



## REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

October 21, 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. Each speaker will be given four (4) minutes to address the Board. Comments should be directed to the Board as a whole and not directed to individual Board members.

#### 1. CONSENT CALENDAR

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

##### A. MINUTES

Regular Meeting: September 16, 2020

##### B. FINANCIAL REPORTS

1. Income statement for the third month ending September 2020
2. District warrants for September 2020

Check # 16212-16265	= \$ 154,751.83
Gross Payroll	= \$ 72,229.00
Federal/State PR taxes	= \$ 9,223.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 212.38

##### C. OPERATIONS REPORT

##### D. GENERAL MANAGER REPORT



## ACTION ITEMS

2. **CONSIDER PROPOSED PAY GRADE AND STEP SCHEDULE, AND ELIMINATE AUTOMATIC 5% SALARY INCREASE UPON COMPLETION OF CERTIFICATES**

Board of Directors will consider approving General Manager recommendation of a proposed Pay Grade and Step Schedule, and eliminate the District policy of an automatic 5% increase in pay upon completion of each certification obtained.

3. **LAFCO 2020 SPECIAL DISTRICT SELECTION DISTRICT COMMITTEE ALTERNATE MEMBER BALLOT**

Board of Directors will consider selecting and prioritizing LAFCo 2020 SDSC Alternate Member Ballot.

4. **CONSIDER RESENDING RESOLUTION NO. 765 AND MAKE 4/10 WORK SCHEDULE PERMANENT**

Board of Directors will consider approving General Manager's recommendation to resend Resolution No. 765, and make the existing 4/10 work schedule permanent.

## DIRECTORS COMMENTS

### CLOSED SESSION

5. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Govt. Code section 54956.9 (1 Case)) *Creighton v. Idyllwild Water District*,  
Riverside Superior Court RIC2000578

6. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Gov. Code section 54957(b)(1)) Title: General Manager

## ADJOURNMENT

The next Board meeting is a Regular Meeting scheduled for November 18, 2020 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

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



## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

September 16, 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, Director Kunkle, Director Gin, and Director Hunt. General Manager/Interim Board Secretary Leo Havener and Chief Financial Officer Hosny Shouman were also present.

### PUBLIC COMMENT

Inquiry as to the effects of COVID-19 on District billing and finances, along with delinquent accounts was asked. Property owner on Azalea informed the Board the two meters on his property was moved and informed the Board that in spring he would be installing his driveway.

### ITEM 1- CONSENT CALENDAR

#### A. MINUTES

Regular Meeting: August 19, 2020

#### B. FINANCIAL REPORTS

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

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

#### C. OPERATIONS REPORT

#### D. GENERAL MANAGER'S REPORT

**DIRECTORS' COMMENTS**

Questions to clarify various warrants, and both residential and commercial water income, flushing, and Stage criteria.

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

The vote was as follows:

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

Motion approved.

**ACTION ITEMS**

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

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

**PUBLIC COMMENTS**

Comment regarding the need for fulltime office staff and title changes was addressed.

**DIRECTORS' COMMENTS**

Discussion regarding funding and filling of various positions contained in the Organizational Chart was addressed.

A MOTION was made by Director Gin to approve the proposed organizational structure and job descriptions with the stipulation that the Administration Assistant job description be removed and remain as it is currently written. Vice-President Szabadi seconded.

The vote was as follows:

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

Motion approved.

**3. WATER TANK UPGRADES**

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

**PUBLIC COMMENTS**

Staff needs to be safe, but it is more money than what was budgeted.

**DIRECTORS' COMMENTS**

Director Gin agreed that the ladders and safety equipment needs to be installed to come back into compliance. Director Hunt asked where the addition funds would come from to pay for the ladders and safety equipment. Staff stated the budgeted CIP funds would be used and that another project would be pushed into next year, thereby, not using reserve funds.

A MOTION was made by Vice-President Szabadi to approve the purchase and installation of safety ladders. 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.

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

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

**PUBLIC COMMENTS**

Inquiry as to how the retirement works.

**DIRECTORS' COMMENTS**

Comments and questions were addressed to clarify how the vesting will be handled with VOYA.

A MOTION was made by Vice-President Szabadi to approve Amendment No. 1. 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.

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

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

**PUBLIC COMMENTS**

None

**DIRECTORS' COMMENTS**

A MOTION was made by Vice-President Szabadi to approve Amendment No. 1. 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.

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

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

**PUBLIC COMMENTS**

None

**DIRECTORS' COMMENTS**

Board gave General Manager direction and authorization to pursue reimbursement for leaks caused by Southern California Edison heavy equipment.

**DIRECTORS COMMENTS**

None

The Board took a 5 minute recess at 7:40 pm before moving into closed session.

**CLOSED SESSION**

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

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

**8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Gov. Code section 54956.8.)

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

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

Negotiating parties: Greg Sorah, Realtor

Under negotiation: \$380,000.00

**9. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

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

Title: General Manager

**The Board resumed Open Session at 9:05 pm.**

**ACTION TAKEN**

**No action taken.** Do to time constraints Item 9 was not discussed and will be on the next Board agenda.

**ADJOURNMENT**

Board adjourned and 9:05 pm.

The next scheduled regular Board meeting is October 21, 2020 at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

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

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

Leo Havener  
INTERIM BOARD SECRETARY

Dr. Charles Schelly  
BOARD PRESIDENT

**BYLL WILD WATER DISTRICT  
 WATER FUND CONDENSED INCOME STATEMENT  
 FOR FISCAL MONTH ENDING SEPTEMBER 2020**

CONDENSED CATEGORY ACTUAL BUDGET VARIANCE %  
 FOR THE MONTH OF September 2020

OPERATING REVENUES:

BASE-RESIDENTIAL/COMMERCIAL	69,901	69,901	0	0.00%
SALES-RESIDENTIAL/COMMERCIAL	74,170	110,000	-35,830	-32.57%
OTHER OPERATING REVENUE	0	0	0	0.00%
OTHER NON-OPERATING REVENUE*	0	0	0	

TOTAL OPERATING REVENUES 144,071 179,901 -35,830 -19.92%

OPERATING REVENUE BY CATEGORY

FOR THE MONTH OF September 2020

	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE - RESIDENTIAL	52,076	52,076	0	0.00%
BASE RATE - COMMERCIAL	17,825	17,825	0	0.00%
SALES-RESIDENTIAL	50,115	66,000	-15,885	-24.07%
SALES-COMMERCIAL	24,055	44,000	-19,945	-45.33%
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	0	0	0	0.00%
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%
<b>TOTAL OPERATING REVENUES</b>	<b>144,071</b>	<b>179,901</b>	<b>-35,830</b>	<b>-19.92%</b>



