

# REGULAR MEETING OF THE BOARD OF DIRECTORS

## IDYLLWILD WATER DISTRICT

January 17, 2018 - 6:00 P.M.

### AGENDA

#### CALL TO ORDER:

#### ROLL CALL:

#### PUBLIC COMMENTS:

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

1. ELECT BOARD OFFICERS – The Board of Directors will elect one member to the position of President and one member to the position of Vice President for the 2018 calendar year.

2. 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 – December 20, 2017 Regular Meeting Minutes  
January 03, 2018 Special Meeting Minutes

- B. FINANCIAL REPORTS DECEMBER 2017

1. Income statement for the Sixth month ending December 2017
    2. District warrants for December 2017.

Check #	14495 - 14557	= \$	584,929.67
Gross Payroll		= \$	51,015.85
Federal/State PR taxes		= \$	16,610.36
LAIF Transfers		= \$	0.00
Transfers/charges		= \$	215.15

- C. OPERATIONS REPORT FOR THE SIXTH MONTH – DECEMBER 2017

3. **LAND SURVEY FOR WATER LINE REPLACEMENT** – Consider awarding a survey contract to ENRC for the South Circle and Village Center Drive Water Line Replacement.
4. **CIP STRATEGIES**– Discuss Potential Capital Project expenditure strategies, revenue study issues and consider direction to Staff.
5. **DISTRICT WATER RESOURCES** – The Board will discuss the current status of District was resources and consider direction to Staff.

**DIRECTORS COMMENTS :**

**GENERAL MANAGER’S COMMENTS:**

**CLOSED SESSION:**

1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code § 54956.8)** – APN: 563-26-012 North Circle Drive, Idyllwild, CA 92549 owned by William Seffel. The Board of Directors will give direction to the Idyllwild Water District designated negotiator, Jack Hoagland.

**ADJOURNMENT:**

To the next Board meeting is a Regular Meeting scheduled for February 21, 2018 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA.

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Please remember during Public Comments:

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

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

# Memo

**To: Board of Directors**

**From: General Manager**

**Date: January 17, 2018**

**Subject: ITEM #1 - ELECT OFFICERS OF THE BOARD OF DIRECTORS**

## Recommendation

Staff recommends the Board of Directors elect a President and Vice President for the 2018 calendar year.

## Background

Because Idyllwild Water District Directors are elected to the position of President and Vice President for 1 year terms beginning in January and ending in December, the Board holds an election for these positions at the December Regular Meeting. Because of a full Agenda in December, this item was not included and will be the first action item at the January Regular Meeting.

The Board of Directors will select one of its members to serve as the President and one to serve as the Vice President of the Board.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
IDYLLWILD WATER DISTRICT**

*The Board of Directors of the Idyllwild Water District met in regular session on December 20, 2017, in the Idyllwild Water District Board Room.*

**CALL TO ORDER:**

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

**ROLL CALL:**

Directors present: President Charles Schelly, Vice President Peter Szabadi, Steve Kunkle and Catherine Dearing. General Manager Jack Hoagland, Chief Financial Officer Hosny Shouman and Board Secretary Erica Gonzales were also present.

Director Geoffrey Caine had an excused absence.

General public present: (5)

**PUBLIC COMMENT:**

**JEFF SMITH** – Concerned about hydrant pressures and sizes within the Idyllwild Water District.

**MARGE MUIR** – Would like to know if Idyllwild Water District is interested in the property with a well that is next to La Casita.

**ITEM #1- CONSENT CALENDAR:**

**MINUTES** – November 15, 2017 Regular Meeting Minutes  
November 15, 2017 Special Meeting Minutes  
December 06, 2017 Workshop Meeting Minutes

**FINANCIAL REPORTS NOVEMBER 2017**

- A. Income statement for the Fifth month ending November 2017
- B. District warrants for November 2017.
  - Check # 14441 - 14494 = \$ 358,258.63
  - Gross Payroll = \$ 52,330.74
  - Federal/State PR taxes = \$ 16,993.55
  - LAIF Transfers = \$ 0.00
  - Transfers/charges = \$ 179.00

**OPERATIONS REPORT AND GRAPHS FOR THE FIFTH MONTH ENDING NOVEMBER, 2017.**

No mainline leaks were reported in November and there were no unmetered leaks. Foster Lake's level was at 8 feet at the end of November. There was 0.00" of precipitation in November and there has been 0.83" of precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 8.6' below ground level, the downtown well #23 is currently static at 8' and the downtown well #24 is static at 18' below ground level respectively. Production for November was 847,860 cubic feet. November's unaccounted for water was 6.75% of water production. Fiscal year to date unaccounted for water average is 6.21% of water production.

**COMMENT:**

**DIRECTOR KUNKLE** – Inquired about various warrants and the Operations Report.

**VICE PRESIDENT SZABADI** – Inquired about various warrants.

A MOTION was made by Vice President Szabadi to approve the Consent Calendar and Director Dearing seconded. The vote was as follows:

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Peter Szabadi</b> <b>Catherine Dearing</b> <b>Steve Kunkle</b> <b>Charles Schelly</b>			<b>Geoffrey Caine</b>

**Consent Calendar was approved.**

**President Schelly moved Item 2 to the end of the Agenda.**

**ITEM 3 – REPLACEMENT TRUCK PURCHASE**

Recommendation

That the Board of Directors authorize Staff to purchase a replacement truck for Unit #13 in an amount of less than \$35,000.

Background

Unit #13 is a 2008 Toyota Tundra with 113,547 miles. Unit #13 is having electrical and differential problems and is in for repair and is not in a condition to be operated safely. The repair estimate is \$8,475. The "Blue Book" value is \$9,000. Staff proposes to purchase a new Toyota Tacoma to replace Unit #13.

**COMMENTS:**

**STEVE MOULTON** – Wanted to know if staff looked in the used market.

A MOTION was made by Vice President Szabadi to approve the purchase of a new truck in the amount less than \$35,000 and Director Dearing seconded. The vote was as follows:

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Peter Szabadi</b> <b>Catherine Dearing</b> <b>Steve Kunkle</b> <b>Charles Schelly</b>			<b>Geoffrey Caine</b>

**Motion approved.**

**ITEM 4 – CONSIDER A REVISED CONTRACT FOR THE GENERAL MANAGER**

Recommendation

That the Board of Directors consider a revised contract with Jack Hoagland for a one-year term as General Manager.

Background

Mr. Hoagland has served as Interim General Manager for Idyllwild Water District for one year. The proposed revised employment agreement (attached) is for a period of one year (through December 31, 2018). Through the agreement Mr. Hoagland will serve as the General Manager as a permanent employee with normal office presence Mondays, Wednesdays and Thursdays and virtual availability the other days of the week. Since this is a salary position if additional office presence is required it is covered by the \$8,800 per month compensation. In addition to salary, Mr. Hoagland will also receive all employee benefits available to regular employees.

The agreement has been reviewed by District Counsel and is the product of negotiations between the Board of Directors and Mr. Hoagland.

**DISCUSSION:**

**JP CRUMRINE** – Asked if the Board will still actively search for a permanent General Manager.

A MOTION was made by Vice President Szabadi to a one year contract between Jack Hoagland and Idyllwild Water District and Director Dearing seconded. The vote was as follows:

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Peter Szabadi</b>	<b>Steve Kunkle</b>		<b>Geoffrey Caine</b>
<b>Catherine Dearing</b>			
<b>Charles Schelly</b>			

**Motion approved.**

**ITEM 5 – RESOLUTION #742 CHANGING THE IDYLLWILD WATER DISTRICT ELECTION DATE IN ACCORDANCE WITH SB415**

Recommendation

That the Board of Directors consider a revised resolution #742 as shown in Option 2 attached, changing the Idyllwild Water District election date in accordance with SB 415.

Background

At the November 2017 Board of Directors meeting, the Board of Directors adopted Resolution 741B, changing the District election date to coincide with California’s November General Election in 2022. Upon further review, the adopted resolution would have all Directors elected at the same time, while the District’s enabling legislation (Water Code Section 30000, et al) requires staggered elections. To achieve compliance with both SB 415 and the enabling legislation staff proposes the attached options:

Option 1: After approval by the Board and approval by the County, any directors elected to a full term in August 2019 would serve shortened terms (serving until the 2022 election instead of 2023), and any directors elected to a full term in 2021 would serve in office until 2024. Thereafter, directors elected would serve four-year terms.

Option 2: Approval of such Plan and subsequent approval by the County will extend the term of office for the current Directors with terms expiring in December 2019 to December 2020, and will extend the term of office for the current Directors with terms expiring in December 2021 to December 2022. Directors elected to new terms in November 2020, November 2022, and in all future elections shall serve standard four-year terms

Option 2 has fewer elections and brings the District into compliance faster than Option 1, therefore Staff recommends Option 2.

