

#### SPECIAL MEETING OF THE BOARD OF DIRECTORS

#### **BOARD WORKSHOP**

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

June 10, 2023 - 10:00 A.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 Workshop

Time: Jun 10, 2023, 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

https://us06web.zoom.us/j/89625740463?pwd=SzJsdXU4VWk2SnRHbmxqZjl3aG1RQT09

Meeting ID: 896 2574 0463

Passcode: 744226 One tap mobile

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#### AGENDA

## CALL TO ORDER

#### ROLL CALL

### **PUBLIC COMMENTS**

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the District. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not 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.

## **DISCUSSION ITEM**



## **BOARD WORKSHOP**

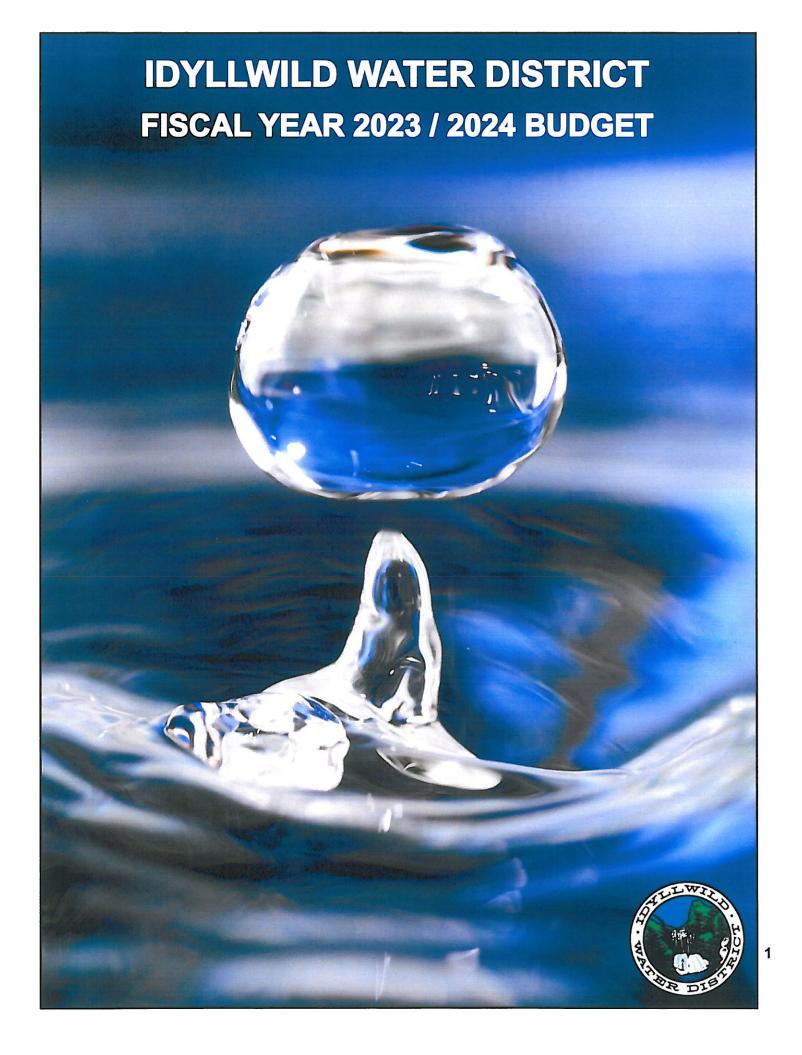
The Board will discuss various capital improvement projects and budget items.

## **DIRECTORS COMMENTS**

### ADJOURNMENT

The next Board meeting is a Regular Meeting scheduled for June 21, 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: <a href="mailto:admin@idyllwildwater.com">admin@idyllwildwater.com</a>. 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.





# **IWD Board Members**



Dr. Charles Schelly, President



Peter Szabadi, Vice President



Steve Kunkle, Director



Steve Olson, Director

Vacant

Director



## **Idyllwild Water District**

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

Idyllwild Water District (IWD) provides water services to 1,676 customers and sewer services to 587 customers within a population of 3,000 for Idyllwild in the County of Riverside. In performing these services IWD operates and maintains a complex system of water distribution with seven water pressure zones. This includes five water treatment systems and eleven water storage tanks. We have a wastewater treatment facility that is permitted to handle 250,000 gallons a day for our sewer customers. IWD employs 11 people to operate both our water and sewer operations.

