



REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

May 17, 2023 – 6:00 P.M.

This meeting is being conducted in person at the address above and is open to the public. The video conference feature is being provided solely for the benefit of the public and is not required. If there is a disruption in the video conference during the meeting, the meeting will continue.

Zoom Information

Topic: Board of Directors Meeting

Time: May 17, 2023, 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84574913395?pwd=Y1Z3cGpXbmxrYmNTTk92WjdXZ015UT09>

Meeting ID: 845 7491 3395

Passcode: 364053

One tap mobile

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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 act on the item at this meeting. As to matters on the agenda, people will be given an opportunity to address the Board when the matter is considered. Each speaker will be given four (4) minutes to address the Board. Comments should be directed at the Board as a whole and not directed to individual Board members.

1. CONSENT CALENDAR – 5 minutes

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



A. MINUTES

Regular Board Meeting: April 19, 2023

B. FINANCIAL REPORTS

1. Income statement for the tenth month ending April 30, 2023

2. District warrants for April 2023

Check #17677-17716 = \$ 146,151.44

Gross Payroll = \$ 67,543

Federal/State PR taxes = \$ 6,230

LAIF Transfers = \$ 0.00

Transfers/charges = \$ 342.00

C. OPERATIONS REPORT

INFORMATION

2. **GENERAL MANAGER REPORT** – 5 minutes

DISCUSSION ITEMS

3. **EMPLOYEE MANUAL, CHAPTER 5** – 10 minutes

ACTION ITEMS

4. **BUILDING AD HOC COMMITTEE UPDATE** – 10 minutes

5. **APPROVE RESOLUTION NO. 790 WATER STAND-BY ASSESSMENTS FOR FY 2023 - 2024** – 5 minutes

The Board of Directors will hold a Public Hearing to consider approving Resolution No. 790 for Water Stand-By Assessments for FY 2023 – 2024 for undeveloped parcels within the Idyllwild Water District water service area.

6. **APPROVE RESOLUTION NO. 791 SEWER STAND-BY ASSESSMENTS FOR FY 2023 - 2024** – 5 minutes

The Board of Directors will hold a Public Hearing to consider approving



Resolution No. 791 for Sewer Stand-By Assessments for FY 2023 – 2024 for undeveloped parcels within the Idyllwild Water District Improvement District No. 1 (sewer service area).

7. WATER SHORTAGE CONTINGENCY PLAN (ORDINANCE NO. 66) – 10 minutes.

The Board of Directors will consider adjusting Conservation Stage 2 to Stage 1.

CLOSED SESSION

8. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOV'T CODE SECTION 54956.8

Property Description: Assessor's Parcel Number (APN) 906-040-021

Agency: Idyllwild Water District

District Negotiator: Leo Havener, General Manager

Negotiating Parties: Malek Alqudi

Under Negotiation: Price and Terms

9. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOV'T CODE SECTION 54956.8

Property Description: Assessor's Parcel Number (APN) 557-120-002

Agency: Idyllwild Water District

District Negotiator: Leo Havener, General Manager

Negotiating Parties: Idyllwild Arts School

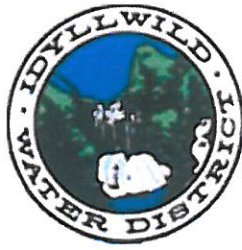
Under Negotiation: Price and Terms

DIRECTORS COMMENTS – 5 minutes

ADJOURNMENT

The next Board meeting is a Special Meeting scheduled for Wednesday, June 7, 2023, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

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: office@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 those reasonable arrangements can be made to provide accessibility to the meeting.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: May 17, 2023
Subject: Item 1A – Board Minutes

Recommendation:

Board of Directors approve April 19, 2023, Regular Board meeting minutes.

Attachments:

- Minutes of Regular Meeting of the Board of Directors



MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

April 19, 2023 – 6:00 P.M.

AGENDA

CALL TO ORDER

Vice President Szabadi called the meeting to order at 6:00 p.m.

ROLL CALL

Vice President Szabadi, Directors Olson, Kunkle, and Schelly were present. General Manager Havener, General Counsel Guiboa, and Chief Financial Officer Shouman were present.

PUBLIC COMMENTS

Leslie Schelly commented about the proposed District rate structure. Steve Molten inquired about the change in leadership on the Board.

1. CONSENT CALENDAR

A. MINUTES

Regular Board Meeting: March 15, 2023
Special Board Meeting: March 29, 2023

B. FINANCIAL REPORTS

1. Income statement for the ninth month ending March 31, 2023
2. District warrants for March 2023

| | |
|------------------------|-----------------|
| Check #17624 – 17676 | = \$ 121,125.10 |
| Gross Payroll | = \$ 64,975.00 |
| Federal/State PR taxes | = \$ 5,620.00 |
| LAIF Transfers | = \$ 0.00 |
| Transfers/charges | = \$ 333.00 |

C. OPERATIONS REPORT



DIRECTOR COMMENTS

Director Olson located an error in the Financial Reports to be corrected.
Director Schelly inquired about the Operations Report.

PUBLIC COMMENTS

None

A **MOTION** was made by Director Olson to approve the Consent Calendar. Director Kunkle seconded.

The vote was as follows:

AYES

Director Olson
Director Kunkle
Vice President Szabadi
Director Schelly

NAYS

ABSTAIN

ABSENT

Motion approved.

INFORMATION

2. GENERAL MANAGER REPORT

General Manager Havener presented his report and addressed questions.

DISCUSSION ITEMS

3. EMPLOYEE MANUAL, CHAPTER 4

DIRECTOR COMMENTS

Director Schelly inquired about several items in Chapter 4.

4. BUILDING AD HOC COMMITTEE UPDATE

Director Olson provided an update on the lower administration building.



DIRECTOR COMMENTS

Director Schelly inquired about cost estimates.
Vice President Szabadi shared concerns for the mold returning.
Director Kunkle gave an overview from the second repair company.

ACTION ITEMS

- 5. **ELECT PRESIDENT AND VICE PRESIDENT** – Moved to last Action Item
Staff recommends the Board of Directors elect a President and Vice President for the remainder of the 2023 calendar year.

DIRECTORS COMMENTS

Vice President Szabadi stated that he and Director Schelly have discussed and resolved communication matters.

PUBLIC COMMENTS

Becky Clark inquired about potential Brown Act violations that may have occurred in Closed Session at the last Board meeting. General Counsel Guiboa clarified the matter.

A **MOTION** was made by Vice President Szabadi to nominate Director Schelly as President. Director Olson seconded.

The vote was as follows:

| | | | |
|---|--------------------|-----------------------|----------------------|
| <u>AYES</u> | <u>NAYS</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
| Director Olson Director Kunkle Vice President Szabadi | | Director Schelly | |

Motion approved.

- 6. **SET A PUBLIC HEARING ON JUNE 21, 2023, TO CONSIDER WATER AND SEWER RATES**

Staff recommends the Board of Directors set a public hearing on June 21, 2023, at 6:00 p.m. at the Idyllwild Water District Board Room located at 25945 Highway 243, Idyllwild, California 92549 to consider the adoption of proposed rate



changes for water and sewer covering Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28.

DIRECTORS COMMENTS

Director Kunkle stated that there will be several Town Hall Meetings pertaining to the proposed rate structure modifications for the public to attend. Director Schelly mentioned the owner of the property or the responsible bill payer, only one not both, can exercise a protest vote to the proposed rate structure.

PUBLIC COMMENTS

Becky Clark inquired about potential Brown Act violations that may have occurred in Discussion Items at the last Board meeting. General Counsel Guiboa clarified the matter. Dave Hunt stated that he is not in favor of the proposed sewer rates. John Jacob stated concerns about the potential of lowering sewer rates should the District receive grants to reduce WWTP Project costs. Steve Molten mentioned the protest vote must be in writing.

A MOTION was made by Director Olson to set a public hearing on June 21, 2023, at 6:00 p.m. at the Idyllwild Water District Board Room located at 25945 Highway 243, Idyllwild, California 92549 to consider the adoption of proposed rate changes for water and sewer covering Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28. Director Kunkle seconded.

The vote was as follows:

AYES

Director Olson
Director Kunkle
Director Schelly
Vice President Szabadi

NAYS

ABSTAIN

ABSENT

Motion approved.

7. REMOTE PARTICIPATION POLICY PURSUANT TO AB 2449

Board of Directors will consider establishing and set forth the District's policy pertaining to the remote participation of District Board members during District Board meetings pursuant to the requirements set forth by AB 2449.

DIRECTORS COMMENTS

General Counsel Guiboa provided an overview of the proposed policy.



Director Schelly inquired when the new regulation became effective, which was January 1, 2023.

PUBLIC COMMENTS

None

A MOTION was made by Director Olson to establish and set forth the District's policy pertaining to the remote participation of District Board members during District Board meetings pursuant to the requirements set forth by AB 2449. Director Kunkle seconded.

