



REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

December 20, 2023 – 6:00 P.M.

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

Zoom Information

Topic: Board of Directors Meeting

Time: Dec 20, 2023, 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86939528902?pwd=ranfboiBXZe4bpUE0eISjoiSzxmi9V.1>

Meeting ID: 869 3952 8902

Passcode: 601997

One tap mobile

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AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the district. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not act on the item at this meeting. As to matters on the agenda, people will be given an opportunity to address the Board when the matter is considered. Each speaker will be given four (4) minutes to address the Board. Comments should be directed at the Board as a whole and not directed to individual Board members.



1. **CONSENT CALENDAR** – 5 minutes

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

A. **MINUTES**

Regular Board Meeting: November 15, 2023

B. **FINANCIAL REPORTS**

a. Income statement for the fourth month ending October 31, 2023

b. District warrants for October 2023

Check #17964 – 18009 = \$ 277,352.42

Gross Payroll = \$ 65,310.00

Federal/State PR taxes = \$ 5,670.00

LAIF Transfers = \$ 0.00

Transfers/charges = \$ 332.00

c. Income statement for the fifth month ending November 30, 2023

d. District warrants for November 2023

Check #18010 – 18051 = \$ 248,934.50

Gross Payroll = \$ 64,222.00

Federal/State PR taxes = \$ 5,230.00

LAIF Transfers = \$ 0.00

Transfers/charges = \$ 326.00

C. **OPERATIONS REPORT**

INFORMATION

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

3. **IWD ELECTION NOT ON BALLOT MARCH 5, 2023** – 5 minutes

DISCUSSION ITEMS



4. **EMPLOYEE MANUAL, CHAPTER 9** – 10 minutes

5. **WWTP PROJECT STATUS** – 20 minutes

6. **NOTICE OF ELECTION FOR LAFCO COMMISSIONER** – 5 minutes

7. **LOWER ADMINISTRATION BUILDING** – 10 minutes

DIRECTORS CLOSING COMMENTS – 5 minutes

ADJOURNMENT

The next Board meeting is a Regular Meeting scheduled for Wednesday, January 17, 2024, 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: December 20, 2023
Subject: Item 1A – Board Minutes

Recommendation:

The Board of Directors approve the following:

- November 15, 2023, Regular Board meeting minutes

Attachments:

- November 15, 2023, Regular Board meeting minutes



MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

November 15, 2023 – 6:00 P.M.

AGENDA

CALL TO ORDER

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

ROLL CALL

Directors Olson, Vice President Szabadi, and President Schelly were present. Director Kunkle was absent. General Manager Havener was present, with General Counsel Guiboa was present via Zoom.

PUBLIC COMMENTS

None

1. CONSENT CALENDAR

A. MINUTES

Regular Board Meeting: October 18, 2023

B. FINANCIAL REPORTS

Financial Reports for October and November 2023 will be presented during the December 2033 Board meeting.

C. OPERATIONS REPORT

DIRECTOR COMMENTS

None



PUBLIC COMMENTS

None

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

The vote was as follows:

AYES

Director Olson
Vice President Szabadi
President Schelly

NAYS

ABSTAIN

ABSENT

Director Kunkle

Motion approved.

INFORMATION

2. GENERAL MANAGER REPORT

General Manager Havener presented his report.

DIRECTOR COMMENTS

Vice President Szabadi inquired about the status of the Strawberry Creek Project Easement Agreement, and lower administration building.

President Schelly mentioned the Operations Report showed a 2% water loss and that the district is attempting to keep water loss low each month.

PUBLIC COMMENTS

Steve Molten inquired about Southern California Edison billing issues.

Mitch Davis inquired about fire hydrants not available for use and maintenance.

RECOGNITION

President Schelly requested and moved this item prior to Consent Items.



3. WATER SCHOLARSHIP WINNERS

President Schelly presented the first and second place winners for both the poster and essay contest. First place winners receive \$450 with second place receiving \$300.

DIRECTOR COMMENTS

None

PUBLIC COMMENTS

None

DIRECTORS CLOSING COMMENTS

None

ADJOURNMENT

The Board adjourned at 6:22 p.m.

The next Board meeting is a Regular Meeting scheduled for Wednesday, December 20, 2023, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

BY: _____

Leo Havener
BOARD SECRETARY

IDYLLWILD WATER DISTRICT

BY:  _____

Dr. Charles Schelly
BOARD PRESIDENT



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: December 20, 2023
Subject: Item 1B – Financial Reports

Recommendation:

Board of Directors accept October and November 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 2023 - 2024

Operating Revenue - Water	October 2023			Year to Date: July - October 2023				
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	92,502	92,394	108	0.12%	368,876	368,768	108	0.03%
Sales - Residential / Commercial	67,963	80,000	(12,037)	-15.05%	295,722	320,000	(24,278)	-7.59%
Other Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Other Non - Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Total Operating Revenues	160,465	172,394	(11,929)	-6.92%	664,598	688,768	(24,170)	-3.51%

Operating Revenue - Water	October 2023			Year to Date: July - October 2023				
	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base Rate - Residential	67,679	67,679	-	0.00%	269,944	269,944	-	0.00%
Base Rate - Commercial	24,823	24,715	108	0.44%	98,932	98,824	108	0.11%
Sales - Residential	30,788	50,000	(19,212)	-38.42%	158,073	200,000	(41,927)	-20.96%
Sales - Commercial	37,175	30,000	7,175	23.92%	137,649	120,000	17,649	14.71%
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%	-	-	-	0.00%
Other Miscellaneous	-	-	-	0.00%	-	-	-	0.00%
Installation Fees	-	-	-	0.00%	-	-	-	0.00%
Capacity Fees	-	-	-	0.00%	-	-	-	0.00%
Total Operating Revenues	160,465	172,394	(11,929)	-6.92%	664,598	688,768	(24,170)	-3.51%

IDYLLWILD WATER DISTRICT
Water Fund Condensed Income Statement
Water Sales In Cubic Feet
Fiscal Year 2023 - 2024

Water Sales Meter Size	October 2023		
	Residential	Commercial	Total CF
R1 5/8	534,830	77,437	612,267
R2 3/4	12,941	17,539	30,480
R3 1"	6,722	103,965	110,687
R4 1.1/2"	-	22,840	22,840
R5 2"	-	4,067	4,067
R6 3"	-	2,122	2,122
IA 3"	-	146,324	146,324
NC-WWTP	-	979	979
Total Water Sales	554,493	375,273	929,766

Water Accounts Meter Size	October 2023		
	Residential	Commercial	Total
R1 5/8	1,426	106	1,532
R2 3/4	12	18	30
R3 1"	54	39	93
R4 1.1/2"	-	17	17
R5 2"	-	6	6
R6 3"	-	1	1
IA 3"	-	1	1
NC-WWTP	-	1	1
Total Accounts	1,492	189	1,681

Sewer Accounts Service Type	October 2023		
	Residential	Commercial	Total
Sewer Acct S	424	168	592
Fire Services F "2"	-	-	-
Fire Services F "3"	-	-	-
Fire Services F "4"	-	-	-
Total Sewer Accounts	424	168	592

Total Water And Sewer Accounts	1,916	357	2,273
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IDYLLWILD WATER DISTRICT
Water Fund Condensed Income Statement
Operating Expenses - Water
Fiscal Year 2023 - 2024

Operating Expenses - Water					Year to Date: July - October 2023				
No.	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	54,850	63,000	8,150	12.94%	216,350	252,000	35,650	14.15%
2	Retirement Plan and Life Insurance	5,570	5,250	(320)	-6.10%	17,648	21,000	3,352	15.96%
3	Medical Insurance	10,456	13,750	3,294	23.96%	46,471	55,000	8,529	15.51%
4	Uniform Expenses	-	317	317	100.00%	700	1,267	567	44.74%
5	Worker's Comp Insurance	-	683	683	100.00%	-	2,733	2,733	100.00%
6	Retirement Medical Insurance	2,414	2,867	453	15.79%	9,708	11,467	1,759	15.34%
7	Board Reimbursement	-	171	171	100.00%	-	683	683	100.00%
8	Office Supplies	1,472	1,778	306	17.23%	7,672	7,113	(559)	-7.85%
9	Office Cleaning Service	240	317	77	24.21%	960	1,267	307	24.21%
10	Postage and Mailing Fees	749	1,029	280	27.22%	2,941	4,117	1,176	28.56%
11	Training and Education	-	483	483	100.00%	802	1,933	1,131	58.52%
12	Reimbursement, Travel, Meals, Etc.	-	313	313	100.00%	225	1,250	1,025	82.00%
13	Dues, Fees, Subscriptions	14,954	2,333	(12,621)	-540.89%	16,976	9,333	(7,643)	-81.89%
14	Computer Services	1,763	2,000	237	11.85%	8,564	8,000	(564)	-7.05%
15	Legal Services	3,867	5,833	1,966	33.71%	20,865	23,333	2,468	10.58%
16	Engineering and Consulting	-	575	575	100.00%	-	2,300	2,300	100.00%
17	Utilities, Electricity	72	6,750	6,678	98.93%	87,987	27,000	(60,987)	-225.88%
18	Utilities, Gas & Fuel	-	717	717	100.00%	-	2,867	2,867	100.00%
19	Utilities, Propane	-	575	575	100.00%	322	2,300	1,978	86.00%
20	Utilities, Telephone and Internet	2,447	958	(1,489)	-155.34%	11,790	3,833	(7,957)	-207.57%
21	Utilities, Waste Management Fees	222	233	11	4.86%	1,110	933	(177)	-18.93%
22	Insurance, Liability, Auto, Property	-	3,167	3,167	100.00%	22,691	12,667	(10,024)	-79.14%
23	Fees, State, County Water System	-	6,083	6,083	100.00%	-	24,333	24,333	100.00%
24	General Plant & Treatment Services	9,762	11,000	1,238	11.25%	68,808	44,000	(24,808)	-56.38%
25	Vehicles Repairs & Maintenance	-	2,083	2,083	100.00%	484	8,333	7,849	94.19%
26	Laboratory Services	3,167	3,583	416	11.62%	11,164	14,333	3,169	22.11%
27	Water Security System	-	263	263	100.00%	-	1,050	1,050	100.00%
28	Advertising and Publishing	163	1,108	945	85.29%	3,456	4,433	977	22.05%
29	Bank Fee Change	332	708	376	53.13%	332	2,833	2,501	88.28%
30	Water Maintenance and Supplies	-	333	333	100.00%	9,955	1,333	(8,622)	-646.63%
31	Accounting & Auditing Fees	-	1,392	1,392	100.00%	15,585	5,567	(10,018)	-179.97%
32	IWD Leak	-	-	-	0.00%	-	-	-	0.00%
Total Operating Expenses		112,500	139,653	27,153	19.44%	583,566	558,613	(24,953)	-4.47%

IDYLLWILD WATER DISTRICT
Sewer Fund Condensed Income Statement
Operating Revenue - Sewer
Fiscal Year 2023 - 2024

Operating Revenue - Sewer	October 2023				Year to Date: July - October 2023			
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	48,362	47,888	474	0.99%	191,726	191,252	474	0.25%
Other Operating Revenue	23,177	23,077	100	0.43%	92,308	92,208	100	0.11%
Total Operating Revenues	71,539	70,965	574	0.81%	284,034	283,460	574	0.20%

Operating Revenue - Sewer	October 2023				Year to Date: July - October 2023			
	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	48,362	47,888	474	0.99%	191,726	191,252	474	0.25%
Sales - Residential / Commercial	23,177	23,077	100	0.43%	92,308	92,208	100	0.11%
Other Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Other Non - Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Total Operating Revenues	71,539	70,965	574	0.81%	284,034	283,460	574	0.20%

IDYLLWILD WATER DISTRICT
Sewer Fund Condensed Income Statement
Operating Expenses - Sewer
Fiscal Year 2023 - 2024

No.	By Category	October 2023			Year to Date: July - October 2023			
		Actual	Budget	Variance	Actual	Budget	Variance	
1	Wages and Salaries Expenses	10,460	16,068	5,608	46,339	64,271	17,932	27.90%
2	Retirement Plan and Life Insurance	1,150	1,406	256	4,425	5,624	1,199	21.31%
3	Medical Insurance	3,485	4,917	1,432	12,004	19,667	7,663	38.96%
4	Uniform Expenses	-	72	72	700	287	(413)	-144.19%
5	Worker's Comp Insurance	-	325	325	-	1,300	1,300	100.00%
6	Retirement Medical Insurance	-	1,208	1,208	804	4,833	4,029	83.37%
7	Board Reimbursement	-	150	150	-	600	600	100.00%
8	Office Supplies	-	325	325	2,066	1,300	(766)	-58.92%
9	Office Cleaning Service	80	80	-	320	320	-	0.00%
10	Postage and Mailing Fees	250	325	75	980	1,300	320	24.62%
11	Training and Education	-	575	575	-	2,300	2,300	100.00%
12	Reimbursement, Travel, Meals, Etc.	-	850	850	75	3,400	3,325	97.79%
13	Dues, Fees, Subscriptions	345	446	101	1,283	1,783	500	28.06%
14	Computer Services	525	1,350	825	2,791	5,400	2,609	48.31%
15	Legal Services	1,535	1,292	(243)	7,200	5,167	(2,033)	-39.35%
16	Utilities, Electricity	-	6,833	6,833	-	27,333	27,333	100.00%
17	Utilities, Gas and Fuel	-	354	354	-	1,417	1,417	100.00%
18	Utilities, Propane	-	-	-	-	-	-	0.00%
19	Utilities, Telephone and Internet	751	854	103	3,836	3,417	(419)	-12.27%
20	Utilities, Waste Management Fees	74	92	18	370	367	(3)	-0.91%
21	Vehicles Repairs and Maintenance	-	1,188	1,188	160	4,750	4,590	96.63%
22	Engineering and Consulting	-	367	367	-	1,467	1,467	100.00%
23	Maintenance and Supplies	-	183	183	-	733	733	100.00%
24	General Plant and Treatment Services	-	5,607	5,607	60,665	22,427	(38,238)	-170.50%
25	State and County Sewer System Fees	-	-	-	-	-	-	0.00%
26	Minor Equipment and Supplies	-	-	-	-	-	-	0.00%
27	Sewer Leases	-	-	-	-	-	-	0.00%
28	Advertising and Publishing	-	154	154	1,055	617	(438)	-71.08%
29	Laboratory Services	-	1,208	1,208	2,665	4,833	2,168	44.86%
30	Sewer Security System	-	57	57	-	227	227	100.00%
31	Accounting and Auditing Fees	-	567	567	5,195	2,267	(2,928)	-129.19%
32	Liability, Auto and Property Insurance	-	2,047	2,047	7,563	8,187	624	7.62%
33	Waste Disposal Fees	-	488	488	156,100	1,950	(154,150)	-7905.13%
Total Operating Expenses		18,655	49,385	30,730	316,596	197,541	(119,055)	-60.27%

