

REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

April 15, 2020 - 6:00 P.M.

AGENDA

CALL TO ORDER:

ROLL CALL:

PUBLIC COMMENTS:

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

1. CONSENT CALENDAR:

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

A. MINUTES:

<u>Regular Meeting:</u>	January 15, 2020
<u>Regular Meeting:</u>	February 19, 2020
<u>Special Meeting:</u>	February 26, 2020
<u>Regular Meeting:</u>	March 18, 2020
<u>Special Meeting:</u>	April 1, 2020

B. FINANCIAL REPORTS:

1. Income statement for the ninth-month ending March 2020
2. District warrants for March 2020

Check #	15933-15985	= \$	144,352.24
Gross Payroll		= \$	59,720.00
Federal/State PR taxes		= \$	5,083.00
LAIF Transfers		= \$	0.00
Transfers/charges		= \$	276.00

C. OPERATIONS REPORT FOR THE NINTH MONTH – MARCH 2020:

D. GENERAL MANAGER REPORT:

2. DISTRICT EFFORTS TO COMBAT COVID-19: The Board will discuss efforts undertaken by IWD to protect both staff and public.

3. **DESIGNATION OF AGENTS IN APPLYING FOR REIMBURSEMENT FROM THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)**: The Board will discuss Resolution 773, authorizing the General Manager (or designee) to take action to apply for reimbursement of eligible costs resulting from the COVID-19 pandemic from the California Governor's Office.
4. **RIVERSIDE LOCAL AGENCY FORMATION COMMISSION (LAFCo) SPECIAL DISTRICT MEMBER ELECTIONS**: The Board will review and potentially cast ballots for both a Regular Member and an Alternate Member of LAFCo.
5. **CALIFORNIA RURAL WATER ASSOCIATION (CRWA) SANTA ANA WATERSHED PROJECT AUTHORITY (SAWPA) DISADVANTAGED COMMUNITY INCENTIVE WORKPLAN FOR DISTRICT WASTEWATER TREATMENT PLANT**: The Board will consider approval for the General Manager to work cooperatively with the CRWA and SAWPA to develop a Disadvantaged Community Incentive (DCI) Work Plan (WP) for the District Wastewater Treatment Plan (WWTP).
6. **WATER AND SEWER CAPACITY**: The Board will discuss the capacity of water and sewer connections within the IWD.

DIRECTORS COMMENTS:

CLOSED SESSION:

7. Conference with Legal Counsel – Existing Litigation (Govt. Code § 54956.9) Name of Case: (Jeff Smith v. Idyllwild Water District, Complaint No. 33-05-03, CID 1146, water rights proceeding before State Water Resources Control Board, In Re: Strawberry Creek Diversion in Riverside County)

ADJOURNMENT:

The next Board meeting is a Regular Meeting scheduled for May 20, 2020 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

Please remember during Public Comments

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

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

IDYLLWILD WATER DISTRICT

P.O. BOX 397 • IDYLLWILD, CALIFORNIA 92549-0397 • 25945 HIGHWAY 243
PHONE (951) 659-2143 • FAX (951) 659-9990 • www.idyllwildwater.com

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

January 15, 2020 - 6:00 P.M.

CALL TO ORDER: President Schelly called the meeting to order at 6:04 p.m.

ROLL CALL: Directors present: President Schelly, Vice President Szabadi, Director Kunkle, and Director Gin. Acting General Manager Mitch Freeman, Chief Financial Officer Hosny Shouman, and Board Secretary Jeannine Olsen were also present.

Director Hunt had an excused absence.

PUBLIC COMMENTS:

None

ITEM #1- CONSENT CALENDAR:

- A. **MINUTES** – Regular Meeting Minutes: December 18, 2019
Special Meeting Minutes: January 8, 2020

B. **FINANCIAL REPORTS JANUARY 2020**

1. **Income statement** for the 6th month December, 2019
2. **District warrants** for December 2019.

Check # 15775 - 15828	= \$ 150,044.87
Gross Payroll	= \$ 61,764.00
Federal/State PR taxes	= \$ 18,491.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 214.00

C. **OPERATIONS REPORT FOR THE SIXTH MONTH DECEMBER, 2019.**

DIRECTORS' COMMENTS: None

PUBLIC COMMENTS: None

A MOTION was made by Vice President Szabadi to approve the Consent Calendar. Director Gin seconded. The vote was as follows:

AYES

Peter Szabadi
Steve Kunkle
Charles Schelly
Les Gin

NAYS

ABSTAIN

ABSENT

David Hunt

Motion approved.

GENERAL MANAGER’S REPORT: Available in packet. Last item (Tour of Idyllwild Arts) was postponed. Report to follow next month.

DIRECTORS’ COMMENTS: Questions and clarifications regarding various items, including potential vendors for radio read meters for the future.

ITEM #2- SB 998 COLLECTION POLICY ORDINANCE NO. 66

DIRECTORS’ COMMENTS: Questions regarding language contained in the ordinance that are both directed by the state and specific to the Idyllwild Water District.

PUBLIC COMMENTS: None

A MOTION was made by Vice President Szabadi to approve the Item #2 SB 998, Ordinance #66. Director Gin seconded. The vote was as follows:

AYES

Peter Szabadi
Steve Kunkle
Charles Schelly
Les Gin

NAYS

ABSTAIN

ABSENT

David Hunt

Motion approved.

ITEM #3 – AMENDED FORGIVENESS POLICY – Revisions to policy submitted at last month’s Director’s Meeting.

DIRECTORS’ COMMENTS: Questions regarding need for changes to a forgiveness policy passed last year and set criteria for forgiveness of excessive amount of water bill.

A MOTION was made by President Shelly to table Item #3 regarding the Forgiveness Policy Portion of SB 998. Vice President Szabadi seconded. The vote was as follows:

AYES

Peter Szabadi
Steve Kunkle
Charles Schelly
Les Gin

NAYS

ABSTAIN

ABSENT

David Hunt

Motion to table discussion approved.

PUBLIC COMMENTS: Comments regarding new homeowners' (AirBnb) lack of knowledge about need to shut off water and be mindful of water usage.

ITEM #4 FIELD STAFF VACANCY –

DIRECTORS' COMMENTS: Discussion regarding wisdom of hiring now given the current budget and possible returning workers. Also discussion regarding need for Board approval since the vacant position is in the organizational chart and the General Manager should be able to hire without Board approval.

A MOTION was made by Vice President Szabadi to table Item #4 regarding the need for Board Approval to hire a Field Worker to fill a vacant position within the Organizational Chart. Director Gin seconded. The vote was as follows:

AYES

Peter Szabadi
Steve Kunkle
Charles Schelly
Les Gin

NAYS

ABSTAIN

ABSENT

David Hunt

Motion to table discussion approved.

ITEM #5 FINAL REVIEW ON SEWER REPAIRS - \$750 to install a "Y" to be sure no trouble was encountered later.

DIRECTORS' COMMENTS: Thanks for "work-well-done."

PUBLIC COMMENTS: None

A MOTION was made by Vice President Szabadi to approve Item #5 regarding additional cost for Sewer Line Repair. Director Gin seconded. The vote was as follows:

AYES

Peter Szabadi
Steve Kunkle
Charles Schelly
Les Gin

NAYS

ABSTAIN

ABSENT

David Hunt

Motion approved.

ITEM #6 WATER AND SEWER CAPACITY -

Need to know what capacity is now. Need for RFP?

Current water connections: (1675 current) with 16 approved for future for a total of 1691.

Current sewer connections (559 current) with 3 approved for future for a total of 562.

Soft Numbers: Potential cap (2200 water and 662 sewer) for number of connections available within the District. Since there are ~500 standby fees paid annually for water meters.

DIRECTORS' COMMENTS: Difference between "Will Serve" letters and Standby Fees. Also discussion regarding infiltration and intrusion resulting in large amounts of water leaks into the sewer lines that could be repaired relatively inexpensively with new technology. Those repairs might decrease threshold of reaching capacity. Previous studies mapped areas of leakage to help patch areas of leakage.

PUBLIC COMMENTS: Questions regarding origins of leakage.

No action taken. Item for discussion only.

ADJOURNMENT:

At 6:42, the Board took a 5 minute recess before moving into closed session.

CLOSED SESSION:

ITEM #1 – Existing Litigation {Govt. Code§ 54956.9) Name of Case: {Jeff Smith v. Idyllwild Water District., Complaint No. 33-05-03, CID 1146, water rights proceeding before State Water Resources Control Board, In Re: Strawberry Creek Diversion in Riverside County)

ITEM #2 - A pending Litigation-significant exposure to litigation to 549556.9(a)-(b)- (d)-(2)."

ITEM #3 - The Board will meet in closed session pursuant public employee.

Performance evaluation of the acting General Manager, Mitchell Freeman, pursuant to Government Code 54957{b).

Return to Open Session

Board Action: No action taken.

The next scheduled regular Board meeting is February 19, 2020 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Dr. Charles Schelly-

Kris Kirschbaum

BOARD PRESIDENT

BOARD SECRETARY

IDYLLWILD WATER DISTRICT

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

February 19, 2020 - 6:00 P.M.

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

ROLL CALL: Directors present: President Schelly, Vice President Szabadi, Director Kunkle, Director Gin, and Director Hunt. Chief Financial Officer Hosny Shouman was also present.

Acting General Manager on vacation, Board Secretary on leave.

PUBLIC COMMENT:

ITEM #1- CONSENT CALENDAR:

- A. **MINUTES** – January 15, 2020 Regular Meeting Minutes
January 29, 2020 Special Meeting Minutes

PRESIDENT SCHELLY – Bypass the minutes since they were not included in the packet, and the Board Secretary is not available.

B. FINANCIAL REPORTS JANUARY 2020

1. **Income statement** for the 7th month January, 2020
2. **District warrants** for January 2020.

Check # 15829 - 15878	= \$ 152,294.80
Gross Payroll	= \$ 61,457.00
Federal/State PR taxes	= \$ 6,195.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 266.00

C. OPERATIONS REPORT FOR THE SEVENTH MONTH JANUARY, 2020.

DIRECTORS' COMMENTS:

GENERAL MANAGER'S REPORT: None

A MOTION was made by Vice President Szabadi to approve the Consent Calendar, minus the minutes. Director Hunt seconded. The vote was as follows:

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

Motion approved.

PUBLIC COMMENTS:

Would water usage parallel with sewer usage?

Not necessarily.

ITEM #2- WORKERS' COMPENSATION INSURANCE COVERAGE FOR NON-STATUTORY EMPLOYEES:
Approval of Resolution 770 from the CFO for volunteer employees.

PUBLIC COMMENT: None

A MOTION was made by President Schelly to approve the Item #2 Resolution 770. Director Hunt seconded. The vote was as follows:

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

Motion approved.

DIRECTORS' COMMENTS:

ADJOURNMENT:

The Board moved to closed session.

ITEM # 1 CLOSED SESSION: "Conference with Legal Counsel – Existing Litigation (Govt. Code § 54956.9) Case Number: DFEH 201908-07192413."

Resumed Open Session

Action Taken: Settlement was accepted and approved by the Board.

The next scheduled regular Board meeting is March 18, 2020 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Dr. Charles Schelly-

Kris Kirschbaum

BOARD PRESIDENT

BOARD SECRETARY

IDYLLWILD WATER DISTRICT

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MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

February 26, 2020 7:00 p.m.

CALL TO ORDER: The meeting was called to order by President Schelly at 7:05 p.m.

ROLL CALL: Directors present: President Schelly, Vice President Szabadi, Director Kunkle, Director Hunt, Director Gin, Acting General Manager Mitch Freeman, and Chief Financial Officer Hosny Shouman.