The Idyllwild County Water District was approved by the voters in 1956 as a legal entity to provide water services. The 130,000 feet of water lines and 63,000 feet of sewer lines are located within 9 square miles.

Covering an area of 1,592 acres. Water and sewer services are provided to a combination of residential, commercial, and industrial customers. Treated well water from our 28 wells is distributed to individual customers living in the community of Idyllwild. For the first 5 years IWD's main responsibility was to provide water services and later in 1966 constructed its wastewater plant and the sewer collection system. Later the County was dropped from its name to become the Idyllwild Water District.

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

## **IDYLLWILD WATER DISTRICT**

## Budget For Revenues & Expenses Fiscal Year 2023-2024

	Operating	Total		
Category	Water	Sewer	i otai	
Operating Revenue				
Water Base Rate Commercial	\$284,433		\$284,433	
Water Base Rate Residential	\$817,205		\$817,205	
Water Sales Commercial	\$348,500		\$348,500	
Water Sales Residential	\$456,130		\$456,130	
Sewer Base Fees Commercial		\$565,739	\$565,739	
Sewer Base Fees Residential		\$276,721	\$276,721	
Other Fees and Charges	\$9,750	\$360	\$10,110	
Total Operating Revenue	\$1,916,018	\$842,820	\$2,758,838	
Non-Operating Revenue				
Property Taxes Assessments	\$392,000	\$140,000	\$541,000	
		\$149,000	\$541,000	
Standby Charges Assessments	\$19,000	\$5,250	\$24,250	
Interest Income Earned	\$8,500	\$8,600	\$17,100	
Other Non-Operating Revenue	\$2,500	\$0	\$2,500	
Total Non-Operating Revenue	\$422,000	\$162,850	\$584,850	
		2 2 1010 2		
Total Revenues	\$2,338,018	\$1,005,670	\$3,343,688	
SSF 40-5 31-13-5				
Operating Expense	±		X10045742109445,1704160090,077	
Water Operations Expenses (Less Depreciation)	\$1,696,015		\$1,696,015	
Sewer Operations Expenses (Less Depreciation)		\$585,227	\$585,227	
Total Operating Expense	\$1,696,015	\$585,227	\$2,281,242	
Non-Operating Expense		*		
Loan Interest Expense	\$0	\$0	\$0	
Miscellaneous Expense	\$0	\$0	\$0	
	-			
Total Non-Operating Expense	\$0	\$0	\$0	
Other Commitments		000 000	000	
OPEB Obligation Expense	\$60,000	\$20,000	\$80,000	
Total Other Commitments	\$60,000	\$20,000	\$80,000	
Total Expenses	\$1,756,015	\$605,227	\$2,361,242	
Net Operating Margin	\$582,003	\$400,443	\$982,446	
Capital Commitments				
Capital Improvements And Equipment By IWD	\$750,000	\$250,000	\$1,000,000	
Tatal Canital Commitments	\$750,000	\$250,000	\$1,000,000	
Total Capital Commitments	\$750,000	\$250,000	\$1,000,000	
Net Fund Contribution / Deficit*	-\$167,997	\$150,443	-\$17,554	
Beginning Reserve Fund Balance			\$3,000,000	
Projected Ending Reserve Fund Balance			\$2,982,446	

