

IDYLLWILD WATER DISTRICT

P.O. BOX 397 • IDYLLWILD, CALIFORNIA 92549-0397 • 25945 HIGHWAY 243
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REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT

March 15, 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 – February 15, 2017

B. FINANCIAL REPORTS FEBRUARY 2017

1. Income statement for the Eighth month ending February 2017
2. District warrants for February 2017.

Check #	13958 - 13998	= \$	94,912.27
Gross Payroll		= \$	51,757.90
Federal/State PR taxes		= \$	10,986.83
LAIF Transfers		= \$	0.00
Transfers/charges		= \$	66.70

C. OPERATIONS REPORT FOR THE EIGHTH MONTH – FEBRUARY 2017

D. DECLARATION OF SURPLUS PROPERTY

2. EVALUATION OF THE WASTEWATER TREATMENT PLANT:

The Idyllwild Water District Board of Directors will consider a recommendation from the Interim General Manager to evaluate and upgrade the Wastewater Treatment Plant.

IDYLLWILD WATER DISTRICT

3. ORDINANCE NO. 64 STATUS AND RECOMMENDATION:

The Idyllwild Water District Board of Directors will consider a recommendation from the Interim General Manager to change the status of the District from the existing Stage 2 to Stage 1 based on the current hydrological conditions and to develop a new Water Shortage Contingency Plan for future use by the District.

DIRECTORS COMMENTS :

GENERAL MANAGER'S COMMENTS:

CLOSED SESSION:

4. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

(per Government Code Section 54956.9 (d)(1)) - IWD vs. Kunkle, RSC Case No. RIC 1608818

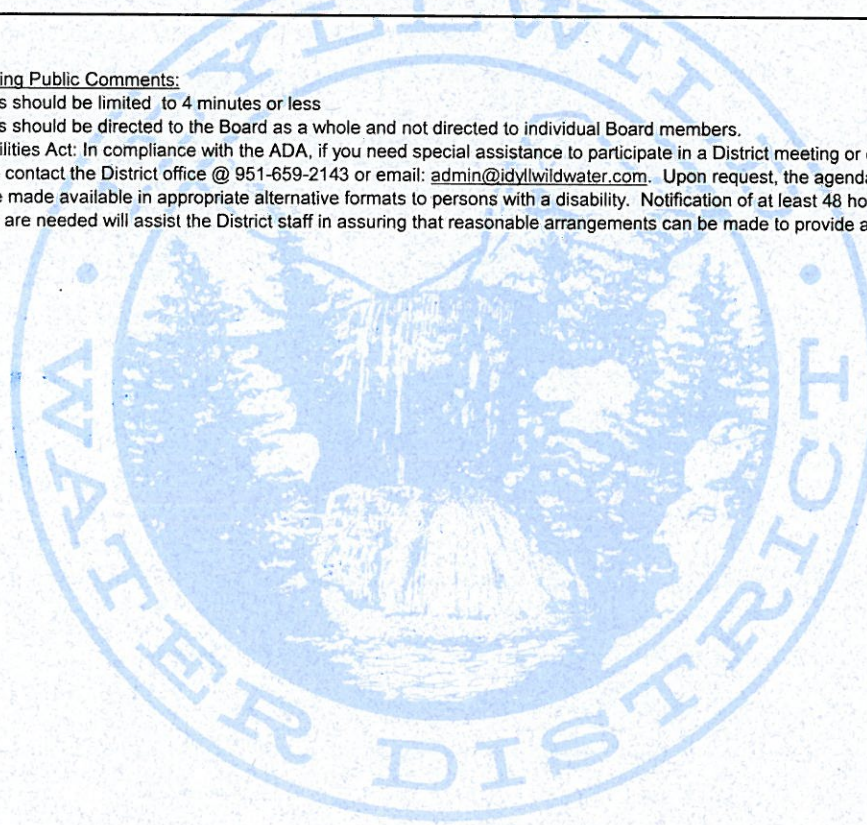
ADJOURNMENT:

To the next regular Board meeting scheduled for March 15, 2017 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA.

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. 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 February 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 Vic Sirkin, Geoffrey Caine, and Peter Szabadi. Interim General Manager Jack Hoagland, Chief Financial Officer Hosny Shouman and Board Secretary Erica Gonzales were also present.

Steve Kunkle had an excused absence due to a family emergency.

General public present: (-12-)

PUBLIC COMMENT:

TOM PAULEK- Glad to see Foster Lake is full again. Would like to know how happened.

JACK HOAGLAND- Two things: Diversion off of Strawberry Creek and the run off from Lily Creek.

JUNE ROCKWELL- Are we looking into the true capacity of Foster Lake compared to the permits that we have for it? It's a lot bigger than the permits say.

JACK HOAGLAND- We are looking into it, don't think a lot bigger.

JP CRUMRINE – Apologized for credit being given to him for the photo Jack took of Foster Lake.

JEFF SMITH- Expressed concern about a flushing pond at Dutch Flats creating a bad smell and stagnant water near people's homes, leading to a mosquito problem. This has been an ongoing problem for many years now.

TOM PAULEK- Addressed the sewage spill, would like to know the progress.

JACK HOAGLAND- Will address during Director's Comments.

DAVID WEADER- Had a leak and would like to know and understand IWD's policy on forgiveness and will this issue be addressed? If policy is revised, will they back date it?

PRESIDENT SCHELLY- We currently do not give forgiveness, we can offer a payment plan and we will be addressing the issue of forgiveness in the future.

JACK HOAGLAND- Policy Ad Hoc Committee on this Agenda.

JUNE ROCKWELL- With regard to the current lawsuit against a former employee/current Board member for monetary damages, are you going to file suit against the previous Board and General Manager for losses from the Recycled Water Project? Also, already talked about looking into the permits for Foster Lake and the Dam.

JEFF SMITH- Expressed concern about the silt that was removed from Foster Lake and the current capacity of the Lake. Also, expressed concern about the Dam and whether or not it is correctly permitted and if it can hold back the capacity.

ITEM #1- CONSENT CALENDAR:

MINUTES – January 18, 2017 Special Meeting
January 18, 2017 Regular Meeting
February 08, 2017 Special Meeting

FINANCIAL REPORTS JANUARY 2017

- A. Income statement for the Seventh month ending January 2017
- B. District warrants for January 2017.
 - Check # 13928 - 13957 = \$ 79,603.38
 - Gross Payroll = \$ 46,371.80
 - Federal/State PR taxes = \$ 16,998.37
 - LAIF Transfers = \$ 0.00
 - Transfers/charges = \$ 77.55

OPERATIONS REPORT AND GRAPHS FOR THE SEVENTH MONTH ENDING JANUARY, 2017.

No mainline leaks were reported in January. Foster Lake's level was at 9.5 feet at the end of January. There was 12.67" of precipitation in January and there has been 18.04" of precipitation for the fiscal year to date. The static water levels at the Foster Lake Wells were 26' below ground level, and the downtown well #23 is currently static at 8' and the downtown well #24 is static at 16' below ground level respectively. Production for January was 863,629 cubic feet. January's unaccounted for water was 2.80% of water production. Fiscal year to date unaccounted for water average is 4.29% of water production.

A MOTION was made by Director Caine to approve the balance of the Consent Calendar and Vice President Sirkin seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Geoffrey Caine			Steve Kunkle
Victor Sirkin			
Charles Schelly			
Peter Szabadi			

Consent Calendar approved.

