



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: April 19, 2023
Subject: Item 2 – General Manager Report

Recommendation:

General Manager Havener will present his report.

Attachments:

- General Manager Report

GENERAL MANAGER REPORT

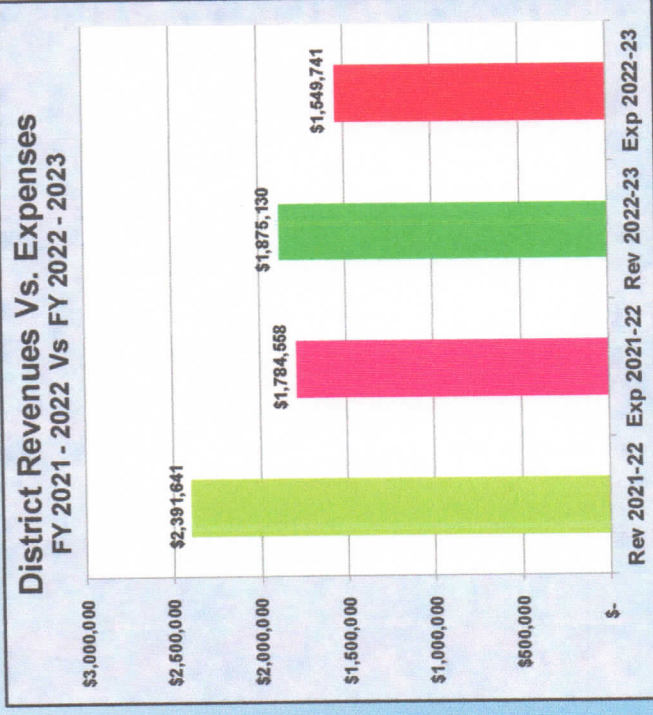
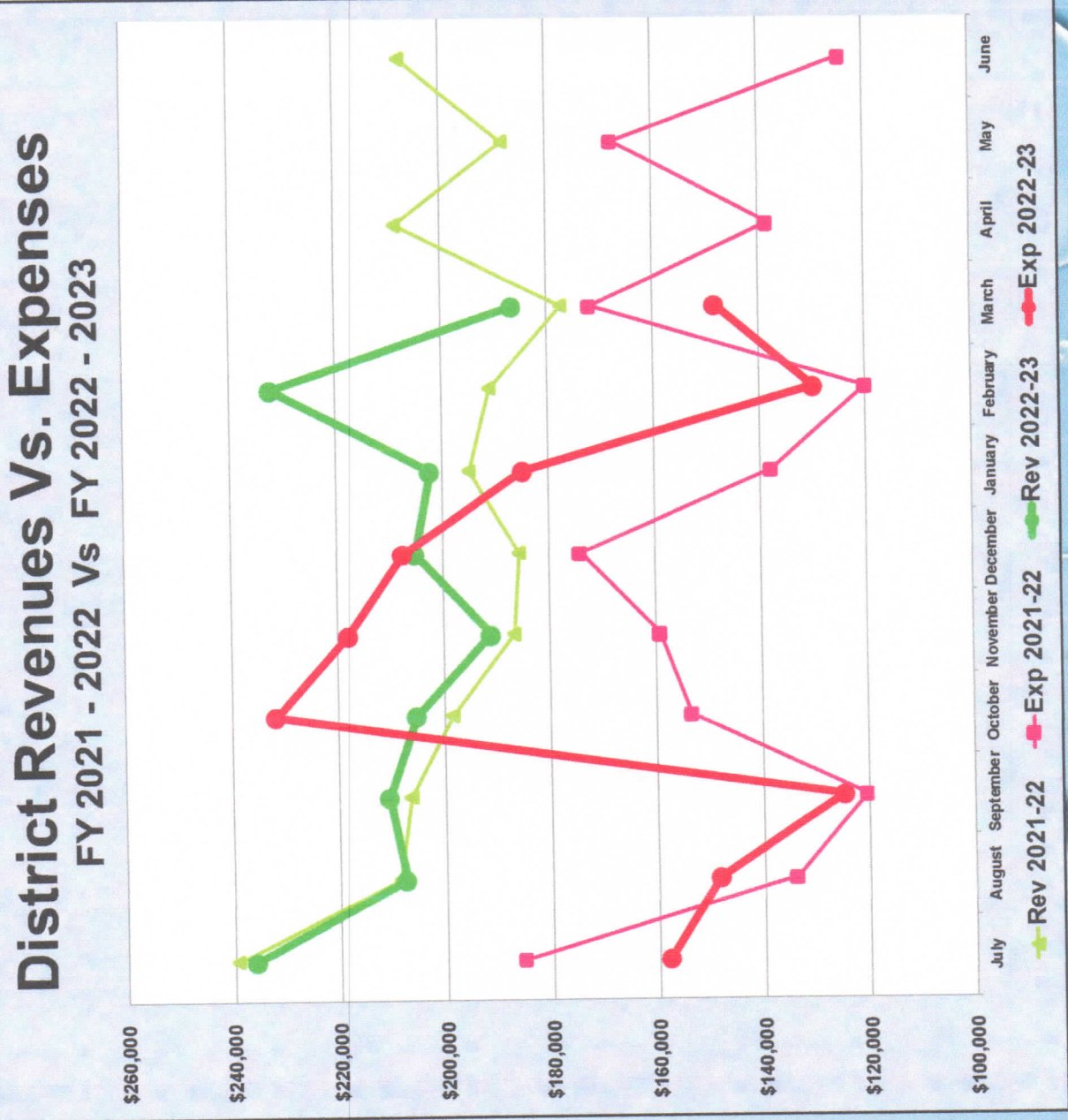
APRIL 19, 2023

DISTRICT FINANCES

DISTRICT REVENUES VS. EXPENSES

FY 2022 - 2023

District Revenues vs. Expenses					
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23	
July	\$ 239,315	\$ 185,063	\$ 235,791	\$ 157,777	
August	\$ 208,544	\$ 133,741	\$ 207,239	\$ 148,135	
September	\$ 206,290	\$ 120,420	\$ 210,503	\$ 124,650	
October	\$ 198,416	\$ 153,146	\$ 205,007	\$ 231,533	
November	\$ 186,536	\$ 158,990	\$ 190,910	\$ 217,823	
December	\$ 185,444	\$ 174,001	\$ 204,993	\$ 207,335	
January	\$ 194,908	\$ 137,623	\$ 202,248	\$ 184,515	
February	\$ 190,849	\$ 119,779	\$ 232,128	\$ 129,738	
March	\$ 177,155	\$ 171,814	\$ 186,311	\$ 148,235	
April	\$ 208,453	\$ 138,188			
May	\$ 188,187	\$ 167,537			
June	\$ 207,544	\$ 124,256			
Total	\$ 2,391,641	\$ 1,784,558	\$ 1,875,130	\$ 1,549,741	