LDYLLWLD WATER DISTRICT  
 WATER FUND CONDENSED INCOME STATEMENT  
 FOR FISCAL MONTH ENDING SEPTEMBER 2020

FOR THE MONTH OF September 2020

BY CATEGORY  
 WATER OPERATING EXPENSES:

	ACTUAL	BUDGET	VARIANCE F (U)	%
1- WAGES AND SALARIES EXPENSES	54,979	62,000	7,021	11.32%
2- RETIREMENT PLAN AND LIFE INSURANCE	3,370	4,000	630	15.75%
3- MEDICAL INSURANCE	9,888	12,000	2,112	17.60%
4- UNIFORM EXPENSES	107	438	331	75.54%
5- WORKERS COMP INSURANCE	0	5,000	5,000	100.00%
6- RETIREMENT MEDICAL INSURANCE	7,354	8,000	646	8.08%
7- BOARD REIMBURSEMENT	337	500	163	32.60%
8- OFFICE SUPPLIES	391	3,500	3,109	88.83%
9- OFFICE CLEANING SERVICE	210	280	70	25.00%
10- POSTAGE AND MAILING FEE	78	1,200	1,122	93.50%
11- TRAINING AND EDUCATION	0	1,300	1,300	100.00%
12- TRAVELING, MILEAGE, MEALS REIMBURSEMENT	0	629	629	100.00%
13- DUES, FEES, SUBSCRIPTIONS	9,472	4,000	-5,472	-136.80%
14- COMPUTER SERVICES	777	1,000	223	22.30%
15- LEGAL SERVICES	0	3,500	3,500	100.00%
16- ENGINEERING AND CONSULTING	0	4,000	4,000	100.00%
17- UTILITIES - ELECTRICITY	5,871	8,000	2,129	26.61%
18- UTILITIES - GAS& FUEL	620	800	180	22.50%
19- UTILITIES - PROPANE	0	325	325	100.00%
20- UTILITIES - TELEPHONE INTERNET	1,189	761	-429	-56.34%
21- UTILITIES - WASTE MANAGEMENT FEE	200	184	-16	-8.80%
22- AUTO AND PROPERTY INSURANCE	0	15,000	15,000	100.00%
21 -STATE-COUNTY WATER SYSTEM FEES	0	4,000	4,000	100.00%
22 -GENERAL PLANT & TREATMENT SERVICES	10,253	5,000	-5,253	-105.06%
23 - VEHICLES REPAIRS AND MAINTENANCE	1,939	2,500	561	22.44%
25 -LABORATORY SERVICES	3,553	3,000	-553	-18.43%
26 -WATER SECURITY SYSTEM	0	771	771	100.00%
27 -ADVERTISING AND PUBLISHING	0	542	542	100.00%
28 -PROPERTY TAX EXPENSES	0	233	233	100.00%
29- COMPENSATED TIME	0	500	500	100.00%
30 -BANK FEE CHARGE	228	250	22	8.80%
31 -WATER MAINTENANCE AND SUPPLIES	3,959	1,500	-2,459	-163.93%
33 -ACCOUNTING AND AUDITING FEE	1,350	8,000	6,650	83.13%
34 - WATER LEAK (IWD Leak Side)	1,486	2,000	514	

TOTAL OPERATING EXPENSES: 117,611 162,712 45,101 27.72%

TOTAL INCOME AND (LOSS) 26,460 17,189

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

FOR THE MONTH OF SEPTEMBER 2020

CUBIC FEET OF SALES:

	Residential C.F	Commercial C.F	Total
R1 5/8	670,772	82,940	753,712
R2 3/4	11,080	14,470	25,550
R3 1"	10,950	83,770	94,720
R4 1.1/2"	0	40,420	40,420
R5 2"	0	18,550	18,550
R6 3"	0	3,063	3,063
IA 3"	0	76,670	76,670
NC-WWTP	0	1,260	1,260
<b>TOTAL CUBIC FEET OF SALES</b>	<b>692,802</b>	<b>321,143</b>	<b>1,013,945</b>

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
<b>TOTAL NUMBER OF CUSTOMER BILLS</b>	<b>1,481</b>	<b>185</b>	<b>1,666</b>

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

Total Idyllwild Customers

SewerAcct <b>S</b>	418	167	585
Fire Services <b>F "2"</b>	0	0	0
Fire Services <b>F "3"</b>	0	0	0
Fire Services <b>F "4"</b>	0	3	3
<b>Total Idyllwild Customers</b>			<b>2,254</b>

**IDEYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING SEPTEMBER 2020**

FOR THE MONTH OF SEPTEMBER 2020

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	58,080	56,569	1,521	2.69%
OTHER OPERATING	0	50	-50	-100.00%
<b>TOTAL OPERATING REVENUES</b>	<b>58,080</b>	<b>56,609</b>	<b>1,471</b>	<b>2.60%</b>
OPERATING EXPENSES:				
1- WAGES AND SALARIES	17,250	18,000	750	4.17%
2- RETIREMENT AND LIFE INSURANCE	1,220	2,500	1,280	51.20%
3- MEDICAL INSURANCE	3,296	5,000	1,704	34.08%
4- UNIFORM EXPENSE	353	300	-53	-17.67%
5- WORKER'S COMPENSATION INSURANCE	0	200	200	100.00%
6- RETIREMENT MEDICAL INSURANCE	2,451	917	-1,534	-167.38%
7- BOARD REIMBURSEMENT	0	200	200	100.00%
8- OFFICE SUPPLIES	590	400	-190	-47.50%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	0	400	400	100.00%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILEAGE, MEAL REIMBURSEMENT	110	292	182	62.28%
13- DUE AND SUBSCRIPTION FEE	3,534	1,000	-2,534	-253.40%
14- COMPUTER SERVICES	146	1,000	854	85.40%
15- LEGAL SERVICES	285	500	215	43.00%
16- UTILITIES - ELECTRICITY	3,950	4,000	50	1.25%
17- UTILITIES - GAS & FUEL	213	437	224	51.22%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE & INTERNET	310	292	-18	-6.29%
20- UTILITIES - WASTE MANAGEMENT FEE	66	125	59	47.20%
21- VEHICLES REPAIRS AND MAINTENANCE	0	500	500	100.00%
22- ENGINEERING SERVICES	200	5,000	4,800	96.00%
22- MAINTENANCE AND SUPPLIES	100	200	100	50.00%
23- GENERAL PLANT SERVICES	2,089	2,500	411	16.44%
24- SEWER PERMIT AND LICENSE (State Fee)	89	500	411	82.20%
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	0	2,000	2,000	100.00%
29- GENERAL AUTO AND LIABILITY INSURANCE	0	5,000	5,000	100.00%
30- SECURITY SYSTEM (ADT)	0	208	208	100.00%
31- ACCOUNTING & AUDITING FEE	1,062	2,000	938	46.90%
32- LINE CLEANING	0	100	100	100.00%
<b>Total Expenses</b>	<b>37,384</b>	<b>54,362</b>	<b>16,978</b>	<b>31.23%</b>
<b>Total INCOME OR (LOSS)</b>	<b>20,696</b>	<b>2,247</b>		