ITEM 2 – FINANCIAL RECOGNITION OF C.F.O.:

Recommendation:

That the Idyllwild Water District Board of Directors consider financial recognition of the Chief Financial Officer for his assumption of additional responsibilities during the four-month period when the District did not have a General Manager in the amount of \$7,500.

Background:

Upon resignation of the District’s General Manager in September 2016, the Chief Financial Officer (CFO), Hosny Shouman, assumed the responsibilities of managing the District’s general business and field operations in addition to his existing duties of Chief Financial Officer, in an effort to provide seamless service continuity to the customers and ratepayers of Idyllwild Water District.

During the period of September 2016 through December 2016 his work was further complicated by loss of key staff and dynamic changes to the composition of the Board of Directors.

Mr. Shouman demonstrated outstanding professional demeanor and skills during this period and the Board of Directors may want to offer him some additional compensation for the additional duties performed during the four-month period. \$7,500 represents an eight percent bonus for Mr. Shouman.

DISCUSSION-

STEVE MOULTON- Would like to state for the record that Hosny was always very helpful and ready and willing to answer any question asked and help with any problem presented.

Vice President Vic Sirkin made a MOTION to approve the financial compensation for the C.F.O. and Director Szabadi seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Victor Sirkin			Steve Kunkle
Peter Szabadi			
Geoffrey Caine			
Charles Schelly			

The Motion passed.

ITEM 3 – POLICIES AND PROCEDURES AD HOC COMMITTEE:

Recommendation:

That the Board of Directors of the Idyllwild Water District consider the appointment of an ad hoc sub-committee to review the Districts policies and procedures and make recommendations for any modifications to the full Board of Directors.

Background:

It has been quite some time since the Board has reviewed many of the District's policies and procedures. Staff suggests that the initial focus be on the District/customer relationship rules and regulations for the provision of the various District services.

Staff will be reviewing the current water supply conditions in the next few weeks and will be making separate recommendations for Board consideration in conjunction with the Budget and rate recommendation for FY 2017-18.

Over the last several weeks the issue of "by-laws" has been raised by the public and some Board members. The District is, however, a "public" corporation and was created based on specific legislation (Water Code Division 12, Section 30000, et al). This portion of California Law represents the "by-laws" of the District. By-laws are defined as follows:

Bylaws

The rules and regulations enacted by an association or a corporation to provide a framework for its operation and management.

Bylaws may specify the qualifications, rights, and liabilities of membership, and the powers, duties, and grounds for the dissolution of an organization.

West's Encyclopedia of American Law, edition 2. Copyright 2008 The Gale Group, Inc. All rights reserved.

Bylaws

n. the written rules for conduct of a corporation, association, partnership or any organization. They should not be confused with the Articles of Corporation which only state the basic outline of the company, including stock structure. Bylaws generally provide for meetings, elections of a board of directors and officers, filling vacancies, notices, types and duties of officers, committees, assessments and other routine conduct. Bylaws are, in effect a contract among members, and must be formally adopted and/or amended.

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The index of the District's enabling legislation is attached so that it can be seen that it does in fact represent the "By-laws" of the organization.

Discussion of what areas the Board would like the sub-committee to review would be helpful in directing the efforts.

DISCUSSION:

MARGE MUIR- Will this Committee be looking at and redoing Ordinance 64? It needs an overhaul.

PRESIDENT SCHELLY- Will include all policies and procedures of the District.

PRESIDENT SCHELLY- Are there any members that would like to be a part of this committee.

DIRECTOR CAINE- nominated self.

JACK HOAGLAND- Spoke with Director Kunkle earlier today and he expressed interest in being a part of this Ad Hoc Committee.

President Schelly appointed Director Caine and Director Kunkle to a Policies and Procedures Ad Hoc Committee along with Jack Hoagland.

ITEM 4 – "DISTRICT TRANSPARENCY CERTIFICATE OF EXCELLENCE":

Recommendation: That the Board of Directors of the Idyllwild Water District consider directing staff to prepare an application to the California Special Districts Association for consideration to receive a District Transparency Certificate of Excellence.

Background: The California Special Districts Association (CSDA) advocates for and supports special districts in California. In response to criticism over the years about the "hidden government" of California, CSDA has developed a program which when implemented can assist special districts by enumerating steps to provide the public with information about the activities, operations and financial condition of the District. The "Checklist" is attached for reference.

IWD does many of the items on the check list. Several others will require some additional effort, including modifying the way reports are prepared and some will probably require an upgrade to the District Website to handle all of the information suggested.

Staff believes the additional effort is important to ratepayer confidence in IWD.

COMMENTS:

JACK HOAGLAND- Included the checklist in the Board Packet and the good news is that we already do a lot of what is asked for on the checklist. There are some things that we need to bring up to date like changing some things on our website.

TOM PAULEK- Would like to see the meetings video recorded so that those that cannot be at the meetings in person can watch it online.

JACK HOAGLAND- Video recording is expensive. Would like to suggest audio recordings that could be keyed to the items on the agenda so you can listen to the audio for a particular item you are looking for without having to listen to the whole meeting.

TOM PAULEK- Thinks that is a great idea. Would be great for transparency and for archiving.

SUE NASH- Would really appreciate live streaming or video/audio shortly after the meeting for those that are not able to attend.

JEFF SMITH- Would like to see District email accounts for Board Members instead of them using personal emails.

The Board directs staff to continue to work on the District Transparency Certificate of Excellence.

ITEM 5 – KATHY TIEGS FOR THE ACWA/JPIA EXECUTIVE BOARD:

Recommendation:

That the Board of Directors of the Idyllwild Water District adopt Resolution 729 concurring in the candidacy of Kathy Tiegs for the Association of California Water Agencies/Joint Powers Insurance Authority Executive Board.

Background:

IWD is a member of the Association of California Water Agencies/Joint Powers Insurance Authority (JPIA). Each agency is represented by a Director. The Directors elect an executive board to provide the immediate direction and oversight to the JPIA staff and the operations of the organization. To be eligible for the executive board election a JPIA Director:

1. Must be from an agency that participates in all of the JPIA insurance programs (4);
2. Must get a nomination resolution from their agency; and
3. Must get concurring resolutions from other JPIA member agencies.

Ms. Tiegs meets all of these requirements and, as you can see from her attached biography, has extensive participation history in ACWA, currently serving as President of the Organization. During her time as Vice President of ACWA she was a member of the JPIA Executive Board.

To promote IWD participation in the Water Industry, Staff recommends adopting a concurring resolution for Ms. Tiegs. The adoption of a concurring resolution does not obligate the agency to vote for Ms. Tiegs in the May election.

COMMENTS:

JACK HOAGLAND- Kathy would be a good candidate and would shake up the current stagnant Executive Board.

President Schelly made a MOTION to adopt Resolution 729 concurring in the Candidacy of Kathy Tiegs for the ACWA/JPIA Executive Board and Director Szabadi seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Charles Schelly			Steve Kunkle
Peter Szabadi			
Geoffrey Caine			
Victor Sirkin			

The Motion passed.

ITEM 6- ENGAGE A GENERAL COUNSEL:

Recommendation:

That the Board of Directors of the Idyllwild Water District accept the Recommendation of the Ad Hoc Legal Representation Sub-committee and vote to engage Aleshire & Wynder, LLP, as General Counsel for the District.