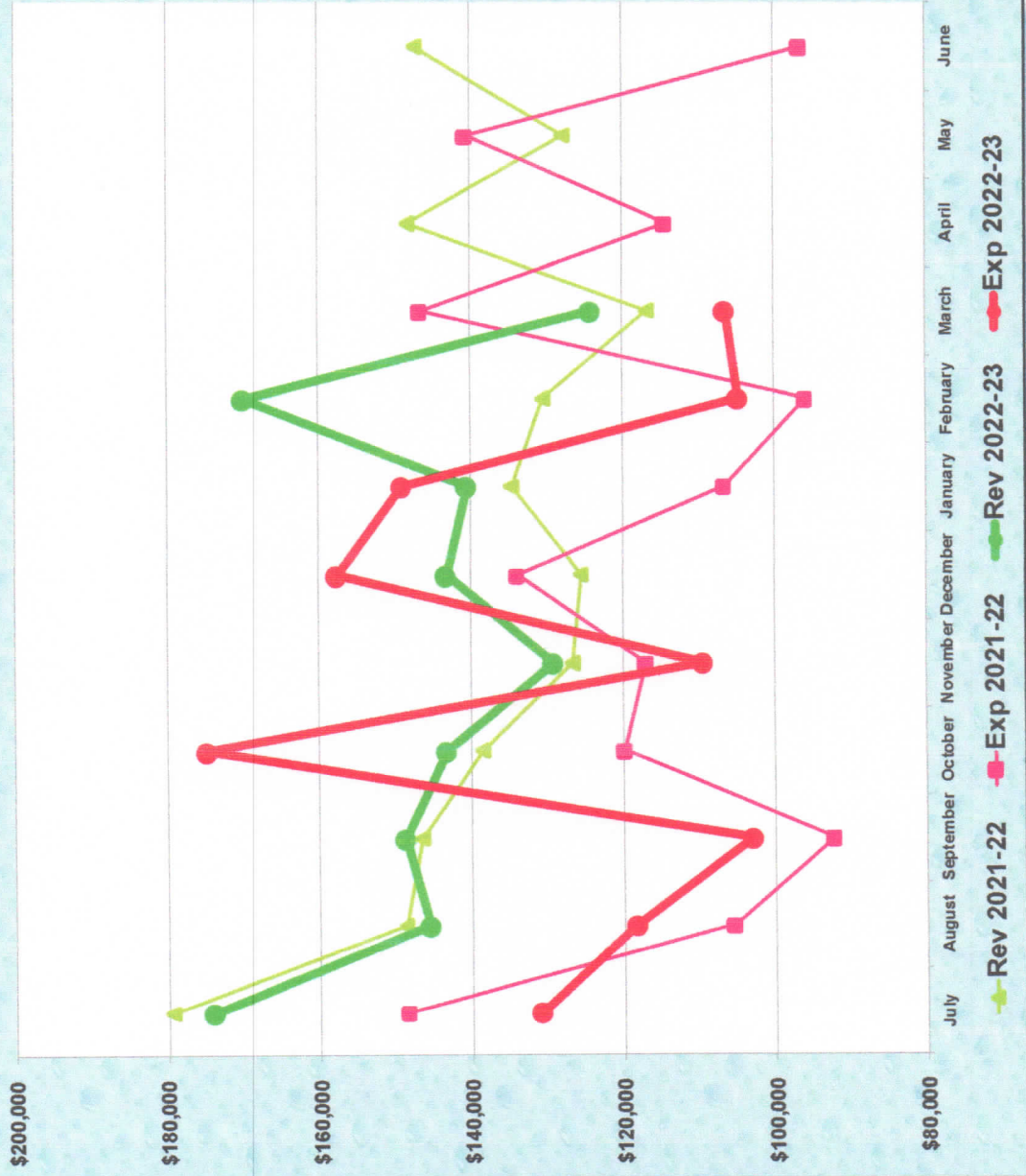
WATER REVENUES VS. EXPENSES

FY 2022 - 2023

Water Revenues vs. Expenses					
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23	
July	\$ 179,455	\$ 148,403	\$ 173,991	\$ 130,826	
August	\$ 148,734	\$ 105,440	\$ 145,439	\$ 118,282	
September	\$ 146,430	\$ 92,242	\$ 148,703	\$ 102,862	
October	\$ 138,563	\$ 119,710	\$ 143,207	\$ 174,748	
November	\$ 126,683	\$ 116,907	\$ 129,110	\$ 109,329	
December	\$ 125,397	\$ 133,807	\$ 143,193	\$ 157,519	
January	\$ 134,560	\$ 106,481	\$ 140,448	\$ 148,976	
February	\$ 130,501	\$ 95,874	\$ 169,885	\$ 104,783	
March	\$ 116,807	\$ 146,482	\$ 124,068	\$ 106,407	
April	\$ 148,105	\$ 114,308			
May	\$ 127,839	\$ 140,520			
June	\$ 147,195	\$ 96,562			
Total	\$ 1,670,269	\$ 1,416,736	\$ 1,318,044	\$ 1,153,732	

