

REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

December 18, 2019 - 6:00 P.M.

AGENDA

CALL TO ORDER:

ROLL CALL:

PUBLIC COMMENTS:

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the District. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not take action on the item at this meeting. As to matters on the Agenda, persons will be given an opportunity to address the Board when the matter is considered. If you wish to speak during public comment, please fill out a "Speaker Request Form" and give it to the Board Secretary. When the Board President calls your name, please immediately step to the podium and begin by giving your name and address for the record. Each speaker will be given four (4) minutes to address the Board.

1. CONSENT CALENDAR:

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

A. MINUTES – _____ November 20, 2019
November 27, 2019
December 09, 2019

B. FINANCIAL REPORTS November 2019

1. Income statement for the Fifth Month Ending November
2. District warrants for November

Check # 15732-15774	= \$ 151,326.50
Gross Payroll	= \$ 60,822.00
Federal/State PR taxes	= \$ 18,267.00
LAIF Transfers	= \$ 0
Transfers/charges	= \$ 0

C. OPERATIONS REPORT FOR THE FIFTH MONTH – NOVEMBER 2019

D. GENERAL MANAGER'S WORK IN PROGRESS REPORT:

2. **IDYLLWILD WATER DISTRICT NEW RETIREMENT PLAN:** Resolution No. 768. The Board will discuss the new Retirement Plan and possibly take action.
3. **COLLECTION POLICY FOR DELINQUENT ACCOUNT:** Resolution No. 769. The Board will discuss the revised Collection Policy per Senate Bill No. 998 and possibly take action.

4. **FORM A COMMITTEE TO FOLLOW UP WITH LEGAL COUNCIL TO UPDATE EMPLOYEE MANUAL:** The board will appoint 2 board members to form a committee to follow up with Legal Counsel concerning all the new updates for the Employee Manual.
 5. **ORGANIZATIONAL CHART:** Discussion and possible action to approve districts organizational chart.
 6. **ELECTION OF OFFICERS:** Staff recommends the Board of Directors elect a President and Vice President for the 2020 calendar year.
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1. **CLOSED SESSION: Adjourn to closed session, “conference with Legal Counsel-A pending Litigation- significant exposure to litigation to 549556.9(a)-(b)-(d)-(2).”**
 2. **CLOSED SESSION: Conference with Legal Counsel – Existing Litigation (Govt. Code § 54956.9) Name of Case: (Jeff Smith v. Idyllwild Water District., Complaint No. 33-05-03, CID 1146, water rights proceeding before State Water Resources Control Board, In Re: Strawberry Creek Diversion in Riverside County)**

ADJOURNMENT:

To the next Board meeting is a Regular Meeting scheduled for January 15, 2020 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243 Idyllwild, CA 92549.

Please remember during Public Comments:

- Comments should be limited to 4 minutes or less
- Comments should be directed to the Board as a whole and not directed to individual Board members.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a District meeting or other services offered by this District, please contact the District office @ 951-659-2143 or email: admin@idyllwildwater.com. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.



**MINUTES
REGULAR MEETING
BOARD OF DIRECTORS
IDYLLWILD WATER DISTRICT**

November 20, 2019
6:00 PM

1. **CALL TO ORDER:** *DR. Schelly called the meeting to order at 6:00 p.m.*
2. **ROLL CALL:** *Directors present: President Schelly, Vice President Peter Szabadi, Director Steve Kunkle and Director Les Gin. Chief Financial Officer Hosny Shouman and Jeannine Olsen, Board Secretary was also present.*

PLEDGE OF ALLEGIANCE

3. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**

Vice President Szabadi Made a motion to amend Item #13 which was a closed session pursuant 30 day public employee performance evaluation of the general manager, Darren Milner, govt. Code section 54957(b). This item will be changed to same government code 54957(b), recruitment of a General Manager and Director Hunt Seconded

The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Dr. Schelly			
Peter Szabadi			
Steve Kunkle			
David Hunt			
Les Gin			

4. **ORAL/WRITTEN COMMUNICATIONS FROM THE PUBLIC OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD REGARDING ITEMS NOT ON THIS AGENDA (Government Code § 54954.2).**

NONE

5. **APPROVAL OF MINUTES ***

A. Consider Approval of Minutes of the Board of Directors' Regular Meeting of October 16, 2019

A MOTION was made by Director Hunt to approve the Consent Calendar with the changes Director Kunkle required that his vote was a nay for item 3# Resolution's No. 759 and NO. 765 and Vice President Szabadi seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
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Dr. Schelly
Peter Szabadi
Steve Kunkle
David Hunt
Les Gin

6. CONSENT CALENDAR *

A. Consider Approval of Financial Statements, month ending October 31, 2019

DIRECTORS COMMENTS: Director Hunt questioned why #22 maintenance and supplies is 5000% above normal. CFO said a PH sensor for the sewer and the Spencer Machine for the sewer. Hunt also questioned #29 the general liability insurance was quite a bit higher than budgeted and the CFO said payment was for the entire year.

Vice President Szabadi questioned why residential had a 39% reduction. Certain assumptions were made that we would cover our expenses. CFO Shouman explained its commercial not residential, because the roads have been closed and nobody's coming to go shopping. Szabadi wants to know how this affects the rates we set. The CFO replies this is the worst quarter we have had. The CFO Shouman explains we have had 30% loss from July to October. The problem is we created the rate in normal conditions and everything running very well. There was an article in the newspaper today saying commercial is catching up with the roads open now. If everything runs well we will be back again.

B. Consider Approval of District Warrants and Other Disbursements, month ending October 31, 2019

DIRECTORS COMMENTS: Director Hunt questions warrant #15707 for SCE for Administrative Services. CFO states this is the monthly charge. Then warrant # 15683 is also a monthly charge for SCE. CFO states we have 2 monthly charges one big one, one small one. Hunt questions Babcock Labs warrant # 15726 is \$7000.00, is this normally what we spend for testing. The CFO explains yes, that will be normal, after whatever increased for testing from the state.

