

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

April 17, 2019 6:00 P.M.

CALL TO ORDER: President Schelly called the meeting to order at 6:00 p.m.

ROLL CALL: Directors present: President Schelly, Vice President Szabadi, Director Kunkle and Director Hunt. General Manager Mike Creighton, Chief Financial Officer Hosny Shouman and Board Secretary Jeannine Olsen were also present.

Director Gin attended the meeting via teleconference from San Diego, CA

1. **CONSENT CALENDAR:**

A. **MINUTES** – March 2019_

FINANCIAL REPORTS MARCH 2019

1. Income statement for the Ninth month ending March 2019
2. District warrants for March 2019.

Check # 15317-15373	= \$145,529.94
Gross Payroll	= \$ 58,250.00
Federal/State PR taxes	= \$ 12,186.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 0.00

B. **OPERATIONS REPORT FOR MARCH 2019**

GENERAL MANAGER'S WORK IN PROGRESS:

Lily Creek Weir is now complete. The GAC is fully installed and fully operational. Staff is done inside except for some welding. We are waiting for the states approval. He would like to have a Grand Opening at some time. At the Strawberry Creek Diversion boulders got in the way, which was a challenge trying to move them. Staff is tracking what they do daily and the office staff is keeping track. Herb has been coming in once a week right now but contributing quite a lot. We want to do pipeline replacement in house; we have been to Lee Arnson for the surveying maps.

2. **JPIA RECOGNITION AWARD:** That the Board of Directors acknowledge recognition from the Association of California Water Agencies/Joint Powers Insurance Authority (JPIA) for having Loss Ratios of 20% or less in all three of the Insurance programs.
3. **PERSONEL POLICY:** RESOLUTION#760 that the Board will consider combining The Personnel Policy (Vacation, Sick Time and Personal Days) to Paid Time off (PTO).

DIRECTORS COMMENTS: Director Kunkle's concern was when you put all the hours in a pool you are giving the employees more vacation time. Vice President Szabadi raised the question, would the employees be paid for all of their PTO when they resign, are terminated or retire. The board did not unanimously approve Creighton's recommendation to consolidate the three leave categories, vacation, sick and personal into a simpler definition of

paid time-off. Kunkle feels this is a benefit for the employees not for the district then added that PTO would be good for employment recruitment.

GM COMMENTS: Creighton favors it because it reduces the supervisory time to monitor how many hours of sick or annual have been taken, when and the balance for each category. All full-time employees would be required to maintain a balance of 40 hours, and the accumulated and carry over total would be 450 hours.

The employee could choose when to take off within some limits. A notice, three weeks in advance, would be needed for more than a week leave. If more than three days are taken unexpectedly, a doctor's release will be required.

Vice President Szabadi made a MOTION to APROVE Resolution #760 (PTO Time) and Director Hunt seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Dr. Schelly Peter Szabadi David Hunt Les Gin	Steve Kunkle		

4. **UPDATE ON THE SEARCH FOR NEW FIELD SUPERVISOR:** The board will hear an update on the Field Supervisor search.

DIRECTORS COMMENTS: Vice President Szabadi feels the title should be changed to Field Manager. Hunt would like the board to have input on the hiring and asked that the ad hoc committee, composed of himself and Director Steve Kunkle, also interview the candidates.

GM COMMENTS: Creighton also reported on the search for a field manager. He has three applications, will seek more and then conduct interviews. Creighton is doing some research on the candidates will do more advertising. He has one potential candidate who is over in Iraq but will be meeting with him when he returns in July to make sure he will fit in to what the district is looking for.

5. **STAND BY FEES:** Resolution #761 for Water Stand-By Fees and Sewer Resolution #762 Standby Fees for F/Y 2019-2020.

DIRECTORS COMMENTS: NONE

GM COMMENT: The board set June 19 as the date for a public hearing on its annual stand-by fees. These have been collected on unimproved parcels for several years. The fee is \$30 per acre and the 2019-20 fees are not being changed. The money is reserved for capital improvement projects to improve the availability of water, whether from sources such as wells or distribution through pipelines that will ultimately benefit future, as well as current, customers. Each water district applies the stand-by fees on unimproved properties.

Vice President made a MOTION to Set a PUBLIC HEARING for June 19, 2019 and Director Gin seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
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Dr. Schelly
Peter Szabadi
Steve Kunkle
David Hunt
Les Gin

6. **POLICY FORGIVNESS:** RESOLUTION # 763 would change the Partial Forgiveness policy.

PUBLIC COMMENT: Marge Muir recommended that IWD decrease the shut off fee from \$50.00 to a lower fee so customers can call IWD to shut their water off in time of need. Make it easy for the customer to call.

