

### **Mission Statement**

**“To provide reliable water and sewer service in a safe, cost effective environmentally sound manner in accordance with community needs.”**

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549**

**April 15, 2026 – 6:00 P.M.**

### **AGENDA**

**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.**

Topic: Board of Directors Meeting

Time: Apr 15, 2026 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81226386190?pwd=YTK1fxEJ3hXmqkyoqengcoFSaDXpNp.1>

Meeting ID: 812 2638 6190

Passcode: 135746

One tap mobile

+16694449171,,81226386190#,,,,\*135746# US

+12532050468,,81226386190#,,,,\*135746# US

### **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 at individual Board members.



## Mission Statement

“To provide reliable water and sewer service in a safe, cost effective environmentally sound manner in accordance with community needs.”

### 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 Board Meeting: March 18, 2026

#### B. FINANCIAL REPORTS

- a. Income statement for month ending March 2026 and the ninth months ending March 31, 2026
- b. District warrants for March 2026
  - Check #19438-19490 = \$246,782.91
  - Gross Payroll = \$84,965.00
  - Federal/State PR taxes = \$8,620.00
  - LAIF Transfers = \$0
  - Transfers/charges = \$430.00

#### C. OPERATIONS REPORT

## INFORMATION

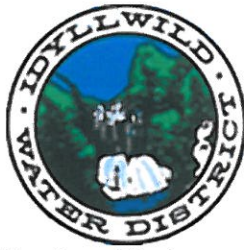
### 2. GENERAL MANAGER REPORT

The General Manager will update the Board on accomplishments, challenges that have occurred, and key performance metrics.

## DISCUSSION ITEMS

### 3. ANNUAL MIDDLE SCHOOL POSTER AND ESSAY CONTEST

The Board will discuss the District’s sponsorship of the Annual Middle School Poster and Essay Contest with Idyllwild School, including contest details, timeline, and recognition of student participants. Winners will be announced at the May 20th Board Meeting.



### **Mission Statement**

**“To provide reliable water and sewer service in a safe, cost effective environmentally sound manner in accordance with community needs.”**

### **ACTION ITEMS**

**4. APPROVAL OF AGREEMENT WITH DUDEK FOR ENGINEERING DESIGN OF THE NEW WASTEWATER TREATMENT FACILITY**

The Board will consider approval of an agreement with Dudek to provide engineering design services for the new wastewater treatment facility, including preparation of a Basis of Design Memorandum, 75% design submittal, and final plans, specifications, and cost estimates.

**5. CONSIDERATION AND AUTHORIZATION TO CAST SPECIAL DISTRICT SELECTION COMMITTEE BALLOT FOR THE LOCAL AGENCY FORMATION COMMISSION (LAFCO)**

The Board will review and consider the 2026 Special District Selection Committee ballot for the election of the Regular Special District Member to the Riverside Local Agency Formation Commission (LAFCO) – Western Region, and authorization for the Board President or designated Board member to complete, sign, and submit the ballot.

### **DIRECTORS COMMENTS**

### **ADJOURNMENT**

The next Board meeting will be a Special Board Meeting held on Wednesday, May 6, 2026, at 6:00 p.m. The following meeting will be a Regular Board Meeting on Wednesday, May 20, 2026, at 6:00 p.m., both will 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: [twheeler@idyllwildwater.com](mailto:twheeler@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:** Bill Rojas, General Manager  
**Date:** April 15, 2026  
**Subject:** Item 1B – Financial Reports

---

### Recommendation:

Board of Directors accept March 2026 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 2025 - 2026**

Operating Revenue - Water Condensed By Category	March 2026			Year to Date: July 2025 - March 2026			
	Actual	Budget	Variance	Actual	Budget	Variance	%
Base - Residential / Commercial	108,014	108,014	-	972,126	972,126	-	0.00%
Sales - Residential / Commercial	61,353	63,335	(1,982)	637,736	570,015	67,721	11.88%
Other Operating Revenue	-	-	-	850	100	750	750.00%
Other Non - Operating Revenue	-	-	-	-	-	-	0.00%
<b>Total Operating Revenues</b>	<b>169,367</b>	<b>171,349</b>	<b>(1,982)</b>	<b>1,610,712</b>	<b>1,542,241</b>	<b>68,471</b>	<b>4.44%</b>

Operating Revenue - Water By Category	March 2026			Year to Date: July 2025 - March 2026			
	Actual	Budget	Variance	Actual	Budget	Variance	%
Base Rate - Residential	78,986	78,986	-	710,874	710,874	-	0.00%
Base Rate - Commercial	29,028	29,028	-	261,252	261,252	-	0.00%
Sales - Residential	38,071	33,335	4,736	374,223	300,015	74,208	24.73%
Sales - Commercial	23,282	30,000	(6,718)	263,513	270,000	(6,487)	-2.40%
Sales - Sewer	-	-	-	-	-	-	0.00%
Sales - Construction / Other	-	-	-	850	100	750	0.00%
Transfer Fees	-	-	-	-	-	-	0.00%
Turn On / Off Fees	-	-	-	-	-	-	0.00%
Lien & Lien Release Fees	-	-	-	-	-	-	0.00%
Delinquency Fees	-	-	-	-	-	-	0.00%
Will Serve Letter Fees	-	-	-	-	-	-	0.00%
Other Miscellaneous	-	-	-	-	-	-	0.00%
Installation Fees	-	-	-	-	-	-	0.00%
Capacity Fees	-	-	-	-	-	-	0.00%
<b>Total Operating Revenues</b>	<b>169,367</b>	<b>171,349</b>	<b>(1,982)</b>	<b>1,610,712</b>	<b>1,542,241</b>	<b>68,471</b>	<b>4.44%</b>

**IDYLLWILD WATER DISTRICT**  
**Water Fund Condensed Income Statement**  
**Water Sales In Cubic Feet**  
**Fiscal Year 2025 - 2026**

Water Sales Meter Size	March 2026		Total CF
	Residential	Commercial	
R1 5/8	475,244	75,367	550,611
R2 3/4	9,393	15,536	24,929
R3 1"	7,297	81,926	89,223
R4 1.1/2"	-	31,547	31,547
R5 2"	-	3,861	3,861
R6 3"	-	2,773	2,773
IA 3"	-	39,428	39,428
NC-WWTP	-	2,054	2,054
<b>Total Water Sales</b>	<b>491,934</b>	<b>252,492</b>	<b>744,426</b>

Water Accounts Meter Size	March 2026		Total
	Residential	Commercial	
R1 5/8	1,429	102	1,531
R2 3/4	13	18	31
R3 1"	52	40	92
R4 1.1/2"	-	16	16
R5 2"	-	7	7
R6 3"	-	1	1
IA 3"	-	1	1
NC-WWTP	-	1	1
<b>Total Accounts</b>	<b>1,494</b>	<b>186</b>	<b>1,680</b>

Sewer Accounts Service Type	March 2026		Total
	Residential	Commercial	
Sewer Acct S	427	168	595
Fire Services F "2"	-	-	-
Fire Services F "3"	-	1	1
Fire Services F "4"	-	3	3
<b>Total Sewer Accounts</b>	<b>427</b>	<b>172</b>	<b>599</b>

**Total Water And Sewer Accounts**      **1,921**      **358**      **2,279**

**IDYLLWILD WATER DISTRICT**  
**Water Fund Condensed Income Statement**  
**Operating Expenses - Water**  
**Fiscal Year 2025 - 2026**

No.	By Category	March 2026			Year to Date: July 2025 - March 2026				
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	68,750	69,000	250	0.36%	617,810	621,000	3,190	0.51%
2	Retirement Plan and Life Insurance	6,500	6,900	400	5.80%	59,700	62,100	2,400	3.86%
3	Medical Insurance	16,348	18,000	1,652	9.18%	147,724	162,000	14,276	8.81%
4	Uniform Expenses	908	990	82	8.28%	8,863	7,220	(1,643)	-22.76%
5	Worker's Comp Insurance	-	-	-	0.00%	16,365	22,600	6,235	27.59%
6	Retirement Medical Insurance	7,709	5,000	(2,709)	-54.18%	28,491	46,500	18,009	38.73%
7	Board Reimbursement	-	-	-	0.00%	-	-	-	0.00%
8	Office Supplies	755	990	235	23.74%	3,769	8,970	5,201	57.98%
9	Office Cleaning Service	255	340	85	25.00%	2,550	3,060	510	16.67%
10	Postage and Mailing Fees	836	1,125	289	25.69%	6,563	9,000	2,437	27.08%
11	Training and Education	-	-	-	0.00%	-	-	-	0.00%
12	Reimbursement, Travel, Meals, Etc	-	-	-	0.00%	-	-	-	0.00%
13	Dues, Fees, Subscriptions	4,071	2,750	(1,321)	-48.04%	24,529	24,750	221	0.89%
14	Computer Services	1,190	2,000	810	40.50%	19,461	18,000	(1,461)	-8.12%
15	Legal Services	8,684	2,500	(6,184)	-247.36%	20,902	14,500	(6,402)	-44.15%
16	Engineering and Consulting	-	-	-	0.00%	-	-	-	0.00%
17	Utilities, Electricity	6,869	10,750	3,881	36.10%	55,471	96,750	41,279	42.67%
18	Utilities, Gas & Fuel	231	700	469	67.00%	5,265	6,300	1,035	16.43%
19	Utilities, Propane	-	1,200	1,200	100.00%	4,605	8,600	3,995	46.45%
20	Utilities, Telephone and Internet	2,671	2,700	29	1.07%	22,684	23,900	1,216	5.09%
21	Utilities, Waste Management Fees	252	340	88	25.88%	2,268	3,060	792	25.88%
22	Insurance, Liability, Auto, Property	-	-	-	0.00%	45,606	48,000	2,394	4.99%
23	Fees, State, County Water System	-	-	-	0.00%	33,877	70,500	36,623	51.95%
24	General Plant & Treatment Services	29,918	30,000	82	0.27%	192,007	270,000	77,993	28.89%
25	Vehicles Repairs & Maintenance	219	800	581	72.63%	4,437	5,600	1,163	20.77%
26	Laboratory Services	1,324	12,000	10,676	88.97%	27,489	38,800	11,311	29.15%
27	Water Security System	-	-	-	0.00%	-	-	-	0.00%
28	Advertising and Publishing	-	-	-	0.00%	1,633	900	(733)	-81.44%
29	Bank Fee Charge	-	-	-	0.00%	1,211	1,200	(11)	-0.92%
30	Water Maintenance and Supplies	-	-	-	0.00%	3,767	8,000	4,233	52.91%
31	Accounting & Auditing Fees	-	-	-	0.00%	14,602	19,000	4,398	23.15%
32	IWD Leak	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating Expenses</b>		<b>157,490</b>	<b>168,085</b>	<b>10,595</b>	<b>6.30%</b>	<b>1,371,649</b>	<b>1,600,310</b>	<b>228,661</b>	<b>14.29%</b>

**Water Total Income And (Loss) 11,877 3,264**

**IDYLLWILD WATER DISTRICT**  
**Sewer Fund Condensed Income Statement**  
**Operating Revenue - Sewer**  
**Fiscal Year 2025 - 2026**

Operating Revenue - Sewer Condensed By Category	March 2026			Year to Date: July 2025 - March 2026		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base - Residential / Commercial	63,774	63,774	- 0.00%	571,639	570,224	1,415 0.25%
Other Operating Revenue	30,008	30,008	- 0.00%	270,072	270,072	- 0.00%
<b>Total Operating Revenues</b>	<b>93,782</b>	<b>93,782</b>	<b>- 0.00%</b>	<b>841,711</b>	<b>840,296</b>	<b>1,415 0.17%</b>