Water Revenues vs. Expenses

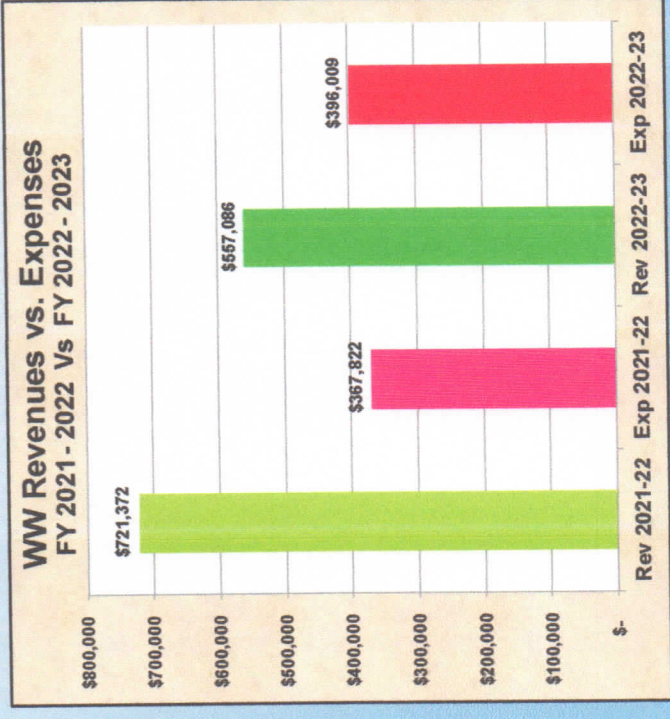
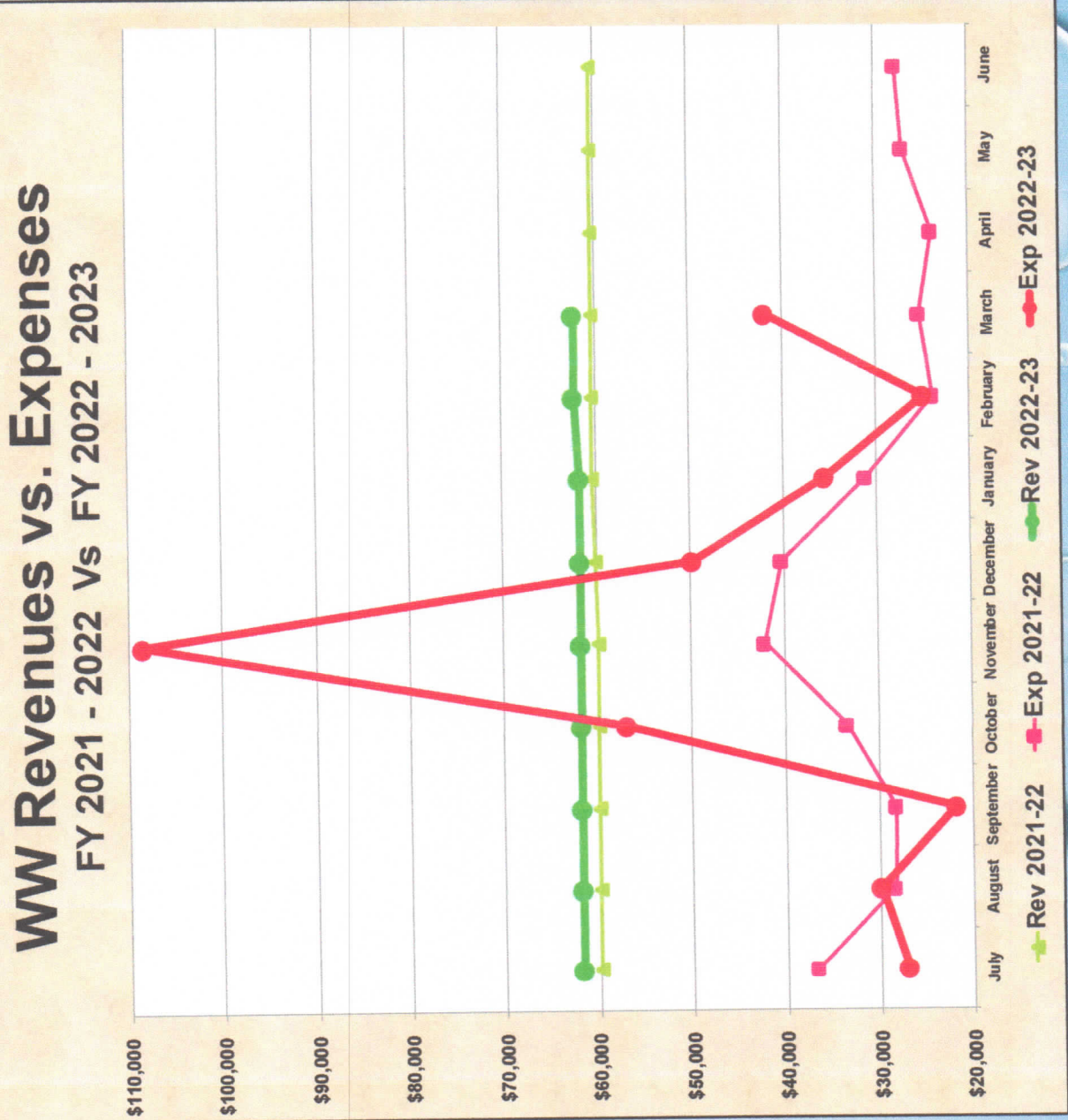
FY 2021 - 2022 Vs FY 2022 - 2023



WASTEWATER REVENUES VS. EXPENSES

FY 2022 - 2023

WW Revenues vs. Actual Expenses					
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23	
July	\$ 59,860	\$ 36,660	\$ 61,800	\$ 26,951	
August	\$ 59,810	\$ 28,301	\$ 61,800	\$ 29,853	
September	\$ 59,860	\$ 28,178	\$ 61,800	\$ 21,788	
October	\$ 59,853	\$ 33,436	\$ 61,800	\$ 56,785	
November	\$ 59,853	\$ 42,083	\$ 61,800	\$ 108,494	
December	\$ 60,047	\$ 40,194	\$ 61,800	\$ 49,816	
January	\$ 60,348	\$ 31,142	\$ 61,800	\$ 35,539	
February	\$ 60,348	\$ 23,905	\$ 62,243	\$ 24,955	
March	\$ 60,348	\$ 25,332	\$ 62,243	\$ 41,828	
April	\$ 60,348	\$ 23,880			
May	\$ 60,348	\$ 27,017			
June	\$ 60,349	\$ 27,694			
Total	\$ 721,372	\$ 367,822	\$ 557,086	\$ 396,009	

