



## REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

March 16, 2022 – 6:00 P.M.

**Pursuant to AB 361 and action taken by the Board pursuant to such, this meeting will be held in person and virtually.**

Topic: Board of Directors Meeting

Time: Mar 16, 2022 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87966540238?pwd=dWltUVhFOU04cklJdWd5SWh4TTUrdz09>

Meeting ID: 879 6654 0238

Passcode: 127027

One tap mobile

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Meeting ID: 879 6654 0238

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Find your local number: <https://us06web.zoom.us/u/kpn5CkRIk>

## AGENDA

### CALL TO ORDER

### ROLL CALL

### PUBLIC COMMENTS

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the district. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not act on the item at this meeting. As to matters on the agenda, persons will be given an opportunity to address the Board when the matter is considered. Each speaker will be given four (4) minutes to address the Board. Comments should be directed to the Board as a whole and not directed to individual Board members.

#### **1. CONSENT CALENDAR – 5 minutes**

Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board at one time without discussion. If any Board member, staff member, or interested



person requests that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.

**A. MINUTES**

Regular Board Meeting: February 16, 2022

**B. FINANCIAL REPORTS**

1. Income statement for the seven-months ending February 28, 2022
2. District warrants for February 2022

Check #17019 – 17063	= \$	294,624.32
Gross Payroll	= \$	62,320.00
Federal/State PR taxes	= \$	5,910.00
LAIF Transfers	= \$	0.00
Transfers/charges	= \$	0.00

**C. OPERATIONS REPORT**

**D. CONSIDER CONTINUATION OF REMOTE MEETINGS PURSUANT TO AB 361 AND MAKE REQUIRED FINDINGS**

Board of Directors will consider continuing remote meetings pursuant to AB 361

**INFORMATION**

2. **GENERAL MANAGER REPORT** – 5 minutes

**DISCUSSION ITEMS**

3. **BOY SCOUTS CAMP FACILITIES** – 10 minutes

**ACTION ITEMS**

4. **LAFCO 2022 BALLOT FOR SPECIAL DISTRICT MEMBER** – 5 minutes  
Board of Directors will consider selection of candidates for LACFO Special District Member.
5. **COVID-19 PREVENTION PROGRAM** – 5 minutes  
Board of Directors will consider approving COVID-19 Prevention Program.
6. **PURCHASE DECK-OVER, TAG-ALONG TRAILER** – 5 minutes  
Board of Directors will consider approving the purchase of a trailer to transport the backhoe and bobcat.



**DIRECTORS COMMENTS** – 5 minutes

**CLOSED SESSION**

**7. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Public Employee Performance Evaluation § 54957 Title: General Manager

**ADJOURNMENT**

The next Board meeting is a Regular Meeting scheduled for April 20, 2022, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

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



# IDYLLWILD WATER DISTRICT

## Memo

To: Board of Directors

From: Leo Havener, General Manager

Date: March 16, 2022

Subject: Item 1A – Board Minutes

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**Recommendation:**

Board of Directors approve February 16, 2022, Board meeting minutes.

**Attachments:**

- Minutes of Regular Meeting of the Board of Directors



## MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

February 16, 2022 – 6:00 P.M.

Pursuant to AB 361 and action taken by the Board pursuant to such, this meeting will be held in person and virtually.

### AGENDA

#### CALL TO ORDER

President Schelly called the meeting to order at 6:00 p.m.

#### ROLL CALL

President Schelly, Vice President Szabadi, Director Kunkle, and Director Gin were physically present. Director Olson arrived at 6:03 p.m. General Manager Leo Havener and General Counsel Guiboa present via Zoom, with Chief Financial Officer Shouman and Chief Water Operator Reyes were physically present

#### PUBLIC COMMENTS

Public inquired when meters are read, message on water bills, and water conservation concerns.

#### 1. CONSENT CALENDAR

##### A. MINUTES

Regular Board Meeting: January 19, 2022

##### B. FINANCIAL REPORTS

1. Income statement for the five-months ending December 31, 2021
2. District warrants for December 2021

Check #16928 – 16977	= \$ 223,603.62
Gross Payroll	= \$ 62,209.00
Federal/State PR taxes	= \$ 5,435.00
LAIF Transfers	= \$ 0.00
Transfers/charges	= \$ 0.00

##### C. OPERATIONS REPORT

##### D. CONSIDER CONTINUATION OF REMOTE MEETINGS PURSUANT TO AB



**361 AND MAKE REQUIRED FINDINGS**

Board of Directors will consider continuing remote meetings pursuant to AB 361

**DIRECTOR COMMENTS**

Director Gin inquired about propane costs.  
President Schelly stated the annual District Open House will occur in May and asked staff to schedule the date and time.

**PUBLIC COMMENTS**

Public inquired the current Stage Criteria.

**A MOTION** was made by Vice President Szabadi to approve Consent Calendar Items A, B, C and D. Director Gin seconded.

The vote was as follows:

**AYES**

- Director Gin
- Director Kunkle
- Director Olson
- Vice President Szabadi
- President Schelly

**NAYS**

**ABSTAIN**

**ABSENT**

**Motion approved.**

**INFORMATION**

**2. GENERAL MANAGER REPORT**

General Manager Havener presented the item and addressed questions.

**3. RIVERSIDE LAFCO CALL FOR NOMINATIONS**

General Manager Havener provided an overview of the item.  
President Schelly nominated Vice President Szabadi be considered for the LAFCO seat. Director Gin seconded. The full Board agreed.

**4. ACWA JPIA CWIF ELECTION**

General Manager Havener provided an overview of the item.  
President Schelly nominated Vice President Szabadi be considered for the ACWA JPIA CWIF seat. Director Gin seconded. The full Board agreed.



5. **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS – SEAT B**  
General Manager Havener provided an overview of the item.

6. **IWD PROJECT STATUS & DISTRICT OVERVIEW**  
General Manager Havener presented the item and addressed questions.

7. **COVID-19 PREVENTION PROGRAM**  
General Counsel Guiboa and Labor Law Attorney Shauna Amon presented the item and addressed questions.  
Director Olson inquired the differences between the existing COVID-19 policy and the proposed policy and COVID training.  
Attorney Amon clarified the existing policy was following the CDC recommendations, with the proposed policy adhering to California Public Health, Cal OSHA recommendations.  
Director Szabadi requested the policy give the General Manager the flexibility to modify the proposed COVID-19 policy as conditions change.  
Director Kunkle inquired as to the use of vacation for COVID.  
Attorney Amon stated the use of paid time off (PTO) is determined where the employee contacted COVID. An employee contacting COVID on the job is not required to use PTO. An employee contacting COVID while not on the job, they must use PTO.  
The Board requested General Counsel make the minor modifications to the proposed policy to be presented at the March 16, 2022, Board meeting.

### **ACTION ITEMS**

8. **RESOLUTION NO. 784 WATER STAND-BY ASSESSMENTS FOR FY 2022 - 2023** – 5 minutes  
Board of Directors will set a date of May 18, 2022, for a Public Hearing for water stand-by assessment fees for Fiscal Year 2022 – 2023 for undeveloped parcels within the Idyllwild Water District (water service area).

### **DIRECTORS COMMENTS**

General Manager provided a summary of the item.

### **PUBLIC COMMENTS**

None

**A MOTION** was made by Vice President Szabadi to set a date of May 18, 2022, for a Public Hearing for water stand-by assessment fees for Fiscal Year 2022 – 2023 for undeveloped parcels within the Idyllwild Water District (water service area). Director Olson seconded.



The rollcall vote was as follows:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTAIN</u></b>	<b><u>ABSENT</u></b>
Director Gin Director Kunkle Director Olson Vice President Szabadi			President Schelly

**Motion approved.**

**9. RESOLUTION NO. 785 SEWER STAND-BY ASSESSMENTS FOR FY 2022 - 2023 – 5 minutes**

Board of Directors will set a date of May 18, 2022, for a Public Hearing for sewer stand-by assessment fees for Fiscal Year 2022 – 2023 for undeveloped parcels within the Idyllwild Water District Improvement District No. 1 (sewer service area).

**DIRECTORS COMMENTS**

General Manager provided a summary of the item.

**PUBLIC COMMENTS**

Public shared concerns pertaining to the current Equivalent Dwelling Units (EDU) available for the sewer system for new projects.

**A MOTION** was made by Director Olson to set a date of May 18, 2022, for a Public Hearing for sewer stand-by assessment fees for Fiscal Year 2022 – 2023 for undeveloped parcels within the Idyllwild Water District Improvement District No. 1 (sewer service area). Director Gin seconded.

The rollcall vote was as follows:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTAIN</u></b>	<b><u>ABSENT</u></b>
Director Gin Director Kunkle Director Olson Vice President Szabadi			President Schelly

**Motion approved.**

**DIRECTORS COMMENTS**

Director Kunkle suggested the District not look for property for a new office.





**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Board adjourned at 7:24 pm.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

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

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

Leo Havener  
BOARD SECRETARY

Dr. Charles Schelly  
BOARD PRESIDENT



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** March 16, 2022  
**Subject:** Item 1B – Financial Reports

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**Recommendation:**

Board of Directors accept February 2022 Financial Reports.

**Attachments:**

- Water Fund Condensed Income Statement
- Sewer Fund Condensed Income Statement
- District Warrants and Other Disbursements

**IDYLLWILD WATER DISTRICT  
 WATER FUND CONDENSED INCOME STATEMENT  
 FOR FISCAL MONTH ENDING FEBRUARY , 2022**

CONDENSED CATEGORY	FOR THE MONTH OF		FEBRUARY	2022
	ACTUAL 2021	BUDGET 2020		
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	77,496	77,496	0	0.00%
SALES-RESIDENTIAL/COMMERCIAL	53,005	58,000	-4,995	-8.61%
OTHER OPERATING REVENUE	0	0	0	0.00%
OTHER NON- OPERATING REVENUE*	0	0	0	
<b>TOTAL OPERATING REVENUES</b>	<b>130,501</b>	<b>135,496</b>	<b>-4,995</b>	<b>-3.69%</b>

OPERATING REVENUE BY CATEGORY	FOR THE MONTH OF		FEBRUARY	F (U)	2022
	ACTUAL 2021	BUDGET 2020			
BASE RATE - RESIDENTIAL	57,688	57,688	0	0.00%	
BASE RATE - COMMERCIAL	19,808	19,808	0	0.00%	
SALES-RESIDENTIAL	28,427	30,000	-1,573	-5.24%	
SALES-COMMERCIAL	24,578	28,000	-3,422	-12.22%	
SALES-SEWER	0	0	0	0.00%	
SALES-CONSTRUCTION/OTHER	0	0	0	0.00%	
TRANSFER FEES	0	0	0	0.00%	
TURN ON/OFF FEES	0	0	0	0.00%	
LIEN & LIEN RELEASE FEES	0	0	0	0.00%	
DELINQUENCY FEES	0	0	0	0.00%	
WILL SERVE LETTER FEES	0	0	0	0.00%	
OTHER MISCELLANEOUS	0	0	0	0.00%	
INSTALLATION FEES	0	0	0	0.00%	
CAPACITY FEES	0	0	0	0.00%	
<b>TOTAL OPERATING REVENUES</b>	<b>130,501</b>	<b>135,496</b>	<b>-4,995</b>	<b>-3.69%</b>	

**IDYLLWILD WATER DISTRICT  
 WATER FUND CONDENSED INCOME STATEMENT  
 FOR FISCAL MONTH ENDING FEBRUARY , 2022**

FOR THE MONTH OF FEBRUARY 2022

**CUBIC FEET OF SALES:**

	Residential C.F	Commercial C.F	Total C.F
R1 5/8	439,287	74,080	513,367
R2 3/4	8,640	9,950	18,590
R3 1"	3,024	84,760	87,784
R4 1.1/2"	0	23,600	23,600
R5 2"	0	12,890	12,890
R6 3"	0	15,100	15,100
IA 3"	0	109,970	109,970
NC-WWTP	0	1,880	1,880
<b>TOTAL CUBIC FEET OF SALES</b>	<b>450,951</b>	<b>332,230</b>	<b>783,181</b>

**NUMBER OF CUSTOMER BILLS:**

	R	C	Total
R1 5/8	1,432	104	1,536
R2 3/4	12	18	30
R3 1"	42	36	78
R4 1.1/2"	0	16	16
R5 2"	0	8	8
R6 3"	0	1	1
IA 3"	0	1	1
NC-WWTP	0	1	1
<b>TOTAL NUMBER OF CUSTOMER BILLS</b>	<b>1,486</b>	<b>185</b>	<b>1,671</b>

Sewer Acct	S
Fire Services	F "2"
Fire Services	F "3"
Fire Services	F "4"