IDYLLWILD WATER DISTRICT
Water Fund Condensed Income Statement
Operating Revenue - Water
Fiscal Year 2023 - 2024

Operating Revenue - Water	November 2023			Year to Date: July - November 2023					
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Base - Residential / Commercial		92,609	92,394	215	0.23%	461,485	461,162	323	0.07%
Sales - Residential / Commercial		51,895	80,000	(28,105)	-35.13%	347,617	400,000	(52,383)	-13.10%
Other Operating Revenue		-	-	-	0.00%	-	-	-	0.00%
Other Non - Operating Revenue		-	-	-	0.00%	-	-	-	0.00%
Total Operating Revenues		144,504	172,394	(27,890)	-16.18%	809,102	861,162	(52,060)	-6.05%

Operating Revenue - Water	November 2023				Year to Date: July - November 2023				
	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Base Rate - Residential		67,830	67,679	151	0.22%	337,774	337,623	151	0.04%
Base Rate - Commercial		24,779	24,715	64	0.26%	123,711	123,539	172	0.14%
Sales - Residential		29,135	50,000	(20,865)	-41.73%	187,208	250,000	(62,792)	-25.12%
Sales - Commercial		22,760	30,000	(7,240)	-24.13%	160,409	150,000	10,409	6.94%
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%	-	-	-	0.00%
Other Miscellaneous		-	-	-	0.00%	-	-	-	0.00%
Installation Fees		-	-	-	0.00%	-	-	-	0.00%
Capacity Fees		-	-	-	0.00%	-	-	-	0.00%
Total Operating Revenues		144,504	172,394	(27,890)	-16.18%	809,102	861,162	(52,060)	-6.05%

IDYLLWILD WATER DISTRICT
Water Fund Condensed Income Statement
Water Sales In Cubic Feet
Fiscal Year 2023 - 2024

Water Sales Meter Size	November 2023		
	Residential	Commercial	Total CF
R1 5/8	437,892	65,316	503,208
R2 3/4	10,289	17,648	27,937
R3 1"	6,057	79,248	85,305
R4 1.1/2"	-	28,544	28,544
R5 2"	-	3,785	3,785
R6 3"	-	1,431	1,431
IA 3"	-	85,327	85,327
NC-WWTP	-	821	821
Total Water Sales	454,238	282,120	736,358

Water Accounts Meter Size	November 2023		
	Residential	Commercial	Total
R1 5/8	1,426	106	1,532
R2 3/4	12	18	30
R3 1"	54	39	93
R4 1.1/2"	-	17	17
R5 2"	-	6	6
R6 3"	-	1	1
IA 3"	-	1	1
NC-WWTP	-	1	1
Total Accounts	1,492	189	1,681

Sewer Accounts Service Type	November 2023		
	Residential	Commercial	Total
Sewer Acct S	424	168	592
Fire Services F "2"	-	-	-
Fire Services F "3"	-	-	-
Fire Services F "4"	-	-	-
Total Sewer Accounts	424	168	592

Total Water And Sewer Accounts	1,916	357	2,273
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IDYLLWILD WATER DISTRICT
Water Fund Condensed Income Statement
Operating Expenses - Water
Fiscal Year 2023 - 2024

No.	By Category	November 2023			Year to Date: July - November 2023			
		Actual	Budget	Variance	Actual	Budget	Variance	
1	Wages and Salaries Expenses	53,625	63,000	9,375	269,975	315,000	45,025	14.29%
2	Retirement Plan and Life Insurance	5,570	5,250	(320)	23,218	26,250	3,032	11.55%
3	Medical Insurance	10,456	13,750	3,294	56,927	68,750	11,823	17.20%
4	Uniform Expenses	-	317	317	700	1,583	883	55.79%
5	Worker's Comp Insurance	-	683	683	-	3,417	3,417	100.00%
6	Retirement Medical Insurance	-	2,867	2,867	9,708	14,333	4,625	32.27%
7	Board Reimbursement	-	171	171	-	854	854	100.00%
8	Office Supplies	-	1,778	1,778	7,672	8,892	1,220	13.72%
9	Office Cleaning Service	-	317	317	960	1,583	623	39.37%
10	Postage and Mailing Fees	-	1,029	1,029	2,941	5,146	2,205	42.85%
11	Training and Education	-	483	483	802	2,417	1,615	66.81%
12	Reimbursement, Travel, Meals, Etc.	-	313	313	225	1,563	1,338	85.60%
13	Dues, Fees, Subscriptions	1,192	2,333	1,141	18,168	11,667	(6,501)	-55.73%
14	Computer Services	1,576	2,000	424	10,140	10,000	(140)	-1.40%
15	Legal Services	4,607	5,833	1,226	25,472	29,167	3,695	12.67%
16	Engineering and Consulting	-	575	575	-	2,875	2,875	100.00%
17	Utilities, Electricity	13,182	6,750	(6,432)	101,169	33,750	(67,419)	-199.76%
18	Utilities, Gas & Fuel	-	717	717	-	3,583	3,583	100.00%
19	Utilities, Propane	-	575	575	322	2,875	2,553	88.80%
20	Utilities, Telephone and Internet	2,280	958	(1,322)	14,070	4,792	(9,278)	-193.63%
21	Utilities, Waste Management Fees	222	233	11	1,332	1,167	(165)	-14.17%
22	Insurance, Liability, Auto, Property	-	3,167	3,167	22,691	15,833	(6,858)	-43.31%
23	Fees, State, County Water System	303	6,083	5,780	303	30,417	30,114	99.00%
24	General Plant & Treatment Services	42,525	11,000	(31,525)	111,333	55,000	(56,333)	-102.42%
25	Vehicles Repairs & Maintenance	165	2,083	1,918	649	10,417	9,768	93.77%
26	Laboratory Services	-	3,583	3,583	11,164	17,917	6,753	37.69%
27	Water Security System	-	263	263	-	1,313	1,313	100.00%
28	Advertising and Publishing	-	1,108	1,108	3,456	5,542	2,086	37.64%
29	Bank Fee Charge	-	708	708	332	3,542	3,210	90.63%
30	Water Maintenance and Supplies	-	333	333	9,955	1,667	(8,288)	-497.30%
31	Accounting & Auditing Fees	-	1,392	1,392	15,585	6,958	(8,627)	-123.98%
32	IWD Leak	-	-	-	-	-	-	0.00%
Total Operating Expenses		135,703	139,653	3,950	719,269	698,267	(21,002)	-3.01%

IDYLLWILD WATER DISTRICT
Sewer Fund Condensed Income Statement
Operating Revenue - Sewer
Fiscal Year 2023 - 2024

Operating Revenue - Sewer Condensed By Category	November 2023			Year to Date: July - November 2023		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base - Residential / Commercial	48,961	47,888	1,073 2.24%	240,687	239,140	1,547 0.65%
Other Operating Revenue	23,177	23,077	100 0.43%	115,485	115,285	200 0.17%
Total Operating Revenues	72,138	70,965	1,173 1.65%	356,172	354,425	1,747 0.49%

Operating Revenue - Sewer By Category	November 2023			Year to Date: July - November 2023		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base - Residential / Commercial	48,961	47,888	1,073 2.24%	240,687	239,140	1,547 0.65%
Sales - Residential / Commercial	23,177	23,077	100 0.43%	115,485	115,285	200 0.17%
Other Operating Revenue	-	-	- 0.00%	-	-	- 0.00%
Other Non - Operating Revenue	-	-	- 0.00%	-	-	- 0.00%
Total Operating Revenues	72,138	70,965	1,173 1.65%	356,172	354,425	1,747 0.49%

IDYLLWILD WATER DISTRICT
Sewer Fund Condensed Income Statement
Operating Expenses - Sewer
Fiscal Year 2023 - 2024

No.	By Category	November 2023			Year to Date: July - November 2023			
		Actual	Budget	Variance	Actual	Budget	Variance	
1	Wages and Salaries Expenses	10,540	16,068	5,528	58,059	80,338	22,279	27.73%
2	Retirement Plan and Life Insurance	1,150	1,406	256	5,575	7,030	1,455	20.69%
3	Medical Insurance	3,485	4,917	1,432	15,489	24,583	9,094	36.99%
4	Uniform Expenses	-	72	72	700	358	(342)	-95.35%
5	Worker's Comp Insurance	-	325	325	-	1,625	1,625	100.00%
6	Retirement Medical Insurance	-	1,208	1,208	804	6,042	5,238	86.69%
7	Board Reimbursement	-	150	150	-	750	750	100.00%
8	Office Supplies	100	325	225	2,166	1,625	(541)	-33.29%
9	Office Cleaning Service	80	80	-	400	400	-	0.00%
10	Postage and Mailing Fees	250	325	75	1,230	1,625	395	24.31%
11	Training and Education	-	575	575	-	2,875	2,875	100.00%
12	Reimbursement, Travel, Meals, Etc.	-	850	850	75	4,250	4,175	98.24%
13	Dues, Fees, Subscriptions	345	446	101	1,628	2,229	601	26.97%
14	Computer Services	525	1,350	825	3,316	6,750	3,434	50.87%
15	Legal Services	1,535	1,292	(243)	8,735	6,458	(2,277)	-35.25%
16	Utilities, Electricity	-	6,833	6,833	-	34,167	34,167	100.00%
17	Utilities, Gas and Fuel	-	354	354	-	1,771	1,771	100.00%
18	Utilities, Propane	-	-	-	-	-	-	0.00%
19	Utilities, Telephone and Internet	751	854	103	4,587	4,271	(316)	-7.40%
20	Utilities, Waste Management Fees	74	92	18	444	458	14	3.13%
21	Vehicles Repairs and Maintenance	-	1,188	1,188	160	5,938	5,778	97.31%
22	Engineering and Consulting	-	367	367	-	1,833	1,833	100.00%
23	Maintenance and Supplies	-	183	183	-	917	917	100.00%
24	General Plant and Treatment Services	65,799	5,607	(60,192)	135,010	28,033	(106,977)	-381.61%
25	State and County Sewer System Fees	-	-	-	-	-	-	0.00%
26	Minor Equipment and Supplies	-	-	-	-	-	-	0.00%
27	Sewer Leases	-	-	-	-	-	-	0.00%
28	Advertising and Publishing	-	154	154	1,055	771	(284)	-36.86%
29	Laboratory Services	-	1,208	1,208	2,665	6,042	3,377	55.89%
30	Sewer Security System	-	57	57	-	283	283	100.00%
31	Accounting and Auditing Fees	-	567	567	5,195	2,833	(2,362)	-83.35%
32	Liability, Auto and Property Insurance	-	2,047	2,047	7,563	10,233	2,670	26.09%
33	Waste Disposal Fees	9,275	488	(8,788)	165,375	2,438	(162,938)	-6684.62%
Total Operating Expenses		93,909	49,385	(44,524)	420,231	246,926	(173,305)	-70.18%