Operating Revenue - Sewer By Category	March 2026			Year to Date: July 2025 - March 2026		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base - Residential / Commercial	63,774	63,774	- 0.00%	571,639	570,224	1,415 0.25%
Sales - Residential / Commercial	30,008	30,008	- 0.00%	270,072	270,072	- 0.00%
Other Operating Revenue	-	-	- 0.00%	-	-	- 0.00%
Other Non - Operating Revenue	-	-	- 0.00%	-	-	- 0.00%
<b>Total Operating Revenues</b>	<b>93,782</b>	<b>93,782</b>	<b>- 0.00%</b>	<b>841,711</b>	<b>840,296</b>	<b>1,415 0.17%</b>

**IDYLLWILD WATER DISTRICT**  
**Sewer Fund Condensed Income Statement**  
**Operating Expenses - Sewer**  
**Fiscal Year 2025 - 2026**

No.	By Category	March 2026				Year to Date: July 2025 - March 2026			
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	14,985	15,200	215	1.41%	133,538	136,800	3,262	2.38%
2	Retirement Plan and Life Insurance	3,750	3,750	-	0.00%	27,750	27,900	150	0.54%
3	Medical Insurance	5,450	5,950	500	8.40%	48,902	53,550	4,648	8.68%
4	Uniform Expenses	303	500	197	39.40%	4,901	14,750	9,849	66.77%
5	Worker's Comp Insurance	-	-	-	0.00%	5,455	8,000	2,545	31.81%
6	Retirement Medical Insurance	2,569	2,750	181	6.58%	10,001	11,830	1,829	15.46%
7	Board Reimbursement	-	-	-	0.00%	-	-	-	0.00%
8	Office Supplies	252	300	48	16.00%	1,997	2,260	263	11.64%
9	Office Cleaning Service	85	220	135	61.36%	850	1,980	1,130	57.07%
10	Postage and Mailing Fees	279	330	51	15.45%	2,215	2,640	425	16.10%
11	Training and Education	-	-	-	0.00%	-	-	-	0.00%
12	Reimbursement, Travel, Meals, Etc	-	-	-	0.00%	-	-	-	0.00%
13	Dues, Fees, Subscriptions	1,465	1,500	35	2.33%	8,098	6,750	(1,348)	-19.97%
14	Computer Services	397	1,500	1,103	73.53%	5,911	13,500	7,589	56.21%
15	Legal Services	2,895	1,500	(1,395)	-93.00%	7,358	8,500	1,142	13.44%
16	Utilities, Electricity	5,028	7,416	2,388	32.20%	47,944	66,744	18,800	28.17%
17	Utilities, Gas and Fuel	-	300	300	100.00%	2,163	2,350	187	7.96%
18	Utilities, Propane	-	-	-	0.00%	-	-	-	0.00%
19	Utilities, Telephone and Internet	891	950	59	6.21%	6,699	8,550	1,851	21.65%
20	Utilities, Waste Management Fees	84	95	11	11.58%	672	855	183	21.40%
21	Vehicles Repairs and Maintenance	493	500	7	1.40%	2,098	3,500	1,402	40.06%
22	Engineering and Consulting	-	-	-	0.00%	-	-	-	0.00%
23	Maintenance and Supplies	-	-	-	0.00%	3,987	3,150	(837)	-26.57%
24	General Plant and Treatment Services	8,394	13,500	5,106	37.82%	57,395	109,995	52,600	47.82%
25	State and County Sewer System Fees	-	-	-	0.00%	15,848	16,500	652	3.95%
26	Minor Equipment and Supplies	-	-	-	0.00%	-	-	-	0.00%
27	Sewer Leases	-	-	-	0.00%	10,029	10,500	471	4.49%
28	Advertising and Publishing	-	-	-	0.00%	439	500	61	12.20%
29	Laboratory Services	441	4,000	3,559	88.98%	10,158	13,320	3,162	23.74%
30	Sewer Security System	-	-	-	0.00%	-	-	-	0.00%
31	Accounting and Auditing Fees	-	-	-	0.00%	4,867	6,000	1,133	18.88%
32	Liability, Auto and Property Insurance	-	-	-	0.00%	15,202	30,500	15,298	50.16%
33	Waste Disposal Fees	-	-	-	0.00%	5,668	6,000	332	5.53%
<b>Total Operating Expenses</b>		<b>47,761</b>	<b>60,261</b>	<b>12,500</b>	<b>20.74%</b>	<b>440,145</b>	<b>566,924</b>	<b>126,779</b>	<b>22.36%</b>
<b>Sewer Total Income And (Loss)</b>		<b>46,021</b>	<b>33,521</b>						

**IDYLLWILD WATER DISTRICT  
DISTRICT WARRANTS AND OTHER DISBURSEMENTS  
FOR THE MONTH ENDED MARCH 31, 2026**

CHECK				
DATE	NUMBER	PAYEE	DESCRIPTION	AMOUNT
03/02/2026	19438	ACWA/JPIA	Monthly Medical Insurance	21,792.18
03/02/2026	19439	ALLSTATE BENEFITS	Monthly Charge	239.91
03/02/2026	19440	Babcock Laboratories, Inc	Monthly Charge	1,765.79
03/02/2026	19441	Central Communications	Monthly Answering Services	209.96
03/02/2026	19442	Staples	Office Supplies	1,007.44
03/02/2026	19443	US Bank Corporate Payment System	General & Water Expenses	4,527.10
03/02/2026	19444	Void check	Void	0
03/02/2026	19445	Idyllwild Water District	To Be Deposited into HCN	85,000.00
03/03/2026	19446	BEST BEST & KRIEGER	Monthly Legal Services	7,353.00
03/03/2026	19447	Forest Lumber	Supplies for Water & Sewer	948.96
03/03/2026	19448	Frontier	Phone and Internet Charge	478.59
03/03/2026	19449	Genuine Auto Parts/ Napa Riverside	Auto Parts	356.51
03/03/2026	19450	iamGIS	Annual Support for GIS Software for IWD	4,950.00
03/03/2026	19451	Idyllwild Garage	Services for Generator	356.75
03/03/2026	19452	INFOSEND, INC	Printing and Processing Bills Fees	1,116.53
03/03/2026	19453	S.C.E.	Monthly Charge	421.14
03/03/2026	19454	Verizon Wireless	Monthly Charge	314.38
03/03/2026	19455	Village Hardware	Supplies for Water and Sewer	1,349.93
03/03/2026	19456	Tyla Wheeler	Water & Sewer General Expenses	428.66
03/11/2026	19457	Alliance Pension Consultants , LLC	Quarterly Pension Administration Fees	1,994.51
03/11/2026	19458	Bill D. Whitener	Retiree Medical Insurance	1,563.24
03/11/2026	19459	Elizabeth Lyons	Medical Retirement for Lyons Family	1,499.55
03/11/2026	19460	Ferguson WaterWorks #1083	Annual Support for Neptune 360 AMR	3,308.03
03/11/2026	19461	Ferrellgas	Propane	231.08
03/11/2026	19462	Herb Bergstrom	Retiree Medical Insurance	3,300.80
03/11/2026	19463	Kelly Clark	Retiree Medical Insurance	2,628.83
03/11/2026	19464	OakStreet Wealth Management	Investment Advisory Fees	3,476.70
03/11/2026	19465	S.C.E.	Monthly Charge	10,783.80
03/11/2026	19466	Stellar Technology & Automation Corp	Engineering Services for Water Treatment	960
03/11/2026	19467	SUSP, INC	Consulting for MHI Study	7,625.00
03/11/2026	19468	Trempay	Purchase Tools from Northern	473.29
03/18/2026	19469	Arrow Printing, Inc	Office Printing Supplies	65.18
03/18/2026	19470	BEST BEST & KRIEGER	Monthly Legal Services	4,226.00
03/18/2026	19471	Captain Woody, Inc	Installing VHF Antenna for Radio	2,035.00
03/18/2026	19472	Central Communications	Monthly Answering Services	177.25
03/18/2026	19473	CR&R Incorporated	Monthly Services for Trash Fee	336.84
03/18/2026	19474	Department Of Environmental Health	County Environmental Fee	1,166.00
03/18/2026	19475	Four Seasons Clearing Services	Monthly Fee for Cleaning Services for the Office	340
03/18/2026	19476	Grainger	Supplies for Water & Sewer	214.94
03/18/2026	19477	Hach Company	Purchasing Sens PH	1,884.67
03/18/2026	19478	S.C.E.	Monthly Charge	692.71
03/18/2026	19479	SC Fuels	Purchase Gas & Diesel	5,893.96
03/18/2026	19480	Steve Kunkie	Quarterly Medical Insurance	1,286.60
03/18/2026	19481	Time Warner Cable	Phone & Internet Monthly Charges	2,769.49
03/18/2026	19482	Valley Cove Awards	Nameplate Printing	29.3
03/18/2026	19483	Vestis	Uniform for IWD Team	1,211.80
03/18/2026	19484	Idyllwild Water District	To Be Deposited into HCN Bank for Payroll	42,000.00
03/25/2026	19485	ALLSTATE BENEFITS	Monthly Charge	239.91
03/25/2026	19486	Brian Wilson	Renewal Fee for T2	60
03/25/2026	19487	California Computer Options , Inc	Monthly IT Support	1,587.26
03/25/2026	19488	DmV Renewal	Renewal Fee for YAMA	54
03/25/2026	19489	Jyla Friemoth	Water & Office Expenses Reimbursement	117.5
03/25/2026	19490	US Bank Corporate Payment System	General & Water Expenses	9,933.84

TOTAL DISTRICT WARRANTS \$246,782.91

OTHER DISBURSEMENTS:

TOTAL PAYROLL	\$84,965.00
L A I.F. ELECTRONIC TRANSFERS	\$0.00
BANK SERVICE CHARGES AND FEES	\$430.00



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Bill Rojas, General Manager  
**Date:** April 15, 2026  
**Subject:** Item 1C – Operations Report

---

**Recommendation:**

Board of Directors accepts March 2026 Operation Report.

**Attachments:**

- Monthly Operations Report
- Well Production Data

# Idyllwild Water District Monthly Operations Report

Mar-26

Supplies to System	951,174 CF	21.84 AF		
<b>Increase / Decrease</b>	12% CF	81% AF	Billing Period	39% Daily Demand
Number of Wells Available	12	410	GPM Available	
Water Sales	744,426 CF	149,145 CF	Non-Water Sales	
Total Water/Non-Water Sales	893,571 CF	6% Loss		

Full-Time	FV1A	1
Part-Time	2, 4, 10, 13, 15, 23, 24, 26, 28, FV2, Golden Rod	11

Strawberry Creek Diversion	748,800 CF	17.20 AF	82.00 AFY
Lilly Creek Flow	- CF	- AF	0.50 AFY
Foster Lake Level (Max. 18')	13 Feet	6 Inches	

Non-Water Sales	Gallons	CF
WTP Backwash	180,000	24,064
IWD Flushing	440,000	58,824
Main Line Leaks	-	-
Distribution Line Leaks	70,000	9,358
Fire Dept. Usage, (per CalFire)	10,250	1,370
Hydrant Sales	-	-
Wastewater Plant	15,364	2,054
Storage Tanks Variance	400,000	53,475
<b>Total</b>	<b>1,115,614</b>	<b>149,145</b>

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
Mar	159.4	410	39%	1
Feb	154	410	38%	1
Jan	138.1	410	34%	1
Dec	146.1	410	36%	1
Nov	144.1	410	35%	1
Oct	184.8	410	45%	1
Sep	173.2	410	42%	1
Aug	221.5	410	54%	2

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

Foster Lake Area	SL #3	3	SL #7	5	SL #14	12	FL Avg.	7.0
Creek Area	PL #23	256	SL #24	18				
Nature Center	SL #26	36	SL #27	30	SL #28	121		
Fern Valley	PL FV1A	364	PL FV2	320				

### Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	15.0	175,470
Rock Dale Tank	2,718	21.7	58,981
Delano Tank	1,337	21.8	29,147
South Ridge Tank	3,509	19.0	66,671
Wild Wood Tank	919	12.0	11,028
Golden Rod Tank	891	21.0	18,711

Total	360,007 CF	Storage Supplies Max. 3.702 MGD	73%
Storage in MGD	2.69		
Production Days	31	Production Minutes	44,640
		Average GPM	159.4

**Idyllwild Water District**  
**Well Production Data**  
**Mar-26**

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal		-				
2	Foster Lake	331,550	7.6	PT	On	100.0	
4	Foster Lake	14,735	0.3	PT	On	40.0	
10	Foster Lake	-	-	PT	On	16.0	Out of Service (temp)
12	Foster Lake	430	0.0	PT	On		Shop Potable Supply
13	Foster Lake	94,950	2.2	PT	On	31.0	
15	Foster Lake	-	-	PT	On	22.0	
23	Stratton	127,770	2.9	PT	On	40.0	
24	Curtis	-	-	PT	On	50.0	
25	Donahoo	-	-	SB	Off	-	Standby
26	Nature Center	-	-	PT	On		
27	Nature Center	-	-	PT	Off		
28	Rock Dale	-	-	PT	On	16.0	
FV1A	Fern Valley	210,616	4.8	FT	On	40.0	
FV2	Fern Valley	192,073	4.4	PT	On	35.0	
31	Golden Rod	23,295	0.5	PT	On	20.0	
	Oakwood	-	-	SB	Off	-	Standby
<b>Total</b>		<b>995,419</b>	<b>22.85</b>			<b>410.0</b>	

Cedar Glen Meter	397,420	CF	9.1	AF
District Production	553,754	CF	12.7	AF
<b>Total Supplies to System</b>	<b>951,174</b>	<b>CF</b>	<b>21.8</b>	<b>AF</b>

Days of Production	31	Minutes of Production	44,640
Average System GPM	159.39		

**Idyllwild Water District**  
**Well Statics**  
**Mar-26**

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	MA	3.0	SL	
MW6	MA	18.0	SL	
7	MA	5.0	SL	
14	MA	12.0	SL	Foster Lake Average = 7.0
23	MA	256.0	PL	
24	MA	18.0	SL	
25	MA	10.0	SL	
26	MA	36.0	SL	
27	MA	30.0	SL	
28	MA	121.0	SL	
OW	MA	43.0	SL	
FV1A	MA	364.0	PL	
FV2	MA	320.0	PL	
31 - GR	MA	364.0	PL	
FL2	MA	14.0	PL	
FL4	MA	6.0	SL	
FL10	MA	9.0	SL	
FL12	MA	48.0	SL	
FL13	MA	21.0	PL	
FL15	MA	9.0	SL	
MW19	MA	38.0	SL	



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Bill Rojas, General Manager  
**Date:** April 15, 2026  
**Subject:** Item 2 – General Manager Report

---

**Recommendation:**

General Manager Bill Rojas will present his report.

**Attachments:**

- General Manager Report

**GENERAL MANAGERS REPORT FOR THE**  
**BOARD MEETING on April 15th**

Here is a list of items I have been actively working on since the last board meeting on March 18<sup>th</sup>

- We were granted approval to move forward with the MHI study, the fourth round of surveys will go out via email the week of April 13<sup>th</sup>. Tyla sent out a district email to give our customers a heads up regarding the surveys and who they are coming from.
- I received an update from the Water Recourse Control Board regarding the Intended Use Plan (IUP). The timeline they are planning to follow is as follows:
  - April 27 – Draft IUP
  - May 19 – Board workshop for public comments
  - July 7 – Board adoption
  - The final IUP should be ready sometime in late July this year
- Dudek has sent the revised proposal for the wastewater treatment plant. The initial costs was at \$877,000 and after negotiating they brought the cost down to \$792,480 for the 100% design. The timeline to complete is to start May 1<sup>st</sup> 2026 and complete by January 25<sup>th</sup> 2027.
- We will be replacing the (GAC) granular activated carbon at the water treatment plant on April 21<sup>st</sup>. The carbon has reached the end of its useful life.
- The district has purchased a new low-profile trailer to tow the new excavator and bobcat.
- We will start the rehab for reservoir #5 at Foster Lake in three to four weeks. Staff has drained the tank down to about 4 feet, it will be empty by the time the crew starts the rehab.

April 8, 2026

Operations Report to GM

Since the Ops report dated 10 March '26 listed below are the **Completed**, **Active** and **Upcoming** projects/ops. We had 21 workdays at 8 hours per.

**Completed:**

3 distribution leaks: Manzanita Dr (service line repair), Middle Ridge Dr (2 connected service lines repair) Country Club Dr. (Service line / meter replaced)

Pumped 17.2 Acre feet (Approx. 5.5 million gallons) of water from the Strawberry Creek Diversion to Foster Lake. In 3 Months (Jan, Feb , Mar) diverted and pumped to Foster Lake over 26 Million gallons for aquifer replenishment.

Drain and Prep FL Tank # 5 for rehab in May / June 2026

Extensive flushing throughout distribution, including all dead ends.

GAC (Granular Activated Carbon), backwash, training and preparation for media replacement end of April '26.

**Active:**

Meter maintenance and register replacement for improved meter reading efficiency.

GIS Survey / mapping.

- Completed Upper Pine Crest neighborhood and side streets. 300+/1680 meters.
- Continue mapping / Lower Pine Crest and River Dr neighborhoods. Exact GPS location for meters, including photos and meter IDs

Building maintenance and exterior painting FV1A Wellhouse, Treatment plant and Diversion reservoir, and FV2 Wellhouse

**Upcoming:**

(CCR) for 2025 for SWRCB.

FL Tank # 5 rehab. Interior and exterior media blast, and recoat scheduled for May/June.

GAC filter media replacement (April 30, '26)



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Bill Rojas, General Manager  
**Date:** April 15, 2026  
**Subject:** Item 1A – Board Minutes

---

### **Recommendation:**

The Board of Directors approve the following:

- March 18, 2026, Regular Board meeting minutes

### **Attachments:**

- March 18, 2026, Regular Board meeting minutes



**Mission Statement**

**“To provide reliable water and sewer service in a safe, cost effective environmentally sound manner in accordance with community needs.”**

**MINUTES FOR REGULAR MEETING OF THE BOARD OF DIRECTORS  
IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549**

**March 18, 2026 – 6:00 P.M.**

**AGENDA**

**CALL TO ORDER**

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

**ROLL CALL**

President Schelly, Vice President Priefer, and Director Davis, and Director Olson. Also in attendance were General Manager Rojas, Chief Financial Officer Shouman and General Counsel Ryan Guiboa.

President Schelly asked to move Action Item No. 3 up on the agenda, and the full Board agreed.

**3. APPOINTMENT TO FILL BOARD VACANCY**

The Board of Directors discuss and consider appointing a candidate to fill the vacant Board of Directors seat for the remainder of the current term.

**DIRECTOR COMMENTS**

None.

**PUBLIC COMMENTS**

None.

A motion was made by Director Olson to appoint John Stamper to fill the board vacancy and Director Davis seconded.

**AYES**

**Director Olson  
Director Davis  
Vice President Priefer  
President Schelly**

**NAYS**

**ABSTAIN**

**ABSENT**

**Motion approved.**

\*\* John Stamper was sworn in by President Schelly.



**Mission Statement**

**“To provide reliable water and sewer service in a safe, cost effective environmentally sound manner in accordance with community needs.”**

**PUBLIC COMMENTS**

None.

**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 Board Meeting: February 18, 2025

**B. FINANCIAL REPORTS**

- a. Income statement for month ending February 2026 and the eighth months ending February 28,2026
- b. District warrants for February 2026
  - Check #19402-19437 = \$275,113.13
  - Gross Payroll = \$84,798.00
  - Federal/State PR taxes = \$8,213
  - LAIF Transfers = \$0
  - Transfers/charges = \$465.00

**C. OPERATIONS REPORT**

**DIRECTOR COMMENTS**

Vice President Priefer noted a spelling error in the minutes and reported that she had already discussed the matter with Board Secretary Tyla Wheeler.

Director Davis commended staff on an excellent operations report, specifically noting the information provided regarding water loss.

**PUBLIC COMMENTS**

None.



### **Mission Statement**

**“To provide reliable water and sewer service in a safe, cost effective environmentally sound manner in accordance with community needs.”**

A motion was made by Director Olson to approve the Consent Calendar and Director Davis seconded.

**AYES**

**Director Stamper  
Director Davis  
Director Olson  
Vice President Prierer  
President Schelly**

**NAYS**

**ABSTAIN**

**ABSENT**

**Motion approved**

**INFORMATION**

**2. GENERAL MANAGER REPORT**

The General Manager will update the Board on accomplishments, challenges that have occurred, and key performance metrics.

**DIRECTOR COMMENTS**

Vice President Prierer asked for clarification on the survey via email and inquired about the timeline. Mr. Rojas responded that the survey must receive State approval before it can be distributed, and it is currently awaiting that approval. Vice President Prierer also asked about the recent purchase of the excavator and the benefits it provides. Mr. Rojas explained that the unit has a much smaller footprint, making it easier and safer for crews to operate on streets, and that it allows access to tighter spaces.

**PUBLIC COMMENTS**

David Jerome asked for clarification on how many total sewer customers the District has and how many commercial customers are. Mr. Shouman responded that there are 587 total sewer customers, of which 179 are commercial.

**ACTION ITEMS**

**4. ADOPTION OF RESOLUTION NO. 811 – REVISED FIXED ASSET POLICY**

The Board of Directors will consider the adoption of Resolution No. 811, approving the revised Fixed Asset Policy and increasing the capitalization threshold from \$5,000 to \$10,000.



**Mission Statement**

**“To provide reliable water and sewer service in a safe, cost effective environmentally sound manner in accordance with community needs.”**

**DIRECTOR COMMENTS**

Director Olson expressed support for the idea, and Director Davis and Vice President Priefer also expressed agreement.

President Schelly indicated he did not fully understand the asset policy, and Director Olson explained the policy.

**PUBLIC COMMENTS**

None.

A motion was made by Director Olson to approve the Adoption of Resolution 811, and Director Stamper seconded.

**AYES**

**Director Stamper  
Director Olson  
Director Davis  
Director Priefer  
President Schelly**

**NAYS**

**ABSTAIN**

**ABSENT**

**Motion approved.**

**5. ADOPTION OF RESOLUTION NO. 812 – UPDATING THE IDYLLWILD WATER DISTRICT EMPLOYEE HANDBOOK**

The Board of Directors will consider adopting Resolution No. 812 updating the District’s Employee Handbook.

**DIRECTOR COMMENTS**

Vice President Priefer asked several questions regarding the Employee Handbook, including holidays, the variable differentiation between vacation time and personal time off, and why the document referenced Los Angeles. She suggested revising the language to instead reference Southern California.

President Schelly recommended incorporating the changes suggested by Vice President Priefer.

Director Olson asked about the reference to March 30th and 31st and requested that it be corrected.

President Schelly also commented on the number of holidays, noting they seem to be increasing. Mr. Rojas responded that they will not increase.



### **Mission Statement**

**“To provide reliable water and sewer service in a safe, cost effective environmentally sound manner in accordance with community needs.”**

President Schelly asked Mr. Guiboa about the prior review of the Employee Handbook conducted a few years ago, during which General Counsel made revisions. He inquired about the status of those edits. Mr. Guiboa responded that he has the notes from that review and would be happy to provide the Board with a redline version for review at a future meeting.

### **PUBLIC COMMENTS**

Mr. Jerome noted that when changes are made, it is easier to identify them when they are shown in red. Mr. Shouman stated that, moving forward, changes will be reflected in red.

