



## REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

February 16, 2022 – 6:00 P.M.

**Pursuant to AB 361, due to the continued State of Emergency for COVID-19 and that State and Local officials are imposing and recommending social distancing, this meeting will be held in person and virtually.**

Topic: Board of Directors Meeting

Time: Feb 16, 2022, 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85736743121?pwd=QWk3Ymw4U21BSjNIMEt5SXlubnBDUT09>

Meeting ID: 857 3674 3121

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Find your local number: <https://us06web.zoom.us/u/kx1RtKrG2>

## AGENDA

### CALL TO ORDER

### ROLL CALL

### PUBLIC COMMENTS

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the district. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not act on the item at this meeting. As to matters on the agenda, 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 – 5 minutes**

Consent Calendar items are expected to be routine and non-controversial, to be acted upon by



the Board at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.

**A. BOARD MINUTES**

Regular Board Meeting: January 19, 2022

**B. FINANCIAL REPORTS**

1. Income statement for the six-months ending January 31, 2022
2. District warrants for January 2022
3. Check #16978 – 17018 = \$ 290,543.77
4. Gross Payroll = \$ 59,875.00
5. Federal/State PR taxes = \$ 5,619.00
6. LAIF Transfers = \$ 0.00
7. Transfers/charges = \$ 0.00

**C. OPERATIONS REPORT**

**D. AUTHORIZE REMOTE MEETINGS PURSUANT TO AB 361 AND MAKE REQUIRED FINDINGS**

Board of Directors will consider authorizing continuing remote meetings pursuant to AB 361 based on findings that (1) there is declared state of emergency for COVID-19, and (2) state and local officials are imposing and recommending social distancing.

**INFORMATION**

2. **GENERAL MANAGER REPORT** – 5 minutes
3. **RIVERSIDE LAFCO CALL FOR NOMINATIONS** – 5 minutes
4. **ACWA JPIA CWIF ELECTION** – 5 minutes
5. **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS – SEAT B** – 5 minutes
6. **IWD PROJECT STATUS & DISTRICT OVERVIEW** – 10 Minutes
7. **COVID-19 PREVENTION PROGRAM** – 10 Minutes

**ACTION ITEMS**

8. **RESOLUTION NO. 784 WATER STAND-BY ASSESSMENTS FOR FY 2022 -**



**2023** – 5 minutes

Board of Directors will set a date of May 18, 2022, for a Public Hearing for water stand-by assessment fees for Fiscal Year 2022 – 2023 for undeveloped parcels within the Idyllwild Water District (water service area).

**9. RESOLUTION NO. 785 SEWER STAND-BY ASSESSMENTS FOR FY 2022 - 2023** – 5 minutes

Board of Directors will set a date of May 18, 2022, for a Public Hearing for sewer stand-by assessment fees for Fiscal Year 2022 – 2023 for undeveloped parcels within the Idyllwild Water District Improvement District No. 1 (sewer service area).

**DIRECTORS COMMENTS** – 5 minutes

**ADJOURNMENT**

The next Board meeting is a Regular Meeting scheduled for March 16, 2022, 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: office@idyllwildwater.com. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the district staff in assuring those reasonable arrangements can be made to provide accessibility to the meeting.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** February 16, 2022  
**Subject:** Item 1A – Board Minutes

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**Recommendation:**

Board of Directors approve January 19, 2022, Board meeting minutes.

**Attachments:**

- Minutes of Regular Meeting of the Board of Directors, January 19, 2022



## MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

January 19, 2022 – 6:00 P.M.

Pursuant to AB 361 and action taken by the Board pursuant to such, this meeting will be held in person and virtually.

### AGENDA

#### CALL TO ORDER

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

#### ROLL CALL

President Schelly, Vice President Szabadi, Director Kunkle, and Director Olson were physically present, and Director Gin was present via phone. General Manager Leo Havener and Chief Financial Officer Hosny Shouman were also physically present, with General Counsel Byrne present via Zoom.

#### PUBLIC COMMENTS

Steve Molton inquired about General Counsel meeting attendance.

### 1. CONSENT CALENDAR

#### A. MINUTES

Regular Board Meeting: November 17, 2021  
Regular Board Meeting: December 15, 2021

#### B. FINANCIAL REPORTS

- Income statement for the five-months ending December 31, 2021
- District warrants for December 2021

Check #16928 – 16977	= \$ 223,603.62
Gross Payroll	= \$ 62,209.00
Federal/State PR taxes	= \$ 5,435.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 0.00

#### C. OPERATIONS REPORT

#### D. CONSIDER CONTINUATION OF REMOTE MEETINGS PURSUANT TO AB 361 AND MAKE REQUIRED FINDINGS



Board of Directors will consider continuing remote meetings pursuant to AB 361

**DIRECTOR COMMENTS**

Director Olson discussed water and sewer revenues and expenses.  
Director Gin inquired about computer expenses.

**PUBLIC COMMENTS**

None

**A MOTION** was made by President Schelly to approve Consent Calendar Items A, B, C and D. Director Olson seconded.

The vote was as follows:

**AYES**

Director Gin  
Director Kunkle  
Director Olson  
Vice President Szabadi  
President Schelly

**NAYS**

**ABSTAIN**

**ABSENT**

**Motion approved.**

**INFORMATION**

**2. GENERAL MANAGER REPORT**

General Manager Havener gave his report and addressed questions.

**3. ACWA JPIA PRESIDENT'S SPECIAL RECOGNITION AWARD**

General Manager Havener informed the Board of award.

**4. JOB SATISFACTION SURVEY**

Director Gin gave an overview of the survey.

**DIRECTORS COMMENTS**

None

**PUBLIC COMMENTS**

None

The Board took a five (5) minute recess at 6:38 p.m. before moving into closed session.



**CLOSED SESSION**

**5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code Section 54956.8)**

Property: 25201 & 25305 Fern Valley Road, Idyllwild, CA 92549  
Agency negotiator: Leo Havener, General Manager & Hosny Shouman, Chief Financial Officer  
Negotiating parties: Property Owner  
Under negotiation: Price

**6. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code Section 54956.8)**

Property: 26120 Ridgeview Drive, Idyllwild, CA 92549  
Agency negotiator: Leo Havener, General Manager & Hosny Shouman, Chief Financial Officer  
Negotiating parties: Property Owner  
Under negotiation: Price

The Board resumed Open Session at 8:10 p.m.

**REPORT FROM CLOSED SESSION**

No reportable action.

**ADJOURNMENT**

Board adjourned at 8:10 pm.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

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

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

Leo Havener  
BOARD SECRETARY

Dr. Charles Schelly  
BOARD PRESIDENT



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** February 16, 2022  
**Subject:** Item 1B – Financial Reports

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### Recommendation:

Board of Directors accept January 2022 Financial Reports.

### Attachments:

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



**IDYLLWILD WATER DISTRICT  
WATER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING JANUARY, 2022**

CONDENSED CATEGORY	FOR THE MONTH OF JANUARY 2022		VARIANCE %
	ACTUAL 2021	BUDGET 2020	
OPERATING REVENUES:			
BASE-RESIDENTIAL/COMMERCIAL	77,496	77,357	139
SALES-RESIDENTIAL/COMMERCIAL	57,064	58,000	-936
OTHER OPERATING REVENUE	0	0	0
OTHER NON-OPERATING REVENUE*	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>134,560</b>	<b>135,357</b>	<b>-797</b>
			<b>-0.59%</b>
OPERATING REVENUE BY CATEGORY	FOR THE MONTH OF JANUARY 2022		F (U) VARIANCE %
	ACTUAL 2021	BUDGET 2020	
BASE RATE - RESIDENTIAL	57,688	57,549	139
BASE RATE - COMMERCIAL	19,808	19,808	0
SALES-RESIDENTIAL	31,924	30,000	1,924
SALES-COMMERCIAL	25,140	28,000	-2,860
SALES-SEWER	0	0	0
SALES-CONSTRUCTION/OTHER	0	0	0
TRANSFER FEES	0	0	0
TURN ON/OFF FEES	0	0	0
LIEN & LIEN RELEASE FEES	0	0	0
DELINQUENCY FEES	0	0	0
WILL SERVE LETTER FEES	0	0	0
OTHER MISCELLANEOUS	0	0	0
INSTALLATION FEES	0	0	0
CAPACITY FEES	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>134,560</b>	<b>135,357</b>	<b>-797</b>
			<b>-0.59%</b>

IDLWILD WATER DISTRICT  
 WATER FUND CONDENSED INCOME STATEMENT  
 FOR FISCAL MONTH ENDING JANUARY, 2022

FOR THE MONTH OF JANUARY 2022

BY CATEGORY	ACTUAL	BUDGET	F (U)		%
			VARIANCE		
<b>WATER OPERATING EXPENSES:</b>					
1-WAGES AND SALARIES EXPENSES	50,250	54,979	4,729		8.60%
2- RETIREMENT PLAN AND LIFE INSURANCE	3,102	3,370	268		7.95%
3-MEDICAL INSURANCE	14,531	9,888	-4,643		-46.96%
4-UNIFORM EXPENSES	0	107	107		100.00%
5-WORKER'S COMP INSURANCE	0	1,800	1,800		100.00%
6-RETIREMENT MEDICAL INSURANCE	0	4,700	4,700		100.00%
7-BOARD REIMBURSEMENT	200	300	100		33.33%
8-OFFICE SUPPLIES	154	1,500	1,346		89.73%
9-OFFICE CLEANING SERVICE	225	210	-15		-7.14%
10-POSTAGE AND MAILING FEE	234	900	666		74.00%
11-TRAINING AND EDUCATION	0	0	0		0.00%
12-TRAVELING, MILEAGE, MEALS REIMBURSEMENT	0	0	0		0.00%
13-DUES, FEES, SUBSCRIPTIONS	1,345	1,500	155		10.33%
14-COMPUTER SERVICES	1,355	1,500	145		9.67%
15-LEGAL SERVICES	1,119	2,000	881		44.05%
16-ENGINEERING AND CONSULTING	0	100	100		100.00%
17-UTILITIES - ELECTRICITY	5,864	8,900	3,036		34.11%
18-UTILITIES - GAS& FUEL	0	620	620		100.00%
19-UTILITIES - PROPANE	1,659	100	-1,559		-1559.00%
20-UTILITIES - TELEPHONE INTERNET	1,282	100	-93		-7.82%
21-UTILITIES - WASTE MANAGEMENT FEE	204	200	-4		-2.00%
22-AUTO AND PROPERTY INSURANCE	0	0	0		0.00%
21-STATE-COUNTY WATER SYSTEM FEES	12,341	10,000	-2,341		-23.41%
22-GENERAL PLANT & TREATMENT SERVICES	8,102	12,500	4,398		35.18%
23 - VEHICLES REPAIRS AND MAINTENANCE	315	1,500	1,185		79.00%
25-LABORATORY SERVICES	4,199	1,800	-2,399		-133.28%
26-WATER SECURITY SYSTEM	0	500	500		100.00%
27-ADVERTISING AND PUBLISHING	0	1,200	1,200		100.00%
28-BANK FEE CHARGE	0	250	250		100.00%
29-WATER MAINTENANCE AND SUPPLIES	0	4,000	4,000		100.00%
30-ACCOUNTING AND AUDITING FEE	0	0	0		0.00%
31-LIABILITY &PRPOERTY AND Auto INSURANCE	0	4,000	4,000		100.00%
<b>TOTAL OPERATING EXPENSES:</b>	<b>106,481</b>	<b>131,099</b>	<b>24,618</b>		<b>18.78%</b>
<b>TOTAL INCOME AND (LOSS)</b>	<b>28,079</b>	<b>4,258</b>			

**IDYLLWILD WATER DISTRICT  
 WATER FUND CONDENSED INCOME STATEMENT  
 FOR FISCAL MONTH ENDING JANUARY, 2022**

FOR THE MONTH OF JANUARY, 2022

**CUBIC FEET OF SALES:**

	Residential C.F	Commercial C.F	Total C.F
R1 5/8	488,925	77,770	566,695
R2 3/4	5,100	13,270	18,370
R3 1"	3,645	96,090	99,735
R4 1.1/2"	0	29,700	29,700
R5 2"	0	14,320	14,320
R6 3"	0	44,700	44,700
IA 3"	0	62,050	62,050
NC-WWTP	0	2,380	2,380
<b>TOTAL CUBIC FEET OF SALES</b>	<b>497,670</b>	<b>340,280</b>	<b>837,950</b>

**NUMBER OF CUSTOMER BILLS:**

	R	C	Total
R1 5/8	1,432	104	1,536
R2 3/4	12	18	30
R3 1"	42	36	78
R4 1.1/2"	0	16	16
R5 2"	0	8	8
R6 3"	0	1	1
IA 3"	0	1	1
NC-WWTP	0	1	1
<b>TOTAL NUMBER OF CUSTOMER BILLS</b>	<b>1,486</b>	<b>185</b>	<b>1,671</b>

Sewer Acct	S
Fire Services F "2"	422
Fire Services F "3"	0
Fire Services F "4"	0

Total Idyllwild Customers

**2,260**

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING JANUARY 2022**

FOR THE MONTH OF DECEMBER 2021

CONDENSED BY CATEGORY	2021	2021	VARIANCE	%
	Actual	Budget		
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	60,348	59,853	495	0.83%
OTHER OPERATING	0	0	0	0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>60,348</b>	<b>59,853</b>	<b>495</b>	<b>0.83%</b>
OPERATING EXPENSES:				
1- WAGES AND SALARIES	9,625	13,000	3,375	25.96%
2- RETIREMENT AND LIFE INSURANCE	1,034	1,220	186	15.25%
3- MEDICAL INSURANCE	4,843	3,300	-1,543	-46.76%
4- UNIFORM EXPENSE	0	353	353	100.00%
5- WORKER'S COMPENSATION INSURANCE	0	580	580	100.00%
6- RETIREMENT MEDICAL INSURANCE	0	1,850	1,850	100.00%
7- BOARD REIMBURSEMENT	0	0	0	0.00%
8- OFFICE SUPPLIES	52	590	538	91.19%
9- OFFICE CLEANING SERVICES	75	70	-5	-7.14%
10- POSTAGE AND MAIL FEE	234	75	-159	-212.00%
11- EDUCATION AND TRAINING	0	0	0	0.00%
12- TRAVELING, MILEAGE, MEAL REIMBURSEMENT	0	110	110	100.00%
13- DUE AND SUBSCRIPTION FEE	448	3,534	3,086	87.32%
14- COMPUTER SERVICES	451	146	-305	-208.90%
15- LEGAL SERVICES	373	285	-88	-30.88%
16- UTILITIES - ELECTRICITY	0	3,950	3,950	100.00%
17- UTILITIES - GAS & FUEL	180	213	33	15.49%
18- UTILITIES - PROPANE	0	0	0	0.00%
19- UTILITIES - TELEPHONE&INTERNET	420	310	-110	-35.48%
20- UTILITIES - WASTE MANAGEMENT FEE	68	66	-2	-3.03%
21- VEHICLES REPAIRS AND MAINTENANCE	105	500	395	79.00%
22- ENGINEERING SERVICES	0	200	200	100.00%
22- MAINTENANCE AND SUPPLIES	96	100	4	4.00%
23- GENERAL PLANT SERVICES	5,304	2,089	-3,215	-153.90%
24- SEWER PERMIT AND LICENSE(State Fee)	0	500	500	100.00%
25- MINOR EQUIPMENT AND SUPPLIES	0	0	0	0.00%
26- SEWER LEASE	4,659	5,000	341	6.82%
27- ADVERTISING AND PUBLISHING	0	500	500	100.00%
28- LABORATORY SERVICES	1,400	1,239	-161	-12.99%
29- SECURITY SYSTEM (ADT)	0	300	300	100.00%
30- ACCOUNTING & AUDITING FEE	625	3,000	2,375	79.17%
31- LIBITY & PROPERTY AND AUTO INS	1,150	1,500	350	23.33%
32- WASTE DISPOSAL FEES	0	3,000	3,000	100.00%

**Total Expenses**

**31,142      47,580      16,438      34.55%**

**Total INCOME OR (LOSS)**

**29,206      12,273**

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING JANUARY 2022**

	FOR THE MONTH OF DECEMBER 2021			
	ACTUAL	BUDGET	F (U) VARIANCE	%
<b>SEWER FUND OPERATING REVENUES</b>				
BASE RATE-COMMERCIAL	40,566	40,157	409	1.02%
BASE RATE- RESIDENTIAL	19,782	19,696	43	0.22%
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%
<b>TOTAL OPERATING REVENUE</b>	<b>60,348</b>	<b>59,853</b>	<b>495</b>	<b>0.83%</b>
<b>EQUIVALENT DWELLING UNITS (E.D.U'S)</b>				
RESIDENTIAL	459	457	2.0	0.44%
COMMERCIAL	941	932	9.0	0.97%
<b>TOTAL E.D.U'S</b>	<b>1,400</b>	<b>1,389</b>	<b>11.0</b>	<b>0.79%</b>
<b>TOTAL Customers</b>	<b>422</b>	<b>164</b>	<b>586</b>	

