



REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

March 15, 2023 – 6:00 P.M.

Zoom Information

Topic: My Meeting

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

Join Zoom Meeting

<https://us06web.zoom.us/j/85150203507?pwd=OE5VRGpiWHNvUkM1UXRHUUFMYURTQT09>

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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

Regular Board Meeting: February 15, 2023
Special Board Meeting: March 8, 2023

B. FINANCIAL REPORTS

1. Income statement for the eighth month ending February 28, 2023

2. District warrants for February 2023

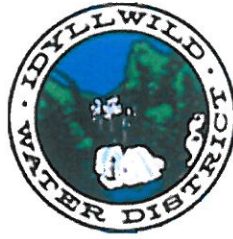
Check #17587 – 17623	= \$	124,413.90
Gross Payroll	= \$	68,450.00
Federal/State PR taxes	= \$	5,435.00
LAIF Transfers	= \$	0.00
Transfers/charges	= \$	0.00

C. OPERATIONS REPORT

INFORMATION

2. GENERAL MANAGER REPORT – 5 minutes

DISCUSSION ITEMS



3. **RATES STUDY UPDATE** – 10 minutes
4. **EMPLOYEE MANUAL, CHAPTER 3** – 10 minutes
5. **WATER CONSERVATION POLICY UPDATE** – 10 minutes
6. **REMOTE MEETING UPDATE RE AB 2449** – 5 minutes

ACTION ITEMS

7. **WATER EDUCATION SCHOLARSHIP** – 10 minutes
Board of Directors will consider approving a partnership with the school to create a Water Education Scholarship.
8. **RESOLUTION NO. 790 WATER STAND-BY ASSESSMENTS FOR FY 2023 - 2024** – 5 minutes
Board of Directors will set a date of May 17, 2023, for a Public Hearing for water stand-by assessment fees for Fiscal Year 2023 – 2024 for undeveloped parcels within the Idyllwild Water District (water service area).
9. **RESOLUTION NO. 791 SEWER STAND-BY ASSESSMENTS FOR FY 2023 - 2024** – 5 minutes
Board of Directors will set a date of May 17, 2023, for a Public Hearing for sewer stand-by assessment fees for Fiscal Year 2023 – 2024 for undeveloped parcels within the Idyllwild Water District Improvement District No. 1 (sewer service area).
10. **VILLAGE VIEW DRIVE WATERLINE EASEMENT** – 10 minutes
Board of Directors will consider a request by Robert Priefer to abandon an existing District 15 feet waterline easement.
11. **PURCHASE OF A MANUFACTURED BUILDING** – 10 minutes
Board of Directors will consider approving the purchase of a manufactured building to be located at Foster Lake as administration offices for General Manager Havener and Chief Financial Officer Shouman.

CLOSED SESSION

12. **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 Alqu
di
Under Negotiation: Price and Terms

13. 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

14. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Public Employee Performance Evaluation § 54957 Title: General Manager

DIRECTORS COMMENTS – 5 minutes

ADJOURNMENT

The next Board meeting is a Regular Meeting scheduled for Wednesday, April 19, 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: March 15, 2023
Subject: Item 1A – Board Minutes

Recommendation:

Board of Directors approve February 15, 2023, Regular Board meeting minutes, and March 8, 2023, Special Board meeting minutes.

Attachments:

- Minutes of Regular Meeting of the Board of Directors
- Minutes of Special Meeting of the Board of Directors



MINUTES OF 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.

AGENDA

CALL TO ORDER

President Schelly called the meeting to order at 6:01 p.m.

ROLL CALL

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

PUBLIC COMMENTS

None

1. CONSENT CALENDAR

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.

DIRECTOR COMMENTS

None

PUBLIC COMMENTS

None

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

General Manager Havener presented his report and addressed questions.

DIRECTORS COMMENTS

None

PUBLIC COMMENTS

None

DISCUSSION ITEMS

3. RATES STUDY UPDATE

Doug Dove, Bartle Wells Associates, gave an overview of the rate study. Michael DeGroot, Bartle Wells Associates, explained the rates model and how the rates were calculated.

DIRECTORS COMMENTS



Water Rates

Director Olson inquired about various tables and the use of actual revenues and expenses compared to projected revenues and expenses.

Director Kunkle inquired about the tiers for water usage and the consideration of a single tier.

Director Schneider inquired about the annual escalators being uniformed for five years compared to various escalators each year.

Vice President Szabadi inquired about reducing to two tiers, and the covering of projected annual deficits that reduces reserve funds.

President Schelly inquired to raising the water fixed base rate 49% to 65% over the five years. Also, to include drought stages into the rates. Additionally, reserves are to be use for capital improvement projects (CIP).

President Schelly stated that rate study tables and information must be submitted appropriately and will not be accepted the day of a meeting.

PUBLIC COMMENTS

Dave Hunt inquired about Table 3 and drought rates, and that commercial rate is too low.

Marge Muir inquired to meter charges.

Steve Molten stated that he does not like large increases.

Sewer Rates

Director Olson inquired about various tables and the use of actual revenues and expenses compared to projected revenues and expenses.

Director Kunkle suggested that sewer audits be preformed to obtain an accurate Equivalent Dwelling Units (EDUs) for billing purposes.

Vice President Szabadi inquired about covering of projected annual deficits that reduces reserve funds.

President Schelly stated his frustration over the length of time it is taking to move the WWTP Project forward.

PUBLIC COMMENTS

Steve Molten inquired about the total cost for the WWTP Project, and the possibility to reduce the length of the rate study to two years.

Dave Hunt inquired if the district has applied for grants to fund the WWTP Project. Also, Mr. Hunt inquired about rehabbing the existing WWTP and forgo the new WWTP Project.

4. EMPLOYEE MANUAL, SECTION 2

President Schelly requested this item be on the agenda for review and discussion.



DIRECTORS COMMENTS

President Schelly inquired about 2.1.3 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation; 2.1.4 Drug Free Workplace; 2.1.6 Whistle-blower Protection; 2.2.1 For-Cause Employees; 2.3.2 At-Will Employment; 2.6.2.1 Promotion; 2.7.3 Medical Information; and 2.8.3 Exit Procedures.

Director Olson inquired about 2.1.6 Whistle-blower Protection associated with the General Manager.

PUBLIC COMMENTS

None

5. WATER CONSERVATION DROUGHT STAGES

President Schelly requested this item be on the agenda for review and discussion.

DIRECTORS COMMENTS

Director Olson stated he would like an alternative to the existing stages.

Director Schneider inquired as to how the existing stages work.

Vice President Szabadi request to review the Water Policy format that staff is currently developing at the March Board meeting.

President Schelly stated the existing Stage 2 is hard to defend with the current rainfall and snowpack.

PUBLIC COMMENTS

Dave Hunt stated that he likes the existing drought stages format.

6. WATER EDUCATION SCHOLARSHIP

DIRECTORS COMMENTS

President Schelly gave an overview of the potential Water Education Scholarship and stated that the school appears to be willing to develop a partnership for the scholarship. Director Schneider inquired as to how the scholarship would be administered.

PUBLIC COMMENTS

None

7. ADMINISTRATION OFFICE CONCERNS

General Manager Havener provided an overview of the situation with the lower administration building and its mold issues.



DIRECTORS COMMENTS

Director Kunkle provided various office options for General Manager Havener and Chief Financial Officer Shouman.

Director Schneider inquired about the use of portable offices.

Vice President Szabadi suggested renting office space in town to house General Manager Havener, and Chief Financial Officer Shouman occupy the existing office of the Chief Water Operator.

President Schelly mentioned that the mold in the lower administration building is an unanticipated emergency, and that there needs to be a temporary solution.

The Board directed staff to obtain cost estimates for the purchase and installation of all required utilities for a manufactured building to be located at Foster Lake as a temporary solution that could last from one (1) to five (5) years to be presented at a Special Board Meeting to be held on Wednesday, March 1, 2023.

PUBLIC COMMENTS

None

ACTION ITEMS

8. **AD HOC BUDGET COMMITTEE APPOINTMENTS** – 10 minutes
Board of Directors will consider appointing an Ad Hoc Budget Committee.

DIRECTORS COMMENTS

President Schelly appointed Directors Kunkle and Olson to the Ad Hoc Budget Committee.

PUBLIC COMMENTS

None

9. **RIVERSIDE LAFCO CALL FOR NOMINATIONS** – 10 minutes
Board of Directors will consider call for nominations for LAFCO.

DIRECTORS COMMENTS

President

A MOTION was made by President Schelly to nominate Vice President Szabadi for LAFCO. 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.

PUBLIC COMMENTS

None

CLOSED SESSION

Board entered Closed Session at 8:48 p.m.

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

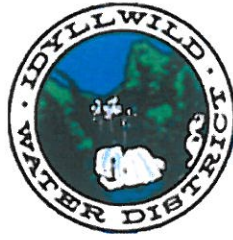
The Board resumed Open Session at 9:00 p.m.

REPORT FROM CLOSED SESSION

No reportable action.

DIRECTORS COMMENTS

President Schelly requested that Section 3 of the Employee Manual be placed on the March Regular Board meeting agenda as a discussion item.



ADJOURNMENT

Board adjourned at 9:01 p.m.

The next Board meeting is a Special Meeting scheduled for Wednesday, March 1, 2023, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Leo Havener
BOARD SECRETARY

Dr. Charles Schelly
BOARD PRESIDENT



MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

March 8, 2023 – 6:00 P.M.

AGENDA

CALL TO ORDER

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

ROLL CALL

President Schelly, Vice President Szabadi, Directors Kunkle and Schneider were physically present. Director Olson was absent. General Manager Havener and Chief Financial Officer Shouman were physically present.

