



REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

July 19, 2023 – 6:00 P.M.

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

Zoom Information

Topic: Board of Directors Meeting

Time: Jul 19, 2023, 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89396076018?pwd=bGtLL3Fxck9xNVIKMEtpTkJteEgvUT09>

Meeting ID: 893 9607 6018

Passcode: 556611

One tap mobile

+16694449171,,89396076018#,,,,*556611# US

+13462487799,,89396076018#,,,,*556611# US (Houston)

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

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



1. **CONSENT CALENDAR** – 5 minutes

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

A. MINUTES

Regular Board Meeting: June 21, 2023

Special Board Meeting: June 30, 2023

B. FINANCIAL REPORTS

1. Income statement for the twelfth month ending June 30, 2023

2. District warrants for June 2023

3. Check #17769 – 17808 = \$ 266,485.64

4. Gross Payroll = \$ 65,230.00

5. Federal/State PR taxes = \$ 5,697.00

6. LAIF Transfers = \$ 0.00

7. Transfers/charges = \$ 387.00

C. OPERATIONS REPORT

INFORMATION

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

DISCUSSION ITEMS

3. **EMPLOYEE MANUAL, CHAPTER 6** – 10 minutes

4. **BUILDING AD HOC COMMITTEE UPDATE** – 10 minutes

5. **VEHICLE MAINTENANCE REPORT** – 10 minutes

ACTION ITEMS



6. APPROVE RESOLUTION NO. 794 GIVING NOTICE OF A SPECIAL ELECTION TO BE HELD ON MARCH 5, 2023, FOR THE ELECTION OF A BOARD MEMBER TO FILL A VACANCY – 10 Minutes

The Board of Directors will consider approving Resolution No. 794 to call for an election on March 5, 2024 to fill a board vacancy.

CLOSED SESSION

7. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOV'T CODE SECTION 54956.8

Property Description: Assessor's Parcel Number (APN) 906-040-021
Agency: Idyllwild Water District
District Negotiator: Leo Havener, General Manager
Negotiating Parties: Malek Alqadi
Under Negotiation: Price and Terms

8. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOV'T CODE SECTION 54956.8

Property Description: Assessor's Parcel Number (APN) 557-120-002
Agency: Idyllwild Water District
District Negotiator: Leo Havener, General Manager
Negotiating Parties: Idyllwild Arts School
Under Negotiation: Price and Terms

9. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Public Employee Performance Evaluation § 54957 Title: General Manager

DIRECTORS COMMENTS – 5 minutes

ADJOURNMENT

The next Board meeting is a Regular Meeting scheduled for Wednesday, August 16, 2023, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

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



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: July 19, 2023
Subject: Item 1A – Board Minutes

Recommendation:

The Board of Directors approve the following:

- June 21, 2023, Regular Board meeting minutes
- June 30, 2023, Special Board meeting minutes

Attachments:

- June 21, 2023, Regular Board meeting minutes
- June 30, 2023, Special Board meeting minutes



MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

June 21, 2023 – 6:00 P.M.

AGENDA

CALL TO ORDER

President Schelly called the meeting to order at 6:00 p.m.

ROLL CALL

Directors Olson, Kunkle, Vice President Szabadi, and President Schelly were present. General Manager Havener, General Counsel Guiboa, and Chief Financial Officer Shouman were present.

PUBLIC COMMENTS

None

1. CONSENT CALENDAR

A. MINUTES

Regular Board Meeting:	May 17, 2023
Special Board Meeting:	June 7, 2023
Special Board Meeting	June 10, 2023
Board Workshop	June 10, 2023

B. FINANCIAL REPORTS

1. Income statement for the eleventh month ending May 31, 2023
2. District warrants for May 2023

Check #17717 – 17768	= \$ 187,496.59
Gross Payroll	= \$ 64,220.00
Federal/State PR taxes	= \$ 5,434.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 340.00

C. OPERATIONS REPORT



DIRECTOR COMMENTS

Director Olson inquired about information on the financial statements.

PUBLIC COMMENTS

Several members of the public commented on water quality.

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

The vote was as follows:

AYES

Director Olson
Director Kunkle
Vice President Szabadi
Director Schelly

NAYS

ABSTAIN

ABSENT

Motion approved.

INFORMATION

2. GENERAL MANAGER REPORT

General Manager Havener provided his report.

President Schelly requested the Board allow Item 4, Public Hearing on Water and Sewer Rates be heard prior to Item 4. The Board agreed.

DISCUSSION ITEMS

3. EMPLOYEE MANUAL, CHAPTER 6

This item was moved to the July 19, 2023, Board meeting.



ACTION ITEMS

4. Public Hearing On Water and Sewer Rates For FYs 2023 – 2024, 2024 – 2025, 2025 – 2026, 2026 – 2027, 2027 – 2028 And Approve Resolution No. 792

The Board of Directors will hold a public hearing to receive public input regarding proposed water and sewer rates for fiscal years 2023 – 2024, 2024 – 2025, 2025 – 2026, 2026 – 2027, 2027 – 2028 to sustain the operation of the Districts water service area and Improvement District 1 (sewer service area) and consider approving Resolution No. 792.

DIRECTORS COMMENTS

General Counsel Guiboa provided an overview of the Prop 218 process and procedures for the public hearing on water on sewer rates.

General Manager Havener provided an overview of the rates process, public meetings, and presented the proposed water and sewer rates.

PUBLIC HEARING

President Schelly opened the Public Hearing at 6:16 p.m.

PUBLIC COMMENTS

John Jacobs inquired about the procedure to count protest votes and District public relations.

Dave Hunt provided each Board member with a copy of information pertaining to the sewer rates and spoke about the information provided.

Chris Hunt and Jim Billman commented on the status of water capital improvement projects.

President Schelly closed the Public Hearing at 6:29 p.m.

President Schelly opened the two sealed boxes and counted the protest votes. The votes are as follows:

	Protest Votes	Total Accounts	% of Total Accounts
Water	30	1,674	1.8%
Sewer	84	587	14.3%

Both water and sewer protest votes failed to meet Prop 218 requirement of 50% plus one vote to stop the proposed rates from Board approval.



A MOTION was made by Director Olson to approve Resolution No. 792 water and sewer rates for fiscal years 2023 – 2024, 2024 – 2025, 2025 – 2026, 2026 – 2027, 2027 – 2028 to sustain the operation of the Districts water service area and Improvement District 1 (sewer service area). Vice President Szabadi seconded.

The vote was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Director Olson			
Director Kunkle			
Vice President Szabadi			
President Schelly			

Motion approved.

5. CONSIDER APPROVING RESOLUTION NO. 793 BUDGET FOR FISCAL YEAR 2022 – 2023

The Board of Directors will review the FY 2023 – 2024 Budget and consider adoption of Resolution No. 793 approving FY 2023 – 2024 Budget.

DIRECTORS COMMENTS

General Manager Havener gave an overview of the process in developing the budget. President Schelly commented on the capital improvement projects in the budget and that there is a 10-year CIP plan that will be reviewed prior to each budget. Vice President Szabadi commented that developing the budget has been done in public with all documents available for public review.

PUBLIC COMMENTS

None

- 1. First Vote:** Will be on the complete Budget, excluding the notes, which includes the employee benefits.

A MOTION was made by Director Olson to approve Resolution No. 793 approving FY 2023 – 2024 Budget. Vice President Szabadi seconded.

The vote was as follows:



AYES

Director Olson
Director Kunkle
Vice President Szabadi
President Schelly

NAYS

ABSTAIN

ABSENT

Motion approved.

2. **Second Vote: Will excuse Director Kunkle while the other Board members vote on the notes, which include the employee benefits.**

A **MOTION** was made by Director Olson to approve Resolution No. 793 approving FY 2023 – 2024 Budget. Vice President Szabadi seconded.

The vote was as follows:

AYES

Director Olson
Vice President Szabadi
President Schelly

NAYS

ABSTAIN

Director Kunkle

ABSENT

Motion approved.

CLOSED SESSION

Board entered Closed Session at 6:50 p.m.

6. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOV'T CODE

SECTION 54956.8

Property Description: Assessor's Parcel Number (APN) 906-040-021

Agency: Idyllwild Water District

District Negotiator: Leo Havener, General Manager

Negotiating Parties: Malek Alqadi

Under Negotiation: Price and Terms

7. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOV'T CODE

SECTION 54956.8

Property Description: Assessor's Parcel Number (APN) 557-120-002

Agency: Idyllwild Water District



District Negotiator: Leo Havener, General Manager
Negotiating Parties: Idyllwild Arts School
Under Negotiation: Price and Terms

The Board resumed Open Session at 7:30 p.m.

REPORT FROM CLOSED SESSION

No reportable action.

DIRECTORS COMMENTS

None

ADJOURNMENT

Board adjourned at 7:30 p.m.

The next Board meeting is a Regular Meeting scheduled for Wednesday, July 19, 2023, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Leo Havener
BOARD SECRETARY

Dr. Charles Schelly
BOARD PRESIDENT



SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

June 30, 2023 – 6:00 P.M.

AGENDA

CALL TO ORDER

President Schelly called the meeting to order at 6:00 p.m.

ROLL CALL

Directors Olson, Kunkle, Vice President Szabadi, and President Schelly were present. General Manager Havener and Chief Financial Officer were present, with General Counsel Guiboa present by Zoom.

PUBLIC COMMENTS

None

ACTION ITEMS

1. APPROVE RESOLUTION NO. 794 GIVING NOTICE OF A SPECIAL ELECTION TO BE HELD ON NOVEMBER 7, 2023, FOR THE ELECTION OF A BOARD MEMBER TO FILL A VACANCY – 10 Minutes

The Board of Directors will consider approving Resolution No. 794 to call for an election in November 2023 to fill a board vacancy.

DIRECTORS COMMENTS

Vice President Szabadi stated that an election in March 2024 would be less expensive than the November 2023 election, and that 30 days was not enough time for potential candidates to apply for the November election.

President Schelly stated that 30 days is ample time for potential candidates to apply for the November election, and that the costs difference is not significantly more for the November 2023 election.



A MOTION was made by Director Olson to approve Resolution No. 794 to call for an election in November 2023 to fill a board vacancy.

Motion failed for lack of a second.

ADJOURNMENT

Board adjourned at 6:03 p.m.

The next Regular Board Meeting is scheduled for Wednesday, July 19, 2023, to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Leo Havener
BOARD SECRETARY

Dr. Charles Schelly
BOARD PRESIDENT



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: July 19, 2023
Subject: Item 1B – Financial Reports

Recommendation:

Board of Directors accept June 2023 Financial Reports.

Attachments:

- Water Fund Condensed Income Statement
- Sewer Fund Condensed Income Statement
- District Warrants and Other Disbursements

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

Operating Revenue - Water	June 2023			Year to Date: July 2022 - June 2023		
	Actual	Budget	Variance	Actual	Budget	Variance
Condensed By Category						
Base - Residential / Commercial	85,194	85,127	67	1,021,902	1,021,525	377
Sales - Residential / Commercial	58,016	70,000	(11,984)	731,356	863,000	(131,644)
Other Operating Revenue	2,000	-	2,000	8,030	350	7,680
Other Non - Operating Revenue	-	-	-	50	-	50
Total Operating Revenues	145,210	155,127	(9,917)	1,761,338	1,884,875	(123,537)
			-6.39%			-6.55%

Operating Revenue - Water	June 2023			Year to Date: July 2022 - June 2023		
	Actual	Budget	Variance	Actual	Budget	Variance
By Category						
Base Rate - Residential	63,245	63,089	156	716,470	715,824	646
Base Rate - Commercial	21,949	22,038	(89)	305,432	305,701	(269)
Sales - Residential	24,367	40,000	(15,633)	410,182	474,000	(63,818)
Sales - Commercial	33,649	30,000	3,649	321,174	389,000	(67,826)
Sales - Sewer	-	-	-	-	-	-
Sales - Construction / Other	-	-	-	-	-	-
Transfer Fees	-	-	-	-	-	-
Turn On / Off Fees	-	-	-	-	-	-
Lien & Lien Release Fees	-	-	-	-	-	-
Delinquency Fees	-	-	-	50	150	(100)
Will Serve Letter Fees	-	-	-	7,980	200	7,780
Other Miscellaneous	2,000	-	2,000	50	-	50
Installation Fees	-	-	-	-	-	-
Capacity Fees	-	-	-	-	-	-
Total Operating Revenues	145,210	155,127	(9,917)	1,761,338	1,884,875	(123,537)
			-6.39%			-6.55%

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

Water Sales Meter Size	June 2023		
	Residential	Commercial	Total CF
R1 5/8	515,355	76,950	592,305
R2 3/4	8,748	11,682	20,430
R3 1"	4,757	96,978	101,735
R4 1.1/2"	-	29,521	29,521
R5 2"	-	3,505	3,505
R6 3"	-	4,101	4,101
IA 3"	-	108,799	108,799
NC-WWTP	-	1,565	1,565
Total Water Sales	528,860	333,101	861,961

Water Accounts Meter Size	June 2023	
	Residential	Commercial
R1 5/8	1,427	105
R2 3/4	12	18
R3 1"	48	39
R4 1.1/2"	-	17
R5 2"	-	6
R6 3"	-	1
IA 3"	-	1
NC-WWTP	-	1
Total Accounts	1,487	188

Sewer Accounts Service Type	June 2023	
	Residential	Commercial
Sewer Acct S	422	165
Fire Services F "2"	-	-
Fire Services F "3"	-	-
Fire Services F "4"	-	-
Total Sewer Accounts	422	165
Total Water And Sewer Accounts	1,909	353

