESPOND TO PUBLIC INPUT (EMRICK, HACKETT, OTTOBONI, SCI CONSULTING GROUP)

B. ACTION: LAST CALL FOR SUBMITTAL OF BALLOTS, CLOSURE OF THE PUBLIC INPUT PORTION OF THE PUBLIC HEARING, AND CALL FOR BALLOT TABULATION (ISRAEL)

C. ACTION: DIRECT BALLOT TABULATION (ISRAEL)

MEETING RECESS FOR TABULATION OF VOTES

D. DISCUSSION AND OR ACTION: REPORT FROM THE PROP 218 COMMITTEE – REPORT RESULTS OF BALLOT TABULATION; BOARD CONSIDERATION OF RESOLUTION 2024– 8 APPROVING ENGINEER’S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT, AND ORDERING LEVY OF THE 2024 WATER SYSTEM UPGRADE AND SUSTAINABILITY ASSESSMENT FOR FISCAL YEAR 2024-25. (EMRICK, HACKETT, OTTOBONI, SCI CONSULTING GROUP)

E. DISCUSSION AND OR ACTION: ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – CONSIDER APPROVAL OF THE TEMPORARY WATER SYSTEM MANAGER AND TEMPORARY GENERAL MANAGER JOB DESCRIPTIONS. CONSIDER IBWD POLICY 2300 - DISTRICT COMPENSATION AND HOURS OF WORK. NAME MEMBERS OF THE AD HOC INTERVIEW COMMITTEE. (HACKETT, HOHOS, ISRAEL)

ADJOURNMENT. (ISRAEL)

EXECUTIVE (CLOSED) SESSION.

A. **PUBLIC EMPLOYMENT** (Govt. Code § 54957): TEMPORARY WATER SYSTEM MANAGER AND TEMPORARY GENERAL MANAGER

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. ACTION: THE PROP 218 COMMITTEE AND ASSESSMENT ENGINEER RESPOND TO  
PUBLIC INPUT**  
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**OLD BUSINESS: B. ACTION:** LAST CALL FOR SUBMITTAL OF BALLOTS, CLOSURE OF THE PUBLIC INPUT  
PORTION OF THE PUBLIC HEARING, AND CALL FOR BALLOT TABULATION

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**OLD BUSINESS: C. ACTION: DIRECT BALLOT TABULATION**  
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**OLD BUSINESS: D. REPORT FROM THE PROP 218 COMMITTEE – REPORT RESULTS OF BALLOT TABULATION; BOARD CONSIDERATION OF RESOLUTION 2024– 8 APPROVING ENGINEER’S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT, AND ORDERING LEVY OF THE 2024 WATER SYSTEM UPGRADE AND SUSTAINABILITY ASSESSMENT FOR FISCAL YEAR 2024-25.**  
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**Proposition 218 Committee Report
Irish Beach Water District
Proposed 2024 Water System Upgrade and Sustainability Assessment**

DATE: October 5, 2024

TO: Board of Directors

FROM: The Proposition 218 Committee

RECOMMENDATION

1. That the Board hold a public hearing for the proposed 2024 Water System Upgrade and Sustainability Assessment for the Irish Beach Water District.
2. After the conclusion of the public input portion of the public hearing, the Board should close the balloting period and direct the Secretary of the Board, the tabulator, to tabulate all ballots received, and continue the public hearing later in the day after the tabulation is complete.
3. That the Board hear and accept the tabulation of ballot results from the Secretary of the Board of Directors of the Irish Beach Water District, the Tabulator, for the proposed 2024 Water System Upgrade and Sustainability Assessment for the Irish Beach Water District.
4. If a majority protest does not exist (i.e., a majority of weighted ballots cast are in favor of the measure), adopt the attached Resolution No. 2024-08, Approving Engineer’s Report, Confirming Diagram and Assessment, and Ordering Levy of the 2024 Water System Upgrade and Sustainability Assessment for Fiscal Year 2024-25.
5. If a majority protest does exist, the Board cannot act on the attached Resolution No. 2024-08.

BACKGROUND:

The Irish Beach Water District (District), established in 1967, provides a reliable water supply to the Irish Beach Sub-division in Manchester, California.

The Irish Beach Water District generates revenue to support the water system through three primary sources: water service charges, connection fees, and, starting with the 2024-2025 fiscal year, the Capital Replacement portion of the 2002 annual assessment collected on property tax bills.

The District is currently facing a significant backlog of deferred long-term maintenance. Rising long-term maintenance costs and necessary infrastructure upgrades have necessitated the need for additional funding, as current revenue is insufficient to cover ongoing operations and capital replacements.

To address critical water system upgrades and secure long-term financial sustainability, the District has contracted with SCI Consulting Group, a professional engineering firm, to create the proposed “2024 Water System Upgrade and Sustainability Assessment.”

On August 10, 2024, by Resolution No. 2024-5, the Engineer’s Report prepared by SCI Consulting Group was made available to the Board and adopted at the same Board meeting. During that meeting, the Board also directed the mailing of notices and ballots to property owners within the boundaries of the proposed assessment and set October 5, 2024, as the date for the public hearing on the proposed assessments.

The purpose of this Public Hearing is to give all interested parties the opportunity to hear, and have heard, comments regarding the proposed assessments and assessment ballot proceeding and for the District Board of Directors to accept any additional ballots. In addition, the balloting period officially closes at the conclusion of the public input portion of today’s Public Hearing.

Following the close of the public input portion of the public hearing, the Board may continue the public hearing until later today to allow sufficient time for the tabulation of ballots received, and may direct the Secretary of the Board, the tabulator, to tabulate all valid ballots that were received prior to the close of the public input portion of the public hearing. The tabulation of ballots is expected to be completed this evening.

Provided that a majority protest has not been filed (i.e., a majority of weighted ballots cast are in favor of the measure), it is recommended that the Board approve the Resolution to order the levy of the assessments for the 2024 Water System Upgrade and Sustainability Assessment for fiscal year 2024-25.

The proposed assessments will initially generate an estimated \$76,750 for fiscal year 2024-25. In future years, the assessments may increase based on an annual adjustment tied to the annual change in the Engineering News Record Construction Cost Index 20-city average (ENR-CCI) as of January of each succeeding year (the CPI), with the maximum annual adjustment not to exceed 4%. In the event that the actual assessment rate for any given year is not increased by an amount equal to the maximum of 4%, the maximum authorized assessment rate shall increase by this amount. In such event, the maximum authorized assessment amount shall be equal to the base year assessment as adjusted by the increase to the ENR-CCI, plus any and all ENR-CCI adjustments deferred in any and all prior years. The ENR-CCI change above 4% can be used in a future year when the ENR-CCI adjustment is below 4%.

The procedures for levy of the assessments in future years will commence with the creation of a budget for the upcoming fiscal year’s long-term maintenance and upgrade costs and services, and an updated assessment roll listing all parcels and their proposed assessments for the upcoming fiscal year. At the annual public meeting, members of the public may provide input to the Board prior to the Board’s decision on continuing the services and assessments for the next fiscal year.

Upon approval of the Resolution, the District will mail invoices for Fiscal Year 2024-25 to the affected property owners. In subsequent fiscal years, the levies will be submitted to the Mendocino County Auditor for inclusion on the property tax rolls.

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## **RESOLUTION NO. 2024-08**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IRISH BEACH WATER DISTRICT APPROVING ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT, AND ORDERING LEVY OF THE 2024 WATER SYSTEM UPGRADE AND SUSTAINABILITY ASSESSMENT FOR FISCAL YEAR 2024-25

**WHEREAS**, the Board of Directors (the "Board") of the Irish Beach Water District (the "District") with Resolution No 2024-08, approved on August 10, 2024, authorized initiation of proceedings for the formation of a new Proposition 218 assessment pursuant the California Water Code § 36550 et seq. and 37200 et seq. and California Constitution Article XIII D to be known as the 2024 Water System Upgrade and Sustainability Assessment ("2024 Assessments") of the Irish Beach Water District, for the purpose of funding the cost of installation, maintenance and servicing of public improvements (the "Improvements") as specified in the Engineer's Report prepared by the Assessment Engineer, SCI Consulting Group; and

**WHEREAS**, the Board of Directors has adopted a resolution approving and filing an Engineer's Report which includes: (1) a description of the Improvements to be funded with assessment proceeds; (2) an estimate of the annual cost of the Improvements described in the Engineer's Report; (3) a description of the assessable parcels of land within the District and proposed to be subject to the new assessment; (4) a description of the proportionate special and general benefits conferred on property by the proposed assessment; (5) a diagram and boundary map for the Assessment District, and (6) a specification of the amount to be assessed upon various types of assessable land within the Assessment to fund the cost of the Improvements. The Engineer's Report is incorporated herein by this reference; and

**WHEREAS**, the Board of Directors adopted Resolution No. 2024-5 on August 10, 2024, a Resolution Initiating Proceedings, Providing for Notice of Hearing and the Mailing of Assessment Ballots for the Irish Beach Water District, 2024 Water Systems Upgrade and Sustainability Assessment. The annual assessment rates for various types of real property within the proposed assessment, the total number of parcels to be assessed, and the total amount of annual assessment revenue is contained within the Engineer's Report; and

**WHEREAS**, the Board of Directors has provided a 45-day written mailed notice to each record owner of assessable parcels of real property located within the 2024 Assessments boundaries for the proposed District, as set forth on the Assessment Diagram and Boundary Map, of a public hearing which was held at a meeting of the Board of Directors on October 5, 2024, at 10:00 a.m. at the Rex Dunning Firehouse located at 15401 Forestview Road, Manchester, California, 95459, on the issue of whether the 2024 Water System Upgrade and Sustainability Assessment should be formed and assessments levied and collected as proposed in the Engineer's Report for fiscal year 2024-25 and future fiscal years; and

**WHEREAS**, the form of written mailed public notice of the public meeting contained the following information: (a) the total amount of assessments proposed to be levied within the 2024 Assessments for fiscal year 2024-25; (b) the assessment chargeable to each owner's parcel; (c) the duration of the proposed assessment; (d) the reason for the assessment; (e) the basis upon which the amount of the proposed assessment was calculated; (f) the date, time and place of the public hearing as specified in this resolution; and (g) a summary of the voting procedures and the effect of a majority protest. The form of the written mailed public notice also included an Assessment ballot by which each property owner could express their support or opposition to the proposed assessment. The ballot indicated that it must be returned before the conclusion of the public hearing on October 5, 2024, in order to be valid and counted, and that all assessment ballots received by the Secretary of the Board of Directors of the Irish Beach Water District (the "Tabulator"), would be tabulated after the conclusion of the public hearing on October 5, 2024, by the Secretary of the Board; and

**WHEREAS**, pursuant to the provisions of California Constitution Article XIII D, an opportunity for protest has been afforded, and the assessment ballots mailed to owners of assessable real property within the proposed

boundaries of the 2024 Water System Upgrade and Sustainability Assessment of the Irish Beach Water District have been received and tabulated, with assessment ballots weighted according to the proportional financial obligation of each affected parcel.

**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE IRISH BEACH WATER DISTRICT AS FOLLOWS:**

**SECTION 1:** The above recitals are true and correct.

**SECTION 2:** The canvass of the assessment ballots submitted by property owners is complete and certified by the Tabulator, and the votes cast are as follows:

|                                                                   |          |
|-------------------------------------------------------------------|----------|
| Total Number of Valid Ballots Processed:                          | _____    |
| Total Assessment Amount of Valid Ballots:                         | \$ _____ |
| Total Number of "Yes" Votes Processed:                            | _____    |
| Total Assessment Amount of "Yes" Votes Processed:                 | \$ _____ |
| <b>Total Percentage of "Yes" Ballots, Weighted by Assessment:</b> | _____ %  |
| Total Number of "No" Votes Processed:                             | _____    |
| Total Assessment Amount of "No" Votes Processed:                  | \$ _____ |
| <b>Total Percentage of "No" Ballots, Weighted by Assessment:</b>  | _____ %  |
| Total Number of "Invalid" Ballots Processed:                      | _____    |
| Total Assessment Amount of "Invalid" Ballots Processed:           | \$ _____ |

**SECTION 3:** \_\_\_\_\_ assessment ballots were returned and received prior to the close of the public hearing on October 5, 2024. This represents a \_\_\_\_\_% **ballot** return rate on the 323 ballots mailed. Of the assessment ballots returned, \_\_\_\_\_ assessment ballots were declared invalid in that they were either not marked with a "Yes" or "No," were marked with both a "Yes" and a "No," were not signed, or the property ownership and barcode information was illegible.

**SECTION 4:** As determined by ballots cast, as weighted according to the amount of assessment for each parcel, \_\_\_\_\_% of the property owners cast ballots in support of the 2024 Water System Upgrade and Sustainability Assessment District of the Irish Beach Water District. Since a majority protest, as defined by Article XIIIID of the California Constitution, did not exist, this Board thereby acquired jurisdiction to order the levy of assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof.

**BE IT FURTHER RESOLVED, BY THE BOARD OF DIRECTORS OF THE IRISH BEACH WATER DISTRICT AS FOLLOWS:**

1. The Final Engineer's Report for the 2024 Water System Upgrade and Sustainability Assessment of the Irish Beach Water District, together with the diagram of the 2024 Assessments contained therein, and the proposed assessment roll for fiscal year 2024-25 are hereby confirmed and approved; and
2. That based on the oral and documentary evidence, including the Engineer's Report, offered and received at the public hearing, the Board expressly finds and determines that: (a) each of the several assessed lots and parcels of land within the Assessment will be specially benefited by the Improvements (as described in the Engineer's Report) in at least the amount of the Assessment apportioned against such lots and parcels of land, respectively; and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, said finding and determination as to special benefit to property with the Assessment from the Improvements to be financed with assessment proceeds; and

3. That the 2024 Water System Upgrade and Sustainability Assessment of the Irish Beach Water District is hereby formed, and assessments consistent with the Engineer’s Report are hereby levied, pursuant to the California Water Code § 36550 et seq. and 37200 et seq.; and
4. That assessments for fiscal year 2024-25 shall be levied at the rate of two hundred fifty-eight dollars and no cents (\$258.00 per year) per developed properties, and ninety-eight dollars and four cents (\$98.04) per bare land vacant lots, as specified in the Engineer’s Report for fiscal year 2024-25 with estimated total annual assessment revenues as set forth in the Engineer’s Report; and
5. That the 2024 Water System Upgrade and Sustainability Assessment District Improvements to be funded with assessment proceeds described in the Engineer’s Report are hereby ordered; and
6. The assessments may increase in future years an annual adjustment tied to the annual change in the Engineering News Record Construction Cost Index 20-city average (ENR-CCI) as of January of each succeeding year (the CPI), with the maximum annual adjustment not to exceed 4%. In the event that the actual assessment rate for any given year is not increased by an amount equal to the maximum of 4%, the maximum authorized assessment rate shall increase by this amount. In such event, the maximum authorized assessment amount shall be equal to the base year assessment as adjusted by the increase to the ENR-CCI, plus any and all ENR-CCI adjustments deferred in any and all prior years. The ENR-CCI change above 4% can be used in a future year when the ENR-CCI adjustment is below 4%.
7. For Fiscal Year 2024-25, the District will mail invoices to the affected property owners. In subsequent fiscal years, the levies will be submitted to the Auditor-Controller of the County of Mendocino (“Auditor-Controller”) for inclusion on the annual property tax rolls. Upon such filing, the County Auditor-Controller shall enter on the County tax roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the Assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments. After collection by the County Auditor-Controller, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid into the 2024 Water System Upgrade and Sustainability Assessment of the Irish Beach Water District.
8. The monies representing assessments collected shall be deposited in a separate fund established under the distinctive designation of the 2024 Water System Upgrade and Sustainability Assessment. Funds collected from 2024 Water System Upgrade and Sustainability Assessment shall be expended only for the special benefit of parcels within the Irish Beach Water District.
9. The 2024 Water System Upgrade and Sustainability Assessment, as it applies to any parcel, may be corrected, cancelled or a refund granted as appropriate, by order of the Board of Directors of the Irish Beach Water District by a determination from the Assessment Engineer that the Assessment should be revised to be consistent with the method of assessment established in the Engineer’s Report. Any such corrections, cancellations or refunds shall be limited to the current fiscal year.

The foregoing Resolution No. 2024-08 was considered and adopted by the Directors of the Irish Beach Water District at their meeting held October 5, 2024, by the following vote:

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
 Board President, Irish Beach Water District  
 Susan Israel

\_\_\_\_\_  
 Board Secretary  
 Heather Hackett

Fiscal Year 2024-25

# ENGINEER'S REPORT

Irish Beach Water District



## 2024 Water System

## Upgrade and Sustainability

## Assessment

*Pursuant to California Water Code sections 36550 et seq. and 37200 et seq., and Article XIID of the California Constitution*

Engineer of Work:

**SCI Consulting Group**

Public Finance Consulting Services

4745 Mangels Boulevard  
Fairfield, California 94534

707.430.4300

[www.sci-cg.com](http://www.sci-cg.com)

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## Irish Beach Water District

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### Board of Directors

Susan Israel, President

Danielle Hohos, Vice President

Heather Hackett, Board Secretary

Tom Ottoboni, Treasurer

Mel Kimsey, Director At Large

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### General Manager

Charlie Acker

---

### Engineers

Hazen and Sawyer

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### Legal Counsel

Matthew Emrick

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### Engineer of Work

John Bliss, P.E, President, and Senior Assessment Engineer  
SCI Consulting Group

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# Introduction

## Overview

The Irish Beach Water District (“District”), established in 1967, provides a reliable water supply to the Irish Beach Sub-division in Manchester, California. Serving a small unincorporated community in Mendocino County, the District currently supplies water to approximately 204 developed parcels and is ready to extend services to the remaining 246 bare land parcels. Governed by a Board of Directors with four-year terms, the District is dedicated to high-quality water services and is engaged in infrastructure projects such as pipeline replacement, tank restoration, and well activation. The District ensures water quality compliance with federal and state regulations, offering annual water reports to the community. Day-to-day operations are overseen by a manager, with support from a team of part-time employees and administrative staff.

Figure 1 below illustrates the boundaries of the District.

**Figure 1 – Irish Beach Water District Boundary Map**

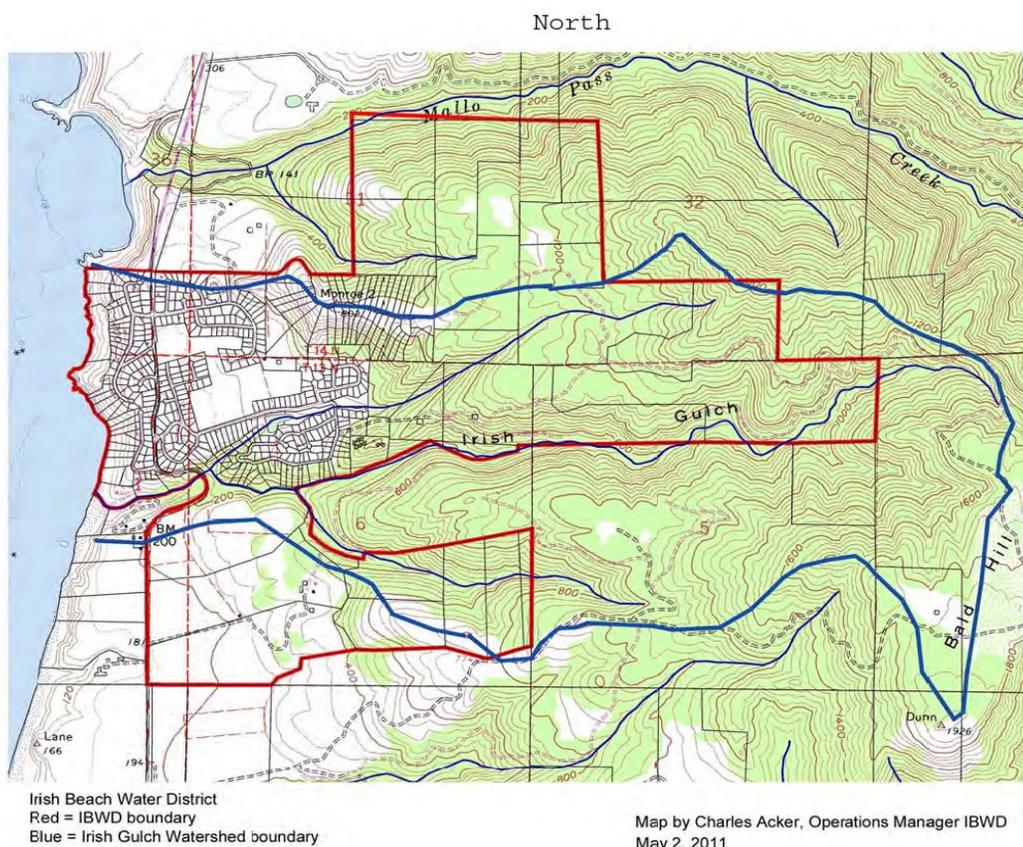
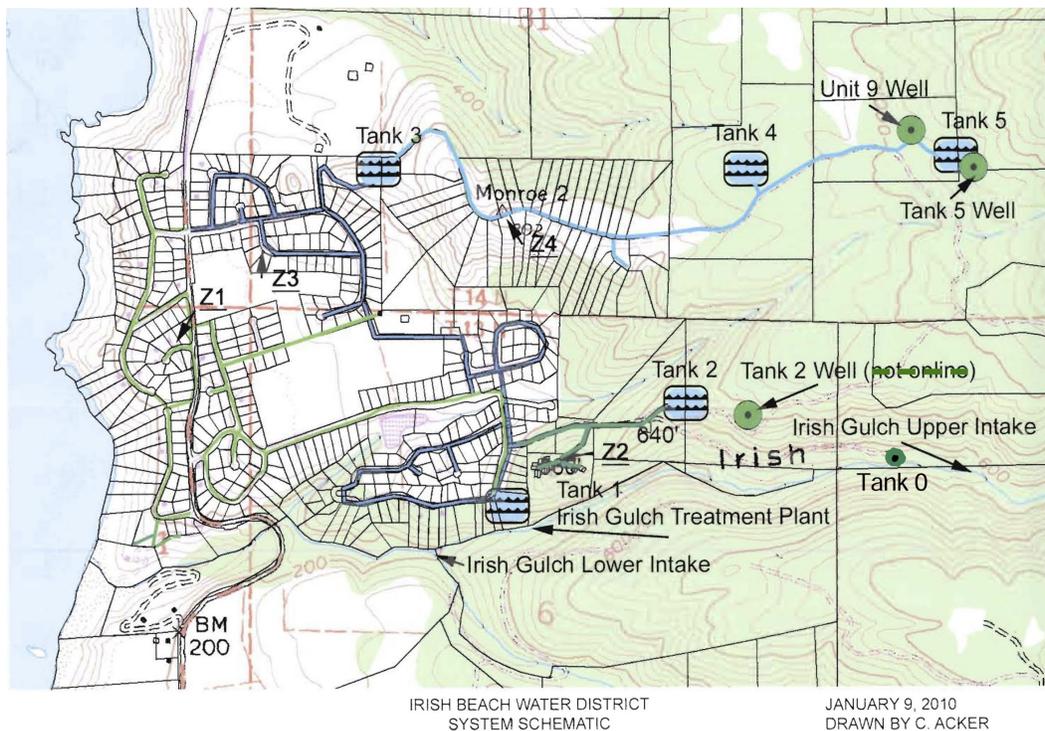


Figure 2 below illustrates the existing water system.

