



## REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

March 20, 2024 – 6:00 P.M.

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

### **Zoom Information**

Topic: Board of Director Meeting

Time: Mar 20, 2024, 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82176167484?pwd=lagfLRbUz5ltcdXuQwLEaa2eXhgQSB.1>

Meeting ID: 821 7616 7484

Passcode: 271371

One tap mobile

+12532050468,,82176167484#,,,,\*271371# US

+12532158782,,82176167484#,,,,\*271371# US (Tacoma)

Meeting ID: 821 7616 7484

Passcode: 271371

## AGENDA

### CALL TO ORDER

### ROLL CALL

\*\* Mitch Davis will be sworn in.

### PUBLIC COMMENTS

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



**1. CONSENT CALENDAR**

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

**A. MINUTES**

Regular Board Meeting: January 17, 2024  
Regular Board Meeting: February 21, 2024

**B. FINANCIAL REPORTS**

- a. Income statement for the fourth month ending February 29, 2024
- b. District warrants for February 2024
  - Check # 18136-18177 = \$ 278,030.03
  - Gross Payroll = \$ 65,244.00
  - Federal/State PR taxes = \$ 5990.00
  - LAIF Transfers = \$ 0.00
  - Transfers/charges = \$ 265.00

**C. OPERATIONS REPORT**

**D. INFORMATION**

Interim General Manager Contract

**INFORMATION**

**2. GENERAL MANAGER REPORT**

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

**DISCUSSION ITEMS**

**3. BOARD MEMBER AND MEETING DECORUM, POLICY #1**

The Board of Directors will Discuss the existing Board Member and Meeting Decorum Policy #1.



**4. WASTEWATER TREATMENT PLANT PROJECT STATUS**

The Board of Directors will discuss the status of the Wastewater Treatment Plant.

**5. STRAWBERRY CREEK DIVERSION PROJECT**

The District received confirmation from the County that the easement was successfully recorded. The project is currently under CEQA review.

**ACTION ITEMS**

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

The Board of Directors will set a date of May 15, 2024, for a Public Hearing for water stand-by assessment fees for Fiscal Year 2024-2025 for undeveloped parcels within the water service area of Idyllwild Water District.

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

The Board of Directors will set a date of May 15, 2024, for a Public Hearing for sewer standby assessment fees for Fiscal Year 2024-2025 for undeveloped parcels within the Idyllwild Water District Improvement District No. 1 (sewer service area).

**8. ELECT PRESIDENT AND VICE PRESIDENT**

Idyllwild Water District elects the position of Board President and Vice President to 1-year terms each December.

**CLOSED SESSION**

**9. CONFERENCE WITH LEGAL COUNSEL**

Significant Exposure to Litigation Govt. Code § 54956.9(d)(2). Two (2) matters.

**DIRECTORS CLOSING COMMENTS**

**ADJOURNMENT**

The next Board meeting is a Regular Meeting scheduled for Wednesday, April 17, 2024, 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.

CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION

State of California )
) ss.
County of Riverside )

I, ART TINOCO, Registrar of Voters in and for the County of Riverside, State of California, do hereby certify that in lieu of the election on March 5, 2024, which was not held,

R. MITCH DAVIS

was appointed to the office of Director, Idyllwild Water District, Short Term for a term commencing at the next regularly scheduled meeting and ending December 6, 2024.



IN WITNESS WHEREOF, I have hereunto affixed my hand and seal on March 1, 2024.