A motion was made by Director Olson to approve the adoption of Resolution No. 812 as amended, and Director Davis seconded the motion.

#### **AYES**

**Director Stamper  
Director Olson  
Director Davis  
Director Priefer  
President Schelly**

#### **NAYS**

#### **ABSTAIN**

#### **ABSENT**

**Motion approved.**

The Board of Directors adjourned at 6:25 p.m.

The board moved into closed at 6:31 p.m.

### **CLOSED SESSION**

#### **1. CONFERENCE WITH LEGAL COUNSEL**

Existing Litigation - Govt. Code § 54956.9(d)(1) Jonathan Mills v. Idyllwild Water District et al., Riv. Sup. Ct. Case No. CVRI2505551

The board came out of closed session at 6:44 p.m.

### **REPORT FROM CLOSED SESSION**

Nothing to report.

### **DIRECTORS COMMENTS**

Director Stamper asked whether someone else could file a similar lawsuit. Mr. Guiboa responded that anyone can file a lawsuit.

President Schelly made several announcements. He stated that a Special Board Meeting to review the budget will be held on May 6<sup>th</sup> at 6:00 p.m. in the boardroom. He



**Mission Statement**

**“To provide reliable water and sewer service in a safe, cost effective environmentally sound manner in accordance with community needs.”**

also noted that the Staff Appreciation Dinner is scheduled for March 28<sup>th</sup> . Additionally, President Schelly brought up the idea of having an Idyllwild Water District float in the Fourth of July parade, potentially involving neighboring water districts, and requested that this item be placed on a future agenda for discussion as July approaches.

He also asked about the new requirements for Board Member training, including what is required and when it must be completed. Mr. Guiboa responded.

**ADJOURNMENT**

The Board adjourned at 6:49 p.m.

The next Board meeting is a Regular Meeting scheduled for Wednesday, April 15, 2026, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

Idyllwild Water District

BY: \_\_\_\_\_  
Tyla Wheeler  
Board Secretary

Idyllwild Water District

BY: \_\_\_\_\_  
Dr. Charles Schelly  
Board President



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Bill Rojas, General Manager

**Date:** April 15, 2026

**Subject:** Item 3 – Annual Middle School Poster and Essay Contest

---

### **Background:**

The Idyllwild Water District (IWD) sponsors the Annual Middle School Poster and Essay Contest in partnership with Idyllwild School to promote student engagement and raise awareness about the importance of water in our community.

The contest provides students with an opportunity to express their creativity and understanding of water-related topics through original posters and essays. Submissions are collected and reviewed, and winners are selected for recognition.

Winners of the contest will be announced at the May 20th Board Meeting.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Bill Rojas, General Manager

**Date:** April 15, 2026

**Subject:** Item 4 – Approval of Agreement with Dudek for Engineering Design of the New Wastewater Treatment Facility

---

**Background:**

The District is planning for the design of a new wastewater treatment facility to support current and future system needs. Dudek has submitted a proposal to provide engineering design services for this project.

The proposed scope of work includes preparation of a Basis of Design Memorandum, development of a 75% design submittal, and preparation of final plans, specifications, and cost estimates.

Staff has reviewed the proposal and is bringing the agreement forward for Board consideration.

**Recommendation:**

Staff recommends that the Board approve the agreement with Dudek for engineering design services for the new wastewater treatment facility.

**Attachments:**

- Proposal for Design Services for New Wastewater Treatment Facility

## Cover Letter

April 2, 2026

Bill Rojas  
General Manager  
Idyllwild Water District  
25945 CA-243  
Idyllwild, CA 92549

**Subject: Proposal for Design Services for New Wastewater Treatment Facility**

Dear Mr. Rojas,

Thank you for the opportunity to submit our proposal for engineering design services for the design of a new wastewater treatment plant for the Idyllwild Water District. Enclosed, you will find our understanding of the project, anticipated scope of work, key personnel, estimated cost for services, and proposed schedule.

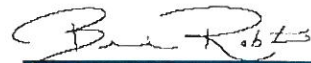
We appreciate the opportunity to submit this proposal and look forward to partnering with the District to deliver a streamlined, technically sound, and cost-effective design that supports the community's goals. If you have any questions or would like to discuss our proposal further, please contact me at **760-479-4845** or **brobertson@dudek.com**.

Sincerely,



**D. Michael Metts, PE**  
Vice President of Engineering

*Michael Metts is authorized to sign on behalf of Dudek.*



**Brian Robertson, PE, QSD**  
Project Manager

# 1 Project Understanding and Approach

The Idyllwild Water District (District) owns and operates a wastewater treatment plant (WWTP) that provides domestic wastewater treatment service to approximately 600 sewer customers. The existing facility has a permitted capacity of 2.5 mgd with an average monthly flow of 0.1 mgd, maximum monthly flow of 0.2 mgd, and regulatory effluent limits of 30 mg/l for both BOD and TSS. The existing treatment processes are aged, underperforming, and have experienced permit compliance challenges, underscoring the need for a comprehensive upgrade to ensure long-term reliability and regulatory compliance.

Previous efforts, including a feasibility study, Draft Preliminary Design Report (PDR), and 30% design drawings, established a general framework for improvements to the headworks, secondary treatment, and solids handling facilities. However, several foundational design criteria were not fully developed, leaving the basis of design incomplete. With state loan funding now secured, the District is ready to closeout the preliminary design and advance the project into final design, with schedule, cost efficiency, and quality as primary drivers.

Dudek's approach begins by establishing a clear, complete technical foundation. We will review and refine the existing design criteria, resolve any gaps or inconsistencies, and align the project with the District's operational objectives. This effort will result in a Basis of Design (BOD) Memorandum that augments the PDR and formally documents the confirmed design parameters for the following major components:

- New prepackaged headworks
- New automated splitter box
- Conversion of the existing bioreactor into an equalization (EQ) basin
- Modifications to the existing EQ basin
- New packaged secondary treatment system within new concrete basins
- New steel sludge holding tank
- New blowers and new generator
- Upgrades to yard piping and air supply systems
- Electrical distribution, instrumentation and controls
- New PLC-based SCADA system
- New control and operations building
- Improvements to the existing laboratory building
- Integration requirements for treatment equipment and pumpstations

Upon District review and concurrence with the BOD Memorandum, Dudek will advance directly to the 75% and 100% design submittals. Given the relatively small scale of the facility, the comprehensive nature of the BOD, and our planned close coordination with District staff, we will streamline the design sequence by moving from the BOD directly to the 75% submittal. This approach minimizes design costs and schedule duration while still allowing for focused technical reviews and District input at key points to support delivery of complete bid package in alignment with the District's objectives.

## 2 Scope of Work

The proposed scope of work for the design services consists of the following tasks.

### **TASK 1 PROJECT MANAGEMENT AND ADMINISTRATION**

Provide project management and administrative support throughout the duration of the project design.

#### **Task 1.1 Project Management**

- Prepare monthly progress reports with invoices, summarizing completed work, upcoming activities, and budget/schedule status.
- Internal coordination, subconsultant coordination, task tracking, and scheduling.

#### **Task 1.2 Progress Meetings**

- Regular communication with the District, including up to 12 monthly virtual progress meetings.

#### **Task 1.3 Quality Assurance and Quality Control**

- Perform quality control review for Basis of Design Memo, 75% Design Package, and 100% Design Package.

#### **Deliverables:**

- *Monthly progress reports and invoices*
- *Project schedule updates at major deliverable milestones.*

### **TASK 2 MEETINGS**

The project team will meet with District staff to discuss relevant project development and action items on a bi-weekly (every other week) basis. We assume that bi-weekly meetings will be conducted via MS Teams, or similar platforms and a combination of virtual and in-person meetings at project milestones:

- Kickoff Meeting (virtual)
- Preliminary Design Basis of Design Review Meeting (in-person)
- 75% Design Submittal (in-person)
- 100% Design Submittal (virtual)

#### **Deliverables:**

- *Meeting agendas and minutes*

### **TASK 3 BASIS OF DESIGN**

Based on the current project status, the following preliminary design work is required to facilitate final design.

#### **Task 3.1 Data Collection and Review**

The project team will collect, organize, and review all available information to establish a reliable technical basis for final design. Work will include:

- Review of District provided documents including record drawings, as-builts, feasibility studies, survey, right of way, operation and maintenance plans/manuals, geotechnical investigations, the Draft Preliminary Engineering Report (September 2024) and 30% design package. This review will identify areas requiring clarifications or updates through development of a formal data request log.
- Evaluation of available influent flow data; dry/wet weather flows and water quality records. Validate data completeness and note any inconsistencies that may affect unit process sizing or design criteria development.

**Assumptions:**

- *All available flow, loading, and water quality will be provided by the District.*
- *District will provide as-built O&M Manuals and shop drawings of the existing bar screen and auger, as well as chemical pump, sampler, pH and conductivity instruments all to be reused and integrated into the new SCADA system.*
- *All available record drawings, shop drawings, electrical load summaries, single-line diagrams, and electrical peak demand data will be provided by the District.*

**Deliverables:**

- *Data Request Log*

**Task 3.2 Site Investigation**

---

The project team will perform one (1) field investigation to validate as-built and other record documentation, identify discrepancies relevant to design, validate assumptions used in the 30% design, and collect additional information needed to support final design. This effort will focus on confirming physical configuration, general condition, and accessibility of existing structures, mechanical, electrical and instrumentation systems and other site features that interface with proposed improvements. Work will include:

- Photo and video documentation, including images to be used as backgrounds for demolition and plan sheets.
- Field measurements of facility elements not accurately or completely represented in as-builts, survey data, or 30% design documents.
- Documentation of existing equipment (type, model, size) that is proposed for replacement or reinstallation.
- Interviewing District staff to confirm operational preferences, maintenance access needs, and design parameters relevant to final design development.
- Observing existing instrumentation and processes for use in creation of process and instrumentation diagrams (P&IDs).

**Assumptions:**

- *Dudek assumes that all areas requiring inspection will be safely accessible without confined space entry.*
- *Additional water quality sampling and flow monitoring are not included.*
- *Structural condition assessment (i.e. destructive testing, coring, or material sampling) is not included. Structural visual assessment (e.g. concrete sounding, pit depth gauges, calipers, tape measures) will be sufficient for proposed structural modification and improvements.*
- *Electrical panels and equipment will be opened only by District personnel.*
- *Electrical and controls field testing, measurements, or internal panel as-building is not included.*

### Task 3.3 Basis of Design Memo

---

A Basis of Design Memo will be prepared to document the following:

- Key findings from data collection, review and field investigation.
- Key findings from validation of the Draft Preliminary Design Report and 30% Drawings, and previous District comments and responses.
- Updated design criteria for flow and wastewater loadings.
- Updated design criteria for structural, mechanical and electrical requirements.
- Design basis summary table for major treatment units.
- Vendor literature and product data for key equipment (e.g. Packaged Bioreactor; blowers).
- Markups of 30% of drawings identifying proposed design modifications/additions/deletions.
- Updated preliminary engineer's opinion of probable construction cost.

#### Assumptions:

- *The BOD Memo will become the governing design basis upon IWD acceptance. It will supplement, not replace, prior planning work. Dudek will not revisit decisions already confirmed with IWD unless new information, District direction, or technical requirements necessitate modification.*
- *Dudek assumes that the geotechnical investigation and survey provided by the District are complete, represent current site conditions, and are suitable for design.*
- *No new survey or survey reconciliation is included.*
- *District will provide supporting calculations associated with Draft Preliminary Engineering Report.*

#### Deliverables:

- *Basis of Design Memo in PDF format.*

## TASK 4 PREPARE FINAL DESIGN PS&E

The final design will include plans, specifications, and engineer's opinion of probable construction cost. See **Attachment A** for list of anticipated drawings.

