



REGULAR MEETING OF THE BOARD OF DIRECTORS

**IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549**

February 15, 2023 – 6:00 P.M.

Pursuant to AB 361 and action taken by the Board pursuant to such, this meeting will be held in person and virtually.

Topic: My Meeting

Time: Feb 15, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84212009266?pwd=cHhZWFFYL0l6ZHh3Y2RoWnArNGN5UT09>

Meeting ID: 842 1200 9266

Passcode: 340758

One tap mobile

+16694449171,,84212009266#,,,,*340758# US

+17207072699,,84212009266#,,,,*340758# US (Denver)

Dial by your location

+1 669 444 9171 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

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Meeting ID: 842 1200 9266

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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, persons 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 to 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

Special Board Meeting: January 18, 2023

B. FINANCIAL REPORTS

1. Income statement for the seventh month ending January 31, 2023

2. District warrants for January 2023

Check #17540 – 17586	= \$ 240,743.01
Gross Payroll	= \$ 68,085.00
Federal/State PR taxes	= \$ 5,325.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 330.80

C. OPERATIONS REPORT

D. CONSIDER CONTINUATION OF REMOTE MEETINGS PURSUANT TO AB 361 AND MAKE REQUIRED FINDINGS

Board of Directors will consider continuing remote meetings pursuant to AB 361

INFORMATION

2. GENERAL MANAGER REPORT – 5 minutes



DISCUSSION ITEMS

3. RATES STUDY UPDATE – 10 minutes
4. EMPLOYEE MANUAL, SECTION 2 – 10 minutes
5. WATER CONSERVATION DROUGHT STAGES – 10 minutes
6. WATER EDUCATION SCHOLARSHIP – 10 minutes
7. ADMINISTRATION OFFICE BUILDING MAINTENANCE ITEMS – 10 minutes

ACTION ITEMS

8. AD HOC BUDGET COMMITTEE APPOINTMENTS – 10 minutes
Board of Directors will consider appointing an Ad Hoc Budget Committee.
9. RIVERSIDE LAFCO CALL FOR NOMINATIONS – 10 minutes
Board of Directors will consider call for nominations for LAFCO.

CLOSED SESSION

10. 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
11. 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 Regular Meeting scheduled for Wednesday, March 15, 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: February 15, 2023
Subject: Item 1A – Board Minutes

Recommendation:

Board of Directors approve January 18, 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**

January 18, 2023 – 6:00 P.M.

Pursuant to AB 361 and action taken by the Board pursuant to such, this meeting will be held in person and virtually.

AGENDA

CALL TO ORDER

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

ROLL CALL

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

PUBLIC COMMENTS

None

1. CONSENT CALENDAR

A. MINUTES

Special Board Meeting: December 14, 2022

B. FINANCIAL REPORTS

1. Income statement for the six-month ending December 31, 2022

2. District warrants for December 2022

Check #17448 – 17539 = \$ 208,935.49

Gross Payroll = \$ 63,625.00

Federal/State PR taxes = \$ 4,950.00

LAIF Transfers = \$ 0.00

Transfers/charges = \$ 336.65

C. OPERATIONS REPORT

D. CONSIDER CONTINUATION OF REMOTE MEETINGS PURSUANT TO AB 361 AND MAKE REQUIRED FINDINGS

Board of Directors will consider continuing remote meetings pursuant to AB



361

DIRECTOR COMMENTS

Director Olson inquired about water usage, backhoe expenses, and requested a correction to December Special Board meeting minutes.

Vice President Szabadi inquired about reduced revenues and meter accuracies.

President Schelly commented about revenues being down mainly due to weather conditions.

PUBLIC COMMENTS

Becky Clark inquired about backhoe repairs and expenses.

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

The vote was as follows:

AYES

Director Schneider
Director Olson
Director Kunkle
Vice President Szabadi
President Schelly

NAYS

ABSTAIN

ABSENT

Motion approved.

INFORMATION

2. GENERAL MANAGER REPORT – 5 minutes

General Manager Havener presented his report and addressed questions.

DIRECTORS COMMENTS

None

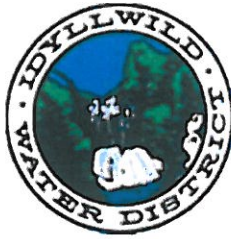
PUBLIC COMMENTS

None

DISCUSSION ITEMS

3. DROUGHT DISCUSSION

Board of Directors will discuss the existing statewide drought.



DIRECTORS COMMENTS

President Schelly referenced an article about Israel and its water situation. Israel has an active water education program that begins in school. Additionally, Israel captures storm water as a component of their reclamation program.

President Schelly inquired if the Board would be willing to allow him to discuss educational/scholarship possibilities with the local school district, which the Board agreed.

Directors discussed various drought concerns and water policy considerations.

PUBLIC COMMENTS

None

ACTION ITEMS

4. 2023 ELECTION OF OFFICERS OF THE BOARD OF DIRECTORS

Board of Directors will consider electing a President and Vice President for the 2023 calendar year.

DIRECTORS COMMENTS

General Manager/Board Secretary Havener facilitated nominations and election of officers.

PUBLIC COMMENTS

None

A MOTION was made by Vice President Szabadi to nominate President Schelly as Board President for calendar year 2023. Director Olson seconded.

The vote was as follows:

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

Motion approved.

A MOTION was made by Director Olson to nominate Vice President Szabadi as Board Vice President for calendar year 2023. Director Schneider seconded.

The vote was as follows:



AYES

Director Schneider
Director Olson
Director Kunkle
Vice President Szabadi
President Schelly

NAYS

ABSTAIN

ABSENT

Motion approved.

5. CONSIDER RESOLUTION NO. 789 TO OPPOSE INITIATIVE 21-0042A1

Board of Directors will consider opposing Initiative 21-0042A1 and approve Resolution No. 789.

DIRECTORS COMMENTS

General Manager Havener presented Resolution No 789 to oppose Initiative 21-0042A1 and addressed questions.

PUBLIC COMMENTS

None

A MOTION was made by Vice President Szabadi to approve Resolution No. 789 to oppose Initiative 21-0042A1. Director Olson seconded.

The vote was as follows:

AYES

Director Schneider
Director Olson
Director Kunkle
Vice President Szabadi
President Schelly

NAYS

ABSTAIN

ABSENT

Motion approved.

DIRECTORS COMMENTS

President Schelly mentioned that he would contact the school principal regarding water. President Schelly requested Employee Manual, Section 2 be placed on the February Board agenda as a discussion item.



ADJOURNMENT

Board adjourned at 7:22 p.m.

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: February 15, 2023
Subject: Item 1B – Financial Reports

Recommendation:

Board of Directors accept January 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 Condensed By Category	January 2023			Year to Date: July 2022 - January 2023		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base - Residential / Commercial	85,225	85,225	- 0.00%	510,861	595,890	(85,029) -14.27%
Sales - Residential / Commercial	55,223	55,223	- 0.00%	383,984	513,000	(129,016) -25.15%
Other Operating Revenue	-	-	- 0.00%	50	150	(100) -66.67%
Other Non - Operating Revenue	-	-	- 0.00%	50	-	50 #DIV/0!
Total Operating Revenues	140,448	140,448	- 0.00%	894,945	1,109,040	(214,095) -19.30%

Operating Revenue - Water By Category	January 2023			Year to Date: July 2022 - January 2023		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base Rate - Residential	63,187	63,089	98 0.16%	337,388	400,379	(62,991) -15.73%
Base Rate - Commercial	22,038	22,038	- 0.00%	173,473	195,511	(22,038) -11.27%
Sales - Residential	37,789	40,000	(2,211) -5.53%	202,497	274,000	(71,503) -26.10%
Sales - Commercial	17,434	30,000	(12,566) -41.89%	181,487	239,000	(57,513) -24.06%
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%	-	-	- 0.00%
Installation Fees	-	-	- 0.00%	50	-	50 0.00%
Capacity Fees	-	-	- 0.00%	-	-	- 0.00%
Total Operating Revenues	140,448	155,127	(14,679) -9.46%	894,945	1,109,040	(214,095) -19.30%

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

Water Sales Meter Size	January 2023		Total CF	Water Accounts		January 2023		Total
	Residential	Commercial		Residential	Commercial			
R1 5/8	481,273	66,893	548,166	1,430	104	1,534		
R2 3/4	6,562	10,486	17,048	12	18	30		
R3 1"	43,407	97,701	141,108	46	36	82		
R4 1.1/2"	-	16,135	16,135	-	16	16		
R5 2"	-	4,131	4,131	-	8	8		
R6 3"	-	1,550	1,550	-	1	1		
IA 3"	-	40,305	40,305	-	1	1		
NC-WWTP	-	1,156	1,156	-	1	1		
Total Water Sales	531,242	238,357	769,599	1,488	185	1,673		

Sewer Accounts Service Type	January 2023		Total
	Residential	Commercial	
Sewer Acct S	422	164	586
Fire Services F "2"	-	-	-
Fire Services F "3"	-	-	-
Fire Services F "4"	-	3	3
Total Sewer Accounts	422	167	589

Total Water And Sewer Accounts **1,910** **352** **2,262**

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

Operating Expenses - Water		January 2023			Year to Date: July 2022 - January 2023				
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
No.	By Category								
1	Wages and Salaries Expenses	55,265	56,000	(735)	-1.31%	328,105	390,379	(62,874)	-16.08%
2	Retirement Plan and Life Insurance	3,137	3,370	(233)	-6.91%	16,405	23,590	(7,185)	-30.46%
3	Medical Insurance	12,432	10,500	1,932	18.40%	73,415	72,600	815	1.12%
4	Uniform Expenses	-	-	-	0.00%	900	900	-	0.00%
5	Worker's Comp Insurance	-	-	-	0.00%	3,507	4,000	(493)	-12.33%
6	Retirement Medical Insurance	-	-	-	0.00%	-	-	-	0.00%
7	Board Reimbursement	-	600	(600)	-100.00%	1,919	4,200	(2,281)	-54.31%
8	Office Supplies	383	1,500	(1,117)	-74.47%	3,731	10,500	(6,769)	-64.47%
9	Office Cleaning Service	225	250	(25)	-10.00%	1,125	1,750	(625)	-35.71%
10	Postage and Mailing Fees	701	1,500	(799)	-53.27%	2,780	8,300	(5,520)	-66.51%
11	Training and Education	-	500	(500)	-100.00%	-	2,500	(2,500)	-100.00%
12	Reimbursement, Travel, Meals, Etc	-	1,000	(1,000)	-100.00%	942	5,990	(5,048)	-84.27%
13	Dues, Fees, Subscriptions	956	1,500	(544)	-36.27%	4,948	10,500	(5,552)	-52.88%
14	Computer Services	1,724	1,800	(76)	-4.22%	10,069	12,400	(2,331)	-18.80%
15	Legal Services	1,470	2,000	(530)	-26.50%	15,438	14,000	1,438	10.27%
16	Engineering and Consulting	-	3,000	(3,000)	-100.00%	2,219	18,100	(15,881)	-87.74%
17	Utilities, Electricity	5,594	8,000	(2,406)	-30.08%	38,983	56,900	(17,917)	-31.49%
18	Utilities, Gas & Fuel	480	620	(140)	-22.58%	2,680	4,340	(1,660)	-38.25%
19	Utilities, Propane	1,090	100	990	990.00%	1,414	700	714	102.00%
20	Utilities, Telephone and Internet	2,306	2,500	(194)	-7.76%	13,673	17,500	(3,827)	-21.87%
21	Utilities, Waste Management Fees	444	250	194	77.60%	1,554	1,750	(196)	-11.20%
22	Insurance, Liability, Auto, Property	-	12,000	(12,000)	-100.00%	64,200	75,000	(10,800)	-14.40%
23	Fees, State, County Water System	11,273	14,000	(2,727)	-19.48%	23,698	56,000	(32,302)	-57.68%
24	General Plant & Treatment Services	13,553	12,500	1,053	8.42%	81,595	87,500	(5,905)	-6.75%
25	Vehicles Repairs & Maintenance	4,303	1,500	2,803	186.87%	8,900	10,000	(1,100)	-10.10%
26	Laboratory Services	1,957	4,000	(2,043)	-51.08%	16,522	28,000	(11,478)	-40.99%
27	Water Security System	-	500	(500)	-100.00%	-	3,500	(3,500)	-100.00%
28	Advertising and Publishing	-	1,200	(1,200)	-100.00%	3,166	8,400	(5,234)	-62.31%
29	Bank Fee Charge	-	250	(250)	-100.00%	1,109	1,850	(741)	-40.05%
30	Water Maintenance and Supplies	19,758	2,000	17,758	887.90%	43,861	14,000	29,861	213.29%
31	Accounting & Auditing Fees	11,925	2,000	9,925	496.25%	18,075	14,000	4,075	29.11%
Total Operating Expenses		148,976	144,940	4,036	2.78%	785,023	959,749	(174,726)	-18.21%
Water Total Income And (Loss)		(8,528)	10,187	(18,715)	-183.71%	109,922	149,291	(39,369)	-26.37%

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

Operating Revenue - Sewer Condensed By Category	January 2023			Year to Date: July 2022 - January 2023		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base - Residential / Commercial	41,513	41,513	- 0.00%	290,591	290,591	- 0.00%
Other Operating Revenue	20,287	20,287	- 0.00%	142,009	142,009	- 0.00%
Total Operating Revenues	61,800	61,800	- 0.00%	432,600	432,600	- 0.00%

Operating Revenue - Sewer By Category	January 2023			Year to Date: July 2022 - January 2023		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base - Residential / Commercial	41,513	41,513	- 0.00%	290,591	290,591	- 0.00%
Sales - Residential / Commercial	20,287	20,287	- 0.00%	142,009	142,009	- 0.00%
Other Operating Revenue	-	-	- 0.00%	-	-	- 0.00%
Other Non - Operating Revenue	-	-	- 0.00%	-	-	- 0.00%
Total Operating Revenues	61,800	61,800	- 0.00%	432,600	432,600	- 0.00%

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

No.	By Category	January 2023			Year to Date: July 2022 - January 2023		
		Actual	Budget	Variance %	Actual	Budget	Variance %
1	Wages and Salaries Expenses	12,820	15,000	(2,180) -14.53%	71,489	89,000	(27,511) -27.79%
2	Retirement Plan and Life Insurance	1,262	1,500	(238) -15.87%	6,432	9,660	(3,228) -33.42%
3	Medical Insurance	4,144	3,500	644 18.40%	18,061	23,900	(5,839) -24.43%
4	Uniform Expenses	-	-	- 0.00%	600	1,059	(459) -43.34%
5	Worker's Comp Insurance	-	1,500	(1,500) -100.00%	2,592	7,740	(5,148) -66.51%
6	Retirement Medical Insurance	-	1,850	(1,850) -100.00%	2,403	12,950	(10,547) -81.44%
7	Board Reimbursement	-	200	(200) -100.00%	680	1,200	(520) -43.33%
8	Office Supplies	129	590	(461) -78.14%	1,168	4,130	(2,962) -71.72%
9	Office Cleaning Service	75	150	(75) -50.00%	450	820	(370) -45.12%
10	Postage and Mailing Fees	233	275	(42) -15.27%	2,293	1,925	368 19.12%
11	Training and Education	-	-	- 0.00%	-	-	- 0.00%
12	Reimbursement, Travel, Meals, Etc	3,975	110	3,865 3513.64%	4,089	550	3,539 643.45%
13	Dues, Fees, Subscriptions	372	500	(128) -25.60%	2,269	3,500	(1,231) -35.17%
14	Computer Services	574	600	(26) -4.33%	3,270	4,200	(930) -22.14%
15	Legal Services	490	285	205 71.93%	7,817	1,995	5,822 291.83%
16	Utilities, Electricity	5,200	5,000	200 4.00%	20,100	33,950	(13,850) -40.80%
17	Utilities, Gas and Fuel	220	213	7 3.29%	646	1,565	(919) -58.72%
18	Utilities, Propane	-	-	- 0.00%	-	-	- 0.00%
19	Utilities, Telephone and Internet	762	1,000	(238) -23.80%	4,484	7,000	(2,516) -35.94%
20	Utilities, Waste Management Fees	148	80	68 85.00%	518	560	(42) -7.50%
21	Vehicles Repairs and Maintenance	-	1,500	(1,500) -100.00%	17,056	6,500	10,556 162.40%
22	Engineering and Consulting	-	200	(200) -100.00%	-	1,000	(1,000) -100.00%
23	Maintenance and Supplies	-	1,000	(1,000) -100.00%	5,766	4,300	1,466 34.09%
24	General Plant and Treatment Services	5,135	5,000	135 2.70%	16,875	35,000	(18,125) -51.79%
25	State and County Sewer System Fees	-	500	(500) -100.00%	-	2,500	(2,500) -100.00%
26	Minor Equipment and Supplies	-	125	(125) -100.00%	246	500	(254) -50.80%
27	Sewer Leases	-	-	- 0.00%	-	-	- 0.00%
28	Advertising and Publishing	-	500	(500) -100.00%	899	3,500	(2,601) -74.31%
29	Laboratory Services	-	2,000	(2,000) -100.00%	4,534	12,000	(7,466) -62.22%
30	Sewer Security System	-	300	(300) -100.00%	-	2,100	(2,100) -100.00%
31	Accounting and Auditing Fees	-	5,000	(5,000) -100.00%	2,950	30,000	(27,050) -90.17%
32	Liability, Auto and Property Insurance	-	15,000	(15,000) -100.00%	30,227	70,500	(40,273) -57.12%
33	Waste Disposal Fees	-	-	- 0.00%	-	-	- 0.00%
Total Operating Expenses		35,539	63,478	(27,939) -44.01%	227,914	383,604	(155,690) -40.59%
Sewer Total Income And (Loss)		26,261	(1,678)	27,939 -1665.02%	204,686	48,996	155,690 317.76%

**IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED January 31, 2023**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
01/02/2023	17540	ACWA/JPIA	Health Insurance for January 2023	16,576.70
01/02/2023	17541	ALLSTATE BENEFITS	Monthly Charge	306.45
01/02/2023	17542	Babcock Laboratories, Inc	Lab Analysis for Water and Sewer	2,610.55
01/02/2023	17543	Idyllwild Water District	To be Deposit at Home Bank For Payroll	38,000.00
01/02/2023	17544	Quinn Company	Fixing Water Tractor	4,140.05
01/04/2023	17545	California Computer Options , Inc	IT Monthly Services	1,899.00
01/04/2023	17546	Forest Lumber	Supplies for Water Sewer	1,451.73
01/04/2023	17547	Frontier	Phone and Internet Charge	504.80
01/04/2023	17548	Gallade Chemical, Inc.	Chemical Supplies Customer	2,058.99
01/04/2023	17549	Home Depot Credit Services	Purchase Washer& Dryer Tools and Supplies	24.03
01/04/2023	17550	SUSP, INC	Sewer Consulting for the Newest Plant	10,844.20
01/04/2023	17551	Thomas Lovejoy	Retirement Medical Insurance	3,032.80
01/04/2023	17552	Underground Service Alert/SC	New Tickets Charges	44.71
01/04/2023	17553	Verizon Wireless	Emergency Cell Phone	227.53
01/04/2023	17554	Wicker Water Well Pump Service	Fixing Well No#2	12,542.41
01/04/2023	17555	Ferrellgas	Propane	1,080.27
01/10/2023	17554	Idyllwild Water District	To be Deposit at Home Bank For Payroll	34,000.00
01/11/2023	17558	Bartle Wells Associates	Payment for Rate Study	8,030.00
01/11/2023	17557	Genuine Auto Parts/ Napa Riverside	Auto Parts Monthly Charge	63.10
01/11/2023	17558	INFOSEND, INC	Printing and Processing Bills Fees	935.36
01/11/2023	17559	Rogers, Anderson, Melody & Scott, LL	Payment for The Annual State Report	15,900.00
01/11/2023	17560	S.C.E.	Monthly Charge	9,924.03
01/11/2023	17561	SWRCB	Water Resource Permit (Payment to the State)	12,950.52
01/11/2023	17562	Village Hardware	Supplies For Water and Sewer	38.82
01/11/2023	17563	Wicker Water Well Pump Service	Fixing Well No# 13	7,215.77
01/18/2023	17565	ACWA/JPIA	2ND Quarter Worker's Comp program	5,628.85
01/18/2023	17566	BEST BEST & KRIEGER	Monthly Legal Services	1,960.00
01/18/2023	17567	CDTFA	Special Taxes for California State	303.18
01/18/2023	17568	Central Communications	Monthly Answering Services	161.82
01/18/2023	17569	CR&R Incorporated	Monthly Services for Trash Fee Acct#41-0000316 5	593.04
01/18/2023	17570	Four Seasons Cleaning Services	Monthly Fee for Cleaning Services to the office.	300.00
01/18/2023	17571	Idyllwild Water District	To be Deposit at Home Bank For Payroll	35,000.00
01/18/2023	17572	S.C.E.	Monthly Charge	1,340.72
01/18/2023	17573	Staples Credit Plan	Office Supplies	364.53
01/18/2023	17574	Streamline	Monthly Charge For Idyllwild Website	400.00
01/18/2023	17575	SUSP, INC	Sewer Consulting for the Newest Plant	1,520.00
01/18/2023	17576	T-Mobile	Solar System	20.00
01/18/2023	17577	VOID	VOID:	0.00
01/25/2023	17578	EZ Mold Inspections	Office Inspection Inv##000303	955.00
01/25/2023	17579	Ferguson WaterWorks #1083	Purchase BF Ant for Meters inv#0810500	229.26
01/25/2023	17580	Gosch Auto	Install a Hitch for Dum Truck	99.88
01/25/2023	17581	Gralinger	Supplies for Sewer Acct# 880200956	788.46
01/25/2023	17582	Rapid Data, Inc.	Fee Processing Stand by to the county Tax	1,113.56
01/25/2023	17583	SWRCB	Water Resource Payments 5 wells x \$50	300.00
01/25/2023	17584	Time Warner Cable	Phone & Internet Monthly Charges	2,316.86
01/25/2023	17585	US Bank Corporate Payment System	General & Water Expenses	2,788.21
01/25/2023	17586	Burtronics Business Systems	Contract Base Annual Fees Sharp-MAX	147.92

TOTAL DISTRICT WARRANTS \$240,743.01

OTHER DISBURSEMENTS:

TOTAL PAYROLL \$88,085.00
L.A.I.F. ELECTRONIC TRANSFERS \$0.00
BANK SERVICE CHARGES AND FEES \$330.80

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS \$309,158.81



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: February 15, 2023
Subject: Item 1C – Operations Report

Recommendation:

Board of Directors accept January 2023 Operation Report.

