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**IRISH BEACH WATER DISTRICT MEETING PACKET**  
January 11, 2025

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**NOTICE OF THE REGULAR MEETING OF THE IRISH BEACH WATER DISTRICT
BOARD OF DIRECTORS
REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459
Saturday, January 11, 2025, 10:00 A.M.**

PLEASE NOTE: The January 11, 2025, regular bi-monthly meeting of the Irish Beach Water District Board of Directors will be held via ZOOM teleconferencing and in person meeting at Firehouse. Irish Beach Water District directors/employees will be emailed an invitation to the meeting with a link to log-in to the meeting. The Meeting Packet can be accessed at <https://www.ibwd.org/index.html>

Join Zoom Meeting

<https://us02web.zoom.us/j/84533626956?pwd=KbaRbOaKhgDmCgzOr9cKZJpy0B4qix.1>

Meeting ID: 845 3362 6956

Passcode: 905762

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

Find your local number: <https://us02web.zoom.us/u/kv9eDTgIE>

Agenda

CALL TO ORDER AND ROLL CALL OF BOARD MEMBERS. (ISRAEL).

PUBLIC INPUT: PUBLIC COMMENTS, *INCLUDING TOPICS ON THE AGENDA.* A MAXIMUM OF FIVE (5) MINUTES ALLOWED FOR EACH PRESENTATION. (ISRAEL)

OLD BUSINESS:

- A. **DISCUSSION AND OR ACTION:** BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2024/2025 LINE- ITEM BUDGETED V. ACTUALS. (OTTOBONI)
- B. **DISCUSSION AND OR ACTION:** ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – UPDATE ON RECRUITMENT FOR OPERATOR TRAINEE AND CONTRACTING FOR ADMINISTRATIVE SERVICES; CONSIDER REVISIONS TO POLICY 2300 – COMPENSATION AND WORK SCHEDULE, AND NEW POLICY 2500 DISTRICT LEAVE POLICY. (HACKETT, HOHOS, O'DELL)

NEW BUSINESS:

- A. **DISCUSSION AND OR ACTION:** CONSIDER PRELIMINARY RECOMMENDATIONS FOR UPDATES TO DISTRICT BILLING SYSTEMS AND PROCESSES. (HACKETT, HOHOS, SMITH)
- B. **DISCUSSION AND OR ACTION:** 2025 ELECTION OF OFFICERS TO THE BOARD OF DIRECTORS. (ISRAEL)

- C. **DISCUSSION AND OR ACTION:** CONSIDER RESOLUTION 2025-2 – DISTRICT FACILITY USE AGREEMENT, AND MODIFICATIONS TO DISTRICT FIREHOUSE. (HACKETT)

COMMUNICATIONS AND CORRESPONDENCE. (ISRAEL)

CONSENT CALENDAR:

- A. TREASURER'S REPORT, CHECKS ISSUED.
- B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
- C. SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT REPORT.
- D. REPORT FROM THE BUDGET & FINANCE COMMITTEE – UPDATE ON THE DISTRICT'S FINANCIAL AUDIT FOR FISCAL YEAR ENDING 9/30/23.
- E. RESOLUTION 2025-3 UPDATING SIGNATURES FOR REDWOOD CREDIT UNION BANK ACCOUNTS.
- F. APPROVAL OF MINUTES: NOVEMBER 9, 2024 REGULAR MEETING.

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. 23CV00273

ADJOURNMENT. (ISRAEL)

ASSISTANCE WILL BE PROVIDED TO DISABLED PERSONS WHO REQUIRE IT TO PARTICIPATE IN THE MEETING. PER GOVERNMENT CODE SECTIONS §54950-54963.

PUBLIC RECORDS ARE AVAILABLE PER CALIFORNIA PUBLIC RECORDS ACT GOVERNMENT CODE §6250-6276.48, UNLESS THEY ARE EXEMPT UNDER PUBLIC RECORDS ACT §54957.5.

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**PUBLIC INPUT**  
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**OLD BUSINESS: A. DISCUSSION AND OR ACTION: BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF  
 FISCAL YEAR 2024/2025 LINE- ITEM BUDGETED V. ACTUALS**  
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Budget vs. Actuals_Budget_FY25_P&L_1_Report
 October 1, 2024-January 8, 2025

Account	Oct 1 2024 - Jan 8 2025		
	Actual	Budget	Under Budget
Income			
410.000 Operating Revenues			
411.000 Water Sales	294.00		
411.100 Residential Water Usage	7,763.12	7,000.00	\$763.12
Total for 411.000 Water Sales	\$8,057.12	\$7,000.00	\$1,057.12
421.000 Water Services			
421.300 Availability Charges (EST)	68,250.00	68,250.00	\$0.00
Total for 421.000 Water Services	\$68,250.00	\$68,250.00	\$0.00
421.500 Water Services - Other			
421.520 Late Fees	991.61	1,000.00	-\$8.39
Total for 421.500 Water Services - Other	\$991.61	\$1,000.00	-\$8.39
Total for 410.000 Operating Revenues	\$77,298.73	\$76,250.00	\$1,048.73
490.000 Non-Operating Revenues			
492.010 Investment Income Restricted			
492.400 Int >40 Yr Cap Replace Res	476.80	0.00	\$476.80
Total for 492.010 Investment Income Restricted	\$476.80	\$0.00	\$476.80
Total for 490.000 Non-Operating Revenues	\$476.80	\$0.00	\$476.80
113.400 DWR Grant Revenue	40,000.00	40,000.00	\$0.00
Total for Income	\$117,775.53	\$116,250.00	\$1,525.53
Cost of Goods Sold	0.00	0.00	\$0.00
Gross Profit	\$117,775.53	\$116,250.00	\$1,525.53
Expenses			
4000 Reconciliation Discrepancies	610.07	0.00	610.07
500.000 Operating Expenses			
510.000 Source of Supply			
513.000 Power Purchased for Source	314.96	0.00	314.96
511.000 Labor & Mat Operating Instal Eq			
511.100 Lab operating Equip, logs	0.00	0.00	0.00
511.200 Equip & Supp for op of equip	0.00	0.00	0.00
Total for 511.000 Labor & Mat Operating Instal Eq	\$0.00	\$0.00	\$0.00
Total for 510.000 Source of Supply	\$314.96	\$0.00	\$314.96
530.000 Water Treatment			
531.000 Labor & Mat operating equip			
531.300 Analytical Testing	1,962.00	0.00	1,962.00
Total for 531.000 Labor & Mat operating equip	\$1,962.00	\$0.00	\$1,962.00
532.000 Labor & Mats for Maintenance			
532.200 Equip & Supp for Maint & Repair	141.80	0.00	141.80
Total for 532.000 Labor & Mats for Maintenance	\$141.80	\$0.00	\$141.80
Total for 530.000 Water Treatment	\$2,103.80	\$0.00	\$2,103.80
540.000 Transmission & Distribution			
542.000 Lab & Mat for Maintenance			
542.200 Equip & Supplies Maint & Repair	751.35	0.00	751.35
Total for 542.000 Lab & Mat for Maintenance	\$751.35	\$0.00	\$751.35
Total for 540.000 Transmission & Distribution	\$751.35	\$0.00	\$751.35
Total for 500.000 Operating Expenses	\$3,170.11	\$0.00	\$3,170.11
501.100 Labor			
501.11 Labor For Operations	7,386.60	20,000.00	12,613.40
501.13 Temporary Labor	0.00	1,000.00	1,000.00
Total for 501.100 Labor	\$7,386.60	\$21,000.00	\$13,613.40
501.300 Transmission and Distribution			
501.31 Equip and Supplies for Oper of installed items	0.00	190.10	190.10
Total for 501.300 Transmission and Distribution	\$0.00	\$190.10	\$190.10
501.200 Water Treatment			
501.22 Outsourced Activities	436.00	2,256.00	1,820.00
501.21 Materials for Water Treatment Activities	0.00	3,135.60	3,135.60
Total for 501.200 Water Treatment	\$436.00	\$5,391.60	\$4,955.60
501.400 Maintenance and Repair			
501.41 Equip and Supplies for Maint and Repair	255.66	5,000.00	4,744.34
Total for 501.400 Maintenance and Repair	\$255.66	\$5,000.00	\$4,744.34
501.500 Purchased Power	1,522.51	933.37	-589.14

501.700 Customer Accounts	510.53	0	-510.53	
501.72 Outside Billing Service and Materials	630.00	1,500.00	870.00	
501.71 Labor for Billing and Meter Reading	0.00	1,500.00	1,500.00	
Total for 501.700 Customer Accounts	\$1,140.53	\$3,000.00	\$1,270.33	
Total Operating Expenses	\$12,388.90	\$34,581.70	\$22,192.80	
560.000 Administrative & General			0.00	
561.000 Salaries	4,507.44	13,200.00	8,692.56	
562.000 Office Supplies & Other Expense	\$1,052.25	\$0.00	-\$1,052.25	
562.010 Office Maint & Supplies	-0.01	483.39	483.40	
562.020 Administrative Services	90.00	0.00	-90.00	
562.040 Postage & Box rental	100.00	906.10	806.10	
562.050 Software	338.25	261.43	-76.82	
562.060 Licenses & Permits	2,635.00	4,500.00	1,865.00	
562.070 Annual Fees/Dues/Memberships	414.20	1,700.00	1,285.80	
562.110 Port-A-Potty/Waste Pickup	374.80	680.70	305.90	
562.140 Telephone - Administrative	98.07	0.00	-98.07	
562.160 Cell Phones and Internet	470.00	674.00	204.00	
562.080 Training	0.00	501.05	501.05	
Total for 562.000 Office Supplies & Other Expense	\$5,572.56	\$9,706.67	\$4,134.11	
563.000 Contractual Services				
563.100 Legal Attorney				Over budget due to forensic accounting to close out 2009 litigation
563.120 Legal / Litigation	37,605.50	18,000.00	-19,605.50	
563.110 Legal - General Counsel	0.00	500.00	500.00	
Total for 563.100 Legal Attorney	\$37,605.50	\$18,500.00	-\$19,105.50	
563.200 Auditor contract	9,045.00	10,000.00	955.00	
563.300 Accounting Consultant	157.85	0.00	-157.85	
563.400 Engineering	47,649.97	0.00	-47,649.97	Captured On 2023-24 Budget but paid this FY
Total for 563.000 Contractual Services	\$94,458.32	\$28,500.00	-\$65,958.32	
565.000 Employee Retirement & Benefits				
565.100 Payroll Taxes	1,029.30		1,029.30	
565.110 FICA	0.00	2,120.40	2,120.40	
565.120 Medicare	0.00	495.92	495.92	
565.130 Training Tax	0.00	34.20	34.20	
565.140 UI Contributions	0.00	1,094.40	1,094.40	
Total for 565.100 Payroll Taxes	\$1,029.30	\$3,744.92	\$4,774.22	
565.200 Vacation	214.96	6,000.00	5,785.04	
Total for 565.000 Employee Retirement & Benefits	\$1,244.26	\$9,744.92	\$10,559.26	
564.000 Property Ins, Injuries & Damage			0.00	
564.400 Insurance Bond	0.00	200.00	200.00	
Total for 564.000 Property Ins, Injuries & Damage	\$0.00	\$200.00	\$200.00	
Total for 560.000 Administrative & General	\$105,782.58	\$61,351.59	-\$42,372.39	
570.000 Other Operating Expenses				
573.000 Other Operating Expenses				
573.100 Vehicle Operation OPS	279.39	1,600.00	1,320.61	
573.200 Misc. Expense	48.51	80.00	31.49	
Total for 573.000 Other Operating Expenses	\$327.90	\$1,680.00	\$1,352.10	
Total for 570.000 Other Operating Expenses	\$327.90	\$1,680.00	\$1,352.10	
590.000 Non-Operating Expenses			0.00	
595.000 Mendo Co Collection Fee (2%)	0.00	7,427.00	7,427.00	
Total for 590.000 Non-Operating Expenses	\$0.00	\$7,427.00	\$7,427.00	
594.100 Restricted Assets Projects			0.00	
594.130 >40 Year	28,394.00	28,394.00	0.00	
Total for 594.100 Restricted Assets Projects	\$28,394.00	\$28,394.00	\$0.00	
Total for Expenses	\$146,893.38	\$133,434.29	-\$13,459.09	
Net Operating Income	\$117,775.53	\$116,250.00	\$1,525.53	
Other Income	0.00	0.00	0.00	
Other Expenses	0.00	0.00	0.00	
Net Other Income	\$0.00	\$0.00	\$0.00	
Net Income	-\$29,117.85	-\$17,184.29	-\$11,933.56	