ART TINOCO, Registrar of Voters

By Leticia Flores Deputy

\*\*\*\*\*

OATH OF OFFICE
(Required by Article XX, Constitution of California)

State of California )
) ss.
County of Riverside )

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me
March 20, 2024

Signature [Handwritten Signature]
Address 25945 Hwy 243, P.O. Box 397
City IDYLLWILD, CA 92549-0397

Signature of Authorized Official
Board Secretary / 6:00 P.M.
Title

FILE THIS OATH OF OFFICE WITH THE DISTRICT SECRETARY PROMPTLY



# IDYLLWILD WATER DISTRICT

## Memo

To: Board of Directors  
From: Curt Sauer, General Manager  
Date: March 20, 2024  
Subject: Item 1A – Board Minutes

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### Recommendation:

The Board of Directors approve the following:

- January 17, 2024, Regular Board meeting minutes
- February 21, 2024, Regular Board meeting minutes

### Attachments:

- January 17, 2024, Regular Board meeting minutes
- February 21, 2024, Regular Board meeting minutes



## MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

January 17, 2023 – 6:00 P.M.

### 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 Olson were physically present. Acting General Manager Shouman and Mr. Ryan the Attorney in Law from BBK on Zoom.

#### 1. CONSENT CALENDAR

##### A. MINUTES

Regular Board Meeting: December 2023

##### B. FINANCIAL REPORTS

- a. Income statement for the fourth month ending October 31, 2023.
- b. District warrants for October 2023
  - Check #17964-18009 = \$227,352.42
  - Gross Payroll = \$ 65,310.00
  - Federal/State PR taxes = \$ 5,670.00
  - LAIF Transfers = \$ 0.00
  - Transfers/charges = \$ 332.00
- c. Income statement for the fourth month ending November 30, 2023.
- d. District warrants for November 2023
  - Check #18010-18051 = \$ 248,934.50
  - Gross Payroll = \$ 64,222.00
  - Federal/State PR taxes = \$ 5,230.00
  - LAIF Transfers = \$ 0.00
  - Transfers/charges = \$ 326.00



- e. Income statement for ending December 31, 2023
- f. District warrants for December 2023
  - Check #18010-18051= \$ 238,681.67
  - Gross Payroll = \$ 63,625.00
  - Federal/State PR taxes = \$ 5,400
  - LAIF Transfers = \$ 0.00
  - Transfers/charges = \$ 350.00

### **C. OPERATIONS REPORT**

#### **DIRECTOR COMMENTS**

None

#### **PUBLIC COMMENTS**

None

**A MOTION** was made by Director Olson to approve the Consent Calendar. Vice President Szabadi seconded.

The vote was as follows:

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

**Motion approved.**

#### **INFORMATION**

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

#### **DIRECTORS COMMENTS**

The board voted a 4-0 vote at the January 16<sup>th</sup>. 2024, board meeting to place GM on a 30 leave per his contract and then he would be terminated, so there was no manger report provided.





### **PUBLIC COMMENTS**

None

### **3. IWD ELECTION NOT ON BALLOT MARCH 5, 2024**

### **DIRECTORS COMMENTS**

Had an empty seat for almost a year because the board was on a "dead lock" vote when they could appoint someone. Only Mitch Davis ran, and he will be sworn in at the March 20, 2024 Board Meeting.

### **PUBLIC COMMENTS**

None

### **DISCUSSION ITEMS**

### **4. EMPLOYEE MANUEL CHAPTER 9**

Definition for some of the words in the manual

### **DIRECTORS COMMENTS**

None

### **PUBLIC COMMENTS**

Definition of everything from the previous chapters.

### **5. WWTP PROJECT STATUS**

Nathan Thomas gives a summary of the Sewer plant progress and the project progress, and he promised  
To give a break from the Extra fees he requested \$29,000.

### **DIRECTORS COMMENTS**

Vice President Peter asked for a break from the extra fees requested by CRWA.



President Schelly asked to speed up the process and to apply for the Grants.

**PUBLIC COMMENTS**

None

**6. NOTICE OF ELECTION FOR LAFCO COMMISSIONER**

The Board of Directors will consider approving the election of the directors to represent the Board.

**DIRECTORS COMMENTS**

No one is interested in running.

**PUBLIC COMMENTS**

None

**7. LOWER ADMINISTRATION BUILDING**

The Board of Directors will discuss proceeding with the repair and remodeling of the downstairs office.

