



## REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

January 20, 2021 - 6:00 P.M.

### AGENDA

**\*\* This meeting will be available via Zoom. Please see below to join. \*\***

Topic: Board of Directors Meeting

Time: Jan 20 , 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97614577376?pwd=MWJjWTJhTik2N1IJTTdJL0cwL0dpUT09>

Meeting ID: 976 1457 7376

Passcode: 880867

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+16699009128,,97614577376#,,,,\*880867# US (San Jose)

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### CALL TO ORDER

### ROLL CALL

### MOMENT OF SILENCE FOR CATHERINE DEARING FORMER IWD BOARD MEMBER WHO PASSED AWAY ON OCTOBER 18, 2020

### PUBLIC COMMENTS

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the District. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not take action on the item at this meeting. As to matters on the Agenda, persons will be given an opportunity to address the Board when the matter is considered. Each speaker will be given four (4) minutes to address the Board. Comments should be directed to the Board as a whole and not directed to individual Board members.

### 1. CONSENT CALENDAR

Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.



**A. MINUTES**

Regular Board Meeting: November 18, 2020  
Special Board Meeting: December 16, 2020

**B. FINANCIAL REPORTS**

1. Income statement for the sixth month ending December 2020
2. District warrants for November and December 2020

Check #	16311 - 16400	= \$	315,358.00
Gross Payroll		= \$	66,220.00
Federal/State PR taxes		= \$	6,105.00
LAIF Transfers		= \$	0.00
Transfers/charges		= \$	249.00

**C. OPERATIONS REPORT**

**D. GENERAL MANAGER REPORT**

**DISCUSSION ITEMS**

**E. TOUR OF DISTRICT FACILITIES**

**F. 2020 WORKLOAD STUDY**

**G. CAPITAL IMPROVEMENT PROJECTS**

**H. BOARDROOM MODIFICATIONS**

**I. ADMINISTRATION BUILDING IMPROVEMENTS**

**ACTION ITEMS**

**2. CONSIDER ERSC PROPOSAL FOR TOPOGRAPHIC SURVEY OF STRAWBERRY CREEK DIVERSION PIPELINE:**

Board of Directors will consider directing General Manager to sign ERSC proposal to continue work for pertaining to the Strawberry Creek Pipeline Project.

**3. CONSIDER TESCO CONTROLS, INC. PROPOSAL FOR WTP MAIN CONTROL PANEL PROGRAMMABLE LOGIC CONTROLLER:**

Board of Directors will consider directing General Manager to award Tesco Controls, Inc. to install a Main Control Panel Programmable Logic Controller at the WTP.



#### **4. ELECT 2021 OFFICERS OF THE BOARD OF DIRECTORS**

Board of Directors will consider electing officers for year 2021.

#### **DIRECTORS COMMENTS**

#### **CLOSED SESSION**

5. **Conference with Legal Counsel – Anticipated Litigation (1 case)** : Significant exposure to litigation pursuant to Govt. Code § 54956.9(a)-(b), (d)(2).
  
6. **Public Employee Performance Review Code 54957 – Idyllwild Water District General Manager. Leo Havener**

#### **ADJOURNMENT**

The next Board meeting is a Regular Meeting scheduled for February 17, 2021 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

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**Americans with Disabilities Act:** In compliance with the ADA, if you need special assistance to participate in a District meeting or other services offered by this District, please contact the District office @ 951-659-2143 or email: [admin@idyllwildwater.com](mailto:admin@idyllwildwater.com). Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.



## MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

November 18, 2020 - 6:00 P.M.

### AGENDA

#### 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 Hunt, Director Kunkle, and Director Gin via phone. General Manager/Interim Board Secretary Leo Havener, Hosny Shouman, Chief Financial Officer, and Joe Reyes, Chief Water Operator was also present.

#### PUBLIC COMMENTS

Mr. Steve Molton inquired as to the comparison of water revenues.

#### 1. CONSENT CALENDAR

##### A. MINUTES

Regular Meeting: October 21, 2020

##### B. FINANCIAL REPORTS

1. Income statement for the fourth month ending October 2020

2. District warrants for October 2020

Check #	16266 - 16310	= \$	42,150.07
Gross Payroll		= \$	68,320.00
Federal/State PR taxes		= \$	6,150.00
LAIF Transfers		= \$	0.00
Transfers/charges		= \$	210.00

##### C. OPERATIONS REPORT

##### D. GENERAL MANAGER REPORT

#### DIRECTORS' COMMENTS

Directors Hunt and Kunkle each inquired about several invoices and information in the Operations Report. Director Hunt requested more detail in the Board minutes and add Stage Tier to the Operations Report. Director Kunkle will meet with General Manager



Havener to discuss details contained in the Operations Report.

A MOTION was made by Vice President Szabadi to approve the Consent Calendar. Director Gin seconded.

The vote was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
President Schelly			
Vice President Szabadi			
Director Gin			
Director Hunt			
Director Kunkle			

Motion approved.

#### ACTION ITEMS

2. CONSIDER ACCEPTANCE OF THE FISCAL YEAR 2019 – 2020 AUDIT

Board of Directors will consider accepting the Fiscal Year 2019 – 2020 audit.

#### **PUBLIC COMMENTS**

None

#### **DIRECTORS' COMMENTS**

Directors Gin and Hunt mentioned a Summary was not included in the audit.

A MOTION was made by Vice President Szabadi to accept the Fiscal Year 2019 – 2020 audit. Director Gin seconded.

The vote was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
President Schelly			
Vice President Szabadi			
Director Hunt			
Director Gin			
Director Kunkle			

Motion approved.



**3. CONSIDER CORONAVIRUS MITIGATION PROTOCOL BY IMPLEMENTING DISTRICT-WIDE POLICY ADHERING TO CDC GUIDELINES**

Board of Directors will consider directing General Manager to modify existing COVID-19 protocols.

**PUBLIC COMMENTS**

None

**DIRECTORS' COMMENTS**

Director Hunt discussed the benefits of CDC Guidelines, wearing a mask, social distancing, and other protocols.

A MOTION was made by Director Hunt to modify existing COVID-19 protocols to include employees maintaining six feet for social distancing, posting must wear mask notices on District doors, and one employee per vehicle. Director Gin seconded.

The vote was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
President Schelly Director Hunt Director Gin Director Kunkle		Vice President Szabadi	

Motion approved.

**4. CONSIDER COMPREHENSIVE SEWER AUDIT TO UPDATE CURRENT RESIDENTIAL AND COMMERCIAL EDU'S**

Board of Directors will consider directing General Manager to modify staff's work schedule to prioritize sewer audits.

**PUBLIC COMMENTS**

None

**DIRECTORS' COMMENTS**

Director Hunt requested a review of the existing District EDU's Policy.

President Schelly formed an Ad Hoc Committee consisting of Directors Hunt and Kunkle. The Ad Hoc Committee is to report their findings at a future Board meeting.

**5. CONSIDER MODIFICATION OF EMPLOYEE SALARY SCHEDULE TO INCLUDE ADDITIONAL STEPS AND A ONE-TIME BONUS FOR**



**CERTIFICATE COMPLETION**

Board of Directors will consider reestablishing Pay Grade and Step Schedule that includes 2.5% per Step, and reestablish the District policy of a one-time bonus upon certification completion.

**PUBLIC COMMENTS**

None

**DIRECTORS' COMMENTS**

Director Hunt provided the Board handouts of pay grades and steps of other water agencies and suggested modifying the existing District Pay Grade and Step Schedule back to 20 steps with 2.5% per step. The matter was discussed.

A MOTION was made by Director Hunt to modify the District Pay Grade and Step Schedule to include 20 steps at 2.5% per step, and a one-time bonus of 5% for employees achieving completion of a certification. Director Kunkle seconded.

The vote was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Director Hunt Director Kunkle	Director Gin President Schelly Vice President Szabadi		

**Motion failed.**

**6. UPDATING THE INVESTMENT POLICY TO BE IN COMPLIANCE WITH THE STATE INVESTMENT POLICY**

The board will consider approval resolution no.778 for updating Investment Policy.

**PUBLIC COMMENTS**

None

**DIRECTORS' COMMENTS**

President Schelly gave a brief explanation that Resolution 778 updates the District's Investment Policy to be in compliance with State of California public agencies investment policy.

A MOTION was made by Vice President Szabadi to approve resolution no.778 for updating Investment Policy. Director Gin seconded.

The vote was as follows:



AYES  
President Schelly  
Vice President Szabadi  
Director Hunt  
Director Gin  
Director Kunkle

NAYS

ABSTAIN

ABSENT

Motion approved.

DIRECTORS COMMENTS

Director Kunkle requested a status report for Capital Improvement Project and Workload Study for the January 2021 Board meeting as a discussion item. Director Hunt stated the District is being financially irresponsible with employee salaries.

CLOSED SESSION

7. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Govt. Code section 54956.9 (1 Case)) *Creighton v. Idyllwild Water District*,  
Riverside Superior Court RIC2000578

Closed Session did not occur.

ADJOURNMENT

Board adjourned at 7:27 p.m.

The next Board meeting is a Regular Meeting scheduled for December 16, 2020 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Leo Havener  
INTERIM BOARD SECRETARY

Dr. Charles Schelly  
BOARD PRESIDENT





MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

December 16, 2020 - 6:00 P.M.

**AGENDA**

**CALL TO ORDER**

President Schelly called the meeting to order at 6:02 p.m.

**ROLL CALL**

Directors present: President Schelly, Vice President Szabadi, Director Kunkle, and Director Gin. Directors absent: Director Hunt.

Staff present: General Manager/Interim Board Secretary Leo Havener, Hosny Shouman, Chief Financial Officer, and Joe Reyes, Chief Water Operator.

**PUBLIC COMMENTS**

None.

**DIRECTORS COMMENTS**

None.

The Board entered into closed session at 6:05 p.m.

**CLOSED SESSION**

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Govt. Code section 54956.9(d)(1), (1 case), Creighton v. Idyllwild Water District, Riverside Superior Court RIC2000578

The Board resumed Open Session at 6:11 p.m.

A MOTION was made by President Schelly to approve settlement agreement with Michael Creighton. Vice President Szabadi seconded.

The vote was as follows:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTAIN</u></b>	<b><u>ABSENT</u></b>
President Schelly			Director Hunt
Vice President Szabadi			
Director Gin			
Director Kunkle			



**Motion approved.**

**ADJOURNMENT**

Board adjourned at 6:11 p.m.

The next Board meeting is a Regular Meeting scheduled for January 20, 2021 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Leo Havener  
INTERIM BOARD SECRETARY

Dr. Charles Schelly  
BOARD PRESIDENT

**IDYLLWILD WATER DISTRICT  
WATER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING December 2020**

CONDENSED CATEGORY	FOR THE MONTH OF			December 2020		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	%
OPERATING REVENUES:						
BASE-RESIDENTIAL/COMMERCIAL	70,031	70,031	0			0.00%
SALES-RESIDENTIAL/COMMERCIAL	36,746	48,000	-11,254			-23.45%
OTHER OPERATING REVENUE	0	0	0			0.00%
OTHER NON- OPERATING REVENUE*	0	0	0			
<b>TOTAL OPERATING REVENUES</b>	<b>106,777</b>	<b>118,031</b>	<b>-11,254</b>			<b>-9.53%</b>

OPERATING REVENUE BY CATEGORY	FOR THE MONTH OF			December 2020		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	%
BASE RATE - RESIDENTIAL	52,206	52,206	0			0.00%
BASE RATE - COMMERCIAL	17,825	17,825	0			0.00%
SALES-RESIDENTIAL	20,762	28,000	-7,238			-25.85%
SALES-COMMERCIAL	15,984	20,000	-4,016			-20.08%
SALES-SEWER	0	0	0			0.00%
SALES-CONSTRUCTION/OTHER	0	0	0			0.00%
TRANSFER FEES	0	0	0			0.00%
TURN ON/OFF FEES	0	0	0			0.00%
LIEN & LIEN RELEASE FEES	0	0	0			0.00%
DELINQUENCY FEES	0	0	0			0.00%
WILL SERVE LETTER FEES	0	0	0			0.00%
OTHER MISCELLANEOUS	0	0	0			0.00%
INSTALLATION FEES	0	0	0			0.00%
CAPACITY FEES	0	0	0			0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>106,777</b>	<b>118,031</b>	<b>-11,254</b>			<b>-9.53%</b>

**IDYLLWILD WATER DISTRICT  
 WATER FUND CONDENSED INCOME STATEMENT  
 FOR FISCAL MONTH ENDING December 2020**

FOR THE MONTH OF DECEMBER 2020

CUBIC FEET OF SALES:	Residential		Commercial		Total
	C.F.	C.F.	C.F.	C.F.	
R1 5/8					
R2 3/4	397,109		49,030		446,139
R3 1"	12,610		10,710		23,320
R4 1.1/2"	6,070		60,980		67,050
R5 2"	0		21,900		21,900
R6 3"	0		15,390		15,390
IA 3"	0		1,050		1,050
NC-WWTP	0		53,500		53,500
	0		670		670
<b>TOTAL CUBIC FEET OF SALES</b>	<b>415,789</b>		<b>213,230</b>		<b>629,019</b>

NUMBER OF CUSTOMER BILLS:

	R		C		Total
	R	C	R	C	
R1 5/8					
R2 3/4	1,432		106		1,538
R3 1"	12		18		30
R4 1.1/2"	39		36		75
R5 2"	0		14		14
R6 3"	0		8		8
IA 3"	0		1		1
NC-WWTP	0		1		1
	0		1		1
<b>TOTAL NUMBER OF CUSTOMER BILLS</b>	<b>1,483</b>		<b>185</b>		<b>1,668</b>
<b>SewerAcct S</b>					
Fire Services F "2"	418		167		585
Fire Services F "3"	0		0		0
Fire Services F "4"			0		0
	0		3		3
<b>Total Idyllwild Customers</b>					<b>2,256</b>

**IDYLLWILD WATER DISTRICT  
WATER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING December 2020**

	FOR THE MONTH OF			December	2020
	ACTUAL	BUDGET	VARIANCE		%
<b>BY CATEGORY</b>					
<b>WATER OPERATING EXPENSES:</b>					
1-WAGES AND SALARIES EXPENSES	53,220	62,000	8,780		14.16%
2- RETIREMENT PLAN AND LIFE INSURANCE	3,488	4,000	512		12.80%
3-MEDICAL INSURANCE	10,590	12,000	1,410		11.75%
4 -UNIFORM EXPENSES	200	438	238		54.29%
5 -WORKER'S COMP INSURANCE	0	5,000	5,000		100.00%
6 -RETIREMENT MEDICAL INSURANCE	3,884	8,000	4,116		51.45%
7 -BOARD REIMBURSEMENT	150	500	350		70.00%
8 -OFFICE SUPPLIES	2,074	3,500	1,426		40.74%
9 -OFFICE CLEANING SERVICE	210	280	70		25.00%
10 -POSTAGE AND MAILING FEE	790	1,200	410		34.17%
11 -TRAINING AND EDUCATION	0	1,300	1,300		100.00%
12 -TRAVELING , MILEAGE, MEALS REIMBURSMENT	0	629	629		100.00%
13 -DUES ,FEES , SUBSCRIPTIONS	980	4,000	3,020		75.50%
14 -COMPUTER SERVICES	1,514	1,000	-514		-51.40%
15 -LEGAL SERVICES	6,180	3,500	-2,680		-76.57%
16-ENGINEERING AND CONSULTING	3,250	4,000	750		18.75%
17 -UTILITIES - ELECTRICITY	5,320	8,000	2,680		33.50%
18 -UTILITIES - GAS& FUEL	630	800	170		21.25%
19-UTILITIES - PROPANE	0	325	325		100.00%
20 -UTILITIES - TELEPHONE INTERNET	279	761	482		63.31%
21 -UTILITIES - WASTE MANAGEMENT FEE	400	184	-216		-117.20%
22 -AUTO AND PROPERTY INSURANCE	0	5,000	5,000		100.00%
21 -STATE-COUNTY WATER SYSTEM FEES	21,346	25,000	3,654		14.62%
22 -GENERAL PLANT & TREATMENT SERVICES	1,260	5,000	3,740		74.80%
23 - VEHICLES REPAIRS AND MAINTENANCE	2,536	2,500	-36		-1.44%
25 -LABORATORY SERVICES	4,966	3,000	-1,966		-65.53%
26 -WATER SECURITY SYSTEM	0	771	771		100.00%
27 -ADVERTISING AND PUBLISHING	99	542	443		81.72%
28 -PROPERTY TAX EXPENSES	0	233	233		100.00%
29- COMPENSATED TIME	0	500	500		100.00%
30 -BANK FEE CHARGE	210	250	40		16.00%
31 -WATER MAINTENCE AND SUPPLIES	0	1,500	1,500		100.00%
33 -ACCOUNTING AND AUDITING FEE	7,552	8,000	448		5.60%
<b>TOTAL OPERATING EXPENSES:</b>	<b>131,128</b>	<b>173,712</b>	<b>42,584</b>		<b>24.51%</b>
WATER SYSTEM FEES	(24,351)	(55,681)			
TOTAL OPERATING EXPENSES					

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING DECEMBER 2020**

FOR THE MONTH OF DECEMBER 2020

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	58,080	58,080	0	0.00%
OTHER OPERATING	50	50	0	0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>58,130</b>	<b>58,130</b>	<b>0</b>	<b>0.00%</b>
OPERATING EXPENSES:				
1- WAGES AND SALARIES	13,000	18,000	5,000	27.78%
2- RETIREMENT AND LIFE INSURANCE	1,163	2,500	1,337	53.48%
3- MEDICAL INSURANCE	3,530	5,000	1,470	29.40%
4- UNIFORM EXPENSE	66	300	234	78.00%
5-WORKER'S COMPENSATION INSURANCE	0	200	200	100.00%
6- RETIREMENT MEDICAL INSURANCE	1,294	917	-377	-41.16%
7- BOARD REIMBURSEMENT	0	200	200	100.00%
8- OFFICE SUPPLIES	71	400	329	82.34%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	232	400	168	42.00%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	336	1,000	664	66.40%
14- COMPUTER SERVICES	504	1,000	496	49.60%
15- LEGAL SERVICES	2,060	500	-1,560	-312.00%
16- UTILITIES - ELECTRICITY	5,250	4,000	-1,250	-31.25%
17- UTILITIES - GAS & FUEL	240	437	197	45.04%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	279	292	13	4.34%
20- UTILITIES - WASTE MANAGEMENT FEE	133	125	-8	-6.40%
21- VEHICLES REPAIRS AND MAINTENANCE	717	500	-217	-43.40%
22- ENGINEERING SERVICES	0	2,000	2,000	100.00%
22- MAINTENANCE AND SUPPLIES	0	200	200	100.00%
23- GENERAL PLANT SERVICES	711	2,500	1,789	71.56%
24- SEWER PERMIT AND LICENSE(State Fee)	0	500	500	100.00%
25- MINOR EQUIPMENT AND SUPPLIES	0	42	42	100.00%
26- SEWER LEASE	4,659	4,500	-159	-3.53%
27- ADVERTISING AND PUBLISHING	0	125	125	100.00%
28- LABORATORY SERVICES	1,655	2,000	345	17.25%
29- GENERAL AUTO AND LIABILITY INSURANCE	0	1,000	1,000	100.00%
30- SECURITY SYSTEM (ADT)	0	208	208	100.00%
31- ACCOUNTING & AUDITING FEE	0	2,000	2,000	100.00%
32- LINE CLEANING	0	100	100	100.00%
<b>Total Expenses</b>	<b>35,970</b>	<b>51,612</b>	<b>15,642</b>	<b>30.31%</b>
<b>Total INCOME OR (LOSS)</b>	<b>22,160</b>	<b>6,518</b>		

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING DECEMBER 2020**

FOR THE MONTH OF DECEMBER 2020

SEWER FUND OPERATING REVENUES

	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE-COMMERCIAL	39,242	39,242	0	0.00%
BASE RATE- RESIDENTIAL	18,838	18,838	0	0.00%
TRANSFER FEE	50	50	0	0.00%
FACILITY CHARGE FROM IAF	0	0	0	0.00%
INSPECTION FEE	0	0	0	0.00%
OTHER MISCE	0	0	0	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>58,130</b>	<b>58,130</b>	<b>0</b>	<b>0.00%</b>

EQUIVALENT DWELLING UNITS (E.D.U'S)

RESIDENTIAL	448	448	0.0	0.00%
COMMERCIAL	933	933	0.0	0.00%
<b>TOTAL E.D.U'S</b>	<b>1,381</b>	<b>1,381</b>	<b>0.0</b>	<b>0.00%</b>
<b>TOTAL Customers</b>	<b>419</b>	<b>166</b>	<b>585</b>	





**IDYLLWILD WATER DISTRICT  
DISTRICT WARRANTS AND OTHER DISBURSEMENTS  
FOR THE MONTH ENDED DECEMBER 31, 2020**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
12/01/2020	16344	ACWA/JPIA	Health Insurance for December 2020 inv# 0656980	\$14,120.43
12/01/2020	16345	ALLSTATE BENEFITS	Monthly Charge	\$382.92
12/01/2020	16346	Arrow Printing, Inc	Business Card for Chief Water Operator	\$132.68
12/01/2020	16347	Babcock Laboratories, Inc	Lab Test For Water & Wastewater	\$1,992.30
12/01/2020	16348	CDTFA	Special Taxes for California State	\$302.70
12/01/2020	16349	Central Communications	Monthly Answering Services	\$116.89
12/01/2020	16350	Four Seasons Cleaning Services	Full Services to the office October 2020	\$280.00
12/01/2020	16351	Gosch Auto	Completed Services For unit #13 (Joe Truck)	\$82.84
12/01/2020	16352	Idyllwild Garage	Fixing Unit # 6 + Smog Unit #6 Ford	\$1,746.66
12/01/2020	16353	Rogers, Anderson, Malody & Scott, LLP	Audit Fees for IWD Financial Statement 2020	\$10,070.00
12/01/2020	16354	USA Bluebook	Supplies for Water and Sewer	\$159.96
12/01/2020	16355	Tyla Friemoth	Water & Office Expenses Reimbursement	\$137.95
12/01/2020	16356	Void check	Void	\$0.00
12/02/2020	16357	Chase Card Services	Monthly Charge	\$1,567.86
12/02/2020	16358	Forest Lumber	Supplies for Water+Sewer	\$729.79
12/02/2020	16359	Home Depot Credit Services	Purchase Tools and Supplies	\$191.87
12/02/2020	16360	Idyllwild Water District	To be Deposit at Hemet Bank For Payroll	\$34,000.00
12/02/2020	16361	Mission Linen & Uniform Service	Laundry Uniform Monthly Charge	\$267.43
12/02/2020	16362	S.C.E	Monthly Charge Electric	\$10,384.69
12/02/2020	16363	Streamline	Monthly Charge For Idyllwild Website	\$200.00
12/02/2020	16364	SWRCB	Water Rights Fees Inv#WD-0181075	\$682.00
12/02/2020	16365	Underground Service Alert/SC	New Tickets Charges	\$80.39
12/02/2020	16366	Verizon Wireless	Monthly Charge	\$243.45
12/02/2020	16367	SWRCB	Water Rights Fees	\$2,848.00
12/02/2020	16368	ALESHIRE & WYNDER , LLP	Monthly Legal Services Charge	\$6,748.80
12/04/2020	16415	Four Seasons Cleaning Services	Full Services to the office November 2020 Inv#1145	\$280.00
12/08/2020	16369	Babcock Laboratories, Inc	Lab Test For Water & Wastewater	\$4,629.50
12/08/2020	16370	CR&R Incorporated	Monthly Services for Trash Fee	\$267.16
12/08/2020	16371	Frontier	Phone and Internet Charge	\$448.03
12/08/2020	16372	Genuine Auto Parts/ Napa Riverside	Auto Parts Monthly Charge	\$219.72
12/08/2020	16373	INFOSEND, INC	Postage and mailing Monthly Bills	\$930.86
12/08/2020	16374	Paso Robles Tank , Inc	Second Payment for Ladder Project	\$27,125.00
12/08/2020	16375	Postmaster	Annual Renewal Fee for P.O Box	\$92.00
12/08/2020	16376	SWRCB	Water Rights Fees	\$20,362.00
12/08/2020	16377	Time Warner Cable	Monthly Charge	\$425.51
12/08/2020	16378	Village Hardware	Supplies For Water and Sewer	\$116.35
12/08/2020	16379	Idyllwild Garage	Repair Meter Reading Truck+ Towing Jetter fees	\$887.53
12/08/2020	16381	ALESHIRE & WYNDER , LLP	Monthly Legal Services Charge	\$1,491.45
12/08/2020	16380	Powerline Industries Inc	Purchase a New Jetter for Wastewater	\$36,898.99
12/16/2020	16382	Burtronics Business Systems	Quarter Contract Base Copier Machine (Konica)	\$10.49
12/16/2020	16383	California Computer Options , Inc	Monthly IT Services	\$1,819.75
12/16/2020	16384	Herb Bergstrom	Retiree Medical Supplement for Oct+Nov+Dec 2020	\$2,464.14
12/16/2020	16385	Quinn Company	Purchase Parts for the Tractor Unit 580	\$416.23
12/16/2020	16386	S.C.E.	Monthly Charge	\$777.55
12/16/2020	16387	USA Bluebook	Supplies for Water and Sewer	\$355.68
12/16/2020	16388	Idyllwild Water District	To be Deposit at Hemet Bank For Payroll	\$35,000.00
12/16/2020	16389	Bill D. Whitener	Retiree Medical Insurance for Oct+Nov+Dec 2020	\$1,331.20
12/16/2020	16390	Joseph Reyes	Boot for Joe work	\$120.00
12/23/2020	16391	ALLSTATE BENEFITS	Monthly Charge	\$382.92
12/23/2020	16392	Central Communications	Monthly Answering Services	\$133.26
12/23/2020	16393	Chase Card Services	Monthly Charge	\$144.44
12/23/2020	16394	Kelly Clark	Retiree Medical Insurance For Oct+Nov+Dec 2020	\$1,384.44
12/23/2020	16395	Natalya Ptashinsky	Medical and Lab Test for New Hire	\$186.00
12/23/2020	16396	Rapid Data, Inc.	Fee Processing Stand by to the county Tax for Year	\$972.63
12/23/2020	16397	T-Mobile	Monthly Charge	\$20.00
12/23/2020	16398	USDA-Forest Service	Paying Annual Lease Fee for Sewer ponds 12/1/2020 - 12/1/2021	\$4,659.49
12/23/2020	16399	Jerry Johnson	Consulting Fee for Water Dept	\$3,250.00
12/23/2020	16400	Tyla Friemoth	Water & Office Expenses Reimbursement	\$200.22

TOTAL DISTRICT WARRANTS	\$235,272.15
OTHER DISBURSEMENTS:	
TOTAL PAYROLL	\$66,220.00
L.A.I.F. ELECTRONIC TRANSFERS	\$0.00
BANK SERVICE CHARGES AND FEES	\$249.00
<b>TOTAL DISTRICT WARRANTS &amp; OTHER DISBURSEMENTS</b>	<b>\$301,741.15</b>

# Idyllwild Water District

## Monthly Operations Report

### November 2020

Supplies to System	884,689 CF	20.31 AF	
Increase / Decrease	(284,134) CF	-24% Billing Period	14% Daily Demand
Number of Wells Available	14	333 GPM Available	
Water Sales	699,313 CF	122,037 CF Non-Water Sales	
Total Water/Non-Water Sales	821,350 CF	7% Loss	

Full-Time		
Part-Time	1, 4, 13, 15, 23, 24, FV1A, FV2, Golden Rod	9

Strawberry Creek Diversion	- CF	- AF
Lilly Creek Flow	- CF	- AF
Foster Lake Level (Max. 18')	5 Feet	1 Inches

Non-Water Sales	Gallons	CF
IWD Flushing	7,000	936
Main Line Leaks	-	-
Distribution Line Leaks	-	-
Fire Dept. Usage	900,000	120,321
Hydrant Sales	-	-
Wastewater Plant	5,834	780
<b>Total</b>	<b>912,834</b>	<b>122,037</b>

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
Nov	158.5	333	48%	1
Oct	184.0	333	55%	2
Sept	185.9	333	56%	2
Aug	222.4	333	67%	3
July	206.3	333	62%	3
June	194.2	333	58%	2

#### Well Statics - In Feet, Pumping Level (PL) / Static Level (SL)

Foster Lake Area	SL #3	8	SL #7	8	SL #14	17	FL Avg.	11.0
Creek Area	SL #23	9	SL #24	8				
Nature Center	SL #26	30	SL #27	28	SL #28	107		
Fern Valley	PL FV1A	379	SL FV#2	153				

#### Storage Tanks

Location	CF/FT	Level	Volume
Foster Lake	11,698	21.6	252,677
Rock Dale Tank	2,718	24.3	66,047
Delano Tank	1,337	17.8	23,799
South Ridge Tank	3,509	21.1	74,040
Wild Wood Tank	919	11.2	10,293
Golden Rod Tank	891	20.8	18,533

Total	445,388 CF	Storage Supplies Max. 3.702 MGD	90%
Storage in MGD	3.33		
Production Days	29	Production Minutes	41,760      Average GPM 158.48

