

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 December 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, Jim Billman, Dean Lattin, John Cook and Mike Freitas. Also present was Finance Officer, Hosny Shouman, Board Secretary Kelly Clark and General Manager, Terry Lyons.

General public present: (- 2 -)

CONSENT CALENDAR:

MINUTES – President Monroe requested that in the comment section, JPIA be changed to ACWA/JPIA.

FINANCIAL REPORTS –

OPERATING STATEMENT FOR THE FIFTH MONTH ENDING NOVEMBER, 2013.

DISTRICT WARRANTS FOR NOVEMBER –

CHECK #9295 - #9349	= \$ 292,134.33	OPERATING
PAYROLL	= \$ 37,844.53	PAYROLL
FEDERAL/STATE PR TAXES	= \$ 18,176.96	TAXES
LAIF TRANSFERS	= \$ -0-	LAIF TRANSFERS
TRANSFERS/CHARGES	= \$ 272.00	

OPERATIONS REPORT AND GRAPHS FOR THE FIFTH MONTH ENDING OCTOBER 31, 2013.

No main line leaks were reported in November. Foster Lake was still dry at the end of November. IWD did not divert water during November. There was no precipitation and no flow at the Tahquitz Bridge during November. The static water levels at the Foster Lake Wells were 30.5' below ground level and the downtown wells are currently 19'. FV1A Well has been artesianing for years, however is now 2' below ground level. Production is 152 gpm. November unaccounted for water was 8.72% of production and the yearly average is 5.82%. 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 – We had to repair a water main leak on lower Toll Gate. The crew installed a new skylight for FV#2 Well and will complete shingling the new roof. The SCE power pole at FV#2 was removed. The crew installed a new sky light for the Oakwood Well also. FV1A well is repaired and is back in service. The refurbished well is now producing 43gpm. It had been 40 gpm. While the Wicker Well crew was here we had them lift up FV#2 for a minor repair and installed a new top well seal. We installed a second skylight for the Oakwood Well. Terry said that Well #5 will probably start sucking air next month. He said there is an alarm is there is a break in suction.

WASTEWATER – The crew performed monthly maintenance operational checks. The plant generator was operated under load for 4.3 hours. The 3 lines at the plant headworks were pressure washed using the jetting trailer. They replaced the 12 volt battery for the jetting trailer. Bill & Nick consolidated all the piles of dried sludge near the grit bunker at the ponds. We contracted to have the dried sludge hauled away to One-Stop.

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The ¾ hp motor was replaced on top of the skimmer at the clarifier President Monroe asked if there was protection for the motor. Terry said it would be a good idea to have something.

GOLDEN ROD TANK – The SCADA telemetry at the office was adjusted to allow more exchange of water for the larger 200,000 gallon tank. This operation allows more cycling of water with higher and lower settings for the Golden Rod Well operation. The crew moved dirt to level the site and access road and cleaned out the two plugged stormwater drain lines. Eventually we should install a 6-foot chain link fence around the tank site perimeter for security. We need to work on the steep back slope area before installing the fence. We can get a better price if we install the fences for the two tank sites at the same time.

IAA WATER METER PROJECT – We have filled in and leveled the dirt around the new 5' x 6' concrete vault. Ed will contact Dave with CLA VAL to replace the copper control lines with some stainless steel lines for the new CLA-VAL unit. At the same time Dave can make any necessary adjustments during the field operation tests with IFPD while performing fire flow tests on site. The new 6" fire line post indicator valve will "normally" be in the "CLOSED" position and will only be opened in the event of a fire. This 6" fire line has a ¾" cheater meter to indicate any use. When exercising the fire line for flow tests we will need to calculate the water usage. This water meter improvement project will be \$21,800. We paid these costs up-front and have invoiced IAA for reimbursements. Dave adjusted three valves while here. When the new Toll Gate tank is completed we can schedule a fire flow test with the additional water supplied from the Toll Gate tank. Dave will come back for the test.

OTHER PROJECTS & MATTERS –

5. **TOLLGATE TANK PROJECT** - The tank welding is near completion. We will move forward connecting the new 8" water main to the tank. Afterwards, we will close up the tank until the warmer weather in the spring and continue with the painting schedule at that time. The safety ladder is not complete yet. There will be an inspection Friday morning. Painting will be completed in April or May.

