

**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 15, 2014.

CALL TO ORDER:

The meeting was called to order by President Billman at 6:15 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, Terry Lyons.

General public present: (- 3 -)

President Billman thanked Director Monroe on behalf of the Board for his service as interim President.

CONSENT CALENDAR:

MINUTES – Director Monroe asked that under Director’s Comments, that the remainder of the fifth sentence be deleted after “The JPIA plan is different than the state water plan”.

FINANCIAL REPORTS – Hosny informed the Board that we have received a President’s award from ACWA/JPIA due to “o” worker’s comp and property loss which results in no increase in premium.

**OPERATING STATEMENT FOR THE SIXTH MONTH ENDING DECEMBER, 2013.
DISTRICT WARRANTS FOR DECEMBER –**

CHECK #9350 - #9399	= \$ 231,189.44	OPERATING
PAYROLL	= \$ 37,844.53	PAYROLL
FEDERAL/STATE PR TAXES	= \$ 15,879.29	TAXES
LAIF TRANSFERS	= \$ -0-	LAIF TRANSFERS
TRANSFERS/CHARGES	= \$ 219.00	

OPERATIONS REPORT AND GRAPHS FOR THE SIXTH MONTH ENDING DECEMBER 31, 2013. Two main line leaks were reported in December. Foster Lake was still dry at the end of December. IWD did not divert water during December. There was no precipitation and no flow at the Tahquitz Bridge during December. The static water levels at the Foster Lake Wells were 31.5’ below ground level and the downtown wells are currently 19’. Production is 137 gpm. December unaccounted for water was 9.08% of production and the yearly average is 6.29%. Terry said a leak has been discovered in the Community Lumber area. We will have a contractor install a new mainline valve. We attempt to make water shutoff as quick and convenient as possible. A MOTION was made by Vice-President Cook and seconded by Director Monroe to approve the Consent Calendar with changes to the December Minutes. The Motion was approved and duly carried with a unanimous vote of all Directors present.

4. UNFINISHED BUSINESS - WORK IN PROGRESS –

WATER – We have been working on the Wildwood telemetry system. The black box unit was not working. We had Gregg Browning inspect it and he said the black box unit was

burnt and needed to be replaced. We are waiting for DTS to send us a new unit. Gregg will work with DTS during the installation to include additional protection. The crew repaired a leak on the Hopkins water distribution system.

WASTEWATER – We used a trucking firm to haul away the last load of our stockpiled sludge at the ponds. The total loads for 2013 were 31.24 tons. At \$55.00 per ton including the driving time, our annual cost was \$3,143. They installed a new 3” gate valve for the pond sprinkler system. The crew rebuilt one of our sludge pumps by installing a new pump impeller.

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OAKWOOD WELL PROJECT – The crew installed a 2” line from the well and connected the line to the Oakwood water distribution system. We still need to install the 2” interior lines from the Calcite treatment vessel to this new 2” well line. This system will require a by-pass line, sampling point and a new water meter assembly. President Billman asked if Jing Chao was ok with the project. Terry said we will have to have an operator’s manual and tests completed. A new permit will be required. Director Cook asked what the well will produce. Terry said 40 gpm is projected. He said the 600’ run of 1” pipe needs to be increased to 6”.

OTHER PROJECTS & MATTERS –

FOSTER LAKE SOLAR SYSTEM - Our Foster Lake Solar system required minor repairs.

FV1A WATER TREATMENT PLANT – We are in talks with CDPH regarding approved filter bags. We are investigating several manufacturers of filter bags. They are requiring 4” bags. We now use 3” bags that are \$800 per box of 24. The 4” bags are \$2,000. Director Monroe asked if any radiation is now detected. Terry said that there is zero radiation.

5. **TOLLGATE TANK PROJECT** -The welding phase is completed for the tank shell. Later in the spring we will need to weld the 8” inlet/outlet water main. This work will require installing the 8” earthquake flex-connector and weld up the transition from steel down to connect to the new 8” PVC water main. The new 8” water line will eventually need to be chlorinated/pressure tested and a good water sample received. At this time the 8” PVC has water pressure but is terminated at a nearby 6” fire hydrant approximately 300 feet from the tank. We will need to install the remaining PVC water main to connect it to the tank inlet/outlet water connection. When the weather warms up we can begin the tank painting phase which will take 6 to 8 weeks to complete the interior and exterior painting requirements. This tank will receive a light April Green color finish paint to blend in with the surrounding pine trees. The tank will require a complete interior high pressure wash down using chlorinated water. Terry recommended hiring Herb Bergstrom to inspect the painting of the tank. The tank should be completed and operating in the water system by mid-July, 2014. Ed Copelin will monitor the tank level operation and he will need to adjust our two Toll Gate water zone pressure reducing stations to establish the 28 foot maximum water height in the new tank. The additional 300,000 gallon water storage tank is the first tank for a Toll Gate water pressure zone and will increase the fire flow and water supply for customers in this zone.

