

Irish Beach Water District 2024
Assessment Ballot Procedure
Question and Answers

1) What is the Irish Beach Water District?

The Irish Beach Water District (Water District), established in 1967, supplies and distributes potable drinking water to the Irish Beach community in rural Mendocino County where you are a property owner. The Water District serves 204 developed-parcels, and 246 bare land vacant potentially-connected parcels. Governed by a Board of Directors (Board) with four-year terms, the Water District is committed to providing financially sustainable, high-quality water services to its' constituent property owners, and actively engages in infrastructure projects, including pipeline replacement, tank restoration, and well activation.

The Water District generates revenue to support the water system through service charges, connection fees, and, starting with the 2024-25 fiscal year, the Capital Replacement portion of the 2002 annual assessment collected on property tax bills.

2) How will the revenues from the proposed Assessment be spent?

If successful, the revenues would be used for:

- Long-term maintenance needs to ensure the reliability and safety of the water supply;
- \$4 million in capital project needs due to aging infrastructure; and
- Increasing costs for compliance with water quality regulatory requirements.

3) Why did I receive a ballot?

The ballot you received is your opportunity to vote on the proposed Irish Beach Water District 2024 Water Systems Upgrade and Sustainability Assessment. Please review the notice included with your ballot for more information on this proposed Assessment.

4) Why is this being decided by mailed ballot?

This mailed ballot proceeding is being conducted according to the requirements established by Proposition 218. A ballot and ballot guide have been mailed to all record property owners that would be required to pay the proposed 2024 Water Systems Upgrade and Sustainability Assessment. This mailed ballot proceeding gives each parcel in the Water District the opportunity to vote on this proposed Assessment.

5) How Much is the Proposed Assessment?

If approved, the 2024 Water System Upgrade and Sustainability Assessment will be billed annually. For fiscal year 2024-25, it will be collected by invoice. In subsequent years, it will appear on the property tax bill.

- Developed properties connected to the water system: \$258.00 per year (\$21.50 per month)
- Bare land vacant lots: \$98.04 per year (\$8.17 per month)

Please note: This proposed assessment is in addition to the recently reinstated 2002 assessment. The total amount to be collected for the 2024 assessment in fiscal year 2024-25 is \$76,750.

6) How was the Assessment determined?

The proposed 2024 Water System Upgrade and Sustainability Assessment outlines a plan to improve the water system. The total annual cost of these improvements will be funded by a proposed assessment allocated to each property based on the estimated special benefit it receives. The benefit to each property is primarily determined by replacement costs and land use type.

Given the significant costs of implementing the capital improvement plan, the Water District has chosen a pay-as-you-go funding approach to cover the replacement costs.

The Engineer’s Report details the proposed improvements, assessment method, budget, lifespan of the assessment, and the proposed assessment for each parcel. This report is available for review at www.IBWD.org. If you would like to receive a copy, please email us at Secretary@IBWD.org.

7) Will any of this money go to the County or State to be used for other purposes?

No. If approved, the 2024 Assessment will be a dedicated source of funds that can only be used for the Water District. This money cannot be taken by the County or the State.

8) Why is this new Assessment needed?

The Water District is currently facing a significant backlog of deferred long-term infrastructure maintenance. Rising maintenance costs and necessary infrastructure upgrades have necessitated the need for additional funding, as current revenue is insufficient to cover on-going operations and capital replacements.

In 2023, the Water District enlisted Hazen & Sawyer who are water quality and supply engineers, to conduct a comprehensive assessment of the potable water system. This evaluation, based on the existing asset pipeline inventory, resulted in a 25+ year capital improvement plan focused on rehabilitating and replacing PVC pipes. The plan prioritizes urgent pipeline replacement and other infrastructure upgrades within the next 1-25 years.

9) What are the public accountability and fiscal controls?

The proposed 2024 Water System Upgrade and Sustainability Assessment revenues will be collected and deposited into a separate account that can only be used for capital improvements and ongoing maintenance and operations and will undergo annual

independent audits. The Board must approve the fee each year in a public meeting, and the assessment can never exceed actual estimated costs of improvements.