Vice President Szabadi wants to understand, are we required to do additional test or is this regular bill?

Mitch Freeman explains in the past few maybe a year and a half there has been an increase in the required sampling that water districts have to do.

Vice President Szabadi would like to know if the filter has been approved yet. Freeman not sure, he been reviewing the sanitary survey and has been in contact with the state inspector Chun and waiting for some return dialogue from her on all of our pending things in that report. Freeman will have that info next month. There are some waivers for the testing cost from the state but the paperwork has not been generated yet. T fast test has been done for a couple of quarters now and thinks there is one more test to do and is trying to get clarification from the state.

Director Gin wants clarification on our legal service cost of \$8,800.00 and CFO Shouman replies "that it's the lady helping with HR".

Vice President Szabadi would like legal counsel to bring up to date the employee manual. He would like to have a meeting with counsel to make policy changes.

C. Consider Approval of Operations Report, month ending October 31, 2019

DIRECTORS COMMENTS: Vice President Szabadi questions mainline leaks 43,000 gallons. Freeman explains there was a huge leak November 1, at the entrance to Foster Lake, a ten inch main and they estimate by the amount of loss in the storage tanks. Was it equipment that just broke down? Asked Szabadi, Freeman states it was damaged by a backhoe. Not our fault, Idyllwild Backhoe.

- D. Consider Approval of a Request by Southern California Edison (SCE) for Grant of Easement to acquire right-of-way from Idyllwild Water District to install electrical infrastructure. SCE is to compensate District at a fair market value rate of \$1,000.00.

DIRECTORS COMMENTS: *President Schelly confirms this will be in case of emergency or power problems so they can go in and get it fixed right away, they will not be changing any easements.*

Vice President Szabadi Made a Motion to not approve the consent calendar and Director Gin Seconded The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Dr. Schelly Peter Szabadi Steve Kunkle David Hunt Les Gin			

BOARD ACTION ITEMS

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE DISTRICT'S AUDIT REPORT *

The Board of Directors will hear a presentation from the District's auditor (Rogers, Anderson, Malody & Scott), and will consider accepting the audit for Fiscal Year 2018-2019.

DIRECTORS COMMENTS: *Hunt thanks Hosny for all his hard work.*

Vice President Szabadi Made a Motion to approve the 2018-2019 Audit and Director Hunt Seconded The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Dr. Schelly Peter Szabadi Steve Kunkle David Hunt Les Gin			

BOARD INFORMATION ITEMS

This item is intended for information only, at the discretion of the Board, may be discussed.

8. REVIEW ANALYSIS REPORT OF PRECIPITATION, WATER LEVELS AND PRODUCTION DATA COLLECTED FROM CALENDAR YEAR 2000 TO 2019 *

Vice President Szabadi Made a Motion to table #8 until the board can get this individual that put this information together to come and maybe answer some of our questions and Director Hunt Seconded The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
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Dr. Schelly
Peter Szabadi
Steve Kunkle
David Hunt
Les Gin

9. ACWA-JPIA DISTRICT RECOGNITION *

DIRECTORS COMMENTS: President Schelly presents Special Recognition Awards from ACWA/JPIA. Director Gin recited at the open session the awards received from ACWA/JPIA.

10. EXECUTIVE REPORTS *

- A. General Manager's Report
- B. Board Members' Comments

President Schelly read The Letter of Resignation of our General Manager, Darren Milner.

DIRECTORS COMMENTS: NONE

11. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT REGULAR BOARD MEETING

January board meeting the optimum water and sewer connection we can plan for.

12. CLOSED SESSION

- A. **CLOSED SESSION:** The board will meet in closed session pursuant 30 day public employee performance evaluation of the general manager, Darren Milner, govt. Code section 54957(b).

This item was amended to Recruitment of General Manager. Same government code 54957 (b).

President Schelly reported: NO ACTION TAKEN

13. ADJOURNMENT - To Wednesday, December 18, 2019 at 6:00 p.m.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____
Dr. Charles Schelly-
BOARD PRESIDENT

BY: _____
Jeannine Olsen-
BOARD SECRETARY

IDYLLWILD WATER DISTRICT

P.O. BOX 397 • IDYLLWILD, CALIFORNIA 92549-0397 • 25945 HIGHWAY 243
PHONE (951) 659-2143 • FAX (951) 659-9990 • www.idyllwildwater.com

November 17, 2019

Darren S. Milner
34226 Hourglass Street
Temecula, CA 92592

Idyllwild Water District (IWD)
Attn: Board of Directors
25945 Highway 243
Idyllwild, CA 92549-0397

Re: LETTER OF RESIGNATION

Dear Board of Directors:

Please accept this letter as a formal notification of my resignation from the position of General Manager at Idyllwild Water District (IWD), effective today, Sunday, November 17, 2019. I apologize for not being able to give more of a notice. I regret that, due to circumstances beyond my control, I need to resign immediately.

After careful consideration, I have made the decision to resign due to experiencing an unhealthy culture and difficult work environment at the district due to poor communication. However, working for the IWD has been an experience that has afforded me many valuable opportunities to learn and grow. I am very grateful and honored to serve with the IWD Staff, Board of Directors, and serve the Idyllwild community as the District's General Manager.

Thank you for the opportunity and the support that you have all provided me during my short tenure. I wish the district continued growth and success in the future.

Sincerely,



Darren S. Milner
General Manager
Idyllwild Water District

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS**

IDYLLWILD WATER DISTRICT

November 27, 2019

AGENDA

CALL TO ORDER: DR. Schelly called the meeting to order at 6:00 p.m.

ROLL CALL: Directors present: President Schelly, Vice President Peter Szabadi and Director Hunt.

Absent: *Steve Kunkle*

Via Phone: *Les Gin*

PUBLIC COMMENTS: NONE

ITEM # 1 CLOSED SESSION: The Board will meet in Closed Session pursuant Public Employee Government Code Section (§54957) followed by an open session regarding General Manager.