Background:

The Board of Directors at its January 18, 2017 Regular Meeting appointed an Ad Hoc Legal Representation Sub-committee consisting of Vice President Sirkin, Director Szabadi, the General Manager and CFO.

The Board members of the sub-committee had an opportunity to speak with the representative of Varner & Brandt, LLP, at the Ethics Training seminar hosted by Pine Cove Water District on January 19, 2017.

The sub-committee requested and received an additional proposal for services from Aleshire & Wynder, LLP, and reviewed the proposal from Varner & Brandt, LLP previously submitted in December, 2016.

On February 6, 2017, the sub-committee interviewed Aleshire & Wynder, LLP, primary representatives (note the General Counsel proposed for IWD, Ms. Christine Carson, Esq., attended in person and the Assistant General Counsel proposed for IWD, Mr. Eric Dunn, Esq., attended via teleconference).

Based on the backgrounds and strengths of the firms and the speculative future needs of the District, the Ad Hoc Legal Representation Sub-committee recommends to the Board of Directors Aleshire & Wynder, LLP, for General Counsel to the District.

COMMENT:

JACK HOAGLAND – Had a proposal from Varner & Brandt and a representative from Aleshire & Wynder came and spoke to the Ad Hoc Committee. Representative was very knowledgeable and Aleshire & Wynder’s proposal was least expensive. Committee recommends hiring Aleshire & Wynder, LLC.

Vice President Sirkin made a MOTION to engage Aleshire & Wynder, LLC as general counsel for the Idyllwild Water District and Director Caine seconded. The vote was as follows:

AYES	NAYS	ABSTAIN	ABSENT
Victor Sirkin			Steve Kunkle
Geoffrey Caine			
Charles Schelly			
Peter Szabadi			

The Motion passed.

DIRECTORS COMMENTS:

VICE PRESIDENT SIRKIN- Would like Jack to give his opinion on whether or not we should release water meters. Would also like to consider giving the Community Center Project the water meter and will serve letters to complete the project without them having to reapply each phase.

JACK HOAGLAND- All of these will be addressed with the establishment of the Ad Hoc Committee.

GENERAL MANAGER’S COMMENTS:

JACK HOAGLAND- Solar Project has lived up to its purpose. Instead of paying for itself in 10.8 years it will be about 11 and a half to 12 years. There was a leak at Wastewater Pond #2 on Tuesday, Feb 7. Drained into pond #6 to lower the levels and make sure not leaking. Leak lasted from about 5:30 am to 1 pm and we lost about 44,000 gallons of secondary treated water. Cause was a gopher hole and saturation from rain and snow, the berm collapsed at the edge of a wall. Flowed about 1,000 ft down the slope. Contacted Forest service, Regional Board and County Health Dept. The Forest Service and Region Board visited site, took soil samples and samples of creek upstream and downstream, we are waiting for results. Not able to repair until we get results back and Forest Service is satisfied.

ADJOURNMENT: At 7:25 pm Director Caine made a MOTION to adjourn to the next Regular Meeting on March 15, 2017 at 6:00 pm and Vice President Sirkin seconded. The vote was as follows:

AYES

Geoffrey Caine

Victor Sirkin

Charles Schelly

Peter Szabadi

NAYS

ABSTAIN

ABSENT

Steve Kunkle

APPROVED.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

BY: _____

**DR. CHARLES SCHELLY-
BOARD PRESIDENT**

BY: _____

**ERICA GONZALES-
BOARD SECRETARY**

**IDYLLWILD WATER DISTRICT
 WATER FUND CONDENSED INCOME STATEMENT
 FOR FISCAL MONTH ENDING FEBRUARY 28, 2017**

CONDENSED CATEGORY	FOR THE MONTH OF			FEBRUARY	2017
	ACTUAL	BUDGET	VARIANCE		%
OPERATING REVENUES:					
BASE-RESIDENTIAL/COMMERCIAL	55,901	55,901	0		0.00%
SALES-RESIDENTIAL/COMMERCIAL	64,925	70,000	-5,075		-7.25%
OTHER OPERATING REVENUE	1,355	833	522		62.60%
TOTAL OPERATING REVENUES	122,180	126,734	-4,554		-3.59%
OPERATING REVENUE					
BY CATEGORY					
				FEBRUARY	2017
	ACTUAL	BUDGET	VARIANCE	F (U)	%
BASE RATE - RESIDENTIAL	42,665	42,665	0	0	0.00%
BASE RATE - COMMERCIAL	13,236	13,236	0	0	0.00%
SALES-RESIDENTIAL	13,564	15,000	-1,436		-9.57%
SALES-COMMERCIAL	51,361	55,000	-3,639		-6.62%
SALES-SEWER	0	0	0	0	0.00%
SALES-CONSTRUCTION/OTHER	0	0	0	0	0.00%
TRANSFER FEES	375	195	180		92.31%
TURN ON/OFF FEES	100	0	100		0.00%
LIEN & LIEN RELEASE FEES	0	0	0	0	0.00%
DELINQUENCY FEES	855	548	307		56.02%
WILL SERVE LETTER FEES	0	0	0	0	0.00%
INSTALLATION FEES	0	0	0	0	0.00%
CAPACITY FEES	0	0	0	0	0.00%
OTHER MISCELLANEOUS	25	90	-65		0.00%
TOTAL OPERATING REVENUES	122,180	126,734	-4,553		-3.59%

**IDYLLWILD WATER DISTRICT
 WATER FUND CONDENSED INCOME STATEMENT
 FOR FISCAL MONTH ENDING FEBRUARY 28 2017**

FOR THE MONTH OF FEBRUARY 2017

CUBIC FEET OF SALES:

	ACTUAL	BUDGET	VARIANCE	%
R1	521,000	535,000	-14,000	-2.62%
R2	23,000	25,000	-2,000	-8.00%
R3	65,000	68,000	-3,000	-4.41%
R4	62,000	65,000	-3,000	-4.62%
R5	18,000	22,000	-4,000	-18.18%
RP	26,040	26,500	-460	-1.74%
IA	112,110	115,000	-2,890	-2.51%
TOTAL CUBIC FEET OF SALES	827,150	856,500	-29,350	-3.43%

NUMBER OF CUSTOMER BILLS:

R1	1,525	1,524	1	0.07%
R2	31	31	0	0.00%
R3	45	47	-2	-4.26%
R4	20	20	0	0.00%
R5	6	5	1	20.00%
RP	1	1	0	0.00%
IA	1	1	0	0.00%
S	10	10	0	0.00%
TOTAL NUMBER OF CUSTOMER BILLS	1,639	1,639	0	0.00%

* s : Sewer Only Account

**IDYLLWILD WATER DISTRICT
WATER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING FEBRUARY 28, 2017**

FOR THE MONTH OF

ACTUAL BUDGET

FEBRUARY
F (U)

2017

%

BY CATEGORY

WATER OPERATING EXPENSES:

