

REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT

AUGUST 19, 2015 - 6:00 P.M.

AGENDA

CALL TO ORDER:

ROLL CALL:

CONSENT CALENDAR:

Items #1, #2, and #3 will be acted upon by one motion, unless a member of the Board or a member of the public request that an item or items be discussed and acted upon separately.

(ITEM #1) MINUTES – July 15, 2015 Regular Meeting

(ITEM #2) FINANCIAL REPORTS JUNE 2015

A. Operating statement for the first month ending July 2015	
B. District warrants for July, 2015.	
Ck #13056– 13108	= \$ 207,242.01
Net Payroll	= \$ 33,295.91
Federal/State PR taxes	= \$ 7,526.15
LAIF Transfers	= \$ -0-
Transfers/charges	= \$ 93.00

(ITEM #3) OPERATIONS REPORT FOR THE FIRST MONTH – JULY, 2015

(ITEM #4) UNFINISHED BUSINESS - WORK IN PROGRESS – Staff will report on the status of work in progress in the water and wastewater system.

- Water and wastewater issues
- Energy Consumption Update
- Sewer Effluent Project
- Water Conservation
- Other projects & matters

CORRESPONDENCE – None

DIRECTORS COMMENTS :

PUBLIC COMMENTS:

The public may address the Board of Directors on any matter within the jurisdiction of the Board or any matter on the agenda. Before making your comment, please state your name and address for the record. We would also like to remind you to keep your comments to a five (5) minute maximum.

ADJOURNMENT:

The next regular Board meeting is scheduled for August 19, 2015 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA.

Public Comment: The public is encouraged to address the Board on any matter listed on the agenda or on any other matter within its jurisdiction subject to the rules of decorum. If you wish to address the Board please complete the card that is provided at the rear entrance to chambers and hand the card to the clerk. The Board will hear public comment on items listed on the agenda during discussion of the matter and prior to a vote. The Board will hear public comment on matters not listed on the agenda during the oral communications period. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. When a member of the public raises an issue which has not yet come before the legislative body, the item may be briefly discussed, but no action may be taken at that meeting. The Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board meeting. Please adhere to the following procedures when addressing the Board:

- Comments should be limited to 5 minutes or less.
- Comments should be directed to the Board as a whole and not directed to individual Board members.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a District meeting or other services offered by this District, please contact the District office @ 951-659-2143 or email: Lauren@idyllwildwater.com. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

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 July 15, 2015.

CALL TO ORDER:

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

ROLL CALL:

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

General public present: (- 7 -)

CONSENT CALENDAR:

MINUTES – June 17, 2015

FINANCIAL REPORTS

OPERATING STATEMENT FOR THE TWELFTH MONTH ENDING JUNE, 2015 Director Monroe asked for a third cost center for Recycled Water. Hosny said that cost center would not be active until 2017, however he will provide Mr. Monroe a spreadsheet showing costs to date on the project. Staff will work on establishing the third accounting cost center as funding is received. A question was asked about S.C.E. charges at the sewer plant. Hosny said the amount was for two months. Vice President Cook said he and Tom are meeting to develop a general business plan to assist in budgeting.

DISTRICT WARRANTS FOR JUNE –

CHECK #13006 - #13055	= \$	509,297.67	OPERATING
PAYROLL	= \$	30,567.24	PAYROLL
FEDERAL/STATE PR TAXES	= \$	14,864.88	TAXES
LAIF TRANSFERS	= \$	-0-	LAIF TRANSFERS
TRANSFERS/CHARGES	= \$	65.00	

OPERATIONS REPORT FOR THE TWELFTH MONTH ENDING JUNE 30, 2015. One mainline leak was reported in June. Foster Lake was still dry at the end of June. There was .2” precipitation. There has been 20.02” precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 44’ below ground level and the downtown wells are currently 14.5’. Production for June was 870,390 cubic feet. June unaccounted for water was 14.76% of production. FY unaccounted for average is 4.67%. There were three IWD leaks this month which accounts for the higher unaccounted for water. A fourth occurred today on Strawberry Valley Road. A MOTION was made by Director Monroe and seconded by Vice President Cook to approve the Consent Calendar. The Motion was approved and duly carried with a unanimous vote of all Directors present.

5. UNFINISHED BUSINESS – Work in Progress

WATER AND WASTE WATER ISSUES – Idyllwild has received a few rain storms this summer which have helped with our water sustainability, we remain at Stage II. Scientists are projecting we will have a continuing “El Nino” year which should increase our annual rainfall. The State’s mandatory water conservation directive calls for a 25% reduction for cities and towns throughout the state. At our last meeting, the Board imposed outside landscape watering restrictions to two days per week, and we have informed our customers via the newsletter and website. We also included a reminder of these new restrictions in our Consumer Confidence Report that went out late last month.

