



## REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

May 20, 2020 - 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:

Regular Meeting: April 15, 2020

#### B. FINANCIAL REPORTS:

1. Income statement for the tenth-month ending April 2020
2. District warrants for April 2020

Check #	15986-16026	= \$	179,494.49
Gross Payroll		= \$	63,250.00
Federal/State PR taxes		= \$	6,120.00
LAIF Transfers		= \$	0.00
Transfers/charges		= \$	240.88

#### C. OPERATIONS REPORT FOR THE TENTH MONTH – APRIL 2020:

#### D. GENERAL MANAGER REPORT:

2. RESOLUTIONS NO. 769 & 770 WATER AND SEWER STAND-BY ASSESSMENTS – Public Hearing for water & sewer stand-by assessment fees for Fiscal Year 2020.2021. The rate will remain the same at \$30 per acre for water/sewer availability for vacant parcels.
3. BUDGET FY 2020-2021 - Board of Directors will review the FY 2020-2021 Budget and consider adoption of Resolution 775 approving the 2020-2021 Budget.
4. DISTRICT ONGOING EFFORTS TO COMBAT COVID-19:  
Board of Directors will discuss ongoing efforts undertaken by the District to protect both staff and public.



**5. WATER AND SEWER CAPACITY:**

Board of Directors will discuss approving a policy that limits the maximum water and sewer service connections due to the existing capacities for each system.

**6. CONFLICT OF INTEREST CODE POLICY:**

Board of Directors will discuss Resolution 776, adopting a Conflict of Interest Code which supersedes all prior Conflict of Interest Codes and amendments previously adopted.

**7. DONATION TO IDYLLWILD FIRE DEPARTMENT FOR COMMUNITY ALERT SIREN:**

Board of Directors will consider making a donation of \$10,000 towards the Community Alert Siren.

**DIRECTORS COMMENTS:**

**CLOSED SESSION:**

**8. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (1 Case):**

Significant exposure to litigation pursuant to Govt. Code § 54956.9(a)-(b), (d)(2).

**9. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (§ 54956.9) (1 case):**

*Creighton v. Idyllwild Water District*, Riverside Superior Court RIC2000578.

**10. Public Employee Performance Evaluation:**

Government Code section 54957. Title: General Manager.

**ADJOURNMENT:**

The next Board meeting is a Regular Meeting scheduled for June 17, 2020 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

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**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](mailto: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 OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

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

**April 15, 2020 - 6:00 P.M.**

**CALL TO ORDER:** President Schelly called the meeting to order at 6:02 p.m.

**ROLL CALL:** Directors present: President Schelly, Vice President Szabadi (teleconference), Director Kunkle, and Director Hunt. General Manager Leo Havener, Chief Financial Officer Hosny Shouman, Field Supervisor Mitch Freeman, and Board Secretary Kris Kirschbaum were also present.

Director Gin was absent.

**PUBLIC COMMENT:** None

**ITEM #1- CONSENT CALENDAR:**

**A. MINUTES:**

Regular Meeting: January 15, 2020  
Regular Meeting: February 19, 2020  
Special Meeting: February 26, 2020  
Regular Meeting: March 18, 2020  
Special Meeting: April 1, 2020

**B. FINANCIAL REPORTS February 2020**

1. **Income statement** for the ninth month March, 2020
2. **District warrants** for March 2020.

Check #	15933-15984	= \$	144,352.24
Gross Payroll		= \$	59,720.00
Federal/State PR taxes		= \$	5,083.00
LAIF Transfers		= \$	0.00
Transfers/charges		= \$	276.00

**C. OPERATIONS REPORT FOR THE NINTH MONTH MARCH, 2020.**

**DIRECTORS' COMMENTS:** Questions regarding various warrants and current fiscal health of the district due to COVID 19.

**PUBLIC COMMENTS:** None

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

The vote was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Peter Szabadi			Les Gin
David Hunt			
Steve Kunkle			
Charles Schelly			

Motion approved.

**D. GENERAL MANAGER'S REPORT:**

**DIRECTORS' COMMENTS:** No Questions. Accepted.

**ITEM #2- DISTRICT EFFORTS TO COMBAT COVID-19:** The Board heard what efforts are currently being undertaken by IWD to protect both staff and public.

**DIRECTORS' COMMENTS:** Questions and comments to clarify specific items.

**PUBLIC COMMENT:** None

**DISCUSSION ITEM:** No action taken.

**ITEM #3- DESIGNATION OF AGENTS IN APPLYING FOR REIMBURSEMENT FROM THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES):** The Board discussed Resolution 773, authorizing the General Manager (or designee) to take action to apply for reimbursement of eligible costs resulting from the COVID-19 pandemic from the California Governor's Office.

**DIRECTORS' COMMENTS:** Questions and comments to clarify what items could be covered.

**PUBLIC COMMENT:** None

A MOTION was made by President Schelly to approve Item #3 - Resolutions # 773. Director Hunt seconded. The vote was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Peter Szabadi			Les Gin
David Hunt			
Steve Kunkle			
Charles Schelly			

Motion approved.

**ITEM #4- RIVERSIDE LOCAL AGENCY FORMATION COMMISSION (LAFCo) SPECIAL DISTRICT MEMBER**

**ELECTIONS:** The Board reviewed candidates and discussed rank-order of preference for both a Regular Member and an Alternate Member of LAFCo.

**DIRECTORS' COMMENTS:** Discussion regarding appropriateness of various candidates.

**PUBLIC COMMENT:** None

A MOTION was made by Director Hunt to vote for the agreed upon candidates for Item #4: Director Kunkle seconded. The vote was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Peter Szabadi			Les Gin
David Hunt			
Steve Kunkle			
Charles Schelly			

Motion approved.

**ITEM #5- CALIFORNIA RURAL WATER ASSOCIATION (CRWA) SANTA ANA WATERSHED PROJECT AUTHORITY (SAWPA) DISADVANTAGED COMMUNITY INCENTIVE WORKPLAN FOR DISTRICT**

**WASTEWATER TREATMENT PLANT:** The Board will heard about potential for grant opportunities regarding the Wastewater treatment plant, and approved the General Manager's investigation into working cooperatively with the CRWA and SAWPA to develop a Disadvantaged Community Incentive (DCI) Work Plan (WP) for the District Wastewater Treatment Plan (WWTP).

**DIRECTORS' COMMENTS:** Questions to clarify available process.

**PUBLIC COMMENT:** None

A MOTION was made by Vice President Szabadi to approve the General Manager's investigation into cooperation with the CRWA and SAWPA to develop a Disadvantaged Community Incentive Work Plan for the District Wastewater Treatment Plan. Director Hunt seconded. The vote was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Peter Szabadi			Les Gin
David Hunt			
Steve Kunkle			
Charles Schelly			

Motion approved.

**ITEM #6- WATER AND SEWER CAPACITY:** The Board discussed the current capacity of water and sewer connections within the IWD, including projected connections and possible limits for the future.

	<u>Current</u>	<u>Projected</u>	<u>Limit??</u>
<u>Water Connections</u>	1675	1691	2200
<u>Sewer Connections</u>	559	562	662

**DIRECTORS' COMMENTS:** Discussion regarding need for updated count of current actual connections, and importance of limits to water and sewer capacity within a mountain community.

**PUBLIC COMMENT:** None

**Discussion item:** No action taken.

**Director's Comment:** Employee Manual discussion for future. Also, request written report for Zero Meter Reads.

The Board took a 5 minute recess at 6:50 before moving into closed session.

**CLOSED SESSION**

**1-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)

The Board resumed Open Session.

**Action Taken:** No action taken.

**ADJOURNMENT:** The Meeting Adjourned at 7:25 pm.

The next scheduled regular Board meeting is May 20, 2020 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Kris Kirschbaum

Dr. Charles Schelly

BOARD SECRETARY

BOARD PRESIDENT

**IDYLLWILD WATER DISTRICT  
 WATER FUND CONDENSED INCOME STATEMENT  
 FOR FISCAL MONTH ENDING APRIL 2020**

CONDENSED CATEGORY	FOR THE MONTH OF		
	ACTUAL	BUDGET	APRIL 2020
			VARIANCE %
<b>OPERATING REVENUES:</b>			
BASE-RESIDENTIAL/COMMERCIAL	63,556	65,000	-1,444 -2.22%
SALES-RESIDENTIAL/COMMERCIAL	38,250	50,000	-11,750 -23.50%
OTHER OPERATING REVENUE	364	500	-136 -27.20%
OTHER NON-OPERATING REVENUE*	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>102,170</b>	<b>115,500</b>	<b>-13,330 -11.54%</b>
<b>OPERATING REVENUE BY CATEGORY</b>			
	FOR THE MONTH OF	APRIL	2020
	ACTUAL	BUDGET	F (U) VARIANCE %
BASE RATE - RESIDENTIAL	47,392	48,000	-608 -1.27%
BASE RATE - COMMERCIAL	16,164	16,500	-336 -2.04%
SALES-RESIDENTIAL	25,073	20,000	5,073 25.37%
SALES-COMMERCIAL	13,177	30,000	-16,823 -56.08%
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	0	0	0 0.00%
LIEN & LIEN RELEASE FEES	0	0	0 0.00%
DELINQUENCY FEES	364	500	-136 -27.20%
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%
<b>TOTAL OPERATING REVENUES</b>	<b>102,170</b>	<b>115,000</b>	<b>-12,830 -11.16%</b>

**IDYLLWILD WATER DISTRICT  
WATER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING APRIL 2020**

FOR THE MONTH OF APRIL 2020

CUBIC FEET OF SALES:

	Residential C.F.	Commercial C.F.	Total
R1 5/8	453,564	47,239	500,803
R2 3/4	4,182	8,820	13,002
R3 1"	2,960	45,310	48,270
R4 1.1/2"	0	21,720	21,720
R5 2"	0	11,530	11,530
R6 3"	0	200	200
IA 3"	0	39,260	39,260
NC-WWTP	0	1,000	1,000
<b>TOTAL CUBIC FEET OF SALES</b>	<b>460,706</b>	<b>175,079</b>	<b>635,785</b>