1- WAGES AND SALARIES EXPENSES	38,311	40,000	1,689	4.22%
2- RETIREMENT PLAN AND LIFE INSURANCE	3,574	6,667	3,092	46.38%
3- MEDICAL INSURANCE	15,092	16,000	908	5.67%
4 -UNIFORM EXPENSES	186	438	252	57.53%
5- WORKER'S COMP INSURANCE	0	1,042	1,042	100.00%
6- RETIREMENT MEDICAL INSURANCE	0	2,000	2,000	100.00%
7- BOARD REIMBURSEMENT	413	1,000	588	58.75%
8 -OFFICE SUPPLIES	852	1,500	648	43.18%
9 -OFFICE CLEANING SERVICE	0	280	280	100.00%
10 -POSTAGE AND MAILING FEE	850	973	123	12.63%
11 -TRAINING AND EDUCATION	2,200	2,500	300	12.00%
12 -TRAVELING , MILEAGE, MEALS REIMBURSEMENT	70	629	559	88.87%
13 -DUES ,FEES , SUBSCRIPTIONS	343	771	428	55.54%
14 -COMPUTER SERVICES	6,043	1,000	-5,043	-504.32%
15 -LEGAL SERVICES	0	869	869	100.00%
16 -UTILITIES - ELECTRICITY	5,291	8,292	3,001	36.19%
17 -UTILITIES - GAS& FUEL	365	717	352	49.07%
18 -UTILITIES - PROPANE	0	325	325	100.00%
19 -UTILITIES - TELEPHONE INTERNET	732	761	28	3.70%
20 -UTILITIES - WASTE MANAGEMENT FEE	179	184	5	2.95%
32 -AUTO AND PROPERTY INSURANCE	0	1,712	1,712	100.00%
21 -STATE-COUNTY WATER SYSTEM FEES	0	1,583	1,583	100.00%
22 -GENERAL PLANT SERVICES	936	4,109	3,172	77.21%
23 - VEHICLES REPAIRS AND MAINTENANCE	406	521	115	22.06%
24 -WATER ENGINEERING AND CONSULTING	0	875	875	100.00%
25 -LABORATORY SERVICES	1,305	1,042	-263	-25.26%
26 -WATER SECURITY SYSTEM	0	771	771	100.00%
27 -ADVERTISING AND PUBLISHING	0	542	542	100.00%
28 -PROPERTY TAX EXPENSES	0	233	233	100.00%
29- COMPENSATED TIME	0	1,833	1,833	100.00%
30 -BANK FEE CHARGE	67	78	11	14.11%
31 -WATER MAINTENANCE AND SUPPLIES	95	1,042	947	90.88%
33 -ACCOUNTING AND AUDITING FEE	0	2,000	2,000	100.00%
TOTAL OPERATING EXPENSES:	77,310	102,286	24,976	24.42%
TOTAL INCOME AND (LOSS)	44,870	24,448		

**IDYLLWILD WATER DISTRICT
SEWER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING FEBRUARY 28, 2017**

FOR THE MONTH OF FEBRUARY, 2017

CONDENSED BY CATEGORY	F (U)		%	
	ACTUAL	BUDGET	VARIANCE	
OPERATING REVENUES:				
BASE-RESIDENTIAL/COMMERCIAL	52,647	52,647	0	0.00%
OTHER OPERATING	50	25	25	100.00%
TOTAL OPERATING REVENUES	52,697	52,672	25	0.05%
OPERATING EXPENSES:				
1- WAGES AND SALARIES	11,962	13,750	1,788	13.01%
2- RETIREMENT AND LIFE INSURANCE	1,191	1,500	309	20.57%
3- MEDICAL INSURANCE	5,031	6,000	969	16.15%
4- UNIFORM EXPENSE	62	458	396	86.49%
5- WORKER'S COMPENSATION INSURANCE	0	145	145	100.00%
6- RETIREMENT MEDICAL INSURANCE	0	917	917	100.00%
7- BOARD REIMBURSEMENT	138	200	63	31.25%
8- OFFICE SUPPLIES	180	717	536	74.83%
9- OFFICE CLEANING SERVICES	0	150	150	100.00%
10- POSTAGE AND MAIL FEE	0	533	533	100.00%
11- EDUCATION AND TRAINING	0	500	500	100.00%
12- TRAVELING, MILAGE, MEAL REIMBURSEMENT	0	292	292	100.00%
13- DUE AND SUBSCRIPTION FEE	538	542	4	0.74%
14- COMPUTER SERVICES	2,014	167	-1,848	-1108.69%
15- LEGAL SERVICES	2,015	1,500	-515	-34.36%
16- UTILITIES - ELECTRICITY	3,007	4,000	993	24.83%
17- UTILITIES - GAS & FUEL	0	437	437	100.00%
18- UTILITIES - PROPANE	0	25	25	100.00%
19- UTILITIES - TELEPHONE&INTERNET	234	292	58	19.73%
20- UTILITIES - WASTE MANAGEMENT FEE	60	125	65	52.34%
21- VEHICLES REPAIRS AND MAINTENANCE	504	542	37	6.87%
22- SEWER ENGINEERING SERVICES	9,372	9,400	28	0.30%
22- SEWER MAINTENANCE AND SUPPLIES	0	500	500	100.00%
23- GENERAL PLANT SERVICES	912	1,000	88	8.84%
24- SEWER PERMIT AND LICENSE(State Fee)	0	800	800	100.00%
25- MINOR EQUIPMENT AND SUPPLIES	0	42	42	100.00%
26- SEWER LEASE	0	250	250	100.00%
27- ADVERTISING AND PUBLISHING	0	125	125	100.00%
28- LABORATORY SERVICES	435	1,200	765	63.76%
29- GENERAL AUTO AND LIABILITY INSURANCE	0	570	570	100.00%
30- SECURITY SYSTEM (ADT)	0	208	208	100.00%
Total Expenses	37,654	46,885	9,230	19.69%
Total INCOME OR (LOSS)	15,042	5,787		

**IDYLLWILD WATER DISTRICT
SEWER FUND CONDENSED INCOME STATEMENT
FOR FISCAL MONTH ENDING FEBRUARY 28, 2017**

FOR THE MONTH OF FEBRUARY, 2017

SEWER FUND OPERATING REVENUES

	ACTUAL	BUDGET	F (U) VARIANCE	%
BASE RATE-COMMERCIAL	35,434	35,472	-37	-0.11%
BASE RATE- RESIDENTIAL	17,213	17,213	0	0.00%
TRANSFER FEE	50	25	25	100.00%
FACILITY CHARGE FROM IAF	0	0	0	0.00%
INSPECTION FEE	0	0	0	0.00%
OTHER MISCE	0	0	0	0.00%