We have had three major leaks this month, one on Marion View the second on Ridgeview Drive and the third on Pine Crest, just across the street from our building. These have diverted our priorities, and Tom acknowledged the fine work of staff to quickly address and resolve the leaks with minimal disturbance to customers.

We have received positive feedback thus far for the Federal funding application materials that were submitted. We have been encouraged by our Federal reviewer to move on to the next steps in the process, which will require additional detailed information and environmental review.

The State Water Resources Board has prepared revised documents to clarify our design and construction schedules to utilize the grant and low-interest loan funding for our tertiary wastewater treatment and water recycling improvements. We have submitted for reimbursement of costs expended to-date by the District for studies and administrative expenses supporting the water recycling project. We are soliciting for a design engineer to produce the working plans and specifications for the project.

The California Environmental Protection Agency, Regional Water Quality Control Board has provided us with updated standards and waste discharge requirements. Staff is reviewing the order, and we have our consultant, Wyatt Troxel, helping us outline changes to our operations and maintenance manual.

Our replacement sewer effluent line is making excellent construction progress. The contractors have installed 7,000 feet of pipe. Last week they began work on the manholes and are ahead of schedule.

The State is continuing to develop further guidelines for water conservation, and we will keep our customers informed on our website and in our newsletter. The key measurement time period the State will be focusing on is June through November. They will ask us for a report on usage and conservation by the end of the calendar year.

We want to thank our customers for their continued frugal use of water; we appear to be ahead of most California communities in our attention to water conservation.

Director Monroe requested that an infrastructure strategy replacement plan be added to the Work in Progress.

ENERGY CONSUMPTION UPDATE – With the help of our contractors, we are fine tuning our solar array. We hope to squeeze out additional efficiency. Once this feature is optimized, we will work with our contractor to make sure we are benefitting from the correct S.C.E. tariff, and look at options for further solar enhancements.

OTHER PROJECTS AND MATTERS – We are now fully converted over to Time-Warner for internet and telephone services. Our internet is now much faster and more reliable.

We had two new employees starting work today, and one starting the first week of August. They have excellent resumes and we are looking forward to their help.

CORRESPONDENCE: None

DIRECTOR'S COMMENTS: None

PUBLIC COMMENT: Steve Kunkle was disappointed that he couldn't add his correspondence to the agenda for tonight. Tom said the public doesn't set the agenda, the District sets it. Marge Muir said she was concerned about the recycled water.

IWD Minutes, Public Comments, 7/15/15, cont.

She wanted to know how much would be used, how it would be used and who is paying for it. Director Monroe said her questions would be answered on the next newsletter. Vice President Cook said the business plan that is in progress would answer a lot of questions and give a time line for the project.

ADJOURNMENT: Vice President Cook made a MOTION to adjourn the regular meeting which was seconded by Director Lattin. With a unanimous vote of all Directors present, the regular meeting was adjourned at 6:55 p.m.

IDYLLWILD WATER DISTRICT

BY:

KELLY CLARK - BOARD SECRETARY

APPROVED:

