

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 16, 2013.*

CALL TO ORDER:

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

ROLL CALL:

Directors present: President Allan Morphett, Vice President Warren Monroe, John Cook, Jim Billman, and Mike Freitas. Also present was General Manager, Terry Lyons, Finance Officer, Hosny Shouman and Board Secretary Kelly Clark.

General public present: (- 2 -)

CONSENT CALENDAR:

MINUTES – 12/19/13

FINANCIAL REPORTS –

OPERATING STATEMENT FOR THE FIFTH MONTH ENDING DECEMBER, 2012. Solar has saved IWD \$981.00 this year.

DISTRICT WARRANTS FOR DECEMBER –

CHECK #8655 - #8713	= \$ 123,782.83	OPERATING
PAYROLL	= \$ 46,652.57	PAYROLL
FEDERAL/STATE PR TAXES	= \$ 14,067.31	TAXES
LAIF TRANSFERS	= \$ -0-	LAIF TRANSFERS
TRANSFERS/CHARGES	= \$ 52,000.00	OTHER

The Board requested that the Ferrellgas check show the amount per gallon.

OPERATIONS REPORT AND GRAPHS FOR THE FIFTH MONTH ENDING DECEMBER 31, 2012. No main line leaks were reported in December. Foster Lake was 6.0' at the end of December. In December there was 2.04" precipitation and 50 gpm flow at the Tahquitz Bridge. The static water levels at the Foster Lake wells were 18' below ground level and the downtown wells are currently 18'. December unaccounted for water was 11.77% of production and the yearly average is 5.01%. A MOTION was made by Director Cook and seconded by Director Freitas to approve the Consent Calendar. The Motion was approved and duly carried with a unanimous vote of all Directors.

4. UNFINISHED BUSINESS

WORK IN PROGRESS –

WATER - We have been busy checking customer service calls where customers report no water. These problems have been due to freezing water lines. We located two District water leaks and have repaired them. One leak was from a 10" water main near South Bay Cable Company. Our second water leak was from a water service line on Crestview. We asked the Riverside County road crew for assistance to spread sand in the areas where the road became icy due to this leak. The crew used their tractor to remove the street ice caused by this leak to eliminate a hazardous slippery situation. We have restocked our trucks in preparation in case we should get called out on any water leaks for the upcoming cold weekend.

WASTEWATER - Steve repaired a broken 2" PVC sludge line behind the plant. Nick repaired the ferric pump line. The plant is running well since correcting the problem with the clarifier tank. The crew performed the normal oiling and greasing of pumps and shafts. Terry informed the Board

that Nick was injured falling on ice on the job on Monday night and will be out for a couple of days.

IWD Board Minutes, 01/16/13, cont.

UPDATE ON PROPANE TANKS – We have corrected all the State inspection items for these 5 tanks. We contacted the inspector who will return to follow up with a final inspection. These items included new propane tank labels and installing and relocating additional crash posts. We had to remove one of the tanks and replaced it with another smaller propane tank.

#### WELL #10 & #23 PROJECTS

WELL #10 -After repairing Well #10 we were receiving higher flow @50gpm. The well was producing 20gpm. We need do some additional work installing a PVC liner and gravel pack to eliminate the fine sands. Wicker Well Service will install the liner and gravel for about \$3,000. Director Cook asked if the liner and pack would impact production and Terry said it will, but we still should get between 35-50 gpm. Director Billman asked if our protocol should be looked at for future repairs, whether we are pumping too fast and causing the sands to be stirred up.

WELL #23 – The electrical is hooked up. The crew will need to chlorinate the well and take a water sample before the Well can be tied into the system for use. It will be two weeks before production.

#### GOLDEN ROD & TOLLGATE TANK PROJECTS

GOLDEN ROD TANK – Terry requested bids from Joe Colon Contractors for constructing both a welded and a bolted tank. A bolted tank has only a third of the lifetime, but the cost is much less. Director Cook asked if Hosny can do a cost benefit analysis of a bolted versus a welded tank. We have contacted cell companies to discuss the property above the proposed new 200,000 gallon tank site. Terry is researching a cost to dismantle our existing 100,000 gallon tank. We don't have many days when someone can work on the site due to the weather and road conditions. Terry estimates it will take about a week to dismantle the bolted tank. We can operate the Golden Rod Zone without having the Golden Rod tank and connect this zone to the Middle Zone tanks.

TOLLGATE TANK – The County Park District has received our proposed alternative tank site on their property. Park Planner Marc Brewer has asked if they can tour this tank site before making a decision for us to move forward. The alternative site has more open space for a future tank with less environmental concerns, but will require 1,500 feet pipe compared to the 1,200 feet for the first site. The first site was rocky and is more visible from the Park camping lot. The second site appears to be the best site for the County's concerns, the tank will be out of site and will need very little grading and will have less environmental concerns.

#### OTHER PROJECTS & MATTERS –

5. EMPLOYEE'S BENEFITS – The Personnel Committee met with the employees on Thursday, December 6, 2012 to discuss several issues. These items were the employee holidays, changing the retirement plan by removing overtime and on-call hours in the total contribution amount, capping the sick leave and vacation time. The current employees agreed that the District would incur savings by eliminating the overtime and on-call hours (employee's retirement will be calculated using their base rate) and the existing 21.5% contribution program would remain the same. The savings will be \$25,000 to \$35,000 per year. The other two hill districts do not include overtime for their contribution program. Future employees hired after January 1, 2013 will have a different schedule. The accrued capped vacation amount for employees would be 320 hours. Payment is 100% for accrued vacation time at current rate of pay. If an employee has exceeded 320 hours, he/she may be paid at their current rate of pay for up to one week. Any additional vacation for the current year must be used. The maximum cap for sick hours would be 250 hours for employees with 1-10 years of service. The capped amount for employees with 10+ years would be 350 hours. Payment is 25% for accrued sick time for employees with 1-10 years of service and 50% for employees with 10+ years at the time of retirement. The maximum cap for sick leave hours would