PUBLIC COMMENTS: None

ITEM # 1: HIRING A GENERAL MANAGER FOR IDYLLWILD WATER DISTRICT: The Board will review and consider the contract for the new General Manager Leo Havener.

DIRECTORS' COMMENTS:

A MOTION was made by President Schelly to table the item. Director Gin seconded. The vote was as follows:

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

Motion approved.

2-THE BOARD WILL CONSIDER SUSPENDING CHANGES TO STAFF SCHEDULES AND SCHEDULES FOR NEW HIRES UNTIL A NEW GENERAL MANAGER ARRIVES AND PROVIDES A REPORT.

A MOTION was made by President Schelly to table the discussion without an approval to hire a GM. Director Gin seconded. The vote was as follows:

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

Motion approved.

Discussion ensued regarding who would renegotiate the contract for a new GM, including terms that would be preferable. Vice President Szabadi and Director Gin agreed to renegotiate.

Reconsideration of 2-THE BOARD WILL CONSIDER SUSPENDING CHANGES TO STAFF SCHEDULES AND SCHEDULES FOR NEW HIRES UNTIL A NEW GENERAL MANAGER ARRIVES AND PROVIDES A REPORT.

DIRECTORS' COMMENTS:

PUBLIC COMMENTS:

Testimony for the benefits of the 4-10 work week from the field staff.

BOARD COMMENTS:

Reconsideration yielded no motion.

ADJOURNMENT:

A MOTION was made by Vice President Szabadi to ADJOURN and Director Hunt seconded. The vote was as follows:

AYES

Peter Szabadi
David Hunt
Steve Kunkle
Charles Schelly
Les Gin

NAYS

ABSTAIN

ABSENT

Motion approved.

The Meeting was Adjourned at 8:00 pm.

The next scheduled regular Board meeting is March 18, 2020 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Dr. Charles Schelly-

Kris Kirschbaum

BOARD PRESIDENT

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

March 18, 2020 - 6:00 P.M.

CALL TO ORDER: President Schelly called the meeting to order at 6:02 p.m.

ROLL CALL: Directors present: President Schelly, Vice President Szabadi (teleconference), Director Kunkle, Director Gin, and Director Hunt. Acting General Manager Mitch Freeman, Chief Financial Officer Hosny Shouman, and Board Secretary Kris Kirschbaum were also present.

President Schelly added Item #6 – Shutoff Moratorium Can be added now because of the Emergency Declaration for the State of California regarding COVID 19.

PUBLIC COMMENT: None

Board Secretary Kris Kirschbaum was sworn in.

ITEM #1- CONSENT CALENDAR:

- A. MINUTES –
- Regular Meeting: January 15, 2020
 - Regular Meeting: February 19, 2020
 - Special Meeting: January 29, 2020
 - Special Meeting: February 22, 2020
 - Special Meeting: February 26, 2020
 - Special Meeting: March 4, 2020

Approval of Minutes for January 15, 2020, February 19, 2020, and February 26, 2020 will be postponed until the next regularly scheduled meeting to make necessary corrections.

B. FINANCIAL REPORTS February 2020

1. **Income statement** for the 8th month February, 2020
2. **District warrants** for February 2020.

Check # 15879 - 15932	= \$ 140,487.57
Gross Payroll	= \$ 61,778.00
Federal/State PR taxes	= \$ 5,083.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 244.00

C. OPERATIONS REPORT FOR THE EIGHTH MONTH FEBRUARY, 2020.

DIRECTORS' COMMENTS: Questions regarding various warrants and well production figures.

A MOTION was made by President Schelly to approve the Consent Calendar minus Minutes for January 15, 2020, February 19, 2020, and February 26, 2020. Director Gin seconded.

The vote was as follows:

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

Motion approved.

D. GENERAL MANAGER'S REPORT:

DIRECTORS' COMMENTS: Questions and comments to clarify various items.

PUBLIC COMMENTS: Comments regarding clarifications of Acting General Manager's Report items.

ITEM #2- CAPITAL IMPROVEMENT PROJECTS FOR FY 2020/2021: The Board discussed items previously budgeted as Capital Improvement Projects for Fiscal Year 2020/2021.

Several items have been completed from the previous year's Capital Improvements. Other items are awaiting permits, improved weather conditions, and/or traffic control filings. Current budget items were proposed by a previous General Manager, and General Manager Leo Havener will replace Acting General Manager Mitch Freeman in one week, therefore a new Capital Improvements Plan can be reviewed along with a new budget during the Regularly Scheduled May Meeting of the Board of Directors.

DIRECTORS' COMMENTS: Questions and comments to clarify various items and propose focus areas for next year's Improvement Projects.

PUBLIC COMMENT: None

DISCUSSION ITEM: No action taken.

ITEM #3- RESOLUTIONS NO. 769 & 770 WATER AND SEWER STAND-BY ASSESSMENTS – The Board set a date of May 20, 2020 for a Public Hearing for water & sewer stand-by assessment fees for Fiscal Year 2020/2021. The rate will remain the same at \$30 per acre for water and sewer availability for vacant lots.

DIRECTORS' COMMENTS: Questions and comments to clarify language in the Resolutions.

PUBLIC COMMENT: None

A MOTION was made by President Schelly to approve Item #3 - Resolutions # 769 and 770. Director Gin seconded. The vote was as follows:

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

Motion approved.

ITEM #4- APPROVAL OF HIRING A GENERAL MANAGER FOR IDYLLWILD WATER DISTRICT – The Board reviewed and approved the contract for the new General Manager Leo Havener.

DIRECTORS' COMMENTS: Comments to clarify minor changes regarding dates and addresses in the Contract.

PUBLIC COMMENT: None

A MOTION was made by President Schelly to approve Item #4 - the employment contract for General Manager Leo Havener. Director Hunt seconded. The vote was as follows:

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

Motion approved.

ITEM #5- IWD STANDARD POLICY AND PROCEDURES FOR BILLING OPERATING (BANK DEPOSITS AND CREDIT CARDS TRANSACTIONS (RESOLUTION 771): The Board reviewed and approved Resolution 771 to adopt standard operating procedures for billing operations, including bank deposits and credit card statements.

DIRECTORS' COMMENTS: Comments to commend SOP and clarify language within the document.

PUBLIC COMMENT: None

A MOTION was made by Vice President Szabadi to approve the Item #5 Resolution 771. Director Gin seconded. The vote was as follows:

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

Motion approved.

ITEM #6- SHUT-OFF MORATORIUM UNTIL NOTIFIED FROM THE STATE AND FEDERAL GOVERNMENT THAT THE NATIONAL EMERGENCY HAS TURNED THE CORNER

DIRECTORS' COMMENTS: Comments to commend Item #6 and clarify details.

PUBLIC COMMENT: None

A MOTION was made by President Schelly to approve Item #6 Shut-Off Moratorium. Director Gin seconded. The vote was as follows:

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

Motion approved.

The Board took a 5 minute recess before moving into closed session.

CLOSED SESSION

1-CLOSED SESSION : Conference with Legal Counsel -Existing Litigation (GOV § 54956.9)(1 case) Creighton V. Idyllwild Water District , Riverside Superior Court RIC2000578 .

2-CLOSED SESSION: The Board will meet in closed session pursuant public employee performance evaluation of the acting General Manager, Mitch Freeman, pursuant to government code 54957(b).

3-CLOSED SESSION: Conference with Legal Counsel – Existing Litigation (Govt. Code § 54956.9) Name of Case: (Jeff Smith v. Idyllwild Water District, Complaint No. 33-05-03, CID 1146, water rights proceeding before State Water Resources Control Board, In Re: Strawberry Creek Diversion in Riverside County)

The Board resumed Open Session.

Action Taken: No action taken.

The next scheduled regular Board meeting is April 15, 2020 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Kris Kirschbaum

Dr. Charles Schelly

BOARD SECRETARY

BOARD PRESIDENT

IDYLLWILD WATER DISTRICT

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MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

April 1, 2020 6:00 p.m.

CALL TO ORDER: The meeting was called to order by President Schelly at 6:02 p.m.

ROLL CALL: Directors present: President Schelly, Vice President Szabadi (teleconference), Director Kunkle, Director Hunt, General Manager Leo Havener, and Chief Financial Officer Hosny Shouman.

ABSENT: Director Gin

PUBLIC COMMENTS: None

ITEM # 1: RESPONSE TO A PUBLIC HEALTH EMERGENCY: The Board reviewed and discussed scheduling the teleconferencing of public meetings, hours of operation during Covid-19, and other emergency measures, including the adoption of an emergency declaration.

DIRECTORS' COMMENTS:

A MOTION was made by Director Hunt to adopt the item. Vice President Szabadi seconded. The vote was as follows:

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

Motion approved.

PUBLIC COMMENTS: None

The Board took a short break before moving to closed session.

CLOSED SESSION: Conference with Legal Counsel – Anticipated Litigation (1 case) - Significant exposure to litigation pursuant to Govt. Code § 54956.9(a)-(b), (d)(2).

Return to Open Session

Board Action: No action taken

ADJOURNMENT:

To the next Board meeting is a Regular Meeting scheduled for April 15, 2020 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

BY: _____

Kris Kirschbaum

Dr. Charles Schelly-

BOARD SECRETARY

BOARD PRESIDENT

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

CONDENSED CATEGORY	FOR THE MONTH OF			2020
	ACTUAL	BUDGET	VARIANCE	
OPERATING REVENUES				
BASE-RESIDENTIAL/COMMERCIAL	63,440	65,000	-1,560	-2.40%
SALES-RESIDENTIAL/COMMERCIAL	35,957	50,000	-14,043	-28.09%
OTHER OPERATING REVENUE	527	1,000	-473	-47.30%
OTHER NON-OPERATING REVENUE*	0	0	0	
TOTAL OPERATING REVENUES	99,924	116,000	-16,076	-13.86%

OPERATING REVENUE BY CATEGORY	FOR THE MONTH OF			2020
	ACTUAL	BUDGET	VARIANCE	
BASE RATE - RESIDENTIAL	47,392	48,500	-1,108	-2.28%
BASE RATE - COMMERCIAL	16,048	16,500	-452	-2.74%
SALES-RESIDENTIAL	19,315	20,000	-685	-3.43%
SALES-COMMERCIAL	16,642	30,000	-13,358	-44.53%
SALES-SEWER	0	0	0	0.00%
SALES-CONSTRUCTION/OTHER	0	0	0	0.00%
TRANSFER FEES	0	0	0	0.00%
TURN ON/OFF FEES	0	0	0	0.00%
LIEN & LIEN RELEASE FEES	0	0	0	0.00%
DELINQUENCY FEES	527	1,000	-473	-47.30%
WILL SERVE LETTER FEES	0	0	0	0.00%
OTHER MISCELLANEOUS	0	0	0	0.00%
INSTALLATION FEES	0	0	0	0.00%
CAPACITY FEES	0	0	0	0.00%
TOTAL OPERATING REVENUES	99,924	116,000	-16,076	-13.86%

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

FOR THE MONTH OF MARCH 2020

CUBIC FEET OF SALES:

	Residential C.F.	Commercial C.F.	Total
R1 5/8	366,112	51,179	417,291
R2 3/4	7,858	9,100	16,958
R3 1"	5,450	61,730	67,180
R4 1.1/2"	0	22,112	22,112
R5 2"	0	10,573	10,573
R6 3"	0	190	190
IA 3"	0	64,960	64,960
NC-WWTP	0	1,370	1,370
TOTAL CUBIC FEET OF SALES	379,420	221,214	600,634

NUMBER OF CUSTOMER BILLS:

	R	C	Total
R1 5/8	1,434	107	1,541
R2 3/4	12	18	30
R3 1"	35	36	71
R4 1.1/2"	0	12	12
R5 2"	0	9	9
R6 3"	0	1	1
IA 3"	0	1	1
NC-WWTP	0	1	1
TOTAL NUMBER OF CUSTOMER BILLS	1,481	185	1,666