IDYLLWILD WATER DISTRICT

BY: _____
JIM BILLMAN – PRESIDENT

**IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED JULY 31, 2015**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
07/01/2015	13056	Acorn Pest Control	Pest control service for offices	250.00
07/01/2015	13057	ACWA/JPIA	Medical Insurance July 2015	12,021.05
07/01/2015	13058	Bill Rojas	T3 Exam fee	70.00
07/01/2015	13059	Compass Bank	Rhino deposit-ink-postage permit-Jobs Availabl	3,708.72
07/01/2015	13060	El Co Contractors	Second payment for effluent pipeline replaceme	108,493.80
07/01/2015	13061	Forest Lumber	Paper towels/sheeting/padlock	228.67
07/01/2015	13062	Hemet Valley Pipe & Supply	PVC pipe for sewer line	546.23
07/01/2015	13063	Idyllwild Health Center	Vaccinations for Gary Steele	246.00
07/01/2015	13064	Northern Tool	Wrenches, hammer drill, welder	1,828.86
07/01/2015	13065	Postmaster	Mail box renewal fee	225.00
07/01/2015	13066	S.C.E.	Monthly electric charge	7,935.73
07/01/2015	13067	Thomas Lovejoy	Quarterly supplemental retirement ins.	2105.40
07/01/2015	13068	USA Bluebook	Water supplies	126.40
07/01/2015	13069	Verizon Wireless	Emergency phone/GM cell	161.48
07/01/2015	13070	Wicker Water Well	Repair Well #28	4,429.07
07/01/2015	13071	ACWA/JPIA	Quarterly Worker's Compensation	3,159.00
07/01/2015	13072	SWRCB	Application forT3 for BILL Rojas	90.00
07/01/2015	13073	SWRCB	Application forD3 for BILL Rojas	90.00
07/01/2015	13074	Aklufi & Wysocki	Legal services	1,550.00
07/01/2015	13075	Arrow Printing, Inc.	Printing Consumer Confidence Reports	1,319.44
07/08/2015	13076	Riverside Auditor Controller	Void	0.00
07/08/2015	13077	David Sandlin	Tool rental	138.20
07/08/2015	13078	Employee Relations	Background check	34.95
07/08/2015	13079	Herb Bergstrom	Consulting for effluent line	3,120.00
07/08/2015	13080	Jeannine Olsen	Reimbursement for office expenses	40.93
07/08/2015	13081	Mission Linen	Laundry uniforms	177.98
07/08/2015	13082	NAPA Auto Parts	Auto parts	58.80
07/08/2015	13083	USA Bluebook	Replacement Urethane membrane/buffers	513.47
07/08/2015	13084	Verizon CA	Telephone & Internet	775.97
07/08/2015	13085	Waste Mgt/Inland Empire	Trash removal	233.61
07/08/2015	13086	IWD	Deposit at Bank of Hemet for Payroll	28,000.00
07/08/2015	13087	Jerry Johnson	Temporary Labor to repair water line	89.16
07/08/2015	13088	ACWA/JPIA	Medical Insurance August 2015	7,480.07
07/22/2015	13089	Allstate Benefits	Monthly life insurance	244.30
07/22/2015	13090	Babcock Laboratories	Lab testing	4,518.00
07/22/2015	13091	Central Communications	Monthly answering services	92.00
07/22/2015	13092	Four Seasons Cleaning Service	Cleaning services	280.00
07/22/2015	13093	Gallade Chemical	Chemical supplies	1,565.23
07/22/2015	13094	Harris Computer Systems	Laser Bills Printing	1,004.67
07/22/2015	13095	Herb Bergstrom	Effluent line consulting	2,872.00

07/22/2015	13096	Idyllwild Backhoe	Water line repair	250.00
07/22/2015	13097	Inland Waterworks	1", 5", 8" repair clamps	1,440.72
07/22/2015	13098	John Mathys	Computer support	359.00
07/22/2015	13099	Northern Tool	One year hotline support	39.99
07/22/2015	13100	S.C.E.	Monthly electric charge	545.57
07/22/2015	13101	SWRCB	Wastewater exam fee/Gary Steele/Grade 3	350.00
07/22/2015	13102	Staples Credit Plan	Toners, binding, sandisk	730.73
07/22/2015	13103	T-Mobile	Solar data cell charge	29.99
07/22/2015	13104	Underground Service Alert	Digalert tickets	4.50
07/22/2015	13105	Riverside Auditor/Controller	Void	0.00
07/22/2015	13106	Herb Bergstrom	Quarterly supplemental retirement ins.	3,094.00
07/22/2015	13107	Jeannine Olsen	Office expenses reimbursement	132.74
07/22/2015	13108	Riverside Auditor/Controller	LAFCO annual fee--Void	0.00
			TOTAL DISTRICT WARRANTS	\$207,242.01
			OTHER DISBURSEMENTS:	
			NET PAYROLL CHECKS-DIRECT DEPOSIT	33,295.91
			FEDERAL PAYROLL TAXES-ELECTRONIC TRANSFERS	6,400.19
			STATE PAYROLL TAXES-ELECTRONIC TRANSFERS	1,125.96
			L.A.I.F. ELECTRONIC TRANSFERS	0.00
			BANK SERVICE CHARGES AND FEES	93.00
			TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS	\$252,759.13

G.M. Operations Report for July 2015

Currently – Stage 2 (Stage 3 triggers-Static water levels-FL Wells @50'/Downtown Wells @20'

Production – July 910,829 c.f./ 158 gpm.

Foster Lake level -0-

Water and Sewer installations -0-

Leaks - 3 -

Mainline -1(Strawberry Valley-/Unmetered -1/Metered – 5 -- July escrows – 6

July Water Loss = .57%--.57% Y.T.D.

