



REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

June 21, 2023 – 6:00 P.M.

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

Zoom Information

Topic: Board of Directors Meeting

Time: Jun 21, 2023, 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88542607155?pwd=OVhpaURUSGs5MEh6dkFpWlZlZsdz09>

Meeting ID: 885 4260 7155

Passcode: 843128

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AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

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



1. **CONSENT CALENDAR** – 5 minutes

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

A. **MINUTES**

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

B. **FINANCIAL REPORTS**

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

2. District warrants for May 2023

Check #17717 – 17768	= \$ 104,998.41
Gross Payroll	= \$ 64,220.00
Federal/State PR taxes	= \$ 5,434.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 340.00

C. **OPERATIONS REPORT**

INFORMATION

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

DISCUSSION ITEMS

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

ACTION ITEMS

4. **Public Hearing to Consider Approving Resolution No. 792 Adopting Water and Sewer Rates For Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28** – 30 minutes



The Board of Directors will hold a public hearing to receive public input regarding proposed water and sewer rates for Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28 to sustain the operation of the Districts water service area and Improvement District 1 (sewer service area) and consider approving Resolution No. 792.

5. CONSIDER APPROVING RESOLUTION NO. 793 BUDGET FOR FISCAL YEAR 2022 – 2023 – 10 minutes

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

CLOSED SESSION

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

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

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

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

DIRECTORS COMMENTS – 5 minutes

ADJOURNMENT

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



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



MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

May 17, 2023 – 6:00 P.M.

AGENDA

CALL TO ORDER

President Schelly called the meeting to order at 6:03 p.m.

ROLL CALL

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

PUBLIC COMMENTS

Carrie Goffried commented on a recent sewer audit on a property that she manages. Diane Marcy inquired about proposed rate tiers.

Steve Molten inquired about reducing the proposed rate structure from five to three years.

Marge Muir inquired about the number of water and sewer accounts.

1. CONSENT CALENDAR

A. MINUTES

Regular Board Meeting: April 19, 2023

B. FINANCIAL REPORTS

1. Income statement for the tenth month ending April 30, 2023

2. District warrants for April 2023

Check #17677 – 17716	= \$ 146,151.44
Gross Payroll	= \$ 67,543.00
Federal/State PR taxes	= \$ 6,230.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 342.00

C. OPERATIONS REPORT



DIRECTOR COMMENTS

None

PUBLIC COMMENTS

None

A **MOTION** was made by Director Olson to approve the Consent Calendar. Director Kunkle seconded.

The vote was as follows:

AYES

Director Olson
Director Kunkle
Director Schelly

NAYS

ABSTAIN

ABSENT

Vice President Szabadi

Motion approved.

INFORMATION

2. **GENERAL MANAGER REPORT**

General Manager Havener presented his report and addressed questions.

DISCUSSION ITEMS

3. **EMPLOYEE MANUAL, CHAPTER 5**

DIRECTOR COMMENTS

Director Schelly inquired about several items in Chapter 5 and the staff answered.

PUBLIC COMMENTS

None



ACTION ITEMS

4. BUILDING AD HOC COMMITTEE UPDATE

DIRECTOR COMMENTS

Director Olson provided an update on the lower administration building.

PUBLIC COMMENTS

Steve Molten stated that he prefers spending less money to address the situation. Mitch Davis inquired if prevailing wages are required for repairing the lower administration building.

No action taken.

5. APPROVE RESOLUTION NO. 790 WATER STAND-BY ASSESSMENTS FOR FY 2023 - 2024

The Board of Directors will hold a Public Hearing to consider approving Resolution No. 790 for Water Stand-By Assessments for FY 2023 – 2024 for undeveloped parcels within the Idyllwild Water District water service area.

PUBLIC HEARING

Public Hearing opened at 6:45 p.m.

DIRECTORS COMMENTS

None

PUBLIC COMMENTS

Jessica Prierer inquired about the proposed increases.

The Public Hearing closed at 6:51 p.m.

A MOTION was made by Director Kunkle to approve Resolution No. 790 for Water Stand-By Assessments for FY 2023 – 2024 for undeveloped parcels within the Idyllwild Water District water service area. Director Olson seconded.



The vote was as follows:

AYES

Director Olson
Director Kunkle
President Schelly

NAYS

ABSTAIN

ABSENT

Vice President Szabadi

Motion approved.

6. APPROVE RESOLUTION NO. 791 SEWER STAND-BY ASSESSMENTS FOR FY 2023 - 2024

The Board of Directors will hold a Public Hearing to consider approving Resolution No. 791 for Sewer Stand-By Assessments for FY 2023 – 2024 for undeveloped parcels within the Idyllwild Water District Improvement District No. 1 (sewer service area).

PUBLIC HEARING

Public Hearing opened at 6:52 p.m.

DIRECTORS COMMENTS

None

PUBLIC COMMENTS

Steve Molten inquired about Prop 2018 notices going to all accounts.

The Public Hearing closed at 6:54 p.m.

A MOTION was made by Director Olson to approve Resolution No. 791 for Sewer Stand-By Assessments for FY 2023 – 2024 for undeveloped parcels within the Idyllwild Water District Improvement District No. 1 (sewer service area). Director Kunkle seconded.

The vote was as follows:



AYES

Director Olson
Director Kunkle
President Schelly

NAYS

ABSTAIN

ABSENT

Vice President Szabadi

Motion approved.

7. WATER SHORTAGE CONTINGENCY PLAN (ORDINANCE NO. 66)

The Board of Directors will consider adjusting Conservation Stage 2 to Stage 1.

STAFF COMMENTS

General Manager Havener provided an overview of the current water conditions, that the District has been below the 50% pumping capacity for three months, and recommends the District lower the Conservation Stage to Stage 1, which is the lowest Stage.

DIRECTORS COMMENTS

President Schelly provided a brief statement about the various Stages.

PUBLIC COMMENTS

None

A MOTION was made by Director Olson to adjust Conservation Stage 2 to Stage 1.
Director Kunkle seconded.

The vote was as follows:

AYES

Director Olson
Director Kunkle
President Schelly

NAYS

ABSTAIN

ABSENT

Vice President Szabadi

Motion approved.



CLOSED SESSION

Board entered Closed Session at 7:17 p.m.

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

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

Agency: Idyllwild Water District

District Negotiator: Leo Havener, General Manager

Negotiating Parties: Malek Alqadi

Under Negotiation: Price and Terms

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

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

Agency: Idyllwild Water District

District Negotiator: Leo Havener, General Manager

Negotiating Parties: Idyllwild Arts School

Under Negotiation: Price and Terms

The Board resumed Open Session at 7:25 p.m.

REPORT FROM CLOSED SESSION

No reportable action.

DIRECTORS COMMENTS

Director Kunkle stated that he would have preferred the Town Hall Meetings were a Special Board Meeting.

President Schelly commented that he appreciates the Board reviewing the Personnel Manual by chapter so that the Board is better informed as to when changes are required to the Manual.

President Schelly requested that District vehicles repairs and replacements be an agenda item at the June 21, 2023, Regula Board Meeting.

ADJOURNMENT

Board adjourned at 7:25 p.m.



The next Board meeting is a Special Board Meeting scheduled for Wednesday, June 7, 2023, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Leo Havener
BOARD SECRETARY

Dr. Charles Schelly
BOARD PRESIDENT



MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

June 7, 2023 – 6:00 P.M.

AGENDA

CALL TO ORDER

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

ROLL CALL

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

PUBLIC COMMENTS

None

ACTION ITEM

1. APPOINTMENT TO THE BOARD OF DIRECTORS – 30 Minutes

The Board of Directors will consider appointing a qualified candidate to the Board of Directors to fill the vacancy seat. If necessary, the Board will interview the applicants prior to the appointment.

DIRECTORS COMMENTS

President Schelly provided Mitch Davis an opportunity to give a statement to the Board, which he did.

President Schelly read the resume of Jessica Priefer. After reading Ms. Priefer's resume, president Schelly called Jessica by phone and gave her an opportunity to provide a statement to the Board, which she did.

The Board discussed the various benefits and concerns of both potential candidates.



PUBLIC COMMENTS

Steve Molten stated that Mitch Davis attends Board meetings and has done so for months, and recommends the Board consider Mr. Davis to fill the vacancy.

A MOTION was made by Director Kunkle to appoint Mitch Davis to the Board of Directors to fill the vacancy. Vice President Szabadi seconded.

The vote was as follows:

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

Motion Failed.

DIRECTORS COMMENTS

The Board continued discussing the potential candidates.

A MOTION was made by Director Olson to appoint Jessica Prierer to the Board of Directors to fill the vacancy. Vice President Szabadi seconded.

The vote was as follows:

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

Motion Failed.

DIRECTORS COMMENTS

Vice President Szabadi requested a short recess, which President Schelly granted.

Recess at 6:35 p.m.



Open Session began at 6.38 p.m.

A MOTION was made by Vice President Szabadi to appoint Mitch Davis to the Board of Directors to fill the vacancy. Director Olson seconded.

The vote was as follows:

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

Motion Failed.

A MOTION was made by Vice President Szabadi to appoint Jessica Prierer to the Board of Directors to fill the vacancy. Director Olson seconded.

The vote was as follows:

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

Motion Failed.

DIRECTORS COMMENTS

The Board acknowledged they were at a stalemate.
General Counsel Guiboa informed the Board that the County Supervisor will have 30 days from today to appoint a person to fill the vacancy.
Vice President Szabadi suggested both candidates be put forth to the County Supervisor for consideration to fill the vacancy.

A MOTION was made by Director Olson to recommend both candidates, Mitch Davis and Jessica Prierer, to the County Supervisor for consideration to fill the vacancy. Vice President Szabadi seconded.



The vote was as follows:

AYES

Director Olson
Director Kunkle
Vice President Szabadi
President Schelly

NAYS

ABSTAIN

ABSENT

Motion Passed.

DIRECTORS COMMENTS

None

ADJOURNMENT

Board adjourned at 6:42 p.m.

The next Board meeting is a Budget Workshop scheduled for Saturday, June 10, 2023, at 10:00 am p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Leo Havener
BOARD SECRETARY

Dr. Charles Schelly
BOARD PRESIDENT



MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

June 10, 2023 – 10:00 A.M.

AGENDA

CALL TO ORDER

Vice President Szabadi called the meeting to order at 10:15 a.m.

ROLL CALL

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

PUBLIC COMMENTS

None

ACTION ITEMS

1. AUTHORIZED \$35,000 FOR THE LOWER ADMINISTRATION BUILDING REMEDIATION – 10 Minutes

The Board of Directors will consider approving and authorizing the General Manager, at the direction of the Ad Hoc Building Committee, to enter into an agreement for mold testing and remediation at the lower administration building in an amount not to exceed \$35,000.

DIRECTORS COMMENTS

Director Olson gave an overview and status of estimates for remediation for the lower administration building.



PUBLIC COMMENTS

Mitch Davis inquired about the estimates.

A MOTION was made by Director Olson to approve and authorize the General Manager, at the direction of the Ad Hoc Building Committee, to enter into an agreement for mold testing and remediation at the lower administration building in an amount not to exceed \$35,000. Director Kunkle seconded.

The vote was as follows:

AYES

Director Kunkle
Director Olson
Vice President Szabadi

NAYS

ABSTAIN

ABSENT

Motion Passed.

ADJOURNMENT

Board adjourned at 10:23 a.m.

The next Regular Board Meeting is scheduled for Wednesday, June 21, 2023, to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Leo Havener
BOARD SECRETARY

Dr. Charles Schelly
BOARD PRESIDENT



MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

BOARD WORKSHOP

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

June 10, 2023 – 10:00 A.M.

AGENDA

CALL TO ORDER

President Schelly called the meeting to order at 10:39 a.m.

ROLL CALL

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

PUBLIC COMMENTS

J.P. Crumrine inquired about reserve funds for both water and sewer operations, which President Schelly clarified the District Reserve Fund Policy.

J.P. Crumrine inquired why the rate study did not increase funds the District receives from property tax, which President Schelly clarified that the study used a worst-case scenario for the study.

DISCUSSION ITEM

BOARD WORKSHOP

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

DIRECTORS COMMENTS

President Schelly suggested the District coordinate with CalTrans regarding the repaving of Highway 249, with the installation of the pipeline from Jamison to Foster Lake. Page 6.



Director Olson suggested the Wastewater Treatment Plant Project Land Purchase be included in the list of Capital Improvement Projects. Page 9.
President Schelly suggested that the District consider in the future to perform a District wide sewer audit on all properties within Improvement District 1. Additionally, review the existing Sewer Policy and development of an Ad Hoc Sewer Audit Committee. Director Kunkle volunteered to be on the Ad Hoc Committee. Page 11.

ADJOURNMENT

Board adjourned at 11:15 a.m.

The next Board meeting is a Regular Meeting scheduled for June 21, 2023, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Leo Havener
BOARD SECRETARY

Dr. Charles Schelly
BOARD PRESIDENT



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: June 21, 2023
Subject: Item 1B – Financial Reports

Recommendation:

Board of Directors accept May 2023 Financial Reports.

Attachments:

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

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

Operating Revenue - Water Condensed By Category	May 2023			Year to Date: July 2022 - May 2023				
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Base - Residential / Commercial	85,038	85,127	(89)	-0.10%	936,708	936,398	310	0.03%
Sales - Residential / Commercial	49,651	70,000	(20,349)	-29.07%	673,340	793,000	(119,660)	-15.09%
Other Operating Revenue	-	-	-	0.00%	6,030	350	5,680	1622.86%
Other Non - Operating Revenue	-	-	-	0.00%	50	-	50	#DIV/0!
Total Operating Revenues	134,689	155,127	(20,438)	-13.18%	1,616,128	1,729,748	(113,620)	-6.57%

Operating Revenue - Water By Category	May 2023			Year to Date: July 2022 - May 2023				
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Base Rate - Residential	63,187	63,089	98	0.16%	653,225	652,735	490	0.08%
Base Rate - Commercial	21,851	22,038	(187)	-0.85%	283,483	283,663	(180)	-0.06%
Sales - Residential	25,702	40,000	(14,298)	-35.75%	385,815	434,000	(48,185)	-11.10%
Sales - Commercial	23,949	30,000	(6,051)	-20.17%	287,525	359,000	(71,475)	-19.91%
Sales - Sewer	-	-	-	0.00%	-	-	-	0.00%
Sales - Construction / Other	-	-	-	0.00%	-	-	-	0.00%
Transfer Fees	-	-	-	0.00%	-	-	-	0.00%
Turn On / Off Fees	-	-	-	0.00%	-	-	-	0.00%
Lien & Lien Release Fees	-	-	-	0.00%	-	-	-	0.00%
Delinquency Fees	-	-	-	0.00%	-	-	-	0.00%
Will Serve Letter Fees	-	-	-	0.00%	50	150	(100)	0.00%
Other Miscellaneous	-	-	-	0.00%	5,980	200	5,780	0.00%
Installation Fees	-	-	-	0.00%	50	-	50	0.00%
Capacity Fees	-	-	-	0.00%	-	-	-	0.00%
Total Operating Revenues	134,689	155,127	(20,438)	-13.18%	1,616,128	1,729,748	(113,620)	-6.57%

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

Water Sales Meter Size	May 2023		Total CF
	Residential	Commercial	
R1 5/8	442,404	73,656	516,060
R2 3/4	9,241	11,475	20,716
R3 1"	9,375	97,049	106,424
R4 1.1/2"	-	21,129	21,129
R5 2"	-	4,342	4,342
R6 3"	-	1,064	1,064
IA 3"	-	117,130	117,130
NC-WWTP	-	1,047	1,047
Total Water Sales	461,020	326,892	787,912

