

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 March 16, 2016.*

CALL TO ORDER:

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

ROLL CALL:

Directors present: President Jim Billman, Vice-President John Cook, Mike Freitas, June Rockwell and Steve Kunkle. Also present was General Manager, Tom Lynch, Finance Officer, Hosny Shouman, and Board Secretary, Lauren Bland.

General public present: (- 6 -)

**PUBLIC COMMENT:** Pursuant to the Public Records Act, a member of the audience requested all hydrant documentation as well as all of the District's written communication with the ISO. Another member of the audience questioned if the District has any Resolutions, Ordinance, or any other policies in place restricting the transfer of water meters between lots at the customer's expense.

CONSENT CALENDAR:

MINUTES – February 17, 2016

FINANCIAL REPORTS –

OPERATING STATEMENT FOR THE EIGHTH MONTH ENDING FEBRUARY 29, 2016

DISTRICT WARRANTS FOR FEBRUARY–

CHECK #13402-13541	= \$	164,520.62	OPERATING
PAYROLL	= \$	62,988.98	PAYROLL
FEDERAL/STATE TAXES	= \$	11,119.14	TAXES
LAIF TRANSFERS	= \$	-0-	LAIF TRANSFERS
TRANSFERS/CHARGES	= \$	68.00	

**OPERATIONS REPORT AND GRAPHS FOR THE EIGHTH MONTH ENDING FEBRUARY 29, 2016.**

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

IWD did not divert water during February. There was 2.32" of precipitation in February and there has been 20.36" of precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 39' below ground level, and the downtown wells are currently at 12.5'. Production for February was 679,036 cubic feet. February unaccounted for water was 2.87% of production. Fiscal year to date unaccounted for water average is 3.22% of production. Various questions arose on the warrants for the months of February but were explained in-depth by staff. Director Kunkle requested further explanation of the chase credit card expenses in the future. Director Kunkle also suggested the elimination one phrase from the drafted minutes. A MOTION was made by Director Cook approving the Consent Calendar removing the suggested phrase, which was seconded by Director Kunkle. The motion was approved and duly carried with a unanimous vote of all Directors.

**4) UNFINISHED BUSINESS- Work in Progress**

WATER AND WASTEWATER ISSUES –We remain at Stage II. Recent storms have been helpful. Some of our well levels have come up, but not all. Although we were expecting a wet winter, we have recently had record setting high temperatures. We are still below normal precipitation. Foster Lake is still empty.

The recent snow has created a few problems with frozen pipes and water leaks. We need to be storm ready, and we are picking up additional weather related equipment to help us respond to service calls.

We are making good progress on our well rehabilitation project. We have pulled equipment from Well #5, #8, #11, #12, #16, and #27. We are proceeding with videos on these wells to help us determine the extent of our rehabilitation work. We will also video at least one horizontal to assess a rehabilitation method.

Staff met with SPi to go over the assumptions in the draft Preliminary Design Report (PDR) for the water recycling project. Everything is proceeding well, and SPi will break down the final report in a phasing plan, which will help when we bid the project work. These plans will provide support for all the engineering companies who have expressed an interest in developing the plans and specifications for the project.

Filtronics is making progress on coordinating with our S.C.A.D.A. contractor. Key parts have been ordered and received, and the installation will begin later this month. These system updates will save chemicals, water and electricity.

We have submitted an invoice to the County for the damage the road crew did to one of our fire hydrants on Cedar Glen. The billing includes reimbursement for the full cost of the repairs, including water loss and staff time. A second hydrant was recently damaged by a Cal Fire crew. This damage will also be assessed and an invoice will be sent to the responsible agency.

ENERGY CONSUMPTION UPDATE – Staff has been meeting with the Energy Coalition, to review our energy consumption records that can help with our energy management and efficiency. We have requested a three year history of energy consumption from S.C.E. to help in our analysis. The Energy Coalition is evaluating our equipment and will provide us with options for equipment upgrades that offer more efficiency to reduce our energy consumption. Any equipment capital cost associated with equipment upgrades can be partially or completely reimbursed by S.C.E. and the Energy Coalition.

OTHER PROJECTS AND MATTERS – We worked with the State and the County on a fix for a problem at the State property entrance gate on North Ridge Drive. Water from the State Park property was flowing down the street and needed to be diverted to the stream bed to the south. The District is a responsible party, since we lease the property from the State. The County staff re-graded the entrance, and the drainage problem has been corrected. Staff attended a meeting of the County Board of Supervisors to make an appeal for C.D.B.G. funding for 3,000 feet of replacement water line on March 8th. If approved, funding would be made available to undertake replacement of approximately 3,000 feet of old and deteriorated water line.

R M Environmental, Inc. has provided a 2015 summary report of groundwater monitoring and sampling of the District's sewage disposal ponds.

The Memorandum of Agreement for the Idyllwild Brewpub has been constructed and covers the quality of the brewery effluent and the timing of releases from their pre-treatment system into our sewer lines.

Hosny attended a California Chief Financial Officer's Society training in Anaheim on March 1<sup>st</sup> through March 4<sup>th</sup>. Staff also attended a cyber security training, and was made aware of specific vulnerabilities of water districts.

Nick Iliev, our wastewater supervisor, has submitted his resignation for another job opportunity. We are actively recruiting for replacements. In the interim, we have retained support from the California Rural Water Association who has assigned a qualified operator to fill in until we are able to find a replacement. Director Kunkle and Rockwell questioned the cause of the recent employee resignations. Director Rockwell suggested that departing employees complete a written exit interview.

