

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 January 21, 2015.*

**CALL TO ORDER:**

The meeting was called to order by President Billman at 6:00 p.m.

**ROLL CALL:**

Directors present: President Jim Billman, Vice-President John Cook, Dean Lattin, Warren Monroe and Mike Freitas. Also present was Finance Officer, Hosny Shouman, Board Secretary Kelly Clark and General Manager, Tom Lynch.

General public present: (- 3 -)

**RETIREMENT:** President Billman presented Steve Kunkle with a watch and a paperweight. The Board and District wished him well for the future. Steve thanked the District for his employment these many years.

**CONSENT CALENDAR:**

MINUTES – December 17, 2014

FINANCIAL REPORTS –

OPERATING STATEMENT FOR THE SIXTH MONTH ENDING DECEMBER, 2014

DISTRICT WARRANTS FOR DECEMBER –

|                        |      |            |                |
|------------------------|------|------------|----------------|
| CHECK #9990 - #10027   | = \$ | 101,719.47 | OPERATING      |
| PAYROLL                | = \$ | 37,755.83  | PAYROLL        |
| FEDERAL/STATE PR TAXES | = \$ | 17,422.30  | TAXES          |
| LAIF TRANSFERS         | = \$ | -0-        | LAIF TRANSFERS |
| TRANSFERS/CHARGES      | = \$ | 65.95      |                |

**OPERATIONS REPORT AND GRAPHS FOR THE FIFTH MONTH ENDING DECEMBER 31, 2014.**

No mainline leaks were reported in December. Foster Lake was still dry at the end of December. IWD did not divert water during December and there was 6.30” precipitation. There has been 11.00” precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 50’ below ground level which is the trigger for Stage 3, and the downtown wells are currently 24’. Production for December was 718,010 cubic feet. December unaccounted for water was 10.91% of production. This may be due to several broken meter bottoms due to freezing. President Billman asked if the meters could be too close to the surface. Bill Rojas said we do insulate the meters, but one was surrounded with a wooden box that had deteriorated. It has been repaired. A MOTION was made by Director Monroe and seconded by Vice-President Cook to approve the Consent Calendar as modified. The Motion was approved and duly carried with a unanimous vote of all Directors present.

**4. UNFINISHED BUSINESS –  
WORK IN PROGRESS –**

**WATER AND WASTE WATER ISSUES** – We are still in Stage II. The recent rain has done little to impact our water condition. Portions of the Lake bottom are damp and muddy, but any standing water evaporates quickly. The Oakwood Well rehabilitation is now complete. The water has been tested, and we have supplied the water testing laboratory results and environmental documentation to the State. Once the State approves, we will bring this Well on-line. The estimate for its production is 25 gpm.

As a follow-up to our discussions with representatives of the Boy Scouts regarding their well, we have determined it would not be viable. The Well is only 50 feet deep and does not have a 50 foot seal. It has been out of operation for several years. Although the well site is situated close to one of our main lines, the Well would need substantial and costly rehabilitation.

We continue to make progress on restoring our horizontal wells above the Lake. Nine horizontals have passed initial testing, as has the upper portion of the collection line. We are still flushing and treating the lower portion of the collection line. There is one line that has not yet cleared the contamination. In order to assist with flushing this line, staff is looking at utilizing two of our inoperative vertical wells in the vicinity to provide the needed volume of water to adequately scour the lower portion of the collection line. We will shortly set the electrical panel and test the pumps on these two vertical wells. Hosny showed a video of the horizontal lines. We have submitted for a USDA grant to help offset costs necessary for these rehabilitation efforts. We have also submitted for three additional grants that would allow us to improve District infrastructure, including tank and well rehabilitation, replacement of older pipelines, solar upgrades, SCADA, meter enhancements and service vehicles. We are showing USDA that our reserve funds have commitments. Tom Lovejoy, former IWD manager, is conducting the engineering of the plans. We have saved thousands of dollars by using his services. We have finished the bid documents for the replacement of our sewer effluent line. These documents detail our requirements for the design, hydrology, installation, schedule and implementation features associated with this project. We have notified both the Forest Service and Idyllwild Arts of our project progress and our anticipated construction schedule. We are ready to put this out to bid and project a start of construction in late March or early April. Although the contract allows for a 90-day construction period, we believe it will take substantially less time. We thank our customers for their continued conservation efforts, and we will keep encouraging our customers to continue their conservation efforts in our newsletters and on our website.

**ENERGY CONSUMPTION UPDATE** – We have received various proposals to restore our solar system. There seems to be several advantages to moving to multiple inverters both for cost efficiency and versatility. Before proceeding, we want to verify the projected cost savings with S.C.E. This evaluation will take into account present and future S.C.E. rate structures.

**CONTINUING EDUCATION** – Hosny will be attending a special training of the California Society of Municipal Financial Officers from Feb. 17<sup>th</sup> to Feb 20<sup>th</sup> in Monterey. Bill has signed up to take an additional class in water treatment offered by Mt. San Jacinto College.

