



REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

July 15, 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: June 17, 2020

B. FINANCIAL REPORTS

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

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

C. OPERATIONS REPORT

D. GENERAL MANAGER REPORT

DISCUSSION ITEMS

2. COVID-19 CalOSHA INFORMATION
3. STRAWBERRY CREEK DIVERSION AND PIPELINE PRESENTATION

ACTION ITEMS

4. CONTRIBUTE TO COMMUNITY SAFETY FOR COMMUNITY SIREN DONATION
Board of Directors will consider approving a contribution to Community Safety in the amount not to exceed \$10,000 exclusively for the installation of a community alert siren.
5. HIRING FREEZE DUE TO COVID-19 CAUSING A DECREASE IN WATER REVENUES
Board of Directors will consider a hiring freeze due to COVID-19 decrease in revenues.

DIRECTORS COMMENTS

CLOSED SESSION

6. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (1 Case)
Significant exposure to litigation pursuant to Govt. Code § 54956.9(a)-(b), (d)(2).
7. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Public Employee Performance Evaluation § 54957 Title: General Manager

ADJOURNMENT

The next Board meeting is a Regular Meeting scheduled for August 19, 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**

June 17, 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 (teleconference), Director Kunkle, Director Gin, and Director Hunt. General Manager Leo Havener, Chief Financial Officer Hosny Shouman, and Board Secretary Kris Kirschbaum were also present.

PUBLIC COMMENT: None

ITEM #1- CONSENT CALENDAR:

A. MINUTES – Regular Meeting: May 20, 2020
Special Meeting: June 2, 2020

B. FINANCIAL REPORTS

1. **Income statement** for the 11th 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'S REPORT:

DIRECTORS' COMMENTS: Questions and comments to clarify various items in the Financial and Operations Reports.

A MOTION was made by Director Gin to approve the Consent Calendar. Director Hunt seconded.

The vote was as follows:

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

Motion approved.

ITEM #2: GUEST: RALPH HOETGER, BOARD PRESIDENT - IDYLLWILD FIRE PROTECTION

DISTRICT – Board of Directors heard further detail regarding the Community Alert Siren, and discussed participation in the cost of the siren to assist in public safety. Total cost of the siren that alerts the community to tune to WNKI for community safety hazards is projected to be \$60,000. Fern Valley Water District has committed to \$20,000 and the County Supervisors Office has committed to \$30,000. Mr. Hoetger noted that the installation should be completed within 6 months.

PUBLIC COMMENTS: Comment regarding cost to IWD customers and potential confusion for tourists who are unfamiliar with WNKI.

DIRECTORS' COMMENTS: Questions to clarify financial obligations, connections with WNKI, coverage area of the alarm and WNKI signal, and reduction in IWD insurance costs.

A MOTION was made by Director Hunt to bring a Resolution as an Action Item to the next Regularly Scheduled Board Meeting. The Resolution would state that the Idyllwild Water District agrees to contribute an amount, not to exceed \$10,000, for the installation of a Community Siren to assist in public safety. 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 and to adopt of Resolution #775 and approve the 2020-2021 Budget.

DIRECTORS' COMMENTS: Questions and comments to clarify specific items and request further cost-saving measures.

PUBLIC COMMENTS: None

TWO VOTES were held. THE FIRST VOTE included the Budget for FY 2020-2021 without Retirement Benefits included. A MOTION was made by Vice-President Szabadi to approve RESOLUTON 775 and adopt the Budget for FY 2020-2021, without any mention of Retirement Benefits. 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.

The SECOND VOTE included Retirement Benefits in the Budget for FY 2020-2021. As a recipient of the benefits, Director Kunkle voluntarily recused himself. A MOTION was made by Vice-President Szabadi to approve RESOLUTON 775 and adopt the portion of the Budget for FY 2020-2021, that includes Retirement Benefits. Director Gin seconded.

The vote was as follows:

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

Motion approved.

ITEM #4: WATER AND SEWER CAPACITY: Board of Directors discussed a policy to limit the number of available water and sewer service connections due to the existing capacities for each system.

DIRECTORS' COMMENTS: Comments regarding importance of determining limits of the current water and sewer systems before the number of connections exceeds the available capacity. Questions regarding number of available connections and available parcels within the District. Further discussion regarding number of currently paid "standby fees."