Total Idyllwild Customers

422	164	586
0	0	0
0	0	0
0	3	3
<b>2,260</b>		

**IDYLLWILD WATER DISTRICT  
WATER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING FEBRUARY , 2022**

FOR THE MONTH OF FEBRUARY 2022

BY CATEGORY	ACTUAL	BUDGET	FEBRUARY		%
			F (U)	VARIANCE	
<b>WATER OPERATING EXPENSES:</b>					
1-WAGES AND SALARIES EXPENSES	52,090	54,979	2,889	5.25%	
2- RETIREMENT PLAN AND LIFE INSURANCE	3,102	3,370	268	7.95%	
3-MEDICAL INSURANCE	14,531	9,888	-4,643	-46.96%	
4-UNIFORM EXPENSES	0	107	107	100.00%	
5-WORKER'S COMP INSURANCE	0	1,800	1,800	100.00%	
6-RETIREMENT MEDICAL INSURANCE	0	4,700	4,700	100.00%	
7-BOARD REIMBURSEMENT	200	300	100	33.33%	
8-OFFICE SUPPLIES	256	1,500	1,244	82.93%	
9-OFFICE CLEANING SERVICE	225	210	-15	-7.14%	
10-POSTAGE AND MAILING FEE	1,407	900	-507	-56.33%	
11-TRAINING AND EDUCATION	0	0	0	0.00%	
12-TRAVELING, MILEAGE, MEALS REIMBURSEMENT	0	0	0	0.00%	
13-DUES, FEES, SUBSCRIPTIONS	1,046	1,500	454	30.27%	
14-COMPUTER SERVICES	3,904	1,500	-2,404	-160.27%	
15-LEGAL SERVICES	3,273	2,000	-1,273	-63.65%	
16-ENGINEERING AND CONSULTING	0	100	100	100.00%	
17-UTILITIES - ELECTRICITY	5,859	8,900	3,041	34.17%	
18-UTILITIES - GAS& FUEL	0	620	620	100.00%	
19-UTILITIES - PROPANE	393	100	-293	-293.00%	
20-UTILITIES - TELEPHONE INTERNET	2,824	1,189	-1,635	-137.51%	
21-UTILITIES - WASTE MANAGEMENT FEE	204	200	-4	-2.00%	
22-AUTO AND PROPERTY INSURANCE	0	0	0	0.00%	
21-STATE-COUNTY WATER SYSTEM FEES	0	5,000	5,000	100.00%	
22-GENERAL PLANT & TREATMENT SERVICES	2,904	12,500	9,596	76.77%	
23- VEHICLES REPAIRS AND MAINTENANCE	1,157	1,500	343	22.87%	
25-LABORATORY SERVICES	2,184	1,800	-384	-21.33%	
26-WATER SECURITY SYSTEM	0	500	500	100.00%	
27-ADVERTISING AND PUBLISHING	0	1,200	1,200	100.00%	
28-BANK FEE CHARGE	0	250	250	100.00%	
29-WATER MAINTENANCE AND SUPPLIES	315	4,000	3,685	92.13%	
30-ACCOUNTING AND AUDITING FEE	0	0	0	0.00%	
31-LIABILITY &PRPOERTY AND Auto INSURANCE	0	4,000	4,000	100.00%	
<b>TOTAL OPERATING EXPENSES:</b>	<b>95,874</b>	<b>126,099</b>	<b>30,225</b>	<b>23.97%</b>	
<b>TOTAL INCOME AND (LOSS)</b>	<b>34,627</b>	<b>9,397</b>			

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING FEBRUARY 2022**

FOR THE MONTH OF FEBRUARY 2022

CONDENSED BY CATEGORY	2022	2022	VARIANCE	%
	Actual	Budget		
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	60,348	59,853	495	0.83%
OTHER OPERATING	0	0	0	0.00%
<b>TOTAL OPERATING REVENUES</b>	<b>60,348</b>	<b>59,853</b>	<b>495</b>	<b>0.83%</b>
<b>OPERATING EXPENSES:</b>				
1- WAGES AND SALARIES	10,230	13,000	2,770	21.31%
2- RETIREMENT AND LIFE INSURANCE	1,034	1,220	186	15.25%
3- MEDICAL INSURANCE	4,843	3,300	-1,543	-46.76%
4- UNIFORM EXPENSE	0	353	353	100.00%
5- WORKER'S COMPENSATION INSURANCE	0	580	580	100.00%
6- RETIREMENT MEDICAL INSURANCE	0	1,850	1,850	100.00%
7- BOARD REIMBURSEMENT	0	0	0	0.00%
8- OFFICE SUPPLIES	39	590	551	93.39%
9- OFFICE CLEANING SERVICES	75	70	-5	-7.14%
10- POSTAGE AND MAIL FEE	469	75	-394	-525.33%
11- EDUCATION AND TRAINING	0	0	0	0.00%
12- TRAVELING, MILEAGE, MEAL REIMBURSEMENT	0	110	110	100.00%
13- DUE AND SUBSCRIPTION FEE	338	3,534	3,196	90.44%
14- COMPUTER SERVICES	1,313	500	-813	-162.60%
15- LEGAL SERVICES	1,091	285	-806	-282.81%
16- UTILITIES - ELECTRICITY	0	3,950	3,950	100.00%
17- UTILITIES - GAS & FUEL	180	213	33	15.49%
18- UTILITIES - PROPANE	0	0	0	0.00%
19- UTILITIES - TELEPHONE&INTERNET	934	310	-624	-201.29%
20- UTILITIES - WASTE MANAGEMENT FEE	68	66	-2	-3.03%
21- VEHICLES REPAIRS AND MAINTENANCE	101	500	399	79.80%
22- ENGINEERING SERVICES	0	200	200	100.00%
22- MAINTENANCE AND SUPPLIES	96	100	4	4.00%
23- GENERAL PLANT SERVICES	529	2,089	1,560	74.68%
24- SEWER PERMIT AND LICENSE(State Fee)	0	500	500	100.00%
25- MINOR EQUIPMENT AND SUPPLIES	0	0	0	0.00%
26- SEWER LEASE	0	5,000	5,000	100.00%
27- ADVERTISING AND PUBLISHING	0	500	500	100.00%
28- LABORATORY SERVICES	1,400	1,239	-161	-12.99%
29- SECURITY SYSTEM (ADT)	0	300	300	100.00%
30- ACCOUNTING & AUDITING FEE	625	3,000	2,375	79.17%
31- LIBIITY & PROPERTY AND AUTO INS	540	1,500	960	64.00%
32- WASTE DISPOSAL FEES	0	3,000	3,000	100.00%
<b>Total Expenses</b>	<b>23,905</b>	<b>47,934</b>	<b>24,029</b>	<b>50.13%</b>
<b>Total INCOME OR (LOSS)</b>	<b>36,443</b>	<b>11,919</b>		

**IDYLLWILD WATER DISTRICT  
SEWER FUND CONDENSED INCOME STATEMENT  
FOR FISCAL MONTH ENDING FEBRUARY 2022**

FOR THE MONTH OF FEBRUARY 2022

SEWER FUND OPERATING REVENUES	ACTUAL	BUDGET	F (U)	
			VARIANCE	%
BASE RATE-COMMERCIAL	40,566	40,157	409	1.02%
BASE RATE- RESIDENTIAL	19,782	19,696	43	0.22%
TRANSFER FEE	0	0	0	0.00%
FACILITY CHARGE FROM IAF	0	0	0	0.00%
INSPECTION FEE	0	0	0	0.00%
OTHER MISCE	0	0	0	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>60,348</b>	<b>59,853</b>	<b>495</b>	<b>0.83%</b>
EQUIVALENT DWELLING UNITS (E.D.U'S)				
RESIDENTIAL	459	457	2.0	0.44%
COMMERCIAL	941	932	9.0	0.97%
<b>TOTAL E.D.U'S</b>	<b>1,400</b>	<b>1,389</b>	<b>11.0</b>	<b>0.79%</b>
TOTAL Customers	422	164	586	

**IDYLLWILD WATER DISTRICT  
DISTRICT WARRANTS AND OTHER DISBURSEMENTS  
FOR THE MONTH ENDED February 28, 2022**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
02/02/2022	17019	ALLSTATE BENEFITS	Monthly Charge	306.45
02/02/2022	17020	California Computer Options , Inc	IT Monthly Sevices	1,620.01
02/02/2022	17021	Chase Card Services	Renewal Zoom Sotware	149.90
02/02/2022	17022	Employee Relations	Pre Employment Background Check	31.00
02/02/2022	17023	Frontier	Phone and Internet Charge	486.11
02/02/2022	17024	Idyllwild Water District	To be Deposit at Hemet Bank For Payroll	34,000.00
02/02/2022	17025	J.C. Coatings, Inc.	Last Payment for Southridge Tank Construcation	61,500.00
02/02/2022	17026	Kenyon Electric	Fixing and Repair Electric at IWD	490.00
02/02/2022	17027	MONRO,INC	Purchase and installation 4 tiresfor Toyota 2019	884.10
02/02/2022	17028	SUSP, INC	Sewer Consulating for the Newest Plant	4,476.25
02/02/2022	17029	Time Warner Cable	Phone &Internet Monthly Charges	703.66
02/02/2022	17030	Underground Service Alert/SC	New Tickets Charges	26.50
02/09/2022	17031	ACWAJPIA	Monthly Medical Insurance March2022	13,274.17
02/09/2022	17032	Babcock Laboratories, inc	Monthly Charge	2,912.05
02/09/2022	17033	BEST BEST & KRIEGER	Monthly Legal Services	4,364.00
02/09/2022	17034	California Computer Options , Inc	IT Monthly Sevices	3,633.76
02/09/2022	17035	California State Fire Protection Co.	Fire ExtinguisherRefill and check up	563.34
02/09/2022	17036	Ferrellgas	Charge For Filling Propane	393.55
02/09/2022	17037	Ferguson WaterWorks #1083	Payment for New Meter Replacement	32,438.14
02/09/2022	17038	Genuine Auto Parts/ Napa Riverside	Auto Parts	198.09
02/09/2022	17039	Home Depot Credit Services	Purchase Washer& Dryer Tools and Supplies	1,348.53
02/09/2022	17040	INFOSEND, INC	Printing and Processing Bills Fees	1,876.89
02/09/2022	17041	Quinn Company	Purchase Parts for the Tractor Unit 580	51.84
02/09/2022	17042	S.C.E.	Monthly Charge	4,905.97
02/09/2022	17043	USA Bluebook	Supplies for Water&Sewer	205.66
02/09/2022	17044	Village Hardware	Supplies For Water and Sewer	176.10
02/09/2022	17045	Rapid Data, Inc.	Fee Processing Stand by to the county Tax for Year	1,040.71
02/16/2022	17046	California Rural Water Associaton	Associate Member Fees for 2022	857.00
02/16/2022	17047	Central Communications	Monthly Answering Services	145.63
02/16/2022	17048	CR&R Incorporated	Monthly Services for Trash Fee	273.05
02/16/2022	17049	Engineering Resources of So. Ca., Inc.	Engineering Services for the Strawberry Divirsion Pipeline	1,127.50
02/16/2022	17050	Idyllwild Water District	To be Deposit at Hemet Bank For Payroll	32,000.00
02/16/2022	17051	Power Equipment and Supply	Fixing Generator for Fern 1A	315.00
02/16/2022	17052	S.C.E.	Monthly Charge	953.27
02/16/2022	17053	Staples Credit Plan	Office Supplies	154.53
02/16/2022	17054	SUSP, INC	Sewer Consulating for the Newest Plant	4,547.50
02/16/2022	17055	USA Bluebook	Supplies for Water&Sewer	1,368.91
02/16/2022	17056	Inland Bobcat LLC	Purchase BobCat	59,337.69
02/16/2022	17057	ACWAJPIA	Monthly Medical Insurance FEB 2022	15,005.17
02/22/2022	17058	Four Seasons Cleaning Services	Cleaning Services to the office Month of January 2022	300.00
02/22/2022	17059	Ferguson WaterWorks #1083	Payment for New Meter Replacement I	2,828.44
02/22/2022	17060	Gosch Auto	Completed Services For Tacoma 2018	124.50
02/22/2022	17061	T-Mobile	Monthly Charge	20.00
02/22/2022	17062	Time Warner Cable	Phone &Internet Monthly Charges	2,549.75
02/22/2022	17063	US Bank Corporate Payment System	General & Water Expenses	659.60

	TOTAL DISTRICT WARRANTS	\$294,624.32
OTHER DISBURSEMENTS:		
TOTAL PAYROLL		\$62,320.00
L.A.I.F. ELECTRONIC TRANSFERS		\$0.00
BANK SERVICE CHARGES AND FEES		\$0.00
<b>TOTAL DISTRICT WARRANTS &amp; OTHER DISBURSEMENTS</b>		<b>\$356,944.32</b>





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** March 16, 2022  
**Subject:** Item 1C – Operations Report

---

### Recommendation:

Board of Directors accept February 2022 Operation Report.

