

# REGULAR MEETING OF THE BOARD OF DIRECTORS

## IDYLLWILD WATER DISTRICT

December 20, 2017 - 6:00 P.M.

### AGENDA

#### CALL TO ORDER:

#### ROLL CALL:

#### PUBLIC COMMENTS:

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

#### 1. CONSENT CALENDAR:

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

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

#### **B. FINANCIAL REPORTS NOVEMBER 2017**

1. Income statement for the Fifth month ending November 2017
2. 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

#### **C. OPERATIONS REPORT FOR THE FOURTH MONTH – NOVEMBER 2017**

2. **DISTRICT PRIORITIES** – The Board will discuss their five priorities for the District.
3. **REPLACEMENT TRUCK PURCHASE** – The Board will consider the purchase of a replacement Truck for vehicle #13.
4. **GENERAL MANAGER CONTRACT** – The Board will consider the approval of a revised Contract between Idyllwild Water District and Interim General Manager Jack Hoagland.
5. **RESOLUTION #742 CHANGING THE IDYLLWILD WATER DISTRICT ELECTION DATE IN ACCORDANCE WITH SB415** – The Board may adopt Resolution No. 742 to change the Idyllwild Water District election date to coincide with the General Election.
6. **DISTRICT TRANSPARENCY** – The Board will discuss the issue of transparency within the District and the remaining requirements to obtain a Certificate of Transparency.
7. **ACWA/JPIA RECOGNITION** – Staff will present the Board of Directors will three President's Special Recognition Awards from ACWA/JPIA to Idyllwild Water District
8. **10 YEAR CIP- SECOND DRAFT** – The Board will consider a 10 year Capital Improvement Plan for Idyllwild Water District.

**DIRECTORS COMMENTS :**

**GENERAL MANAGER'S COMMENTS:**

**ADJOURNMENT:**

To the next Board meeting is a Regular Meeting scheduled for January 17, 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 @ 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.

**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 November 15, 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. Interim General Manager Jack Hoagland, Chief Financial Officer Hosny Shouman and Board Secretary Erica Gonzales were also present. Idyllwild Water District's legal counsel Christine Carson was present for the closed session.

Director Geoffrey Caine had an excused absence.

General public present: (4)

**PUBLIC COMMENT:**

**STEVE THOMPSON** – Would like the Board to put District's Transparency on the next Agenda. Would like the recordings of the meetings on the website.

**MARGE MUIR** – Still has a client that would like to sell their property with a well to Idyllwild Water District. Has been told that the well is too close to the sewer line. Would like a copy of the California Ordinance that states there must be a 50 ft separation from the well to the sewer line and would like a copy of the well log. Would like a formal statement, in writing, that Idyllwild Water District is not interested in purchasing this land/well.

**JP CRUMRINE** – Inquired about the Operations Report and the depth of Foster Lake and how much water is contained in Foster Lake at the current depth. Also inquired about the nature of the Special Meeting that was to follow the Regular Meeting and why not disclose to the Public if there is a person in mind to fill the Permanent General Manager position.

**ITEM #1- CONSENT CALENDAR:**

**MINUTES** – October 25, 2017  
November 8, 2017

**FINANCIAL REPORTS OCTOBER 2017**

A. Income statement for the First month ending October 2017

B. District warrants for October 2017.

Check #	14371 - 14440	= \$	271,099.20
Gross Payroll		= \$	50,996.48
Federal/State PR taxes		= \$	16,883.20
LAIF Transfers		= \$	0.00
Transfers/charges		= \$	179.20

**OPERATIONS REPORT AND GRAPHS FOR THE FOURTH MONTH ENDING OCTOBER, 2017.**

No mainline leaks were reported in October and there were no unmetered leaks. Foster Lake's level was at 9 feet at the end of October. There was 0.08" of precipitation in October and there has been 0.83" of precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 8.8' below ground level, the downtown well #23 is currently static at 9' and the downtown well #24 is static at 18' below ground level respectively. Production for October was 1,109,898 cubic feet. October's unaccounted for water was 3.90% of water production. Fiscal year to date unaccounted for water average is 6.10% of water production.

**COMMENT:**

**DIRECTOR KUNKLE** – 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:

**AYES**

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

**NAYS**

**ABSTAIN**

**ABSENT**

**Geoffrey Caine**

**Consent Calendar was approved.**

## **ITEM 2 – Consider Adoption of Ordinance #65 Establishing Revised Rules and Regulations for Sewer Service**

**Recommendation:** That the Idyllwild Water District Board of Directors consider adoption of the attached Ordinance #65 establishing revised Rules and Regulations for Sewer Service and rescinding Resolution #499.

**Background:** Rules and Regulations for Sewer Service (RRSS) were last revised in 1997. New laws and evolving policies of the Board of Directors have created the need to revise the RRSS. The Board of Directors has had an opportunity to discuss the changes at several Board meetings and workshops all open to the public. The Ordinance must be adopted at a regular meeting of the Board of Directors and only Special Meetings have been held in September and October.

A summary of the significant changes to the 1997 document is as follows:

- An Equivalent Dwelling Unit (EDU) is defined as a single-family home discharging 250 gallons per day of wastewater;
- Plan review and counting of Plumbing Code “fixture units” to establish system demand would only apply to commercial and institutional customers (note that multi-family dwellings are considered commercial);
- The period to pay a bill prior to incurring late charge penalties is reduced to 25 days (from 30 days) to be consistent with Water service charges;
- The DISTRICT may enter into agreements with dischargers with unique waste streams to exceed the amounts specified in Sections **7.2.01** through **7.2.07**, when mitigating circumstances that will not jeopardize the ability of the DISTRICT to meet its Waste Discharge Requirements as established by the RWQCB exist.;
- The District restates the ultimate financial liability of property owners for costs incurred by their tenants;

-Payment of water bills through the District's web portal is added as a payment method;

In addition, a number of other minor changes are proposed to bring the RRSS into conformity with the RRWS and modifications of State Law. The Notice of Summary of Changes is attached for information.

The Notice of Summary of Changes was published in the Town Crier more than 5 days prior to the meeting and the complete text of the RRSS has been posted on the District Website and available for inspection at the District Office for more than 5 days prior to the meeting.

**COMMENT:**

**TOM PAULEK** – Concerned about the adage of Idyllwild Water District being able to enter into agreements with commercial dischargers.

**MARGE MUIR** – Inquired about the capacity of the Sewer plant and if it could service all lots in the Sewer District if they were to build.

**DIRECTOR KUNKLE** – Wanted to remove “and the sewer lateral” on Page 10, Section 5.7 Owner's Responsibility to conform to the historical policy of the Sewer District.

**VICE PRESIDENT SZABADI** – Asked for clarification on how Commercial Sewer charges are determined for different establishments. Concerned about the District's authority to refuse service due to a capacity issue.

**MARGE MUIR** – Concerned that low-flow toilets are not a requirement because California State Law mandates low-flow toilets and sinks as of January 2017 for residential customer and January 2019 for Commercial customers.

A MOTION was made by Vice President Szabadi to approve Ordinance No. 65 with the noted change to page 10, Section 5.7 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.**

**ITEM 3 – Consider Adoption of Resolution #741 Changing the Idyllwild Water District Election Date in Accordance with SB415**

Recommendation: That the Idyllwild Water District Board of Directors determine if they would like to consolidate to the November or June Statewide General Election and approve the appropriate Resolution.

Background: SB 415 requires local agencies to consolidate their elections with Statewide General Elections.

By consolidating with the November Statewide election the August 2021 moves to November 2022. Directors elected in 2019 would serve only a 3-year term until December 2022. Directors elected in 2019 to four year terms would serve one extra year until December 2022. (Option 1)

By consolidating with the June Statewide election the August 2019 election would be moved to June 2020. Directors with terms expiring in December 2019 would be extended to June 2020. Directors with terms expiring in December 2021 would be shortened to June 2020. (Option 2)

Option 3 described at the end of the staff report shortens current Director's terms substantially and is not recommended.

Due to a concern over low voter turnout in elections not held concurrently with statewide elections, the state legislature passed and Governor approved SB 415 with the apparent goal of ensuring all elections have an adequate voter turnout. Commencing January 1, 2018, SB 415 prohibits political subdivisions from holding an election other than on a statewide election date if doing so has previously resulted in voter turnout at least 25% less than the average of the last four statewide general elections in that political subdivision.

**DISCUSSION:**

**DIRECTOR KUNKLE** – Asked for clarification on terms depending on which Option was chosen.

A MOTION was made by President Schelly to consolidate Idyllwild Water District's election with the General Election in November and Vice President Szabadi seconded. The vote was as follows:

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

**Motion approved.**

**DIRECTOR'S COMMENTS:**

**PRESIDENT SCHELLY** – Would like Certificate of Transparency on the December Agenda. Asked Hosny about the cost comparison he requested at the September meeting between hiring contractors or three permanent employees. Future projects, would like to make sure that all fire hydrants that are installed are at the County standard. Reminded audience about the Study Session Meeting on December 6, 2017 at 6:00pm.

**GENERAL MANAGER'S COMMENTS:**

**JACK HOAGLAND** – Waterline replacement project has been completed, following up on some paperwork with the EDA for the Certified Payroll reporting. Haven't made the third of four progress payments because the paperwork is delaying reimbursement from the County. That will hopefully be cleared up in the next two weeks. Houston and Harris is finished cleaning and videoing the Sewer Collection System with the exception of the area that crosses Highway 243. We are working with them on an encroachment permit. Do not have the recordings yet. Substantially under the quoted price. Received the engineering report on the Construction of the measuring device for Lily Creek and Foster Lake. Grand Jury visited on November 1, 2017, took them on a tour of the WWTP, Foster Lake, Fern Valley Wells and the Diversion. Asked general questions. Didn't allude to any specific reason for coming. Contacted the State about resubmitting the 1970s Inundation Study, was told that the State has revised their requirements on how to prepare Inundation Studies. Has to have been done within the past 10 years. Contacted DSOD anyway and was told that we have to do a new study.