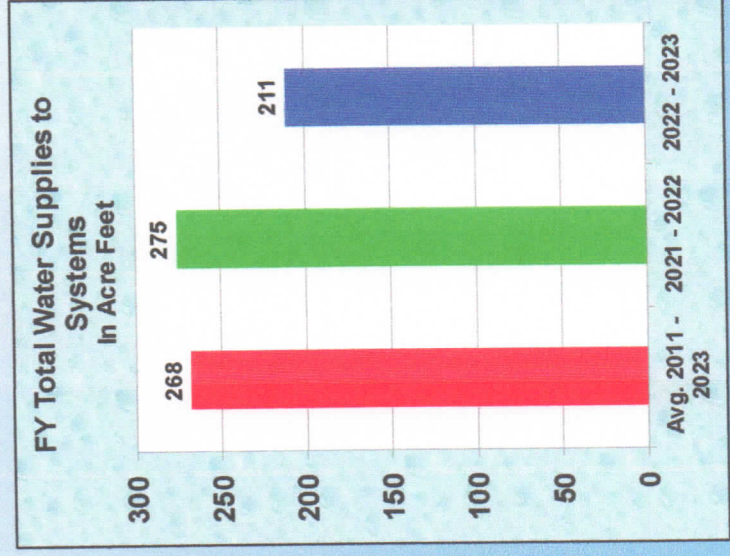
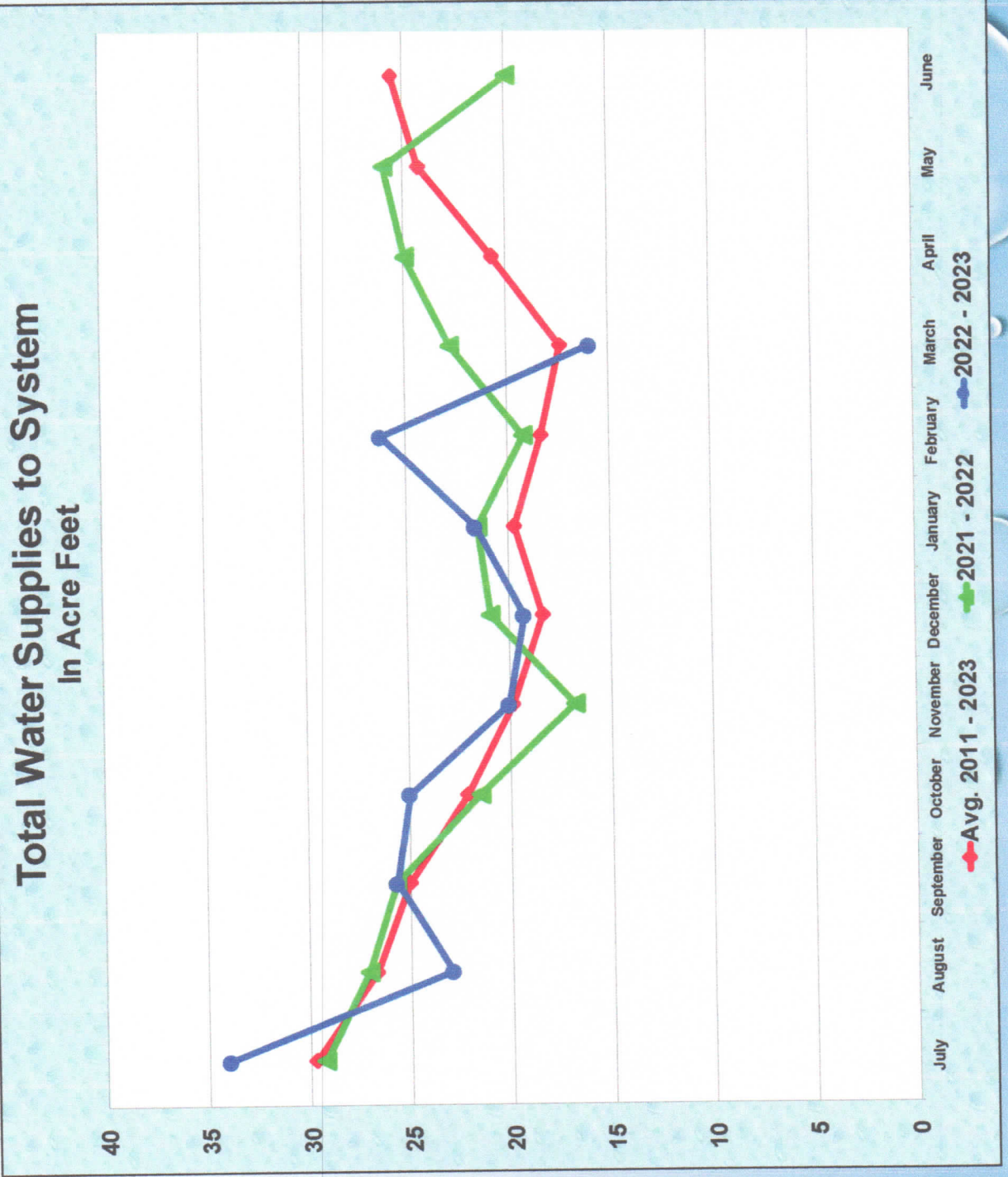


WATER DATA



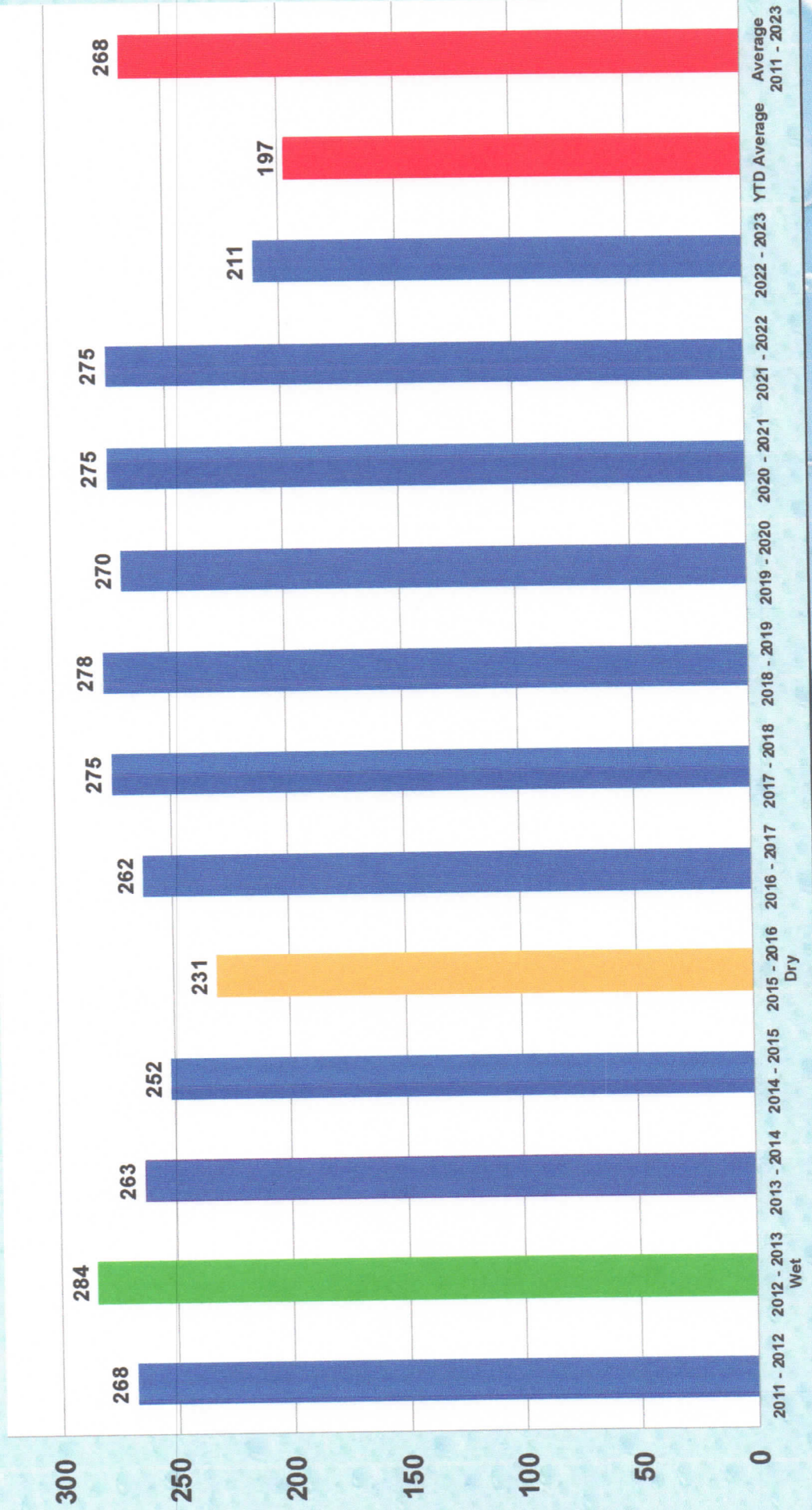
TOTAL WATER SUPPLIES TO SYSTEM IN ACRE FEET

