



REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

September 21, 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.

Topic: Board of Directors Meeting

Time: Sep 21, 2022 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85875359167?pwd=U1IXQWxYcy9qZEpYNi9ieWwzcnJKZz09>

Meeting ID: 858 7535 9167

Passcode: 093279

One tap mobile

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Meeting ID: 858 7535 9167

Passcode: 093279

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

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. MINUTES

Regular Board Meeting: August 17, 2022

B. FINANCIAL REPORTS

1. Income statement for the two-month ending August 31, 2022

2. District warrants for August 2022

Check #17303 – 17348	= \$ 207,127.79
Gross Payroll	= \$ 67,749.00
Federal/State PR taxes	= \$ 5,250.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 350.00

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

INFORMATION

2. GENERAL MANAGER REPORT – 5 minutes

DISCUSSION ITEMS

3. DISTRICIT VEHICLES AND PERSONAL USE POLICY – 10 minutes

ACTION ITEMS

4. EMPLOYEE MANUAL – 10 Minutes

Board of Directors will consider approving the updated Employee Manual.

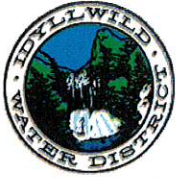
DIRECTORS COMMENTS – 5 minutes



ADJOURNMENT

The next Board meeting is a Regular Meeting scheduled for October 19, 2022, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

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



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: September 21, 2022
Subject: Item 1A – Board Minutes

Recommendation:

Board of Directors approve August 17, 2022, Board meeting minutes.

Attachments:

- Minutes of Regular Meeting of the Board of Directors



MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

August 17, 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 6:00 p.m.

ROLL CALL

President Schelly, Vice President Szabadi, Director Kunkle, and Director Gin, and were physically present, Director Olson was present via Zoom. General Manager Havener and Chief Financial Officer Shouman were physically present with Co-General Counsel Guiboa and Human Resources Counsel Shauna Amon attended via Zoom.

PUBLIC COMMENTS

Steve Moulton inquired about the spring water on Toll Gate Road.

1. CONSENT CALENDAR

A. MINUTES

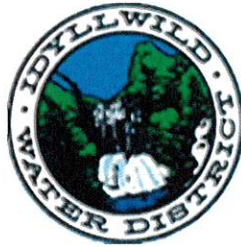
Regular Board Meeting: July 20, 2022
Special Board Meeting: August 3, 2022

B. FINANCIAL REPORTS

1. Income statement for the one-month ending July 31, 2022
2. District warrants for July 2022
 - Check #17251 – 17302 = \$ 183,975.37
 - Gross Payroll = \$ 62,833.00
 - Federal/State PR taxes = \$ 4,802.00
 - LAIF Transfers = \$ 0.00
 - Transfers/charges = \$ 408.00

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

Directors Olson and Vice President inquired about the Operations Report. President Schelly mentioned leaks are an issue with the aging infrastructure.

PUBLIC COMMENTS

None

A MOTION was made by Director Olson to approve Consent Calendar. Director Gin 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 presented the report and addressed questions.

DIRECTORS COMMENTS

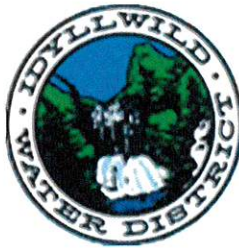
Director Kunkle inquired about the well abandonments.

DISCUSSION ITEMS

3. EMPLOYEE MANUAL

DIRECTORS COMMENTS

Vice President gave an overview updating the Employee Manual and major modifications.



Human Resources Counsel Shauna Amon provided clarity of various items in the Employee Manual.

The Board agree to the following changes to the Employee Manual:

- Grand Jury – Remove employee payment
- Appeal Process – Improve clarity
- Injury Prevention Program – Create
- Jury Duty – District will pay employee working 10 days

PUBLIC COMMENTS

None

4. INVESTMENT POLICY – DISCUSSION OF INVESTMENT POLICY AND OPTIONS

DIRECTORS COMMENTS

Chief Financial Officer Shouman gave an overview of the current financial and pension situation.

Board members discussed various options.

The Board is willing to consider financial options that the employees find beneficial.

PUBLIC COMMENTS

Steve Moulton inquired about employee and district contributions to the pension plan.

ACTION ITEMS

5. BOARD OF DIRECTORS WILL CONSIDER APPROVING BARTLE WELLS ASSOCIATES (BWA) PROPOSAL OF \$30,850 FOR A DISTRICT 5-YEAR RATE STUDY, YEARS 2023 – 2028, AND DEVELOPMENT OF A 5-YEAR RATE STRUCTURE FOR WATER AND WASTEWATER SERVICES

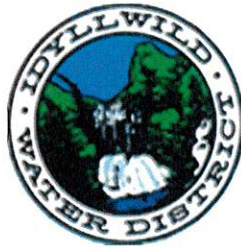
Board of Directors will consider approving Bartle Wells Associates (BWA) proposal of \$30,850 for a district 5-year rate study, years 2023 – 2028, and development of a 5-year rate structure for water and wastewater services.

DIRECTORS COMMENTS

General Manager gave an overview of the proposals and answered board inquiries.

Director Kunkle mentioned that NBS created the current 5-year rate structure and believe they did a good job and suggested they be given the opportunity to perform the new rate study.

Director Gin and Olson asked for clarifications on various items and why BWA.



Vice President Szabadi asked if BWA has litigation experience defending their rate structures.

PUBLIC COMMENTS

None

A MOTION was made by Vice President Szabadi to approve Bartle Wells Associates (BWA) proposal of \$30,850 for a district 5-year rate study, years 2023 – 2028, and development of a 5-year rate structure for water and wastewater services. Director Olson seconded.

The rollcall vote was as follows:

AYES

Director Gin

Director Olson

Vice President Szabadi

NAYS

Director Kunkle

ABSTAIN

President Schelly

ABSENT

Motion approved.

DIRECTORS COMMENTS

Director Kunkle asked staff if Specialized Utilities Service Program has sent the financial information, they said they would provide, which has not received. General Manager Havener will contact SUSP to obtain the information.

Vice President Szabadi inquired about the water policy status.

Director Olson requested the monthly financial statements have comparisons.

President Schelly requested the Vehicle Use Policy be on the September Board meeting.

ADJOURNMENT

Board adjourned at 7:42 p.m.

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: September 21, 2022
Subject: Item 1B – Financial Reports

Recommendation:

Board of Directors accept August 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

Fiscal Year 2022 - 2023

For August 2022

Operating Revenues Condensed By Category	For August 2022			Year to Date: July - August 2022		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base - Residential / Commercial	85,127	85,127	0.00%	170,255	170,255	0.00%
Sales - Residential / Commercial	60,262	70,000	-13.91%	149,075	163,000	(13,925) -8.54%
Other Operating Revenue	50	50	0.00%	100	100	0.00%
Other Non - Operating Revenue	-	-	0.00%	-	-	0.00%
Total Operating Revenues	145,439	155,177	-6.28%	319,430	333,355	(13,925) -4.18%

Operating Revenue By Category	For August 2022			Year to Date: July - August 2022		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base Rate - Residential	63,089	63,089	0.00%	84,934	84,934	0.00%
Base Rate - Commercial	22,038	22,038	0.00%	85,321	85,321	0.00%
Sales - Residential	36,351	40,000	-9.12%	68,058	74,000	(5,942) -8.03%
Sales - Commercial	23,911	30,000	-20.30%	81,017	89,000	(7,983) -8.97%
Sales - Sewer	-	-	0.00%	-	-	0.00%
Sales - Construction / Other	-	-	0.00%	-	-	0.00%
Transfer Fees	-	-	0.00%	-	-	0.00%
Turn On / Off Fees	-	-	0.00%	-	-	0.00%
Lien & Lien Release Fees	-	-	0.00%	-	-	0.00%
Delinquency Fees	-	-	0.00%	-	-	0.00%
Will Serve Letter Fees	-	50	(50) 0.00%	50	100	(50) 0.00%
Other Miscellaneous	-	-	0.00%	-	-	0.00%
Installation Fees	-	-	0.00%	-	-	0.00%
Capacity Fees	-	-	0.00%	-	-	0.00%
Total Operating Revenues	145,389	155,177	-6.31%	319,380	333,355	(13,975) -4.19%

IDYLLWILD WATER DISTRICT

Water Fund Condensed Income Statement

Fiscal Year 2022 - 2023

For August 2022

Water Sales in Cubic Feet	For August 2022			Year to Date: July - August 2022		
	Residential	Commercial	Total CF	Residential	Commercial	Total CF
R1 5/8	539,644	75,354	614,998	1,275,393	172,368	1,447,761
R2 3/4	9,630	14,624	24,454	21,276	35,763	57,039
R3 1"	4,732	77,846	82,578	11,640	188,398	200,038
R4 1.1/2"	-	29,035	29,035	-	54,251	54,251
R5 2"	-	5,399	5,399	-	16,637	16,637
R6 3"	-	28,600	28,600	-	55,500	55,500
IA 3"	-	94,462	94,462	-	233,789	233,789
NC-WWTP	-	1,768	2,153	-	3,921	3,921
Total Water Sales In Cubic Feet	554,206	327,088	881,679	1,308,309	760,627	2,068,936