**VICE PRESIDENT SZABADI** – Inquired about the status on the search for a Chief Sewer Operator. Would like this advertised.



**ADJOURN TO CLOSED SESSION AT 7:13 PM**

1. **Conference with Legal Counsel – Existing Litigation (Govt. Code § 54956.9) -**  
Name of Case: (*Jeff Smith v. Idyllwild Water District.*, Case No./Complaint No. 33-05-03, Water Rights Adjudicatory Proceeding before State Water Resources Control Board re: Strawberry Creek Diversion in Riverside County)

**RECONVENE INTO OPEN SESSION:**

The Board reconvened in open session at 8:13 pm

**REPORT ON CLOSED SESSION:**

General Manager Jack Hoagland reported that there was no reportable action.

**ADJOURNMENT:**

President Schelly Adjourned the Regular Meeting at 8:15 pm.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

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

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

**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 November 15, 2017.*

**CALL TO ORDER:**

The Special Meeting was called to order by President Charles Schelly at 8:16 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 and Chief Financial Officer Hosny Shouman.

Director Geoffrey Caine had an excused absence.

General public present: (- 0 -)

**PUBLIC COMMENT:**

None.

**ADJOURN TO CLOSED SESSION:**

1. CLOSED SESSION: Public Employee Performance Evaluation (Govt. Code Section 54957(b)). Title: Interim General Manager
2. CLOSED SESSION: Public Employment (Govt. Code Section 54957(b)). Position to be filled: General Manager

The Board adjourned to closed session at 8:18 pm.

**RECONVENE INTO OPEN SESSION:**

The Board reconvened in open session at 9:00 pm

**REPORT ON CLOSED SESSION:**

General Manager Jack Hoagland reported that there was no reportable action.

**ADJOURNMENT:** President Schelly adjourned the meeting at 9:02 pm.

IDYLLWILD WATER DISTRICT

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

DR. CHARLES SCHELLY-  
BOARD PRESIDENT

IDYLLWILD WATER DISTRICT

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

ERICA GONZALES-  
BOARD SECRETARY

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

*The Board of Directors of the Idyllwild Water District met in special session on December 06, 2017, at the Idyllwild Water District Board Room.*

**CALL TO ORDER:**

The Special Meeting was called to order by Vice President Peter Szabadi at 6:00 pm.

**ROLL CALL:**

Directors present: 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.

President Charles Schelly and Director Geoffrey Caine were absent.

General public present: (- 5 -)

**PUBLIC COMMENT:**

**TOM PAULEK**- Requested that the issue of Transparency in the District be put on January Agenda instead of December Regular Agenda so that he may attend.

**1. PUBLIC WORKSHOP ON INFRASTRUCTURE AND RATES:**

General Manager Jack Hoagland gave a presentation that included a slideshow showing a 5- 10 year plan for replacing water lines and other infrastructure in Idyllwild Water District for Water and Sewer as well as key basics on Costs and Revenues for Idyllwild Water District to show that the current rates are not generating enough revenue to cover CIP. (Slideshow is attached). Recommended doing a rate study.

**TOM PAULEK** – Read that Pine Cove is replacing pipeline for \$100/ foot. Wanted clarification as to why it would cost Idyllwild Water District \$200/foot. Is the cost difference due to contracting out rather than using Idyllwild Water District workers?

**VICE PRESIDENT SZABADI** – Factoring in testing and regulatory costs along with material and labor costs, \$200/ foot is a realistic cost. After researching contracting vs. the cost of a larger staff, the costs were about the same. This plan is a good starting point. Plan can be modified to be less aggressive.

**MARGE MUIR** – Would like to see consolidation of the Water Districts.

**HERB BERGSTROM** – Spoke about the report he put together titled “Idyllwild Water District Potable Water Mains,” how pipeline was replaced in the past and answer various questions

about Idyllwild Water District operations in the past.

**JACK HOAGLAND** – There are some areas where the lines can be replaced by existing staff and will not need to be contracted out.

**VICE PRESIDENT SZABADI** – Because of Prop 218, we are constricted on how and what we charge. All charges must be defensible.

**VICTOR JIMINEZ** – General Manager of Fern Valley Water District- Stated that Fern Valley Water District has had to increase their rates due to not enough revenue for CIP. Said FVWD will be going to capacity based meter charges. Supported Jack’s presentation.

**JACK HOAGLAND** – Spoke about annual water use, water storage, Foster Lake levels. The Water Shortage Contingency plan needs to be revised.

**DIRECTOR KUNKLE** – Asked various questions about what would be involved in having a rate study done.

**JACK HOAGLAND** – Has requested proposals for Rate Studies from 3 different sources. Would like to set a special meeting for the first week of January to review these proposals and to create criterion for a rate study. Addressed that there are several ways to charge for Sewer use and there are very few customers and all fixed costs must be covered with the sewer charges.

**VICE PRESIDENT SZABADI** – Would like to see further analysis of contracting vs in house installation of pipeline.

**ADJOURNMENT:** At 7:50 pm, Vice President Szabadi adjourned the workshop meeting.

**APPROVED:**

IDYLLWILD WATER DISTRICT

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

IDYLLWILD WATER DISTRICT

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



# **IDYLLWILD WATER DISTRICT**

## **Workshop/Study Session**

December 6, 2017

6:00 pm

# AGENDA

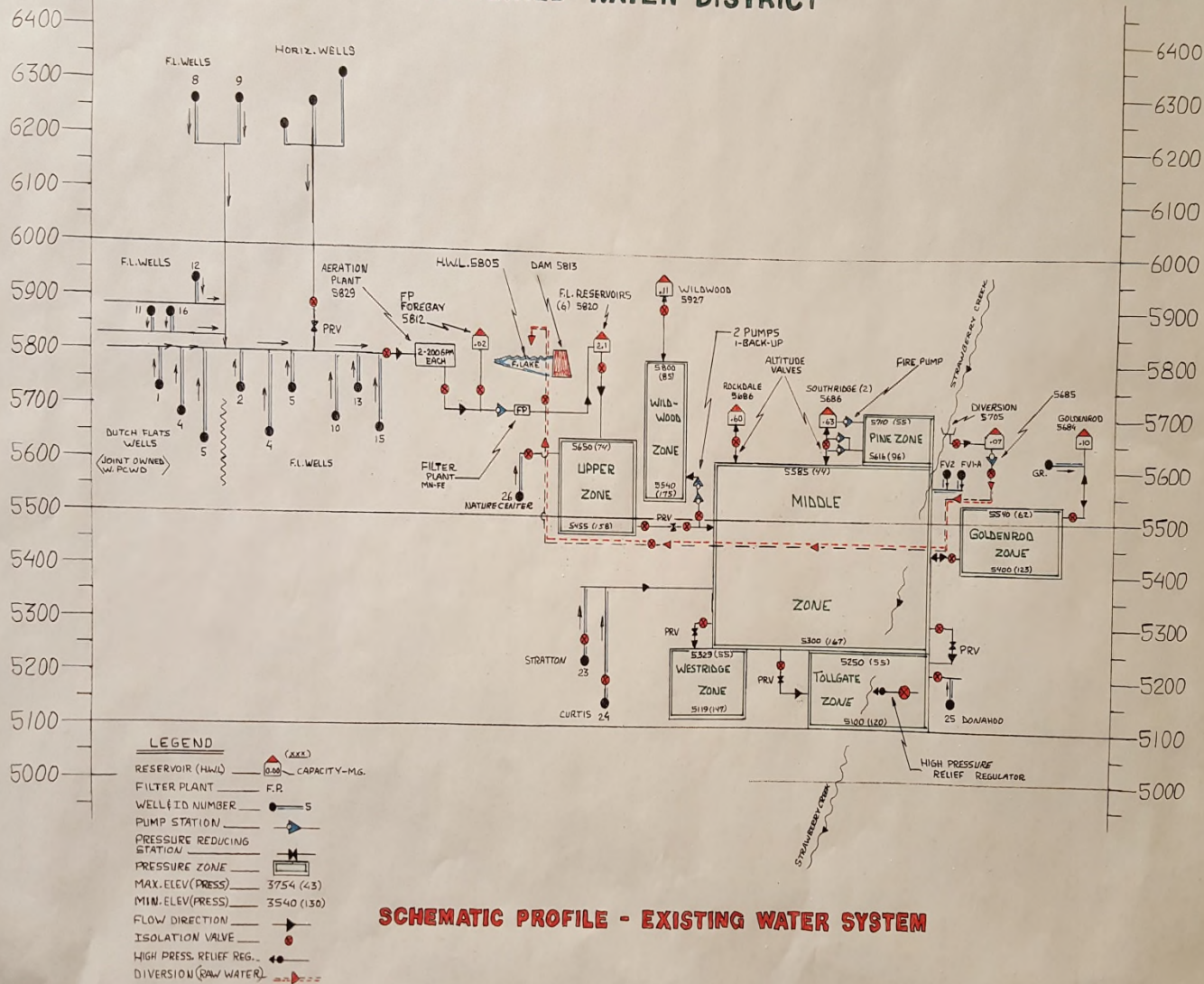
- Idyllwild Water District System 101
- Infrastructure Replacement
  - History, Criteria, Future
- Rates
  - Basics
  - Tiers
  - Conservation Incentives

