



## REGULAR MEETING OF THE BOARD OF DIRECTORS

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

**September 16, 2020 - 6:00 P.M.**

### AGENDA

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **PUBLIC COMMENTS**

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the District. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not take action on the item at this meeting. As to matters on the Agenda, persons will be given an opportunity to address the Board when the matter is considered. If you wish to speak during public comment, please fill out a "Speaker Request Form" and give it to the Board Secretary. When the Board President calls your name, please immediately step to the podium and begin by giving your name and address for the record. Each speaker will be given four (4) minutes to address the Board.

#### **1. CONSENT CALENDAR**

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

#### **A. MINUTES**

Regular Meeting: August 19, 2020

#### **B. FINANCIAL REPORTS**

1. Income statement for the twelfth-month ending August 2020
2. District warrants for August 2020

Check # 16166-16211	= \$ 135,278.12
Gross Payroll	= \$ 64,220.00
Federal/State PR taxes	= \$ 7,015.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 228.00

#### **C. OPERATIONS REPORT**

#### **D. GENERAL MANAGER REPORT**



## **ACTION ITEMS**

### **2. MODIFICATION OF ORGANIZATIONAL STRUCTURE AND JOB DESCRIPTIONS**

Board of Directors will consider approving General Manager recommendation to modify the District Organizational Chart and Job Descriptions.

### **3. WATER TANK UPGRADES**

Board of Directors will consider approving General Manager recommendation to approve bid from Paso Robles Tanks to install safety ladders.

### **4. AMENDMENT NO. 1 TO IDYLLWILD WATER DISTRICT AND GENERAL MANAGER AGREEMENT**

Board of Directors will consider approving an amendment to the existing agreement between Idyllwild Water District and General Manager.

### **5. RESOLUTION ACKNOWLEDGING WATER PROFESSIONALS APPRECIATION WEEK**

Board of Directors will consider approving Resolution No. 777 acknowledging Water Professionals Appreciation Week.

### **6. PROVIDE GENERAL MANAGER AUTHORIZATION TO PURSUE REIMBURSEMENT FOR LEAKS CAUSED BY SOUTHERN CALIFORNIA EDISON HEAVY EQUIPMENT**

Board of Directors will consider directing General Manager to pursue reimbursement from Southern California Edison for leaks caused by their heavy equipment throughout the District.

## **DIRECTORS COMMENTS**

### **CLOSED SESSION**

#### **7. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (1 Case)**

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

#### **8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Gov. Code section 54956.8.)

Property: APN 563-323-004; APN 563-323-005; APN 563-323-003



Agency negotiator: Leo Havener, General Manager, and Hosny Shouman, Chief Financial Officer  
Negotiating parties: Greg Sorah, Realtor  
Under negotiation: \$380,000.00

**9. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Gov. Code section 54957(b)(1))

Title: General Manager

**ADJOURNMENT**

The next Board meeting is a Regular Meeting scheduled for August 19, 2020 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

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**Please remember during Public Comments**

- Comments should be limited to 4 minutes or less.
- Comments should be directed to the Board as a whole and not directed to individual Board members.

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



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

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

**August 19, 2020 - 6:00 P.M.**

**CALL TO ORDER:** President Schelly called the meeting to order at 6:00 p.m.

**ROLL CALL:** Directors present: President Schelly, Vice President Szabadi, Director Kunkle, Director Gin, and Director Hunt. General Manager Leo Havener, Chief Financial Officer Hosny Shouman, and Board Secretary Kris Kirschbaum were also present.

**PUBLIC COMMENT:** Request for update regarding pipe replacement project on Azalea (Point of Rocks): Project scheduled and not yet completed. General Manager Havener to meet at location during week of August 24, 2020.

**ITEM #1- CONSENT CALENDAR:**

**A. MINUTES** – Regular Meeting: July 15, 2020  
Special Meeting: August 5, 2020

**B. FINANCIAL REPORTS**

1. **Income statement** for the 1<sup>st</sup> month ending July 2020
2. **District warrants** for July 2020.

Check # 16125 – 16165	= \$ 129,600.77
Gross Payroll	= \$ 64,220.00
Federal/State PR taxes	= \$ 7,050.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 233.00

**C. OPERATIONS REPORT**

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



**DIRECTORS' COMMENTS:** Questions to clarify Well-Production Data including leaks and well statistics, in addition to questions regarding various warrants, and both residential and commercial water income.

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

The vote was as follows:

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

Motion approved.

**ACTION ITEMS**

**2. CONTRIBUTE TO COMMUNITY SAFETY FOR COMMUNITY SIREN DONATION**

Board of Directors will consider approving a contribution to Community Safety in the amount not to exceed \$10,000 exclusively for the installation of a community alert siren.

**PUBLIC COMMENTS:** Comment regarding cost to IWD customers and confusion on final cost of the project.

**DIRECTORS' COMMENTS:** Discussion regarding potential for additional charges and on-going costs. While the District is interested in contributing to community safety, this specific project contains too many components that are unclear.

NO ACTION TAKEN.

**3. RIVERSIDE LOCAL AGENCY FORMATION COMMISSION (LAFCo) NOMINATION FOR AN ALTERNATE SPECIAL DISTRICT MEMBER FOR LAFCo**

Board of Directors will consider nominating a Director for the Alternate Special District Member for LAFCo.

**PUBLIC COMMENTS:** None

**DIRECTORS' COMMENTS:** Vice-President Szabadi and Director Gin both interested in nomination. General Manager Havener to put forward both candidates.

A MOTION was made by President Schelly to approve the two candidates for nomination. Director Kunkle seconded.

The vote was as follows:

AYES

Peter Szabadi

David Hunt

Steve Kunkle

Charles Schelly

Les Gin

NAYS

ABSTAIN

ABSENT

Motion approved.

4. MODIFICATION OF ORGANIZATIONAL STRUCTURE AND JOB TITLES

Board of Directors will consider approving General Manager recommendation to modify the Organizational Chart and Job Titles.

**PUBLIC COMMENTS:** None

**DIRECTORS' COMMENTS:** Comments and questions to clarify new proposed organizational structure; including "chain of command" and potential to over-burden the District with excess employees. Further clarification of job descriptions is requested.

A MOTION was made by President Schelly to approve the proposed organizational structure with the stipulation that detailed job descriptions will be provided during the September 2020 Regular Meeting of the Board of Directors. Vice-President Szabadi seconded.

The vote was as follows:

AYES

Peter Szabadi

Charles Schelly

Les Gin

NAYS

David Hunt

Steve Kunkle

ABSTAIN

ABSENT

Motion approved.

**PUBLIC COMMENT:** Potential for increased water and sewer usage near Fern Valley Corners with large construction project underway directly below Fern Valley Medical, and proposed changes to Creekstone Inn.

**DIRECTORS' COMMENTS:** None.

The Board took a 5 minute recess at 7:17 pm before moving into closed session.

**CLOSED SESSION**

**5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Gov. Code section 54956.8.)

Property: Idyllwild

Agency negotiator: Leo Havener, General Manager, and Hosny Shouman, Chief Financial Officer

Negotiating parties: Unknown

Under negotiation: Not at this time

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

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

**7. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Public Employee Performance Evaluation § 54957 Title: General Manager

**The Board resumed Open Session.**

**Action Taken: No action taken.**

The next scheduled regular Board meeting is September 16, 2020 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

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

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

BOARD SECRETARY

Dr. Charles Schelly

BOARD PRESIDENT

**IDYLLWILD WATER DISTRICT  
WATERFUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING AUGUST 2020**

FOR THE MONTH OF August 2020

CONDENSED CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	69,901	69,901	0	0.00%
SALES-RESIDENTIAL/COMMERCIAL	93,877	100,000	-6,123	-6.12%
OTHER OPERATING REVENUE	2,025	1,050	975	92.86%
OTHER NON- OPERATING REVENUE*	0	0	0	
<b>TOTAL OPERATING REVENUES</b>	<b>165,803</b>	<b>170,951</b>	<b>-5,148</b>	<b>-3.01%</b>

OPERATING REVENUE BY CATEGORY	ACTUAL	BUDGET	August F (U) VARIANCE	2020 %
BASE RATE - RESIDENTIAL	52,076	52,076	0	0.00%
BASE RATE - COMMERCIAL	17,825	17,825	0	0.00%
SALES-RESIDENTIAL	68,491	70,000	-1,509	-2.16%
SALES-COMMERCIAL	25,386	30,000	-4,614	-15.38%
SALES-SEWER	0	0	0	0.00%
SALES-CONSTRUCTION/OTHER	0	0	0	0.00%
TRANSFER FEES	25	50	-25	-50.00%
TURN ON/OFF FEES	0	0	0	0.00%
LIEN & LIEN RELEASE FEES	0	0	0	0.00%
DELINQUENCY FEES	0	0	0	0.00%
WILL SERVE LETTER FEES	0	0	0	0.00%
OTHER MISCELLANEOUS	0	0	0	0.00%
INSTALLATION FEES	2,000	1,000	1,000	0.00%
CAPACITY FEES	0	0	0	0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>165,803</b>	<b>170,951</b>	<b>-5,148</b>	<b>-3.01%</b>



