



Irish Beach Improvement Club

A Not-For-Profit Community Service Organization

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MINUTES OF A REGULAR MEETING OF THE
IRISH BEACH IMPROVEMENT CLUB BOARD OF DIRECTORS
MEETING PLACE: REDWOOD COAST FIRE DISTRICT
19601 S.HWY 1, MANCHESTER
SATURDAY, JANUARY 25TH, 2025 @ 10AM

I. Call to Order/Roll Call/Announcements

The meeting was called to order at 10:04 a.m. Roll calls and announcements were made. **Board of Directors in attendance:** President McGehee, Vice-President Raphael, Secretary Robards, Treasurer Regan, Director Erwin, and Director Thorne. **Zoom:** Margaret Ballou. **Staff:** Administrator Forbes. **IBIC members in attendance:** Gordon Moores, Denise Mendoza, Ken & Diana Weston, Heather Hackett, Peter Thorne, Philip Gary, Dona Mecca, Laura Erwin, Bettye Winters, Karen Vaughn, Diane & Russell Albert, and Paul Rowson. **Zoom attendees:** Debbie Trujillo, Mike Colety, Beth Christensen, Sue Ottoboni, Ken Terry, and Melissa Beach.

II. Approval of the Last Regular Meeting Minutes 10.26.24

The October 26th, 2024, BOD Meeting Minutes were presented for approval. President McGehee proposed some minor corrections to the October draft. Administrator Forbes also proposed a correction to Section V, paragraph one to change to seven applicants instead of six.

Director Regan moved to approve the meeting minutes and corrections. Motion seconded by Vice-President Raphael. All in favor.

III. Communications

a. Correspondence from IBWD regarding use of Firehouse

President McGehee noted that a communication from the Irish Beach Water District was received regarding the use of the firehouse meeting space. He added that several months ago, the IBWD asked IBIC to curtail scheduling meetings in the firehouse until further notice to develop an agreement to address liability issues. During the IBWD November meeting, the Board passed a resolution with procedures for use of the District's meeting space, which was sent to IBIC for review.

President McGehee stated that after much consideration, the IBIC Board is content to meet at the Manchester Fire Department conference room and will not need to use the Rex Dunning facilities going forward.

b. Correspondence from member regarding tent town

President McGehee noted that a communication regarding the tent encampment next to the Rex Dunning Firehouse was received. The current owners are not IBIC members, so IBIC can do nothing except contact code enforcement and Ted Williams (District Supervisor). Two letters addressing concerns were sent to both the code enforcement agent and the District Supervisor.

Vice-President Raphael added that two sheriff units with overhead lights were on the site a week ago and saw the agents stop the car (gray minivan) associated with that property.

c. Correspondence from members regarding exterior lights

President McGehee mentioned that exterior lights continue to be a problem. He received an anonymous complaint from an IBIC member.

d. Correspondence from members regarding key audit

President McGehee indicated that the 2024 Key Audit was completed. There were some complaints from members who were not aware of how our policy and the biannual key audit work. Every two years, IBIC sends a Key Audit notice along with the Dues renewal for members to submit their key card numbers. Failure to submit the requested information will result in the beach passes being deactivated. The new key audit submission date is April 1st instead of August 15th.

e. Correspondence regarding “Business” use of “Private” memberships

President McGehee notified the Board that two members are in violation of the membership dues policy. Two private members have been advertising their home on vacation rental platforms without paying the appropriate membership fees.

Administrator Forbes recommended collecting the prorated difference for the previous year. Director Thorne disagreed with the idea, but Vice-President Raphael believed it is the appropriate action. President McGehee stated that the only way to know how long these members have been in violation is to look at the review section of their listing to determine the exact date. A letter will be sent to invite them to upgrade from private to business membership, along with their dues notice.

IV. Approval of New IBIC Member Applications

President McGehee announced that eleven (11) new members have joined IBIC in 2024. *President McGehee moved to approve the new IBIC member applicants (11). Motion seconded by Director Regan. All in favor.*

V. Treasurer’s Report – Q4 (End of Year) Director Regan

Treasurer Regan summarized IBIC RCU accounts at the end of the 4th quarter (Q4).