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

FOR THE MONTH OF SEPTEMBER 2020

SEWER FUND OPERATING REVENUES	F (U)		%	
	ACTUAL	BUDGET VARIANCE		
BASE RATE-COMMERCIAL	39,242	38,642	600	1.55%
BASE RATE- RESIDENTIAL	18,838	17,917	921	5.14%
TRANSFER FEE	0	50	-50	-100.00%
FACILITY CHARGE FROM IAF	0	0	0	0.00%
INSPECTION FEE	0	0	0	0.00%
OTHER MISCE	0	0	0	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>58,080</b>	<b>56,609</b>	<b>1,471</b>	<b>2.60%</b>
EQUIVALENT DWELLING UNITS (E.D.U'S)				
RESIDENTIAL	448	448	0.0	0.00%
COMMERCIAL	933	933	0.0	0.00%
<b>TOTAL E.D.U'S</b>	<b>1,381</b>	<b>1,381</b>	<b>0.0</b>	<b>0.00%</b>
<b>TOTAL Customers</b>	<b>418</b>	<b>167</b>	<b>585</b>	

**IDYLLWILD WATER DISTRICT  
DISTRICT WARRANTS AND OTHER DISBURSEMENTS  
FOR THE MONTH ENDED September 30, 2020**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
09/02/2020	16212	ACWA/JPIA	Health Insurance for August	\$13,185.13
09/02/2020	16213	ALLSTATE BENEFITS	Monthly Charge	\$304.12
09/02/2020	16214	California Computer Options	IT Services Charge	\$777.25
09/02/2020	16215	FRONTIER	Phone and Internet Charge	\$445.51
09/02/2020	16216	Gringer	Supplies for Sewer	\$241.56
09/02/2020	16217	Home Depot	Purchase Tools & Supplies	\$123.42
9/2/2020	16218	Sandlin & Son	Purchase and Install Ice Machine	\$3,136.85
09/02/2020	16219	Time Warner Cable	Monthly Charge	\$425.51
09/02/2020	16220	Tyla Friemoth	Water & Office Expenses Reimbursement	\$17.41
09/02/2020	16221	Underground Service Alert	New Tickets Charge	\$101.84
09/02/2020	16222	USA Bluebook	Supplies for Water and Sewer	\$3,055.15
09/02/2020	16223	Verizon Wireless	Monthly Charge	\$243.38
09/09/2020	16224	Allen Tire	New Tires for Sewer	\$852.83
9/9/2020	16625	CR&R Incorporated	Monthly Charge	\$287.16
09/09/2020	16626	Idyllwild Water District	To be Deposit at Hemet Bank for Payroll	\$35,000.00
09/09/2020	16627	USA Bluebook	Purchase a Leak Locator	\$4,539.95
09/09/2020	16628	Village Hardware	Supplies for Water and Sewer	\$153.23
09/09/2020	16629	Idyllwild Garage	Fixing Unit #23 Truck For Water	\$800.48
09/16/2020	16230	CALPERS- Social Security	Social Security Admin Annual Fees	\$250.00
09/16/2020	16231	Central Communications	Monthly Answering Service	\$188.89
09/16/2020	16232	Chase Credit Card	Monthly Charge	\$156.80
09/16/2020	16233	Four Seasons	Full Services to the Office	\$280.00
09/16/2020	16234	Genuine Auto Parts	Auto Parts	\$73.38
09/16/2020	16235	Herb Bergstrom	Retiree Medical Supplement for July+August+ September	\$2,464.14
09/16/2020	16236	Pine Cove Water District	Electrical Bill for Dutch Flats	\$74.31
09/16/2020	16237	S.C.E.	Monthly Charge	\$776.62
09/16/2020	16238	Streamline	Monthly Charge	\$400.00
09/16/2020	16239	USA Bluebook	Purchase a Leak Locator	\$176.04
09/23/2020	16240	All State Benefits	Monthly Charge	\$304.12
09/23/2020	16241	Elizabeth Lyons	Medical Retirement for Lyons Family	\$4,686.38
09/23/2020	16242	Gallade Chemical, Inc	Chemical Supplies	\$2,186.78
09/23/2020	16243	Granger	Supplies for Water	\$187.32
09/23/2020	16244	Hach Company	Purchasing Sens PH	\$3,751.16
09/23/2020	16245	Idyllwild Water District	To be Deposit at Hemet Bank for Payroll	\$36,000.00
09/23/2020	16246	Quinn Company	Purchase Parts for Tractor	\$196.35
09/23/2020	16247	Rapid Auto Glass	Fixing Glasses	\$600.00
09/23/2020	16248	T-Mobile	Monthly Charge	\$20.00
09/23/2020	16249	Tierra West, INC	The Rest of the Appraisal Fees	\$600.00
09/23/2020	16250	USA Bluebook	Supplies for Water and Sewer	\$231.61
09/30/2020	16251	Arrow Printing	Stamps	\$78.81
09/30/2020	16252	Associated Construction	First down Payment for Tank Ladder Project	\$5,425.00
09/30/2020	16253	Association of California Water	Annual Agency Dues	\$13,900.00
09/30/2020	16254	Babcock Laboratories	Lab Test For Water & Wastewater	\$1,215.40
09/30/2020	16255	Bill D. Whitener	Retiree Medical Supplement for July+August+ September	\$1,323.66
09/30/2020	16256	Forest Lumber	Supplies for Water and Sewer	\$463.38
09/30/2020	16257	FRONTIER	Phone and Internet Charge	\$445.51
09/30/2020	16258	Hach Company	Purchasing Sens PH	\$1,120.43
09/30/2020	16259	Home Depot	Purchase tools and Supplies	\$43.07
09/30/2020	16260	Idyllwild Heating & Cooling INC	Full Services to the Office	\$138.82
09/30/2020	16261	Kelly Clark	Retiree Medical Supplement for July+August+ September	\$1,332.15
09/30/2020	16262	Macleod Watts, INC	Actuarial Valuation for Other Post Employment	\$4,250.00
09/30/2020	16263	PJU Telecomm INC	Fixing Phone Line	\$1,096.91
09/30/2020	16264	Quinn Company	Purchase Parts for Tractor	\$1,183.07
09/30/2020	16265	S.C.E.	Monthly Charge	\$5,482.14

