



## REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

November 18, 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. Each speaker will be given four (4) minutes to address the Board. Comments should be directed to the Board as a whole and not directed to individual Board members.

#### 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: October 21, 2020

#### B. FINANCIAL REPORTS

1. Income statement for the fourth month ending October 2020
2. District warrants for October 2020

Check #	16266 - 16310	= \$	42,150.07
Gross Payroll		= \$	68,320.00
Federal/State PR taxes		= \$	6,150.00
LAIF Transfers		= \$	0.00
Transfers/charges		= \$	210.00

#### C. OPERATIONS REPORT

#### D. GENERAL MANAGER REPORT



## ACTION ITEMS

2. **CONSIDER ACCEPTANCE OF THE FISCAL YEAR 2019 – 2020 AUDIT**  
Board of Directors will consider accepting the Fiscal Year 2019 – 2020 audit.
3. **CONSIDER CORONAVIRUS MITIGATION PROTOCOL BY IMPLEMENTING DISTRICT-WIDE POLICY ADHERING TO CDC GUIDELINES**  
Board of Directors will consider directing General Manager to modify existing COVID-19 protocols.
4. **CONSIDER COMPREHENSIVE SEWER AUDIT TO UPDATE CURRENT RESIDENTIAL AND COMMERCIAL EDU'S**  
Board of Directors will consider directing General Manager to modify staff's work schedule to prioritize sewer audits.
5. **CONSIDER MODIFICATION OF EMPLOYEE SALARY SCHEDULE TO INCLUDE ADDITIONAL STEPS AND A ONE-TIME BONUS FOR CERTIFICATE COMPLETION**  
Board of Directors will consider reestablishing Pay Grade and Step Schedule that includes 2.5% per Step, and reestablish the District policy of a one-time bonus upon certification completion.
6. **UPDATING THE INVESTMENT POLICY TO BE IN COMPLIANCE WITH THE STATE INVESTMENT POLICY**  
The board will consider approval resolution no.778 for updating Investment Policy.

## DIRECTORS COMMENTS

## CLOSED SESSION

7. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
(Govt. Code section 54956.9 (1 Case)) *Creighton v. Idyllwild Water District*, Riverside Superior Court RIC2000578

## ADJOURNMENT

The next Board meeting is a Regular Meeting scheduled for December 16, 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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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

October 21, 2020 - 6:00 P.M.

### AGENDA

#### CALL TO ORDER

President Schelly called the meeting to order at 6:05 p.m.

#### ROLL CALL

Directors present: President Schelly, Vice President Szabadi, Director Gin, Director Hunt, and Director Kunkle. General Manager/Interim Board Secretary Leo Havener and Hosny Shouman, Chief Financial Officer was also present.

#### PUBLIC COMMENTS

Ms. Kris Kirschbaum provided the Board pictures of fire hydrants and suggested an improved maintenance program.

#### 1. CONSENT CALENDAR

##### A. MINUTES

Regular Meeting: September 16, 2020

##### B. FINANCIAL REPORTS

1. Income statement for the third month ending September 2020
2. District warrants for September 2020

Check # 16212-16265	= \$ 154,751.83
Gross Payroll	= \$ 72,229.00
Federal/State PR taxes	= \$ 9,223.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 212.38

##### C. OPERATIONS REPORT

##### D. GENERAL MANAGER REPORT

#### DIRECTORS' COMMENTS

Questions to clarify various warrants, request for Stage information on the Operations Report, and requested the Operations Report numbers be typed instead of hand written.



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

The vote was as follows:

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

Motion approved.

### ACTION ITEMS

**2. CONSIDER PROPOSED PAY GRADE AND STEP SCHEDULE, AND ELIMINATE AUTOMATIC 5% SALARY INCREASE UPON COMPLETION OF CERTIFICATES**

Board of Directors will consider approving General Manager recommendation of a proposed Pay Grade and Step Schedule, and eliminate the District policy of an automatic 5% increase in pay upon completion of each certification obtained.

### **PUBLIC COMMENTS**

Concerns were raised as to future costs for employee salaries.

### **DIRECTORS' COMMENTS**

Comments regarding current and future staff retention and costs were addressed, as well as attracting individuals for employment with the District.

A MOTION was made by Vice President Szabadi to approve the Pay Grade and Step Schedule, and eliminate the District policy of an automatic 5% increase in pay upon completion of each certification obtained. Director Gin seconded.

The vote was as follows:

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

Motion approved.



**3. LAFCO 2020 SPECIAL DISTRICT SELECTION DISTRICT COMMITTEE  
ALTERNATE MEMBER BALLOT**

Board of Directors will consider selecting and prioritizing LAFCo 2020 SDSC Alternate Member Ballot.

