

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 September 18, 2013.

CALL TO ORDER:

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

ROLL CALL:

Directors present: President Warren Monroe, John Cook, Jim Billman, Dean Lattin and Mike Freitas. Also present was Finance Officer, Hosny Shouman and Board Secretary Kelly Clark. General Manager, Terry Lyons, was noted as absent.

General public present: (- 2 -)

CONSENT CALENDAR:

MINUTES – Aug. 21st..Add which Director on Page 4.

FINANCIAL REPORTS –

OPERATING STATEMENT FOR THE SECOND MONTH ENDING AUGUST, 2013.

DISTRICT WARRANTS FOR AUGUST –

CHECK #9117 - #9175	= \$ 173,975.92	OPERATING
PAYROLL	= \$ 35,163.77	PAYROLL
FEDERAL/STATE PR TAXES	= \$ 16,638.74	TAXES
LAIF TRANSFERS	= \$ -0-	LAIF TRANSFERS
TRANSFERS/CHARGES	= \$ -0-	OTHER

OPERATIONS REPORT AND GRAPHS FOR THE SECOND MONTH ENDING AUGUST 31, 2013. No main line leaks were reported in August. Foster Lake was dry at the end of August. IWD did not divert water during August. There was .01 precipitation and no flow at the Tahquitz Bridge during August. The static water levels at the Foster Lake Wells were 23' below ground level and the downtown wells are currently 22'. Production is 221 gpm. August unaccounted for water was 3.69% of production and the yearly average is 4.69%. A MOTION was made by Director Cook and seconded by Director Billman to approve the Consent Calendar. The Motion was approved and duly carried with a unanimous vote of all Directors present.

4. UNFINISHED BUSINESS - WORK IN PROGRESS –

WATER – The crew is working on the Oakwood Well and the FV1A well. We are continuing work on installing the new Calcite Water Treatment System for the Oakwood Well. SCE is scheduled to install the new drop line to our newly installed power pole for the FV1A well. A new electric meter will be installed for our new power pole meter box allowing SCE to read their meter. We are ready to work with the Golden Rod tank welder to connect the new tank to our Golden Rod Well and water system. We have completed the work on Well #24. This Well required Wicker Water to install a new pump motor. We are waiting to receive a good water sample result from the lab to put the well back in service.

WASTEWATER – The plant has been running well. While Steve was on vacation, Nick operated the plant. The day-to-day maintenance checks and serving was performed. The plant generator was operated for several hours under load. Nick used the tractor to clean the ponds to improve percolation. Each month we rotate cleaning the ponds. We took the quarterly water samples from the three monitoring wells located around the ponds.

GOLDEN ROD TANK PROJECT- The painter has sand blasted the entire interior roof and shell. Herb Bergstrom has provided the inspection and approved application of the first coat of primer paint.

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They will hand paint the ladders and other special areas before applying the second and final coats of paint. During the week of September 3rd the paint crew will sand blast the interior floor and apply several coats of paint to complete the interior work. The paint crew will schedule several coats of paint for the exterior tank throughout the rest of September.

WATER SHORTAGE EMERGENCY ALERT – STAGE 2 – Staff will provide a summary of current water usage and the number of water users in the third tier. These users will be charged the double rate. Hosny explained the third tier charge. Director Billman asked if the crew is still checking for meters that have stopped working. Hosny said they are still checking. Director Cook asked how we will attempt to reach the 10% reduction in usage. He said customers who show a reduction in usage should be rewarded. President Monroe said S.C.E. offers a credit if customers use less electricity on certain days.

CRWA INCOME CENSUS STUDY – The California Rural Water Association has a contract to perform an Idyllwild Income Census Survey to help us determine if we qualify to receive State grant funds to construct the proposed Recycled Water project. The Board was concerned that the study will not be completed before the December cut-off date. Director Cook asked if the District should be aware of this when our next census takes place in eight years and make sure at that time our boundaries in Idyllwild be considered a disadvantaged community. Director Billman said we need to stay on top of the documentation and the study.

OTHER PROJECT & MATTERS – Terry will be attending the September 23rd Tri-State Water conference. This conference provides contact hours for water and sewer. The day-to-day classes provide the latest training.

5. TOLLGATE TANK PROJECT - The 2,000 feet of 8" PVC pipe and material was delivered to the Delano project site and was unloaded by Inland backhoe on August 28th. The pipe installation began on Thursday, August 29th. The contractor has scheduled to have the pipeline installed within two weeks. As soon as the new 8" pipeline is in service, the tank contractor can begin grading for the tank foundation ring. The plan is to have the tank constructed by October. As requested, Lee Arson installed a tank elevation stake that will be a reference for the grading contractor. The 8" pipeline project is 60% complete with a schedule of installing 2,000 feet by September 27th. Ed and Terry met with the contractors, Joe Colon, Ed Kocina and Joel Constance at the tank site. Joel is now able to mobilize his equipment to the site with bypassing the pipeline work. He can use the alternate road on the Boy Scout's adjacent property. He will begin the grading work on Wednesday, September 25th. The foundation concrete ring will take Joel two weeks to complete and an extra week to cure before tank constructing begins. The steel material will be delivered to the site in early October. The tank welding is scheduled to begin on October 21st and will require 6 weeks to complete by early December. The tank will then be closed up and secured for the winter months. The tank painting schedule will begin in the spring with warmer temperatures. Joe Colon has agreed to provide a "commercial white blast" to remove any tank rust resulting from the winter waiting period.

