

# General Manager Report

March 17, 2021  
542 5



# Horizontal Wells





# Horizontal Wells





# Horizontal Wells









# Horizontal Wells











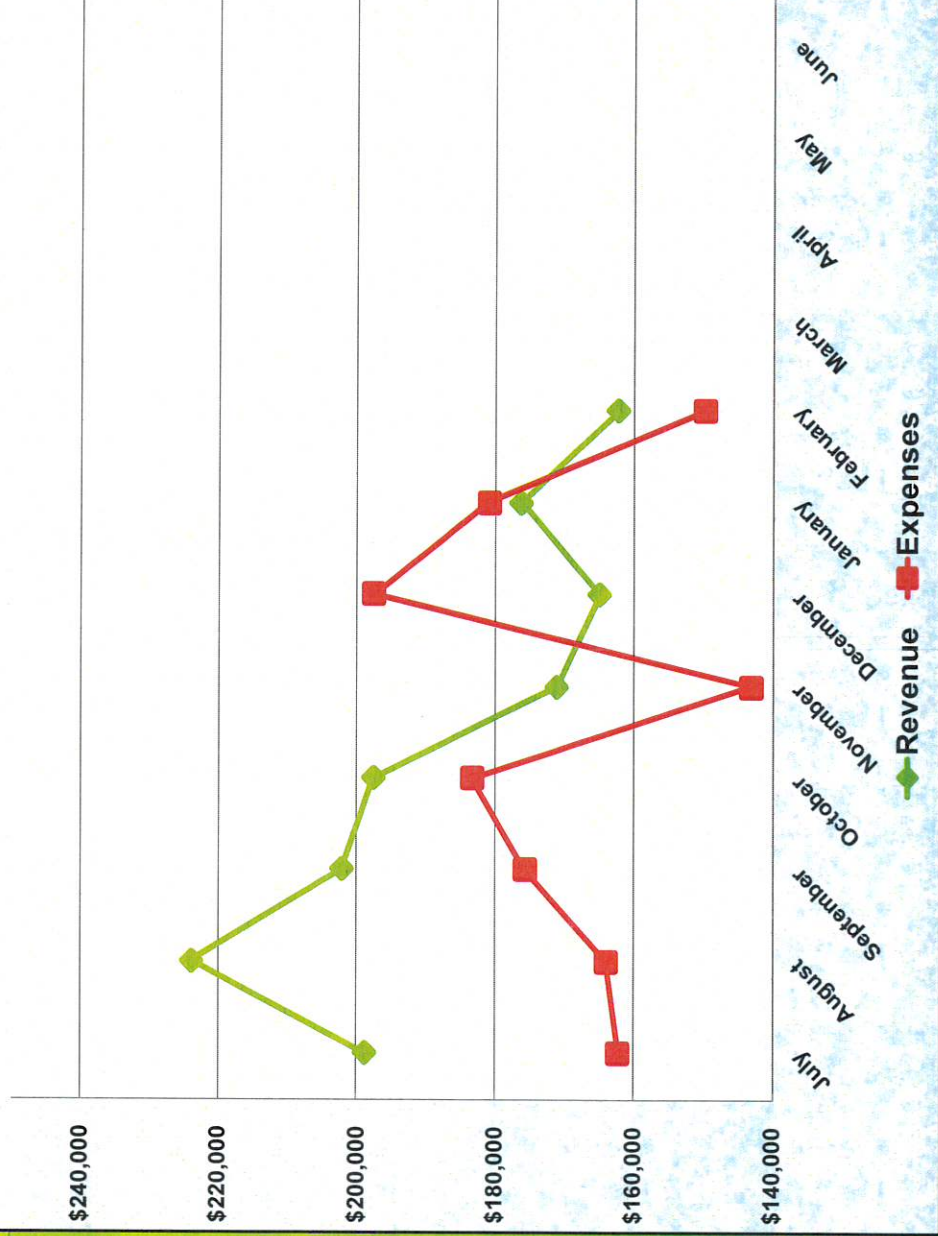
# District Revenues Vs. Expenses

## FY 2020 - 2021

District Revenues vs. Expenses		
2020 - 2021	Revenue	Expenses
July	\$ 198,827	\$ 162,224
August	\$ 223,883	\$ 163,900
September	\$ 202,151	\$ 175,691
October	\$ 197,691	\$ 183,358
November	\$ 171,051	\$ 143,030
December	\$ 164,858	\$ 197,517
January	\$ 176,248	\$ 180,909
February	\$ 162,158	\$ 149,650
March		
April		
May		
June		
<b>Total</b>	<b>\$ 1,496,867</b>	<b>\$ 1,356,279</b>