**DISCUSSION:**

**None.**

A MOTION was made by Vice President Szabadi to adopt Option 2 of Resolution No. 742 and Director Dearing seconded. The vote was as follows:

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Peter Szabadi Catherine Dearing Steve Kunkle Charles Schelly</b>			<b>Geoffrey Caine</b>

**Motion approved.**

**ITEM 6 – DISTRICT TRANSPARENCY**

Recommendation

That the Board of Directors consider and discuss the issue of transparency within the District and the remaining requirements to obtain a Certificate of Transparency.

Background

Transparency is government’s obligation to share information with its citizens. Because Idyllwild Water District is a Public Agency and believes in openness, accountability and honesty, the Board of Directors has determined that Idyllwild Water District should obtain a Certificate of Transparency from the Special District Leadership Foundations. Many of the requirements have been addressed but a few items remain:

- Brown Act Policy;
- Public Records Act Request Policy; and
- Copies of Ethics and Sexual Harassment Training Certificates from ALL Board Members.

**DISCUSSION:**

**DIRECTOR DEARING** - Found the Sexual Harassment training very interesting and will be taking the Ethics Training in January.

**PRESIDENT SCHELLY**- Read aloud a letter from Tom Paulek and Sue Nash regarding



Transparency and their request to have the meetings recorded and posted onto the Idyllwild Water District website.

**JEFF SMITH** – Feels that the District has improved greatly in the matter of Public Records Requests and allowing the public to bring in a USB to receive large records.

**DIRECTOR KUNKLE** – Asked if Records Retention Policy needed to be revised for the recordings.

### **ITEM 7 – ACWA/JPIA RECOGNITION**

#### Recommendation

That the Board of Directors acknowledge recognition from the Association of California Water Agencies/Joint Powers Insurance Authority (JPIA) for having Loss Ratios of 20% or less in all three of the Insurance programs.

#### Background

Idyllwild Water District is a member of the JPIA in the Liability, Property and Worker's Compensation programs. The Joint Powers Insurance Authority acts as an insurance vehicle for the District and the other members of the pooled programs.

The President's Special Award recognizes members that have a Loss Ratio of 20% or less (loss ratio = total losses / total premiums) while this is of benefit to the pool of members it is also of benefit to Idyllwild Water District as it lowers our experience modification fraction (E-mod) which results in lower annual premiums.

The success is a result of the dedication and attention to safety by the District's employees.

#### **DISCUSSION:**

**None.**

### **ITEM 8 – 10-YEAR WATER CIP – SECOND DRAFT**

#### Recommendation

That the Board of Directors continue to discuss the water CIP and provide additional direction to staff.

#### Background

At the December 6, 2017 Workshop, the Board of Directors provided feedback and direction on the Water CIP. Based on that information staff have revised the Water pipeline CIP and present it here for additional discussion and consideration.

**DISCUSSION:**

**VICE PRESIDENT SZABADI** – Inquired about how the projects were selected and what amount was used to determine the cost of the projects.

**DIRECTOR KUNKLE** – If planning to do all Capital Improvement, will need to increase rates.

**ITEM 2 – DISTRICT PRIORITIES**

Recommendation

That the Board of Directors discuss the priorities for the District.

Background

The Board of Directors have discussed on several occasions over the last year establishing priorities for the District.

At this meeting the Directors will bring their individual five priorities and discuss how to combine the individual priorities into a consensus five priorities for the District.

**DISCUSSION:**

**PRESIDENT SCHELLY** – Read aloud a list of priorities and wanted all Directors to note their own lists to make sure that their priorities were included.

**DIRECTOR KUNKLE** – Priorities are more specific.

**VICE PRESIDENT SZABADI** – Would to make sure that the rate structure be a top priority, would like more specificity.

The Directors agreed that the attached list is the priorities of the Idyllwild Water District and can be changed or revised at any time.

**DIRECTOR'S COMMENTS:**

**None.**

**GENERAL MANAGER'S COMMENTS:**

**JACK HOAGLAND** – Lily Creek gauging station will have to wait until spring. We will miss January 1 deadline. Staff will be doing most of the labor, the materials is going to cost about \$35,000. Inundation study is underway. Staff built and equipment shelter to protect our vehicular assets. Sewer line cleaning and videoing is complete for the year, mainlines are in pretty good shape. Rain barrel sales are at 51%. Requested proposals from 3 firms for rate studies. Would like to have a special meeting January 3, 2018 for Rate Study proposals. There is nothing we can to anything about the past; we can only strive to be better in the future.

**ADJOURNMENT:**

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

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Peter Szabadi Catherine Dearing Steve Kunkle Charles Schelly</b>			<b>Geoffrey Caine</b>

**Motion approved.**

**The Meeting was Adjourned at 8:03 pm.**

IDYLLWILD WATER DISTRICT

BY: \_\_\_\_\_  
DR. CHARLES SCHELLY-  
BOARD PRESIDENT

IDYLLWILD WATER DISTRICT

BY: \_\_\_\_\_  
ERICA GONZALES-  
BOARD SECRETARY

December 18, 2017

Board of Directors  
Idyllwild Water District  
P.O. Box 397  
Idyllwild, California 92549

**Via: Email- Erica Gonzales [admin@idyllwildwater.com](mailto:admin@idyllwildwater.com)**

**Re: December 20, 2017 Idyllwild Water District (IWD) Board of Directors Meeting Agenda Item # 6 - District Transparency.**

We will be out of town for the December 20, 2017 Board of Directors meeting and wanted to restate our concerns regarding a long standing lack of transparency in the IWD Boards conduct of the public business. We have previously requested that all IWD public meeting audio recordings be archived on the IWD website.

Since April 2017, I have been submitting a Public Record Act Request to obtain copy of the audio recording of IWD public meetings. The District requires that I provide a USB drive in the package for use in making the recording copy. The USB drive cost about \$15.00 and often requires a trip off the hill to get it. Thus far we have considered this cost and time to be a surcharge, if you will, on our water/sewer monthly bill in order to be informed as to how the IWD Board of Directors is conducting the public business. We think all the members of our community should be so informed and would benefit from the archived public meeting recordings.

Please take the time to consider our proposal and we thank you for your courtesy.

Regards

*Tom Paulek*  
*Susan Nash*

Tom Paulek / Susan Nash  
53300 Meadow Drive  
Idyllwild , California 92549

## 2018 Priorities

1. Provide reliable water and sewer service in a safe, cost effective and environmentally sound manner in accordance with community needs.
  - a. Establish agreements with FVWD & PCWD to manage hill water resources.
2. Be transparent in all our efforts to maintain and manage our limited resources
3. Have a perpetual four year plan in effect for replacement and upgrades of our systems that align with long term plans (10 year).
  - a. Wells- new, rehab, horizontal
  - b. Upgrade old pipe (smaller sections in house)
  - c. Drought contingency plan
  - d. Waste water treatment plant upgrade
4. Maintain well qualified personnel to accomplish the mission statement
  - a. Search for waste water/ water supervisor
  - b. Search for GM
5. Adhere to sound financial principles to keep cost increases to our customers at a minimum
  - a. Long range rate structure to ensure stability
  - b. Develop capital improvement projects within corresponding rate structure

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
IDYLLWILD WATER DISTRICT**

*The Board of Directors of the Idyllwild Water District met in special session on January 03, 2018.*

**CALL TO ORDER:**

The Special Meeting was called to order by President Charles Schelly at 6:00 p.m.

**ROLL CALL:**

Directors present: President Charles Schelly, Vice President Peter Szabadi, Steve Kunkle, and Catherine Dearing. Also present were General Manager Jack Hoagland, Chief Financial Officer Hosny Shouman and Board Secretary Erica Gonzales.

Director Geoffrey Caine had an excused absence.

General public present: (- 5 -)

**PUBLIC COMMENT:**

**JEFF SMITH** - Requested copy of 2009 Water Rights study. Believes that determination in Water Rights issue will help to solidify rights to water or solidify no rights to water.

**TOM PAULEK** - Appreciates that Board discussed the issue of Transparency. Believes that \$5,000 is a small price to pay to record meetings and post online, which would be more transparent.

**MARGE MUIR** - Disappointed at the District's lack of interest in the land near La Casita with a well. Believes that people in the Sewer District already paid for the Sewer on their taxes and that they should not be charged an additional Capacity fee to be connected to the Sewer.

**ITEM 1 – REVENUE GENERATION AND COMPLIANCE**

Recommendation

That the Board of Directors review the attached proposals and consider engaging one of the proposers to review the District's current rate structure to insure regulatory compliance, adequacy of revenue generation and ability to convey appropriate conservation messages to the District ratepayers.