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

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
10/01/2023	17964	Babcock Laboratories, Inc	Monthly Charge	1,668.37
10/01/2023	17965	Central Communications	Monthly Answering Services	153.83
10/01/2023	17966	Frontline Roofing	Down Payment for Sewer Roofing Project	1,000.00
10/01/2023	17967	Haviland Electric, Inc	Fixing The Light at the Office	340.00
10/01/2023	17968	Idyllwild Water District	Payroll Check to be deposit at Hemet Bank	34,000.00
10/01/2023	17969	S.C.E.	Monthly Charge	37.82
10/01/2023	17970	US Bank Corporate Payment System	General & Water Expenses	2,544.56
10/04/2023	17971	California Computer Options, Inc	Monthly IT Support	1,853.50
10/04/2023	17972	Forest Lumber	Supplies for Water+Sewer	571.63
10/04/2023	17973	Frontier	Phone and Internet Charge	577.72
10/04/2023	17974	Hemet Fence	Fence for Water and Sewer Locations	2,350.00
10/04/2023	17975	Home Depot Credit Services	Purchase Washer & Dryer Tools and Supplies	1,008.20
10/04/2023	17976	INFOSEND, INC	Printing and Processing Bills Fees Customer	998.45
10/04/2023	17977	J.C. Coatings, Inc.	Payment for Foster Lake #1 Tank Construction	67,000.00
10/04/2023	17978	Pacific Slope Tree Coop., Inc.	Removing Trees around the Water & Sewer	1,100.00
10/04/2023	17979	Pine Cove Water District	50% of the cost of Electric bills on Dutch Flat Well	39.11
10/04/2023	17980	Thomas Lovejoy	Retirement Medical Insurance	3,219.00
10/04/2023	17981	Verizon Wireless	Monthly Charge	248.94
10/04/2023	17982	Streamline	Monthly Charge For Idyllwild Website	249.00
10/04/2023	17983	Underground Service Alert/SC	New Tickets Charges	53.75
10/11/2023	17984	ACWA/JPIA	Medical Insurance for October 2023	13,942.02
10/11/2023	17985	Arrow Printing, Inc.	Envelopes self address +Envelopes wit window	163.78
10/11/2023	17986	Four Seasons Cleaning Services	Monthly Fee for Cleaning Services to the office	320.00
10/11/2023	17987	Kayla Stevens	Water & Office Expenses Reimbursement	45.00
10/11/2023	17988	S.C.E.	Monthly Charge	15,209.10
10/11/2023	17989	SUSP, INC	Sewer Consulting for the Newest Plant	12,687.50
10/11/2023	17990	Village Hardware	Supplies For Water and Sewer	31.24
10/11/2023	17991	ACWA/JPIA	Annual Member Dues	13,900.00
10/11/2023	17992	S.C.E.	Monthly Charge	34.91
10/11/2023	17993	Idyllwild Water District	Payroll Check to be deposit at Hemet Bank	36,000.00
10/11/2023	17994	BEST BEST & KRIEGER	Monthly Legal Services	5,156.50
10/18/2023	17995	California Special Districts Association	Annual Fee for Membership	5,546.00
10/18/2023	17996	Ferguson WaterWorks #1083	Purchase 2' meters	765.03
10/18/2023	17997	Idyllwild Backhoe	Repair Sewer Pipe	4,900.00
10/18/2023	17998	S.C.E.	Monthly Charge	1,207.94
10/18/2023	17999	USA Bluebook	Supplies for Water & Sewer	753.70
10/18/2023	18000	Idyllwild Water District	Payroll Check to be deposit at Hemet Bank	38,000.00
10/18/2023	18001	Streamline	Monthly Charge For Idyllwild Website	249.00
10/25/2023	18002	Babcock Laboratories, Inc	Monthly Charge	2,554.38
10/25/2023	18003	Central Communications	Monthly Answering Services	168.68
10/25/2023	18004	Engineering Resources of So. Ca., Inc.	Engineering Services for the Strawberry Divirsion Pipeline	1,127.50
10/25/2023	18005	Gallade Chemical, Inc.	Chemical Supplies Customer	2,448.84
10/25/2023	18006	Grainger	Supplies for Sewer	261.84
10/25/2023	18007	T-Mobile	Monthly Charge	20.00
10/25/2023	18008	Time Warner Cable	Phone & Internet Monthly Charges	2,409.11
10/25/2023	18009	USA Bluebook	Supplies for Water & Sewer	436.47

TOTAL DISTRICT WARRANTS \$277,352.42

OTHER DISBURSEMENTS:

TOTAL PAYROLL \$65,310.00

L.A.I.F. ELECTRONIC TRANSFERS \$0.00

BANK SERVICE CHARGES AND FEES \$332.00

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS **\$342,994.42**



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: December 20, 2023
Subject: Item 1C – Operations Report

Recommendation:

Board of Directors accept November 2023 Operation Report.

Attachments:

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

Idyllwild Water District

Monthly Operations Report

November 2023

Supplies to System	980,176 CF	22.50 AF	
Increase / Decrease	(150,395) CF	-13% Billing Period	-11% Daily Demand
Number of Wells Available	12	323 GPM Available	
Water Sales	736,358 CF	200,853 CF	Non-Water Sales
Total Water/Non-Water Sales	937,211 CF	4% Loss	

Full-Time	FV1A	1
Part-Time	4, 10, 13, 15, 23, 28, FV2, GR	8

Strawberry Creek Diversion	42,000 CF	0.96 AF	44.66 AFY
Lilly Creek Flow	0 CF	0.00 AF	11.31 AFY
Foster Lake Level (Max. 18')	10 Feet	0 Inches	

Non-Water Sales	Gallons	CF
WTP Backwash	294,000	39,305
IWD Flushing	10,000	1,337
Main Line Leaks		
Distribution Line Leaks	900,278	120,358
Fire Dept. Usage, Per IFPD	10,000	1,337
Hydrant Sales		
Wastewater Plant	6,141	821
Storage Tanks Variance	575,960	77,000
Total	1,502,379	200,853

Not Included in Total

Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	21.8	255,016
Rock Dale Tank	2,718	22.7	61,699
Delano Tank	1,337	17.1	22,863
South Ridge Tank	3,509	19.9	69,829
Wild Wood Tank	919	11.7	10,752
Golden Rod Tank	891	20.0	17,820

Storage Tanks Total	437,979 CF	Storage Supplies Max. 3.702 MGD	89%
Storage in MGD	3.28		
Production Days	31	Production Minutes	44,640
		Average GPM	164.3

Idyllwild Water District
Well Production Data
November 2023

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal						
2	Foster Lake						
4	Foster Lake	119,639	2.7	PT	ON	27.3	
10	Foster Lake	29,890	0.7	PT	ON	6.8	
11	Foster Lake						
12	Foster Lake						
13	Foster Lake	130,717	3.0	PT	ON	33.3	
15	Foster Lake	2,994	0.1	PT	ON	24.9	
16	Foster Lake						
23	Stratton	218,907	5.0	PT	ON	36.0	
24	Curtis						
25	Donahoo						
26	Nature Center						
27	Nature Center						
28	Rock Dale	55,720	1.3	PT	ON	11.7	
31	Golden Rod	16,118	0.4	PT	ON	19.8	
FV1A	Fern Valley	243,708	5.6	FT	ON	42.1	
FV2	Fern Valley	207,367	4.8	PT	ON	35.7	
Total		1,025,060	23.53			237.6	

Cedar Glen Meter	238,356	CF	5.5	AF
Downtown Production	741,820	CF	17.0	AF
Total Supplies to System	980,176	CF	22.5	AF

Days of Production	31	Minutes of Production	44,640
Average System GPM	164.25		

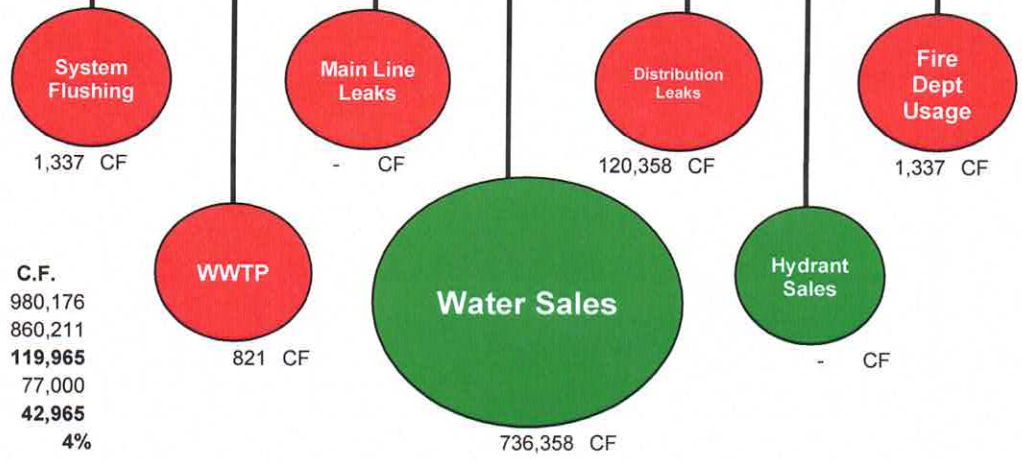
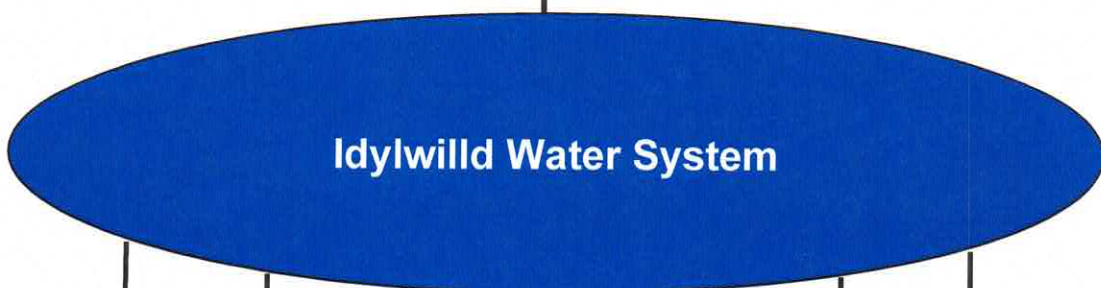
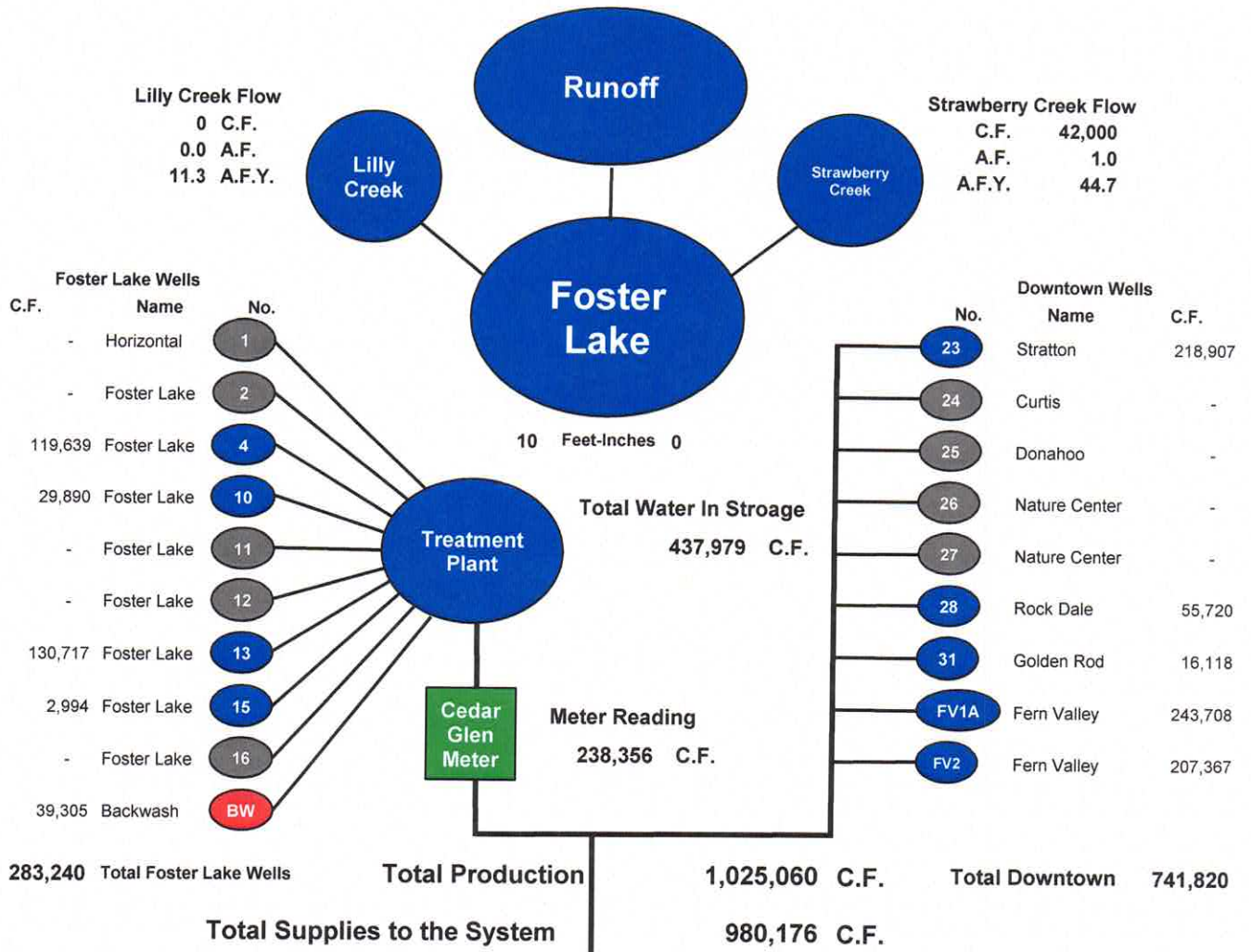
Idyllwild Water District
Well Statics
November 2023

No.	Initial	Level In Feet	Pumping Level / Static Level	Comments
Foster Lake Monitoring Wells				
3	MA	3.0	ST	
6	MA	16.0	ST	
7	MA	4.0	ST	
14	MA	13.0	ST	Foster Lake Average = 9.0
Foster Lake Pumping Wells				
2	MA	14.0	PL	
4	MA	20.0	PL	
10	MA	243.0	PL	
12	MA	3.0	ST	
13	MA	10.0	ST	
15	MA	9.0	ST	
19	MA	38.0	ST	
Downtown Pumping Wells				
23	MA	10.0	ST	
24	MA	12.0	ST	
25	MA	18.0	ST	
26	MA	26.0	ST	
27	MA	24.0	ST	
28	MA	160.0	ST	
31	MA	126.0	ST	
FV1A	MA	363.0	PL	
FV2	MA	323.0	PL	

Idyllwild Water District

Water System Schematic For Operations Report

November 2023



System Loss	C.F.
Supply to System	980,176
Total Usage	860,211
Difference	119,965
Tank Variances	77,000
Unaccounted	42,965
Loss %	4%



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: December 20, 2023
Subject: Item 2 – General Manager Report

Recommendation:

General Manager Havener will present his report.

