



REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT

25945 Highway 243
Idyllwild, CA 92549

August 19, 2020 - 6:00 P.M.

AGENDA

CALL TO ORDER

ROLL CALL

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. If you wish to speak during public comment, please fill out a "Speaker Request Form" and give it to the Board Secretary. When the Board President calls your name, please immediately step to the podium and begin by giving your name and address for the record. Each speaker will be given four (4) minutes to address the Board.

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 Meeting: July 15, 2020
Special Meeting: August 5, 2020

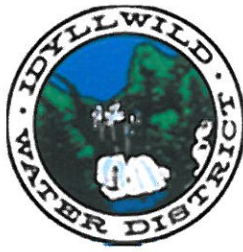
B. FINANCIAL REPORTS

1. Income statement for the twelfth-month ending July 2020
2. District warrants for July 2020

Check # 16125-16165	= \$ 129,600.77
Gross Payroll	= \$ 64,220.00
Federal/State PR taxes	= \$ 7,050.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 233.00

C. OPERATIONS REPORT

D. GENERAL MANAGER REPORT



ACTION ITEMS

2. CONTRIBUTE TO COMMUNITY SAFETY FOR COMMUNITY SIREN DONATION

Board of Directors will consider approving a contribution to Community Safety in the amount not to exceed \$10,000 exclusively for the installation of a community alert siren.

3. RIVERSIDE LOCAL AGENCY FORMATION COMMISSION (LAFCo) NOMINATION FOR AN ALTERNATE SPECIAL DISTRICT MEMBER FOR LAFCo

Board of Directors will consider nominating a Director for the Alternate Special District Member for LAFCo.

4. MODIFICATION OF ORGANIZATIONAL STRUCTURE AND JOB TITLES

Board of Directors will consider approving General Manager recommendation to modify the Organizational Chart and Job Titles.

DIRECTORS COMMENTS

CLOSED SESSION

5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Gov. Code section 54956.8.)

Property: Idyllwild

Agency negotiator: Leo Havener, General Manager, and Hosny Shouman, Chief Financial Officer

Negotiating parties: Unknown

Under negotiation: Not at this time

6. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (1 Case)

Significant exposure to litigation pursuant to Govt. Code § 54956.9(a)-(b), (d)(2).

7. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Public Employee Performance Evaluation § 54957 Title: General Manager

ADJOURNMENT

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



Please remember during Public Comments:

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. 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 THE REGULAR MEETING OF THE BOARD OF DIRECTORS

**IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549**

July 15, 2020 - 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, Director Gin, and Director Hunt. General Manager Leo Havener, Chief Financial Officer Hosny Shouman, and Board Secretary Kris Kirschbaum were also present.

PUBLIC COMMENT: Questions and comments about errors and negative comments printed in a newsletter sent to IWD customers, in addition to disagreement regarding financial contribution to the Community Siren Project.

ITEM #1- CONSENT CALENDAR:

A. MINUTES – Regular Meeting: June 17, 2020

B. FINANCIAL REPORTS

1. **Income statement** for the 12th month ending June 2020
2. **District warrants** for June 2020.

Check # 16086 – 16124	= \$ 137,572.69
Gross Payroll	= \$ 62,032.00
Federal/State PR taxes	= \$ 6,931.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 277.00

C. OPERATIONS REPORT FOR THE TWELFTH MONTH - JUNE, 2020.

DIRECTORS' COMMENTS: Questions and comments to clarify various Warrants and items in the Income Statement. Also a request for more information in the Operations Report going forward:

past history of well levels as compared to current levels, and Demand/Production to produce a Ratio that indicates need to consider accurate drought stage levels.

PUBLIC COMMENTS: None

A MOTION was made by Vice-President Szabadi to approve items A-C in the Consent Calendar. Director Hunt seconded.

The vote was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Peter Szabadi			
David Hunt			
Steve Kunkle			
Charles Schelly			
Les Gin			

Motion approved.

D. GENERAL MANAGER'S REPORT.

DIRECTORS' COMMENTS: Questions and comments regarding errors in the newsletter, and other items included on the General Manager's Report.

PUBLIC COMMENTS: None

DISCUSSION ITEMS

ITEM #2 - COVID-19 CalOSHA INFORMATION: The General Manager presented updates on information received regarding workplace monitoring.

DIRECTORS' COMMENTS: Questions and comments regarding continued efforts to keep employees safe.

PUBLIC COMMENTS: None

ITEM #3 - STRAWBERRY CREEK DIVERSION AND PIPELINE PRESENTATION: The General Manager presented a visual representation of the Strawberry Creek Pipeline Diversion.

DIRECTORS' COMMENTS: Questions regarding solutions for the aging pipeline, and potential water loss.

PUBLIC COMMENTS: Question to clarify location of the diversion and pipeline.

ACTION ITEMS

ITEM #5 - CONTRIBUTE TO COMMUNITY SAFETY FOR COMMUNITY SIREN DONATION

Board of Directors will consider approving a contribution to Community Safety in the amount not to exceed \$10,000 exclusively for the installation of a community alert siren.

PUBLIC COMMENTS: Comments regarding potential panic caused by a Community Alarm, and suggestion to be sure the system is refined (availability of WNKI, etc) before contributing.

