

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

1. **CALL TO ORDER AND ROLL CALL:** Director Harley called the Regular Meeting to order at 10:05 A.M. on Saturday, July 9, 2016, in the Rex Dunning Firehouse, 15401 Forest View Road. Roll call of directors in attendance were: Director Harley, Director Drolet, Director McCormick, and Director Murray. Also present was Charles Acker, District General Manager; and District's Legal Counsel, Matthew Emrick attended by telephone. Absent from the meeting: Director Poling.
2. **APPROVAL OF MINUTES:** Director McCormick moved to accept the meeting minutes of the Special Meeting on April 22, 2016, after correcting the title of Charles Acker, to District General Manager in paragraph 1; as well as adding a period instead of a comma after Director Murray in the same paragraph. Motion seconded by Director Harley. Roll call: Director Drolet, abstained; Director Harley, aye; Director McCormick, aye; Director Murray, aye. Motion carried.
3. **COMMUNICATIONS AND CORRESPONDENCE: None.**
4. **PUBLIC INPUT:** None.
5. **REPORTS:**
 - A. **TREASURER'S REPORT:** Treasurer Murray presented her Cash Statement pointing out that Cash is \$75,000 and Restricted Assets is \$570,000. The list of Accounts Payable and Checks Issued Report were presented for approval. Treasurer Murray presented the Budget vs. Actual analysis and commented that there was nothing to be concerned about regarding current operating expenditures and revenues. Treasurer Murray continued to say that the District is 75% through the fiscal year with actual revenues at 76% and actual expenditures at 75%. Director Harley moved to accept the Treasurer's Report and approve the Checks Issued Report. Motion seconded by Director McCormick. Roll call: Director Drolet, aye; Director Harley, aye; Director McCormick, aye; Director Murray, aye. Motion carried.
 - B. **WATER/STORAGE FACILITIES/CONVEYANCE LOSS:** General Manager Acker presented his operations report of current capital improvement projects, recent leaks, and the current status of leak detection efforts. The 2015 Consumer Confidence Report has been completed. It is now posted on the District's website as well as a notice included in the July water billing statements.

General Manager Acker reviewed the action taken for the 200 gpm leak on May 29th, on Irish Beach Drive, which is the second recent leak in unit 1. General Manager Acker reviewed the actions taken for the massive leak at Cypress Circle occurring July 2nd, about 6:00 P.M. It was reported that a fire truck had been seen a day or two earlier doing something to the hydrant nearby. General Manager Acker will stencil each fire hydrant with a warning not to use any external pumping device when using or testing hydrants, as this could compromise the pipes and possibly cause a blowout. Residents reported confusion in how to report the leak. Phone numbers of staff and board members have been posted in the kiosks. Also improvement will be made to the District's website. The main phone number of the District's plant, 707-882-2892, will direct callers to either the water technician or the clerk/secretary.

General Manager Acker further reported that, thanks to Water Technician Dewey Rogers, new meters have been installed in unit 7 to aid in leak detection. Three leaks were identified. The proposed pipe replacement on O'Rorey's Loop is being planned and mapped out. This project will be financed with Greater Than 40

Year Replacement Reserves. This project consists of 1,500 feet of pipe at an estimated \$100 a foot replacement cost. Residents will not experience more than 15 minutes of water outage. New pipe will be installed parallel to the old. Individual customers will then be connected to new pipe. Staff will go door-to-door to notify residents of temporary water outage. This project is expected to be done in mid-August.

General Manager Acker also reported on a 1,000 foot raw water line project, which is on our Capital Improvement List. Three quarters of the raw line has been laid. After the pipe is laid, it will be stabilized. Rigging expert, Andy Taylor, was used to design and implement the project rigging. The staff was trained in the use of a high tech fusing device. General Manager Acker gave a slide presentation of this project. The budget for this project is approximately \$20,000.

- C. **SAFETY COMMITTEE:** District Operations Manager Acker stated the meetings were conducted with the following employees in attendance: C. Acker, D. Rogers, and P. Duvaul, as presented in the meeting packet.
- D. **LEGAL COUNSEL:** Legal Counsel Emrick stated there is nothing to report.
- E. **DIRECTORS:** Director Harley stated there is nothing to report.

