

Board meeting minutes November 13, 2004

**IRISH BEACH WATER DISTRICT
MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS
SATURDAY, November 13, 2004**

I. OPEN MEETING

1. CALL TO ORDER AND ROLL CALL: President Steve Whitaker called the regular meeting of the Irish Beach Water District Board of Directors to order at 10:04am at the Fire House in Irish Beach (Manchester). Present were Directors Heinzer, Murray, Pasqualetti and Whitaker. Director Poling was absent with prior notification. Also present was Mr. Charles Acker, Operations Manager and District Secretary, Dorothy Cong. Members of the public in attendance were Dorothy Engle, Al Thompson and Paul DeVaul.

2. APPROVAL OF MINUTES of the Regular Meeting of the Board of Directors held on Saturday, September 11, 2004. Director Heinzer moved and Director Murray seconded the motion that the minutes from the September 11, 2004 meeting be approved as presented. The minutes were so approved.

3. COMMUNICATION AND CORRESPONDENCE:

Notices were received from the State Water Resources Control Board relative to water permits for Mallo Pass, Irish Gulch and the “unnamed stream”. President Whitaker volunteered to respond to the documents prior to the next board meeting.

Mr. William Moores had a question regarding funds received from RCFPD for lease of the firehouse in Irish Beach. He feels the funds from the lease of the firehouse should go into the restricted assessment account. In addition to receiving a letter from Bill, Treasurer Judy Murray met with Mr. Moores who addressed concerns to her verbally he had basically already expressed in writing to the District.

4. PUBLIC INPUT:

Public input was offered but none was given.

5. REPORTS:

A. Treasurer - Report on Finances/Approval of Expenditures:

Treasurer Judy Murray reported on the financial status of Irish Beach Water District cash assets detailing Operations checking and operating reserves accounts, the “restricted” assessment account and the fire department funds through the end of fiscal year Oct. 1, 2003 – Sept. 30, 2004. She provided a recap of the budget Year to Date overviews for both water and fire explaining any deviations and unusual income and expenses. The District remains financially healthy. A document was presented to the Directors showing all end of year fund transfers for 2003-2004. The Board voted to approve the transfers. In reference to Mr. Moores suggestion relative to lease funds from RCFPD, Treasurer Judy Murray suggested the lease be deposited into the District’s <40 year reserve fund. The board concurred. The Treasurer’s report was accepted as presented.

Board meeting minutes November 13, 2004

B. Water: Operations Manager Charles Acker reported:

- 1) The most significant item for the past two month period was re-activation of the Lower Diversion.
- 2) The leak under the county road north of the Suddith house was finally repaired.
- 3) Several safety related issues in the treatment plant have been taken care of, i.e.: storage on shelving along the walls has been moved enabling other modifications for more efficiency. Cabinets have been installed.
- 4) A sizeable leak was repaired at Arena Circle.
- 5) Charlie reported he received a call from Bill and he informed him of all the things the District is doing relative to Mallo Pass, i.e. measurements done, an easement is being prepared with Stornetta and Zamboni, PG&E is ready to connect power.

C. Safety: Director Whitaker reported that the Safety Committee had not met and will be having a double meeting on Tuesday, November 16.

6. OLD BUSINESS

A. Status of annexation of the Irish Beach Volunteer Fire Department by the Redwood Coast Fire Protection District (Heinzer). Director Heinzer reported that Redwood Coast Fire Protection District has sent the reorganization plan to LAFCO. The project is in process.

B. Development of Lower Diversion water source from Irish Creek (Acker): Mr. Acker reported that the Lower Diversion project has been completed. Operations will be removing the pump, however, because heavy rains will soon be setting in. Mr. Acker has two items to accomplish regarding the Lower Diversion: 1) send a diagram to the Health Department about how the pump is plumbed. 2) Clarify the testing process with the Health Department.

C. Status of water diversion permit renewal for Mallo Pass and related activities associated with the development of Mallo Pass Project (Acker):

1. **Bids from consultants for Environmental Impact Report:** Mr. Acker stated he spoke with a staff person in Sacramento who confirmed that the District does need to prepare an Environmental Impact Report. He suggested Ken Anton of Anton Geological Services. Mr. Anton lives in Elk and is preparing EIRs for the Elk Water District. Charlie will discuss with him the possibility of preparing the EIR for Irish Beach.
2. **Stornetta/Zamboni Easements:** No change at this time. Director Poling is to prepare a document for Mr. Zamboni dealing with a revised contract for water and incorporating terms pertaining to an easement into the agreement.

D. Safety Issues resulting from outside consultant on-site visit (Whitaker): Director Whitaker reported that the District has made progress at the treatment plant, office and out-buildings at the treatment facility.

E. Well Drilling Program: Feasibility study of a well drilling program to augment existing IBWD water supply (Acker/Whitaker): Mr. Acker is to 1) identify possible well locations, 2) identify the permit process, 3) secure estimates from drilling contractors, 4) analyze power

Board meeting minutes November 13, 2004

requirements, 5) research drilling rights issues.

F. Issue of keys to acreage parcels. NTR. Remove from agenda.

G. Aldrich issue with 150,000 gallons of usage on their June bill. Still contested. (Whitaker). President Whitaker volunteered to write another letter to the Aldriches stating clearly they are responsible and must pay their water bill.

H.) Suddith issue with water bill due to inconvenience resulting from make-shift connection resulting from leak under county road and excessive amount of time to repair the leak. Director Pasqualetti moved the Suddith's pay ½ of the usage from May through September but are responsible for the entire availability charge. Director Heinzer seconded the motion and it passed unanimously. Director Whitaker volunteered to notify the customer of the Board's decision.

I. Consideration of construction of office building and storage complex. Tabled.

J. Consideration of adopting procedures for handling landowner projects (Acker). NTR.

K. Consideration of purchase of a maintenance vehicle / equipment to be used by operations for system maintenance (Acker/Whitaker). Tabled.

L. Consideration of rescinding Resolution 2002-4 which established a standard operating procedure for Publications of the Board (Poling). Director Heinzer moved the Board rescind Resolution 2002-4. Director Murray seconded the motion. All favored thus the resolution is rescinded.

M. Consideration of approval of letter from Whitaker to Hunolt re: surplus water delivery to Hunolt property. President Whitaker prepared a letter to the Hunolt's stating in essence that if the Hunolt's would annex to the water district, then the District would provide them with water. The Board approved the letter as written.

7. NEW BUSINESS:

A. Consideration of adding Steve Acker to the operation crew partially due to lack of sufficient number of licensed operators (Acker): Director Murray recommend the District hire Steve and pay him \$20.00 based upon his experience and market rate. Director Heinzer seconded the motion and it passed unanimously.

B. Need to adopt a resolution for "mail in ballot only" in case there will be an election for two seats on the water board in 2005. President Whitaker volunteered to write a letter to the District's attorney, Adam Lindgren requesting he prepare a resolution for a mail-in ballot only.

