

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

1. **CALL TO ORDER AND ROLL CALL:** President Terry called the Regular Meeting to order at 10:11 A.M. on Saturday, January 9, 2021, using Zoom, a web-based video and audio conferencing tool, to meet online. Roll call of directors in attendance were: President Terry, Director Ellison, Director Dyson, Director Whitaker, and Director Israel. Employees in attendance online were: General Manager Acker, Clerk/Accountant Murray, Clerk/Secretary Sackman, and Legal Counsel Emrick attended the meeting online with Zoom.
2. **APPROVAL OF MINUTES:** Director Whitaker made a motion to approve the Regular Meeting Minutes dated January 9, 2021, as submitted. The motion was seconded by Director Ellison. Roll call vote: President Terry, aye; Director Ellison, aye; Director Dyson, aye; Director Israel, aye; and Director Whitaker, aye. Motion carried.
3. **COMMUNICATIONS AND CORRESPONDENCE:** A rate payer property owner, inquired if availability fees could be discontinued as the construction on their property had been postponed due to weather. Clerk/Accountant Murray advised them that IBWD's policy is that once water connection is installed, the water charges are not turned off unless it is a vacant lot and construction has been totally stopped. Clerk/Accountant Murray also advised the property owner that a letter could be written to the IBWD President to be discussed at the next Board meeting, but a letter has not been received from them.

4. **PUBLIC INPUT:** none.

5. **REPORTS:**

**A. TREASURER'S REPORT:**

Treasurer Murray reported the following: The audit for fiscal years 2018 and 2019 has been completed and posted to the IBWD.org website, as well as reported the State Controller and Special District Risk Management as required. Submitted the Treasurer's Report of current balances for unrestricted cash and restricted greater than 40-year equipment replacement reserve as follows:

March 1, 2021:

Cash in Bank: \$52,375

Accounts Receivable: \$10,468 (not including January and February 2021 billing of approximately \$30,000)

County Tax Rates: \$1,983

Accounts Payable: \$5,616

Greater than 40-year equipment replacement reserve, Cash: \$75,327

Loan Receivable: \$120,000

Total: \$195,327

Treasurer Murray discussed with the Board the IBWD's policy regarding past due accounts by property owner customers. Also discussed with the Board the IBWD's policy manual and was directed to update the policy manual and have it posted to the IBWD.org website.

Treasurer Murray requested a vote for approval of the Treasurer's Report and List of Checks Issued. Director Whitaker made the motion to approve the Treasurer's Report and Checks Issued Report from February 1, 2021 through March 1, 2021. The motion was seconded by Director Ellison. Roll call vote: President Terry, aye; Director Ellison, aye; Director Dyson, aye for Treasurer's Report and abstain for the Checks Issued Report; Director Whitaker, aye; and Director Israel, aye for Treasurer's Report and abstain for Checks Issued Report. Motion carried.

- B. WATER/STORAGE FACILITIES/CONVEYANCE LOSS:** General Manager Acker discussed with the Board the following: All system checks have been completed on the water filtration system. Monthly reports have been processed, and bacteria analysis had no problems. There is a generator at Tank 5 which is very important, as it provides power throughout the District during a winter storm or power safety shut off. A problem with this generator was discovered and repaired. Due to their age, the valves that operate during the back wash process, had replacement parts ordered, and all the valves were rebuilt. The old computer system is being replaced and will soon be put into service. Processed hydrant testing. A report was completed on the normal usage flow through each of the fire pressure zones for the District, which was accomplished due to IBWD's electronic meter reading, and submitted to a private company that is used by insurance companies to determine insurance rates. Processed and transported test samples to the lab in Santa Rosa, and attended IBWD Board Meetings.
- C. SAFETY COMMITTEE:** General Manager Acker reported the attendance by employees and the completion of the following written tests at the Safety Committee Meeting: February 16, 2021: "Slips, Trips and Falls" and March 9, 2021: "Respect: Recognizing Harassment." Attendees: General Manager Acker, Treatment Plant Operator Dial, and Maintenance Employee DeVaul.
- D. LEGAL COUNSEL:** Legal Counsel Emrick stated that there was nothing to report at this meeting.
- E. DIRECTORS: None.**

**6. OLD BUSINESS: None**

**7. NEW BUSINESS:**

- A. DISCUSSION AND OR ACTION: AD HOC SUBCOMMITTEE REPORT ON CAPITAL IMPROVEMENT/MODERNIZATION PROJECT PRIORITIES. (TERRY/ACKER/ISRAEL/MURRAY/EMRICK).**
- B. DISCUSSION AND OR ACTION: DEVELOPMENT OF NEW PROPOSITION 218 ASSESSMENT FOR FUNDING CAPITAL PROJECTS. CONSIDERATION OF R.F.P. (MURRAY/EMRICK).** President Terry commented that Items A. & B. would be combined and discussed together. President Terry opened the discussion by stating that at the last special meeting the Board voted unanimously to move forward with a Request for Proposal (RFP) to be sent to engineering contractors. Clerk/Accountant Murray reported the following: Request for Proposal (RFP) was mailed out to engineering firms. One RFP was received from Bartle Wells Associates. President Terry discussed with the Board, Clerk/Account Murray, and Counsel Emrick the following: The time line and other actions necessary to put a new Proposition 218 property assessment into action to begin in 2021. President Terry also stated that a Zoom Special Board Meeting will be scheduled to finalize and approve a RFP.

C. **DISCUSSION AND OR ACTION LETTER FROM WILLIAM MOORES DATED 2/14/2021, REGARDING BILLING PROPERTY OWNERS FOR CAPITAL IMPROVEMENTS. (TERRY/MURRAY/EMRICK).** The Board, Clerk/Account Murray, and Counsel Emrick discussed William Moores' proposal to assess every connection fee customer/property owner in the Irish Beach Community \$65.00 per month as an additional amount on their water bill for an indefinite period of time to take care of capital expense projects. After discussion, President Terry stated that a questionnaire/survey would be submitted to the rate payers asking their opinion/approval of going forward with a \$65 per month payment as an addition on their water bills, approve of a Proposition 218 property assessment for IBWD projects, or approval of both.

D. **DISCUSSION AND OR ACTION: ALTA MESA OVERLAY: CONSIERATION OF PROPOSALS TO DEFINE THE SCOPE, COST, AND TIMING OF REPAIR WORK. (BOARD/ACKER/MURRAY/STAFF/EMRICK).** After discussion, President Terry stated that the Board would conduct a Zoom Special Meeting in two weeks, which would address the Alta Mesa road overlay repair and pipe replacement for the 200 foot area of the road, and decide on the contractor who would do the work.

**ADJOURNMENT:** Director Whitaker moved to adjourn the Public Session of the Board Meeting at 12:42 P.M. and Director Ellison seconded the motion. Motion carried. The next Regular Board Meeting will be scheduled for Saturday, May 22, 2021, due to the second week being Mother's Day weekend.

8. **EXCUTIVE (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: Connie Sackman, Clerk/Secretary