**PUBLIC COMMENTS**

None

**DIRECTORS' COMMENTS**

None

A MOTION was made by President Schelly selecting Director Gin as first choice and Vice President Szabadi second choice on LAFCo 2020 SDSC Alternate Member Ballot. Vice President Szabadi seconded.

The vote was as follows:

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

Motion approved.

**4. CONSIDER RESENDING RESOLUTION NO. 765 AND MAKE 4/10 WORK  
SCHEDULE PERMANENT**

Board of Directors will consider approving General Manager's recommendation to resend Resolution No. 765, and make the existing 4/10 work schedule permanent.

**PUBLIC COMMENTS**

Comments regarding daylight hours and weather concerns if the 4/10 work schedule remains.

**DIRECTORS' COMMENTS**

Discussion regarding Resolution 765, returning to the 5/8 work schedule (5 days at 8 hours a day), and office hours were addressed.

A MOTION was made by Director Hunt to enforce Resolution No. 765, and on November 2, 2020, field staff returns to the 5/8 work schedule with the District office open Monday - Friday. Director Kunkle seconded.



The vote was as follows:

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

Motion approved.

**DIRECTORS COMMENTS**

None

The Board took a 5 minute recess at 8:10 p.m. before moving into closed session.

**CLOSED SESSION**

5. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
(Govt. Code section 54956.9 (1 Case)) *Creighton v. Idyllwild Water District*,  
Riverside Superior Court RIC2000578

6. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
(Gov. Code section 54957(b)(1)) Title: General Manager

The Board resumed Open Session at 9:35 p.m.

**ACTION TAKEN**

No action taken.

**ADJOURNMENT**

Board adjourned at 9:35 p.m.

The next Board meeting is a Regular Meeting scheduled for November 18, 2020 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  
INTERIM BOARD SECRETARY

Dr. Charles Schelly  
BOARD PRESIDENT

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

CONDENSED CATEGORY	FOR THE MONTH OF			OCTOBER 2020		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	%
OPERATING REVENUES:						
BASE-RESIDENTIAL/COMMERCIAL	69,949	69,949	0			0.00%
SALES-RESIDENTIAL/COMMERCIAL	65,847	85,000	-19,153			-22.53%
OTHER OPERATING REVENUE	915	1,000	-85			-8.50%
OTHER NON- OPERATING REVENUE*	2,900	2,500	400			
<b>TOTAL OPERATING REVENUES</b>	<b>139,611</b>	<b>158,449</b>	<b>-18,838</b>			<b>-11.89%</b>

OPERATING REVENUE BY CATEGORY	FOR THE MONTH OF			OCTOBER 2020		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	%
BASE RATE - RESIDENTIAL	52,124	52,124	0			0.00%
BASE RATE - COMMERCIAL	17,825	17,825	0			0.00%
SALES-RESIDENTIAL	42,482	53,000	-10,518			-19.85%
SALES-COMMERCIAL	23,365	32,000	-8,635			-26.98%
SALES-SEWER	0	0	0			0.00%
SALES-CONSTRUCTION/OTHER	915	1,000	-85			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	0	0	0			0.00%
WILL SERVE LETTER FEES	0	0	0			0.00%
OTHER MISCELLANEOUS	0	0	0			0.00%
INSTALLATION FEES	2,900	2,500	400			0.00%
CAPACITY FEES	0	0	0			0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>139,611</b>	<b>158,449</b>	<b>-18,838</b>			<b>-11.89%</b>



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

FOR THE MONTH OF OCTOBER 2020

**CUBIC FEET OF SALES:**

	Residential C.F	Commercial C.F	Total
R1 5/8	618,339	75,820	694,159
R2 3/4	12,110	14,240	26,350
R3 1"	12,403	75,680	88,083
R4 1.1/2"	0	34,490	34,490
R5 2"	0	15,540	15,540
R6 3"	0	2,007	2,007
IA 3"	0	92,930	92,930
NC-WWTP	0	1,110	1,110
<b>TOTAL CUBIC FEET OF SALES</b>	<b>642,852</b>	<b>311,817</b>	<b>954,669</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>

SewerAcct	<b>S</b>	167	585
Fire Services	<b>F "2"</b>	0	0
Fire Services	<b>F "3"</b>	0	0
Fire Services	<b>F "4"</b>	3	3

