

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
IDYLLWILD WATER DISTRICT

The Board of Directors of the Idyllwild Water District met in regular session on August 16, 2016.

CALL TO ORDER:

The meeting was called to order by Vice-President Cook at 6:00 p.m.

ROLL CALL:

Directors present: President Jim Billman, Vice-President John Cook, Mike Freitas, and June Rockwell. Director Steve Kunkle had an excused absence. Also present was General Manager Tom Lynch, and Finance Officer Hosny Shouman, and Erica Gonzales.

General public present: (- 10 -)

PUBLIC COMMENT:

Members of the public expressed concern on a variety of topics including water chlorination procedures, critique of District Employees and Board Members, time allowance for public comment and availability of will-serve letters.

CONSENT CALENDAR:

MINUTES – June 15, 2016
 June 16, 2016
 July 20, 2016
 July 28, 2016
 August 03, 2016

Director Rockwell requested to have the minutes of June 16, 2016 separate from the rest because she was not there. Director Cook noted that Director Kunkle's absence from the June 16, 2016 meeting was excused and should be added to the minutes.

A Motion was made to approve the minutes of June 16, 2016 by Director Freitas and seconded by Director Billman. The vote was as follows:

AYES:	NAYS:	ABSTAIN:	ABSENT:
Mike Freitas		June Rockwell	Steve Kunkle
Jim Billman			
John Cook			

Director Rockwell expressed concern about voting to approve the minutes when one of the Directors was absent.

A Motion was made by Director Billman to approve the minutes for June 15, 2016, July 20, 2016, July 28, 2016, and August 03, 2016 and seconded by Director Mike Freitas. The vote was as follows:

AYES:	NAYS:	ABSTAIN:	ABSENT:
Jim Billman	June Rockwell		Steve Kunkle
Mike Freitas			
John Cook			

FINANCIAL REPORTS –

**OPERATING STATEMENT FOR THE FIRST MONTH ENDING JULY 31, 2016
DISTRICT WARRANTS FOR MAY–**

CHECK #13644 - 13682	= \$	108,384.08
PAYROLL	= \$	54,493.51
FEDERAL/STATE TAXES	= \$	18,576.51
LAIF TRANSFERS	= \$	-0-
TRANSFERS/CHARGES	= \$	89.79

OPERATIONS REPORT AND GRAPHS FOR THE FIRST MONTH ENDING JULY 31, 2016.

No mainline leaks were reported in July. Foster Lake was still dry at the end of July. IWD did not divert water during July. There was 0.21” of precipitation in July and there has been 0.21” of precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 33’ below ground level, and the downtown wells are currently pumping at 232’ and 163’. Production for July was 1,280,634 cubic feet. July unaccounted for water was 2.23% of water production. Fiscal year to date unaccounted for water average is 2.23% of water production.

Director Rockwell had various questions about the warrants for the month of June which were explained in- depth by staff. General Manager Lynch distributed a report on well production for the FY 2015/2016 and the first month of the FY 2016/2017. A motion was made By Director Freitas and seconded by Director Billman to approve the Financial Report (Item 2), and the Operations Report (Item 3) by separate motion and duly carried. The vote was as follows

AYES:	NAYS:	ABSTAIN:	ABSENT:
Mike Freitas	June Rockwell		Steve Kunkle
Jim Billman			
John Cook			

ITEM #4- WORK IN PROGRESS-

WATER AND WASTEWATER ISSUES – We remain at Stage II, and water consumption is up. Additional wells were put into operation. Foster Lake remains empty.

The State has proposed statewide standards to achieve a 20% reduction in water consumption by 2020. Several pieces of new legislation potentially impacting water districts are going through the State Assembly and Senate.

Staff is meeting with contractors interested in proposing on the well rehabilitation project. They are offering various ways to rehabilitate both the vertical wells and the horizontal wells. As part of the rehabilitation work, the contractors are also proposing to more finely tune well operation sto improve performance and energy efficiency.

The District has obtained the water bladders to assist with the cleaning and inspections of the South Ridge tanks. The inspections are scheduled for mid- September.

Staff and SPI have submitted the draft Recycled Water Preliminary Design Report to the State Water Resources Board and the Regional Quality Control Board for review. Comments received thus far will be incorporated into the document in the next few weeks which will provide support for all the engineering companies who have expressed an interest in developing the plans and specifications for the project. We are evaluating routing options for recycled water lines. Staff has been meeting with various property owners along the proposed route.