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

No.	By Category	June 2023				Year to Date: July 2022 - June 2023			
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	54,230	56,000	1,770	3.16%	652,463	670,979	18,516	2.76%
2	Retirement Plan and Life Insurance	3,137	3,370	233	6.91%	35,407	40,440	5,033	12.45%
3	Medical Insurance	5,423	10,500	5,077	48.35%	131,294	125,100	(6,194)	-4.95%
4	Uniform Expenses	-	-	-	0.00%	1,500	900	(600)	-66.67%
5	Worker's Comp Insurance	-	4,000	4,000	100.00%	7,093	16,000	8,907	55.67%
6	Retirement Medical Insurance	5,455	4,500	(955)	-21.22%	17,924	26,000	8,076	31.06%
7	Board Reimbursement	703	800	(103)	-17.17%	4,530	7,200	2,670	37.08%
8	Office Supplies	1,219	1,500	281	18.73%	8,711	18,000	9,289	51.61%
9	Office Cleaning Service	240	250	10	4.00%	2,535	3,000	465	15.50%
10	Postage and Mailing Fees	721	1,500	779	51.93%	8,563	15,800	7,237	45.80%
11	Training and Education	-	500	500	100.00%	-	5,000	5,000	100.00%
12	Reimbursement, Travel, Meals, Etc.	-	1,000	1,000	100.00%	942	10,990	10,048	91.43%
13	Dues, Fees, Subscriptions	7,418	1,500	(5,918)	-394.53%	17,928	18,000	72	0.40%
14	Computer Services	1,665	1,800	135	7.50%	19,556	21,400	1,844	8.62%
15	Legal Services	12,365	2,000	(10,365)	-518.25%	41,028	24,000	(17,028)	-70.95%
16	Engineering and Consulting	-	3,000	3,000	100.00%	2,797	33,100	30,303	91.55%
17	Utilities, Electricity	1,448	8,000	6,552	81.90%	51,130	96,900	45,770	47.23%
18	Utilities, Gas & Fuel	770	620	(150)	-24.19%	4,515	7,440	2,925	39.31%
19	Utilities, Propane	1,440	100	(1,340)	-1340.00%	9,151	1,200	(7,951)	-662.58%
20	Utilities, Telephone and Internet	1,846	2,500	654	26.16%	26,728	30,000	3,272	10.91%
21	Utilities, Waste Management Fees	222	250	28	11.20%	2,664	3,000	336	11.20%
22	Insurance, Liability, Auto, Property	-	12,000	12,000	100.00%	64,200	135,000	70,800	52.44%
23	Fees, State, County Water System	-	14,000	14,000	100.00%	66,822	126,000	59,178	46.97%
24	General Plant & Treatment Services	2,137	12,500	10,363	82.90%	149,613	150,000	387	0.26%
25	Vehicles Repairs & Maintenance	77	1,500	1,423	94.87%	42,945	17,500	(25,445)	-145.40%
26	Laboratory Services	7,594	4,000	(3,594)	-89.85%	28,921	48,000	19,079	39.75%
27	Water Security System	-	500	500	100.00%	-	6,000	6,000	100.00%
28	Advertising and Publishing	-	1,200	1,200	100.00%	6,210	14,400	8,190	56.88%
29	Bank Fee Charge	-	250	250	100.00%	1,778	3,100	1,322	42.65%
30	Water Maintenance and Supplies	-	2,000	2,000	100.00%	57,941	24,000	(33,941)	-141.42%
31	Accounting & Auditing Fees	-	2,000	2,000	100.00%	18,487	24,000	5,513	22.97%
32	IWD Leak	-	1,800	1,800	100.00%	3,162	7,200	4,038	56.08%
Total Operating Expenses		108,110	155,240	47,130	30.36%	1,486,538	1,729,649	243,111	14.06%

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

Operating Revenue - Sewer	June 2023				Year to Date: July 2022 - June 2023			
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	42,176	41,513	663	1.60%	501,161	498,156	3,005	0.60%
Other Operating Revenue	20,376	20,287	89	0.44%	243,713	243,444	269	0.11%
Total Operating Revenues	62,552	61,800	752	1.22%	744,874	741,600	3,274	0.44%

Operating Revenue - Sewer	June 2023				Year to Date: July 2022 - June 2023			
	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	42,176	41,513	663	1.60%	501,161	498,156	3,005	0.60%
Sales - Residential / Commercial	20,376	20,287	89	0.44%	243,713	243,444	269	0.11%
Other Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Other Non - Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Total Operating Revenues	62,552	61,800	752	1.22%	744,874	741,600	3,274	0.44%

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

No.	By Category	June 2023				Year to Date: July 2022 - June 2023			
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	11,000	15,000	4,000	26.67%	145,459	174,000	28,541	16.40%
2	Retirement Plan and Life Insurance	1,262	1,500	238	15.87%	13,776	17,160	3,384	19.72%
3	Medical Insurance	1,807	3,500	1,693	48.37%	37,352	41,400	4,048	9.78%
4	Uniform Expenses	-	-	-	0.00%	600	1,059	459	43.34%
5	Worker's Comp Insurance	-	1,500	1,500	100.00%	2,592	15,240	12,648	82.99%
6	Retirement Medical Insurance	1,818	1,850	32	1.73%	8,377	22,200	13,823	62.27%
7	Board Reimbursement	234	200	(34)	-17.00%	1,718	2,200	482	21.91%
8	Office Supplies	406	590	184	31.19%	2,812	7,080	4,268	60.28%
9	Office Cleaning Service	80	150	70	46.67%	925	1,570	645	41.08%
10	Postage and Mailing Fees	240	275	35	12.73%	4,220	3,300	(920)	-27.88%
11	Training and Education	-	-	-	0.00%	-	-	-	0.00%
12	Reimbursement, Travel, Meals, Etc.	-	110	110	100.00%	4,089	1,100	(2,989)	-271.73%
13	Dues, Fees, Subscriptions	2,712	500	(2,212)	-442.40%	6,711	6,000	(711)	-11.85%
14	Computer Services	555	600	45	7.50%	6,332	7,200	868	12.06%
15	Legal Services	4,121	285	(3,836)	-1345.96%	18,796	3,420	(15,376)	-449.59%
16	Utilities, Electricity	-	5,000	5,000	100.00%	24,613	58,950	34,337	58.25%
17	Utilities, Gas and Fuel	275	213	(62)	-29.11%	1,721	2,630	909	34.56%
18	Utilities, Propane	-	-	-	0.00%	186	-	(186)	#DIV/0!
19	Utilities, Telephone and Internet	257	1,000	743	74.30%	8,470	12,000	3,530	29.42%
20	Utilities, Waste Management Fees	74	80	6	7.50%	888	960	72	7.50%
21	Vehicles Repairs and Maintenance	26	1,500	1,474	98.27%	24,347	14,000	(10,347)	-73.91%
22	Engineering and Consulting	-	200	200	100.00%	750	2,000	1,250	62.50%
23	Maintenance and Supplies	168	1,000	832	83.20%	8,131	9,300	1,169	12.57%
24	General Plant and Treatment Services	11,403	5,000	(6,403)	-128.06%	77,504	60,000	(17,504)	-29.17%
25	State and County Sewer System Fees	-	500	500	100.00%	-	5,000	5,000	100.00%
26	Minor Equipment and Supplies	-	125	125	100.00%	347	1,125	778	69.16%
27	Sewer Leases	-	-	-	0.00%	4,659	4,700	41	0.87%
28	Advertising and Publishing	-	500	500	100.00%	1,913	6,000	4,087	68.12%
29	Laboratory Services	2,531	2,000	(531)	-26.55%	9,708	22,000	12,292	55.87%
30	Sewer Security System	-	300	300	100.00%	-	3,600	3,600	100.00%
31	Accounting and Auditing Fees	-	5,000	5,000	100.00%	3,087	50,000	46,913	93.83%
32	Liability, Auto and Property Insurance	-	15,000	15,000	100.00%	30,227	130,500	100,273	76.84%
33	Waste Disposal Fees	-	-	-	0.00%	-	-	-	0.00%
Total Operating Expenses		38,969	63,478	24,509	38.61%	450,310	685,694	235,384	34.33%

IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED JUNE 30, 2023

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
			Replacing Waterline at Jameson & Hwy 243 (Remaining)	76,800.00
06/01/2023	17769	El-Co Contractors, Inc.	Medical Retirement for Lyons Family	1,383.00
06/01/2023	17770	Elizabeth Lyons	Repair Scada System at Sewer Inv#708814865	6,175.10
06/01/2023	17771	Forshock	Purchase Washer & Dryer Tools and Supplies	148.11
06/01/2023	17772	Home Depot Credit Services	Payroll Check to be deposit at Hemet Bank	36,000.00
06/01/2023	17773	Idyllwild Water District	May 2023 Medical Insurance	7,230.95
06/06/2023	17790	ACWA/JPIA	Reimbursement For Renewal Fees D2	60.00
06/06/2023	17791	Danny Campbell	Payroll Check to be deposit at Hemet Bank	38,000.00
06/06/2023	17792	Idyllwild Water District	Monthly IT Services	1,860.00
06/07/2023	17774	California Computer Options, Inc	Reimbursement For Class Renewal	179.95
06/07/2023	17775	Danny Campbell	Supplies for Sewer	1,224.00
06/07/2023	17776	Fluence USA	Supplies for Water + Sewer	572.20
06/07/2023	17777	Forest Lumber	Monthly Fee for Cleaning Services to the office	320.00
06/07/2023	17778	Four Seasons Cleaning Services	Phone and Internet Charge	698.28
06/07/2023	17779	Frontier	Auto Parts Monthly Charge	103.29
06/07/2023	17780	Genuine Auto Parts/ Napa Riverside	Supplies for Sewer	2,330.62
06/07/2023	17781	Grainger	Printing and Processing Bills Fees Customer	962.40
06/07/2023	17782	INFOSEND, INC	Monthly Charge	40.13
06/07/2023	17783	S.C.E.	Monthly Charge For Idyllwild Website	200.00
06/07/2023	17784	Streamline	Annual Support For Billing Software	9,500.52
06/07/2023	17785	Tyler Tehnologies, inc	New Tickets Charges	35.96
06/07/2023	17786	Underground Service Alert/SC	Supplies for Water & Sewer	447.85
06/07/2023	17787	USA Bluebook	Bill for Emergency Cell Phone 24 hours services	328.52
06/07/2023	17788	Verizon Wireless	Supplies For Water and Sewer	192.91
06/07/2023	17789	Village Hardware	Void	0.00
06/07/2023	17790-92	Void Checks	Lab Test Water & Sewer	10,126.36
06/12/2023	17793	Babcock Laboratories, Inc	Retiree Medical Insurance for April+May+ June 2023	1,302.87
06/14/2023	17794	Bill D. Whitener	Monthly IT Services (Feb+ Mar	160.18
06/14/2023	17795	California Computer Options, Inc	Monthly Services for Trash Fee Acct#41-0000316 5	296.52
06/14/2023	17796	CR&R Incorporated	Retiree Medical Insurance for April+May+ June 2023	2,987.08
06/14/2023	17797	Herb Bergstrom	Retiree Medical Insurance for April+May+ June 2023	1,601.24
06/14/2023	17798	Kelly Clark	Monthly Charge	1,270.99
06/14/2023	17799	S.C.E.	Payroll Check to be deposit at Hemet Bank	34,000.00
06/14/2023	17800	Idyllwild Water District	Monthly Charge	136.44
06/14/2023	17801	S.C.E.	Acct#123-5142-871 Monthly Answering Services	168.99
06/14/2023	17802	Central Communications	Survey Site for Idyllwild (Wastewater Project)Inv#18463	5,072.00
06/21/2023	17803	Cozad & Fox Inc	Acct #9462095 Propane	1,440.64
06/21/2023	17804	Ferrellgas	Cal-Val Maintenance Acct #4933	1,846.00
06/21/2023	17805	Griswold Industries	Office Supplies	1,626.34
06/21/2023	17806	Staples Credit Plan	General & Water Expenses	2,413.48
06/21/2023	17807	US Bank Corporate Payment System	Monthly Legal Services	16,487.72
06/21/2023	17808	BEST BEST & KRIEGER	Payment for CourtYard Suite	755.00
06/21/2023	ACH	Belmont Rental		
TOTAL DISTRICT WARRANTS				\$266,485.64

OTHER DISBURSEMENTS:	
TOTAL PAYROLL	\$65,230.00
L.A.I.F. ELECTRONIC TRANSFERS	\$0.00
BANK SERVICE CHARGES AND FEES	\$387.00
TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS	\$332,102.64



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: July 19, 2023
Subject: Item 1C – Operations Report

Recommendation:

Board of Directors accept June 2023 Operation Report.

