

**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 October 15, 2014.*

**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: (- 7 -)

**CONSENT CALENDAR:**

MINUTES – September 10, 2014 –

FINANCIAL REPORTS –

OPERATING STATEMENT FOR THE THIRD MONTH ENDING SEPTEMBER, 2014.

DISTRICT WARRANTS FOR SEPTEMBER –

CHECK #9833 - #9875	= \$	132,256.90	OPERATING
PAYROLL	= \$	35,149.42	PAYROLL
FEDERAL/STATE PR TAXES	= \$	17,617.03	TAXES
LAIF TRANSFERS	= \$	-0-	LAIF TRANSFERS
TRANSFERS/CHARGES	= \$	98.00	

**OPERATIONS REPORT AND GRAPHS FOR THE THIRD MONTH ENDING SEPTEMBER 30, 2014.**

No mainline leaks were reported in September. Foster Lake was still dry at the end of September. IWD did not divert water during September. There was 1.52” precipitation during August with 1.77” precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 47.5’ below ground level and the downtown wells are currently 18’. Production for September was 1,188,860 cubic feet. September unaccounted for water was 5.49% of production. Vice President Cook asked Tom if he had the numbers for production capacity for non-utilized wells. Tom said he is working on it. It will be a difficult calculation with the wells dropping, but he will have some information at the next meeting. J.P. Crumrine asked what the status of the well-serve letters is. Tom said no will serve letters will be issued while we are in Stage 2. Vice President Cook asked if Stage 3 triggers could be on next month’s agenda. A MOTION was made by Vice-President Cook and seconded by Director Lattin 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 WASTEWATER ISSUES –** We remain in Stage II, though well levels are continuing to diminish. Foster Lake is dry, and the wells at the Lake remain critical to watch. We have evaluated our horizontal wells above the Lake and found that at least seven of the wells are suitable for further testing. The cumulative flow from these seven wells is in the area of 13 to 15 gpm. Tom said this additional water resource can be added with no pumping cost since they are gravity fed. Staff has repaired the access road to the wells and our next step is to repair the common pipeline to get the water from the wells concentrated into a single line. The water will undergo additional testing, but indications are the reopening of these wells could improve the water resources that flow to Foster Lake. We will be submitting a grant to help offset costs necessary to reopen these wells.

IWD Board Meeting, 10/15/14, WIP, cont.

The grant application will also include rehabilitation of a few of the vertical wells above Foster Lake. We thank our customers for their continued conservation efforts, and being frugal with their water consumption. We have the initial cost estimates for the plans and specifications for the sewer effluent line. We appear to be on target with our initial cost projections of \$500,000. Tom walked the area today with another company that may put in a bid. The bid documents will detail our requirements for the design, hydrology, installation, schedule and implementation features associated with this project. We continue to meet with representatives of different piping products, and construction companies to specify our preferences for durability, cost and ease of installation as a part of our bid process. There should be no problems with the Forest Service.

ENERGY CONSUMPTION UPDATE – We have now met with two companies to help in the evaluation of our solar equipment. Our main problem is the power inverter, and we are looking at replacing this key piece of equipment. Each company has provided us with a different approach in getting our system back on line and working to reduce our overall energy bills. Director Monroe asked if we are getting any benefit from the solar array at this time. Tom said no. It has been diminishing in efficiency for some time. Projections are that S.C.E. billings were up last month with their 10% increase and will continue to climb. Information that S.C.E. has provided shows that they are now seeking another increase for use of electricity during peak periods of the day, from noon until 6 pm.

TOLLGATE TANK UPDATE – We can schedule a formal ribbon cutting at any time.

CONTINUING EDUCATION AND CERTIFICATIONS – Michael Creighton, with Mt. San Jacinto Community College, is providing instruction Monday evenings to our staff on a variety of topics including sustainable management, sources of supply, regulatory compliance, innovative water practices, water conservation, funding sources, operations and maintenance, safety, watershed harvesting and management, and water related mathematics. This program is designed specifically for our needs and will accomplish several goals, including preparing for State testing, advancing staff certifications, meeting mandatory continuing education units, staying up-to-date with changes in requirements, and new technology. Michael has also been able to provide us with several resources and to discuss specific technical problems that are specific to our district.