DIRECTORS COMMENTS: The board agreed to lower the shut off fee from \$50.00 to \$25.00 weekdays and keep the current \$50.00 weekend shut off fee. President Schelly and Vice President agreed that the first line in the Policy should read “The reduction in such billing may be made at the discretion of IWD according to the purpose statement.

GM COMMENTS: Creighton’s concern was how do we decided when the customer is truly at fault and where it is nature the created it and it was out of their control. We have to look at each case. We have sent out notices about freezing pipes and yet people still don’t go through that trouble to winterize.

President Schelly made a MOTION to APROVE RESOLUTION #763 Partial Forgiveness and Director Hunt seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Dr. Schelly Peter Szabadi Steve Kunkle David Hunt Les Gin			

7. **CHANGE THE BOARD MEETING TIME:** The board will consider changing the time of the Board Meetings from 6:00 p.m. to daytime meetings.

DIRECTORS COMMENTS: President Schelly recommended that IWD sends out a survey with the next billing to see if there is a more convenient time or day. We want to encourage customer participation, though it looks like for most of the board it’s not convenient for them.

Vice President Szabadi made a MOTION to TABLE the Item and Director Hunt seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Dr. Schelly Peter Szabadi Steve Kunkle David Hunt Les Gin			

8. **CAPITAL IMPROVEMENT:** The board will consider capital improvement projects for fiscal year 2019/20.

DIRECTORS COMMENTS: All directors were in agreement with the Capitol Improvement Project. Vice President Szabadi did recommend General Manager to look for more projects.

GM COMMENTS: Based on my knowledge and discussions with staff the following list has been submitted. In an ever continuing effort to allow more efficient operation and to maintain a compliant operation.

Vice President Szabadi made a MOTION to APPROVE the Capitol Improvement Project and Director Gin seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Dr. Schelly Peter Szabadi Steve Kunkle David Hunt Les Gin			

9. **PIPELINE PROJECT:** The board will hear an update regarding the Pipeline Project on South Circle.

DIRECTORS COMMENTS: All Directors were in agreement that we need more information and clarification and move this Item to a special meeting. Special meeting is scheduled for Monday at 9 a.m.

GM COMMENTS: We have sent out bids to four contractors and have received 3 bids and 1 declined bid. The bids have been received and opened on 4/4/19. A copy of the bid results spreadsheet is attached. El-Co Contractors of San Bernardino was the apparent low bidder. A recommendation from Engineering Resources of Southern California (ERSC) was attached.

Vice President Szabadi made a MOTION to TABLE the PIPELINE Project and Director Gin seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Dr. Schelly Peter Szabadi Steve Kunkle David Hunt Les Gin			

10. **FORMATION OF AN AD-HOC:** A Committee to study the long-term prospects of our water resources and plans to improve our use of such resource.

DIRECTORS COMMENTS: Vice President Szabadi would like to form an ad-hoc committee to look at the long term resources of the Idyllwild Water District. President Schelly appoints Director Hunt and Director Kunkle to form an ad-hoc committee for the long term planning of our water resources.

11. **4-10 WORK SCHEDULE FOR FIELD EMPLOYEES:** RESOLUTION # 764 would change the field employees work schedule to a 4-10 work week.

DIRECTORS COMMENTS: Several directors expressed concern about how the policy might limit availability of staff for customer requests. Director David Hunt felt it was impractical during winter months because of the shorter days. And switching from four-day to five-day weeks would be difficult. Several believe the organization's size is too small for the policy to work well.

G.M COMMENTS: Creighton argued that its implementation would reduce overtime expenses because more projects, such as hydrant installation, could be accomplished within 10 hours rather than carrying over to the second day or paying overtime to finish in one day.

ITEM # 11 DIES FOR A LACK OF MOTION.

DIRECTORS COMMENTS: Director Hunt would like to compliment Mike Creighton on how well of a job he is doing. Vice President Szabadi really appreciates the job the G.M. has been doing over the last 3 months. President Schelly would like a performance evaluation scheduled for the next board meeting.

ADJOURNMENT: A MOTION was made by Director Hunt to adjourn the meeting and Director Gin seconded, The vote was as follows:

AYES


NAYS

ABSTAIN

ABSENT

Dr. Schelly
Peter Szabadi
Steve Kunkle
David Hunt
Les Gin

IDYLLWILD WATER DISTRICT

BY: 
Dr. Charles Schelly-
BOARD PRESIDENT

IDYLLWILD WATER DISTRICT

BY: 
Jeannine Olsen-
BOARD SECRETARY