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**OLD BUSINESS: B. DISCUSSION AND OR ACTION: ORGANIZATIONAL STRUCTURE COMMITTEE REPORT –  
UPDATE ON RECRUITMENT FOR OPERATOR TRAINEE AND CONTRACTING FOR ADMINISTRATIVE SERVICES;  
CONSIDER REVISIONS TO POLICY 2300 – COMPENSATION AND WORK SCHEDULE, AND NEW POLICY 2500  
DISTRICT LEAVE POLICY.**

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Updates:

- Per the Board's direction at the November 9, 2024 meeting, the Organizational Structure Committee initiated recruitment for an Operator Trainee on November 13, 2024. The District received numerous applications, and selected Eric Schneider as the newest member of the District's staff. Please join us in welcoming Eric.
- At the November 9, 2024 Board meeting, the Organizational Structure Committee was instructed to contract for discrete administrative services to fill the gap created by the vacancy in the General Manager position. The Committee executed a contract with Casie Smith effective November 25, 2024.



Administrative Services Agreement

Contractor: Casie Smith
PO Box 21, Point Arena, CA 95468
(858)740-7810, casiensmith@gmail.com

Purchase Order No.: 2024-100
Date: November 25, 2024

1. **Contractor Qualifications and Standard of Work.** The Contractor's relationship to the District is that of an independent contractor. The Contractor shall perform and complete in an efficient manner all the Services described in the Agreement, to furnish at its cost and expense all labor and materials necessary therefor, except as specifically agreed to be furnished by District. The Contractor shall maintain appropriate insurance, and be responsible for complying with all applicable local, state, and federal laws and regulations.
2. **Scope of Services.** The Contractor agrees to perform the following services ("Services") for the Irish Beach Water District ("District"):
 - a. Requirements Gathering:
 - i. Interview District staff to document current billing and QuickBooks accounting processes (meter reading download, bill generation using [RVS Billing Software](#), customer billing {email & USPS}, payment receipt and recording in RVS as well as QuickBooks, remittance deposits in District accounts, customer notice of delinquency {phone and notice}, if necessary).
 - ii. Identify pain points and areas for improvement in the current system.
 - b. Software Research and Analysis:
 - i. Source automation and efficiency options, including, but not limited to:
 1. Purchase and use of additional RVS features.
 2. Use of alternate billing software such as, but not limited to:
 - a. [Diversified Billing System](#)
 - b. [Professional Computer Solutions](#)
 - c. [Sequoiah Software](#)
 - d. [El Dorado Utility Billing](#)
 3. Purchase and use of additional QuickBooks features and/or integration applications such as, but not limited to:
 - a. [Payroll Bill & Pay](#)
 - ii. Evaluate each option based on functionality, cost, and compatibility with existing systems.
 - c. Recommendation and Implementation:
 - i. Prepare a report comparing options and recommending the best solution.
 - ii. Present findings and recommendations to the Board of Directors.
 - iii. Upon Board approval, oversee the implementation of the chosen solution.
 - d. Documentation and Training:
 - i. Document District-specific billing and accounting procedures for the new system.
 - ii. Develop training materials and conduct training sessions for staff.

e. Other short-term, small projects, not to exceed \$15,000 for administrative functions. All such projects will be documented through the service contract change orders.

No Services may be subcontracted without the prior written consent of the District.

3. Deliverables: The Contractor shall provide the following deliverables:

- a. Software comparison and recommendation report
- b. Implementation plan
- c. User manuals and training materials

4. Compensation. District shall pay the Contractor on a time and materials basis, not to exceed \$7,000, based on the rate of \$35.00 per hour and reimbursement for materials at cost.

5. Payment. Payment shall be made to the contractor upon District's acceptance of the Services performed for the previous month. The Contractor shall submit an invoice for payment, which must include the number of hours worked by date, and invoices for materials purchased. Invoices shall be paid within 30 days of receipt. The District may withhold payment (or portions thereof) in the event of a contested invoice, or the Contractor's failure to maintain reasonable progress toward completion of the Service Agreement.

6. Time for Completion. This Agreement shall take effect on the above date and shall continue in effect until completion of the project delineated in Item 1. Services, but no later than 6 months from the date the administrative service agreement is executed. The term of the contract may be extended by the District based on demonstrated need.

7. Change Orders. No extra or changed Services shall be performed except pursuant to a written change order signed by the District and the Contractor, and setting forth the basis upon which payment is to be made. No claim for additional compensation shall be valid unless pursuant to such a change order.

8. Proprietary Information. The work products of the Consultant shall mean all tangible products, data, reports, information recorded by whatever means, documents, written materials, and all other work products, or any portion thereof, including drafts, prepared, generated, or provided by the Consultant in connection with performance of Services. All work products shall be the sole property of the District.

- a. For purposes of this agreement, all information that District provides to the Consultant and all information regarding the District's business shall be deemed and treated as strictly confidential, non-public information unless and until the District specifically authorizes the Consultant in writing that any such information may be treated as public. Except as specifically required by law, the Consultant may disclose non-public Information only with District's prior written consent.
- b. The Consultant shall take appropriate measures to ensure the confidentiality and protection of all Work and all non-public information and to prevent its inadvertent or unintentional disclosure or its inappropriate use. This duty shall survive the expiration or termination of this Agreement.

9. Suspension, Termination. The District may suspend or terminate Services upon thirty days written notice to the Contractor. If Service is suspended or terminated due to no fault of Contractor, the District shall pay the Contractor for services including time and materials provided until the date of suspension or termination.

10. Dispute Resolution: Any disputes arising from this Agreement shall first be subject to good faith negotiation between the parties. If negotiation fails to resolve the dispute, the parties agree to submit to mediation before pursuing any legal action.

11. Indemnity. The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs arising out of the Contractor's performance of the Services and caused by willful misconduct of or by the Contractor.

Irish Beach Water District:

By: _____

Danielle Hohos, IBWD Board Vice President
Date: November 18, 2024

Contractor:

By: _____

Casie Smith
Date: November 20, 2024

POLICY TITLE: District Compensation and Work Schedule
POLICY NUMBER: 2300

2300. Compensation: The purpose of this policy is to provide guidelines regarding Irish Beach Water District (District) employment and does not apply to selection of independent contractors or consultants. The District reserves the right to modify this policy for any reason which the District deems to be necessary.

2300.1 All District employees will be compensated according to the Board Approved Pay Range Chart which is included as Attachment A. The Pay Range Chart will be reviewed periodically as part of the annual budget approval process.

2300.2 Except for the Water System Manager (Operator Level 2) and the General Manager, all District employees will be considered exclusively hourly employees.

2301 Compensation

2301.1 Compensation at Hiring. All newly appointed employees will be paid at the beginning of the pay range for the position to which the employee is appointed based on licensure/certification level.

2301.2 Compensation for Current Employees. Individuals currently holding a regular position with the District will be appointed to the job description that most closely aligns with current duties, and compensated at the higher of (a) the rate of pay on 10/1/2024 or (b) the beginning of the pay range for the position to which the employee is appointed.

2302 Changes in Compensation

2302.1 COLA (Cost Of Living Adjustment) increases will be considered using the US Dept. of Labor, Bureau of Labor Statistics, CPI (Consumer Price Index) for the San Francisco Area, 12-month average percentage change, ending in April, not to exceed 4%. COLA increases will be considered by the Board of Directors as part of the annual budget approval process for the next fiscal year (FY).

2302.2 Annual merit bonuses for employees who routinely work sixteen (16) or more hours per month in regular and regular part-time positions will be considered based on Water System Manager and General Manager or designee recommendations in conjunction with performance reviews and annual budget approval. Subject to District budget constraints, employees with an overall rating of exceeds expectations will be eligible for a bonus of up to 7% of annual pay for the previous year, while employees with an overall rating of meets expectations will be eligible for a bonus of up to 5% of annual pay for the previous year. Employees in temporary and temporary part-time positions are not eligible for merit bonuses.

2302.2.1 Disbursement of the annual merit bonuses will be made in January of each year.

2302.2.2 Longevity increases of three percent (3%) of rate of pay for employees who routinely work sixteen (16) or more hours per month in regular and regular part-time positions will be considered at five (5), ten (10), fifteen (15), twenty (20), and twenty-five (25) years of continuous District employment commencing in FY 2024-2025. Subject to District budget constraints, longevity pay increases will be effective the January following the employee's employment anniversary date, or October 1, 2024, whichever is later (i.e., the first longevity pay increases will be in FY 2029-2030).

2302.2.3 Advancement within the pay range will for employees in regular and regular part-time positions who obtain higher level licensure/certification level will be considered based on Water System Manager and General Manager or designee recommendations conjunction with performance reviews and annual budget approval.