10) When will results of the ballot proceeding be known?

Tabulation of the returned assessment ballots will commence after the close of the public input portion of the public hearing, and the results of the tabulation are expected to be announced on October 5, after a short continuation of the public hearing.

11) How do I return my ballot?

To be tabulated, your official ballot must be signed, marked “Yes” or “No,” and received by 10:00 a.m. on Saturday, October 5, 2024.

12) How do I complete my ballot?

Please follow these steps to complete the ballot:

1. Verify that the owner name, property addresses, and parcel number(s) listed on the ballot are correct. If name, property address or parcel number are not correct, please telephone (707) 882-2892.
2. Mark or completely fill in the oval next to the word “YES” or “NO” to approve or disapprove of the proposed Assessment. You may use a pencil or pen. Be sure to fill in only one oval, otherwise, your ballot may be disqualified.
3. Sign and date the ballot. After making your vote, simply FOLD the ballot so that your vote is on the inside of the fold. Then place the ballot in the return envelope provided and seal the envelope. No postage is necessary.

13) How can I return my ballot?

You may return your ballot by mail or hand delivery:

1. Mail it to the address shown in the enclosed, postage-paid return envelope so it is received before or by 10:00 a.m. on Saturday, October 5, 2024.
2. Deliver it in person before or by 10:00 a.m. on Saturday, October 5, 2024, to the Rex Dunning Firehouse at 15401 Forest View Road, Manchester, CA 95459.

14) What is the deadline for returning my ballot?

To be counted, ballots must be received by 10:00 a.m. on Saturday, October 5, 2024. This deadline applies regardless of whether the ballot is mailed or hand-delivered.

15) If my ballot has an October 5 postmark, will it be counted?

No. The ballot must be received before 10:00 a.m. on Saturday, October 5, 2024.

16) Can I hand deliver my ballot before October 5, 2024?

Yes. Deliver your ballot in person at the Rex Dunning Firehouse, 15401 Forest View Road, Manchester, CA. Use the locked mailbox located near the entry door to the firehouse. Ballots

must be returned either by mail or by hand delivery and must be received by 10:00 a.m. on Saturday, October 5, to be counted.

17) Why must I sign the ballot?

State law requires that the ballot include the name of the person voting, and Proposition 218 authorizes the Water District to adopt procedures for conducting the assessment ballot proceeding. Since state law requires assessment ballots to be signed by the property owner, the Water District adopted procedures that specifically state that in order to count, all Assessment ballots must be completed and signed by the record property owner of the parcel(s) identified on the ballot or by the owner's authorized representative and must be received by the Ballot Tabulator before the designated time. Unsigned ballots cannot be counted.

18) Who can sign the ballot?

1. If the property is owned by an individual, the individual may sign the ballot.
2. If a property is owned by a married couple, either may sign for both.
3. If two or more persons own the property as joint tenants or tenants in common, any co-owner may sign for all.
4. If the property is owned by a corporation, the ballot may be signed by any corporate officer. It also may be signed by any other person authorized by a resolution or minutes of the corporation's Board of Directors or the corporation's bylaws.
5. If the property is owned by a partnership, the ballot may be signed by any partner authorized by law. For a general partnership or limited partnership, any general partner may sign.
6. If the property is owned by a public agency, the ballot may be signed by the chair, mayor or other head of the governing body. It may also be signed by any other person authorized by a resolution, board order, or minutes of the governing body, or by a person authorized by law to make contracts for the agency.
7. If a property is owned by another legal entity, such as a trust or limited liability company, the ballot may be signed by any person authorized by law to make contracts for the entity.

19) I own several properties. Why did I receive only one ballot?

Ballots can list up to 14 parcel numbers. Property owners that own more than one piece of property with the same mailing address in the Water District will receive one ballot with up to 14 of their properties listed on the ballot as well as the proposed Assessment for each property. When you cast your ballot, you are casting a vote for each property listed on the ballot with a proposed Assessment greater than zero.

