

## **SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549**

**June 12, 2024 – 6:00 P.M.**

### **AGENDA**

**This meeting is being conducted in person at the address above and is open to the public. The video conference feature is being provided solely for the benefit of the public and is not required. If there is a disruption in the video conference during the meeting, the meeting will continue.**

Topic: Special Board Meeting

Time: Jun 12, 2024, 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88697283001?pwd=0rYld3KFqDaxPi5uy4dxEe4OEdlB5d.1>

Meeting ID: 886 9728 3001

Passcode: 382893

One tap mobile

+16694449171,,88697283001#,,,,\*382893# US

+17207072699,,88697283001#,,,,\*382893# US (Denver)

Meeting ID: 886 9728 3001

Passcode: 382893

Find your local number: <https://us06web.zoom.us/j/88697283001>

### **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, people 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 at the Board as a whole and not directed at individual Board members.



**1. CONSENT CALENDAR**

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

**A. MINUTES**

Special Board Meeting: May 14, 2024  
Regular Board Meeting: May 15, 2024  
Special Board Meeting: June 5, 2024

**B. FINANCIAL REPORTS**

- a. Income statement for the eleventh month ending May 31, 2024
- b. District warrants for May 2024
  - Check #18290-18339 = \$260,857.09
  - Gross Payroll = \$69,000
  - Federal/State PR taxes = \$6,100
  - LAIF Transfers = \$0
  - Transfers/charges = \$357

**C. OPERATIONS REPORT**

**INFORMATION**

**2. GENERAL MANAGER REPORT**

The General Manager will update the Board on accomplishments, challenges that have occurred, and key performance metrics.

**DISCUSSION ITEMS**

**3. BOARD MEMBER AND MEETING DECORUM, POLICY #4**

The Board of Directors will Discuss the existing Board Member and Meeting Decorum Policy #4.

**4. HCN BANK REPRESENTATIVE**

The Board of Directors will discuss having a bank representative come to talk about investing.

**5. INCREASING STIPEND FOR BOARD MEETINGS**

The Board of Directors will consider increasing the stipend for attending the Board Meeting.



## ACTION ITEMS

### 6. DONAHOO WELL EASEMENT

The Board of Directors will consider the purchase of the easement of the Donahoo Well for \$2,500.00.

### 7. CONSIDER APPROVING RESOLUTION NO. 798 BUDGET FOR FISCAL YEAR 2024-2025

The Board of Directors will review the FY 2024-2025 Budget and consider adoption of Resolution No. 798 approving FY 2024-2025.

## DIRECTORS COMMENTS

### Closed Session

#### 1. PUBLIC EMPLOYMENT- GOVT CODE SECTION 54957

Title: General Manager.

## ADJOURNMENT

The next Board meeting is a Regular Meeting scheduled for Wednesday, June 19, 2024, 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](mailto: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:** Curt Sauer, General Manager  
**Date:** June 12, 2024  
**Subject:** Item 1A – Board Minutes

---

### Recommendation:

The Board of Directors approve the following:

- May 14, 2024, Special Board meeting minutes
- May 15, 2024, Regular Board meeting minutes
- June 5, 2024, Special Board meeting minutes

### Attachments:

- May 14, 2024, Special Board meeting minutes
- May 15, 2024, Regular Board meeting minutes
- June 5, 2024, Special Board meeting minutes



## SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

May 14, 2024 – 6:00 P.M.

### AGENDA

#### CALL TO ORDER

President Schelly called meeting to order 6:08 p.m.

#### ROLL CALL

President Schelly, Vice President Szabadi, Director Kunkle and Director Davis were present along with General Manager Sauer. Director Olson was absent. General Counsel Holland Stewart and Christina Germano an Attorney in Law from BBK attended via Zoom.

#### PUBLIC COMMENTS

None.

The Board moved into closed session at 6:09 p.m.

#### CLOSED SESSION

##### **1. Conference with Legal Counsel**

Anticipated Litigation Significant exposure to litigation pursuant to Paragraph (2) of subdivision (d) of Government Code section 54956.9: One case

The Board returned into open session at 6:31 p.m.

#### REPORT FROM CLOSED SESSION

None.

#### DIRECTORS COMMENTS

None.

#### ADJOURNMENT

The Board adjourned at 6:32 p.m.

The next Regular Board Meeting is scheduled for Wednesday, May 15, 2024, at 6 P.M.



to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

Idyllwild Water District

Idyllwild Water District

BY: \_\_\_\_\_  
Curt Sauer  
Board Secretary

BY: \_\_\_\_\_  
Dr. Charles Schelly  
Board President



## MINTUES FOR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

May 15, 2024 – 6:00 P.M.

### AGENDA

#### CALL TO ORDER

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

#### ROLL CALL

Director Olson, Director Kunkle, Director Davis, Director Szabadi and President Schelly were present. General Manger Sauer, Chief Financial Officer Shouman and General Counsel Stewart Holland were also present.

#### PUBLIC COMMENTS

David Hunt said thank you for opening the General Manger position. Geno Schinder shared his thoughts on the district. Mark Lamont wanted to thank the district for getting the hydrants up and running.

#### 1. CONSENT CALENDAR

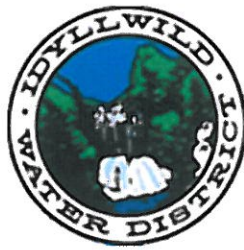
Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.

#### A. MINUTES

Special Board Meeting: January 27,2024  
Regular Board Meeting: April 17,2024  
Special Board Meeting: May 1, 2024

#### B. FINANCIAL REPORTS

- a. Income statement for the tenth month ending April 30, 2024
- b. District warrants for April 2024
  - Check #18234-18289 = \$ 307,177.18
  - Gross Payroll = \$ 69,500



Federal/State PR taxes = \$ 6,250.00  
LAIF Transfers = \$0  
Transfers/charges = \$349.00

### **C. OPERATIONS REPORT**

#### **INFORMATION**

##### **2. GENERAL MANAGER REPORT**

The General Manager will update the Board on accomplishments, challenges that have occurred and key performance metrics.

#### **DIRECTOR COMMENTS**

Director Kunkle mentioned that there were some grammatical errors. Director Kunkle asked about the expense. Vice President Szabadi voiced his opinion about the district's expenses. President Schelly mentioned that he did look at the expenses and it was all apart of the CIP. Director Kunkle asked about the 17% water loss. General Manger Sauer explained to him where the numbers came from. Director Davis asked Hosny if the sales have any relationship to water loss. President Schelly mentioned that he would like to see more water sales. Director Davis asked about the well rehab and asked if video was going to be done at the same time. Vice President gave his report on the WWTP and discussed the outline of the meeting they had with Nathan and meeting deadlines.

#### **PUBLIC COMMENTS**

David Hunt said he agreed with Vice President Szabadi's concerns. Mark Lamont said he agreed with President Schelly.

A motion was made by Director Olson to approve the Consent Calendar and Director Szabadi seconded.

The vote was as follows:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTAIN</u></b>	<b><u>ABSENT</u></b>
<b>Director Davis</b>			
<b>Director Olson</b>			
<b>Director Kunkle</b>			
<b>Vice President Szabadi</b>			
<b>President Shelly</b>			

**Motion approved.**





**DISUSSION ITEMS**

**3. BOARD WORKSHOP**

The Board of Directors will discuss the June 5, 2024, Board Workshop at 6 p.m. regarding various capital improvements projects and budget items.

**DIRECTOR COMMENTS**

None.

**PUBLIC COMMENTS**

None.

**ACTION ITEMS**

President Schelly opened Public Hearing.

**4. RESOLUTION NO 796 WATER STAND-BY ASSESSMENTS FOR FY 2024-2025**

The Board of Directors will hold a Public Hearing to consider approving Resolution No. 796 for Water Stand-BY Assessments for FY 2024-2025 for undeveloped parcels within the Idyllwild Water District service area.

**DIRECTOR COMMENTS**

President Schelly simonized that it is the same fees as always and thank you for paying your standby fees.

**PUBLIC COMMENTS**

None.

President Schelly closed Public Hearing.

A motion was made by Director Szabadi to approve Resolution No 796 Water Stand- By FY 2024-2025 and Director Davis seconded.

**AYES**

Director Davis  
Director Olson  
Director Kunkle  
Vice President Szabadi  
President Shelly

**NAYS**

**ABSTAIN**

**ABSENT**



**Motion approved.**

President Schelly opened Public Hearing.

**5. RESOLUTION NO 797 SEWER STAND BY ASSESSMENTS FOR FY 2024-2025**

The Board of Directors will hold a Public Hearing to consider approving Resolution No. 797 for Sewer Stand-BY Assessments for FY 2024-2025 for undeveloped parcels within the Idyllwild Water District Improvement District No.1 (sewer service area).

**DIRECTOR COMMENTS**

President Schelly said it's the same fee as always.

**PUBLIC COMMENTS**

Steve Moulton asked for calcification on the \$30.00 fee.

President Schelly closed Public Hearing

A motion was made by Director Szabadi to approve Resolution No 797 Sewer Stand-By for FY 2024-2024 and Director Davis seconded.

**AYES**

Director Davis

Director Olson

Director Kunkle

Vice President Szabadi

President Shelly

**NAYS**

**ABSTAIN**

**ABSENT**

**Motion approved.**

**6. CONFLICT OF INTEREST CODE POLICY**

The Board of Directors will discuss approving Resolution 798, adopting a Conflict-of-Interest Code which supersedes all prior Conflict of Interest Codes and amendments previously adopted.

**DIRECTOR COMMENTS**

Director Olson mentioned that there is an incorrect word on the resolution.



**PUBLIC COMMENTS**

None.

A motion was made by Director Olson to approve the Conflict-of-Interest Code Policy with the change of the incorrect word replaced with the correct word. Director Szabadi seconded.

The vote was as follows:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTAIN</u></b>	<b><u>ABSENT</u></b>
Director Davis Director Olson Director Kunkle Vice President Szabadi President Shelly			

**Motion approved.**

President Schelly opened Public Hearing.

**7. PUBLIC EMPLOYEE DISCIPLINE/ DISMISSAL/ RELEASE**

Government Code § 54957(b). Upon conclusion of the Disciplinary Appeal Hearing, the Board will deliberate in closed session on the subject matter of the hearing.

**DIRECTOR COMMENTS**

None.

**PUBLIC COMMENTS**

Dave Hunt talked about his interactions with Mr. Reyes over the years and expressed that he believes the issue is from lack of leadership from the district. Geno Schneider talked about his “roots” in the community and his interactions with Mr. Reyes. He also mentioned that he thought Mr. Reyes was “under attack” and he thought Mr. Reyes maybe got “overly defensive”. He also mentioned that he believes the District needs to give him a descent severance pay. Lesile Schelly asked that the board to take in consideration the rate payer monies. She also mentioned her options on the severance pay comments. Diana Reyes talked about her husband and his dedication to his work. She also said she wishes that they would just consider him and hear Mr. Reyes out. Rachel Teeguarden talked about her inaction with Mr. Reyes and how scared she was of Mr. Reyes. Mark Lamont elaborated on the incident that occurred



between Rachel and Mr. Reyes at the Idyllwild Fire Department. Mr. Reyes shared his side of the story that happened at the Idyllwild Fire Department.

### **HEARING COMMENTS**

General Manger Curt Sauer provided the Districts opening statement and Joe Reyes provided his opening statement. Mr. Sauer called Mr. Brian Wilson in to be a witness. He was sworn in and was asked numerous questions pertaining to the grievance he filed in October. Mr. Reyes had the opportunity to ask Mr. Wilson questions and Mr. Wilson answered them. Mr. Sauer was the next witness on behalf of the District and was sworn in and he gave his testimony and also submitted documents for evidence. Mr. Reyes was then asked if he had any objections to the documents being submitted as evidence. Then Mr. Reyes was asked if he had any questions for General Manager Sauer, and he asked a few. Mr. Reyes was sworn in and gave his testimony. Then he was asked if he had any evidence he would like to turn in and he said no. Mr. Sauer was then asked if he had any questions for Mr. Reyes and he did not. Mr. Reyes then called his wife Diana Reyes to be a witness and she was sworn in and answered questions from Mr. Reyes and then Mr. Reyes shared more of his side. Mr. Sauer was then asked if he had any questions for Mrs. Reyes and he did not have any questions. Mr. Reyes then called Geno Schinder to be his next witness, Geno shared his thoughts on the situation. Mr. Sauer was then asked if he had any questions for Geno, and he did not. Mr. Reyes was then asked if he had any other witnesses, he didn't. Mr. Sauer was then asked if he had any rebottling evidence he would like to include. Mr. Sauer then provided a closing statement and along with Mr. Reyes. The Board Members were then given the opportunity to ask questions. Director Davis asked a question to Mr. Reyes. President Schelly then asked a few questions to Mr. Sauer, and he answered, and Mr. Reyes also chimed in. Vice President Szabadi then asked Mr. Sauer questions. Mr. Reyes was then given the chance to make comments on the questions asked Mr. Sauer. Mrs. Reyes then shared a few comments on behalf of her husband. Mr. Sauer then asked if he could respond back to Mr. and Mrs. Reyes, and he did for clarification on the files.

President Schelly closed the Public Hearing.

### **DIRECTORS CLOSING COMMENTS**

None.

The Board moved to Closed Session at 8:50 p.m.



