

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
IDYLLWILD WATER DISTRICT**

The Board of Directors of the Idyllwild Water District met in regular session on September 27, 2017, in the Idyllwild Water District Board Room.

CALL TO ORDER:

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

ROLL CALL:

Directors present: President Charles Schelly, Peter Szabadi, Steve Kunkle and Catherine Dearing. Interim General Manager Jack Hoagland and Board Secretary Erica Gonzales were also present.

Director Geoffrey Caine was absent due to health issues.

General public present: (4)

PUBLIC COMMENT:

MARGE MUIR – Represents a client that owns a lot on North Circle with a well and would like this issue on a future Agenda.

ITEM #1- CONSENT CALENDAR:

MINUTES – August 16, 2017

FINANCIAL REPORTS AUGUST 2017

- A. Income statement for the Second month ending August 2017
- B. District warrants for August 2017.
 - Check # 14265 - 14323 = \$ 154,476.43
 - Gross Payroll = \$ 53,339.00
 - Federal/State PR taxes = \$ 9,339.00
 - LAIF Transfers = \$ 0.00
 - Transfers/charges = \$ 163.62

OPERATIONS REPORT AND GRAPHS FOR THE TENTH MONTH ENDING JUNE, 2017.

Two mainline leaks were reported in August and there was 7 unmetered leaks. Foster Lake's level was at 13 feet at the end of August. There was 0.09" of precipitation in August and there has been 0.11" of precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 5' below ground level, and the downtown well #23 is currently pumping at 220' and the downtown well #24 is pumping at 113' below ground level respectively. Production for August was 1,247,812 cubic feet. August's unaccounted for water was 4.54% of water production. Fiscal year to date unaccounted for water average is 6.66% of water production.

COMMENT:

DIRECTOR KUNKLE – Made various inquiries about the well levels and operations. Asked for more information on wells every month, i.e. gallons per minute, wells on or off, etc. Inquired why we are not using the Foster Lake wells as much because they are less expensive to run.

VICE PRESIDENT SZABADI – Inquired as to how the invoices from the attorneys are reviewed. Wanted to know why legal fees so high?

A MOTION was made by Vice President Szabadi to approve the Consent Calendar and Director Dearing seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Peter Szabadi			Geoffrey Caine
Catherine Dearing			
Steve Kunkle			
Charles Schelly			

Consent Calendar was approved.

ITEM 2 – Consider Approving a Design Contract to Krieger & Stewart for DSOD Compliance

Recommendation

Authorize the General Manager to contract with Krieger & Stewart to design the repair of facilities to measure the flow of Lily Creek and levels of Foster Lake for compliance with State Water Resources Control Board regulations in the amount of \$35,000.

Background

On June 24, 2015, Governor Brown signed SB 88 which add reporting and measurement requirements to the regulations for surface water diverters (see attached Fact Sheet).

While Idyllwild Water District's Strawberry creek is in compliance with the new requirements, the diversion and storage of flow from Lily Creek in Foster Lake is not in compliance

As you can see from page two of the Fact Sheet, with a direct diversion of between 10 acre-feet and 100 acre-feet per year, our installation deadline is January 1, 2018.

Our plan is to replace the failed V-notch weir (see photo) and add measurement and recording capability as well as level and outflow measurement capability on Foster Lake.

Krieger & Stewart is a local engineering firm with expertise in stream flow measurement and has provided a proposal for designing the required facilities (attached). The fee for the design effort is \$35,000.

At this early stage, a tentative estimate of the construction cost is \$75,000.

COMMENT:

VICE PRESIDENT SZABADI – Wanted to know what would happen if work was not done by January 1, 2018. Also asked why not build a wooden structure like the existing broken one? What is wrong with current measurement process?

JACK HOAGLAND – Idyllwild Water District needs to be in compliance of State laws. If this is not addressed, the State could issue a Cease and Desist and we will not be able to divert from Lily Creek.

DIRECTOR DEARING – There must be a way to this without spending \$100k.