**Figure 2 – Irish Beach Water District Water System**



**Current Revenue**

The Irish Beach Water District generates revenue to support the water system through two primary sources: water service charges, connection fees, and, starting with the 2024-25 fiscal year, the 2002 Capital Replacement portion of the annual assessment collected on the property tax bills.

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## 2002 Assessment

A special assessment approved by property owners in September 2002 included several components that provided funding for various purposes, including capital improvements. The Capital Replacement portion was collected from 2003 to 2017 but suspended due to litigation. Other components of the assessment: Mallo Pass, System-wide, and Loan Repayment, have concluded and will not be reinstated. On March 9, 2024, the Irish Beach Water District Board of Directors (“Board”) voted to reinstate the Capital Replacement portion of the assessment effective with fiscal year 2024-25.

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## Current Challenges

The District faces a backlog of deferred long-term maintenance and capital replacement of infrastructure, and many crucial components of its water system are nearing the end of their useful lifespan. Pipelines exceeding 50 years old urgently require upgrades and repairs. Additionally, rising costs for maintenance and replacement have increased, and recent regulatory changes have further increased the urgency for a new funding source.

In 2023, the District, recognizing the need for a comprehensive assessment of their potable water system, engaged Hazen & Sawyer, Water Quality and Supply Engineers. The subsequent assessment, utilizing the existing asset pipeline inventory, identified a capital improvement plan for the rehabilitation and replacements of potable pipes within the District over the next 25+ years, including the urgent replacement of over 3,000 feet of pipe and other infrastructure within 1-5 years. The complete Technical Memorandum from Hazen & Sawyer is available as Exhibit A.

The Irish Beach Water District’s current revenue is insufficient to meet long-term maintenance and capital replacement needs while also funding ongoing operations and routine maintenance. Consequently, the District has been forced to defer long-term maintenance and capital improvement projects. Revenue collected from the recently reinstated Capital Replacement portion of the 2002 Assessment will be helpful, but insufficient to meet all the District's critical infrastructure improvement needs.

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## Proposed Solution and Funding Strategy

To address the critical capital improvement needs and ensure the District's long-term sustainability, the District proposes a new Proposition 218 assessment in 2024. This proposed, “2024 Water System Upgrade and Sustainability Assessment,” if approved by property owners, along with funds from the reinstated 2002 assessment (Capital Replacement) would provide a stable and reliable source of revenue for long-term capital improvement planning.

Therefore, this Engineer's Report ("Report") supports the Irish Beach Water District's proposed 2024 Water System Upgrade and Sustainability Assessment, including a cost-of-living increase provision, to provide additional funding for maintenance and services within the District's area into the future.

### Assessment Process

This Engineer's Report establishes the budget for the maintenance and services to be undertaken by the District that will be funded by the proposed 2024 Water System Upgrade and Sustainability Assessment ("2024 Assessments") for Fiscal Year 2024-25 and also determines the benefits received from the maintenance and services by property within the District's boundary as well as the method of assessment apportionment to lots and parcels. This Report and the proposed assessments have been made pursuant to the California Water Code sections 36550 et seq. *and* 37200 et seq. and Article XIID of the California Constitution.

Following the submittal of this Report to the Irish Beach Water District Board of Directors ("Board") for preliminary approval, the Board may, by resolution, call for an assessment ballot proceeding and Public Hearing on the establishment of the Irish Beach Water District 2024 Assessments.

If the Board approves such resolution and calls for the mailing of notices and ballots, a notice of assessment and assessment ballot will be mailed to property owners at least 45 days prior to the date of the Public Hearing set by the Board. Such notice would include a description of the assessments as well as an explanation of the method of voting on the assessments. Each notice would include a ballot on which the property owner could mark his or her approval or disapproval of the assessments and a ballot return envelope.

After the ballots are mailed to property owners, a minimum 45-day time period must be provided for the return of the assessment ballots. Following this 45-day time period, a public hearing must be held for the purpose of allowing public testimony regarding the proposed assessments and services. At this hearing, the public would have the opportunity to provide input on this issue and would have a final opportunity to submit ballots. After the conclusion of the public input portion of the hearing, the hearing may be continued to a later time to allow time for the tabulation of ballots.

With the passage of Proposition 218 on November 6, 1996, The Right to Vote on Taxes Act, now Article XIIC and XIID of the California Constitution, the proposed assessments can be levied for Fiscal Year 2024-25 and future years, only if the ballots submitted in favor of the assessments are greater than the ballots submitted in opposition to the assessments. (Each ballot is weighted by the amount of proposed assessment for the property that it represents).

If it is determined, when the tabulation results are announced, that the assessment ballots submitted in opposition to the proposed assessments do not exceed the assessment ballots submitted in favor of the assessments (weighted by the proportional financial obligation of the property for which ballots are submitted) the Board may take action, by resolution, to approve the levy of the assessments for Fiscal Year 2024-25 and future fiscal years. If the assessments are confirmed and approved, the District will mail invoices for Fiscal Year 2024-25 to the affected property owners. In subsequent fiscal years, the levies will be submitted to the Mendocino County Auditor for inclusion on the property tax rolls.

The procedures for levy of the assessments in future years will commence with the creation of a budget for the upcoming fiscal year's long-term maintenance and upgrade costs and services, and an updated assessment roll listing all parcels and their proposed assessments for the upcoming fiscal year. At the annual public meeting, members of the public may provide input to the Board prior to the Board's decision on continuing the services and assessments for the next fiscal year.

### **Legislative Analysis of Proposition 218**

The proposed assessment complies with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Articles XIIC and XIID of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses of a public improvement that provides a special benefit to the assessed property.

Proposition 218 imposes a number of important requirements, including property-owner balloting, for the formation and continuation of assessments, and these requirements are satisfied by the process used to establish this assessment.

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**Silicon Valley Taxpayers Association, Inc. v Santa Clara County Open Space District (2008) 44 Cal.4th 431**

On July 14, 2008, the California Supreme Court issued its ruling in *Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space District* (“Silicon Valley”). Several of the most important elements of the ruling are:

- Benefit assessments are for special, not general benefit.
- The services and/or improvements funded by assessments must be clearly defined.
- Special benefits are directly received by and provide a direct advantage to property in the Assessment District

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**Dahms v. Downtown Pomona Property (2009) 174 Cal.App.4th 708**

On June 8, 2009, the Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court granted review and transferred the case back to the Court of Appeal for reconsideration in light of the Supreme Court’s discussion in the *Silicon Valley* case. In *Dahms*, the Appellate Court then upheld the assessment that was 100% special benefit (i.e., 0% general benefit) holding that the services and improvements funded by the assessments were directly provided to property in the assessment District. The Court also upheld discounts and exemptions from the assessment for certain properties.

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**Bonander v. Town of Tiburon (2009) 46 Cal.4th 646**

On December 31, 2009, the Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district, instead of each individual property’s proportional special benefits.

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**Beutz v. County of Riverside (2010) 184 Cal.App.4th 1516**

On May 26, 2010, the California Court of Appeal issued its decision in *Steven Beutz v. County of Riverside* (“Beutz”). This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified, and separated from the special benefits.

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**Golden Hill Neighborhood Association V. City of San Diego (2011) 199 Cal.App.4th 416**

On September 22, 2011, California Court of Appeal issued its decision in *Golden Hill Neighborhood Association v. City of San Diego*. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, as in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to document the basis for the assessment on city-owned parcels.

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**Compliance with Current Law**

This Engineer's Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the *SVTA* decision because the assessments are for special, not general, benefit; the improvements to be funded are clearly defined; the improvements are directly available to and will directly benefit property in the District; and the improvements provide a direct advantage to property in the District that would not be received in absence of the Assessments.

This Engineer's Report is consistent with *Dahms* because, similar to the Downtown Pomona assessment validated in *Dahms*, the services will be directly provided to property in the District. Moreover, while *Dahms* could be used as the basis for a finding of 0% general benefits, this Engineer's Report establishes a more conservative measure of general benefits.

This Engineer's Report is consistent with *Beutz*, *Dahms*, and *Greater Golden Hill* because the improvements will directly benefit property in the District, and the general benefits have been explicitly calculated and quantified and excluded from the Assessments. The Engineer's Report is consistent with *Bonander* because the Assessments have been apportioned based on the overall cost of the improvements and proportional special benefit to each property.

## Plans and Specifications

### Description of the Improvements

The improvements undertaken by the District encompass the long-term maintenance, repair, improvement, upgrade and replacement of the District's water conveyance system (pipes, pumps, valves, connections, hydrants, etc.), water wells, and associated infrastructure including tanks, treatment facilities, electrical system, monitoring systems, etc. This includes obtaining, furnishing, and maintaining equipment; repairing and replacing all infrastructure and facilities pumps, motors, valves, appurtenances, pipelines, tanks, treatment facilities, etc.; constructing facilities; and purchasing and replacing tools, supplies and durable equipment, including vehicles, commonly used in system operations and infrastructure upgrades. These actions are required to maintain the District's ability to deliver water throughout the District. Additionally, the improvements involve retaining and paying personnel to keep the system operable, obtaining legal and financial support to ensure the District stays in compliance with its legal and financial obligations, and covering other related fixed costs (collectively, the "Improvements").

A thorough review of existing conditions, alongside current engineering industry standards, has identified that specific tanks—Tank 0, Tank 1, Tank 3, and Tank 4, which have useful lives spanning 30 to 60 years—require targeted improvements to continue providing safe and reliable drinking water to properties within the District. For instance, Tank 0 has numerous cracks, and the roof has limited strength, rendering it vulnerable to contaminants. Tank 3, a bolted steel tank acquired in 2010, shows significant coating damage and requires a recoating with a specialized two-part paint to prevent deterioration. Similarly, Tank 1, also a bolted steel tank purchased in 2013, needs a comparable exterior recoating to maintain its structural integrity and functionality. Tank 4, in use since 1989, now faces critical vulnerabilities due to a deteriorating wooden truss structure over the tank, compounded by carpenter ant and termite infestations that risk contamination. It is cost-effective and necessary to replace this tank entirely to avoid potential health risks.

The Improvements to be provided by the District and the cost thereof paid from the levy of the annual assessment provide special benefit to assessor parcels within the District as defined in the Method of Assessment herein.

The District's planned and budgeted capital improvement activities may require adjustment, elimination, increase, or decrease in response to any or all the following circumstances:

- Unforeseen water system facility site conditions.

- Changes in State and Federal standards and regulations.
- Changes in water system maintenance and improvement requirements, and/or
- Estimated construction costs and District budget/cash flow constraints.

Capital improvement costs include costs associated with capital expenditures made by the District. While future grant programs may be available, the Board of Directors may exercise their discretion to use such funding to accelerate completion of the proposed capital improvement program. The Board of Directors has the discretion to select which Improvements are prioritized and initiated, as well as deciding whether to fund Improvements through grant funding, cash flow, application of assessment revenue, loans that may be repaid with assessment funds, or a combination of funding sources to accelerate project initiation.

The Improvements are not merely operational; they are necessary for maintaining the integrity and reliability of the water distribution system, ensuring the ability to deliver water seamlessly across the District. Well-maintained and efficiently operating above-ground facilities like tanks and treatment systems are critical to the community. They ensure the continued availability of safe drinking water—a fundamental public health necessity.

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### Definitions

As applied herein, “Installation” means the construction of Improvements, including, but not limited to, geotechnical engineering and land preparation for water systems, water conveyance systems such as pipelines, site lighting and security systems, including all appurtenances.

“Maintenance” means furnishing services and materials for the ordinary and usual maintenance, operation, and servicing of any Improvement, including repair, removal, or replacement of all or any part of any Improvement and providing for the smooth and reliable operations of the District.

“Servicing” means furnishing electric current, energy, gas, or other illuminating agents for powering or operating equipment.

“Incidental expenses” include all of the following: (a) The costs of preparation of the Report, including plans, specifications, estimates, and assessment; (b) the costs of printing, advertising, and the giving of published, posted, and mailed notices; (c) compensation of any engineer or attorney employed to render services in proceedings pursuant to this part; (d) any other expenses incidental to the construction, installation, or maintenance and servicing of the Improvements; (e) any expenses incidental to the issuance of bonds or notes pursuant to Streets & Highways Code Section 22662.5.

Assessment proceeds may be used for the Improvements within the District plus incidental expenses.

Interpretation of the Report and Assessments will be the duty of the District's treasurer. Interpretation includes discretion regarding the timing and priority of projects, modifications of projects, evaluation of incidental expenses, etc.

## Estimate of Cost and Budget

The District is looking to implement a Capital Improvement Program with projects in the near term (1-5 years), mid-term (6-25 years), and long term (25+ years) planning horizon. Below is a list of currently anticipated projects totaling approximately \$4 million that will be covered with the proposed 2024 Assessment.

Table 1, on the following page, summarizes the long-term maintenance and capital improvement needs currently identified. It should be noted that this list is tentative, in that as other long-term maintenance and capital improvement needs become apparent, the Board of Directors will prioritize work to be performed in the best interest of maintaining a functional, dependable, and efficient water system.

**Table 1 – Proposed Improvements**

| Time-frame | Quantity | Description                                                                                  | Acquisition Date, FY | Estimated Useful Life | Estimated Replacement Cost | Comments                                                                                                                                                                       |
|------------|----------|----------------------------------------------------------------------------------------------|----------------------|-----------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Short      | 1 Ea.    | <b>Tank 3</b> - 84,000 gal - Bolted Steel on Concrete                                        | 2010                 | 30-60                 | \$29,604                   | Bolted steel tank showing areas of coating damage. Special 2- part paint. exterior needs recoating.                                                                            |
| Short      | 1,470 LF | <b>6" PVC Pipeline, Valves &amp; Connections</b>                                             | 1978                 | 40                    | \$266,592                  | O'Rorey's along North side of Pomo - South from O'Rorey's loop replacement, across Pomo Creek to Pump Station A at the bottom of Hillcrest. High risk - H&S recommendations.   |
| Short      | 1 Ea.    | <b>Tank 4</b> - 125,000 Concrete Tank                                                        | 1989                 | 30-60                 | \$266,936                  | Wooden truss structure over tank: deteriorating roof & siding, carpenter ant & termite infestation rendering tank vulnerable to contamination. Cost effective to replace tank. |
| Short      | Various  | <b>Water Treatment Plant Filters &amp; Equipment</b>                                         | 1985                 | 10-15                 | \$91,292                   | Replaced failing parts as urgent repairs needed. Entire water plant filter assembly is showing age and needs replacement.                                                      |
| Mid        | 1,327 LF | <b>6" PVC Pipeline, Valves &amp; Connections</b>                                             | 1978                 | 40                    | \$441,082                  | From U5 to Hunolt - thin wall, glue joint, PVC through open space field. High risk - H&S recommendations.                                                                      |
| Mid        | 1 Ea.    | <b>New Well A</b> - Easement & Wellhead (Location TBD - connect to existing tank)            | New                  | 25-35                 | \$100,136                  | Expand system capacity to support build-out.                                                                                                                                   |
| Mid        | 1 Ea.    | <b>Tank 1</b> - 210,000 gal - Bolted Steel on Concrete                                       | 2013                 | 30-60                 | \$41,537                   | Bolted steel tank exterior will need recoating. Special 2- part paint.                                                                                                         |
| Mid        | 1,200 LF | <b>3" &amp; 6" PVC Pipeline, Valves &amp; Connections</b>                                    | 1989                 | 40                    | \$450,785                  | From Lot 3 to Tank T3 - deducted 250 LF replaced in Alta Mesa repaving project - remaining pipeline is glued joints and prone to failure. High risk - H&S recommendations.     |
| Mid        | 1 Ea.    | <b>New Well A</b> - Electrical, controls, pipeline (Location TBD - connect to existing tank) | New                  | 25-35                 | \$253,959                  | Expand system capacity to support build-out.                                                                                                                                   |
| Mid        | 1 Ea.    | <b>New Well B</b> - Easement & Wellhead (Location TBD - connect to new tank)                 | New                  | 25-35                 | \$128,758                  | Expand system capacity to support build-out.                                                                                                                                   |
| Mid        | 1 Ea.    | <b>New Well B</b> - Electrical, controls, pipeline (Location TBD - connect to new tank)      | New                  | 25-35                 | \$272,741                  | Expand system capacity to support build-out.                                                                                                                                   |
| Mid        | 1 Ea.    | <b>New Tank B</b> - bolted steel on concrete (Location TBD - connect to new well)            | New                  | 30-60                 | \$525,834                  | Expand system capacity to support build-out.                                                                                                                                   |
| Long       | 935 LF   | <b>4" &amp; 6" PVC Pipeline, Valves &amp; Connections</b>                                    | 1978                 | 40                    | \$360,541                  | Unit V - High risk - H&S recommendations.                                                                                                                                      |
| Long       | 1,110 LF | <b>6" PVC Pipeline, Valves &amp; Connections</b>                                             | 1989                 | 40                    | \$721,012                  | Unit IX - High risk - H&S recommendations.                                                                                                                                     |

An estimate of District costs for Fiscal Year 2024-25 for maintenance and services is provided in Table 2 below.

**Table 2 - Fiscal Year 2024-25 Estimate of Cost and Budget**

| IRISH BEACH WATER DISTRICT<br>2024 Water System Upgrade and Sustainability Assessment                             |             |                        |                     |
|-------------------------------------------------------------------------------------------------------------------|-------------|------------------------|---------------------|
|                                                                                                                   |             |                        | Total<br>Budget     |
| Total Services and Operation Costs                                                                                |             |                        | \$85,278            |
| Contribution from other sources to offset General Benefit requirement                                             |             |                        | (\$8,528)           |
| <b>Total Water System and Sustainability Improvements and Incidental Expenses<br/>(Net Amount to be Assessed)</b> |             |                        | <b>\$76,750</b>     |
| Budget Allocation to Property                                                                                     |             |                        |                     |
|                                                                                                                   | Total Units | Assessment<br>per Unit | Total<br>Assessment |
| Connected                                                                                                         | 204         | \$258.00               | \$52,632            |
| Bare Lots                                                                                                         | 246         | \$98.04                | \$24,118            |
|                                                                                                                   |             |                        | <b>\$76,750</b>     |

## Method of Assessment Apportionment

### Method of Apportionment

This section of the Engineer's Report explains the benefits to be derived from the Improvements and the methodology used to apportion the total Assessment to properties within the District.

Pursuant to Proposition 218, the method used for apportioning the assessment is based upon the proportional special benefits conferred to the properties over and above the general benefits conferred to real property in the proposed Assessment District, or to the public at large. Special benefit is calculated for each parcel in the District using the following process:

- 1.) Identification of all benefit factors derived from the Improvements.
- 2.) Calculation of the proportion of these benefits that are general.
- 3.) Determination of the relative special benefit within different areas (zones of benefit) of the District
- 4.) Determination of the relative special benefit per property type
- 5.) Calculation of the specific assessment for each individual parcel based upon special vs. general benefit, zones, property type and other supporting attributes.

### Discussion of Benefit

In summary, the Assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. Moreover, such benefit is not based on any one property owner's use of the District's services or a property owner's specific demographic status.

The formula below identifies the final level of service as the sum of the baseline level of service (without the proposed increase) and the enhanced level of service to be funded by the proposed Charges.

|                        |   |                           |   |                           |
|------------------------|---|---------------------------|---|---------------------------|
| Final Level of Service | = | Baseline Level of Service | + | Enhanced Level of Service |
|------------------------|---|---------------------------|---|---------------------------|

The services to be undertaken by the new formation of proposed 2024 Water System Upgrade and Sustainability Assessment, will provide special benefit to Assessor Parcels within the District as defined in the Method of Assessment herein.

Further, Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property and that the value of the special benefits must exceed the cost of the assessment:

*"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

## Benefit Factors

The benefit factors from the Improvements are further detailed below:

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### Proximity and access to water service

Access to an adequate, reliable, and safe water supply significantly increases the utility, usefulness, functionality and ability to support residence of a parcel well over and above a parcel without access to water. Further, the proposed Improvements which would be over and above the baseline level, will result in the water supply being maintained to a much higher standard.

Only the specific properties within close proximity to the Improvements are included in the District. And because the water service infrastructure connects with particular identifiable parcels, the benefits are provided directly to the District parcels, and to none other.

Hence, the proposed Improvements provide the specific benefit of water access to the assessed parcels, both connected and potentially connected (i.e., bare land).