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
<b>TOTAL NUMBER OF CUSTOMER BILLS</b>	<b>1,481</b>	<b>185</b>	<b>1,666</b>

Sewer Acct	S
Fire Services F "2"	418
Fire Services F "3"	0
Fire Services F "4"	0

Total Idyllwild Customers

**2,254**



**IDYLLWILD WATER DISTRICT  
WATER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING APRIL 2020**

FOR THE MONTH OF APRIL 2020

BY CATEGORY  
**WATER OPERATING EXPENSES:**

	ACTUAL	BUDGET	F (U) VARIANCE	%
1- WAGES AND SALARIES EXPENSES	56,250	62,000	5,750	9.27%
2- RETIREMENT PLAN AND LIFE INSURANCE	5,850	6,000	150	2.50%
3- MEDICAL INSURANCE	9,888	12,000	2,112	17.60%
4- UNIFORM EXPENSES	219	438	219	49.94%
5- WORKERS COMP INSURANCE	0	500	500	100.00%
6- RETIREMENT MEDICAL INSURANCE	683	3,500	2,817	80.49%
7- BOARD REIMBURSEMENT	100	500	400	80.00%
8- OFFICE SUPPLIES	575	1,000	425	42.50%
9- OFFICE CLEANING SERVICE	210	280	70	25.00%
10- POSTAGE AND MAILING FEE	723	900	177	19.67%
11- TRAINING AND EDUCATION	180	200	20	10.00%
12- TRAVELING , MILEAGE, MEALS REIMBURSEMENT	115	629	514	81.72%
13- DUES , FEES , SUBSCRIPTIONS	829	2,000	1,171	58.55%
14- ADVERTISING AND PUBLISHING	935	542	-393	-72.62%
15- COMPUTER SERVICES	2,607	1,000	-1,607	-160.70%
16- LEGAL SERVICES	32,465	3,500	-28,965	-827.57%
17- ENGINEERING AND CONSULTING	9,978	200	-9,778	-4889.00%
18- UTILITIES - ELECTRICITY	0	5,000	5,000	100.00%
19- UTILITIES - GAS& FUEL	678	800	122	15.25%
20- UTILITIES - PROPANE	747	325	-422	-129.85%
21- UTILITIES - TELEPHONE INTERNET	815	761	-55	-7.17%
22- UTILITIES - WASTE MANAGEMENT FEE	195	184	-11	-5.89%
23- AUTO AND PROPERTY INSURANCE	0	500	500	100.00%
24- STATE-COUNTY WATER SYSTEM FEES	11,238	2,000	-9,238	-461.90%
25- GENERAL PLANT & TREATMENT SERVICES	4,507	4,000	-507	-12.68%
26 - VEHICLES REPAIRS AND MAINTENANCE	220	500	280	56.00%
27 - LABORATORY SERVICES	1,247	1,500	253	16.87%
28 - WATER SECURITY SYSTEM	0	771	771	100.00%
29 - PROPERTY TAX EXPENSES	0	233	233	100.00%
30 - COMPENSATED TIME	0	500	500	100.00%
31 -BANK FEE CHARGE	0	300	300	100.00%
32 -WATER MAINTENANCE AND PUMP REPAIR	1,715	1,500	-215	-14.33%
33 -ACCOUNTING AND AUDITING FEE	0	500	500	100.00%
34 - WATER LEAK ( IWD Leak Side)	0	500	500	100.00%

TOTAL OPERATING EXPENSES: **142,969** **114,562** **-28,407** **-24.80%**

TOTAL INCOME AND (LOSS) **-40,799** **938**

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING APRIL 2020**

FOR THE MONTH OF APRIL 2020

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES: BASE-RESIDENTIAL/COMMERCIAL OTHER OPERATING	56,793 0	56,559 0	234 0	0.41% 0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>56,793</b>	<b>56,559</b>	<b>234</b>	<b>0.41%</b>
OPERATING EXPENSES:				
1- WAGES AND SALARIES	12,328	18,000	5,672	31.51%
2- RETIREMENT AND LIFE INSURANCE	1,547	2,500	953	38.12%
3- MEDICAL INSURANCE	3,296	5,000	1,704	34.08%
4- UNIFORM EXPENSE	73	300	227	75.67%
5-WORKERS COMPENSATION INSURANCE	0	200	200	100.00%
6- RETIREMENT MEDICAL INSURANCE	683	917	234	25.49%
7- BOARD REIMBURSEMENT	75	200	125	62.50%
8- OFFICE SUPPLIES	163	400	237	59.25%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	234	400	166	41.50%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILEAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	59	1,000	941	94.10%
14- COMPUTER SERVICES	475	1,000	525	52.50%
15- LEGAL SERVICES	10,821	500	-10,321	-2064.20%
16- UTILITIES - ELECTRICITY	0	4,000	4,000	100.00%
17- UTILITIES - GAS & FUEL	0	437	437	100.00%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	263	292	29	9.83%
20- UTILITIES - WASTE MANAGEMENT FEE	64	125	61	48.80%
21- VEHICLES REPAIRS AND MAINTENANCE	717	500	-217	-43.40%
22- ENGINEERING SERVICES	0	2,000	2,000	100.00%
22- MAINTENANCE AND REPAIRS	691	200	-491	-245.50%
23- GENERAL PLANT SERVICES	857	2,500	1,643	65.72%
24- SEWER PERMIT AND LICENSE(State County & 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	3,171	2,000	-1,171	-58.55%
29- GENERAL AUTO AND LIBILITY INSURANCE	0	1,000	1,000	100.00%
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%
<b>Total Expenses</b>	<b>35,587</b>	<b>47,362</b>	<b>11,775</b>	<b>24.86%</b>
<b>Total INCOME OR (LOSS)</b>	<b>21,206</b>	<b>9,197</b>		

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING APRIL 2020**

FOR THE MONTH OF APRIL 2020

SEWER FUND OPERATING REVENUES	F (U)		%
	ACTUAL	BUDGET VARIANCE	
BASE RATE-COMMERCIAL	38,425	38,642	-217
BASE RATE- RESIDENTIAL	18,368	17,917	451
TRANSFER FEE	0	0	0
FACILITY CHARGE FROM IAF	0	0	0
INSPECTION FEE	0	0	0
OTHER MISCE	0	0	0
<b>TOTAL OPERATING REVENUE</b>	<b>56,793</b>	<b>56,559</b>	<b>234</b>
			<b>0.41%</b>
EQUIVALENT DWELLING UNITS (E.D.U'S)			
RESIDENTIAL	448	448	0.0
COMMERCIAL	937	937	0.0
			<b>0.00%</b>
<b>TOTAL E.D.U'S</b>	<b>1,385</b>	<b>1,385</b>	<b>0.0</b>
			<b>0.00%</b>
TOTAL Customers	418	167	585

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

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
04/01/2020	15986	California Computer Options	Monthly IT Services	\$777.25
04/01/2020	15987	Department Of Water Resources	Idyllwild Water Dam Fees	\$11,238.00
04/01/2020	15988	DMV	Renewal Fee foe YAMA 2006	\$52.00
04/01/2020	15989	Forest Lumber	Supplies For Water and Sewer	\$1,143.45
04/01/2020	15990	Four Seasons Cleaning Services	Monthly Cleaning Services Charge	\$280.00
04/01/2020	15991	Frontier	Phone and Internet Services Charge	\$443.17
04/01/2020	15992	Home Depot Credit Services	Purchase Tools and Supplies	\$217.03
04/01/2020	15993	Mission Linen& Uniform Services	Laundry Uniform Charges	\$290.29
04/01/2020	15994	S.C.E	Monthly Charge	\$4,399.33
04/01/2020	15995	Streamline	Monthly Charge for Website	\$200.00
04/01/2020	15996	Thomas Lovejoy	Quarter Retirement Medical Insurance	\$2,735.40
04/01/2020	15997	Time Warner Cable	Monthly Charge	\$412.40
04/01/2020	15998	Verizon Wireless	Cell Phone Monthly Charge	\$203.87
04/01/2020	15999	Underground Services Alert	New Tickets Charge	\$55.64
04/01/2020	16000	Alshire Wynder . LLP	Monthly Legal Services Charge for Feb	\$19,093.80
04/08/2020	16001	Arrow Printing , Inc	Business Card For GM	\$71.34
04/08/2020	16002	California Computer Options	IT Services Charge	\$2,532.50
04/08/2020	16003	CR&R Incorporated	Monthly Services For Trash Services	\$259.37
04/08/2020	16004	EVOQUA Water Technologies , LLC	Purchasing Media For the Carbon Filter	\$28,075.00
04/08/2020	16005	Ferrellgas	Propane Charge	\$747.32
04/08/2020	16006	Genuine Auto Parts / Napa Riverside	Auto Parts for Idyllwild Autos	\$47.38
04/08/2020	16007	Haakker Equipment Company	Labor Services for Jitter Sewer	\$717.55
04/08/2020	16008	Infosend, Inc	Postage and Mailing Fee For Monthly Bills	\$940.92
04/08/2020	16009	Inland Water Work Supply Co	Water Supplies	\$404.06
04/08/2020	1610	Village Hardware	Supplies For Water and Sewer	\$67.00
04/08/2020	16011	Idyllwild Water District	To be Deposit at Bank of Hemet for Payroll	\$33,000.00
04/15/2020	16012	Alshire Wynder . LLP	Monthly Legal Services Charge For March	\$12,779.00
04/15/2020	16013	Allstate Benefits	Monthly Charge For Insurance	\$12,779.07
04/15/2020	16014	Butronics Business System	Quarter Contract for the Copier Machine	\$118.28
04/15/2020	16015	Chase Credit Card	Supplies for Water, Office	\$651.77
04/15/2020	16016	S.C.E	Monthly Charge	\$385.54
04/15/2020	16017	Staples Credit Plan	Offices Supplies	\$1,991.32
04/15/2020	16018	Tyla Friemoth	Water and Office Expenses Reimbursement	\$254.12
04/15/2020	16019	Zenner Performance	Purchase 50 Meters 5/8 Inch	\$3,223.96
04/15/2020	16020	Tyler Pucket	Boots For Work	\$132.60
04/22/202	16021	ACWA/JPIA	Quarter For Workers Comp	\$2,088.87
04/22/202	16022	Central Communications	Monthly Answering Services	\$116.22
04/22/202	16023	Rogers, Anderson , Malody, Scott , LLP	Prepare The Annual State Report	\$600.00
04/22/202	16024	T-Mobile	Internet Data for Solar	\$20.00
04/22/202	16025	Idyllwild Water District	To be Deposit at Bank of Hemet for Payroll	\$35,000.00
04/29/202	16026	Jeanine Olsen	Cashing PTO Vacation	\$949.67