Total Idyllwild Customers

**2,254**

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

FOR THE MONTH OF OCTOBER 2020

BY CATEGORY

**WATER OPERATING EXPENSES:**

	ACTUAL	BUDGET	OCTOBER F (U)	VARIANCE	%
1- WAGES AND SALARIES EXPENSES	54,979	62,000	7,021		11.32%
2- RETIREMENT PLAN AND LIFE INSURANCE	3,142	4,000	858		21.45%
3- MEDICAL INSURANCE	9,888	12,000	2,112		17.60%
4 -UNIFORM EXPENSES	593	438	-156		-35.54%
5 -WORKER'S COMP INSURANCE	2,500	5,000	2,500		50.00%
6 -RETIREMENT MEDICAL INSURANCE	0	8,000	8,000		100.00%
7 -BOARD REIMBURSEMENT	50	500	450		90.00%
8 -OFFICE SUPPLIES	1,350	3,500	2,150		61.43%
9 -OFFICE CLEANING SERVICE	210	280	70		25.00%
10 -POSTAGE AND MAILING FEE	50	1,200	1,150		95.83%
11 -TRAINING AND EDUCATION	0	1,300	1,300		100.00%
12 -TRAVELING , MILEAGE, MEALS REIMBURSEMENT	0	629	629		100.00%
13 -DUES ,FEES , SUBSCRIPTIONS	9,472	4,000	-5,472		-136.80%
14 -COMPUTER SERVICES	1,045	1,000	-45		-4.50%
15 -LEGAL SERVICES	0	3,500	3,500		100.00%
16-ENGINEERING AND CONSULTING	2,047	4,000	1,953		48.83%
17 -UTILITIES - ELECTRICITY	5,277	8,000	2,723		34.04%
18 -UTILITIES - GAS& FUEL	620	800	180		22.50%
19-UTILITIES - PROPANE	704	325	-379		-116.62%
20 -UTILITIES - TELEPHONE INTERNET	521	761	240		31.49%
21 -UTILITIES - WASTE MANAGEMENT FEE	400	184	-216		-117.20%
22 -AUTO AND PROPERTY INSURANCE	16,467	15,000	-1,467		-9.78%
21 -STATE-COUNTY WATER SYSTEM FEES	0	4,000	4,000		100.00%
22 -GENERAL PLANT & TREATMENT SERVICES	2,502	5,000	2,498		49.96%
23 - VEHICLES REPAIRS AND MAINTENANCE	1,939	2,500	561		22.44%
25 -LABORATORY SERVICES	3,070	3,000	-70		-2.33%
26 -WATER SECURITY SYSTEM	0	771	771		100.00%
27 -ADVERTISING AND PUBLISHING	0	542	542		100.00%
28 -PROPERTY TAX EXPENSES	0	233	233		100.00%
29- COMPENSATED TIME	0	500	500		100.00%
30 -BANK FEE CHARGE	210	250	40		16.00%
31 -WATER MAINTENCE AND SUPPLIES	3,959	1,500	-2,459		-163.93%
33 -ACCOUNTING AND AUDITING FEE	1,350	8,000	6,650		83.13%
34 - WATER LEAK ( IWD Leak Side)	2,933	2,000	-933		
<b>TOTAL OPERATING EXPENSES:</b>	<b>125,278</b>	<b>162,712</b>	<b>37,434</b>		<b>23.01%</b>
<b>TOTAL INCOME AND (LOSS)</b>	<b>14,333</b>	<b>-4,263</b>			

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

FOR THE MONTH OF OCTOBER 2020

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	58,080	58,080	0	0.00%
OTHER OPERATING	0	0	0	0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>58,080</b>	<b>58,080</b>	<b>0</b>	<b>0.00%</b>
OPERATING EXPENSES:				
1- WAGES AND SALARIES	13,250	18,000	4,750	26.39%
2- RETIREMENT AND LIFE INSURANCE	1,250	2,500	1,250	50.00%
3- MEDICAL INSURANCE	3,296	5,000	1,704	34.08%
4- UNIFORM EXPENSE	197	300	103	34.33%
5-WORKER'S COMPENSATION INSURANCE	0	200	200	100.00%
6- RETIREMENT MEDICAL INSURANCE	0	917	917	100.00%
7- BOARD REIMBURSEMENT	25	200	175	87.50%
8- OFFICE SUPPLIES	1,010	400	-610	-152.50%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	0	400	400	100.00%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILEAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	815	1,000	185	18.50%
14- COMPUTER SERVICES	348	1,000	652	65.20%
15- LEGAL SERVICES	0	500	500	100.00%
16- UTILITIES - ELECTRICITY	25,733	4,000	-21,733	-543.33%
17- UTILITIES - GAS & FUEL	250	437	187	42.75%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	168	292	124	42.40%
20- UTILITIES - WASTE MANAGEMENT FEE	133	125	-8	-6.40%
21- VEHICLES REPAIRS AND MAINTENANCE	132	500	368	73.60%
22- ENGINEERING SERVICES	0	2,000	2,000	100.00%
22- MAINTENANCE AND SUPPLIES	0	200	200	100.00%
23- GENERAL PLANT SERVICES	17,148	2,500	-14,648	-585.92%
24- SEWER PERMIT AND LICENSE(State Fee)	0	500	500	100.00%
25- MINOR EQUIPMENT AND SUPPLIES	0	42	42	100.00%
26- SEWER LEASE	0	250	250	100.00%
27- ADVERTISING AND PUBLISHING	0	125	125	100.00%
28- LABORATORY SERVICES	683	2,000	1,317	65.85%
29- GENERAL AUTO AND LIABILITY INSURANCE	5,489	1,000	-4,489	-448.90%
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>69,997</b>	<b>47,362</b>	<b>-22,635</b>	<b>-47.79%</b>
<b>Total INCOME OR (LOSS)</b>	<b>-11,917</b>	<b>10,718</b>		