PUBLIC COMMENTS: None

A MOTION was made by President Schelly to adopt a Policy limiting the number of available water (2,200) and sewer (662) connections within the Idyllwild Water District. Director Hunt seconded.

The vote was as follows:

AYES

David Hunt

Steve Kunkle

Charles Schelly

Les Gin

NAYS

ABSTAIN

Peter Szabadi

ABSENT

Motion approved.

PUBLIC COMMENT: None

DIRECTORS' COMMENTS: Request to please continue to seek ways to reduce costs.

The Board took a 5 minute recess at 7:10 pm before moving into closed session.

CLOSED SESSION

ITEM #5: 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 July 15, 2020 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA

IDYLLWILD WATER DISTRICT

BY: _____

Kris Kirschbaum

BOARD SECRETARY

IDYLLWILD WATER DISTRICT

BY: _____

Dr. Charles Schelly

BOARD PRESIDENT

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

| CONDENSED CATEGORY | FOR THE MONTH OF | | | JUNE 2020 |
|----------------------------------|------------------|----------------|---------------|---------------|
| | ACTUAL | BUDGET | VARIANCE | |
| OPERATING REVENUES: | | | | |
| BASE-RESIDENTIAL/COMMERCIAL | 63,556 | 63,556 | 0 | 0.00% |
| SALES-RESIDENTIAL/COMMERCIAL | 70,605 | 80,000 | -9,395 | -11.74% |
| OTHER OPERATING REVENUE | 152 | 200 | -48 | -24.00% |
| OTHER NON-OPERATING REVENUE* | 0 | 0 | 0 | |
| TOTAL OPERATING REVENUES | 134,313 | 143,756 | -9,443 | -6.57% |
| OPERATING REVENUE BY CATEGORY | FOR THE MONTH OF | JUNE | F (U) | 2020 |
| BASE RATE - RESIDENTIAL | ACTUAL | BUDGET | VARIANCE | % |
| BASE RATE - COMMERCIAL | 47,392 | 47,392 | 0 | 0.00% |
| SALES-RESIDENTIAL | 16,164 | 16,164 | 0 | 0.00% |
| SALES-COMMERCIAL | 50,632 | 55,000 | -4,368 | -7.94% |
| SALES-SEWER | 19,973 | 25,000 | -5,027 | -20.11% |
| SALES-CONSTRUCTION/OTHER | 0 | 0 | 0 | 0.00% |
| TRANSFER FEES | 0 | 0 | 0 | 0.00% |
| TURN ON/OFF FEES | 0 | 0 | 0 | 0.00% |
| LIEN & LIEN RELEASE FEES | 0 | 0 | 0 | 0.00% |
| DELINQUENCY FEES | 0 | 0 | 0 | 0.00% |
| WILL SERVE LETTER FEES | 0 | 0 | 0 | 0.00% |
| OTHER MISCELLANEOUS | 152 | 200 | -48 | 0.00% |
| INSTALLATION FEES | 0 | 0 | 0 | 0.00% |
| CAPACITY FEES | 0 | 0 | 0 | 0.00% |
| TOTAL OPERATING REVENUES | 134,313 | 143,756 | -9,443 | -6.57% |

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

FOR THE MONTH OF JUNE 2020

| CUBIC FEET OF SALES: | Residential | Commercial | Total |
|----------------------------------|----------------|----------------|----------------|
| | C.F | C.F | |
| R1 5/8 | 666,805 | 70,320 | 737,125 |
| R2 3/4 | 6,218 | 10,900 | 17,118 |
| R3 1" | 4,740 | 98,400 | 103,140 |
| R4 1.1/2" | 0 | 24,175 | 24,175 |
| R5 2" | 0 | 11,580 | 11,580 |
| R6 3" | 0 | 2,110 | 2,110 |
| IA 3" | 0 | 46,360 | 46,360 |
| NC-WWTTP | 0 | 1,050 | 1,050 |
| TOTAL CUBIC FEET OF SALES | 677,763 | 264,895 | 942,658 |

| 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-WWTTP | 0 | 1 | 1 |
| TOTAL NUMBER OF CUSTOMER BILLS | 1,481 | 185 | 1,666 |

| Sewer Acct S | 418 | 167 | 585 |
|----------------------------------|-----|-----|--------------|
| Fire Services F "2" | 0 | 0 | 0 |
| Fire Services F "3" | 0 | 0 | 0 |
| Fire Services F "4" | 0 | 3 | 3 |
| Total Idyllwild Customers | | | 2,254 |