PUBLIC COMMENTS

Robert Prefer requested an item pertaining to a District water easement be included on the next Board meeting.

ACTION ITEMS

1. PURCHASE OF A MANUFACTURED BUILDING

Board of Directors will consider approving the purchase of a manufactured building to be located at Foster Lake as administration offices for General Manager Havener and Chief Financial Officer Shouman.

DIRECTORS COMMENTS

General Manager Havener provided the Board an overview pertaining to the manufactured building and costs.

Director Kunkle questioned the ability to reuse the existing lower administration office, potential location of requested manufactured building, and shared that the cost of \$200,000.00 is of concern.

Director Schneider suggested a location near the existing Water Department shop for the manufactured building.

Vice President Szabadi stated that in his view the purchase of a manufactured building place at Foster Lake seems like the best option.

President Schelly stated that he is not in favor of the manufactured home, and suggested renting an office in Val Vista for General Manager Havener and Chief Financial Officer Shouman, until a suitable office is available in Idyllwild.

Directors discussed various matters and options.



PUBLIC COMMENTS

None

A **MOTION** was made by Vice President Szabadi to approve the purchase of a manufactured building to be located at Foster Lake as administration offices for General Manager Havener and Chief Financial Officer Shouman. Director Schneider seconded.

The vote was as follows:

AYES

Director Schneider
Vice President Szabadi

NAYS

President Schelly
Director Kunkle

ABSTAIN

ABSENT

Director Olson

Motion failed.

DIRECTOR COMMENTS

None

ADJOURNMENT

Board adjourned at 6:45 p.m.

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.

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

Recommendation:

Board of Directors accept February 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	February 2023			Year to Date: July 2022 - February 2023				
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	85,225	85,225	-	0.00%	596,086	681,017	(84,931)	-12.47%
Sales - Residential / Commercial	84,660	84,660	-	0.00%	468,644	583,000	(114,356)	-19.62%
Other Operating Revenue	-	-	-	0.00%	50	150	(100)	-66.67%
Other Non - Operating Revenue	-	-	-	0.00%	50	-	50	#DIV/0!
Total Operating Revenues	169,885	169,885	-	0.00%	1,064,830	1,264,167	(199,337)	-15.77%

Operating Revenue - Water	February 2023			Year to Date: July 2022 - February 2023				
	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base Rate - Residential	63,187	63,089	98	0.16%	400,575	463,468	(62,893)	-13.57%
Base Rate - Commercial	22,038	22,038	-	0.00%	195,511	217,549	(22,038)	-10.13%
Sales - Residential	63,188	40,000	23,188	57.97%	265,685	314,000	(48,315)	-15.39%
Sales - Commercial	21,472	30,000	(8,528)	-28.43%	202,959	269,000	(66,041)	-24.55%
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	169,885	155,127	14,758	9.51%	1,064,830	1,264,167	(199,337)	-15.77%

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

Water Sales Meter Size	February 2023		
	Residential	Commercial	Total CF
R1 5/8	492,847	69,389	562,236
R2 3/4	6,735	9,560	16,295
R3 1"	3,229	110,414	113,643
R4 1 1/2"	-	21,487	21,487
R5 2"	-	5,257	5,257
R6 3"	-	48,533	48,533
IA 3"	-	27,499	27,499
NC-WWTP	-	1,346	1,346
Total Water Sales	502,811	293,485	796,296

Water Accounts Meter Size	February 2023		
	Residential	Commercial	Total
R1 5/8	1,430	104	1,534
R2 3/4	12	18	30
R3 1"	46	36	82
R4 1 1/2"	-	16	16
R5 2"	-	8	8
R6 3"	-	1	1
IA 3"	-	1	1
NC-WWTP	-	1	1
Total Accounts	1,488	185	1,673

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

Total Water And Sewer Accounts	1,910	349	2,259
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IDYLLWILD WATER DISTRICT
Water Fund Condensed Income Statement
Operating Expenses - Water
Fiscal Year 2022 - 2023

No.	By Category	February 2023			Year to Date: July 2022 - February 2023		
		Actual	Budget	Variance	Actual	Budget	Variance
1	Wages and Salaries Expenses	55,950	56,000	50	384,055	446,979	(62,924)
2	Retirement Plan and Life Insurance	3,137	3,370	233	19,542	26,960	(7,418)
3	Medical Insurance	11,566	10,500	(1,066)	84,981	83,100	1,881
4	Uniform Expenses	-	-	-	900	900	-
5	Worker's Comp Insurance	-	-	-	3,507	4,000	(493)
6	Retirement Medical Insurance	-	-	-	-	-	-
7	Board Reimbursement	-	600	600	1,919	4,800	(2,881)
8	Office Supplies	650	1,500	850	4,381	12,000	(7,619)
9	Office Cleaning Service	225	250	25	1,350	2,000	(650)
10	Postage and Mailing Fees	703	1,500	797	3,483	9,800	(6,317)
11	Training and Education	-	500	500	-	3,000	(3,000)
12	Reimbursement, Travel, Meals, Etc	-	1,000	1,000	942	6,990	(6,048)
13	Dues, Fees, Subscriptions	247	1,500	1,253	5,195	12,000	(6,805)
14	Computer Services	1,724	1,800	76	11,793	14,200	(2,407)
15	Legal Services	2,746	2,000	(746)	18,184	16,000	2,184
16	Engineering and Consulting	578	3,000	2,422	2,797	21,100	(18,303)
17	Utilities, Electricity	3,967	8,000	4,033	42,950	64,900	(21,950)
18	Utilities, Gas & Fuel	520	620	100	3,200	4,960	(1,760)
19	Utilities, Propane	1,535	100	(1,435)	2,949	800	2,149
20	Utilities, Telephone and Internet	-	2,500	2,500	13,673	20,000	(6,327)
21	Utilities, Waste Management Fees	-	250	250	1,554	2,000	(446)
22	Insurance, Liability Auto, Property	-	12,000	12,000	64,200	87,000	(22,800)
23	Fees, State, County Water System	-	14,000	14,000	23,698	70,000	(46,302)
24	General Plant & Treatment Services	15,725	12,500	(3,225)	97,320	100,000	(2,680)
25	Vehicles Repairs & Maintenance	5,510	1,500	(4,010)	14,500	11,500	3,000
26	Laboratory Services	-	4,000	4,000	16,522	32,000	(15,478)
27	Water Security System	-	500	500	-	4,000	(4,000)
28	Advertising and Publishing	-	1,200	1,200	3,166	9,600	(6,434)
29	Bank Fee Charge	-	250	250	1,109	2,100	(991)
30	Water Maintenance and Supplies	-	2,000	2,000	43,861	16,000	27,861
31	Accounting & Auditing Fees	-	2,000	2,000	18,075	16,000	2,075
	Total Operating Expenses	104,783	144,940	40,157	889,806	1,104,689	(214,883)
	Water Total Income And (Loss)	65,102	10,187	(25,399)	175,024	159,478	15,546
				27.71%			9.75%

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

Operating Revenue - Sewer	February 2023				Year to Date: July 2022 - February 2023			
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	41,955	41,513	442	1.06%	332,546	332,104	442	0.13%
Other Operating Revenue	20,288	20,287	1	0.00%	162,297	162,296	1	0.00%
Total Operating Revenues	62,243	61,800	443	0.72%	494,843	494,400	443	0.09%

Operating Revenue - Sewer	February 2023				Year to Date: July 2022 - February 2023			
	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	41,955	41,513	442	1.06%	332,546	332,104	442	0.13%
Sales - Residential / Commercial	20,288	20,287	1	0.00%	162,297	162,296	1	0.00%
Other Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Other Non - Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Total Operating Revenues	62,243	61,800	443	0.72%	494,843	494,400	443	0.09%

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

No.	By Category	February 2023				Year to Date: July 2022 - February 2023			
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	12,925	15,000	(2,075)	-13.83%	84,414	114,000	(29,586)	-25.95%
2	Retirement Plan and Life Insurance	1,262	1,500	(238)	-15.87%	7,694	11,160	(3,466)	-31.05%
3	Medical Insurance	3,855	3,500	355	10.14%	21,916	27,400	(5,484)	-20.01%
4	Uniform Expenses	-	-	-	0.00%	600	1,059	(459)	-43.34%
5	Worker's Comp Insurance	-	1,500	(1,500)	-100.00%	2,592	9,240	(6,648)	-71.95%
6	Retirement Medical Insurance	-	1,850	(1,850)	-100.00%	2,403	14,800	(12,397)	-83.75%
7	Board Reimbursement	170	200	(30)	-15.00%	850	1,400	(550)	-39.29%
8	Office Supplies	216	590	(374)	-63.39%	1,384	4,720	(3,336)	-70.66%
9	Office Cleaning Service	80	150	(70)	-46.67%	550	970	(440)	-45.36%
10	Postage and Mailing Fees	235	275	(40)	-14.55%	2,528	2,200	328	14.91%
11	Training and Education	-	-	-	0.00%	-	-	-	0.00%
12	Reimbursement, Travel, Meals, Etc	-	110	(110)	-100.00%	4,089	660	3,429	519.55%
13	Dues, Fees, Subscriptions	82	500	(418)	-83.60%	2,351	4,000	(1,649)	-41.23%
14	Computer Services	574	600	(26)	-4.33%	3,844	4,800	(956)	-19.92%
15	Legal Services	915	285	630	221.05%	8,732	2,280	6,452	282.98%
16	Utilities, Electricity	-	5,000	(5,000)	-100.00%	20,100	38,950	(18,850)	-48.40%
17	Utilities, Gas and Fuel	-	213	(213)	-100.00%	646	1,778	(1,132)	-63.67%
18	Utilities, Propane	186	-	186	#DIV/0!	186	-	186	#DIV/0!
19	Utilities, Telephone and Internet	-	1,000	(1,000)	-100.00%	4,484	8,000	(3,516)	-43.95%
20	Utilities, Waste Management Fees	-	80	(80)	-100.00%	518	640	(122)	-19.06%
21	Vehicles Repairs and Maintenance	131	1,500	(1,369)	-91.27%	17,187	8,000	9,187	114.84%
22	Engineering and Consulting	-	200	(200)	-100.00%	-	1,200	(1,200)	-100.00%
23	Maintenance and Supplies	-	1,000	(1,000)	-100.00%	5,766	5,300	466	8.79%
24	General Plant and Treatment Services	4,324	5,000	(676)	-13.52%	21,199	40,000	(18,801)	-47.00%
25	State and County Sewer System Fees	-	500	(500)	-100.00%	-	3,000	(3,000)	-100.00%
26	Minor Equipment and Supplies	-	125	(125)	-100.00%	246	625	(379)	-60.64%
27	Sewer Leases	-	-	-	0.00%	-	-	-	0.00%
28	Advertising and Publishing	-	500	(500)	-100.00%	899	4,000	(3,101)	-77.53%
29	Laboratory Services	-	2,000	(2,000)	-100.00%	4,534	14,000	(9,466)	-67.61%
30	Sewer Security System	-	300	(300)	-100.00%	-	2,400	(2,400)	-100.00%
31	Accounting and Auditing Fees	-	5,000	(5,000)	-100.00%	2,950	35,000	(32,050)	-91.57%
32	Liability, Auto and Property Insurance	-	15,000	(15,000)	-100.00%	30,227	85,500	(55,273)	-64.65%
33	Waste Disposal Fees	-	-	-	0.00%	-	-	-	0.00%
	Total Operating Expenses	24,955	63,478	(38,523)	-60.69%	252,869	447,082	(194,213)	-43.44%
	Sewer Total Income And (Loss)	37,288	(1,678)	38,966	-2322.16%	241,974	47,318	194,656	411.38%

IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED February 28, 2023

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
02/01/2023	17507	ACWA/WPIA	Medical Insurance For March 2023	15,422.14
02/01/2023	17588	ALLSTATE BENEFITS	Monthly Charge for Case	306.45
02/01/2023	17589	Hemel Fence	Fence for Water and Sewer Locations	4,695.00
02/01/2023	17590	Home Depot Credit Services	Purchase Washer & Dryer Tools and Supplies	248.50
02/01/2023	17591	Inland Water Works Supply Co.	Water Supplies	1,918.54
02/01/2023	17592	SC Fuels	Purchase GAS & Oil	4,885.01
02/01/2023	17593	Streamline	Monthly Charge For Idyllwild Website	200.00
02/01/2023	17594	USA Bluebook	Supplies for Water & Sewer	251.83
02/01/2023	17595	Verizon Wireless	Monthly Charge	226.48
02/01/2023	17596	Underground Service Alert/SC	New Tickets Charges	37.71
02/01/2023	17597	Harold K. Smith	Loads Of Conocort	7,964.20
02/07/2023	17607	Ferrellgas	Propane	1,535.89
02/08/2023	17598	BEST BEST & KRIEGER	Monthly Legal Services	3,661.69
02/08/2023	17599	Forest Lumber	Supplies for Water & Sewer	1,148.75
02/08/2023	17600	Frontier	Phone and Internet Charge	515.24
02/08/2023	17601	Genuine Auto Parts/ Napa Riverside	Auto Parts Monthly Charge	625.41
02/08/2023	17602	Gosh Toyota	Repair Toyota (Danny Truck)	3,608.80
02/08/2023	17603	Idyllwild Water District	Transfer to Hemet Bank (HCN)	26,000.00
02/08/2023	17604	INFOSEND, INC	Printing and Processing Bills Fees	937.57
02/08/2023	17605	SC Fuels	Purchase GAS & Oil	899.83
02/08/2023	17606	USA Bluebook	Supplies for Water & Sewer	758.98
02/08/2023	17608	Void check	Void	0.00
02/08/2023	17609	Void check	Void	0.00
02/08/2023	17610	Pacific Surveys	Video Well No#13	1,615.00
02/15/2023	17611	Central Communications	Monthly Answering Services	161.92
02/15/2023	17612	Four Seasons Cleaning Services	Monthly Fee for Cleaning Services to the office	320.00
02/15/2023	17613	HIRSCH Pipe & Supply	Purchase Supplies for Sewer	274.23
02/15/2023	17614	Quinn Company	Fixing Water Tractor	1,207.53
02/15/2023	17615	Riverside County Regional Park	Refund to the county park (Extra Payment)	1,539.82
02/15/2023	17616	S.C.E.	Monthly Charge	0,290.40
02/15/2023	17617	Staples Credit Plan	Monthly Charge	806.97
02/15/2023	17618	SUSP, INC	Sewer Consulting for the Newest Plant	7,670.00
02/15/2023	17619	T-Mobile	Monthly Charge	20.00
02/15/2023	17620	S.C.E.	Monthly Charge	1,644.21
02/22/2023	17621	Idyllwild Water District	Transfer to Hemet Bank (HCN)	24,000.00
02/22/2023	17622	US Bank Corporate Payment System	General & Water Expenses	2,167.47
02/22/2023	17623	USA Bluebook	Supplies for Water & Sewer	585.18
TOTAL DISTRICT WARRANTS				\$124,413.90
OTHER DISBURSEMENTS:				
TOTAL PAYROLL				\$68,875.00
L.A.I.F. ELECTRONIC TRANSFERS				\$0.00
BANK SERVICE CHARGES AND FEES				\$0.00
TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS				\$193,288.90



IDYLLWILD WATER DISTRICT

Memo

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

Recommendation:

Board of Directors accept February 2023 Operation Report.

Attachments:

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

Idyllwild Water District

Monthly Operations Report

February 2023

Supplies to System	1,143,341	CF	26.25	AF	
Increase / Decrease	202,311	CF	21%	Billing Period	-5% Daily Demand
Number of Wells Available	12		323	GPM Available	
Water Sales	796,296	CF	292,122	CF Non-Water Sales	
Total Water/Non-Water Sales	1,088,418	CF	5%	Loss	

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

Strawberry Creek Diversion	-	CF	-	AF	33.03	AFY
Lilly Creek Flow	-	CF	-	AF	3.81	AFY
Foster Lake Level (Max. 18')	17	Feet	6	Inches		

Non-Water Sales	Gallons	CF
WTP Backwash	203,000	27,139
IWD Flushing	20,000	2,674
Main Line Leaks		-
Distribution Line Leaks	10,000	1,337
Fire Dept. Usage, Per IFPD	13,369	1,787
Hydrant Sales		-
Wastewater Plant	10,068	1,346
Storage Tanks Variance	2,131,635	284,978
Total	2,185,073	292,122

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
Feb	160.5	323	50%	1
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

Not included in Total

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

Foster Lake Area	SL #3	7	SL #7	10	SL #14	14	FL Avg	10
Creek Area	SL #23	9	SL #24	16				
Nature Center	SL #26	34	SL #27	26	SL #28	118		
Fern Valley	PL FV1A	419	PL FV2	308				

Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	19.2	224,602
Rock Dale Tank	2,718	22.2	60,340
Delano Tank	1,337	16.1	21,526
South Ridge Tank	3,509	19.3	67,724
Wild Wood Tank	919	12.3	11,304
Golden Rod Tank	891	18.9	16,840

Total	402,334	CF	Storage Supplies Max	3,702	MGD	81%
Storage in MGD	3.01					
Production Days	37		Production Minutes	53,280	Average GPM	160.5

Idyllwild Water District
Well Production Data
February 2023

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal	62,940	1.4	PT	Off	4.0	
2	Foster Lake	150,490	3.5	PT	Off	110.0	
4	Foster Lake	197,424	4.5	PT	On	35.0	
10	Foster Lake	80,413	1.8	PT	On	17.0	
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake	9,540	0.2	PT	Off	30.5	
15	Foster Lake	125,258	2.9	PT	On	27.7	
16	Foster Lake		-				
23	Stratton	102,257	2.3	PT	On	40.0	
24	Curtis	1,660	0.0	PT	Off	48.0	
25	Donahoo		-				
26	Nature Center		-				
27	Nature Center		-				
28	Rock Dale		-				
FV1A	Fern Valley	285,452	6.6	FT	On	41.9	
FV2	Fern Valley	149,749	3.4	PT	On	36.0	
31	Golden Rod	21,950	0.5	PT	On	16.5	
	Oakwood		-				
Total		1,187,133	27.25			406.6	

Cedar Glen Meter	<u>582,273</u> CF	<u>13.4</u> AF
District Production	<u>561,068</u> CF	<u>12.9</u> AF
Total Supplies to System	<u>1,143,341</u> CF	<u>26.2</u> AF

Days of Production	<u>37</u>	Minutes of Production	<u>53,280</u>
Average System GPM	<u>160.52</u>		