Attachments:

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

Idyllwild Water District

Monthly Operations Report

January 2023

Supplies to System	941,030 CF	21.60 AF		
Increase / Decrease	102,401 CF	12% Billing Period	0.08	Daily Demand
Number of Wells Available	12	323 GPM Available		
Water Sales	769,599 CF	146,624 CF Non-Water Sales		
Total Water/Non-Water Sales	916,223 CF	3% Loss		

Full-Time	FV1A	1
Part-Time	4, 10, 13, 15, 23, 24, FV2, Golden Rod	8

Strawberry Creek Diversion	928,900 CF	21.32 AF	33.03 AFY
Lilly Creek Flow	166,093 CF	3.81 AF	3.81 AFY
Foster Lake Level (Max 18')	17 Feet	0 Inches	

Non-Water Sales	Gallons	CF
WTP Backwash	228,000	30,481
IWD Flushing	20,000	2,674
Main Line Leaks		-
Distribution Line Leaks	10,000	1,337
Fire Dept. Usage, Per IFPD	10,000	1,337
Hydrant Sales		-
Wastewater Plant	8,646	1,156
Storage Tanks Variance	1,048,105	140,121
Total	1,096,751	146,624

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
Jan	168.6	323	52%	2
Dec	155.6	323	48%	1
Nov	162.0	323	50%	2
Oct	171.4	323	53%	2
Sept	193.8	323	60%	2
Aug	185.4	333	56%	2

Not Included in Total

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

Foster Lake Area	SL #3	22	SL #7	24	SL #14	28	FL Avg.	25
Creek Area	PL #23	222	SL #24	15				
Nature Center	SL #26	38	SL #27	32	SL #28	128		
Fern Valley	PL FV1A	390	PL FV2	308				

Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	21.9	256,186
Rock Dale Tank	2,718	19.6	53,273
Delano Tank	1,337	20.7	27,676
South Ridge Tank	3,509	16.6	58,249
Wild Wood Tank	919	11.7	10,752
Golden Rod Tank	891	21.0	18,711

Total	424,848 CF	Storage Supplies Max. 3.702 MGD	86%
Storage in MGD	3.18		
Production Days	29	Production Minutes	41,760
		Average GPM	168.6

Idyllwild Water District
Well Production Data
January 2023

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal		-				
2	Foster Lake	312,900	7.2	PT	On	118.0	
4	Foster Lake	141,255	3.2	PT	On	33.0	
10	Foster Lake	16,077	0.4	PT	On	19.0	
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake		-				
15	Foster Lake	108,998	2.5	PT	On	25.0	
16	Foster Lake		-				
23	Stratton	62,983	1.4	PT	On	40.0	
24	Curtis		-				
25	Donahoo		-				
26	Nature Center		-				
27	Nature Center		-				
28	Rock Dale		-				
FV1A	Fern Valley	235,830	5.4	FT	On	40.6	
FV2	Fern Valley	152,700	3.5	PT	On	36.3	
31	Golden Rod	15,520	0.4	PT	On	15.8	
	Oakwood		-				
Total		1,046,263	24.02			327.7	

Cedar Glen Meter	<u>473,997</u> CF	<u>10.9</u> AF
District Production	<u>467,033</u> CF	<u>10.7</u> AF
Total Supplies to System	<u>941,030</u> CF	<u>21.6</u> AF

Days of Production	<u>29</u>	Minutes of Production	<u>41,760</u>
Average System GPM	<u>168.57</u>		

Idyllwild Water District

Well Statics

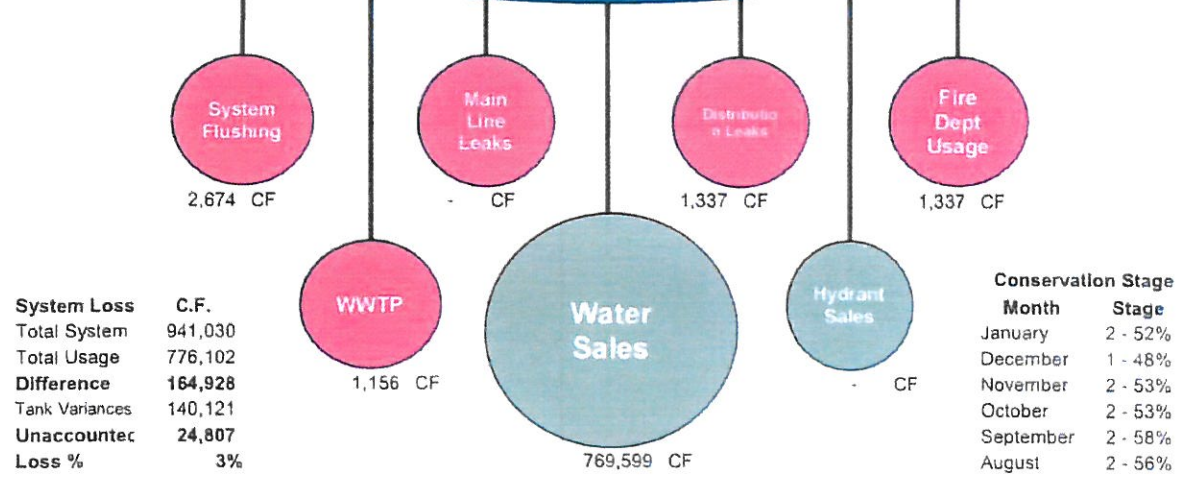
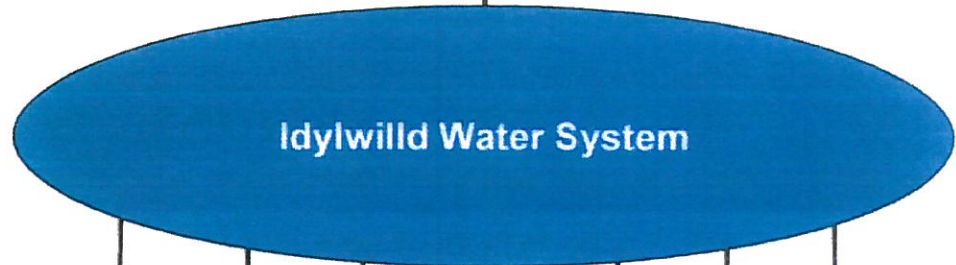
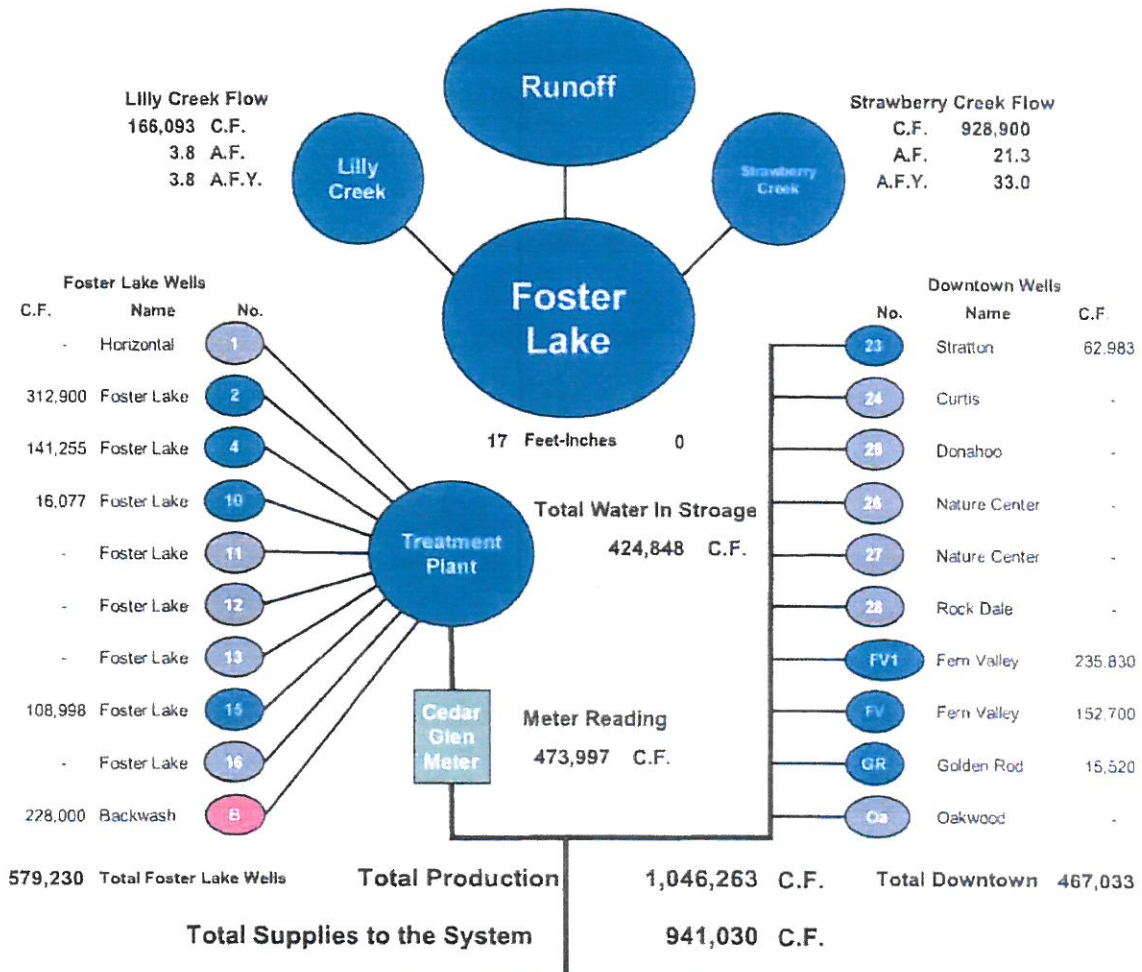
January 2023

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	EF	22.0	SL	
7	EF	24.0	SL	
14	EF	28.0	SL	Foster Lake Average = 24.7
23	EF	222.0	PL	
24	EF	15.0	SL	
26	EF	38.0	SL	
27	EF	32.0	SL	
28	EF	128.0	SL	
FV1A	EF	390.0	PL	
FV2	EF	308.0	PL	
31 - GR				
MW6				
FL2				
FL10				
FL13				
FL15				
FL4				
6				
19				

Idyllwild Water District

Water System Schematic For Operations Report

January 2023





IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: February 15, 2023

Subject: Item 1D – Authorize Remote Meetings pursuant to AB 361

Recommendation:

Board of Directors authorize remote meetings pursuant to AB 361 for 30 days based on the findings that (1) the legislative body has reconsidered the circumstances of the state of emergency, and (2) state or local officials continue to impose or recommend measures to promote social distancing.

Background:

At the October 20, 2021, Board meeting, based upon the state of emergency for COVID-19, the Board of Directors adopted Resolution No. 783, which authorized remote Board and committee meetings pursuant to AB 361. The Board found that (1) state and local officials have imposed or recommended measures to promote social distancing in connection with COVID-19; and (2) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Under AB 361, certain Brown Act requirements related to remote meetings are suspended. The Board subsequently extended remote meetings at its November through January Board meetings.

Given that, (1) the Board has reconsidered the circumstances of the state of emergency, and (2) state or local officials continue to impose or recommend measures to promote social distancing, staff is recommending that the Board authorize remote meetings pursuant to AB 361 for 30 days, consistent with previous action taken by the Board. This is being recommended to preserve the health and safety of Directors, staff, and the public. Further, this action is consistent with AB 361, which is intended to protect the interests of those who might not be able to attend in-person meetings and to avoid creating a preference for only those who can attend in-person.

Conclusion:

Staff recommends that the Board authorize the District to conduct remote Board meetings pursuant to AB 361 based on the following findings: (1) the legislative body has reconsidered the circumstances of the state of emergency, and (2) state or local officials continue to impose or recommend measures to promote social distancing.

If the Board does not authorize remote meeting pursuant to AB 361, the next Board meeting will be held pursuant to all of the provisions of the Brown Act, including those related to posting the location of remote attendees and ensuring public access to such remote locations.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: February 15, 2023
Subject: Item 2 – General Manager Report

Recommendation:

General Manager Havener will present his report.

Attachments:

- General Manager Report

General Manager Report

February 15, 2023



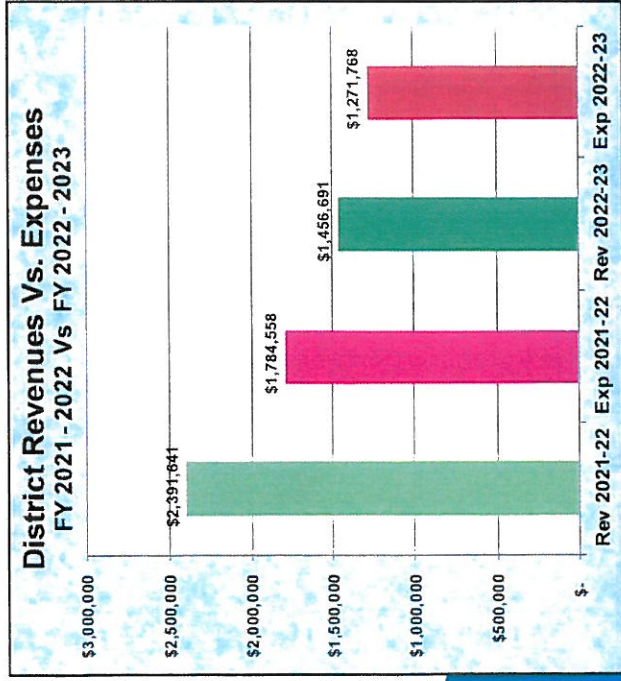
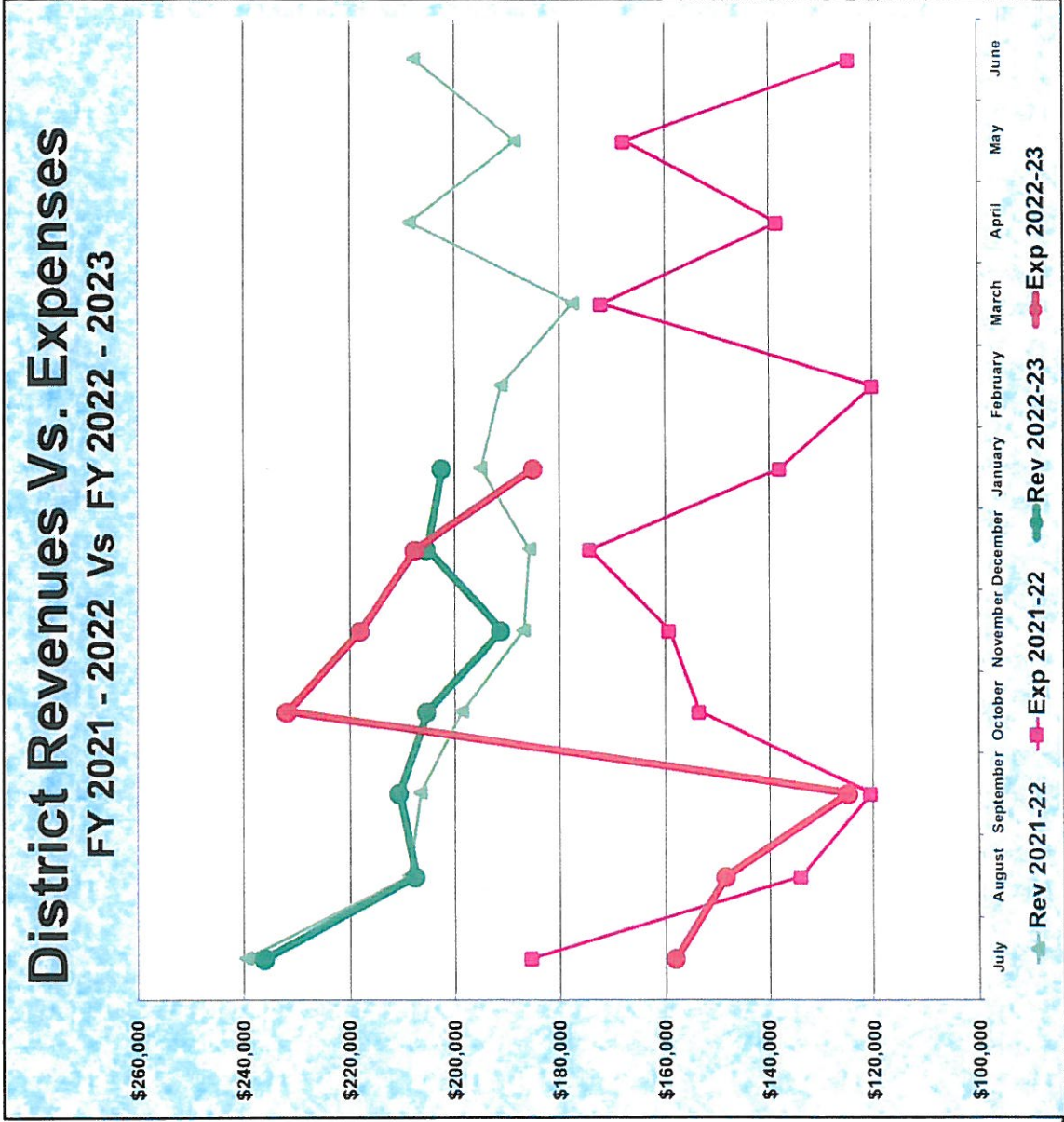
District Finances