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

FOR THE MONTH OF MAY 2020

| BY CATEGORY | ACTUAL | BUDGET | 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 | 19,777 | 12,000 | -7,777 | -64.81% | |
| 4- UNIFORM EXPENSES | 365 | 438 | 73 | 16.57% | |
| 5- WORKERS 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 | 1,109 | 4,000 | 2,891 | 72.28% | |
| 26 - VEHICLES REPAIRS AND MAINTENANCE | 220 | 500 | 280 | 56.00% | |
| 27 - LABORATORY SERVICES | 900 | 1,500 | 600 | 40.00% | |
| 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 | 0 | 1,500 | 1,500 | 100.00% | |
| 33 -ACCOUNTING AND AUDITING FEE | 0 | 500 | 500 | 100.00% | |
| 34 - WATER LEAK (IWD Leak Side) | 0 | 500 | 500 | 100.00% | |
| TOTAL OPERATING EXPENSES: | 96,229 | 114,562 | 18,333 | 16.00% | |
| TOTAL INCOME AND (LOSS) | 19,176 | 8,994 | | | |

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

FOR THE MONTH OF JUNE 2020

| CONDENSED BY CATEGORY | ACTUAL | BUDGET | VARIANCE | % |
|--|---------------|---------------|------------|--------------|
| OPERATING REVENUES: | | | | |
| BASE-RESIDENTIAL/COMMERCIAL | 56,732 | 56,559 | 173 | 0.31% |
| OTHER OPERATING | 0 | 0 | 0 | 0.00% |
| TOTAL OPERATING REVENUES | 56,732 | 56,559 | 173 | 0.31% |
| OPERATING EXPENSES: | | | | |
| 1- WAGES AND SALARIES | 6,850 | 18,000 | 11,150 | 61.94% |
| 2- RETIREMENT AND LIFE INSURANCE | 1,547 | 2,500 | 953 | 38.12% |
| 3- MEDICAL INSURANCE | 6,592 | 5,000 | -1,592 | -31.84% |
| 4- UNIFORM EXPENSE | 70 | 300 | 230 | 76.67% |
| 5- WORKERS COMPENSATION INSURANCE | 0 | 200 | 200 | 100.00% |
| 6- RETIREMENT MEDICAL INSURANCE | 1,276 | 917 | -359 | -39.20% |
| 7- BOARD REIMBURSEMENT | 0 | 200 | 200 | 100.00% |
| 8- OFFICE SUPPLIES | 149 | 400 | 251 | 62.75% |
| 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, MILEAGE, MEAL REIMBURSEMENT | 0 | 292 | 292 | 100.00% |
| 13- DUE AND SUBSCRIPTION FEE | 182 | 1,000 | 818 | 81.80% |
| 14- COMPUTER SERVICES | 344 | 1,000 | 656 | 65.60% |
| 15- LEGAL SERVICES | 4,344 | 500 | -3,844 | -768.80% |
| 16- UTILITIES - ELECTRICITY | 0 | 4,000 | 4,000 | 100.00% |
| 17- UTILITIES - GAS & FUEL | 0 | 437 | 437 | 100.00% |
| 18- UTILITIES - PROPANE | 0 | 25 | 25 | 100.00% |
| 19- UTILITIES - TELEPHONE&INTERNET | 264 | 292 | 28 | 9.48% |
| 20- UTILITIES - WASTE MANAGEMENT FEE | 64 | 125 | 61 | 48.80% |
| 21- VEHICLES REPAIRS AND MAINTENANCE | 717 | 500 | -217 | -43.40% |
| 22- ENGINEERING SERVICES | 0 | 2,000 | 2,000 | 100.00% |
| 23- MAINTENANCE AND REPAIRS | 780 | 200 | -580 | -290.00% |
| 24- GENERAL PLANT SERVICES | 4,124 | 2,500 | -1,624 | -64.96% |
| 25- SEWER PERMIT AND LICENSE(State County & Fee) | 19 | 500 | 481 | 96.20% |
| 26- MINOR EQUIPMENT AND SUPPLIES | 0 | 42 | 42 | 100.00% |
| 27- SEWER LEASE | 0 | 250 | 250 | 100.00% |
| 28- ADVERTISING AND PUBLISHING | 0 | 125 | 125 | 100.00% |
| 29- LABORATORY SERVICES | 3,171 | 2,000 | -1,171 | -58.55% |
| 30- GENERAL AUTO AND LIBILITY INSURANCE | 0 | 1,000 | 1,000 | 100.00% |
| 31- SECURITY SYSTEM (ADT) | 0 | 208 | 208 | 100.00% |
| 32- ACCOUNTING & AUDITING FEE | 0 | 2,000 | 2,000 | 100.00% |
| 33- LINE CLEANING | 0 | 100 | 100 | 100.00% |