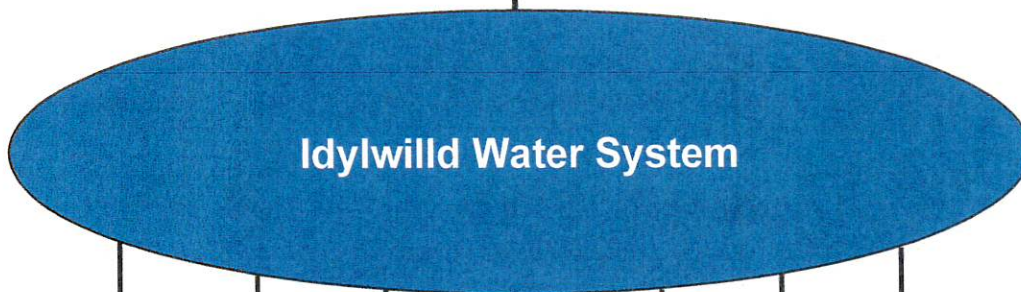
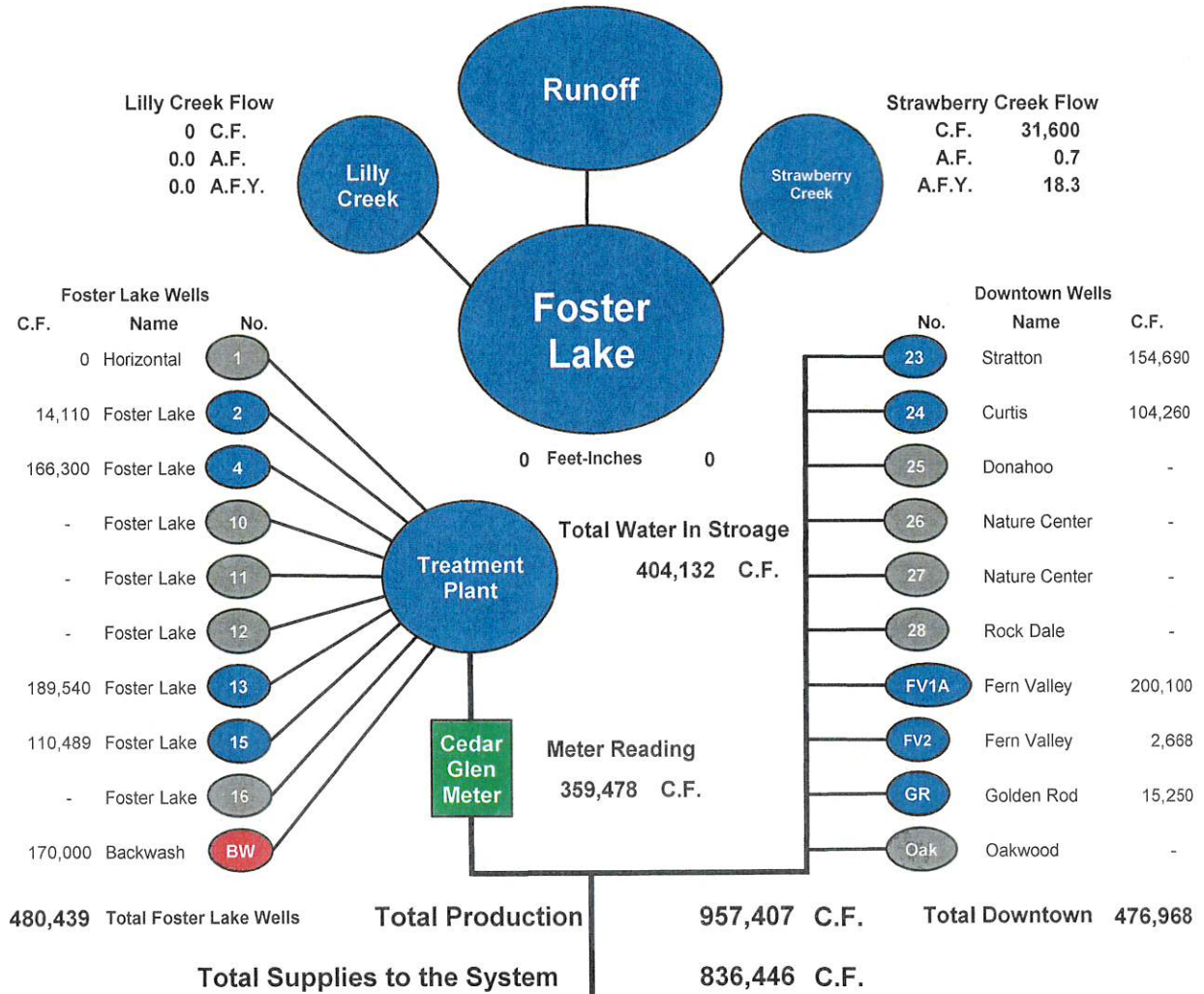
### Attachments:

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

# Idyllwild Water District

## Water System Schematic For Operations Report

February 2022



System Loss	C.F.
Total System	836,446
Total Usage	798,430
Loss	38,016
Loss %	5%

Conservation Stage	
Month	Stage
February	1 - 48%
January	1 - 44%
December	1 - 49%
November	1 - 41%
October	1 - 49%
September	2 - 58%

# Idyllwild Water District

## Monthly Operations Report

### February 2022

Supplies to System	836,446 CF	19.20 AF	
Increase / Decrease	(99,391) CF	-10%	Billing Period <u>9%</u> Daily Demand
Number of Wells Available	14	333 GPM Available	
Water Sales	783,181 CF	15,249 CF	Non-Water Sales
Total Water/Non-Water Sales	798,430 CF	5% Loss	

Full-Time	FV1A	1
Part-Time	2, 4, 13, 15, 23, 24, FV2, Golden Rod	8

Strawberry Creek Diversion	31,600 CF	0.73 AF	18.26 AFY
Lilly Creek Flow	0 CF	0.00 AF	
Foster Lake Level (Max. 18')	0 Feet	0 Inches	

Non-Water Sales	Gallons	CF
WTP Backwash	170,000	22,727
IWD Flushing		-
Main Line Leaks		-
Distribution Line Leaks		-
Fire Dept. Usage	100,000	13,369
Hydrant Sales		-
Wastewater Plant	14,062	1,880
<b>Total</b>	<b>114,062</b>	<b>15,249</b>

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
Feb	160.9	333	48%	1
Jan	147.3	333	44%	1
Dec	163.2	333	49%	1
Nov	135.5	333	41%	1
Oct	161.8	333	49%	1
Sept	193.6	333	58%	2

Not Included in Total

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

Foster Lake Area	SL #3	24	SL #7	27	SL #14	35	FL Avg.	28.7
Creek Area	PL #23	225	SL #24	18				
Nature Center	SL #26	36	SL #27	35	SL #28	0		
Fern Valley	PL FV1A	415	PL FV#2	309	SL GR	0	SL MW #6	0

#### Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	20.9	244,488
Rock Dale Tank	2,718	12.0	32,616
Delano Tank	1,337	16.5	22,061
South Ridge Tank	3,509	21.3	74,742
Wild Wood Tank	919	10.3	9,466
Golden Rod Tank	891	23.3	20,760

Total	404,132 CF	Storage Supplies Max. 3.702 MGD	82%
Storage in MGD	3.02		
Production Days	27	Production Minutes	38,880
		Average GPM	160.9

**Idyllwild Water District**  
**Well Production Data**  
**February 2022**

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal	0	0.0				
2	Foster Lake	14,110	0.3				
4	Foster Lake	166,300	3.8				
10	Foster Lake		-				
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake	189,540	4.4				
15	Foster Lake	89,822	2.1				
16	Foster Lake		-				
23	Stratton	154,690	3.6				
24	Curtis	104,260	2.4				
25	Donahoo		-				
26	Nature Center		-				
27	Nature Center		-				
28	Rock Dale		-				
1A	Fern Valley	200,100	4.6				
2	Fern Valley	2,668	0.1				
	Golden Rod	15,250	0.4				
	Oakwood		-				
	<b>Total</b>	<b>936,740</b>	<b>21.50</b>				

Cedar Glen Meter	<u>359,478</u> CF	<u>8.3</u> AF
District Production	<u>476,968</u> CF	<u>10.9</u> AF
<b>Total Supplies to System</b>	<b><u>836,446</u> CF</b>	<b><u>19.2</u> AF</b>

Days of Production	<u>27</u>	Minutes of Production	<u>38,880</u>
Average System GPM	<u>160.93</u>		



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Leo Havener, General Manager

**Date:** March 16, 2022

**Subject:** Item D – Authorize Remote Meetings pursuant to AB 361

---

### Recommendation:

Board of Directors authorize remote meetings pursuant to AB 361 for 30 days based on the findings that (1) there is an existing declared state of emergency for COVID-19, and (2) state and local are imposing and recommending measures to promote social distancing.

### Background:

At the October 20, 2021, Board meeting, based upon the state of emergency for COVID-19, the Board of Directors adopted Resolution No. 783, which authorized remote Board and committee meetings pursuant to AB 361. The Board found that (1) state and local officials have imposed or recommended measures to promote social distancing in connection with COVID-19; and (2) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Under AB 361, certain Brown Act requirements related to remote meetings are suspended. The Board subsequently extended remote meetings at its November, December, January, and February Board meetings.

Given the continued state of emergency for COVID-19 and the state and local requirements of social distancing, staff is recommending that the Board authorize remote meetings pursuant to AB 361 for 30 days, consistent with previous action taken by the Board. This is being recommended to preserve the health and safety of Directors, staff, and the public.

### Conclusion:

Staff recommends that the Board authorize the District to conduct remote Board meetings pursuant to AB 361 based on the following findings: (1) There is an existing declared state of emergency for COVID-19, and (2) State and local officials are recommending measures to promote social distancing.

If the Board does not authorize remote meeting pursuant to AB 361, the next Board meeting will be held pursuant to all of the provisions of the Brown Act, including those related to posting the location of remote attendees and ensuring public access to such remote locations.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** March 16, 2022  
**Subject:** Item 2 – General Manager Report

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**Recommendation:**

General Manager Havener will present his presentation.

**Attachments:**

- General Manager Report, March 16, 2022

# **General Manager Report**

**March 16, 2022**



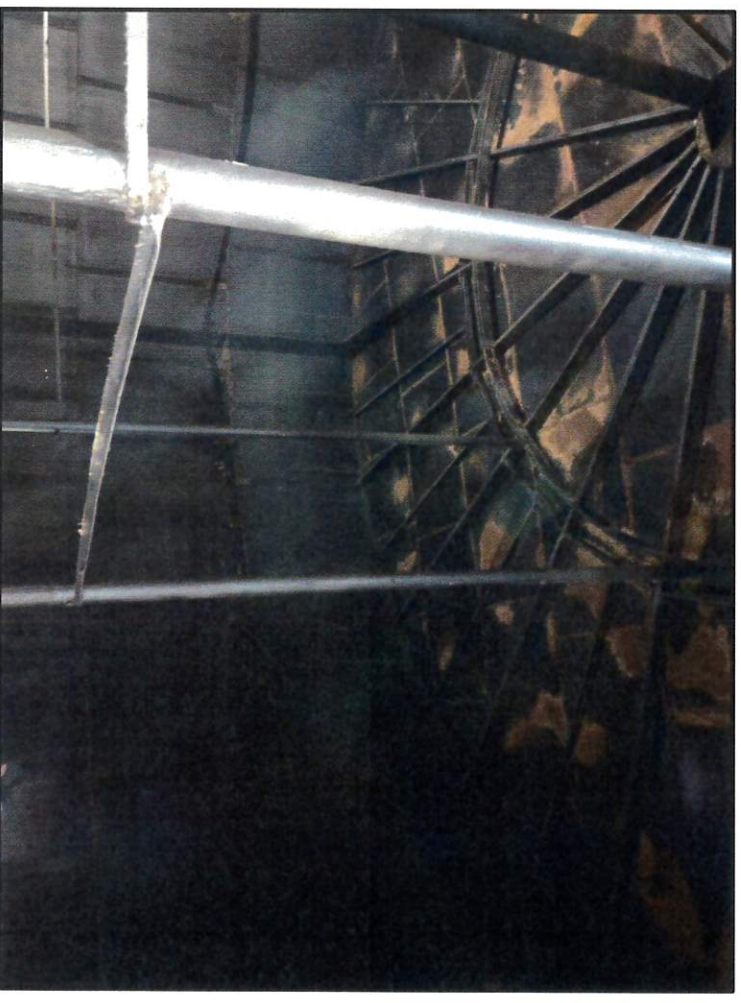


# South Ridge Tank Repairs

- ▶ Repairs began in November 2021
- ▶ Completed in February 2022
- ▶ Project Costs = \$215,500



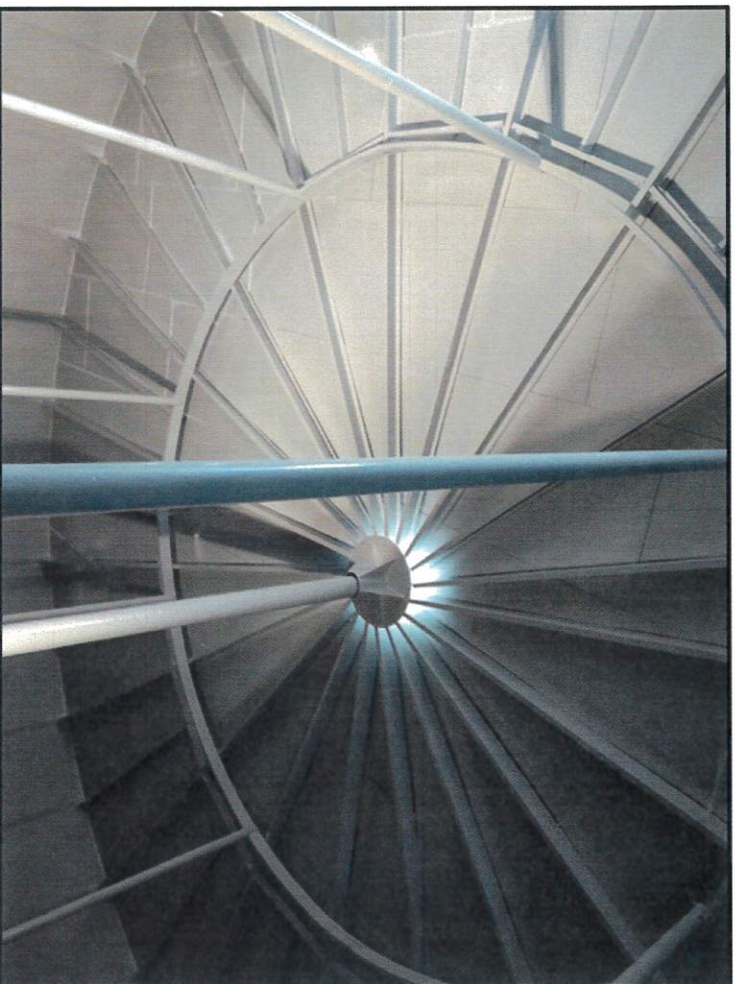
# South Ridge Tank Repairs



# South Ridge Tank Repairs



# South Ridge Tank Repairs





# IDYLLWILD WATER DISTRICT YOUR TAX DOLLARS AT WORK

## CAPITAL IMPROVEMENT PROJECT

- Installing New Radio Water Meters
- March 2022 Through July 2022
- More Information: 951-659-2143



Made In U.S.A.

