

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
October 16, 2021

1. **CALL TO ORDER AND ROLL CALL:** President Terry called the Special Meeting to order at 10:02 A.M. on Saturday, October 16, 2021, in the Rex Dunning Firehouse, 15401 Forest View Road, and using a web-based video and audio conferencing tool, to meet in person and on-line. Roll call of directors in attendance were: President Terry, Director Whitaker, Director Ellison, Director Israel, and Director Dyson. Employees in attendance were: District General Manager Acker, Accountant/Clerk Murray, Clerk/Secretary Sackman, Plant Operator Dial, and Clerk/Accountant Dial. District's Legal Counsel Emrick was absent.
2. **COMMUNICATIONS AND CORRESPONDENCE:** None
3. **PUBLIC INPUT: OPENING OF THE MEETING TO PUBLIC COMMENTS FOR TOPICS NOT ON THE AGENDA. A MAXIMUM OF FIVE (5) MINUTES ALLOWED FOR EACH PRESENTATION. (TERRY).** Guest discussed with the Board his concern regarding improving the notification system for the community. President Terry stated that the notification system will be addressed and discussed at the next Regular Board Meeting.
4. **DISCUSSION: IRISH BEACH WATER DISTRICT GENERAL MANAGER'S UPDATE:**
 - **Recent Rain Contamination Event. (Acker).** General Manager Acker stated the following: I received an early notification that the latest water sample taken to the lab for testing showed a positive reading for bacteria, which prompted a Boil Water Notification to be reported to the Irish Beach Community, as required by the State Water Resources Control Board. A second testing was completed, which showed negative readings for bacteria. All of the water system has been gone through to ensure adequate levels of chlorine. The recent rainfall after a long period of drought may have caused the bacteria to be present from the runoff .
 - **Drought Status. (Acker).** General Manager Acker stated the following: Due to recent rainfall, the possible water shortage concern is currently not an issue for the Irish Beach Community. Before the recent rainfall, selling water to the water haulers was discontinued to ensure adequate water supply to the Irish Beach Community. The rainfall has brought back normal conditions for our water system supply.
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5. **DISCUSSION: 2021-2022 FISCAL YEAR BUDGET OVERVIEW – PROPOSED AVAILABILITY CHARGE INCREASE. (MURRAY)** Treasurer Murray presented the following: At the last Board Meeting's discussion regarding the fiscal year budget, it was determined that an availability rate increase is needed and necessitated the need for this Public Hearing/Special Board Meeting for rate payers to protest the increase. The proposed increase will be an additional \$23.06, from \$85.50 to \$108.57. This increase will add an additional \$5,057 for operating expenses and provide for the new reserve of \$52,224, which will provide for maintenance, repairs, and other infrastructure needs. The availability rate increase is needed due to the recent Proposition 218 failure to be approved, and the connected users will be responsible for this increase. Protests need to be logged by the end of this date. The status of this increase being approved will be announced on the IBWD website at IBWD.org by the next day...
6. **(TERRY).DISCUSSION: OPENING OF THE MEETING TO PUBLIC COMMENTS. A MAXIMUM OF FIVE (5) MINUTES ALLOWED FOR EACH PRESENTATION**

Guest: "Any written feedback about the increase received by the IBWD at this point"?"

President Terry replied: "There have been two protests so far.:

Plant Operator Dial: "Received one today during the meeting, and one before the meeting today, both protests related to the connection fee.

Treasurer Murray: "'I will make a presentation at the next Board Meeting regarding connection fees."

Guest: "It sounds as though the expansion and prices of connection fees don't get us there in maintaining the system."

Guest: "With only receiving two opposing mail ins, are we moving forward with raising the rates? How does the process work"?"

Treasurer Murray: "We need one-half of the connected users: 104 negative protests against the increase. So far it doesn't look like we will even approach that negative number. If the Board approves the increased fees, then they will be increased."

President Terry: "In everyone's bill the negative protest format explained the process."

Guest: "I have to applaud people who are paying that are connected, but not drawing water. My feeling on it is: these people are doing that when the connection fee has not changed, I feel they shouldn't have to pay it, if they are paying it now."

Treasurer Murray: "They paid the connection fee and are getting a meter. They will also be paying the availability charge."

Plant Operator Dial: "We only have 10 more connections before we run into an issue. People who are planning on building within the next 2-3 years want to ensure they will have water when they build their homes."

Guest: "Are there only a certain number of people who can plug into the system? How do the existing users maintain the system"?"

President Terry: "Even if we had all 456 lots open for development, up until most recently of the most severe time of this drought, even before this drought, we were able to serve 456 lots."

Guest: "If the 218 Proposition would have been done as it was in the past, where it was weighted, the people that were not connected were paying less of a fee than those that were connected. Also the non-connected people have questions about what the rates are that the current users are paying. Are the water rates at the upper half of what Californians are paying or lower half? We have an unreal perspective. The current users are paying very low for their water compared to what the rest of California is paying. We feel insulted when you were going to let us pay the same amount on a 218 proposition as the current connected people. Your theory that the un-connected people's value of property would continue to go up, that our benefit would be the same as the connected people. If you are connected and you have a house whose value is going up, you will get more out of your investment than those that are not connected. It was more of a perspective thing. You probably could have got some who voted no, it was a perception thing."

Treasurer Murray: "the IBWD with their prior proposition 218 never had a weighted average. The amount in our last successful proposition 218 was the same for a developed lot and un-developed lot. We could explore a weighted average the next time we explore a proposition 218, might be a good idea"

Guest: "I believe the engineering report showed that the people that were connected paid a higher amount for the short term repairs and the longer term repairs spread more even across everybody."

President Terry: "...that perhaps our format could have been adjusted, there is always the potential to resurrect this proposition once again."

Guest: "What can be done to help with getting the word out in the case of the boil water notice?"

President Terry: "What we will do at our next Board Meeting: there will be an agenda item to specifically address this and form an ad hoc sub-committee to address communications relative to water contamination. This will be addressed at our next Board Meeting."

- 7. DISCUSSION AND OR ACTION: TALLY OF NEGATIVE DECLARATIONS TO PROPOSED AVAILABILITY CHARGE INCREASE TO OCCUR BY THE END OF DAY, 10/16/2021, AND POSTED ON THE DISTRICT'S WEBSITE, IBWD.ORG. (TERRY/MURRAY).** President Terry stated that we received only two (2) opposing mail-ins and two (2) on-line oppositions. Treasurer Murray stated that due to the low number of oppositions, the availability increase could be approved by the Board this date. The website will show the results of the rate increase by the end of the day.

Treasurer Murray stated that a motion by the Board to direct Treasurer Murray to bring a resolution to the November 13, 2021 Board Meeting to adopt the availability increase. Motion was made by Director Israel, and seconded by Director Whitaker. Three of the four directors approved the motion. The motion was carried

- 8. ANNOUNCEMENT: THE IBWD BOARD VACANCIES. (TERRY).** President Terry stated the following: We encourage any property owner of the Irish Beach Community to apply for the two Board vacancies. The two open seats will be selected from the availability of candidates on November 13, 2021. The remaining Board Members will select the two new Board Members from those who have submitted letters of interest. The letters of interest need to be received no later than November 3, 2021, either to my email address: k.terry@comcast.net or to: IBWD, P. O. Box 67, Manchester, CA 95459.

Director Whitaker moved to adjourn the Board Meeting at 11:45 A.M. Motion was seconded by Director Israel. All voted by saying aye. Motion carried and the special meeting was adjourned.

- 9. EXECUTIVE (CLOSED) SESSION:** No closed executive session.
- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. SC-UK-CV-G-09-0054665-000.**
 - B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED/POTENTIAL LITIGATION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPHS (2) OR (3) OF SUBDIVISION (D) OF SECTION 54956.9: (1 POTENTIAL CASE).**

Respectfully submitted:

Attest:

Kenneth Terry, President

Stephen Whitaker, Secretary of the Board

Date: _____

Date: _____

**IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
15401 FOREST VIEW ROAD, POB 67, MANCHESTER, CA 95459
November 13, 2021**

- 1. CALL TO ORDER AND ROLL CALL:** President Terry called the Regular Meeting to order at 10:01 A.M. on Saturday, November 13, 2021, using Zoom, a web-based video and audio conferencing tool, to meet online. Roll call of directors in attendance was: President Terry, Director Israel, Director Dyson, Director Whitaker, and Director Ellison. Employees in attendance with Zoom were: Treasurer Murray, Clerk/Secretary Sackman, Clerk/Accountant Dial, General Manager Acker, and Plant Operator Dial. Legal Counsel Emrick attended the meeting online with Zoom.
- 2. APPROVAL OF MINUTES:** President Terry made a motion to approve the Regular Meeting Minutes dated September 11, 2021, as submitted. The motion was seconded by Director Ellison. Roll call vote: President Terry, aye; Director Dyson, aye; Director Israel, aye; Director Ellison, aye; and Director Whitaker, aye. Motion carried.
- 3. COMMUNICATIONS AND CORRESPONDENCE:** Guest William Moores, inquired regarding a communication he sent to President Terry. President Terry informed the guest that the communication was not received. The guest stated that the communication pertained to the proposed budget for 2021-2022. President Terry stated that this subject will be discussed when the agenda item is addressed in the present meeting.
- 4. PUBLIC INPUT:** None.
- 5. REPORTS:**

A. TREASURER'S REPORT:

Treasurer Murray submitted the Treasurer's Report, which showed a balance of \$65,100 in the operating cash account.