| | | | | |
|-------------------------------|---------------|---------------|---------------|---------------|
| Total Expenses | 30,797 | 47,362 | 16,565 | 34.97% |
| Total INCOME OR (LOSS) | 25,935 | 9,197 | | |

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

| | FOR THE MONTH OF JUNE 2020 | | | F (U) | |
|-------------------------------------|----------------------------|---------------|------------|-------|--------------|
| | ACTUAL | BUDGET | VARIANCE | | % |
| SEWER FUND OPERATING REVENUES | | | | | |
| BASE RATE-COMMERCIAL | 38,364 | 38,642 | -278 | | -0.72% |
| 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 | 56,732 | 56,559 | 173 | | 0.31% |
| EQUIVALENT DWELLING UNITS (E.D.U'S) | | | | | |
| RESIDENTIAL | 446 | 446 | 0.0 | | 0.00% |
| COMMERCIAL | 937 | 937 | 0.0 | | 0.00% |
| TOTAL E.D.U'S | 1,383 | 1,383 | 0.0 | | 0.00% |
| TOTAL Customers | 418 | 167 | 585 | | |

IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED June 30, 2020

| DATE | CHECK NUMBER | PAYEE | DESCRIPTION | AMOUNT |
|------------|--------------|------------------------------------|--|-------------|
| 06/03/2020 | 16086 | ACWA/JPIA | Health Insurance for May & June 2020 | \$26,370.26 |
| 06/03/2020 | 16087 | California Computer Options, INC | Monthlu IT Serivces Charge | \$777.25 |
| 06/03/2020 | 16088 | Frontier | Phone and Internet Charge For Water & Sewer | \$441.40 |
| 06/03/2020 | 16089 | INFOSEND, INC | Postage and mailing Monthly Bills Fee | \$936.05 |
| 06/03/2020 | 16090 | S.C.E | Monthly Charge | \$3,053.09 |
| 06/03/2020 | 16091 | Streamline | Monthly Charge for Idyllwild Website | \$200.00 |
| 06/03/2020 | 16092 | Time Warner Cable | Monthly Charge | \$412.40 |
| 06/03/2020 | 16093 | Underground Service Alert/ SC | New Ticket Charges | \$67.19 |
| 06/03/2020 | 16094 | Verizon Wireless | Emergency &GM Cell Services | \$203.75 |
| 06/10/2020 | 16095 | Aleshire & Wynder, LLP | Monthly Legal Services Charge | \$10,008.62 |
| 06/10/2020 | 16096 | CR&R Incorpatad | Monthly Service for Trash | \$259.37 |
| 06/10/2020 | 16097 | Ferrellgas | Charge for Propane | \$588.44 |
| 06/10/2020 | 16098 | Four Seasons Cleaning Services | Monthly Cleaning Charge for March 2020 | \$280.00 |
| 06/10/2020 | 16099 | Genuine Auto Parts/ Napa Riverside | Auto Parts Monthly Charge | \$78.78 |
| 06/10/2020 | 16100 | Idyllwild Garage | Fixing the Meter Reading Jeep | \$417.90 |
| 06/10/2020 | 16101 | Idyllwild Water District | To be Deposit at Hemet Bank For Payroll | \$36,000.00 |
| 06/10/2020 | 16102 | Inland Water Works Supply Co | Water Supples | \$847.99 |
| 06/10/2020 | 16103 | Mission Linen & Uniform Service | Laundry Uniform Monthly Charge | \$278.96 |
| 06/10/2020 | 16104 | Streamline | Monthly Charge for Idyllwild Website | \$200.00 |
| 06/10/2020 | 16105 | Tyla Friemoth | Water & Office Expenses Reimburesment | \$107.85 |
| 06/10/2020 | 16106 | Herb Bergstrom | Retiree Medical Supplement for April+May+June 2020 | \$2,482.14 |
| 06/17/2020 | 160107 | Arrow Printing | Printing Envelopes | \$149.92 |
| 06/17/2020 | 16108 | Bill D. Whtener | Retiree Medical Supplement for April+May+June 2020 | \$1,242.85 |
| 06/17/2020 | 16109 | Central Communications | Monthly Anwsering Service | \$126.31 |
| 06/17/2020 | 16110 | Chase Card Serivces | Monthly Charge (Office and water Supplies) | \$105.98 |
| 06/17/2020 | 16111 | Danny Campbell | Reimbursment for D2 | \$120.00 |
| 06/17/2020 | 16112 | Plumbers Depot, Inc | Trailer Mounted Jetter Rental (One Month) | \$4,000.00 |
| 06/17/2020 | 16113 | S.C.E | Monthly Charge | \$566.36 |
| 06/17/2020 | 16114 | Staples | Office Supplies | \$596.87 |
| 06/17/2020 | 16115 | T-Mobile | Data For Solar | \$20.00 |
| 06/17/2020 | 16116 | State Water Resources Control | Annual Water Right Fee for 2019 | \$900.00 |
| 06/24/2020 | 16117 | Allstate Benefits | Insurance Monthly Charge | \$304.12 |
| 06/24/2020 | 16118 | Ewing | Supplies For Sewer | \$780.80 |
| 06/24/2020 | 16119 | Idyllwild Water District | To be Deposit at Hemet Bank For Payroll | \$34,000.00 |
| 06/24/2020 | 16120 | Kelly Clark | Retiree Medical Insurance for May+June+July 2020 | \$1,379.31 |
| 06/24/2020 | 16121 | Tyla Friemoth | Water & Office Expenses Reimburesment | \$86.81 |
| 06/24/2020 | 16122 | USA Bluebook | Supplies for Water and Sewer | \$124.93 |
| 06/24/2020 | 16123 | Aleshire& Wynder, LLP | Monthly Legal Services Charge | \$7,367.79 |
| 06/24/2020 | 16124 | Arrow Printing | CCR Report Fees | \$1,689.20 |