**IDYLLWILD WATER DISTRICT**  
**DISTRICT WARRANTS AND OTHER DISBURSEMENTS**  
**FOR THE MONTH ENDED January 31, 2022**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
01/03/2022	16978	Furguson WaterWork	Second Payment for New Meter	19,090.80
01/03/2022	16979	Idyllwild Water District	To be despotied at Hemet bank	38,000.00
01/03/2022	16980	J.C. Coatings	Second Payment for Southridge	120,300.00
01/03/2022	16981	SWRCB	Water System Annual Fee For The State	11,578.55
01/03/2022	16982	USA Bluebook	Supplies for Water and Sewer	477.50
01/03/2022	16983	Home Depot Credit Services	Purchase Tools and Equipment	1,278.36
01/05/2022	16984	ACWA/JPIA	Health Insurance for January 2022	15,005.17
01/05/2022	16985	Babcock Laboratoies	Monthly Charge	5,598.72
01/05/2022	16986	California Computer Options	IT Monthly Services	1,607.51
01/05/2022	16987	Forest Lumber	Supplies for Water and Sewer	1,135.98
01/05/2022	16988	Frontier	Phone and Internet Charge	491.34
01/05/2022	16989	Steamline	Monthly Charge for website	200.00
01/05/2022	16990	Thomas Lovejoy	Retirement Medical Insurance	2,856.00
01/05/2022	16991	Time Warner Cable	Phone and Internet Charge	631.81
01/05/2022	16992	Underground Service Alert/SC	New Ticket Charge	46.12
01/05/2022	16993	Verizon Wireless	Monthly Charge	202.49
01/05/2022	16994	INFOSEND, INC	Printing and Processing Bills	937.33
01/12/2022	16995	ACWA/JPIA	Workers Comp	4,369.89
01/12/2022	16996	Binge	Site work for TV installaion	1,324.03
01/12/2022	16997	Burtonics Business Systems	Contact Base Annual Fee	132.51
01/12/2022	16998	Ferrellgas	Charge For Filling Propane Tanks	1,659.54
01/12/2022	16999	Genuine Auto Parts/ Napa Riverside	Auto Parts Monthly Charge	421.29
01/12/2022	17000	Hemet Fence	Fenec for Valley View Tank	3,000.00
01/12/2022	17001	S.C.E.	Monthly Charge	4,610.16
01/12/2022	17002	Village Hardware	Supplies For Water and Sewer Acct	39.96
01/12/2022	17003	S.C.E.	Monthly Charge	1,254.82
01/12/2022	17004	USA Bluebook	Supplies for Water&Sewer	3,974.10
01/19/2022	17005	CR&R Incorporated	Monthly Services for Trash Fee	273.05
01/19/2022	17006	Four Seasons Cleaning Services	Cleaning Services to the office Month Of December 2	300.00
01/19/2022	17007	Furguson WaterWorks #1083	Payment for New Meter Replacement	6,990.28
01/19/2022	17008	Gallade Chemical, Inc.	Chemical Supplies Customer 8	1,843.82
01/19/2022	17009	Idyllwild Water District	To be Deposit at Hemet Bank For Payroll	33,000.00
01/19/2022	17010	Staples Credit Plan	Monthly Charge	73.22
01/19/2022	17011	SWRCB	Water System Annual Fee	763.00
01/19/2022	17012	US Bank Corporate Payment System	Geneeral & Water Expenses	2,842.79
01/26/2022	17013	BEST BEST & KRIEGER	Monthly Legal Services	1,492.00
01/26/2022	17014	Central Communications	Monthly Answering Services	142.56
01/26/2022	17015	EGPS	Update Pension Plan Documents 401A	1,300.00
01/26/2022	17016	Forest Lumber	Supplies for Water+Sewer	921.34
01/26/2022	17017	T-Mobile	Monthly Charge For Data Plan Solar	20.00
01/26/2022	17018	Verizon Wireless	Monthly Charge	357.73

TOTAL DISTRICT WARRANTS \$290,543.77

OTHER DISBURSEMENTS:

TOTAL PAYROLL \$59,875.00  
L.A.I.F. ELECTRONIC TRANSFERS \$0.00  
BANK SERVICE CHARGES AND FEES \$0.00

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS

**\$350,418.77**



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** February 16, 2022  
**Subject:** Item 1C – Operations Report

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### Recommendation:

Board of Directors accept January 2022 Operation Report.

### Attachments:

- Monthly Operations Report, January 2022
- Well Production Data, January 2022
- Well Statics, January 2022
- Water System Schematic for Operations Report, January 2022

# Idyllwild Water District

## Monthly Operations Report

### January 2022

Supplies to System	935,837	CF	21.48	AF	
<b>Increase / Decrease</b>	24,808	CF	3%	Billing Period	10% Daily Demand
Number of Wells Available	14		333	GPM Available	
Water Sales	837,950	CF	15,749	CF Non-Water Sales	
Total Water/Non-Water Sales	853,699	CF	9%	Loss	

Full-Time	FV1A	1
Part-Time	2, 4, 13, 15, 23, 24, FV2, Golden Rod	8

Strawberry Creek Diversion	7,500	CF	0.17	AF	17.70	AFY
Lilly Creek Flow	0	CF	0.00	AF		
Foster Lake Level (Max. 18')	0	Feet	0	Inches		

Non-Water Sales	Gallons	CF
WTP Backwash	149,000	19,920
IWD Flushing	-	-
Main Line Leaks	-	-
Distribution Line Leaks	-	-
Fire Dept. Usage	100,000	13,369
Hydrant Sales	-	-
Wastewater Plant	17,802	2,380
Total	117,802	15,749

Not Included in Total

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
Jan	147.3	333	44%	1
Dec	163.2	333	49%	1
Nov	135.5	333	41%	1
Oct	161.8	333	49%	1
Sept	193.6	333	58%	2
Aug	211.3	333	63%	3

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

Foster Lake Area	SL #3	23	SL #7	24	SL #14	33	FL Avg.	26.7
Creek Area	PL #23	227	PL #24	40				
Nature Center	SL #26	37	SL #27	36	SL #28	120		
Fern Valley	PL FV1A	406	SL FV#2	44	SL GR	166	SL MW #6	36.0

#### Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	20.2	236,300
Rock Dale Tank	2,718	23.6	64,145
Delano Tank	1,337	17.4	23,264
South Ridge Tank	3,509	21.5	75,444
Wild Wood Tank	919	11.2	10,293
Golden Rod Tank	891	20.4	18,176

Total	427,621	CF	Storage Supplies Max. 3.702 MGD	86%
Storage in MGD	3.20			
Production Days	33		Production Minutes	47,520
			Average GPM	147.3



**Idyllwild Water District**  
**Well Production Data**  
**January 2022**

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal		-				
2	Foster Lake	71,880	1.7	PT	Off	47.2	
4	Foster Lake	203,110	4.7	PT	On	30.4	
10	Foster Lake		-				
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake	221,460	5.1	PT	On	42.6	
15	Foster Lake	110,489	2.5	PT	On	19.0	
16	Foster Lake		-				
23	Stratton	107,370	2.5	PT	On	39.4	
24	Curtis	18,710	0.4	PT	On	41.3	
25	Donahoo		-				
26	Nature Center		-				
27	Nature Center		-				
28	Rock Dale		-				
1A	Fern Valley	245,930	5.6	FT	On	41.6	
2	Fern Valley	88,337	2.0	PT	Off	36.5	
	Golden Rod	15,130	0.3	PT	On	17.3	
	Oakwood		-				
<b>Total</b>		<b>1,082,416</b>	<b>24.85</b>				

Cedar Glen Meter	<u>460,360</u> CF	<u>10.6</u> AF
District Production	<u>475,477</u> CF	<u>10.9</u> AF
<b>Total Supplies to System</b>	<b><u>935,837</u> CF</b>	<b><u>21.5</u> AF</b>

Days of Production	<u>33</u>	Minutes of Production	<u>47,520</u>
Average System GPM	<u>147.32</u>		

# Idyllwild Water District

## Well Statics

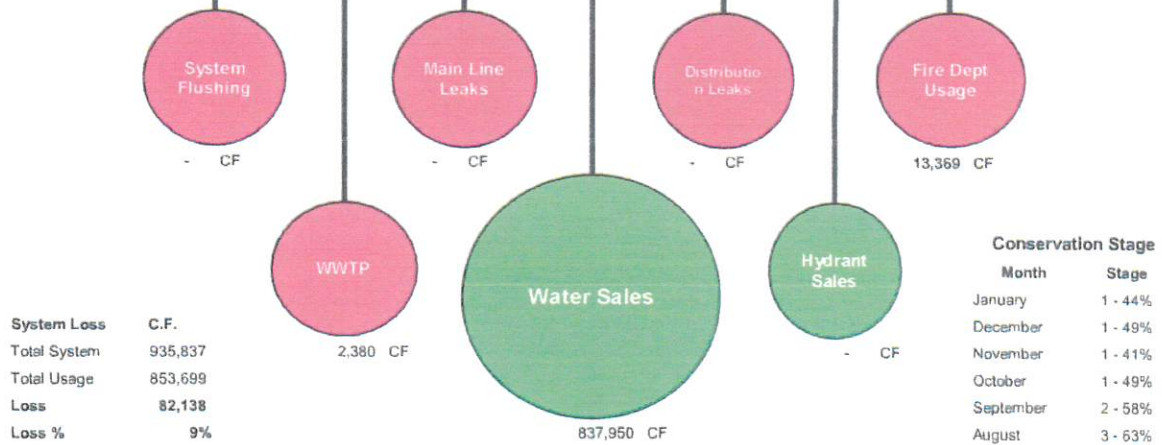
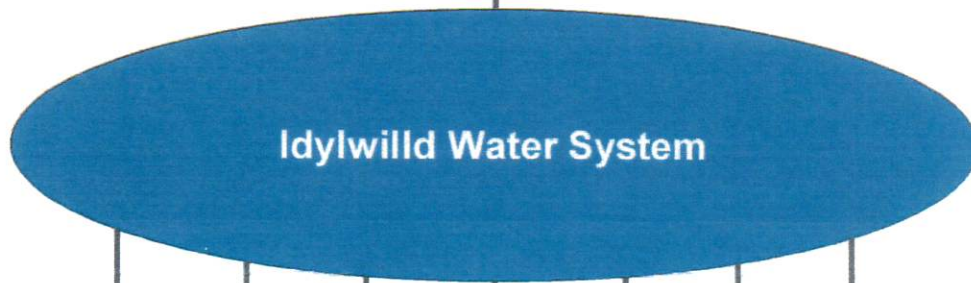
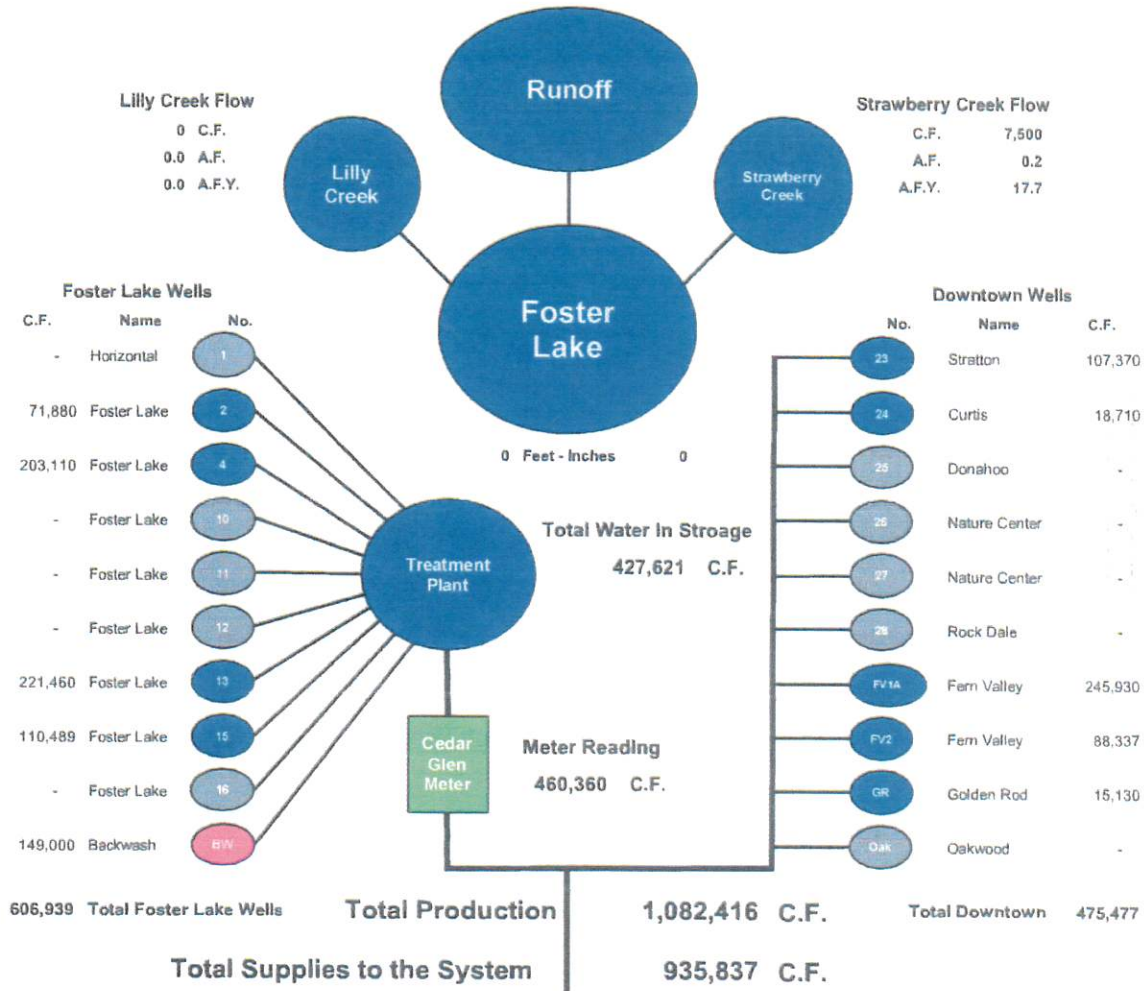
January 2022

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	TP	23.0	SL	
7	TP	24.0	SL	
14	TP	33.0	SL	Foster Lake Average = 26.7
23	TP	227.0	PL	
24	TP	40.0	PL	
26	TP	37.0	SL	
27	TP	36.0	SL	
28	TP	120.0	SL	
FV1A	TP	406.0	PL	
FV2	TP	44.0	SL	
GR	TP	36.0	SL	
MW6	TP	166.0	PL	

# Idyllwild Water District

## Water System Schematic For Operations Report

January 2022





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** February 16, 2022  
**Subject:** Item D – Authorize Remote Meetings pursuant to AB 361

---

### **Recommendation:**

Board of Directors authorize remote meetings pursuant to AB 361 for 30 days based on the findings that (1) there is an existing declared state of emergency for COVID-19, and (2) state and local are imposing and recommending measures to promote social distancing.

### **Background:**

At the October 20, 2021, Board meeting, based upon the state of emergency for COVID-19, the Board of Directors adopted Resolution No. 783, which authorized remote Board and committee meetings pursuant to AB 361. The Board found that (1) state and local officials have imposed or recommended measures to promote social distancing in connection with COVID-19; and (2) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Under AB 361, certain Brown Act requirements related to remote meetings are suspended. The Board subsequently extended remote meetings at its November, December, and January Board meetings.

Given the continued state of emergency for COVID-19 and the state and local requirements of social distancing, staff is recommending that the Board authorize remote meetings pursuant to AB 361 for 30 days, consistent with previous action taken by the Board. This is being recommended to preserve the health and safety of Directors, staff and the public.

### **Conclusion:**

Staff recommends that the Board authorize the District to conduct remote Board meetings pursuant to AB 361 based on the following findings: (1) There is an existing declared state of emergency for COVID-19, and (2) State and local officials are imposing and/or recommending measures to promote social distancing.

If the Board does not authorize remote meeting pursuant to AB 361, the next Board meeting will be held pursuant to all of the provisions of the Brown Act, including those related to posting the location of remote attendees and ensuring public access to such remote locations.

# General Manager Report

February 16, 2022





Energy for What's Ahead<sup>SM</sup>

# Southern California Edison Aerial Inspections

- ▶ Over the next few weeks, Southern California Edison will be conducting aerial inspections in your neighborhood utilizing drones and/or helicopters.
- ▶ SCE inspectors are using drones and helicopters to inspect equipment in hard-to-reach areas and from difficult angles.
- ▶ The focus of these operations is and always will be SCE own electrical assets, structures and right of ways that support our assets.
- ▶ These inspections are just one part of SCE broader wildfire prevention and mitigation program focusing on keeping our communities safe.
- ▶ The amount of time it takes to conduct aerial inspections varies.
- ▶ SCE thank you for your patience, understanding, and support.