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

FOR THE MONTH OF OCTOBER 2020

**SEWER FUND OPERATING REVENUES**

	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE-COMMERCIAL	39,242	39,242	0	0.00%
BASE RATE- RESIDENTIAL	18,838	18,838	0	0.00%
TRANSFER FEE	0	0	0	0.00%
FACILITY CHARGE FROM IAF	0	0	0	0.00%
INSPECTION FEE	0	0	0	0.00%
OTHER MISCE	0	0	0	0.00%

**TOTAL OPERATING REVENUE**

**58,080      58,080      0      0.00%**

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

RESIDENTIAL	448	448	0.0	0.00%
COMMERCIAL	933	933	0.0	0.00%

**TOTAL E.D.U'S**

**1,381      1,381      0.0      0.00%**

**TOTAL Customers**

**418      167      585**

**IDYLLWILD WATER DISTRICT  
DISTRICT WARRANTS AND OTHER DISBURSEMENTS  
FOR THE MONTH ENDED October 31, 2020**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
10/07/2020	16266	AM Conservation Group, INC	Conservation Supplies	\$1,047.27
10/07/2020	16267	Burtronics Business Systems	Quartly Contract Base Copier Machine	\$118.18
10/07/2020	16268	California Comptuer Options	Monthly IT Serivces	\$777.25
10/07/2020	16269	Engineering Resources	Engingeering Services for the Strawberry Diversion	\$2,047.50
10/07/2020	16270	Gabriella Redding	Refund to Customer	\$2,149.26
10/07/2020	16271	Genuine Auto Parts/ Napa	Auot Parts	\$526.89
10/07/2020	16272	Idyllwild Garage	Fixing Meter Reading Truck Jeep	\$427.13
10/07/2020	16273	Idyllwild Water District	To be Deposited at Hemet Bank for Payroll	\$38,000.00
10/07/2020	16274	Inland Water Works Supply	Water Supplies	\$786.88
10/07/2020	16275	Jerry Johnson	Renewal for Cerification Distrubition	\$90.00
10/07/2020	16276	Staples Credit Plan	Office Supplies	\$1,703.17
10/07/2020	16277	Streamline	Monthly Charge for Idyllwild Website	\$200.00
10/07/2020	16278	Thomas Lovejoy	Retirement Medical Insurance	\$2,804.40
10/07/2020	16279	Time Warner Cable	Monthly Charge	\$425.51
10/07/2020	16280	Tyla Friemoth	Water & Sewer Expenses Reimburesent	\$105.19
10/07/2020	16281	Underground Services Alert	New Tickets Charge	\$59.99
10/07/2020	16282	Verizon Wireless	Monthly Charge	\$243.38
10/07/2020	16283	Village Hardware	Suplies for water and sewer	\$1,887.42
10/07/2020	16284	ACWA/JPIA	Health Insurance for October	\$13,185.13
10/14/2020	16285	ACWA/JPIA	Workers Comp from 7/1-9/30/2020	\$3,095.18
10/14/2020	16286	California Comptuer Options	Monthly IT Serivces	\$139.00
10/14/2020	16287	CR& R Incorporated	Trash Pickup	\$534.32
10/14/2020	16288	Ferrellgas	Charge for Propane	\$704.10
10/14/2020	16289	Jeannie Olsen	Pay Check	\$1,149.59
10/14/2020	16290	Mission Linen & Uniform Serivces	Laundry Uniform Serivce	\$791.70
10/14/2020	16291	ACWA/JPIA	Annual Premium for Auto& General	\$21,956.73
10/14/2020	16292	S C.E.	Monthly Charge	\$664.95
10/21/2020	16293	California Comptuer Options	Monthly IT Serivces	\$278.00
10/21/2020	16294	California Special Districts	Renewal Fee for Membership dues	\$3,004.00
10/21/2020	16295	Central Commuincations	Monthly Anwsering Serivces	\$130.70
10/21/2020	16296	Chase Card Serivces	Water and Office Expenses	\$3,463.40
10/21/2020	16297	DMV Renewal	Renewal Fee for Case+Air Comp	\$54.00
10/21/2020	16298	Staples Credit Plan	Supplies for office, water and Sewer (Inks)	\$2,219.37
10/21/2020	16299	T-Moblie	Monthly Charge	\$20.00
10/21/2020	16300	Idyllwild Water District	To be Deposited at Hemet Bank for Payroll	\$48,000.00
10/21/2020	16301	Motion Industries	Repair Winsmith Pump	\$15,260.76
10/21/2020	16302	Denise Dimond	Refund to Customer	\$784.30
10/28/2020	16303	ALSHIRE & WYNDER, LLP	Monthly Legal Serivces Charge	\$16,124.35
10/28/2020	16304	Allstate Benefits	Monthly Charge	\$304.12
10/28/2020	16305	Babcock Laboratories	Water & Sewer Lab Test	\$4,093.55
10/28/2020	16306	Four Seasons Cleaning	Full Serivces to the office	\$280.00
10/28/2020	16307	Idyllwild Water District	To be Deposited at Hemet Bank for Saving	\$200,000.00
10/28/2020	16308	S.C.E.	Monthly Charge	\$30,010.70
10/28/2020	16309	Tyla Friemoth	Water and Office Expenses Reimburesent	\$207.99
10/28/2020	16310	USA Bluebook	Supplies for Water and Sewer	\$294.71