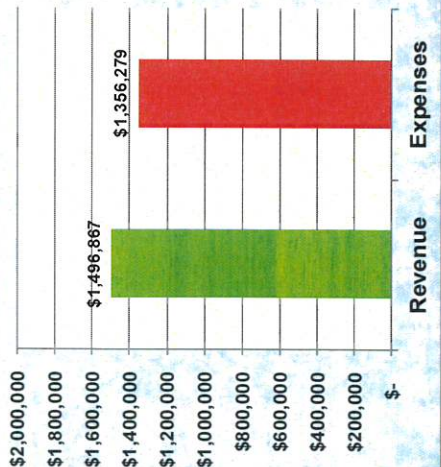
### District Revenues Vs. Expenses

2020 - 2021



### District Revenues Vs. Expenses

2020 - 2021



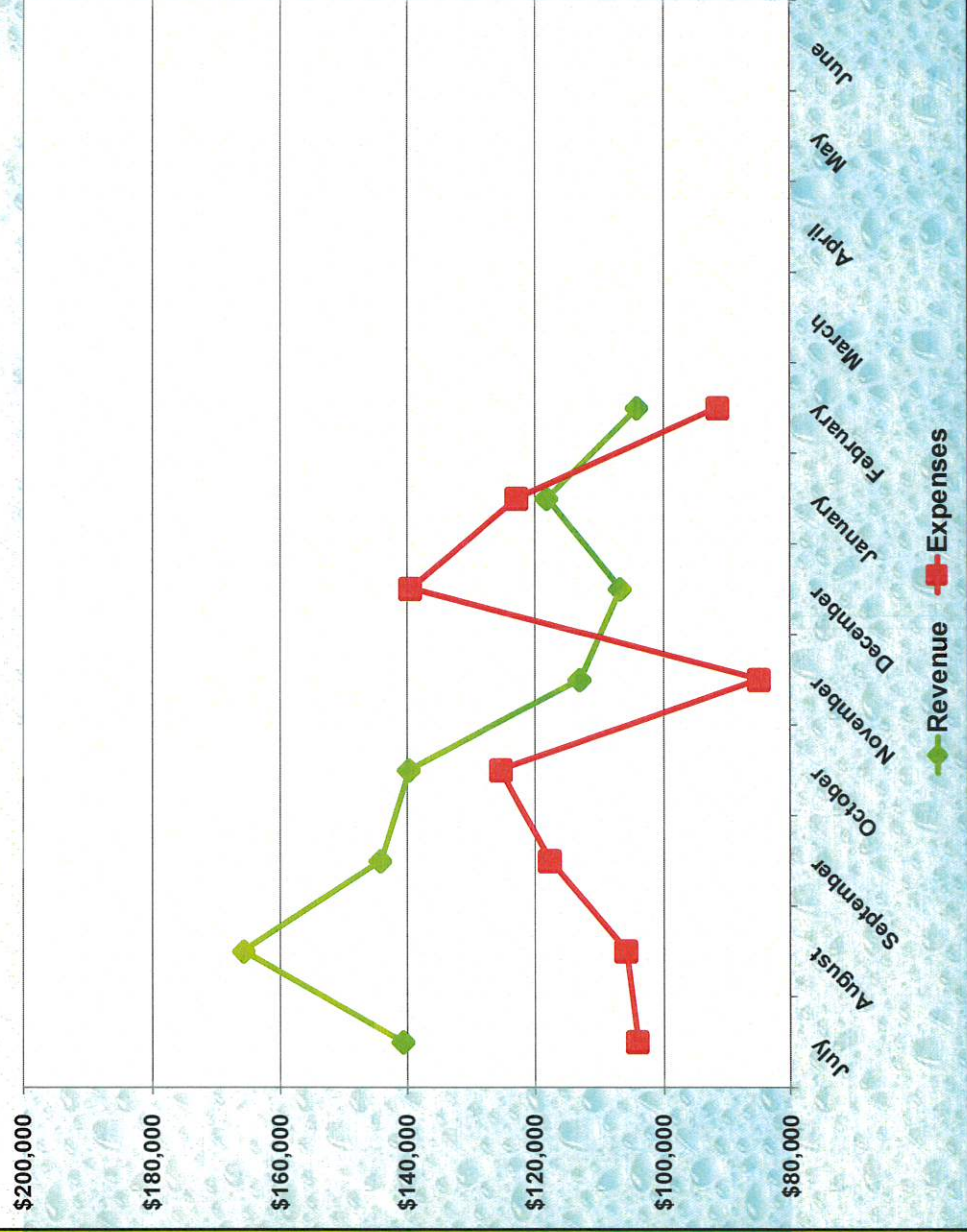
# Water Revenues Vs. Expenses

## FY 2020 - 2021

Water Revenues vs. Expenses		
2020 - 2021	Revenue	Expenses
July	\$ 140,663	\$ 104,060
August	\$ 165,803	\$ 105,820
September	\$ 144,071	\$ 117,611
October	\$ 139,611	\$ 125,278
November	\$ 112,971	\$ 84,950
December	\$ 106,778	\$ 139,437
January	\$ 118,118	\$ 122,779
February	\$ 104,028	\$ 91,520
March		
April		
May		
June		
<b>Total</b>	<b>\$ 1,032,043</b>	<b>\$ 891,455</b>