TOTAL DISTRICT WARRANTS \$179,494.49

OTHER DISBURSEMENTS:

TOTAL PAYROLL \$63,250.00  
L.A.I.F. ELECTRONIC TRANSFERS \$0.00  
BANK SERVICE CHARGES AND FEES \$240.88

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS \$242,985.37



### Idyllwild Water District Well Production Data

Month April Year 2020

Date 5/4/2020

Well #	Cubic feet	AF	PT/FT	Status	GPM	Comment
Horizontal #1	123,790	2.84	FT	ON	21.6	
FL #2						
FL #4	258,581	5.9	FT	ON	41.6	
FL #10						
FL #11						
FL #12						
FL #13	205,330	PT	ON	42	39.1	
FL #15						
FL #16	0					
#23 Stratton	48,080	1.1	PT	ON	42.6	
#24 Curtis	0					
#25 Donahoo	0					
#26 Nature Center	0					
#27 Nature Center	0					
#28 Rock Dale	0					
FV#1A	0					
FV#2	252,118	5.7	PT	ON	36.4	
Golden Rod						
Oakwood						

Total Cubic Feet 887,899

Cedar Glen Meter 529,478 cf 12.1 af

In District Production 300,198 cf 6.8 af

TOTAL SUPPLIES TO SYSTEM 829,676 cf 18.9 af

Days of Production 33 Minutes of Production 47,520 Average system GPM 130



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** May 20, 2020  
**Subject:** General Manager Report

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### Overview:

Matters that required my attention since April 15, 2020 Board Meeting is as follows:

- Followed up on items approved by the Board.
- Analyzed water and wastewater usage.
- Continued reviewing the Employee Manual.
- Worked on personnel matters.
- Prepared items for Board meeting.
- Researched data and created dashboards.
- Held Management Team meetings.
- Addressed various customer service issues.
- Communicated with General Counsel regarding various District matters.
- Met and discussed current District challenges with President Schelly.
- Met and discussed items individually with Vice-President Szabadi, and Directors Hunt and Kunkle.
- Read documents pertaining to District finances, operations and water rights.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** May 20, 2020

**Subject:** Item #2 – Resolutions # 770 and #769 Water and Sewer Standby Fees in FY 2020/2021

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### **Recommendation:**

Board of Directors conduct a Public Hearing and adopt Resolutions #769 (Sewer) and #770 (water) Standby Assessment Fees for FY 2020/2021 for undeveloped parcels within the Idyllwild Water District (water service area) and Improvement District No. 1 (sewer service area).

### **Background:**

In order to equitably allocate costs for benefits received by having water and/or sewer service available to vacant lots, Idyllwild Water District has for decades imposed a Standby Fee on unimproved lots within the Water Service area or Improvement District No.1 (Sewer Service area).

The fees are not proposed to change and will be collected on the unified property tax bill issued by Riverside County.





**RESOLUTION NO.769**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1  
ESTABLISHING SEWER STANDBY CHARGES**

**RECITALS**

**A. The IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1 is a subdivision of a County Water District organized and existing pursuant to the provisions of California Water Code, Section 30000 et seq., and has been and is now engaged in discharging its powers and duties as provided by law;**

**B. The District, pursuant to the provisions of Water Code Section 31100 et seq. is vested with the power to fix, assess and collect sewer standby charges on real property situated within the District's boundaries.**

**C. On March 18, 2020, the Board of Directors adopted its Resolution No. 769, a Resolution proposing a sewer standby charge on all unimproved lands within the District, authorizing the preparation of a written report describing each parcel of real property and the amount of the charge for each parcel for the year, and setting the date for a public hearing;**

**D. Pursuant to the Resolution, the District posted and published the proposed charges to property owners within the District.**

**E. On May 20, 2020, the Board of Directors conducted a Public Hearing for the purpose of receiving testimony regarding the proposed charges, and the Board heard and considered all objections, protests and comments on the written report and the proposed sewer standby charges.**

**NOW, THEREFORE, the Board of Directors of the IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1 hereby resolves as follows:**

**1. Amount of Sewer Standby Charge. There shall be imposed, for fiscal year 2020-2021, a sewer standby charge in the amounts and against those properties more specifically described and set forth in that certain written report, a true, correct and complete copy of which is attached hereto as Exhibit "A" and made a part hereof.**

2. Levy and Collection of Charges. On or before the 10th day of August, the Idyllwild Water District Financial Officer shall file with the Riverside County Auditor a copy of the written report with the statement endorsed thereon over his signature that it has been finally adopted by the Board of Directors, and the County Auditor shall enter the amounts of the assessment against the respective lots or parcels of land as they may appear on the current assessment roll.

3. Penalty for Nonpayment. Sewer standby charges that have become delinquent shall, together with a basic penalty of 6% for nonpayment of the charge and a penalty of one-half of 1% per month for each month of nonpayment, become a lien on the property to be collected at the same time and in the same manner and by the same persons as, together with and not separately from the general taxes for the District.

Adopted this 20<sup>th</sup> day of May 2020.

**IDYLLWILD WATER DISTRICT  
IMPROVEMENT DISTRICT #1**

By \_\_\_\_\_  
Charles Schelly – PRESIDENT

**ATTEST:**

I, KRISTIN KIRSCHBAUM, Secretary of the IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1 at its meeting of May 20, 2020, by the following vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1 this 20<sup>th</sup> day of May, 2020.

**IDYLLWILD WATER DISTRICT  
IMPROVEMENT DISTRICT #1**

\_\_\_\_\_  
KRISTIN KIRSCHBAUM, Secretary



**RESOLUTION NO. 770**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE IDYLLWILD WATER DISTRICT  
ESTABLISHING WATER STANDBY CHARGES**

**RECITALS**

**A. The IDYLLWILD WATER DISTRICT is a subdivision of a County Water District organized and existing pursuant to the provisions of California Water Code, Section 30000 et seq., and has been and is now engaged in discharging its powers and duties as provided by law;**

**B. The District, pursuant to the provisions of Water Code Section 31032 et seq. is vested with the power to fix, assess and collect water standby charges on real property situated within the District's boundaries;**

**C. On March 18, 2020, the Board of Directors adopted its Resolution No. 770, a Resolution proposing a water standby charge on all unimproved lands within the District, authorizing the preparation of a written report describing each parcel of real property and the amount of the charge for each parcel for the year, and setting the date for a public hearing;**

**D. Pursuant to the Resolution, the District posted and published the proposed charges to property owners within the District.**

**E. On May 20, 2020 the Board of Directors conducted a Public Hearing for the purpose of receiving testimony regarding the proposed charges, and the Board heard and considered all objections, protests and comments on the written report and the proposed water standby charges.**

**NOW, THEREFORE, the Board of Directors of the IDYLLWILD WATER DISTRICT hereby resolves as follows:**

**1. Amount of Water Standby Charge. There shall be imposed, for fiscal year 2020-2021, a water standby charge in the amounts and against those properties more specifically described and set forth in that certain written report prepared pursuant to Water Code Section 31032.1, a true, correct and complete copy of which is attached hereto as Exhibit "A" and made a part hereof.**

2. Levy and Collection of Charges. On or before the 10th day of August, the Idyllwild Water Financial Officer shall file with the Riverside County Auditor a copy of the written report with the statement endorsed thereon over his signature that it has been finally adopted by the Board of Directors, and the County Auditor shall enter the amounts of the assessment against the respective lots or parcels of land as they may appear on the current assessment roll.

3. Penalty for Nonpayment. Water standby charges that have become delinquent shall, together with a basic penalty of 6% for nonpayment of the charge and a penalty of one-half of 1% per month for each month of nonpayment, become a lien on the property to be collected at the same time and in the same manner and by the same persons as, together with and not separately from the general taxes for the District.

Adopted this 20<sup>th</sup> day of May 2020.

IDYLLWILD WATER DISTRICT

By \_\_\_\_\_  
Charles Schelly – PRESIDENT

ATTEST:

I, KRISTIN KIRSCHBAUM, 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 the IDYLLWILD WATER DISTRICT at its meeting of May 20, 2020, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 20<sup>th</sup> day of May 2020

IDYLLWILD WATER DISTRICT

\_\_\_\_\_  
KRISTIN KIRSCHBAUM, Secretary



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** May 20, 2020

**Subject:** Item #3 – Consider Resolution #775 to Adopt a Budget for FY 2020/2021

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### **Recommendation:**

Board of Directors adopt Resolution #775 and associated Budget for FY 2020/2021 for the sustainable operation of the Idyllwild Water District (water service area) and Improvement District #1 (sewer service area).

### **Background:**

The Budget will provide for the operation of the District in a sustainable manner for fiscal year 2020/2021.

As always, the budget is a plan based on the information and assumptions available during its development. Should conditions change during the year, the Board of Directors has the ability to modify the budget to respond to changing conditions.