For August 2022

Number of Water Accounts	For August 2022			For July 2021			
	Residential	Commercial	Total	Residential	Commercial	Total	Variance %
R1 5/8	1,430	104	1,534	1,430	104	1,534	0%
R2 3/4	12	18	30	12	18	30	0%
R3 1"	45	36	81	45	36	81	0%
R4 1.1/2"	-	16	16	-	16	16	0%
R5 2"	-	8	8	-	8	8	0%
R6 3"	-	1	1	-	1	1	0%
IA 3"	-	1	1	-	1	1	0%
NC-WWTP	-	1	1	-	1	1	0%
Total Number of Water Accounts	1,487	185	1,672	1,487	185	1,672	0%

For August 2022

Number of Sewer Accounts	For August 2022			For July 2021			
	Residential	Commercial	Total	Residential	Commercial	Total	Variance %
Sewer Acct S	422	164	586	422	164	586	0%
Fire Services F "2"	-	-	-	-	-	-	0%
Fire Services F "3"	-	-	-	-	-	-	0%
Fire Services F "4"	-	3	3	-	3	3	0%
Total Number of Sewer Accounts	422	167	589	422	167	589	0%
Total Water And Sewer Accounts	1,909	352	2,261	1,909	352	2,261	0%

IDYLLWILD WATER DISTRICT

Water Fund Condensed Income Statement

Fiscal Year 2022 - 2023

For August 2022

Water Operating Expenses By Category	For August 2022			Year to Date: July - August 2022		
	Actual	Budget	Variance %	Actual	Budget	Variance %
1 - Wages and Salaries Expenses	54,250	56,000	1,750 3.13%	108,000	110,979	2,979 2.68%
2 - Retirement Plan and Life Insurance	3,317	3,370	53 1.57%	6,634	6,740	106 1.57%
3 - Medical Insurance	10,811	10,200	(611) -5.99%	20,904	20,400	(504) -2.47%
4 - Uniform Expenses	-	-	- 0.00%	900	1,800	900 50.00%
5 - Worker's Comp Insurance	-	-	- 0.00%	-	-	- 0.00%
6 - Retirement Medical Insurance	-	-	- 0.00%	-	-	- 0.00%
7 - Board Reimbursement	512	600	88 14.67%	895	1,200	305 25.42%
8 - Office Supplies	1,538	1,500	(38) -2.53%	2,108	3,000	892 29.73%
9 - Office Cleaning Service	225	250	25 10.00%	450	500	50 10.00%
10 - Postage and Mailing Fees	-	-	- 0.00%	1,369	3,000	1,631 54.37%
11 - Training and Education	-	-	- 0.00%	-	-	- 0.00%
12 - Traveling, Mileage, Meals Reimbursement	-	-	- 0.00%	-	-	- 0.00%
13 - Dues, Fees, Subscriptions	2,246	1,500	(746) -49.73%	3,204	3,000	(204) -6.80%
14 - Computer Services	1,709	1,800	91 5.06%	3,276	3,400	124 3.65%
15 - Legal Services	1,719	2,000	281 14.05%	3,798	4,000	202 5.05%
16 - Engineering and Consulting	2,219	3,000	781 26.03%	2,219	3,100	881 28.42%
17 - Utilities, Electricity	5,000	8,000	3,000 37.50%	13,890	16,900	3,010 17.81%
18 - Utilities, Gas and Fuel	560	620	60 9.68%	1,120	1,240	120 9.68%
19 - Utilities, Propane	120	100	(20) -20.00%	144	200	56 28.00%
20 - Utilities, Telephone and Internet	2,247	2,500	253 10.12%	4,513	5,000	487 9.74%
21 - Utilities, Waste Management Fees	222	250	28 11.20%	444	500	56 11.20%
22 - Liability, Auto and Property Insurance	3,433	5,000	1,567 31.34%	12,659	15,000	2,341 15.61%
21 - State and County Water System Fees	-	-	- 0.00%	-	-	- 0.00%
22 - General Plant and Treatment Services	15,432	12,500	(2,932) -23.46%	25,932	25,000	(932) -3.73%
23 - Vehicles Repairs and Maintenance	2,017	1,500	(517) -34.47%	2,945	3,000	55 1.83%
25 - Laboratory Services	3,110	4,000	890 22.25%	3,110	8,000	4,890 61.13%
26 - Water Security System	-	500	500 100.00%	-	1,000	1,000 100.00%
27 - Advertising and Publishing	437	1,200	763 63.58%	2,264	2,400	136 5.67%
28 - Bank Fee Charge	350	250	(100) -40.00%	777	500	(277) -55.40%
29 - Water Maintenance and Supplies	3,358	2,000	(1,358) -67.90%	24,103	4,000	(20,103) -502.58%
30 - Accounting and Auditing Fees	3,450	2,000	(1,450) -72.50%	3,450	4,000	550 13.75%
Total Operating Expenses	118,282	120,640	2,358 1.95%	249,108	247,859	(1,249) -0.50%
Total Income And (Loss)	27,157	34,537	7,380 21.37%	70,322	85,496	15,174 17.75%

IDYLLWILD WATER DISTRICT
Sewer Fund Condensed Income Statement
 Fiscal Year 2022 - 2023
 For August 2022

Operating Revenue By Category	For August 2022		Year to Date: July - August 2022	
	Actual	Budget	Actual	Budget
Base - Residential / Commercial	61,800	61,800	123,600	123,600
Other Operating Revenue	-	-	-	-
Total Operating Revenues	61,800	61,800	123,600	123,600

Sewer Operating Expenses By Category	For August 2022		Year to Date: July - August 2022	
	Actual	Budget	Actual	Budget
1 - Wages and Salaries Expenses	12,299	13,000	22,529	26,000
2 - Retirement Plan and Life Insurance	1,034	1,220	2,068	2,440
3 - Medical Insurance	3,603	3,300	6,967	6,600
4 - Uniform Expenses	300	353	600	706
5 - Worker's Comp Insurance	127	580	254	1,160
6 - Retirement Medical Insurance	190	1,850	380	3,700
7 - Board Reimbursement	170	200	170	200
8 - Office Supplies	512	590	587	1,180
9 - Office Cleaning Service	75	75	150	150
10 - Postage and Mailing Fees	456	275	912	550
11 - Training and Education	-	-	-	-
12 - Traveling, Mileage, Meals Reimbursement	-	-	-	-
13 - Dues, Fees, Subscriptions	749	500	988	1,000
14 - Computer Services	569	600	1,087	1,200
15 - Legal Services	573	285	1,266	570
16 - Utilities, Electricity	4,500	5,000	4,500	8,950
17 - Utilities, Gas and Fuel	213	250	426	426
18 - Utilities, Propane	-	-	-	-
19 - Utilities, Telephone and Internet	742	1,000	1,490	2,000
20 - Utilities, Waste Management Fees	74	80	148	160
21 - Vehicles Repairs and Maintenance	-	-	128	500
22 - Engineering Services	-	-	-	-
23 - Maintenance and Supplies	-	100	92	200
24 - General Plant Services	405	5,000	5,329	10,000
25 - Sewer Permit and License (State Fee)	-	-	-	-
26 - Minor Equipment and Supplies	-	-	-	-
27 - Sewer Lease	-	-	-	-
28 - Advertising and Publishing	145	500	754	1,000
29 - Laboratory Services	1,036	2,000	1,036	2,000
30 - Sewer Security System (ADT)	-	300	-	600
31 - Accounting and Auditing Fees	1,150	5,000	1,150	5,000
32 - Liability, Property and Auto Insurance	1,144	3,500	4,219	7,000
33 - Waste Disposal Fees	-	-	-	-
Total Operating Expenses	30,066	45,558	56,804	83,292

Total Income And (Loss) 31,734 16,242 66,796 40,308 26,488 65.71%

IDYLLWILD WATER DISTRICT

Sewer Fund Condensed Income Statement

Fiscal Year 2022 - 2023

For August 2022

Operating Revenue By Category	For August 2022			Year to Date: July - August 2022		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Base Rate - Commercial	41,513	41,513	- 0.00%	83,026	83,026	- 0.00%
Base Rate - Residential	20,287	20,287	- 0.00%	40,574	40,574	- 0.00%
Transfer Fees	-	-	- 0.00%	-	-	- 0.00%
Facility Charge From IAF	-	-	- 0.00%	-	-	- 0.00%
Inspection Fee	-	-	- 0.00%	-	-	- 0.00%
Other Miscellaneous	-	-	- 0.00%	-	-	- 0.00%
Total Operating Revenues	61,800	61,800	- 0.00%	123,600	123,600	- 0.00%

Equivalent Dwelling Units (EDUs)	For August 2022			For July 2021		
	Actual	Budget	Variance %	Actual	Budget	Variance %
Residential	459	459	- 0.00%	459	459	918 -100%
Commercial	939	939	- 0.00%	939	939	1,878 -100%
Total EDUs	1,398	1,398	- 0.00%	1,398	1,398	2,796 -100%
Total Sewer Accounts	422	164	586	422	164	586 0%



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: September 21, 2022
Subject: Item 1C – Operations Report

Recommendation:

Board of Directors accept August 2022 Operation Report.