### Task 4.1 Draft Final Design Submittal (75% Design)

---

- Review and reconcile all of District's comments on the BOD Memo.
- Plans: Includes substantially complete general, demolition, civil, structural, and mechanical including plans, sections, elevations, Minor or ancillary components, detailing, and final dimensional refinements may be omitted. Also includes electrical single-line diagrams, electrical load summaries, electrical power plans, electrical control schematics, and process and instrumentation diagrams.
- Specifications: Substantially complete specifications for Division 01 – 17. Some project-specific configuration details, performance data, and final material selections may remain incomplete at this stage.
- Engineer's Opinion of Probable Construction Cost: AACE Class 3 estimate is provided.

#### Deliverables:

- *Electronic submittal (pdf) of the 75% design shall be presented to District for review.*
- *The submittal shall include drawings, technical specifications, the engineer's cost estimate, and the revised technical memorandum, if appropriate.*

- One meeting (Project Workshop) shall be scheduled with District staff to review the comments for the 75% design submittal.

#### **Task 4.2 Final Design Submittal (100% Design)**

---

- Plans: Includes complete plans, sections, elevations, profiles, schematics, diagrams and detail drawings.
- Specifications: Final specifications for Division 1 - 17 and bid schedule.
- Engineer's Opinion of Probable Construction Cost: Updated AACE Class 1 estimate.

#### **Deliverables**

- Final plans, specifications, and construction cost estimate in PDF format.

#### **Assumptions**

- Front end specifications (i.e. Instructions to Bidders, Contract requirements, General Conditions, etc.) will be prepared by District. Dudek will review for consistency with the technical specifications and provide the bid schedule for insertion.
- Survey base files (H&G, 2024) will be provided in native CAD format.
- Civil design will be focused on spot improvements for site impacted by the proposed layout. New grading will not result in major changes to existing grade. Comprehensive civil improvements are not included.
- Increase in imperviousness for the site is minor, not requiring new permanent stormwater permanent best management practices structures. Drainage will generally flow from the site as sheet flow and improvements to main existing drainage infrastructure is not needed or included.
- Landscaping and replanting of trees is not included.
- Environmental/CEQA compliance coordination and documentation are not included.
- Modifications to influent/effluent piping are not included.
- Major process unit structures (i.e. Bioreactor, Sludge Tank) will be concrete.
- Design of a new prepackaged headworks structure. The structure will consist of a concrete mat slab foundation and equipment anchorage.
- Steel sludge holding tank includes cast in place concrete ringwall foundation and tank anchorage. The tank will be located on the site such no retaining walls or partial retaining of the structure itself will be required.
- Design of a new RAS/WAS building is not included. New equipment will be provided in existing building.
- New equalization basin wet well facility will be packaged pump system.
- Odor control study and design is not included; will be done as a separate project.
- Architectural rendering, fire protection/fire alarm and landscaping design are not included.
- New RAS/WAS building is not included. New equipment will be provided within existing building.
- Equipment elevations, control panel layouts, PLC panel shop drawings, control panel shop drawing wiring diagrams, control panel exterior elevations, and loop diagrams will not be provided in the detailed design but will be specified to be provided by the contractor as submittals during the construction phase.
- PLC, OIT, and SCADA programming, screen development, and implementation will be specified to be done by the contractor.
- Power system study/arc flash study will be specified for contractor to perform.
- Utility coordination hours are not included in our fee. We assume existing SCE service can power the upgraded plant.
- E, I & C scope and fee is based on the scope in the 30% drawings and PDR provided by the District.
- Engineering services during bidding construction are not included. A separate proposal will be prepared for this near the end of the design phase.

### 3 Project Team

Dudek’s team includes engineering professionals with technical expertise in civil, architectural, structural, and electrical and instrumentation design for wastewater treatment plants. We have established successful relationships and workflows with our partnering firms over many years of working together delivering similar design projects. See **Figure 1** for our proposed Project Team organization.

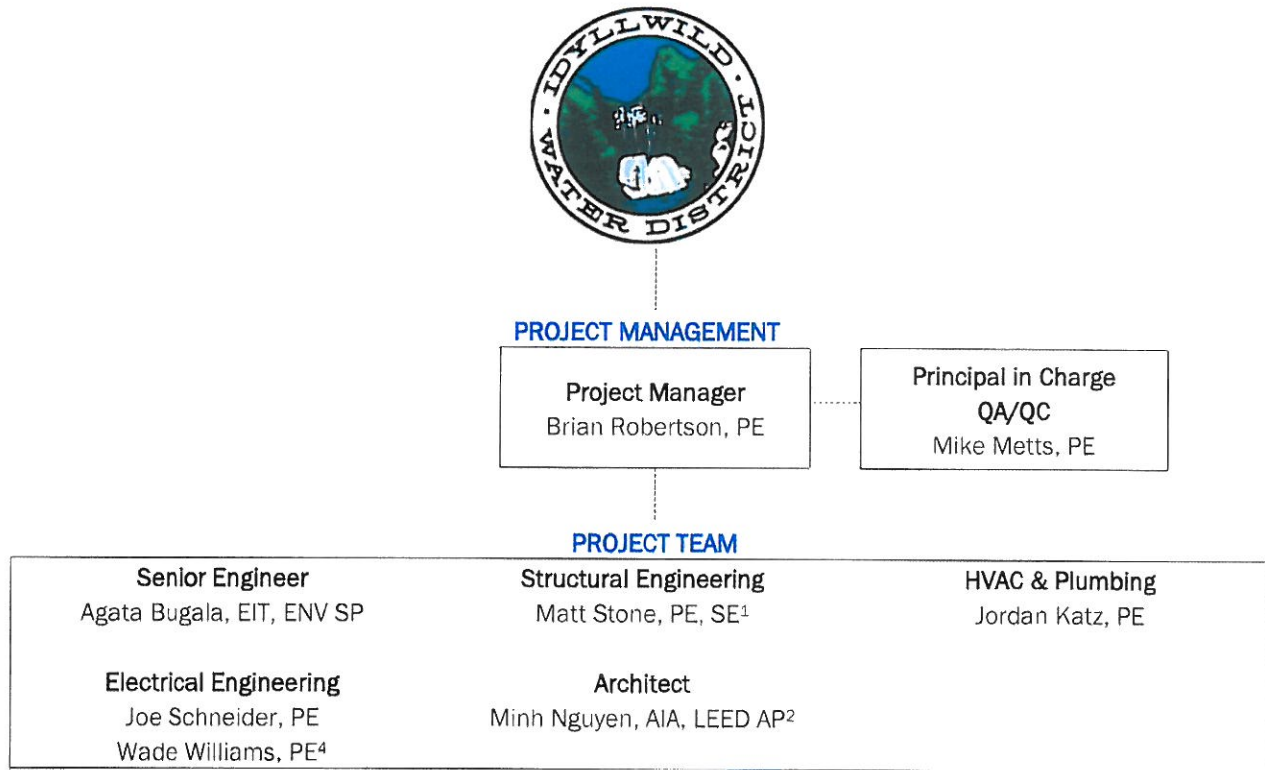


Figure 1. Organizational Chart

<sup>1</sup>Kelsey Structural

<sup>2</sup>MBN Group

<sup>3</sup>BSE Engineering

<sup>4</sup>Wright Engineering

### 3 Schedule

The preliminary schedule can be found in **Attachment B**.

### 4 Fee Estimate

Dudek proposes to complete the above outlined tasks for a not-to-exceed fee of **\$792,450**. See **Attachment C** for fee breakdown.

TO: BILL ROJAS  
SUBJECT: PROPOSAL FOR THE DESIGN OF THE NEW WASTEWATER TREATMENT PLANT

---

TO: BILL ROJAS  
SUBJECT: PROPOSAL FOR THE DESIGN OF THE NEW WASTEWATER TREATMENT PLANT

---

# Attachment A

## Estimated Drawing List

**Table X. Anticipated Drawing List**

Dwg No.	Sheet No.	Sheet Title
1	G-01	Title Sheet, Vicinity Map and Location Map
2	G-02	General notes, Abbreviations, Sybmols, Legends, Schedules
3	G-03	Process Flow Diagram
4	G-04	Design Criteria and Hydraulic Profile
5	G-05	Overall Site Plan and Contractor Staging Area
6	D-01	Overall Site Demolition Plan
7	D-02	Demolition Plan - 1
8	D-03	Demolition Plan - 2
9	D-04	Demolition Details - 1
10	D-05	Demolition Details - 2
11	C-01	Civil Typical Details - 1
12	C-02	Civil Typical Details - 2
13	C-04	Grading and Paving Plan -1
14	C-05	Grading and Paving Plan -2
15	C-06	Grading and Paving Plan -3
16	C-07	Grading and Paving Plan -4
17	C-08	Yard Piping Plan - 1
18	C-09	Yard Piping Plan - 2
19	C-10	Civil Sections
20	C-11	Civil Details -1
21	C-12	Civil Details -2
22	A-01	General Notes, Legend, and Abbreviations
23	A-02	Code Analysis
24	A-03	Floor Plan- Electrical And Control Building
25	A-04	Reflected Ceiling Plan- Electrical And Control Building
26	A-05	Roof Plan- Electrical And Control Building
27	A-06	Floor Plan, Rcp- Ras/Was Pump Station
28	A-07	Roof Plan- Ras/Was Pump Station
29	A-08	Floor Plan- Existing Building
30	A-09	Reflected Ceiling Plan- Existing Building
31	A-10	Roof Plan- Existing Building
32	A-11	Exterior Elevations- Electrical And Control Building
33	A-12	Interior Elevations- Electrical And Control Building
34	A-13	Exterior Elevations, Interior Elevations- Ras/Was Pump Station
35	A-14	Exterior Elevations- Existing Building
36	A-15	Interior Elevations- Existing Building
37	A-16	Sections- Electrical And Control Building
38	A-17	Sections- Ras/Was Pump Station
39	A-18	Schedules 1

**Table X. Anticipated Drawing List**

Dwg No.	Sheet No.	Sheet Title
40	A-19	Schedules 2
41	A-20	Architectural Details 1
42	A-21	Architectural Details 2
43	A-22	Architectural Details 3
44	A-23	Architectural Details 4
45	S-01	Structural General Notes - 1
46	S-02	Structural General Notes - 2
47	S-03	Structural General Notes - 3
48	S-04	Special Inspections and Notes
49	S-05	Structural Typical Details - 1
50	S-06	Structural Typical Details - 2
51	S-07	Structural Typical Details - 3
52	S-08	Structural Typical Details - 4
53	S-09	Structural Typical Details - 5
54	S-10	Structural Typical Details - 6
55	S-11	Structural Typical Details - 7
56	S-12	Structural Typical Details - 8
57	S-13	Headworks Foundation Plan and Sections
58	S-14	Splitter Box Foundation Plan and Top Plan
59	S-15	Splitter Box Sections
60	S-16	EQ Basin No. 1 Foundation Plan
61	S-17	EQ Basin No. 1 Sections
62	S-18	EQ Basin No. 2 Foundation Plan
63	S-19	EQ Basin No. 2 Sections
64	S-20	Bioreactors Foundation Plan
65	S-21	Bioreactors Top Plan
66	S-22	Bioreactors Sections - 1
67	S-23	Bioreactors Sections - 2
68	S-24	Sludge Settling Tank Foundation Plan and Details
69	S-25	Electrical Control Building Foundation Plan
70	S-26	Electrical Control Building Roof Plan
71	S-27	Electrical Control Building Sections
72	S-28	Generator Foundation Plan
73	S-29	Structural Details - 1
74	S-30	Structural Details - 2
75	S-31	Structural Details - 3
76	S-32	Structural Details - 4
77	S-33	Structural Details - 5
78	S-34	Structural Details - 6