Background

To facilitate the long term financial stability of the District's two enterprises (Water and Sewer) and to assure compliance with newer regulatory requirements related to rate structures for utilities in California, staff solicited proposals (Request for Proposals attached) from three

qualified firms with regional offices here in the Inland Empire: Raftelis Financial Consultants; David Taussig and Associates; and NBS Financial.

Fee proposals were also received and will be provided at the Meeting.

**COMMENT:**

**DIRECTOR KUNKLE** - Wanted an example of what the rate would look like if Rate Structure were to be constructed by staff.

**JACK HOAGLAND** - Base rates would go up. Flat cost of unit of water would be closer to 10 cents per Cubic Foot. High users would probably see a rate reductions, lower users would see a rate increase. There would be no "pre-paid" water.

**JP CRUMRINE** - The Agenda item is about selecting a firm for a rate study, not about what the Rate Structure would look like.

**DIRECTOR DEARING** - Does not want to hire a firm. Thinks the rate structure should be built by Staff. Need a tailored Structure for the Community. If the budget does not allow for all of the projects that would like to be done, prioritize and start with highest priority and other projects would be delayed.

**VICE PRESIDENT SZABADI** - Believes that this is too complicated an issue to leave it to staff. A Rate Study needs to be done by professionals. Does not agree with the way the proposals were presented and the amount of \$ being charged for certain stages in the project. Would like a more limited contract but believes we need a Study either way.

**PRESIDENT SCHELLY** - Likes the idea of looking long term to gradually change rates rather than a large, shocking change sometime in the future. Spoke with a representative from SCE, had to change their rates to be in compliance with prop 218 also. Would like to hire firm because it would give a long term view of what it will cost and what it will take to be able to do Capital Improvements and improve infrastructure.

**VICE PRESIDENT SZABADI** - Should have a vote on whether or not Board wants a study and then a separate vote on which firm to hire.

**HOSNY SHOUMAN** - Should do a Study so that rates are defensible to any challenge or lawsuit.

A MOTION was made by Vice President Szabadi to engage a firm to review the District's current rate structure to insure regulatory compliance, adequacy of revenue generation and ability to convey appropriate conservation messages to the District ratepayers and Director Kunkle seconded. The vote was as follows:

**AYES**

**Peter Szabadi  
Steve Kunkle  
Catherine Dearing  
Charles Schelly**

**NAYS**

**ABSTAIN**

**ABSENT**

**Geoffrey Caine**

**Motion approved.**

A MOTION was made by Vice President Szabadi to engage NBS Financial as the above mentioned firm and Director Kunkle seconded. The vote was as follows:

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Peter Szabadi			Geoffrey Caine
Steve Kunkle			
Catherine Dearing			
Charles Schelly			

**Motion approved.**

**MARGE MUIR** – Expressed that if planning for the future, should think about consolidating the 3 Districts.

**ADJOURNMENT:**

A MOTION was made by Vice President Szabadi to adjourn the meeting and Director Kunkle seconded. The vote was as follows:

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Peter Szabadi			Geoffrey Caine
Steve Kunkle			
Catherine Dearing			
Charles Schelly			

**Motion approved.**

**The meeting was ADJOURNED at 7:16 pm.**

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

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

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

DR. CHARLES SCHELLY-  
BOARD PRESIDENT

ERICA GONZALES-  
BOARD SECRETARY



**IDYLLWILD WATER DISTRICT  
WATER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING DECEMBER 31, 2017**

FOR THE MONTH OF DECEMBER 2017

CONDENSED CATEGORY	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	51,460	51,367	93	0.18%
SALES-RESIDENTIAL/COMMERCIAL	35,961	55,000	-19,039	-34.62%
OTHER OPERATING REVENUE	1,224	1,500	-276	-18.41%
OTHER NON- OPERATING REVENUE*	7,400			
<b>TOTAL OPERATING REVENUES</b>	<b>96,045</b>	<b>107,867</b>	<b>-19,222</b>	<b>-17.82%</b>

FOR THE MONTH OF DECEMBER 2017

OPERATING REVENUE BY CATEGORY	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE - RESIDENTIAL	44,114	44,021	93	0.21%
BASE RATE - COMMERCIAL	7,346	7,346	0	0.00%
SALES-RESIDENTIAL	16,105	25,000	-8,895	-35.58%
SALES-COMMERCIAL	19,855	30,000	-10,145	-33.82%
SALES-SEWER	0	0	0	0.00%
SALES-CONSTRUCTION/OTHER	1,149	0	1,149	0.00%
TRANSFER FEES	75	100	-25	-25.00%
TURN ON/OFF FEES	0	150	-150	-100.00%
LIEN & LIEN RELEASE FEES	0	0	0	0.00%
DELINQUENCY FEES	0	0	0	0.00%
WILL SERVE LETTER FEES	150	0	150	0.00%
OTHER MISCELLANEOUS	0	1,250	-1,250	0.00%
INSTALLATION FEES	7,250	0	7,250	0.00%
CAPACITY FEES	0	0	0	0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>96,045</b>	<b>107,867</b>	<b>-11,823</b>	<b>-10.96%</b>

**IDYLLWILD WATER DISTRICT  
 WATER FUND CONDENSED INCOME STATEMENT  
 FOR FISCAL MONTH ENDING DECEMBER 31, 2017**

FOR THE MONTH OF DECEMBER 2017

CUBIC FEET OF SALES:	ACTUAL	BUDGET	VARIANCE	%
R1	570,370	585,000	-14,630	-2.50%
R2	22,700	46,000	-23,300	-50.65%
R3	66,810	82,000	-15,190	-18.52%
R4	39,140	75,000	-35,860	-47.81%
R5	14,120	22,000	-7,880	-35.82%
R6	67,090	155,000	-87,910	-56.72%
NC-WWTP	3,230	15,000		
<b>TOTAL CUBIC FEET OF SALES</b>	<b>783,460</b>	<b>980,000</b>	<b>-184,770</b>	<b>-18.85%</b>
 NUMBER OF CUSTOMER BILLS:				
R1	1,540	1,537	3	0.20%
R2	30	30	0	0.00%
R3	54	51	3	5.88%
R4	13	13	0	0.00%
R5	4	4	0	0.00%
R6	2	2	0	0.00%
NC-WWTP	1	1	0	0.00%
S	10	10	0	0.00%
<b>TOTAL NUMBER OF CUSTOMER BILLS</b>	<b>1,654</b>	<b>1,648</b>	<b>6</b>	<b>0.36%</b>

\* s : Sewer Only Account

**IDYLLWILD WATER DISTRICT  
WATER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING DECEMBER 31, 2017**

FOR THE MONTH OF DECEMBER 2017  
F (U)  
VARIANCE %

BY CATEGORY

ACTUAL BUDGET VARIANCE %

**WATER OPERATING EXPENSES:**

1- WAGES AND SALARIES EXPENSES	42,020	50,000	7,980	15.96%
2- RETIREMENT PLAN AND LIFE INSURANCE	3,253	8,000	4,747	59.33%
3 -MEDICAL INSURANCE	11,944	11,500	-444	-3.86%
4 -UNIFORM EXPENSES	315	438	123	28.08%
5 -WORKER'S COMP INSURANCE	0	500	500	100.00%
6 -RETIREMENT MEDICAL INSURANCE	5,875	2,000	-3,875	-193.74%
7 -BOARD REIMBURSEMENT	188	500	313	62.50%
8 -OFFICE SUPPLIES	818	600	-218	-36.32%
9 -OFFICE CLEANING SERVICE	210	280	70	25.00%
10 -POSTAGE AND MAILING FEE	737	900	163	18.06%
11 -TRAINING AND EDUCATION	-250	604	854	141.38%
12 -TRAVELING , MILEAGE, MEALS REIMBURSEMENT	174	629	456	72.41%
13 -DUES ,FEES , SUBSCRIPTIONS	210	771	561	72.77%
14 -COMPUTER SERVICES	1,034	1,000	-34	-3.40%
15 -LEGAL SERVICES	15,239	2,500	-12,739	-509.55%
16 -UTILITIES - ELECTRICITY	8,903	7,292	-1,611	-22.09%
17 -UTILITIES - GAS& FUEL	782	717	-65	-9.12%
18 -UTILITIES - PROPANE	0	325	325	100.00%
19 -UTILITIES - TELEPHONE INTERNET	449	761	311	40.90%
20 -UTILITIES - WASTE MANAGEMENT FEE	182	184	2	1.02%
32 -AUTO AND PROPERTY INSURANCE	0	1,712	1,712	100.00%
21 -STATE-COUNTY WATER SYSTEM FEES	17,517	1,583	-15,934	-1006.34%
22 -GENERAL PLANT SERVICES	23,933	18,000	-5,933	-32.96%
23 - VEHICLES REPAIRS AND MAINTENANCE	404	1,500	1,096	73.10%
24 -WATER ENGINEERING AND CONSULTING	25,228	875	-24,353	-2783.21%
25 -LABORATORY SERVICES	3,601	1,042	-2,559	-245.65%
26 -WATER SECURITY SYSTEM	0	771	771	100.00%
27 -ADVERTISING AND PUBLISHING	1,164	542	-622	-114.89%
28 -PROPERTY TAX EXPENSES	0	233	233	100.00%
29- COMPENSATED TIME	0	1,833	1,833	100.00%
30 -BANK FEE CHARGE	215	200	-15	-7.58%
31 -WATER MAINTENCE AND SUPPLIES	0	1,042	1,042	100.00%
33 -ACCOUNTING AND AUDITING FEE	0	7,500	7,500	100.00%

