

REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

August 21, 2019 - 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. General Manager Comments are verbal and will follow action on the written materials.

A. MINUTES – _____ July 17, 2019 _____

B. FINANCIAL REPORTS JULY 2019

Income statement for the 1st month ending July 2019

District warrants for JULY 2019

Check #	= \$	282,025.07
Gross Payroll	= \$	66,764.00
Federal/State PR taxes	= \$	9,405.00
LAIF Transfers	= \$	0
Transfers/charges	= \$	211.00

C. OPERATIONS REPORT FOR THE FIRST MONTH – JULY 2019

GENERAL MANAGER'S WORK IN PROGRESS:

1. **CLOSED SESSION:** Adjourn to closed session, “conference with Legal Counsel-A anticipated Litigation- significant exposure to litigation to 549556.9(a)-(b)-(d)-(2).”

2. **WATER RADIO SYSTEM:** The board will hear a presentation from a Zenner Water Radio System Representative and reconsider the purchase of the Zenner Radio System.

3. **RESOLUTION #765 PAYROLL ACTION:** The board will consider rescinding the payroll action that was passed at the June 19, 2019 regular board meeting, which changed the pay schedule to every other Friday.

4. **RESOLUTION #765 HIRING FREEZE:** The board will consider rescinding the Hiring Freeze that was not properly agendized, however passed 3-1-1 at the July 17, 2019 regular board meeting.

5. **SEWER ANNEXATIONS OUTSIDE OF IMPROVEMENT DISTRICT 1:** The board will hear an update and consider sewer annexations outside of Improvement District 1.

6. **RESOLUTION #759 MODIFICATIONS TO THE 4-10 WORK WEEK:** The board will consider rescinding the Saturday Schedule that was not properly identified however passed 3-1-1 at the July 17, 2019 regular board meeting.

ADJOURNMENT:

To the next Board meeting is a Regular Meeting scheduled for September 18, 2019 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:

- **Comments should be limited to 4 minutes or less**
- **Comments should be directed to the Board as a whole and not directed to individual Board members.**

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 17, 2019 - 6:00 P.M.

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

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

General public present: (6)

PUBLIC COMMENTS:

JP Crumrine: "In your last meeting, you had a closed session with the Chief Financial Officer. Is that an at-will position?"

Director Gin: "What was the question?"

JP Crumrine: "In your last meeting you had a closed session regarding the Chief Financial Officer. Is that an at-will position?"

CFO Hosny Shouman: "It is not an at-will position. The only at-will position is the general manager."

JP Crumrine: "So to whom would they appeal the board's evaluation? I'm wondering what your legal counsel has advised so far."

Vice President Szabadi: "It's a long process. I could send you the rules. There are many steps there. I don't know how to answer it simply. If there's a complaint, it's got to be handled one way. If there's a grievance, it's handled another way."

JP Crumrine: "But if it was an evaluation, to whom—"

Vice President Szabadi: "We didn't finish an evaluation."

Schelly: "Are there any other public comments? No? You sure Marge? [To Marge Muir]"

Marge Muir: "Why aren't you all wearing your shirts?"

Director Gin: "This is how we vote: 3-2"

President Schelly: "It's like Star Trek."

Vice President Szabadi: "I'm under cover."

Marge Muir: "Oh, okay."

President Schelly: "I may even wash mine."

Marge Muir: "I won't ask about that."

1. CONSENT CALENDAR:

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- A. MINUTES** – _____ April 22, 2019
June 19, 2019
June 26, 2019
July 10, 2019

FINANCIAL REPORTS JUNE 2019

INCOME STATEMENT FOR THE 12TH MONTH ENDING JUNE 2019

District warrants for JUNE 2019		
Check #	15460 – 15525	= \$ 430,469.32
Gross Payroll		= \$ 54,000.00
Federal/State PR taxes		= \$ 125,000.00
LAIF Transfers		= \$ 0.00
Transfers/charges		= \$ 0.00

B. OPERATIONS REPORT FOR THE TWELTH MONTH – JUNE 2019

A MOTION was made by Vice President Szabadi to APPROVE THE CONSENT CALENDAR and Director Gin seconded. The vote was as follows:

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

GENERAL MANAGER’S WORK IN PROGRESS:

IWD Received the 2019 Foster Lake Dam Inspection Report on 6/26/19.

Observations: Need to be addressed by 11/1/19:

1. Identified vegetation on the upstream and downstream slopes of the dams that needs to be removed. Identified vegetation within 10-feet of the concrete spillway needs to be removed.”
2. Continue to monitor the offsets at joints in the spillway channel.
3. Replace the upstream control gate next time the reservoir is empty.
4. District personnel will start to document when the components of the outlet are cycled, the extent of cycling (partial/full) and when maintenance is performed.
5. DSOD personnel will perform a follow-up when the spillway isn’t spilling to evaluate the offsets in the spillway joints and to investigate downstream of the spillway.

Conclusions: From the known information and visual inspection, the dam, reservoir, and the appurtenances are judged safe for continued use.

- Pipeline Progress- We are anticipating completion by early August. El-Co is finishing service connections to the new pipeline- very rocky soil on Village Center Dr.
- Riverside County re-surfacing job is slated for September 23, 2019. Locations are North Circle Drive/Park Lane/Ridgeview Drive & Village Center Drive Re-surfacing Projects.
- Sewer line blockage: Oakwood Road Having problems for about a month, initially two plumbers were asked by the owner to ream out the sewer line with little success, we been involved for three weeks. We removed one blockage and discovered another going to our sewer main and have had to request help from Houston Harris who arrived on Thursday but had equipment problems and came back on Friday (7/12/19). I have communicated with the owner of the property, Robin Miller and the owner next door to keep them informed. The repair has been completed and is back in service.
- Groundwater Database Program- Natalie has inputted much of the needed data to develop reports indicating patterns as it relates to the well levels, precipitation, lake levels, water production and conditions relative to our watershed. A demonstration will be setup in a few weeks.

Sewer Plant: Started reviewing two wastewater capacity/ upgrade reports in an effort to define the optimal number of sewer connections, given the age and the limit of sewer annexations to be allowed. I have been meeting with Herb, Fritz and Danny on the issues and challenges facing us in the future.

Other Activities:

- ❖ Wastewater Treatment Plant issues: Maximum capacity, age, replacement options, annexations
- ❖ Workload summary up date
- ❖ PFAS monitoring
- ❖ Social Media Policy

2. WATER RADIO SYSTEM PURCHASE:

GENERAL MANAGERS COMMENTS: Creighton recommended the cost of about \$28,000 to purchase the radio units for all commercial meters and the ten largest residential meters. This purchase would be phase one.

The radio will transmit meter data to the office computer on a daily basis. This will save the district time and the expense of driving past each meter to collect the monthly usage data.

DIRECTORS COMMENTS: Szabadi inquired if this item was in the budget and it was confirmed there is \$75,000 in the budget. This includes the entire commercial meters and 10 residential and if it's not good for the commercial accounts then IWD will not do the rest. There will be a \$12,000.00 yearly support fee. Schelly sees the value in customer service but doesn't want to upgrade just for the sake of upgrading. There has to be some customer value to it and customer service or some type of water savings.

Kunkle would like Zenner to come up for the next regular board meeting to explain all this stuff. Szabadi expressed that there was no urgency here.

A MOTION was made by Vice President Szabadi to TABLE ITEM #2 TO THE NEXT MEETING AND ASK A REP FROM ZENNER TO COME TO OUR NEXT REGULAR BOARD MEETING FOR A PRESENTATION and Director Kunkle seconded. The vote was as follows:

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

3. **4/10 WORK SCHEDULE RESOLUTIONS #759 THE BOARD WILL CONSIDER MODIFICATIONS OF THE OFFICE SCHEDULE TO ENHANCE 4/10 WORK WEEK.**

President Schelly (to GM Creighton): “Any recommendations, or what do you have for us?”

GM Creighton: “I don’t have anything. It was requested by board member, Dave Hunt that I put it on the agenda and I didn’t get any background as to what the hiring freeze entailed or what actions would be taken.”

President Schelly: “okay, um well, hiring freeze is item number four. If you’d like, we can make these one item. Mr. Hunt, would that be okay with you?”

Director Hunt: “Well we might as well just stick with it as it is.”

President Schelly: “Okay, then we’ll go with item number three. Item number three is Resolution 759. I think you’ve got a copy of that in front of you... I only have 765, so 759... that’s the new one in our packet... Mr. Hunt, any comments on resolution 759?”