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

FOR THE MONTH OF AUGUST 2020

**CUBIC FEET OF SALES:**

	Residential C.F.	Commercial C.F.	Total
R1 5/8	817,007	96,770	913,777
R2 3/4	10,442	17,040	27,482
R3 1"	10,470	104,380	114,850
R4 1.1/2"	0	36,640	36,640
R5 2"	0	15,830	15,830
R6 3"	0	1,540	1,540
IA 3"	0	65,380	65,380
NC-WWTP	0	1,200	1,200
<b>TOTAL CUBIC FEET OF SALES</b>	<b>837,919</b>	<b>338,780</b>	<b>1,176,699</b>

**NUMBER OF CUSTOMER BILLS:**

	R	C	Total
R1 5/8	1,433	106	1,539
R2 3/4	12	18	30
R3 1"	36	36	72
R4 1.1/2"	0	14	14
R5 2"	0	8	8
R6 3"	0	1	1
IA 3"	0	1	1
NC-WWTP	0	1	1
<b>TOTAL NUMBER OF CUSTOMER BILLS</b>	<b>1,481</b>	<b>185</b>	<b>1,666</b>

**SewerAcct S**  
 Fire Services F "2"  
 Fire Services F "3"  
 Fire Services F "4"

418	167	585
0	0	0
0	0	0
0	3	3
<b>Total Idyllwild Customers</b>		<b>2,254</b>

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

FOR THE MONTH OF 2020

**BY CATEGORY  
 WATER OPERATING EXPENSES:**

	ACTUAL	BUDGET	AUGUST F (U)	VARIANCE	%
1- WAGES AND SALARIES EXPENSES	56,200	65,000	8,800		13.54%
2- RETIREMENT PLAN AND LIFE INSURANCE	3,900	4,000	100		2.50%
3 -MEDICAL INSURANCE	9,888	12,000	2,112		17.60%
4 -UNIFORM EXPENSES	609	438	-172		-39.20%
5 -WORKER'S COMP INSURANCE	0	5,000	5,000		100.00%
6 -RETIREMENT MEDICAL INSURANCE	0	3,500	3,500		100.00%
7 -BOARD REIMBURSEMENT	0	500	500		100.00%
8 -OFFICE SUPPLIES	1,704	3,500	1,796		51.31%
9 -OFFICE CLEANING SERVICE	210	280	70		25.00%
10 -POSTAGE AND MAILING FEE	0	1,200	1,200		100.00%
11 -TRAINING AND EDUCATION	0	1,300	1,300		100.00%
12 -TRAVELING , MILEAGE, MEALS REIMBURSMENT	0	629	629		100.00%
13 -DUES , FEES , SUBSCRIPTIONS	9,855	5,000	-4,855		-97.10%
14 -COMPUTER SERVICES	438	1,000	562		56.20%
15 -LEGAL SERVICES	855	5,000	4,145		82.90%
16-ENGINEERING AND CONSULTING	400	4,000	3,600		90.00%
17 -UTILITIES - ELECTRICITY	9,568	8,000	-1,568		-19.60%
18 -UTILITIES - GAS& FUEL	689	800	111		13.88%
19-UTILITIES - PROPANE	0	325	325		100.00%
20-UTILITIES - TELEPHONE INTERNET	951	850	-101		-11.88%
21 -UTILITIES - WASTE MANAGEMENT FEE	200	184	-16		-8.60%
22 -AUTO AND PROPERTY INSURANCE	0	8,000	8,000		100.00%
21 -STATE-COUNTY WATER SYSTEM FEES	0	4,000	4,000		100.00%
22 -GENERAL PLANT & TREATMENT SERVICES	4,700	5,000	300		6.00%
23 - VEHICLES REPAIRS AND MAINTENANCE	467	2,500	2,033		81.32%
25 -LABORATORY SERVICES	3,212	3,000	-212		-7.07%
26 -WATER SECURITY SYSTEM	0	771	771		100.00%
27 -ADVERTISING AND PUBLISHING	446	542	96		17.66%
28 -PROPERTY TAX EXPENSES	0	233	233		100.00%
29- COMPENSATED TIME	0	500	500		100.00%
30 -BANK FEE CHARGE	228	250	22		8.80%
31 -WATER MAINTENANCE AND SUPPLIES	1,300	1,500	200		13.33%
33 -ACCOUNTING AND AUDITING FEE	0	0	0		0.00%

**TOTAL OPERATING EXPENSES: 105,820 148,802 42,982 28.89%**

**TOTAL INCOME AND (LOSS) 59,983 22,149**

**WYLLIAMS WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING AUGUST 20**

FOR THE MONTH OF AUGUST 2020

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	58,080	56,559	1,521	2.69%
OTHER OPERATING	0	50	-50	-100.00%
<b>TOTAL OPERATING REVENUES</b>	<b>58,080</b>	<b>56,609</b>	<b>1,471</b>	<b>2.60%</b>
OPERATING EXPENSES:				
1- WAGES AND SALARIES	12,200	18,000	5,800	32.22%
2- RETIREMENT AND LIFE INSURANCE	1,220	2,500	1,280	51.20%
3- MEDICAL INSURANCE	3,296	5,000	1,704	34.08%
4- UNIFORM EXPENSE	353	300	-53	-17.67%
5- WORKER'S COMPENSATION INSURANCE	0	200	200	100.00%
6- RETIREMENT MEDICAL INSURANCE	0	917	917	100.00%
7- BOARD REIMBURSEMENT	0	200	200	100.00%
8- OFFICE SUPPLIES	590	400	-190	-47.50%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	657	400	-257	-64.25%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILEAGE, MEAL REIMBURSEMENT	110	292	182	62.28%
13- DUE AND SUBSCRIPTION FEE	3,307	1,000	-2,307	-230.70%
14- COMPUTER SERVICES	146	1,000	854	85.40%
15- LEGAL SERVICES	285	500	215	43.00%
16- UTILITIES - ELECTRICITY	4,200	4,000	-200	-5.00%
17- UTILITIES - GAS & FUEL	213	437	224	51.22%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	310	292	-18	-6.29%
20- UTILITIES - WASTE MANAGEMENT FEE	66	125	59	47.20%
21- VEHICLES REPAIRS AND MAINTENANCE	0	500	500	100.00%
22- ENGINEERING SERVICES	0	5,000	5,000	100.00%
23- MAINTENANCE AND SUPPLIES	100	200	100	50.00%
24- SEWER PERMIT AND LICENSE(State Fee)	2,089	2,500	411	16.44%
25- MINOR EQUIPMENT AND SUPPLIES	89	500	411	82.20%
26- SEWER LEASE	0	42	42	100.00%
27- ADVERTISING AND PUBLISHING	0	250	250	100.00%
28- LABORATORY SERVICES	0	125	125	100.00%
29- GENERAL AUTO AND LIABILITY INSURANCE	683	2,000	1,317	65.85%
30- SECURITY SYSTEM (ADT)	0	5,000	5,000	100.00%
31- ACCOUNTING & AUDITING FEE	0	208	208	100.00%
32- LINE CLEANING	0	2,000	2,000	100.00%
	0	100	100	100.00%
<b>Total Expenses</b>	<b>29,984</b>	<b>54,362</b>	<b>24,378</b>	<b>44.84%</b>
<b>Total INCOME OR (LOSS)</b>	<b>28,096</b>	<b>2,247</b>		

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING AUGUST 20**

FOR THE MONTH OF AUGUST 2020

**SEWER FUND OPERATING REVENUES**

	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE-COMMERCIAL	39,242	38,642	600	1.55%
BASE RATE- RESIDENTIAL	18,838	17,917	921	5.14%
TRANSFER FEE	0	50	-50	-100.00%
FACILITY CHARGE FROM IAF	0	0	0	0.00%
INSPECTION FEE	0	0	0	0.00%
OTHER MISCE	0	0	0	0.00%