November 4, 2021:

Cash in Bank: \$48,784

Accounts Receivable: \$6,711

County Tax Rolls: \$5,006

Accounts Payable: \$0

Greater than 40-year (pipe replacement project): \$81,791

Emergency Response Augmentation: \$37,952

Loan Receivable: \$76,000

Total: \$157,791

Treasurer Murray discussed with the Board the Cash Statement as of November 4, 2021, and the Checks Issued Report from September 2 through November 4, 2021, and stated that there is now \$48,784 in the checking account. For September through October 2021, shows at this point in time that the fiscal year will close for September 30, 2021, with an approximate loss of \$20,000. The reasons for the loss are: The engineering report that cost \$28,000 and was only budgeted for \$6,000; and a new computer and software system was installed for the treatment plant, which went over budget by \$17,000. However, the revenue came in over the estimate of \$19,000.

A motion was made by President Terry to approve the Treasurer's Report and Checks Issued Report for the period stated. The motion was seconded by Director Israel. Roll call vote: President Terry, aye; Director Dyson, aye; Director Whitaker, aye; Director Ellison, aye; and Director Israel, aye. Motion carried.

- B. WATER/STORAGE FACILITIES/CONVEYANCE LOSS:** General Manager Acker discussed with the Board the following: There are several valve issues, due to aging and needing replacements. Due to a positive bacteria test reading in September and a boil water notice released to the community, a resampling test was done and showed that there was no bacteria present. In early October there was water coming out of the middle of the street on Cypress from a service line leak. The leak was shut off, and is in the process of being repaired. Due to a heavy rain event on October 22, 2021, some repairs were required to the upper and lower diversions. Also attended regular and special board meetings.
- C. SAFETY COMMITTEE:** General Manager Acker reported that the new process for safety meetings is conducted on-line. A list of courses will become available and the employees can choose which courses they wish to take. The next Board Meeting will discuss the results of online classics taken.
- D. LEGAL COUNSEL:** Legal Counsel Emrick stated that there was nothing to report, and there will be an announcement on the agenda during this meeting.
- E. DIRECTORS.** President Terry stated that there was nothing to report.

6. OLD BUSINESS:

- A. DISCUSSION AND OR ACTION: CONNECTION FEE. (TERRY).** Treasurer Murray presented IBWD's connection fee history of charges. After the Board discussed the process of increasing the connection fees, it was decided that a resolution for raising the connection fees would be presented and discussed at the next Board Meeting. The motion was made by President Terry for staff to prepare a resolution to be acted upon at the next Board Meeting. The motion was seconded by Director Israel. Roll call vote: President Terry, aye; Director Dyson, aye; Director Whitaker, aye; Director Ellison, aye; and Director Israel, aye. Motion carried.
- B. DISCUSSION AND OR ACTION: GRANT APPLICATION UPDATE. (DIAL/HACKETT).** Plant Operator Dial stated that IBWD's grant application has been submitted and should be notified of grant approval by the next Board Meeting. In addition, an IBWD Logo was utilized to increase the professional look of the grant application. The Board will discuss this logo for approval and adoption at the next Board Meeting.
- C. ANNOUNCEMENT: NOVEMBER 17, 2021, ORAL ARGUMENTS PURSUANT TO MOORES VS. IBWD APPEAL. (TERRY).** President Terry announced that the appeal is coming to a ruling and there will be six oral arguments made electronically on January 17, 2021.

- D. DISCUSSION AND OR ACTION: FISCAL YEAR OCTOBER 2021 TO SEPTEMBER 2022, ADOPTION OF FINAL BUDGET RESOLUTION. (MURRAY/DIRECTORS).** Treasurer Murray discussed with the Board of Directors the approval of the budget for Fiscal Year 2021 to 2022, and adoption of Resolution 2021-06. President Terry made the motion to approve the budget for Fiscal Year 2021 to 2022 and adopt Resolution 2021-06 to raise the usage rate to \$0.67 per 100 gallons and the availability rate of \$108.56 per month. Director Israel seconded the motion. All voted ayes. Motion carried.

Discussion with Treasurer Murray, the Directors, and guest William Moores regarding balancing the budget. After discussion, Treasurer Murray stated that before the next Board Meeting, there would be a meeting with the IBWD Finance Committee to resolve questions regarding balancing the budget

7. NEW BUSINESS:

- A. DISCUSSION AND OR ACTION: SELECTION (BY BOARD VOTE) OF NEW BOARD MEMBERS TO FILL WHITAKER AND ELLISON VACANCIES, EFFECTIVE NOVEMBER 3, 2021, CANDIDATES HEATHER HACKETT, MEL KIMSEY, AND SANDRA REGAN. (DIRECTORS/MURRAY/EMRICK)** President Terry stated that the three candidates: Heather Hackett, Mel Kimsey, and Sandra Regan have submitted applications, and the applications have been reviewed by the Board. President Terry made a motion to accept the nominations of the three candidates and directed a vote by the Board of their top two choices. Motion was seconded by Director Israel. All voted ayes. Motion carried.

After the official vote tally by Treasurer Murray, President Terry made a motion to accept the vote tally for the selection by vote of Heather Hackett and Sandra Regan. Motion was seconded by Director Israel. All voted ayes. Motion carried. President Terry stated the selected candidates will be sworn into office as board members, and officers will be nominated and approved for selection from all the board members at the next Board Meeting

- B. DISCUSSION AND OR ACTION: IMPROVED COMMUNICATION TO CUSTOMERS TO ENABLE TEXT MESSAGING PROVIDED BY MCN.ORG LISTSERV. (K.DIAL/ACKER).** Clerk/Accountant Dial discussed the need for improving communications with IBWD customers/property owners to contact them as needed. She stated that the next billing cycle will include a note requesting customers to provide their cell phone numbers and name of their cell carrier providers. This customer information will be utilized for special emergency alerts only and the service/coordination will be provided through MCN.org. General Manager Acker reported that this communication system is presently functioning and when all the customers' cell phone information is added, the process will become operational.

ADJOURNMENT: President Terry moved to adjourn the Public Session of the Board Meeting at 12:06 P.M., and Director Dyson seconded the motion. All voted ayes. Motion carried. The next Board Meeting will be scheduled for Saturday, January 15, 2022.

- 8. EXECUTIVE (CLOSED) SESSION:** The Executive Closed Session Zoom Meeting was conducted after the close of the Regular Zoom Meeting.

Respectfully submitted:

Attest:

Kenneth Terry, President

Stephen Whitaker, Secretary of the Board

Date: _____

Date: _____

Prepared by: Clerk/Secretary Sackman

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
15401 FOREST VIEW ROAD, POBOX 67, MANCHESTER, CA 95459
January 15, 2022
All Zoom Meeting

1. CALL TO ORDER AND ROLL CALL: President Terry called the Regular Meeting to order at 10:02 A.M. on Saturday, January 15, 2022, using Zoom, a web-based video and audio conferencing tool, to meet online. Roll call of directors in attendance was: President Terry, Director Israel, and Director Dyson. New Directors Hackett and Regan were also in attendance. Employees in attendance were: Treasurer Murray, General Manager Acker, and Plant Operator Dial. Legal Counsel, Matthew Emrick, was in attendance.

2. SWEARING IN OF NEW BOARD MEMBERS: (Terry)

President Terry administered the Oath of Office to new board members Heather Hackett and Sandra Regan. Both had been appointed at the regular meeting on November 13, 2021. With their affirmation to the Oath of Office, they now are full voting members of the board.

3. ELECTION OF SLATE OF OFFICERS FOR CALENDAR YEAR 2022: (Terry)

With a full board in place, President Terry opened nominations for the slate of officers for 2022. Director Hackett nominated Director Terry for the office of President. No other nominations were made and President Terry called for a roll call vote for re-election as President: Dyson, aye; Israel, aye; Regan, aye, Hackett, aye. With a unanimous vote, President Terry accepted re-election as President.