# Water System 101

- System Schematic
- System Map

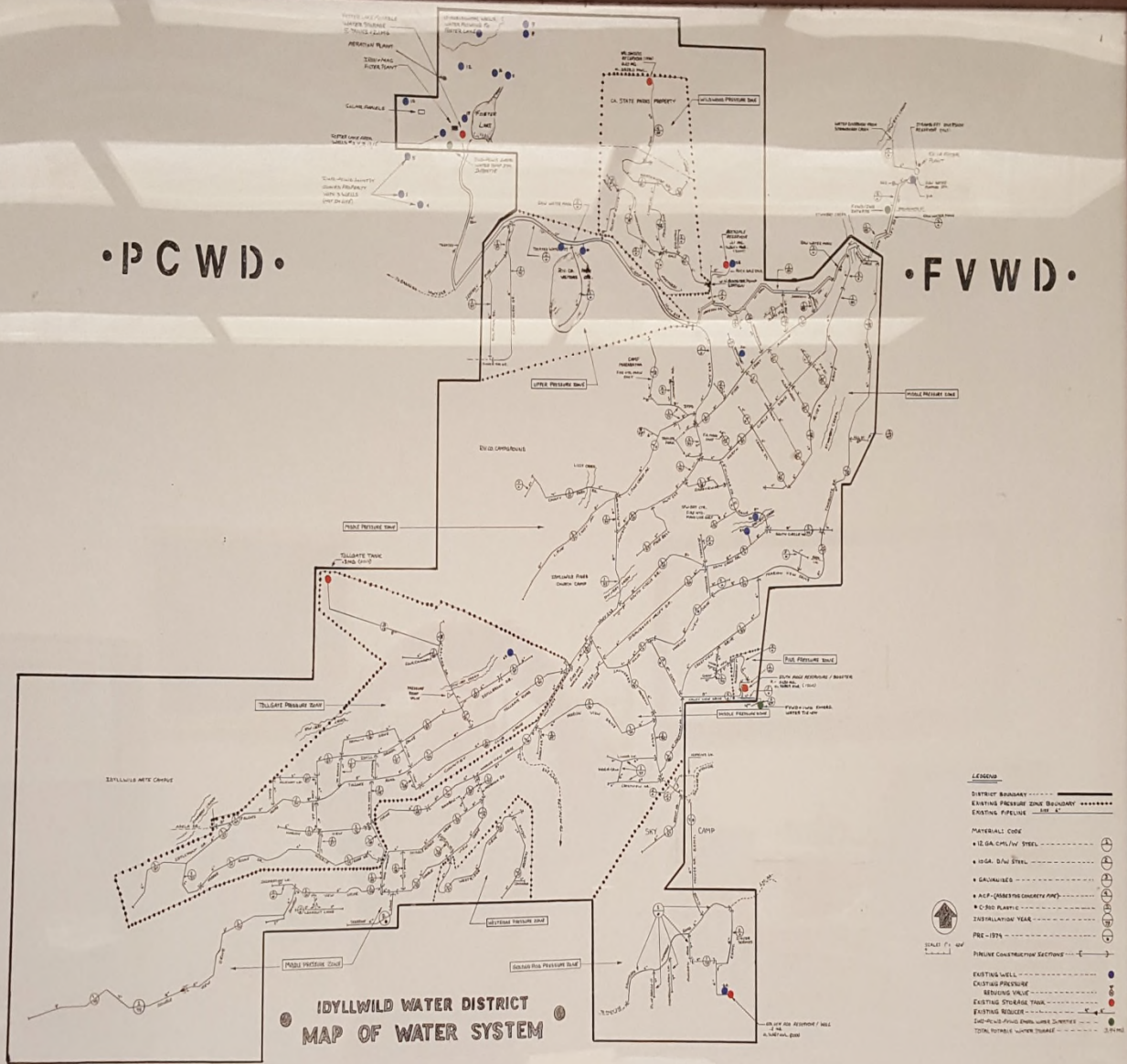


# IDYLLWILD WATER DISTRICT



• P C W I D •

• F V W I D •



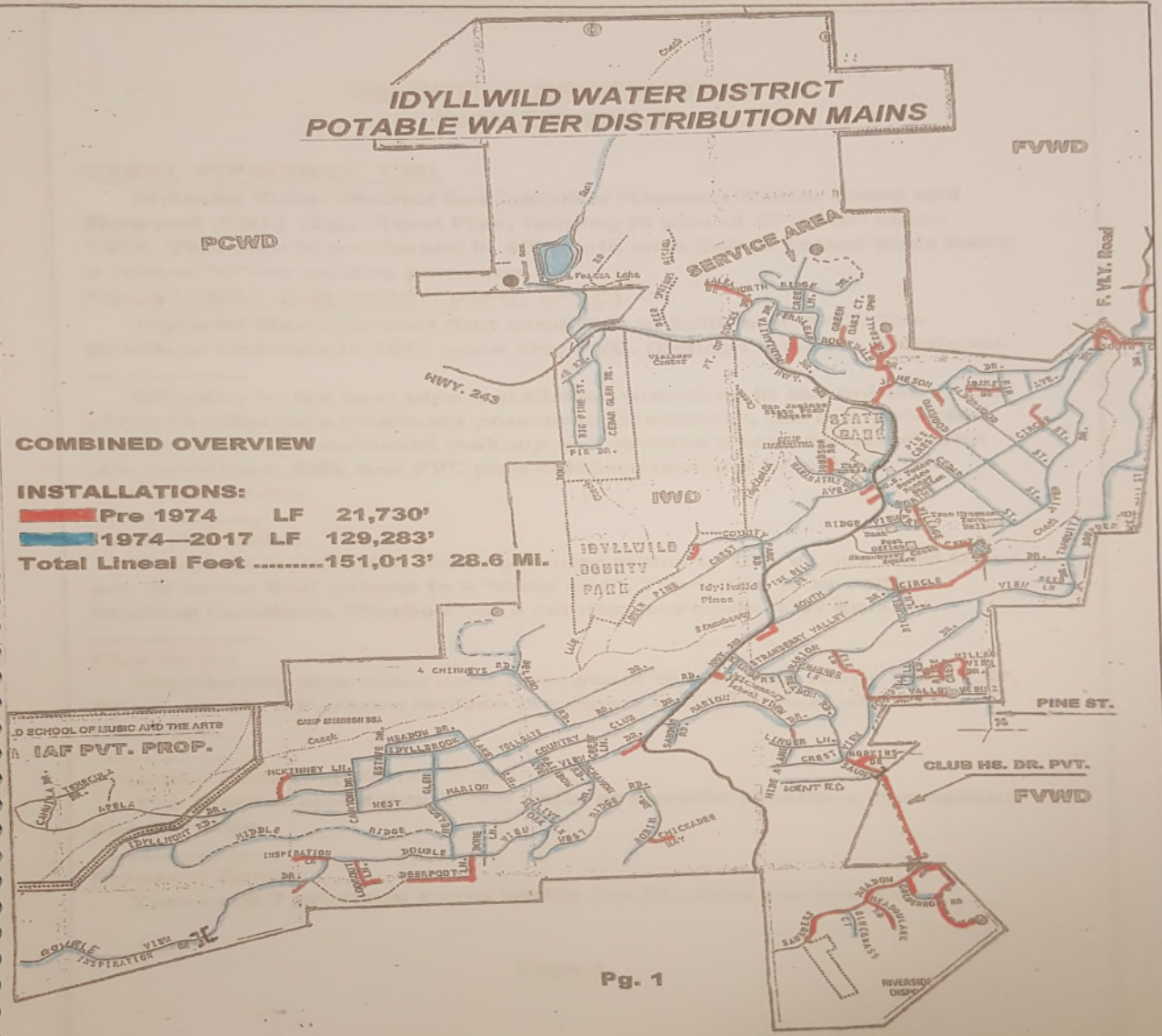
# Water Infrastructure

- 151,000 feet of water lines (28.6 miles)
- 129,000 feet installed since 1974
- 22,000 feet installed prior to 1974 (43+yo)
- 3,270 feet between 2000 and 2016
  - 2,042 feet for Tollgate Reservoir connection

# IDYLLWILD WATER DISTRICT POTABLE WATER DISTRIBUTION MAINS

## COMBINED OVERVIEW

**INSTALLATIONS:**  
█ Pre 1974 LF 21,730'  
█ 1974—2017 LF 129,283'  
**Total Lineal Feet .....151,013' 28.6 Mi.**



# Replacement Criteria

- Pipe age
- History of leakage
- Improve fire flow
- Improve water flow (eliminate dead ends)

# 10-year Pipeline Replacement

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Size</u>	<u>Footage</u>	<u>Cost @ \$200/foot</u>
<b>2018</b>					
South Circle	Bicknell	Village Drive	8"	1200	
Village Drive	South Circle	North Circle	8"	1400	
Alt 1 - Oakwood	Pine Crest	Jameson	6"	800	
Alt 2 - Ridgeview	Hwy 243	Village Drive	8"	<u>780</u>	
		2018 Total		3400	\$680,000
<b>2019</b>					
Valley View	Crestview	South Ridge Reservoir	8"	1050	
Village View	South Ridge Road En	Forest View	6"	800	
Alt 1 - Oakwood	Pine Crest	Jameson	6"	800	
Alt 2 - Ridgeview	Hwy 243	Village Drive	8"	<u>780</u>	
		2019 Total		2650	\$530,000
<b>2020</b>					
Deerfoot Lane	Double View	Double View (Loop)	6"	2500	
Lookout Lane	Double View	End	6" & 2"	550	
Inspiration Lane	Double View	End	4"	<u>400</u>	
		2020 Total		3450	\$690,000
<b>2021</b>					
Lower Pine Crest	Riv.County Plygrnd R	Harold K Smith	8"	1400	
North Cir-So.Circle	North interconnection		8"	<u>1100</u>	
		2021 Total		2500	\$500,000
<b>2022</b>					
Azalea	Point of Rocks	End	4"	200	
Green Oaks Ct	Rockdale	End	6" & 4"	325	
Rockdale Spur	Jameson	Reservoir	10"	850	
Elk Lane (Liner)	Crestview	Marian View Dr		<u>950</u>	
		2022 Total		2325	\$465,000
<b>2023</b>					
	To be determined			2000	\$400,000
<b>2024</b>					
	To be determined			2000	\$400,000
<b>2025</b>					
	To be determined			2000	\$400,000
<b>2026</b>					
	To be determined			2000	\$400,000
<b>2027</b>					
	To be determined			2000	\$400,000

# Other Water Infrastructure

- Insure reliable revenue stream
- Improve customer service
- Maintain Reservoirs and pumping facilities
- Improve and expand source of supply