**TOTAL OPERATING REVENUE**

**58,080      56,609      1,471      2.60%**

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

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

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

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

**TOTAL Customers**

**418      167      585**



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

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
08/03/2020	16166	ACWA/JPIA	Health Insurance for August	13,185.13
08/03/2020	16167	ALLSTATE BENEFITS	Monthly Charge	\$304.12
08/03/2020	16168	FRONTIER	Phone and Internet Charge	\$445.59
08/03/2020	16169	JWC ENVIRONMENTAL	Maintance for the Agaur Machine	\$1,655.72
08/03/2020	16170	USA BLUEBOOK	Supplies for Water and Sewer	\$377.22
08/03/2020	16171	ACWA/JPIA	Workers's Comp from 4/1-6/30	\$4,199.30
08/03/2020	16172	Chris Perreaut	Refund to the Customer	\$142.87
08/05/2020	16173	Danny Campbell	Reimbursement for Boots	\$150.00
08/05/2020	16174	Forest Lumber	Supplies for Water + Sewer	\$622.88
08/05/2020	16175	Home Despot	Purchase Tools and Supplies	\$262.19
08/05/2020	16176	Idyllwild Water District	To be Deposit at Hemet Bank for Payroll	\$36,000.00
08/05/2020	16177	Inland Water Works	Water Supplies	\$310.32
08/05/2020	16178	Misson Linen & uniform	Laundry Uniform	\$813.04
08/05/2020	16179	Peter Szabadi	Reimbursement for Traveling to JPIA	\$443.23
08/05/2020	16180	S.C.E	Monthly Charge	\$6,802.84
08/05/2020	16181	Time Warner Cable	Monthly Charge	\$412.40
08/05/2020	16182	Tyler Tehnologies, INC	Annual Supporting and Maintance	\$7,428.88
08/05/2020	16183	Underground Service	New Tickets Charge	\$133.19
08/05/2020	16184	Verizon Wireless	Monthly Charge	\$383.78
08/05/2020	16185	Burronoics Business	Annual Contract Base Copier Machine	\$1,860.73
08/05/2020	16186	California Comuter Options	IT Serivces Charge	\$2,614.04
08/05/2020	16187	Tyla Friemoth	Water & office Expenses Reimbursement	\$114.27
08/05/2020	16188	Dissinger Assocaites	Retirement Pain Adminstraiton Fees	\$2,300.00
08/05/2020	16189	Geniune Auto Parts	Auto Parts	\$357.03
08/12/2020	16190	California Comuter Options	IT Serivces Charge	\$584.66
08/12/2020	16191	Chase Credit Card	Monthly Charge	\$300.97
08/12/2020	16192	CR&R Incorporated	MonthlySerivces for Trash	\$267.16
08/12/2020	16193	Four Seasons	Full Serivces to the Office	\$280.00
08/12/2020	16194	JWC ENVIRONMENTAL	Maintance for the Agaur Machine	\$750.00
08/12/2020	16195	Matich Corporation	Material COLD MIX	\$1,506.30
08/12/2020	16196	S.C.E	Monthly Charge	\$532.33
08/12/2020	16197	Tyla Friemoth	Water & office Expenses Reimbursement	\$510.00
08/12/2020	16198	Tyler Tehnologies, INC	IT Support	\$2,080.00
08/12/2020	16199	Village Hardware	Supplies for Water and Sewer	\$1,507.18
08/19/2020	16200	AARVIG & ASSOCIATES	HR Consulting Fees	\$1,140.00
08/19/2020	16201	Burronoics Business	Annual Contract Base Copier Machine	\$118.18
08/19/2020	16202	Central Communications	Monthly Anwsering Service	\$126.79
08/19/2020	16203	Idyllwild Water District	To be Deposit at Hemet Bank for Payroll	\$34,000.00
08/19/2020	16204	Staples Credit Plan	Office Supplies	\$382.18
08/26/2020	16205	ALSHIRE & WYNDER, LLP	Monthly Legal Serivce	\$8,701.00
08/26/2020	16206	Babcock Laboratories, INC	Lab Test For Water & Wastewater	\$4,739.75
08/26/2020	16207	Forest Lumber	Supplies for Water + Sewer	\$1,441.27
08/26/2020	16208	S.C.E	Monthly Charge	\$6,386.71
08/26/2020	16209	T-Mobile	Solar Data Charge	\$20.00
08/26/2020	16210	Tierra Wets, INC	Down Payment for Appraisal fees	\$600.00
08/26/2020	16211	Tyler Tehnologies, INC	IT Support	\$1,170.00
			TOTAL DISTRICT WARRANTS	\$135,278.12

**OTHER DISBURSEMENTS:**

TOTAL PAYROLL	\$64,220.00
L.A.I.F. ELECTRONIC TRANSFERS	\$0.00
BANK SERVICE CHARGES AND FEES	\$228.00

**TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS \$199,726.12**



### Idyllwild Water District Well Production Data

Month August Year 2020

Date 9/1/2020

Well #	Cubic feet	AF	PT/FT	Status	GPM	Comment
Horizontal #1	88,090	2.0	FT	ON	13	
FL #2	0					
FL #4	230,010	5.28	PT	ON	44.4	
FL #10	0					
FL #11						
FL #12						
FL #13	274,680	6.31	FT	ON	43.1	
FL #15	153,346	3.52	PT	ON	29.5	
FL #16	0					
#23 Stratton	150,740	3.46	PT	ON	41.5	
#24 Curtis	116,200	2.67	PT	ON	45	
#25 Donahoo	0					
#26 Nature Center	0					
#27 Nature Center	0					
#28 Rock Dale	0					
FV#1A	265,140	6.0	FT	ON	41.2	
FV#2	197,660	4.54	PT	ON	35.3	
Golden Rod	26,840	.62	PT	OFF	18.7	
Oakwood						

Total Cubic Feet 1,502,706

Cedar Glen Meter 655,922 cf 15.0 af

In District Production 756,580 cf 17.37 af

TOTAL SUPPLIES TO SYSTEM 1,412,502 cf 32.43 af

Days of Production 33 Minutes of Production 47,520 Average system GPM 222.34

WELL STATICS

MONTH August

YEAR 2020

WELL	INITIAL	LEVEL	ST or PL	COMMENTS
#3	JR	3'		
#7		4'		
#14		13'		FL AREA AVG 6.6' ST
#23		224'	PL	
#24		96'	PL	
#26		26'	ST	
#27		23'	ST	
#28		106'	ST	
FV1A		368'	PL	
FV#2		279'	PL	





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** September 16, 2020  
**Subject:** Item 1.D. - General Manager Report

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### Overview

The matters that required my attention since August 19, 2020, are as follows:

- Strawberry Creek Pipeline Project
  - Survey performed on September 10<sup>th</sup> & 11<sup>th</sup>
  - Plot plan drawing is being developed
- Employee evaluations have been completed
- Submitted Directors Gin and Szabadi for nomination to LAFCo for Alternate Special District Member
- Field staff repaired various water leaks within the District
- Meters on Azealia Drive were moved at owners expense
- Staff is researching a new jetting trailer to purchase
- Property negotiations
- Worked on personnel matters
- Prepared items for Board meeting
- Held Management Team meetings
- Addressed various customer service issues
- Communicated with General Counsel regarding various District matters
- Met and discussed District matters with individual Board Members



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** September 16, 2020

**Subject:** Item 2 – Modification of Organizational Structure and Job Descriptions

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### **Recommendation:**

Board of Directors will consider approving modification of the Organizational Chart and Job Descriptions as recommended by the General Manager.

### **Background:**

During the Board of Directors Regular Meeting on August 19, 2020, the Board approved the General Manager recommendation to modify the Organizational Chart and Job Titles. The Board requested that the Job Descriptions for each Job Title be presented for approval by the Board.

During the Board of Directors Regular Meeting held on August 19, 2020, while the Organizational Chart was approved as presented, several Board members expressed a desire for the Organizational Chart to reflect the Chief Financial Officer was second in command to the General Manager. In an effort to accommodate this request, the Organizational Chart has been modified to reflect the Chief Financial Officer is second in command to the General Manager.

### **Fiscal Impact:**

No fiscal impact.

**Conclusion:**

Approving the proposed Organizational Chart and Job Descriptions will be more aligned with the actual work being performed by staff and clearly identify positions that are supervisors. Additionally, the Job Titles and Job Descriptions for water and wastewater operators will be beneficial for staff when they apply to take a certification test. Also, the Job Titles and Job Descriptions may assist the District with hiring and retention.

