



## REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

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

### AGENDA

#### CALL TO ORDER:

#### ROLL CALL:

#### PUBLIC COMMENTS:

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

#### 1. CONSENT CALENDAR:

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

##### A. MINUTES –

Regular Meeting: January 15, 2020  
Regular Meeting: February 19, 2020  
Special Meeting: January 29, 2020  
Special Meeting: February 22, 2020  
Special Meeting: February 26, 2020  
Special Meeting: March 4, 2020

##### B. FINANCIAL REPORTS September 2018

1. Income statement for the eight-month ending February 2020
2. District warrants for February 2020

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

##### C. OPERATIONS REPORT FOR THE EIGHTH MONTH – MARCH 2020:

##### D. GENERAL MANAGER REPORT :

2. CAPITAL IMPROVEMENT PROJECTS FOR FY 2020/2021: The Board will discuss possible Capital Improvement Projects for Fiscal Year 2020/2021 For Water, Wastewater and will provide direction to the staff.



3. **RESOLUTIONS NO. 769 & 770 WATER AND SEWER STAND-BY ASSESSMENTS** – The Board will set a date of May 20, 2020 for a Public Hearing for water & sewer stand-by assessment fees for Fiscal Year 2020.2021. The rate will remain the same at \$30 per acre for water/sewer availability for vacant.
4. **APPROVAL OF HIRING A GENERAL MANAGER FOR IDYLLWILD WATER DISTRICT** : The Board will review and consider approval of the contract for the new General Manager Leo Havener.
5. **IWD STANDARD POLICY AND PROCEDURES FOR BILLING OPERATING (BANK DEPOSITS AND CREDIT CARDS TRANSACTIONS)**: The Board will review and consider approval the standard operating procedures for deposits .

**DIRECTORS COMMENTS :**

**ADJOURNMENT TO CLOSED SESSION :**

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

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

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

**ADJOURNMENT:**

To the next Board meeting is a Regular Meeting scheduled for April 15, 2020 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

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**Please remember during Public Comments.**

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

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

# IDYLLWILD WATER DISTRICT

## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

January 29, 2020 6:00 p.m.

**CALL TO ORDER:** The meeting was called to order by Dr. Schelly at 6:05 p.m.

**ROLL CALL:** Directors present: President Schelly, Vice President Szabadi, Director Kunkle, Director Hunt, Director Gin, Chief Financial Officer Hosny Shouman and Board Secretary Jeannine Olsen were also present.

**PUBLIC COMMENTS:** None

**ADJOURNMENT:** The Board adjourned for Closed Session.

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

**Board Action:** No action taken

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

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

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

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

Dr. Charles Schelly-

Kris Kirschbaum

BOARD PRESIDENT

BOARD SECRETARY

# IDYLLWILD WATER DISTRICT

## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

February 22, 2020 8:00 AM

**CALL TO ORDER:** The meeting was called to order by President Schelly at 8:00 a.m.

**ROLL CALL:** Directors present: President Schelly, Vice President Szabadi, Director Kunkle, and Director Gin were present.

Acting General Manager Mitch Freeman, Director Hunt, and Chief Financial Officer Hosny Shouman were absent.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

Meeting adjourned to CLOSED SESSION.

**CLOSED SESSION**

**Item #1: Government Code Section 54957 (Public Employment): Interviewing Candidates for General Manager Position**

**Board Action:** No action taken. Candidate for General Manager was interviewed.

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

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

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

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

Dr. Charles Schelly-

Kris Kirschbaum

BOARD PRESIDENT

BOARD SECRETARY



# IDYLLWILD WATER DISTRICT

## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

March 4, 2020 6:00 p.m.

**CALL TO ORDER:** The meeting was called to order by President Schelly at 6:00 p.m.

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

### **PUBLIC COMMENTS:**

Questions about previous employment of potential new GM.

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

### **DIRECTORS' COMMENTS:**

**Director Hunt:** Start date?

- Potential new GM is able to start after roughly 2 weeks' notice at current position.

**Director Kunkle:** Use of District vehicle (Forerunner) for the incoming GM?

- The District vehicle is available for the GM use.

**Vice President Szabadi:** Renegotiated contract terms include 1 month of severance after 3 months of employment and 5 weeks of PTO, as directed by Board members at the previous meeting.

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

#### **AYES**

Peter Szabadi

David Hunt

Steve Kunkle

Charles Schelly

Les Gin

#### **NAYS**

#### **ABSTAIN**

#### **ABSENT**

Motion approved.

Pursuant to Legal Counsel, an item regarding the contract for a new GM must also be included on the agenda for the next Regular Meeting of the Board of Directors.

**ADJOURNMENT:**

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

**AYES**

Peter Szabadi

David Hunt

Steve Kunkle

Charles Schelly

Les Gin

**NAYS**

**ABSTAIN**

**ABSENT**

Motion approved.

The Meeting was Adjourned at 6:10 pm.

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

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

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

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

Dr. Charles Schelly-

Kris Kirschbaum

BOARD PRESIDENT

BOARD SECRETARY

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

CONDENSED CATEGORY	FOR THE MONTH OF			2020
	ACTUAL	BUDGET	VARIANCE	
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	63,440	65,000	-1,560	-2.40%
SALES-RESIDENTIAL/COMMERCIAL	33,383	50,000	-16,617	-33.23%
OTHER OPERATING REVENUE	1,981	2,000	-19	-0.95%
OTHER NON-OPERATING REVENUE*	0	0	0	
<b>TOTAL OPERATING REVENUES</b>	<b>98,804</b>	<b>117,000</b>	<b>-18,196</b>	<b>-15.55%</b>
OPERATING REVENUE BY CATEGORY	FOR THE MONTH OF			2020
	ACTUAL	BUDGET	F (U) VARIANCE	
BASE RATE - RESIDENTIAL	47,392	48,500	-1,108	-2.28%
BASE RATE - COMMERCIAL	16,048	16,500	-452	-2.74%
SALES-RESIDENTIAL	24,072	20,000	4,072	20.36%
SALES-COMMERCIAL	23,589	30,000	-6,411	-21.37%
SALES-SEWER	0	0	0	0.00%
SALES-CONSTRUCTION/OTHER	0	0	0	0.00%
TRANSFER FEES	0	0	0	0.00%
TURN ON/OFF FEES	0	0	0	0.00%
LIEN & LIEN RELEASE FEES	0	0	0	0.00%
DELINQUENCY FEES	640	2,000	-1,360	-68.00%
WILL SERVE LETTER FEES	0	0	0	0.00%
OTHER MISCELLANEOUS	0	0	0	0.00%
INSTALLATION FEES	0	0	0	0.00%
CAPACITY FEES	0	0	0	0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>111,741</b>	<b>117,000</b>	<b>-5,259</b>	<b>-4.49%</b>

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

FOR THE MONTH OF JANUARY 2020

CUBIC FEET OF SALES:	Residential	Commercial	Total
	C.F	C.F	
R1 5/8	416,225	66,551	482,776
R2 3/4	4,009	12,830	16,839
R3 1"	2,670	77,720	80,390
R4 1.1/2"	0	39,460	39,460
R5 2"	0	18,620	18,620
R6 3"	0	2,290	2,290
IA 3"	0	94,140	94,140
NC-WWTTP	0	1,480	1,480
<b>TOTAL CUBIC FEET OF SALES</b>	<b>422,904</b>	<b>313,091</b>	<b>735,995</b>

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

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

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

FOR THE MONTH OF FEBRUARY 2020

**WATER OPERATING EXPENSES:**

BY CATEGORY	ACTUAL	BUDGET	FEBRUARY F (U)	VARIANCE	%
1-WAGES AND SALARIES EXPENSES	49,634	62,000	12,366	19.95%	
2-RETIREMENT PLAN AND LIFE INSURANCE	5,850	6,000	150	2.50%	
3-MEDICAL INSURANCE	9,888	12,000	2,112	17.60%	
4-UNIFORM EXPENSES	298	438	140	31.89%	
5-WORKERS COMP INSURANCE	2,267	500	-1,767	-353.40%	
6-RETIREMENT MEDICAL INSURANCE	0	3,500	3,500	100.00%	
7-BOARD REIMBURSEMENT	0	500	500	100.00%	
8-OFFICE SUPPLIES	3,671	4,000	329	8.23%	
9-OFFICE CLEANING SERVICE	210	280	70	25.00%	
10-POSTAGE AND MAILING FEE	922	1,200	278	23.17%	
11-TRAINING AND EDUCATION	600	1,300	700	53.85%	
12-TRAVELING, MILEAGE, MEALS REIMBURSEMENT	190	629	439	69.80%	
13-DUES, FEES, SUBSCRIPTIONS	166	2,000	1,834	91.70%	
14-COMPUTER SERVICES	1,281	1,000	-281	-28.10%	
15-LEGAL SERVICES	1,281	1,000	-281	-28.10%	
16-ENGINEERING AND CONSULTING	2,950	3,500	550	15.71%	
17-UTILITIES - ELECTRICITY	0	200	200	100.00%	
18-UTILITIES - GAS& FUEL	11,700	5,000	-6,700	-134.00%	
19-UTILITIES - PROPANE	675	800	125	15.63%	
20-UTILITIES - TELEPHONE INTERNET	1,301	325	-976	-300.31%	
21-UTILITIES - WASTE MANAGEMENT FEE	815	761	-55	-7.17%	
22-AUTO AND PROPERTY INSURANCE	195	184	-11	-5.89%	
21-STATE-COUNTY WATER SYSTEM FEES	0	500	500	100.00%	
22-GENERAL PLANT & TREATMENT SERVICES	200	2,000	1,800	90.00%	
23 - VEHICLES REPAIRS AND MAINTENANCE	13,869	5,000	-8,869	-177.38%	
25 -LABORATORY SERVICES	149	2,500	2,351	94.04%	
26-WATER SECURITY SYSTEM	2,330	3,000	670	22.33%	
27-ADVERTISING AND PUBLISHING	0	771	771	100.00%	
28-PROPERTY TAX EXPENSES	0	542	542	100.00%	
29- COMPENSATED TIME	0	233	233	100.00%	
30-BANK FEE CHARGE	0	500	500	100.00%	
31-WATER MAINTENANCE AND PUMP REPAIR	0	300	300	100.00%	
33-ACCOUNTING AND AUDITING FEE	375	1,500	1,125	75.00%	
34 - WATER LEAK ( IWD Leak Side)	0	1,000	1,000	100.00%	
	2,000	2,000	2000	100.00%	
<b>TOTAL OPERATING EXPENSES:</b>	<b>109,536</b>	<b>123,962</b>	<b>14,426</b>	<b>11.64%</b>	
<b>TOTAL INCOME AND (LOSS)</b>	<b>-10,732</b>	<b>-6,962</b>			

