

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
January 13, 2018

1. **CALL TO ORDER AND ROLL CALL:** Vice President Drolet called the Regular Meeting to order at 10:08 A.M. on Saturday, January 13, 2018, in the Rex Dunning Firehouse, 15401 Forest View Road. Roll call of directors in attendance were: Vice President Drolet, Director McCormick, Director Reidenbach, and Director Ellison; Charles Acker, District General Manager; Connie Sackman, Clerk/Secretary, and District's Legal Counsel, Matthew Emrick. Absent was Judy Murray, Accountant/Clerk.
2. **APPROVAL OF MINUTES:** Director McCormick made a motion to approve the meeting minutes of November 11, 2017. Director Reidenbach seconded the motion. Roll call vote: Vice President Drolet, aye; Director McCormick, aye; Director Reidenbach, aye; and Director Ellison, aye. Motion carried.
3. **COMMUNICATIONS AND CORRESPONDENCE:** After discussion, a decision was made that correspondence should be addressed to the president of the Irish Beach Water District.
4. **PUBLIC INPUT:** None.
5. **REPORTS:**

A. TREASURER'S REPORT:

CashBalances: \$19,748
Operations Reserve: \$0.00
< 40 Year Reserve: \$0.00
System Wide Capital Improvement: \$0.00
>40 Year Equipment Reserve: \$193,827
Alternate Water Development Fund: \$412,284

Vice President Drolet made a motion that, due to Account/Clerk Murray's absence, the Treasurer's Report will be discussed for approval at the next Board meeting, and moved to approve the list of checks issued as submitted. Director McCormick seconded the motion. Roll call to vote: Director Reidenbach, aye; Vice President Drolet, aye; Director McCormick, aye; and Director Ellison, aye. Motion carried.

B. WATER/STORAGE FACILITIES/CONVEYANCE LOSS: General Manager Acker reported the following for September, October, and November 2017:

- November: Attended Board meeting, evaluated small amount of leakage at Cypress Point and vacuumed the PG&E box, confirmed cancellation of the mediation meeting regarding litigation, processed regular water samples, conducted system checks, processed LT 2 and polymer samples.
- December: Processed state required tri-annual lead and copper water tests, organized and processed extensive chemical testing for LT 2, Well 9, Well 5 and Irish Gulch, Processed monthly reports, processed delivery of supplies, checked systems.
- January: Attended safety meeting, took phone calls from William Moores, checked valves on Cypress Point, Processed LT 2 water sample test. Processed monthly report data, installed new modem, took out tree limbs that were blocking the internet coverage, attended board meeting.

- C. **SAFETY COMMITTEE:** District General Manager Acker reported the attendance and completion of written tests by employees at the following Safety Committee Meeting.

January 5, 2018: “Communications Breakdown” and “Stairways and Ladders”

Attendees: General Manager Charlie Acker, Treatment Plant Operator Dewey Rogers, and Maintenance Employee Paul DeVaul.

- D. **LEGAL COUNSEL:** Counsel Emrick, the Board, and General Manger Acker discussed the maintenance responsibilities for locking the gates on the Alta Mesa Road. It was discussed that after Cal Fire completes their assessment of the Alta Mesa Road conditions, the Board will make their determination regarding locked gates for the road.
- E. **DIRECTORS:** In remembrance of former Director Kathleen Poling, the Board discussed her services to the Board. It was decided to research installing an engraved plaque on the Water District’s redwood bench for Kathleen Poling. Clerk/Secretary Sackman was directed by the Board to research purchasing a plaque and engraving. This agenda item will be further discussed at the next Board meeting.

New Business 7.C. was rescheduled for discussion and/or action after 6.E.

7. NEW BUSINESS:

- C. **DISCUSSION AND OR ACTION: POMO LAKE STATUS. MAINTENANCE ISSUES AND RESPONSIBILITIES FOR LAKE AND DAM. UPDATE ON RECENT MAINTENANCE. (DROLET/EMRICK/ACKER).** IBIC President Wolfe made a presentation using a timeline summation, graphic timeline chart, and agreement documentation that described the history of responsibility for maintenance of Pomo Lake and the dam. After the Board’s discussion, Director McCormick made a motion to form an ad hoc committee, consisting of Director Reidenbach, Director Ellison, and General Manager Acker, to review all documentation available and present their findings to the Board at the next meeting for further discussion as to whether or not to turn over or agree to IBIC’s ownership of the dam and other structures. The motion was seconded by Director Reidenbach. Roll call to vote: Director Ellison, aye; Vice President Drolet, aye; Director McCormick, aye; and Director Reidenbach, aye. Motion carried.

