



REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

June 17, 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: May 20, 2020
Special Meeting: June 3, 2020

B. FINANCIAL REPORTS:

1. Income statement for the eleventh-month ending May 2020
2. District warrants for May 2020

Check #	16027-16085	= \$	182,734.01
Gross Payroll		= \$	62,570.00
Federal/State PR taxes		= \$	6,075.00
LAIF Transfers		= \$	0.00
Transfers/charges		= \$	276.00

C. OPERATIONS REPORT FOR THE ELEVENTH MONTH – MAY 2020:

D. GENERAL MANAGER REPORT:

2. GUEST: RALPH HOETGER, BOARD PRESIDENT - IDYLLWILD FIRE PROTECTION DISTRICT – Board of Directors will hear further detail regarding the Community Alert Siren, and consider a contribution to assist in public safety.
3. BUDGET FY 2020-2021 - Board of Directors will review the FY 2020-2021 Budget and consider adoption of Resolution #775 approving the 2020-2021 Budget.
4. WATER AND SEWER CAPACITY: Board of Directors will discuss approving a policy that limits the maximum water and sewer service connections due to the existing capacities for each system.



DIRECTORS COMMENTS:

CLOSED SESSION:

5. Public Employee Performance Evaluation:

Government Code section 54957. Title: General Manager.

ADJOURNMENT:

The next Board meeting is a Regular Meeting scheduled for July 15, 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:

-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**

May 20, 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. Chief Financial Officer Hosny Shouman, Field Supervisor Mitch Freeman, and Board Secretary Kris Kirschbaum were also present. General Manager Leo Havener was absent.

PUBLIC COMMENT: None

ITEM #1- CONSENT CALENDAR:

A. MINUTES – Regular Meeting: April 15, 2020

B. FINANCIAL REPORTS

1. **Income statement** for the 10th month ending April 2020
2. **District warrants** for April 2020.

Check # 15986 – 16026	= \$ 179,494.49
Gross Payroll	= \$ 63,250.00
Federal/State PR taxes	= \$ 6,120.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 240.88

C. OPERATIONS REPORT FOR THE TENTH MONTH - APRIL, 2020.

D. GENERAL MANAGER'S REPORT: Read aloud by President Schelly.

DIRECTORS' COMMENTS: Questions and comments regarding various warrants and expenses, well production data, and meter installations.

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

The vote was as follows:

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

Motion approved.

ITEM #2: RESOLUTIONS NO. 769 & 770 WATER AND SEWER STAND-BY ASSESSMENTS –

President Schelly stated the meeting was open for a Public Hearing regarding water & sewer stand-by assessment fees for Fiscal Year 2020.2021.

PUBLIC COMMENTS: None.

DIRECTORS' COMMENTS: None

A MOTION was made by Director Hunt to approve RESOLUTONS 769 and 770, maintaining the rate of \$30 per acre for water/sewer availability on vacant parcels. Vice President Szabadi 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.

ITEM #3: BUDGET FY 2020-2021 - Board of Directors reviewed the proposed FY 2020-2021 Budget to consider adoption of Resolution #775 approving the 2020-2021 Budget.

DIRECTORS' COMMENTS: Questions and comments to clarify various items and proposed expenditures.

PUBLIC COMMENTS: None

A MOTION was made by President Schelly to table approval of RESOLUTON 775, and schedule a SPECIAL MEETING of the BOARD OF DIRECTORS in 2 weeks (June 3, 2020) to further discuss the proposed Budget FY 2020-2021. Vice President Szabadi 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 #4: DISTRICT ONGOING EFFORTS TO COMBAT COVID-19: Board of Directors reviewed the current plan responding to COVID-19 conditions.

DIRECTORS' COMMENTS: Questions and comments regarding details included in the "suggested timeline for return to normal operations."

PUBLIC COMMENTS: Questions regarding staffing of the office both currently and as projected in the near future.

DISCUSSION ITEM: No Action taken.

ITEM #5: WATER AND SEWER CAPACITY - The Board reviewed the Policy that outlines available "Recommendations" and "Findings" regarding water and sewer capacity within the Idyllwild Water District.

DIRECTORS' COMMENTS: Questions and comments to clarify rationale for specified limits of available water and sewer connections within the District.

PUBLIC COMMENT: None

A MOTION was made by Vice President Szabadi to table approval of a Policy that limits available water and sewer connections within the Idyllwild Water District. Director Kunkle 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 to table approved.

ITEM #6: CONFLICT OF INTEREST CODE POLICY –Board of Directors discussed **Resolution #776** the updated Conflict of Interest Code.

DIRECTORS' COMMENTS: Questions to clarify details in the updated policy.

PUBLIC COMMENT: None

A MOTION was made by Vice President Szabadi to approve Resolution # 776 (Updated Conflict of Interest Policy). 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.

ITEM #7: DONATION TO IDYLLWILD FIRE DEPARTMENT FOR COMMUNITY ALERT SIREN – Board of Directors reviewed information provided by the Idyllwild Fire Department regarding updated community-wide siren system. The updated alarm system could provide benefits to the community in general, and alert the public to any water safety issues.

DIRECTORS' COMMENTS: Questions to clarify scope of the Siren System, and Projected Timeline. Interest expressed by Board Members to “Contribute toward Community Safety” rather than “Donate to the Fire Department.” Request timeline, investigation of potential reduced insurance rates, and further information for the next Regularly Scheduled Board Meeting.

PUBLIC COMMENT: None

A MOTION was made by Vice President Szabadi to table a Donation to the Idyllwild Fire Department for a Community Alert Siren. Director Kunkle seconded. The vote was as follows:

AYES

NAYS

ABSTAIN

ABSENT

Peter Szabadi

David Hunt

Steve Kunkle

Charles Schelly

Les Gin

Motion to table approved.

The Board took a 5 minute recess at 8:10 pm before moving into closed session.

CLOSED SESSION

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (1 Case):**
Significant exposure to litigation pursuant to Govt. Code § 54956.9(a)-(b), (d)(2).

2. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (§ 54956.9) (1 case):**
Creighton v. Idyllwild Water District, Riverside Superior Court RIC2000578.

3. **Public Employee Performance Evaluation:**
Government Code section 54957. Title: General Manager.

The Board resumed Open Session.

Action Taken: No action taken.

The next scheduled regular Board meeting is June 17, 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

June 3, 2020 - 6:00 P.M.

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

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

PUBLIC COMMENT:

Question to confirm that the third previously approved rate increase will go into effect on July 1, 2020.

EM #1 BUDGET FY 2020-2021 - Board of Directors reviewed and discussed the FY 2020-2021 Budget.

DIRECTORS' COMMENTS: With the uncertainty of future economic conditions, the Board of Directors discussed ways to reduce unnecessary budget items. Directors asked for Quarterly Budget Updates in the future.

PUBLIC COMMENT: A resident living on Azalea Rd requested priority be given to the installation of new pipe and a fire hydrant for residents living on Azalea Rd.

DISCUSSION ITEM: No action taken. To be approved during the next Regular Meeting scheduled for June 17, 2020.

The Board took a 5 minute recess at 7:00 before moving into closed session.

CLOSED SESSION

ITEM #2-CLOSED SESSION - Conference with Legal Counsel – Anticipated Litigation (1 case) - Significant exposure to litigation pursuant to Govt. Code § 54956.9(a)-(b), (d)(2).

The Board resumed Open Session.

Action Taken: No action taken.

ADJOURNMENT: The Meeting Adjourned at 8:00 pm.

