

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 November 16, 2016.

CALL TO ORDER:

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

ROLL CALL:

Directors present: President John Cook, Steven Kunkle and June Rockwell. Finance Officer Hosny Shouman and Jeannine Coplin were also present.

General public present: (- 12 -)

PUBLIC COMMENT:

GEOFFREY CAINE- Has interview with Supervisor Chuck Washington on November 22, 2016, thinks the Board should table Items 5-10 on the Agenda until the Regular Meeting in December.

JP- Would like all invoices from Wysocki and Ward and Ward. This is a formal public records request.

STEVE MULLEN- Attended the forum held by the Town Crier for prospective Board Members and thought it was "neat stuff."

(ITEM #1): AUDIT REPORT 2015-2016 – Scott Manno from Rogers, Anderson, Malody & Scott, LLP stated that Idyllwild Water District is in accordance at the highest level.

A Motion was made to approve the Audit Report for 2015-2106 by Director Kunkle and seconded by Director Rockwell. The vote was unanimous, the motion passed.

CONSENT CALENDAR:

MINUTES – August 16, 2016
September 22, 2016

Director Kunkle requested to vote on the Minutes separately.

A Motion was made to approve the minutes of August 16, 2016 and September 22, 2016 by Director Kunkle and seconded by Director Rockwell. The vote was unanimous. The Minutes for August 16, 2016 and September 22, 2016 were approved.

FINANCIAL REPORTS –

OPERATING STATEMENT AND THE FINANCIAL REPORTS AUGUST, SEPTEMBER, AND OCTOBER 2016

A. District warrants for August 2016.	
Ck # 13683 - 13718	= \$ 252,522.25
Gross Payroll	= \$ 47,139.97
Federal/State PR taxes	= \$ 11,638.66
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 79.28
B. District warrants for August 2016.	
Ck # 13719 - 13763	= \$ 191,619.99
Gross Payroll	= \$ 40,110.23
Federal/State PR taxes	= \$ 9,200.32
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 67.03
C. District warrants for August 2016.	
Ck # 13764 - 13813	= \$ 218,214.25
Gross Payroll	= \$ 35,941.63
Federal/State PR taxes	= \$ 7,615.08
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 68.00

OPERATIONS REPORT AND GRAPHS FOR THE FOURTH MONTH ENDING OCTOBER, 2016.

No mainline leaks were reported in October. Foster Lake was still dry at the end of October.

IWD did not divert water during October. There was 0.95" of precipitation in October and there has been 2.70" of precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 33' below ground level, and the downtown well #23 is currently pumping at 236' and the downtown well #24 is static at 27'. Production for October was 970,096 cubic feet. October's unaccounted for water was 6.98% of water production. Fiscal year to date unaccounted for water average is 4.60% of water production.

Director Kunkle questioned various warrants. President Cook complimented Hosny on keeping the District moving and stated that Hosny should at one point be given a bonus. Director Kunkle also complimented Hosny on keeping things moving. A motion was made By Director and seconded by Director to approve the Financial Report (Item 3), and the Operations Report (Item 4) by separate motion and duly carried. The vote was unanimous.

ITEM #5- PART TIME HELP: Authorizing Hosny Shouman to hire part time help if necessary.

HOSNY SHOUMAN- There are many projects that are time sensitive and need to be worked on, without a GM this is difficult. Would like authorization to be able to hire consultants in order to keep projects on track until an interim or permanent GM is hired.

PRESIDENT COOK- This item is important and we should approve.

Director Kunkle made a MOTION to approve Authorizing Hosny Shouman to hire part time help if necessary and President Cook seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Steve Kunkle	June Rockwell		
John Cook			

Motion failed.

ITEM #6- GENERAL MANAGER POSITION:

HOSNY SHOUMAN- Staff has collected resumes for applicants that are interested in the interim position and some that are only interested in the permanent position.

PRESIDENT COOK- The Board needs to schedule a time in December to interview for an interim General Manager. Advertise for GM, interview on December 09th, 2016 at 9 am.