Attachments:

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

Idyllwild Water District

Monthly Operations Report

August 2022

Supplies to System	999,106 CF	22.94 AF		
Increase / Decrease	(481,129) CF	-33%	Billing Period	-20% Daily Demand
Number of Wells Available	14	333 GPM Available		
Water Sales	881,294 CF	17,811 CF	Non-Water Sales	
Total Water/Non-Water Sales	899,105 CF	10% Loss		

Full-Time	FV1A	1
Part-Time	2, 4, 13, 23, 24, FV2, Golden Rod	7

Strawberry Creek Diversion	0 CF	0.00 AF	29.24 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	399,000	53,342
IWD Flushing	20,000	2,674
Main Line Leaks		-
Distribution Line Leaks		-
Fire Dept. Usage, Per IFPD	100,000	13,369
Hydrant Sales		-
Wastewater Plant	13,224	1,768
Total	133,224	17,811

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
Aug	185.4	333	56%	2
July	233.0	333	70%	3
June	195.6	333	59%	2
May	195.8	333	59%	2
April	176.4	333	53%	2
March	147.1	333	44%	1

Not Included in Total

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

Foster Lake Area	SL #3	29	SL #7	30	SL #14	40	FL Avg.	33
Creek Area	PL #23	246	PL #24	115				
Nature Center	SL #26	42	SL #27	40	SL #28	124		
Fern Valley	PL FV1A	442	PL FV2	319	SL GR	0	SL MW #6	0

Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	22.7	265,545
Rock Dale Tank	2,718	22.7	61,699
Delano Tank	1,337	15.0	20,055
South Ridge Tank	3,509	19.2	67,373
Wild Wood Tank	919	11.0	10,109
Golden Rod Tank	891	22.3	19,869

Total	444,649 CF	Storage Supplies Max.	3.702 MGD	90%	
Storage in MGD	3.33				
Production Days	28	Production Minutes	40,320	Average GPM	185.4

Idyllwild Water District
Well Production Data
August 2022

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal	73,522	1.7	PT	On	13.3	
2	Foster Lake	301,878	6.9	PT	On	80.3	
4	Foster Lake	125,516	2.9	PT	On	23.7	
10	Foster Lake		-				
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake	139,750	3.2	PT	On	26.2	
15	Foster Lake	55,354	1.3	PT	On	11.2	
16	Foster Lake		-				
23	Stratton	180,541	4.1	PT	On	38.8	
24	Curtis	107,490	2.5	PT	Off	46.9	
25	Donahoo		-				
26	Nature Center		-				
27	Nature Center		-				
28	Rock Dale		-				
FV1A	Fern Valley	215,855	5.0	FT	On	38.6	
FV2	Fern Valley	189,878	4.4	PT	On	34.8	
	Golden Rod	23,582	0.5	PT	On	10.1	
	Oakwood		-				
	Total	1,413,366	32.45				

Cedar Glen Meter	281,760 CF	6.5 AF
District Production	717,346 CF	16.5 AF
Total Supplies to System	999,106 CF	22.9 AF

Days of Production	28	Minutes of Production	40,320
Average System GPM	185.36		

Idyllwild Water District

Well Statics

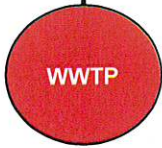
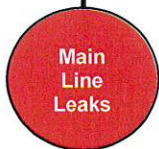
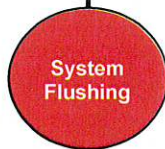
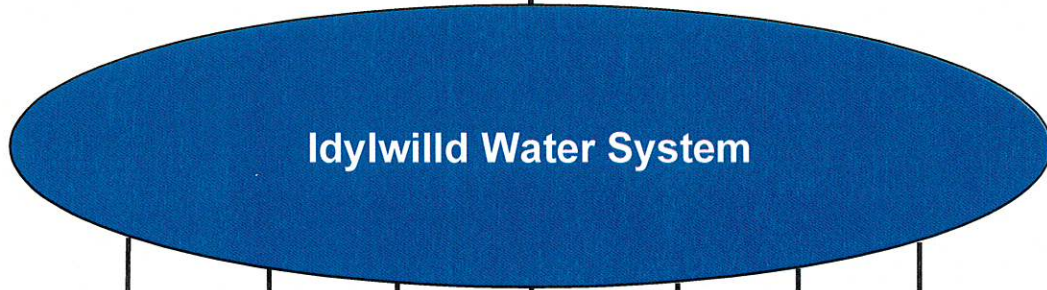
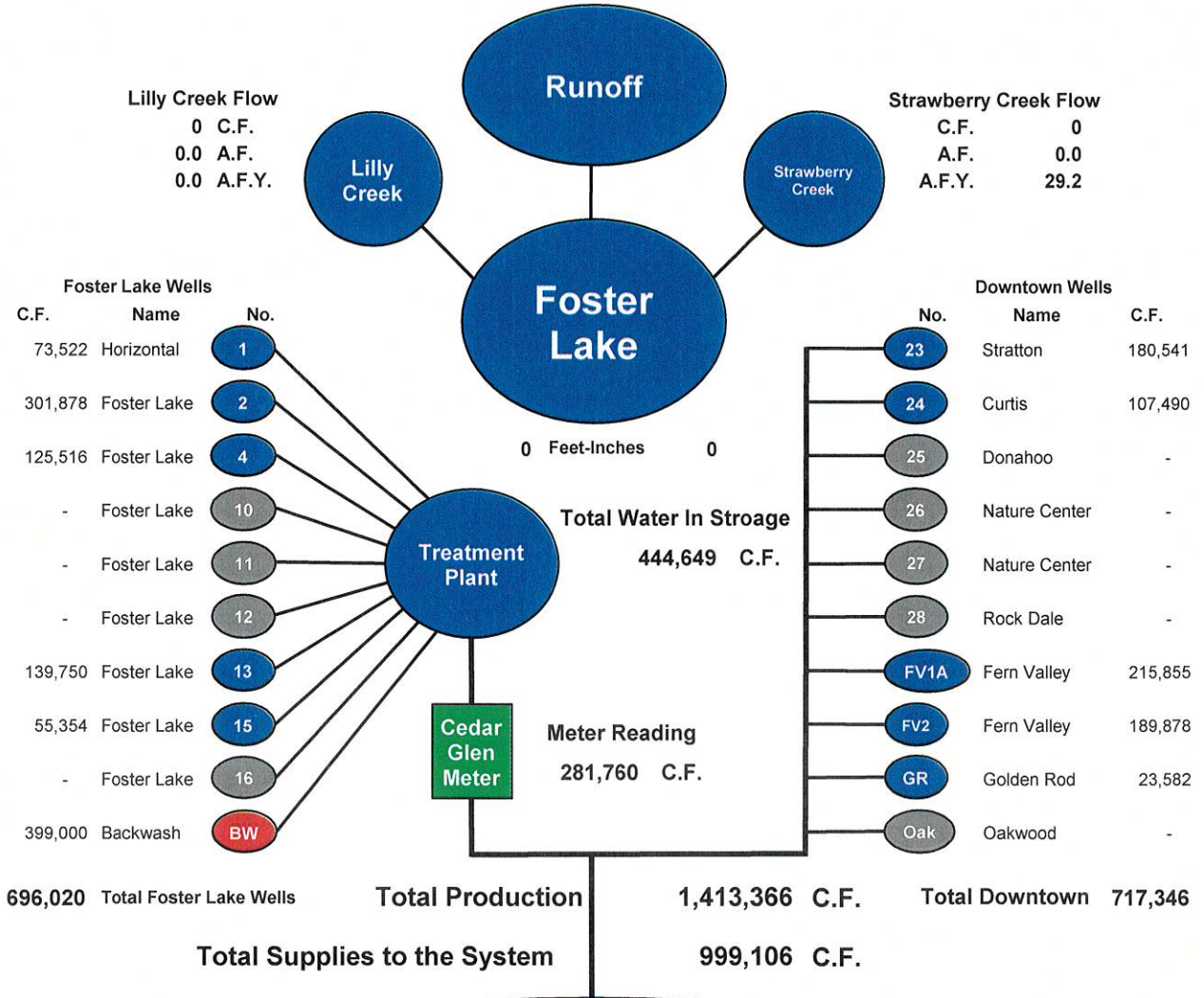
August 2022

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	EF	29.0	SL	
7	EF	30.0	SL	
14	EF	40.0	SL	Foster Lake Average = 33.0
23	EF	246.0	PL	
24	EF	115.0	PL	
26	EF	42.0	SL	
27	EF	40.0	SL	
28	EF	124.0	SL	
FV1A	EF	442.0	PL	
FV2	EF	319.0	PL	
GR	EF			
MW6	EF			

Idyllwild Water District

Water System Schematic For Operations Report

August 2022



System Loss	C.F.
Total System	999,106
Total Usage	899,105
Loss	100,001
Loss %	10%

Conservation Stage	
Month	Stage
August	2 - 56%
July	3 - 70%
June	2 - 59%
May	2 - 59%
April	2 - 53%
March	1 - 44%



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: September 21, 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 through July 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 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.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: September 21, 2022
Subject: Item 2 – General Manager Report

Recommendation:

General Manager Havener will present his report.