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

FOR THE MONTH OF FEBRUARY 2020

CONDENSED BY CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	56,621	56,621	0	0.00%
OTHER OPERATING	0	0	0	0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>56,621</b>	<b>56,621</b>	<b>0</b>	<b>0.00%</b>
OPERATING EXPENSES:				
1- WAGES AND SALARIES	12,328	18,000	5,672	31.51%
2- RETIREMENT AND LIFE INSURANCE	1,750	2,500	750	30.00%
3- MEDICAL INSURANCE	3,296	5,000	1,704	34.08%
4- UNIFORM EXPENSE	99	300	201	67.00%
5- WORKER'S COMPENSATION INSURANCE	755	200	-555	-277.50%
6- RETIREMENT MEDICAL INSURANCE	0	917	917	100.00%
7- BOARD REIMBURSEMENT	0	200	200	100.00%
8- OFFICE SUPPLIES	138	400	262	65.50%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	307	400	93	23.25%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILEAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	150	1,000	850	85.00%
14- COMPUTER SERVICES	450	1,000	550	55.00%
15- LEGAL SERVICES	0	500	500	100.00%
16- UTILITIES - ELECTRICITY	2,969	4,000	1,031	25.78%
17- UTILITIES - GAS & FUEL	278	437	159	36.33%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	264	292	28	9.48%
20- UTILITIES - WASTE MANAGEMENT FEE	64	125	61	48.80%
21- VEHICLES REPAIRS AND MAINTENANCE	912	500	-412	-82.40%
22- ENGINEERING SERVICES	0	2,000	2,000	100.00%
22- MAINTENANCE AND REPAIRS	345	200	-145	-72.50%
23- GENERAL PLANT SERVICES	1,114	2,500	1,386	55.44%
24- SEWER PERMIT AND LICENSES(State Fee)	0	500	500	100.00%
25- MINOR EQUIPMENT AND SUPPLIES	0	42	42	100.00%
26- SEWER LEASE	0	250	250	100.00%
27- ADVERTISING AND PUBLISHING	0	125	125	100.00%
28- LABORATORY SERVICES	2,747	2,000	-747	-37.35%
29- GENERAL AUTO AND LIABILITY INSURANCE	0	1,000	1,000	100.00%
30- SECURITY SYSTEM (ADT)	0	208	208	100.00%
31- ACCOUNTING & AUDITTING FEE	0	2,000	2,000	100.00%
32- LINE CLEANING	3,468	100	-3,368	-3368.00%
<b>Total Expenses</b>	<b>31,504</b>	<b>47,362</b>	<b>15,858</b>	<b>33.48%</b>
<b>Total INCOME OR (LOSS)</b>	<b>25,117</b>	<b>9,259</b>		

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

FOR THE MONTH OF FEBRUARY 2020

SEWER FUND OPERATING REVENUES	ACTUAL	BUDGET	F (U)	
			VARIANCE	%
BASE RATE-COMMERCIAL	38,642	38,642	0	0.00%
BASE RATE- RESIDENTIAL	17,917	17,917	0	0.00%
TRANSFER FEE	0	0	0	0.00%
FACILITY CHARGE FROM IAF	0	0	0	0.00%
INSPECTION FEE	0	0	0	0.00%
OTHER MISCE	0	0	0	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>56,559</b>	<b>56,559</b>	<b>0</b>	<b>0.00%</b>
EQUIVALENT DWELLING UNITS (E.D.U'S)				
RESIDENTIAL	437	437	0.0	0.00%
COMMERCIAL	942	942	0.0	0.00%
<b>TOTAL E.D.U'S</b>	<b>1,379</b>	<b>1,379</b>	<b>0.0</b>	<b>0.00%</b>
<b>TOTAL Customers</b>	<b>418</b>	<b>167</b>	<b>585</b>	

**IDYLLWILD WATER DISTRICT  
DISTRICT WARRANTS AND OTHER DISBURSEMENTS  
FOR THE MONTH ENDED FEBRUARY 28, 2019**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
02/05/2020	15879	ACWA/JPIA	WORKERS COMP 10/1/12-12/31/2019	3,022.71
02/05/2020	15880	AL'S KUBOTA TRACTOR	CHIAN CUSTOMER	20.00
02/05/2020	15881	ALARMCO SECURTY	LABOR FOR FIXING THE SECURTY SYSTEM	240.00
02/05/2020	15882	AQUAFIX	WASTEWATER LAB TEST	1,923.70
02/05/2020	15883	BABCOCK LABORATORIE	LAB TEST FOR WATER AND SEWER	3,153.75
02/05/2020	15884	CALIFONIA COMPUTER	MONTHLY SERVICE CHARGE	777.25
02/05/2020	15885	EWING	SUPPLIES FOR SEWER	912.53
02/05/2020	15886	FOREST LUMBER	SUPPLIES FOR WATER SEWER ACT	131.72
02/05/2020	15887	FRONITER	PHONE AND INTERNET CHARGE ACT	443.40
02/05/2020	15888	GALLADE CHEMICAL	CHEMICAL SUPPLIES CUST	2,244.53
02/05/2020	15889	GENUINE AUTO PART	AUTO PARTS ACT	35.01
02/05/2020	15890	HOME DEPOT CREDIT	PURCHASE TOOLS AND SUPPLIES	210.53
02/05/2020	15891	IDYLLWILD GARAGE	TIRES REPAIR	30.00
02/05/2020	15982	IDYLLWILD WATER DISTRICT	TO BE DEPOSIT AT HEMET BANK FOR PAYROLL	36,000.00
02/05/2020	15893	INFOSEND, INC	POSTAGE AN DMAILING BILLS FEE	1,230.28
02/05/2020	15894	INLAND WATER WORKS	WATER SUPPLIES FOR INVENTORY	8,371.27
02/05/2020	15895	JEANNINE OLSEN	REIMBURSE FOR CASH DRAWER FOR OFFICE	18.39
02/05/2020	15896	MISSON LINEN	LAUNDRY UNIFORM FOR FIELD WORKERS	397.89
02/05/2020	15897	S.C.E	MONTHLY CHARGE	5,291.88
02/05/2020	15898	STREAMLINE	MONTHLY CHARGE FOR IDYLLWILD WEDSITE	200.00
02/05/2020	15899	SWRCB	WATER RIGHTS FEES	200.00
02/05/2020	15900	TIME WARNER CABLE	MONTHLY CHARGE FOR PHONE AND INTERNET	412.40
02/05/2020	15901	UNDERGROUND SERVICE	ACCT #1WD01 NEW TICKETS	37.49
02/05/2020	15902	USA BLUEBOOK	SUPPLIES FOR WATER AND SEWER	882.65
02/05/2020	15903	VERIZON WIRELESS	EMERGENCY CELL PHONES FOR IDYLLWILD	203.87
02/05/2020	15904	VILLAGE HARDWARE	SUPPLIES FOR WATER AND SEWER	69.78
02/11/2020	15905	ALS KUBOTA TRACTOR	CHAIN CUSTOMER	103.35
02/11/2020	15906	ALLEN TIRE COMPANY	NEW TIRES FOR SEWER	285.69
02/11/2020	15907	ALLIANCE TRAINING	TRAINING FOR EMPLOYEES SECOND PAYMENT	600.00
02/11/2020	15908	BROWNING ELECTIC COM	ELECTRIC SERVICES	1,662.69
02/11/2020	15909	CALIFONIA COMPUTER	MONTHLY IT SERVICVE CHARGE	764.50
02/11/2020	15910	FERRELLGAS	ACCT#9462095 CHARGE FOR PROPANE	1,301.88
02/11/2020	15911	GENUINE AUTO PART	AUTO PARTS ACT#55112	143.96
02/11/2020	15912	JON CHRISTENSEN	PROPERTY TAX 2 ST INSTALLMENT FOR FIVE	435.64
02/11/2020	15913	MCCROMETER	METER FOR THE CEDAR CUSTOMER #13803	2,449.05
02/11/2020	15914	SIMON MEDIATION	FACILITATION AT IWD INV#200205	2,950.00
02/19/2020	15915	ACWA/JPIA	MEDICAL INSURANCE FOR MARCH	13,185.13
02/19/2020	15916	CHASE CARD SERVICES	MONTHLY CHARGE ACT	2,870.96
02/19/2020	15917	CR&R INCORPORATED	MONTHLY SERIVCE FOR TRASH FEE	259.37
02/19/2020	15918	FOUR SEASONS CLEAN	MONTHLY CLEANING CHARGE FOR JAN 2020	280.00
02/19/2020	15919	IDYLLWILD WATER DISTRICT	TO BE DEPOSIT AT HEMET BANK FOR PAYROLL	32,000.00
02/19/2020	15920	PETER SZABADI	REIMBURSE FOR TRAVELING TO LOS ANGES	190.00
02/19/2020	15921	S.C.E.	MONLTHY CHARGE	794.67
02/19/2020	15922	TYLER PUCKETT	EXAM FEE FOR SEWER AND REIMBURSEMENT	190.20
02/19/2020	15923	VOID CHECK	VOID	0.00
02/20/2020	15924	AMY HAWLEY	CHECK AFTER TAXES	1,402.04
02/26/2020	15925	ALLSTATE BENEFITS	MONTHLY CHARGE FOR INSURANCE	304.12
02/26/2020	15926	CENTRAL COMMUNICATIONS	ANSWERING SERVICES	126.00
02/26/2020	15927	FOREST LUMBER	SUPPLIES FOR WATER+ SEWER	526.35
02/26/2020	15928	S.C.E.	MONTHLY CHARGE	8,754.97
02/26/2020	15929	STAPLES CREDIT PLAN	OFFICE SUPPLIES	554.62
02/26/2020	15930	T-MOBLIE	SOLAR DATA	20.00
02/26/2020	15931	THE DESERT SUN	ADD FOR FIELD MANAGER POSTION ACCT	1,486.35
02/26/2020	15932	ERICA GONZALES	BILLING SOFTWARE CONSULTING	385.00