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### Improved protection from fire

Fire protection relies on a reliable water system for active fire suppression. Also, safety improvements throughout the service area reduce the risk of fires spreading from one property to another, ultimately safeguarding everyone.

Hence, the proposed Improvements provide the specific benefit of improved protection from fire to the assessed parcels, both connected and potentially connected (i.e., bare land).

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### **Protection of groundwater supply**

The Improvements will protect and improve the sustainability of the underlying groundwater resources which provide multiple benefits to parcels, including current and future access to water supply.

Hence, the proposed Improvements provide the specific benefit of protection of groundwater for current and future use. to the assessed parcels, both connected and potentially connected (i.e., bare land).

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### **Creation of Individual Lots that, in Absence of the Assessments, Would Not Have Been Created**

In the absence of the water system, the lots within most of the District would not have been created.

Hence, the proposed Improvements provide the specific benefit of the creation of the parcels themselves to the assessed parcels, both connected and potentially connected (i.e., bare land).

## **General versus Special Benefit**

Article XIID of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. An assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

|                          |          |                            |          |                            |
|--------------------------|----------|----------------------------|----------|----------------------------|
| <b>Total<br/>Benefit</b> | <b>=</b> | <b>General<br/>Benefit</b> | <b>+</b> | <b>Special<br/>Benefit</b> |
|--------------------------|----------|----------------------------|----------|----------------------------|

There is no widely accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the Improvements.

In this Report, the general benefit is liberally estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

The starting point for evaluating general and special benefits is the current, baseline level of service. The Assessment will fund improvements “over and above” this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

|                            |          |                                                              |          |                                                                                                 |          |                                               |
|----------------------------|----------|--------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------|----------|-----------------------------------------------|
| <b>General<br/>Benefit</b> | <b>=</b> | <b>Benefit to Real<br/>Property Outside<br/>the District</b> | <b>+</b> | <b>Benefit to Real<br/>Property Inside the<br/>District that is Indirect<br/>and Derivative</b> | <b>+</b> | <b>Benefit to<br/>the Public<br/>at Large</b> |
|----------------------------|----------|--------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------|----------|-----------------------------------------------|

Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the Improvement (e.g., proximity to a park).” In these Assessments, as noted, properties in the District have close and unique proximity, views and access to the Improvements and uniquely improved desirability from the Improvements and other properties and the public at large do not receive significant benefits because they do not have proximity, access, or views of the Improvements. Therefore, the overwhelming proportion of the benefits conferred to property is special and is only minimally received by property outside the Districts or the public at large.

## Benefit Finding

### Quantification of General Benefit

The *Beutz* decision indicates that general benefits associated with improvements and services must be explicitly calculated, quantified, and separated from the special benefits. The general benefit from the Services is liberally estimated and described in this section.

### Benefit to Property Outside the District

Properties outside the District may be within close proximity to certain Improvements; however, none of those properties have access to the Improvements. Without access or a right to connect to the Services, their proximity provides no benefit. Therefore, benefit to property outside the District is found to be zero.

However, the Improvements may provide some minimal benefit to parcels outside the District in reduction of a potentially spreading wildland fire, as well as the shared protection of the groundwater resource. Therefore, this Report liberally assigns up to 5% general benefit to properties outside of the District.

### Benefit to Property *Inside* the District that is *Indirect and Derivative*

The *SVTA* decision indicates there may be general benefit “conferred on real property located in the district” that is “indirect and derivative.” The primary example is the overall enhancement of property values within the District due to the Improvements. While it is true that the Improvements may increase the utility and desirability of the properties within the District, those qualities are unique to the individual properties with access and proximity. Property does not derive any indirect benefit from a neighboring property’s access and proximity to the Improvements. Therefore, the indirect and derivative benefit to properties inside the District is found to be zero.

### Benefit To The Public At Large

The general benefit to the public at large can be estimated by the proportionate amount of time that the District’s Improvements are used and enjoyed by individuals who are not residents, employees, customers, or property owners. In this case, where the Improvements provide a source of reliable water to properties within the District, all benefits accrue to the individual properties within the District, and there is no benefit to the public at large.

However, members of the public including travelers through the Irish Beach community, not associated with any particular property, may benefit from the Improvements including fire safety, improved views from irrigated landscaping, etc.

Therefore, this Report liberally assigns up to 5% general benefit to the Public at Large.

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### Total General Benefits

Using a sum of these three measures of general benefit, we find that no more than 10% of the benefits conferred by the Improvements may be general in nature and should be funded by sources other than the assessment.

|                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>General Benefit = 2%</b><br/> <b>5 % (Outside the District)</b><br/> <b>+ 0 % (Property within the District)</b><br/> <b>+ <u>5 %</u> (Public at Large)</b><br/> <br/> <b>= 10% (Total General Benefit)</b></p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The District's proposed total budget for the Improvements for fiscal year 2024-25 would be \$85,278. Of this total assessment budget amount, the District will contribute at least \$8,528, at least 10% of the total budget from sources other than this assessment.

### Method of Assessment

As previously discussed, the proposed assessments will provide maintenance, replacement and repair of existing infrastructure that will clearly confer special benefits to properties in the District. In the process of determining the appropriate method of assessment, various alternatives were considered. For example, an assessment only for all residential improved property was considered but was determined to be inappropriate because non-residential improved, and vacant ("bare land") parcels also receive special benefits from the Assessments. On the other hand, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because properties without residents and therefore minimal water needs would be assessed the same as properties with residents who rely on daily water availability. Hence, the appropriate method of assessment should be based on the use of the property and the level of potential special benefit to property.

The primary step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single-family home or, in other words, on the basis of Single-Family Equivalents (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer's Report, all properties are designated an SFE value, which is each property's relative benefit in relation to a single-family home on one parcel. In this case, the "benchmark" property is the single-family detached dwelling which is one Single Family Equivalent or one SFE.

### Residential Properties

Residential properties in the District that contain a single-residential dwelling unit are assigned one Single-Family Equivalent or 1.0 SFE. Detached or attached houses and zero-lot line houses are included in this category of single-family residential property. If there is more than one single-family detached dwelling on a parcel, it will be charged one SFE per single-family detached dwelling.

### Vacant "Bare Land" Properties

The benefit to undeveloped properties is determined to be proportional to the corresponding benefits for similar types of developed properties, but at a lower rate due to the lack of improvements on the property.

A measure of the benefits accruing to the underlying land is the average value of land in relation to improvements for developed property. An analysis of the assessed valuation data from rural Mendocino County found that approximately 38% of the assessed value of improved properties is classified as the land value. It is reasonable to assume, therefore, that approximately 38% of the benefits are related to the underlying land and 62% are related to the improvements and the day-to-day use of the property. Using this ratio, the SFE factor for vacant/undeveloped parcels is 0.38 per parcel.

### Other Properties

Article XIID stipulates that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment.

All properties that are specially benefited are assessed. Other publicly owned property that is used for purposes similar to private residential, commercial, industrial, or institutional uses is benefited and assessed at the same rate as such privately owned property.

Certain miscellaneous, public right-of-way parcels, timber, well, reservoir or other water rights parcels, limited access open space parcels, watershed parcels and common area parcels typically do not receive special benefit from the Improvements and are not assessed.

Certain non-residential but developed parcels receive special benefit from the Improvements and may be assessed accordingly.

### Annual Cost Adjustments

The assessment is subject to an annual adjustment tied to the annual change in the Engineering News Record Construction Cost Index 20-city average (ENR-CCI) as of January of each succeeding year (the CPI), with the maximum annual adjustment not to exceed 4%. In the event that the actual assessment rate for any given year is not increased by an amount equal to the maximum of 4%, the maximum authorized assessment rate shall increase by this amount. In such an event, the maximum authorized assessment amount shall be equal to the base year assessment as adjusted by the increase to the ENR-CCI, plus any and all ENR-CCI adjustments deferred in any and all prior years. The ENR-CCI change above 4% can be used in a future year when the ENR-CCI adjustment is below 4%.

## Criteria and Policies

### Parcel Changes

The District is responsible for a parcel-by-parcel analysis, to determine the special benefit and assessment amount for each parcel in the proposed Assessment. Each year, the District will re-analyze and re-calculate individual benefits and corresponding assessments for each parcel, incorporating parcel splits and combinations, initiation of development, etc. The District shall use the property tax assessment data obtained from the County of Mendocino, as well as requests for connection to the water system as the basis for recalculation.

### Duration of Assessment

If approved by property owners in an assessment ballot proceeding conducted pursuant to the Article and California Water Code sections 36550 et seq. *and* 37200 et seq., the assessments can be levied annually commencing with fiscal year 2024-25 and continuing each year at the discretion of the District Board.

### Exemptions

All properties that are specially benefited are assessed the annual assessment. Public right-of-way parcels or other lots or parcels that the Engineer of Work has determined cannot reasonably need the District's service and are not specially benefited are not charged. In the event that extenuating conditions exist such that a parcel cannot or will not benefit from the Improvements, the District Board may grant an exemption or deferral of the assessment.

### Appeals of Assessments Levied to Property

Any property owner who feels that the assessment levied on the subject property is in error due to incorrect information being used to apply the foregoing method of assessment may file a written appeal with the Irish Beach Water District Board of Directors. Any such appeal is limited to correcting the assessment during the then-current fiscal year and applicable law. Upon filing any such appeal, the Board or their designee will promptly review the appeal and any information provided by the property owner. If the Board or their designee finds that the assessment should be modified, the appropriate changes shall be made. Any decision of the Board shall be final.

**Assessment Funds Must Be Expended Within the District**

After incidental, administrative, financing, and other costs, the net available funds generated by the assessment shall be expended exclusively for Improvements within the boundaries of the District or as described herein and appropriate incidental and administrative costs as defined in the Description of Improvements section.

## Assessment Statement

**WHEREAS**, the Board of Directors of the Irish Beach Water District retained SCI Consulting Group to prepare this Engineer’s Report for the District’s Assessment District under the California Water Code sections 36550 et seq. and 37200 et seq., (the “Act”) and Article XIID of the California Constitution (the “Article”) and to proceed with the proposed levy of a new annual assessment; and

**WHEREAS**, SCI Consulting Group was retained as Engineer of Work to prepare and file an Engineer’s Report presenting an estimate of costs, the estimated costs of the Improvements upon assessable parcels within the District, and a description of said Improvements therein contained; reference is hereby made for further particulars.

**NOW, THEREFORE**, the undersigned, by virtue of the power vested in me under Article XIID of the California Constitution, other supporting state code, and the order of the Irish Beach Water District Board of Directors, hereby makes the following 2024 Assessments to cover the portion of the estimated cost of installation, maintenance, and servicing of the Improvements, and the costs and expenses incidental thereto to be paid by the District.

The amount to be paid for said Improvements and the expense incidental thereto, to be paid by the District for Fiscal Year 2024-25 is generally as follows:

**Table 3 – Summary of Combined Cost Estimate**

| Budget Summary                     |                  |
|------------------------------------|------------------|
| Costs                              | \$85,278         |
| <i>Revenues from other Sources</i> | <i>(\$8,528)</i> |
| Net amount to assessment           | \$76,750         |

As required by the Act, an Assessment Diagram showing the exterior boundaries of the District is hereto attached and incorporated herein by reference. The distinctive number of each parcel or lot of land in the District is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion the net amount of the cost and expenses of the Improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within the District, in accordance with the special benefits to be received by each parcel or lot, from the Improvements, and more particularly set forth in the Estimate of Cost and Method of Assessment in the Report.

The annual assessment is made upon the parcels or lots of land within the District in proportion to the special benefits to be received by the parcels or lots of land, from the Improvements.

The assessment is subject to an annual adjustment tied to the annual change in the Engineering News Record Construction Cost Index 20-city average (ENR-CCI) as of January of each succeeding year (the CPI), with the maximum annual adjustment not to exceed 4%. In the event that the actual assessment rate for any given year is not increased by an amount equal to the maximum of 4%, the maximum authorized assessment rate shall increase by this amount. In such an event, the maximum authorized assessment amount shall be equal to the base year assessment as adjusted by the increase to the ENR-CCI, plus any and all ENR-CCI adjustments deferred in any and all prior years. The ENR-CCI change above 4% can be used in a future year when the ENR-CCI adjustment is below 4%.

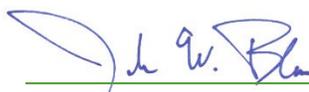
Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as will be shown on the Assessor's Maps of the County of Mendocino for Fiscal Year 2024-25. For a more particular description of the property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of the County.

I hereby will place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the annual assessment for Fiscal Year 2024-25 for each parcel or lot of land within the Irish Beach Water District 2024 Assessment District.

Dated: July 31, 2024

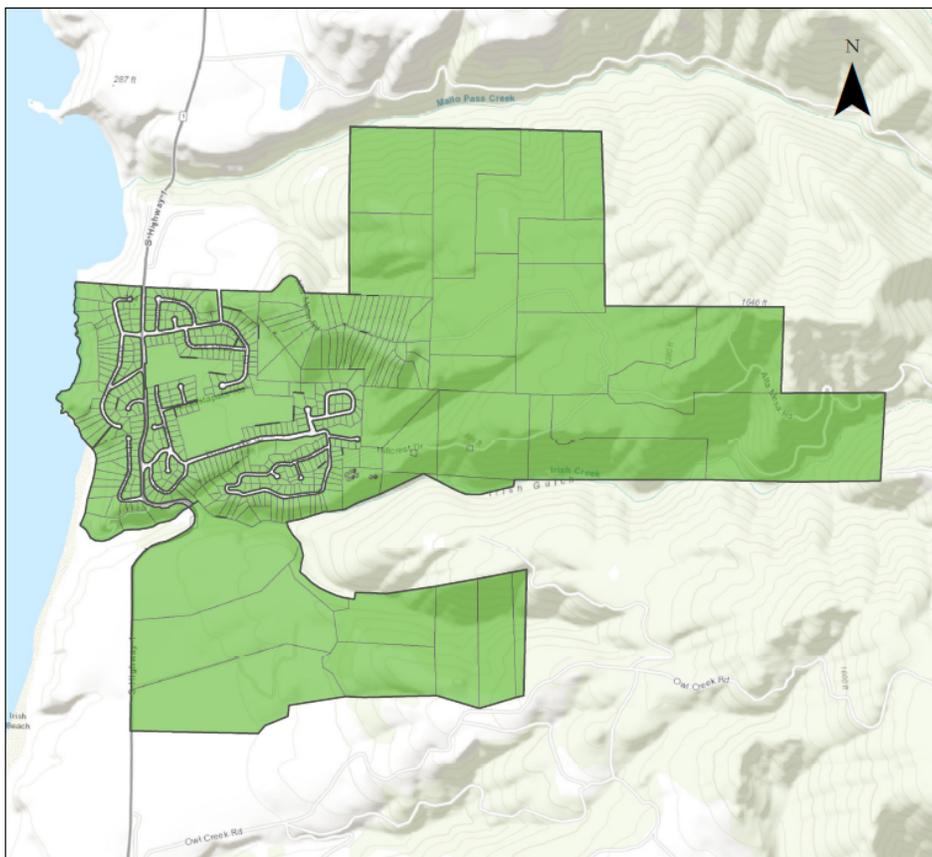
Engineer of Work



By  \_\_\_\_\_  
John Bliss, P.E.  
License No. C52091

## Assessment Diagram

The parcels proposed to be assessed the 2024 Assessment are shown on the Assessment Diagram, which is on file with the Secretary of the Board of the Irish Beach Water District. The following Assessment Diagram is for general location only and is not to be considered the official boundary map. The lines and dimensions of each lot or parcel within the District are those lines and dimensions as shown on the maps of the Assessor of the County of Mendocino, for Fiscal Year 2024-25, and are incorporated herein by reference, and made a part of this Diagram and this Report.



PREPARED BY  
 SCI CONSULTING GROUP  
 4745 MANGELS BLVD  
 FAIRFIELD, CA 94534  
 707-430-4300

FILED IN THE OFFICE OF THE IRISH BEACH WATER DISTRICT,  
 COUNTY OF MENDOCINO, CALIFORNIA, THIS \_\_\_\_\_ DAY  
 OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 BOARD SECRETARY

RECORDED IN THE OFFICE OF THE IRISH BEACH WATER  
 DISTRICT, COUNTY OF MENDOCINO, CALIFORNIA  
 THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 BOARD SECRETARY

AN ASSESSMENT WAS CONFIRMED AND LEVIED BY THE  
 BOARD OF DIRECTORS OF IRISH BEACH WATER DISTRICT,  
 ON THE LOTS, PIECES AND PARCELS OF LAND ON THIS  
 ASSESSMENT DIAGRAM ON THE \_\_\_\_\_ DAY OF  
 \_\_\_\_\_, 20\_\_ FOR THE FISCAL YEAR AND  
 SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL  
 FOR SAID FISCAL YEAR WERE FILED IN THE OFFICE OF THE  
 COUNTY ASSESSOR OF THE COUNTY ASSESSOR OF THE  
 COUNTY OF MENDOCINO ON THE \_\_\_\_\_ DAY OF  
 \_\_\_\_\_, 20\_\_.

REFERENCE IS HEREBY MADE TO SAID RECORDED  
 ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH  
 ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

\_\_\_\_\_  
 BOARD SECRETARY

Note:  
 REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF  
 RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY  
 OF MENDOCINO FOR A DETAILED DESCRIPTION OF  
 THE LINES AND DIMENSIONS OF ANY PARCEL SHOWN  
 HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS  
 CONCERNING THE LINES AND DIMENSIONS OF SUCH  
 PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY  
 ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.

**IRISH BEACH WATER DISTRICT  
 PROPOSED 2024 WATER SYSTEM UPGRADE  
 AND SUSTAINABILITY ASSESSMENT DIAGRAM**

## Assessment Roll

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records, and these records are, by reference, made part of this Engineer's Report. These records shall govern all details concerning the description of the lots or parcels.

**IRISH BEACH WATER DISTRICT**  
**2024 Water System Upgrade and Sustainability Assessment**  
**Preliminary Report for Fiscal Year 2024-25**  
**Parcels for Secured Property Tax Roll**

| Parcel Number | Property Address  | Assessment | Parcel Number | Property Address     | Assessment |
|---------------|-------------------|------------|---------------|----------------------|------------|
| 1320100100    | 14756 NAVARRO WAY | \$ 98.04   | 1320301000    | 44000 NOYO WAY       | \$ 258.00  |
| 1320100200    | 14766 NAVARRO WAY | \$ 258.00  | 1320301100    | 44001 NOYO WAY       | \$ 258.00  |
| 1320100300    | 14776 NAVARRO WAY | \$ 258.00  | 1320301200    | 44021 NOYO WAY       | \$ 98.04   |
| 1320100400    | 14780 NAVARRO WAY | \$ 258.00  | 1320301300    | 44041 NOYO WAY       | \$ 258.00  |
| 1320100500    | 14770 NAVARRO WAY | \$ 98.04   | 1320301400    | 44061 NOYO WAY       | \$ 98.04   |
| 1320100600    | 14760 NAVARRO WAY | \$ 258.00  | 1320301500    | 44081 NOYO WAY       | \$ 98.04   |
| 1320100700    | 14750 NAVARRO WAY | \$ 98.04   | 1320301600    | 14901 NAVARRO WAY    | \$ 98.04   |
| 1320100800    | 14740 NAVARRO WAY | \$ 258.00  | 1320301700    | 14921 NAVARRO WAY    | \$ 258.00  |
| 1320100900    | 14730 NAVARRO WAY | \$ 98.04   | 1320301800    | 44050 GARCIA CT      | \$ 98.04   |
| 1320101000    | 14720 NAVARRO WAY | \$ 98.04   | 1320301900    | 44020 GARCIA CT      | \$ 258.00  |
| 1320101100    | 14700 NAVARRO WAY | \$ 98.04   | 1320302000    | 44000 GARCIA CT      | \$ 258.00  |
| 1320101400    | 14701 NAVARRO WAY | \$ 98.04   | 1320302100    | 43980 GARCIA CT      | \$ 98.04   |
| 1320101500    | 14721 NAVARRO WAY | \$ 258.00  | 1320400100    | 14940 NAVARRO WAY    | \$ 258.00  |
| 1320101600    | 14751 NAVARRO WAY | \$ 98.04   | 1320400200    | 14950 NAVARRO WAY    | \$ 258.00  |
| 1320101700    | 14761 NAVARRO WAY | \$ 98.04   | 1320400300    | 14960 NAVARRO WAY    | \$ 258.00  |
| 1320101800    | 14720 HWY 1       | \$ 258.00  | 1320400400    | 14970 NAVARRO WAY    | \$ 258.00  |
| 1320101900    | 14771 NAVARRO WAY | \$ 258.00  | 1320400500    | 14980 NAVARRO WAY    | \$ 258.00  |
| 1320102000    | 14781 NAVARRO WAY | \$ 98.04   | 1320400600    | 15000 NAVARRO WAY    | \$ 258.00  |
| 1320102100    | 14750 HWY 1       | \$ 98.04   | 1320400700    | 15020 NAVARRO WAY    | \$ 258.00  |
| 1320102200    |                   | \$ 98.04   | 1320400800    | 15050 IRISH BEACH DR | \$ 258.00  |
| 1320200300    | 14790 NAVARRO WAY | \$ 98.04   | 1320400900    | 15100 IRISH BEACH DR | \$ 98.04   |
| 1320200400    | 14800 NAVARRO WAY | \$ 258.00  | 1320401000    | 15101 IRISH BEACH DR | \$ 258.00  |
| 1320200500    | 14820 NAVARRO WAY | \$ 258.00  | 1320401100    | 15075 IRISH BEACH DR | \$ 98.04   |
| 1320200600    | 14830 NAVARRO WAY | \$ 258.00  | 1320401200    | 15051 IRISH BEACH DR | \$ 98.04   |
| 1320200700    | 14840 NAVARRO WAY | \$ 258.00  | 1320401300    | 15025 NAVARRO WAY    | \$ 98.04   |
| 1320200800    | 14850 NAVARRO WAY | \$ 258.00  | 1320401400    | 15001 NAVARRO WAY    | \$ 258.00  |
| 1320200900    | 14791 NAVARRO WAY | \$ 258.00  | 1320401500    | 14981 NAVARRO WAY    | \$ 258.00  |
| 1320201000    | 44000 NAVARRO WAY | \$ 258.00  | 1320401600    | 14961 NAVARRO WAY    | \$ 258.00  |
| 1320201100    | 14801 NAVARRO WAY | \$ 258.00  | 1320401700    | 14941 NAVARRO WAY    | \$ 258.00  |
| 1320201200    | 14800 HWY 1       | \$ 258.00  | 1320402000    | 44101 GARCIA CT      | \$ 98.04   |
| 1320201300    | 14821 NAVARRO WAY | \$ 98.04   | 1320402100    | 44151 GARCIA CT      | \$ 258.00  |
| 1320201400    | 14820 HWY 1       | \$ 258.00  | 1320402200    | 15000 GARCIA CT      | \$ 98.04   |
| 1320201500    | 14841 NAVARRO WAY | \$ 258.00  | 1320402300    | 15020 HWY 1          | \$ 258.00  |
| 1320201600    | 14850 HWY 1       | \$ 98.04   | 1320402400    | 15040 HWY 1          | \$ 258.00  |
| 1320201700    | 14851 NAVARRO WAY | \$ 258.00  | 1320402500    | 15060 HWY 1          | \$ 98.04   |
| 1320201800    | 14810 HWY 1       | \$ 258.00  | 1320402600    | 44070 GARCIA CT      | \$ 258.00  |
| 1320201900    | 14854 NAVARRO WAY | \$ 98.04   | 1320402700    | 44100 GARCIA CT      | \$ 98.04   |
| 1320202000    | 14796 NAVARRO WAY | \$ 98.04   | 1320500100    | 15120 IRISH BEACH DR | \$ 258.00  |
| 1320300100    | 14860 NAVARRO WAY | \$ 258.00  | 1320500200    | 15150 IRISH BEACH DR | \$ 258.00  |
| 1320300200    | 14870 NAVARRO WAY | \$ 258.00  | 1320500300    | 15170 IRISH BEACH DR | \$ 98.04   |
| 1320300300    | 14880 NAVARRO WAY | \$ 258.00  | 1320500500    | 15220 IRISH BEACH DR | \$ 258.00  |
| 1320300400    | 14900 NAVARRO WAY | \$ 258.00  | 1320500600    | 15230 IRISH BEACH DR | \$ 258.00  |
| 1320300500    | 14920 NAVARRO WAY | \$ 98.04   | 1320500700    | 15121 IRISH BEACH DR | \$ 258.00  |
| 1320300600    | 44070 NOYO WAY    | \$ 258.00  | 1320500800    | 15141 IRISH BEACH DR | \$ 258.00  |
| 1320300700    | 14871 NAVARRO WAY | \$ 258.00  | 1320500900    | 15161 IRISH BEACH DR | \$ 98.04   |
| 1320300800    | 14861 NAVARRO WAY | \$ 258.00  | 1320501000    | 15181 IRISH BEACH DR | \$ 98.04   |
| 1320300900    | 44040 NOYO WAY    | \$ 98.04   | 1320501100    | 15201 IRISH BEACH DR | \$ 98.04   |