**TOTAL OPERATING EXPENSES: 164,144 126,333 -37,811 -29.93%**

**TOTAL INCOME AND (LOSS) (68,099) (18,466)**

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING DECEMBER 31 , 2017**

FOR THE MONTH OF DECEMBER 2017

CONDENSED BY CATEGORY	ACTUAL	BUDGET	F (U) VARIANCE	%
<b>OPERATING REVENUES:</b>				
BASE-RESIDENTIAL/COMMERCIAL	53,015	53,053	-38	-0.07%
OTHER OPERATING	0	25	-25	-100.00%
<b>TOTAL OPERATING REVENUES</b>	<b>53,015</b>	<b>53,078</b>	-63	-0.12%
<b>OPERATING EXPENSES:</b>				
1- WAGES AND SALARIES	12,654	14,000	1,346	9.61%
2- RETIREMENT AND LIFE INSURANCE	1,084	2,000	916	45.78%
3- MEDICAL INSURANCE	3,981	5,000	1,019	20.38%
4- UNIFORM EXPENSE	105	300	195	65.04%
5-WORKER'S COMPENSATION INSURANCE	0	145	145	100.00%
6- RETIREMENT MEDICAL INSURANCE	1,229	917	-313	-34.10%
7- BOARD REIMBURSEMENT	63	200	138	68.75%
8- OFFICE SUPPLIES	134	400	266	66.40%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	243	100	-143	-143.42%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	380	542	162	29.89%
14- COMPUTER SERVICES	278	1,000	722	72.20%
15- LEGAL SERVICES	5,080	500	-4,580	-915.91%
16- UTILITIES - ELECTRICITY	0	4,000	4,000	100.00%
17- UTILITIES - GAS & FUEL	637	437	-201	-45.94%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	140	292	152	52.06%
20- UTILITIES - WASTE MANAGEMENT FEE	61	125	64	51.39%
21- VEHICLES REPAIRS AND MAINTENANCE	271	500	229	45.71%
22- SEWER ENGINEERING SERVICES	12,580	15,000	2,420	16.13%
22- SEWER MAINTENANCE AND SUPPLIES	3,719	200	-3,519	-1759.64%
23- GENERAL PLANT SERVICES	2,233	500	-1,733	-346.67%
24- SEWER PERMIT AND LICENSE(State Fee)	1,678	500	-1,178	-235.67%
25- MINOR EQUIPMENT AND SUPPLIES	0	42	42	100.00%
26- SEWER LEASE	0	250	250	100.00%
27- ADVERTISING AND PUBLISHING	388	125	-263	-210.40%
28- LABORATORY SERVICES	504	500	-4	-0.70%
29- GENERAL AUTO AND LIABILITY INSURANCE	0	570	570	100.00%
30- SECURITY SYSTEM (ADT)	0	208	208	100.00%
31- ACCOUNTING & AUDITING FEE	0	2,000	2,000	100.00%
32- LINE CLEANING	107,046	125,000	17,954	14.36%
<b>Total Expenses</b>	<b>154,560</b>	<b>176,018</b>	21,458	12.19%
<b>Total INCOME OR (LOSS)</b>	<b>(101,544)</b>	<b>(122,940)</b>		

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING DECEMBER 31 , 2017**

FOR THE MONTH OF DECEMBER 2017

SEWER FUND OPERATING REVENUES

	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE-COMMERCIAL	36,185	36,185	0	0.00%
BASE RATE- RESIDENTIAL	16,830	16,868	-38	-0.23%
TRANSFER FEE	0	25	-25	-100.00%
FACILITY CHARGE FROM IAF	0	0	0	0.00%
INSPECTION FEE	0	0	0	0.00%
OTHER MISCE	0	0	0	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>53,015</b>	<b>53,078</b>	<b>-63</b>	<b>-0.12%</b>

EQUIVALENT DWELLING UNITS (E.D.U'S)

RESIDENTIAL	456	456	0.0	0.00%
COMMERCIAL	937	937	0.0	0.00%
<b>TOTAL E.D.U'S</b>	<b>1,393</b>	<b>1,393</b>	<b>0.0</b>	<b>0.00%</b>

**IDYLLWILD WATER DISTRICT  
DISTRICT WARRANTS AND OTHER DISBURSEMENTS  
FOR THE MONTH ENDED DECEMBER 31, 2017**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
12/6/2017	14495	A.C. Byers Trucking Inc.	Sludge Hauling Fee	\$840.00
12/6/2017	14496	Aqua-Metrics	Auto Gun Repair	\$482.50
12/6/2017	14497	California Computer Options	Monthly Computer Support Fee	\$695.00
12/6/2017	14498	California State Fire Protection Co.	Fire Extinguisher Recharge for All District Extinguishers	\$555.19
12/6/2017	14499	Central Communications	Monthly Answering Service Fee	\$102.00
12/6/2017	14500	Chase Card Services	Office Supplies \$236.14, Hydrant Markers \$843.21, Training \$160.99, Checks for BBVA \$414.69, Manhole cover lifter \$300.00	\$191.81
12/6/2017	14501	Cody Nyberg	WW2 Certification	\$125.00
12/6/2017	14502	VOID		
12/6/2017	14503	Four Seasons Cleaning Services	Monthly Office Cleaning Fee	\$280.00
12/6/2017	14504	Frontier Communications	Monthly Phone and Internet for Foster Lake and WWTP	\$402.77
12/6/2017	14505	Home Depot Credit Services	Tools and Supplies for Water	\$1,156.16
12/6/2017	14506	Idyllwild Garage	Smog for 3 Trucks	\$397.29
12/6/2017	14507	Idyllwild Town Crier	Ads for Rain Barrels, Workshop Meeting and Legal for Ord 65	\$1,552.00
12/6/2017	14508	Idyllwild Water District	To be deposited at Bank of Hemet for Payroll	\$42,000.00
12/6/2017	14509	Ivan Jo	WW2 Certification	\$125.00
12/6/2017	14510	NAPA Auto Parts	Parts and batteries for Fleet Vehicles	\$277.72
12/6/2017	14511	SCE	Monthly Charge for Electircity	\$8,246.72
12/6/2017	14512	Streamline	Monthly Charge for Website	\$200.00
12/6/2017	14513	Swains Electric Motor Service	Fix Motors for WWTP	\$1,667.88
12/6/2017	14514	Terry Lyons	Reimbursement for Retiree Health Insurance	\$2,037.39
12/6/2017	14515	Dig Alert	20 New Tickets and Monthly Maintenance Fee	\$43.00
12/6/2017	14516	USA Bluebook	Supplies for Sewer	\$143.34
12/6/2017	14517	Verizon Wireless	Monthly Charge for GM and On Call Cell phone	\$156.51
12/6/2017	14518	Village Hardware	Supplies for Water and Sewer	\$21.00
12/6/2017	14519	Forest Lumber	Supplies for Garage for Fleet Vehicles	\$6,020.96
12/6/2017	14520	Mission Linen & Uniform Service	Monthly Uniform and Laundering Fee	\$419.52
12/6/2017	14521	Kelly Clark	Reimbursement for Retiree Health Insurance	\$1,903.08
12/6/2017	14522	California Computer Options	It Support for Internet and Email problems	\$417.00
12/6/2017	14523	One Stop Landscape Supply	Sludge Removal	\$1,211.40
12/6/2017	14524	Rain Water Solutions	66 Rain Barrels	\$4,818.00
12/13/2017	14525	Aleshire & Wynder	Legal Fees	\$20,318.22
12/13/2017	14526	Babcock & Sons	Lab Services for Water and Sewer	\$4,104.00
12/13/2017	14527	Browning Electric	Service for Oakwood Well	\$4,931.58
12/13/2017	14528	CR &R	Monthly Trash Fee	\$243.05
12/13/2017	14529	Herb Bergstrom	Reimbursement for Retiree Health Insurance	\$2,187.00
12/13/2017	14530	Info Send	Processing and Mailing Fee for Bills mailed 11/06/17	\$973.69
12/13/2017	14531	Kretsinger Plumbing, Inc	Tie water line to new customer meter	\$459.50
12/13/2017	14532	SCE	Monthly Electricity Charge	\$656.42
12/13/2017	14533	SUSP	Sewer Consulting Fee	\$12,580.00
12/13/2017	14534	SWRCB	Permit Fees for Water to the State	\$14,929.00
12/13/2017	14535	Webb Associates	Construction Management	\$3,102.36
12/13/2017	14536	SWRBC	Permit Fees forTreatment Plant to the State	\$2,088.00
12/13/2017	14537	SWRBC	Permit Fees for Sewer	\$500.00
12/13/2017	14538	SWRBC	Permit Fees- Recycled Water 7/31/16- 6/30/17	\$1,678.35
12/13/2017	14539	Houston and Harris	Hydro wash and video Collection System	\$107,046.29
12/13/2017	14540	ACWA/JPIA	Monthly Health Insurance for January	\$15,924.93
12/20/2017	14541	ADT Security Services	Quarterly Fee for Security System	\$253.22