President Terry then opened nominations for Vice-President and nominated Director Israel. There being no other nominations President Terry called for vote of Directors by signifying "aye". All directors voted "aye". Director Israel accepted re-election as Vice-President.

President Terry then opened nominations for Secretary and nominated Director Hackett. President Terry called for all directors in favor of nomination to signify by saying aye. All directors voted "aye". Director Hackett accepted election as Secretary.

4. APPROVAL OF MINUTES: None presented.

5. COMMUNICATIONS AND CORRESPONDENCE: None

6. PUBLIC INPUT: None.

7. REPORTS:

A. TREASURER'S REPORT:

Treasurer Murray submitted the Treasurer's Report, which showed a balance of \$33,113 in the operating cash account. She also reported that accounts receivable of \$61,274 included the recent billing for November and December 2021. Also noted was the recent payment made last fiscal year of \$45,000 reducing the loan due from Operating Cash now with a balance of \$76,000.

January 2022:

Cash in Bank: \$33,113

Accounts Receivable: \$61,274

County Tax Rolls: \$5,006

Accounts Payable: \$40,432 which includes emergency response revenue payable to Redwood Coast Fire

Greater than 40-year Equipment Replacement Reserve \$81,825

Loan Receivable: \$76,000 after \$45,000 plus interest payment made last fiscal year

Mallo Pass Reserve also known as AWDF: \$431,465

Total: \$589,290

Treasurer Murray said she would not call for approval of Treasurer's Report as the list of checks issued had been emailed late to directors for review. Directors were requested to email back their response.

B. WATER/STORAGE FACILITIES/CONVEYANCE LOSS: General Manager Acker discussed with the Board the following:

1. The electronic meter reading software reports leaks on daily basis. With operator R. J.'s diligence in addressing reported leaks timely, water loss is minimized. Aside for a peak during holidays, water usage has been low. Computer tech, Rio Russell, updated the computer system that monitors this electronic meter software.
2. Operator R. J. Dial developed another method to inject chlorine into treatment process that eliminates salt build-up.
3. District lot boundaries were marked for drive-way to north to prevent issues involving neighboring lot.
4. During the period of excessive rain, water from Irish Gulch could not be processed due to turbidity. However, well #5 serviced the needed usage of water during that period.
5. Water samples can no longer be driven to lab in Ft Bragg. This requires samples be collected and taken to Point Arena to meet the bus to be delivered to Brelje and Race lab in Santa Rosa by 8:00am. which is an inconvenient change.
6. Water seepage at Sea Cypress and Hwy 1 is natural seepage or drainage.
7. General Manager Acker upon request from President Terry reviewed his staff: Plant manager RJ Dial; Operator Paul DeVaul; Technician Eric Malm; Cross connections and computer tech Rio Russell; Business Manager Judy Murray; Secretary/Billing Connie Sackman; Account Payable Krista Dial; and web site tech Annette who works remotely from Washington.

- C. SAFETY COMMITTEE:** General Manager Acker reported that SDRMA has new safety meeting program with on-line group meetings. Therefore, meetings will resume. Noted was the importance of the staff not only meeting for the safety presentations, but also for the chance to meet in person for a group staff review.
- D. LEGAL COUNSEL:** Legal Counsel Emrick reported that the full appeal brief issued by the Court of Appeals on November 17 in their recent decision as well as a short summary could be found on the IBWD website.
- E. DIRECTORS: None**

8. OLD BUSINESS:

A. DISCUSSION AND OR ACTION: CONNECTION FEE INCREASE PROCESS (MURRAY)

Connection fee increase process was reviewed again. Director Dyson stated he did not think fees should be increased above cost to provide and install meter; however, cost estimates should be updated yearly. Director Hackett appreciated the notes in the packet reviewing fee history. Director Hackett was also in agreement with the need for a capital equipment contribution built into the fee. Staff reviewed the current cost of providing and installing a new meter to be \$570. President Terry directed Treasurer Murray to submit an amended resolution to board at the March meeting with updated costs, provisions for yearly review, and a capital contribution component. Treasurer Murray asked Directors to submit their suggestions for connection fee calculation.

B. DISCUSSION AND OR ACTION: GRANT APPLICATION UPDATE (DIAL/HACKETT)

Grant writers Heather and RJ assured board that the approval process takes time and that there was no cause to worry regarding no response from the State Water Resources Control Board regarding our requests. Out of \$892 million about 50% has been released. From total of 117 applicants 67 have yet to be notified including IBWD. Heather reported that other infrastructure funds would be released through state revolving funds such as these Water Resources Grants.

9. NEW BUSINESS: None

ADJOURNMENT: Director Hackett moved to adjourn the Public Session of the Board Meeting at 11:12 AM and Director Regan seconded the motion. Motion carried. The next Board Meeting will be scheduled for Saturday, March 12, 2022.

10. EXECUTIVE (CLOSED) SESSION: The Executive Closed Session Zoom Meeting was conducted after the close of the Regular Zoom Meeting.

Respectfully submitted:

Attest:

Kenneth Terry, President

Heather Hackett, Secretary of the Board

Date: _____

Date: _____

Prepared by: Clerk/Accountant Judy Murray

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
15401 FOREST VIEW ROAD, PO BOX 67, MANCHESTER, CA 95459
March 12, 2022
All Zoom Meeting

- 1. CALL TO ORDER AND ROLL CALL:** President Terry called the Regular Meeting to order at 10:02 A.M. on Saturday, March 12, 2022, using Zoom, a web-based video and audio-conferencing tool, to meet online. Roll call of directors in attendance: President Terry, Director Dyson, Director Hackett, Director Regan. Director Israel absent. Employees in attendance: Treasurer Murray, General Manager Acker, Plant Operator Dial. Clerk K. Dial, and Legal Counsel Matthew Emrick, were in attendance.
- 2. APPROVAL OF MINUTES:** President Terry moved to approve the regular minutes dated November 13, 2021 and January 15, 2022 as presented, Director Regan seconded, Roll call vote: President Terry aye, Director Regan aye, Director Dyson aye, Director Hackett aye, Director Israel absent. Motion carried.
- 3. COMMUNICATIONS AND CORRESPONDENCE:** President Terry commented that there were three items received after the packet was posted and that items to be considered must be received 7 days prior to meeting. Communications regarding items on the agenda should be considered in discussion with the appropriate agenda item.
- 4. PUBLIC INPUT:** Director Terry asked for but received no public input on any items not on the agenda. Discussion followed regarding future in person meetings held in the Fire House on Forest View Road as well as attendance via zoom for the next May meeting. Operations Manager has a projector and portable screen that has been used in the past. Staff will work on overcoming technical problems in hopes of a combination zoom and in person meeting for the May 14 regular meeting.
- 5. REPORTS:**
 - A. TREASURER'S REPORT:**

Treasurer Murray reported operating cash account increase from \$33,113 in January to \$49,836 in March and that no unusual checks were issued. With the next meeting in May which will be 6 months into the fiscal year, a Budget vs Actuals report will be presented. Treasurer Murray then called for approval of Treasurer's Report as presented. President Terry asked the Board for comments, none given. Motion Carried to approve the list of checks as presented.
 - B. WATER/STORAGE FACILITIES/CONVEYANCE LOSS:** General Manager Acker discussed his operations report with the Board as follows:
 1. Tank 2 had a leaky main valve replaced. He refers to notes on; the plant not restarting (turbidity motoring) and by placing a by-pass line around that filter valve helped the turbidity meter at the plant tremendously. The Eucalyptus Way line previously extended, now has a valve installed on it.
 2. He continued that he received a call on "water meter flow specifications for fire sprinkler systems" from a contractor who is designing a system for a resident on Forest View Road. The limitations would be on the size of meter which currently is 3 / 4 inch. By knowing the specs: flow rate, meter size, and pressure, the systems can be adjusted accordingly for sprinkler heads.
 3. Measurement of the flow from the (lower) diversion was 115 gpm and the (upper) diversion was 130 gpm which is low for this time of year, however, still enough water to pump (lower) diversion to plant. Discussion led to tank storage and well connection plans which will depend on the anticipated grant funds to start.

C. SAFETY COMMITTEE: General Manager Acker reported that the January 28th safety meeting was on Defensive Driving and several staff were in attendance. President Terry noted the importance of the safety meetings.