**CLOSED SESSION**

**9. Public Employee Discipline/Dismissal/Release**

Government Code § 54957(b). Upon conclusion of the Disciplinary Appeal Hearing, the Board will deliberate in closed session on the subject matter of the hearing.

The Board returned into open session at 9:15 p.m.

**REPORT FROM CLOSED SESSION**

The Board Reported they would make a final decision within three weeks.

**DIRECTOR COMMENTS**

None.

**ADJOURNMENT**

The Board adjourned at 9:18 p.m.

The next Board meeting is a Regular Meeting scheduled for Wednesday, June 12, 2024, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549. Please note that we have moved our board meeting a week, because we are closed for the holiday on June 19<sup>th</sup>.

Idyllwild Water District

BY: \_\_\_\_\_  
Curt Sauer  
Board Secretary

Idyllwild Water District

BY: \_\_\_\_\_  
Dr. Charles Schelly  
Board President



## MINTUNES FOR SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

June 5, 2024 – 6:00 P.M.

### AGENDA

#### CALL TO ORDER

President Schelly called meeting to order at 6 p.m.

#### ROLL CALL

Director Olson, Director Kunkle, Director Davis, Director Szabadi and President Schelly were present. General Manger Sauer, Chief Financial Officer Shouman and General Counsel Stewart Holland were also present.

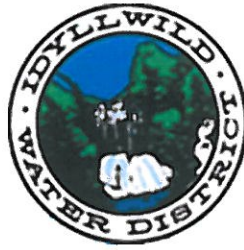
#### PUBLIC COMMENTS

Dave Hunt asked for an update on the hiring process from the General Manager. David Jermone asked if there was an update from Dudek Engineering.

#### DISCUSSION ITEMS

##### 1. BOARD WORKSHOP

The Board will discuss various capital improvement projects and budget items for 2024/2025.



### **DIRECTOR COMMENTS**

Director Kunkle asked about the revenue on the taxes from FY 2023/2024 and asked if we were going to have to dip into the reserves and there were multiple questions for clarification. He also mentioned pipeline replacement and asked questions. He also asked questions about CEQA for the diversion and how much that would cost

Director Olson asked if the difference was because we paid a former General Manager and asked if it was because the sales went down. He also asked many questions on the expenses and commented that there was a \$100,000.00 difference more than projected. He also mentioned that we probably had a lot of "one time" fees this past year and we wouldn't have those in this upcoming year because those "one time" fees are already completed.

Director Davis asked about the commercial and residential usage of a \$70,000 difference. He also asked various questions about maintenance. He mentioned he was in favor of the GIS being installed about talking about how beneficial it can be with field workers.

Vice President Szabadi asked about operating expenses and the depression losses and he also mention there were some big changes on payroll.

President Schelly asked multiple questions on the Strawberry Creek Pipeline project, recoating the tanks, fixing the upstairs office and he mentioned that we could maybe save some money on doing the "in house". He asked Hosny and Curt to look at getting a quote for installing the GIS in the whole district for Water and Sewer. He also asked Hosny and Curt to look into how much it would cost for a new building at the Shop.

The Board of directors did not make any recommendations to change the Capital improvements for the Water side, however they did want to remove the paving and installation of a new gate on the Wastewater side of the Capital Improvements.

### **PUBLIC COMMENTS**

Jessica Priefer asked for clarification on payroll expenses and asked about our reserves and why sewer monies were used for used for water, she also talked about the pipeline replacement. She also asked if there were any pipelines that needed to be replaced before the diversion line. Dave Hunt mentioned having a full-time General Manager making decisions on how many employees we need or don't need. He also mentioned regular mainline pipeline replacements.

### **DIRECTORS CLOSING COMMENTS**

Director Kunkle asked for an update from the General Manager committee. The committee Director Davis and Vice President Szabadi responded and said the next board meeting on the June 12<sup>th</sup> they will be providing an update on who they recommend. Holland then clarified it needed to be an Agenda item.

The Board moved to Closed Session at 7:45PM



## **CLOSED SESSION**

### **1. CONFERENCE WITH LEGAL COUNSEL**

Government Code section 54956.9(d)(2) – Significant Exposure to Litigation  
One (1) matter.

The Board returned into open session at 8:15 PM.

## **REPORT FROM CLOSED SESSION**

The Board met in closed session pursuant to Government Code section 54956.9(d)(2) and took one reportable action, which was so reported upon returning to open session. The Board voted 5-0 to uphold the decision by Interim General Manager Curt Sauer to terminate the employment of Joseph Reyes, Chief Water Operator.

## **DIRECTOR COMMENTS**

None.

## **ADJOURNMENT**

The board adjourned at 8:17 PM.

The next Board meeting is a Special Meeting scheduled for Wednesday, June 12, 2024, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549. Please note that we have moved our board meeting up a week because we are closed for the holiday on June 19<sup>th</sup>.

---

**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](mailto: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:** Curt Sauer, General Manager  
**Date:** June 12, 2024  
**Subject:** Item 1B – Financial Reports

---

### Recommendation:

Board of Directors accept May 2024 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**  
**Operating Revenue - Water**  
**Fiscal Year 2023 - 2024**

Operating Revenue - Water	May 2024			Year to Date: July 2023 - May 2024				
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	92,694	92,394	300	0.32%	1,017,434	1,015,526	1,908	0.19%
Sales - Residential / Commercial	67,869	80,000	(12,131)	-15.16%	659,173	880,000	(220,827)	-25.09%
Other Operating Revenue	-	-	-	0.00%	3,390	1,000	2,390	239.00%
Other Non - Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating Revenues</b>	<b>160,563</b>	<b>172,394</b>	<b>(11,831)</b>	<b>-6.86%</b>	<b>1,679,997</b>	<b>1,896,526</b>	<b>(216,529)</b>	<b>-11.42%</b>

Operating Revenue - Water	May 2024				Year to Date: July 2023 - May 2024			
	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base Rate - Residential	67,829	67,679	150	0.22%	744,748	743,697	1,051	0.14%
Base Rate - Commercial	24,865	24,715	150	0.61%	272,686	271,829	857	0.32%
Sales - Residential	30,070	50,000	(19,930)	-39.86%	350,109	550,000	(199,891)	-36.34%
Sales - Commercial	37,799	30,000	7,799	26.00%	309,064	330,000	(20,936)	-6.34%
Sales - Sewer	-	-	-	0.00%	-	-	-	0.00%
Sales - Construction / Other	-	-	-	0.00%	3,390	1,000	2,390	239.00%
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	-	-	-	0.00%	-	-	-	0.00%
Other Miscellaneous	-	-	-	0.00%	-	-	-	0.00%
Installation Fees	-	-	-	0.00%	-	-	-	0.00%
Capacity Fees	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating Revenues</b>	<b>160,563</b>	<b>172,394</b>	<b>(11,831)</b>	<b>-6.86%</b>	<b>1,679,997</b>	<b>1,896,526</b>	<b>(216,529)</b>	<b>-11.42%</b>

**IDYLLWILD WATER DISTRICT**  
**Water Fund Condensed Income Statement**  
**Water Sales In Cubic Feet**  
**Fiscal Year 2023 - 2024**

Water Sales Meter Size	May 2024		
	Residential	Commercial	Total CF
R1 5/8	548,509	86,907	635,416
R2 3/4	7,450	13,922	21,372
R3 1"	7,303	102,272	109,575
R4 1.1/2"	-	21,596	21,596
R5 2"	-	4,185	4,185
R6 3"	-	8,339	8,339
IA 3"	-	128,301	128,301
NC-WWTP	-	1,229	1,229
<b>Total Water Sales</b>	<b>563,262</b>	<b>366,751</b>	<b>930,013</b>

Water Accounts Meter Size	May 2024		
	Residential	Commercial	Total
R1 5/8	1,428	104	1,532
R2 3/4	12	18	30
R3 1"	54	39	93
R4 1.1/2"	-	16	16
R5 2"	-	7	7
R6 3"	-	1	1
IA 3"	-	1	1
NC-WWTP	-	1	1
<b>Total Accounts</b>	<b>1,494</b>	<b>187</b>	<b>1,681</b>

Sewer Accounts Service Type	May 2024		
	Residential	Commercial	Total
Sewer Acct S	424	168	592
Fire Services F "2"	-	-	-
Fire Services F "3"	-	-	-
Fire Services F "4"	-	-	-
<b>Total Sewer Accounts</b>	<b>424</b>	<b>168</b>	<b>592</b>

<b>Total Water And Sewer Accounts</b>	<b>1,918</b>	<b>355</b>	<b>2,273</b>
---------------------------------------	--------------	------------	--------------

**IDYLLWILD WATER DISTRICT**  
**Water Fund Condensed Income Statement**  
**Operating Expenses - Water**  
**Fiscal Year 2023 - 2024**

No.	By Category	May 2024				Year to Date: July 2023 - May 2024			
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	58,960	63,000	4,040	6.41%	606,245	693,000	86,755	12.52%
2	Retirement Plan and Life Insurance	5,570	5,250	(320)	-6.10%	56,638	57,750	1,112	1.93%
3	Medical Insurance	11,166	13,750	2,584	18.79%	122,503	151,250	28,747	19.01%
4	Uniform Expenses	-	317	317	100.00%	700	3,483	2,783	79.90%
5	Worker's Comp Insurance	-	683	683	100.00%	-	7,517	7,517	100.00%
6	Retirement Medical Insurance	3,776	2,867	(909)	-31.72%	29,786	31,533	1,747	5.54%
7	Board Reimbursement	517	171	(346)	-202.63%	3,102	1,879	(1,223)	-65.07%
8	Office Supplies	273	1,778	1,505	84.65%	8,670	19,562	10,892	55.68%
9	Office Cleaning Service	240	317	77	24.21%	2,160	3,483	1,323	37.99%
10	Postage and Mailing Fees	745	1,029	284	27.61%	7,404	11,321	3,917	34.60%
11	Training and Education	-	483	483	100.00%	802	5,317	4,515	84.92%
12	Reimbursement: Travel, Meals, Etc.	-	313	313	100.00%	225	3,438	3,213	93.45%
13	Dues, Fees, Subscriptions	364	2,333	1,969	84.40%	34,817	25,667	(9,150)	-35.65%
14	Computer Services	1,719	2,000	281	14.05%	19,229	22,000	2,771	12.60%
15	Legal Services	10,000	5,833	(4,167)	-71.43%	90,832	64,167	(26,665)	-41.56%
16	Engineering and Consulting	9,921	575	(9,346)	-1625.39%	30,324	6,325	(23,999)	-379.43%
17	Utilities, Electricity	7,513	6,750	(763)	-11.30%	166,881	74,250	(92,631)	-124.76%
18	Utilities, Gas & Fuel	-	717	717	100.00%	525	7,883	7,358	93.34%
19	Utilities, Propane	3,025	575	(2,450)	-426.09%	6,496	6,325	(171)	-2.70%
20	Utilities, Telephone and Internet	2,452	958	(1,494)	-155.86%	28,728	10,542	(18,186)	-172.52%
21	Utilities, Waste Management Fees	222	233	11	4.86%	2,664	2,567	(97)	-3.79%
22	Insurance, Liability, Auto, Property	-	3,167	3,167	100.00%	22,691	34,833	12,142	34.86%
23	Fees, State, County Water System	-	6,083	6,083	100.00%	60,397	66,917	6,520	9.74%
24	General Plant & Treatment Services	21,756	11,000	(10,756)	-97.78%	323,948	121,000	(202,948)	-167.73%
25	Vehicles Repairs & Maintenance	496	2,083	1,587	76.19%	3,498	22,917	19,419	84.74%
26	Laboratory Services	5,250	3,583	(1,667)	-46.51%	30,415	39,417	9,002	22.84%
27	Water Security System	-	263	263	100.00%	600	2,888	2,288	79.22%
28	Advertising and Publishing	-	1,108	1,108	100.00%	3,652	12,192	8,540	70.05%
29	Bank Fee Charge	-	708	708	100.00%	332	7,792	7,460	95.74%
30	Water Maintenance and Supplies	250	333	83	25.00%	22,707	3,667	(19,040)	-519.28%
31	Accounting & Auditing Fees	800	1,392	592	42.51%	22,015	15,308	(6,707)	-43.81%
32	IWD Leak	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating Expenses</b>		<b>145,015</b>	<b>139,653</b>	<b>(5,362)</b>	<b>-3.84%</b>	<b>1,708,986</b>	<b>1,536,187</b>	<b>(172,799)</b>	<b>-11.25%</b>

**IDYLLWILD WATER DISTRICT**  
**Sewer Fund Condensed Income Statement**  
**Operating Revenue - Sewer**  
**Fiscal Year 2023 - 2024**

Operating Revenue - Sewer	May 2024				Year to Date: July 2023 - May 2024			
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	49,746	47,888	1,858	3.88%	539,463	526,468	12,995	2.47%
Other Operating Revenue	23,252	23,077	175	0.76%	254,992	253,747	1,245	0.49%
<b>Total Operating Revenues</b>	<b>72,998</b>	<b>70,965</b>	<b>2,033</b>	<b>2.86%</b>	<b>794,455</b>	<b>780,215</b>	<b>14,240</b>	<b>1.83%</b>