C. Review of draft contract revision with Zamboni for water. NTR.

D. Consideration of extending interim agreement with Redwood Coast Fire Protection

Board meeting minutes November 13, 2004

District to serve the Irish Beach area until implementation of annexation. Director Heinzer moved to amend the existing agreement extending it to June 30, 2005 or reorganization, whichever comes first. Director Pasqualetti seconded the motion and it passed unanimously.

E. Trujillo/Farrell letter regarding availability charge on condo home. Water meters were reconnected to both condos that had been destroyed by fire a couple of years ago. Therefore, the District billed the customers. Trujillo/Farrell felt they should not have to pay their bill because: 1) they have not completed their condo; 2) they do not have an occupancy permit; 3) their contractor connected the water meter without their knowledge. The decision of the board was that they must pay their water bill. Director Whitaker volunteered to write the letter to them.

9. Adjournment:

It was moved and seconded that the meeting be adjourned at 12:28pm.

Respectfully submitted,

Steve Whitaker, President
Prepared by Dorothy Cong

Attest:

Secretary to the Board

Board meeting minutes January 8, 2005

IRISH BEACH WATER DISTRICT MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS SATURDAY, January 8, 2005

I. OPEN MEETING

1. **CALL TO ORDER AND ROLL CALL:** President Steve Whitaker called the regular meeting of the Irish Beach Water District Board of Directors to order at 10:05am at the Fire House in Irish Beach (Manchester). Present were Directors Heinzer, Murray, and Whitaker. Directors Poling and Pasqualetti were absent with prior notification. Also present was Mr. Charles Acker, Operations Manager and District Secretary, Dorothy Cong. Members of the public in attendance were Al and Loretta Thompson, Sue Whitaker, Sue and Walt Rush, Dorothy Engle, Gene Cady.

2. **APPROVAL OF MINUTES of the Regular Meeting of the Board of Directors held on Saturday, November 13, 2004.** Director Heinzer moved and Director Murray seconded the motion that the minutes from the November 13, 2004 meeting be approved as presented. The minutes were so approved.

3. COMMUNICATION AND CORRESPONDENCE:

Dorothy Cong explained the notice received from SDDRMA pertaining to changes relative to workman's compensation coverage.

Dorothy explained Mr. Moores letter to the County of Mendocino regarding assessment billing on one of his Unit #9 parcels..

4. PUBLIC INPUT:

Public input was offered but none was given.

5. REPORTS:

A. Treasurer - Report on Finances/Approval of Expenditures:

Treasurer Judy Murray reported on the financial status of Irish Beach Water District cash assets detailing Operations checking and operating reserves accounts, the "restricted" assessment account and the fire department funds. She provided a recap of budget Year to Date overviews for both water and fire explaining any deviations and unusual income and expenses. The District remains financially healthy. Director Heinzer moved to accept the Treasurer's report. Director Murray seconded the motion and the report was accepted as presented.

B. Water: Operations Manager Charles Acker reported:

- 1) The Lower Diversion pump has been removed for the winter. Next spring the District will put in a 3 hp submersible pump at the Lower Diversion. The District already has the pump. The 5 hp pump is too fast.
- 2) The treatment plant has been working very well. The filters are functioning much better since they have been repacked. Mr. Acker explained that he has learned about a different type of polymer which he believes will work even better than the brand we are currently using.
3. Charlie has started to do some cross training. He will prepare some procedures, have them laminated and posted in strategic areas within the plant.
4. The old turbidity unit was not working well and President Whitaker approved the ordering of a new unit which has already been installed.

Board meeting minutes January 8, 2005

C. Safety: Director Whitaker reported that the Safety Committee had not met and will be having a double meeting on Tuesday January 18, 2005.

6. OLD BUSINESS

A. Status of annexation of the Irish Beach Volunteer Fire Department by the Redwood Coast Fire Protection District (Heinzer). Director Heinzer reported that there was some delay in the mapping process but the engineer is now proceeding.

B. Development of Lower Diversion water source from Irish Creek (Acker): Mr. Acker reported that 1) he has completed the diagram for the Health Department about how the pump is plumbed. 2) He will send an excel file to Guy Schott pertaining to testing. The question that needs to be clarified regarding testing is whether the District needs to test all year or only when it is actually using the Lower Diversion.

C. Status of water diversion permit renewal for Mallo Pass and related activities associated with the development of Mallo Pass Project (Acker):

1. **Bids from consultants for Environmental Impact Report:**

2. **Stornetta/Zamboni Easements:**

(See New Business items #s 7B and 7D)

D. Safety Issues resulting from outside consultant on-site visit (Whitaker): Mr. Acker reported that 1) There has been several changes relative to safety in the treatment plant. An eye wash station and sink were purchased and installed. The two chemicals used by personnel have been placed closer to the sink and eye wash. 2) One of the Priority #1 hazards was tank #4. A carpenter has been hired to repair the door which is rotten. More importantly, in order to minimize the necessity of personnel entering the tank, a little room will be constructed just outside the tank from which chemicals can be accessed, etc. Work has begun already and should be completed by the next board meeting.

E. Well Drilling Program: Feasibility study of a well drilling program to augment existing IBWD water supply (Acker/Whitaker): NTR

F. Consideration of construction of office building and storage complex. Tabled.

G. Consideration of adopting procedures for handling landowner projects (Acker). NTR.

H. Consideration of purchase of a maintenance vehicle / equipment to be used by operations for system maintenance (Acker/Whitaker). Tabled.

I. Status of letter from Whitaker to Hunolt re: surplus water delivery. President Whitaker reported that he mailed the letter to Mr. Hunolt but has not received a reply.

7. NEW BUSINESS:

A. Resolution 2005-_____: "mail-in balloting" to be used as process for handling election to the water board (Cong). Dorothy provided each Director with a copy of the draft resolution prepared by the District counsel, Adam Lindgren. Per Mr. Lindgren's instructions, Dorothy explained that the District would probably have to hold the election on the last Tuesday in August. She explained that the legislature established 3 dates for all mail-in ballot elections because there were too many dates in the past. Steve Whitaker, Dorothy Cong and Adam Lindgren will need a conference call to establish a firm schedule and process.

Board meeting minutes January 8, 2005

B. Status of responses to State Water Resources Control Board regarding water permits for Mallo Pass, Irish Gulch and the “unnamed stream.” (Whitaker) Director Whitaker explained the three letters he had prepared to Kathy Mrowka pertaining to each of the permits. He said all three needed EIRs but that they would all be negative declarations. Mr. Acker suggested the District go to a license for the unnamed stream. The District will hire a consultant who can address all three permits at the same time.

C. Ken Anton Geological Services re: EIRs for Mallo Pass, Irish Gulch and the “unnamed stream” (as applicable) (Acker / Whitaker) The Board directed Mr. Charles Acker to put the request for EIRs out to bid and requested that it be ‘noticed’ by the next board meeting.

D. Review of draft contract revision with Zamboni for water. Director Poling prepared a draft contract and President Whitaker reviewed it with the board. The Board suggested some changes which President Whitaker will provide to Director Poling.

E. Installation of fire hydrants on Pomo Lake Drive and Sea Cypress (Acker): A map of proposed fire hydrants was provided the Board. Mr. Acker will proceed with the project establishing specific location of the hydrants and contacting Paulson for cost estimates.