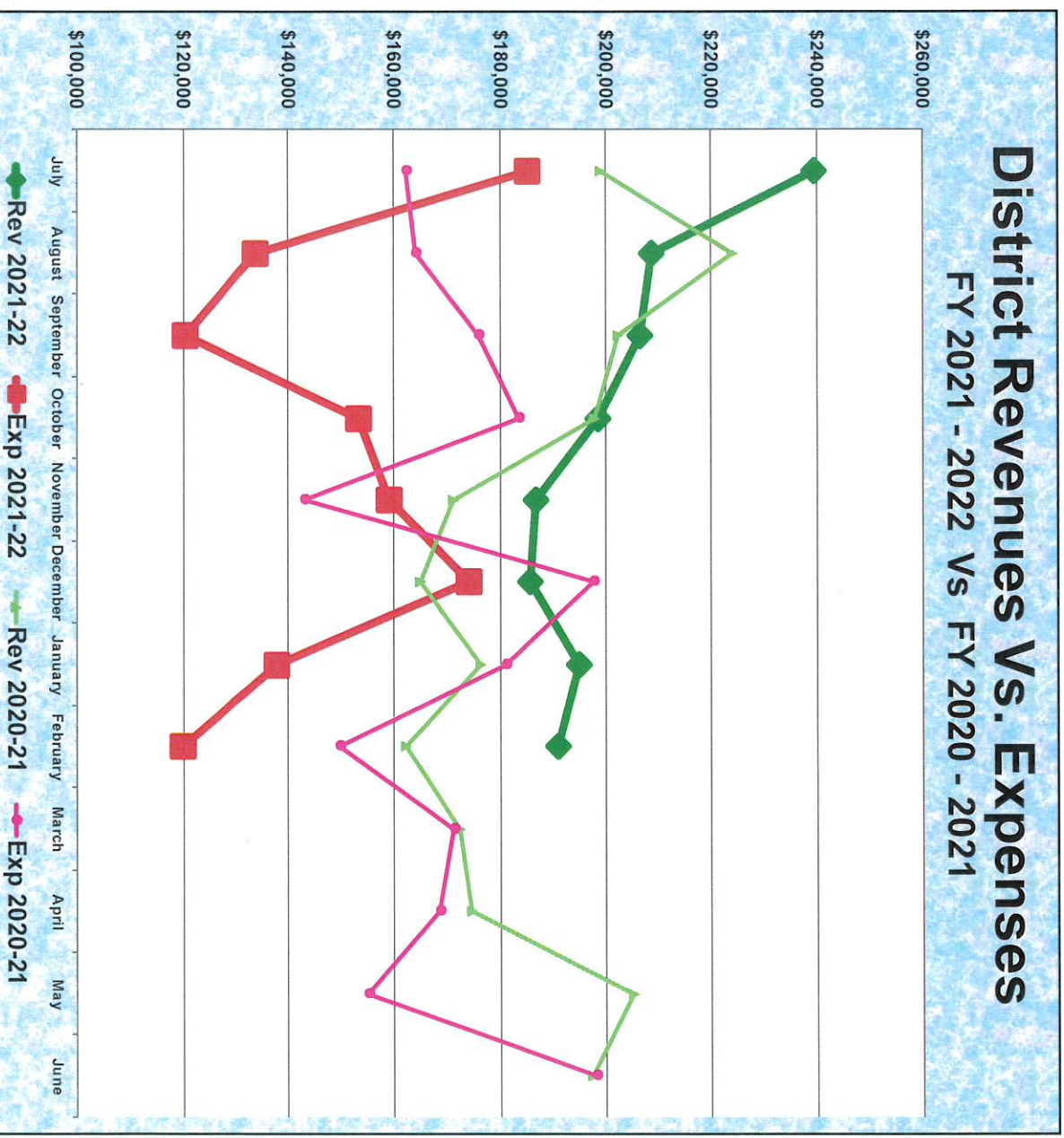
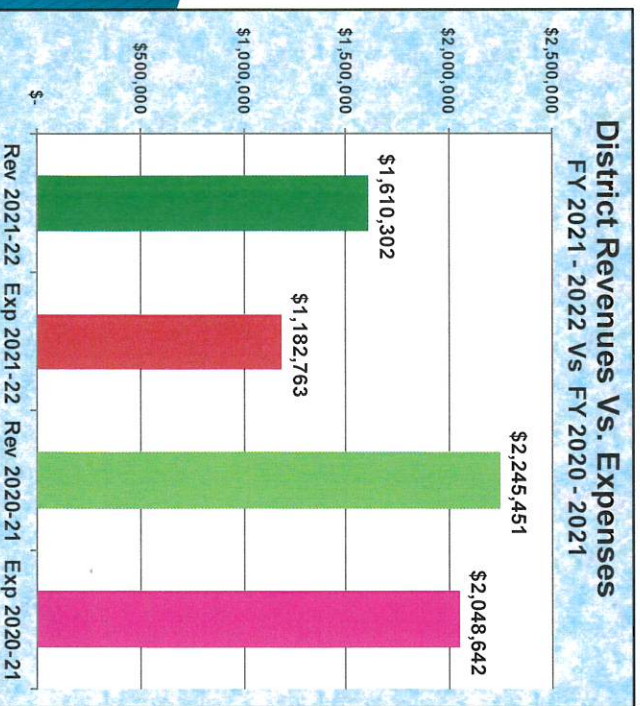
# Bobcat Arrived



# District Revenues Vs. Expenses

## FY 2021 - 2022

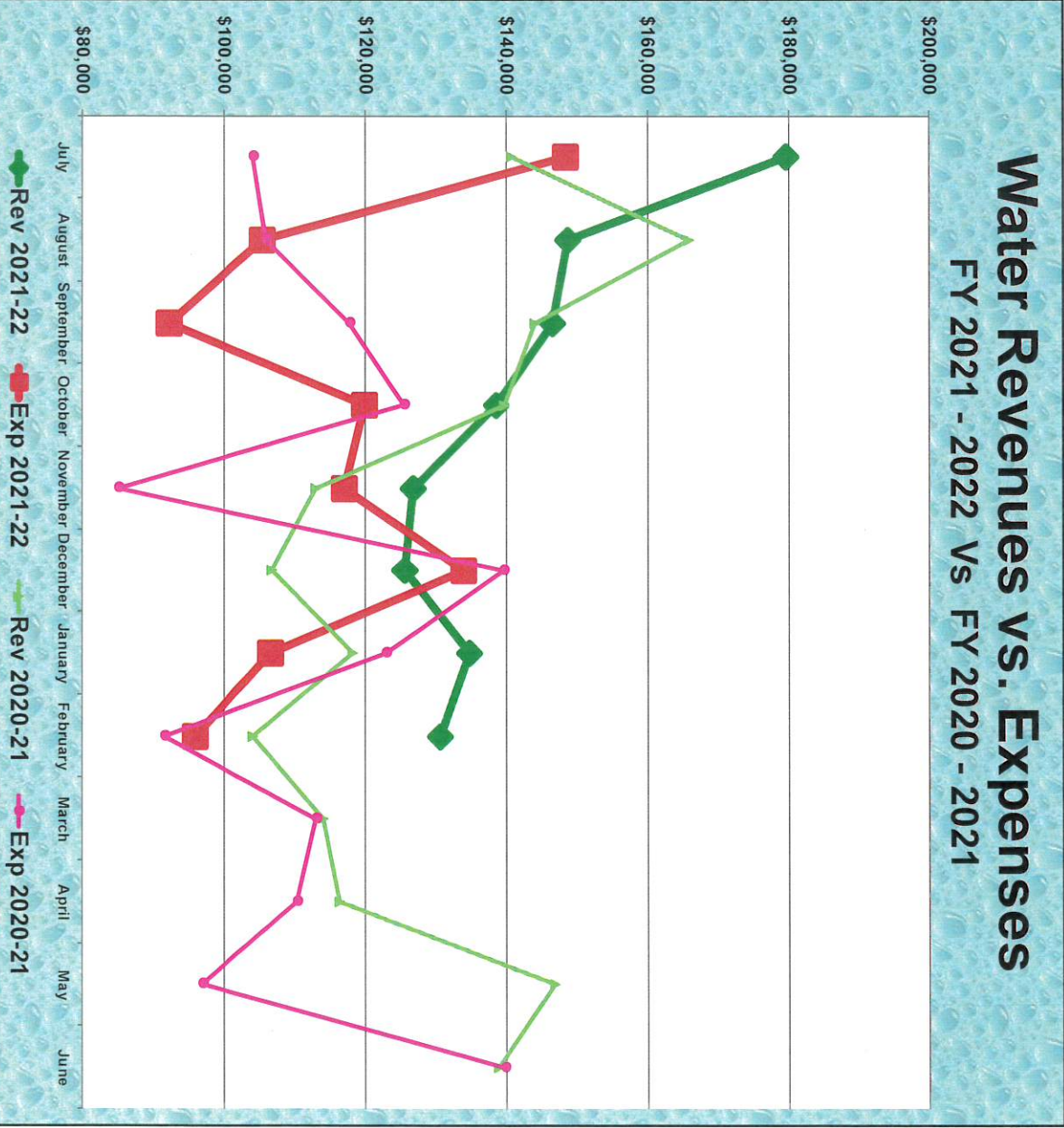
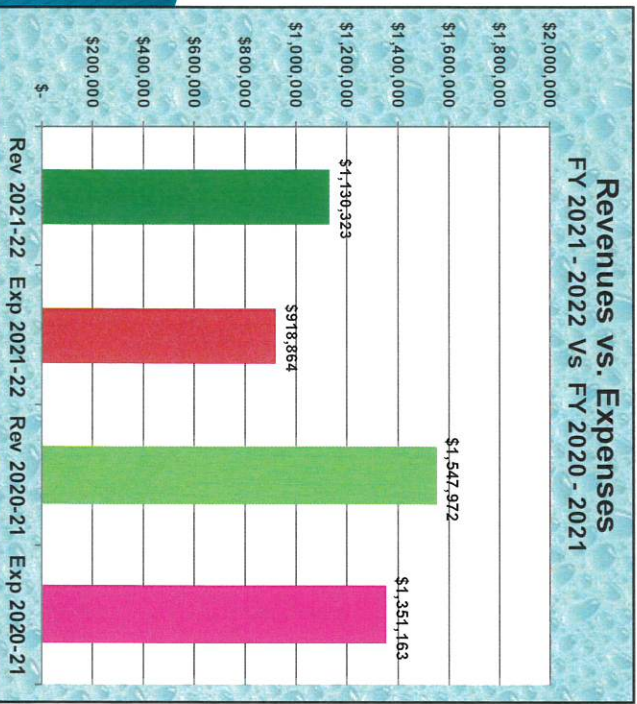
District Revenues vs. Expenses				
2021 - 2022	Rev 2021-22	Exp 2021-22	Rev 2020-21	Exp 2020-21
July	\$ 239,315	\$ 185,063	\$ 198,827	\$ 162,224
August	\$ 208,544	\$ 133,741	\$ 223,883	\$ 163,900
September	\$ 206,290	\$ 120,420	\$ 202,151	\$ 175,691
October	\$ 198,416	\$ 153,146	\$ 197,691	\$ 183,358
November	\$ 186,536	\$ 158,990	\$ 171,051	\$ 143,030
December	\$ 185,444	\$ 174,001	\$ 164,858	\$ 197,517
January	\$ 194,908	\$ 137,623	\$ 176,248	\$ 180,909
February	\$ 190,849	\$ 119,779	\$ 162,158	\$ 149,650
March			\$ 172,048	\$ 171,058
April			\$ 174,312	\$ 168,280
May			\$ 204,988	\$ 155,054
June			\$ 197,236	\$ 197,971
<b>Total</b>	<b>\$ 1,610,302</b>	<b>\$ 1,182,763</b>	<b>\$ 2,245,451</b>	<b>\$ 2,048,642</b>