**Idyllwild Water District**  
**Well Production Data**  
**November 2020**

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal	61,060	1.4	Part-Time	On	10.9	
2	Foster Lake		-				
4	Foster Lake	238,900	5.5	Part-Time	On	46.5	
10	Foster Lake		-				
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake	220,710	5.1	Part-Time	On	44.7	
15	Foster Lake	77,203	1.8	Part-Time	Off	28.7	
16	Foster Lake		-				
23	Stratton	9,920	0.2	Part-Time	Off	41.4	
24	Curtis	8,810	0.2	Part-Time	Off	42.0	
25	Donahoo		-				
26	Nature Center		-				
27	Nature Center		-				
28	Rock Dale		-				
1A	Fern Valley	211,130	4.8	Part-Time	On	40.7	
2	Fern Valley	115,410	2.6	Part-Time	Off	36.0	
	Golden Rod	14,500	0.3	Part-Time	Off	19.2	
	Oakwood		-				
	<b>Total</b>	<b>957,643</b>	<b>21.98</b>				

Cedar Glen Meter	<u>524,919</u> CF	<u>12.1</u> AF
District Production	<u>359,770</u> CF	<u>8.3</u> AF
<b>Total Supplies to System</b>	<b><u>884,689</u> CF</b>	<b><u>20.3</u> AF</b>

Days of Production	<u>29</u>	Minutes of Production	<u>41,760</u>
Average System GPM	<u>158.5</u>		

# Idyllwild Water District

## Well Statics

November 2020

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	TP	8	SL	
7		8	SL	
14		17	SL	Foster Lake Average = 11.0
23		9	SL	
24		8	SL	
26		30	SL	
27		28	SL	
28		107	SL	
FV1A		379	PL	
FV2		153	SL	

# Idyllwild Water District

## Monthly Operations Report

### December 2020

Supplies to System	766,160 CF	17.59 AF		
Increase / Decrease	(118,529) CF	-13%	Billing Period	10% Daily Demand
Number of Wells Available	14	333 GPM Available		
Water Sales	629,019 CF	122,328 CF	Non-Water Sales	
Total Water/Non-Water Sales	751,347 CF	2% Loss		

Full-Time	FV1A	1
Part-Time	1, 2, 4, 10, 13, 15, 23, 24, FV2, Golden Rod	10

Strawberry Creek Diversion	- CF	- AF
Lilly Creek Flow	- CF	- AF
Foster Lake Level (Max. 18')	3 Feet	8 Inches

Non-Water Sales	Gallons	CF
IWD Flushing	10,000	1,337
Main Line Leaks		-
Distribution Line Leaks		-
Fire Dept. Usage	900,000	120,321
Hydrant Sales		-
Wastewater Plant	5,012	670
<b>Total</b>	<b>915,012</b>	<b>122,328</b>

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
Dec	142.1	333	43%	1
Nov	158.5	333	48%	1
Oct	184.0	333	55%	2
Sept	185.9	333	56%	2
Aug	222.4	333	67%	3
July	206.3	333	62%	3

#### Well Statics - In Feet, Pumping Level (PL) / Static Level (SL)

Foster Lake Area	SL #3	11	SL #7	12	SL #14	21	FL Avg.	14.7
Creek Area	SL #23	219	SL #24	19				
Nature Center	SL #26	30	SL #27	29	SL #28	106		
Fern Valley	PL FV1A	382	PL FV#2	47				

#### Storage Tanks

Location	CF/FT	Level	Volume
Foster Lake	11,698	21.5	251,507
Rock Dale Tank	2,718	22.1	60,068
Delano Tank	1,337	18.8	25,136
South Ridge Tank	3,509	18.8	65,969
Wild Wood Tank	919	11.9	10,936
Golden Rod Tank	891	22.0	19,602

Total	433,218 CF	Storage Supplies Max. 3.702 MGD	88%
Storage in MGD	3.24		
Production Days	28	Production Minutes	40,320      Average GPM 142.14

**Idyllwild Water District**  
**Well Production Data**  
**December 2020**

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal	47,770	1.1	PT	On	10.7	
2	Foster Lake	131,870	3.0	PT	Off	37.8	
4	Foster Lake	124,760	2.9	PT	On	42.3	
10	Foster Lake	9,726	0.2	PT	Off		
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake	19,794	0.5	PT	On	45.7	
15	Foster Lake	79,901	1.8	PT	On	28.0	
16	Foster Lake		-				
23	Stratton	65,340	1.5	PT	Off	41.4	
24	Curtis	6,660	0.2	PT	Off	48.9	
25	Donahoo		-				
26	Nature Center		-				
27	Nature Center		-				
28	Rock Dale		-				
1A	Fern Valley	204,330	4.7	FT	On	41.5	
2	Fern Valley	42,048	1.0	PT	Off	36.9	
	Golden Rod	18,250	0.4	PT	Off	18.1	
	Oakwood		-				
	<b>Total</b>	<b>750,449</b>	<b>17.23</b>				

Cedar Glen Meter	<u>429,532</u> CF	<u>9.9</u> AF
District Production	<u>336,628</u> CF	<u>7.7</u> AF
<b>Total Supplies to System</b>	<b><u>766,160</u> CF</b>	<b><u>17.6</u> AF</b>

Days of Production	<u>28</u>	Minutes of Production	<u>40,320</u>
Average System GPM	<u>142.14</u>		

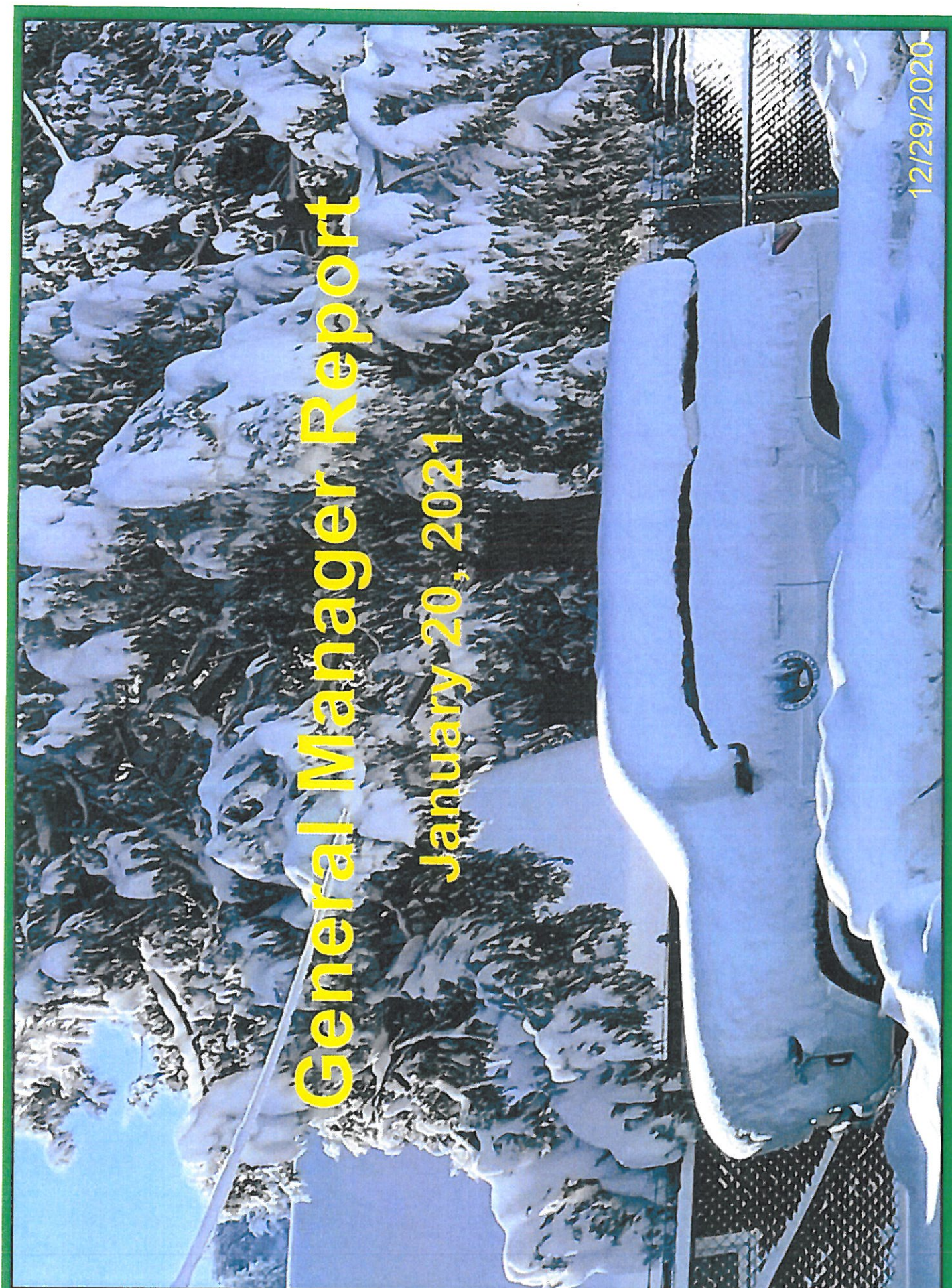
**Idyllwild Water District**  
**Well Statics**  
**December 2020**

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	JR	11	SL	
7	JR	12	SL	
14	JR	21	SL	Foster Lake Average = 14.7
23	JR	219	PL	
24	JR	19	SL	
26	JR	30	SL	
27	JR	29	SL	
28	JR	106	SL	
FV1A	JR	382	PL	
FV2	JR	47	SL	

# General Manager Report

January 20, 2021

12/29/2020





# Idyllwild Water District

## Water System Financial Impact Questions - COVID-19

November 2020

Water Expenses		
Month	2019	2020
April	\$ 93,260	\$ 142,969
May	\$ 102,300	\$ 115,227
June	\$ 143,000	\$ 96,229
July	\$ 107,235	\$ 104,060
August	\$ 115,550	\$ 105,820
September	\$ 129,432	\$ 117,611
October	\$ 142,159	\$ 125,278
<b>Total</b>	<b>\$ 832,936</b>	<b>\$ 807,194</b>

Water Revenues		
Month	2019	2020
April	\$ 115,697	\$ 102,170
May	\$ 116,530	\$ 115,405
June	\$ 195,594	\$ 134,313
July	\$ 173,116	\$ 140,663
August	\$ 136,565	\$ 165,803
September	\$ 138,332	\$ 144,071
October	\$ 121,321	\$ 139,611
<b>Total</b>	<b>\$ 997,155</b>	<b>\$ 942,036</b>

5. District water reserve funds = **\$1,700,000**
  6. District water system monthly expenses before financial assistance is necessary = **16 Months**
  7. Since March 2020, has District taken loans to cover operating expenses? = **No**
  8. Current residential delinquent accounts = **330 Accounts or 24%**
    - a. Debt from residential delinquent accounts = **\$42,000 Monthly**
    - b. Zip code for delinquent accounts = **92549**
  9. Comments or additional information of water system impacts during Covid-19.
- The District is not allowed to collect revenues from delinquent accounts until April 2021, per Governor order.**

# District Responses to State COVID-19 Financial Impact Survey



# Foster Lake Meter Installed





# Foster Lake Meter Installed





# Foster Lake Meter Installed



**Safety  
Officer  
Tyler  
Puckett**



# Tree At Administration Building Cut Down





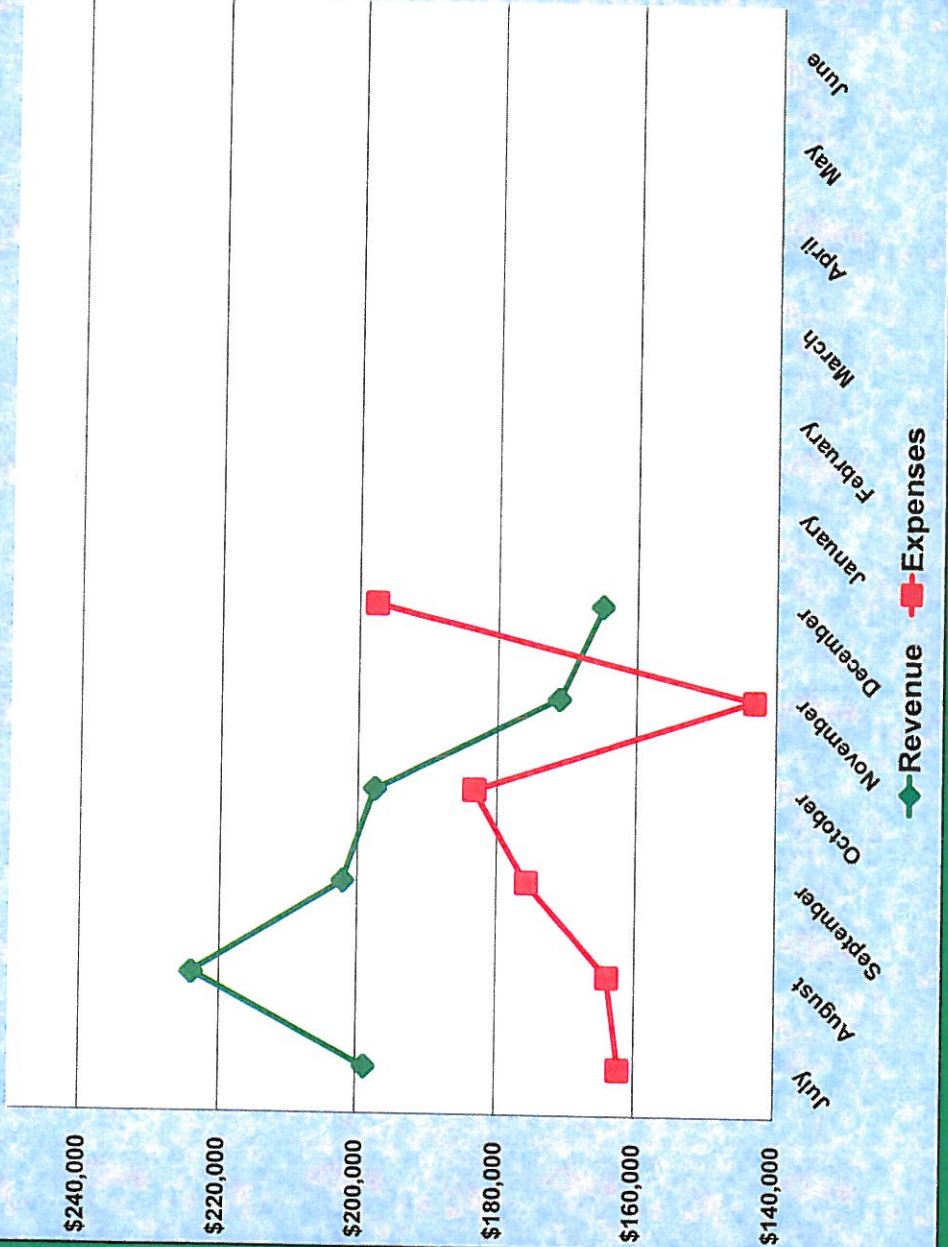
# Tree At Administration Building Cut Down



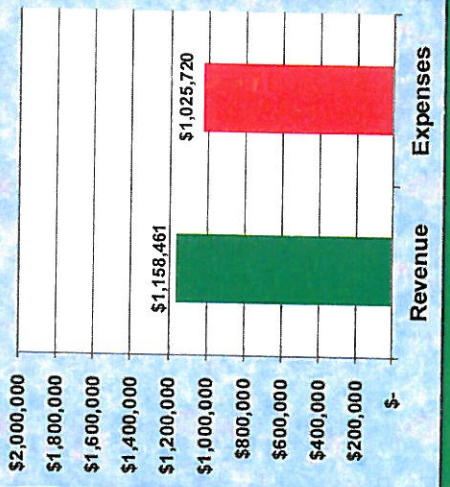
# District Revenues Vs. Expenses FY 2020 - 2021

District Revenues vs. Expenses		
2020 - 2021	Revenue	Expenses
July	\$ 198,827	\$ 162,224
August	\$ 223,383	\$ 163,900
September	\$ 202,151	\$ 175,691
October	\$ 197,691	\$ 183,358
November	\$ 171,051	\$ 143,030
December	\$ 164,856	\$ 197,517
January		
February		
March		
April		
May		
June		
<b>Total</b>	<b>\$ 1,158,461</b>	<b>\$ 1,025,720</b>

## District Revenues Vs. Expenses 2020 - 2021



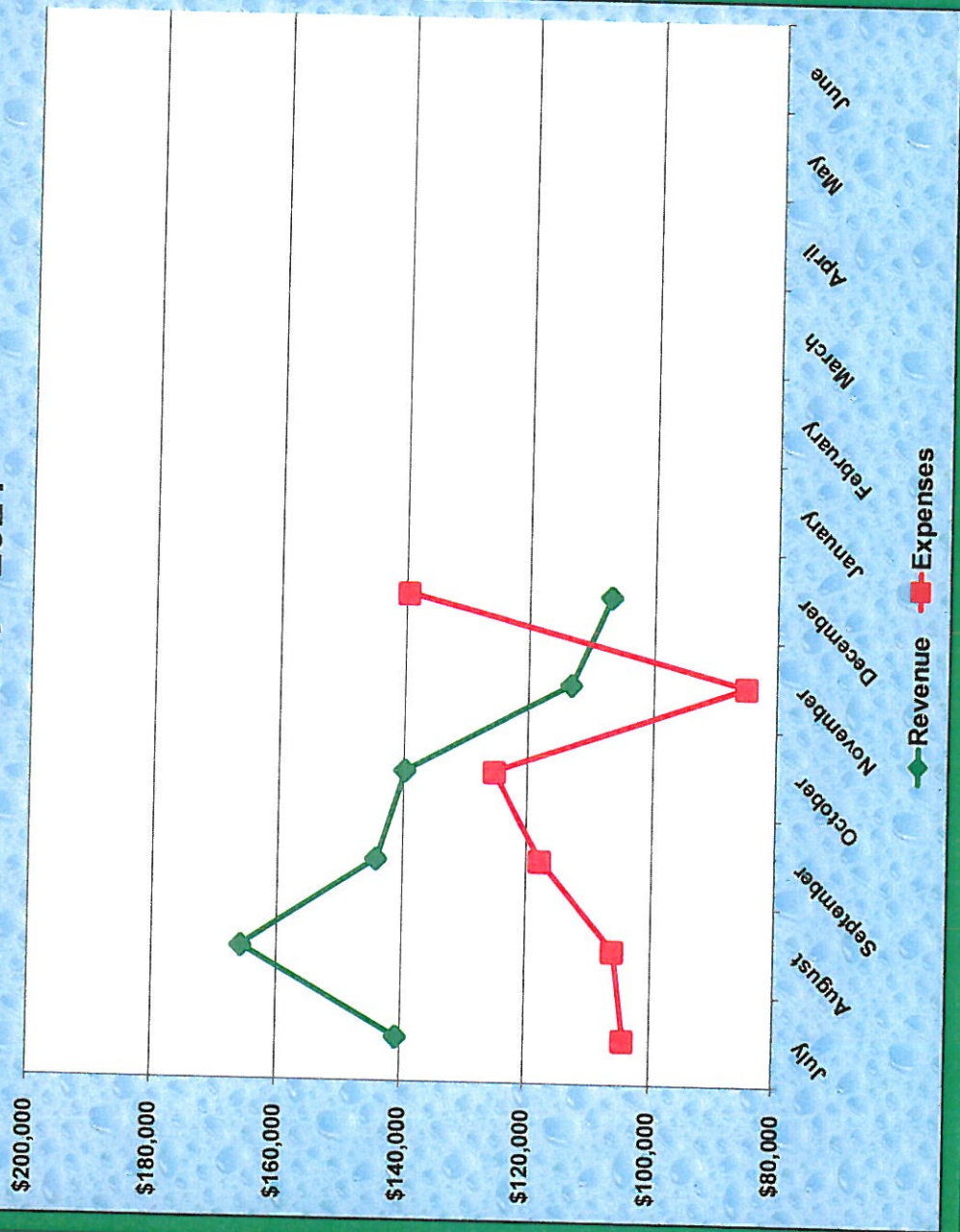
## District Revenues Vs. Expenses 2020 - 2021



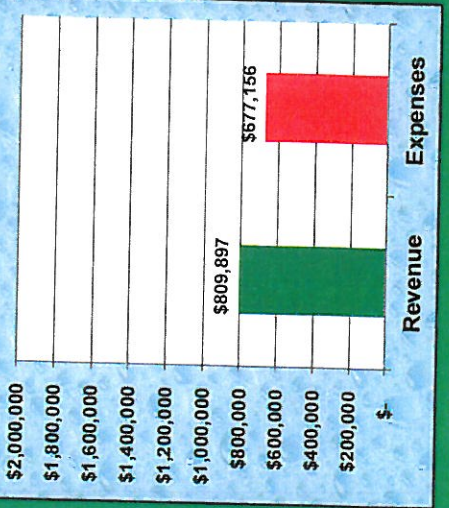
# Water Revenues Vs. Expenses FY 2020 - 2021

Water Revenues vs. Expenses		
2020 - 2021	Revenue	Expenses
July	\$ 140,663	\$ 104,060
August	\$ 165,803	\$ 105,820
September	\$ 144,071	\$ 117,611
October	\$ 139,611	\$ 125,278
November	\$ 112,971	\$ 84,950
December	\$ 106,778	\$ 139,437
January		
February		
March		
April		
May		
June		
<b>Total</b>	<b>\$ 809,897</b>	<b>\$ 677,156</b>

## Water Revenues vs. Expenses 2020 - 2021



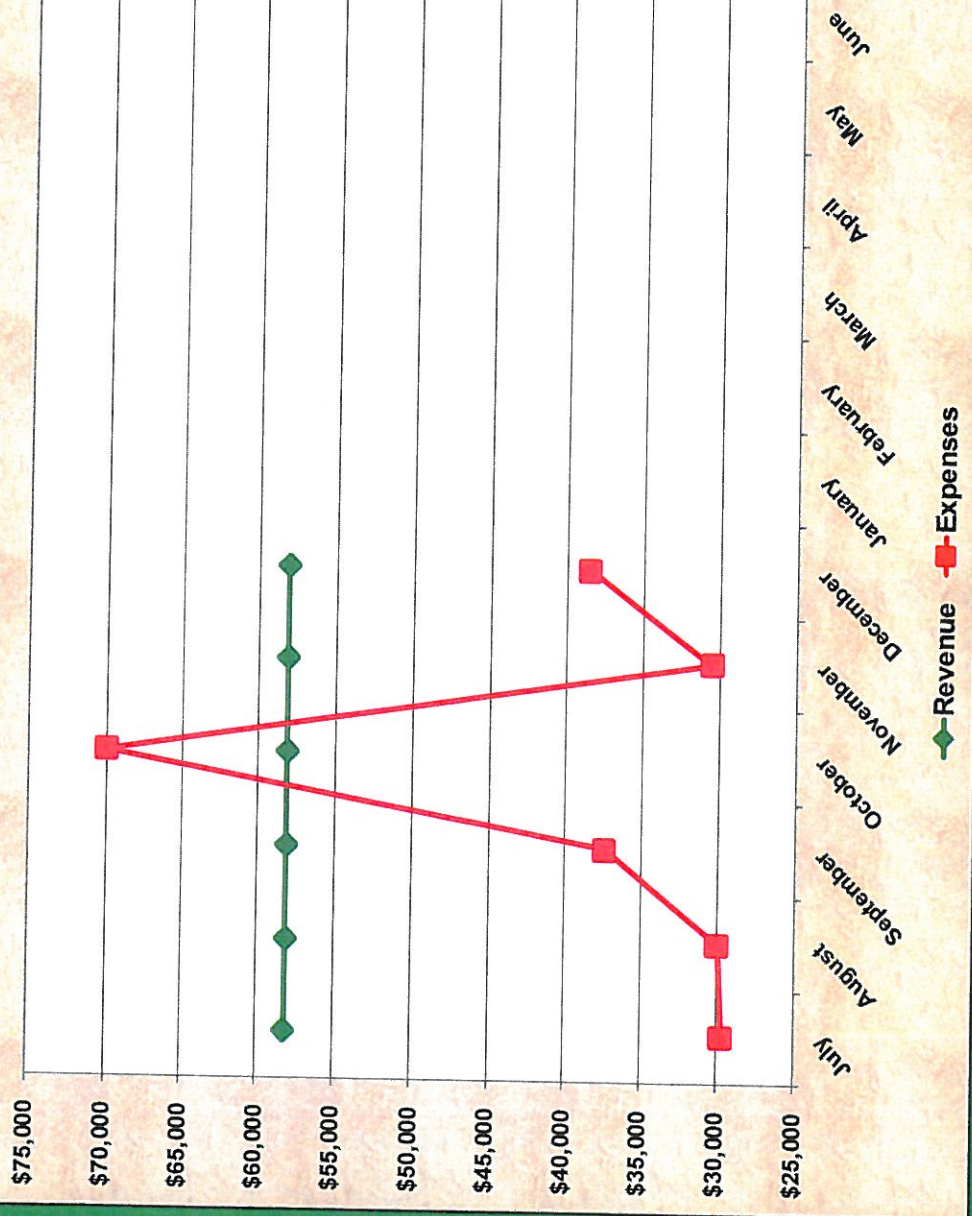
## Revenues vs. Expenses 2020 - 2021



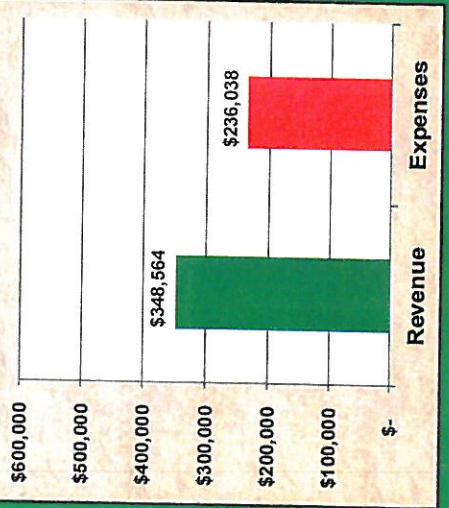
# Wastewater Revenues Vs. Expenses FY 2020 - 2021

WW Revenues vs. Actual Expenses		
2020 - 2021	Revenue	Expenses
July	\$ 58,164	\$ 29,675
August	\$ 58,080	\$ 29,984
September	\$ 58,080	\$ 37,384
October	\$ 58,080	\$ 69,997
November	\$ 58,080	\$ 30,498
December	\$ 58,080	\$ 38,500
January		
February		
March		
April		
May		
June		
<b>Total</b>	<b>\$ 348,564</b>	<b>\$ 236,038</b>

## WW Revenues vs. Expenses FY 2020 - 2021



## WW Revenues vs. Expenses 2020 - 2021



# Total Water Supplies to System In Acre Feet for FY 2020 - 2021

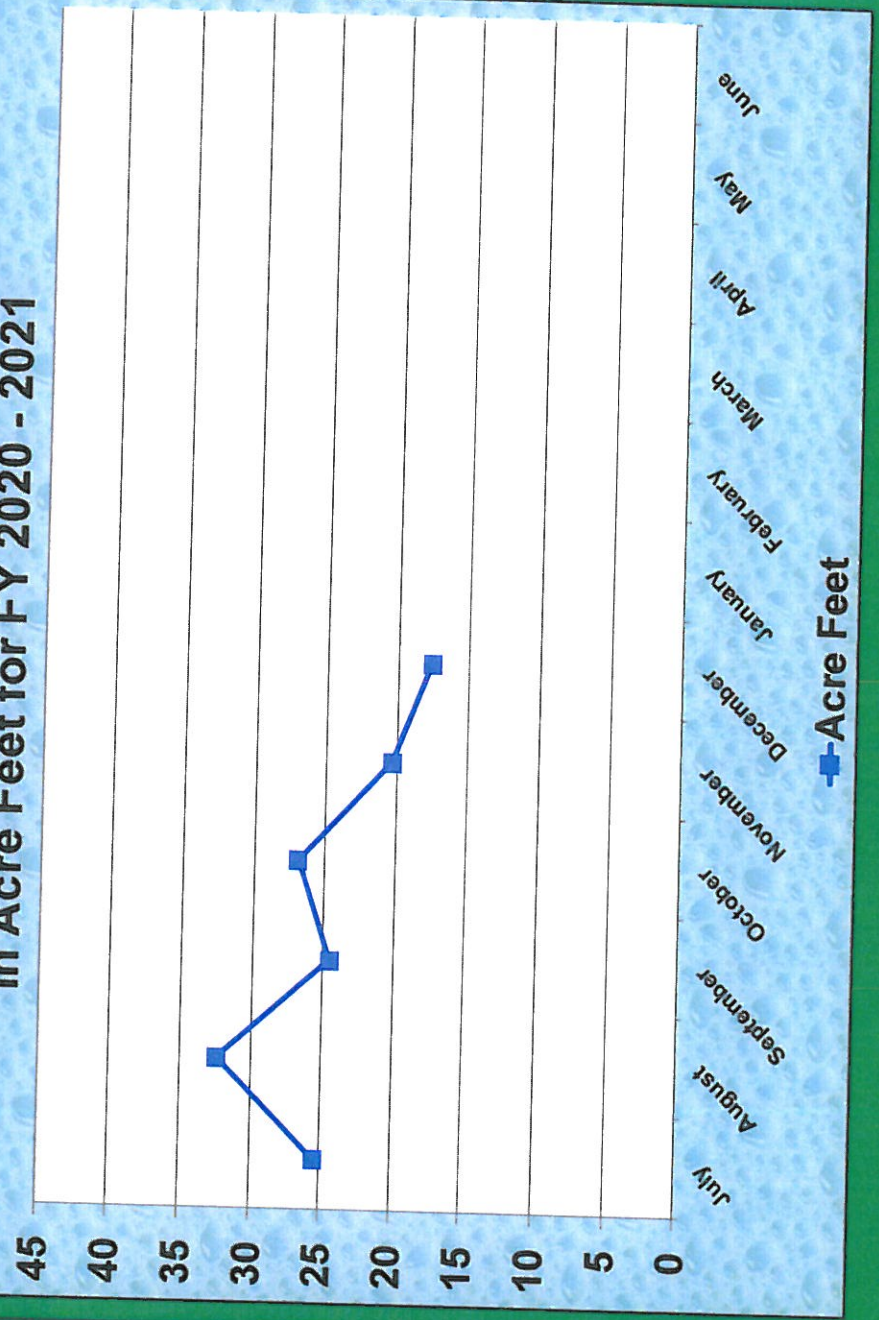
Total Water Supplies To System  
FY 2020 - 2021