- 2303** Reimbursement for work-related expenses. Per IBWD policy 3040, when District employees incur "out-of-pocket" expenses for items or services appropriately relating to District business, said expenses will be reimbursed from District funds.
- 2303.1** District employees will be reimbursed for mileage necessary to conduct District business. Mileage reimbursement does not apply to the routine commute from home to the District office; however, use of personal vehicles for transportation from the District office to project sites, training, suppliers, meter reading locations, the post office, etc. will be reimbursed at the standard mileage rates set by the Internal Revenue Service (IRS) for business use.
- 2303.2** All employees who are required to respond to emergencies as described in 2305.5 who are budgeted to work sixteen (16) or more hours per month will receive an on-call readiness stipend of \$50.00 per month to offset the cost of maintaining a personal vehicle and equipment to be used when responding to District emergencies.
- 2304** General Pay Information: The pay period starts on the first day of the month and includes all work performed through the last day of the month.
- 2304.1** Certain deductions will be made in accordance with federal and state laws.
- 2304.2** Pay Schedule: Employees will be paid no later than the 2nd Thursday of the month following the close of the pay period.
- 2305** Work Schedules: Every employee is expected to report to work as scheduled.
- 2305.1** Operations Department: Subject to scheduling by the Water System Manager, employees are approved to work up to twenty-four (24) hours per month for routine operations and short-term maintenance projects as part of the annual budget approval process. Additional hours may be authorized by the General Manager or designee for emergency repair work, and by the Board for Assessment-funded long-term maintenance projects. The total scheduled hours will not exceed 40 hours in a workweek (12:01am on Monday through midnight on Sunday). The routine Operations work week for regular and regular part-time Operations employees will consist of two workdays: Tuesday and Friday, commencing at 9:30am at the water treatment plant office.
- 2305.1.1** Temporary and on call Operations Department employees and contractors will be scheduled by the Water System Manager on a as needed basis.
- 2305.1.2** The work week for the Water System Manager will be extended before or after the regular workday each Tuesday and Friday plus four (4) additional hours to be scheduled as needed for a total of thirty-five (35) additional hours each month, subject to modification by the General Manager or designee. Additional hours may be authorized by the General Manager or designee for emergency repair work, and by the Board for Assessment-funded long-term maintenance projects.
- 2305.2** Administration Department: Subject to scheduling by the General Manager or designee, employees are approved to work up to forty-three (43) hours per month. Additional hours may be authorized by the Board for administrative actions related to Assessment-funded long-term maintenance projects. The total scheduled hours will not exceed 40 hours in a workweek (12:01am on Monday through midnight on Sunday). The routine work week for regular and regular part-time Administration employees will consist of two workdays: Monday and Thursday of every week. During the first two weeks of each month, the workday will commence at 9:00am and conclude at 3:30pm at the District office. During the remaining weeks of each month, the workday will commence at 9:00am and conclude at 1:00pm at the District office.
- 2305.2.1** The work week for the General Manager will be extended before or after the regular workday each Monday and Thursday, plus four (4) additional hours to be scheduled as needed for a total of twenty-six (26) additional hours each month.

2305.2.2 The work week for all other Administration Department employees and contractors will be scheduled by the General Manager or designee on a as needed basis.

2305.3 Board Support Staff: Subject to scheduling by the Treasurer, employees are approved to work up to seventeen (17) hours per month. The routine work week for regular and regular part-time Board Support employees will consist of two workdays: Monday and Thursday of every week. Employees who are unable to report to work as scheduled must contact their supervisor as far in advance as possible.

2305.4 On-Call Requirements: Due to the critical nature of the services provided by the District and the need for employees to respond to an emergency, critical employees (defined as: General Manager, Water System Manager, Operator 1 – Treatment, Operator 1 – Distribution, and Operator Trainee) may be asked to work overtime on weekends or holidays or additional hours during the regular workweek and are expected to comply with such requests.

2305.4.1 Overtime is defined as: Time worked more than eight (8) hours on a scheduled workday or forty (40) hours in one work week will be compensated at the overtime rate of pay at one-and one-half times (1 ½) the regular rate of pay.

2305.4.1.1 Other than regular hours of work between 8:00am and 5:00pm, Monday through Friday, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District will be compensated at the overtime rate of pay.

2305.4.1.2 Any critical employee called in to work will be compensated for a minimum of two hours at the appropriate rate.

2306 Time Records: All non-exempt employees must keep accurate time records by completing timesheets.

2306.1 For payroll purposes, time is rounded to the nearest ¼ of an hour.

2306.2 All timecards must be submitted electronically to the Staff Assistant no later than the first business day of the month following the close of the pay period.

Attachment A – Pay Range Chart

Irish Beach Water District Pay Range	No Certification T1	T2	D1	D2	T1 & D1	T2 & D1	T2 & D2
Operator II - Water System Manager	N/A	N/A	N/A	N/A	N/A	\$35.76 - \$41.46	\$39.34 - \$45.61
Operator I - Treatment	N/A	\$26.87 - \$30.35	N/A	N/A	N/A	N/A	N/A
Operator I - Distribution	N/A	N/A	\$26.87 - \$30.35	\$29.56 - \$33.60	N/A	N/A	N/A
Operator I - Treatment & Distribution	N/A	N/A	N/A	N/A	\$29.56 - \$34.26	\$32.51 - \$37.69	\$35.76 - \$41.46
Temporary Maintenance Worker		\$24.18	N/A	N/A	N/A	N/A	N/A
General Manager	\$39.34 - \$45.61	N/A	N/A	N/A	N/A	N/A	N/A
Staff Assistant	\$26.87 - \$31.15	N/A	N/A	N/A	N/A	N/A	N/A
Special Assistant to the Board	\$26.87 - \$31.15	N/A	N/A	N/A	N/A	N/A	N/A

*Merit Bonuses for regular positions based on Water System Manager & General Manager recommendations in conjunction with performance reviews and annual budget approval. Overall rating of Exceeds Expectations = 7% of annual pay; Overall rating of Meets Expectations = 5% of annual pay.

**Hourly pay increases of 3% at 5, 10, 15, 20, and 25 years of longevity with the District commencing in FY 2024-2025.

2501 Holiday Leave

2501.1 When the following celebrations occur during the regular work week (Monday – Friday), the Irish Beach Water District (IBWD) will observe each day as a paid holiday:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

2501.2 All non-emergency work shall be suspended, and regular employees who routinely work at least sixteen (16) hours per month shall receive four hours (4) of pay for each of the holidays listed above. Holiday pay is granted regardless of work schedule (i.e., employees will receive holiday leave if the holiday falls on a Monday, and the routine work schedule is Tuesdays and Fridays). Temporary employees are not eligible for holiday pay.

2501.3 If any critical employee is called in to respond to an emergency on any of the holidays listed above, they shall, in addition to holiday pay, be paid for all hours worked at the rate of time and one-half (1½) their regular rate of pay, or as otherwise specified under Policy 2305.

2502 Vacation Leave

2502.1 This policy shall apply to regular and probationary employees in all classifications who routinely work at least sixteen (16) hours per month. Temporary employees are not eligible for paid vacations.

2502.2 Paid vacations shall be accrued according to the following schedule:

- During the first year of continuous work, five days;
- Two through five years of service, ten days;
- Six through ten years of service, 15 days;
- Eleven or more years of service, 20 days.

Part-time employees earn vacation on a pro-rated basis according to their routine budgeted work schedule (excluding Assessment funded hours) as delineated in the table below:

Hours Burdgeted Per Month (excluding Assessment-funded hours)	Vacation Hours Accrued Monthly			
	1st year of service	2-5 years of service	6-10 years of service	11+ years of service
9	0.26	0.52	0.78	1.04
17	0.49	0.98	1.47	1.96
24	0.69	1.38	2.08	2.77
43	1.24	2.48	3.72	4.96
69	1.99	3.98	5.97	7.96

Hours in unpaid leave status (i.e., not at work and not using paid vacation or sick leave) will be deducted from routine budgeted monthly hours when calculating accrued vacation time.

2502.3 Employees who have completed six months of service may begin to take vacation time. No vacation may be taken until the employee has completed at least six months of service.

2502.4 Vacation time may be used as soon as the month following accrual or accumulated for up to two (2) years. Accrual is capped at the total earned over the course of two (2) years (i.e., employees accruing 45 hours per year may accrue up to 90 hours). Once this cap is reached, the District will compensate the employee for fifty

percent (50%) of the accrued vacation time (i.e., employees who accrue 45 hours per year, may "cash out" 45 hours once the cap of 90 hours is reached) at the regular rate of pay at the time of payout, leaving a balance of no more than twelve months of accrued vacation time. An employee may not use vacation in advance of its accrual.

2502.5 At termination of employment for any reason, the District shall compensate the employee for accumulated vacation time earned through the last day of employment at the regular rate of pay at the time of termination.

2502.6 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2502.7 Vacations may be scheduled at any time during the year upon approval of the employee's supervisor. To ensure minimum staffing levels to meet workload needs, requests for vacation will be approved only when staffing requirements permit.

2503 Sick Leave

2503.1 This policy shall apply to probationary and regular employees in all classifications. Temporary employees are not eligible for sick leave.

2503.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member shall qualify for sick leave provided prior notice is provided to the employee's supervisor. An employee may use paid sick leave if they are a victim of a crime or if their family member is a victim of a to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.

2503.3 Employees will accrue forty (40) hours of sick leave, credited at the beginning of each fiscal year (October 1st). New employees will accrue sick leave at the date of employment, prorated based on the date of employment (i.e., 3.33 hours per month remaining in the fiscal year beginning with the month of employment).

2503.3.1 Unused sick leave may be carried over, one year to the next, up to a cap of eighty (80) hours. On October 1st of each year, employees will be credited with forty (40) hours of sick leave and sick leave in excess of eighty (80) hours will be forfeited.

2503.3.2 Unused sick-leave time for employees who routinely work at least sixteen (16) hours per month shall be "bought back" by the District at a rate of one-half ($\frac{1}{2}$) hour for each hour accrued but not used. Said buy back shall be limited only to sick leave over and above forty (40) hours of accrued sick leave. No more than forty (40) hours of accrued sick leave shall be bought back in any given year unless employment is terminated for non-cause reasons, in which case all accrued sick leave shall be bought back at said one-half ($\frac{1}{2}$) rate. Termination for cause shall result in loss of all accrued sick leave.

2503.4 Sick leave is not a privilege that an employee may use at his/her discretion but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family. In addition, sick leave may be used following the death of an immediate family member.

2503.4.1 For this policy, "immediate family member" means spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).

2503.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular workday, or as soon thereafter as practical. The General Manager or designee shall have discretion to request a medical certification regarding the illness or scheduled treatment.

2503.6 The General Manager or designee shall have discretion to place employees on sick leave when in his/her judgment, presence of the employee at his/her regular post would endanger the health of the employee and other employees.

2504 Family and Medical Leave Act (FMLA) Leave and California Family Rights Act (CFRA) Leave

2504.1 The purpose of this policy is to clarify how the Irish Beach Water District (IBWD) will implement Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) leave requests.

2504.2 Eligibility.

2504.2.1 To be eligible for leave under the FMLA, an employee must have: (1) been employed by IBWD for at least 12 months, which need not be consecutive; (2) worked for the IBWD at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and, (3) be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite.

2504.2.2 To be eligible for leave under the CFRA, an employee must have: (1) been employed by the IBWD for at least 12 months, which need not be consecutive; (2) worked for IBWD at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

2504.2.3 At this time, the IBWD has no FLMA or CFRA eligible employees.

2504.3 Leave Benefit.

2504.3.1 Should there be a point at which the IBWD has FLMA or CFRA eligible employees, they will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, spouse, domestic partner, parent, grandparent, grandchild, or sibling. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails inpatient care in a hospital, hospice, or residential medical care facility; or, continuing treatment by a health care provider. Finally, an eligible employee may take job-protected leave for a qualifying exigency related to the covered active duty or call to covered active duty of a spouse, domestic partner, child, or parent in the Armed Forces of the United States

2504.3.2 To be eligible for leave under the FMLA or CFRA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and in some circumstances, sick leave, for the first part of the 12-week statutory leave. Use of paid leave for unpaid leave will not extend the 12-week leave period.

2504.3.3 At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. The IBWD may also require the employee to obtain medical certification that the employee can resume all the essential functions of the employee's position.

2504.4 Employee Obligations

2504.4.1 Employees requesting leave for the birth, adoption, or the foster placement of a child will provide at least 30-days notice if the need for leave is foreseeable. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide 30 days notice, or with as much notice as practicable.