Fiscal Year	Total Water Supplies To System		
	Avg. 2011 - 2023	2021 - 2022	2022 - 2023
July	29.8	29.3	34.0
August	26.7	27.1	22.9
September	25.0	25.7	25.7
October	22.1	21.5	25.0
November	19.9	16.8	20.1
December	18.3	20.9	19.3
January	19.7	21.5	21.6
February	18.3	19.2	26.2
March	17.3	22.8	15.9
April	20.7	24.9	
May	24.3	26.0	
June	25.6	19.9	
Total	267.7	275.4	210.7

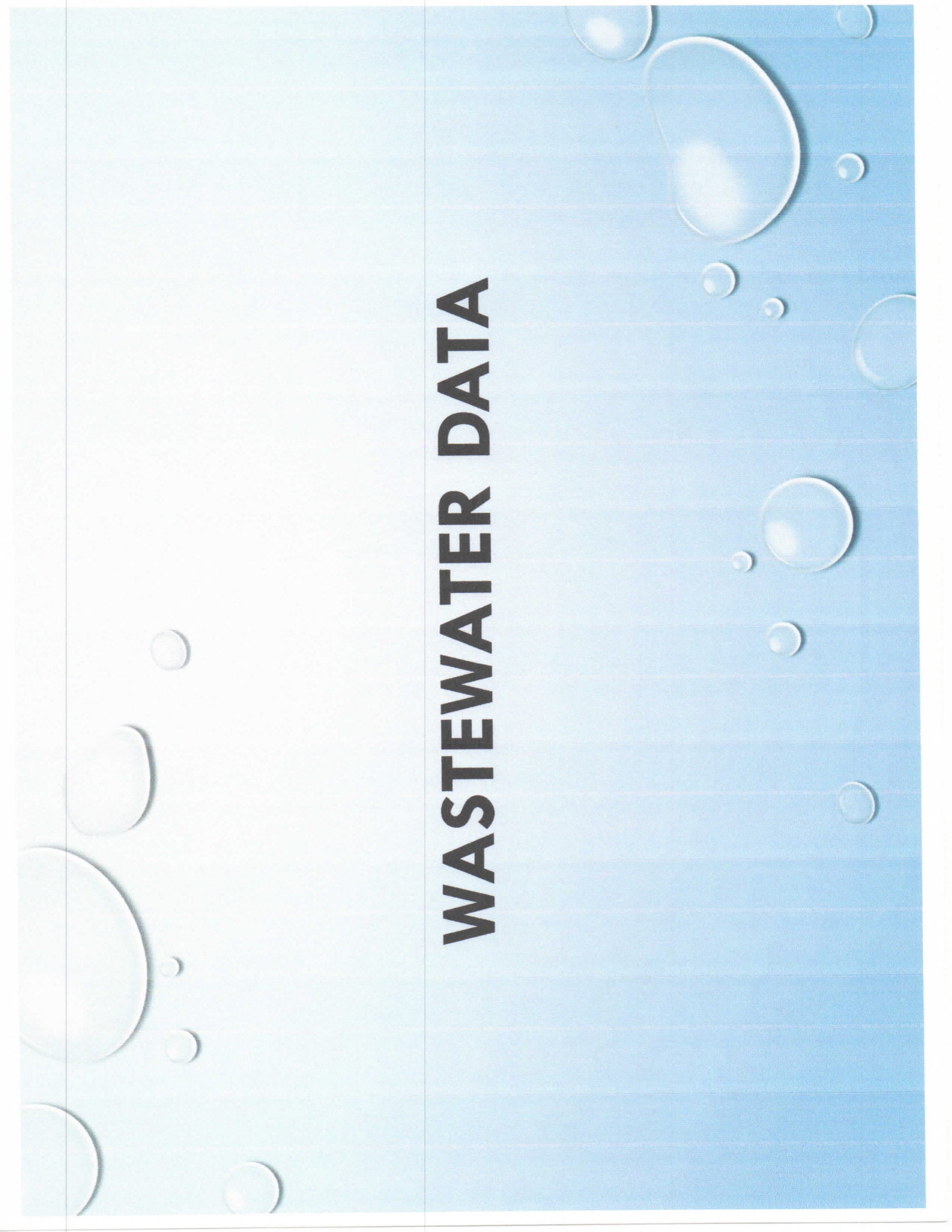


TOTAL WATER SUPPLIES TO SYSTEM IN ACRE FEET

Total Water Supplies to System In Acre Feet



WASTEWATER DATA

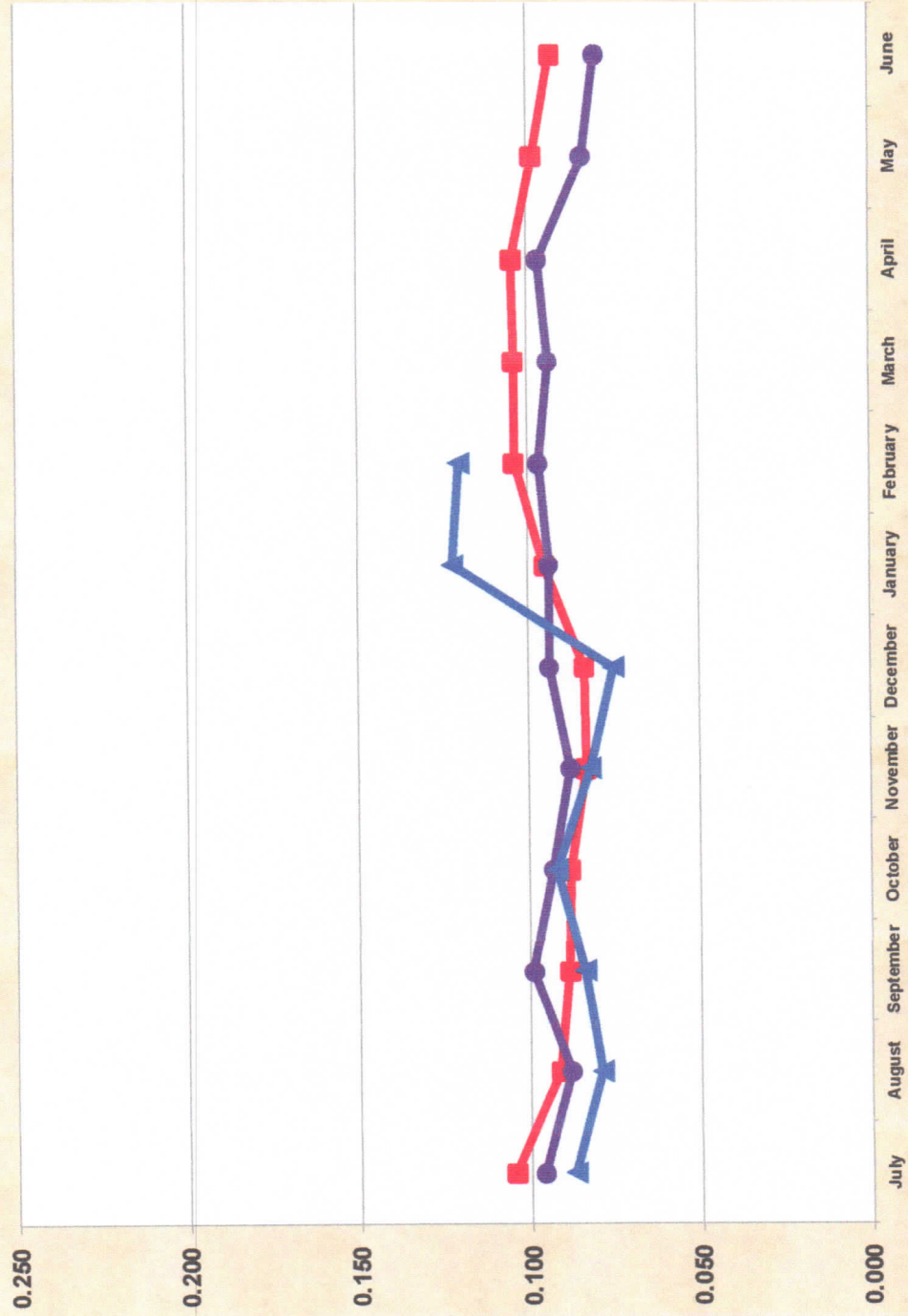


WASTEWATER TREATMENT PLANT FLOWS

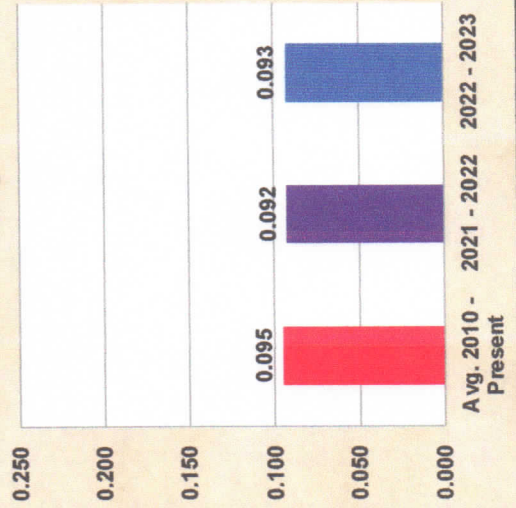
MGD AVERAGE BY MONTH

Month	Avg. 2010 - Present	2021 - 2022	2022 - 2023
July	0.104	0.096	0.087
August	0.091	0.088	0.079
September	0.088	0.099	0.084
October	0.088	0.093	0.092
November	0.083	0.088	0.082
December	0.084	0.094	0.075
January	0.095	0.094	0.122
February	0.104	0.097	0.120
March	0.104	0.094	
April	0.105	0.097	
May	0.099	0.084	
June	0.093	0.080	
Average	0.095	0.092	0.093

Wastewater Treatment Plant Flows MGD Average By Month



WWTP Flows MGD Average



WASTEWATER TREATMENT PLANT FLOWS

MGD AVERAGE BY CALENDAR YEAR

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



OVERVIEW

- HIRED TWO WATER OPERATORS-IN-TRAINING
- GENERAL MANAGER AND CHIEF FINANCE OFFICER ARE HOUSED AT THE COURTYARD BUILDING, SUITE 202 FOR SIX MONTHS
- WWTP PROPERTY PURCHASE WITH IDYLLWILD ARTS SCHOOL IS PROGRESSING