# IDYLLWILD WATER DISTRICT

FISCAL YEAR 2020/2021

# BUDGET



## IWD Board Members



Dr. Charles Schelly, President



Peter Szabadi, Vice President



Les Gin, Director



Steve Kunkle, Director



David Hunt, Director

The District operates under the authority of Section 30000, Division 12 of the California Water Code and engages in water and wastewater activities which are classified as "proprietary". These activities are accounted for much like that of a private business and use the full accrual method of accounting for financial transactions. The major activities include: production and treatment of groundwater; sale and delivery of water to domestic and commercial accounts; and collection, treatment and disposal of wastewater.

Idyllwild Water District (IWD) provides water services to 1645 customers and sewer services to 587 customers within a population of 3000 for Idyllwild in the County of Riverside. In performing these services IWD operates and maintains a complex system of water distribution with seven water pressure zones. This includes five water treatment systems and eleven water storage tanks. We have a wastewater treatment facility that is permitted to handle 250,000 gallons a day for our sewer customers. IWD employs 11 people to operate both our water and sewer operations.

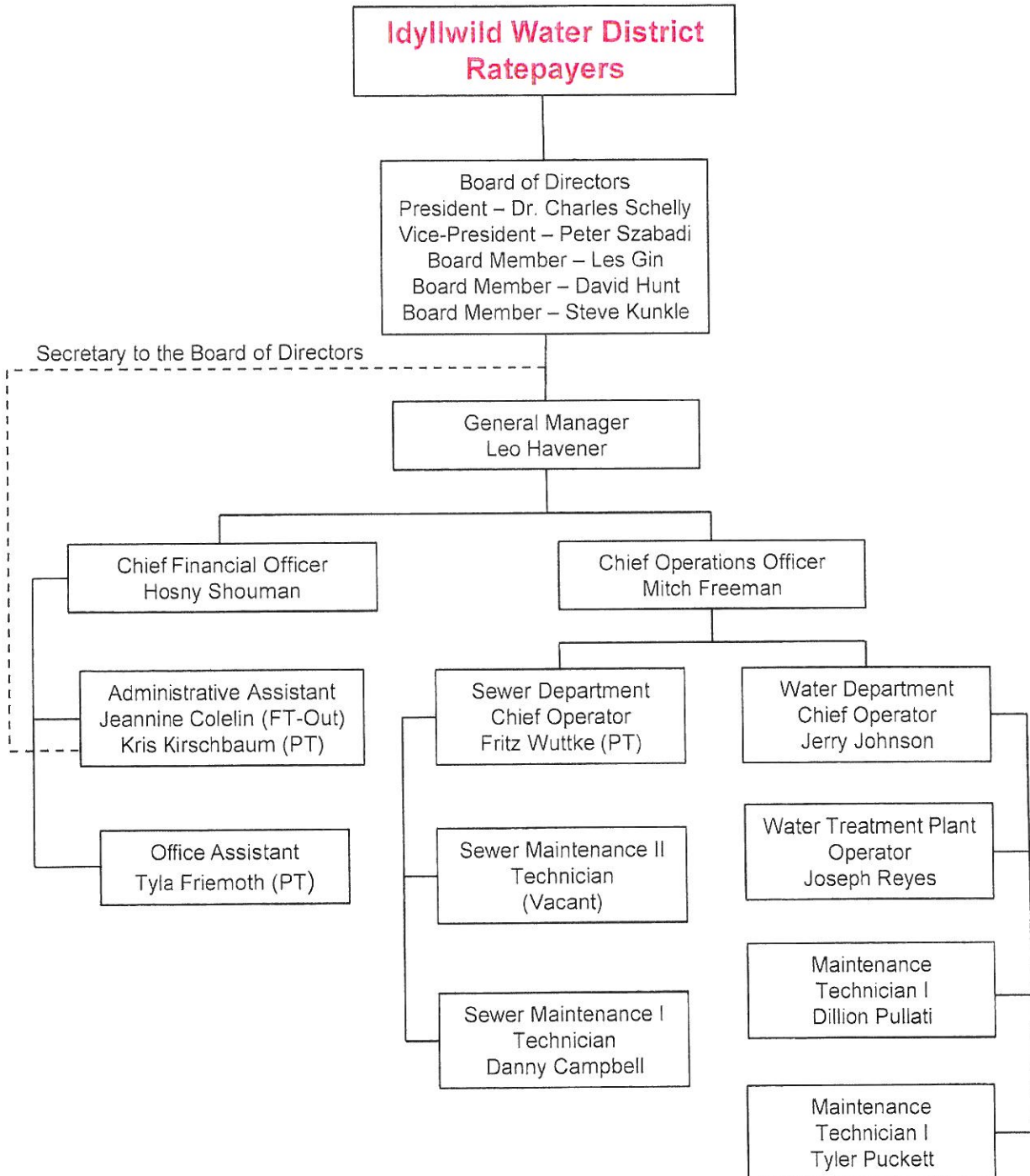
The Idyllwild County Water District was approved by the voters in 1956 as a legal entity to provide water services. The 130,000 feet of water lines and 63,000 feet of sewer lines are located within 9 square miles covering an area of 1,592 acres. Water and sewer services are provided to a combination of residential, commercial and industrial customers. Treated well water from our 28 wells is distributed to individual customers living in the community of Idyllwild. For the first 5 years IWD's main responsibility was to provide water services and later in 1966 constructed its wastewater plant and the sewer collection system. Later the County was dropped from its name to become the Idyllwild Water District.

IWD constructed a 42kW solar system at Foster Lake to operate six wells and a water treatment plant. The district has many other water facilities at the Foster Lake area. The 18,000,000 gallon Foster Lake is used to collect and store 40 acre feet (ACFT) of water annually from Lilly Creek. We pump creek water from our Strawberry Creek Diversion to Foster Lake for additional water storage. The lake percolates the stored water into the surrounding ground water and in turn provides groundwater for the District's wells in the area. IWD operates the diversion using its pre-1914 water right from Strawberry Creek. IWD uses a permit from the State Water Division of Water Rights for its 40acft of Lilly Creek water. Foster Lake is man-made and has an earth dam to contain the 18,000,000 gallons of water. The dam was built in 1945 and has not had any problems related to earthquakes, fires or floods.





## Organizational Chart



**Budget for Revenues & Expenses  
Fiscal Year 2020-2021**

Category	Operating Services		Total
	Water	Sewer	
<b>Operating Revenue</b>			
Water-Base Rate Commercial	214,056		\$214,056
Water-Base Rate Residential	623,940		\$623,940
Water Sales Commercial	240,000		\$240,000
Water Sales Residential	300,000		\$300,000
Sewer Base Fees Commercial		475,332	\$475,332
Sewer Base Fees Residential		220,500	\$220,500
Other Fees and Charge	\$20,200	\$150	
<b>Total Operating Revenue</b>	<b>\$1,398,196</b>	<b>\$695,982</b>	<b>\$2,073,828</b>
<b>Non-Operating Revenue</b>			
Property Taxes Assessments	305,000	106,000	\$411,000
Standby Charges Assessments	8,000	3,800	\$11,800
Interest income	18,000	12,500	\$30,500
Facility Charge	500	0	\$500
<b>Total Non-Operating Revenue</b>	<b>\$331,500</b>	<b>\$122,300</b>	<b>\$453,800</b>
<b>Total Revenues</b>	<b>\$1,729,696</b>	<b>\$818,282</b>	<b>\$2,527,628</b>
<b>Operating Expense</b>			
Water Operations Expenses	\$1,707,004		\$1,707,004
Sewer Operations Expenses		\$664,695	\$664,695
<b>Total Operating Expense</b>	<b>\$1,707,004</b>	<b>\$664,695</b>	<b>\$2,371,699</b>
<b>Non-Operating Expense</b>			
Loan Interest Expense	\$0	\$0	\$0
Miscellaneous Expense			
<b>Total Non-Operating Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Commitments</b>			
OPEB	\$60,000	\$20,000	\$80,000
<b>Total Other Commitments</b>	<b>\$60,000</b>	<b>\$20,000</b>	<b>\$80,000</b>
<b>Total Expenses</b>	<b>\$1,767,004</b>	<b>\$684,695</b>	<b>\$2,451,699</b>
<b>Net Operating Margin</b>	<b>-\$37,308</b>	<b>\$133,587</b>	<b>\$75,929</b>
<b>Capital Commitments</b>			
Capital Improvements and Equipment By IWD	\$622,000	\$252,000	\$874,000
<b>Total Capital Commitments</b>	<b>\$622,000</b>	<b>\$252,000</b>	<b>\$874,000</b>
<b>Net Fund Contribution/ (Deficit)</b>	<b>(\$659,308)</b>	<b>(\$118,413)</b>	<b>(\$798,071)</b>
Beginning Reserve Fund Balance			\$1,000,000
Projected Ending Reserve Fund Balance			\$201,929

\* The Net Deficit will be cover from the Reserve

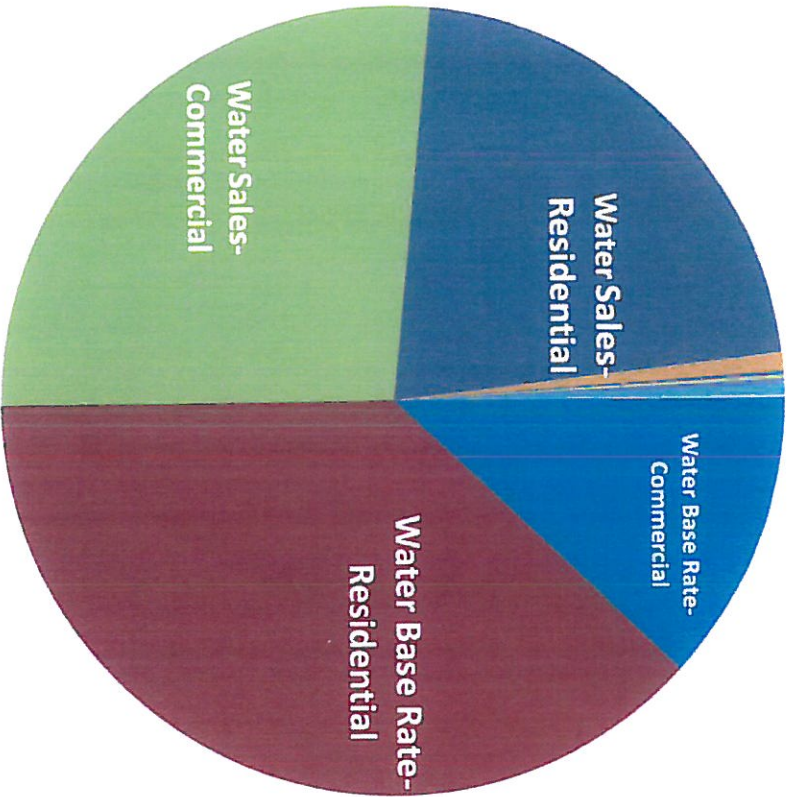
**IDYLLWILD WATER DISTRICT**  
**WATER FUND INCOME STATEMENT**  
**YEAR ENDING June 30, 2021**

