

IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS

REGULAR MEETING MINUTES

November 12, 2016

President

1. **CALL TO ORDER AND ROLL CALL:** Director Harley called the Regular Meeting to order at 10:01 A.M. on Saturday, November 12, 2016, in the Rex Dunning Firehouse, 15401 Forest View Road. Roll call of directors in attendance were: Director Harley, Director Drolet, Director Murray, and Director McCormick. Also present were Charles Acker, District General Manager and Dewey Rogers, Water Operations Employee. District's Legal Counsel, Matthew Emrick attended by phone. Absent from the meeting: Director Poling.
2. **APPROVAL OF MINUTES:** Director Drolet made a motion to approve the meeting minutes of July 9, 2016, and September 10, 2016 with the change for July 9<sup>th</sup> from page 44 to page 43 in New Business, 7A. Director McCormick seconded the motion. Roll call vote: President Harley, aye; Director Drolet, aye; Director McCormick, aye; Director Murray, aye. Motion carried.
3. **COMMUNICATIONS AND CORRESPONDENCE:** Part of the agenda item regarding CalFire grant will be discussed during that agenda item.
4. **PUBLIC INPUT:** None.
5. **REPORTS:**
  - A. **TREASURER'S REPORT:** Treasurer Murray presented her Cash Report, noting that the report included November 3, 2016, to reflect October payroll posting on November 3<sup>rd</sup>. She cautioned that the report is only a snapshot in time, as she is in the process of closing fiscal year ending September 30, 2016, which will require some adjusting entries that will reflect the cash balances. Status of the capital improvement projects was presented. Unit 7 Pipe Replacement expenditures are at \$90,602 with a draw from replacement reserve of \$80,000. General Manager Acker reported that the total project will be around \$105,000 for the 1600 feet of pipeline. The original estimate for the project was \$160,000. The reason the project can be done with such economy is that the district acts as its own contractor. If a private contractor was brought in, the cost would be two or three times higher. The Raw Water line project is complete, with expenditures of \$21,055 and with a draw of \$18,000. The original estimate was \$20,000.

President Harley asked for clarification on notes on the cash report next to the System Wide Capital Improvement Fund, noting a balance of minus \$9,436. Treasurer Murray explained that the funds borrowed from the Replacement Reserve of over \$100,000 had been paid back, and that \$25,000 had been reimbursed to the fund from operating funds for the purchase of the vacuum excavator. No interest has been paid from operating funds.

Treasurer Murray also reported that she conferred with General Manager Acker, who agreed that the charge for use of the vacuum excavator would be \$50 an hour.

Treasurer Murray asked the board and legal counsel for input on the Emergency Response funds received from the County which are sent on to the Redwood Coast Fire District, as to the possibility of charging maintenance costs for the firehouse from these funds. Attorney Emrick will review the lease and advise the board.

The list of checks issued was presented for approval, noting that the list includes notations next to checks issued for capital improvement projects. It was also noted that some of the payroll expenditures are charged to the projects for hours listed as direct charges to the projects from timesheets presented by employees. However, no payroll benefit charges for social security or unemployment costs are charged.

Treasurer Murray called for a motion to accept the Treasurer's report and approve the list of checks issued. Director Drolet moved to accept the Treasurer's Report and approve the Checks Issued Report. Motion seconded by Director McCormick. Roll call: Director Drolet, aye; President Harley, aye; Director McCormick, aye, Director Murray, aye. Motion carried.

- B. WATER/STORAGE FACILITIES/CONVEYANCE LOSS:** General Manager Acker reported that this period covered mostly the Unit 7 pipe replacement project. General Manager Acker presented a slide presentation showing the Unit 7 pipe replacement project to its completion, including repaving the streets involved. One of the slides showed the use of the vacuum excavator to locate utilities, service connections, PG&E and telephone lines. New fire hydrants were also installed for greater fire protection. The project is ready for its final inspection by the County of Mendocino. The conveyance loss was reduced by 100% as a result of the pipe replacement. This project also enhanced the ability to determine if any future water leakage occurs.

General Manager Acker with Legal Counsel Emrick are working with Pacific Land Survey, Susan Rushmeyer, regarding the boundary adjustment at the Tank 2 well site.

- C. SAFETY COMMITTEE:** District General Manager Acker reported the following safety meetings conducted in October and November:

October 14, 2016, Safety Meeting covered the following: fire extinguishers, sprains and strains, back safety, work place violence and office safety. Employee attendees: Paul DeVaul, Dewey Rogers and Charles Acker.

November 29, 2016, Safety Meeting covered the following: holiday stress. Employee attendees: Paul DeVaul, Dewey Rogers, Charles Acker and Larry Breshears.

- D. LEGAL COUNSEL:** Attorney Matthew Emrick reported on the Court's Third Revised Decision in the case of Moores vs. Irish Beach Water District and overall case status.

**E. DIRECTORS:** None

**6. OLD BUSINESS:**

- A. DISCUSSION AND/OR ACTION: COMMUNICATIONS FROM WILLIAM MOORES FROM SEPTEMBER 10, 2016, BOARD MEETING: TREASURER MURRAY TO REVIEW AND IDENTIFY INVOICES FOR PIPE REPLACEMENT PROJECTS. (MURRAY).** Treasurer Murray identified and made a notation on the Checks Issued report to indicate which projects the expenditures came out of, whether it was raw water (RW) or pipe replacement (PR) for Unit 7. This information has been forwarded to William Moores, as he requested.

**7. NEW BUSINESS:**

- A. DISCUSSION AND OR ACTION: STATE RESPONSIBILITY AREA FIRE PREVENTION FUND (SRAFPF) AND TREE MORTALITY (TM) GRANT PROGRAM. (DROLET).** Director Drolet reported that the overall goal of the grant is to lower the impact of a wild fire. The basic provision of the grant is to remove dead and dying trees to reduce the risk of fire ignition to adjacent communities. Director Drolet's objective for the grant application is to protect the Water District's resources and provide water during a wild fire. All interested parties stated they would support the Water District if it decides to go

forward in applying for the grant in 2017. Funds from the grant could also be used to widen roads to allow better access for emergency vehicles and equipment. President Harley requested General Manager Acker to compose a list to include everything to be done to make the community safer from wild fires and protect the Water District's assets. Director Drolet and General Manager Acker will also conduct an inspection of what needs to be done for fire prevention and assets protection. The deadline for applying for the grant is September 2017. This subject will be on the agenda for the next meeting.

**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).

**ADJOURNMENT:** Director Harley moved to adjourn the meeting. Director Drolet seconded. Roll call to vote: Director McCormick, aye; Director Harley, aye; Director Drolet, aye. Motion carried. Meeting adjourned at 11:19 A.M.

Respectfully submitted,

Attest:

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Don Harley, President

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Jan McCormick, Secretary of the Board

Prepared by Connie Sackman, Clerk/Secretary