Operating Revenue - Sewer	May 2024				Year to Date: July 2023 - May 2024			
	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	49,746	47,888	1,858	3.88%	539,463	526,468	12,995	2.47%
Sales - Residential / Commercial	23,252	23,077	175	0.76%	254,992	253,747	1,245	0.49%
Other Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Other Non - Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating Revenues</b>	<b>72,998</b>	<b>70,965</b>	<b>2,033</b>	<b>2.86%</b>	<b>794,455</b>	<b>780,215</b>	<b>14,240</b>	<b>1.83%</b>

**IDYLLWILD WATER DISTRICT**  
**Sewer Fund Condensed Income Statement**  
**Operating Expenses - Sewer**  
**Fiscal Year 2023 - 2024**

No.	By Category	May 2024				Year to Date: July 2023 - May 2024			
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	14,960	16,068	1,108	6.89%	138,265	176,744	38,479	21.77%
2	Retirement Plan and Life Insurance	1,150	1,406	256	18.20%	12,475	15,465	2,990	19.33%
3	Medical Insurance	3,722	4,917	1,195	24.30%	37,584	54,083	16,499	30.51%
4	Uniform Expenses	-	72	72	100.00%	3,744	788	(2,956)	-374.93%
5	Worker's Comp Insurance	2,200	325	(1,875)	-576.92%	2,200	3,575	1,375	38.46%
6	Retirement Medical Insurance	-	1,208	1,208	100.00%	3,192	13,292	10,100	75.98%
7	Board Reimbursement	172	150	(22)	-14.67%	1,032	1,650	618	37.45%
8	Office Supplies	755	325	(430)	-132.31%	3,563	3,575	12	0.34%
9	Office Cleaning Service	80	80	-	0.00%	800	880	80	9.09%
10	Postage and Mailing Fees	248	325	77	23.69%	2,722	3,575	853	23.86%
11	Training and Education	-	575	575	100.00%	-	6,325	6,325	100.00%
12	Reimbursement, Travel, Meals, Etc.	-	850	850	100.00%	75	9,350	9,275	99.20%
13	Dues, Fees, Subscriptions	-	446	446	100.00%	1,809	4,904	3,095	63.11%
14	Computer Services	573	1,350	777	57.56%	6,345	14,850	8,505	57.27%
15	Legal Services	3,817	1,292	(2,525)	-195.51%	30,869	14,208	(16,661)	-117.26%
16	Utilities, Electricity	3,600	6,833	3,233	47.32%	15,232	75,167	59,935	79.74%
17	Utilities, Gas and Fuel	-	354	354	100.00%	-	3,896	3,896	100.00%
18	Utilities, Propane	-	-	-	0.00%	-	-	-	0.00%
19	Utilities, Telephone and Internet	813	854	41	4.82%	9,463	9,396	(67)	-0.71%
20	Utilities, Waste Management Fees	74	92	18	19.27%	888	1,008	120	11.93%
21	Vehicles Repairs and Maintenance	250	1,188	938	78.95%	1,781	13,063	11,282	86.37%
22	Engineering and Consulting	-	367	367	100.00%	-	4,033	4,033	100.00%
23	Maintenance and Supplies	169	183	14	7.82%	338	2,017	1,679	83.24%
24	General Plant and Treatment Services	4,250	5,607	1,357	24.20%	206,694	61,673	(145,021)	-235.14%
25	State and County Sewer System Fees	-	-	-	0.00%	-	-	-	0.00%
26	Minor Equipment and Supplies	-	-	-	0.00%	-	-	-	0.00%
27	Sewer Leases	-	-	-	0.00%	4,827	-	(4,827)	#DIV/0!
28	Advertising and Publishing	-	154	154	100.00%	1,144	1,696	552	32.54%
29	Laboratory Services	475	1,208	733	60.69%	7,806	13,292	5,486	41.27%
30	Sewer Security System	-	57	57	100.00%	-	623	623	100.00%
31	Accounting and Auditing Fees	-	567	567	100.00%	5,377	6,233	856	13.74%
32	Liability , Auto and Property Insurance	-	2,047	2,047	100.00%	17,516	22,513	4,997	22.20%
33	Waste Disposal Fees	-	488	488	100.00%	165,375	5,363	(160,013)	-2983.92%
	<b>Total Operating Expenses</b>	<b>37,308</b>	<b>49,385</b>	<b>12,077</b>	<b>24.46%</b>	<b>681,116</b>	<b>543,238</b>	<b>(137,878)</b>	<b>-25.38%</b>
	<b>Sewer Total Income And (Loss)</b>	<b>35,690</b>	<b>21,580</b>	<b>(10,045)</b>	<b>-46.55%</b>	<b>113,339</b>	<b>236,977</b>	<b>152,119</b>	<b>64.19%</b>



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** June 12, 2024  
**Subject:** Item 1C – Operations Report

---

### Recommendation:

Board of Directors accept May 2024 Operation Report.

### Attachments:

- Monthly Operations Report
- Well Production Data



# Idyllwild Water District Monthly Operations Report

May-24

Supplies to System	1,128,152 CF	25.90 AF	
<b>Increase / Decrease</b>	434,032 CF	63%	Billing Period <u>18%</u> Daily Demand
Number of Wells Available	11	323	GPM Available
Water Sales	930,013 CF	51,771 CF	Non-Water Sales
Total Water/Non-Water Sales	981,784 CF	13%	Loss

Full-Time	FV1A	1
Part-Time	2, 4, 10, 13, 15, 23, 24, 28, FV2, Golden Rod	10

Strawberry Creek Diversion	0 CF	0.00 AF	- AFY
Lilly Creek Flow	24,401 CF	0.56 AF	8.87 AFY
Foster Lake Level (Max. 18')	18 Feet	0 Inches	

Non-Water Sales	Gallons	CF
WTP Backwash	315,000	42,112
IWD Flushing	23,200	3,102
Main Line Leaks	1,500	203
Distribution Line Leaks	12,716	1,700
Fire Dept. Usage, Per IFPD		
Hydrant Sales		
Wastewater Plant	9,193	1,229
Storage Tanks Variance	25,621	3,425
<b>Total</b>	<b>387,230</b>	<b>51,771</b>

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
April	160.4	323	50%	1
Mar	150.2	323	47%	1
Feb	160.5	323	50%	1
Jan	168.6	323	52%	2
Dec	155.6	323	48%	1
Nov	162.0	323	50%	1

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

Foster Lake Area	SL #3 <u>0</u>	SL #7 <u>0</u>	SL #14 <u>5</u>	FL Avg. <u>3</u>
Creek Area	PL #23 <u>236</u>	SL #24 <u>16</u>		
Nature Center	SL #26 <u>14</u>	SL #27 <u>11</u>	SL #28 <u>111</u>	
Fern Valley	PL FV1A <u>353</u>	PL FV2 <u>313</u>		

### Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	20.3	237,469
Rock Dale Tank	2,718	21.1	57,350
Delano Tank	1,337	16.5	22,061
South Ridge Tank	3,509	19.3	67,724
Wild Wood Tank	919	12.2	11,212
Golden Rod Tank	891	21.0	18,711

Total	414,526 CF		Storage Supplies Max. 3.702 MGD <u>84%</u>
Storage in MGD	3.10		
Production Days	33	Production Minutes <u>47,520</u>	Average GPM <u>177.6</u>

# Idyllwild Water District

## Well Production Data

### May-24

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal		-				
2	Foster Lake		-	PT	On	100.2	
4	Foster Lake	194,750	4.5	PT	On	30.7	
10	Foster Lake	107,985	2.5	PT	On	17.1	
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake	43,990	1.0	PT	On	32.0	
15	Foster Lake		-	PT	On	25.0	
16	Foster Lake		-				
23	Stratton	219,200	5.0	PT	On	38.5	
24	Curtis		-	PT	On		
25	Donahoo		-		Off		
26	Nature Center		-		Off		
27	Nature Center		-		Off		
28	Rock Dale	78,147	1.8	PT	On	22.0	
FV1A	Fern Valley	277,940	6.4	FT	On	39.0	
FV2	Fern Valley	209,237	4.8	PT	On	36.0	
31	Golden Rod	25,740	0.6	PT	On	19.8	
	Oakwood		-				
<b>Total</b>		<b>1,156,989</b>	<b>26.56</b>			<b>360.3</b>	

Cedar Glen Meter	317,888	CF	7.3	AF
District Production	810,264	CF	18.6	AF
<b>Total Supplies to System</b>	<b>1,128,152</b>	<b>CF</b>	<b>25.9</b>	<b>AF</b>

Days of Production	33	Minutes of Production	47,520
Average System GPM	177.59		



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** June 12, 2024  
**Subject:** Item 2 – General Manager Report

---

**Recommendation:**

General Manager Curt Sauer will present his report.

**Attachments:**

- Building Quote for Shop at Foster Lake



**UNITEDCARPORTS.COM**

Metal Carports • RV Covers • Garages • Sheds

**1-800-757-6742**

**United Carports LLC**

7280 Sycamore Canyon Blvd

Riverside, CA 92508

LIC - CA 1005529 • AZ 318435

**Idyllwild Water District**

25945 CA-243 Idyllwild, CA 92549

Brian Wilson (951) 323-3198

water@idyllwildwater.com

06/10/24

Rep: Diane

800-757-6742 Ext.9

**BUILDING QUOTE**

Vertical Roof  
 14g- 2" x 3" Framing - (18" Webbed Truss Framing)  
 26G PBR Paneling  
 40' Wide x 90' Long  
 14' Eave Height  
 Fully Enclosed  
 1 Roll Up (10'w x 12'h)- Front of 40' Width  
 -(Chain Drive w. Interior Lock)  
 4 Roll Ups (10'w x 10'h)- SIDE of 90' Length  
 - (Hand Pull w. Interior Locks)  
 2 Walk-In Doors (36" x 80")  
 Additional Framing (4' OC)- Snow Load  
 Interior Concrete Anchors  
 -(Existing slab- possibly not laser level)

**TOTAL PRICE- \$118,500.00 + tax**

**Upgrade Options**

BASE RAIL SEAL	\$300
COLORED SCREWS	\$795
WEATHER SEAL FOR RUD	\$400/door
HEAVY DUTY/CHAIN DRIVE 10x10	\$1,200/door
MOTOR FOR RUD	\$950/door
- (Delivery Only, Self Install on Heavy Duty Only)	
RIDGE VENT	\$1,950
FOAM STRIPS (inc. RUD seals)	\$3,950
FULLY INSULATED (inc. RUD seals)	\$13,500

\*See 'Options List' attached to email for more info and detail on upgrades listed above

**(NOT included in unit cost)**

- PLEASE NOTE: Crew will require 1- 6,000 lb. reach and 2 scissor lifts onsite the duration of installation, to be provided by customer. Crew will require a minimum of 10' free, clear and level workspace to operate equipment around entire building.

Per customer: NO limited hours of operation, NO check in/out systems, NO specific safety protocols, NO prevailing wages. Nothing special required onsite, that's different from the normal residential site. (If not, please let me know as additional fees may apply).

**ADDITIONAL INFORMATION:**

- Price includes delivery and installation. NO prevailing wages included.
- Jobs right now are being installed within 3-6 weeks from time of order.
- 10% deposit due up front, with another 40% due once manufacturing starts.
- Remaining 50% balance due upon delivery.
- Please call your local building department for specific requirements on permitting and setbacks in your area. If a permit is required, let me know and I will get a revised quote over right away.
- Quote valid for 10 days.



\*3% CONVENIENCE FEE ADDED TO ALL CREDIT CARD PAYMENTS



**SEE WHAT OUR CUSTOMERS HAVE TO SAY!**



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** June 12, 2024  
**Subject:** Item 3 – Board Member and Meeting Decorum Resolution #714, Policy #4

---

### Discussion:

The Board of Directors will discuss the existing Board Member and Meeting Decorum Policy, Resolution #714, Policy #4

### Attachments:

- Policy #4, Board Member and Meeting Decorum



## **IDYLLWILD WATER DISTRICT**

### **BOARD MEMBER AND MEETING DECORUM**

#### **Board Policy Resolution #714**

This policy is intended to provide Board members attending IWD Board and Committee meetings with general guidelines for appropriate and effective meeting behavior, and to clarify decorum expectations. Board members are required to act in an objective, responsive, and fair manner, and to demonstrate proper conduct as they promote open public processes at meetings. The Board has two overall responsibilities. To represent customers and to reasonably conduct the District's affairs. The Board is legally responsible, both as part of a Board and as an individual, to exercise good faith, undivided loyalty, reasonable care and complete integrity as duties are performed. Elected officials as a legislative body are required to make frequent decisions and the Board is legally accountable for those decisions. Your decisions are governed by the "business judgment rule", which requires that the following elements be present in every one of your decisions:

- That each decision be made in good faith;
- That each decision demonstrates undivided loyalty to the District;
- That each decision be made with complete integrity; and
- That each decision be made with reasonable care.

Elected officials need to understand and be well informed about the agency's goals, physical facilities, policies and programs. Become thoroughly familiar with the District's departments and their respective areas of responsibility.

This is necessary because it is the legislative body's responsibility to protect the assets of the District.

In order to lead the agency, the Board needs to establish long and short range goals and objectives. Goals and objectives for the Board include:

- Developing and maintaining a sound financial footing for the District;
- Attracting and keeping good employees; compensate them in accordance with their abilities and give them opportunities for advancement;
- Operating and maintaining the most efficient public services;
- Establishing a long range management plans program that takes into account (for example) natural and man-made disasters, power failures and other catastrophes;
- Encouraging customers to make wise use of District services and resources;
- Developing plans and programs that increase the efficiency and delivery of public services;
- Setting rates, fees and charges in an amount that will ensure sufficient revenue to meet the Board's obligation to deliver services to the District's customers as needed and in appropriate quantities.

