

**IRISH BEACH WATER DISTRICT BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES**  
**REX DUNNING FIREHOUSE, 15401 FOREST VIEW ROAD, MANCHESTER, CA 95459**  
**Saturday, May 11, 2024 at 10:00 A.M. (ZOOM AND IN-PERSON)**

**CALL TO ORDER AND ROLL CALL:** President Israel called the regular meeting of the Irish Beach Water District Board Meeting to order at 10:06am. Roll call of Directors in attendance: President Israel, Director Ottoboni, and Director Hackett attended in person; Director Kimsey attended via Zoom and Director Hohos was absent. General Manager Acker and Staff Assistant Forbes attended in person. Staff attending via Zoom: District Counsel Emrick, and Accounting Manager Murray.

**PUBLIC INPUT:** None

**OLD BUSINESS:**

- A. **DISCUSSION AND OR ACTION:** BUDGET COMMITTEE UPDATE REVIEW OF FISCAL YEAR 2023/2024 LINE- ITEM BUDGETED V. ACTUALS.

**Action:** Director Ottoboni reported that while expenses currently outpace income, water usage is expected to increase in the summer months, which will increase monthly income. He noted that operations expenses are significantly lower than projected, while salaries are running around \$5,000 higher than budgeted. Director Ottoboni indicated that he would review salaries in preparation for the FY 2024/2025 budget and report back to the Board. He explained that he plans to separate fixed operations expenses from estimated costs for repairs and small equipment replacement by creating a separate emergency reserve fund in the budget for fiscal year 2024/2025. The Board accepted the report detailing income and expenses to date in relation to the FY 2024 budget and thanked Director Ottoboni for his efforts to refine the District's funding needs.

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

**Action:** The Board accepted the Committee's report on the status of the current Proposition 218 initiative and the revised implementation schedule. Director Hackett explained that Hazen & Sawyer has completed an inventory of the District's pipelines and the failure risk assessment. However, delivery of the analysis and recommendations for pipeline replacement has been delayed. She noted that SCI Consulting Group is working on the draft engineering report and will fold in the pipeline recommendations as soon as they are available. Although the Board planned to review the engineering report at this meeting, the schedule has slipped by approximately 4 weeks. The Board accepted the Committee's recommendation to schedule special meetings to review the engineering report and accept ballot proceedings, as well as the public hearing at the end of the balloting period.

- C. **DISCUSSION AND OR ACTION:** SMALL COMMUNITY DROUGHT RELIEF GRANT ADMINISTRATION & OVERSIGHT.

**Action:** The Board accepted General Manager Acker's report that construction is complete and recent activity has focused on efforts to address Well 2 manganese levels. He explained that the application for a drinking water permit has been submitted and as soon as testing shows acceptable manganese levels, the State will process the application. Finally, General Manager Acker reported that an engineer from Brunsing Associates will complete a review and certification of the three grant projects in preparation for submission of the completion report to the State. Director Hackett reported that the District received reimbursement for invoice #8 totaling approximately \$25,000 on March 15<sup>th</sup> and will submit invoice #9 soon. She explained that once the District obtains final engineering certification, we will submit a project completion report and request release of the 10% retention withheld from previous invoices. Finally, Director Hackett noted that District staff have accomplished a huge amount of work in the two years since the grant was approved and showed a [PowerPoint presentation](#) to provide an overview of their accomplishments.

- D. **DISCUSSION AND OR ACTION:** ORGANIZATIONAL STRUCTURE COMMITTEE REPORT – CONSIDER REVISIONS TO THE OPERATOR LEVEL 1, OPERATOR LEVEL 2, AND STAFF ASSISTANT JOB DESCRIPTIONS. CONSIDER NEW JOB DESCRIPTIONS FOR THE GENERAL MANAGER AND SPECIAL ASSISTANT TO THE BOARD.