6. **INCOME SURVEY** - Terry called Michelle MacLellan with the California Rural Water Association for an update. She informed him they have received 478 responses for the survey. They also received another 97 responses which have not been tallied yet. She said they need to receive at least 13% of our customers or about 216 more responses before they will compile the survey results. She will be sending out the second letters and will allow two weeks to receive any these new responses. The next step, if needed, is a team from Specialized Utility Services Program will perform a door-to-door survey. They were surprised to see how many of our residents were part time or lived less than 6 months at their vacation homes. All of the customer survey data is confidential, as Michelle is the only person who sees the surveys. She provides the survey data into their system and then destroys the original copy. IWD hopes to benefit from the survey if it verifies we are a disadvantaged community (DAC). The DAC status will allow us to receive grants for the construction of a proposed Tertiary Recycled Water plant. However if the survey results doesn't verify we are a DAC, the District will need to decide if we want to use loan funds for this project. Any decision to borrow funds to construct the Recycled Water plant would be a low interest loan for a 20 year payment commitment. Having a Recycled Water plant would allow us to use the 100,000 gallons of treated wastewater a day that is currently not being utilized. Having Recycled Water would off-set customers using drinking water for irrigation. In light of our continuing dry seasons we currently established a Stage 2 water conservation program. If we do not receive adequate rainfall we will have no choice but to go into a Stage 3 condition. Terry has also been in contact with USDA who said the 2010 census qualifies us for DAC grants. They have different guidelines than the state. They have a 40 year payback loan program for \$500,000 plus grants. Terry said the federal government has additional paperwork to complete.

7. **BOARD VICE PRESIDENT** - At last month's board meeting, we selected the President for 2014 but didn't select the Vice President for next year. Tonight we will discuss nominating a Director to fill the V.P. position for 2014. Director Freitas nominated John Cook and Dean Lattin nominated Warren Monroe for the Vice President for 2014. President Monroe closed the nominations and asked for a vote. With a three to two vote, Director Cook was chosen as Vice President.

8. **REVIEW NEW & REVISED JOB DESCRIPTIONS** - Thirteen job descriptions have been updated. The Personnel Committee members have met and reviewed the list. There are some positions that were not included such as the Auditor/Controller position. The Office Clerk II and Field Supervisor were eliminated. The Maintenance Foreman position has not been discussed yet. As the water & wastewater operations change, per the new State Health and State Control Board requirements, job descriptions will need to be revisited. The Personnel Committee will be meeting tomorrow to finalize the job descriptions.

9. **SAN JACINTO MOUNTAIN AREA WATER AGENCY** - As we discussed at last month's board meeting, Terry sent an email to Steve Erler, FVWD GM and to Jerry Holldber, PCWD GM. Terry asked if they had any interest in discussing what to do with the SJMAWA. Terry mentioned perhaps it should be dissolved since the Agency has completed its original purpose. Should a new Agency be formed for a new purpose? Charlie Wix has written a letter to Jim Billman requesting a meeting. Jim Billman was selected the Board President for the Agency. Director Billman stated that the Agency, as structured didn't accomplish its goals and should be allowed to sunset on December 31st. Director Cook said perhaps a new agency should be formed. No action was necessary on this item.

CORRESPONDENCE: Letter from Charlie Wix, FVWD

DIRECTOR'S COMMENTS: President Monroe asked if the Board Policy should be added to the Rules and Regulations committee. He handed out a list of ACWA resources that are available online. He said the convention he attended with JPIA had information regarding property insurance, worker's compensation and our medical insurance. He suggested that we sign the statewide water action plan and presented a sample resolution. The JPIA plan is different than the state water plan. One of the seminars he attended regarded right sizing an agency's reserves. There is guidance thru the ACWA website online and examples from other districts. He also won an ACWA preregistration to attend the spring conference and two nights lodging worth about \$700, but is non-transferrable. He also said the SDI (Special Districts) classes that our board members had attended are no longer available, however CSDA is now offering them.

Director Cook questioned Hosny about our internal control and segregation of duties. These items were mentioned in the managerial audit report. Hosny said we would need six people to properly segregate duties. It would cost about \$200,000. He said we have reasonable internal control for the size of our district and warrants require two signatures.

PUBLIC COMMENT: None

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 7:25 p.m.

IDYLLWILD WATER DISTRICT

BY: _____
KELLY CLARK - BOARD SECRETARY

APPROVED:
IDYLLWILD WATER DISTRICT

BY: _____
JIM BILLMAN - PRESIDENT