# Water Revenues Vs. Expenses

## FY 2021 - 2022

Water Revenues vs. Expenses				
2021 - 2022	Rev 2021-22	Exp 2021-22	Rev 2020-21	Exp 2020-21
July	\$ 179,455	\$ 148,403	\$ 140,663	\$ 104,060
August	\$ 148,734	\$ 105,440	\$ 165,803	\$ 105,820
September	\$ 146,430	\$ 92,242	\$ 144,071	\$ 117,611
October	\$ 138,563	\$ 119,710	\$ 139,611	\$ 125,278
November	\$ 126,683	\$ 116,907	\$ 112,971	\$ 84,950
December	\$ 125,397	\$ 133,807	\$ 106,778	\$ 139,437
January	\$ 134,560	\$ 106,481	\$ 118,118	\$ 122,779
February	\$ 130,501	\$ 95,874	\$ 104,028	\$ 91,520
March			\$ 113,968	\$ 112,978
April			\$ 116,232	\$ 110,200
May			\$ 146,846	\$ 96,912
June			\$ 138,883	\$ 139,618
<b>Total</b>	<b>\$ 1,130,323</b>	<b>\$ 918,864</b>	<b>\$ 1,547,972</b>	<b>\$ 1,351,163</b>

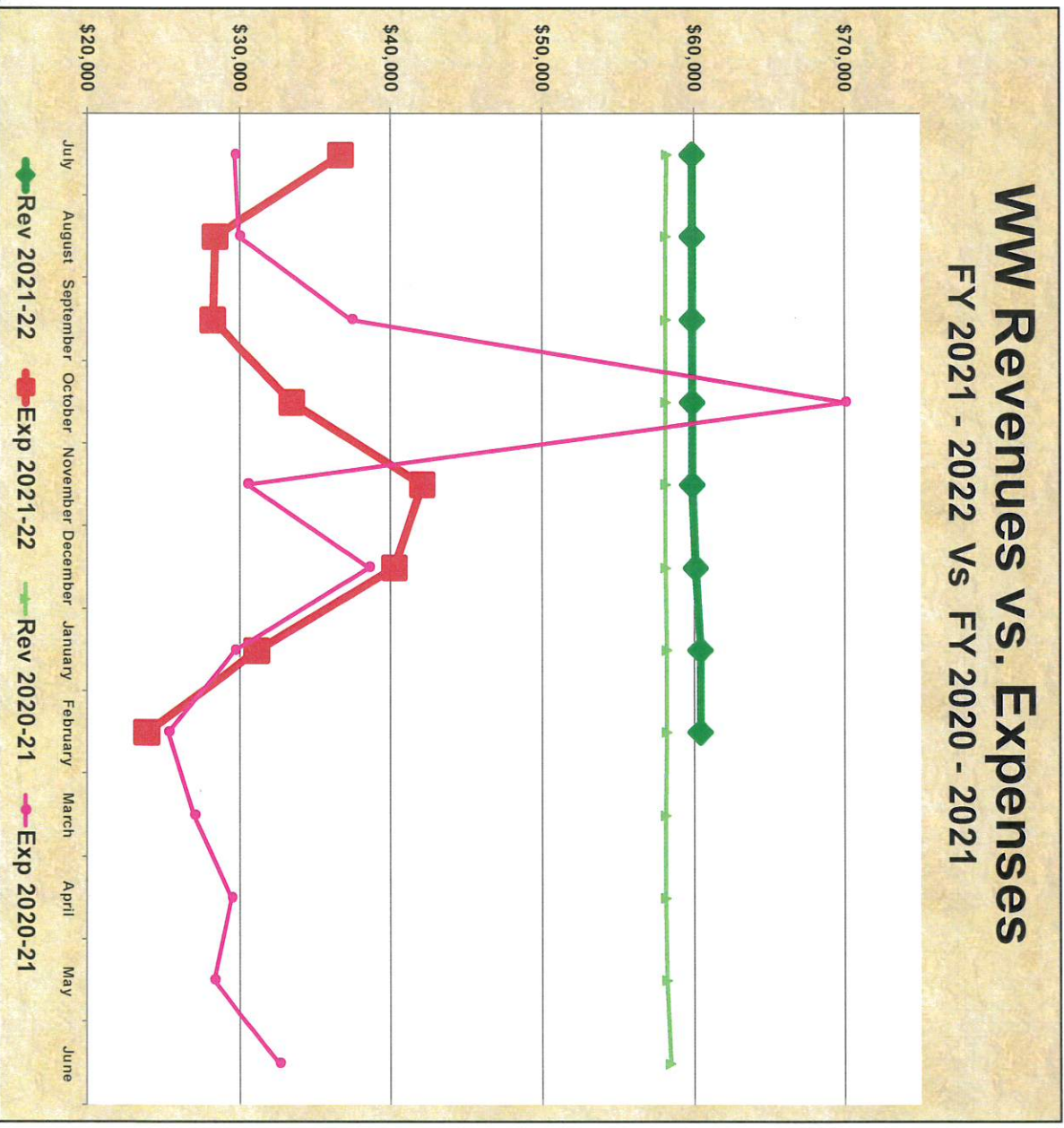
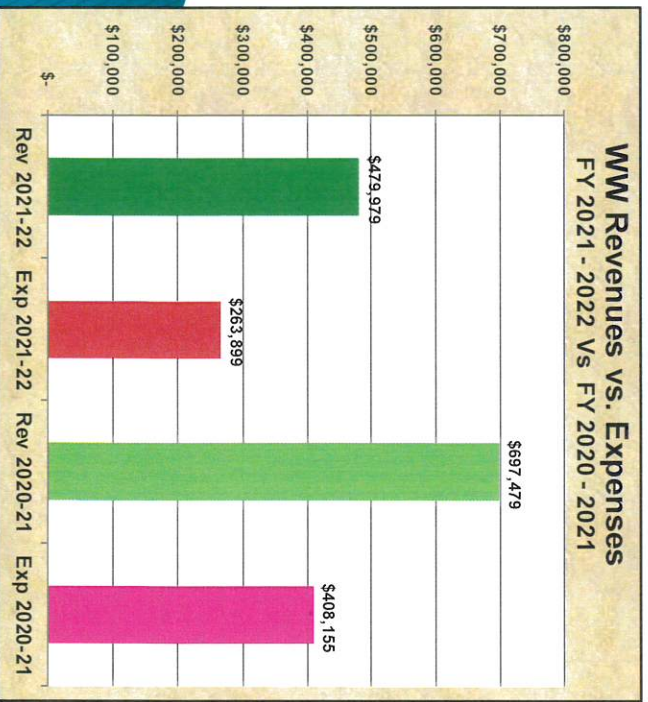




# Wastewater Revenues Vs. Expenses

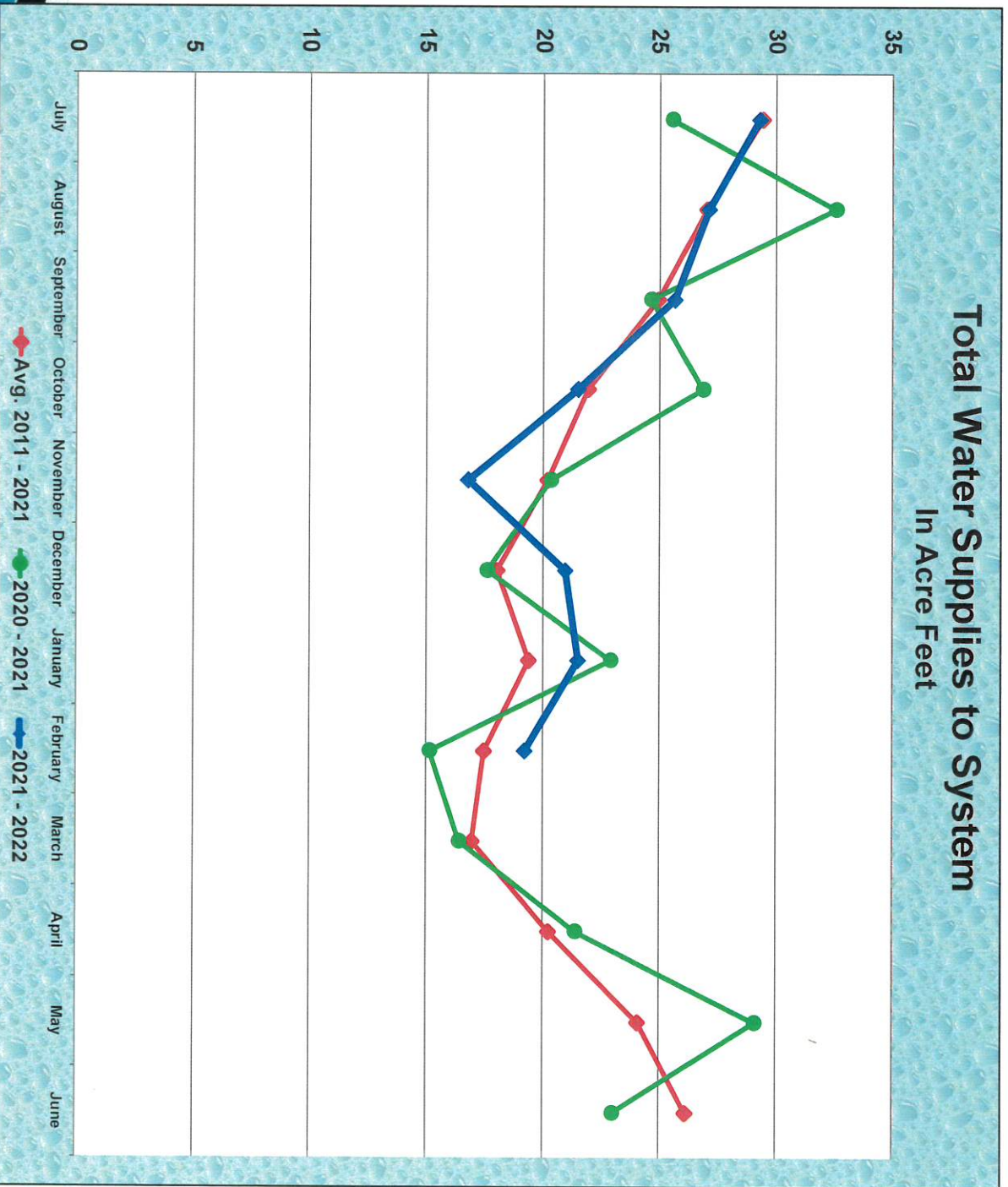
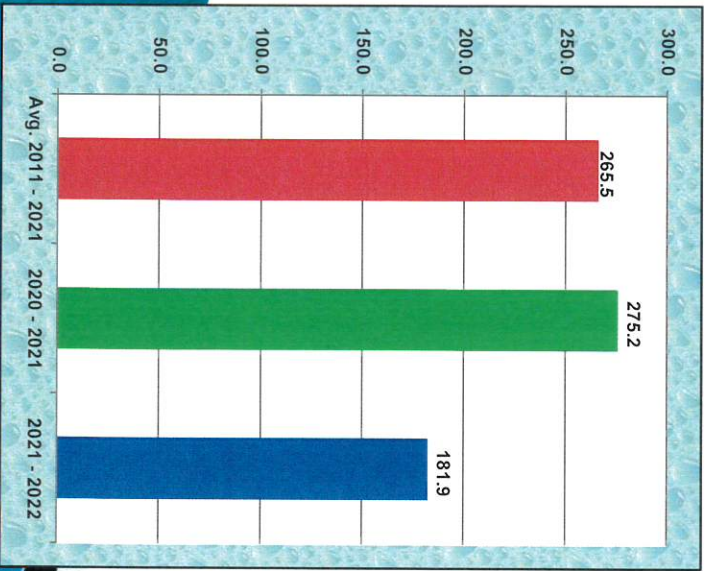
## FY 2021 - 2022

WW Revenues vs. Actual Expenses				
2021 - 2022	Rev 2021-22	Exp 2021-22	Rev 2020-21	Exp 2020-21
July	\$ 59,860	\$ 36,660	\$ 58,164	\$ 29,675
August	\$ 59,810	\$ 28,301	\$ 58,080	\$ 29,984
September	\$ 59,860	\$ 28,178	\$ 58,080	\$ 37,384
October	\$ 59,853	\$ 33,436	\$ 58,080	\$ 69,997
November	\$ 59,853	\$ 42,083	\$ 58,080	\$ 30,498
December	\$ 60,047	\$ 40,194	\$ 58,080	\$ 38,500
January	\$ 60,348	\$ 31,142	\$ 58,130	\$ 29,680
February	\$ 60,348	\$ 23,905	\$ 58,130	\$ 25,274
March			\$ 58,080	\$ 26,944
April			\$ 58,080	\$ 29,404
May			\$ 58,142	\$ 28,273
June			\$ 58,353	\$ 32,542
<b>Total</b>	<b>\$ 479,979</b>	<b>\$ 263,899</b>	<b>\$ 697,479</b>	<b>\$ 408,155</b>