# Other Water Infrastructure

<u>Project</u>	<u>Estimate</u>
<b>2018</b>	
Install 200 Water meter Radio Read set ups (Commercial )	\$ 40,000
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Replace 2 Wells (8 and 11)	\$ 13,000
Complete One Well	\$ 40,000
Replace Aeration System	\$ 60,000
Map and Digitally Model Water System	\$ 50,000
Total 2018	\$ 217,000
<b>2019</b>	
Install 300 Water meter Radio Read set ups	\$ 25,500
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Complete One Well	\$ 40,000
Recoat FL Tanks (6 tanks-exterior)	\$ 400,000
Total 2019	\$ 479,500
<b>2020</b>	
Install 500 Water meter Radio Read set ups	\$ 45,000
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Remove Silt from Foster Lake	\$ 150,000
Total 2020	\$ 209,000
<b>2021</b>	
Install 650 Water meter Radio Read set ups	\$ 55,250
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Other Miscellaneous	\$ 150,000
Total 2021	\$ 219,250
<b>2022</b>	
Add Second Wildwood Tank 0.10 MG)	\$ 350,000
Replace 200 Meters (195-0.625-inch, 5 other sizes)	\$ 14,000
Total 2022	\$ 364,000
<b>2023 - To be determined</b>	\$ 250,000
<b>2024 - To be determined</b>	\$ 250,000
<b>2025 - To be determined</b>	\$ 250,000
<b>2026 - To be determined</b>	\$ 250,000
<b>2027 - To be determined</b>	\$ 250,000



# Wastewater Infrastructure

- Improve reliability
- Increase efficiency
- Replace facilities that exceed their useful life

# Wastewater Infrastructure

Project	Estimate
<b>2018</b>	
Influent Screen and Dewaterer	\$ 100,000
Skid Steer Tractor (additional contribution, 50% of Cost)	\$ 25,000
VFD for Blowers	\$ 25,000
Apply for SRF Loan Commitment	\$ 15,000
Total	\$ 165,000
<b>2019</b>	
Effluent Flow, pH and EC Monitoring	\$ 30,000
Design/Environmental Review Replacement Facility	\$ 80,000
Total	\$ 110,000
<b>2020</b>	
Collection System Digital Map	\$ 30,000
Total	\$ 30,000
<b>2021</b>	\$ 75,000
<b>2022</b>	\$ 75,000
<b>2023</b>	\$ 75,000
<b>2024</b>	\$ 75,000
<b>2025</b>	\$ 75,000
<b>2026</b>	\$ 75,000
<b>2027</b>	\$ 75,000

# General Operating Cost Structure

- 90% of District Costs are Fixed
  - Labor and related benefits
  - General Maintenance and repair
  - Regulatory compliance
  - Risk management

10% Variable costs rarely vary by more than 1-2%

Collecting significant revenue from commodity charge can lead to revenue volatility

# General Funding Structure

- Rates and Charges cover the day-to-day operating expenses plus \$70,000/yr to Water CIP and \$0/yr to Wastesater CIP
- Property Tax Allocation is \$250,000/yr to Water CIP and \$150,000/yr to Wastewater CIP

# Revenue Realities

- ~1650 water customers
- ~ 590 wastewater customers
- ~ 10% Water Customers = Commercial
- ~ 30% Wastewater Customers = Commercial
- Cost/H<sub>2</sub>O customer for \$50,000/year = \$2.50/mo
- Cost/WW customer for \$50,000/year = \$7.06/mo

# Revenue Realities (More)

- Customers need tangible incentives related to their water use
- Loading fixed costs into fixed charges stabilizes revenue but leaves small charges for the commodity charges (i.e., low incentives)
- High allocation on the commodity charges provides incentives but can result in volatile revenue for the District

# Revenue Realities (More-2)

- High percentage of vacation homes complicates the revenue result (500 Water customers/mo have zero use)
- The Wastewater Division needs stable revenue and has only fixed charges

# Balancing Rates

- The District has unique characteristics and substantial challenges with its small customer bases (Water and Wastewater)
- The evolving demands of Proposition 218 make having a solid documentary record of rate development a requirement to avoid unnecessary defense expenses



# Balancing Rates - 2

- Staff believes that engaging professional assistance to recommend refinements to the water and sewer rate structures and for the Water Shortage Contingency Plan, and to establish solid documentation for those rate structures would be in the best long-term interest of the District

**IDYLLWILD WATER DISTRICT  
WATER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING NOVEMBER 30, 2017**

CONDENSED CATEGORY	FOR THE MONTH OF		NOVEMBER	2017
	ACTUAL	BUDGET	VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	51,367	51,367	0	0.00%
SALES-RESIDENTIAL/COMMERCIAL	57,485	55,000	2,485	4.52%
OTHER OPERATING REVENUE	1,411	1,500	-89	-5.90%
OTHER NON- OPERATING REVENUE*	5,550			
<b>TOTAL OPERATING REVENUES</b>	<b>115,813</b>	<b>107,867</b>	<b>2,396</b>	<b>2.22%</b>

OPERATING REVENUE BY CATEGORY	FOR THE MONTH OF		NOVEMBER	2017
	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE - RESIDENTIAL	44,021	44,021	0	0.00%
BASE RATE - COMMERCIAL	7,346	7,346	0	0.00%
SALES-RESIDENTIAL	24,312	25,000	-688	-2.75%
SALES-COMMERCIAL	33,172	30,000	3,172	10.57%
SALES-SEWER	0	0	0	0.00%
SALES-CONSTRUCTION/OTHER	1,186	0	1,186	0.00%
TRANSFER FEES	225	100	125	125.00%
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	200	0	200	0.00%
OTHER MISCELLANEOUS	0	1,250	-1,250	0.00%
INSTALLATION FEES	5,350	0	5,350	0.00%
CAPACITY FEES	0	0	0	0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>115,813</b>	<b>107,867</b>	<b>7,946</b>	<b>7.37%</b>

**IDYLLWILD WATER DISTRICT  
 WATER FUND CONDENSED INCOME STATEMENT  
 FOR FISCAL MONTH ENDING NOVEMBER 30, 2017**

FOR THE MONTH OF NOVEMBER 2017

CUBIC FEET OF SALES:	ACTUAL	BUDGET	VARIANCE	%
R1	536,660	585,000	-48,340	-8.26%
R2	19,390	46,000	-26,610	-57.85%
R3	69,840	82,000	-12,160	-14.83%
R4	43,890	75,000	-31,110	-41.48%
R5	14,260	22,000	-7,740	-35.18%
R6	80,020	155,000	-74,980	-48.37%
NC-WWTP	14,350	15,000		
TOTAL CUBIC FEET OF SALES	778,410	980,000	-200,940	-20.50%
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%
TOTAL NUMBER OF CUSTOMER BILLS	1,654	1,648	6	0.36%

\* s : Sewer Only Account

**IDYLLWILD WATER DISTRICT  
WATER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING NOVEMBER 30, 2017**

BY CATEGORY	FOR THE MONTH OF		NOVEMBER	2017
	ACTUAL	BUDGET	F (U) VARIANCE	%
<b>WATER OPERATING EXPENSES:</b>				
1- WAGES AND SALARIES EXPENSES	43,297	50,000	6,703	13.41%
2- RETIREMENT PLAN AND LIFE INSURANCE	3,476	8,000	4,524	56.55%
3 -MEDICAL INSURANCE	10,276	11,500	1,224	10.64%
4 -UNIFORM EXPENSES	186	438	252	57.53%
5 -WORKER'S COMP INSURANCE	0	500	500	100.00%
6 -RETIREMENT MEDICAL INSURANCE	0	2,000	2,000	100.00%
7 -BOARD REIMBURSEMENT	225	500	275	55.00%
8 -OFFICE SUPPLIES	410	600	190	31.72%
9 -OFFICE CLEANING SERVICE	210	280	70	25.00%
10 -POSTAGE AND MAILING FEE	979	900	-79	-8.80%
11 -TRAINING AND EDUCATION	0	604	604	100.00%
12 -TRAVELING , MILEAGE, MEALS REIMBURSEMENT	44	629	585	92.94%
13 -DUES ,FEES , SUBSCRIPTIONS	2,613	771	-1,843	-239.03%
14 -COMPUTER SERVICES	826	1,000	175	17.45%
15 -LEGAL SERVICES	13,282	2,500	-10,782	-431.29%
16 -UTILITIES - ELECTRICITY	3,289	7,292	4,003	54.90%
17 -UTILITIES - GAS& FUEL	385	717	332	46.28%
18 -UTILITIES - PROPANE	0	325	325	100.00%
19 -UTILITIES - TELEPHONE INTERNET	717	761	44	5.73%
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	151	1,583	1,432	90.44%
22 -GENERAL PLANT SERVICES	13,478	18,000	4,522	25.12%
23 - VEHICLES REPAIRS AND MAINTENANCE	204	1,500	1,296	86.42%
24 -WATER ENGINEERING AND CONSULTING	6,621	875	-5,746	-656.70%
25 -LABORATORY SERVICES	1,931	1,042	-890	-85.40%
26 -WATER SECURITY SYSTEM	0	771	771	100.00%
27 -ADVERTISING AND PUBLISHING	90	542	452	83.38%
28 -PROPERTY TAX EXPENSES	0	233	233	100.00%
29- COMPENSATED TIME	0	1,833	1,833	100.00%
30 -BANK FEE CHARGE	179	200	21	10.40%
31 -WATER MAINTENCE AND SUPPLIES	0	1,042	1,042	100.00%
33 -ACCOUNTING AND AUDITING FEE	2,066	7,500	5,434	72.45%
<b>TOTAL OPERATING EXPENSES:</b>	<b>105,118</b>	<b>126,333</b>	21,215	16.79%
<b>TOTAL INCOME AND (LOSS)</b>	<b>10,695</b>	<b>(18,466)</b>		