Vice President Szabadi made a MOTION to approve Mitch Freeman as Acting General Manager and Director Hunt seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Dr. Schelly			Steve Kunkle
Peter Szabadi			
Dave Hunt			
Les Gin			

ADJOURNMENT: President Schelly Adjourned the meeting at 6:55 p.m.

Idyllwild Water District

Idyllwild Water District

By: _____

By: _____

Dr. Charles Schelly, Board President

Jeannine Olsen, Board Secretary



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT

December 9, 2019 6:00 p.m.

AGENDA

CALL TO ORDER: President Schelly called the meeting to order at 6:03 P.M.

ROLL CALL: *Directors present: President Schelly, Vice President Peter Szabadi and Director Steve Kunkle.*

ABSENT: Dave Hunt and Les Gin

PUBLIC COMMENTS: NONE

ITEM # 1 SEWER PIPELINE REPAIR: The boards of directors will discuss and consider approving a bid for the sewer pipeline repair on Estate Drive and authorize the general manager to execute the agreement.

Vice President Szabadi made a MOTION to approve The bid from Taylor Underground in the amount of \$19,460.00 for the sewer pipeline repair on Estate Drive and Director Gin seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Charles Schelly Peter Szabadi Steve Kunkle			David Hunt Les Gin

ITEM # 1 CLOSED SESSION: The Board will meet in closed session pursuant 30 day public employee performance evaluation of the acting General Manager Mitchell Freeman pursuant Government Code 54957(b).

DIRECTORS COMMENTS: NO ACTION TAKEN

ADJOURNMENT:

Idyllwild Water District

By: _____

Dr. Charles Schelly, Board President

Idyllwild Water District

By: _____

Jeannine Olsen, Board Secretary

To the next regular board meeting December 18, 2019 at 6:00 p.m. in the Idyllwild Water District Boardroom. 25945 Highway 243, Idyllwild, CA 92549

**IDYLLWILD WATER DISTRICT
 WATER FUND CONDENSED INCOME STATEMENT
 FOR FISCAL MONTH ENDING NOVEMBER 2019**

CONDENSED CATEGORY	FOR THE MONTH OF			November	2019
	ACTUAL	BUDGET	VARIANCE		%
OPERATING REVENUES:					
BASE-RESIDENTIAL/COMMERCIAL	63,440	65,000	-1,560		-2.40%
SALES-RESIDENTIAL/COMMERCIAL	65,129	70,000	-4,871		-6.96%
OTHER OPERATING REVENUE	1,276	1,565	-289		-18.47%
OTHER NON- OPERATING REVENUE*	50	50	0		
TOTAL OPERATING REVENUES	129,895	136,615	-6,720		-4.92%

OPERATING REVENUE BY CATEGORY	FOR THE MONTH OF			November	2019
	ACTUAL	BUDGET	VARIANCE	F (U)	%
BASE RATE - RESIDENTIAL	47,392	48,500	-1,108		-2.28%
BASE RATE - COMMERCIAL	16,048	16,500	-452		-2.74%
SALES-RESIDENTIAL	31,260	34,000	-2,740		-8.06%
SALES-COMMERCIAL	33,869	36,000	-2,131		-5.92%
SALES-SEWER	0	0	0		0.00%
SALES-CONSTRUCTION/OTHER	0	0	0		0.00%
TRANSFER FEES	0	0	0		0.00%
TURN ON/OFF FEES	50	50	0		0.00%
LIEN & LIEN RELEASE FEES	0	0	0		0.00%
DELINQUENCY FEES	1,276	1,565	-289		-18.47%
WILL SERVE LETTER FEES	0	0	0		0.00%
OTHER MISCELLANEOUS	0	0	0		0.00%
INSTALLATION FEES	0	0	0		0.00%
CAPACITY FEES	0	0	0		0.00%
TOTAL OPERATING REVENUES	129,895	136,615	-6,720		-4.92%

**IDYLLWILD WATER DISTRICT
 WATER FUND CONDENSED INCOME STATEMENT
 FOR FISCAL MONTH ENDING NOVEMBER 2019**

FOR THE MONTH OF OCTOBER 2019

CUBIC FEET OF SALES:

	Residential C.F	Commercial C.F	Total
R1 5/8	486,006	72,500	558,506
R2 3/4	6,070	14,661	20,731
R3 1"	5,980	91,580	97,560
R4 1.1/2"	0	45,390	45,390
R5 2"	0	11,510	11,510
R6 3"	0	2,210	2,210
IA 3"	0	93,440	93,440
NC-WWTP	0	1,280	1,280
TOTAL CUBIC FEET OF SALES	498,056	332,571	830,627

NUMBER OF CUSTOMER BILLS:

	R	C	Total
R1 5/8	1,434	107	1,541
R2 3/4	12	18	30
R3 1"	35	36	71
R4 1.1/2"	0	12	12
R5 2"	0	9	9
R6 3"	0	1	1
IA 3"	0	1	1
NC-WWTP	0	1	1
TOTAL NUMBER OF CUSTOMER BILLS	1,481	185	1,666

SewerAcct	S
Fire Services F "2"	418
Fire Services F "3"	0
Fire Services F "4"	0
Total	418