The vote was as follows:

AYES

Director Olson
Director Kunkle
Director Schelly
Vice President Szabadi

NAYS

ABSTAIN

ABSENT

Motion approved.

CLOSED SESSION

Board entered Closed Session at 7:43 p.m.

8. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Public Employee Performance Evaluation § 54957 Title: General Manager

9. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOV'T CODE SECTION 54956.8

Property Description: Assessor's Parcel Number (APN) 906-040-021

Agency: Idyllwild Water District

District Negotiator: Leo Havener, General Manager

Negotiating Parties: Malek Alqudi

Under Negotiation: Price and Terms

10. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOV'T CODE SECTION 54956.8

Property Description: Assessor's Parcel Number (APN) 557-120-002

Agency: Idyllwild Water District

District Negotiator: Leo Havener, General Manager



Negotiating Parties: Idyllwild Arts School
Under Negotiation: Price and Terms

The Board resumed Open Session at 8:50 p.m.

REPORT FROM CLOSED SESSION

No reportable action.

DIRECTORS COMMENTS

None

ADJOURNMENT

Board adjourned at 8:50 p.m.

The next Board meeting is a Regular Meeting scheduled for Wednesday, May 17, 2023, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Leo Havener
BOARD SECRETARY

Dr. Charles Schelly
BOARD PRESIDENT



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: May 17, 2023
Subject: Item 1B – Financial Reports

Recommendation:

Board of Directors accept April 2023 Financial Reports.

Attachments:

- Water Fund Condensed Income Statement
- Sewer Fund Condensed Income Statement
- District Warrants and Other Disbursements

IDYLLWILD WATER DISTRICT
Water Fund Condensed Income Statement
Operating Revenue - Water
Fiscal Year 2022 - 2023

| Operating Revenue - Water | April 2023 | | | | Year to Date: July 2022 - April 2023 | | | |
|----------------------------------|-----------------------|----------------|----------------|---------------|--------------------------------------|------------------|-----------------|---------------|
| | Condensed By Category | Actual | Budget | Variance | % | Actual | Budget | Variance |
| Base - Residential / Commercial | 85,038 | 85,127 | (89) | -0.10% | 851,670 | 851,271 | 399 | 0.05% |
| Sales - Residential / Commercial | 64,310 | 70,000 | (5,690) | -8.13% | 623,689 | 723,000 | (99,311) | -13.74% |
| Other Operating Revenue | - | - | - | 0.00% | 6,030 | 350 | 5,680 | 1622.86% |
| Other Non - Operating Revenue | - | - | - | 0.00% | 50 | - | 50 | #DIV/0! |
| Total Operating Revenues | 149,348 | 155,127 | (5,779) | -3.73% | 1,481,439 | 1,574,621 | (93,182) | -5.92% |

| Operating Revenue - Water | April 2023 | | | | Year to Date: July 2022 - April 2023 | | | |
|---------------------------------|----------------|----------------|----------------|---------------|--------------------------------------|------------------|-----------------|---------------|
| | By Category | Actual | Budget | Variance | % | Actual | Budget | Variance |
| Base Rate - Residential | 63,187 | 63,089 | 98 | 0.16% | 590,038 | 589,646 | 392 | 0.07% |
| Base Rate - Commercial | 21,851 | 22,038 | (187) | -0.85% | 261,632 | 261,625 | 7 | 0.00% |
| Sales - Residential | 39,660 | 40,000 | (340) | -0.85% | 360,113 | 394,000 | (33,887) | -8.60% |
| Sales - Commercial | 24,650 | 30,000 | (5,350) | -17.83% | 263,576 | 329,000 | (65,424) | -19.89% |
| Sales - Sewer | - | - | - | 0.00% | - | - | - | 0.00% |
| Sales - Construction / Other | - | - | - | 0.00% | - | - | - | 0.00% |
| Transfer Fees | - | - | - | 0.00% | - | - | - | 0.00% |
| Turn On / Off Fees | - | - | - | 0.00% | - | - | - | 0.00% |
| Lien & Lien Release Fees | - | - | - | 0.00% | - | - | - | 0.00% |
| Delinquency Fees | - | - | - | 0.00% | - | - | - | 0.00% |
| Will Serve Letter Fees | - | - | - | 0.00% | 50 | 150 | (100) | 0.00% |
| Other Miscellaneous | - | - | - | 0.00% | 5,980 | 200 | 5,780 | 0.00% |
| Installation Fees | - | - | - | 0.00% | 50 | - | 50 | 0.00% |
| Capacity Fees | - | - | - | 0.00% | - | - | - | 0.00% |
| Total Operating Revenues | 149,348 | 155,127 | (5,779) | -3.73% | 1,481,439 | 1,574,621 | (93,182) | -5.92% |

IDYLLWILD WATER DISTRICT
Water Fund Condensed Income Statement
Water Sales In Cubic Feet
Fiscal Year 2022 - 2023

| Water Sales Meter Size | April 2023 | | |
|---------------------------|----------------|----------------|----------------|
| | Residential | Commercial | Total CF |
| R1 5/8 | 431,801 | 69,134 | 500,935 |
| R2 3/4 | 5,563 | 9,925 | 15,488 |
| R3 1" | 6,090 | 113,208 | 119,298 |
| R4 1 1/2" | - | 31,749 | 31,749 |
| R5 2" | - | 4,013 | 4,013 |
| R6 3" | - | 15,273 | 15,273 |
| IA 3" | - | 296,295 | 296,295 |
| NC-WWTP | - | 1,106 | 1,106 |
| Total Water Sales | 443,454 | 540,703 | 984,157 |

| Water Accounts Meter Size | April 2023 | |
|------------------------------|--------------|------------|
| | Residential | Commercial |
| R1 5/8 | 1,427 | 105 |
| R2 3/4 | 12 | 18 |
| R3 1" | 46 | 38 |
| R4 1 1/2" | - | 17 |
| R5 2" | - | 6 |
| R6 3" | - | 1 |
| IA 3" | - | 1 |
| NC-WWTP | - | 1 |
| Total Accounts | 1,485 | 187 |

| Sewer Accounts Service Type | April 2023 | |
|--------------------------------|-------------|------------|
| | Residential | Commercial |
| Sewer Acct S | 422 | 165 |
| Fire Services F "2" | - | - |
| Fire Services F "3" | - | - |
| Fire Services F "4" | - | - |
| Total Sewer Accounts | 422 | 165 |

| | | |
|---------------------------------------|--------------|------------|
| Total Water And Sewer Accounts | 1,907 | 352 |
|---------------------------------------|--------------|------------|

IDYLLWILD WATER DISTRICT
Water Fund Condensed Income Statement
Operating Expenses - Water
Fiscal Year 2022 - 2023