Attachments:

- General Manager Report

The background of the entire page is a light blue color with a subtle, fine-grained texture. Scattered across this background are numerous water droplets of various sizes, some appearing as simple circles and others as more complex, irregular shapes with highlights and shadows, giving them a three-dimensional appearance.

GENERAL MANAGER REPORT

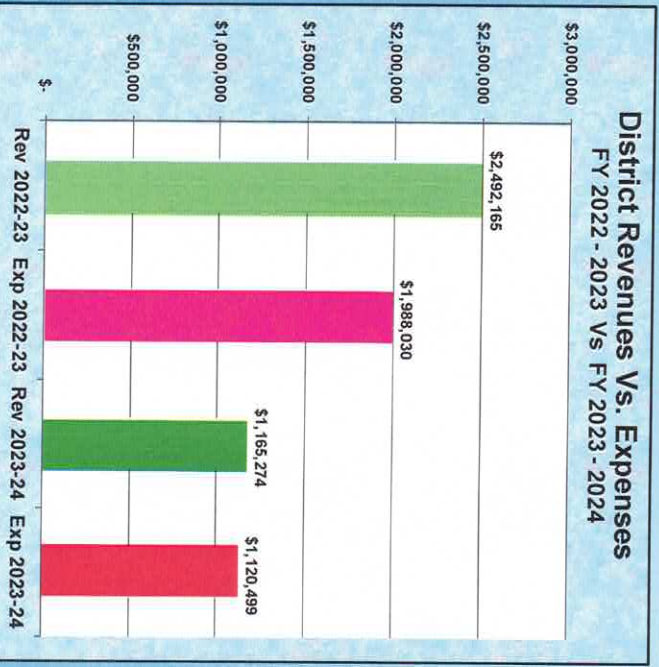
DECEMBER 20, 2023

DISTRICT FINANCES

DISTRICT REVENUES VS. EXPENSES

FY 2023 - 2024

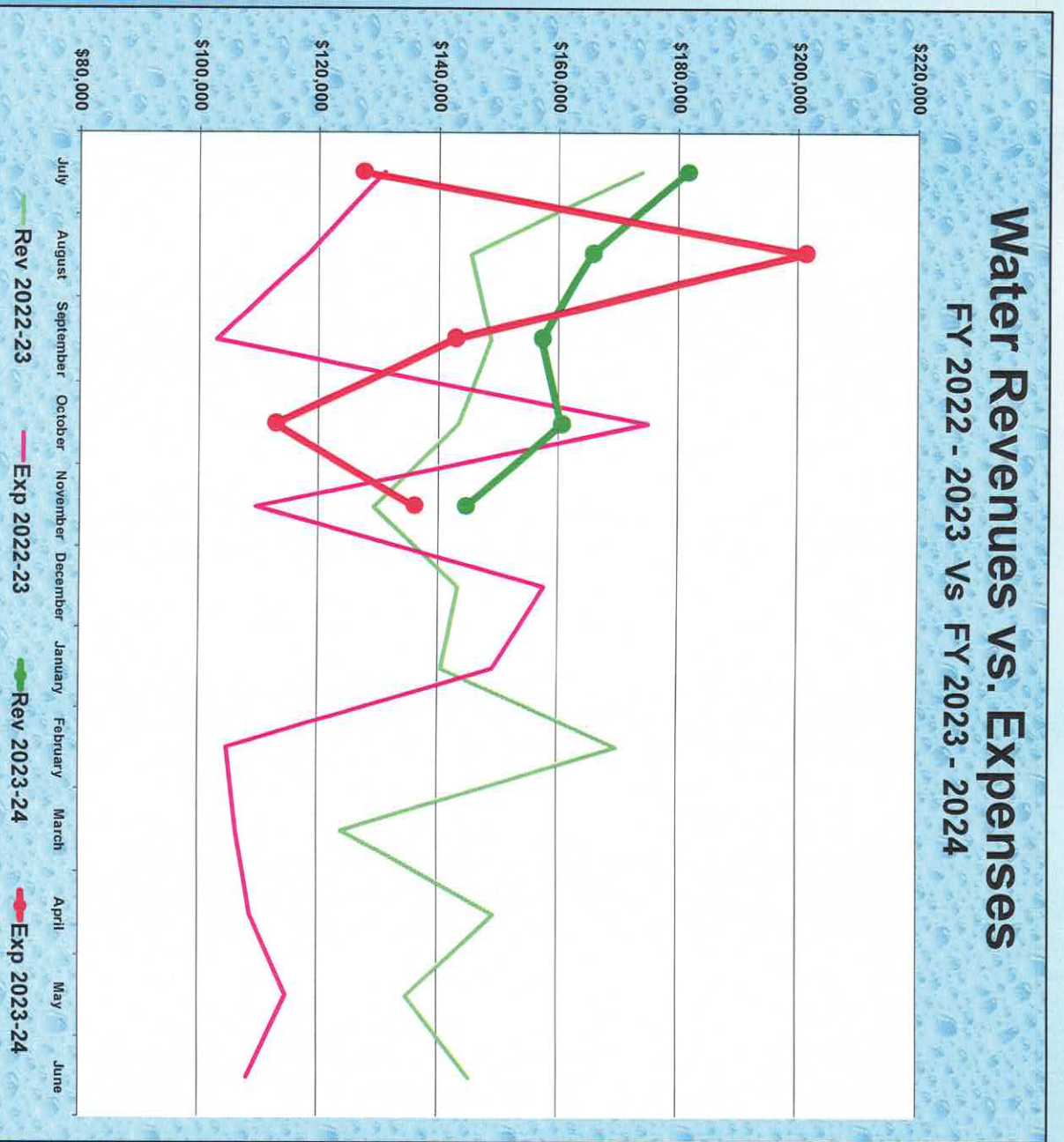
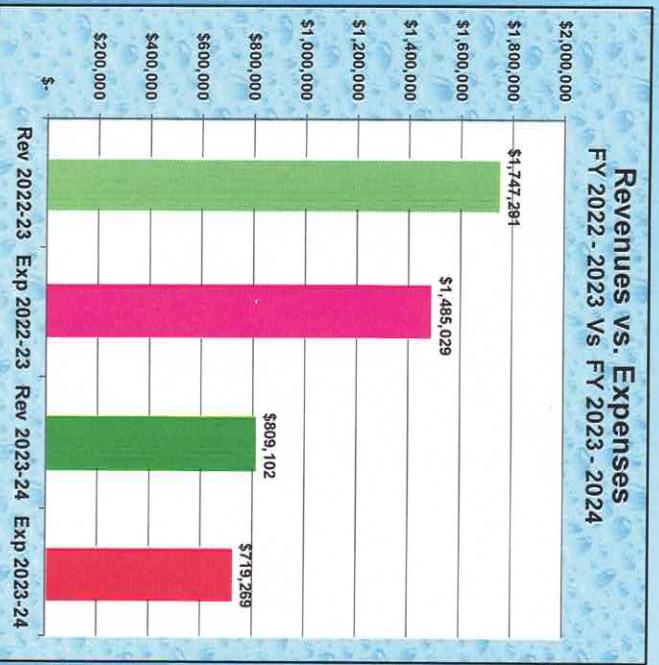
District Revenues vs. Expenses				
Month	Rev 2022-23	Exp 2022-23	Rev 2023-24	Exp 2023-24
July	\$ 235,791	\$ 157,777	\$ 252,164	\$ 169,831
August	\$ 207,239	\$ 148,135	\$ 236,401	\$ 394,879
September	\$ 210,503	\$ 124,650	\$ 228,053	\$ 195,022
October	\$ 205,007	\$ 231,533	\$ 232,004	\$ 131,155
November	\$ 190,910	\$ 217,823	\$ 216,642	\$ 229,612
December	\$ 204,993	\$ 207,335		
January	\$ 202,248	\$ 184,515		
February	\$ 232,128	\$ 129,738		
March	\$ 186,311	\$ 148,235		
April	\$ 211,966	\$ 137,246		
May	\$ 197,307	\$ 153,964		
June	\$ 207,762	\$ 147,079		
Total	\$ 2,492,165	\$ 1,988,030	\$ 1,165,274	\$ 1,120,499



WATER REVENUES VS. EXPENSES

FY 2023 - 2024

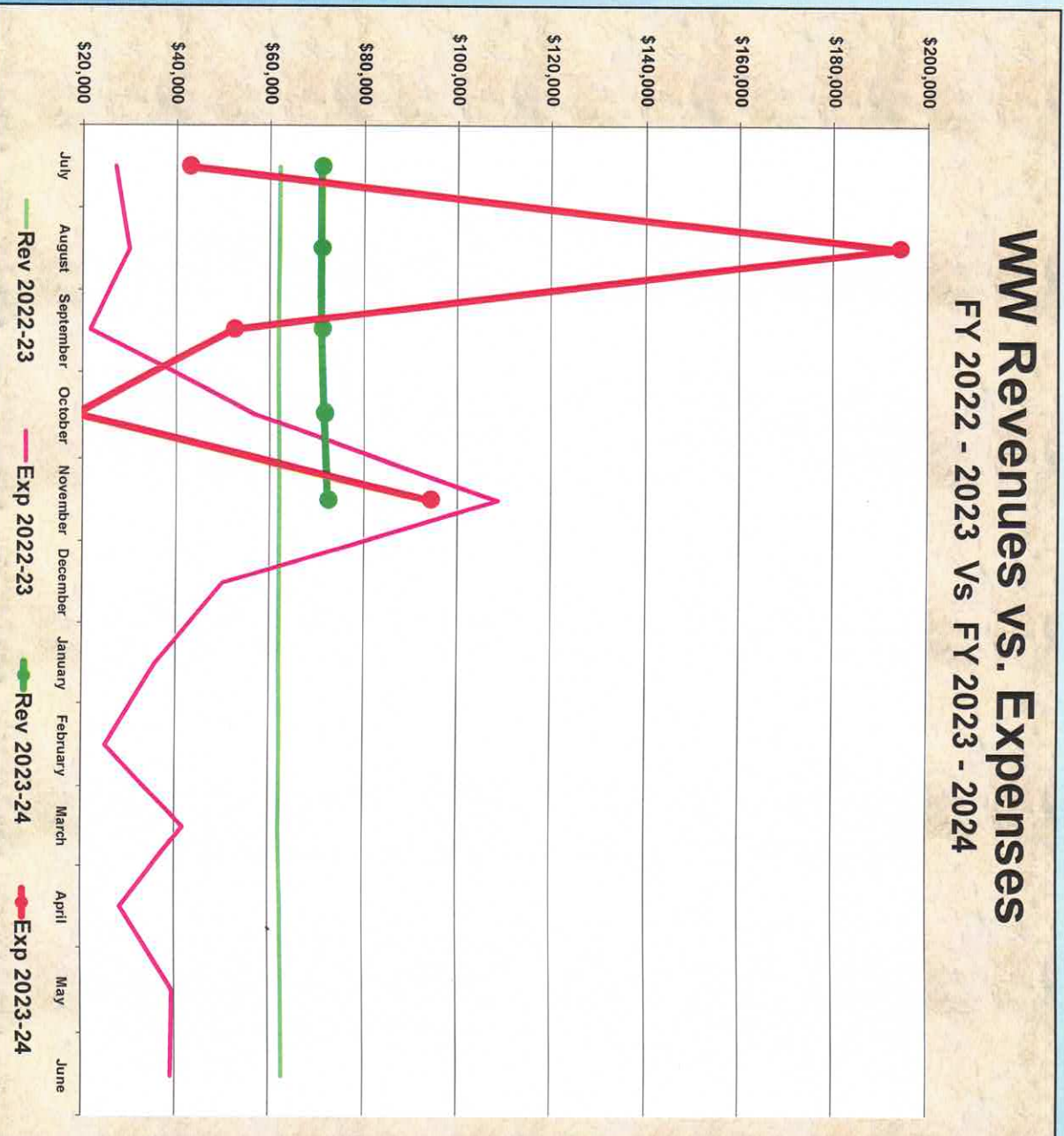
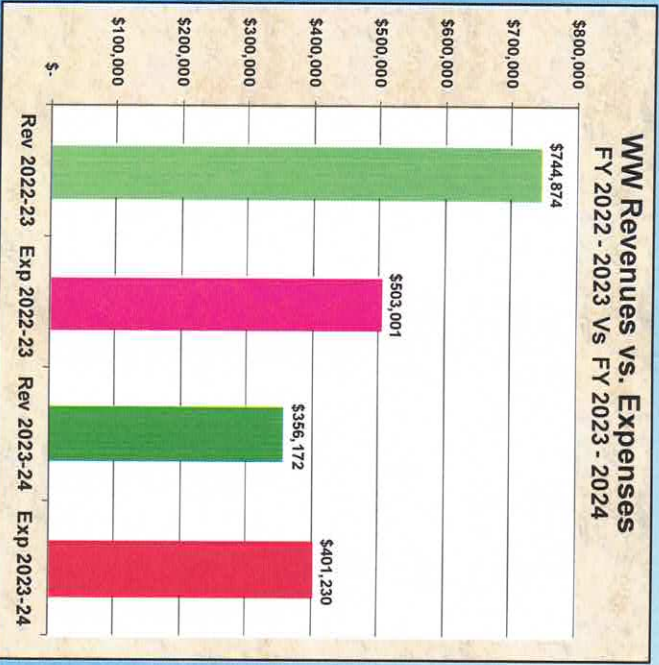
Water Revenues vs. Expenses				
Month	Rev 2022-23	Exp 2022-23	Rev 2023-24	Exp 2023-24
July	\$ 173,991	\$ 130,826	\$ 181,399	\$ 127,278
August	\$ 145,439	\$ 118,282	\$ 165,636	\$ 201,139
September	\$ 148,703	\$ 102,862	\$ 157,098	\$ 142,649
October	\$ 143,207	\$ 174,748	\$ 160,465	\$ 112,500
November	\$ 129,110	\$ 109,329	\$ 144,504	\$ 135,703
December	\$ 143,193	\$ 157,519		
January	\$ 140,448	\$ 148,976		
February	\$ 169,885	\$ 104,783		
March	\$ 124,068	\$ 106,407		
April	\$ 149,348	\$ 108,617		
May	\$ 134,689	\$ 114,570		
June	\$ 145,210	\$ 108,110		
Total	\$ 1,747,291	\$ 1,485,029	\$ 809,102	\$ 719,269