TOTAL OPERATING REVENUE

52,697 52,709 -12 -0.02%

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

RESIDENTIAL	450	450	0.0	0.00%
COMMERCIAL	887	887	0.0	0.00%

TOTAL E.D.U'S

1,337 1,337 0.0 0.00%

**IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED FEBRUARY 28, 2017**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
2/1/2017	13958	ACEA/JPIA	Medical Insurance	10,061.61
2/1/2017	13959	Central Communications	Monthly Charge for Answering Service	102.00
2/1/2017	13960	Chase Card Services	CSDA- Board Conference \$1,800, Class for Jerry \$299.99	2,286.17
2/1/2017	13961	Dillon Pulatie	Reimbursement for T1 certification	70.00
2/1/2017	13962	Erica Gonzales	Reimbursement for T1 certification	70.00
2/1/2017	13963	Forest Lumber	VOID	505.50
2/1/2017	13964	Frontier Communications	Phone and Internet for Water and Sewer	374.02
2/1/2017	13965	Home Depot	Tools and supplies for water	800.46
2/1/2017	13966	Idyllwild Automotive	Adjusted rear brakes on Tacoma, water inside from weather	80.00
2/1/2017	13967	Riverside County Treasurer	2nd Installment of Property Taxes	310.13
2/1/2017	13968	SCE	Monthly Electricity Charge	6,040.67
2/1/2017	13969	Dig Alert	1 new ticket	3.00
2/1/2017	13970	USA Bluebook	Supplies for water and sewer	117.54
2/1/2017	13971	Verizon Wireless	Emergency and GM cell phones	156.37
2/1/2017	13972	Ward and Ward	Legal Services	133.00
2/15/2017	13973	Babcock & Sons	Labs for Water and Sewer	1,739.75
2/15/2017	13974	Cody Nyberg	WW1 Test	140.00
2/15/2017	13975	CR&R	Monthly Trash Charge	238.29
2/15/2017	13976	Idyllwild Water District	Deposited in Hemet Bank for Payroll	36,000.00
2/15/2017	13977	Jeannine Olsen	Reimburse Cash Drawer	180.43
2/15/2017	13978	Mission Linen & Uniform Services	Monthly Charge for Uniform and Laundering	247.72
2/15/2017	13979	NAPA Auto Parts	Battery, Wiper Motor, Wiper Kit, Oil and Fluids	541.23
2/15/2017	13980	SCE	Monthly Charge for electricity	256.71
2/15/2017	13981	Staples Credit Plan	Office Supplies	274.16
2/15/2017	13982	SUSP, Inc.	Sewer Consultant Fee	9,372.00
2/15/2017	13983	USA Bluebook	Supplies for water and sewer	567.54
2/15/2017	13984	Village Hardware	Supplies for water and sewer	53.92
2/15/2017	13985	Ward and Ward	Legal Services	1,882.36
2/15/2017	13986	Webb Associates	Preliminary Designs for Pipeline Replacement	2,142.50
2/15/2017	13987	Wicker Water Well Pump Services	Service Call	95.00
2/22/2017	13988	Forrest Lumber	Supplies for water and sewer	105.48
2/22/2017	13989	ACWA/JPIA	Monthly Health Insurance	10,061.61
2/22/2017	13990	Allstate	Life Insurance	358.21
2/22/2017	13991	California Computer Options, Inc	Professional IT Services and upgrade	8,057.62
2/22/2017	13992	Deluxe for Business	Checks for BBVA Account	447.44
2/22/2017	13993	Idyllwild Automotive	Fix breaks on unit #23	289.17
2/22/2017	13994	Ivan Jo	Fee for WW1	140.00
2/22/2017	13995	Jeannine Olsen	Reimburse Cash Drawer	74.59
2/22/2017	13996	Pine Cove Water District	Board Training	100.00
2/22/2017	13997	T- Mobile	Monthly Service Charge for Solar Panels	29.99
2/22/2017	13998	Time Warner Cable	Monthly Charge for Phone and Internet at Office	406.08
TOTAL DISTRICT WARRANTS				\$94,912.27
OTHER DISBURSEMENTS:				
TOTAL PAYROLL				51,757.90
NET PAYROLL CHECKS-DIRECT DEPOSIT				39,791.63
FEDERAL PAYROLL TAXES-ELECTRONIC TRANSFERS				10,986.83
STATE PAYROLL TAXES-ELECTRONIC TRANSFERS				5,353.13
L.A.I.F. ELECTRONIC TRANSFERS				0.00
BANK SERVICE CHARGES AND FEES				66.70
TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS				\$146,736.87

Operations Report for February 2017

Currently – Stage 2 (Stage 3 triggers-Static water levels-FL Wells @50'/Downtown Wells @20'

Production – February 742,799 c.f. / 137.8 gpm

Foster Lake level -18'- Full

Water and Sewer installations -0-

Leaks -2-

Mainline -0-/Unmetered -2 /Metered -0

February Water Loss = 5.20%-- 4.39% Y.T.D.

Production

Drinking water storage- 3.35 MG

14 wells available/ 9 utilized/ 3 Full Time/ 6 Part Time

Wastewater Treatment Plant

February 2017-Average daily flow 151,432 gpd/Average weekend flow 159,638 gpd

February 2016-Average daily flow 87,921 gpd/Average weekend flow 101,653 gpd

Precipitation

February 2017 – 4.51” Y.T.D – 27.24” February 2016 – 2.32” Y.T.D. 2016 – 20.36”

Diversion -0-

STATIC WELL LEVELS

	FEBRUARY 2017	FEBRUARY 2016	FEBRUARY 2015
Foster Lake (Average 3 wells)	4' Static	39' Static	49.5' Static
Well # 26 (Nature Center)	92' Pumping	119' Pumping	130' Pumping
Well # 27 (Nature Center)	76' Static	109' Static	118' Static
Well #28 (Rockdale)	131' Static	141' Static	144' Static
Downtown Wells* #23 & #24	8' Static 13' Static	12.5' Static	20' Static
FV1A	366' Pumping	393' Pumping	387' Pumping
FV2	247' Pumping	46' Static	247' Pumping

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

Memo

To: Board of Directors
From: Interim General Manager
Date: March 15, 2017
Subject: ITEM #1D – DECLARATION OF SURPLUS PROPERTY

Recommendation: That the Idyllwild Water District Board of Directors declare three vehicles surplus and direct staff to dispose of the vehicles in a manner to obtain the best value to the District.

Background: The following vehicles are no longer of use to the District due to their age and need of significant and costly repairs:

Vehicle #3	Pick-up (Dodge)	1995
Vehicle #5	Dump Truck	1987
Vehicle #8	Service Truck (Chevy)	1987

A declaration of surplus by the Board of Directors will allow staff to seek opportunities to sell or auction the vehicles and retain the residual value for the District.

Memo

To: Board of Directors

From: Interim General Manager

Date: March 15, 2017

Subject: ITEM #2 – Evaluation of the Wastewater Treatment Plant

Recommendation: That the Idyllwild Water District Board of Directors consider the approval of a professional services agreement with West Yost Associates for a preliminary evaluation of the condition of and identification of needed improvements for the Wastewater Treatment Plant (WWTP) for a fee of \$29,800.

Background: The Board of Directors took action to cancel the recycled water project (RWP) because there was limited demand in the service area for recycled water and the project did not appear to be financially viable.

A portion of the work that was part of the RWP included improvements at the WWTP to facilitate the production of “tertiary” treated water suitable for recycled use. Even without the RWP, however, the WWTP is in serious need of improvements and upgrades. Built in 1969, the facility is approaching 50-years old and it has had little in the way of upgrades or technological improvements that could significantly reduce its cost of operation and the challenges of maintenance. Additionally, the plant and its processes are “singletons” and do not offer any redundancy in the event of catastrophic failure or need for major maintenance or renovation work on the facilities.

The District is in the process of returning the State Revolving grant/loan funds related to the RWP, which cannot be repurposed solely for WWTP improvements. However, there are funding programs available for WWTP improvements. Unfortunately, the entire funding process must be reinitiated.

The first step is to evaluate the current condition of the WWTP and determine a direction in which to proceed to have the best impact on the District. Staff solicited a letter proposal for an initial evaluation from West Yost Associates, Consulting Engineers. While staff did not solicit formal proposals from other firms, two other firms contacted about the general scope and range of fee for such an effort suggested a fee range of \$50,000. West Yost's fee proposal of \$29,800 is more in-line with the District's general budget requirements.

Based on the evaluation the District Board of Directors can determine the most effective course of action and direct staff to proceed with planning and submissions to the State Revolving Fund for financial assistance on the selected project.