Director Hunt: “Well, yeah I guess my first question is the difference between 759 and 765...”

Kris Kirschbaum (member of the public): “I don’t have 759.”

Director Hunt to Kirschbaum: “Do you have 759 in your packet?”

Kris Kirschbaum: “I have 765...”

JP Crumrine: “I have 759 but not 765.”

Director Hunt: “Can someone tell me why we have 765 and 759 and the policies and procedures?”

President Schelly: “One is for the administrative office staff and the other one is for the field staff. So, 759 is for the office staff and 765 is for the field staff.”

Director Hunt: “I see 759 has already been approved.”

Vice President Szabadi: “Both have already been approved.”

GM Creighton: “They’ve both been approved.”

Director Hunt: “Okay, well, um, on the policy and procedure, we still have pay periods would be changed to every other Friday pay schedule, but as I understand it, we’re able to keep the same schedule we have now.”

CFO Shouman: “This is a clash... like, I didn’t know about the policy I never see it and I don’t have any idea about it. The only thing is, the policy she just distributed right now so I like, I don’t have any idea

about it. But I have 759. 765 is the problem present with the board members. We approved to get paid every two weeks but we rescind it back because we get paid on 15th and 30th, so I need to change part of this resolution 765. It says paid every two weeks. We don't pay every two weeks.

Director Szabadi: "Do we need a motion or something to say that we get paid on the 15th and the 30th?"

Director Hunt: (at same time as PS): "So do we get paid every two weeks?"

GM Creighton: "No, we get paid on the 15th and 30th. Twice a month."

CFO Shouman: "No, that we get paid every two weeks. [correcting himself,] ...That we don't pay every two weeks."

Director Hunt: "Will there be overtime, like you talked about before?"

CFO Shouman: "No, this not overtime. You misunderstand. Our pay period from first through fifteenth is 88 hours. It came after the change, 90 hours if they work 4/10. So it will be two hours. It is not overtime. Standard-time. But the problem, this is what I was scared not about overtime. Overtime the manager needs to approve it. What we have here, me and Mike are salary, whatever. But the other employees working the district eight times two, that's sixteen hours, you know what I mean? So it will be...that's what I scaring about. It not about overtime."

Vice President Szabadi: (to CFO Shouman): "So what do you want?"

CFO Shouman: "It okay. Make it 15 and 30 please."

Director Hunt: "Okay well, what I um—"

CFO Shouman: "What I need to...because I don't like to be against law. The auditor and state controller ask me if your board approve 765 paid every two weeks but you still pay 15th and 30th. So I need to amend it to correct it to be 15 and 30."

Vice President Szabadi: "I got it."

Director Hunt: "We don't want you to be against the law either."

CFO Shouman: "Thank you, thank you."

Director Kunkle: "759 doesn't even say..."

CFO Shouman: "No, 765."

Director Kunkle: "But 759 doesn't say office. It just says..."

CFO Shouman: "Administrative office says in the part... in the second part. Idyllwild administrative office will work ten hours day, seven o'clock in the morning until five-thirty in the evening."

Director Hunt: "Okay, well, what I wanted to bring up on this 4/10, cause as you know I wasn't totally onboard, was I've had several people in the past approach me and ask why we don't have hours on Saturdays when most of the part-time people only come up on weekends and they can't ever access the office if they need to. They can drop their bills in the box but if they have a question or something, they can't do it very easily. So what I would like to discuss, and I'll make a motion after we discuss it, is that we have Monday through Saturday schedules and this way the ten hour shift would work perfectly, um, one of our office administrative staff could be Monday through Thursday and the other could be Friday and Saturday, both, all ten hour days. And that way, we could enhance that whole schedule. And it would be a bonus to me that the 4/10 where we haven't really seen one in the past. When we were talking field staff, I said if we had a bigger field staff, we could probably have a seven day workweek up there—"

GM Creighton: "There is no need for that."

Director Hunt: (continuing): "...but um, so this would be an easy way of doing that and enhancing the 4/10 schedule, so um, I would like to discuss that before we...I make a motion."

President Schelly: "Okay. Mr. Kunkle, any comments?"

Director Kunkle: "So you're proposing that the office be open on Saturday for people to pay bills..."

Director Hunt: "All the people that come up here on weekends. Which is a pretty big majority."

Director Kunkle: "So I don't see any different schedule here, we have the same amount of..."

Director Hunt: "We have one person working 4/10's right now and she (pointing at Amy Hawley)

would work 2/10's."

Vice President Szabadi: "But she works three days. Amy, don't you work three days?"

Deputy Secretary Hawley: "I would lose hours if you went to that schedule."

Vice President Szabadi: "You're working three days now, right?"

Director Hunt: "But you're not working 3/10's."

Deputy Secretary Hawley: "No, I'm working 3/8's. That's 24 hours."

Vice President Szabadi: "Well we don't want to do that."

Director Hunt: (waving his hand) "Well you can make up the other four somehow. And we'll get to have the office open for the public."

President Schelly: "Mr. Kunkle, do you have any other comments?"

Director Kunkle: "Yeah, I'd like to entertain that idea. Just being open on Saturdays. I'd like the public to be able to come in if it doesn't harm any of the other work that we are doing."

President Schelly: Mr. Gin, any comments?"

Director Gin: "So what you're advocating is that it's Monday through Saturday. But it's the same hours that we're open right now."

Director Hunt: The current office hours are 8 to 5.

Director Gin: So Saturday would also be 8 to 5?

Director Hunt: "Huh?"

Director Gin: "So Saturdays would also be 8 to 5? The question to the general manager is, do we get any calls on Saturdays?"

GM Michael Creighton: "I'd have to defer to them, but I'd like to comment on it. Historically, we've had about fifty percent part-time residents.

Director Kunkle: "60 maybe?"

GM Michael Creighton: "Okay, well up until this point it hasn't been a problem. Even if they only occasionally do come up, we have methods in place for them. They can call and get their questions addressed. We have methods of taking payments now that they didn't have twenty years ago. Electronic payments, automatic deduction...it's not just come in the door and pay physically. I just think it is completely unnecessary to have us open six days a week. I'd rather have us open four days a week, just like most agencies that operate a 4/10. We don't need to be open on Friday. I'm here every Friday and there's less activity on that day week in and week out. When people do come up, they want to come up and enjoy the mountain, not come and hang out at the water district."

Director Hunt: "If people aren't coming in and out of the office, they can be more productive then. Get their billing and all that done. If they're not being interrupted as much, they can be way more productive."

GM Michael Creighton: "That's very unconventional."

Vice President Szabadi: "Let me ask Amy. Is that a problem for you, working Saturday?"

Deputy Secretary Hawley: "I would prefer not to work Saturday and the problem we have with that is the same problem we run into after 4:30 is that we don't have a guy in the field. If someone comes in on a Saturday and says they can't find their water meter or something, I have to call someone in for overtime to go out and help that customer. We kind of have ways to work around people coming from out of town because they've been coming from out of town for however many years they've been coming up here so they'll call us and let us know, 'I'll be coming up there. Can you send someone to turn on my water?' or 'turn off my water?' You know, so we work around that as it is. I mean... I guess we'd have more time to do projects because nobody would come in. As it is, Friday is a very slow day."

President Chip Shelly: "So is there something you're proposing we change on either 759 or 765?"

Vice President Szabadi: "We need to change the pay period. That's the only thing we need to change."

Director Kunkle: Which one was that?"

Vice President Szabadi: "That was 765."

Director Kunkle: The other thing, just on resolution 759, when we passed the 4/10's for the office work,

we had said that we would review it after so long. Um, it's not like the other ones, the field workers, where we set a specific time that it would be reviewed. If we were going to review it, would that be in this resolution, or?"

Vice President Szabadi: "I guess we can do that at any time."

Director Kunkle: "Thank you."

Vice President Szabadi: "Let me make just a simple motion if you don't mind, just to change the dates..."

President Shelly: "Well we'll get to that in just a minute. Are there any public comments? No?"

Kris Kirschbaum: "I'm so tempted."

President Shelly: "You're supposed to avoid temptation."

Kris Kirschbaum: "Uh."