**IRISH BEACH WATER DISTRICT**  
**2024 Water System Upgrade and Sustainability Assessment**  
**Preliminary Report for Fiscal Year 2024-25**  
**Parcels for Secured Property Tax Roll**

| Parcel Number | Property Address       | Assessment | Parcel Number | Property Address      | Assessment |
|---------------|------------------------|------------|---------------|-----------------------|------------|
| 1320501200    | 15200 HWY 1            | \$ 98.04   | 1320740500    | 43901 SEA CYPRESS DR  | \$ 258.00  |
| 1320501300    | 15225 IRISH BEACH DR   | \$ 258.00  | 1320740600    | 43851 SEA CYPRESS DR  | \$ 258.00  |
| 1320501400    | 15240 HWY 1            | \$ 98.04   | 1320740700    | 43781 CYPRESS PKWY    | \$ 258.00  |
| 1320501500    | 15251 IRISH BEACH DR   | \$ 258.00  | 1320740800    | 43741 SEA CYPRESS DR  | \$ 258.00  |
| 1320501600    | 15275 IRISH BEACH DR   | \$ 98.04   | 1320740900    | 43771 SEA CYPRESS DR  | \$ 98.04   |
| 1320600100    | 15360 IRISH BEACH DR   | \$ 258.00  | 1320741000    | 43801 SEA CYPRESS DR  | \$ 258.00  |
| 1320600200    | 15300 IRISH BEACH DR   | \$ 258.00  | 1320741100    | 43750 CYPRESS PKWY    | \$ 98.04   |
| 1320600300    | 15400 HWY 1            | \$ 98.04   | 1320741200    | 43720 CYPRESS PKWY    | \$ 98.04   |
| 1320600400    | 15280 IRISH BEACH DR   | \$ 258.00  | 1320741300    | 43700 CYPRESS PKWY    | \$ 258.00  |
| 1320600500    | 15270 IRISH BEACH DR   | \$ 258.00  | 1320741400    | 43670 CYPRESS PKWY    | \$ 98.04   |
| 1320600600    | 15260 IRISH BEACH DR   | \$ 258.00  | 1320800100    | 43751 ALTA MESA RD    | \$ 258.00  |
| 1320600700    | 15250 IRISH BEACH DR   | \$ 258.00  | 1320800200    | 43680 SEA CYPRESS DR  | \$ 98.04   |
| 1320600800    | 15240 IRISH BEACH DR   | \$ 258.00  | 1320800300    | 43670 SEA CYPRESS DR  | \$ 98.04   |
| 1320600900    | 15330 IRISH BEACH DR   | \$ 258.00  | 1320800400    | 43660 SEA CYPRESS DR  | \$ 98.04   |
| 1320710300    | 14760 CYPRESS POINT RD | \$ 258.00  | 1320800500    | 43650 SEA CYPRESS DR  | \$ 98.04   |
| 1320710400    | 14750 CYPRESS POINT RD | \$ 258.00  | 1320800600    | 43640 SEA CYPRESS DR  | \$ 98.04   |
| 1320710500    | 14740 CYPRESS POINT RD | \$ 98.04   | 1320800700    | 43620 SEA CYPRESS DR  | \$ 98.04   |
| 1320710600    | 14720 CYPRESS POINT RD | \$ 98.04   | 1320800800    | 43610 SEA CYPRESS DR  | \$ 98.04   |
| 1320710700    | 14700 CYPRESS POINT RD | \$ 258.00  | 1320801000    | 43701 SEA CYPRESS DR  | \$ 98.04   |
| 1320710800    | 14680 CYPRESS POINT RD | \$ 258.00  | 1320801100    | 43651 SEA CYPRESS DR  | \$ 258.00  |
| 1320710900    | 14660 CYPRESS POINT RD | \$ 258.00  | 1320801200    | 43625 SEA CYPRESS DR  | \$ 98.04   |
| 1320711000    | 14640 CYPRESS POINT RD | \$ 258.00  | 1320801300    | 43601 SEA CYPRESS DR  | \$ 98.04   |
| 1320711100    | 14770 CYPRESS POINT RD | \$ 258.00  | 1320801400    | 43620 CYPRESS PKWY    | \$ 98.04   |
| 1320720100    | 14620 CYPRESS POINT RD | \$ 98.04   | 1320801500    | 43650 CYPRESS PKWY    | \$ 98.04   |
| 1320720200    | 14610 CYPRESS POINT RD | \$ 98.04   | 1320900100    | 43580 SEA CYPRESS DR  | \$ 98.04   |
| 1320720300    | 14600 CYPRESS POINT RD | \$ 258.00  | 1320900200    | 43560 SEA CYPRESS DR  | \$ 98.04   |
| 1320720400    | 14570 CYPRESS POINT RD | \$ 258.00  | 1320900300    | 43575 SEA CYPRESS DR  | \$ 98.04   |
| 1320720500    | 14560 CYPRESS POINT RD | \$ 98.04   | 1320900400    | 43601 CYPRESS PKWY    | \$ 98.04   |
| 1320720600    | 43760 SEA CYPRESS DR   | \$ 98.04   | 1320900500    | 43621 CYPRESS PKWY    | \$ 98.04   |
| 1320720700    | 43730 SEA CYPRESS DR   | \$ 98.04   | 1320900600    | 43641 CYPRESS PKWY    | \$ 258.00  |
| 1320720800    | 43800 ALTA MESA RD     | \$ 258.00  | 1320900700    | 43661 CYPRESS PKWY    | \$ 258.00  |
| 1320720900    | 43750 ALTA MESA RD     | \$ 258.00  | 1320900800    | 43681 CYPRESS PKWY    | \$ 98.04   |
| 1320730100    | 14771 CYPRESS POINT RD | \$ 258.00  | 1320900900    | 43701 CYPRESS PKWY    | \$ 98.04   |
| 1320730200    | 14765 CYPRESS POINT RD | \$ 98.04   | 1320901000    | 43711 CYPRESS PKWY    | \$ 98.04   |
| 1320730300    | 14735 CYPRESS POINT RD | \$ 258.00  | 1320901100    | 43725 CYPRESS PKWY    | \$ 98.04   |
| 1320730400    | 14655 CYPRESS POINT RD | \$ 258.00  | 1320901200    | 43751 CYPRESS PKWY    | \$ 258.00  |
| 1320730500    | 14601 CYPRESS POINT RD | \$ 258.00  | 1320901300    | 43775 CYPRESS PKWY    | \$ 98.04   |
| 1320730600    | 14565 CYPRESS POINT RD | \$ 258.00  | 1321000100    | 43601 ACQUISTAPACE RD | \$ 258.00  |
| 1320730700    | 14555 CYPRESS POINT RD | \$ 258.00  | 1321001100    | 44660 POMO LAKE DR    | \$ 98.04   |
| 1320730800    | 14781 CYPRESS CIR      | \$ 98.04   | 1321001200    | 44650 POMO LAKE DR    | \$ 258.00  |
| 1320730900    | 14771 CYPRESS CIR      | \$ 98.04   | 1321001300    | 44640 POMO LAKE DR    | \$ 98.04   |
| 1320731000    | 14770 CYPRESS CIR      | \$ 98.04   | 1321001400    | 44620 POMO LAKE DR    | \$ 98.04   |
| 1320731100    | 14780 CYPRESS CIR      | \$ 258.00  | 1321001500    | 43831 ACQUISTAPACE RD | \$ 98.04   |
| 1320740100    | 43981 SEA CYPRESS DR   | \$ 258.00  | 1321001600    | 43811 ACQUISTAPACE RD | \$ 98.04   |
| 1320740200    | 43961 SEA CYPRESS DR   | \$ 98.04   | 1321001700    | 43791 ACQUISTAPACE RD | \$ 98.04   |
| 1320740300    | 43941 SEA CYPRESS DR   | \$ 98.04   | 1321001800    | 43781 ACQUISTAPACE RD | \$ 98.04   |
| 1320740400    | 43921 SEA CYPRESS DR   | \$ 98.04   | 1321001900    | 43551 SEA CYPRESS DR  | \$ 98.04   |

**IRISH BEACH WATER DISTRICT**  
**2024 Water System Upgrade and Sustainability Assessment**  
**Preliminary Report for Fiscal Year 2024-25**  
**Parcels for Secured Property Tax Roll**

| Parcel Number | Property Address      | Assessment | Parcel Number | Property Address     | Assessment |
|---------------|-----------------------|------------|---------------|----------------------|------------|
| 1321002000    | 43541 SEA CYPRESS DR  | \$ 98.04   | 1321200600    | 44901 ARENA CIR      | \$ 258.00  |
| 1321002100    | 43511 SEA CYPRESS DR  | \$ 98.04   | 1321200700    | 44881 ARENA CIR      | \$ 258.00  |
| 1321002200    | 43491 SEA CYPRESS DR  | \$ 98.04   | 1321200800    | 44861 ARENA CIR      | \$ 258.00  |
| 1321002300    | 43481 SEA CYPRESS DR  | \$ 98.04   | 1321200900    | 44851 ARENA CIR      | \$ 258.00  |
| 1321002400    | 43471 SEA CYPRESS DR  | \$ 98.04   | 1321201000    | 44841 ARENA CIR      | \$ 98.04   |
| 1321002500    | 43470 SEA CYPRESS DR  | \$ 98.04   | 1321201100    | 44821 ARENA CIR      | \$ 98.04   |
| 1321002600    | 43480 SEA CYPRESS DR  | \$ 98.04   | 1321201200    | 44801 POMO LAKE DR   | \$ 258.00  |
| 1321002700    | 43490 SEA CYPRESS DR  | \$ 98.04   | 1321201300    | 44781 POMO LAKE DR   | \$ 98.04   |
| 1321002800    | 43500 SEA CPYRESS DR  | \$ 98.04   | 1321201400    | 44761 POMO LAKE DR   | \$ 98.04   |
| 1321002900    | 43510 SEA CYPRESS DR  | \$ 98.04   | 1321201500    | 44741 POMO LAKE DR   | \$ 258.00  |
| 1321003000    | 43540 SEA CYPRESS DR  | \$ 258.00  | 1321201600    | 44721 POMO LAKE DR   | \$ 98.04   |
| 1321003100    | 43550 SEA CYPRESS DR  | \$ 98.04   | 1321201700    | 44701 POMO LAKE DR   | \$ 98.04   |
| 1321003200    | 44480 OROREYS PL      | \$ 98.04   | 1321201800    | 44681 POMO LAKE DR   | \$ 98.04   |
| 1321003300    | 44485 OROREYS PL      | \$ 98.04   | 1321201900    | 44821 POMO LAKE DR   | \$ 258.00  |
| 1321003500    | 43731 ACQUISTAPACE RD | \$ 98.04   | 1321202000    | 44830 ARENA CIR      | \$ 98.04   |
| 1321100100    | 43951 MALLO PASS CT   | \$ 258.00  | 1321202100    | 44860 ARENA CIR      | \$ 258.00  |
| 1321100200    | 43925 MALLO PASS CT   | \$ 98.04   | 1321202200    | 44900 ARENA CIR      | \$ 98.04   |
| 1321100300    | 3901 MALLO PASS CT    | \$ 98.04   | 1321202300    | 44920 ARENA CIR      | \$ 258.00  |
| 1321100400    | 15050 MALLO PASS DR   | \$ 98.04   | 1321202400    | 44940 ARENA CIR      | \$ 258.00  |
| 1321100500    | 43950 MALLO PASS CT   | \$ 98.04   | 1321202500    | 44961 POMO LAKE DR   | \$ 258.00  |
| 1321100600    | 15000 MALLO PASS DR   | \$ 258.00  | 1321202600    | 44901 POMO LAKE DR   | \$ 98.04   |
| 1321100700    | 14970 MALLO PASS DR   | \$ 258.00  | 1321202700    | 15220 ARENA CT       | \$ 98.04   |
| 1321100800    | 14950 MALLO PASS DR   | \$ 258.00  | 1321202800    | 15250 ARENA CT       | \$ 258.00  |
| 1321100900    | 14920 MALLO PASS DR   | \$ 258.00  | 1321202900    | 15225 ARENA CT       | \$ 258.00  |
| 1321101000    | 14900 MALLO PASS DR   | \$ 258.00  | 1321203000    | 44851 POMO LAKE DR   | \$ 98.04   |
| 1321101100    | 14901 MALLO PASS DR   | \$ 258.00  | 1321203100    | 44900 POMO LAKE DR   | \$ 98.04   |
| 1321101200    | 14925 MALLO PASS DR   | \$ 98.04   | 1321203200    | 44920 POMO LAKE DR   | \$ 258.00  |
| 1321101300    | 14951 MALLO PASS DR   | \$ 258.00  | 1321203300    | 44940 POMO LAKE DR   | \$ 98.04   |
| 1321101400    | 43850 ACQUISTAPACE RD | \$ 258.00  | 1321203400    | 44960 POMO LAKE DR   | \$ 258.00  |
| 1321101500    | 43800 ACQUISTAPACE RD | \$ 98.04   | 1321203500    | 44980 POMO LAKE DR   | \$ 258.00  |
| 1321101600    | 14950 EUCALYPTUS WAY  | \$ 98.04   | 1321203600    | 15151 MALLO PASS DR  | \$ 98.04   |
| 1321101700    | 14920 EUCALYPTUS WAY  | \$ 98.04   | 1321203700    | 15175 MALLO PASS DR  | \$ 98.04   |
| 1321101800    | 14900 EUCALYPTUS WAY  | \$ 98.04   | 1321203800    | 44850 POMO LAKE DR   | \$ 258.00  |
| 1321101900    | 14901 EUCALYPTUS WAY  | \$ 98.04   | 1321203900    | 44800 POMO LAKE DR   | \$ 98.04   |
| 1321102000    | 14925 EUCALYPTUS WAY  | \$ 98.04   | 1321300100    | 44661 POMO LAKE DR   | \$ 258.00  |
| 1321102100    | 14951 EUCALYPTUS WAY  | \$ 98.04   | 1321300200    | 44651 POMO LAKE DR   | \$ 98.04   |
| 1321102200    | 14975 EUCALYPTUS WAY  | \$ 98.04   | 1321300300    | 44641 POMO LAKE DR   | \$ 258.00  |
| 1321102300    | 43851 ACQUISTAPACE RD | \$ 258.00  | 1321300400    | 44621 POMO LAKE DR   | \$ 258.00  |
| 1321102400    | 15031 MALLO PASS DR   | \$ 258.00  | 1321300500    | 15731 FOREST VIEW RD | \$ 98.04   |
| 1321102500    | 15061 MALLO PASS DR   | \$ 258.00  | 1321300600    | 15741 FOREST VIEW RD | \$ 258.00  |
| 1321102600    | 15101 MALLO PASS DR   | \$ 98.04   | 1321300700    | 15751 FOREST VIEW RD | \$ 98.04   |
| 1321102700    | 15125 MALLO PASS DR   | \$ 258.00  | 1321300800    | 15761 FOREST VIEW RD | \$ 258.00  |
| 1321200100    | 44981 POMO LAKE DR    | \$ 258.00  | 1321301000    | 15801 FOREST VIEW RD | \$ 98.04   |
| 1321200200    | 44961 ARENA CIR       | \$ 258.00  | 1321410200    | 15871 FOREST VIEW RD | \$ 258.00  |
| 1321200300    | 44951 ARENA CIR       | \$ 98.04   | 1321410300    | 15901 FOREST VIEW RD | \$ 258.00  |
| 1321200400    | 44941 ARENA CIR       | \$ 258.00  | 1321410400    | 15921 FOREST VIEW RD | \$ 258.00  |
| 1321200500    | 44921 ARENA CIR       | \$ 98.04   | 1321410500    | 15931 FOREST VIEW RD | \$ 98.04   |