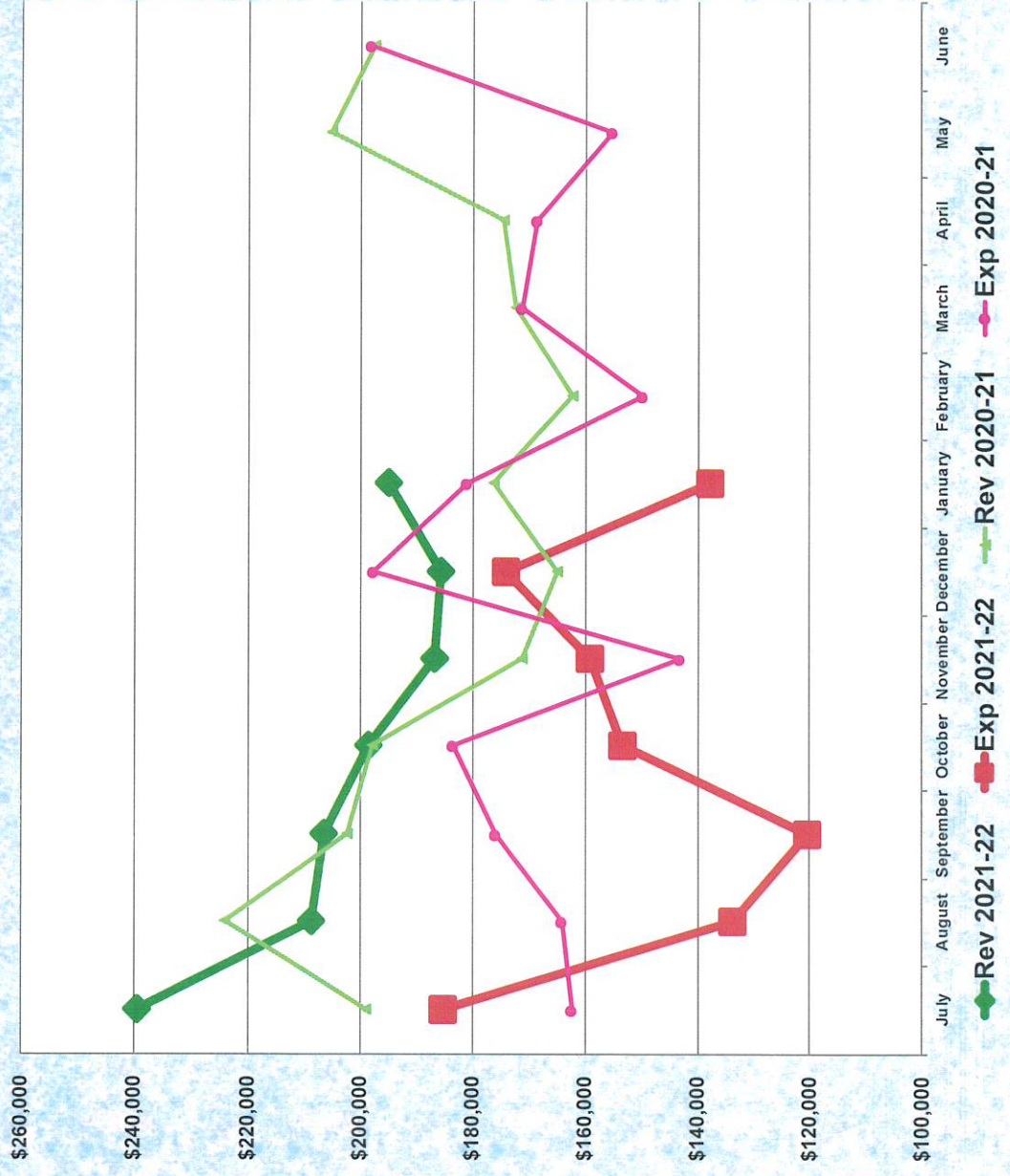
# District Revenues Vs. Expenses

## FY 2021 – 2022

District Revenues vs. Expenses				
2021 - 2022	Rev 2021-22	Exp 2021-22	Rev 2020-21	Exp 2020-21
July	\$ 239,315	\$ 185,063	\$ 198,827	\$ 162,224
August	\$ 208,544	\$ 133,741	\$ 223,883	\$ 163,900
September	\$ 206,290	\$ 120,420	\$ 202,151	\$ 175,691
October	\$ 198,416	\$ 153,146	\$ 197,691	\$ 183,358
November	\$ 186,536	\$ 158,990	\$ 171,051	\$ 143,030
December	\$ 185,444	\$ 174,001	\$ 164,858	\$ 197,517
January	\$ 194,908	\$ 137,623	\$ 176,248	\$ 180,909
February			\$ 162,158	\$ 149,650
March			\$ 172,048	\$ 171,058
April			\$ 174,312	\$ 166,280
May			\$ 204,988	\$ 155,054
June			\$ 197,236	\$ 197,971
<b>Total</b>	<b>\$ 1,419,453</b>	<b>\$ 1,062,984</b>	<b>\$ 2,245,451</b>	<b>\$ 2,048,642</b>

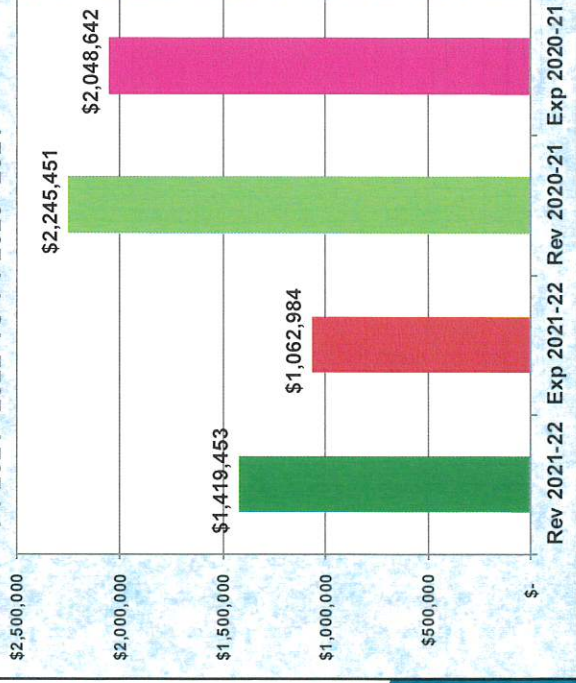
### District Revenues Vs. Expenses

FY 2021 - 2022 Vs FY 2020 - 2021



### District Revenues Vs. Expenses

FY 2021 - 2022 Vs FY 2020 - 2021

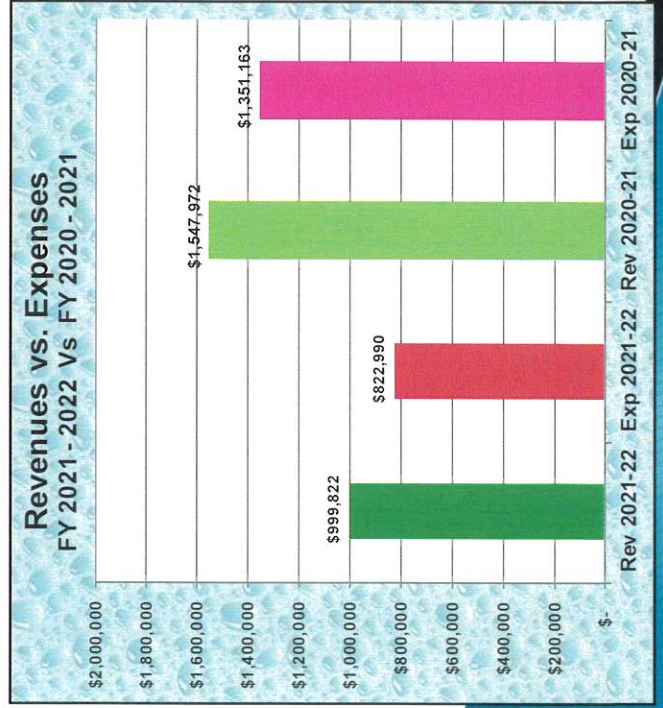
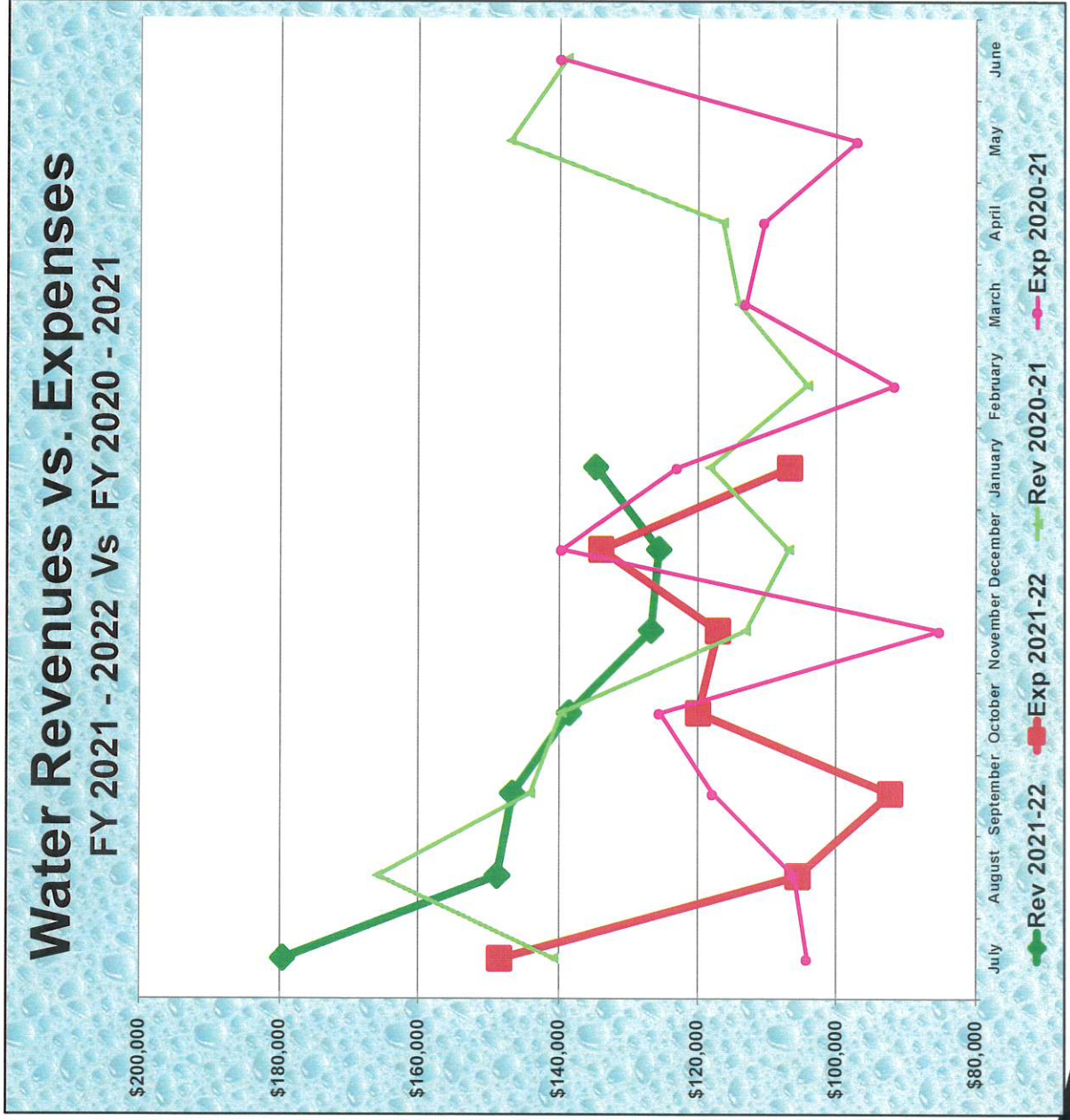




# Water Revenues Vs. Expenses

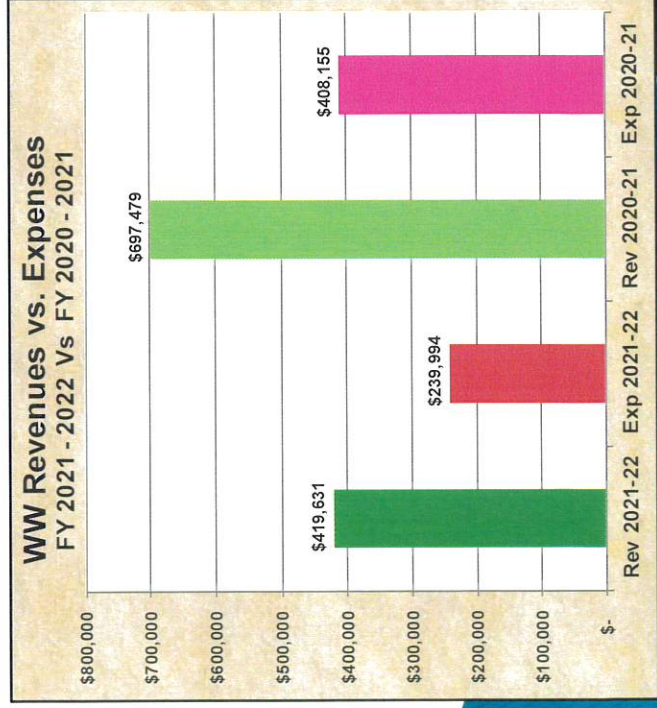
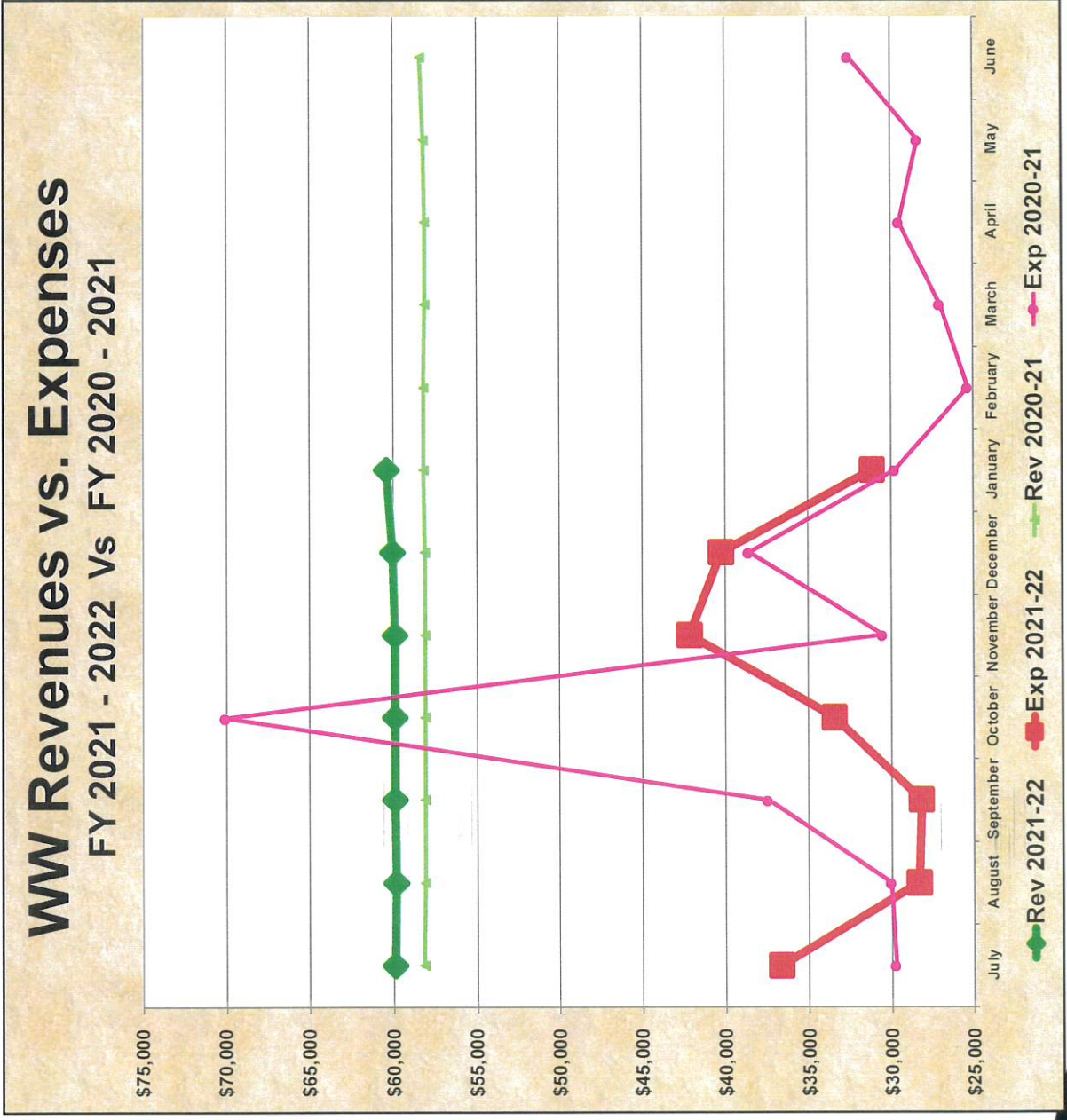
## FY 2021 - 2022

Water Revenues vs. Expenses				
2021 - 2022	Rev 2021-22	Exp 2021-22	Rev 2020-21	Exp 2020-21
July	\$ 179,455	\$ 148,403	\$ 140,663	\$ 104,060
August	\$ 148,734	\$ 105,440	\$ 165,803	\$ 105,820
September	\$ 146,430	\$ 92,242	\$ 144,071	\$ 117,611
October	\$ 138,563	\$ 119,710	\$ 139,611	\$ 125,278
November	\$ 126,683	\$ 116,907	\$ 112,971	\$ 84,950
December	\$ 125,397	\$ 133,807	\$ 106,778	\$ 139,437
January	\$ 134,560	\$ 106,481	\$ 118,118	\$ 122,779
February			\$ 104,028	\$ 91,520
March			\$ 113,968	\$ 112,978
April			\$ 116,232	\$ 110,200
May			\$ 146,846	\$ 96,912
June			\$ 138,883	\$ 139,618
<b>Total</b>	<b>\$ 999,822</b>	<b>\$ 822,990</b>	<b>\$ 1,547,972</b>	<b>\$ 1,351,163</b>



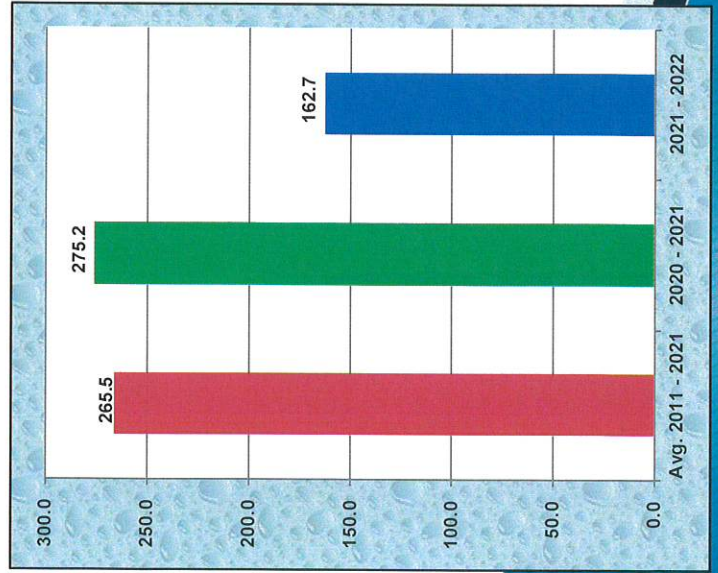
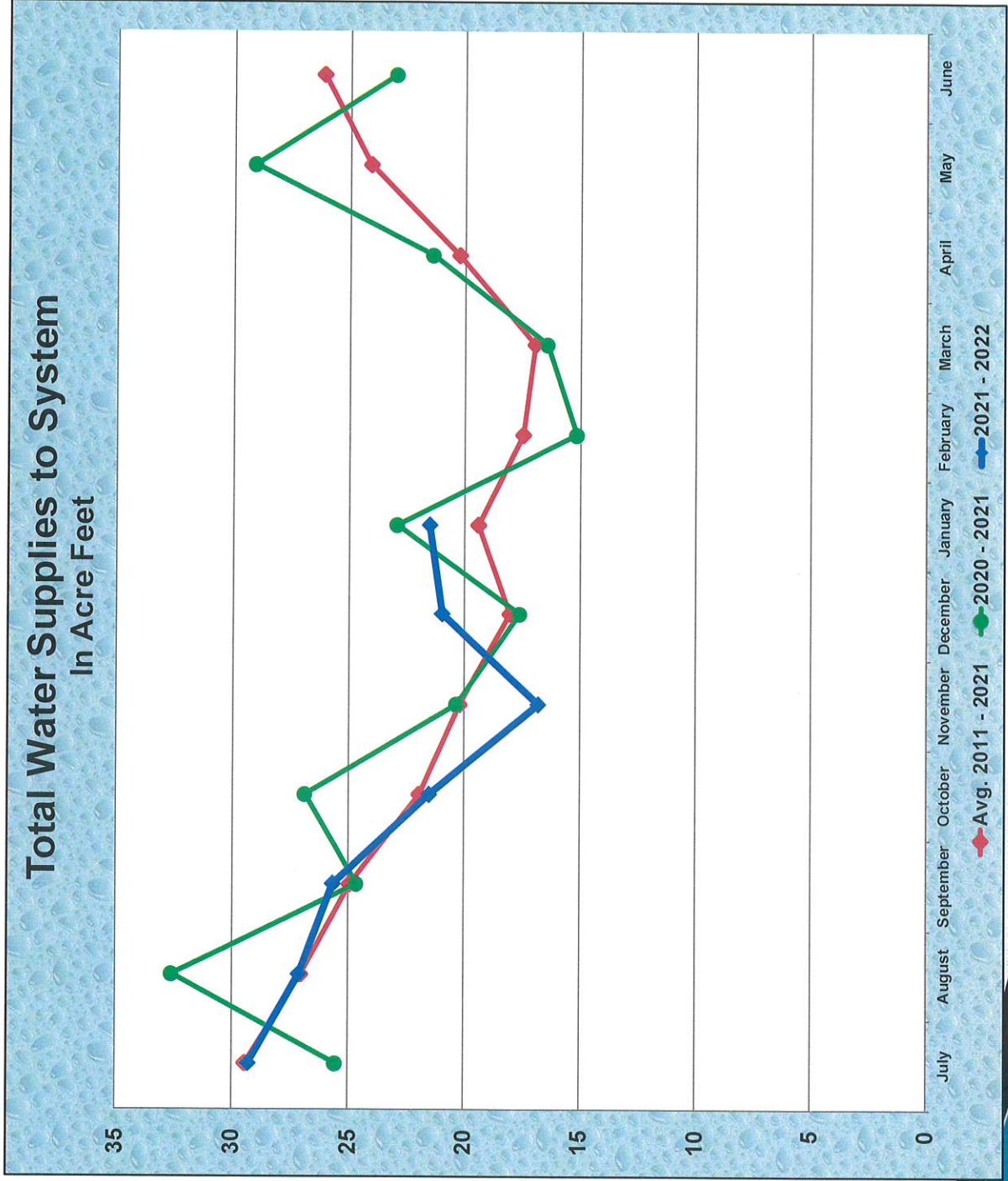
# Wastewater Revenues Vs. Expenses FY 2021 - 2022