2504.4.2 Employees seeking leave on account of their own or a family member's serious health condition must provide a medical certification regarding their condition. The medical certification must include the date on which the condition began and its probable duration.

- 2504.4.3** For most leaves, employees will not be permitted to take their leave intermittently; however, intermittent leave may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, which accommodates recurring periods of leave better than the employee's regular job.

2505 California Pregnancy Disability Leave (PDL)

- 2505.1** The purpose of this policy is to clarify how the Irish Beach Water District (IBWD) will implement California Pregnancy Disability Leave (PDL).
- 2505.2** Eligibility. The Irish Beach Water District must employ five or more employees be required to provide job-protected leave or accommodations to employees disabled by pregnancy, childbirth, or a related medical condition. Please see the [PDL Fact Sheet](#) for additional information.
- 2505.3** Leave Benefit.
 - 2505.3.1** Employees will be provided Pregnancy Disability Leave (PDL) is available while an employee is disabled, up to a total of four months. This includes time off needed for prenatal or postnatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, loss or end of pregnancy, or any other related medical condition.
 - 2505.3.2** Leave can be taken before and after birth during any period the employee is physically unable to work because of pregnancy or a pregnancy-related condition. All leave taken in connection with a specific pregnancy counts toward computing the four-month period.
 - 2505.3.3** Employees who are disabled by pregnancy may qualify for State Disability Insurance (SDI) wage replacement while unable to work. In a normal pregnancy, a worker will typically be disabled 4 weeks before the expected due date and 6 weeks after for a vaginal birth or 8 weeks after for a cesarean section. Please see the [California paid family leave page](#) for more information.
- 2505.4** Employee Obligations
 - 2505.4.1** If possible, an employee must provide their employer with at least 30 days' advance notice of the date for which the pregnancy disability leave is sought and the estimated duration of the leave. If 30 days' advance notice is not possible due to a change in circumstances or a medical emergency, notice must be given as soon as practicable.
 - 2505.4.2** Employees seeking PDL must provide a medical certification regarding their condition. The medical certification must state the reasons for the leave and the probable duration of the condition.
 - 2505.4.3** At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions.

2506 Military Leave

- 2506.1** The purpose of this policy is to clarify how the Irish Beach Water District (IBWD) will implement leave requests pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA),
- 2506.2** Military leave is a form of unpaid leave of absence. Leaves of absence and re-employment resulting from service in the National Guard or U.S. Military Armed Forces will be in accordance with applicable state and federal laws. A copy of the official military orders for training or active duty must accompany an employee's request for a leave of absence.
- 2506.3** An employee who is assigned to an U.S. Military Armed Forces Reserve organization and is subject to active or inactive duty training will be granted unpaid leave of absence, for up to two weeks.
- 2506.4** Employees may remain in paid status by using accrued vacation leave to supplement military pay.

2507 Jury Duty Leave

2507.1 This policy shall apply to all employees in all classifications.

2507.2 An employee summoned for jury duty will immediately notify their supervisor. While serving on a jury, employees will be granted unpaid leave of absence.

2508 Workers' Compensation Leave

2508.1 This policy shall apply to all employees in all classifications.

2508.2 Employees injured at work and temporarily unable to perform their usual and customary work will be granted an unpaid leave of absence while receiving workers' compensation benefits. Medical certification confirming the necessity of the leave must be provided to IBWD within fourteen (14) calendar days after the leave begins.

2508.2 Employees may elect to use sick leave on a prorated basis to receive compensation in an amount equal to the difference between regular pay and the compensation amount received as Workers' Compensation benefits. Similarly, the employee may elect to use any accrued vacation leave time after sick leave is exhausted.

2508.3 Employees receiving benefits under the District's Workers' Compensation program, have been granted an unpaid leave of absence. Accrual of vacation, holiday, and sick leave will be curtailed during such periods of time.

2508.4 Employees may return to work only after providing medical certification that the employee can resume all the essential functions of the employee's position. The General Manager or designee shall have discretion to assign modified or light duty work if the employee's release contains such limitation. Employees who have been released without limitation will be reinstated to the position held previously or to an equivalent job with equivalent pay, benefits, and working conditions.

2509 Authorized Unpaid Leave

2509.1 This policy shall apply to all regular employees in all classifications. Probationary and Temporary employees are not eligible for authorized unpaid leave unless required by state or federal law as described elsewhere in District policy.

2509.2 Employees may request a leave of absence without pay for a period of up to one (1) month. Employees may request a leave of absence for a variety of reasons not covered elsewhere in District policy.

2509.3 Subject to the approval of the General Manager or designee, a leave of absence may be granted at the conclusion of an authorized use of accrued vacation leave and sick leave, if applicable.

2509.3.1 Employees will be required to exhaust all accrued vacation leave before eligibility for an unpaid leave of absence commences.

2509.3.2 Employees absent for reasons allowing usage of sick leave are required to exhaust all available sick leave before eligibility for an unpaid leave of absence commences.

2509.4 Accrual of vacation, holiday, and sick leave will be curtailed for employees granted an unpaid leave of absence.

2509.5 Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond one (1) month. Employees who fail to return to work promptly at the end of an approved leave of absence are considered to have voluntarily resigned their positions.



Resolution Number 2025-1

Resolution of the Board of the Irish Beach Water District Board of Directors Documenting the Decision to Rescind Resolution 1986-9 - Pertaining to Employee Vacation

WHEREAS, on March 15, 1986, the Irish Beach Water District Board of Directors adopted Resolution 1986-9 pertaining to employee vacation; and

Whereas, on January 11, 2025, the Irish Beach Water District Board of Directors adopted Policy 2500 – Employee Leave, which addresses employee vacation leave in section 2502.

NOW, THEREFORE, BE IT RESOLVED that the Irish Beach Water District Board of Directors rescinds Resolution 1986-9 effective immediately.

The foregoing Resolution No. 2025-1 was considered and adopted as amended by the Directors of the Irish Beach Water District at their meeting held January 11, 2025, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Dated: _____

Board President

Attest: _____
Board Secretary

RESOLUTION NO. 86-9

RESOLUTION No. 5000

A RESOLUTION OF THE BOARD OF DIRECTORS OF
IRISH BEACH WATER DISTRICT
PERTAINING TO EMPLOYEE VACATION

EMPLOYEES SHALL BE ENTITLED TO PAID VACATION according to the following schedule based on length of service with the District:

1. Under 6 months - No vacation
2. 6 months to 1 year - 5 days (working days)
3. 1 year to 5 years - 10 days (working days)
4. 5 years to 10 years - 15 days (working days)
5. More than 10 years - 20 days (working days)

Vacation will be paid at the regular rate of pay earned at the time the vacation is commenced. Part-time employees' vacation pay will be calculated according to time worked during period for which vacation was accrued.

Vacation time may not be accrued beyond one year.

Vacation periods shall commence on October 1, and end on September 30 of each Fiscal Year.

Considered and adopted at an adjourned regular meeting of the Irish Beach Water District Board of Directors on March 15, 1986 by the following vote:

Ayes: *Wilfred E. Edelbrock, Ken Hofer, Jack Swartz*

Noes: *None*

Absent: *Hays Hickey*


Chairman

Attest:


Secretary to the Board

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**NEW BUSINESS: A. DISCUSSION AND OR ACTION: CONSIDER PRELIMINARY RECOMMENDATIONS FOR  
UPDATES TO DISTRICT BILLING SYSTEMS AND PROCESSES.**  
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Software Comparison & Recommendation Report

Overview

An efficiency meeting was conducted on December 2nd, 2024 with Khadine Forbes, staff assistant for Irish Beach Water District. During the meeting, Khadine explained the procedures and tasks of her position. After evaluating the information gathered for efficiency and effectiveness, below you will find a summary of the pressure points along with some possible solutions to streamline IBWDs processes and ensure optimal resource utilization.

Pressure Points with Current Process

- **Billing:** Recurring payments and e-billing not offered. There are 12 customers that prefer their bills to be emailed, therefore the staff assistant prints all bills (207), scans and emails 12 bills (12 individual emails) then sends the remaining 195 invoices via USPS/postage.

Drawback: Added time for the staff assistant to manually scan and email bills and room for error with manual emails. Postage and statement paper expense for mailing bills via USPS.

Possible solution: See below collecting payments.

- **Collecting payments:** After the mail has been opened, each check is reviewed for an account number, if the account number isn't written on the check, the staff assistant searches RVS for the numbers. Once all checks have account numbers, the staff assistant manually enters each account number and payment amount in RVS. Then deposits the checks using Redwood Credit Union scanner.

Drawback: Added time for the staff assistant to open the mail, search for account numbers, and manually enter each account number and dollar amount. Room for error with manual entries.

Possible Solution: Offering customers the ability to see their bill online, pay bills, set-up recurring payment and paperless billing will save time for the staff assistant. This will eliminate the staff assistant from manually emailing bills and, over time, this will also eliminate the staff assistant from opening mail, searching for account numbers, scanning check payments, and the cost of statement paper/postage.

- **Water usage:** After water usage has been collected and uploaded by water district employees, the file is downloaded and edited (delete columns to remove unnecessary info and edit each entry to correct gallons) followed by a manual entry of each account number and usage into RVS.

Drawback: Added time for the staff assistant to manually edit all 207 entries and room for error with manual input of meter readings into RVS.

Possible solution: Correct the format of the water usage file when downloaded to have the correct information and usage. Add the ability to upload the water usage into the billing software to eliminate manual entry.

- **System access/cross-trained team:** When the staff assistant is on leave, there is no procedure or access for another employee to handle the tasks of the position.

Drawback: If the staff assistant is on vacation or leave, customer information is only accessible on the staff assistant computer/RVS program, which doesn't allow an additional user to make entries or complete tasks in RVS. Additionally, if information needs to be shared with effected customers in case of an emergency or if a personal emergency should arise for the staff assistant, this lack of access can pose a delay in protocols/billing for the IBWD.

Possible solution: Moving to cloud-based billing software would allow multiple users to have access with any web browser. I would be equally important to have a cross-trained employee available step-in during these occurrences.

Preliminary Recommendation

The recommendations are based on my brief observations of the staff assistant's current process and research into a variety of options. When reviewing, please refer to the *comparison table* below for more detailed information. Several services have been included in the software comparison to create a more "apples-to-apples" comparison. Additional services can be added or removed if desired.

Option 1: Full conversion to new billing software provided by El Dorado Utility Billing. This is cloud-based billing software that incorporates online payments which directly update to the billing software, uploaded meter reading/water usage, paperless billing and auto-payment options. Initially, this choice will be more labor-intensive with a complete conversion and training for the staff assistant; however, the company has a streamline billing and payment program, keeping everything under one umbrella and offering large utility services at a small utility price. This software is constructed on a modern cloud-based platform with a billing system and customer portal that can be accessed with any web browser, eliminating the system access issue.

Option 2: Keep RVS and add NextBillPay as a payment processor. Keeping your current software eliminates much of the training and conversion that comes with new software, although some training will be necessary when adding the payment processing. NextBillPay will allow online payments which directly update to the RVS, uploaded meter reading/water usage, paperless billing

and auto-payment options. This option is not cloud based so the access issues will remain the same. Although RVS seems to be running its course in the industry, this is the cheapest and least “painful” choice.