Attachments:

- General Manager Report

General Manager Report

September 21, 2022



District Finances

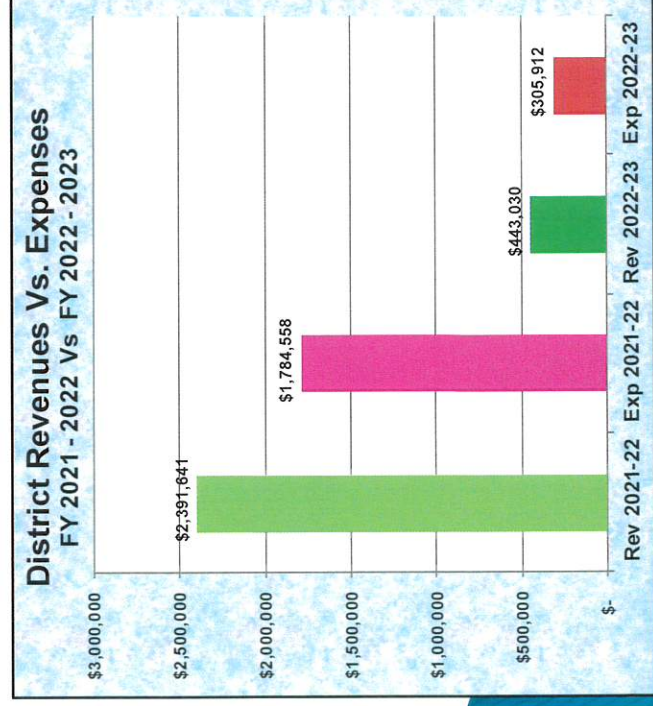
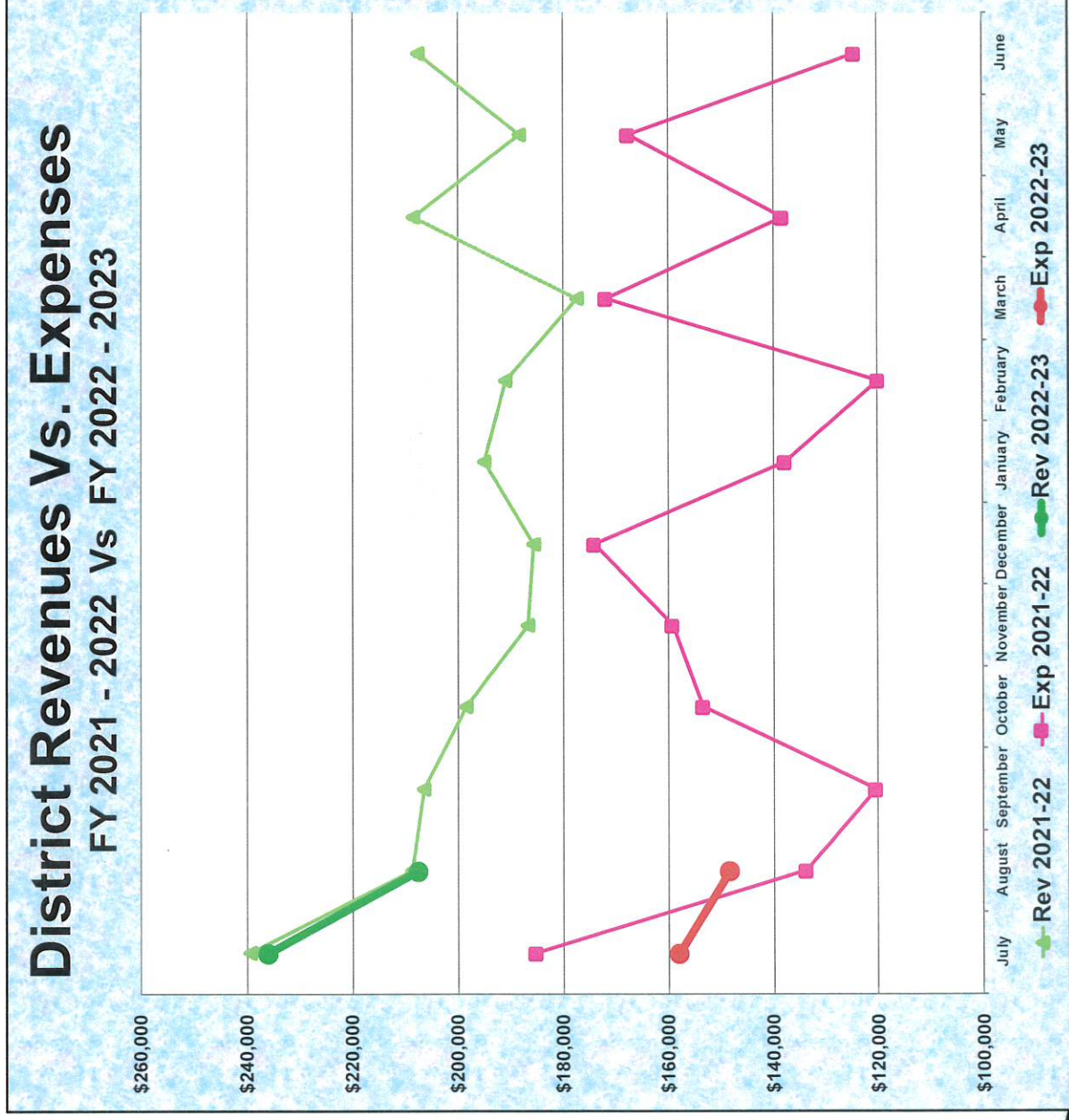
© 2013 by the Board of Directors