\*Note: Net Deficit will be cover from the Reserve

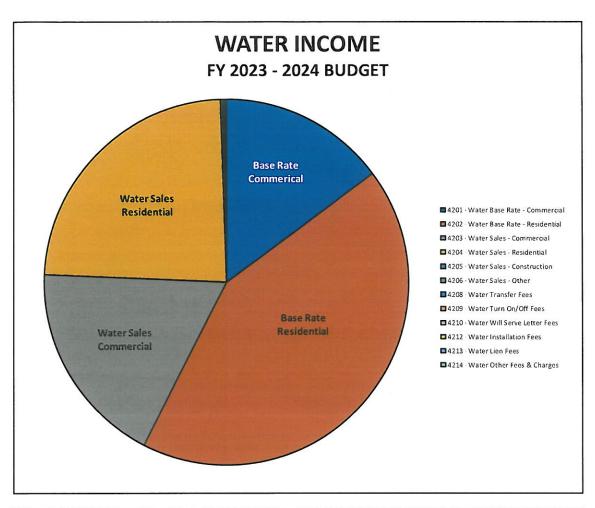
# IDYLLWILD WATER DISTRICT WATER FUND INCOME STATEMENT

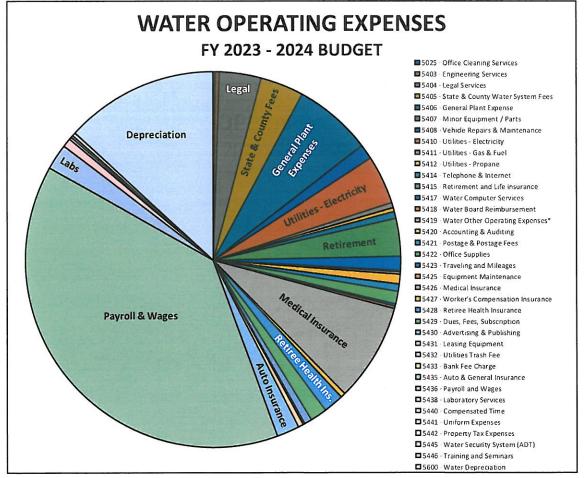
YEAR ENDING JUNE 30, 2024

	2021/2022	2022/2023	2023/2024	FY 22/23 - 23/24
	Last Year	Current Year	Future Year	Percentage
Income	Actual	Projected	Budgeted	Change
4201 - Water Base Rate - Commercial	237,696	263,364	284,433	8.00%
4202 · Water Base Rate - Residential	689,508	756,672	817,205	8.00%
4203 · Water Sales - Commercial	316,681	340,000	348,500	2.50%
4204 · Water Sales - Residential	440,000	445,000	456,130	2.50%
4205 · Water Sales - Construction	1,500	1,700	1,700	0.00%
4206 · Water Sales - Other	2,555	3,000	3,000	0.00%
4208 · Water Transfer Fees	1,000	1,200	1,200	0.00%
4209 · Water Turn On/Off Fees	200	220	220	0.00%
4210 · Water Will Serve Letter Fees	450	450	450	0.00%
4212 · Water Installation Fees	1,800	2,000	2,000	0.00%
4213 · Water Lien Fees	160	180	180	0.00%
4214 · Water Other Fees & Charges	900	1,000	1,000	0.00%
Total Income	\$ 1,692,450	\$ 1,814,786	\$ 1,916,018	5.58%
5400 · WATER OPERATING EXPENSES				
5025 · Office Cleaning Services	2,400	3,600	3,800	-5.26%
5403 · Engineering Services	7,065	6,500	6,900	-5.80%
5404 · Legal Services	117,250	65,000	70,000	-7.14%
5405 · State & County Water System Fees	36,370	69,000	73,000	-5.48%
5406 · General Plant Expense	105,514	125,000	132,000	-5.30%
5407 · Minor Equipment / Parts	320	380	400	-5.00%
5408 · Vehicle Repairs & Maintenance	6,820	43,563	25,000	74.25%
5410 · Utilities - Electricity	67,484	78,000	81,000	-3.70%
5411 · Utilities - Gas & Fuel	5,928	6,500	8,600	-24.42%
5412 · Utilities - Propane	5,980	6,000	6,900	-13.04%
5414 · Telephone & Internet	10,130	11,325	11,500	-1.52%
5415 · Retirement and Life insurance	57,800	59,620	63,000	-5.37%
5417 · Water Computer Services	14,860	21,000	24,000	-12.50%