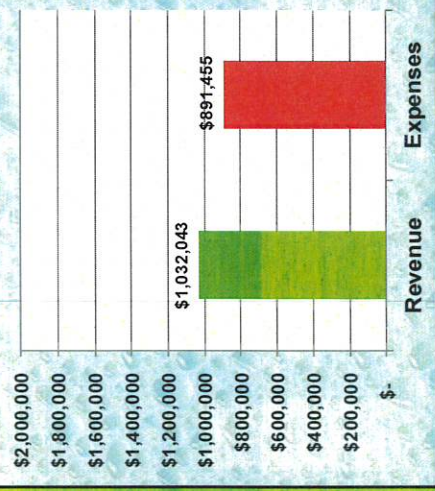
### Water Revenues vs. Expenses

#### 2020 - 2021



### Revenues vs. Expenses

#### 2020 - 2021



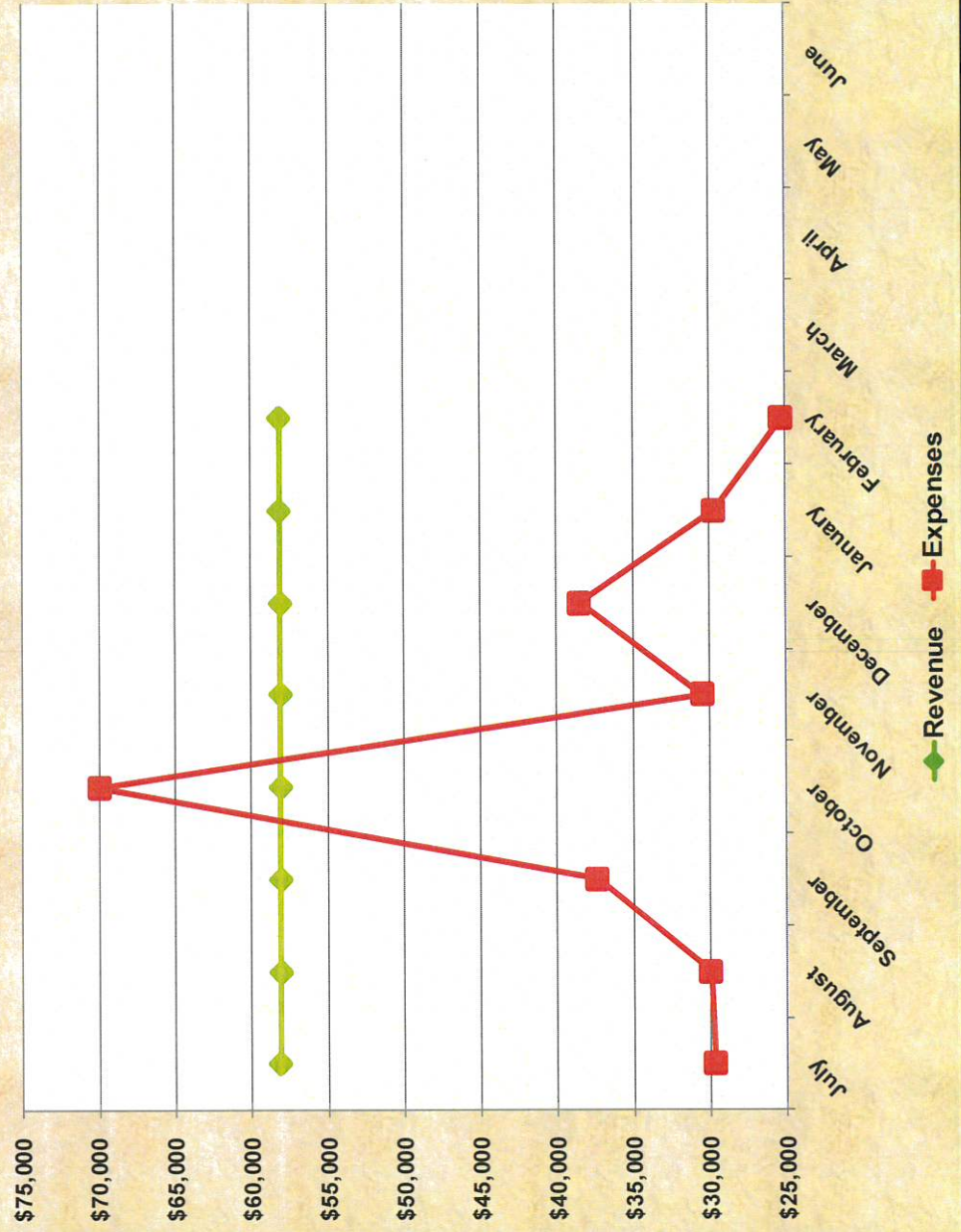
# Wastewater Revenues Vs. Expenses

## FY 2020 - 2021

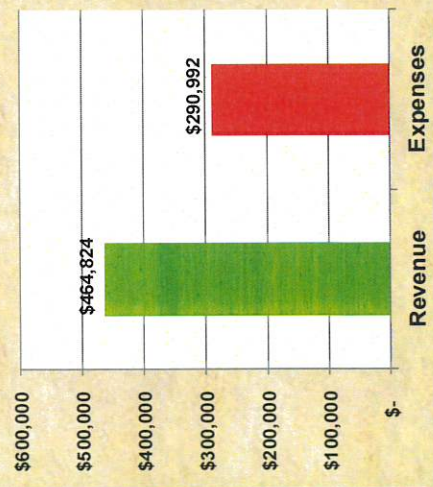
WW Revenues vs. Actual Expenses		
2020 - 2021	Revenue	Expenses
July	\$ 58,164	\$ 29,675
August	\$ 58,080	\$ 29,984
September	\$ 58,080	\$ 37,384
October	\$ 58,080	\$ 69,997
November	\$ 58,080	\$ 30,498
December	\$ 58,080	\$ 38,500
January	\$ 58,130	\$ 29,680
February	\$ 58,130	\$ 25,274
March		
April		
May		
June		
<b>Total</b>	<b>\$ 464,824</b>	<b>\$ 290,992</b>

### WW Revenues vs. Expenses

FY 2020 - 2021



### WW Revenues vs. Expenses 2020 - 2021





# Total Water Supplies to System In Acre Feet for FY 2020 - 2021

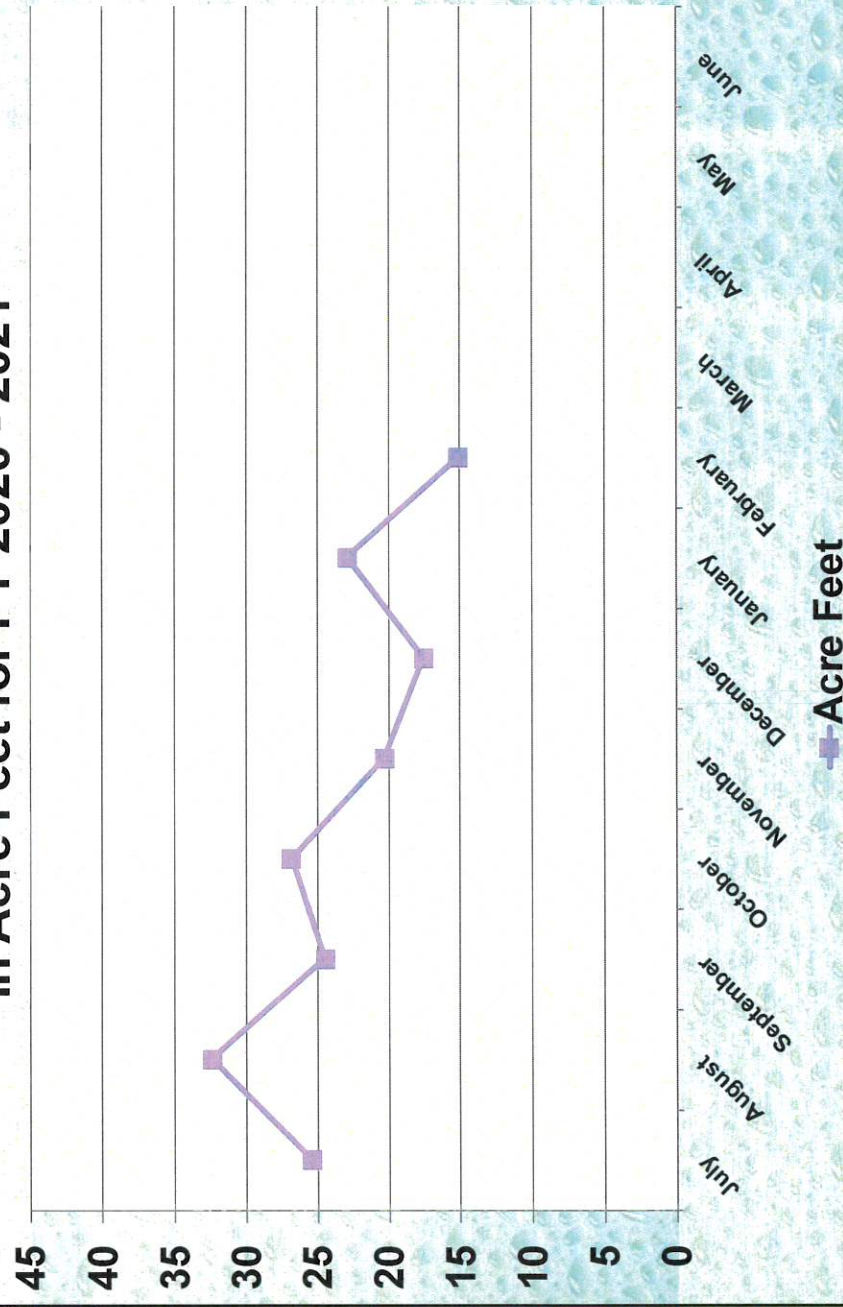
Total Water Supplies To System  
FY 2020 - 2021

2020 - 2021	CF	Acre Feet
July	1,111,780	25.4
August	1,417,502	32.4
September	1,073,353	24.5
October	1,168,823	26.8
November	884,689	20.3
December	766,160	17.6
January	996,909	22.9
February	658,828	15.1
March		
April		
May		
June		
<b>Total</b>	<b>8,078,044</b>	<b>185.1</b>

