

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

CALL TO ORDER AND ROLL CALL: Vice President Hohos called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:01am. Roll call of Directors in attendance: Director Ottoboni and Director Hackett attended in person; President Israel and Director Kimsey were absent. Staff attending via Zoom included: Water System Manager O'Dell, Operator Acker, Special Assistant to the Board Murray, and District Counsel Emrick.

PUBLIC INPUT: None

NEW BUSINESS:

A. DISCUSSION AND OR ACTION: PROCLAMATION HONORING CHARLIE ACKER'S SERVICE TO THE IRISH BEACH COMMUNITY AND RE-NAMING WELL #2.

Action: Vice President Hohos introduced Resolution 2024-9 commending former Water System Manager / Acting General Manager Charlie Acker for his 30+ years of service to the Irish Beach Water District. The Board presented the sign proclaiming the Charlie Acker Well (CA-W2). Director Hackett made a motion to approve resolution 2024-9 commending Charlie Acker for his service to the community of Irish Beach and re-naming IBWD Well #2 the Charlie Acker Well (CA-W2). Director Ottoboni seconded the motion, and Vice President Hohos called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

B. DISCUSSION AND OR ACTION: UPDATE ON MENDOCINO COUNTY LAFCO MUNICIPAL SERVICE REVIEW.

Action: Director Hackett reported that the Mendocino Local Agency Formation Commission (LAFCo) initiated a Municipal Service Review (MSR) and Sphere of Influence (SOI) review for the District. She noted that a draft report, which recommends that the District Service Area Boundary and SOI for all services remain unchanged and coterminous, was presented to the Commission on 11/4/24. Director Hackett explained that the Commission will hold a public hearing to approve the review and recommendations in the next couple of months. The Board accepted the report and thanked Director Hackett for her efforts to coordinate the District response.

OLD BUSINESS:

A. DISCUSSION AND OR ACTION: BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2024/2025 LINE- ITEM BUDGETED V. ACTUALS.

Action: Director Ottoboni reported that the District ended fiscal year 2023-2024 on budget. He noted that individual line items varied from budgeted projections, with administrative salaries and contractual services exceeding budgeted amounts and water sales producing greater income than anticipated. Director Ottoboni explained that water sales for Mountain View Road repairs generated an extra \$25,000 of income. He indicated that litigation costs were around \$70,000, and since the District must defend itself, ongoing legal actions result in approximately \$25.00 per month in service charges for each customer. Director Ottoboni reported that while the District was unable to increase reserve funding at the end of the fiscal year, it did reduce the balance of the bridge loan despite the delay in receipt of the grant retention payment. The Board accepted the report detailing income and expenses in relation to the FY 2023-2024 budget and thanked Director Ottoboni for his efforts.

B. DISCUSSION AND OR ACTION: REPORT FROM THE BUDGET & FINANCE COMMITTEE – CONSIDER APPROVAL OF THE DISTRICT'S FINANCIAL AUDIT FOR FISCAL YEAR ENDING 9/30/22.

Action: The Board accepted Director Ottoboni's report that the District received the fiscal year 2021-2022 financial statement audit prepared by Fechter and Company. Special Assistant to the Board Murray explained that the auditor

found that the District's financial statements present fairly, in all material respects, the respective financial position of the business-type activities of the Irish Beach Water District, as of September 30, 2022, and the respective changes in financial position and, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. Director Hackett made a motion to approve the FY 2021 – 2022 Financial Statement Audit, and direct staff to post the audit to the District website. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

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

Action: The Board accepted the Committee's report recapping the results of balloting for the 2024 Water System and Sustainability Assessment and approved the Committee's request for authorization to draft and issue 2024 Assessment bills to property owners in February 2025, which aligns with the due date for the second payment of property tax bills issued by Mendocino County. Director Hackett noted that in future years, the Assessment will be included in property tax billing and explained that parcel owners who fail to submit payment in response to the 2024 Assessment bill will be assessed for both 2024 and 2025 as part of the County's 2025 property tax billing cycle. Director Ottoboni reported that the Capital Replacement portion of the 2002 Assessment has been included in the 2024 property tax bills; however, the County identified 22 parcels that are subject to the Low Value Ordinance and not eligible to receive a property tax bill. The Board concurred with the Committee's recommendation to issue bills to the 22 parcel owners in conjunction with the 2024 Assessment bills.