DIRECTORS' COMMENTS: Comments regarding the importance of being able to inform the public of any emergency. Further comments that the Board would like to require assurance from the IFPD to have unlimited usage of the system and to not incur on-going financial charges.

A MOTION was made by Vice-President Szabadi to table the item pending receipt of documentation from the Idyllwild Fire Protection District that states IWD will have complete access to use of the Community Alarm System in perpetuity, without request or requirement of future financial contributions. Director Gin seconded.

The vote was as follows:

AYES

Peter Szabadi

David Hunt

Steve Kunkle

Charles Schelly

Les Gin

NAYS

ABSTAIN

ABSENT

Motion to Table approved.

ITEM #6 - HIRING FREEZE DUE TO COVID-19 CAUSING A DECREASE IN WATER REVENUES

Board of Directors will consider a hiring freeze due to COVID-19 decrease in revenues.

DIRECTORS' COMMENTS: Comments to clarify scope of a hiring freeze to include only the Field Supervisor position, since there may be a need for future hiring within the District. Upon assurance from the General Manager that he does not intend to fill the Field Supervisor position without first consulting the Board, the Board members agreed that no action was needed on this item.

PUBLIC COMMENTS: Questions regarding vacant positions.

Action Taken: No action taken.

DIRECTORS' COMMENTS: None

PUBLIC COMMENT: None

The Board took a 5 minute recess at 7:15 pm before moving into closed session.

CLOSED SESSION

ITEM #7 - CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (1 Case)

Significant exposure to litigation pursuant to Govt. Code § 54956.9(a)-(b), (d)(2).

ITEM #8 - PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Public Employee Performance Evaluation: Govt. Code § 54957. Title: General Manager

The Board resumed Open Session.

Action Taken: No action taken.

The next scheduled regular Board meeting is August 19, 2020 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Kris Kirschbaum

Dr. Charles Schelly

BOARD SECRETARY

BOARD PRESIDENT



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

**IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549**

August 5, 2020 - 6:00 P.M.

CALL TO ORDER: President Schelly called the meeting to order at 6:01 p.m.

ROLL CALL: Directors present: President Schelly, Vice President Szabadi, Director Kunkle, Director Gin (via teleconference), and Director Hunt. General Manager Leo Havener and Board Secretary Kris Kirschbaum were also present.

PUBLIC COMMENT:

None

The Board took a 5 minute recess at 6:02 before moving into closed session.

CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (1 Case)**
Exposure to litigation pursuant to Govt. Code § 54956.9(a)-(b), (d)(2).
- 2. REAL ESTATE** Real Property discussions pursuant to Govt. Code § 54956.9(a)

The Board resumed Open Session.

Action Taken: No action taken.

ADJOURNMENT: The Meeting Adjourned at 7:27 pm.

The next scheduled regular Board meeting is August 19, 2020 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Kris Kirschbaum

Dr. Charles Schelly

BOARD SECRETARY

BOARD PRESIDENT

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

CONDENSED CATEGORY	FOR THE MONTH OF		JULY 2020
	ACTUAL	BUDGET	
OPERATING REVENUES:			
BASE-RESIDENTIAL/COMMERCIAL	69,704	69,833	-129 -0.18%
SALES-RESIDENTIAL/COMMERCIAL	69,924	71,500	-1,576 -2.20%
OTHER OPERATING REVENUE	1,035	1,100	-65 -5.91%
OTHER NON-OPERATING REVENUE*	0	0	0
TOTAL OPERATING REVENUES	140,663	142,433	-1,770 -1.24%
OPERATING REVENUE BY CATEGORY			
	FOR THE MONTH OF		JULY F (U) 2020
	ACTUAL	BUDGET	VARIANCE %
BASE RATE - RESIDENTIAL	51,879	51,995	-116 -0.22%
BASE RATE - COMMERCIAL	17,825	17,838	-13 -0.07%
SALES-RESIDENTIAL	49,469	50,500	-1,031 -2.04%
SALES-COMMERCIAL	20,455	21,000	-545 -2.60%
SALES-SEWER	0	0	0 0.00%
SALES-CONSTRUCTION/OTHER	115	300	-185 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	300	200	100 0.00%
OTHER MISCELLANEOUS	120	100	20 0.00%
INSTALLATION FEES	500	500	0 0.00%
CAPACITY FEES	0	0	0 0.00%
TOTAL OPERATING REVENUES	140,663	142,433	-1,770 -1.24%

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

FOR THE MONTH OF JULY 2020

CUBIC FEET OF SALES:

	Residential C.F.	Commercial C.F.	Total
R1 5/8	684,269	80,670	764,939
R2 3/4	9,990	14,760	24,750
R3 1"	6,620	91,840	98,460
R4 1.1/2"	0	30,540	30,540
R5 2"	0	14,670	14,670
R6 3"	0	1,290	1,290
IA 3"	0	38,240	38,240
NC-WWTP	0	1,110	1,110
TOTAL CUBIC FEET OF SALES	700,879	273,120	973,999

NUMBER OF CUSTOMER BILLS:

	R	C	Total
R1 5/8	1,434	107	1,541
R2 3/4	12	18	30
R3 1"	35	36	71
R4 1.1/2"	0	12	12
R5 2"	0	9	9
R6 3"	0	1	1
IA 3"	0	1	1
NC-WWTP	0	1	1
TOTAL NUMBER OF CUSTOMER BILLS	1,481	185	1,666