 - LAND SURVEY IS IN PROCESS
 - SPECIALIZED UTILITIES SERVICES PROGRAM MEMO (CRWA) FOR PROJECT STATUS UPDATE IS ATTACHED
- ALL ASPECTS OF DISTRICT OPERATIONS ARE FUNCTIONING WELL

QUESTIONS





Memorandum Project Progress Update

April 12, 2023

To: Idyllwild Water District Board of Directors
25945 Hwy 243
Idyllwild, CA

The Idyllwild Wastewater Treatment Plant Preliminary Engineering Report v. 2 and Funding Application work has been delayed by land acquisition negotiations but is on course for completion. SUSP has been in a budget conservation mode while waiting for the land acquisition to be completed by Idyllwild Water District (IWD). The next steps for SUSP in the project work are:

1. Coordinate with the surveyor to complete the parcel description to facilitate finalizing the land transfer from the Arts Academy and record the deed with Riverside County.
2. Coordinate performance of the environmental survey work to allow the CEQA documentation to move forward.
3. Contract and coordinate the Geotechnical Survey work to allow the Geotechnical Engineering Report to be written.
4. Finish preliminary engineering work especially work that has been waiting on the land acquisition to be final such as 30% Drawings (plans) for the new plant.
5. Provide details of the plans and preliminary engineering to the Electrical Engineer so they can complete their preliminary engineering effort and plans.