12/20/2017	14542	Allstate Benefits	Monthly charge for employee life insurance	\$473.77
12/20/2017	14543	Bill Whitener	Reimbursement for Retiree Health Insurance	\$976.56
12/20/2017	14544	Browning Electric	Service for Treatment Plant	\$651.75
12/20/2017	14545	Gallade Chemical, Inc.	Chemical Supplies for Water	\$868.98
12/20/2017	14546	Genesis Construction	Third of Four Payments for Pipeline Project	\$242,650.90
12/20/2017	14547	Grainger Parts	Supplies for Water	\$123.47
12/20/2017	14548	VOID		
12/20/2017	14549	Jeannine Olsen	Reimburse Cash Drawer	\$219.72
12/20/2017	14550	Krieger & Stewart Engineering	Engineering study for Lily Creek measure device	\$24,768.55
12/20/2017	14551	Pacific Slope Tree Cooperative, Inc	Remove Fallen Tree at Foster Lake	\$1,800.00
12/20/2017	14552	S&J Supply Co. Inc	Supplies for Sewer	\$2,754.09
12/20/2017	14553	Staples Credit Plan	Office Supplies	\$284.50
12/20/2017	14554	T-Mobile	Monthly Charge for Solar Panels	\$29.99
12/20/2017	14555	USA Bluebook	Supplies for Water and Sewer	\$113.54
12/20/2017	14556	Idylwild Water District	To be deposited at Bank of Hemet for Payroll	\$40,000.00
12/20/2017	14557	Donovon White	Refund for Water Meter installation deposit	\$750.00

TOTAL DISTRICT WARRANTS \$584,929.67

OTHER DISBURSEMENTS:

TOTAL PAYROLL	\$51,015.85
NET PAYROLL CHECKS-DIRECT DEPOSIT	\$37,245.85
FEDERAL PAYROLL TAXES-ELECTRONIC TRANSFERS	\$12,335.22
STATE PAYROLL TAXES-ELECTRONIC TRANSFERS	\$4,275.14
L.A.I.F. ELECTRONIC TRANSFERS	\$0.00
BANK SERVICE CHARGES AND FEES	\$215.15
TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS	\$636,160.67

## Operations Report for December 2017

Currently – No Stage

Production – December 907,844 c.f. , 142.9 avg. gpm

Foster Lake level -5.25 ft.-

Water and Sewer installations -0-

Leaks -0-

Mainline -0-/Unmetered -0/Metered -0

December Water Loss = 6.78%-- 6.29% Y.T.D.

Production

Drinking water storage- 3.32 MG

14 wells available/9 utilized/2 Full Time/7 Part Time

Wastewater Treatment Plant

December 2017-Average daily flow 82,710 gpd/Average weekend flow 88,985 gpd

December 2016-Average daily flow 83,264 gpd/Average weekend flow 83,812 gpd

Precipitation

December 2017 – 0.00” Y.T.D. – 0.83” December 2016 – 5.48” Y.T.D. 2016 – 10.06”

Diversion -0-

### STATIC WELL LEVELS

	<b>NOVEMBER 2017</b>	<b>DECEMBER 2017</b>	<b>DECEMBER 2016</b>	<b>DECEMBER 2015</b>
<b>Foster Lake (Average 3 wells)</b>	8.6’ Static	13’ Static	32’ Static	43’ Static
<b>Well # 26 (Nature Center)</b>	46’ Static	46’ Static	122’ Static	106’ Static
<b>Well # 27 (Nature Center)</b>	43’ Static	43’ Static	107’ Static	96’ Static
<b>Well #28 (Rockdale)</b>	121’ Static	122’ Static	141’ Static	146’ Static
<b>Downtown Wells* #23 &amp; #24</b>	8’ Static 18’ Static	212’ Pumping 19’ Static	8’ Static 18’ Static	9’ Static
<b>FV1A</b>	7’ Static	7’ Static	390’ Pumping	396’ Pumping
<b>FV2</b>	299’ Pumping	212’ Pumping	301’ Pumping	282’ Pumping

\*Downtown Wells Static level is an average for 2015. December 2016 and 2017 both well levels are included



IDYLLWILD WATER DISTRICT  
 MONTHLY WATER RE-CAP SUMMARY  
 FOR THE MONTH OF: **December**

DATE: **01-02-2018**

IN DISTRICT STORAGE SUPPLY	<u>188,620</u>	C.F.	
FOSTER LAKE STORAGE SUPPLY	<u>256,186</u>	C.F.	<u>444,806</u>
			TOTAL STORAGE SUPPLY
INCREASE	_____	C.F.	
DECREASE	_____	C.F.	
SUPPLIES TO SYSTEM	<u>907,844</u>	C.F.	
I.W.D. FLUSHING	<u>0</u>	C.F.	
FOSTER LAKE LEVEL	<u>5.25 Ft</u>	MAXIMUM OF 18'	

**STATIC GROUND WATER LEVELS:**

F.L. AREA	<u>13</u>	FEET	Static
F.V. AREA:			
F.V.1A	<u>7</u>	FEET	Static
F.V.#2	<u>310</u>	FEET	Pumping
CREEK AREA	<u>23- 212'</u>	FEET	24- 19' Pumping, Static (Respectively)
WELL #26	<u>46</u>	FEET	Static
WELL #27	<u>43</u>	FEET	Static

STORAGE SUPPLIES(MAXIMUM OF 3.702 MILLION GALLONS) 89 %

MAINLINE LEAK REPAIRS \_\_\_\_\_

STRAWBERRY CREEK DIVERSION	<u>0</u>	C.F.	<u>0</u>	A.F.
FERN VALLEY 1A WELL	<u>0</u>	C.F.	<u>0</u>	A.F.
STRATTON WELL #23 DRAW	<u>103,901</u>	C.F.	<u>2.39</u>	A.F.
OAKWOOD WELL DRAW(PRIVATE)			<u>0</u>	A.F.
WELL #26 (COUNTY OF RIVERSIDE)			<u>0.46</u>	A.F.
WELL #27 (COUNTY OF RIVERSIDE)			<u>0</u>	A.F.

**COMMENTS:**

	LEVEL	VOLUME
SOUTHRIDGE TANKS (3,509 CF/FOOT)	<u>19.36</u>	<u>67,934 CF</u>
GOLDEN ROD TANK (891 CF/FOOT)	<u>21.04</u>	<u>18,746 CF</u>
WILDWOOD TANK (919 CF/FOOT)	<u>13.20</u>	<u>12,130 CF</u>
ROCKDALE TANK (2,718 CF/FOOT)	<u>23.20</u>	<u>63,057 CF</u>
FOSTER LAKE TANKS (11,698 CF/FOOT)	<u>21.90</u>	<u>256,186 CF</u>
SEWER PLANT USAGE		
DELANO TANK (1,337 CF/FOOT)	<u>20.01</u>	<u>26,753 CF</u>
HYDRANT SALES IN CUBIC FEET		