District Revenues Vs. Expenses

FY 2022 - 2023

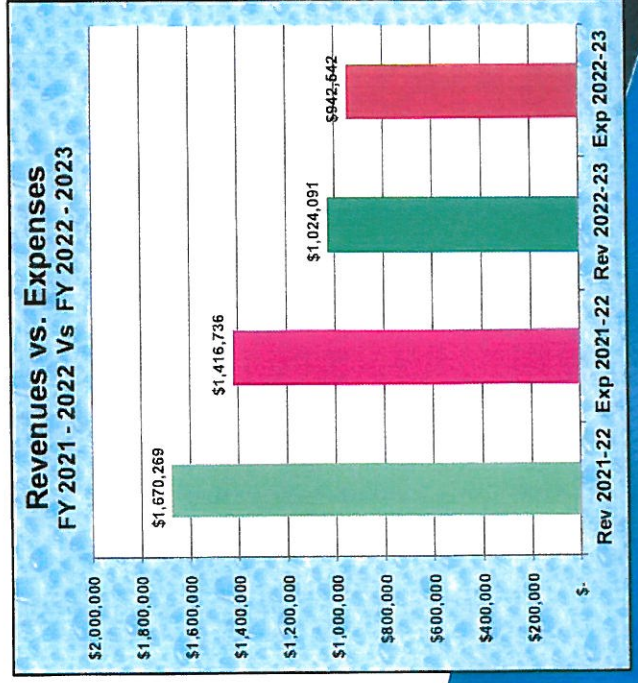
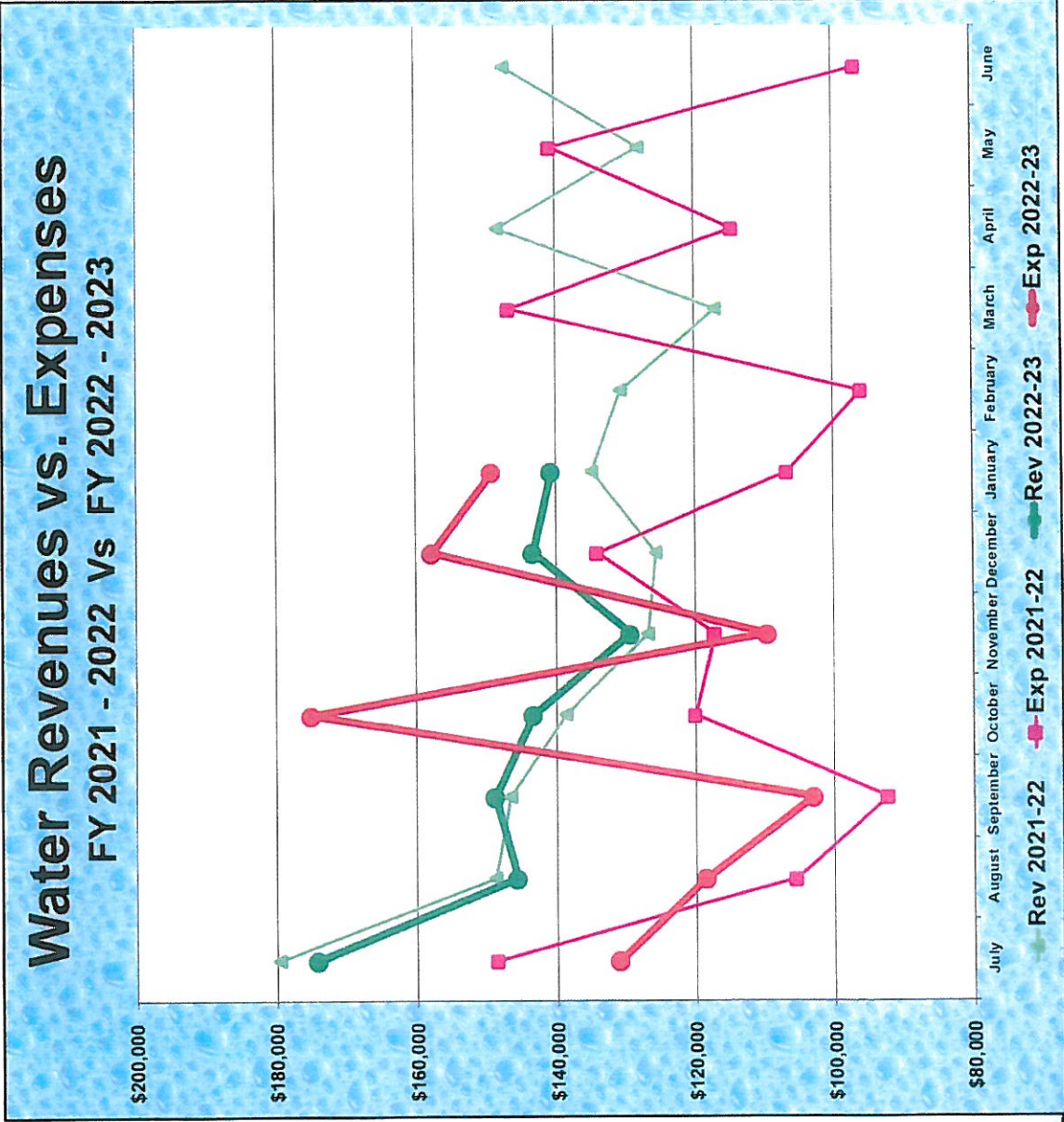
District Revenues vs. Expenses					
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23	
July	\$ 239,315	\$ 185,063	\$ 235,791	\$ 157,777	
August	\$ 208,544	\$ 133,741	\$ 207,239	\$ 148,135	
September	\$ 206,290	\$ 120,420	\$ 210,503	\$ 124,650	
October	\$ 198,416	\$ 153,146	\$ 205,007	\$ 231,533	
November	\$ 186,536	\$ 158,990	\$ 190,910	\$ 217,823	
December	\$ 185,444	\$ 174,001	\$ 204,993	\$ 207,335	
January	\$ 194,908	\$ 137,623	\$ 202,248	\$ 184,515	
February	\$ 190,849	\$ 119,779			
March	\$ 177,155	\$ 171,814			
April	\$ 208,453	\$ 138,188			
May	\$ 188,187	\$ 167,537			
June	\$ 207,544	\$ 124,256			
Total	\$ 2,391,641	\$ 1,784,558	\$ 1,456,691	\$ 1,271,768	



Water Revenues Vs. Expenses

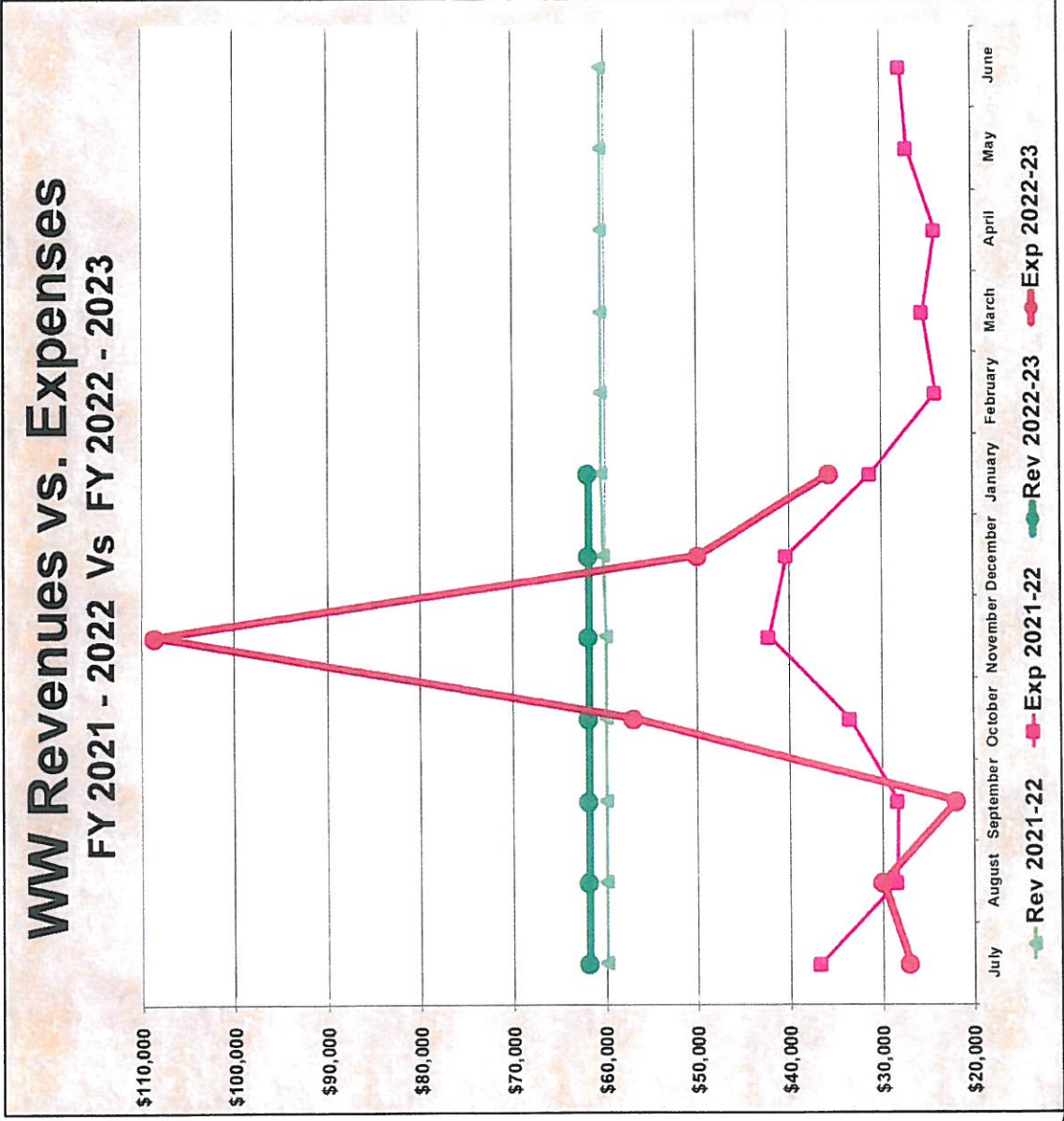
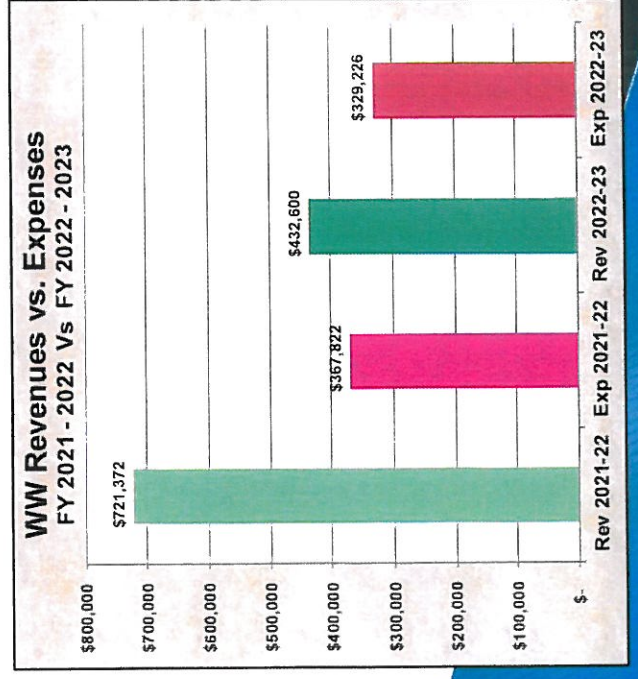
FY 2022 - 2023

Water Revenues vs. Expenses				
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23
July	\$ 179,455	\$ 148,403	\$ 173,991	\$ 130,826
August	\$ 148,734	\$ 105,440	\$ 145,439	\$ 118,282
September	\$ 146,430	\$ 92,242	\$ 148,703	\$ 102,862
October	\$ 138,563	\$ 119,710	\$ 143,207	\$ 174,748
November	\$ 126,683	\$ 116,907	\$ 129,110	\$ 109,329
December	\$ 125,397	\$ 133,807	\$ 143,193	\$ 157,519
January	\$ 134,560	\$ 106,481	\$ 140,448	\$ 148,976
February	\$ 130,501	\$ 95,874		
March	\$ 116,807	\$ 146,482		
April	\$ 148,105	\$ 114,308		
May	\$ 127,839	\$ 140,520		
June	\$ 147,195	\$ 96,562		
Total	\$ 1,670,269	\$ 1,416,736	\$ 1,024,091	\$ 942,542

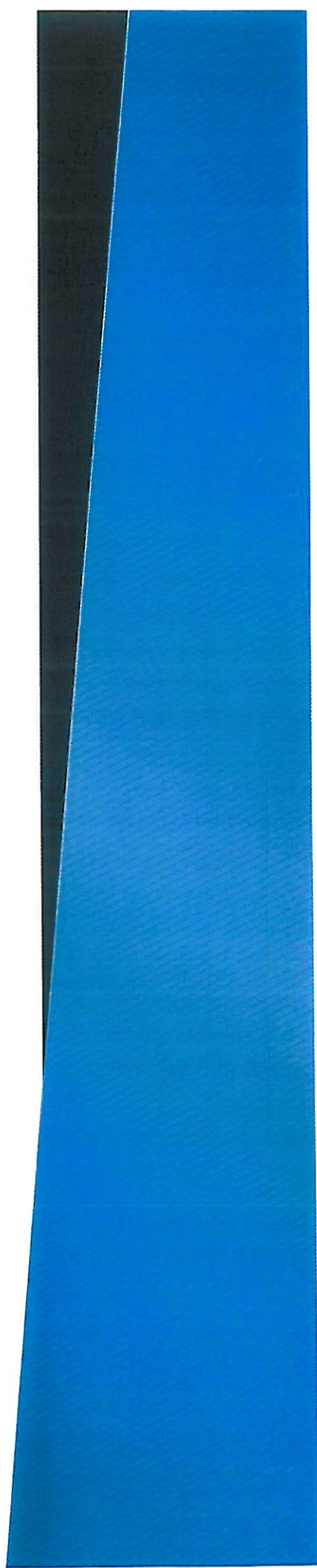


Wastewater Revenues Vs. Expenses FY 2022 - 2023

WW Revenues vs. Actual Expenses				
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23
July	\$ 59,860	\$ 36,660	\$ 61,800	\$ 26,951
August	\$ 59,810	\$ 28,301	\$ 61,800	\$ 29,853
September	\$ 59,860	\$ 28,178	\$ 61,800	\$ 21,788
October	\$ 59,853	\$ 33,436	\$ 61,800	\$ 56,785
November	\$ 59,853	\$ 42,083	\$ 61,800	\$ 108,494
December	\$ 60,047	\$ 40,194	\$ 61,800	\$ 49,816
January	\$ 60,348	\$ 31,142	\$ 61,800	\$ 35,539
February	\$ 60,348	\$ 23,905		
March	\$ 60,348	\$ 25,332		
April	\$ 60,348	\$ 23,880		
May	\$ 60,348	\$ 27,017		
June	\$ 60,349	\$ 27,694		
Total	\$ 721,372	\$ 367,822	\$ 432,600	\$ 329,226

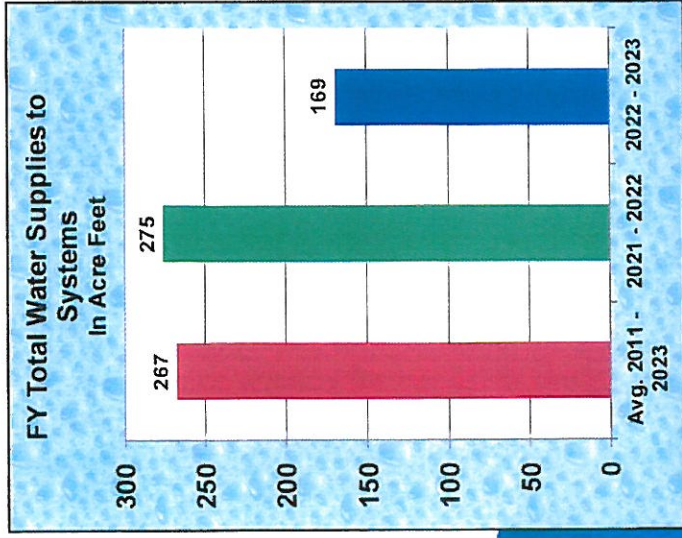
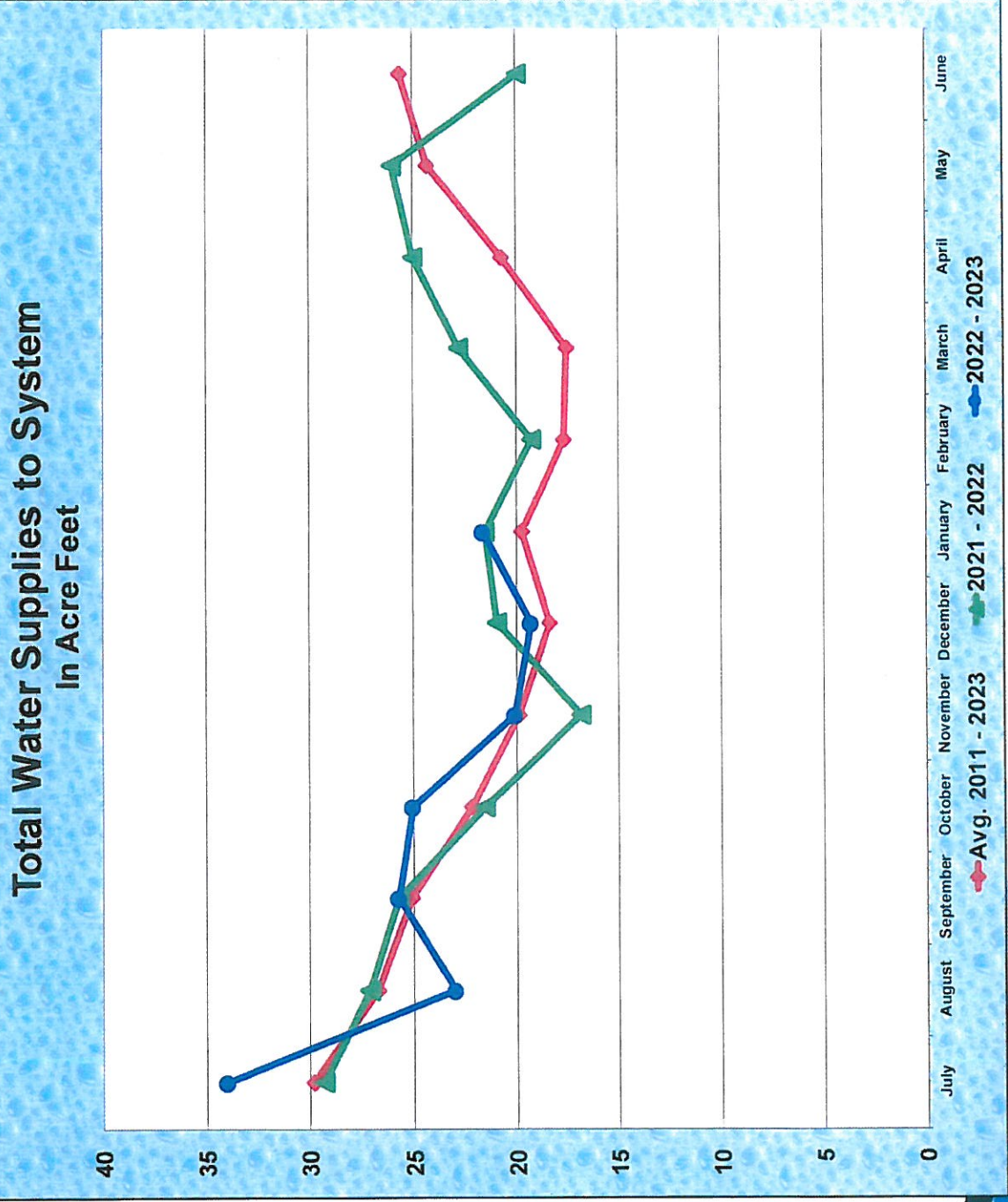


Water Data



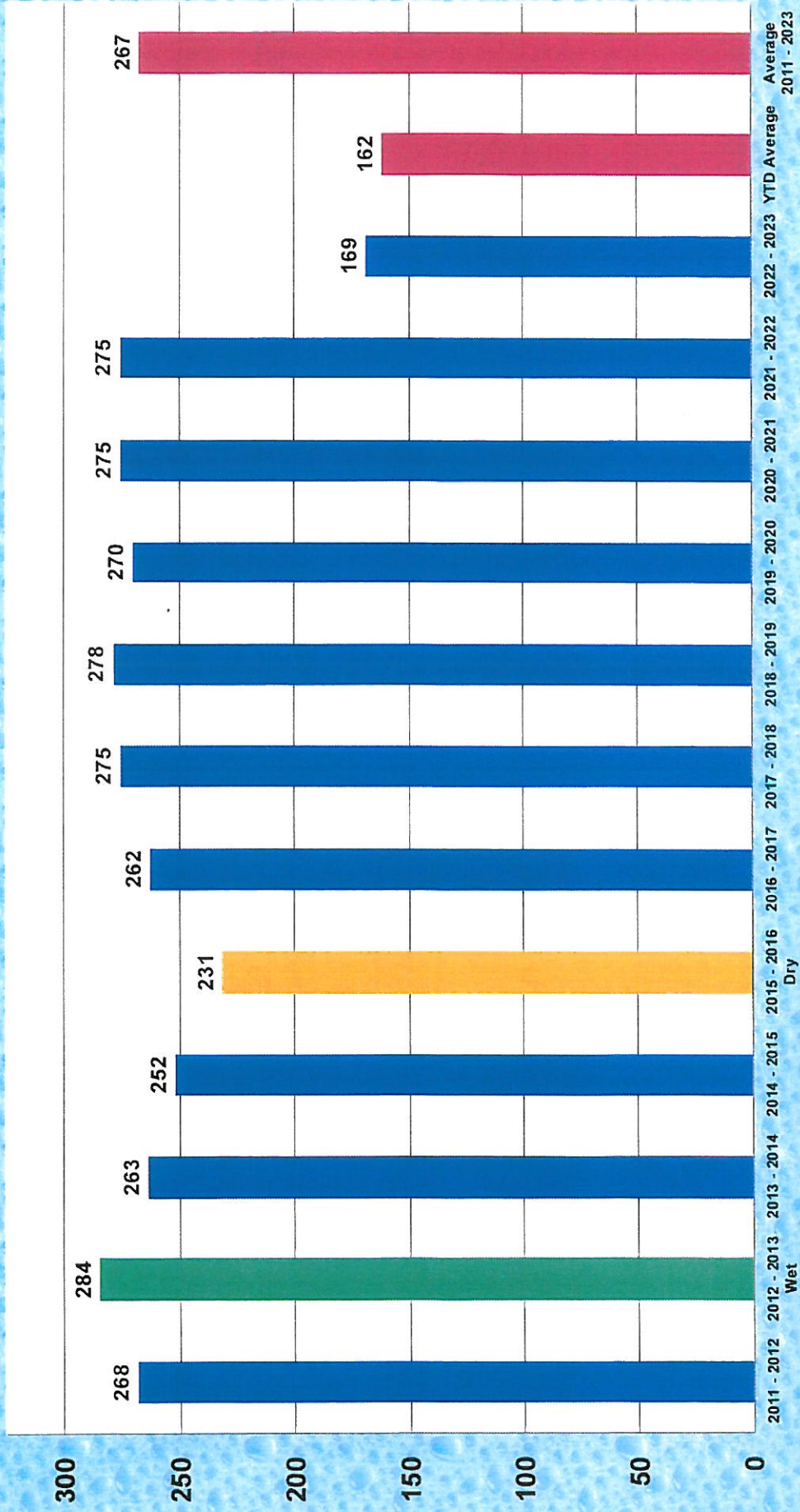
Total Water Supplies to System In Acre Feet