F. Funding of improvements to District Water Tanks #1 and #2 (Whitaker): Mr. Moores questioned the use of assessment funds to fund work the District will be undertaking on the water tanks. The District has sought guidance from both Bartle & Wells and District counsel regarding the matter.. Bartle & Wells responded that the District could use assessment funds for all of the work. The District has not yet received a response from counsel.

9. Adjournment: Director Heinzer moved and Director Murray seconded the motion that the meeting be adjourned at 12:05pm.

Respectfully submitted,

Steve Whitaker, President
Prepared by Dorothy Cong

Attest:

Secretary to the Board

Board meeting minutes March 12, 2005

IRISH BEACH WATER DISTRICT MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS SATURDAY, March 12, 2005

I. OPEN MEETING

1. **CALL TO ORDER AND ROLL CALL:** President Steve Whitaker called the regular meeting of the Irish Beach Water District Board of Directors to order at 10:02am at the Fire House in Irish Beach (Manchester). Present were Directors Heinzer, Poling, Whitaker, and Pasqualetti. Director Murray was absent with prior notification. Also present was Mr. Charles Acker, Operations Manager. District Secretary Dorothy Cong was absent with prior notification. Several members of the public were in attendance.

2. **APPROVAL OF MINUTES of the Regular Meeting of the Board of Directors held on Saturday, January 8, 2005.** Director Heinzer moved and Director Pasqualetti seconded the motion that the minutes from the January 8, 2005 meeting be approved as presented. The minutes were so approved.

3. COMMUNICATION AND CORRESPONDENCE:

President Whitaker covered the notice the District had received from its legal counsel relative to the requirements to have training in sexual harassment completed by the end of the year.

4. PUBLIC INPUT:

President Whitaker shared a newspaper article he had read regarding the Green Valley Water District in Solano and its difficulty with water quality. He compared their situation to ours and how fortunate our district is to be in such excellent shape. He praised Operations Manager Charlie Acker for his attentiveness to the water system and our ability to meet the new state turbidity standards.

5. REPORTS:

A. Treasurer - Report on Finances/Approval of Expenditures:

Treasurer Judy Murray was not at the meeting, but Secretary Dorothy Cong had prepared a summary of key points regarding the financial status of the District and provided a printout of the District's cash assets detailing checking accounts, operating reserves accounts, the "restricted" assessment account and fire department funds. A recap of budget Year to Date overviews for both water and fire was provided with notes explaining any deviations and unusual income and expenses. Director Heinzer moved to accept the financial report. Director Poling seconded the motion and the report was accepted as presented.

B. Water: Operations Manager Charles Acker reported:

- 1) He spent a significant amount of time during January in addressing many of the priority 1 safety issues.
- 2) Alarm relays for polymer were worked on in the treatment plant.
- 3) MTS sheets have been gathered and are in a folder.
- 4) Several devices for monitoring chemicals in the treatment plant were upgraded and Charlie intends to do even further upgrades in the future to enable more extensive electronic monitoring of the water system.

C. **Safety:** Director Whitaker reported that the Safety Committee met on February 15 and covered hazardous materials. Signs are being ordered as suggested in the training materials to notice where chemicals are used. Status on Priority 1 safety issues was covered to see what items had been completed.

Board meeting minutes March 12, 2005

6. OLD BUSINESS

A. Status of annexation of the Irish Beach Volunteer Fire Department by the Redwood Coast Fire Protection District (Heinzer). Director Heinzer reported that the reorganization papers have been submitted to LAFCO for some time and both Districts have been awaiting a response from LAFCO. Frank McMichaels, Executive Office of LAFCO in Mendocino County, recently sent each Board of Directors a detailed letter acknowledging receipt of the application. His letter covered issues with the mapping, provided a summation of the processes involved in the reorganization process and an estimate of the fees required. Considerable discussion regarding mapping ensued – there seems to be some minor confusion as to exactly what the boundaries are of the Irish Beach Water District (some parcels located within District boundaries may never have been annexed). Are those boundaries “sphere of influence” or actual jurisdictional boundaries? Legalities pertaining funding was covered in some detail. A crucial point in the LAFCO letter is that “if the IBWD is unable to provide fire protection services and the annexation does not occur, they {the community} may well be without fire protection services.” This would jeopardize homeowners getting insurance and even mortgages on their homes.

B. Development of Lower Diversion water source from Irish Creek (Acker): Mr. Acker reported he has not yet resolved the question of whether testing is required all year or only when the Lower Diversion is actually in use.

C. Status of water diversion permit renewal for Mallo Pass and related activities associated with the development of Mallo Pass Project (Acker):

1. **Bids from consultants for Environmental Impact Report:**

The Environmental Impact Report will be a negative declaration. Operations Manager Acker reported that he will be meeting with an outside consultant on Monday, March 14th to discuss the preparation of “negative declarations” for both Mallo Pass and Irish Creek water permits (Permits 16622 and 15580 respectively). The EIRs are being requested by the State Water Resources Control Board, Division of Water Rights, as a condition for renewal of the above mentioned permits.

2. **Stornetta/Zamboni Easements:**

Director Poling prepared a draft contract for the sale of surplus water to Mr. Zamboni and an easement over his property for the development of Mallo Pass. A couple of modifications were addressed during the meeting. The Board decided to have District counsel, Adam Lindgren, review the contract prior to presenting it to Mr. Zamboni.

D. Safety Issues resulting from outside consultant on-site visit (Whitaker): President Whitaker reported that the list of # 1 priorities is steadily shrinking. Twelve priority 1 hazards are remaining to be addressed.

E. Well Drilling Program: Feasibility study of a well drilling program to augment existing IBWD water supply (Acker/Whitaker): Mr. Acker said he has located a company in Sebastopol that can do a “seismic” analysis to identify ground water. He said that Elk needs some work done as well and that if several sites can be done at the same time, then the project will be less costly. He will contact the company to determine the best time of year to do the project and get some idea of the cost. The board reiterated the practicality of having additional wells to augment the District’s water supply – most significantly, wells are out of scope of treatment and water rights permits.

F. Consideration of construction of office building and storage complex. Tabled.

Board meeting minutes March 12, 2005

G. Consideration of adopting procedures for handling landowner projects (Acker). NTR.

H. Consideration of purchase of a maintenance vehicle / equipment to be used by operations for system maintenance (Acker/Whitaker). Tabled.

I. A. Resolution 2005-__1__: “mail-in balloting” to be used as process for handling election to the water board (Cong). President Whitaker read the text of the resolution drafted by District counsel. The purpose of the resolution was to establish “mail-in balloting” in the event more than two people run for election for the two seats that will be vacant (Heinzer and Pasqualetti) in December of 2005 thereby causing an election to be held. The County of Mendocino has agreed to run the election, but the District has to provide all the data, voters, addresses and land value. The resolution was modified to read ..., “*if required,*” on #1. This will clarify that an election will not be held unless more than 2 people run for the vacated seats. The vote was as follows: Ayes: Whitaker, Poling, Heinzer, Pasqualetti. Noes: None: Abstain: None; Absent: 1.