OTHER PROJECTS AND MATTERS – We have brought one water treatment intern from Mt. San Jacinto Community College on board. The College has a couple of different programs for students developing a career in water and sewer management. A second intern has also expressed an interest and we are coordinating with the Cal-Works program which will provide some funding for the internship, including liability insurance costs. Each candidate will be thoroughly reviewed to see if we can find a fit for the District.

Hosny and Tom attended the California Financing Coordinating Committee 2014 Funding Fair hosted at the Eastern Municipal Water District offices. We had a chance to hear presentations from representatives from the Federal, State and County which outlined several sources of funding that the Idyllwild Water District can apply for. Following the formal presentations, there were break-out sessions to meet with the representatives' one on one to discuss grant sources and the specific needs of our District. Since the meetings, we have had follow-up discussions with some of the presenters, and provided them with additional information about our District's needs. The conference was excellent, and we are optimistic that we can submit projects for further consideration. These projects will include well rehabilitation, security fencing, vehicle acquisition, meter upgrades, solar enhancements, sewer improvements, and other various infrastructure improvements.

The District's application for water recycling is still being considered by the Water Resources Board. On tonight's agenda are actions to approve an updated application for our water recycling grant, and for two C.D.B.G. grant applications.

IWD Board Meeting, 10/15/14, cont.

Board training is still required for all Board members to stay compliant with FPPC and JPIA requirements. We have provided you with training opportunities in either classroom settings or participation in webinars. Hosny and Director Lattin will be attending a California State Special District Training Academy on November 16<sup>th</sup> to 19<sup>th</sup> for certification in Garden Grove.

A few policy and procedures issues are coming up, and we would like an opportunity to schedule a meeting of our Rules and Regulations Committee in the near future.

5. **DISTRICT AUDIT** - Scott Manno from IWD's auditing firm, R.A.M.s, presented information and answered questions regarding the IWD 2013/2014 audit. The Finance Committee, comprised of Vice-President Cook and Director Lattin, has reviewed the audit and is satisfied with it. J.P. Crumrine asked what the criterion was for the reserve funds. Mr. Manno said in a large city it would be at least 6 months of expenses. Vice President Cook made a **MOTION** to accept the audit which was seconded by Director Monroe and approved with a unanimous vote. The Board and Tom thanked Scott and the staff for their expertise.

6. **AQUAMETRIC** - Ed Funk from Aquametric presented information and answered questions regarding IWD Sensus meters. He said he has been selling meters for 35 years. He said the new iPerl system has a 20 year accuracy guaranty and can give 13 months of hourly data. AWWA standards require accuracy to exceed 95% to 101.5%. He said the Sensus meters are 99% to 100.5% accurate. He asked Bill Rojas what the pressures are in Idyllwild. Bill said 60 psi to 140 psi. Tom and President Billman thanked Ed for his presentation. Customer Steve Moulton asked if a meter is traceable to a residence. Bill Rojas explained that there is an ID number on the meter which the touchread system picks up. The ID is traceable to the physical address.

7. **NEW BUSINESS – WELL RE-ROOFING** - Several of our well site buildings require reroofing. The total square footage for this necessary repair is 2000 sq. ft. Staff has looked into options for this effort, including the selection of materials, ease of installation, durability, material longevity, warranties, and safety concerns. When any major well work is required, staff often needs to stand on the roof to extract the pumping equipment. We have evaluated two preferred options, a metal roof and a composite roof. The metal sheeting cost is approximately \$3.00 a sq. ft. and a projected price of \$6,500. Composition Roofing is specified as a 3 tab, 30 year warranty (green and black speckled), 30 lb. tar paper, drip edge, ridge cap and roofing nails. The composition roof cost is approximately \$1.15 a sq. ft. and a projected price of \$2,300 delivered. Based on the cost estimates and the higher level of adhesion for workers on the roof during well repairs, staff is recommended the composition roofing. President Billman asked Tom to consider rolled roofing would be faster and easier to put down. Tom said that will be used on the roofs without a steep pitch. The roofing will be installed in-house.