Total Water Supplies To System			
Fiscal Year	Avg. 2011 - 2023	2021 - 2022	2022 - 2023
July	29.8	29.3	34.0
August	26.7	27.1	22.9
September	25.0	25.7	25.7
October	22.1	21.5	25.0
November	19.9	16.8	20.1
December	18.3	20.9	19.3
January	19.7	21.5	21.6
February	17.6	19.2	
March	17.5	22.8	
April	20.7	24.9	
May	24.3	26.0	
June	25.6	19.9	
Total	267.1	275.4	168.5



Total Water Supplies to System In Acre Feet

Total Water Supplies to System In Acre Feet



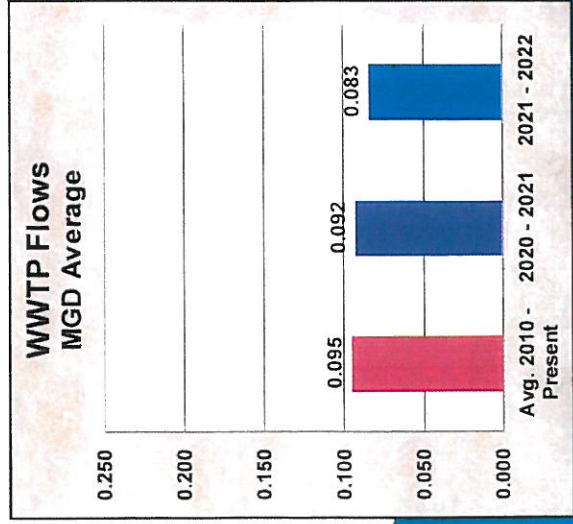
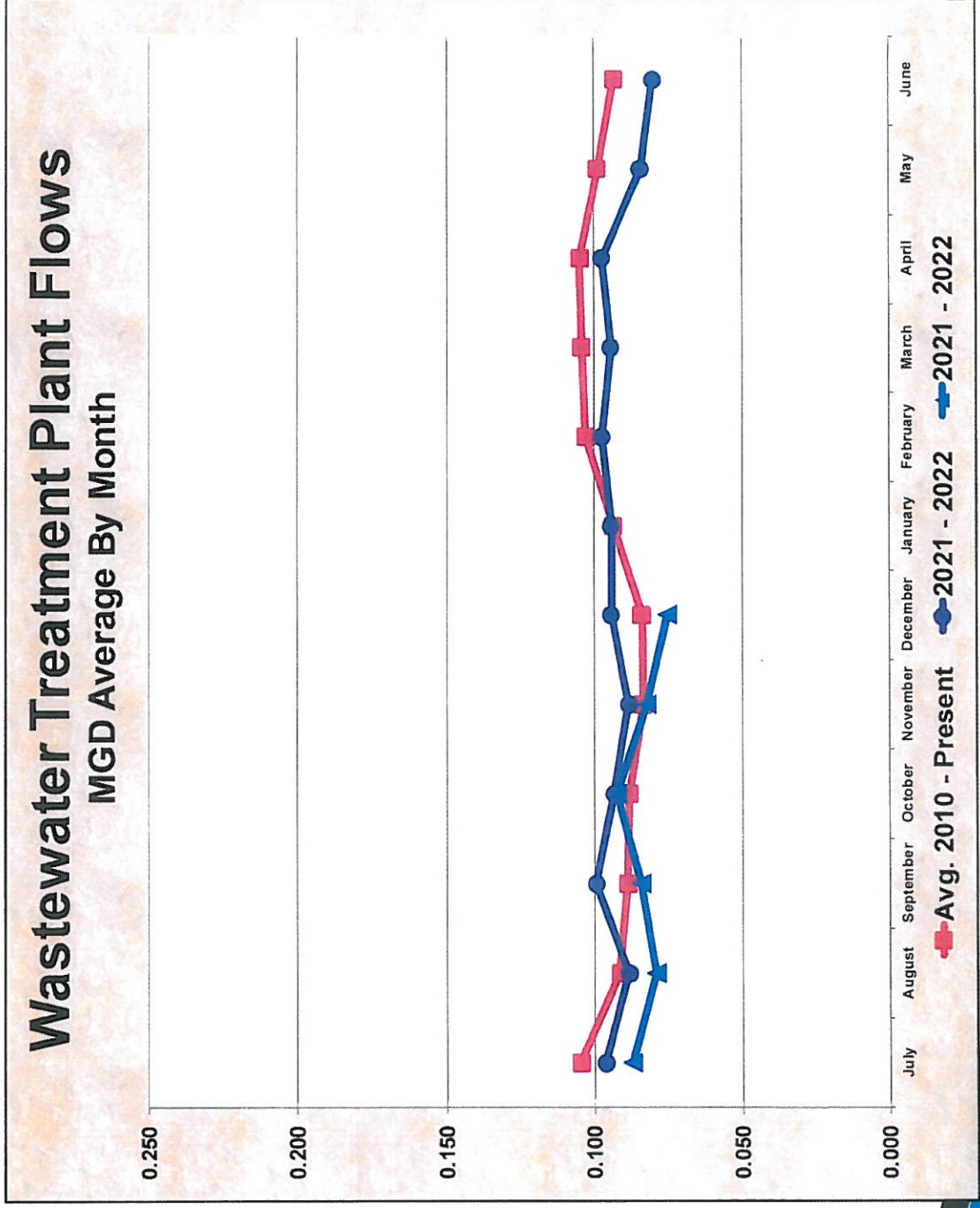
Wastewater Data



Wastewater Treatment Plant Flows

MGD Average By Month

Month	Avg. 2010 - Present	2021 - 2022	2021 - 2022
July	0.104	0.096	0.087
August	0.091	0.088	0.079
September	0.088	0.099	0.084
October	0.088	0.093	0.092
November	0.083	0.088	0.082
December	0.084	0.094	0.075
January	0.093	0.094	
February	0.103	0.097	
March	0.104	0.094	
April	0.105	0.097	
May	0.099	0.084	
June	0.093	0.080	
Average	0.095	0.092	0.083



Wastewater Treatment Plant Flows

MGD Average

Calendar Year

Flow in Millions of Gallons Per Day (MGD) - Permit = 0.250 MGD
Per Calendar Year



Well 13

Video Survey Report



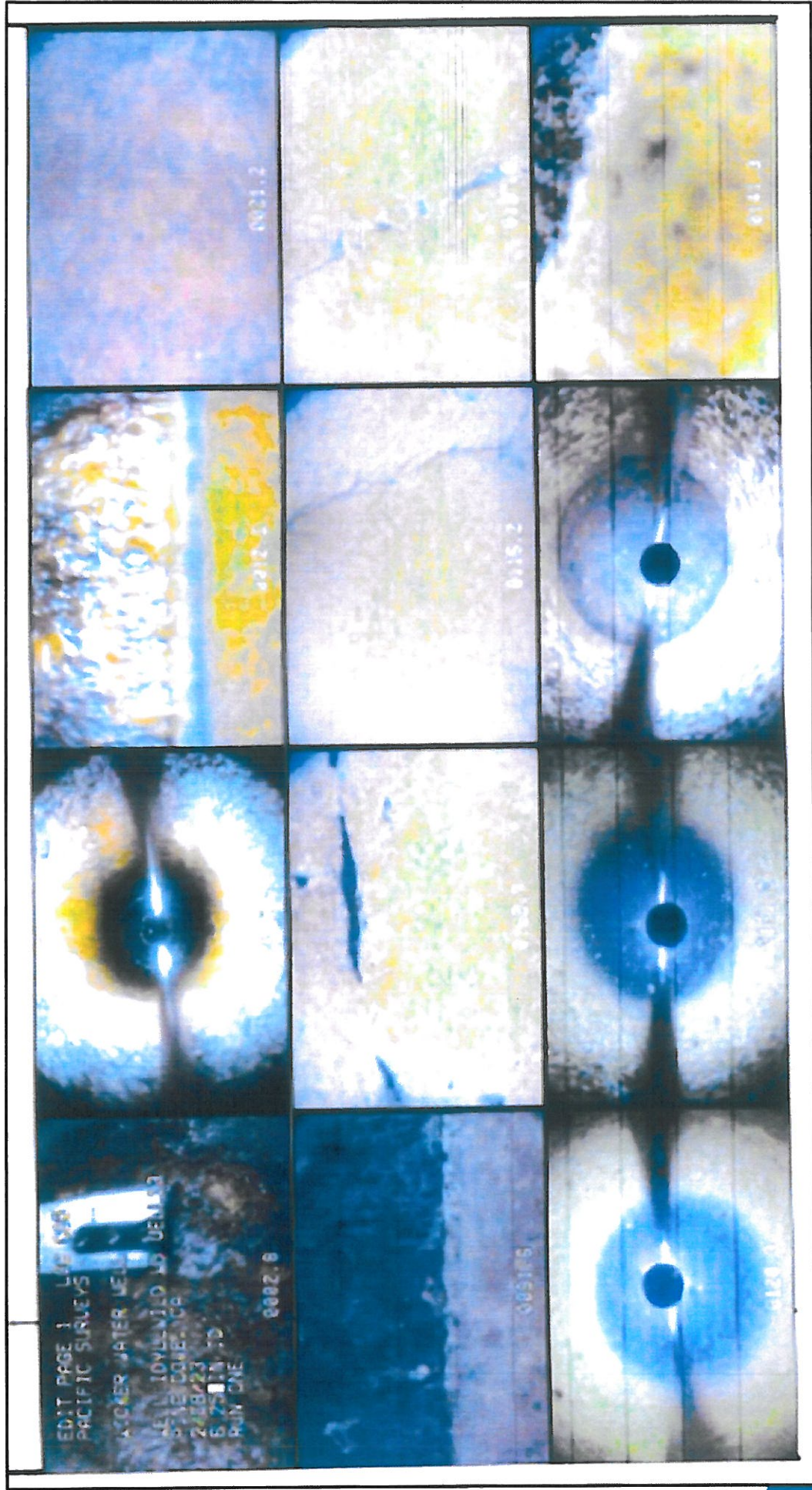
Pacific Surveys

a full service geophysical well logging company

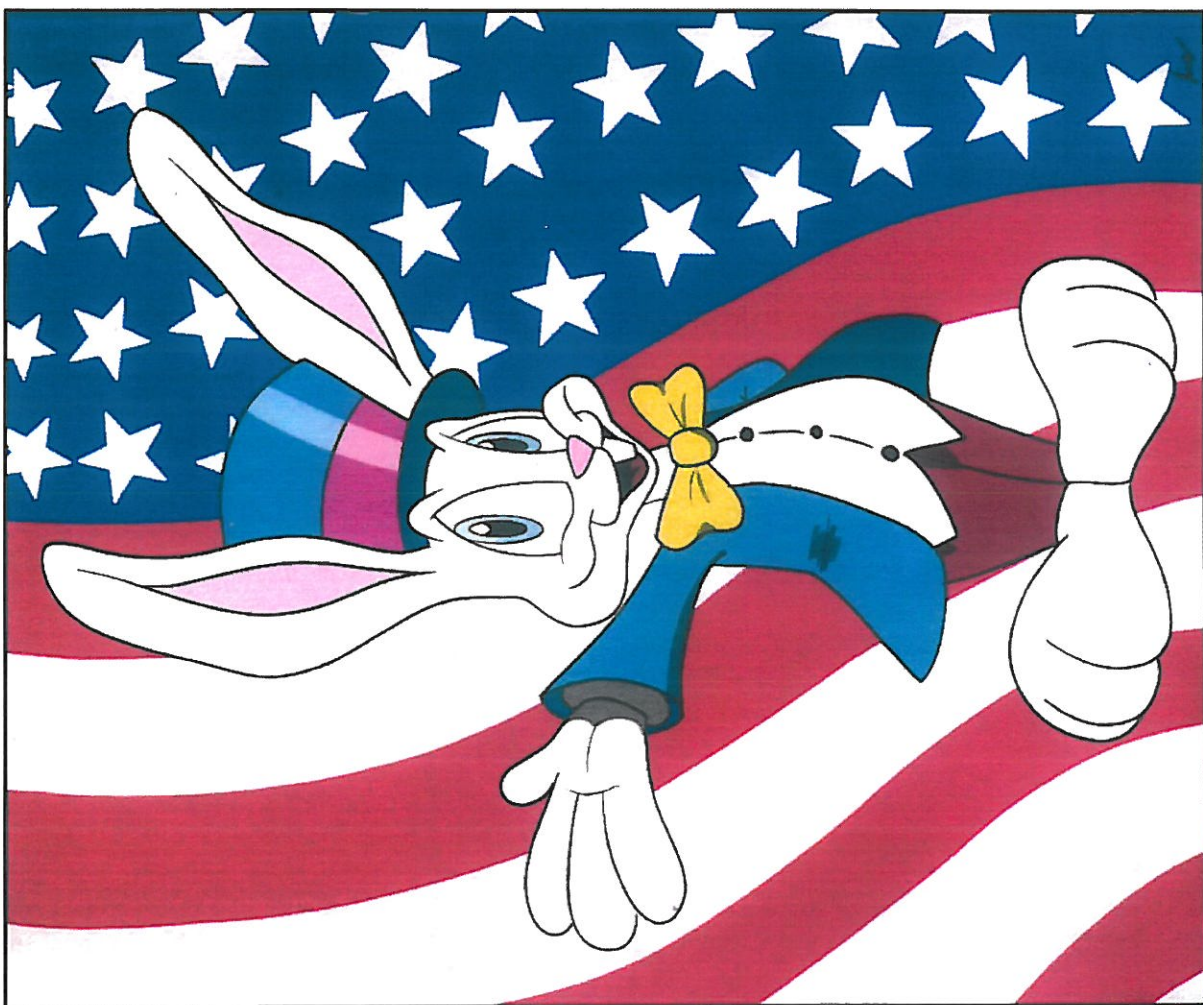
Video Survey Report

Company: Wicker Water Well Pump Services Well: Idylwild Water District Well #13 Field: Pine Cove State: California Location: 24150 Sherman Dr. GPS: 33.7562047, -116.7275034 Zero Datum: Top of Casing Reason for Survey: General Inspection		Date: 08-Feb-23 Run No.: One Job Ticket: 30790 Total Depth: 143.2 ft Water Level: 12.5 ft Oil on Water: No Operator: Conner Guides Set: 5 in	Truck: PS-6 SVWL Amount: N/A Dead Space: 1.25 ft
Depth 5.0 ft 12.5 ft 40.0 ft 55.5 ft 88.0 ft 91.6 ft 102.3 ft 115.0 ft 128.3 ft 136.3 ft 141.3 ft 143.2 ft	Observations Began survey 5-ft below top of casing. SWL, water is cloudy. Water in column begins to clear. First perforation visible. Appears to be mostly open. Perfs appears to mostly plugged. Steel casing ends, and bedrock begins. Low angle fissure found. High angle fissure found. High angle fissure found. Low angle fissure found. Top of soft fill material. Camera comes to rest in fill material. Survey ends		
		Well Details Perforation: Horizontal Mill Slot Bedrock From Survey: 55.50 ft to 91.60 ft 91.60 ft to 143.20 ft	
		Casing Size (in) OD 6.625 ID 6.250 Bedrock	From Survey: 0.00 ft to 91.60 ft 92 ft to 143.20 ft
		Casing Material Mild Steel	Screen Material Mild Steel/ Bedrock

Well 13 – Video Survey Report



Questions





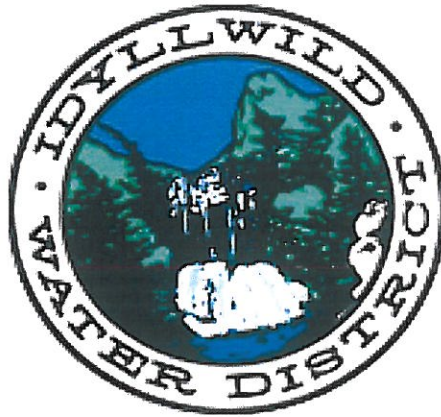
IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: February 15, 2023
Subject: Item 3 – Rate Study Update

Discussion:

Bartle Wells Associates will provide a rate study update.



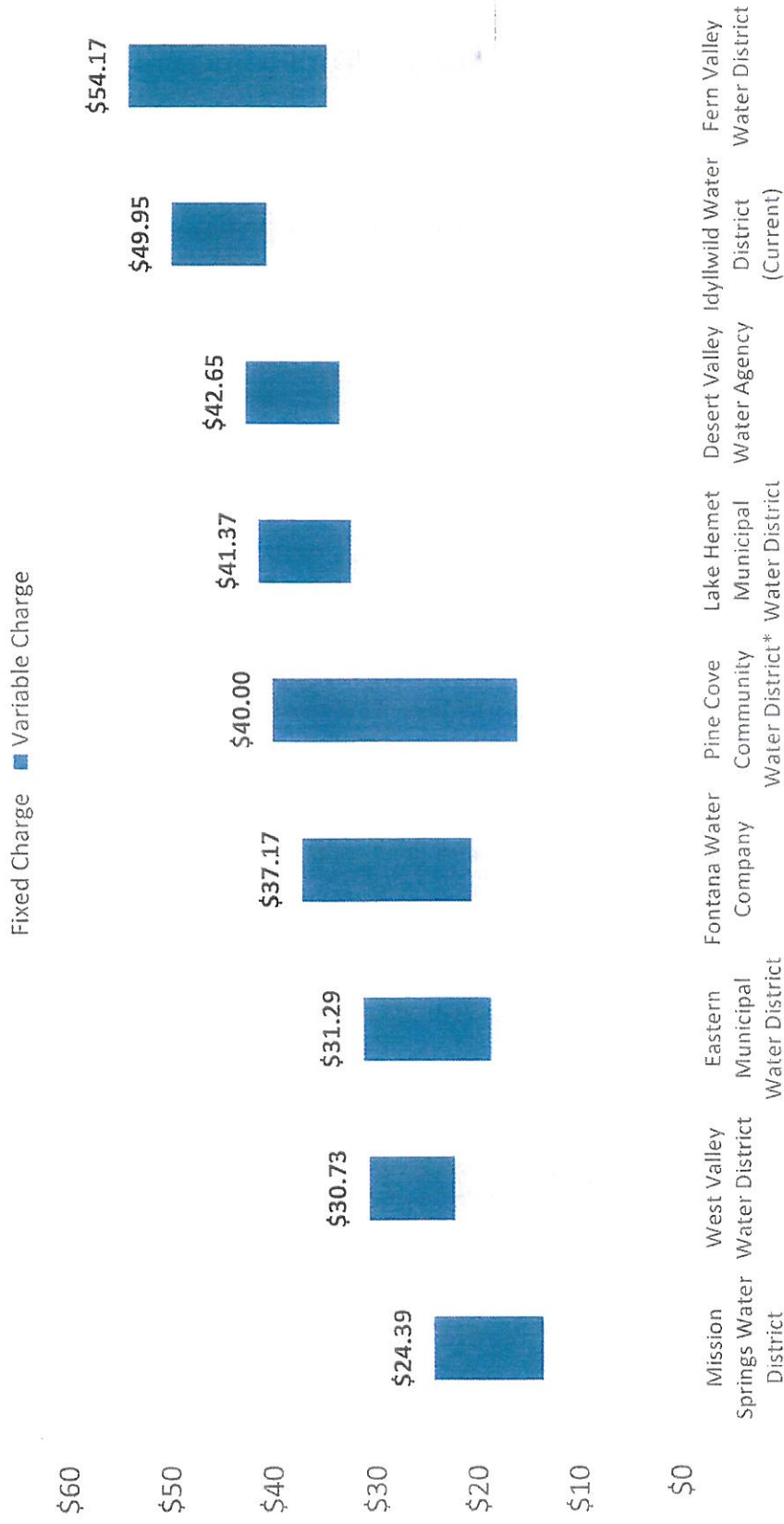
Water Enterprise

DRAFT February 2022



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Regional Water Bill Comparison November 2022 Monthly Residential Service - 4 CCF consumption



*Pine Cove Community Water District applies a minimum fixed fee.