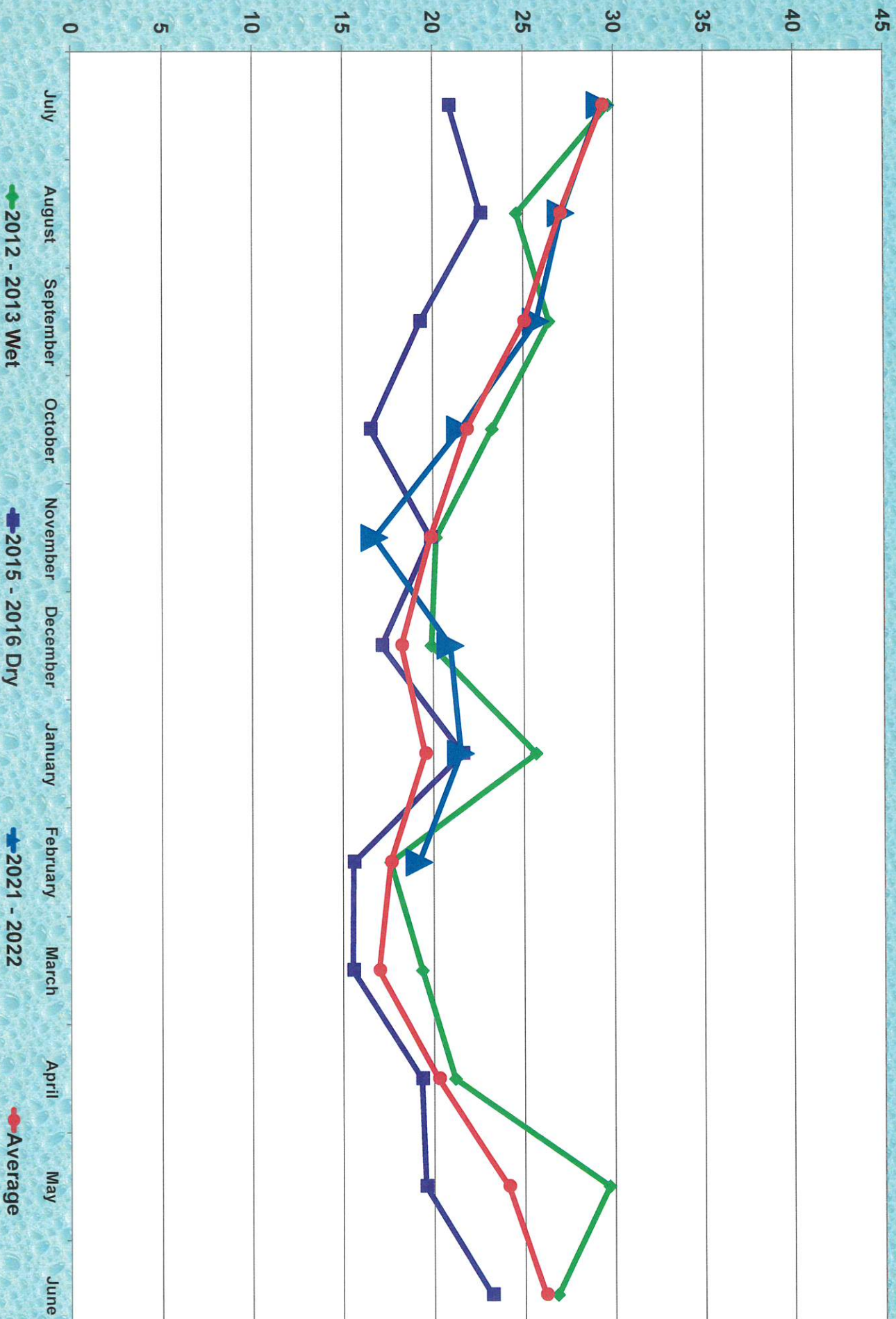


# Total Water Supplies to System In Acre Feet

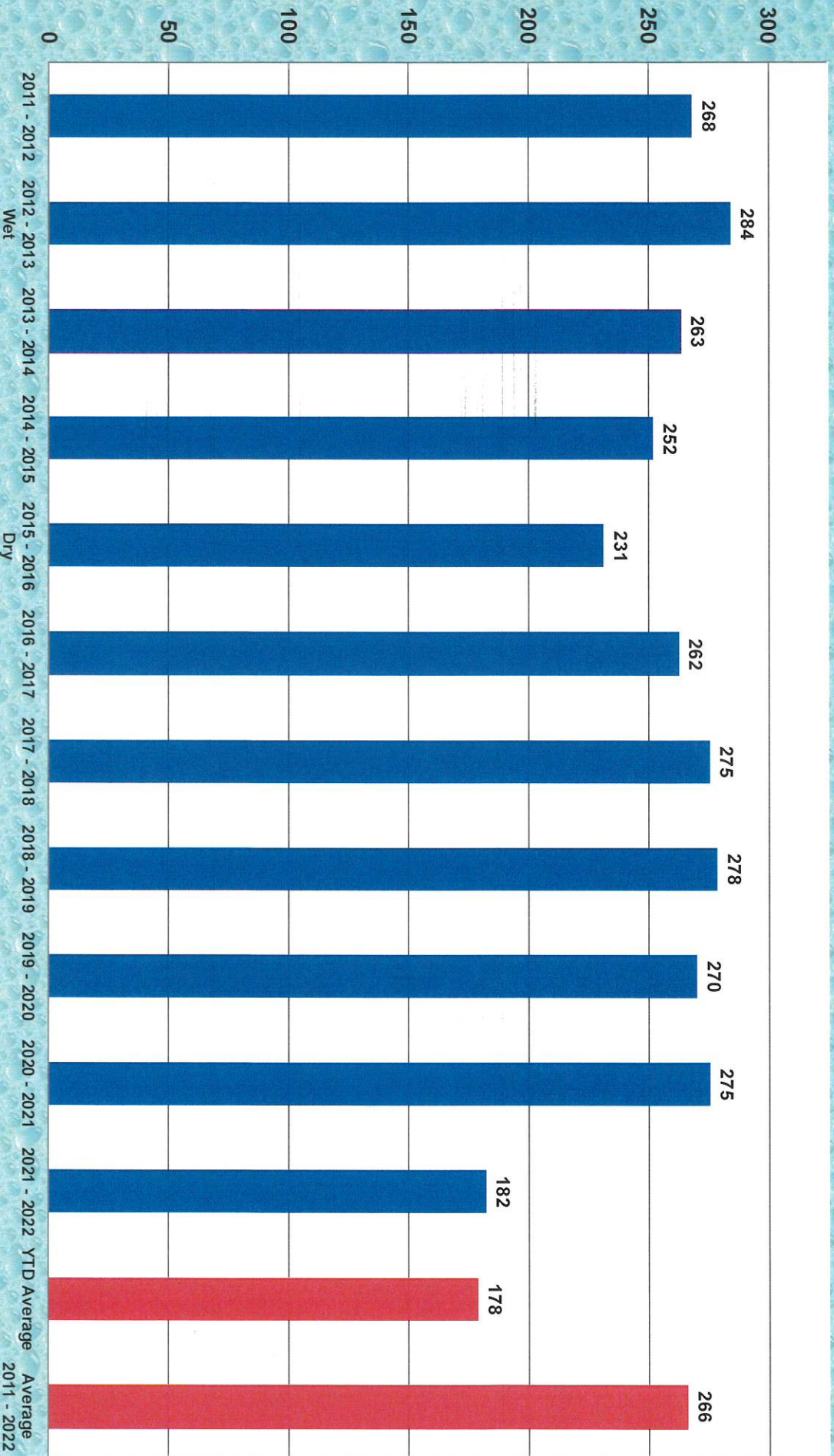
Total Water Supplies To System			
Fiscal Year	Avg. 2011 - 2021	2020 - 2021	2021 - 2022
July	29.4	25.5	29.3
August	27.0	32.5	27.1
September	24.9	24.6	25.7
October	21.9	26.8	21.5
November	20.2	20.3	16.8
December	18.0	17.6	20.9
January	19.4	22.9	21.5
February	17.5	15.1	19.2
March	16.9	16.4	
April	20.2	21.3	
May	24.1	29.1	
June	26.1	23.0	
<b>Total</b>	<b>265.5</b>	<b>275.2</b>	<b>181.9</b>



# Total Water Supplies to System In Acre Feet

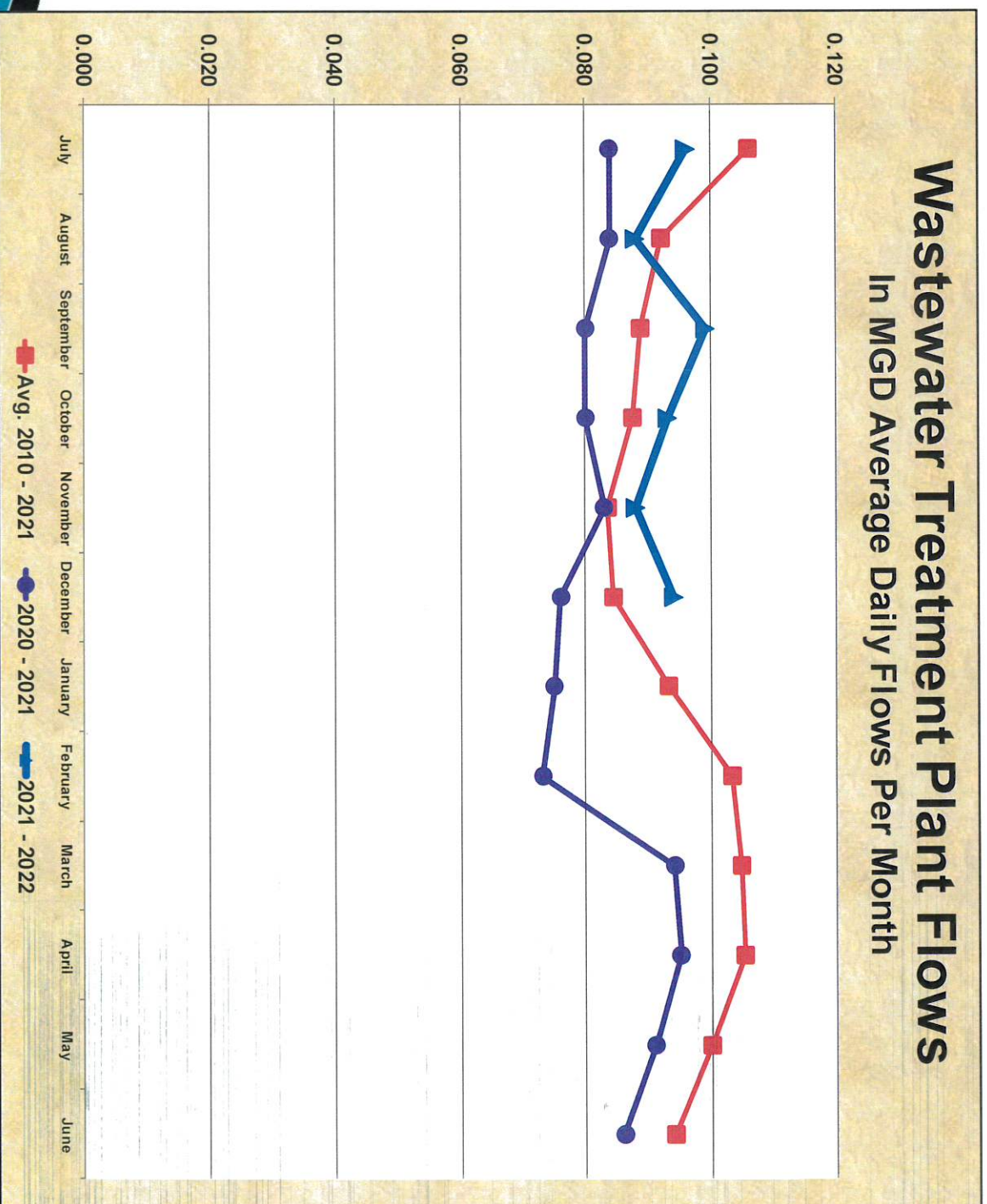
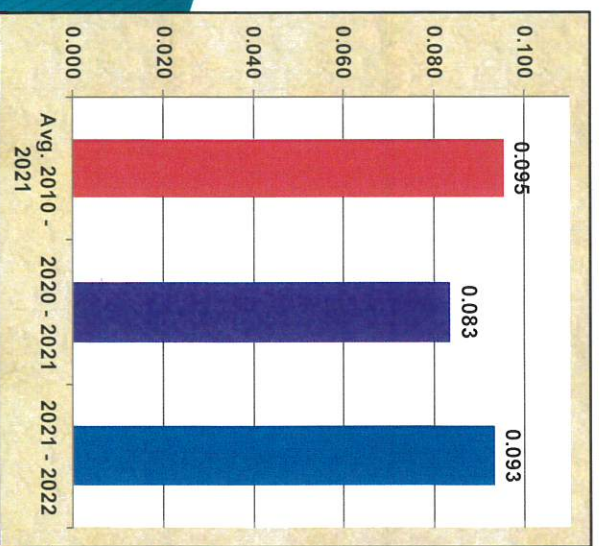