Total Idyllwild Customers

2,254

**IDYLLWILD WATER DISTRICT
SEWER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING NOVEMBER 2019**

FOR THE MONTH OF NOVEMBER 2019

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	56,559	56,559	0	0.00%
OTHER OPERATING	0	0	0	0.00%
TOTAL OPERATING REVENUES	56,559	56,559	0	0.00%
OPERATING EXPENSES:				
1- WAGES AND SALARIES	12,328	18,000	5,672	31.51%
2- RETIREMENT AND LIFE INSURANCE	1,220	2,500	1,280	51.20%
3- MEDICAL INSURANCE	2,891	5,000	2,109	42.18%
4- UNIFORM EXPENSE	37	300	263	87.67%
5- WORKER'S COMPENSATION INSURANCE	0	200	200	100.00%
6- RETIREMENT MEDICAL INSURANCE	632	917	285	31.05%
7- BOARD REIMBURSEMENT	100	200	100	50.00%
8- OFFICE SUPPLIES	532	400	-132	-33.09%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	0	400	400	100.00%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	184	1,000	816	81.60%
14- COMPUTER SERVICES	0	1,000	1,000	100.00%
15- LEGAL SERVICES	196	500	304	60.80%
16- UTILITIES - ELECTRICITY	675	4,000	3,325	83.13%
17- UTILITIES - GAS & FUEL	211	437	226	51.68%
18- UTILITIES - PROPANE	65	25	-40	-160.00%
19- UTILITIES - TELEPHONE&INTERNET	313	292	-21	-7.32%
20- UTILITIES - WASTE MANAGEMENT FEE	64	125	61	48.80%
21- VEHICLES REPAIRS AND MAINTENANCE	48	500	452	90.40%
22- ENGINEERING SERVICES	0	2,000	2,000	100.00%
22- MAINTENANCE AND SUPPLIES	1,990	200	-1,790	-895.00%
23- GENERAL PLANT SERVICES	1,161	2,500	1,339	53.56%
24- SEWER PERMIT AND LICENSE(State Fee)	0	500	500	100.00%
25- MINOR EQUIPMENT AND SUPPLIES	0	42	42	100.00%
26- SEWER LEASE	0	250	250	100.00%
27- ADVERTISING AND PUBLISHING	0	125	125	100.00%
28- LABORATORY SERVICES	683	2,000	1,317	65.85%
29- GENERAL AUTO AND LIABILITY INSURANCE	6,293	1,000	-5,293	-529.30%
30- SECURITY SYSTEM (ADT)	0	208	208	100.00%
31- ACCOUNTING & AUDITING FEE	0	2,000	2,000	100.00%
32- LINE CLEANING	0	100	100	100.00%
Total Expenses	29,693	47,362	17,668	37.31%
Total INCOME OR (LOSS)	26,866	9,197		

**IDYLLWILD WATER DISTRICT
SEWER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING NOVEMBER 2019**

FOR THE MONTH OF NOVEMBER 2019

SEWER FUND OPERATING REVENUES

	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE-COMMERCIAL	38,642	38,642	0	0.00%
BASE RATE- RESIDENTIAL	17,917	17,917	0	0.00%
TRANSFER FEE	0	0	0	0.00%
FACILITY CHARGE FROM IAF	0	0	0	0.00%
INSPECTION FEE	0	0	0	0.00%
OTHER MISCE	0	0	0	0.00%

TOTAL OPERATING REVENUE

56,559 56,559 0 0.00%

EQUIVALENT DWELLING UNITS (E.D.U'S)

RESIDENTIAL	456	456	0.0	0.00%
COMMERCIAL	937	937	0.0	0.00%
TOTAL E.D.U'S	1,393	1,393	0.0	0.00%

TOTAL Customers

418 167 585

**IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED NOVEMBER 30, 2019**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
11/06/2019	15732	California State Fire Protection	Refill Fire Extinguishers and check up	432.00
11/06/2019	15733	Comtronix Communications	Installing Radio for Unit#3 Mitch	994.67
11/06/2019	15734	Elizabeth Lyons	Supplements Medical Retirement for Terry 's wife 3 months	2,526.30
11/06/2019	15735	Employee Relations	Pre Employment Background for hiring	82.80
11/06/2019	15736	Forest Lumber	Supplies For Water and Sewer	661.77
11/06/2019	15737	Frontier	Monthly Charge for Phone and internet (Water+ Sewer)	442.77
11/06/2019	15738	Gallade Chemical , Inc	Chemical Supplies for Water& Sewer	1,549.28
11/06/2019	15739	Idyllwild Water District	To be deposit at Hemet Bank for Payroll	36,000.00
11/06/2019	15740	Jeannine Olsen	Reimburse for office expenses	90.18
11/13/2019	15741	Napa Auto Parts	Auto Parts for Water& Sewer	188.10
11/13/2019	15742	One Stop Landscape	Dropping Sludge From IWD	1,999.80
11/13/2019	15743	S.C.E	Monthly Charges	2,787.19
11/13/2019	15744	Streamline	Idyllwild Website Monthly Charge	200.00
11/13/2019	15745	Time Warner Cable	Monthly Charge for Phone and internet (Office)	405.14
11/13/2019	15746	Underground Services Alert	New Tickets Charges	24.85
11/13/2019	15747	USA Bluebook	Supplies For Water and Sewer	562.23
11/13/2019	15748	Village Hardware	Supplies For Water and Sewer	109.78
11/13/2019	15749	EL-Co Contractors, Inc	Last Payment For Water Line Replacement	26,501.30
11/13/2019	15750	Void	Void	0.00
11/13/2019	15751	Allen Tire Company	New Tires for unit#27 Dillion	680.90
11/13/2019	15752	California Computer Options	Monthly IT Services Charge	486.50
11/13/2019	15753	California Dept Taxes and Fees	Special Taxes From the State	302.55
11/13/2019	15754	Chase Card Services	California special district training Jeannine Tranning+Tyler Sewer Class+Goach Auto +Office Supplies	4,280.17
11/13/2019	15755	County Of Riverside TLMA Admin	Adjusting Manholes To Grade	11,250.00
11/13/2019	15756	CR&R Inc	Monthly Trash Services	259.37
11/20/2019	15757	Fern Creek Medical Center	Medical Exam For New Hires	152.00
11/20/2019	15758	Four Seasons Cleaning Services	Monthly Cleaning Charges	280.00
11/20/2019	15759	Hach Company	PH Sensor For Sewer	5,096.55
11/20/2019	15760	Harlod K. Smith	Loads 3/4 Rocks For Foster Lake	1,379.20
11/20/2019	15761	S.C.E	Monthly Charges	684.53
11/20/2019	15762	SWRCB	Water System Fees	624.00
11/20/2019	15763	Aishire&Wynder ,LLP	Monthly Legal Services Charge	2,696.00
11/20/2019	15764	ACWA/JPIA	Monthly Health Insurance	11,565.67
11/20/2019	15765	Andy's Trophies & engraving Inc	Name Plates For GM & Supervisor	103.17
11/20/2019	15766	Alarmco Security System	Labor For Fixing the Security Camera System	720.00
11/20/2019	15767	All State Benefits	Monthly Life Insurance Charge	304.12
11/20/2019	15768	Arrow Printing , Inc	Order Business Card	94.97
11/20/2019	15769	Central Communications	Monthly Answering Services	116.00
11/20/2019	15770	Danny Campbell	Reimbursement For Boots	150.00
11/20/2019	15771	Pine Cove Water District	Welding Services For 10" Line	393.39
11/20/2019	15772	Staples Credit Plan	Office Supplies	2,129.25
11/20/2019	15773	T-Mobile	Data Plan For Solar	20.00
11/20/2019	15774	Idyllwild Water District	To be deposit at Hemet Bank for Payroll	32,000.00