J. Status of responses to State Water Resources Control Board regarding water permits for Mallo Pass, Irish Gulch and the “unnamed stream.” (Whitaker) The Mallo Pass and Irish Gulch permits were addressed in C 1 above. The issue is with Permit #20443 for limited domestic use of water from the “unnamed stream.” Since this permit was granted conditionally in 1990 for limited domestic purposes, no action has been taken by the board to construct facilities. The stream has a very limited amount of water. President Whitaker suggested the District rescind Permit 20443 but, of course, retain License #10564 which gives the District rights for recreational and emergency fire protection use. Director Pasqualetti moved and Director Heinzer seconded the motion that President Whitaker send a letter to the Division of Water Rights rescinding permit # 20443 for limited domestic use. The motion passed unanimously.

K. Status of installation of fire hydrants on Pomo Lake Drive and Sea Cypress (Acker): Charlie will get an outside contractor to do the work for this project.

L. Source of funding of improvements to District Water Tanks #1 and #3 (Whitaker): Among the list of questions Mr. Bill Moores asked in a recent letter to the District, he took issue with the use of assessment funds for upgrades and repair on the water tanks. Discussion around this topic impressed the importance of attending water board meetings. The District has several meetings where there are discussions about the budget and financial reports are provided at every meeting. Questions such as those asked by Mr. Moores can easily be answered at regular board meetings. Ultimately the District’s attorney confirmed that use of assessment funds for the needed work on the tanks is completely allowable according to California statute.

7. NEW BUSINESS:

A. Consideration of sending directors to a CSDA sponsored training class (Whitaker) Director Whitaker stressed that Directors and other District personnel should attend some of the classes made available by the CSDA or other training programs as well. President Whitaker believes the Board needs to make a commitment to send people to classes at least one per year and budget funds to do so. A more formal document will be on the agenda for the next meeting to discuss this matter.

B. Consideration of establishing a policy pertaining to Records Retention (Cong) District Secretary Dorothy Cong has undertaken the project of putting necessary District documents into electronic format. She has Paul DeVaul assisting her because the project is very tedious and time consuming. Directors were provided a copy of the index of those documents already in electronic format to date. Director Poling said she has a thick file of records retention requirements which she will provide

Board meeting minutes March 12, 2005

as assistance in drafting a policy. A draft policy will be on the agenda for the next meeting.

C. Newsletter. President Whitaker said Dorothy will need articles so she can send out a newsletter sometime in April.

D. Grant funding options for District upgrade of old pipes (Pasqualetti): Director Pasqualetti had provided a list of possible grants. There was one grant in particular that addressed funding for upgrades of old facilities. The District needs to replace the water line to the Upper Diversion. . Charlie will work with Russell regarding the possibility of getting a grant for this work.

9. Adjournment: Director Heinzer moved and Director Poling seconded the motion that the meeting be adjourned.

Respectfully submitted,

Steve Whitaker, President
Prepared by Dorothy Cong

Attest:

Secretary to the Board

Board meeting minutes May 14, 2005

IRISH BEACH WATER DISTRICT MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS SATURDAY, May 14, 2005

I. OPEN MEETING

1. **CALL TO ORDER AND ROLL CALL:** President Steve Whitaker called the regular meeting of the Irish Beach Water District Board of Directors to order at 10:00am at the Fire House in Irish Beach (Manchester). Present were Directors Heinzer, Poling, Whitaker, Murray and Pasqualetti. Also present was Mr. Charles Acker, System Manager. Office Manager Dorothy Cong was absent with prior notification. Members of the public in attendance were Dorothy Engle, Loretta Thompson, Al Thompson, Jim Albert, Gene Cady and Suzanne Whitaker.

2. **APPROVAL OF MINUTES of the Regular Meeting of the Board of Directors held on Saturday, March 12, 2005.** Director Poling moved and Director Heinzer seconded the motion that the minutes from the March 12, 2005 meeting be approved as presented. The minutes were so approved.

3. COMMUNICATION AND CORRESPONDENCE:

- A. The District received a copy of a plan presented by Gordon Moores to the Planning Department of Mendocino County regarding storm water management and habitat restoration in Irish Beach. The District also has wastewater responsibilities, and concern over possible impact on septic systems was raised.
- B. Correspondence from Mr. Moores regarding use of assessment funds and use of Redwood Coast lease funds. Since public records include any writing containing information relating to the conduct of the public's business the Board decided that in compliance with the public records act, it would provide to Mr. Moores the correspondence he was requesting, even that between the District and its attorney, relative to the use of assessment funds.

4. PUBLIC INPUT:

President Whitaker read a section from the Brown Act stating that public attendance at board meetings is crucial. Without an audience the board is meeting in private.

5. REPORTS:

A. Treasurer - Report on Finances/Approval of Expenditures: Treasurer Judy Murray provided a recap of the District's cash balances. She stated the District is looking healthy financially. The second payment of assessment and augmentation funds has been received from the County of Mendocino. She stated that expenses have been normal. Judy further stated "one of the first indicators of financial trouble is a problem with cash flow. Our District does not have any cash flow problems. This board is committed to assuring its stake holders of continued financial health." Treasurer Murray briefly covered the fire P&L indicating the bulk of expenses to date have been the contract agreement with Redwood Coast Fire Protection District. Director Pasqualetti moved and Director Heinzer seconded the motion that the treasurer's report be accepted. It was so accepted.

B. Water: System Manager Charles Acker reported:

- 1. He spent considerable time in March assuring there were written procedures available to keep the water system running. Paul DeVaul would be responsible for running the plant while Charlie was on vacation in April. As soon as Charlie departed for Europe, two intense rainy periods plus a sizeable

Board meeting minutes May 14, 2005

leak developed into somewhat of a “crisis.” Charlie emphasized the significance of the Water-Eye” system (electronic monitoring plus satellite paging) enabling him to assist with trouble shooting and problem resolution during this time.

2. Mr. Acker reported there has been difficulty in getting service to the new “pole house” on Forest View Road due to the mains having been clogged.
3. There has been a new inspector assigned by the Department of Health Services to Elk and Irish Beach Water Districts. She has inspected Irish Beach and found all in good order.

C. Safety: Director Whitaker reported that the Safety Committee met and covered the booklet provided by Emerson consultants dealing with a proactive attitude toward safety. It is important that people working here look out for any safety issues that may arise, report and deal with them.

6. OLD BUSINESS

A. Status of annexation of the Irish Beach Volunteer Fire Department by the Redwood Coast Fire Protection District (Heinzer). Director Heinzer reported that Frank McMichael had made a mistake regarding the amount of the lease of the IB firehouse by RCFPD. He said that Dorothy Cong is responding to the questions on the Municipal Service Review (34 pages of questions). There still remain some outstanding mapping issues and maps are in the process of being redone. Director Heinzer believes that the annexation may be completed by December.