TOTAL DISTRICT WARRANTS \$137,572.69

OTHER DISBURSEMENTS:

TOTAL PAYROLL \$62,032.00
L.A.I.F. ELECTRONIC TRANSFERS \$0.00
BANK SERVICE CHARGES AND FEES \$277.00

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS **\$199,881.69**

Idyllwild Water District Monthly Recap

Month: June 2020

Date: 7/1/2020

Supplies to system: 1,046,889 cf 24 af

Increase / Decrease 93,848 cf +9 % billing period

+10 % daily demand

of wells available 14 GPM Available 333

| | |
|-----------|--------------------------|
| Full time | H21, 13, FV 1, FV 2 |
| Part time | 2, 4, 23, 24, Golden Rod |

Strawberry Creek Diversion 0 CF 0 af

LILLY CREEK FLOW 0 cf

Foster Lake Level (max 18') 14 ft 7 in

| | |
|-----------------|----------------|
| IWD Flushing | |
| Main line leaks | 8,000 gallons |
| Fire Dept. use | 32,800 gallons |
| HYD sales | 10,000 gallons |
| Sewer Plant | 23,487 gallons |
| | 12,000 |
| Total | 86,287 gallons |

Well statics

Foster Lake Area #3 0 #7 0 #14 9 FL Average 3

Creek Area #23 206' PL #24 19' ST

Nature Center #26 22' ST #27 18' ST #28 104' ST

Fern Valley FV1A 355' PL FV#2 317' PL

STORAGE

| | | LEVEL | VOLUME |
|-------------------|--------------|-------|---------|
| Foster Lake Tanks | 11,698 cf/ft | 21.7 | 253,846 |
| Rock Dale Tank | 2718 cf/ft | 23.0 | 62,514 |
| Delano Tank | 1337 cf/ft | 18.0 | 24,066 |
| South Ridge Tank | 3509 cf/ft | 19.7 | 69,302 |
| Wild Wood Tank | 919 cf/ft | 13.3 | 12,222 |
| Golden Rod Tank | 891 cf/ft | 20.5 | 18,265 |

Total 440,215 cf Storage Supplies Max of 3.702 MG 88.9 % in storage/ storage MGD 3.292