	2018/2019	2019/2020	2020/2021
	Last Year	Current Year	Future Year
	Actual	Projected	Budgeted
<b>Income</b>			
4201 · Water Base Rate-Commercial	166,608	192,576	214,056
4202 · Water Base Rate-Residential	473,337	565,104	623,940
4203 · Water Sales-Commercial	308,547	289,000	240,000
4204 · Water Sales-Residential	358,740	313,000	300,000
4205 · Water Sales-Construction	7,370	7,700	5,000
4206 · Water Sales-Other	4,555	4,555	4,200
4208 · Water Transfer Fees	1,043	1,000	700
4209 · Water Turn On/Off Fees	704	704	200
4210 · Water Will Serve Letter Fees	800	850	100
4212 · Water Installation Fees	23,405	23,450	7,000
4213 · Water Lien Fees	240	160	200
4214 · Water Other Fees & Charges	1,922	3,400	2,800
<b>Total Income</b>	<b>1,347,271</b>	<b>1,401,499</b>	<b>1,398,196</b>
<b>WATER</b>			
<b>5400 · WATER OPERATING EXPENSES</b>			
5436 · Payroll and Wages	535,250	685,000	700,000.00
5403 · Engineering Services	41,380	12,526	15,000.00
5404 · Legal Services	24,103	106,200	75,000.00
5405 · State-County Water System Fees	39,645	38,000	38,500.00
5406 · General Plant Expense	118,250	96,000	98,000.00
5407 · Minor Equipment/ Parts	600	320	500.00
5408 · Vehicle Repairs & Maint.	7,860	6,650	8,000.00
5410 · Utilities-Electricity	70,066	82,000	85,000.00
5411 · Utilities-Gas & Fuel	7,650	6,730	7,000.00
5412 · Utilities-Propane	5,059	5,980	6,000.00
5414 · Telephone & Internet	8,900	11,325	11,500.00
5415 · Retirement and Life Insur	52,690	57,800	63,000.00
5417 · Water Computer Services	17,737	14,860	15,000.00
5418 · Water Board Reimbursement	2,587	1,950	2,000.00
5419 · Water Other Operating Expenses	6,424	3,700	3,800.00
5420 · Accounting & Auditing	9,255	8,685	9,000.00
5421 · Postage & Postage Fee	9,200	9,870	9,880.00
5422 · Office Supplies	24,500	21,350	18,000.00
5423 · Traveling and Mileages	2,800	3,400	3,000.00
5025 · Office Cleaning Services	2,520	2,400	2,600.00
5425 · Equipment Maintenance	6,689	3,520	4,000.00
5426 · Medical Insurance	129,000	142,000	146,000.00
5427 · Worker's Compensation Ins	4,230	5,650	7,500.00
5428 · Retiree Health Insurance	30,452	32,000	34,000.00
5429 · Dues, Fees, Subscription	19,947	22,430	21,000.00
5430 · Advertising & Publishing	3,200	4,270	5,250.00
5431 · Leasing Equipment	500	250	500.00
5432 · Utilities Trash Fee	2,187	2,240	2,600.00
5433 · Bank Fee Charge	1,930	2,600	2,800.00
5435 · Auto & General Insurance	23,202	35,000	36,000.00
5438 · Laboratory Services	18,500	37,000	38,000.00
5440 · Compensated Time	12,000	12,500	12,850.00
5441 · Uniform Expenses	3,000	3,000	3,500.00
5442 · Property Tax Expenses	660	520	600.00
5445 · Water Security System (ADT)	3,800	2,500	2,750.00
5446 · Training and Seminars	9,500	5,100	6,500.00
<b>Total WATER OPERATING EXPENSES</b>	<b>1,467,647</b>	<b>1,485,326</b>	<b>1,707,004</b>
<b>Net Ordinary Income</b>	<b>-120,376</b>	<b>-83,827</b>	<b>-308,808</b>
<b>Other Income/Expense</b>			
Other Income			
4901 · Water Taxes & Assessments	305,400	320,000	305,000
4903 · Water Stand By Assessments	17,993	13,500	8,000
4904 · Water Interest Earned	21,000	21,000	18,000
4919 · Water Other Non-Operating Rev	92,000	2,000	500
<b>Total Other Income</b>	<b>436,393</b>	<b>356,500</b>	<b>331,500</b>
<b>Net Income</b>	<b>316,016</b>	<b>272,673</b>	<b>22,692</b>

**IDYLLWILD WATER DISTRICT  
 CAPITAL EXPENDITURES FOR WATER FUND  
 FOR BUDGET YEAR ENDING JUNE 30, 2021**

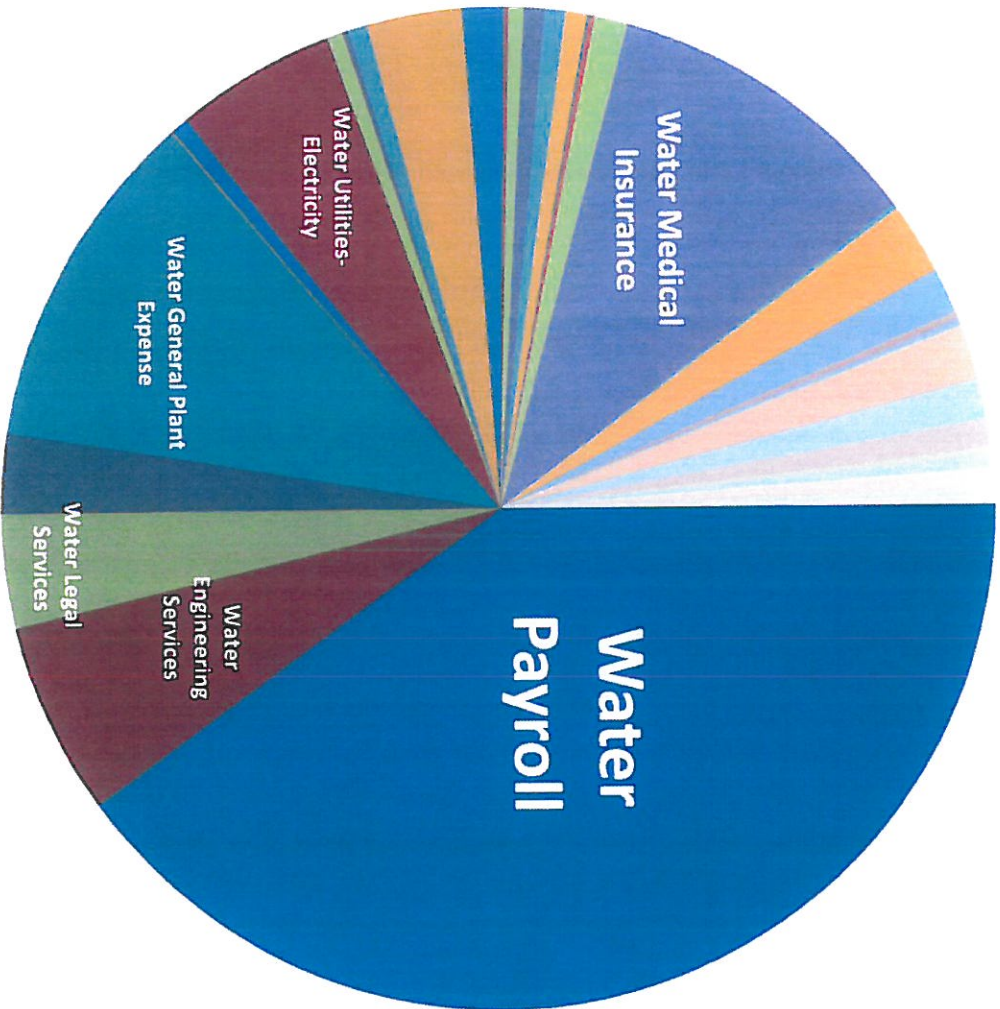
CAPITAL EXPENDITURE DESCRIPTION	CAPITAL EXPENDITURE FINANCE BY IWD
<b><u>SOURCE OF SUPPLY(G/L # 1321):</u></b>	
1- Vertical Well Rehabilitation No #8 & # 11	\$15,000
2- Horizontal Well Rehabilitation and Road Repair	\$45,000
<b>TOTAL SOURCE OF SUPPLY</b>	<b>\$60,000</b>
<b><u>STORAGE TANKS:(G/L # 1324):</u></b>	
3- Install Fall Protection (4Tanks)	\$40,000
4- Cleaning Inspect Water Storage Tanks	\$22,000
5- Foster Lake Treatment Plant Electronics Replace /Upgrade	\$150,000
<b>TOTAL STORAGE TANKS</b>	<b>\$212,000</b>
<b><u>TRANSMISSION AND DISTRIBUTION(G/L # 1324):</u></b>	
6- Spillway Repair	\$5,000
<b>TOTAL TRANSMISSION AND DISTRIBUTION</b>	<b>\$5,000</b>
<b><u>WATER TREATMENT PLANT(G/L # 1325):</u></b>	
7- Strawberry CR Diversion Line Replace	\$25,000
<b>TOTAL WATER TREATMENT PLANT</b>	<b>\$25,000</b>
<b><u>GENERAL PLANT-STRUCTURES, POWER &amp; OTHER EQUIPMENT:</u></b>	
8- Water Line Replacement For Horizontal Wells Projects Leak Repaired	\$50,000
9- Upgrade to Water Meter Radio Roll over to 2021	\$75,000
10- Water Distribution Lines Replacement Projects Line Replacement Rollover	\$20,000
11-Fire Hydrant Improvements in Progress	\$15,000
12-Solar Panel (Stage 2 Plan )	\$160,000
<b>GENERAL PLANT-POWER &amp; OTHER EQUIPMENT</b>	<b>\$320,000</b>
<b>TOTAL WATER FUND CAPITAL IMPROVEMENT AND EQUIPMENT EXPENDITURES</b>	<b>\$622,000</b>