SewerAcct S
 Fire Services F "2"
 Fire Services F "3"
 Fire Services F "4"

SewerAcct S	418	167	585
Fire Services F "2"	0	0	0
Fire Services F "3"	0	0	0
Fire Services F "4"	0	3	3
Total Idyllwild Customers			2,254

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

BY CATEGORY	FOR THE MONTH OF		JULY F (U)	2020
	ACTUAL	BUDGET		
1- WAGES AND SALARIES EXPENSES	56,200	60,000	3,800	6.33%
2- RETIREMENT PLAN AND LIFE INSURANCE	3,570	4,000	430	10.75%
3- MEDICAL INSURANCE	9,888	12,000	2,112	17.60%
4- UNIFORM EXPENSES	425	438	13	2.86%
5- WORKER'S COMP INSURANCE	0	5,000	5,000	100.00%
6- RETIREMENT MEDICAL INSURANCE	2,913	3,500	587	16.77%
7- BOARD REIMBURSEMENT	75	500	425	85.00%
8- OFFICE SUPPLIES	1,661	3,500	1,839	52.54%
9- OFFICE CLEANING SERVICE	230	280	50	17.86%
10- POSTAGE AND MAILING FEE	702	1,200	498	41.50%
11- TRAINING AND EDUCATION	0	1,300	1,300	100.00%
12- TRAVELING, MILEAGE, MEALS REIMBURSEMENT	0	629	629	100.00%
13- DUES, FEES, SUBSCRIPTIONS	651	2,000	1,349	67.45%
14- COMPUTER SERVICES	916	1,000	84	8.40%
15- LEGAL SERVICES	5,859	5,000	-859	-17.18%
16- ENGINEERING AND CONSULTING	0	4,000	4,000	100.00%
17- UTILITIES - ELECTRICITY	5,750	8,000	2,250	28.13%
18- UTILITIES - GAS & FUEL	422	800	378	47.25%
19- UTILITIES - PROPANE	24	325	301	92.62%
20- UTILITIES - TELEPHONE INTERNET	813	850	37	4.35%
21- UTILITIES - WASTE MANAGEMENT FEE	188	184	-4	-2.09%
22- AUTO AND PROPERTY INSURANCE	6,177	8,000	1,823	22.79%
21 -STATE-COUNTY WATER SYSTEM FEES	0	4,000	4,000	100.00%
22 -GENERAL PLANT & TREATMENT SERVICES	3,416	5,000	1,584	31.68%
23 - VEHICLES REPAIRS AND MAINTENANCE	48	2,500	2,452	98.08%
25 -LABORATORY SERVICES	3,212	3,000	-212	-7.07%
26 -WATER SECURITY SYSTEM	0	771	771	100.00%
27 -ADVERTISING AND PUBLISHING	446	542	96	17.66%
28 -PROPERTY TAX EXPENSES	0	233	233	100.00%
29- COMPENSATED TIME	0	500	500	100.00%
30 -BANK FEE CHARGE	211	250	39	15.60%
31 -WATER MAINTENANCE AND SUPPLIES	263	1,500	1,237	82.47%
33 -ACCOUNTING AND AUDITING FEE	0	0	0	0.00%
TOTAL OPERATING EXPENSES:	104,060	140,802	36,742	26.09%
TOTAL INCOME AND (LOSS)	36,603	1,631		

**IDYLLWILD WATER DISTRICT
SEWER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING July 31, 2020**

FOR THE MONTH OF July 2020

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	58,164	58,000	164	0.28%
OTHER OPERATING	0	0	0	0.00%
TOTAL OPERATING REVENUES	58,164	58,000	164	0.28%
OPERATING EXPENSES:				
1- WAGES AND SALARIES	14,820	16,000	1,180	7.38%
2- RETIREMENT AND LIFE INSURANCE	1,520	2,000	480	24.00%
3- MEDICAL INSURANCE	3,296	5,000	1,704	34.08%
4- UNIFORM EXPENSE	79	300	221	73.59%
5-WORKER'S COMPENSATION INSURANCE	0	145	145	100.00%
6- RETIREMENT MEDICAL INSURANCE	971	1,000	29	2.90%
7- BOARD REIMBURSEMENT	0	200	200	100.00%
8- OFFICE SUPPLIES	23	400	377	94.25%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	234	100	-134	-134.00%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILEAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	217	542	325	59.94%
14- COMPUTER SERVICES	338	1,000	662	66.20%
15- LEGAL SERVICES	1,953	500	-1,453	-290.60%
16- UTILITIES - ELECTRICITY	0	4,000	4,000	100.00%
17- UTILITIES - GAS & FUEL	250	437	187	42.75%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	264	292	28	9.48%
20- UTILITIES - WASTE MANAGEMENT FEE	66	125	59	47.20%
21- VEHICLES REPAIRS AND MAINTENANCE	168	500	332	66.40%
22- ENGINEERING SERVICES	0	5,000	5,000	100.00%
22- MAINTENANCE AND SUPPLIES	1,650	200	-1,450	-725.00%
23- GENERAL PLANT SERVICES	0	500	500	100.00%
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	0	250	250	100.00%
27- ADVERTISING AND PUBLISHING	0	125	125	100.00%
28- LABORATORY SERVICES	1,931	2,000	69	3.45%
29- GENERAL AUTO AND LIABILITY INSURANCE	765	570	-195	-34.23%
30- SECURITY SYSTEM (ADT)	0	208	208	100.00%
31- ACCOUNTING & AUDITING FEE	0	2,000	2,000	100.00%
32- LINE CLEANING	1,060	100	-960	-960.00%
Total Expenses	29,675	44,701	15,026	33.61%
Total INCOME OR (LOSS)	28,489	13,299		