Sewer Acct	S
Fire Services F "2"	0
Fire Services F "3"	0
Fire Services F "4"	0
Total	0

Total Idyllwild Customers

2,254

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

FOR THE MONTH OF

ACTUAL BUDGET MARCH F (U) VARIANCE

2020 %

**BY CATEGORY
WATER OPERATING EXPENSES:**

1- WAGES AND SALARIES EXPENSES	51,250	62,000	10,750	17.34%
2- RETIREMENT PLAN AND LIFE INSURANCE	5,850	6,000	150	2.50%
3- MEDICAL INSURANCE	9,888	12,000	2,112	17.60%
4 - UNIFORM EXPENSES	219	438	219	49.94%
5 -WORKER'S COMP INSURANCE	0	500	500	100.00%
6 -RETIREMENT MEDICAL INSURANCE	3,753	3,500	-253	-7.23%
7 -BOARD REIMBURSEMENT	150	500	350	70.00%
8 -OFFICE SUPPLIES	575	1,000	425	42.50%
9 -OFFICE CLEANING SERVICE	210	280	70	25.00%
10 -POSTAGE AND MAILING FEE	723	900	177	19.67%
11 -TRAINING AND EDUCATION	180	200	20	10.00%
12 -TRAVELING , MILEAGE, MEALS REIMBURSEMENT	115	629	514	81.72%
13 -DUES, FEES , SUBSCRIPTIONS	829	2,000	1,171	58.55%
14 -ADVERTISING AND PUBLISHING	935	542	-393	-72.62%
15 -COMPUTER SERVICES	1,326	1,000	-326	-32.60%
16 -LEGAL SERVICES	2,625	3,500	875	25.00%
17-ENGINEERING AND CONSULTING	9,978	200	-9,778	-4889.00%
18 -UTILITIES - ELECTRICITY	0	5,000	5,000	100.00%
19 -UTILITIES - GAS & FUEL	678	800	122	15.25%
20-UTILITIES - PROPANE	487	325	-162	-49.85%
21 -UTILITIES - TELEPHONE INTERNET	815	761	-55	-7.17%
22 -UTILITIES - WASTE MANAGEMENT FEE	195	184	-11	-5.89%
23-AUTO AND PROPERTY INSURANCE	0	500	500	100.00%
24 -STATE-COUNTY WATER SYSTEM FEES	1,451	2,000	549	27.45%
25 -GENERAL PLANT & TREATMENT SERVICES	3,153	4,000	847	21.18%
26 - VEHICLES REPAIRS AND MAINTENANCE	220	500	280	56.00%
27 -LABORATORY SERVICES	1,247	1,500	253	16.87%
28 -WATER SECURITY SYSTEM	0	771	771	100.00%
29 -PROPERTY TAX EXPENSES	0	233	233	100.00%
30 - COMPENSATED TIME	0	500	500	100.00%
31 -BANK FEE CHARGE	0	300	300	100.00%
32 -WATER MAINTENANCE AND PUMP REPAIR	1,715	1,500	-215	-14.33%
33 -ACCOUNTING AND AUDITING FEE	0	500	500	100.00%
34 - WATER LEAK (IWD Leak Side)	0	500	500	100.00%
TOTAL OPERATING EXPENSES:	98,567	114,562	15,995	13.96%

TOTAL INCOME AND (LOSS)

1,357

1,438

**WYLLWILD WATER DISTRICT
SEWER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING MARCH 2020**

FOR THE MONTH OF MARCH 2020

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES	56,559	56,559	0	0.00%
BASE-RESIDENTIAL/COMMERCIAL	0	0	0	0.00%
OTHER OPERATING				
TOTAL OPERATING REVENUES	56,559	56,559	0	0.00%
OPERATING EXPENSES:				
1- WAGES AND SALARIES	12,328	18,000	5,672	31.51%
2- RETIREMENT AND LIFE INSURANCE	1,547	2,500	953	38.12%
3- MEDICAL INSURANCE	3,296	5,000	1,704	34.08%
4- UNIFORM EXPENSE	73	300	227	75.67%
5- WORKER'S COMPENSATION INSURANCE	0	200	200	100.00%
6- RETIREMENT MEDICAL INSURANCE	1,251	917	-334	-36.47%
7- BOARD REIMBURSEMENT	75	200	125	62.50%
8- OFFICE SUPPLIES	163	400	237	59.25%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	234	400	166	41.50%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	439	1,000	561	56.10%
14- COMPUTER SERVICES	475	1,000	525	52.50%
15- LEGAL SERVICES	875	500	-375	-75.00%
16- UTILITIES - ELECTRICITY	0	4,000	4,000	100.00%
17- UTILITIES - GAS & FUEL	0	437	437	100.00%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	263	292	29	9.83%
20- UTILITIES - WASTE MANAGEMENT FEE	64	125	61	48.80%
21- VEHICLES REPAIRS AND MAINTENANCE	1,960	500	-1,460	-292.00%
22- ENGINEERING SERVICES	0	2,000	2,000	100.00%
22- MAINTENANCE AND REPAIRS	691	200	-491	-245.50%
23- GENERAL PLANT SERVICES	1,960	2,500	540	21.60%
24- SEWER PERMIT AND LICENSE(State County & Fee)	21,392	500	-20,892	-4178.40%
25- MINOR EQUIPMENT AND SUPPLIES	0	42	42	100.00%
26- SEWER LEASE	0	250	250	100.00%
27- ADVERTISING AND PUBLISHING	0	125	125	100.00%
28- LABORATORY SERVICES	3,171	2,000	-1,171	-58.55%
29- GENERAL AUTO AND LIABILITY INSURANCE	0	1,000	1,000	100.00%
30- SECURITY SYSTEM (ADT)	0	208	208	100.00%
31- ACCOUNTING & AUDITING FEE	0	2,000	2,000	100.00%
32- LINE CLEANING	0	100	100	100.00%
Total Expenses	50,327	47,362	-2,965	-6.26%
Total INCOME OR (LOSS)	6,232	9,197		

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

FOR THE MONTH OF MARCH 2020

SEWER FUND OPERATING REVENUES

	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE-COMMERCIAL	38,642	38,642	0	0.00%
BASE RATE- RESIDENTIAL	17,917	17,917	0	0.00%
TRANSFER FEE	0	0	0	0.00%
FACILITY CHARGE FROM IAF	0	0	0	0.00%
INSPECTION FEE	0	0	0	0.00%
OTHER MISCE	0	0	0	0.00%
TOTAL OPERATING REVENUE	56,559	56,559	0	0.00%

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

RESIDENTIAL	437	437	0.0	0.00%
COMMERCIAL	942	942	0.0	0.00%
TOTAL E.D.U'S	1,379	1,379	0.0	0.00%

TOTAL Customers

418	167	585
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**IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED MARCH 31, 2020**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
03/04/2020	15933	Al's Kubota Tractor	Chain Customer #113045	\$20.00
03/04/2020	15934	Anza Lock and Safe	Replace Lock at the Office	\$97.36
03/04/2020	15935	Browning Electric Company	Electric Servics inv#2438	\$340.00
03/04/2020	15936	California Computer Options	Monthly IT Servics Charge	\$1,602.25
03/04/2020	15937	California Rural Water Association	Assocaite Member Fees for 2020	\$816.00
03/04/2020	15938	Frontier	Phone and Internet Charge	\$443.15
03/04/2020	15939	Genuine Auto Parts/ Napa Riverside	Auto Part Acct Monthly Charge	\$53.53
03/04/2020	15940	Hemet Auto Glass	Replacing Windsheids for Toyota 4x4 Truck	\$180.00
03/04/2020	15941	Home Depot Credit Services	Purchase Tools Supplies	\$242.41
03/04/2020	15942	Infosend, INC	Postage and Mailing Monthly Bills Fre	\$938.12
03/04/2020	15943	Misson Linen & Uniform Service	Customer Laundry Uniform Monthly Charge	\$291.94
03/04/2020	15944	S.W.R.C.B	Annual Fees for Water Inv #WD-0163187	\$18,767.00
03/04/2020	15945	Streamline	Monthly Charges for Idyllwild Water	\$200.00
03/04/2020	15946	Time Warner Cable	Monthly Charge	\$412.40
03/04/2020	15947	Tyler Puckett	Exam Fees for T2 Exam	\$65.00
03/04/2020	15948	Underground Servics Alert/SC	Acct New Tickets Charges	\$29.24
03/04/2020	15949	USA Bluebook	Acct#Supplies for Water and Sewer Customer	\$1,523.73
03/04/2020	15950	Verizon Wireless	771452824-00001	\$203.87
03/04/2020	15951	Idyllwild Water District	To be Deposit at Hemet Bank for Payroll	\$35,000.00
03/04/2020	15952	S.W.R.C.B	Annual Fees for Water Inv #WD-0164393	\$2,625.00
03/11/2020	15953	Bacocl Laboratories	id0148	\$1,663.05
03/11/2020	15954	Ferrellgas	Acct#9462095 Charge for Propane	\$487.83
03/11/2020	15955	Four Seasons Cleaning Services	Monthly Cleaning Charge for Feb 2020	\$280.00
03/11/2020	15956	Grainger	Supplies for Water Acct	\$212.52
03/11/2020	15957	GSI Environmental Inc	Engineering Servics	\$9,978.75
03/11/2020	15958	Harold K. Smith	Loads 3/4 Rocks Foster Lake	\$1,034.40
03/11/2020	15959	Idyllwild Town Crier	An add in the News Paper	\$340.00
03/11/2020	15960	Kelly Clark	Retiree Medical Supplement for Jan+Feb+March 2020	\$1,354.31
3/11/202	15961	USA Bluebook	Acct #1049 Supplies for Water and Sewer Customer	\$880.36
03/11/2020	15962	Hemet Valley Pipe & Supply	PVP Pipes for the Sewer Line	\$213.89
03/11/2020	15963	Herb Bergstrom	Retiree Medical Supplement for Jan+Feb+March 2020	\$2,373.58
03/11/2020	15964	Heather Solorio	Reimbursement Office Supplies	\$80.92
03/18/2020	15965	AARVIG & Assocaite, APC	HR Consulating Fees inv #35072	\$3,500.00
03/18/2020	15966	ACWA/JPIA	Medical Insurance for April 2020 i	\$13,185.13
03/18/2020	15967	Chase Card Serives	Monthly Charge (Office Supplies + Water Supplies)	\$430.47
03/18/2020	15968	CR&R Incorporated	Monthly Servics for Trash fee Acct #41-00003165	\$259.37
03/18/2020	15969	Departement of Environmental Health	Environmental Fee For the County of Riverside	\$1,451.00
03/18/2020	15970	Void	Void	\$0.00
03/18/2020	15971	Idyllwild Water District	To be Deposit at Hemet Bank for Payroll	\$34,000.00
03/18/2020	15972	S.C.E	Monthly Charge	\$314.68
03/18/2020	15973	Sensus USA	Annual AutoRead Sotware Support INV#ZA20204898	\$1,715.95
03/18/2020	15974	Staples Credit Plan	Office Supplies	\$652.10
03/18/2020	15975	T-Moblie	Solar Data	\$20.00
03/18/2020	15976	USA Bluebook	Supplies for Water and Sewer Customer	\$662.15
03/18/2020	15977	The Desert Sun Newspaper	Add for Manger Positon	\$312.50
03/25/2020	15978	Allstate Benefits	Monthly Charge for insurance	\$304.12
03/25/2020	15979	Anady's Trophies & Engraving, INC	Name Plates for GM & Supervisor	\$115.28
03/25/2020	15980	Arrow Printing, INC	Order door Hanger	\$283.30
03/25/2020	15981	Bill D. Whitener	Retiree Medical Insurance for Jan+Feb+March 2020	\$1,276.35
03/25/2020	15982	Central Commuications	Monthly Anwsering Servics	\$116.24
03/25/2020	15983	SC Fuels	Purchase Gas & Dsl Acct #03-0330668	\$2,827.79
03/25/2020	15984	Void	Void	\$0.00
03/25/2020	15985	Tyla Friemoth	Sewer & Office Expenses Reimburesent	\$175.20
TOTAL DISTRICT WARRANTS				\$144,352.24

OTHER DISBURSEMENTS:

TOTAL PAYROLL	\$59,720.00
L.A.I.F. ELECTRONIC TRANSFERS	\$0.00
BANK SERVICE CHARGES AND FEES	\$276.00
TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS	\$204,348.24



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Hosny Shouman, Chief Financial Officer
Date: April 15, 2020
Subject: Retrospective Premium Adjustments - Refund

The Idyllwild Water District received a refund of \$11,219.15 for maintaining an excellent insurance record.