**IRISH BEACH WATER DISTRICT**  
**2024 Water System Upgrade and Sustainability Assessment**  
**Preliminary Report for Fiscal Year 2024-25**  
**Parcels for Secured Property Tax Roll**

| Parcel Number | Property Address      | Assessment | Parcel Number | Property Address      | Assessment |
|---------------|-----------------------|------------|---------------|-----------------------|------------|
| 1321410600    | 15941 FOREST VIEW RD  | \$ 98.04   | 1321610200    | 15370 FOREST VIEW RD  | \$ 258.00  |
| 1321410700    | 15961 FOREST VIEW RD  | \$ 98.04   | 1321610300    | 15400 FOREST VIEW RD  | \$ 98.04   |
| 1321410800    | 15971 FOREST VIEW RD  | \$ 98.04   | 1321610400    | 15420 FOREST VIEW RD  | \$ 98.04   |
| 1321410900    | 44451 POMO LAKE DR    | \$ 98.04   | 1321610500    | 15450 FOREST VIEW RD  | \$ 98.04   |
| 1321411100    | 15851 FOREST VIEW RD  | \$ 258.00  | 1321610600    | 15470 FOREST VIEW RD  | \$ 258.00  |
| 1321420100    | 44381 POMO LAKE CIR   | \$ 98.04   | 1321610700    | 15500 FOREST VIEW RD  | \$ 98.04   |
| 1321420200    | 44361 POMO LAKE CIR   | \$ 98.04   | 1321610800    | 15520 FOREST VIEW RD  | \$ 258.00  |
| 1321420300    | 44341 POMO LAKE CIR   | \$ 258.00  | 1321610900    | 15550 FOREST VIEW RD  | \$ 258.00  |
| 1321420400    | 44321 POMO LAKE CIR   | \$ 98.04   | 1321611000    | 15570 FOREST VIEW RD  | \$ 258.00  |
| 1321420500    | 44301 POMO LAKE CIR   | \$ 98.04   | 1321611100    | 15780 FOREST VIEW CT  | \$ 258.00  |
| 1321420600    | 15225 FOREST VIEW RD  | \$ 258.00  | 1321611200    | 15784 FOREST VIEW CT  | \$ 98.04   |
| 1321420700    | 15251 FOREST VIEW RD  | \$ 258.00  | 1321611300    | 15794 FOREST VIEW CT  | \$ 98.04   |
| 1321420900    |                       | \$ 98.04   | 1321611400    | 15820 FOREST VIEW RD  | \$ 98.04   |
| 1321421000    | 15300 FOREST VIEW RD  | \$ 258.00  | 1321611500    | 15850 FOREST VIEW RD  | \$ 98.04   |
| 1321421100    | 15320 FOREST VIEW RD  | \$ 98.04   | 1321611600    | 15870 FOREST VIEW RD  | \$ 98.04   |
| 1321421200    | 15700 FOREST VIEW CIR | \$ 258.00  | 1321611700    | 15684 FOREST VIEW CIR | \$ 258.00  |
| 1321421300    | 15920 FOREST VIEW RD  | \$ 98.04   | 1321611800    | 15688 FOREST VIEW CIR | \$ 98.04   |
| 1321421400    | 15930 FOREST VIEW RD  | \$ 98.04   | 1321611900    | 15694 FOREST VIEW CIR | \$ 98.04   |
| 1321421500    | 15940 FOREST VIEW RD  | \$ 98.04   | 1321612000    | 15698 FOREST VIEW CIR | \$ 98.04   |
| 1321421600    | 15960 FOREST VIEW RD  | \$ 258.00  | 1321620100    | 15321 FOREST VIEW RD  | \$ 98.04   |
| 1321421700    | 15301 FOREST VIEW RD  | \$ 98.04   | 1321620200    | 15341 FOREST VIEW RD  | \$ 98.04   |
| 1321500100    | 15601 FOREST VIEW RD  | \$ 258.00  | 1321620300    | 15361 FOREST VIEW RD  | \$ 98.04   |
| 1321500200    |                       | \$ 98.04   | 1321620400    | 15381 FOREST VIEW RD  | \$ 98.04   |
| 1321500300    | 15621 FOREST VIEW RD  | \$ 258.00  | 1321620500    | 15421 FOREST VIEW RD  | \$ 98.04   |
| 1321500400    | 15631 FOREST VIEW RD  | \$ 258.00  | 1321620600    | 15431 FOREST VIEW RD  | \$ 98.04   |
| 1321500500    |                       | \$ 98.04   | 1321620700    | 15441 FOREST VIEW RD  | \$ 258.00  |
| 1321500600    | 15641 FOREST VIEW RD  | \$ 98.04   | 1321621000    | 15481 FOREST VIEW RD  | \$ 258.00  |
| 1321500700    | 15645 FOREST VIEW RD  | \$ 258.00  | 1321621100    | 15501 FOREST VIEW RD  | \$ 98.04   |
| 1321500800    | 15651 FOREST VIEW RD  | \$ 258.00  | 1321621200    | 15525 FOREST VIEW RD  | \$ 98.04   |
| 1321500900    | 15661 FOREST VIEW RD  | \$ 258.00  | 1321621300    | 15551 FOREST VIEW RD  | \$ 258.00  |
| 1321501000    | 15671 FOREST VIEW RD  | \$ 258.00  | 1321621400    | 15575 FOREST VIEW RD  | \$ 258.00  |
| 1321501100    | 15685 FOREST VIEW RD  | \$ 258.00  | 1321621600    | 15461 FOREST VIEW RD  | \$ 258.00  |
| 1321501200    | 15691 FOREST VIEW RD  | \$ 258.00  | 1323000100    | 44600 POMO LAKE DR    | \$ 258.00  |
| 1321501300    | 15687 FOREST VIEW RD  | \$ 258.00  | 1323000200    | 44590 POMO LAKE DR    | \$ 98.04   |
| 1321501400    | 15689 FOREST VIEW RD  | \$ 98.04   | 1323000300    | 44580 POMO LAKE DR    | \$ 98.04   |
| 1321501500    | 15697 FOREST VIEW RD  | \$ 258.00  | 1323000400    | 44570 POMO LAKE DR    | \$ 98.04   |
| 1321501600    | 15701 FOREST VIEW RD  | \$ 258.00  | 1323000500    | 44560 POMO LAKE DR    | \$ 258.00  |
| 1321501900    | 15600 FOREST VIEW RD  | \$ 258.00  | 1323000600    | 44550 POMO LAKE DR    | \$ 258.00  |
| 1321502000    | 15620 FOREST VIEW RD  | \$ 98.04   | 1323000700    | 44536 OROREYS PL      | \$ 258.00  |
| 1321502100    | 15640 FOREST VIEW RD  | \$ 258.00  | 1323000800    | 44530 OROREYS PL      | \$ 98.04   |
| 1321502200    | 15700 FOREST VIEW RD  | \$ 258.00  | 1323000900    | 44520 OROREYS PL      | \$ 258.00  |
| 1321502300    | 15720 FOREST VIEW RD  | \$ 98.04   | 1323001000    | 44510 OROREYS PL      | \$ 98.04   |
| 1321502400    | 15740 FOREST VIEW RD  | \$ 258.00  | 1323001200    | 44501 OROREYS PL      | \$ 258.00  |
| 1321502500    | 15760 FOREST VIEW RD  | \$ 98.04   | 1323001300    | 44465 OROREYS ROOST   | \$ 258.00  |
| 1321502600    | 15683 FOREST VIEW RD  | \$ 258.00  | 1323001400    | 44280 OROREYS ROOST   | \$ 258.00  |
| 1321502700    | 15721 FOREST VIEW RD  | \$ 258.00  | 1323001500    | 44290 OROREYS ROOST   | \$ 98.04   |
| 1321610100    | 15350 FOREST VIEW RD  | \$ 98.04   | 1323001600    | 44300 OROREYS ROOST   | \$ 98.04   |

**IRISH BEACH WATER DISTRICT**  
**2024 Water System Upgrade and Sustainability Assessment**  
**Preliminary Report for Fiscal Year 2024-25**  
**Parcels for Secured Property Tax Roll**

| Parcel Number | Property Address    | Assessment | Parcel Number | Property Address     | Assessment |
|---------------|---------------------|------------|---------------|----------------------|------------|
| 1323001700    | 44310 OROREYS ROOST | \$ 98.04   | 1323202300    |                      | \$ 98.04   |
| 1323001800    | 44320 OROREYS ROOST | \$ 98.04   | 1323202400    |                      | \$ 98.04   |
| 1323002000    | 44340 OROREYS ROOST | \$ 258.00  | 1323202500    |                      | \$ 98.04   |
| 1323002200    | 44360 OROREYS ROOST | \$ 98.04   | 1323202600    |                      | \$ 98.04   |
| 1323002300    | 44370 OROREYS ROOST | \$ 258.00  | 1323202700    |                      | \$ 98.04   |
| 1323002400    | 44380 OROREYS ROOST | \$ 98.04   | 1323202800    | 43370 ALTA MESA RD   | \$ 98.04   |
| 1323002500    | 44390 OROREYS ROOST | \$ 98.04   | 1323202900    |                      | \$ 98.04   |
| 1323002600    | 44400 OROREYS ROOST | \$ 258.00  | 1323203000    |                      | \$ 98.04   |
| 1323002700    | 44410 OROREYS ROOST | \$ 98.04   | 1323203100    |                      | \$ 98.04   |
| 1323002800    | 44420 OROREYS ROOST | \$ 258.00  | 1323203200    |                      | \$ 98.04   |
| 1323002900    | 44430 OROREYS ROOST | \$ 98.04   | 1323203300    |                      | \$ 98.04   |
| 1323003000    | 44440 OROREYS ROOST | \$ 258.00  | 1323203400    |                      | \$ 98.04   |
| 1323003100    | 44535 OROREYS PL    | \$ 98.04   | 1323203500    |                      | \$ 98.04   |
| 1323003200    | 44460 OROREYS ROOST | \$ 98.04   | 1323203600    |                      | \$ 98.04   |
| 1323003300    | 44421 OROREYS ROOST | \$ 258.00  | 1323203700    |                      | \$ 98.04   |
| 1323003400    | 44301 OROREYS ROOST | \$ 258.00  | 1323203800    |                      | \$ 98.04   |
| 1323003500    | 44341 OROREYS ROOST | \$ 98.04   | 1323203900    |                      | \$ 98.04   |
| 1323003600    | 44361 OROREYS ROOST | \$ 98.04   | 1323204000    | 43600 ALTA MESA RD   | \$ 258.00  |
| 1323003700    | 44381 OROREYS ROOST | \$ 98.04   | 1323204100    |                      | \$ 98.04   |
| 1323003800    | 44401 OROREYS ROOST | \$ 98.04   | 1323204200    |                      | \$ 98.04   |
| 1323003900    | 44500 OROREYS PL    | \$ 258.00  | 1323204300    | 43586 SEA CYPRESS RD | \$ 98.04   |
| 1323100100    | 43501 HILLCREST DR  | \$ 258.00  | 1323204400    |                      | \$ 98.04   |
| 1323100200    | 43501 HILLCREST DR  | \$ 258.00  | 1323204500    |                      | \$ 98.04   |
| 1323100300    | 43501 HILLCREST DR  | \$ 258.00  | 1323204600    |                      | \$ 98.04   |
| 1323100400    | 43501 HILLCREST DR  | \$ 258.00  | 1323204700    | 44350 OROREYS ROOST  | \$ 98.04   |
| 1323101500    | 43501 HILLCREST DR  | \$ 258.00  | 1323204800    | 44330 OROREYS ROOST  | \$ 98.04   |
| 1323101600    | 43501 HILLCREST DR  | \$ 258.00  | 1323204900    | 43600 SEA CYPRESS DR | \$ 258.00  |
| 1323200100    | 43681 ALTA MESA RD  | \$ 98.04   |               |                      |            |
| 1323200200    |                     | \$ 98.04   |               |                      |            |
| 1323200300    | 43641 ALTA MESA RD  | \$ 98.04   |               |                      |            |
| 1323200500    |                     | \$ 98.04   |               |                      |            |
| 1323200600    |                     | \$ 98.04   |               |                      |            |
| 1323200700    |                     | \$ 98.04   |               |                      |            |
| 1323200800    |                     | \$ 98.04   |               |                      |            |
| 1323201000    |                     | \$ 98.04   |               |                      |            |
| 1323201100    |                     | \$ 98.04   |               |                      |            |
| 1323201200    |                     | \$ 98.04   |               |                      |            |
| 1323201300    | 43491 ALTA MESA RD  | \$ 258.00  |               |                      |            |
| 1323201400    | 43471 ALTA MESA RD  | \$ 98.04   |               |                      |            |
| 1323201500    |                     | \$ 98.04   |               |                      |            |
| 1323201600    |                     | \$ 98.04   |               |                      |            |
| 1323201700    |                     | \$ 98.04   |               |                      |            |
| 1323201800    |                     | \$ 98.04   |               |                      |            |
| 1323201900    |                     | \$ 98.04   |               |                      |            |
| 1323202000    |                     | \$ 98.04   |               |                      |            |
| 1323202100    |                     | \$ 98.04   |               |                      |            |
| 1323202200    | 14000 ALTA MESA CT  | \$ 258.00  |               |                      |            |

## Exhibit A – Pipeline Condition Assessment



## Irish Beach Water District Pipeline Condition Assessment

Technical Memorandum

Friday, 07 June 2024

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## 1. Introduction

### 1.1. Background

Water utilities today face the substantial challenge of delivering requisite service levels despite constrained financial resources, amidst the backdrop of aging infrastructure, increasingly stringent regulatory standards, and escalating customer expectations. Historically, the Irish Beach Water District (the District) has predicated the condition of its potable water conveyance infrastructure based on the extent of preventive maintenance required within specific areas. Furthermore, planning for rehabilitation and replacement (R&R) of assets has traditionally relied on the institutional knowledge of staff and the chronological age of the assets.

In a strategic pivot, the District now intends to incorporate a risk-based framework for its approximately 57,238 feet (or 10.8 miles) of pipelines. This framework incorporates assessments of both the probability of failure (PoF) and the consequences of failure (CoF) to inform R&R decisions. To support this goal, Hazen has adopted cutting-edge tools and methodologies to strategically prioritize R&R activities for the District's potable water pipelines, thereby optimizing resource allocation to areas of greatest need.

### 1.2. Objective

A desktop risk-based condition assessment of the potable water system was conducted utilizing the existing asset pipeline inventory from the District. This initial analysis was enhanced by integrating pipe attribute data to help identify assets with a high risk of failure, thereby supporting an analysis for updating the risk assessment results. Employing principles of asset management, Hazen has developed a risk-based prioritization methodology and a risk model to guide the decision-making process in prioritizing condition assessments and rehabilitation and replacement (R&R) activities for the District's polyvinyl chloride (PVC) potable pipes.

The prioritization process employed combines assessments of the Probability of Failure (PoF) and the Consequence of Failure (CoF) of pipe segments. This risk-based approach is integral to any R&R prioritization program, as it significantly reduces the District's exposure to business risks, bolsters credibility with regulatory authorities, and enhances overall operational effectiveness. This method is applicable to both the condition assessment and rehabilitation phases, underscoring the importance of strategically determining "where" to focus initial inspection efforts as much as deciding "what" requires repair.

The subsequent sections of this document delineate the methodologies employed to derive the PoF, CoF, and Business Risk Exposure (BRE) scores. These scores are instrumental in prioritizing the rehabilitation and replacement of pipe segments within this study.

## 1.3. Methodology

This study focused on the active pipe segments that are owned by the District. Hazen used the following Geographic Information Systems (GIS) data to conduct a desktop condition assessment and risk analysis.

### Data Retrieved From The District:

- Pipelines [Shapefiles: PZone1.shp, Pzone2.shp, PZ3.shp, Pzone4.shp, Source\_Pipe.shp]
- Other Assets Utilized for Reference of Analysis [Shapefiles: Service.shp, Pump House.shp, Fire Hydrant.shp, Valvas.shp]
- District Divisions [Shapefiles: Unit\_1.shp, Unit\_2.shp, Unit\_3.shp, Unit\_4.shp, Unit\_7.shp, Unit\_8.shp, Unit\_9.shp]

### Data Retrieved From Other Sources:

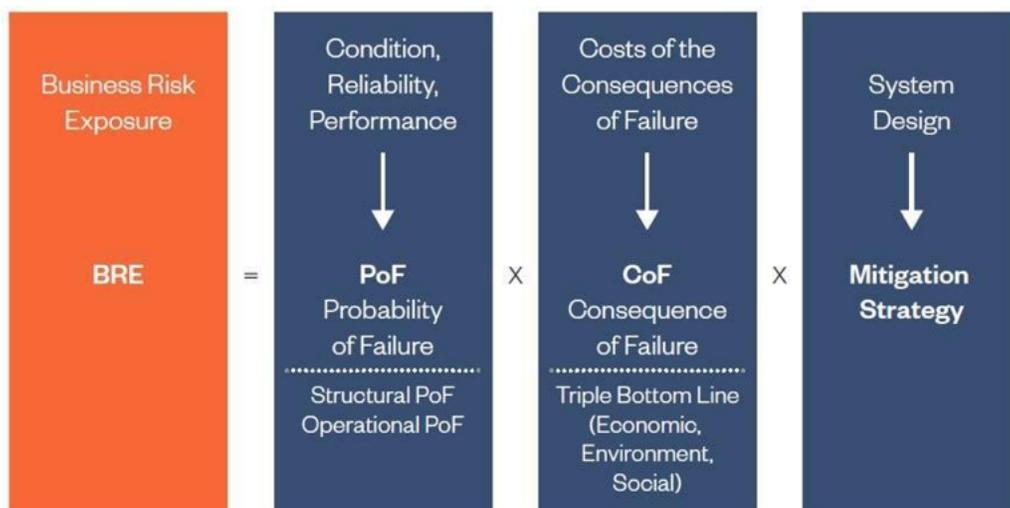
- Soil Corrosivity Areas (Downloaded from USGS)
- Streets Centerlines and Functional Classes (Downloaded from CalTrans)

*Criteria and weighting were developed collaboratively with data provided by the District.*

## 2. Condition Assessment Results

Hazen developed a risk-based methodology to calculate the BRE associated with each pipe segment by combining condition, age, and consequence of failure. As represented in the risk formula in **Figure 2.1.1** shows risk is composed of two key elements: PoF and CoF. Risk also takes into consideration any mitigation strategies such as redundancy that can lower the risk of failure. The risk-based approach is fundamental to any R&R prioritization program. The prioritization process applies to both the condition assessment and rehabilitation phases.

*Figure 2.1: Risk Analysis Calculation*



## 2.1. Probability of Failure

PoF measures an asset’s likelihood of failure. PoF for pipe segments were determined by evaluating each segment against the criteria in below. **Table 2.1.1** shows the PoF summarized by criteria.

*Table 2.1.1: Probability of Failure Criteria*

| Criteria                             | Weight | 5             | 4          | 3            | 2        | 1                         |
|--------------------------------------|--------|---------------|------------|--------------|----------|---------------------------|
| <b>Material</b>                      | 30%    | PVC200, Steel | ACP Copper | HDPE, PVC    |          |                           |
| <b>Remaining Useful Life (years)</b> | 30%    | <=9           |            | <=29         |          | >=30                      |
| <b>Diameter</b>                      | 20%    | <=2” Pipes    | 4” ACP     | <2” and < 5” | Laterals | >=5                       |
| <b>Leak History</b>                  | 15%    | 2+ Leaks      |            | 1 Leak       |          | No Leaks                  |
| <b>Soil Corrosivity</b>              | 5%     | High          |            | Medium       |          | Low or Non-Metallic Pipes |

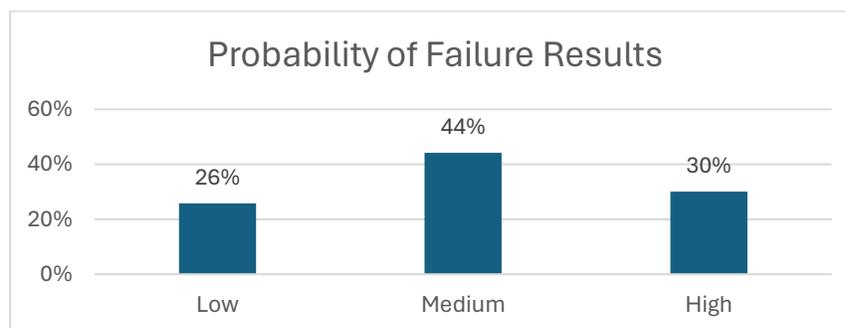
## 2.2. Total Probability of Failure

**Table 2.2.1** shows the length and diameter of pipeline categorized by probability of failure. **Figure 2.2.1** shows overall pipeline categorized into high, medium and low risk of failure.

*Table 2.2.1: Probability of Failure Results*

| Category | Diameter    | Length    | Percent of Pipelines |
|----------|-------------|-----------|----------------------|
| <b>1</b> | >=5         | 18,313.01 | 32.0%                |
| <b>2</b> | Laterals    | 8,022.28  | 14.0%                |
| <b>3</b> | >2” and <5” | 10,377.98 | 18.1%                |
| <b>4</b> | 4” ACP      | 12,948.23 | 22.6%                |
| <b>5</b> | <=2” pipes  | 7,577.43  | 13.2%                |

*Figure 2.2.1: Probability of Failure*



## 2.3. Consequence of Failure

CoF evaluates the direct and indirect impacts of asset failure against triple bottom line factors (Environment, Economic, and Social). CoF was measured by assigning weights to criteria selected by the District. **Table 2.3.1** shows the criteria and corresponding weighting assigned by Hazen in collaboration with District staff during a Risk Assessment Methodology Workshop. Using the GIS

layers provided by the District for the desktop condition assessment each criterion was scored using a scale of 1 to 5. The scores assigned to each pipe segment for each individual CoF criteria were multiplied by the weighting associated with each criterion and added together to calculate a total CoF score for each pipe segment. **Table 2.3.2** summarizes by the percentage the length of pipeline for each CoF score. The diameter of the pipe segments was used to capture the amount of flow through a pipe as well as the economic impact of a pipe replacement which is typically higher for larger pipes.

*Table 2.3.1: Consequence of Failure Criteria*

| Criteria                               | Weight | 5                                              | 4                          | 3       | 2  | 1                                                          |
|----------------------------------------|--------|------------------------------------------------|----------------------------|---------|----|------------------------------------------------------------|
| <b>Electrical Inspection</b>           | 15%    | Within the boundary identified by the District |                            |         |    | Does not intersect the boundary identified by the District |
| <b>Function</b>                        | 25%    | Mainlines or fire hydrant laterals             |                            |         |    | Service lines                                              |
| <b>Traffic Impact (within 60 feet)</b> | 20%    |                                                | Minor arterial (Highway 1) | Local   |    | No traffic impact                                          |
| <b>Diameter (in lieu of flow data)</b> | 20%    | 6"                                             | 4"                         | 3"      | 2" | 1"                                                         |
| <b>Redundancy</b>                      | 20%    | None                                           |                            | Partial |    | Full                                                       |

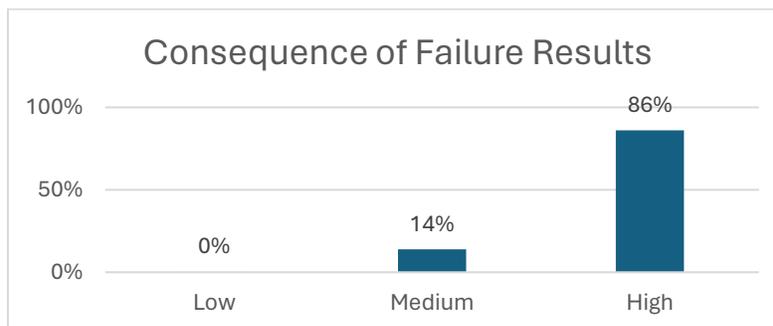
*Table 2.3.2: Consequence of Failure by Flow Diameter Categories*

| Score    | Diameter | Lenth     | Percent of Pipelines |
|----------|----------|-----------|----------------------|
| <b>1</b> | 1"       | 5,073.53  | 8.9%                 |
| <b>2</b> | 2"       | 10,371.11 | 18.1%                |
| <b>3</b> | 3"       | 9,000.36  | 15.7%                |
| <b>4</b> | 4"       | 14,325.85 | 25.0%                |
| <b>5</b> | 6"       | 18,468.08 | 32.3%                |

### Total Consequence of Failure

The CoF results shown in **Figure 2.3.1** indicate that the majority of the District's potable water pipe segments have a high consequence of failure.

*Figure 2.3.1: Total Consequence of Failure*



## 3. Risk Results

### 3.1. Business Risk Exposure Analysis

PoF and CoF scores were multiplied to calculate the District’s business risk exposure scores for all pipe segments. **Table 3.1.1** summarizes the BRE results showing Risk Level and the associated percentage of pipe length. Over 46.5 percent of the overall length of the District’s potable water pipes are categorized as high business risk exposure at the time of this assessment.