Idyllwild Water District

Well Statics

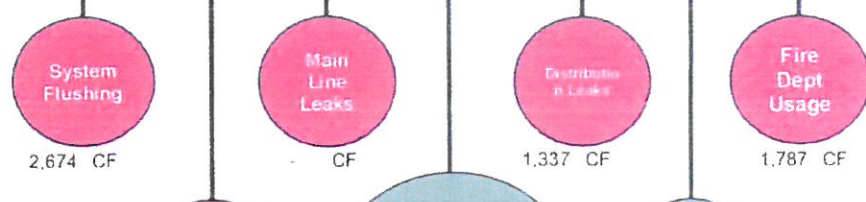
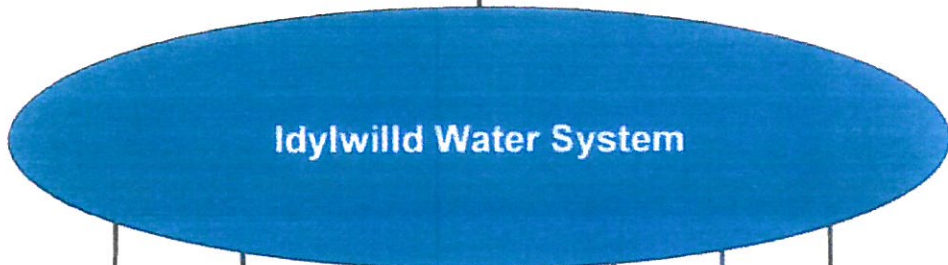
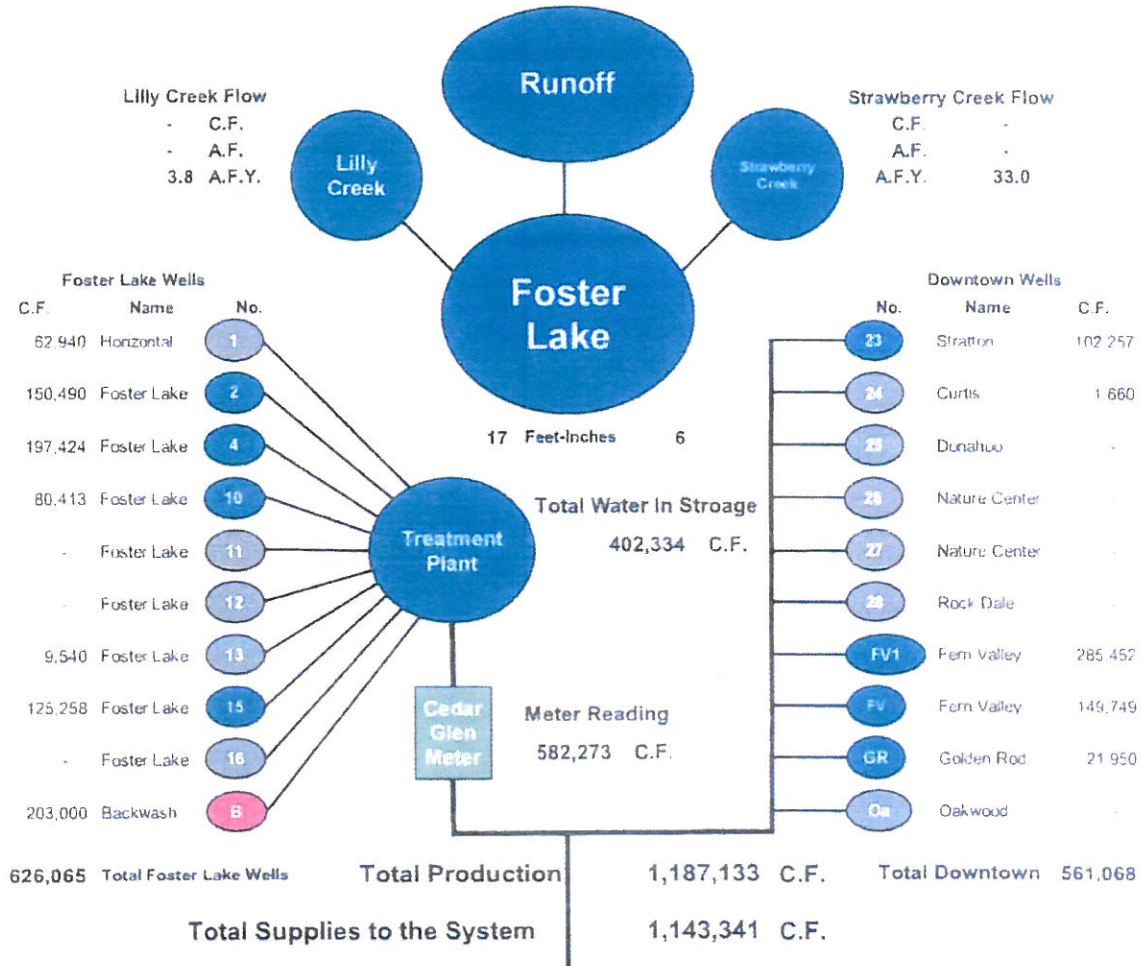
February 2023

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	MC	7.0	SL	
7	MC	10.0	SL	
14	MC	14.0	SL	Foster Lake Average = 10.3
23	MC	9.0	SL	
24	MC	16.0	SL	
26	MC	34.0	SL	
27	MC	26.0	SL	
28	MC	118.0	SL	
FV1A	MC	419.0	PL	
FV2	MC	308.0	PL	
31 - GR				
MW6				
FL2				
FL10				
FL13				
FL15				
FL4				
6				
19				

Idyllwild Water District

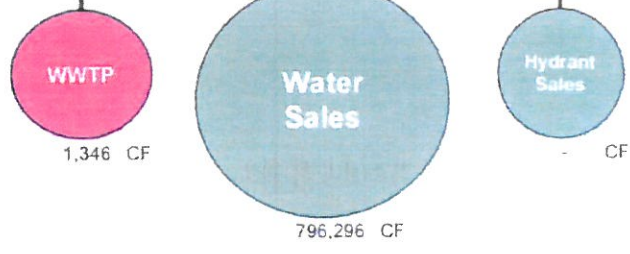
Water System Schematic For Operations Report

February 2023



System Loss

	C.F.
Total System	1,143,341
Total Usage	803,440
Difference	339,901
Tank Variances	284,978
Unaccounted	54,923
Loss %	5%



Conservation Stage

Month	Stage
February	
January	2 - 52%
December	1 - 48%
November	2 - 53%
October	2 - 53%
September	2 - 58%



IDYLLWILD WATER DISTRICT

Memo

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

Recommendation:

General Manager Havener will present his report.

Attachments:

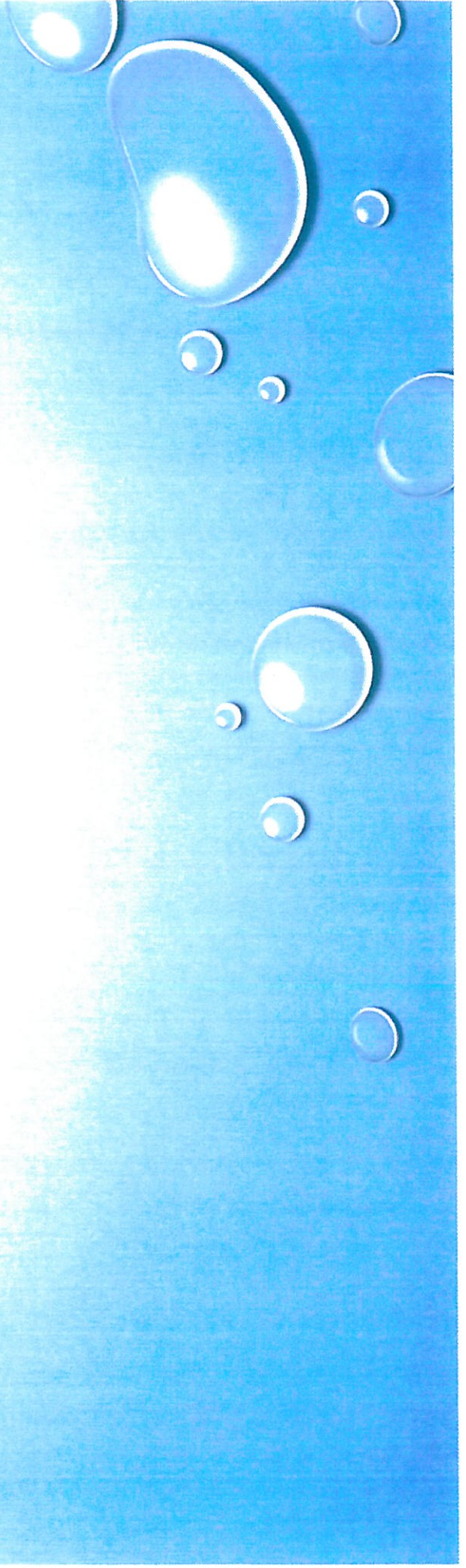
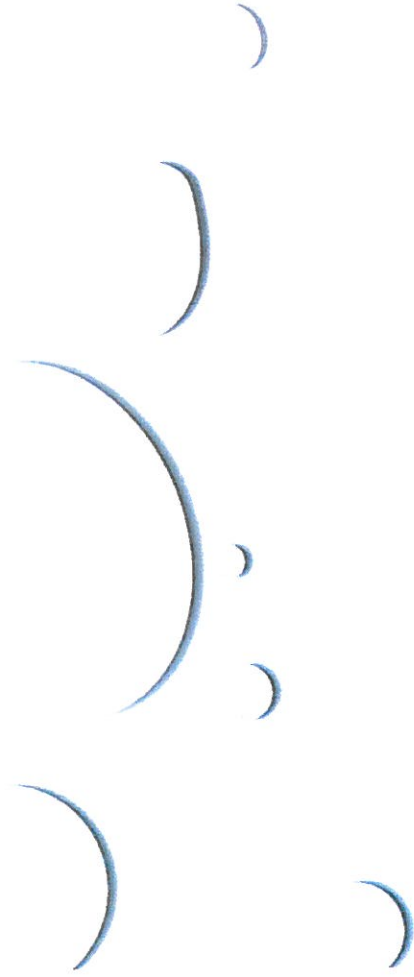
- General Manager Report

