

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Friday, December 9, 2022, 10:00 A.M. (ZOOM AND IN-PERSON)

CALL TO ORDER AND ROLL CALL: President Terry called the special meeting of the Irish Beach Water District Board Meeting to order at 10:00am. Roll call of Directors in attendance: Direct Regan attended via Zoom; Directors attending in person were Director Terry, Director Dyson, Director Israel, and Director Hackett. Staff attending via Zoom: District Counsel Emerick and Accounting Manager Murray. Staff attending in person General Manager Acker.

PUBLIC INPUT: None

OLD BUSINESS:

A. DISCUSSION AND OR ACTION: RECOMMENDATION FROM PROP. 218 COMMITTEE: SELECTION OF CONSULTANT TO COMPLETE SPECIAL BENEFIT ASSESSMENT ENGINEERING STUDY.

Director Hackett explained that the District released a new RFP on 11/14/22 with a closing date of 12/6/22. The RFP was sent directly to seven engineering firms via email and USPS certified mail. The District verified that all seven firms received the RFP. In addition, the RFP was posted to the CSDA RFP clearinghouse, and the Bluebook. She reported that one firm notified the District that they would not submit a proposal due to a conflict of interest and four firms did not respond at all. The District received proposals from Bartle Wells Associates and SCI Consulting Group, which are included in the meeting packet. The Prop. 218 Committee met on 12/7/22 to evaluate the proposals and scored each against the six criteria included in the RFP. The rating for each proposal is included in the meeting packet. Director Dyson explained that both firms have strengths: Bartle Wells has experience working with IBWD but is focused on rate studies, while SCI consulting has more experience with special benefit assessments as well as non-advocacy outreach and the requirements to endure legal challenges. Director Hackett explained that the Committee concluded that SCI Consulting Group had a stronger proposal.

After discussing cost comparisons, the process for establishing the project list, and apportionment methods, Director Hackett made a motion for the Board to delegate authority to Directors Hackett and Dyson to work with District Counsel Emerick to negotiate a contract for special benefit assessment engineering services from SCI Consulting Group. President Terry seconded. After a roll-call vote, the motion passed unanimously.

Citing the uncertainty presented by General Manager Acker's resignation, Director Hackett made a motion for the Board to delegate authority to award the contract for engineering services to the Board President. Director Israel seconded. Roll call vote: President Terry aye, Director Israel aye, Director Hackett aye, Director Regan aye, Director Dyson no. Motion passed with a quorum.

NEW BUSINESS:

A. DISCUSSION AND OR ACTION: IRISH BEACH WATER DISTRICT POLICY HANDBOOK ADDITION, SERIES 2000 PERSONNEL, POLICY 2000 DISTRICT EMPLOYMENT: RECRUITMENT, HIRING, AND PROMOTIONS.

Director Hackett explained that employment issues are an area of shared responsibility between the Board of Directors and the General Manager; the Board of Directors sets employee relations policy, including the hiring and supervising of the general manager who, in turn, operates the district and hires/manages its staff. She highlighted the following aspects of the draft policy:

- A requirement for written job descriptions (permanent job descriptions reviewed/approved by the Board, while temporary positions do not require Board review/approval)
- Standard procedures for announcing permanent job openings, as well as processes for evaluating new hire and promotional candidates
- The General Manager continues to effectuate all (temporary and permanent) recruitment, interviewing, and hiring actions, but must have board approval before initiating such actions for permanent staff.

Following lengthy discussion, Director Hackett made a motion to adopt IBWD Policy 2000. Director Israel seconded. Roll call vote: President Terry abstain, Director Israel aye, Director Hackett aye, Director Regan aye, Director Dyson aye. Motion passed with a quorum.

Director Hackett explained that the new policy conflicts with the General Manager's job description. Director Hackett then made a motion to specify that IBWD Policy 2000 supersedes all hiring authority previously delegated to the General Manager. President Terry seconded the motion. After a roll call vote, the motion passed unanimously.

Director Hackett reported that District Counsel Emerick suggested that the District verify that the Board of Directors has appropriate insurance coverage. After discussion, Director Hackett made a motion to direct staff to confer with the District's insurance carrier to ensure that the Board of Directors is properly insured for employment actions. Director Israel seconded that motion. Roll call vote. Motion passed unanimously.

B. DISCUSSION AND OR ACTION: IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS RECRUITMENT.

President Terry reminded the Board that he announced his resignation at the November 12, 2022 Board meeting and asked Accounting Manager Murray to provide an overview of the process for appointing a new Director to fill the remainder of his term. Accounting Manager Murray reported that the Board has 60 days from the effective date of the resignation to appoint a new Director to fill the vacancy through the end of the term or the next general election. She noted that if the IBWD Board does not appoint a replacement within 60 days, the District can make a recommendation to the Mendocino County Board of Supervisors, which has another 30 days to appoint a new Director to the IBWD Board. Accounting Manager Murray explained that if a new Director is not appointed within 90 days, the District will have a vacancy until the next general election. She noted that since President Terry's resignation is effective at the conclusion of the January 14, 2023 Board meeting, the District can appoint a replacement at the March meeting, which is scheduled to occur within the 60-day timeframe.

Director Dyson suggested that it might be effective for the Board to form an ad hoc committee to conduct initial interviews with the candidates and present the information to the full Board at the March meeting. He indicated that he would be happy to collaborate with Director Israel on such an ad hoc committee.

Director Hackett reported that the Communication and Outreach Sub-committee is working on a flyer to solicit candidates for the soon to be vacant Director position. She requested feedback regarding the draft material included in the meeting packet. Director Israel and Director Dyson indicated they would serve as the points of contact. After discussion, the Board requested that the Sub-committee clarify that candidates must be registered voters, own property in the District, and be available to attend meetings. Finally, the Board requested that the flyer include a February 24, 2023 due date for letters of interest. Director Regan indicated that the Sub-committee would include the requested information in an eye-catching post to the new IBWD Facebook page.

C. DISCUSSION AND OR ACTION: TO FORM AN AD HOC COMMITTEE TO RECOMMEND ORGANIZATIONAL STRUCTURE FOR THE DISTRICT (I.E., WHICH JOB DESCRIPTIONS SHOULD THE DISTRICT HAVE, AND WHEN SHOULD WE BEGIN RECRUITMENT TO FILL THEM) AS WELL AS A PLAN TO TRANSITION SOME OF THE DISTRICT'S TEMPORARY, PART-TIME STAFF INTO NEWLY CREATED JOB DESCRIPTIONS. (TERRY

After discussion, Director Hackett made a motion to appoint Director Israel and Director Hackett to an ad hoc committee charged with recommending organizational structure for the district as well as a plan to transition some of the district's temporary and part-time staff into newly created job descriptions. President Terry seconded the motion. After a roll call vote, the motion passed unanimously.

COMMUNICATIONS AND CORRESPONDENCE: NONE

EXECUTIVE (CLOSED) SESSION. NONE

ADJOURNMENT: A motion was made by President Terry with second from Director Israel to adjourn the regular meeting at 11:55am. Roll call vote. Motion passed unanimously.

Respectfully submitted:

Attest as Presented:

Kenneth Terry, President

Heather Hackett, Secretary of the Board

Date: January 14, 2023

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