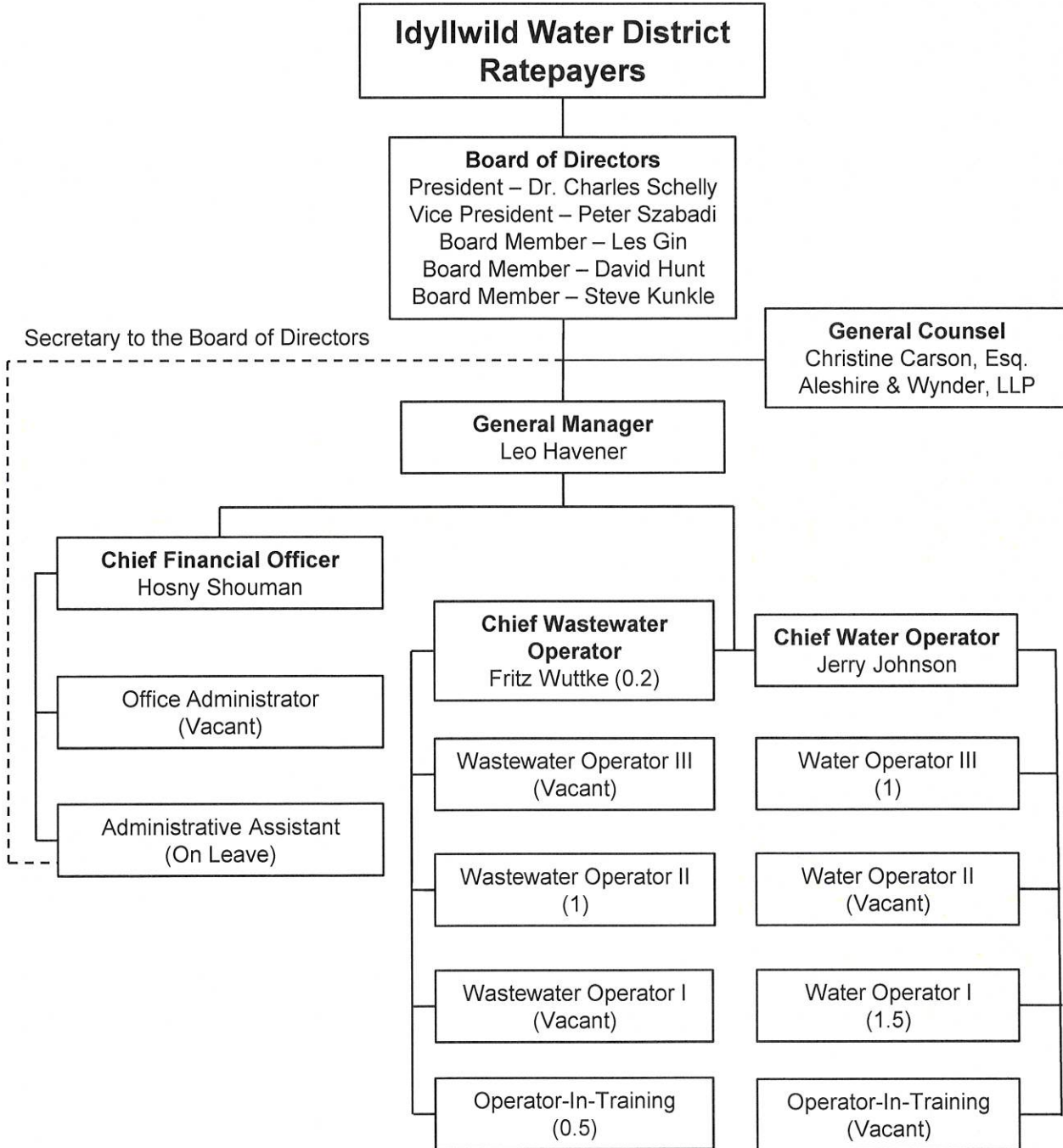
**Attachments:**

- Organizational Chart, September 16, 2020 – Proposed
- Job Descriptions – Proposed



# Organizational Chart

September 16, 2020







# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### GENERAL MANAGER

Description: Under policy direction of the Board of Directors, is chief executive of the agency, responsible for all agency activities, including administration, public relations, personnel, design, construction, finance, operations and maintenance; represents the Board's policies and programs with employees, community organizations and the general public; reviews budget requests and makes recommendations to the Board on final expenditure levels and does related work as required.

Examples of Duties: Serves as Chief Administrative Officer for the District; provides advice and consultation on the development of District programs and policies; oversees development of the Board agenda for meetings; conducts a variety of special studies and surveys to determine the effectiveness of District programs; represents the Board's policies and programs with employees, other governmental agencies and the public; oversees preparation of the annual budget, making recommendations to the Board on final expenditure levels; maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations; has responsibility for District personnel matters, including employment procedures, classification and pay; prepares agreements with other agencies; prepares long-term capital improvement plans for facility development and financing; coordinates the work of consultants; represents the District before other agencies.

General Requirements: Requires a knowledge of principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development; laws, rules, ordinances and legislative processes controlling District operations; organization, operations and problems of special districts; research and evaluation methods; budgeting principles and practices; cost estimating and contract administration; public personnel administration and employer-employee relations. Requires an ability to plan organize, coordinate and direct the work of office and field staff to achieve efficient operations and meet program goals; prepare and administer a District budgeting and fiscal control process; collect, organize and analyze data on a variety of topics; prepare and present concise and comprehensive reports; oversee preparation of Board agendas; communicate clearly during public presentations; exercise leadership, authority and supervision tactfully and effectively; evaluate and make recommendations on improvements to District operations, facilities and services; provide advice and consultation to the Board of Directors on the development of ordinances, regulations and policies; establish and maintain cooperative working relationships.

Typical Physical Activities: Travels frequently by automobile in conducting District business; communicates orally with Board members, employees and the public; regularly uses a telephone; uses office equipment such as computer terminals, copiers and FAX machines; frequently visits the site of field construction and maintenance activities; sits for extended time periods; hearing and vision must be within normal range.

Qualifications: College graduation and demonstrated managerial or administrative experience requiring the responsibility for formulation and implementation of programs, budgets, and administrative operations. M.P.A. desired.

Special Requirement: Possession of an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020





# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### CHIEF FINANCIAL OFFICER

Description: Under administrative direction, plans, organizes and directs the financial, accounting and related administrative functions of the District; assists the General Manager with the protection of District assets and maintenance of budget controls; performs the most complex accounting functions; oversees investment of District funds; supervises finance staff; and performs related work as required.

Examples of Duties: Serves as the Chief Financial Officer for the District; plans organizes, directs and manages District financial, accounting, investment and related administrative activities; assists the General Manager with long range financial planning, protection of District assets and maintenance of budget controls; develops and maintains information systems to ensure the availability of necessary financial and statistical information; oversees billing system; gathers and distributes financial data and prepares projections used in preparation of the District budget; records District assets and ensures timely and accurate posting to the general ledger; develops, prepares and presents financial reports and statements for review by the Board of Directors; administers the District insurance program; has responsibility for proper investment of District funds and reporting of investment activity; administers the District purchasing functions; establishes and manages inventory control systems; develops and maintains District personnel policies and procedures; coordinates and administers employee health and welfare benefit program; performs special analytical studies as directed by the General Manager; coordinates with outside audits of District financial records; gathers, organizes and prepares a variety of information for the preparation of the District payroll; maintains and updates employee payroll deduction information; prepares and issues payroll checks; prepares and distributes payments to insurance agencies and others receiving monies from payroll withholdings. The Chief Financial Officer acts as General Manager in the General Manager's absence.

General Requirements: Requires a knowledge of principles and practices of budgeting, accounting, finance, investment and the development and maintenance of fiscal controls; laws, rules and ordinances controlling District financial functions and operations; principles and practices of auditing; computerized management information and fiscal systems; risk management and insurance; investment principles and practices; and public personnel administration. Requires an ability to plan, organize, coordinate and direct the financial, budgeting, management information systems, and investment functions of the District; coordinate District budget development and fiscal controls; maintain ledgers and journals; prepare and present financial reports; conduct performance audits of District services and functions; communicate clearly during public presentations; provide advice and assistance to the General Manager on development of fiscal systems and policies; establish and maintain cooperative working relationships.

Typical Physical Activities: Occasionally travels by automobile in conducting District business; communicates orally with District Board members, co-workers and the public; regularly uses the telephone for communication; uses office equipment such as computers, copiers and fax machines; sits for extended time periods; hearing and vision must be within normal range.

Qualifications: Requires college graduation in business or public administration or a related curriculum; requires broad and extensive work experience in performing financial analysis, fund accounting, budgeting and management information system development. Computer skills must include familiarity with word processing and spreadsheet programs. At least three years of the experience should be in a management or supervisory capacity.

Special Requirement: Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020





# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### OFFICE ADMINISTRATOR

Description: Under administrative direction of the Chief Financial Officer (CFO), performs highly complex, advanced administrative support to the General Manager and CFO, performs office work as required.

Examples of Duties: Organize and coordinate the billing functions of the office. Answer phones and transfer to the appropriate staff member. Perform related work as required. Plans, organizes, directs and coordinates office functions. Handle uploading and downloading the handheld device. Direct billing functions, collection of billings, payments, customer service and delinquent billing functions. Directs all closing and accounts receivable reports. Gathers and analyzes payroll data, worker's compensation data and compensated balances; prepares various payroll reports to be submitted to the CFO. Prepare and monitor work orders for customer equipment and final escrow/tenant readings. Prepares and distributes closing escrow forms and packages for new customers. Balance accounts receivable for billing. Prepare liens and lien releases. Answer phones and transfer to the appropriate staff member. Take and distribute accurate messages. Greet public and clients and direct them to the correct staff member. Receive, sort and distribute incoming mail. Monitor incoming customer emails and answer or forward as required. Maintain official records. Prepare outgoing mail for distribution. Fax, scan and copy documents. Maintain office filing and storage systems. Update and maintain databases, such as mailing lists, contact lists and customer information. Retrieve information when requested. Update and maintain internal staff contact lists. File financial records for the CFO as well as office documents. Type documents, reports and correspondence. File official records. Prepares, distributes and monitors backflow reports. Prepares, distributes and monitors grease trap reports. Fill out and monitor door hangers for delinquent customers. Fill out work orders for field staff. Fill out, send and monitor backflow forms and letters. Prepare water and wastewater reports for the County and State. Maintain and file official records. Organize travel arrangements for staff and training. Assist with event planning and implementation. Ensure office equipment is properly maintained and serviced. Monitor and maintain office supplies. Handle copier and printer functions.