D. LEGAL COUNSEL: Nothing to report.

E. DIRECTORS: President Terry called for comment and received none on anything not on agenda,

6. OLD BUSINESS: **

A. DISCUSSION AND OR ACTION: CONNECTION FEE INCREASE PROCESS (MURRAY)

Ms. Murray commented on our history of connections fees and the amended proposed Resolution. President Terry took comment from a member of the public; Mr. Morrow Legal Counsel for Mr. Moore on the proposed rate structure. Director Hackett read updated revisions to Resolution. Director Dyson commented on the proposed revisions. Legal Counsel Emrick noted that the additional 21 connections provided to developer should be noted in Resolution. President Terry made motion directing Director Hackett and Treasurer Murray to prepare revised resolutions before the next meeting. Director Dyson Second. Roll call vote: President Terry aye, Director Dyson aye, Director Hackett aye, Director Regan aye, Director Israel absent, all were in favor, motion carried.

B. DISCUSSION AND OR ACTION: GRANT APPLICATION UPDATE (DIAL/HACKETT)

Both Grant writers Director Hackett and Plant Operator Dial gave update regarding the Irish Beach Water District \$400,000 State Department of Water Resources Grant. We have not been notified of approval but are still in the pool. Also discussed was submittal of another small technology grant which could benefit the District.

7. NEW BUSINESS:

A. PROCLAMATION HONORING FORMER DIRECTOR STEPHEN WHITAKER'S SERVICE TO IRISH BEACH WATER DISTRICT. President Terry gave an honorable Proclamation Resolution 2022-2 recognizing Stephen Whitaker's contributions and service as Director while on the Board for the Irish Beach Water District.

B. PROCLAMATION HONORING FORMER DIRECTOR JOSEPH ELLISON'S SERVICE TO IRISH BEACH WATER DISTRICT. President Terry gave an honorable Proclamation Resolution 2022-1 recognizing Joseph Ellison's contributions and service as Director while on the Board for the Irish Beach Water District.

C. DISCUSSION AND OR ACTION: IRISH BEACH WATER DISTRICT POLICY HANDBOOK ADDITION, SERIES 3000 OPERATIONS, POLICY 3091 PUBLIC RECORDS ACT REQUESTS. Director Hackett reviewed the New Policy and then asked for comments. Director Dyson gave comment. After discussion President Terry made motion to adopt Policy 3091. Director Dyson seconded. Roll Call vote: Director Regan aye, Director Dyson aye, Director Hackett aye, President Terry aye, Director Israel absent. Motion carried.

D. DISCUSSION AND OR ACTION: FORMATION OF AD HOC COMMITTEE TO STUDY POSSIBILITY OF NEW PROP 218 INITIATIVE IN 2023. President Terry discussed what was learned from the previous failed Prop 218 referendum. President Terry then appointed Director Dyson, Director Hackett, to work with Treasurer Murray and General Manager Acker as the AdHoc committee for the New Prop 218 initiative. The committee's objective is to develop a plan to spread costs to all parcels to augment and modernize our water treatment and delivery system. Committee will look at a) proportional benefit, b) with detailed and thorough process, c) obtain an engineering study to develop projects and set priorities, d) with review to determine how we could better inform the community. The committee was also directed to include a report in every future agenda.

ADJOURNMENT: Director Terry moved to adjourn the Public Session of the Board Meeting at 12:20 PM and Director Regan seconded. Roll call vote: President Terry aye, Director Regan aye, Director Dyson aye, Director Hackett aye, Director Israel absent. Motion carried. Meeting adjourned.

10. EXECUTIVE (CLOSED) SESSION: The Executive Closed Session Zoom Meeting was conducted after the close of the Regular Zoom Meeting. No action was taken.

Meeting adjourned from closed session at 1:17pm by President Terry.

Respectfully submitted:

Attest:

Kenneth Terry, President

Heather Hackett, Secretary of the Board

Date: _____

Date: _____

Prepared by: Clerk/Accountant Judy Murray

**REGULAR MEETING MINUTES OF THE
IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
15404 FOREST VIEW ROAD, P O BOX 67, MANCHESTER, CA 95459
MAY 14, 2022 (Approved with Corrections)**

1. **CALL TO ORDER AND ROLL CALL** President Terry called to order the regular meeting of May 14, 2022 at 10am. Directors in attendance were: Director Dyson, Director Regan, Director Israel, Director Hackett appeared via Zoom. Staff in attendance were: Treasurer Murray, Water Technician RJ Dial. General Manager Acker appeared via Zoom. Public in attendance was Debbie Trujillo.
2. **APPROVAL OF MINUTES** President Terry moved to approve the Minutes of the Regular March 12, 2022 meeting. Director Hackett seconded motion, all were in favor, motion carried.
3. **COMMUNICATIONS AND CORRESPONDENCE:** none received.
4. **PUBLIC INPUT** President Terry called for public discussion on any not on the agenda. No response from the public and no hands raised via zoom
5. **REPORTS:** President Terry called for the following reports:
 - A. **TREASURER'S REPORT:** Treasurer Murray reported her Treasurer's report as follows:

Cash in checking: \$58,555
Emergency Response Funds: \$24,168
Greater than 40-year capital improvement funds: \$81,999 plus loan receivable from operating of \$76,000. Third payment of \$44,280 on this loan will be paid 9/30/2022. AWDF/Mallo Pass: \$431,465.

A review of the current budget to actual shows no alarming budget issues to report. Treasurer Murray then requested Board approval for the current checks issued as presented. Director Hackett moved to approve checks issued. Director Israel seconded. All were in favor, motion carried to approve the Treasurer's report as presented.
 - B. **WATER/STORAGE FACILITIES/CONVEYANCE LOSS:** General Manager Acker reported maintenance reports as follows: Storage: The storage facilities are all intact and operating except tank 2. Water Loss: Good news is that the district has recorded very little water loss. He noted that the main water monitoring system replacement is capable of recognizing and pinpointing leaks. With the community's listserv, the district is able to identify and fix leaks faster. Main filters were re-plumbed, the old 2" galvanized pipes on the main filters are being replaced with heavy PVC a section at a time to minimize downtime. Routine Maintenance: Upper Diversion was back flushed, Tree removal done. The chlorine ph level panel was replaced making servicing that panel easier. The Water Resources Control Board monthly report was completed and the Electronic Annual Report (EAR) was completed.
 - C. **SAFETY COMMITTEE** General Manager Acker reported that the safety meeting was held on April 12, 2022, covering two topics: 1) Out Door Hazards, 2) Heat. (Staff was in attendance)
 - D. **LEGAL COUNSEL:** Nothing to report.
 - E. **DIRECTORS:** Director Hackett (Regan) requests will be discussed in the Executive session.

OLD BUSINESS:

- A. **DISCUSSION AND OR ACTION: CAPACITY CHARGE AND CONNECTION FEE UPDATE:** President Terry commented that Resolution 2022-3 addresses capacity charges and connection fees. He then turned discussion to Treasurer Murray. She then read in total Resolution 2022-3 for clarity to the Board and public. After Board discussion President Terry then offered discussion to the public regarding the Resolution 2022-3. No comments were given from the public and no hands raised via Zoom. President Terry moved to approve Resolution 2022-3 as corrected which sets the connection fee for a ¾ inch pipe at \$600 and for a 1-inch pipe at \$1,611 and that no single residence will be authorized larger than a 1-inch connection. Director Dyson seconded. Roll call vote: Director Israel aye, Director Regan aye, Director Dyson aye, Director Hackett aye. President Terry aye. Motion carried with corrections.
- B. **DISCUSSION AND OR ACTION: STATE WATER RESOURCES GRANT (DWR) APPLICATION UPDATE:** President Terry turned over discussion to Director Hackett and RJ Dial. Director Hackett who reviewed the Grant Processes and stated that on May 2, 2022, the District accepted the grant. However, the grant starts April 29, 2022, and reimbursement opportunities continue up to June 30, 2024. Water Technician RJ Dial emphasized the task of project management including Gantt charts which will be set up identifying project flow timelines. Discussion led to the quarterly progress reports which are crucial and that the district will have to implement procedures/processes and or update current procedures/processes to meet the Criteria of Grant Funding. President Terry then appointed an ad-hoc subcommittee to facilitate those needed procedures as follows: Operations Manager Acker, Water Technician RJ Dial, Director Hackett, Treasurer Murray, and Director Regan.

C. DISCUSSION AND OR ACTION: TECHNOLOGY GRANT APPLICATION UPDATE: Director Hackett commented there was nothing to report.

NEW BUSINESS:

A. DISCUSSION AND OR ACTION: UPDATE FROM 218 COMMITTEE ON POSSIBILITY OF NEW PROP 218 INITIATIVE IN 2023: Dyson reported that the Prop 218 committee did meet and the emphasis was on getting a good Funding and Project Plan. The committee looked at several engineering reports to see examples of what might work for us, including analyzing general benefits versus special benefits, and types of capital improvements and the effect on the community. The committee will meet again and will report back at the next regular meeting.