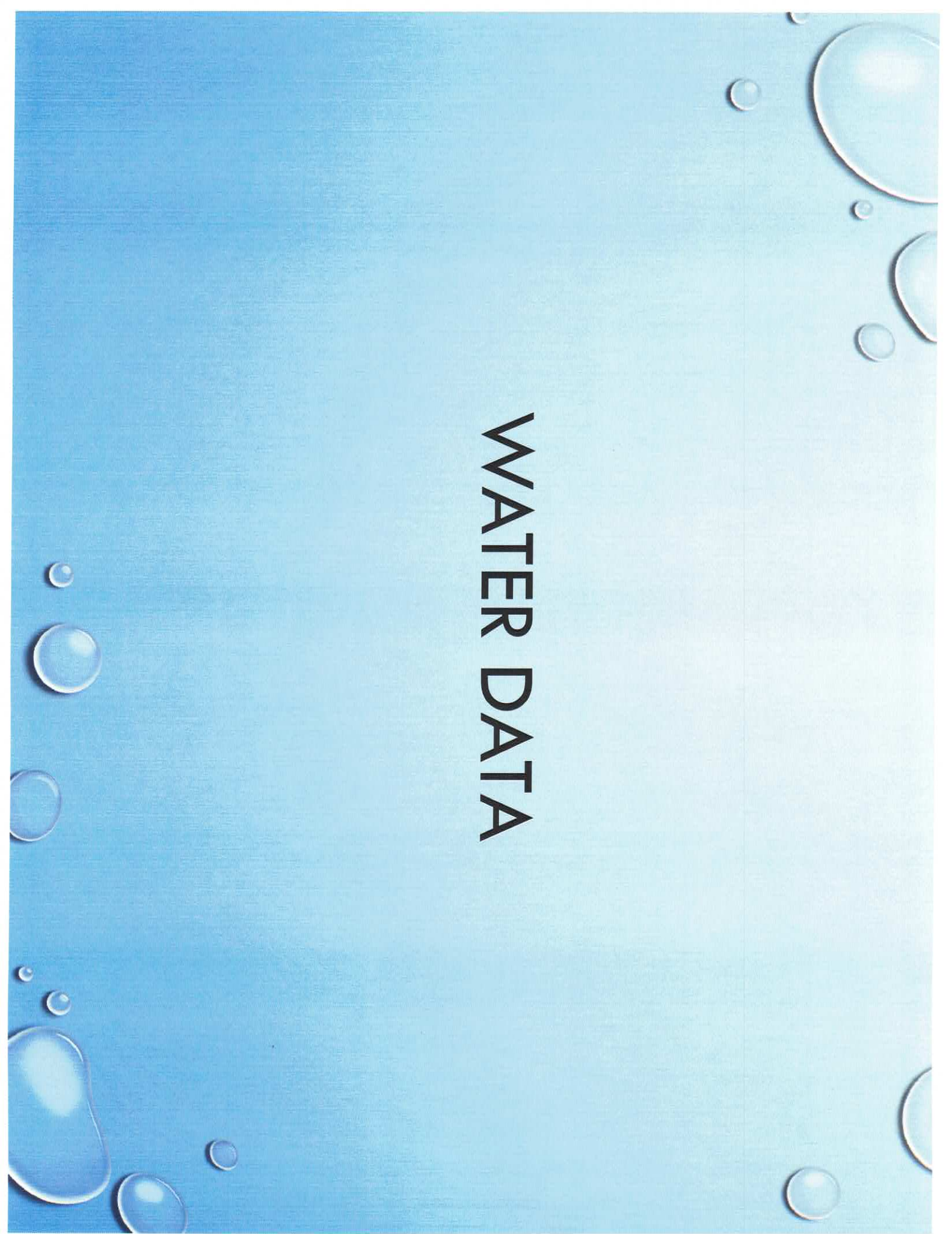
SEWER REVENUES VS. EXPENSES

FY 2023 - 2024

WW Revenues vs. Actual Expenses				
Month	Rev 2022-23	Exp 2022-23	Rev 2023-24	Exp 2023-24
July	\$ 61,800	\$ 26,951	\$ 70,765	\$ 42,553
August	\$ 61,800	\$ 29,853	\$ 70,765	\$ 193,740
September	\$ 61,800	\$ 21,798	\$ 70,965	\$ 52,373
October	\$ 61,800	\$ 56,785	\$ 71,539	\$ 18,655
November	\$ 61,800	\$ 108,494	\$ 72,138	\$ 93,909
December	\$ 61,800	\$ 49,816		
January	\$ 61,800	\$ 35,539		
February	\$ 62,243	\$ 24,955		
March	\$ 62,243	\$ 41,828		
April	\$ 62,618	\$ 28,629		
May	\$ 62,618	\$ 39,394		
June	\$ 62,552	\$ 38,969		
Total	\$ 744,874	\$ 503,001	\$ 356,172	\$ 401,230

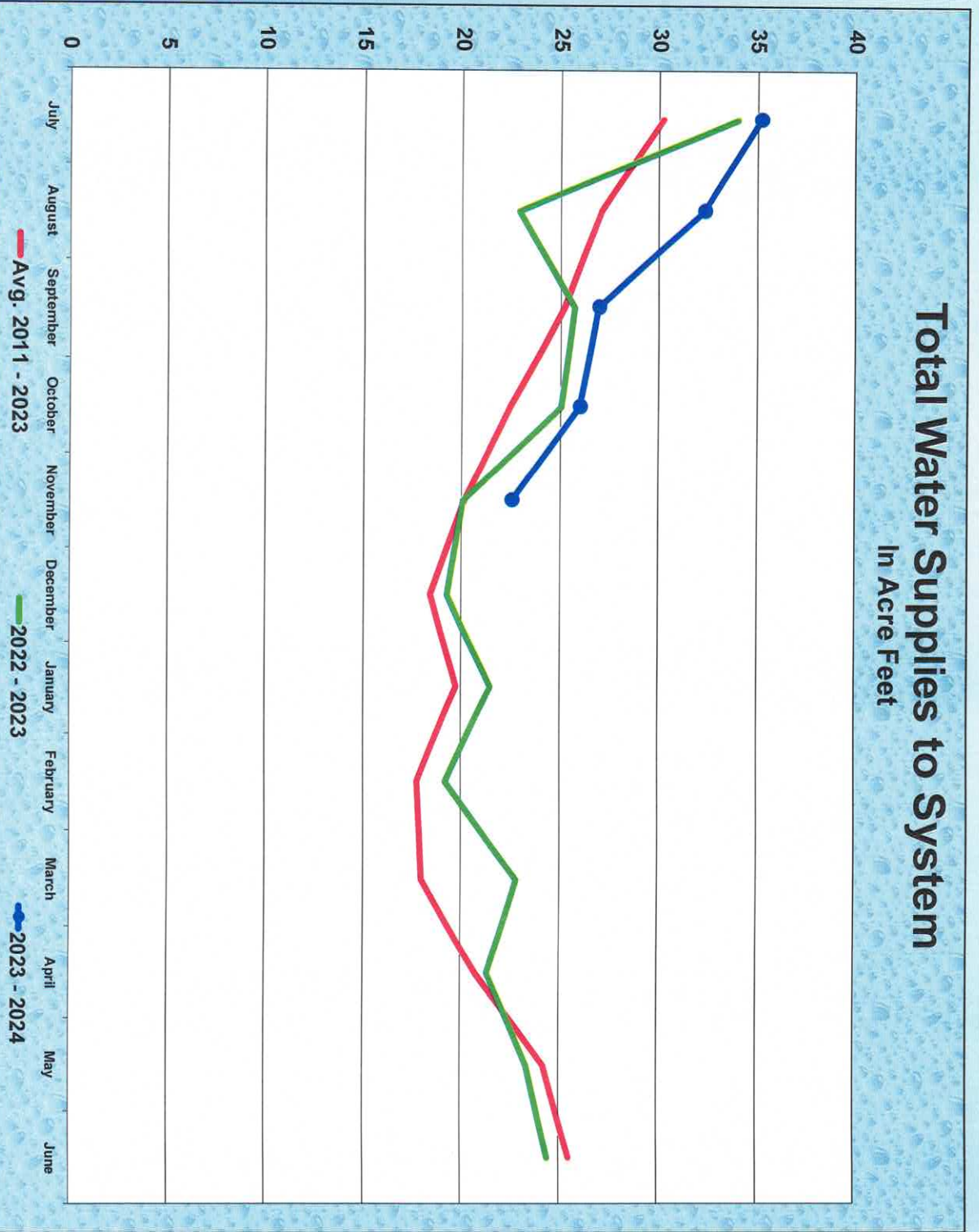
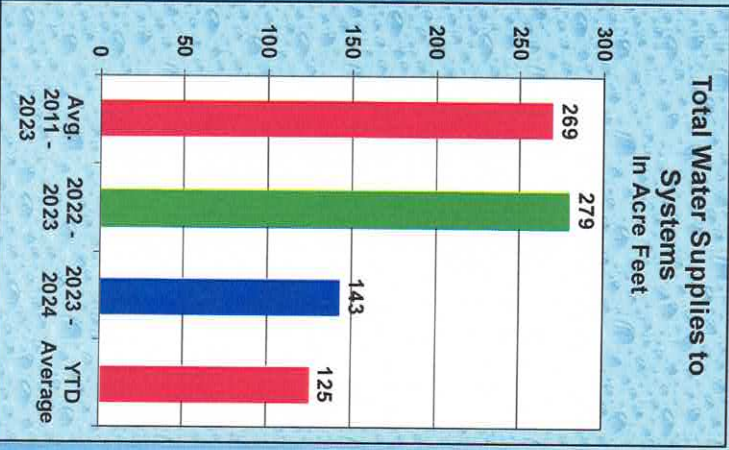


WATER DATA



TOTAL WATER SUPPLIES TO SYSTEM IN ACRE FEET

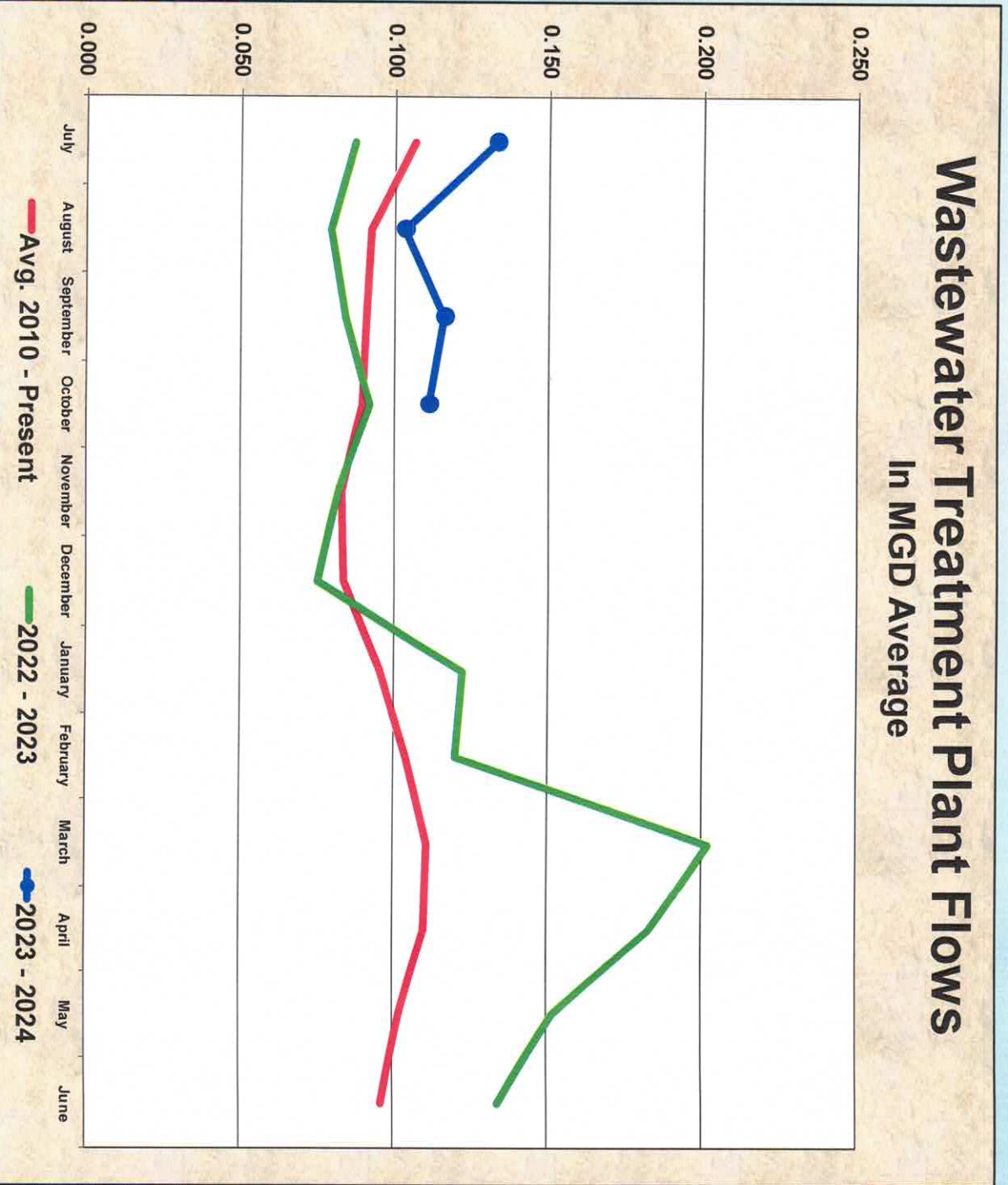
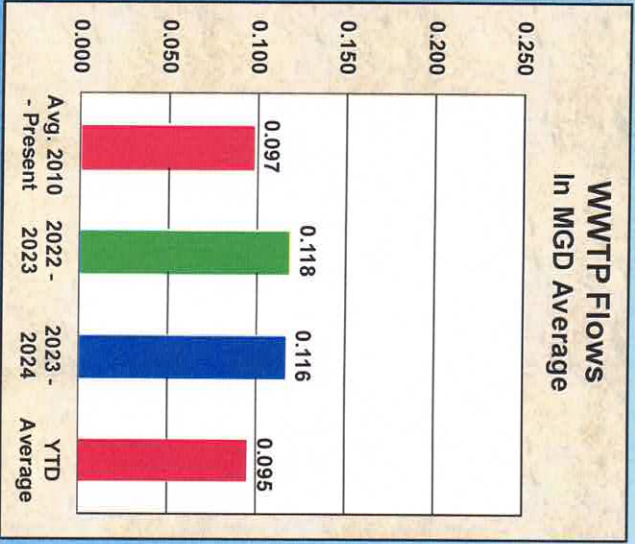
Fiscal Year	Avg. 2011 - 2023	2022 - 2023	2023 - 2024
July	30.2	34.0	35.2
August	27.1	22.9	32.3
September	25.2	25.7	26.9
October	22.4	25.0	26.0
November	20.1	20.1	22.5
December	18.3	19.3	
January	19.7	21.5	
February	17.7	19.2	
March	17.9	22.8	
April	20.7	21.3	
May	24.2	23.3	
June	25.5	24.4	
Total	269.0	279.3	142.9