TOTAL DISTRICT WARRANTS	\$151,326.50
<u>OTHER DISBURSEMENTS:</u>	
TOTAL PAYROLL	\$60,828.00
L.A.I.F. ELECTRONIC TRANSFERS	\$0.00
BANK SERVICE CHARGES AND FEES	\$240.00
TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS	\$212,394.50

Operations Report for November 2019

Currently –Stage One

Production – November 2019- 1,022,905 C.F., 23.49 avg. gpm

Foster Lake level – 10' 6"

Water and Sewer installations: 0

Leaks: 1

Mainline -1-Corner North Circle and Fern Valley Road/Unmetered -0-/Metered –Estimated Readings

November 2019 Water Loss = % Estimated Reads

Production:

Drinking water storage- 333 MG

14 wells available/9 utilized/3 Full Time/6 Part Time

Wastewater Treatment Plant

November 2019-Average daily flow 89,000 gpd/Average weekend flow 101,000 gpd

November 2018-Average daily flow 83,110 gpd/Average weekend flow 100,772 gpd

Precipitation: November 2019 2.54"–30.80" Y.T.D November 2018-2.16" Y.T.D. Diversion -79,900 cf

STATIC WELL LEVELS

	SEPT 2019	NOV 2019	NOV 2018	NOV 2017
Foster Lake (Average 3 wells)	3.83' Static	4.5' Static	24' Static	8.6' Static
Well # 26 (Nature Center)	16.8' Static	27' Static	49' Static	46' Static
Well # 27 (Nature Center)	21' Static	25' Static	43' Static	43' Static
Well #28 (Rockdale)	99.3' Static	101' Static	129' Static	121' Static
Downtown Wells* #23 & #24	7' Static 16.8 Static	8' Static 17' Static	12' Static 29' Static	8' Static 18' Static
FV1A	383.6' Pumping	382 ' Pumping	390' Pumping	7' Static
FV2	318' Pumping	299' Pumping	76' Recovery	299' Pumping

*Downtown Wells Static level is an average for 2017. April 2018 and 2019 both well levels are included

Idyllwild Water District Well Production Data

November 2019

Well #	Cubic feet	AF	PT/FT	Status	GPM	Comment
Horizontal #1	74,780	1.7	FT	ON	10.9	
FL #2	586,850	13.3	FT	ON	92.6	
FL #4	0					
FL #10	0					
FL #11	0					
FL #12	0					
FL #13	112,810	2.6	PT	OFF	39.1	
FL #15	40,773	.94	PT	ON	27.5	
FL #16	0					
#23 Stratton	46,130	1.06	PT	OFF	41.1	
#24 Curtis	0					
#25 Donahoo	0					
#26 Nature Center	0					
#27 Nature Center	0					
#28 Rock Dale	0					
FV#1A	252,870	45.8	FT	ON	41.0	
FV#2	72,895	1.7	PT	ON	37.8	
Golden Rod	15,340	.36	PT	OFF	18.9	
Oakwood						

Total Cubic Feet 815,173

Cedar Glen Meter 635,670 cf 14.6 af

In District Production 387,235 cf 8.89 af

TOTAL SUPPLIES TO SYSTEM 1,022,905 cf 23.49 af

Days of Production 35 Minutes of Production 50,400 Average system GPM 151.82

General Managers Report November 2019

- ❖ Nov.26, 2019. I met with Stacy Kelly of Riverside County Emergency Management. She gave us approximately 180 sand bags.
- ❖ Dec. 2, 2019. I authorized billing staff to implement “estimate billing”, a component of our billing system which estimates usage because meter reading was not feasible due to recent snow.
- ❖ Dec. 4, 2019. I had a follow-up meeting with FVWD and PCWD Managers to further discuss a possible switch to bulk liquid chlorine to reduce cost. I also spoke to current vender about reducing the current freight cost associated with delivery.
- ❖ Dec. 6, 2019. Worked with field staff repairing a leak on the Strawberry diversion line.
- ❖ Dec. 9, 2019. Office staff began working a new schedule that more efficiently staffs the office in an effort to reduce/eliminate the need to close the office during portions of the day when lunch and breaks are taken.
- ❖ Dec. 10, 2019. Scheduled SCE and a pipeline contractor to repair sewer main on Toll Gate. (12-12-2019).
- ❖ Dec. 10, 2019. I was notified that IWD was awarded grant funding for WWTP/sewer improvements.
- ❖ Dec. 11, 2019. Phone Jacks Unlimited installed a desk phone in my office.
- ❖ Dec. 12, 2019. Had the District’s stand-by generators inspected and repaired if any were in need of repair.
- ❖ Dec. 13, 2019. Met with Mike Crabtree (Foreshock) to perform routine maintenance on our SCADA system.
- ❖ Dec. 16, 2019. Met with Ridgid tool representative to see a demonstration of a video monitor for our “see snake” push camera.