*Table 3.1.1: Business Risk Exposure*

| Risk Level | Length (Feet) | Percent of Pipelines |
|------------|---------------|----------------------|
| Low        | 6,787         | 11.9%                |
| Medium     | 23,850        | 41.7%                |
| High       | 26,600        | 46.5%                |

## 4. Conclusion

These capital project improvement data-driven risk-based recommendations necessitate local engineering expertise and financial acumen to develop an optimal implementation strategy. Understanding the specificities of the local environment, including regulatory requirements and community needs, is crucial for the success of these projects. For instance, it may be more cost-effective to prioritize assets identified as low or medium risk that are found to require frequent, costly repairs over high-risk assets. This approach not only simplifies construction management activities but also maximizes resource efficiency and minimizes operational disruptions. Moreover, trade-offs may be required to align projects with the available budget. This involves prioritizing certain projects over others, potentially deferring certain improvements to ensure that critical infrastructure needs are met within financial constraints. A balanced approach that considers both the technical and economic aspects will ensure that the capital improvements deliver the intended benefits without exceeding budgetary limits. Such a strategy will enhance the overall sustainability and resilience of the infrastructure, ultimately providing greater value to stakeholders.

Table 4.1: Capital Improvement Plan Years 1 -5

| Project Name                                 | Project Descriptions                                                                                                                                                                                                                                                                                                                 | Project Cost     |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Unit 2 Pipeline Replacement Project 1</b> | This project includes replacement of 6" pipelines totalling 1161.9 feet location in Unit 2. These pipelines show a high consequence of failure due to proximity to medium voltage electrical conduit. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs. | \$225,383        |
| <b>Unit 7 Pipeline Replacement Project 1</b> | This project includes replacement of 6" pipelines totalling 1895.5 feet location in Unit 7. These pipelines show a high consequence of failure due to proximity to medium voltage electrical conduit. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs. | \$367,697        |
|                                              | <b>Total:</b>                                                                                                                                                                                                                                                                                                                        | <b>\$593,080</b> |

Table 4.2: Capital Improvement Plan Years 5 -25

| Project Name                                 | Project Description                                                                                                                                                                                                                                                                                                                 | Project Costs    |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Unit 1 Pipeline Replacement Project 1</b> | This project includes replacement of 2" pipelines totalling 2,393.3 feet located in Unit 1. These pipe segments will be approaching the end of their useful lives in next 5 to 25 years. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs.             | \$218,987        |
| <b>Unit 2 Pipeline Replacement Project 2</b> | This project includes replacement of 1", 2" and 6" pipelines totalling 2,406.06 feet located in Unit 2. These pipe segments will be approaching the end of their useful lives in next 5 to 25 years. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs. | \$209,600        |
| <b>Unit 3 Pipeline Replacement Project 1</b> | This project includes replacement of 1", 2" and 4" pipelines totalling 1,256.42 feet located in Unit 3. These pipe segments will be approaching the end of their useful lives in next 5 to 25 years. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs. | \$118,445        |
| <b>Unit 7 Pipeline Replacement Project 2</b> | This project includes replacement of 1" and 4" pipelines totalling 911.67 feet located in Unit 7. These pipe segments will be approaching the end of their useful lives in next 5 to 25 years. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs.       | \$111,507        |
|                                              | <b>Total:</b>                                                                                                                                                                                                                                                                                                                       | <b>\$658,539</b> |

Table 4.3: Capital Improvement Plan Years 25+

| Project Name                                  | Project Description                                                                                                                                                                                                                                                                                                                      | Project Cost       |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Unit 2 Pipeline Replacement Project 3</b>  | This project includes replacement of 1" pipelines totalling 64.63 feet located in Unit 2. These pipe segments will be approaching the end of their useful lives in next 25+ years. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs.                        | \$5,305            |
| <b>Unit 4B Pipeline Replacement Project 1</b> | This project includes replacement of 1", 2", 3", 4" and 6" pipelines totalling 4,783.47 feet located in Unit 4b. These pipe segments will be approaching the end of their useful lives in next 25+ years. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs. | \$473,654          |
| <b>Unit 7 Pipeline Replacement Project 3</b>  | This project includes replacement of 1" and 6" pipelines totalling 4,069.04 feet located in Unit 7. These pipe segments will be approaching the end of their useful lives in next 25+ years. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs.              | \$375,895          |
| <b>Unit 8 Pipeline Replacement Project 1</b>  | This project includes replacement of 1", 3" and 6" pipelines totalling 1,868.16 feet located in Unit 8. These pipe segments will be approaching the end of their useful lives in next 25+ years. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs.          | \$262,729          |
| <b>Unit 9 Pipeline Replacement Project 1</b>  | This project includes replacement of 1", 2", 3" and 6" pipelines totalling 7,037.94 feet located in Unit 9. These pipe segments will be approaching the end of their useful lives in next 25+ years. This project will improve system reliability, increase operational flexibility and reduce overall maintenance needs and costs.      | \$1,006,050        |
|                                               | <b>Total:</b>                                                                                                                                                                                                                                                                                                                            | <b>\$2,123,633</b> |
|                                               | <b>Grand Total (All Projects):</b>                                                                                                                                                                                                                                                                                                       | <b>\$3,375,252</b> |

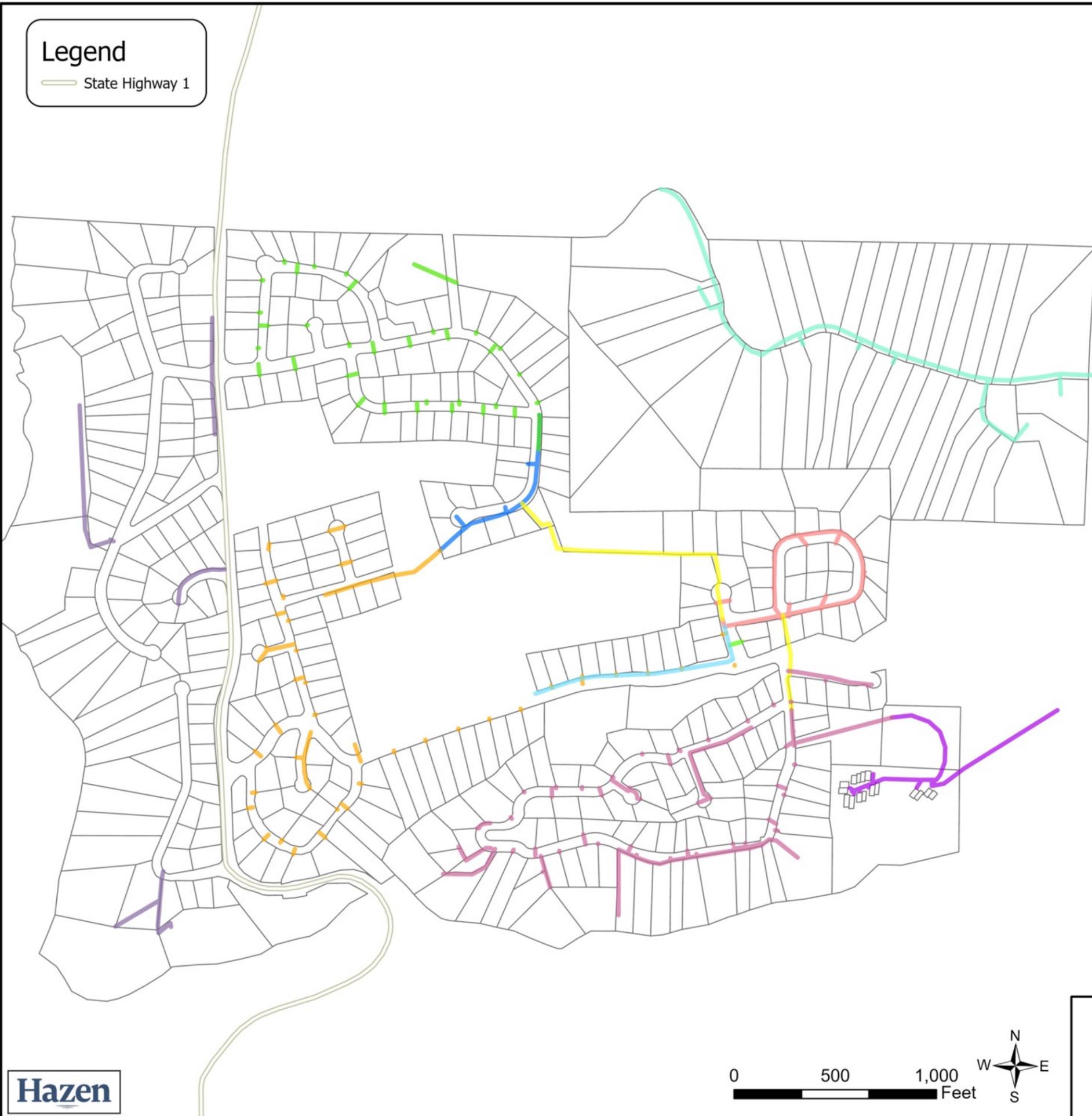
## 5. Appendix: Capital Improvement Plan Maps

# Legend

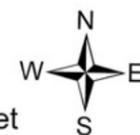
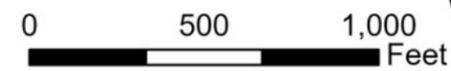
State Highway 1

# Capital Improvement Projects

- UNIT\_1\_CIP\_1 (Project Cost: \$218,987)
- UNIT\_2\_CIP\_1 (Project Cost: \$225,382)
- UNIT\_2\_CIP\_2 (Project Cost: \$209,600)
- UNIT\_2\_CIP\_3 (Project Cost: \$5,305)
- UNIT\_3\_CIP\_1 (Project Cost: \$118,445)
- UNIT\_4B\_CIP\_1 (Project Cost: \$473,654)
- UNIT\_7\_CIP\_1 (Project Cost: \$367,697)
- UNIT\_7\_CIP\_2 (Project Cost: \$111,507)
- UNIT\_7\_CIP\_3 (Project Cost: \$375,895)
- UNIT\_8\_CIP\_1 (Project Cost: \$262,729)
- UNIT\_9\_CIP\_1 (Project Cost: \$1,006,050)



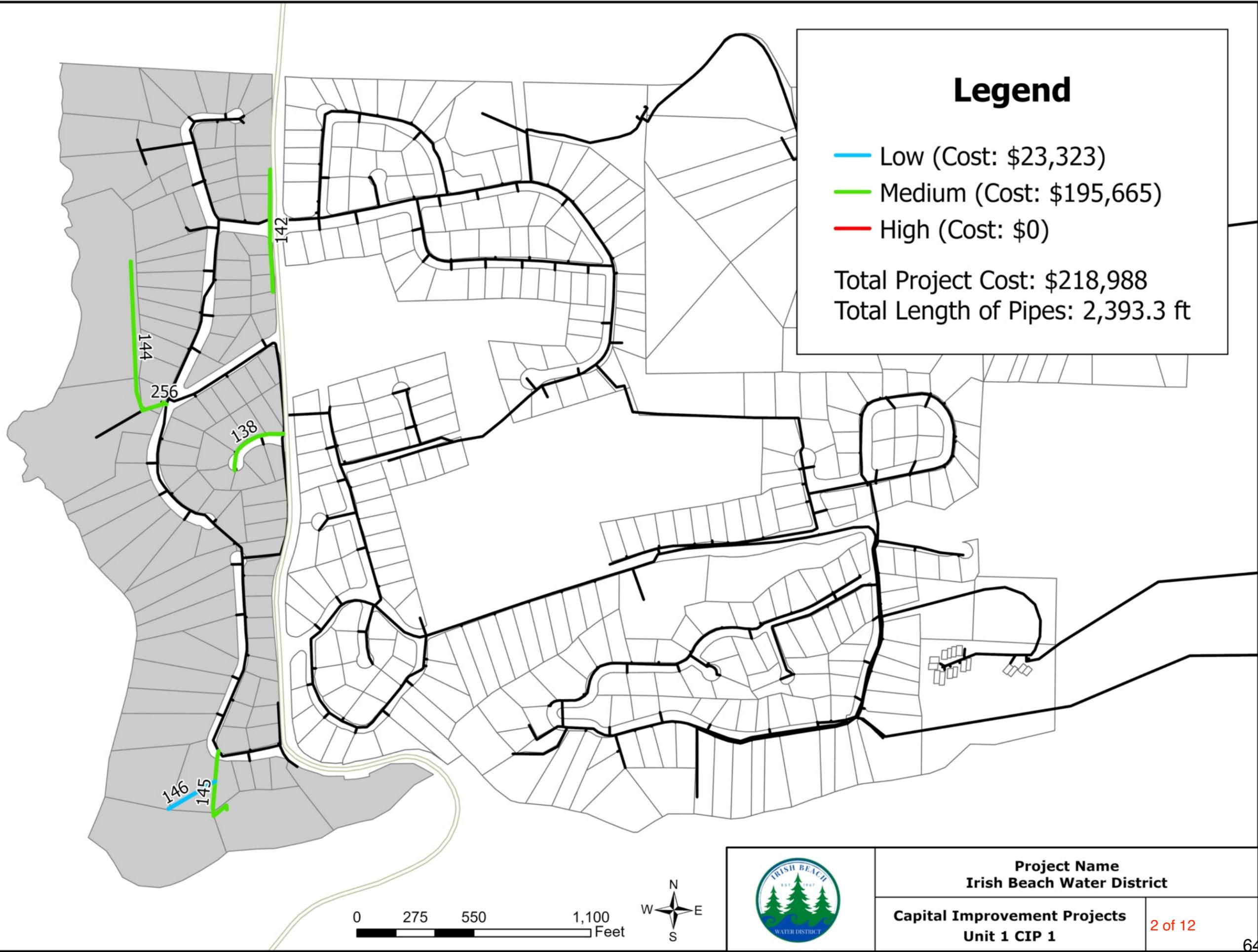
Hazen Project Number: 20231-000  
 Export Date: 6/3/2024 6:12 PM By: CWaller  
 Service Layer Credits:



**Project Name**  
Irish Beach Water District

**Capital Improvement Projects**  
Overview Map

1 of 12

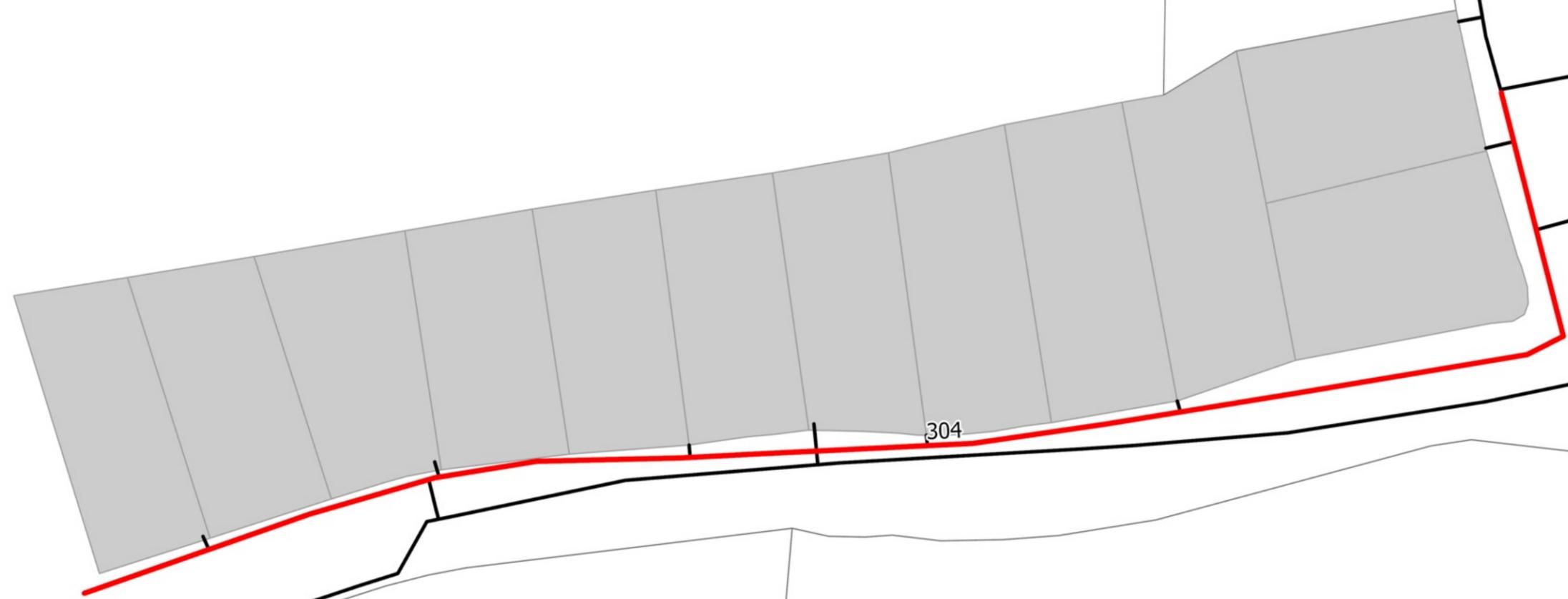


|                                                     |         |
|-----------------------------------------------------|---------|
| <b>Project Name</b><br>Irish Beach Water District   |         |
| <b>Capital Improvement Projects</b><br>Unit 1 CIP 1 | 2 of 12 |

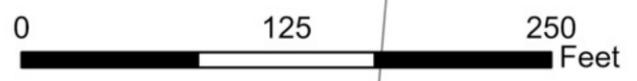
# Legend

- Low (Cost: \$0)
- Medium (Cost: \$0)
- High (Cost: \$255,383)

Total Project Cost: \$225,383  
Total Length of Pipes: 1,161.9 ft



Hazen Project Number: 20231-000  
Export Date: 6/3/2024 3:09 PM By: CWaller  
Service Layer Credits:

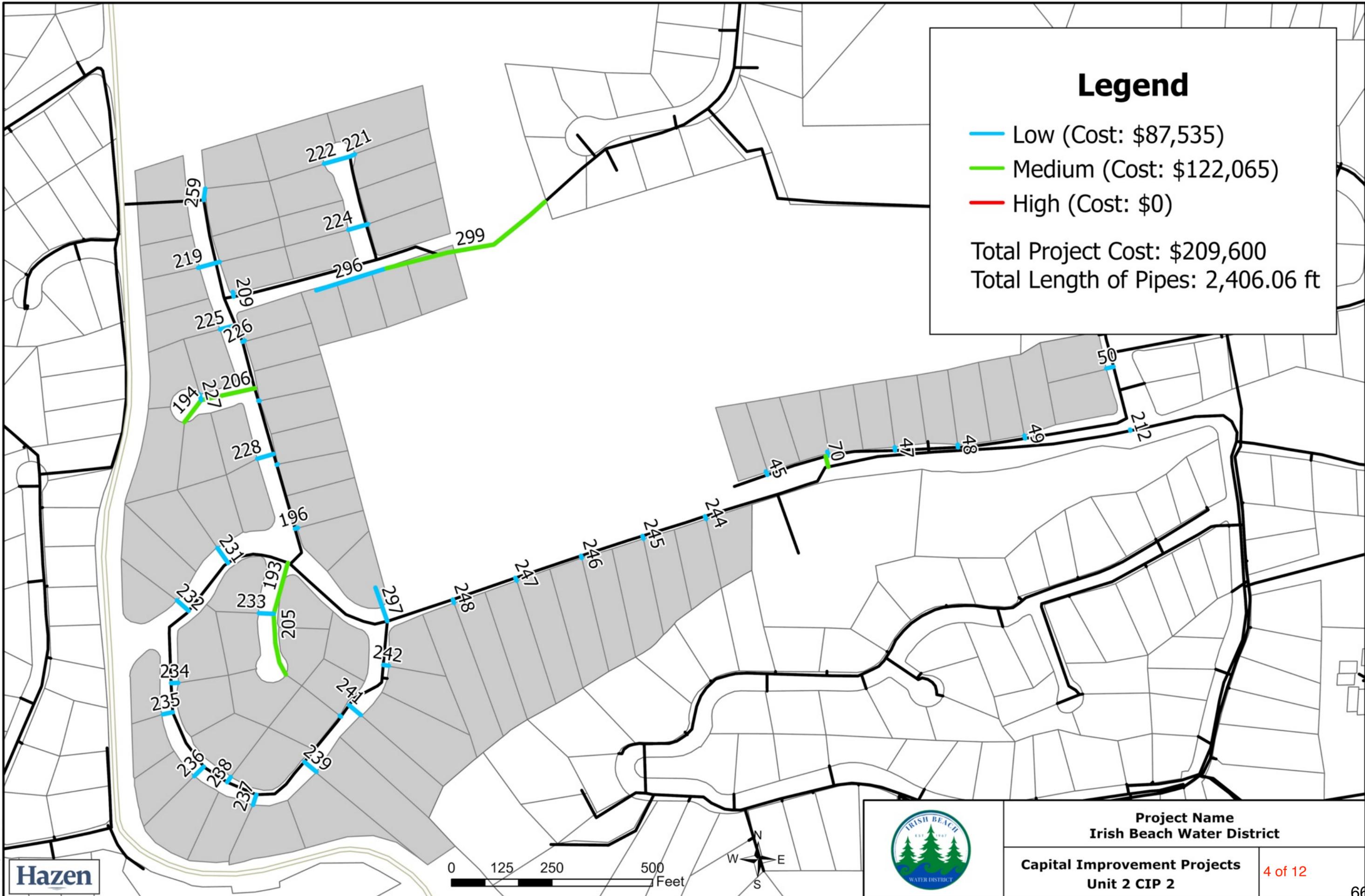


|                                                     |         |
|-----------------------------------------------------|---------|
| <b>Project Name</b><br>Irish Beach Water District   |         |
| <b>Capital Improvement Projects</b><br>Unit 2 CIP 1 | 3 of 12 |