## WATER INCOME



- 4201 · Water Base Rate-Commercial
- 4202 · Water Base Rate-Residential
- 4203 · Water Sales-Commercial
- 4204 · Water Sales-Residential
- 4205 · Water Sales-Construction
- 4206 · Water Sales-Other
- 4208 · Water Transfer Fees
- 4209 · Water Turn On/Off Fees
- 4210 · Water Will Serve Letter Fees
- 4211 · Water Delinquency Fees
- 4212 · Water Installation Fees
- 4213 · Water Lien Fees
- 4214 · Water Other Fees & Charges

# WATER OPERATING EXPENSES



- 5436 Water Payroll 0.0
- 5403 Water Engineering Services 0.0
- 5404 Water Legal Services 0.0
- 5405 State-Country/Water System Fees 0.0
- 5406 Water General Plant Expense 0.0
- 5407 Water Minor Equipment/ Parts 0.0
- 5408 Water Vehicle Repairs & Maint. 0.0
- 5410 Water Utilities-Electricity 0.0
- 5411 Water Utilities-Gas & Fuel 0.0
- 5412 Water Utilities-Propane 0.0
- 5414 Water Telephone & Internet 0.0
- 5415 Water Retirement and Life Insur 0.0
- 5417 Water Computer Services 0.0
- 5418 Water Board Reimbursement 0.0
- 5419 Water Other Operating Expenses 0.0
- 5420 Water Accounting & Auditing 0.0
- 5421 Water Postage & Postage Fee 0.0
- 5422 Water Office Supplies 0.0
- 5423 Water Travelling 0.0
- 5025 Water Office Cleaning Services 0.0
- 5425 Water Maintenance 0.0
- 5426 Water Medical Insurance 0.0
- 5427 Water Worker's Compensation Ins 0.0
- 5428 Water Retiree Health Insurance 0.0
- 5429 Water Dues, Fees, Subscription 0.0
- 5430 Water Advertising & Publishing 0.0
- 5431 Water Leasing Equipment 0.0
- 5432 Water Utilities Trash Fee 0.0
- 5433 Water Bank Fee Charge 0.0
- 5435 Water Auto & General Insurance 0.0
- 5438 Water Laboratory Services 0.0
- 5440 Water Compensated Time 0.0
- 5441 Water Uniform Expenses 0.0
- 5442 Water Property Tax Expenses 0.0
- 5443 Water Consulting 0.0
- 5444 Water Leak (IWD Site) 0.0
- 5445 Water Security System 0.0
- 5446 Training and Seminars 0.0

**IDYLLWILD WATER DISTRICT**  
**SEWER FUND INCOME STATEMENT**  
**YEAR ENDING June 30, 2021**

Ordinary Income/Expense	2018/2019	2019/2020	2020/2021
	Last Year	Current Year	Future Year
	Actual	Projected	Budgeted
Income			
4101 · Sewer Base Fees-Commercial	430,548	463,305	475,332
4102 · Sewer Base Fees-Residential	201,960	209,760	220,500
4108 · Sewer Transfer Fees	467	50	100
4109 · Sewer Other Fees, Refunds	100	0	50
<b>Total Income</b>	<b>633,075</b>	<b>673,115</b>	<b>695,982</b>
<b>6400 · SEWER OPERATING EXPENSES</b>			
6400 · Payroll and Wages	162,000	187,000	197,350
6404 · Retirement and Life Ins	8,500	18,150	24,300
6405 · Treatment Fees	4,400	6,250	7,800
5005 · Uniforms Expense	888	1,260	1,680
5008 · Board of Directors Reimbursement	683	683	720
6406 · General Plant Expense	44,021	46,500	49,600
6408 · Vehicle Repairs & Maint.	1,750	2,500	4,600
6410 · Utilities-Electricity	24,296	29,700	32,000
6411 · Utilities-Gas & Fuel	3,620	3,800	3,914
6413 · Utilities-Telephone	2,890	2,970	3,400
6415 · Legal Services	8,500	32,000	24,000
6417 · Computer Services	5,798	6,800	8,000
6419 · Cleaning Line Expenses	840	3,900	8,600
6420 · Accounting & Audit Service	2,314	2,800	2,960
6421 · Postage & Mail Fee	2,657	3,400	4,300
6422 · Office Supplies	2,126	4,500	6,700
6423 · Medical Insurance	46,215	48,000	52,000
6426 · Worker's Comp Insurance	1,043	1,043	1,260
6428 · Retiree Health Insurance	8,184	9,500	12,430
6429 · Dues, Fees & Subscription	8,454	8,700	8,961
6430 · Advertising & Publishing	752	752	1,424
6431 · Maintenance	6,027	6,027	7,250
6432 · Utilities - Trash Fee	800	800	860
6433 · Bank Fee Charge	69	69	120
6435 · Auto & General Insurance	7,734	7,734	8,200
6438 · Laboratory Service	14,600	16,300	18,500
6441 · Removal Disposal Fee	2,735	2,735	2,817
6443 · Consulting & Engineering	2,500	5,900	14,000
6444 · Traveling and Entertainment	300	300	750
6448 · Training & Seminar Expenses	6,000	7,100	7,200
6445 · Security System	120	120	150
<b>Total 6400 · SEWER OPERATING EXPENSES</b>	<b>525,329</b>	<b>611,806</b>	<b>664,695</b>
<b>Net Ordinary Income</b>	<b>107,746</b>	<b>61,309</b>	<b>31,287</b>
Other Income/Expense			
Other Income			
4801 · Sewer Taxes & Assessments	118,289	115,000	106,000
4803 · Sewer Stand By Assessments	5,073	4,089	3,800
4804 · Sewer Interest Earned	17,460	15,260	12,500
4805 · Sewer Facilities Charges	5,697	5,697	0
4819 · Sewer Other Non-Operating Rev	150	468	0
<b>Total Other Income</b>	<b>146,669</b>	<b>140,514</b>	<b>122,300</b>
<b>Net Income</b>	<b>254,415</b>	<b>201,824</b>	<b>153,587</b>

**IDYLLWILD WATER DISTRICT  
CAPITAL EXPENDITURES FOR SEWER FUND  
FOR BUDGET YEAR ENDING JUNE 30, 2021**

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**CAPITAL EXPENDITURE  
DESCRIPTION**

**WASTEWATER TREATMENT PLANT(G/L # 1316):**

1- Jetting Trailer	\$46,000
2- Clarifier Drive Spare parts	\$16,000

<b>TOTAL WASTEWATER TREATMENT PLANT</b>	<b>\$62,000</b>
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**SUB-SURFACE LINES:(G/L # 1315):**

3- Clean and Video Collection System	\$100,000
4- I&I Repair	\$25,000

<b>TOTAL SUB-SURFACE LINES</b>	<b>\$125,000</b>
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**GENERAL PLANT-STRUCTURES, POWER & OTHER EQUIPMENT:**

5-Automatic Switch (Timedelay)	\$15,000
6-Repair Catwalk at Plant	\$10,000
6- Purchase New Toyota Tacoma	\$40,000