RCU Checking = \$5,898.90
RCU MM = \$12,584.20
RCU Saving = \$148.37
RCU Certificate of Deposit (CD) = \$81,896.20
Total = \$100,528.00

Administrator Forbes added that IBIC exceeded its projected budget revenue by 4.87%, which translates to an additional \$4,914 in earnings. This was attributed to an influx in membership applications (7), the increase in beach key sales, and the contributions beyond dues from our generous members.

IBIC's yearly expenses were below expectations by 17.38% or \$23,948, which indicates a positive variance even though some budget categories were overrun. Overall, IBIC's financials for 2024 were satisfactory.

Vice-President Raphael moved to approve the Treasurer's Report (Q4). Motion seconded by Director Ballou. All in favor.

VI. Annual Budget 2025-2026 Director Regan, Administrator Forbes

Treasurer Regan provided a summary of the 2025 Budget. He mentioned that the 2025 Budget had no major increases as the 5-year plan is not finalized.

Administrator Forbes gave a detailed account of the 2025 budget categories. IBIC's projected budget for 2025 is \$105,250 in total revenue and \$96,013 in total expenses. The 2025 Budget (income) increased by 4.36% compared to last year's. This is attributed to the increase of the Business Membership Fee and the increase of the Initiation Fee. Private Dues will remain the same for 2025. The new Initiation Fee is \$1,130 from \$1,035 in 2024. The Initiation Fee increase is related to the Capital Improvement projects executed the previous year.

Director Thorne moved to approve the 2025/26 Annual Budget. Motion seconded by Vice-President Raphael. Motion carried.

Vice-President moved to amend the motion to approve the 2025/26 Annual Budget to reflect the revised total without the 10% increase (Section VII discussion). Motion seconded by Director Thorne. All in favor.

Vice-President Raphael moved to approve the adjustment of the Budget line item (Business Membership) to reflect the removal of the 10% increase originally approved. Motion seconded by Director Erwin. Motion carried.

IBIC's projected budget for 2025 is \$102,550 in total revenue and \$96,013 in total expenses.

VII. Setting of Annual Membership Dues

a. Bi-annual Business Membership Dues scheduled increase

Administrator Forbes indicated that the Budget Committee felt it was appropriate to increase IBIC's Business Dues for 2025 (every other year). It was decided that a 10% increase was appropriate. The Business Membership Fee will increase to \$660 from \$600. Private Dues will remain the same for 2025 as they were increased last year.

Director Thorne questioned the "odd-numbered" year increase and proposed to increase both memberships at the same time going forward rather than every other year so the entire membership contributes to the needs of the club. Director Erwin differed from that and proposed lowering the annual dues and looking into cutting costs.

Director Thorne also does not approve the increase without a budget shortfall and capital improvements projections. Administrator Forbes believes the increase is appropriate and necessary as IBIC must set aside funds (2016/ 5-year Plan) to build the reserves for future projects and unforeseeable expenses. Without the increases from the past eight years, IBIC would not have come up with the funds to complete the Beach Road Restoration Project. She also added that subtle increases are more welcome by members than larger increases.

Treasurer Regan moved to bring this item to the Finance Committee to create a formula for annual increases related to the 5-year plan. Vice-President Raphael noted that it is important to define first the total amount to be increased in the 5-year plan for future budget adjustments. Motion seconded by President McGehee. Motion carried.

Vice-President Raphael moved to reconsider the business membership increase for next year. Motion seconded by Treasurer Regan. All in favor.

VIII. Membership Renewal Form Review

a. Updated information

i. Key card numbers – second time’s the charm

President McGehee suggested adding the beach key numbers in the renewal form. Administrator Forbes stated that the key audit is conducted every two years according to policy, and during audit years, a notice is added to the due invoice to alert members to submit their key information. She also mentioned that adding the gate keys to the form would violate the Beach Gate Pass Policy. Suggestion dismissed by the Board.

ii. Additional information, re: status of any existing CC&R violations

President McGehee suggested adding a section for members to submit their CC&R violations in the renewal form. Director Thorne proposed instead to have a disclaimer in the notice that states “if you have any CC&R violations, you will not be considered a member in good standing”. She also pointed out that adding this to the renewal form will increase the Administrator’s workload, as violations will need to be tracked and documented if submitted. Suggestion dismissed by the Board.