**Table X. Anticipated Drawing List**

Dwg No.	Sheet No.	Sheet Title
79	M-01	General Mechanical Notes and Equipment Schedule
80	M-02	General Mechanical Details - 1
81	M-03	General Mechanical Details - 2
82	M-04	Headworks and Splitter Box Mechanical Plan
83	M-05	Headworks and Splitter Box Mechanical Sections
84	M-06	EQ Basin 1-2 & Wetwell Mechanical Plan
85	M-07	EQ Basin 1-2 & Wetwell Mechanical Sections
86	M-08	Bioreactor Mechanical Plan
87	M-09	Bioreactor Mechanical Sections
88	M-10	RAS/WAS Pump Station Plan
89	M-11	RAS/WAS Pump Station Section
90	M-12	Blowers Mechanical Plan and Section
91	M-13	Sludge Holding Tank Mechanical Plan
92	M-14	Sludge Holding Tank Mechanical Section
93	M-15	Mechanical Details - 1
94	M-16	Mechanical Details - 2
95	P-01	General Plumbing Notes, Legend, Symbols, and Abbreviations
96	P-02	Schedules
97	P-03	Existing Building Demolition Floor Plan
98	P-04	Existing Building Renovation Plan
99	P-05	Control/Office Building Floor Plan
100	P-06	Details
101	P-07	Diagrams
102	H-01	General Notes, Legend, Abbreviations, And Sheet Index
103	H-02	Schedules
104	H-03	Existing Building Demolition Floor Plan
105	H-04	Existing Building Renovation Floor Plan
106	H-05	Control/Office Building Floor Plan
107	H-06	Pump Station Floor Plan
108	H-07	Details
109	H-08	Diagrams
110	E-01	Electrical Cover Sheet
111	E-02	Electrical Legend and Notes
112	E-03	Electrical Single Line Diagram - 1
113	E-04	Electrical Single Line Diagram - 2
114	E-05	Electrical Schedules - 1
115	E-06	Electrical Schedules - 2
116	E-07	Electrical Schedules - 3
117	E-08	Electrical Site Plan - 1

**Table X. Anticipated Drawing List**

Dwg No.	Sheet No.	Sheet Title
118	E-09	Electrical Site Plan - 2
119	E-10	Electrical Site Plan - 3
120	E-11	Electrical Site Plan - 4
121	E-12	Electrical Site Plan - 5
122	E-13	Electrical Site Plan - 6
123	E-14	Electrical Details - 1
124	E-15	Electrical Details - 2
125	E-16	Electrical Details - 3
126	E-17	Electrical Details - 4
127	E-18	Electrical Schematics - 1
128	E-19	Electrical Schematics - 2
129	E-20	Electrical Schematics - 3
130	E-21	Electrical Schematics - 4
131	E-22	Electrical Schematics - 5
132	E-23	Electrical Schematics - 6
133	E-24	Electrical Schematics - 7
134	E-25	Electrical Schematics - 8
135	E-26	Electrical Schematics - 9
136	E-27	Electrical Schematics - 10
137	I-1	P&ID - 1
138	I-2	P&ID - 2
139	I-3	P&ID - 3
140	I-4	P&ID - 4
141	I-5	P&ID - 5
142	I-6	P&ID - 6
143	I-7	P&ID - 7
144	I-8	P&ID - 8
145	I-9	P&ID - 9
146	I-10	P&ID - 10

# Attachment B

## Project Schedule

ID	Task Name	Duration	Start	Finish	Timeline																
					Half 1, 2026	Half 2, 2026					Half 1, 2027										
					D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	
1	<b>WWTP Idyllwild Water District</b>		<b>Tue 4/7/26</b>		[Gantt bar spanning from 4/7/26 to 1/25/27]																
2	<b>Task 2 Engineering Meetings</b>	<b>210 days</b>	<b>Tue 4/7/26</b>	<b>Mon 1/25/27</b>	[Gantt bar spanning from 4/7/26 to 1/25/27]																
3	2.1 Kickoff	0 days	Tue 4/7/26	Tue 4/7/26	[Gantt bar from 4/7/26 to 4/7/26]																
4	2.2 BOD Memo Review	0 days	Mon 5/18/26	Mon 5/18/26	[Gantt bar from 5/18/26 to 5/18/26]																
5	2.3 75% Design Review	0 days	Mon 10/5/26	Mon 10/5/26	[Gantt bar from 10/5/26 to 10/5/26]																
6	2.4 100% Design Review	0 days	Mon 1/25/27	Mon 1/25/27	[Gantt bar from 1/25/27 to 1/25/27]																
7	<b>Task 3 Basis of Design</b>	<b>30 days</b>	<b>Tue 4/7/26</b>	<b>Mon 5/18/26</b>	[Gantt bar spanning from 4/7/26 to 5/18/26]																
8	3.1 Data Collection and Review	20 days	Tue 4/7/26	Mon 5/4/26	[Gantt bar from 4/7/26 to 5/4/26]																
9	3.2 Site Investigation	1 day	Wed 4/22/26	Wed 4/22/26	[Gantt bar from 4/22/26 to 4/22/26]																
10	3.3 BOD Memo	20 days	Tue 4/7/26	Mon 5/4/26	[Gantt bar from 4/7/26 to 5/4/26]																
11	<i>District Review</i>	10 days	Tue 5/5/26	Mon 5/18/26	[Gantt bar from 5/5/26 to 5/18/26]																
12	<b>Task 4 Final Design</b>	<b>180 days</b>	<b>Tue 5/19/26</b>	<b>Mon 1/25/27</b>	[Gantt bar spanning from 5/19/26 to 1/25/27]																
13	4.1 75% Design, Plans, and Estimates	90 days	Tue 5/19/26	Mon 9/21/26	[Gantt bar from 5/19/26 to 9/21/26]																
14	<i>District Review</i>	10 days	Tue 9/22/26	Mon 10/5/26	[Gantt bar from 9/22/26 to 10/5/26]																
15	4.2 100% Design, Plans, and Estimate	70 days	Tue 10/6/26	Mon 1/11/27	[Gantt bar from 10/6/26 to 1/11/27]																
16	<i>District Review</i>	10 days	Tue 1/12/27	Mon 1/25/27	[Gantt bar from 1/12/27 to 1/25/27]																



Idyllwild Water District  
New WWTP  
Design Services

TO: BILL ROJAS  
SUBJECT: PROPOSAL FOR THE DESIGN OF THE NEW WASTEWATER TREATMENT PLANT

---

# Attachment C

## Project Fee

Idylwild Water District  
 New Workwater: Replacement of Faulty  
 DUEK FULL ESTIMATE  
 5/9/2026

Dudek Labor Hours and Rates										Subcontractor Fees						
Task #	Project Team Role	PIC - QA/QC	Project Manager	Senior Engineer	Project Engineer	CAD Designer Civil/Mech	Admin	TOTAL DUEK HOURS	DUEK LABOR COSTS	Architect	Mech & Plumbing	Electrical	Structural	OTHER DIRECT COSTS	TOTAL FEES	
										M. Sesta	B. Robertson	A. Bagala	S. Goodwin			P. Joy N/Hunter
<b>Task 1</b>	<b>Project Management/Administration</b>															
1.1	100% CM Meetings and Admin. Support		22					22	\$	6,926	15,390		15,435	10,925	\$	24,644
1.2	Progress Meetings		8					22	\$	3,340					\$	3,340
1.3	DC Review (PBR 75% - 100% Interim)		4					27	\$	4,912					\$	16,248
	<b>Subtotal Task 1</b>	<b>20</b>	<b>28</b>	<b>4</b>				<b>65</b>	<b>\$</b>	<b>17,060</b>	<b>\$</b>	<b>15,390</b>	<b>\$</b>	<b>15,435</b>	<b>\$</b>	<b>44,840</b>
<b>Task 2</b>	<b>Engineering Meetings</b>															
2.1	100% CM		1					1	\$	1,175	1,524				\$	1,524
2.2	100% Meeting Review Meeting Coordination		1					1	\$	2,200			3,190		\$	2,912
2.3	75% Design Review Meeting Coordination		1					1	\$	2,200			1,522	\$	2,912	
2.4	100% Design Review and Construction Meeting Coordination		2					2	\$	1,400	1,524		1,522	\$	2,242	
	<b>Subtotal Task 2</b>	<b>3</b>	<b>11</b>	<b>12</b>				<b>28</b>	<b>\$</b>	<b>7,430</b>	<b>\$</b>	<b>3,698</b>	<b>\$</b>	<b>1,443</b>	<b>\$</b>	<b>9,817</b>
<b>Task 3</b>	<b>Issue of Design</b>															
3.1	DC & Construction Review		1		8			17	\$	5,025	11,425	10,267	13,947	10,969	\$	20,784
3.2	Site Inspection		1		6			17	\$	1,100	12,890	14,014	12,036	\$	18,840	
3.3	Issue of Design Meeting		17		24			27	\$	22,750	15,111	19,478	111,071	116,471	\$	148,454
	<b>Subtotal Task 3</b>	<b>26</b>	<b>64</b>	<b>32</b>				<b>154</b>	<b>\$</b>	<b>29,200</b>	<b>\$</b>	<b>11,120</b>	<b>\$</b>	<b>22,470</b>	<b>\$</b>	<b>98,000</b>
<b>Task 4</b>	<b>Final Design</b>															
4.1	200% Final Design							159	\$	10,140	176,112	320,422	146,410	149,779	\$	-
4.1.1	100% Final Design		40		140	40		120	\$	12,240	176,112	320,422	146,410	149,779	\$	269,743
4.1.2	50% Final Design		21		74	27		122	\$	12,240	176,112	320,422	146,410	149,779	\$	85,143
4.2	75% Construction Cost		1		8			9	\$	1,410	11,070	1,774	11,070	12,213	\$	9,659
4.2.1	Final Design							1	\$	-	-	-	-	-	\$	-
4.2.2	100% Final Design		1		8			9	\$	1,410	11,070	1,774	11,070	12,213	\$	202,013
4.3	100% Final Design		24		20			44	\$	23,730	16,935	55,411	113,067	112,945	\$	73,113
4.3.2	100% Construction Cost		1		4			5	\$	1,410	11,070	1,774	11,070	12,213	\$	7,514
	<b>Subtotal Task 4</b>	<b>131</b>	<b>312</b>	<b>212</b>	<b>658</b>	<b>6</b>		<b>1,579</b>	<b>\$</b>	<b>219,330</b>	<b>\$</b>	<b>46,884</b>	<b>\$</b>	<b>246,983</b>	<b>\$</b>	<b>642,114</b>
	<b>Total Hours and Fees</b>	<b>23</b>	<b>190</b>	<b>382</b>	<b>304</b>	<b>658</b>	<b>16</b>	<b>1,577</b>	<b>\$</b>	<b>372,610</b>	<b>\$</b>	<b>66,633</b>	<b>\$</b>	<b>46,761</b>	<b>\$</b>	<b>126,699</b>
	<b>Percent of Hours</b>	<b>1%</b>	<b>12%</b>	<b>24%</b>	<b>19%</b>	<b>42%</b>	<b>1%</b>	<b>100%</b>								



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Bill Rojas, General Manager

**Date:** April 15, 2026

**Subject:** Item 5- Consideration and Authorization to Cast Special District Selection Committee Ballot for The Local Agency Formation Commission (LAFCO)

---

**Background:**

The District has received the 2026 Special District Selection Committee ballot for the election of the Regular Special District Member to the Riverside Local Agency Formation Commission (LAFCO) – Western Region. As a member agency, the District is eligible to participate in the voting process.

The Board may review the candidates and determine how the District's vote should be cast.

**Recommendation:**

Staff recommends that the Board review the ballot and authorize the Board President or a designated Board member to complete, sign, and submit the ballot.