**IDYLLWILD WATER DISTRICT
SEWER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING July 31, 2020**

	FOR THE MONTH OF July 2020			
	ACTUAL	BUDGET	F (U) VARIANCE	%
SEWER FUND OPERATING REVENUES				
BASE RATE-COMMERCIAL	39,326	39,326	0	0.00%
BASE RATE- RESIDENTIAL	18,838	18,674	164	0.88%
TRANSFER FEE	0	0	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%
TOTAL OPERATING REVENUE	58,164	58,000	164	0.28%
EQUIVALENT DWELLING UNITS (E.D.U'S)				
RESIDENTIAL	456	456	0.0	0.00%
COMMERCIAL	937	937	0.0	0.00%
TOTAL E.D.U'S	1,393	1,393	0.0	0.00%
TOTAL Customers	418	167	585	

Idyllwild Water District Well Production Data

Month July Year 2020

Date 8/1/2020

Well #	Cubic feet	AF	PT/FT	Status	GPM	Comment
Horizontal #1	84,710	1.9	FT	ON	15.0	
FL #2	0					
FL #4	54,340	1.2	PT	ON	44.5	
FL #10	3,199	.07	PT	OFF	16.8	
FL #11						
FL #12						
FL #13	223,560	5.1	PT	ON	42.3	
FL #15	4,534	.10	PT	OFF	25	
FL #16	0					
#23 Stratton	202,000	4.6	PT	ON	40.3	
#24 Curtis	143,040	3.2	PT	ON	44.2	
#25 Donahoo	0					
#26 Nature Center	0					
#27 Nature Center	0					
#28 Rock Dale	0					
FV#1A	229,410	5.2	PT	ON	42.1	
FV#2	192,622	4.4	PT	ON	35.6	
Golden Rod	21,240	.48	PT	OFF		
Oakwood						

Total Cubic Feet 1,158,655

Cedar Glen Meter 323,475 cf 7.4 af

In District Production 788,312 cf 18.0 af

TOTAL SUPPLIES TO SYSTEM 1,111,780 cf 25.4 af

Days of Production 28 Minutes of Production 40,320 Average system GPM 206.25

STAGE CRITERIA

MONTH	AVG. GPM	AVAIL GPM	%	COMMENTS
JAN	79	333	23%	CG METER BAD
FEB	159	333	47%	
MARCH	114	333	34%	
APRIL	130	333	39%	
MAY	176	333	52%	
JUNE	194	333	58%	
JULY	206	333	61%	
AUG		333		
SEPT		333		
OCT		333		
NOV		333		
DEC		333		

WELL STATICS

MONTH July

YEAR 2020

WELL	INITIAL	LEVEL	ST or PL	COMMENTS
#3	DP	0	ST	
#7		6'	ST	
#14		6'	ST	FL AREA AVG 4
#23		10'	ST	
#24		19'	ST	
#26		23'	ST	
#27		20'	ST	
#28		103'	ST	
FV1A		361'	PL	
FV#2		319'	PL	

WELL STATICS 2015 – 2020

2015

	FL	FV#1A	FV#2	23	24	26	27	28
JAN	50'ST	384'PL	54'ST	10'ST	21'ST	139'ST	124'ST	140'ST
FEB	49'ST	387'PL	247'PL	10'ST	20'ST	130'ST	118'ST	144'ST
MARCH	48'ST	380'PL	*	11'ST	21'ST	110'ST	108'ST	477'PL
APRIL	48'ST	376'PL	254'PL	29'ST	27'ST	107'ST	104'ST	143'ST
MAY	47'ST	387'PL	256'PL	9'ST	20'ST	98'ST	96'ST	*
JUNE	44'ST	387'PL	260'PL	216'PL	*	94'ST	93'ST	140'ST
JULY	43'ST	386'PL	256'PL	224'PL	29'ST	93'ST	91'ST	144'ST
AUG	43'ST	393'PL	266'PL	240'PL	178'PL	203'PL	93'ST	*
SEPT	42'ST	385'PL	267'PL	17'ST	187'PL	98'ST	95'ST	396'PL
OCT	39'ST	393'PL	259'PL	11'ST	171'PL	93'ST	91'ST	159'ST
NOV	41'ST	396'PL	286'PL	9'ST	20'ST	91'ST	89'ST	147'ST
DEC	43'ST	396'PL	282'PL	9'ST	139'PL	106'ST	96'ST	146'ST