**DIRECTORS COMMENTS**

President Schelly asked the board to let Mr. Shouman (Acting GM) to get bids from construction companies.

To repair the lower administration office and all The Board members agreed to move on to Bids.

**PUBLIC COMMENTS**

None

**DIRECTORS COMMENTS**

Vice President Peter recommended putting Mr. Havener on admin leave per his contract required him.

A 30-day's note before terminating him and put Shouman as acting GM until interviews are completed for an interim GM.



**ADJOURNMENT**

Board adjourned at 7:25 p.m.

IDYLLWILD WATER DISTRICT

IDYLLWILD WATER DISTRICT

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

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

H. Shouman  
BOARD SECRETARY

Dr. Charles Schelly  
BOARD PRESIDENT



## MINUTES MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

February 21, 2024 – 6:00 P.M.

### CALL TO ORDER

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

### ROLL CALL

Director Olson, Kunkle, and President Schelly were present. Director Szabadi was absent. General Manger Sauer and Chief Financial Officer Shouman were present. General Counsel Bryne was present via Zoom.

### PUBLIC COMMENTS

None

### 1. CONSENT CALENDAR

#### A. MINUTES

Regular Board Meeting: January 17, 2024  
Regular Board Meeting: February 21, 2024

#### B. FINANCIAL REPORTS

1. Income statement for the first month ending January 31, 2024
2. District warrants for January 2024
  - Check #18093-18135 = \$ 202,839.18
  - Gross Payroll = \$ 69,972
  - Federal/State PR taxes = \$ 5,892.00
  - LAIF Transfers = \$ 0.00
  - Transfers/charges = \$ 365.00

#### C. OPERATIONS REPORT



## DIRECTOR COMMENTS

Director Olson asked to review the consent calendar and go back and from October, November, and December financial statement.

## PUBLIC COMMENTS

None

A motion was made by Olson to approve the Financial Reports and the Operations Report and Director Kunkle seconded.

The vote was as follows:

### AYES

Director Olson  
Director Kunkle  
President Shelly

### NAYS

### ABSTAIN

### ABSENT

Vice President Szabadi

## 2. GENERAL MANAGER REPORT

General Manager Sauer presented his report and addressed questions.

## DIRECTOR COMMENTS

President Schelly mentioned he got a call from the Chief of the Fire Department, and he was looking forward to working with our agency. Director Olson welcomed Sauer.

## PUBLIC COMMENTS

Dave Hunt asked questions about how the drinking fountain was going to get metered. Steve Molton asked about El-Co contract with IWD and had some easement questions.

## DISCUSSION ITEMS

## 3. CALIFORNIA CLASS PERFORMANCE FOR INVESTMENT

## DIRECTOR COMMENTS



Director Olson asked the return for 2023. The answer was 4.7% and right now they are 5.5%. Director Kunkle asked for clarification what this was, a CD? The Board gave direction to the CFO to proceed in investing \$100,000.00.

### **PUBLIC COMMENTS**

David Jermone asked if this was a 5.5% was a fixed rate.

### **ACTION ITEMS**

#### **4. LOWER ADMINISTRATION OFFICE BIDS FOR CONSTRUCTION**

##### **DIRECTORS COMMENTS**

Director Olson asked what the other bids we received. Clarification we only received two bids. Director Kunkle asked General Manger what his thoughts were on the bid.

##### **PUBLIC COMMENTS**

Steve Molton asked if we have thought about purchasing another house instead of remodeling our building.

David Hunt asked if there were other bids and if we were choosing the most cost-effective bid.

A motion was made by Olson to approve the lower administration bid provided by GNW construction. Director Kunkle seconded.

The vote was as follows:

##### **AYES**

Director Olson  
Director Kunkle  
President Shelly

##### **NAYS**

##### **ABSTAIN**

##### **ABSENT**

Vice President Szabadi

Motion approved.



**ADJOURNMENT**

Board adjourned at 6:32 p.m.