## **Board Policy #1**

### **RESPONSIBILITIES**

#### **Guidelines for meeting behaviors**

#### **Decorum Expectations**

Deciding whether you have a conflict of interest regarding a particular item of business on the Board's agenda is a very difficult question, and is the subject of a huge body of complicated statutory and regulatory law. Oftentimes, the determination of whether you have a conflict of interest can be readily resolved by common sense. If common sense doesn't work, however, then it is the role of legal counsel to assist you in making the determination.

#### **Legal Responsibility**

Numerous legal cases have held that members of a legislative body are personally liable for involving themselves in the day-to-day activities of the District. Rather, it is the responsibility of the Board (and that of each member) to guide the direction of the District by means of policies established during the course of its public meetings. Those policies are then carried out by the Manager.

#### **Ethics**

If a constituent or employee comes to you with a complaint or request for action, you should listen with a friendly attitude without committing yourself or the District. You should then refer the matter to the Manager who can handle it if it is a matter already covered by agency policy. If it requires action by the legislative body, then the Manager will bring it to the attention of the legislative body by including it on the agenda.

## **Employee Relations**

You must be attentive to customer's complaints about employees, but should refrain from snap judgments. Report such complaints to the Manager for action.

## **Attendance and Preparation**

Board members are asked to prepare in advance of meetings, so that the time spent in session is productive and action-oriented.

1. Board members should review the agenda and packet of materials before each Board meeting.
2. If Board Members have questions or concerns about an agenda item, they should contact the General Manager and/or the Board President in advance of the meeting so that the General Manager may be fully prepared to respond to these questions at the meeting or have information to distribute as handouts.
3. Board members are asked to be on time to meetings. If a board member will not be attending, he/she should communicate this to the General Manager or Board President as soon as possible.
4. If a Board member misses three consecutive regular monthly meetings pursuant to State guidelines, a letter will be prepared by the Board President and sent to the Director asking for his/her resignation.

## **Policy During Board Meetings**

While at meetings, the Directors' main duties are to consider problems to be solved, hear facts and points-of-view, make decisions and take action, and to receive and consider reports. To do this effectively, Directors are asked to:

1. Conduct themselves with dignity and respect.
2. Listen attentively and respond as appropriate.
3. Avoid hidden agendas, gossip, and other forms of negative interaction.
4. Focus on issues rather than personalities.
5. Show respect for the decisions that the Board majority makes.
6. Be cautious and careful with criticism.
7. Make every effort to protect the integrity of the District, and of one another.
8. Be careful not to make unsubstantiated accusations, allegations, or verbal attacks on citizens, or fellow board members. Do not criticize or denigrate staff in public or at meetings. Instead, board members should direct any comments regarding staff to the General Manager. Should the comments refer to the General Manager, they should be shared in closed session during the General Manager's performance evaluation.
9. Board members and staff should not be surprised with new materials presented for the first time at the meeting. Handouts should be distributed to board members and staff as defined in section 3, and any verbal information should be provided to the President and/or General Manager well in advance. Where a board members receives relevant information on an agenda item at a time when he/she cannot give advance notice to the Board President or General Manager, he/she should provide the information to the Board President and/or General Manager prior to the commencement of the meeting or ask for a short break prior to the discussion of the relevant Agenda item in order to advise the Board President and/or General Manager of the information.
10. Board members should neither use District resources for his/her personal use nor request personal favors from staff members.



### **Policy After Board Meetings**

1. Directors should communicate any concerns they have with the General Manager. Questions to be posed to District staff should be as specific as possible, through the General Manager.
2. Board members do not directly discuss matters with the District's Counsel. Matters that need to be brought before the District's attorney should first be discussed with the General Manager.
3. Matters of conflict of interest should be presented to the General Manager before one seeks correspondence with Agency Counsel.
4. When speaking to the press or otherwise publicly sharing personal opinions, board members will respect the decisions of the Board and will not undermine its decisions. Board members seek to make every reasonable effort to protect the integrity and promote the positive image of the District and of one another. The General Manager and/or the President are the official representatives of the Agency when speaking to the public.
5. Board members shall maintain confidentiality in matters dealing with private or sensitive issues, particularly those matters addressed in closed session. Confidential materials distributed in closed session should not be retained by Directors, and should be handed back to staff at the close of the meeting.

### **Board Policy #2**

#### **COMPENSATION POLICY FOR DISTRICT OFFICIALS**

##### **MEETING STIPENDS**

###### **1. General**

Board members receive a meeting stipend for each attendance at meetings, as defined in this policy. Such compensation is in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy.

###### **2. Stipend Amount**

Directors who attend meetings and/or events as defined in Section 3 shall receive \$100 as their stipend. Should the Board of Directors raise the \$100 stipend in the future, this amount shall be adjusted per the adjustment made by Board Resolution without the need to amend this policy.

###### **3. Pre-Agenda or Meetings Subject to Daily Stipend**

For a board member or committee to be entitled to daily stipend under this policy, the event in question must constitute one of the following:

(A) A meeting of the District board or committee within the meaning of Government Code Section 54952.2(a).

(B) A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including ethics training required by Government Code Sections 53234 and following.

(C) A meeting of any multi-jurisdictional governmental body on which the Board member serves as the District's designated representative.

(D) Any meeting attended, including ad hoc committee meetings, or service provided on a given day at the formal request of the Board and for which the Board approves payment of a daily meeting.

(E) A pre-agenda meeting by the President of the Board and the General Manager.

#### 4. Aggregate Limits

The number of days for which a Board Member receives a daily stipend will not exceed ten days in a calendar month consistent with current Ordinances, however, may not exceed State law. The stipend amount is for all meetings in a given day. Multiple meetings in one day do not justify multiple stipend payments.

### **Board Policy #3**

#### **BOARD MEETING NOTICING AND RECORDING**

##### A. Purpose

This policy is intended to provide IWD staff, board members, and the public with the general requirements and guidelines for noticing and recording the IWD Board meetings consistent with the Brown Act Recording includes meeting minutes and the audio recording of meetings.

##### B. Board Meeting Noticing

Board meeting agendas are posted outside the IWD office at 25945 State Hwy 243-Idyllwild, CA. The agenda is also posted on the District website ([idyllwildwater.com](http://idyllwildwater.com)). The agenda is available in the IWD administrative office for review 72 hours prior to the meeting. Posting for regular, special, and emergency meetings shall comply with Brown Act requirements.

##### C. Board Meeting Minutes

###### 1. General

The Agency's Administrative Assistant or other staff member as designated by the General Manager shall take and maintain minutes for each regular and/or emergency meeting of the IWD Board. Special meeting minutes will be taken at the General Manager's discretion. The minutes are an official record of the Board meeting. Formal minutes will not be taken for Board Committee meetings.

###### 2. Minutes - Form and Content

Meeting minutes shall be in an action/summary format and shall contain the following information:

- a. Meeting location
- b. Meeting: commencement time and adjournment time
- c. Board Members in attendance and absent
- d. Public in attendance
- e. Brief staff overview of each agenda item
- f. Board action and vote for each agenda item, if applicable.
- g. Board direction to staff for each agenda item, if applicable.

The minutes are not verbal accounts of discussion and need not contain a narrative advanced by each Board member during the meeting, unless expressly requested by a Director. Staff will summarize Board comments and questions, and staff responses to Board questions for each agenda item that influence Board direction or action. The minutes shall note the general nature of public comments and questions.

### 3. Approval of Minutes

Staff shall prepare minutes for each regular, special, and/or emergency Board meeting and place the minutes on the consent calendar for approval at the next Board meeting.

Any Board member who has comments on the minutes shall provide his/her comments to the Board during the Board meeting where the minutes are set to be approved. The Board will either accept the member's comments/clarifications into the minutes, or direct staff to review the audio recording of the subject meeting and make any necessary corrections. Revised minutes will be brought back to the Board at the subsequent meeting for approval if requested.

### 4. Maintenance of Minutes

Staff will place and store a hard copy of the approved minutes of each Board meeting in the District's administrative building vault. An electronic copy shall be in the District's backup.

### 5. Public Access to Minutes

Meeting minutes are public records and shall be accessible for public viewing and provided to the public upon request. If a copy of the minutes is requested by a member of the public, staff will either email or fax the minutes, or prepare a hard copy for public pickup at the Agency's office.

### 6. Audio and Video Recording of Board Meetings

Staff intends to record each regular, special, and/or emergency meeting of the IWD Board using a digital audio recorder. The audio recording is not considered an official record of the meeting proceedings. The recording will be retained for 30 days, per the Brown Act, or until such time as the draft minutes are approved by the Board, whichever is greater.

#### a. Recording Protocol

The recording devices shall be started at the beginning of the Board meeting when the Board President calls the meeting to order, and shall be turned off when the meeting is adjourned by the Board President. The devices shall also be turned off during meeting breaks, during presentations and during closed session discussions. Any accidental audio recording of discussions before, after, or during a break or during a closed session shall be deleted.

#### b. Public Access to Audio Recordings

Meeting recordings are public records and will be consistent with the Brown Act upon public request. Staff will provide members of the public with a copy of a requested recording for the cost of reproduction. The minimum fee for providing a physical copy of the recording is to be set by staff based on DVD cost plus staff time per the Brown Act.

## D. Public Comment

1. The IWD Board encourages the public's presence and participation at their meetings, and promotes fair and open public processes. The opinions and input shared by members of the public are valued and considered in the decisions made by the Board. Comments posed by members of the public are noted and a brief synopsis identifying the topic related to the comments is included in the minutes.
2. The public will be allowed to comment on any item on the agenda at the beginning of the meeting. Each speaker addressing agenda items will be limited to three minutes. At the end of the meeting the public will be allowed to comment on any non-agenda matter within the jurisdiction of the District. Each speaker on non-agenda items shall be limited to three minutes. Persons wishing to address the Board of Directors are invited to complete a speaker card and hand it to the Secretary. The President of the Board will individually invite by name those who have completed a speaker card to address the Board. Persons who have not completed a speaker card will be invited to speak prior to the conclusion of the public comment period.
3. Questions posed by the members of the public are noted by the District President and the General Manager. At the close of the public comment period, the President may direct staff to either address the questions or issues that have been posed, or ask the member of the public to contact staff following the meeting to obtain the required information. The nature of the questions posed are recorded in the minutes, as noted above. Policy on Noticing and Recording Board Meetings for the Public Record.

#### **Board Policy #4**

### **REIMBURSEMENT FOR TRAVEL/EXPENSES FOR BOARD MEMBERS**

#### **A. AUTHORIZED EXPENSES**

1. District funds, equipment, supplies, and staff time must only be used for authorized agency business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:
  - a. Communicating with representatives of regional, state and national government on agency adopted policy positions;
  - b. Attending educational seminars designed to improve officials' skill and information levels;
  - c. Participating in regional, state and national organizations whose activities affect the District's interests;
  - d. Attending local events or meetings on behalf of the District;
  - e. Meetings such as those listed above for which a meeting stipend is expressly authorized under this policy. All other expenditures require prior approval by the District's governing body.
2. Directors must receive prior approval by the District's governing body for attendance at conferences, trainings, or meetings that require overnight travel.
3. Examples of personal expenses that the Agency will not reimburse include, but are not limited to:
  - a. The personal portion of any trip;
  - b. Political or charitable contributions or events;

- c. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children-or pet-related expenses;
- d. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- e. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
- f. Personal losses incurred while on District business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

## **B. COST CONTROL**

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the cost that fall within the guidelines. It is necessary to provide receipts for all expenses incurred, whenever possible.

### **1. Transportation**

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed where renting a vehicle is the most efficient manner of transportation considering both the issue of the expense and the time involved in utilizing alternate methods of transportation. For example, even if an alternate means of transportation is more economical, a rental vehicle is still authorized where the time expenditure in the alternate method of transportation is infeasible. Government and group rates must be used when available.

### **2. Airfare**

Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities, the California State Association of Counties and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

### **3. Automobile**

Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see [www.irs.gov](http://www.irs.gov)). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

### **4. Car Rental**

Rental rates that are equal or less than those available through the State of California's website shall be considered the most economical and reasonable for purposes of reimbursement under this policy. Where rental rates are more expensive than those available through the State's website, the most economical rate available shall be utilized.

## 5. Taxis/Shuttles

Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time efficiency.

## 6. Lodging

A. Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay. Generally, overnight stay is allowable where the District business is over 75 miles from Idyllwild. However, the Board may waive the 75 mile rule where the circumstances warrant an overnight stay (e.g. evening meeting, special conference).

1. **Conferences/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.

2. **Other Lodging.** Travelers must request government rates, when available. Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

(a) *(Median Hotel Cost)* In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites or an equivalent service shall be considered reasonable and hence reimbursable.

## 7. Meals

Reimbursable meal expenses and associated gratuities will not exceed the adopted Per Diem rate.

Generally, these reimbursements will cover meal allocations where officials or Board Members attend daily conferences, seminars or other related District business where no overnight stay is required and the meal is not provided by the registration fee. Such amounts will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Riverside Area. The annual adjustment will be based on this area whether travel is within the area or not. *The Agency will not pay for alcohol/personal bar expenses.*

## 8. Per Diem Rate

### 1. Overnight Travel

The Agency will provide a Per Diem amount to cover meals (exclusive of meals provided by the event), gratuities, and incidental expenses as established below.