TOTAL DISTRICT WARRANTS \$140,487.57

OTHER DISBURSEMENTS:

TOTAL PAYROLL \$61,778.00  
L.A.I.F. ELECTRONIC TRANSFERS \$0.00  
BANK SERVICE CHARGES AND FEES \$244.00

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS \$202,509.57



Idyllwild Water District Well Production Data

Month March Year 2020

Date 3-2-2020

Well #	Cubic feet	AF	PT/FT	Status	GPM	Comment
Horizontal #1	72,680	1.67	FT	ON	11.2	
FL #2	Ø					
FL #4	Ø					
FL #10	Ø					
FL #11	Ø					
FL #12	Ø					
FL #13	158,850	3.65	PT	ON	39.3	
FL #15	147,506	3.39	PT	OFF	30.9	
FL #16						
#23 Stratton	161,850	2.34	PT	ON	41.2	
#24 Curtis	Ø					
#25 Donahoo	Ø					
#26 Nature Center	Ø					
#27 Nature Center	Ø					
#28 Rock Dale	Ø					
FV#1A	263,370	6.05	FT	off	42.9	
FV#2	155,657	3.58	PT	ON	36.6	
Golden Rod	16,070	.37	PT	off	19.0	
Oakwood	Ø					

Total Cubic Feet 915,983

Cedar Glen Meter 353,379 cf 8.12 af

In District Production 536,947 cf 12.33 af

TOTAL SUPPLIES TO SYSTEM 890,326 cf 20.45 af

$$\frac{735,995}{890,326} = 82.6\%$$

17.4% Loss

Billed = 735,995

Days of Production 29

Minutes of Production 41,760

Average system GPM 159.48

Idyllwild Water District Monthly Recap

Month March

year 2020

date 3.2.2020

Supplies to system 890,324 cf 20.45 af

Increase / decrease \_\_\_\_\_ cf \_\_\_\_\_ % billing period \_\_\_\_\_ % daily demand

# of wells available 14 GPM Available 333

Full time	<u>H21, FV1A</u>
Part time	<u>13, 15, 23, FV2, Golden Rod</u>

Strawberry Creek Diversion draw 1,220,700 cf 28.03 af LILLY CREEK FLOW 0 cf

Foster Lake Level (max 18') 13' ft 3" in

IWD Flushing	<u>5000 gal</u>
Main line leaks	<u>0</u>
Fire Dept. use	<u>20,000 gal</u>
HYD sales	<u>0</u>
Sewer Plant	
Total	

Well statics

Foster Lake Area #3 0 #7 2' #14 8' FL Average 3.33

Creek Area #23 217' #24 13'

Nature Center #26 24' #27 24' #28 104'

Fern Valley FV1A 13' FV#2 306' pl

STORAGE LEVEL VOLUME

STORAGE	LEVEL	VOLUME
Foster Lake Tanks	11,698 cf/ft	<u>22.4</u> <u>262,035</u>
Rock Dale Tank	2718 cf/ft	<u>24.2</u> <u>65,775</u>
Delano Tank	1337 cf/ft	<u>19.6</u> <u>26,205</u>
South Ridge Tank	3509 cf/ft	<u>20.5</u> <u>71,934</u>
Wild Wood Tank	919 cf/ft	<u>12.8</u> <u>11,763</u>
Golden Rod Tank	891 cf/ft	<u>21.4</u> <u>19,067</u>

Total 456,779 cf Storage Supplies Max of 3.702 MG 93% in storage/ storage MGD 3.416

Production Days 29 Production minutes 41,760 Average GPM 159.48

STRAWBERRY CREEK DIVERSION TOTALS

		ACFT	TOTAL YTD
2019	JULY	28.36	28.36
	AUGUST	13.89	42.25
	SEPTEMBER	4.43	46.68
	OCTOBER	5.00	51.68
	NOVEMBER	1.84	53.52
	DECEMBER	4.63	58.15
2020	JANUARY	5.43	63.58
	FEBRUARY	28.03	91.61
	MARCH		
	APRIL		
	MAY		
	JUNE		

## Manager's Report (since January 26, 2020)

February 6, 2020 I worked with Field Operations Staff Jerry, Dillon, and Tyler to install 4" water meter at Cedar Glen. The old one stopped.

About February 10, 2020 Met with Mark LaMont Idyllwild Fire Dept. We discussed local topics, mainly co-operation with each other.

February 13th thru February 23, 2020 Vacation

February 19, 2020 and February 24, 2020 Met w/ Hakker to evaluate the Camel-Jet sewer cleaning trailer. They say parts are longer available, so they are unable to give a repair estimate. I have contacted another repair contractor for a second opinion.

February 27, 2020 Met w/ Tom Schmant from Subeca, a smart meter company. He would like to install 1 meter as a demonstration to IWD of this meter technology.

March 4, 2020 Met w/ CRWA (California Rural Water Association) to follow up on the grant funding that was awarded earlier this year for our treatment plant.

March 9, 2020 Brandon Cruz from the Department of Safety of Dams called announcing that permit fees will increase from \$5000 this year, to \$11000 next year!

March 10, 2020 I reviewed a list of meters that have "zero read". There are 23 commercial, 327 residential, and 26 empty lots. I am having Field Operators check these meters and report back to me their findings.

March 10, 2020 I scheduled a REMOTE training for April 6, 7, & 8<sup>th</sup> with Tyler Technologies, our billing software.

*I GOT A CALL FROM A CENSUS TAKER*

March 11, 2020 I spoke to the Rotary Club at their breakfast meeting at the American Legion.