The tasks above cannot be completed out of sequence without almost certain rework and greater expense to IWD. There are many reasons for the project delays, but the project work to date has been positive with no backtracking on the progress being made. Most of the remaining work needs to be completed after the land acquisition is completed. For example, geotechnical work requires drilling for subgrade samples and for liability reasons the work cannot be done until IWD owns the land. Task Order 2 considered the sequence dependency of the land acquisition and deliverables are contingent on the land acquisition being completed.

The following preliminary engineering efforts have been completed to date:



Project Subtask	Percent Complete	Remaining Work
Headworks	75%	Review calculations, report
Equalization Transfer Lift Station	80%	Documentation, report
Bioreactors	50%	Calculations, documentation, report
Sludge Handling System	25%	Calculations, documentation, report
Outfall Connection	50%	Calculations, documentation, report
Survey	95%	Legal parcel description, additional Task Order for effluent pipeline pending
Geotechnical	5%	Waiting on land acquisition
CEQA IS/MND	5%	Waiting on land acquisition
Electrical Engineering Power and controls	10%	EE work to proceed on Site Plan completion
Hydraulic Profile	60%	Finalize calcs, site layout dependent
30% Drawings	50%	Finalize Drawings and PFD
Preliminary Engineering Report v. 2	25%	Waiting final calcs and site layout for report writing
Site Layout	50%	Work is waiting on Geotechnical report and land acquisition.
Land Acquisition	90%	Reported to be in escrow, needs parcel description, easement survey
Funding Support Memo	100%	Completed 8/31/2022
Funding Application	0%	Pending Board decision following memo

SUSP has completed and submitted the potential funding opportunities memo as of August of 2022 for the Idyllwild Wastewater Treatment Plant Upgrades project. Three different potential funding opportunities for the planning and construction portions of the project were identified.

Looking forward, we expect the land acquisition wrapping up around the end of May depending on the filing process for paperwork associated with formalizing the transaction. The purchase is reported to be in escrow and this can take 30 days or longer. The surveyor will prepare the parcel legal description next. Recording the deed usually takes 30 to 60 days or longer in some jurisdictions. The Geotechnical Engineer and CEQA consultant surveys will be scheduled following recording. The preliminary design can continue in parallel to these efforts once the final parcel boundaries are known. Some portions of the preliminary design are contingent on the outcome of the Geotechnical Report. All aspects of the work will be expedited for an anticipated completion in late Summer of 2023.

SUSP Engineering in recent dialog with the IWD anticipates a small amount of additional survey effort to locate and record the easement for the effluent pipeline. This work is necessary to meet IWD's goals in completing land acquisition and formalizing easements with the Idyllwild Arts Academy during the current transaction phase. This effort will be coordinated by SUSP and be presented to IWD via a Task Order.



The costs invoiced to IWD to date comprise approximately 90 percent of the fees associated with this project. Although it appears SUSP team is approximately 60 percent complete, the subcontractors are not that far along. The subcontractor work will accelerate appreciably when the land transfer is complete and the engineering work will dovetail off of their work to the planned conclusion.

It is our goal at SUSP to serve IWD with integrity and quality outcomes. Hopefully, this memo update can help explain where the project stands and the course ahead to completion. SUSP thanks IWD for trusting us with this important project.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: April 19, 2023
Subject: Item 3 – Employee Manual, Chapter 4

Discussion:

Board of Directors will discuss the existing Employee Manual, Chapter 4.

Attachments:

- Chapter 4, Employee Manual

4.1 WORKING HOURS**4.1.1 Regular Hours of Work**

The regular hours of work each day are consecutive except for interruptions for meal periods. The 40 hours workweek consists of seven (7) consecutive days beginning on Saturday and ending the following Friday. "Overtime" is defined as time worked in excess of 40 hours worked in a workweek or time worked in excess of eight hours worked on a regularly scheduled workday.

4.1.1.1 Seasonal Hours of Work

The 4/10 work schedule shall consist of four (4) workdays of ten (10) hours for a total of forty (40) hours per week. The 4/10 work schedule begins on April 1st and ends on September 30th of each year. The 4/10 daily work schedule starts at 7:00 am and ends at 5:30 pm.

Appendix F contains the District's 4/10 Workweek Schedule Policy.

Employees' hours include an unpaid 30-minutes meal break, and two paid ten (10) minute breaks during each consecutive four (4) hours worked.

4.1.2 Punctuality and Attendance

Attendance and punctuality that is observant of scheduled hours on a regular basis is an essential function.

4.1.2.1 Punctuality

An employee who is not at work and ready to start working at his or her scheduled work time is considered tardy. More than three (3) instances of tardiness by a non-exempt employee during any 12-month period are considered excessive. Any unexcused absence is considered excessive. Excessive tardiness or absence is grounds for discipline, up to and including termination.

4.1.2.2 Attendance

Employees who are unable to report for work on any day must call their supervisor when practicable before the beginning of the workday or shortly after the beginning of the workday. Absent extenuating circumstances, employees must call in on any day they are scheduled to work and will not report to work. When an employee is absent for three (3) or more consecutive days, because of an injury or illness, a doctor note shall be required before the employee returns to work.

4.1.2.3 Request for Time Off

Employees shall request leave in advance with a minimum number of days' notice equal to the number of days of planned leave.

4.1.2.4 Excessive Absences

One or more absences that are not preapproved, in consecutive pay periods may be excessive and subject to review by the General Manager and may be grounds for discipline, up to and including termination.

4.1.3 Job Abandonment

The District expects employees to report to work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable but no later than the employee's scheduled start time. A constructive resignation occurs and is effective when an employee has been absent from duty for three (3) or more consecutive working days without authorized leave. The District may consider that a constructive resignation has occurred due to the absence, or that the absence provides a reasonable basis for believing that the employee has abandoned the job.