2020 - 2021	CF	Acre Feet
July	1,111,780	25.4
August	1,417,502	32.4
September	1,073,353	24.5
October	1,168,823	26.8
November	894,689	20.3
December	766,150	17.6
January		
February		
March		
April		
May		
June		
<b>Total</b>	<b>6,422,307</b>	<b>147.1</b>

**Water Connections**

Water Connections:	1,665
Approved Future Connections:	16
Future Available Connections:	519
Max. Possible Connections:	2,200

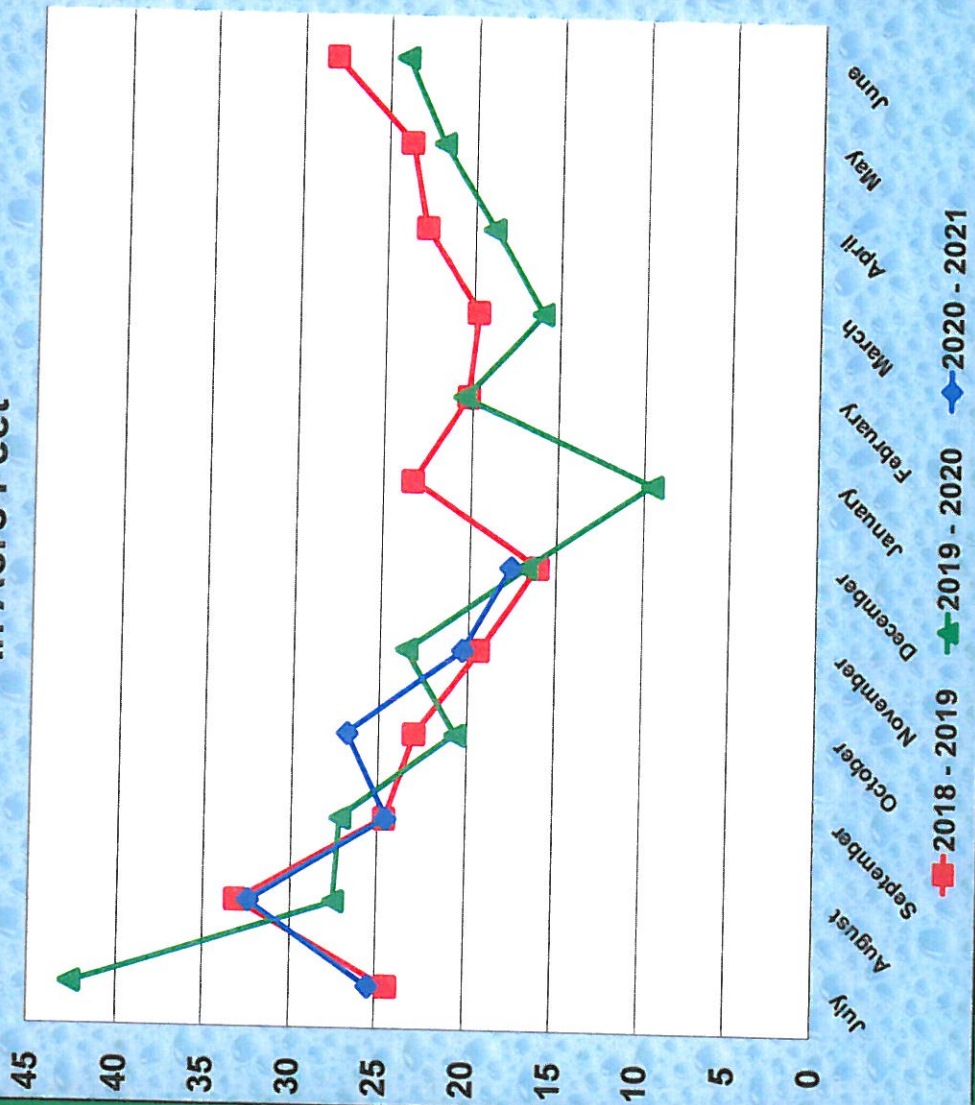
Total Water Supplies to System  
In Acre Feet for FY 2020 - 2021



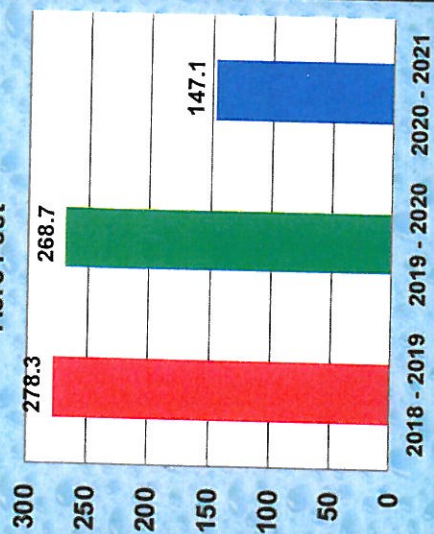
# Total Water Supplies to System In Acre Feet

Total Water Supplies To System			
Fiscal Year	2018 - 2019	2019 - 2020	2020 - 2021
July	24.4	42.6	25.4
August	33.1	27.5	32.4
September	24.6	27.2	24.5
October	23.0	20.6	26.8
November	19.4	23.5	20.3
December	16.1	16.7	17.6
January	23.3	9.5	
February	20.2	20.5	
March	19.7	16.0	
April	22.8	18.9	
May	23.7	21.9	
June	28.1	24.0	
<b>Total</b>	<b>278.3</b>	<b>269.7</b>	<b>147.1</b>

Total Water Supplies to System  
In Acre Feet

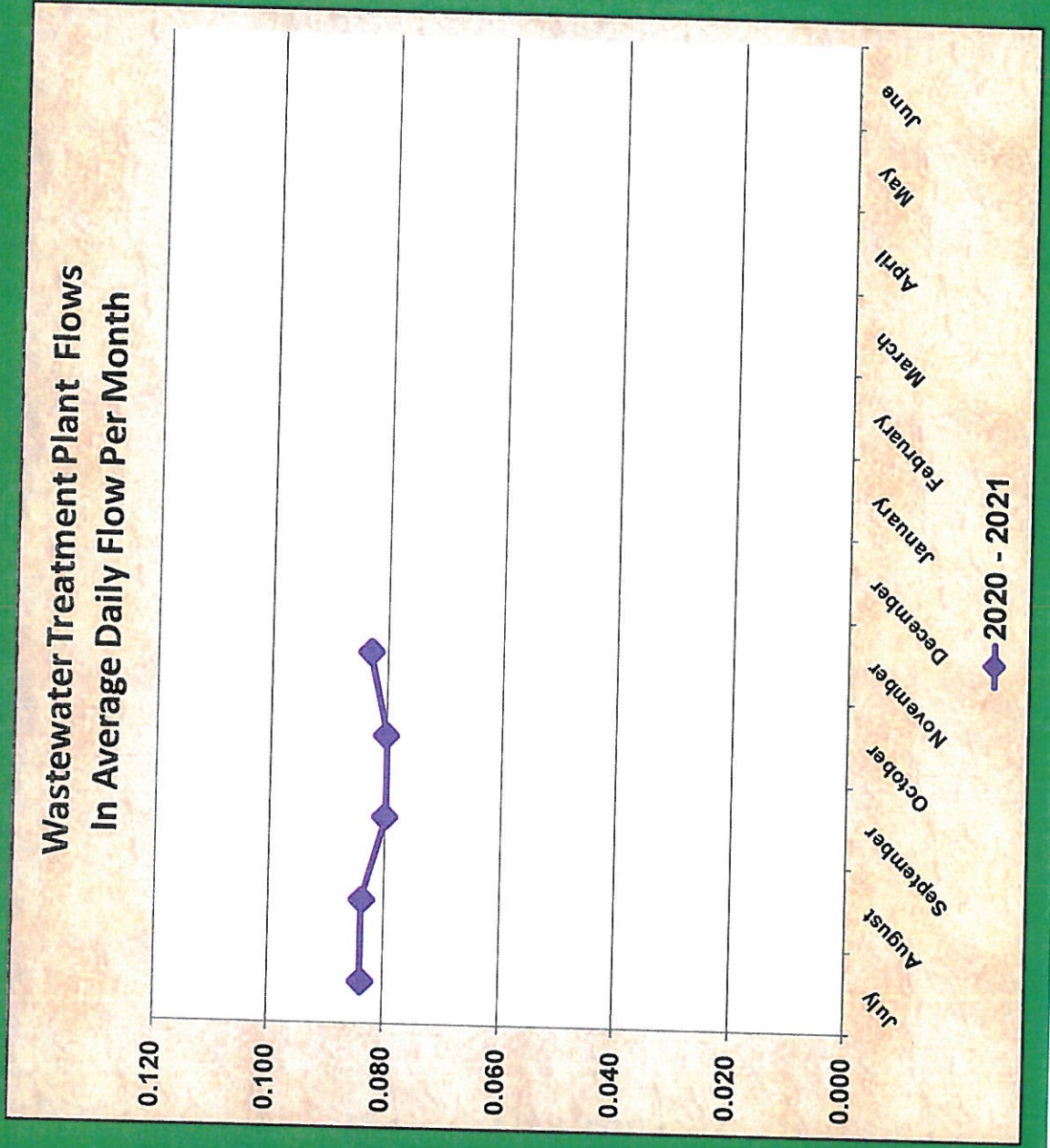


Total Water Supplies to System In  
Acre Feet



# Wastewater Treatment Plant Flows In Average Daily Flows Per Month

Month	2020 - 2021
July	0.084
August	0.084
September	0.080
October	0.080
November	0.083
December	
January	
February	
March	
April	
May	
June	
<b>Average</b>	<b>0.082</b>



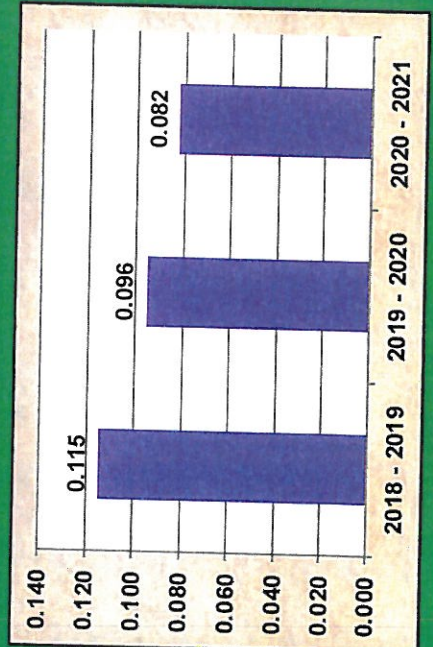
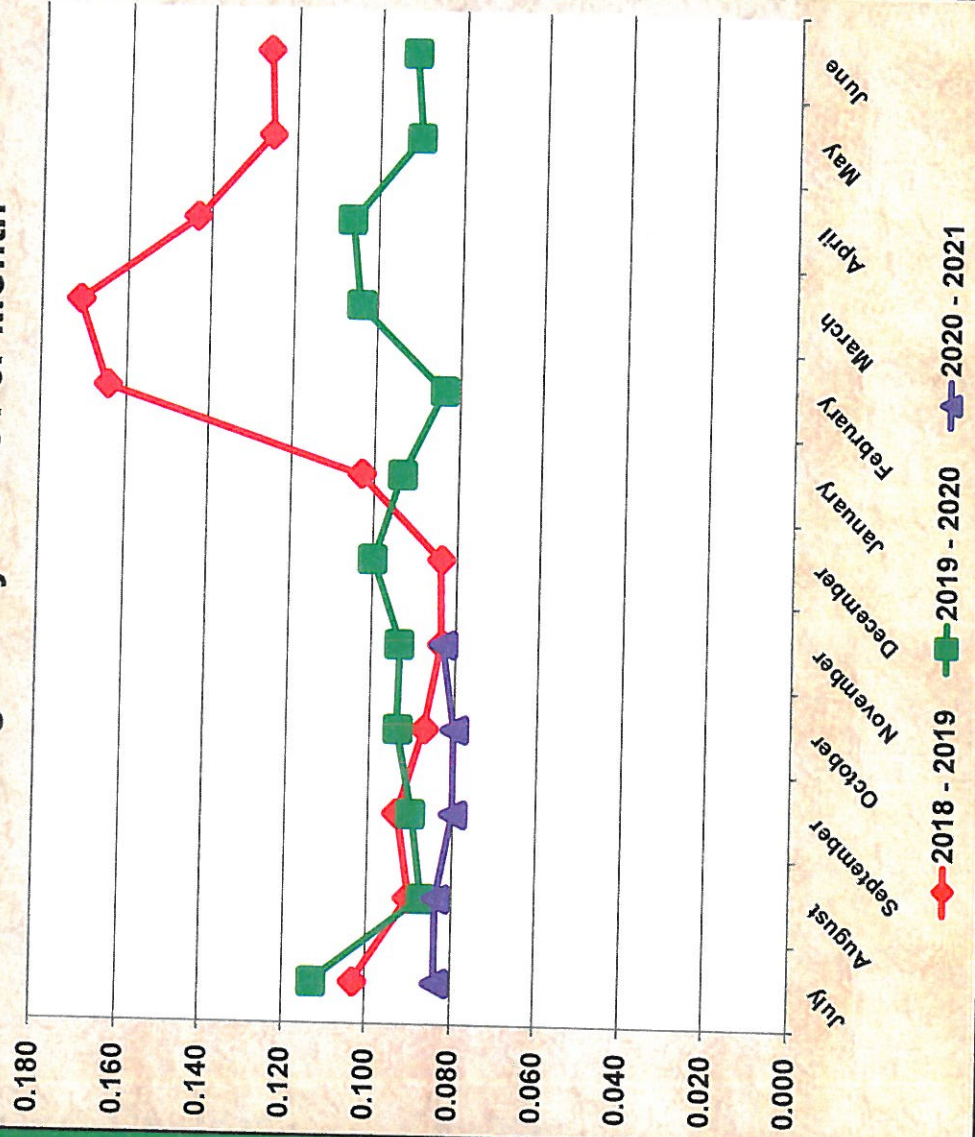
## Wastewater Connections

Wastewater Connections:	585
Approved Future Connections:	3
Future Available Connections:	74
Maximum Possible Connections:	662

# Wastewater Treatment Plant Flows In Average Daily Flows Per Month

Month	2018 - 2019	2019 - 2020	2020 - 2021
July	0.103	0.113	0.084
August	0.090	0.087	0.084
September	0.093	0.090	0.080
October	0.087	0.094	0.080
November	0.083	0.093	0.083
December	0.084	0.100	
January	0.103	0.094	
February	0.164	0.084	
March	0.171	0.104	
April	0.143	0.106	
May	0.126	0.090	
June	0.127	0.092	
Average	0.115	0.096	0.082

Wastewater Treatment Plant Flows  
In Average Daily Flows Per Month





# Overview

- Projects in Progress
  - Strawberry Creek Project
  - WTP Control Panel Upgrades
  - Workload Study
  - Wastewater Treatment Plant Project
- Hired an Operator-In-Training
- Toured some District facilities
- Staff reviewed Sewer Policy with Directors Hunt and Kunkle



# Overview

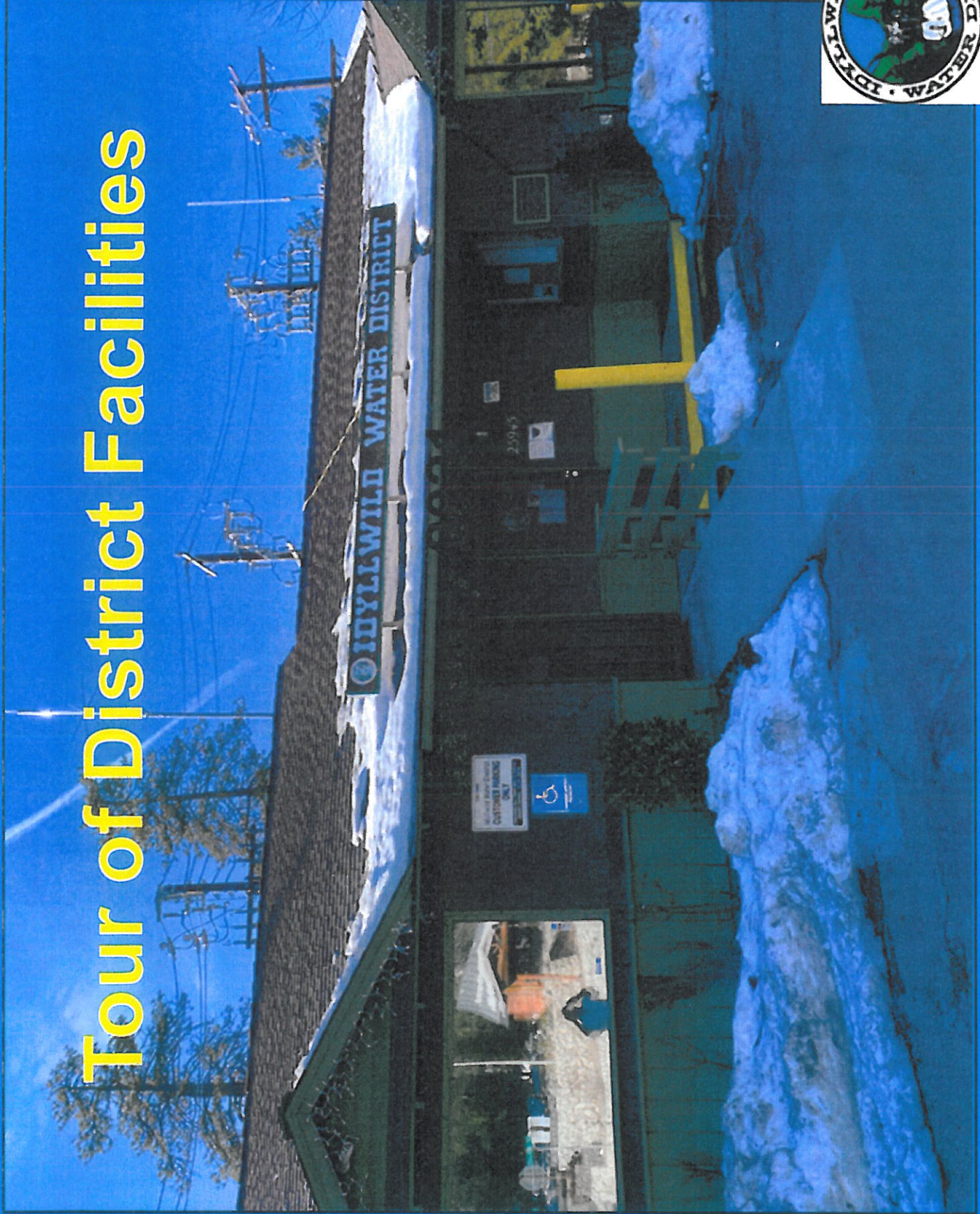
- COVID-19
  - Staff continues rotating shifts
  - Office is closed to the public
  - Riverside County Currently on Phase 1A
  - Phase 1C: Water/Wastewater Agencies
- Dealt with personnel matters
- Met with Directors regarding various matters