# Memo

To: Board of Directors

From: Acting General Manager

Date: March 18, 2020

Subject: ITEM # 2 - CONSIDER CAPITAL IMPROVEMENT PROJECTS FOR FISCAL YEAR 2020/2021

## Background

To facilitate development of the Fiscal Year (FY) 2020/2021 Budget, staff is providing the attached proposed Capital Projects and expenditures for the Board of Directors review, comment and direction

## Recommendation

Review staff recommendations and provide direction for budget development

Attachments//:

FY 2020-2021 Proposed Capital Projects

10-Year Projection of Capital Projects and Costs

IDYLLWILD WATER DISTRICT  
 CAPITAL EXPENDITURES FOR WATER FUND  
 FOR BUDGET YEAR ENDING JUNE 30, 2020

CAPITAL EXPENDITURE DESCRIPTION	CAPITAL EXPENDITURE FINANCE BY IWD
<b><u>SOURCE OF SUPPLY(G/L # 1321):</u></b>	
1- Vertical Well Rehabilitation No #8 & # 11	\$20,000
2- Horizontal Well Rehabilitation and Road Repair	\$45,000
3- Development New Wells	\$200,000
TOTAL SOURCE OF SUPPLY	\$265,000
<b><u>STORAGE TANKS:(G/L # 1324):</u></b>	
	\$0
TOTAL STORAGE TANKS	\$0
<b><u>TRANSMISSION AND DISTRIBUTION(G/L # 1324):</u></b>	
	\$0
TOTAL TRANSMISSION AND DISTRIBUTION	\$0
<b><u>WATER TREATMENT PLANT(G/L # 1325):</u></b>	
	\$0
TOTAL WATER TREATMENT PLANT	\$0
<b><u>GENERAL PLANT-STRUCTURES, POWER &amp; OTHER EQUIPMENT:</u></b>	
4- Water Line Replacement For Horizontal Wells Projects	\$50,000
5- Purchase a New Full Size Truck (Flat Bed)	\$65,000
6- Upgrade to Water Meter Radio	\$75,000
7- Purchase Caterpillar 26D Sid Steer New (Old \$45,000)	\$93,000
8- Water Distribution Lines Replacement Projects	\$55,000
9-Fire Hydrant Improvements	\$15,000
GENERAL PLANT-POWER & OTHER EQUIPMENT	\$353,000

IDYLLWILD WATER DISTRICT  
CAPITAL EXPENDITURES FOR SEWER FUND  
FOR BUDGET YEAR ENDING JUNE 30, 2020

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CAPITAL EXPENDITURE  
DESCRIPTION

WASTEWATER TREATMENT PLANT(G/L # 1316):

1- Sludg Dewatering Equipment (i.e Belt Press , Centrifuge .) \$300,000

TOTAL WASTEWATER TREATMENT PLANT \$300,000

SUB-SURFACE LINES:(G/L # 1315):

2- Clean and Video Collection System \$25,000

TOTAL SUB-SURFACE LINES \$25,000

GENERAL PLANT-STRUCTURES, POWER & OTHER EQUIPMENT:

3- Rebuild Blower #2 \$15,000

4-Repair Catwalk at Plant \$10,000

5- Purchae New Toyota Tacoma \$40,000

GENERAL PLANT-POWER & OTHER EQUIPMENT \$65,000

TOTAL SEWER FUND CAPITAL IMPROVEMENT AND EQUIPMENT EXPEN \$390,000

2018-2027 10-Year CIP  
Summary of Projections

<u>Year</u>	<u>Water</u>	<u>Sewer</u>	<u>Notes</u>
2018 \$	844,750 \$	175,000	
2019 \$	599,500 \$	80,000	
2020 \$	695,000 \$	30,000	
2021 \$	154,875 \$	75,000	
2022 \$	824,000 \$	75,000	
2023 \$	512,500 \$	75,000	
2024 \$	700,000 \$	75,000	
2025 \$	262,500 \$	75,000	
2026 \$	800,000 \$	75,000	
2027 \$	262,500 \$	75,000	
<b>Total \$</b>	<b>5,655,625 \$</b>	<b>810,000</b>	



## 2018 - 2027 10-Year CIP Plan Proposed Pipeline Improvements

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Size</u>	<u>Footage</u>
<b>2018</b>				
Contract				
South Circle	Bicknell	Village Drive	8"	1200
Village Drive	South Circle	North Circle	8"	1400
Staff				
Inspiration Lane	Double View	End	4"	400
Lookout Lane	Double View	End	6"&2"	<u>550</u>
		2018 Total		3550
<b>2019</b>				
Staff				
Alt 1 - Oakwood	Pine Crest	Jameson	6"	<u>800</u>
		2019 Total		800
<b>2020</b>				
Contract				
Valley View	Crestview	South Ridge Reservoir	8"	1050
Ridge View	Hwy 243	Village Drive	8"	780
Staff				
Village View	South Ridge Road	End Forest View	6"	<u>800</u>
		2020 Total		2630
<b>2021</b>				
Staff				
Azalea	Point of Rocks	End	4"	200
Green Oaks Ct	Rockdale	End	6"&4"	<u>325</u>
		2021 Total		525
<b>2022</b>				
Contract				
Lower Pine Crest	Riv. County Plygrnd Rd.	Harold K Smith	8"	1400
North Cir-So. Circle	North interconnection		8"	1100
Elk Lane (Liner)	Crestview	Marian View Dr		<u>950</u>
Staff				
To be determined				<u>800</u>
		2022 Total		4250
<b>2023</b>	To be determined			500
<b>2024</b>				
Deerfoot Lane	Double View	Double View (Loop)		2500
<b>2025</b>	To be determined			500
<b>2026</b>	To be determined			3000
<b>2027</b>	To be determined			500

2018 - 2027 10-Year CIP Plan- Water  
Supply, Storage, Miscellaneous

<u>Project</u>	<u>Estimate</u>
<b>2018</b>	
Install 200 Water meter Radio Read set ups (Commercial )	\$ 40,000
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Replace 2 Wells (8 and 11)	\$ 15,000
Replace Gate Operator at Foster Lake	\$ 7,000
Replace Aeration System	\$ 60,000
Resurface Shop Paved Lot	\$ 50,000
Fire hydrant replacement materials (10 hydrants)	\$ 20,000
Total 2018	\$ 206,000
<b>2019</b>	
Install 300 Water meter Radio Read set ups	\$ 25,500
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Complete One Well	\$ 40,000
Fire hydrant replacement materials (10 hydrants)	\$ 20,000
Recoat Reservoir Tanks (6 tanks-exterior)	\$ 400,000
Total 2019	\$ 499,500
<b>2020</b>	
Install 500 Water meter Radio Read set ups	\$ 45,000
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Fire hydrant replacement materials (10 hydrants)	\$ 20,000
Remove Silt from Foster Lake	\$ 150,000
Total 2020	\$ 229,000
<b>2021</b>	
Install 650 Water meter Radio Read set ups	\$ 55,250
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Fire hydrant replacement materials (10 hydrants)	\$ 20,000
Total 2021	\$ 89,250
<b>2022</b>	
Fire hydrant replacement materials (10 hydrants)	\$ 20,000
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Total 2022	\$ 34,000
<b>2023 - To be determined+2nd Wildwood Tank(0.1MG)</b>	\$ 450,000
<b>2024 - To be determined</b>	\$ 200,000
<b>2025 - To be determined</b>	\$ 200,000
<b>2026 - To be determined</b>	\$ 200,000
<b>2027 - To be determined</b>	\$ 200,000

2018-2027 10-Year CIP  
Wastewater

	<u>Project</u>	<u>Estimate</u>
<b>2018</b>		
	Influent Screen and Dewaterer	\$ 100,000
	Clean & Video Hwy 243 Portion of collection system	\$ 30,000
	Application for WWTP replacement SRF Funding	\$ 15,000
	Effluent Flow, pH and EC Monitoring	\$ 30,000
	Total	\$ 175,000
<b>2019</b>		
	Design/Environmental Review Replacement Facility	\$ 80,000
	Total	\$ 80,000
<b>2020</b>		
	Collection System Digital Map	\$ 30,000
	Total	\$ 30,000
<b>2021</b>		\$ 75,000
<b>2022</b>		\$ 75,000
<b>2023</b>		\$ 75,000
<b>2024</b>		\$ 75,000
<b>2025</b>		\$ 75,000
<b>2026</b>		\$ 75,000
<b>2027</b>		\$ 75,000

## Fiscal Year 2017-18 Proposed Capital Budget

### Water - Capital Expenditures

-Various Fire Hydrant improvements	\$20,000.00
-Install 200 Water Meter Radio Read Set-ups (Commercial)	\$40,000.00
-Replace 2 Wells (tentatively #8 and #11)	\$15,000.00
-Replace Outlet Gate Operator at Foster Lake	\$7,000.00
-Replace 200 Meters (195-0.625-inch, 5-other sizes)	\$14,000.00
-Resurface Shop paved lot	<u>\$50,000.00</u>
Total	\$146,000.00

### Water – Capital Improvement Program

-Replace 2,600 feet of 8-inch water line	\$520,000.00
-Replace 950 feet of 6-inch, 4-inch and 2-inch water lines	\$118,750.00
-Replace Aeration System	<u>\$60,000.00</u>
Total	\$698,750.00
Water Total	\$844,750.00

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### Wastewater – Capital Expenditures

-Install Effluent Flow, pH and EC Monitoring	\$30,000.00
-Application for WWTP replacement SRF Funding	<u>\$15,000.00</u>
Total	\$45,000.00

### Wastewater – Capital Improvement Program

-Clean and Video HWY 243 portion of Collection System	\$30,000.00
-Install Influent Screen and Dewatering Equipment	<u>\$100,000.00</u>
Total	\$130,000.00
Wastewater Total	\$175,000.00

# Memo

**To: Board of Directors**

**From: Acting General Manager**

**Date: March 18, 2020**

**Subject: ITEM #3 – CONSIDER RESOLUTIONS NO. 769 AND 770 SETTING PUBLIC HEARINGS FOR WATER AND SEWER STAND-BY FEES FOR FY 2020-2021**

**Background:**

Undeveloped parcels with access to water and/or sewer service receive a benefit provided by the prior development by neighboring parcels of the infrastructure necessary for future connection to the available utilities. The stand-by fee assessment of \$30 per acre or portion thereof assists in fairly apportioning the costs of maintenance of the existing infrastructure. The District is not proposing to change the fee amount from that imposed in prior years. The fee amounts to \$2.50 per month for most undeveloped parcels (\$5 for undeveloped parcels in Improvement District No. 1). The adoption of these Resolutions will only establish the date for the Public Hearings for the Board of Directors to consider imposing the fees.