Since the District has an excellent record regarding insurance claims with minimal losses for Property, Auto, and Worker's Compensation, the Idyllwild Water District received a refund from the Association of California Water Agencies - Joint Powers Insurance Authority for the amount of \$11,219.15.

Attachments:

Copy of Check # 57423
Letter from David deBernardi
RPA Stabilization Fund Report

ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY
P.O. Box 619082
Roseville, CA, 95661-3700

SACRAMENTO MAIN OFFICE
CALIFORNIA BANK AND TRUST
1331 BROADWAY
SACRAMENTO, CA, 95818

CHECK NO. 57423

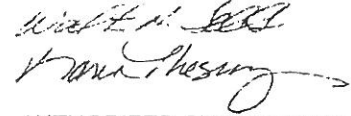
11-204
1210

DATE
3/16/2020

AMOUNT
*****\$11,219.15

PAY Eleven Thousand Two Hundred Nineteen Dollars and 15/100

TO THE ORDER OF IDYLLWILD WATER DISTRICT
P.O. BOX 397
IDYLLWILD, CA 92549-0397



AUTHORIZED SIGNATURES
Void after Six Months

DO NOT CASH IF "ORIGINAL DOCUMENT" DOES NOT APPEAR ON BACK

⑈ 5 7 4 2 3 ⑈ ⑆ 1 2 1 0 0 2 0 4 2 ⑆ 1 0 3 0 0 1 1 9 6 1 ⑈

ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY

CHECK NO. 57423

IDYLLWILD WATER DISTRICT

INVOICE NUMBER	INVOICE DATE	INVOICE DESCRIPTION	GL NUMBER	INVOICE AMOUNT
3/16/2020	03/16/2020	RPA Fund Refund 3/16/2020	35000-70-0000	\$11,219.15
NET CHECK AMOUNT				\$11,219.15

OK- MIV
3-24-20

TO: IDYLLWILD WATER DISTRICT (1003)

FROM: David deBernardi, Director of Finance 

DATE: February 10, 2020

RE: RPA Stabilization Fund Report

Enclosed is the RPA Stabilization Fund Report for your agency including backup documentation. For those agencies that have a balance that exceeds the attachment point, a check for the amount over the attachment point is also enclosed. Approximately 185 members are receiving a check with this report. Total refunds approximate \$5.9 million.

The RPA Stabilization Fund was established in 1999 to help stabilize the fluctuating cycle of refunds and billings for prior policy years. In 2001, the Executive Committee authorized expanding the Fund to include all pooled programs.

The report has several parts. It starts with the beginning balance, the amount on the books for each member before adjustments. The first adjustment is the Liability Program's 10/1/17-18 policy year Deposit Premium for actual payroll vs. estimated payroll. Afterwards, there are adjustments for the Liability, Property and Workers' Compensation programs. These program adjustments are Retrospective Premium Adjustments for prior policy years that still have open claims. Finally, if the resulting balance is negative by more than 40% (or positive by more than 50%) of the attachment point, the district is billed (refunded) for the difference.

Also enclosed is your agency Catastrophic Fund (CAT Fund) statement. This report discloses the activity in the CAT Fund for the both the liability and workers' compensation programs.

It should be noted that each agency's balance is maintained separately for both RPA Stabilization Fund and CAT Fund and not all agencies' balances change at the same rate.

If you have any questions regarding the RPA Stabilization Fund or any of the adjustments, please call (800) 231-5742 or e-mail me at ddebernardi@acwajpia.com.

CONGRATULATIONS!

ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY
PO BOX 619082
ROSEVILLE, CA 95661-9082
RPA STABILIZATION FUND REPORT
AS OF 09/30/2019

FOR: IDYLLWILD WATER DISTRICT (I003)

BEGINNING BALANCE	\$11,514.00
LIABILITY PREMIUM ADJ. - ACTUAL VS ESTIMATED PAYROLL - PY 10/1/2017-2018	(\$1,745.00)
LIABILITY PREMIUM ADJ. - PY 10/1/1989-1990, 1999-2000, 2009-2010 to 2015-2016	\$1,302.00
PROPERTY RETROSPECTIVE PREMIUM ADJ. - PY 4/1//2004-2005, 2009-2010, 2014-2015 to 2015-2016	\$721.96
W/C RETROSPECTIVE PREMIUM ADJ. - PY 7/1/1988-1989, 1992-1993 to , 1993-1994, 1998-1999 to 2015-2016	\$5,462.01
LIABILITY - CATASTROPHIC RESERVES ADJ. - 09/30/2019	\$4,087.43
W/C - CATASTROPHIC RESERVES ADJ. - 09/30/2019	\$1,213.75
FUND BALANCE	\$22,556.15
CURRENT ATTACHMENT POINT (50% OF BASIC LIABILITY PREMIUM)	\$11,337.00
AMOUNT OF REFUND DUE TO THE MEMBER DISTRICT	\$11,219.15

Idyllwild Water District Monthly Recap

Month March year 2020 date 4/1

Supplies to system 659,486 cf 15.97 af

Increase ~~(decrease)~~ 230,840 cf 26 % billing period 28 % daily demand

of wells available 14 GPM Available 330

Full time	<u>H21, #13, FV#2</u>
Part time	<u>4, 23, 24, Golden Rod</u>

Strawberry Creek Diversion draw 183,800 cf 4.22 af LILLY CREEK FLOW 143,977 cf

Foster Lake Level (max 18') 14' ft 10" in 3.31 Af

IWD Flushing	<u>6,000 gal</u>
Main line leaks	<u>0</u>
Fire Dept. use	<u>10,000 gal</u>
HYD sales	<u>0</u>
Sewer Plant	<u>1230 cf 9200 gal</u>
Total	<u>25,200 gal</u>

Well statics

Foster Lake Area #3 0 #7 0 #14 5 FL Average 1.67'

Creek Area #23 7'5" #24 14'5"

Nature Center #26 21'5" #27 19'5" #28 101'5"

Fern Valley FV1A 1'5" FV#2 307' PL

STORAGE LEVEL VOLUME

Foster Lake Tanks	11,698 cf/ft	<u>22.5</u>	<u>263,225</u>
Rock Dale Tank	2718 cf/ft	<u>22.4</u>	<u>60,883</u>
Delano Tank	1337 cf/ft	<u>20.0</u>	<u>26,740</u>
South Ridge Tank	3509 cf/ft	<u>19.1</u>	<u>67,021</u>
Wild Wood Tank	919 cf/ft	<u>13.4</u>	<u>12,314</u>
Golden Rod Tank	891 cf/ft	<u>21.0</u>	<u>18,711</u>

Total 448,874 cf Storage Supplies Max of 3.702 MG 91 % in storage/ storage MGD 3.357

Production Days 30 Production minutes 43,200 Average GPM 114.19

Idyllwild Water District Well Production Data

Month March

Year 2020

Date 4/1

Well #	Cubic feet	AF	PT/FT	Status	GPM	Comment
Horizontal #1	75,170	1.73	FT	on	15.2	
FL #2	0					
FL #4	14,472	.34	PT	on	40.0	
FL #10	0					
FL #11						
FL #12						
FL #13	232,330	39.9	FT	on	39.9	
FL #15	0					
FL #16						
#23 Stratton	186,620	4.29	PT	off	40.6	
#24 Curtis	43,130	.99	PT	off	59.4	
#25 Donahoo						
#26 Nature Center	0					
#27 Nature Center						
#28 Rock Dale	0					
FV#1A	0					
FV#2	197,759	4.54		FT		
Golden Rod	25,010	.58	PT	off	18.9	
Oakwood	0					

Total Cubic Feet 274,491

Cedar Glen Meter 242,967 cf 5.58 af

In District Production 457,519 cf 10.39 af

TOTAL SUPPLIES TO SYSTEM 659,486 cf 15.97 af

Days of Production 30 Minutes of Production 43,200 Average system GPM 114.19

WELL STATICS

MONTH April YEAR 2020

WELL	INITIAL	LEVEL	ST or PL	COMMENTS
#3	JR	0'		
#7		0'		
#14		5'		FL AREA AVG. 1.67'
#23		7'		
#24		14'		
#26		21'		
#27		19'		
#28		101'		
FV1A		31'		
FV#2		307'		

Data Summary Report

Custom

2

03/23/2020 10 00 AM - 03/30/2020 07 45 AM

Flow Summary

Maximum (gpm) 845.67 03/23/2020 11:00 AM
Minimum (gpm) 0.00 03/27/2020 05:00 PM
Average (gpm) 108.78
Total (gal) 1076953.22

Date	Maximum (gpm)	Maximum Time	Minimum (gpm)	Minimum Time	Average (gpm)	Total (gal x1)
03/23/2020	845.67	11:00:00 AM	449.69	11:00:00 PM	677.65	569223.3
03/24/2020	436.16	12:00:00 AM	122.70	10:00:00 PM	226.37	325979.3
03/25/2020	115.72	12:00:00 AM	63.13	02:00:00 PM	85.06	122493.3
03/26/2020	77.76	12:00:00 AM	9.11	11:00:00 PM	38.12	54895.7
03/27/2020	9.07	01:00:00 AM	0.00	05:00:00 PM	3.03	4361.6
03/28/2020	0.00	12:00:00 AM	0.00	12:00:00 AM	0.00	0.0
03/29/2020	0.00	12:00:00 AM	0.00	12:00:00 AM	0.00	0.0
03/30/2020	0.00	12:00:00 AM	0.00	12:00:00 AM	0.00	0.0



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: April 15, 2020

Subject: General Manager Report

Recommendation:

The matters that required my attention since my arrival on March 26, 2020, are as follows:

- Introduced to staff.
- Spoke with General Counsel regarding various District matters.
- Met and discussed current District challenges with President Schelly.
- Met and discussed items with Vice-President Szabadi, and Directors Hunt and Kunkle.
- Read documents pertaining to District operations and water rights.
- Toured District facilities.
- Received a letter from the State Water Board stating the District no longer is required to provide additional monitoring for Perfluoroalkyl and Polyfluoroalkyl.
- Addressed personnel matters.
- Attended Special Board meeting.
- Observed staff fixed a leak in the parking lot behind the District office.
- Began reviewing Draft Employee Manual.
- Responded to Public Records Request.
- Prepared agenda items.
- Held a Management Team meeting.
- Discussed COVID-19 and its effect on water billing with a commercial ratepayer.
- Developed a plan to protect staff during the COVID-19 crisis.
- Due to the COVID-19, directed staff to alternate shifts, half of the staff on one day and half of the staff on the next day.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: April 15, 2020
Subject: Item 2 - District Efforts to Combat COVID-19

Background:

At the April 1, 2020 Special Board meeting Director Hunt requested the General Manager provide at the April 15, 2020 Regular Board meeting a plan that protects staff and public during the COVID-19 virus.