The next scheduled regular Board meeting is June 17, 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 MAY 2020**

CONDENSED CATEGORY	FOR THE MONTH OF			MAY 2020
	ACTUAL	BUDGET	VARIANCE	
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	63,556	63,556	0	0.00%
SALES-RESIDENTIAL/COMMERCIAL	49,949	58,000	-8,051	-13.88%
OTHER OPERATING REVENUE	1,900	2,000	-100	-5.00%
OTHER NON- OPERATING REVENUE*	0	0	0	
TOTAL OPERATING REVENUES	115,405	123,556	-8,151	-6.60%

OPERATING REVENUE BY CATEGORY	FOR THE MONTH OF			MAY 2020
	ACTUAL	BUDGET	F (U) VARIANCE	
BASE RATE - RESIDENTIAL	47,392	47,392	0	0.00%
BASE RATE - COMMERCIAL	16,164	16,164	0	0.00%
SALES-RESIDENTIAL	33,927	40,000	-6,073	-15.18%
SALES-COMMERCIAL	16,022	18,000	-1,978	-10.99%
SALES-SEWER	0	0	0	0.00%
SALES-CONSTRUCTION/OTHER	0	0	0	0.00%
TRANSFER FEES	0	0	0	0.00%
TURN ON/OFF FEES	0	0	0	0.00%
LIEN & LIEN RELEASE FEES	0	0	0	0.00%
DELINQUENCY FEES	226	500	-274	-54.80%
WILL SERVE LETTER FEES	0	0	0	0.00%
OTHER MISCELLANEOUS	0	0	0	0.00%
INSTALLATION FEES	1,674	1,500	174	0.00%
CAPACITY FEES	0	0	0	0.00%
TOTAL OPERATING REVENUES	115,405	123,556	-8,151	-6.60%

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

FOR THE MONTH OF APRIL 2020

CUBIC FEET OF SALES:

	Residential C.F.	Commercial C.F.	Total
R1 5/8	551,450	63,025	614,475
R2 3/4	4,508	10,460	14,968
R3 1"	5,070	63,740	68,810
R4 1.1/2"	0	27,738	27,738
R5 2"	0	11,910	11,910
R6 3"	0	640	640
IA 3"	0	34,140	34,140
NC-WWTP	0	920	920

TOTAL CUBIC FEET OF SALES 561,028 212,573 773,601

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

Sewer Acct	S	Total
Fire Services F "2"	0	0
Fire Services F "3"	0	0
Fire Services F "4"	0	3

Total Idyllwild Customers 2,254

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

BY CATEGORY	FOR THE MONTH OF			2020
	ACTUAL	BUDGET	MAY	%
			F (U)	
			VARIANCE	
WATER OPERATING EXPENSES:				
1- WAGES AND SALARIES EXPENSES	54,320	62,000	7,680	12.39%
2- RETIREMENT PLAN AND LIFE INSURANCE	5,850	6,000	150	2.50%
3- MEDICAL INSURANCE	9,888	12,000	2,112	17.60%
4- UNIFORM EXPENSES	365	438	73	16.57%
5- WORKER'S COMP INSURANCE	0	500	500	100.00%
6- RETIREMENT MEDICAL INSURANCE	683	3,500	2,817	80.49%
7- BOARD REIMBURSEMENT	100	500	400	80.00%
8- OFFICE SUPPLIES	1,765	1,000	-765	-76.50%
9- OFFICE CLEANING SERVICE	210	280	70	25.00%
10- POSTAGE AND MAILING FEE	705	900	195	21.67%
11- TRAINING AND EDUCATION	0	200	200	100.00%
12- TRAVELING, MILEAGE, MEALS REIMBURSEMENT	115	629	514	81.72%
13- DUES, FEES, SUBSCRIPTIONS	1,042	2,000	958	47.89%
14- ADVERTISING AND PUBLISHING	396	542	146	26.89%
15- COMPUTER SERVICES	1,990	1,000	-990	-99.00%
16- LEGAL SERVICES	0	3,500	3,500	100.00%
17- ENGINEERING AND CONSULTING	4,247	200	-4,047	-2023.50%
18- UTILITIES - ELECTRICITY	0	5,000	5,000	100.00%
19- UTILITIES - GAS & FUEL	678	800	122	15.25%
20- UTILITIES - PROPANE	747	325	-422	-129.85%
21- UTILITIES - TELEPHONE INTERNET	815	761	-55	-7.17%
22- UTILITIES - WASTE MANAGEMENT FEE	195	184	-11	-5.89%
23- AUTO AND PROPERTY INSURANCE	0	500	500	100.00%
24- STATE-COUNTY WATER SYSTEM FEES	0	2,000	2,000	100.00%
25- GENERAL PLANT & TREATMENT SERVICES	10,443	4,000	-6,443	-161.08%
26- VEHICLES REPAIRS AND MAINTENANCE	220	500	280	56.00%
27- LABORATORY SERVICES	10,418	1,500	-8,918	-594.53%
28- WATER SECURITY SYSTEM	0	771	771	100.00%
29- PROPERTY TAX EXPENSES	0	233	233	100.00%
30- COMPENSATED TIME	0	500	500	100.00%
31- BANK FEE CHARGE	0	300	300	100.00%
32- WATER MAINTENANCE AND PUMP REPAIR	10,035	1,500	-8,535	-569.00%
33- ACCOUNTING AND AUDITING FEE	0	500	500	100.00%
34- WATER LEAK (IWD Leak Side)	0	500	500	100.00%
TOTAL OPERATING EXPENSES:	115,227	114,562	-665	-0.58%
TOTAL INCOME AND (LOSS)	178	8,994		

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

FOR THE MONTH OF MAY 2020

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	56,793	56,559	234	0.41%
OTHER OPERATING	0	0	0	0.00%
TOTAL OPERATING REVENUES	56,793	56,559	234	0.41%
OPERATING EXPENSES:				
1- WAGES AND SALARIES	14,250	18,000	3,750	20.83%
2- RETIREMENT AND LIFE INSURANCE	1,547	2,500	953	38.12%
3- MEDICAL INSURANCE	3,296	5,000	1,704	34.08%
4- UNIFORM EXPENSE	103	300	197	65.67%
5-WORKER'S COMPENSATION INSURANCE	0	200	200	100.00%
6- RETIREMENT MEDICAL INSURANCE	683	917	234	25.49%
7- BOARD REIMBURSEMENT	75	200	125	62.50%
8- OFFICE SUPPLIES	550	400	-150	-37.40%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	234	400	166	41.50%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	497	1,000	503	50.30%
14- COMPUTER SERVICES	663	1,000	337	33.70%
15- LEGAL SERVICES	0	500	500	100.00%
16- UTILITIES - ELECTRICITY	4,500	4,000	-500	-12.50%
17- UTILITIES - GAS & FUEL	320	437	117	26.72%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	263	292	29	9.83%
20- UTILITIES - WASTE MANAGEMENT FEE	64	125	61	48.80%
21- VEHICLES REPAIRS AND MAINTENANCE	480	500	20	4.00%
22- ENGINEERING SERVICES	0	2,000	2,000	100.00%
22- MAINTENANCE AND REPAIRS	1,086	200	-886	-443.00%
23- GENERAL PLANT SERVICES	0	2,500	2,500	100.00%
24- SEWER PERMIT AND LICENSE(State County & 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	6,371	2,000	-4,371	-218.55%
29- GENERAL AUTO AND LIABILITY INSURANCE	0	1,000	1,000	100.00%
30- SECURITY SYSTEM (ADT)	0	208	208	100.00%
31- ACCOUNTING & AUDITING FEE	0	2,000	2,000	100.00%
32- LINE CLEANING	0	100	100	100.00%
Total Expenses	35,052	47,362	12,310	25.99%
Total INCOME OR (LOSS)	21,741	9,197		

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

FOR THE MONTH OF MAY 2020

SEWER FUND OPERATING REVENUES

	ACTUAL	BUDGET	F (U)	%
		VARIANCE		
BASE RATE-COMMERCIAL	38,425	38,642	-217	-0.56%
BASE RATE- RESIDENTIAL	18,368	17,917	451	2.52%
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	56,793	56,559	234	0.41%