VICE PRESIDENT SZABADI - How much would just the monitoring equipment cost?

JACK HOAGLAND – Between \$10k to \$20k for equipment and installation. The design effort is needed no matter what. Propose approving the engineering effort. Will give instruction to engineering firm to design an efficient structure that will be less expensive than what has been initially planned.

TOM PAULEK – Concerned that we do not have staff qualified for this project.

VICE PRESIDENT SZABADI – Want to comply with State regulations but do not want to be excessive.

A MOTION was made by Vice President Szabadi to award a design contract to Kreiger & Stewart for DSOD compliance and Director Dearing seconded. The vote was as follows:

AYES

**Peter Szabadi
Catherine Dearing
Steve Kunkle
Charles Schelly**

NAYS

ABSTAIN

ABSENT

Geoffrey Caine

Motion approved.

ITEM 3 – Consider Acquisition of a Skid-Steer Loader and Accessories

Recommendation

Authorize the General Manager to purchase a Caterpillar 262D skid-steer tractor and accessories from Quinn/Cat for \$83,000.

Background

Based on numbers from an unknown source the District budgeted \$40,000 for a skid steer loader.

When outfitted with the two accessories that make the unit most efficient for the District, the final price is \$82,585.18 (See attached quote). Since this is substantially more than the budget, staff investigated acquisition of a used model (see attached used equipment quote) at \$82,672.70. The Government Discount on the new unit actually results in a net lower price than the used unit, which is not eligible for the discount.

The vigorous construction climate has driven the price of used equipment up and made high quality newer units very rare and expensive.

The new equipment will replace a Case 580C S/N 8969962 backhoe/loader (the trade-in) and offer additional mechanical assistance for the staff especially the cold planer for excavation of service lines for installation and repair (a recent repair on Tollgate required 27 man-hours due to the more than 12-inch thickness of the paving). The skid steer is also a much smaller piece of equipment which will allow access to more areas in the District.

DISCUSSION:

VICE PRESIDENT SZABADI – This would be an upgrade from what we already have, be more convenient for breaking through asphalt.

JACK HOAGLAND – Also would be new, smaller and would have more maneuverability with more accessories/abilities than existing equipment.

DIRECTOR KUNKLE – Questioned which back-hoe would be traded in, believed the one listed in the Staff Report had already been traded in. Also concerned about having only one back-hoe.

VICE PRESIDENT SZABADI – Concerned about spending this amount of money on a non-essential purchase.

PRESIDENT SCHELLY – Quote is good for 30 days and dated August 14, 2017. The attachments are what is driving the price up. The capabilities would say man hours therefore saving labor. Concerned about theft because it is trailer able. The life expectancy is 20 years and the piece of equipment we would be replacing is 30 years old.

VICE PRESIDENT SZABADI – Inquired about overtime due to leaks

JACK HOAGLAND – A leak caused 27 hours of overtime on a Saturday in the beginning of September, most of which was digging up asphalt. This equipment would have significantly reduced the amount of time spent on that leak.

VICE PRESIDENT SZABADI – Would like to Table Item #3 for a future Meeting.

Item #3 was tabled for a future Meeting.

ITEM 4 – Consider the General Manager Job Description

Recommendation

That the Board of Directors consider the General Manager job description.

Background

The Board of Directors has determined that the General Manager job description requires review. The review committee submits the attached draft for Board discussion.

DISCUSSION:

PRESIDENT SCHELLY – Personnel Committee has gone over some requirements they would like to see in the General Manager and have developed a draft of a General Manager Job Description. Would like to Board to review and submit any notes or suggestions they may have.

TOM PAULEK - Future General Manager should have knowledge, experience and ability to implement the Brown Act, Public Records Act and CEQA.

ITEM 5 – Review the Wastewater Treatments Plant Evaluation Report

Recommendation

That the Board of Directors review and discuss the Wastewater Treatment Plant Evaluation Report prepared by West Yost Associates and direct staff to investigate financing options for the proposed improvements.

Background

The Technical Memorandum prepared by West Yost Associates is attached for the Board's review and information.