Marge Muir: "Well, we're both tempted. You're also talking about people who could come up. People who work construction, like with the fire department, we have a hard time finding people to work with us on construction projects because they're always doing four days on, three days off. 2/10, 4/10's, whatever. Some people that work five days a week that come up to do a project, might need to come to the district to talk to the manager and people like that. It's not just the office. Sometimes there are other types of things they'll want to discuss besides the water. You know, maybe you can consider half-days on Saturdays. I don't know. What I'm talking about is general maintenance. Right now, it's kind of slowed down, but water meters and so forth... there are a lot of things that people would like but they're in the city. You've got no Saturday so you've got no opportunity for these people to come and talk to you. Maybe it's every other Saturday, I don't know, whatever you need to do to give the people access, just a thought, to add to the confusion."

President Shelly: "Thank you so much."

Marge Muir: "You're welcome. Anytime."

Kris Kirschbaum: "I am in agreement. I think Saturdays would be a good idea. Not only for people coming off the hill, but for people who live here but work off the hill. If there's anything going on with their water, Saturday is going to be their only chance."

Marge Muir: "Say something nice about you guys. You're really one of the only places besides the fire department sometimes that you've made it so nice and some people say that nobody cares but you at least give them an opportunity to talk to them. It's nice having some place to come and talk."

President Shelly: "I disagree. I don't tell everybody that nobody comes. I always say that JP, Steve and Marge are always there."

Marge Muir: "We must be boring JP half the time."

Steve Moulton: "I'll go back, I need to disagree. We've never done Saturdays and, I mean, we've existed for a thousand years or whatever it is and have never had Saturdays open. They go to a 4/10 work week and now all of the sudden you want to be opening on Saturdays. Saturdays weren't open before and everybody's gotten that into their head. Keep that in their head. You don't need anyone there on Saturdays."

President Shelly: "Thank you."

Vice President Szabadi: "Let me make a simple motion to amend..."

GM Michael Creighton: "I just want to ask a question; usually you guys ask it. I'm not prepared to counter this or give a rationale why we shouldn't go to an extra day, so I'd prefer that you'd delay this so that I have time to talk to staff and assess what the real impact is, because this is a radical change. We have recruitment issues already and you want me to tell people, 'well we work some people on Saturdays.' I'd like more time."

Vice President Szabadi: "Why don't we ask them, not as a formal motion, but what is the feeling of the Board should we consider Saturdays or not before we maybe postpone it until Mike has had a chance to reflect on it. This could be an informal consensus. I personally would not be supportive of it."

President Shelly: "Okay, Mr. Gin?"

Director Gin: "I think we should look at it and see--"

President Schelly: "Okay, I think Mr. Hunt and Mr. Kunkle both want to look at it."

Director Kunkle: "Yeah, just for a trial period to see what the results are."

President Schelly: "Well, that's the majority. Um, just to go back to this one more time, I'm still a little perplexed on—it's just not clear to me, I guess—where we're, where the pay period change is written down. I don't see."

CFO Hosny Shouman: "It wasn't written down but it should be because I emphasized to the board that to change it to 765 to be paid every two weeks. But it is not in the resolution."

Director Hunt: "Our packet says 759. It doesn't say anything about 765."

CFO Shouman: "No, 765. The one is the one it is emphasized on is 759."

Director Hunt: "I know what you're saying, but what I'm saying is we didn't list it as 765 on here; it says 759."

President Schelly: "The Resolutions were both included in our packets but the item number only says 759, so if there's anything we want to change on 759, we could do that."

Director Hunt: "759 is the office one, correct?"

President Schelly: "Yes."

Director Hunt: "Can I make a motion that on a trial basis we try Monday through Saturday schedule with one of our office administrative staff being Monday through Thursday, the other one being Friday and Saturday."

President Schelly: "You can make the motion."

Director Hunt: "Okay, I make that motion."

Director Kunkle: "I second it."

President Schelly: "Any discussion? No?"

Vice President Szabadi: "Well, just what I said before. Mike should have time to talk to the staff so he has a sense of what's going on. I meant a motion to table it."

President Schelly: "Well we have a motion and a second, so you could ask him to withdraw but I don't think he wants to do that. Um, we already have a second..."

Director Hunt: "I said it was on a trial basis."

Director Gin: "You said trial basis for what period of time? How long?"

Director Hunt: "Well, probably as long as the field staff is on 4/10's. How long is that? End of September?"

GM Creighton: "End of September, yes."

Director Hunt: "So end of September, then."

GM Creighton: "Well right now, Hosny and my schedule..."

Director Hunt: "You're schedule wouldn't be effected at all."

GM Creighton: "Well if it affects the company, it affects me."

Director Hunt: "One of you will be here Monday and one of you will be here Friday."

GM Creighton: "I'm talking about Saturdays."

Director Hunt: "Well neither one of you will be here Saturdays."

GM Creighton: "How come you're okay with neither of us being here on Saturday, but it's not okay any other day?"

Director Hunt: "Well, we, I'm trying to lookout for the community that's approached saying they want office hours on Saturdays and I'm looking out for the public. That's why I get approached. The whole board all the time gets approached by the public."

President Schelly: "Okay, so there's a motion and a second. Um, unless there's any discussion from the directors, we'll have a vote on it. All those in favor of amending resolution 759 to include Monday through Saturday work week until the end of September, all those in favor, 'aye'."

Director Hunt, Director Kunkle and Director Gin: "Aye"

President Schelly: "All those opposed?"

Vice President Szabadi: "Nay"

President Schelly: "And, one abstention. Three-one-one; it passes. Alright."

Vice President Szabadi: "Let me make a motion amending 765 so the pay periods will be the 15th and the 30th as opposed to every other Friday."

President Schelly: "765 is not on the agenda so we can't do it."

Steve Moulton: "So was the Saturday on the agenda?"

President Schelly: "It was not on the agenda. As far as the work week goes, the manager will have to implement it. And he'll get back to us on his implementation."

CFO Shouman: "So we cannot do 765?"

President Schelly: "We can't do anything on 765. It's not on the agenda."

Kris Kirschbaum: (over Vice President Szabadi, whose words cannot be heard): "I have it on my agenda."

CFO Shouman: "765 very important."

A MOTION was made by Director Hunt to approve that on a trial basis we try a Monday through Saturday schedule with one of our administrative office staff to work Monday through Thursday and the other administrative office staff to work Friday and Saturday for the 4-10 work schedule and Director Kunkle seconded. The vote was as follows:

AYES

Les Gin

Steve Kunkle

David Hunt

NAYS

Peter Szabadi

ABSTAIN

Dr. Schelly

ABSENT

4. **HIRING FREEZE:**

President Schelly: "Hiring Freeze. The board will consider a hiring freeze while the 4/10 is implemented and studied. Mr. Hunt, you asked for this item to be on the agenda."

Director Hunt: "Because we are studying this, especially when we started with the office and we were supposed to study and see how it went before we did the field staff. And then we're going to the field staff now, I don't think that until we've decided that it's effective we should pursue any kind of, like, field supervisor position because if we advertise the 4/10 schedule and then hire that person, then go back to a five, I don't think that's fair to that person. I'm just saying, until the end of September, when we've decided if these are effective, we should not have any hiring. A full-time hire. So."

President Schelly: "Okay, thank you. Mr. Kunkle, any comments?"

Director Kunkle: "I think that sounds, um, good to me...for the reasons Dave said."

President Schelly: "Great, thank you. Mr. Gin?"

Director Gin: "Since, it sounds like we may be in a state of flux right now; I think it would be a good idea to hold off on this until we get something more solid."

Vice President Szabadi: "I think we've spent a great deal of time trying to find a field supervisor here and the fact that it's 4/10 or 5/10 or 49 or 50...I don't think it would make any difference to an executive position. They could understand that it might end up of being one or the other. We have a number of candidates that we should be interviewing and it would not serve our purpose to delay it any further."

President Schelly: "Thank you. Are there any manager's comments at this time? [To Mike Creighton] Do you have any comments that you would like to make at this time?"

GM Creighton: "Yeah, I've got a few. Since I've been here, you've been asking me to fill the position and this counters that activity. I agree with what Peter just said about the rationale of explaining it to that

person in that position so that they would understand that. If that influences them, then we wouldn't have that candidate, but, I think to put in on hold for several more months instead of interview people, like you've wanted me to do, will just delay the process. This doesn't mean we have to hire them at that particular time, we may feel it's not needed or that none of them are appropriate candidates, but to freeze the process doesn't make sense to me. If you want that position filled—which I've been told from day one--"

Director Hunt: "Are there other open positions?"