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

RESIDENTIAL	448	448	0.0	0.00%
COMMERCIAL	937	937	0.0	0.00%
TOTAL E.D.U'S	1,385	1,385	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 MAY 31, 2020**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
05/01/2020	16027	Aleshire & Wynder, LLP	Monthly Legal Services Charge	\$11,414.00
05/01/2020	16028	Allstate Benefits	Monthly Charge	\$304.12
05/01/2020	16029	Babcock Laboratories	id0148	\$5,139.45
05/01/2020	16030	California Computer Options, Inc	Monthly IT Services Charge	\$777.25
05/01/2020	16031	Forst Lumber	Supplies for Water+Sewer	\$643.24
05/01/2020	16032	GSI Environmental Inc.	Engineering Services	\$4,247.00
05/01/2020	16033	Idyllwild Water District	To be Deposit at Hemet Bank for Payroll	\$38,000.00
05/01/2020	16034	S.C.E.	Monthly Charge	\$5,738.13
05/01/2020	16035	Tyla Friemoth	Water & Office Expenses Reimbursent	\$137.75
05/01/2020	16036	Verizon Wireless	771452824-00001	\$203.75
05/06/2020	16037	Arrow Printing, Inc	Business Cards for GM and Printing Envelops	\$353.42
05/06/2020	16038	Ferrellgas	Propane for the district	\$944.76
05/06/2020	16039	Frontier	Phone and Internet Charge	\$441.40
05/06/2020	16040	Inland Water Works Supply Co	Water Supplies	\$404.06
05/06/2020	16041	McCalls Meter Sales & Services	Foster Lake Damn "8" Meter	\$2,310.16
05/06/2020	16042	Misson Linen & Uniform Services	Landry Uniform Monthly	\$413.62
05/06/2020	16043	Time Warner Cable	Monthly Charge	\$412.40
05/06/2020	16044	Underground Service Alert/ SC	New Ticket Charges	\$53.99
05/06/2020	16045	USA Bluebook	Supplies for Water and Sewer	\$105.57
05/06/2020	16046	Babcock Laboratories, INC	Lab Services For Water and Sewer	\$6,151.80
05/06/2020	16047	Genuine Auto Parts/ Napa Riveride	Auto Parts Monthly Charge	\$32.36
05/06/2020	16048	Tyler Puckett	Renewal Fee for T1	\$55.00
05/06/2020	16049	Village Hardware	Supplies for Water+Sewer	\$445.21
05/13/2020	16050	Browning Electric Company	Electric Services	\$1,620.19
05/13/2020	16051	California Computer Options, Inc	Monthly IT Services Charges	\$1,876.50
05/13/2020	16052	Chase Card Services	Monthly Charge	\$116.61
05/13/2020	16053	CR & R Incorporated	Monthly Services for Trash fee Acct	\$259.37
05/13/2020	16054	Four Seasons Cleaning Services	Monthly Cleaning Charge for March	\$280.00
05/13/2020	16055	Idyllwild Town Crier	An add in the News Paper	\$42.00
05/13/2020	16056	Idyllwild Water District	To be Deposit at Hemet Bank for Payroll	\$36,000.00
05/13/2020	16057	INFOSEND, INC	Postage and Mailing Monthly Bills	\$939.57
05/13/2020	16058	Inland Water Works Supply Co	Water Supplies	\$4,724.62
05/13/2020	16059	Ponton Industries, INC	Calibration for the Flow Meter at The Sewer	\$825.00
05/13/2020	16060	S.C.E.	Monthly Charge	\$472.32
05/13/2020	16061	USA Bluebook	Supplies for Water and Sewer	\$391.89
05/13/2020	16062	Wicker Water Well Pump Services	Fixing Well # 1A (new Motor)	\$10,725.30
05/13/2020	16063	Void Check	Void	\$0.00
05/13/2020	16064	Danny Campbell	Reimbursent for D2 Class	\$149.95
05/13/2020	16065-073	Void Checks	Void	\$0.00
05/20/2020	16074	Central Communications	Monthly Answering Services	\$116.96
05/20/2020	16075	Ross W. Detwiler	Testing Idyllwild Backflow	\$100.00
05/20/2020	16076	Staples Credit Plan	Office Supplies	\$2,198.36
05/20/2020	16077	T-moblie	Data Plan Monthly Charge For Solar	\$20.00
05/20/2020	16078	Zenner performance	Purchase 3 meters 1 1/2"	\$818.60
05/20/2020	16079	Carlson Quinn Associates, INC	Adminstrative Services for Plan 457b	\$1,150.00
05/27/2020	16080	Idyllwild Water District	To be Deposit at Hemet Bank for Payroll	\$34,000.00
05/27/2020	16081	Allstate Benefits	Monthly Charge	\$304.12
05/27/2020	16082	Aquafix	WasteWater Lab Test	\$2,898.70
05/27/2020	16083	Babcock Laboratories	Lab Services For Water and Sewer	\$2,599.85
05/27/2020	16084	Forst Lumber	Supples for Water+ Sewer	\$75.65
05/27/2020	16085	McCalls Meter Sales & Services	Strwbery Meter	\$1,300.01

TOTAL DISTRICT WARRANTS \$182,734.01

OTHER DISBURSEMENTS:

TOTAL PAYROLL \$62,570.00
L.A.I.F. ELECTRONIC TRANSFERS \$0.00
BANK SERVICE CHARGES AND FEES \$276.00

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS \$245,580.01

Idyllwild Water District Monthly Recap

Month May year 2020 date 6/1

Supplies to system 953,041 cf 21.87 af

Increase / decrease 123,365 cf 13 % billing period 27 % daily demand

of wells available 14 GPM Available 333

Full time	<u>H21</u>	1 8
Part time	<u>2, 4, 13, 23, 24, FV1A, FV2, Golden Rod</u>	

Strawberry Creek Diversion draw 0 cf 0 af LILLY CREEK FLOW 0 cf

Foster Lake Level (max 18') 16 ft 6 in

IWD Flushing	<u>20,000</u>
Main line leaks	<u>2,000</u>
Fire Dept. use	<u>10,000</u>
HYD sales	
Sewer Plant	
Total	

Well statics

Foster Lake Area #3 0 #7 0 #14 7 sf FL Average 3.33

Creek Area #23 8' sf #24 17' sf

Nature Center #26 21' sf #27 20' sf #28 102' sf

Fern Valley FV1A 360' pl FV#2 309' pl

STORAGE LEVEL VOLUME

STORAGE	LEVEL	VOLUME
Foster Lake Tanks	<u>11,698 cf/ft</u>	<u>21.7</u> <u>253,846</u>
Rock Dale Tank	<u>2718 cf/ft</u>	<u>23.94</u> <u>52,143</u>
Delano Tank	<u>1337 cf/ft</u>	<u>18.1</u> <u>24,199</u>
South Ridge Tank	<u>3509 cf/ft</u>	<u>20.35</u> <u>71,408</u>
Wild Wood Tank	<u>919 cf/ft</u>	<u>11.17</u> <u>10,265</u>
Golden Rod Tank	<u>891 cf/ft</u>	<u>23.4</u> <u>20,849</u>

Total 482,709 cf Storage Supplies Max of 3.702 MG 87% in storage/ storage MGD 3.236

Production Days 28 Production minutes 40,320 Average GPM 176

Idyllwild Water District Well Production Data

Month May Year 2020

Date 6/1

Well #	Cubic feet	AF	PT/FT	Status	GPM	Comment
Horizontal #1	95,470	2.19	PT	ON		
FL #2	70,040	1.6	PT	OFF		
FL #4	183,953	4.22	PT	OFF		
FL #10	0					
FL #11	0					
FL #12	0					
FL #13	173,430	3.98	PT	ON		
FL #15	0					
FL #16	0					
#23 Stratton	200,090	4.59	PT	OFF		
#24 Curtis	21,320	.48	PT	OFF		
#25 Donahoo	0					
#26 Nature Center	0					
#27 Nature Center	0					
#28 Rock Dale	0					
FV#1A	65,050	1.49	PT	ON		
FV#2	209,005	4.70	PT	ON		
Golden Rod	27,590	.63	PT	OFF		
Oakwood	0					

Total Cubic Feet 1,045,948

Cedar Glen Meter 429,986 cf 9.87 af

In District Production 523,055 cf 12 af

TOTAL SUPPLIES TO SYSTEM 953,041 cf 2187 af

Days of Production 28 Minutes of Production 40,320 Average system GPM 176



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: June 17, 2020
Subject: General Manager Report

Overview:

The matters that required my attention since May 20, 2020, are as follows:

- Budget FY 2020-21 & CIP's.
- Completed the following required training courses:
 - Employment Laws: What Supervisors Need to Know, .5 hour of training and received a Certificate of Completion.
 - Sexual Harassment-Free Workplace for Managers eLearning AB1825, 2 hours of training and received a Certificate of Completion.
 - Beyond the Basics: Advanced Harassment Prevention Training, 1.5 hours of training and received a Certificate of Completion.
 - Sexual Harassment Prevention Training 2020, 2 hours of training and received a Certificate of Completion.
 - Annual Employment Law Update: Recent Cases and Trends, 2 hours of training and received a Certificate of Completion.
 - Ethics AB 1234 Compliance Training 2020, 2 hours of training and received a Certificate of Completion.
- Tested twice for COVID-19 with negative results.
- Began development of a new newsletter.
- Reviewed information for public record requests.
- 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.

Spring/Summer Projects:

Below is a list of spring and summer projects, in no particular order, to be performed by field staff:

- Exercise valves.
- Exercise and service fire hydrants.
- Flush dead ends.
- Install fire hydrant crash poles.
- Horizon well road repair.
- Horizontal well clearing and retaining.
- Well #8 site prep (clear brush and debris, replace culvert, and build up well site)
- Wild Wood Road repair, tree and brush abatement.
- Back fence willow tree clearing for fence repair.
- Rock Dale tank dirt removal from around fence perimeter.
- Fence repair around Foster Lake.
- Reroof FV1A 1XTP plant building.
- Meter Foster Lake draining.