Idyllwild Water District Well Production Data

Month: December

Year: 2017

Date: 01-02-2018

	Well Name	#	Acre Feet	Cubic Feet	PT/FT	Status	GPM
1	Horizontal	1	0			OFF	10
2	Foster Lake	2	10.6	463,630	FT	ON	90.8
3	Foster Lake	4	1.06	46,520	PT	ON	11.9
4	Foster Lake	5				OUT OF SERVICE	No Water
5	Foster Lake	8				OUT OF SERVICE	
6	Foster Lake	9				OUT OF SERVICE	
7	Foster Lake	10	.29	12,708	PT	ON	10
8	Foster Lake	11				OUT OF SERVICE	
9	Foster Lake	12				OFF	
10	Foster Lake	13	2.59	113,020	PT	ON	50.2
11	Foster Lake	15				OFF	
12	Foster Lake	16				OFF	Not Hooked Up
13	Nature Ctr	26	.46	20,180	PT	ON	25.6
14	Nature Ctr	27				OFF	No Water
15	Stratton	23	2.39	104,130	PT	ON	41.8
16	Curtis	24	.92	40,200	PT	ON	44.9
17	Donahoo	25				OFF	
18	Golden Rod		.41	17,880	PT	ON	17.7
19	Fern Valley	1A			PT	OFF	
20	Fern Valley	2	4.63	201,984	FT	ON	19.4
21	Rockdale	28				OFF	
22	Dutch Flats	1				OUT OF SERVICE	No Pump
23	Dutch Flats	2				OFF	
24	Dutch Flats	3				OUT OF SERVICE	

Total Cubic Feet: 1,020,252 CF

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Cedar Glen 4" Meter                    523,470 CF                    12.0 AF  
907,844 CF  
**Supplies to System**

In District Production                    384,374 CF                    8.82 AF  
Wells 13-19

20.82 AF  
**Total AF**

Production Days 33  
Minutes                    47,520                    142.9 GPM

MONTHLY RE-CAP

(General Manager copy)

MONTH DECEMBER YEAR 2017 DATE 01-02-18 INIT JJ

Production days 33

Avg. GPM production 142.9

Total number of sources available 14

Total number of sources used 9 Full Time 2 Part Time 7

Sources used, Well No's. 2, 4, 10, 13, 23, 24, 26, FV2, Golden Rod

Total GPM available 250 ( $\pm$ ) 15 GPM

Total supplies to system 907,844 CF 20.8 AF

Hydrant water sales \_\_\_\_\_ CF

Potable water in storage 3.32 MG (3.7 MG max) 89 %

Foster Lake level 5.25 Feet

Strawberry Creek diversion draw 0 AF

Fern Valley 1-A pumped to Lake 0 AF

Distribution system flushing including fire dept. use 0 CF

Static water levels:

Foster Lake area 13 ft st

Fern Valley Area: F.V.1A 7 ft st F.V. #2 212 ft pL

Creek area 23- 212 ft pL, 24- 19 ft st

Well #26 46 ft st

Well #27 43 ft st

Notes: Well #28- 122 ft Static

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# Memo

**To: Board of Directors**

**From: General Manager**

**Date: January 17, 2018**

**Subject: ITEM #3 – LAND SURVEY FOR WATERLINE REPLACEMENT**

## Recommendation

Staff recommends the Board of Directors authorize the General Manager to execute an agreement with ENRC to perform a baseline survey for pipeline replacement on South Circle from Bicknell to Village Center Drive and on Village Center Drive from South Circle to North Circle for a fee of \$18,331.

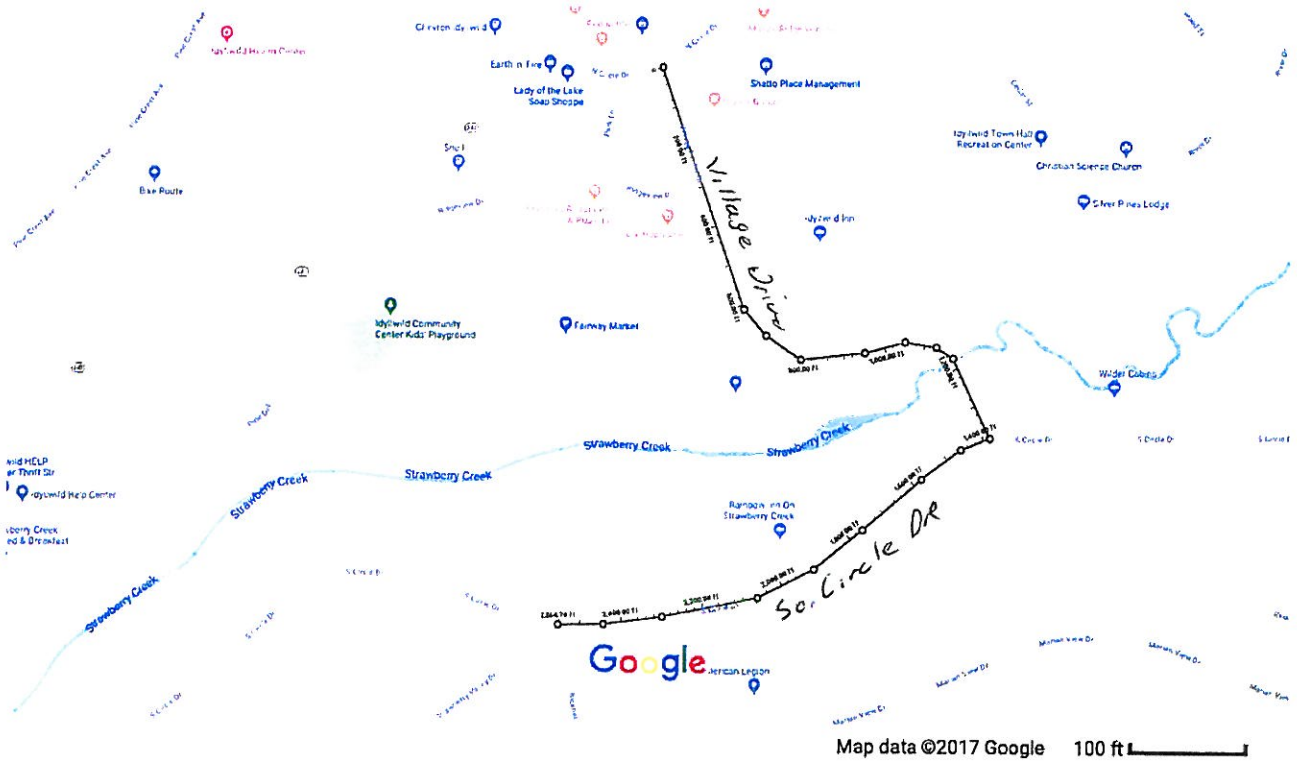
## Background

As has been discussed with the Board of Directors on several occasions, staff have identified an immediate need to replace about 2,600 feet of early 1950s 8-inch water pipeline on South Circle from the end of the 2017 Pipeline project (Bicknell) to Village Center Drive and on Village Center Drive from South Circle to North Circle (see attachment). The 2017 pipeline project replace portions of this old line, which was observed to have reached the end of its useful life. The line, at 8-inch in diameter, is part of the backbone distribution system of the District.

Early this month (see attachment) the County notified the District of plans to resurface the roadways in the downtown area of Idyllwild including the reaches that contain the aforementioned pipelines in need of replacement. I would be in the best public interest to have the pipelines replaced prior to the County resurfacing project.

In mid-December 2017, staff solicited a proposal from ENRC to do the base line survey for a pipeline project (2018 Pipeline Replacement Project) consisting of the aforementioned reaches. The attached proposal would complete this work in a timely manner for a fee of \$18,331. The Staff at ENRC have worked for the District for many years on multiple projects and are familiar with the unique aspects of Idyllwild Water District.

# Google Maps Proposed 8-inch water line replacement project



Measure distance  
Total distance: 2,554.79 ft (778.70 m)



REDLANDS | HEMET | IRVINE | PALM DESERT

100.000P

January 5, 2018

**Mr. John "Jack" Hoagland**  
**Idyllwild Water District**  
25945 Highway 243  
Idyllwild CA 92549

## **DESIGN SURVEY FOR WATERLINE REPLACEMENT PROJECT**

Dear Jack:

*Engineering Resources of Southern California, Inc* is pleased to present the following proposal for professional engineering and surveying services related to the preparation of a design survey and base map for a waterline replacement project along S. Circle Drive and Village Circle Drive. More specifically, this project is an extension of a previously completed waterline replacement project and extends along S. Circle Drive from Bicknell Lane to Village Center and along Village Center Drive from S. Circle Drive to N. Circle Drive.

In previous discussions, I outlined an approach to this project that included collecting survey data through ground surveys. This process involved cross sections with data gathered 15 feet outside street right-of-way and ground shots at right-of-way, edge pavement and street centerline. This data would then be coupled with other surface culture, above ground utilities and culverts to form an engineered base map.

However, after extensive reviews of aerial photography, field reconnaissance along the alignments and discussions with our surveyor, we have opted to use a combination of aerial survey data and ground surveys to develop the requested base map. The aerial mapping will prove more efficient when locating the significant number of driveways along S Circle Drive, as well as, the driveways, structures and on-street parking along Village Center Drive. The aerial strip will be 100 feet wide and will extend 100 feet beyond the west and north ends of the alignment.