Additional Note:

El Dorado offers a statement mailing option which costs \$1.12/statement with a minimum of 150 statements per month. There is a \$75 fee if less than 150 statements are mailed. Including postage.

195 statements = \$218.40 plus \$75 fee for the non-billing month. Two-month period = \$293.40.

This could be a more cost-effective option for statement mailing, the staff assistant’s time and hourly wage should be considered.

Software Comparison

	Current	RVS +adding services	Sequoyah Software	El Dorado	Diversified
Billing Program	\$809	\$809	\$900	\$1,140	\$4,248
Statement Paper	\$175	\$175	N/A	N/A	N/A
Postage	\$1,000	\$1,000 (less with paperless billing)	\$1,000 (less with paperless billing)	\$1,000 (less with paperless billing)	\$1,000 (less with paperless billing)
Online payments	\$300 *3% for cards, \$1.75 ACH	Payment processing (external company)	Payment processing (external company)	Integrated into system through	Included
		NextBillPay \$100 in fees collected or pay difference. *2.75% for cards, \$2 ACH	Paystar \$35/month *2.75% for cards, \$1.95 ACH	Elevon Under \$5000/Mth =\$30 fee *3.5% for cards, \$1.95 ACH	
View account balance and water usage history	No	Yes	Yes	Yes	Yes
E-Bill Enrollment and recurring payment option	No	Yes	Yes	Yes	Yes
Live payments into billing program	No	Yes	No	Yes	Yes

	Current	RVS +adding services	Sequoyah Software	El Dorado	Diversified
Manual Entry of payments into billing program	Yes	N/A	Upload Option	N/A	N/A
Statement printing/ mailing offered	No	No	No	Yes (\$1.12 per page postage included - 150 statement minimum/month or \$75 fee)	No
Meter reading/water usage upload (excel)	No	Yes	Yes	Yes	Yes
Cloud Based option	No	No	Yes (\$40/Month – 2 users)	Yes	Yes
Past Usage history with conversion	N/A	N/A	Yes (+/- 2 years)	Yes (1-2 billing cycles)	Yes
One-Time Fees	N/A	\$300 to add e-bills \$995 for bills and payment to live update to/from RVS \$750 to add meter reading upload option	\$2,800 billing Software \$250 Training \$400 Conversion \$900 Meter reading upload option	\$950 Conversion & training \$420 customer portal	\$6,500 onboarding
1st Year Cost:	\$2,284	\$4,029	\$6,250	\$3,870	\$11,748
Annual cost (after 1st year):	\$2,284	\$1,984	\$1,900	\$2,500	\$5,248

Added services/fees in red are not calculated into totals.

	Current	RVS +adding services	Sequoyah Software	El Dorado	Diversified
Pros	<ul style="list-style-type: none"> -No Conversion -Minimal Training -Past usage history intact 	<ul style="list-style-type: none"> -No Conversion -Minimal Training -Low annual cost -Live online payments -Past usage history intact 	<ul style="list-style-type: none"> -Upload online payment option -Upload several years past usage history -Low annual cost 	<ul style="list-style-type: none"> -Live online payments -Cloud based 	<ul style="list-style-type: none"> -Live online payments -Cloud based
Cons	<ul style="list-style-type: none"> -No paperless billing -No online balance/estatement -No Live/upload payments -No meter reading upload -Not cloud based -Dated system 	<ul style="list-style-type: none"> -Dated system -Not cloud based 	<ul style="list-style-type: none"> -Expensive 1st year -Training needed 	<ul style="list-style-type: none"> -Training needed 	<ul style="list-style-type: none"> -Expensive 1st year -High annual cost

Items for Future Evaluation

- **Quickbooks:** this was not reviewed but would be worth reviewing for efficiency.
- **Payroll services:** currently handled by local CPA - approximately \$1,100 annually.
Possible solutions: have IBWD employee complete payroll training course via quickbooks and add the payroll service to your existing quickbooks. Future research on cost comparison is needed. However, potential conflict of interest in water employees/nepotism - board member would need to review/sign checks.
- **Development of:**
 - Board Member Manual to include all aspects of the special district.
 - Policies and Procedures Manual to include daily procedures, delinquent and shut off procedures, septic reporting, water rights/state reporting, elections and fiscal reporting, audit procedure, etc.
- **Website Design and Management**

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**NEW BUSINESS: B. DISCUSSION AND OR ACTION: 2025 ELECTION OF OFFICERS TO THE BOARD OF DIRECTORS.**  
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**NEW BUSINESS: C. DISCUSSION AND OR ACTION: CONSIDER RESOLUTION 2025-2 – DISTRICT FACILITY USE AGREEMENT, AND MODIFICATIONS TO DISTRICT FIREHOUSE.**  
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Resolution Number 2025-2

**Resolution of the Board of the Irish Beach Water District
Documenting the Approval of Procedures for Use of District Meeting Space**

WHEREAS, the Irish Beach Water District (the "District") has determined that it is in the best interests of the District to adopt a policy relating to the use of the District's meeting space (the "Fire House") by community organizations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Irish Beach Water District hereby adopt the following procedures for use of the District meeting space.

Use by Other Community Organizations: It shall be the policy of the District to make the Fire House available to other Irish Beach community organizations ("Permitted Users"). By way of example, such Permitted Users include, but are not necessarily limited to, the Irish Beach Improvement Club, and the Irish Beach Architectural Design Committee. The District's General Manager and the Board Secretary will have the authority to implement this policy and to decide on a case-by-case basis whether or not to allow the Fire House to be used by a Permitted User, based on availability, the nature of the proposed use, and other factors.

Benefits from Shared Use: The Board of Directors finds that allowing the Permitted Users specified above to use the Fire House to be consistent with the District's purposes and furthers the District's interests by maintaining contacts and favorable relationships with other community organizations. The Board of Directors further finds that by allowing the use of the Fire House by Permitted Users, reciprocal benefits may be available through the sharing of resources and information.

No Smoking and Required Cleaning: Smoking (including vaping) is not allowed in any District facilities. Permitted Users are responsible for returning the District's meeting space to the exact condition in which they found the facilities. Serving food or beverages is discouraged. Any damage or smoking will result in the elimination of future use.

Insurance: Upon approval of an application, a duly authorized representative of the Permitted User must provide proof of general liability insurance with limits of not less than \$500,000, naming the Irish Beach Water District as additionally insured.

User Agreement: As a condition of using the Fire House, all Permitted Users shall be required to sign a User Agreement in the form attached hereto as Attachment A. The User Agreement shall be signed by a duly authorized representative of the community organization and submitted to the District no less than seven (7) days prior to the event date.

The foregoing Resolution No. 2025-2 was considered and adopted as amended by the Directors of the Irish Beach Water District at their meeting held January 11, 2025, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Dated: _____

Board President

Attest: _____
Board Secretary

Attachment A – Irish Beach Water District Application and Agreement Use of Meeting Space

Name of Contact Person: _____ (may differ from the undersigned)

Address: _____

Phone: _____ Email: _____

Name of Community Organization: _____

Purpose of Use: _____

Event Date(s): _____

(list each date for reoccurring monthly / quarterly meetings occurring in a single calendar year)

Estimated Attendance: _____ Event Hours (including set up and clean up) from _____ to _____

The Irish Beach Water District (IBWD) has consented to the use of its meeting space located at 15401 Forest View Road, Manchester, California (the "Fire House") by the undersigned for meeting purposes at the date and time set forth above. As a condition to and in consideration of such use, the undersigned hereby agrees as follows:

1. The use of IBWD facilities by the undersigned shall be restricted to the Fire House, and the porta-potty located to the West of the Storage Tank #1.
2. The use shall comply with all laws including all applicable policies, rules, motions, and resolutions of IBWD.
3. Parking at the facility is limited. Under no circumstances may vehicles park in front of the North garage door, which houses the Redwood Coast Fire Protection District Rescue Truck.
4. After each use, the undersigned agrees to leave the Fire House in the same condition as existed prior to such use.
5. The undersigned hereby releases IBWD from any and all liability relating to the use of the Fire House, meeting room, porta-potty, and driveway by the undersigned. The undersigned hereby assumes all risk of damage to property or injury to persons arising in connection with such use and agrees to indemnify, defend and hold harmless IBWD and its officers, directors, agents and employees from and against any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses, including attorney's fees, arising from the use or occupancy of the IBWD facilities by the undersigned.
6. The use is entirely permissive and may be terminated at will by the IBWD.
7. The use shall not interfere with or conflict with any use of the Fire House by either IBWD or Redwood Coast Fire Protection District.

Date: _____

Name of Community Organization ("Permitted User")

(Signature)

(Printed Name and Title)

(Telephone & Email)

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**COMMUNICATIONS AND CORRESPONDENCE**  
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**CONSENT CALENDAR**  
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- A. TREASURER'S REPORT, CHECKS ISSUED.
 - B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
 - C. SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT REPORT.
 - D. REPORT FROM THE BUDGET & FINANCE COMMITTEE – UPDATE ON THE DISTRICT'S FINANCIAL AUDIT FOR THE FISCAL YEAR ENDING 9/30/23.
 - E. RESOLUTION 2025-3 UPDATING SIGNATURES FOR REDWOOD CREDIT UNION BANK ACCOUNTS.
 - F. APPROVAL OF MINUTES: NOVEMBER 9, 2024, REGULAR MEETING.
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A. TREASURER'S REPORT, CHECKS ISSUED

TREASURER'S CASH STATEMENT

Jan 11, 202r Board Meeting

	This Period Ending Jan 8 2025	Last Period Ending Nov 5,2024
IBWD Cash and Assets:		
Checking RCU	\$129,018.00	\$100,650.00
Savings RCH	<u>\$113</u>	<u>\$113</u>
TOTAL CASH ASSETS	<u>\$129,131</u>	<u>\$100,763</u>
Accounts Receivable - Grant		\$40,000
Est. Accounts Receivable -Water Billing Nov/Dec 2024	\$49,000	\$52,125
October Payroll	-\$4,199.23	-\$6,576.94
County Collection of Delinquent	\$824	
County Tax Rolls	\$0	\$0
218 proposal SCI	\$0	-\$20,559
218 proposal SCI, amendment 1	\$0	\$0
cash flow loan from restricted	\$0	-\$28,394
CPA Audit 21/22	\$0	-\$8,900
Emergency Response Augmentation-2024 Payment	-\$44,326	-\$46,068
Sugarman & Co (Legal Accountants)	-\$26,188	--
>40 Assesment transfer to restricted (1 st payment)	-\$16,211	--
Emergency Response Augmentation 2025	-\$29,960	--
TOTAL OTHER ASSETS	<u>-\$71,060</u>	<u>-\$18,373</u>
TOTAL UNRESTRICTED ASSETS	<u>\$58,071</u>	<u>\$82,390</u>
Emergency Response Augmentation- current year	\$29,960	<u>\$44,362</u>
Capital Replacement Money Market Account	\$226,587	\$133,522
Cash flow loan to operating (Paid with interest)	\$0	\$28,394
> 40 Year Capital Replacement	\$226,587	\$161,916
AWDF/Mallo Pass	\$448,674	\$448,674
TOTAL RESTRICTED ASSETS	<u>\$705,221</u>	<u>\$654,952</u>
TOTAL ASSETS	<u>\$763,292</u>	<u>\$737,342</u>