WASTEWATER DATA

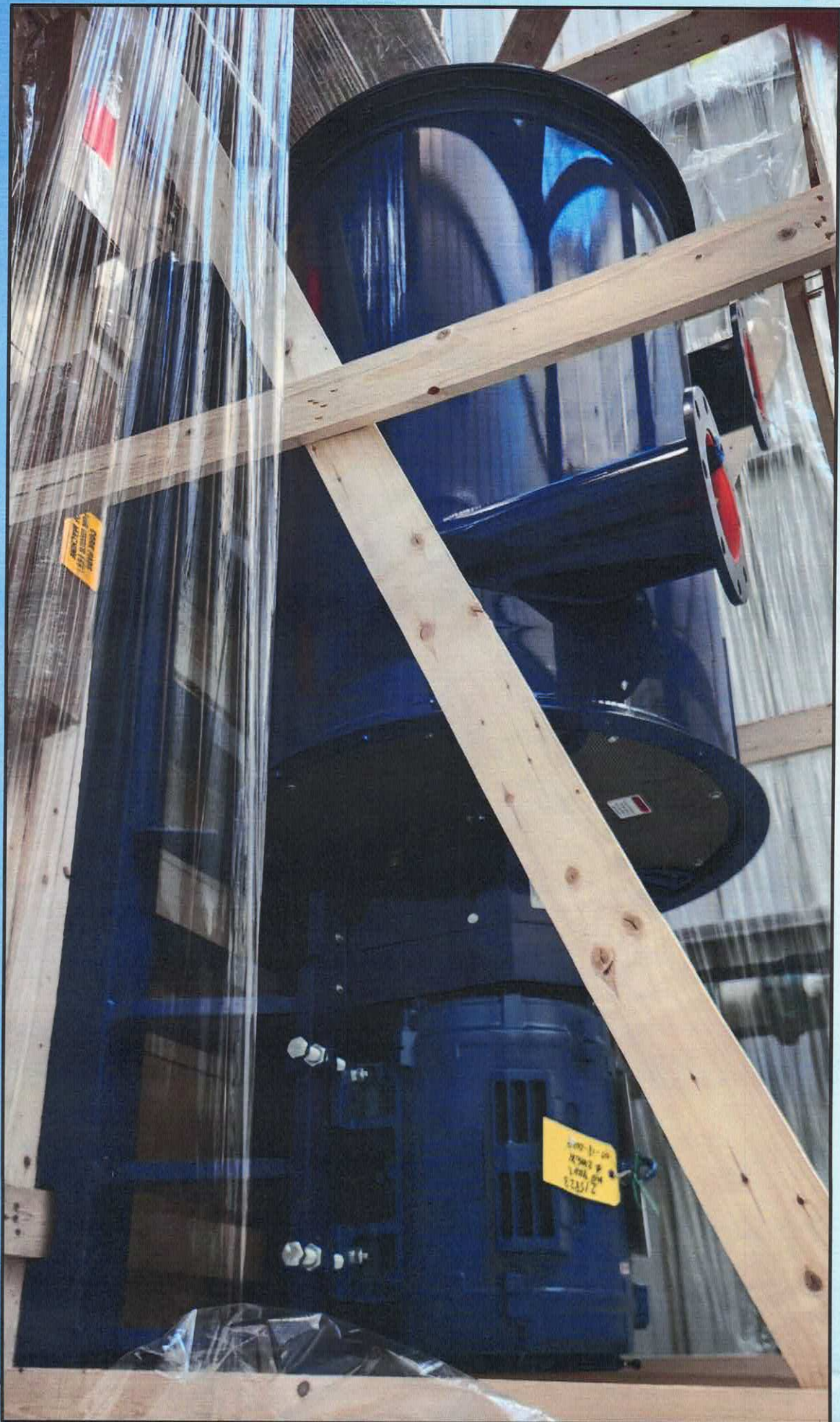
WASTEWATER TREATMENT PLANT FLOWS IN MGD AVERAGE

Month	Avg. 2010 - Present	2022 - 2023	2023 - 2024
July	0.106	0.087	0.133
August	0.092	0.079	0.103
September	0.090	0.084	0.116
October	0.090	0.092	0.111
November	0.083	0.082	
December	0.084	0.075	
January	0.095	0.122	
February	0.104	0.120	
March	0.111	0.202	
April	0.110	0.183	
May	0.102	0.152	
June	0.096	0.134	
Average	0.097	0.118	0.116