# Questions



# Tour of District Facilities

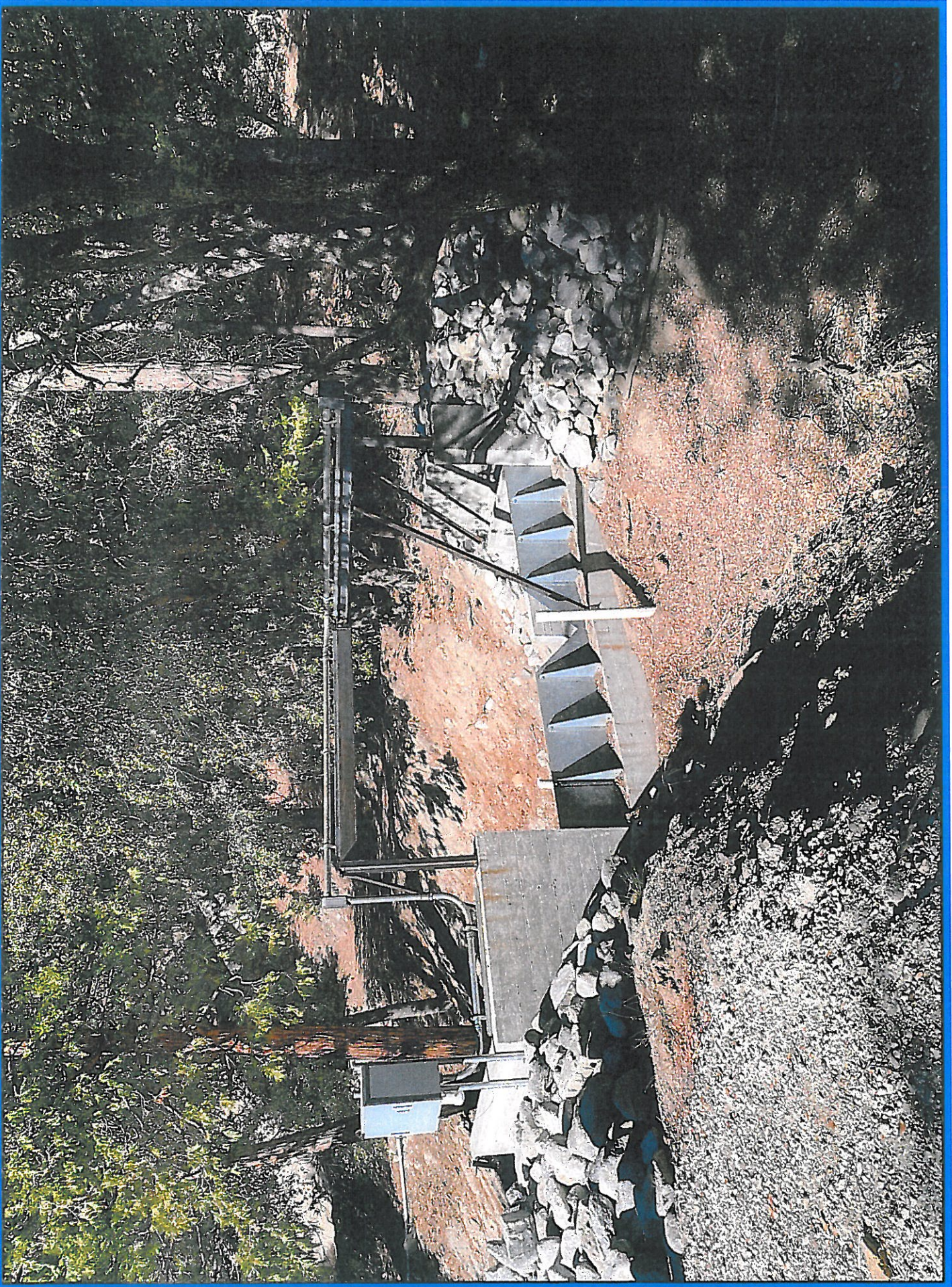


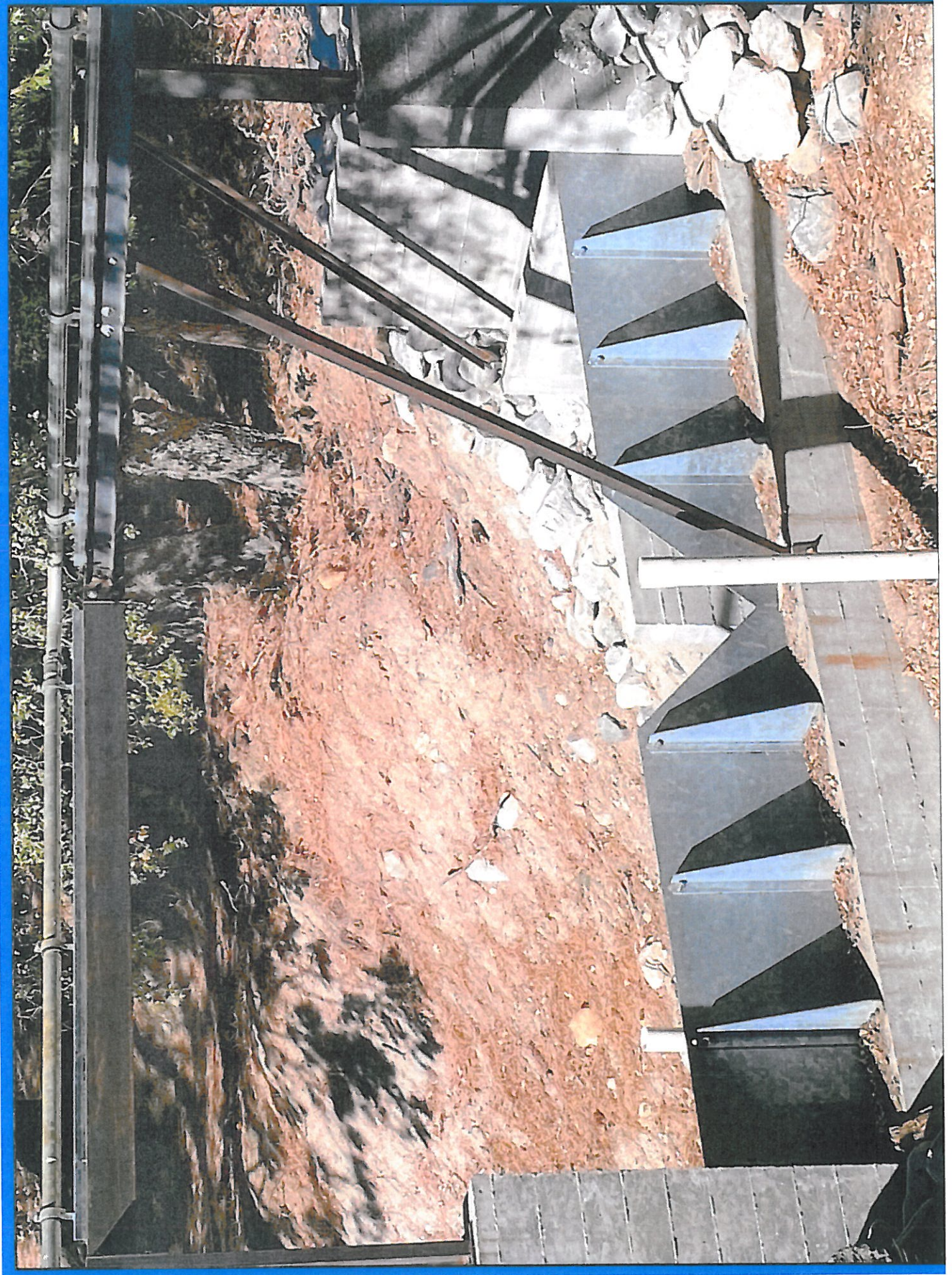
# Foster Lake



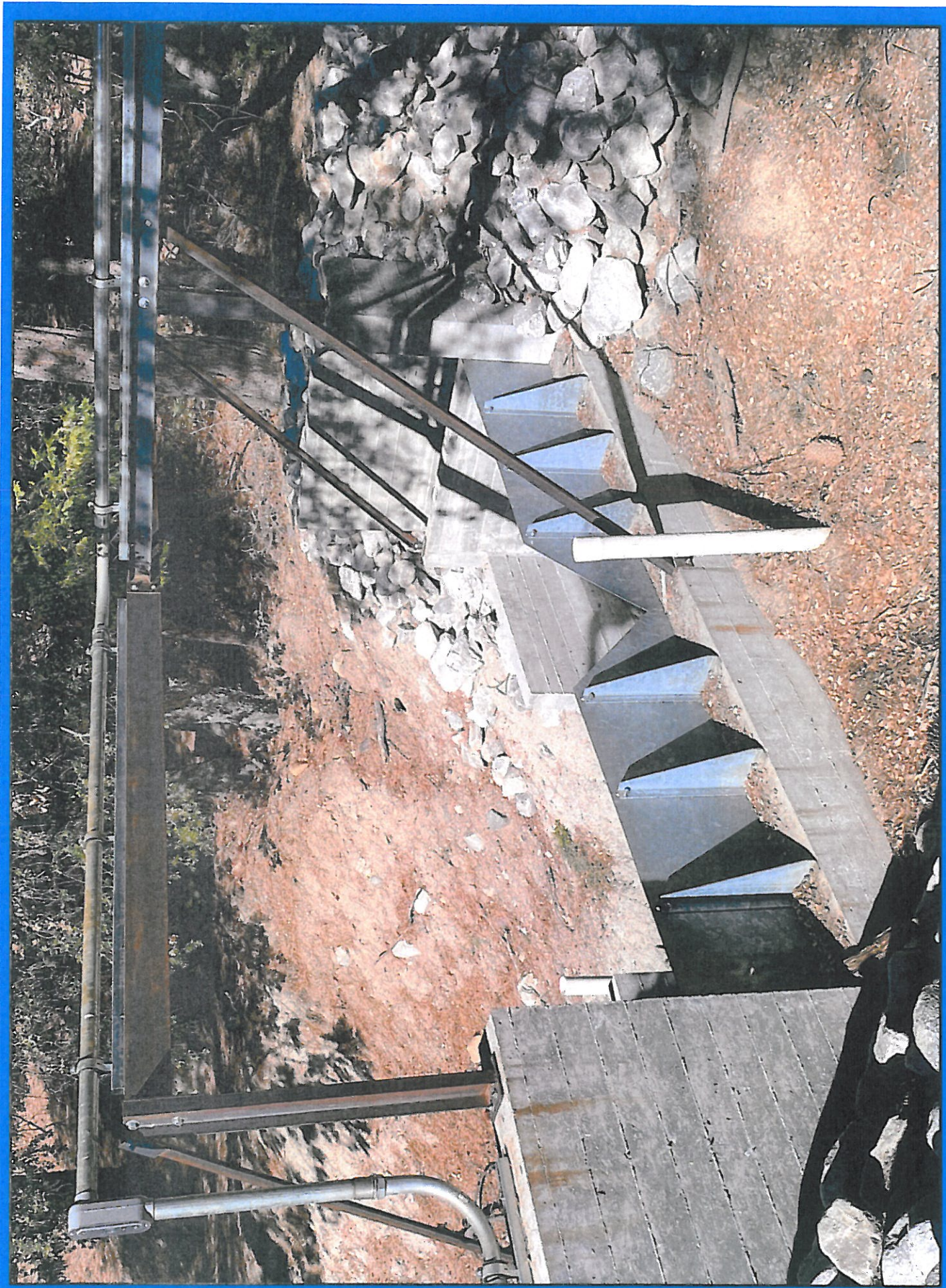
# Lilly Creek Measuring Weir

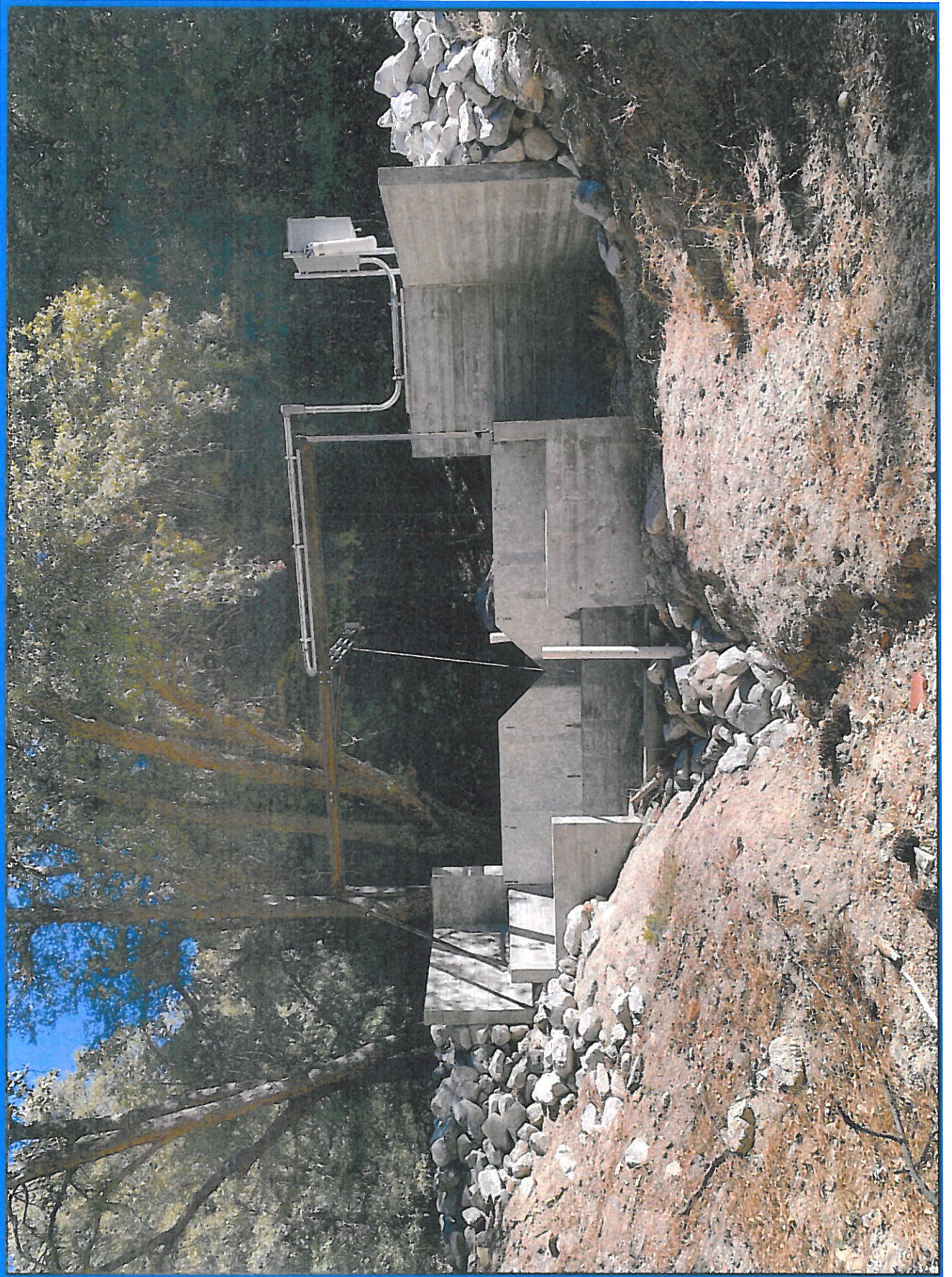












# Aeration Facility

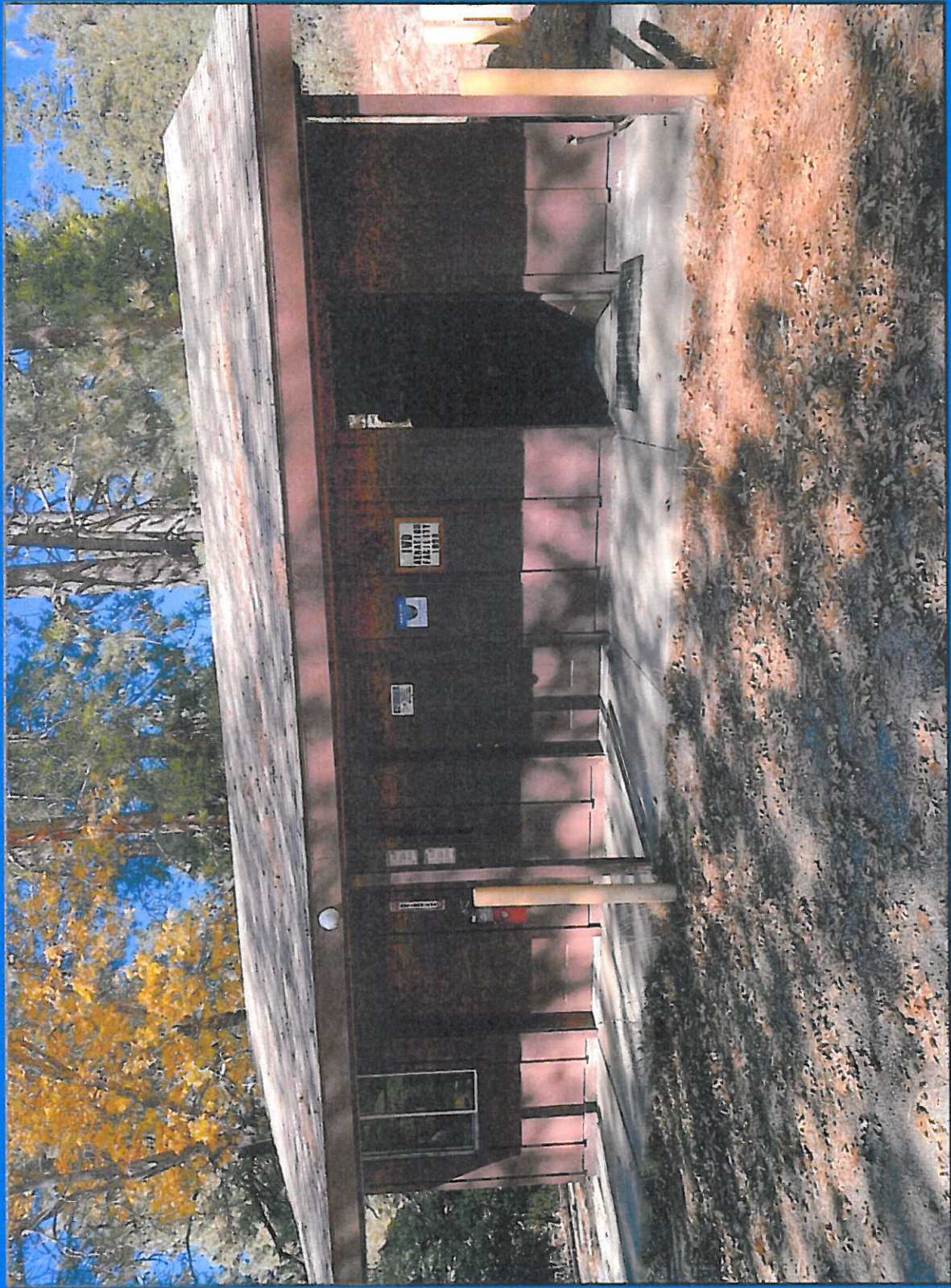


**NOTICE**  
THIS AREA IS  
UNDER 24  
HOUR VIDEO  
SURVEILLANCE

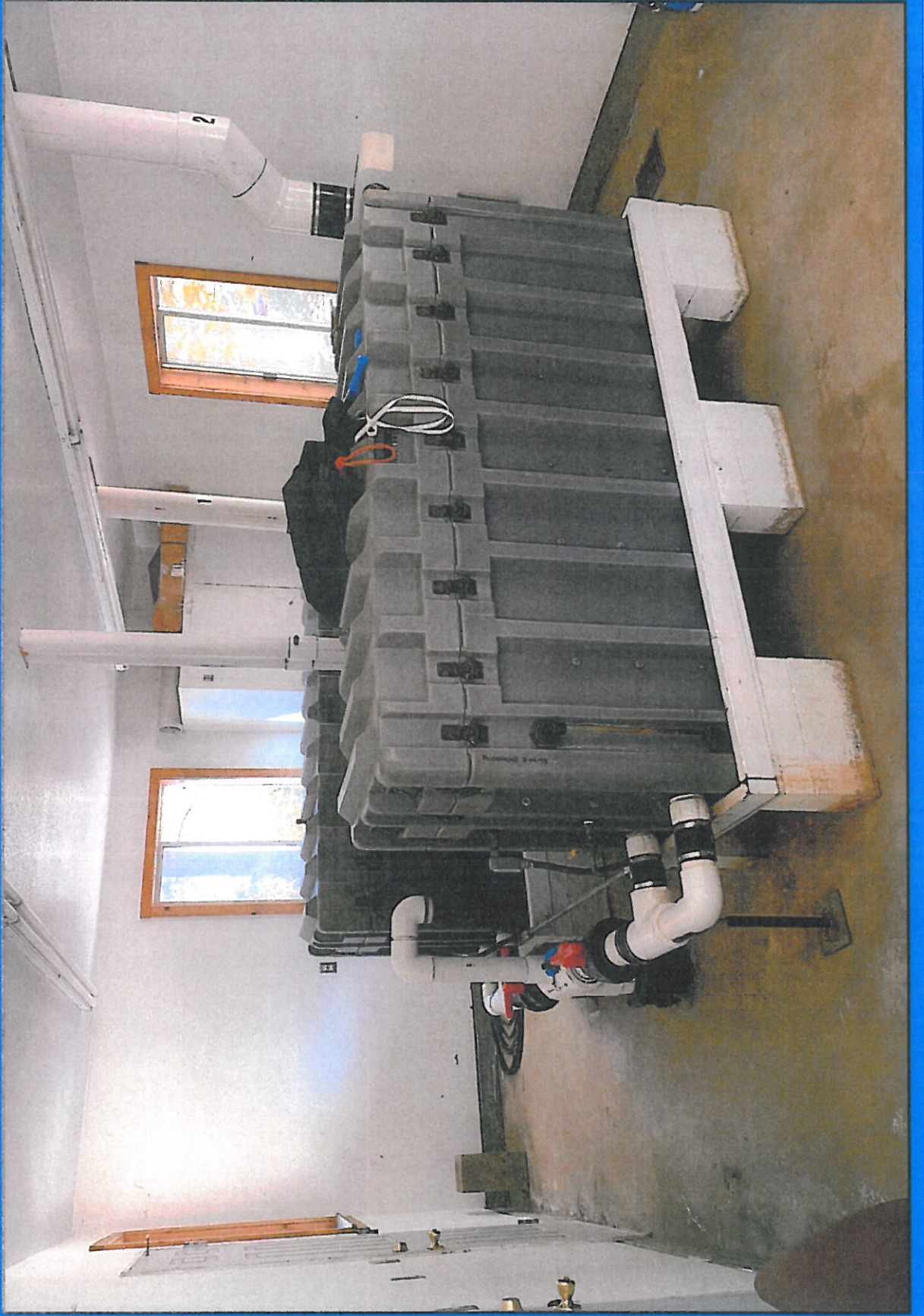
**WARNING**  
ALARM  
1-877-TALARM

**IWD  
AERATION  
FACILITY  
1998**

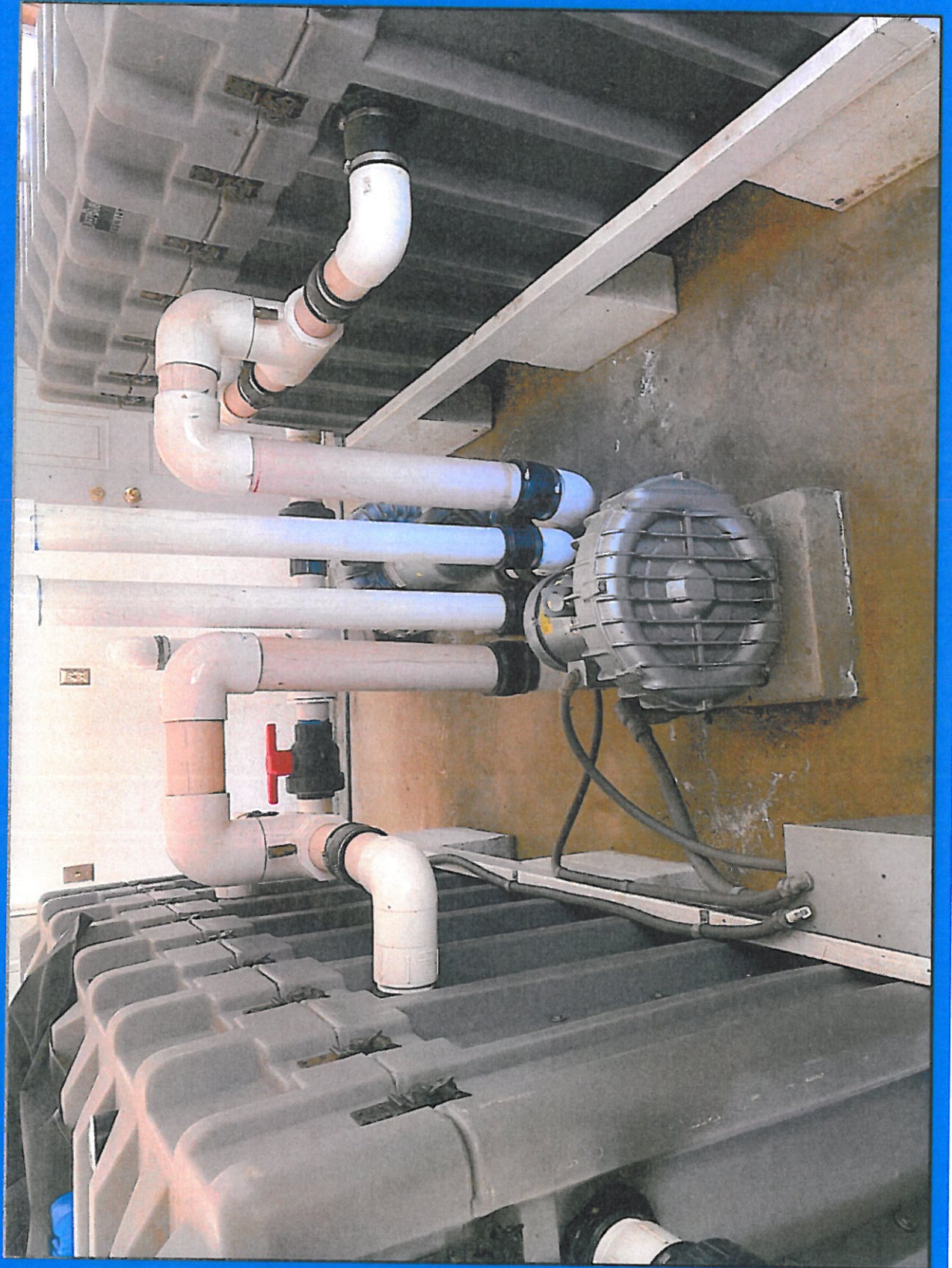
# Aeration Facility



# Aeration Facility



# Aeration Facility



# Aeration Facility

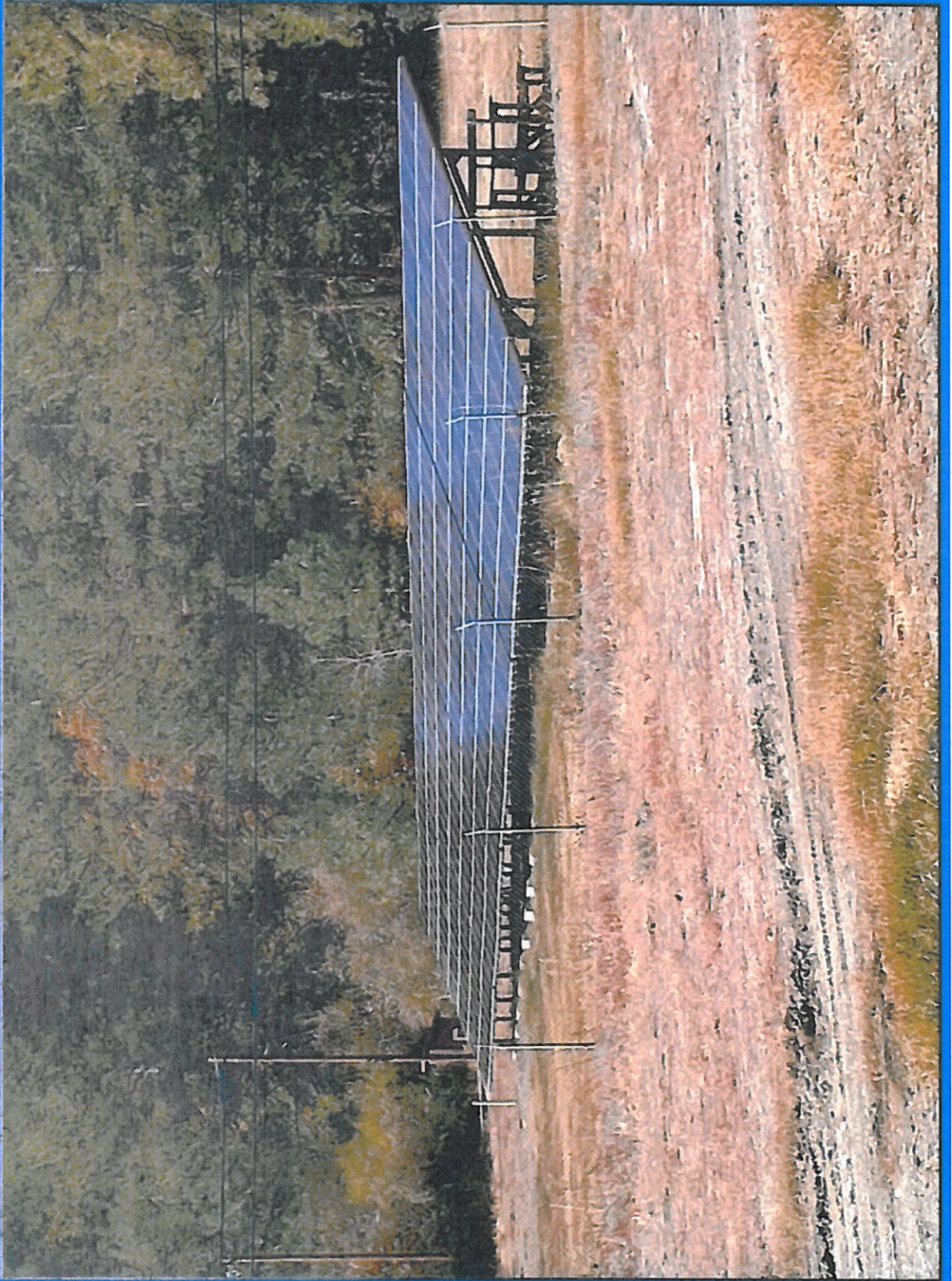


# Gas Tank

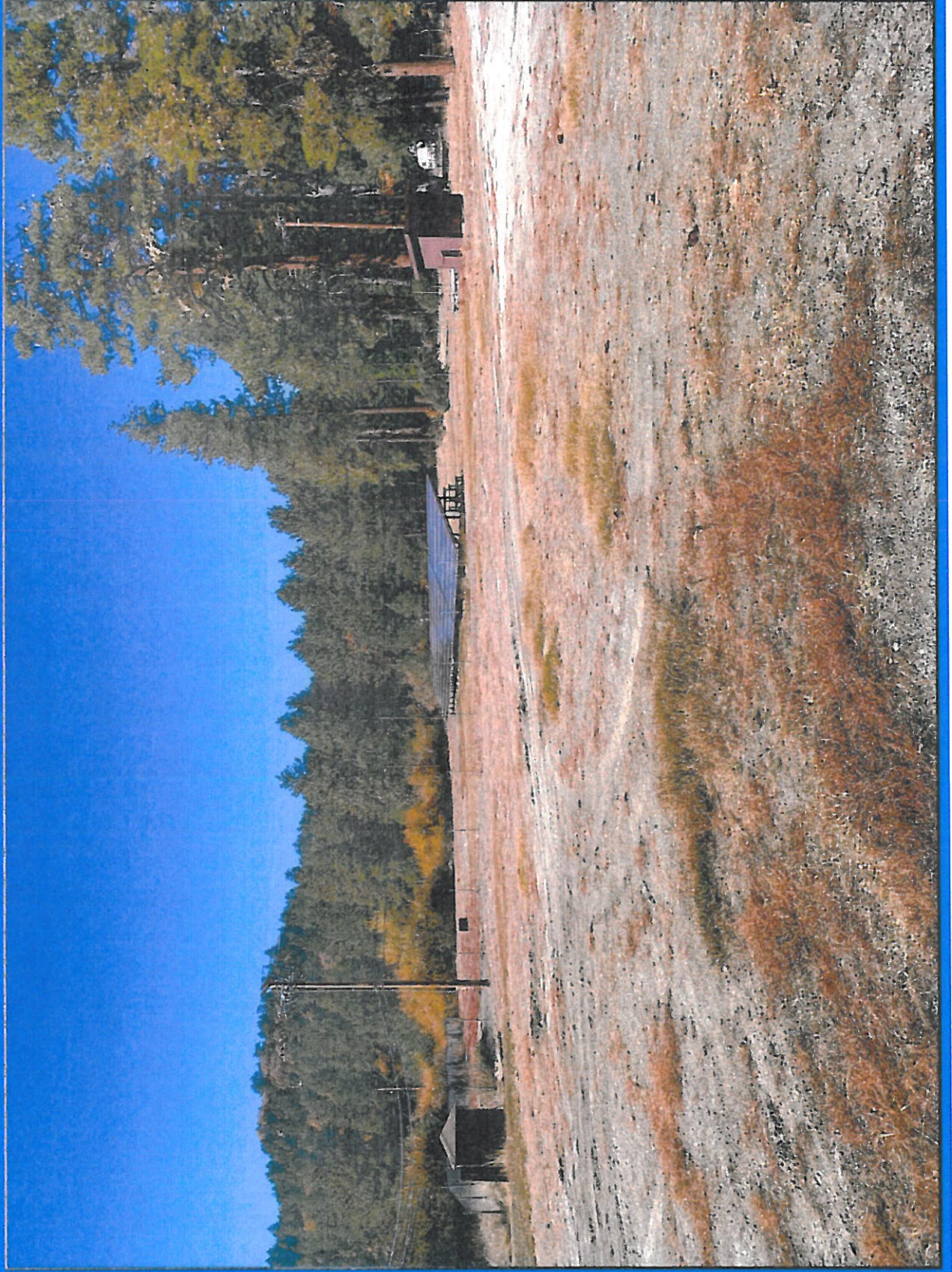




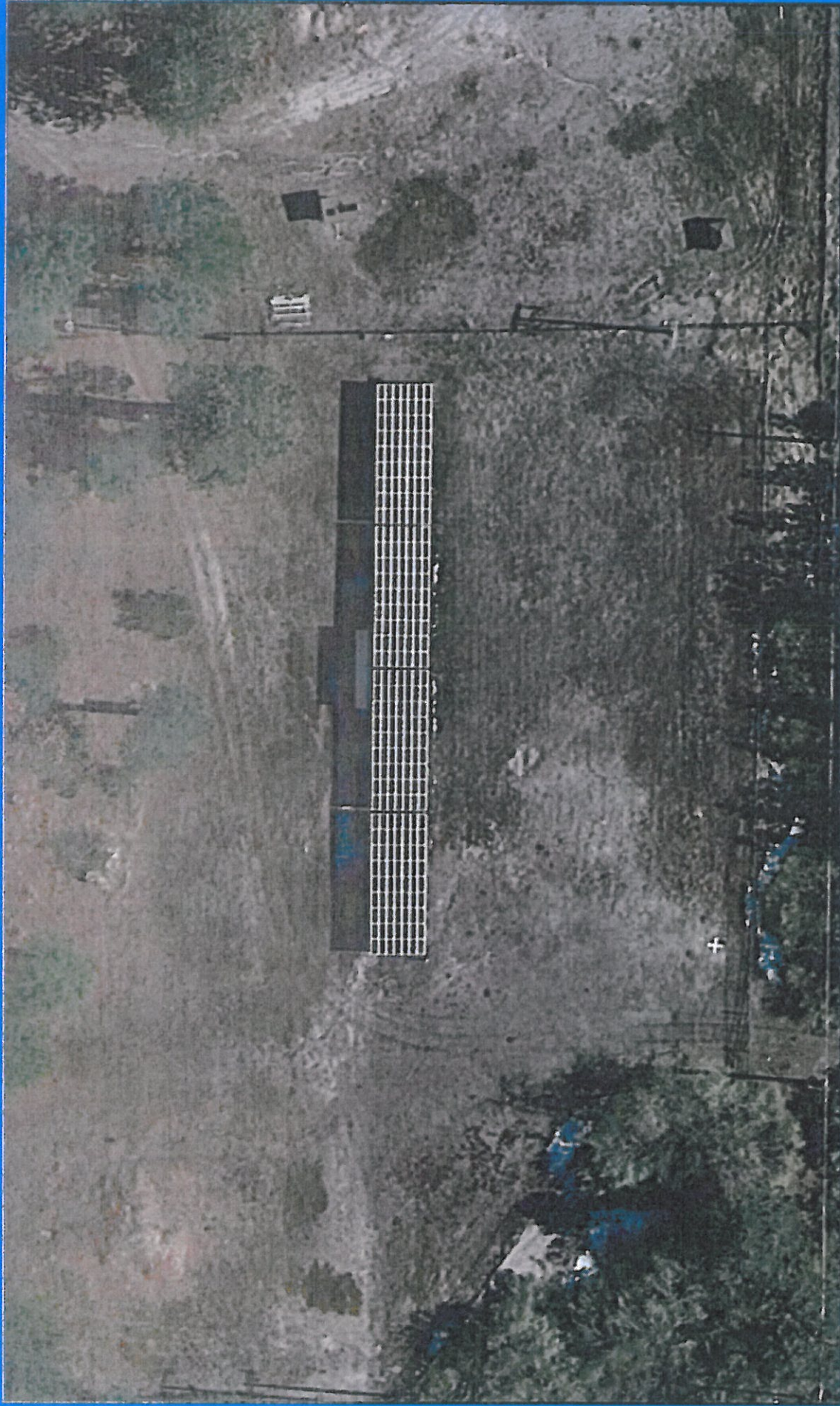
# Solar Panels



# Solar Panels



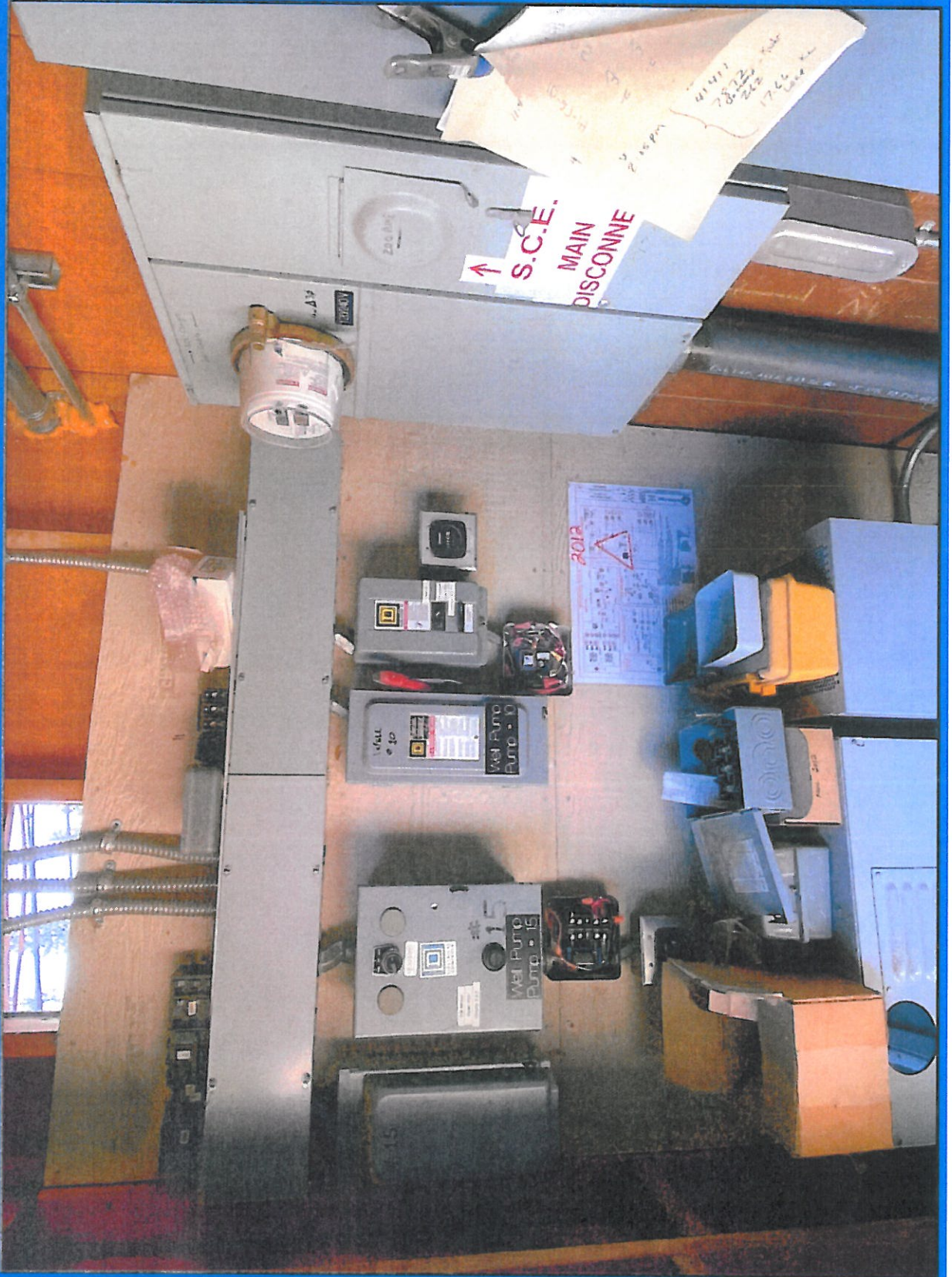
# Solar Panels



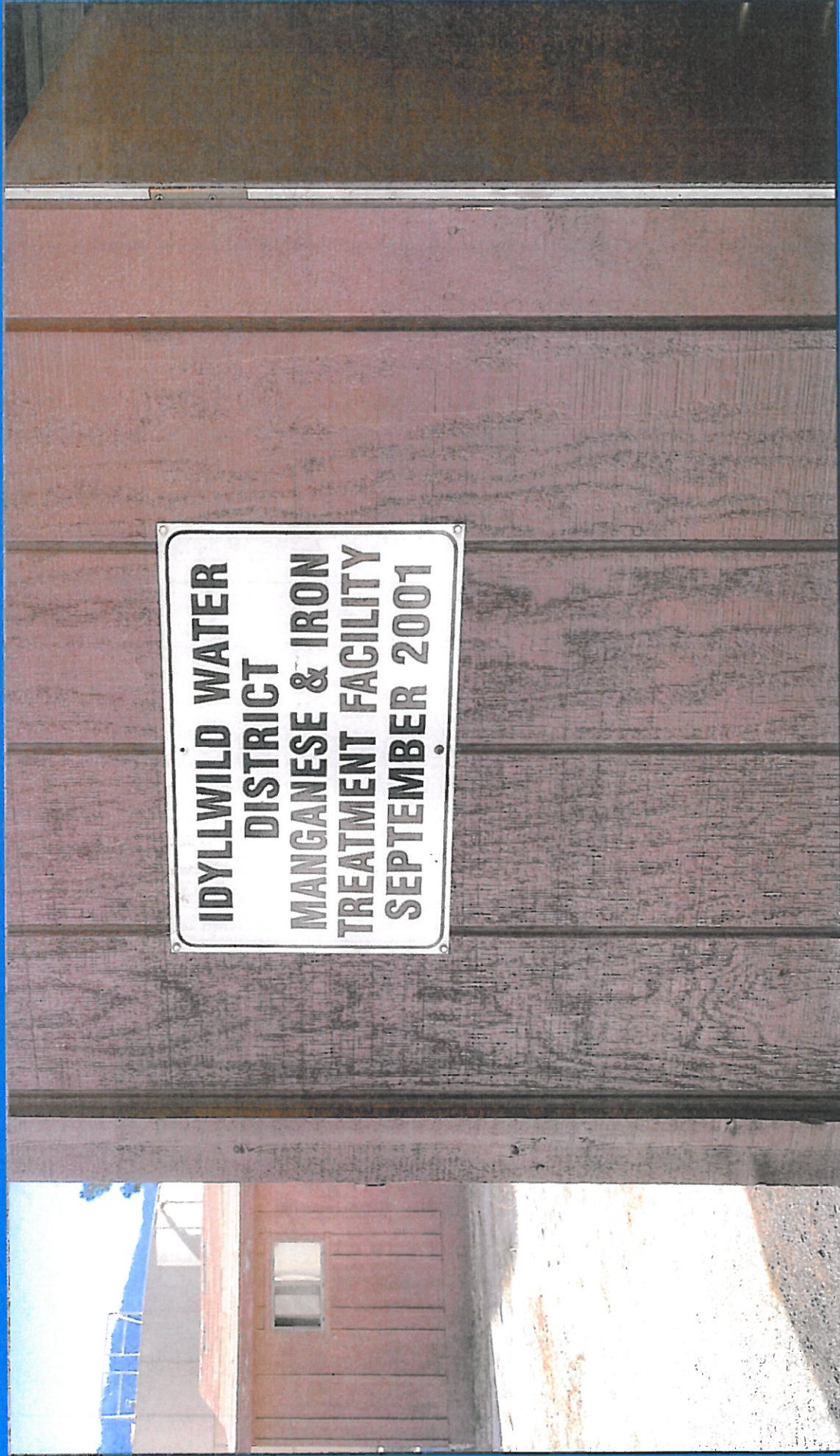
# Solar Panels



# Solar Panels



# Manganese & Iron Treatment Facility

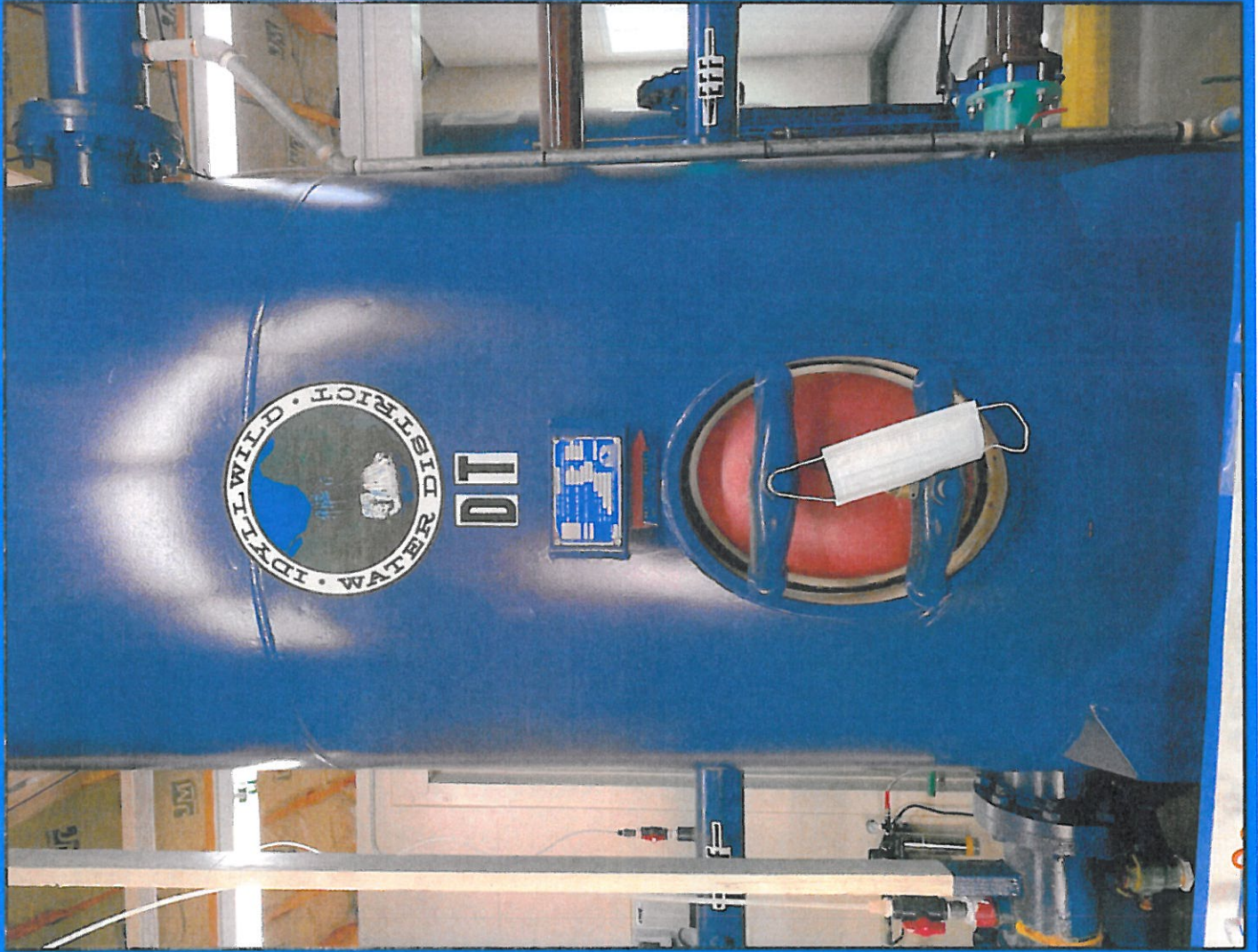




IDYLLWILD WATER  
DISTRICT  
MANGANESE & IRON  
TREATMENT FACILITY  
SEPTEMBER 2001

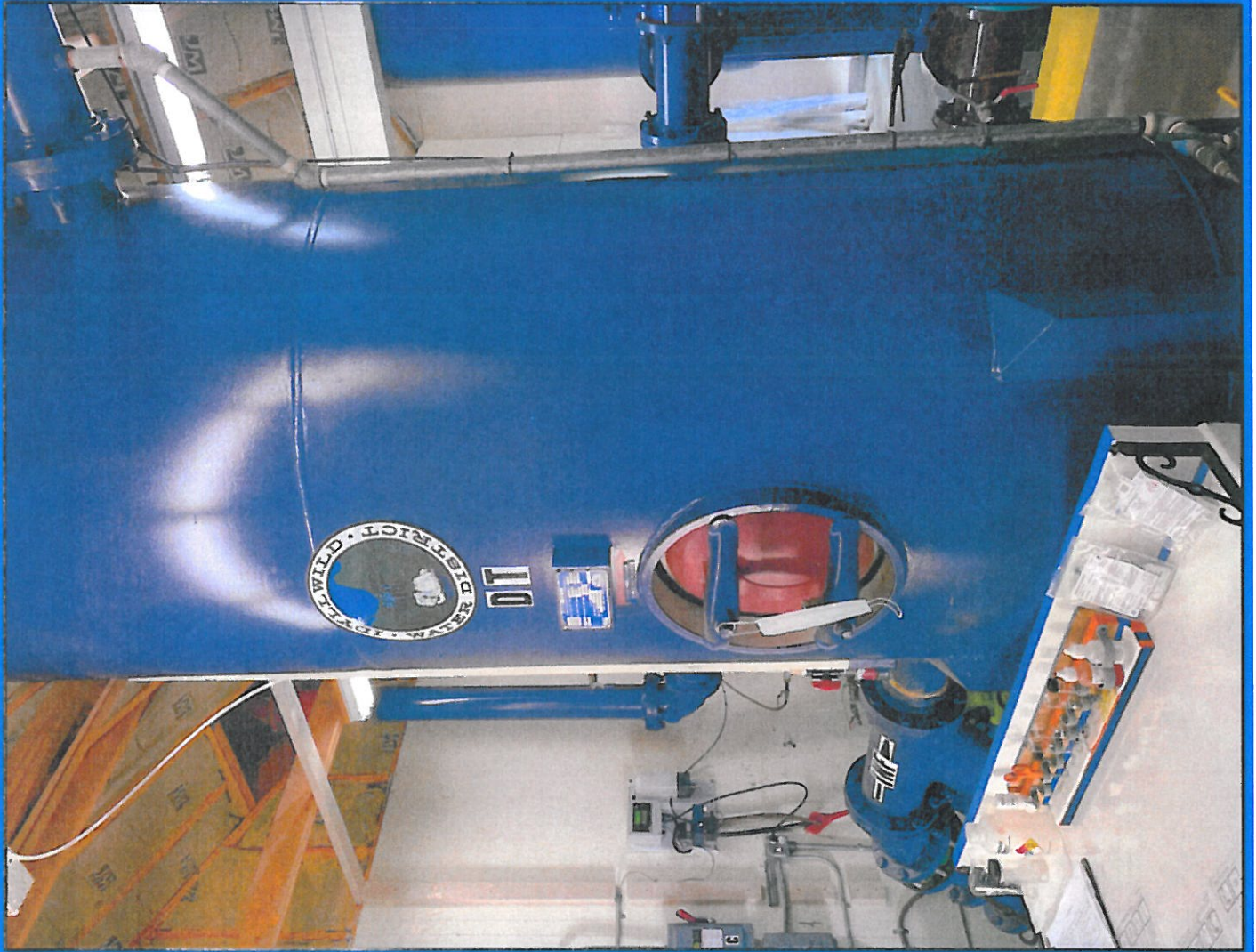


# Detention Tank





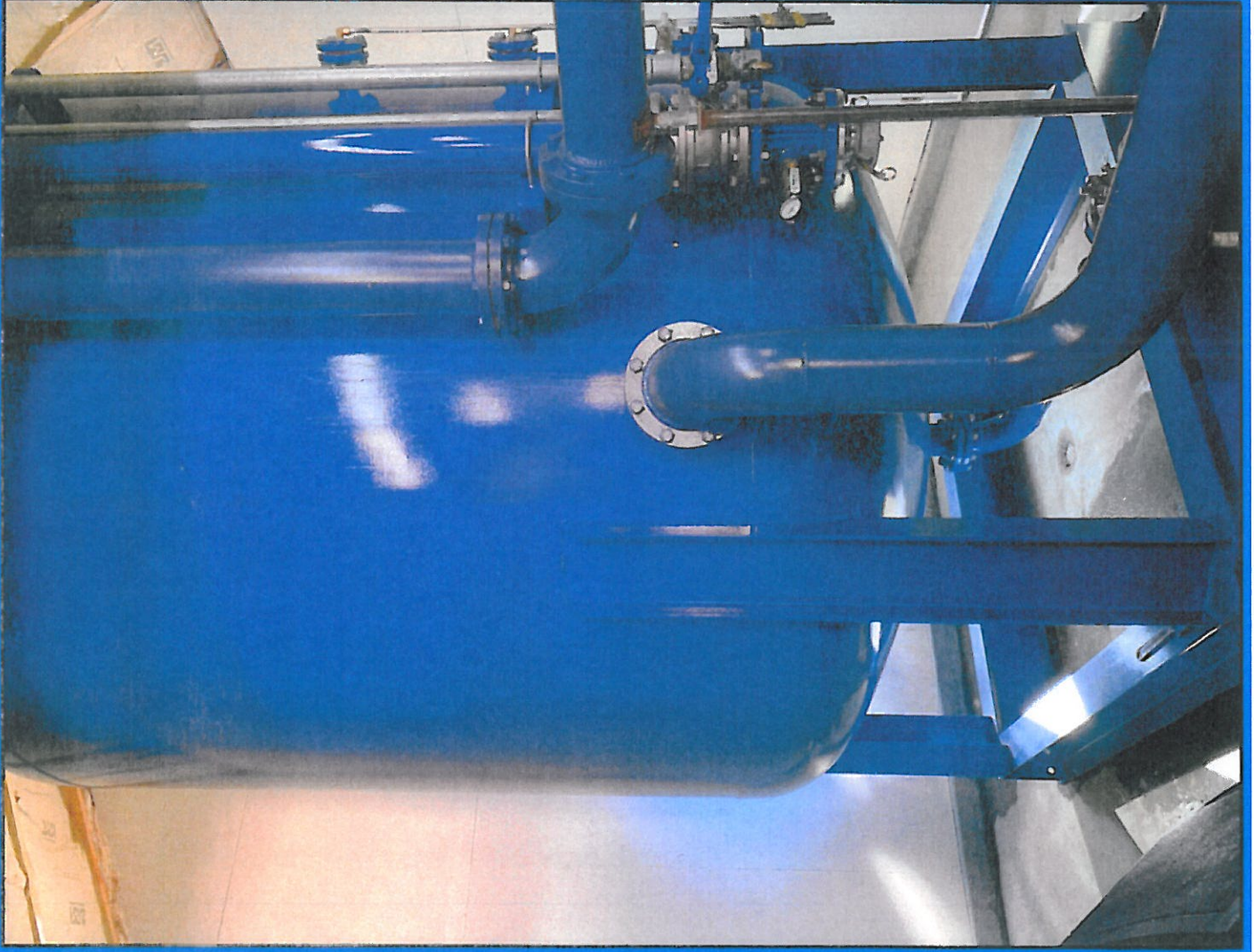
# Detention Tank



# Gravel Filter



# Granular Activated Carbon (GAC) Filter



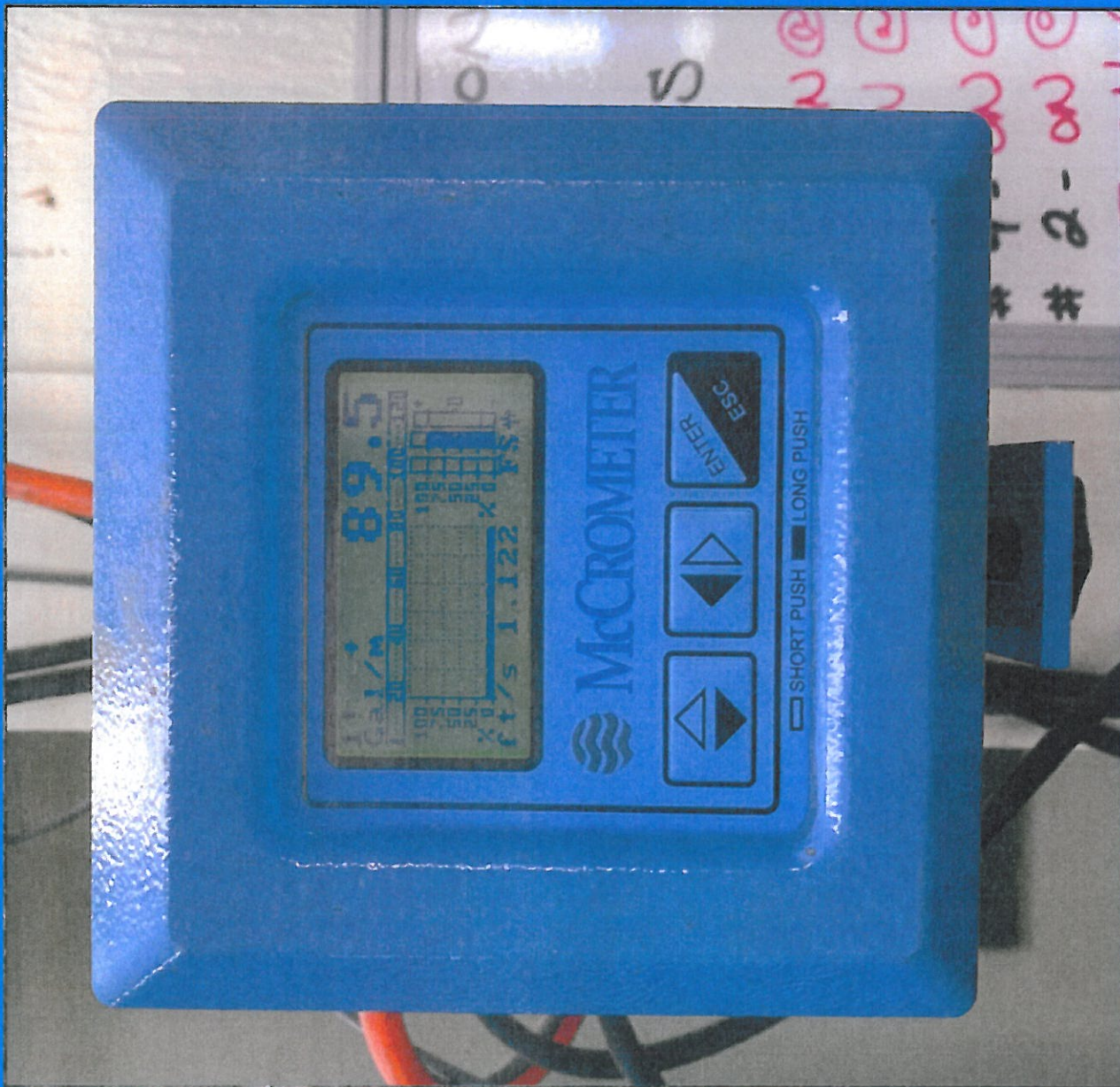
# Backwash Piping



# Chlorine Room

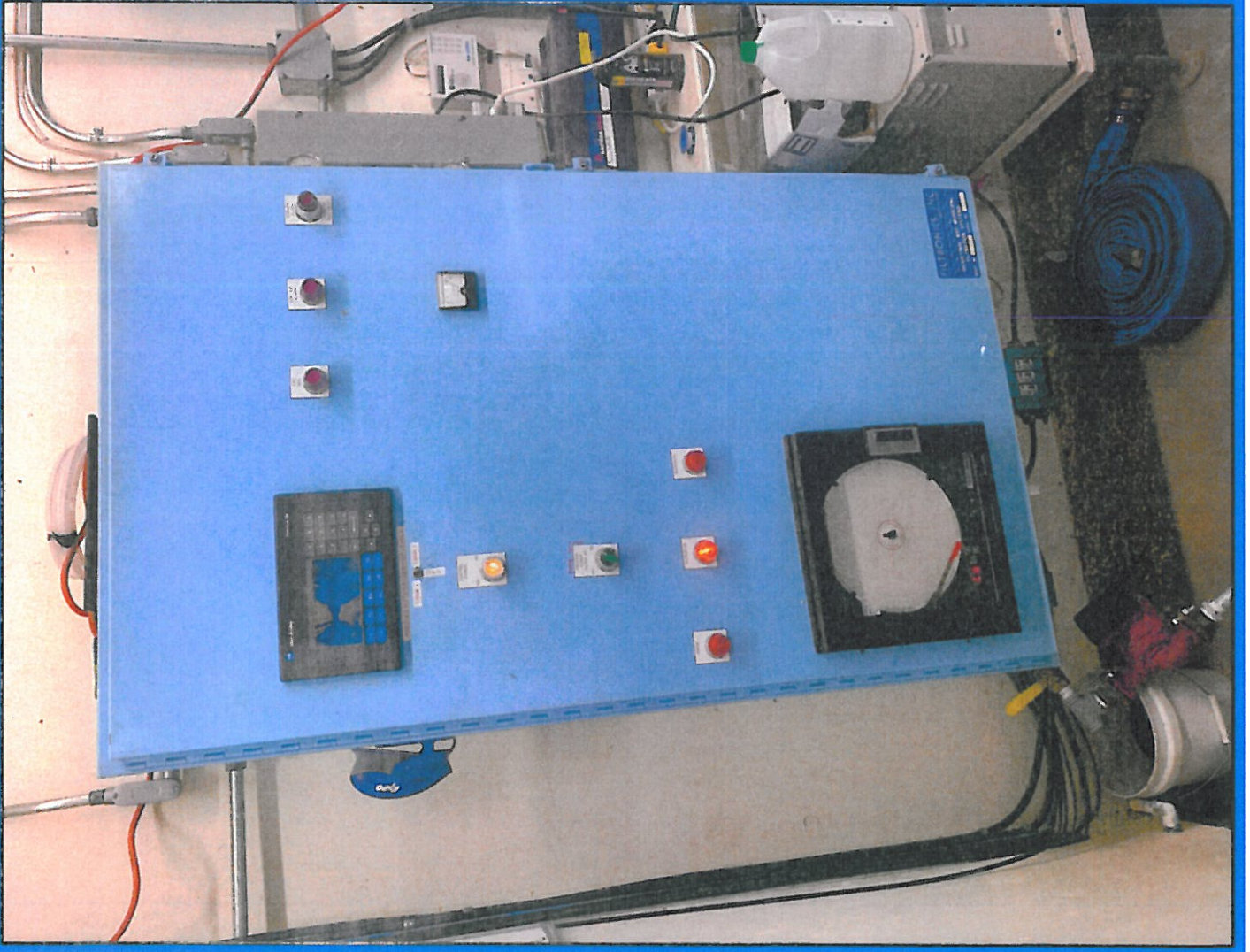


# Flow Meter





# Control Panel



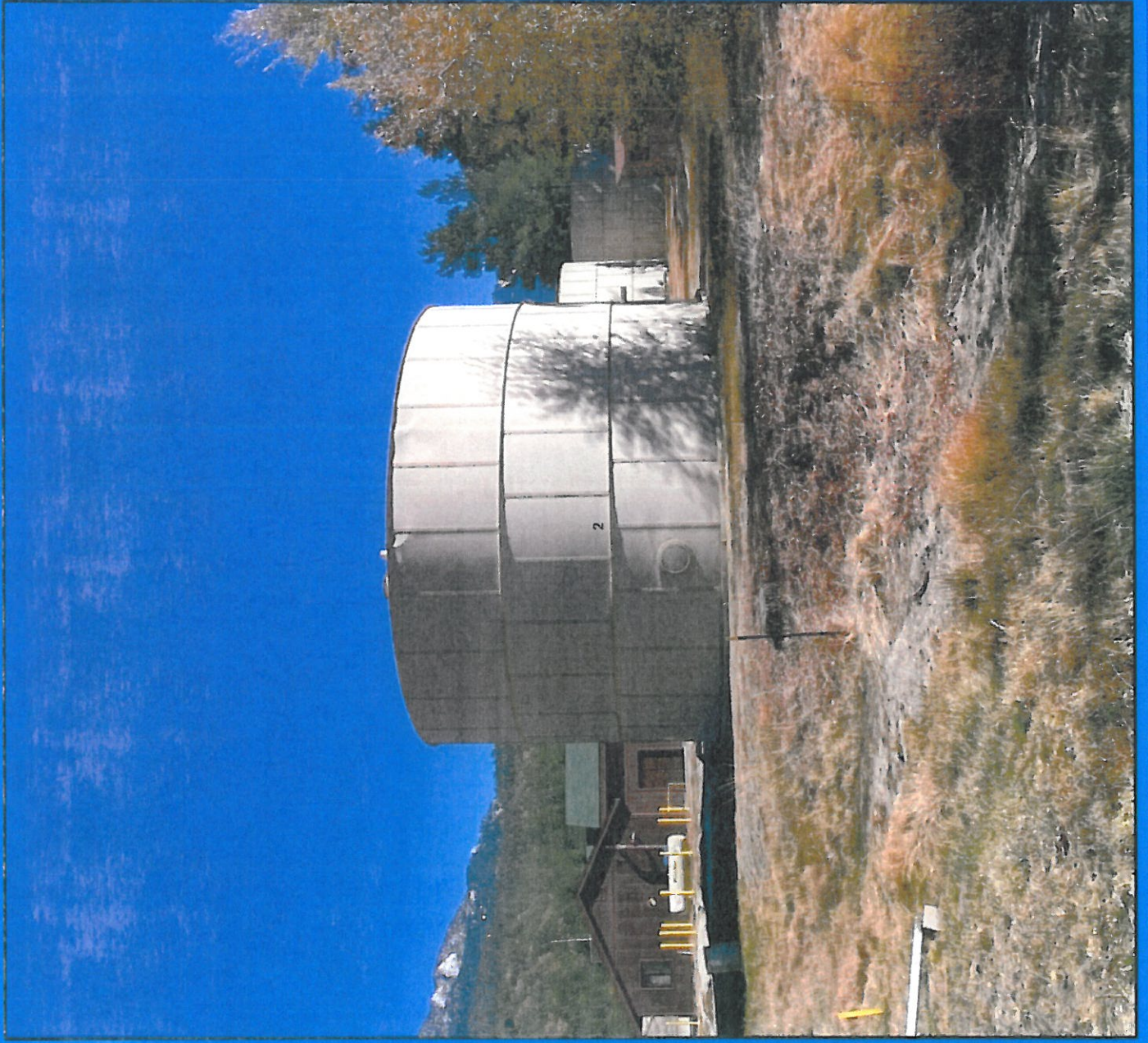
# Control Panel

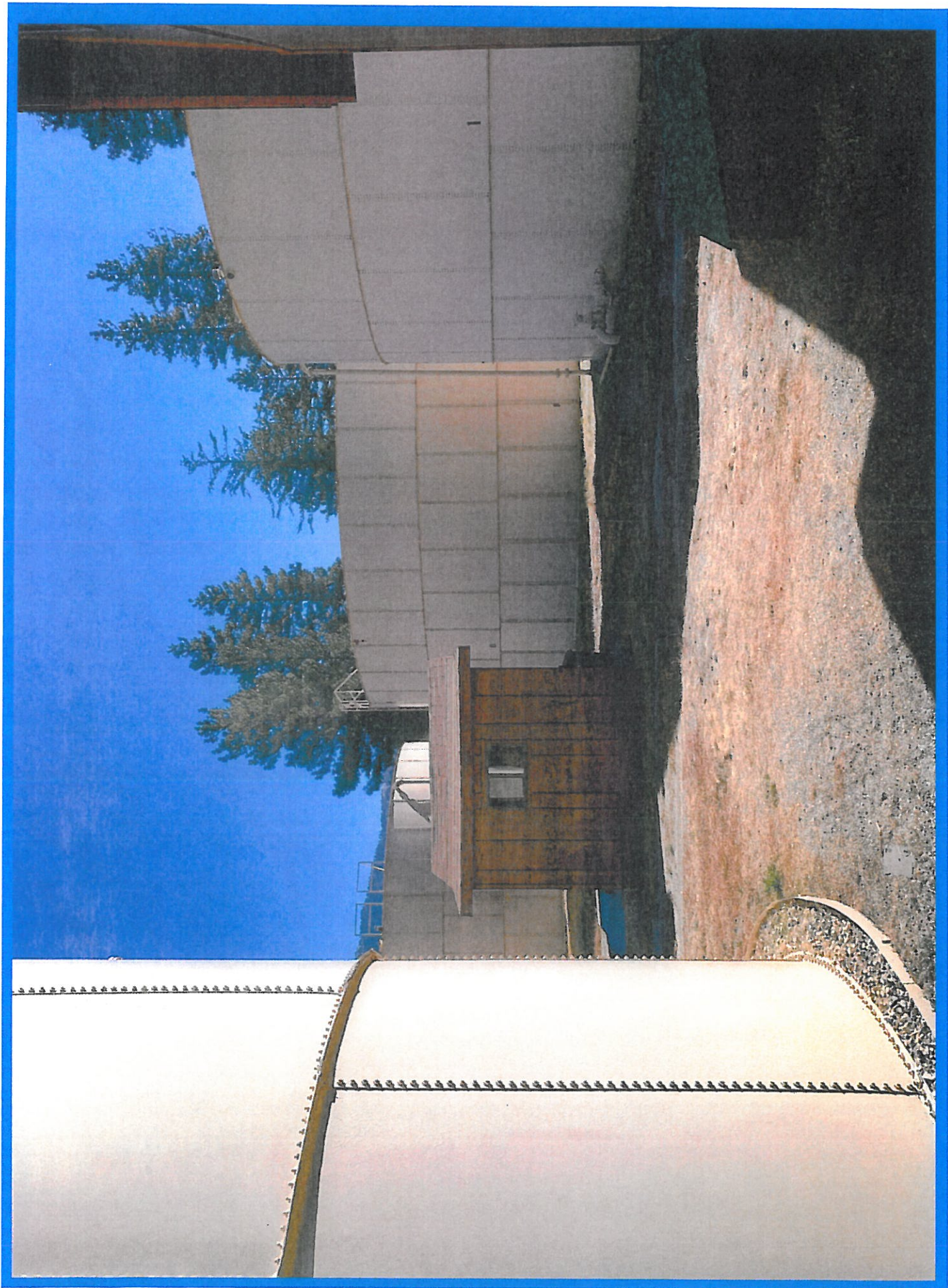


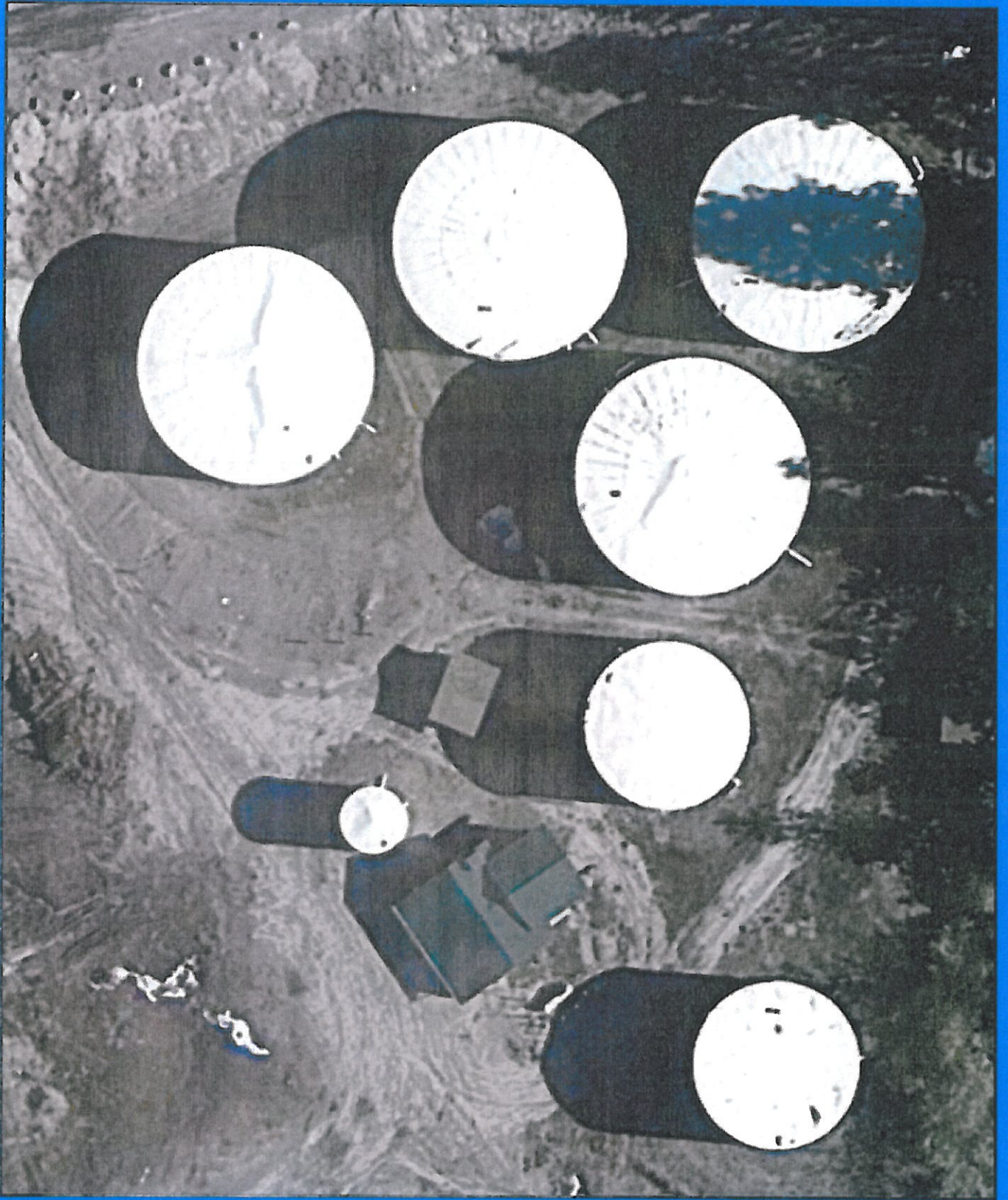




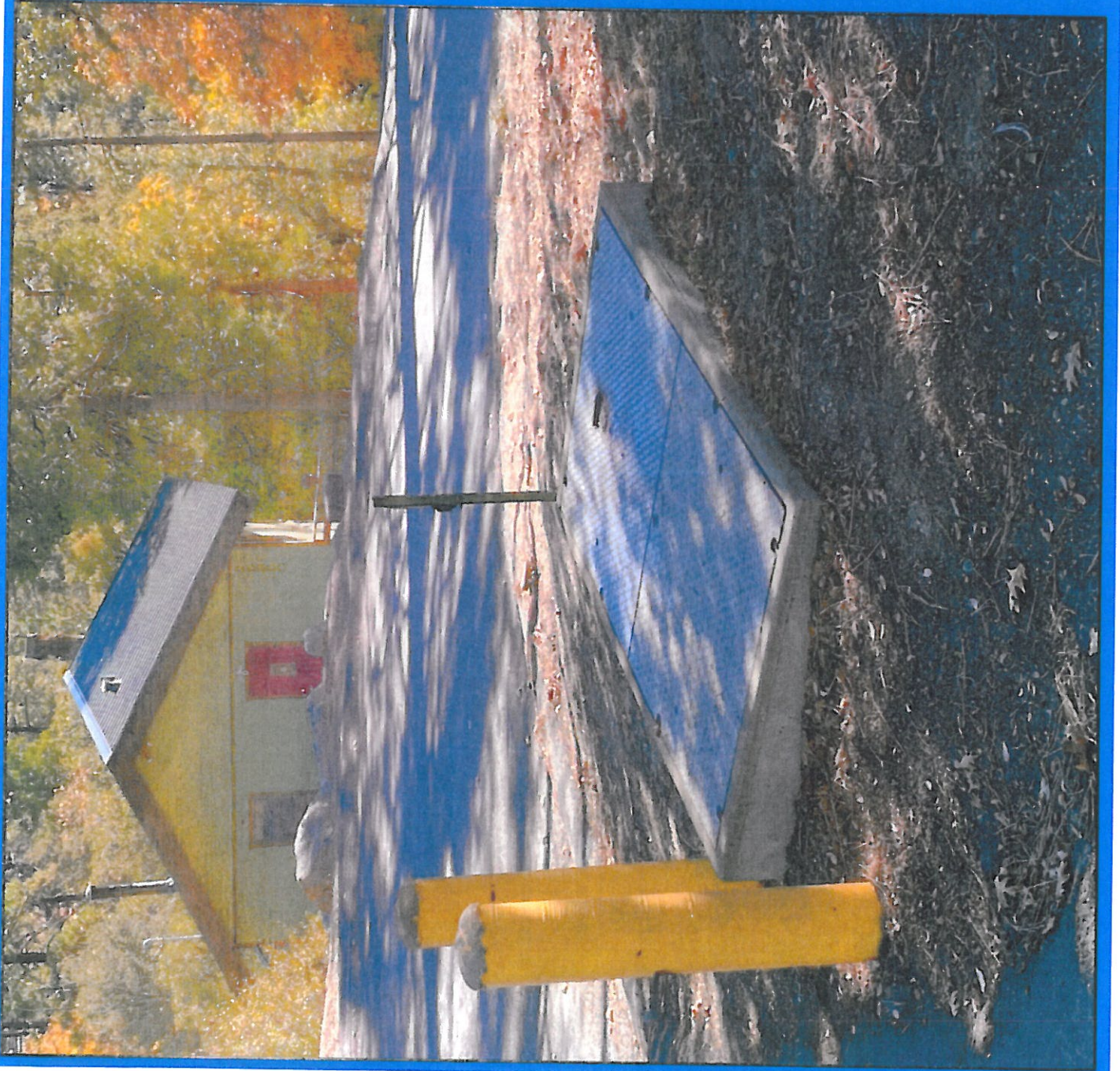
# Water Tanks

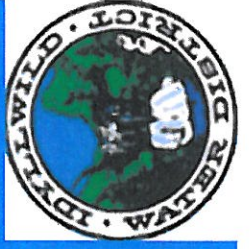






# Cedar Glen Meter





# Questions



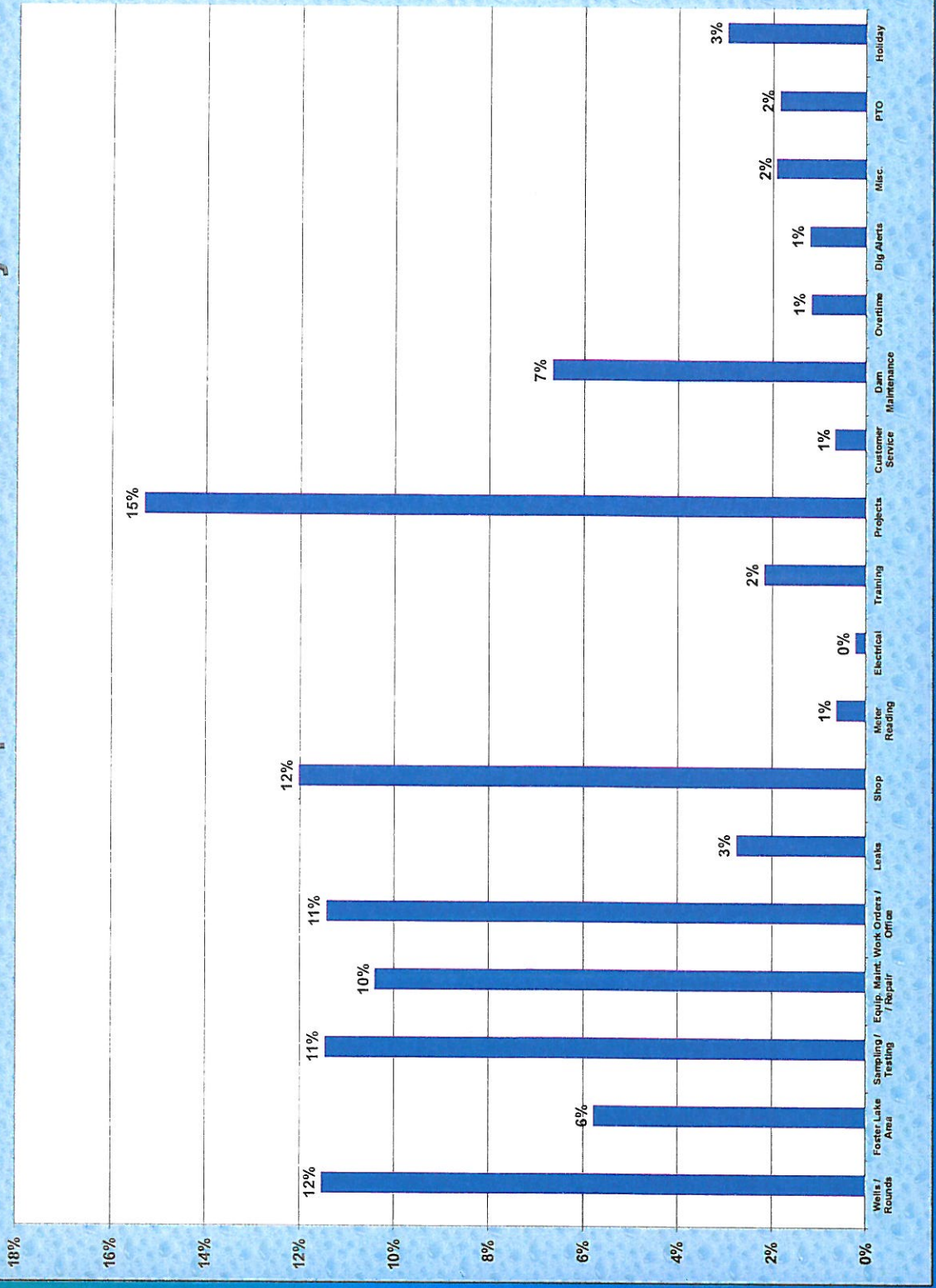
# 2020 Workload Study

January 2021

# Idyllwild Water District Workload Study – January 2021

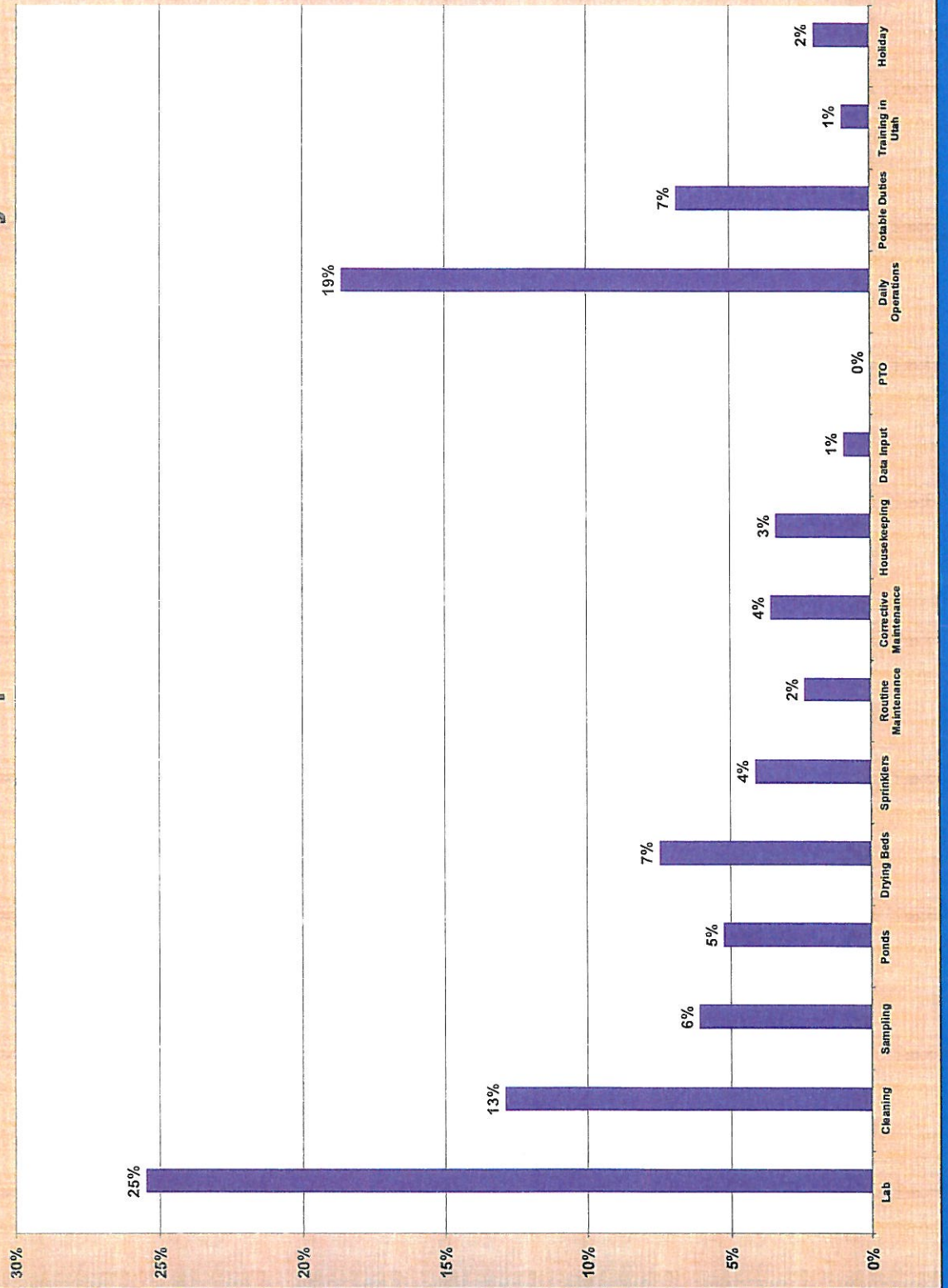
## 2020 Water Operations Workload Study

Category	%
Wells / Rounds	12%
Foster Lake Area	6%
Sampling / Testing	11%
Equip. Maint. / Repair	10%
Work Orders / Office	11%
Leaks	3%
Shop	12%
Meter Reading	1%
Electrical	0%
Training	2%
Projects	15%
Customer Service	1%
Dam Maintenance	7%
Overtime	1%
Dig Alerts	1%
Misc	2%
PTO	2%
Holiday	3%
<b>Total</b>	<b>100%</b>



# Idyllwild Water District Workload Study -- January 2021

## 2020 Wastewater Operations Workload Study



Duty	%
Lab	25%
Cleaning	13%
Sampling	6%
Ponds	5%
Drying Beds	7%
Sprinklers	4%
Routine Maintenance	2%
Corrective Maintenance	4%
Housekeeping	3%
Data Input	1%
PTO	0%
Daily Operations	19%
Possible Duties	7%
Training in Utah	1%
Holiday	2%
Total	100%





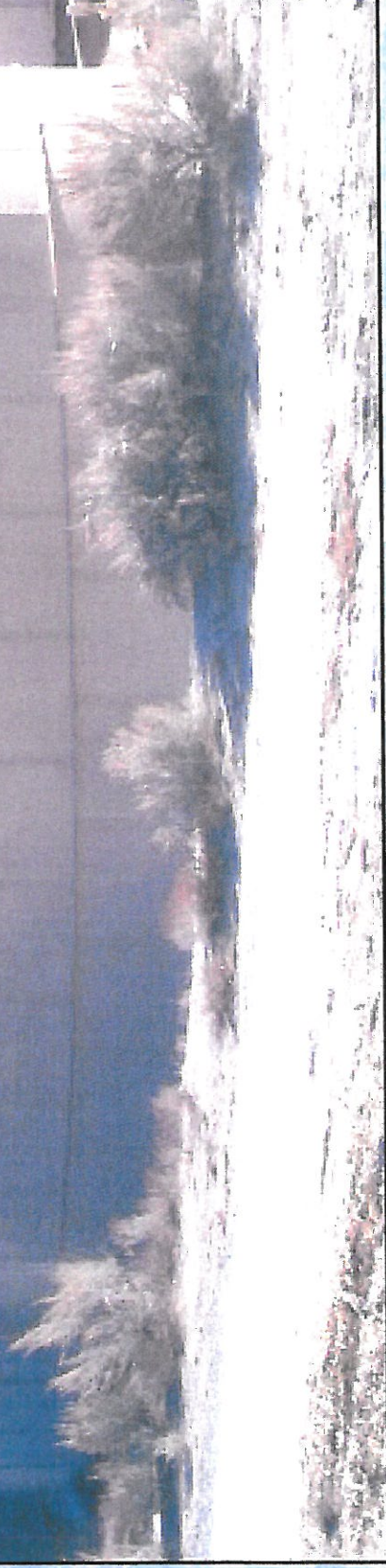