**Recommendation:**

That the Idyllwild Water District Board of Directors approve Resolutions No. 769 and 770 setting Public Hearings for May 20, 2020 to consider imposing stand-by fees for undeveloped properties in the Water Service area (\$30/acre or portion thereof) and unimproved properties in Improvement District No. 1 (sewer service area) (\$30/acre or portion thereof) for fiscal year 2020-2021

RESOLUTION NO.769

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1  
ESTABLISHING SEWER STANDBY CHARGES

RECITALS

A. The IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1 is a subdivision of a County Water District organized and existing pursuant to the provisions of California Water Code, Section 30000 et seq., and has been and is now engaged in discharging its powers and duties as provided by law;

B. The District, pursuant to the provisions of Water Code Section 31100 et seq. is vested with the power to fix, assess and collect sewer standby charges on real property situated within the District's boundaries.

C. On March 18, 2020, the Board of Directors adopted its Resolution No. 769, a Resolution proposing a sewer standby charge on all unimproved lands within the District, authorizing the preparation of a written report describing each parcel of real property and the amount of the charge for each parcel for the year, and setting the date for a public hearing;

D. Pursuant to the Resolution, the District posted and published the proposed charges to property owners within the District.

E. On May 20, 2020, the Board of Directors conducted a Public Hearing for the purpose of receiving testimony regarding the proposed charges, and the Board heard and considered all objections, protests and comments on the written report and the proposed sewer standby charges.

NOW, THEREFORE, the Board of Directors of the IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1 hereby resolves as follows:

1. Amount of Sewer Standby Charge. There shall be imposed, for fiscal year 2020-2021, a sewer standby charge in the amounts and against those properties more specifically described and set forth in that certain written report, a true, correct and complete copy of which is attached hereto as Exhibit "A" and made a part hereof.

2. Levy and Collection of Charges. On or before the 10th day of August, the Idyllwild Water District Financial Officer shall file with the Riverside County Auditor a copy of the written report with the statement endorsed thereon over his signature that it has been finally adopted by the Board of Directors, and the County Auditor shall enter the amounts of the assessment against the respective lots or parcels of land as they may appear on the current assessment roll.

3. Penalty for Nonpayment. Sewer standby charges that have become delinquent shall, together with a basic penalty of 6% for nonpayment of the charge and a penalty of one-half of 1% per month for each month of nonpayment, become a lien on the property to be collected at the same time and in the same manner and by the same persons as, together with and not separately from the general taxes for the District.

Adopted this 20<sup>th</sup> day of May 2020.

**IDYLLWILD WATER DISTRICT  
IMPROVEMENT DISTRICT #1**

By \_\_\_\_\_  
Charles Schelly – PRESIDENT

**ATTEST:**

I, KRISTIN KIRSCHBAUM, Secretary of the IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1 at its meeting of May 20, 2020, by the following vote:

- AYES:**
- NAYS:**
- ABSTAIN:**
- ABSENT:**

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT-IMPROVEMENT DISTRICT #1 this 20<sup>th</sup> day of May, 2020.

**IDYLLWILD WATER DISTRICT  
IMPROVEMENT DISTRICT #1**

\_\_\_\_\_  
KRISTIN KIRSCHBAUM, Secretary

RESOLUTION NO. 770

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE IDYLLWILD WATER DISTRICT  
ESTABLISHING WATER STANDBY CHARGES

RECITALS

A. The IDYLLWILD WATER DISTRICT is a subdivision of a County Water District organized and existing pursuant to the provisions of California Water Code, Section 30000 et seq., and has been and is now engaged in discharging its powers and duties as provided by law;

B. The District, pursuant to the provisions of Water Code Section 31032 et seq. is vested with the power to fix, assess and collect water standby charges on real property situated within the District's boundaries;

C. On March 18, 2020, the Board of Directors adopted its Resolution No. 770, a Resolution proposing a water standby charge on all unimproved lands within the District, authorizing the preparation of a written report describing each parcel of real property and the amount of the charge for each parcel for the year, and setting the date for a public hearing;

D. Pursuant to the Resolution, the District posted and published the proposed charges to property owners within the District.

E. On May 20, 2020 , the Board of Directors conducted a Public Hearing for the purpose of receiving testimony regarding the proposed charges, and the Board heard and considered all objections, protests and comments on the written report and the proposed water standby charges.

NOW, THEREFORE, the Board of Directors of the IDYLLWILD WATER DISTRICT hereby resolves as follows:

1. Amount of Water Standby Charge. There shall be imposed, for fiscal year 2020-2021, a water standby charge in the amounts and against those properties more specifically described and set forth in that certain written report prepared pursuant to Water Code Section 31032.1, a true, correct and complete copy of which is attached hereto as Exhibit "A" and made a part hereof.



2. Levy and Collection of Charges. On or before the 10th day of August, the Idyllwild Water Financial Officer shall file with the Riverside County Auditor a copy of the written report with the statement endorsed thereon over his signature that it has been finally adopted by the Board of Directors, and the County Auditor shall enter the amounts of the assessment against the respective lots or parcels of land as they may appear on the current assessment roll.

3. Penalty for Nonpayment. Water standby charges that have become delinquent shall, together with a basic penalty of 6% for nonpayment of the charge and a penalty of one-half of 1% per month for each month of nonpayment, become a lien on the property to be collected at the same time and in the same manner and by the same persons as, together with and not separately from the general taxes for the District.

Adopted this 20<sup>th</sup> day of May 2020.

IDYLLWILD WATER DISTRICT

By \_\_\_\_\_  
Charles Schelly – PRESIDENT

ATTEST:

I, KRISTIN KIRSCHBAUM, 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 20, 2020, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 20<sup>th</sup> day of May 2020

IDYLLWILD WATER DISTRICT

\_\_\_\_\_  
KRISTIN KIRSCHBAUM, Secretary

**IDYLLWILD WATER DISTRICT**  
**STAND-BY ASSESSMENT**  
**UNIMPROVED LOTS**  
**FOR 68-4871 FUND**  
**EFFECTIVE JULY 1, 2020**

68-4871 ASSESSMENT NUMBER	68-4871 ASSESSMENT AMOUNT
557-050-001-5	778.80
557-130-002-3	198.00
557-130-003-4	30.00
557-140-001-3	445.20
557-150-001-4	50.70
557-150-002-5	57.60
557-150-004-7	37.20
557-150-012-4	30.00
557-161-001-8	69.30
557-161-010-6	47.40
557-161-016-2	30.00
557-161-015-1	30.00
557-162-005-5	30.00
557-162-006-6	30.00
557-162-008-8	30.00
557-162-011-0	30.00
557-170-012-6	35.10
557-170-014-8	30.00
557-170-015-9	30.00
557-170-016-0	30.00
557-170-022-5	57.60
557-170-024-7	82.50
557-190-001-8	30.00
557-190-004-1	51.60
557-190-007-4	36.60
557-190-012-8	30.00
557-190-014-0	33.00
557-190-015-1	34.20
557-201-001-1	30.00
557-201-005-5	30.00
557-201-008-8	30.00
557-201-015-4	30.00
557-203-001-7	30.00
557-203-003-9	30.00
557-211-001-2	30.00
557-211-006-7	30.00
557-212-003-7	30.00
557-212-011-4	30.00
557-212-013-6	100.50
557-212-017-0	30.00
557-212-018-1	30.00
557-212-020-2	30.00
557-212-022-4	30.00
557-220-005-4	30.00
557-220-007-6	30.00
557-220-011-9	30.00
557-220-012-0	30.00
557-220-015-3	30.00
557-220-017-5	30.00
557-220-018-6	30.00
557-220-019-7	30.00
557-220-020-7	30.00
557-220-021-8	30.00
557-220-022-9	30.00
557-220-023-0	30.00
557-230-010-9	30.00
557-230-011-0	30.00

557-230-012-1	56.70
557-230-015-4	56.70
557-230-025-3	30.00
557-230-026-4	30.00
557-230-028-4	30.00
557-230-043-9	30.00
557-230-045-1	30.00
559-030-002-8	198.60
560-132-003-4	30.00
560-132-005-6	30.00
560-133-001-5	30.00
560-133-002-6	30.00
560-133-003-7	30.00
560-133-006-0	30.00
560-162-042-2	30.00
560-171-002-4	30.00
560-171-003-5	30.00
560-171-005-7	30.00
560-171-006-8	30.00
560-171-008-0	30.00
560-171-015-6	30.00
560-171-020-0	30.00
560-171-021-7	30.00
560-172-002-7	30.00
560-172-003-8	30.00
560-172-007-2	30.00
560-172-012-6	30.00
560-172-018-2	30.00
560-172-024-7	30.00
561-020-025-5	709.80
561-020-027-7	302.10
561-031-001-7	39.00
561-032-001-0	56.10
561-032-002-1	30.00
561-032-013-1	30.00
561-041-004-1	30.00
561-041-005-2	30.00
561-041-007-4	30.00
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561-151-029-4	30.00
561-151-036-0	30.00
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561-152-004-4	30.00
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561-192-004-8	30.00
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561-201-008-9	30.00
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561-210-018-6	151.50
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561-220-018-7	30.00
561-220-025-3	30.00
563-020-002-8	180.00
563-030-001-8	30.00
563-030-011-7	30.00
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563-241-017-5	37.20
563-242-011-2	30.00
563-242-014-5	30.00
563-250-006-3	30.00
563-250-017-3	39.00
563-250-031-5	30.00
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563-330-007-2	575.70