Water Accounts Meter Size	May 2023		Total
	Residential	Commercial	
R1 5/8	1,428	105	1,533
R2 3/4	12	18	30
R3 1"	47	38	85
R4 1.1/2"	-	17	17
R5 2"	-	6	6
R6 3"	-	1	1
IA 3"	-	1	1
NC-WWTP	-	1	1
Total Accounts	1,487	187	1,674

Sewer Accounts Service Type	May 2023		Total
	Residential	Commercial	
Sewer Acct S	422	165	587
Fire Services F "2"	-	-	-
Fire Services F "3"	-	-	-
Fire Services F "4"	-	-	-
Total Sewer Accounts	422	165	587

Total Water And Sewer Accounts **1,909** **352** **2,261**

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

Operating Expenses - Water		May 2023				Year to Date: July 2022 - May 2023			
		By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
1	Wages and Salaries Expenses	52,980	56,000	3,020	5.39%	598,233	614,979	16,746	2.72%
2	Retirement Plan and Life Insurance	3,137	3,370	233	6.91%	32,270	37,070	4,800	12.95%
3	Medical Insurance	8,493	10,500	2,007	19.11%	125,871	114,600	(11,271)	-9.84%
4	Uniform Expenses	-	-	-	0.00%	1,500	900	(600)	-66.67%
5	Worker's Comp Insurance	3,586	4,000	414	10.35%	7,093	12,000	4,907	40.89%
6	Retirement Medical Insurance	-	4,500	4,500	100.00%	12,469	21,500	9,031	42.00%
7	Board Reimbursement	464	600	136	22.67%	3,827	6,600	2,773	42.02%
8	Office Supplies	996	1,500	504	33.60%	7,492	16,500	9,008	54.59%
9	Office Cleaning Service	240	250	10	4.00%	2,295	2,750	455	16.55%
10	Postage and Mailing Fees	721	1,500	779	51.93%	7,842	14,300	6,458	45.16%
11	Training and Education	-	500	500	100.00%	-	4,500	4,500	100.00%
12	Reimbursement, Travel, Meals, Etc	-	1,000	1,000	100.00%	942	9,990	9,048	90.57%
13	Dues, Fees, Subscriptions	57	1,500	1,443	96.20%	10,510	16,500	5,990	36.30%
14	Computer Services	300	1,800	1,500	83.33%	17,891	19,600	1,709	8.72%
15	Legal Services	-	2,000	2,000	100.00%	28,663	22,000	(6,663)	-30.29%
16	Engineering and Consulting	-	3,000	3,000	100.00%	2,797	30,100	27,303	90.71%
17	Utilities, Electricity	2,151	8,000	5,849	73.11%	49,682	88,900	39,218	44.11%
18	Utilities, Gas & Fuel	-	620	620	100.00%	3,745	6,820	3,075	45.09%
19	Utilities, Propane	1,141	100	(1,041)	-1041.00%	7,711	1,100	(6,611)	-601.00%
20	Utilities, Telephone and Internet	2,434	2,500	66	2.64%	24,882	27,500	2,618	9.52%
21	Utilities, Waste Management Fees	222	250	28	11.20%	2,442	2,750	308	11.20%
22	Insurance, Liability, Auto, Property	-	12,000	12,000	100.00%	64,200	123,000	58,800	47.80%
23	Fees, State, County Water System	-	14,000	14,000	100.00%	66,822	112,000	45,178	40.34%
24	General Plant & Treatment Services	22,337	12,500	(9,837)	-78.70%	147,476	137,500	(9,976)	-7.26%
25	Vehicles Repairs & Maintenance	278	1,500	1,222	81.47%	42,868	16,000	(26,868)	-167.93%
26	Laboratory Services	-	4,000	4,000	100.00%	21,327	44,000	22,673	51.53%
27	Water Security System	-	500	500	100.00%	-	5,500	5,500	100.00%
28	Advertising and Publishing	3,044	1,200	(1,844)	-153.67%	6,210	13,200	6,990	52.95%
29	Bank Fee Charge	-	250	250	100.00%	1,778	2,850	1,072	37.61%
30	Water Maintenance and Supplies	11,989	2,000	(9,989)	-499.45%	57,941	22,000	(35,941)	-163.37%
31	Accounting & Auditing Fees	-	2,000	2,000	100.00%	18,487	22,000	3,513	15.97%
32	IWD Leak	-	1,800	1,800	100.00%	3,162	5,400	2,238	41.44%
Total Operating Expenses		114,570	155,240	40,670	26.20%	1,378,428	1,574,409	195,981	12.45%

Water Total Income And (Loss) 20,119 (113)

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

Operating Revenue - Sewer Condensed By Category	May 2023			Year to Date: July 2022 - May 2023		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base - Residential / Commercial	42,242	41,513	729 1.76%	458,985	456,643	2,342 0.51%
Other Operating Revenue	20,376	20,287	89 0.44%	223,337	223,157	180 0.08%
Total Operating Revenues	62,618	61,800	818 1.32%	682,322	679,800	2,522 0.37%

Operating Revenue - Sewer By Category	May 2023			Year to Date: July 2022 - May 2023		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base - Residential / Commercial	42,242	41,513	729 1.76%	458,985	456,643	2,342 0.51%
Sales - Residential / Commercial	20,376	20,287	89 0.44%	223,337	223,157	180 0.08%
Other Operating Revenue	-	-	- 0.00%	-	-	- 0.00%
Other Non - Operating Revenue	-	-	- 0.00%	-	-	- 0.00%
Total Operating Revenues	62,618	61,800	818 1.32%	682,322	679,800	2,522 0.37%

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

No.	By Category	May 2023			Year to Date: July 2022 - May 2023				
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	11,240	15,000	3,760	25.07%	134,459	159,000	24,541	15.43%
2	Retirement Plan and Life Insurance	1,262	1,500	238	15.87%	12,514	15,660	3,146	20.09%
3	Medical Insurance	2,831	3,500	669	19.11%	35,545	37,900	2,355	6.21%
4	Uniform Expenses	-	-	-	0.00%	600	1,059	459	43.34%
5	Worker's Comp Insurance	1,195	1,500	305	20.33%	3,787	13,740	9,953	72.44%
6	Retirement Medical Insurance	-	1,850	1,850	100.00%	6,559	20,350	13,791	67.77%
7	Board Reimbursement	154	200	46	23.00%	1,484	2,000	516	25.80%
8	Office Supplies	332	590	258	43.73%	2,406	6,490	4,084	62.93%
9	Office Cleaning Service	80	150	70	46.67%	845	1,420	575	40.49%
10	Postage and Mailing Fees	240	275	35	12.73%	3,980	3,025	(955)	-31.57%
11	Training and Education	-	-	-	0.00%	-	-	-	0.00%
12	Reimbursement, Travel, Meals, Etc	-	110	110	100.00%	4,089	990	(3,099)	-313.03%
13	Dues, Fees, Subscriptions	100	500	400	80.00%	3,999	5,500	1,501	27.29%
14	Computer Services	-	600	600	100.00%	5,777	6,600	823	12.47%
15	Legal Services	-	285	285	100.00%	14,675	3,135	(11,540)	-368.10%
16	Utilities, Electricity	-	5,000	5,000	100.00%	24,613	53,950	29,337	54.38%
17	Utilities, Gas and Fuel	-	213	213	100.00%	1,446	2,417	971	40.17%
18	Utilities, Propane	-	-	-	0.00%	186	-	(186)	#DIV/0!
19	Utilities, Telephone and Internet	811	1,000	189	18.90%	8,213	11,000	2,787	25.34%
20	Utilities, Waste Management Fees	74	80	6	7.50%	814	880	66	7.50%
21	Vehicles Repairs and Maintenance	5,136	1,500	(3,636)	-242.40%	24,321	12,500	(11,821)	-94.57%
22	Engineering and Consulting	-	200	200	100.00%	750	1,800	1,050	58.33%
23	Maintenance and Supplies	2,074	1,000	(1,074)	-107.40%	7,963	8,300	337	4.06%
24	General Plant and Treatment Services	12,851	5,000	(7,851)	-157.02%	66,101	55,000	(11,101)	-20.18%
25	State and County Sewer System Fees	-	500	500	100.00%	-	4,500	4,500	100.00%
26	Minor Equipment and Supplies	-	125	125	100.00%	347	1,000	653	65.30%
27	Sewer Leases	-	-	-	0.00%	4,659	4,700	41	0.87%
28	Advertising and Publishing	1,014	500	(514)	-102.80%	1,913	5,500	3,587	65.22%
29	Laboratory Services	-	2,000	2,000	100.00%	7,177	20,000	12,823	64.12%
30	Sewer Security System	-	300	300	100.00%	-	3,300	3,300	100.00%
31	Accounting and Auditing Fees	-	5,000	5,000	100.00%	3,087	45,000	41,913	93.14%
32	Liability, Auto and Property Insurance	-	15,000	15,000	100.00%	30,227	115,500	85,273	73.83%
33	Waste Disposal Fees	-	-	-	0.00%	-	-	-	0.00%
Total Operating Expenses		39,394	63,478	24,084	37.94%	412,536	622,216	209,680	33.70%

Sewer Total Income And (Loss) 23,224 (1,678)



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: June 21, 2023
Subject: Item 1C – Operations Report

Recommendation:

Board of Directors accept May 2023 Operation Report.

Attachments:

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

Idyllwild Water District

Monthly Operations Report

May 2023

Supplies to System	1,016,810 CF	23.34 AF	
Increase / Decrease	90,384 CF	10% Billing Period	10% Daily Demand
Number of Wells Available	12	323 GPM Available	
Water Sales	787,912 CF	163,721 CF Non-Water Sales	
Total Water/Non-Water Sales	951,633 CF	6% Loss	

Full-Time	FV1A	1
Part-Time	2, 4, 10, 15, 23, 24 FV2, Golden Rod	8

Strawberry Creek Diversion	0 CF	0.00 AF	33.03 AFY
Lilly Creek Flow	32,672 CF	0.75 AF	11.31 AFY
Foster Lake Level (Max 18')	18 Feet	0 Inches	

Non-Water Sales	Gallons	CF
WTP Backwash	217,000	29,011
IWD Flushing	10,000	1,337
Main Line Leaks		
Distribution Line Leaks	10,000	
Fire Dept. Usage, Per IFPD	10,000	1,337
Hydrant Sales		
Wastewater Plant	7,832	1,047
Storage Tanks Variance	1,196,800	160,000
Total	1,234,632	163,721

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
May	176.1	323	55%	2
April	160.4	323	50%	1
Mar	150.2	323	47%	1
Feb	160.5	323	50%	1
Jan	168.6	323	52%	2
Dec	155.6	323	48%	1

Not Included in Total

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

Foster Lake Area	SL #3	0	SL #7	0	SL #14	1	PL Avg	0
Creek Area	PL #23	225	SL #24	16				
Nature Center	SL #26	15	SL #27	12	SL #28	98		
Fern Valley	PL FV1A	366	PL FV2	309				

Storage Tanks

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

Total	425,539 CF	Storage Supplies Max	3,702 MGD 86%
Storage in MGD	3.18		
Production Days	30	Production Minutes	43,200
		Average GPM	176.1

Idyllwild Water District
Well Production Data
May 2023

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal		-				
2	Foster Lake	601,690	13.8	PT	Off	105.6	
4	Foster Lake	153,472	3.5	PT	On	30.5	
10	Foster Lake	2,243	0.1	PT	On	14.5	
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake		-				
15	Foster Lake	67,801	1.6	PT	On	23.1	
16	Foster Lake		-				
23	Stratton	63,950	1.5	PT	On	47.7	
24	Curbs		-				
25	Donahoo		-				
26	Nature Center		-				
27	Nature Center		-				
28	Rock Dale		-				
FV1A	Fern Valley	248,738	5.7	FT	On	4.0	
FV2	Fern Valley	48,924	1.1	PT	On	1.1	
31	Golden Rod	22,551	0.5	PT	On	18.5	
	Oakwood		-				
Total		1,209,369	27.76			245.0	

Cedar Glen Meter	<u>632,647</u> CF	<u>14.5</u> AF
District Production	<u>384,163</u> CF	<u>8.8</u> AF
Total Supplies to System	<u>1,016,810</u> CF	<u>23.3</u> AF

Days of Production	<u>30</u>	Minutes of Production	<u>43,200</u>
Average System GPM	<u>176.07</u>		

Idyllwild Water District

Well Statics

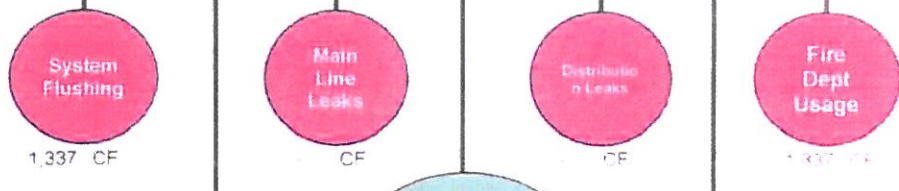
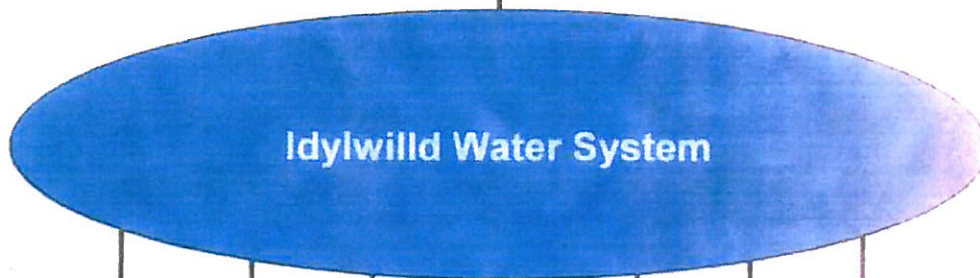
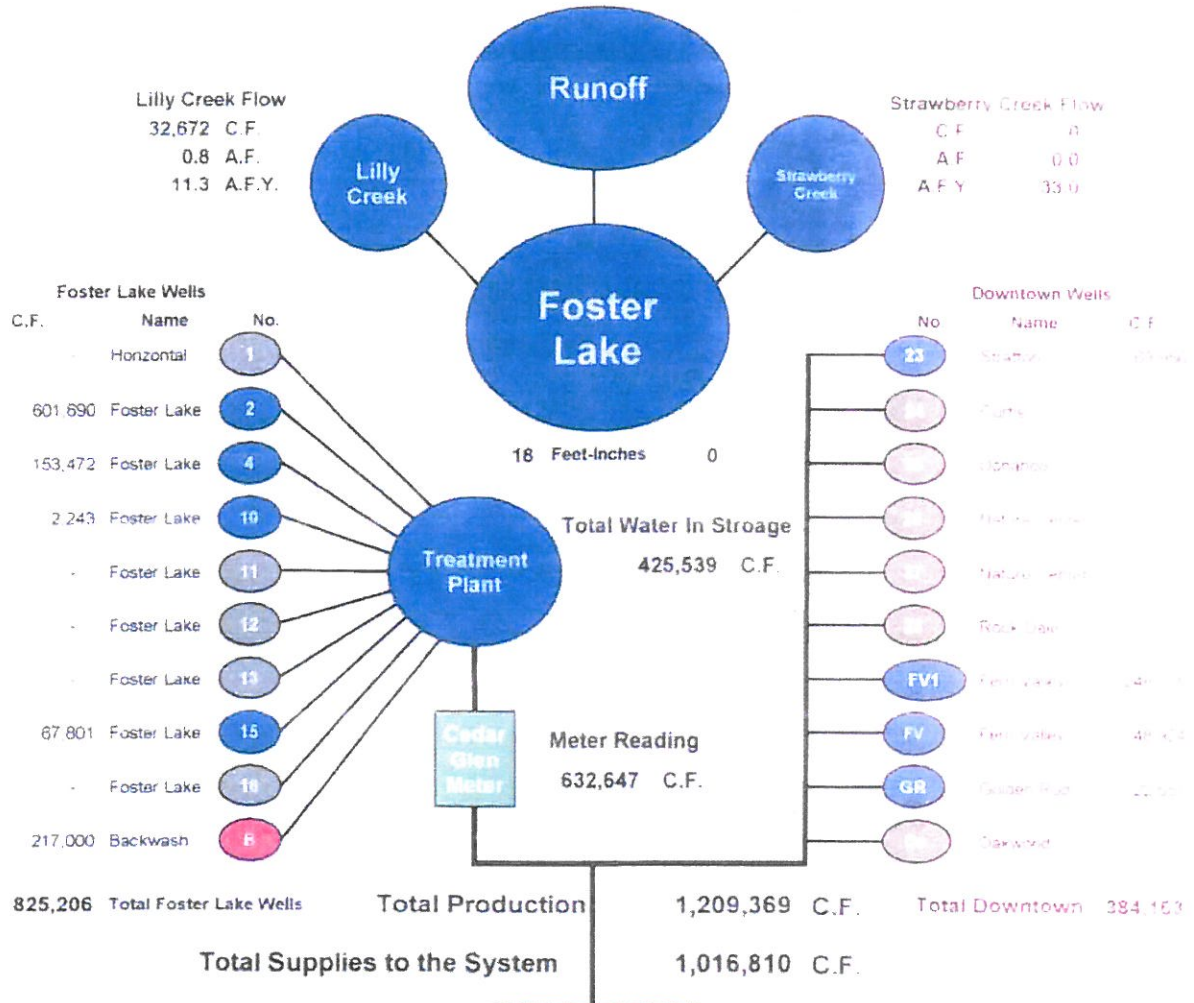
May 2023