5418 · Water Board Reimbursement	1,950	2,000	2,050	-2.44%
5419 · Water Other Operating Expenses*	3,700	3,850	3.950	-2.53%
5420 · Accounting & Auditing	9,650	14,620	16,700	-12.46%
5421 · Postage & Postage Fees	9,870	11,250	12,350	-8.91%
5422 · Office Supplies	25,808	19,650	21,340	-7.92%
5423 · Traveling and Mileages	3,400	3,620	3,750	-3.47%
5425 · Equipment Maintenance	3,520	3,680	4,000	-8.00%
5426 · Medical Insurance	132,000	152,000	165,000	-7.88%
5427 · Worker's Compensation Insurance	6,250	7,500	8,200	-8.54%
5428 · Retiree Health Insurance	28,500	32,600	34,400	-5.23%
5429 · Dues, Fees, Subscription	26,797	26,900 12,200	28,000 13,300	-3.93%
5430 · Advertising & Publishing 5431 · Leasing Equipment	9,135 250	350	375	-8.27% -6.67%
5432 · Utilities Trash Fee	2,240	2,600	2,800	-7.14%
5433 · Bank Fee Charge	3,650	7,850	8,500	-7.65%
5435 · Auto & General Insurance	35,000	36,000	38,000	-5.26%
5436 · Payroll and Wages	685,000	695,000	756,000	-8.07%
5438 · Laboratory Services	37,000	38,000	43,000	-11.63%
5440 · Compensated Time	12,500	14,000	14,800	-5.41%
5441 · Uniform Expenses	3,000	3,500	3,800	-7.89%
5442 · Property Tax Expenses	520	620	650	-4.62%
5445 · Water Security System (ADT)	2,600	2,950	3,150	-6.35%
5446 · Training and Seminars	5,100	5,600	5,800	-3.45%
5600 · Water Depreciation	249,704	255,000	258,000	-1.16%
Total Water Operating Expenses	\$ 1,735,065	\$ 1,846,828	\$ 1,954,015	-5.49%
Net Ordinary Income	\$ (42,615)	\$ (32,042)	\$ (37,997)	-15.67%
Other Income / Expense				
Other Income				
4901 · Water Taxes & Assessments	320,000	370,000	392,000	5.61%
4903 · Water Stand By Assessments	17,993	18,173	19,000	4.35%
4904 · Water Interest Earned	21,000	8,000	8,500	5.88%
4919 · Water Other Non-Operating Revenue	92,000	2,000	2,500	20.00%
Total Other Income	\$ 450,993	\$ 398,173	\$ 422,000	5.65%
Max business				
Net Income	\$ 408,378	\$ 366,131	\$ 384,003	4.65%