Irish Beach Water District

Checks/Payments

November 2024

Date	Transaction Type	Num	Name	Memo/Description	Account #	Account	Debit	Credit
11/1/2024	Bill Payment (Check)	12938	SCI Consulting Group	Consulting Services -Prop 218	105.10	105.10 Cash in Bank - RCU		4,266.25
					2000	2000 Accounts Payable	4,266.25	
							<u>\$ 4,266.25</u>	<u>\$ 4,266.25</u>
11/01/2024	Bill Payment (Check)	12939	SCI Consulting Group	Consulting Services -Prop 218	105.10	105.10 Cash in Bank - RCU		17,136.97
					2000	2000 Accounts Payable	17,136.97	
							<u>\$ 17,136.97</u>	<u>\$ 17,136.97</u>
11/04/2024	Check	ACH	PG&E	3611003632-8 Hillcrest / ACH	105.10	105.10 Cash in Bank - RCU		53.83
				3611003632-8 Hillcrest Statement 10/15/24	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source	53.83	
							<u>\$ 53.83</u>	<u>\$ 53.83</u>
11/04/2024	Bill Payment (Check)	ACH	Mendocino Community Network	Monthly Internet Service	105.10	105.10 Cash in Bank - RCU		40.00
					2000	2000 Accounts Payable	40.00	
							<u>\$ 40.00</u>	<u>\$ 40.00</u>
11/05/2024	Check	13308	Charles L. Acker	Oct 24 payroll paid Nov 5, 2024 Jm.	105.10	105.10 Cash in Bank - RCU		583.55
				Oct 24 payroll	501.11	501.11 Labor:Labor For Operations	642.63	
				Oct 24 payroll	501.11	501.11 Labor:Labor For Operations	0.00	
				Oct 24 payroll	573.10	573.100 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	97.15	
				Oct 24 payroll	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable	0.00	

Oct 24 payroll	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable	100.00
Oct 24 payroll	210.20	210.20 PAYROLL LIABILITIES:FICA Payable	39.84
Oct 24 payroll	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable	9.32
Oct 24 payroll	210.50	210.50 PAYROLL LIABILITIES:State WH Payable	0.00
Oct 24 payroll	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable	7.07
		\$ 739.78 \$	739.78
11/05/2024	Check	13309	Robert J. Dial
Oct24 payroll paid 11/5/24 processed by Schwindt CPA. Posted by jm	105.10	105.10 Cash in Bank - RCU	385.92
Oct 24 payroll paid Nov 5,24	501.11	501.11 Labor:Labor For Operations	414.12
Oct 24 payroll paid Nov 5,24	573.10	573.100 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	8.04
Oct 24 payroll paid Nov 5,24	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable	0.00
Oct 24 payroll paid Nov 5,24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable	25.68
Oct 24 payroll paid Nov 5,24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable	6.00
Oct 24 payroll paid Nov 5,24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable	4.56
Oct 24 payroll paid Nov 5,24	210.50	210.50 PAYROLL LIABILITIES:State WH Payable	0.00
		\$ 422.16 \$	422.16
11/05/2024	Check	13310	Khadine Forbes
Oct 24 payroll paid 11/5/24 processed by Schwindt CPA posted Jm	105.10	105.10 Cash in Bank - RCU	1,399.86
Oct 24 payroll paid Nov 5,24	561.00	561.000 Administrative & General:Salaries	1,397.24
Oct 24 payroll paid Nov 5,24	573.10	573.100 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	26.80
Oct 24 payroll paid Nov 5,24	565.20	565.200 Administrative & General:Employee Retirement & Benefits:Vacation	107.48
Oct 24 payroll paid Nov 5,24	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable	0.00
Oct 24 payroll paid Nov 5,24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable	93.29
Oct 24 payroll paid Nov 5,24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable	21.82
Oct 24 payroll paid Nov 5,24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable	16.55
Oct 24 payroll paid Nov 5,24	210.50	210.50 PAYROLL LIABILITIES:State WH Payable	0.00

11/05/2024	Check	13311	Annette Fromwiller	Oct 24 payroll paid 11/5/24 jm Processed by Schwindt CPA	105.10	105.10 Cash in Bank - RCU			318.75
				Oct 24 payroll paid Nov 5,24	561.00	561.000 Administrative & General:Salaries	349.31		
				Oct 24 payroll paid Nov 5,24	565.20	565.200 Administrative & General:Employee Retirement & Benefits:Vacation	0.00		
				Oct 24 payroll paid Nov 5,24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable			21.66
				Oct 24 payroll paid Nov 5,24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable			5.06
				Oct 24 payroll paid Nov 5,24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable			3.84
							\$ 349.31	\$	349.31
11/05/2024	Check	13312	Malm, Eric	Oct 24 payroll paid 11/05/2024 processed by schwindt CPA Posted jm	105.10	105.10 Cash in Bank - RCU			893.60
				Oct 24 payroll paid Nov 5,24	501.11	501.11 Labor:Labor For Operations	994.19		
				Oct 24 payroll paid Nov 5,24	565.20	565.200 Administrative & General:Employee Retirement & Benefits:Vacation	0.00		
				Oct 24 payroll paid Nov 5,24	573.10	573.100 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	0.00		
				Oct 24 payroll paid Nov 5,24	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable			13.59
				Oct 24 payroll paid Nov 5,24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable			61.64
				Oct 24 payroll paid Nov 5,24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable			14.42
				Oct 24 payroll paid Nov 5,24	210.50	210.50 PAYROLL LIABILITIES:State WH Payable	0.00		
				Oct 24 payroll paid Nov 5,24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable			10.94
							\$ 994.19	\$	994.19
11/05/2024	Check	13313	Judy A. Murray	Oct 24 payroll paid 11/05/2024 prepared by Schwindt CPA posted by jm	105.10	105.10 Cash in Bank - RCU			539.42
				Oct 24 payroll paid Nov 5,24	561.00	561.000 Administrative & General:Salaries	591.14		
				Oct 24 payroll paid Nov 5,24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable			36.65
				Oct 24 payroll paid Nov 5,24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable			8.57
				Oct 24 payroll paid Nov 5,24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable			6.50
							\$ 591.14	\$	591.14

11/05/2024	Check	13314	Brant V. O'Dell	Oct 24 payroll paid Nov 5, 24 jm processed by Schwindt CPA	105.10	105.10	105.10	Cash in Bank - RCU	1,463.95
				Oct 24 payroll paid Nov 5,24	501.11	501.11	501.11	Labor: Labor For Operations	1,543.43
				Oct 24 payroll paid Nov 5,24	573.10	573.10	573.10	Other Operating Expenses: Other Operating Expenses: Vehicle Operation OPS	56.95
				Oct 24 payroll paid Nov 5,24	210.10	210.10	210.10	PAYROLL LIABILITIES: Federal WH Payable	0.00
				Oct 24 payroll paid Nov 5,24	210.20	210.20	210.20	PAYROLL LIABILITIES: FICA Payable	95.69
				Oct 24 payroll paid Nov 5,24	210.30	210.30	210.30	PAYROLL LIABILITIES: Medicare Payable	22.38
				Oct 24 payroll paid Nov 5,24	210.40	210.40	210.40	PAYROLL LIABILITIES: CA SDI Payable	16.98
				Oct 24 payroll paid Nov 5,24	210.50	210.50	210.50	PAYROLL LIABILITIES: State WH Payable	1.38
								\$ 1,600.38 \$ 1,600.38	
11/05/2024	Check	13315	Rio J. Russell	Oct 24 payroll paid 11/5/24 posted jm	105.10	105.10	105.10	Cash in Bank - RCU	490.38
				Oct 24 payroll paid Nov 5,24	561.00	561.00	561.00	Administrative & General: Salaries	537.40
				Oct 24 payroll paid Nov 5,24	573.00	573.00	573.00	Other Operating Expenses: Other Operating Expenses	0.00
				Oct 24 payroll paid Nov 5,24	210.10	210.10	210.10	PAYROLL LIABILITIES: Federal WH Payable	0.00
				Oct 24 payroll paid Nov 5,24	210.20	210.20	210.20	PAYROLL LIABILITIES: FICA Payable	33.32
				Oct 24 payroll paid Nov 5,24	210.30	210.30	210.30	PAYROLL LIABILITIES: Medicare Payable	7.79
				Oct 24 payroll paid Nov 5,24	210.40	210.40	210.40	PAYROLL LIABILITIES: CA SDI Payable	5.91
								\$ 537.40 \$ 537.40	
11/05/2024	Check	ACH	APS	Monthly Charge for GovCard payment	105.10	105.10	105.10	Cash in Bank - RCU	25.00
				Monthly Fee	562.05	562.05	562.05	Administrative & General: Office Supplies & Other Expense: Software	25.00
								\$ 25.00 \$ 25.00	
11/07/2024	Check	ACH	S&B Market	October Statement	105.10	105.10	105.10	Cash in Bank - RCU	175.29
				Misc. Painting Supplies	542.20	542.20	542.20	Operating Expenses: Transmission & Distribution: Lab & Mat for Maintenance: Equip & Supplies Maint & Repair	40.19

11/15/2024	Check	EFT for September Hours - October Taxes	210.70	210.70 PAYROLL LIABILITIES:CA ETT Payable	0.75	\$ 106.30 \$ 106.30
		EFT for September Hours - October Taxes	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable	90.36	
		EFT for September Hours - October Taxes	210.50	210.50 PAYROLL LIABILITIES:State WH Payable	3.15	
11/15/2024	Check	Fed P/R taxes - September '24 PR Paid in October 2024	105.10	105.10 Cash in Bank - RCU		1,464.86
		9/24 hours IBWD Fed Payroll taxes	210.20	210.20 PAYROLL LIABILITIES:FICA Payable	1,018.77	
		9/24 hours IBWD Fed Payroll taxes	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable	238.27	
		9/24 hours IBWD Fed Payroll taxes	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable	207.82	
		3053827187-2 ACH	105.10	105.10 Cash in Bank - RCU		463.81
		1009543748 Statement date 11/24	501.50	501.50 Purchased Power	25.47	
		1009543856 Statement date 11/24	501.50	501.50 Purchased Power	306.20	
		1009543857 Statement date 11/24	501.50	501.50 Purchased Power	88.79	
		1008686042 Statement 11/24	501.50	501.50 Purchased Power	10.18	
		1010948062 Statement 11/24	501.50	501.50 Purchased Power	33.17	
11/19/2024	Bill Payment (Check)	Lab. Analysis	105.10	105.10 Cash in Bank - RCU		153.00
			2000	2000 Accounts Payable	153.00	
11/19/2024	Bill Payment (Check)	Lab. Analysis	105.10	105.10 Cash in Bank - RCU		177.00
			2000	2000 Accounts Payable	177.00	
11/25/2024	Bill Payment (Check)	Accounting Services	105.10	105.10 Cash in Bank - RCU		89.83
			2000	2000 Accounts Payable	89.83	
\$ 1,464.86 \$ 1,464.86						
\$ 463.81 \$ 463.81						
\$ 153.00 \$ 153.00						
\$ 177.00 \$ 177.00						