District Revenues Vs. Expenses

FY 2022 - 2023

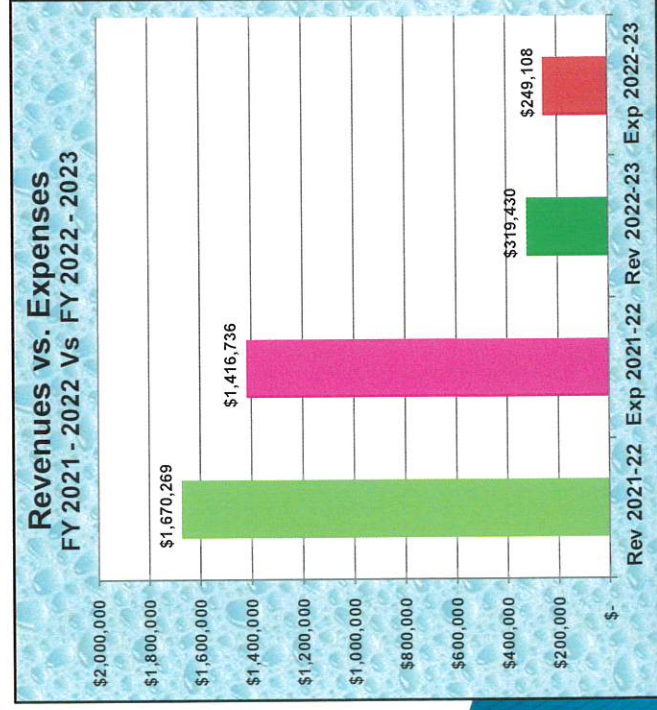
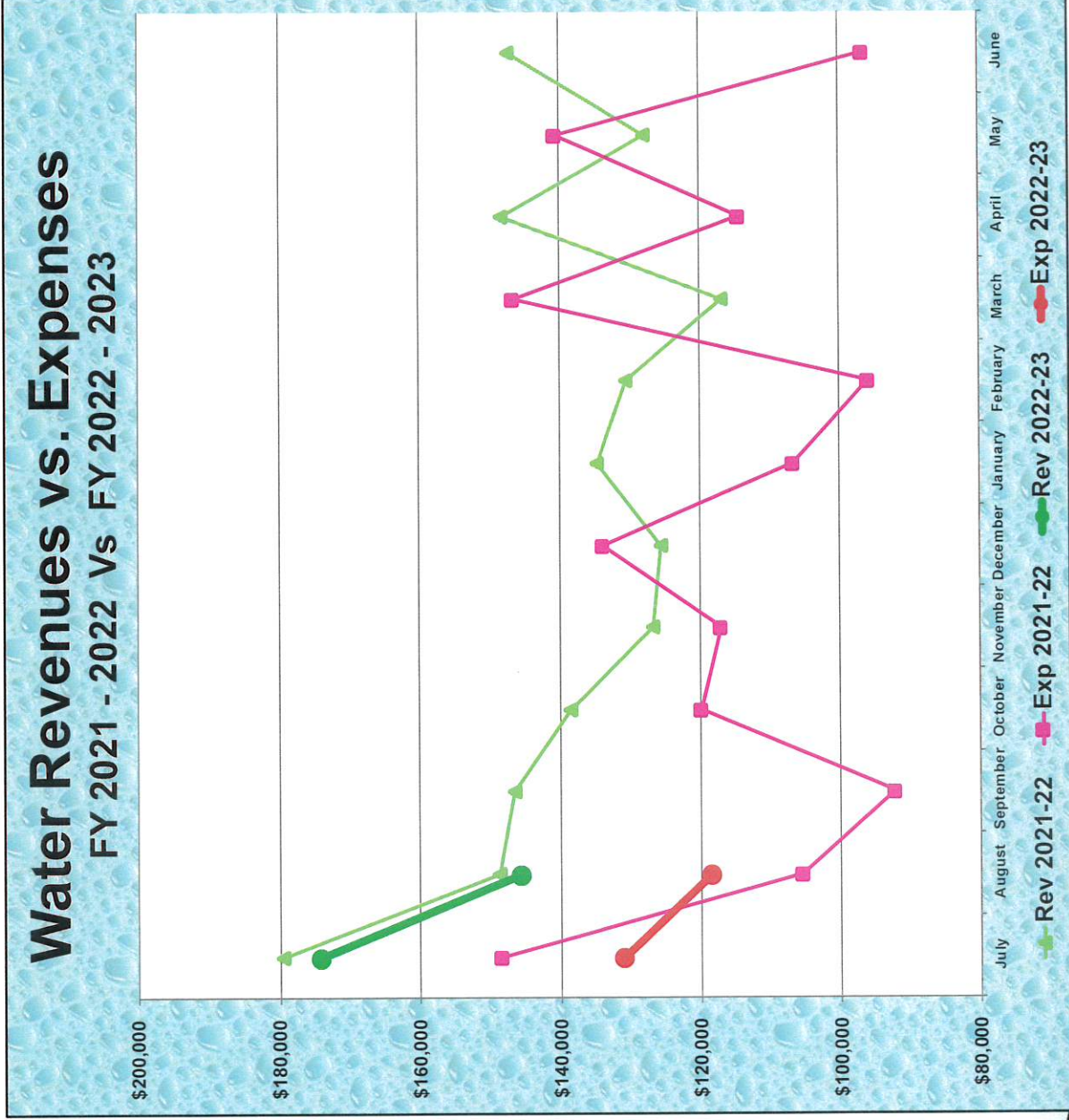
District Revenues vs. Expenses					
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23	
July	\$ 239,315	\$ 185,063	\$ 235,791	\$ 157,777	
August	\$ 208,544	\$ 133,741	\$ 207,239	\$ 148,135	
September	\$ 206,290	\$ 120,420			
October	\$ 198,416	\$ 153,146			
November	\$ 186,536	\$ 158,990			
December	\$ 185,444	\$ 174,001			
January	\$ 194,908	\$ 137,623			
February	\$ 190,849	\$ 119,779			
March	\$ 177,155	\$ 171,814			
April	\$ 208,453	\$ 138,188			
May	\$ 188,187	\$ 167,537			
June	\$ 207,544	\$ 124,256			
Total	\$ 2,391,641	\$ 1,784,558	\$ 443,030	\$ 305,912	



Water Revenues Vs. Expenses

FY 2022 - 2023

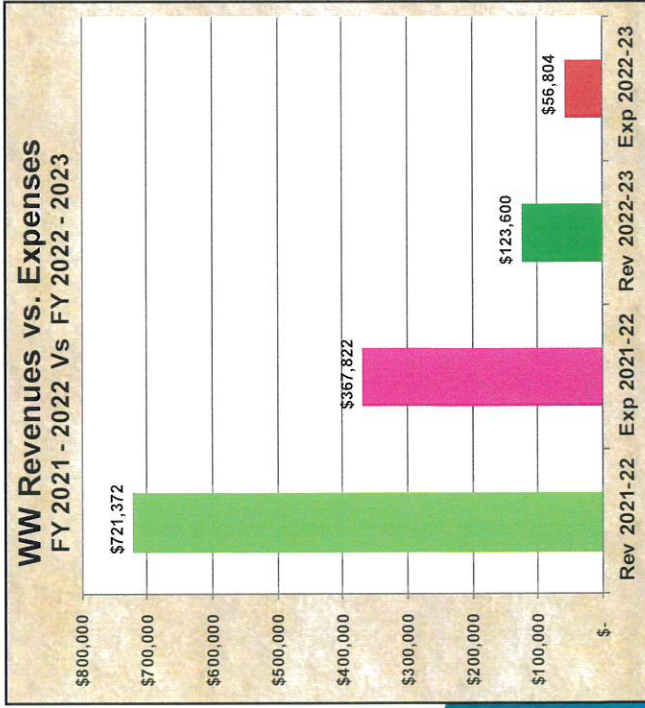
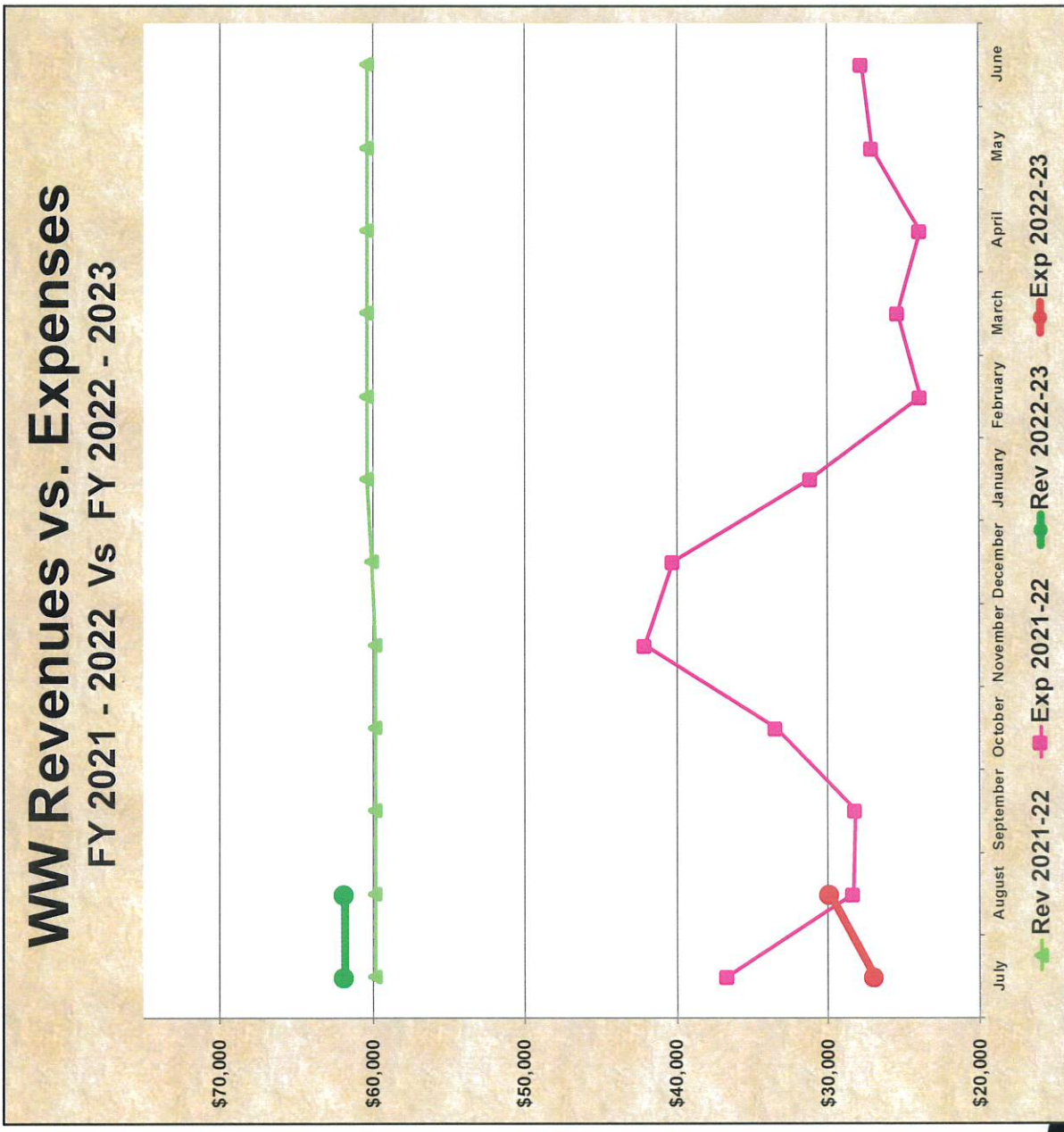
Water Revenues vs. Expenses				
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23
July	\$ 179,455	\$ 148,403	\$ 173,991	\$ 130,826
August	\$ 148,734	\$ 105,440	\$ 145,439	\$ 118,282
September	\$ 146,430	\$ 92,242		
October	\$ 138,563	\$ 119,710		
November	\$ 126,683	\$ 116,907		
December	\$ 125,397	\$ 133,807		
January	\$ 134,560	\$ 106,481		
February	\$ 130,501	\$ 95,874		
March	\$ 116,807	\$ 146,482		
April	\$ 148,105	\$ 114,308		
May	\$ 127,839	\$ 140,520		
June	\$ 147,195	\$ 96,562		
Total	\$ 1,670,269	\$ 1,416,736	\$ 319,430	\$ 249,108