B. Development of Lower Diversion water source from Irish Creek – clarification of testing requirements (Acker): Mr. Acker reported that during the course of the District overview with the new inspector, she stated there are three classifications of sources, active, standby and inactive. The “standby” category restricts the number of times and days a source can be used. The benefit is that this category limits the amount of testing requirements. At this time the District needs the Lower Diversion only when there has been insufficient rainfall. He said the inspector will provide the District with written specifications.

C. Status of water diversion permit renewal for Mallo Pass and related activities associated with the development of Mallo Pass Project (Acker):

1. Bids from consultants for Environmental Impact Report:

System Manager Acker reported he had a consultant all set to do the report but issues developed which have postponed the project temporarily.

2. Stornetta/Zamboni Easements:

No further progress has been made on this matter to date.

D. Safety Issues resulting from outside consultant on-site visit (Whitaker): NTR

E. Well Drilling Program: Feasibility study of a well drilling program to augment existing IBWD water supply (Acker/Whitaker): Mr. Acker stated that the seismic team wants to come in June to analyze potential sites for a well(s). The Unit #9 well is slowly starting to fail and exploration would be prudent at this point before it becomes inoperative. The well started production at 35 gpm and is now down to 12 gpm. Since the item is not currently budgeted, Director Heinzer moved the District allocate \$3,000.00 from assessment funds to finance the analysis. Director Pasqualetti seconded the motion and it passed unanimously. Upon further discussion, the directors instructed the Office Manager to confirm with Bartle and Wells that this proposed use of assessment funds is appropriate.

F. Consideration of construction of office building and storage complex. Table and remove from agenda.

Board meeting minutes May 14, 2005

G. Consideration of adopting procedures for handling landowner projects (Acker). Table and remove from agenda.

H. Consideration of purchase of a maintenance vehicle / equipment to be used by operations for system maintenance (Acker/Whitaker). Table and remove from agenda. Note Director Poling moved and Director Heinzer seconded the motion that agenda items F, G and H be removed from the agenda and placed on a project list.

I. Status of responses to State Water Resources Control Board regarding water permits for Mallo Pass, Irish Gulch and the “unnamed stream.” (Whitaker) The Mallo Pass and Irish Gulch permits were addressed in C 1 above. All materials have been gathered for the consultant to develop into a report. President Whitaker sent a letter to the Division of Water Rights rescinding permit # 20443 for limited domestic use. There has been no response from them to date.

J. Status of installation of fire hydrants on Pomo Lake Drive and Sea Cypress (Acker): Charlie said we still have to identify the precise location for the hydrants and develop a materials list. The work will be done by an outside contractor.

K. Grant funding options for district upgrade of old pipes (Pasqualetti): Director Pasqualetti provided documentation showing several grants that are available through various agencies. Charlie explained some of the difficulties around qualifying for a grant. It appears the most likely grant available at this time would be reimbursements for training of an operations technician.

7. NEW BUSINESS:

A. Resolution 2005-2 Pertaining to Use of Assessment Funds for Roof Replacement and Safety Upgrades for both Tanks 1 & 3 (Whitaker): President Whitaker read the context of the Resolution which formalizes the reasons behind use of assessment funds for roof replacement and safety upgrades for Tanks 1 & 3. One change was requested – adding “assessment report” on the 7th whereas following “special benefit.” Director Poling moved the resolution be adopted as revised. Director Pasqualetti seconded the motion. The vote was as follows: Ayes: Directors Poling, Heinzer, Whitaker, Murray and Pasqualetti. There were no abstentions or nose.

B. Consideration of establishing a policy pertaining to Records Retention (Cong/Murray) Office Manager Dorothy Cong, with approval of Board President Steve Whitaker, purchased a Sample Policy Handbook from the California Special Districts Association. This policy is a sample from that book. No action taken at this meeting.

C. Consideration of Setting Aside Funds for Training, Education, and Conferences for Board Members (Whitaker): There was a sample policy written. The Board stated that training will be a line item in the budget each year.

D. Consideration of developing a policy handbook (Cong, Murray): A copy of the table of contents of all the policies in the CSDA Sample Policy Handbook was provided for this item. Director Poling talked about the importance of some of the policies as being highly pertinent for the District. Both Director Poling and President Whitaker stressed the importance of continuing to work on such a handbook for the Irish Beach Water District.

E. Consideration of extending interim agreement with Redwood Coast Fire Protection District to serve the Irish Beach area until implementation of annexation. Director Poling moved the current

Board meeting minutes May 14, 2005

interim agreement with RCFPD be extended until implementation of annexation or December 31, 2005, whichever comes first. Director Heinzer seconded the motion. The vote was as follows: Ayes: Directors Poling, Heinzer, Whitaker, Murray and Pasqualetti. There were no abstentions or nose.

F. Budget Consideration for Fiscal Year 2005-2006. Director Poling moved and Director Pasqualetti seconded the motion that the Board appoints Director Judy Murray, President Steve Whitaker, Systems Manager Charles Acker and Office Manager Dorothy Cong as the budget committee. The motion passed unanimously.

G. Handling public complaints and disclosure of information to the public (Whitaker) It was suggested a special meeting be held on Saturday, May 28 at 10:00 am at the Firehouse to cover the first 4 policies from the table of contents.

H. Leaks in the water system (Whitaker): President Whitaker believes that the District will continue to have to deal with a steady stream of leaks in the water system and underscores that the District must make an effort to do something to defend it. The District currently has electronic monitoring of Tank #1 and it is increasingly proving its worth. President Whitaker suggested that the District budget money to upgrade electronic monitoring in the 2005 –2006 budget.

8. Adjourn to Executive Session:

A. Closed session for the purpose of conference with real property negotiators: Property: 14409 South Highway 1, Manchester; Agency Negotiators: Charles Acker and Adam Lindgren; Negotiating Parties: Lucian Zamboni; Under Negotiation: Price and terms of payment.

9. Reconvene to Open Session: President Steve Whitaker reported that no decisions were been made by the Board at this time.

10. Adjournment: It was moved and seconded the meeting be adjourned at 1:30pm.

Respectfully submitted,

Steve Whitaker, President
Prepared by Dorothy Cong

Attest:

Secretary to the Board

**IRISH BEACH WATER DISTRICT
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
Saturday May 28, 2005**

I. OPEN MEETING

1. CALL TO ORDER AND ROLL CALL: President Steve Whitaker called the special meeting of the Irish Beach Water District Board of Directors to order at 10:08am at the Fire House in Irish Beach (Manchester). Present were Directors Poling, Whitaker, Murray and Pasqualetti as well as Dorothy Cong, the District's Office Manager. Director Jon Heinzer was absent with prior notice. Member of the public present was Paul DeVaul.

2. PUBLIC INPUT: There was no public input.

3. NEW BUSINESS:

A. Consideration of Adoption of Series 1000 General Policies:

The committee consisting of Judy Murray, Russell Pasqualetti and Dorothy Cong modified and presented to the water board 7 policies from the General section of the Sample Policy Handbook from CSDA.

1. Policy 1000 – Purpose of Board Policies: Director Poling moved to adopt Policy 1000. Director Pasqualetti seconded the motion. The policy was accepted by a unanimous vote.