# Questions





# Capital Improvement Projects

January 20, 2021



# Idyllwild Water District

## Capital Improvement Projects

### 10 Year Plan, 2018 - 2027



2018					
Location	Start	End	Size	Footage	
South Circle	Bicknell	Village Drive	8"	1,200	
Village Drive	South Circle	North Circle	8"	1,400	
Alt 1 - Oakwood	Pine Crest	Jameson	6"	800	
Alt 2 - Ridgeview	Hwy 243	Village Drive	8"	780	
<b>Total</b>				<b>4,180</b>	

2019					
Location	Start	End	Size	Footage	
Valley View	Crestview	South Ridge Reservoir	8"	1,050	
Village View	South Ridge Road End	Forest View	6"	800	
Alt 2 - Ridgeview	Hwy 243	Village Drive	8"	780	
<b>Total</b>				<b>2,630</b>	

2020					
Location	Start	End	Size	Footage	
Deerfoot Lane	Double View	Double View (Loop)	6"	2,500	
Lookout Lane	Double View	End	6" & 2"	550	
Inspiration Lane	Double View	End	4"	400	
<b>Total</b>				<b>3,450</b>	

2021					
Location	Start	End	Size	Footage	
Lower Pine Crest	Riv County Plymnd Rd.	Harold K Smith	8"	1,400	
North Cir-So Circle	North interconnection		8"	1,100	
<b>Total</b>				<b>2,500</b>	

2022					
Location	Start	End	Size	Footage	
Azalea	Point of Rocks	End	4"	200	
Green Oaks Ct	Rockdale	End	6" & 4"	325	
Rockdale Spur	Jameson	Reservoir	10"	850	
Elk Lane (Liner)	Crestview	Marian View Dr		950	
<b>Total</b>				<b>2,325</b>	

<b>2023</b>	To be determined	2,000
<b>2024</b>	To be determined	2,000
<b>2025</b>	To be determined	2,000
<b>2026</b>	To be determined	2,000
<b>2027</b>	To be determined	2,000

# Idyllwild Water District Capital Improvement Projects 10 Year Plan, 2018 - 2027



2018					
Location	Start	End	Size	Footage	
South Circle	Bicknell	Village Drive	8"	1,200	
Village Drive	South Circle	North Circle	8"	1,400	
All 1 - Oakwood	Pine Crest	Jameson	6"	800	
Alt 2 - Ridgeview	Hwy 243	Village Drive	8"	780	
<b>Total</b>				<b>4,180</b>	

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<b>Total</b>				<b>3,450</b>	

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North Cir-So.Circle	North interconnection		8"	1,100	
<b>Total</b>				<b>2,500</b>	

2022					
Location	Start	End	Size	Footage	
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Green Oaks Ct	Rockdale	End	6" & 4"	325	
Rockdale Spur	Jameson	Reservoir	10"	850	
Elk Lane (Liner)	Crestview	Marian View Dr		950	
<b>Total</b>				<b>2,325</b>	

<b>2023</b>	To be determined	2,000
<b>2024</b>	To be determined	2,000
<b>2025</b>	To be determined	2,000
<b>2026</b>	To be determined	2,000
<b>2027</b>	To be determined	2,000

In Process
Completed
Removed From List

# Idyllwild Water District

## Capital Improvement Projects - Water

### 10 Year Plan, 2018 - 2027

2018 Projects	Estimate
Install 200 Water meter Radio Read set ups (Commercial)	\$ 40,000