**TOTAL DISTRICT WARRANTS \$154,751.83**

**OTHER DISBURSEMENTS:**  
TOTAL PAYROLL \$72,229.00  
L.A.I.F. ELECTRONIC TRANSFERS \$0.00  
BANK SERVICE CHARGES AND FEES \$212.38

**TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS \$227,193.21**

Idyllwild Water District Monthly Recap

Month Sept year 2020

date 10.5.2020

Supplies to system 1,073,353 cf 24.5 af

Increase (decrease) 339,149 cf 25 % billing period 17 % daily demand

# of wells available 14 GPM Available 333 4% loss

Full time	<u>H21, 13, FV1A</u>	
Part time	<u>4, 15, 23, 24, FV#2, Golden Rod</u>	<u>3</u> <u>6</u>

Strawberry Creek Diversion draw 30,100 cf .69 af LILLY CREEK FLOW 0 cf

Foster Lake Level (max 18') 9' ft 6" in

IWD Flushing	
Main line leaks	<u>0</u>
Fire Dept. use	<u>75,000 gal</u>
HYD sales	<u>25,000 gal</u>
Sewer Plant	<u>43,384 gal</u>
	<u>9,424 gal</u>
Total	<u>152,808 gal</u>

Well statics

Foster Lake Area #3 4' #7 5' #14 14' FL Average 7.6'

Creek Area #23 227' pl #24 20' st

Nature Center #26 28' st #27 25' st #28 116' st

Fern Valley FV1A 372' pl FV#2 322' pl

STORAGE

		LEVEL	VOLUME
Foster Lake Tanks	11,698 cf/ft	21.6	252,676
Rock Dale Tank	2718 cf/ft	21.4	58,165
Delano Tank	1337 cf/ft	17.4	23,263
South Ridge Tank	3509 cf/ft	18.4	64,565
Wild Wood Tank	919 cf/ft	12.5	11,487
Golden Rod Tank	891 cf/ft	21	18,711

Total 411,867 cf Storage Supplies Max of 3.702 MG 8.3% in storage/ storage MGD 3.08

Production Days 30 Production minutes 43,200 Average GPM 185.84

Idyllwild Water District Well Production Data

Month Sept Year 2020

Date 10-5-2020

Well #	Cubic feet	AF	PT/FT	Status	GPM	Comment
Horizontal #1	66,711	1.5	FT	ON	10.7	
FL #2	<del>0</del>					
FL #4	225,823	5.1	PT	ON	45.8	
FL #10	<del>0</del>					
FL #11						
FL #12						
FL #13	254,914	5.8	FT	ON	44.6	
FL #15	45,814	1.0	PT	off	30.7	
FL #16						
#23 Stratton	151,516	3.4	PT	off	40.8	
#24 Curtis	63,350	1.4	PT	off	45.6	
#25 Donahoo						
#26 Nature Center	<del>0</del>					
#27 Nature Center						
#28 Rock Dale	<del>0</del>					
FV#1A	243,420	5.5	FT	ON	40.5	
FV#2	115,577	2.6	PT	ON	35	
Golden Rod	26,710	.61	PT	off	18.8	
Oakwood	<del>0</del>					

Total Cubic Feet 1,193,835

Cedar Glen Meter 472,780 cf 10.8 af

In District Production 600,573 cf 13.7 af

TOTAL SUPPLIES TO SYSTEM 1,073,353 cf 24.5 af

Days of Production 30 Minutes of Production 43,200 Average system GPM 185.84

WELL STATICS

MONTH Sept YEAR 2020

WELL	INITIAL	LEVEL	ST or PL	COMMENTS
#3	DP	4'	ST	
#7		5'	ST	
#14		14'	ST	FL AREA AVG. 7.6'
#23		227'	PL	
#24		25'	ST	
#26		28'	ST	
#27		25'	ST	
#28		110'	ST	
FV1A		372'	PL	
FV#2		322'	PL	



SEPT	6.8'ST	5'ST	301'PL	203'PL	23'ST	47'ST	41'ST	122'ST
OCT	8.8'ST	335'PL	134'REC	9'ST	18'ST	46'ST	41'ST	120'ST
NOV	10.3'ST	7'ST	299'PL	8'ST	18'ST	46'ST	43'ST	121'ST
DEC	13'ST	7'PL	310'ST	212'PL	19'ST	46'ST	43'ST	122'ST

2018

	FL	FV#1A	FV#2	23	24	26	27	28
JAN	13'ST	4'ST	68'ST	10'ST	18'ST	43'ST	41'ST	120'ST
FEB	14'ST	4'ST	310'PL	10'ST	17'ST	43'ST	41'ST	119'ST
MARCH	14'ST	2'ST	308'PL	120'REC	113'REC	40'ST	40'ST	118'ST
APRIL	11'ST	347'PL	180'REC	9'ST	18'ST	41'ST	40'ST	120'ST
MAY	16'ST	364'PL	319'PL	8'ST	18'ST	40'ST	40'ST	120'ST
JUNE	20'ST	370'PL	320'PL	220'PL	130'PL	41'ST	41'ST	122'ST
JULY	24'ST	371'PL	320'PL	220'PL	28'ST	42'ST	42'ST	122'ST
AUG	25'ST	385'PL	320'PL	234'PL	179'PL	56'ST	51'ST	140'PL
SEPT	26'ST	381'PL	320'PL	242'PL	62'REC	50'ST	46'ST	130'ST
OCT	30'ST	385'PL	320'PL	263'PL	45'REC	51'ST	49'ST	127'ST
NOV	29'ST	390'PL	76'ST	12'ST	29'ST	49'ST	49'ST	129'ST
DEC	29'ST	396'PL	320'PL	207'PL	100'PL	49'	48'	126'