<b>GENERAL PLANT-POWER &amp; OTHER EQUIPMENT</b>	<b>\$65,000</b>
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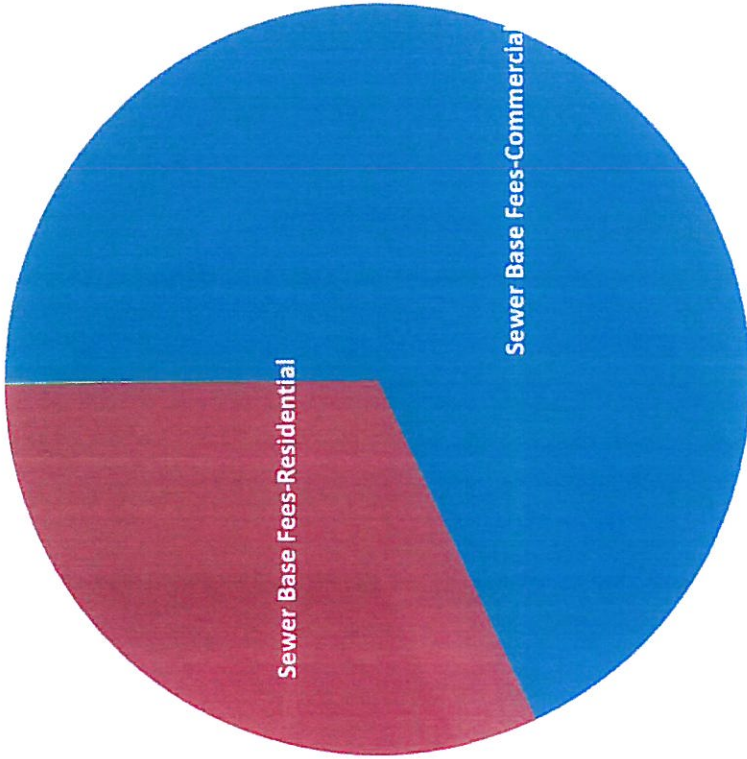
<b>TOTAL SEWER FUND CAPITAL IMPROVEMENT AND EQUIPMENT EXPENDITURE</b>	<b>\$252,000</b>
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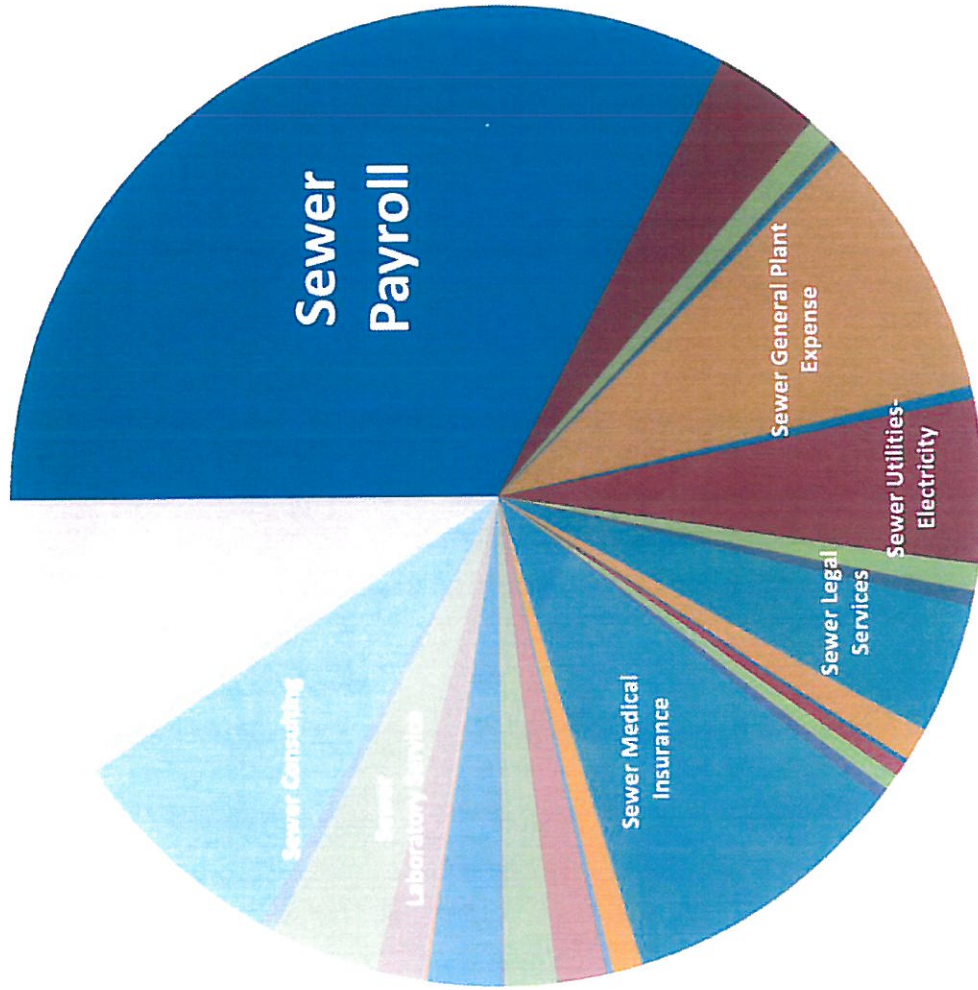


# SEWER INCOME



- 4101 · Sewer Base Fees-Commercial
- 4102 · Sewer Base Fees-Residential
- 4108 · Sewer Transfer Fees
- 4109 · Sewer Other Fees, Refunds

# SEWER OPERATING EXPENSES



- 6400 Sewer Payroll 0
- 6404 Sewer Retirement and Life Ins 0
- 6405 Sewer Treatment Fees 0
- 5005 Sewer Uniforms Expense 0
- 5008 Board of Directors Reimbursement 0
- 6406 Sewer General Plant Expense 0
- 6408 Sewer Vehicle Repairs & Maint 0
- 6410 Sewer Utilities-Electricity 0
- 6411 Sewer Utilities-Gas & Fuel 0
- 6413 Sewer Utilities-Telephone 0
- 6415 Sewer Legal Services 0
- 6417 Sewer Computer Services 0
- 6419 Sewer Other Operating Expenses - (Cleaning) 0
- 6420 Sewer Accounting & Audit Service 0
- 6421 Sewer Postage & Mail Fee 0
- 6422 Sewer Office Supplies 0
- 6423 Sewer Medical Insurance 0
- 6425 Sewer Maintenance 0
- 6426 Sewer Worker's Comp Insurance 0
- 6428 Sewer Retiree Health Insurance 0
- 6429 Sewer Dues, Fees & Subscription 0
- 6430 Sewer Advertising & Publishing 0
- 6431 Sewer Maintenance 0
- 6432 Sewer Utilities - Trash Fee 0
- 6433 Sewer Bank Fee Charge 0
- 6435 Sewer Auto & General Insurance 0
- 6438 Sewer Laboratory Service 0
- 6441 Sewer Removal Disposal Fee 0
- 6443 Sewer Consulting 0
- 6444 Sewer Traveling and Entertainment 0
- 6448 Sewer Training & Seminar Expenses 0
- 5507 Sewer Line Cleaning 0
- 6445 Sewer Security System 0

IDYLLWILD WATER DISTRICT  
 BUDGET FISCAL YEAR ENDING JUNE 30, 2021

=====

**Water Department**

- \*Idyllwild Water District revised the rate structure for the fiscal year 2020/2021 (Third year)
- \*Water Operating Base Rate Revenues for Residential and Commercial will equal \$837.99 for the Fiscal Year 2020/2021.
- \*Water Sales Revenue for Residential and Commercial is expected to be \$540,000 for the Fiscal Year 2020/2021 as impact of the anticipated reduced water usage for covid-19 virus as may reduced the water income by 25-30 %
- \*Property Tax Revenues from the County of Riverside are expected to slightly down by 5% to \$305,000.00.
- \*Direct Operating Expenses for Water are expected to increase 3% for the Fiscal Year 2020/2021 from the previous year.
- \*Capital Improvement Budget items for Fiscal Year 2020/2021 will cost \$626,000 in total which will be financed completely by the Idyllwild water District.
- \*Operating Expenses are expected to increase between 2.5% and 3.5% within the Fiscal Year 2020/2021
- \*No principle debt or interest exists within the Water Department.
- \*Utilities for Idyllwild Water District, including electric, telephone, fuel and propane expenses are expected to increase by 1% total.
- \*Cost of Living wage increase for all employees of 2.5% for Fiscal Year 2020/2021.
- \*Health insurance costs are expected to increase by 5% according to ACWA/JPIA.

	Current 2019/2020	Budgeted 2020/2021
Employee + Family	2495.00	2550.00
Employee + 1 Dependent	1995.00	\$2050.00
Employee	\$997.70	\$1050.00

- \*The interest rate earned from investments is expected to be slid down by 1% with the economy recession .
- \*There will be no change to life insurance benefits.

## **Sewer Department**

\*The Improvement District #1 will increase the base charge to \$42.05 per E.D.U. from \$41.00 per E.D.U. E.D.U. = Equivalent Dwelling Unit

\*Improvement District #1 Residential & Commercial Operating Revenue is expected to be \$475,000 for Fiscal Year 2020/2021 which is a 5% increase from the previous year.

\*Improvement District #1 Residential Operating Revenue is expected to be \$220,500 for Fiscal Year 2020/2021 which is a 5% increase from the previous year.

\*Direct Operating expenses for Improvement District #1 are expected to increase between 2.5% to 3.5% for Fiscal Year 2020/2021.

\*Property Tax Revenues from the County of Riverside are expected to slightly increase by 5% from \$106,000.

\*The Capital Improvement Budget for the Fiscal Year 2020/2021 is \$252,000 for Improvement District #1.

\*No principle debt or interest exists within Improvement District.

\*Improvement District #1 has one vacant position to hire (sewer Technician I)

## **Other Information**

\*Idyllwild Water District will be diligently working to increase satisfaction from our customers.

\*Idyllwild Water District staff working on review the updated employees manual from the Lawyer.

\*Staff is working with the Board of Directors to increase District Transparency.



RESOLUTION NO. 775

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
IDYLLWILD WATER DISTRICT  
ADOPTING A BUDGET FOR  
FISCAL YEAR 2020-2021

**WHEREAS**, the General Manager of Idyllwild Water District (District) has prepared and submitted to the Board of Directors of Idyllwild Water District (Board) a proposed budget for Fiscal Year 2020-2021 (Proposed Budget).

**WHEREAS**, the Board has received on May 20, 2020 and reviewed the Proposed Budget; and

**WHEREAS**, the Board considered approval of the Proposed Budget at the May 20, 2020 Board meeting, where all interested persons were heard; and

**WHEREAS**, the Board has considered the Proposed Budget and comments thereon, and has determined it is necessary for the efficient management of the District that certain sums of revenue be appropriated to the activities as set forth in said budget.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT HEREBY FIND, DETERMINE, ORDER AND RESOLVE AS FOLLOWS:**

Section 1: The Board adopts the Budget for Fiscal Year 2020-2021, a copy of which is attached and made part of this Resolution.

Section 2: The District's General Manager is authorized to take all necessary actions to implement the provisions of the Budget as adopted by the Resolution.

Adopted this 20<sup>th</sup> day of May 2020.

IDYLLWILD WATER DISTRICT

By: \_\_\_\_\_  
CHARLES SCHELLY, President  
Board of Directors

ATTEST:

I, KRIS KIRSCHBAUM, 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 the IDYLLWILD WATER DISTRICT at its meeting of May 20, 2020, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 20th day of May, 2020.

IDYLLWILD WATER DISTRICT

\_\_\_\_\_  
KRIS KIRSCHBAUM, Board Secretary



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** May 20, 2020  
**Subject:** Item #4 - District Ongoing Efforts to Combat COVID-19

---

### **Recommendation:**

Board of Directors will discuss the District's ongoing efforts to protect staff and public during the COVID-19 virus, and, if possible, consider a timeline for the District to get back to normal operations.