(The following rates may be adjusted from time to time pursuant to inflation.

- a. 24 hour Per Diem: The amount of \$100.00 will be provided for each 24-hour period the Director is away from home on District business.
- b. Partial day Per Diem: The per diem rate will be prorated (50 %) for partial days (between 12 and 24 hours), for an amount of \$ 50.00.
- c. Per Diem Advance Payments: Per diem may be advanced upon request.

2. The value of meals provided by the conference, in which the official participates, will be subtracted from the per diem rate by the applicable meal allowance detailed in Section 7 above.

#### **9. Telephone/Fax/Cellular**

Officials will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

#### **10. Internet**

Officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if Internet access is necessary for Agency related business.

#### **11. Airport Parking**

Long-term parking must be used for travel exceeding 24-hours.

### **C. PER DIEM ADVANCE POLICY**

1. From time to time, it may be necessary for an official to request a per diem advance to cover anticipated expenses while traveling or doing business on the District's behalf. Such request for an advance should be submitted to the General Manager on the Agency's Per Diem Advance Request Form prior to the need for the advance with the following information:

- a. The purpose of the expenditure(s);
- b. The benefits of such expenditure to the residents of the Agency;
- c. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
- d. The dates of the expenditure(s).

2. In the event the General Manager is uncertain as to whether a request complies with this policy, such individual must seek resolution from the Board.

### **D. CREDIT CARD USE POLICY**

IWD Board Members do not have a District credit card. Agency officials may use their own credit card or the IWD credit card for such purposes as airline tickets and hotel reservations by following the same procedures for per diem advances. Receipts documenting expenses incurred on their personal credit card in compliance with this policy must be submitted within thirty business days of use pursuant to Section E. 3. below.

### **E. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE**

1. All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the District. *This form shall include the following advisory: All expenses reported on this form must comply with the District's policies relating to expenses and use of public resources. The information submitted on this form is a public record.*

*Penalties for misusing public resources and violating the District's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, possible discipline, as well as additional income tax liability.*

2. Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to the District's legislative positions and priorities.

3. Officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

4. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

#### **F. AUDITS OF EXPENSE REPORTS**

All expenses are subject to verification that they comply with this policy.

#### **G. REPORTS TO GOVERNING BOARD**

Following attendance at a meeting/conference at Agency expense, each official shall briefly report on the meeting/conference at the next regular meeting of the IWD Board. If multiple officials attended, a joint report may be made.

#### **H. COMPLIANCE WITH LAWS**

Agency officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act, *and other laws*.

#### **I. VIOLATION OF THIS POLICY**

Use of public resources or falsifying expense reports in violations of this policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) a demand for restitution to the Agency, (3) the agency's reporting the expenses as income of the elected official to state and federal tax authorities, (4) civil penalties of up to \$1,000.00 per day and three times the value of the resources used, and (5) prosecution for misuse of public resources.

### **Board Policy #5**

#### **ACCESS TO PUBLIC DOCUMENTS**

##### **General**

The Agency has an administrative procedure, *#10 Public Records Act Requests*, which provides clear guidance to staff and Board regarding providing the public with access and copies of public documents. It is the District's intention to provide the public with available information and records, except those that are related to legally-protected confidential, personnel, or medical matters.

##### **Special Consideration**

Directors often have access to materials that are provided in closed session. These materials are not part of the public record and are considered confidential.



Directors will not disclose information that legally qualifies as confidential to unauthorized persons without approval of the Board. This includes information that (1) has been received for, or during, a closed session Board meeting, as compliant with the Brown Act, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or as compliant with the Brown Act, or (3) is not disclosable under the California Public Records Act.

## **Board Policy #6 ESTABLISHING AND USING COMMITTEES**

### **A. General**

This policy is intended to provide IWD staff, Directors, and the public with information regarding the general practice of establishing and utilizing committees. All committees must be comprised of less than a quorum of the Board. This Policy shall establish that the IWD Board shall form standing and ad hoc committees on an as-needed basis. The composition of the committees shall be normally established at the beginning of the calendar year. Both standing and ad hoc committees are advisory in nature. They present their findings on a subject matter with a recommendation to the full Board for consideration. Standing and ad hoc committees shall adhere to Board policies while conducting their business.

### **B. Negotiating Team**

A Negotiating Team shall be established. The purpose of the Negotiating Team is to meet with the General Manager at the direction of the Board and discuss salary, benefits, terms and conditions of employment and other provisions of the General Manager's contract with the Agency. The negotiating team shall bring back recommendations to the Board and receive direction from the Board as to the aforementioned contract with the General Manager. The composition of the Negotiating Team shall be the President and Vice-President of the District's Board. Such composition will be determined at the commencement of each fiscal year with the election of the Board's officers.

### **C. Board Elections**

Board Elections will be held at the regular December meeting of the Board of Directors and placed on the Board Agenda. Nominations for the Board President and Vice President will first be made by Board members. After nominations, the Board President and Vice President will be appointed by a majority vote. The President and Vice-President shall be selected to serve a one year term, which occurs annually.

### **Standing Committees**

A Standing Committee is a committee established by the Board that has a continuing subject matter jurisdiction or a meeting schedule fixed by Ordinance, Resolution, or other formal action by the IWD Board. A Standing Committee is a legislative body for purposes of compliance with the Brown Act. The Board shall have a Standing Committee established at the request of the General Manager. The Standing Committee does not contain more than a quorum of the Board, does not have a regular schedule and meets irregularly on an as needed basis. The composition of this committee shall be determined by the appointing of members by the Board President after consultation with the General Manager.

The meetings of the Standing Committee shall be open to the public in compliance with the Brown Act and shall comply with the provisions of the Brown Act.

### **Ad Hoc Committees**

From time to time, the IWD Board will determine the need for the establishment of ad hoc committees. These committees are formed for the specific purpose of addressing special issues or items that will come under consideration of the Board in the future. An ad hoc committee is formed by either the election or voluntary assignment of members to the committee. The group shall be comprised of two members, representing the board, and at least one District staff person. Ad hoc committees do not have a regular schedule and meet irregularly only on an as-needed basis. Upon the establishment of an ad hoc committee, the Board's counsel will determine whether the committee is subject to the requirements of the Brown Act.

RESOLUTION NO. 714

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
IDYLLWILD WATER DISTRICT  
ADOPTING THE BOARD MEMBER AND MEETING DECORUM

THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT HEREBY RESOLVES AS FOLLOWS:

**Section 1.** To adopt the "Board Member and Meeting Decorum", as the official Board policies handbook for use by Board Members. A true and correct copy of the Board Member and Meeting Decorum is attached hereto and made a part hereof.

**Section 2.** The Board President is hereby authorized and directed to implement the Board Policy Resolution.

**MOVED, PASSED AND ADOPTED** at the regular meeting of the Board of Directors on October 21, 2015.

**PASSED AND ADOPTED** by the Board of Directors of the Idyllwild Water District at a regular meeting of the Board held on the 21<sup>th</sup> of October, 2015, by the following vote:

AYES	NAYS	ABSTAIN	ABSENT
Jim Billman John Cook Warren Monroe Dean Lattin Mike Freitas			

IDYLLWILD WATER DISTRICT

By   
\_\_\_\_\_  
President, Board of Director

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Directors



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** June 12, 2024  
**Subject:** Item 4 – HCN Bank Representative

---

**Discussion:**

The Board of Directors will discuss having a bank representative come to talk about investing.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** June 12, 2024  
**Subject:** Item 5 – Increasing Stipend for Board Meetings

---

### **Recommendation:**

The Board of Directors will consider increasing the stipend for attending the Board Meeting from \$50.00 per meeting to \$75.00 per meeting.

### **Background:**

To attract the Idyllwild citizens to apply for a Board member seat. Also, considering surrounding districts, the inflation rate has increased. We recommend the Board of directors to increase the stipend to \$75.00.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** June 12, 2024  
**Subject:** Item 6 – Donahoo Well Easement

---

### Recommendation:

The Board of Directors will consider the purchase of the easement of the Donahoo Well for \$2,500.00.

### Background:

District has a well located on APN# 51-080-037 and no easement.

### Attachments:

- Title of Document for Easement

PLEASE COMPLETE THIS INFORMATION  
RECORDING REQUESTED BY:

Larry Donahoo

AND WHEN RECORDED MAIL TO:

LARRY AND SHIRLEY DONAHOO  
P.O. Box 1967  
Idyllwild, CA 92549

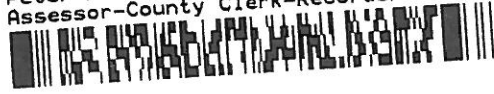
**2024-0146946**

05/21/2024 11:18 AM Fee: \$ 23.00

Page 1 of 4

Recorded in Official Records  
County of Riverside

Peter Aldana  
Assessor-County Clerk-Recorder



Space above this line for recorder's use only

802

**EASEMENT**

Title of Document

TRA: 071-093

DTT: 0

**Exemption reason declared pursuant to Government Code 27388.1**

- This document is a transfer that is subject to the imposition of documentary transfer tax.
- This is a document recorded in connection with a transfer that is subject to the imposition of documentary transfer tax.  
Document reference: Doc. #210713, rec. 7/28/1988
- This document is a transfer of real property that is a residential dwelling to an owner-occupier.
- This is a document recorded in connection with a transfer of real property that is a residential dwelling to an owner-occupier.  
Document reference: \_\_\_\_\_

**THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION  
(\$3.00 Additional Recording Fee Applies)**

**RECORDING REQUESTED BY:**

Larry Donahoo

**WHEN RECORDED MAIL DOCUMENT AND TAX STATEMENT TO:**

LARRY and SHIRLEY DONAHOO  
P.O. Box 1967  
Idyllwild, CA 92549

APN: 561-080-037  
TRA: 071-093

**THIS SPACE FOR RECORDER'S USE ONLY  
EASEMENT**

The undersigned Grantor(s) declare that the **DOCUMENTARY TRANSFER TAX IS: \$ 0**

X computed on the full value of the interest of property conveyed, or  
\_\_\_\_ computed on the full value less the value of liens or encumbrances remaining thereon at the time of sale.  
\_\_\_\_ OR transfer is EXEMPT from tax for the following reason:

**FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged LARRY E. DONAHOO and SHIRLEY J. DONAHOO, husband and wife as joint tenants**

**HEREBY GRANT(S) TO: IDYLLWILD WATER DISTRICT, a Public Agency**

**SEE EXHIBITS "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF:**

Dated: April 16, 2024

*Larry E Donahoo*  
LARRY E DONAHOO

*Shirley J Donahoo*  
SHIRLEY J. DONAHOO

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

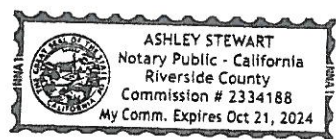
STATE OF CALIFORNIA }  
COUNTY OF RIVERSIDE }

On May 16 2024, before me, Ashley Stewart, a Notary Public  
personally appeared Larry E Donahoo And Shirley J. Donahoo

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal  
Signature *Ashley Stewart*



MAIL TAX STATEMENTS AS DIRECTED ABOVE

(PLACE SEAL ABOVE)



## Exhibit "A"

An easement in favor of the Idyllwild Water District, a Public Agency, for an existing water line, and an existing well house, over, under and across that portion of Parcel 3 of Parcel Map No. 16,919, recorded in Book 119, Pages 11 and 12 of Parcel Maps, records of Riverside County, California. Lying in Section 13, T.5S., R.2E., San Bernardino Base and Meridian.

Said parcel has an Assessor's Parcel Number of 561-080-037, and a physical address of 53692 Idyllbrook Drive, Idyllwild, California.

Said easement being further described as follows:

COMMENCING at the Southeast corner of the aforementioned Parcel 3,

THENCE South 59°43'20" West, along the Southerly line thereof, 15.38 feet to the POINT OF BEGINNING of said easement;

THENCE North 31°45'06" West, 82.55 feet to an angle point therein;

THENCE North 85°43'54" West, 73.27 feet;

THENCE North 26°37'26" West, 3.96 feet;

THENCE South 63°22'39" West, 10.00 feet;

THENCE South 26°37'26" East, 10.00 feet;

THENCE North 63°22'39" East, 10.00 feet;

THENCE South 85°43'54" East, 67.53 feet;

THENCE South 31°45'06" East, 79.86 feet to a point on the Southerly line of said Parcel 3;

THENCE North 59°43'20" East, along said Southerly line, 5.00 feet to the POINT OF BEGINNING.

Containing 865.03 square feet.

The bearings shown hereon are based upon said Parcel Map 16,919.