GM Creighton: "We do have other open positions."

Director Hunt: "Well, one of your advantages to a 4/10 schedule was that it would be more attractive to people. I'm just saying it would be unfair to use that as a bonus to get them here and then we decide that it's not working out and change it back, well [laughs]...so I just think it would be wrong."

GM Creighton: "Well, I don't understand your proposal for Saturdays [either]."

Vice President Szabadi: "Are you looking for some field people right now?"

GM Creighton: "No, but we do have some vacancies. What I'm hoping to do is move Tyler down to the wastewater plant to get him certified, and perhaps, fill his position on the water side. Perhaps if I had a field supervisor, we might not have to do that. To just freeze both makes no sense to me."

President Schelly: "Okay, any public comments? No? Okay. Um, is there a motion?"

Director Hunt: "I make a motion that there be a hiring freeze until we decide whether the 4/10 work schedule is effective."

President Schelly: "Okay, is there a second?"

Director Gin: "I second."

President Schelly: "Okay, all those in favor, 'Aye'."

Director Kunkle, Director Hunt, Director Gin: "Aye"

President Schelly: "Okay, all those opposed?"

Vice President Szabadi: "Nay."

President Schelly: "Abstention. Three-One-One, it passes."

A MOTION was made by Director Hunt to approve the HIRING FREEZE and Director Gin seconded. The vote was as follows:

AYES

Les Gin

Steve Kunkle

David Hunt

NAYS

Peter Szabadi

ABSTAIN

Dr. Schelly

ABSENT

5. SEWER CONNECTION ANNEXATION UPDATE:

GENERAL MANAGERS COMMENTS: Creighton explained that IWD should take the time to ensure the stability and reliability of the [wastewater] plant and start developing a future plan to refurbish, replace or upgrade the plant within the next ten years. Before we go forward with annexations, we need to be assured that treatment capacity is reserved for future customers within the improvement district boundary.

6. PURCHASE OF A STEER BOBCAT: The Board will consider the purchase of a Steer Bobcat.

GENERAL MANGER ASKED FOR ITEM # 6 TO BE DEFERRED.

The Board Adjourned to closed session at 7:30 p.m.

1. CLOSED SESSION: Adjourn to closed session, “conference with Legal Counsel-A anticipated Litigation- significant exposure to litigation to 549556.9(a)-(b)-(d)-(2).”

DIRECTORS COMMENTS: NO ACTION WAS TAKEN

ADJOURNMENT:

To the next Board meeting is a Regular Meeting scheduled for August 21, 2019 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

**IDYLLWILD WATER DISTRICT
 WATER FUND CONDENSED INCOME STATEMENT
 FOR FISCAL MONTH ENDING JULY 2019**

CONDENSED CATEGORY	FOR THE MONTH OF			2019
	ACTUAL	BUDGET	VARIANCE	
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	63,297	65,000	-1,703	-2.62%
SALES-RESIDENTIAL/COMMERCIAL	108,449	110,000	-1,551	-1.41%
OTHER OPERATING REVENUE	1,370	1,500	-130	-8.67%
OTHER NON- OPERATING REVENUE*	0	0	0	
TOTAL OPERATING REVENUES	173,116	176,500	-3,384	-1.92%

OPERATING REVENUE BY CATEGORY	FOR THE MONTH OF			2019
	ACTUAL	BUDGET	VARIANCE	
BASE RATE - RESIDENTIAL	47,249	48,500	-1,251	-2.58%
BASE RATE - COMMERCIAL	16,048	16,500	-452	-2.74%
SALES-RESIDENTIAL	50,244	50,500	-256	-0.51%
SALES-COMMERCIAL	58,205	59,500	-1,295	-2.18%
SALES-SEWER	0	0	0	0.00%
SALES-CONSTRUCTION/OTHER	1,095	1,200	-105	0.00%
TRANSFER FEES	25	50	-25	-50.00%
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	250	250	0	0.00%
OTHER MISCELLANEOUS	0	0	0	0.00%
INSTALLATION FEES	0	0	0	0.00%
CAPACITY FEES	0	0	0	0.00%
TOTAL OPERATING REVENUES	173,116	176,500	-3,384	-1.92%

**IDYLLWILD WATER DISTRICT
 WATER FUND CONDENSED INCOME STATEMENT
 FOR FISCAL MONTH ENDING JULY 2019**

FOR THE MONTH OF JULY 2019

CUBIC FEET OF SALES:

	Residential C.F.	Commercial C.F.	Total
R1 5/8	676,677	109,500	786,177
R2 3/4	9,560	21,000	30,560
R3 1"	5,540	108,300	113,840
R4 1.1/2"	0	61,540	61,540
R5 2"	0	18,610	18,610
R6 3"	0	6,140	6,140
IA 3"	0	443,800	443,800
NC-WWTP	0	1,640	1,640
TOTAL CUBIC FEET OF SALES	691,777	770,530	1,462,307

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"	418
Fire Services F "3"	0
Fire Services F "4"	0
Total Idyllwild Customers	418

2,254

**IDYLLWILD WATER DISTRICT
WATER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING JULY 2019**

FOR THE MONTH OF

JULY

F (U)

VARIANCE

ACTUAL

BUDGET

VARIANCE

2019

%

BY CATEGORY

WATER OPERATING EXPENSES:

1- WAGES AND SALARIES EXPENSES	54,250	50,000	-4,250	-8.50%
2- RETIREMENT PLAN AND LIFE INSURANCE	3,875	4,000	125	3.13%
3 -MEDICAL INSURANCE	8,674	12,000	3,326	27.72%
4 -UNIFORM EXPENSES	425	438	13	2.86%
5 -WORKER'S COMP INSURANCE	2,379	5,000	2,621	52.42%
6 -RETIREMENT MEDICAL INSURANCE	2,704	3,500	796	22.74%
7 -BOARD REIMBURSEMENT	225	500	275	55.00%
8 -OFFICE SUPPLIES	5,711	3,500	-2,211	-63.17%
9 -OFFICE CLEANING SERVICE	280	280	0	0.00%
10 -POSTAGE AND MAILING FEE	1,941	1,200	-741	-61.75%
11 -TRAINING AND EDUCATION	110	1,300	1,190	91.54%
12 -TRAVELING , MILEAGE, MEALS REIMBURSEMENT	0	629	629	100.00%
13 -DUES ,FEES , SUBSCRIPTIONS	1,920	2,000	80	4.00%
14 -COMPUTER SERVICES	2,819	1,000	-1,819	-181.90%
15 -LEGAL SERVICES	905	3,500	2,595	74.14%
16-ENGINEERING AND CONSULTING	1,296	4,000	2,704	67.60%
17 -UTILITIES -ELECTRICITY	7,806	8,000	194	2.43%
18 -UTILITIES - GAS& FUEL	767	800	33	4.13%
19-UTILITIES - PROPANE	956	325	-631	-194.15%
20 -UTILITIES - TELEPHONE INTERNET	250	761	511	67.13%
21 -UTILITIES - WASTE MANAGEMENT FEE	188	184	-4	-2.09%
22 -AUTO AND PROPERTY INSURANCE	14,248	15,000	752	5.01%
21 -STATE-COUNTY WATER SYSTEM FEES	0	4,000	4,000	100.00%
22 -GENERAL PLANT & TREATMENT SERVICES	3,850	5,000	1,150	23.00%
23 - VEHICLES REPAIRS AND MAINTENANCE	2,680	2,500	-180	-7.20%
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	1,348	1,500	152	10.13%
33 -ACCOUNTING AND AUDITING FEE	0	0	0	0.00%
TOTAL OPERATING EXPENSES:	123,476	136,212	12,736	9.35%
TOTAL INCOME AND (LOSS)	49,640	40,288		