Staff will make a brief oral presentation at the Board meeting and will solicit direction from the Board of Directors regarding progress moving forward with developing a plan for financing and actual implementation of improvements.

DISCUSSION:

JACK HOAGLAND – Based on discussions in other items, should evaluate the approach for replacement of WWTP. Do not need to necessarily go with every suggestion made by West Yost. Do need to replace existing unit and need to research funding for this project. The project will be a long term project, roughly four or five years.

TOM PAULEK – Not impressed with study. Thinks it is a good starting point but more research needs to be done, i.e. what does Forest Service think of WWTP and what does State Regional Board think of WWTP?

DIRECTOR KUNKLE – Report is flawed. Feels that the compliance issues are due to operator error.

VICE PRESIDENT SZABADI – Dissatisfied with report. Thought it was very generic. Need to make more plans and need to research what effect this will have on the rates.

PRESIDENT SCHELLY – Need to upgrade the treatment plant because the current one has exceeded its life span and if it were to stop working, there is no back up. Our revenue on the Waste Water side is \$20,000 per month and this revenue is supposed to be used for upgrades and improvements. \$4M over 50 years is \$6667 per month. Our revenue would cover the cost of this project without needed to raise rates.

A Consensus was reached by the Board to direct staff to research options for improving the WWTP and research funding options.

ITEM 6 – Consider Cleaning and Inspection Video of the Wastewater Collection System

Recommendation

Authorize the General Manager to engage Houston-Harris to clean and video inspect the Idyllwild Water District wastewater collection system for a fee of \$137,400.

Background

The wastewater collection system has not been cleaned in as much as 20-years. While some video has been performed in very limited specific areas, as the system nears the 50-year old mark the time is appropriate for an evaluation of the complete system condition.

For the FY 2017-18 Budget the District budgeted \$135,000 for the cleaning and video inspection of the collection system. Despite several attempts to solicit proposals from other vendors that perform these services, Houston Harris of Grand Terrace is the only firm that has responded to a request for prices for the work.

It should be noted that the work proposed will not include the 26 Manholes and approximately 6,000 feet of sewer line in Highway 243. This work requires a CalTrans encroachment permit. While Staff is working with A-Cone Zone (professional Traffic control firm) to acquire the permit, the timing is unknown and the work has not been included in this proposed work. The proposed fee from Houston-Harris for the Highway 243 work is \$26,000 and will require about one week to complete. This item will be brought back to the Board for consideration upon acquisition of the CalTrans encroachment permit.

DISCUSSION:

STEVE MOULTON – What does Big Bear or Arrowhead do for this kind of thing? Could we contract them?

JOCK HOAGLAND – They have their own equipment and staff to do this kind of work, they are also a much larger District than us. Moving that kind of machinery is difficult and they would have to be able to justify that to their rate payers.

JP CRUMRINE – Does not seem like a lot of money for the entire system.

A MOTION was made by Vice President Szabadi to authorize the General Manager to engage Houston-Harris to clean and video inspect the Idyllwild Water District wastewater collection system for a fee of \$137,400 and Director Dearing seconded. The vote was as follows:

AYES

**Peter Szabadi
Catherine Dearing
Steve Kunkle
Charles Schelly**

NAYS

ABSTAIN

ABSENT

Geoffrey Caine

Motion approved.

ITEM 7 – ACWA Regional Election

Recommendation

That the Board of Directors consider submitting a ballot for the ACWA Region 9 Election.

Background

The Association of California Water Agencies (ACWA) votes bi-annually for regional representatives. The election materials are attached.

Staff would recommend the “Slate” with the exception of substituting Steve Farrell for Phil Rosentrater. Director Farrell is from Crestline Village Water District which is a small water District and his voice would be valuable in a group that only has large agency representation.

DISCUSSION:

None

A MOTION was made by Vice President Szabadi to submit a ballot for the ACWA Region 9 Election with the recommended vote and Director Dearing seconded. The vote was as follows:

AYES

**Peter Szabadi
Catherine Dearing
Steve Kunkle
Charles Schelly**

NAYS

ABSTAIN

ABSENT

Geoffrey Caine

Motion approved.