Attachments:

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

Idyllwild Water District

Monthly Operations Report

June 2023

Supplies to System	1,062,433 CF	24.39 AF	
Increase / Decrease	45,623 CF	4% Billing Period	8% Daily Demand
Number of Wells Available	12	323 GPM Available	
Water Sales	861,961 CF	172,331 CF Non-Water Sales	
Total Water/Non-Water Sales	1,034,292 CF	3% Loss	

Full-Time	FV1A	1
Part-Time	2, 4, 10, 13, 15, 23, 24, FV2, Golden Rod	9

Strawberry Creek Diversion	0 CF	0.00 AF	33.03 AFY
Lilly Creek Flow	0 CF	0.00 AF	11.31 AFY
Foster Lake Level (Max. 18')	18 Feet	0 Inches	

Non-Water Sales	Gallons	CF
WTP Backwash	247,000	33,021
IWD Flushing	70,000	9,358
Main Line Leaks		
Distribution Line Leaks		
Fire Dept. Usage, Per IFPD	100,000	13,369
Hydrant Sales		
Wastewater Plant	11,706	1,565
Storage Tanks Variance	1,107,332	148,039
Total	1,289,038	172,331

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
June	190.3	323	59%	2
May	176.1	323	55%	2
April	160.4	323	50%	1
Mar	150.2	323	47%	1
Feb	160.5	323	50%	1
Jan	168.6	323	52%	2

Not Included in Total

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

Foster Lake Area	SL #3 0	SL #7 0	SL #14 1	FL Avg. 0
Creek Area	PL #23 235	SL #24 17		
Nature Center	SL #26 18	SL #27 12	SL #28 86	
Fern Valley	PL FV1A 354	PL FV2 244		

Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	21.6	252,677
Rock Dale Tank	2,718	19.1	51,914
Delano Tank	1,337	24.9	33,291
South Ridge Tank	3,509	16.0	56,144
Wild Wood Tank	919	11.7	10,752
Golden Rod Tank	891	23.3	20,760

Total	425,539 CF	Storage Supplies Max. 3.702 MGD	86%
Storage in MGD	3.18		
Production Days	29	Production Minutes	41,760
		Average GPM	190.3

Idyllwild Water District

Well Production Data

June 2023

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal		-				
2	Foster Lake		-				
4	Foster Lake	162,810	3.7	PT	On	31.3	
10	Foster Lake	58,691	1.3	PT	On	12.2	
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake	6,083	0.1	PT	On	31.6	
15	Foster Lake	114,545	2.6	PT	Off	26.3	
16	Foster Lake		-				
23	Stratton	222,207	5.1	PT	On	40.5	
24	Curtis		-				
25	Donahoo		-				
26	Nature Center		-				
27	Nature Center		-				
28	Rock Dale		-				
FV1A	Fern Valley	238,410	5.5	FT	On	42.0	
FV2	Fern Valley	172,201	4.0	PT	On	35.3	
31	Golden Rod	23,960	0.6	PT	On	18.7	
	Oakwood		-				
Total		998,907	22.93			237.9	

Cedar Glen Meter	<u>405,655</u> CF	<u>9.3</u> AF
District Production	<u>656,778</u> CF	<u>15.1</u> AF
Total Supplies to System	<u>1,062,433</u> CF	<u>24.4</u> AF
Days of Production	<u>29</u>	Minutes of Production <u>41,760</u>
Average System GPM	<u>190.31</u>	

Idyllwild Water District

Well Statics

June 2023

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	BW	0.0	SL	
7	BW	0.0	SL	
14	BW	1.0	SL	Foster Lake Average = 0.3
23	BW	235.0	PL	
24	BW	17.0	SL	
26	BW	18.0	SL	
27	BW	12.0	SL	
28	BW	86.0	SL	
FV1A	BW	354.0	PL	
FV2	BW	244.0	SL	
31 - GR	BW	162.0	SL	
MW6	BW		SL	
FL2	BW	3.0	SL	
FL4	BW	16.0	PL	
6	BW	8.0	SL	
FL10	BW	242.0	PL	
12	BW	25.5	SL	
FL13	BW	3.0	SL	
FL15	BW	8.0	PL	
19	BW	33.0	SL	



IDYLLWILD WATER DISTRICT

Memo

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

Recommendation:

General Manager Havener will present his report.

Attachments:

- General Manager Report

GENERAL MANAGER REPORT

JULY 19, 2023



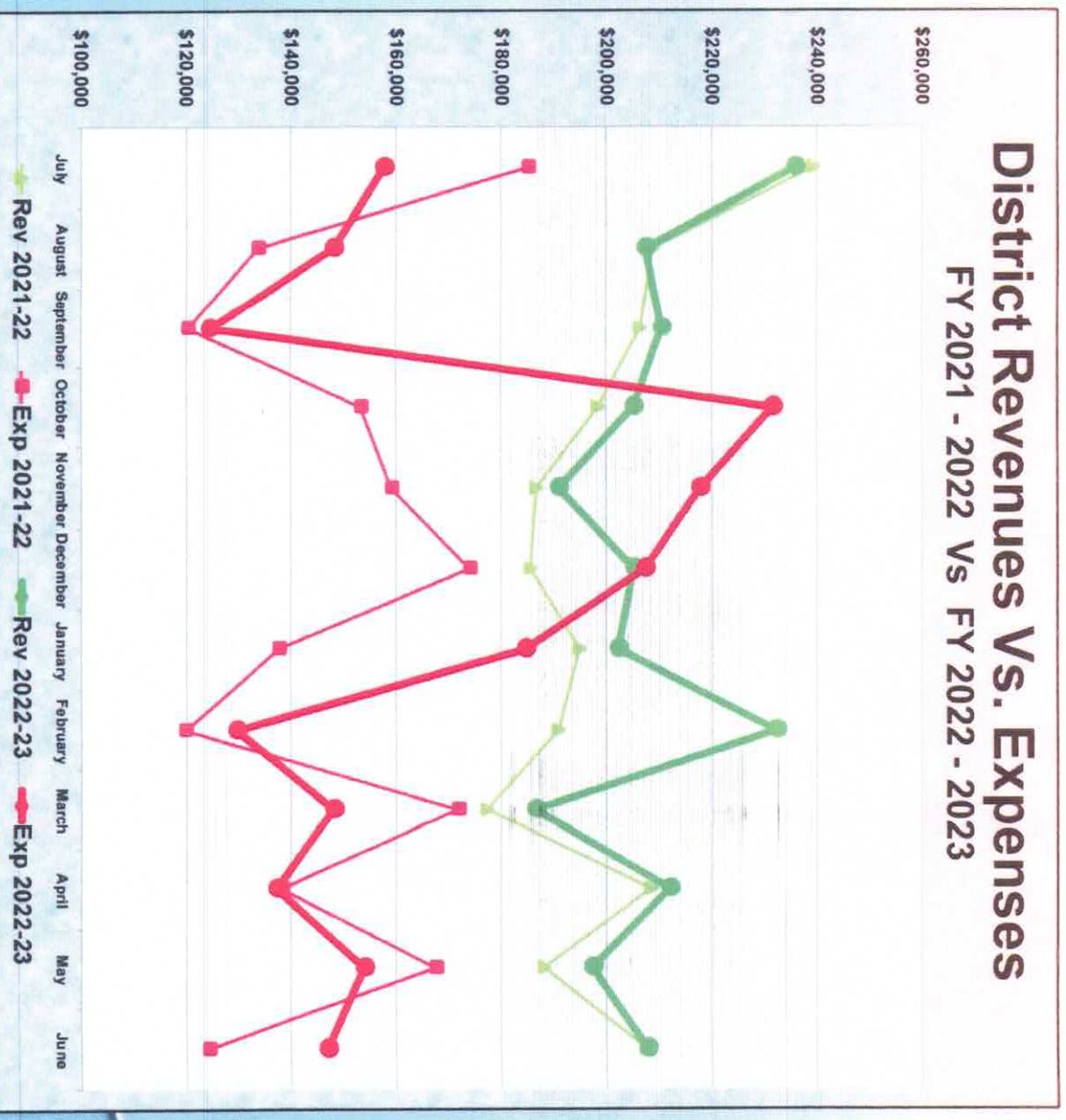
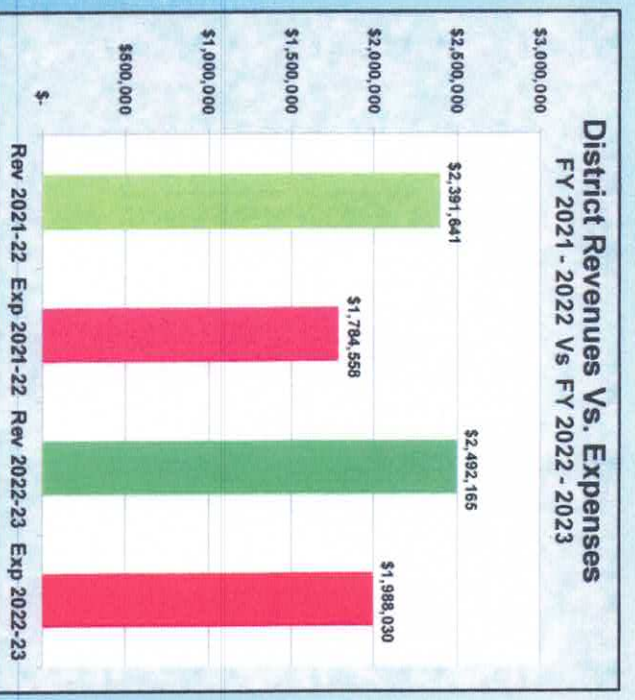
DISTRICT FINANCES



DISTRICT REVENUES VS. EXPENSES

FY 2022 - 2023

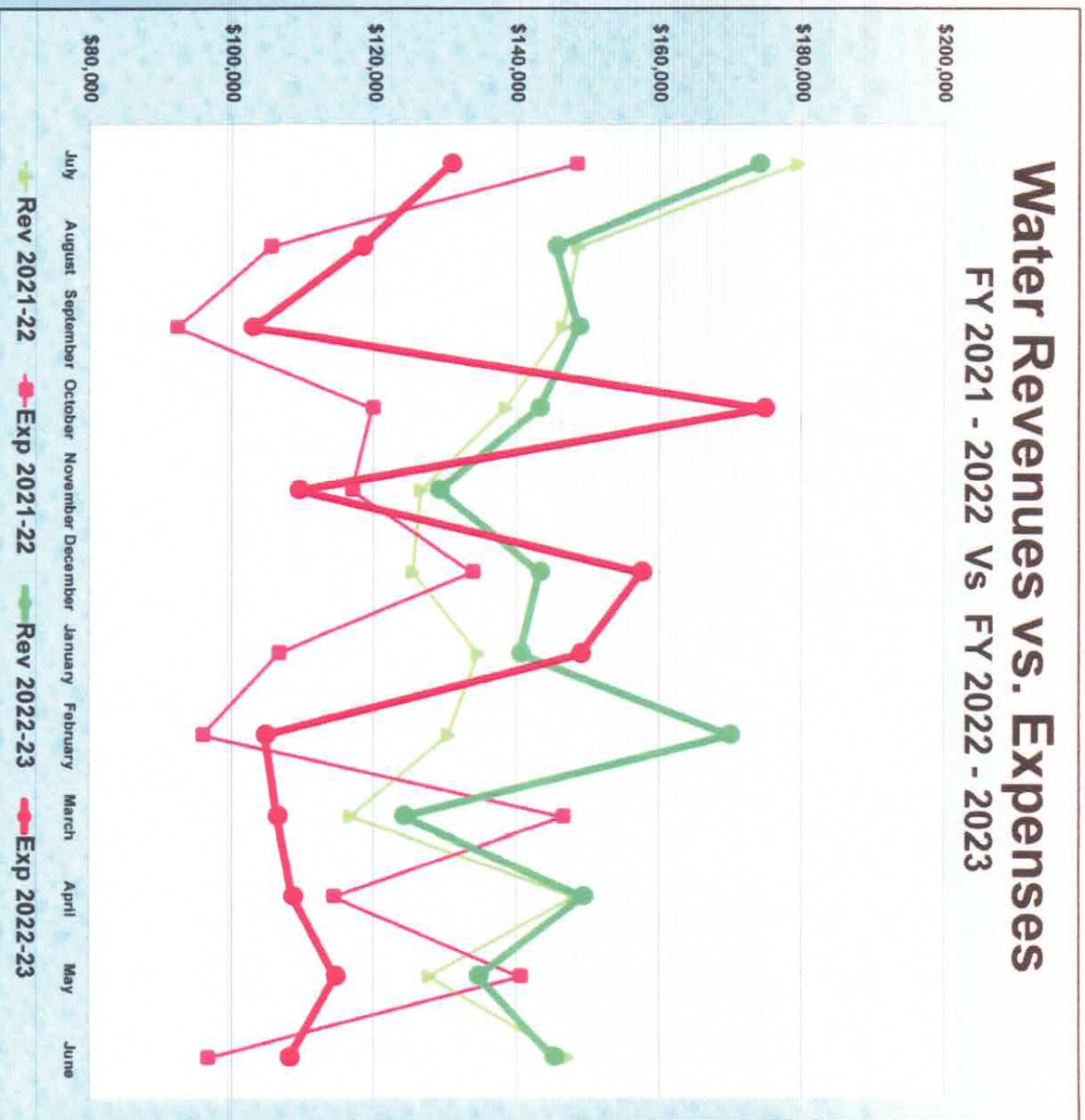
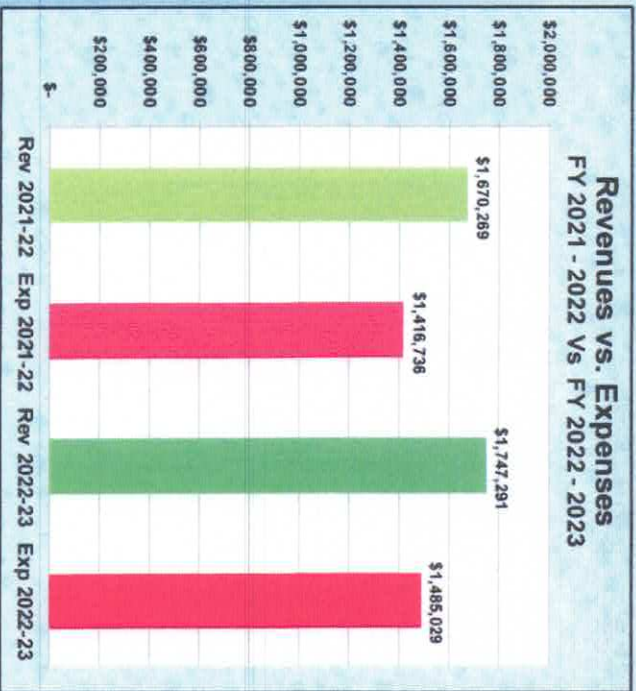
District Revenues vs. Expenses				
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23
July	\$ 239,315	\$ 185,063	\$ 235,791	\$ 157,777
August	\$ 208,544	\$ 133,741	\$ 207,239	\$ 148,135
September	\$ 206,290	\$ 120,420	\$ 210,503	\$ 124,650
October	\$ 198,416	\$ 153,146	\$ 205,007	\$ 231,533
November	\$ 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	\$ 211,966	\$ 137,246
May	\$ 188,187	\$ 167,537	\$ 197,307	\$ 153,964
June	\$ 207,544	\$ 124,256	\$ 207,762	\$ 147,079
Total	\$ 2,391,641	\$ 1,784,558	\$ 2,492,155	\$ 1,988,030