be grandfathered for existing employees at their current number of hours (if they are above the capped amount) and they may not exceed that amount. If you have reached your capped amount and use sick time, your capped amount will be reduced by that amount. Director Cook did not want to see the capped amount so high, since the accrued amounts could bust the budget. Terry said the employees would be encouraged to use their vacation and sick time. Director Cook made a Motion to approve the changes as written for the manual with the exception that "at the time of retirement" for sick time would be changed to "at separation". Director Billman seconded the Motion which was passed with a unanimous vote. Page 12 will be rewritten to include employees receiving emergency funds from accrued sick time with two signatures. The Personnel Committee will review this item. The capped amounts will begin February 1, 2013.

6. FOSTER LAKE WATER LEVELS - We are monitoring the Foster Lake water levels. Currently the Lake water level is 6 feet. This is down by two-thirds, since the Lake level is full at 18 feet. The Foster Lake standing well water levels are maintaining at 12 feet. We installed a Water Conservation Stage 1 sign at the District office. We will locate other signs throughout the District. We continue to monitor the downtown wells, especially those near the creeks. We will notify everyone about the Stage 1 water requirements in this month's District newsletter published in the Town Crier. Recently, Terry had to notify a customer who was washing down their parking lot. Although Stage 1 is a "voluntary" compliance to reduce the amount of water used there are the following restrictions; immediately repairing leaks, preventing irrigation water runoff, refraining from washing sidewalks, driveways and parking areas, and refraining from sprinkler unplanted areas for dust control. Each month we will provide an update on the status of our groundwater levels. Director Cook asked if the Lake water levels were holding at 6'. Terry said they had come up from 4.5' with the diversion and the diversion continues to run. Vice President Monroe asked if Lily Creek was still flowing and Terry said yes. Terry said at this time the Lake is frozen.

7. NEW BUSINESS – IAF FIRE FLOWS TESTS - We had an incident on December 21<sup>st</sup> when IFPD prepared to open a District's "normally closed" 6" gate valve. The District's 6" valve is a bypass for the IAF water meter. IWD was not informed about IFPD's attempt to open the closed valve for a scheduled IAF fire flow test. Terry showed up on site and spoke to IFPD Fire Marshall, Jack Peckham, about not opening our bypass gate valve. This bypass line was installed many years ago as an emergency line, but didn't include the necessary backflow equipment protection to prevent a possible cross-connection contamination from the IAF water system. The District requires (R/P) reduced pressure backflow devices for other water systems, when there are private wells, etc. This bypass valve has remained closed for many years. Terry was under the impression from speaking with Bob Krieger, who is working with IAF, that, if approved by us, they would consider converting the bypass to a post indicator Valve (PIV). A PIV connection requires a meter and backflow equipment. PIV's are normally open and used for a fire sprinkler line, but using this bypass connection would connect both IWD and IAF water systems. For this reason, if we consider a PIV, it would need to remain in a "closed" position instead of an open position, as is the case for fire sprinkler systems. An approved PIV could be used for fire protection. However, as discussed with IAF several times, a Toll Gate Zone water tank needs to be constructed for supporting the use of this 6" water line to maintain water pressure for the existing Toll Gate water zone customers. As stated, the tank would need to be in service before allowing IAF to increase their water supply. It seems someone wanted to determine what the drop in water system pressure would be by opening the bypass line. Terry said he was disappointed with the lack of cooperation by the IFPD, IAF and Bob Krieger for not informing us they wanted to open our bypass valve. Terry said that Jing Chao, from the State Health Department said Bob Kreiger knows better and should be very familiar with cross connections. Terry was directed to forward the IWD Ordinance to IAF regarding not tampering with IWD valves. President Morphett and Vice President Monroe agreed that a hold-harmless agreement needs to be drafted regarding the fire flow. Director Cook made a Motion to have the Water Committee draft up a method to secure the valve with an action required within 30 days and report back to the Board. The Motion was seconded by Director Freitas and passed with a unanimous vote.

8. IWD & IFPD TO DISCUSS FIRE HYDRANT AGREEMENT - As discussed with Fire Chief Reitz during our 1-3-13 meeting with him and the Water Committee members, Allan Morphett and Jim Billman, Terry delivered a copy of a signed 1991 IWD/IFPD Fire Hydrant agreement for his review. Jack Peckham, Fire Marshall, was unable to attend this meeting. Other items may need to be discussed with the Fire Chief for us to prepare for a future ISO inspection. Terry sent a letter on January 4<sup>th</sup> to Chief Reitz outlining the meeting. He is awaiting a response regarding their next meeting.

DIRECTOR'S COMMENTS: Vice President Monroe would like a discussion started regarding financially strapped customers in light of the extremely high water bills generated by this lengthy freeze. President Morphett said something would need to be considered that would be supportive to our constituents and to IWD.

CORRESPONDENCE: Dutch Flats letters – IWD and PCWD

PUBLIC COMMENT:

ADJOURNMENT: Director Cook made a MOTION to adjourn the regular meeting which was seconded by Director Billman. With a unanimous vote of all Directors present, the regular meeting was adjourned at 7:55 p.m.

IDYLLWILD WATER DISTRICT

BY: \_\_\_\_\_  
KELLY CLARK - BOARD SECRETARY

APPROVED:  
IDYLLWILD WATER DISTRICT

BY: \_\_\_\_\_  
ALLAN MORPHETT - PRESIDENT