2019

	FL	FV#1A	FV#2	23	24	26	27	28
JAN	27'ST	395'PL	53'ST	9'ST	19'ST	48'ST	34'ST	126'ST
FEB	0'ST	380'PL	314'PL	214'PL	18'ST	41'ST	43'ST	119'ST
MARCH	0'ST	367'PL	311'PL	7'ST	14'ST	24'ST	24'ST	105'ST
APRIL	2'ST	367'PL	55'ST	6'ST	13'ST	16'ST	13'ST	101'ST
MAY	0'ST	378'PL	310'PL	7'ST	14'ST	20'ST	15'ST	99'ST
JUNE	0'ST	384'PL	315'PL	163'PL	78'REC	20'ST	14'ST	97'ST
JULY	2'ST	368'PL	308'PL	216'PL	13'ST	24'ST	18'ST	99'ST
AUG	3'ST	383'PL	318'PL	7'ST	16'ST	24'ST	21'ST	99'ST
SEPT	3'ST	384'PL	43'ST	6'ST	15'ST	23'ST	23'ST	97'ST
OCT	6'ST	393'PL	252'PL	9'ST	17'ST	26'ST	25'ST	101'ST
NOV	7'ST	382'PL	299'PL	8'ST	17'ST	27'ST	25'ST	101'ST
DEC	7'ST	114'REC	105'REC	8'ST	16'ST	25'ST	24'ST	102'ST

2020

	FL	FV#1A	FV#2	23	24	26	27	28
JAN	5'ST	349'PL	41'ST	8'ST	17'ST	26'ST	26'ST	102'ST
FEB	3'ST	13'ST	308'PL	217'PL	13'ST	24'ST	24'ST	104'ST
MARCH	1'ST	1'ST	307'PL	7'ST	14'ST	21'ST	19'ST	101'ST
APRIL	2'ST	0'ST	315'PL	213'PL	14'ST	15'ST	16'ST	99'ST

<b>MAY</b>	<b>3'ST</b>	<b>360'PL</b>	<b>309'PL</b>	<b>8'ST</b>	<b>17'ST</b>	<b>20'ST</b>	<b>21'ST</b>	<b>102'ST</b>
<b>JUNE</b>	<b>3'ST</b>	<b>355'PL</b>	<b>317'PL</b>	<b>206'PL</b>	<b>19'ST</b>	<b>22'ST</b>	<b>18'ST</b>	<b>104'ST</b>
<b>JULY</b>	<b>4'ST</b>	<b>361'PL</b>	<b>319'PL</b>	<b>10'ST</b>	<b>19'ST</b>	<b>23'ST</b>	<b>20'ST</b>	<b>103'ST</b>
<b>AUG</b>	<b>6'ST</b>	<b>368'PL</b>	<b>279'PL</b>	<b>224'PL</b>	<b>96'PL</b>	<b>26'ST</b>	<b>23'ST</b>	<b>106'ST</b>
<b>SEPT</b>	<b>7.6'ST</b>	<b>372'PL</b>	<b>322'PL</b>	<b>227'PL</b>	<b>20'ST</b>	<b>28'ST</b>	<b>25'ST</b>	<b>110'ST</b>
<b>OCT</b>								
<b>NOV</b>								
<b>DEC</b>								



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** October 21, 2020  
**Subject:** Item 1.D. - General Manager Report

---

### Overview

The matters that required my attention since September 16, 2020, are as follows:

- Strawberry Creek Pipeline Project
  - Survey of the site is complete
  - Drawings are being developed
- CRWA provided the District a written status update for the wastewater treatment plant project
- Interviewed candidates for the Office Administrator position
  - Hired Tyla Friemoth
- Authorized the purchase of a new jetter and trailer
- Installed two new meters
- Safety ladders for tanks has been awarded and installation will begin soon
- Tyler Puckett, Water Operator I, volunteered to be the District Safety Officer
- Field staff repaired various water leaks within the District
- Modified proposed newsletter
- Property negotiations
- Worked on personnel matters
- Prepared items for Board meeting
- Held Management Team meetings
- Addressed various customer service issues
- Communicated with General Counsel regarding various District matters
- Met and discussed District matters with individual Board Members

## Leo Havener

---

**From:** Nathan Thomas <NThomas@calruralwater.org>  
**Sent:** Thursday, October 1, 2020 2:04 PM  
**To:** Leo Havener  
**Cc:** Archana Bhardwaj  
**Subject:** Feasibility Study Progress

Leo,

Just checking in with an update on the SAWPA project work for Idyllwild Water District. The wastewater treatment plant upgrades Feasibility Study is underway. We are currently editing and expanding the draft. I hope to have a final draft for your team's review around the first of next month. Subsequently, we plan to address review comments and, with approval of the selected alternative (from the Feasibility Study), begin writing the Preliminary Engineering Report to support the design.

Please note, Archana Bhardwaj is now the lead project engineer on this work. She has a background in wastewater that aligns well with this project. She is CC'd on this email. You can reach her or myself anytime for updates on the work.

Lastly, I should let you know that the timeline for the completion of the work has been adjusted from the end of December 2020 to the end of March 2021. It will still be a challenge, but that will be enough time to finish the PER in support of Idyllwild Water District's effort to plan and fund this important upgrade at the wastewater plant.

Thanks,

~Nate

**Nathan Thomas P E**  
*Senior Engineer*  
*Resource Development Unit*

California Rural Water Association  
1234 North Market Blvd.  
Sacramento, CA 95834  
Ph: 916-283-8531  
F: 916-553-4904  
E: [nthomas@calruralwater.org](mailto:nthomas@calruralwater.org)  
[www.calruralwater.org](http://www.calruralwater.org)



**California**  
Rural Water Association



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** October 21, 2020

**Subject:** Item 2 – Consider Proposed Pay Grade and Step Schedule, and Eliminate Automatic 5% Salary Increase Upon Completion of Certifications

---

### **Recommendation:**

Board of Directors will consider approving General Manager recommendation of a proposed Pay Grade and Step Schedule, and eliminate the District policy of an automatic 5% increase in pay upon completion of each certification obtained.

### **Background:**

The existing Salary Step Schedule has no grades, job titles only, and 20 steps for each position. Additionally, there are inconsistencies between positions within the existing Salary Step Schedule that should be corrected.

For the field staff, there is an automatic 5% increase in pay upon completion of each certification obtained. This practice should be eliminated. There should be more focus on obtaining certificates for position advancement.

The proposed Pay Grade and Step Schedule are uniform, clear, concise, and is easier to understand. Both staff and future applicants can distinguish current position within the organization, salary, and growth potential.