Idyllwild Water District

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

Curt Sauer  
Board Secretary

Idyllwild Water District

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

Dr. Charles Schelly  
Board President



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** March 20, 2024  
**Subject:** Item 1B – Financial Reports

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### Recommendation:

Board of Directors accept February 2024 Financial Reports.

### Attachments:

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



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

Operating Revenue - Water	February 2024				Year to Date: July 2023 - February 2024			
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	92,608	92,394	214	0.23%	739,309	738,344	965	0.13%
Sales - Residential / Commercial	44,861	80,000	(35,139)	-43.92%	492,067	640,000	(147,933)	-23.11%
Other Operating Revenue	-	-	-	0.00%	3,390	1,000	2,390	239.00%
Other Non - Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating Revenues</b>	<b>137,469</b>	<b>172,394</b>	<b>(34,925)</b>	<b>-20.26%</b>	<b>1,234,766</b>	<b>1,379,344</b>	<b>(144,578)</b>	<b>-10.48%</b>

Operating Revenue - Water	February 2024				Year to Date: July 2023 - February 2024			
	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base Rate - Residential	67,829	67,679	150	0.22%	541,261	540,660	601	0.11%
Base Rate - Commercial	24,779	24,715	64	0.26%	198,048	197,684	364	0.18%
Sales - Residential	21,187	50,000	(28,813)	-57.63%	267,667	400,000	(132,333)	-33.08%
Sales - Commercial	23,674	30,000	(6,326)	-21.09%	224,400	240,000	(15,600)	-6.50%
Sales - Sewer	-	-	-	0.00%	-	-	-	0.00%
Sales - Construction / Other	-	-	-	0.00%	3,390	1,000	2,390	239.00%
Transfer Fees	-	-	-	0.00%	-	-	-	0.00%
Turn On / Off Fees	-	-	-	0.00%	-	-	-	0.00%
Lien & Lien Release Fees	-	-	-	0.00%	-	-	-	0.00%
Delinquency Fees	-	-	-	0.00%	-	-	-	0.00%
Will Serve Letter Fees	-	-	-	0.00%	-	-	-	0.00%
Other Miscellaneous	-	-	-	0.00%	-	-	-	0.00%
Installation Fees	-	-	-	0.00%	-	-	-	0.00%
Capacity Fees	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating Revenues</b>	<b>137,469</b>	<b>172,394</b>	<b>(34,925)</b>	<b>-20.26%</b>	<b>1,234,766</b>	<b>1,379,344</b>	<b>(144,578)</b>	<b>-10.48%</b>

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

Water Sales Meter Size	February 2024		
	Residential	Commercial	Total CF
R1 5/8	334,261	88,965	423,226
R2 3/4	2,877	25,921	28,798
R3 1"	4,394	70,423	74,817
R4 1.1/2"	-	16,615	16,615
R5 2"	-	3,323	3,323
R6 3"	-	1,523	1,523
IA 3"	-	83,259	83,259
NC-WWTP	-	607	607
<b>Total Water Sales</b>	<b>341,532</b>	<b>290,636</b>	<b>632,168</b>

Water Accounts Meter Size	February 2024		
	Residential	Commercial	Total
R1 5/8	1,428	104	1,532
R2 3/4	12	18	30
R3 1"	54	39	93
R4 1.1/2"	-	17	17
R5 2"	-	6	6
R6 3"	-	1	1
IA 3"	-	1	1
NC-WWTP	-	1	1
<b>Total Accounts</b>	<b>1,494</b>	<b>187</b>	<b>1,681</b>