2. Policy 1010 – Adoption / Amendment of Policies: This policy was slightly modified by the Board. Director Pasqualetti moved and Director Murray seconded the motion that the policy be adopted as amended. The policy was accepted by a unanimous vote as amended.

3. Policy 1020 – Conflict of Interest: Director Pasqualetti moved and Director Poling seconded the motion that Policy 1020 be adopted as written. The policy was accepted by a unanimous vote.

4. Policy 1030 – Public Complaints: Policy 1030 is nearly identical to Policy 1060. Rather than have duplicate policies, Director Poling moved that Irish Beach Policy 1060 (Policy Complaints) be re-titled **Policy / Public Complaints** and be renumbered as Policy 1030. Director Pasqualetti seconded the motion and it passed unanimously.

5. Policy 1040 – Claims Against the District: Director Poling suggested this policy needed some further modification with respect to administrative remedies and distinction between “complaint” and “claim”. Director Poling moved this policy be tabled until the next regular board meeting. Director Pasqualetti seconded the motion and the policy was so tabled.

6. Policy 1050 – Copying Public Documents: Director Poling moved this policy be

adopted and Director Pasqualetti seconded the motion. It passed unanimously.

7. Policy 1060 – Policy Complaints: This policy was further modified by the Board. Director Poling moved the policy be adopted as modified. Director Pasaqualetti seconded the motion and it passed unanimously. This policy was renamed and renumbered. See Policy 1030 above.

B. Budget Revision to incorporate funding for Well Exploration. The Office Manager checked with Bartle and Wells regarding the use of assessment funds to finance well exploration and it was determined the funds should not be used for that purpose. Director Poling moved that the operations budget be revised to incorporate \$3,000.00 toward well exploration. Director Murray seconded the motion and it passed unanimously.

3. ADJOURNMENT: Director Poling moved and Director Pasqualetti seconded the motion that the meeting be adjourned at 11:52am.

Respectfully submitted,

Steve Whitaker
Prepared by Dorothy Cong

Attest:

Director Russell Pasqualetti, Secretary to the Board

Board meeting minutes July 9, 2005

IRISH BEACH WATER DISTRICT MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS SATURDAY, July 9, 2005

I. OPEN MEETING

1. CALL TO ORDER AND ROLL CALL: President Steve Whitaker called the regular meeting of the Irish Beach Water District Board of Directors to order at 10:05am at the Fire House in Irish Beach (Manchester). Present were Directors Heinzer, Poling, Whitaker, Murray and Pasqualetti. Also present was Dorothy Cong, Office Manager. Members of the public in attendance were Paul DeVaul and Suzanne Whitaker.

2. APPROVAL OF MINUTES of the Regular Meeting of the Board of Directors held on Saturday, May 14, 2005 and Special Meeting held on May 28, 2005. Director Heinzer moved and Director Poling seconded the motion that the minutes from the May 14, 2005 meeting be approved as presented. The minutes were so approved. Director Heinzer moved and Director Poling seconded the motion that the minutes from the Special meeting held on Saturday May 28, 2005 be approved as presented. The minutes were so approved.

3. COMMUNICATION AND CORRESPONDENCE:

- A. Director Whitaker read the correspondence from Mr. William Moores who expressed his disapproval of the IBWD newsletter article about annexation and his concern over the amount of the lease for the fire station.
- B. Director Whitaker read Mr. Moores letter requesting documents from IBWD.

4. PUBLIC INPUT:

Jon Heinzer, speaking as a member of the public, stated 1) the IBWD parcel near the corporation yard badly needs to be mowed; 2) the fire road running to the corporation yard and intersecting the paved area in Unit 5 is in very bad condition. Dorothy Cong said she would find a copy of the Unit 5 Road Maintenance Agreement.

5. REPORTS:

A. Treasurer - Report on Finances/Approval of Expenditures: Treasurer Judy Murray provided a recap of the District's cash balances covering checking, regular reserves and restricted reserves. She presented a copy of all expenditures for the months of February and March for board review. Director Poling moved and Director Heinzer seconded the motion that the treasurer's report be approved. It was so accepted.

B. Water: There was no water report.

C. Safety: Director Whitaker reported that the Safety Committee met and covered the booklet provided by Emerson consultants dealing with heat stress. The Committee also reviewed the status of priority #1 hazards and assigned responsibilities and due dates for the projects to be completed. Several of the #1 priorities dealt with the lack of sufficient GFI electrical outlets. The most significant outstanding item remains the work to be done on Tank #1 and Tank #3. All the projects are to be completed or at least started by the end of the fiscal year, September 30, 2005.

6. OLD BUSINESS

A. Status of annexation of the Irish Beach Volunteer Fire Department by the Redwood Coast Fire Protection District (Heinzer). Director Heinzer reported on the status of the annexation. Still remaining to be completed are the Municipal Service Reviews by Irish Beach Water District, Redwood Coast Fire Protection District and South Coast. One of Mr. Bill Moores concerns has to do with augmentation funds which Irish Beach Water District receives specifically to maintain emergency services. The District has received verbal endorsement from the Mendocino County Auditor, LAFCO, and County Counsel that any "augmentation" funds the District currently receives would be transferred to RCFPD effective upon annexation. Director Heinzer will contact the County and request written documentation to that effect.

B. Clarification of testing requirements for the Lower Diversion (Acker):
NTR.

C. Status of Environmental Impact Reports for Mallo Pass and Irish Gulch (Acker) Bids from consultants for Environmental Impact Report: NTR

D. Status of responses to State Water Resources Control Board regarding water permits for Mallo Pass and Irish Gulch (Whitaker / Acker) NTR

E. Status of acquiring easements for Mallo Pass development from: A. Stornetta and B. Zamboni (Acker / Whitaker) NTR

F. Status of Well Exploration Project (Acker): NTR

G. Status of installation of fire hydrants on Pomo Lake Drive and Sea Cypress (Acker) Director Whitaker expressed that the hydrants are to be installed by September 30, 2005.

H. Consideration of Policy 1040: Claims Procedure (Committee and Poling): Director Poling requested that additional information about 'timeframes' be inserted into the policy – see 1040.3 specifically the portion dealing with California Government Code Section 910 and 910.2. The revision reads as follows (change in italics): "If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2 *or the time requirements of California Government Code §911.2,...* Director Poling also recommended the addition of a summary paragraph immediately under §1040.4 "Account Adjustment Requests." Director Poling moved the board adopt Policy 1040 as revised.

Director Heinzer seconded the motion. The vote was as follows: Ayes: Poling, Heinzer, Whitaker, Pasqualetti and Murray. There were no abstentions or Noes.

I. Status of safety issues resulting from outside consultant on-site visit (Whitaker): Director Whitaker reiterated that there are now deadlines for completion of the Priority #1 issues.

J. Election (Cong): Ms. Cong reported that no election was required. Jon Heinzer and Russell Pasqualetti will be appointed-in-lieu of election by the Board of Supervisors at a meeting before August 30th and they will be mailed an Appointment and Oath form. Directors will take office at noon of the first Friday in December after the election (appointment) per Election Code 10554.