WWTP BLOWER





FRAGILE
HANDLE WITH CARE

FRAGILE
HANDLE WITH CARE

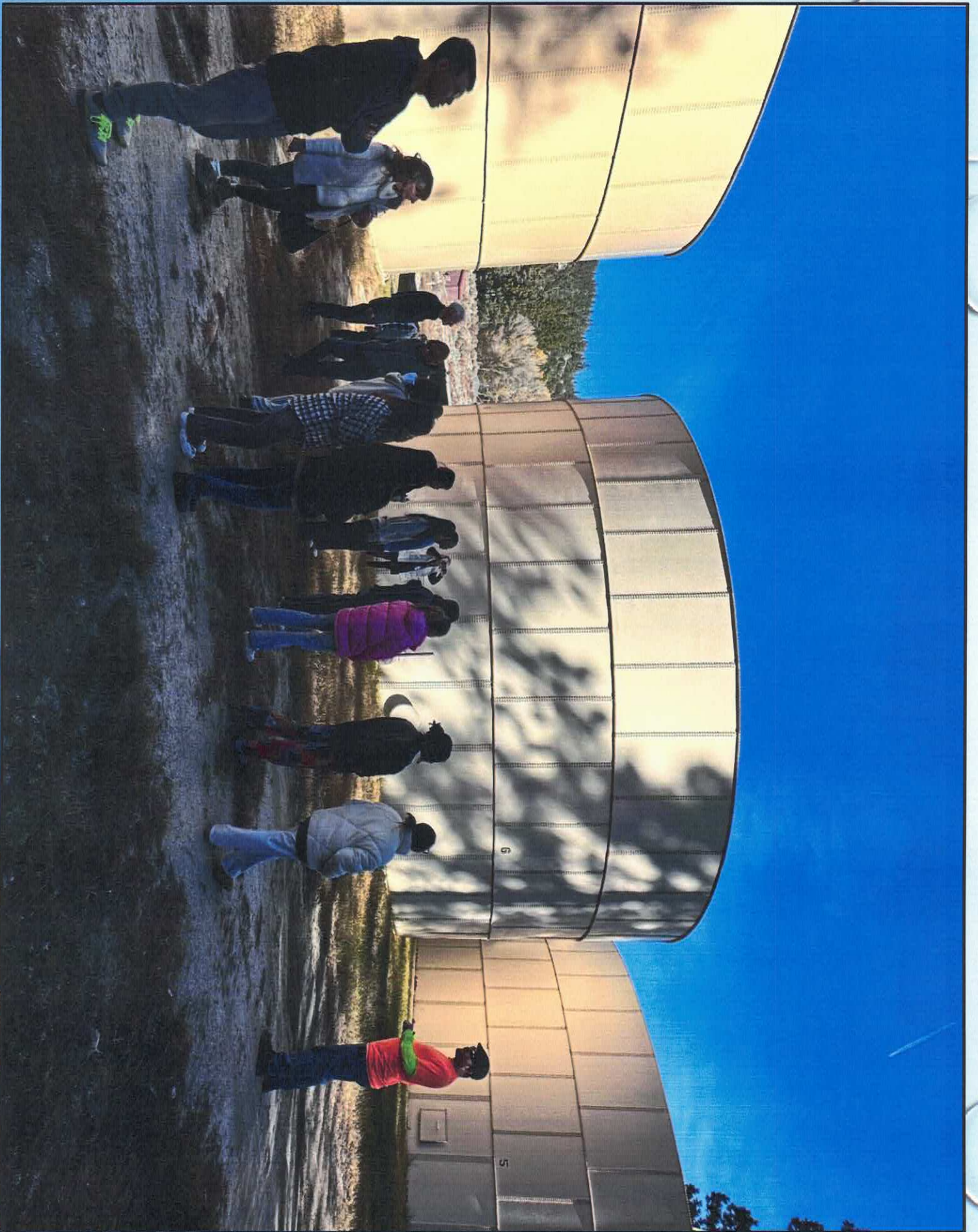
PAINTED PARTS OF THE WWTP







IDYLLWILD ARTS ACADEMY TOUR

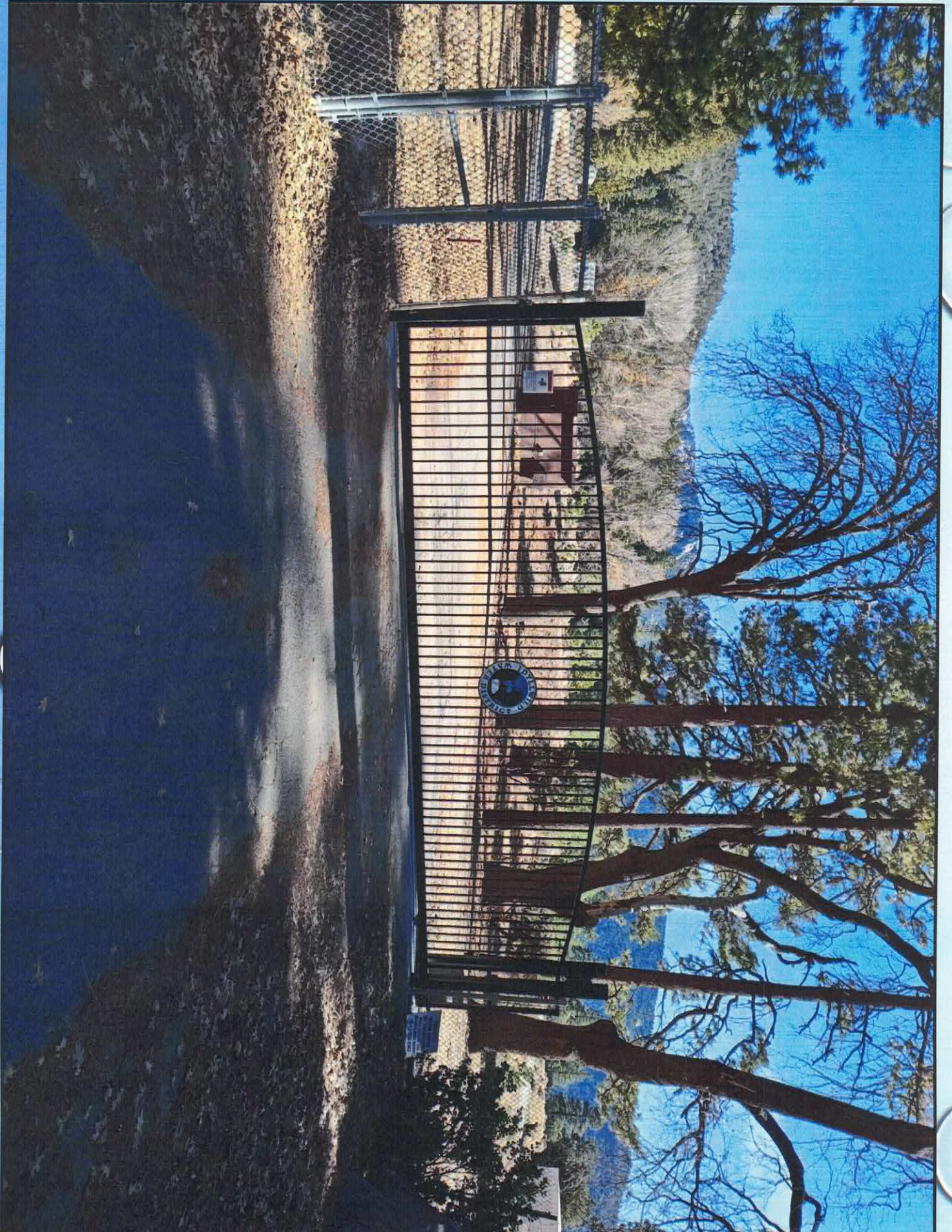




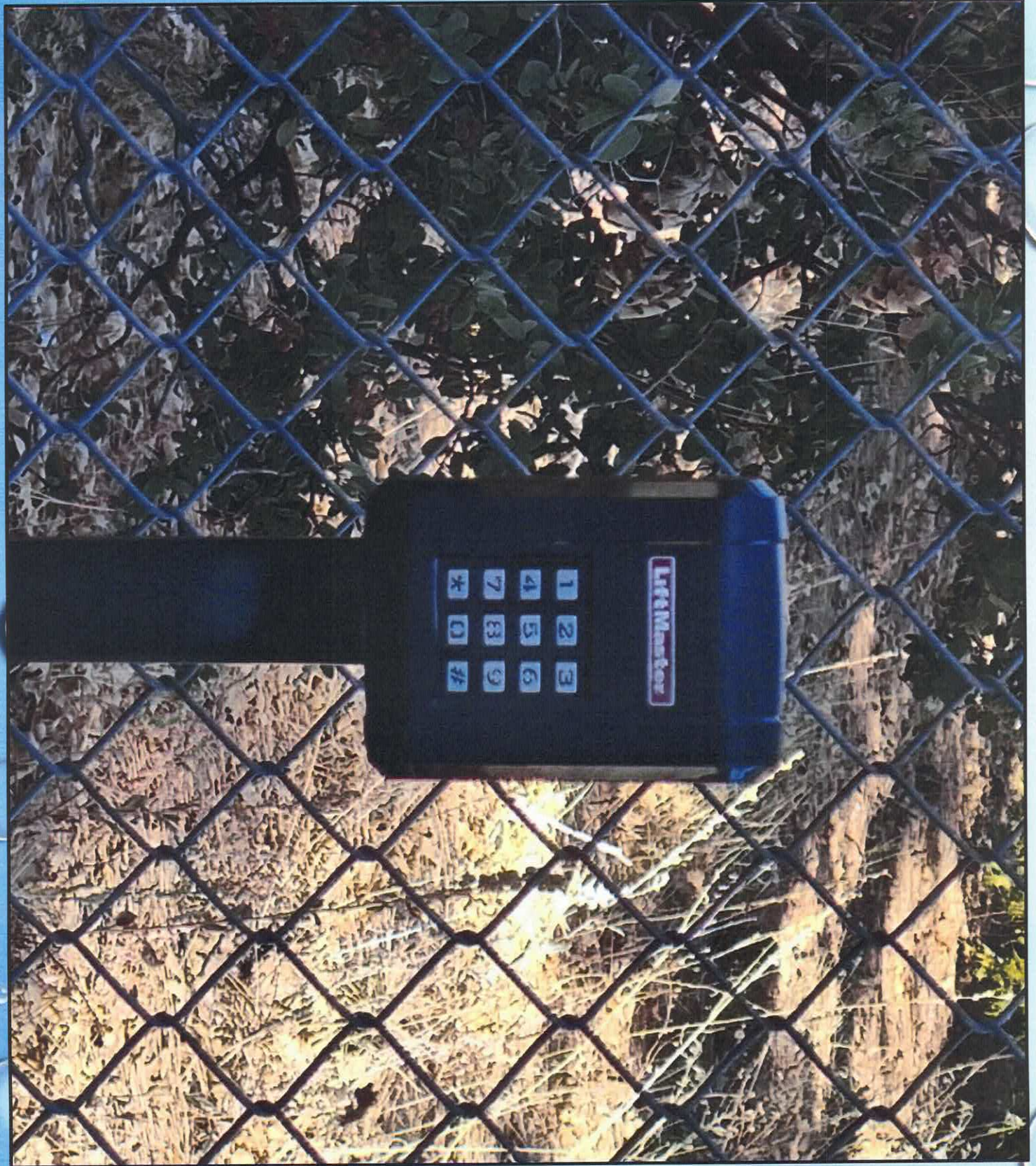




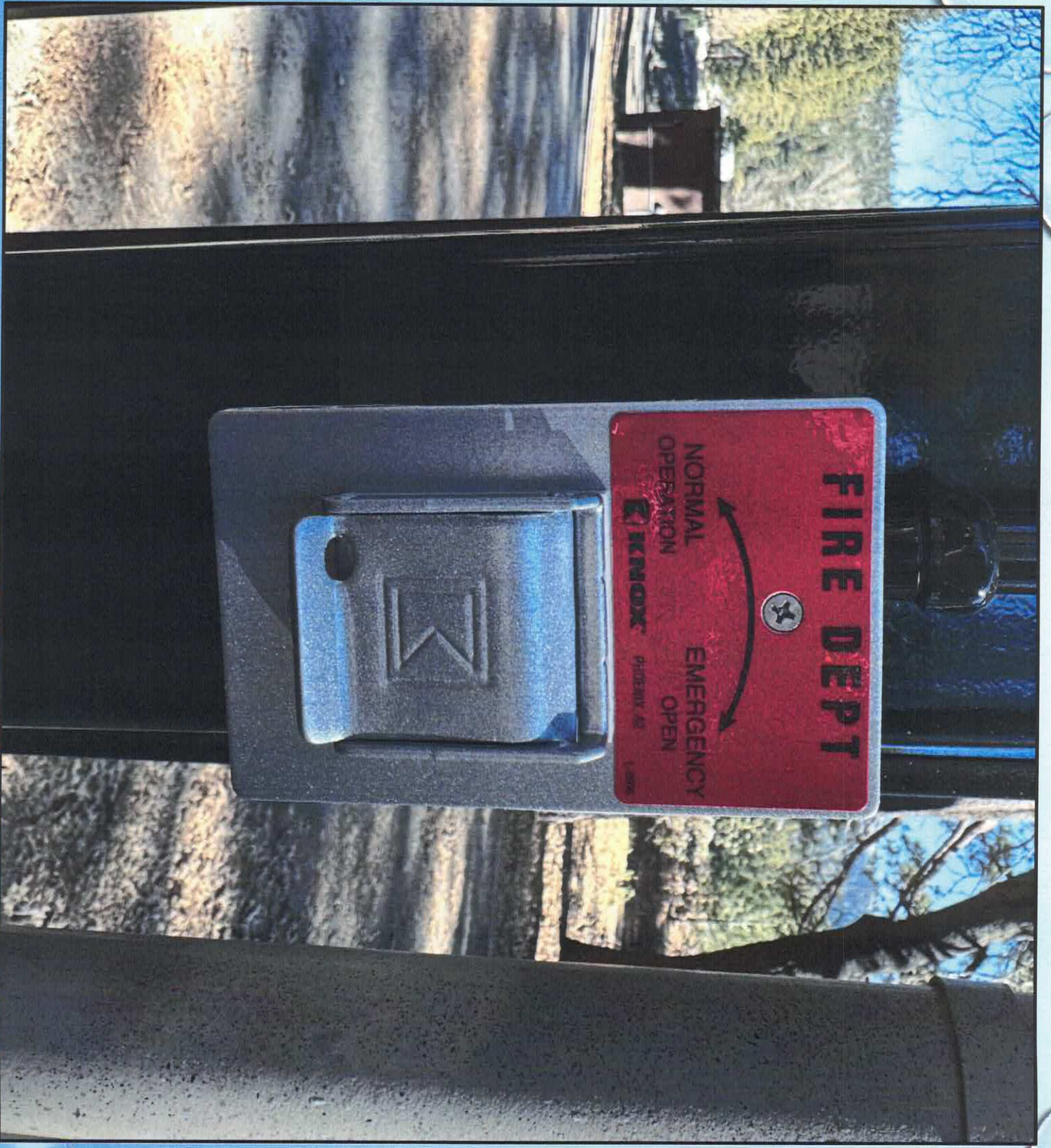
WATER TREATMENT PLANT GATE











FIRE DEPT

NORMAL
OPERATION

EMERGENCY
OPEN

KNOX

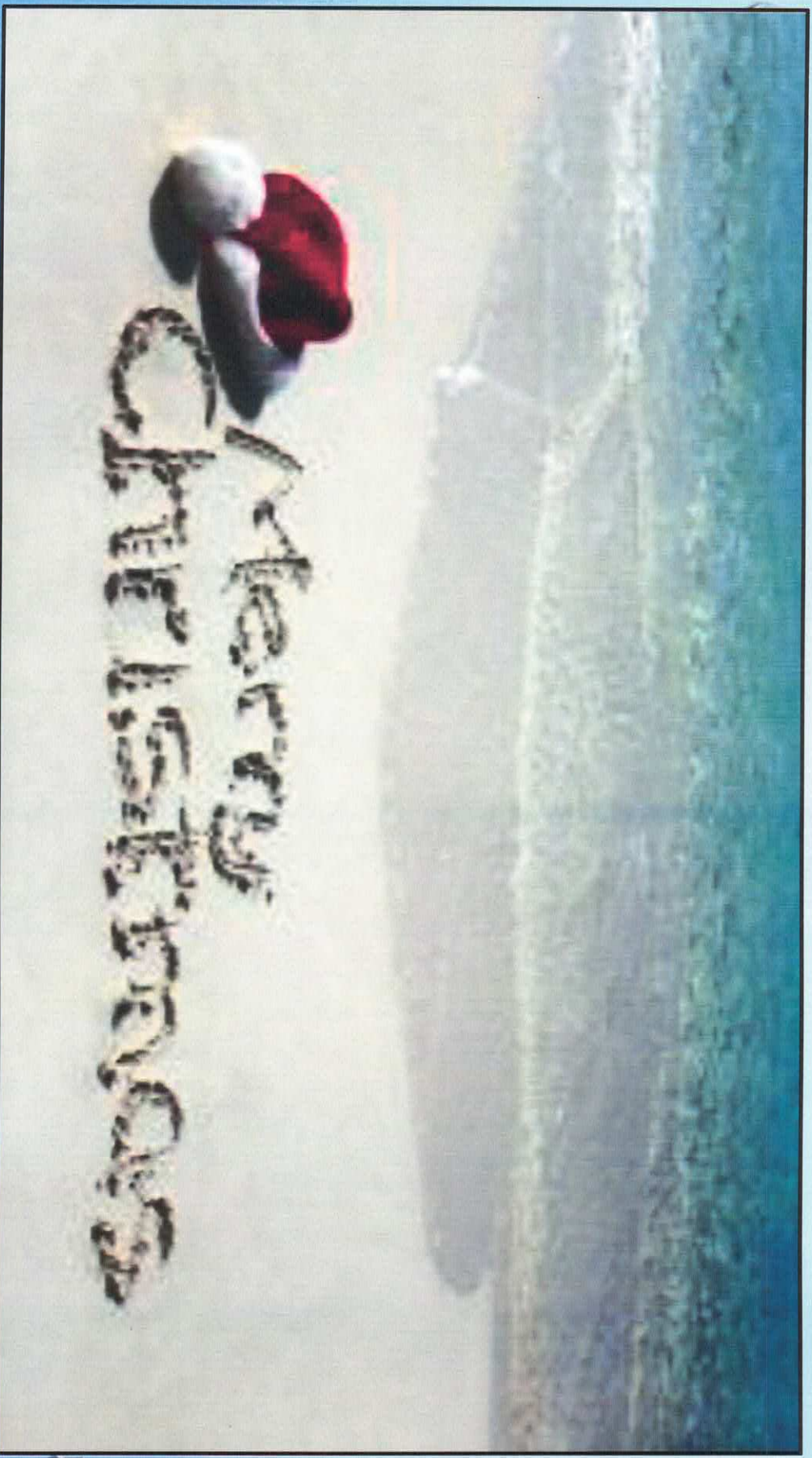
PHOSPHOR

L-8000

OVERVIEW

- WWTP PROJECT IS PROGRESSING
 - BORE DRILLING IS SCHEDULED FOR THIS WEEK
- STRAWBERRY CREEK PROJECT EASEMENT HAS BEEN SIGNED BY GENERAL MANAGER

QUESTIONS





IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: December 20, 2023
Subject: Item 3 – IWD Election Not On Ballot March 5, 2023

Information:

The County of Riverside Registrar of Voters notified staff that due to only R. Mitch Davis submitted the required application to have his name on the IWD election ballot for March 5, 2023. Therefore, IWD will not be on the ballot for March 5, 2023, and Mr. Davis will be a Board Member once the Certification of Election has been received.

Attachments:

- County of Riverside Registrar of Voters Email.
- County of Riverside Registrar of Voters Contest / Candidate Proof List

Leo Havener

From: Ceballos, Matthew <MCeballos@Rivco.org>
Sent: Saturday, December 9, 2023 1:15 PM
To: Leo Havener; Office
Cc: Flores, Leticia; Rodriguez, Vanessa; Roots, Angela
Subject: NOT ON BALLOT - IDYLLWILD WATER DISTRICT Director, Short Term
Attachments: cfmcfmr001_contcanddataproof.pdf

Importance: High

Good afternoon,

Attached is a draft list of candidates for your district. Your contest will not be on the ballot in March due to insufficient nominees. We will send you a cover letter with further instructions in a couple of weeks. Please contact our office if you need further assistance.