ADJOURNMENT: President Terry moved to adjourn Public Session of the Board Meeting to executive session with second from Director Dyson. AYES 4, NOES 0, Director Israel absent. Director Dyson recused himself from closed session

EXECUTIVE (CLOSED) SESSION: President Terry reported no action was taken.

Respectfully Submitted:

Attest as presented.

Kenneth Terry, Board President

Heather Hackett, Board Secretary

Date: _____

Date: _____

Prepared By: _____
Annette Fromwiller, Clerk

**SPECIAL MEETING MINUTES FOR
THE IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS,
15401 FOREST VIEW ROAD P.O BOX 67, MANCHESTER, CA 94559
SATURDAY, JUNE 4, 2022**

1. CALL TO ORDER AND ROLL CALL: Vice President Israel called the Special Meeting of the Irish Beach Water District on June 4, 2022, to order at 10am held in the Rex Dunning Firehouse, 15401 Forest View Road, Manchester, CA 95459 and via Zoom. The Irish Beach Directors in attendance were: Vice President Israel. Director Dyson, Director Hackett, and Director Ragan who attended via Zoom. President Terry was absent. Staff in attendance: Water Technician RJ Dial and Office Assistance Krista Dial. Treasurer Murray attended Via Zoom.

The reason for this Special meeting is to update five policies and adopt resolution 2022-4 to meet the terms of the new State Department of Water Resources Grant.

2. COMMUNICATIONS AND CORRESPONDENCE: NONE
3. PUBLIC INPUT: Vice-President Israel asked for but received no public input on any items not on the agenda.
4. DISCUSSION AND OR ACTION: RESOLUTION 2022-4: Vice President Israel turned over discussion to Director Hackett. Director Hackett reviewed the purpose of the Resolution 2022-4 highlighting the formal and informal bidding procedure changes with the threshold increased to \$60,000.00. from \$25,000.00 in item A for projects performed by employees; and informal bidding increased to \$200,000 from \$75,000 in item B for projects over \$200,000 subject to the formal bidding process. After discussion Vice President Israel called for approval of Resolution 2022-4. Director Hackett moved for approval with second from Director Regan. Roll call vote: Director Hackett aye, Director Regan aye, Director Dyson aye, Vice President Israel aye; all were in favor motion carried.
5. DISCUSSION AND OR ACTION: IRISH BEACH WATER DISTRICT POLICY HANDBOOK UPDATES AND ADDITIONS: Vice President Israel turned over the discussion to Treasurer Murray. Treasurer Murray announced the following policies to the Board for approval:
 - a. "Policy 1010 The Adoption / Amendment of Policies": Vice President Israel called for a motion to waive reading of and approve Policy 1010. Director Dyson so moved with second from Director Hackett. Ayes: 4, Noes 0, Motion Passed.
 - b. "Policy 3040 Expense Authorization": Vice President Israel called for a motion to waive reading of and approve Policy 3040. Director Regan so moved with second from Director Hackett. Ayes: 4, Noes 0, Motion Passed.
 - c. "Policy 3050 Credit Card Use": Vice President Israel called for a motion to waive reading of and approve Policy 3050. Director Dyson so moved with second from Director Regan. Ayes: 4, Noes 0, Motion Passed.
 - d. "Policy 3080 Purchasing": Vice President Israel called for a motion to waive reading of and approve Policy 3080. Director Regan so moved with second from Director Hackett. Ayes: 4, Noes 0, Motion Passed.
 - e. "Policy 3081 Selection of Contractors and Consultants": Vice President Israel called for a motion to waive reading of and approve Policy 3081. Director Hackett so moved with a second from Director Regan. Ayes: 4, Noes 0, Motion Passed.

**MINUTES FOR THE REGULAR MEETING OF
THE IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
HELD AT 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459 AND VIA ZOOM
SATURDAY, JULY 9, 2022, 10:00 AM**

1. **Call to Order and Roll Call:** President Terry called to order the Regular Meeting of the Irish Beach Water District on July 9, 2022, at 10am held in the Rex Dunning Firehouse, 15401 Forest View Road, Manchester, CA 95459 and via ZOOM. Directors in attendance were President Terry, Director Dyson, Director Hackett, and Director Regan. Director Israel was absent. Staff in attendance were Plant Operator, RJ Dial, Clerk, Krista Dial and Office Manager/Clerk/Accountant, Judy Murray. General Manager Charlie Acker and District Counsel Matt Emrick attended by ZOOM. Public in attendance were Ken and Diane Weston, Allen Irwin, Casey Dyson; Vera-Lee Kaiser (Zoom), Gary Levinson Palmer (Zoom), and Michelle and Neil Strand (Zoom).
2. **Approval of Minutes:** President Terry made motion to approve the Regular Meeting Minutes held on May 14, 2022. Director Hackett noted that 1.) Old Business B the agenda name should read as "Department of Water Resources" and 2) Item E Reports under Directors that Director Hackett should be changed to Director Regan. President Terry then moved to approve the Regular Meeting minutes of May 14, 2022 as corrected. Director Hackett seconded; Roll call vote: President Terry aye, Director Hackett aye, Director Dyson aye, Director Regan aye. All were in favor motion carried. President Terry made a motion to approve the Special Meeting minutes held on June 4, 2022. Director Hackett seconded; Roll call vote: President Terry aye, Director Hackett aye, Director Dyson aye, Director Regan aye. Director Israel was absent. All were in favor motion carried.
3. **Communications and Correspondence:** President Terry announced that there was a letter from resident, Mr. William Moores, regarding the DWR grant and other project opportunities within the district. The discussion led to several ideas including fire protection, future projects, and opportunities to explore different types of grant applications.
4. **Public Input:** President Terry opened the discussion to the public and zoom attendees for topics that are not on agenda with maximum of (5) minutes allowed. A member of the public, Casey Dyson, thanked Heather for her efforts to get the recent grant for the district. She requested information on the current costs of legal expenses to date of the current lawsuit and where could a member of the public go to find those costs. She said that about a year ago this same request was made and she was not aware that there was ever a response as promised. Judy Murray, Treasurer, commented that the districts' annual budgets include legal expenses; however, total expenses for more than one year would have to be collected separately and agreed to supply the requested information at the regular Board meeting in September. To clarify what lawsuit Casey Dyson wanted costs for Director Dyson said that it was for a well drilled on property the district did not own and also for an agreement for road maintenance that the District has chosen not to perform according to Director Dyson. Resident Ken Weston gave "thanks" to the district for continuing to provide clear, drinkable water to the community. Participants Neil and Michelle Strand posted "thanks" to the district via Zoom chat. No other input was offered either in person or via zoom hands raised.

5 Reports

A. Treasurer: Treasurer Murray reported as follows: 7-1-22:

Cash	\$38,440		
Account Rec	\$3,035		
Tax Collection	\$2,253		
Account Pay	<u>\$5,615</u>	Total Current	\$38,113
		Total Restricted Assets	\$629,502

Budget to actual report for F/Y 2021-22 with no alarming budget issues to report at this time.

Motion made by Director Hackett to accept Treasurer's report and list of checks written.

Seconded by Director Regan. Motion carried with all 'ayes.'

B. General Manager Ackers gave his water reports as follows: 1) Successful repairs were done on the vacuum excavator which is a key piece of equipment for the District. 2) Various Upgrades to the treatment plant were completed keeping the district running smoothly and in compliance. 3) Installation of the new chlorine analyzer which measures and ejects chlorine into lines was installed. Being part of our main water source treatment, it is required to continue to provide clear drinkable water. 4) The annual Consumer Confidence report was completed and sent out in the district's current water bills.

C. General Manager Acker reported that the safety committee did meet, and the topic covered was "Office Ergonomics."

D. Legal Counsel: Nothing to report.

E. Directors: None

6. Old Business

A. **Recommendations of Prop218 Committee:** Director Hackett reviewed the item in the packet on the upcoming events for the Prop 218. She emphasized community involvement and reviewed the detailed planning structure. Director Dyson stressed the importance of public meetings, input, and community involvement. President Terry made a motion to approve the Prop 218 Committee's preliminary recommendations and calendar of events. Director Hackett seconded the motion. Roll call vote: President Terry aye, Director Hackett aye, Director Dyson aye, Director Regan aye. Director Israel was absent. . All in favor motion carried.

B. **Technology Grant Review:** Director Hackett provided an overview of the grant and that in mid-June the grant was awarded and must be spent by end-of June which was successfully done. Plant Operator Dial reported that these new applications were purchased: 1) Two-year subscription for an online "GIS" program which is a new State requirement set forth in January 2022. 2) One year Subscription for "Blue Host" a web hosting application. 3) Two Year subscription to "DropBox" for record storage/retention. He continued that the development of those purchased software will be ongoing and will benefit the district.