2016

	FL	FV#1A	FV#2	23	24	26	27	28
JAN	41'ST	388'PL	286'PL	9'ST	17'ST	290'PL	111'ST	140'ST
FEB	39'ST	393'PL	46'ST	8'ST	17'ST	119'ST	109'ST	141'ST
MARCH	35'ST	385'PL	285'PL	8'ST	16'ST	101'ST	96'ST	141'ST
APRIL	33'ST	388'PL	290'PL	8'ST	16'ST	111'ST	93'ST	141'ST
MAY	32'ST	385'PL	290'PL	212'PL	18'ST	88'ST	84'ST	141'ST
JUNE	31'ST	382'PL	292'PL	216'PL	142'PL	90'ST	82'ST	140'ST
JULY	33'ST	387'PL	296'PL	232'PL	163'PL	239'PL	115'ST	143'ST
AUG	32'ST	392'PL	295'PL	247'PL	196'PL	152'ST	122'ST	142'ST
SEPT	32'ST	390'PL	300'PL	19'ST	30'ST	119'ST	168'REC	142'ST
OCT	33'ST	386'PL	311'PL	236'PL	27'ST	105'ST	102'ST	142'ST
NOV	33'ST	397'PL	311'PL	10'ST	20'ST	102'ST	100'ST	142'ST
DEC	32'ST	390'PL	301'PL	8'ST	18'ST	122'ST	107'ST	141'ST

2017

	FL	FV#1A	FV#2	23	24	26	27	28
JAN	26'ST	372'PL	301'PL	8'ST	16'ST	282'PL	103'ST	139'ST
FEB	4'ST	366'PL	247'PL	8'ST	13'ST	92'ST	76'ST	131'ST
MARCH	1.6'ST	339'PL	309'PL	8'ST	14'ST	71'ST	56'ST	124'ST
APRIL	0'ST	327'PL	302'PL	9'ST	15'ST	95'ST	50'ST	120'ST
MAY	0'ST	329'PL	307'PL	210'PL	23'ST	49'ST	42'ST	117'ST
JUNE	0'ST	334'PL	294'PL	214'PL	18'ST	229'PL	43'ST	170'PL
JULY	1'ST	377'PL	289'PL	217'PL	18'ST	52'ST	24'ST	198'PL
AUG	5.3'ST	10'ST	292'PL	220'PL	113'PL	49'ST	40.5'ST	124'ST

SEPT	6.8'ST	5'ST	301'PL	203'PL	23'ST	47'ST	41'ST	122'ST
OCT	8.8'ST	335'PL	134'REC	9'ST	18'ST	46'ST	41'ST	120'ST
NOV	10.3'ST	7'ST	299'PL	8'ST	18'ST	46'ST	43'ST	121'ST
DEC	13'ST	7'PL	310'ST	212'PL	19'ST	46'ST	43'ST	122'ST

2018

	FL	FV#1A	FV#2	23	24	26	27	28
JAN	13'ST	4'ST	68'ST	10'ST	18'ST	43'ST	41'ST	120'ST
FEB	14'ST	4'ST	310'PL	10'ST	17'ST	43'ST	41'ST	119'ST
MARCH	14'ST	2'ST	308'PL	120'REC	113'REC	40'ST	40'ST	118'ST
APRIL	11'ST	347'PL	180'REC	9'ST	18'ST	41'ST	40'ST	120'ST
MAY	16'ST	364'PL	319'PL	8'ST	18'ST	40'ST	40'ST	120'ST
JUNE	20'ST	370'PL	320'PL	220'PL	130'PL	41'ST	41'ST	122'ST
JULY	24'ST	371'PL	320'PL	220'PL	28'ST	42'ST	42'ST	122'ST
AUG	25'ST	385'PL	320'PL	234'PL	179'PL	56'ST	51'ST	140'PL
SEPT	26'ST	381'PL	320'PL	242'PL	62'REC	50'ST	46'ST	130'ST
OCT	30'ST	385'PL	320'PL	263'PL	45'REC	51'ST	49'ST	127'ST
NOV	29'ST	390'PL	76'ST	12'ST	29'ST	49'ST	49'ST	129'ST
DEC	29'ST	396'PL	320'PL	207'PL	100'PL	49'	48'	126'

2019

	FL	FV#1A	FV#2	23	24	26	27	28
JAN	27'ST	395'PL	53'ST	9'ST	19'ST	48'ST	34'ST	126'ST
FEB	0'ST	380'PL	314'PL	214'PL	18'ST	41'ST	43'ST	119'ST
MARCH	0'ST	367'PL	311'PL	7'ST	14'ST	24'ST	24'ST	105'ST
APRIL	2'ST	367'PL	55'ST	6'ST	13'ST	16'ST	13'ST	101'ST
MAY	0'ST	378'PL	310'PL	7'ST	14'ST	20'ST	15'ST	99'ST
JUNE	0'ST	384'PL	315'PL	163'PL	78'REC	20'ST	14'ST	97'ST
JULY	2'ST	368'PL	308'PL	216'PL	13'ST	24'ST	18'ST	99'ST
AUG	3'ST	383'PL	318'PL	7'ST	16'ST	24'ST	21'ST	99'ST
SEPT	3'ST	384'PL	43'ST	6'ST	15'ST	23'ST	23'ST	97'ST
OCT	6'ST	393'PL	252'PL	9'ST	17'ST	26'ST	25'ST	101'ST
NOV	7'ST	382'PL	299'PL	8'ST	17'ST	27'ST	25'ST	101'ST
DEC	7'ST	114'REC	105'REC	8'ST	16'ST	25'ST	24'ST	102'ST