Production Days 28 Production minutes 40,320 Average GPM 194

Idyllwild Water District Well Production Data

Month June Year 2020

Date 7/1/2020

| Well # | Cubic feet | AF | PT/FT | Status | GPM | Comment |
|-------------------|------------|------|-------|--------|------|---------|
| Horizontal #1 | 96,350 | 2.21 | FT | ON | 17.1 | |
| FL #2 | 63,430 | 1.46 | PT | ON | 102 | |
| FL #4 | 61,537 | 1.41 | PT | OFF | 43.4 | |
| FL #10 | | | | | | |
| FL #11 | | | | | | |
| FL #12 | | | | | | |
| FL #13 | 226,220 | 5.19 | FT | ON | 42 | |
| FL #15 | | | | | | |
| FL #16 | 0 | | | | | |
| | | | | | | |
| #23 Stratton | 123,400 | 2.83 | PT | OFF | 40.5 | |
| #24 Curtis | 81,950 | 1.88 | PT | OFF | 46.4 | |
| | | | | | | |
| #25 Donahoo | 0 | | | | | |
| #26 Nature Center | 0 | | | | | |
| #27 Nature Center | 0 | | | | | |
| #28 Rock Dale | 0 | | | | | |
| | | | | | | |
| FV#1A | 241,230 | 5.5 | FT | ON | 43.9 | |
| FV#2 | 194,797 | 4.4 | FT | ON | 36.6 | |
| | | | | | | |
| Golden Rod | 21,870 | .50 | PT | OFF | 18.9 | |
| Oakwood | | | | | | |

Total Cubic Feet 1,110,784

Cedar Glen Meter 383,622 cf 8.8 af

In District Production 663,267 cf 15.2 af

TOTAL SUPPLIES TO SYSTEM 1,046,889 cf 24 af

Days of Production 28 Minutes of Production 40,320 Average system GPM 194

WELL STATICS

MONTH June YEAR 2020

| WELL | INITIAL | LEVEL | ST or PL | COMMENTS |
|------|---------|-------|----------|----------------|
| #3 | TR | 0 | ST | |
| #7 | | 0 | ST | |
| #14 | | 9 | ST | FL AREA AVG. 3 |
| #23 | | 206' | PL | |
| #24 | | 19' | ST | |
| #26 | | 22' | ST | |
| #27 | | 18' | ST | |
| #28 | | 104' | ST | |
| FV1A | | 355' | PL | |
| FV#2 | | 317' | PL | |



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: July 15, 2020
Subject: General Manager Report

Overview

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

- Held a General Manager meeting with entire District staff
- Developed approximate timelines for CIP's
- CRWA is continuing study for the sewer treatment plant
- Interviewed a potential summer intern
- Updated Workload Summary form
- Toured Strawberry Creek diversion and pipeline
- Reviewed COVID-19 information
- Had a meeting with Subeca Intelligent Utility Management regarding smart meters
- Developing a new quarterly 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



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: July 15, 2020
Subject: Item #2 – COVID-19 CalOSHA Information

Information Provided By CalOSHA Regarding COVID-19

Some public agencies have recently had employees test positive for COVID-19. Public agencies should have a CalOSHA compliant Injury and Illness Prevention Program (IIPP) that includes airborne contagion protocols or has adopted a COVID-19 Supplement to the IIPP that outlines what must be done where there's a positive test result for an employee. In those cases, the IIPP and/or Supplement must be followed.

To the extent they don't include all of the following, the agency should take the following steps if an employee indicates symptoms of or is diagnosed with COVID-19:

- 1. Designate the employee's leave under Families First Coronavirus Act (FFCRA), if the employee has not exhausted this FFCRA leave:**
 - a. Full time employees have up to 80 hours of Emergency Paid Sick Leave under the FFCRA, while part time employees have up to two weeks of leave based on their average number of hours they work. This leave is in addition to their existing accrued leave, and is paid at 100% of their salary, up to \$511 per day.
 - b. Have the employee fill out the proper paperwork and provide the medical provider's certification of diagnosis and/or self-quarantine order.

- 2. Clean and disinfect:**
 - a. All applicable workstations and work areas of the employee and adjacent areas should be cleaned and disinfected.
 - b. Wait at least 24 hours ***after*** employee has left the agency facilities to start the cleaning in order to minimize exposure to respiratory droplets. During the

waiting period, open nearby outside doors and windows, if applicable, to increase air circulation in the applicable areas.

