

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
January 9, 2016

1. **CALL TO ORDER AND ROLL CALL:** President Harley called the Regular Meeting to order at 10:02 A.M. on Saturday, January 9, 2016, in the Rex Dunning Firehouse, 15401 Forest View Road. Roll call of Directors in attendance were: President Harley, Director Drolet, Director McCormick, and Director Murray. Director Poling was not able to attend due to audio difficulties. Also present were Charles Acker, District Operations Manager, Dewey Rogers, Water Technician, Secretary/Clerk, Connie Sackman, and District's Legal Counsel, Matthew Emrick.
  
2. **APPROVAL OF MINUTES:** Under **REPORTS: LEGAL COUNSEL:** One item to be changed to read: State Drought Report due mid-December to compare water usage for year 2013 vs. year 2015. Director Murray requested her Treasurer's Report be attached to the Minutes in the Meeting Packet and it was not. The Treasurer's Report will be attached to the Meeting Minutes. Director Drolet made a motion to approve the Minutes of November 14, 2015, with the changes as discussed. Director McCormick seconded the motion. Roll call vote: Director Harley, aye; Director Drolet, aye; Director McCormick, aye; Director Murray, aye; and Director Poling, absent. Motion carried.
  
3. **COMMUNICATIONS AND CORRESPONDENCE:** No communications and correspondence at this time.
  
4. **PUBLIC INPUT:** No public input at this time.
  
5. **REPORTS:**
  - A. **TREASURER'S REPORT:** Treasurer Murray handed out her Treasurer's Report. The report reviewed the Irish Beach Water District Cash and Assets with a blank space for checking deposits filled in on the revised handout sheet for the amount of \$66,910 making a grand total of \$578,393 compared to the last period of \$586,464.49. After review and discussion, Treasurer Murray called for a motion for the list of checks issued to be approved for payment, and to accept Treasurer's report as presented. Seconded by President Harley. Roll call to vote: Director Drolet, aye; Director McCormick, aye; President Harley, aye; Director Murray, aye, and Director Poling, absent. Motion carried.
  
  - B. **WATER/STORAGE FACILITIES/CONVEYANCE LOSS:** District Operations Manager, Charles Acker presented and discussed with the Board his written report: **For California's water usage restrictions policy, the District chose the two day-a-week watering schedule instead of the alternate 25% reduction in usage. This approach garnered a 15% reduction in usage.** The operations report listed standard and daily tasks that were accomplished for the reporting period. A major occurrence was a lightning storm in January that damaged the circuit board for the chlorine analyzer, alarm system, and transfer pump on tank 2. The circuit board for the chlorine analyzer and the alarm system are again functional after repairs were completed. A new pump has been ordered to replace the damaged transfer pump and the damaged pump will be rebuilt as a backup. Chemical testing was completed and transported to the lab.

- C. **SAFETY COMMITTEE:** Charles Acker, District Operations Manager, stated: No safety committee meeting to report for this period.
- D. **LEGAL COUNSEL:** Legal Counsel, Emrick stated that there is nothing to report for the regular reports.
- E. **DIRECTORS:** Director Harley stated the following: In regard to the website, Director Harley will e-mail a list of changes he recommends to the directors for discussion and approval for the next board meeting.
6. **OLD BUSINESS:**
- A. **DISCUSSION AND/OR ACTION AND PUBLIC INPUT: POMO LAKE RESTORATION PROJECT REGARDING IRISH BEACH WATER DISTRICT'S LICENSE.** The Water District Directors, Legal Counsel Emrick, and guest Dean Wolfe, Irish Beach Improvement Club President, discussed who has responsibility for the Pomo Lake dam. It was agreed that a title search will be ordered by the Irish Beach Improvement Club to determine responsibility for the dam. This discussion and/or action will be brought before the Water District Board at the next meeting.
- B. **DISCUSSION AND/OR ACTION: CROSS CONNECTION PROGRAM REVIEW: (ACKER/HARLEY/RUSSELL).** Operations Manager Acker requested Rio Russel, Irish Beach Water District Meter Reader and Back Flow Specialist, to present to the Board information and recommendations regarding the State Water Resources Control Board (SWRCB) mandates for public water systems to implement a cross-connection control program (CCCP/back flow program) that would accomplish the needs of the Irish Beach Water District. The following is Rio's recommendations: In Rio's memo he recommends a 3-step program: Draft a Resolution for creating a backflow prevention program for the Board's approval, implementation of the approved program by conducting a survey to identify cross-connection hazards at property owners' connections, installation of back flow devices as identified from the survey. It was discussed that all new construction requires a back flow system. The back flow systems purchase and installation will be financed by the Irish Beach Water District. The maintenance expenses will be integrated into the billing system, as the entire Irish Beach community will benefit from this new state mandate of back flow prevention. A draft resolution will be presented for discussion and/or action at the next board meeting.
7. **NEW BUSINESS:**
- A. **DISCUSSION AND/OR ACTION: ELECTION OF WATER DISTRICT BOARD OFFICERS: (HARLEY).** After the Board's discussion, Director Murray made the motion to accept and approve President Harley's slate of officers for the calendar year 2016, that slate being Director Harley, President; Director Drolet, Vice President; Director McCormick, Secretary; Director Murray, Treasurer; and Director Poling, Director at Large. Seconded by Director Harley. Roll call to vote: Director McCormick, aye; Director Murray, aye; Director Drolet aye; Director Harley, aye; Director Poling, absent. Motion carried.
- B. **DISCUSSION AND/OR ACTION: COMMUNITY SERVICE DISTRICT PRESENTATION: (EMRICK).** Legal Counsel, Emrick made a presentation to the Board to determine if there are advantages for a broader slate of services than the Water District currently has. Discussion by the Water District Board determined that it is more appropriate and favorable for the size of the Irish Beach Community to remain a water district rather than take on more services and lose the advantages of a water district. Director Harley stated no further discussion of this topic is required and it will be removed from the agenda.