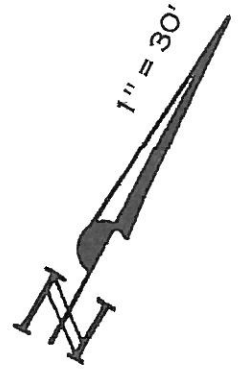
**EXHIBIT "B"**

A.P.N. 561-080-037

PARCEL 3

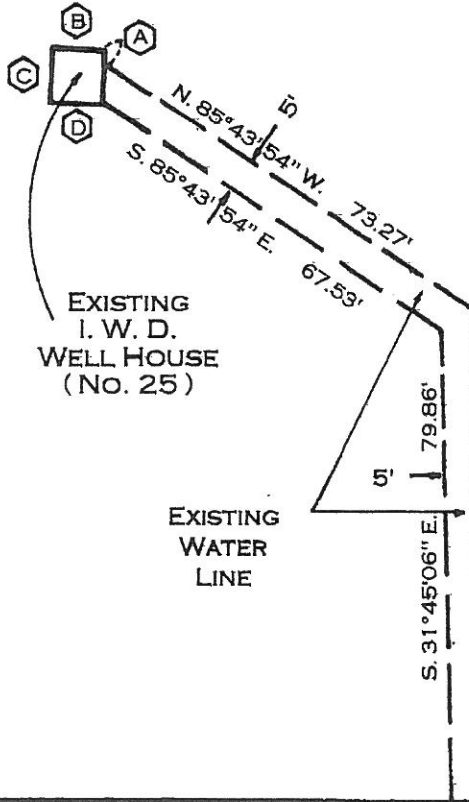
P. M. 119 / 11-12

53692 IDYLLBROOK DR.



(N. 30°17'59" W. 439.13')

(N. 30°17'42" W. 473.09')



EXISTING  
I. W. D.  
WELL HOUSE  
(No. 25)

EXISTING  
WATER  
LINE

- (A) N. 26°37'26" W. 3.96'
- (B) S. 63°22'39" W. 10.00'
- (C) S. 26°37'26" E. 10.00'
- (D) N. 63°22'39" E. 10.00'

**S.E. COR. PARCEL 3**  
**POINT OF COMMENCEMENT**

(S. 59°43'20" W. 100.00')

POINT OF BEGINNING

(30')

(30')

**IDYLLBROOK**

**DRIVE**



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** June 12, 2024  
**Subject:** Item 7 – Approving the Budget FY 2024/2025

---

### **Recommendation:**

The Board of Directors will review the FY 2024-2025 Budget and consider adoption of Resolution No. 796 approving FY 2024-2025 Budget.

### **Vote Procedures:**

1. First Vote: Will be on the complete Budget, including the notes, which include the employee.
2. Second Vote: Will excuse Director Kunkle while the other Board members vote on the notes, which include the employee benefits.

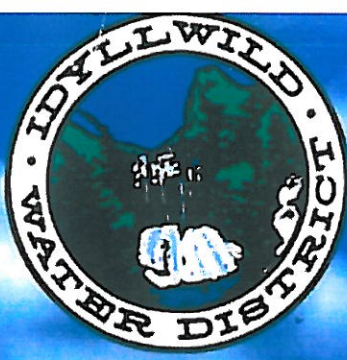
### **Background:**

The Budget will provide for the operation of the district in a sustainable manner for the fiscal year 2024-2025.

As always, the Budget is a plan based on the information and assumptions available during its development. Should conditions change during the year, the Board of Directors can modify the budget to respond to changing conditions.

### **Attachments:**

- Budget 2024-2024
- Resolution NO 798



**IDYLLWILD WATER DISTRICT  
BUDGET 2024/2025**

## **Idyllwild Water District:**

The district operates under the authority of Section 30000, Division 12 of the California Water Code and engages in water and wastewater activities which are classified as "proprietary". These activities are accounted for much like that of a private business and use the full accrual method of accounting for financial transactions. The major activities include the production and treatment of groundwater; the sale and delivery of water to domestic and commercial accounts; and the collection, treatment, and disposal of wastewater.

Idyllwild Water District (IWD) provides water services to 1645 customers and sewer services to 587 customers within a population of 3000 for Idyllwild in the County of Riverside. In performing these services IWD operates and maintains a complex system of water distribution with seven water pressure zones. This includes five water treatment systems and eleven water storage tanks. We have a wastewater treatment facility that is permitted to handle 250,000 gallons a day for our sewer customers. IWD employs 11 people to operate both our water and sewer operations.

The Idyllwild County Water District was approved by the voters in 1956 as a legal entity to provide water services. The 130,000 feet of water lines and 63,000 feet of sewer lines are located within 9 square miles

Covering an area of 1,592 acres. Water and sewer services are provided to a combination of residential, commercial, and industrial customers. Treated well water from our 28 wells is distributed to individual customers living in the community of Idyllwild. For the first 5 years, IWD's main responsibility was to provide water services and later in 1966 constructed its wastewater plant and the sewer collection system. Later the County was dropped from its name to become the Idyllwild Water District.

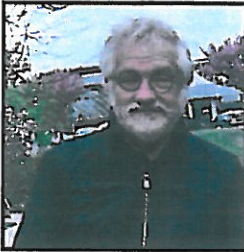
IWD constructed a 42kW solar system at Foster Lake to operate six wells and a water treatment plant. The district has many other water facilities in the Foster Lake area. The 18,000,000-gallon Foster Lake is used to collect and store 40-acre feet (ACFT) of water annually from Lilly Creek. We pump creek water from our Strawberry Creek Diversion to Foster Lake for additional water storage. The lake percolates the stored water into the surrounding groundwater and in turn, provides groundwater for the District's wells in the area. IWD operates the diversion using its pre-1914 water right from Strawberry Creek. IWD uses a permit from the State Water Division of Water Rights for its 40 acres of Lilly Creek water. Foster Lake is man-made and has an earth dam to contain 18,000,000 gallons of water. The dam was built in 1945 and has not had any problems related to earthquakes, fires, or floods.



## IWD Board Members



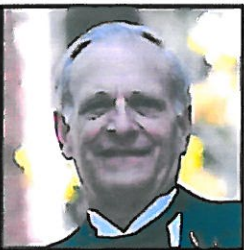
Dr. Charles Schelly, President



Peter Szabadi, Vice President



Steve Kunkle, Director



Steve Olson, Director



Mitch Davis, Director

**IDYLLWILD WATER DISTRICT**  
**Budget For Revenues & Expenses**  
**Fiscal Year 2024-2025**

Category	Operating Services		Total
	Water	Sewer	
<b><u>Operating Revenue</u></b>			
Water Base Rate Commercial	\$307,187		\$307,187
Water Base Rate Residential	\$882,581		\$882,581
Water Sales Commercial	\$330,000		\$330,000
Water Sales Residential	\$385,000		\$385,000
Sewer Base Fees Commercial		\$665,580	\$665,580
Sewer Base Fees Residential		\$314,413	\$314,413
Other Fees and Charges	\$11,980	\$360	\$12,340
<b>Total Operating Revenue</b>	<b>\$1,916,748</b>	<b>\$980,353</b>	<b>\$2,897,101</b>
<b><u>Non-Operating Revenue</u></b>			
Property Taxes Assessments	\$485,000	\$159,000	\$644,000
Standby Charges Assessments	\$19,000	\$5,250	\$24,250
Interest Income Earned	\$12,200	\$9,250	\$21,450
Other Non-Operating Revenue	\$4,250	\$0	\$4,250
<b>Total Non-Operating Revenue</b>	<b>\$520,450</b>	<b>\$173,500</b>	<b>\$693,950</b>
<b>Total Revenues</b>	<b>\$2,437,198</b>	<b>\$1,153,853</b>	<b>\$3,591,051</b>
<b><u>Operating Expense</u></b>			
Water Operations Expenses (Less Depreciation)	\$2,200,060		\$2,200,060
Sewer Operations Expenses (Less Depreciation)		\$673,035	\$673,035
<b>Total Operating Expense</b>	<b>\$2,200,060</b>	<b>\$673,035</b>	<b>\$2,873,095</b>
<b><u>Non-Operating Expense</u></b>			
Loan Interest Expense	\$0	\$0	\$0
Miscellaneous Expense	\$0	\$0	\$0
<b>Total Non-Operating Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>Other Commitments</u></b>			
OPEB Obligation Expense	\$60,000	\$20,000	\$80,000
<b>Total Other Commitments</b>	<b>\$60,000</b>	<b>\$20,000</b>	<b>\$80,000</b>
<b>Total Expenses</b>	<b>\$2,260,060</b>	<b>\$693,035</b>	<b>\$2,953,095</b>
<b>Net Operating Margin</b>	<b>\$177,138</b>	<b>\$460,818</b>	<b>\$637,956</b>
<b><u>Capital Commitments</u></b>			
Capital Improvements And Equipment By IWD	\$695,000	\$120,000	\$815,000
<b>Total Capital Commitments</b>	<b>\$695,000</b>	<b>\$120,000</b>	<b>\$815,000</b>
<b>Net Fund Contribution / Deficit*</b>	<b>-\$517,862</b>	<b>\$340,818</b>	<b>-\$177,044</b>
Beginning Reserve Fund Balance			\$3,000,000
Projected Ending Reserve Fund Balance			\$2,822,956

\*Note: Net Deficit will be cover from the Reserve

**IDYLLWILD WATER DISTRICT**  
**WATER FUND INCOME STATEMENT**  
**YEAR ENDING JUNE 30, 2025**

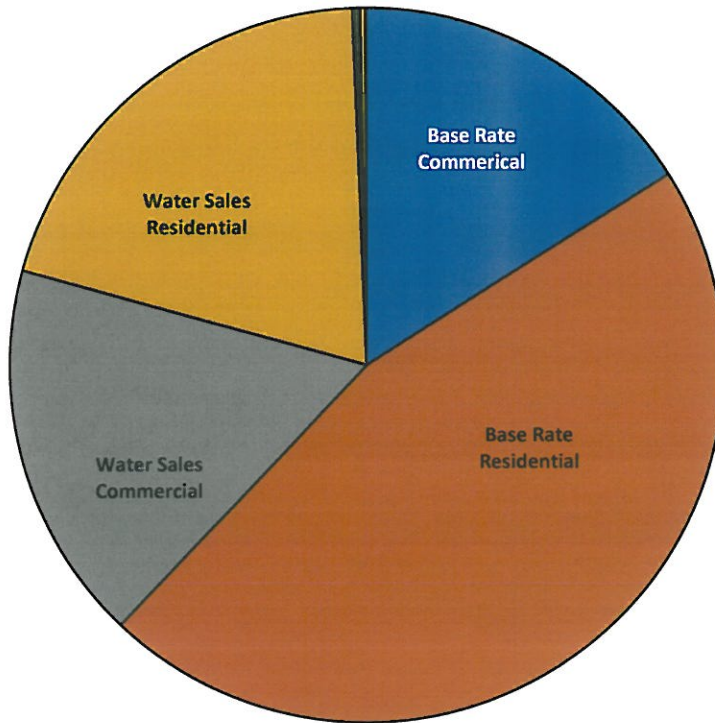
	2022/2023	2023/2024	2024/2025	FY 23/24 - 24/25
	Last Year	Current Year	Future Year	Percentage
	Actual	Projected	Budgeted	Change
<b>Income</b>				
4201 Water Base Rate - Commercial	263,364	284,433	307,187	8.00%
4202 Water Base Rate - Residential	756,672	817,205	882,581	8.00%
4203 Water Sales - Commercial	340,000	320,000	330,000	3.13%
4204 Water Sales - Residential	445,000	370,000	385,000	4.05%
4205 Water Sales - Construction	1,700	1,700	1,800	5.88%
4206 Water Sales - Other	3,000	3,000	3,000	0.00%
4208 Water Transfer Fees	1,200	1,200	1,300	8.33%
4209 Water Turn On/Off Fees	220	220	240	9.09%
4210 Water Will Serve Letter Fees	450	450	460	2.22%
4212 Water Installation Fees	2,000	2,000	4,000	100.00%
4213 Water Lien Fees	180	180	180	0.00%
4214 Water Other Fees & Charges	1,000	1,000	1,000	0.00%
<b>Total Income</b>	<b>\$ 1,814,786</b>	<b>\$ 1,801,388</b>	<b>\$ 1,916,748</b>	<b>6.40%</b>
<b>5400 - WATER OPERATING EXPENSES</b>				
5024 Office Cleaning Services	3,600	3,800	3,860	-1.55%
5403 Engineering Services	6,500	40,593	42,000	-3.35%
5033 Legal Services	65,000	92,000	77,000	19.48%
5405 State & County Water System Fees	69,000	73,000	75,000	-2.67%
5406 General Plant Expense	125,000	128,500	135,000	-4.81%
5407 Minor Equipment / Parts	380	400	420	-4.76%
5408 Vehicle Repairs & Maintenance	43,563	9,800	10,200	-3.92%
5410 Utilities - Electricity	78,000	122,000	126,000	-3.17%
5411 Utilities - Gas & Fuel	6,500	14,000	14,500	-3.45%
5412 Utilities - Propane	6,000	6,900	6,990	-1.29%
5414 Telephone & Internet	11,325	28,250	29,850	-5.36%
5415 Retirement and Life Insurance	59,620	63,000	98,000	-35.71%
5417 Water Computer Services	21,000	24,000	25,500	-5.88%
5418 Water Board Reimbursement	2,000	2,800	2,950	-5.08%
5419 Water Other Operating Expenses	3,850	3,950	4,000	-1.25%
5420 Accounting & Auditing	14,620	17,900	18,900	-5.29%
5421 Postage & Postage Fees	11,250	12,350	13,000	-5.00%
5422 Office Supplies	19,650	21,340	21,850	-2.33%
5423 Traveling and Mileages	3,620	3,750	4,000	-6.25%
5425 Equipment Maintenance	3,680	4,220	4,280	-1.40%
5426 Medical Insurance	152,000	165,000	167,000	-1.20%
5427 Worker's Compensation Insurance	7,500	16,200	16,900	-4.14%
5428 Retiree Health Insurance	32,600	34,400	36,000	-4.44%
5429 Dues, Fees, Subscription	26,900	28,000	29,000	-3.45%
5430 Advertising & Publishing	12,200	10,800	11,250	-4.00%
5431 Leasing Equipment	350	385	400	-3.75%
5432 Utilities Trash Fee	2,600	2,800	2,900	-3.45%
5433 Bank Fee Charge	7,850	8,500	8,600	-1.16%
5435 Auto & General Insurance	36,000	38,000	39,500	-3.80%
5436 Payroll and Wages	695,000	795,000	1,100,000	-27.73%
5438 Laboratory Services	38,000	43,000	44,200	-2.71%
5440 Compensated Time	14,000	14,800	15,500	-4.52%
5441 Uniform Expenses	3,500	3,900	4,100	-4.88%
5442 Property Tax Expenses	620	850	860	-1.16%
5445 Water Security System (ADT)	2,950	3,200	3,350	-4.48%
5446 Training and Seminars	5,800	6,800	7,200	-5.56%
5600 Water Depreciation	255,000	265,000	270,000	-1.85%
<b>Total Water Operating Expenses</b>	<b>\$ 1,846,828</b>	<b>\$ 2,109,188</b>	<b>\$ 2,470,060</b>	<b>-14.61%</b>
<b>Net Ordinary Income</b>	<b>\$ (32,042)</b>	<b>\$ (307,800)</b>	<b>\$ (553,312)</b>	<b>-44.37%</b>
<b>Other Income / Expense</b>				
Other Income				
4901 Water Taxes & Assessments	370,000	468,000	485,000	3.51%
4903 Water Stand By Assessments	18,173	19,000	19,000	0.00%
4904 Water Interest Earned	8,000	12,000	12,200	1.64%
4919 Water Other Non-Operating Revenue	2,000	4,000	4,250	5.88%
<b>Total Other Income</b>	<b>\$ 398,173</b>	<b>\$ 503,000</b>	<b>\$ 520,450</b>	<b>3.35%</b>
<b>Net Income</b>	<b>\$ 366,131</b>	<b>\$ 195,200</b>	<b>\$ (32,862)</b>	<b>694.00%</b>