Table 1
 Idyllwild Water District
 Historical and Current Water Rates

		FY 2020/21		FY 2021/22		FY 2022/23
<u>Monthly Fixed Service Charges:</u>						
<i>SFR:</i>						
5/8"	\$	33.92	\$	37.13	\$	40.59
3/4"	\$	49.83	\$	54.60	\$	59.73
1"	\$	81.65	\$	89.54	\$	98.01
1.5"						
<i>All Other Customers:</i>						
5/8"	\$	33.92	\$	37.13	\$	40.59
3/4"	\$	49.83	\$	54.60	\$	59.73
1"	\$	81.65	\$	89.54	\$	98.01
1.5"	\$	161.22	\$	176.89	\$	193.72
2"	\$	256.69	\$	281.70	\$	308.57
3"	\$	511.29	\$	561.21	\$	614.84
<i>Idyllwild Arts Academy:</i>						
3"	\$	5,488.99	\$	6,186.16	\$	6,939.33
<i>Fire Service Charges:</i>						
2"	\$	7.92	\$	8.31	\$	8.73
3"	\$	14.83	\$	15.57	\$	16.35
4"	\$	27.56	\$	28.94	\$	30.39
<u>Commodity Charges:</u>						
Rate per cf of water consumed:						
<i>Commercial:</i>	\$	0.0752	\$	0.0744	\$	0.0735
<i>SFR:</i>						
Tier 1, 450 cf	\$	0.0212	\$	0.0223	\$	0.0234
Tier 2, 900 cf	\$	0.1273	\$	0.1248	\$	0.1218
Tier 3, 900+ cf	\$	0.1550	\$	0.1516	\$	0.1475

Table 2
Idylwild Water District
Customer Data

Accounts Summ.	New Accts per. Year	Summary Projection:											
		FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33
	3	1,433	1,433	1,436	1,439	1,442	1,445	1,448	1,451	1,454	1,457	1,460	1,463
R1. 5/8"		12	12	12	12	12	12	12	12	12	12	12	12
R2. 3/4"		43	43	43	43	43	43	43	43	43	43	43	43
R3. 1"		0	0	0	0	0	0	0	0	0	0	0	0
R4. 1.5"		104	104	104	104	104	104	104	104	104	104	104	104
R1-C. 5/8"		18	18	18	18	18	18	18	18	18	18	18	18
R2-C. 3/4"		36	36	36	36	36	36	36	36	36	36	36	36
R3-C. 1"		15	15	15	15	15	15	15	15	15	15	15	15
R4-C. 1.5"		8	8	8	8	8	8	8	8	8	8	8	8
R5-C. 2"		1	1	1	1	1	1	1	1	1	1	1	1
R6-C. 3"		1	1	1	1	1	1	1	1	1	1	1	1
IA-C. 3"		1	1	1	1	1	1	1	1	1	1	1	1
Total Accounts		1,671	1,671	1,674	1,677	1,680	1,683	1,686	1,689	1,692	1,695	1,698	1,701

Consumption Summ	Summary Projection:											
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33
	6,172,870	6,172,870	6,185,793	6,198,716	6,211,639	6,224,562	6,237,485	6,250,408	6,263,331	6,276,254	6,289,177	6,302,100
R1. 5/8"	145,796	145,796	145,796	145,796	145,796	145,796	145,796	145,796	145,796	145,796	145,796	145,796
R2. 3/4"	61,675	61,675	61,675	61,675	61,675	61,675	61,675	61,675	61,675	61,675	61,675	61,675
R3. 1"	0	0	0	0	0	0	0	0	0	0	0	0
R4. 1.5"	910,227	910,227	910,227	910,227	910,227	910,227	910,227	910,227	910,227	910,227	910,227	910,227
R1-C. 5/8"	175,541	175,541	175,541	175,541	175,541	175,541	175,541	175,541	175,541	175,541	175,541	175,541
R2-C. 3/4"	1,149,021	1,149,021	1,149,021	1,149,021	1,149,021	1,149,021	1,149,021	1,149,021	1,149,021	1,149,021	1,149,021	1,149,021
R3-C. 1"	463,269	463,269	463,269	463,269	463,269	463,269	463,269	463,269	463,269	463,269	463,269	463,269
R4-C. 1.5"	145,405	145,405	145,405	145,405	145,405	145,405	145,405	145,405	145,405	145,405	145,405	145,405
R5-C. 2"	263,400	263,400	263,400	263,400	263,400	263,400	263,400	263,400	263,400	263,400	263,400	263,400
R6-C. 3"	1,258,980	1,258,980	1,258,980	1,258,980	1,258,980	1,258,980	1,258,980	1,258,980	1,258,980	1,258,980	1,258,980	1,258,980
IA-C. 3"	10,746,184	10,759,107	10,772,030	10,784,953	10,797,876	10,810,799	10,823,722	10,836,645	10,849,568	10,862,491	10,875,414	
Total Consumption	10,746,184	10,759,107	10,772,030	10,784,953	10,797,876	10,810,799	10,823,722	10,836,645	10,849,568	10,862,491	10,875,414	

Table 3
 Idyllwild Water District
 Water Fund Income Statement

Income	Budget		Historic		FY 2023-24	FY 2024-25	FY 2025-26
	FY 2020/2021	FY 2021/2022	FY 2021/2022	FY 2021/2022			
4201 Water Base Rate-Commercial	\$214,056	\$222,528	\$236,525	\$261,041	\$261,041	\$261,041	\$261,041
4202 Water Base Rate-Residential	623,940	650,273	691,412	757,160	758,621	760,082	761,544
4203 Water Sales-Commercial	240,000	240,000	324,819	320,889	320,889	320,889	320,889
4204 Waste Sales-Residential	300,000	383,000	410,754	407,000	407,810	408,619	409,429
4205 Water Sales-Construction	5,000	6,920	6,920	6,920	6,920	6,920	6,920
4206 Water Sales-Other	4,200	3,000	3,000	3,000	3,000	3,000	3,000
4208 Water Transfer Fees	700	1,200	1,200	1,200	1,200	1,200	1,200
4209 Water Turn On/Off Fees	200	250	250	250	250	250	250
4210 Water Will Serve Letter Fees	100	450	450	450	450	450	450
4212 Water Installation Fees	7,000	1,000	1,000	1,000	1,000	1,000	1,000
4213 Water Lien Fees	200	200	200	200	200	200	200
4214 Water Other Fees & Charges	2,800	1,050	1,050	1,050	1,050	1,050	1,050
Total Income	\$1,398,196	\$1,509,871	\$1,677,580	\$1,760,160	\$1,762,431	\$1,764,702	\$1,766,973
Other Income/Expense							
4901 Water Taxes & Assessments	\$305,000	\$322,000	\$322,000	\$322,000	\$322,000	\$322,000	\$322,000
4903 Water Stand By Assessments	8,000	9,000	9,000	9,000	9,000	9,000	9,000
4904 Water Interest Earned	18,000	8,500	8,500	8,500	8,500	8,500	8,500
4919 Water Other Non-Operating Re	500	1,200	1,200	1,200	1,200	1,200	1,200
Other Income	\$331,500	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700
Total Water Revenue	\$1,729,696	\$1,850,571	\$2,018,280	\$2,100,860	\$2,103,131	\$2,105,402	\$2,107,673

Table 3
 Idyllwild Water District
 Water Fund Income Statement

Income	Projection									
	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33			
4201 Water Base Rate-Commercial	\$261,041	\$261,041	\$261,041	\$261,041	\$261,041	\$261,041	\$261,041			
4202 Water Base Rate-Residential	763,005	764,466	765,927	767,389	768,850	770,311	771,772			
4203 Water Sales-Commercial	320,889	320,889	320,889	320,889	320,889	320,889	320,889			
4204 Waste Sales-Residential	410,238	411,048	411,857	412,667	413,476	414,286	415,095			
4205 Water Sales-Construction	6,920	6,920	6,920	6,920	6,920	6,920	6,920			
4206 Water Sales-Other	3,000	3,000	3,000	3,000	3,000	3,000	3,000			
4208 Water Transfer Fees	1,200	1,200	1,200	1,200	1,200	1,200	1,200			
4209 Water Turn On/Off Fees	250	250	250	250	250	250	250			
4210 Water Will Serve Letter Fees	450	450	450	450	450	450	450			
4212 Water Installation Fees	1,000	1,000	1,000	1,000	1,000	1,000	1,000			
4213 Water Lien Fees	200	200	200	200	200	200	200			
4214 Water Other Fees & Charges	1,050	1,050	1,050	1,050	1,050	1,050	1,050			
Total Income	\$1,769,243	\$1,771,514	\$1,773,785	\$1,776,056	\$1,778,326	\$1,780,597	\$1,782,868			
Other Income/Expense										
4901 Water Taxes & Assessments	\$322,000	\$322,000	\$322,000	\$322,000	\$322,000	\$322,000	\$322,000			
4903 Water Stand By Assessments	9,000	9,000	9,000	9,000	9,000	9,000	9,000			
4904 Water Interest Earned	8,500	8,500	8,500	8,500	8,500	8,500	8,500			
4919 Water Other Non-Operating Re	1,200	1,200	1,200	1,200	1,200	1,200	1,200			
Other Income	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700			
Total Water Revenue	\$2,109,943	\$2,112,214	\$2,114,485	\$2,116,756	\$2,119,026	\$2,121,297	\$2,123,568			

Table 4
Idyllwild Water District
Revenue & Expenses - Water

	Budget			Projection									
	FY 2021-22	Escalator	FY 2022-23	Escalator	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	
5400 - Water Operating Expenses													
5435 Payroll and wages	\$710,124	10%	\$781,136	5%	\$820,193	\$861,203	\$904,263	\$949,476	\$996,950	\$1,046,797	\$1,099,137	\$1,154,094	
5403 Engineering Services	12,000	5%	12,600	5%	13,230	13,892	14,586	15,315	16,081	16,885	17,729	18,616	
5404 Legal Services	75,000	5%	78,750	5%	82,688	86,822	91,163	95,721	100,507	105,533	110,809	116,350	
5405 State-County Water System	43,020	5%	45,171	5%	47,430	49,801	52,291	54,906	57,651	60,533	63,560	66,738	
5406 General Plant Maintenance	98,000	10%	107,800	5%	113,190	118,850	124,792	131,032	137,583	144,462	151,685	159,270	
5407 Minor Equipment/Parts	500	5%	525	5%	551	579	608	638	670	704	739	776	
5408 Vehicle Repairs & Maint	8,000	5%	8,400	5%	8,820	9,261	9,724	10,210	10,721	11,257	11,820	12,411	
5410 Utilities-Electricity	85,000	10%	93,500	5%	98,175	103,084	108,238	113,650	119,332	125,299	131,564	138,142	
5411 Utilities-Gas & Fuel	6,500	20%	7,800	5%	8,190	8,600	9,029	9,481	9,955	10,453	10,975	11,524	
5412 Utilities-Propane	6,000	20%	7,200	5%	7,560	7,938	8,335	8,752	9,189	9,649	10,131	10,638	
5414 Telephone & Internet	11,500	5%	12,075	5%	12,679	13,313	13,978	14,677	15,411	16,182	16,991	17,840	
5415 Retirement and Life Ins	63,000	5%	66,150	5%	69,458	72,930	76,577	80,406	84,426	88,647	93,080	97,734	
5417 Water Computer Services	19,250	5%	20,213	5%	21,223	22,284	23,398	24,568	25,797	27,087	28,441	29,863	
5417 Water Board Reimbursements	2,050	5%	2,153	5%	2,260	2,373	2,492	2,616	2,747	2,885	3,029	3,180	
5419 Water Other Operating Expe	3,920	5%	4,116	5%	4,322	4,538	4,765	5,003	5,253	5,516	5,792	6,081	
5420 Accounting & Auditing	18,320	10%	20,152	5%	21,160	22,218	23,328	24,495	25,720	27,006	28,356	29,774	
5421 Postage & Postage Fee	10,250	5%	10,763	5%	11,301	11,866	12,459	13,082	13,736	14,423	15,144	15,901	
5422 Office Supplies	21,340	5%	22,407	5%	23,501	24,704	25,939	27,236	28,598	30,028	31,529	33,105	
5423 Traveling and Mileages	3,750	5%	3,938	5%	4,134	4,341	4,558	4,786	5,025	5,277	5,540	5,817	
5025 Office Cleaning Services	2,600	5%	2,730	5%	2,867	3,010	3,160	3,318	3,484	3,658	3,841	4,033	
5425 Equipment Maintenance	4,000	5%	4,200	5%	4,410	4,631	4,862	5,105	5,360	5,628	5,910	6,205	
5426 Medical Insurance	146,000	10%	160,600	5%	168,630	177,062	185,915	195,210	204,971	215,219	225,980	237,279	
5427 Worker's Compensation Ins	7,500	7%	8,025	5%	8,426	8,848	9,290	9,754	10,242	10,754	11,292	11,857	
5428 Retiree Health Insurance	34,400	10%	37,840	5%	39,732	41,719	43,805	45,995	48,294	50,709	53,245	55,907	
5429 eDues, Fees, Subscription	27,200	5%	28,560	5%	29,988	31,487	33,062	34,715	36,451	38,273	40,187	42,196	
5430 Advertising & Publishing	13,300	5%	13,965	5%	14,663	15,396	16,166	16,975	17,823	18,714	19,650	20,633	
5431 Leasing Equipment	375	5%	394	5%	413	434	456	479	503	528	554	582	
5432 Utilities Trash Fee	2,800	5%	2,940	5%	3,087	3,241	3,403	3,574	3,752	3,940	4,137	4,344	
5433 Bank Fee Charge	3,400	5%	3,570	5%	3,749	3,936	4,133	4,339	4,556	4,784	5,023	5,275	
5435 Auto & General Insurance	38,000	20%	45,600	5%	47,880	50,274	52,788	55,427	58,198	61,108	64,164	67,372	
5438 Laboratory Services	43,000	5%	45,150	5%	47,408	49,778	52,267	54,890	57,624	60,505	63,531	66,707	
5440 Compensated Time	14,800	5%	15,540	5%	16,317	17,133	17,989	18,889	19,833	20,825	21,866	22,960	
5441 Uniform Expenses	3,800	5%	3,990	5%	4,190	4,399	4,619	4,850	5,092	5,347	5,614	5,895	
5442 Property Tax Expenses	620	5%	651	5%	684	718	754	791	831	872	916	962	
5445 Water Security System (ADT)	2,900	10%	3,190	5%	3,350	3,517	3,693	3,877	4,071	4,275	4,489	4,713	
5446 Training and Seminars	6,400	5%	6,720	5%	7,056	7,409	7,779	8,168	8,577	9,005	9,456	9,929	
Total Expenses	\$1,548,619		\$1,688,512		\$1,772,938	\$1,861,585	\$1,954,664	\$2,052,397	\$2,155,017	\$2,262,768	\$2,375,906	\$2,494,701	

Table 5
Idyllwild Water District
Cash Fund Balance
Water

Year End Balance	FY 2020-21
Cash and investments	\$2,761,745
Certificates of deposit	\$25,885
Total	\$2,787,630

Table 6

Idyllwild Water District
Water CIP Program

	<u>FY 2023/24</u>	<u>FY 2024/25</u>	<u>FY 2025/26</u>	<u>FY 2026/27</u>	<u>FY 2027/28</u>	<u>FY 2028/29</u>
CAPITAL PROJECTS						
Strawberry Creek, Pre-1914 Pipeline - Diversion Structure	200,000					
Strawberry Creek, Pre-1914 Pipeline - 700 Feet in Length	420,000					
Stoarge Tank Recoating Project 1	250,000					
Water Treatment Plant Automatic Transfer Switch	50,000					
Booster Pumps	50,000					
Chlorine Room Remodel	100,000					
Water Tank Security, 11 Tanks	15,000					
Stoarge Tank Recoating Project 2		250,000				
Fire Hydrants Repair & Replace		160,000				
Oakwood Well Filtration System Maintenance & Filter Replacement		50,000				
Water Treatment Buildings Improvements		200,000				
Water Treatment Plant Road Paving - 600 Feet		120,000				
Well Housing Rehab - Two Per Year		50,000				
Small Trailer, to Haul Bobcat, Tools, etc		20,000				
Truck Purchase (3)		240,000				
Strawberry Creek, 10" Pipeline from Fern Valley 1A to Foster Lake - Phase 2			780,000			
Stoarge Tank Recoating Project 3		250,000				
Truck Purchase (1)		80,000				
Well Housing Rehab - Two Per Year		50,000				
Strawberry Creek, 10" Pipeline from Fern Valley 1A to Foster Lake - Phase 3				780,000		
Stoarge Tank Recoating Project 4			250,000			
Well Housing Rehab - Two Per Year			50,000			
Well 5 Rehab or Replace (Drill New Well)			100,000			
Cla-Val Maintenance & Replacement			105,000			
Strawberry Creek, 10" Pipeline from Fern Valley 1A to Foster Lake - Phase 4					780,000	
Fencing at Various Locations - 500 feet					50,000	
Aireation Backup System					100,000	
Foster Lake Silt Removal					150,000	
Stoarge Tank Recoating Project 5					250,000	
Well Housing Rehab - Two Per Year					50,000	
Well Housing Rehab - Two Per Year					50,000	
Well Housing Rehab - Two Per Year					50,000	
Lower Pine Crest Pipeline, 8 Inch Pipe - 1,400 Feet in Length						8,333
Pipeline Project 1						8,333
Pipeline Project 2						140,000
Pipeline Project 3						150,000
Pipeline Project 4						150,000
Stoarge Tank Recoating Project 6						150,000
Stoarge Tank Recoating Project 7						50,000
Stoarge Tank Recoating Project 8						50,000
Stoarge Tank Recoating Project 9						50,000
Stoarge Tank Recoating Project 10						50,000
TOTAL WATER CAPITAL IMPROVEMENT PROJECTS	\$1,085,000	\$1,090,000	\$1,160,000	\$1,285,000	\$1,380,000	\$1,006,667

Table 7
 Ityilwild Water District
 Water Enterprise Financial Projections

	Budget		Projections										
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	
Beginning Balance	\$2,787,630	\$3,089,582	\$3,501,930	\$7,866,992	\$2,324,965	\$1,766,073	\$1,164,190	\$559,055	\$429,687	\$414,468	\$526,235	\$779,048	
Rate Adjustments				8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	
Usage / Customer Growth %				0.14%	0.14%	0.14%	0.14%	0.14%	0.14%	0.14%	0.14%	0.14%	
WATER - OPERATING REVENUES													
1a. Commercial Base/Fixed	\$222,528	\$261,041	\$281,924	\$304,478	\$328,836	\$355,143	\$383,554	\$414,239	\$447,378	\$483,168	\$521,822	\$563,567	
1b. Residential Base/Fixed	650,273	797,160	819,311	886,560	939,326	1,038,060	1,123,252	1,215,430	1,315,169	1,423,087	1,539,855	1,666,199	
2a. Commercial Sales/Variable	240,000	320,889	346,561	374,285	404,228	436,567	471,492	509,211	549,948	593,944	641,460	692,776	
2b. Residential Sales/Variable	383,000	407,000	440,435	476,614	515,762	558,125	603,964	653,566	707,239	765,316	828,159	896,160	
3. Misc. Revenues	14,070	14,070	14,070	6,920	6,920	6,920	6,920	6,920	6,920	6,920	6,920	6,920	
SUBTOTAL	\$1,509,871	\$1,760,160	\$1,902,300	\$2,048,857	\$2,215,072	\$2,394,814	\$2,589,182	\$2,799,366	\$3,026,654	\$3,272,435	\$3,536,216	\$3,825,622	
WATER - NON-OPERATING REVENUES													
4. Other Income	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	
SUBTOTAL	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	\$340,700	
Total Revenue	\$1,850,571	\$2,100,860	\$2,243,000	\$2,389,557	\$2,555,772	\$2,735,514	\$2,929,882	\$3,140,066	\$3,367,354	\$3,613,135	\$3,878,916	\$4,166,322	
5400 - Water Operating Expenses													
1. Staff and Contracts	\$1,125,944	\$1,227,833	\$1,289,225	\$1,353,686	\$1,421,371	\$1,492,439	\$1,567,061	\$1,645,414	\$1,727,685	\$1,814,069	\$1,904,773	\$2,000,011	
2. Maintenance and Utilities	219,875	241,894	253,986	266,688	280,022	294,023	308,725	324,161	340,369	357,387	375,257	394,019	
3. Treatment	88,920	93,511	98,187	103,096	108,251	113,663	119,346	125,314	131,579	138,158	145,066	152,320	
4. Administrative	109,960	121,158	127,216	133,577	140,256	147,265	154,632	162,363	170,481	179,006	187,956	197,354	
5. Other	3,920	4,116	4,322	4,538	4,765	5,003	5,253	5,516	5,792	6,081	6,385	6,705	
Total Operating Expenses	\$1,548,619	\$1,688,512	\$1,772,938	\$1,861,585	\$1,954,664	\$2,052,397	\$2,155,017	\$2,262,768	\$2,375,906	\$2,494,701	\$2,619,437	\$2,750,408	
Net Revenue Before Capital(Loss)	\$301,952	\$412,348	\$470,062	\$527,972	\$601,109	\$683,117	\$774,865	\$877,299	\$991,448	\$1,118,434	\$1,259,479	\$1,415,914	
Debt Service Coverage	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
CAPITAL													
Capital Improvement Program	\$0	\$0	\$1,085,000	\$1,090,000	\$1,160,000	\$1,285,000	\$1,380,000	\$1,006,667	\$1,006,667	\$1,006,667	\$1,006,667	\$1,006,667	
SUBTOTAL	\$0	\$0	\$1,085,000	\$1,090,000	\$1,160,000	\$1,285,000	\$1,380,000	\$1,006,667	\$1,006,667	\$1,006,667	\$1,006,667	\$1,006,667	
Total Exp & CIP	\$1,548,619	\$1,688,512	\$2,857,938	\$2,951,585	\$3,114,664	\$3,337,397	\$3,535,017	\$3,269,434	\$3,382,573	\$3,501,368	\$3,626,103	\$3,757,075	
Net Revenue(Loss)	\$301,952	\$412,348	(\$614,938)	(\$558,891)	(\$601,883)	(\$605,135)	(\$129,368)	(\$15,219)	\$111,767	\$252,813	\$409,247		
Ending Balance	\$3,089,582	\$3,501,930	\$2,886,992	\$2,324,965	\$1,766,073	\$1,164,190	\$559,055	\$429,687	\$414,468	\$526,235	\$779,048	\$1,188,295	