**OTHER PROJECTS AND MATTERS** – We have solicited Junior Colleges and Universities for part-time interns and our vacant full-time position with appropriate water and wastewater credentials at local universities and community colleges. We are still in the process of interviewing candidates, but we have selected an intern with excellent certifications who will begin on January 26<sup>th</sup>. We have received a check in the amount of \$3,357.42 from Riverside Scrap Iron and Metal Corp. for our surplus wire and meters. We have contacted an auction house in Perris that will auction off four of our old vehicles, the two postal jeeps, a flatbed truck that needs an engine and the Chevy SR 10 on February 5<sup>th</sup>. We are scheduled to have our vehicles in their auction on February 5<sup>th</sup>. We will be switching our internet provider from Verizon to Time Warner. We have been having persistent problems with maintaining our internet connection and this disrupts our work flow. Time Warner has provided an attractive bundling which will include telephone and Internet service at pricing less than Verizon. The District's application for water recycling is still being considered by the Water Resources Board. The Board has come back with an offer of a 25% grant and a 75% loan at 1% for 30 years. The State representative has indicated that this offer may improve, once funding becomes available from the recent voter approval of Proposition 1. The Rules and Regulations Committee recently met and made progress on our records retention policy and Board Policies. Your agenda packet includes a recommended policy draft, and implementation by staff following guidance on legal requirements from our attorney. In the future, with the adoption of a records retention policy, we will be bringing regular listings of old documents that can be destroyed on our monthly agenda. In the future we will be using a public comment sign-in sheet to help us keep track of individuals wishing to make public

comments, and allow us the opportunity to follow-up on any questions that may require research. J.P. Crumrine asked if the sign-up sheet was mandatory. Tom said no, that the Brown Act does not allow that. It is simply a courtesy in case follow up is necessary.

IWD Board Meeting, 12/17/14, cont.

The Rules and Regulations Committee recently met and made progress on our records retention policy and Board Policies. We will need follow-up meetings, as these are complex documents and destruction will occur sporadically. Vice-President Cook said he was happy to hear that Tom is happy with both of the new supervisors.

5. RESOLUTION #699 - RECORDS RETENTION AND DESTRUCTION - The Board received draft copies of a Records Retention Policy in April for review. A policy has been reviewed by the Rules and Regulations Committee. The Committee stressed that staff consult with legal counsel regarding details of implementation, who will review government codes before staff proceeds with records destruction. Attached is the overall policy recommendation from the Committee. Following comment, it was agreed to bring this item to the next meeting in final form for adoption.

6. PROPOSALS FOR ACTUARIAL CONSULTING – The Board reviewed additional actuarial consulting proposals received following the December meeting. The District needs actuarial valuation of post-retirement medical insurance costs. Hosny said we are over-funded for post-employment benefits at this time. Staff, following extensive investigation, recommended Bickmore to perform the consulting to fulfill the GASB-45 requirements. Director Monroe made a MOTION to retain Bickmore to perform the actuarial consulting for the District, which was seconded by Vice-President Cook and passed with a unanimous vote. Vice-President Cook said he appreciated the thoroughness of staff researching the actuarial bids.

7. NEW BUSINESS - CUSTOMER FINANCIAL ASSISTANCE - The Board will consider approval of a customer assistance program. IWD has earned approximately \$250.00 in business points that could assist IWD customers. Board members suggested giving the money to the Help Center. Vice-President Cook suggested giving a resident \$200 for the best suggestion to find more water. It was suggested to ask the customers donate an extra dollar when they pay their bills for customer assistance. Tom thanked the Board for their excellent ideas and staff will determine the best use of the money.

8. BOARD COMMITTEES - The Board reviews the standing and ad-hoc committees annually. Board members may change committees at this time. The status of the standing and ad-hoc committees may be reviewed by legal counsel to see if changes are necessary. Vice-President Cook made a MOTION for the committees to remain as they are. Director Freitas seconded the Motion which passed with a unanimous vote.

CORRESPONDENCE: None

DIRECTOR'S COMMENTS: Director Monroe made a MOTION to change the next Board meeting to February 25<sup>th</sup> since Hosny will be attending a seminar on February 18<sup>th</sup>. The Motion was seconded by Director Freitas and passed with a unanimous vote.

PUBLIC COMMENT: None

ADJOURNMENT: Director Lattin made a MOTION to adjourn the regular meeting which was seconded by Director Freitas. With a unanimous vote of all Directors present, the regular meeting was adjourned at 7:25 p.m.

IDYLLWILD WATER DISTRICT  
BY:

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KELLY CLARK - BOARD SECRETARY

APPROVED:  
IDYLLWILD WATER DISTRICT

BY: \_\_\_\_\_  
JIM BILLMAN – PRESIDENT