WW Revenues vs. Actual Expenses					
2021 - 2022	Rev 2021-22	Exp 2021-22	Rev 2020-21	Exp 2020-21	
July	\$ 59,860	\$ 36,660	\$ 58,164	\$ 29,675	
August	\$ 59,810	\$ 28,301	\$ 58,080	\$ 29,984	
September	\$ 59,860	\$ 28,178	\$ 58,080	\$ 37,384	
October	\$ 59,853	\$ 33,436	\$ 58,080	\$ 69,997	
November	\$ 59,853	\$ 42,083	\$ 58,080	\$ 30,498	
December	\$ 60,047	\$ 40,194	\$ 58,080	\$ 38,500	
January	\$ 60,348	\$ 31,142	\$ 58,130	\$ 29,680	
February			\$ 58,130	\$ 25,274	
March			\$ 58,080	\$ 26,944	
April			\$ 58,080	\$ 29,404	
May			\$ 58,142	\$ 28,273	
June			\$ 58,353	\$ 32,542	
<b>Total</b>	<b>\$ 419,631</b>	<b>\$ 239,994</b>	<b>\$ 697,479</b>	<b>\$ 408,155</b>	

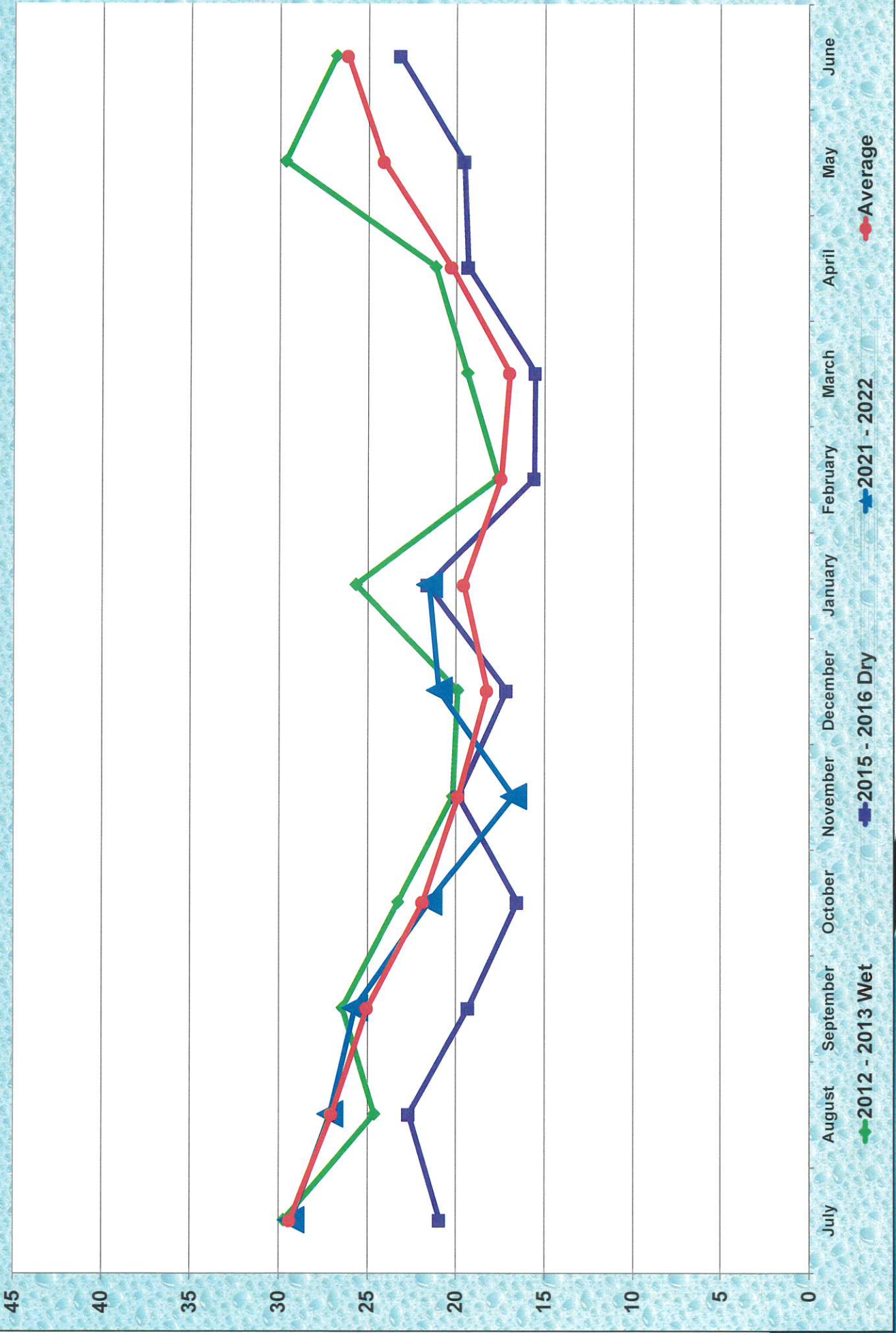


# Total Water Supplies to System In Acre Feet

Total Water Supplies To System			
Fiscal Year	Avg. 2011 - 2021	2020 - 2021	2021 - 2022
July	29.4	25.5	29.3
August	27.0	32.5	27.1
September	24.9	24.6	25.7
October	21.9	26.8	21.5
November	20.2	20.3	16.8
December	18.0	17.6	20.9
January	19.4	22.9	21.5
February	17.5	15.1	
March	16.9	16.4	
April	20.2	21.3	
May	24.1	29.1	
June	26.1	23.0	
<b>Total</b>	<b>265.5</b>	<b>275.2</b>	<b>162.7</b>

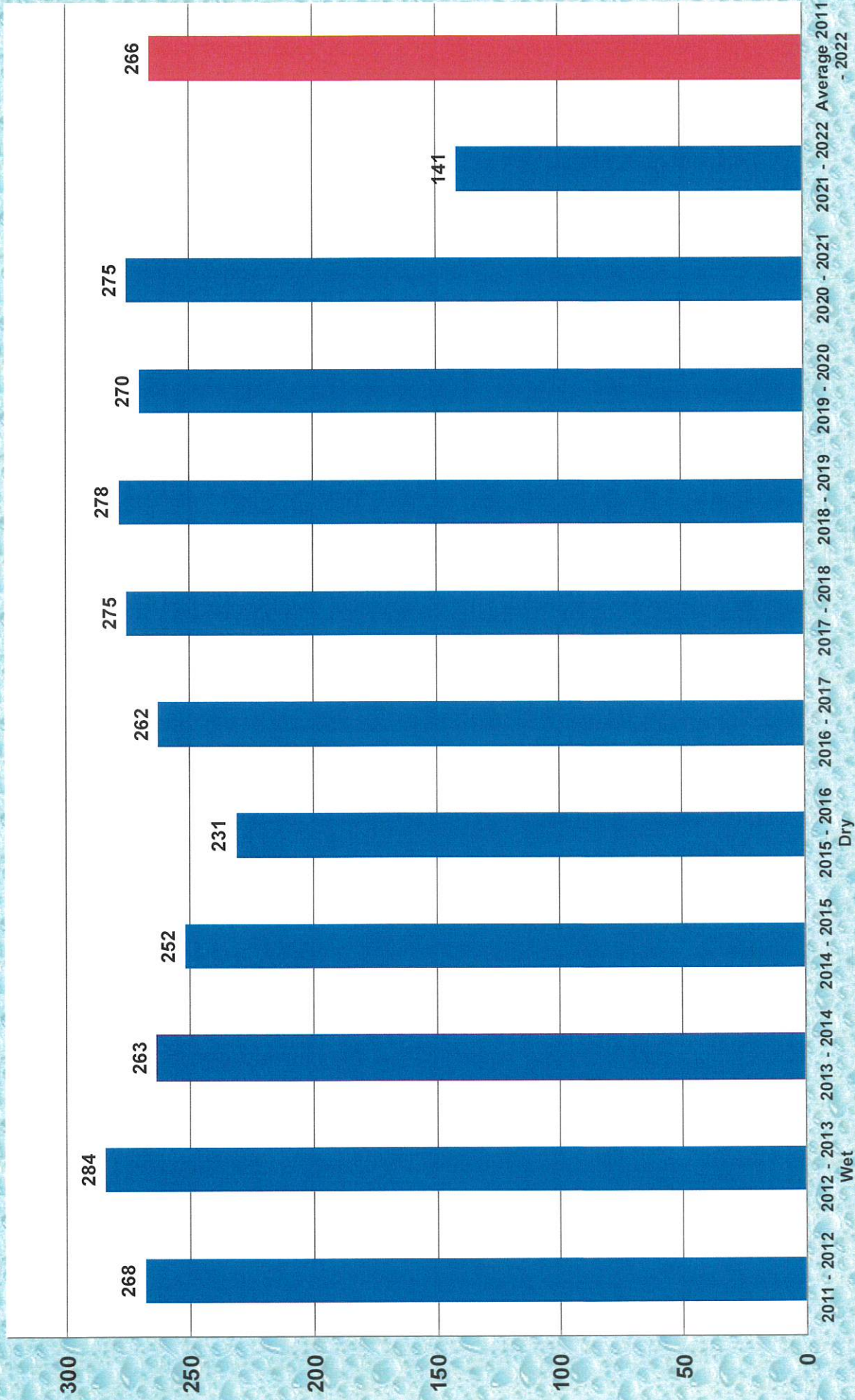


# Total Water Supplies to System In Acre Feet



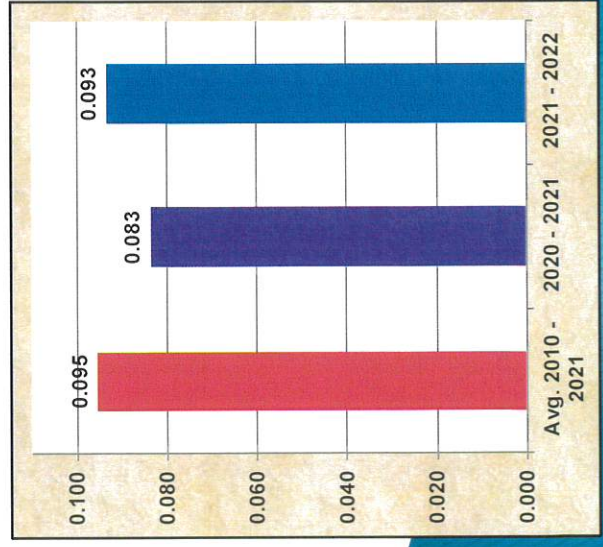
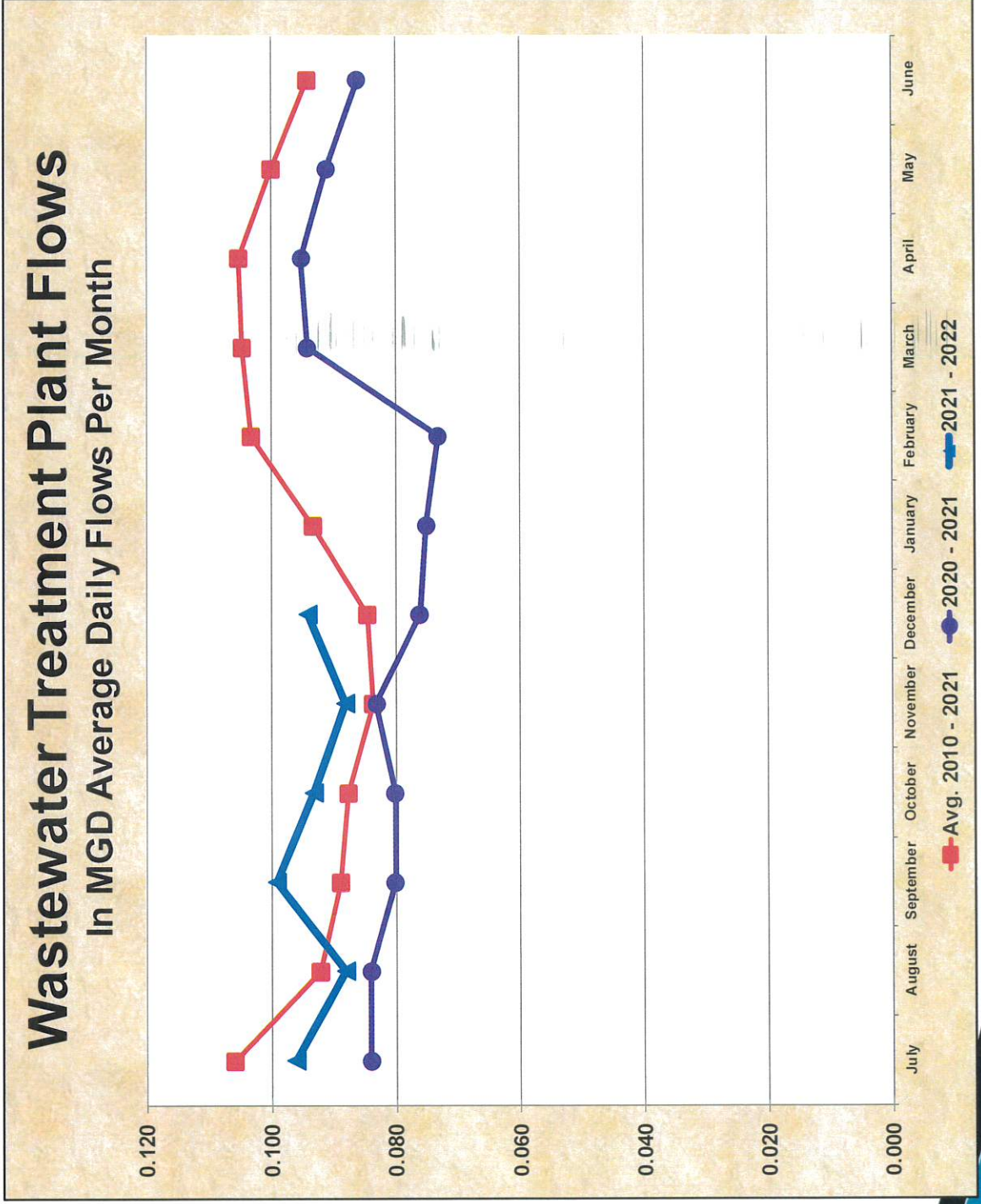
# Total Water Supplies to System