**Table 8
Idyllwild Water District
Water Usage Analysis**

Month	Tier 1 (0 to 400)	Tier 2 (>400)	Total
January	350,155	487,795	837,950
February	329,555	453,626	783,181
March	300,520	334,127	634,647
April	388,533	610,737	999,270
May	347,160	445,417	792,577
June	391,564	598,994	990,558
July	432,630	835,687	1,268,317
August	393,659	605,928	999,587
September	391,683	611,061	1,002,744
October	376,750	540,650	917,400
November	362,877	411,439	774,316
December	<u>337,047</u>	<u>408,590</u>	<u>745,637</u>
	4,402,133	6,344,051	10,746,184
	Tier 1 (0 to 400)	Tier 2 (>400)	Total
Avg winter use (Dec - March)	329,319	421,035	750,354
Annualized winter (Base use)	3,951,831	5,052,414	9,004,245
Peak Units	450,302	1,291,637	1,741,939
% of Tier Peak Units	10%	20%	

Table 9
 Idyllwild Water District
 Water Cost Analysis

Expenses	2022/23	% Attributed	\$ Attributed		
Expenses Recovered by Service Charges	Total Expenses	% Fixed	\$ Fixed		
Staff and Contracts	\$1,227,833	100%	\$1,227,833		
Maintenance and Utilities	241,894	100%	\$241,894		
Treatment	93,511	100%	\$93,511		
Administrative	121,158	100%	\$121,158		
Other	4,116	100%	\$4,116		
<u>Capital Improvement Program</u>	<u>2,085,000</u>	<u>27%</u>	<u>\$555,187</u>		
Total	\$3,773,512		\$2,243,699		
			<u>Variable Cost Allocation</u>		
Expenses Recovered by Quantity Rates	Total Expenses	% Variable	\$ Variable	% Peaking	\$ Peaking
Staff and Contracts	\$1,227,833	0%	\$0	0%	\$0
Maintenance and Utilities	241,894	0%	\$0	0%	\$0
Treatment	93,511	0%	\$0	0%	\$0
Administrative	121,158	0%	\$0	0%	\$0
Other	4,116	0%	\$0	0%	\$0
<u>Capital Improvement Program</u>	<u>2,085,000</u>	<u>73%</u>	<u>\$1,529,813</u>	<u>75%</u>	<u>\$1,147,360</u>
Total	\$3,773,512		\$1,529,813		\$1,147,360
				% Peaking of	% Peaking of
		% Fixed	% Variable	Variable Costs	Total Costs
Total Costs		59%	41%	75%	30%
	\$ Rate Requirement	\$ for Meters	\$ for Use	\$ for Peak Use	\$ for Base Use
Rate Revenue Requirement	\$1,746,090	\$1,038,211	\$707,879	\$530,909	\$176,970

**Table 10
Idyllwild Water District
Water Rate Calculation**

Water Service Charge Calculation (59% revenue recovery)		FY 2022/23
Fixed Rate Revenue Requirement		\$1,038,211
Meter Equivalent Units (5/8 inch)		2,132
\$/Meter Equivalent (Annual)		\$487
Projected Monthly Service Charges	<u>Proposed Meter Equivalents*</u>	<u>Rate Per Month</u>
5/8 inch	1.00	\$40.59
3/4 inch	1.50	\$60.89
1 inch	2.50	\$101.48
1-1/2 inch	5.00	\$202.95
2 inch	8.00	\$324.72
3 inch	37.00	\$1,501.83
Idyllwild Arts Academy:	176.00	\$7,143.84
Fire Service Charges:		
2"	0.22	\$8.73
3"	0.40	\$16.35
4"	0.75	\$30.39
Projected Service Charge Revenue		\$1,038,211
Water Quantity Rate Calculation (41% revenue recovery)		FY 2022/23
Quantity Rates		\$707,879
Total Base Costs		\$176,970
Projected Use (ccf)		10,746,184
Quantity Rate, All Use		\$0.0165
Total Peak Costs		\$530,909
Projected Peak Use (ccf)		1,741,939
Quantity Rate, Peak Units		\$0.3048
Uniform Rate		\$0.06587
	<u>Peak Use In Tier</u>	<u>Peak Cost In Tier</u>
Tier 1 Cost	450,302	\$137,243
Tier 2 Cost	1,291,637	\$393,666
	1,741,939	\$530,909
	<u>Use In Tier</u>	<u>Proposed Rate</u>
Tier 1 Rate	4,402,133	\$0.0476
Tier 2 Rate	6,344,051	\$0.0785
	10,746,184	

*Minimum meter equivalents based on the greater of AWWA meter equivalents or the ratio of the usage of meter size compared to the 5/8" meter class divided by 1.55.

Table 11
 Idyllwild Water District
 Current & Projected Water Rates (Uniform Volumetric Rate)

	Rate Code	Current	2022-23 Recalculated	2023-24 8.00%	2024-25 8.00%	2025-26 8.00%	2026-27 8.00%	2027-28 8.00%
<i>Overall Rate Increase %</i>								
<i>Monthly Fixed Service Charges:</i>								
<i>SFR:</i>								
5/8"	R1	\$ 40.59	\$ 40.59	\$ 43.84	\$ 47.34	\$ 51.13	\$ 55.22	\$ 59.64
3/4"	R2	\$ 59.73	\$ 60.89	\$ 65.76	\$ 71.02	\$ 76.70	\$ 82.83	\$ 89.46
1"	R3	\$ 98.01	\$ 101.48	\$ 109.59	\$ 118.36	\$ 127.83	\$ 138.06	\$ 149.10
1.5"	R4							
<i>All Other Customers:</i>								
5/8"	R1 -C	\$ 40.59	\$ 40.59	\$ 43.84	\$ 47.34	\$ 51.13	\$ 55.22	\$ 59.64
3/4"	R2 -C	\$ 59.73	\$ 60.89	\$ 65.76	\$ 71.02	\$ 76.70	\$ 82.83	\$ 89.46
1"	R3 -C	\$ 98.01	\$ 101.48	\$ 109.59	\$ 118.36	\$ 127.83	\$ 138.06	\$ 149.10
1.5"	R4 -C	\$ 193.72	\$ 202.95	\$ 219.19	\$ 236.72	\$ 255.66	\$ 276.11	\$ 298.20
2"	R5 -C	\$ 308.57	\$ 324.72	\$ 350.70	\$ 378.75	\$ 409.05	\$ 441.78	\$ 477.12
3"	R6 -C	\$ 614.84	\$ 1,501.83	\$ 1,621.98	\$ 1,751.73	\$ 1,891.87	\$ 2,043.22	\$ 2,206.68
<i>Idyllwild Arts Academy:</i>								
3"	IA-C	\$ 6,939.33	\$ 7,143.84	\$ 7,715.35	\$ 8,332.57	\$ 8,999.18	\$ 9,719.12	\$ 10,496.64
<i>Fire Service Charges:</i>								
2"		\$ 8.73	\$ 8.73	\$ 9.43	\$ 10.18	\$ 11.00	\$ 11.88	\$ 12.83
3"		\$ 16.35	\$ 16.35	\$ 17.66	\$ 19.07	\$ 20.60	\$ 22.24	\$ 24.02
4"		\$ 30.39	\$ 30.39	\$ 32.82	\$ 35.45	\$ 38.28	\$ 41.35	\$ 44.65
<i>Commodity Charges:</i>								
Rate per cf of water consumed:								
All Users, Per cf		\$	0.0659	\$ 0.0711	\$ 0.0768	\$ 0.0830	\$ 0.0896	\$ 0.0968
<i>Commercial:</i>								
SFR:		\$	0.0735					
Tier 1, 450 cf		\$	0.0234					
Tier 2, 900 cf		\$	0.1218					
Tier 3, 900+ cf		\$	0.1475					
<hr/>								
Residential Bill 4 CCF		\$ 49.95	\$ 66.94	\$ 72.29	\$ 78.08	\$ 84.32	\$ 91.07	\$ 98.36
<i>\$/Month Increase</i>			\$ 22.34	\$ 5.78	\$ 6.25	\$ 6.75	\$ 7.29	
<i>% Increase</i>			45%	8%	8%	8%	8%	8%
Residential Bill 9 CCF		\$ 105.93	\$ 99.88	\$ 107.87	\$ 116.49	\$ 125.81	\$ 135.88	\$ 146.75
<i>\$/Month Increase</i>			\$ 1.94	\$ 16.62	\$ 17.95	\$ 19.38	\$ 20.94	
<i>% Increase</i>			2%	8%	8%	8%	8%	8%

Table 12
 Idyllwild Water District
 Current & Projected Water Rates (All Customer Tier Rate)

	Rate Code	Current	2022-23 Recalculated	2023-24 8.00%	2024-25 8.00%	2025-26 8.00%	2026-27 8.00%	2027-28 8.00%
<i>Overall Rate Increase %</i>								
<i>Monthly Fixed Service Charges:</i>								
<i>SFR:</i>								
5/8"	R1	\$ 40.59	\$ 40.59	\$ 43.84	\$ 47.34	\$ 51.13	\$ 55.22	\$ 59.64
3/4"	R2	\$ 59.73	\$ 60.89	\$ 65.76	\$ 71.02	\$ 76.70	\$ 82.83	\$ 89.46
1"	R3	\$ 98.01	\$ 101.48	\$ 109.59	\$ 118.36	\$ 127.83	\$ 138.06	\$ 149.10
1.5"	R4							
<i>All Other Customers:</i>								
5/8"	R1 -C	\$ 40.59	\$ 40.59	\$ 43.84	\$ 47.34	\$ 51.13	\$ 55.22	\$ 59.64
3/4"	R2 -C	\$ 59.73	\$ 60.89	\$ 65.76	\$ 71.02	\$ 76.70	\$ 82.83	\$ 89.46
1"	R3 -C	\$ 98.01	\$ 101.48	\$ 109.59	\$ 118.36	\$ 127.83	\$ 138.06	\$ 149.10
1.5"	R4 -C	\$ 193.72	\$ 202.95	\$ 219.19	\$ 236.72	\$ 255.66	\$ 276.11	\$ 298.20
2"	R5 -C	\$ 308.57	\$ 324.72	\$ 350.70	\$ 378.75	\$ 409.05	\$ 441.78	\$ 477.12
3"	R6 -C	\$ 614.84	\$ 1,501.83	\$ 1,621.98	\$ 1,751.73	\$ 1,891.87	\$ 2,043.22	\$ 2,206.68
<i>Idyllwild Arts Academy:</i>								
3"	IA-C	\$ 6,939.33	\$ 7,143.84	\$ 7,715.35	\$ 8,332.57	\$ 8,999.18	\$ 9,719.12	\$ 10,496.64
<i>Fire Service Charges:</i>								
2"		\$ 8.73	\$ 8.73	\$ 9.43	\$ 10.18	\$ 11.00	\$ 11.88	\$ 12.83
3"		\$ 16.35	\$ 16.35	\$ 17.66	\$ 19.07	\$ 20.60	\$ 22.24	\$ 24.02
4"		\$ 30.39	\$ 30.39	\$ 32.82	\$ 35.45	\$ 38.28	\$ 41.35	\$ 44.65
<i>Commodity Charges:</i>								
<i>Commercial:</i>		\$ 0.0735						
<i>SFR:</i>								
Tier 1, 450 cf		\$ 0.0234						
Tier 2, 900 cf		\$ 0.1218						
Tier 3, 900+ cf		\$ 0.1475						
<i>All Users, Per cf</i>								
Tier 1, 400 cf		\$ 0.0476	\$ 0.051	\$ 0.056	\$ 0.060	\$ 0.065	\$ 0.070	
Tier 2 >400 cf		\$ 0.0785	\$ 0.085	\$ 0.092	\$ 0.099	\$ 0.107	\$ 0.115	
Residential Bill 4 CCF		\$ 49.95	\$ 59.65	\$ 64.42	\$ 69.57	\$ 75.14	\$ 81.15	\$ 87.64
<i>\$/Month Increase</i>			\$ 14.47	\$ 5.15	\$ 5.57	\$ 6.01	\$ 6.49	
<i>% Increase</i>			29%	8%	8%	8%	8%	8%
Residential Bill 9 CCF		\$ 105.93	\$ 98.91	\$ 106.82	\$ 115.37	\$ 124.60	\$ 134.56	\$ 145.33
<i>\$/Month Increase</i>			\$ 0.89	\$ 16.46	\$ 17.78	\$ 19.20	\$ 20.73	
<i>% Increase</i>			1%	8%	8%	8%	8%	8%



Wastewater Enterprise

DRAFT February 2022



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Single Family Residence Monthly Sewer Rates November, 2022

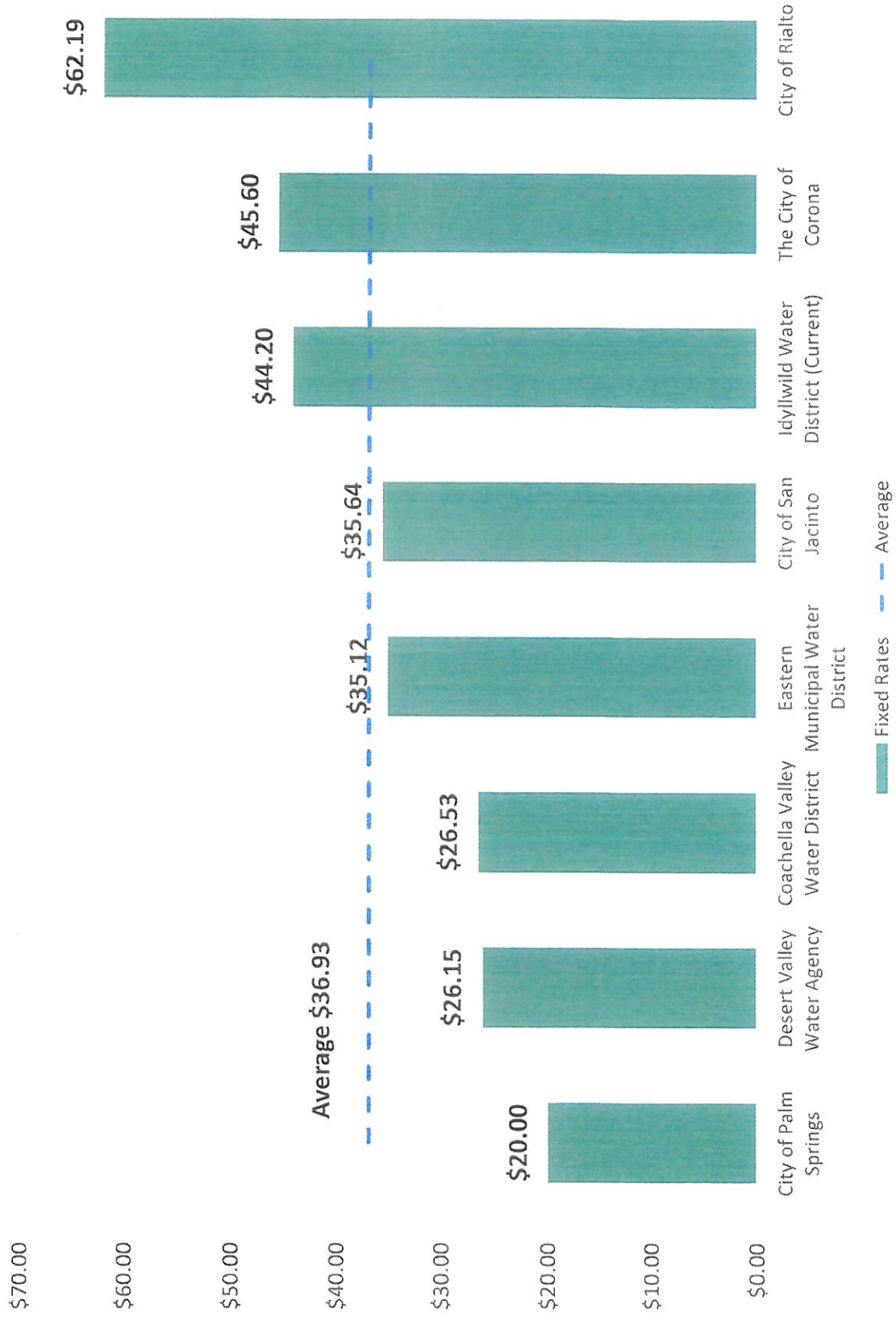


Table 1
Idyllwild Water District
Historical and Current Sewer Rates

Sewer Rate	FY 2020/21	FY 2021/22	FY 2022/23
Monthly Fixed EDU Charge	\$42.05	\$43.10	\$44.20

Table 2
Idyllwild Water District
Revenue - Sewer

EDUs	FY 2021/2022	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Commercial EDUs	955	955	955	955	955	955	955
Residential EDUs	459	462	465	468	471	474	474
Annual Increase			10%	10%	10%	10%	10%
Sewer Rate per EDU, Monthly	\$43.10	\$44.20	\$48.62	\$53.48	\$58.83	\$64.71	
Budget							
Income	FY 2021/2022	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
4101 Sewer Base Fees - Commercial	\$482,547	\$482,547	\$506,378	\$557,016	\$612,718	\$673,989	\$741,388
4102 Sewer Base Fees - Residential	231,899	\$231,899	\$245,045	\$271,300	\$300,355	\$332,508	\$368,089
4108 Sewer Transfer Fees	240	\$240	\$240	\$240	\$240	\$240	\$240
4109 Sewer Other Fees, Refunds	110	\$110	\$110	\$110	\$110	\$110	\$110
Total Income	\$714,796	\$714,796	\$751,773	\$828,666	\$913,423	\$1,006,848	\$1,109,827
Other Income	Escalator	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
4801 Sewer Taxes & Assessments	0%	\$133,200	\$133,200	\$133,200	\$133,200	\$133,200	\$133,200
4803 Sewer Stand By Assessments	0%	4,089	4,089	4,089	4,089	4,089	4,089
4804 Sewer Interest Earned	0%	11,300	11,300	11,300	11,300	11,300	11,300
4805 Sewer Facilities Charges	0%	0	0	0	0	0	0
4819 Sewer Other Non-Operating Rev	0%	0	0	0	0	0	0
Total Other Income		\$148,589	\$148,589	\$148,589	\$148,589	\$148,589	\$148,589
Total Sewer Revenue	FY 2021/2022	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
	\$863,385	\$863,385	\$900,362	\$977,255	\$1,062,012	\$1,155,437	\$1,258,416