Thanks!

Matthew Ceballos
Chief Deputy Registrar of Voters
County of Riverside Registrar of Voters
P: (951) 486-7318



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[County of Riverside California](#)



Contest/Candidate Proof List

Presidential Primary Election - 3/5/2024

Contests: 4981 to 4981 - All Contests in Range
 Candidates: All Candidates

Contest/District

Vote For Num Cands Num Qualified Status

Non-Partisan DISTRICT IDYLLWILD WATER DISTRICT Director, Short Term

4981 Dir, Idyllwild, Water Dist, ST

8530WC Idyllwild Water District 1 1 1 NOT ON BALLOT

Shared with: (none)

Incumbent(s): Vacant

Vacated

Candidate(s): R MITCH DAVIS

Qualified Date: 11/29/2023
 User Codes:
 Cand ID: 1

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status

Sigs In Lieu Issued
 Declaration of Intent Filed
 Electronic Candidate Statement Filed
 Code of Fair Campaign Practices Filed

Sigs In Lieu Filed
 Candidate Statement Issued
 Declaration of Candidacy Issued

11/22/2023
 11/22/2023
 11/29/2023

Total Contests: 1

Total Candidates Filed: 1



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: December 20, 2023
Subject: Item 4 – Employee Manual, Chapter 9

Discussion:

The Board of Directors will discuss the existing Employee Manual, Chapter 9.

Attachments:

- Chapter 9, Employee Manual

9.1 Definitions**9.1.1 At-Will Employee**

An at-will employee serves at the pleasure of the District and can be terminated at any time without cause and without the opportunity to appeal. Employees hired after January 1, 2019, employment with the District is “at-will,” meaning that both the employee and the District, through action of the General Manager, have the right to terminate employment at any time with or without advance notice, and with or without cause.

9.1.2 Biweekly Pay Period

Employees shall be paid biweekly on every other Friday. Forty (40) hours shall constitute a workweek.

9.1.3 Business Day

A business day is any day in which the District’s main administration office is open for business.

9.1.4 Catastrophic Illness

A catastrophic illness is a severe illness requiring prolonged care or recovery and may disable an employee from working, creating a financial hardship.

9.1.5 Conflict of Interest

A situation in which an employee is able to derive personal benefit from actions or decisions made during the course of business.

9.1.6 Continuous Employment

The period of actual service commencing with the employee’s hire date and continuing until broken by resignation or dismissal for the purpose of determining eligibility for paid leave and eligibility for performance step advancement.

9.1.7 Cost of Living Adjustment (COLA)

The COLA is an increase to all wages to keep up with the rate of inflation. The COLA is approved at the discretion of the Idyllwild Water District Board of Directors.

9.1.8 Demotion

The change in classification of a regular employee from a position in one class to another class having a lower maximum rate of pay.

9.1.9 Employee

Any person employed by the District. The Board of Directors is not employees. Individuals working through an employment agency and those working as

independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.

9.1.10 Exempt Employee

Employees whose job duties meet the Federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay.

9.1.11 Fair Labor Standards Act (FLSA)

The FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

9.1.12 Hire Date

The beginning date of the employee's current period of continuous employment with the District.

9.1.13 Holiday/Holiday Pay

A declared holiday, constituting eight (8) or ten (10) hours depending on what day the holiday falls on, is granted as time off with pay for regular full-time employees.

9.1.14 Injury Illness Prevention Program

The IIPP is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203 requires every employer to develop and implement an effective IIPP.

9.1.15 Interactive Process

The interactive process is a collaborative effort involving an employer and employee to determine if the employee can return to work subsequent to an occupational or non-occupational injury, disease, or disorder.

9.1.16 Lateral Transfers

A lateral transfer is where an employee moves from one position to another that has the same wage range.

9.1.17 Layoff

Termination of employment of an employee without prejudice for any of the following reasons:

- Necessity due to lack of work, funds, or other economic reason
- Necessity for a position no longer exists

9.1.18 Logo Attire

Clothing/hats adorned with the District's name or symbol.

9.1.19 Modified Duty

Modified duty is an offer for a temporary work assignment made to a worker who is recovering from an illness or injury and who has received clearance from a physician to return to work under specific limitations.

9.1.20 Nepotism

In the business world, nepotism is the practice of showing favoritism toward an employees' family members or friends in economic or employment terms.

9.1.21 Non-Exempt Employee

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

9.1.22 Overtime

To the extent the District utilizes a 4/10 work schedule, overtime would constitute any hours worked in excess of 10 hours per day or 40 hours per week.

9.1.23 Pay Day

Employees are paid every two (2) weeks on every other Friday.

9.1.24 Pay Period

Fourteen (14) calendar days as designated by the District.

9.1.25 Promotion

The change of a regular employee to a position in a class allocated to a wage range where the top step is a higher maximum rate of pay than the top step of the class that the employee formerly occupied.

9.1.26 Reasonable Accommodation

Reasonable accommodation is assistance or changes to a position or workplace that will enable an employee to do his or her job despite having a disability. Under the Americans with Disabilities Act (ADA), employers are required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship.

9.1.27 Reassign

To assign a new duty, a different classification or department.

9.1.28 Reclassification

The act of changing a position by raising it to a higher class or reducing it to a lower class on the basis of significant changes in the nature, difficulty or responsibility of the duties performed in the position.

9.1.29 Regular Work Hours

The 40-hour workweek consists of seven (7) consecutive days beginning on Friday and ending the following Friday.

9.1.30 Regular Full-Time Employees

Employees normally scheduled to work and who regularly do work a schedule of 40 or more hours per week.

9.1.31 Regular Part-Time Employees

Employees who are regularly scheduled to work and do work less than 40 hours per work week. Part time employees may be assigned a work schedule in advance or may work as needed.

9.1.32 Resignation

The voluntary termination of employment with the District.

9.1.33 Safety Sensitive

Safety sensitive positions have public safety implications, such as operating water resources.

9.1.34 Temporary Employment

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

9.1.35 Termination

Employment dismissed for cause.

9.1.36 Work Week

The standard work week is as follows:

- October 1st to March 30th
 - Employees work a 5/8 schedule, five (5) days at 8 hours per day.
- April 1st to September 30th
 - Employees work a 4/10 schedule, four (4) days at 10 hours per day.

9.1.37 Y-Rate

The process by which an employee's base rate of pay is not decreased when either: 1) the employee is reassigned to a classification with a lower range on the salary schedule; or 2) the wage range for the employee's classification is set to a lower range on the wage schedule. Y-rating will automatically end once future increases bring the employee's new classification wage range up to a level where the employee's Y-rated wage falls within the new classification wage range.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: December 20, 2023
Subject: Item 4 – Employee Manual, Chapter 9

Discussion:

The Board of Directors will discuss the existing Employee Manual, Chapter 9.

Attachments:

- Chapter 9, Employee Manual



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: December 20, 2023
Subject: Item 5 – WWTP Project Status

Discussion:

The Board of Directors will discuss the status of the WWTP Project.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: December 20, 2023
Subject: Item 6 – Notice of Election for LAFCo Commissioner

Discussion:

The Board of Directors will discuss and consider selecting an IWD Board Member to be placed on the Notice of Election for LAFCo Commissioner.

Background:

LAFCo seeks one (1) Alternative Regular Special District Member Countywide.

The term for this seat expires on May 1, 2028.

All nomination forms must be signed and dated by the presiding officer of the Board of Directors.

Nominations must be received at LAFCO office by 5 p.m., Friday, February 2, 2024.

Once all nominations are received there will be an election. The winner of the election obtains the vacant seat.

Conclusion:

Any Board Member interested in serving on the LAFCO Board, please say so.

Attachment:

- Riverside LAFCO Email, Dated December 7, 2023



December 7, 2023

via: Electronic Mail

Notice of Election for LAFCO Commissioner to all Special District Board Presiding Officers c/o District Clerks:

Later this month, we will begin the process of electing two Special District Members for appointment to the Riverside Local Agency Formation Commission (LAFCO). The purpose of this letter is to inform all districts of the process in advance in order to avoid any confusion.

Historically, the Special District Selection Committee (SDSC) has conducted its elections at a physical meeting in conjunction with a dinner meeting hosted by the Special District Association of Riverside County. Due to cost and logistics, it has been determined such a physical meeting is not entirely feasible. Therefore, this next election (and likely subsequent elections) will be conducted by electronic mail (e-mail), as explained below, and as was conducted for the most recent Special District election.

Specifically, the election will be for two LAFCO positions as follows:

- 1) Regular Special District Member from the Eastern Region of the County (any district with the majority of its assessed value east of the intersection of I-10 and Highway 111). See attached listing of east and west districts.**
- 2) Alternate Special District Member Countywide.**

Presiding officers from all Districts are eligible to vote for the positions. The terms of the incumbents, Regular District Commissioner Castulo Estrada- East Region, and Alternate District Commissioner Steve Pastor expire on May 6, 2024. However, by statute the incumbents will continue to serve until a successor is appointed, if necessary. The new term will run through May 1, 2028.

The SDSC is comprised of the presiding officers of each independent special district of Riverside County, and which Riverside County is specified as "Principal" County for that district. In approximately one week, Riverside LAFCO will transmit a formal call for nominations to SDSC members, in care of each District's Clerk. The District Clerks are responsible for transmitting the nomination package to the Board Presiding Officer. Formal nominations must be submitted to LAFCO by SDSC members (i.e., presiding officers) or designated alternates (see below).

Notice of Election

December 7, 2023

Page 2

The nomination period will be approximately 60 days. If only one candidate is nominated for a specific position, that candidate will be deemed appointed. After nominations are received, and more than one candidate has been nominated for a position, an emailed ballot will be sent to each district's voting member, in care of the District Clerks, to cast a vote.

Please note that neither nominations nor votes of the presiding officer require action of the governing body, unless subject to any policy specific to a particular district as to how nominations and balloting is performed. If the presiding officer is unable to submit a nomination or vote, the governing body of the District may designate another board member to act in place of the presiding officer. District managers or other staff members may not nominate candidates or vote.

Board members designated by their governing body to nominate a candidate or vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the nomination or ballot is cast. Ballots will be due approximately 60 days from the date noted on the election materials.

Note: *there are 55 eligible districts in Riverside County for the election process. To meet the 50% + 1 quorum requirement for this election, we need at least 29 valid ballots returned from SDSC members for the election to be valid.*

Again, in order to expedite this process, please ensure this information is passed to your Presiding Officer when received. Please contact Rebecca Holtzclaw at rholtzclaw@lafco.org with any questions or concerns.

Sincerely,



Gary Thompson
Executive Officer

cc: District General Managers

Enclosures:

District List- by Region

**SPECIAL DISTRICT SELECTION COMMITTEE
LIST OF ELIGIBLE INDEPENDENT SPECIAL DISTRICTS OF RIVERSIDE COUNTY**

	Independent Special Districts	Region	
1.	Chiriaco Summit County Water District	east	
2.	Citrus Pest Control District No. 2	east	
3.	Coachella Valley Mosquito & Vector Control District	east	
4.	Coachella Valley Public Cemetery District	east	
5.	Coachella Valley Resource Conservation District	east	
6.	Coachella Valley Water District	east	
7.	Desert Healthcare District	east	
8.	Desert Recreation District	east	
9.	Desert Water Agency	east	
10.	Mission Springs Water District	east	
11.	Palm Springs Cemetery District	east	
12.	Palo Verde Cemetery District	east	
13.	Palo Verde Healthcare District	east	
14.	Palo Verde Irrigation District	east	
15.	Palo Verde Resource Conservation District	east	
16.	Palo Verde Valley Library District	east	
17.	Southern Coachella Valley Community Services District	east	
18.	Valley Sanitary District	east	18
19.	Banning Library District	west	
20.	Beaumont Library District	west	
21.	Beaumont-Cherry Valley Recreation & Park District	west	
22.	Beaumont-Cherry Valley Water District	west	
23.	Cabazon County Water District	west	
24.	De Luz Community Services District	west	
25.	Eastern Municipal Water District	west	
26.	Edgemont Community Services District	west	
27.	Elsinore Valley Cemetery District	west	
28.	Elsinore Valley Municipal Water District	west	
29.	Fern Valley Water District	west	
30.	High Valleys Water District	west	
31.	Home Gardens County Water District	west	
32.	Home Gardens Sanitary District	west	
33.	Idyllwild Fire Protection District	west	
34.	Idyllwild Water District	west	
35.	Jurupa Area Recreation & Park District	west	
36.	Jurupa Community Services District	west	
37.	Lake Hemet Municipal Water District	west	
38.	Murrieta Valley Cemetery District	west	
39.	Northwest Mosquito & Vector Control District	west	
40.	Pine Cove Water District	west	
41.	Pinyon Pines County Water District	west	
42.	Rancho California Water District	west	
43.	Riverside-Corona Resource Conservation District	west	
44.	Rubidoux Community Services District	west	
45.	San Geronio Memorial Healthcare District	west	
46.	San Geronio Pass Water Agency	west	
47.	San Jacinto Basin Resource Conservation District	west	
48.	San Jacinto Valley Cemetery District	west	
49.	Summit Cemetery District	west	
50.	Temecula Public Cemetery District	west	
51.	Temecula-Elsinore-Anza-Murrieta Resource Conservation District	west	
52.	Temescal Valley Water District	west	
53.	Tenaja Community Services District	west	
54.	Valley-Wide Recreation & Park District	west	
55.	Western Municipal Water District	west	37



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: December 20, 2023
Subject: Item 7 – Lower Administration Building

Discussion:

The Board of Directors will discuss the next steps regarding the Lower Administration Building.