Idyllwild Water District is an essential function for human life and public health. The District is obligated to provide water and wastewater services 24 hours every day. There are no days where the District does not provide services. District staff is essential personnel. Staff safety is of extreme importance for the District to provide water and wastewater services. With this being said, it is imperative that District staff be as prepared and protected from the COVID-19 virus pandemic.

In an effort to combat COVID-19 virus staff has been doing the following:

- Attempting to maintain six (6) feet of separation.
- Practicing community social distancing measure including discouraging gatherings.
- Wearing a mask or bandana while around people.
- Field staff drives one person per vehicle.
- When available, the District will make Personal Protective Equipment (PPE) available as needed.

- Each office staff has been provided Disinfecting Wipes to sanitize their workstation, office equipment, doorknobs, etc.

Should a staff member get infected with the COVID-19 virus the following are measures available to keep water and wastewater services in full operation:

- Office staff that is able to work from home may be required to do so.
- Rotate staff, half staffing every other day.
- Reduce District operations to meeting only regulatory requirements.
- Use cameras, video feed or facetime to monitor multiple sites with fewer staff.
- If necessary, request to activate Mutual Aid Agreements with Pine Cove Water District and/or Fern Valley Water District.
- Ensure the District is stocked with required chemicals and materials.

Should the District be required to function with reduce staffing, the District is obligated to do the following:

- Operate the water and wastewater systems.
- Maintain the Cross-Connection Control Program.
- Continue lab sampling.
- Meet all regulatory compliance.
- Provide customer service.
- Meet all financial obligations.
- Ensure equipment is fully operational.
- Etc.

The District is required to operate 24 hours a day and is given no relief of regulatory compliance, reporting requirements, and financial obligations during the COVID-19 virus pandemic.

Staffs dedication and attention to safety during the COVID-19 virus pandemic is important to their health as well as the public's benefit and well-being.

Is Water and Wastewater Conduits for COVID-19?:

There has been concern across the country as to whether water and wastewater can carry the COVID-19 that could infect the staff and public.

On April 3, 2020, U.S. Department of Health & Human Services, Centers for Disease Control and Prevention (CDC), released the following Water and COVID-19 Frequently Asked Questions (FAQs):

- Can the COVID-19 virus spread through drinking water?
 - *“The virus that causes COVID-19 has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as those in most municipal drinking water systems, should remove or inactivate the virus that causes COVID-19.”*
- Is the COVID-19 virus found in feces?
 - *“The virus that causes COVID-19 has been detected in the feces of some patients diagnosed with COVID-19. The amount of virus released from the body (shed) in stool, how long the virus is shed, and whether the virus in stool is infectious are not known.*

The risk of transmission of the virus that causes COVID-19 from the feces of an infected person is also unknown. However, the risk is expected to be low based on data from previous outbreaks of related coronaviruses, such as severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS). There has been no confirmed fecal-oral transmission of COVID-19 to date.”

- Can the COVID-19 virus spread through pools, hot tubs or spas, and water playgrounds?
 - *“There is no evidence that COVID-19 can be spread to humans through the use of pools, hot tubs or spas, or water playgrounds. Proper operation, maintenance, and disinfection (e.g., with chlorine and bromine) of pools, hot tubs or spas, and water playgrounds should inactivate the virus that causes COVID-19.*

While there is ongoing community spread of COVID-19, there should be appropriate care taken both in and outside the pool, to protect yourself and others. Owners and operators of community pools, hot tubs, or spas should follow the interim guidance for businesses and employers to plan and respond to COVID-19.”

- Can the COVID-19 virus spread through sewerage systems?
 - *“CDC is reviewing all data on COVID-19 transmission as information becomes available. At this time, the risk of transmission of the virus that causes COVID-19 through sewerage systems is thought to be low. Although transmission of the virus that causes COVID-19 through sewage may be possible, there is no evidence to date that this has occurred. This guidance will be updated as necessary as new evidence is assessed.*

SARS, a similar coronavirus, has been detected in untreated sewage for up to 14 days. In the 2003 SARS outbreak, there was documented transmission associated with sewage aerosols. The available information suggests that standard municipal wastewater system chlorination practices may be sufficient to inactivate coronaviruses, as long as utilities monitor free available chlorine during treatment to ensure it has not been depleted.

Wastewater and sewage workers should use standard practices, practice basic hygiene precautions, and wear personal protective equipment (PPE) as prescribed for current work tasks.”

- Should wastewater workers take extra precautions to protect themselves from the COVID-19 virus?
 - *“Wastewater treatment plant operations should ensure workers follow routine practices to prevent exposure to wastewater. These include using engineering and administrative controls, safe work practices, and PPE normally required for work tasks when handling untreated wastewater. No additional COVID-19–specific protections are recommended for employees involved in wastewater management operations, including those at wastewater treatment facilities.”*
- If my utility has issued a Boil Water Advisory, can I still use tap water to wash my hands?
 - *“In most cases, it is safe to wash your hands with soap and tap water during a Boil Water Advisory. Follow the guidance from your local public health officials. If soap and water are not available, use an alcohol-based hand sanitizer containing at least 60% alcohol.”*

More COVID-19 information is available on the CDC website:

- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>



Coronavirus Disease 2019 (COVID-19)

Water and COVID-19 FAQs

Drinking Water, Recreational Water and Wastewater: What You Need to Know

Updated April 3, 2020

Summary of Changes

- Added guidance for boil advisories
- Added information on spread of COVID-19 virus in spas and water playgrounds

Can the COVID-19 virus spread through drinking water?

Is the COVID-19 virus found in feces?

Can the COVID-19 virus spread through pools, hot tubs or spas, and water playgrounds?

Can the COVID-19 virus spread through sewerage systems?

If my utility has issued a Boil Water Advisory, can I still use tap water to wash my hands?

Should wastewater workers take extra precautions to protect themselves from the COVID-19 virus?

For additional information:

CDC: Guidance for reducing health risks to workers handling human waste or sewage

CDC: Healthcare professionals: Frequently asked questions and answers

CDC: Healthy Water

Occupational Safety and Health Administration: COVID-19 Control and Prevention: Solid waste and wastewater management workers and employers [↗](#)

World Health Organization: Water, sanitation, hygiene and waste management for COVID-19 [↗](#)



State Water Resources Control Board

Updated April 2, 2020

TO: All Public Water Systems

RE: Public Water System COVID-19 Considerations

The provision of potable water to your customers is an essential function. This guidance offers suggestions on ways to reduce the impact of COVID-19 on the operation of PWSs and to support the continued delivery of potable water during this pandemic. It is necessary that public water systems (PWSs) provide ongoing water quality monitoring and reporting in accordance with laws, regulations and permit requirements. All recommendations are based on information available and may be amended or added to as information develops.

Additional information supporting the federal designation that drinking water is an essential function is provided at the following links. Please refer to these if there are any questions from either your staff or others questioning ongoing operations with appropriate staffing.

<https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>

<https://www.cisa.gov/water-and-wastewater-systems-sector>

1. Continued Communications

Communication both within your organization and with customers and public health officials is critical to ensure clear understanding that the water provided is suitable for drinking, cooking, bathing and all other potable uses. The status of the water system operations, including any issues where assistance may be needed, should be communicated to local Emergency Operations Centers and the DDW District Engineer.

The [Center for Disease Control](#) and the [California Department of Public Health](#) are the primary source for public health information. The [Water Research Foundation reports](#) that drinking water is not a vector for COVID-19 and your staff and the public can be assured that their water does not transmit the virus.

Considerations:

- a) Keep staff informed on the status of COVID-19 in your community. Make Personal Protective Equipment (PPE) available as needed.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 | www.waterboards.ca.gov

- b) Provide guidance to staff reminding them of the importance of community social distancing measures including discouraging staff from gathering elsewhere.
- c) Develop and implement a plan to communicate with the water system customers as necessary.
- d) Contact and coordinate with the County Emergency Operations Center (if it has been activated) or Local Public Health Department as needed concerning clusters of respiratory disease or spikes in absenteeism.
- e) Keep the drinking water regulatory agency (Division of Drinking Water (DDW) local District Office or Local Primacy Agency (LPA) representative) informed of issues related to maintaining essential functions and ongoing permit.

Information currently available about the novel coronavirus or COVID-19 and drinking water impacts:

- Currently, there is no evidence that the COVID-19 virus survives the disinfection process for drinking water and wastewater. The public can continue to use and drink water from their tap as usual. Visit the U.S. EPA's webpage on the Coronavirus and Drinking Water and Wastewater for up to date information.
- According to the World Health Organization, the "presence of the COVID-19 virus has not been detected in drinking water supplies and based on current evidence the risk to water supplies is low."

2. Maintaining Staffing Capabilities

Water systems need to evaluate how to operate and maintain water with staffing shortages. Several factors can influence this shortage, including staff being sick, caring for sick family members, caring for children who are home, self-quarantine due to known exposure or local government mandates, or staff who fall in the at-risk category (over 65 years of age, underlying health conditions). It is important to remember that water delivery is an essential function within the mandates established by state and local government, and the PWS should be prepared to identify means to ensure ongoing operations.

Considerations for staffing:

- a. Prioritize tasks to ensure essential functions are addressed. Identify necessary staffing, including backup staff to maintain these essential functions. Ensure consideration of facility operational requirements as well as regulatory and permit requirements. Low priority tasks may need to be postponed until time and resources are available. Your prioritization should be shared with your regulator (DDW District Engineer or LPA representative).
- b. Sign up with a mutual aid organization such as the California Water Agency Response Network (CalWARN). You can then identify other nearby water utilities that are mutual aid partners and plan for staffing assistance if/when necessary.
- c. Review and update emergency response plans, including continuity plans for PWS essential functions.

- d. Develop standard operating procedures for critical processes, such as adjusting chlorination or other chemical feed equipment.
- e. Cross train staff NOW to prepare workers for nonstandard work duties.
- f. Consider implementing staggered work regimen while still maintaining essential functions to maintain social distancing and limit the number of staff who are together.
- g. Encourage the mentoring or “phone supervision” of apprentice staff. Consider collaborating with a neighboring or larger water utility who may have more senior staff available by phone. Your regulator or the CalWARN network are resources to assist. This could apply to situations where a second senior person would normally be on site, and now is “present” via phone. Another example would be changing a chemical dose pump setting where the novice operator needs a peer review. All activities should emphasize operatory safety.
- h. Consider remote participation capabilities such as video or telephone conferencing, live streaming meetings, or other options that permit staff the flexibility to stay home when sick, need to care for sick household members, or are at high risk for complications from COVID-19.
- i. Use cameras, video feed or facetime to monitor multiple sites with fewer staff.
- j. Review how your staff might plan for issues at home. If your staff have problems at home, they will not come to work. If your staff don't come to work, you don't have an operational water system. While this is a known emergency issue, it takes an elevated role in this pandemic. Home issues are likely to include:
 - Staff or family are sick (ensure sick-leave policies allow staff to stay home if they have any symptoms)
 - Family loss of income
 - Elder care
 - Childcare
 - Shortages of supplies
- k. Make sure your policies are flexible (e.g. can staff take a utility vehicle home if needed?).

3. Laboratory Services

Many water systems depend on commercial laboratories, sampling services and courier services to manage water quality sample collection and analyses. Many of these labs are small operations and could easily experience backlogs or delays due to staffing shortages of their own. All water quality monitoring is essential to ensure the water remains safe and should continue based on the schedule in place for your water system. If there are challenges in conducting any required monitoring, you should be reaching out to the DDW District Office or LPA to discuss options.

Several actions are recommended:

- a) Talk to your lab and develop a plan for water sample collection and delivery when the normal processes cannot be implemented.