TOTAL DISTRICT WARRANTS \$420,150.07

OTHER DISBURSEMENTS:

TOTAL PAYROLL \$68,320.00  
L.A.I.F. ELECTRONIC TRANSFERS \$0.00  
BANK SERVICE CHARGES AND FEES \$210.00

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS \$488,680.07

# Idyllwild Water District

## Monthly Operations Report

### October 2020

Supplies to System	1,168,823 CF	26.83 AF	
Increase / Decrease	95,470 CF	9% Billing Period	1% Daily Demand
Number of Wells Available	14	333 GPM Available	
Water Sales	954,669 CF	121,431 CF Non-Water Sales	
Total Water/Non-Water Sales	1,076,100 CF	8% Loss	

Full-Time	H21, 4, 13, FV1A	4
Part-Time	15, 23, FV2, Golden Rod	4

Strawberry Creek Diversion	1,700 CF	0.04 AF
Lilly Creek Flow	- CF	- AF
Foster Lake Level (Max. 18')	6 Feet	6 Inches

Non-Water Sales	Gallons	CF
IWD Flushing	-	-
Main Line Leaks	-	-
Distribution Line Leaks	-	-
Fire Dept. Usage	900,000	120,321
Hydrant Sales	-	-
Wastewater Plant	8,303	1,110
<b>Total</b>	<b>908,303</b>	<b>121,431</b>

Stage Criteria		
Avg. GPM	Max	%
183.99	333	55%

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

Foster Lake Area	SL #3	8	SL #7	9	SL #14	17	FL Avg.	11.3
Creek Area	SL #23	12	SL #24	19				
Nature Center	SL #26	30	SL #27	26	SL #28	110		
Fern Valley	PL FV1A	381	PL FV#2	322				

#### Storage Tanks

Location	CF/FT	Level	Volume
Foster Lake	11,698	21.7	253,847
Rock Dale Tank	2,718	21.2	57,622
Delano Tank	1,337	18.0	24,066
South Ridge Tank	3,509	18.2	63,864
Wild Wood Tank	919	13.2	12,131
Golden Rod Tank	891	22.5	20,048

Total	431,576 CF	Storage Supplies Max. 3.702 MGD	87%
Storage in MGD	3.23		
Production Days	33	Production Minutes	47,520
		Average GPM	183.99

**Idyllwild Water District**  
**Well Production Data**  
**October 2020**

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal	64,709	1.5	Full-Time	On	10.2	
2	Foster Lake	-	-				
4	Foster Lake	290,437	6.7	Full-Time	On	54.7	
10	Foster Lake	-	-				
11	Foster Lake	-	-				
12	Foster Lake	-	-				
13	Foster Lake	261,516	6.0	Full-Time	On	41.2	
15	Foster Lake	92,509	2.1	Part-Time	Off	29.1	
16	Foster Lake	-	-				
23	Stratton	90,364	2.1	Part-Time	Off		
24	Curtis	-	-	Part-Time	Off		
25	Donahoo	-	-				
26	Nature Center	-	-				
27	Nature Center	-	-				
28	Rock Dale	-	-				
1A	Fern Valley	255,546	5.9	Full-Time	On		
2	Fern Valley	200,469	4.6	Part-Time	On		
	Golden Rod	33,220	0.8	Part-Time	Off		
	Oakwood		-				
	<b>Total</b>	<b>1,288,770</b>	<b>29.59</b>				