President Terry called for a 5-minute recess:

7. New Business:

President Terry called back to order the Regular meeting of July 9, 2022 at 11:36am. Director Regan left the regular meeting of July 9, 2022 and Director Israel was absent, Directors present: President Terry, Director Dyson and Director Hackett which constitutes a quorum.

A. **Ordinance 2022-1 Rescinding Ordinance 92-1:** President Terry reviewed the proposed ordinance 2022-1 "Informal Bidding Procedures" and turned over discussion to Director Hackett. She made note of the correction at the bottom of Ordinance 2022-1 which should read as follows: "Now,

THEREFORE, IT IS RESOLVED that Ordinance 92-1 is rescinded effective July 9, 2022", strike date June 4, 2022. Director Hackett moved to adopt Ordinance 2022-1 as corrected rescinding 92-1. President Terry seconded. Roll call vote: Director Hackett aye, Direct Dyson aye, President Terry aye. Director Israel and Director Regan were absent. All were in favor motion carried.

- B. Small Community Drought Relief Grant and oversight DWR** (Department of Water Resources): Director Hackett gave overview: The Department of Water Resources has assigned a Grant Project Manager, Matthew Mulligan. Committee will be working with him to finalize a funding agreement. The committee will be submitting CEQA documentation (California Environmental Quality Act) in the near future. She continued by reminding the Board that in May 2021, the Board approved resolution 2021-5, which provides General Manager Acker the authority to complete time-sensitive grant actions. She reported that the grant committee will seek review from District Counsel Emrick, as needed. Once General Manager Acker signs the funding agreement, the invoices then can be submitted; as a reminder there is a 10% holdback. General Manager Acker reported his progress on the Grant Project for Tank 2 site activation. The location of the utility shed placement was identified. The new roof for tank 2 has been ordered and a deposit made. The generator is fully functional and was hooked up to the well. The final Grant Proposal Project package described in detail will be provided to the County for acceptance. The PG&E application has been submitted along with a deposit and waiting for approval. The Well Flow rate will be measured, and other testing will be done once permitted.

Plant Operator Dial reported his progress on the Grant Project for Tank 2 activation as follows: The engineer who is designing Tank 2 has met with staff several times and will be conducting a site visit to complete the roof design. Once the design is completed and put into production, the second payment would be due and that the estimated delivery is schedule late fall. The site pad is being prepared for filtration. President Terry verified the costs not being covered by the Grant. Discussion then led to Well 2 and Tank 2 projects being the priority and the Tank 5 replacement will be second. Plant Operator Dial reported that staff will be performing most of the installation once approved, which will reduce costs. He continued by explaining that staff hours used for grant project completion would otherwise have been applied to our deferred maintenance. Office Manager/Clerk/Accountant Murray gave comment that if directed, the Greater Than 40 replacement funds could be allocated towards costs. Director Dyson asked if costs would be tracked for future use. Clerk Dial gave comment that a chart of accounts is being created in Quick Books to keep the Grant Project funding separate. Director Hackett brought attention to the banner included in the packet that Director Regan created which is part of the Grant requirement that funding by DWR be advertised in the district. After discussion banner 2 was selected to represent the district.

- C. Adopt Drug and Alcohol-free Policy 2190:** Office Manager/Clerk/Accountant Murray made correction to Policy 3190 should be 2190 to be in line with current polices. ClerkDial reviewed policy 2190 to meet standards of the Department of Water Resources Grant and asked for approval from the board. DirectorHackett moved to approve 2190 as presented. PresidentTerry seconded motion to approve policy 2190 as presented. All were in favor, Motion carried.
- D. Accept Proposed Budget Fiscal Year 2022-2023:** Office Manager/Clerk/Accountant Murray reviewed her proposed Budget for 2022-2023. No change in the availability and water charges in proposed budget. The budget committee will meet to review the proposed 2022-2023 Budget before the final budget is presented for approval at the September meeting.

ADJOURNMENT. President Terry moved to adjourned Public Session into Executive session at 12:30pm with second from Director Dyson. Director Hackett aye, Director Dyson aye. Director Regan and Director Israel absent. Director Dyson then recused himself.

EXECUTIVE (CLOSED) SESSION:

Meeting reconvened from closed session. President Terry stated there was not a quorum for the executive session and closed the meeting.

Respectfully Submitted:

Attest as presented:

Kenneth Terry, President

Heather Hackett, Board Secretary

Date: _____

Date: _____

Prepared By: _____
Annette Fromwiller, Clerk

6. DISCUSSION AND OR ACTION: DELEGATING AUTHORITY TO LET INFORMAL CONTRACTS FOR MATERIALS TO COMPLETE REPLACEMENT OF TANK 2 ROOF (DWR GRANT) TO THE GENERAL MANAGER: Vice President Israel turned over discussion to Director Hackett. Director Hackett made a motion to approve the following: "To Delegate approval authority to let informal contracts for materials to complete replacement of tank 2 roof (DWR Grant) to the General Manager." Director Regan moved to approve motion with second from Director Dyson. Ayes: 4, Noes 0, Motion Passed.

ADJOURNMENT: Director Regan moved with second from Director Dyson to adjourn the Public Session of the Special Board Meeting at 10:50AM and convene into the closed session. Director Dyson recused himself from closed session

EXECUTIVE SESSION: Vice President Israel adjourned the closed session at 11:15am with no action to report.

Respectfully Submitted:

Attest as presented:

Susan Israel, Vice President

Heather Hackett, Secretary of the Board,

Date: _____

Date: _____

Prepared By _____
Annette Fromwiller, Clerk

**MINUTES FOR THE SPECIAL MEETING OF
THE IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
HELD AT 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459 AND VIA ZOOM
SATURDAY, AUGUST 6, 2022**

1. Call to order and roll call. President Terry called to order the Special Meeting of the Irish Beach Water District on August 6, 2022, at 10am held in the Rex Dunning Firehouse, 15401 Forest View Road, Manchester, CA 95459 and via Zoom. The Irish Beach Water Directors in attendance were President Terry, Director Hackett, Director Dyson, and Director Israel. Director Regan was absent. Staff in attendance Plant Operator RJ Dial, Clerk Krista Dial, General Manager Acker and District Counsel Emrick via zoom. Members of the public in attendance: Ken Weston, Meeting Facilitator; Casey Dyson, William and Tona Moores, Tom Reidenbach, Gillian Edgelow (Zoom), Debbie Trujillo (Zoom), Colleen Sandrin (Zoom), Vera-Lee Kaiser (Zoom), Karla Simmons (Zoom), Danielle Hohos (Zoom), Gary Levenson-Palmer (Zoom), Collin Morrow (Zoom), Jeff Wisniewski (Zoom).
2. President Terry opened discussion to the public to talk about anything not on the agenda with a 5-minute limit. None given from the public or hands raised via ZOOM
3. Presentation on Proposition 218 Assessment: President Terry, Director Hackett, District Counsel Emrick, and Director Dyson made a presentation with the support of Facilitator Ken Weston, who encouraged community involvement in the Proposition 218 initiative. The Power Point presentation can be viewed on the district's web site at www.ibwd.org
4. President Terry opened the discussion to the community and attendees via zoom on the Proposition 218 as a revenue option. A member of the public asked about water loss percentages. General Manager Acker gave comment on water loss variables. Several members of the public attending in person and via zoom gave comments, concerns, and ideas. Facilitator Ken Weston emphasized the importance of community involvement and attending the upcoming meetings. President Terry encouraged further discussion at future regular meetings as well as future workshops. The facilitator's notes are attached below.
5. Adjournment President Terry announced the adjournment of the special meeting at 12:06pm with a second from Director Hackett. Director Dyson, Director Israel responded with "ayes" and meeting was adjourned.

Respectfully Submitted:

Attest as presented:

Kenneth Terry, President

Heather Hackett, Board Secretary

Date: _____

Date: _____

Prepared By: _____
Annette Fromwiller, Clerk

|||||

IBWD Prop 218 Meeting 8-6-22 – Facilitator’s Notes:

This transcription intends to merely document the notes from the facilitation, not describe their meaning, except as evident.

Purpose: Discuss Financial Options/Funding Through Proposition 218

Context: No Issues Listed; Parking Lot Opened.