8. **METER READING JEEP** - Our meter reading vehicle, a 1971 retired postal Jeep, is close to expiring. We have received complaints from members of the public about its exhaust fumes, and it has been in a constant state of needing repair. We are currently looking into an overall meter upgrade, however this will be a multi-year capital improvement program. Since our need for a reliable meter reading vehicle is more immediate, staff has found a used right-hand drive vehicle that can accommodate our needs. The vehicle is a Jeep, manufactured in the U.S., however, it was utilized in Japan under private ownership. US Drive Right is a company that specializes in re-patriating and reconditioning U.S. manufactured vehicles with right-hand drive for specialty use here in the U.S. These vehicles are typically used for postal deliveries. Tom located a very low mileage (34,797) 1996 four-wheel drive Jeep available for \$12,900 plus \$1,600 for delivery from Michigan. Staff is requesting Board approval for this acquisition. Director Monroe made a **MOTION** to approve the purchase of a 1996 Jeep for \$14,500, including delivery, which was seconded by Director Freitas and approved with a unanimous vote.

9. **RESOLUTION #695 – REIMBURSEMENT FOR RECYCLED WATER PROJECT** - This Resolution updates estimated amounts for the projected costs for the Recycled Water Project grant submission. Director Freitas made a **MOTION** to adopt Resolution #695, which was seconded by President Billman and approved with a unanimous vote. Tom reassured the Board that adopting this Resolution does not lock them in to the Project.

10. RESOLUTION #696 – COMMUNITY BLOCK GRANT - The Federal Community Development Block Grant (CDBG) has been in effect since the mid-1970’s and is designed to assist low to moderate income communities with infrastructure improvements. Riverside County is the lead agency for all the small cities and unincorporated communities in the County. Annually, the County solicits for applications that fulfill one of the three national goals for this funding. These are; principally benefit low to moderate income persons, prevent or eliminate slums and blight, address an urgent need or problem in the community. The Idyllwild Water District is an eligible jurisdiction to apply for this funding. The grant funds are competitive and will compete against other submittals within the Supervisorial District. Staff is recommending the submission of two projects that meet the national objectives. The first is security fencing for the Golden Rod and Tollgate water tanks. Staff has estimated the project cost of \$100,000. The second is well rehabilitation for wells #5, 11, 8 and 9. These wells are in proximity to Foster Lake, and when repaired, should help maintain the local aquifer. Staff has estimated the project cost of \$50,000. As part of the application process there is a requirement for the Board to take a formal action supporting the grant submission. Director Monroe made a MOTION to adopt Resolution #696, which was seconded by Vice-President Cook and approved with a unanimous vote. Director Monroe requested that, at a minimum, Private Property signs be placed at the tank sites for security, while we await the grant funds.

11. SEWER DISTRICT EXTENSION - We have been approached by a property representative to ask if a single family zoned property could be added to the sewer district. The property has a small house, but the present septic tank serving the home has failed. This property is out of the sewer district by one lot. It is currently for sale. The property representative has suggested that the property could be served by the district if it is allowed to utilize an easement across the neighboring property. The neighboring property is presently within the district and has a service connection. This is a policy question, and if allowed, the policy must be carefully defined to assure appropriate limits are established to preclude misinterpretation in the future. Maps to illustrate the conditions and the location were given to the Board and to the public. The Board discussed the issue. Steve Kunkle said an engineering report had been done saying that no annexations should be completed until the sewer plant was upgraded. Also he said the IWD Rules and Regulations state that no sewer laterals would cross property lines. There had been a failed sewer line a few years ago with a property at Fern Valley Corners with a sewer lateral serving two properties.

CORRESPONDENCE: None

DIRECTOR’S COMMENTS: Director Monroe said that some IWD customers don’t understand the digital touch read system and suggested putting information in a newsletter and hand-outs at the office.

PUBLIC COMMENT: JP Crumrine stated to Mr. Funk “So you’re saying these meters are perfect”. Mr. Funk said nothing is perfect, but the design is accurate and secure.

ADJOURNMENT: Vice President Cook 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 8:45 p.m.

IDYLLWILD WATER DISTRICT

BY:

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KELLY CLARK - BOARD SECRETARY

APPROVED:  
IDYLLWILD WATER DISTRICT

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