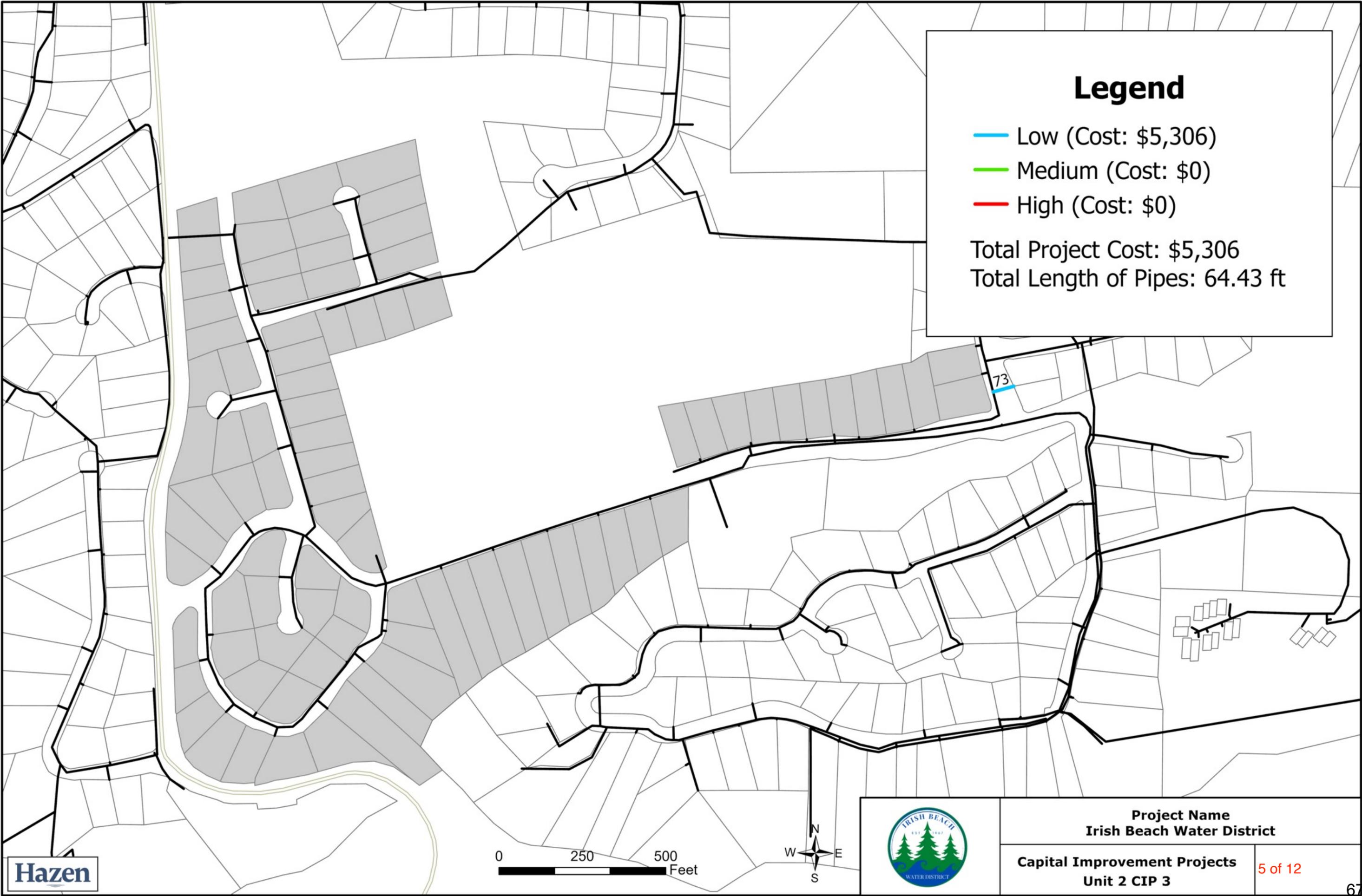
# Legend

- Low (Cost: \$87,535)
- Medium (Cost: \$122,065)
- High (Cost: \$0)

Total Project Cost: \$209,600  
 Total Length of Pipes: 2,406.06 ft



|                                                     |         |
|-----------------------------------------------------|---------|
| <b>Project Name</b><br>Irish Beach Water District   |         |
| <b>Capital Improvement Projects</b><br>Unit 2 CIP 2 | 4 of 12 |



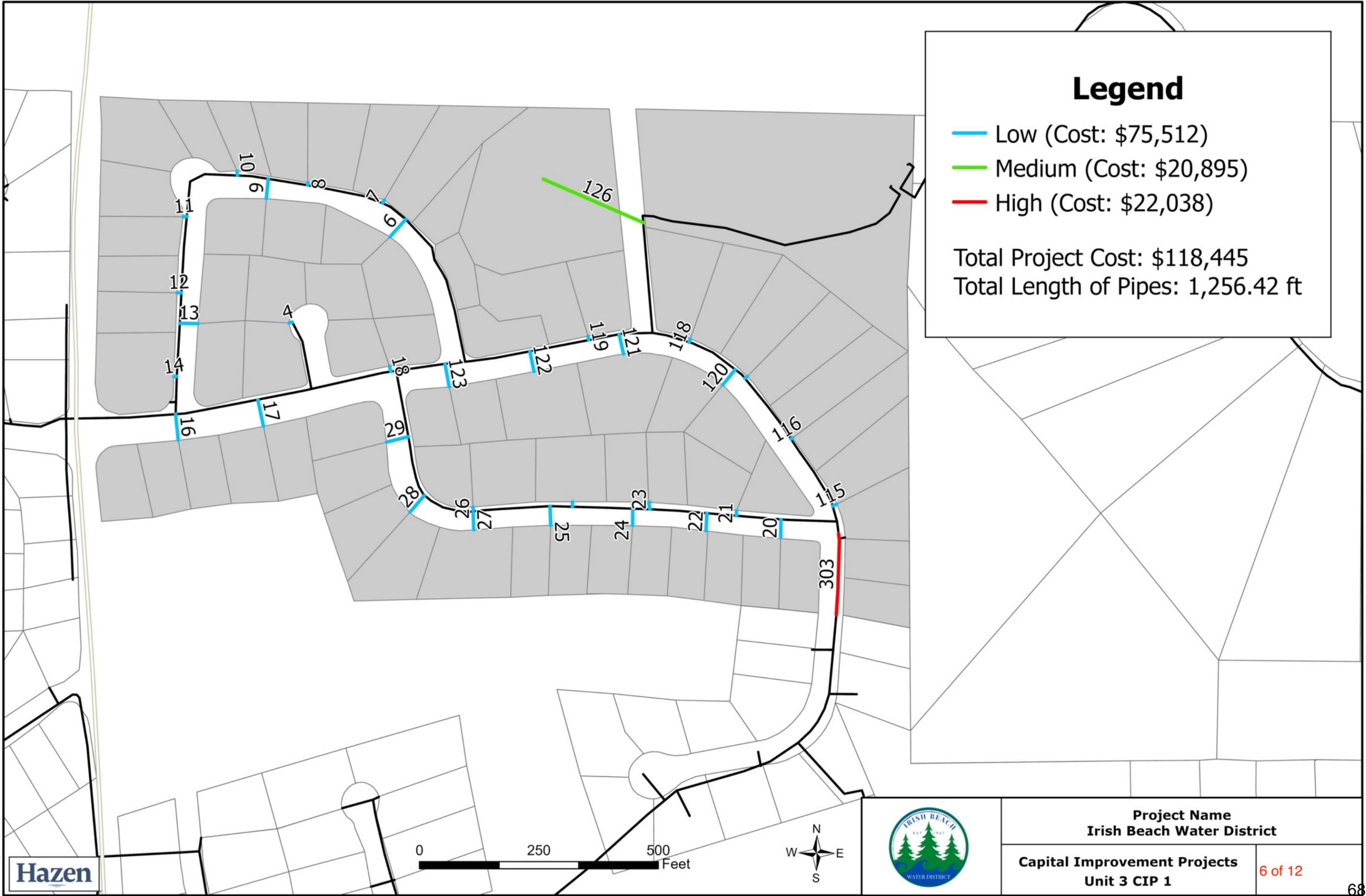
### Legend

- Low (Cost: \$5,306)
- Medium (Cost: \$0)
- High (Cost: \$0)

Total Project Cost: \$5,306  
Total Length of Pipes: 64.43 ft



|                                                     |         |
|-----------------------------------------------------|---------|
| <b>Project Name</b><br>Irish Beach Water District   |         |
| <b>Capital Improvement Projects</b><br>Unit 2 CIP 3 | 5 of 12 |

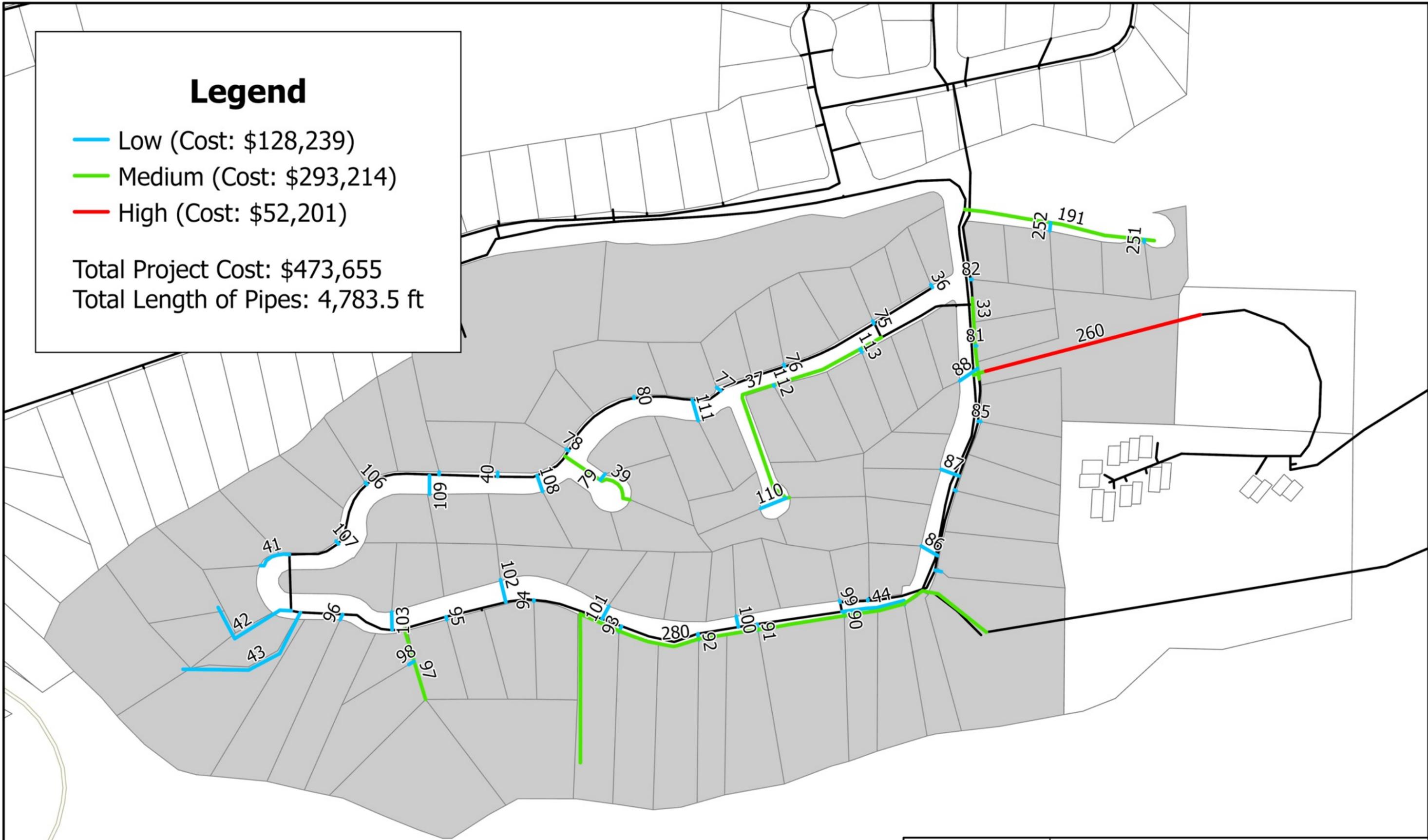


|                                                     |         |
|-----------------------------------------------------|---------|
| <b>Project Name</b><br>Irish Beach Water District   |         |
| <b>Capital Improvement Projects</b><br>Unit 3 CIP 1 | 6 of 12 |

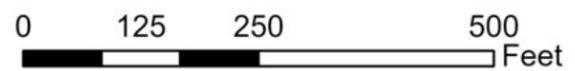
# Legend

- Low (Cost: \$128,239)
- Medium (Cost: \$293,214)
- High (Cost: \$52,201)

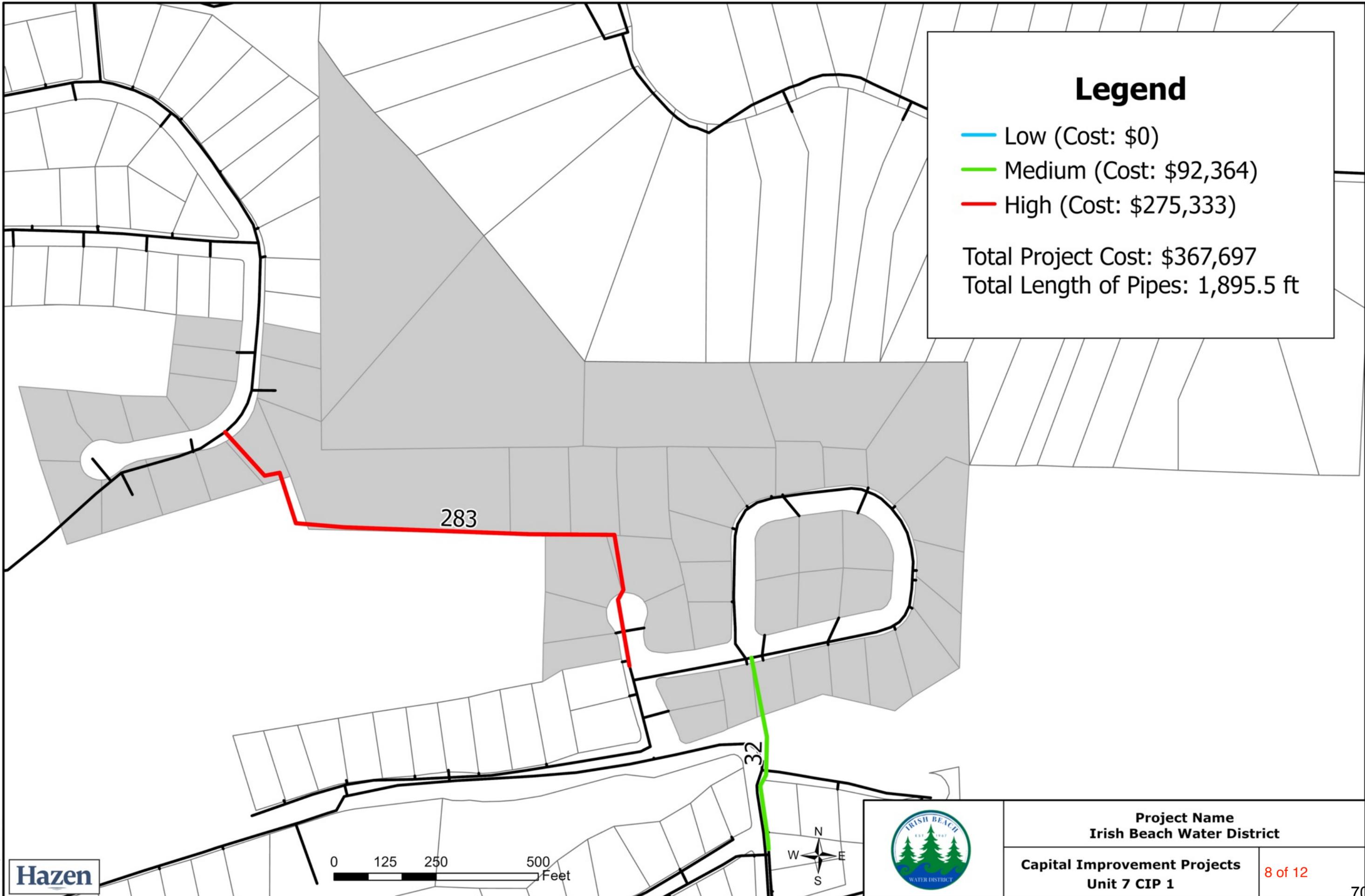
Total Project Cost: \$473,655  
 Total Length of Pipes: 4,783.5 ft



Hazen Project Number: 20231-000  
 Export Date: 6/3/2024 3:25 PM By: CWaller  
 Service Layer Credits:



|                                                      |         |
|------------------------------------------------------|---------|
| <b>Project Name</b><br>Irish Beach Water District    |         |
| <b>Capital Improvement Projects</b><br>Unit 4B CIP 1 | 7 of 12 |

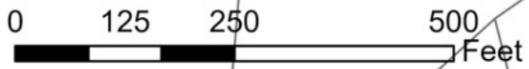


### Legend

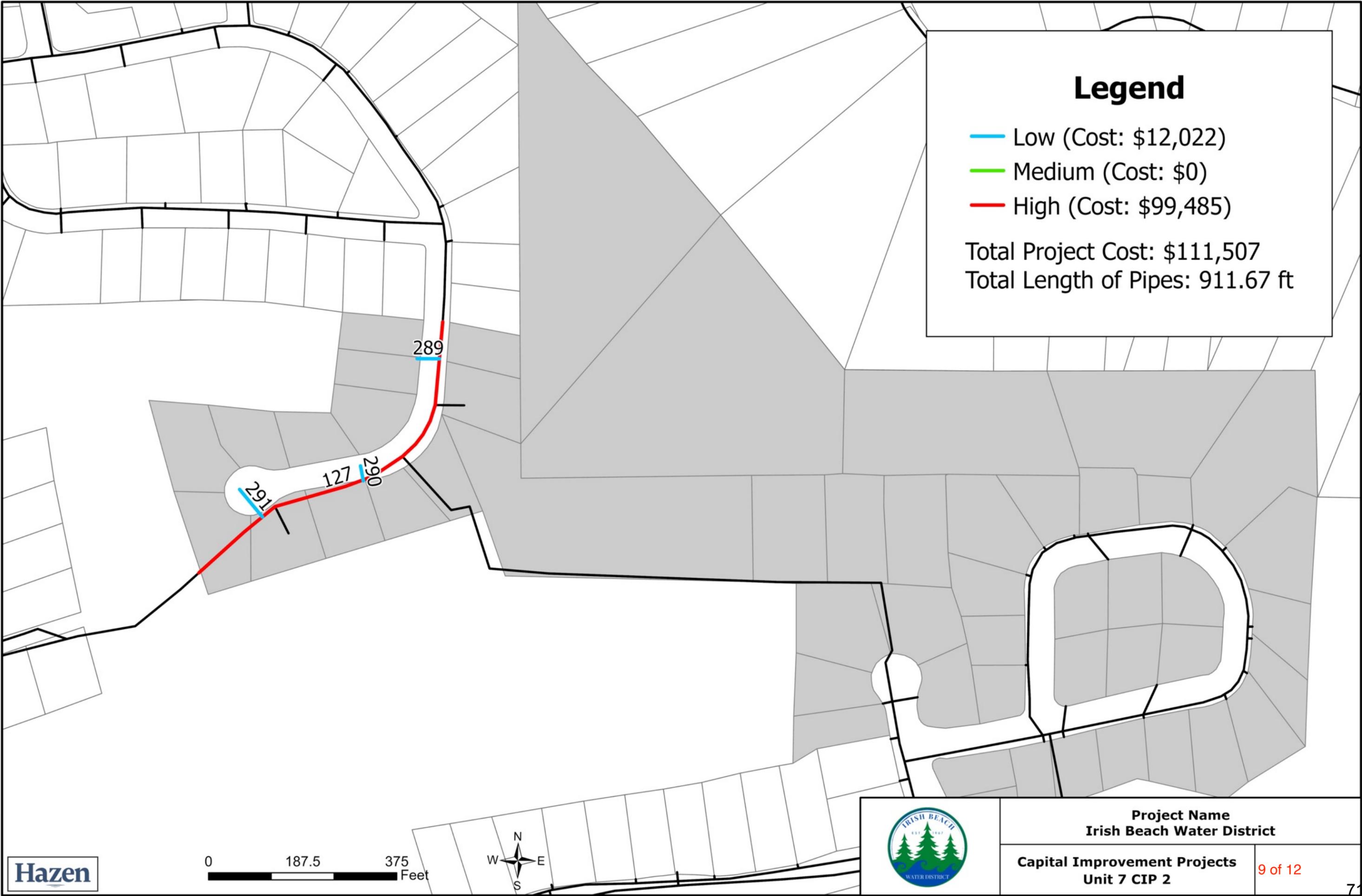
- Low (Cost: \$0)
- Medium (Cost: \$92,364)
- High (Cost: \$275,333)