**Attachments:**

- 2026 Special District Selection Committee Ballot – LAFCO Western Region
- Candidate Statement – Leslie Altamiran
- Endorsement Letter – Leslie Altamirano (Rubidoux Community Services District)
- Endorsement Letter – Stephen J. Corona (Coachella Valley Water District)
- Endorsement Letter – Stephen J. Corona (Riverside County Farm Bureau)
- Endorsement Letter – Lawrence “Larry” Smith (South Mesa Water Company)
- Endorsement Letter – Lawrence “Larry” Smith (San Geronio Pass Water Agency)



February 9, 2026

via electronic mail

## **2026 SPECIAL DISTRICT SELECTION COMMITTEE (SDSC) BALLOT INSTRUCTIONS FOR SPECIAL DISTRICT MEMBER OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION**

To Special District Selection Committee Members:

**Please read these instructions carefully before completing your ballot.** As previously announced, a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time, therefore, the selection proceedings are being conducted by electronic mail or regular USPS mail. A nomination period for the position in the title above was opened December 2, 2025, and closed at 5:00 p.m. on February 2, 2026.

Enclosed you will find your ballot.

**LAFCO Regular Special District Member – Western Riverside County:** A total of 7 nominations were received for this position.

All members of the SDSC may cast a ballot for a regular member.

Pursuant to procedures adopted by the Selection Committee in 2016, the election for the LAFCO regular position will be conducted using Instant Runoff Voting (IRV). IRV eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority. An example demonstrating how IRV works is attached.

Please fill out your ballot by ranking each nominee in the order of preference, using “1” for your first choice, “2” for your second choice and so on. Please note ranking more than one candidate will not work against your first choice candidate, however, voting for only one candidate is allowed. Do not mark the same number beside more than one candidate and do not skip numbers.

**General Instructions and Information:**

- Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org) and cc: [info@lafco.org](mailto:info@lafco.org), or hand-delivered or by regular mail addressed to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 9, 2026.**
- Only the presiding officer or another board member authorized by your board of directors to vote may cast the ballot. Board members designated by their district board to vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. District managers or other staff members may not vote.
- The voting member must print his or her name on the ballot as well as sign and date the certification indicating he or she is authorized to vote for the district.
- We must receive a ballot with an original signature. However, if you deliver your ballot via electronic mail, you may return a scanned copy of the signed ballot by email to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org) and [info@lafco.org](mailto:info@lafco.org).
- Failure to follow these instructions will invalidate the ballot.

Finally, these positions ensure special districts are appropriately represented on our local boards. Appointments are only valid if ballots representing a quorum, from 29 of our 55 independent special districts, are returned. Please return your ballots in a timely manner.

If you have any questions, please contact our office at (951) 369-0631.

Sincerely,



GARY THOMPSON  
Executive Officer

Attachments:

2026 Special District Selection Committee – Ballot  
Instant Runoff Voting Election Process (IRV)

**SPECIAL DISTRICT SELECTION COMMITTEE  
Regular Special District Member of the  
Local Agency Formation Commission – Western Region**

**2026 BALLOT**

Name of District: \_\_\_\_\_  
*Print District Name Here (required)*

**Certification of voting member:**

I, \_\_\_\_\_ hereby certify that I am (check one):  
*Print Name Here (required)*

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization:  previously transmitted  attached]

\_\_\_\_\_  
*Signature (required)* \_\_\_\_\_  
*Date (required)*

**LAFCO Regular Special District Member – Western Region**  
(Term running May 4, 2026 through May 6, 2030)

**Please rank the candidates in preferential order, “1” being the first preference, “2” being the second and so on.**

*Circle rank for each candidate*

1	STEVE PASTOR, Lake Hemet Municipal Water District	1	2	3	4	5	6	7
2	LESLIE ALTAMIRANO, Rubidoux Community Services District	1	2	3	4	5	6	7
3	STEVE CORONA, Eastern Municipal Water District	1	2	3	4	5	6	7
4	ROBERT GRIFFITH, Mission Springs Water District	1	2	3	4	5	6	7
5	LARRY SMITH, San Gorgonio Pass Water Agency	1	2	3	4	5	6	7
6	JOHN FLORES, Beaumont-Cherry Valley Rec & Park District	1	2	3	4	5	6	7
7	DANIEL SLAWSON, Beaumont-Cherry Valley Water District	1	2	3	4	5	6	7

*Listed in random drawing order conducted on 2/03/2026 at 11:00 a.m.*

Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org) and [info@lafco.org](mailto:info@lafco.org), or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 9, 2026.**



## **INSTANT RUNOFF VOTING (IRV) ELECTION PROCESS**

### **Introduction**

In 2016, the Special District Selection Committee voted to utilize instant runoff voting (IRV) for all future elections to select members to the Riverside Local Agency Formation Commission (LAFCO). IRV is a method of conducting elections with three or more candidates whereby a majority determines the winner without the need to have a second ballot/runoff proceeding. A separate runoff election could cause a delay of more than 90 days, as well as causing LAFCO additional expense.

The explanation below and example that follows illustrates how the instant runoff voting method will be used for determining the winner in a fictional election for the "Porcupine LAFCO" Special District Commissioner open seat. A process similar to the one explained below will be utilized to determine the Riverside LAFCO Special District Member.

### **Ballot Specifications and Directions to Voters**

The ballot will allow a voter to rank candidates in order of preference. All nominated candidates are listed on the ballot. Voters will vote for candidates by indicating their first-choice candidate, their second-choice candidate, their third-choice candidate, and so on.

The voter will indicate his/her first choice by marking or circling the number "1" beside a candidate's name, the second choice by marking or circling the number "2" by that candidate's name, the third choice by marking the number "3," and so on, for as many choices as the voter wishes.

Voters are free to rank only one candidate, however, doing so does not offer any additional advantage to that candidate, as ranking additional candidates cannot help defeat a voter's first-choice candidate. Voters must not mark the same number beside more than one candidate or skip rank numbers.

### **Ballot Counting**

The ballots cast will be tabulated and the result declared by the official responsible for conducting the election. Votes will be counted for each candidate using the following procedure:

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- A majority is a number of votes greater than half (50%+1) of the total number of ballots received.



- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a number of votes constituting a majority, that candidate shall be declared elected.
- If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his/her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. This candidate shall be declared elected.

**Example:**

Four candidates are running for the Porcupine LAFCO Special District Commissioner open seat: Paul Alto, Mort Bragg, Charlene Newberry, and Samantha Cruz. 60 ballots are cast, therefore a candidate needs a majority of 31 votes to win the election:

- Alto is ranked #1 on 10 ballots
- Bragg is ranked #1 on 25 ballots
- Newberry is ranked #1 on 5 ballots
- Cruz is ranked #1 on 20 ballots

In the first round no one receives the required majority of 31 votes. Newberry, as the candidate receiving the fewest first (#1) choice votes, is eliminated. Those 5 ballots that had Newberry ranked as their first (#1) choice are reviewed for their second (#2) choice. On those 5 ballots:

- Alto is ranked #2 on 3 of those 5 ballots
- Bragg is ranked #2 on 1 of those 5 ballots
- Cruz is ranked #2 on 1 of the 5 ballots.

These second (#2) choice votes, which are now first (#1) choice votes for the succeeding candidates, are added to the results of the first (#1) choice count in round one as follows:

- Alto has 10 plus 3 for a total of 13 votes
- Bragg has 25 plus 1 for a total of 26 votes
- Cruz has 20 plus 1 for a total of 21 votes

Thus, in the second round, no one receives the required majority of 31 votes. Alto, as the candidate receiving the fewest adjusted first (#1) choice votes in this round is eliminated. Those thirteen ballots that had Alto ranked as their adjusted first (#1) choice are reviewed

for their second (#2) choice, or (third (#3) choice, if adjusted from the previous round). On those 13 ballots:

- Bragg is ranked #2 (plus one adjusted #1 from the first round) on 8 of those 13 ballots
- Cruz is ranked #2 (plus one adjusted #1 from the first round) on 4 of the 13 ballots.

These second (#2) choice or third (#3) choice votes, are now designated as first (#1) choice votes for the succeeding candidates, and are added to the results of the adjusted first (#1) choice count from the second round as follows:

- Bragg has 26 plus 8 for a total of 34 votes
- Cruz has 21 plus 4 for a total of 25 votes
- One of the ballots did not pick a second or third choice candidate.

Bragg wins with 34 votes (the required majority was 31) and Cruz is second with 25 votes.

# Rubidoux Community Services District

## Board of Directors

Diana Leja, President  
Leslie Altamirano, Vice-President  
Bernard Murphy  
John Skerbelis  
Hank Trueba Jr.

## General Manager

Brian R. Laddusaw



---

Water Resource Management    Refuse Collection    Street Lights    Fire / Emergency Services    Weed Abatement

## CANDIDATE STATEMENT LESLIE ALTAMIRANO

### Rubidoux Community Services District Board of Directors

Leslie Altamirano is seeking election as the Special District Regular Member – Western Region representative on the Riverside Local Agency Formation Commission (LAFCO). She currently serves as Vice-President of the Rubidoux Community Services District Board of Directors and is anticipated to serve as Board President in 2027.

A first-generation Latina and graduate of California State University, Dominguez Hills, Leslie earned her degree in Psychology while operating her own business. Her professional background reflects fiscal discipline, operational oversight, and a strong commitment to public accountability.

Leslie previously served as a Jurupa Valley City Councilmember, where she helped lead the largest infrastructure investment program in the city's history, including the repaving of more than 40 streets. She supported responsible economic development initiatives that revitalized commercial corridors, expanded retail opportunities, and strengthened the City's long-term fiscal position.

Most notably, Leslie helped advance the establishment of the region's first Trade Tech School in partnership with Riverside City College and local labor unions. This initiative represents a generational investment in workforce development, providing hands-on training in high-demand skilled trades and creating direct pathways to stable, well-paying careers for local residents. By aligning education, infrastructure needs, and economic growth, the Trade Tech School reflects Leslie's commitment to sustainable development, workforce readiness, and long-term regional prosperity, principles directly aligned with LAFCO's focus on orderly growth and service capacity.

At the Rubidoux Community Services District, California's first community services district, established in 1952, Leslie helps oversee essential public services for approximately 40,000 residents, including water, sewer, fire protection, solid waste, weed abatement, and street lighting. She understands the operational, regulatory, and financial complexities facing special districts, particularly in areas of service reliability, capital improvement planning, and interagency coordination.

LAFCO plays a critical role in overseeing boundary changes, municipal service reviews, sphere of influence determinations, and orderly growth throughout Riverside County. Leslie brings a practical, balanced perspective grounded in infrastructure planning, fiscal stewardship, workforce alignment, and transparent governance. She is committed to ensuring that service expansions and jurisdictional changes are thoughtfully evaluated, financially sound, and in the best long-term interests of residents and ratepayers.

With demonstrated leadership at both the city and special district levels, Leslie Altamirano respectfully seeks your support for the Riverside LAFCO Special District Regular Member – Western Region seat and looks forward to contributing to responsible growth, strong local governance, and sustainable public services across the County.

# Rubidoux Community Services District

## Board of Directors

Diana Leja, President  
Leslie Altamirano, Vice-President  
Bernard Murphy  
John Skerbelis  
Hank Trueba Jr.

## General Manager

Brian R. Laddusaw



---

Water Resource Management    Refuse Collection    Street Lights    Fire / Emergency Services    Weed Abatement

March 5, 2026

To Special District Board Presiding Officers and District Clerks

## **Re: Endorsement of Leslie Altamirano – Riverside LAFCO Special District Regular Member (Western Region)**

To Whom It May Concern:

The Rubidoux Community Services District ("Rubidoux") is proud to endorse Director Leslie Altamirano for election to the Riverside Local Agency Formation Commission (LAFCO) as the Special District Regular Member – Western Region representative.