2020

	FL	FV#1A	FV#2	23	24	26	27	28
JAN	5'ST	349'PL	41'ST	8'ST	17'ST	26'ST	26'ST	102'ST
FEB	3'ST	13'ST	308'PL	217'PL	13'ST	24'ST	24'ST	104'ST
MARCH	1'ST	1'ST	307'PL	7'ST	14'ST	21'ST	19'ST	101'ST
APRIL	2'ST	0'ST	315'PL	213'PL	14'ST	15'ST	16'ST	99'ST

MAY	3'ST	360'PL	309'PL	8'ST	17'ST	20'ST	21'ST	102'ST
JUNE	3'ST	355'PL	317'PL	206'PL	19'ST	22'ST	18'ST	104'ST
JULY	4'ST	361'PL	319'PL	10'ST	19'ST	23'ST	20'ST	103'ST
AUG								
SEPT								
OCT								
NOV								
DEC								



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: August 19, 2020
Subject: Item 1.D. - General Manager Report

Overview

The matters that required my attention since July 15, 2020, are as follows:

- District received a JPIA Grant totaling \$500 for the District Wellness Program
 - Hosny Shouman, Chief Financial Officer, is responsible for the District receiving the grant
- Made contact with a Licensed Land Surveyor to survey the Strawberry Creek Pipeline Project
- Tesco Control Systems toured District facilities to evaluate electric panels and SCADA needs and concerns
- Operations staff responded to and assisted the County with a sewer spill located in the County park
- Jetting trailer has failed for the last time and staff is researching a new jetting trailer to purchase
- Conversation with ACWA JPIA regarding District Employment Practice Coverage
- Worked on personnel matters
- Prepared items for Board meeting
- Held Management Team meetings
- Addressed various customer service issues
- Communicated with General Counsel regarding various District matters
- Met and discussed District matters with individual Board Members
- Ms. Kris Kirschbaum, who has been working with the District on a part-time basis, gave her two-week notice and her last day with the District will be August 26, 2020.
- Congratulations to all the Directors for winning in November 3, 2020 election.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: August 19, 2020
Subject: Item 2 – Contribute to Community Safety for Community Alert Siren

Recommendation

Board of Directors will consider approving Resolution No. 777 that provides a contribution to Community Safety in the amount not to exceed \$10,000 exclusively for the installation of a Community Alert Siren.

Background

This item was held over from May 20, 2020, June 17, 2020, and July 15, 2020 Board meetings.

At the June 17, 2020 Board meeting Ralph Hoetger, Board President for Idyllwild Fire Protection District (IFPD), spoke about raising funds to install a Community Alert Siren. It would be sounded in the event of emergencies to alert the public to tune to WNKI 578 (1610 AM) emergency radio station for information and instructions.

Mr. Hoetger stated the total cost for the Community Alert Siren is approximately \$60,000 and will benefit Idyllwild and Pine Cove. Riverside County Board of Supervisor Chuck Washington has verbally committed \$30,000 and Fern Valley Water District has committed \$20,000 towards the Community Alert Siren. The current shortfall is approximately to \$10,000.

At the July 15, 2020, Board meeting, the Board directed the General Manager to work with the IFPD to ensure the following were included in the Community Alert Siren Agreement:

- District contribution will be provided once the Community Siren is operational
- District has a "Forever" right to use the siren
- No change in ownership

- No additional future costs to the District

On August 5, 2020, District General Manager met with IFPD Fire Chief and shared the Boards requirements for support of the Community Alert Siren.

Community Siren Agreement

The proposed Community Alert Siren Agreement includes several items that are not constant with the Boards conditions for support, which are as follows:

- IWD shall bear \$10,000 of the costs
- IWD will pay their share within 30 days of the Effective Date
- IWD agrees to pay the sum of \$500 annually, on or before June 1 of each year, for routine, regular, and customary maintenance and upkeep of the Alerting System
- IWD shall pay their share of extraordinary expenses within 30 days of receipt of a written notice requesting payment from IFPD following completion of the replacement or repairs

Fiscal Impact

The donation not to exceed \$10,000 is an unbudgeted expense but the District has funds available for the community siren.

Attachment

- Memorandum of Understanding Regarding the Idyllwild Community Emergency Alerting System



**MEMORANDUM OF UNDERSTANDING
REGARDING THE IDYLLWILD COMMUNITY EMERGENCY ALERTING SYSTEM**

This Memorandum of Understanding (“Agreement”) is made between the Idyllwild Fire Protection District (“IFPD”), Fern Valley Water District (“FVWD”), and Idyllwild Water District (“IWD”), who are sometimes referred to within individually as a “Party” or collectively as “Parties.” This agreement is effective as of August __, 2020 (“Effective Date”).

WHEREAS, IFPD is formed for the protection of life, property and fire prevention for the citizens of Idyllwild, California and is charged with maintaining the appropriate service levels to implement “All Risk emergency” fire and emergency medical services to its citizens.

WHEREAS, FVWD was developed to enhance the quality of life and to provide a water system and ongoing services to those residents residing within the jurisdictional boundaries of those area(s) serviced by the District.