Irish Beach Water District

Checks/Payments

December 2024

Date	Transaction Type	Num	Name	Memo/Description	Account #	Account	Debit	Credit
12/02/2024	Bill Payment (Check)	12944	Matthew L. Emrick	Legal Services	105.10	105.10 Cash in Bank - RCU		3,685.50
					2000	2000 Accounts Payable	3,685.50	
							\$ 3,685.50	\$ 3,685.50
12/03/2024	Check	ACH	PG&E	3611003632-8 Hillcrest / ACH	105.10	105.10 Cash in Bank - RCU		89.50
				3611003632-8 Hillcrest Statement 11/14/24	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source	89.50	
							\$ 89.50	\$ 89.50
12/04/2024	Bill Payment (Check)	ACH	Brelje & Race	Lab. Analysis	105.10	105.10 Cash in Bank - RCU		76.00
					2000	2000 Accounts Payable	76.00	
							\$ 76.00	\$ 76.00
12/05/2024	Check	ACH	APS	Monthly Charge for GovCard payment	105.10	105.10 Cash in Bank - RCU		25.00
				Monthly Fee	562.05	562.050 Administrative & General:Office Supplies & Other Expense:Software	25.00	
							\$ 25.00	\$ 25.00
12/06/2024	Check	13316	Rio J. Russell	Nov 24 payroll paid 12/6/24 posted jm	105.10	105.10 Cash in Bank - RCU		1,046.44
				Nov 24 payroll paid Dec 6,24	501.11	501.11 Labor:Labor For Operations	1,182.28	
				Nov 24 payroll paid Dec 6,24	573.00	573.000 Other Operating Expenses:Other Operating Expenses	0.00	
				Nov 24 payroll paid Dec 6,24	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable		32.39
				Nov 24 payroll paid Dec 6,24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable		73.30
				Nov 24 payroll paid Dec 6,24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable		17.14
				Nov 24 payroll paid Dec 6,24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable		13.01

12/06/2024	Check	13320	Malm, Eric	Nov 24 payroll paid Dec 6,24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable	24.99
				Nov 24 payroll paid Dec 6,24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable	5.84
				Nov 24 payroll paid Dec 6,24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable	4.43
							\$ 403.05 \$ 403.05
12/06/2024	Check	13320	Malm, Eric	Nov 24 payroll paid 12/06/2024 processed by schwindt CPA Posted jm	105.10	105.10 Cash in Bank - RCU	746.56
				Nov 24 payroll paid Dec 6,24	501.11	501.11 Labor:Labor For Operations	779.23
				Nov 24 payroll paid Dec 6,24	565.20	565.20 Administrative & General:Employee Retirement & Benefits:Vacation	0.00
				Nov 24 payroll paid Dec 6,24	573.10	573.10 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	35.51
				Nov 24 payroll paid Dec 6,24	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable	0.00
				Nov 24 payroll paid Dec 6,24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable	48.31
				Nov 24 payroll paid Dec 6,24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable	11.30
				Nov 24 payroll paid Dec 6,24	210.50	210.50 PAYROLL LIABILITIES:State WH Payable	0.00
				Nov 24 payroll paid Dec 6,24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable	8.57
							\$ 814.74 \$ 814.74
12/06/2024	Check	13321	Judy A. Murray	Nov 24 payroll paid 12/06/2024 prepared by Schwindt CPA posted by jm	105.10	105.10 Cash in Bank - RCU	294.22
				Nov 24 payroll paid Dec 6,24	561.00	561.00 Administrative & General:Salaries	322.44
				Nov 24 payroll paid Dec 6,24	210.20	210.20 PAYROLL LIABILITIES:FICA Payable	19.99
				Nov 24 payroll paid Dec 6,24	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable	4.68
				Nov 24 payroll paid Dec 6,24	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable	3.55
							\$ 322.44 \$ 322.44
12/06/2024	Check	13322	Brant V. O'Dell	Nov 24 payroll paid Dec 6, 24 jm processed by Schwindt CPA	105.10	105.10 Cash in Bank - RCU	1,593.93
				Nov 24 payroll paid Dec 6,24	501.11	501.11 Labor:Labor For Operations	1,716.48
				Nov 24 payroll paid Dec 6,24	573.10	573.10 Other Operating Expenses:Other Operating Expenses:Vehicle Operation OPS	32.83
				Nov 24 payroll paid Dec 6,24	210.10	210.10 PAYROLL LIABILITIES:Federal WH Payable	0.00

12/06/2024	Check	ACH	S&B Market	November Statement	105.10	210.20	210.20 PAYROLL LIABILITIES:FICA Payable	106.42
				Misc. Painting	542.20	210.30	210.30 PAYROLL LIABILITIES:Medicare Payable	24.89
				Misc. Hardware	542.20	210.40	210.40 PAYROLL LIABILITIES:CA SDI Payable	18.88
				Misc. Hardware	542.20	210.50	210.50 PAYROLL LIABILITIES:State WH Payable	5.19
							\$ 1,749.31	\$ 1,749.31

12/06/2024	Check	ACH	S&B Market	November Statement	105.10	105.10	105.10 Cash in Bank - RCU	213.55
				Misc. Painting	542.20	542.200	Operating Expenses:Transmission & Distribution:Lab & Mat for Maintenance:Equip & Supplies Maint & Repair	19.76
				Misc. Hardware	542.20	542.200	Operating Expenses:Transmission & Distribution:Lab & Mat for Maintenance:Equip & Supplies Maint & Repair	54.38
				Misc. Hardware	542.20	542.200	Operating Expenses:Transmission & Distribution:Lab & Mat for Maintenance:Equip & Supplies Maint & Repair	143.29
				Refund	542.20	542.200	Operating Expenses:Transmission & Distribution:Lab & Mat for Maintenance:Equip & Supplies Maint & Repair	3.88
							\$ 217.43	\$ 217.43

12/09/2024	Bill Payment (Check)	12945	USA Bluebook	Misc. Supplies	2000	105.10	105.10 Cash in Bank - RCU	216.11
					2000	2000	2000 Accounts Payable	216.11
							\$ 216.11	\$ 216.11

12/09/2024	Bill Payment (Check)	12946	State Water Resources Control Board	Membership Renewal	2000	105.10	105.10 Cash in Bank - RCU	1,973.00
					2000	2000	2000 Accounts Payable	1,973.00
							\$ 1,973.00	\$ 1,973.00

12/10/2024	Bill Payment (Check)	ACH	Capital One, F.S.B	Credit Card Payment	105.10	105.10	105.10 Cash in Bank - RCU	894.88
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									2000	2000	Accounts Payable	894.88	
												<u>\$ 894.88</u>	<u>\$ 894.88</u>
12/13/2024	Check	ACH	Capital One, F.S.B	Payment was deducted from the January Statement. Please refer to the January Credit Card Paid Twice/ Autopay Error	105.10	105.10	Cash in Bank - RCU	105.10	105.10	105.10	Cash in Bank - RCU	610.07	610.07
					4000	4000	Reconciliation Discrepancies					<u>\$ 610.07</u>	<u>\$ 610.07</u>
12/16/2024	Check		Employment Development Department	October PR' Paid in November 2024	105.10	105.10	Cash in Bank - RCU	105.10	105.10	105.10	Cash in Bank - RCU		98.86
				Taxes	210.60	210.60	PAYROLL LIABILITIES:CA UI Payable					23.65	
				Taxes	210.70	210.70	PAYROLL LIABILITIES:CA ETT Payable					1.48	
				Taxes	210.40	210.40	PAYROLL LIABILITIES:CA SDI Payable					72.35	
				Taxes	210.50	210.50	PAYROLL LIABILITIES:State WH Payable					1.38	
												<u>\$ 98.86</u>	<u>\$ 98.86</u>
12/16/2024	Check		EFTPS	November 2024	105.10	105.10	Cash in Bank - RCU	105.10	105.10	105.10	Cash in Bank - RCU		1,119.86
				10/24 hours IBWD Fed Payroll taxes	210.20	210.20	PAYROLL LIABILITIES:FICA Payable					815.54	
				10/24 hours IBWD Fed Payroll taxes	210.30	210.30	PAYROLL LIABILITIES:Medicare Payable					190.73	
				10/24 hours IBWD Fed Payroll taxes	210.10	210.10	PAYROLL LIABILITIES:Federal WH Payable					113.59	
												<u>\$ 1,119.86</u>	<u>\$ 1,119.86</u>
12/16/2024	Bill Payment (Check)	ACH	Breije & Race	Lab. Analysis	105.10	105.10	Cash in Bank - RCU	105.10	105.10	105.10	Cash in Bank - RCU		135.00
					2000	2000	Accounts Payable					135.00	
												<u>\$ 135.00</u>	<u>\$ 135.00</u>
12/20/2024	Bill Payment (Check)	ACH	USA Bluebook	Misc. Supplies	105.10	105.10	Cash in Bank - RCU	105.10	105.10	105.10	Cash in Bank - RCU		129.93
					2000	2000	Accounts Payable					129.93	
												<u>\$ 129.93</u>	<u>\$ 129.93</u>
12/23/2024	Check	ACH	PG&E	3053827187-2 ACH	105.10	105.10	Cash in Bank - RCU	105.10	105.10	105.10	Cash in Bank - RCU		466.88
				1009543748 Statement date 12/24	501.50	501.50	Purchased Power					23.82	
				1009543856 Statement date 12/24	501.50	501.50	Purchased Power					202.06	

12/31/2024	Check	ACH	PG&E	3611003632-8 Hillcrest / ACH	105.10	105.10 Cash in Bank - RCU	501.50 Purchased Power	140.70
				3611003632-8 Hillcrest Statement 12/13/24	513.00	513.000 Operating Expenses:Source of Supply:Power Purchased for Source	501.50 Purchased Power 501.50 Purchased Power	9.53 90.77
								<u>\$ 466.88</u>
								<u>\$ 171.63</u>
12/31/2024	Check	ACH	Redwood Credit Union	RDC Monthly Fee	105.10	105.10 Cash in Bank - RCU	501.50 Purchased Power	30.00
				Monthly Remote Deposit Capture	562.02	562.020 Administrative & General:Office Supplies & Other Expense:Administrative Services		30.00
								<u>\$ 30.00</u>
								<u>\$ 16,072.69</u>

B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT

IBWD Operations Report 11/1/2024-12/31/2024 Brant O'Dell

Sampling/Regulatory

- November samples submitted
- December samples submitted
- Water Rights 2024 in progress (due Feb)

Maintenance/Repair

- Completed valve exercising and cover maintenance
- Minor road maintenance after rains, Alta Mesa culverts cleared 12/6
- T2 treatment changed dessicant, adjusting float valves, over ozonation- tank drained and partially refilled
- ozone monitor for T2 ordered

Staffing/Budget

- New hire trainee to begin 1/25
- Initial vehicle search, will resume when funding available
- When might funding for tank3 painting be available?

Projects

- Tank 5 leak repaired by NST 12/4/24
- Plant office painting, willl order new door
- T2 treatment troubleshooting continues

Customer

- working with customers on leak discovery
- Zone 2 low pressure reported and resolved 12/29

More

C. SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT REPORT

- On 9/11/24, the final invoice (#10) for \$1,030.70 and request for release of the \$39,999 retention was submitted in conjunction with the project completion report.
- The District received payment for invoice #10 (\$927.63) in the first week of October.
- On 11/26/24, the District received payment for the \$39,999.00 in retention, completing the District's grant with DWR.