Wastewater Revenues Vs. Expenses

FY 2022 - 2023

WW Revenues vs. Actual Expenses				
Month	Rev 2021-22	Exp 2021-22	Rev 2022-23	Exp 2022-23
July	\$ 59,860	\$ 36,660	\$ 61,800	\$ 26,951
August	\$ 59,810	\$ 28,301	\$ 61,800	\$ 29,853
September	\$ 59,860	\$ 28,178		
October	\$ 59,853	\$ 33,436		
November	\$ 59,853	\$ 42,083		
December	\$ 60,047	\$ 40,194		
January	\$ 60,348	\$ 31,142		
February	\$ 60,348	\$ 23,905		
March	\$ 60,348	\$ 25,332		
April	\$ 60,348	\$ 23,880		
May	\$ 60,348	\$ 27,017		
June	\$ 60,349	\$ 27,694		
Total	\$ 721,372	\$ 367,822	\$ 123,600	\$ 56,804

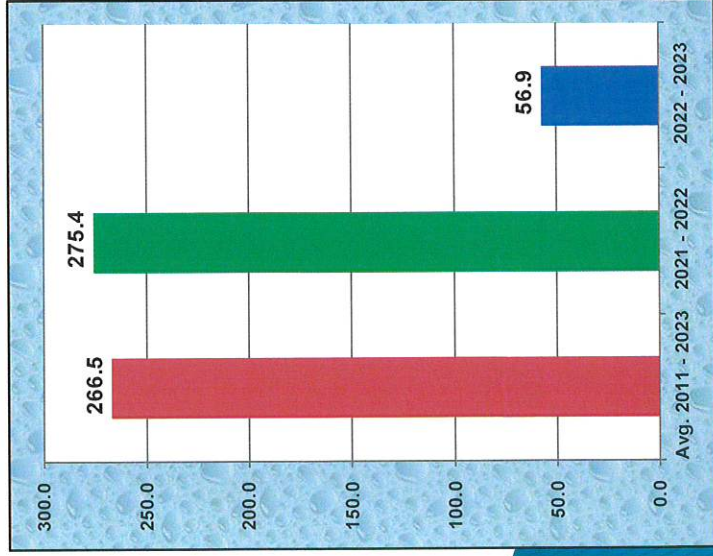
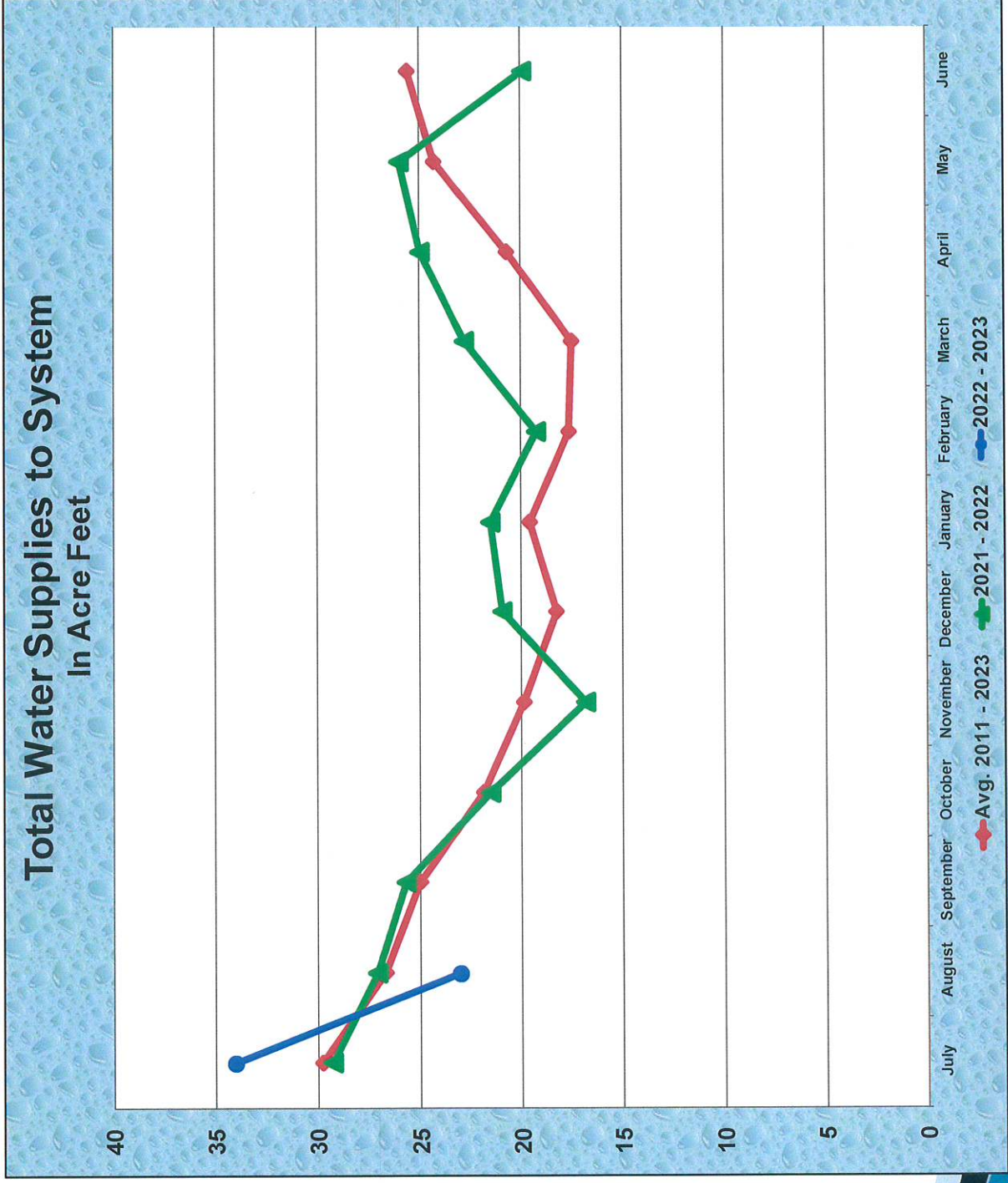