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565-162-025-2	51.60
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565-172-024-2	30.00
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565-192-038-7	30.00
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565-222-006-0	30.00
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565-224-002-2	30.00
565-224-007-7	30.00
565-225-004-7	30.00
565-225-005-8	30.00
565-226-024-8	30.00
565-231-010-1	30.00

565-231-011-2	30.00
565-232-001-6	30.00
565-232-003-8	30.00
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565-260-002-4	90.90
565-260-007-9	92.70
565-280-001-5	219.00
565-281-001-8	30.00
565-281-002-9	30.00
565-290-006-1	30.00
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565-290-011-5	51.90
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565-300-005-0	86.40
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557-220-028-5	42.60
561-092-002-7	30.00
563-213-010-1	30.00
563-213-021-1	30.00
563-213-041-9	111.00
563-222-052-7	30.00
563-222-055-0	30.00
563-272-015-9	30.00

SUMMARY OF TOTALS BY FUND:

68-4871	
TOTAL AMOUNT	18,370.20

68-4871	
TOTAL COUNT	446

68-4871	
AVERAGE AMOUNT	
PER COUNT	\$41.19



**IDYLLWILD WATER DISTRICT  
STAND-BY ASSESSMENT  
UNIMPROVED LOTS  
FOR 68-4872 FUND  
EFFECTIVE JULY 1, 2020**

**FINAL**

<b>68-4872 ASSESSMENT NUMBER</b>	<b>68-4872 ASSESSMENT AMOUNT</b>
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557-130-002-3	198.00
557-140-001-3	445.20
561-020-010-1	33.00
561-020-016-7	30.00
561-020-025-5	709.80
561-020-027-7	302.10
561-031-001-7	39.00
561-032-001-0	56.10
561-032-002-1	30.00
561-032-013-1	30.00
561-041-005-2	30.00
561-041-007-4	30.00
561-043-005-8	30.00
561-043-013-5	30.00
561-050-005-0	30.00
561-050-011-5	33.60
561-061-001-0	51.00
561-062-002-4	30.00
561-063-001-6	30.00
561-064-005-3	30.00
561-064-008-6	30.00
561-064-009-7	30.00
561-064-011-8	30.00
561-064-013-0	30.00
561-065-004-5	30.00
561-080-020-6	30.00
561-080-025-1	30.00
561-092-010-4	30.00
561-092-013-7	30.00
561-092-014-8	30.00
561-093-006-4	30.00
561-111-005-8	30.00
561-111-008-1	30.00

561-121-011-4	30.00
561-131-003-8	30.00
561-131-005-0	30.00
561-131-016-0	30.00
561-131-022-5	30.00
561-131-042-3	30.00
561-141-012-7	30.00
561-142-005-4	30.00
561-142-030-6	30.00
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561-220-018-7	30.00
561-220-025-3	30.00
563-100-015-7	30.00
563-100-022-3	30.00
563-221-001-8	30.00
563-222-022-0	30.00
563-222-025-3	30.00
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563-223-003-6	30.00
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563-233-010-3	30.00
563-234-005-2	30.00
563-235-009-9	30.00
563-242-011-2	30.00
563-242-014-5	30.00
563-242-017-8	30.00
563-250-006-3	30.00
563-250-017-3	39.00
563-250-031-5	30.00
563-261-007-8	30.00
563-261-010-0	30.00
563-262-001-5	30.00
563-263-012-8	30.00
563-263-016-2	30.00
563-264-004-4	30.00
563-264-010-9	30.00
563-264-012-1	30.00
563-265-002-5	30.00
563-265-014-6	30.00
563-281-001-4	30.00
563-292-007-4	30.00
563-292-013-9	37.80
563-300-012-2	30.00
563-300-019-9	30.00
563-300-023-2	30.00

563-300-028-7	30.00
563-300-030-8	30.00
563-300-043-0	30.00
563-312-035-0	74.10
563-323-003-5	30.00
563-323-005-7	30.00
563-323-007-9	30.00
563-323-008-0	30.00
563-323-012-3	30.00
563-330-005-9	98.70
563-330-007-2	575.70
565-062-016-5	30.00
565-062-023-1	30.00
565-070-002-7	30.00
565-070-005-0	76.50
565-070-023-6	30.00
565-080-002-8	30.00
565-080-009-5	30.00
565-080-020-4	30.00
565-080-026-0	30.00
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565-080-051-2	30.00
565-080-058-9	30.00
565-091-026-4	30.00
565-101-005-5	30.00
565-101-018-7	30.00
565-242-041-3	30.00
561-092-002	30.00

68-4872	
TOTAL AMOUNT	5,529.60

68-4872	
TOTAL COUNT	107

68-4872	
AVERAGE AMOUNT	
PER COUNT	\$51.68

# Memo

To: Board of Directors

From: Acting General Manager

Date: March 18, 2020

Subject: ITEM # 4 -HIRING A GENERAL MANAGER FOR IDYLLWILD WATER DISTRICT THE BOARD WILL REVIEW AND APPROVAL OF THE CONTRACT WITH THE NEW GENERAL MANAGER

## Background:

After extensive interviews and scanning the candidates resumes for the General Manager Position.

## Recommendation:

The Board of Idyllwild Water District to approve the contract with the New General Manager Leo Havener.

## Article I. EMPLOYMENT AGREEMENT

This Agreement, dated and executed as of \_\_\_\_\_, 2020 is between Idyllwild Water District ("Employer" or "District") a government entity formed under Section 30000 of the California Water Code, and Leo Havener an individual ("Employee"). Employer and Employee (collectively "Parties") agree to the following terms and conditions of employment.

1. Period of Employment. Employer shall employ Employee from the Effective Date of this Agreement for a period of twelve months or until the employment is terminated in accordance with Section 4 of, this Agreement, whichever is earlier. The Effective Date of this Agreement shall be two weeks after the date this Agreement is approved by the District. The Employee expressly agrees that the subject employment relationship under this Agreement is "at will" and that the Employee serves at the pleasure of the Board of Directors of the District. Employee further agrees that the subject employment will be considered probationary for the first year of the subject employment and further employment will depend on the satisfactory performance of the duties and responsibilities of the Employee set forth in in the District's General Manager job description, which appears as Exhibit "A" attached hereto and the performance of additional tasks and duties which may be required by the District and upon the specific approval of such continued employment by the District. After the probationary period, employment will continue to be at will, which means termination of employment by Employee or Employer may occur at any time for any reason or no reason. If without cause, then 30 days' notice will be provided. Similarly, Employee will provide 30 days' notice of termination of the Agreement.

2. Position and Responsibilities.

(a) Position. Employee accepts employment with Employer as its General Manager and shall lawfully and competently perform all services appropriate to that position, as well as such other services consistent with the General Manager position as may be assigned by Employer's Board of Directors. These duties include, but are not limited to, those set forth in the District's General Manager description, which appears as Exhibit "A," and is incorporated into this Agreement by reference as if set forth in full herein, to this Agreement. The District's Board may at any time during the term of this Agreement modify any provisions of the General Manager job description without further notice to the Employee. Employee shall devote his best efforts and attention to the satisfactory performance of his duties.

(b) Other Activity. Employee (during his employment with Employer) shall not engage, directly or indirectly, in any other business, commercial, or professional activity (whether or not pursued for pecuniary advantage) that is or may generate financial or other conflict of interest, including time commitments, with his position as General Manager or the appearance thereof. Nor shall Employee seek or accept any personal enrichment or profit derived from confidential information or misuse of public property or time. If Employee is not certain whether or not a particular proposed outside activity

is permitted under this Agreement, he shall ask the Board of Directors in writing for a determination thereon before engaging in the activity, and the Board of Directors shall within thirty (30) days make a determination thereon. Failure to act on the part of the Board of Directors within said thirty (30) day period shall not be deemed approval.

3. Compensation and Benefits.

(a) Compensation. Employer shall pay Employee a salary of \$117,000 per year in accordance with Employer's regularly established policies for payroll distribution. As a salaried Employee, the Employee shall devote the required time and effort to completely and satisfactorily fulfill and carry out his duties and the Employee, it is understood by the Employee that this is a full-time position. The position is exempt from overtime under FLSA.

(b) Benefits. Employee shall be entitled to receive the benefits as noted below in addition to any that are offered to all employees:

(1) Automobile. For his own automobile Employee shall receive an allowance of Five Hundred Dollars (\$500) per month, for driving to and from the District offices and facilities and at such facilities. Employee shall be responsible for fuel costs for the vehicle. Employee shall be required to maintain auto insurance in the amount of Five Hundred Thousand Dollars (\$500,000) per person and One Million Dollars (\$1,000,000) per incident at no cost to the District. Said insurance shall name the District as an additional insured. It is the Employee's intention to use the Employee's automobile for his work for the District.

