

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 February 17, 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: (- 4 -)

PUBLIC COMMENT: None

CONSENT CALENDAR:

MINUTES – DECEMBER 16, 2015

FINANCIAL REPORTS –

OPERATING STATEMENT FOR THE SEVENTH MONTH ENDING JANUARY, 2016

DISTRICT WARRANTS FOR DECEMBER & JANUARY–

CHECK #13301-13348 (December 2015)	= \$	130,896.86	OPERATING
CHECK #13349-13399 (January 2016)	= \$	117,564.38	OPERATING
PAYROLL	= \$	54,987.38	PAYROLL
FEDERAL/STATE PR TAXES	= \$	2,918.87	TAXES
LAIF TRANSFERS	= \$	-0-	LAIF TRANSFERS
TRANSFERS/CHARGES	= \$	67.00	

OPERATIONS REPORT AND GRAPHS FOR THE SEVENTH MONTH ENDING JANUARY 31, 2016. No mainline leaks were reported in January. Foster Lake was still dry at the end of January. IWD did not divert water during January. There was 2.62" of precipitation in January and there has been 18.04" of precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 41' below ground level, and the downtown wells are currently at 13'. Production for January was 940,686 cubic feet. January unaccounted for water was 3.35% of production. Fiscal year to date unaccounted for average is 3.55% of production. CFO, Hosny Shouman, confirmed the increase in the Chase account funds was due to the reception of a property tax check. Vice- President Cook questioned why the financial budget for specific operating expenses has such high monetary amounts when the District spends much less. CFO, Hosny Shouman, reassured that some months we have no expense for specific operating expenses and other months it is very large expense; our budget is based on a yearly average. Various questions arose on the warrants for the months of December and January but were explained in-depth by staff. A MOTION was made by Director Cook and seconded by Steven Kunkle to approve the Consent Calendar. 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. Our recent snow storms have been helpful. Some of our well levels have come up, but not all. Staff recently attended drought training and an efficient water management practices session put on by the State Water Resources Board and the California Rural Water Association. The program provided an extensive update on the status of drought throughout the State, areas for building water efficiencies, and the continuing challenges that lie ahead for water districts. The Governor has extended the State water conservation restrictions for another year.

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 with several contractors. Each of the contractors we have spoken to are providing us with different approaches to the renovation work. This may result in dividing portions of the work among different contractors. We are proceeding with videos on several wells to help us determine the extent of our rehabilitation work.

SPi is nearing completion of the Preliminary Design Report (PDR) for the water recycling project. This information will clarify the improvements necessary for tertiary treatment at our wastewater plant. When this work is complete, we will provide the report to all the engineering companies who have expressed an interest in developing the plans and specifications for the project.

Filtronics is making good progress on coordinating with our S.C.A.D.A. contractor. They are mutually defining the electronic upgrades to help us better manage our water treatment. These system updates will save chemicals, water and electricity. Director Kunkle questioned whether this project is staying within the allotted budget and staff confirmed that the SCADA will be an additional cost, but we are within the budget.

One of our new Hach samplers at the sewer plant was not working properly. Staff contacted the manufacturer, and since the unit is under warranty, Hach has provided us with a new replacement sampler.

The County road crew sheared off one of our fire hydrants on Cedar Glen. We are accumulating the full cost of the repairs, including water loss and staff time and will be submitting an invoice to the County for reimbursement.

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. 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 are working 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 property is flowing down the street and needs 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 will assist with the re-grading effort, once the environmental clearances are obtained.

We have been notified that our recent C.D.B.G. application for water line replacement is eligible for funding. Staff will be attending an upcoming meeting of the County Board of Supervisors to make an appeal for funding. If approved, funding would be made available to undertake replacement of approximately 3,000 feet of old and deteriorated water line.

For the convenience of our customers we are instituting an automatic payment system which will allow customers to go on-line to make their water payments either by credit card or e-check.

Several customers are taking advantage of the District's supply of sandbags that are available to the public for free.

A Primerica representative was able to update our staff on options they have for retirement benefits. All our employees participating in the 457 plan the District has made available, were offered opportunities to make additional contributions to their retirement accounts.

We are making progress on a Memorandum of Agreement with the Idyllwild Brewery. The agreement will cover the quality of the brewery effluent and the timing of releases from their pre-treatment system into our sewer lines.

Staff attended a half-day conference at Babcock Laboratories on water conservation and recycled water. The conference included a tour of the various laboratories where various sampling is tested.

Hosny will be attending a California Chief Financial Officer's Society training in Anaheim on March 1<sup>st</sup> through March 4<sup>th</sup>.

Our two new Board members attended a special mandatory training from January 24<sup>th</sup> to January 27<sup>th</sup> in La Quinta, offered by the California Special District Leadership Academy. This training guides new Board members on their specific duties and responsibilities.

Staff announced that employee Gary Steele put in his resignation February 12<sup>th</sup>, 2016 and his last day will be February 26<sup>th</sup>, 2016.

**5) MINUTE ORDER 2016-001- Proposal for Auditing Service**

Staff solicited proposals from qualified certified public accounting firms to audit the District's financial statements for three fiscal years beginning with Fiscal Year 2015-2016 (ending June 30, 2016), with the option of extending the agreement for two (2) additional one-year periods. The District received proposals from the following qualified auditing firms: Rogers, Anderson, Malody & Scott, LLP; Teaman, Ramirez & Smith Inc.; Fedak & Brown, LLP.

**RECOMMENDATION:** Staff recommends approval of a three year contract with two (2) one year extensions with Rogers, Anderson, Malody & Scott LLP.

Vice-President Cook made a MOTION to approve Rogers, Anderson, Malody & Scott's proposal for a three (3) year contract with further Board review and approval to accept the two one (1) year contract extensions when the three (3) year contract is to expire. The motion was seconded by Director Freitas, which was approved and duly carried with a unanimous vote.

**6) ELECTION OF OFFICERS-**

The Board discussed the annual selection of a President and Vice-President for the calendar year of 2016. Director Freitas nominated Jim Billman as President and John Cook as Vice-President, which was seconded by Vice-President Cook. Director Kunkle nominated John Cook for President and Jim Billman for Vice-President. Following discussion, nominations were closed. A vote was taken and passed approving Jim Billman as President and John Cook as Vice-President as follows:

AYES:	NAYS:	ABSTAIN:	ABSENT:
Mike Freitas Jim Billman John Cook	Steven Kunkle	June Rockwell	

**DIRECTORS COMMENTS:**

Director Kunkle gave a brief report on his recent training at the Special Districts Academy.

PUBLIC COMMENTS:

A member of the public suggested that Riverside County form a special district association for the purpose of networking and collaborating on common interests.

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 7:05p.m.

APPROVED:

IDYLLWILD WATER DISTRICT

BY:   
JIM BILLMAN- PRESIDENT

IDYLLWILD WATER DISTRICT

BY:   
LAUREN BLAND- BOARD SECRETARY