General Requirements: Requires knowledge of billing principles. Requires an ability to communicate well on the phone and deal with customers on a daily basis. Need to be able to provide local street directions to the public. Knowledge of mathematical calculations and bookkeeping procedures, and ability to operate Microsoft Word and Excel spreadsheets is required. Possess excellent grammar skills and must be willing to attend classes and/or seminars when necessary.

Typical Physical Activities: Travels daily to the post office and bank, handling banking and mailing duties. Ability to sit for extended periods and maneuver stairs to the Manager's office. Hearing and vision must be within normal ranges.

Qualifications: Requires college graduation in business, public administration or a related curriculum. Have at least two years of experience in office work.

Special Requirement: Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020



# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### ADMINISTRATIVE ASSISTANT

Description: Under administrative direction of the CFO, performs office work as required.

Examples of Duties: Organize and coordinate the billing functions of the Office. Answer phones and transfer to the appropriate staff member. Take and distribute accurate messages. Greet public and clients and direct them to the correct staff member. Receive, sort and distribute incoming mail. Monitor incoming customer emails and answer or forward as required. Maintain official records. Prepare outgoing mail for distribution. Fax, scan and copy documents. Maintain office filing and storage systems. Update and maintain databases, such as mailing lists, contact lists and customer information. Attends board meetings and takes minutes. Prepares and distributes agendas and Board minutes. Maintain web page with IWD agendas and other pertinent information related to the activities of the IWD Board, to fulfill Grand Jury requests. Ensures agendas are posted in accordance with legal requirements; drafts and arranges for the legal publication of notices and postings of public hearings; maintains filing system for all correspondence, official Board actions and other legal documents including Resolutions and Ordinances, and knowledge of board elections.

General Requirements: Knowledge of Brown Act procedures and Public Records requests. Require knowledge of billing principles. Requires an ability to communicate well on the phone and deal with customers on a daily basis. Need to be able to explain local street directions to the public. Ability to operate Microsoft Word and Excel spreadsheets is required. Possess excellent grammar skills and must be willing to attend classes and/or seminars when necessary.

Typical Physical Activities: Travels daily to the post office and bank, handling banking and mailing duties. Ability to sit for extended periods and maneuver stairs to the Manager's office. Hearing and vision must be within normal ranges.

Qualifications: Requires college graduation in business or public administration or a related curriculum. Have at least two years of experience in office work.

Special Requirement: Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020





# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### CHIEF WATER OPERATOR

Description: Under administrative direction, plans, organizes, directs and coordinates the maintenance, construction and operations functions of the District, supervise staff, and performs related work as required.

Examples of Duties: Operates heavy equipment used in water system construction and maintenance, such as backhoes and loaders. Directs and trains inexperienced operators. Maintains the District's back flow cross-connection programs. Perform a variety of welding tasks in installing and repairing water distribution pipelines, repairing machinery and equipment, along with cutting and fabricating special metal articles. Monitors, operates and adjusts water treatment plant equipment; performs standard chemical tests, maintains operating records and documentations, performs routine equipment maintenance and directs and trains inexperienced operators. Oversees domestic water supply and distribution and all water treatment functions; provides supervision, training and work evaluation for field and shop personnel; reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection and repair of vehicles and construction equipment; assists the General Manager with long range planning of District maintenance, construction and operations activities; inspects work in progress to insure proper utilization of personnel and equipment; monitors employee certification, training and safety programs; periodically reviews and evaluates power use at District facilities to minimize costs and improve efficiency; performs special projects as delegated by the General Manager; performs on-call and emergency work assignments. Prepare monthly and annual reports as needed. Coordinate with the Sewer Department Chief Operator for both water and wastewater needs when assistance is required on projects and assistance at the wastewater treatment plant.

General Requirements: Requires a knowledge of principles, methods and practices used in water system maintenance, operation and construction work; principles, methods and practices of vehicle and construction equipment operation, use, maintenance and repair; principles, methods and practices used in building and grounds maintenance; principles, methods and practices used in treatment plant operations, maintenance and construction work; rules, regulations and codes applicable to District maintenance, operation and construction functions; District policies, rules, regulations and procedures; work safety standards and requirements; principles of supervision, training and management. Requires an ability to plan, organize, manage and administer the maintenance, construction and operations functions of the District; oversee the establishment and maintenance of certification, training and work safety programs; perform administrative reviews of work activities, costs, staffing requirements, equipment uses and time requirements; effectively represent District maintenance, operation and construction functions with the public, contractors and other governmental organizations; establish and maintain cooperative working relationships.

Typical Physical Activities: Travels regularly by vehicle in overseeing District facilities and field operations; frequently works in an outdoor environment with exposure to dust, dirt and significant temperature changes between cold and heat; communicates orally with District personnel and the public; uses a telephone; stands and walks for extended time periods; hearing and vision must be within normal ranges.

Qualifications: Graduation from high school plus enough technical training to obtain required certification; broad and extensive work experience in performing maintenance, construction and operations work for a water utility, water treatment agency or other public service agency. Shall possess both a Water Treatment Operator III (T3) and a Water Distribution Operator III (D3) certificates issued by the State Water Quality Control Board, or obtain the certificates within one year.

Special Requirement: Possession of an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020





# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### WATER OPERATOR III

Description: Under general supervision, operates and maintains the District's water treatment and distribution facilities; monitors water flows and usage; performs sample collection and laboratory testing; checks operations and monitors equipment for proper functioning of treatment and distribution facilities; performs the full range of water treatment plant and distribution operations with minimal supervision; and does related work as required.

Examples of Duties: Monitors the operations of District water treatment and distribution facilities for proper performance and safe functioning; logs readings from meters, gages and recording charts; makes necessary system adjustments to maintain proper operating conditions; makes visual inspections of plant operations to insure that operational adjustments are made as required; operates valves, pumps, chemicals at the appropriate rates and dosages to achieve optimum water plant performance; collects samples for laboratory tests and performs analyses; performs general maintenance of plant grounds and water facilities areas; maintains records and logs for updating required reports on plant operations; prepares monthly reports on plant operations; operates a vehicle to travel to all areas of the District and other facilities for inspection and maintenance work; performs on-call and emergency work assignments.

General Requirements: Requires a knowledge of methods, materials, procedures and equipment used in water treatment and distribution operations; maintenance, repair and adjustment of water treatment equipment; laws, codes, rules and regulations pertaining to water treatment and distribution; sample collection and basic laboratory procedures; plant measurement and recording equipment; and proper work safety standards.

Requires an ability to perform a variety of operations and maintenance assignments at a water treatment plant; operate automatic plant control systems; diagnose and correct a variety of operating problems; take plant measurements and interpret results to make adjustments to plant operations; use proper safety precautions in working with plant equipment and chemicals; perform sample collection and basic laboratory tests; maintain and update plant records; read and interpret plant drawings and diagrams; and establish and maintain cooperative working relationships.

Typical Physical Activities: Operates District vehicles in traveling between shop, plant and distribution facilities; must be able to carry, push, pull, reach and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls and climbs during plant maintenance, construction and repair work; works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat; communicates orally with District personnel; uses a telephone; stands and walks for extended time periods; hearing and vision must be within normal ranges.

Qualifications: Graduation from high school and at least three years of responsible experience in the operation, maintenance and repair of water treatment and distribution facilities; sufficient training and experience. Shall possess both a Water Treatment Operator III (T3) and a Water Distribution Operator III (D3) certificates issued by the State Water Quality Control Board, or obtain the certificates within one year.

Special Requirement: Possession of an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020





# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### WATER OPERATOR I WATER OPERATOR II

Description: Under immediate supervision (Water Operator I) or general supervision (Water Operator II), performs skilled maintenance, repair, and construction work on the potable water treatment and distribution system; operates maintenance and construction tools and equipment; performs a variety of maintenance tasks relative to water distribution and treatment.

Examples of Duties:

Water Operator I: This is the entry level position. This class is distinguished from the Water Operator II by the performance of the more routine tasks and duties assigned to workers in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or non-directly related work experience. Employees work under immediate supervision while learning job tasks.

Water Operator II: This is the full journey level class within the Water Operator series. This class is distinguished from the Water Operator I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Water Operator I level.

General Requirements: Requires a knowledge of methods, materials, procedures and equipment used in water treatment and distribution operations; maintenance, repair and adjustment of water treatment equipment; laws, codes, rules and regulations pertaining to water treatment and distribution; sample collection and basic laboratory tests; plant measurement and recording equipment; and proper work safety standards. Requires an ability to perform a variety of operations and maintenance assignments at the water treatment plant; operate automatic plant control systems; diagnose and correct a variety of operating problems; take plant measurements and interpret results to make adjustments to plant operations; use proper safety precautions in working with plant equipment and chemicals; perform sample collection and basic laboratory tests; maintain and update plant records; read and interpret plant drawings and diagrams; and establish and maintain cooperative working relationships.