Attachment: Letter Proposal from West Yost Associates



February 23, 2017

SENT VIA: EMAIL

Mr. Jack Hoagland
Interim District Manager
Idyllwild Water District
25945 Highway 243
Idyllwild, CA 92549

SUBJECT: Proposed Scope of Work—Evaluation of Replacement Costs for the Idyllwild Water District Wastewater Treatment Plant

Dear Mr. Hoagland:

West Yost Associates (West Yost) appreciates this opportunity to present this letter proposal for engineering services related to the examination of the Idyllwild Water District (District) Wastewater Treatment Plant (WWTP). The purpose of these services is to provide assistance to the District in planning for the future treatment of the wastewater generated within the WWTP service area. The scope of this effort will be limited to developing a cost for replacing the existing package wastewater treatment facilities with a new system, which may include an alternative treatment approach to the current system. The analysis will be focused on treatment requirements only, and an assessment long-term disposal capacity in the infiltration basins will not be evaluated.

SCOPE OF SERVICES

Task 1. Project Management, Meetings, Site Visits, and Coordination

West Yost will participate in a walk-through inspection of the WWTP. The walk-through will occur as part of a kick-off meeting with the District. At this meeting, West Yost will work with District staff to identify available data and information regarding the existing treatment system, and a data request will be provided following this meeting. Additionally, this meeting will be used to discuss potential treatment strategies and technologies that could be applied at the WWTP in lieu of the existing system, and to identify a preferred approach that will be used for purposes of the evaluation.

West Yost will participate in a conference call with District staff following the development of the cost analysis and draft Technical Memorandum (TM). The purpose of this call will be to discuss the costs identified for facility replacement and obtain input from the project team regarding the recommended approach and the submission of the final TM.

This task will also consist of project management related activities including general project coordination, West Yost internal project meetings, filing, and document management. Brief descriptions of services provided will be included on monthly invoices. In addition, to ensure

continued achievement of consistently high quality work products, and in accordance with West Yost's Quality Assurance/Quality Control policy, a senior-level West Yost staff member (e.g., Principal Engineer) will review key developments and significant work products. The review will include timely suggestions for corrective actions where appropriate.

Task 2. Evaluation of Existing and Future Flow and Load Conditions

West Yost will work with the District to review available WWTP data to evaluate the following:

- Assessment of current flows and loads entering the WWTP. The analysis will need to be based on at least three years of influent flow and water quality data. This analysis will include annual average, maximum month, maximum day, and peak hour conditions. West Yost will work with District staff to identify the available data that could be used for such assessments. If adequate data is not available, West Yost will develop estimates of these values based on industry standards.
- Develop a flow and load projection for the WWTP service area relying on an estimated 20-year growth assumptions provided by District staff.

Task 3. Evaluation of Facility Replacement Costs

West Yost will develop an assessment of the cost to replace the existing treatment facilities with a new, package-style treatment plant. Pending discussions with District staff at the kick-off meeting, the treatment system evaluated may include a different type of treatment technology than is currently applied at the WWTP. The new treatment facilities will be sized to accommodate the planned 20-year flows and loads. Unless otherwise directed by District staff at the kick-off meeting, it is assumed that the District will be able to continue to dispose of the treated effluent in the existing percolation disposal basins, and that the current treatment level is adequate for this long-term disposal strategy.

This analysis will include an assessment of costs including design, permitting, construction, and operation and maintenance costs over a 20-year period. In addition, figures depicting the conceptual layout of the treatment facilities will be developed.

Task 4. Technical Memorandum

West Yost will prepare a draft and final Technical Memorandum (TM) that details the cost of replacement treatment facilities. The TM will also present a conceptual implementation plan, an overall project timeline, and recommendations regarding potential for funding through the Small Communities Wastewater Grant Program. The TM will also identify potential treatment technologies that should be considered as part of the project implementation. The timeline will include key milestones and requirements to implement the recommended treatment facilities replacement, including design, completion of additional studies, permitting, and construction.

Task 4 Deliverable: An electronic version (PDF) of the draft and final TM will be provided.

BUDGET

The total fee for the Scope of Services described above is estimated to be approximately \$29,800. A breakdown of the project costs is shown in the following table. West Yost will perform all work on an hourly basis at standard company charge rates, and will not exceed the estimated cost without written authorization. If additional budget is required to complete work identified herein as work to be performed by West Yost, we will notify District before exceeding the authorized budget amount.

Table 1. Estimated Fee	
Task	Estimated Fee, dollars
Task 1. Project Management, Meetings, Site Visits, and Coordination	8,600
Task 2. Evaluation of Existing and Future Flow and Load Conditions	4,800
Task 3. Evaluation of Facility Replacement Costs	8,200
Task 4. Technical Memorandum	8,200
Total Estimated Fee	\$29,800

SCHEDULE

West Yost anticipates that the Kickoff meeting will occurring within 10 working days of Notice to Proceed and that the draft TM will be completed and submitted to the District for review within 60 days of receiving available WWTP data. A conference call with the project team is anticipated within 14 days after the draft TM has been submitted. The TM will then be finalized within 14 days following receipt of all comments and input regarding the draft.

PROJECT TEAM

Kathryn Gies will serve as project manager, coordinating all of the efforts to be completed under this study. Kathryn will receive technical assistance with respect to the data evaluation and cost estimating from appropriate West Yost team members. Dave Anderson will serve as principal-in-charge and will provide review and quality control for all work products.

West Yost Associates looks forward to assisting the District with this project. If you have any questions about this proposal, please do not hesitate to contact me.

Sincerely,

WEST YOST ASSOCIATES



Kathryn Gies
Engineering Manager
RCE #C65022

keg:vaf

Memo

To: Board of Directors

From: Interim General Manager

Date: March 15, 2017

Subject: ITEM #3 – Ordinance No. 64 Status and Recommendation

Recommendation: The Idyllwild Water District Board of Directors will consider a recommendation from the Interim General Manager to change the status of the District from the existing Stage 2 to Stage 1 based on the current hydrological conditions and to develop a new Water Shortage Contingency Plan for future use by the District.

Background: On October 21, 2015, the Idyllwild Water District Board of Directors adopted Ordinance No. 64 establishing a Water Shortage Emergency Plan to help the District mitigate the impacts of potentially lower water supplies because of the multi-year statewide drought conditions (copy attached for reference). Subsequently, terms of the ordinance were implemented and the District is currently in a Stage 2 condition.

Section 3 of Ordinance No. 64 establishes criteria under which the General Manager may declare a No Stage condition:

1. Foster Lake is full (satisfied 2/28/2017);
2. Foster Lake Wells static level is less than 50-feet (satisfied 2/1/2017);
3. Downtown Wells static level is less than 15-feet (satisfied 2/1/2017);

4. Precipitation exceeds 26-inches (satisfied 3/1/2017); and
5. Reservoirs are at 95% or more of capacity (satisfied 1/15/2017).

While the satisfaction of the criteria is compelling, the Interim General Manger recommends that the Board of Directors move the District to Stage 1 for the following reasons:

- A. The State Water Resources Control Board is maintaining its Statewide Emergency drought declaration until at least May, 2017;
- B. Allow the staff to formalize a water supply assessment for the District, including results of production over the five-years of drought conditions, so that future Board of Directors will have reliable information on which to base future decisions regarding potential shortage conditions;
- C. The District needs additional time to develop a revised/updated will-serve/water meter issuance policy; and
- D. The District is considering revising/updating its water rate structure to more equitably recover costs from the different service classes, so entities getting a meter now might be subject to significantly changed conditions under the updated rates.