STEVE KUNKLE- We need a temporary GM to take the load off of Hosny and hire a permanent GM later. Staff should advertise for an interim GM for 2 weeks and the Board should schedule a Special Meeting for a closed session in order to interview candidates.

GEOFFREY CAINE- How long will we need an interim for?

PRESIDENT COOK- A few months.

DIRECTOR ROCKWELL- Staff should advertise for an interim/ full time GM.

PRESIDENT COOK- Call a Special Meeting December 09th, 2016 at 9 am and post an advertisement in BC Water jobs.

GEOFFREY CAINE- Don't advertise for full time GM.

PRESIDENT COOK- With no objection, staff will advertise for an interim General Manager and call a Special Meeting for December 09, 2016 at 9am to hold a closed session to interview candidates.

ITEM #7- MUTUAL AID AGREEMENT- The Board will direct staff to negotiate a Mutual Aid Agreement with Pine Cove Water District and Fern Valley Water District concerning services, resources and equipment.

PRESIDENT COOK- There is a agreement existing already from 2009. Currently for emergency situations. Would like to broaden the agreement. Would like to begin discussion with the other districts and revisit this in January or a later date.

GEOFFREY CAINE- who would be negotiating for IWD?

PRESIDENT COOK- The interim GM and the Board President would be the representatives for IWD.

GEOFFREY CAINE- Board should wait until there is a GM to embark on a major issue like this. Is there anything that would stop any of the other districts from coming to our aid in an emergency with the current arrangement?

HOSNY SHOUMAN- Currently when asking for help it is informal and has been for small things such as couplings.

GEOFFREY CAINE- How long has it been since the Mutual Aid Agreement was renewed?

HOSNY SHOUMAN- Since 2009.

JERRY HOLLDBER- Anytime IWD has needed help, Pine Cove has come to our aid and they were covered by Pine Cove's Workman's Comp insurance. IWD did not want to be a part of any man power or equipment exchange. That was Terry Lyon's doing.

DIRECTOR ROCKWELL- Items 7-10 need to be tabled because the Board isn't going to make any progress until there is a full Board.

PRESIDENT COOK- We need to start negotiations.

DIRECTOR ROCKWELL- This will just add to Hosny's workload and put more stress on him and it should be tabled.

DIRECTOR KUNKLE- I agree.

PRESIDENT COOK- Item #7 is tabled.

ITEM #8- HUMAN RESOURCES- The Board will discuss and direct staff to recommend Human Resources Consulting for employee recruitment and employee exit analysis.

DIRECTOR KUNKLE- This is something that should wait until we have a full Board.

DIRECTOR ROCKWELL- Agrees.

PRESIDENT COOK- Item #8 is tabled until a later date.

ITEM #9- PIPELINE REPLACEMENT PROJECT- The Board will consider authorizing staff to enter into an agreement with an engineering firm for preparation of contract documents for replacement of approximately 3,200 linear feet of aging pipelines.

HOSNY SHOUMAN- The County of Riverside representative has been working with us step by step to make sure that IWD is in compliance to receive the \$155,000 grant to replace the pipelines. IWD placed an ad in the Press Enterprise and the Town Crier, soliciting for bids on the project per County of Riverside. The recommendation from Tom Lovejoy was included in the Board packet. WEBB Engineering was the winner of the bids, they also have done work in Fern Valley.

DIRECTOR KUNKLE- IWD should have the Engineering firm design all three locations for replacement because even if we do not replace all of the locations right now, we can use the designs in the future.

PRESIDENT COOK- Tom Lovejoy recommends we do not make the decision on who will do the construction until there is a General Manager to help in that decision.

JERRY HOLLDBER- Have you ever considered doing it in house? You only need an encroachment permit to replace pipeline.

PRESIDENT COOK- We would forego the \$155,000 grant if we did it ourselves.

JERRY HOLDBERR- It would probably be cheaper.

HOSNY SHOUMAN- The engineering firm will not do any construction. They will only do the survey and the design.

PRESIDENT COOK- This is the same firm that Fern Valley used for their pipeline replacement.