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

**Total Water And Sewer Accounts**      **1,918**      **355**      **2,273**

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

No.	By Category	February 2024				Year to Date: July 2023 - February 2024			
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	55,750	63,000	7,250	11.51%	435,395	504,000	68,605	13.61%
2	Retirement Plan and Life Insurance	5,570	5,250	(320)	-6.10%	39,928	42,000	2,072	4.93%
3	Medical Insurance	11,166	13,750	2,584	18.79%	89,005	110,000	20,995	19.09%
4	Uniform Expenses	-	317	317	100.00%	700	2,533	1,833	72.37%
5	Worker's Comp Insurance	-	683	683	100.00%	-	5,467	5,467	100.00%
6	Retirement Medical Insurance	-	2,867	2,867	100.00%	17,651	22,933	5,282	23.03%
7	Board Reimbursement	517	171	(346)	-202.63%	1,551	1,367	(184)	-13.49%
8	Office Supplies	388	1,778	1,390	78.18%	8,090	14,227	6,137	43.13%
9	Office Cleaning Service	-	317	317	100.00%	1,440	2,533	1,093	43.16%
10	Postage and Mailing Fees	739	1,029	290	28.19%	5,170	8,233	3,063	37.21%
11	Training and Education	-	483	483	100.00%	802	3,867	3,065	79.26%
12	Reimbursement, Travel, Meals, Etc.	-	313	313	100.00%	225	2,500	2,275	91.00%
13	Dues, Fees, Subscriptions	-	2,333	2,333	100.00%	32,850	18,667	(14,183)	-75.98%
14	Computer Services	186	2,000	1,814	90.70%	13,605	16,000	2,395	14.97%
15	Legal Services	13,621	5,833	(7,788)	-133.50%	49,680	46,667	(3,013)	-6.46%
16	Engineering and Consulting	-	575	575	100.00%	-	4,600	4,600	100.00%
17	Utilities, Electricity	12,255	6,750	(5,505)	-81.56%	141,422	54,000	(87,422)	-161.89%
18	Utilities, Gas & Fuel	-	717	717	100.00%	-	5,733	5,733	100.00%
19	Utilities, Propane	322	575	253	44.00%	644	4,600	3,956	86.00%
20	Utilities, Telephone and Internet	658	958	300	31.34%	19,553	7,667	(11,886)	-155.04%
21	Utilities, Waste Management Fees	222	233	11	4.86%	1,998	1,867	(131)	-7.04%
22	Insurance, Liability, Auto, Property	-	3,167	3,167	100.00%	22,691	25,333	2,642	10.43%
23	Fees, State, County Water System	-	6,083	6,083	100.00%	41,917	48,667	6,750	13.87%
24	General Plant & Treatment Services	2,750	11,000	8,250	75.00%	173,974	88,000	(85,974)	-97.70%
25	Vehicles Repairs & Maintenance	-	2,083	2,083	100.00%	2,599	16,667	14,068	84.41%
26	Laboratory Services	5,974	3,583	(2,391)	-66.72%	22,527	28,667	6,140	21.42%
27	Water Security System	-	263	263	100.00%	600	2,100	1,500	71.43%
28	Advertising and Publishing	88	1,108	1,020	92.06%	3,544	8,867	5,323	60.03%
29	Bank Fee Charge	-	708	708	100.00%	332	5,667	5,335	94.14%
30	Water Maintenance and Supplies	-	333	333	100.00%	9,955	2,667	(7,288)	-273.31%
31	Accounting & Auditing Fees	487	1,392	905	65.01%	21,215	11,133	(10,082)	-90.55%
32	IWD Leak	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating Expenses</b>		<b>110,693</b>	<b>139,653</b>	<b>28,960</b>	<b>20.74%</b>	<b>1,159,063</b>	<b>1,117,227</b>	<b>(41,836)</b>	<b>-3.74%</b>
<b>Water Income And (Loss)</b>		<b>26,776</b>	<b>32,741</b>						

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

Operating Revenue - Sewer	February 2024				Year to Date: July 2023 - February 2024			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Condensed By Category								
Base - Residential / Commercial	49,846	47,888	1,958	4.09%	390,225	382,804	7,421	1.94%
Other Operating Revenue	23,251	23,077	174	0.75%	185,238	184,516	722	0.39%
<b>Total Operating Revenues</b>	<b>73,097</b>	<b>70,965</b>	<b>2,132</b>	<b>3.00%</b>	<b>575,463</b>	<b>567,320</b>	<b>8,143</b>	<b>1.44%</b>