WATER REVENUES VS. EXPENSES

FY 2022 - 2023

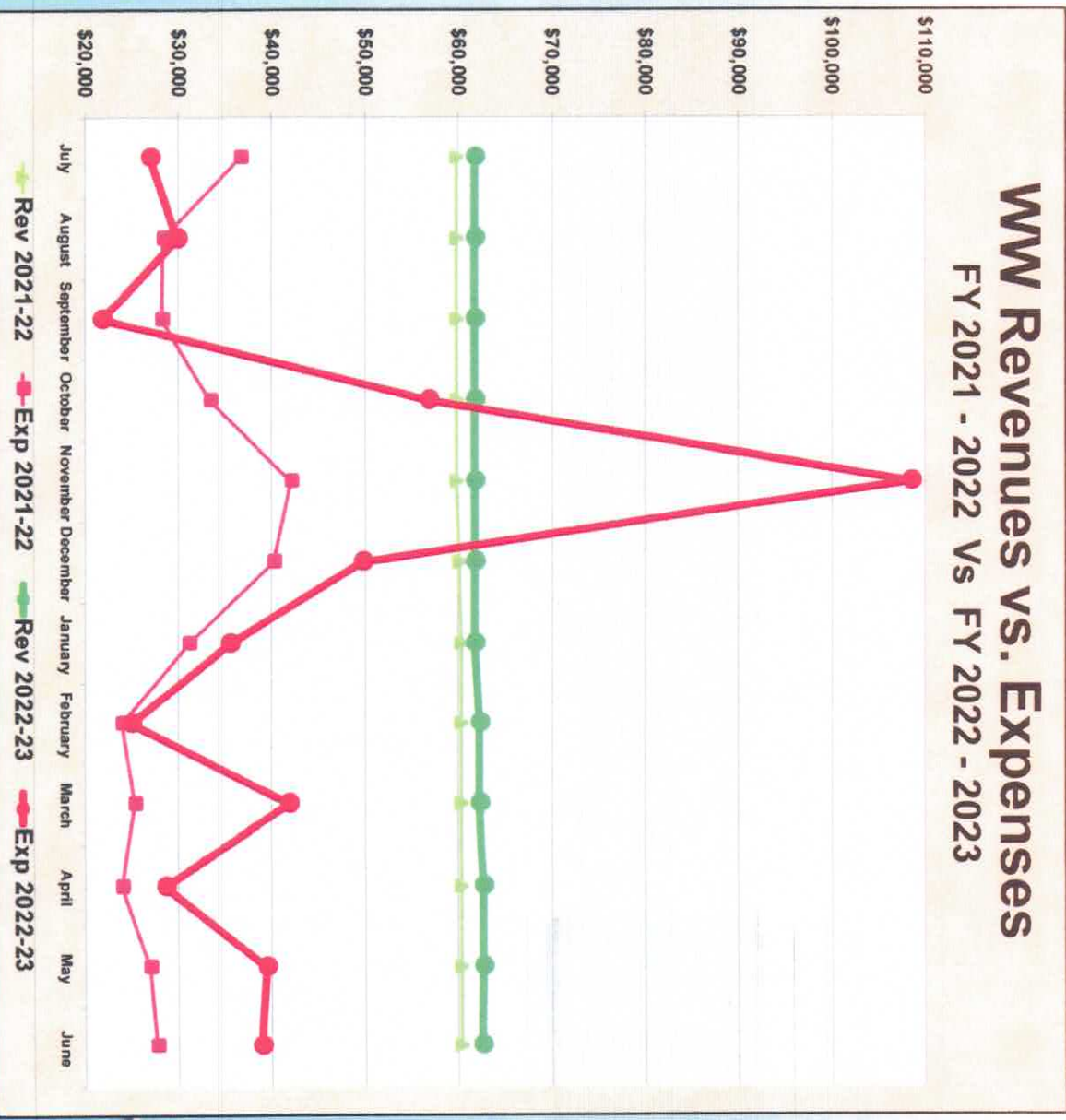
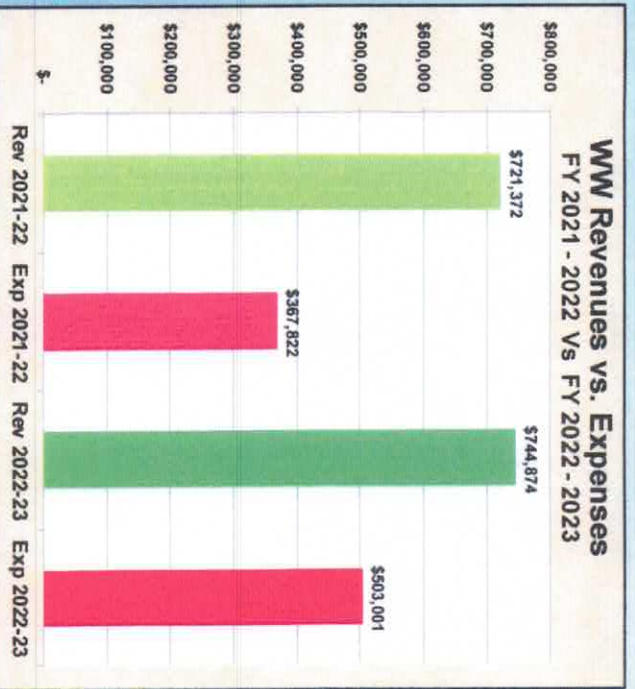
Water Revenues vs. Expenses				
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23
July	\$ 179,455	\$ 148,403	\$ 173,991	\$ 130,826
August	\$ 148,734	\$ 105,440	\$ 145,439	\$ 118,282
September	\$ 146,430	\$ 92,242	\$ 148,703	\$ 102,862
October	\$ 138,563	\$ 119,710	\$ 143,207	\$ 174,748
November	\$ 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	\$ 149,348	\$ 108,617
May	\$ 127,839	\$ 140,520	\$ 134,689	\$ 114,570
June	\$ 147,195	\$ 96,562	\$ 145,210	\$ 108,110
Total	\$ 1,670,269	\$ 1,416,736	\$ 1,747,291	\$ 1,485,029



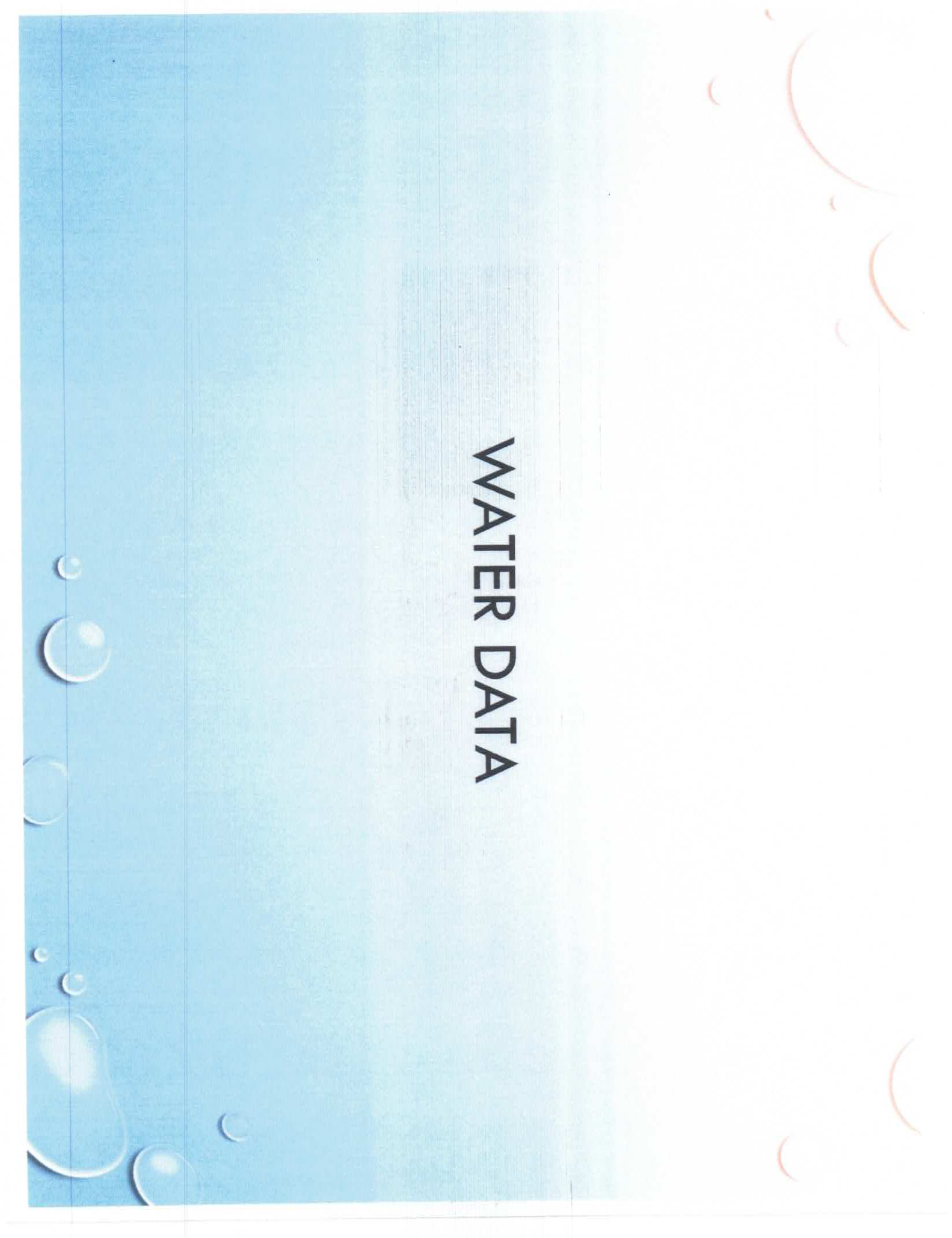
SEWER REVENUES VS. EXPENSES

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	\$ 62,618	\$ 28,629
May	\$ 60,348	\$ 27,017	\$ 62,618	\$ 39,394
June	\$ 60,349	\$ 27,694	\$ 62,552	\$ 38,969
Total	\$ 721,372	\$ 367,822	\$ 744,874	\$ 503,001



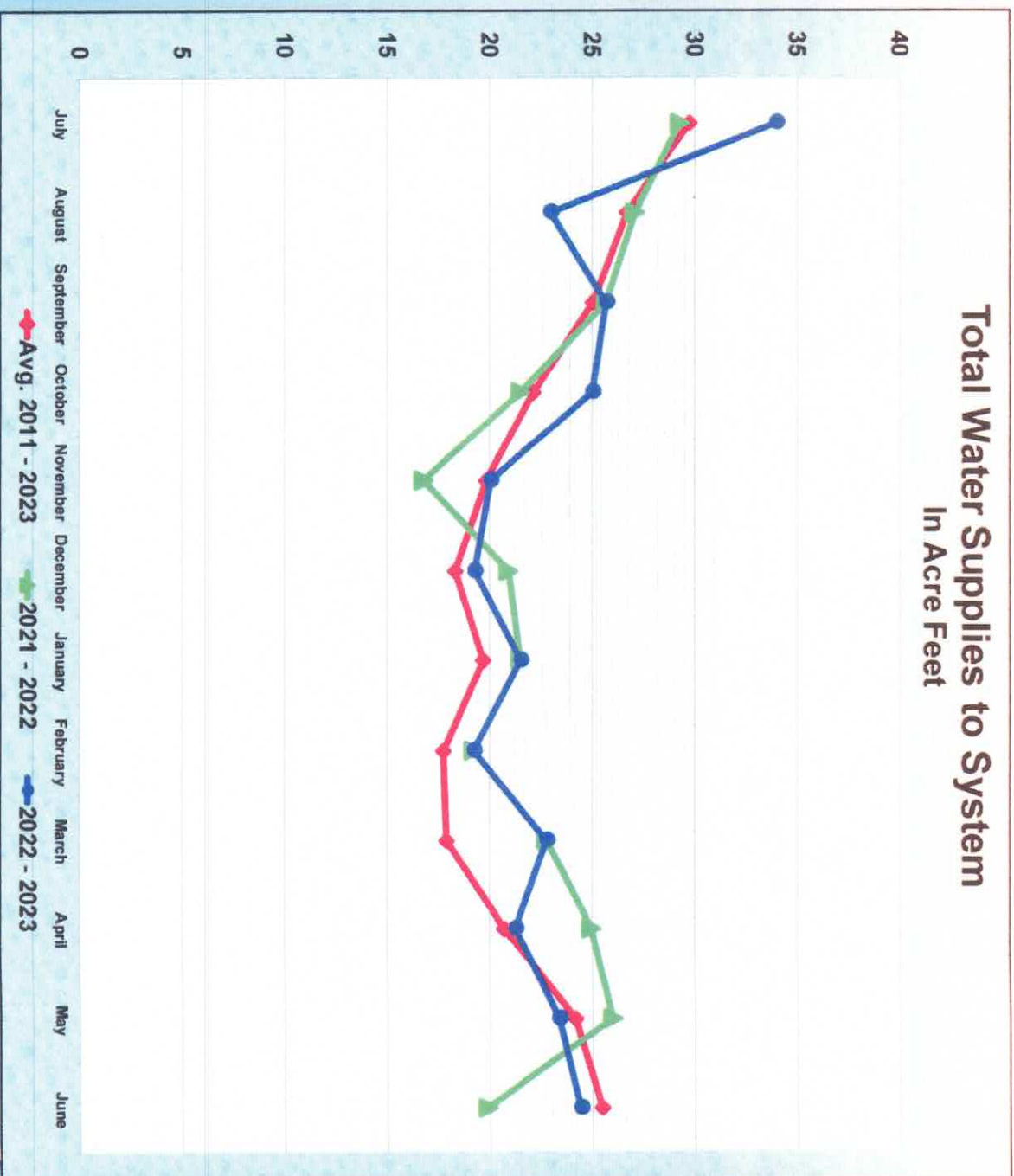
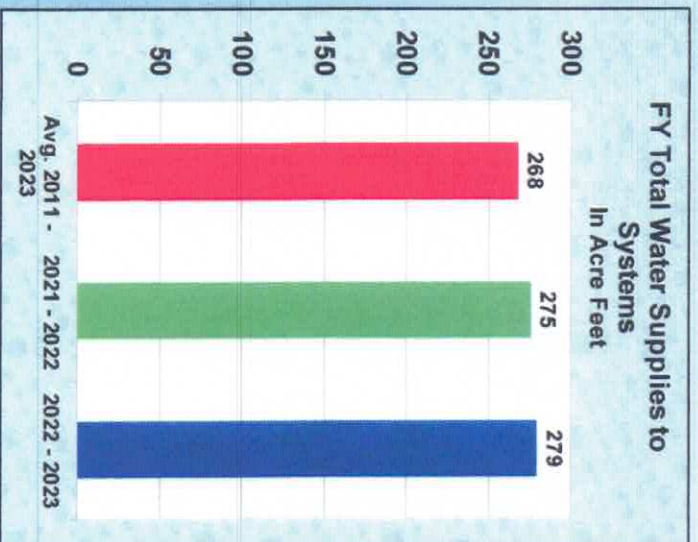
WATER DATA