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	MC	0.0	SL	
7	MC	0.0	SL	
14	MC	1.0	SL	Foster Lake Average = 0.3
23	MC	225.0	PL	
24	MC	16.0	SL	
26	MC	15.0	SL	
27	MC	12.0	SL	
28	MC	98.0	SL	
FV1A	MC	366.0	PL	
FV2	MC	309.0	PL	
31 - GR				
MW6				
FL2	MC	3.0	SL	
FL4	MC	17.0	PL	
6				
FL10	MC	225.0	PL	
FL13	MC	2.0	SL	
FL15	MC	7.0	SL	
19				

Idyllwild Water District

Water System Schematic For Operations Report

May 2023



System Loss

	C.F.
Supply to System	1,016,810
Total Usage	791,633
Difference	225,177
Tank Variances	160,000
Unaccounted	65,177
Loss %	6%



Conservation Stage

Month	Stage
May	2 - 25%
April	1 - 10%
March	0 - 0%
February	1 - 10%
January	2 - 25%
December	1 - 10%



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: June 21, 2023
Subject: Item 2 – General Manager Report

Recommendation:

General Manager Havener will present his report.

Attachments:

- General Manager Report

GENERAL MANAGER REPORT

JUNE 21, 2023

DISTRICT FINANCES

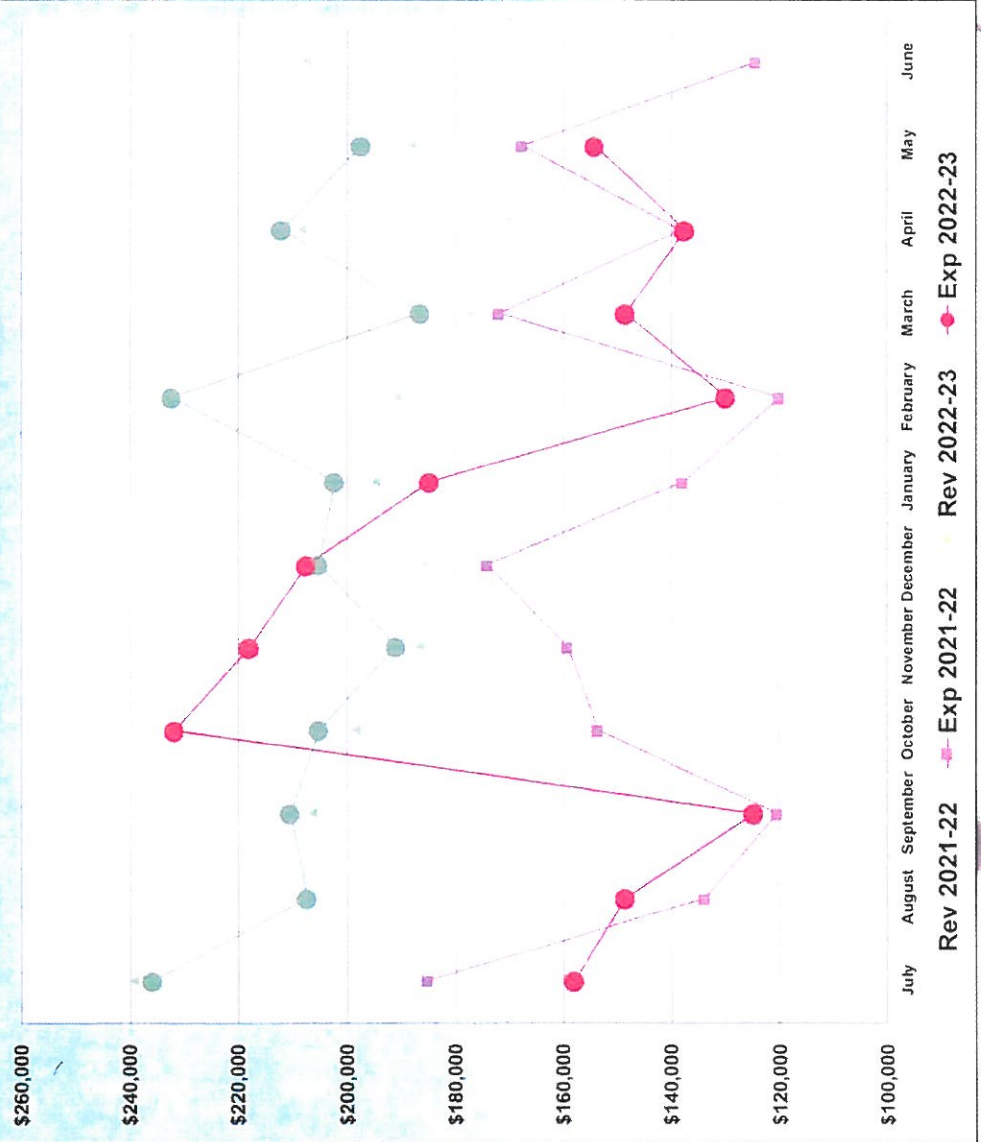
DISTRICT REVENUES VS. EXPENSES

FY 2022 - 2023

District Revenues vs. Expenses					
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23	
July	\$ 239,315	\$ 185,063	\$ 235,791	\$ 157,777	
August	\$ 208,544	\$ 133,741	\$ 207,239	\$ 148,135	
September	\$ 206,290	\$ 120,420	\$ 210,503	\$ 124,650	
October	\$ 198,416	\$ 153,146	\$ 205,007	\$ 231,533	
November	\$ 186,536	\$ 158,990	\$ 190,910	\$ 217,823	
December	\$ 185,444	\$ 174,001	\$ 204,993	\$ 207,335	
January	\$ 194,908	\$ 137,623	\$ 202,248	\$ 184,515	
February	\$ 190,849	\$ 119,779	\$ 232,128	\$ 129,738	
March	\$ 177,155	\$ 171,814	\$ 186,311	\$ 148,235	
April	\$ 208,453	\$ 138,188	\$ 211,966	\$ 137,246	
May	\$ 188,187	\$ 167,537	\$ 197,307	\$ 153,964	
June	\$ 207,544	\$ 124,256			
Total	\$ 2,391,641	\$ 1,784,558	\$ 2,284,403	\$ 1,840,951	

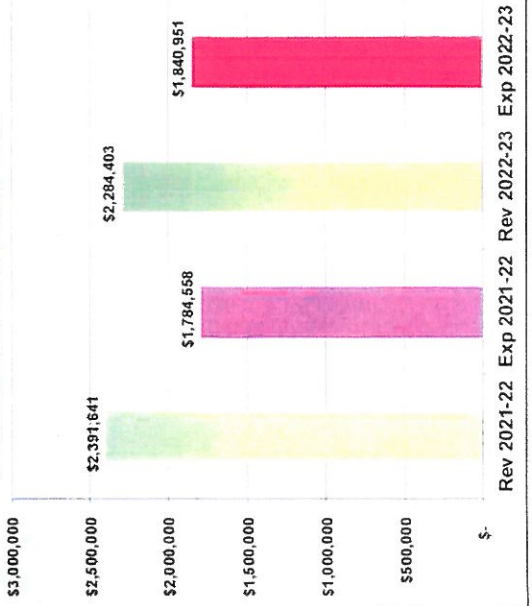
District Revenues Vs. Expenses

FY 2021 - 2022 Vs FY 2022 - 2023



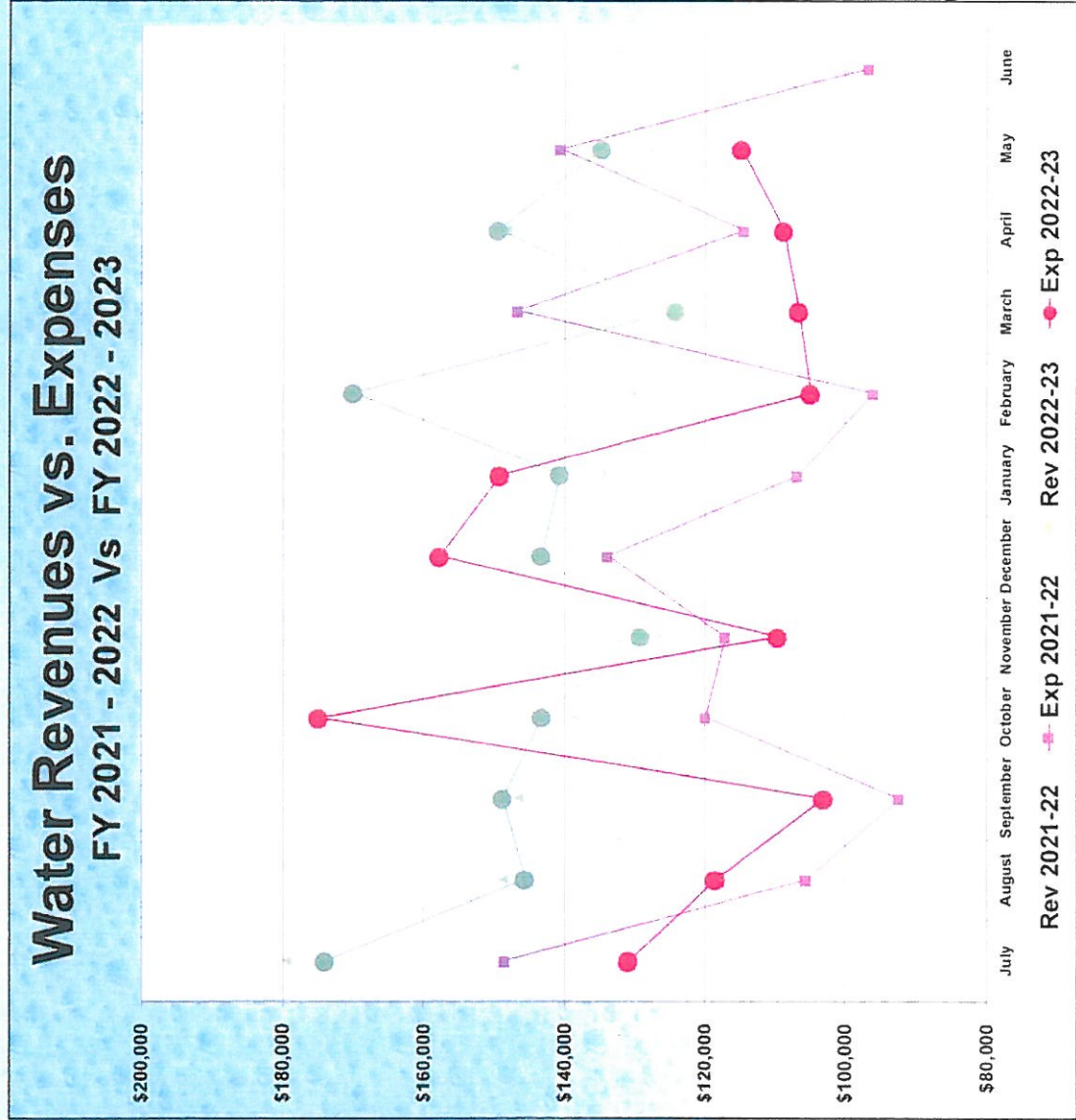
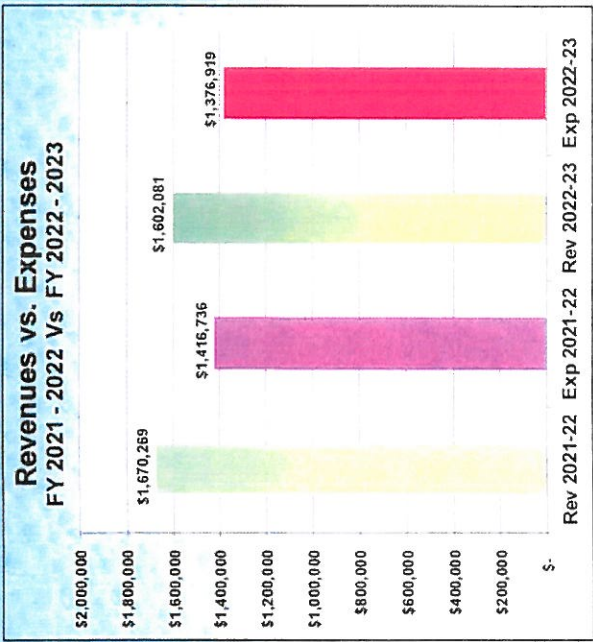
District Revenues Vs. Expenses