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Replace 2 Wells (8 and 11)	\$ 13,000
Complete One Well	\$ 40,000
Replace Aeration System	\$ 60,000
Map and Digitally Model Water System	\$ 50,000
<b>Total</b>	<b>\$ 217,000</b>

2019 Projects	Estimate
Install 300 Water meter Radio Read set ups	\$ 25,500
Complete One Well	\$ 40,000
Recoat FL Tanks (6 tanks-exterior)	\$ 400,000
<b>Total</b>	<b>\$ 465,500</b>

2020 Projects	Estimate
Install 500 Water meter Radio Read set ups	\$ 45,000
Remove Silt from Foster Lake	\$ 150,000
<b>Total</b>	<b>\$ 195,000</b>

2021 Projects	Estimate
Install 650 Water meter Radio Read set ups	\$ 55,250
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Other Miscellaneous	\$ 150,000
<b>Total</b>	<b>\$ 219,250</b>

2022 Projects	Estimate
Add Second Wildwood Tank 0.10 MG)	\$ 350,000
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
<b>Total</b>	<b>\$ 364,000</b>

- 2023 - To be determined \$ 250,000
- 2024 - To be determined \$ 250,000
- 2025 - To be determined \$ 250,000
- 2026 - To be determined \$ 250,000
- 2027 - To be determined \$ 250,000



# Idyllwild Water District

## Capital Improvement Projects - Water

### 10 Year Plan, 2018 - 2027

2018 Projects		Estimate
Install 200 Water meter Radio Read set ups (Commercial)		\$ 40,000
Replace 200 Meters (195-0.625-inch, 5 other sizes)		\$ 14,000
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Replace Aeration System		\$ 60,000
Map and Digitally Model Water System		\$ 50,000
<b>Total</b>		<b>\$ 217,000</b>

2019 Projects		Estimate
Install 300 Water meter Radio Read set ups		\$ 25,500
Complete One Well		\$ 40,000
Recoat FL Tanks (6 tanks-exterior)		\$ 400,000
<b>Total</b>		<b>\$ 465,500</b>

2020 Projects		Estimate
Install 500 Water meter Radio Read set ups		\$ 45,000
Remove Silt from Foster Lake		\$ 150,000
<b>Total</b>		<b>\$ 195,000</b>

2021 Projects		Estimate
Install 650 Water meter Radio Read set ups		\$ 55,250
Replace 200 Meters (195-0.625-inch, 5 other sizes)		\$ 14,000
Other Miscellaneous		\$ 150,000
<b>Total</b>		<b>\$ 219,250</b>

2022 Projects		Estimate
Add Second Wildwood Tank 0.10 MG		\$ 350,000
Replace 200 Meters (195-0.625-inch, 5 other sizes)		\$ 14,000
<b>Total</b>		<b>\$ 364,000</b>

2023 - To be determined	\$ 250,000
2024 - To be determined	\$ 250,000
2025 - To be determined	\$ 250,000
2026 - To be determined	\$ 250,000
2027 - To be determined	\$ 250,000
<b>Total</b>	<b>\$ 1,250,000</b>

Completed



# Idyllwild Water District

## CIPs - Wastewater

### 10 Year Plan, 2018 - 2027

2018 Project		Estimate
Influent Screen and Dewaterer		\$ 100,000
Skid Steer Tractor (additional contribution, 50% of Cost)		\$ 25,000
VFD for Blowers		\$ 25,000
Apply for SRF Loan Commitment		\$ 15,000
<b>Total</b>		<b>\$ 165,000</b>