### **Background:**

At the April 15, 2020 Regular Board meeting a plan was put forth that protects staff and public during the COVID-19 virus. The District's ongoing efforts are listed below:

- Attempting to maintain six (6) feet of separation.
- Practicing community social distancing measure including discouraging gatherings.
- Wearing a mask or bandana while around people.
- Field staff drives one person per vehicle.
- When available, the District will make Personal Protective Equipment (PPE) available as needed.
- Each office staff has been provided Disinfecting Wipes to sanitize their workstation, office equipment, doorknobs, etc.

- Rotate staff, half staffing every other day.
- Staff that is able to work from home is doing so several days a week.
- Reduce District operations to meeting only regulatory requirements.
- Use cameras, video feed or facetime to monitor multiple sites with fewer staff.
- Ensure the District is stocked with required chemicals and materials.
- Operate the water and wastewater systems.
- Maintain the Cross-Connection Control Program.
- Continue lab sampling.
- Meet all regulatory compliance.
- Provide customer service.
- Meet all financial obligations.
- Ensure equipment is fully operational.
- If necessary, request to activate Mutual Aid Agreements with Pine Cove Water District and/or Fern Valley Water District.

Idyllwild Water District is an essential function for human life and public health. The District is obligated to provide water and wastewater services 24 hours every day. There are no days where the District does not provide services. District staff is essential personnel. Staff safety is of extreme importance for the District to provide water and wastewater services. With this being said, it is imperative that District staff be as prepared and protected from the COVID-19 virus pandemic.

The District is required to operate 24 hours a day and is given no relief of regulatory compliance, reporting requirements, and financial obligations during the COVID-19 virus pandemic.

Staffs dedication and attention to safety during the COVID-19 virus pandemic is important to their health as well as the public's benefit and well-being.

**Fiscal Impact:**

Water revenues have decreased during the COVID-19 crisis. Sewer fund is not affected.

## **Conclusion:**

Governor Newsom changes COVID-19 compliance on a daily basis and County of Riverside has relaxed compliance more than the Governor's recommendations, which complicates developing a timeline for District to get back to normal operations. A suggested timeline for the District to return to normal operations is as follows:

- Tuesday, May 26, 2020
  - All permanent full-time employees return to normal work days and hours.
  
- Tuesday, May 26, 2020
  - Temporary part-time employees will work in the office the following days with normal hours.
    - Tyla Friemoth – Monday thru Thursday
    - Kris Kirschbaum – Friday
  
- May 26 – June 1, 2020
  - All full-time and part-time employees will be encouraged to wear masks and observe social distancing.
  
- June 1, 2020
  - General Manager will reevaluate employees wearing a mask and social distancing.





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** May 20, 2020  
**Subject:** Item #5 - Maximum Water and Sewer System Connections

---

### Recommendation:

Board of Directors approve a policy acknowledging that with all current water sources available to the District, the water system can handle a maximum of 2,200 water service connections; and that the current wastewater treatment plant can handle a maximum of 662 sewer service connections.

### Background:

At the Board meeting on April 15, 2020, the Board requested a written report that identifies the maximum services available for the current water and sewer systems.

### Findings:

**Water System:** The District water system is based on groundwater. Surface water diversions from both Strawberry Creek and Lilly Creek flow into Foster Lake to recharge the groundwater aquifer.

The existing water system is able to produce from all sources a maximum of 537 AF per year.

Staff analyzed past demands and current usage to develop the average and peak demand over the past five years. Based on the analysis, staff has determined the annual average demand during 2015-2019 was 263.4 AF/Y. Peak daily demand data is not available, but production usually closely matches demand. 289 AF/Y of production occurring in 2019. On a daily basis, during 2015-2019 the peak daily production reached .50 MGD, which equals 1.5 AF.

Below is the calculation to establish the maximum water services connections the existing water system can handle:

- Current water service connections: 1,666
- Approved water service connections: 16
- Available water service connections: 518
- Maximum water service connections: 2,200

Exceeding the 2,200 maximum water service connections may jeopardize the effective and efficient operation, as well as fire protection.

**Sewer System:** The District sewer system is gravity fed to the Wastewater Treatment Plant (WWTP), where the wastewater is treated, transported via gravity through a pipeline to settling ponds below the WWTP. The existing WWTP, based on its operating permit, has a maximum capacity of 250,000 GPD.

Staff analyzed past demands and current usage to establish a maximum flow based on WWTP average inflow over the past five (5) years. Based on the analysis, staff has determined the WWTP is able to handle an additional 132,740 GPD, which equals approximately an additional 1,550 EDU's. However, this is a mathematical anomaly.

While mathematically it appears the existing WWTP has an abundance of excess capacity, the unfortunate reality is that the existing WWTP is not capable to handle an additional 1,550 EDU's. Currently, the existing WWTP is barely able to handle maximum capacity days. The situation is compounded by the fact that the current plant has reached the end of its useful life.

At the April 15, 2020 Board meeting staff was authorized to partner with the California Rural Water Association to study the WWTP required modifications. The results of the study are expected to be completed by the end of 2020.

Staff has taken into consideration the actual existing operations and flow capacities to determine that the actual availability of the WWTP can only safely handle an additional 74 EDU's. Again, the mathematics and reality are in conflict, but reality is what the District must adhere to for the health and safety of the public, environment, staff, and to meet regulatory compliance.

Below is the calculation to establish the maximum sewer services connections the existing WWTP can handle:

- Current sewer service connections: 585
- Approved sewer service connections: 3
- Available sewer service connections: 74
- Maximum sewer service connections: 662

Exceeding the maximum sewer service connections of 662 may jeopardize the effective and efficient operation, as well as the health and safety of the public and environment.

**Fiscal Impact:**

Additional water and sewer service connections are designed to cover the cost of service by the rate structure.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** May 20, 2020  
**Subject:** Item #6 - Conflict of Interest Code Policy

---

### **Recommendation:**

Board of Directors approves Resolution 776 Adopting a Conflict of Interest Code which supersedes all prior Conflict of Interest Codes and amendments previously adopted.

### **Background:**

The County of Riverside has requested the District to update its Conflict of Interest Code policy and once approved by the District Board of Directors, provide the County with a copy.

### **Fiscal Impact:**

None

### **Attachments:**

- Resolution No. 776
- Attachment A – Conflict of Interest Code and Appendices
- Part “A” – Officials Who Manage Public Investments
- Designated Positions – Governed by the Conflict of Interest Code
- Part “B” – Disclosure Categories



## RESOLUTION NO. 776

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT

#### ADOPTING A CONFLICT OF INTEREST CODE WHICH SUPERSEDES ALL PRIOR CONFLICT OF INTEREST CODES AND AMENDMENTS PREVIOUSLY ADOPTED

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. seq. ("the Act"), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, the Idyllwild Water District has previously adopted a Conflict of Interest Code and that Code now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act;

NOW, THEREFORE, the Board of Directors of the Idyllwild Water District does hereby resolve as follows:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibit A, the Conflict Code and Appendices in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Idyllwild Water District.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by the Idyllwild Water District and hereby superseded.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Riverside County Board of Supervisors for review and approval by the Riverside County Board of Supervisors as required by California Government Code Section 87303.

PASSED, APPROVED, AND ADOPTED this 20th day of May, 2020.

\_\_\_\_\_  
Charles Schelly, Board President

ATTEST:

State of California  
County of Riverside

I, Kris Kirschbaum, Board Secretary of Idyllwild Water District, California, do hereby certify that the Board of Directors approved Resolution No. 774 at its regular meeting held on the 20th day of May, 2020, and duly approved and adopted said resolution at its regular meeting held on the 20th day of May, 2020, by the following roll call vote:

Name of Director	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Pres. Charles Schelly					
V.P. Peter Szabadi					
Director Les Gin					
Director Steve Kunkle					
Director David Hunt					

\_\_\_\_\_  
Kris Kirschbaum, Board Secretary

\_\_\_\_\_  
Date



## **RESOLUTION 776: ATTACHMENT A - CONFLICT OF INTEREST CODE AND APPENDICES**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Idyllwild Water District (the "District").

All officials and designated positions required to submit a statement of economic interests shall file their original statements with the District Secretary as the District's Filing Officer and send a copy to the General Manager. In the absence of the District Secretary, the General Manager shall act as the District's filing officer. The District Secretary shall make and retain a copy of all statements filed by Members of the Board of Directors and the General Manager, and, upon request, forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. The District Secretary shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

# APPENDIX

## CONFLICT OF INTEREST CODE

### OF THE

## IDYLLWILD WATER DISTRICT

### PART "A"

## OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the District's Code, but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Members of the Board of Directors

General Manager

Chief Financial Officer/Treasurer

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1. Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Section 87200.



## DESIGNATED POSITIONS

### GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
General Counsel	1, 2
Water Department Chief Operator	5
Sewer Department Chief Operator	5
Consultant and New Positions <sup>2</sup>	

- 
2. Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

## PART “B”

### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned. 3 Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** May 20, 2020

**Subject:** Item #7 – Donation to Idyllwild Fire Department for Community Alert Siren

---

### **Recommendation:**

Board of Directors will consider approving a donation to the Idyllwild Fire Department in the amount of \$10,000 exclusively for the installation of a community alert siren.

### **Background:**

The Idyllwild Fire Department is in the process of raising funds to install a community alert siren. It would be sounded in the event of emergencies to alert the public to tune to WNKI 578 (1610 AM) emergency radio station for information and instructions.

The total cost for the community alert siren is approximately \$150,000. The cost includes Pine Cove, Pinion and Anza. The portion to cover Idyllwild and Fern Valley is estimated at \$75,000. The office of Board of Supervisor Chuck Washington has given a verbal commitment of \$30,000 towards the community alert siren. The current shortfall is close to \$55,000.

### **Fiscal Impact:**

The \$10,000 donation is an unbudgeted expense.