**IDYLLWILD WATER DISTRICT  
CAPITAL EXPENDITURES FOR WATER FUND  
FOR THE BUDGET YEAR ENDING JUNE 30, 2025**

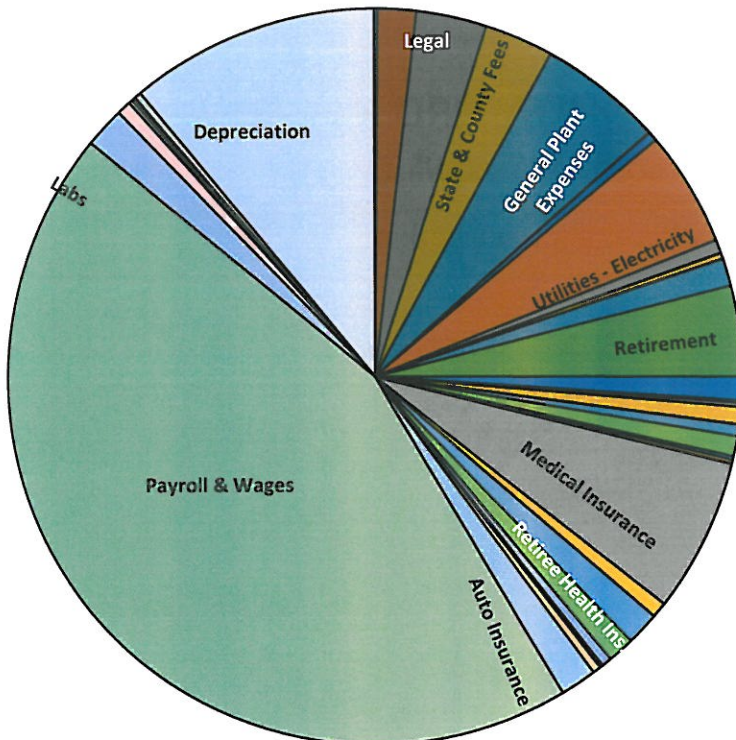
CAPITAL EXPENDITURE DESCRIPTION	CAPITAL EXPENDITURE FINANCE BY IWD
<b><u>SOURCE OF SUPPLY (G/L #1321):</u></b>	
1 - Strawberry Creek Pipeline Project - Diversion	\$360,000
<b>TOTAL SOURCE OF SUPPLY</b>	<b>\$360,000</b>
<b><u>STORAGE TANKS (G/L #1324):</u></b>	
2 - Recoating Foster Lake Tank (Tank #3)	\$180,000
<b>TOTAL STORAGE TANKS</b>	<b>\$180,000</b>
<b><u>TRANSMISSION AND DISTRIBUTION (G/L #1324):</u></b>	
<b>TOTAL TRANSMISSION AND DISTRIBUTION</b>	<b>\$0</b>
<b><u>WATER TREATMENT PLANT (G/L #1325):</u></b>	
<b>TOTAL WATER TREATMENT PLANT</b>	<b>\$0</b>
<b><u>GENERAL PLANT - STRUCTURES, POWER &amp; OTHER EQUIPMENT:</u></b>	
3- Fixing Upstairs Office	\$40,000
4- Upgrading Chlorine Room	\$25,000
5- New Roofing For the Shop at the Lake	\$90,000
<b>TOTAL GENERAL PLANT - STRUCTURES, POWER &amp; OTHER EQUIPMENT</b>	<b>\$155,000</b>
<b>TOTAL WATER FUND CAPITAL IMPROVEMENT AND EQUIPMENT EXPENDITURES</b>	<b>\$695,000</b>

## WATER INCOME FY 2024 - 2025 BUDGET



- 4201 - Water Base Rate - Commercial
- 4202 - Water Base Rate - Residential
- 4203 - Water Sales - Commercial
- 4204 - Water Sales - Residential
- 4205 - Water Sales - Construction
- 4206 - Water Sales - Other
- 4208 - Water Transfer Fees
- 4209 - Water Turn On/Off Fees
- 4210 - Water Will Serve Letter Fees
- 4212 - Water Installation Fees
- 4213 - Water Lien Fees
- 4214 - Water Other Fees & Charges

## WATER OPERATING EXPENSES FY 2023 - 2024 BUDGET



- 5024 - Office Cleaning Services
- 5403 - Engineering Services
- 5033 - Legal Services
- 5405 - State & County Water System Fees
- 5406 - General Plant Expense
- 5407 - Minor Equipment / Parts
- 5408 - Vehicle Repairs & Maintenance
- 5410 - Utilities - Electricity
- 5411 - Utilities - Gas & Fuel
- 5412 - Utilities - Propane
- 5414 - Telephone & Internet
- 5415 - Retirement and Life Insurance
- 5417 - Water Computer Services
- 5418 - Water Board Reimbursement
- 5419 - Water Other Operating Expenses
- 5420 - Accounting & Auditing
- 5421 - Postage & Postage Fees
- 5422 - Office Supplies
- 5423 - Traveling and Mileages
- 5425 - Equipment Maintenance
- 5426 - Medical Insurance
- 5427 - Worker's Compensation Insurance
- 5428 - Retiree Health Insurance
- 5429 - Dues, Fees, Subscription
- 5430 - Advertising & Publishing
- 5431 - Leasing Equipment
- 5432 - Utilities Trash Fee
- 5433 - Bank Fee Charge
- 5435 - Auto & General Insurance
- 5436 - Payroll and Wages
- 5438 - Laboratory Services
- 5440 - Compensated Time
- 5441 - Uniform Expenses
- 5442 - Property Tax Expenses
- 5445 - Water Security System (ADT)
- 5446 - Training and Seminars
- 5600 - Water Depreciation

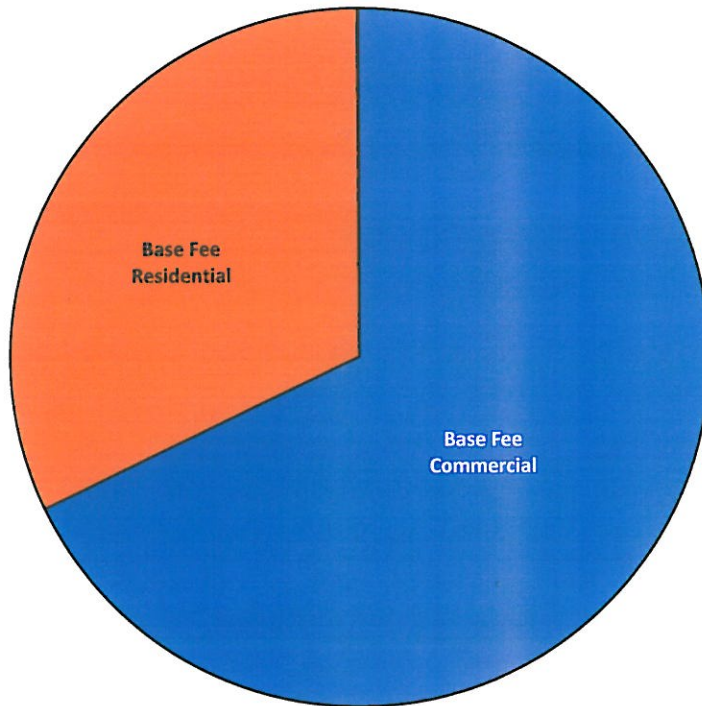
**IDYLLWILD WATER DISTRICT**  
**SEWER FUND INCOME STATEMENT**  
**YEAR ENDING JUNE 30, 2025**

	FY 22/23	FY 23/24	FY 24/25	FY 23/24 - 24/25
	Last Year	Current Year	Future Year	Percentage
	Actual	Projected	Budgeted	Change
<b>Income</b>				
4101 · Sewer Base Fees - Commercial	500,654	589,009	665,580	13.00%
4102 · Sewer Base Fees - Residential	244,886	278,242	314,413	13.00%
4108 · Sewer Transfer Fees	250	250	250	0.00%
4109 · Sewer Other Fees, Refunds	110	110	110	0.00%
<b>Total Income</b>	<b>\$ 745,900</b>	<b>\$ 867,611</b>	<b>\$ 980,353</b>	<b>12.99%</b>
<b>6400 · SEWER OPERATING EXPENSES</b>				
5005 · Uniforms Expense	820	860	860	0.00%
5008 · Board of Directors Reimbursement	1,670	1,850	1,950	-5.13%
6400 · Payroll	178,530	142,000	148,000	-4.05%
6404 · Retirement and Life Ins	15,478	17,250	18,250	-5.48%
6405 · Treatment Fees	1,280	1,500	2,500	-40.00%
6406 · General Plant Expense	62,500	163,994	165,000	-0.61%
6408 · Vehicle Repairs & Maint.	29,616	14,250	14,800	-3.72%
6410 · Utilities-Electricity	69,500	82,000	86,000	-4.65%
6411 · Utilities-Gas & Fuel	3,950	3,550	3,750	-5.33%
6413 · Sewer Utilities-Telephone	9,831	10,250	11,000	-6.82%
6415 · Legal Services	14,500	28,800	29,200	-1.37%
6417 · Computer Services	14,400	16,200	16,800	-3.57%
6419 · Cleaning Line Expenses	920	980	980	0.00%
6420 · Accounting & Audit Service	6,126	6,800	7,250	-6.21%
6421 · Postage & Mail Fee	3,200	3,900	3,900	0.00%
6422 · Office Supplies	2,850	3,900	3,900	0.00%
6423 · Medical Insurance	54,000	59,000	62,000	-4.84%
6426 · Worker's Comp Insurance	3,744	3,900	4,000	-2.50%
6428 · Retiree Health Insurance	13,520	14,500	14,900	-2.68%
6429 · Dues, Fees & Subscription	4,700	7,250	7,750	-6.45%
6430 · Advertising & Publishing	1,800	1,850	1,870	-1.07%
6431 · Sewer Maintenance	2,000	2,200	2,250	-2.22%
6432 · Utilities - Trash Fee	1,050	1,100	1,150	-4.35%
6433 · Bank Fee Charge	520	590	620	-4.84%
6435 · Auto & General Insurance	20,256	24,560	26,000	-5.54%
6438 · Laboratory Service	12,500	14,500	14,925	-2.85%
6441 · Removal Disposal Fee	5,850	9,275	9,890	-6.22%
6443 · Consulting & Engineering	4,400	4,400	4,400	0.00%
6444 · Traveling and Entertainment	800	1,200	1,250	-4.00%
6445 · Security System	600	980	990	-1.01%
6446 · Depreciation	28,000	33,000	36,000	-8.33%
6448 · Training & Seminar Expenses	5,800	6,500	6,900	-5.80%
<b>Total Sewer Operating Expenses</b>	<b>\$ 574,711</b>	<b>\$ 682,889</b>	<b>\$ 709,035</b>	<b>-3.69%</b>
<b>Net Ordinary Income</b>	<b>\$ 171,189</b>	<b>\$ 184,722</b>	<b>\$ 271,318</b>	<b>31.92%</b>
<b>Other Income / Expense</b>				
Other Income				
4801 · Sewer Taxes & Assessments	128,454	155,000	159,000	2.52%
4803 · Sewer Stand By Assessments	4,947	5,150	5,250	1.90%
4804 · Sewer Interest Earned	14,000	9,000	9,250	2.70%
4805 · Sewer Facilities Charges	-	-	-	
4819 · Sewer Other Non-Operating Revenue	-	-	-	
<b>Total Other Income / Expense</b>	<b>\$ 147,401</b>	<b>\$ 169,150</b>	<b>\$ 173,500</b>	<b>2.51%</b>
<b>Net Income</b>	<b>\$ 318,590</b>	<b>\$ 353,872</b>	<b>\$ 444,818</b>	<b>20.45%</b>