GENERAL MANAGER REPORT

MARCH 15, 2023



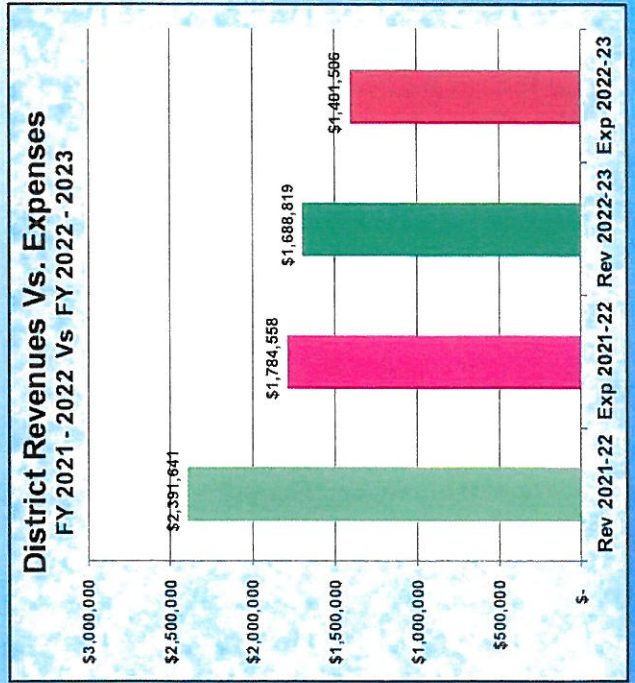
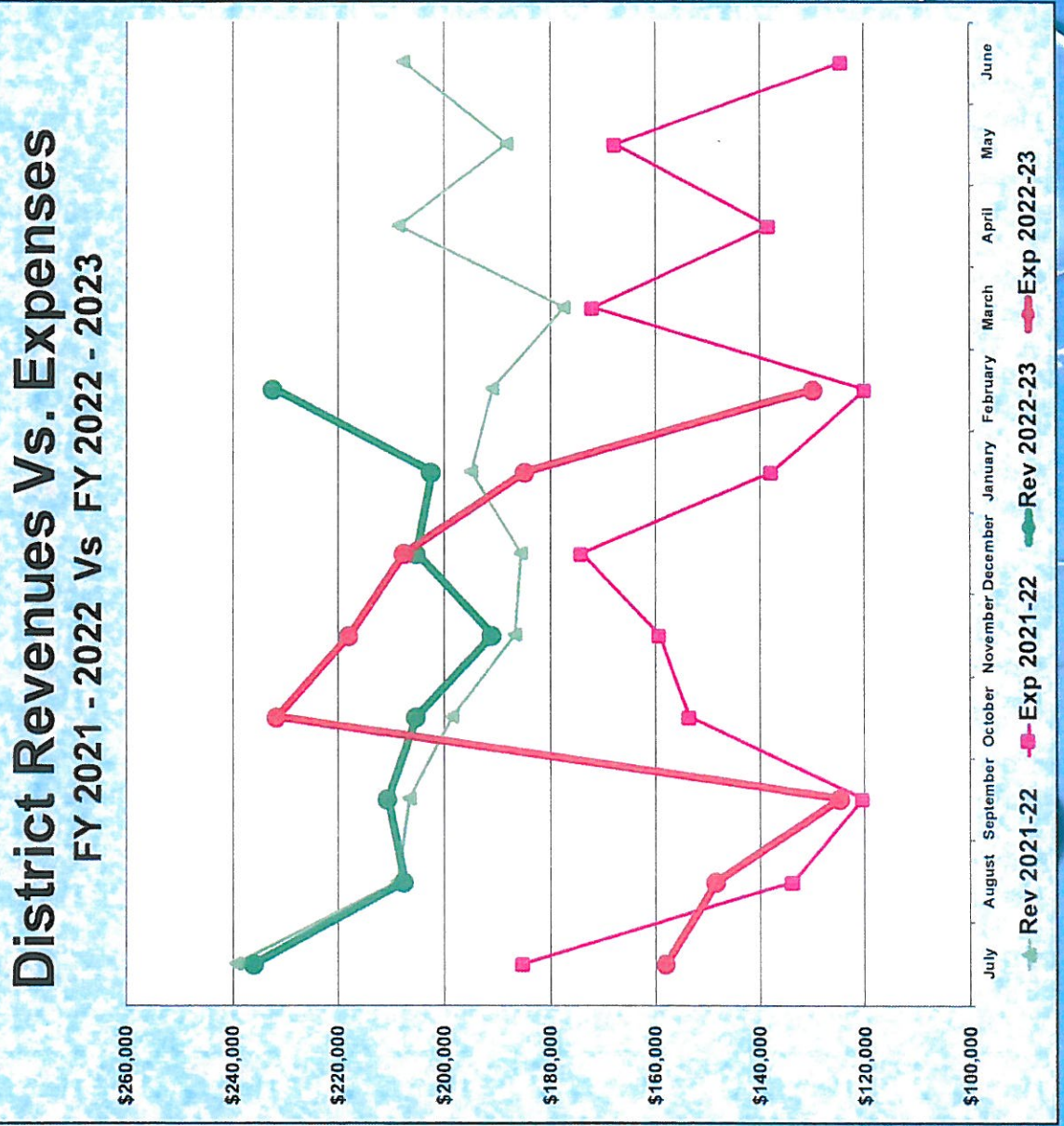
DISTRICT FINANCES



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	\$ 232,128	\$ 129,738	
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	\$ 1,688,819	\$ 1,401,506	

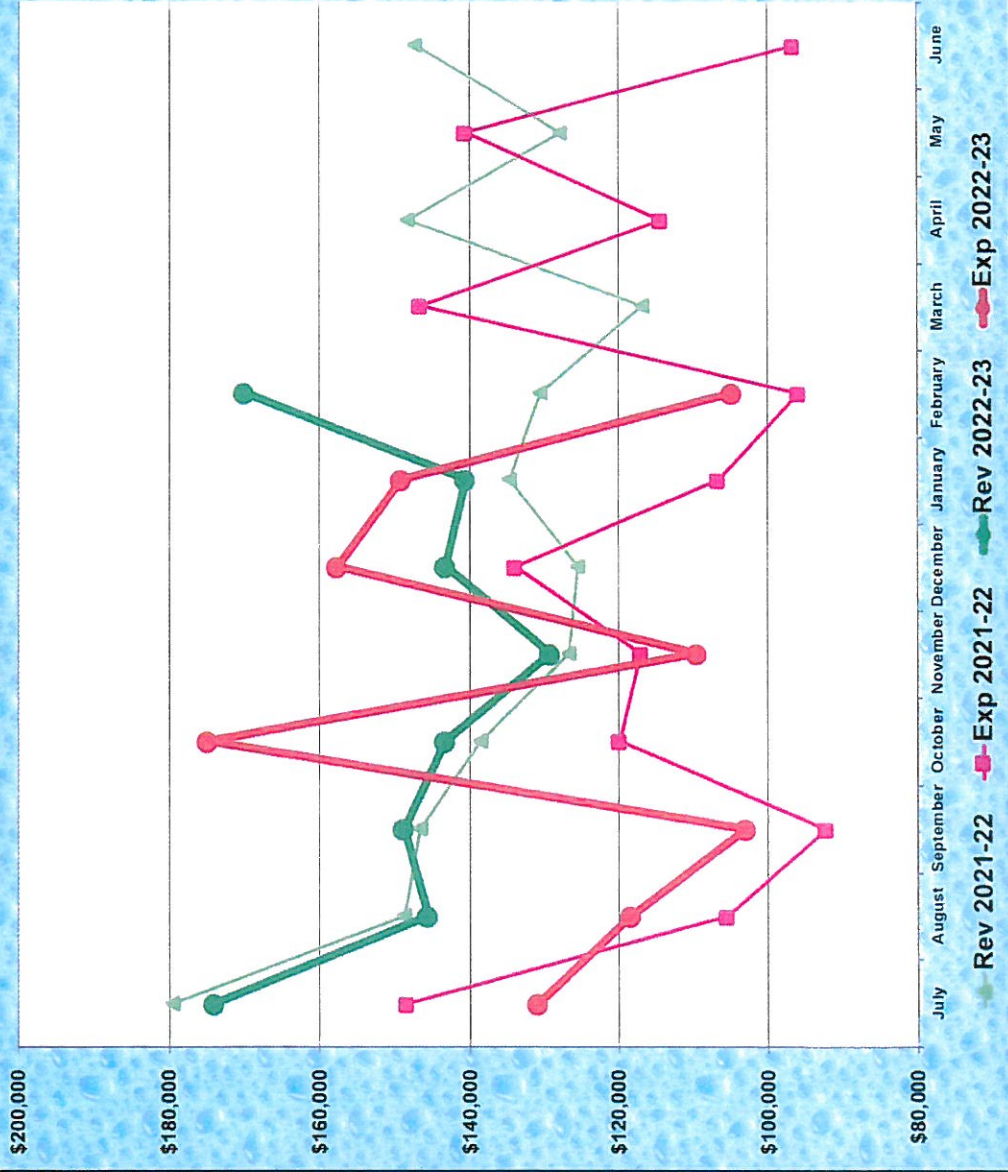


WATER REVENUES VS. EXPENSES

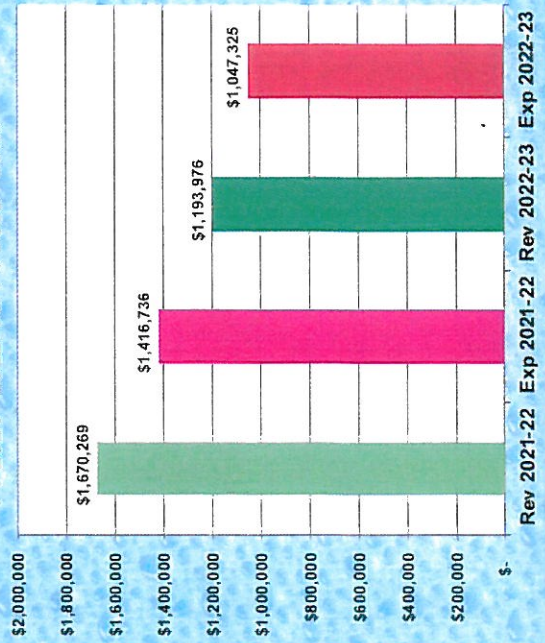
FY 2022 - 2023

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	\$ 169,885	\$ 104,783
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	\$ 1,193,976	\$ 1,047,325