Typical Physical Activities: Operates District vehicles in traveling between shop, plant and facilities; must be able to carry, push, pull, reach and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls and climbs during plant maintenance, construction and repair work; works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat; communicates orally with District personnel; uses a telephone; stands and walks for extended time periods; hearing and vision must be within normal ranges.

Qualifications:

Water Operator I: Graduation from high school and at least one year of responsible experience in the operation, maintenance, repair of water treatment facilities; sufficient training and experience. Shall possess both a Water Treatment Operator I (T1) and a Water Distribution Operator I (D1) certificates issued by the State Water Quality Control Board, or obtain the certificates within one year.

Water Operator II: Graduation from high school and at least three years of responsible experience in the operation, maintenance, repair of water treatment and distribution facilities; sufficient training and experience. Shall possess both a Water Treatment Operator II (T2) and a Water Distribution Operator II (D2) certificates issued by the State Water Quality Control Board, or obtain the certificates within one year.

Special Requirement: Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020





# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### OPERATOR-IN-TRAINING, WATER

Description: Under the supervision of the Water Operator III, performs a wide variety of manual labor tasks associated with the maintenance and repair of water treatment and distribution facilities, including pumping stations, pipelines, other water appurtenant structures and water plant facilities by performing the following duties.

This position is an entry level. Initially, under close supervision, incumbents learn and perform a variety of duties in maintenance, repair, and operation of the water systems.

Examples of Duties: Flushes and cleans dead-end pipelines by discharging water until no apparent odor, color or taste exists; Gathers readings on customer meters and provides meter reading information to District staff for data entry and processing; Contacts customers regarding high bills and field tests meters; Responds to customer complaints regarding low pressure, high pressure, and water quality; Shuts services off, turns services on, seals services, installs or removes meters as directed; May collect water quality samples for laboratory testing; Shuts down main lines as directed; Distributes customer notices; Repairs and replaces meter sensors as directed; Operates valves in accordance with District valve exercise program; Assists in maintenance, repair and construction activity on water treatment and distribution facilities.

General Requirements: Ability to work both independently and work well within a team environment and follow safety procedures. Ability to meet District vehicle/driving insurability standards, successfully pass commercial driver's license physical and to maintain worker fitness in accordance with all applicable Federal Department of Transportation regulations. Have the ability to interact with the public, vendors, and other employees in a courteous, tactful, and diplomatic manner. Successfully pass annual respiratory protection physical, including pulmonary function/fit test. Learn to perform basic functions in Microsoft Office Suite.

Typical Physical Activities: Operates District vehicles in field construction and maintenance work; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls and climbs during field maintenance and repair work; works in an environment with exposure to dust, dirt and significant temperature changes between cold and heat; communicates orally with District staff; stands and walks for extended time periods; hearing and vision must be within normal ranges.

Qualifications: Graduation from high school or general education degree (GED), and must obtain a Water Treatment Plant Operator (T1) and Water Distribution Operator (D1) certifications issued by the State of California Department of Health Services within one (1) year of hire.

Special Requirement: Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020



# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### CHIEF WASTEWATER OPERATOR

Description: Under administrative direction, plans, organizes, directs and coordinates the maintenance, construction and operations functions of the District, and performs related work as required.

Examples of Duties: Plans, organizes, directs and coordinates the maintenance, construction and operations functions of the Wastewater Plant and percolation ponds. Oversees wastewater collection, treatment and disposal functions; provides supervision, training and work evaluation for field and shop personnel; reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection and repair of vehicles and construction equipment; assists the General Manager with long range planning of District maintenance, construction and operations activities; inspects work in progress to insure proper utilization of personnel and equipment; monitors employee certification, training and safety programs; periodically reviews and evaluates power use at the wastewater facilities to minimize costs and improve efficiency; performs special projects and administers water quality testing programs as delegated by the General Manager. Prepare monthly and annual reports as required by State and County. Co-ordinates with the Water Chief Operator for both water and wastewater needs when assistance is required on projects. Performs on-call and emergency work assignments. Provide welding as needed. Operate backhoe and loader.

General Requirements: Requires a knowledge of principles, methods and practices used in water and wastewater system maintenance, grease trap programs, operation and construction work; principles, methods and practices of vehicle and construction equipment operation, use, maintenance and repair; principles, methods and practices used in building and grounds maintenance; principles, methods and practices used in water and wastewater treatment plant operations, maintenance and construction work; rules, regulations and codes applicable to District maintenance, operation and construction functions; District policies, rules, regulations and procedures; work safety standards and requirements; principles of supervision, training and management.

Requires an ability to plan, organize, manage and administer the maintenance, construction and operations functions of the District; oversee the establishment and maintenance of certification, training and work safety programs; perform administrative reviews of work activities, costs, staffing requirements, equipment uses and time requirements; effectively represent District maintenance, operation and construction functions with the public, contractors and other governmental organizations; establish and maintain cooperative working relationships.

Typical Physical Activities: Travels regularly by vehicle in overseeing District facilities and field operations; frequently works in an outdoor environment with exposure to dust, dirt and significant temperature changes between cold and heat; communicates orally with District personnel and the public; uses a telephone; stands and walks for extended time periods; hearing and vision must be within normal ranges.

Qualifications: Graduation from high school plus enough technical training to obtain required certification; extensive work experience in performing maintenance, construction and operations work for a wastewater treatment agency, water utility, or other public service agency. Possession of Grade III Wastewater Treatment Plant Operator, Water Treatment Operator II (T2), and Water Distribution Operator II (D2) certifications issued by the State of California Department of Health Services.

Special Requirement: Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020





# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### WASTEWATER OPERATOR III

Description: Under direction of the Chief Wastewater Operator, performs a wide variety of tasks and activities associated with the maintenance and repair of wastewater collection, treatment, and disposal systems, including pumping stations, sewer lines, and other sanitary sewer collection system appurtenant structures. Performs more difficult and complex duties; serves as a crew lead and may assume duties of the Chief Wastewater Operator as necessary.

Examples of Duties: Leads and assists with training of Wastewater Operators I, II, and Operator-In-Training assigned to the crews. Maintain safety equipment including confined space gear, gas detectors and small equipment. Maintains records for compliance of safety equipment, wastewater plant and equipment maintenance. May collect wastewater quality samples for laboratory testing; assists in maintenance, repair and construction activity on wastewater collection, treatment and disposal facilities; may serve as District safety officer.

General Requirements: Requires a knowledge of principles, methods and practices used in water and wastewater system maintenance, grease trap programs, operation and construction work; principles, methods and practices of vehicle and construction equipment operation, maintenance and repair; principles, methods and practices used in building and grounds maintenance; principles, methods and practices used in water and wastewater treatment plant operations, maintenance and construction work; rules, regulations and codes applicable to District maintenance, operation and construction functions; District policies, rules, regulations and procedures; work safety standards and requirements; principles of supervision and training.

Typical Physical Activities: Operates District vehicles in field construction and maintenance work; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls and climbs during field maintenance and repair work; works in an environment with exposure to dust, dirt and significant temperature changes between cold and heat; communicates orally with District staff; stands and walks for extended time periods; hearing and vision must be within normal ranges.

Qualifications: Graduation from high school plus enough technical training to obtain required certification; extensive work experience in performing maintenance, construction and operations work for a wastewater treatment agency, water utility, or other public service agency. Possession of Grade III Wastewater Treatment Plant Operator, Water Treatment Operator II (T2) and Water Distribution Operator II (D2) certifications issued by the State of California Department of Health Services.

Special Requirement: Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020



# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### WASTEWATER OPERATOR II

Description: Under general supervision, performs a wide variety of tasks and activities associated with the maintenance and repair of wastewater collection, treatment, and disposal systems, including pumping stations, sewer lines, and other sanitary sewer collection system appurtenant structures. Operates heavy power-driven construction and maintenance equipment; performs wastewater collection system maintenance and construction, and does related work as required.

Examples of Duties: Installs, repairs wastewater equipment; performs maintenance and repair on wastewater collection pipelines; performs maintenance and repair on pumping equipment, including mechanical and electrical work; performs carpentry work on District structures and facilities. Operates a variety of heavy power-driven maintenance and construction equipment; operates rubber-tired loaders, backhoes, trucks and tractors; inspects, cleans and performs minor servicing and repair of heavy equipment; reports the need for major mechanical repair to appropriate District staff; performs semi-skilled maintenance and construction work, operating a variety of hand and power tools; performs pipefitting, valve repair and concrete work; performs emergency operation and repair assignments as needed.

General Requirements: Requires a knowledge of principles, methods and practices used in water and wastewater system maintenance, grease trap programs, operation and construction work; principles, methods and practices of vehicle and construction equipment operation, maintenance and repair; principles, methods and practices used in building and grounds maintenance; principles, methods and practices used in water and wastewater treatment plant operations, maintenance and construction work; rules, regulations and codes applicable to District maintenance, operation and construction functions; District policies, rules, regulations and procedures; work safety standards and requirements.