# IDYLLWILD WATER DISTRICT CAPITAL EXPENDITURES FOR WATER FUND FOR BUDGET YEAR ENDING JUNE 30, 2024

CAPITAL EXPENDITURE DESCRIPTION	CAPITAL EXPENDITURE FINANCE BY IWD
SOURCE OF SUPPLY (G/L #1321):	
1 - Strawberry Creek Pipeline Project - Diversion	\$500,000
TOTAL SOURCE OF SUPPLY	\$500,000
STORAGE TANKS (G/L #1324):	
2 - Recoating Foster Lake Tank (Tank #3)	\$250,000
TOTAL STORAGE TANKS	\$250,000
TRANSMISSION AND DISTRIBUTION (G/L #1324):	
TOTAL TRANSMISSION AND DISTRIBUTION	\$0
WATER TREATMENT PLANT (G/L #1325):	
TOTAL WATER TREATMENT PLANT	\$0
GENERAL PLANT - STRUCTURES, POWER & OTHER EQUIPMENT:	
TOTAL GENERAL PLANT - STRUCTURES, POWER & OTHER EQUIPMENT	\$0
TOTAL WATER FUND CAPITAL IMPROVEMENT AND EQUIPMENT EXPENDITURES	\$750,000





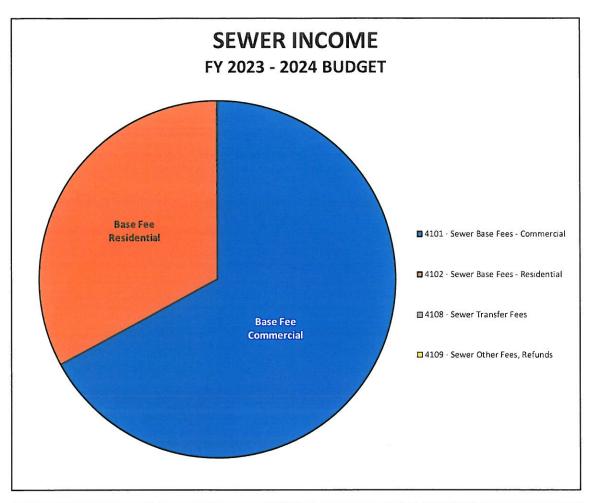
# IDYLLWILD WATER DISTRICT SEWER FUND INCOME STATEMENT

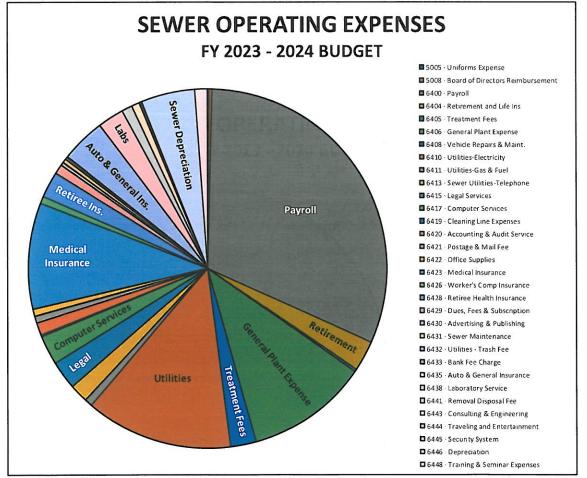
YEAR ENDING JUNE 30, 2024

						FY 22/23 - 23
La	st Year	Curre	nt Year	Fut	ure Year	Percentage
A	ctual	Proj	ected	В	udgeted	Change
					3 53 355	13.00%
	5574 33 5656					13.00%
						0.00%
			120000			0.00%
\$	724,696	\$	745,900	\$	842,820	12.99%
	820		820		860	-4.65%
	660		1,670		1,800	-7.22%
	162,300		178,530		192,812	-7.41%
	14,200		15,478		16,871	-8.26%
	1,250		1,280		1,344	-4.76%
	48,500		62,500		67,280	-7.10%
	2,750		29,616		14,250	107.83%
	52,000		69,500		82,000	-15.24%
	3,850		3,950		4,250	-7.06%
	3,600		9,831		10,250	-4.09%
	12,000		14,500		15,500	-6.45%
	5,800		14,400		16,200	-11.11%
	860		920		980	-6.12%
	4.500		6.126		6.800	-9.91%
			100			-17.95%
	86					-26.92%
						-8.47%
						-4.00%
			56			-6.76%
						-12.15%
						-2.70%
						-9.09%
	2057000000					-4.55%
						-11.86%
	804220 EHR521				000000 10 10 10 10 10 10 10 10 10 10 10	-17.52%
	6260450000000000000000000000000000000000		Volume President			-13.79%
	20 0000000		20 10 10 10 10 10 10 10 10 10 10 10 10 10		100000000000000000000000000000000000000	0.00%
						0.00%
					850	-5.88%
	580		600		680	-11.76%
	26,000		28,000		30,000	-6.67%
	6,500		5,800	- W	6,900	-15.94%
\$	473,000	\$	574,711	\$	615,227	-6.59%
\$	251,696	\$	171,189	\$	227,593	24.78%
\$	251,696	\$	171,189	\$	227,593	24.78%
	400 (= :		440 5		440.0	
						2.01%
	4,947		5,150		5,250	1.90%
	14,000		8,000		8,600	6.98%
	-		-		-	
	-		-		-	
		\$	450 450	•	162 050	2 270/
\$	147,401	ψ.	159,150	\$	162,850	2.27%
	\$	820 660 162,300 14,200 1,250 48,500 2,750 52,000 3,850 3,600 12,000 5,800 860 4,500 2,650 3,950 52,000 2,000 11,300 11,700 1,750 860 480 9,800 16,500 5,850 4,000 790 580 26,000 6,500 \$ 473,000 \$ 251,696	487,599 236,747 240 110 \$ 724,696 \$  820 660 162,300 14,200 1,250 48,500 2,750 52,000 3,850 3,600 12,000 5,800 860 4,500 2,650 3,950 52,000 2,000 13,200 11,300 1,700 1,750 860 480 9,800 16,500 5,850 4,000 790 580 26,000 6,500 \$ 473,000 \$  \$ 251,696 \$	487,599       500,654         236,747       244,886         240       250         110       110         \$ 724,696       \$ 745,900         820       820         660       1,670         162,300       178,530         14,200       15,478         1,250       1,280         48,500       62,500         2,750       29,616         52,000       69,500         3,850       3,950         3,600       9,831         12,000       14,500         5,800       14,400         860       920         4,500       6,126         2,650       3,200         3,950       2,850         52,000       54,000         2,000       3,744         13,200       13,520         11,300       4,700         1,750       2,000         860       1,050         480       520         9,800       20,256         16,500       12,500         5,850       5,850         4,000       4,400         790       800	487,599 500,654 236,747 244,886 240 250 110 110  \$ 724,696 \$ 745,900 \$   820 820 660 1,670 162,300 178,530 14,200 15,478 1,250 1,280 48,500 62,500 2,750 29,616 52,000 69,500 3,850 3,950 3,600 9,831 12,000 14,500 5,800 14,400 860 920 4,500 6,126 2,650 3,200 3,950 2,850 52,000 54,000 2,000 3,744 13,200 13,520 11,300 4,700 1,700 1,800 1,750 2,000 860 1,050 480 520 9,800 20,256 16,500 12,500 5,850 5,850 4,000 4,400 790 800 580 600 26,000 28,000 6,500 5,800 \$ 473,000 \$ 574,711 \$  \$ 251,696 \$ 171,189 \$	487,599 500,654 565,739 236,747 244,886 276,721 240 250 250 110 110 110  \$ 724,696 \$ 745,900 \$ 842,820   820 820 860 660 1,670 1,800 162,300 178,530 192,812 14,200 15,478 16,871 1,250 1,280 1,344 48,500 62,500 67,280 2,750 29,616 14,250 52,000 69,500 82,000 3,850 3,950 4,250 3,600 9,831 10,250 12,000 14,500 15,500 5,800 14,400 16,200 860 920 980 4,500 6,126 6,800 2,650 3,200 3,900 3,950 2,850 3,900 52,000 54,000 59,000 2,000 3,744 3,900 11,300 4,700 5,350 1,700 1,800 1,850 1,750 2,000 2,200 860 1,050 1,100 480 520 590 9,800 20,256 24,560 16,500 12,500 14,500 16,500 12,500 14,500 1,750 2,000 2,200 860 1,050 1,100 480 520 590 9,800 20,256 24,560 16,500 12,500 14,500 5,850 5,850 5,850 4,000 4,400 4,400 790 800 850 580 600 680 26,000 28,000 30,000 6,500 5,800 6,900  \$ 473,000 \$ 574,711 \$ 615,227  \$ 251,696 \$ 171,189 \$ 227,593

# IDYLLWILD WATER DISTRICT CAPITAL EXPENDITURES FOR SEWER FUND FOR BUDGET YEAR ENDING JUNE 30, 2024

CAPITAL EXPENDITURE DESCRIPTION	CAPITAL EXPENDITURE FINANCE BY IWD
WASTEWATER TREATMENT PLANT (G/L #1316):	
1- Generator	\$175,000
2 - Blower	\$75,000
TOTAL WASTEWATER TREATMENT PLANT	\$250,000
SUB-SURFACE LINES (G/L #1315):	
TOTAL SUB-SURFACE LINES	\$0
GENERAL PLANT - STRUCTURES, POWER & OTHER EQUIPMENT:	
TOTAL GENERAL PLANT - STRUCTURES, POWER & OTHER EQUIPMENT	\$0
TOTAL SEWER FUND CAPITAL IMPROVEMENT AND EQUIPMENT EXPENDITURES	\$250,000