Staff presented a video of Well 11 showing the current conditions of the well's interior. This video will also be shared with well rehabilitation companies to further understand the condition of Well 11 and assist with the construction plan to bring Well 11 back into service.

**ITEM #5) RESOLUTION 718- MONEY PURCHASE PENSION PLAN UPGRADE**

The District's Money Purchase Pension Plan documentation must be amended and restated to comply with the Pension Protection Act. The documentation now incorporates language required due to recent legislation. This language will have no impact on the operation of the District's plan, the restatement is required to maintain the plan's tax-qualified status.

**RECOMMENDATION:** Staff recommends approval of the amended and restated Money Purchase Pension Plan. Director Billman asked if the restated Pension Plan would have any known fiscal impact on the District and Chief Financial Officer, Hosny Shouman, confirmed there would be no fiscal impact if implemented. Vice-President Cook made a MOTION to approve the updated Money Purchase Pension Plan to comply with the Pension Protection act. The motion was seconded by Director Rockwell, which was approved and duly carried with a unanimous vote.

**ITEM #6) THE IDYLLWILD BREWPUB MEMORANDUM AGREEMENT**

The Idyllwild Water District has been working with representatives of the Idyllwild Brewpub in anticipation of their opening and operation. Staff has had several meetings in which staff discussed the details of the operation, including their water consumption and waste discharges. The Brewpub will be using water from their private well. The use of Idyllwild Water District treated water would not be suitable for brewing purposes. However, the brewpub does intend to discharge their effluent into the District's wastewater system.

The District and the Brewpub have mutually designed parameters, under which the Brewpub can plan releases of their effluent into the District's system. This agreement takes into account pretreatment by the Brewpub and the timing and amount of effluent that can be released.

The agreement is the result of negotiations with the District's staff, the Brewpub, the District's consultants, and the District's attorney. The agreement contains specific standards and performance requirements which will keep the wastewater plant in compliance. The Brewpub will also maintain an ongoing log of effluent releases, which the District can monitor. The agreement also contains a re-opener the District needs to make any adjustments to the base criteria. **RECOMMENDATION:** Staff recommends the Directors approve the Memorandum of Agreement, and authorize the General Manager to sign it.

President Billman recently had an opportunity to view The Idyllwild Brewpub and he thanked Mr. Put for taking the time to show him the facility. President Billman commended the Brewpub on its quality install and impressive facility. Director Rockwell requested a viewing of The Idyllwild Brewpub and Mr. Put agreed. Mr. Put plans to repurpose the treated water for irrigation purposes. Questions arose about IWD's permit issuance to the Brewpub and staff clarified that there is no definite permit issuance date for The Idyllwild Brewpub.

A MOTION was made by Vice-President Cook to approve the Memorandum of Agreement with The Idyllwild Brewpub, which was seconded by Director Freitas. A vote was taken and passed approving the Memorandum of Agreement with The Idyllwild Brewpub as follows:

**AYES:**

Jim Billman

John Cook

Mike Freitas

Steven Kunkle

**NAYS:**

**ABSTAIN:**

June Rockwell

**ABSENT:**

DIRECTORS COMMENTS:

Director Kunkle requested that the 'Board Stipend' be added to the next Agenda with the consent of the Board. Director Rockwell requested that management utilize a written exit interview for staff leaving the organization. During the board meeting on April 20, 2016 a MOTION was made by Director Kunkle to amend the March minutes to include Director Kunkle's additions as presented, amended addition attached, which was seconded by Director Rockwell and approved by the following vote:

AYES:

Jim Billman  
June Rockwell  
Mike Freitas  
Steven Kunkle

NAYS:

John Cook

ABSTAIN:

ABSENT:

PUBLIC COMMENTS:

None

ADJOURNMENT:

Vice-President Cook made a MOTION to adjourn the regular meeting which was seconded by Director Rockwell. With a unanimous vote of all Directors, the regular meeting was adjourned at 7:18p.m.

APPROVED:

IDYLLWILD WATER DISTRICT

BY: 

JIM BILLMAN- PRESIDENT

IDYLLWILD WATER DISTRICT

BY: 

LAUREN BLAND- BOARD SECRETARY

IWD April 20 2016 regular meeting approval of the IWD March 16 2016 Minutes

There was about an 8-minute discussion at the end of the meeting under director's comments that was left out.

The subject was an individual Board director getting an item on the agenda.

According to the voice recording that I took at the March 16<sup>th</sup> meeting, and after listening to it a few times this is what transpired.

Director Kunkle started a discussion why his request for an item to be on tonight's meeting, given to the general manager and board president about two weeks before this board meeting was not included in tonight's agenda.

Director Kunkle shared an e-mail by the general manager that said he would not be adding his item to this meeting because it's not the role of a Director to individually add item to the Board agendas. You will have to bring up the request under director's comments at the board meeting. You will need a majority of the board to consent to adding the item to a future meeting. Tom the GM said the district attorney approved the language in the e-mail he sent director Kunkle and GM is responsible for putting items on the agenda or by direction of the majority of the board.

The Reporter from the Local paper J.P. in the audience asked a question. How do you have a motion for an item to be put on the agenda when it's not on the agenda. That is a violation of the brown act. You cannot take an action that is not on the agenda.

Director Kunkle requested this same item to be put on next month's agenda. (Discussion and a possible vote made by a board resolution to reduce the board member's stipend for attending meetings. The reduction would be from 100 dollars to zero dollars). President Billman said if there are no objections we will put it on next month's agenda.