Group Agreements/Ground Rules:

- Address the Topic, Not the Person
- Non-Violent
- No Blaming or Shaming
- Constructive Intent
- Participate per Individual Comfort Level
- One Speaker at a Time

Persons Present/Needed: Board Members Murray and Ragan Were Noted To Be Absent, but a Quorum Was Reported

What’s Working Well

- Functioning Water System Is Quite Good
- Water Quality Is Quite Good
- General Manager Acker Is Someone the District Is Lucky To Have Due to his Talents and the Resources
- Presentation of Information Today Was Good
- There’s a Desire for Objective Data
- The Timeline May Need To Be Flexible and That Is Allowed for
- We in Irish Beach Have Internal Resources of Various Specialties
- The Community Cares About the Water System and Itself
- This 218 Process Is an Upgrade Over the Last Attempt

Concerns/Worries/Concerns

- We Don’t Know How Much Is Lost to Leaks due to a Number of Variables Complicating That Quantification
- There Is a Concern That the Size of Projects Complicates Feasibility and Desirability, Including Small Versus Large Projects, Short- Versus Long-Term Projects, and the Need for Focus and Predictability To Garner Community Support
- The Engineer Should Get Specific Instructions Regarding Potential Problems Versus Known Concerns, Partial Versus Larger Removal and Replacement Needs
- The Engineer Should Show Their Work
- Can the Engineer and Water District Collaborate as the Project Rolls Along?
- Will We Rush Ourselves?
- Is There a Plan for Outreach to the Community Throughout the Process?

Community-Suggested Action Plan Items Include:

- The Committee Shall Demonstrate Budget Item (How To Pay) for the Engineer
- The RFP Shall Include Detail About the Deliverables Desired
- The Committee Will Describe the Selection Process for Choosing an Engineer
- The Committee Will Consider Q&a Sessions for the Community
- The Committee Will Consider Planning a “Scoping Call “as Part of the RFP Development
- Add Non-Technical Community Members To Subcommittee Events

Plus/Delta Section (re Meeting Itself, Not 218 Effort):

Good Comments Included:

- This Was “Better”
- A Good Event
- It Was a Planned Process and Agenda Which Made It Seem Orderly
- It Was Amazing
- The Community Oversight Was Beneficial to all Involved
- The Slide Deck Being Available in Advance and at the Time of the Meeting Was a Big Plus
- The Process Was a Wonderful Combination of Old and New Community Members, Traditions and Innovations
- The Seating Was Done in a Circular Format.

Changes or Upgrades Recommended:

- Including Possibly More Meetings
- Holding the Meetings to Two Hours
- Perhaps Increasing the Number of in Person Meetings
- Giving a List of Names in Person for the Zoom Folks
- Having in Person Folks Identify Themselves When They Spoke
- A/V Upgrades Including Layout, Volume, Visibility
- Hopes That the Process and the Committee Will Encourage People To Become Involved in This Process and in the Community.

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, September 17, 2022, (ZOOM AND IN-PERSON)

DUE TO ADMINISTRATIVE ERROR, NO RECORDING OF MEETING WAS AVAILABLE TO CLERK/ACCOUNTANT, SO THESE MINUTES WERE PREPARED WITH HANDWRITTEN NOTES TAKEN BY THE CLERK/ACCOUNTANT AND THE BOARD SECRETARY, THEN REVIEWED FOR ACCURACY BY THE FULL BOARD OF DIRECTORS.

CALL TO ORDER AND ROLL CALL: President Terry called the Regular Meeting to order at 10:02A.M. on Saturday, September 17, 2022, using Zoom to meet online as well as in person. Roll call of directors in attendance: President Terry, Director Dyson, Director Israel were in attendance with Director Hackett and Director Regan attending via zoom. Employees in attendance: General Manager Acker, Clerk/Accountant Murray, Plant Operator R J Dial, Clerk K. Dial were in attendance with Legal Counsel Matthew Emrick attending via zoom.

1. **APPROVAL OF MINUTES:** President Terry moved to approve the minutes of the July 9, 2022, Regular Meeting and the August 6, 2022, Special Meeting Workshop. Director Israel seconded. Motion passed unanimously.
2. **COMMUNICATIONS AND CORRESPONDENCE:** None
3. **PUBLIC INPUT:** None
4. **REPORTS:**
 - A. **TREASURER:** Clerk/Accountant Murray gave her Treasurer's Report that was included in the Agenda Packet noting cash balance on September 1, 2022, is a negative \$-3,723 due to the need to cover the expenditures of the grant until the district receives reimbursement. Also noted was the expected receivable from the State of \$105,958. \$105,761 total unrestricted assets and \$629,502 restricted assets were reported. The Treasurer's Report also noted that projected revenue may be short approximately \$10,000 at the end of the fiscal year due to lower than expected water usage; however, the summer months have not yet posted, so the shortfall in revenue may. Clerk/Accountant Murray reported that the District issued septic report reminders per Resolution 88-1, and noted that 64 accounts have not responded. Board members and District staff discussed options for conducting septic inspections for properties that fail to respond to the request for septic inspections. The Board directed staff to prepare a resolution to replace Resolution 88-1, that includes a process for notification of District initiated inspections as well as payment for said inspections. Director Hackett asked if service had been terminated for the delinquent accounts referred to the County Auditor/Assessor. Clerk/Accountant Murray and General Manager Acker reported that the accounts continue to have water service, so bi-monthly billing and associated late charges continue to accrue. Director Israel made motion to accept the Treasurer's Report and list of checks issued, with second from President Terry. Motion carried with all ayes.
 - B. **WATER STORAGE FACILITIES/CONVEYANCE LOSS:** General Manager Acker verbally presented his Operations Report to the Board. He reported that the flow of the upper diversion dropped from 25 GPM in July to 14.4 GPM this morning. A pump was activated at the lower diversion; however, the motor failed, and a replacement motor had to be ordered. In the interim, the well in Unit 9 is feeding Tank 3 until the lower diversion can be brought back online. The Board and District staff discussed the possibility of permanently installing a pump at the lower diversion, and concluded that sediment and debris generated during storms make permanent installation of a pump impractical. Finally, General Manager Acker explained that Allan Erwin has been added to the Operations staff to assist with grant projects, which will be covered later in the agenda.
 - C. **SAFETY COMMITTEE:** General Manager Acker reported the safety committee met with an agenda to cover the safety and handling of power tools and chemicals.
 - D. **LEGAL COUNSEL:** None
 - E. **DIRECTORS:** President Terry reported that the District's legal fee recap for October 2010 through July 31, 2020 is included in the meeting packet and posted to the IBWD website. Public made comments as follows: Mike and Linda Dunbaugh comments on Legal Fees and Lawsuits. Casey Dyson commented on Legal Fees and Lawsuits. Director Dyson raised the issue of Road Maintenance agreement and compliance. District Counsel Emerick explained that legal expenses incurred after July 31, 2020 were not included in the data provided since the litigation is ongoing, thus the information is exempt from public disclosure.

5. OLD BUSINESS:

A. DISCUSSION AND OR ACTION: RECOMMENDATION FROM PROP 218 COMMITTEE: RFP FOR SPECIAL BENEFIT ASSESSMENT ENGINEERING STUDY AND PROP 218. Director Hackett presented a review of the Request for Proposals (RFP) included in the meeting packet. She explained that the Prop. 218 Committee produced the draft after reviewing engineering studies for Water Districts throughout the State, as well as RFPs for similar services. In addition, Director Hackett thanked, Jeff Wisniewski, a new member of the community who provided suggestions based on his experience as a registered Professional Engineer. Director Hackett noted that the Committee worked to incorporate the feedback that the District received at the 8/6/22 Special Meeting Workshop, and believes that the RFP addresses the level of detail and transparency that the community would like to see, as well as the need to apply current engineering industry standards for predicting pipeline failure in small water systems. Director Hackett and Clerk/Accountant Murray reported that the committee discussed limiting the duration of Proposition 218 assessments to 5-7 years and concluded that the costs of engineering studies and the election processes, as well as the amount of time necessary to accumulate sufficient funds to complete large-scale projects make limiting the assessment period to less than 10 years unrealistic, so the Committee is not recommending that option. Director Dyson noted that the cost estimates included in the preliminary project plan may be underestimated. General Manager Acker and Director Hackett explained the process used for producing preliminary cost estimates and emphasized that producing cost estimates is include in the RFP project scope. Director Israel asked about the process for advertising the RFP. Director Hackett and Director Dyson explained that 6-7 engineering firms have been identified as part of the research process; the Committee will send direct requests to these firms, as well as posting to the California Special Districts Association RFP Clearinghouse and may also advertise in local newspapers.