- b) Identify whether your lab is maintaining adequate staffing to meet your monitoring needs. If it cannot, identify a secondary laboratory that can fill the gap.
- c) Through the CalWARN network, identify other nearby members that may have in-house laboratory facilities. Work with them to see if they can be part of your emergency plan.
- d) Obtain additional sample kits (cooler, sample bottles, sample location maps, ice packs and chain of custody forms). Make sure everything is clearly labeled on the assumption that you may need backup/alternate staff to perform these duties. Include a map of your sample locations (photos of the actual sample station help to ensure sampling at the correct locations).
- e) Ensure backup samplers are trained in sample collection procedures.
- f) Coordinate all sample collection and delivery with your laboratory to ensure the ability to analyze the samples within the specified holding times.

4. Maintain Enough Consumables (Chemicals and Materials)

Evaluate what supplies are critical to your operation. In many cases it will be chlorine and or treatment chemicals. The government messaging calling for self-isolation may result in reduction in delivery drivers. If this affects your chemical supplier, and deliveries are delayed or cancelled, how will you operate?

Several steps to consider:

- a) Increase your on-hand inventory of supplies. You may need to double your chlorine, salt, or alum stock, for example.
- b) Additional temporary chemical storage facilities may be required. This can take the form of plastic storage totes, tanks or tractor trailer truck tankers or railcars.
- c) Make sure you date your inventory and practice safe storage and handling. If you use temporary storage be sure to clearly label and have the Material Safety Data Sheet on the container.
- d) Purchase spare parts now for all critical equipment. Maintain an inventory of parts available.
- e) Coordinate with your materials supplier and transporter. Encourage them to take similar staff protective measures to assure their functionality and service. Consider multiple alternate sources of materials supply and establish contact with them now.
- f) Through the CalWARN network, identify resources (including human resources) that other nearby members may have on hand.

5. Financial Considerations

It is likely that the economy will be challenged during this pandemic impacting both staff and customers. Customers may not be able to pay their bills and it is essential for water utilities to plan for how to handle these situations. Utility staff may also be experiencing financial difficulties due to loss of jobs within their family. Staff with health impacts who are unable to work may run out of sick leave. In an extended scenario, water utilities may have cash flow

issues. Some of these problems may be addressed at a federal level, some at a state or regional level and some by the water district. You are encouraged to start the discussions and planning now.

6. Prepare for Response

Review, update, and prepare the implementation of the emergency response plan and/or your Emergency Notification Plan procedures if needed. Be prepared to implement the necessary protective measures: public notifications – unsafe water alerts, BWN, DND, etc. Have the emergency generators tuned and ready? Know where the valves are and how to operate them to direct the flow of water where needed. Understand that critical infrastructures such as water, electricity, fuel, gas all require people who are also susceptible to the ongoing COVID-19 threat.

7. Maintaining the Cross-Connection Control Program (New 4/2/20)

Maintaining a cross connection control program is considered an essential function for the protection of the distribution system from contamination. The following activities should be maintained during the COVID-19 crisis:

- Any newly discovered cross connections must be corrected immediately to protect public health: locking out water meters while corrective actions are being taken would be appropriate if it is needed to prevent distribution system contamination.
- Backflow prevention device testing should continue as scheduled when possible. However, since testing is an annual requirement, PWS's should consider providing flexibility to customers on device testing due dates, provided testing can be completed within the calendar year.
- Failed devices should be repaired or replaced immediately. PWS's should consider providing assistance to customers to ensure testing and corrective actions can be completed in a timely manner, for example, device repair and replacement services when testers or contractors are not available, or customers are unable to coordinate.
- Recycled water use site cross connection tests should continue as scheduled when possible, but flexibility should be considered, provided they are completed within the calendar year.
- Backflow testers are essential workers, whether they are PWS employees, are contracted by the PWS, or are hired directly by customers.
- Most backflow devices should be in areas where maintaining safe social distance would not be a concern. For devices where a safe distance cannot be maintained (for example, interior devices) consider deferring those tests until later in the year and moving up other, safer test locations.
- If the PWS has customers that directly hire a backflow tester, typically from a provided list, and they cannot afford to pay for testing due to economic hardship, investigate having the PWS directly contract for the testing of those devices and recover payment through regular billing. The PWS should exhaust every avenue before shutting-off someone's water during this emergency.

8. Remote Supervision of Water System Operations (New 4/2/20)

With the concerns over the COVID-19 and the associated precautions to be observed, inquiries have been posed about the ability of the chief operator to provide remote supervision to onsite shift operators. The question is whether this adequately satisfies regulatory requirements for lead and shift operators. Any proposals or needs for such arrangements may be considered only on a case by case basis upon consultation, coordination, and approval by your District Engineer/Local Primacy Agency.

Links to information:

Center for Disease Control <https://www.cdc.gov/>

California Department of Public Health
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

California Division of Drinking Water Contact Information
https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap_WA_version.pdf

Local Primacy Agency Contact Information
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/rtrc/lpa_contact_info.pdf

Local Public Health Contact Information
<https://www.cdph.ca.gov/Pages/LocalHealthServicesAndOffices.aspx#>

U.S. EPA <https://www.epa.gov/coronavirus>

Water Research Foundation <https://www.waterrf.org/event/coronavirus-research-update>
(you must enter your email address (register) to view this webcast).

California Water Agency Response Network (CalWARN) <http://www.calwarn.org/>



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: April 15, 2020

Subject: Item 3 - Designation of Agents in Applying for Reimbursement from the California Governor's Office of Emergency Services (Cal OES)

Recommendation:

- a) Adopt Resolution 773, approving the Designation of Applicant's Agent Resolution and authorizing the General Manager, or designee, to take all necessary actions to apply for reimbursement of eligible costs resulting from the COVID-19 pandemic; or
- b) Provide other direction.

Background:

On March 13, 2020, the President declared the ongoing coronavirus (COVID-19) pandemic of sufficient severity and magnitude to warrant a nationwide emergency declaration. As a result of this declaration, local governments, including this agency, are eligible to seek reimbursement from the Federal Emergency Management Agency (FEMA) for the cost of eligible emergency protective measures taken to respond to the COVID-19 emergency. This reimbursement is called "Public Assistance." Public Assistance is distributed through the California Governor's Office of Emergency Services (Cal OES).

In order to apply for Public Assistance, the agency must submit a "Request for Public Assistance" (RPA) to Cal OES. As part of the RPA, the agency must submit a Designation of Applicant's Agents Resolution. This Resolution designates agency employees who are authorized to submit the RPA to Cal OES on behalf of the agency – specifically, the General Manager.

Discussion:

The Resolution designates the General Manager or the CFO/Treasurer as authorized representatives for purposes of submitting the RPA to Cal OES. The Board is being asked to approve this Resolution as a necessary element of the application for Public Assistance from FEMA and Cal OES.

Further actions will be required to complete the RPA, and additional reimbursement may also be available from other federal, state, and county sources. Therefore, this Resolution also authorizes the General Manager, or designee, to take all necessary actions and execute all necessary documents to apply for reimbursement of eligible costs resulting from the COVID-19 pandemic, from the federal government, California government, and County, and any agency or department thereof.

Fiscal Impact:

No immediate fiscal impact. Approval and submission of the Resolution is part of the process of submitting a Request for Public Assistance, which could result in the agency being reimbursed for certain costs incurred in responding to the COVID-19 pandemic.

Conclusion:

The Board is asked to approve the Designation of Applicant's Agents Resolution as part of the Request for Public Assistance from FEMA and Cal OES, and to authorize the Executive Director to take any other necessary action to apply for reimbursement for the agency's costs resulting from the COVID-19 pandemic.

Attachments:

- Resolution No. 773
- Cal OES Form 130

RESOLUTION NO. 773

A Resolution of the Board of Directors of the Idyllwild Water District Authorizing Application for COVID-19 Reimbursement, Including Approval of Designation of Applicant's Agent Resolution

WHEREAS, on March 13, 2020, the President declared the ongoing coronavirus (COVID-19) pandemic of sufficient severity and magnitude to warrant a nationwide emergency declaration. As a result of this declaration, local governments, including the Idyllwild Water District (hereafter "Agency"), are eligible to seek reimbursement from the Federal Emergency Management Agency (FEMA) for the cost of eligible emergency protective measures taken to respond to the COVID-19 emergency. This reimbursement is called "Public Assistance." Public Assistance is distributed to California public agencies through the California Governor's Office of Emergency Services (Cal OES); and

WHEREAS, in order to apply for Public Assistance, the Agency must submit a "Request for Public Assistance" (RPA) to Cal OES. As part of the RPA, the Agency must submit a Designation of Applicant's Agents Resolution. This Resolution designates Agency employees who are authorized to submit the RPA to Cal OES on behalf of the Agency; and

WHEREAS, additional actions must be taken to complete the RPA; and

WHEREAS, additional reimbursement for COVID-19-related costs may be available from other federal agencies, the State of California, or the County in which Agency is located.

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

SECTION 1. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. The Designation of Applicant's Agent Resolution for Non-State Agencies, attached as Exhibit A, is adopted.

SECTION 3. The General Manager, or designee, is authorized to take all necessary actions and execute all necessary documents to apply for reimbursement of eligible Agency costs resulting from the COVID-19 pandemic, from the federal government, California government, and County in which Agency is located, and any agency or department thereof.

SECTION 4. Effective Date. This Resolution is effective on the day of its adoption.

The foregoing Resolution was proposed by Board Member _____, seconded by Board Member _____, and was duly passed and adopted by the Board of Directors of Idyllwild Water District at its regular meeting on April 15, 2020, by the following vote:

AYES:

NOES:

ABSENT:

Dr. Charles Schelly, President

ATTEST:

Kris Kirschbaum, Secretary to the Board

Attachments:

Exhibit A: Designation of Applicant's Agent Resolution for Non-State Agencies

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20_____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20_____.

(Signature)

(Title)

DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE BOARD OF DIRECTORS THE IDYLLWILD WATER DISTRICT
(Governing Body) (Name of Applicant)

THAT GENERAL MANAGER, OR
(Title of Authorized Agent)

CHIEF FINANCE OFFICER, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the IDYLLWILD WATER DISTRICT, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the IDYLLWILD WATER DISTRICT, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
 This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 15TH day of APRIL, 2020

DR. CHARLES SCHELLY, BOARD PRESIDENT
(Name and Title of Governing Body Representative)

PETER SZABADI, BOARD VICE-PRESIDENT
(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, KRIS KIRSCHBAUM, duly appointed and SECRETARY TO THE BOARD of
(Name) (Title)

IDYLLWILD WATER DISTRICT, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the BOARD OF DIRECTORS the IDYLLWILD W.D.
(Governing Body) (Name of Applicant)

on the 15TH day of APRIL, 2020

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: April 15, 2020

Subject: Item 4 - Riverside Local Agency Formation Commission (LAFCo) Special District Member Elections

Recommendation:

The Board of Directors select and rank each nominee in the order of preference, using "1" for your first choice, "2" for your second choice and so on.

Background:

Idyllwild Water District is a member of LAFCo's Special District Selection Committee. All members of the Special District Selection Committee (SDSC) may cast a ballot for both a regular member and an alternate.

The election for the LAFCo regular and alternate positions will be conducted using Instant Runoff Voting (IRV). IRV eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority.

General Instructions and Information:

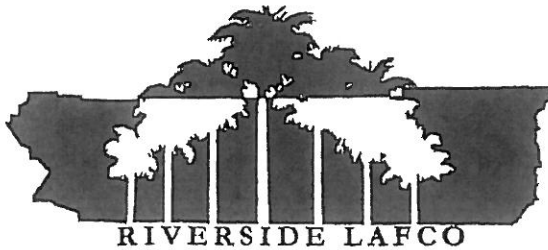
- Completed ballots are due in the LAFCo office no later than 5:00 p.m. on Sunday, May 3, 2020.
- Only the presiding officer or another board member authorized by the board of directors to vote may cast the vote.
 - Authorization for a board member to vote in place of presiding officer must provide that authorization, via resolution or minute order.
 - District managers and other staff members may not vote.