Table 2
Idyllwild Water District
Revenue - Sewer

EDUs	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
Commercial EDUs	955	955	955	955	955	955
Residential EDUs	477	480	483	486	489	492
Annual Increase	10%	9%	9%	9%	9%	9%
Sewer Rate per EDU, Monthly	\$71.18	\$77.59	\$84.57	\$92.19	\$100.48	\$109.53
Projection						
Income	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
4101 Sewer Base Fees - Commercial	\$815,527	\$888,925	\$968,928	\$1,056,131	\$1,151,183	\$1,254,790
4102 Sewer Base Fees - Residential	\$407,460	\$446,925	\$490,193	\$537,629	\$589,633	\$646,643
4108 Sewer Transfer Fees	\$240	\$240	\$240	\$240	\$240	\$240
4109 Sewer Other Fees, Refunds	\$110	\$110	\$110	\$110	\$110	\$110
Total Income	\$1,223,337	\$1,336,200	\$1,459,471	\$1,594,110	\$1,741,166	\$1,901,783
Other Income	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
4801 Sewer Taxes & Assessments	\$133,200	\$133,200	\$133,200	\$133,200	\$133,200	\$133,200
4803 Sewer Stand By Assessments	4,089	4,089	4,089	4,089	4,089	4,089
4804 Sewer Interest Earned	11,300	11,300	11,300	11,300	11,300	11,300
4805 Sewer Facilities Charges	0	0	0	0	0	0
4819 Sewer Other Non-Operating Rev	0	0	0	0	0	0
Total Other Income	\$148,589	\$148,589	\$148,589	\$148,589	\$148,589	\$148,589
Total Sewer Revenue	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
	\$1,371,926	\$1,484,789	\$1,608,060	\$1,742,699	\$1,889,755	\$2,050,372

Table 3
Idyllwild Water District
Expenses - Sewer

	Escalator										Projection									
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31
6400 Payroll	162,300	\$178,530	\$276,383	\$304,021	\$334,423	\$367,866	\$404,652	\$445,118	\$489,629	\$538,592	10%	\$178,530	\$276,383	\$304,021	\$334,423	\$367,866	\$404,652	\$445,118	\$489,629	\$538,592
6404 Retirement and Life Ins	14,200	\$14,910	\$15,656	\$16,438	\$17,260	\$18,123	\$19,029	\$19,981	\$20,980	\$22,029	5%	\$14,910	\$15,656	\$16,438	\$17,260	\$18,123	\$19,029	\$19,981	\$20,980	\$22,029
6405 Treatment Fees	5,400	\$5,670	\$5,954	\$6,251	\$6,564	\$6,892	\$7,237	\$7,598	\$7,978	\$8,377	5%	\$5,670	\$5,954	\$6,251	\$6,564	\$6,892	\$7,237	\$7,598	\$7,978	\$8,377
5005 Uniforms Expense	820	\$861	\$904	\$949	\$997	\$1,047	\$1,099	\$1,154	\$1,212	\$1,272	5%	\$861	\$904	\$949	\$997	\$1,047	\$1,099	\$1,154	\$1,212	\$1,272
5008 Board of Directors Reimbursement	660	\$693	\$728	\$764	\$802	\$842	\$884	\$929	\$975	\$1,024	5%	\$693	\$728	\$764	\$802	\$842	\$884	\$929	\$975	\$1,024
6406 General Plant Expense	48,500	\$53,350	\$58,685	\$64,554	\$71,009	\$78,110	\$85,921	\$94,513	\$103,964	\$114,360	10%	\$53,350	\$58,685	\$64,554	\$71,009	\$78,110	\$85,921	\$94,513	\$103,964	\$114,360
6408 Vehicle Repairs & Maint	2,750	\$2,888	\$3,032	\$3,183	\$3,343	\$3,510	\$3,685	\$3,870	\$4,063	\$4,266	5%	\$2,888	\$3,032	\$3,183	\$3,343	\$3,510	\$3,685	\$3,870	\$4,063	\$4,266
6410 Utilities-Electricity	28,250	\$31,075	\$34,183	\$37,601	\$41,361	\$45,497	\$50,047	\$55,051	\$60,556	\$66,612	10%	\$31,075	\$34,183	\$37,601	\$41,361	\$45,497	\$50,047	\$55,051	\$60,556	\$66,612
6411 Utilities-Gas & Fuel	3,950	\$4,740	\$5,688	\$6,826	\$8,191	\$9,829	\$11,795	\$14,154	\$16,984	\$20,381	20%	\$4,740	\$5,688	\$6,826	\$8,191	\$9,829	\$11,795	\$14,154	\$16,984	\$20,381
6413 Sewer Utilities-Telephone	3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430	5%	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
6415 Legal Services	19,500	\$20,475	\$21,499	\$22,574	\$23,702	\$24,887	\$26,132	\$27,438	\$28,810	\$30,251	5%	\$20,475	\$21,499	\$22,574	\$23,702	\$24,887	\$26,132	\$27,438	\$28,810	\$30,251
6417 Computer Services	6,017	\$6,318	\$6,634	\$6,965	\$7,314	\$7,679	\$8,063	\$8,467	\$8,890	\$9,334	5%	\$6,318	\$6,634	\$6,965	\$7,314	\$7,679	\$8,063	\$8,467	\$8,890	\$9,334
6419 Cleaning Line Expenses	860	\$903	\$948	\$996	\$1,045	\$1,098	\$1,152	\$1,210	\$1,271	\$1,334	5%	\$903	\$948	\$996	\$1,045	\$1,098	\$1,152	\$1,210	\$1,271	\$1,334
6420 Accounting & Audit Service	6,500	\$7,150	\$7,865	\$8,652	\$9,517	\$10,468	\$11,515	\$12,667	\$13,933	\$15,327	10%	\$7,150	\$7,865	\$8,652	\$9,517	\$10,468	\$11,515	\$12,667	\$13,933	\$15,327
6421 Postage & Mail Fee	2,736	\$2,873	\$3,016	\$3,167	\$3,326	\$3,492	\$3,667	\$3,850	\$4,042	\$4,244	5%	\$2,873	\$3,016	\$3,167	\$3,326	\$3,492	\$3,667	\$3,850	\$4,042	\$4,244
6422 Office Supplies	2,190	\$2,300	\$2,414	\$2,535	\$2,662	\$2,795	\$2,935	\$3,082	\$3,236	\$3,397	5%	\$2,300	\$2,414	\$2,535	\$2,662	\$2,795	\$2,935	\$3,082	\$3,236	\$3,397
6423 Medical Insurance	49,500	\$54,450	\$59,895	\$65,885	\$72,473	\$79,720	\$87,692	\$96,461	\$106,108	\$116,718	10%	\$54,450	\$59,895	\$65,885	\$72,473	\$79,720	\$87,692	\$96,461	\$106,108	\$116,718
6426 Worker's Comp Insurance	1,074	\$1,149	\$1,230	\$1,316	\$1,408	\$1,506	\$1,612	\$1,725	\$1,845	\$1,975	7%	\$1,149	\$1,230	\$1,316	\$1,408	\$1,506	\$1,612	\$1,725	\$1,845	\$1,975
6428 Retiree Health Insurance	13,200	\$14,520	\$15,972	\$17,569	\$19,326	\$21,259	\$23,385	\$25,723	\$28,295	\$31,125	10%	\$14,520	\$15,972	\$17,569	\$19,326	\$21,259	\$23,385	\$25,723	\$28,295	\$31,125
6429 eDues, Fees & Subscription	11,300	\$11,865	\$12,458	\$13,081	\$13,735	\$14,422	\$15,143	\$15,900	\$16,695	\$17,530	5%	\$11,865	\$12,458	\$13,081	\$13,735	\$14,422	\$15,143	\$15,900	\$16,695	\$17,530
6430 Advertising & Publishing	820	\$861	\$904	\$949	\$997	\$1,047	\$1,099	\$1,154	\$1,212	\$1,272	5%	\$861	\$904	\$949	\$997	\$1,047	\$1,099	\$1,154	\$1,212	\$1,272
6431 Sewer Maintenance	3,600	\$3,780	\$3,969	\$4,167	\$4,376	\$4,595	\$4,824	\$5,066	\$5,319	\$5,585	5%	\$3,780	\$3,969	\$4,167	\$4,376	\$4,595	\$4,824	\$5,066	\$5,319	\$5,585
6432 Utilities - Trash Fee	860	\$903	\$948	\$996	\$1,045	\$1,098	\$1,152	\$1,210	\$1,271	\$1,334	5%	\$903	\$948	\$996	\$1,045	\$1,098	\$1,152	\$1,210	\$1,271	\$1,334
6433 Bank Fee Charge	160	\$168	\$176	\$185	\$194	\$204	\$214	\$225	\$236	\$248	5%	\$168	\$176	\$185	\$194	\$204	\$214	\$225	\$236	\$248
6435 Auto & General Insurance	9,800	\$11,760	\$14,112	\$16,934	\$20,321	\$24,386	\$29,263	\$35,115	\$42,138	\$50,566	20%	\$11,760	\$14,112	\$16,934	\$20,321	\$24,386	\$29,263	\$35,115	\$42,138	\$50,566
6438 Laboratory Service	21,500	\$22,575	\$23,704	\$24,889	\$26,133	\$27,440	\$28,812	\$30,253	\$31,765	\$33,354	5%	\$22,575	\$23,704	\$24,889	\$26,133	\$27,440	\$28,812	\$30,253	\$31,765	\$33,354
6441 Removal Disposal Fee	5,850	\$6,143	\$6,450	\$6,772	\$7,111	\$7,466	\$7,840	\$8,232	\$8,643	\$9,075	5%	\$6,143	\$6,450	\$6,772	\$7,111	\$7,466	\$7,840	\$8,232	\$8,643	\$9,075
6443 Consulting & Engineering	2,950	\$3,098	\$3,252	\$3,415	\$3,586	\$3,765	\$3,953	\$4,151	\$4,358	\$4,576	5%	\$3,098	\$3,252	\$3,415	\$3,586	\$3,765	\$3,953	\$4,151	\$4,358	\$4,576
6444 Traveling and Entertainment	790	\$830	\$871	\$915	\$960	\$1,008	\$1,059	\$1,112	\$1,167	\$1,226	5%	\$830	\$871	\$915	\$960	\$1,008	\$1,059	\$1,112	\$1,167	\$1,226
6448 Training & Seminar Expenses	6,500	\$6,825	\$7,166	\$7,525	\$7,901	\$8,296	\$8,711	\$9,146	\$9,603	\$10,084	5%	\$6,825	\$7,166	\$7,525	\$7,901	\$8,296	\$8,711	\$9,146	\$9,603	\$10,084
6445 Security System	540	\$594	\$653	\$719	\$791	\$870	\$957	\$1,052	\$1,158	\$1,273	10%	\$594	\$653	\$719	\$791	\$870	\$957	\$1,052	\$1,158	\$1,273
5099 OPEB Obligation Expense	22,961	\$24,109	\$25,315	\$26,580	\$27,909	\$29,305	\$30,770	\$32,308	\$33,924	\$35,620	5%	\$24,109	\$25,315	\$26,580	\$27,909	\$29,305	\$30,770	\$32,308	\$33,924	\$35,620
Total Expenses	\$459,538	\$500,038	\$624,522	\$681,424	\$744,036	\$812,987	\$888,989	\$972,837	\$1,065,433	\$1,167,792		\$500,038	\$624,522	\$681,424	\$744,036	\$812,987	\$888,989	\$972,837	\$1,065,433	\$1,167,792

Table 4
Idyllwild Water District
Cash Fund Balance
Sewer

Year End Balance	FY 2020-21
Cash and investments	\$2,776,980
Certificates of deposit	\$160,905
Total	\$2,937,885

Table 5
 Idyllwild Water District
 Wastewater CIP Program

	<u>FY 2029/30</u>	<u>FY 2030/31</u>	<u>FY 2031/32</u>	<u>FY 2032/33</u>
CAPITAL PROJECTS				
1. Equipment Replacement	\$157,500	\$165,375	\$173,644	\$182,326
2. Unforeseen Items	\$105,000	\$110,250	\$115,763	\$121,551
TOTAL Wastewater CAPITAL IMPROVEMENT PROJECTS	\$262,500	\$275,625	\$289,406	\$303,877

Table 6
 Iyikwid Water District
 Improvement District No. 1 - Wastewater Financial Projections

	Budget		Projections									
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Beginning Balance	\$2,937,865	\$3,341,732	\$2,354,877	\$2,457,610	\$2,418,995	\$2,241,990	\$2,099,013	\$1,993,546	\$1,917,092	\$1,858,313	\$1,819,689	\$1,800,569
Rate Adjustments	\$43,10	\$44,20	\$48,62	\$53,48	\$58,83	\$64,71	\$71,18	\$77,59	\$84,57	\$92,19	\$100,48	\$109,53
Rate, Effective July 1st	955	955	955	955	955	955	955	955	955	955	955	955
Commercial EDUs	459	462	465	468	471	474	477	480	483	486	489	492
Residential EDUs												
Budget	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
SEWER - OPERATING REVENUES												
1. Commercial Fees	\$482,547	\$506,378	\$557,016	\$612,718	\$673,989	\$741,388	\$815,527	\$888,925	\$968,928	\$1,056,131	\$1,151,183	\$1,254,790
2. Residential Fees	231,899	245,045	271,300	300,355	332,508	368,089	407,460	446,925	490,193	537,629	589,633	646,643
SUBTOTAL	\$714,446	\$751,423	\$828,316	\$913,073	\$1,006,498	\$1,109,477	\$1,222,987	\$1,335,850	\$1,459,121	\$1,593,760	\$1,740,816	\$1,901,433
SEWER - NON-OPERATING REVENUES												
3. Administrative Fees	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
4. Other Income	148,589	148,589	148,589	148,589	148,589	148,589	148,589	148,589	148,589	148,589	148,589	148,589
SUBTOTAL	\$148,939	\$148,939	\$148,939	\$148,939	\$148,939	\$148,939	\$148,939	\$148,939	\$148,939	\$148,939	\$148,939	\$148,939
Total Revenue	\$863,385	\$900,362	\$977,255	\$1,062,012	\$1,155,437	\$1,258,416	\$1,371,926	\$1,484,789	\$1,608,060	\$1,742,699	\$1,889,755	\$2,050,372
6400 - Sewer Operating Expenses												
1. Staff and Contracts	\$299,041	\$325,590	\$434,624	\$474,386	\$517,938	\$565,650	\$617,928	\$675,219	\$738,013	\$806,849	\$882,319	\$965,074
2. Maintenance and Utilities	38,450	42,378	46,761	51,662	57,148	63,303	70,217	77,999	86,775	96,689	107,911	120,639
3. Treatment	58,360	63,703	69,556	75,968	82,994	90,694	99,134	108,387	118,532	129,657	141,857	155,240
4. Administrative	40,726	44,259	48,266	52,829	58,046	64,036	70,939	78,924	88,190	98,978	111,575	126,326
5. Other	22,961	24,109	25,315	26,580	27,909	29,305	30,770	32,308	33,924	35,620	37,401	39,271
Total Operating Expenses	\$459,538	\$500,038	\$624,522	\$681,424	\$744,036	\$812,987	\$888,989	\$972,837	\$1,065,433	\$1,167,792	\$1,281,064	\$1,406,550
Net Revenue Before Capital(Loss)	\$403,847	\$400,324	\$352,733	\$380,587	\$411,401	\$445,429	\$482,938	\$511,951	\$542,627	\$574,907	\$608,691	\$643,821
Debt Service Coverage (Min 1.2x Coverage)	N/A	N/A	N/A	2.25	1.22	1.32	1.43	1.51	1.60	1.70	1.80	1.90
CAPITAL												
Estimated Debt Service (WWTP Project)*	\$0	\$0	\$0	\$165,203	\$338,405	\$338,405	\$338,405	\$338,405	\$338,405	\$338,405	\$338,405	\$338,405
Capital Improvement Program	0	1,387,179	250,000	250,000	250,000	250,000	250,000	250,000	262,500	275,625	289,406	303,877
SUBTOTAL	\$0	\$1,387,179	\$250,000	\$415,203	\$588,405	\$588,405	\$588,405	\$588,405	\$600,905	\$614,030	\$627,812	\$642,282
Total Exp & CIP	\$459,538	\$1,887,217	\$874,522	\$1,100,627	\$1,332,441	\$1,401,393	\$1,477,394	\$1,561,243	\$1,666,339	\$1,781,823	\$1,908,876	\$2,048,832
Net Revenue(Loss)	\$403,847	(\$986,855)	\$102,733	(\$38,615)	(\$177,005)	(\$142,877)	(\$105,468)	(\$76,454)	(\$58,279)	(\$39,123)	(\$19,120)	\$1,539
Ending Balance	\$3,341,732	\$2,354,877	\$2,457,610	\$2,418,995	\$2,241,990	\$2,099,013	\$1,993,546	\$1,917,092	\$1,858,813	\$1,819,689	\$1,800,569	\$1,802,108

*-Estimated loan terms at 4% Interest, 30 Years, \$5.765 MM, 1.5% Transaction Costs

Table 7
 Idyllwild Water District
 Current & Projected Sewer Rates

	10.0%		10.0%		10.0%		10.0%		10.0%	
	10.0%		10.0%		10.0%		10.0%		10.0%	
Sewer Rate	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28				
Monthly Fixed EDU Charge	\$44.20	\$48.62	\$53.48	\$58.83	\$64.71	\$71.18				
\$/Month Increase		\$4.42	\$4.86	\$5.35	\$5.88	\$6.47				



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: February 15, 2023
Subject: Item 4 – Employee Manual, Chapter 2

Discussion:

Board of Directors will discuss the existing Employee Manual, Chapter 2.

Attachments:

- Chapter 2, Employee Manual

2.1 GENERAL POLICIES

2.1.1 Equal Opportunity Employer

The District is an equal opportunity employer and strictly prohibits unlawful discrimination by any employee. It is the policy of the District that its employment practices are administered without regard to:

- Race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists)
- Color
- Religious creed, including religious dress and grooming practices
- Sex (including gender, gender identity, gender expression, transgender, because an individual has transitioned, is transitioning, or is perceived to be transitioning, pregnancy, perceived pregnancy, childbirth and breastfeeding or related medical conditions)
- Marital status or domestic partner status
- Physical or mental disability (including HIV and AIDS)
- Medical condition
- Genetic characteristics or information
- Age (over 40)
- National origin or ancestry
- Sexual orientation (including homosexuality, bisexuality, or heterosexuality, sex stereotyping)
- Military or veteran status
- Citizenship status
- Protected medical leaves (requested or approved)
- Status as a victim of domestic violence, sexual assault, or stalking
- Enrollment in a public assistance program
- Any other consideration made unlawful by applicable discrimination laws

The District is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their Supervisor, the General Manager or Chief Financial Officer. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including termination. All employees must cooperate with investigations conducted pursuant to this policy.

2.1.2 Reasonable Accommodation

Absent undue hardship on the District, or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- Qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions
- Employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request, and with the advice of their health care provider
- Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work
- Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement

Any employee who requires an accommodation in order to perform the essential functions of his or her job should contact their supervisor/manager, Chief Financial Officer or General Manager and request an accommodation. The District will conduct an interactive process with the employee to determine whether the requested accommodation or an alternative is reasonable and can be implemented without imposing an undue hardship on the District.

The District prohibits discrimination, discharge, retaliation, or any other unlawful acts against an individual because such person requests or receives an accommodation under this (or another applicable) policy, or because such individual engaged in any other conduct protected by the law. Additionally, as addressed in the District's separate policy on harassment, discrimination and retaliation, the District prohibits unlawful harassment, discrimination or retaliation against any employee on the basis of an individual's disability, religion, religious creed, sex (including pregnancy, childbirth and related medical conditions), status as a victim of domestic violence, sexual assault or stalking, or any other status as protected by law.

2.1.3 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

The District has adopted a policy and complaint procedure against harassment, discrimination, and retaliation. The purpose of this policy is to establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in the workplace; to define those terms; and to set forth a procedure for investigating and resolving internal complaints. Employees, applicants, unpaid interns, volunteers, officers, or officials who believe they have experienced any form of harassment, discrimination, or retaliation by managers, supervisors, co-workers or third parties whom they

have come into contact with are encouraged to report this immediately. Complaints may be made following procedures provided in Appendix A, Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy, to the General Manager, Chief Financial Officer, by contacting the U.S. Equal Employment Opportunity Commission (EEOC), or the California Department of Fair Employment and Housing (DFEH).

2.1.4 Drug Free Workplace

It is the desire of the District that all work environments be safe, productive, and free of the influence of alcohol, marijuana, and/or controlled substances. The District recognizes that the use of alcohol, marijuana, and/or controlled substances in the workplace is not conducive to safe working conditions and will not be tolerated.

Employees will not be at work under the influence of alcohol and/or controlled substances, will not use alcohol, marijuana, and/or controlled substances while on duty or while on paid standby time and will not sell, manufacture, distribute or provide controlled substances to any person while on duty. The District has no intention of interfering with the private lives of its employees unless involvement with alcohol, marijuana, and/or controlled substances off the job affects job performance or public safety.

All employees of the District, whether or not in safety sensitive positions, are subject to reasonable suspicion testing for alcohol, marijuana, and/or controlled substances. In addition, safety sensitive employees (the Department of Transportation's definition includes any employee who must possess a commercial driver license) are subject to pre-employment and random, alcohol, marijuana, and/or controlled substance testing.

Appendix B contains the District's Drug Free Workplace Policy.