| No. | By Category | April 2023 | | | | Year to Date: July 2022 - April 2023 | | | |
|---------------------------------|--------------------------------------|----------------|----------------|---------------|---------------|--------------------------------------|------------------|----------------|---------------|
| | | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| 1 | Wages and Salaries Expenses | 54,653 | 56,000 | 1,347 | 2.41% | 545,253 | 558,979 | 13,726 | 2.46% |
| 2 | Retirement Plan and Life Insurance | 3,137 | 3,370 | 233 | 6.91% | 29,133 | 33,700 | 4,567 | 13.55% |
| 3 | Medical Insurance | 10,029 | 10,500 | 471 | 4.49% | 117,378 | 104,100 | (13,278) | -12.76% |
| 4 | Uniform Expenses | 600 | - | (600) | #DIV/0! | 1,500 | 900 | (600) | -66.67% |
| 5 | Worker's Comp Insurance | - | - | - | 0.00% | 3,507 | 4,000 | 493 | 12.33% |
| 6 | Retirement Medical Insurance | 2,387 | 4,500 | 2,113 | 46.96% | 12,469 | 17,000 | 4,531 | 26.65% |
| 7 | Board Reimbursement | 420 | 600 | 180 | 30.00% | 3,363 | 6,000 | 2,637 | 43.95% |
| 8 | Office Supplies | 530 | 1,500 | 970 | 64.67% | 6,496 | 15,000 | 8,504 | 56.69% |
| 9 | Office Cleaning Service | 240 | 250 | 10 | 4.00% | 2,055 | 2,500 | 445 | 17.80% |
| 10 | Postage and Mailing Fees | 723 | 1,500 | 777 | 51.80% | 7,121 | 12,800 | 5,679 | 44.37% |
| 11 | Training and Education | - | 500 | 500 | 100.00% | - | 4,000 | 4,000 | 100.00% |
| 12 | Reimbursement, Travel, Meals, Etc. | - | 1,000 | 1,000 | 100.00% | 942 | 8,990 | 8,048 | 89.52% |
| 13 | Dues, Fees, Subscriptions | 345 | 1,500 | 1,155 | 77.00% | 10,453 | 15,000 | 4,547 | 30.31% |
| 14 | Computer Services | 4,239 | 1,800 | (2,439) | -135.50% | 17,591 | 17,800 | 209 | 1.17% |
| 15 | Legal Services | 4,204 | 2,000 | (2,204) | -110.20% | 28,663 | 20,000 | (8,663) | -43.32% |
| 16 | Engineering and Consulting | - | 3,000 | 3,000 | 100.00% | 2,797 | 27,100 | 24,303 | 89.68% |
| 17 | Utilities, Electricity | 1,334 | 8,000 | 6,666 | 83.33% | 47,531 | 80,900 | 33,369 | 41.25% |
| 18 | Utilities, Gas & Fuel | - | 620 | 620 | 100.00% | 3,745 | 6,200 | 2,455 | 39.60% |
| 19 | Utilities, Propane | 2,361 | 100 | (2,261) | -2261.00% | 6,570 | 1,000 | (5,570) | -557.00% |
| 20 | Utilities, Telephone and Internet | 2,381 | 2,500 | 119 | 4.76% | 22,448 | 25,000 | 2,552 | 10.21% |
| 21 | Utilities, Waste Management Fees | 222 | 250 | 28 | 11.20% | 2,220 | 2,500 | 280 | 11.20% |
| 22 | Insurance, Liability, Auto, Property | - | 12,000 | 12,000 | 100.00% | 64,200 | 111,000 | 46,800 | 42.16% |
| 23 | Fees, State, County Water System | 12,643 | 14,000 | 1,357 | 9.69% | 66,822 | 98,000 | 31,178 | 31.81% |
| 24 | General Plant & Treatment Services | 6,078 | 12,500 | 6,422 | 51.38% | 125,139 | 125,000 | (139) | -0.11% |
| 25 | Vehicles Repairs & Maintenance | - | 1,500 | 1,500 | 100.00% | 42,590 | 14,500 | (28,090) | -193.72% |
| 26 | Laboratory Services | - | 4,000 | 4,000 | 100.00% | 21,327 | 40,000 | 18,673 | 46.68% |
| 27 | Water Security System | - | 500 | 500 | 100.00% | - | 5,000 | 5,000 | 100.00% |
| 28 | Advertising and Publishing | - | 1,200 | 1,200 | 100.00% | 3,166 | 12,000 | 8,834 | 73.62% |
| 29 | Bank Fee Charge | - | 250 | 250 | 100.00% | 1,778 | 2,600 | 822 | 31.62% |
| 30 | Water Maintenance and Supplies | 2,091 | 2,000 | (91) | -4.55% | 45,952 | 20,000 | (25,952) | -129.76% |
| 31 | Accounting & Auditing Fees | - | 2,000 | 2,000 | 100.00% | 18,487 | 20,000 | 1,513 | 7.57% |
| 32 | IMD Leak | - | 1,800 | 1,800 | 100.00% | 3,162 | 3,600 | 438 | 12.17% |
| Total Operating Expenses | | 108,617 | 151,240 | 42,623 | 28.18% | 1,263,858 | 1,415,169 | 151,311 | 10.69% |

IDYLLWILD WATER DISTRICT
Sewer Fund Condensed Income Statement
Operating Revenue - Sewer
Fiscal Year 2022 - 2023

| Operating Revenue - Sewer | April 2023 | | | | Year to Date: July 2022 - April 2023 | | | |
|---------------------------------|-----------------------|---------------|------------|--------------|--------------------------------------|----------------|--------------|--------------|
| | Condensed By Category | Actual | Budget | Variance | % | Actual | Budget | Variance |
| Base - Residential / Commercial | 42,242 | 41,513 | 729 | 1.76% | 416,743 | 415,130 | 1,613 | 0.39% |
| Other Operating Revenue | 20,376 | 20,287 | 89 | 0.44% | 202,961 | 202,870 | 91 | 0.04% |
| Total Operating Revenues | 62,618 | 61,800 | 818 | 1.32% | 619,704 | 618,000 | 1,704 | 0.28% |

| Operating Revenue - Sewer | April 2023 | | | | Year to Date: July 2022 - April 2023 | | | |
|----------------------------------|---------------|---------------|------------|--------------|--------------------------------------|----------------|--------------|--------------|
| | By Category | Actual | Budget | Variance | % | Actual | Budget | Variance |
| Base - Residential / Commercial | 42,242 | 41,513 | 729 | 1.76% | 416,743 | 415,130 | 1,613 | 0.39% |
| Sales - Residential / Commercial | 20,376 | 20,287 | 89 | 0.44% | 202,961 | 202,870 | 91 | 0.04% |
| Other Operating Revenue | - | - | - | 0.00% | - | - | - | 0.00% |
| Other Non - Operating Revenue | - | - | - | 0.00% | - | - | - | 0.00% |
| Total Operating Revenues | 62,618 | 61,800 | 818 | 1.32% | 619,704 | 618,000 | 1,704 | 0.28% |

IDYLLWILD WATER DISTRICT
Sewer Fund Condensed Income Statement
Operating Expenses - Sewer
Fiscal Year 2022 - 2023

| No. | By Category | April 2023 | | | | Year to Date: July 2022 - April 2023 | | | |
|---------------------------------|--|---------------|---------------|---------------|---------------|--------------------------------------|----------------|----------------|---------------|
| | | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| 1 | Wages and Salaries Expenses | 12,890 | 15,000 | 2,110 | 14.07% | 123,219 | 144,000 | 20,781 | 14.43% |
| 2 | Retirement Plan and Life Insurance | 1,262 | 1,500 | 238 | 15.87% | 11,252 | 14,160 | 2,908 | 20.54% |
| 3 | Medical Insurance | 3,343 | 3,500 | 157 | 4.49% | 32,714 | 34,400 | 1,686 | 4.90% |
| 4 | Uniform Expenses | - | - | - | 0.00% | 600 | 1,059 | 459 | 43.34% |
| 5 | Worker's Comp Insurance | - | 1,500 | 1,500 | 100.00% | 2,592 | 12,240 | 9,648 | 78.82% |
| 6 | Retirement Medical Insurance | 796 | 1,850 | 1,054 | 56.97% | 6,559 | 18,500 | 11,941 | 64.55% |
| 7 | Board Reimbursement | 140 | 200 | 60 | 30.00% | 1,330 | 1,800 | 470 | 26.11% |
| 8 | Office Supplies | 176 | 590 | 414 | 70.17% | 2,074 | 5,900 | 3,826 | 64.85% |
| 9 | Office Cleaning Service | 80 | 150 | 70 | 46.67% | 765 | 1,270 | 505 | 39.76% |
| 10 | Postage and Mailing Fees | 240 | 275 | 35 | 12.73% | 3,740 | 2,750 | (990) | -36.00% |
| 11 | Training and Education | - | - | - | 0.00% | - | - | - | 0.00% |
| 12 | Reimbursement, Travel, Meals, Etc. | - | 110 | 110 | 100.00% | 4,089 | 880 | (3,209) | -364.66% |
| 13 | Dues, Fees, Subscriptions | 73 | 500 | 427 | 85.40% | 3,899 | 5,000 | 1,101 | 22.02% |
| 14 | Computer Services | 1,413 | 600 | (813) | -135.50% | 5,777 | 6,000 | 223 | 3.72% |
| 15 | Legal Services | 1,401 | 285 | (1,116) | -391.58% | 14,675 | 2,850 | (11,825) | -414.91% |
| 16 | Utilities, Electricity | - | 5,000 | 5,000 | 100.00% | 24,613 | 48,950 | 24,337 | 49.72% |
| 17 | Utilities, Gas and Fuel | 280 | 213 | (67) | -31.46% | 1,446 | 2,204 | 758 | 34.39% |
| 18 | Utilities, Propane | - | - | - | 0.00% | 186 | - | (186) | #DIV/0! |
| 19 | Utilities, Telephone and Internet | 794 | 1,000 | 206 | 20.60% | 7,402 | 10,000 | 2,598 | 25.98% |
| 20 | Utilities, Waste Management Fees | 74 | 80 | 6 | 7.50% | 740 | 800 | 60 | 7.50% |
| 21 | Vehicles Repairs and Maintenance | 230 | 1,500 | 1,270 | 84.67% | 19,185 | 11,000 | (8,185) | -74.41% |
| 22 | Engineering and Consulting | 750 | 200 | (550) | -275.00% | 750 | 1,600 | 850 | 53.13% |
| 23 | Maintenance and Supplies | - | 1,000 | 1,000 | 100.00% | 5,889 | 7,300 | 1,411 | 19.33% |
| 24 | General Plant and Treatment Services | 4,586 | 5,000 | 414 | 8.28% | 53,250 | 50,000 | (3,250) | -6.50% |
| 25 | State and County Sewer System Fees | - | 500 | 500 | 100.00% | - | 4,000 | 4,000 | 100.00% |
| 26 | Minor Equipment and Supplies | 101 | 125 | 24 | 19.20% | 347 | 875 | 528 | 60.34% |
| 27 | Sewer Leases | - | - | - | 0.00% | 4,659 | 4,700 | 41 | 0.87% |
| 28 | Advertising and Publishing | - | 500 | 500 | 100.00% | 899 | 5,000 | 4,101 | 82.02% |
| 29 | Laboratory Services | - | 2,000 | 2,000 | 100.00% | 7,177 | 18,000 | 10,823 | 60.13% |
| 30 | Sewer Security System | - | 300 | 300 | 100.00% | - | 3,000 | 3,000 | 100.00% |
| 31 | Accounting and Auditing Fees | - | 5,000 | 5,000 | 100.00% | 3,087 | 40,000 | 36,913 | 92.28% |
| 32 | Liability, Auto and Property Insurance | - | 15,000 | 15,000 | 100.00% | 30,227 | 100,500 | 70,273 | 69.92% |
| 33 | Waste Disposal Fees | - | - | - | 0.00% | - | - | - | 0.00% |
| Total Operating Expenses | | 28,629 | 63,478 | 34,849 | 54.90% | 373,142 | 558,738 | 185,596 | 33.22% |

**IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED April 30, 2023**

| DATE | CHECK NUMBER | PAYEE | DESCRIPTION | AMOUNT |
|------------|--------------|------------------------------------|---|-----------|
| 04/03/2023 | 17677 | ACWA/JPIA | Medical Insurance For April 2023 | 13,373.24 |
| 04/03/2023 | 17678 | ALLSTATE BENEFITS | Monthly Charge for Case | 306.45 |
| 04/03/2023 | 17679 | Idyllwild Water District | Payroll Check to be deposit at Hemet Bank | 33,000.00 |
| 04/03/2023 | 17680 | Lowry Aeration Systems, Inc | Supplies for Aerations System | 2,091.00 |
| 04/03/2023 | 17681 | Tyler Tehnologies, inc | Annual Support For Billing Software | 125.00 |
| 04/03/2023 | 17682 | Department of Water Resources | Dam Fees For the State of California | 12,643.00 |
| 04/03/2023 | 17683 | Ponton Industries, Inc | Calibration for the Flow Meter | 750.00 |
| 04/05/2023 | 17684 | Arrow Printing, Inc | Printing Letters | 144.07 |
| 04/05/2023 | 17685 | Babcock Laboratories, Inc | Monthly Charge | 6,625.33 |
| 04/05/2023 | 17686 | California Computer Options, Inc | Monthly IT Services | 1,866.50 |
| 04/05/2023 | 17687 | Frontier | Phone and Internet Charge | 535.34 |
| 04/05/2023 | 17688 | INFOSEND, INC | Printing and Processing Bills Fees | 964.69 |
| 04/05/2023 | 17689 | Thomas Lovejoy | Retirement Medical Insurance | 3,183.00 |
| 04/05/2023 | 17690 | Underground Service Alert/SC | New Tickets Charges | 48.21 |
| 04/05/2023 | 17691 | Verizon Wireless | Monthly Charge | 229.48 |
| 04/05/2023 | 17692 | Village Hardware | Supplies For Water and Sewer | 6.00 |
| 04/12/2023 | 17693 | BEST BEST & KRIEGER | Monthly Legal Services | 5,605.45 |
| 04/12/2023 | 17694 | California Computer Options, Inc | Monthly IT Services Feb+ Mar | 3,785.00 |
| 04/12/2023 | 17695 | Cazad & Fox Inc | Survey Site Visit for Idyllwild (Wastewater Project) | 597.00 |
| 04/12/2023 | 17696 | CR&R Incorporated | Monthly Services for Trash Fee | 296.52 |
| 04/12/2023 | 17697 | Ferrellgas | Propane | 2,361.59 |
| 04/12/2023 | 17698 | Forest Lumber | Supplies for Water+Sewer | 705.69 |
| 04/12/2023 | 17699 | Four Seasons Cleaning Services | Monthly Fee for Cleaning Services to the office | 320.00 |
| 04/12/2023 | 17700 | Genuine Auto Parts/ Napa Riverside | Auto Parts Monthly Charge | 920.80 |
| 04/12/2023 | 17701 | Marcos Aguirre | Uniform and Shoes for New Employee | 300.00 |
| 04/12/2023 | 17702 | Murrs Mountain Realty | Real estate Fees For Land Purchasing Sewer Plant | 1,955.00 |
| 04/12/2023 | 17703 | S C E | Monthly Charge | 1,334.45 |
| 04/12/2023 | 17704 | SUSP, INC | Sewer Consulting for the Newest Plant | 2,607.50 |
| 04/12/2023 | 17705 | Idyllwild Water District | Payroll Check to be deposit at Hemet Bank | 36,000.00 |
| 04/19/2023 | 17706 | Central Communications | Monthly Answering Services | 147.06 |
| 04/19/2023 | 17707 | Gallade Chemical, Inc | Chemical Supplies Customer | 2,548.84 |
| 04/19/2023 | 17708 | HIRSCH Pipe & Supply | Purchase Supplies for Sewer | 212.25 |
| 04/19/2023 | 17709 | Idyllwild Backhoe | Labor for Sewer | 170.00 |
| 04/19/2023 | 17710 | Staples Credit Plan | Monthly Charge | 707.29 |
| 04/19/2023 | 17711 | USA Bluebook | Supplies for Water & Sewer | 1,740.30 |
| 04/19/2023 | 17712 | Brian Wilson | Uniform Expenses | 300.00 |
| 04/19/2023 | 17713 | Time Warner Cable | Phone & Internet Monthly Charges | 2,410.18 |
| 04/19/2023 | 17714 | Kayla Stevens | Water & Office Expenses Reimbursement | 42.34 |
| 04/19/2023 | 17715 | Kenyon Electric | Fixing and Repair Electric at IWD | 1,305.00 |
| 04/19/2023 | 17716 | US Bank Corporate Payment System | General & Water Expenses | 3,886.85 |
| | | | | |
| | | | | |
| | | | | |

TOTAL DISTRICT WARRANTS \$146,151.44

OTHER DISBURSEMENTS:

TOTAL PAYROLL \$67,543.00
L.A.I.F. ELECTRONIC TRANSFERS \$0.00
BANK SERVICE CHARGES AND FEES \$342.00

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS \$214,036.44



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: May 17, 2023
Subject: Item 1C – Operations Report

Recommendation:

Board of Directors accept April 2023 Operation Report.

Attachments:

- Monthly Operations Report
- Well Production Data
- Well Statics
- Water System Schematic for Operations Report

Idyllwild Water District

Monthly Operations Report

April 2023

| | | | |
|-----------------------------|------------|--------------------------|-----------------|
| Supplies to System | 926,426 CF | 21.27 AF | |
| Increase / Decrease | 232,306 CF | 33% Billing Period | 7% Daily Demand |
| Number of Wells Available | 12 | 323 GPM Available | |
| Water Sales | 984,157 CF | 3,780 CF Non-Water Sales | |
| Total Water/Non-Water Sales | 987,937 CF | -7% Loss | |

| | | |
|-----------|------------------------------------|---|
| Full-Time | FV1A | 1 |
| Part-Time | 4, 10, 15, 23, 24, FV2, Golden Rod | 7 |

| | | | |
|------------------------------|-----------|----------|-----------|
| Strawberry Creek Diversion | 0 CF | 0.00 AF | 33.03 AFY |
| Lilly Creek Flow | 98,017 CF | 2.25 AF | 10.56 AFY |
| Foster Lake Level (Max. 18') | 18 Feet | 0 Inches | |

| Non-Water Sales | Gallons | CF |
|----------------------------|---------------|--------------|
| WTP Backwash | | |
| IWD Flushing | 10,000 | 1,337 |
| Main Line Leaks | | |
| Distribution Line Leaks | | |
| Fire Dept. Usage, Per IFPD | 10,000 | 1,337 |
| Hydrant Sales | | |
| Wastewater Plant | 8,273 | 1,106 |
| Storage Tanks Variance | | |
| Total | 28,273 | 3,780 |

| Stage Criteria | | | | |
|----------------|----------|-----|-----|-------|
| Month | Avg. GPM | Max | % | Stage |
| April | 160.4 | 323 | 50% | 1 |
| Mar | 150.2 | 323 | 47% | 1 |
| Feb | 160.5 | 323 | 50% | 1 |
| Jan | 168.6 | 323 | 52% | 2 |
| Dec | 155.6 | 323 | 48% | 1 |
| Nov | 162.0 | 323 | 50% | 1 |

Not Included in Total

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

| | | | | | | | | |
|------------------|---------|-----|--------|-----|--------|----|---------|---|
| Foster Lake Area | SL #3 | 0 | SL #7 | 0 | SL #14 | 2 | FL Avg. | 1 |
| Creek Area | SL #23 | 10 | SL #24 | 14 | | | | |
| Nature Center | SL #26 | 12 | SL #27 | 9 | SL #28 | 98 | | |
| Fern Valley | PL FV1A | 370 | PL FV2 | 314 | | | | |