TOTAL WATER SUPPLIES TO SYSTEM IN ACRE FEET

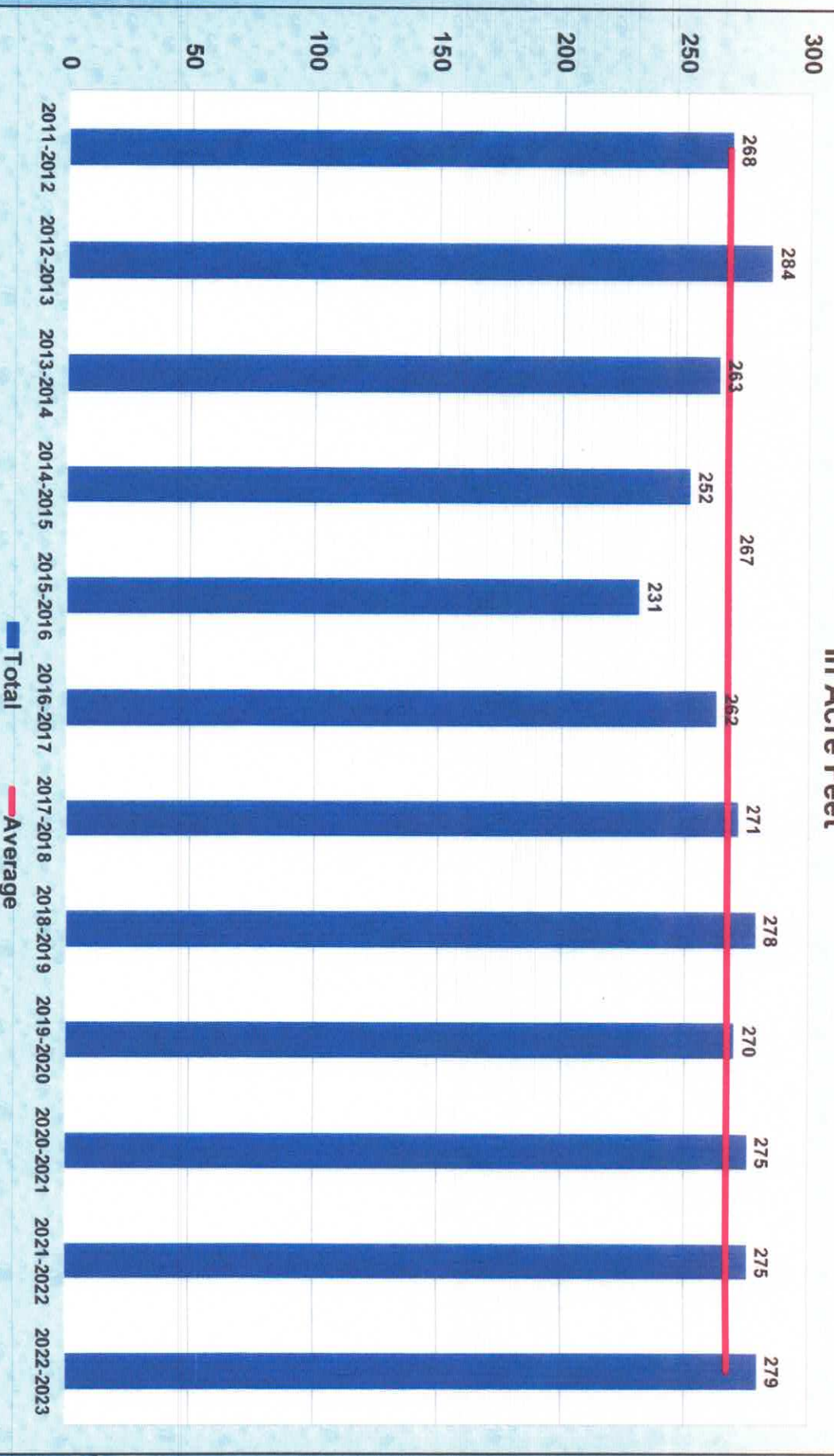
Total Water Supplies To System

Fiscal Year	Avg. 2011 - 2023	2021 - 2022	2022 - 2023
July	29.8	29.3	34.0
August	26.7	27.1	22.9
September	25.0	25.7	25.7
October	22.1	21.5	25.0
November	19.9	16.8	20.1
December	18.3	20.9	19.3
January	19.7	21.5	21.5
February	17.7	19.2	19.2
March	17.9	22.8	22.8
April	20.7	24.9	21.3
May	24.2	26.0	23.3
June	25.5	19.9	24.4
Total	267.5	275.4	279.3



TOTAL WATER SUPPLIES TO SYSTEM IN ACRE FEET

Total Water Supplies to System In Acre Feet

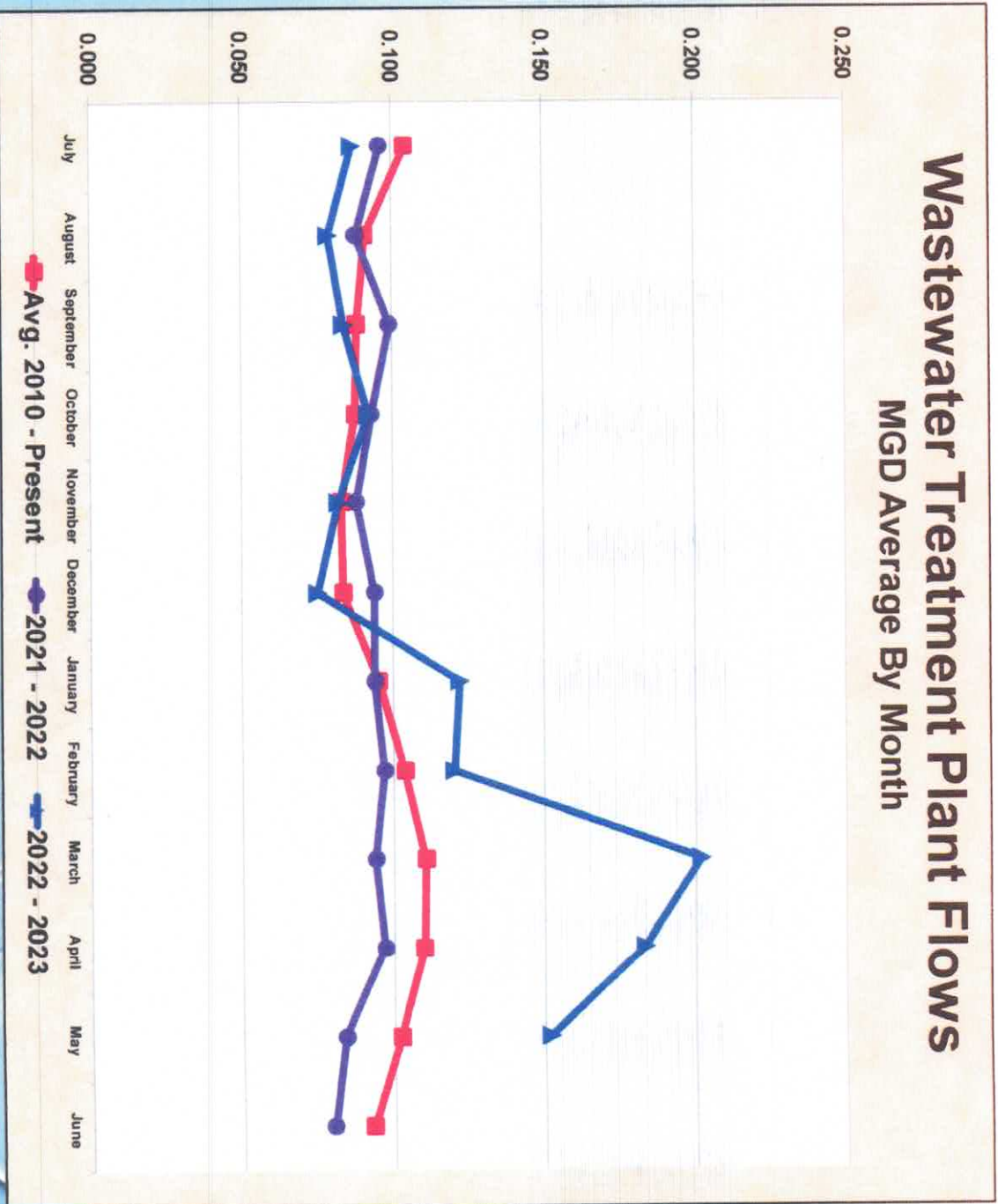
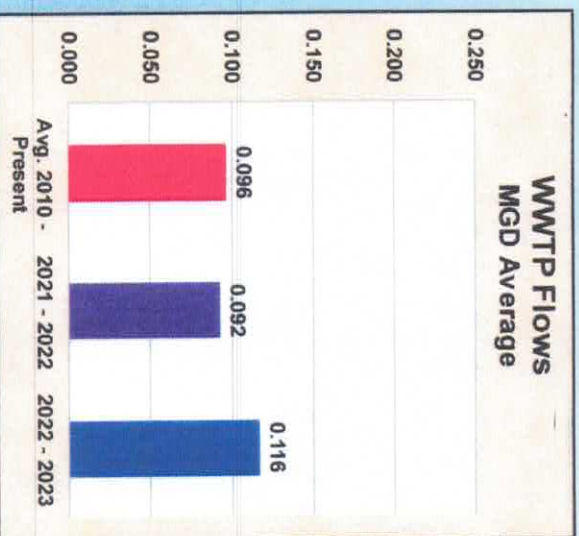


WASTEWATER DATA



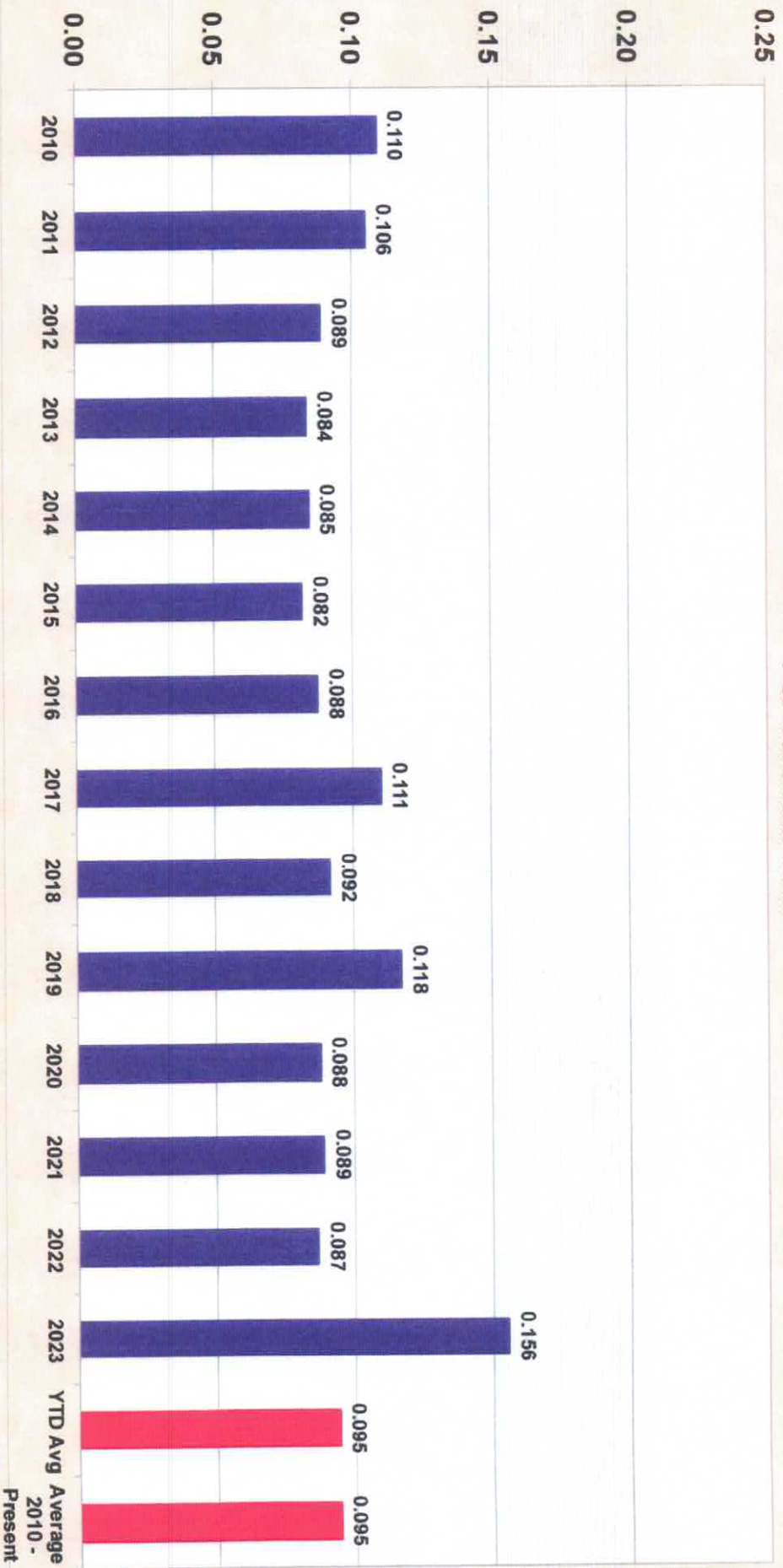
WASTEWATER TREATMENT PLANT FLOWS MGD AVERAGE BY MONTH

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	0.111	0.094	0.202
April	0.110	0.097	0.183
May	0.102	0.084	0.152
June	0.093	0.080	
Average	0.096	0.092	0.116