WHEREAS, the IWD was developed to enhance the quality of life and to provide a water system and ongoing services to those residents residing within the jurisdictional boundaries of those area(s) serviced by the District.

WHEREAS, this agreement is developed to provide an understanding between the IFPD, the FVWD and the IWD as it pertains to the Idyllwild Community Emergency Alerting System (“Alerting System”).

WHEREAS, the Alerting System is being put into operation in an effort to enhance and provide emergency alerting notification(s) to the property owners and citizens of the Idyllwild Community in the event of an emergency.

NOW THEREFORE, in consideration of mutual covenants contained herein, the parties to this MOU mutually agree as follows:

1. Location and Licensure of Alerting System

The Alerting System will be erected on the property owned by the IFPD at 54160 Maranatha Drive, Idyllwild, California. IFPD maintains the licensure for WNKI 1610 am emergency radio, the frequency on which alerts are transmitted by the Alerting System.

2. Activation of Alerting System

Except as provided in Section 3, the Alerting System shall be activated only during an event (i) involving or threatening a fire, flood, natural disaster, or contamination of potable water supplies, and (ii) that presents an urgent need for assistance or relief requiring immediate action.

Any Party may broadcast a message through the Alerting System. Each Party shall designate an operational manager as designee for use and activation of the system. An activation of the system will require the prompt notification of each party by email, phone, or text to the operational manager, whose contact information shall be provided to each Party and regularly updated. The communication to each operational manager shall provide a description of the reason for the activation of the Alerting System, the estimate of impact to the community, and a copy of the statement to be broadcast on 1610 AM emergency radio.

3. Testing of Alerting System

Each month on the third Saturday at 16:00hrs. (4:00 pm), the Alerting System will be tested for 20 seconds. The emergency radio frequency 1610 am will broadcast the nature of the system and inform those within the Alerting System's range that a test is underway. The emergency radio frequency will also inform the listener that should this have been an actual emergency, instructions would be given.

4. Installation and Maintenance of Alerting System

IFPD shall install and maintain the Alerting System.

The Parties acknowledge that the initial cost to construct and implement the Alerting System is approximately \$34,000 based on bids IFPD has received and that have been made available to the Parties. IFPD and FWWD will each bear \$12,000 of these costs and IWD shall bear \$10,000 of the costs. FWWD and IFPD will pay their respective shares of the costs to IFPD within 30 days of the Effective Date. FWWD and IWD further agree to pay to IFPD the sum of \$500 annually, on or before June 1 of each year, for routine, regular, and customary maintenance and upkeep of the Alerting System.

Any extraordinary costs concerning the Alerting System shall be borne by the Parties equally. Extraordinary costs are those involving damage to the Alerting System structure, equipment, or facility that requires more than ordinary or minor repairs. Before incurring any extraordinary costs, IFPD shall notify the other Parties in writing of its intention to replace or make repairs to the Alerting System and IFPD shall conduct a competitive process concerning the replacement or repairs. FWWD and IWD shall pay their shares of the extraordinary expenses within 30 days of receipt of a written notice requesting payment from IFPD following completion of the replacement or repairs.

5. Termination of Agreement

Any Party may withdraw from this Agreement as by giving 90 days' notice in writing to the other Parties, as provided below in Section 13, The withdrawal of any Party from this Agreement shall not terminate or affect this Agreement concerning the rights, obligations, and benefits of the remaining parties to this Agreement. If a Party elects to withdraw from this Agreement, that Party's right to use or receive alerts from the Alerting System shall terminate on the effective date of the Party's withdrawal. The withdrawing party shall have no right to receive a refund for, or be relieved from the obligation to pay, any costs the Party has paid or that have accrued under Section 4 of this Agreement.

6. Indemnification

Each Party shall indemnify, defend, and hold harmless the other Parties from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees arising out of, resulting from any negligent or wrongful act or omission of the Party or its agents, officers, or employees, in connection with the performance of this Agreement.

7. Entire Agreement

This Agreement, including any exhibits attached hereto, constitutes the entire agreement and understanding between the parties regarding its subject matter and supersedes all prior or contemporaneous negotiations, representations, understandings, correspondence, documentation and agreements (written or oral).

8. Written Amendment

This Agreement may only be changed by written amendment signed by the duly appointed representatives of all parties to this Agreement on the effective date of the amendment. Any oral representations or modifications concerning this Agreement shall be of no force or effect.

9. Severability

If any provision in this Agreement is held by any court of competent jurisdiction to be invalid, illegal, void, or unenforceable, such portion shall be deemed severed from this Agreement, and the remaining provisions shall nevertheless continue in full force and effect as fully as though such invalid, illegal, or unenforceable portion had never been part of this Agreement.

10. Assignment

No Party may assign its rights or interests in this Agreement without the express written consent of all other Parties. The Parties recognize that the performance of this

Agreement is deemed to be personal to each Party and each Party shall have the sole discretion to withhold agreement to any requested assignment.

11. Choice of Forum

The Parties agree that this Agreement is to be enforced in accordance with the laws of the State of California, is entered into and is performed in the County of Riverside, that all claims or controversies arising out of or related to performance under this Agreement shall be submitted to and resolved in a forum within the County of Riverside at a place to be determined by the rules of the forum.