20) Are returned ballots a public record?

State law specifies that the ballots become public records once they are opened for tabulation on Saturday, October 5, 2024. However, the balloting procedure will be established so that, to the extent possible, any property owner's balloting information will not be distributed, except in the case of a specific request to review or audit the ballot results, or as otherwise required by law.

21) Replacement Ballots

If you want to request a replacement ballot, please call (707) 882-2892. You will be asked to provide the following information:

- Property Owner Name
- Phone Number
- Assessor's Parcel Number (APN) – Note: don't worry if you don't know your parcel number
- Mailing Address
- Reason for replacement ballot
- Date of Request

In addition to providing the above information, you may also need to provide additional documentation depending on the type of replacement ballot you are requesting.

22) Address change

Replacement ballots will only be mailed to the official address on file with the County. If you would like the ballot to be mailed to a different address or if you are a new owner that does not appear on the County's ownership records, you will need to submit evidence of ownership and mailing address. Following are acceptable forms of documentation:

- Property Deed
- Title Report
- Settlement Statement (HUD)

23) Lost ballot

If you lost your ballot, a replacement ballot will be sent to you if you request one. Ballots will only be sent to the name and address that appears on the Mendocino County property tax roll. If the mailing address on the property roll is not your current mailing address, you must provide proof of ownership and a current mailing address for a ballot to be sent to that new address. Following are acceptable forms of documentation:

- Property Deed
- Title Report
- Settlement Statement (HUD)

24) Property owners who own multiple parcels and have one parcel that they no longer own on their ballot

Property owners who own more than one property may have a parcel they recently sold on their ballot. Such property owners may request a Replacement Ballot be mailed to them including only properties they currently own.

25) Misspelled name – or previous owner name on ballot

Property owners may have the incorrect spelling of their name or previous owner's name on their ballot. **If the spelling is incorrect, the property owner can still vote on their ballot.**

However, they may wish to contact the County Assessor to correct their name. If the property owner who received the ballot is the current owner, but the ballot still lists the previous owner, the current owner can sign the ballot, because **ballots can be signed by the current property owner, or the owner's authorized representative**, under penalty of perjury. This would include a new homeowner, spouse or successor to someone who has passed away, or family member/other acting with the permission/authorization of the record owner.

26) What if a parcel has multiple owners? May the owners vote separately?

If a parcel has multiple owners, one owner may complete and sign a ballot on behalf of all owners. However, if an owner wishes to vote separately from the other owners, they may request a proportional ballot. This ballot will divide the property's total proposed assessment among the multiple owners based on each owner's proportion of ownership. This action is only necessary if each owner intends to vote differently on their proportional ballot. If all owners agree on how to vote, only one owner needs to sign and submit the ballot. To request a proportional ballot, each owner must submit proof of ownership, the proportional share of ownership, their name, and mailing address. The law requires that any owner requesting a proportional ballot also provide information about each owner's share of ownership. A Property Deed is an acceptable form of documentation.

27) My ballot was lost or destroyed, or I never received it. How do I request a replacement ballot?

If your ballot was lost, destroyed or never received by you, you may request a replacement ballot. Please call (707) 882-2892. To receive a replacement ballot, you must provide the following information:

- Property Owner Name
- Phone Number
- Assessor's Parcel Number (APN) – Note: don't worry if you don't know your parcel number
- Mailing Address
- Reason for Replacement Ballot
- Date of Request

In addition to providing the above information, you may also need to provide additional documentation depending on the type of replacement ballot you are requesting.

28) May I withdraw my ballot after it is submitted?

Yes. The person who signed and submitted a ballot may withdraw the ballot by submitting a written request to the Water District, P. O. Box 67, Manchester, CA 95459, by mail or in person; or by calling (707) 882-2892. Any such request for the withdrawal of a ballot must be received before 10:00 a.m. on Saturday, October 5, 2024.