6. BOARD TO DISCUSS COMMITTEES - During the Director's Comments at our August 21st board meeting, President Monroe requested that the board consider selecting committee members to develop the Board Policy. This Board Policy was discussed a few years ago and, at that time, President Morphett acknowledged both Director Monroe and Director Cook as the committee members. Director Monroe would also like to consider a strategy plan for a Long Term Water Planning Committee for water supplies and reestablishing the Water & Wastewater Rules & Regulations Committee. We are very close to completing the Personnel Manual. Terry would like to see the new manual completed before we begin with these other committees. A list of the existing committees and members is included for discussion. Allan Morphett was a member of four committees. The ad-hoc Water Committee's purpose was to review the County Park tank site and this work has been accomplished. We should remove this committee. The Surface Water

Committee is still on-going but we will need a new member. Recycled Water Committee is still reviewing the grant funds and will require a new member. Personnel Committee will need a new member. Per Allan's request Jim Billman had filled in and Terry would like him to remain the second member on this committee. Director Cook was concerned that these committees are impacting staff and would like the management staff eliminated wherever possible. Following discussion, it was decided that Director Lattin would be on the Surface Water committee with Director Billman. Director Billman volunteered to take over Allan Morphett's positions of Recycled Water and Personnel Committee. President Monroe was concerned that Director Billman has committed to five committees. Director Billman said he could handle it. The Water Committee which handled the Riverside County Park tank was removed since the project is almost completed.

7. BOARD MEMBERS TO SET PUBLIC HEARING DATE - The Idyllwild Water District has placed a notice in the Town Crier Newspaper that there is a pay increase being considered for Board members. For many years, the board members have been receiving \$50.00 for each board meeting and for each committee meeting. Tonight the board will discuss this item and decide if they want to set a public hearing date for October 16, 2013. If we proceed we will need to prepare an Ordinance for the proposed board compensation. President Monroe was concerned about public perception since we just had a rate increase. He said it smells like a rat. Director Lattin said we should adjust for inflation as long as the District can afford it. Director Cook said the preparation time for meetings justifies the raise. When polled the other four Directors would like to see a \$50.00 increase activated. Director Cook made a MOTION that the stipend should be \$100.00 per meeting and the Public Hearing be set to October 16th which was seconded by Director Freitas and approved with a unanimous vote.

8. NEW BUSINESS – IWD EMPLOYEE MANUAL GENERAL PROVISIONS - On September 12th, we had a special board meeting for Directors and employees to discuss the draft personnel manual. Joe Aklufi attended the meeting to address some of the legal questions and issues. There were some changes needed and Joe and staff are working together to include these changes. A final employee manual should be completed for consideration of approval at a special 6:00 p.m. October 7th board meeting. Director Cook asked that the Board sit at the table in the regular set up, not in a circle with employees like the last meeting.

9. NEW GENERAL MANAGER JOB DESCRIPTION - An updated General Manager job description was attached for review. The Personnel Committee members, Mike Freitas and Jim Billman, have reviewed the revisions with some changes. We will need to advertise for this position, as Terry will be retiring in the spring. If the board has no additional changes, then staff can move forward to place ads in several magazines, and newspapers. The plan is to have a new General Manager on board by January or no later than February. I will work with the new Manager to help him understand the on-going projects. This should help make his transition go smoothly. The Board agreed that water source development should be added to the job description by Terry, since that is very important to the District. Director Billman made a MOTION to approve the job description, modified to add water source development language, which was seconded by Director Freitas and approved with a unanimous vote.

CORRESPONDENCE: None

DIRECTOR'S COMMENTS: President Monroe said the board should go to the fire station and pick up a copy of the IFPD Budget which is interesting and also explains the CALFire issues. JP Crumrine said they could find the information on the IFPD website. JP may email us a copy.

PUBLIC COMMENT: JP Crumrine complimented the Board on the Personnel Special Meeting. He said it was a nice way of doing business. Regarding the pay increase for Directors, he offered that the other two water districts do not have the amount of committees that IWD does. He also said IFPD Commissioners are not compensated.

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 7:40 p.m.

IDYLLWILD WATER DISTRICT

BY: _____

KELLY CLARK - BOARD SECRETARY

APPROVED:
IDYLLWILD WATER DISTRICT

BY: _____
W. WARREN MONROE - PRESIDENT