**Water Connections**

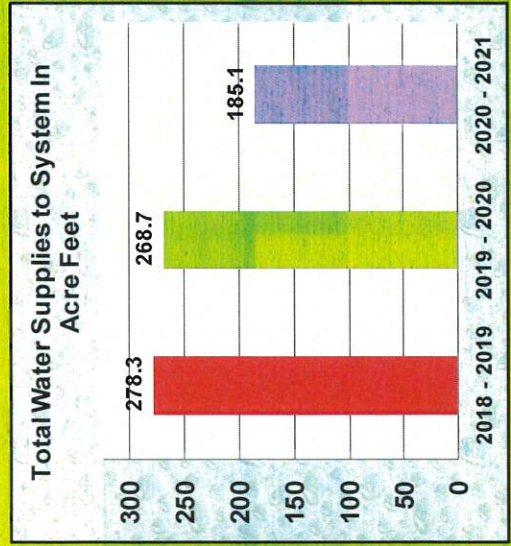
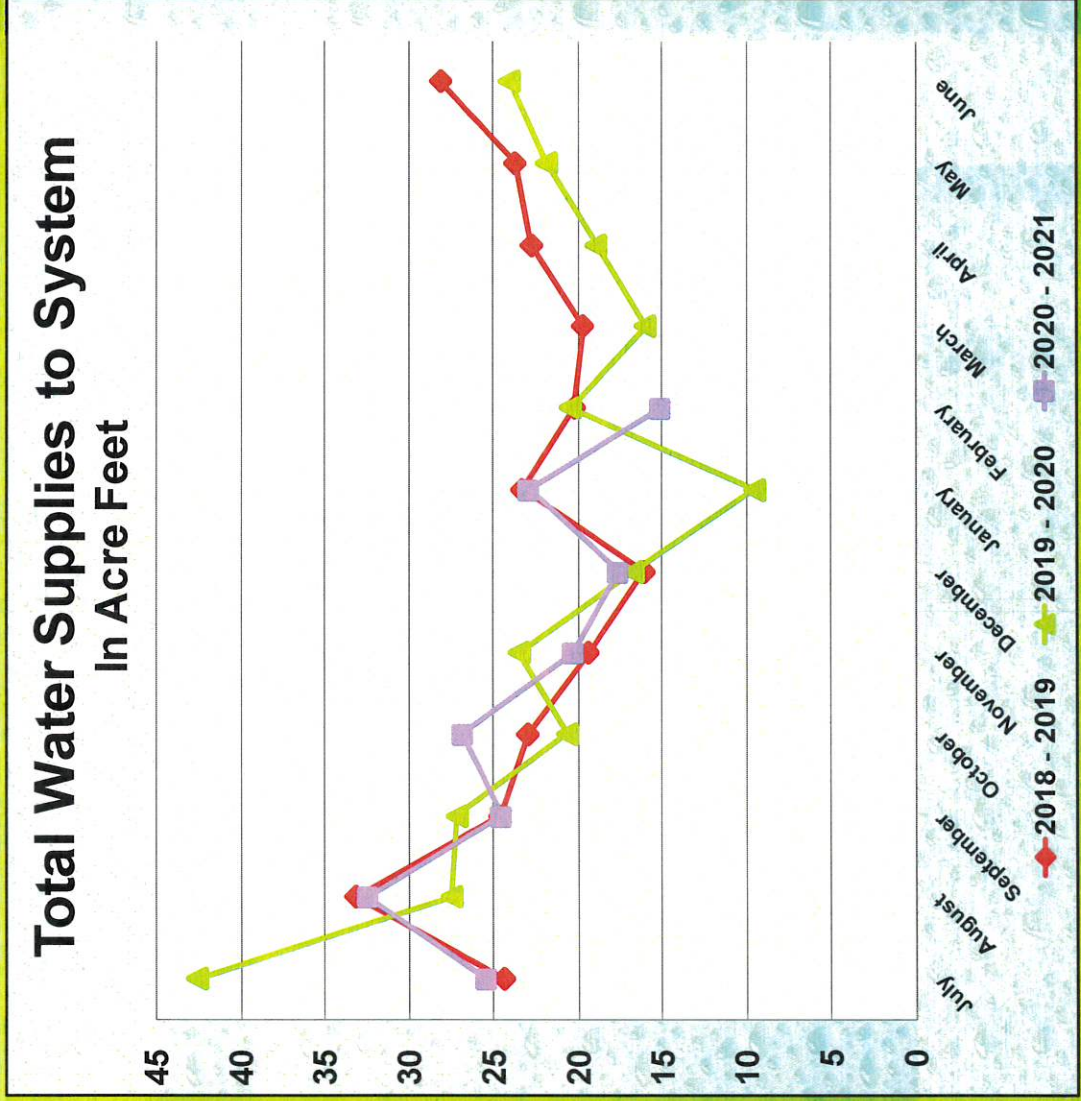
Water Connections:	1,665
Approved Future Connections:	16
Future Available Connections:	519
<b>Max. Possible Connections:</b>	<b>2,200</b>

Total Water Supplies to System  
In Acre Feet for FY 2020 - 2021



# Total Water Supplies to System In Acre Feet

Total Water Supplies To System			
Fiscal Year	2018 - 2019	2019 - 2020	2020 - 2021
July	24.4	42.6	25.4
August	33.1	27.5	32.4
September	24.6	27.2	24.5
October	23.0	20.6	26.8
November	19.4	23.5	20.3
December	16.1	16.7	17.6
January	23.3	9.5	22.9
February	20.2	20.5	15.1
March	19.7	16.0	
April	22.8	18.9	
May	23.7	21.9	
June	28.1	24.0	
<b>Total</b>	<b>278.3</b>	<b>268.7</b>	<b>185.1</b>