At minimum, one (1) phone call to speak with the employee will occur. A voice message may be left for the employee. If the employee is unable to contact the District for any absence, he or she should ask a representative (such as a family member) to do so on the employee's behalf. If the employee or a representative is unable to contact the District due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the District within the allotted time), the employee or his or her representative must contact the District as soon as practicable to explain the situation. In extreme circumstances, the District will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

After being absent for three (3) consecutive working days, a written notice will be sent via U.S.P.S. Priority Mail, including a Proof of Service Form, to the employee. If known, a notice may also be sent to the employee's personal e-mail address. The employee will be given written notice, at employee's address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for employee's unauthorized absence. The employee will be provided five (5) calendar days to respond in writing why employee's employment with the District should not be terminated due to job abandonment or to arrange for an appointment with the General Manager before final action is taken to explain the unauthorized absence and failure of timely notification. The decision of the General Manager is final.

4.2 COMPENSATION

4.2.1 Overview

The General Manager shall determine, and/or recommend, the compensation of all District employees based upon performance. Base rate of pay may be adjusted upward in a single fiscal year in an amount not to exceed five (5) % at the General Manager's discretion. All changes in the salary schedule will be reported to the Board of Directors.

The current salary schedule is available to employees from the General Manager or Chief Financial Officer. Only the grade level and classifications, including unfilled classifications, are displayed.

Employees who have consistently rated above average on their performance evaluations and have otherwise excelled in the performance of their job duties beyond what is ordinarily expected, may be eligible for a merit pay increase of one (1) level per year. Any decision to award a merit pay increase is made by and at the discretion of the employee's direct supervisor and the General Manager.

4.2.2 Fair Labor Standards Act

As a public agency, the District falls under the governance of the Fair Labor Standards Act (FLSA). FLSA regulates the wages paid to District employees, including overtime and recordkeeping. Information on the FLSA is posted on the District's bulletin boards. Employees who have questions regarding the FLSA should speak with the Chief Financial Officer or General Manager.

4.2.3 Pay Periods

All employees of the District are paid on every other Friday. Time sheets for payroll are due to the Chief Financial Officer on the Friday before the pay date. The biweekly payroll covers work performed to date for all employees. Direct deposit is encouraged for all employees. Further information on direct deposit is available from the Chief Financial Officer.

All employees are expected to enter their time worked every day on their time sheet, which must be turned in by 4:00 p.m. on the payroll due date. Employees should direct questions regarding payroll to their supervisors. The employee's responsibility is to complete the time sheet accurately and submit it to their supervisor to review and approve. Failure to submit an accurate time sheet on time may result in a delay of payment or discipline, up to and including termination if the inaccuracy is intentional or due to gross negligence.

4.2.4 Wage Garnishment

The District must comply with court orders directing garnishment of wages. A garnishment will reduce the employee's take-home pay.

4.2.5 Cost of Living Adjustment

Cost of living adjustments (COLA) may be made annually at the determination and discretion of the Board of Directors. The COLA is generally based on the U.S. Bureau of Labor Statistics, Western Information Office - Los Angeles - Long Beach – Anaheim.

COLAs shall be used in computing all salary related costs and shall be effective on a date designated by the Board of Directors.

4.2.6 Overtime Pay

Non-exempt employees shall be eligible for overtime compensation. No employee shall work overtime unless the employee's immediate supervisor authorizes the additional work time. Employees who work unauthorized overtime will be compensated for such work, but will be subject to discipline, up to and including termination.

All hours worked over a regularly scheduled time worked in excess 40 hours in a workweek shall be paid at the overtime rate of one and a half (1.5) times the employee's regular rate of pay. An employee will be paid for overtime worked by rounding up to the nearest 15-minute interval.

EXAMPLE: If a non-exempt employee who is scheduled for an eight (8) hour workday works an additional hour, he or she will be paid one (1) hour overtime, even if he or she has not exceeded 40 hours in that week.

Time worked does not include Paid Time Off (PTO), or other leave whether paid or unpaid. No employee may work more than 12 hours in a 24-hour period without the approval of the General Manager or his or her designee.

Exempt employees are not eligible for overtime pay.

4.2.7 Working Early/Staying Late

Non-exempt employees shall not enter or remain in District work areas for any purpose except to report for, be present during and to conclude a work period. Without approval by their supervisor, non-exempt employees must not begin work and clock in at his or her working area more than seven (7) minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than seven (7) minutes after their work scheduled for the day is completed. Work area does not include District parking lots, gates or other similar outside areas. Employee work time is rounded up or down to the nearest 15 minutes interval.

EXAMPLES: An employee clocks out at the end of a workday at 5:03 pm. His or her timecard will be rounded down to 5:00. Another employee stays a

few minutes later at his or her supervisor's request and clocks out for the day at 5:12 pm. His or her timecard is rounded up to 5:15 pm.

4.2.8 Working on Holidays

Employees required to work on a scheduled stand-by holiday shall be paid time and a half of the employee's base rate of pay.

4.2.9 Standby / On-Call Emergency Coverage Policy

All field employees, including supervisors, must participate in the Districts' standby duties. Standby duties cover the times when district offices are closed and generally include weekdays (Monday through Friday) for the hours from 4:30 pm to 8 am and weekend/holidays hours covering a 24-hour period, ending at 8 am on the next business day. The standby rotation week begins at 4:30 pm on Friday and ends at 8 am on the following Friday. Employees performing standby duties shall be compensated, in addition to their normal work hours, based on their hourly rate of pay.

- For weekday standby, the employee will receive one (1) hour of pay for each day while on standby at their regular hourly rate
- For weekend standby, the employee will receive two (2) hours of pay for each day while on standby at their overtime hourly rate and (2) hours of pay for Saturday and (2) hours of pay for Sunday for doing the water and sewer plants rounds provided plant rounds do not exceed two hours
- For holiday standby, the employee will receive four (4) hours of pay for each holiday while on standby at their hourly rate
- If an employee is required to physically respond to a call, the employee shall enter the actual response time on their timecard and the employee will be compensated for these hours at their overtime/holiday hourly rate

The procedure for responding to a call:

- A cell phone will be issued to the on-call person to use for all business calls only
- When the District's answering service calls the on-call person, the on-call will receive a text message with the problem and name and number of the requesting customer
- A call may be needed to the customer to determine the reason for the call. At the end of each week, on Monday, the answering service will send an email regarding all the previous week's text messages to the District
- All calls will be kept in a log on a form provided by the District and maintained in the truck. At the end of the on-call duty week, the completed form must be turned in to the District office where it will be maintained in the Standby Service Logbook. This log will include:
 - Notification time