6. **INCOME SURVEY** - Terry spoke with Michelle MacLellan, Technical Assistance Coordinator with Specialized Utility Service Program (SUSP), who is overseeing the customer water surveys. She informed Terry they need to receive another 60 responses before performing the final tally of the survey incomes. She sent out a second letter last week to those customers who did not respond to their first letter. She wanted customers to know that they are acting on our behalf to receive information to help assist us with both State and Federal funding for the proposed Recycled Water Project. The Town Crier newspaper ran ads to assist us and verify that the income survey was a valid request and was not a scam. Terry said 431 responses have now been received and Michelle thinks that will be enough and she thinks we will qualify for the DAC. The median income will need to be \$49,000. Once the income survey is completed, a final report will be presented to the

interested agencies. It will determine if we are a Disadvantaged Community (DAC) to qualify for more grant funds. If the results find we are not a DAC, the funding will be mostly a low interest loan. The Tertiary Recycled Water Plant and water pipeline project construction costs are estimated at \$2,300,000.

7. **NEW BUSINESS - RESOLUTION #681** - We are members of ACWA/JPIA and this Resolution supports ACWA for the statewide water action plan. The Statewide Action Plan outlines 15 actions to improve water supply reliability, protect water rights, protects the integrity of the state's water system and promotes better stewardship. Terry attached a copy of the 15 actions. Warren Monroe attended the recent ACWA/JPIA conference and provided this information for our consideration. Warren may want to share his thoughts on this matter. Director Monroe made a MOTION to adopt Resolution #681 supporting ACWA for the statewide water action plan. The MOTION was seconded by Director Freitas and carried with a unanimous vote. The Resolution will be sent to ACWA/JPIA to forward to the State.

8. **RESOLUTION #682** - We are members of ACWA/JPIA and this resolution provides worker's compensation for volunteer personnel. The policy authorizes Workers' Compensation insurance for an unpaid person that performs volunteer services for the District for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control. Director Cook made a MOTION to adopt Resolution #682 providing Worker's Compensation for volunteers. The MOTION was seconded by Director Monroe and carried with a unanimous vote. Jim Billman asked Hosny to have Peter Kuchinsky explain the volunteer inclusions.

9. **REVISED AND NEW JOB DESCRIPTIONS** - The following list of eight job descriptions has been updated including one new job description. The Personnel Committee members, Director Billman and Director Freitas, have met and reviewed the list. We have added a list of salary ranges for each of these positions. The updated positions are as follows: General Manager, Chief Financial Officer, Administrative Assistant, Sewer Department Chief Operator, Water Department Chief Operator, Office Clerk, Maintenance Technician I, Maintenance Technician II and Water/Wastewater Treatment Plant Operator (New vacant position). President Billman made a MOTION to approve the job descriptions which was seconded by Director Freitas and carried with a unanimous vote. Terry stated that the adoption date will be added to the job descriptions. The Board also discussed a new law requiring employers to enroll employees in medical plans on the first of the month following 30 days which was effective 1/1/14. At this time our Personnel manual states that employees are provided medical insurance after 6 months. The personnel will be looking at this issue in the near future. An amendment may need to be made to the Personnel Manual. Director Monroe stated that it is a benefit of having JPIA, that they send us the new employment laws.

10. **NEW GENERAL MANAGER** - We advertised in the ACWA magazine and Jobs Available. Terry received (25) applications for the General Manager position. He selected a short list of candidates for interviews. He will request that the Personnel Committee members review the list and provide input for setting up the interviews with the Board members. The interviews will require most of the morning to complete. He set up the General Manager interviews for Thursday, January 23rd, beginning at 9:00 am to noon time. We will need to meet at 8:00 am for a planning session before the interviews. Terry has contacted all the candidates to schedule their interview time for the 23rd.

CORRESPONDENCE: None

DIRECTOR'S COMMENTS: None

PUBLIC COMMENT: JP Crumrine asked if there was any action following the closed

session. Terry said no. JP asked if the legal fees would be continuing. Terry said yes, but not at the same level.

ADJOURNMENT: Director 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 7:27 p.m.

IDYLLWILD WATER DISTRICT

BY: _____

KELLY CLARK - BOARD SECRETARY

APPROVED:
IDYLLWILD WATER DISTRICT

BY: _____
JIM BILLMAN - PRESIDENT