Typical Physical Activities: Operates District vehicles in field construction and maintenance work; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls and climbs during field maintenance and repair work; works in an environment with exposure to dust, dirt and significant temperature changes between cold and heat; communicates orally with District staff; stands and walks for extended time periods; hearing and vision must be within normal ranges.

Qualifications: Graduation from high school plus enough technical training to obtain required certification; extensive work experience in performing maintenance, construction and operations work for a wastewater treatment agency, water utility, or other public service agency. Possession of Grade II Wastewater Treatment Plant Operator, Water Treatment Operator II (T2) and Water Distribution Operator (D2) certifications issued by the State of California Department of Health Services.

Special Requirement: Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020





# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### WASTEWATER OPERATOR I

Description: Under supervision, performs a wide variety of tasks and activities associated with the maintenance and repair of wastewater collection, treatment, and disposal systems, including pumping stations, sewer lines, and other sanitary sewer collection system appurtenant structures. Operates heavy power-driven construction and maintenance equipment; performs wastewater collection system maintenance and construction, and does related work as required.

Examples of Duties: Installs, repairs wastewater equipment; performs maintenance and repair on wastewater collection pipelines; performs maintenance and repair on pumping equipment, including mechanical and electrical work; performs carpentry work on District structures and facilities. Operates a variety of heavy power-driven maintenance and construction equipment; operates rubber-tired loaders, backhoes, trucks and tractors; inspects, cleans and performs minor servicing and repair of heavy equipment; reports the need for major mechanical repair to appropriate District staff; performs semi-skilled maintenance and construction work, operating a variety of hand and power tools; performs pipefitting, valve repair and concrete work; performs emergency operation and repair assignments as needed.

General Requirements: Requires a knowledge of principles, methods and practices used in water and wastewater system maintenance, grease trap programs, operation and construction work; principles, methods and practices of vehicle and construction equipment operation, maintenance and repair; principles, methods and practices used in building and grounds maintenance; principles, methods and practices used in water and wastewater treatment plant operations, maintenance and construction work; rules, regulations and codes applicable to District maintenance, operation and construction functions; District policies, rules, regulations and procedures; work safety standards and requirements.

Typical Physical Activities: Operates District vehicles in field construction and maintenance work; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls and climbs during field maintenance and repair work; works in an environment with exposure to dust, dirt and significant temperature changes between cold and heat; communicates orally with District staff; stands and walks for extended time periods; hearing and vision must be within normal ranges.

Qualifications: Graduation from high school plus enough technical training to obtain required certification; extensive work experience in performing maintenance, construction and operations work for a wastewater treatment agency, water utility, or other public service agency. Possession of Grade I Wastewater Treatment Plant Operator, and, or the ability to obtain within one year, a Water Treatment Operator I (T1) and Water Distribution Operator I (D1) certifications issued by the State of California Department of Health Services.

Special Requirement: Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020





# IDYLLWILD WATER DISTRICT

## JOB DESCRIPTION

### OPERATOR-IN-TRAINING, WASTEWATER

**Description:** Under the supervision of the Chief Wastewater Operator or Wastewater Operator III, performs a wide variety of manual labor tasks associated with the maintenance and repair of wastewater collection and treatment facilities, including pumping stations, sewer lines, other sanitary sewer collection system appurtenant structures and water reclamation plant facilities by performing the following duties.

This position is an entry level. Initially, under close supervision, incumbents learn and perform a variety of duties in maintenance, repair, and operation of the sewer systems.

**Examples of Duties:** Assists in the maintenance, repair and cleaning of sewer lines utilizing power operated equipment. Cleans precipitates such as grit, sludge, grease, and other debris from pump station wet wells, manholes and other sanitary sewer collection system appurtenant structures. Lubricate equipment such as pumps, motors and valves. Assist with pump and motor overhauls. Properly and safely operates light equipment and light to medium weight vehicles. Uses hand and power tools and equipment to perform maintenance and repair tasks. Perform building and grounds maintenance at District facilities. Reads and records information from meters and dials. Assist in raising manhole covers and other structures to grade. Maybe assigned to on-call duty upon meeting District requirements/qualifications. Performs all related duties as assigned. Report all incidents of possible non-compliance to the Chief Wastewater Operator or Wastewater Operator III in accordance with all applicable regulatory requirements. Implements appropriate corrective actions.

**General Requirements:** Ability to work both independently and work well within a team environment and follow safety procedures. Ability to meet District vehicle/driving insurability standards, successfully pass commercial driver's license physical and to maintain worker fitness in accordance with all applicable Federal Department of Transportation regulations. Have the ability to interact with the public, vendors, and other employees in a courteous, tactful, and diplomatic manner. Successfully pass annual respiratory protection physical, including pulmonary function/fit test. Learn to perform basic functions in Microsoft Office Suite.

**Typical Physical Activities:** Operates District vehicles in field construction and maintenance work; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls and climbs during field maintenance and repair work; works in an environment with exposure to dust, dirt and significant temperature changes between cold and heat; communicates orally with District staff; stands and walks for extended time periods; hearing and vision must be within normal ranges.

**Qualifications:** Graduation from high school or general education degree (GED), and must obtain a Grade I Wastewater Treatment Plant Operator and Water Treatment Operator (T1) certifications issued by the State of California Department of Health Services within one (1) year of hire.

**Special Requirement:** Possess an appropriate California operator's license issued by the Department of Motor Vehicles. Possess and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

Effective: September 16, 2020



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** September 16, 2020  
**Subject:** Item 3 – Safety Ladders and Fall Protection For Water Tanks

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### **Recommendation:**

Board of Directors will consider approving Paso Robles Tank, Inc. bid of \$108,500 to purchase and install Occupational Safety and Health Administration (OSHA) approved safety ladders on four water storage tanks, and retrofit all existing eight water storage tanks with fall protection equipment.

### **Background:**

All of the District water storage tanks require new OSHA approved fall protection equipment. The State Department of Drinking Water gave the District notice of violations because the existing ladders and lack of fall protection equipment are not in compliance. Due to the water storage tanks are not in compliance, the State will not inspect the tanks, which is another potential violation. Additionally, with the ladders and lack of fall protection equipment not being in compliance, the divers who inspect the tanks from the inside, will not inspect until the new OSHA approved safety ladders and fall equipment are installed. Inspecting inside the tanks is critical for water operations.

Staff requested proposals from six companies for the purchase and installation of safety ladders and fall protection equipment on existing District water storage tanks. Paso Robles Tank, Inc. is the only company to provide a proposal. Four companies stated the job was too small for them to consider providing a proposal, and one company required the District to provide them engineering plans that are not available.

Paso Robles Tank, Inc. proposal of \$108,500 includes the following:

- Design, fabricate, install, and paint four (04) complete open exterior ladders with 8lf Aluminum Anti-Climb Doors on four tanks.
- Extend on four existing tanks, their lower ladders down to finish grade and install 8LF aluminum Anti-climb doors.
- Install on eight (08) tanks, 6LF roof hand railing sections from ladder roof top entry point where no hand railing current exists.
- Install on eight (08) tanks Exterior OSHA approved Safety Climb Cable system with one clamp and one harness each ladder.

**Fiscal Impact:**

The Budget for Fiscal Year 2020-2021 includes \$40,000 in Water Operations Capital Improvement Projects for the purchase and installation of four safety ladders on four water storage tanks. However, none of the eight District water storage tanks are in compliance with OSHA. Therefore, staff is recommending OSHA approved safety ladders and fall protection equipment be installed on existing District water storage tanks, and request the Board of Directors approve an additional \$68,500 from Water Operations Capital Improvement Projects funding for said ladders.

**Attachments:**

- Paso Robles Tank, Inc. proposal

Jerry,

Paso Robles Tank, Inc. is pleased to offer you the below pricing based upon our understanding of meeting with you and visiting each of your tanks this week. Sorry it took a few days to make this happen.

**SCOPE OF WORK:**

- Design, fabricate, install, and paint four (04) complete open exterior ladders with 8lf Aluminum Anti-Climb Doors on four tanks.
- Extend on four existing tanks, their lower ladders down to finish grade and install 8LF aluminum Anti-climb doors.
- Install on eight (08) tanks, 6LF roof hand railing sections from ladder roof top entry point where no hand railing current exists.
- Install on eight (08) tanks Exterior OSHA approved Safety Climb Cable system with one clamp and one harness each ladder.