D. DISCUSSION AND OR ACTION: ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – INTRODUCTION OF NEW IBWD WATER SYSTEM MANAGER, BRANT O'DELL. CONSIDER IBWD POLICY 2400 – DISTRICT PERFORMANCE EVALUATIONS AND POLICY 2800 - DISTRICT TRAINING PROGRAM. CONSIDER REVISIONS TO THE OPERATOR TRAINEE JOB DESCRIPTION. CONSIDER RESOLUTION 2024-10 RESCINDING RESOLUTION 1986-6 PERTAINING TO MILEAGE REIMBURSEMENT AND POLICY 2010 HOURS OF WORK, OVERTIME, AND CALL-OUT.

Action: Director Hohos introduced the District's new Water System Manager, Brant O'Dell, who started in his new role on October 15th. She also provided overview of a new chapter in the District's personnel policies: 2400 – Performance Evaluations, which is necessary to implement the annual merit bonuses for staff who meet or exceed expectations as outlined IBWD policy 2300 – compensation & work schedules. She explained that the policy is designed to provide structure and standard evaluation guidelines. Director Hackett made a motion to approve to approve IBWD Policy 2400 – Performance Evaluations. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

Director Hackett provided an overview of another new chapter in the District's personnel policies: 2800 - District Operator Trainee Program. She explained that the Board previously approved an Operator Trainee job description, but did not establish a policy for onboarding. The proposed policy is intended to provide structure and time limits for acquisition of knowledge/skills. Director Hackett noted that in conjunction with the proposed policy, the Committee is recommending several changes to the Operator Trainee job description. Director Hackett made a motion to approve IBWD Policy 2800 – District Operator Trainee Program and updates to the Operator Trainee job description. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

Director Hackett reported that at the 10/5/24 meeting, the Board approved Policy 2300 - District Compensation and Work Schedule which subsumes Policy 2110 - Hours of Work, Overtime & Call-out, as well as Resolution 1986-6 - Pertaining to Mileage Reimbursement. She reviewed resolution 2024-10, a housekeeping action to rescind policies that have been superseded. Director Hackett made a motion to approve Resolution 2024-10 Documenting the Decision to Rescind Policy 2110 - Hours of Work, Overtime & Call-out, and Resolution 1986-6 - Pertaining to Mileage

Reimbursement. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

COMMUNICATIONS AND CORRESPONDENCE. None

CONSENT CALENDAR:

- A. TREASURER’S REPORT, CHECKS ISSUED.
- B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
- C. SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT REPORT.
- D. APPROVAL OF MINUTES: SEPTEMBER 14, 2024 REGULAR MEETING. AND OCTOBER 5, 2024 SPECIAL MEETING.

Action: Director Hackett made a motion to accept the Treasurer’s report as amended to correct the invoice number for the 9/16/24 payment to Thompson’s Posta-Septic Service, Operations report, Grant Committee report, and meeting minutes included in the consent calendar. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

ADJOURNMENT: Vice President Hohos made a motion, with a second from Director Hackett to adjourn the regular meeting at 10:52am. Vice President Hohos called for a vote. The motion passed with a quorum and the meeting then convened into executive closed session.

EXECUTIVE (CLOSED) SESSION.

- A. **CONFERENCE WITH LEGAL COUNSEL** – EXISTING LITIGATION: SUBDIVISION (A) OF CALIFORNIA GOVERNMENT CODE §54956.9: WILLIAM H. MOORES ET AL. V. IRISH BEACH WATER DISTRICT, MENDOCINO SUPERIOR COURT NO. 23CV00273.
- B. **PUBLIC EMPLOYMENT** (Govt. Code § 54957): GENERAL MANAGER AND OPERATOR TRAINEE.

Action: The executive (closed) session was adjourned at 11:55am. Vice President Hohos reported that the Board directed the Organizational Structure Committee to advertise an Operator Trainee job opening, and to work with Water System Manager O’Dell to make an appointment. In addition, the Board directed the Committee to contract for administrative services to address discrete work tasks pending selection of a new General Manager.

Respectfully submitted:

Susan Israel

President

Date: January 11, 2025

Attest as Presented:

Heather Hackett

Secretary of the Board

Date: January 11, 2025