6. OLD BUSINESS:

- A. **DISCUSSION AND/OR ACTION: FIXED ASSET LISTING AND ASSESSMENT CALCULATION: Resolution to accept Fixed Asset Listing and Approve Assessment Calculation for collection in 2016-2017: (MURRAY).** Director Murray explained that this item was carried over from the last meeting to allow General Manager Acker to further design, plan, and implement the two current projects to be funded by assessment funds. The raw water line pipe replacement to be funded by System Wide Restricted Funds and the pipe replacement project on O’Rorey’s Loop were presented in General Manager Acker’s report. With approval of these projects by the Board, Treasurer Murray made the motion to call for adoption of Resolution #2016-03 of the Board of the Irish Beach Water District for Revising and Updating Asset Listings, Assessment Fees, and Operating Reserves for Inflation and Operating/Maintenance Activities. Director Harley seconded the motion to adopt Resolution #2016-03. Roll call to vote: Director Drolet, aye; Director Harley, aye; Director Murray, aye; Director McCormick, aye. Motion carried. Capital Improvement Assessment to be collected by the County Tax Collector in fiscal year 2016-17 will be \$249.55 per parcel with 459 parcels subject to assessment. The inflation factor of 3% applied to the prior year. The January ENR CCI was 2.97% plus carryover of .03%. Three minor corrections were made to the resolution before adoption.
- B. **DISCUSSION AND/OR ACTION: Resolution 2016-02 Relating to May 31, 2016, State Mandated Emergency Action Regarding Water Conservation Due to Drought Conditions and Lifting of Water Restrictions. (EMERICK/HARLEY).** President Harley reviewed Resolution No. 2016-02. The resolution affirms that the District has an adequate water supply for the next three years. Further, the District will provide voluntary measures to conserve water. Groundwater and Well Moratorium Resolution 2000-01 remains in effect. Emergency Drought Resolution 2015-2 will be rescinded. The new resolution and measures for voluntary water conservation will be added to a new link “Drought Information” on the District’s website. The old resolution will be removed, which is under “Water Reports.” Voluntary water conservation measures will be posted in the kiosks. A notice will be included in the next water billings. Director Harley moved to adopt Resolution 2016-02, with two minor corrections. Motion seconded by Director McCormick. Roll call to vote: Director Drolet, aye; Director Harley, aye; Director Murray, aye; Director McCormick, aye. Motion carried.

7. NEW BUSINESS:

- A. DISCUSSION AND/OR ACTION: Draft Budget for fiscal year 2016-2017. (MURRAY).** Director Murray explained that this is the first reading of the budget for the fiscal year beginning October 1, 2016. This item will be brought back for approval at the September meeting giving the Board Members, Budget Committee, and public a chance to review the proposed budget. There is no change in the availability charge of \$66.49 per month or water usage charge of \$0.51 per 100 gallons of water. Page 44 of the meeting packet summarizes changes, Murray added.

Director Harley closed the public session at 11:13 A.M. for the Executive (Closed) Session.

8. 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. 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) SECTION §54956.9: (1 POTENTIAL CASE).**

RETURN TO OPEN SESSION AND REPORT.

Director Harley reconvened the General Session of the IBWD AT 11:33 A.M. and stated that there was one reportable action taken. After reviewing information presented by the CPA firm contracted to process our payroll, Treasurer Murray determined that our Pre-Tax Health Benefit Premium Plan was no longer allowed. Treasurer Murray made a motion that she will amend the policy and no longer offer pre-tax deductions for health insurance to employees. Director Drolet seconded the motion. Roll Call to vote: Director Drolet, aye; Director Harley, aye; Director Murray, aye; Director McCormick, aye. Motion carried.

ADJOURNMENT: Director Harley moved to adjourn the meeting. Director Drolet seconded. Roll call to vote: Director McCormick, aye; Director Murray, aye; Director Harley, aye; Director Drolet, aye. Motion carried. Meeting adjourned at 11:45 A.M.

Respectfully submitted,

Attest:

Don Harley, President

Jan McCormick, Secretary of the Board

Prepared by Connie Sackman, Clerk/Secretary