- Voting member must print their name on the ballot, sign and date the ballot.

These positions ensure special districts are appropriately represented on our local boards. Appointments are only valid if ballots representing a quorum, from 29 of 56 independent special districts, are returned.

Attachments:

- Riverside LAFCo letter dated April 3, 2020
- Special District Selection Committee, 2020 Ballot
- Instant Runoff Voting (IRV) Election Process
- Rancho California Water District Letter



April 3, 2020

via electronic mail

2020 BALLOT INSTRUCTIONS FOR SPECIAL DISTRICT MEMBER (EASTERN RIVERSIDE) AND AN ALTERNATE SPECIAL DISTRICT MEMBER (RIVERSIDE COUNTY) OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

To Special District Selection Committee Members:

Please read these instructions carefully before completing your ballot. As previously announced, a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time, therefore, the selection proceedings are being conducted by electronic mail or regular USPS mail. A nomination period for the position in the title above was opened Wednesday, March 4, 2020 and closed at 5:00 p.m. on Friday, April 3, 2020.

Enclosed you will find your ballot.

LAFCO Regular Special District Member – Eastern County: A total of three (3) nominations were received for this position. Candidates were restricted to the eastern area of the County.

LAFCO Alternate Special District Member – Riverside County: A total of seven (7) nominations were received for the alternate position.

All members of the SDSC may cast a ballot for both a regular member and an alternate.

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

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

General Instructions and Information:

- Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on Sunday, May, 3, 2020.**
- Only the presiding officer or another board member authorized by your board of directors to vote may cast the ballot. Board members designated by their district board to vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. District managers or other staff members may not vote.
- The voting member must print his or her name on the ballot as well as sign and date the certification indicating he or she is authorized to vote for the district.
- We must receive a ballot with an original signature. However, if you deliver your ballot via electronic mail, you may return a scanned copy of the signed ballot by email to rholtzclaw@lafco.org.
- Failure to follow these instructions will invalidate the ballot.

Finally, these positions ensure special districts are appropriately represented on our local boards. Appointments are only valid if ballots representing a quorum, from 29 of our 56 independent special districts, are returned. Please return your ballots in a timely manner.

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

Sincerely,



Gary Thompson
Executive Officer

SPECIAL DISTRICT SELECTION COMMITTEE 2020 BALLOT

Name of District: _____
Print District Name Here (required)

Certification of voting member:

I, _____ hereby certify that I am (check one):
Print Name Here (required)

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

Signature (required) _____
Date (required)

Ballot must be received by 5:00 p.m., Monday, May 3, 2020. Email to rholtzclaw@lafco.org.
If mailing: LAFCO, 6216 Brockton Avenue, Suite 111-B, Riverside, CA 92506 – deadline still applies.

**Regular Special District Member of the
Local Agency Formation Commission – *Eastern Riverside County***
(Term running May 6, 2020 through May 6, 2024)

Please rank the candidates in preferential order, "1" being the first preference, "2" being the second, etc.:

	Circle rank for each candidate
Nancy Wright, Mission Springs Water District	1 2 3
Debra Canero, Valley Sanitary District	1 2 3
Karen Borja, Desert Healthcare District	1 2 3

**Alternate Special District Member of the
Local Agency Formation Commission – *Riverside County***
(Term running May 6, 2020 through May 6, 2024)

Please rank the candidates in preferential order, "1" being the first preference, "2" being the second, etc.:

	Circle rank for each candidate
Arthur Shorr, Desert Healthcare District	1 2 3 4 5 6 7
Dale Qualm, Temecula Public Cemetery District	1 2 3 4 5 6 7
Scott Sear, Valley Sanitary District	1 2 3 4 5 6 7
Steve A. Pastor, Lake Hemet Municipal Water District	1 2 3 4 5 6 7
Robert Stockton, Western Municipal Water District	1 2 3 4 5 6 7
Danny J. Martin, Rancho California Water District	1 2 3 4 5 6 7
Karen Alexander, Northwest Mosquito & Vector Control	1 2 3 4 5 6 7

INSTANT RUNOFF VOTING (IRV) ELECTION PROCESS

Introduction

In 2016, the Special District Selection Committee voted to utilize instant runoff voting (IRV) for all future elections to appoint members to the Riverside Local Agency Formation Commission (LAFCO). IRV is a method of conducting elections with three or more candidates whereby a majority determines the winner without the need to have a second ballot/runoff proceeding. A separate runoff election could cause a delay of more than 90 days, as well as causing LAFCO additional expense. The explanation below and example that follows illustrates how the instant runoff voting method will be used for determining the winner in a fictional election for the Porcupine Lodge Board of Directors. A process similar to the one explained below will be utilized to determine the LAFCO Special District Member.

Ballot Specifications and Directions to Voters

The ballot will allow a voter to rank candidates in order of preference. All nominated candidates are listed on the ballot. Voters will vote for candidates by indicating their first-choice candidate, their second-choice candidate and so on. The voter will indicate his/her first choice by marking or circling the number "1" beside a candidate's name, the second choice by marking or circling the number "2" by that candidate's name, the third choice by marking the number "3," and so on, for as many choices as the voter wishes. Voters are free to rank only one candidate, however, doing so does not offer any additional advantage to that candidate, as ranking additional candidates cannot help defeat a voter's first-choice candidate. Voters must not mark the same number beside more than one candidate or skip rank numbers.

Ballot Counting

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

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- A majority is a number of votes greater than half of the total number of ballots received.
- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a number of votes constituting a majority, that candidate shall be declared elected.

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

Example:

Three candidates are running for the Porcupine Lodge Board of Directors: Paul Alto, Mort Bragg and Samantha Cruz.

60 ballots are cast, therefore a candidate needs a majority of 31 votes to win the election:

- Alto is ranked #1 by 15 voters
- Bragg is ranked #1 by 25 voters
- Cruz is ranked #1 by 20 voters

In the first round no one receives the required majority of 31 votes.

Alto, as the candidate receiving the fewest first choice (#1) votes, is eliminated. Those 15 ballots that had Alto ranked as their first choice are reviewed for their second (#2) choice. On those 15 ballots:

- Bragg is ranked #2 on 9 of those 15 ballots
- Cruz is ranked #2 on 4 of the 15 ballots.
- Two of the ballots did not pick a second choice candidate.

These second choice votes are added to the results of the first choice count as follows:

- Bragg has 25 plus 9 for a total of 34 votes
- Cruz has 20 plus 4 for a total of 24 votes

Thus, Bragg wins with 34 votes (the required majority was 31) and Cruz is second with 24 votes.

https://www.rankedchoicevoting.org/single_seat

Regular Special District Member LAFCo Eastern Riverside County



Nancy S. Wright, President Mission Springs Water District Desert Hot Springs, CA

Board member since November 1988. Current term expires in December 2022.
Member: Public Affairs Committee.

Nancy S. Wright represents MSWD on the CVAG and Energy & Environmental Resources Committee and the Coachella Valley Conservation Commission. **Nancy serves on the Riverside County Local Agency Formation Commission (LAFCO), holding the Eastern Riverside County Special Districts seat since 2012 and prior to she served as the alternate Commissioner.** Nancy is a founding member of the Desert Hot Springs Groundwater Guardians and served on the National Groundwater Foundation Board from 2003 to 2011, she also served on the Salton Sea Advisory committee to the California Natural Resources Secretary. Since 2000, Nancy has been appointed by three California Governors to the Colorado River Basin Regional Water Quality Control Board, where she serves as Chair.

Since 1977, she has co-owned, with her husband Pete, their General Contracting Company. Nancy has been active in community service since 1985 and a member of the DHS Women's Club since 1987. From 1968 to 1972 she attended California State University, Long Beach, majoring in Health Science. Nancy moved to Desert Hot Springs in 1973 where she met and then married her husband in 1974, they have two children.



**Debra Canero, Secretary
Valley Sanitary District
Indio, CA**

No information about Ms. Canero on the VSD website.



**Karen Borja, Vice-President and Secretary
Desert Healthcare District
Palm Springs, CA**

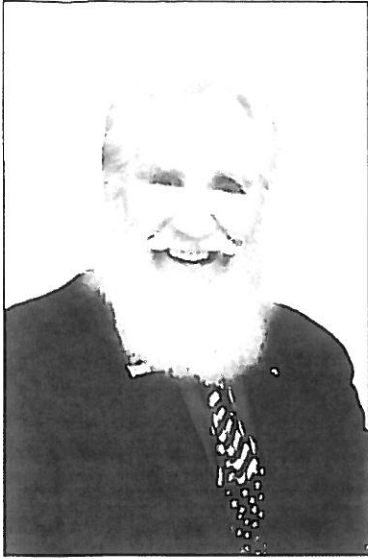
With more than 10 years of experience in nonprofit management and grassroots organizing, Karen Borja of Indio joined the Desert Healthcare District and Foundation Board in January 2019. She is a self-described “translator” between community needs and government who is adept at directing projects and managing staff, volunteers and board members. Borja’s community leadership efforts range from organizer of the 2019 Coachella Valley’s Women’s March and co-manager of an election campaign, to board member with the Health Assessment and Research for Communities and member of the Women United of the Desert. She’s currently employed as the Riverside County Community Affairs Director with Planned Parenthood of the Pacific Southwest.

Alternate Special District Member LAFCo Riverside County



**Arthur Shorr, Director
Desert Healthcare District
Palm Springs, CA**

Arthur S. Shorr is president and founder of Arthur S. Shorr & Associates, Inc., Consultants to Health Care Providers; a management consulting firm specializing in providing operational consulting, business, and strategic planning services to healthcare providers. Mr. Shorr holds a Master of Business Administration degree in healthcare administration from The George Washington University, and a Bachelor of Science degree in accounting and economics from Brooklyn College, City University of New York. He is board-certified in healthcare administration, and a fellow of the American College of Healthcare Executives. Mr. Shorr has been active professionally in the healthcare field for over 40 years on a full-time basis.



**Dale Qualm, Trustee
Temecula Public Cemetery District
Temecula, CA**

I am married to Carolyn.

We are retired, selling our business Minuteman Press. We have five children, seven grandchildren and, six great grandchildren I enjoy being involved in youth activities. I have coached football, soccer, basketball, baseball, and soft ball. I was a 4-h leader, small animal judge at farmer's fair, L.A. Fair, Delmar Fair and Ventura Fair. As a member of the Kiwanis Club of Temecula Valley, I am the advisor for our nine Key Clubs in the area. I am a member of the Temecula Valley Elks #280. I am Santa Claus during December.

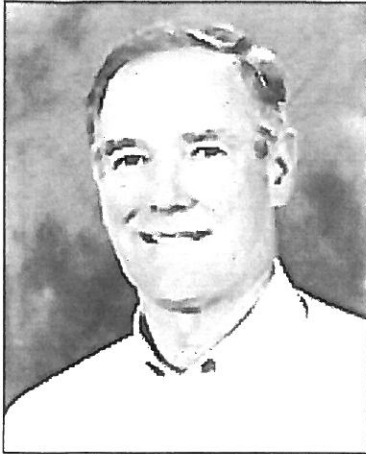
I was Vice President / General Manager of IRC Inc. for thirty-five years. It was the leading manufacturing company for industrial radiators and heat exchangers in the western United States. While working there I became a Certified Diesel Mechanic for Detroit, Cat, and Cummings engines, Also I became a certified welder, supervised the building of two factory buildings and supervised the building of most of the equipment in them. I am on the Temecula Public Cemetery board. I am currently president of the board of the homeowners association at Vintage Hills. I have served on this board for approximately thirteen years. I try to stay involved in the community and keep abreast of current events in the city.