Attachments:

Certificates of Completion for the following trainings:

- Employment Laws: What Supervisors Need to Know.
- Sexual Harassment-Free Workplace for Managers eLearning AB1825.
- Beyond the Basics: Advanced Harassment Prevention Training.
- Sexual Harassment Prevention Training 2020.
- Annual Employment Law Update: Recent Cases and Trends.
- Ethics AB 1234 Compliance Training 2020.

Certificate of Completion

Leo Havener

Idyllwild Water District

has successfully completed 0.5 contact hours of

Employment Laws: What Supervisors Need to Know

Sponsoring Agency:

ACWA/JPIA

P.O. Box 619082

Roseville CA 95661

Designed for:

Water and Wastewater Utilities

Date Training Completed:

06/05/2020



This course has been classified by CWEA for continuing education units, approval # 140306.

Association of California Water Agencies / Joint Powers Insurance Authority ~ www.acwa/jpia.com ~ 800.231.5742



Certificate of Completion

Leo Havener

has successfully completed the course requirements for:

Sexual Harassment-Free Workplace for Managers eLearning AB1825

*This course meets the requirements established by AB 1825, 1661, & 2053

Online Training Completed: 06/08/2020

Designed for: Water & Wastewater Utilities

Contact Hours: 2 Hours

Association of California Water Agencies Joint Powers Insurance Authority
www.acwajpia.com — 800-231-5742 — P.O. Box 619082, Roseville, CA 95661



Certificate of Completion



This is to certify that

Leo Havener

has completed the course

Beyond the Basics: Advanced Harassment Prevention Training

Completion Date

06/11/2020

California Special Districts Association

1.5 Hours

Certificate of Completion



This is to certify that

Leo Havener

has completed the course

Sexual Harassment Prevention Training 2020

Completion Date

06/12/2020

California Special Districts Association

2.0 Hours

Certificate of Completion



This is to certify that

Leo Havener

has completed the course

Annual Employment Law Update: Recent Cases and Trends
2020

Completion Date

06/12/2020

California Special Districts Association

2.0 Hours

Certificate of Completion



This is to certify that

Leo Havener

has completed the course

Ethics AB 1234 Compliance Training 2020

Completion Date

06/12/2020

California Special Districts Association

2.0 Hours



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: May 20, 2020

Subject: Item #3 – Consider Resolution #775 to Adopt a Budget for FY 2020/2021

Recommendation:

Board of Directors adopt Resolution #775 and associated Budget for FY 2020/2021 for the sustainable operation of the Idyllwild Water District (water service area) and Improvement District #1 (sewer service area).

Vote Procedures :

- 1) First Vote will be on the complete Budget, excluding the notes which includes the employees benefits.
- 2) Second Vote will excuse Director Steve Kunkle while the other Board members vote on the notes which include the employees benefits.

Background:

The Budget will provide for the operation of the District in a sustainable manner for fiscal year 2020/2021.

As always, the budget is a plan based on the information and assumptions available during its development. Should conditions change during the year, the Board of Directors has the ability to modify the budget to respond to changing conditions.



IDYLLWILD WATER DISTRICT

FISCAL YEAR 2020/2021

BUDGET



RESOLUTION NO. 775

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
IDYLLWILD WATER DISTRICT
ADOPTING A BUDGET FOR
FISCAL YEAR 2020-2021**

WHEREAS, the General Manager of Idyllwild Water District (District) has prepared and submitted to the Board of Directors of Idyllwild Water District (Board) a proposed budget for Fiscal Year 2020-2021 (Proposed Budget).

WHEREAS, the Board has received on June 17, 2020 and reviewed the Proposed Budget; and

WHEREAS, the Board considered approval of the Proposed Budget at the June 17, 2020 Board meeting, where all interested persons were heard; and

WHEREAS, the Board has considered the Proposed Budget and comments thereon, and has determined it is necessary for the efficient management of the District that certain sums of revenue be appropriated to the activities as set forth in said budget.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT HEREBY FIND, DETERMINE, ORDER AND RESOLVE AS FOLLOWS:

Section 1: The Board adopts the Budget for Fiscal Year 2020-2021, a copy of which is attached and made part of this Resolution.

Section 2: The District's General Manager is authorized to take all necessary actions to implement the provisions of the Budget as adopted by the Resolution.

Adopted this 17th day of June 2020.

IDYLLWILD WATER DISTRICT

By: _____
CHARLES SCHELLY, President
Board of Directors

ATTEST:

I, KRIS KIRSCHBAUM, Secretary of the IDYLLWILD WATER DISTRICT, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT at its meeting of June 17, 2020, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

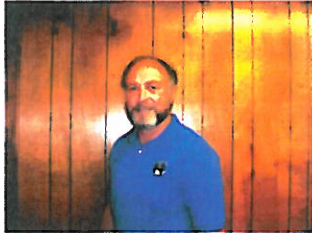
In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 17th day of June, 2020.

IDYLLWILD WATER DISTRICT

KRIS KIRSCHBAUM, Board Secretary



Idyllwild Water District Board Members



Dr. Charles Schelly, President



Peter Szabadi, Vice-President



Les Gin, Director



Steve Kunkle, Director



David Hunt, Director

Idyllwild Water District

The District operates under the authority of Section 30000, Division 12 of the California Water Code and engages in water and wastewater activities which are classified as "proprietary". These activities are accounted for much like that of a private business and use the full accrual method of accounting for financial transactions. The major activities include: production and treatment of groundwater; sale and delivery of water to domestic and commercial accounts; and collection, treatment and disposal of wastewater.

Idyllwild Water District (IWD) provides water services to 1645 customers and sewer services to 587 customers within a population of 3000 for Idyllwild in the County of Riverside. In performing these services IWD operates and maintains a complex system of water distribution with seven water pressure zones. This includes five water treatment systems and eleven water storage tanks. We have a wastewater treatment facility that is permitted to handle 250,000 gallons a day for our sewer customers. IWD employs 11 people to operate both our water and sewer operations.

The Idyllwild County Water District was approved by the voters in 1956 as a legal entity to provide water services. The 130,000 feet of water lines and 63,000 feet of sewer lines are located within 9 square miles, covering an area of 1,592 acres. Water and sewer services are provided to a combination of residential, commercial and industrial customers. Treated well water from our 28 wells is distributed to individual customers living in the community of Idyllwild. For the first 5 years IWD's main responsibility was to provide water services and later in 1966 constructed its wastewater plant and the sewer collection system. Later the County was dropped from its name to become the Idyllwild Water District.

IWD constructed a 42kW solar system at Foster Lake to operate six wells and a water treatment plant. The district has many other water facilities at the Foster Lake area. The 18,000,000 gallon Foster Lake is used to collect and store 40 acre feet (AF) of water annually from Lilly Creek. We pump creek water from our Strawberry Creek Diversion to Foster Lake for additional water storage. The lake percolates the stored water into the surrounding ground water and in turn provides groundwater for the District's wells in the area. IWD operates the diversion using its pre-1914 water right from Strawberry Creek. IWD uses a permit from the State Water Division of Water Rights for its 40 AF of Lilly Creek water. Foster Lake is man-made and has an earth dam to contain the 18,000,000 gallons of water. The dam was built in 1945 and has not had any problems related to earthquakes, fires or floods.