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING NOVEMBER 30 , 2017**

FOR THE MONTH OF NOVEMBER 2017

CONDENSED BY CATEGORY	ACTUAL	BUDGET	F (U) VARIANCE	%
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	53,053	53,053	0	0.00%
OTHER OPERATING	100	25	75	300.00%
<b>TOTAL OPERATING REVENUES</b>	<b>53,153</b>	<b>53,078</b>	75	0.14%
OPERATING EXPENSES:				
1- WAGES AND SALARIES	12,644	14,000	1,356	9.69%
2- RETIREMENT AND LIFE INSURANCE	1,159	2,000	841	42.07%
3- MEDICAL INSURANCE	3,425	5,000	1,575	31.49%
4- UNIFORM EXPENSE	62	300	238	79.36%
5-WORKER'S COMPENSATION INSURANCE	0	145	145	100.00%
6- RETIREMENT MEDICAL INSURANCE	0	917	917	100.00%
7- BOARD REIMBURSEMENT	75	200	125	62.50%
8- OFFICE SUPPLIES	75	400	325	81.18%
9- OFFICE CLEANING SERVICES	70	150	80	53.33%
10- POSTAGE AND MAIL FEE	312	100	-212	-211.63%
11- EDUCATION AND TRAINING	0	200	200	100.00%
12- TRAVELING, MILAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	718	542	-176	-32.56%
14- COMPUTER SERVICES	209	1,000	792	79.15%
15- LEGAL SERVICES	4,427	500	-3,927	-785.47%
16- UTILITIES - ELECTRICITY	3,850	4,000	150	3.75%
17- UTILITIES - GAS & FUEL	253	437	184	42.06%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	229	292	63	21.49%
20- UTILITIES - WASTE MANAGEMENT FEE	61	125	64	51.39%
21- VEHICLES REPAIRS AND MAINTENANCE	68	500	432	86.42%
22- SEWER ENGINEERING SERVICES	12,802	15,000	2,198	14.66%
22- SEWER MAINTENANCE AND SUPPLIES	0	200	200	100.00%
23- GENERAL PLANT SERVICES	282	500	218	43.68%
24- SEWER PERMIT AND LICENSE(State Fee)	0	500	500	100.00%
25- MINOR EQUIPMENT AND SUPPLIES	0	42	42	100.00%
26- SEWER LEASE	4,546	250	-4,296	-1718.34%
27- ADVERTISING AND PUBLISHING	30	125	95	76.00%
28- LABORATORY SERVICES	755	500	-255	-51.05%
29- GENERAL AUTO AND LIABILITY INSURANCE	0	570	570	100.00%
30- SECURITY SYSTEM (ADT)	0	208	208	100.00%
31- ACCOUNTING & AUDITING FEE	689	2,000	1,311	65.56%
<b>Total Expenses</b>	<b>46,739</b>	<b>51,018</b>	4,279	8.39%
<b>Total INCOME OR (LOSS)</b>	<b>6,414</b>	<b>2,060</b>		

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING NOVEMBER 30 , 2017**

FOR THE MONTH OF NOVEMBER 2017

SEWER FUND OPERATING REVENUES

	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE-COMMERCIAL	36,185	36,185	0	0.00%
BASE RATE- RESIDENTIAL	16,868	16,868	0	0.00%
TRANSFER FEE	100	25	75	300.00%
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>53,153</b>	<b>53,078</b>	75	0.14%

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>	0.0	0.00%

**IDYLLWILD WATER DISTRICT  
DISTRICT WARRANTS AND OTHER DISBURSEMENTS  
FOR THE MONTH ENDED NOVEMBER 30, 2017**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
11/1/2017	14441	B & W Pipe and Supply	Supplies for Sewer	148.53
11/1/2017	14442	California Computer Options	Monthly IT Support	695.00
11/1/2017	14443	Chase Card Services	Harbor Freight- Supplies/ Tools for Water and Sewer \$607.60, Cal Rural- Training for Jerry and Dillon \$250.00, Office Supplies \$102.29	1,006.53
11/1/2017	14444	Clark Construction	Water Damage to Customer Property due to Pipeline replacement	1,290.00
11/1/2017	14445	VOID		
11/1/2017	14446	Frontier Communications	Internet and Phone for Foster Lake and WWTP	402.77
11/1/2017	14447	Home Depot Credit Services	Tools and Supplies for Water and Sewer	113.24
11/1/2017	14448	Streamline	Website Maintenance	200.00
11/1/2017	14449	USA Bluebook	Supplies for Sewer	159.28
11/1/2017	14450	Venzon Wireless	Cell Phone for On Call and General Manager	156.51
11/1/2017	14451	Wicker Water Well Pump Service	Repair Vertical Booster Pump	2224.68
11/1/2017	14452	WWSD, LLC	Refund for Meter Installation Deposit	650.00
11/1/2017	14453	VOID		
11/1/2017	14454	Forest Lumber	Supplies for Water	419.10
11/1/2017	14455	SWRCB	Certification Fee for Jerry Johnson D3	90.00
11/1/2017	14456	Genesis Construction	Second Payment for Pipeline Project	186,592.16
11/8/2017	14457	Browning Electric	Service Call for Well #2	98.75
11/8/2017	14458	California Computer Options	Computer Support	139.00
11/8/2017	14459	Central Communications	Monthly Answering Service	102.00
11/8/2017	14460	Filtronic	Repair Treatment Plant and Training	1,056.00
11/8/2017	14461	Four Seasons Cleaning Services	Monthly Cleaning Charge for Office	280.00
11/8/2017	14462	Idyllwild Town Crier	1 week of 4 weeks Rain Barrel Ad	120.00
11/8/2017	14463	Industrial Metal Supply Co	Supplies for Water	144.34
11/8/2017	14464	Kreiger and Stewart Engineering	Engineering Study for Lily Creek flow and Foster Lake measurement	6,621.15
11/8/2017	14465	Mission Linen & Uniform Service	Monthly Cleaning and Laundering Charge	247.72
11/8/2017	14466	NAPA Auto Parts	Maintenance parts for fleet	271.63
11/8/2017	14467	SUSP, Inc	Sewer Consulting Fee	12,580.00
11/8/2017	14468	Dig Alert	Monthly Maintenance Fee and 85 New Tickets	150.25
11/8/2017	14469	USDA Forest	Annual Lease Fee for 2018	4,545.84
11/8/2017	14470	Idyllwild Water District	Deposited at Hemet Bank for Payroll	30,000.00
11/8/2017	14471	Webb Associates	Construction Management	27,703.83
11/8/2017	14472	Jeannine Olsen	Reimburse for Office Expenses	170.20
11/15/2017	14473	ACWA/JPIA	Employee Medical Insurance for December	13,701.27
11/15/2017	14474	Babcock & Sons	Labs for Water and Sewer	2,686.50
11/15/2017	14475	CR&R	Monthly Trash Fee	243.05
11/15/2017	14476	Engineering Resources of S. Cal	Prep and Mailing 4 sets of Sewer Plans	221.64
11/15/2017	14477	Fieldman, Rolapp Associates	Review of Investment Policy	413.00
11/15/2017	14478	Infosend, INC	Postage and Mailing Fee for Bills sent 10/03/17 and Rain Barrel Inserts	1,246.52
11/15/2017	14479	SCE	Monthly Electricity Charge	500.40
11/15/2017	14480	The SoCo Group	Fuel for Fleet Vehicles	3,546.85
11/22/2017	14481	Aleshire & Wynder	Legal Services	17,709.50
11/22/2017	14482	Allstate Benefits	Monthly Life Insurance	473.77
11/22/2017	14483	American Water Works Association	Membership Dues	420.00
11/22/2017	14484	California Special Districts Association	Membership Dues	2,633.00
11/22/2017	14485	Idyllwild Heating & Cooling, Inc	Service Office Heaters	189.65
11/22/2017	14486	Idyllwild Water District	To be deposited at Hemet Bank for Payroll	25,000.00
11/22/2017	14487	Industrial Metal Supply Co	Supplies for Water	50.23
11/22/2017	14488	Northern Tools	Concrete Flat Saw	4,350.53
11/22/2017	14489	Pacific Slope Tree Co	Remove Fallen Tree at Foster Lake	2,900.00
11/22/2017	14490	Staples Credit Plan	Office Supplies	301.19
11/22/2017	14491	State Board of Equalization	Permit for Water Rights Fee	151.41
11/22/2017	14492	T-Mobile	Monthly Charge for Solar Panels	29.99
11/22/2017	14493	Time Warner Cable/ Specrum Business	Monthly Charge for Internet and Phone at office	356.62
11/22/2017	14494	Rogers, Anderson, Malody and Scott, LLP	First payment for audit fee 2016-2017	2,755.00
<b>TOTAL DISTRICT WARRANTS</b>				<b>\$358,258.63</b>
OTHER DISBURSEMENTS:				
TOTAL PAYROLL				52,330.74
NET PAYROLL CHECKS-DIRECT DEPOSIT				38,145.82
FEDERAL PAYROLL TAXES-ELECTRONIC TRANSFERS				12,716.64
STATE PAYROLL TAXES-ELECTRONIC TRANSFERS				4,276.91
L.A.I.F. ELECTRONIC TRANSFERS				0.00
BANK SERVICE CHARGES AND FEES				179.00
<b>TOTAL DISTRICT WARRANTS &amp; OTHER DISBURSEMENTS</b>				<b>\$410,768.37</b>

## **Operations Report for November 2017**

Currently – No Stage

Production – November 847,860 c.f. / gpm

Foster Lake level -8 ft.-

Water and Sewer installations -3-

Leaks -0-

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

November Water Loss = 6.75%-- 6.21% Y.T.D.