2019 Project		Estimate
Effluent Flow, pH and EC Monitoring		\$ 30,000
Analysis of Existing Wastewater Treatment Facility		\$ 80,000
<b>Total</b>		<b>\$ 110,000</b>

2020 Project		Estimate
Collection System Digital Map		\$ 30,000
<b>Total</b>		<b>\$ 30,000</b>

2021 - To be determined	\$ 75,000
2022 - To be determined	\$ 75,000
2023 - To be determined	\$ 75,000
2024 - To be determined	\$ 75,000
2025 - To be determined	\$ 75,000
2026 - To be determined	\$ 75,000
2027 - To be determined	\$ 75,000



# Idyllwild Water District

## CIPs - Wastewater

### 10 Year Plan, 2018 - 2027

2018 Project	Estimate	Actual
Influent Screen and Dewaterer	\$ 100,000	
Skid Steer Tractor (additional contribution, 50% of Cost)	\$ 25,000	
VFD for Blowers	\$ 25,000	
Apply for SRF Loan Commitment	\$ 15,000	
<b>Total</b>	<b>\$ 165,000</b>	<b>\$ -</b>

2019 Project	Estimate	Actual
Effluent Flow, pH and EC Monitoring	\$ 30,000	
Analysis of Existing Wastewater Treatment Facility	\$ 80,000	\$ 50,000
<b>Total</b>	<b>\$ 110,000</b>	<b>\$ 50,000</b>

2020 Project	Estimate	Actual
Collection System Digital Map	\$ 30,000	
<b>Total</b>	<b>\$ 30,000</b>	<b>\$ -</b>

2021 - To be determined \$ 75,000  
 2022 - To be determined \$ 75,000  
 2023 - To be determined \$ 75,000  
 2024 - To be determined \$ 75,000  
 2025 - To be determined \$ 75,000  
 2026 - To be determined \$ 75,000  
 2027 - To be determined \$ 75,000

Completed

On Hold





# Idyllwild Water District

## Capital Improvement Projects & Timelines

### Fiscal Year 2020 - 2021



No.	Water Projects	Season*	Costs
1	Horizontal Well Rehabilitation and Road Repairs	Summer	\$ 45,000
2	Install Fall Protection (4 Tanks)	Fall	\$ 40,000
3	Cleaning Inspection Water Storage Tanks	Spring	\$ 22,000
4	Water Distribution Lines Replacement Projects (3 Streets)	Spring	\$ 6,000
5	Spillway Repairs	Fall	\$ 5,000
6	Strawberry Creek Diversion Line Replacement	Summer/Spring	\$ 25,000
7	Foster Lake Treatment Plant Electronics Replacement/Upgrade	Fall	\$ 150,000
8	Water Line Replacement for Horizontal Wells Projects Leak Repairs	Summer	\$ 30,000
9	Reline Pipeline Elk Street	Spring	\$ 120,000
	<b>Total</b>		<b>\$ 443,000</b>

No.	Sewer Projects	Season*	Costs
1	Jetting Trailer	Winter	\$ 46,000
2	Clarifier Drive Spare Parts	Summer	\$ 16,000
3	Clean & Video Collection System	Summer/Spring	\$ 35,000
4	Automatic Switch (Timedelay)	Summer	\$ 15,000
5	Repair Catwalk at Plant	Summer	\$ 10,000
	<b>Total</b>		<b>\$ 122,000</b>

\*Seasons:  
 Summer = June, July, August  
 Fall = September, October, November  
 Winter = December, January, February  
 Spring = March, April, May

# Idyllwild Water District

## Capital Improvement Projects & Timelines

Fiscal Year 2020 - 2021



No.	Water Projects	Season*	Estimate	Actual
1	Horizontal Well Rehabilitation and Road Repairs	Summer	\$ 45,000	
2	Install Fall Protection (4 Tanks)**	Fall	\$ 40,000	\$ 108,000
3	Cleaning Inspection Water Storage Tanks	Spring	\$ 22,000	
4	Water Distribution Lines Replacement Projects (3 Streets)	Spring	\$ 6,000	
5	Spillway Repairs	Fall	\$ 5,000	In House
6	Strawberry Creek Diversion Line Replacement	Summer/Spring	\$ 25,000	
7	Foster Lake Treatment Plant Electronics Replacement/Upgrade	Fall	\$ 150,000	
8	Water Line Replacement for Horizontal Wells Projects Leak Repairs	Summer	\$ 30,000	
9	Reline Pipeline Elk Street	Spring	\$ 120,000	
	<b>Total</b>		<b>\$ 443,000</b>	<b>\$ 108,000</b>

No.	Sewer Projects	Season*	Costs	Actual
1	Jetting Trailer	Winter	\$ 46,000	\$ 36,000
2	Clarifier Drive Spare Parts	Summer	\$ 16,000	\$ 15,250
3	Clean & Video Collection System	Summer/Spring	\$ 35,000	
4	Automatic Switch (Timedelay)	Summer	\$ 15,000	\$ 8,000
5	Repair Catwalk at Plant	Summer	\$ 10,000	\$ 3,000
	<b>Total</b>		<b>\$ 122,000</b>	<b>\$ 62,250</b>

\*Seasons:

Summer = June, July, August

Fall = September, October, November

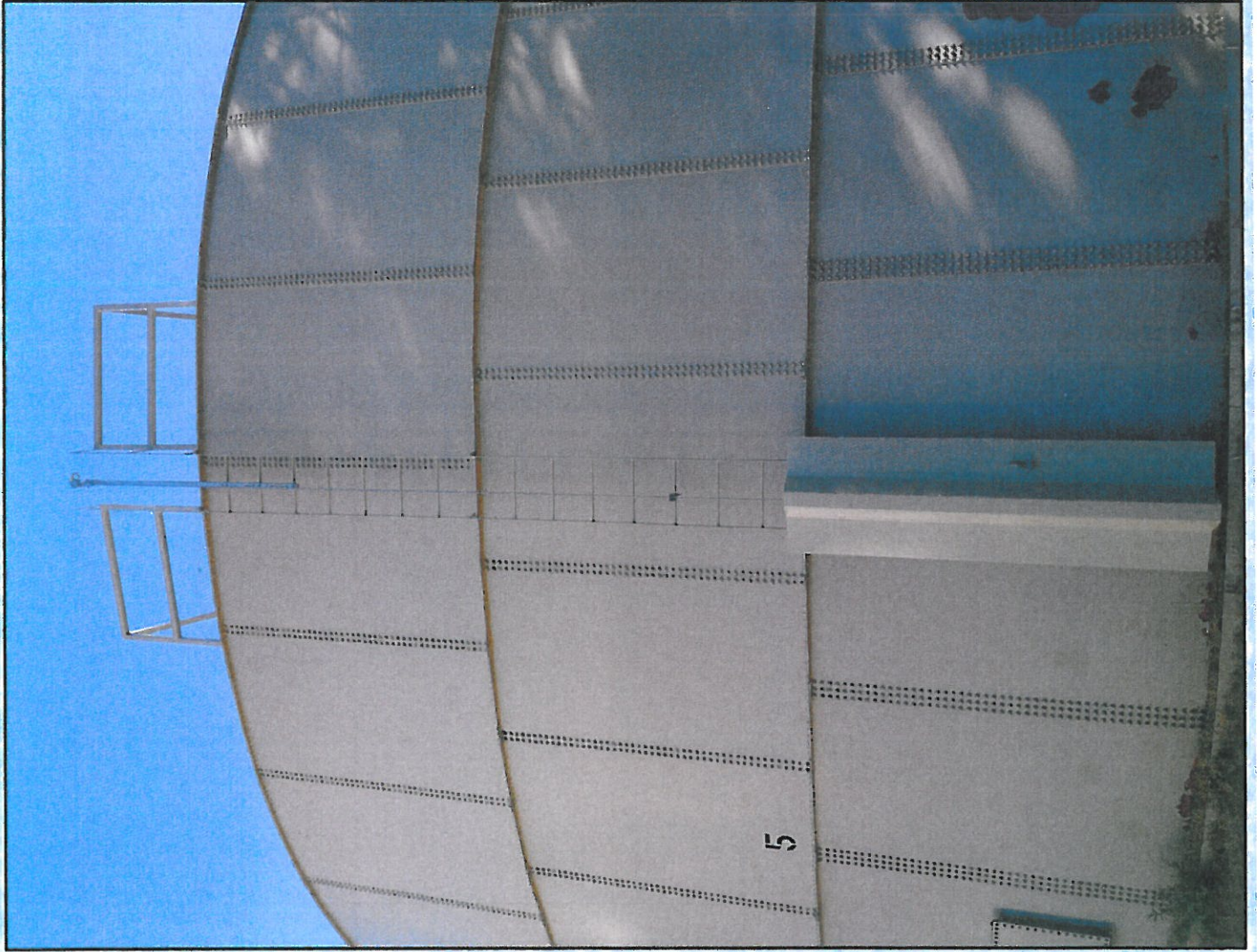
Winter = December, January, February

Spring = March, April, May

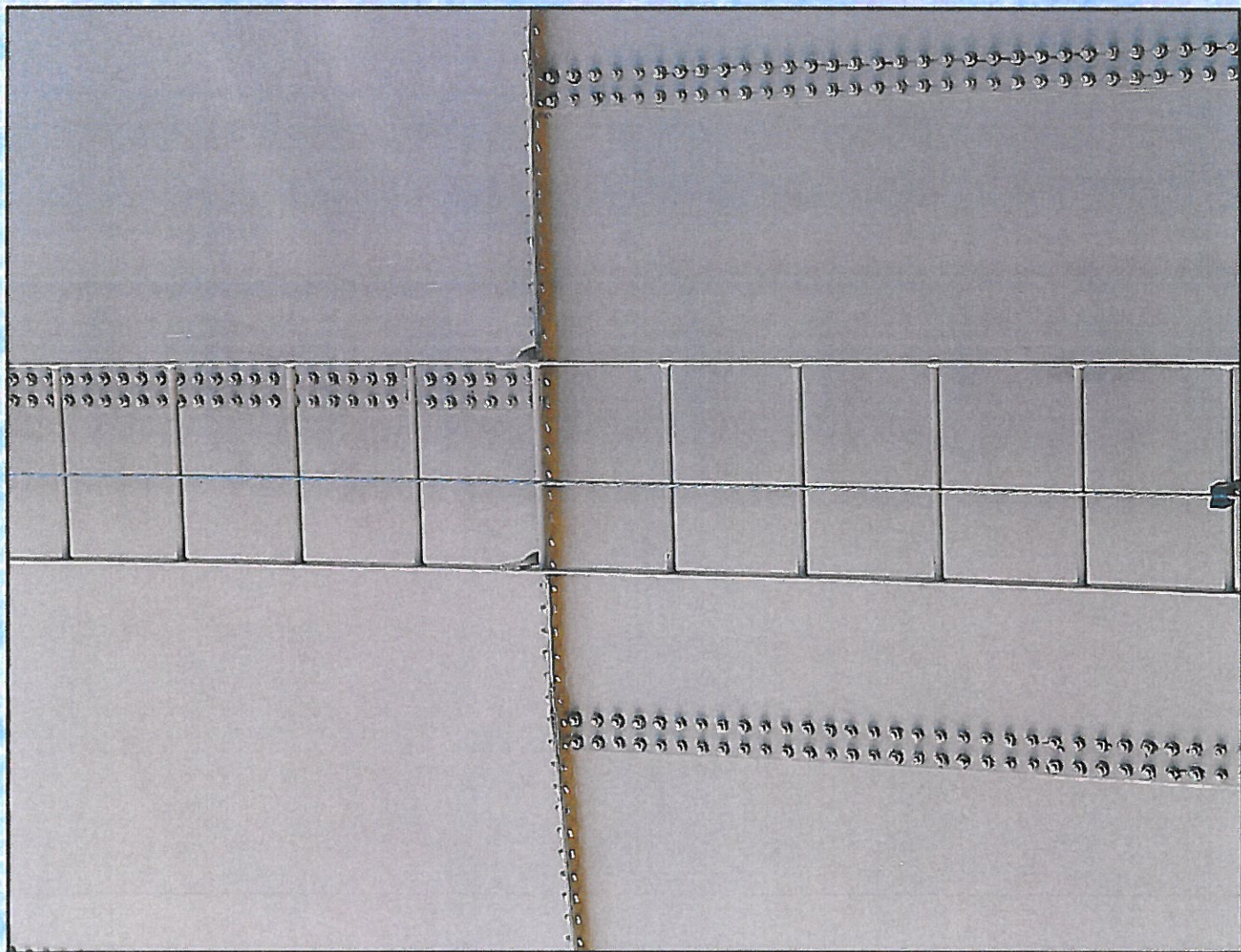
In Process
Completed

\*\*Fall Protection costs increased after budget was approved.

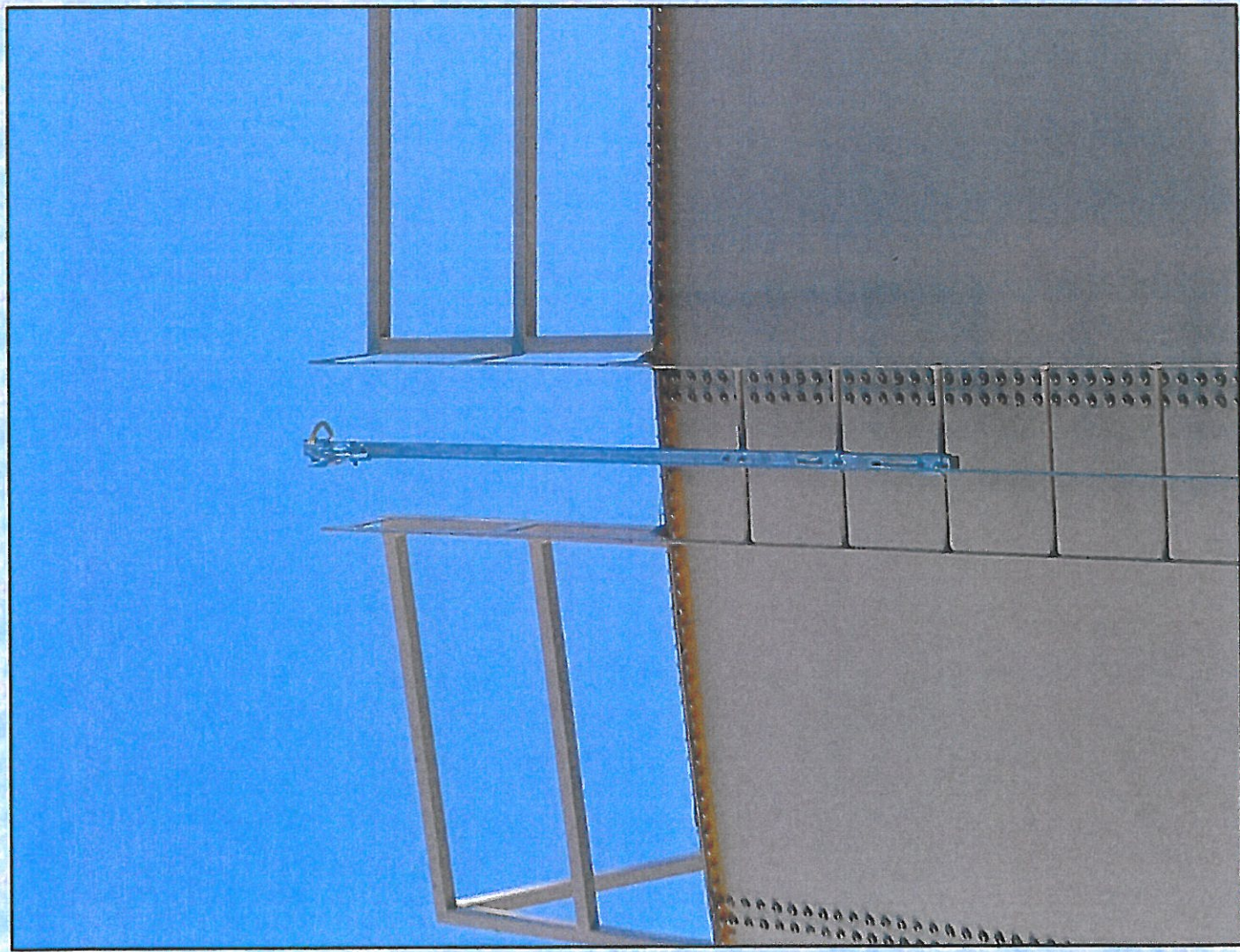
# Safety Ladders Installed



# Safety Ladders Installed



# Safety Ladders Installed



# Safety Ladders Installed

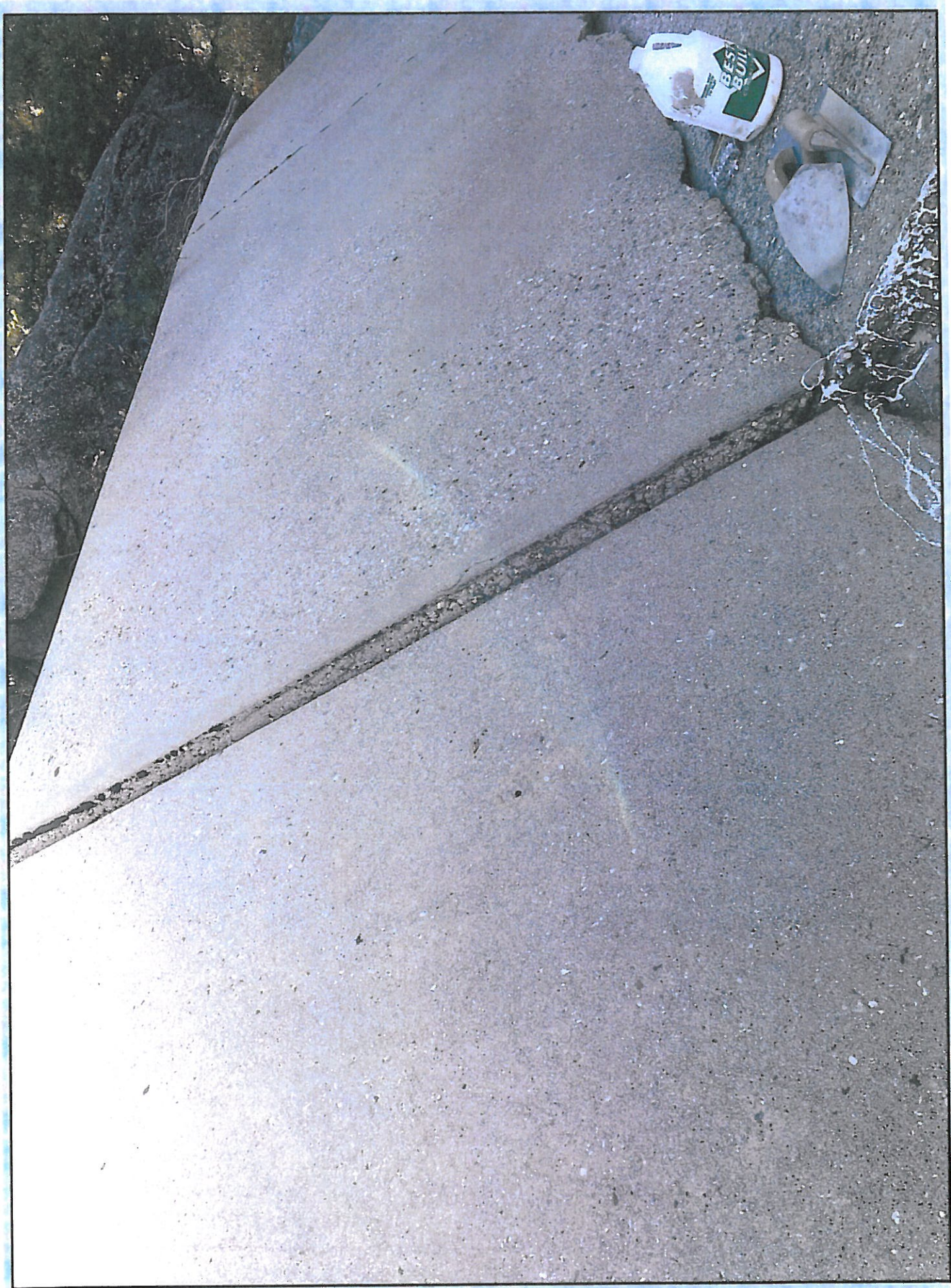


# Foster Lake Spillway Repairs







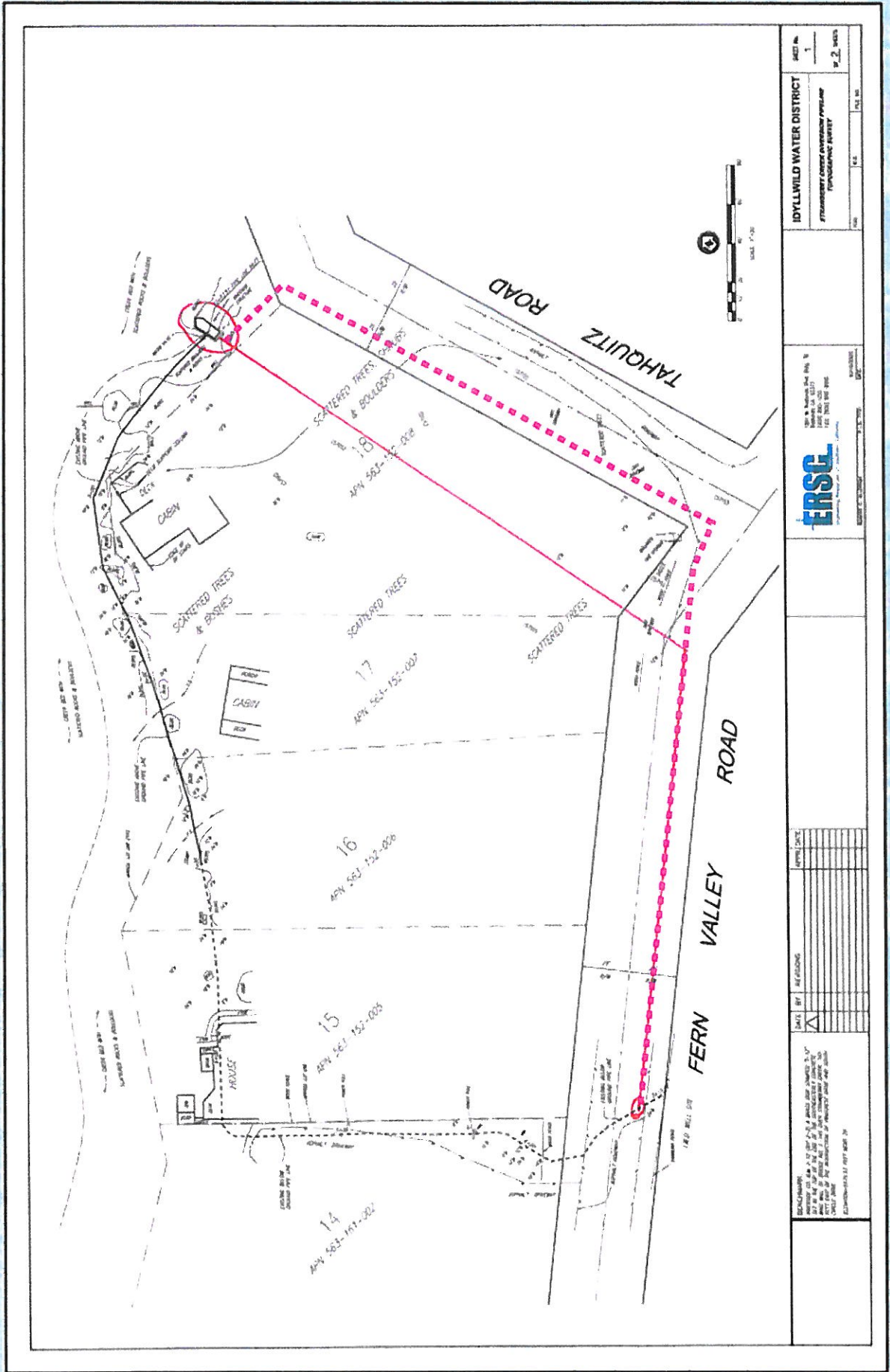






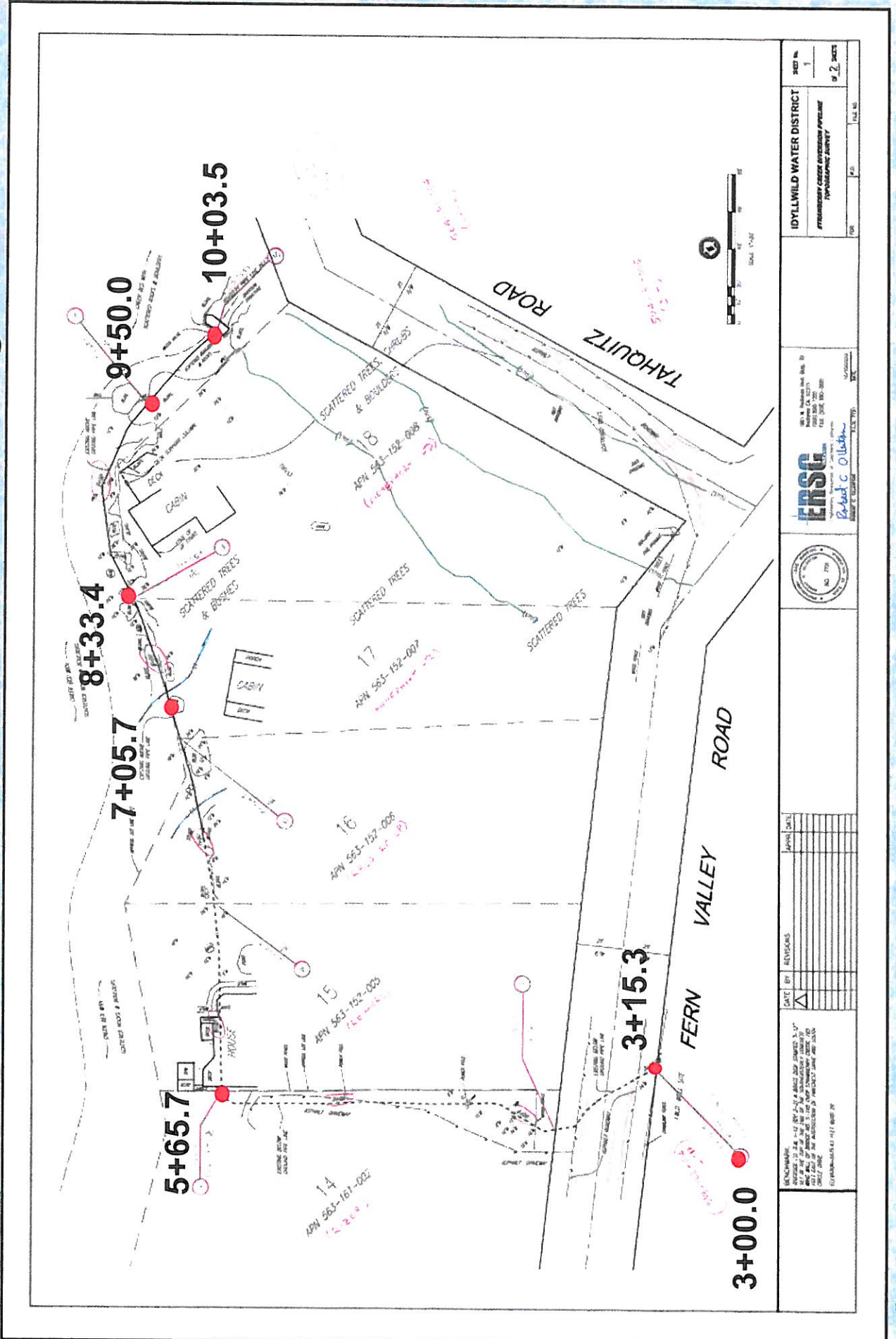


# Strawberry Creek Project



IDYLLWILD WATER DISTRICT PROJECT NO. 1 PROJECT NAME: STRAWBERRY CREEK PROJECT DATE: 11/20/08	SHEET NO. 1 TOTAL SHEETS 2
	SCALE: AS SHOWN DATE: 11/20/08
<b>ERSC</b> ENVIRONMENTAL RESOURCE SERVICES CORPORATION 1000 N. GARDEN AVENUE, SUITE 100 DENVER, CO 80202 TEL: 303.733.8800 FAX: 303.733.8801 WWW.ERSC.COM	PROJECT NO. 1 SHEET NO. 1 DATE: 11/20/08
14 APN 563-151-002 15 APN 563-152-005 16 APN 563-152-006 17 APN 563-152-007 18 APN 563-152-008	19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