To complete the requested mapping project, we propose the following scope of services.

1. Gather record data necessary to establish horizontal control including existing monumentation, street centerline and rights-of-way and vertical control along the proposed alignment.

2. Conduct field surveys necessary to establish the location of existing monumentation, establish the centerline of S. Circle Drive and Village Center Drive, establish vertical control for the development of aerial topography, set temporary benchmarks for future use and establish the location of above utility structures, power poles, culverts and other surface culture that may impact the final design of the waterline replacement project.
3. Commission the preparation of an aerial topographic survey along the proposed alignment of the waterline replacements.
4. Combine field and aerial data into one data set that depicts the topography and surface culture along the alignment of the proposed waterline replacement project. Conduct a final field review with the engineered base map to verify that surface culture and features are included in the final product.

The final deliverable to the District will include:

- Copies of all record data.
- Survey data files (control).
- Engineered base maps in AutoCAD, Civil 3D, Release 16.

The above Scope of Services is specific to this project and is subject to certain exclusions. These exclusions include environmental documents, archeology and paleontology studies, biological studies, resource agency permits, geotechnical engineering, construction drawings of any kind, traffic control plans, permit fees and agency fees.

Fees and charges associated with the completion of the above service have been estimated as \$18,331. We anticipate delivery of the final product to the District within 20 working days of receipt of a notice to proceed.

If you have any questions regarding this proposal, please give me a call.

Respectfully



Matt Brudin, P.E.  
Principal

MB/mb





**COUNTY OF RIVERSIDE**  
**TRANSPORTATION AND**  
**LAND MANAGEMENT AGENCY**

*Patricia Romo, P.E.*  
*Director of Transportation*

*Mojahed Salama, P.E.*  
*Deputy for Transportation/Capital Projects*  
*Richard Lantis, P.L.S.*  
*Deputy for Transportation/Planning and*  
*Development*

**Transportation Department**

January 3, 2018

Tom Lovejoy  
Idyllwild Water District  
P.O. Box 397  
Idyllwild, CA 92549-0397

**RE: Request for Utility Location Information:  
Proposed Resurfacing of Village Center Drive.  
Thomas Bros. Page No. 814 Grid D6  
Project No. C8-0057  
(Letter No. 1)**

Dear Mr. Lovejoy:

The County of Riverside Transportation Department plans to construct the referenced improvements. The planned improvement is to resurface Village Center Drive from North Circle Drive to South Circle Drive, in the Idyllwild area of Riverside County.

We have enclosed an aerial map and Thomas Bros. page indicating the proposed project limits, and project area. Please provide your as-built plans, inventory maps, both underground and overhead facility maps or other documentation of the location of your facilities within the construction area and return your plans **within 30 days of receiving this letter**. "CAD" and/or "PDF" files would also be very helpful, if available.

Please note that utility conflicts exist quite often and that accurate information is essential. With precise location of your facilities provided, it may be possible in the project design to eliminate the need for your agency to relocate any of your facilities.

The County's design engineer will show your company's facilities on the County's improvement plans, and the plans will be submitted to you for review after further development. Action by your company, if necessary, will be requested with that transmittal.



Village Center Drive Resurfacing Project  
(From North Circle Drive to South Circle Drive)  
LTR #1 – January 3, 2018  
Project # C8-0057  
Page 2 of 2

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Thank you for your assistance and cooperation. If you have any questions or need additional information, please call me at (951) 955-6856 or Derrick Hull at (951) 955-8571. Additionally, the CAD file may be emailed to [DLHULL@rivco.org](mailto:DLHULL@rivco.org), or to me at [jesmendo@rivco.org](mailto:jesmendo@rivco.org).

Sincerely,



Jesse Mendoza  
Utility Coordinator  
County of Riverside Transportation Department  
Utilities Unit

Attachments: (1) Aerial vicinity map  
(2) Thomas Bros. page 814

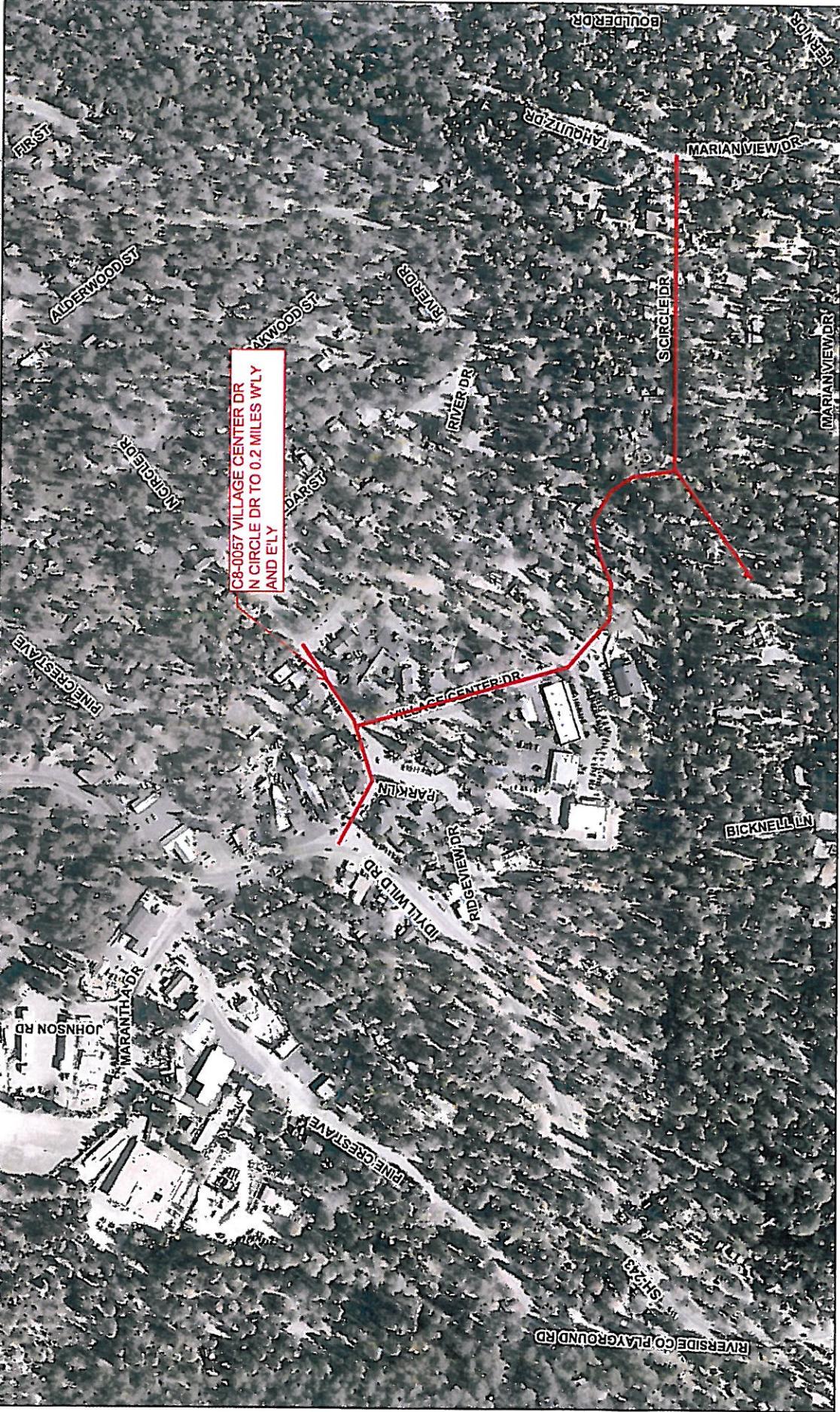
cc: Project Manager: Alfredo Martinez  
Assistant Designer: Ryan Gibeault  
Project Utility file  
dlh



# C8-0057 VILLAGE CENTER DR RESURFACING

0 125 250 500 Feet  
1 inch = 250 feet  
Created by: JAMES W. BRYAN, CIP or #07 (REMAP, Blythe)  
Checked by: JAMES W. BRYAN, CIP or #07 (REMAP, Blythe)  
Date: 12/17/2017