**IDYLLWILD WATER DISTRICT  
CAPITAL EXPENDITURES FOR SEWER FUND  
FOR BUDGET YEAR ENDING JUNE 30, 2025**

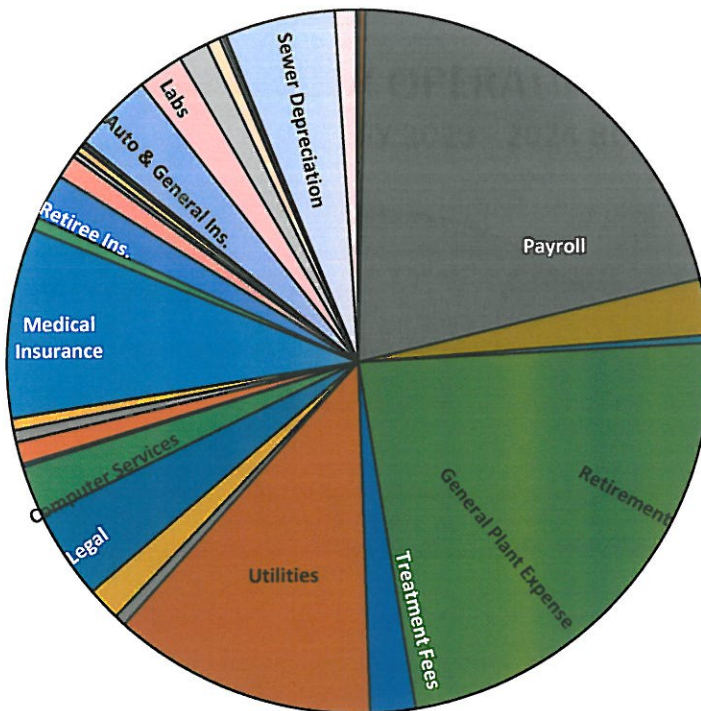
CAPITAL EXPENDITURE DESCRIPTION	CAPITAL EXPENDITURE FINANCE BY IWD
<b><u>WASTEWATER TREATMENT PLANT (G/L #1316):</u></b>	
1 - 2 EQ Mixers	\$40,000
2 - GIS Mapping of the collection System	\$50,000
<b>TOTAL WASTEWATER TREATMENT PLANT</b>	<b>\$90,000</b>
<b><u>SUB-SURFACE LINES (G/L #1315):</u></b>	
<b>TOTAL SUB-SURFACE LINES</b>	<b>\$0</b>
<b><u>GENERAL PLANT - STRUCTURES, POWER &amp; OTHER EQUIPMENT:</u></b>	
3- Upstairs Construction	\$30,000
4- Electronic Gate for Wastewater	\$0
5- Paving The Wastewater Plant	\$0
<b>TOTAL GENERAL PLANT - STRUCTURES, POWER &amp; OTHER EQUIPMENT</b>	<b>\$30,000</b>
<b>TOTAL SEWER FUND CAPITAL IMPROVEMENT AND EQUIPMENT EXPENDITURES</b>	
	<b>\$120,000</b>

## SEWER INCOME FY 2024 - 2025 BUDGET



- 4101 - Sewer Base Fees - Commercial
- 4102 - Sewer Base Fees - Residential
- 4108 - Sewer Transfer Fees
- 4109 - Sewer Other Fees, Refunds

## SEWER OPERATING EXPENSES FY 2023 - 2024 BUDGET



- 5005 - Uniforms Expense
- 5008 - Board of Directors Reimbursement
- 6400 - Payroll
- 6404 - Retirement and Life Ins
- 6405 - Treatment Fees
- 6406 - General Plant Expense
- 6408 - Vehicle Repairs & Maint.
- 6410 - Utilities-Electricity
- 6411 - Utilities-Gas & Fuel
- 6413 - Sewer Utilities-Telephone
- 6415 - Legal Services
- 6417 - Computer Services
- 6419 - Cleaning Line Expenses
- 6420 - Accounting & Audit Service
- 6421 - Postage & Mail Fee
- 6422 - Office Supplies
- 6423 - Medical Insurance
- 6426 - Worker's Comp Insurance
- 6428 - Retiree Health Insurance
- 6429 - Dues, Fees & Subscription
- 6430 - Advertising & Publishing
- 6431 - Sewer Maintenance
- 6432 - Utilities - Trash Fee
- 6433 - Bank Fee Charge
- 6435 - Auto & General Insurance
- 6438 - Laboratory Service
- 6441 - Removal Disposal Fee
- 6443 - Consulting & Engineering
- 6444 - Travelling and Entertainment
- 6445 - Security System
- 6446 - Depreciation
- 6448 - Training & Seminar Expenses

# IDYLLWILD WATER DISTRICT BUDGET

## FISCAL YEAR ENDING JUNE 30, 2023

---

### Water Department

- Idyllwild Water District revised the rate structure for the fiscal year 2024/2024 (Second year of Five Years rate).
- Staff has prepared a comprehensive biennial budget report, providing the Board of Directors with a complete view of the District's financial condition. The budget process allows evaluation of resources relative to the District's mission, values and beliefs, and strategic goals and objectives.
- The Water Operating Base Rate Revenue for Residential and Commercial will equal \$1,189,768 for the Fiscal Year 2024/2025.
- The Water Sales Revenue for Residential and Commercial are expected to be \$715,000 for Fiscal Year 2024/2025. Water usage is anticipated to increase as Business Back to Normal.
- Property Tax Revenues from the County of Riverside are also expected to increase slightly by 2% to \$485,000.
- Capital Improvement Budget for Water Department items for Fiscal Year 2024/2025 will cost \$706,000, financed completely by the Idyllwild Water District.
- Operating Expenses are expected to increase between 2.5% and 5% within the Fiscal Year 2024/2025.
- No principal debt or interest exists within the Water Department.
- Utilities for Idyllwild Water District, including electric, telephone, fuel, and propane expenses are expected to increase by 5% total.
- Cost of Living wage is expected to increase for all employees at 5% for Fiscal Year 2024/2025.

### Sewer Department

- The Improvement District #1 will increase the base charge to \$56.44 per Equivalent Dwelling Unit (EDU) from \$49.95 per EDU.
- Improvement District #1 Residential & Commercial Operating Revenue is expected to be \$979,993 for Fiscal Year 2, which is a 8% increase from the previous year.

- Direct Operating expenses for Improvement District #1 are expected to increase between 2.5% to 6.00% for Fiscal Year 2024/2025.
- Property Tax Revenues from the County of Riverside are expected to slightly increase by 1% by \$159,000.
- The Capital Improvement Budget for the Fiscal Year 2024/2025 is \$205,000 for Improvement District #1.
- No principal debt or interest exists within Improvement District #1.

### **Health & Life Insurance**

- Costs are expected to increase by 3% according to ACWA/JPIA
- District pay 100%
- There will be no change to life insurance benefits.

### **Retirement**

- There will be no change to the pension contribution percentage Plan (401A & 457B).

### **Reserves**

- The interest rate earned from investments is expected to increase by 4% with the economy improving and interest rates going up.

### **Other Information**

- Idyllwild Water District will be diligently working to increase customer satisfaction.
- Staff is working with the Board of Directors to increase District Transparency.
- Strawberry Creek Diversion Project is currently in progress and will be ongoing with potential completion within the 2024/2025 budget cycle.
- The Wastewater Treatment Plant Project is currently under Planning. Staff will be researching funding options for the much-needed project.

### Water Rate Schedule

Water Rate Schedule	Proposed Rates				
	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
<b>Monthly Fixed Service Charges:</b>					
<i>Single Family Residential</i>					
5/8 inch	\$42.93	\$46.37	\$50.07	\$54.08	\$58.41
3/4 inch	\$64.40	\$69.55	\$75.11	\$81.12	\$87.61
1 inch	\$107.33	\$115.91	\$125.19	\$135.20	\$146.02
<i>All Other Customers:</i>					
5/8 inch	\$42.93	\$46.37	\$50.07	\$54.08	\$58.41
3/4 inch	\$64.40	\$69.55	\$75.11	\$81.12	\$87.61
1 inch	\$107.33	\$115.91	\$125.19	\$135.20	\$146.02
1 1/2 inch	\$214.65	\$231.83	\$250.37	\$270.40	\$292.03
2 inch	\$343.44	\$370.92	\$400.59	\$432.64	\$467.25
3 inch	\$1,588.43	\$1,715.51	\$1,852.75	\$2,000.97	\$2,161.04
<i>Ibbylwild Arts Academy</i>					
3 inch	\$7,555.79	\$8,160.25	\$8,813.07	\$9,518.12	\$10,279.56
<i>Fire Service Charges:</i>					
2 inch	\$9.43	\$10.18	\$11.00	\$11.88	\$12.83
3 inch	\$17.66	\$19.07	\$20.60	\$22.24	\$24.02
4 inch	\$32.82	\$35.45	\$38.28	\$41.35	\$44.65
<b>Commodity Charges</b>					
Rate per cf of water consumed:					
<i>Uniform Potable Rate (Commercial)</i>					
<i>Tiered Rate (SFR Customers)</i>					
Tier 1 400 cf	\$0.0530	\$0.0570	\$0.0620	\$0.0670	\$0.0720
Tier 2 <400 cf	\$0.0870	\$0.0940	\$0.1020	\$0.1100	\$0.1190

### Sewer Rate Schedule

Sewer Rate Schedule	Proposed Rates				
	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
<b>Monthly Fixed Service Charges:</b>					
5.00%					
8.00%					
8.00%					
8.00%					
8.00%					
Monthly Fixed EDU Charge	\$49.95	\$56.44	\$63.78	\$72.07	\$81.44



# IDYLLWILD WATER DISTRICT

## Miscellaneous Fees July 1, 2023

<u>Item</u>	<u>Cost</u>
Sewer Capacity Fee	\$15,345.00 / EDU
Sewer Installation Inspection Fee	\$250.00
Water Turn On / Off Fee	\$50.00
Door Hanger Fee (Non-Payment Shut-Off Notice)	\$10.00
Not Sufficient Funds (NSF) / Return Check Fee	\$30.00
Late Payment Fee	\$20.00
Sewer Audit of EDUs (Commerical) Customer Request	\$100.00
Water Availability Letter	\$50.00
Sewer Availability Letter	\$50.00
Transfer Fee	\$50.00
Service Call (After Hours \$75.00)	\$50.00
Application Fee (Water / Sewer)	\$100.00
Construction Water (Renting Meter \$350 and \$500 Deposit for Usage)	\$0.20 / Cubic Foot
Construction Hydrant Meter Relocation Fee	\$25.00

### Water Facilities Connection Fee

<u>Meter Size</u>	<u>Connection Fee</u>
0.625 (5/8) - Inch Meter	\$8,782.00
0.75 - Inch Meter	\$9,172.00
1.00 - Inch Meter	\$14,954.00
1.50 - Inch Meter	\$23,980.00
2.00 - Inch Meter	\$42,255.00
3.00 - Inch Meter	\$67,724.00
4.00 - Inch Meter	\$76,540.00
6.00 - Inch Meter	\$146,800.00

### Water Service Installation Fee

0.625 (5/8) Through 1.5 - Inch  
2.0 - Inch and Above

### Actual Costs

\$2,500.00 Deposit  
\$3,500.00 Deposit



**RESOLUTION NO. 798**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE IDYLLWILD WATER DISTRICT  
ADOPTING A BUDGET FOR  
FISCAL YEAR 2024-2025**

**WHEREAS**, the General Manager of Idyllwild Water District (District) has prepared and submitted to the Board of Directors (Board) of Idyllwild Water District a proposed budget for Fiscal Year 2024 – 2025 (Proposed Budget).

**WHEREAS**, the Board has received on June 12, 2024, and reviewed the Proposed Budget; and

**WHEREAS**, the Board considered approval of the Proposed Budget at the June 12, 2024, Board meeting, where all interested persons were heard; and

**WHEREAS**, the Board has considered the Proposed Budget and comments thereon and has determined it is necessary for the efficient management of the District that certain sums of revenue be appropriate to the activities as set forth in said budget.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT HEREBY FIND, DETERMINE, ORDER AND RESOLVE AS FOLLOWS:**

Section 1: The Board adopts the Budget for Fiscal Year 2024 – 2025, a copy of which is attached and made part of this Resolution.

Section 2: The District's General Manager is authorized to take all necessary actions to implement the provisions of the Budget as adopted by Resolution.

Adopted this 12<sup>th</sup> day of June 2024.

IDYLLWILD WATER DISTRICT

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

ATTEST:

I, Curt Sauer, Interim 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 12, 2024, 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 12th day of June 2024.

IDYLLWILD WATER DISTRICT

---

Curt Sauer, Secretary to Board of Directors