1. Motion made by Director Hackett to direct staff to proceed with issuance of the Request for Proposal for a Proposition 218 special benefit assessment and engineering study as presented in the meeting packet with a second from Director Israel. Roll Call Vote: Motion passed unanimously.
2. Motion made by Director Hackett with Second by Director Israel to direct staff to update various material needed to present to successful bidder such as fixed asset lists; system failure logs and data; maps and plans; assessor data; and other data as listed in RFP to be completed by November 2022 meeting. President Terry asked for staff reactions to the proposed timeframe, and General Manager Acker indicated that the requested material just needs to be updated, so the deadline is reasonable. Motion passed with all responding with "aye."
3. Motion made by Director Hackett with second from Director Israel to form a communications and outreach "marketing" sub-committee, which includes members of the community, to provide information regarding Prop 218 issues including website and flyer updates. President Terry asked for clarification regarding the sub-committee's role, and Director Dyson explained that the communications and outreach sub-committee will focus on community education and encourage participation in discussion of the Proposition 218 initiative. The sub-committee will report out to the Board at the November meeting and thereafter. Motion passed with all responding "aye."

B. DISCUSSION AND OR ACTION: SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT. General Manager Acker and Plant Operator Dial reviewed the construction activities under way at Tank 2 and Well 2. Trees have been removed, which was necessary to make way for a structure to house electrical and controls, as well as the concrete pad for a generator and LPG tank. The concrete work is complete and framing for the structure is almost finished. The roof for Tank 2 has been ordered and should arrive in late October or early November. General Manager Acker described the road improvements which will be completed on Hillcrest Drive to allow for safe delivery of materials to the grant project sites, as well as the plans for trenching necessary to install underground water and power lines for Tank 2 and Well 2. Director Dyson inquired about the status of Tank 2, and General Manager Acker explained that the tank itself is in good shape, and once the new roof is installed it will be returned to service. Clerk/Accountant Murray reported that the District submitted its first invoice to the State on 8/24/22 for approximately \$105,000 in reimbursable grant project expenses. She noted that the invoicing process was complex; however, after a couple of questions, the State completed their review on 9/6/22, and reimbursement is pending with the State Comptroller. Clerk/Accountant Murray explained that staff is currently working on the second grant invoice, with a target submission date of 9/24/22. Director Hackett reported that Director Regan designed and coordinated production of a large vinyl sign to acknowledge State funding, so the District was able to report completion of the requirement the same day that it was requested. Director Hackett reported that the first of a series of status reports is due to the State on 11/4/22, so she will be collaborating with staff to compile the required information.

C. **DISCUSSION AND OR ACTION: TECHNOLOGY GRANT APPLICATION UPDATE.** General Manager Acker and Treasurer Murray reviewed activity regarding this grant. General Manager Acker explained that the District is using the updated version of the online geographic information system, which allows for storage and sharing files in the cloud. Clerk/Accountant Murray reported that staff is working on an update to the IBWD website. Director Hackett asked about the status of copying files from individual staff computers and the FileZilla application to the new DropBox account. Plant Operator Dial reported that staff have copied files from the Operations laptop, and Clerk/Accountant Murray reported that she is working with staff to copy District files to the DropBox account. General Manager Acker indicated that he has not copied files from his computer to the DropBox account; however, all reports are available online via State reporting sites, and he will also copy to DropBox, if desired. Motion made by Director Hackett with second from Director Israel to direct staff to complete transfer of District records from individual computers and the FileZilla application to the District's DropBox "to be filed" folder by the January Board meeting. After discussion of the suitability of directing completion of staff actions by a specific date, the possible use of tech support to complete the records transfer, and clarification that the motion did not include changes to the District's records retention policy, President Terry called for vote. Directors Hackett, Israel, and Dyson responded with ayes. Directors Terry and Regan responded with noes. Motion passed.

D. **DISCUSSION AND OR ACTION: SECOND READING ORDINANCE 2022-1, RECIDING ORDINANCE 92-1: INFORMAL BIDDING PROCEDURES.** Director Hackett explained this was the last step in the "housekeeping process" to complete implementation of the District's new bidding policy. She read the Ordinance and noted two necessary changes: the ordinance was adopted at the 7/9/22 regular (not special) meeting of the Board, and the ordinance was finally adopted at the 9/17/22 regular (not special) meeting of the Board. Motion made by Director Hackett with second from Director Dyson to finally adopt Ordinance 2022-1. A vote was called, and the motion passed unanimously.

E. **DISCUSSION AND OR ACTION: FISCAL YEAR 2022-23 FINAL BUDGET.** Treasurer Murray presented the proposed final budget for fiscal year 2022-23. This budget proposal keeps the availability charge at \$108.56 per month with no increase; however, the usage rate per 100 gallons is increased to \$.80 from \$.67 due to marked reduction of water usage. The proposed budget includes a 3% COLA increase of \$8,761 and an increase to operating expenditures of \$10,000 leaving a small operating reserve of \$3,799. These operating budget increases were made possible by the reduction of the loan payment from \$45,800 to \$25,200. The board declined to approve this proposed final budget continuing the agenda item to the November 2022 meeting. In order to provide spending authority for the District, a motion was made to approve last year's budget as new fiscal year budget for 2022-23. Motion passed with all "ayes."

7 NEW BUSINESS:

A. **DISCUSSION AND OR ACTION: AMEND ORDER OF AGENDA FOR REGULAR MEETINGS OF BOARD FROM CURRENT ROBERT'S RULES OF ORDER FORMAT TO MOVING OF REQUIRED ACTION ITEMS (APPROVAL OF MINUTES, REPORTS) TO BE ADDRESSED AFTER OLD AND NEW BUSINESS.** Director Hackett explained that she is proposing the change to increase public participation in Board meetings. She noted that members of the public typically participate for the first 60 – 90 minutes of the meeting, then begin to depart. She reported that the Board and staff spent the first 50 minutes of today's meeting discussing items preceding Old Business and New Business, which she feels are of greatest interest to the public. After discussion, a motion was made by Director Israel, and seconded by Director Dyson to modify Board meeting agendas as follows: 1. Call to Order and Roll Call; 2. Public Comment; 3. Old Business; 4. New Business; 5. Communications and Correspondence; 6. Reports; 7. Approval of Minutes; 8. Executive Session. Motion passed with all "ayes."

B. **DISCUSSION AND/OR ACTION: AMEND POLICY NUMBER 4040: BOARD MEMBER JOB DESCRIPTIONS 4040.30: BOARD SECRETARY 4040.33 PROOF AND EDIT MINUTES: TO PROVIDE FOR TIMELY DELIVERY OF PREPARED (DRAFT) MINUTES OF REGULAR AND SPECIAL BOARD MEETINGS TO BOARD SECRETARY:** Clerk/Accountant Murray read the proposed addition to the policy: "Secretary of the Board/Office Manager will make every effort to deliver said minutes to Board Secretary no later than 15 days after each meeting." Director Hackett made a motion to accept revision to policy 4040.33 with the following modification: strike "make every effort to." Director Dyson moved to approve the modification proposed by Director Hackett and seconded by Director Israel. Motion passed with all "ayes."

C. **DISCUSSION AND/OR ACTION: CONSIDER NEED FOR TEMPORARY/PART TIME OPERATIONS ASSISTANT POSITION TO ASSIST GENERAL MANAGER WITH OPERATION REPORTS:**

General Manager Acker explained that there have been discussions about the need to bring in part-time help to work on Operations reporting responsibilities as well as putting together an Operations Manual. He noted that while these tasks need to be completed, he is so busy with Mediation, Grant, and Proposition 218 activities that he is concerned that he will not have sufficient time to train a new hire. He explained that he would like to take the time necessary to refine the proposed job description and develop a plan for recruiting. Director Hackett explained that while preparing materials for the

Prop.218 Committee and working on DWR grant related activities, she has developed an even greater appreciation for the depth of knowledge and the skills of General Manager Acker. She noted that he knows everything about our complex system, the regulations governing the District, and the people/suppliers needed to get work done. However, he carries almost all this information in his head, and if something were to happen to him, the District would be in a perilous situation. She indicated that she proposed the job description to address this vulnerability. Director Israel asked how long General Manager Acker envisioned delaying the search, and he indicated that there was no rush since he is not going anywhere. Director Dyson asked about contingency plans in the event of an emergency, and General Manager Acker indicated that the District has highly trained staff who can keep the water system running and complete State reporting requirements so the District could survive in the short-term. Director Dyson indicated that hiring an individual to take on some of the reporting responsibilities and Operations "paperwork" would provide General Manager Acker the opportunity to focus his time on the Grant and Proposition 218 projects that will be implemented over the next several years. After lengthy discussion, Director Hackett made a motion to postpone further discussion until the November Board meeting. The motion was seconded by Director Israel, and the motion passed unanimously.

Motion was made by Director Dyson with second from Director Israel to adjourn regular meeting at 2:16pm. Motion passed with all Ayes. Meeting then convened into executive closed session.

Closed session was adjourned with no reportable actions.

Respectfully submitted:

Attest as Presented:

Kenneth Terry, President

Heather Hackett, Secretary of the Board

Date: _____

Date: _____

Prepared by: Clerk/Accountant Judy Murray