

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, January 11, 2025 at 10:00 A.M. (ZOOM AND IN-PERSON)

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

PUBLIC INPUT: None

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 income is slightly greater than budgeted, and expenses are a bit higher than anticipated at this point in the year. He highlighted two large expenses: line 563.120, which includes the cost of forensic accounting needed to close out the 2009 litigation, and line 563.400 that includes payment for engineering services in the current fiscal year but budgeted in fiscal year 2023-2024. He explained that the Treasurers report included in the consent calendar indicates that the District's financial position is good and anticipates that expenses will come into alignment with budget projections as the year progresses. The Board accepted the report detailing income and expenses in relation to the FY 2024-2025 budget and thanked Director Ottoboni for his efforts.

B. DISCUSSION AND OR ACTION: ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – UPDATE ON RECRUITMENT FOR OPERATOR TRAINEE AND CONTRACTING FOR ADMINISTRATIVE SERVICES; CONSIDER REVISIONS TO POLICY 2300 – COMPENSATION AND WORK SCHEDULE, AND NEW POLICY 2500 DISTRICT LEAVE POLICY.

Action: Director Hackett reported that the District received seven applications for the Operator Trainee position, and selected Eric Schneider as the newest member of the District's staff. Water System Manager O'Dell explained that Eric will start in the Trainee position effective 1/14/25, and the Board welcomed Eric to the District staff. Director Hackett also reported that effective November 25, 2024, the District executed a contract for discrete administrative services to fill the gap created by the vacancy in the General Manager position. She noted that the consultant, Casie Smith, brings experience with Special District administration and grant writing to the District.

Director Hackett provided an overview of the update to policy 2300 – District Compensation and Work Schedule. She explained that after adopting policy 2300 in October, the Organizational Structure Committee determined that several sections needed to be updated to reflect more realistic hourly schedules for the operations and administrative staff, as well as providing an "on-call readiness" stipend for staff who are required to maintain tools and a vehicle to respond to District emergencies. Director Ottoboni suggested that Attachment A reflect the fiscal year for which the pay range chart was adopted, and Director Hackett made a motion to approve the update to IBWD Policy 2300 – District Compensation and Work Schedule as amended to reflect an effective date for Attachment A. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.

Director Hackett provided an overview of another new chapter in the District's personnel policies: 2500 – Employee Leave. She explained that the proposed policy will allow the District to plan for employment related expenses and ensure that staff have a clear understanding of what they can expect from the District. Director Hackett noted that if approved, policy 2500 will supersede Resolution 86-9, which covers vacation time, and provide consistency and clarity regarding a variety of leave types that currently lack District policy. Director Ottoboni noted that the District will need to develop procedures for tracking leave accrual and use and agreed to work with the Organizational Structure Committee

to develop a spreadsheet. Director Hackett made a motion to approve IBWD Policy 2500 – Employee Leave. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.

Finally, Director Hackett explained that Resolution 2025-1 is a housekeeping action to rescind Resolution 1986-9, which is superseded by Policy 2500. She made a motion to approve Resolution 2025-1 Documenting the Decision to Rescind Resolution 1986-9 Pertaining to Employee Leave. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.

NEW BUSINESS:

A. DISCUSSION AND OR ACTION: CONSIDER PRELIMINARY RECOMMENDATIONS FOR UPDATES TO DISTRICT BILLING SYSTEMS AND PROCESSES.

Action: Director Hackett explained that the District’s consultant, Casie Smith, could not attend the meeting, so she provided an overview of Ms. Smith’s report, which reviews the District’s current billing system, RVS, and provides recommendations for potential change based on functionality, cost, and compatibility with existing systems. Director Hackett reported that Ms. Smith met with District staff to gather requirements and identify pressure points related to use RVS software, then based on recommendations from other Special Districts, she contacted four billing system providers to assess functionality and cost. Ms. Smith summarized her findings and recommended that the District convert to new billing software provided by El Dorado Utility Billing. The Board discussed the recommendation and concluded that conversion to new billing software would address the District’s pressure points and provide far greater functionality at a modest increase in cost. Director Hackett recommended that the District pursue use of El Dorado’s statement printing and mailing service, as well as considering a shift in the billing cycle to even numbered months to align with the District’s fiscal year. Director Hackett made a motion to adopt Option 1 for billing software, and direct Consultant Smith to develop an implementation plan for review at a future meeting. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.

B. DISCUSSION AND OR ACTION: 2025 ELECTION OF OFFICERS TO THE BOARD OF DIRECTORS.

Action: President Israel explained that she believes that the Board has been highly effective over the course of the last year, and nominated the same slate of officers for 2025:

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| President: | Suzy Israel |
| Vice President: | Danielle Hohos |
| Secretary: | Heather Hackett |
| Treasurer: | Tom Ottoboni |
| Director at Large: | Mil Kimsey |

President Israel made a motion to approve the slate of Officers for 2025. Director Hackett seconded the motion and President Israel called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.:

C. DISCUSSION AND OR ACTION: CONSIDER RESOLUTION 2025-2 – DISTRICT FACILITY USE AGREEMENT, AND MODIFICATIONS TO DISTRICT FIREHOUSE.

Action: Director Hackett explained that last summer the Irish Beach Improvement Club (IBIC) scheduled a series of meetings in the firehouse without contact to confirm availability / permission. She indicated that the two organizations have a long history of working together to serve the community, and should share space when appropriate; however, the Board has a responsibility to protect the District from potential liability issues. The Board reviewed the draft agreement, and Director Ottoboni noted that if IBIC has difficulty addressing the need for liability insurance, the District

could obtain an insurance rider to cover IBIC use. Director Hackett made a motion to adopt Resolution 2025-2 Documenting Approval of Procedures for Use of District Meeting Space. President Israel seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Director Kimsey – Aye, President Israel - Aye. The motion passed with a quorum.

Director Hackett also noted that due to the vacancy in the General Manager position, she was requesting Treasurer Ottoboni’s approval for purchase of new “smart locks” for the firehouse and District office at a cost of approximately \$500. Director Ottoboni approved the purchase.

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. REPORT FROM THE BUDGET & FINANCE COMMITTEE – UPDATE ON THE DISTRICT’S FINANCIAL AUDIT FOR FISCAL YEAR ENDING 9/30/23.
- E. RESOLUTION 2025-3 UPDATING SIGNATURES FOR REDWOOD CREDIT UNION BANK ACCOUNTS.
- F. APPROVAL OF MINUTES: NOVEMBER 9, 2024 REGULAR MEETING.

Action: President Israel made a motion to accept the Treasurer’s report, Operations report, Grant Committee report, Budget & Finance Committee report, Resolution 2025-3, and meeting minutes included in the consent calendar. Vice Director Ottoboni seconded the motion. President Israel called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

ADJOURNMENT: President Israel made a motion, with a second from Director Hackett to adjourn the regular meeting at 10:51am. President Israel 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.**

Action: The executive (closed) session was adjourned at 11:45am. President Israel reported that the Board directed the Prop. 218 Committee to contract for engineering services to address issues related to refunding portions of the 2002 District-wide Capital Improvement Assessment.

Respectfully submitted:

Susan Israel

President

Date: January 13, 2025

Attest as Presented:

Heather Hackett

Secretary of the Board

Date: January 13, 2025