**CLARIFICATIONS:**

- All work included will be designed, detailed (CAD), and stamped by PRT engineer for submittal to you for approval.
- PRT will mobilize each site with a three man team equipped with Fire Protection Tank with Pump and 100LF hose, Boom truck, manlift, welding trailer, and paint repair trailer.
- All work is based upon payment of California Prevailing Wage rates as of 07-16-20 and certified payroll report uploaded to Director of Industrial Relations for your records. PRT utilizes Boilermakers and Painters for this scope of work.
- All ladders will be per-OSHA requirements and utilize #8 rebar as non-slip ladder rungs. All ladders will be fabricated in our Hemet, CA shop, blasted to SSPC-SP10, primed, and finished coated to color of your selection prior to installation in field. If Hot Dip Galvanizing is preferred, then the added cost of \$3,200 would be added to total contract amount and PRT would still include field coatings touch up to shell where welding occurred to mount said ladders and hand railing.
- All ladders will be welded directly to the tank shells with reinforcing pads as required by AWWA and engineered by PRT.
- PRT utilizes DBI-Sala Aluminum Safety cable system for our ladders for ease of ladder egress/digress. PRT includes one cable slide and one safety harness each cable system for you use.
- All Anti-Climb ladder doors will be Pressed Aluminum 96" tall x ladder with locking mechanism and meet OSHA requirements. Aluminum will not be painted.
- Hand railing will be two rail (top and mid) with 4" toe board at bottom per OSHA.
- We have not included any interior work whatsoever. Should you desire that we get inside tank to make minor coating repairs, we can do so with tank in service utilizing diver and Aquadapoxy at cost of \$425/hr. (third party diving team). If you can empty tank, we can do at no additional charge, but cost of any required washing and disinfection would be charged at cost plus 10%.
- Pricing does not include any payment/performance bonds which can be included for added cost of 1.2% total contract.



- Payment terms are 10net90 with retention paid within 30 days of final invoice.
  - Award of contract 5%
  - Approval of stamped CAD 10%
  - Procurement of materials 15%
  - Mobilization to first site 25%
  - Completion of all work 45%

**SCHEDULE:**

- Schedule starts after a fully executed contract or NTP whichever comes last.
  - Submittals 00-01 week
  - Owner approval TBD
  - Material procurement 01-02 weeks
  - Shop fabrication 02-03 weeks
  - Field installation 01-02 weeks

**LUMP SUM PRICE: \$108,500.00**

**Larry Wombles**  
President and CEO



**Associated Construction & Engineering, Inc.**

23232 Peralta Drive, Suite #109  
Laguna Hills, CA 92653  
Office: 949-455-2682 / Fax: 949-455-2685  
E-mail: [LWombles@a-c-e-inc.com](mailto:LWombles@a-c-e-inc.com)  
Website: [www.A-C-E-inc.com](http://www.A-C-E-inc.com)



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** September 16, 2020

**Subject:** Item 4 – Amendment No. 1 To Idyllwild Water District and General Manager Agreement

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### **Recommendation:**

Board of Directors will consider approving an Amendment No. 1 to the existing agreement between Idyllwild Water District (District) and General Manager. The amendment includes the District and General Manager contributing matching funds into a 401(a) retirement account that is 100% retirement vested for the General Manager beginning October 1, 2020.

### **Background:**

Over the past several months, the District and General Manager have discussed the benefits for the agreement amendment that include retention, job satisfaction, and become more like common and standard retirement program for public executives.

### **Fiscal Impact:**

Fiscal impact for FY 2020 – 2021 is \$13,500.

### **Attachments:**

- Amendment No. 1

## AMENDMENT NO. 1

### TO THE EMPLOYMENT AGREEMENT BETWEEN IDYLLWILD WATER DISTRICT AND LEO HAVENER

**THIS AMENDMENT TO THE EMPLOYMENT AGREEMENT** (“Amendment No. 1”) by and between the Idyllwild Water District, a county water district (“District”) and General Manager of the District Leo Havener (“Employee”), an individual, is effective as of September 16, 2020.

#### RECITALS

A. District and Employee entered a contract of employment dated March 26, 2020 (“Agreement”).

B. District and Employee now desire to amend their Agreement to provide for a 401(a) plan for the Employee in which he will be fully vested as of October 1, 2020 because there is a public benefit to longevity and continuity in the General Manager position.

#### TERMS

1. **Contract Changes.** The Agreement is amended as provided herein. Paragraph 23 is added to the Agreement as follows:

**23. Defined Contribution Retirement Plan.** To the extent permitted by law, effective October 1, 2020, the District shall establish for the Employee’s benefit a 401(a) plan in which the Employee will be fully vested for any Employee and District contributions beginning October 1, 2020. Under the 401(a) plan, the District will contribute 10% of base salary and a 5% to match the employee contribution annually as matching funds, which will be prorated and contributed into the 401(a) retirement plan account on the District’s normal paydays. The District’s contribution will not exceed this amount. The Employee will make any additional contributions required under the plan, and may make additional voluntary contributions, if permitted by the plan documents.

2. **Continuing Effect of Agreement.** Except as amended by this Amendment No. 1, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment No. 1, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by Amendment No. 1.

3. **Affirmation of Agreement; Warranty Re Absence of Defaults.** District and Employee each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than as provided herein. Each party

represents and warrants to the other that the Agreement is currently an effective, valid, and binding obligation.

Employee represents and warrants to the District that, as of the date of this Amendment, District is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

District represents and warrants to Employee that, as of the date of this Amendment, Employee is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

4. **Adequate Consideration.** The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 1.

5. **Authority.** The persons executing this Amendment No. 1 on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment No. 1 on behalf of said party, (iii) by so executing this Amendment No. 1, such party is formally bound to the provisions of this Amendment No. 1, and (iv) the entering into this Amendment No. 1 does not violate any provision of any other agreement to which said party is bound.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment No. 1 on the date and year first-above written.

**EMPLOYER:  
IDYLLWILD WATER DISTRICT**

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

**ATTEST:**

\_\_\_\_\_  
Acting Board Secretary

**EMPLOYEE:  
LEO HAVENER**

By: \_\_\_\_\_  
Name: Leo Havener  
Title: General Manager





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** September 16, 2020

**Subject:** Item 5 – Resolution No. 777 Acknowledging Water Professionals Appreciation Week

---

### **Recommendation:**

Board of Directors will consider approving Resolution No. 777 acknowledging Water Professionals Appreciation Week.

### **Background:**

California's fourth annual Water Professionals Appreciation Week will kick off Oct. 3, highlighting the important role of water industry professionals and local public water agencies in ensuring safe and reliable water, wastewater and recycled water operations in California.

### **Attachments:**

- Resolution No. 777



## **RESOLUTION NO. 777**

### **A Resolution of the Board of Directors of the Idyllwild Water District Resolution Acknowledging Water Professionals Appreciation Week**

**WHEREAS**, water is the lifeblood of California and without safe and reliable water, no community and no sector of the economy – from high tech to manufacturing to agriculture – can thrive or expand; and

**WHEREAS**, now more than ever, the water industry is proud of the important role our essential workers play in making sure our communities have safe and reliable drinking water; and

**WHEREAS**, thanks to technological advances by highly skilled and trained water professionals and the dedication of thousands of industry professionals in the state, California drinking water and treated wastewater meets some of the most stringent water quality standards in the nation; and

**WHEREAS**, depending on where you live in California, your water may come from a nearby well or river, or it may travel hundreds of miles through canals or pipelines to reach your tap. Regardless of where it originates, your drinking water is filtered, cleaned, tested and distributed in a process carefully managed by trained water professionals; and

**WHEREAS**, California is steadily expanding the reuse of treated wastewater and pioneering the use of advanced purified recycled water to replenish aquifers, prevent seawater intrusion and improve local water supply reliability; and

**WHEREAS**, water professionals at local public water and wastewater agencies work 24/7 to plan for the future, maintain and upgrade their systems and improve the safety and resiliency of local water supplies for their communities; and

**WHEREAS**, according to the Public Policy Institute of California, local public water and wastewater agencies invest more than \$25 billion a year on local water-related programs and projects that protect public health and the environment, improve local water supply reliability, replenish and clean up groundwater basins, provide water for fire protection and protect against floods; and

**WHEREAS**, thousands of essential water, wastewater and recycled water industry professionals in the state dedicate their careers to keeping drinking water, recycled water and treated wastewater safe and reliable for use by Californians;

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

Idyllwild Water District hereby declares Oct. 3-11, 2020 Water Professionals Appreciation Week and extends its sincere gratitude and appreciation to the water and wastewater professionals who work 24/7 to provide excellent essential services to our community every day, even through a pandemic.

The foregoing Resolution was proposed by Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_, and was duly passed and adopted by the Board of Directors of Idyllwild Water District at its regular meeting on September 16, 2020, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Dr. Charles Schelly, President

ATTEST:

\_\_\_\_\_  
Leo Havener, Interim Secretary to the Board



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** September 16, 2020

**Subject:** Item 6 – Provide General Manager Authorization To Pursue Reimbursement For Leaks Caused By Southern California Edison Heavy Equipment

---

### **Recommendation:**

Board of Directors will consider directing General Manager to pursue reimbursement from Southern California Edison (SCE) for leaks caused by the work they performed throughout the District and heavy equipment they use.

### **Background:**

For the past 4 - 6 weeks, SCE has been performing work throughout the District. During this time the District has experienced an abnormal amount of water leaks, mostly on water service lines, in the same areas SCE has worked. SCE work requires large heavy equipment that have been driven and parked over District water lines, which appear to be causing the leaks.

The District has an obligation to its ratepayers to seek reimbursement from SCE for damages they caused to facilities and infrastructure.

### **Fiscal Impact:**

Unknown.