FY 2021 - 2022 Vs FY 2022 - 2023



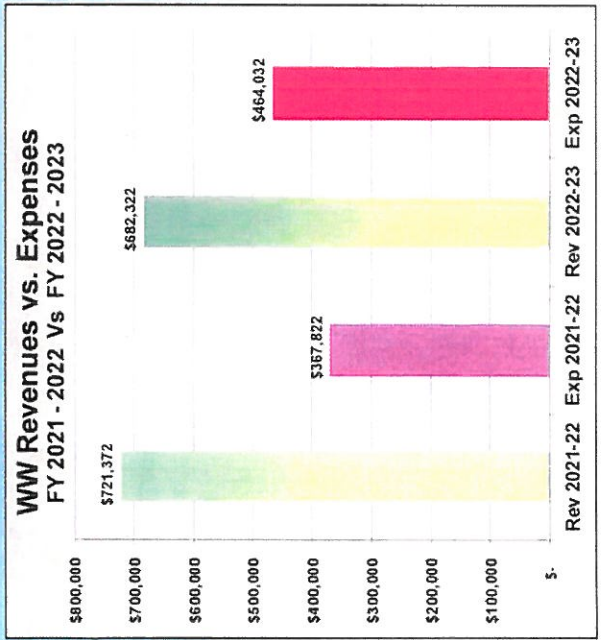
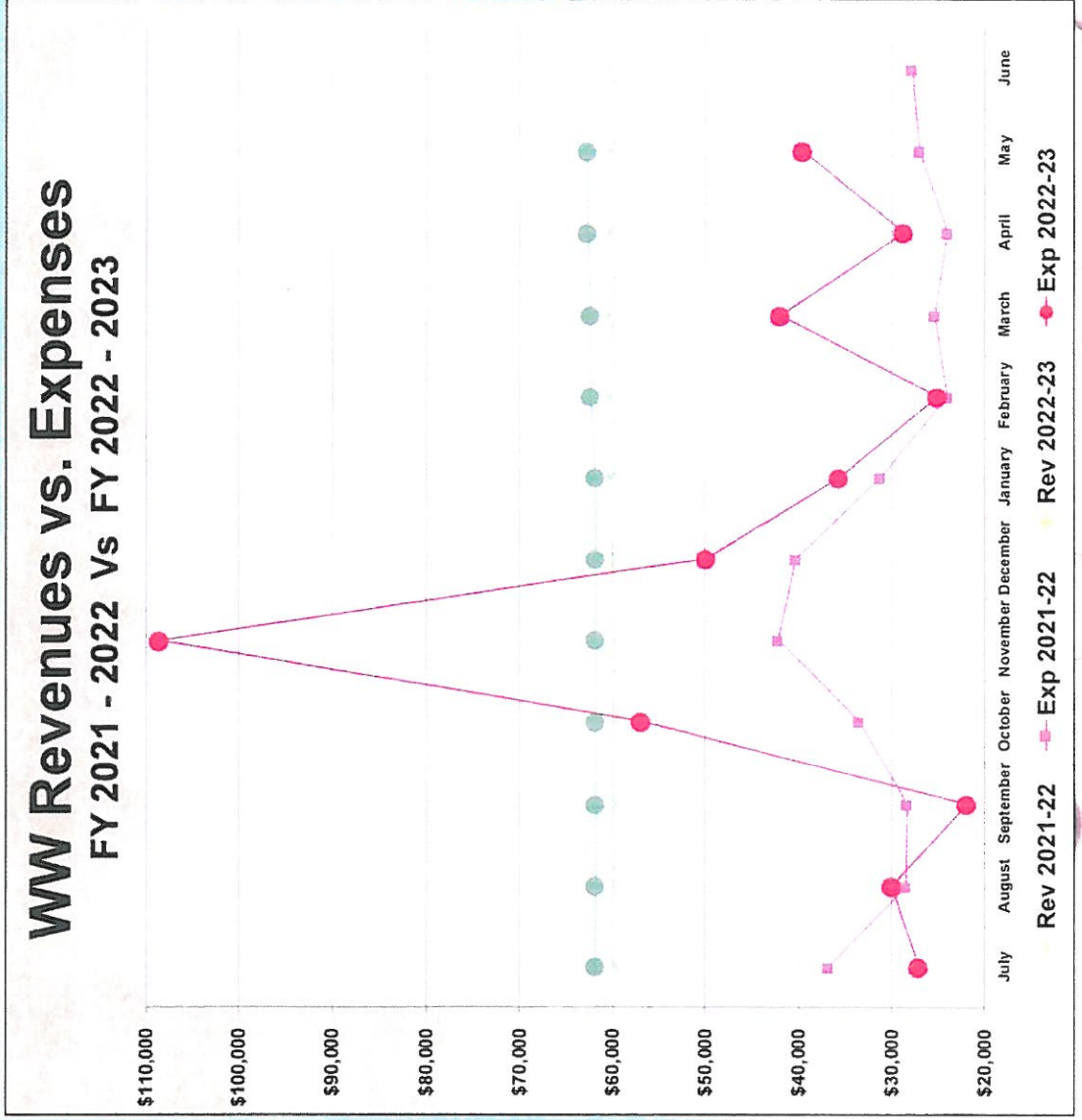
WATER REVENUES VS. EXPENSES FY 2022 - 2023

Water Revenues vs. Expenses				
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23
July	\$ 179,455	\$ 148,403	\$ 173,991	\$ 130,826
August	\$ 148,734	\$ 105,440	\$ 145,439	\$ 118,282
September	\$ 146,430	\$ 92,242	\$ 148,703	\$ 102,862
October	\$ 138,563	\$ 119,710	\$ 143,207	\$ 174,748
November	\$ 126,683	\$ 116,907	\$ 129,110	\$ 109,329
December	\$ 125,397	\$ 133,807	\$ 143,193	\$ 157,519
January	\$ 134,560	\$ 106,481	\$ 140,448	\$ 148,976
February	\$ 130,501	\$ 95,874	\$ 169,885	\$ 104,783
March	\$ 116,807	\$ 146,482	\$ 124,068	\$ 106,407
April	\$ 148,105	\$ 114,308	\$ 149,348	\$ 108,617
May	\$ 127,839	\$ 140,520	\$ 134,689	\$ 114,570
June	\$ 147,195	\$ 96,562		
Total	\$ 1,670,269	\$ 1,416,736	\$ 1,602,081	\$ 1,376,919



SEWER REVENUES VS. EXPENSES FY 2022 - 2023

WW Revenues vs. Actual Expenses				
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23
July	\$ 59,860	\$ 36,660	\$ 61,800	\$ 26,951
August	\$ 59,810	\$ 28,301	\$ 61,800	\$ 29,853
September	\$ 59,860	\$ 28,178	\$ 61,800	\$ 21,788
October	\$ 59,853	\$ 33,436	\$ 61,800	\$ 56,785
November	\$ 59,853	\$ 42,083	\$ 61,800	\$ 108,494
December	\$ 60,047	\$ 40,194	\$ 61,800	\$ 49,816
January	\$ 60,348	\$ 31,142	\$ 61,800	\$ 35,539
February	\$ 60,348	\$ 23,905	\$ 62,243	\$ 24,955
March	\$ 60,348	\$ 25,332	\$ 62,243	\$ 41,828
April	\$ 60,348	\$ 23,880	\$ 62,618	\$ 28,629
May	\$ 60,348	\$ 27,017	\$ 62,618	\$ 39,394
June	\$ 60,349	\$ 27,694		
Total	\$ 721,372	\$ 367,822	\$ 682,322	\$ 464,032

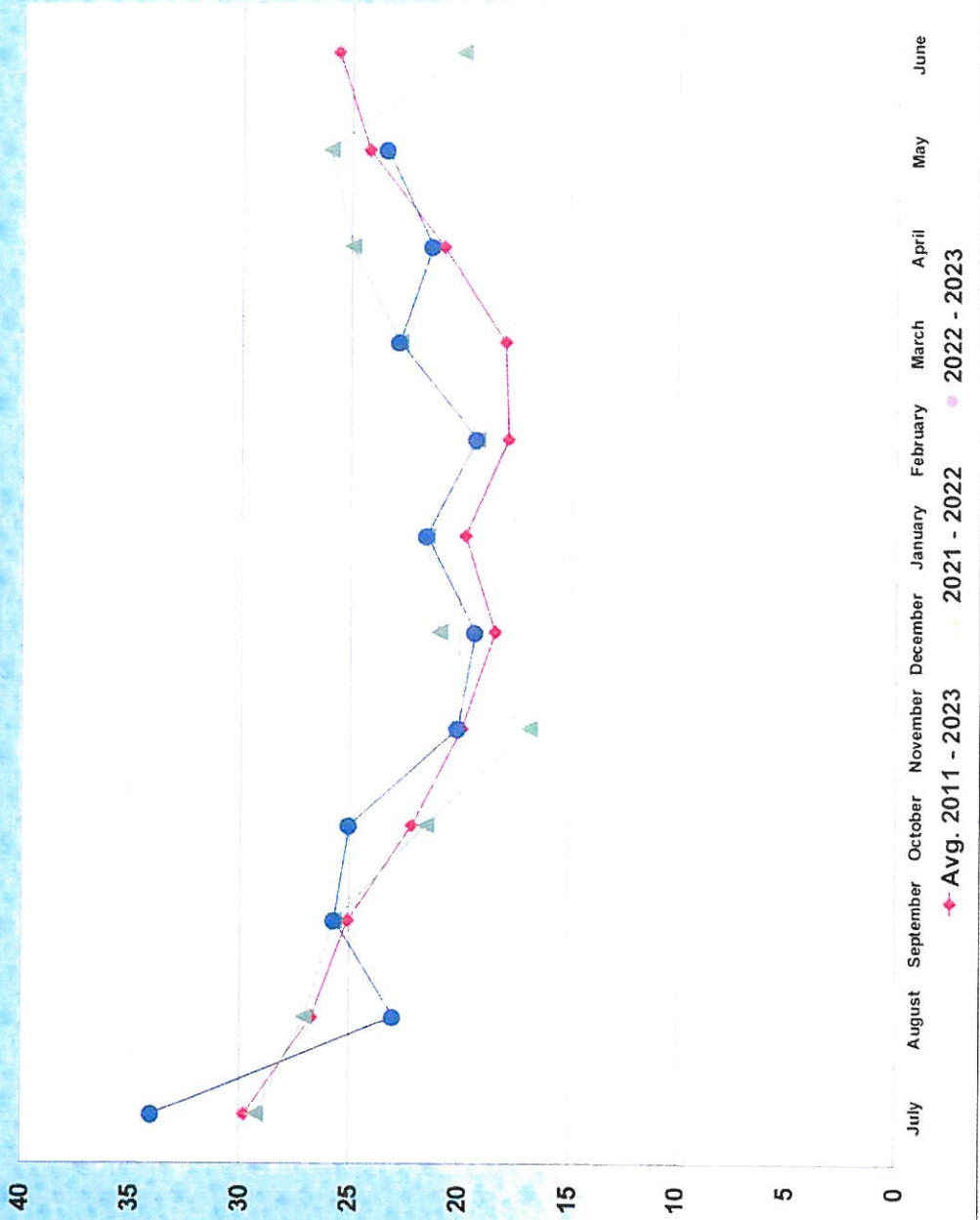


WATER DATA

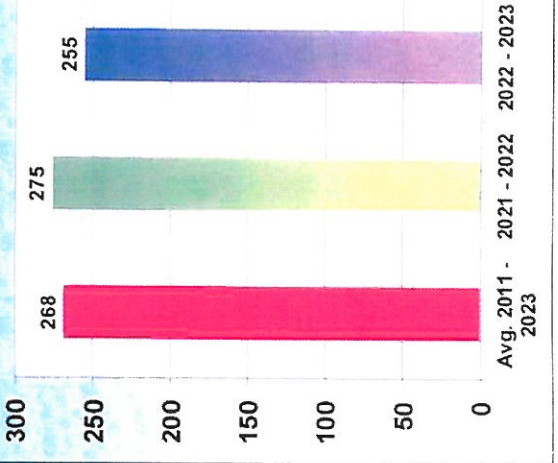
TOTAL WATER SUPPLIES TO SYSTEM IN ACRE FEET

Total Water Supplies To System			
Fiscal Year	Avg. 2011 - 2023	2021 - 2022	2022 - 2023
July	29.8	29.3	34.0
August	26.7	27.1	22.9
September	25.0	25.7	25.7
October	22.1	21.5	25.0
November	19.9	16.8	20.1
December	18.3	20.9	19.3
January	19.7	21.5	21.5
February	17.7	19.2	19.2
March	17.9	22.8	22.8
April	20.7	24.9	21.3
May	24.2	26.0	23.3
June	25.6	19.9	
Total	267.6	275.4	255.0