### **Fiscal Impact:**

None.

**Conclusion:**

Approving the proposed Pay Grade and Step Schedule, and eliminate the District policy of an automatic 5% increase in pay upon completion of each certification obtained will assist existing staff with growth potential, as well as future applicants, at no additional costs to the District and its ratepayers.

**Attachments:**

- Position Pay Grade and Step Schedule (Proposed)
- Pay Grade and Step Schedule (Proposed)
- Salary Steps Schedule (Existing)

**Idyllwild Water District**  
**Position Pay Grade and Step Schedule\***  
**Effective October 21, 2020**

Non-Exempt Hourly Positions	Pay Grade	1	2	3	4	5	6	7	8	9	10
Administrative Assistant (On Leave)	12	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80
Chief Wastewater Operator (1)	16	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80	\$ 41.79	\$ 43.88	\$ 46.07	\$ 48.38
Chief Water Operator (1)	16	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80	\$ 41.79	\$ 43.88	\$ 46.07	\$ 48.38
Office Administrator (1)	12	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80
Operator-In-Training (Water &WW) (Vacant)	2	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27	\$ 24.43
Wastewater Operator I (Vacant)	6	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70
Wastewater Operator II (1)	9	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38
Wastewater Operator III (Vacant)	12	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80
Water Operator I (2)	6	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70
Water Operator II (Vacant)	9	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38
Water Operator III (1)	12	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80

Exempt Salary Positions	Pay Grade	1	2	3	4	5	6	7	8	9	10
Chief Financial Officer (1)	E1	\$ 79,499	\$ 81,537	\$ 87,862	\$ 92,310	\$ 96,983	\$ 101,893	\$ 107,051	\$ 112,471	\$ 118,165	\$ 124,073
General Manager (1)	GM	\$ 102,212	\$ 107,454	\$ 112,883	\$ 118,609	\$ 124,613	\$ 130,922	\$ 137,550	\$ 144,513	\$ 151,829	\$ 159,516

\*Note: Each Grade & Step increase is 5%.

**Idyllwild Water District**  
**Pay Grade and Step Schedule\***  
 Effective October 21, 2020

Non-Exempt Hourly Wage										
Pay Grade	Step									
	1	2	3	4	5	6	7	8	9	10
1	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27
2	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27	\$ 24.43
3	\$ 16.54	\$ 17.36	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66
4	\$ 17.36	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94
5	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28
6	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70
7	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18
8	\$ 21.11	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74
9	\$ 22.16	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38
10	\$ 23.27	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10
11	\$ 24.43	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90
12	\$ 25.66	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80
13	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80	\$ 41.79
14	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80	\$ 41.79	\$ 43.88
15	\$ 29.70	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80	\$ 41.79	\$ 43.88	\$ 46.07
16	\$ 31.18	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80	\$ 41.79	\$ 43.88	\$ 46.07	\$ 48.38
17	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80	\$ 41.79	\$ 43.88	\$ 46.07	\$ 48.38	\$ 50.80
18	\$ 34.38	\$ 36.10	\$ 37.90	\$ 39.80	\$ 41.79	\$ 43.88	\$ 46.07	\$ 48.38	\$ 50.80	\$ 53.34
19	\$ 36.10	\$ 37.90	\$ 39.80	\$ 41.79	\$ 43.88	\$ 46.07	\$ 48.38	\$ 50.80	\$ 53.34	\$ 56.00
20	\$ 37.90	\$ 39.80	\$ 41.79	\$ 43.88	\$ 46.07	\$ 48.38	\$ 50.80	\$ 53.34	\$ 56.00	\$ 58.80
21	\$ 39.80	\$ 41.79	\$ 43.88	\$ 46.07	\$ 48.38	\$ 50.80	\$ 53.34	\$ 56.00	\$ 58.80	\$ 61.74
22	\$ 41.79	\$ 43.88	\$ 46.07	\$ 48.38	\$ 50.80	\$ 53.34	\$ 56.00	\$ 58.80	\$ 61.74	\$ 64.83
23	\$ 43.88	\$ 46.07	\$ 48.38	\$ 50.80	\$ 53.34	\$ 56.00	\$ 58.80	\$ 61.74	\$ 64.83	\$ 68.07
24	\$ 46.07	\$ 48.38	\$ 50.80	\$ 53.34	\$ 56.00	\$ 58.80	\$ 61.74	\$ 64.83	\$ 68.07	\$ 71.47
25	\$ 48.38	\$ 50.80	\$ 53.34	\$ 56.00	\$ 58.80	\$ 61.74	\$ 64.83	\$ 68.07	\$ 71.47	\$ 75.05

Exempt Annual Salary										
Pay Grade	Step									
	1	2	3	4	5	6	7	8	9	10
E1	\$ 79,499	\$ 81,537	\$ 87,862	\$ 92,310	\$ 96,983	\$ 101,893	\$ 107,051	\$ 112,471	\$ 118,165	\$ 124,073
GM	\$ 102,212	\$ 107,454	\$ 112,883	\$ 118,609	\$ 124,613	\$ 130,922	\$ 137,550	\$ 144,513	\$ 151,829	\$ 159,516

\*Note: Each Grade & Step increase is 5%.