Cedar Glen Meter	<u>589,224</u> CF	<u>13.5</u> AF
District Production	<u>579,599</u> CF	<u>13.3</u> AF
Total Supplies to System	<u>1,168,823</u> CF	<u>26.8</u> AF

Days of Production	<u>33</u>	Minutes of Production	<u>47,520</u>
Average System GPM	<u>183.99</u>		

# Idyllwild Water District

## Well Statics

October 2020

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3		8	SL	
7		9	SL	
14		17	SL	Foster Lake Average = 11.3
23		12	SL	
24		19	SL	
26		30	SL	
27		26	SL	
28		110	SL	
FV1A		381	PL	
FV2		322	PL	





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** November 18, 2020  
**Subject:** Item 1.D. - General Manager Report

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### Overview

The matters that required my attention since October 21, 2020, are as follows:

- Newsletter has been mailed to all ratepayers
- Safety ladders are being fabricated
- Strawberry Creek analysis is in process
- Meeting with staff regarding modifications to the Salary Schedule
- On November 2<sup>nd</sup> staff began 5/8 work schedule
- Promoted Joe Reyes to Chief Water Operator
- Posted a position for Operator-in-Training or Water Operator I
- On November 20th, Danny Campbell, Wastewater Operator II, will travel to Salt Lake City for jetter training
- Removed and installed water service line across HWY 243 at the school
- Reviewed legislations
- Field staff repaired various water leaks within the District
- Worked on personnel matters
- Prepared items for Board meeting
- Held Management Team meetings
- Addressed various customer service issues
- Communicated with General Counsel regarding various District matters
- Met and discussed District matters with individual Board Members



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager  
Hosny Shouman, Chief Financial Officer

**Date:** November 18, 2020

**Subject:** Item 2 – Consider Acceptance of the Fiscal Year 2019 – 2020 Audit

---

### **Recommendation:**

Board of Directors will consider accepting the Fiscal Year 2019 – 2020 audit.

### **Background:**

The District is required by State law to have its financial audited annually by a certified public accountant. The District hired Rogers, Anderson, Malody & Scott, LLP to audit the District Financial Statements for FY 2019 – 2020.

### **Attachments:**

- Idyllwild Water District Financial Statement
- Idyllwild Water District GAGAS Letter
- Idyllwild Water District SAS 114 Letter



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** November 18, 2020

**Subject:** Item 3 – Consider Coronavirus Mitigation Protocols by Implementing District- Wide Policy Adhering to CDC Guidelines

---

### Recommendation:

General Manger Recommends keeping the existing successful COVID-19 protocols in place.

### Background:

The District has COVID-19 protocols that have proven to be extremely successful and are working very well with staff and protecting the public. If the District were to follow protocols for public utilities, then the office would be closed to the public and field staff would be working half-time with rotating shifts.

Riverside County is currently in Purple Tier and nationwide new cases are exceeding 100,000 daily. Employee and public safety are of extreme importance to the District. IWD needs to be proactive by implementing a mask policy that follows CDC guidelines

### Fiscal Impact:

None

### Conclusion:

Board of Directors will consider directing General Manger to modify existing successful COVID-19 protocols to match that of the Federal CDC guidelines



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** November 18, 2020

**Subject:** Item 4 – Consider Comprehensive Sewer Audit to Update Current Residential and Commercial EDU's

---

**Recommendation:**

General Manager recommends keeping the existing sewer audit program in place.

**Background:**

Construction and real estate activity in Idyllwild over the past year has been extremely high. Residential additions and commercial remodeling requires an updated wastewater audit to help assure our wastewater capacity.

The District has an arrangement with the Riverside County Building Department that when a permit is pulled to build a new structure or an addition, we are notified. Also, we have several properties that staff will be auditing in the near future due to property modifications.

**Fiscal Impact:**

None

**Conclusion:**

Board of Directors will consider directing General Manager to modify staff's work schedule to prioritize sewer audits.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** November 18, 2020

**Subject:** Item 5 – Consider Modification of Employee Salary Schedule to Include Additional Steps and a One-time Bonus for Certificate Completion

---

### **Recommendation:**

General Manager recommends the Salary Schedule approved by the Board at the October 21<sup>st</sup> Board meeting remains in effect.