WASTEWATER TREATMENT PLANT FLOWS MGD AVERAGE BY CALENDAR YEAR

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

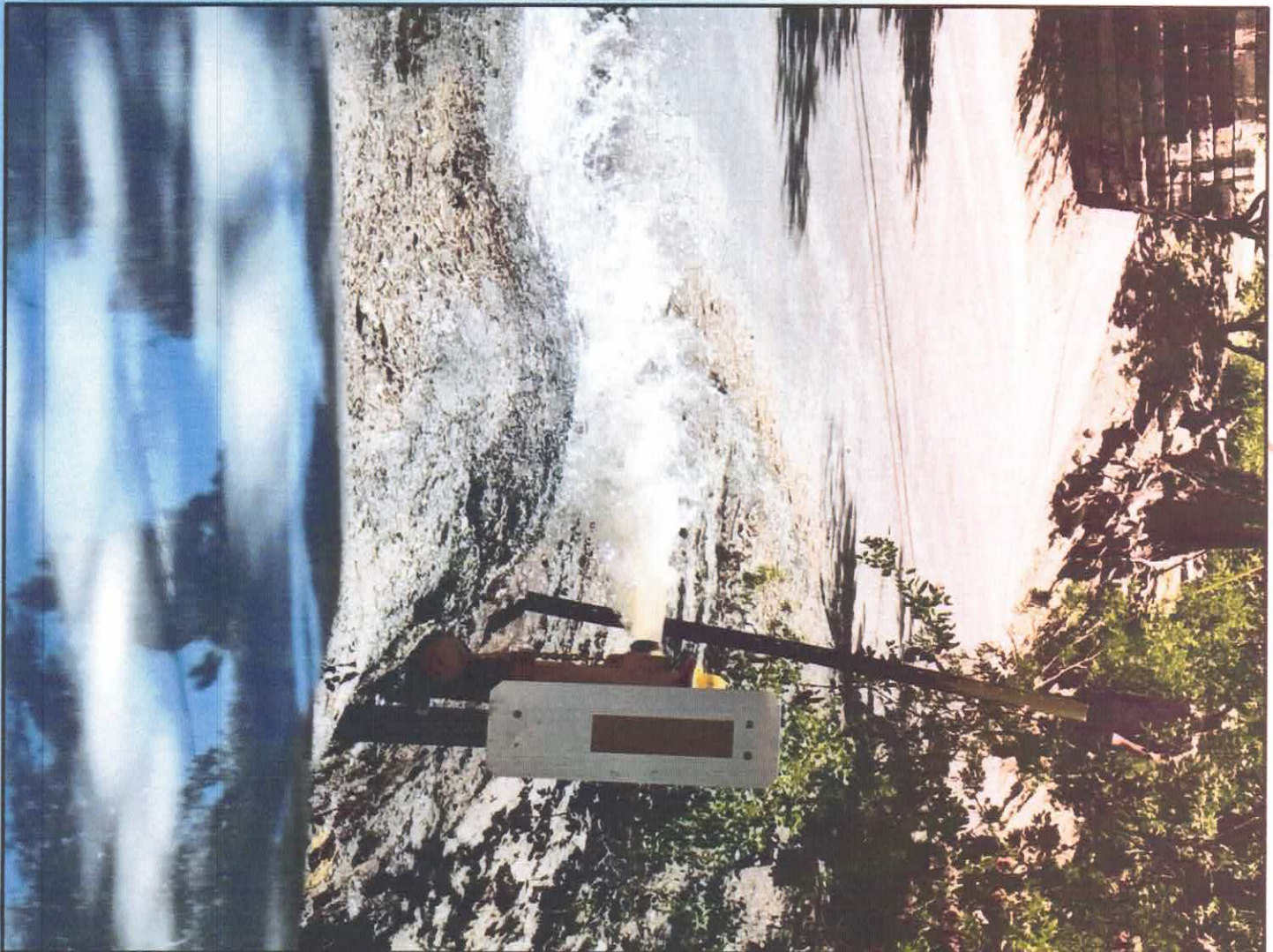




IDYLLWILD WATER DISTRICT
2022 CONSUMER CONFIDENCE REPORT

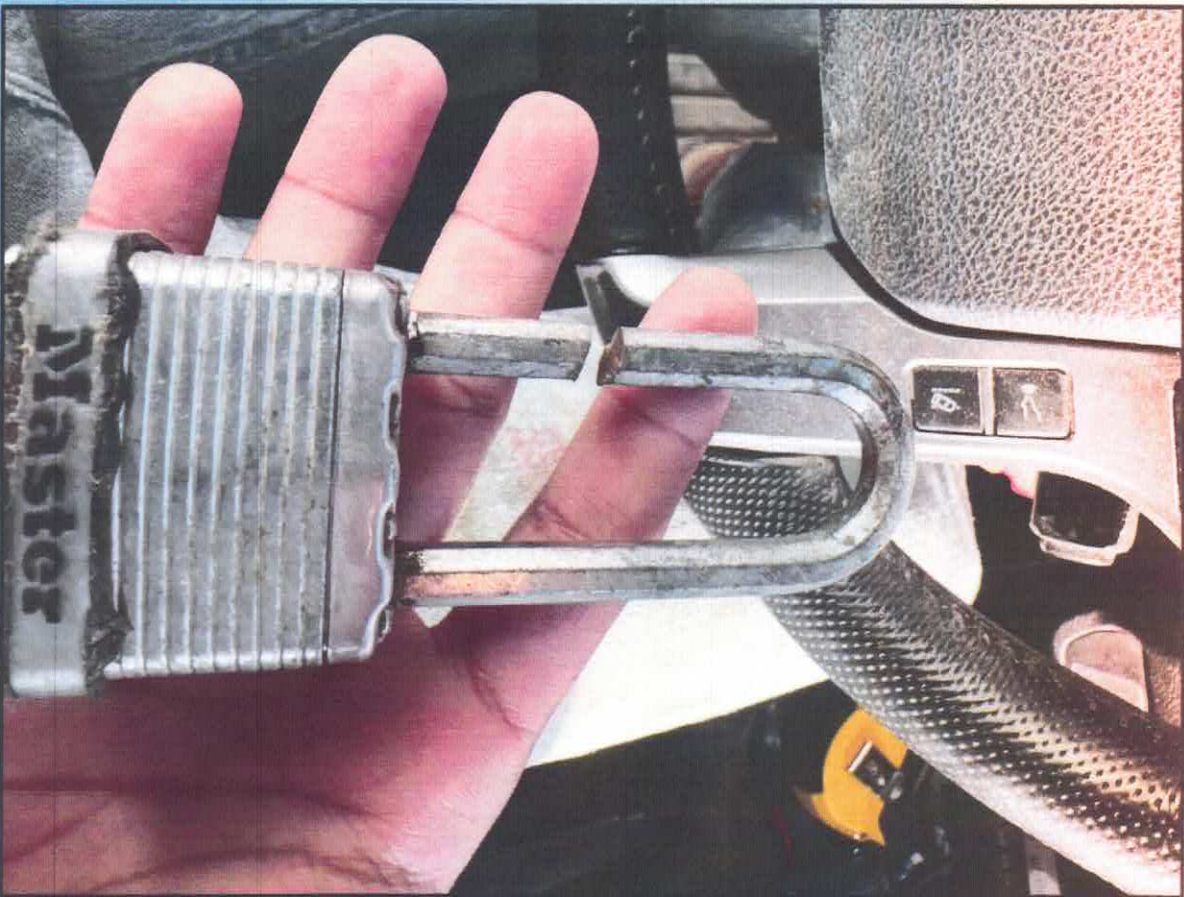
June 2023

2022
CONSUMER
CONFIDENCE
REPORT
SENT TO ALL
ACCOUNTS

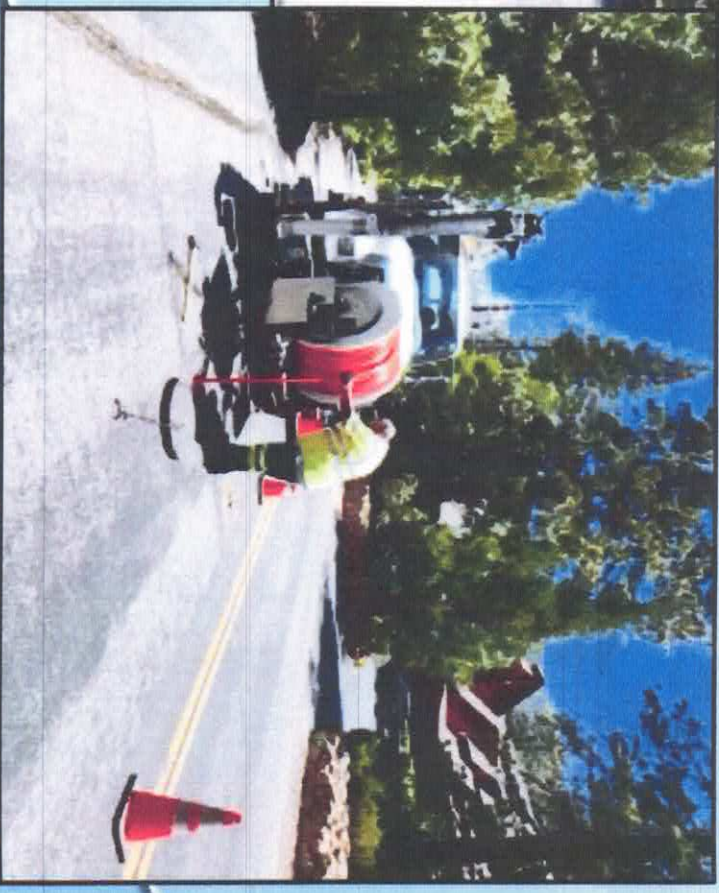


FLUSHING WATER PIPELINES BY FIRE HYDRANT FOR WATER QUALITY TESTING

LOCK FOR WATER SHUTOFF CUT COUNTRY CLUB DRIVE

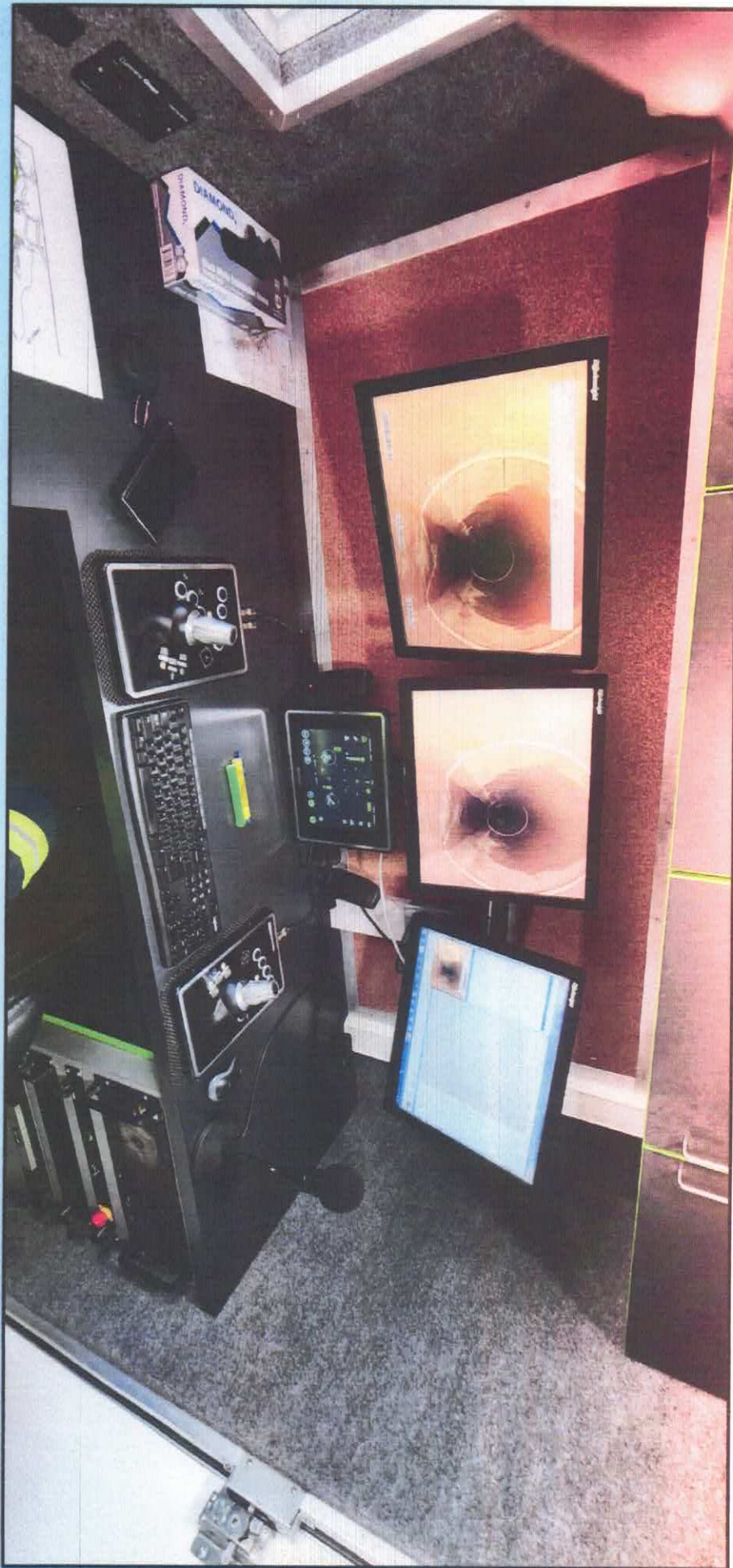


SEWER PIPELINES BEING CLEANED & VIDEOED









OVERVIEW

- 2022 CONSUMER CONFIDENCE REPORT (CCR) PRINTED AND MAILED
- WATER & SEWER RATES TOOK EFFECT ON JULY 1ST & WILL SHOW ON AUGUST BILL
- PROPANE TANK INSPECTION IN JUNE
- FOSTER LAKE TANK #1 RECOATING IS IN PROCESS
- LOWER ADMINISTRATION BUILDING REMEDIATION BEGAN ON JULY 17TH
- MODIFYING FY FINANCIAL SPREADSHEETS
- ANNUAL FINANCIAL AUDIT BEGINS ON AUGUST 9TH

QUESTIONS





IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: July 19, 2023
Subject: Item 3 – Employee Manual, Chapter 6

Discussion:

The Board of Directors will discuss the existing Employee Manual, Chapter 6.