IX. Parks Report – Director Robards

Secretary Robards provided a summary of projects completed. His main interest to date is the status of Pomo Lake. After 14 months, he has finally received a response from the person who could help kickstart the Pomo Lake Restoration Project.

The contact person is Mrs. Jennifer Gibbson, the senior environmental scientist specialist of the Coastal Conservancy Planning for the northern region (Fort Bragg), who would lead the site survey upon approval. Director Robards discussed with her how and what method IBIC could use to eradicate the azolla and set back the cattails. The first option is to remove it mechanically, which volunteers have done in the past. The azolla grows faster than the volunteers can manage. The second option provided is the use of herbicides, which will not take place due to the permitting process.

Previous Boards agreed to set funds aside every year until funds were captured (2016/5-year Plan). Engineers came to review the site, and their recommendation was to complete a stream

restoration in the outflow by redoing the entire outload to increase the speed of the water. The last bid received for this project was for \$150k.

He proposed to drain and drench the lake as the last time it was recorded was in mid-1970. The main issue with draining and drenching the lake is the 8ft of sediment that is at the bottom of the lake and what to do with it. He's hoping some of the local farmers would like to take it as taking it to the dump will be too costly.

Director Erwin added that when the water comes in with the sediments, the sediment settles in the lake, and the water goes out on the top. If the lake is going to be drained, IBIC needs a permanent solution, like any dam, where water flows out at the bottom. A pipe with a valve or another type of mechanism is needed for draining sediments during stormy weather. Director Erwin suggested doing the job ourselves without any agencies as the last time IBIC went through agencies, they spent a lot of money (\$80k), and nothing was accomplished.

Director Thorne pointed out that it is critical to have the pertinent agency involved in every aspect of this project. If IBIC drains the lake without going through the permitting process, the club will likely disappear. Secretary Robards agreed that if this project is going to be completed, it needs to be done through the appropriate agency.

Secretary Robards noted that in the meantime, we need the help of volunteers until IBIC comes up with the funds to proceed with the Pomo Lake Restoration Project. Vice-President Raphael suggested having a monthly Azolla removal day.

Secretary Robards proposed last year to expand the trail system to 4ft wide around the lake with an approved budget of \$15k. He reached out to CalFire several times over the following months, with no response. It turns out they are busy with restoration projects in the Paradise and surrounding areas. He will follow up with CalFire and report back once an update is received.

X. STR Committee Report – Beth Christensen

STR Chair Christensen mentioned that there is a handful of members that expressed interest in participating in the Committee. The list of potential STR Committee members was sent to IBIC for reference. The Committee has not had any official meeting as of today.

XI. Old Business

- a. “Voice of Irish Beach” is LIVE on FB

President McGehee indicated that there was a motion carried by the Board to create the Voice of Irish Beach (previously proposed by former Director Blake). The motion pertains to the creation of a button on the IBIC website linked to the IBIC email address to have members send messages privately. A Facebook page was created instead and had received negative reviews from members.

President Raphael pointed out that this kind of platform, where you can post comments anonymously, can be open to inappropriate posts against members of the community. President McGehee noted that all posts are monitored and filtered by the admin before being made public. Director Thorne noted that nothing positive comes from anonymity, as this can create divisiveness within the community.

After much discussion, President Raphael moved to disassociate IBIC from the Voice of Irish Beach Facebook page. Motion seconded by Director Thorne. **Motion carried.**

b. Social Committee Nominations

Treasurer Regan announced that three members of the community have expressed interest in running the Social Committee. Laura Erwin, Denise Mendoza, and Heather Hackett are the nominees who will be leading the Social Committee in 2025.

Treasurer Regan moved to approve the nominations for the Social Committee. Motion was seconded by Secretary Robards. All in favor.