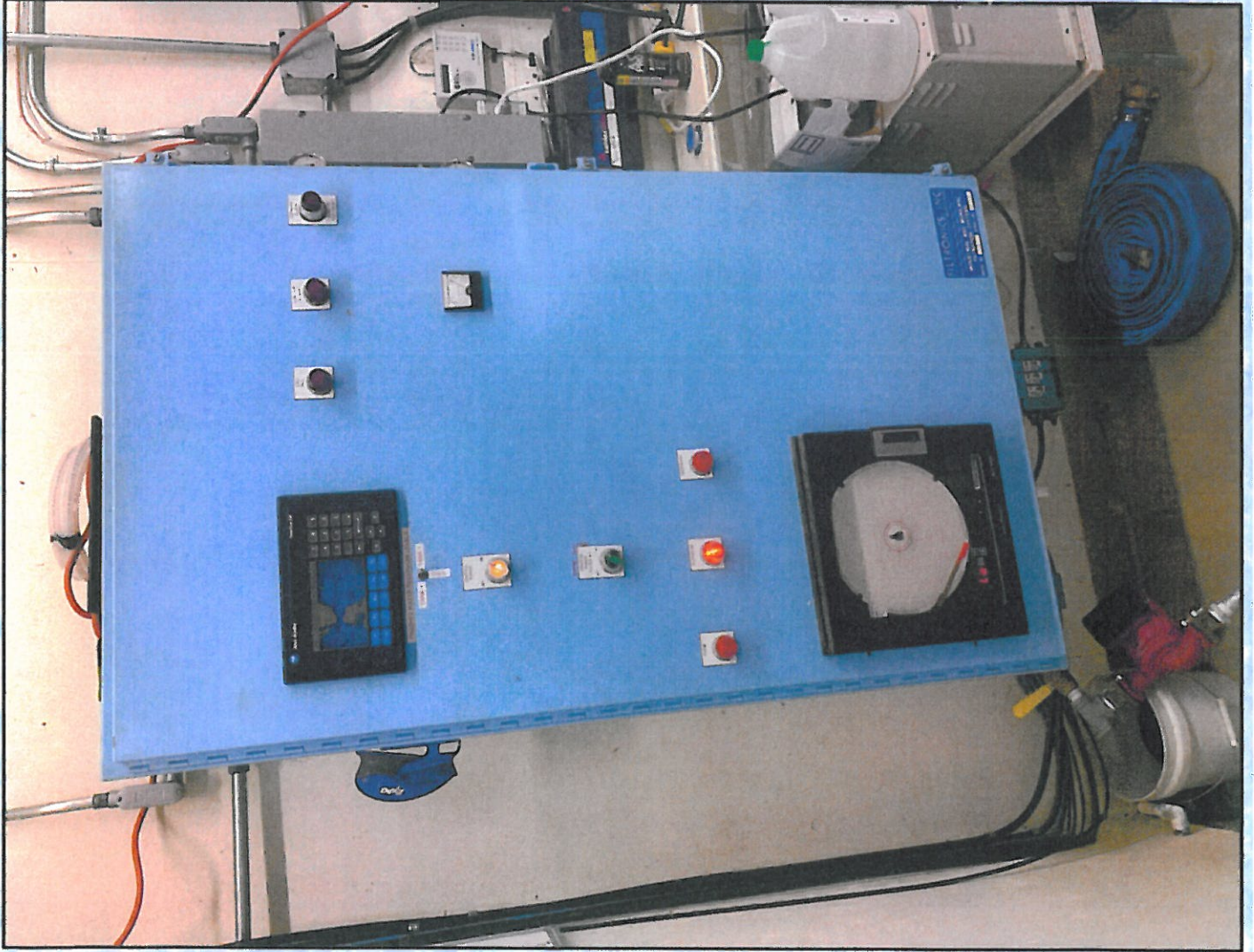
# Strawberry Creek Project



<b>ERSC</b> Environmental Resource Services Company 10000 Wilshire Blvd., Suite 100 Beverly Hills, CA 90210 Tel: 310.206.1800 Fax: 310.206.1801 www.ersc.com		IDYLLWILD WATER DISTRICT PROJECT: CREEK RESTORATION PROJECT DRAWING NO.: 1 SHEET NO.: 1 OF 2 SHEETS
DATE: 01/14/11 BY: [Signature] CHECKED: [Signature] APPROVED: [Signature]		SCALE: 1" = 20' NORTH ARROW: [Symbol]

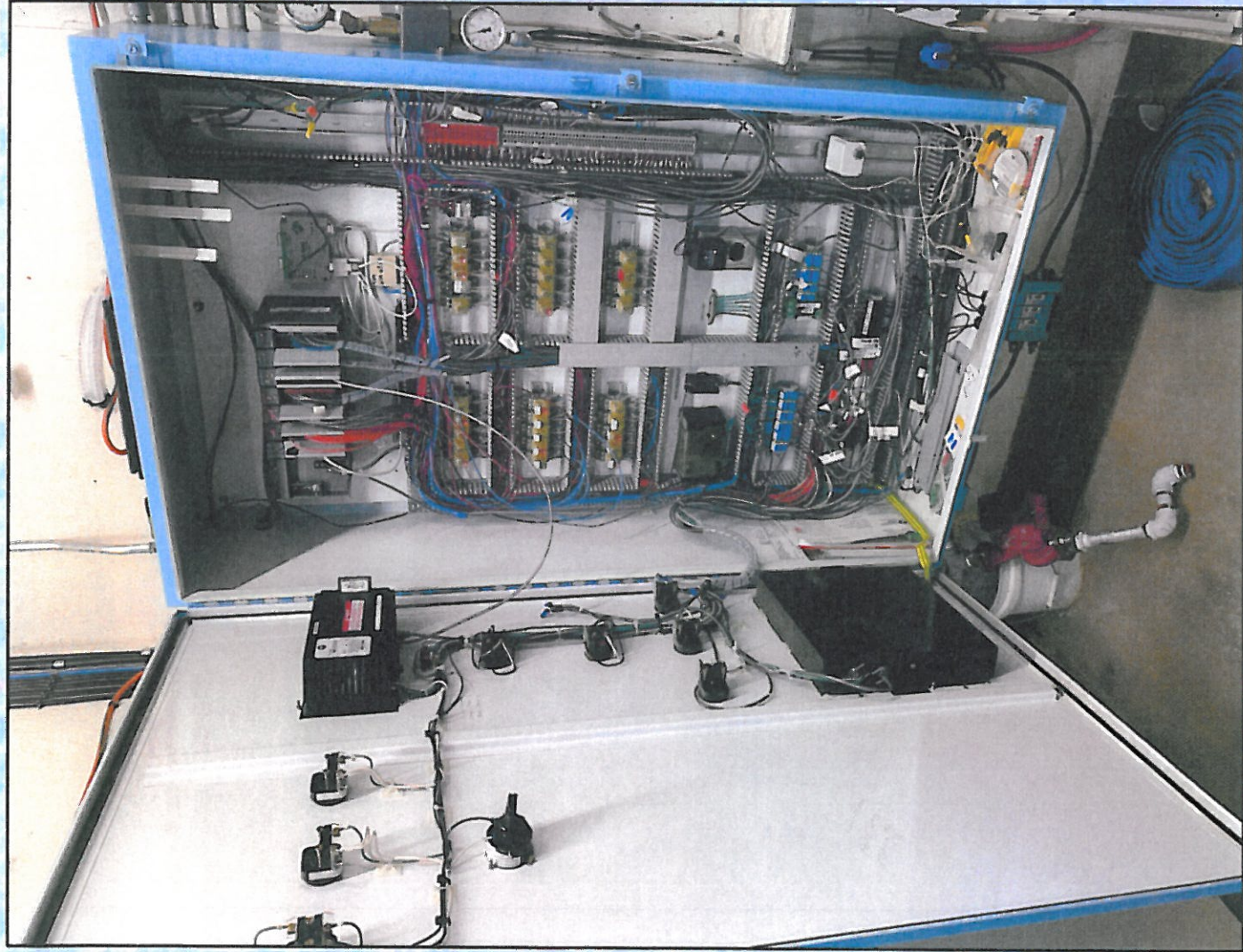


# Foster Lake Treatment Plant Electronic Replacement / Update





# Foster Lake Treatment Plant Electronic Replacement / Update



# Letter Delivered December 8, 2020



# Jetter Delivered December 8, 2020





# Jetter Delivered December 8, 2020





**SAWPA DCI WORK PLAN**

**Idyllwild Water District**

**PWS #: 3310019**

**AMOUNT: \$150,000**

**Project Type:**             Drinking Water         Wastewater             Groundwater

**Start Date:**            TBD

**System Contact(s):**    Leo Havener, General Manager, 951-659-2143 x205(o),  
leo@idyllwildwater.com

**System  
Address/Location:**    25945 Hwy. 243  
Idyllwild, CA 92549

**System Description:**

Idyllwild Water District (IWD) operates a wastewater treatment plant that serves 559 connections. The wastewater quality is typical of residential and light commercial development. Approximately 90,000 gallons per day are treated via return activated sludge process and sent through a clarifier prior to discharge to polishing ponds and land application in a forest environment.

The existing treatment plant is beyond its design life and has a lack of redundancy in most critical systems. There is a limited equalization tank that only permits brief shutdowns of the main digester. The wastewater system experiences maximum daily loading of 150,000 gallons per day during peak tourism season and heavy rain events (due to inflow and infiltration). This exceeds the capacity of the existing plant. Additionally, the wastewater treatment plant needs to be expanded to allow additional customers to connect to the system to help sustain local groundwater quality.

The current system is vulnerable to key equipment failures and needs expansion to sustain the plant if any emergency should occur. There is only one clarifier and, if the plant was to be taken offline, operations would be impacted. There is no way to switch to a backup treatment plant, as the entire plant would need to be shut down. The needed wastewater system improvements will increase treatment reliability and capacity and minimize any operational impacts on service to customers. SCADA procurement would also allow a more efficient monitoring of the treatment plant. There are two schools that would be impacted if the system were to fail.

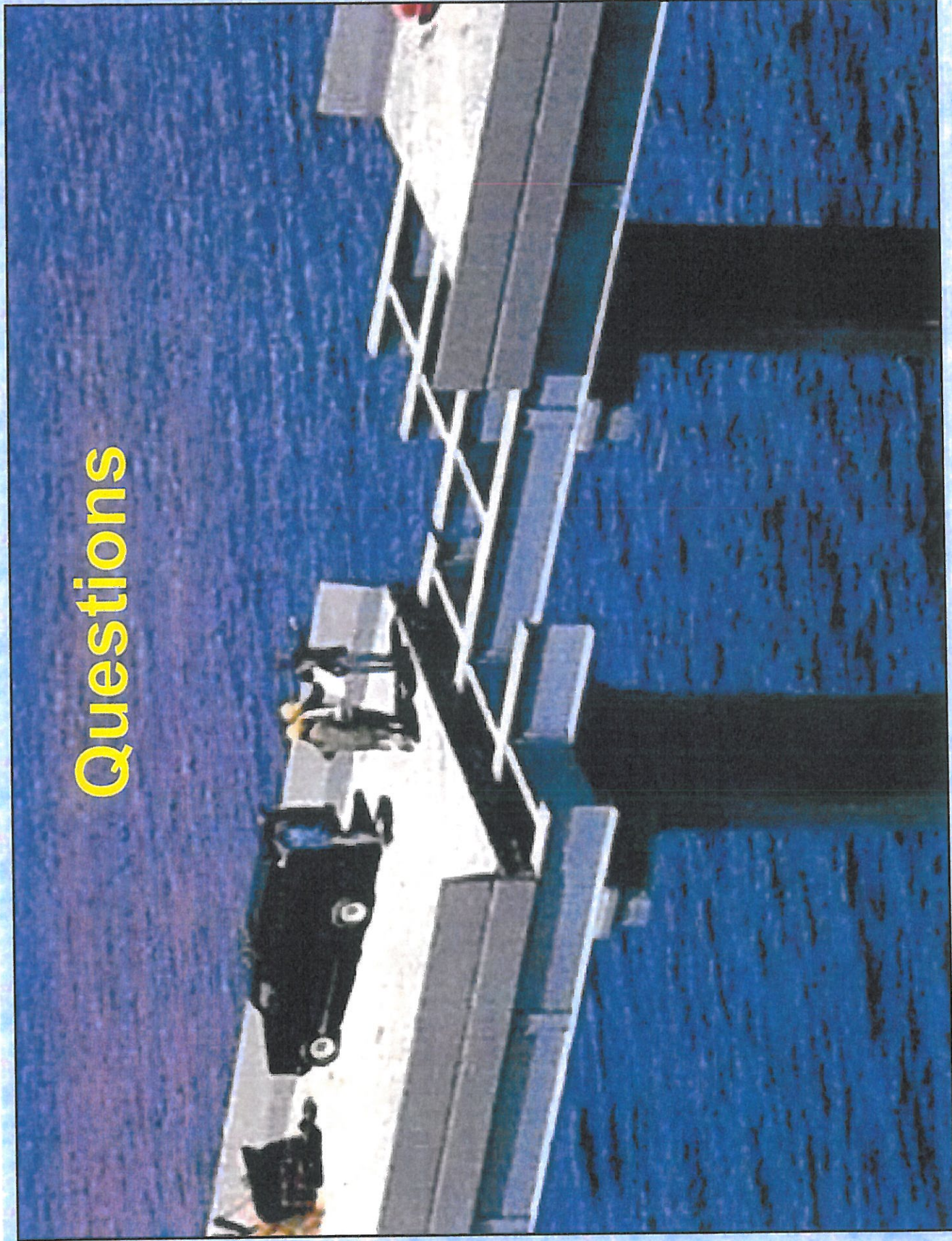


**Summary of Proposed Deliverables and Activities\***

	<b>Deliverable</b>	<b>Notes and Details Regarding Related Activities</b>	<b>Staffing</b>	<b>Due Date</b>
1	System Evaluation	Summarize wastewater system conditions, quantify system effluent loading and quality, catalog infrastructure needs, identify priority capital improvements	Nate Thomas, Archana Bhardwaj, et al	May 8, 2020
2	Feasibility Study on Wastewater Treatment Plant	Report outlining the pros and cons for various approaches to the wastewater treatment system deficiencies with cost comparisons and recommended design option for PER, one review cycle	Nate Thomas, Archana Bhardwaj, et al	October 30, 2020
3	Preliminary Engineering Report on WWTP & SCADA Upgrades	Preliminary Engineering Report detailing system, issues faced, potential solutions, recommended solution, engineering calcs to support findings and recommended alternative, and engineering preliminary design of recommended alternative. Includes Process Flow diagram and 30% Drawings, and construction cost opinion: one review cycle.	Nate Thomas, Archana Bhardwaj, et al	March 19, 2021
4	Consolidation Study	Task cancelled, no consolidation is possible.		
5	CEQA Documents	CEQA strategy as part of the PER effort. CEQA report should be accomplished after land acquisition.	Nate Thomas, Archana Bhardwaj, et al, Subcontractor	March 19, 2021

\*Tasks and projected timeline subject to updates based on actual project conditions.

# Questions







# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** January 20, 2021

**Subject:** Item 2 - Consider ERSC Proposal for Topographic Survey of Strawberry Creek Diversion Pipeline

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**Recommendation:**

Board of Directors will consider approving General Manager recommendation to award ERSC for topographic survey of Strawberry Creek Diversion Pipeline relocation.

**Background:**

In September 2020, ERSC surveyed the existing Strawberry Creek pipeline and produced a profile and plot plan drawings. Since the completion of the drawings, staff has met with ERSC at Strawberry Creek to evaluate the possible relocation of the existing pipeline. Additional topography needs to be established to better determine the new pipeline location.

**Fiscal Impact:**

ERSC proposal will take approximately 10 to 12 weeks to complete at a cost of \$15,000.00. The initial survey cost \$5,940.00. With ERSC proposed \$15,000.00 plus the \$5,940.00 equals a total of \$20,940.00 which exceeds the General Manager spending authority of \$15,000.00 and requires Board approval for the expenditure. The approved FY 2020 – 2021 budget authorized \$25,000.00 for the Strawberry Creek Project.

**Conclusion:**

General Manager recommends approving ERSC proposal to continue work on the

Strawberry Creek Project and authorizing General Manager to sign ERSC proposal to proceed. The District is planning to break ground for this project in Spring or Summer of 2021.

**Attachments:**

- ERSC Preliminary Engineering Services for Replacement of the Strawberry Creek Diversion Structure and Pipeline.



03018008P

January 6, 2021

Mr. Leo Havener, General Manager  
Via Email: [Leo@idyllwildwater.com](mailto:Leo@idyllwildwater.com)

Idyllwild Water District  
25945 Hwy-243  
Idyllwild, CA 92549

**SUBJECT: PRELIMINARY ENGINEERING SERVICES FOR REPLACEMENT OF THE STRAWBERRY CREEK DIVERSION STRUCTURE AND PIPELINE**

Dear Leo:

*Engineering Resources of Southern California (ERSC)* is pleased to submit our proposal to the District for subject Services. These services follow our initial topographic survey efforts to determine the existing pipeline's alignment (mid-October 2020) and subsequent field meeting with you to review the project and determine an approach strategy (mid-December 2020).

The goal of this next project phase is to develop a conceptual / preliminary design and identify the various project elements and specialty studies (i.e. environmental and geotechnical) required to advance to final design, and summarize same in a Technical Memorandum format. As such, we propose the following services:

- |                                                                |         |
|----------------------------------------------------------------|---------|
| 1. Perform a supplemental topo survey to realign the pipeline: | \$4,800 |
| 2. Conceptual / Preliminary Design Effort:                     | \$8,000 |
| 3. Summary Tech Memorandum:                                    | \$2,200 |

Based on the above, we estimate a total fee of **\$15,000** and, upon authorization, anticipate completing the requested services within a 10 to 12 week timeframe.



# Engineering Resources of Southern California, Inc. | Schedule of Rates

## Professional Staff

President .....	\$260.00
Vice President .....	\$220.00
Sr. Principal Engineer .....	\$215.00
Principal Engineer .....	\$195.00
Assistant Principal Engineer.....	\$170.00
Engineer V .....	\$155.00
Engineer IV .....	\$140.00
Engineer III .....	\$125.00
Engineer II .....	\$110.00
Engineer I .....	\$95.00

## Engineering Staff

Principal Engineering Associate .....	\$185.00
Senior Engineering Associate.....	\$160.00
Engineering Associate V.....	\$130.00
Engineering Associate IV.....	\$115.00
Engineering Associate III .....	\$105.00
Engineering Associate II .....	\$95.00
Engineering Associate I .....	\$85.00
Engineering Aide II .....	\$45.00
Engineering Aide I .....	\$40.00

## Survey Staff and Services

Principal Surveyor .....	\$185.00
Senior Surveyor.....	\$150.00
2-Man Survey Crew (Std Equipment/Truck).....	\$290.00
1-Man Survey Crew (Std Equipment/Truck).....	\$220.00
3rd Man on Survey Crew.....	\$120.00

## Construction Support Staff

Construction Manager .....	\$170.00
Resident Engineer .....	\$170.00
Owner's Representative .....	\$160.00
Sr. Construction Inspector .....	\$125.00
Construction Inspector.....	\$120.00
Inspector Overtime (Hours 8-12).....	\$160.00
Inspector Overtime (Hours 12+) .....	\$200.00

## Administrative Staff

Operations Specialist.....	\$80.00
Administrative Assistant II.....	\$70.00
Administrative Assistant I.....	\$60.00

## Other Direct Expenses

Vehicle Mileage .....	\$0.70/Mile
Subconsultant.....	Cost + 20%
Reimbursable Expenses/Charges .....	Cost + 15%
Forensic Analysis.....	Standard Rate X 2
Expert Witness .....	Standard Rate X 3

NOTE: All rates are subject to change to reflect annual inflation and cost of living adjustments. Prevailing Wage Rates are dictated by the California Department of Industrial Relations (CADIR). All above classifications which are subject to Prevailing Wage Rates will be adjusted as revised rates are published by the CADIR.

Unless otherwise established by contractual agreement, payment is due any payable upon receipt. Payment is considered delinquent if not paid within 30 days of invoice date. If payment is not completed within agreed terms, Client agrees to pay a service charge on the amount past due at the rate of 11/2% per month (18% per annum).



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** January 20, 2021

**Subject:** Item 3 - Consider Tesco Controls, Inc. Proposal for WTP Main Control Panel Programmable Logic Controller

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### **Recommendation:**

Board of Directors will consider approving General Manager recommendation to award Tesco to install a Main Control Panel Programmable Logic Controller (PLC) for the Water Treatment Facility.

### **Background:**

The existing Filtronics PLC is obsolete and no longer supported by the manufacture. The District requires that the SCADA application operate the same with the upgraded PLC.

### **Fiscal Impact:**

Tesco Controls, Inc. quote \$71,150.00 is within the \$150,000.00 authorized in the District FY 2020 – 2021 budget. However, additional work may need to be performed once the PLC is installed which may include further expenditures but will be within approved budget authorization.

### **Conclusion:**

The District must upgrade its PLC at the Water Treatment Plant to work appropriately with the SCADA system in an effort to operate the water system in an effective and efficient safe manner.

**Attachments:**

- Tesco Controls, Inc. Quote No.: 20L073Q02

To: Idyllwild Water District  
Attn: Leo Havener  
Re: Idyllwild Water District  
WTP Main Control Panel PLC Upgrade

Quote Date: 12/30/2020  
Quote No.: 20L073Q02

Dear Leo

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the water treatment plant main control panel.

## Project Background

Idyllwild Water District's Water Treatment Plant currently operates water treatment equipment originally supplied by Filtronics. This equipment is controlled by an Allen Bradley SLC-05 programmable logic controller (PLC). This PLC has a PanelView operator interface terminal (OIT) for operator control as well as a chart recorder. The District is aware that the SLC-05 PLC is obsolete and no longer supported by the manufacturer. Because of this they have requested a quotation from Tesco Controls, Inc. to provide an upgraded PLC for this plant.

It is understood that the existing PLC does not provide the level of automation that the District requires. The plant is currently controlled by operators manually. The District would like the programming to be updated to include automatic control of the WTP where possible.

It is understood that the District also has Lookout SCADA application that connects to the SLC-05. It has been explained to Tesco that the communication path between SCADA and the PLC is via a RF DataTech ZRT Series radio. The district requires that the SCADA application operate the same with the upgraded PLC.

## Scope of Work

Tesco Controls, Inc. proposes to provide the District with the current Allen Bradley model PLC, a CompactLogix. The CompactLogix has a similar footprint as the SLC-05 and will be able to be retrofitted into the existing control panel.

To begin the project, Tesco programming Engineers will visit the site and connect to the existing equipment. If possible, the Engineers will pull the existing PLC and SCADA programs, setpoints, and peer to peer communication information.

Next, a PLC Programming Engineer will conduct a workshop with Idyllwild Water District to discuss control strategy and requirements for the new program. The District has provided Tesco with the original Filtronics drawings for this site dated February 2001. The control strategy will incorporate the existing I/O from the SLC-05 PLC as shown on the drawings. Once the workshop is completed and the control strategy has been agreed upon, a Tesco Project Engineer will create new drawings for the PLC. This will include the wiring and the I/O of the PLC. The Project Engineer will work with the PLC Programming Engineer to ensure proper labeling.

Tesco will provide I/O modules to closely match the existing I/O availability. The Tesco PLC Programming Engineer will perform the programming of the new PLC. This PLC program will fulfill the control strategy agreed upon during the workshop. After programming is complete, the new program will be put through factory testing to ensure proper operability.

All I/O will remain the same except for one change. There is a second existing chlorine analyzer that the District would like to see on SCADA. The District has explained that this chlorine analyzer is currently connected to the



SLC-05 via a communications controller. Tesco’s PLC supply includes a higher capacity analog input module so this signal can be brought to the PLC utilizing the analyzer’s 4-20mA signal. The District will need to ensure that a 4-20mA cable is installed between the control panel and the instrument prior to the PLC retrofit.

Tesco will also provide a new touchscreen OIT for the CompactLogix. The PLC Programming Engineer will program this OIT with graphical representation and control of the PLC. This OIT will take the place of the existing OIT as well as the chart recorder. After programming, Tesco will perform factory testing on the OIT to ensure proper operability.

It is understood that the District has a development license for their SCADA application. The District will provide this license to Tesco for SCADA modifications. The District will also allow Tesco remote access to the SCADA application. A Tesco SCADA Programming Engineer will perform the SCADA modifications necessary to utilize the new PLC for the existing SCADA information. All SCADA points will remain the same except for the addition of the one chlorine analyzer. No other new development is included. Tesco will update the Modbus registers for the application to read the signals from the CompactLogix. Communication path and SCADA functions to remain unaltered. If problems arise above updating of the SCADA points for the new PLC, that will be addressed under a change order. Tesco will perform in house testing of the SCADA programming prior to field deployment.

After successful in-house testing, a Tesco Field Service Engineer will perform onsite retrofit of the PLC and OIT. This will include removing the old PLC, retrofitting the new PLC in its place, and connecting the I/O from the terminal blocks. Tesco will connect the new chlorine analyzer signal into PLC with the wiring previously installed by the District or others. The Engineer will also remove the existing OIT and perform field cutouts on the door to allow mounting of the new OIT. The Engineer will mount the new OIT and connect to the PLC. If desired, the Engineer will also remove the chart recorder and cover the opening with a steel plate.

Once the PLC and OIT are retrofitted into the existing panel, the Field Service Engineer, PLC Programming Engineer, and SCADA Programming Engineer will perform startup services. At startup the engineers will startup, perform function tests, adjust parameters as required, and commission the new PLC. A brief training will be provided to district personnel on the operation of the new PLC and OIT. Tesco will also provide O&M manuals for all Tesco supplied equipment.

This project upgrades the PLC, OIT, and programming. This will include the wiring from the PLC to the terminal blocks. If issues are found outside of the control panel such as instrument or field wiring problems, that will be addressed separately and covered on a time plus materials basis.

### Scope of Supply

Item	Qty	Description
1	Lot	<b>PLC Equipment to Include:</b> <ul style="list-style-type: none"> <li>▪ Qty of 1: CompactLogix CPU</li> <li>▪ Qty of 1: Power Supply</li> <li>▪ Qty of 2: 16 Channel Digital Input Module</li> <li>▪ Qty of 2: 16 Channel Digital Output Module</li> <li>▪ Qty of 1: 8 Channel Analog Input Module</li> <li>▪ Qty of 1: 8 Channel Analog Output Module.</li> </ul>
2	1	<b>OIT Equipment to Include:</b> <ul style="list-style-type: none"> <li>▪ C-More Color Touch Screen</li> </ul>

Item	Qty	Description
3	Lot	<b>Professional Services:</b> <ul style="list-style-type: none"> <li>▪ Project Management</li> <li>▪ Engineering – equipment schematics, engineered submittals, technical data, as-built documentation, and project records</li> <li>▪ Manufacturing Services – prewire screw terminal strips</li> <li>▪ PLC Programming – conduct workshop, develop control strategy, program PLC, testing, startup, commissioning</li> <li>▪ OIT Programming</li> <li>▪ SCADA Programming – program chlorine analyzer onto existing Lookout application, update all existing site tags for new PLC</li> <li>▪ Product Startup Services – product quality review, retrofit PLC, retrofit of OIT, product parameter adjustments, software upload/download as required, instrument/ device signal spanning, product/equipment reconfiguration as required, product function checks, and product startup.</li> <li>▪ Onsite Training</li> </ul>
		<b>TOTAL (including applicable sales tax):</b> <b>\$71,150.00</b>

### Project Clarifications

- Unless otherwise indicated by the Scope of Work above, quote is to **furnish only** and does not include any trade labor, trade work, construction work, site improvement, contractor services, or any trade installation services. Any trade labor and/or related trade work shall be performed by others/contractor.
- Unless otherwise indicated by the Scope of Work above, the following is **not** included within this quotation:
  - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
  - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
  - Local control stations and/or field mounted disconnects.
  - Instrumentation, devices, components, or equipment not specifically identified in the above quotation.
  - Fiber optic patch panels, cable, splicing or terminations.
  - Networking infrastructure or architecture modifications to existing facilities.
  - Any 3<sup>rd</sup> party testing, harmonic testing/analysis, protective device coordination study, short-circuit analysis, or Arc-Flash Risk Assessment (AFRA) services.
  - Electrical interconnection diagrams for equipment not furnished by TESCO
  - ISA process control loop diagrams.
  - Networking/Communications/Telemetry
  - Signal loop diagrams for equipment not furnished by TESCO.

### Clauses, Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Intellectual Property and Confidentiality Notice: The scope of work and price quotation shall not be construed as a formal design or recommendations on design for the related project. All content contained within this quotation is the intellectual property under the proprietorship of Tesco Controls, Inc. and is subject to applicable copyright laws. Such intellectual property shall not be duplicated, replicated, copied, or shared without explicit written consent from Tesco Controls, Inc., as it contains confidential information and work product developed exclusively for use by Tesco Controls, Inc.
- Submittals: to be provided approximately **8-12** weeks after receipt of purchase order, written notice of intent, or notice to proceed.
- Delivery: to be scheduled approximately **10-14** weeks minimum after submittal approval.

- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design, workmanship, and materials for a period of one year from date of installation; and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

TESCO CONTROLS, INC.



Caleb Ernst  
Sales Estimator  
cernst@tescocontrols.com



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** January 20, 2021  
**Subject:** Item 4 - Elect 2021 Officers of the Board of Directors

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### **Recommendation:**

Staff recommends the Board of Directors elect a President and Vice President for the 2018 calendar year.

### **Background:**

Idyllwild Water District Directors are elected to the position of President and Vice President for 1-year terms beginning in January and ending in December. The Board holds elections for these positions at the December Regular Board Meeting. However, since there was no Regular Board Meeting in December the Election of Officers is being held during the January Regular Board Meeting.

The Board of Directors will select one of its members to serve as the President and one to serve as the Vice President of the Board.