Storage Tanks

| Location | CF/FT | Level | Volume CF |
|------------------|--------|-------|-----------|
| Foster Lake | 11,698 | 22.0 | 257,356 |
| Rock Dale Tank | 2,718 | 18.2 | 49,468 |
| Delano Tank | 1,337 | 14.4 | 19,253 |
| South Ridge Tank | 3,509 | 18.2 | 63,864 |
| Wild Wood Tank | 919 | 11.9 | 10,936 |
| Golden Rod Tank | 891 | 23.4 | 20,849 |

| | | | | | |
|-----------------|------------|----------------------|-----------|-------------|-------|
| Total | 421,726 CF | Storage Supplies Max | 3.702 MGD | 85% | |
| Storage in MGD | 3.15 | | | | |
| Production Days | 30 | Production Minutes | 43,200 | Average GPM | 160.4 |

Idyllwild Water District

Well Production Data

April 2023

| Well | | Cubic Feet | Acre Feet | Full-Time / Part-Time | Status | GPM | Comment |
|--------------|---------------|----------------|--------------|-----------------------|--------|--------------|---------|
| No. | Name | | | | | | |
| 1 | Horizontal | | - | | | | |
| 2 | Foster Lake | 175,290 | 4.0 | PT | On | 10.2 | |
| 4 | Foster Lake | 141,520 | 3.2 | PT | On | 34.5 | |
| 10 | Foster Lake | 51,963 | 1.2 | PT | Off | 15.4 | |
| 11 | Foster Lake | | - | | | | |
| 12 | Foster Lake | | - | | | | |
| 13 | Foster Lake | | - | | | | |
| 15 | Foster Lake | 117,584 | 2.7 | PT | Off | 24.3 | |
| 16 | Foster Lake | | - | | | | |
| 23 | Stratton | 21,413 | 0.5 | PT | Off | 48.3 | |
| 24 | Curtis | | - | | | | |
| 25 | Donahoo | | - | | | | |
| 26 | Nature Center | | - | | | | |
| 27 | Nature Center | | - | | | | |
| 28 | Rock Dale | | - | | | | |
| FV1A | Fern Valley | 261,410 | 6.0 | FT | On | 43.8 | |
| FV2 | Fern Valley | 199,489 | 4.6 | PT | On | 37.4 | |
| 31 | Golden Rod | 18,085 | 0.4 | PT | On | 17.5 | |
| | Oakwood | | - | | | | |
| Total | | 986,754 | 22.65 | | | 231.4 | |

| | | | | |
|---------------------------------|----------------|-----------|-------------|-----------|
| Cedar Glen Meter | 426,029 | CF | 9.8 | AF |
| District Production | 500,397 | CF | 11.5 | AF |
| Total Supplies to System | 926,426 | CF | 21.3 | AF |

| | | | |
|--------------------|--------|-----------------------|--------|
| Days of Production | 30 | Minutes of Production | 43,200 |
| Average System GPM | 160.42 | | |

Idyllwild Water District

Well Statics

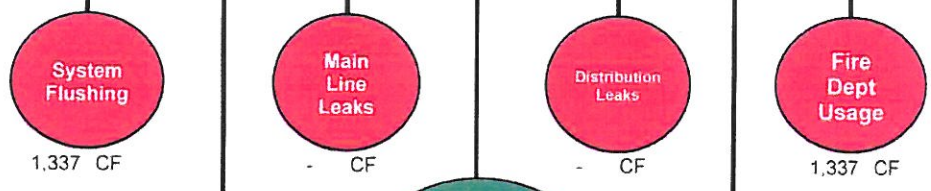
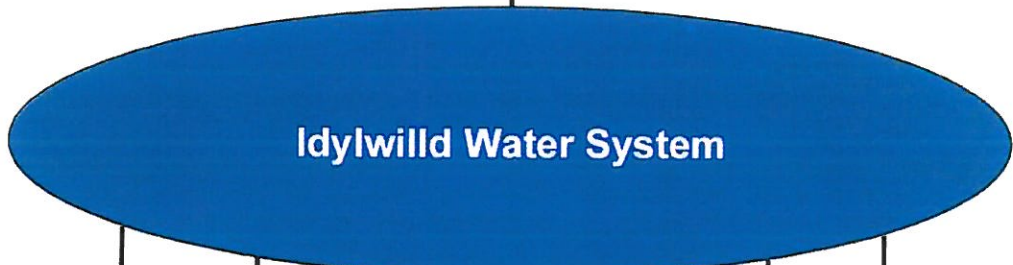
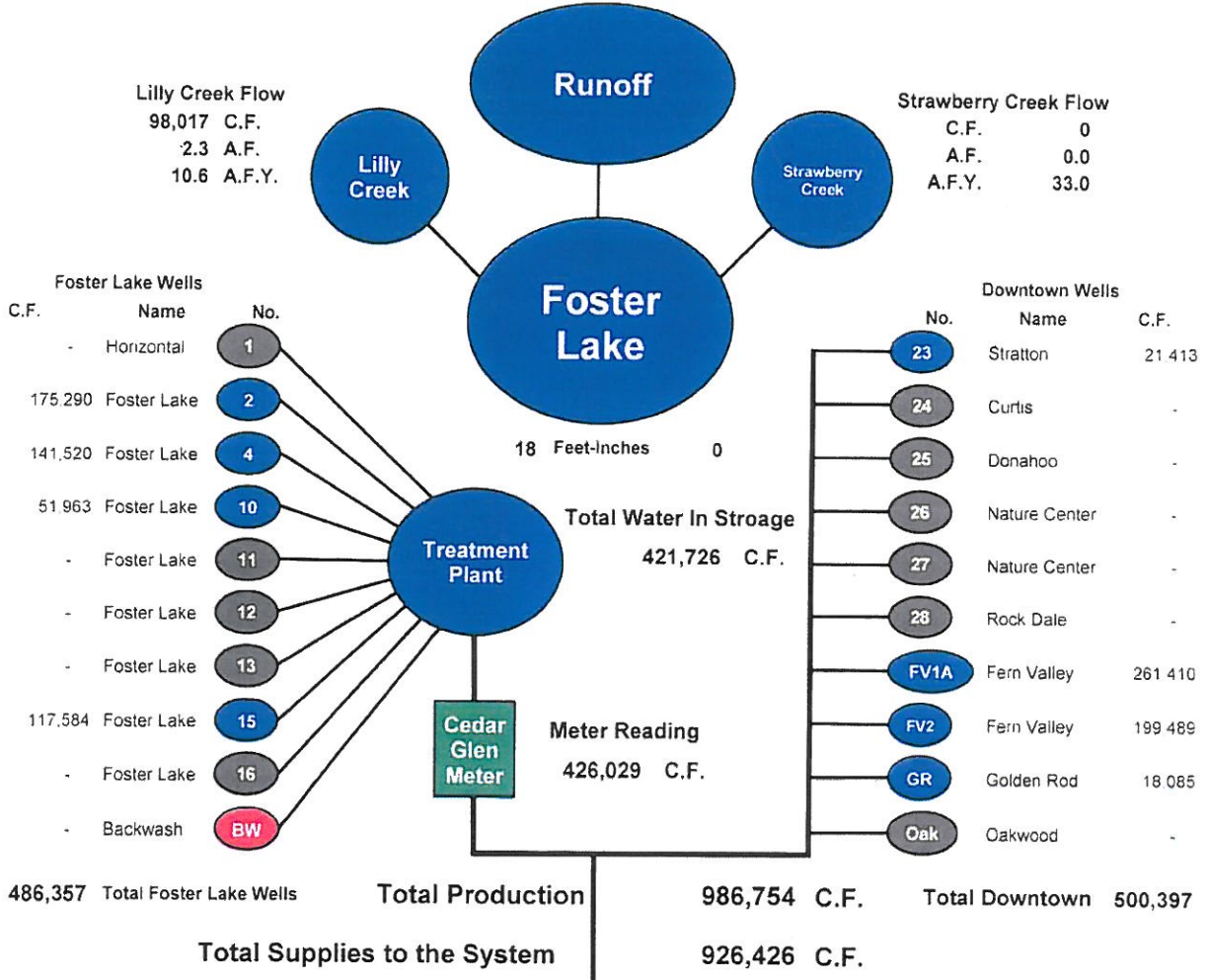
April 2023

| No. | Initial | Level In Feet | Pumping Level (PL) / Static Level (SL) | Comments |
|---------|---------|---------------|--|---------------------------|
| 3 | JR | 0.0 | SL | |
| 7 | JR | 0.0 | SL | |
| 14 | JR | 2.0 | SL | Foster Lake Average = 0.7 |
| 23 | JR | 10.0 | SL | |
| 24 | JR | 14.0 | SL | |
| 26 | JR | 12.0 | SL | |
| 27 | JR | 9.0 | SL | |
| 28 | JR | 98.0 | SL | |
| FV1A | JR | 370.0 | PL | |
| FV2 | JR | 314.0 | PL | |
| 31 - GR | JR | 167.0 | PL | |
| MW6 | | | | |
| FL2 | JR | 9.0 | PL | |
| FL4 | | | PL | |
| 6 | JR | 6.0 | SL | |
| FL10 | JR | 6.0 | SL | |
| FL13 | JR | 3.0 | SL | |
| FL15 | JR | 5.0 | SL | |
| 19 | JR | 31.0 | SL | |