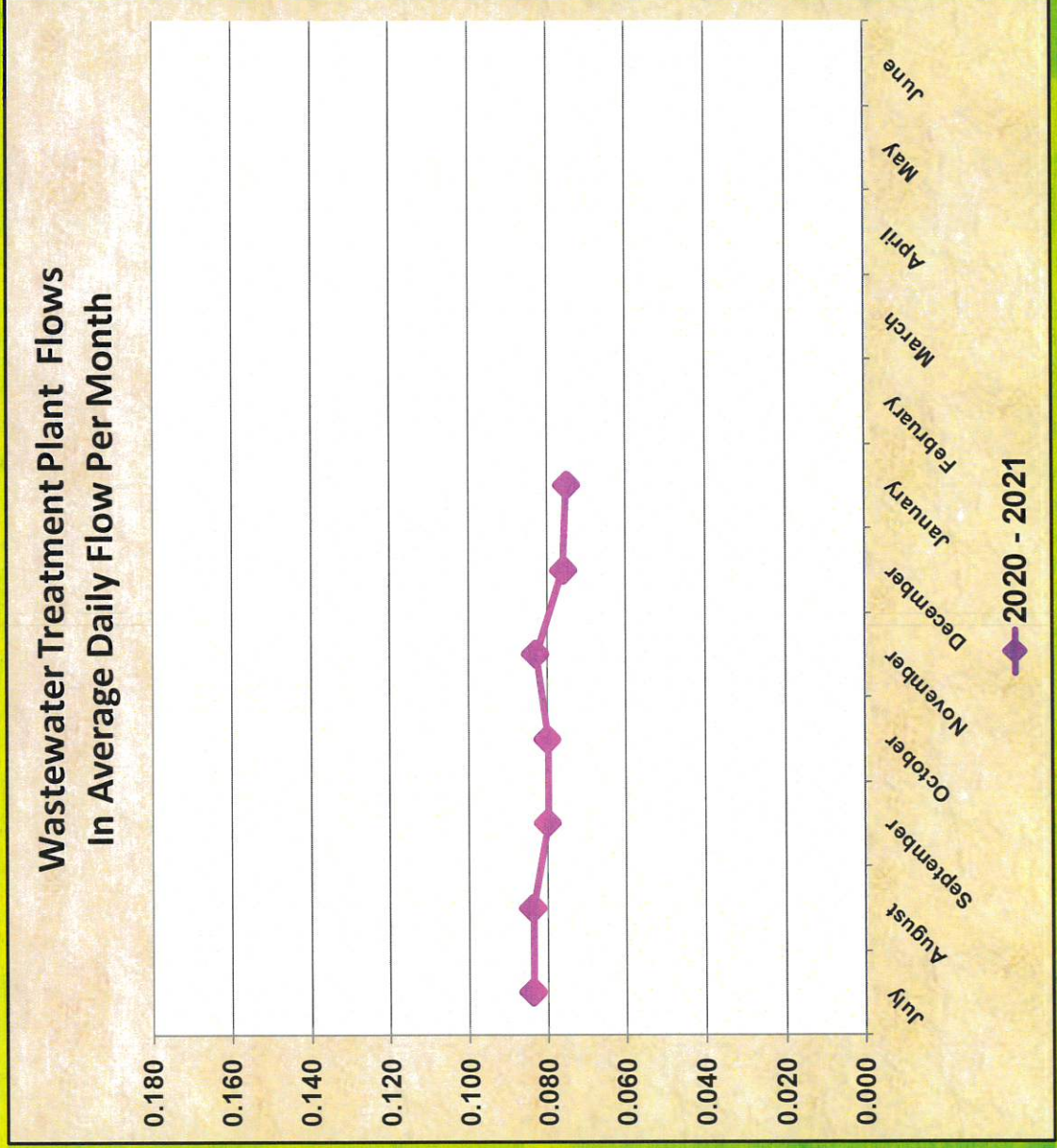


# Wastewater Treatment Plant Flows In Average Daily Flows Per Month

Month	2020 - 2021
July	0.084
August	0.084
September	0.080
October	0.080
November	0.083
December	0.076
January	0.075
February	
March	
April	
May	
June	
<b>Average</b>	<b>0.080</b>

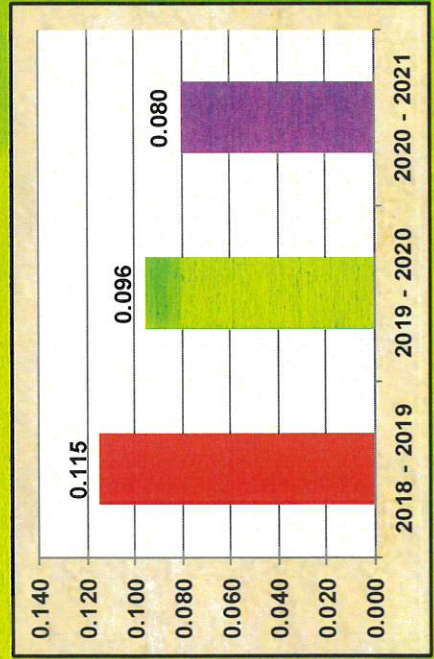
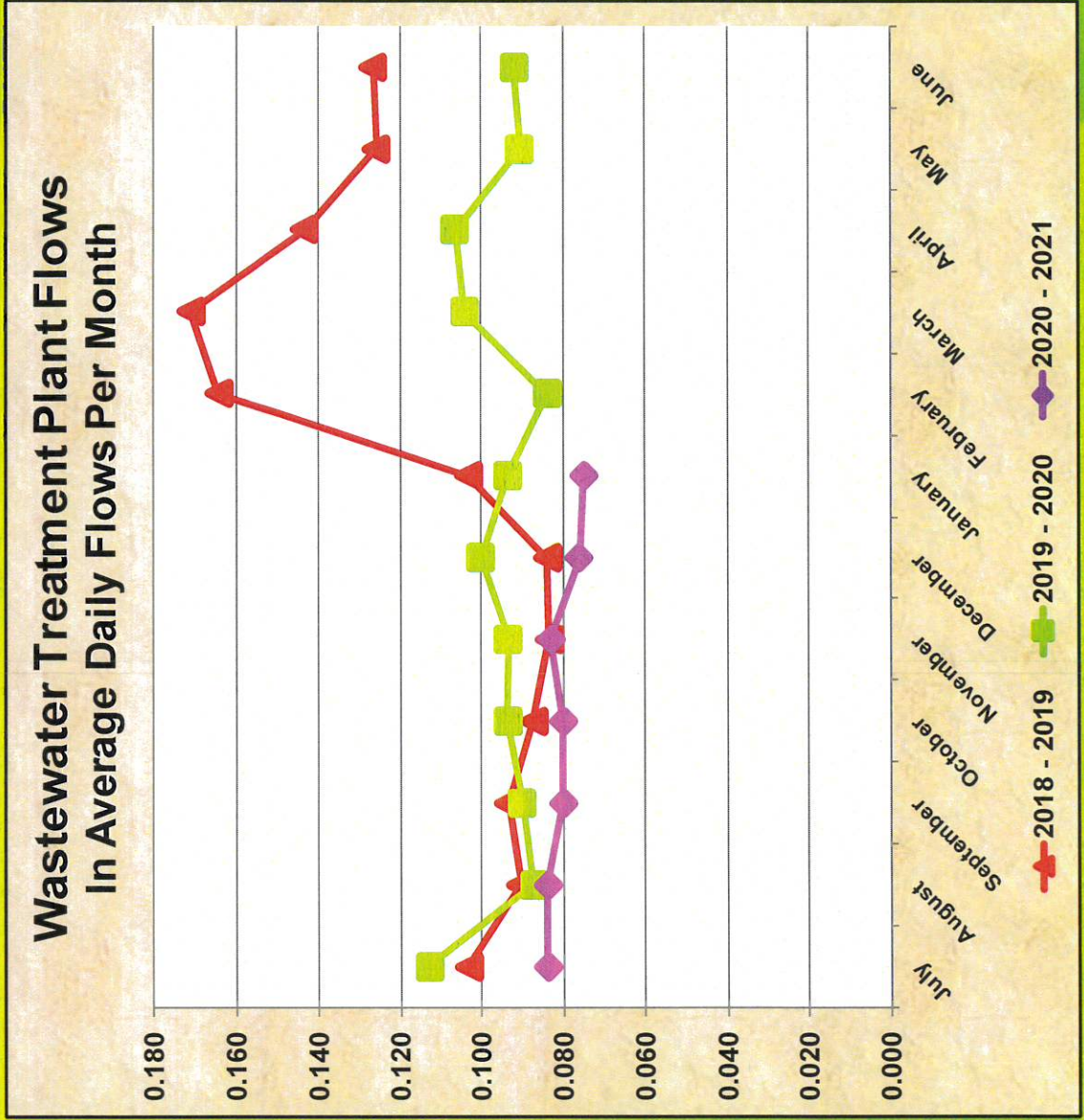
## Wastewater Connections

Wastewater Connections:	585
Approved Future Connections:	3
Future Available Connections:	74
Maximum Possible Connections:	662