### **Background:**

The majority of local water districts have 12 steps of 2.5%. Our current step schedule increase of 5% from 2.5% is not consistent with the standards in the local industry. To assist in equity, a one-time bonus for certificate completion by employees would increase pay grade motivation. (Per Director Hunt)

### **Fiscal Impact:**

None

### **Conclusion:**

Director Hunt request the Board of Directors consider reestablishing Pay Grade and Step Schedule that includes 2.5% per Step, and reestablish the District policy of a one-time bonus upon certification completion.



**IDYLLWILD WATER DISTRICT**  
25945 Highway 243 • P.O. Box 397 • Idyllwild, CA • 92549-0397

# Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** November 18, 2020

**Subject:** ITEM 6- UPDATING THE INVESTMENT POLICY TO BE IN COMPLIANCE WITH THE STATE INVESTMENT POLICY

---

**Recommendation:**

General Manger recommends the approval for resolution no. 778 for updating the Investment Policy.

**Background:**

The District has a policy created 2017 needs to be updated to be in compliance with the states investment policy.

**Finical Impact:**

None

**Conclusion:**

Board of Directors will consider approving resolution no. 778 for updating the Investment Policy.

**RESOLUTION NO. 778**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT ESTABLISHING A POLICY FOR THE INVESTMENT OF THE DISTRICT'S SURPLUS FUNDS**

**WHEREAS**, State law requires local government agencies establish a policy for the investment of funds that is consistent with State investment requirements, and to review the policy on an annual basis; and

**WHEREAS** Idyllwild Water District last updated its investment policy in 2017.

**NOW THEREFORE**, be it resolved by the Board of Directors of the Idyllwild Water District that surplus funds of the District shall be invested only as provided by law and the District's investment policy, which is attached and hereby adopted and made a part hereof.

This Resolution No. 778 and the attached investment policy supersedes and replaces Resolution No. 741 adopted on October 25, 2017 which resolution is hereby rescinded.

**ADOPTED THIS 18TH DAY OF NOVEMBER 2020**

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Dr. Charles Schelly- Board President

**ATTEST:**

I, Leo Havener interim secretary of the Idyllwild Water District hereby certify that the foregoing resolution was duly and regularly introduced and adopted by the Board of Directors of said Idyllwild Water District at its meeting held on the 18th day of November 2020 . By the following vote, to wit:

AYES:            NAYS:            ABSTAIN:            ABSENT:

In witness whereof I have hereunto set my hand and affixed the official seal of the Idyllwild Water District this 18<sup>th</sup> day of November 2020.

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Leo Havener - Interim Board Secretary

# IDYLLWILD WATER DISTRICT INVESTMENT POLICY

## 1.0 PURPOSE AND GOALS

This statement is intended to outline the policies for maximizing the efficiency of the District's Cash Management System and for prudent investment of the District's funds and to provide guidelines for suitable investments.

The ultimate goal is to enhance the economic status of the District while protecting its funds.

The District's Cash Management System is designed to accurately monitor and forecast expenditures and revenues, thus enabling the District to invest funds to the fullest extent possible. The District shall attempt to obtain the highest yield, provided that all investments meet the criteria established for safety and liquidity.

The investment policies and practices of the District are based on Federal, State and Local law and prudent money management. The primary goals of these policies are:

1. To assure compliance with all Federal, State and Local laws governing the investment of monies under the control of the District's Board, General Manager and CFO.
2. To protect the monies entrusted to these officers.
3. To generate the maximum amount of investment income within the parameters of this Statement of Investment Policy and the guidelines for suitable investments.

WHEREAS; The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code Sections 53600.6 and 53630.1); and

WHEREAS; The legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5920 et seq. And 53600; and

WHEREAS; It shall be the policy of the Idyllwild Water District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demand of the District and conforming to all statutes governing the investment of Idyllwild Water District funds.

The treasurer or fiscal officer of the Idyllwild Water District shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the legislative body at a public meeting; (CGC 53646(a))

## 2.0 SCOPE

All monies entrusted to the District will be actively managed as part of a pooled portfolio. These funds are accounted for in the "Comprehensive Annual Financial District Audit".

Funds not included in the policy include deferred compensation funds and other funds held and managed by a third party for the benefit of employees or the District.