Production

Drinking water storage- 3.319 MG

14 wells available/8 utilized/2 Full Time/6 Part Time

Wastewater Treatment Plant

November 2017-Average daily flow 92,643 gpd/Average weekend flow 100,772 gpd

November 2016-Average daily flow 79,700 gpd/Average weekend flow 88,875 gpd

Precipitation

November 2017 – 0.00” Y.T.D. – 0.83” November 2016 – 1.88” Y.T.D. 2016 – 4.58”

Diversion -0-

### **STATIC WELL LEVELS**

	<b>NOVEMBER 2017</b>	<b>NOVEMBER 2016</b>	<b>NOVEMBER 2015</b>
<b>Foster Lake (Average 3 wells)</b>	8.6’ Static	33’ Static	41’ Static
<b>Well # 26 (Nature Center)</b>	46’ Static	102’ Static	91’ Static
<b>Well # 27 (Nature Center)</b>	43’ Static	100’ Static	89’ Static
<b>Well #28 (Rockdale)</b>	121’ Static	142’ Static	147’ Static
<b>Downtown Wells* #23 &amp; #24</b>	8’ Static 18’ Static	10’ Static 20’ Static	14’ Static
<b>FV1A</b>	7’ Static	397’ Pumping	396’ Pumping
<b>FV2</b>	299’ Pumping	311’ Pumping	286’ Pumping

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



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

DATE: **12-04-17**

IN DISTRICT STORAGE SUPPLY	<u>188,801</u>	C.F.	
FOSTER LAKE STORAGE SUPPLY	<u>255,016</u>	C.F.	<u>443,817</u>
			TOTAL STORAGE SUPPLY
INCREASE	_____	C.F.	
DECREASE	_____	C.F.	
SUPPLIES TO SYSTEM	<u>847,860</u>	C.F.	
I.W.D. FLUSHING	<u>0</u>	C.F.	
FOSTER LAKE LEVEL	<u>8 Ft</u>	MAXIMUM OF 18'	

**STATIC GROUND WATER LEVELS:**

F.L. AREA	<u>8.6</u>	FEET	Static
F.V. AREA:			
F.V.1A	<u>7</u>	FEET	Static
F.V.#2	<u>299</u>	FEET	Pumping
CREEK AREA	<u>23- 8'</u>	FEET	24- 18' Static
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>122,440</u>	C.F.	<u>2.81</u>	A.F.
STRATTON WELL #23 DRAW			<u>0.87</u>	A.F.
OAKWOOD WELL DRAW(PRIVATE)			<u>0</u>	A.F.
WELL #26 (COUNTY OF RIVERSIDE)			<u>0</u>	A.F.
WELL #27 (COUNTY OF RIVERSIDE)			<u>0</u>	A.F.

**COMMENTS:**

	LEVEL	VOLUME
SOUTHRIDGE TANKS (3,509 CF/FOOT)	<u>19.4</u>	<u>68,074 CF</u>
GOLDEN ROD TANK (891 CF/FOOT)	<u>21.7</u>	<u>19,334 CF</u>
WILDWOOD TANK (919 CF/FOOT)	<u>12.9</u>	<u>11,855 CF</u>
ROCKDALE TANK (2,718 CF/FOOT)	<u>23.4</u>	<u>63,601 CF</u>
FOSTER LAKE TANKS (11,698 CF/FOOT)	<u>21.8</u>	<u>255,016 CF</u>
SEWER PLANT USAGE		
DELANO TANK (1,337 CF/FOOT)	<u>19.4</u>	<u>25,937 CF</u>
HYDRANT SALES IN CUBIC FEET		

Idyllwild Water District Well Production Data

Month: November

Year: 2017

Date: 12-04-17

	Well Name	#	Acre Feet	Cubic Feet	PT/FT	Status	GPM
1	Horizontal	1	0			OFF	10
2	Foster Lake	2	11.8	517,870	FT	ON	90.8
3	Foster Lake	4	0			OFF	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	1.25	54,469	FT	ON	10
8	Foster Lake	11				OUT OF SERVICE	
9	Foster Lake	12				OFF	
10	Foster Lake	13	2.18	95,170	PT	ON	50.2
11	Foster Lake	15				OFF	
12	Foster Lake	16				OFF	Not Hooked Up
13	Nature Ctr	26				OFF	25.6
14	Nature Ctr	27				OFF	No Water
15	Stratton	23	.87	38,220	PT	ON	41.8
16	Curtis	24	.19	8,510	PT	ON	44.9
17	Donahoo	25				OFF	
18	Golden Rod		.41	18,160	PT	ON	17.7
19	Fern Valley	1A	2.81	122,440	PT	OFF	Bad Media
20	Fern Valley	2	2.78	121,202	PT	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: 976,041 CF

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Cedar Glen 4" Meter                    539,330 CF                    12.38 AF  
847,860 CF  
Supplies to System

In District Production                    308,532 CF                    7.0 AF  
Wells 13-19

19.38 AF  
**Total AF**

Production Days 29  
Minutes                    41,760                    151.8 GPM

MONTHLY RE-CAP

(General Manager copy)

MONTH November YEAR 2017 DATE 12-04-17 INIT JJ

Production days 29

Avg. GPM production 151.8

Total number of sources available 14

Total number of sources used 8 Full Time 2 Part Time 6

Sources used, Well No's. 2, 10, 13, 23, 24, FV1A, FV2, Golden Rod

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

Total supplies to system 847,860 CF 19.38 AF

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

Potable water in storage 3.319 MG (3.7 MG max) 89 %

Foster Lake level 8 Feet

Strawberry Creek diversion draw 0 AF

Fern Valley 1-A pumped to Lake \_\_\_\_\_ AF

Distribution system flushing including fire dept. use 0 CF

Static water levels:

Foster Lake area 8.6 ft

Fern Valley Area: F.V.1A 7 ft st F.V. #2 299 ft pL

Creek area 23- 8 ft st, 24- 18 ft st

Well #26 46 ft st

Well #27 43 ft st

Notes: Well #28- 121 ft Static

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# Memo

**To:** Board of Directors  
**From:** Interim General Manager  
**Date:** December 20, 2017  
**Subject:** 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.

# Memo

**To:** Board of Directors  
**From:** Interim General Manager  
**Date:** December 20, 2017  
**Subject:** 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.

Staff will solicit competitive prices from three dealerships for the vehicle. Additional Information will be provided at the Board meeting.

# Memo

**To: Board of Directors**

**From: Interim General Manager**

**Date: December 20, 2017**

**Subject: 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.

Attachment

## EMPLOYMENT AGREEMENT

This Agreement, dated as of December 20, 2017 is between Idyllwild Water District (“Employer” or “District”) a government entity formed under Section 30000 of the California Water Code, and John E. Hoagland (“Employee”) an individual. Employer and Employee agree to the following terms and conditions of employment.

1. Period of Employment. Employer shall employ Employee from the Effective Date of this Agreement for a period of one year or until the employment is terminated in accordance with Section 4 of this Agreement, whichever is earlier. The Effective Date of this Agreement shall be January 1, 2018. The Employee expressly agrees that the subject employment relationship under this Agreement is “at will” and that the Employee serves at the pleasure of the Board of Directors of the District.

2. Position and Responsibilities.

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

(b) Other Activity. Employee (during his employment with Employer) shall not engage, directly or indirectly, in any other business, commercial, or professional activity (whether or not pursued for pecuniary advantage) that is or may generate financial or other conflict of interest, including time commitments, with his position as General Manager or the appearance thereof. If Employee is not certain whether or not a particular proposed outside activity is permitted under this Agreement, he shall ask the Board of Directors in writing for a determination thereon before engaging in the activity, and the Board of Directors shall within thirty (30) days make a determination thereon. Failure to act on the part of the Board of Directors within said thirty (30) day period shall be deemed approval. It is acknowledged that Employee serves as a special representative of the San Luis Rey Municipal Water District; it has been determined that these activities are permissible to continue while serving as General Manager as they do not create a conflict of interest. If Employee or the Board of Directors determine there is an actual, or appearance of a, conflict of interest at a later time, this issue will be resolved as set forth above.

3. Compensation and Benefits.

(a) Compensation. Employer shall pay Employee a salary of Eighty-Eight Hundred Dollars (\$8,800.00) per month, in accordance with Employer's regularly established policies for payroll distribution. As a salaried Employee, the Employee shall devote the required time and effort to completely and satisfactorily fulfill and carry out his duties and the Employee and the Board shall develop a mutually agreed work schedule to accomplish such end. The position is exempt from overtime under FLSA.

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

(i) Automobile. Employee shall receive an allowance of Four Hundred Dollars (\$400) per month and Employee shall be required to maintain auto insurance in the amount of Five Hundred Thousand Dollars (\$500,000) per person and One Million Dollars (\$1,000,000) per incident at no cost to the District. Said insurance shall name the District as an additional insured.

(ii) Expenses. Employer shall reimburse Employee for reasonable travel and other business expenses incurred by Employee in the performance of his duties, in accordance with Employer's policies, as they may be amended in Employer's sole discretion. (Note that Section 3(b)(i) will cover any and all costs related to driving Employee's vehicle for work related purposes) However, such travel expenses shall not be duplicative of any car expenses already covered by the allowance in subsection (i).

(iii) Personal Time Off (PTO). In lieu of vacation time or sick leave which the employee shall not accrue or be entitled to receive, the Employee shall accrue thirteen and one-third hours per month, i.e., 20 days per year) of paid Personal Time Off. Although Employee does not separately accrue vacation or sick leave, PTO may be used in the same manner as sick or vacation leave under the law. Employee shall give the Board of Directors advanced notice of foreseeable absences from his duties including the reasons, anticipated dates and duration of any such absence. For accounting purposes and for section 4 of this Agreement said PTO shall be treated as vacation pay.

4. Termination of Employment.

(a) By Employer Not for Cause. At any time, during the course of this Agreement, Employer may terminate Employee for any reason, with or without cause, by providing Employee a thirty (30) day written notice, except where immediate termination or shorter notice is required by law in which case shorter notice or immediate termination will apply. Employer must make a determination to terminate Employee without cause by a valid and formal vote of the Board of Directors. Such resolution by the Board shall set the effective date of such termination. Employer may discipline, demote, or dismiss Employee as provided in this Section 4 notwithstanding anything to the contrary contained in or arising from any statements, policies, or practices of Employer relating to the employment, discipline, or termination of its employees. If the Employer terminates



Employee under the terms of this subsection (4(a), provided that the Employee has served a term of at least three (3) months of employment under this Agreement, the Employee shall be paid one month of severance pay. The payment of such severance compensation shall be conditioned upon the Employee executing a general release agreement providing for the general and unconditional release of all known and unknown claims against the District, its Board and Employees with a waiver of any and all rights under Section 1542 of the California Civil Code. (b) By Employee Not for Cause. At any time, Employee may terminate his employment with Employer for any reason, with or without cause, by providing Employer thirty (30) days' advance written notice. Employer shall have the option, in its complete discretion, to make Employee's termination effective at any time prior to the end of such notice period, however such election by the Board shall not reduce the District obligation to pay the Employee's salary and benefits during the such 30-day period, except where paying such salary or benefits is not permitted by law. During such period the Employee shall, at the election of the Board, continue to perform his duties and aid and assist the Board in the process of transitioning the management of the District to a person or persons who shall perform the Employee's duties.