While in Stage 1, the Interim General Manager also recommends that no meters or meter upgrades be installed.

The goal of the staff is to be ready by July 1, 2017, to issue will-serve letters and install water meters to meet the community requirements.

Financial Impact: Going to either Stage 1 or exiting the Water Shortage Emergency Plan altogether, will result in a decrease in revenue for the District. In Stage 2, Tier IV water use charges are \$0.2135 per unit (one cubic foot of water) but in Stage 1 or outside the Water Shortage Emergency Plan Tier IV water charges are \$0.1037 per unit. Based on the last years water sales, staff estimate that the reduction in revenue will be between \$120,000 and \$200,000 per year depending on actual usage. The

majority (80%) of the reduction will be for our largest customer, Idyllwild Arts Academy.

Attachment: Ordinance No. 64

ORDINANCE NO. 64

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT FINDING THE NECESSITY OF, AND PROVIDING FOR THE IMPLEMENTATION AND ENFORCEMENT OF A WATER CONSERVATION MEASURES TO MITIGATE THE EFFECTS OF DROUGHT AND RESCINDING AND REPLACING ORDINANCE NO. 62 AND ALL AMENDMENTS THERETO

RECITALS

WHEREAS, the total water supply available to the Idyllwild Water District ("DISTRICT") is dependent upon local rainfall and snowmelt from the higher elevations of the San Jacinto Mountains; and

WHEREAS, there is no source of imported water available to the District to supplement its local water supplies; and

WHEREAS, the DISTRICT periodically experiences years in which the amount of precipitation is insufficient to fully replenish the DISTRICT's water supplies. When such "dry" periods extend into subsequent years, the DISTRICT's ability to meet the minimum water supply requirements necessary to protect the public's health, safety and general welfare is severely compromised; and

WHEREAS, the Board of Directors of the DISTRICT has been informed and advised that to ensure sufficient water supplies to meet basic needs of human consumption, sanitation and fire protection, the DISTRICT must implement and enforce water conservation measures in order to mitigate the effects of drought on the community; and

WHEREAS, it is the purpose of this Ordinance to establish a multi-staged water shortage emergency plan and to provide for its implementation and enforcement.

NOW, THEREFORE, the Board of Directors of the Idyllwild Water District does hereby ordain as follows:

Section 1. Purpose and Scope

The purpose of this Ordinance is to establish a multi-staged water shortage emergency plan to minimize the effect of a drought on the customers of the DISTRICT and thereby:

- (i) Protect the health, safety and welfare of the residents and customers of the DISTRICT; and
- (ii) Assure the maximum beneficial use of the water supplies of the DISTRICT; and
- (iii) Ensure sufficient water supplies to meet the basic needs of human consumption, sanitation and fire protection.

Section 2. Authority

The DISTRICT has the power and authority to enact this Ordinance pursuant to the following state laws:

a. Water Code Section 31026, which authorizes the DISTRICT to (i) restrict the use of DISTRICT water during any emergency caused by drought or other threatened or existing water shortage, (ii) to prohibit the waste of DISTRICT water or the use of DISTRICT water during such periods, and (iii) to prohibit the use of such water during such periods for specific uses which the DISTRICT may from time to time find to be nonessential; and

b. Water Code Section 375, which authorizes the DISTRICT to adopt and enforce a water conservation program to reduce the quantity of water used by the inhabitants of the DISTRICT for the purpose of conserving the water supplies of the DISTRICT; and

c. Water Code Section 350, which gives the Board of Directors the authority to declare a water shortage emergency condition whenever the Board finds and determines that the ordinary demands and requirements of water consumers cannot be satisfied without depleting the water supply of the DISTRICT to the extent that there would be insufficient water for human consumption, sanitation and fire protection.

Section 3. Adoption of Three-Stages Water Shortage Emergency Plan

There is hereby enacted a DISTRICT-wide water conservation measures consisting of three stages (hereafter, "the Plan"), as follows:

Water Conservation Stage I-Voluntary Compliance, which specifies that users of DISTRICT water voluntarily limit the amount of water used to that amount necessary for domestic and business purposes. Will serve letters shall be limited to a total of up to 10 EDU's at the discretion of the Board during a Water Conservation Stage 1. The limit of 10 EDU's applies from the initial declaration of conservation stages, until the end of conservation stages.

Water Conservation Stage 2 – Mandatory Compliance, which requires each user to take specific actions to reduce water consumption, and which provides for an increased water rate. Will serve letters for new water meters shall be issued only if available within the 10 EDU's allowed within Stage 1 until the return to Stage 1 or 0. Increases to customer meter size for additions requiring that fire sprinklers be installed are allowed with General Manager approval.

Water Conservation Stage 3 – Mandatory Emergency Restrictions, which requires each user of DISTRICT water to take specific actions to further reduce the consumption of DISTRICT water, and which provides for a further increase in the water rate. There will be NO issuance of will serve letters for new water meters during a Stage 3 Water Conservation Stage, nor may un-used EDUs be issued.

The General Manager may declare NO STAGE if: Foster Lake is full; Foster Lake Wells are above 50'; Downtown wells are above 15'; average rainfall/precipitation exceeds 26" and storage tanks recharge to 95% tank capacity.

Details of the water conserving measures are provided in Section 5 below. Enforcement measures, which include notices of violation, disincentive surcharges and the installation of flow-restricting devices and termination of water service, are provided in Sections 6, 7 and 12 below. A development agreement with a user of DISTRICT water may provide for issuance of will serve letters as provided in the agreement. The restrictions on water use do not apply to water used to meet the medical needs of the customer. The restrictions on landscape irrigation do not apply to those utilizing a rainwater storage system. The restrictions on landscape irrigation do not apply to users of recycled water.

Section 4. Procedure for Declaring Water Shortage Emergency

The Plan shall be implemented as follows:

a. Utilizing precipitation records and water level data for Foster Lake and local wells or other water shortage emergency conditions, the General Manager shall determine whether a water shortage exists or is anticipated.

b. As soon as it is reasonably practicable to do so, the General Manager shall report the findings and conclusions to the Board of Directors and make such recommendations as may be appropriate including, without limitation, a recommendation that the Board of Directors conduct a public hearing for the purpose of announcing that a water shortage is anticipated or exists and authorizing the General Manager to implement the appropriate Water Conservation Stage. Notice of the time and place of hearing shall be published in an adjudicated publication at least 7 days prior to the date of the hearing.

c. After implementation, the General Manager shall periodically report to the Board of Directors, with information and data concerning the effectiveness of water conservation measures enforcement activities and, if appropriate, recommendations for further action.

Section 5. Water Conservation Stages

a. Implementation by General Manager. In the event the Board of Directors declares the existence of a water shortage and authorizes the implementation of the DISTRICT's water conservation measures, the General Manager shall thereupon be authorized to implement and enforce the following Water Conservation Stages. The determination of which Stage to implement shall be made by the General Manager and shall be based upon the best available information regarding present and predicted

precipitation, the availability of water in storage and the rate of consumption by DISTRICT users. It shall not be necessary to implement a Stage I (or II) alert prior to implementing a Stage II (or III) alert; the Stages may be implemented in any reasonable order.

b. Public Notice Procedure for Implementation of an initial water shortage. The General Manager, after consultation with, and the concurrence of, the Board of Directors, may declare a Water Conservation Stage to be effective on the sixth day following the publication of the declaration at least once in an adjudicated publication, and posted in at least three public places within the DISTRICT.