IBIC Director Robards presented the following information regarding recent maintenance of the dam and Pomo Lake: A maintenance plan was started in late 2015, with a representative from the California Department of Fish and Game, conducting a survey of Pomo Lake and the recreational area. In the beginning of 2016 actions were taken to remove older trees; improve the walking trails around Pomo Lake; remove cattails from Pomo Lake; and, with the exception of grasses, remove all vegetation from the surface of the dam. The next priority is to have a dam expert to assess existing vegetation and its impact on the dam.

6. OLD BUSINESS:

- A. **DISCUSSION AND OR ACTION: FINANCING OPTIONS FOR FUTURE CAPITAL PROJECTS, WATER SOURCE DEVELOPMENT, AND UPDATE ON PROCURING AN ENGINEER’S ASSESSMENT FOR MASTER PLAN DEVELOPMENT. (ACKER/EMRICK).** Counsel Emrick stated that organizations for an engineer’s assessment have been researched, and the results will be presented for discussion at the next Board meeting to determine what would need to be accomplished in order to formulate a master plan for future capital projects.

- B. DISCUSSION AND OR ACTION: UPDATE ON ROAD MAINTENANCE AGREEMENT AND CORRESPONDENCE REGARDING ROAD MAINTENANCE. (EMRICK/ACKER).** Counsel Emrick stated that the issues related to the validity of the road maintenance agreement have been put on hold as part of the on-going litigation.
- C. DISCUSSION AND OR ACTION: WATER SERVICE CONNECTION TO SERVE GORDON MOORES' ACREAGE PARCEL, DISCUSSION AND CONSIDERATION OF BUY-IN FEE RESOLUTION 2009-2, AND PRESENTATION OF HOW TO REGULATE WATER USAGE FOR AGRICULTURAL SITUATIONS. (EMRICK/ACKER).** Counsel Emrick stated that water was supplied for the acreage parcel, but the water usage was canceled for the purposes intended. The Board decided that the water connection will remain for other potential water usage.
- D. DISCUSSION AND OR ACTION: CONNECTION OF TANK 2 WELL. (ACKER).** General Manager Acker stated that the Tank 2 Well connection comes under the staid road maintenance agreement. As the road maintenance agreement has been put on hold due to litigation, the Tank 2 Well connection will be further discussed after the litigation proceedings have been concluded.

7. NEW BUSINESS:

- A. DISCUSSION AND OR ACTION: RESOLVE THE VACANCY OF THE PRESIDENT OF THE BOARD OF THE IRISH BEACH WATER DISTRICT. (DROLET).** Vice President Drolet discussed with the Board the need to nominate officers for the Board for the year 2018. Director McCormick made a motion that Vice President Drolet serve as President of the Board, Director Ellison serve as Vice President of the Board, Director McCormick as Secretary of the Board, and Director Reidenbach serve as Member at Large of the Board. Motion seconded by Director Reidenbach. Roll call vote: Vice President Drolet, aye; Director McCormick, aye; Director Reidenbach, aye; and Director Ellison, aye. Motion carried.
- B. DISCUSSION AND OR ACTION: ENVIRONMENTAL PROTECTION AGENCY (EPA) INCIDENT ACTION CHECKLIST, RESEARCH AND PLAN OF ACTION. (DROLET/EMRICK/ACKER).** The Board discussed the forming of a committee, consisting of Vice President Drolet, General Manager Acker, Counsel Emrick, and a private contractor who is familiar with the standards of fire safety planning, to compile a wild fire evacuation and water availability plan for approval. This agenda item will be further discussed at the next Board meeting.

ADJOURNMENT: Vice President Drolet moved to adjourn the public session of the Board meeting. Director McCormick seconded the motion. Roll call to vote: Director Reidenbach, aye; Director McCormick, aye; Director Drolet, aye; and Director Ellison, aye. Motion carried. Meeting adjourned at 12:26 P.M. The next Board meeting will be scheduled for Saturday, March 10, 2018.

CONVENED EXECUTIVE SESSION:

- 8. EXECUTIVE (CLOSED) SESSION:** No reportable action was taken.
 - 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 PARAGRAPH (2) OR (3) OF SUBDIVISION (D) OF SECTION 54956.9: (1 POTENTIAL CASE).**

Respectfully submitted,

Leon Drolet, Vice President

Date: _____

Prepared by Connie Sackman, Clerk/Secretary

Attest:

Jan McCormick, Secretary of the Board

Date: _____