Memo

To: Board of Directors
From: General Manager
Date: December 18, 2019

Subject: ITEM # 2 –RESOLUTION No. 768 IDYLLWILD WATER DISTRICT NEW RETIREMENT PLAN:

Background:

The Recommendation from Carlson/ Quinn for new retirement plan will be distributed for review/ possible action.

Recommendation:

That the Board of Directors considers an action to accept a recommendation from Carlson/Quinn to create a new retirement plan for Idyllwild Water District

RESOLUTION NO. 768

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER
DISTRICT ESTABLISHING A NEW RETIREMENT PLAN IDYLLWILD 401A
RETIREMENT PLAN**

WHEREAS, Idyllwild water district as a local governmental agency going to establish a new pension trust plan with IRS rules; and

WHEREAS, Idyllwild Water District will form a plan which allow the employer and employees to contribute to the plan with distinct eligibility criteria , vesting schedule;

NOW THEREFORE, be it resolved by the Board of Directors of the Idyllwild Water District that establishing a 401a plan addressed as described in the attached policy, which is attached and hereby adopted and made a part hereof.

ADOPTED THIS 18th DAY OF DECEMBER 2019

Dr. Charles Schelly- Board President

ATTEST:

I, Jeannine Olsen, secretary of the Idyllwild Water District hereby certify that the foregoing resolution was duly and regularly introduced and adopted by the Board of Directors of said Idyllwild Water District at its meeting held on the 18th day of December 2019. By the following vote, to wit:

AYES

NAYS

ABSTAIN

ABSENT

In witness whereof I have hereunto set my hand and affixed the official seal of the Idyllwild Water District this 18th day of December 2019.

Jeannine Olsen- Board Secretary

Memo

To: Board of Directors
From: General Manager
Date: December 18 , 2019

Subject: ITEM # 3-RESOLUTION No. 769 COLLECTION POLICY FOR DELINQUENT ACCOUNTS:

Background:

Regarding SB 998 The new legislation requires the water district to have a written policy on discontinuation of residential services for nonpayment. It also may not discontinue services for non-payment unless the account is late for over 60 days, and outlines several circumstances in which water services can not be shut off for non-payment. IWD created Collection Policy which will be apart from water regulation.

Recommendation:

The Board of Directors considers an action to accept a collection policy to comply with SB 998 .

Attachments//

Title:	Collection Policy for Delinquent Accounts	
Number:	500-004	
Approval:	Board of Directors	
Approval Date:	Dec 19, 2019	
Effective Date:	Feb 1, 2020	
Review Date:	Upon change of statute	

Reference:

Senate Bill No. 998: Discontinuation of Residential Water Service
California Government Code Sections 60370 -60375.5

Purpose/Background:

This policy enumerates Idyllwild Water District’s administrative actions for the collection of delinquent accounts, including notifications, fee assignments and discontinuation of service. This policy will be made available to the public on the District’s website. The District can be contacted by phone at (951) 659-2143 to discuss options for averting discontinuation of water service for nonpayment under the terms of this policy.

Text of policy:

Idyllwild Water District, as a County Water District complies with California Government Code Sections 60370 – 60375.5 in the execution of the collection of delinquent accounts. Furthermore, as an urban or community water system that supplies water to more than 200 service connections, the District is further governed, effective by law February 1, 2020, by Senate Bill No. 998.

Delinquent Account:

Delinquent accounts are hereafter identified as any account that remains unpaid (and without having made payment arrangements or established an alternative payment schedule) by close of business 25 days after issuance of the water bill. The following rules apply to the collection of delinquent accounts:

1. Small Balance Accounts:

Any balance on a bill of \$25 or less may be carried over, and added to, the next billing period without being assessed a late fee or incurring further collection action.

2. Late Fee:

If payment for a bill is not received by close of business on the 25th day after the bill is issued, a late fee will be assessed. The due date and late fee will be displayed prominently on the bill. The District will make a reasonable, good faith effort to notify the customer of an impending late fee 2 days before the due date identified on the bill. The means of notification will be based upon the notification preference (text, phone, or email) selected by the customer. Customers who have not selected a means of notification will be notified by phone. The District assumes no responsibility for phone or email contact information that has not been kept up to date by the customer.

3. Waiver of Late Fee:

At the request of the customer, the District may waive the late fee if there are extenuating circumstances and the customer has not been assessed a late fee for delinquent payment in the preceding 6 months.

4. Waiver of Late Fees to the State of California

The State of California, because of a sound financial base and variations in budget approval and warrant payment procedures, will not be assessed a late fee for delinquent payment of existing accounts.

5. Alternative Payment Arrangements:

Any customer who is unable to pay for water service within the normal payment period may request an alternative payment arrangement to avoid late fees or disruption of service. The District will consider all circumstances surrounding the request and make a determination as to whether the payment arrangement is warranted.

a. Certification by Primary Care Provider

Certification by a Primary Care Provider (General Practitioner, Obstetrician/Gynecologist, Pediatrician, Family Practice Physician, Primary Care Clinic, Hospital, or Outpatient Clinic) who certifies that the termination of service will be life-threatening or pose a serious threat to the health and safety of any resident of the premises where water service is provided will obligate the District to enter an amortized repayment plan.

b. Those Unable to Pay Within a Normal Billing Cycle

A Customer shall be considered financially unable to pay for residential service within the normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer signs a declaration that the household annual income is less than 200 percent of the federal poverty level. Payment arrangements that extend into the next billing period are considered an amortization plan, which must be in writing and signed by the customer. An amortization plan will amortize the unpaid balance over a period defined by the customer, not to exceed 12 months from the original date of the bill. The amortized payments will be combined with, and subject to the due date of, the customer's regular bill. The customer must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan. Failure to comply with the terms of an amortization plan for 60 days or more will result in the issuance of a written disconnection notice. The disconnection notice will be in the form of a door hanger delivered to the premises no less than 5 business days in advance of discontinuance of service.