(c) By Employer for Cause. At any time, Employer may immediately terminate this Agreement and the employment of the Employee by providing Employee written notice of the cause for such termination. Employee shall be entitled to a post-termination appeal before the Board, or its designee, by delivering a request for appeal to the Board President within ten (10) days of the date of the notice of termination; however, such appeal shall not extend the employment of the Employee and any obligations of the District under this Agreement. To the extent permitted by law, all benefits under this Agreement shall terminate upon termination for cause pursuant to this subsection, and the Employee shall not be entitled to any severance pay or benefits; notice of termination of benefits required by Cal-Cobra will be provided to the extent applicable.

For the purposes of this Agreement, termination shall be "for cause" if Employee: (i) refuses or fails to act in accordance with any specific, lawful, direction or order from the Board; (ii) gross negligence, (iii) is charged with a felony; or (iv) is charged with any criminal act involving fraud, malfeasance, including but not limited to any act of misfeasance, described in Title 7 commencing with Section 92 of the Penal Code of the State of California.

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

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

5. Evaluation. Employee will be evaluated on at least an annual basis by the Board. Failure of the Board to provide such evaluation shall not in any way limit the Board's ability to terminate this Agreement pursuant to Section 4.

6. To the extent permitted by law, the District shall indemnify the employee against all necessary expenditures and losses incurred by the Employee in direct consequence of the lawful discharge of his duties, in accordance with Labor Code Section 2802. However, pursuant to Government Code Section 53243.1, any agreement by District to fund the legal criminal defense of Employee shall require that any funds provided for that purpose be fully reimbursed to the local agency if the Employee is convicted of a crime involving an abuse of his office or position. In addition, to the extent permitted by law, the District shall defend and indemnify Employee against any civil action, proceeding, or claim, performed in the course and scope of his employment for the District in accordance with Government Code 995, et seq.

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

8. Notices. Any notice or other communication under this Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed

to Employer at the address below, or to Employee at the last known address maintained in Employee's personnel file. Employee shall be obligated to notify Employer in writing of any change in his address. Notice of change of address shall be effective only when done in accordance with this Section.

Employer's Notice Address:

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

Employee's Notice Address:

John E. Hoagland  
40481 Calle Fiesta  
Temecula, CA 92591-1731

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

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

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

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

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

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

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

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

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

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

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

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

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

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

JOHN E. HOAGLAND

\_\_\_\_\_

IDYLLWILD WATER DISTRICT

By: \_\_\_\_\_

Charles Schelly, President of the  
Idyllwild Water District  
and the Board of Directors thereof

Exhibit "A"

IDYLLWILD WATER DISTRICT  
JOB DESCRIPTION

POSITION: GENERAL MANAGER

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

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

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

Requires an ability to plan organize, coordinate and direct the work of office and field staff to achieve efficient operations and meet program goals; prepare and administer a District budgeting and fiscal control process; collect, organize and analyze data on a variety of topics; prepare and present concise and comprehensive reports; oversee preparation of Board agendas; communicate clearly during public presentations; exercise leadership, authority and supervision tactfully and effectively; evaluate and make recommendations on

improvements to District operations, facilities and services; provide advice and consultation to the Board of Directors on the development of ordinances, regulations and policies; establish and maintain cooperative working relationships.

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

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

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

# Memo

**To: Board of Directors**

**From: Interim General Manager**

**Date: December 20, 2017**

**Subject: 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.

## Attachments



**\*\*DRAFT Revised OPTION 1\*\*  
IDYLLWILD WATER DISTRICT**

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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF IDYLLWILD WATER DISTRICT ADOPTING AN S.B. 415 PLAN FOR SUBMISSION TO THE COUNTY TO CONSOLIDATE BOARD OF DIRECTOR ELECTIONS WITH THE STATEWIDE EVEN-YEAR NOVEMBER ELECTIONS**

**WHEREAS**, the Idyllwild Water District (District) is a county water district and is a political subdivision formed and existing for government purposes pursuant to Water Code Section 31000, et seq.; and

**WHEREAS**, pursuant to Elections Code Section 1000, et seq., the District holds its general elections in August of odd-numbered years; elected directors then take office in December of that odd-numbered year; thus, under the current system, there would be elections in August 2019 and August 2021; and

**WHEREAS**, Elections Code sections 10505 and 10404 allow the District, by resolution, to require that elections of governing body members be held on the same day as the statewide general election; and

**WHEREAS**, pursuant to Elections Code Section 1200, the statewide general election shall be held on the first Tuesday after the first Monday in November of each even-numbered year; and

**WHEREAS**, California Voter Participation Rights Act, SB 415, prohibits a political subdivision from holding an election other than on a statewide election date if holding an election on a non-concurrent date has previously resulted in voter turnout at least 25% less than the average of the last four statewide general elections in that political subdivision; and

**WHEREAS**, the Board of Directors desires to adopt a proposed plan for submission to the County to consolidate its election date with the County-administered statewide general election, starting in November of 2022 (Elections Code Section 14052(b)); and

**WHEREAS**, under such a plan, 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 director(s) elected to a full term in 2021 would serve in office until 2024. Thereafter, directors elected would serve four year terms.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of Idyllwild Water District as follows:

**Section 1.** The above recitals are all true and correct and are hereby adopted as findings.

**Section 2.** The Board of Directors of the Idyllwild Water District, pursuant to Elections Code Sections 1303(b) and 10404(b), hereby approves and adopts a SB 415 plan (Plan), subject to County of Riverside approval, to change the date of its regular elections for the Board of Directors so that they are held on the statewide general election date the first Tuesday after the first Monday in November of even-numbered years, starting in November of 2022, and consolidated with the County-administered statewide election.

**Section 3.** 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.

**Section 4.** Special elections called for the purpose of filling Board vacancies and for other lawful purposes, are not affected by this Resolution, and may be called at any time authorized by applicable law.

**Section 5.** The Board of Directors of the District hereby requests approval from the Riverside County Board of Supervisors of its Plan to consolidate all future District elections with the statewide general election to be held in November of even-numbered years beginning in 2022. The Board President and General Manager are hereby authorized to take any and all actions, and execute any documents necessary, to assist the Riverside County Board of Supervisors in its review and approval of this Resolution.

**Section 6.** The General Manager is directed to submit a certified copy of this resolution to the Riverside County Board of Supervisors by the end of 2017.

**Section 7.** If any section, subsection, paragraph, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this resolution, it being expressly declared that this resolution and each section, subsection, paragraph, sentence, clause and phrase thereof would have been adopted, irrespective of the fact that one or more other section, subsection, paragraph, sentence, clause or phrase be declared invalid or unconstitutional.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the Board of Directors of Idyllwild Water District held on \_\_\_\_\_, 2017.

\_\_\_\_\_  
President  
Idyllwild Water District

\_\_\_\_\_  
Secretary  
Idyllwild Water District

Approved As To Form:

\_\_\_\_\_  
Christine Carson  
General Counsel

STATE OF CALIFORNIA )

)ss.

COUNTY OF RIVERSIDE )

I, \_\_\_\_, Secretary of the Board of Directors of the Idyllwild Water District, do hereby certify that the foregoing Resolution No. \_\_\_\_ was duly adopted by the Board of Directors of said District at a regular meeting thereof held on the \_\_\_\_ day of \_\_\_\_ 2017, and that it was so adopted by the following vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

ABSTAIN: DIRECTORS:

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Secretary of the  
Board of Directors of the  
Idyllwild Water District

(SEAL)

STATE OF CALIFORNIA )

)ss.

COUNTY OF RIVERSIDE )

I, \_\_\_\_, Secretary of the Board of Directors of the Idyllwild Water District, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. \_\_\_\_ of said Board, and that the same has not been amended or repealed.

DATED: \_\_\_\_, 2017

\_\_\_\_\_  
Secretary of the  
Idyllwild Water District

(SEAL)

**\*\*DRAFT – Revised Option 2\*\*  
RESOLUTION NO.**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
IDYLLWILD WATER DISTRICT, RIVERSIDE COUNTY,  
CALIFORNIA, ADOPTING A PLAN TO CHANGE THE  
REGULAR ELECTION OF THE BOARD OF DIRECTORS  
FROM AUGUST OF ODD-NUMBERED YEARS TO THE  
STATEWIDE GENERAL ELECTION IN NOVEMBER OF  
EVEN-NUMBERED YEARS**

WHEREAS, pursuant to California Elections Code Section 1500(c), the Idyllwild Water District (“District”) currently holds its regular election for its Board of Directors in August of each odd-numbered year; and

WHEREAS, the California Voter Participation Rights Act (SB 415) becomes effective on January 1, 2018, and prohibits a political subdivision (including special districts) from holding a regular election on a date other than on a statewide primary or general election date in even-numbered years, if holding a regular election on a non-statewide election date has previously resulted in a “significant decrease in voter turnout,” which is defined by SB 415 as at least 25 percent less voter turnout than the average voter turnout within a district for the previous four statewide general elections; and

WHEREAS, the District’s regular election date is not a statewide election date; and

WHEREAS, elections held in odd-numbered years have historically resulted in lower participation and higher expenses to the District; and

WHEREAS, in order to change its regular election date to comply with SB 415, Elections Code Section 1303(b) authorizes the District to adopt a resolution changing its regular election date from August of odd-numbered years to the statewide general election in November of even-numbered years; and

WHEREAS, the resolution must then be submitted to the County of Riverside Board of Supervisors by no later than December 1, 2018, which is at least 240 days before the next scheduled District regular election date, and the resolution must be approved by the Board of Supervisors in order to change the District’s election date; and

WHEREAS, it is the intent and desire of the District’s Board of Directors to change its regular election date for Directors from August of odd-numbered years to the statewide general election in November of even-numbered years; and

WHEREAS, State law allows the District to extend the terms of current Directors until their successors are elected and qualified, in order to match their terms with a changed regular election date (Elections Code Section 10404(i)); and

WHEREAS, this Resolution constitutes the District's plan to consolidate future elections with a statewide election as provided in SB 415 (Elections Code Section 14052(b)).