Forshock, our SCADA contractor, is working on connecting the wastewater treatment plant and the Tollgate Water tank to our SCADA system. These upgrades are required by the State, and will save chemicals, water and electricity.

ENERGY CONSUMPTION UPDATE – The Energy Coalition will be offering input as part of our well rehabilitation and SCADA upgrades. This will produce greater efficiencies in our energy consumption. Any equipment capital cost associated with equipment upgrades can be partially or completely reimbursed by S.C.E. and the Energy Coalition.

OTHER PROJECTS AND MATTERS – The Staff is actively looking at alternative financial billing systems. Our present system is over 20 years old. We are checking with other water agencies for their recommendations. Staff has participated in webinar training for one system, and is scheduled for a second system review later this month.

Staff is looking at disposing of the last piece of non-compliant heavy equipment in our vehicle fleet, and determining what can serve for its replacement. This will keep us in compliance with the State's Air Resources Board requirements.

The executed Sponsor's Agreement for the water pipeline replacement project has been returned to the County for signature, and the environmental assessment is underway. We hope to receive our notice to incur cost in the next few weeks. The grant awarded amount is \$155,000 from the County C.D.B.G. fund.

The California Rural Water Association continues to be very helpful in filling in while we recruit for a new Wastewater Supervisor replacement. Last week we had our annual inspection of the wastewater treatment plant from the State Water Board, they indicated that everything looked very good.

The auditor has finished with their fieldwork, and the final should be available by October.

The District is looking at replacement of some furniture for the office, which was an item in the approved budget.

We have hired two part-time field staff, James Nutter and Dylan Pulatie, to help keep up with the workload.

ITEM #5- SALARY SCHEDULE ADJUSTMENT - RESOLUTION 727:

At the July 20, 2016 Board meeting the Directors discussed an adjustment to the employee salary schedule moving salaries from a 10 step range to a 14 step range. After discussion, the Board approved moving only the Waste Water Supervisor position to the 14 step range and asked for further information on salary data from surveys.

The District has had difficulty in staff recruitment. Advertising extensively did not produce an adequately certified Wastewater Supervisor. Staff is also recruiting for the Water Supervisor position. After conferring with the District's consultants from the California Rural Water Association, the Association management believes the present compensation levels are below industry standards. Staff also contacted the California Special District Association which had just completed a comprehensive survey of salary and benefits for 2015 - 2016. In addition, staff obtained specific salary comparisons for nine additional water districts in the Riverside and San Bernardino area. Based on all this input and data, staff is proposing a modification of the District's current salary schedule, by adding four additional salary steps to stay competitive with industry standards.

This does not mean any automatic increase in individual employee salaries. Staff is recommending broadening the salary ranges to be consistent with other districts, promote broader recruitment, improve employee retention, and allow for long term growth. Any advancement by existing employees in the salary range will be based on performance achievement. This adjustment will not impact the proposed budget cost this fiscal year. Salary survey information was provided. There will be no immediate cost impact for adjustments to the employee salary schedule. No employee is presently at the top of their salary range. Staff recommends approval of Resolution #727 adjusting the current salary schedule by adding four additional salary steps to stay competitive with industry standards.

Director Billman made a MOTION to approve the Salary Schedule Adjustment- Resolution 727 and Director Freitas seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Jim Billman		June Rockwell	Steve Kunkle
Mike Freitas			
John Cook			

Motion was approved.

DIRECTORS COMMENTS:

Director Rockwell asked for staff response to a story that appeared in the local paper. Staff indicated it would be appropriate discussion in a personnel session.


Director Freitas mentioned that having Water Certifications is not a requirement by the State to be a General Manager, and he felt comfortable with Mr. Lynch's performance.

Director Cook commented that when we had employees with Grade 3 certifications, things fell apart and the General Manager is solving problems without those certifications. He also commented that the Board can schedule a personnel session in the future.

ADJOURNMENT:

Director Freitas made a MOTION to adjourn the regular meeting which was seconded by Director Rockwell. With a unanimous vote by all Directors present, the regular meeting was adjourned at 7:57 p.m. The next regular meeting of the Board will be Wednesday, September 21, 2016 at 6:00 PM. The meeting will convene at the Idyllwild Water District Boardroom, 25945 Highway 243, Idyllwild, CA.

APPROVED:
IDYLLWILD WATER DISTRICT

BY: 
DR. CHARLES SCHELLY-
NEW BOARD PRESIDENT

IDYLLWILD WATER DISTRICT

BY: 
ERICA GONZALES-
BOARD SECRETARY