**IDYLLWILD WATER DISTRICT
SEWER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING JULY 31, 2018**

FOR THE MONTH OF JULY 2019

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES				
BASE-RESIDENTIAL/COMMERCIAL	56,559	56,559	0	0.00%
OTHER OPERATING	25	50	-25	-50.00%
TOTAL OPERATING REVENUES	56,584	56,609	-25	-0.04%
OPERATING EXPENSES:				
1- WAGES AND SALARIES	12,200	18,000	5,800	32.22%
2- RETIREMENT AND LIFE INSURANCE	825	2,500	1,675	67.00%
3- MEDICAL INSURANCE	2,900	5,000	2,100	42.00%
4- UNIFORM EXPENSE	70	300	230	76.67%
5- WORKER'S COMPENSATION INSURANCE	793	200	-593	-296.50%
6- RETIREMENT MEDICAL INSURANCE	902	917	15	1.60%
7- BOARD REIMBURSEMENT	75	200	125	62.50%
8- OFFICE SUPPLIES	87	400	313	78.25%
9- OFFICE CLEANING SERVICES	72	150	78	52.00%
10- POSTAGE AND MAIL FEE	0	400	400	100.00%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	561	1,000	439	43.90%
14- COMPUTER SERVICES	483	1,000	517	51.70%
15- LEGAL SERVICES	302	500	198	39.60%
16- UTILITIES - ELECTRICITY	3,400	4,000	600	15.00%
17- UTILITIES - GAS & FUEL	360	437	77	17.56%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	249	292	43	14.63%
20- UTILITIES - WASTE MANAGEMENT FEE	63	125	62	49.60%
21- VEHICLES REPAIRS AND MAINTENANCE	0	500	500	100.00%
22- ENGINEERING SERVICES	82	5,000	4,918	98.36%
22- MAINTENANCE AND SUPPLIES	218	200	-18	-9.00%
23- GENERAL PLANT SERVICES	7,066	2,000	-5,066	-253.30%
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	1,072	2,000	928	46.40%
29- GENERAL AUTO AND LIABILITY INSURANCE	4,749	5,000	251	5.02%
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%
Total Expenses	36,529	53,862	17,333	32.18%
Total INCOME OR (LOSS)	20,055	2,747		

**IDYLLWILD WATER DISTRICT
SEWER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING JULY 31, 2018**

FOR THE MONTH OF JULY 2019

SEWER FUND OPERATING REVENUES

	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE-COMMERCIAL	38,642	38,642	0	0.00%
BASE RATE- RESIDENTIAL	17,917	17,917	0	0.00%
TRANSFER FEE	25	50	-25	-50.00%
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	56,584	56,609	-25	-0.04%

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
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**IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED JULY 31, 2019**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
07/03/2019	1552E	ACWA/JPIA	Renewal Property Insurance Program	7,431.63
07/03/2019	15527	California Computer Options, Inc	Monthly IT Services Charge	777.25
07/03/2019	15528	County of Riverside Auditor-Controller	LAFCO Fees FY 2019 2020	654.35
07/03/2019	15529	Frontier	Phone and Internet Charge (Water & Sewer Location)	427.36
07/03/2019	15530	Hach Company	Purchasing PH Sens Tester	1,174.48
07/03/2019	15531	Harold K. Smith	3 Loads of Road Base	7,283.90
07/03/2019	15532	Lee N. Arnsen	Survey First St in Idyllwild	3,919.29
07/03/2019	15533	Mission Linen & Uniform Service	Laundry Uniform and Supplies	271.81
07/03/2019	15534	Streamline	Monthly Charge For Idyllwild Website	200.00
07/03/2019	15535	Thomas Lovejoy	Medical Retirement Supplementary Insurance for 3 months	3,606.00
07/03/2019	15536	Time Warner Cable	Monthly Charge for Phone and Internet (Office)	373.04
07/03/2019	15537	USA BlueBook	Water & Sewer Supplies	2,910.37
07/03/2019	15538	Verizon Wireless	Emergency Cell and GM CellPhones	199.16
07/03/2019	15539	ACWA/JPIA	Medical Insurance Coverage For July 2019	11,565.67
07/03/2019	15540	Herb Bergstorm	Consulting Services for South Circle + GM	3,606.00
07/03/2019	15541	Gallade Chemical, Inc	Chemical Supplies For Water & Sewer	2,601.25
07/10/2019	15542	Babcock Laboratories, Inc	Lab Test For Water and Sewer	8,215.15
07/10/2019	15543	California Computer Options, Inc	IT Support Charges	857.16
07/10/2019	15544	Ferrellgas	Charge For Filling Propane	956.64
07/10/2019	15545	Four Seasons Cleaning Services	Monthly Charge for Cleaning Services Offices	156.19
07/10/2019	15546	Grainger	Supplies For Sewer	1,479.91
07/10/2019	15547	Idyllwild Town Cner	Add in newspaper	257.92
07/10/2019	15548	NAPA Auto Parts	Auto Parts For Water & Sewer	162.69
07/10/2019	15549	Underground Service Alert/SC	Tickets Charges	43.00
07/10/2019	15550	Village Hardware	Supplies For Water and Sewer	59.26
07/10/2019	15551	Idyllwild Water District	To be Deposit at Hemet Bank For Payroll	32,000.00
07/10/2019	15552	Tyler Technologies Inc.	Annual Supporting for Billing	71.45
07/10/2019	15553	Joseph Reyes	Reimburse for Gas per Board approval	100.00
07/10/2019	15554	Void	Void	0.00
07/10/2019	15555	Engineering Resources of So. Ca., Inc	Scan Sewer Maps on CD	259.50
07/17/2019	15556	EL- CO Contractors inc.	Second Payment For South Circle Project	125,946.25
07/17/2019	15557	Aleshire & Wynder, LLP	Monthly Legal Services Charge	1,207.00
07/17/2019	15558	All State Benefits Insurance	Monthly Charge For Insurance	304.12
07/17/2019	15559	Central Communications	Monthly Charge For Answering Services After Hours	116.00
07/17/2019	15560	Chase Card Services	charge for Michael Creighton Training & other Charges	1,457.51
07/17/2019	15561	CR&R Incorporated	Monthly Charges for Trash	259.37
07/17/2019	15562	Dillon Pulatle	Buying Boots and Missing Standby days	476.66
07/17/2019	15563	Gosch Toyota	Services for Toyota 4 Runner GM	158.96
07/17/2019	15564	Herb Bergstorm	Consulting Services for South Circle + GM	317.46
07/17/2019	15565	Michael Creighton	Meals For Mike at Training Conference	155.31
07/17/2019	15566	S C E	Monthly Charge	1,023.99
07/17/2019	15567	T-Mobile	Data Plan For Solar	20.00
07/17/2019	15568	The Desert Sun Newspaper	Add for Field Work Supervisor	520.80
07/17/2019	15569	The SoCo Group, Inc	Purchasing Gas Unleaded and Dsl	2,928.87
07/17/2019	15570	Houston & Harris PCS, Inc	Hydro-Wash For Sewer Line	1,435.00
07/17/2019	15571	ACWA/JPIA	Medical Insurance Coverage For August 2019	11,565.67
07/17/2019	15572	ACWA/JPIA	Worker's Comp from 4/1/2019-6/30/2019	3,172.61
07/24/2019	15573	CED	Electrcal Supplies to Sewer	290.93
07/24/2019	15574	Facility Builders Constructions	Refund For Construction Meter at ICC	500.00
07/24/2019	15575	Idyllwild Water District	To be Deposit at Hemet Bank For Payroll	30,000.00
07/24/2019	15576	Staples	Office Supplies for the district	1,060.00
07/24/2019	15577	Yale/ Chase Equipment & Services	Repair and Maintenance for Generator at 1A Fern Valley Well	1,385.73
07/24/2019	15578	Void	Void	0.00
07/24/2019	15579	Engineering Resources of So. Ca., Inc	Engineering Services South Circle Pipeline	6,102.20

TOTAL DISTRICT WARRANTS \$282,025.07

OTHER DISBURSEMENTS

TOTAL PAYROLL \$66,764.00
 L A I F ELECTRONIC TRANSFERS \$0.00
 BANK SERVICE CHARGES AND FEES \$212.00

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS \$349,001.07

Operations Report for July 2019

Currently – No Stage

Production – July 2019- 1,061,073 C.F., 24.36 avg. gpm

Foster Lake level – 18 FT

Water and Sewer installations: 0

Leaks: 3

Mainline -0-/Unmetered -3/Metered -0

July 2019 Water Loss = 13%

Production:

Drinking water storage- 3.317 MG

14 wells available/9 utilized/4Full Time/5 Part Time

Wastewater Treatment Plant

July 2019-Average daily flow 112,000 gpd/Average weekend flow 117,000 gpd

July 2018-Average daily flow 107,200 gpd/Average weekend flow 108,058 gpd

Precipitation

July 2019 - 0" Y.T.D.—28.26 July 2018 – 0" Y.T.D. – 1.99" Diversion -0

STATIC WELL LEVELS

	JUNE 2019	JULY 2019	JULY 2018	JULY 2017
Foster Lake (Average 3 wells)	11.6' Static	2.33 Static	24' Static	0' Static
Well # 26 (Nature Center)	20' Static	24' Static	42' Static	95' Static
Well # 27 (Nature Center)	14' Static	18.5 Static	42' Static	50' Static
Well #28 (Rockdale)	97' Static	99' Static	122" Static	120' Static
Downtown Wells* #23 & #24	163' Pumping 78' Static	216 ' Pumping 13' Static	220' Pumping 28' Static	210' Pumping 15' Static
FV1A	384' Pumping	368 ' Pumping	371' Pumping	327' Pumping
FV2	319' Pumping	308.5' Pumping	320' Recov.	309' Pumping

*Downtown Wells Static level is an average for 2017. JULY 2018 and 2019 both well levels are included

MONTHLY WATER RE-CAP SUMMARY
FOR THE MONTH OF: JULY

DATE 8/1/2019

IN DISTRICT STORAGE SUPPLY	<u>190,895 C.F.</u>	}	443,571
FOSTER LAKE STORAGE SUPPLY	<u>252,676 C.F.</u>		
			TOTAL STORAGE SUPPLY

SUPPLIES TO SYSTEM	<u>1,854,773 C.F.</u>
I W.D. FLUSHING	<u>8,000 C.F.</u>
FOSTER LAKE LEVEL	<u>18'</u> MAXIMUM OF 18'

STATIC GROUND WATER LEVELS:

F.L. AREA	2.33 FEET ST
F.V. AREA	0
F.V.1A	368 FEET PL
F.V.#2	308.5 FEET PL
CREEK AREA	
WELL #23	216 FEET PL
WELL #24	13 FEET ST
WELL #26	24 FEET ST
WELL #27	18.5 FEET ST

STORAGE SUPPLIES(MAXIMUM OF 3 702 MILLION GALLONS) 90 %

MAINLINE LEAK REPAIRS	3	439,000 GALLONS
STRAWBERRY CREEK DIVERSION	1,235,300 C.F.	<u>28.36 A.F.</u>
FERN VALLEY 1A WELL	269,020 C.F.	<u>6.18 A.F.</u>
STRATTON WELL #23 DRAW		<u>5.06 A.F.</u>
OAKWOOD WELL DRAW(PRIVATE)		<u>0 A.F.</u>
WELL #26 (COUNTY OF RIVERSIDE)		<u>0 A.F.</u>
WELL #27 (COUNTY OF RIVERSIDE)		<u>0 A.F.</u>

COMMENTS:

	LEVEL	VOLUME
SOUTHRIDGE TANKS (3,509 CF/FOOT)	20.2	70,881
GOLDEN ROD TANK (891 CF/FOOT)	21.1	18,800
WILDWOOD TANK (919 CF/FOOT)	13.7	12,590
ROCKDALE TANK (2,718 CF/FOOT)	23.9	64,960
FOSTER LAKE TANKS (11,698 CF/FOOT)	21.6	252,676
SEWER PLANT USAGE		
DELANO TANK (1,337 CF/FOOT)	17.7	23,664
HYDRANT SALES IN CUBIC FEET	0	0



MONTHLY RE-CAP

MONTH: July YEAR: 2019 INITIAL: JJ

PRODUCTION DAYS: 34

AVG. GPM PRODUCTION: 283

TOTAL NUMBER OF SOURCES AVAILABLE: 14

TOTAL NUMBER OF SOURCES USED: 9

FULL TIME: 4 PART TIME: 5

SOURCES USED (WELL NUMBERS): H2#1, 2, 4, 13, 23, 24, GOLDEN ROD, FV1A, FV2

TOTAL GPM AVAILABLE: 333

TOTAL SUPPLIES TO SYSTEM: 1,854,773 CF 42.58 AF

HYDRANT WATER SALES: 0

POTABLE WATER IN STORAGE 3.317 MG (3.7 MG MAX) 90 %

FOSTER LAKE LEVEL: -18'-

STRAWBERRY CREEK DIVERSION DRAW: 28.36 AF

FERN VALLEY 1-A PUMPED TO LAKE: -0-

DISTRIBUTION SYSTEM FLUSHING INCLUDING FIRE DEPT. USE 3800 CF

STATIC WATER LEVELS:

FOSTER LAKE AREA: 2.33' ST

FERN VALLEY AREA: FV1A 368' PL FV2 308.5' PL

CREEK AREA:

#23 216 PL #24 13' ST

WELL #26 24' ST

WELL #27 18.5' ST

WELL #28 99' ST

Idyllwild Water District Well Production Data

Month: JULY Year: 2019 Date: 8/01/2019

	Well Name	#	Acre Feet	Cubic Feet	PT/FT	Status	GPM
1	Horizontal	1	2.45	106,800	FT	ON	15
2	Foster Lake	2	13.17	597,400	FT	OFF	105.7
3	Foster Lake	4	3.79	164,995	PT	ON	38.2
4	Foster Lake	5					
5	Foster Lake	8					
6	Foster Lake	9					
7	Foster Lake	10	0				
8	Foster Lake	11					
9	Foster Lake	12					
10	Foster Lake	13	2.42	105,320	PT	ON	29.7
11	Foster Lake	15					
12	Foster Lake	16					
13	Nature Ctr	26	0				
14	Nature Ctr	27					
15	Stratton	23	5.06	220,410	PT	ON	41.2
16	Curtis	24	2.14	93,410	PT	OFF	43.3
17	Donahoo	25					
18	Golden Rod		.74	242,352	PT	OFF	18.3
19	Fern Valley	1A	6.18	269,020	FT	ON	40.9
20	Fern Valley	2	5.42	235,880	FT	ON	36.6
21	Rockdale	28	0				
22	Dutch Flats	1					
23	Dutch Flats	2					
24	Dutch Flats	3					

Total Cubic Feet: 2,035,588

Cedar Glen 4" Meter 793,700 CF 18.2 AF

 1,854,773 CF

Supplies to System

In District Production 1,061,073 CF 24.36 AF

Wells 13-19

 24.36 AF **Total AF 42.56**

Production Days 34

Minute 48,960 283.37 GPM

Memo

To: Board of Directors

From: General Manager

Date: August 21, 2019

1. Subject: CLOSED SESSION: Adjourn to closed session, “conference with Legal Counsel-A anticipated Litigation- significant exposure to litigation to 549556.9(a)-(b)-(d)-(2).”

Memo

To: Board of Directors

From: General Manager

Date: August 21, 2019

Subject: ITEM #2 –The board of directors will reconsider the purchase of the Zenner Water Radios.

BACKGROUND:

IWD first identified the Zenner Radio System Readers since the 2018-19 Budget and will consider the approval from the Board to either complete the full system purchase for all District water meters including software and hardware at a cost of \$243,842, which will include Radio Interface units, billing interface, software, project management installation/training and flanges, gaskets/bolts/kits.

Alternative 2 option would be to purchase phase I of the project at a price of \$41,386.00, which would buy equipment, installation and training for our 225 commercial water meters and 100 residential meters at a price not to exceed \$50,000.00

Upon a specified period of time the Phase II will be purchased for the remainder of our meters. Phase II will cost approximately \$161,070.00 or purchasing Phase I of the system, which includes all District meters. An additional annual maintenance fee of \$2,125.00 will be charged. (Note: a Demonstration /Presentation will be presented by Robert Gallegos prior to any action by the Board).