Total Water Supplies to System
In Acre Feet

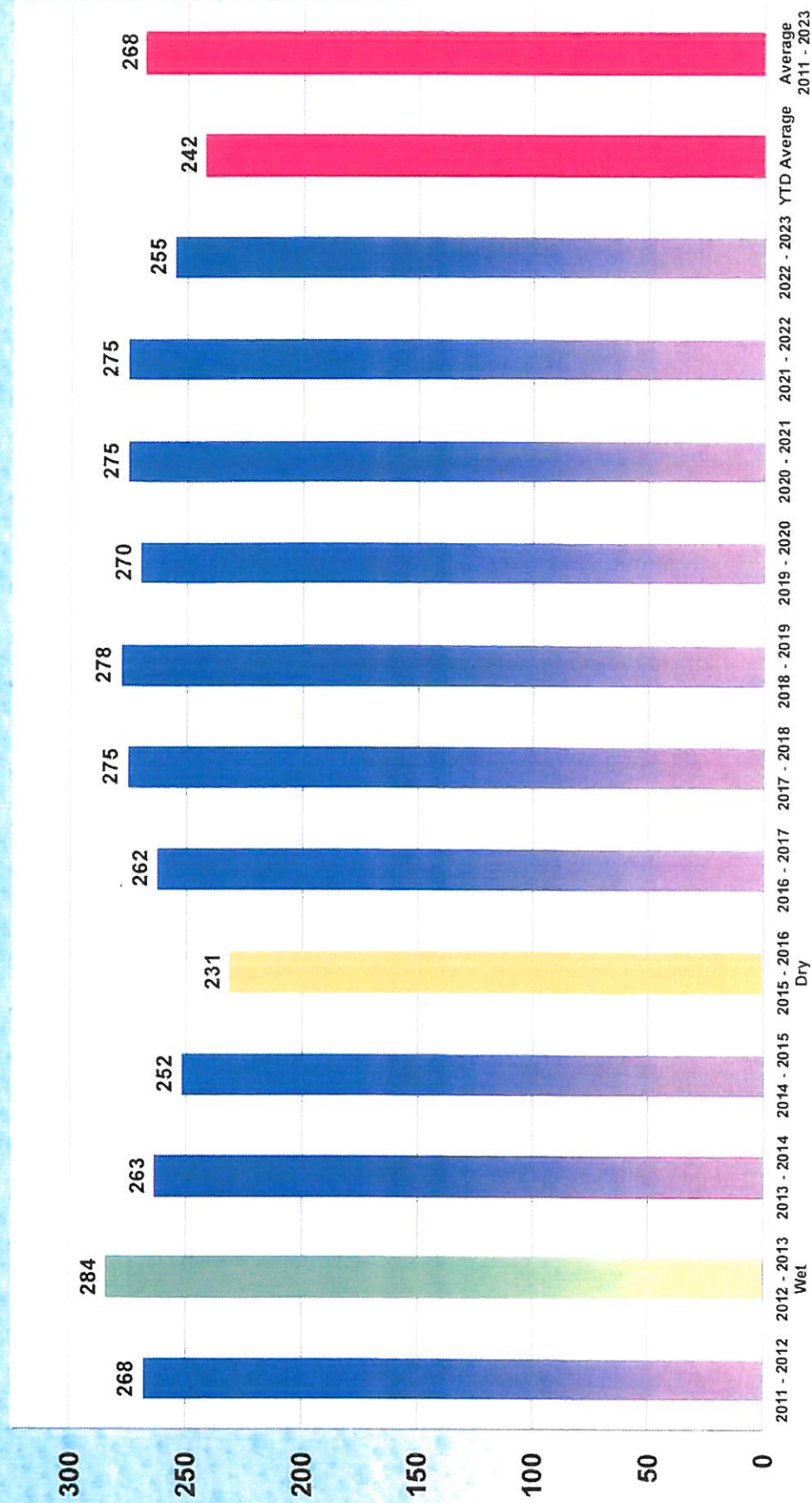


FY Total Water Supplies to Systems
In Acre Feet



TOTAL WATER SUPPLIES TO SYSTEM IN ACRE FEET

Total Water Supplies to System In Acre Feet

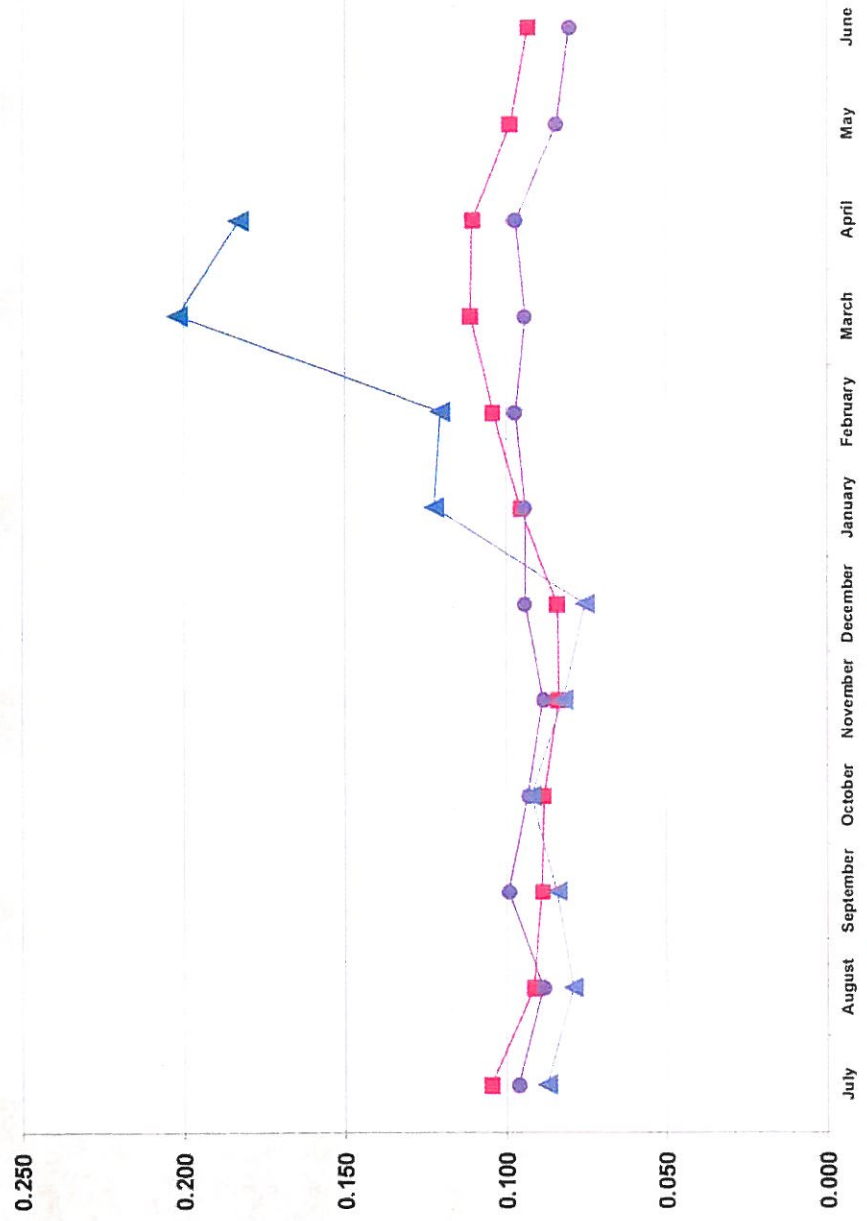


WASTEWATER DATA

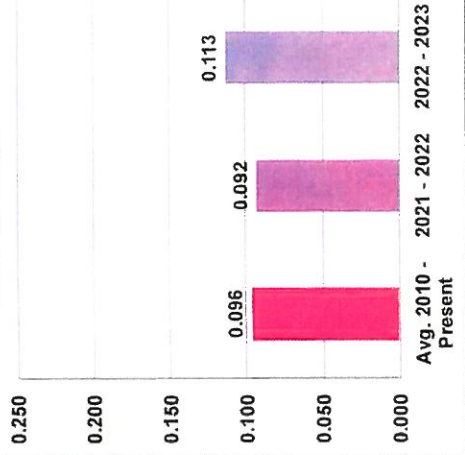
WASTEWATER TREATMENT PLANT FLOWS MGD AVERAGE BY MONTH

Month	Avg. 2010 - Present	2021 - 2022	2022 - 2023
July	0.104	0.096	0.087
August	0.091	0.088	0.079
September	0.088	0.099	0.084
October	0.088	0.093	0.092
November	0.083	0.088	0.082
December	0.084	0.094	0.075
January	0.095	0.094	0.122
February	0.104	0.097	0.120
March	0.111	0.094	0.202
April	0.110	0.097	0.183
May	0.099	0.084	
June	0.093	0.080	
Average	0.096	0.092	0.113

Wastewater Treatment Plant Flows
MGD Average By Month

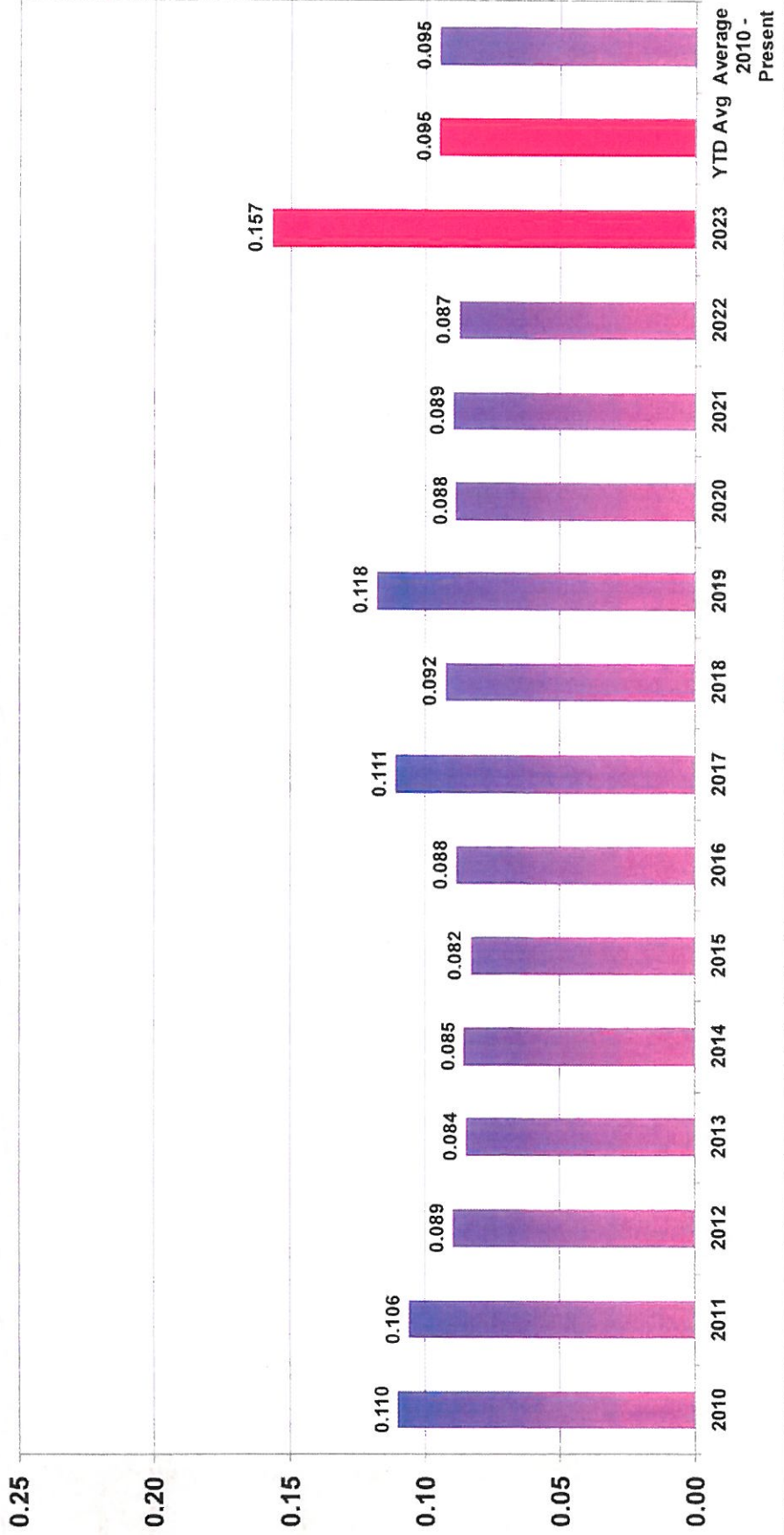


WWTP Flows
MGD Average



WASTEWATER TREATMENT PLANT FLOWS MGD AVERAGE BY CALENDAR YEAR

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



NORTH CIRCLE ROAD PAVING & RAISING OF SEWER MANHOLE COVERS

- RIVERSIDE COUNTY ROADS WILL BE PAVING NORTH CIRCLE
- SEWER MANHOLES WILL REQUIRE TO BE RAISED TO STREET LEVEL
- GENERAL MANAGER AUTHORIZED THE COUNTY TO RAISE THE MANHOLES
- COSTS IS ESTIMATED AT \$3,000 PER MANHOLE, WITH 29 SEWER MANHOLES TO BE RAISED
- TOTAL COSTS ESTIMATED BETWEEN \$90,000 TO \$100,000
- SEWER CIP FUND WILL BE USED FOR RAISING SEWER MANHOLE COVERS



CALIFORNIA DEPARTMENT OF WATER RESOURCES

DWR SNOW SURVEY

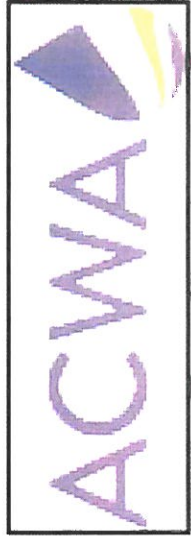
- FROM 130 SNOW SENSORS PLACED THROUGHOUT THE STATE INDICATE THE STATEWIDE SNOWPACK'S SNOW WATER EQUIVALENT IS 49.2 INCHES, WHICH IS 241% OF AVERAGE FOR MAY 1.
- IDYLLWILD RAINFALL JANUARY THROUGH APRIL OF 2023 IS 31.85 INCHES, WHICH IS 123% OF THE CALENDAR YEAR AVERAGE.
 - IDYLLWILD AVERAGE CALENDAR YEAR RAINFALL IS 25.98 INCHES.



SB 389 – SENATOR ALLEN (D – SANTA MONICA)



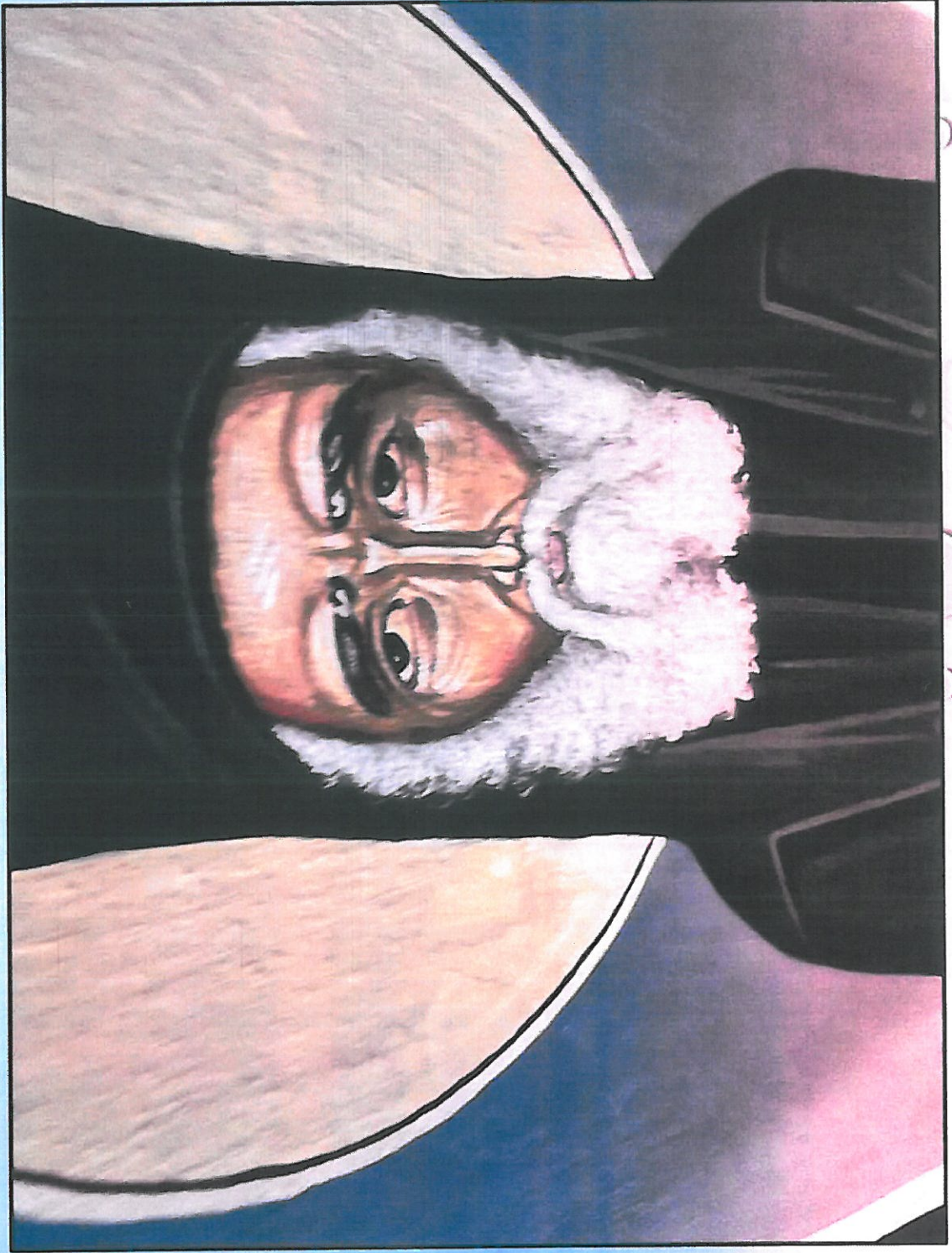
- AUTHORIZE THE STATE WATER BOARD TO DRAG WATER RIGHT HOLDERS BEFORE THE BOARD TO PROVE THEIR CLAIMS.
- REQUIRES WATER RIGHT HOLDER TO SUBMIT SUBSTANTIAL AMOUNTS OF EVIDENCE TO DEFEND THEIR CLAIMED WATER RIGHTS.
- THIS IS A BLATANT ATTEMPT BY THE STATE OF CALIFORNIA TO TAKE EXISTING WATER RIGHTS AND REDISTRIBUTE THOSE RIGHTS TO WHOMEVER OR WHATEVER THE STATE DEEMS IMPORTANT.