12. Agreement Jointly Drafted

The Parties agree that this Agreement has been jointly drafted and that each Party has had the opportunity to have its legal counsel review, comment upon, and suggest amendments to the Agreement prior to its execution.

13. Notices

If any Party is required to give notice to the other Parties under this Agreement, the notice shall be sent by United States Mail, postage prepaid, as follows:

To IFPD:

Idyllwild Fire Protection District
Attention: Fire Chief
54160 Maranatha Dr.
Idyllwild, CA 92549

To FVWD:

Fern Valley Water District
Attention: General Manager
55790 S Circle Dr
Idyllwild, CA 92549

To IWD:

Idyllwild Water District
Attention: General Manager
25945 CA-243
Idyllwild, CA 92549

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Memorandum of Understanding.

Mark Lamont
Fire Chief
Idyllwild Fire Protection District

Date

Victor Jimenez
General Manager
Fern Valley Water District

Date

Leo Havener
General Manager
Idyllwild Water District

Date



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: August 19, 2020

Subject: Item 3 - Riverside Local Agency Formation Commission (LAFCo)
Nomination For An Alternate Special District Member For LAFCo

Recommendation:

Board of Directors will consider nominating a Director for the Alternate Special District Member for LAFCo.

Background:

Idyllwild Water District is a member of LAFCo's Special District Selection Committee. All members of the Special District Selection Committee (SDSC) may nominate a Director as an alternate.

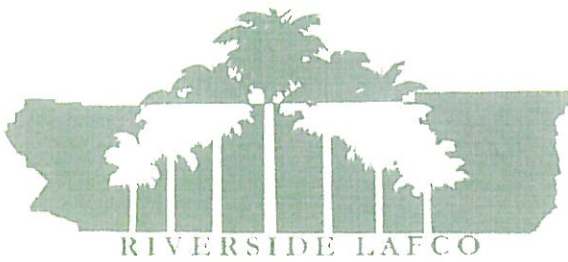
Alternate Special District Member-must be a board member from a district with the majority of it assessed value within Riverside County.

General Instructions and Information:

- Nominations must be received in the LAFCo office by 5:00 p.m. on Monday, September 21, 2020.
- All nomination forms must be signed by the presiding officer, or the designee of the District Board of Directors
- The term for the Alternate will run through May 6, 2024.

Attachments:

- Riverside LAFCo letter dated August 3, 2020
- Special District Selection Committee, Alternative Member 2020 Nomination Form



via electronic mail

August 3, 2020

CALL FOR NOMINATIONS FOR AN ALTERNATE
SPECIAL DISTRICT MEMBER OF THE
RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):

We are commencing a new appointment process for an Alternate Member of the Riverside Local Agency Formation Commission (LAFCO). Selection proceedings will be conducted by electronic mail (e-mail). Specifically, the alternate position is as follows:

Alternate Special District Member-must be a board member from any district with the majority of its assessed value within Riverside County.

Terms of LAFCO Members are four years and until appointment of a successor or reappointment of the incumbent. The term of this position will run until May 6, 2024.

The nomination period for the alternate seat will begin on Monday, August 10, 2020 and close on Monday, September 21, 2020. Any member of the Special District Selection Committee (presiding officer or an alternate board member designated by the governing body) may nominate a member of the legislative body of an independent special district board to fill the position, consistent with the geographic requirements noted above.

All nomination forms must be signed and dated by the presiding officer, or the designee of your District Board of Directors. Once complete, please scan the form and email it to Rebecca Holtzclaw at rholtzclaw@lafco.org. **Nominations must be received in our office by 5 p.m. on Monday, September 21, 2020.**

Following the nomination period, a ballot and voting instructions will be sent to SDSC members. However, if only one candidate is nominated, that candidate will be deemed selected with no further proceedings.

If you have any questions, please contact our office.

Sincerely,


Gary Thompson
Executive Officer

cc: District Managers



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: August 19, 2020
Subject: Item 4 – Modification of Organizational Structure and Job Titles

Recommendation:

Board of Directors will consider approving modification of the Organizational Chart and Job Titles as recommended by the General Manager.

Background:

The Organizational Chart and Job Titles are modified on an as needed basis to reflect District operations. Recommended modifications are as follows:

Organizational Chart:

Eliminate:

- Chief Operations Officer (FT – Contract)
- Office Assistant (PT)

Add:

- Office Administrator (FT)
- Operator-In-Training (PT/FT), for both Water and Wastewater Departments
- Wastewater Operator III
- Water Operator II

Title Changes:

- Sewer Maintenance I Technician to: Wastewater Operator I

- Sewer Maintenance II Technician to: Wastewater Operator II
- Sewer Department Chief Operator to: Chief Wastewater Operator
- Maintenance Technician I to: Water Operator I
- Water Treatment Plant Operator to: Water Operator III
- Water Department Chief Operator to: Chief Water Operator

Fiscal Impact:

No fiscal impact. No increase in wages, only title changes.

Conclusion:

Approving the proposed Organizational Chart will be more aligned with the actual work being performed by staff and clearly identify positions that are supervisors. Additionally, the title changes for water and wastewater operators will be beneficial for staff when they apply to take a certification test. Also, the title changes may assist the District with hiring and retention.

Attachments:

- Organizational Chart, August 19, 2020 – Proposed



Organizational Chart

August 19, 2020