(2) Expenses. Employer shall reimburse Employee for reasonable travel and other business expenses incurred by Employee in the performance of his duties, in accordance with Employer's policies, as they may be amended in Employer's sole discretion. However, such travel expenses, including but not limited to mileage, shall not be duplicative of any car expenses already covered by this Agreement.

(3) Residency Incentive Pay. The Employee shall be entitled to receive a monthly residency incentive pay of \$500.00 per month, in addition to the Employee's pay, per month as allowance for living in Idyllwild or within in a seven-mile radius of the District's office. The Board President may request reasonable proof of residency periodically be shown the Board President, such as a lease or utility bill. The District provides incentive pay for such proximity, due to the mountainous location of the District, the higher cost of housing on the mountain, and the need for the Employee to respond to emergencies quickly, the fact that snow and rain can cause road closures, and the difficulty of finding applicants who can quickly respond if they live at the bottom of the mountain.

(4) No Health Insurance Policy or Coverage to be provided. The Employee shall be entitled to all the benefits enumerated in the Personnel Policy of

the District for a General Manager, except for health insurance which has been declined by the Employee for the full term of his employment by the District, upon which the District relied in establishing the Employee's salary under this Agreement. The Employee has his own health insurance policy. Further, by voluntarily executing this Agreement the Employee specifically confirms him having declined health care insurance coverage provided by the District. Should the Employee wish to join the Employer's plan, he may do so during the next open enrollment or when a status change occurs, such as loss of a spouse's health plan due to a spouse becoming unemployed. In such event, the Employer shall have the right to amend the salary provided for herein upon advance notice of one pay period.

(5) Personal Time Off (PTO). In lieu of vacation time, administrative leave or sick leave which the employee shall not accrue or be entitled to receive, the Employee shall accrue one week of PTO for each month of employment up to five (5) weeks in a 12 month period, broken down as follows: the Employee shall begin accruing such time at the beginning of his second full month of employment which shall total two (2) weeks of such PTO upon the completion of two months of his employment, and after such date, Employee shall accrue fifteen (15) hours of PTO per month (prorated over the weeks of that month) until the remaining three weeks of PTO is reached. Employee's total PTO for a 12 month period shall be capped at five (5) weeks. Employee shall give the Board of Directors advance notice of foreseeable absences from his duties, anticipated dates and duration of any such absence.

(6) Telephone. Employer shall provide Employee with a cellular telephone for use connected to work only, for which Employer shall pay the expenses.

#### 4. Termination of Employment.

(a) By Employer Not for Cause. At any time, during the course of this Agreement, Employer may terminate Employee for any reason, with or without cause, by providing Employee a thirty (30) day written notice, except where immediate termination or shorter notice is for cause in which case shorter notice or immediate termination will apply. Employer must make a determination to terminate Employee without cause by a valid and formal vote of the Board of Directors. Such resolution by the Board shall set the effective date of such termination. Employer may discipline, demote, or dismiss Employee as provided in this Section 4 notwithstanding anything to the contrary contained in or arising from any statements, policies, or practices of Employer relating to the employment, discipline, or termination of its employees. If the Employer terminates Employee under the terms of this subsection 4(a), provided that the Employee has served a term of at least three (3) months of employment under this Agreement, the employee shall receive one month total severance. The payment of such severance compensation shall be conditioned upon the Employee executing a general release agreement providing for the general and unconditional release of all known and unknown claims against the District, its Board and Employees with a waiver of any and all rights under Section 1542 of the California Civil Code.



(b) By Employee Not for Cause. At any time, Employee may terminate his employment with Employer for any reason, with or without cause, by providing Employer thirty (30) days' advance written notice. Employer shall have the option, in its complete discretion, to make Employee's termination effective at any time prior to the end of such notice period, however such election by the Board shall not reduce the District obligation to pay the Employee's salary and benefits during the such 30-day period, except where paying such salary or benefits is not permitted by law. During such period the Employee shall, at the election of the Board, continue to perform his duties and aid and assist the Board in the process of transitioning the management of the District to a person or persons who shall perform the Employee's duties.

(c) By Employer for Cause. At any time, Employer may immediately terminate this Agreement and the employment of the Employee by providing Employee written notice of the cause for such termination. To the extent permitted by law, all benefits under this Agreement shall terminate upon termination for cause pursuant to this subsection, and the Employee shall not be entitled to any severance pay or benefits; notice of termination of benefits required by Cal-Cobra will be provided to the extent applicable.

For the purposes of this Agreement, termination shall be "for cause" if Employee: (i) refuses or fails to act in accordance with any specific, lawful, direction or order from the Board; (ii) gross negligence, (iii) is charged with a felony; (iv) is charged with any criminal act involving fraud, malfeasance, including but not limited to any act of misfeasance, described in Title 7 commencing with Section 92 of the Penal Code of the State of California; (v) misstatement by Employee in employment application materials; (vi) violates lawful confidentiality rule such as protections for privileged information or closed session confidentiality or (vii) violates any State, Federal, local law or the Employer's employment manuals and rules, any resolutions and/or ordinances of the Employer.

(d) Termination Obligations. Employee agrees that all property, including, without limitation, all equipment, tangible Proprietary Information (as defined below), documents, records, notes, contracts, and computer-generated materials furnished to or prepared by Employee incident to his employment belongs to Employer and shall be returned promptly to Employer upon termination of Employee's employment. Employee's obligations under this subsection shall survive the termination of his employment and the expiration of this Agreement. The Employee agrees that he shall cooperate with the District after the termination his employment as may become necessary relative to any actions he had taken or supervised while he was employed by the District.

(e) Government Code Section 53243 and 53243.3. Under Government Code Section 53243.3, regardless of the term of the contract, if the contract is terminated, a cash settlement related to the termination that an Employee may receive, if any, from the local agency shall be fully reimbursed to the local agency if the Employee is convicted of a crime involving an abuse of his office or position. Under Government Code Section 53243, if Employee has been paid any salary pending an investigation, such salary shall be fully reimbursed if Employee is convicted of a crime involving an abuse of his or her office or position.

5. Evaluation. Employee during the current one-year probation period will be evaluated at regular interval(s) selected by the Board. The first such Evaluation shall be conducted



no later than the completion of three (3) months of employment by the Employee. Failure of the Board to provide such evaluation and/or the results of such evaluation(s) shall not in any way limit the Board's ability to terminate this Agreement pursuant to Section to section 4.

6. Defense and Indemnity. To the extent permitted by law, the District shall defend and indemnify the employee against all necessary expenditures and losses incurred by the Employee in direct consequence of the lawful discharge of his duties, in accordance with the Government Code to the extent a civil action, proceeding or claim arises out of actions performed in the course and scope of Employee's duties for the Employer in accordance with Government Code 995, et seq., unless the employee acted or failed to act because of actual fraud, corruption, or actual malice, or the defense would create a specific conflict of interest between the public entity and the employee. However, pursuant to Government Code Section 53243.1, any agreement by District to fund the legal criminal defense of Employee shall require that any funds provided for that purpose be fully reimbursed to the local agency if the Employee is convicted of a crime involving an abuse of his office or position.

7. Proprietary Information. "Proprietary Information" is all information and any idea pertaining in any manner to the business of Employer (or any Employer affiliate), its employees, clients, consultants, or business associates, which was produced by any employee of Employer in the course of his or her employment or otherwise produced or acquired by or on behalf of Employer. Proprietary Information shall include, without limitation, trade secrets, product ideas, inventions, processes, formulas, data, know-how, software and other computer programs, copyrightable material, marketing plans, strategies, sales, financial reports, forecasts, and customer lists. All Proprietary Information not generally known outside of Employer's organization, and all Proprietary Information so known only through improper means, shall be deemed "Confidential Information." During his employment by Employer, Employee shall use Proprietary Information, and shall disclose Confidential Information, only for the benefit of Employer and as is necessary to perform his job responsibilities under this Agreement. Following termination, Employee shall not use any Proprietary Information and shall not disclose any Confidential Information, except with the express written consent of Employer. Employee's obligations under this Section shall survive the termination of his employment and the expiration of this Agreement. This paragraph shall not be construed to allow a violation of any law, including but not limited to the Public Records Act, and shall be read in harmony with its provisions and exceptions.

8. Notices. Any notice or other communication under this Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to Employer at the address below, or to Employee at the last known address maintained in Employee's personnel file. Employee shall be obligated to notify Employer in writing of any change in his address. Notice of change of address shall be effective only when done in accordance with this Section.

Employer's Notice Address:

President, Board of Directors  
Idyllwild Water District  
P.O. Box 397  
Idyllwild, CA 92549-0397

Employee's Notice Address:

Leo Havener:

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9. Action by Employer. All actions required or permitted to be taken under this Agreement by Employer, including, without limitation, exercise of discretion, consents, waivers and amendments to this Agreement, shall be made and authorized only by the Board of Directors or by its representative specifically authorized in writing to fulfill these obligations under this Agreement.

10. Direction from Board. Employee shall take direction as to matters of District business only from the Board as a whole or from a duly authorized Board Committee which has been granted the power by the Board to give direction to Employee.