RECOMMENDATION:

That the Board purchase the Phase I package for \$50,000.00 plus one (1) year of the Annual Maintenance Package at \$2,125.00, for a total not exceed \$52,200.00

P O BOX 895
 Banning CA 92220
 (951) 849-8822

Invoice Number: 0047385-IN
 Invoice Date: 6/28/2019

Order Number: 0042995
 Order Date: 6/28/2019
 Salesperson: RG
 Customer Number: 0002809
 Project: AMI PILOT DEPLOYMENT

Sold To:
 Idyllwild Water District
 PO BOX 397
 Idyllwild, CA 92549
 Confirm To:
 Michael Creighton

Ship To:
 Idyllwild Water District
 25945 HWY. 243
 Idyllwild, CA 92549

Customer P.O. Ship VIA F.O.B. Terms
 EMAIL 6-27-19 FEDEX ADDISON, TX NET 30

Item Code	Unit	Ordered	Shipped	Back Ordered	Price	Amount
ZTW-NMDLEY-111-00	EACH	1.00	1.00	0.00	3,035.00	3,035.00
Trimble Water - NMD 1050 LE - YEL. NUM. USB, Multi-Language Serial Number: VS2CC14778						
001-0023-001	EACH	1.00	1.00	0.00	300.00	300.00
BTSIR PACKAGED GOODS BLUETOOTH STEALTH INSTALL RADIO, 100-0023-001M Serial Number: 7179						
ZS-COLLECTOR-ETH	EACH	1.00	1.00	0.00	2,996.00	2,996.00
Stealth Ethernet Collector, (001-0000-001) Serial Number: 50204						
ZSER-AC	EACH	2.00	2.00	0.00	950.00	1,900.00
Stealth Enhanced Repeater A/C Powered (SERAC)(001-0009-001) Serial Number: 200512 Serial Number: 200513						
FGPS35216-SM-ST	EACH	3.00	3.00	0.00	0.00	0.00
GPS-Stubby Antenna with SMA-Male ST						
HG908U-PRO	EACH	3.00	3.00	0.00	0.00	0.00
Antenna, 900 MHz 8 dBi Omnidirectional						
AL-NFNFB-9	EACH	3.00	3.00	0.00	0.00	0.00
Lightning Surge Arrestor, N-Type Female/Female 0-3 GHz						
MAX-MMK4	EACH	3.00	3.00	0.00	0.00	0.00
PCTEL MMK4 Antenna Mount Bracket, USE WITH 2-1/2" ANTENNA TO 2-1/2" MAST, BRACKETS & CLAMPS, Y						
ANM-1420	EACH	12.00	12.00	0.00	0.00	0.00
LMR 400 - Terminating End, Type N Male Solderless EZ Crimp for 400-Series Low Loss Cable						

Remit Payment to:
 Zenner Performance
 15280 Addison Rd #100
 Addison, TX 75001

Net Invoice: 8,231.00
 Less Discount: 0.00
 Freight: 64.29
 Sales Tax: 0.00
 Invoice Total: 8,295.29

Zenner Performance
 P O BOX 895
 Banning, CA 92220
 (951) 849-8822

Invoice Number: 0047479-IN
 Invoice Date: 6/28/2019

Order Number: 0042994
 Order Date: 6/28/2019
 Salesperson: RG
 Customer Number: 0002809
 Project: AMI PILOT DEPLOYMENT

Sold To:
 Idyllwild Water District
 PO BOX 397
 Idyllwild, CA 92549
 Confirm To:
 Michael Creighton

Ship To:
 Idyllwild Water District
 25945 HWY 243
 Idyllwild, CA 92549

Customer P.O. Ship VIA F.O.B. Terms
 EMAIL 6-27-19 FEDEX FREIGHT BANNING, CA NET 30

Item Code	Unit	Ordered	Shipped	Back Ordered	Price	Amount
ST2BW-9C08 MIU, Stealth Reader, Water, with 5' Bare Wire for encoded register, Programmed for Mesh, PHY FRAM 9C089C08 SN:LAPTOP #3	EACH	225.00	225.00	0.00	78.00	17,550.00
ST2BW-9C08 MIU, Stealth Reader, Water, with 5' Bare Wire for encoded register, Programmed for Mesh, PHY FRAM 9C089C08 ***REPEATER MODE*** SN:LAPTOP #3	EACH	10.00	10.00	0.00	78.00	780.00
S-PIT-INSTALLKIT Stealth PIT Install Kit: Includes one SA102 Grease Filled Tube and three 3M-UY Connectors (Gel Caps)	EACH	225.00	225.00	0.00	2.03	456.75
NONPIT-MOUNTINGBOXEACH alth, Wall Plate (141609) Wall Cover (141610), to include (3) 3MUY Connectors	EACH	10.00	10.00	0.00	7.50	75.00
S-LID/LOCK-LONG-EXT Stealth Lid & Lock Long (141612) w/ Extension (Riser Plate 141606), Lock Nut (141605)	EACH	225.00	225.00	0.00	4.50	1,012.50

Remit Payment to:
 Zenner Performance
 15280 Addison Rd #100
 Addison, TX 75001

Net Invoice: 19,874.25
 Less Discount: 0.00
 Freight: 258.05
 Sales Tax: 0.00
 Invoice Total: 20,132.30

All that counts

Shipping Name
 Shipping Address 25545 Hwy 243
 City/State/Zip Idyllwild Ca 92549
 Email michael@zylwldmeter.com
 Phone 951-692-5742

Subject AMI Full Deployment
 PO
 Ship VIA FFA
 Accept Partial Shipments

SALES QUOTE
 Date 4/29/2015 Multiplier

Section	Meter Type	Meter Size	Register Units	Register Options	Qty	Unit Price	Extended Price	Annual Maintenance	List Price
Section	Register/ETR Options	Register Shroud	Register Lid	Bottom Type	Part Number	Notes			
Section	Fire Hydrant Meter	Hydrant Options	Registration	Inlet Connection	Qty	Unit Price	Extended Price	Annual Maintenance	List Price
Section	Outlet Connection	FHM Add-ons							
Section	Description				Qty	Unit Price	Extended Price	Annual	List Price
2	Flanges/Gaskets/Bolts/Kits							10.00	
3	Radio Interface Units							10.00	
2.1	Stealth 2 with Bare Wire (S2BW) (Stealth 2 Bare Wire)				2250	178.00	\$179,400.00	1300.00	
2.2	Stealth MIU Repeater (MIUR)				10	178.00	\$1,780.00	1400.00	
4	System Interface Development								
4.1	Billing Interface				1	\$2,500.00	\$2,500.00	10.00	
5	Handheld/Mobile/Probe								
5.1	Stealth Handheld Unit				1	\$3,335.00	\$3,335.00	1300.00	
6	AMI Hardware								
6.1	Stealth Collector - E-bus/Ready (S-COLLECTOR-ETH)				1	\$2,996.00	\$2,996.00	1300.00	
6.2	Stealth Enhanced Repeater - AC Powered (SER-AC)				2	\$550.00	\$1,100.00	1100.00	
M31	15 Mass Poles				13	\$25.00	\$325.00		
7	Software								
7.1	Stealth Command Software Hosted by Zenner - Base Fee				1	10.00	10.00	\$3,450.00	
7.2	Stealth Command Software Hosted per Meter				2,250	30.00	\$67,500.00	\$2,250.00	
8	Project Management Installation/Training								
8.1	Project Management						\$12,000.00	10.00	
8.2	Stealth Vision Software Training (per day)				12	\$600.00	\$7,200.00		
8.3	Stealth Installation Training (per day)				2	\$1,600.00	\$3,200.00		
9	Accessories and other items				1	\$800.00	\$800.00		
9.1	Stealth per installation (S-PIT-INSTALLKIT)				2,250	\$2.00	\$4,500.00	10.00	
9.2	Stealth indoor installation (S-NONPIT-MOUNT-HGBOP)				10	\$7.50	\$75.00		
9.3	Stealth Long Lid Lock with Extension (S-LIDLOCK-EXT)				2,250	\$4.50	\$10,125.00		
M31	3 days Travel Expenses est. (Actual to bill)				3	\$1,600.00	\$4,800.00		
M31	Fire Hydrant Cap for Stealth Reader				10			10.00	
10	Hydrant Meter Accessories								
Total System Cost and Annual Maintenance							1202,451.00	\$4,190.00	

Note: This sales order/sales quote is subject to terms of the Zenner Performance Meters Inc. License and Maintenance Agreement. All prices are valid for ninety (90) days unless otherwise extended in writing. Payment Terms are Net 30.

Shipping: All shipping is FOB Zenner Performance Meters Inc. facility in Banning, California.

Sales Order/Sales Quote Accepted:

Authorized Signature _____ Date _____

End of Document

Memo

To: Board of Directors

From: General Manager

Date: August 21, 2019

Subject: ITEM #3-RESOLUTION #765: That the board of directors considers rescinding the pay period amendment made to Resolution #765 at the June 19, 2019 regular board meeting.

BACKGROUND:

At the June 19th regular board meeting of the Idyllwild Board of Directors it was decided and approved that the pay schedule would have to change from the 15th and 30th pay schedule to an every other Friday pay schedule. After careful consideration and a quick analysis it was found not to be necessary for this change.

RECOMMENDATION:

To amend the motion and to maintain the payroll schedule based on the 15th and the 30th of each month.