3. Investigate:

- a. The Supervisor, Director of Human Resources, or Risk Manager should investigate to determine whether the exposure was work related, and whether notification to CalOSHA is required.
 - i. ***Please note*** that according to Governor Newsom's Executive Order N-62-20, there is a rebuttable presumption that an employee's contraction of COVID-19 is work-related, and thus covered under workers' compensation. This presumption can be disputed by evidence that more likely than not (meaning there is evidence of 51%) the employee contracted COVID-19 elsewhere.
 - ii. Please also note that this presumption of workers' compensation eligibility is only until July 5, 2020, unless extended by the Governor's office.
 - iii. Providing the workers compensation paperwork to the employee is appropriate.
- b. If COVID-19 is determined to be work-related, notification to CalOSHA is required. Potentially other related agencies (such as the county public health department) may need to be notified as well.
- c. The Human Resources Department should also investigate whether the agency's IIPP has any deficiencies that needs to be updated.

4. Communicate:

- a. The IIPP should contain a general commitment by the agency to communicate with employees regarding COVID-19 infections.
- b. The agency should consider providing information to employees that an employee has been diagnosed with COVID-19 (***without disclosing names or particulars of employee***) and assure the employees that all health and safety precautions and protocols under the IIPP have been followed, including but not limited to cleaning, disinfecting, and sanitizing the affected workstation(s) and work area(s), notification and contact tracing of affected employees (if any), and ensuring that all social distancing, face coverings, and other requirements are being strictly enforced.

5. Contact Tracing:

- a. Contact tracing is required if the employee came in contact with other employees or anyone else within the workplace within the 48-hour period prior to the onset of symptoms. This should be done by Human Resources / Risk Management to maintain confidentiality. ***A reference guide for contacts is attached.***
- b. If contact tracing is required:
 - i. The agency must interview the employee with COVID-19 and ask them to identify everyone they came into contact with at work during the 48-hour period prior to onset of symptoms.

- ii. The agency must notify all the contacts of their potential exposure ***without naming the sick employee.***
- iii. The agency should refer the contacts to testing.
- iv. The agency should send the contacts home for self-quarantine for 14 days (at least, and potentially longer if symptoms appear for the contact).

6. Returning the employee (or any contacts) to work:

- a. The employee must provide a health care provider certification that they no longer have COVID-19 and are able to return to work. The doctor's note should state specifically that they no longer have COVID-19 and are symptom-free.
- b. If the certification is inadequate in information, or if no certification is provided, the employee is required to sign an affidavit that they have been symptom free for at least 72 hours or that if they never had symptoms, that 14 days had passed and they were symptom-free the entire time.

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Contact-Tracing>

Contact Tracing

What is contact tracing? -

Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to [isolate](#) and contacts to [quarantine](#) at home voluntarily.

Contact tracing for COVID-19 typically involves

- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious,
- Notifying contacts of their potential exposure,
- Referring contacts for testing,
- Monitoring contacts for signs and symptoms of COVID-19, and
- Connecting contacts with services they might need during the self-quarantine period.