**Idyllwild Water District**  
**Salary Steps Schedule**  
 Effective July 1, 2020

No.	Class	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	General Manger	Annual	\$ 99,657	\$ 102,212	\$ 104,833	\$ 107,454	\$ 110,140	\$ 112,863	\$ 115,716	\$ 118,609	\$ 121,574	\$ 124,613	\$ 127,729	\$ 130,922	\$ 134,195	\$ 137,550	\$ 140,989	\$ 144,513	\$ 148,126	\$ 151,829	\$ 155,625	\$ 159,516
2	Chief Financial Officer	Annual	\$ 77,511	\$ 79,499	\$ 81,537	\$ 83,628	\$ 85,718	\$ 87,862	\$ 90,058	\$ 92,310	\$ 94,618	\$ 96,983	\$ 99,408	\$ 101,893	\$ 104,440	\$ 107,051	\$ 109,727	\$ 112,471	\$ 115,282	\$ 118,164	\$ 121,119	\$ 124,146
3	Chief Water Operator	Hourly	\$ 26.52	\$ 27.21	\$ 27.91	\$ 28.62	\$ 29.35	\$ 30.10	\$ 30.88	\$ 31.67	\$ 32.46	\$ 33.27	\$ 34.10	\$ 34.96	\$ 35.83	\$ 36.73	\$ 37.64	\$ 38.58	\$ 39.55	\$ 40.54	\$ 41.55	\$ 42.59
4	Water Operator III	Hourly	\$ 23.39	\$ 23.98	\$ 24.59	\$ 25.23	\$ 25.87	\$ 26.54	\$ 27.29	\$ 27.97	\$ 28.67	\$ 29.39	\$ 30.12	\$ 30.87	\$ 31.65	\$ 32.44	\$ 33.25	\$ 34.08	\$ 34.93	\$ 35.80	\$ 36.70	\$ 37.62
5	Administrative Assistant	Hourly	\$ 22.92	\$ 23.51	\$ 24.11	\$ 24.73	\$ 25.36	\$ 25.99	\$ 26.63	\$ 27.36	\$ 28.01	\$ 28.61	\$ 29.33	\$ 30.06	\$ 30.81	\$ 31.58	\$ 32.37	\$ 33.18	\$ 34.01	\$ 34.86	\$ 35.73	\$ 36.62
6	Office Administrator	Hourly	\$ 22.92	\$ 23.51	\$ 24.11	\$ 24.73	\$ 25.36	\$ 25.99	\$ 26.63	\$ 27.36	\$ 28.01	\$ 28.61	\$ 29.33	\$ 30.06	\$ 30.81	\$ 31.58	\$ 32.37	\$ 33.18	\$ 34.01	\$ 34.86	\$ 35.73	\$ 36.62
7	Wastewater Operator II	Hourly	\$ 21.81	\$ 22.37	\$ 22.95	\$ 23.53	\$ 24.13	\$ 24.76	\$ 25.38	\$ 26.01	\$ 26.66	\$ 27.33	\$ 28.01	\$ 28.71	\$ 29.43	\$ 30.16	\$ 30.92	\$ 31.69	\$ 32.48	\$ 33.29	\$ 34.13	\$ 34.98
8	Water Operator I	Hourly	\$ 19.84	\$ 20.34	\$ 20.86	\$ 21.40	\$ 21.94	\$ 22.51	\$ 23.09	\$ 23.68	\$ 24.29	\$ 24.90	\$ 25.52	\$ 26.16	\$ 26.81	\$ 27.48	\$ 28.17	\$ 28.87	\$ 29.60	\$ 30.33	\$ 31.09	\$ 31.87
9	Water Operator I	Hourly	\$ 19.84	\$ 20.34	\$ 20.86	\$ 21.40	\$ 21.94	\$ 22.51	\$ 23.09	\$ 23.68	\$ 24.29	\$ 24.90	\$ 25.52	\$ 26.16	\$ 26.81	\$ 27.48	\$ 28.17	\$ 28.87	\$ 29.60	\$ 30.33	\$ 31.09	\$ 31.87

\*Each step increase is 2.5%

\*Updated on July 1, 2020

\*Step 1 is the base rate for each position



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** October 21, 2020

**Subject:** Item 3 - LAFCO 2020 Special District Selection Committee Alternate Member Ballot

---

### **Recommendation:**

Board of Directors will consider selecting and prioritizing LAFCo 2020 SDSC Alternate Member Ballot.

### **Background:**

At the August 8, 2020 Board meeting, the Board of Directors nominated Vice President Szabadi and Director Gin for LAFCo Alternate Special District Member.

### **General Instructions and Information:**

- Ballot must be received in the LAFCo office by 5:00 p.m. on Wednesday, October 28, 2020
- Ballot must be signed by the presiding officer
- The term for the Alternate will run through May 6, 2024

### **Attachments:**

- 2020 Ballot Instructions for an Alternate Special District Member (Riverside County) of the Riverside Local Agency Formation Commission

- Special District Selection Committee – 2020 Alternate Ballot
- Instant Runoff Voting (IRV) Election Process



September 28, 2020

via electronic mail

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

To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):

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. The nomination period for the position in the title above was commenced on Monday, August 10, 2020 and closed on September 21, 2020.

Enclosed you will find your ballot. **Please read the instructions carefully before completing your ballot.**

**LAFCO Alternate Special District Member – Riverside County:** A total of 9 nominations were received for the alternate position.

All members of the SDSC may cast a ballot for 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.

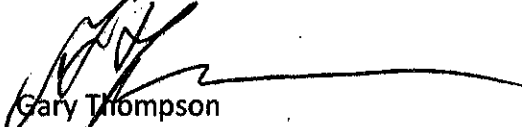
**General Instructions and Information:**

- Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto: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 Wednesday, October 28, 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](mailto: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 28 of our 55 independent special districts, are returned. Please return your ballots in a timely manner.

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

Sincerely,



Gary Thompson  
Executive Officer

**SPECIAL DISTRICT SELECTION COMMITTEE  
2020 ALTERNATE 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., Wednesday, October 28, 2020.  
email to: [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org)**

If mailing: LAFCO, 6216 Brockton Avenue, Suite 111-B, Riverside, CA 92506 – deadline still applies.

**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
<b>Les Gin</b> , Idyllwild Water District	1 2 3 4 5 6 7 8 9
<b>Peter Szabadi</b> , Idyllwild Water District	1 2 3 4 5 6 7 8 9
<b>Karen Alexander</b> , Northwest Mosquito & Vector Control District	1 2 3 4 5 6 7 8 9
<b>Ralph Hoetger</b> , Idyllwild Fire Protection District	1 2 3 4 5 6 7 8 9
<b>Steven Pastor</b> , Lake Hemet Municipal Water District	1 2 3 4 5 6 7 8 9
<b>Debra Canero</b> , Valley Sanitary District	1 2 3 4 5 6 7 8 9
<b>John Skerbelis</b> , Rubidoux Community Services District	1 2 3 4 5 6 7 8 9
<b>Arthur Shorr</b> , Desert Healthcare District	1 2 3 4 5 6 7 8 9
<b>Jan Bissell</b> , Valley-Wide Recreation & Park District	1 2 3 4 5 6 7 8 9

# **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](https://www.rankedchoicevoting.org/single_seat)





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** October 21, 2020

**Subject:** Item 4 – Consider Resending Resolution No. 765 and Make 4/10 Work Schedule Permanent

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### Recommendation:

Board of Directors will consider approving General Manager's recommendation to resend Resolution No. 765, and make the existing 4/10 work schedule permanent.