In Acre Feet



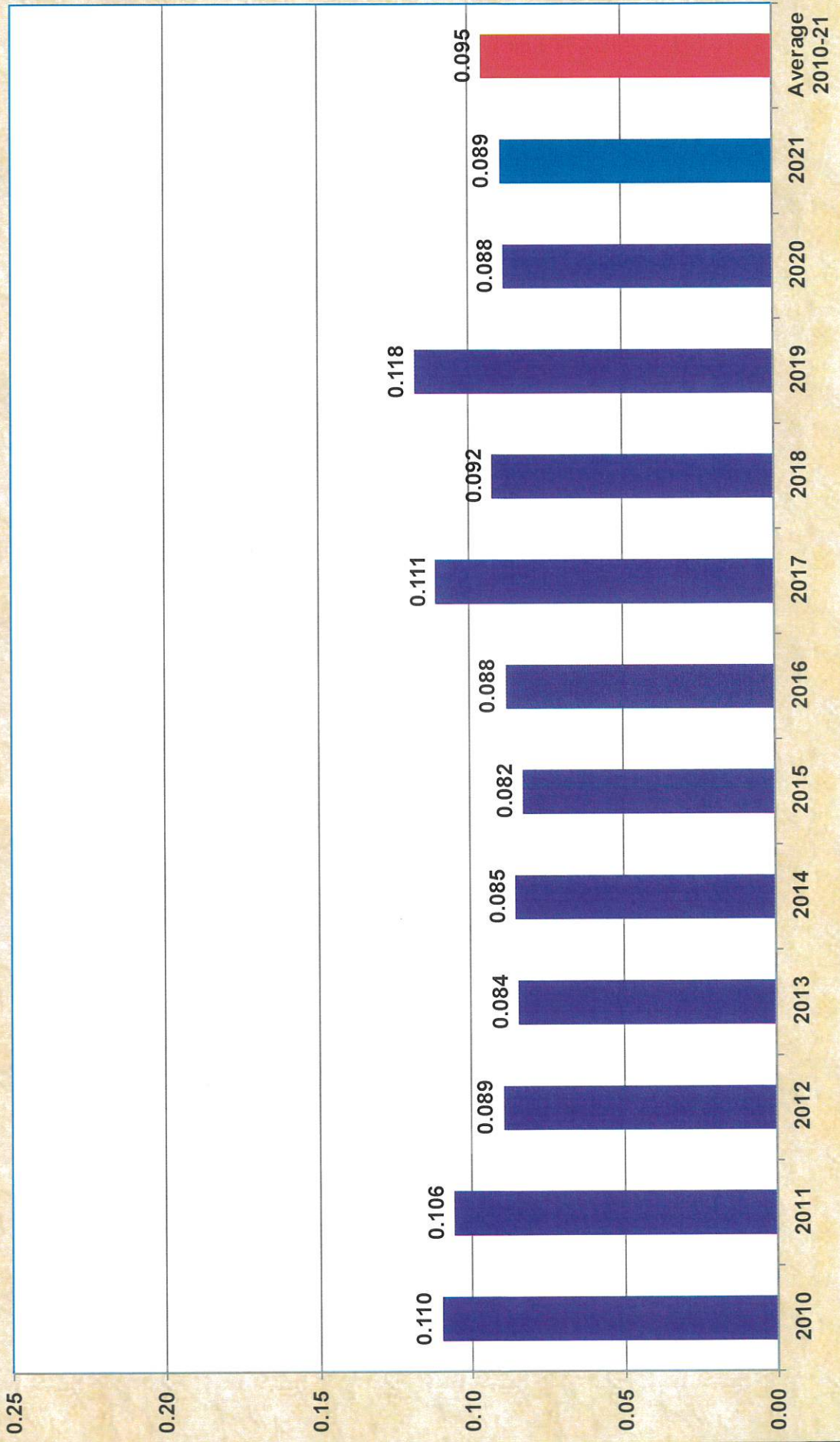
# Wastewater Treatment Plant Flows In MGD Average Daily Flows Per Month

Month	Avg. 2010 - 2021	2020 - 2021	2021 - 2022
July	0.106	0.084	0.096
August	0.092	0.084	0.088
September	0.089	0.080	0.099
October	0.088	0.080	0.093
November	0.083	0.083	0.088
December	0.084	0.076	0.094
January	0.093	0.075	
February	0.103	0.073	
March	0.105	0.094	
April	0.105	0.095	
May	0.100	0.091	
June	0.094	0.086	
<b>Average</b>	<b>0.095</b>	<b>0.083</b>	<b>0.093</b>



# Wastewater Treatment Plant Flows In MGD Average Daily Flows Per Year

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



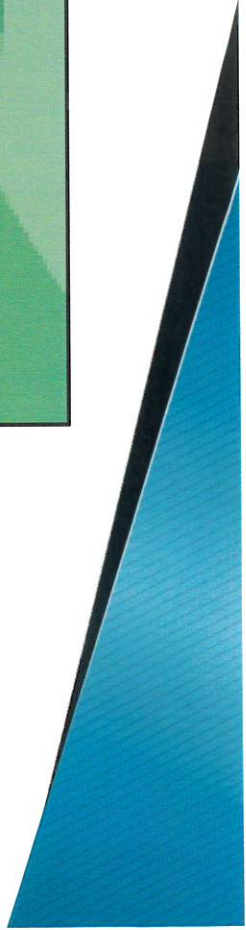
# Overview

- ▶ Researching property options for District office
- ▶ Meeting with ACWA JPIA pertaining to safety
- ▶ Meeting with Director Kunkle regarding modification of Operations Report
- ▶ Authorized CEQA process for Strawberry Creek Pipeline Project
- ▶ Continue modifying and updating Employee Manual
- ▶ Handled various customer and District matters





# Questions?





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** February 16, 2022  
**Subject:** Item 3 – Riverside LAFCO Call For Nominations

---

### Background:

Riverside LAFCO has put forth a Call for Nominations. Any Director interested in applying for consideration review the attachments.

### Attachments:

- Call For Nominations for a Special District Member of the Riverside Local Agency Formation Commission
- Special District Selection Committee 2022 Nomination Form
- Seating Independent Special Districts on LAFCO
- Notice to all Special District Board Presiding Officers c/o District Clerks



via electronic mail

January 31, 2022

**CALL FOR NOMINATIONS FOR A SPECIAL DISTRICT MEMBER  
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 you were recently notified (see attached letter), we are commencing the appointment process for a Regular Member of the Riverside Local Agency Formation Commission (LAFCO). I have determined that a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time. Therefore, selection proceedings will be conducted by electronic mail (e-mail). Specifically, the position is as follows:

Regular Special District Member - must be a board member from a *district in the western portion of the County* (any district with the majority of its assessed value west of the intersection of Interstate 10 and Highway 111).

Terms of LAFCO Members are four years and until appointment of a successor or reappointment of the incumbent. The term of this position will run until May 6, 2026.

The nomination period for the two positions will begin on Monday, January 31, 2022 and close on Wednesday, March 2, 2022. Any member of the Special District Selection Committee (presiding officer or an alternate board member designated by the governing body) may nominate a member of the legislative body of an independent special district board to fill the position, consistent with the geographic requirements noted above.

All nomination forms must be signed and dated by the presiding officer, or the designee of your District Board of Directors. Once complete, please scan the signed form and email it to Rebecca Holtzclaw at [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org). **Nominations must be received in our office by 5 p.m., Wednesday, March 2, 2022.**

Following the nomination period, ballots and voting instructions will be sent to SDSC members. However, if only one candidate is nominated, that candidate will be deemed selected with no further proceedings.

If you have any questions, please contact our office.

Sincerely,

Gary Thompson  
Executive Officer

cc: Special District Managers

Att: 2022 Nomination Form  
Notice of Election\_dated 1-10-2022 (copy)  
Seating Process

# Seating Independent Special Districts on LAFCO

## THE PROCESS

The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district (56332 a).

The LAFCO executive officer (EO) shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances (56332 b):

- ♦ Whenever the EO anticipates that a vacancy will occur within the next 90 days among the members or alternate member (56332 b.1).
- ♦ Whenever a vacancy exists among the members or alternate member (56332 b.2).
- ♦ Upon receipt of a written request by one or more members of the selection committee (56332 b.3).
- ♦ Upon the adoption of a resolution of intention (56332 b.4).

The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, *the EO may transmit materials by electronic mail*. All notices and election materials shall be addressed to the presiding officer, in care of the clerk of the district (56332.3).

The EO shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing at least 30 days from the date on which the EO mailed the call for nominations (56332.1).

At the end of the nominating period, if only one candidate is nominated, that candidate shall be deemed appointed. If two or more candidates are nominated, the EO shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the EO by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the EO mailed the ballot to the eligible district (56332.2).

Nominations and ballots may be returned to LAFCO by electronic mail (56332.4).

Each returned nomination and ballot shall be signed by the presiding officer, or his or her alternate as designated by the governing body of the eligible district (56332.5).

The term of office of each member shall be four years. The expiration date of the term of office of each member shall be the first Monday in May in the year in which the term of the member expires. However, the length of a term of office shall not be extended more than once (56334).



via electronic mail

January 10, 2022

**Notice to all Special District Board Presiding Officers c/o District Clerks:**

Later this month, we will begin the process of selecting a Special District Member for Riverside Local Agency Formation Commission (LAFCO). The purpose of this letter is to inform all districts of the process in advance in order to avoid any confusion. Historically, the Special District Selection Committee (SDSC) has conducted its elections at a physical meeting in conjunction with a dinner meeting hosted by the Special District Association of Riverside County. Due to cost and logistics, it has been determined such a physical meeting is not entirely feasible. Therefore, this next election (and likely subsequent elections) will be conducted by electronic mail (e-mail), as explained below, and as was conducted for the most recent Special District Election.

Specifically, the election will be for one LAFCO position as follows: a Regular Special District Member *from the western portion of the County* (any district with the majority of its assessed value west of the intersection of I-10 and Highway 111). Presiding officers from all Districts are eligible to vote for the position. The term of the incumbent, Phil Williams, the western District Member expires on May 2, 2022. However, by statute the incumbent will continue to serve until a successor is appointed, if necessary. The new term will run through May 4, 2026.

The SDSC is comprised of the presiding officers of each independent special district of Riverside County. In approximately 2 weeks, Riverside LAFCO will transmit a formal call for nominations to SDSC members, in care of each District's Clerk. The District Clerks are responsible for transmitting the nomination package to the Board Presiding Officer. Formal nominations must be submitted by SDSC members (i.e., presiding officers) or designated alternates (see below). The nomination period will be approximately 30 days. If only one candidate is nominated, that candidate will be deemed appointed. After nominations are received, an emailed ballot will be sent to the voting member, in care of the District Clerks, to cast a vote.

If the presiding officer is unable to submit a nomination or vote, the governing body of the District may designate another board member to act in place of the presiding officer. District managers or other staff members may not nominate candidates or vote. Please note that neither nominations nor votes of the presiding officer require action of the governing body. Board members designated by their governing body to vote in place of the presiding officer should provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. Ballots will be due approximately 30 days from receipt.

**Note:** *there are 55 voting districts in Riverside County. To meet the 50% + 1 quorum requirement for this election, we need at least 29 ballots returned from SDSC members for the election to be valid.*

Again, in order to expedite this process, please ensure this information is passed to your Presiding Officer when received. Please contact Rebecca Holtzclaw at [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org) with any questions or concerns.

Sincerely,



Gary Thompson  
Executive Officer

cc: District General Managers

**SPECIAL DISTRICT SELECTION COMMITTEE**  
**2022 NOMINATION FORM**

I, \_\_\_\_\_ of the \_\_\_\_\_  
Print Name of Presiding Officer or alternate\* Name of District

hereby nominate(s) the following individual(s) for the position of:

**Regular Special District Member of the Riverside Local Agency Formation Commission - Western Area. The term of this position will run until May 6, 2026.**

Nominee: \_\_\_\_\_

District: \_\_\_\_\_

I hereby certify that I am the presiding officer of the above-named district or alternate designated by the governing body\*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*If an alternate has been designated by the governing body, please provide a resolution or minute order documenting the action.

**Note: Nomination forms are due no later than Wednesday, March 2, 2022.**  
Please scan and email this form to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org).



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** February 16, 2022  
**Subject:** Item 4 – ACWA JPIA CWIF Election

---

### Background:

ACWA JPIA has put forth a call for nominations. Any Director interested in applying for consideration review the attachments.

### Attachments:

- CWIF Election
- Sample Nomination Resolution
- Sample Concurring Nomination Resolution
- CWIF Board Nomination Procedures



# CWIF ELECTION

There will be a California Water Insurance Fund (CWIF) Board election during the JPIA's Board of Directors' meeting to be held on May 2, 2022, at the Spring 2022 Conference in Sacramento.

This election will fill two CWIF Board member positions, each for a two-year term.

Directors who are interested in being candidates for the election must be the JPIA Director Representative for their district and the district must participate in the JPIA's Liability Program as well as one of the other Programs: Property, Workers' Compensation, or Employee Benefits. Their districts must also nominate them for the election and have three other JPIA members concur in their nomination.

The deadline to qualify for the election is Friday, **March 18, 2022**.

Samples of the nominating and concurring resolutions and the nomination procedures are as follows:

- Sample Nominating Resolution
- Sample Concurring Resolution
- Nomination Procedures





# CWIF ELECTION

RESOLUTION NO.: \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
(NAME OF MEMBER DISTRICT)  
NOMINATING ITS ACWA JPIA BOARD MEMBER TO THE  
CALIFORNIA WATER INSURANCE FUND BOARD  
AN ACWA JPIA CAPTIVE INSURANCE COMPANY**

WHEREAS, this district is a member district of the ACWA JPIA that participates in the JPIA's Liability Program and at least one of the other programs: Property, Workers' Compensation, or Employee Benefits; and WHEREAS, the Nominating Procedures for the California Water Insurance Fund Board provide that in order for a nomination to be made to the California Water Insurance Fund Board, the member district must place into nomination its member of the ACWA JPIA Board of Directors for such open position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the (NAME OF MEMBER DISTRICT) that its member of the ACWA JPIA Board of Directors, (NAME OF BOARD MEMBER) be nominated as a candidate for the California Water Insurance Fund Board for the election to be held on May 2, 2022.

BE IT FURTHER RESOLVED that the ACWA JPIA staff is hereby requested, upon receipt of the formal concurrence of three other member districts to affect such nomination.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

ADOPTED this (DATE) day of (MONTH), 2022

IDYLLWILD WATER DISTRICT

\_\_\_\_\_  
Dr. Charles Schelly, President Board of Directors

ATTEST:

I, Leo Havener, Secretary of the IDYLLWILD WATER DISTRICT, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT at its meeting of \_\_\_\_\_, 2022, by the following vote:



# CWIF ELECTION

AYES:

NAY:

ABSTAIN:

ABSENT:

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this \_\_\_\_ day of \_\_\_\_\_ 2022.

IDYLLWILD WATER DISTRICT

---

Leo Havener, Secretary to Board of Directors



# CWIF ELECTION

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
(NAME OF MEMBER DISTRICT)  
CONCURRING IN NOMINATION TO THE  
CALIFORNIA WATER INSURANCE FUND BOARD  
AN ACWA JPIA CAPTIVE INSURANCE COMPANY**

WHEREAS, this district is a member district of the ACWA JPIA; and WHEREAS, the Nominating Procedures for the California Water Insurance Fund Board provide that in order for a nomination to be made to the California Water Insurance Fund Board, three member districts must concur with the nominating district, and

WHEREAS, another ACWA JPIA member district, the (NAME OF NOMINATING DISTRICT) has requested that this district concur in its nomination of its member of the ACWA JPIA Board of Directors to the California Water Insurance Fund Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the (NAME OF MEMBER DISTRICT) that this district concur with the nomination of (NAME OF NOMINEE) of (NAME OF NOMINATING DISTRICT) to the California Water Insurance Fund Board.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

ADOPTED this (DATE) day of (MONTH), 2022.

IDYLLWILD WATER DISTRICT

\_\_\_\_\_  
Dr. Charles Schelly, President Board of Directors

ATTEST:

I, Leo Havener, Secretary of the IDYLLWILD WATER DISTRICT, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT at its meeting of \_\_\_\_\_, 2022, by the following vote:

AYES:

NAY:

ABSTAIN:

ABSENT:



# CWIF ELECTION

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this \_\_\_\_ day of \_\_\_\_\_ 2022.

IDYLLWILD WATER DISTRICT

---

Leo Havener, Secretary to Board of Directors



# CWIF ELECTION

## California Water Insurance Fund Board

*A JPIA Captive Insurance Company*

### Nomination Procedures

#### **Approximately 90 Days before Election (February 1, 2022)**

All JPIA Directors and Member Districts are to be notified of:

- A) Date and place of Election.
- B) California Water Insurance Fund Board positions and terms of office to be filled by election.
- C) Nomination Procedures.

#### **90 to 45 Days before Election (February 1 – March 18, 2022)**

- A) A district (that participates in the JPIA Liability Program and at least one of the other programs: Property, Workers' Compensation, or Employee Benefits) may place into nomination its member of the Board of Directors of JPIA with the concurrence of three districts, then members of the JPIA, in addition to the nominating district.
- B) Sample resolutions are available on the JPIA website.
- C) The district is solely responsible for timely submission of the nominating resolution and the three additional concurring in nomination resolutions of its candidate for office.

#### **45 Days before Election (March 18, 2022)**

- A) Deadline and location for receiving the nominating and concurring in nomination resolutions in the JPIA office:

**Friday – March 18, 2022, – 4:30 p.m.**

Sylvia Robinson, Publications & Web Editor

JPIA

P. O. Box 619082, Roseville, CA 95661-9082

(srobinson@acwajpia.com)

- B) Candidates' statement of qualifications must be submitted, if desired, with the nominating resolutions. The statement of qualifications must be submitted on one side of an 8½ x 11" sheet of paper suitable for reproduction and distribution to all districts. (MSWord or PDF documents preferred).

#### **14 Days before Election (April 18, 2022)**



# CWIF ELECTION

Final notice of the upcoming Election of Executive Committee members will be included as part of the Board of Directors' meeting packet. Final notice shall include:

- A) Date, Time, and Place of Election.
- B) Name and District of all qualified candidates.
- C) Candidate's statement of qualifications (if received).
- D) Election Procedures and Rules.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** February 16, 2022  
**Subject:** Item 5 – CSDA Board of Directors Call for Nominations – Seat B

---

### Background:

CSDA has put forth a Call for Nominations. Any Director interested in applying for consideration review the attachments.

### Attachments:

- CSDA Board of Directors Call for Nominations – Seat B
- CSDA District NetWorks
- CSDA Map
- 2022 CSDA Board Candidate Information Sheet
- 2022 Board of Directors Nomination Form



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** February 16, 2022

**Subject:** Item 5 – CSDA Board of Directors Call for Nominations – Seat B

---

### **Background:**

CSDA has put forth a Call for Nominations. Any Director interested in applying for consideration review the attachments.