# Wastewater Treatment Plant Flows In Average Daily Flows Per Month

Month	2018 - 2019	2019 - 2020	2020 - 2021
July	0.103	0.113	0.084
August	0.090	0.087	0.084
September	0.093	0.090	0.080
October	0.087	0.094	0.080
November	0.083	0.093	0.083
December	0.084	0.100	0.076
January	0.103	0.094	0.075
February	0.164	0.084	
March	0.171	0.104	
April	0.143	0.106	
May	0.126	0.090	
June	0.127	0.092	
<b>Average</b>	<b>0.115</b>	<b>0.096</b>	<b>0.080</b>



# Overview

- Strawberry Creek Pipeline Project
  - Additional survey perform on March 12<sup>th</sup>
- Wastewater Treatment Plant Update
  - Feasibility Study arrives this week
  - Preliminary Engineering Report moved to June
- Foster Lake Dam Inspection scheduled for March 18<sup>th</sup>
- Elk Lane – analyzing options for lining, replacement, or abandon in place
- Began work on 2021 – 2022 Budget
- Developing CIP list for budget
- Board Room Repairs & Remodel Project



# Overview

- Dealt with personnel matters
- Held Management Team meetings
- Addressed various customer service issues
- Communicated with General Counsel regarding various District matters
- Prepared items for Board meeting
- Met with Directors regarding various matters



# Questions





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** March 17, 2021  
**Subject:** Discussion Item – Rainfall and Snow Gauge

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### Background:

The 8-inch gauge used in the National Weather Service is of a standardized design used throughout the world for official rainfall measurements. This standardization provides uniformity, continuity, and credibility of precipitation data worldwide.

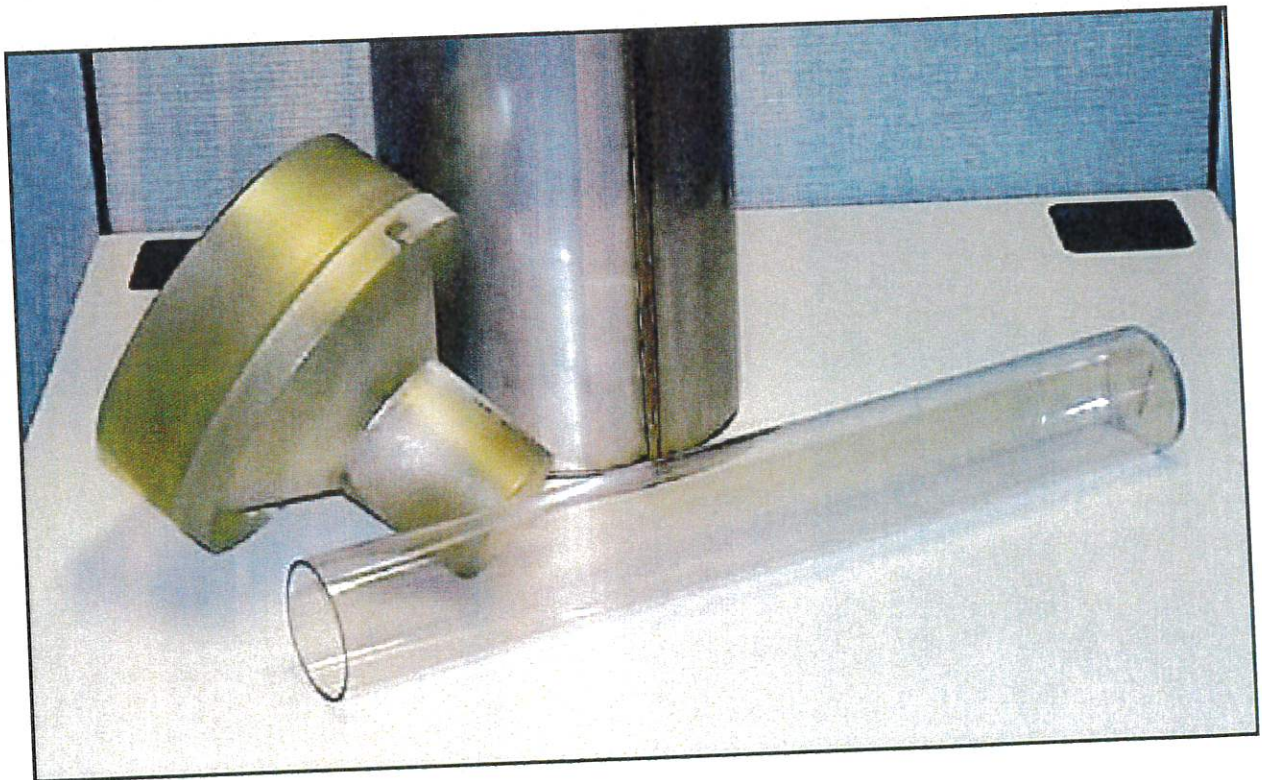
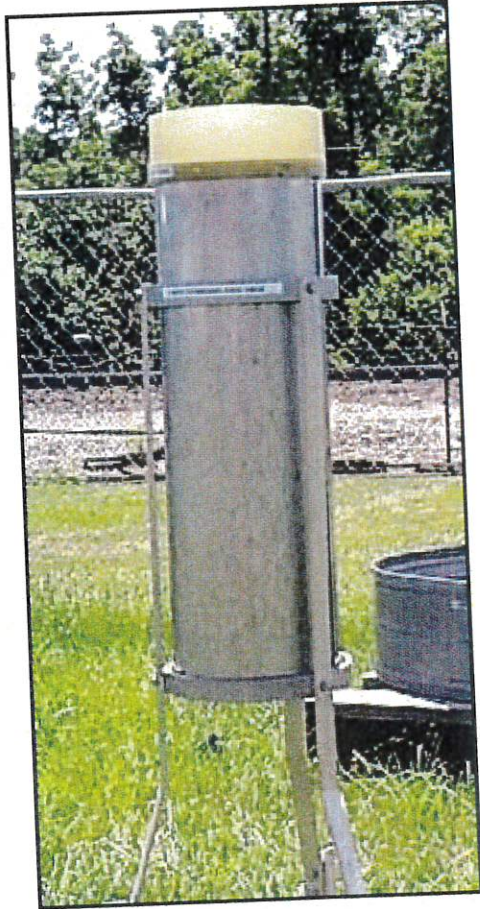
The 8-inch standard rain gauge is a simple non recording gauge consisting of four major components. These include:

- Measuring Stick
- Overflow Can
- Collector Funnel
- Measuring Tube

Snowfall is collected in the SRG's overflow can with the funnel collector and measuring tube removed. This allows snow to fall directly into can to provide a representation of the snowfall at the site.

Staff is researching if there is an opportunity for the National Weather Service, State of California, or another agency to locate a registered weather station on District property.







# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** March 17, 2021  
**Subject:** Item 4 – Resolution No. 781 4-10 Work Week to Coincide with Daylight Savings Time

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### Recommendation:

Board of Directors will consider approving Resolution No. 781 for a permanent 4-10 work week for field staff, and office staff when applicable, to coincide with Daylight Savings Time according to Policy and Procedure Policy No. 2021.001.