Memo

To: Board of Directors

From: General Manager

Date: August 21, 2019

Subject: ITEM #4 – RESOLUTION #765: The board will consider rescinding the Hiring Freeze during the trial 4/10 work schedule for the Field Staff.

BACKGROUND:

At the last regular board meeting a motion was made to FREEZE HIRING of Field Staff. This item was not properly agendized on the AGENDA. This motion was made without any due process or communication with me, the General Manager. This was proposed to be implemented until the end of the trial period of the 4/10 work schedule for field staff.

RECOMMENDATION:

It is not recommended that the Board approve this action. There are qualified candidates to consider for the Field Services Manager position, and possibly a temporary need for a laborer position.

Memo

To: Board of Directors

From: General Manager

Date: August 21, 2019

Subject: ITEM #5 –The Board of Directors will consider sewer annexations to IWD Improvement District #1.

BACKGROUND:

There have been several requests to annex into Improvement District #1. In my efforts to gather information as to the impacts of proposing annexations, several concerns have been identified and discussed about the drawbacks to adding sewer connections outside of Improvement District 1. Upon reviewing several sewer capacity reports 8/21/17, and 8/15/96 I have multiple concerns. First, the age of the sewer treatment plant, built in 1969, secondly, the number of laterals that have not yet been connected within the sewer District boundaries (stand-by lots).

On the matter of age, I believe that we should take the time to ensure the stability and reliability of the plant, and start developing future plans to either, refurbish, replace or upgrade the plant within the next ten (10) years. We need to develop a strategy to deal with the issues anticipated. In addition we have an infiltration situation, whereby non-sewage is flowing into the plant. If we want to issue annexations, we must keep in mind that treatment capacity is reserved for future customers within the improvement district boundary.

The WWTP was built and designed to treat waste within Improvement District I boundaries, which has 692 lots. The current number of sewer accounts is 585 (including annexed lots), the remaining 107 standby lots in the district would make the plant reach Maximum Capacity. Assuming all but ten percent of these remaining lots are buildable (West Yost Assoc., 2017) there remain 96 lots in Improvement District # 1, and assuming the same flow as current sewer accounts, it comes out to an additional 122,900 gallon per day (GPD). The calculated average flow for the last 7 months is 135,000 GPD; the total flow would be 257,900 GPD. The WWTP Maximum capacity is 250,000 GPD. Further annexations without regard to the plant's needs and the Improvement Districts' standby residents may prove to be detrimental.

RECOMMENDATION:

It is my recommendation that the board cautiously consider any new annexations. The rate at which we have had previous annexations 36 over the last 50 years (< 1 connection/year) indicates minimal interest by the owners; however it is recommended that we consider any future request on a case-by case basis.

Memo

To: Board of Directors
From: General Manager
Date: August 21, 2019

Subject: ITEM #6 –RESOLUTION #759: The board of directors will consider rescinding the motion to “enhance” IWD office hours to include Saturday hours.

BACKGROUND:

At the last regular board meeting a motion was made to amend the office hours to add Saturdays to the office schedule. This item was not properly identified on the AGENDA. This motion was made without any due process or communication with me, the General Manager. The board specified that the Administrative Assistant would work Monday through Thursday, with the Office Assistant/Billing Clerk working Friday and Saturday only.

RECOMMENDATION:

The proposed schedule is flawed, mainly due to the fact that two separate jobs are required to work simultaneously in order for the office to run efficiently (see attached job descriptions). Separating the office staff cuts productivity down considerably and would, in essence, demote our Administrative Assistant to the position of Office Assistant/Billing Clerk. The second biggest flaw in the proposed schedule is the board interfering in Daily Operations, with which they should have no part of. On top of this, the proposed schedule directly interferes with our office staff’s familial obligations and therefore should not be considered.

ATTACHMENTS

IDYLLWILD WATER DISTRICT

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Description: Performs highly complex, advanced administrative support to the General Manager and CFO. Under general direction serves as secretary to the General Manager and the CFO.

Examples of Duties: Directs the billing functions of the District, and performs related work as required. Plans, organizes, directs and coordinates office functions. Handling uploading and downloading the handheld device. Directs billing functions, collection of billings, payments, customer service and delinquent billing functions. Directs all closing and accounts receivable reports. Prepares, distributes and monitors backflow reports. Prepares, distributes and monitors grease trap reports. Attends board meetings and takes minutes. Prepares and distributes agendas and Board minutes. Knowledge of board elections. Maintains web page with IWD agendas and other pertinent information related to the activities of the IWD Board, to fulfill Grand Jury requests. Ensures agendas are posted in accordance with legal requirements; drafts and arranges for the legal publication of notices and postings of public hearings; maintains filing system for all correspondence, official Board actions and other legal documents including Resolutions and Ordinances. Gathers and analyzes payroll data, worker's compensation data and compensated balances; prepares various payroll reports to be submitted to the CFO. Maintains payroll records.

General Requirements: Knowledge of Brown Act procedures and Public Records requests. Requires knowledge of operations, procedures and policies of the District; office management principles; computer systems and software applications related to District executive management support and administrative functions. Requires knowledge of billing principles, extensive Microsoft Word and Excel spreadsheet ability. Excellent grammar skills. Knowledge of mathematical calculations and bookkeeping procedures.

Typical Physical Activities: Ability to sit for extended periods and maneuver stairs to the Manager's office. Hearing and vision must be within normal ranges

Qualifications: Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates. At least two years in an Office Clerk or equivalent position. Should have G.E.D. or higher education.

IDYLLWILD WATER DISTRICT
JOB DESCRIPTION

POSITION: Office Assistant

Description. Under general direction from the General Manager and Chief Financial Officer serves as deputy secretary to the Board of Directors and provides administrative support to the GM and CFO for a variety of administrative details; performs complex office support work using computer programs Word and Excel; assists in the preparation and distribution of the Board agenda; assists in maintaining the official records of the District and of Board proceedings and actions; receives and processes service requests; performs fiscal record keeping work in maintaining and updating billing accounts; prepares and issues billings for utility service; receives and processes billing payments; receives and resolves questions concerning delivery of services and status of accounts; updates the District website; and does related work as required.

Examples of Duties. Gathers and organizes a variety of information and materials for the General Manager and District Board of Directors; prepares and distributes the Board agenda under the direction of the Administrative Assistant and General Manager; may attend Board meetings, developing and maintaining minutes, following as necessary with proper distribution of resolutions and actions; acts as the officially designated Deputy District Secretary, maintaining official records of Board proceedings and actions; prepares correspondence, memoranda and other items as delegated by the Administrative Assistant or General Manager; answers the telephone and receives office visitors, providing a variety of information about District policies, programs and functions; receives and processes service requests, collecting appropriate funds, and coordinates establishment of services with other District personnel; prepares and issues utility bills; receives and processes billing payments; maintains and updates meter reading records; audits meter readings; resolves a variety of problems related to accurate meter readings, high usage, delinquent accounts, turn-ons, turn-offs and non-reads; coordinates problems of meter location, type of installation, and meter size with appropriate District personnel.

General Requirements. Requires a knowledge of operations, procedures and policies of the District; office management principles, operations and procedures; development and maintenance of filing and recordkeeping systems; notification and publication requirements for Board actions, ordinances and resolutions; computer systems and software applications related to District executive management support and administrative functions, including word processing and spreadsheet software, billing programs, and website maintenance.

Requires an ability to perform a variety of complex and responsible administrative support work for the administration of the District; prepare agenda, minutes and records for the Board of Directors; perform a variety of office coordination functions; prepare correspondence; perform research and prepare documents and reports; maintain, update and insure the accuracy of fiscal records and billing data; use computers and applicable software in the performance of office and administrative support assignments; effectively represent the District, including its programs and policies, with the public and other agencies; establish and maintain cooperative working relationships.

Typical Physical Activities. Communicates orally with District management, Directors, co-workers and the public; regularly uses the telephone; uses office equipment such as computers, copiers and fax machines; sits for extended time periods; hearing and vision must be within normal ranges.

Qualifications. Graduation from high school and at least four years of increasingly responsible experience in performing a variety of office and administrative support work; working knowledge of computer operations including word processing, spreadsheet software and website maintenance.

This position is nominally a $\frac{3}{4}$ -time position but work may vary between 24 and 30 hours per week with benefits pro-rated at 75% of a full-time position. However, may work full-time to cover for office vacations or other situations when additional support is needed.