### **Attachments:**

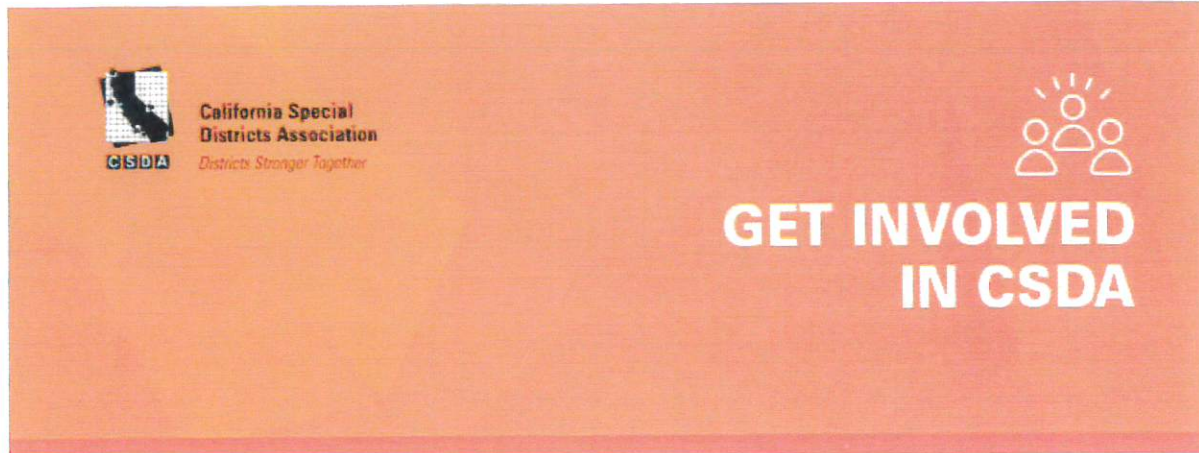
- CSDA Board of Directors Call for Nominations – Seat B
- CSDA District NetWorks
- CSDA Map
- 2022 CSDA Board Candidate Information Sheet
- 2022 Board of Directors Nomination Form



**Leo Havener**

---

**From:** Neil McCormick <neilm@csla.net>  
**Sent:** Monday, January 31, 2022 11:30 AM  
**To:** Leo Havener  
**Subject:** CSDA Board of Directors Call for Nominations Seat B



## **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS - SEAT B**

### **Deadlines:**

***Northern, Sierra, Bay, Central & Southern Networks - March 31, 2022***

***Coastal Network - due to vacancy - April 11, 2022***

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2023 - 2025 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network they seek to represent.

[\(CSDA Network Map\)](#)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

### **Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. (CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the Spring, and the CSDA Annual Conference - held in the Fall. (CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected. (CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

Please review the CSDA Board [Policy 2.16 Board Commitments & Responsibilities](#).

**Nomination Procedures:**

Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and [Candidate Information Sheet](#) must accompany the [Nomination Form](#). The deadline for receiving nominations for the Northern, Sierra, Bay Area, Central and Southern Networks is March 31, 2022. Due to the current vacancy in the Coastal Network, the deadline for receiving nominations for the Coastal Network is April 11, 2022. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
 Fax: 916.442.7889  
 E-mail: [amberp@csda.net](mailto:amberp@csda.net)

**Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.**

CSDA will begin electronic voting on June 2, 2022. All votes must be received through the system no later than 5:00 p.m. July 8, 2022. The successful candidates will be notified no later than July 12, 2022. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2022.

**Expiring Terms ([See enclosed network map](#))  
 (\*=Incumbent is running for re-election)**

Northern Network	Seat B	Kim Seney, Director, Gold Mountain Community Services District*
------------------	--------	---

Sierra Network	Seat B	Jerry Gilmore, Director, Truckee Sanitary District*
Bay Network	Seat B	Ryan Clausnitzer, GM, Alameda County Mosquito Abatement District*
Central Network	Seat B	Lorenzo Rios, GM, Clovis Veterans Memorial District*
Coastal Network	Seat B	<b>Vacant</b>
Southern Network	Seat B	Don Bartz, GM, Phelan Pinon Hills Community Services District*

**CSDA will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** Electronic Ballots will be emailed to the main contact in your district June 2, 2022. All votes must be received through the system no later than 5:00 p.m. July 8, 2022.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail at [amberp@csla.net](mailto:amberp@csla.net) by **March 31, 2022** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 2, 2022 per district request only.

If you have any questions, please contact Amber Phelen at [amberp@csla.net](mailto:amberp@csla.net).



California Special Districts Association  
1112 I Street, Suite 200, Sacramento CA, 95814  
877.924.2732 | [www.csla.net](http://www.csla.net)

[Manage Email Preferences/Unsubscribe](#)

Powered by [Higher Logic](#)



**CSDA**

**California Special Districts Association**

## **District NetWorks**

CSDA's regions have slightly different boundaries and an updated title now! Each network is served by three individuals on the CSDA Board of Directors. They are your local point of contacts to help you access CSDA resources.

## **What Network is Your District In?**

The heart of District NetWorks consists of district leaders – like you – inspiring and catalyzing action and collaboration in their own communities. District NetWorks help special districts connect and take action on any issues that concern your district, locally or statewide.



# CSDA California Special Districts Association





California Special  
Districts Association  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

\_\_\_\_\_  
\_\_\_\_\_

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\_\_\_\_\_  
\_\_\_\_\_

4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this form, a Board resolution/minute action supporting the candidate, and  
Candidate Information Sheet by mail or email to:

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

[amberp@cdda.net](mailto:amberp@cdda.net)

***DEADLINE FOR RECEIVING NOMINATIONS:***

***March 31, 2022 at 5:00 p.m.***



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** February 16, 2022  
**Subject:** Item 6 – IWD Project Status & District Overview – 10 minutes

---

### Background:

General Manager Havener will provide a presentation.

### Attachments:

- IWD Project Status & District Overview





# IDYLLWILD WATER DISTRICT

PROJECT STATUS & DISTRICT  
OVERVIEW



# Idyllwild Water District

## Capital Improvement Projects & Timelines

### Fiscal Year 2020 - 2021

No.	Water Projects	Season*	Estimate	Actual
1	Horizontal Well Rehabilitation and Road Repairs	Summer	\$ 45,000	\$ 15,000
2	Install Fall Protection (4 Tanks)**	Fall	\$ 40,000	\$ 108,000
3	Cleaning Inspection Water Storage Tanks	Spring	\$ 22,000	\$ 35,000
4	Water Distribution Lines Replacement Projects (3 Streets)	N/A	\$ 6,000	\$ -
5	Spillway Repairs	Fall	\$ 5,000	In House
6	Strawberry Creek Diversion Line Replacement	Summer/Spring	\$ 25,000	\$ 25,000
7	Foster Lake Treatment Plant Electronics Replacement/Upgrade	Fall	\$ 150,000	\$ 75,000
8	Water Line Replacement for Horizontal Wells Projects Leak Repairs	Summer	\$ 30,000	In House
9	Reline Pipeline Elk Street	N/A	\$ 120,000	\$ -
	<b>Total</b>		<b>\$ 443,000</b>	<b>\$ 258,000</b>

No.	Sewer Projects	Season*	Costs	Actual
1	Jetting Trailer	Winter	\$ 46,000	\$ 36,000
2	Clarifier Drive Spare Parts	Summer	\$ 16,000	\$ 15,250
3	Clean & Video Collection System	N/A	\$ 35,000	\$ -
4	Automatic Switch (Timedelay)	Summer	\$ 15,000	\$ 8,000
5	Repair Catwalk at Plant	Summer	\$ 10,000	\$ 3,000
	<b>Total</b>		<b>\$ 122,000</b>	<b>\$ 62,250</b>

\*Seasons:

Summer = June, July, August

Fall = September, October, November

Winter = December, January, February

Spring = March, April, May

In Process
Completed

\*\*Fall Protection costs increased after budget was approved.

# Idyllwild Water District Capital Improvement Projects & Timelines

## Fiscal Year 2021 - 2022

No.	Water Projects	Season*	Estimate	Actual
1	Horizontal Well Rehabilitation and Road Repairs	Completed	\$ 25,000	\$ 20,000
2	Well Drilling	N/A	\$ 65,000	\$ -
3	Recoating Water Tanks	In Process	\$ 75,000	\$ 215,500
4	Fire Hydrant Supplies and Services Line Upgrade	Spring / Summer	\$ 22,000	\$ -
5	Purchase and Install Radio Meters District Wide	In Process	\$ 520,000	\$ 250,000
6	Strawberry Creek Diversion Pipeline	In Process	\$ 100,000	\$ -
7	Booster Pump 15HP for South Ridge	In Process	\$ 10,000	\$ -
8	Purchase Bobcat Compact	Completed	\$ 60,000	\$ 60,000
9	Paving Main Office	Completed	\$ 25,000	\$ 25,000
10	Office Construction (75% Portion)	Completed	\$ 37,500	\$ 67,500
11	Silt Removal from Foster Lake	N/A	\$ 80,000	\$ -
	<b>Total</b>		<b>\$1,019,500</b>	<b>\$ 638,000</b>

No.	Sewer Projects	Season*	Costs	Actual
1	Upgrade Electrical Panel/Motor Control Panel	In Process	\$ 45,000	\$ -
2	Annox Mixer	Spring / Summer	\$ 6,500	\$ -
3	Replace Underground Line from Blower to Plant	In Process	\$ 40,000	\$ -
4	Install Valve Clean Out Below RAS Pump	In Process	\$ 8,000	\$ -
5	Material for Painting and Upgrading Metal Structure	Summer	\$ 10,000	\$ -
6	Office Construction (25% Portion)	Completed	\$ 12,500	\$ 22,500
	<b>Total</b>		<b>\$ 122,000</b>	<b>\$ 22,500</b>

\*Seasons:

Summer = June, July, August

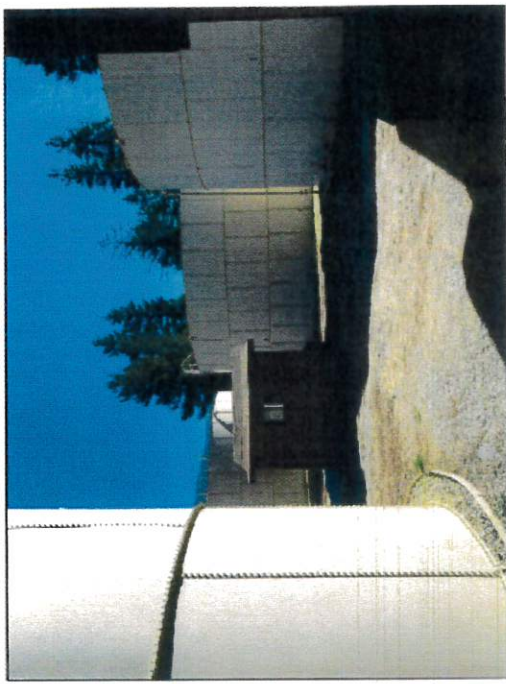
Fall = September, October, November

Winter = December, January, February

Spring = March, April, May

In Process
Completed

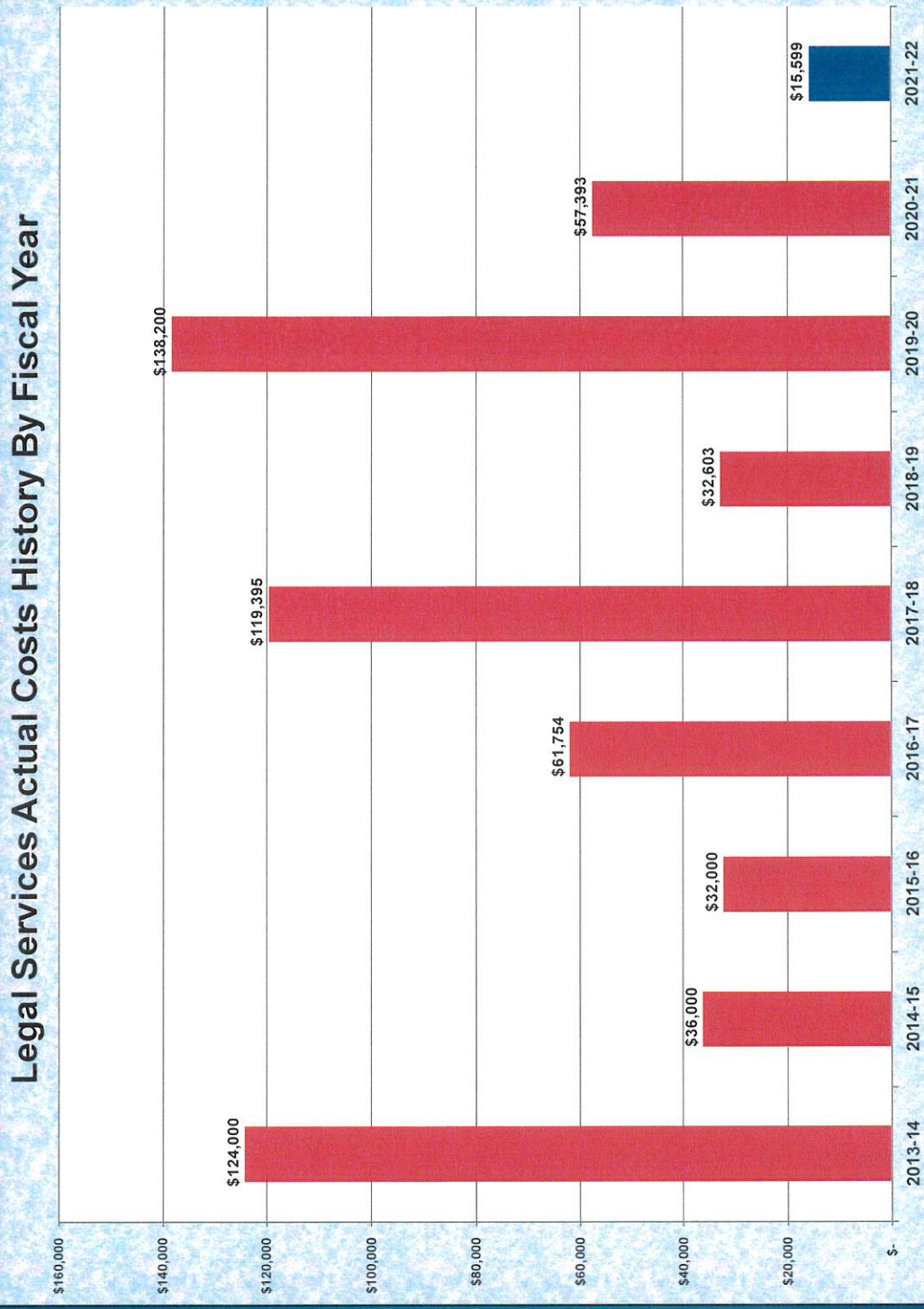
# Greatly Improved Consumer Confidence Report