DIRECTOR KUNKLE- Asked Tom Lovejoy if there would be a problem if we postponed this until the next meeting and he said probably not. The only problem would be if the engineering firm took on another project in the meantime.

DIRECTOR ROCKWELL- Before decisions are made, the Board members should be reading all of the information, including the applications themselves.

DIRECTOR KUNKLE- We have until 2018 for this project.

HOSNY SHOUMAN- We have until July 2018 to complete the project in total but the County of Riverside needs to see progress.

DIRECTOR KUNKLE- We should table this item also, until there is a full Board.

PRESIDENT COOK- We will table this until the meeting in December.

ITEM #10- LAWRENCE PROPERTY- The Board will discuss a period of time for Pipe replacement on the Lawrence property and an Agreement with Mr. Lawrence to restore his property back to its original condition before the construction.

HOSNY SHOUMAN- Mr. Lawrence's property and drive way is over our pipeline and we need to replace the pipeline. We contacted Mr. Lawrence's lawyer and they are requesting a timeline for replacement and that there is a written agreement with IWD that we will restore his property back to its original condition.

PRESIDENT COOK- This comes about because there was a leak in the pipeline and we had to repair it which means we have to destroy the concrete in his drive way, because the pipeline replacement project was coming, the concrete was not replaced and we put a steel plate over it. Mr. Lawrence is unhappy with IWD because this is taking so long and he wants to make sure that his property is restored.

DIRECTOR KUNKLE- I agree that the pipeline needs to be replaced. I also think that Mr. Lawrence is upset with IWD because IWD did not do its due diligence and take care of the problem. Thy just threw a steel plate over it. I don't see any problem with this getting done.

DIRECTOR ROCKWELL- Good idea to take pictures before we do any work so that we know if we do any more damage. Accidents happen.

Director Kunkle made a MOTION to approve staff to negotiate an agreement with Mr. Lawrence to fix his property and to give a timeline for the work and Director Rockwell seconded. The vote was unanimous.

Motion Passed.

DIRECTORS COMMENTS:

DIRECTOR ROCKWELL- Hosny has a communication from a customer.

HOSNY SHOUMAN- This customer Blake Donovan had a leak (left a hose running) and her bill is \$2800 and would like to ask the Board for a forgiveness. She could not be here tonight.

DIRECTOR ROCKWELL- This is something the Board will need to discuss at a later date. I am researching what the other Water Districts do in situations like this.

PRESIDENT COOK- We can discuss this at a future meeting when we have an interim GM on board.

HOSNY SHOUMAN- Resolution 451 gives the GM discretion in giving forgiveness' and Resolution 703 revokes Resolution 451 stating that no forgiveness shall be given in a Stage 2 water shortage.

PRESIDENT COOK- We will bring it back on a later agenda.

STEVE KUNKLE- Would like to know who hired the sheriffs.

PRESIDENT COOK- It was a decision made by the President and our Finance officer in response to an incident inside the IWD office. Jeff Smith caused a scene and a sheriff's report was made. There was also an incident when a reported raised his voice to a member of the public. The recommendation of the Sheriff was to have a sheriff at the Board meeting.

DIRECTOR KUNKLE- How much did it cost to have sheriffs here?

HOSNY SHOUMAN- 4 hours for \$300

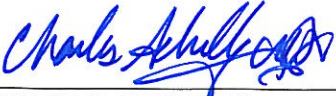
DIRECTOR KUNKLE- Does not think a sheriff is necessary. Thinks a sheriff might be intimidating to the members of the public.

ADJOURNMENT:

As part of Adjournment, President Cook calls a Special Meeting on December 09, 2016 at 9 am for closed session interviews for an interim manager. The next regular meeting will be December 21, 2016 at 6pm.

Director Kunkle mad a MOTION to adjourn the meeting and Director Rockwell seconded. The vote was unanimous.

APPROVED:
IDYLLWILD WATER DISTRICT

BY: 
DR. CHARLES SCHELLY-
NEW BOARD PRESIDENT

IDYLLWILD WATER DISTRICT

BY: 
ERICA GONZALES-
BOARD SECRETARY