# Total Water Supplies to System In Acre Feet



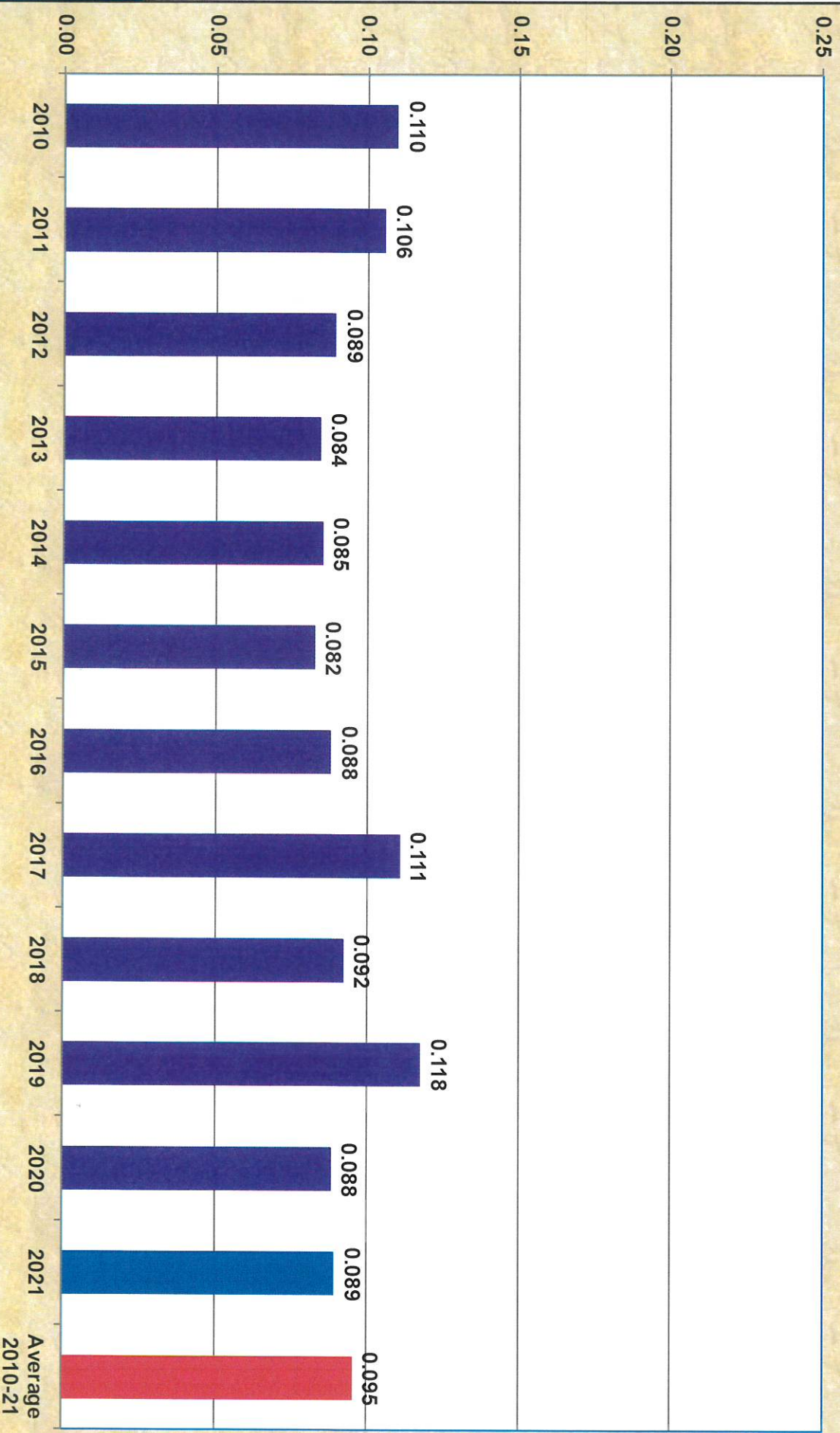
# Wastewater Treatment Plant Flows In MGD Average Daily Flows Per Month

Month	Avg. 2010 - 2021	2020 - 2021	2021 - 2022
July	0.106	0.084	0.096
August	0.092	0.084	0.088
September	0.089	0.080	0.099
October	0.088	0.080	0.093
November	0.083	0.083	0.088
December	0.084	0.076	0.094
January	0.093	0.075	
February	0.103	0.073	
March	0.105	0.094	
April	0.105	0.095	
May	0.100	0.091	
June	0.094	0.086	
Average	0.095	0.083	0.093



# Wastewater Treatment Plant Flows In MGD Average Daily Flows Per Year

Flow in Millions of Gallons Per Day (MGD) - Average Daily Per Year  
Permit = 0.250 MGD



# Overview

- ▶ Researching property options for District office
- ▶ CEQA for Strawberry Creek Pipeline Project is in process
- ▶ WWTP survey is complete
- ▶ JPIA is reviewing Draft Employee Manual
  - Review takes 30 – 60 days
- ▶ Installing new radio water meters



# Questions?







# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** March 16, 2022  
**Subject:** Item 3 – Boy Scouts Camp Facilities

---

### Background:

The Boy Scouts have requested to have their facilities connected to District sewer system. Their facilities are within the sewer boundaries.

The Boy Scouts also have requested IWD to provide water service to property located in Pine Cove Water District (PCWD). This will require approval from PCWD Board of Directors and LAFCO. PCWD Board of Directors have approved the process for the Boy Scouts property de-annexing and annexing into IWD for water service. The Boy Scouts have contacted LAFCO regarding their process.

Boy Scouts representative Matt Le Vesque will provide information regarding their situation.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** March 16, 2022  
**Subject:** Item 4 – LAFCO 2022 Ballot for Special District Member

---

### Recommendation:

Board of Directors will consider selection of candidates for LACFO Special District Member.

### Background:

Idyllwild Water District is a member of LAFCO's Special District Selection Committee. All members of the Special District Selection Committee (SDSC) may cast a ballot for both a regular member and an alternate.

The election for the LAFCO regular and alternate positions will be conducted using Instant Runoff Voting (IRV). IRV eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority.

### General Instructions and Information:

- Completed ballots are due in the LAFCO office no later than 5:00 p.m. on Wednesday, April 6, 2022.
- The Board of Directors select and rank each nominee in the order of preference, using "1" for your first choice, "2" for your second choice and so on.
- Only the presiding officer or another board member authorized by the board of directors to vote may cast the vote.

- Authorization for a board member to vote in place of presiding officer must provide that authorization, via resolution or minute order.
  - District managers and other staff members may not vote.
- Voting member must print their name on the ballot, sign, and date the ballot.

These positions ensure special districts are appropriately represented on our local boards. Appointments are only valid if ballots representing a quorum, from 28 of 55 independent special districts, are returned.

**Attachments:**

- Riverside LAFCO letter dated March 7, 2022
- Special District Selection Committee, 2022 Ballot



March 7, 2022

via electronic mail

## **2022 BALLOT INSTRUCTIONS FOR SPECIAL DISTRICT MEMBER (WESTERN RIVERSIDE) OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION**

To Special District Selection Committee Members:

**Please read these instructions carefully before completing your ballot.** As previously announced, a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time, therefore, the selection proceedings are being conducted by electronic mail or regular USPS mail. A nomination period for the position in the title above was opened Monday, January 31, 2022, and closed at 5:00 p.m. on Wednesday, March 2, 2022.

Enclosed you will find your ballot.

**LAFCO Regular Special District Member – Western Riverside County:** A total of nine (9) nominations were received for this position however due to duplicate nominations, only five candidates are on the ballot. Candidates are restricted to the western area of the County.

All members of the SDSC may cast a ballot for a regular member.

Pursuant to procedures adopted by the Selection Committee in 2016, the election for the LAFCO regular position will be conducted using Instant Runoff Voting (IRV). IRV eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority. An example demonstrating how IRV works is attached.

Please fill out your ballot by ranking each nominee in the order of preference, using "1" for your first choice, "2" for your second choice and so on. Please note ranking more than one candidate will not work against your first choice candidate, however, voting for only one candidate is allowed. Do not mark the same number beside more than one candidate and do not skip numbers.


**General Instructions and Information:**

- Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org), or by regular mail delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on Wednesday, April 6, 2022.**
- Only the presiding officer or another board member authorized by your board of directors to vote may cast the ballot. Board members designated by their district board to vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. District managers or other staff members may not vote.
- The voting member must print his or her name on the ballot as well as sign and date the certification indicating he or she is authorized to vote for the district.
- We must receive a ballot with an original signature. However, if you deliver your ballot via electronic mail, you may return a scanned copy of the signed ballot by email to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org).
- Failure to follow these instructions will invalidate the ballot.

Finally, these positions ensure special districts are appropriately represented on our local boards. Appointments are only valid if ballots representing a quorum, from 28 of our 55 independent special districts, are returned. Please return your ballots in a timely manner.

If you have any questions, please contact our office at (951) 369-0631.

Sincerely,



GARY THOMPSON  
Executive Officer

Attachments:

2022 Special District Selection Committee – Ballot  
Instant Runoff Voting Election Process (IRV)

### SPECIAL DISTRICT SELECTION COMMITTEE 2022 BALLOT

Name of District: \_\_\_\_\_  
Print District Name Here (required)

**Certification of voting member:**

I, \_\_\_\_\_ hereby certify that I am (check one):  
Print Name Here (required)

- the presiding officer of the above-named district.
- a member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization  previously transmitted  attached]

\_\_\_\_\_  
Signature (required) \_\_\_\_\_ Date (required)

### Regular Special District Member of the Local Agency Formation Commission – *Western Riverside County* (Term running May 6, 2022 through May 6, 2026)

Please rank the candidates in preferential order, "1" being the first preference, "2" being the second, etc.:

	<i>Circle rank for each candidate</i>
LARRY SMITH, San Gorgonio Pass Water Agency	1 2 3 4 5
STEVE PASTOR, Lake Hemet Municipal Water District	1 2 3 4 5
JOHN SKERBELIS, Rubidoux Community Services District	1 2 3 4 5
PHIL WILLIAMS, Elsinore Valley Municipal Water District	1 2 3 4 5
DAVID HOFFMAN, Beaumont-Cherry Valley Water District	1 2 3 4 5

Listed in random drawing order conducted on 3/3/2022

Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org), or by regular mail delivered **no later than 5:00 p.m. on Wednesday, April 6, 2022** to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** March 16, 2022  
**Subject:** Item 5 – COVID-19 Prevention Program – 10 minutes

---

### Recommendation:

Board of Directors consider approving a COVID-19 Prevention Program.

### Background:

The Board of Directors requested during the January 19, ~~2022~~2022, Board meeting that General Counsel develop a COVID-19 Prevention Program (CPP). General Counsel presented a draft policy at the February 16<sup>th</sup> Board meeting. After considerable Board discussion, General Counsel was directed to make minor modifications to the proposed COVID policy. General Counsel has made the Board requested modifications for the Board's consideration.

### Attachments:

- Proposed COVID-19 Prevention Program, Dated March 16, 2022.

# COVID-19 Prevention Program (CPP) for Idyllwild Water District

In accordance with the Cal/OSHA COVID-19 Prevention emergency temporary standards readopted by the Occupational Safety and Health Standards Board on January 14, 2022, the following are the current protocols which are being followed by the District and designed to control exposure to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace. The below protocols reflect California's latest COVID-19 public health guidance. Any questions or concerns regarding these protocols should be directed to the General Manager or, in the General Manager's absence, to the General Counsel.

The General Manager shall have the authority to revise any and all provisions in this Program as may be deemed necessary, including based upon changing standards and orders issued by Cal/OSHA, the state and local public health departments, and in accordance with state or federal law.

**Date:** March 16, 2022

## Authority and Responsibility

The General Manager has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment to reduce transmission among District officials, employees, agents, and visitors.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by: reviewing policies and procedures the Idyllwild Water District is creating and/or revising and providing input to language for policies and procedures.



## **Employee screening**

We screen our employees and respond to those with COVID-19 symptoms by: asking them to self-screen daily according to CDPH guidelines. Employees who are sick and have symptoms of COVID-19 (i.e. fever, cough, and/or shortness of breath) or have been diagnosed with COVID-19 are not to report to work and are to contact the General Manager. Employees who develop any COVID-19-related symptoms while at work will be sent home immediately and will consult with the General Manager about their return to work.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards.

The District has instituted the controls identified in **Appendix B**. The District will conduct hazard assessments in the workplace, and correct hazards in a timely manner when it learns of deficiencies through spot checks, complaints, referrals, or reports of a positive COVID-19 case.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we promote at least six feet of physical distancing at all times in our workplace by:

- Allowing telework for personnel whose job classifications support telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs to indicate where employees and others should be located.
- Staggered arrival, departure, work, and break times.