The General Manager shall also provide mailed notice of the declaration of the initial stage to each customer of the DISTRICT; provided, however, the failure to receive mailed notice prior to the effective date of the declaration shall not invalidate the declaration, nor shall it prevent enforcement of this Ordinance. Following the initial declaration of a water conservation measures, notice of the declaration of stage will be placed once in an adjudicated publication and a notice will be placed on billing cards.

c. Three Stages.

Water Conservation Stage 1 – Voluntary Compliance

In the event the General Manager determines to implement Water Conservation Stage 1, users of DISTRICT water shall voluntarily reduce the amount of water used to that amount minimally necessary for household use (drinking, cooking and bathing) and for business necessity. The necessity for implementation will be determined by following the current IWD Resolution defining the ability to meet minimum water supply requirements.

Such reductions will include, but are not limited to, immediately repairing leaks, preventing irrigation water runoff,(such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures) refraining from washing sidewalks, driveways and parking areas, and refraining from sprinkling unplanted areas with potable water for dust control. In addition to these restrictions, the following steps will be implemented in Stage 2 and Stage 3.

Water Conservation Stage 2 – Mandatory Compliance

In the event the General Manager determines to implement Water Conservation Stage 2, users of DISTRICT water shall be required to:

- (a) Limit irrigation of outdoor plants and gardens to the period between 6:00 p.m. and 8:00 a.m. two days a week, hand watering with an automatic shut-off nozzle is permitted; however, all runoff water shall be contained; and
- (b) Cease filling or refilling swimming pools, except that a small amount of water may be used to replace evaporation losses in a filled pool; and
- (c) Wash motor vehicles and equipment only from a bucket using a hose with an automatic shutoff nozzle; and
- (d) Not use potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system; and
- (e) Make immediate repairs to any and all leaking water lines and faucets in household plumbing and yard piping; and
- (f) Not use outdoor irrigating 48 hours before anticipated measurable precipitation or 48 hours thereafter; and
- (g) Restaurants shall only provide drinking water to patrons upon request; and
- (h) Not use potable water for filling of irrigation storage tanks. (Filling of irrigation storage tanks with potable water during any conservation stage is discouraged.)

Water Conservation Stage 3 – Mandatory Emergency Restrictions

In the event the General Manager determines to implement Water Conservation Stage III, the following prohibitions and restrictions shall apply:

- a. No potable water shall be used for irrigating outdoor plants, trees or other landscaping of any kind, in any amount, at any time; and
- b. No water shall be added to uncovered swimming pools, hot tubs or spas to replace evaporative losses or for any other purpose; and

- c. No water shall be taken from fire hydrants for any reason except for fire emergencies or for the maintenance of system water quality; and
- d. Potable water use for construction purposes shall be minimized; and
- e. No potable water shall be used for dust control, or for washing any structure, sidewalk, driveway or parking area, or for washing motor vehicles and equipment except from a bucket using a hose with a shutoff nozzle.
- f. Water users shall make repairs within 48 hours to any leaking line or faucet in household plumbing or yard piping.
- g. Irrigation water lines shall be turned off to eliminate accidental loss of potable water.

Section 6. Water Conservation Measures Rate Structure

In the event the Board of Directors declares a water shortage and orders the action of water conservation measures, water rates shall be established by Resolution, including identification of a Water Conservation tier.

Section 7. CEQA

The specific actions authorized herein are exempt from the California Environmental Quality Act, State Guidelines, Section 15269 (c) for the reason that such actions are necessary to prevent or mitigate an emergency.

Section 8. Rescission; Incompatible Provisions

DISTRICT Ordinance No. 62 and all amendments thereto, are hereby rescinded in their entirety. In addition, to the extent any provision of this Ordinance is incompatible or at variance with any prior-adopted ordinance or resolution, the provisions of this Ordinance shall take precedence and all prior ordinances and resolutions shall be interpreted to harmonize with and not change the provisions of this Ordinance.

Section 9. Judicial Review

Any judicial action or proceeding to attack, review, set aside, void or annul this Ordinance or any determination made pursuant thereto shall be commenced within 90 days after the date of adoption of this Ordinance or the date of any determination made pursuant thereto. California Code of Civil Procedure, Section 1094.6 is hereby adopted and made applicable to any judicial review of any decision made by the Board of Directors, the General Manager, or agents, representatives or employees of the District.

Section 10. Severability

If any section, subsection, sentence, clause or phrase is for any reason held to be invalid or unconstitutional by decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions. The Board of Directors hereby declares that it would have passed those sections, subsections, clauses and phrases irrespective that one or more may be declared invalid or unconstitutional.

Section 11. Publication; Effective Date

This Ordinance shall be published in its entirety at least once in adjudicated publication within 10 days after its adoption, shall be posted in three public places and shall become effective 30 days after it is adopted.

Section 12. Fines and Penalties:

- A) **Violations:** Violations of the water use restrictions and prohibitions of Water Conservation Stages II and III shall be penalized as follows:

First Violations- Notice of Violation: The General Manager is authorized and directed to issue, or cause the issuance of a written warning notice of violation to any water user who fails or refuses to comply with the water use restrictions and prohibitions set forth herein. The notice shall specify a reasonable period of time in which compliance shall be achieved. Each notice of violation shall be addressed to the customer on record for the premises where the violation was observed; delivery may be by regular mail or by personal delivery.

Second Violation- Disincentive Surcharge: If, within the same 12-month period, a water user commits a second violation, an excessive water use disincentive surcharge shall be imposed. The surcharge shall be in the amount of two times the amount of the total water billing for the period in which the violation occurred, and shall be added to the next water bill to the premises.

Third Violation- Disincentive Surcharge and/or Water Service Restriction: If, within the same 12-month period, a water user commits a third violation, an excessive water use disincentive surcharge of three times the total water billing for the period in which the violation occurred shall be added to the next water bill and the General Manger shall cause the installation of a water flow restricting device on the customer's water meter.

Fourth- Termination of Water Service and Referral to District Attorney: If, within the same 12-month period, a water user commits a fourth violation, the General Manager shall terminate water service to the premises in accordance with the DISTRICT's Rules and Regulations. In addition, the General Manger shall refer the matter to the Riverside County District Attorney's office for the misdemeanor prosecution as authorized by Water Code, Section 377.

- B) Failure to Pay:** Failure to pay any water bill, including all or any portion of an excessive water use disincentive surcharge, shall be subject to the delinquency provisions or the DISTRICTS' Rules and Regulations which provide, in relevant part, that water service may be terminated for failure to pay.

PASSED APPROVED AND ADOPTED this 21st day of October, 2015 on the following vote

AYES
Jim Billman
John Cook
Mike Freitas
Dean Lattin
Warren Monroe

NOES

ABSTAIN

ABSENT

IDYLLWILD WATER DISTRICT

By 
President, Board of Directors

ATTEST


Secretary

CERTIFICATION

I am Secretary to the Board of Directors of the Idyllwild Water District, and I hereby certify that the foregoing Ordinance was duly adopted by the Board of Directors at its regular meeting of October 21, 2015, and that the foregoing copy of the Ordinance is a true and correct copy of the original Ordinance adopted by the Board of Directors and maintained in the DISTRICT's office

IDYLLWILD WATER DISTRICT

By 
Secretary, Board of Directors