Water Data



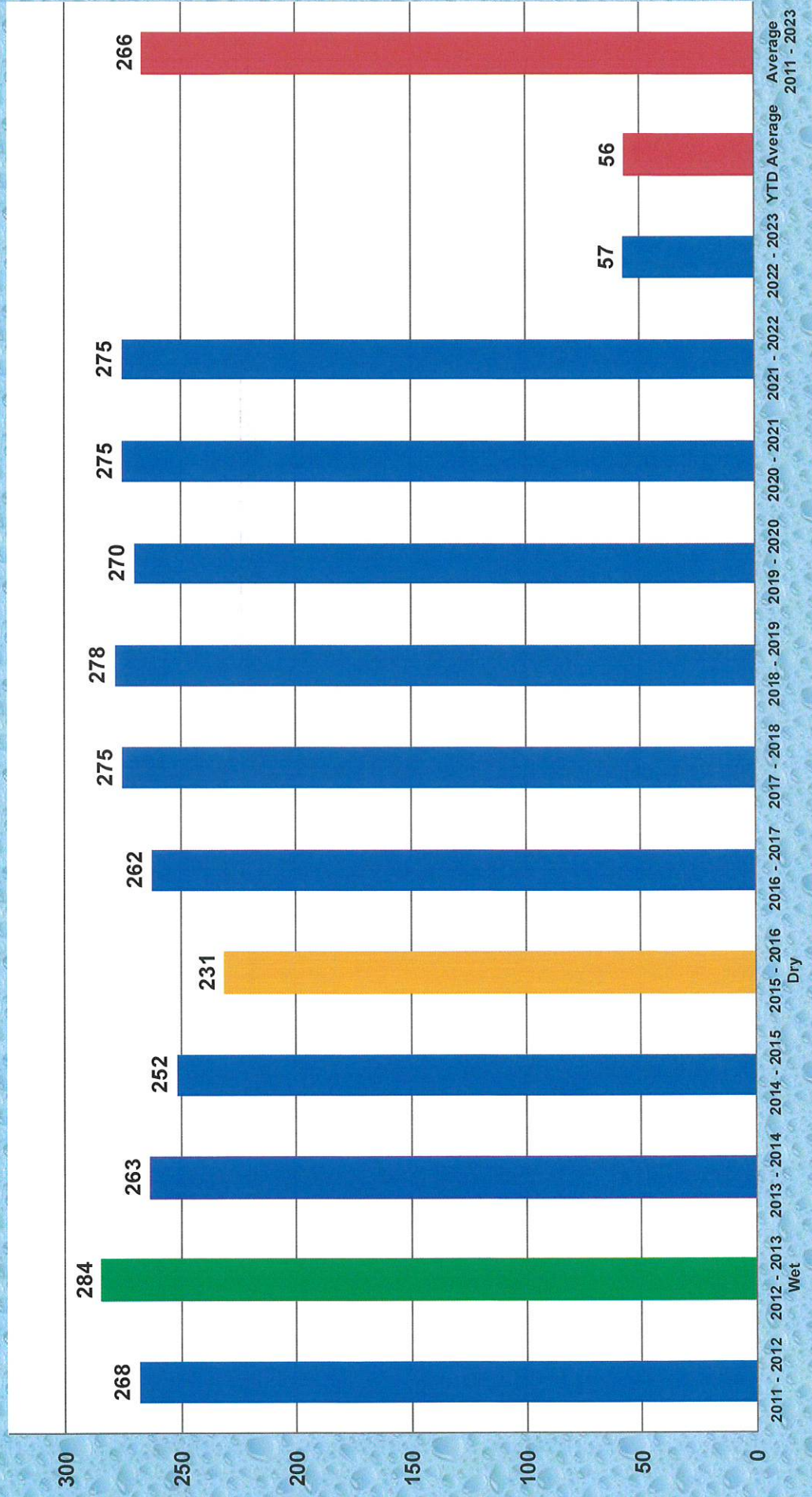
Total Water Supplies to System In Acre Feet

Total Water Supplies To System			
Fiscal Year	Avg. 2011 - 2023	2021 - 2022	2022 - 2023
July	29.8	29.3	34.0
August	26.7	27.1	22.9
September	25.0	25.7	
October	21.9	21.5	
November	19.8	16.8	
December	18.3	20.9	
January	19.5	21.5	
February	17.6	19.2	
March	17.5	22.8	
April	20.7	24.9	
May	24.3	26.0	
June	25.6	19.9	
Total	266.5	275.4	56.9



Total Water Supplies to System In Acre Feet

Total Water Supplies to System
In Acre Feet



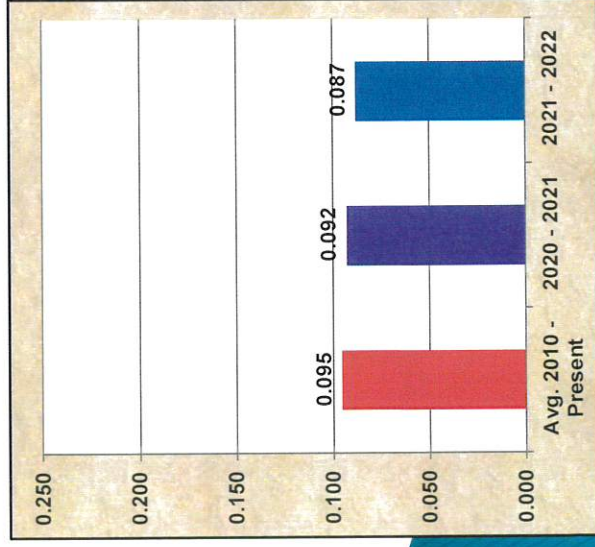
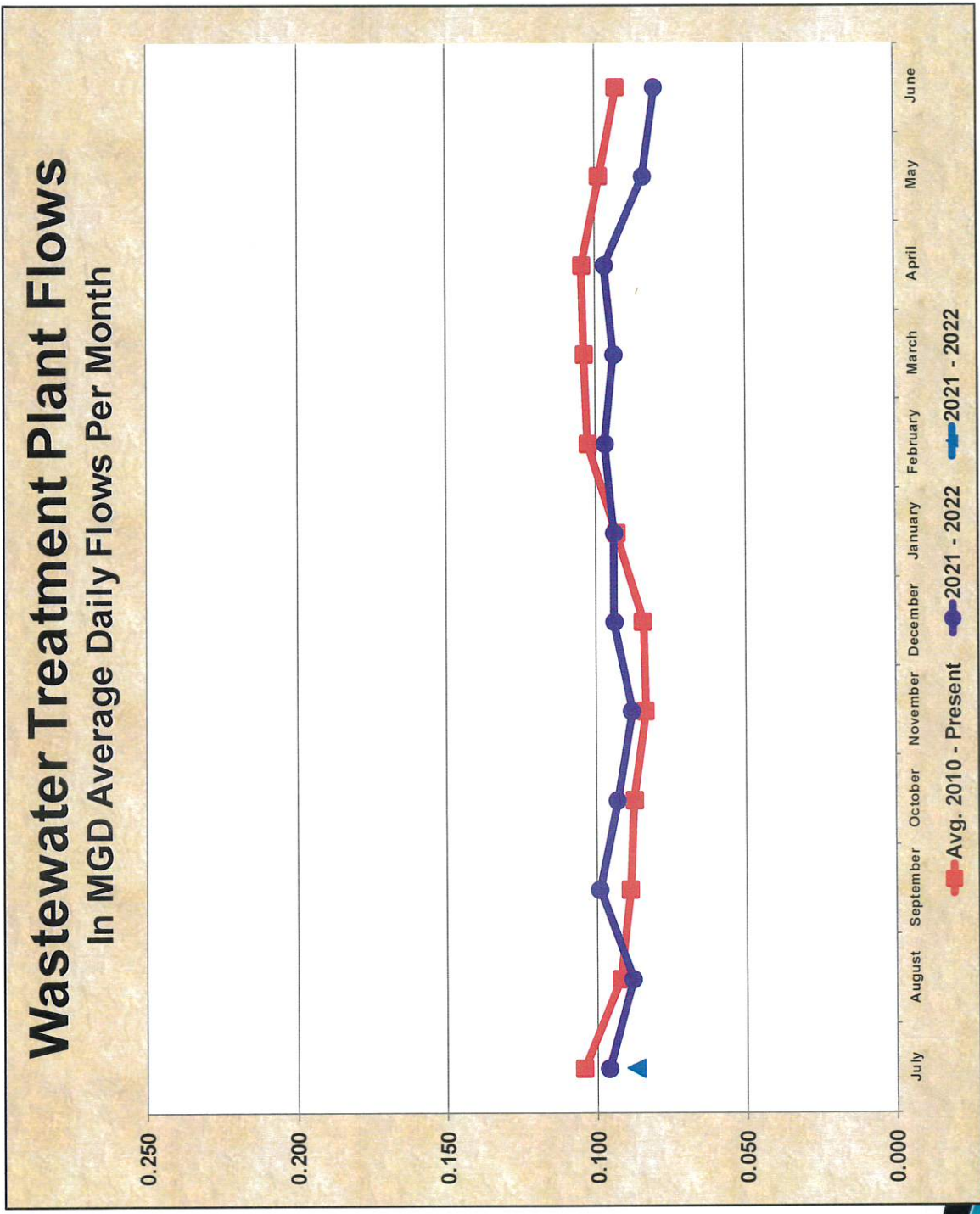
Wastewater Data