Attachments:

- Chapter 6, Employee Manual

6.1 ABOUT LEAVES OF ABSENCE

6.1.1 Overview

This Manual contains only a summary of available leaves. Some leaves have detailed requirements regarding eligibility, duration, benefits, etc. Employees should contact the Chief Financial Officer or General Manager for additional information.

6.1.2 Adult Literacy Programs

The District will make reasonable accommodations for any employee who reveals a literacy problem and requests assistance in enrolling in an adult literacy program unless it would result in undue hardship to the District. The District will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs.

The District will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact the General Manager directly. Further, individuals who are performing satisfactorily or who can otherwise be reasonably accommodated will not be subject to termination of employment because they have disclosed literacy problems.

While the District generally encourages employees to improve their literacy skills, employees will not be reimbursed for the costs incurred in attending a literacy program. Employees may use accrued PTO to make up for work that is missed to attend literacy classes. (California Labor Code §1040-1044)

6.1.3 Bereavement

In the event of the death of a current spouse, registered domestic partner, child (step-child), parent (step-parent, legal guardian or parental figure), brother (step-brother), sister (step-sister), grandparent, grandchild or grandparent-in-law -, mother-, father-, sister-, brother-, son-, or daughter-, an employee may take up to five (5) scheduled workdays off with pay per year with the approval of the Chief Financial Officer or General Manager.

Bereavement leave is not compensable when the employee is on a pre-approved (paid or unpaid) leave of absence, bona fide layoff, or for days falling outside the employee's regular work period.

6.1.4 Court Appearances

6.1.4.1 On-Duty Time

Any regular employee called as a witness arising out of and in the course of District employment will be deemed to be on-duty and there will be no loss of salary, but any witness fees, not including mileage, received by the employee will be paid to the District. Employees released from witness duty during their normal duty hours will report back to work unless employees contact their direct supervisors and receive authority not to return to work. Non-exempt employees may use accrued Paid Time Off (PTO) for the remaining hours. Exempt employees who serve less than four (4) hours of witness duty may use accrued PTO for the remaining hours.

6.1.4.2. Private Litigation

Any employee called as a witness in a private or civil matter outside the course and scope of their District employment will not be compensated by the District. Employees may use accrued PTO. It is the employee's responsibility to decide for payment of witness fees from the involved parties in accordance with the California Code of Civil Procedure.

6.1.5 Hardship Leave

In extraordinary circumstances, the General Manager has the discretion to grant up to five (5) days of paid leave to an employee who needs to take time off from work due to a significant hardship, and who has exhausted all other paid leave accruals, PTO benefits, and paid administrative benefits.

Examples of circumstances that could demonstrate a significant hardship include, but are not limited to, the following:

- The employee was the victim of domestic violence, sexual assault, or stalking
- The employee was a victim of a serious or violent crime
- The employee was a victim of a major disaster or emergency

An employee requesting discretionary hardship leave must submit in writing to the Chief Financial Officer or General Manager describing the hardship in question. The General Manager may request additional information or require appropriate documentation before deciding to grant hardship leave. The requesting employee must exhaust all applicable paid leave before he or she is eligible to receive hardship leave. However, applying for hardship leave may be submitted prior to the anticipated dates that leave balances will be exhausted.

The decision whether to grant paid leave pursuant to this section is made at the sole discretion of the General Manager.

The decision to grant or deny leave under this section does not affect an employee's entitlement to unpaid leave pursuant to other provisions of this

Manual or applicable law. Hardship leave runs concurrently with any applicable unpaid leave provided by law.

6.1.6 Jury Duty

The District encourages employees to serve when called for jury duty. Exempt employees will receive full regular base rate of pay for up to ten (10) days of jury duty, less any daily jury fees paid by the court. Non-exempt employees will receive full regular base rate of pay while serving up to ten (10) days of jury duty. The time spent on jury duty is not considered work time for purposes of calculating overtime.

Employees who have the option to call in for juror status should exercise that option. The employee will provide to his or her supervisor evidence of jury service, such as notice for jury duty and any timecards or similar appearance documents issued by the court.

6.1.7 Grand Jury Duty

The District encourages employees to serve when called for Grand Jury duty. Employees should notify the District as soon as practicable of the need for leave to serve on a Grand Jury, including providing appropriate documentation. Nonexempt employees may use accrued unused paid time off for leave taken under this policy. Exempt employees will be paid their full weekly salary unless they are on leave for the entire workweek during which no work is performed. If so, they may use accrued unused paid time off for leave taken under this policy.

Employees who have the option to call in for juror status should exercise that option. The employee will provide to his or her supervisor evidence of jury service, such as notice for jury duty and any timecards or similar appearance documents issued by the court.

6.1.8 Leave of Absence Without Pay

The General Manager may grant unpaid leaves of absence to employees in certain circumstances. It is important to request any leave in writing as far in advance as possible, to maintain contact with the supervisor and the Chief Financial Officer or General Manager during a leave, and to give prompt notice if there is any change in the return date. If the leave expires and the employee fails to report for work on the scheduled return date without contacting his or her supervisor and the Chief Financial Officer or General Manager, it will be assumed that the employee does not plan to return and has terminated his or her employment voluntarily. If the employee is unwilling or unable to return to work at the conclusion of any leave, employment may be terminated.

The employee must exhaust his or her accrued PTO before beginning an unpaid leave of absence. PTO is not earned during an unpaid leave of

absence, and an employee on an unpaid leave of absence is not eligible for holiday pay. An unpaid leave of absence can affect an employee's medical benefit plan coverage.

Employees must present verification of their need for a leave of absence for leave approval. An approved leave of absence may be up to eight (8) weeks, unless otherwise approved by the General Manager or provided by law.

Employees cannot obtain other employment (other than military duty) or apply for unemployment insurance while on a leave of absence. Acceptance of other civilian (non-military) employment while on leave will be treated as a voluntary resignation from employment with the District.

6.1.9 Military Leave

The District provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws.

The employee shall provide their supervisor with notice of the need for military leave when they are informed of the request for duty. A copy of the military orders specifying the dates, site and purpose of the activity or mission shall be provided to the supervisor upon receipt. Within the limits of such orders, the supervisor may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

Employees on qualifying military leave will receive full pay to the extent provided by law. Employees on elective military leave may select to use accrued PTO during unpaid military leave. Employees on military leave are entitled to continued health plan coverage to the extent provided by the USERRA, the Uniformed Services Employment and Reemployment Rights Act of 1994. As with other leaves of absence, failure to return to work or to re-apply within applicable time limits may result in termination of employment.

Additionally, an employee who works more than 20 hours per week and who is the spouse of a qualified member of the Armed Forces, National Guard or the Reserves may be entitled to take up to ten (10) days of unpaid leave during a period in which his or her spouse is on leave from deployment during a period of military conflict.

Qualified California employees will be given up to 10 days leave during that time in which the employee's spouse or domestic partner is on leave from deployment in a combat zone with the active duty or reserve military or national guard during a period of military conflict. Employees may use

accrued vacation time to cover this absence. If the employee has no accrued vacation, the employee must request time off without pay.

Qualifying employees are employees who work an average of 20 hours per week and have a spouse or domestic partner who is serving as (1) a member of the U.S. Armed Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or (2) a member of the Armed Forces Reserve Components or the National Guard and has been deployed during a period of military conflict.

Qualifying employees who wish to request this leave must provide the District with a written request for such leave within two business days of receiving official notice that the military spouse or domestic partner will be on leave from deployment. The employee must also provide written documentation to the District certifying that the military member will be on military leave from deployment.

6.1.10 California Family Rights Act (CFRA)

The California Family Rights Act (CFRA) authorizes eligible employees to take up a total of 12 weeks of paid or unpaid job-protected leave during a 12-month period. While on leave, employees keep the same employer-paid health benefits they had while working. Eligible employees can take the leave for one or more of the following reasons:

- The birth of a child (including the child of a domestic partner) or adoption or foster care placement of a child.
- To care for an immediate family member (spouse, domestic partner, child of any age, parent, sibling, grandparent, or grandchild) with a serious health condition.
- When the employee is unable to work because of a serious health condition (excluding pregnancy)
- A qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child (of any age), or parent in the United States Armed Forces, as specified in Section 3302.2 of the Unemployment Insurance Code.

Employees must notify the District as soon as they are aware of the need for such leave. For foreseeable leave, the employee must provide 30 calendar days' advance notice. For events not foreseeable 30 days in advance, the employee must give notice as soon as is practicable, and generally must comply with the District's normal call-in or notice procedures.

All requests for CFRA Leave should include enough information to make the District aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. If an employee fails to provide the

requisite 30-day advance notice for foreseeable events without a reasonable excuse for the delay, the District reserves the right to delay the start of the leave until at least 30 days after the date on which the employee does provide such notice. Once aware the employee needs leave, the District will inform the employee as to whether the employee is eligible under CFRA for such leave. The District may request documentation evidencing the need for such leave as permitted by law.

Eligible employees who take CFRA Leave should note that they are guaranteed employment in the same or a comparable position upon termination of such leave, subject to any exceptions provided by law.

If the District employs both parents who are entitled to CFRA Leave, both employees are entitled to 12 weeks of leave each.

The District will not discriminate against an employee for exercising CFRA rights or giving information or testimony as to the employee's or another person's CFRA Leave; nor will the District interfere with or limit the exercise or attempted exercise of such rights.

6.1.11 Paid Family Leave

California Paid Family Leave (PFL) provides up to six (6) weeks of partial pay to employees who take time off from work to care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner) or to bond with a new child entering the family through birth, adoption, or foster care placement.

PFL is not a leave entitlement; rather, PFL is a monetary wage replacement benefit for employees taking leave that would otherwise be unpaid (e.g., New Parent Leave, Pregnancy Disability Leave, or a leave of absence without pay). This benefit is offered through State Disability Insurance (SDI) and the State of California Employment Development Department (EDD). Health care benefits are not covered while on PFL but may be covered under another provision of this Manual. For information on compensation and health care coverage, please contact the Chief Financial Officer or General Manager.

The District does not employ 50 or more employees; therefore, District employees are not eligible for benefits under the Family Medical Leave Act (FMLA).

6.1.11.1 Eligibility

- Employee has earned at least \$300 from which SDI deductions were withheld during the employee's base year.

- Employee is unable to do employee's regular or customary work due to the need to provide care for a seriously ill family member or to bond with a new child.
- Employee has lost wages because employee was caring for a seriously ill family member or bonding with a new child.

6.1.11.2 Definition

A serious health condition means an illness, injury, impairment, or physical or mental condition of a patient that involves any period of incapacity (e.g., inability to work or perform other regular daily activities) or inpatient care in a hospital, hospice, or residential medical care facility and any subsequent treatment in connection with such inpatient care; or continuing treatment by a physician/practitioner.

Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers, and headaches other than migraines, are examples of conditions that do not meet the definition of a serious health condition for purposes of PFL.

SDI may require an independent medical examination of the care recipient to determine initial or continuing eligibility.

6.1.11.3 Applying for Paid Family Leave

An employee must apply directly to SDI for PFL benefits. An employee may apply through the Employment Development Department (EDD) website or by submitting a paper application to SDI.

An employee must complete and submit a claim form no earlier than the first day family leave begins, but no later than 49 days after family leave begins or the employee may lose benefits.

SDI will notify the District that an employee is receiving PFL benefits.

6.1.12 Pregnancy Disability Leave

6.1.12.1 Temporary Disability

A pregnant employee will be allowed to be absent for the period during which, in the opinion of their attending physician and, where necessary, a District designated physician, the employee is temporarily disabled because of pregnancy, childbirth or a related medical condition.

When an employee is disabled due to pregnancy, the employee will furnish the District a certification from their health care provider. The certification must include a statement that the employee is disabled due to pregnancy, the date on which the employee became disabled

due to pregnancy, the probable duration of the period or periods of disability, and an explanatory statement that, due to disability, the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of their position without undue risk to themselves, the successful completion of their pregnancy, or to other persons.

6.1.12.2 Time of Leave Request

When an employee's leave is foreseeable and at least 30 days' notice has been provided, and if a medical certification is requested, the employee must provide it before the leave begins.

When this is not possible, the employee must provide the requested certification to the District within the time frame requested by the District within 15 calendar days, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

An employee is eligible for PDL upon commencement of employment. There is no length-of-service requirement for PDL.