7. NEW BUSINESS:

A. Review of audit for Fiscal Year Oct. 1, 2003 – Sept. 30, 2004 (Murray and Boise): The District's auditor, Wendy Boise, was in attendance and reviewed the audit with the Board. She eliminated statements that appeared in prior audits reflecting the inability to support financial data regarding the cost of the District's property, plant and equipment obtained prior to October 1, 1998. Prior board members had done an extensive analysis of all District property and after discussing their work with them, Ms. Boise concluded the District's records were as accurate as possible. Secondly, she did not include fire assets and financial data with water district assets and financial data because the District no longer directly provides fire protection to its constituents but contracts with RCFPD for such services. The District is the legal pass through entity for general tax revenues earmarked for fire protection and such activity can be reported separately. Thirdly, the audit reflects changes in the presentation of financial data as a result of the implementation of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and local Governments*. The District also implemented GASB Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*.

Board Treasurer Judy Murray covered the Board on the Management Discussion and Analysis letter she prepared and which is incorporated as part of the audit. This letter, a new requirement, states where the District currently is financially, primary activities for the past year, and where the District is heading in the future.

B. Draft Budget Fiscal Year 2005-2006 (Murray / Cong) Not prepared due to extenuating circumstances.

C. Possible annexation of Zamboni parcels to IBWD (Whitaker): President Whitaker reported that he and Charlie met with the Pauline and Luciano Zamboni regarding the possibility of annexing their territory to the Irish Beach Water District. No decisions were made.

D. Consideration of adoption of Series 4000 policies Board of Directors:

The committee consisting of Judy Murray, Russell Pasqualetti and Dorothy Cong modified and presented to the water board 11 policies from the Board of Directors section of the Sample Policy Handbook from CSDA.

1. **Policy 4010 – Code of Ethics:** Director Poling moved this draft policy be placed on the agenda for the September water board meeting.

2. **Policy 4015 – Voluntary Candidate Expenditure Ceiling:** Director Poling moved to not adopt this policy as it was not needed. Director Heinzer seconded the motion. Aye: Director Poling, Heinzer, Whitaker, Pasqualetti and Murray. There were no abstentions or no votes.

3. **Policy 4020 – Attendance at Meetings:** Director Poling moved the policy be adopted with modifications. Director Heinzer seconded the motion. Aye: Director Poling, Heinzer, Whitaker, Pasqualetti and Murray. There were no abstentions or no votes.

4. **Policy 4030 – Remuneration and Reimbursement:** Director Poling moved the policy be adopted with modifications. Director Heinzer seconded the motion. Aye: Director Poling, Heinzer, Whitaker, Pasqualetti and Murray. There were no abstentions or no votes.

5. **Policy 4035 – Directors’ Health Insurance:** Director Heinzer moved the policy be adopted as written. Director Poling seconded the motion. Aye: Director Poling, Heinzer, Whitaker, Pasqualetti and Murray. There were no abstentions or no votes.

6. **Policy 4040 – Board President:** Director Heinzer moved the policy be adopted as modified. Director Poling seconded the motion. Aye: Director Poling, Heinzer, Whitaker, Pasqualetti and Murray. There were no abstentions or no votes.

7. **Policy 4050 – Members of the Board of Directors:** Director Poling moved the policy be adopted as written. Director Heinzer seconded the motion. Aye: Director Poling, Heinzer, Whitaker, Pasqualetti and Murray. There were no abstentions or no votes.

8. **Policy 4060 – Committees of the Board of Directors:** This policy pertained to “standing committees” and since IBWD Board of Directors does not have any standing committees, the board decided not to adopt this policy.

9. **Policy 4070 – Basis of Authority:** Director Pasqualetti moved the policy be adopted as written. Director Heinzer seconded the motion. Aye: Director Poling, Heinzer, Whitaker, Pasqualetti and Murray. There were no abstentions or no votes.

10. **Policy 4080 – Membership in Associations:** Director Poling moved the policy be adopted with modifications. Director Pasqualetti seconded the motion. Aye: Director Poling, Heinzer, Whitaker, Pasqualetti and Murray. There were not abstentions or no votes.

11. **Policy 4090 – Training, Education and Conferences:** Director Pasqualetti moved the policy be adopted as modified. Director Heinzer seconded the motion. Aye: Director Poling, Heinzer, Whitaker, Pasqualetti and Murray. There were no abstentions or no votes.

8. Adjourn to Executive Session:

- A. Closed session for the purpose of discussing the issue of Public Employee Performance Evaluation of Operations Manger, Systems Operators, and District Secretary, pursuant to Gov’t Code Section 54957.**

9. **Reconvene to Open Session:** President Steve Whitaker adjourned the executive session and reconvened open session. President Whitaker announced that employee performance was discussed and payroll modifications suggested for the upcoming fiscal year.

10. **Adjournment:** It was moved and seconded the meeting be adjourned.

Respectfully submitted,

Steve Whitaker, President
Prepared by Dorothy Cong

Attest:

Secretary to the Board

Board meeting minutes September 10 , 2005

IRISH BEACH WATER DISTRICT MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS SATURDAY, September 10, 2005

I. OPEN MEETING

1. CALL TO ORDER AND ROLL CALL: Vice President Kathy Poling called the regular meeting of the Irish Beach Water District Board of Directors to order at 10:05am at the Fire House in Irish Beach (Manchester). Present were Directors Heinzer, Poling, Murray and Pasqualetti. President Steve Whitaker was absent with prior notification. Also present was Charles Acker, Facility Manager and Dorothy Cong, Office Manager. Members of the public in attendance were Dorothy Engle, Al and Loretta Thompson.

2. APPROVAL OF MINUTES of the Regular Meeting of the Board of Directors held on Saturday, July 9, 2005. Director Heinzer moved and Director Murray seconded the motion that the minutes from the July 9, 2005 meeting be approved as presented. The minutes were so approved.

3. COMMUNICATION AND CORRESPONDENCE:

Vice President Poling pointed out that correspondence on the following subjects had been received:

- A. Letter from William Moores re: Assessment information requested in May 28, 2005 letter and District response.
- B. Letter from William Moores to Bartle Wells Associates and Meyers Nave re: IBWD proposed source of funding for tank parts and District response.
- C. Letter from William Moores re: assessment calculation

4. PUBLIC INPUT:

Public input was offered and none was given.

5. REPORTS:

A. Treasurer - Report on Finances/Approval of Expenditures: Treasurer Judy Murray provided a recap of the District's cash balances covering checking, regular reserves and restricted reserves. She presented a copy of all expenditures for the months of July and August for board review. Director Heinzer moved and Director Pasqualetti seconded the motion that the treasurer's report be approved. It was so accepted.

B. Water: Facility Manager Charlie Acker reported the following highlights:

1) Charlie worked on preparing maps for areas to test for potential well exploration. Seismic testing was done on August 20, 2005. The District expects the report in about one month.

2) SBC installed new phone lines in portions of Irish Beach. Mr. Acker marked all water line locations for 1 mile within the designated work area in an

effort to minimize the possibility of breakage of a water main. No lines were damaged during the course of the project.

3) There was a sizeable leak by the rental office which took several hours to repair.