Water Revenues vs. Expenses FY 2021 - 2022 Vs FY 2022 - 2023



Revenues vs. Expenses FY 2021 - 2022 Vs FY 2022 - 2023

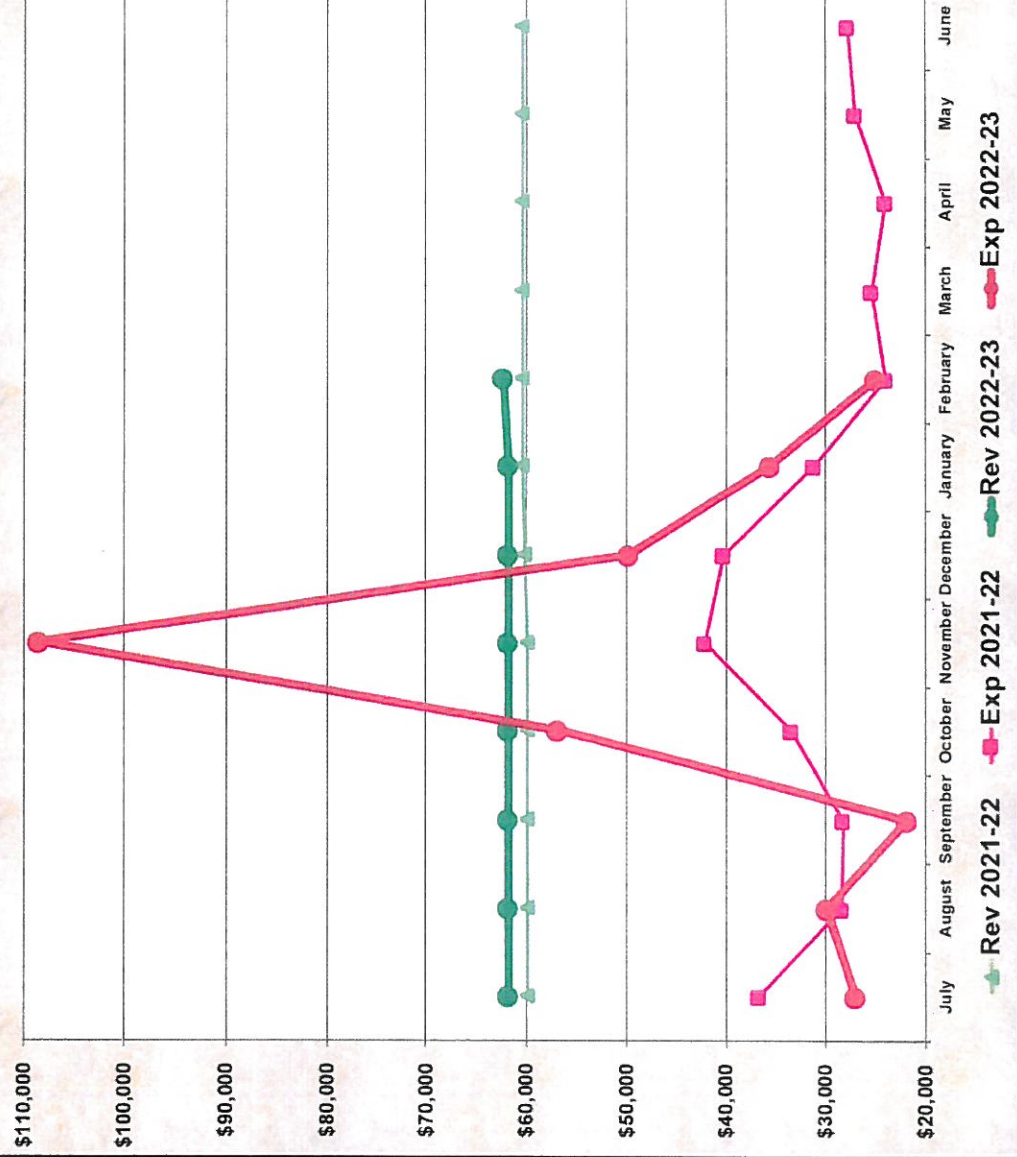


WASTEWATER REVENUES VS. EXPENSES

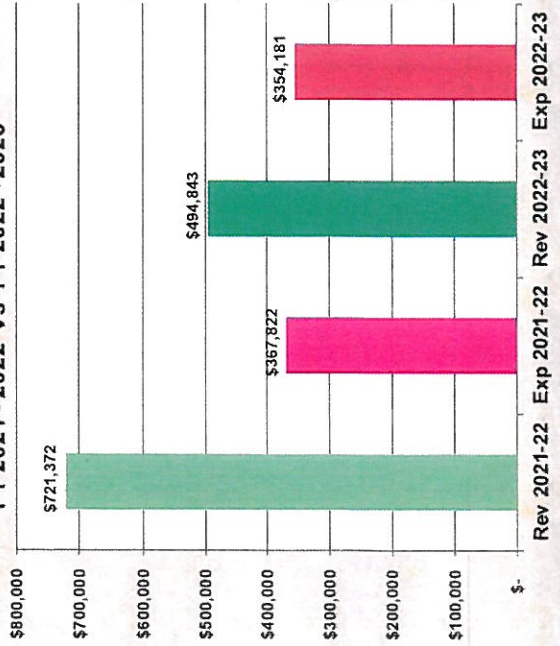
FY 2022 - 2023

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	\$ 62,243	\$ 24,955	
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	\$ 494,843	\$ 354,181	

WW Revenues vs. Expenses FY 2021 - 2022 Vs FY 2022 - 2023



WW Revenues vs. Expenses FY 2021 - 2022 Vs FY 2022 - 2023

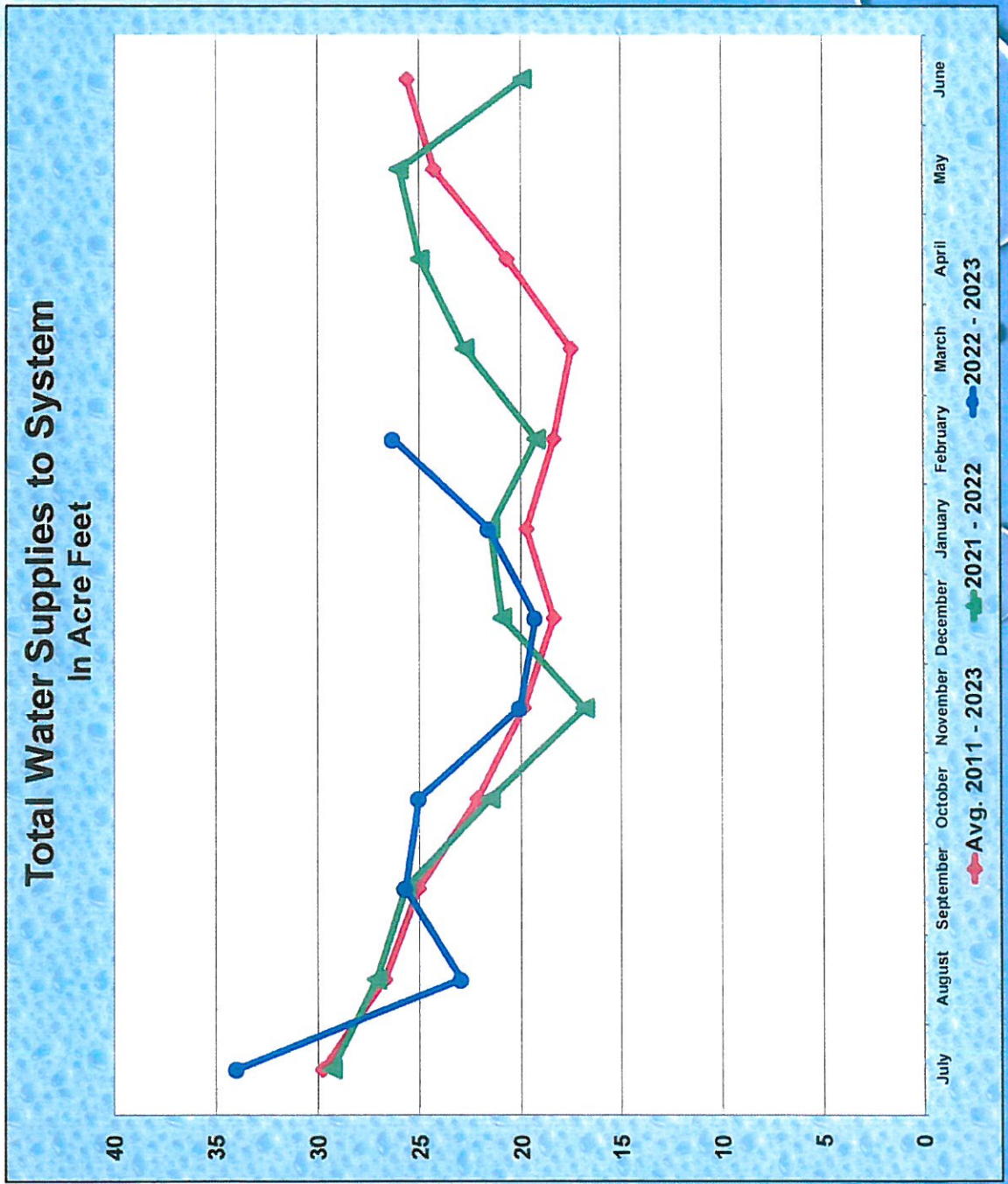
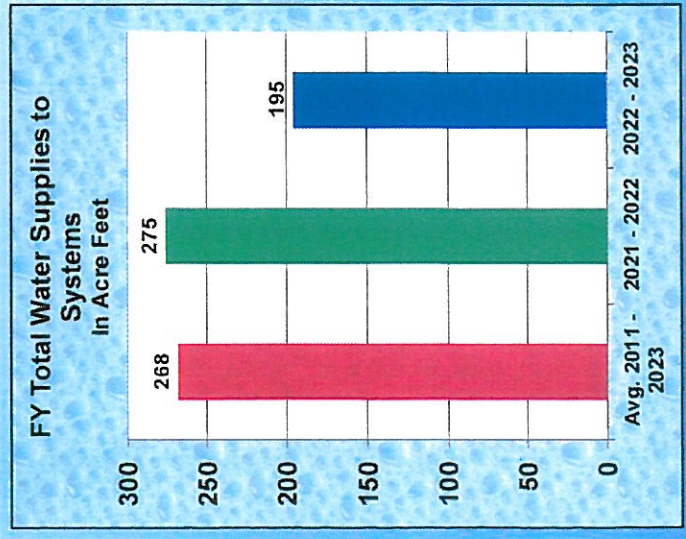