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D. REPORT FROM THE BUDGET & FINANCE COMMITTEE – UPDATE ON THE DISTRICT'S FINANCIAL AUDIT FOR THE FISCAL YEAR ENDING 9/30/23.

On 11/9/24, the Board approved the financial statement audit for the fiscal year ending 9/30/2022 and directed staff to coordinate with Fechter and Company to initiate the audit for the fiscal year ending 9/30/2023. Staff contacts with the auditor indicate that audit activities will not commence until after the tax season ends, so further action will be postponed until May 2025.

E. RESOLUTION 2025-3 UPDATING SIGNATURES FOR REDWOOD CREDIT UNION BANK ACCOUNTS.

On 9/30/24, Charlie Acker retired from the position of Water System Manager / Acting General Manager and transitioned into the position of On Call Operator. Since Mr. Acker no longer occupies a management position in the District, authority to access District bank accounts must be removed.

Pending the selection of a General Manager, three (3) members of the Board of Directors and the Staff Assistant will be authorized to conduct business on District financial accounts.



**RESOLUTION NO. 2025 – 3**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IRISH BEACH WATER DISTRICT  
AUTHORIZING CERTAIN BOARD MEMBERS AND STAFF TO SIGN ON DISTRICT BANK ACCOUNTS**

WHEREAS, the Irish Beach Water District has bank accounts with Redwood Credit Union and County of Mendocino; and,

WHEREAS, the Irish Beach Water District needs to designate authorized Board Members and staff to sign on these accounts to maintain these accounts; and,

THEREFORE, BE IT RESOLVED that the Board of Directors of the Irish Beach Water District hereby orders that the following staff and Directors be authorized to sign on these accounts:

- Board Treasurer elect, Thomas Ottoboni (controlling individual)
- Board Secretary elect, Heather Hackett (controlling individual)
- Board President elect, Susan Israel (authorized signer)
- Staff Assistant, Khadine Forbes (authorized signer)

THEREFORE, BE IT RESOLVED that the persons identified as authorized signers are authorized to conduct all business on financial institution accounts for Irish Beach Water District, including but not limited to, (1) opening accounts, (2) closing accounts, and (3) depositing and withdrawing funds consistent with indicated signature authorizations.

The foregoing Resolution # 2025-3 was considered and adopted by the Directors of the Irish Beach Water District at their regular meeting held January 11, 2025, by the following vote:

Ayes:  
Abstain:

Noes:  
Absent:

Dated \_\_\_\_\_

\_\_\_\_\_  
Board President

Attest: \_\_\_\_\_

Board Secretary

F. APPROVAL OF THE MINUTES: FOR NOVEMBER 9, 2024, REGULAR MEETING.

**IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES**  
**REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459**  
**Saturday, November 9, 2024, at 10:00 A.M. (ZOOM AND IN-PERSON)**

**CALL TO ORDER AND ROLL CALL:** Vice President Hohos called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:01am. Roll call of Directors in attendance: Director Ottoboni and Director Hackett attended in person; President Israel and Director Kimsey were absent. Staff attending via Zoom included: Water System Manager O'Dell, Operator Acker, Special Assistant to the Board Murray, and District Counsel Emrick.

**PUBLIC INPUT:** None

**NEW BUSINESS:**

- A. DISCUSSION AND OR ACTION:** PROCLAMATION HONORING CHARLIE ACKER'S SERVICE TO THE IRISH BEACH COMMUNITY AND RE-NAMING WELL #2.

**Action:** Vice President Hohos introduced Resolution 2024-9 commending former Water System Manager / Acting General Manager Charlie Acker for his 30+ years of service to the Irish Beach Water District. The Board presented the sign proclaiming the Charlie Acker Well (CA-W2). Director Hackett made a motion to approve resolution 2024-9 commending Charlie Acker for his service to the community of Irish Beach and re-naming IBWD Well #2 the Charlie Acker Well (CA-W2). Director Ottoboni seconded the motion, and Vice President Hohos called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

- B. DISCUSSION AND OR ACTION:** UPDATE ON MENDOCINO COUNTY LAFCO MUNICIPAL SERVICE REVIEW.

**Action:** Director Hackett reported that the Mendocino Local Agency Formation Commission (LAFCo) initiated a Municipal Service Review (MSR) and Sphere of Influence (SOI) review for the District. She noted that a draft report, which recommends that the District Service Area Boundary and SOI for all services remain unchanged and coterminous, was presented to the Commission on 11/4/24. Director Hackett explained that the Commission will hold a public hearing to approve the review and recommendations in the next couple of months. The Board accepted the report and thanked Director Hackett for her efforts to coordinate the District response.

**OLD BUSINESS:**

- A. DISCUSSION AND OR ACTION:** BUDGET & FINANCE COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2024/2025 LINE- ITEM BUDGETED V. ACTUALS.

**Action:** Director Ottoboni reported that the District ended fiscal year 2023-2024 on budget. He noted that individual line items varied from budgeted projections, with administrative salaries and contractual services exceeding budgeted amounts and water sales producing greater income than anticipated. Director Ottoboni explained that water sales for Mountain View Road repairs generated an extra \$25,000 of income. He indicated that litigation costs were around \$70,000, and since the District must defend itself, ongoing legal actions result in approximately \$25.00 per month in service charges for each customer. Director Ottoboni reported that while the District was unable to increase reserve funding at the end of the fiscal year, it did reduce the balance of the bridge loan despite the delay in receipt of the grant retention payment. The Board accepted the report detailing income and expenses in relation to the FY 2023-2024 budget and thanked Director Ottoboni for his efforts.

- B. DISCUSSION AND OR ACTION:** REPORT FROM THE BUDGET & FINANCE COMMITTEE – CONSIDER APPROVAL OF THE DISTRICT'S FINANCIAL AUDIT FOR FISCAL YEAR ENDING 9/30/22.

**Action:** The Board accepted Director Ottoboni's report that the District received the fiscal year 2021-2022 financial statement audit prepared by Fechter and Company. Special Assistant to the Board Murray explained that the auditor found that the District's financial statements present fairly, in all material respects, the respective financial

position of the business-type activities of the Irish Beach Water District, as of September 30, 2022, and the respective changes in financial position and, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. Director Hackett made a motion to approve the FY 2021 – 2022 Financial Statement Audit, and direct staff to post the audit to the District website. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

**C. DISCUSSION AND OR ACTION: REPORT FROM THE PROP 218 COMMITTEE.**

**Action:** The Board accepted the Committee's report recapping the results of balloting for the 2024 Water System and Sustainability Assessment and approved the Committee's request for authorization to draft and issue 2024 Assessment bills to property owners in February 2025, which aligns with the due date for the second payment of property tax bills issued by Mendocino County. Director Hackett noted that in future years, the Assessment will be included in property tax billing and explained that parcel owners who fail to submit payment in response to the 2024 Assessment bill will be assessed for both 2024 and 2025 as part of the County's 2025 property tax billing cycle. Director Ottoboni reported that the Capital Replacement portion of the 2002 Assessment has been included in the 2024 property tax bills; however, the County identified 22 parcels that are subject to the Low Value Ordinance and not eligible to receive a property tax bill. The Board concurred with the Committee's recommendation to issue bills to the 22 parcel owners in conjunction with the 2024 Assessment bills.

**D. DISCUSSION AND OR ACTION: ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – INTRODUCTION OF NEW IBWD WATER SYSTEM MANAGER, BRANT O'DELL. CONSIDER IBWD POLICY 2400 – DISTRICT PERFORMANCE EVALUATIONS AND POLICY 2800 - DISTRICT TRAINING PROGRAM. CONSIDER REVISIONS TO THE OPERATOR TRAINEE JOB DESCRIPTION. CONSIDER RESOLUTION 2024-10 RESCINDING RESOLUTION 1986-6 PERTAINING TO MILEAGE REIMBURSEMENT AND POLICY 2010 HOURS OF WORK, OVERTIME, AND CALL-OUT.**

**Action:** Director Hohos introduced the District's new Water System Manager, Brant O'Dell, who started in his new role on October 15<sup>th</sup>. She also provided overview of a new chapter in the District's personnel policies: 2400 – Performance Evaluations, which is necessary to implement the annual merit bonuses for staff who meet or exceed expectations as outlined IBWD policy 2300 – compensation & work schedules. She explained that the policy is designed to provide structure and standard evaluation guidelines. Director Hackett made a motion to approve to approve IBWD Policy 2400 – Performance Evaluations. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

Director Hackett provided an overview of another new chapter in the District's personnel policies: 2800 - District Operator Trainee Program. She explained that the Board previously approved an Operator Trainee job description, but did not establish a policy for onboarding. The proposed policy is intended to provide structure and time limits for acquisition of knowledge/skills. Director Hackett noted that in conjunction with the proposed policy, the Committee is recommending several changes to the Operator Trainee job description. Director Hackett made a motion to approve IBWD Policy 2800 – District Operator Trainee Program and updates to the Operator Trainee job description. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

Director Hackett reported that at the 10/5/24 meeting, the Board approved Policy 2300 - District Compensation and Work Schedule which subsumes Policy 2110 - Hours of Work, Overtime & Call-out, as well as Resolution 1986-6 - Pertaining to Mileage Reimbursement. She reviewed resolution 2024-10, a housekeeping action to rescind policies that have been superseded. Director Hackett made a motion to approve Resolution 2024-10 Documenting the Decision to Rescind Policy 2110 - Hours of Work, Overtime & Call-out, and Resolution 1986-6 - Pertaining to Mileage Reimbursement. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

**COMMUNICATIONS AND CORRESPONDENCE.** None



**CONSENT CALENDAR:**

- A. TREASURER'S REPORT, CHECKS ISSUED.
- B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
- C. SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT REPORT.
- D. APPROVAL OF MINUTES: SEPTEMBER 14, 2024 REGULAR MEETING. AND OCTOBER 5, 2024 SPECIAL MEETING.

**Action:** Director Hackett made a motion to accept the Treasurer's report as amended to correct the invoice number for the 9/16/24 payment to Thompson's Posta-Septic Service, Operations report, Grant Committee report, and meeting minutes included in the consent calendar. Vice President Hohos seconded the motion and called for a vote: Director Hackett – Aye, Director Ottoboni – Aye, Vice President Hohos - Aye. The motion passed with a quorum.

**ADJOURNMENT:** Vice President Hohos made a motion, with a second from Director Hackett to adjourn the regular meeting at 10:52am. Vice President Hohos called for a vote. The motion passed with a quorum and the meeting then convened into executive closed session.

**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. 23CV00273.
- B. **PUBLIC EMPLOYMENT (Govt. Code § 54957):** GENERAL MANAGER AND OPERATOR TRAINEE.

**Action:** The executive (closed) session was adjourned at 11:55am. Vice President Hohos reported that the Board directed the Organizational Structure Committee to advertise an Operator Trainee job opening, and to work with Water System Manager O'Dell to make an appointment. In addition, the Board directed the Committee to contract for administrative services to address discrete work tasks pending selection of a new General Manager.

Respectfully submitted:

Attest as Presented:

President  
Date: January 11, 2025

Secretary of the Board  
Date: January 11, 2025

**Adjournment of Public Session:**

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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. 23CV00273

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