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

Section 1. The matters set forth in the recitals to this Resolution are true and correct statements and by this reference are incorporated herein and made findings and determinations of the Board of Directors.

Section 2. The Board of Directors of the Idyllwild Water District, pursuant to Elections Code Sections 1303(b) and 10404(b), hereby approves and adopts a plan to change the date of its regular election for the Board of Directors from the first Tuesday following the first Monday in August of odd numbered years to the statewide general election on the first Tuesday after the first Monday in November of even-numbered years.

Section 3. 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

Section 4. The Board of Directors of the District hereby requests approval from the Riverside County Board of Supervisors of its Plan to consolidate the District's currently scheduled August 2019 regular election with the November 2020 statewide general election, and to consolidate all future District elections with the statewide general election to be held in November of even-numbered years. The Board President and General Manager are hereby authorized to take any and all actions, and execute any documents necessary, to assist the Riverside County Board of Supervisors in its review and approval of this Resolution.

Section 5. Special elections called for the purpose of filling Board vacancies, recall of Directors, consideration of District initiative or referendum measures, and for other lawful purposes, are not affected by this Resolution, and may be called at any time authorized by applicable law.

Section 6. The Clerk of the Board of Directors of the District shall transmit certified copies of this Resolution to the Clerk of the Board of Supervisors for the County of Riverside by the end of 2017.

Section 7. This Resolution shall take effect upon approval by the Riverside County Board of Supervisors.

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President of the  
Board of Directors of the  
Idyllwild Water District

ATTEST:

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Secretary of the  
Board of Directors of the  
Idyllwild Water District



STATE OF CALIFORNIA )  
 )ss.  
COUNTY OF RIVERSIDE )

I, \_\_\_\_, Secretary of the Board of Directors of the Idyllwild Water District, do hereby certify that the foregoing Resolution No. \_\_\_\_ was duly adopted by the Board of Directors of said District at a regular meeting thereof held on the \_\_\_\_ day of \_\_\_\_ 2017, and that it was so adopted by the following vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

ABSTAIN: DIRECTORS:

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Secretary of the  
Board of Directors of the  
Idyllwild Water District

(SEAL)

STATE OF CALIFORNIA    )  
  )ss.  
COUNTY OF RIVERSIDE    )

I, \_\_\_\_, Secretary of the Board of Directors of the Idyllwild Water District, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. \_\_\_\_ of said Board, and that the same has not been amended or repealed.

DATED:       , 2017

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Secretary of the  
Idyllwild Water District

(SEAL)

# Memo

**To: Board of Directors**

**From: Interim General Manager**

**Date: December 20, 2017**

**Subject: 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.

## Attachments

Special District Leadership Foundation District Transparency Certificate of Excellence Checklist

# District Transparency Certificate of Excellence *checklist*

Showcase your district's commitment to transparency

## BASIC REQUIREMENTS

- Current Ethics Training for all Board Members**  
(Government Code Section 53235)
  - Provide copies of training certificates along with date completed
- Compliance with the Ralph M. Brown Act**  
(Government Code Section 54950 et. al)
  - Provide copy of current policy related to Brown Act compliance
  - Provide copy of a current meeting agenda (including opportunity for public comment)
- Adoption of policy related to handling Public Records Act requests**
  - Provide copy of current policy
- Adoption of Reimbursement Policy, if district provides any reimbursement of actual and necessary expenses**  
(Government Code Section 53232.2 (b))
  - Provide copy of current policy
- Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation.** (Government Code Section 53065.5)
  - Provide copy of the most recent document and how it is accessible
- Timely filing of State Controller's Special Districts Financial Transactions Report - includes compensation disclosure.** (Government Code Section 53891)
  - Provide copy of most recent filing  
*SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'*
- Conduct Annual Audits**  
(Government Code Section 26909 and 12410.6)
  - Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public
- Other Policies – have current policies addressing the following areas** (provide copies of each):
  - Conflict of Interest
  - Code of Ethics/Values/Norms or Board Conduct
  - Financial Reserves Policy

## WEBSITE REQUIREMENTS

- Maintain a district website with the following items**  
(provide website link; all are required)
  - Names of Board Members and their terms of office
  - Name of general manager and key staff along with contact information
  - Election procedure and deadlines
  - Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a) (1) and Government Code Section 54956 (a))
  - District's mission statement
  - Description of district's services/functions and service area
  - Authorizing statute/enabling act (Principle Act or Special Act)
  - Current district budget
  - Most recent financial audit
  - Archive of Board meeting minutes for at least the last 6 months
  - List of compensation of Board Members and staff and/or link to State Controller's webpage with the data
- Website also must include at least 4 of the following items:**
  - Post Board Member ethics training certificates
  - Picture, biography and email address of board members
  - Last 3 years of audits
  - Reimbursement and Compensation Policy
  - Financial Reserves Policy
  - Online/downloadable Public Records Act request form
  - Audio or video recordings of board meetings
  - Map of district boundaries/service area
  - Link to California Special Districts Association mapping program
  - Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Continued on reverse



# checklist continued

## OUTREACH/BEST PRACTICES REQUIREMENTS

Must complete at least 2 of the following items:

- Regular district newsletter or communication (*printed and/or electronic*) that keeps the public, constituents and elected officials up-to-date on district activities (*at least twice annually*)
  - Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom
- Community notification through press release to local media outlet announcing upcoming filing deadline for election and process for seeking a position on the district board, prior to that election (*or prior to the most recent deadline for consideration of new appointments for those districts with board members appointed to fixed-terms*)
  - Provide copy of the press release (*and the printed article if available*)
- Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (*at least every 5 years*)
  - Provide brief description of the survey and process used as well as the general results
- Special Community Engagement Project  
Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)
  - Submit an overview of the community engagement project, reviewing the process undertaken and results achieved

- Hold annual informational public budget hearings that engage the public (*outreach, workshops, etc.*) prior to adopting the budget
  - Provide copy of most recent public budget hearing notice and agenda
- Community Transparency Review  
The district would be required to obtain a completed overview checklist from at least 2 of the following individuals\* (*the district may choose to conduct the overview with these individuals simultaneously or separately*):
  - Chair of the County Civil Grand Jury
  - Editor of a reputable local print newspaper (only one may count toward requirement)
  - LAFCo Executive Officer
  - County Auditor-Controller
  - Local Legislator (only one may count toward requirement)
  - Executive Director or President of local Chamber of Commerce
  - General Manager of a peer agency (special district, city or county)

\* Provide proof of completion signed by individuals completing Community Transparency Review

### How do I proceed?

- Step 1: Complete the requirement checklist
- Step 2: Send checklist and all supporting materials or contact the SDLF staff on how to submit all materials electronically:  
SDLF  
1112 I Street, Suite 200  
Sacramento, CA 95814
- Step 3: Approval process review performed by SDLF staff
- Step 4: Receive your certificate and recognition

.....  
SDLF is supported by



The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. SDLF is supported through the California Special Districts Association and Special District Risk Management Authority.

# Memo

**To: Board of Directors**

**From: Interim General Manager**

**Date: December 20, 2017**

**Subject: 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.

## Attachments

3 President's Special Recognition Awards

# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Idyllwild Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Liability Program for the period 10/01/2013 - 09/30/2016  
announced at the Board of Directors' Meeting in Anaheim.*

*E. G. "Jerry" Gladbach*

*E. G. "Jerry" Gladbach, President*



*November 27, 2017*

# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Idyllwild Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Workers' Compensation Program for the period 07/01/2013 - 06/30/2016  
announced at the Board of Directors' Meeting in Anaheim.*

*E. G. "Jerry" Gladbach*

*E. G. "Jerry" Gladbach, President*



*November 27, 2017*



# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Idyllwild Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Property Program for the period 04/01/2013 - 03/31/2016  
announced at the Board of Directors' Meeting in Anaheim.*

*E. G. "Jerry" Gladbach*

*E. G. "Jerry" Gladbach, President*



*November 27, 2017*

# Memo

**To: Board of Directors**

**From: Interim General Manager**

**Date: December 20, 2017**

**Subject: 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.

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

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Size</u>	<u>Footage</u>
<b>2018</b>				
Contract				
South Circle	Bicknell	Village Drive	8"	1200
Village Drive	South Circle	North Circle	8"	1400
Staff				
Inspiration Lane	Double View	End	4"	400
Lookout Lane	Double View	End	6"&2"	<u>550</u>
		2018 Total		3550
<b>2019</b>				
Staff				
Alt 1 - Oakwood	Pine Crest	Jameson	6"	<u>800</u>
		2019 Total		800
<b>2020</b>				
Contract				
Valley View	Crestview	South Ridge Reservoir	8"	1050
Ridge View	Hwy 243	Village Drive	8"	780
Staff				
Village View	South Ridge Road	End Forest View	6"	<u>800</u>
		2020 Total		2630
<b>2021</b>				
Staff				
Azalea	Point of Rocks	End	4"	200
Green Oaks Ct	Rockdale	End	6"&4"	<u>325</u>
		2021 Total		525
<b>2022</b>				
Contract				
Deerfoot Lane	Double View	Double View (Loop)	6"	2500
Lower Pine Crest	Riv.County Plygrnd Rd.	Harold K Smith	8"	1400
North Cir-So.Circle	North interconnection		8"	1100
Elk Lane (Liner)	Crestview	Marian View Dr		<u>950</u>
Staff				
To be determined				<u>800</u>
		2022 Total		6750
<b>2023</b>	To be determined			500
<b>2024</b>	To be determined			3000
<b>2025</b>	To be determined			500
<b>2026</b>	To be determined			3000
<b>2027</b>	To be determined			500