**IDYLLWILD WATER DISTRICT**  
**2020 CONSUMER CONFIDENCE REPORT**

June 2021

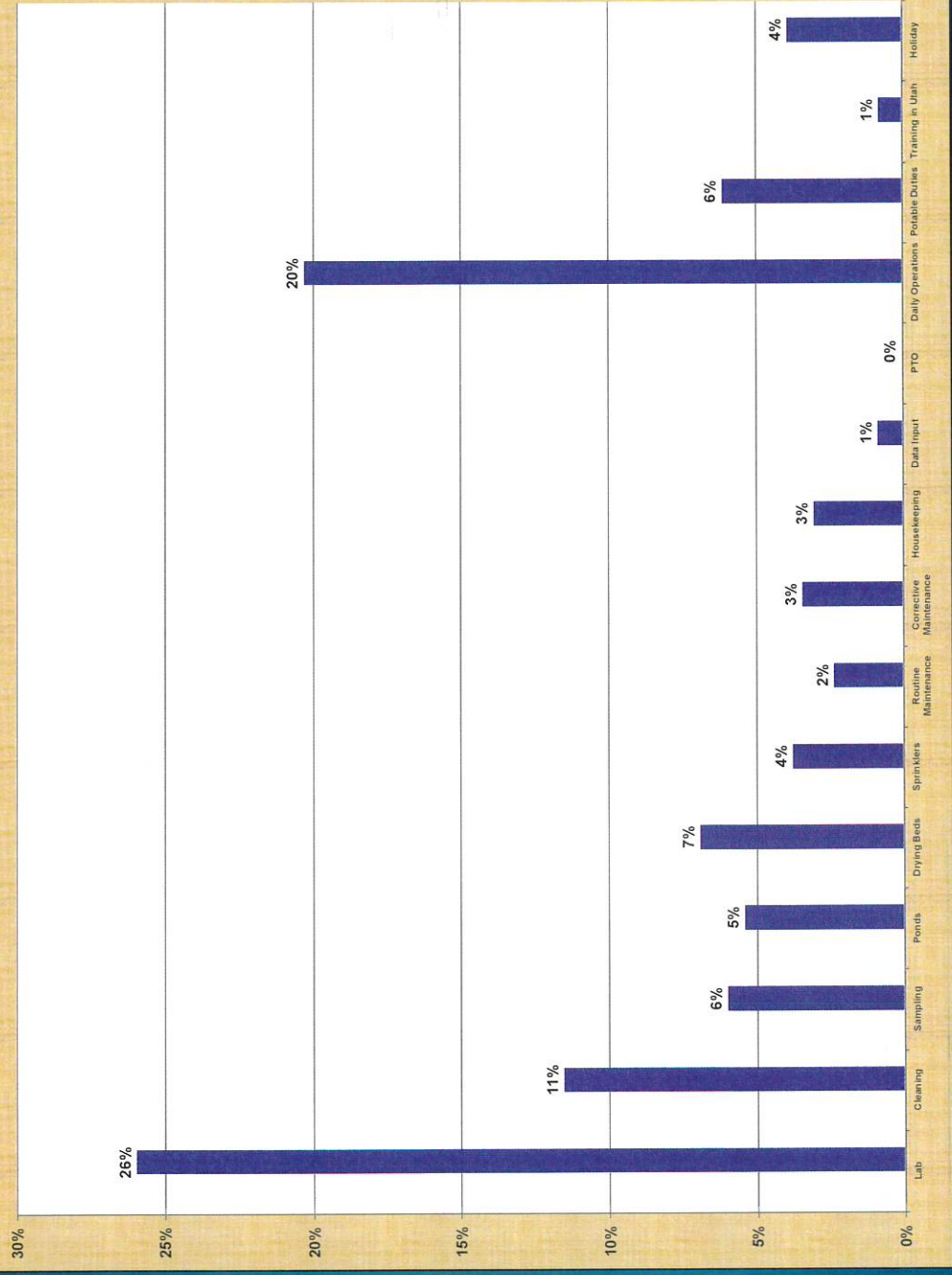
# Legal Services Expenses



\*Note: Alshrine & Wyder, LLP Billing for only July 2021

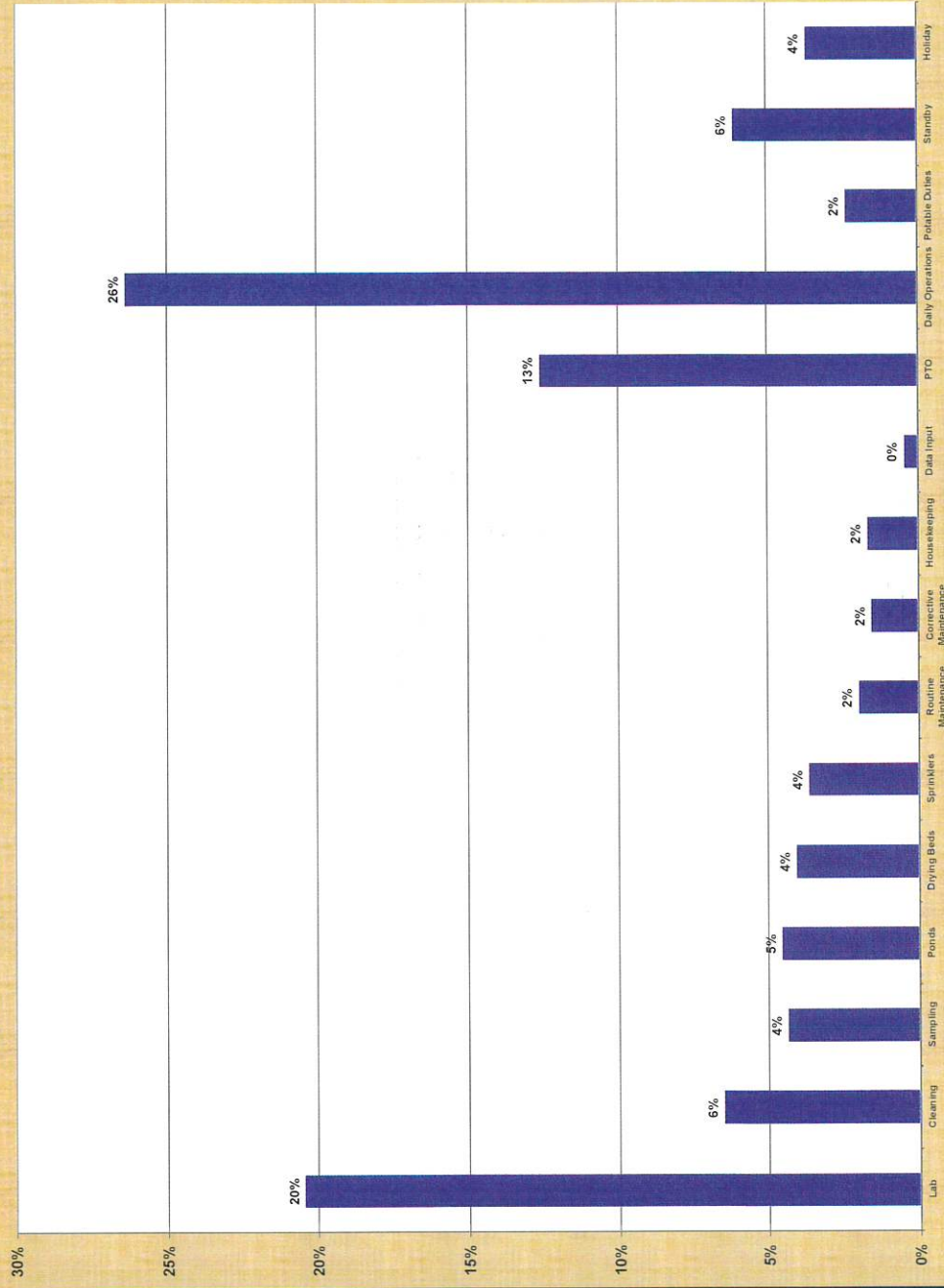
# 2020 Wastewater Workload Study

## 2020 Wastewater Operations Workload Study



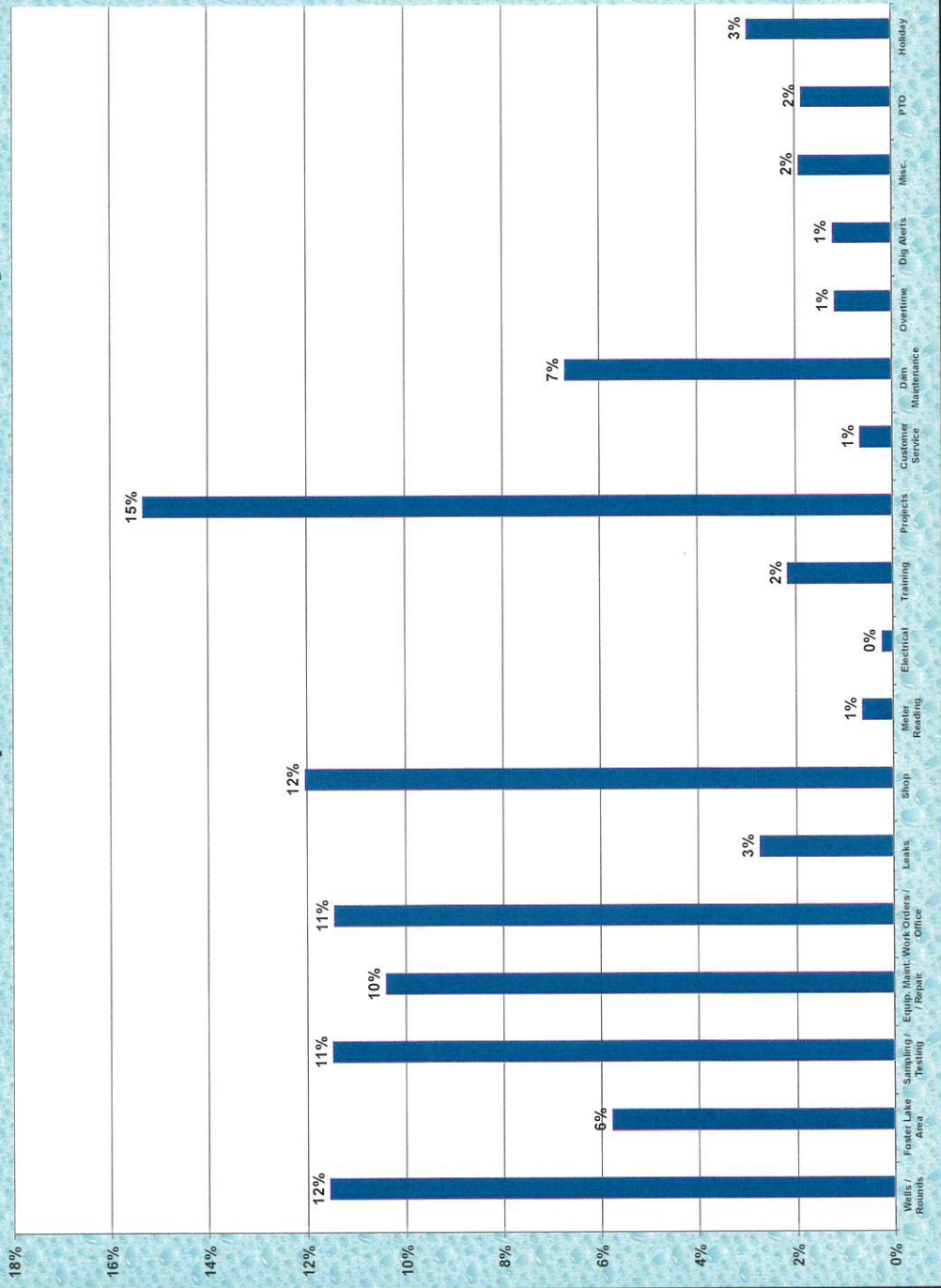
# 2021 Wastewater Workload Study

## 2021 Wastewater Operation Workload Study



# 2020 Water Workload Study

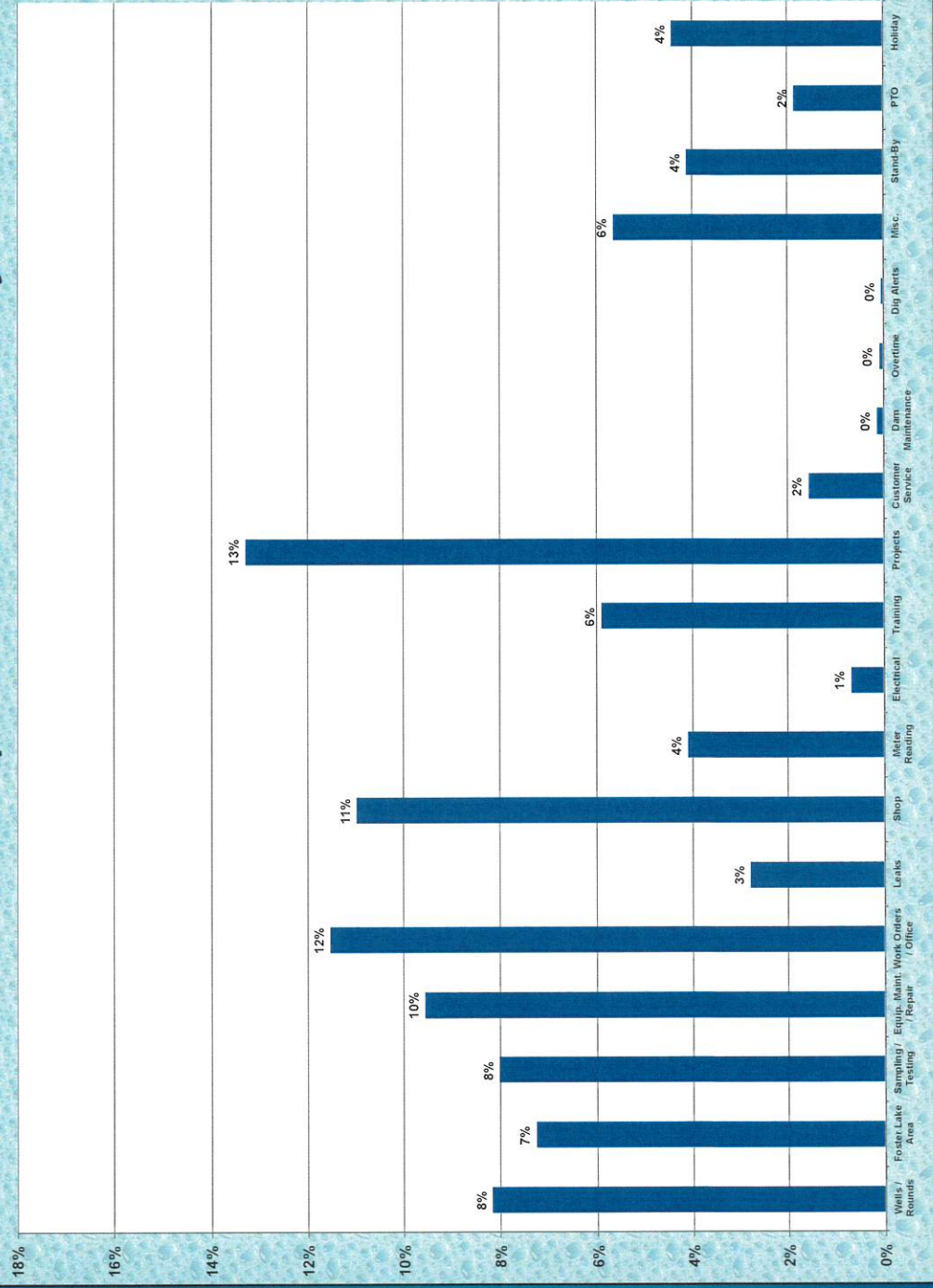
## 2020 Water Operations Workload Study





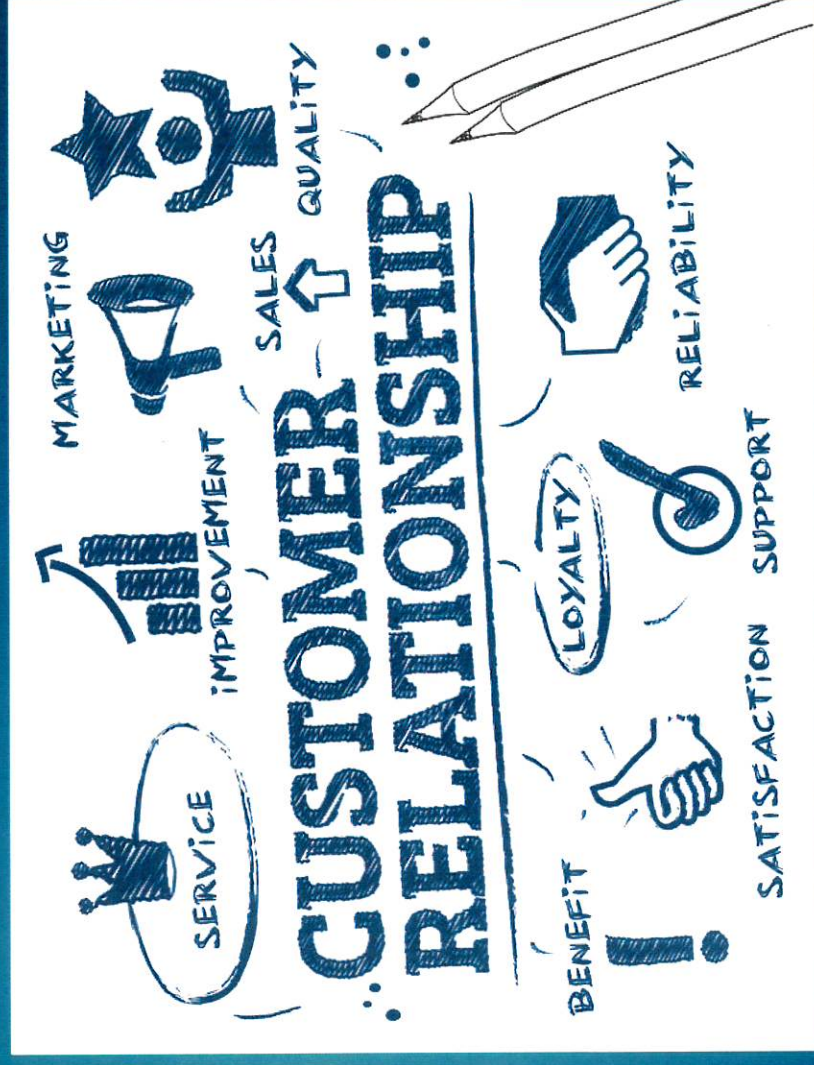
# 2021 Water Workload Study

## 2021 Water Operations Workload Study



# Customer & Community Relations

- Handle customer issues & complaints promptly
- Starting to get recognized & acknowledged in the community
- Work cooperatively with other water districts, along with state and county agencies
- Improved relationship with news media



# Strawberry Creek Pipeline Project

- Surveyed easement location
- Attempted to purchase properties
- Process to acquire easement has begun



# WWTP Project

- CRWA is project manager
- Survey performed February 9 – 11 to determine property size
- Property negotiations will begin soon
- Funding options are being pursued, but no report at this time



# Water Meters Installation

- Meters purchased
- Installation scheduled to begin in March, weather permitting
- Installation will take 3 to 5 months



# Employee Manual

- Employee manual previous attempt to be modified failed
- Using another water district employee manual
- Modifying to accommodate IWD operations
- Finishing draft to provide to General Counsel
- Attempting to have Employee Manual finalized by June 2022



Employee Policy Manual

Adopted:

Month, Day 2021

(Resolution ???)

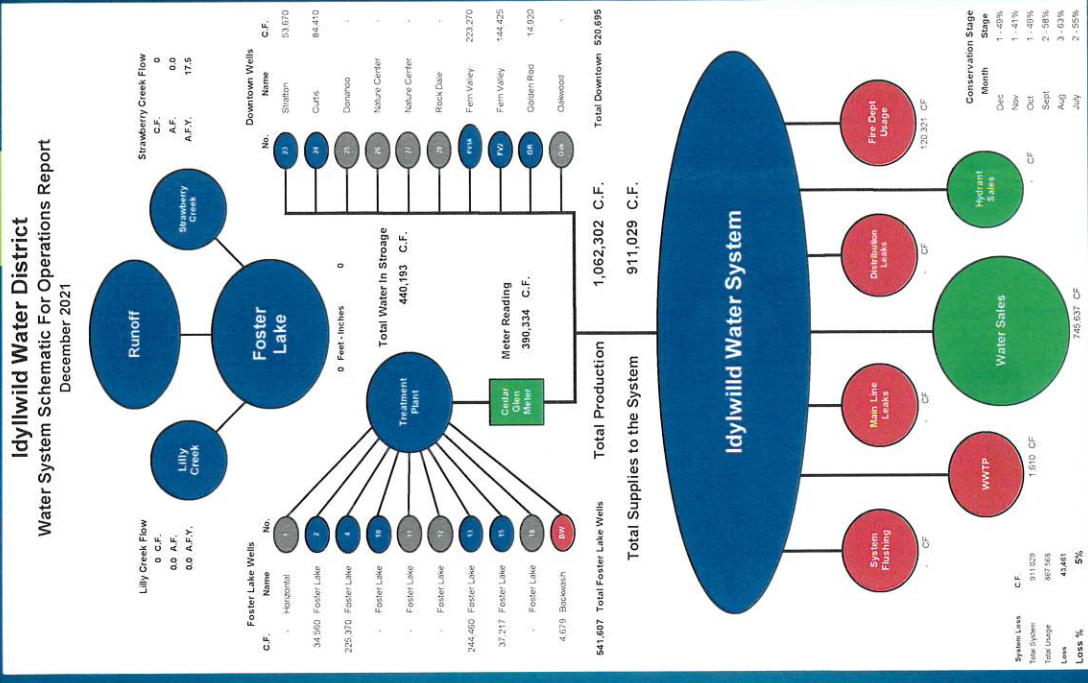
# Water Policy Modification



- Reviewing existing policy
  - Stage criteria
  - Conservation efforts
  - Outcomes of policy
- Developing & analyzing
  - Well static levels
  - Water usage
  - Water year conditions
  - Expected conservation outcomes for new water policy
  - Attempting to be completed by June 2022

# Operations Report

- Reviewed with Director Kunkle in February
- Developing various report options
- Will meet with Director Kunkle to finalize Operations Report
- Attempting to have completed by April 2022 Board meeting