**Action:** The Board accepted the Committee’s report summarizing efforts to develop a slate of job descriptions that harkens back to the District’s 1991 vision for staffing (Ordinance 91-3), which allows for the division of labor between a General Manager and a Water System Manager. Director Hackett explained that the committee considered the results of benchmarking with similarly sized water districts, as well as evaluation of the skills and abilities of current staff and recommends an organizational structure that splits line supervision of staff between the Administrative and Operational Branches with overall responsibility resting with the General Manager. She noted that the Committee is proposing an organization comprised of part-time positions, with hourly limits to be established as part of the annual budgeting process. Director Hackett explained that the Water System Manager would have the discretion to allocate the total budgeted hours among up to 3 Operator Grade 1 positions but may determine that fewer Operators are necessary, while the General Manager would have the discretion to contract for the designated support services within the annual budget. She provided an overview of the job descriptions for the General Manager / Administrator, Water System Manager (Operator Grade 2), Operator – Grade 1 Treatment, Operator – Grade 1 Distribution, Staff Assistant / Clerk, and Special Assistant to the Board, then made a motion to accept the Organizational Structure Committee’s recommendation to approve the job descriptions. President Israel seconded the motion and called for a vote. Director Hackett – Aye, Director Kimsey – Aye, Director Ottoboni – Aye, President Israel – Aye. The motion passed with a quorum. Director Hackett made another motion to accept the Organizational Structure Committee’s recommendation to retire the 2014 version of the General Manager, Secretary to the Board / Office Clerk / Manager, Accounting Manager, Secretary to the Board / Billing Clerk, Water Treatment Plant & Distribution System Operator, and 2014 Version of the District Maintenance Worker job descriptions. After discussion, Director Hackett withdrew the motion to retire the full slate of job descriptions and made a motion to retire the 2014 version of the General Manager and 2014 Version of the District Maintenance Worker job descriptions. President Israel seconded the motion and called for a vote. Director Hackett – Aye, Director Kimsey – Aye, Director Ottoboni – Abstain, President Israel – Aye. The motion passed with a quorum.

#### **NEW BUSINESS:**

- A. **DISCUSSION AND OR ACTION:** REPORT FROM THE BUDGET & FINANCE COMMITTEE – UPDATE ON THE DISTRICT’S FINANCIAL AUDIT FOR FISCAL YEAR ENDING 9/30/22.

**Action:** The Board accepted Accounting Manager Murray’s report that completion of the financial statement audit for fiscal year 2021/2022 has been delayed due to the auditor’s loss of key personnel. She explained that she is coordinating delivery of materials to the auditor and monitoring progress toward completion of the audit and will ensure that the report is ready for the July Board meeting.

#### **COMMUNICATIONS AND CORRESPONDENCE:**

**Action:** The Board accepted President Israel’s report that the District received correspondence from a customer who questioned her bill. The District responded and has had no further communications from the customer.

#### **CONSENT CALENDAR:**

- A. TREASURER’S REPORT, CHECKS ISSUED.
- B. WATER STORAGE FACILITIES/CONVEYANCE LOSS REPORT.
- C. APPROVAL OF MINUTES: MARCH 9, 2024 REGULAR MEETING.

**Action:** President Israel made a motion to accept the Treasurer’s report, Operations report, and meeting minutes as amended included in the consent calendar. Director Ottoboni seconded the motion and President Israel called for a vote. Director Hackett – Aye, Director Kimsey – Aye, Director Ottoboni – Aye, President Israel - Aye. The motion passed with a quorum.

**ADJOURNMENT:** Motion was made by President Israel, with a second from Director Hackett to adjourn the regular meeting at 11:22am. President Israel 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. SC-UK-CV-G-09-0054665-000; First District Court of Appeal No. A151867.**
- B. **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**
- C. **PUBLIC EMPLOYMENT (Govt. Code § 54957): OPERATOR LEVEL 1, OPERATOR LEVEL 2, GENERAL MANAGER, AND SPECIAL ASSISTANT TO THE BOARD**

**Action:** The executive (closed) session was adjourned at 12:40pm. President Israel reported that the Board appointed Charlie Acker to the position of Water System Manager (Operator Level 2), as well as Acting General Manager until a new General Manager is hired. She noted that the Acting General Manager Acker will discuss appointments to the Operator Level 1 and Special Assistant to the Board at the July meeting.

Respectfully submitted:

*Danielle Hohos*  
Danielle Hohos, Vice President  
Date: July 13, 2024

Attest as Presented:

*Heather Hackett*  
Heather Hackett, Secretary of the Board  
Date: July 13, 2024