6.1.12.3 Compensation During Leave

PDL is without pay. However, the employee may use accrued PTO. PDL will be treated as any other disability leave and may entitle the employee to short-term / long-term disability benefits or additional unpaid leave requested by the employee and granted by the General Manager.

6.1.12.4 Benefits During Leave

In accordance with the State of California's Pregnancy Disability Leave law, an employee on PDL is entitled to up to four (4) months (17 1/3 weeks) of job-protected leave for the time that the employee is disabled due to pregnancy and/or childbirth. PDL does not need to be taken in one (1) continuous period.

If the employee is disabled by pregnancy, coverage will continue for up to four (4) months for each pregnancy (as opposed to each leave year).

While on PDL, the employee is entitled to continued coverage in the District's group health insurance and supplemental policies to the same extent as when the employee was working. As such, in order to maintain coverage, employees are required to pay timely the full employee contribution to maintain their group health plan coverage, either through payroll deduction or by paying the District directly. The District may recover premiums it paid to maintain health coverage, if an

employee does not return to work following PDL.

PTO does not accrue while an employee is on unpaid PDL.

Whenever an employee is also receiving PFL and PDL these leaves will run concurrently.

Part-time employees are eligible for leave on a pro-rated basis.

6.1.12.5 Reinstatement

Upon the expiration of PDL and the District's receipt of a written statement from the health care provider that the employee is fit to return to duty, the employee will be reinstated to their original or an equivalent position, so long as it was not eliminated for a legitimate business reason during the leave.

If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially like the employee's original position in terms of job content, status, pay, promotional opportunities, and geographic location.

If upon return from leave an employee is unable to perform the essential functions of their job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation.

An employee who fails to return to work after the termination of their leave will lose their reinstatement rights.

6.1.12.6 Lactation Accommodation

In accordance with California Labor Code § 1030, the District will provide accommodations to lactating employees who need to express breast milk during work hours in accordance with applicable law. The break time, if possible, will run concurrently with the employee's regular break time. Break time for a nonexempt employee that does not run concurrently with rest time already authorized for the employee is unpaid. However, if the employee performs any work during such break, she must accurately record all time worked and the District will compensate her for such time.

In accordance with California Labor Code § 1031, the District will make all reasonable efforts to provide the employee with the use of a room or other location, other than the restroom, in close proximity to the employee's work area, for the employee to express milk in private. This room shall be clean, safe, and free of hazardous materials, contain a surface to place a breast pump and other personal items, contain a

place to sit, and have access to electricity or alternative devices.

In addition, the District will provide access to a sink with running water and a refrigerator suitable for storing milk (or other cooling device suitable for storing milk) in close proximity to an employee's workspace. In the event that more than one employee needs use of the lactation room, the District will discuss alternative options with the employees to determine what arrangement addresses their needs, such as finding an alternative space or creating a schedule for such use.

Employees who are nursing have a right to request a lactation accommodation. Such requests may be made verbally or in writing, should indicate the need for an accommodation in order to express breastmilk at work, and should be directed to the District's Human Resources Administrator. The District shall respond to such requests in a reasonable manner, not exceeding five business days. If the District cannot provide break time, location, or other reasonable accommodations in accordance with this policy, it will inform the requesting employee in writing. Because lactation accommodation needs may change over time, employees may request changes to existing accommodations by a written request to the District's Human Resources Administrator that describes the nature of the change that is requested.

The District prohibits any form of retaliation or discrimination against an employee for exercising or attempting to exercise any rights provided under the above policies. Any such conduct or violations of the above-referenced policies should be reported to the Human Resources Administrator. Employees also have the right to file a complaint with the California Labor Commissioner for violation of a lactation accommodation right described in the policy above.

6.1.13 School Related Leave

Pursuant to the Family School Partnership Act (Labor Code § 230.8), any District employee who is a parent, guardian or grandparent having custody of one (1) or more children in kindergarten or grades 1 through 12 or attending a licensed day care facility will be allowed up to 40 hours each calendar year, not to exceed eight (8) hours in any calendar month, without pay, to participate in activities of the school of their child, or to find, enroll, or reenroll his or her child in a school or with a licensed child care provider. The employee must provide reasonable advance notice of the planned absence. This leave may also be used to address a childcare provider or school emergency if the employee gives notice to the employer. The employee may be required to use PTO, vacation and/or compensatory time off to cover the absence. The District may require the employee to provide

documentation from the school as verification that the employee participated in school activities on a specific date.

6.1.14 Substance Abuse Rehabilitation

If an employee decides to voluntarily enter a substance abuse rehabilitation program, he or she may be eligible for an unpaid leave of absence to participate in the program. The District will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a dependency problem. An employee who wishes to identify himself or herself as such an individual can contact a supervisor or manager of his or her choice directly. (California Labor Code § 1025)

While the District generally encourages employees to take action to treat dependency problems, employees will not be reimbursed for the costs incurred in attending a rehabilitation program. Employees may, however, use accrued PTO during a requested leave.

When recommended by a Substance Abuse Professional (SAP) pursuant to Department of Transportation regulations, participation in and completion of the rehabilitation program is mandatory. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to sign a return-to-duty agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.

NOTE: Health insurance plans may provide coverage for rehabilitation costs. Health benefits information can be obtained from the District's Chief Financial Officer or General Manager.

6.1.15 Time Off for Victims of Violent Crime or Domestic Violence

In accordance with California Labor Code § 230.1-230.2, any District employee who is a victim of domestic violence or sexual assault is entitled to take time off from work to seek relief (such as a temporary restraining order) or other assistance to help safeguard the health, safety, or welfare of the employee and/or his or her child. The employee must provide reasonable advance notice of the intent to take leave for this reason unless advance notice is not feasible. An employee may be required to provide documentation establishing the right to such time off.

Leave for this purpose is unpaid, though an employee may choose to use any available accrued paid leave.

The District will make every effort to maintain the confidentiality of the employee.

6.1.16 Time Off to Vote

In accordance with California Election Code, § 14000, employees are eligible for paid time off for the purpose of voting if they do not have sufficient time outside of working hours to vote. The intent of the law is to provide an opportunity to vote to workers who would not be able to do so because of their jobs.

Subject to the conditions above, an employee may take up to two (2) hours off to vote in a statewide election, without any loss of pay, if the employee is scheduled to work during voting hours (typically 7 AM to 8 PM). In general, a "statewide election" is defined as one (1) in which all voters in the state have an opportunity to vote on at least one (1) common race or issue. An employee is entitled to take as much time as actually needed to vote, but only up to two (2) hours of that time will be paid.

Time off for voting may be taken only at the beginning or end of the employee's regular work shift unless other arrangements are approved in advance by the General Manager. If the employee needs time off to vote, the employee must notify his or her supervisor at least two (2) working days prior to the election. The employee must note on the employee's timecard the time approved for voting purposes.

An employee, who serves as an election official in a local, special, or statewide election, is eligible for an unpaid leave on the day of the election. Employees should give supervisors as much notice as possible if they plan to serve as an election official. (California Government Code § 19844.7)

6.1.17 Volunteer Firefighter's Leave

If an employee is a registered volunteer firefighter who intends to perform emergency duty during work hours, the employee should alert his or her supervisor so that the District is aware that the employee may have to take time off to perform emergency duty. In the event the employee is a volunteer firefighter and needs to take time off for emergency duty, he or she should alert the supervisor before leaving District premises. (California Labor Code § 230.3-230.4) Time off for volunteer firefighter duty is unpaid leave, but employees may use accrued PTO.

6.1.18 Workers' Compensation Leave

All employees will be covered by the workers' compensation laws of the state. Employees who are absent from work by reason of an injury or illness covered by workers' compensation, will continue in pay status under the following provisions.

The District may integrate PTO and then compensatory time, with temporary disability payments for an employee who is eligible for workers' compensation. The employee will continue in pay status and receive his or her pay until his or her accumulated paid leave and authorized

compensatory time hours have been depleted to the nearest hour. Any employee who is eligible for temporary disability payments under the workers' compensation law will, for the duration of such payments, receive only that portion of the employee's regular salary that, together with said payments, will equal the employee's regular salary.

6.1.19. Leave for Organ and Bone Marrow Donation

The District will grant an employee the following leaves of absence:

- Bone Marrow Donation: A paid leave of absence of up to five business days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- Organ Donation:
 - A paid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating the employee's organ to another person.
 - An additional unpaid leave of absence, not exceeding 30 business days in a one-year period, for the purpose of the employee donating the employee's organ to another person.

For leaves of absence under this policy that are paid, if an employee has earned and unused sick or vacation time available, the employee is required to first use up to five days of such paid sick or vacation time for a bone marrow donation and up to two weeks of sick or vacation time for organ donation.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to the District's Human Resources Department that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, annual leave, or seniority. During any leave taken under this policy, the District will maintain and pay for coverage under any group health plan, for the full duration of this leave.

Leave provided under this policy may be taken in one or more periods. Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Upon expiration of a leave of absence authorized by this policy, the District will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. The District may decline to restore an

employee because of reasons unrelated to the employee's exercise of rights under this policy.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: July 19, 2023
Subject: Item 4 – Building Ad Hoc Committee Update

Discussion:

Building Ad Hoc Committee will provide an update of findings.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: July 19, 2023
Subject: Item 5 – Vehicle Repairs and Maintenance Report

Discussion:

In FY 2022 – 2023, there were three accidents with District vehicles. They are as follows:

- January 2023, Truck 27 drove over black ice at Foster Lake and slid into the corner of the shop building. IWD paid the full cost of \$4,000 for required repairs.
- March 2023, Truck 3 drove over black ice on the road into the WWTP and slid into a tree. IWD paid the full cost of \$4,000 for required repairs.
- June 2023, Truck 13 hit a tree due to driver error on the road exiting the WWTP. JPIA is being contacted for the cost estimate of \$22,500 for required repairs.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: July 19, 2023
Subject: Item 6 – Resolution Calling Special Election

Recommendation:

It is recommended that the Board of Directors:

1. Approve Resolution No. 794 of the Board of Directors of the Idyllwild Water District Calling and Giving Notice of a Special Election to be held on March 5, 2024, for the Election of a Board Member to fill a Vacancy.

Background:

Board Member Gino Schneider submitted his resignation effective April 5, 2023. Board Member Schneider's term expires in November 2026. Pursuant to Government Code section 1780, within 60 days of the vacancy the Board may either make an appointment to fill the vacancy until the next regular election, or call a special election to fill the entirety of the unexpired term. In the event the Board does not make an appointment or call a special election, the Riverside County Board of Supervisors may appoint a person to fill the vacancy within 90 days of the vacancy, or the Board of Supervisors may order the Agency to call an election to fill the vacancy.

If within 90 days of the vacancy effective date neither the District Board nor the Board of Supervisors have filled the vacancy and no election has been called, then the District Board is required to call an election to fill the vacancy. The Board met on June 7, 2023, and did not reach consensus as to an appointment or calling a special election. On June 26, 2023, the District was informed that the Board of Supervisors would not be making an appointment or calling a special election. Therefore, pursuant to Government Code section 1780(g)(1), the

Board of Directors is required to call an election to fill the vacancy. The election must be held at the next regularly scheduled election date that is more than 130 days after the adoption of the resolution calling the election. The next regularly scheduled election date that is more than 130 days out is March 5, 2024.

Former Director Schneider's seat will remain vacant until that time.

Fiscal Impact:

The Riverside County Registrar of Voters has provided an estimate of approximately \$2,500 – \$5,000 to conduct the election on March 5, 2024.

Conclusion:

It is recommended that the Board of Directors adopt Resolution No. 794 calling the special election to fill a Board Member vacancy on March 5, 2024.

Attachments:

- Resolution No. 794



RESOLUTION NO. 794
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE IDYLLWILD WATER DISTRICT
CALLING AND GIVING NOTICE OF A SPECIAL ELECTION TO BE HELD ON
MARCH 5, 2024,
FOR THE ELECTION OF A BOARD MEMBER TO FILL A VACANCY

WHEREAS, a vacancy currently exists on the Board of Directors of the Idyllwild Water District, a Community Services District, in the seat formerly held by Director Gino Schneider; and

WHEREAS, pursuant to Government Code Section 1780(e), this Board may provide for filling the vacancy by calling an election to be held on the next established election date provided in Chapter 1 of Division 1 of the California Elections Code that is 130 or more days after the date that the election is called; and

WHEREAS, the next established election date set forth in the California Elections Code which is 130 or more days after the date of the adoption of this Resolution is March 5, 2024; and

WHEREAS, this Board of Directors wishes to provide for the filling of the vacancy by election so that the voters of the District may determine which candidate shall be selected to fill that position on the Board of Directors,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Idyllwild Water District, as follows:

- SECTION 1.** Pursuant to Government Code Section 1780(e) an election shall be conducted within the District on March 5, 2024, for the voters of the District to determine who shall be elected to fill the position on the Board of Directors previously held by Director Gino Schneider.
- SECTION 2.** The Board hereby requests that the election to fill a vacancy in the Board be consolidated with any other election to be held on March 5, 2024, within the territory.
- SECTION 3.** The Board further requests the Registrar of Voters for the County of Riverside conduct, in conjunction with any other election to be held on March 5, 2024, and in compliance with all applicable laws, the election to fill a vacancy in the Board.
- SECTION 4.** The Secretary of the Board of Directors shall transmit a certified copy of this Resolution to the Registrar of Voters for the County of Riverside.

PASSED, APPROVED, AND ADOPTED this 19th day of July 2023.

IDYLLWILD WATER DISTRICT

Dr. Charles Schelly, President Board of Directors

ATTEST:

I, Leo Havener, Secretary of the Board of Directors of Idyllwild Water District, hereby certify that the foregoing is a full, true, and correct copy of the Resolution adopted by the Board of Directors of said Agency at the regular meeting of said Board held on the 19th day of July 2023, by the following vote:

AYES

NAYS

ABSTAIN

ABSENT

Motion _____.

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 19th day of July 2023.

IDYLLWILD WATER DISTRICT

Leo Havener, Secretary to Board of Directors