XII. Open Floor – Participants may invoke topics or questions not covered in meeting. Discussion will be limited to 3 minutes per each.

Member Karen Vaughn presented the community survey results from the Irish Beach Facebook page proposed during the October meeting. The survey received 23 responses from members willing to volunteer their time. She also noted that everyone was very enthusiastic and grateful for the initiative.

Vice-President Raphael moved to send the survey to the IBIC email distribution list for more outreach. The motion passed with five (5) votes in favor and one (1) abstention.

Member Sue Ottoboni would like the Board to clarify the procedure of to whom to send complaints and photos of CC&Rs violations. She pointed out that the IBIC Facebook page only has 60 members, and she suggested that IBIC let their members know that the page exists. Her third comment was directed to the STR Committee, that she would like to see as a requirement for rental owners to provide a local representative for their property who can respond quickly to issues that come up. This suggestion came up as a result of a recent experience with a neighbor involving a fire on a deck. The property owner was very receptive, but their property manager is located in Ukiah, which was not helpful at the time.

STR Chair Christensen noted that she doesn't know how practical it is for every rental owner to be required to have a local representative for such a small community. She knows of a couple of cleaning service businesses that act as property managers and charge a percentage of the booking fee. She doesn't think enforcing having a local representative is possible. Chair Christensen agrees that someone should be reachable to address things on a local level.

Vice-President Raphael asked Chair Christensen if it's possible to consider offering some local contact, method, or suggestions by which complaints can be handled. She agreed to share some ideas during the following meeting.

Member Laura Erwin took the opportunity to thank everyone for their interest in volunteering, and she is thrilled to lead the Social Committee alongside Denise Mendoza and Heather Hackett. She brought up the need for volunteering to offset some labor costs.

Vice-President Raphael suggested having scheduled volunteer day(s) to work on Pomo Lake Park. Director Erwin proposed getting a contractor at a lower rate if volunteers are not available. Vice-President Raphael stated that after the volunteer days are coordinated, IBIC will no longer need Jesse's services. Secretary Robards pointed out the need for a volunteer coordinator to manage hours of work, planning, and execution, and making sure all IBIC equipment is properly

stored. Director Thorne proposed that the volunteer coordinator should document volunteer days for cost comparison.

Member Heather Hackett needed clarification on whether the decision to not use the firehouse meeting space applied to the ADC Committee (*section III*). She also thanked the Board for addressing the Forest View encampment and for sending the letter to the enforcement agent and Ted Williams.

Member Paul Rowson addressed the issue of volunteering and asked if there is some liability coverage. Director Thorne offered to look into this and report back for the next meeting. She will also work on a liability release form for volunteers to sign before any task is assigned.

Member Paul Rowson mentioned that his comments about eliminating IBIC's Initiation Fee were not included in the Meeting Minutes draft from the October 26th board meeting. He requested the Forest View side bridge to be addressed months ago as it's slippery when wet, and no measures have been taken. He also proposed creating a committee of volunteers to assist the members in the community by taking them to doctors' appointments, among other things. Lastly, he asked the Board to address the incident that had occurred earlier and to make certain this kind of behavior wouldn't happen again.

Vice-President Raphael pointed out the manner in which the meeting was handled. He proposed adopting a new meeting procedure. *Vice-President Raphael moved to have an agenda item discussion among the Board and open it up for discussion among members with a time limitation (pending on the Board) and move to vote. Motion seconded by Director Thorne. Motion carried.*

XIII. Adjournment: President McGehee moved to adjourn the meeting at 12:57 pm.

XIV. Closed Session

The Board discussed restructuring positions within the organization. Vice-President Raphael asked President McGehee to transition from his position as President to a Director position.

Vice-President Raphael then moved to appoint Director Thorne as the new IBIC President. Motion seconded by Treasurer Regan. All in favor.

Treasurer Regan moved to change Jesse Russell's employment from an employee to a contractor after conducting research on the legality. Motion was seconded by Director Erwin. The motion passed with five (5) votes in favor and one (1) abstention.