COMMITTEE REPORTS:

COMPLIANCE COMMITTEE – We have discussed our compliance with the Brown Act with our legal Counsel, specifically in reference to a complaint from a concerned citizen and have determined that we are fully in compliance. We acknowledge we can do better and will strive to do so. The evaluation of our Interim General Manager will not be made public because it is an ongoing process, we will however take all information and comments made at public meetings into consideration during evaluations.

DIRECTOR'S COMMENTS:

DIRECTOR KUNKLE – Would like to resume work on the Water Shortage Contingency Plan. When are we going to have the Sewer Rules and Regs on the Agenda. Also wants to make sure the Diversion will be cleaned out before the rainy season begins.

JACK HOAGLAND – Sewer Rules and Regs will be on the November Agenda because they have to be approved at a Regular Meeting and September and October are both Special Meetings to accommodate schedules. Will be cleaned out next week and ordered a new check valve to install. Replaced outlet valve with gate valve instead of butterfly valve therefore it doesn't collect as much debris.

VICE PRESIDENT SZABADI – Would like Board to consider having a formal rate study done.

PRESIDENT SCHELLY – Other than the request for a biography, is there anything else the Board Members need to be doing at this time to aid with the procurement of a Certificate of Transparency? Would like the website to contain a tab for transparency, the history of the District, improvements that are being made and improvements we would like to make. Would like Hosny Shouman, CFO to do a cost analysis of three additional employees over the next 15 years.

JACK HOAGLAND – Next steps would be to improve or change the website to be able to hold of these requirements. A possibility is Streamline, a company that specializes in Public Districts and transparency.

DIRECTOR DEARING – Would like to see the employees Certificates on the website.

GENERAL MANAGER'S COMMENTS:

JACK HOAGLAND – Grand Jury visit was cancelled, will be rescheduled for a later date. Update on the pipeline project, the line on Marion View was loaded September 27, 2017 and did a pre- pressure test. Official pressure test will be tomorrow (September 28, 2018) will be flushing and doing bacteria tests next week. Started on Reed Lane today and then they will move to Cedar Street and do that last. First shut down was cancelled and rescheduled due to pipes not being correctly recorded. When actually did the shut- down, had to shut off 15-20 customers that had not been notified because we did not know we would need to go that far down the line. There have been 4 change orders. Working with Herb Bergstrom, he has been working on recording locations of pipelines, believes he will be finished next week. Have a Dam inspection next week. We have a high downstream Hazard and we need to do a new inundations study and must develop an emergency action plan.

ADJOURNMENT:

A MOTION was made by Vice President Szabadi to ADJOURN the meeting and Director Dearing seconded. The vote was as follows:

AYES

**Peter Szabadi
Catherine Dearing
Steve Kunkle
Charles Schelly**

NAYS

ABSTAIN

ABSENT

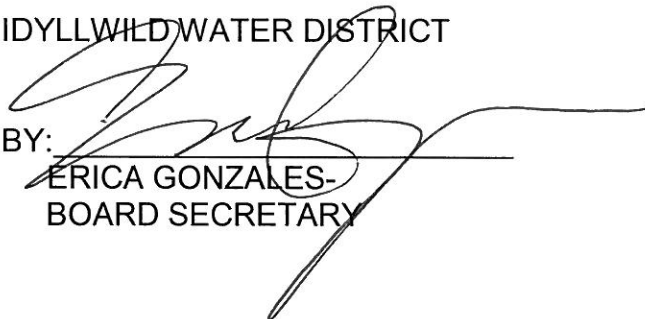
Geoffrey Caine

The Regular Meeting was ADJOURNED at 8:30 pm.

IDYLLWILD WATER DISTRICT

BY: 
DR. CHARLES SCHELLY-
BOARD PRESIDENT

IDYLLWILD WATER DISTRICT

BY: 
ERICA GONZALES-
BOARD SECRETARY