6. Additional Notifications:

As a courtesy, the District will make a reasonable, good faith effort to notify the customer that the account remains past due and further collection action will be forthcoming approximately 60 days after bill issuance. The means of notification will be based upon the notification preference (text, phone, or email) selected by the customer. Customers who have not selected a means of notification will be notified by phone. The District assumes no responsibility for phone or email contact information that has not been kept up to date by the customer.

7. Written Disconnection Notice:

The District shall not discontinue water service for non-payment until payment by the customer has been delinquent for at least 60 days. The District will make a reasonable, good faith effort to contact the customer in writing at least 7 business days before discontinuation of water service for non-payment. The written disconnection notice will be mailed to the mailing address designated on the account. If the mailing address and the address of the property to which water service is provided are different, a second notice will be mailed to the service address and addressed to "Occupant". The written disconnection notice will include:

- Customer's name and address
- Amount that is past due
- Date by which payment or payment arrangements are required to avoid discontinuation of service
- Description of the process to apply for an amortization plan
- Description of the process to dispute or appeal a bill
- District phone number and a web link to the District's written collection policy

a. Notice to Residential Tenants/Occupants in an Individually Metered Residence

The District will make a reasonable, good faith effort to inform the occupants, by means of written notice, when the water service account is in arrears and subject to disconnection at least 10 days before water service is shut off. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at that address. For the amount due on the delinquent account to be waived, the tenant/occupant must provide verification of tenancy in the form of a rental agreement or proof of rent payments.

b. Notice to Tenants/Occupants in a Multi-Unit Complex Served through a Master Meter

The District will make a reasonable, good faith effort to inform the occupants, by means of written notice hung on the door of each residence, when the water service account is in arrears and subject to disconnection at least 10 days before water service is shut off. The notice will state the District is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the urban and community water system's rules and tariffs. However, the written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at the address(es) served by the master meter. If one or more of the occupants are willing and

able to assume responsibility for the subsequent charges for water service to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those occupants who have not met the requirements for service, the District will make service available to the occupants who have met those requirements.

If the written disconnection notice is returned through the mail as undeliverable, the District will make a reasonable, good faith effort to visit the residence and leave a notice of discontinuance for non-payment.

8. Forty-eight (48) Hour Notice of Termination:

The District will make a reasonable, good faith effort to notify the customer 48 hours in advance of disconnection of water service for non-payment. The means of notification will be based upon the notification preference (text, phone, or email) selected by the customer. Customers who have not selected a means of notification will be notified by phone. If the District is unable to make contact by text, phone, or email, a good faith effort will be made to visit the residence and leave a notice of termination of service.

9. Disconnection Deadline:

All delinquent water service charges and associated fees must be received by the District by 5:00 p.m. on the day specified in the written disconnection notice.

10. Disconnection of Water Service for Non-Payment:

The District will disconnect water service by turning off, and in some cases locking off, the meter. Before service is disconnected, the customer will be notified by a written disconnection notice at least 7 business days prior to termination and a second notice 48 hours prior to termination of service. The customer will be charged a fee to re-establish service in the billing system regardless of whether the meter has physically been turned off. The meter will be locked in the off position if payment is not received within 7 days of initial termination.

11. Re-establishment of Service:

In order to resume or continue service that has been disconnected for non-payment, the customer must pay a re-establishment fee. The District will endeavor to reconnect service as soon as practicable but, at a minimum, will restore service before the end of the next regular working day following payment of any past due amount and delinquent fees attributable to the termination of service. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer. Service shall not be restored to the premises until all charges which are delinquent, including fees, if any, have been paid in full. An owner whose deposit has been discontinued for nonpayment of bills or whose deposit shall have been applied in whole or in part of the payment of any bills, will be required to reestablish credit by a cash deposit. A Customer who has a delinquency on any premises may not receive new water service on another premises until all delinquencies, including fees, are paid in full. Additionally, when a service has been turned off for nonpayment, all charges may be transferred to another account held in the sole name of the same owner. This account will become delinquent if payment is not made within 15 days from the date of delinquency transfer, and will be subject

to turn off without further notice. The District may file liens against the property to enforce collection of delinquent accounts.

12. Re-establishment of Service After Business Hours:

Service restored after 5:00 pm Monday through Friday, weekends, or holidays will be charged an after-hours re-establishment fee. Service will not be restored after regular business hours unless the customer has been informed of the after-hours re-establishment fee and has signed an agreement acknowledging the fee and agreeing to contact the District's billing department no later than noon the following business day to pay the subject fee. The after-hours re-establishment fee is in addition to the regular re-establishment fee and the late fee for a past due account. District staff responding to service calls are not permitted to collect payment but will instruct the customer to contact the billing department before noon the following business day. Services that are off and locked cannot be re-established after hours.

Sometimes water service is discontinued because the service is a new account and the District has not received a request to establish service. If service is being restored after regular business hours because the customer has yet to establish service, the customer must agree to contact the billing department to establish service the next business day and the after-hours re-establishment will be waived. If service is discontinued for any reason not identified above, the service should be restored as quickly as possible and the customer advised to contact the billing department to resolve the issue. No after-hours re-establishment fee will be charged in this instance.

13. Re-connection for Residential Customer Demonstrating Household Income Below 200% of the Federal Poverty Line:

The District will set the reconnection fee at the lesser of \$50 (or \$150 during non-operational hours) or the actual cost to reconnect for a residential customer who demonstrates to the District that he or she has household income below two-hundred percent of the federal poverty line. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

The District will waive interest charges on delinquent bills once every 12 months for a residential customer who demonstrates to the District that he or she has household income below two-hundred percent of the federal poverty line.

The District will deem a residential customer to have a household income below 200% of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty line.

14. Notification of Disposition of Returned Check:

Upon receipt of a returned check taken as payment of water service or other charges, the District will consider the account not paid. The District will make a reasonable, good faith effort to notify the customer by phone or email of the returned check. A 48-hour notice of termination of service due to a returned check will be generated. The means of notification will be based upon the notification preference (text, phone, or email) selected by the customer. Customers who have

not selected a means of notification will be notified by phone. If the District is unable to make contact by text, phone, or email, a good faith effort will be made to visit the residence and leave a notice of termination of service.