WATER DATA



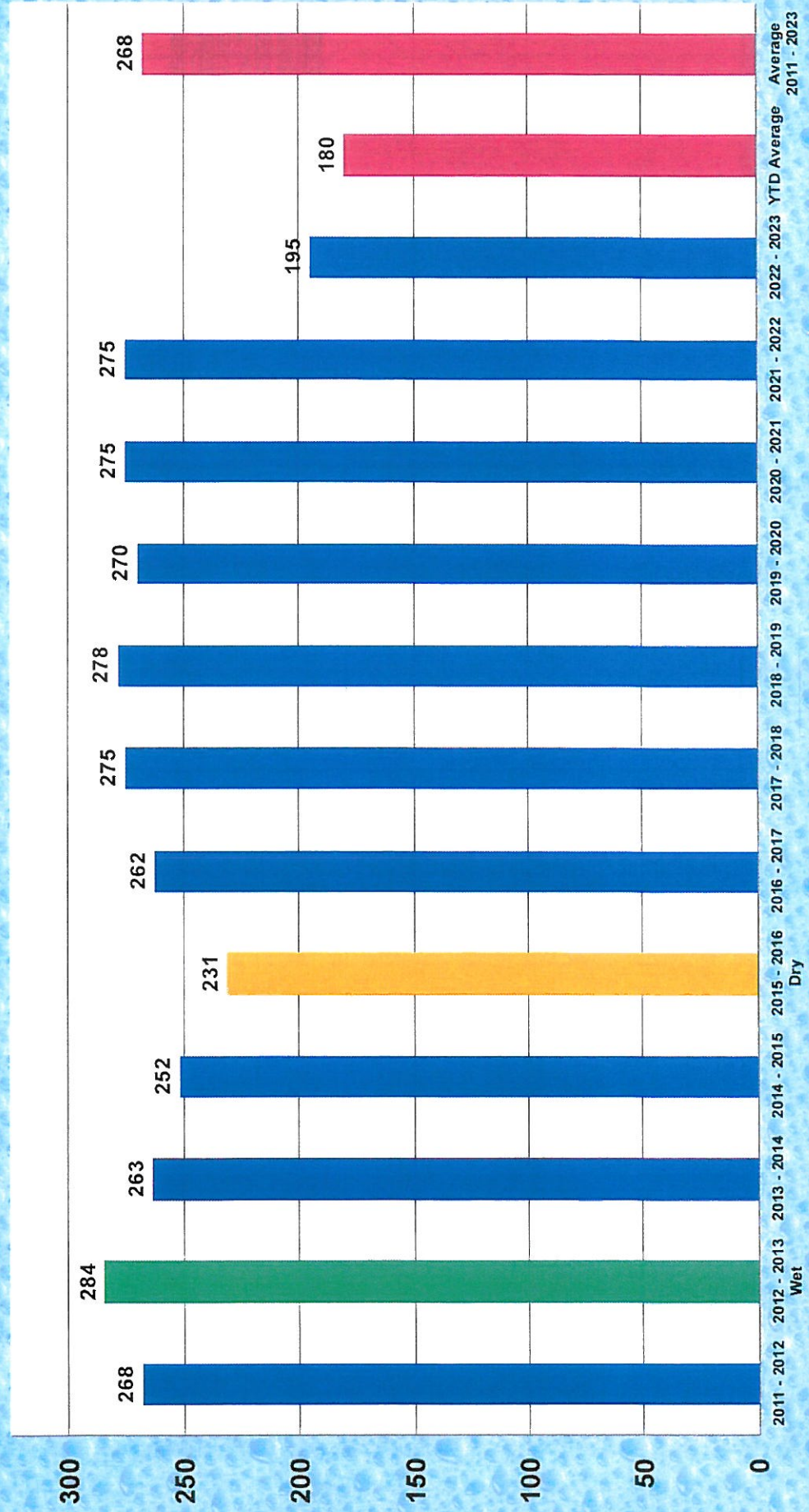
TOTAL WATER SUPPLIES TO SYSTEM IN ACRE FEET

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	18.3	19.2	26.2
March	17.5	22.8	
April	20.7	24.9	
May	24.3	26.0	
June	25.6	19.9	
Total	267.8	275.4	194.8



TOTAL WATER SUPPLIES TO SYSTEM IN ACRE FEET

Total Water Supplies to System In Acre Feet



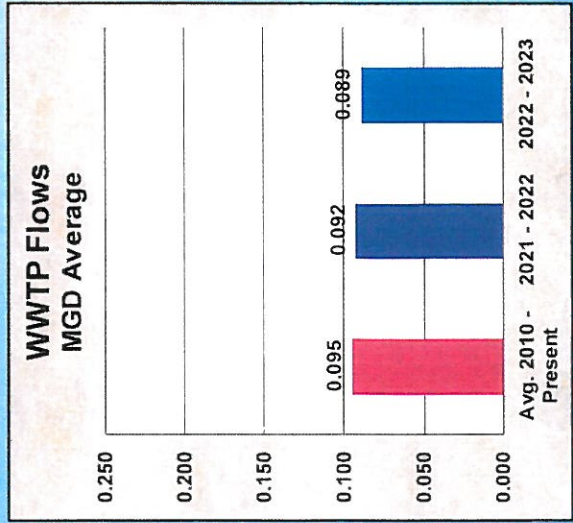
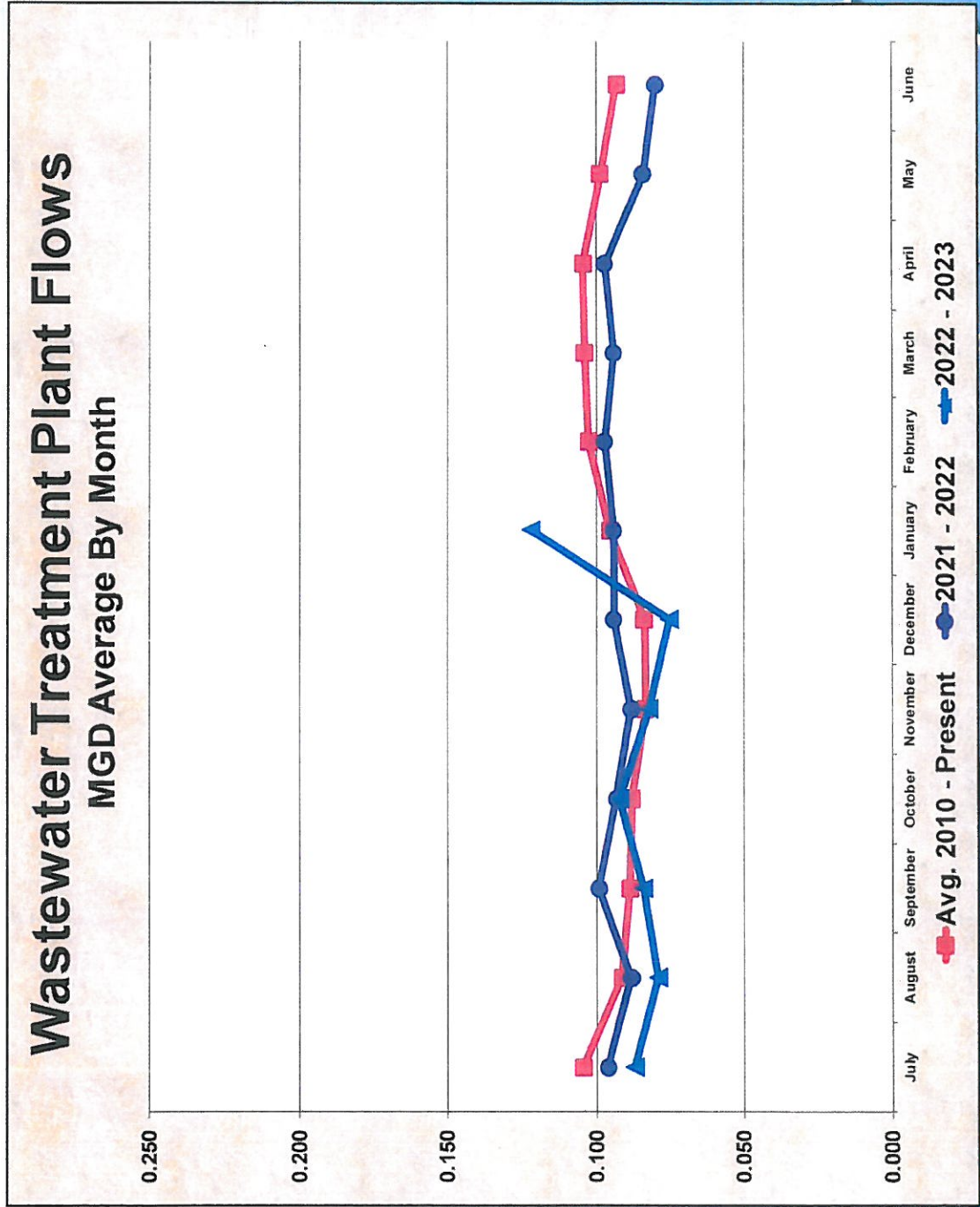
WASTEWATER DATA