Production

Drinking water storage-3.702 MG/158 gpm-13 wells available/8 utilized

Wastewater Treatment Plant

July 2015- Average daily flow 108,366 gpd/Average weekend flow 119,895 gpd

July 2014- Average daily flow 103,946 gpd/Average weekend flow 117,034 gpd

Precipitation

July 2015 – 3.51" / Y.T.D – 3.51" – Fiscal Year end 2014/2015-20.02"

Diversion -0-

STATIC WELL LEVELS

	<u>July 2015</u>	<u>June 2014</u>	<u>June 2013</u>	<u>Operating</u>
Foster Lake (Average 3 wells)	43.0'	45'	19.5'	Continuous
Well #26 (Nature Center)	93.3'	143' pumping	48'	Intermittent
Well #27 (Nature Center)	91.7'	98'	46'	Intermittent
Well #28 (Rockdale)	144'	138'	117'	Intermittent
Downtown Wells	29'	18'	20'	Intermittent
FV1A	386' pumping	361' pumping	382' pumping	Continuous
FV2	258.8' pumping	41' Static	39' Static	Intermittent

WORK IN PROGRESS

August 19, 2015

WATER AND WASTEWATER ISSUES – Idyllwild has fortunately received a few rain storms this summer which have helped with our water sustainability. We remain at Stage II, Foster Lake is still completely dry and we continue to remind our customers that we need their support with ongoing water conservation. Scientists are projecting we will have a continuing “El Nino” year, although it may take extended time to refill Foster Lake.

We have applied for several projects through USDA funding. Our USDA reviewer indicated our first grant has moved up the ladder for consideration and we hope to hear results in the next six weeks. This first project would be for well rehabilitation. The reviewers have asked for some supplemental engineering information.

The State Water Resources Board has received our first billing for reimbursement from our recycled water project. This will reimburse the District for much of the administrative expenses the District has incurred to-date in preparing various studies that were necessary for the funding request submission. Staff is currently soliciting for design engineering services to develop the plans and specifications to put the project out to bid.

The replacement sewer effluent line project is now complete, under budget and ahead of schedule. The new sludge line will reduce some staff time since it now extends to the lower percolation ponds.

The California Environmental Protection Agency, Regional Water Quality Control Board has provided us with updated standards and waste discharge requirements. This order requires that we perform more comprehensive testing of both our influent and effluent. Based on the new requirements we have acquired new composite sample analyzers for the wastewater treatment plant. We also replaced the sludge pump at the sewer plant. In addition to this new equipment, we anticipate additional testing and laboratory costs with the new requirements to stay compliant with our new discharge obligations.

We are in the process of undertaking sewer audits primarily of the commercial areas in town. This hasn't been done in a while and we have completed eight audits thus far.

The State is continuing to develop further guidelines for water conservation. I recently read that the Governor's efforts to establish punitive fines for water wasting were denied by the courts. However, the State is continuing to look at other ways to reduce overall water consumption in California, and we will keep our customers informed on our website and in our newsletter. The key measurement time period the State will be focusing on is June through November. They will ask us for a report on usage and conservation by the end of the calendar year.

We want to thank our customers for their continued frugal use of water; we appear to be ahead of most California communities in our attention to water conservation.

ENERGY CONSUMPTION UPDATE – With the help of our contractors, we are fine-tuning our solar array. We have seen an improving efficiency. Once this feature is optimized, we will work with our contractor to make sure we are benefitting from the correct S.C.E. tariff, and look at options for further solar enhancements. Last week we achieved a new daily high in the amount of kilowatts produced.

OTHER PROJECTS AND MATTERS – Last week we had our auditing firm here three days looking over our financials. They are still involved in analyzing all the data, however, they assured us that we are a well-managed organization and are financially stable.

We received notification from the State to prepare an Emergency Action Plan for Foster Lake Dam. Even though the Lake has been completely dry for the last two years, the State is requiring that we have a plan in place in the unlikely event of a dam failure. We decided to update our overall emergency planning for any event by combining all our emergency plans into a single document. The document contains various procedures to follow and resources to employ in an emergency. The document is in draft form and we will be seeking review by the State, County and internally before finalizing.

Staff is developing a comprehensive Business Plan which will cover all aspects of the operations, maintenance, goals and objectives of the District. It will be a document that looks at both short and long-term needs of the District, its financial sustainability, as well as the implementation of new innovations and technologies.

We now have our full field staff in place and we are in the process of catching up on several projects.