Water service will be disconnected if the amount of the returned check and the returned check charge are not paid on or before the date specified in the notice of termination. All amounts paid to redeem a returned check and to pay the returned check charge must be in cash, credit card or certified funds.

15. Returned Checks for Previously Disconnected Service:

In the event a customer tenders a non-negotiable check as payment to restore water service previously disconnected for non-payment and the District restores service, the District may promptly disconnect service without providing further notice. No 48-hour notice of termination will be given in the case of a non-negotiable check tendered for payment of water charges that were subject to discontinuance.

Any customer issuing a non-negotiable check as payment to restore service turned off for non-payment will be required to pay cash, credit card or certified funds to restore future service disconnections for a period of 12 months from the date of the returned payment.

16. Disputed Bills:

If a customer disputes a water bill, the customer may first contact the District CFO, by phone or in writing within fifteen (15) calendar days of receipt, explaining the dispute. The CFO will respond within ten (10) calendar days. If, within five (5) business days of receipt of that response, or within passage of ten calendar days with no response, the dispute is not resolved to the customer's satisfaction, the customer may submit a written appeal to the General Manager. The General Manager will respond within ten (10) calendar days.

Within five (5) business days of receipt of a response, or within ten (10) calendar days of the appeal to the General Manager and not having received a response from the General Manager, the customer may appeal to the Board of Directors in writing. When customers exercise their right to appeal, the District will not disconnect water service for non-payment while the appeal, including but not limited to any investigation and hearing of it, is pending.

17. Collection:

Unpaid rates, charges and penalties herein provided may be collected by lien, by suit or by any other method available under law. Defendant shall pay costs of suit including attorney's fees in any judgment rendered in favor of the District.

RESOLUTION NO. 769

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IDYLLWILD
WATER DISTRICT ESTABLISHING A COLLECTION POLICY FOR
RESPONDING TO SB 998**

WHEREAS, local government agency establish policy for the response to SB 998 for collection policy for delinquent accounts consistent with State law; and

WHEREAS, Idyllwild Water District has established policy to comply with SB 998 State law for delinquent accounts on discontinuation of residential services for non-payment.

NOW THEREFORE, be it resolved by the Board of Directors of the Idyllwild Water District that requests by the State establish a policy for collection addressed as described in the attached policy, which is attached and hereby adopted and made a part hereof.

ADOPTED THIS 18th DAY OF DECEMBER 2019

Dr. Charles Schelly- Board President

ATTEST:

I, Jeannine Olsen, secretary of the Idyllwild Water District hereby certify that the foregoing resolution was duly and regularly introduced and adopted by the Board of Directors of said Idyllwild Water District at its meeting held on the 18th day of December 2019. By the following vote, to wit:

AYES

NAYS

ABSTAIN

ABSENT

In witness whereof I have hereunto set my hand and affixed the official seal of the Idyllwild Water District this 18th day of December 2019.

Jeannine Olsen- Board Secretary

Memo

To: Board of Directors

From: General Manager

Date: December 18, 2019

Subject: ITEM # 4 – FORM A COMMITTEE TO FOLLOW UP WITH LEGAL COUNCIL
REGARDING THE EMPLOYEE MANUAL UPDATES:

Background:

IWD employee manual may be in need of updates.

Recommendation:

That the Board of Directors form a committee to implement possible updates.

Memo

To: Board of Directors

From: General Manager

Date: December 18, 2019

Subject: ITEM # 5 - UPDATED IDYLLWILD ORGNAZATIONAL CHART:

Background:

With the recent addition of the position of Field Supervisor, as well as the addition of an Acting General Manager, there is a need to establish a clear and easily understood chain of command within the organization.

Recommendation:

The Board of Directors considers an action to accept the organizational chart for Idyllwild water district.

Attachments//



Organizational Chart

Idyllwild Water District

Board of Directors
Board President – Chip Schelly
Board Vic- president – Peter Szabadi
Board Member – David Hunt
Board Member – Steve Kunkle
Board Member – Les Gin

Secretary to Board

General Manager
Mitch Freeman

C.F.O
Hosny Shouman

Chief Operations Officer
Mitch Freeman

Administrative Assistant
Jeannine Copelin

Sewer Department
Chief Operator
Fritz Wuttke (PT)

Water Dept. Chief
Operator
Jerry Johnson

Office Assistant
Amy Miller- Hawley (PT)

Sewer Maintenance I
Technician
Danny Campbell

Water Treatment Plant
Operator
Joseph Reyes

Sewer Maintenance II
Technician
(Vacant)

Maintenance
Technician I
Dillon Pullatie

Maintenance
Technician I
Tyler Puckett

Memo

To: Board of Directors
From: General Manager
Date: DECEMBER 18, 2019

Subject: ITEM #6 -ELECTS OFFICERS OF THE BOARD OF DIRECTORS

Recommendation

Staff recommends the Board of Directors elect a President and Vice President for the 2020 calendar year.

Background

Because Idyllwild Water District Directors are elected to the position of President and Vice President for 1 year terms beginning in January and ending in December, the Board holds an election for these positions at the December Regular Meeting.

The Board of Directors will select one of its members to serve as the President and one to serve as the Vice President of the Board.

Memo

To: Board of Directors
From: General Manager
Date: DECEMBER 18, 2019

1. **Subject:** ITEM # 1 CLOSED SESSION : Adjourn to closed session, "conference with Legal Counsel-A pending Litigation- significant exposure to litigation to 549556.9(a)-(b)-(d)-(2)."

Memo

To: Board of Directors

From: General Manager

Date: DECEMBER 18, 2019

Subject: **ITEM # 2 CLOSED SESSION** Conference with Legal Counsel – Existing Litigation (Govt. Code § 54956.9) Name of Case: (*Jeff Smith v. Idyllwild Water District*, Complaint No. 33-05-03, CID 1146, water rights proceeding before State Water Resources Control Board, In Re: Strawberry Creek Diversion in Riverside County)