# **IDYLLWILD WATER DISTRICT**

## Miscellaneous Fees July 1, 2023

<u>Item</u>	Cost
Sewer Capacity Fee	\$15,345.00 / EDU
Sewer Installation Inspection Fee	\$250.00
Water Turn On / Off Fee	\$50.00
Door Hanger Fee (Non-Payment Shut-Off Notice)	\$10.00
Not Sufficient Funds (NSF) / Return Check Fee	\$30.00
Late Payment Fee	\$20.00
Sewer Audit of EDUs (Commerical) Customer Request	\$100.00
Water Availability Letter	\$50.00
Sewer Availability Letter	\$50.00
Transfer Fee	\$50.00
Service Call (After Hours \$75.00)	\$50.00
Application Fee (Water / Sewer)	\$100.00
Construction Water	
(Renting Meter \$350 and \$500 Deposit for Usage)	\$0.20 / Cubic Foot
Construction Hydrant Meter Relocation Fee	\$25.00

## **Water Facilities Connection Fee**

Meter Size	<b>Connection Fee</b>
0.625 (5/8) - Inch Meter	\$8,782.00
0.75 - Inch Meter	\$9,172.00
1.00 - Inch Meter	\$14,954.00
1.50 - Inch Meter	\$23,980.00
2.00 - Inch Meter	\$42,255.00
3.00 - Inch Meter	\$67,724.00
4.00 - Inch Meter	\$76,540.00
6.00 - Inch Meter	\$146,800.00

Water Service Installation Fee	Actual Costs		
0.625 (5/8) Through 1.5 - Inch	\$2,500.00 Deposit		
2.0 - Inch and Above	\$3,500.00 Deposit		

# IDYLLWILD WATER DISTRICT BUDGET FISCAL YEAR ENDING JUNE 30, 2024

## Water Department

- Idyllwild Water District created a new five-year rate structure for fiscal years 2023/2024, 2024/2025, 2025/2026, 2026/2027, and 2027/2028.
- Staff has prepared a comprehensive biennial budget report, providing the Board of Directors with a complete view of the District's financial condition. The budget process provides an opportunity to evaluate resources relative to the District's mission, values and beliefs, and strategic goals and objectives.
- The Water Operating Base Rate Revenue for Residential and Commercial will equal \$1,916,018 for the Fiscal Year 2023/2024.
- The Water Sales Revenue for Residential and Commercial expects to be \$804,630 for Fiscal Year 2023/2024. Water usage may increase as the situation of business goes back to normal.
- Property Tax Revenues from the County of Riverside may increase slightly by 5.6% to \$392,000.
- Capital Improvement Budget for Water Department items for Fiscal Year 2023/2024 will
  cost in total \$750,000 and funded by the Idyllwild Water District.
- Operating Expenses may increase between 5% and 8% within the Fiscal Year 2023/2024.
- No principal debt or interest exists within the Water Department.
- Utilities for Idyllwild Water District, including electric, telephone, fuel and propane expenses may increase by 8% total.
- Cost of Living wage may increase for all employees at 10% for Fiscal Year 2023/2024.

## **Sewer Department**

- Improvement District #1 will increase the base charge to \$49.95 per Equivalent Dwelling Unit (EDU) from \$44.20 per EDU.
- Improvement District #1 Residential & Commercial Operating Revenue expects to be \$842,820 for Fiscal Year 2023/2024 which is an 8% increase from the previous year.
- Direct Operating expenses for Improvement District #1 may increase between 5% to 8% for Fiscal Year 2023/2024.

- Property Tax Revenues from the County of Riverside may slightly increase by 2% from \$146,000 to \$149,000.
- The Capital Improvement Budget for the Fiscal Year 2023/2024 is \$250,000 for Improvement District #1.
- No principal debt or interest exists within Improvement District #1.
- Improvement District #1 is adding one new permanent full-time position in FY 2023/2024.

## Health & Life Insurance

- Costs will increase by 5% according to ACWA/JPIA.
- District pay 100%.
- There will be no change to life insurance benefits.

### Retirement

There will be no change to the pension contribution percentage Plan (401A & 457B).

### Reserves

• The interest rate earned from investments may increase by 1% with the economy improving and interest rates going up.

## Other Information

- Idyllwild Water District will be diligently working to increase customer satisfaction.
- Staff are working with the Board of Directors to increase District Transparency.
- Strawberry Creek Diversion Project is still ongoing and will continue with potential completion within the 2023/2024 budget cycle.
- Wastewater Treatment Plant Project (WWTPP) planning is complete. District staff is working to purchase property for the new WWTPP and is collaborating with consultants in researching funding options for the much-needed project.