Total Project Cost: \$367,697  
 Total Length of Pipes: 1,895.5 ft

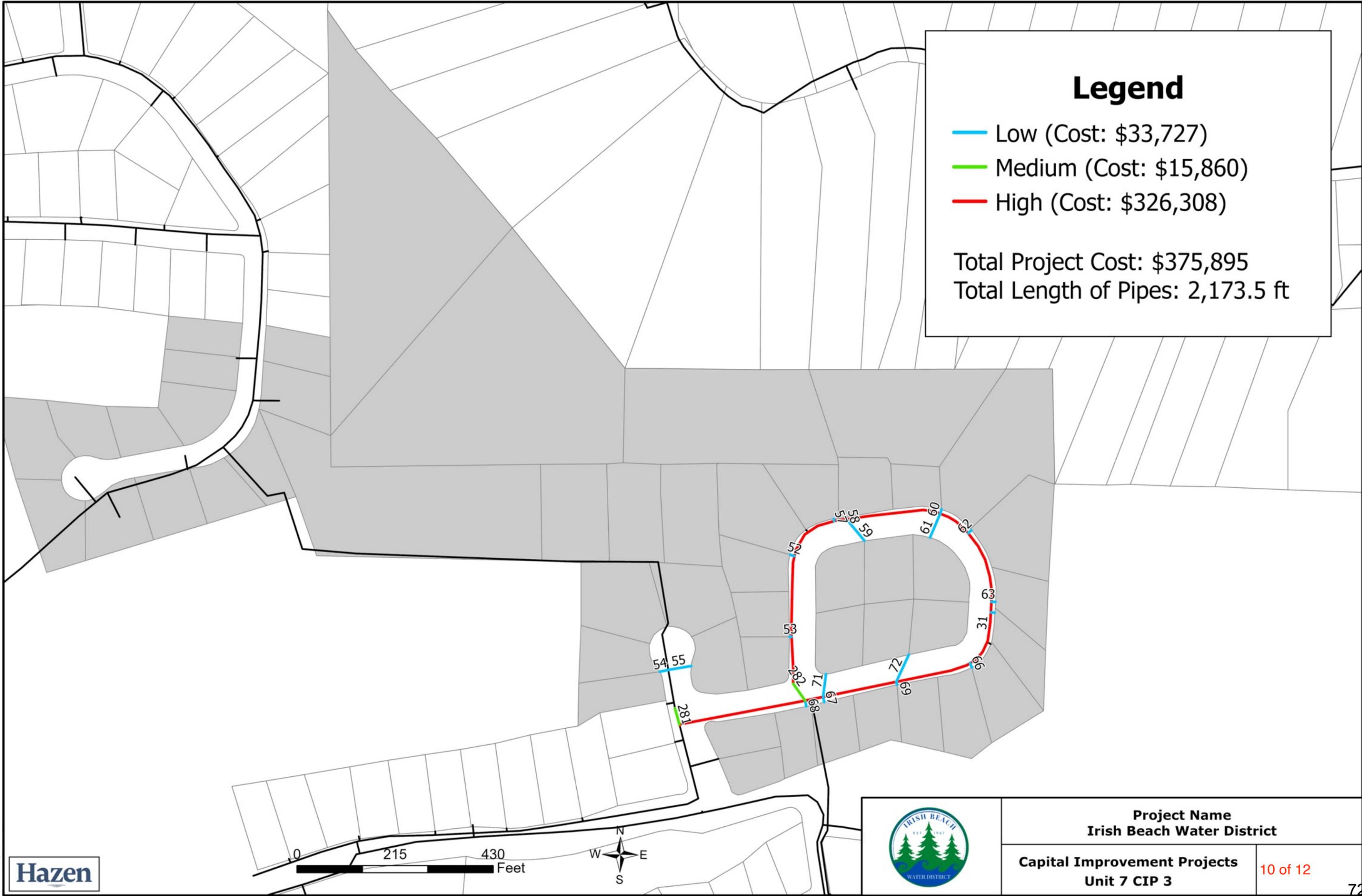
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|                                                     |         |
|-----------------------------------------------------|---------|
| <b>Project Name</b><br>Irish Beach Water District   |         |
| <b>Capital Improvement Projects</b><br>Unit 7 CIP 1 | 8 of 12 |



|                                                     |         |
|-----------------------------------------------------|---------|
| <b>Project Name</b><br>Irish Beach Water District   |         |
| <b>Capital Improvement Projects</b><br>Unit 7 CIP 2 | 9 of 12 |



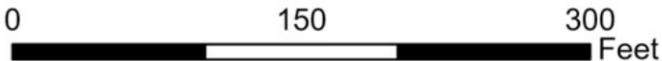
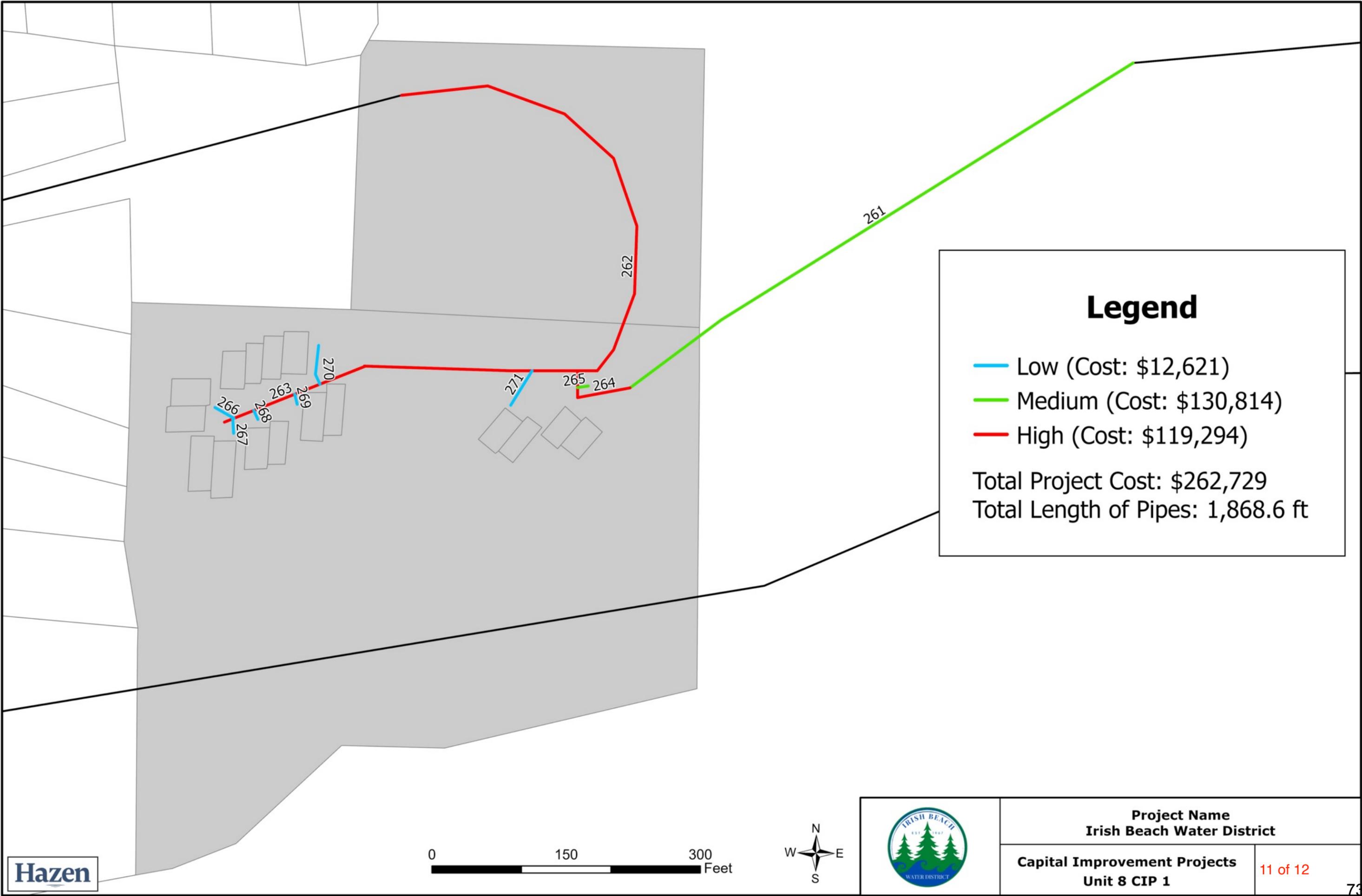
### Legend

- Low (Cost: \$33,727)
- Medium (Cost: \$15,860)
- High (Cost: \$326,308)

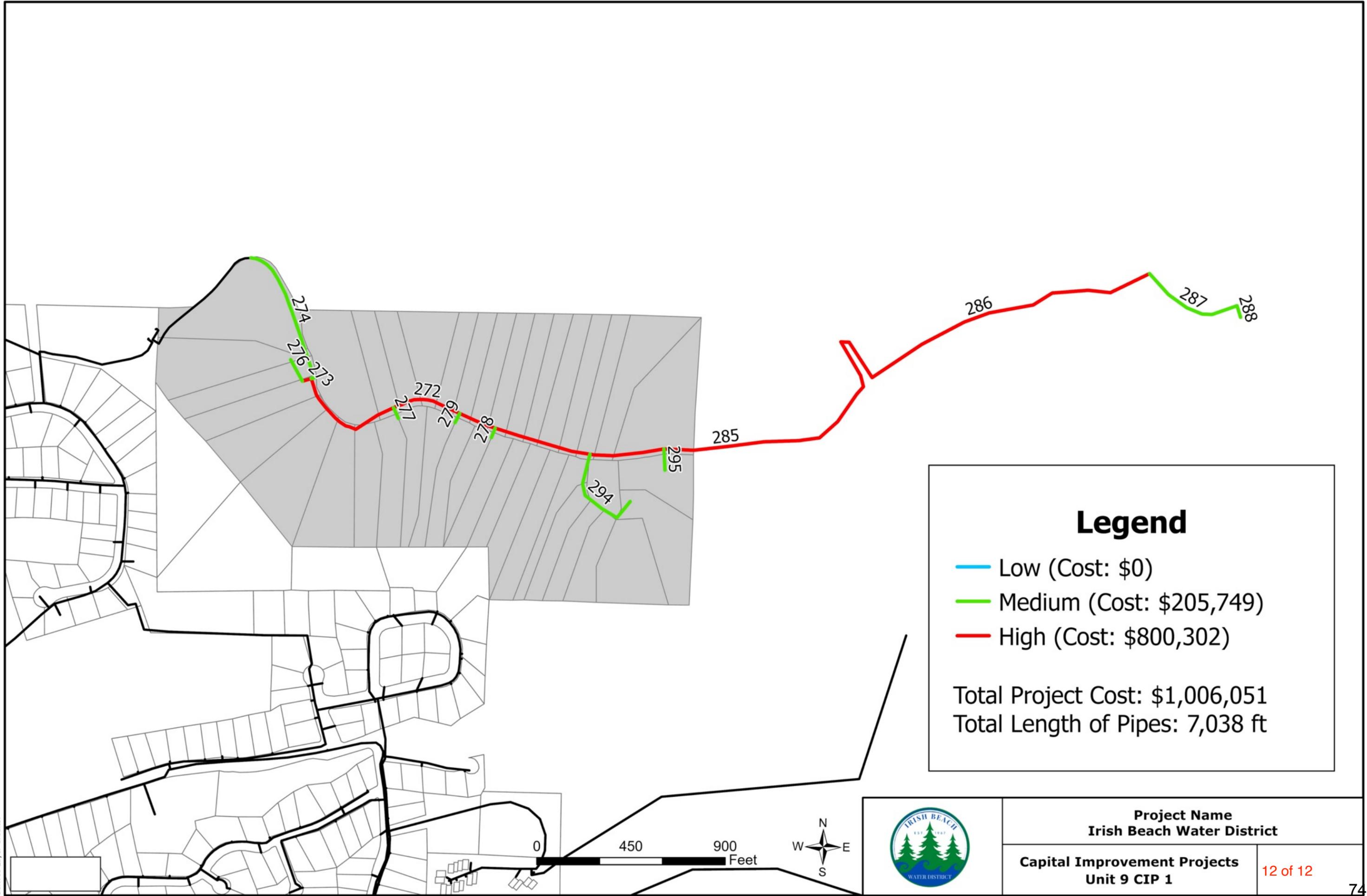
Total Project Cost: \$375,895  
Total Length of Pipes: 2,173.5 ft



|                                                     |          |
|-----------------------------------------------------|----------|
| <b>Project Name</b><br>Irish Beach Water District   |          |
| <b>Capital Improvement Projects</b><br>Unit 7 CIP 3 | 10 of 12 |



|                                                     |          |
|-----------------------------------------------------|----------|
| <b>Project Name</b><br>Irish Beach Water District   |          |
| <b>Capital Improvement Projects</b><br>Unit 8 CIP 1 | 11 of 12 |



### Legend

- Low (Cost: \$0)
- Medium (Cost: \$205,749)
- High (Cost: \$800,302)

Total Project Cost: \$1,006,051  
Total Length of Pipes: 7,038 ft



|                                                     |          |
|-----------------------------------------------------|----------|
| <b>Project Name</b><br>Irish Beach Water District   |          |
| <b>Capital Improvement Projects</b><br>Unit 9 CIP 1 | 12 of 12 |



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**OLD BUSINESS: E. DISCUSSION AND OR ACTION: ORGANIZATIONAL STRUCTURE COMMITTEE REPORT
– CONSIDER APPROVAL OF THE TEMPORARY WATER SYSTEM MANAGER AND TEMPORARY GENERAL
MANAGER JOB DESCRIPTIONS. CONSIDER IBWD POLICY 2300 - DISTRICT COMPENSATION AND HOURS
OF WORK. NAME MEMBERS OF THE AD HOC INTERVIEW COMMITTEE**
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**Job Description: Interim Water System Manager (Operator – Grade 2)**

**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. The position differs from the Regular Water System Manager (Operator – Grade 2) by providing a temporary appointment during which time the incumbent secures a Grade 1, or higher, Water Distribution Operator Certificate issued by the California State Water Resources Control 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 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.
  - 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.

**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 **within six months of appointment to the position.**

**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:** Temporary or Temporary Part-time

**FLSA:** Non-Exempt

## Job Description: Interim General Manager

### 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. **The position differs from the Regular General Manager position by providing an interim appointment.**

### 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.

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:

- 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:** Temporary or Temporary Part-time

**FLSA:** Non-Exempt

**POLICY TITLE: District Compensation and Work Schedule**

**POLICY NUMBER: 2300**

2300 Compensation: The purpose of this policy is to provide guidelines regarding Irish Beach Water District (District) employment and does not apply to selection of independent contractors or consultants. The District reserves the right to modify this policy for any reason which the District deems to be necessary.

2300.1 All District employees will be compensated according to the Board Approved Pay Range Chart which is included as Attachment A. The Pay Range Chart will be reviewed periodically as part of the annual budget approval process.

2300.2 Except for the Water System Manager (Operator Level 2) and the General Manager, all District employees will be considered exclusively hourly employees.

2301 Compensation

2301.1 Compensation at Hiring. All newly appointed employees will be paid at the beginning of the pay range for the position to which the employee is appointed based on licensure/certification level.

2301.2 Compensation for Current Employees. Individuals currently holding a regular position with the District will be appointed to the job description that most closely aligns with current duties, and compensated at the higher of (a) the rate of pay on 10/1/2024 or (b) the beginning of the pay range for the position to which the employee is appointed.

2302 Changes in Compensation

2302.1 COLA (Cost Of Living Adjustment) increases will be considered using the US Dept. of Labor, Bureau of Labor Statistics, CPI (Consumer Price Index) for the San Francisco Area, 12-month average percentage change, ending in April, not to exceed 4%. COLA increases will be considered by the Board of Directors as part of the annual budget approval process for the next fiscal year (FY).

2302.2 Annual merit bonuses for employees in regular and regular part-time positions will be considered based on Water System Manager and General Manager recommendations in conjunction with performance reviews and annual budget approval. Subject to District budget constraints, employees with an overall rating of exceeds expectations will be eligible for a bonus of up to 7% of annual pay, while employees with an overall rating of meets expectations will be eligible for a bonus of up to 5% of annual pay. Employees in temporary and temporary part-time positions are not eligible for merit bonuses.

2302.2.1 Disbursement of the annual merit bonuses will be made in January of each year.

2302.2.2 Longevity increases of three percent (3%) of rate of pay for employees in regular and regular part-time positions will be considered at five (5), ten (10), fifteen (15), twenty (20), and twenty-five (25) years of continuous District employment commencing in FY 2024-2025. Subject to District budget constraints, longevity pay increases will be effective the January following the employee's employment anniversary date, or October 1, 2024, whichever is later (i.e., the first longevity pay increases will in FY 2029-2030).

2302.2.3 Advancement within the pay range will for employees in regular and regular part-time positions who obtain higher level licensure/certification level will be considered based on Water System Manager and General Manager recommendations conjunction with performance reviews and annual budget approval.

- 2303 Reimbursement for work-related expenses. Per IBWD policy 3040, when District employees incur "out-of-pocket" expenses for items or services appropriately relating to District business, said expenses will be reimbursed from District funds.
- 2303.1 District employees will be reimbursed for mileage necessary to conduct District business. Mileage reimbursement does not apply to the routine commute from home to the District office; however, use of personal vehicles for transportation from the District office to project sites, training, suppliers, meter reading locations, the post office, etc. will be reimbursed at the standard mileage rates set by the Internal Revenue Service (IRS) for business use (\$0.67 per mile in 2024).
- 2304 General Pay Information: The pay period starts on the first day of the month and includes all work performed through the last day of the month.
- 2304.1 Certain deductions will be made in accordance with federal and state laws.
- 2304.2 Pay Schedule: Employees will be paid on the 5<sup>th</sup> of the month following the close of the pay period. If the 5<sup>th</sup> of the month falls on a weekend, payments will be made the following Monday.
- 2305 Work Schedules: Every employee is expected to report to work as scheduled.
- 2305.1 Work Week for the Operations Department: All District employees are approved to work a fixed number of hours per week as part of the annual budget approval process, not to exceed 40 hours in a workweek (12:01am on Monday through midnight on Sunday). The work week for regular and regular part-time Operations employees will consist of two workdays: Tuesday and Friday of each week, commencing at 9:30am and concluding at 11:30am at the water treatment plant office, subject to modification by the Water System Manager.
- 2305.1.1 The work week for temporary Operations Department employees and contractors will be scheduled by the Water System Manager on an as needed basis.
- 2305.1.2 The work week for the Water System Manager will be extended by two (2) hours before or after the regular workday each Tuesday and Friday for a total of four (4) additional hours each week, subject to modification by the Water System Manager in consultation with General Manager.
- 2305.2 Work Week for the Administration Department: All District employees are approved to work a fixed number of hours per week as part of the annual budget approval process, not to exceed 40 hours in a workweek (12:01am on Monday through midnight on Sunday). The work week for regular and regular part-time Administration employees will consist of two workdays: Monday and Thursday of each week, commencing at 9:30am and concluding at 1:30pm at the District office, subject to modification by the General Manager.
- 2305.2.1 The work week for temporary Administration Department employees and contractors will be scheduled by the General Manager on an as needed basis.
- 2305.3 Work Week for the Water System Manager and General Manager: In addition to the work week for their respective Departments, the management team will work four (4) hours on Wednesdays commencing at 9:30am and concluding at 1:30pm, subject to modification by the General Manager.
- 2305.4 Employees who are unable to report to work as scheduled must contact their supervisor as far in advance as possible.
- 2305.5 On-Call Requirements: Due to the critical nature of the services provided by the District and the need for employees to respond to an emergency, critical employees (defined as: General Manager, Water System Manager, Operator 1 – Treatment, and Operator 1 – Distribution) may be asked to work overtime

on weekends or holidays or additional hours during the regular workweek and are expected to comply with such requests.

2305.5.1 Overtime is defined as: Time worked more than eight (8) hours on a scheduled workday or forty (40) hours in one work week will be compensated at the overtime rate of pay at one- and one-half times (1 ½) the regular rate of pay.

2305.5.1.1 Other than regular hours of work between 8:00am and 5:00pm, Monday through Friday, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District will be compensated at the overtime rate of pay.

2305.5.1.2 Any critical employee called in to work will be compensated for a minimum of two hours pay at the appropriate rate.

2306 Time Records: All non-exempt employees must keep accurate time records by completing timesheets.

2306.1.1 For payroll purposes, time is rounded to the nearest ¼ of an hour.

2306.1.2 All timecards must be submitted electronically to the Staff Assistant no later than the last day of the month.

## Attachment A – Pay Range Chart

| Irish Beach Water District Pay Range             | No Certification         | T1                       | T2                       | D1                       | D2                       | T1 & D1                  | T2 & D1                  | T2 & D2                  |
|--------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Operator II - Water System Manager</b>        | N/A                      | N/A                      | N/A                      | N/A                      | N/A                      | N/A                      | <b>\$35.76 - \$41.46</b> | <b>\$39.34 - \$45.61</b> |
| <b>Operator I - Treatment</b>                    | N/A                      | <b>\$26.87 - \$30.35</b> | <b>\$29.56 - \$33.60</b> | N/A                      | N/A                      | N/A                      | N/A                      | N/A                      |
| <b>Operator I - Distribution</b>                 | N/A                      | N/A                      | N/A                      | <b>\$26.87 - \$30.35</b> | <b>\$29.56 - \$33.60</b> | N/A                      | N/A                      | N/A                      |
| <b>Operator I - Treatment &amp; Distribution</b> | N/A                      | N/A                      | N/A                      | N/A                      | N/A                      | <b>\$29.56 - \$34.26</b> | <b>\$32.51 - \$37.69</b> | <b>\$35.76 - \$41.46</b> |
| <b>Temporary Maintenance Worker</b>              | <b>\$24.18</b>           | N/A                      |
| <b>General Manager</b>                           | <b>\$39.34 - \$45.61</b> | N/A                      |
| <b>Staff Assistant</b>                           | <b>\$26.87 - \$31.15</b> | N/A                      |
| <b>Special Assistant to the Board</b>            | <b>\$26.87 - \$31.15</b> | N/A                      |

\*Merit Bonuses for regular positions based on Water System Manager & General Manager recommendations in conjunction with performance reviews and annual budget approval. Overall rating of Exceeds Expectations = 7% of annual pay; Overall rating of Meets Expectations = 5% of annual pay.

\*\*Hourly pay increases of 3% at 5, 10, 15, 20, and 25 years of longevity with the District commencing in FY 2024-2025.

**Adjournment of Public Session:**

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EXECUTIVE (CLOSED) SESSION

- A. **PUBLIC EMPLOYMENT** (Govt. Code § 54957): TEMPORARY WATER SYSTEM MANAGER
(OPERATOR GRADE 2) AND TEMPORARY GENERAL MANAGER

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