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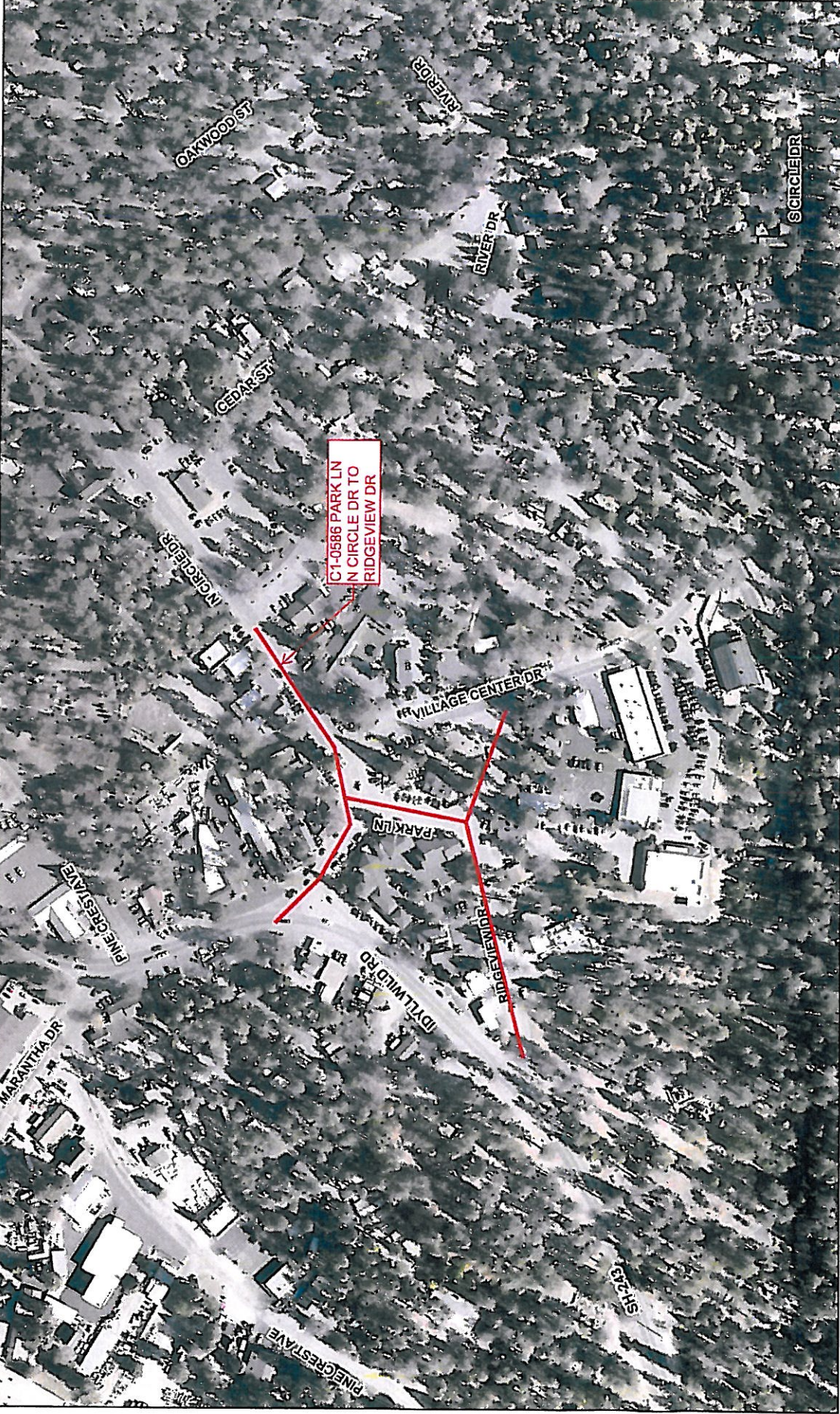


# C1-0586 PARK LN RESURFACING

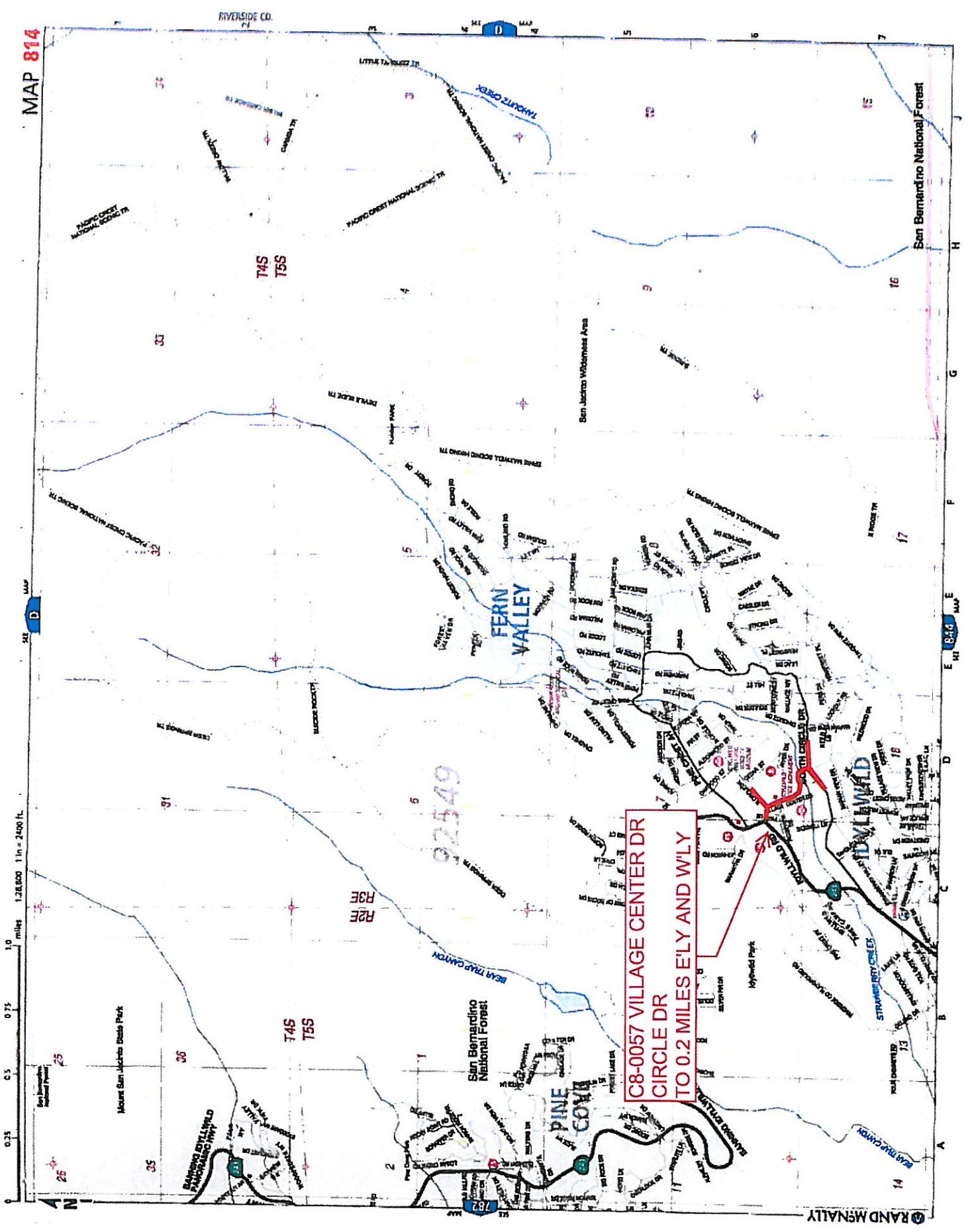
0 50 100 320 Feet

1 inch = 486 feet  
Orthoimagery from 2011, MS, 017 or 407 (REMAP, Bymr)  
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C8-0057 VILLAGE CENTER DR  
 CIRCLE DR  
 TO 0.2 MILES E'LY AND W'LY

92549

R3E  
 R3E

T4S  
 T5S

T4S  
 T5S

# Memo

**To: Board of Directors**

**From: General Manager**

**Date: January 17, 2018**

**Subject: ITEM #4 – CIP STRATEGIES**

## Recommendation

Staff recommends the Board of Directors continue its discussion of strategies for funding Capital Improvement Projects (CIP) in order to provide productive direction to NBS for the Revenue Strategy study

## Background

The Board of Directors has had a workshop and board meeting at which it has discussed concepts for CIP enhancement of District infrastructure. Although specific projects can be identified as part of the budget development in the next couple of months it would be productive to offer NBS an annual dollar amount of an initial CIP expenditure to get the rate models started. Once the models are developed, the Board of Directors can evaluate the sensitivity of the rates to CIP expenditures prior to making specific decisions for the long-term commitment to a level of CIP expenditures. (Note that even after making a decision the Board of Directors can change direction at any time and the model will assist in evaluating the impact of those decisions.)

# Memo

**To: Board of Directors**

**From: General Manager**

**Date: January 17, 2018**

**Subject: ITEM #5 – DISTRICT WATER RESOURCES**

## Recommendation

Staff recommends the Board of Directors consider and discuss the current status of Idyllwild Water District's water resources and provide direction to staff if appropriate.

## Background

Director Kunkle requested this item appear on the agenda.

Staff will provide the current status of the District's water resources at the meeting.