**Budget for Revenue & Expenses
Fiscal Year 2020-2021**

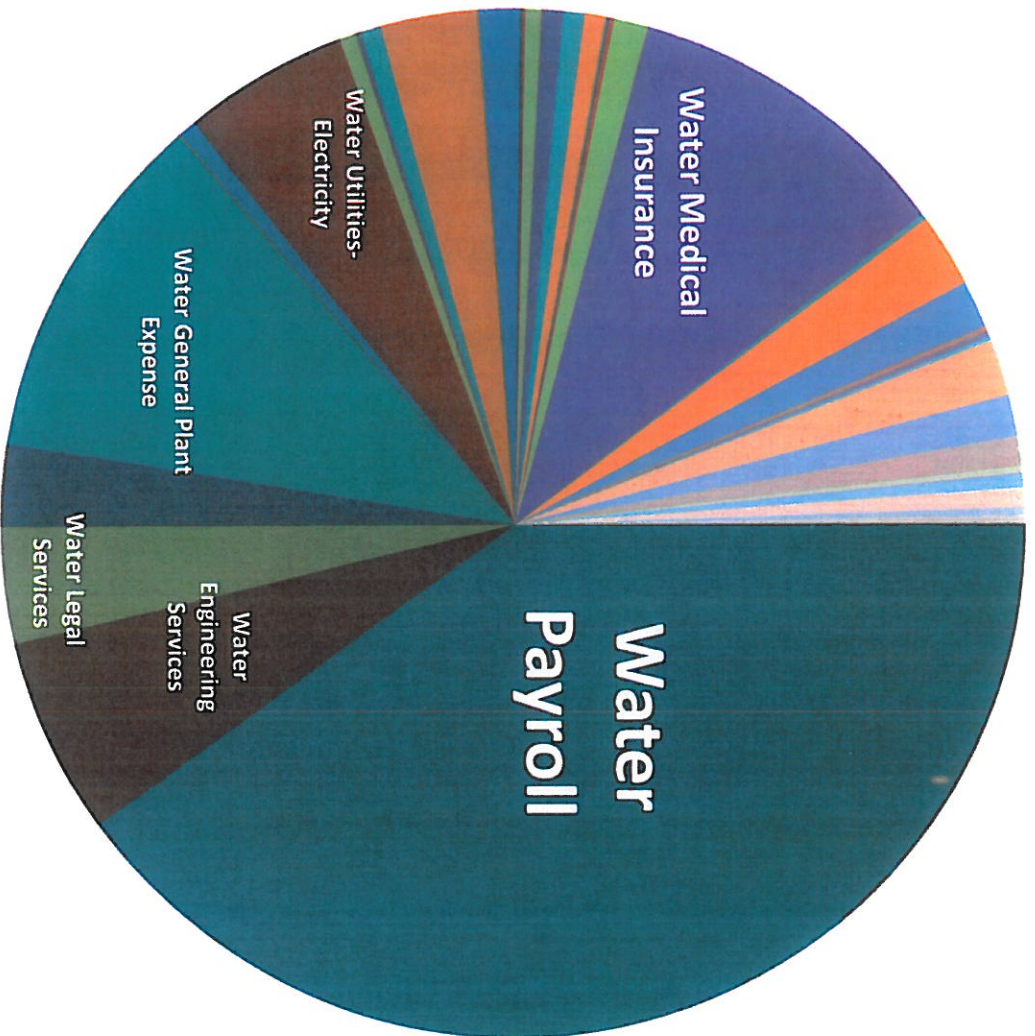
Category	Operating Services		Total
	Water	Sewer	
Operating Revenue			
Water-Base Rate Commercial	214,056		\$214,056
Water-Base Rate Residential	623,940		\$623,940
Water Sales Commercial	240,000		\$240,000
Water Sales Residential	300,000		\$300,000
Sewer Base Fees Commercial		475,332	\$475,332
Sewer Base Fees Residential		220,500	\$220,500
Other Fees and Charge	\$20,200	\$150	
Total Operating Revenue	\$1,398,196	\$695,982	\$2,073,828
Non-Operating Revenue			
Property Taxes Assessments	305,000	106,000	\$411,000
Standby Charges Assessments	8,000	3,800	\$11,800
Interest income	18,000	12,500	\$30,500
Facility Charge	500	0	\$500
Total Non-Operating Revenue	\$331,500	\$122,300	\$453,800
Total Revenues	\$1,729,696	\$818,282	\$2,527,628
Operating Expense			
Water Operations Expenses	\$1,707,004		\$1,707,004
Sewer Operations Expenses		\$664,695	\$664,695
Total Operating Expense	\$1,707,004	\$664,695	\$2,371,699
Non-Operating Expense			
Interest Expense	\$0	\$0	\$0
Miscellaneous Expense			
Total Non-Operating Expense	\$0	\$0	\$0
Other Commitments			
OPEB	\$60,000	\$20,000	\$80,000
Total Other Commitments	\$60,000	\$20,000	\$80,000
Total Expenses	\$1,767,004	\$684,695	\$2,451,699
Net Operating Margin	-\$37,308	\$133,587	\$75,929
Capital Commitments			
Capital Improvements and Equipment By IWD	\$488,000	\$122,000	\$610,000
Total Capital Commitments	\$488,000	\$122,000	\$610,000
Net Fund Contribution/ (Deficit)	(\$525,308)	\$11,587	(\$534,071)
Beginning Reserve Fund Balance			\$1,000,000
Projected Ending Reserve Fund Balance			\$465,929

* The Net Deficit will be covered from the Reserve

IDYLLWILD WATER DISTRICT
WATER FUND INCOME STATEMENT
YEAR ENDING June 30, 2021

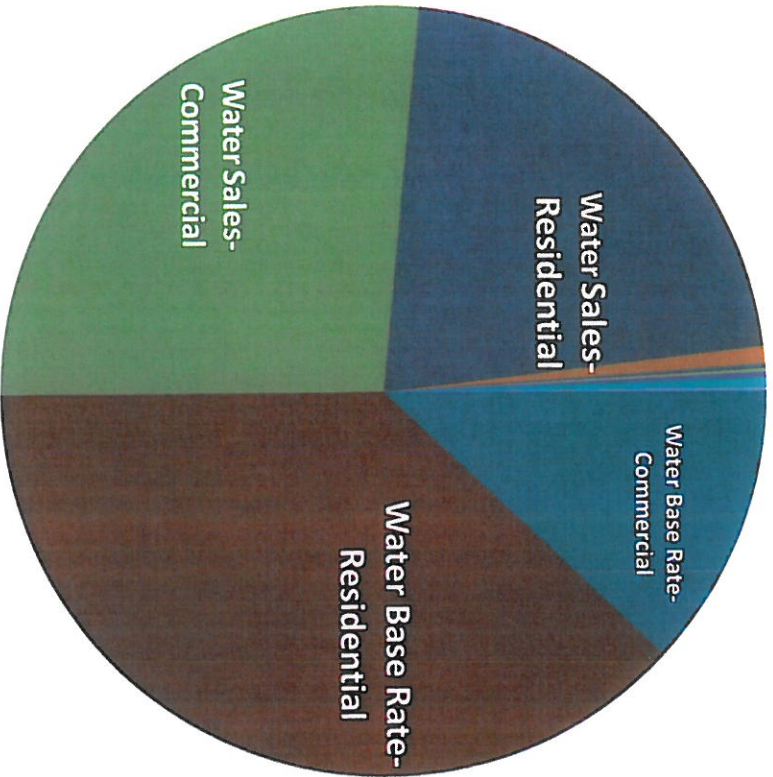
	2018/2019	2019/2020	2020/2021
	Last Year	Current Year	Future Year
	Actual	Projected	Budgeted
Income			
4201 Water Base Rate-Commercial	166,608	192,576	214,056
4202 Water Base Rate-Residential	473,337	565,104	623,940
4203 Water Sales-Commercial	308,547	289,000	240,000
4204 Water Sales-Residential	358,740	313,000	300,000
4205 Water Sales-Construction	7,370	7,700	5,000
4206 Water Sales-Other	4,555	4,555	4,200
4208 Water Transfer Fees	1,043	1,000	700
4209 Water Turn On/Off Fees	704	704	200
4210 Water Will Serve Letter Fees	800	850	100
4212 Water Installation Fees	23,405	23,450	7,000
4213 Water Lien Fees	240	160	200
4214 Water Other Fees & Charges	1,922	3,400	2,800
Total Income	1,347,271	1,401,499	1,398,196
WATER			
5400 - WATER OPERATING EXPENSES			
5436 Payroll and Wages	535,250	685,000	700,000.00
5403 Engineering Services	41,380	12,526	15,000.00
5404 Legal Services	24,103	106,200	75,000.00
5405 State-County Water System Fees	39,645	38,000	38,500.00
5406 General Plant Expense	118,250	96,000	98,000.00
5407 Minor Equipment/ Parts	600	320	500.00
5408 Vehicle Repairs & Maint	7,860	6,650	8,000.00
5410 Utilities-Electricity	70,066	82,000	85,000.00
5411 Utilities-Gas & Fuel	7,650	6,730	7,000.00
5412 Utilities-Propane	5,059	5,980	6,000.00
5414 Telephone & Internet	8,900	11,325	11,500.00
5415 Retirement and Life insur	52,690	57,800	63,000.00
5417 Water Computer Services	17,737	14,860	15,000.00
5418 Water Board Reimbursement	2,587	1,950	2,000.00
5419 Water Other Operating Expenses	6,424	3,700	3,800.00
5420 Accounting & Auditing	9,255	8,685	9,000.00
5421 Postage & Postage Fee	9,200	9,870	9,880.00
5422 Office Supplies	24,500	21,350	18,000.00
5423 Traveling and Mileages	2,800	3,400	3,000.00
5025 Office Cleaning Services	2,520	2,400	2,600.00
5425 Equipment Maintenance	6,689	3,520	4,000.00
5426 Medical Insurance	129,000	142,000	146,000.00
5427 Worker's Compensation Ins	4,230	5,650	7,500.00
5428 Retiree Health Insurance	30,452	32,000	34,000.00
5429 Dues, Fees, Subscription	19,947	22,430	21,000.00
5430 Advertising & Publishing	3,200	4,270	5,250.00
5431 Leasing Equipment	500	250	500.00
5432 Utilities Trash Fee	2,187	2,240	2,600.00
5433 Bank Fee Charge	1,930	2,600	2,800.00
5435 Auto & General Insurance	23,202	35,000	36,000.00
5438 Laboratory Services	18,500	37,000	38,000.00
5440 Compensated Time	12,000	12,500	12,850.00
5441 Uniform Expenses	3,000	3,000	3,500.00
5442 Property Tax Expenses	660	520	600.00
5445 Water Security System (ADT)	3,800	2,500	2,750.00
5446 Training and Seminars	9,500	5,100	6,500.00
Total WATER OPERATING EXPENSES	1,467,647	1,485,326	1,707,004
Net Ordinary Income	-120,376	-83,827	-308,808
Other Income/Expense			
Other Income			
4901 Water Taxes & Assessments	305,400	320,000	305,000
4903 Water Stand By Assessments	17,993	13,500	8,000
4904 Water Interest Earned	21,000	21,000	18,000
4919 Water Other Non-Operating Rev	92,000	2,000	500
Total Other Income	436,393	356,500	331,500
Net Income	316,016	272,673	22,692