OVERVIEW

- STAFF PREPARED BUDGET FOR FY 2023 – 2024
- TOWN HALL MEETINGS FOR PROPOSED RATES
 - TUESDAY, MAY 30, 2023, FIVE PUBLIC PEOPLE ATTENDED
 - WEDNESDAY, MAY 31, 2023, THREE PUBLIC PEOPLE ATTENDED
 - DOUG DOVE OF BARTLE WELLS ASSOCIATES ATTENDED BOTH MEETINGS
- SPECIAL BOARD MEETING – INTERVIEWS FOR DIRECTOR
 - WEDNESDAY, JUNE 7, 2023, BOARD HAD AN OPPORTUNITY TO APPOINT ONE OF TWO CANDIDATES TO FILL THE VACANCY
 - THE BOARD COULD NOT AGREE ON WHICH CANDIDATE TO APPOINT
 - RIVERSIDE COUNTY BOARD OF SUPERVISORS HAVE AN OPPORTUNITY TO SELECT ANY PERSON OF THEIR CHOOSING TO FILL THE VACANCY
 - BOTH CANDIDATES NAMES AND INFORMATION HAVE BEEN FORWARDED TO RIVERSIDE COUNTY REGISTRAR OF VOTERS FOR COUNTY BOARD OF SUPERVISORS CONSIDERATION
- BUDGET WORKSHOP
 - SATURDAY, JUNE 10, 2023, ONE PUBLIC PERSON ATTENDED

QUESTIONS





IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: June 21, 2023
Subject: Item 3 – Employee Manual, Chapter 6

Discussion:

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

Attachments:

- Chapter 6, Employee Manual

6.1 ABOUT LEAVES OF ABSENCE

6.1.1 Overview

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

6.1.2 Adult Literacy Programs

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

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

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

6.1.3 Bereavement

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

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

6.1.4 Court Appearances

6.1.4.1 On-Duty Time

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

6.1.4.2. Private Litigation

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

6.1.5 Hardship Leave

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

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

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

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

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

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

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

6.1.6 Jury Duty

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

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

6.1.7 Grand Jury Duty

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

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

6.1.8 Leave of Absence Without Pay

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

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

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

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

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

6.1.9 Military Leave

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

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

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

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

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

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

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

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

6.1.10 California Family Rights Act (CFRA)

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

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

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

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

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

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

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

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

6.1.11 Paid Family Leave

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

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

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

6.1.11.1 Eligibility

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

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

6.1.11.2 Definition

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

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

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

6.1.11.3 Applying for Paid Family Leave

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

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

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

6.1.12 Pregnancy Disability Leave

6.1.12.1 Temporary Disability

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

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

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

6.1.12.2 Time of Leave Request

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

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

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

6.1.12.3 Compensation During Leave

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

6.1.12.4 Benefits During Leave

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

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

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

employee does not return to work following PDL.

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

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

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

6.1.12.5 Reinstatement

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

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

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

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

6.1.12.6 Lactation Accommodation

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

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

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

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

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

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

6.1.13 School Related Leave

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

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

6.1.14 Substance Abuse Rehabilitation

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

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

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

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

6.1.15 Time Off for Victims of Violent Crime or Domestic Violence

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

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

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

6.1.16 Time Off to Vote

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

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

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

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

6.1.17 Volunteer Firefighter's Leave

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

6.1.18 Workers' Compensation Leave

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

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

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

6.1.19. Leave for Organ and Bone Marrow Donation

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

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

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

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

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

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

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

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



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: June 21, 2023

Subject: Item 4 – Public Hearing to Consider Approving Resolution No. 792 Adopting Water and Sewer Rates For Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28

Recommendation:

It is recommended that the Board of Directors:

1. Hold a public hearing to receive public input regarding the adoption of the proposed water and sewer rates for Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28. to sustain the operation of the District's water service area and Improvement District 1 (sewer service area).
2. If there is no majority protest, approve Resolution No. 792 of the Board of Directors of the Idyllwild Water District Adopting Water and Sewer Rates or Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28.

Background:

The District provides water, and sewer collection and treatment to residents and businesses of Idyllwild. During the August 17, 2022, Board meeting, Bartle Wells Associates (BWA) was selected to perform a 5-year rate study for both water and sewer. Since that meeting, the Board has publicly discussed the development of the proposed rates at regular and special Board Meetings. Additionally, the Board required BWA and staff to hold two town hall meetings on May 30, 2023, and May 31, 2023.

The proposed five-year rate plan will provide the District with sufficient funding to operate its facilities and comply with legal and regulatory requirements. This will allow the District to provide clean safe drinking water and water for fire protection, and to collect, treat, and

dispose of wastewater properly and in an environmentally sound manner.

Under Proposition 218 (Article XIII D, Section 6 of the California Constitution), notice of a public hearing regarding rate increases must be mailed to property owners and tenants of the properties receiving water and sewer services at least 45 days in advance of the scheduled public hearing. At the regular Board meeting on April 19, 2023, the Board set the public hearing for June 21, 2023. The District mailed the Notice in accordance with Proposition 218.

If there is no majority protest at the close of the public hearing, the Board of Directors may adopt the rates for Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28. The first rate increase would take effect July 1, 2023.

This Resolution is statutorily exempt from the requirements of CEQA pursuant to California Public Resources Code section 21080(b)(8) and State CEQA Guidelines section 15273(a). The administration, operation, maintenance, and improvements of the water and sewer system, which are to be funded by water and sewer service charges, are necessary to maintain water and sewer services within the District's existing service area. The water and sewer service charges are necessary and reasonable to fund the administration, operation, maintenance, and improvements of the water and sewer system. By funding the maintenance and operation of the water and sewer system, the District will provide safe, clean drinking water and prevent and reduce the number of sanitary sewer overflows.

Fiscal Impact:

The revenue collected will provide a funding mechanism for implementation of operation and maintenance programs for the District's water and sewer system. Ratepayers will be paying for the water and sewer service charges. Water rates are proposed to increase 8% each of the five fiscal years to continue funding operations. Sewer rates are proposed to increase 13% each of the five fiscal years to continue funding operations and also fund replacement of the Wastewater Treatment Plant.

Conclusion:

It is recommended that the Board of Directors adopt Resolution No. 792 with its new rate structure to provide funding for both water and sewer continued operations, and fund replacement of the Wastewater Treatment Plant.

Attachments:

- Resolution No 792



RESOLUTION NO. 792

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT
ADOPTING WATER AND SEWER RATES FOR
FISCAL YEARS 2023-24, 2024-25, 2025-26, 2026-27 and 2027-28**

WHEREAS, the Idyllwild Water District ("District") provides water, and sewer collection and treatment to residents and businesses of Idyllwild; and

WHEREAS, California Water Code Section 30000 et seq. authorizes the District to fix and collect water and sewer rates for water and sewer service provided to property owners and residents within the District; and

WHEREAS, in 2022, the District hired Bartle Wells Associates to prepare a water and sewer rate study for Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28 ("Water and Sewer Rate Study"); and

WHEREAS, there has been presented to the Board of Directors ("Board") proposed water and sewer rates for the District for the Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27 and 2027-28; and

WHEREAS, at regular meetings on April 19, 2023, and May 17, 2023, and June 21, 2023, the Board reviewed the Water and Sewer Rate Study, and held a public workshop hosted by the rate consultant in May 2023; and

WHEREAS, on June 21, 2023, the Board determined that the increases to the water and sewer charges (collectively herein, the "Charges") described in the Water and Sewer Rate Study are necessary and sufficient to cover, without exceeding, the cost to provide water and sewer service to each customer connection; and

WHEREAS, the revenues derived from the Charges will not exceed the funds required to provide the water and sewer service and shall be used exclusively for the provision of water and sewer service; and

WHEREAS, the amount of the Charges will not exceed the proportional cost of the service attributable to each parcel upon which they are proposed for imposition; and

WHEREAS, the Charges will not be imposed on a parcel unless the service is actually used by, or immediately available to, the owner or tenant of the parcel; and

WHEREAS, the California Constitution, article XIII D, section 6 (“Article XIII D”) requires that prior to imposing any increase to the rates, the District shall provide written notice (the “Notice”) by mail of the proposed increases to the rates for the Charges to the record owner of each parcel upon which the rate increases to the Charges are proposed for imposition and any tenant directly liable for payment of such Charges (collectively herein referred to as “customers”), the amount of the rates for the Charges proposed to be imposed on each parcel, the basis upon which the rates for the Charges were calculated, the reason for the rate increases to the Charges, and the date time and location of a public hearing (the “Hearing”) on the proposed rate increases to the Charges; and

WHEREAS, on April 19, 2023, the District mailed notice of the proposed water and sewer rate increase in accordance with Article XIII D , and the notice included the proposed rates for Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27 and 2027-28; and

WHEREAS, the proposed water and sewer rates have been reviewed and considered by the Board, and the Board has determined that it is in the best interest of the District to adopt water and sewer rates for the sound financial operation of the District; and

WHEREAS, the Board held a public hearing on June 21, 2023 at 6:00 p.m. and the Board heard all oral testimony, and considered all written materials and written protests concerning the establishment and imposition of the proposed rate increases to the Charges, and at the close of the Hearing the Board of Directors did not receive written protests against the establishment and imposition of the proposed rate increases to the Charges from a majority of the record owners or property upon which the Charges are proposed for imposition or any tenants directly liable for the payment of the Charges (i.e., a customer of record who is not a property owner); and

WHEREAS, the Board of Directors desires to establish water and sewer rates for Fiscal Years 2023-24, 2024-25, 2025-26, 2026-27 and 2027-28.

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

Section 1. The matters set forth in the recitals to this Resolution are true and correct statements.

Section 2. The Board of Directors hereby adopts the rates for the Charges for water and sewer services at the maximum rates, and on the effective dates, as set forth in Exhibit A, attached hereto and incorporated herein by this reference. The prior water rate schedule adopted as part of Resolution Number 753 is rescinded and replaced by Resolution Number 792 effective July 1, 2023. To the extent any Charges established by this Resolution are inconsistent with any Charges previously adopted by the Board of Directors, it is the explicit intention of the Board of Directors that the Charges adopted pursuant to this Resolution shall prevail.

Section 3. Written protests against the proposed rates and Charges were not presented by a majority of owners.

Section 4. The Board of Directors has reviewed the entire record for this matter, which includes the Water and Sewer Rate Study, the final version of which is incorporated herein by reference, and the analyses of expenses and revenues set forth therein. Based on the Board of Directors' review, it finds and determines that:

- A. As set forth in the Water and Sewer Rate Study, revenues derived from the rates and Charges will not exceed the revenues required to provide the property-related service; and
- B. As set forth in the Water and Sewer Rate Study, revenues derived from the rates and charges will not be used for any purpose other than that for which the rates or Charges are imposed; and
- C. As set forth in the Water and Sewer Rate Study, the amount of a rate or Charge imposed upon any parcel or person as an incident of property ownership does not exceed the proportional cost of the service attributable to the parcel.

Section 5. The Board of Directors hereby determines that no rate or charge will be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question.

Section 6. The Board of Directors hereby determines that no rate or charges will be imposed for general governmental services including, but not limited to police, ambulance, fire, or library services, where the service is available to the public at large in substantially the same manner as it is to property owners.

Section 7. The Board of Directors hereby finds that the administration, operation, maintenance, and improvements of the water and sewer systems, which are to be funded by the Charges, are necessary to maintain water and sewer service within the District's existing service area. The Board of Directors further finds that such Charges are necessary and reasonable to fund the administration, operation, maintenance, and improvements of the District's water and sewer system. Based on these findings, the Board of Directors hereby determines that this Resolution is statutorily exempt from the requirements of CEQA pursuant to California Public Resources Code section 21080(b)(8) and State CEQA Guidelines section 15273(a). The documents and materials that constitute the record of proceedings on which these findings have been based are located at 25945 Hwy. 243, Idyllwild CA 92549. The custodian for these records is the Board Secretary of the District.

Section 8. If any section, subsection, subdivision, sentence, clause, or phrase in this Resolution or any part thereof is for any reason held to be unconstitutional

or invalid, ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Resolution or any part thereof. The Board of Directors hereby declares that it would have adopted each section irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, or phrases be declared unconstitutional, invalid, or ineffective.

Section 9. This Resolution shall take effective immediately upon adoption and will remain effective unless repealed or superseded.

Section 10. The General Manager or his or her designee is hereby authorized to take all actions necessary to implement this Resolution.

MOVED, PASSED, AND ADOPTED this 21st day of June 2023.

IDYLLWILD WATER DISTRICT

Dr. Charles Schelly, President Board of Directors

ATTEST:

I, Leo Havener, Secretary of the IDYLLWILD WATER DISTRICT, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT at its meeting of June 21, 2023, by the following vote:

AYES:

NAY:

ABSTAIN:

ABSENT:

Motion _____.

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 21st day of June 2023.

IDYLLWILD WATER DISTRICT

Leo Havener, Secretary to Board of Directors

Exhibit A
Water and Sewer Service Rates

[insert 5-year rate schedule]

IDYLLWILD WATER DISTRICT

Exhibit A

Proposed Water and Sewer Service Charges

Water Rate Schedule

Water Rate Schedule	Proposed Rates					
	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	
	(58% F / 42% V)	(58% F / 42% V)	(58% F / 42% V)	(58% F / 42% V)	(58% F / 42% V)	
Monthly Fixed Service Charges:	8.00%	8.00%	8.00%	8.00%	8.00%	
Single Family Residential						
5/8 inch	\$42.93	\$46.37	\$50.07	\$54.08	\$58.41	
3/4 inch	\$64.40	\$69.55	\$75.11	\$81.12	\$87.61	
1 inch	\$107.33	\$115.91	\$125.19	\$135.20	\$146.02	
All Other Customers:						
5/8 inch	\$42.93	\$46.37	\$50.07	\$54.08	\$58.41	
3/4 inch	\$64.40	\$69.55	\$75.11	\$81.12	\$87.61	
1 inch	\$107.33	\$115.91	\$125.19	\$135.20	\$146.02	
1 1/2 inch	\$214.65	\$231.83	\$250.37	\$270.40	\$292.03	
2 inch	\$343.44	\$370.92	\$400.59	\$432.64	\$467.25	
3 inch	\$1,588.43	\$4,715.51	\$1,852.75	\$2,000.97	\$2,161.04	
Idyllwild Arts Academy						
3 inch	\$7,555.79	\$8,160.25	\$8,813.07	\$9,518.12	\$10,279.56	
Fire Service Charges:						
2 inch	\$9.43	\$10.18	\$11.00	\$11.88	\$12.83	
3 inch	\$17.66	\$19.07	\$20.60	\$22.24	\$24.02	
4 inch	\$32.82	\$35.45	\$38.28	\$41.35	\$44.65	
Commodity Charges						
Rate per cf of water consumed:						
Uniform Potable Tiered Rate (Residential & Commercial)						
Tier 1 400 cf	\$0.0530	\$0.0570	\$0.0620	\$0.0670	\$0.0720	
Tier 2 <400 cf	\$0.0870	\$0.0940	\$0.1020	\$0.1100	\$0.1190	

Sewer Rate Schedule

Sewer Rate Schedule	Proposed Rates				
	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
	13.00%	13.00%	13.00%	13.00%	13.00%
Monthly Fixed Service Charges:					
Monthly Fixed EDU Charge	\$49.95	\$56.44	\$63.78	\$72.07	\$81.44



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: June 21, 2023
Subject: Item 5 – Consider Approving Resolution No. 793 Budget for Fiscal Year 2023 - 2024

Recommendation:

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

Vote Procedures:

1. First Vote: Will be on the complete Budget, excluding the notes, which includes the employee benefits.
2. Second Vote: Will excuse Director Kunkle while the other Board members vote on the notes, which include the employee benefits.