Wastewater Treatment Plant Flows

In MGD Average Daily Flows Per Month

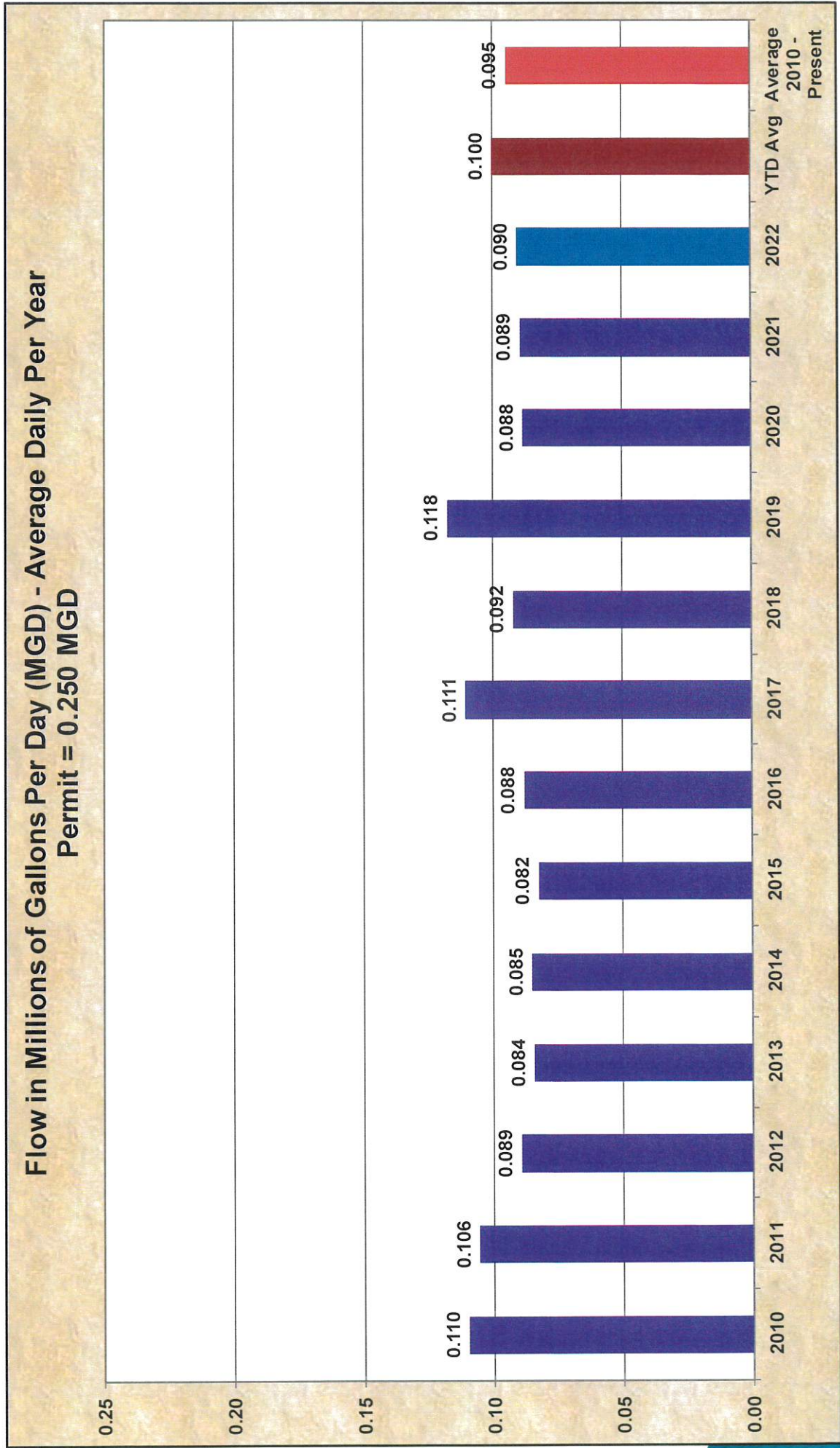
Month	Avg. 2010 - Present	2021 - 2022	2021 - 2022
July	0.104	0.096	0.087
August	0.092	0.088	
September	0.089	0.099	
October	0.088	0.093	
November	0.083	0.088	
December	0.084	0.094	
January	0.093	0.094	
February	0.103	0.097	
March	0.104	0.094	
April	0.105	0.097	
May	0.099	0.084	
June	0.093	0.080	
Average	0.095	0.092	0.087



Wastewater Treatment Plant Flows

In MGD Average Daily Flows Per Month

Calendar Year



Project Status



WWTP Project Process

- ▶ Art School
 - Discussed property purchase
 - Scheduling a meeting regarding property purchase
- ▶ CRWA Financial Memo
 - Memo recommends Clean Water State Revolving Fund (CWSRF)
 - CWSRF has both grant and loan funding options



Strawberry Creek Diversion Project



- ▶ Discussions with property owner are continuing to obtain the required easement
- ▶ CEQA is under review by legal counsel



Overview

- ▶ Completed the Employee Manual
- ▶ Handled various customers issues
- ▶ Annual audit is in process
 - Staff has provided the auditors with all requested documentation
- ▶ Water Policy
 - Data entry is complete
 - Analysis is in process



Questions?





IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: September 21, 2022
Subject: Item 3 – District Vehicles and Personal Vehicle Use Policy

Recommendation:

Board of Directors will discuss the existing District Vehicles and Personal Vehicle Use policy.

Attachments:

- 2.4 District Vehicles and Personal Vehicle Use

IDYLLWILD WATER DISTRICT

Employee Manual

September 21, 2022

2.4 DISTRICT VEHICLES AND PERSONAL VEHICLE USE

2.4.1 Employee Use of District Vehicles

District owned vehicles assigned to employees shall generally be restricted to District business only. Only District employees may drive or be a passenger in a District vehicle. District employees who are on-call may use the vehicle for commuting purposes and may maintain the vehicle at his or her residence, so that they may report directly to a work site. De minimis use (such as stopping for a personal errand) during a commute is permitted. Any use beyond de minimis, will be subjected to the guidelines under the Internal Revenue Code and Regulations. Staff may also use District owned vehicles for District related out of town travel and may take the vehicle home on the way to or from the event.

An employee using a District owned vehicle for these purposes shall provide evidence that he or she is covered under his or her own automobile insurance policy for any claims and damages arising out of his or her personal use of the vehicle. In addition, no individual other than the employee shall operate the vehicle except in the case of an emergency.

Drivers of District owned vehicles are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle. The privilege of driving a District owned vehicle may be revoked in the event of repeated violations.

2.4.2 Use of Personal Vehicles for District Purpose

An employee who must use his or her personal vehicle for District purposes (e.g., driving to a conference when a District vehicle is either unavailable or impractical) will be reimbursed by the District at the standard mileage rate established by the IRS.

The employee shall provide evidence that he or she is covered under his or her own automobile insurance policy for any claims and damages arising out of his or her business use of the vehicle. This information must be on file with the Chief Financial Officer or General Manager.

Drivers are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Leo Havener, General Manager
Date: September 21, 2022
Subject: Item 4 – Employee Manual

Recommendation:

It is recommended that the Board of Directors approve Resolution No. ___ of the Board of Directors of the Idyllwild Water District Approving an Amended and Updated Employee Manual.

Background:

The District's current Employee Manual was first drafted and approved by the then-acting Board of Directors in 1997. The Manual has been updated on two subsequent occasions, once in 2013 and again in 2020.

Since these revisions, there have been significant changes in the law which impact the requirements of these policies. Further, the District desires to have a revised Employee Manual with all policies pertaining to District employees in one location and in one document that provide staff with clear and concise information pertaining to District operations, work conditions, benefits and expectations.

Staff, along with Vice President Szabadi and legal counsel, have worked on updating the Employee Manual. The Employee Manual update is current with all known state and federal laws and requirements.

Fiscal Impact:

There is no direct fiscal impact associated with the Employee Manual at this time.

Conclusion:

It is recommended that the Board of Directors adopt Resolution No. ____ Approving an Amended and Updated Employee Manual.

Attachments:

- Idyllwild Water District Employee Manual dated September 21, 2022

RESOLUTION NO. 786

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE IDYLLWILD WATER DISTRICT
APPROVING AN AMENDED AND UPDATED
EMPLOYEE MANUAL**

WHEREAS, the Idyllwild Water District ("District") currently maintains the Idyllwild Water District Employee Manual ("Employee Manual") for the benefit of its employees;

WHEREAS, the Employee Manual sets forth the District's personnel rules, regulations and policies and governs the terms of employment for all individuals employed by the District;

WHEREAS, in 1997, the District's Board of Directors first adopted the Employee Manual, which was amended in both 2013 and 2020; and

WHEREAS, the District and its Board of Directors now desires to update and amend the Employee Manual.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Idyllwild Water District that the Employee Manual, attached to this Resolution as Attachment A, is hereby approved.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

MOVED, PASSED AND ADOPTED this 21st day of September 2022 by the following vote:

Charles Schelly, President
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 September 21, 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 21st day of September 2022.

IDYLLWILD WATER DISTRICT

Leo Havener, Secretary to Board of Directors

Attachment A – Idyllwild Water District Employee Manual