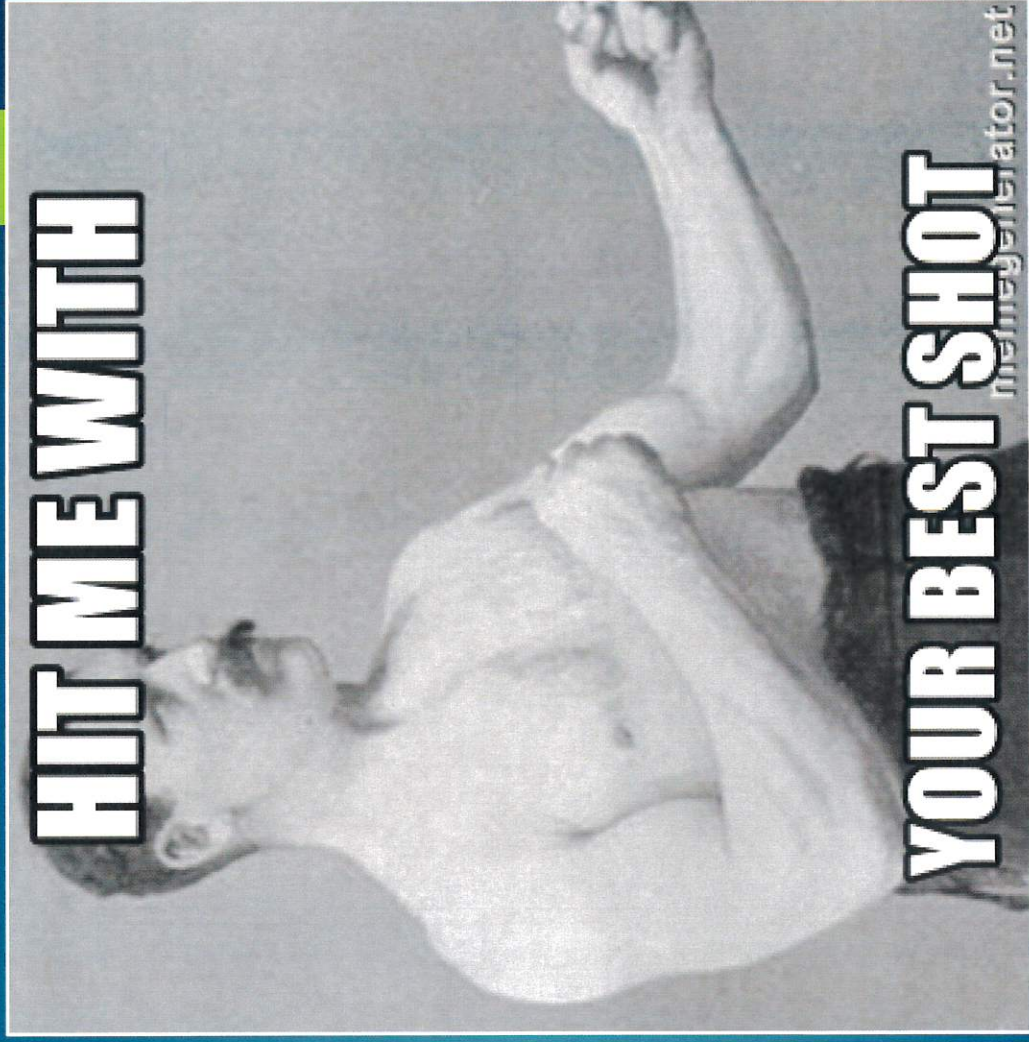


# COVID-19 State Funding



- In January, IWD received \$30,000 in COVID-19 state funding
- Staff has contacted all delinquent accounts to make payment arrangements
- All but a few accounts have made payment arrangements
- A small portion of the COVID-19 state funds have been distributed at this time
- District has until July 2022 to distribute the COVID-19 funds

Questions?





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** February 16, 2022  
**Subject:** Item 7 – COVID-19 Prevention Program – 10 minutes

---

### **Background:**

Board of Directors requested during the January 19, 2022, Board meeting that General Counsel developed a COVID-19 Prevention Program (CPP). A CPP is attached for Board review, discussion, and direction.

### **Attachments:**

- COVID-19 Prevention Program

# COVID-19 Prevention Program (CPP) for Idyllwild Water District

In accordance with the Cal/OSHA COVID-19 Prevention emergency temporary standards readopted by the Occupational Safety and Health Standards Board on January 14, 2022, the following are the current protocols which are being followed by the District and designed to control exposure to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace. The below protocols reflect California's latest COVID-19 public health guidance. Any questions or concerns regarding these protocols should be directed to the General Manager or, in the General Manager's absence, to the General Counsel.

**Date:** February 16, 2022

## Authority and Responsibility

The General Manager has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment to reduce transmission among District officials, employees, agents, and visitors.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by: reviewing policies and procedures the Idyllwild Water District is creating and/or revising and providing input to language for policies and procedures.

## Employee screening

We screen our employees and respond to those with COVID-19 symptoms by: asking them to self-screen daily according to CDPH guidelines. Employees who are sick and have symptoms of COVID-19 (i.e. fever, cough, and/or shortness of breath) or have been diagnosed with COVID-19 are not to report

to work and are to contact the General Manager. Employees who develop any COVID-19-related symptoms while at work will be sent home immediately and will consult with the General Manager about their return to work.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards.

The District has instituted the controls identified in **Appendix B**. The District will conduct hazard assessments in the workplace, and correct hazards in a timely manner when it learns of deficiencies through spot checks, complaints, referrals, or reports of a positive COVID-19 case.

## Control of COVID-19 Hazards

### Physical Distancing

Where possible, we promote at least six feet of physical distancing at all times in our workplace by:

- Allowing telework for personnel whose job classifications support telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs to indicate where employees and others should be located.
- Staggered arrival, departure, work, and break times.

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn over the nose and mouth by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH). Employees may contact the General Manager or their supervisor when they need replacement face coverings.

Employees whose main responsibility is to provide customer service will be provided with disposable masks that they may provide to any unvaccinated visitor who does not have a face covering upon entrance to any District facility.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it. If their condition does not permit it, then the employee will be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

### Engineering controls

For indoor locations, using **Appendix B**, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA)

filtration units, or other air cleaning systems, would reduce the risk of transmission. We also implement the following measures for situations where we cannot maintain at least six feet between individuals: installing solid partitions between employees and members of the public.

### **Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- Ensuring adequate supplies and adequate time for cleaning to be done properly.
- Advise employees that they should regularly clean items they come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools.
- Weekly cleaning of District facilities by custodial staff.
- District facilities that have been identified as having an outbreak will be disinfected.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: the area and materials/equipment used by the affected employee will be cleaned with disinfecting wipes and District staff will be contacted to thoroughly disinfect the entire facility. This will be done within 24-hours of notice of the COVID-19 case.

Cleaning and disinfecting will be done in a manner that will not create a hazard to District employees.

### **Shared tools, equipment, and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by providing the employees with the disinfecting wipes to do it themselves.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands often with soap and water for at least 20 seconds each time, and to use hand sanitizer with at least 60% alcohol if soap and water are not available.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person in compliance with CCP Title 8 Section 5144(c)(2). Whenever we make respirators for voluntary use available, we will encourage their use and will ensure that employees are provided with a respirator of the correct size.

We provide and ensure use of respirators in compliance with Section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye protection and respiratory protection in accordance with Section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## Testing of symptomatic employees

COVID-19 testing is available at no cost to employees with COVID-19 symptoms through their medical provider and county COVID-19 testing sites.

## Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

- employees that had a close contact are offered COVID-19 testing at no cost during their work hours, except for 1) employees who were fully vaccinated before the close contact and do not have symptoms; 2) COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or 3) for cases who never developed symptoms, for 90 days after the first positive test.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to these employees.
- Written notice within 1 day of the District's knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees and other persons who were at the worksite during the high-risk exposure period.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms, possible close contacts, and hazards to their direct supervisor and/or General Manager without fear of reprisal.
  - In the event employees need to be tested for COVID-19, testing is available through the employee's health plans, and free county testing sites.
  - In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor or General Manager with any concerns, feedback, or prevention/identification ideas.

## Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.

- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases and Employees who had a Close Contact**

Where we have a COVID-19 case or close contact in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms.
  - COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- If we do not exclude an employee who had a close contact as permitted by the above three exceptions, we will provide the employee with information about any applicable precautions recommended by CDPH for individuals with close contact.
- For employees excluded from work, continuing, and maintaining employees' earnings, wage, seniority, and all other employees' rights and benefits. This will be accomplished by allowing employees use of employee sick leave accruals, comp time accruals, and/or vacation accruals.
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in



accordance with CCR Title 8 section 3203(b).

- Make our written COVID-19 Prevention Program available at the workplace to employees and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until either (a) they have a negative test with specimen collected on day 5 or later since the positive test, or (b) a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact, but are not COVID-19 cases, may return to work as follows:
  - **Fully vaccinated employees** who have had a close contact but remain asymptomatic will not be excluded from work. They are to test on day 5 and must wear a well-fitting mask around others for at least 10 days from the latest close contact. If they test positive, follow the COVID-19 case criteria above. If they develop symptoms, other return-to-work rules will apply.
  - **Unvaccinated or not fully vaccinated employees** who have had a close contact but who never developed symptoms, stay home and test 3-5 days after most recent exposure/close contact. Such employees who test negative, and who remain asymptomatic, may then return to work and must wear a well-fitting mask around others for at least 10 days from the latest close contact. If unable to test, such employees may return when 10 days have passed since the last known close contact. If at any point they test positive, follow the COVID-19 case criteria above. If they develop symptoms, other return-to-work rules below will apply.
  - **Regardless of vaccination status, employees with symptoms** following a close contact: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms.
    - At least 10 days have passed since the last known close contact.
    - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- Employees who are unable or choose not to test and whose symptoms are not present or are resolving, isolation can end and the employee may return to the work after day 10.

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Leo Havener, General Manager

Date



## Appendix B: COVID-19 Inspections

This form is intended to review COVID-19 protocols in the workplace. Additional information is available on the Cal/OSHA COVID-19 Guidance page at [www.dir.ca.gov/dosh/coronavirus](http://www.dir.ca.gov/dosh/coronavirus). The District will conduct periodic inspections in compliance with guidance by the CDC, State of California, and all other applicable state and local health orders.

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date:**

**Name of person conducting the investigation:**

<p><b>Employee (or non-employee*) name:</b></p>		<p><b>Occupation (if non-employee, why they were in the workplace):</b></p>	
<p><b>Location where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:</b></p>		<p><b>Date investigation was initiated:</b></p>	
<p><b>Was COVID-19 test offered?</b></p>		<p><b>Name(s) of staff involved in the investigation:</b></p>	
<p><b>Date and time the COVID-19 case was last present and excluded from the workplace:</b></p>		<p><b>Date of the positive or negative test and/or diagnosis:</b></p>	
<p><b>Date the case first had one or more COVID-19 symptoms:</b></p>		<p><b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b></p>	
<p><b>Summary determination of who may have had close contact with the COVID-19 case during the high-risk exposure period, including names, vaccination status, whether testing was offered or they were excluded, and names of those exempt from exclusion requirements (attach additional information):</b></p>			

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who were in close contact and may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>	<b>What could be done to reduce exposure to COVID-19?</b>		
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

# Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

**Appendix E: Documentation of Employee COVID-19  
Vaccination Status - CONFIDENTIAL**

Employee Name	Fully or Partially Vaccinated <sup>1</sup>	Method of Documentation <sup>2</sup>

<sup>1</sup> Update, accordingly and maintain as confidential medical record. T8CCR section 3205(b)(9) definition of “fully vaccinated” will be applied.

<sup>2</sup> Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care documents showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

DRAFT





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** February 16, 2022

**Subject:** Item 8 – Resolutions No. 784 Water Stand-By Assessments for FY 2022 - 2023

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### Recommendation:

Board of Directors will set a date of May 18, 2022, for a Public Hearing for water stand-by assessment fees for Fiscal Year 2022 – 2023 for undeveloped parcels within the Idyllwild Water District (water service area).

### Background:

To equitably allocate costs for benefits received by having water service available to undeveloped parcels, Idyllwild Water District has for decades imposed a Stand-By Fee on unimproved lots within the Water Service area.

The fees of \$30.00 per acre are not proposed to change and will be collected on the unified property tax bill issued by Riverside County.

### Attachment:

- Resolution No. 784

**RESOLUTION NO. 784**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE IDYLLWILD WATER DISTRICT  
APPROVING A WATER STANDBY CHARGE ON ALL UNIMPROVED LANDS WITHIN  
THE DISTRICT AND CONDUCTING A PUBLIC HEARING THEREON**

**The Board of Directors of the IDYLLWILD WATER DISTRICT ("District") hereby resolves as follows:**

1. The Board of Directors of the District proposes to implement a water service standby, or availability, charge on all unimproved lands within Idyllwild Water District for the fiscal year July 1, 2022, to June 30, 2023, in accordance with, and pursuant to, Water Code Section 31032.1 et seq.
2. The charge is to be \$30.00 per acre per year for each acre of unimproved land and \$30.00 per year for each parcel of land that is less than 1 acre in size. "Unimproved land" is defined as those parcels of land upon which a water meter has not been set by the Idyllwild Water District.
3. All charges proposed to be levied shall be collected on the tax roll of Riverside County in the same manner, by the same persons and at the same time as, together with and not separately from, the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties.
4. The General Manager shall cause a written report to be prepared and filed with the Secretary of the District which shall contain a description of each parcel of real property and an amount of the charge for each parcel for the year.
5. A Public Hearing on the said written report was conducted by the Board of Directors of the District at 6:00 p.m., on May 18, 2022, in the meeting room in the offices of the District, located at 25945 Hwy. 243, Idyllwild, California 92549. At this hearing, the Board of Directors heard and considered all public testimony. At the close of the Public Hearing, the Board of Directors may adopt, revise, change, reduce or modify the proposed charge.
6. The District published a notice of the filing of the written report of the time and place of the Public Hearing thereon in accordance with Government Code, Section 6066 prior to the date set for the Hearing in the Idyllwild Town Crier, a newspaper of local general circulation and shall post a similar notice in no less than three public places within the District.

THEREFORE, BE IT RESOVED THAT, the Board of Directors of the Idyllwild Water District approves a Water Standby Fee charge in amount of \$30.00 per acre per year for each acre and \$30.00 per year for each parcel of land that is less than one acre in size on all unimproved lands within the District.

Adopted this 18<sup>th</sup> day of May 2022.

IDYLLWILD WATER DISTRICT

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Dr. Charles Schelly, President Board of Directors

ATTEST:

I, Leo Havener, Secretary of the IDYLLWILD WATER DISTRICT, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT at its meeting of May 18, 2022, by the following vote:

AYES:

NAY:

ABSTAIN:

ABSENT:

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 18th day of May 2022.

IDYLLWILD WATER DISTRICT

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Leo Havener, Secretary to Board of Directors



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** February 16, 2022

**Subject:** Item 9 – Resolutions No. 785 Sewer Stand-By Assessments for FY 2022 - 2023

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### Recommendation:

Board of Directors will set a date of May 18, 2022, for a Public Hearing for sewer stand-by assessment fees for Fiscal Year 2022 – 2023 for undeveloped parcels within the Idyllwild Water District Improvement District No. 1 (sewer service area).

### Background:

To equitably allocate costs for benefits received by having sewer service available to undeveloped parcels, Idyllwild Water District has for decades imposed a Stand-By Fee on unimproved lots within Improvement District No. 1 (Sewer Service area).

The fees of \$30.00 per acre are not proposed to change and will be collected on the unified property tax bill issued by Riverside County.

### Attachment:

- Resolution No. 785

## RESOLUTION NO. 785

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT/IMPROVEMENT DISTRICT #1 APPROVING A SEWER STANDBY CHARGE ON ALL UNIMPROVED LANDS WITHIN THE DISTRICT AND CONDUCTING A PUBLIC HEARING THEREON

The Board of Directors of the IDYLLWILD WATER DISTRICT - IMPROVEMENT DISTRICT #1 ("District") hereby resolves as follows:

1. The Board of Directors of the District proposes to implement a sewer and waste service standby, or availability, charge on all unimproved lands within Improvement District #1 for the fiscal year July 1, 2022, to June 30, 2023, in accordance with, and pursuant to, Water Code Section 31032.1 et seq.
2. The charge is to be \$30.00 per acre per year for each acre of unimproved land and \$30.00 per year for each parcel of land that is less than 1 acre in size. "Unimproved land" is defined as those parcels of land upon which a water meter has not been set by the Idyllwild Water District.
3. All charges proposed to be levied shall be collected on the tax roll of Riverside County in the same manner, by the same persons and at the same time as, together with and not separately from, the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties.
4. The General Manager shall cause a written report to be prepared and filed with the Secretary of the District which shall contain a description of each parcel of real property and an amount of the charge for each parcel for the year.
5. A Public Hearing on the said written report was conducted by the Board of Directors of the District at 6:00 p.m., on May 18, 2022, in the meeting room in the offices of the District, located at 25945 Hwy., Idyllwild, California 92549. At this Hearing, the Board of Directors heard and considered all public testimony. At the close of the Public Hearing, the Board of Directors may adopt, revise, change, reduce or modify the proposed charge.
6. The District published a notice of the filing of the written report of the time and place of the public hearing thereon in accordance with Government Code, Section 6066 prior to the date set for the Hearing in the Idyllwild Town Crier, a newspaper of local general circulation and shall post a similar notice in no less than three public places within the District.

THEREFORE, BE IT RESOLVED THAT, the Board of Directors of the Idyllwild Water District approves a Sewer Standby Fee charge in the amount of \$30.00 per acre per year for each acre and \$30.00 for each parcel of land that is less than one acre in size on all unimproved lands within in the District.

Adopted this 18<sup>th</sup> day of May 2022.

IDYLLWILD WATER DISTRICT

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Dr. Charles Schelly, President Board of Directors

ATTEST:

I, Leo Havener, Secretary of the IDYLLWILD WATER DISTRICT, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT at its meeting of May 18, 2022, by the following vote:

AYES:

NAY:

ABSTAIN:

ABSENT:

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 18th day of May 2022.

IDYLLWILD WATER DISTRICT

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Leo Havener, Secretary to Board of Directors