WASTEWATER TREATMENT PLANT FLOWS

MGD AVERAGE BY MONTH

Month	Avg. 2010 - Present	2021 - 2022	2022 - 2023
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	0.095	0.094	0.122
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	0.089



WASTEWATER TREATMENT PLANT FLOWS

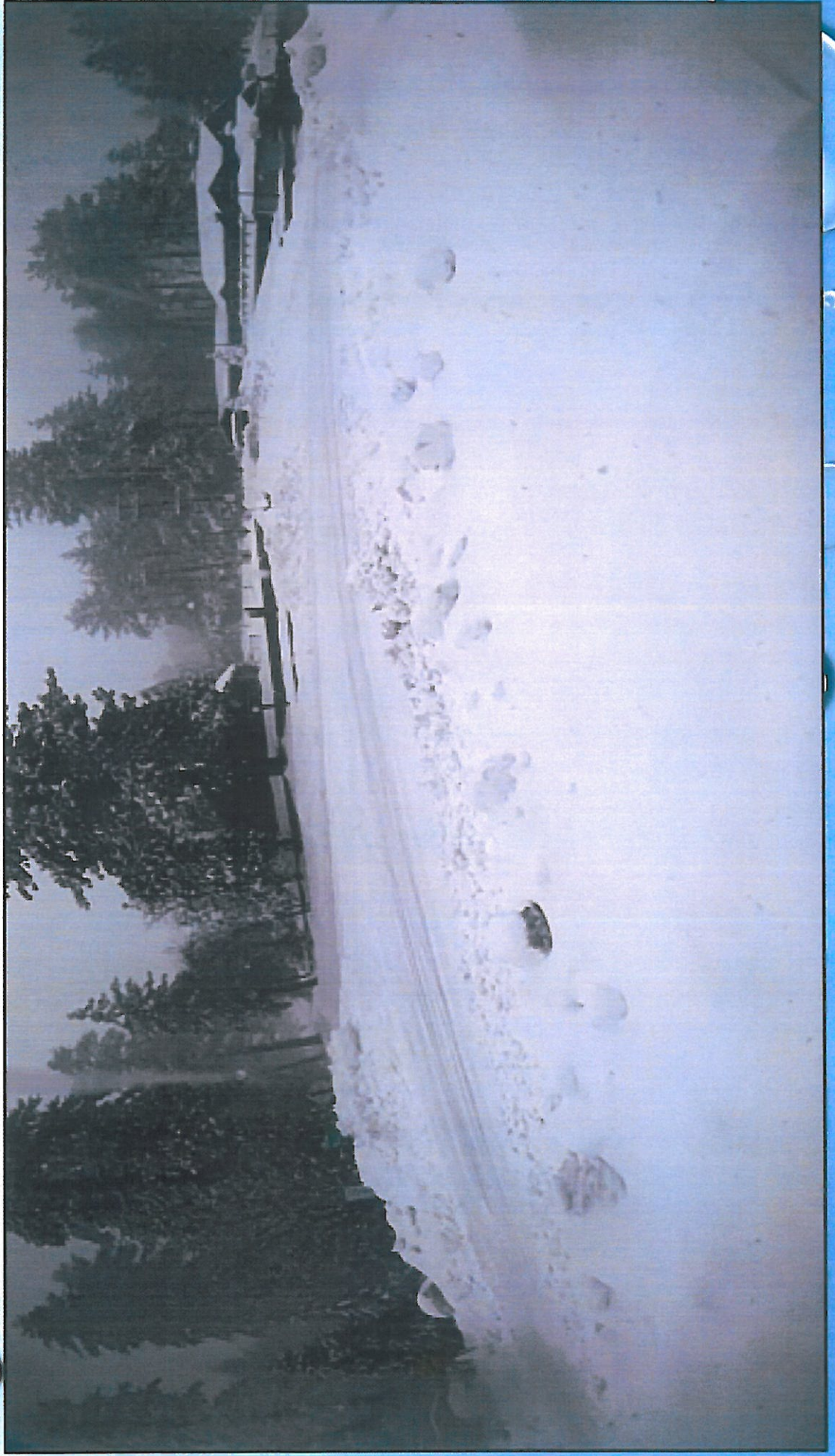
MGD AVERAGE BY CALENDAR YEAR

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



THURSDAY, MARCH 2, 2023

LOOKING OUT OFFICE WINDOW



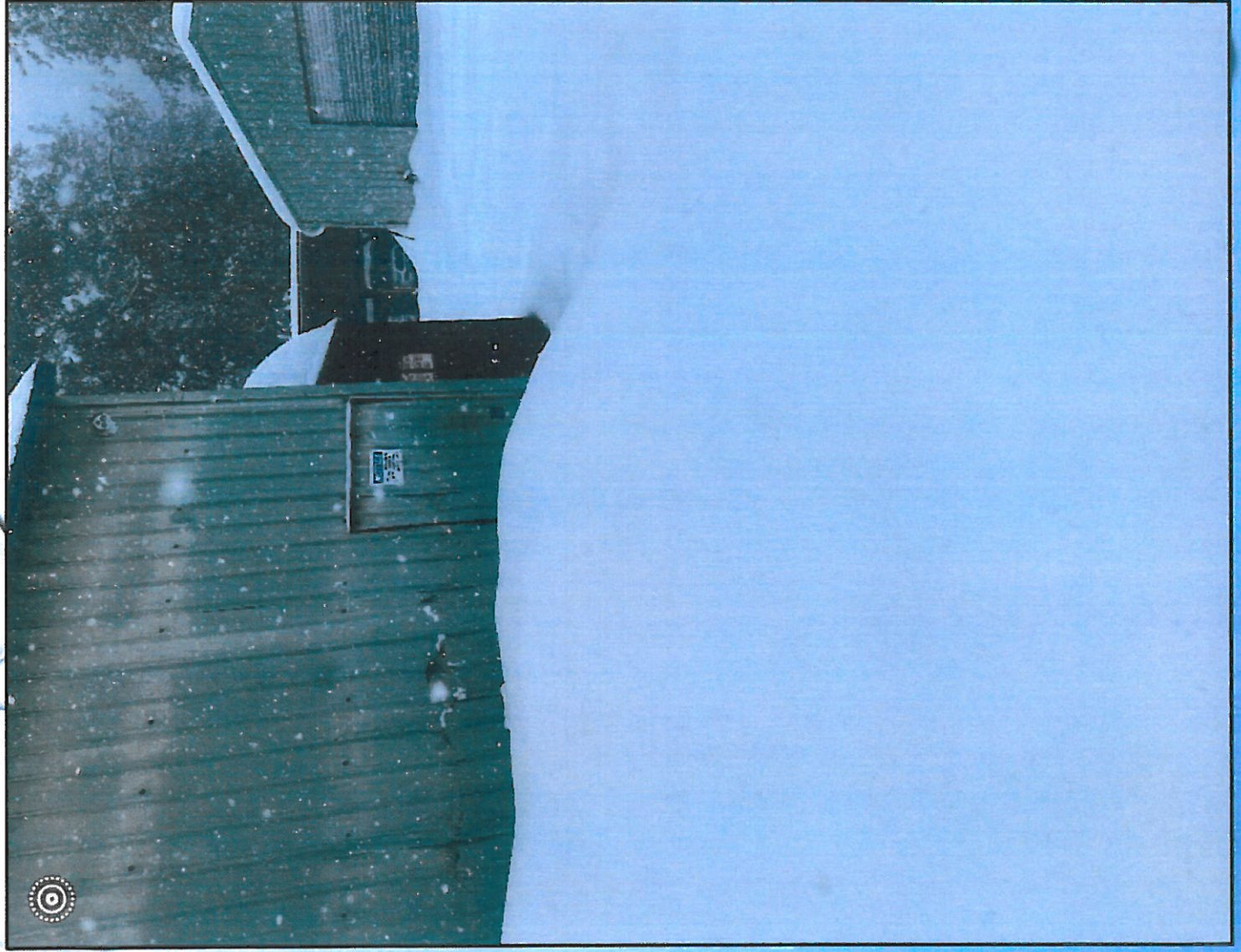
Idyllwild Water District Office



Idyllwild Water District Office



Water Treatment Shop





OVERVIEW

- HEAVY SNOW & MORE EXPECTED
- POSTED JOB ANNOUNCEMENT FOR A WATER OPERATOR
- RENTED A TEMPORARY OFFICE FOR GENERAL MANAGER AND CHIEF FINANCE OFFICER UNTIL LATE SPRING EARLY SUMMER
- WWTP PROPERTY PURCHASE DISCUSSIONS WITH IDYLLWILD ARTS SCHOOL

QUESTIONS