### **Engineering controls**

For indoor locations, using **Appendix B**, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission. We also implement the following measures for situations where we cannot maintain at least six feet between individuals: installing solid partitions between employees and members of the public.

### **Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- Ensuring adequate supplies and adequate time for cleaning to be done properly.
- Advise employees that they should regularly clean items they come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools.
- Weekly cleaning of District facilities by custodial staff.
- District facilities that have been identified as having an outbreak will be disinfected.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: the area and materials/equipment used by the affected employee will be cleaned with disinfecting wipes and District staff will be contacted to thoroughly disinfect the entire facility. This will be done within 24-hours of notice of the COVID-19 case.

Cleaning and disinfecting will be done in a manner that will not create a hazard to District employees.

## **Shared tools, equipment, and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by providing the employees with the disinfecting wipes to do it themselves.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands often with soap and water for at least 20 seconds each time, and to use hand sanitizer with at least 60% alcohol if soap and water are not available.

## **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide and ensure use of such PPE as needed.

## **Testing of symptomatic employees**

COVID-19 testing is available at no cost to employees with COVID-19 symptoms through their medical provider and county COVID-19 testing sites.

## **Investigating and Responding to COVID-19 Cases**

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

- employees that had a close contact are offered COVID-19 testing at no cost during their work hours, except for 1) employees who were fully vaccinated before the close contact and do not have symptoms; 2) COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or 3) for cases who never developed symptoms, for 90 days after the first positive test.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to these employees.
- Written notice within 1 day of the District's knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees and other persons who were at the worksite during the high-risk exposure period.

For purposes of this Program, a "close contact" occurs if an employee has had a close contact if they were within six feet of a COVID-19 case for a cumulative total of 15 minutes or more in any 24-hour period within or overlapping with the "high risk exposure period."

For COVID-19 cases who develop COVID-19 symptoms, the "high risk exposure period" is from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.

For COVID-19 cases who test positive but never develop COVID-19 symptoms, the "high risk exposure period" is from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms, possible close contacts, and hazards to their direct supervisor and/or General Manager without fear of reprisal.
- In the event employees need to be tested for COVID-19, testing is available through the employee's health plans, and free county testing sites.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor or General Manager with any concerns, feedback, or prevention/identification ideas.

## **Training and Instruction**

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where we have a COVID-19 case or close contact in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- For employees excluded from work due to a workplace exposure, the employee may be eligible for exclusion pay which shall constitute continuing, and maintaining employees' earnings, wage, seniority, and all other employees' rights and benefits.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees and to representatives of Cal/OSHA immediately upon request.
- Recording and tracking all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, date of last day at the workplace and date of positive COVID-19 test. The information must be provided to the local health department, Cal/OSHA, the Department of Public Health, and the National Institute for Occupational Safety and Health immediately upon request. Otherwise, medical information must be kept confidential unless disclosure is required or permitted by law.
- Documenting that employees who do not wear face coverings indoors or in vehicles with others are fully vaccinated.
  - Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, or as otherwise required by law, with personal identifying information removed.

## Isolation, Quarantine and Return-to-Work Criteria

As of December 2020, the Governor issued Executive Order N-84-20 which states that the recommended isolation and quarantine periods in the ETS (also referred to as the "exclusion periods") will be overridden by any applicable isolation or quarantine recommendation by the CDPH or, if applicable, the local health department within jurisdiction over the workplace if the periods in the ETS are longer than those recommended by the CDPH or local health department. If the CDPH and local health department isolation and quarantine recommendations differ, the required exclusion period under the ETS is the longer of the two. This means that the new isolation and quarantine recommendations from CDPH replace the exclusion periods and return to work criteria in sections 3205(c)(9) and 3205(c)(10) of the ETS. The exclusion requirements are as follows in the tables below.

### Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19 (Isolation)

Requirements apply to **all** employees, regardless of vaccination status, previous infection, or lack of symptoms.

- Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days.
- Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, **and** a diagnostic specimen\* collected on day 5 or later tests negative.
- If an employee is unable or chooses not to

test<sup>d</sup> and their symptoms are not present or are resolving, isolation can end and the employee may return to the workplace after day 10.

- If an employee has a fever<sup>ii</sup>, isolation must continue and the employee may not return to work until the fever resolves<sup>iii</sup>.
- If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10 from the positive test.
- Employees must wear face coverings around others for a total of 10 days after the positive test, especially in indoor settings.

\* Antigen test preferred.

### **Table 2: Employees Who Are Exposed to Someone with COVID-19 (Quarantine)**

Requirements apply to employees who are:

- Unvaccinated; **OR**
- Vaccinated and booster-eligible<sup>+</sup> but have **not** yet received their booster dose.<sup>++</sup>

- Employees must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19.
- Exposed employees must test on day 5.
- Quarantine can end and exposed employees may return to the workplace after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative.
- If an employee is unable or chooses not to test and does not have symptoms, quarantine can end and the employee may return to the workplace after day 10.
- Employees must wear face coverings around others for a total of 10 days after exposure, especially in indoor settings.
- If an exposed employee tests positive for COVID-19, they must follow the isolation requirements above in Table 1.
- If an exposed employee develops symptoms, they must be excluded pending the results of a test.
- Employees are strongly encouraged to get vaccinated or boosted.

<sup>++</sup>Employers are not required to exclude asymptomatic employees in this category if:

- A negative diagnostic test is obtained within 3-5 days after last exposure to a case;
- Employee wears a face covering around others for a total of 10 days; and
- Employee continues to have no symptoms.

### **Table 3: Employees Who Are Exposed to Someone with COVID-19 (No Quarantine Required)**

Requirements apply to employees who are:

- Boosted; **OR**
- Vaccinated, but not yet booster-eligible.\*

Employees do not need to quarantine if they:

- Test on day 5 with a negative result.
- Wear face coverings around others for 10 days after exposure, especially in indoor settings. Please refer to the section in this FAQ on face coverings for additional face covering requirements.

- If employees test positive, they must follow isolation recommendations above.
- If employees develop symptoms, they must be excluded pending the results of a test.

In addition to the above, pursuant to section 3205(c)(10)(E), when an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted even if the order exceeds the specified exclusion requirements in the ETS or CDPH recommendation.

---

Leo Havener, General Manager

Date



## Appendix B: COVID-19 Inspections

This form is intended to review COVID-19 protocols in the workplace. Additional information is available on the Cal/OSHA COVID-19 Guidance page at [www.dir.ca.gov/dosh/coronavirus](http://www.dir.ca.gov/dosh/coronavirus). The District will conduct periodic inspections in compliance with guidance by the CDC, State of California, and all other applicable state and local health orders.

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			



## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date:** [enter date COVID-19 case – suspected/confirmed - became known to the employer]

**Name of person conducting the investigation:** [enter name]

**Name of COVID-19 case (employee or non-employee\*) and contact information:** [enter information]

**Occupation (if non-employee\*, why they were in the workplace):** [enter information]

\*If we are made aware of a non-employee COVID-19 case in our workplace

**Names of employees/representatives involved in the investigation:** [enter information]

**Date investigation was initiated:** [enter information]

**Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:** [enter information]

**Date and time the COVID-19 case was last present and excluded from the workplace:** [enter information]

**Date of the positive or negative test and/or diagnosis:** [enter information]

**Date the case first had one or more COVID-19 symptoms, if any:** [enter information]

**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):** [enter information]

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because:
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days (or a different period than 90 days if it is required by a CDPH regulation or order) or, for those that never developed symptoms, for 90 days (or a different period than 90 days if it is required by a CDPH regulation or order) after the initial positive test.
- The names of those close contacts that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those close contacts exempt from exclusion requirements because:
  - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms, and are required to wear a face covering and maintain six feet of distance from others at the workplace for 14 days following the last date of close contact.
  - They returned to work per our return-to-work criteria and have remained symptom free, and are required to wear a face covering and maintain six feet of physical distance from others at the workplace for 14 days following the last date of close contact.
  - They never developed symptoms and are required to wear a face covering and maintain six feet of

physical distance from others at the workplace for 14 days following the last date of close contact.

**[enter information]**

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

- 1. All employees who were on the premises at the same worksite as the COVID-19 case during the high-risk exposure period
- 2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a) (2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the high-risk exposure period.

Names of individuals that were notified:	Date

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?  
**[enter information]**

What could be done to reduce exposure to COVID-19?  
**[enter information]**

Was local health department notified? Date?  
**[enter information]**

Appendix D: COVID-19 Training Roster

Date: [enter date]

Employee Name	Signature

**Appendix E: Documentation of Employee COVID-19  
Vaccination Status - CONFIDENTIAL**

Employee Name	Fully or Partially Vaccinated <sup>1</sup>	Method of Documentation <sup>2</sup>

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<sup>1</sup> Update, accordingly and maintain as confidential medical record. T8CCR section 3205(b)(9) definition of “fully vaccinated” will be applied.

<sup>2</sup> Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Leo Havener, General Manager  
**Date:** March 16, 2022  
**Subject:** Item 6 – Purchase Deck-Over, Tag-Along Trailer

---

### **Recommendation:**

Staff recommends the Board of Directors approve the purchase of a trailer to transport the backhoe and bobcat at a cost not to exceed \$25,000.00.

### **Background:**

The Water Operations has a backhoe and bobcat that requires to be transported to areas beyond the water treatment facility. While the backhoe can drive to a job site, it takes a considerable amount of time and hinders traffic significantly. The bobcat should be transported to a job site. Transporting the equipment on a trailer is faster and safer.

To transport the equipment requires a trailer that handle a load over 16,000 pounds, which is the weight of the backhoe.

A trailer meeting the weight requirement costs approximately \$20,000.00. Staff has located such a trailer and is available.

### **Fiscal Impact:**

The Water Operations account has funds available to purchase the trailer.

### **Conclusion:**

Purchase of a trailer to transport the backhoe and bobcat will be more efficient, effective, and safer for District employees and the public.

**Attachments:**

- BigTex Trailer World Invoice
- Pictures of trailer



Big Tex CA  
 1425 E 6TH STREET  
 BEAUMONT, CA 92223  
 (951) 845-0965  
 Francisco Medina Angelito  
 francisco.angelito@bigtextrailers.com

# Invoice

**Billing Info**

**Buyer** IDYLLWILD WATER DISTRICT

**Billing Address**

P.O BOX 397  
 IDYLLWILD, CA 92549

(H) 9518592143

**Customer PO Number**

**Client Info**

**Buyer** IDYLLWILD WATER DISTRICT

**Mailing Address**

(H) 9518592143

**Deal #:173813**

**Stock #** N6118731

**Delivery Date**

**TS Ref#** a138X0000098zYIQAY

Trailer Information				
<b>VIN</b> 18V2F3820N8118731	<b>Year</b> 2022	<b>Make</b> Big Tex	<b>Model</b> 22PH-25BK+5MR	<b>Color</b> Black
<b>GVWR</b> 23900	<b>Capacity</b> 17800.00	<b>Empty Weight</b> 6100.00	<b>Body Style</b> DECK-OVER, TAG-ALONG	
<b>Trailer Price</b>				<b>\$18,250.00</b>
Fees				
<b>Title Fee Title Fee</b>				\$22.00
<b>Registration Fee Registration Fee</b>				\$22.00
<b>Prep Fee Prep Fee</b>				\$95.00
<b>Dealer Documentation Fee Taxable Dealer Documentation Fee Taxable (T)</b>				\$55.00
<b>Waste Tire Fee Waste Tire Fee</b>				\$14.00
<b>Sub Total</b>				<b>\$208.00</b>
<b>Totals</b>				<b>\$18,458.00</b>
<b>Total Tax</b>				<b>\$1,418.64</b>
<b>Invoice Total</b>				<b>\$19,876.64</b>
<b>Less Deposit</b>				<b>\$0.00</b>
<b>Due Upon Delivery</b>				<b>\$19,876.64</b>
<b>Tendered</b>				<b>\$0.00</b>
<b>Balance Due</b>				<b>\$19,876.64</b>

IDYLLWILD WATER DISTRICT

Francisco Medina Angelito

\_\_\_\_\_  
*Purchaser's Signature*

\_\_\_\_\_  
*Approved By:*

\_\_\_\_\_  
*Co-Purchaser's Signature*









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 BEAUMONT, CA 92223  
 (951) 845-0965  
 Francisco Medina Angelito  
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 (H) 9516592143

**Customer PO Number**

**Client Info**

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**Mailing Address**  
 (H) 9516592143

**Deal #:173813**

**Stock #** N6116731

**Delivery Date**

**TS Ref#** a138X0000098zYIQAY

Trailer Information				
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IDYLLWILD WATER DISTRICT

Francisco Medina Angelito

\_\_\_\_\_  
*Purchaser's Signature*

\_\_\_\_\_  
*Approved By:*

\_\_\_\_\_  
*Co-Purchaser's Signature*

## Scan & Review

Thank you for your purchase.  
Tell us how we did and scan the code below on your mobile device to write a Google Review.



[Google Review](#)