Director Altamirano currently serves as Vice-President of the Rubidoux Board of Directors and has been nominated by our Board to fill the current vacancy for the Western Region seat. She brings to this role meaningful experience in both municipal and special district governance, along with a demonstrated commitment to responsible infrastructure planning, fiscal stewardship, and transparent public service.

Prior to her service on the Rubidoux Board, Director Altamirano served as a City Councilmember for the City of Jurupa Valley, where she helped oversee significant infrastructure investment, economic development initiatives, and long-range planning efforts. In addition to leading the largest street rehabilitation program in the City's history, she helped advance establishment of the region's first Trade Tech School in partnership with Riverside City College and local labor unions. This initiative represents a generational investment in workforce development, aligning education, infrastructure demand, and economic growth to create direct pathways into high-demand skilled trades. Her leadership reflected a forward-looking approach to land use, capital financing, and sustainable service capacity, core issues regularly evaluated by LAFCO in boundary changes, municipal service reviews, and sphere of influence determinations.

At Rubidoux, California's first community services district, established in 1952, Director Altamirano helps govern an agency providing water, sewer, fire protection, solid waste, weed abatement, and street lighting services to approximately 40,000 residents. Her work at the District involves oversight of complex utility operations, regulatory compliance obligations, and long-term capital improvement planning. This operational perspective is invaluable to LAFCO's mandate to promote orderly development, efficient service delivery, and fiscal responsibility across jurisdictions.

Director Altamirano approaches governance with professionalism, collaboration, and a clear understanding of the balance between growth, workforce readiness, and service capacity. She recognizes that LAFCO decisions must be grounded in

objective analysis, financial sustainability, and the long-term interests of residents and ratepayers throughout Riverside County.

Rubidoux respectfully urges your support of Leslie Altamirano for the LAFCO Special District Regular Member – Western Region seat. We are confident she will serve with integrity, diligence, and a strong commitment to sound public policy.

Should you have any questions, please feel free to contact our office at (951) 684-7580.

Sincerely,



**BRIAN R. LADDUSAW, CPA**  
General Manager  
Rubidoux Community Services District



# COACHELLA VALLEY WATER DISTRICT

*Established in 1918 as a public agency*

GENERAL MANAGER

Jim Barrett

CLERK OF THE BOARD

Sylvia Bermudez

ASSISTANT GENERAL MANAGER

Robert Cheng

ASSISTANT GENERAL MANAGER

Dan Charlton

March 10, 2026

To Whom it May Concern:

The Coachella Valley Water District (CVWD) is pleased to offer its formal endorsement of Stephen J. Corona for re-election to the Western Special District seat on the Riverside County Local Agency Formation Commission (LAFCO) Board.

Mr. Corona has demonstrated strong leadership and expertise throughout his tenure on the LAFCO Board since March 2023. His decades of public service spanning the Rancho California Water District, the Eastern Municipal Water District, and the Riverside County Farm Bureau reflect a commitment to the communities and resources of the Inland Empire and Coachella Valley region.

As a water district, CVWD understands firsthand the critical importance of sound governance in matters of boundary changes, sphere of influence determinations, and special district reorganizations. Mr. Corona brings precisely the kind of institutional knowledge and technical foresight these decisions demand. His 16 years of service on the Rancho California Water District Board, including three terms as President, and his current leadership as President of the Eastern Municipal Water District Board of Directors, equip him with an understanding of the complex water, land use, and fiscal issues that come before LAFCO.

The decisions made at LAFCO shape how this region develops for generations to come, and CVWD is confident that Mr. Corona possesses the experience, technical knowledge, and sound judgment to continue making those decisions wisely on behalf of all Riverside County residents.

CVWD proudly endorses Stephen J. Corona for re-election to the LAFCO Board.

Sincerely,

J. M. Barrett  
General Manager



Riverside County Farm Bureau  
PO Box 670  
San Jacinto, CA 92581  
(951)684-6732  
president@riversidecfb.com

**Board of Directors**

*President*  
Ellen Way

*Vice Presidents*  
Rod Chamberlain  
Paul Cramer  
Alex Sanchez

*Past President*  
Richard A. Schmid, Jr.

*Corporate Secretary*  
Richard A. Schmid, Jr.

*Treasurer*  
Grant Chaffin

Dalton Abrams  
Celeste Alonzo  
Linden Anderson  
Stephen J. Corona  
Andy Domenigoni  
Cindy Domenigoni  
Dan Hollingsworth  
Nisha D. Noroian  
Marlene Salazar-Pongs  
Brad Scott  
Andy Wilson  
Richard Zapien

**Staff**

*Executive Director*  
Rachael R. Johnson

*Office Manager*  
Stephanie R. Bell

*Serving  
Riverside  
County  
Agriculture  
Since  
1917*

February 26, 2026

Eastern Municipal Water District  
2270 Trumble Rd  
Perris, CA 92570

To Whom it May Concern,

The Riverside County Farm Bureau is proud to endorse Commissioner Stephen Corona for re-election to the Western Special District seat on the LAFCO Board for Riverside County.

Farm Bureau is very pleased with Commissioner Corona and his handling of the sphere changes and annexations in the county, but particularly his participation in trying to help alleviate the ongoing healthcare crisis in the Palo Verde Valley.

Mr. Corona grew up in Cucamonga California; he graduated with a Bachelor of Science in Business Administration from Pepperdine University. He worked for Wells Fargo Bank before returning to the family farm in 1981 and is currently the President of Corona Ranch. Mr. Corona is presently serving as the Eastern Municipal Water District Board President, Division 2 representing the City of Temecula, the communities of Fallbrook and Rainbow, and the Temecula Wine Country.

As a lifelong farmer of onions, grapefruit, and avocados, and with nearly 40 years of public service, Mr. Corona has experience in water, land use, resource conservation, recreation, and dedication to agriculture. He is clearly suited for the position. Particularly useful for LAFCO is his experience with annexations, sphere of influence changes, community financing districts and assessment districts while serving in his present position on the LAFCO Board and on the elected boards of Eastern Municipal Water District and Rancho California Water District.

Once again, we support the election of Stephen Corona for LAFCO Board.

Sincerely,

Ellen S. Way  
President

Following are some of the organizations Steve has been involved with:  
Riverside County LAFCO (2023-Present)  
Riverside County Farm Bureau Board of Directors (1989-Present) President (1997-2000)  
Eastern Municipal Water District Board of Directors Sr. Vice President (2018-2024)  
Eastern Municipal Water District Board President (2025-Present)  
Upper Santa Margarita Irrigated Lands Group Ag Stormwater Monitoring Board of Directors  
San Diego Regional Water Quality Control Board (2010-Present)  
Rancho California Water District Board of Directors President 3 times (2001-2017)  
Signatory to RCWD/Pechanga Groundwater Legislation Washington D.C. (2017)  
Riverside County Farm Bureau 2015 recipient of Howie Award for Lifetime achievement and dedication to Agriculture  
Temecula Valley National Little League Board of Directors and President (2008-2015)  
TVNLL and Temecula Youth Basketball coach (2006-2015)  
Farm Bureau/South Coast Air Quality Management District Negotiations on PM 10 and Fugitive Dust (2000)  
Riverside County General Plan Advisory Committee Supervisorial District #1 Countywide General Plan Update (1999-2005)

Agricultural Grading Ordinance Committee (1999)



# South Mesa Water Company

Telephone (909)795-2401 · Fax (909)795-5299

391 West Avenue L · P.O. Box 458

Calimesa, California 92320-0458

[www.southmesawater.com](http://www.southmesawater.com)

Email – [info@southmesawater.com](mailto:info@southmesawater.com)

---

Date: 3/12/2206

**Subject: Endorsement of Lawrence “Larry” Smith for Regular Special District Member – Western Riverside County**

To Whom It May Concern:

On behalf of **South Mesa Water Company**, we are pleased to endorse Lawrence “Larry” Smith for the position of Regular Special District Member – Western Riverside County on the Riverside Local Agency Formation Commission (LAFCO).

Mr. Smith brings extensive public service and regional leadership experience that make him exceptionally qualified for this role. He currently serves as Vice President of the San Geronio Pass Water Agency, representing Division 5, including the communities of Calimesa and Beaumont. These communities, along with nearby Yucaipa, have experienced significant regional growth, underscoring the importance of thoughtful land use planning, infrastructure coordination, and effective public service delivery.

Mr. Smith’s background includes multiple terms as Mayor of Hemet, service as a City Councilmember, Planning Commissioner, and two-time President of the San Geronio Pass Water Agency. He also served six years on the Airport Land Use Commission, where he participated in regional land use compatibility planning and interagency coordination efforts closely aligned with LAFCO’s responsibilities.

In addition, Mr. Smith has served on several important regional boards, including the Riverside County Transportation Commission, the Western Riverside Council of Governments, and the Southern California Association of Governments. He also brings over thirty years of construction industry experience, including work on major roadway, dam, and bridge projects, providing him with valuable practical knowledge of infrastructure planning and implementation.

Based on his proven leadership, regional perspective, and commitment to public service, **South Mesa Water Company** respectfully supports Lawrence “Larry” Smith for election to the Riverside LAFCO as the Regular Special District Member – Western Riverside County.

Sincerely,

*David Armstrong*

General Manager

South Mesa Water Company



SAN GORGONIO PASS  
WATER AGENCY  
A California State Water Project Contractor

March 2, 2026

To Special District Board Presiding Officers and Clerks

To Whom it May Concern:

The San Gorgonio Pass Water Agency (SGPWA) is proud to endorse Lawrence “Larry” Smith for the upcoming seat on the Local Agency Formation Commission (LAFCO) as the Regular Special District Member – Western Riverside County.

Mr. Smith was elected to the SGPWA Board of Directors on December 4, 2020, and currently serves as Vice President. He represents Division 5, including the communities of Calimesa and Beaumont, and works diligently to ensure the region maintains a high-quality, reliable, and affordable water supply. These communities, along with Yucaipa, have experienced some of the highest growth rates in the region, making thoughtful land use planning, service delivery, and infrastructure coordination especially critical. Mr. Smith is a strong advocate for clean water, transparent governance, and public accountability—principles that align directly with LAFCO’s mission.

Mr. Smith brings decades of public service experience, including multiple terms as Mayor of Hemet, as well as service as a City Councilmember, Planning Commissioner, and two-time President of the San Gorgonio Pass Water Agency. He also served six years on the Airport Land Use Commission, where he participated in regional land use compatibility planning and interagency coordination efforts directly aligned with LAFCO’s statutory responsibilities. In these roles, he addressed complex issues related to land use planning, annexations, service delivery, infrastructure development, and intergovernmental coordination—core responsibilities of LAFCO, particularly in rapidly growing communities.

In addition, Mr. Smith has served on several regional boards, including the Riverside County Transportation Commission, Western Council of Governments, and the Southern California Association of Governments, providing him with a strong regional perspective on growth management, infrastructure investment, and coordinated service delivery.

Mr. Smith holds a degree in Business Management from the University of Redlands and brings more than thirty years of experience in the construction industry, including work on major roadway, dam, and bridge projects. This background provides him with a practical understanding of infrastructure planning, capital financing, and complex contract negotiations, expertise that is highly relevant to LAFCO deliberations in fast-growing regions.

The San Gorgonio Pass Water Agency strongly believes Vice President Smith would be an exceptional asset to LAFCO and a trusted representative for local agencies throughout Western Riverside County. We respectfully request your support of his candidacy and appreciate your consideration.

Sincerely,

Lance Eckhart, PG, CHG  
General Manager

President  
Robert Ybarra

Vice President  
Larry Smith

Treasurer  
James Tickemyer

Secretary  
Sarah Wargo

Directors  
Dr. Blair Ball  
Chander Letulle  
Mickey Valdivia

General Manager  
Lance Eckhart,  
PG, CHG

Legal Counsel  
Holland Stewart