4) Mr. Acker announced that operations is preparing to do an annual "TTHMS" test which is a required annual testing of the water to check for chlorine by-products. The District's water normally contains about ½ of what is allowed by the State.

5) Mr. Acker stated that 20 sites in Irish Beach will be selected for the upcoming required lead and copper tests.

C. Safety: Vice President Poling presented the safety report on behalf of President Whitaker. The safety committee met in August covering *Hazard Recognition and Control* and in July covering *Conflict Resolution: A Win/Win Approach*. The committee also discussed the hazards of working near the side of the road. Frequently operations personnel work by the roadside without any protective gear. Some safety equipment has already been purchased for operations personnel as a result of the committee's discussion, i.e. safety helmets, reflective vests and warning cones. Additional equipment i.e.: warning signs will be purchased within the next fiscal year. Additionally, a roadside training class will be attended by District personnel within the upcoming fiscal year.

The issue of a truck for operations personnel was also part of the safety committee's discussions. Vice President Poling requested the acquisition of a truck be placed on the agenda for the next meeting. Directors Heinzer and Pasqualetti were reappointed as an *ad hoc* committee to address the issue of acquiring a mid-sized 4 wheel drive vehicle with tool boxes for the District.

6. OLD BUSINESS

A. Status of annexation of the Irish Beach Volunteer Fire Department by the Redwood Coast Fire Protection District (Heinzer). Director Heinzer reported on the status of the annexation stating that all data required to date by LAFCO has been submitted by the Irish Beach Water District. South Coast has not yet completed their input (the Municipal Service Review). Director Heinzer contacted Meredith Ford in the Auditor's office in the County of Mendocino inquiring whether the funds currently received by the Irish Beach Water District for emergency services would automatically go to Redwood Coast Fire Protection District upon annexation. Ms. Ford stated that the State Board of Equalization will make the final determination about the funds and that it may take them up to two years to make a decision.

B. Clarification of testing requirements for the Lower Diversion (Acker): Mr. Acker reported that page 17 paragraphs 2 and 3 of the District's operations permit clarify the testing process. Presently the District is on the cusp of whether we call the Lower Diversion a primary source or a secondary source. When the District reaches 185 *active* connections, the Lower Diversion should be considered a primary source and tested accordingly. The District currently averages 174 *active* connections.

C. Status of Environmental Impact Reports (EIRs) for Mallo Pass and Irish Gulch (Acker): Terry Jo Botben (sp?) will be working on Irish Beach EIRs soon. She has just completed the equivalent reports for Elk.

D. Status of responses to State Water Resources Control Board (SWRCB) regarding water permits for Mallo Pass and Irish Gulch (Whitaker / Acker) President Whitaker has been in communication with the SWRCB. The agency is aware the District is working on getting the EIRs completed which must be accomplished before they can act on permit renewal.

E. Status of acquiring easements for Mallo Pass development from: A. Stornetta and B. Zamboni (Acker / Whitaker) and J. Issue of Zamboni annexation to IBWD territory: There is nothing new to report regarding Stornetta. Pertaining to the Zamboni issue, the Zambonis had emergency service provided to them a few years ago. The California Government Code says that someone out of the District's area cannot be provided long-term sale of water unless they annex to the District. President Whitaker has informed the Zambonis of this situation. Mr. Acker and Mr. Whitaker met with the Zambonis who expressed several concerns about the impact of IBIC and IBADC over their property, impact of annexation regarding their wells and riparian rights in Mallo Pass, constraints by LAFCO and so on. President Whitaker informed the Zambonis they would have to discuss these matters with their own attorney.

The District's position is that it cannot engage in a long term sale without annexation. Director Heinzer moved the District set a deadline for the Zambonis to make a decision regarding annexation and that President Whitaker prepare a letter to the Zambonis stating they have until November 5 to decide whether or not to annex. The District will discontinue providing them water service effective November 19, 2005 if their decision is not to annex. Director Murray seconded the motion and it passed unanimously.

Operations Manager Charles Acker stated that he has been reconsidering the issue of an easement across Stornetta and Zamboni property. The District should keep open the option of going up Highway 1 and using the corporation yard as originally designed.

F. Status of Well Exploration Project (Acker): Charles Acker reported that the seismic exploration was completed around the Unit #9 well and Tank #4. The District has not yet received the report on the exploration.

G. Status of installation of fire hydrants (Acker) Mr. Acker reported that he met with Paulson and looked at all five locations where the District is considering the installation of additional hydrants. Charlie wrote the hydrant installations into the District's request to the County of Mendocino for an encroachment permit. Hydrant installation for the beach road and the Rapelje location (Mr. Rapelje will be paying the bulk of the expense for his hydrant installation) are more complicated. As soon as the District receives the encroachment permit from the County of Mendocino Mr. Acker will contact Paulson for the work to proceed.

H. Consideration of Policy 4010: Code of Ethics (Committee and Poling): Director Poling suggested several modifications to the policy (too many to detail here). Director Poling moved the board adopt Policy 4010 as revised. Director Heinzer seconded the motion. The vote was as follows: Ayes: Poling, Heinzer,

Pasqualetti and Murray. There were no abstentions or Noes. Whitaker was not in attendance. Policy 4010: Code of Ethics passes as modified.

I. Status of safety issues resulting from outside consultant on-site visit (Whitaker): Director Poling summarized Director Whitaker's report on the safety issues. A couple of Items were eliminated from the list of Priority 1 hazards, but fire hydrants and roadside safety were added to the list.

7. NEW BUSINESS:

A. Draft Budget Fiscal Year 2005-2006 (Murray and Cong): The Board was presented with three operating budget scenarios. One summarized income and expenses including wage increases and no projects. The second summary provided the same but included full funding for District projects during the fiscal year. The third summary provided full funding for District projects with ½ to be derived from a rate increase and the remaining ½ to be drawn from reserves. Director Pasqualetti moved the Board accept budget version #3 with ½ funding of projects from a rate increase and ½ from reserves and adopting all salary recommendations. Director Heinzer seconded the motion. The vote was unanimous in favor of adopting Budget version #3. This will increase usage to \$0.31 per 100 gallons and availability to \$56.84 per month. The Office Manager was directed to issue a document to the rate payers briefly explaining the rate change. The Board further directed Treasurer Judy Murray to put this budget in the form of a resolution which will be formally adopted and signed at the next board meeting.

B. District Investments (Murray): NTR

C. Replace Irish Gulch Raw Water Line (see pg. 6 Bartle Wells Associates Engineer's Report) (Acker): Tabled

D. Consideration of adoption of Series 5000 policies Board of Directors:

The committee consisting of Judy Murray, Russell Pasqualetti and Dorothy Cong modified and presented to the water board 7 policies from the Board of Directors section of the Sample Policy Handbook from CSDA. Consideration of these policies was tabled until the next board meeting.

8. Adjournment: Director Pasqualetti moved the meeting be adjourned and Director Heinzer seconded the motion. All favored and the meeting was adjourned at 12:40pm.

Respectfully submitted,

Kathy Poling, Vice President
Prepared by Dorothy Cong

Attest:

Secretary to the Board