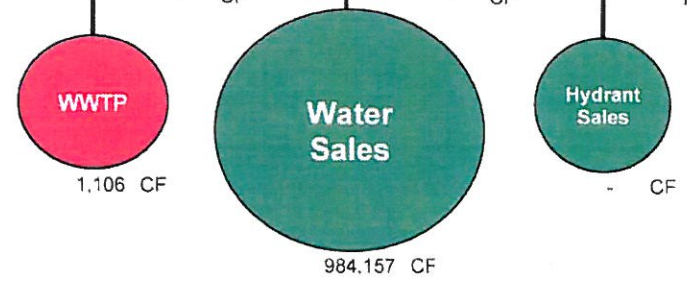
Idyllwild Water District

Water System Schematic For Operations Report

April 2023



| System Loss | C.F. |
|------------------|----------|
| Supply to System | 926,426 |
| Total Usage | 987,937 |
| Difference | (61,511) |
| Tank Variances | - |
| Unaccounted | (61,511) |
| Loss % | -7% |



| Conservation Stage | |
|--------------------|---------|
| Month | Stage |
| April | 1 - 50% |
| March | 1 - 47% |
| February | 1 - 50% |
| January | 2 - 52% |
| December | 1 - 48% |
| November | 1 - 50% |



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: May 17, 2023
Subject: Item 1B – Financial Reports

Recommendation:

Board of Directors accept April 2023 Financial Reports.

Attachments:

- Water Fund Condensed Income Statement
- Sewer Fund Condensed Income Statement
- District Warrants and Other Disbursements



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: May 17, 2023
Subject: Item 2 – General Manager Report

Recommendation:

General Manager Havener will present his report.

Attachments:

- General Manager Report



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: May 17, 2023
Subject: Item 3 – Employee Manual, Chapter 5

Discussion:

Board of Directors will discuss the existing Employee Manual, Chapter 5.

Attachments:

- Chapter 5, Employee Manual

5.1 INTRODUCTION

5.1.1 Notice

This chapter of the Employee Policy Manual is intended to provide a general overview of the benefits currently available to eligible employees of the District. State and/or federal laws govern some of these benefits, while others are determined by the District or governed by a benefit provider. Should there be a discrepancy between the contents of this manual and a provision of an applicable law, benefit plan, or contract, then the law, plan document, or contract will prevail.

This manual does not describe all the exclusions, limitations, or conditions of the benefit programs. Employees who wish to review any official plan documents or who have questions about employee benefits may make an appointment with the Chief Financial Officer or General Manager for that purpose.

The District reserves the right to curtail, reduce, change, suspend or discontinue any non-vested benefit in its sole discretion at any time. Employees will be notified of any changes in employee benefit programs. The District's right to make these changes is not limited by an employee's length of service or by an employee's reliance on availability of benefits or any other factor. Part-time and temporary employees are not eligible for benefits unless required by law.

5.1.2 Administration of Employee Benefits

All the employee benefit programs at the District are administered by the District or its designated administrators. The District reserves the exclusive authority and discretion to determine all issues of eligibility and all questions of interpretation and administration of each benefit program.

5.2 HOLIDAYS

5.2.1 Observed Holidays

The District observes the following 12 paid holidays:

- New Year's Day January 1st
- Martin Luther King's Day Third Monday in January
- Presidents' Day Third Monday in February
- Memorial Day Last Monday in May
- Independence Day July 4th
- Labor Day First Monday in September
- Veterans' Day November 11th,
- Thanksgiving Day Fourth Thursday in November

- Day after Thanksgiving Day Fourth Friday in November
- Christmas Eve December 24th
- Christmas December 25th
- New Year's Eve December 31st

5.2.1.1 Recognized Holiday Dates

Each year, the General Manager will designate the recognized dates of District holidays. When an authorized holiday falls on a Saturday, the preceding Friday shall be observed as an authorized paid holiday; or when an authorized holiday falls on a Sunday, the following Monday shall be observed as an authorized paid holiday. If a holiday falls on a 4/10 day off, the General Manager will determine when the holiday will be designated.

5.2.1.2 Exceptions

In the event any of the holidays occur on a day an employee is on paid time off (PTO), the employee shall not be charged PTO time for that day.

5.3 PAID TIME OFF FOR VACATION OR SICK LEAVE

5.3.1 Paid Time Off

The Idyllwild Water District combines Vacation, Sick and Personal time to be Paid Time Off ("PTO"). Employees who are not temporary or seasonal accrue PTO. Temporary and seasonal employees accrue one hour of sick leave for each 30 hours worked. This benefit is a method of furthering the health and general welfare, as well as establishing standards to ensure maximum and reasonable job attendance. PTO can be used for any reason.

5.3.1.1 Rate of Accrual of PTO

Regular full-time employees shall accrue vacation as set forth in the chart below for each pay period:

| Length of Continuous Service | Accrual Rate Per Pay Period Bi-Weekly (26) |
|------------------------------|---|
| 0 months to 5 years | 6.77 |
| 5 years to 9 years | 8.31 |
| 10 years + | 9.84 |

Regular part-time employees shall accrue vacation as set forth in the chart below for each pay period:

| Length of Continuous Service | Accrual Rate Per Pay Period Bi-Weekly (26) |
|------------------------------|---|
| 0 months to 5 years | 4.62 |
| 5 years to 9 years | 5.54 |
| 10 years + | 6.46 |

EXAMPLE: An employee beginning work at the District on March 1st will begin accruing PTO benefits on April 1st.

5.3.1.2 Maximum Accrual

No PTO shall be accrued above 450 hours; in order to accrue; an employee who has banked 450 hours must use or cash out time before July 1 of each year.

Employees who have reached the maximum accrual will cease accruing until the employee has used enough personal time to fall under the maximum. Employees may, upon written request and approval by the General Manager, be permitted to receive a cash payment for all or part of their accrued, unused PTO balances.

5.3.1.3 Use of Paid Time Off

PTO may be granted in minimum units of a one-half (1/2) hour increments provided such time has been earned at the time of use. Selection of PTO dates is subject to written approval from the employee's supervisor with a minimum notice of one day per each day requested.

EXAMPLE: If a regular full-time employee requests five (5) PTO days off, the employee must provide a written request five (5) business days prior to the start of requested PTO.

The use of any PTO is the responsibility of the employee and must be noted on the employee's time sheet for each pay period in which time is taken.

5.3.1.4 When Paid Time Off is Exhausted

If an absent employee exhausts his or her accrued PTO, the employee may request unpaid time off subject to the approval by the General Manager.

5.3.1.5 PTO Payout at Separation

At separation of employment, cash out of accrued PTO is 100% at current rate of pay at separation.

5.4 PAID ADMINISTRATIVE BENEFITS

5.4.1 Paid Administrative Benefits

The District provides paid administrative benefits to its regular full-time exempt employees. This benefit is a means of rewarding and encouraging management employees to participate in and attend meetings, activities, and events on behalf of the District and to spend time outside of normal working hours otherwise in the service of the District. Paid administrative benefits are not considered vacation and are a privilege of paid time away from work.

5.4.1.1 Eligibility and Accrual

Regular full-time exempt employees are allocated 80 hours of paid administrative benefits on the first day of each calendar year (January 1st).

New exempt employees or promoted employees will receive paid administrative benefits on the first day of their exempt status as follows:

- a. If the start date falls after January 1st, but before June 30th, the exempt employee will receive 80 hours of paid administrative benefits
- b. If the start date falls after July 1st, but before, December 31st, the exempt employee will receive 40 hours of paid administrative benefits

5.4.1.2 Use of Paid Administrative Benefits

Paid Administrative Benefits may be granted in minimum units of a quarter hour provided such time is available at the time of use. Selection of paid administration benefit dates is subject to written approval from the employee's supervisor with a minimum notice of one day per each day requested.

EXAMPLE: If a regular full-time exempt employee request five (5) paid administrative benefit days off, the employee must provide a written request five (5) business days prior to the start of requested paid administrative benefits.

The use of paid administrative benefits must be recorded in the District's payroll records.

Paid administrative benefits cannot be cashed out and unused time cannot be rolled over into a new calendar year. Upon separation of service, unused paid administrative benefits will not be paid to eligible employees.

5.5 CATASTROPHIC ILLNESS LEAVE DONATION

5.5.1 Catastrophic Illness Leave Donation

The District has established a policy to allow employees to voluntarily donate accrued leave time to fellow employees who are incapacitated due to a medical emergency and who have exhausted all other paid leave credits, including any PTO, floating holiday time, and paid administrative benefits.