Background:

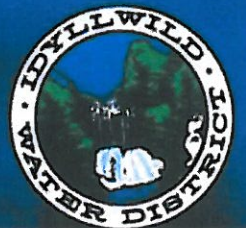
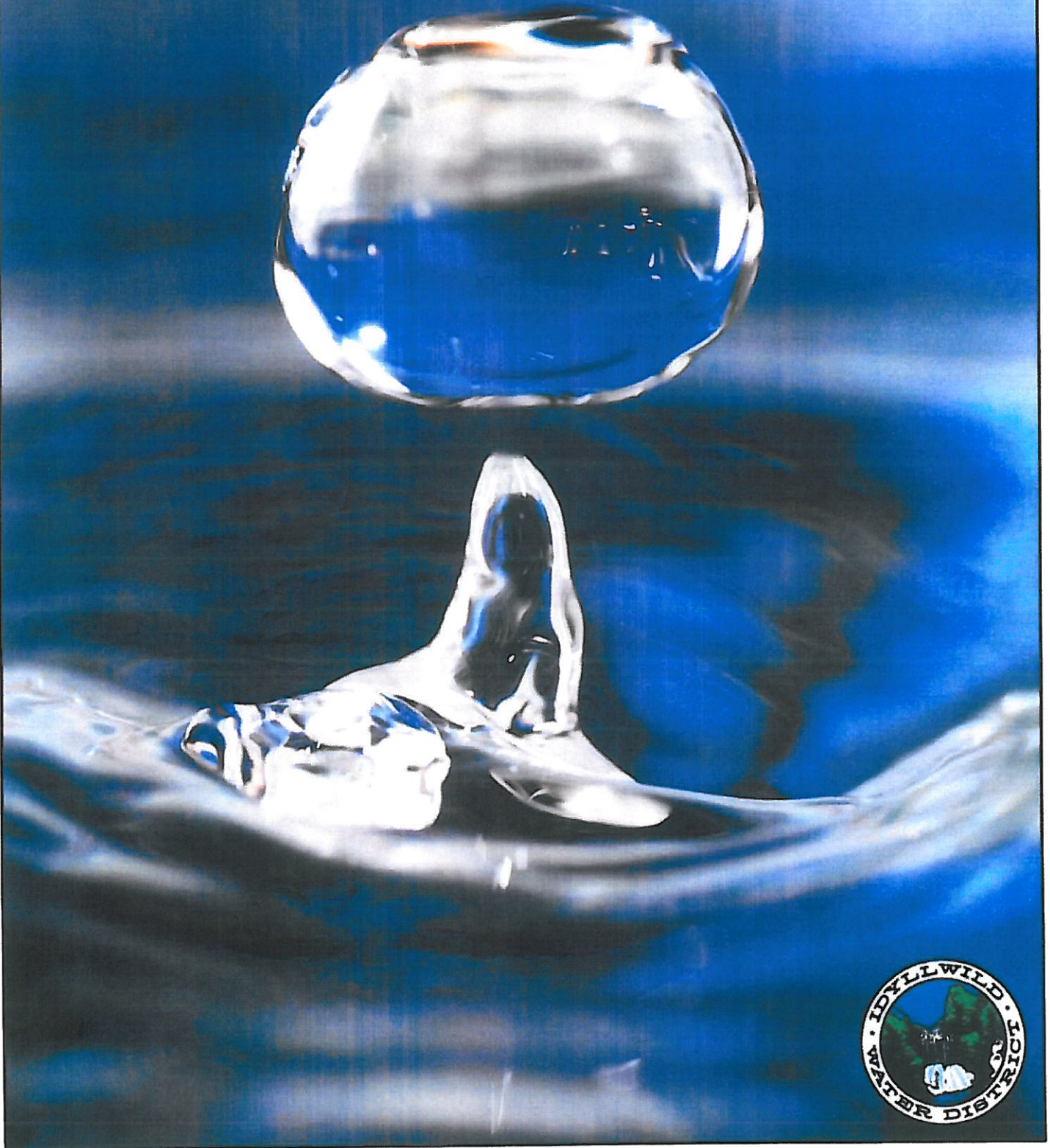
The Budget will provide for the operation of the District in a sustainable manner for the fiscal year 2023 – 2024.

As always, the Budget is a plan based on the information and assumptions available during its development. Should conditions change during the year, the Board of Directors has the ability to modify the budget to respond to changing conditions.

Attachments:

- IWD Fiscal Year 2023 – 2024 Budget
- Resolution No. 793

IDYLLWILD WATER DISTRICT FISCAL YEAR 2023 / 2024 BUDGET

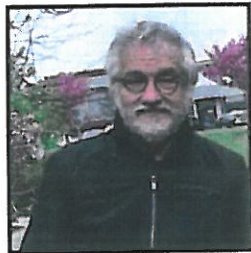




IWD Board Members



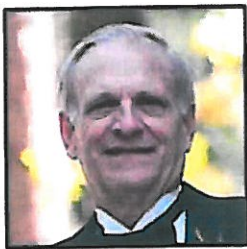
Dr. Charles Schelly, President



Peter Szabadi, Vice President



Steve Kunkle, Director



Steve Olson, Director



Director



Idyllwild Water District

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

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

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

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

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

IDYLLWILD WATER DISTRICT
Budget For Revenues & Expenses
Fiscal Year 2023-2024

Category	Operating Services		Total
	Water	Sewer	
<u>Operating Revenue</u>			
Water Base Rate Commercial	\$284,433		\$284,433
Water Base Rate Residential	\$817,205		\$817,205
Water Sales Commercial	\$348,500		\$348,500
Water Sales Residential	\$456,130		\$456,130
Sewer Base Fees Commercial		\$565,739	\$565,739
Sewer Base Fees Residential		\$276,721	\$276,721
Other Fees and Charges	\$9,750	\$360	\$10,110
Total Operating Revenue	\$1,916,018	\$842,820	\$2,758,838
<u>Non-Operating Revenue</u>			
Property Taxes Assessments	\$392,000	\$149,000	\$541,000
Standby Charges Assessments	\$19,000	\$5,250	\$24,250
Interest Income Earned	\$8,500	\$8,600	\$17,100
Other Non-Operating Revenue	\$2,500	\$0	\$2,500
Total Non-Operating Revenue	\$422,000	\$162,850	\$584,850
Total Revenues	\$2,338,018	\$1,005,670	\$3,343,688
<u>Operating Expense</u>			
Water Operations Expenses (Less Depreciation)	\$1,696,015		\$1,696,015
Sewer Operations Expenses (Less Depreciation)		\$585,227	\$585,227
Total Operating Expense	\$1,696,015	\$585,227	\$2,281,242
<u>Non-Operating Expense</u>			
Loan Interest Expense	\$0	\$0	\$0
Miscellaneous Expense	\$0	\$0	\$0
Total Non-Operating Expense	\$0	\$0	\$0
<u>Other Commitments</u>			
OPEB Obligation Expense	\$60,000	\$20,000	\$80,000
Total Other Commitments	\$60,000	\$20,000	\$80,000
Total Expenses	\$1,756,015	\$605,227	\$2,361,242
Net Operating Margin	\$582,003	\$400,443	\$982,446
<u>Capital Commitments</u>			
Capital Improvements And Equipment By IWD	\$750,000	\$315,000	\$1,065,000
Total Capital Commitments	\$750,000	\$315,000	\$1,065,000
Net Fund Contribution / Deficit*	-\$167,997	\$85,443	-\$82,554
Beginning Reserve Fund Balance			\$3,000,000
Projected Ending Reserve Fund Balance			\$2,917,446

*Note: Net Deficit will be cover from the Reserve

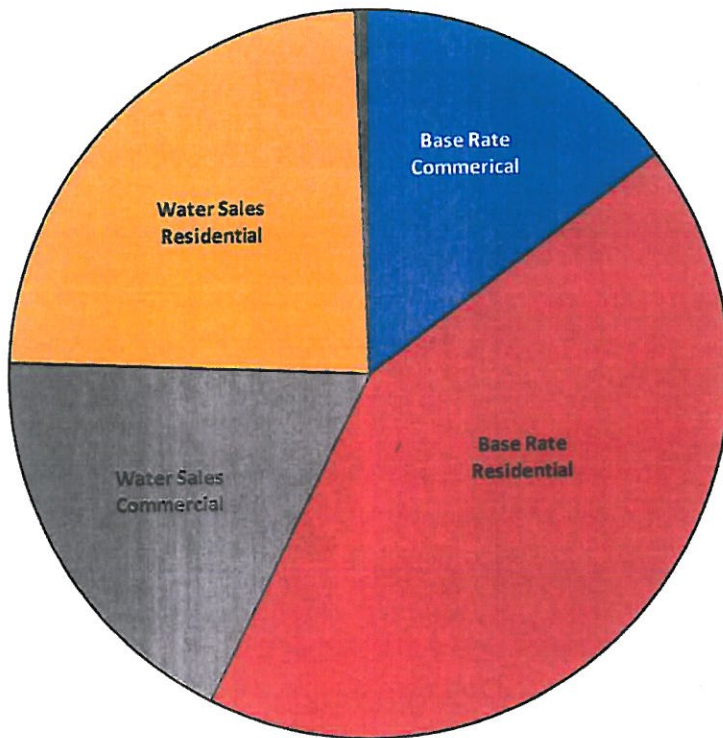
IDYLLWILD WATER DISTRICT
WATER FUND INCOME STATEMENT
 YEAR ENDING JUNE 30, 2024

	2021/2022	2022/2023	2023/2024	FY 22/23 - 23/24
	Last Year	Current Year	Future Year	Percentage
	Actual	Projected	Budgeted	Change
Income				
4201 Water Base Rate - Commercial	237,696	263,364	284,433	8.00%
4202 Water Base Rate - Residential	689,508	756,672	817,205	8.00%
4203 Water Sales - Commercial	316,681	340,000	348,500	2.50%
4204 Water Sales - Residential	440,000	445,000	456,130	2.50%
4205 Water Sales - Construction	1,500	1,700	1,700	0.00%
4206 Water Sales - Other	2,555	3,000	3,000	0.00%
4208 Water Transfer Fees	1,000	1,200	1,200	0.00%
4209 Water Turn On/Off Fees	200	220	220	0.00%
4210 Water Will Serve Letter Fees	450	450	450	0.00%
4212 Water Installation Fees	1,800	2,000	2,000	0.00%
4213 Water Lien Fees	160	180	180	0.00%
4214 Water Other Fees & Charges	900	1,000	1,000	0.00%
Total Income	\$ 1,692,450	\$ 1,814,786	\$ 1,916,018	5.58%
5400 - WATER OPERATING EXPENSES				
5025 Office Cleaning Services	2,400	3,600	3,800	-5.26%
5403 Engineering Services	7,065	6,500	6,900	-5.80%
5404 Legal Services	117,250	65,000	70,000	-7.14%
5405 State & County Water System Fees	36,370	69,000	73,000	5.48%
5406 General Plant Expense	105,514	125,000	132,000	-5.30%
5407 Minor Equipment / Parts	320	380	400	-5.00%
5408 Vehicle Repairs & Maintenance	6,820	43,563	25,000	74.25%
5410 Utilities - Electricity	67,484	78,000	81,000	-3.70%
5411 Utilities - Gas & Fuel	5,928	6,500	8,600	-24.42%
5412 Utilities - Propane	5,980	6,000	6,900	-13.04%
5414 Telephone & Internet	10,130	11,325	11,500	-1.52%
5415 Retirement and Life Insurance	57,800	59,620	63,000	-5.37%
5417 Water Computer Services	14,860	21,000	24,000	-12.50%
5418 Water Board Reimbursement	1,950	2,000	2,050	-2.44%
5419 Water Other Operating Expenses*	3,700	3,650	3,950	-2.53%
5420 Accounting & Auditing	9,650	14,620	16,700	-12.46%
5421 Postage & Postage Fees	9,870	11,250	12,350	-8.91%
5422 Office Supplies	25,808	19,650	21,340	-7.92%
5423 Traveling and Mileages	3,400	3,620	3,750	-3.47%
5425 Equipment Maintenance	3,520	3,680	4,000	-8.00%
5426 Medical Insurance	132,000	152,000	165,000	-7.88%
5427 Worker's Compensation Insurance	6,250	7,500	8,200	-8.54%
5428 Retiree Health Insurance	28,500	32,600	34,400	-5.23%
5429 Dues, Fees, Subscription	26,797	26,900	28,000	-3.93%
5430 Advertising & Publishing	9,135	12,200	13,300	-8.27%
5431 Leasing Equipment	250	350	375	-6.67%
5432 Utilities Trash Fee	2,240	2,600	2,800	-7.14%
5433 Bank Fee Charge	3,650	7,850	8,500	-7.65%
5435 Auto & General Insurance	35,000	36,000	38,000	-5.26%
5436 Payroll and Wages	685,000	695,000	758,000	-8.07%
5438 Laboratory Services	37,000	38,000	43,000	-11.63%
5440 Compensated Time	12,500	14,000	14,800	-5.41%
5441 Uniform Expenses	3,000	3,500	3,800	-7.89%
5442 Property Tax Expenses	520	620	650	-4.62%
5445 Water Security System (ADT)	2,600	2,950	3,150	-6.35%
5446 Training and Seminars	5,100	5,600	5,800	-3.45%
5600 Water Depreciation	249,704	255,000	258,000	-1.16%
Total Water Operating Expenses	\$ 1,735,065	\$ 1,846,828	\$ 1,954,015	-5.49%
Net Ordinary Income	\$ (42,615)	\$ (32,042)	\$ (37,997)	-15.67%
Other Income / Expense				
Other Income				
4901 Water Taxes & Assessments	320,000	370,000	392,000	5.61%
4903 Water Stand By Assessments	17,993	18,173	19,000	4.35%
4904 Water Interest Earned	21,000	8,000	8,500	5.88%
4919 Water Other Non-Operating Revenue	92,000	2,000	2,500	20.00%
Total Other Income	\$ 450,993	\$ 398,173	\$ 422,000	5.65%
Net Income	\$ 408,378	\$ 366,131	\$ 384,003	4.66%