## 3.0 PRUDENCE

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation,



but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### 4.0 OBJECTIVES

As specified in CGC 53600.5 when investing, reinvesting, acquiring, purchasing, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. SAFETY: Safety of principal is the foremost objective of the District. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of principal in the portfolio, whether from institutional default, broker/dealer default or erosion of market value of securities. The District shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
  - A. Credit Risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by investing, to the extent possible through or depositing monies and investments with only very safe institutions as prescribed in the California Government Code Section 53635.2 and in only very safe investments as prescribed herein and by diversifying the investments so that the failure of any one issuer would not unduly harm the District's cash flow.
  - B. The risk of market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the weighted average maturity of the District's investments to one year. (NOTE: five years is the maximum maturity allowed by law for individual investments unless specifically allowed by the Board of Directors to be a longer time.) It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall investment return.
2. LIQUIDITY: This is the second most important objective. Investments shall be made whose maturity date is compatible with cash flow requirements of the District and which can be easily and rapidly converted to cash without substantial loss of value.
3. RETURN ON INVESTMENT (YIELD): Investment shall be undertaken to produce an acceptable rate of return after first considering safety of principal and liquidity.

#### 5.0 DELAGATION OF AUTHORITY

Authority to manage the investments is derived from California Government Code Sections 53600, et seq. Management responsibility for the investments is hereby delegated to the General Manager and/or CFO, who shall follow established procedures for investments consistent with this policy. Procedures should include references to safekeeping, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except under the terms of this policy and the procedures established by the General Manager and/or the CFO. The General Manager and CFO shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code Section 53600.3, the General Manager and/or CFO are trustees and fiduciaries subject to the prudent investor standard.

## 6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investments, or which could impair their ability to make impartial investment decisions.

## 7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The CFO will maintain a list of financial institutions, selected based on credit worthiness, financial strength, experience, and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For broker/dealers of government securities and other investments, the General Manager and/or CFO shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the CFO shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

## 8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The District is empowered by California Government Code Section 53601 et seq. To invest in the following:

- A. Bonds issued by the Idyllwild Water District or Idyllwild Water District Improvement District NO. 1 Bonds.
- B. United States Treasury Bill, Notes and Bonds. Up to 100% of surplus funds can be invested in this type of investment. Surplus funds for the purpose of this Policy shall mean monies not expected to be expended for at least six months from the date of investment of such monies.
- C. Registered state warrants or treasury notes or bonds issued by the State of California.
- D. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California (LAIF), County Treasurers, other local or Joint Powers Agencies.
- E. Surplus funds may be invested in obligations issued by Agencies or Instrumentalities of the U.S. Government.
- F. Shares of beneficial interest issued by diversified management companies (Money Market Mutual Funds) investing in the securities and obligations authorized by this section. Such funds must carry the highest rating of at least two of the three largest national rating agencies.
- G. Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of the indentures or agreements.

- H. Collateralized bank deposits (Non-Negotiable Certificates of Deposits) with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations. .
- I. Any other investment security authorized under the provisions of CGC 5922 and 53601.

Also, see CGC 53601 for a detailed summary of the limitations and special conditions that apply to each of the types of investment securities.

PROHIBITED INVESTMENTS: Under the provisions of CGC 53601.6 and 53631.5, the District shall not invest any funds covered by this investment policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

## 9.0 COLLATERALIZATION

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third-party trustee and valued monthly. The percentage of collateralization on repurchase and reverse repurchase agreements will follow the recommended amounts required under CGC 53601(I)(2).

## 10.0 SAFEKEEPING AND CUSTODY

All security transactions entered by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement as required by CGC 53601.

## 11.0 DIVERSIFICATION

The District will diversify its investments by security type and institution. It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- (1) Portfolio maturates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- (2) Maturities selected shall provide for stability of income and liquidity.
- (3) Disbursement and payroll dates shall be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

## 12.0 REPORTING REQUIREMENTS

In accordance with CGC 53646(b)(1), CFO shall submit to each member of the Board of Directors at least a quarterly investment report no later than 30 days from the end of the quarter. The report must include type of investments, issuer, maturity date, par and dollar amounts invested in all securities, market value weighted average, investments and monies held by the local agency. This includes any funds, investments, or programs, including loans, that are under the management of contracted parties. The report will also include the source of the portfolio valuation. As specified in CGC 53646(e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions.

The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the statement of investment policy or the manner in which the investments are not in compliance and, (2) that the District will meet its expenditure obligations for the next six months or an explanation as to why sufficient money will not or may not be available as required

by CGC 53646(b)(2) & (3). Subsidiary ledger of investments will be used in accordance with accepted accounting practices to maintain a complete and accurate record of all investment transactions. The CFO shall report whatever additional information or data may be required by the governing body of the District.

### 13.0 INVESTMENT POLICY ADOPTION

The Investment Policy was adopted by resolution No. 778, dated November 19, 2020 of the Idyllwild Water District. Moreover, this policy shall be reviewed on an annual basis by the Board of Directors.