5.5.1.1 Medical Emergency

For purposes of this policy, a “medical emergency” means a medical condition of the employee or an immediate family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave.

5.5.1.2 Donated Leave Requests and Receipt

All leave donations and requests for receipt of donated leave must be approved by the General Manager. The General Manager may approve a donation request in full, deny it outright, or approve it at a reduced number of hours. The decision whether or not to approve a leave donation or the receipt of donated leave is made at the sole discretion of the General Manager.

5.5.1.3 Qualifications for Leave Donations

In order to qualify for leave donations, an employee must submit a written application describing the medical emergency to the General Manager. The application should include appropriate verification of the need for leave from the employee’s or family member’s medical provider. The application must also specify the number of leave hours requested. The employee may, but is not required to, voluntarily include information about the nature of the medical emergency in order to inform prospective leave donors. Although an employee is ineligible to receive donated leave while he or she has accrued leave available, a donation application may be submitted prior to the anticipated date that all leave balances will be exhausted.

5.5.1.4 Medical Information

Upon receipt of a valid request for donations from an eligible employee, the General Manager shall prepare a notice to all District employees of the eligible employee’s need for donations. Confidential

medical information shall not be included in the posted notice unless voluntarily provided by the requesting employee for this purpose.

5.5.1.5 Voluntary Donations

All donations are entirely voluntary. Donations are irrevocable, as donated leave is deemed to be surrendered to the District. The Employee shall be responsible for compliance with all applicable state and federal tax laws concerning the leave donation and the deductibility thereof.

Donations must be made in whole-hour increments.

5.6 INTEGRATION OF OTHER BENEFITS

5.6.1 Workers' Compensation

A covered employee who is entitled to receive temporary disability indemnity under the California Labor Code (Workers' Compensation) may elect to take only that portion of accumulated PTO benefit that, when added to the employee's disability indemnity, will equal the employee's total base salary. The election must be made by filing a request to integrate these benefits with the Chief Financial Officer or General Manager prior to the end of the bi-monthly pay period.

5.6.2 State Disability Insurance (SDI)

Eligible employees are covered by State of California Disability Insurance pursuant to the California Unemployment Insurance Code. Disability insurance is payable when the employee cannot work because of illness or injury not caused by employment at the District, or when the employee is entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability payments are available from the Chief Financial Officer or General Manager.

Deductions from your paycheck to pay for this insurance and is required by law. The California Employment Development Department has information and forms related to SDI Claims.

5.6.3 Social Security and Medicare

The District and its employees, including Board Members, participate in the Federal Social Security and Medicare portion of Social Security.

5.7 INSURANCE BENEFITS

5.7.1 Group Medical Insurance

5.7.1.1 Coverage Effective Date

Benefits will inure to employees who have completed the 30-days of employment and have been specifically approved in writing as a full-time employee pursuant to these rules, unless otherwise exempted under these rules or under a contract with the employee.

5.7.1.2 Eligibility

Regular full-time employees are insured by a choice of group medical plans sponsored by the District. Employees are required to work a minimum of 32 hours per week to be eligible for group medical insurance.

Each employee should verify eligibility for coverage before undergoing treatment to ensure that treatment is covered.

5.7.1.3 Coverage

Employees may opt out of group medical insurance coverage. Coverage shall be in accordance with the terms of the medical insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the medical insurance plans offered by the District. Coverage may be maintained for children to the age of 26.

For regular full-time employees, open enrollment will be held once a year, to allow the selection of health plans. Individuals with a qualifying event, as defined by federal law, such as a change in marital status or change in number of dependents, may make a change within the individuals' medical plan by contacting the Chief Financial Officer or General Manager within ten (10) days of the qualifying event to obtain the required form. Employees with a non-qualifying event, such as an address change, must also contact the Chief Financial Officer or General Manager as quickly as possible.

5.7.1.4 District Contribution

The District's contribution to group medical insurance premiums will be as set forth in the District's Summary of Benefits provided to employees during open enrollment. The District reserves the right to eliminate or modify any of its benefits at any time.

Group medical insurance coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy), except as required by law. In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

Continuance of group medical insurance coverage upon separation from the District will be provided under COBRA.

For information regarding the maximum monthly medical insurance contributions policy see Appendix I. For current maximum contributions or other questions regarding group medical insurance, please contact the Chief Financial Officer or General Manager.

5.7.1.5 Open Enrollment

Employees will be offered the right to change plans during annual Open Enrollment from November 1st to 30th each year. Elections made during the Open Enrollment period remain in force for the duration of the following calendar year.

5.7.2 Group Dental Insurance

5.7.2.1 Coverage Effective Date

Benefits will inure to employees who have completed the 30-days of employment and have been specifically approved in writing as a full-time employee pursuant to these rules, unless otherwise exempted under these rules or under a contract with the employee.

5.7.2.2 Eligibility

Regular full-time employees are insured by group dental insurance coverage sponsored by the District. Employees are required to work a minimum of 32 hours per week to be eligible for group dental insurance.

5.7.2.3 Coverage

Employees may opt out of group dental insurance coverage. Coverage shall be in accordance with the terms of the group dental insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the group dental insurance plan offered by the District. Coverage may be maintained for dependent children to the age of 26.

5.7.2.4 District Contribution

The District will pay the group dental insurance plan premiums for eligible employees, and for eligible dependents. The District reserves the right to eliminate or modify any of its benefits at any time.

Group dental insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy), except as required by law. In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group dental insurance plan premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

Continuance of group dental insurance plan coverage upon separation from the District will be provided under COBRA.

For further information regarding group dental insurance, please contact the Chief Financial Officer or General Manager.

5.7.3 Group Life Insurance

5.7.3.1 Coverage Effective Date

Group life insurance plan coverage begins on the first day of the month following one (1) full year after employment and completing introductory period.

EXAMPLE: If a regular full-time employee begins employment on January 1st, the group life insurance plan coverage is effective on January 1st of the following year.

5.7.3.2 Eligibility

Regular full-time employees are insured by group life insurance coverage sponsored by the District. Employees are required to work a minimum of 32 hours per week to be eligible for group life insurance coverage.

5.7.3.3 Coverage

Employees may not opt out of group life insurance plan coverage. Coverage shall be in accordance with the terms of the group life insurance plan as it exists.

Group life insurance coverage will not be covered by the District during an extended leave of absence (other than pregnancy disability leave).

5.7.3.4 District Contribution

The District will pay the group life insurance plan premium rates for eligible employees. The District reserves the right to eliminate or modify any of its benefits at any time.

Group life insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy), except as required by law. In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group life insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

For further information regarding group life insurance plan coverage, please contact the Chief Financial Officer or General Manager.

5.7.4 Group Vision Insurance

5.7.4.1 Coverage Effective Date

Regular full-time employees, after successful completion of their introductory period and notification of such in writing, shall be entitled to participate in the District's group vision insurance plan.

5.7.4.2. Eligibility

Regular full-time employees are insured by group vision insurance coverage sponsored by the District. Employees are required to work a minimum of 32 hours per week to be eligible for group vision insurance coverage.

5.7.4.3 Coverage

Employees may opt out of group vision insurance plan coverage. Coverage shall be in accordance with the terms of the group vision insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the group vision insurance plan offered by the District. Coverage may be maintained for children to the age of 26.

5.7.4.4 District Contribution

The District will pay the group vision insurance plan premium rates for eligible employees and for eligible dependents. The District reserves the right to eliminate or modify any of its benefits at any time.

Group vision insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy), except as required by law. In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

Continuance of group vision insurance plan coverage upon separation from the District will be provided under COBRA.

For further information regarding group vision insurance, please contact the Chief Financial Officer or General Manager.

5.7.5 Retiree Health Benefits

The District offers Retirees certain health benefits after permanent employees who qualify retire. This benefit is subject to change at any time before retirement. After retirement, to the extent permitted by law, changes may be made. Consult with the Chief Financial Officer or the General Manager for details and qualifications.

5.7.6 Workers' Compensation Insurance

District employees are protected by Workers' Compensation Insurance while employed by the District at no cost to employees. The policy covers employees in case of occupational injury or illness. Every occupational injury or illness, no matter how slight, must be reported immediately to a supervisor. The supervisor will explain the steps that should be taken next.

5.8 OTHER BENEFITS

5.8.1 Retirement Plan

The District provides one or more retirement plans, including a 457(b) Deferred Compensation Plan, a 401(a) Plan and a Money Purchase Plan. These are subject to change at any time before retirement. After retirement, such policy may be changed the extent permitted by law. Eligible employees are those who have become full-time employees and who has been given written notice of passing their introductory period. Board Members are not included as eligible employees for the retirement plan. The effective date of participation in a retirement plan begins on the 1st day of the month after the employee is classified as a full-time employee who has been given written notice of passing the introductory period.

For detailed information, please contact the Chief Financial Officer or the General Manager.

5.8.2 Clothing and Boots Allowance

The District offers an annual reimbursement of up to \$350 for field service personnel for personal protective equipment (PPE), e.g., steel/composite toe boots.