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

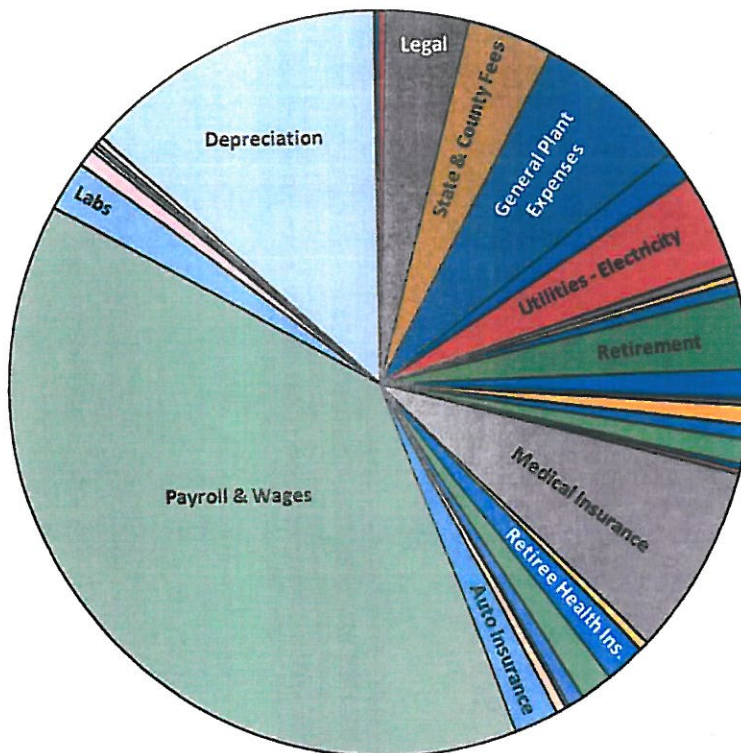
CAPITAL EXPENDITURE DESCRIPTION	CAPITAL EXPENDITURE FINANCE BY IWD
<u>SOURCE OF SUPPLY (G/L #1321):</u>	
1 - Strawberry Creek Pipeline Project - Diversion	\$500,000
TOTAL SOURCE OF SUPPLY	\$500,000
<u>STORAGE TANKS (G/L #1324):</u>	
2 - Recoating Foster Lake Tank (Tank #3)	\$250,000
TOTAL STORAGE TANKS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

WATER INCOME FY 2023 - 2024 BUDGET



- 4201 - Water Base Rate - Commercial
- 4202 - Water Base Rate - Residential
- 4203 - Water Sales - Commercial
- 4204 - Water Sales - Residential
- 4205 - Water Sales - Construction
- 4206 - Water Sales - Other
- 4208 - Water Transfer Fees
- 4209 - Water Turn On/Off Fees
- 4210 - Water Will Serve Letter Fees
- 4212 - Water Installation Fees
- 4213 - Water Lien Fees
- 4214 - Water Other Fees & Charges

WATER OPERATING EXPENSES FY 2023 - 2024 BUDGET



- 5025 - Office Cleaning Services
- 5403 - Engineering Services
- 5404 - Legal Services
- 5405 - State & County Water System Fees
- 5406 - General Plant Expense
- 5407 - Minor Equipment / Parts
- 5408 - Vehicle Repairs & Maintenance
- 5410 - Utilities - Electricity
- 5411 - Utilities - Gas & Fuel
- 5412 - Utilities - Propane
- 5414 - Telephone & Internet
- 5415 - Retirement and Life Insurance
- 5417 - Water Computer Services
- 5418 - Water Board Reimbursement
- 5419 - Water Other Operating Expenses*
- 5420 - Accounting & Auditing
- 5421 - Postage & Postage Fees
- 5422 - Office Supplies
- 5423 - Traveling and Mileages
- 5425 - Equipment Maintenance
- 5426 - Medical Insurance
- 5427 - Worker's Compensation Insurance
- 5428 - Retiree Health Insurance
- 5429 - Dues, Fees, Subscription
- 5430 - Advertising & Publishing
- 5431 - Leasing Equipment
- 5432 - Utilities Trash Fee
- 5433 - Bank Fee Charge
- 5435 - Auto & General Insurance
- 5436 - Payroll and Wages
- 5438 - Laboratory Services
- 5440 - Compensated Time
- 5441 - Uniform Expenses
- 5442 - Property Tax Expenses
- 5445 - Water Security System (ADT)
- 5446 - Training and Seminars
- 5600 - Water Depreciation

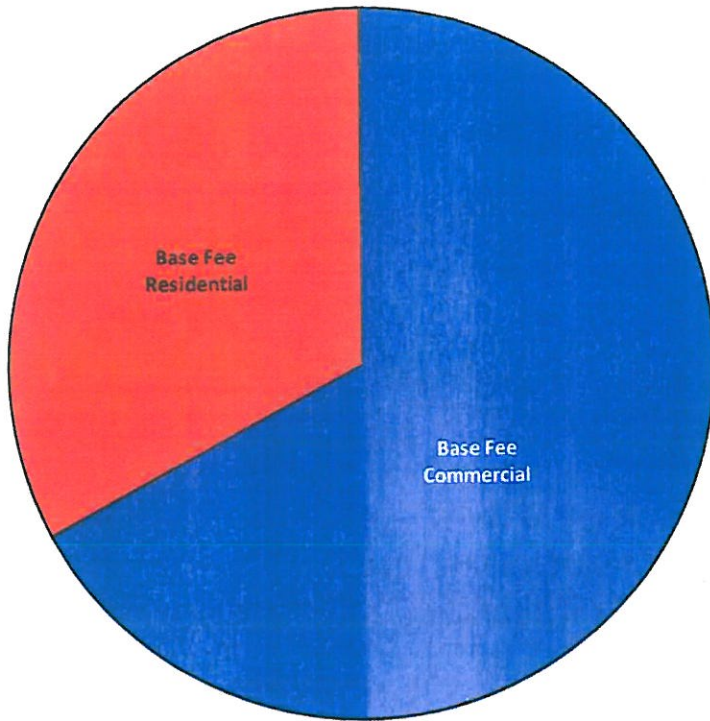
IDYLLWILD WATER DISTRICT
SEWER FUND INCOME STATEMENT
 YEAR ENDING JUNE 30, 2024

	FY 21/22	FY 22/23	FY 23/24	FY 22/23 - 23/24
	Last Year	Current Year	Future Year	Percentage
	Actual	Projected	Budgeted	Change
Income				
4101 · Sewer Base Fees - Commercial	487,599	500,654	565,739	13.00%
4102 · Sewer Base Fees - Residential	236,747	244,886	276,721	13.00%
4108 · Sewer Transfer Fees	240	250	250	0.00%
4109 · Sewer Other Fees, Refunds	110	110	110	0.00%
Total Income	\$ 724,696	\$ 745,900	\$ 842,820	12.99%
6400 · SEWER OPERATING EXPENSES				
5005 · Uniforms Expense	820	820	860	-4.65%
5008 · Board of Directors Reimbursement	660	1,670	1,800	-7.22%
6400 · Payroll	162,300	178,530	192,812	-7.41%
6404 · Retirement and Life Ins	14,200	15,478	16,871	-8.26%
6405 · Treatment Fees	1,250	1,280	1,344	-4.76%
6406 · General Plant Expense	48,500	62,500	67,280	-7.10%
6408 · Vehicle Repairs & Maint.	2,750	29,616	14,250	107.83%
6410 · Utilities-Electricity	52,000	69,500	82,000	-15.24%
6411 · Utilities-Gas & Fuel	3,850	3,950	4,250	-7.06%
6413 · Sewer Utilities-Telephone	3,600	9,831	10,250	-4.09%
6415 · Legal Services	12,000	14,500	15,500	-6.45%
6417 · Computer Services	5,800	14,400	16,200	-11.11%
6419 · Cleaning Line Expenses	860	920	980	-6.12%
6420 · Accounting & Audit Service	4,500	6,126	6,800	-9.91%
6421 · Postage & Mail Fee	2,650	3,200	3,900	-17.95%
6422 · Office Supplies	3,950	2,850	3,900	-26.92%
6423 · Medical Insurance	52,000	54,000	59,000	-8.47%
6426 · Worker's Comp Insurance	2,000	3,744	3,900	-4.00%
6428 · Retiree Health Insurance	13,200	13,520	14,500	-6.76%
6429 · Dues, Fees & Subscription	11,300	4,700	5,350	-12.15%
6430 · Advertising & Publishing	1,700	1,800	1,850	-2.70%
6431 · Sewer Maintenance	1,750	2,000	2,200	-9.09%
6432 · Utilities - Trash Fee	860	1,050	1,100	-4.55%
6433 · Bank Fee Charge	480	520	590	-11.86%
6435 · Auto & General Insurance	9,800	20,256	24,560	-17.52%
6438 · Laboratory Service	16,500	12,500	14,500	-13.79%
6441 · Removal Disposal Fee	5,850	5,850	5,850	0.00%
6443 · Consulting & Engineering	4,000	4,400	4,400	0.00%
6444 · Traveling and Entertainment	790	800	850	-5.88%
6445 · Security System	580	600	680	-11.76%
6446 · Depreciation	26,000	28,000	30,000	-6.67%
6448 · Training & Seminar Expenses	6,500	5,800	6,900	-15.94%
Total Sewer Operating Expenses	\$ 473,000	\$ 574,711	\$ 615,227	-6.59%
Net Ordinary Income	\$ 251,696	\$ 171,189	\$ 227,593	24.78%
Other Income / Expense				
Other Income				
4801 · Sewer Taxes & Assessments	128,454	146,000	149,000	2.01%
4803 · Sewer Stand By Assessments	4,947	5,150	5,250	1.90%
4804 · Sewer Interest Earned	14,000	8,000	8,600	6.98%
4805 · Sewer Facilities Charges	-	-	-	
4819 · Sewer Other Non-Operating Revenue	-	-	-	
Total Other Income / Expense	\$ 147,401	\$ 159,150	\$ 162,850	2.27%
Net Income	\$ 399,097	\$ 330,339	\$ 390,443	15.39%

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

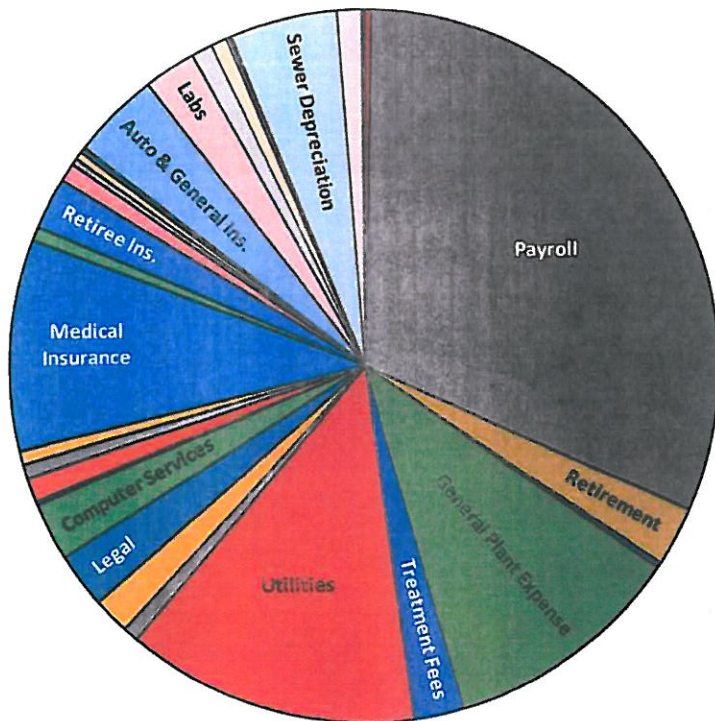
CAPITAL EXPENDITURE DESCRIPTION	CAPITAL EXPENDITURE FINANCE BY IWD
<u>WASTEWATER TREATMENT PLANT (G/L #1316):</u>	
1 - Generator	\$175,000
2 - Blower	\$75,000
3 - Land Purchase for WWTP Project	\$65,000
TOTAL WASTEWATER TREATMENT PLANT	\$315,000
<u>SUB-SURFACE LINES (G/L #1315):</u>	
TOTAL SUB-SURFACE LINES	\$0
<u>GENERAL PLANT - STRUCTURES, POWER & OTHER EQUIPMENT:</u>	
TOTAL GENERAL PLANT - STRUCTURES, POWER & OTHER EQUIPMENT	\$0
TOTAL SEWER FUND CAPITAL IMPROVEMENT AND EQUIPMENT EXPENDITURES	
	\$315,000

SEWER INCOME FY 2023 - 2024 BUDGET



- 4101 · Sewer Base Fees - Commercial
- 4102 · Sewer Base Fees - Residential
- 4108 · Sewer Transfer Fees
- 4109 · Sewer Other Fees, Refunds

SEWER OPERATING EXPENSES FY 2023 - 2024 BUDGET



- 5005 · Uniforms Expense
- 5008 · Board of Directors Reimbursement
- 6400 · Payroll
- 6404 · Retirement and Life Ins
- 6405 · Treatment Fees
- 6406 · General Plant Expense
- 6408 · Vehicle Repairs & Maint.
- 6410 · Utilities-Electricity
- 6411 · Utilities-Gas & Fuel
- 6413 · Sewer Utilities-Telephone
- 6415 · Legal Services
- 6417 · Computer Services
- 6419 · Cleaning Line Expenses
- 6420 · Accounting & Audit Service
- 6421 · Postage & Mail Fee
- 6422 · Office Supplies
- 6423 · Medical Insurance
- 6426 · Worker's Comp Insurance
- 6428 · Retiree Health Insurance
- 6429 · Dues, Fees & Subscription
- 6430 · Advertising & Publishing
- 6431 · Sewer Maintenance
- 6432 · Utilities - Trash Fee
- 6433 · Bank Fee Charge
- 6435 · Auto & General Insurance
- 6438 · Laboratory Service
- 6441 · Removal Disposal Fee
- 6443 · Consulting & Engineering
- 6444 · Traveling and Entertainment
- 6445 · Security System
- 6446 · Depreciation
- 6448 · Training & Seminar Expenses

IDYLLWILD WATER DISTRICT

Miscellaneous Fees July 1, 2023

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

Water Facilities Connection Fee

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

Water Service Installation Fee

Actual Costs

0.625 (5/8) Through 1.5 - Inch	\$2,500.00 Deposit
2.0 - Inch and Above	\$3,500.00 Deposit

IDYLLWILD WATER DISTRICT BUDGET FISCAL YEAR ENDING JUNE 30, 2024

Water Department

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

Sewer Department

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

- Property Tax Revenues from the County of Riverside may slightly increase by 2% from \$146,000 to \$149,000.
- The Capital Improvement Budget for the Fiscal Year 2023/2024 is \$315,000 for Improvement District #1.
- No principal debt or interest exists within Improvement District #1.
- Improvement District #1 is adding one new permanent full-time position in FY 2023/2024.

Health & Life Insurance

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

Retirement

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

Reserves

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

Other Information

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



RESOLUTION NO. 793

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE IDYLLWILD WATER DISTRICT
ADOPTING A BUDGET FOR
FISCAL YEAR 2023 - 2024**

WHEREAS, the General Manager of Idyllwild Water District (District) has prepared and submitted to the Board of Directors (Board) of Idyllwild Water District a proposed budget for Fiscal Year 2023 – 2024 (Proposed Budget).

WHEREAS, the Board has received on June 21, 2023, and reviewed the Proposed Budget; and

WHEREAS, the Board considered approval of the Proposed Budget at the June 21, 2023, Board meeting, where all interested persons were heard; and

WHEREAS, the Board has considered the Proposed Budget and comments thereon and has determined it is necessary for the efficient management of the District that certain sums of revenue be appropriate to the activities as set forth in said budget.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT HEREBY FIND, DETERMINE, ORDER AND RESOLVE AS FOLLOWS:

- Section 1: The Board adopts the Budget for Fiscal Year 2023 – 2024, a copy of which is attached and made part of this Resolution.
- Section 2: The District's General Manager is authorized to take all necessary actions to implement the provisions of the Budget as adopted by Resolution.

Adopted this 21st day of June 2023.

IDYLLWILD WATER DISTRICT

Dr. Charles Schelly, President Board of Directors

ATTEST:

I, Leo Havener, Interim Secretary of the IDYLLWILD WATER DISTRICT, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT at its meeting of June 21, 2023, by the following vote:

AYES:

NAY:

ABSTAIN:

ABSENT:

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 21st day of June 2023.

IDYLLWILD WATER DISTRICT

Leo Havener, Secretary to Board of Directors