WATER OPERATING EXPENSES



- 5436 - Water Payroll 0.0
- 5403 - Water Engineering Services 0.0
- 5404 - Water Legal Services 0.0
- 5405 - State-County Water System Fees 0.0
- 5406 - Water General Plant Expense 0.0
- 5407 - Water Minor Equipment/ Parts 0.0
- 5408 - Water Vehicle Repairs & Maint. 0.0
- 5410 - Water Utilities-Electricity 0.0
- 5411 - Water Utilities-Gas & Fuel 0.0
- 5412 - Water Utilities-Propane 0.0
- 5414 - Water Telephone & Internet 0.0
- 5415 - Water Retirement and Life Insur 0.0
- 5417 - Water Computer Services 0.0
- 5418 - Water Board Reimbursement 0.0
- 5419 - Water Other Operating Expenses 0.0
- 5420 - Water Accounting & Auditing 0.0
- 5421 - Water Postage & Postage Fee 0.0
- 5422 - Water Office Supplies 0.0
- 5423 - Water Traveling 0.0
- 5025 - Water Office Cleaning Services 0.0
- 5425 - Water Maintenance 0.0
- 5426 - Water Medical Insurance 0.0
- 5427 - Water Worker's Compensation Ins 0.0
- 5428 - Water Retiree Health Insurance 0.0
- 5429 - Water Dues, Fees, Subscription 0.0
- 5430 - Water Advertising & Publishing 0.0
- 5431 - Water Leasing Equipment 0.0
- 5432 - Water Utilities Trash Fee 0.0
- 5433 - Water Bank Fee Charge 0.0
- 5435 - Water Auto & General Insurance 0.0
- 5438 - Water Laboratory Services 0.0
- 5440 - Water Compensated Time 0.0
- 5441 - Water Uniform Expenses 0.0
- 5442 - Water Property Tax Expenses 0.0
- 5443 - Water Consulting 0.0
- 5444 - Water Leak (WID Site) 0.0
- 5445 - Water Security System 0.0
- 5446 - Training and Seminars 0.0

WATER INCOME



- 4201 · Water Base Rate-Commercial
- 4202 · Water Base Rate-Residential
- 4203 · Water Sales-Commercial
- 4204 · Water Sales-Residential
- 4205 · Water Sales-Construction
- 4206 · Water Sales-Other
- 4208 · Water Transfer Fees
- 4209 · Water Turn On/Off Fees
- 4210 · Water Will Serve Letter Fees
- 4211 · Water Delinquency Fees
- 4212 · Water Installation Fees
- 4213 · Water Lien Fees
- 4214 · Water Other Fees & Charges

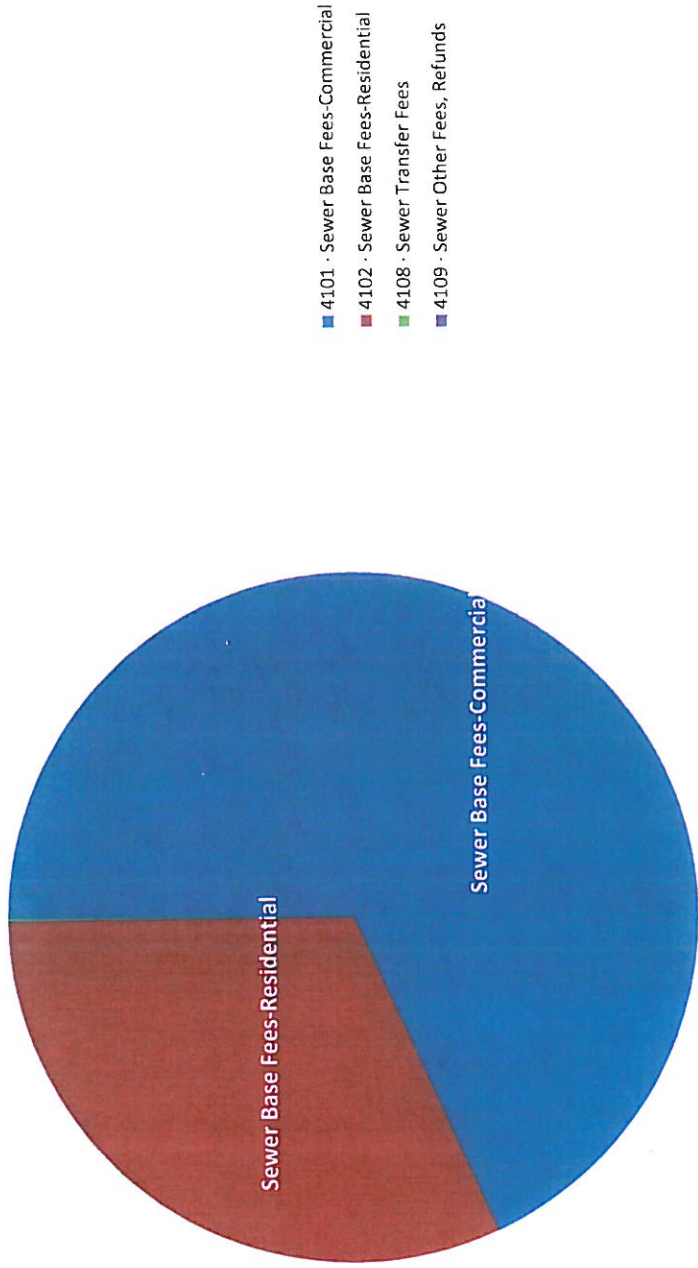
**IDYLLWILD WATER DISTRICT
CAPITAL EXPENDITURES FOR WATER FUND
FOR BUDGET YEAR ENDING JUNE 30, 2021**

CAPITAL EXPENDITURE DESCRIPTION	CAPITAL EXPENDITURE FINANCE BY IWD
<u>SOURCE OF SUPPLY(G/L # 1321):</u>	
1- Horizontal Well Rehabilitation and Road Repair	\$45,000
TOTAL SOURCE OF SUPPLY	\$45,000
<u>STORAGE TANKS:(G/L # 1324):</u>	
2- Install Fall Protection (4Tanks)	\$40,000
3- Cleaning Inspect Water Storage Tanks	\$22,000
TOTAL STORAGE TANKS	\$62,000
<u>TRANSMISSION AND DISTRIBUTION(G/L # 1324):</u>	
4- Water Distribution Lines Replacement Projects (3 Streets)	\$6,000
5- Spillway Repair	\$5,000
TOTAL TRANSMISSION AND DISTRIBUTION	\$11,000
<u>WATER TREATMENT PLANT(G/L # 1325):</u>	
6- Strawberry CR Diversion Line Replace	\$25,000
7- Foster Lake Treatment Plant Electronics Replace /Upgrade	\$150,000
TOTAL WATER TREATMENT PLANT	\$175,000
<u>GENERAL PLANT-STRUCTURES, POWER & OTHER EQUIPMENT:</u>	
8- Water Line Replacement For Horizontal Wells Projects Leak Repaired	\$55,000
9- Reline Pipeline EIK Street	\$140,000
GENERAL PLANT-POWER & OTHER EQUIPMENT	\$195,000
TOTAL WATER FUND CAPITAL IMPROVEMENT AND EQUIPMENT EXPENDITURES	\$488,000