### Background:

In the past, the District implemented a 4-10 work week for the Idyllwild Water District staff to coincide with Daylight Savings Time. Staff would work a 10-hour day (7:00 a.m. to 5:30 p.m.) with a 30-minute lunch, Monday through Thursday with Friday off or Tuesday through Friday with Monday off, corresponding with the rotating on-call personnel schedule. The permanent 4-10 work week will be during Daylight Savings Time will begin on March 1<sup>st</sup> and end on October 31<sup>st</sup> to accommodate payroll requirements.

In advance of this item being brought forth for consideration by the Board of Directors, staff voted, via a secret ballot, to determine if they wanted a 4-10 work week during Daylight Savings Time. All staff voted unanimously in favor of the 4-10 work week.

### Fiscal Impact:

None.

**Conclusion:**

General Manager recommends approving Resolution No. 781 for an annual 4-10 work week for field staff, and office staff when applicable, to coincide with Daylight Savings Time.

**Attachments:**

- Resolution No. 781 4-10 Work Week to coincide with Daylight Savings Time
- Policy and Procedure Policy No. 2021.001

## RESOLUTION NO. 781

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT PROPOSING TO CHANGE THE DISTRICT STAFF WORK SCHEDULE TO A 4-10 WORK WEEK TO COINCIDE WITH DAYLIGHT SAVINGS TIME

**WHEREAS** The Idyllwild Water District to implement a 4-10 work schedule for the Idyllwild Water District staff to coincide with Daylight Savings Time; and

**WHEREAS** All the staff would work a 10-hour day (7:00 a.m. to 5:30 p.m.) with a 30-minute lunch, Monday through Thursday with Friday off or Tuesday through Friday with Monday off; corresponding with the rotating on-call personnel schedule; and

**NOW, THEREFORE**, the Board of Directors of the Idyllwild Water District hereby resolves to approve a permanent work schedule, for field staff and office staff when applicable, of a 4-10 work week to coincide with Daylight Savings Time according to Policy and Procedure Policy No. 2021.001.

1. Alternative work week scheduling does not change the basic terms and conditions of employment. Although this change is intended to be permanent, the Board reserves the right to repeal or modify this policy. Further, alternative work week participants' salaries, benefits and job responsibilities, do not change as a result of alternative work scheduling.
2. Fair Labor Standards Act (FLSA) non-exempt employees will continue to only be eligible for one and one-half times the regular rate of pay for hours worked in excess of forty (40) hours in a workweek.
3. Holidays: Employees shall be paid for eight (8) hours when a holiday falls on a scheduled work day and the employee is not required to work. The employee may make up the difference in the workweek by using two (2) hours vacation/paid time off or, if the District offers compensatory time (pursuant to agreement) or if District offers floating holidays as a benefit to employees, then floating holidays or compensatory time. Otherwise, the gap will be coded as leave without pay.
  - a. When a holiday falls on the employee's day off, the employee will earn eight (8) hours in-lieu holiday time off, which must be used annually in order for more such in-lieu holiday time to accrue the following year.
  - b. Temporary and Part-Time Regular Employees, working less than 20 hours per week, shall not receive pay for Holidays.

- c. Holiday pay for Part-Time Regular Employees working 20 hours or more per week shall be prorated on the basis of such Part-Time Regular Employee's hours.
  - d. Employees otherwise entitled to Holiday pay must also be on active payroll status on the last working day before and the first working day after a Holiday to be entitled to receive Holiday pay. An employee who is in a no-pay status during their regularly scheduled shift, or an unauthorized absence for any period of time (even a time period as small as half an hour) either the regularly scheduled working day before the Holiday or the regularly-scheduled working day after the Holiday shall not be paid for that Holiday.
4. Full day absences charged to accumulated paid time off shall be charged according to the number of hours the employee was scheduled to work on a given day according to the established work schedule.
  5. Employees who require a reasonable accommodation to the 4-10 schedule due to a disability, pregnancy disability, or a need for a religious accommodation, shall notify the General Manager so that the District may hold a reasonable accommodation meeting for the purpose of determining a reasonable accommodation.

Dated: March 17, 2021

IDYLLWILD WATER DISTRICT

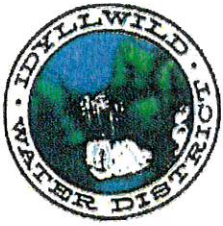
\_\_\_\_\_  
 Dr. Charles Schelly, President

I, Leo Havener, Interim Board 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 said Idyllwild Water District at its meeting held on the 17<sup>th</sup> day of March, 2021, by the following vote, to wit:

AYES	NAYS	ABSTAIN	ABSENT
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In witness thereof I have hereunto set my hand and affixed the official seal of the Idyllwild Water District this 17<sup>th</sup> day of March, 2021

\_\_\_\_\_  
 Leo Havener, Interim Board Secretary  
 Idyllwild Water District



# POLICY AND PROCEDURE IDYLLWILD WATER DISTRICT

APPROVAL DATE 3/17/2021	MANUAL	POLICY NO. 2021.001
APPROVED BY: Board of Directors	POLICY TITLE <b>4-10 Work Schedule</b>	EFFECTIVE DATE 4/1/2021

**Purpose:**

1. Longer days allow projects to be completed sooner.
2. The District would save money on energy costs.
3. Employees save money on commuting to and from work.
4. Studies show that many employees with a four-day workweek are more productive and happier overall.
5. People have more time to spend with their families.
6. Good recruitment benefit.

**Policy:**

- The Idyllwild Water District to implement a 4-10 work week for all staff during Daylight Savings Time hours.
- All IWD Staff would work a 10 hour day (7:00 a.m. to 5:30 p.m.) with a 30 minute lunch, Monday through Thursday with Friday off or Tuesday through Friday with Monday off; corresponding with the rotating on-call personnel (STAND-BY) schedule.
- All Field Staff, including supervisors, must participate in District's stand-by duties.
- Pay periods will continue to be on the 15<sup>th</sup> and 30<sup>th</sup> of every month.
- The 4-10 work schedule would only be during Daylight Savings Time hours starting March 1 through October 31 to accommodate payroll requirements.
- Employees will be required to sign a 4-10 schedule agreement acknowledging they agree to the schedule and will abide by the 4-10 policy, which includes the following:



## POLICY AND PROCEDURE IDYLLWILD WATER DISTRICT

1. Alternative work week scheduling does not change the basic terms and conditions of employment. Although this change is intended to be permanent, the Board reserves the right to repeal or modify this policy. Further, alternative work week participants' salaries, benefits and job responsibilities, do not change as a result of alternative work scheduling.
2. Fair Labor Standards Act (FLSA) non-exempt employees will continue to only be eligible for one and one-half times the regular rate of pay for hours worked in excess of forty (40) hours in a workweek.
3. Holidays: Employees shall be paid for eight (8) hours when a holiday falls on a scheduled work day and the employee is not required to work. The employee may make up the difference in the workweek by using two (2) hours vacation/paid time off or, if the District offers compensatory time (pursuant to agreement) or if District offers floating holidays as a benefit to employees, then floating holidays or compensatory time. Otherwise, the gap will be coded as leave without pay.
  - a. When a holiday falls on the employee's day off, the employee will earn eight (8) hours in-lieu holiday time off, which must be used annually in order for more such in-lieu holiday time to accrue the following year.
  - b. Temporary and Part-Time Regular Employees, working less than 20 hours per week, shall not receive pay for Holidays.
  - c. Holiday pay for Part-Time Regular Employees working 20 hours or more per week shall be prorated on the basis of such Part-Time Regular Employee's hours.
  - d. Employees otherwise entitled to Holiday pay must also be on active payroll status on the last working day before and the first working day after a Holiday to be entitled to receive Holiday pay. An employee who is in a no-pay status during their regularly scheduled shift, or an unauthorized absence for any period of time (even a time period as small as half an hour) either the regularly scheduled working day before the Holiday or the regularly-scheduled working day after the Holiday shall not be paid for that Holiday.
4. Full day absences charged to accumulated paid time off shall be charged according to the number of hours the employee was scheduled to work on a given day according to the established work schedule.
5. Employees who require a reasonable accommodation to the 4-10 schedule due to a disability, pregnancy disability, or a need for a religious accommodation, shall notify the General Manager so that the District may hold a reasonable accommodation meeting for the purpose of determining a reasonable accommodation.



# IDYLLWILD WATER DISTRICT

## Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: March 17, 2021

Subject: Item 5 – Rescind Resolution No. 763 Partial Forgiveness Adjustment for Water Leaks and Policy No. 2019.002 Water Leak Forgiveness Policy

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### Recommendation:

Board of Directors will consider rescinding Resolution No. 763 for Partial Forgiveness Adjustment for Water Leaks and Policy No. 2019.002 Water Leak Forgiveness Policy.

### Background:

On April 17, 2019, the Board of Directors approved Resolution No. 763 a Partial Forgiveness Adjustment for Water Leaks and Policy No. 2019.002 Water Leak Forgiveness Policy. While the forgiveness policy was thoughtful, it is not appropriate for District ratepayers to subsidize water wasting accounts. Therefore, Resolution No. 763 and Policy No. 2019.002 should be rescinded.

### Fiscal Impact:

Subsidizing water wasting accounts reduces water revenues for District operations. Repealing the resolution and policy is expected to provide additional revenue to the District.

### Conclusion:

General Manager recommends rescinding Resolution No. 763 for Partial Forgiveness Adjustment for Water Leaks and Policy No. 2019.002 Water Leak Forgiveness Policy.

### Attachments:

- Resolution No. 763 Partial Forgiveness Adjustments for Water Leaks
- Policy and Procedure Policy No. 2019.002



RESOLUTION NO.763

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
IDYLLWILD WATER DISTRICT  
PARTIAL FORGIVENESS ADJUSTMENTS FOR WATER LEAKS

WHEREAS, Idyllwild Water District Establish a new Policy for adjusting the billing for partial water leak forgiveness; and

WHEREAS, A 25% forgiveness will be given upon approval every five years for qualified customers; and

WHEREAS, This applies to an unusually high water bill caused by a determined event on the customer's property such as leaks, broken water lines or other unforeseen events that cause unusually high water usage ; and

NOW, THEREFORE, The Board of Directors of the Idyllwild Water District hereby resolves to update the Rules and Regulations June 2017;

DATED: April 17, 2019

IDYLLWILD WATER DISTRICT

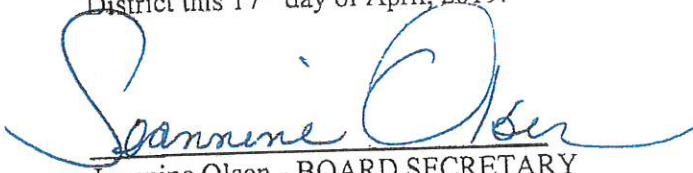
  
DR. CHARLES SCHELLY / PRESIDENT

I, Jeannine Olsen, Board 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 said Idyllwild Water District at its meeting held on the 20th day of March, 2019, by the following vote, to wit:

AYES:            NAYS:            ABSTAIN:            ABSENT:

Charles Schelly  
Peter Szabadi  
Steve Kunkle  
Dave Hunt

Les, Gin  
In witness thereof I have hereunto set my hand and affixed the official seal of the Idyllwild Water District this 17<sup>th</sup> day of April, 2019.

  
Jeannine Olsen - BOARD SECRETARY  
IDYLLWILD WATER DISTRICT



# POLICY AND PROCEDURE

## IDYLLWILD WATER DISTRICT

APPROVAL DATE 4/17/2019	MANUAL	POLICY NO. 2019.002
APPROVED BY: Board of Directors	POLICY TITLE <b>Water Leak Forgiveness Policy</b>	EFFECTIVE DATE 5/1/2019
		Page 1

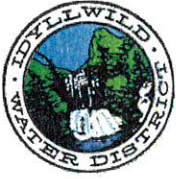
**Purpose:**

This applies to an unusually high water bill caused by an determined event on the customer's property such as leaks, broken water lines or other events that cause unusually high usage.

**Policy:**

The reduction in such billing may be made at the discretion of IWD according to the purpose statement. In order to qualify for a reduction in the billed amount, the customer must satisfy the following conditions:

- Take corrective action as quickly as reasonably possible after becoming aware of the problem.
- Present proof of repairs such as contractor's receipt for repair or invoice for parts purchased to repair water leak.
- Provide written request to Idyllwild Water District for relief as described below along with evidence of corrective action, i.e. plumber's bill.
- The event must not be caused by a reoccurring problem.
- If relief is granted and approved, the customer's adjusted billing is calculated as follows:
- A \$25.00 fee will be charged for water service turn off during regular business hours (Monday –Friday 8 am to 5 pm and a \$50.00 fee for a water turn off after hours.
  1. Base Rate will not be reduced.
  2. The cost for the first 2000 c.f. will not be reduced.
  3. The cost of the excess of 2000 c.f. will be discounted by 25%.
  4. Such relief will only be granted once every five years for a property address or the billing account number.
  5. In order to be considered for the one time forgiveness the property owner or tenant, must apply for such reduction within thirty days of the billing date.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** March 17, 2021  
**Subject:** Item 6 – Donation to Idyllwild Fire Department for Community Alert Siren

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### Recommendation:

Board of Directors will reconsider a donation of District funds to the Idyllwild Fire Department exclusively for the installation of a community alert siren.

### Background:

In May 2020, the Board of Directors considered and rejected a donation of District funds to the Idyllwild Fire Department for the installation of a community alert siren. The siren 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.

At the time, it was reported the total cost for the community alert siren is approximately \$150,000. The cost includes Pine Cove, Pinion and Anza. The portion to cover Idyllwild and Fern Valley is estimated at \$75,000. The office of Board of Supervisor Chuck Washington has given a verbal commitment of \$30,000 towards the community alert siren. The current shortfall is close to \$55,000. However, the actual cost for the siren was in question.

The current estimate for the siren project is \$28,500. Plus an annual contribution to the maintenance fund. Once the maintenance fund accumulates \$10,000, annual contributions will be suspended.

### Fiscal Impact:

Any donation to the siren project is an unbudgeted expense.