- C. DISCUSSION AND/OR ACTION: ACCEPT AND FILE AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING SEPTEMBER 30, 2014, COMPLETED BY RICK BOWERS, CPA: (MURRAY).** After Treasurer Murray presented the financial statements, as completed by Rick Bowers, CPA, the Water District Board discussed and reviewed the report with Treasurer Murray. Treasurer Murray stated all aspects of the report show our accounting records for the District are accurate and the Water District Board concurred. Treasurer Murray made a motion to accept and file the audit of financial statements for fiscal year ending September 30, 2014. Seconded by President Harley. Roll call to vote: Director McCormick, aye; Director Murray, aye; Director Drolet, aye; Director Harley, aye; Director Poling, absent. Motion carried.
- D. DISCUSSION AND/OR ACTION: APPROVE AND DIRECT TREASURER TO SIGN LETTER OF ENGAGEMENT FOR AUDIT AND FINANCIAL STATEMENT PREPARATION FOR FISCAL YEAR ENDING SEPTEMBER 30, 2015, TO BE COMPLETED BY RICK BOWERS, CPA, FOR \$5,000: (MURRAY).** Treasurer Murray reviewed and the Water District Board discussed the necessity of the audit reports and continuing with Rick Bowers, CPA for auditing and compiling the audit reporting. Treasurer Murray made the motion to sign the engagement letter for next year's audit with Rick Bowers, CPA. Seconded by Director Drolet. Roll call to vote: Director McCormick, aye; Director Murray, aye; Director Drolet, aye; Director Harley, aye; Director Poling, absent. Motion carried.
- E. DISCUSSION AND/OR ACTION: REQUEST TO OUT SOURCE PAYROLL SERVICES TO PATRICIA SCHWINDT, CPA, POINT ARENA: (MURRAY).** Director Murray presented information to the Board in recommendation of out sourcing payroll services for employees. After discussion and review a motion was made by Director Drolet to out source payroll services to Patricia Schwindt, CPA, with the first payroll to be January 31, 2016. Seconded by Director McCormick. Roll call to vote: Director McCormick, aye; Director Murray, aye; Director Drolet, aye; Director Harley, aye; Director Poling, absent. Motion carried.
- F. DISCUSSION AND/OR ACTION: APPROVE WATER SALES CONTRACTS FOR CURRENT FISCAL YEAR FOR MALSOM TRUCKING AND MENDOCINO WATER COMPANY: (MURRAY).** Director Murray discussed with the Board the need to renew contracts with Malsom Trucking and Mendocino Water Company. A motion was made by Director Harley to approve the contracts for Malsom Trucking and Mendocino Water Company at a cost to them of \$25 per thousand gallons of water, effective January 9, 2016. Roll call to vote: Director McCormick, aye; Director Murray, aye; Director Drolet, aye; Director Harley, aye; Director Poling, absent. Motion carried.

Director Harley closed the public session at 1:30 P.M. for the Executive (Closed) Session.

- 8. EXECUTIVE (CLOSED) SESSION.** No reportable items.

#### **RETURN TO OPEN SESSION AND REPORT.**

President Harley reconvened the General Session of the Irish B Each Water District and stated that there were no reportable actions to report regarding existing litigation.

**ADJOURNMENT:** Director Drolet moved to adjourn the meeting. President Harley seconded. Roll call to vote: Director McCormick, aye; Director Murray, aye; Director Drolet, aye; President Harley, aye; and Director Poling, absent. Motion carried. Meeting adjourned at 1:40 P.M.

Respectfully submitted,

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Don Harley, President  
Prepared by Connie Sackman

Attest:

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Jan McCormick, Secretary of the Board

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