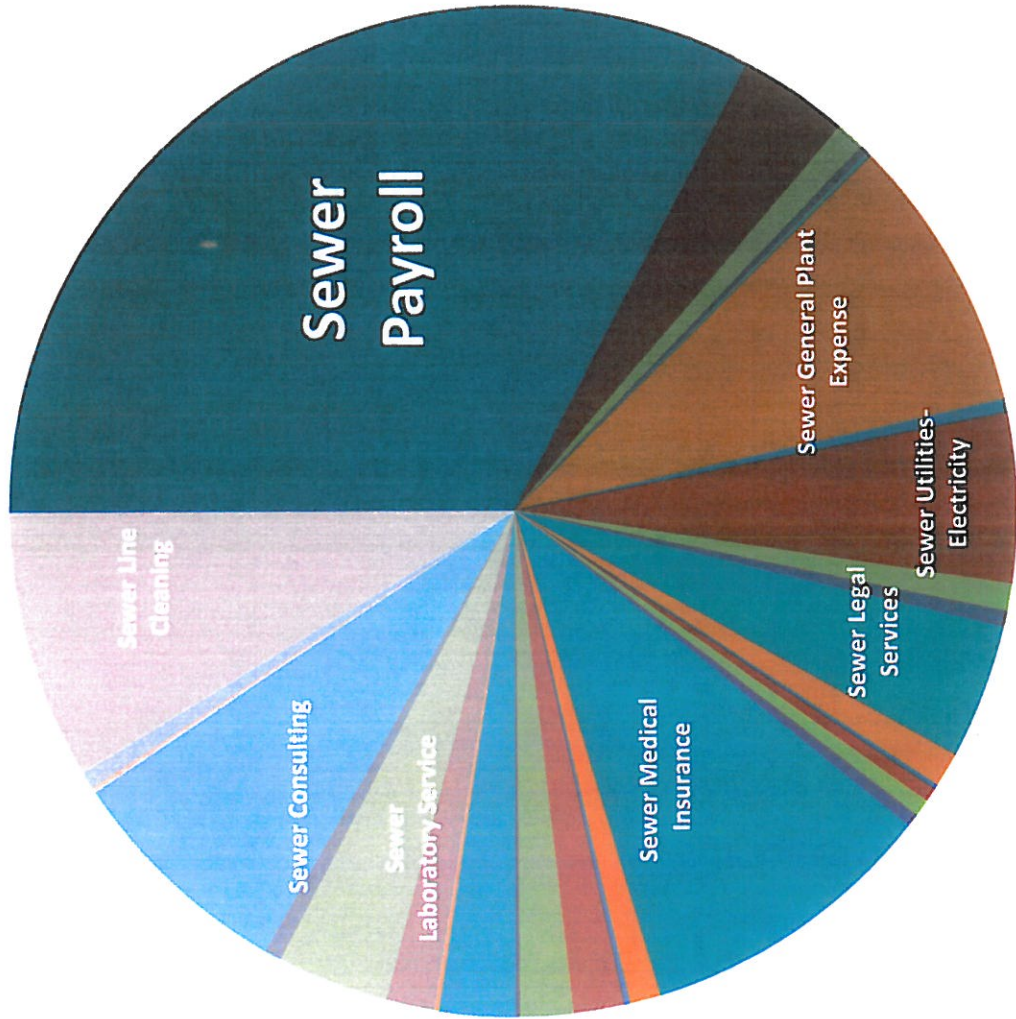
IDYLLWILD WATER DISTRICT
SEWER FUND INCOME STATEMENT
YEAR ENDING June 30, 2021

Ordinary Income/Expense	2018/2019	2019/2020	2020/2021
	Last Year	Current Year	Future Year
	Actual	Projected	Budgeted
Income			
4101 · Sewer Base Fees-Commercial	430,548	463,305	475,332
4102 · Sewer Base Fees-Residential	201,960	209,760	220,500
4108 · Sewer Transfer Fees	467	50	100
4109 · Sewer Other Fees, Refunds	100	0	50
Total Income	633,075	673,115	695,982
6400 · SEWER OPERATING EXPENSES			
6400 · Payroll and Wages	162,000	187,000	197,350
6404 · Retirement and Life Ins	8,500	18,150	24,300
6405 · Treatment Fees	4,400	6,250	7,800
5005 · Uniforms Expense	888	1,260	1,680
5008 · Board of Directors Reimbursement	683	683	720
6406 · General Plant Expense	44,021	46,500	49,600
6408 · Vehicle Repairs & Maint.	1,750	2,500	4,600
6410 · Utilities-Electricity	24,296	29,700	32,000
6411 · Utilities-Gas & Fuel	3,620	3,800	3,914
6413 · Utilities-Telephone	2,890	2,970	3,400
6415 · Legal Services	8,500	32,000	24,000
6417 · Computer Services	5,798	6,800	8,000
6419 · Cleaning Line Expenses	840	3,900	8,600
6420 · Accounting & Audit Service	2,314	2,800	2,960
6421 · Postage & Mail Fee	2,657	3,400	4,300
6422 · Office Supplies	2,126	4,500	6,700
6423 · Medical Insurance	46,215	48,000	52,000
6426 · Worker's Comp Insurance	1,043	1,043	1,260
6428 · Retiree Health Insurance	8,184	9,500	12,430
6429 · Dues, Fees & Subscription	8,454	8,700	8,961
6430 · Advertising & Publishing	752	752	1,424
6431 · Maintenance	6,027	6,027	7,250
6432 · Utilities - Trash Fee	800	800	860
6433 · Bank Fee Charge	69	69	120
6435 · Auto & General Insurance	7,734	7,734	8,200
6438 · Laboratory Service	14,600	16,300	18,500
6441 · Removal Disposal Fee	2,735	2,735	2,817
6443 · Consulting & Engineering	2,500	5,900	14,000
6444 · Traveling and Entertainment	300	300	750
6448 · Training & Seminar Expenses	6,000	7,100	7,200
6445 · Security System	120	120	150
Total 6400 · SEWER OPERATING EXPENSES	525,329	611,806	664,695
Net Ordinary Income	107,746	61,309	31,287
Other Income/Expense			
Other Income			
4801 · Sewer Taxes & Assessments	118,289	115,000	106,000
4803 · Sewer Stand By Assessments	5,073	4,089	3,800
4804 · Sewer Interest Earned	17,460	15,260	12,500
4805 · Sewer Facilities Charges	5,697	5,697	0
4819 · Sewer Other Non-Operating Rev	150	468	0
Total Other Income	146,669	140,514	122,300
Net Income	254,415	201,824	153,587

SEWER INCOME



SEWER OPERATING EXPENSES



**IDYLLWILD WATER DISTRICT
CAPITAL EXPENDITURES FOR SEWER FUND
FOR BUDGET YEAR ENDING JUNE 30, 2021**

**CAPITAL EXPENDITURE
DESCRIPTION**

WASTEWATER TREATMENT PLANT(G/L # 1316):

1- Jetting Trailer	\$46,000
2- Clarifier Drive Spare parts	\$16,000

TOTAL WASTEWATER TREATMENT PLANT **\$62,000**

SUB-SURFACE LINES:(G/L # 1315):

3- Clean and Video Collection System	\$35,000
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TOTAL SUB-SURFACE LINES **\$35,000**

GENERAL PLANT-STRUCTURES, POWER & OTHER EQUIPMENT:

5-Automatic Switch (Timedelay)	\$15,000
6-Repair Catwalk at Plant	\$10,000

GENERAL PLANT-POWER & OTHER EQUIPMENT **\$25,000**

TOTAL SEWER FUND CAPITAL IMPROVEMENT AND EQUIPMENT EXPENDITURES **\$122,000**

IDYLLWILD WATER DISTRICT BUDGET
FISCAL YEAR ENDING JUNE 30, 2021

Water Department

- *Idyllwild Water District revised the rate structure for the fiscal year 2020/2021 (Third year)
- *Staff has prepared a comprehensive biennial budget report, providing the Board of directors a complete view of the District's financial condition. The budget process provides an opportunity to evaluate resources relative to the District's mission, values and beliefs, and strategic goals and objectives.
- *The Water Operating **Base Rate** Revenue for Residential and Commercial will equal \$746,600.00 for the Fiscal Year 2020/2021.
- *The Water **Sales** Revenue for Residential and Commercial are expected to be \$655,000 for Fiscal Year 2020/2021. Water usage is anticipated to be reduced due to closed businesses impacted by the COVID-19 virus, resulting in a reduction of 25-30 % water sales income.
- *Property Tax Revenues from the County of Riverside are also expected to decrease slightly by 5% to \$305,000.00.
- *Capital Improvement Budget items for Fiscal Year 2020/2021 will cost \$488,000 in total which will be financed completely by the Idyllwild water District.
- *Operating Expenses are expected to increase between 2.5% and 3.5% within the Fiscal Year 2020/2021
- *No principle debt or interest exists within the Water Department.
- *Utilities for Idyllwild Water District, including electric, telephone, fuel and propane expenses are expected to increase by 2% total.
- *Cost of Living wage is expected to increase for all employees at 2.5% for Fiscal Year 2020/2021.
- ***Health insurance costs** are expected to increase by 5% according to ACWA/JPIA.