11. Integration. This Agreement and Attachments is intended to be the final, complete, and exclusive statement of the terms of Employee's employment by Employer. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the employment of Employee, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of Employer, now or in the future, apply to Employee and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

12. Amendments. This Agreement may not be amended except in a written document signed by each of the parties. Failure to exercise any right under this Agreement shall not constitute a waiver of such right.

13. Assignment. Employee shall not assign any rights or obligations under this Agreement. Employer may, upon prior written notice to Employee, assign its rights and obligations hereunder.

14. Severability. If a court or arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

15. Attorneys' Fees. In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing party shall not be entitled to recover reasonable attorneys' fees and costs.

16. Representations made by the Employee. The Employee understand that the District materially relied on the representations made by the Employee on his resume and interviews with the Board of the District regarding his past employment and further affirms that such representations are true and correct.

17. Governing Law. This Agreement shall be governed by and construed in accordance with the law of the State of California.

18. Venue. The venue for any litigation to interpret or enforce this Agreement shall be in the Riverside Superior Court.

19. Interpretation. This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement.

20. Partial Invalidity. In the event any provision of this Agreement is void or unenforceable for any reason, then the remaining provisions shall continue to be in full force and effect.

21. Employee Acknowledgment. Employee acknowledges that he has had the opportunity to consult legal counsel in regard to this Agreement, that he has read and understands this Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement.

22. This Agreement shall be effective when and if it is approved by a valid vote of the Board of Directors of this District at a noticed Board meeting.

The parties have duly executed this Agreement as of the date first written above.

IDYLLWILD WATER DISTRICT

By: \_\_\_\_\_  
Charles Schelly, President of the  
Idyllwild Water District

EMPLOYEE

By: \_\_\_\_\_  
Leo Havener

Exhibit "A"

IDYLLWILD WATER DISTRICT  
JOB DESCRIPTION

POSITION: GENERAL MANAGER

Description. Under policy direction of the Board of Directors, is chief executive of the agency, responsible for all agency activities, including administration, public relations, personnel, design, construction, finance, operations and maintenance; represents the Board's policies and programs with employees, community organizations and the general public; reviews budget requests and makes recommendations to the Board on final expenditure levels and does related work as required.

Examples of Duties. Serves as Chief Administrative Officer for the District; provides advice and consultation on the development of District programs and policies; oversees development of the Board agenda for meetings; conducts a variety of special studies and surveys to determine the effectiveness of District programs; represents the Board's policies and programs with employees, other governmental agencies and the public; oversees preparation of the annual budget, making recommendations to the Board on final expenditure levels; maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations; has responsibility for District personnel matters, including employment procedures, classification and pay; prepares agreements with other agencies; prepares long-term capital improvement plans for facility development and financing; coordinates the work of consultants; represents the District before other agencies.

General Requirements. Requires a knowledge of principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development; laws, rules, ordinances and legislative processes controlling District operations; organization, operations and problems of special districts; research and evaluation methods; budgeting principles and practices; cost estimating and contract administration; public personnel administration and employer-employee relations.

Requires an ability to plan organize, coordinate and direct the work of office and field staff to achieve efficient operations and meet program goals; prepare and administer a District budgeting and fiscal control process; collect, organize and analyze data on a variety of topics; prepare and present concise and comprehensive reports; oversee preparation of Board agendas; communicate clearly during public presentations; exercise leadership, authority and supervision tactfully and effectively; evaluate and make recommendations on improvements to District operations, facilities and services; provide advice and consultation to the Board of Directors on the development of ordinances, regulations and policies; establish and maintain cooperative working relationships.

Typical Physical Activities. Travels frequently by automobile in conducting District business; communicates orally with Board members, employees and the public; regularly uses a telephone; uses office equipment such as computer terminals, copiers and FAX machines; frequently visits the site of field construction and maintenance activities; sits for extended time periods; hearing and vision must be within normal range.

Qualifications. College degree preferred and demonstrated managerial or administrative experience requiring the responsibility for formulation and implementation of programs, budgets, and administrative operations. Grade II Water Treatment and Distribution certifications are preferred and Grade I Waste Water Treatment certification desired.

Special Requirement. Possession of an appropriate California operator's license issued by the Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

# Memo

To: Board of Directors

From: Acting General Manager

Date: March 18, 2020

Subject: ITEM #5 RESOLUTION NO. 771 – The BOARD WILL CONSIDER RESOLUTION 771 FOR ADOPTING A POLICY AND PROCEDURS FOR BILLING OPERATION AND DEPOSIT CHECKS , CASH AND CREDIT CARD TRANSACTIONS.

## Background:

In an effort increasing the efficiency and effectiveness for Idyllwild water district operation, collection, internal control , duties and Authorization

## Recommendation:

That the Idyllwild Water District Board of Directors adopt Resolution No. 771 Establishing Standard policy and procedures for billing operation and Bank Deposits .

Attachment//: Resolution 771

RESOLUTION NO. 771

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
IDYLLWILD WATER DISTRICT  
ADOPTING POLICY AND PROCEDURES FOR BILLING AND BANK DEPOSITS

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

WHEREAS, there has been presented to the Board of Directors (Board) Increasing the efficient and the effectiveness for billing and collection; and

WHEREAS, the proposed policy and procedures for standard operating procedures will be adopt by the board and implement; and

NOW, THEREFORE, be it hereby resolved, determined, and ordered by the Board of Directors of the Idyllwild Water District as follows:

Section 1. The attached Policy and Procedures No 2020.001

Adopted this 18<sup>th</sup> March 2020

IDYLLWILD WATER DISTRICT

By: \_\_\_\_\_  
CHARLES SCHELLY, President  
Board of Directors

ATTEST:

I, KRISTIN KISCHBAUM, Secretary of the IDYLLWILD WATER DISTRICT, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT at its meeting of June 21, 2017, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CHARLES SCHELLY  
PETER SZABADI  
STEVE KUNKLE  
DAVE HUNT  
LES GIN

In witness whereof, I have executed by statement and affix the official seal of the IDYLLWILD WATER DISTRICT this 18<sup>th</sup> day of March 2020.

IDYLLWILD WATER DISTRICT

\_\_\_\_\_  
KRISTIN KISCHBAUM, Secretary





# POLICY AND PROCEDURE

## IDYLLWILD WATER DISTRICT

APPROVAL DATE 3/18/2020	MANUAL	POLICY NO. 2020.001
APPROVED BY: Board of Directors	POLICY TITLE <b>STANDARD OPERATING POLICY AND PROCEDURES FOR BILLING AND BANK DEPOSITS</b>	EFFECTIVE DATE 3/19/2020
		Page 1 of 2

**Purpose:**

To increase the efficiency and the effectiveness for Billing process and to ensure the utility billing are adequately supported the Idyllwild water district objectives .

**Policy:**

1. All the billing clerks, administrative assistants, and supervisors report directly to the CFO.
2. Adjustments to bills must be approved by the CFO or GM.
3. Billing clerks, administrative assistants, and/or supervisors must deposit check, and credit card payments daily.
4. The billing must be processed and mailed by the 5<sup>th</sup> day of every month.
5. Files of customer account information must be maintained and kept up to date.
6. Cash drawer must be balanced daily against cash payments received.
7. Meter readings and associated billing must be run monthly.
8. Access level for the billing system can only be altered with approval of the CFO.
9. The front desk workers must process and complete all service orders, correcting any accounts, on a daily basis.
10. The front desk workers should answer the phone and answer any questions regarding customer accounts. Any unusual account questions should be passed to the next level of supervision.
11. The front desk workers must check the night drops and post office mailbox at least once a day.
12. The front desk workers must maintain excellent customer service.
13. The front desk workers should update customer accounts with payments daily.  
Payments may be received through walk in, mail, electronic ACH, or through the website by credit card.
14. The front desk workers must prepare the ACH to be ready for the CFO to send electronically by the 25<sup>th</sup> of each month.





## POLICY AND PROCEDURE

### IDYLLWILD WATER DISTRICT

15. The front desk workers are responsible to print the End-of-Day Journal daily (2 copies), one for the front desk, and one for the CFO.
16. The front desk workers should notify customers of past-due bills, and make efforts to collect the past-due bills.
17. The front desk workers should run and review the Reports (Accounts Receivable Aging and Zero Consumption) on a monthly basis.
18. The front desk workers should follow the approval forms e.g. (Tenant Transfer-Payment Arrangement for Meter Applications, . . . .)

**\*\*\*The front desk workers include billing clerks, administrative assistants, and supervisors**

Idyllwild Water District

# Standard Operating Procedure

## Bank Deposits

We can all appreciate how important a routine revenue stream is to any successful business.

Idyllwild Water district wishes to establish rules that will be put into place so this will be achieved.

Payments: **Credit card batches must be closed at the beginning of each day (Monday-Friday).**

Deposits: **All checks will be processed by office staff for deposit into the District's Bank account each day (Monday-Friday) no later than 4:00 pm.**

**Cash deposits will be processed for deposit into the District's Bank account no later than 4:00 pm...**

- 1 on Thursday of each week, or**
- 2 if cash exceeds \$1000, or**
- 3 when CFO requests office staff to make a deposit.**

CFO may make exemptions in writing to this policy when/if extenuating circumstances arise.

I, the undersigned employee, have read and agree to this Standard Operating Procedure (SOP).

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Effective Date: March 19, 2020

General Manager: \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_