Rain clothes and coats are provided for field service personnel and paid for by the District.

All personnel may be provided with logo shirts.

5.8.3 Membership in Organizations

The District may assist employees in the payment of membership dues for organizations related to the services and operations provided by the District. The General Manager has the sole discretion to decide whether the District will contribute toward membership dues for such organizations.

General Manager approval for all training requests must be obtained prior to attendance and/or making reservations. Reasonable fees, tuition, and approved expenses will be paid by the District; however, for courses and tests required to obtain or renew a license or certification required in the class specification for their position, employees will be reimbursed for fees, tuition, and approved expenses only after successfully obtaining the required license or certificate. If an employee fails a certification or licensing exam on his or her first effort, all subsequent expenses related to obtaining that certification must be paid by the employee.

5.8.4 Employee Stipend for Residing Within Six (6) Miles of the District

To attract employees to live in Idyllwild area to increase the efficiency and effectiveness of the district, as well as to reduce any turn-over.

Appendix H contains the Employee Stipend for Residing Within Six (6) Miles of the District.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: May 17, 2023
Subject: Item 4 – Building Ad Hoc Committee Update

Discussion:

Building As Hoc Committee will provide an update of findings.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: May 17, 2023

Subject: Item 5 – Approve Resolution No. 790 Water Stand-By Assessments For FY 2023 - 2024

Recommendation:

The Board of Directors will hold a Public Hearing to consider approving Resolution No. 790 for Water Stand-By Assessments for FY 2023 – 2024 for undeveloped parcels within the Idyllwild Water District water service area.

Background:

During the March 15, 2023, Board of Directors meeting, the Board set a date of May 17, 2023, for a Public Hearing for water stand-by assessments for Fiscal Year 2023 – 2024.

In order to equitably allocate costs for benefits received by having water service available to undeveloped parcels, Idyllwild Water District has for decades imposed a Stand-By Assessment on unimproved lots within the Water Service area.

The fees of \$30.00 per acre are not proposed to change and will be collected on the unified property tax bill issued by Riverside County.

Conclusion:

General Manager recommends approving Resolution No. 790 for Water Stand-By Assessments for FY 2023 - 2024.

Attachments:

- Resolution No. 790 Water Standby Charge

RESOLUTION NO. 790

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE IDYLLWILD WATER DISTRICT
APPROVING A WATER STANDBY CHARGE ON ALL UNIMPROVED LANDS WITHIN
THE DISTRICT AND CONDUCTING A PUBLIC HEARING THEREON

The Board of Directors of the IDYLLWILD WATER DISTRICT ("District") hereby resolves as follows:

1. The Board of Directors of the District proposes to implement a water service standby, or availability, charge on all unimproved lands within Idyllwild Water District for the fiscal year July 1, 2023, to June 30, 2024, in accordance with, and pursuant to, Water Code Section 31032.1 et seq.
2. The charge is to be \$30.00 per acre per year for each acre of unimproved land and \$30.00 per year for each parcel of land that is less than 1 acre in size. "Unimproved land" is defined as those parcels of land upon which a water meter has not been set by the Idyllwild Water District.
3. All charges proposed to be levied shall be collected on the tax roll of Riverside County in the same manner, by the same persons and at the same time as, together with and not separately from, the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties.
4. The General Manager shall cause a written report to be prepared and filed with the Secretary of the District which shall contain a description of each parcel of real property and an amount of the charge for each parcel for the year.
5. A Public Hearing on the said written report was conducted by the Board of Directors of the District at 6:00 p.m., on May 17, 2023, in the meeting room in the offices of the District, located at 25945 Hwy. 243, Idyllwild, California 92549. At this hearing, the Board of Directors heard and considered all public testimony. At the close of the Public Hearing, the Board of Directors may adopt, revise, change, reduce or modify the proposed charge.
6. The District published a notice of the filing of the written report of the time and place of the Public Hearing thereon in accordance with Government Code, Section 6066 prior to the date set for the Hearing in the Idyllwild Town Crier, a newspaper of local general circulation and shall post a similar notice in no less than three public places within the District.

THEREFORE, BE IT RESOVED THAT, the Board of Directors of the Idyllwild Water District approves a Water Standby Fee charge in amount of \$30.00 per acre per year for each acre and \$30.00 per year for each parcel of land that is less than one acre in size on all unimproved lands within the District.

Adopted this 17th day of May 2023.

IDYLLWILD WATER DISTRICT

Dr. Charles Schelly, President Board of Directors

ATTEST:

I, Leo Havener, 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 May 17, 2023, by the following vote:

AYES:

NAY:

ABSTAIN:

ABSENT:

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 17th day of May 2023.

IDYLLWILD WATER DISTRICT

Leo Havener, Secretary to Board of Directors



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: May 17, 2023
Subject: Item 6 – Approve Resolution No. 791 Sewer Stand-By Assessments For FY 2023 - 2024

Recommendation:

The Board of Directors will hold a Public Hearing to consider approving Resolution No. 791 for Sewer Stand-By Assessments for FY 2023 – 2024 for undeveloped parcels within the Idyllwild Water District Improvement District No. 1 (sewer service area).

Background:

During the March 15, 2023, Board of Directors meeting, the Board set a date of May 17, 2023, for a Public Hearing for sewer stand-by assessments for Fiscal Year 2023 – 2024.

In order to equitably allocate costs for benefits received by having sewer service available to undeveloped parcels, Idyllwild Water District has for decades imposed a Stand-By Assessment on unimproved lots within District Improvement District No. 1.

The fees of \$30.00 per acre are not proposed to change and will be collected on the unified property tax bill issued by Riverside County.

Conclusion:

General Manager recommends approving Resolution No. 791 for Sewer Stand-By Assessments for FY 2023 - 2024.

Attachments:

- Resolution No. 791 Sewer Standby Charge

RESOLUTION NO. 791

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE IDYLLWILD WATER DISTRICT/IMPROVEMENT DISTRICT #1
APPROVING A SEWER STANDBY CHARGE ON ALL UNIMPROVED LANDS WITHIN THE
DISTRICT AND CONDUCTING A PUBLIC HEARING THEREON
The Board of Directors of the IDYLLWILD WATER DISTRICT - IMPROVEMENT DISTRICT
#1 ("District") hereby resolves as follows:**

1. The Board of Directors of the District proposes to implement a sewer and waste service standby, or availability, charge on all unimproved lands within Improvement District #1 for the fiscal year July 1, 2023, to June 30, 2024, in accordance with, and pursuant to, Water Code Section 31032.1 et seq.
2. The charge is to be \$30.00 per acre per year for each acre of unimproved land and \$30.00 per year for each parcel of land that is less than 1 acre in size. "Unimproved land" is defined as those parcels of land upon which a water meter has not been set by the Idyllwild Water District.
3. All charges proposed to be levied shall be collected on the tax roll of Riverside County in the same manner, by the same persons and at the same time as, together with and not separately from, the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties.
4. The General Manager shall cause a written report to be prepared and filed with the Secretary of the District which shall contain a description of each parcel of real property and an amount of the charge for each parcel for the year.
5. A Public Hearing on the said written report was conducted by the Board of Directors of the District at 6:00 p.m., on May 17, 2023, in the meeting room in the offices of the District, located at 25945 Hwy., Idyllwild, California 92549. At this Hearing, the Board of Directors heard and considered all public testimony. At the close of the Public Hearing, the Board of Directors may adopt, revise, change, reduce or modify the proposed charge.
6. The District published a notice of the filing of the written report of the time and place of the public hearing thereon in accordance with Government Code, Section 6066 prior to the date set for the Hearing in the Idyllwild Town Crier, a newspaper of local general circulation and shall post a similar notice in no less than three public places within the District.

THEREFORE, BE IT RESOLVED THAT, the Board of Directors of the Idyllwild Water District approves a Sewer Standby Fee charge in the amount of \$30.00 per acre per year for each acre and \$30.00 for each parcel of land that is less than one acre in size on all unimproved lands within in the District.

Adopted this 17th day of May 2023.

IDYLLWILD WATER DISTRICT

Dr. Charles Schelly, President Board of Directors

ATTEST:

I, Leo Havener, 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 May 17, 2023, by the following vote:

AYES:

NAY:

ABSTAIN:

ABSENT:

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 17th day of May 2023.

IDYLLWILD WATER DISTRICT

Leo Havener, Secretary to Board of Directors



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: May 17, 2023
Subject: Item 7 – Water Shortage Contingency Plan (Ord. 66)

Recommendation:

The Board of Directors will consider adjusting Conservation Stage 2 to Stage 1.

Background:

In June 2022, Water Conservation Stage 2 signs were posted at various locations within the District. The winter of 2023 has been a wet season. Recently, the District has witnessed artesian at least one well.

Conclusion:

Based on current water conditions within the District, the General Manager recommends adjusting the current Water Conservation Stage 2 to Stage 1.