My hobbies include golf, fishing, camping, traveling in my truck and 5th wheel trailer and reading.



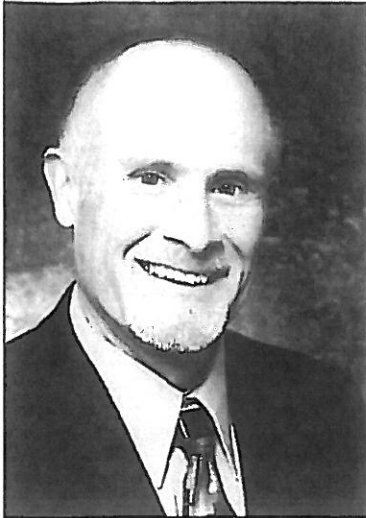
**Scott Sear, Vice-President
Valley Sanitary District
Indio, CA**

No information about Mr. Sear on the VSD website.



**Steve A Pastor,
Lake Hemet Municipal Water District
Hemet, CA**

Steven A. Pastor has lived in the San Jacinto Valley for 44 years and represents District 5. He holds a Bachelor of Arts degree in history from California State University, San Diego. After college, Steve served in the U.S. Army. Upon being discharged from the army, Steve moved to the San Jacinto Valley to work on the family herb farm. He has been involved with agriculture and agricultural businesses ever since. He is a graduate fellow of the California Agricultural Leadership Program (Class 27) and past-president of the California State Historic Citrus Park's Non-Profit Management Corporation. He has served on many water committees and boards over the years including the Riverside County Water Task Force and the Water Master's Technical Advisory Committee. Steve's goal is ensure that Lake Hemet Municipal Water District continues to provide safe and clean drinking and agricultural water to its customers in the most efficient way possible. Division 5, Term until November 2020.



**Robert Stockton, President
Western Municipal Water District
Riverside, CA**

An avid supporter of regional water access and sustainability, Bob Stockton joined Western's board in December 2014. He represents Division 1, which includes a portion of the City of Riverside located north of Highway 91 and extending to the San Bernardino County line.

Mr. Stockton is a member of the Riverside Advisory Committee and the Murrieta Advisory Committee. In addition, he is Western's representative for the Chino Desalter Authority and the alternate representative for Chino Basin Watermaster Board. Additionally, Director Stockton serves on the joint committee for Western and Eastern Municipal Water Districts.

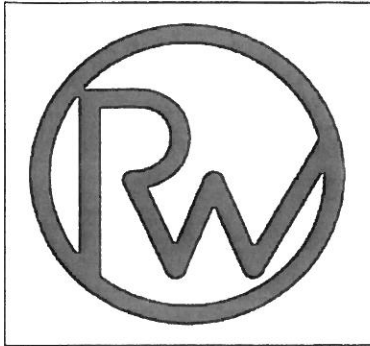
Actively involved in his community, Director Stockton was the 2015 Chairman of the Board for the Greater Riverside Chambers of Commerce. He also served on the Riverside Public Utilities Board, Path of Life Ministries Board, the Riverside YWCA Board and the California Baptist University School of Engineering Advisory Committee.

Director Stockton also served as a planning commissioner for the City of Riverside and is a past chair of Leadership Riverside. Currently, he is the chair of the Monday Morning Group of Western Riverside County's Water Committee

In 2012, Governor Brown appointed him to the California Board for Professional Engineers, Land Surveyors and Geologists. The 15-member board regulates the civil engineering, land surveying, geology and geophysics industries.

Mr. Stockton is a civil engineer with more than 41 years of experience designing infrastructure projects. He has served as the principal-in-charge at Rick Engineering's

Riverside office for over 30 years. He holds a bachelor's degree in construction engineering from California State Polytechnic University, Pomona. Additionally, he is a registered civil engineer in California and Arizona and has his LEED accreditation. His term expires Dec. 2022.



**Danny J. Martin, Senior Vice-President
Rancho California Water District
Temecula, CA**

Danny J. Martin was elected to Rancho Water's Board in 2015. His term will expire in December 2020. Mr. Martin served as Senior Vice President of the board in 2019 and 2020. He is currently Chairman of the Engineering and Operations Committee and serves on the Finance and Audit Committee.

Mr. Martin is an active wine-country resident, has over 39 years of experience as a commercial-agricultural appraiser, and has served on the Temecula Valley Winegrowers Association and Elsinore-Murrieta-Anza Resource Conservation District.



**Karen Alexander, Vice-President
Northwest Mosquito & Vector Control
Corona, CA**

No information about Ms. Alexander on the NMVC website.



**Rancho
Water**

April 3, 2020

Mitch Freeman
Idyllwild Water District
P.O. Box 397
Idyllwild, CA 92549

**RE: CONSIDERATION OF RANCHO CALIFORNIA WATER DISTRICT DIRECTOR
DANNY MARTIN FOR RIVERSIDE COUNTY LAFCO ALTERNATE SPECIAL
DISTRICT ELECTION**

Board of Directors

Bill Wilson
President

Danny J. Martin
Senior Vice President

Carol Lee Brady

Angel Garcia

Lisa D. Herman

William E. Plummer

John V. Rossi

Officers

Jeffrey D. Armstrong
General Manager

Eva Plajzer, P.E.
Assistant General Manager
Engineering and Operations

Richard R. Aragon, CPFO
Assistant General Manager
CFO/Treasurer

Jason A. Martin
Director of Administration

Eileen Dienzo
Director of Human Resources

Kelli E. Garcia
District Secretary

James B. Gilpin
Best Best & Krieger LLP
General Counsel

Dear Mr. Freeman:

I am writing to encourage you to cast your vote for Danny Martin for Riverside LAFCO Special District Alternate representative.

Danny has served on the Rancho California Water District (Rancho Water/District) Board of Directors since 2015—serving as Senior Vice President in 2019 and 2020. Having served on various committees during his term, Danny is currently Chairman of Rancho Water's Engineering and Operations Committee, member of the Finance and Audit Committee, and serves on the District's City of Murrieta, Riverside County Board of Supervisor, and San Diego Regional Water Quality Control Board Ad Hoc Committees.

Danny is an active wine-country resident, has over 39 years of experience as a commercial-agricultural appraiser, and has served as President of the Temecula Valley Winegrowers Association and Elsinore-Murrieta-Anza Resource Conservation District.

As an active resident and pillar of the community, Danny has been an advocate for conservation and a safe sustainable water supply. He believes in strong leadership with vision and efficiency. Danny has our full Board's support and I have no doubt he will serve our County well. Thank you for your support.

Regards,

RANCHO CALIFORNIA WATER DISTRICT


Jeff Armstrong
General Manager

059/kg

Rancho California Water District

42135 Winchester Road • Post Office Box 9017 • Temecula, California 92589-9017 • (951) 296-6900 • FAX (951) 296 6860 • www.ranchowater.com



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: April 15, 2020

Subject: **Item 5 - California Rural Water Association Santa Ana Watershed Project Authority Disadvantaged Community Incentive Work Plan for District Wastewater Treatment Plant**

Recommendation:

The Board of Directors authorizes the General Manager to work cooperatively with California Rural Water Association (CRWA) and Santa Ana Watershed Project Authority (SAWPA) Disadvantage Community Incentive (DCI) to develop a Work Plan for the District Wastewater Treatment Plant (WWTP).

Background:

The District operates a WWTP that is beyond its designed life and has a lack of redundancy in most critical systems. The WWTP provides the following:

- Serves 559 connections, mostly residential and some little commercial.
- Provides treatment for approximately 90,000 gallons per day.

The WWTP has operational concerns as mentioned below:

- During peak tourism season and heavy rains the plant experiences maximum daily loading of 150,000 gallons.
- 150,000 gallons per day exceeds capacity of the plant.

- The plant needs to be expanded to allow additional customers to connect to the system to help sustain local groundwater quality.
- The plant has only one clarifier.
- There is no backup treatment plant.
- Two schools would be impacted if the system were to fail.

Fiscal Impact:

The initial SAWPA DCI Work Plan will cost approximately \$150,000 and seven (7) months to complete. The \$150,000 will be fully funded by CRWA. District has no monetary expenses for the Work Plan. District costs are associated with staff time to provide maps, documents, records, etc.

Conclusion:

The Board of Directors is requested to approve CRWA proposal that provides \$150,000 to fund a Work Plan for the District WWTP to be developed by SAWPA DCI over a 7 month schedule, and authorize the General Manager to proceed and execute all documentation required to complete the Work Plan.

Attachments:

- CRWA SAWPA DCI Work Plan, Pages 1 & 2. (There is no page 3)



SAWPA DCI WORK PLAN

Idyllwild Water District
PWS #: 3310019

AMOUNT: \$150,000

Project Type:	<input type="checkbox"/> Drinking Water	<input checked="" type="checkbox"/> Wastewater	<input type="checkbox"/> Groundwater
Start Date:	TBD		
System Contact(s):	Mitch Freeman, Acting General Manager, 951-659-2143 x205(o), 951-956-4836(c), mfreeman@idyllwildwater.com		
System Address/Location:	25945 Hwy. 243 Idyllwild, CA 92549		

System Description:

Idyllwild Water District (IWD) operates a wastewater treatment plant that serves 559 connections. The wastewater quality is typical of residential and light commercial development. Approximately 90,000 gallons per day are treated via return activated sludge process and sent through a clarifier prior to discharge to polishing ponds and land application in a forest environment.

The existing treatment plant is beyond its design life and has a lack of redundancy in most critical systems. There is a limited equalization tank that only permits brief shutdowns of the main digester. The wastewater system experiences maximum daily loading of 150,000 gallons per day during peak tourism season and heavy rain events (due to inflow and infiltration). This exceeds the capacity of the existing plant. Additionally, the wastewater treatment plant needs to be expanded to allow additional customers to connect to the system to help sustain local groundwater quality.

The current system is vulnerable to key equipment failures and needs expansion to sustain the plant if any emergency should occur. There is only one clarifier and, if the plant was to be taken offline, operations would be impacted. There is no way to switch to a backup treatment plant, as the entire plant would need to be shut down. The needed wastewater system improvements will increase treatment reliability and capacity and minimize any operational impacts on service to customers. SCADA procurement would also allow a more efficient monitoring of the treatment plant. There are two schools that would be impacted if the system were to fail.



Summary of Proposed Deliverables and Activities*

	Deliverable	Notes and Details Regarding Related Activities	Staffing	Due Date
1	System Evaluation	Summarize wastewater system conditions, quantify system effluent loading and quality, catalog infrastructure needs, identify priority capital improvements	Nate Thomas, Abbas Amirteymoori, et al	May 8, 2020
2	Feasibility Study on Wastewater Treatment Plant	Report outlining the pros and cons for various approaches to the wastewater treatment system deficiencies with cost comparisons and recommended design option for PER, one review cycle	Nate Thomas, Abbas Amirteymoori, et al	July 10, 2020
3	Preliminary Engineering Report on WWTP & SCADA Upgrades	Preliminary Engineering Report detailing system, issues faced, potential solutions, recommended solution, engineering calcs to support findings and recommended alternative, and engineering preliminary design of recommended alternative. Includes Process Flow diagram and 30% Drawings, and construction cost opinion: one review cycle.	Nate Thomas, Abbas Amirteymoori, et al	October 9, 2020
4	Consolidation Study	Feasibility study to evaluate the pros and cons of potential consolidation options with nearby districts. Needed for funding applications.	Nate Thomas, Abbas Amirteymoori et al, Subcontractor	August 7, 2020
5	CEQA Documents	CEQA documentation to support new treatment plant planning funding application.	Nate Thomas, Abbas Amirteymoori et al, Subcontractor	November 6, 2020

*Tasks and projected timeline subject to updates based on actual project conditions.