### Background:

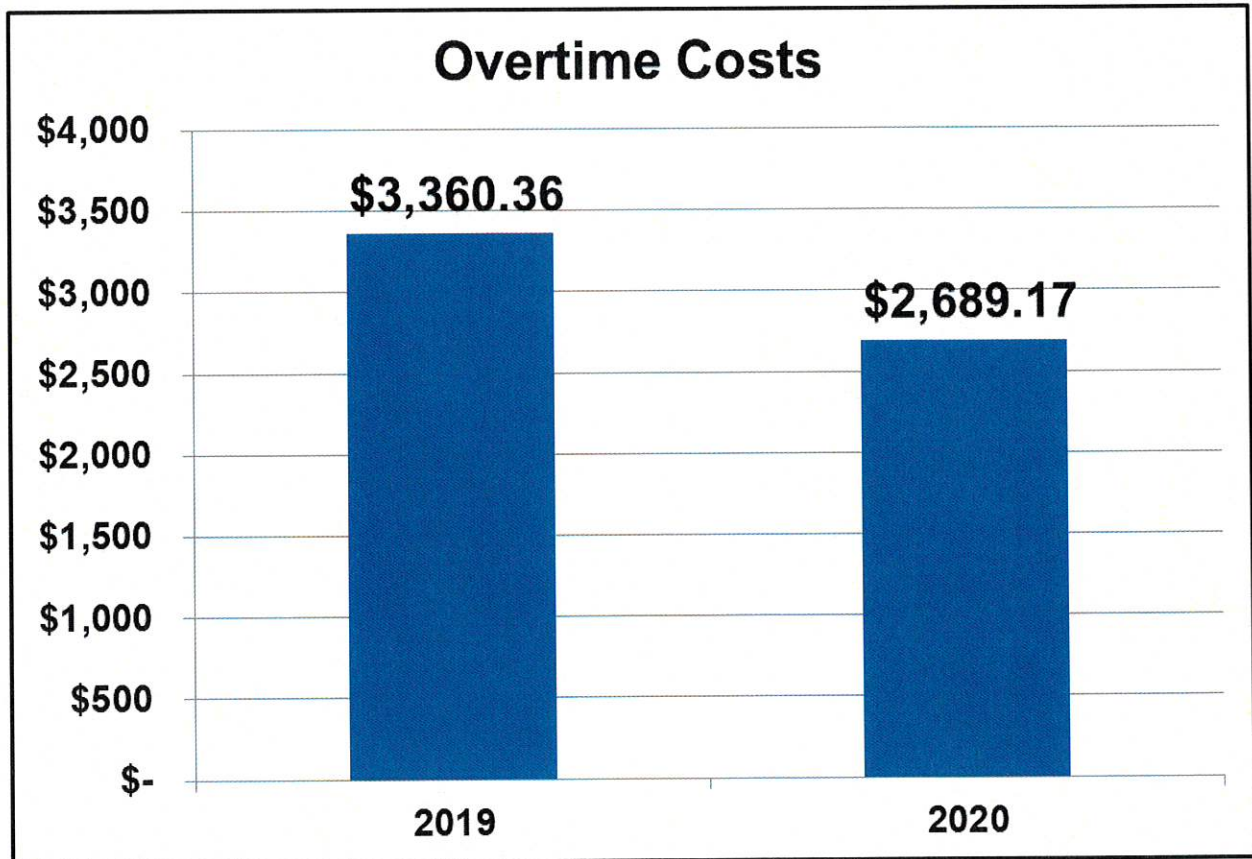
On June 19, 2019, the Board approved Resolution No. 765 that provided field staff a 4/10 work schedule on a trial basis. The 4/10 work schedule is when staff works 10 hours a day four days a week.

District operations are functioning exceptionally well under the 4/10 work schedule. Additionally, staff thrives under the 4/10 work schedule and morale is high. Staff prefers to operate under the 4/10 work schedule. The ratepayers are benefitting from efficient and effective staff operating with a high morale.

As the winter falls upon us, the water and wastewater operations continue, as do regulatory compliance. While daylight hours are reduced, the work remains the same. For clarity, during the winter season, due to the snow and cold weather, work for the field staff actually becomes more difficult and time consuming. Even with the snow and cold weather, staff still prefers to work longer days to complete the necessary and require work.

With the 4/10 work schedule the District has noticed a drop in overtime. For the months of

July, August, and September in 2019 overtime total costs was \$3,360.36. During the same three months in 2020 overtime costs was \$2,689.17.



**Fiscal Impact:**

None.

**Conclusion:**

General Manager recommends resending Resolution No. 765 and make the existing 4/10 work schedule permanent.

**Attachments:**

- Resolution No. 765

RESOLUTION NO.765

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
IDYLLWILD WATER DISTRICT  
PROPOSING TO CHANGE THE DISTRICTS FIELD STAFF  
WORK SCHEDULE TO A 4-10 WORK WEEK FOR THE SUMMER HOURS

**WHEREAS**, The Idyllwild Water District to implement a 4-10 work schedule for field staff during summer hours; and

**WHEREAS**, All IWD Field Staff would work a 10 hour day (7:00 a.m. to 5:30 p.m.) with a 30 minute lunch, Monday through Thursday with Friday off or Tuesday through Friday with Monday off; corresponding with the rotating on-call personnel schedule; and

**WHEREAS**, Pay periods would be changed to an every other Friday pay schedule; and

**NOW, THEREFORE**, The Board of Directors of the Idyllwild Water District hereby resolves to approve the temporary work schedule, for Field Staff, of a 4-10 work week plan for summer hours starting July 1, 2019 through September 30, 2019 according to Policy and Procedure POLICY NO. 2019.004.

DATED: June 19, 2019

IDYLLWILD WATER DISTRICT

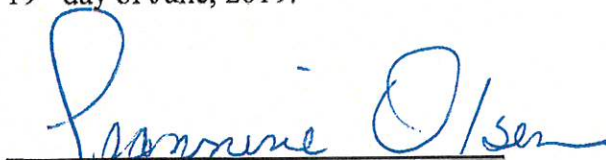


DR. CHARLES SCHELLY – PRESIDENT

I, Jeannine Olsen, Board Secretary of the Idyllwild Water District, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of said Idyllwild Water District at its meeting held on the 19th day of June, 2019, by the following vote, to wit:

AYES:	NAYS:	ABSTAIN:	ABSENT:
Charles Schelly	Steve Kunkle		
Peter Szabadi	Dave Hunt		
Les Gin			

In witness thereof I have hereunto set my hand and affixed the official seal of the Idyllwild Water District this 19<sup>th</sup> day of June, 2019.



Jeannine Olsen - BOARD SECRETARY  
IDYLLWILD WATER DISTRICT