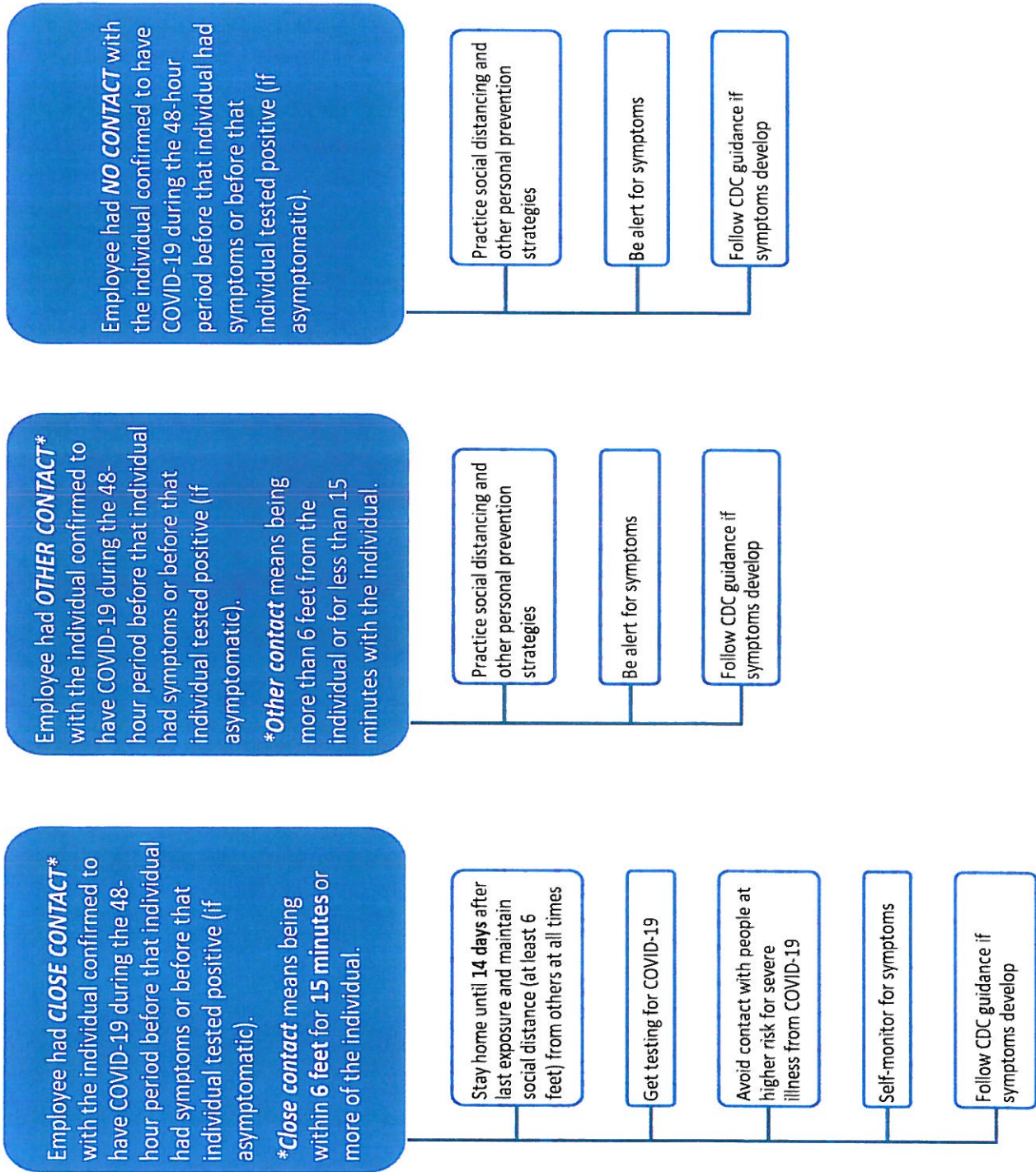
To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for [symptoms of COVID-19](#).

What happens during contact tracing? +

Who is considered a close contact to someone with COVID-19? -

For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

GUIDANCE ON DETERMINING EMPLOYEE'S EXPOSURE LEVEL





IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: June 17, 2020
Subject: Item #4 – Contribute to Community Safety for Community Alert Siren

Recommendation

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

Background

This item was held over from May 20, 2020 Board meeting. At the June 17, 2020 Board meeting Ralph Hoetger, Board President for Idyllwild Fire Protection District, spoke about raising funds to install a community alert siren. It would be sounded in the event of emergencies to alert the public to tune to WNKI 578 (1610 AM) emergency radio station for information and instructions.

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

Fiscal Impact

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

Attachment

Resolution No. 777



RESOLUTION NO. 777

A Resolution of the Board of Directors of the Idyllwild Water District authorizing contribution to community safety for the Community Alert Siren System

WHEREAS, on June 17, 2020 the Board of Directors of the Idyllwild Water District heard a presentation from the Board President of the Idyllwild Fire Protection District (IFPD) concerning a community-wide siren system to benefit the members of the community of Idyllwild. After a discussion of the benefits to the community, that include the ability to quickly notify the public of any problems concerning the water quality or distribution of water, the Board of Directors for the Idyllwild Water District (IWD) agreed to a one-time contribution, not to exceed \$10,000, to assist in the establishment and maintenance of the Community Alert Siren.

Effective Date. This Resolution is effective July 15, 2020.

Dr. Charles Schelly, President

ATTEST:

Kris Kirschbaum, Secretary to the Board



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: July 15, 2020

Subject: Item #5 - Hiring Freeze Due To COVID-19 Causing A Decrease In Water Revenues

Recommendation:

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

Background:

The District has experienced a decrease in revenues since the COVID-19 pandemic became known. With local businesses, schools, campgrounds, parks, etc. required closing due to government mandates, the reduced water usage has reduced revenues for District operations.

Fiscal Impact:

Continue reduction in water usage will result in decreased revenue for District operations.