2.1.5 Tobacco Free Workplace

The District is committed to providing a healthy and safe workplace for its employees and the public. In keeping with this commitment and in accordance with state law, the use of tobacco or vaping products is strictly prohibited on District premises, other than specially designated areas, in District vehicles, on District work sites, or in the presence of District customers.

2.1.6 Whistle-blower Protection

The General Manager has primary responsibility for:

- Ensuring compliance with this Manual, and ensuring that District employees do not engage in improper activities
- Investigating allegations of improper activities
- Taking appropriate corrective and disciplinary actions

Employees are encouraged to fulfill their obligation to the public and the District by disclosing in writing to their immediate supervisor, to the extent not expressly prohibited by law, improper work-related activities within their knowledge. If the improper activity involves their immediate supervisor, the employee must follow the chain of command and alert the next responsible manager. Employees will not interfere with the General Manager's responsibilities in identifying, investigating, and correcting improper work-related activities.

An employee will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding, or influencing any other person to deter such person from acting in good faith to report or otherwise bring to the attention of the General Manager any information that, if true, would constitute:

- A work-related violation by a District employee of any law or regulation
- Gross waste of District funds
- Gross abuse of authority
- A specific and substantial danger to public health or safety due to an act or omission of a District employee
- Use of a District office or position or of District resources for personal gain
- A conflict of interest of a District employee

An employee will not use or threaten to use any official authority or influence to affect any action as a reprisal against a District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects discussed in this section.

The District also prohibits all the following:

- Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(b))
- Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(a))
- Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a

violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(c))

- Retaliating against an employee because the employee's family member has, or is perceived to have, engaged in any of the protected activities listed above

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with:

1. The General Manager
2. Any member of the Board of Directors if the complaint involves the conduct of the General Manager

Upon the conclusion of an investigation, the General Manager (or the Board of Directors) will take appropriate action consistent with this Manual.

2.1.7 Conflict of Interest

Pursuant to the provisions of Gov. Code § 87300, et seq. no official or employee will accept a fee, compensation, gift, payment of expenses or any other thing of monetary value in any circumstances in which acceptance may result in or reasonably create the appearance of any one or more of the following:

- Use of public office and/or employment for personal or private gain
- Preferential treatment of any person
- Loss of complete independence or impartiality
- Making a District decision outside of official channels
- Reduction of public confidence in the integrity of the District and/or its employees
- Impeding government efficiency or economy

It is the employee's responsibility to disclose and report all potential conflict of interest situations to his or her supervisor or the General Manager.

Should a District employee be approached by a contractor or supplier and offered a gift or bribe to enhance that contractor's or supplier's position with the District, the employee must immediately report such activity to the General Manager.

Appendix C contains the Conflict-of-Interest Code.

2.1.8 Outside Employment

An employee shall not engage in any paid or self-employment, activity, or enterprise which is inconsistent, incompatible or in conflict with his or her District duties, functions, responsibilities, or that of the department in which he or she is employed at the District. Part-time employees may engage in

outside business employment. To avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must disclose any outside employment activities to the General Manager. (Gov. Code § 1126(a))

2.1.9 Political Activity

District employees and officials are prohibited from engaging in political activity during working hours or on District property, with the exception that political activities may take place at Board of Director meetings. (Gov. Code § 3207)

No District employee or official will participate in political activities of any kind while wearing clothing that identifies the employee as a District employee. (Gov. Code § 3206)

No District employee or official may use District funds or resources to advocate a partisan position or otherwise use District funds or resources to support his or her personal political activities. (Gov. Code § 54964)

2.1.10 Confidentiality

Employees may, during the course of their duties, acquire, develop, use, or learn certain confidential, sensitive, or proprietary information (collectively "Confidential Information") concerning District operations, customers, employees, contractors, vendors, suppliers, or proposed contractors, vendors, or suppliers.

Confidential information includes, but is not limited to: personnel records, customer data, real property acquisition materials, legal memoranda, records pertaining to pending litigation, preliminary drafts, notes or memoranda which are not typically retained in the ordinary course of business, terrorist attack risk, vulnerability assessments, information security records, or trade secrets, as defined by California Evidence Code § 1061(a)(1), whether such secrets are owned by the District or any of its contractors, vendors, or suppliers or proposed contractors, vendors, or suppliers. Employees shall not, during their employment with the District or any time in the future, directly or indirectly:

- Disclose or furnish, to any other person, firm, agency, corporation, client, business or enterprise, any confidential information acquired during their employment
- Individually or in conjunction with any other person, firm, agency, company, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever except in furtherance of the business of the District
- Without the written consent of the District, publish, deliver, or commit to being published or delivered, any copies, abstracts or summaries of

any files, records, documents, drawings, specifications, lists, equipment, and similar items relating to the business of the District, except to the extent required in the ordinary course of their duties

2.1.11 Protecting District Security

Employees are responsible for all equipment assigned to them, including security resources such as key cards, keys, combinations, keypad PINs and passcodes. Employees must take reasonable steps to protect any District equipment provided to them. Duplication of keys is strictly prohibited.

2.1.12 Personal Property

Any loss or damage to personal property of employees that is voluntarily brought on to District premises, will be reviewed for resolution on a case-by-case basis.

2.2 EMPLOYMENT CLASSIFICATIONS

2.2.1 For-Cause Employees

Employees of the District who were hired before January 1, 2019, may only be terminated for cause. The only exceptions to this arrangement are if the employee is in the Introductory Period, as defined in section 2.2.3 below, or if there is a specific written agreement between the District and an employee which has been authorized in advance by the Board of Directors of the District.

2.2.2 At-Will Employment

For all employees hired on or after January 1, 2019, employment at the District is at-will. At-will employment means that an employee may terminate his or her employment at any time with or without advance notice to the District and with or without cause. Likewise, the District may terminate the employment of any employee at any time with or without advance notice and with or without cause.

Except for the General Manager, no manager, supervisor, or representative of the District has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to at-will employment.

2.2.3 Categories

The following is a list of the employment categories used by the District. If an individual has any questions about his or her job category, the individual should check with the General Manager or Chief Financial Officer.

Employee:

The term "employee(s)" shall mean all persons employed by the District. Directors are not employees. Individuals working through an employment

agency (leased employees, etc.) and those working as independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.

New Hire Employee – Introductory Period:

The first year (12 months) of your employment with the District, are considered an introductory period. During this timeframe, both the District and the employee have an opportunity to get acquainted with one another. If, at the end of that timeframe, it is agree introductory period and continue your employment, your status will be changed to that of a “full-time” or “part-time” employee. Such must be confirmed in writing to be effective. The expiration of such introductory period shall not constitute a change in such employee’s status until and unless an affirmative action by General Manager is taken. The District may extend the first-year time frame in its sole discretion. Furthermore, the one-year time frame for an introductory employee assumes that the employee is working normal work hours during the entire time, if, for whatever reason, the employee has to go on any type of leave of absence during that time frame, the first year period will be automatically extended to whatever length of time the employee was on a leave of absence. Introductory employees are not entitled to participate in benefits provided by the District, except introductory employees begin accruing PTO leave at the beginning of employment and are entitled to the District’s healthcare benefits at the conclusion of the 30th day of employment. New employees may not take any vacation until after the first 180 days of their employment.

- An employee who has completed the introductory period and who regularly works a minimum of 40 hours a week on a continuing basis, is considered a regular full-time employee. Generally, full-time are eligible for all District benefits subject to the terms, conditions, and limitations of each benefit program.

Exempt Employee:

Exempt employees are employees whose job duties meet the federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay. The Chief Financial Officer or General Manager will inform the employee if his or her status is exempt. Exempt employees may have job assignments that require full or part-time work.

Non-Exempt Employees:

Non-exempt employees are employees subject to federal FLSA overtime regulations and will be compensated for overtime hours worked in accordance with the law. Non-exempt employees must comply with District policies regarding overtime work.

Regular Full-Time Employees

Regular full-time employees are employees who are normally scheduled to work and who regularly do work a schedule of 40 hours or more per work week.

Regular Part-Time Employees

Regular part time employees are employees who are regularly scheduled to and work 32 hours or less per work week. Part time employees may be assigned a work schedule in advance or may work as needed.

Temporary Employees

Temporary employees are employees who are employed by the District for short-term assignments and who are not considered regular employees. Temporary employees are not eligible for medical benefits and may be classified as exempt or non-exempt according to job duties and method of compensation.

This classification includes but is not limited to persons hired for the following reasons: seasonal peak workloads, water conservation program and emergency extra workloads.

Management Employees

Management employees are those employees specifically designated by the General Manager as responsible for the management of administration and operations. Management employees are exempt salaried employees and therefore are not eligible for overtime compensation.

Supervisory Employees

Supervisory employees are those employees specifically designated by the General Manager as responsible for monitoring the performance of at least one other individual employee. Supervisory employees may or may not be exempt employees.

2.2.4 Verification of Eligibility for Employment

The District is required by federal immigration laws to verify documentation that shows each person's identity and legal authorization to work in the United States. All offers of employment and continued employment are conditioned upon furnishing satisfactory evidence of identity and legal authorization to work in the United States and everyone must attest to his or her identity and legal authorization to work.

2.2.5 Nepotism

Relatives of employees or directors of the District will not be placed within the District as full-time employees for reasons of security, safety and/or morale. Present employees who marry one another will be permitted to continue their employment with the District only if they do not work in a supervisory relationship with one another or otherwise pose difficulties for supervision, security, safety, or morale. If such employee-spouses do work in a supervisory relationship with one another, the District will attempt to reassign one of them to another position for which he or she is qualified if

such a position is available. If no such position is available, then one of the employee-spouses will be required to leave the District's employment. The decision as to which employee will leave is left initially to the employee-spouses. If they do not decide which of them will leave, the District will determine based on the District's needs which employee-spouse will be required to leave the District's employment. Any separation or transfer resulting from the administration of this policy is not disciplinary and is not subject to appeal, or pre- or post-disciplinary appeal due process.

Relatives as referred to in this policy include spouse, registered domestic partner, parents, children, brothers, sisters, grandparents, stepfather, stepmother, stepbrother, stepsister, stepchild, niece, nephew, cousin, uncle, aunt, grandchildren, and in-laws, or any member of an employee's immediate household.

2.3 EMPLOYEE REIMBURSEMENTS

2.3.1 Mileage Allowance

In the event a personal vehicle must be used, the District will reimburse expenses based on the Internal Revenue Service (IRS) current Standard Mileage rate. The Chief Financial Officer will periodically adjust the mileage allowance to correspond to IRS guidelines. Employees must submit proof of the distance (e.g., a Google map of the route) traveled when requesting reimbursement.

2.3.2 Travel Expenses

With the General Manager's permission, employees may travel to work related conferences and similar events. No family members, friends, etc., may ride in a District vehicle at any time. Flight travel should be in coach class; if an employee wishes to upgrade, the employee is responsible for the price difference. Receipts should be itemized and presented to the Chief Financial Officer for reimbursement of appropriate travel expenses, which may include airline tickets, hotel stays and other necessities.

Appendix D contains the Travel Procedures and Expenditures Policy.

2.4 DISTRICT VEHICLES AND PERSONAL VEHICLE USE

2.4.1 Employee Use of District Vehicles

District owned vehicles assigned to employees shall generally be restricted to District business only. Only District employees may drive or be a passenger in a District vehicle. District employees who are on-call may use the vehicle for commuting purposes and may maintain the vehicle at his or her residence, providing the employee resides within the 6 (six) mile limit per the housing stipend policy, so that they may report directly to a work site. De minimis use (such as stopping for a personal errand) during a

commute is permitted. Any use beyond de minimis, will be subjected to the guidelines under the Internal Revenue Code and Regulations. Staff may also use District owned vehicles for District related out of town travel and may take the vehicle home on the way to or from the event.

An employee using a District owned vehicle for these purposes shall provide evidence that he or she is covered under his or her own automobile insurance policy for any claims and damages arising out of his or her personal use of the vehicle. In addition, no individual other than the employee shall operate the vehicle except in the case of an emergency.

Drivers of District owned vehicles are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle. The privilege of driving a District owned vehicle may be revoked in the event of repeated violations.

2.4.2 Use of Personal Vehicles for District Purpose

An employee who must use his or her personal vehicle for District purposes (e.g., driving to a conference when a District vehicle is either unavailable or impractical) will be reimbursed by the District at the standard mileage rate established by the IRS.

The employee shall provide evidence that he or she is covered under his or her own automobile insurance policy for any claims and damages arising out of his or her business use of the vehicle. This information must be on file with the Chief Financial Officer or General Manager.

Drivers are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle.

2.5 CREDIT CARD USE

2.5.1 Authorized Users

Credit cards are issued to supervisory employees through the authorization of the General Manager or Chief Financial Officer.

2.5.2 Use of District Credit Cards

Employees' use of District credit cards must adhere to the District Issued Credit Card Policy, which may be found in Appendix E.

2.5.3 Account Reconciliation

Detailed receipts for all purchases must be turned in to the supervisor for reconciliation against the monthly credit card bill. Supervisors are responsible for verifying all transactions on credit accounts and for presenting credit card bills and corresponding receipts to the Finance

Department in a timely manner. Late charges on credit accounts are unacceptable and may subject an employee to disciplinary action.

2.6 JOB PERFORMANCE

2.6.1 Performance Evaluation

2.6.1.1 Content

The performance evaluation is designed to help employees become aware of the progress made and/or of any areas for improvement. Employees will meet with their immediate supervisor to discuss the evaluation. Each employee is encouraged to ask specific questions and to comment about his or her evaluation. The employee's signature on the evaluation will be required to acknowledge receipt of the evaluation, and that the evaluation will be placed in the employee's personnel file. If an employee refuses to sign the evaluation, the General Manager and the supervisor will note the refusal on the evaluation and sign the notation. A copy of the evaluation will be provided to the employee. It is the responsibility of the employee to read and understand the content of the evaluation. An employee may submit written comments on the evaluation that will be included with the evaluation in the employee's personnel file.

A performance evaluation does not guarantee a merit pay increase, nor is it a promise of continued employment.

2.6.1.2 Schedule

The District will periodically review employee performance and discuss the review with the employee privately. Evaluations may be performed annually, unless otherwise specified by a supervisor. During the first six (6) months of employment, an employee may be evaluated at the completion of three (3) months and at the completion of six (6) months.

2.6.2 Change in Position

2.6.2.1 Promotion

When District employees apply for a change in position, the District considers, among other things, the following factors:

- The qualifications for that position
- Evaluation of the candidate's competency, experience, and ability to perform the work, as determined by past performance and examination of personnel records
- Ability to perform essential job functions of the applicable position

The General Manager will consider the recommendations of the employee's immediate supervisors when reviewing qualifications for advancement. Change in position is effective upon approval by the General Manager but does not change the at-will nature of the promoted employee's employment with the District. A promotion will result in a new anniversary date, determined by the date of promotion.

2.6.2.2 Lateral Transfers

A lateral transfer is where an employee moves from one (1) position to another that has the same wage range. An employee who moves to a lateral position may not necessarily be eligible for a step increase in pay, as this transfer does not constitute a promotion. Employees transferring to a different job assignment at the same level or grade do not change anniversary dates.

Such transfers may be made at the request of the District, or by the employee. An employee request will be considered and approved by the General Manager if a lateral position is vacant and only if the interests of the District are best served by doing so.

2.6.2.3 Demotion

An employee's inability to perform satisfactorily in a new position may result in a return to his or her former position, provided the former position is available. An employee may also be demoted due to unsatisfactory work performance.

2.6.3 Fitness for Duty Exam

The District may require an employee to undergo a fitness for duty examination to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation when there is significant evidence that:

- a. The employee's ability to perform one (1) or more essential functions of his or her job has declined
- b. Could cause a reasonable person to question whether an employee is still capable of performing one (1) or more of his or her essential job duties or is still capable of performing those duties in a manner that does not cause harm to himself, herself, or others

The District may also require that a District-approved medical provider conduct the examination.

2.6.4 Modified Duty

The District encourages employees to return to work through an interactive process. Any employee may request modified duty as an accommodation when a temporary disability limits the employee's ability to perform the

essential duties of his or her job. The District will consider the request consistent with federal and state laws including, but not limited to, the Americans with Disabilities Act (ADA).

2.7 EMPLOYEE RECORDS AND RIGHT TO PRIVACY

2.7.1 General

The District maintains a personnel file on each employee. A personnel file will contain only material that the District deems necessary and relevant or that is required by law. Personnel files are the property of the District, and access to the information it contains is restricted to protect employee privacy interests. Access to personnel files will be strictly limited to only those with a legitimate need to have such information for the District's business purposes, or if access is required by law, subpoena, or court order.

2.7.2 Employee Information

Employees must notify the Chief Financial Officer or General Manager promptly of any changes to their home address, phone number, name or number of their dependents, marital status, name change or any other such information necessary for accurate record keeping.

2.7.3. Medical Information

All medical information about an employee or applicant is kept in separate medical files and is treated as confidential. Access to employee or applicant medical information will be strictly limited to only those with a legitimate need to have such information for the District's business purposes, or if access is required by law, subpoena, or court order. In the case of an employee with a disability, supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

2.7.4 Access to Personnel Files

2.7.4.1 Inspection of File

Personnel files can be reviewed at reasonable times and at reasonable intervals, within 30 days of a written request. A former employee is entitled to inspect his or her personnel records one (1) time per year. (Labor Code § 1198.5(d)) A current or former employee and/or his or her representative, who wishes to review his or her personnel file should make a written request to the General Manager. (Labor Code § 1198.5(b)(2)(A))

The inspection must occur in the presence and location of the General Manager or designee and at a time that works best (Labor Code § 1198.5(b)(1)) without loss of compensation to the employee. (Labor

Code § 1198.5(c)(2))

If a former employee files a lawsuit relating to a District personnel matter, the right to access personnel records may be suspended while the lawsuit is pending.

2.7.4.2 Copies

A copy of personnel records can be obtained within 30 days after the employer receives a written request. (Labor Code § 1198.5(b)(1)) A current or former employee who wishes to receive such a copy should contact the General Manager or designee in writing. The District may charge a fee for the actual cost of copying. (Labor Code § 1198.5(b)(1); 1198.5 (b)(2)(A))

Prior to making a copy of personnel records or allowing inspection, the District may redact the names of nonsupervisory employees. (Labor Code § 1198.5(g)) Under no circumstances will the District provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination. (Labor Code § 1198.5(h))

2.7.4.3 Representative's Inspection

To have another person/representative inspect his or her personnel files, a current or former employee must provide the person/representative with written authorization. (Labor Code § 1198.5(e)) The General Manager or designee will notify the employee and/or representative of the date, time, and place of the inspection in writing.

2.7.4.4 Personnel File Documents

No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

2.7.5 Employment Reference

All requests from outside the District for reference checks or verification of employment concerning any current or former employee must be referred to the Chief Financial Officer or General Manager. Information will be released only if the employee signs an authorization for release of employment information in the form prescribed by the District, except that without such authorization the following limited information will be provided: dates of employment, classifications held, and salary range.

2.7.6 Personnel Records

The District will keep employee personnel files after the termination of employment per the District's record retention policy.

2.8 SEPARATION PROCEDURES

2.8.1 Resignations

To leave District service in good standing, an employee should file a written notice of resignation with the General Manager at least two (2) weeks, preferred, before the employee leaves employment with the District. The General Manager may, however, grant good standing with less notice. "Resignation in good standing" does not include employees who resign while on suspension or while charges or disciplinary actions are pending or resign to avoid dismissal. Resignations may not be withdrawn without the General Manager's approval.

Nothing in this Resignation Policy is intended to or should be taken to limit the at-will employment relationship between the employee and the District. Either the employee or the District can terminate employment at any time with or without cause and with or without advance notice.

2.8.2 Layoffs

The General Manager may abolish any position of employment and the employee holding such position may be laid off, transferred to a lateral position, or demoted if necessary due to lack of work, lack of funds or other economic reason, or because the necessity for a position no longer exists.

2.8.3 Exit Procedures

Upon leaving employment with the District, each employee must return all keys and other District property in as good a condition as when received (normal wear and tear excepted) including but not limited to all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials and similar items relating to the business of the District to the General Manager or his or her designee. The employee may be asked to participate in an exit interview with the Chief Financial Officer or General Manager. Each employee will be asked to sign a Personnel Action Form confirming receipt of the final paycheck and that all District property has been returned.

The Chief Financial Officer or General Manager will provide each employee with information regarding any conversion or continuation rights to insurance benefits. When leaving the District, employees and their dependents may have the right to continue group medical and dental benefits at their own expense temporarily under state and federal statute, commonly known as Cal-COBRA and COBRA, respectively.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: February 15, 2023
Subject: Item 5 – Water Conservation Drought Stages

Discussion:

Board of Directors will discuss drought stages.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: February 15, 2023
Subject: Item 6 – Water Education Scholarship

Discussion:

Board of Directors will discuss creation of a water education scholarship.