	Current 2019/2020	Budgeted 2020/2021
Employee + Family	\$2,495.00	\$2,550.00
Employee + 1 Dependent	\$1,995.00	\$2,050.00
Employee	\$997.70	\$1,050.00

- *The interest rate earned from investments is expected to be decreased by 1% with the economic recession.
- *There will be no change to life insurance benefits and pension contribution percentage.

Sewer Department

*The Improvement District #1 will increase the **base charge** to \$42.05 per E.D.U. from \$41.00 per E.D.U. **E.D.U. = Equivalent Dwelling Unit**

*Improvement District #1 Residential & Commercial Operating Revenue is expected to be \$678,000 for Fiscal Year 2020/2021 which is a 5% increase from the previous year.

*Direct Operating expenses for Improvement District #1 are expected to increase between 2.5% to 3.5% for Fiscal Year 2020/2021.

*Property Tax Revenues from the County of Riverside are expected to slightly decrease by 5% from \$106,000

*The Capital Improvement Budget for the Fiscal Year 2020/2021 is \$122,000 for Improvement District #1.

*No principle debt or interest exists within Improvement District.

*Improvement District #1 has one vacant position to hire (Sewer Technician I)

Other Information

*Idyllwild Water District will be diligently working to increase satisfaction for our customers.

*Idyllwild Water District staff is working to review the updated Employee Manual received from the Lawyer.

*Staff is working with the Board of Directors to increase District Transparency.

Water Rate Schedule

Water Rate Schedule	Current Rates	Proposed Rates				
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Monthly Fixed Service Charges:						
<i>Single Family Residential</i>						
5/8 inch	\$29.70	\$28.13	\$30.92	\$33.92	\$37.13	\$40.59
3/4 inch	\$40.35	\$41.25	\$45.39	\$49.83	\$54.60	\$59.73
1 inch	\$61.25	\$67.49	\$74.31	\$81.65	\$89.54	\$98.01
<i>All Other Customers:</i>						
5/8 inch	\$20.90	\$28.13	\$30.92	\$33.92	\$37.13	\$40.59
3/4 inch	\$31.35	\$41.25	\$45.39	\$49.83	\$54.60	\$59.73
1 inch	\$52.25	\$67.49	\$74.31	\$81.65	\$89.54	\$98.01
1 1/2 inch	\$104.50	\$133.08	\$146.64	\$161.22	\$176.89	\$193.72
2 inch	\$167.20	\$211.79	\$233.42	\$256.69	\$281.70	\$308.57
3 inch	\$313.50	\$421.68	\$464.85	\$511.29	\$561.21	\$614.84
<i>Idyllwild Arts Academy</i>						
3 inch	\$313.50	\$4,248.35	\$4,844.19	\$5,488.99	\$6,186.16	\$6,939.33
<i>Fire Service Charges:</i>						
2 inch	--	\$7.18	\$7.54	\$7.92	\$8.31	\$8.73
3 inch	--	\$13.45	\$14.12	\$14.83	\$15.57	\$16.35
4 inch	--	\$25.00	\$26.25	\$27.56	\$28.94	\$30.39
Commodity Charges						
Rate per cf of water consumed:						
<i>Uniform Potable Rate (Commercial)</i>						
<i>Tiered Rate (SFR Customers)</i>						
Tier 1 300 cf 450 cf	\$0.0000	\$0.0192	\$0.0202	\$0.0212	\$0.0223	\$0.0234
Tier 2 600 cf 900 cf	\$0.0633	\$0.1307	\$0.1292	\$0.1273	\$0.1248	\$0.1218
Tier 3 1500 cf 900+ cf	\$0.1000	\$0.1598	\$0.1577	\$0.1550	\$0.1516	\$0.1475
Tier 4 1500+ cf --	\$0.1000	N/A	N/A	N/A	N/A	N/A

Sewer Rate Schedule

Sewer Rate Schedule	Current Rates	Proposed Rates				
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
<i>Projected Increase in Rate Revenue per Financial Plan:</i>						
Monthly Fixed Service Charges:						
Monthly Fixed EDU Charge	\$38.25	\$40.00	\$41.00	\$42.05	\$43.10	\$44.20



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: June 17, 2020
Subject: Item #4 - Maximum Water and Sewer System Connections

Recommendation:

Board of Directors approve a policy acknowledging that with all current water sources available to the District, the water system can handle a maximum of 2,200 water service connections; and that the current wastewater treatment plant can handle a maximum of 662 sewer service connections.

Background:

At the Board meeting on April 15, 2020, the Board requested a written report that identifies the maximum services available for the current water and sewer systems. At the May 20, 2020 Board meeting, the Board received and considered Item #5 – Maximum Water and Sewer System Connections. The Board tabled the item and requested staff bring the matter to the next Board meeting on June 17, 2020.

Findings:

Water System: The District water system is based on groundwater. Surface water diversions from both Strawberry Creek and Lilly Creek flow into Foster Lake to recharge the groundwater aquifer.

The existing water system is able to produce from all sources a maximum of 537 AF per year.

Staff analyzed past demands and current usage to develop the average and peak demand over the past five years. Based on the analysis, staff has determined the annual average demand during 2015-2019 was 263.4 AF/Y. Peak daily demand data is not available, but production usually closely matches demand. In 2019, the District water production was 289 AF. On a daily basis, during 2015-2019 the peak daily demand reached 500,000 GPD, which equals 1.5 AF.

Below is the calculation to establish the maximum water services connections the existing water system can handle:

- Current water service connections: 1,666
- Approved water service connections: 16
- Available water service connections: 518
- Maximum water service connections: 2,200

Exceeding the 2,200 maximum water service connections may jeopardize the effective and efficient operation, as well as fire protection.

Although 518 additional water service connections are available, within the sewer boundaries there is a limited amount of water connections that can be provided, due to the limited available sewer EDU's. Therefore, the approval for additional water connections within the sewer boundaries will be determined by sewer EDU's associated with the proposed water service connection. For example, a single water connection may produce 10 sewer EDU's.

Sewer System: The District sewer system is gravity fed to the Wastewater Treatment Plant (WWTP), where the wastewater is treated, transported via gravity through a pipeline to settling ponds below the WWTP. The existing WWTP, based on its operating permit, has a maximum capacity of 250,000 GPD.

Staff analyzed past demands and current usage to establish a maximum flow based on WWTP average inflow over the past five (5) years. Based on the analysis, staff has determined the WWTP is able to handle an additional 132,740 GPD, which equals approximately an additional 1,550 EDU's. However, this is a mathematical anomaly.

While mathematically it appears the existing WWTP has an abundance of excess capacity, the unfortunate reality is that the existing WWTP is not capable of handling additional 1,550 EDU's. Currently, the existing WWTP is barely able to handle maximum capacity days. The situation is compounded by the fact that the current plant has reached the end of its useful life.

At the April 15, 2020 Board meeting staff was authorized to partner with the California Rural Water Association to study the WWTP required modifications. The results of the study are expected to be completed by the end of 2020.

Staff has taken into consideration the actual existing operations and flow capacities to determine that the actual availability of the WWTP can only safely handle an additional 74 EDU's. Again, the mathematics and reality are in conflict, but reality is what the District must adhere to for the health and safety of the public, environment, staff, and to meet regulatory compliance.

Below is the calculation to establish the maximum sewer services connections the existing WWTP can handle:

- Current sewer service connections: 585
- Approved sewer service connections: 3
- Available sewer service connections: 74
- Maximum sewer service connections: 662

Exceeding the maximum sewer service connections of 662 may jeopardize the effective and efficient operation, as well as the health and safety of the public and environment.

Fiscal Impact:

Additional water and sewer service connections are designed to cover the cost of service by the rate structure.