Operating Revenue - Sewer	February 2024				Year to Date: July 2023 - February 2024			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
By Category								
Base - Residential / Commercial	49,846	47,888	1,958	4.09%	390,225	382,804	7,421	1.94%
Sales - Residential / Commercial	23,251	23,077	174	0.75%	185,238	184,516	722	0.39%
Other Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Other Non - Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating Revenues</b>	<b>73,097</b>	<b>70,965</b>	<b>2,132</b>	<b>3.00%</b>	<b>575,463</b>	<b>567,320</b>	<b>8,143</b>	<b>1.44%</b>

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

Operating Expenses - Sewer				February 2024			Year to Date: July 2023 - February 2024		
No.	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	13,269	16,068	2,799	17.42%	95,800	128,541	32,741	25.47%
2	Retirement Plan and Life Insurance	-	1,406	1,406	100.00%	7,875	11,247	3,372	29.98%
3	Medical Insurance	3,722	4,917	1,195	24.30%	26,418	39,333	12,915	32.84%
4	Uniform Expenses	-	72	72	100.00%	2,217	573	(1,644)	-286.69%
5	Worker's Comp Insurance	-	325	325	100.00%	-	2,600	2,600	100.00%
6	Retirement Medical Insurance	-	1,208	1,208	100.00%	1,934	9,667	7,733	79.99%
7	Board Reimbursement	172	150	(22)	-14.67%	516	1,200	684	57.00%
8	Office Supplies	98	325	227	69.90%	2,304	2,600	296	11.39%
9	Office Cleaning Service	-	80	80	100.00%	560	640	80	12.50%
10	Postage and Mailing Fees	247	325	78	24.00%	1,977	2,600	623	23.96%
11	Training and Education	-	575	575	100.00%	-	4,600	4,600	100.00%
12	Reimbursement, Travel, Meals, Etc.	-	850	850	100.00%	75	6,800	6,725	98.90%
13	Dues, Fees, Subscriptions	45	446	401	89.91%	1,764	3,567	1,803	50.54%
14	Computer Services	63	1,350	1,287	95.33%	4,471	10,800	6,329	58.60%
15	Legal Services	4,405	1,292	(3,113)	-241.03%	16,669	10,333	(6,336)	-61.31%
16	Utilities, Electricity	-	6,833	6,833	100.00%	-	54,667	54,667	100.00%
17	Utilities, Gas and Fuel	-	354	354	100.00%	-	2,833	2,833	100.00%
18	Utilities, Propane	-	-	-	0.00%	-	-	-	0.00%
19	Utilities, Telephone and Internet	219	854	635	74.36%	6,414	6,833	419	6.14%
20	Utilities, Waste Management Fees	74	92	18	19.27%	666	733	67	9.18%
21	Vehicles Repairs and Maintenance	422	1,188	766	64.46%	1,396	9,500	8,104	85.31%
22	Engineering and Consulting	-	367	367	100.00%	-	2,933	2,933	100.00%
23	Maintenance and Supplies	-	183	183	100.00%	-	1,467	1,467	100.00%
24	General Plant and Treatment Services	4,419	5,607	1,187	21.18%	151,354	44,853	(106,501)	-237.44%
25	State and County Sewer System Fees	-	-	-	0.00%	-	-	-	0.00%
26	Minor Equipment and Supplies	-	-	-	0.00%	-	-	-	0.00%
27	Sewer Leases	-	-	-	0.00%	-	-	-	0.00%
28	Advertising and Publishing	89	154	65	42.27%	1,144	1,233	89	7.24%
29	Laboratory Services	1,991	1,208	(783)	-64.77%	6,452	9,667	3,215	33.26%
30	Sewer Security System	-	57	57	100.00%	-	453	453	100.00%
31	Accounting and Auditing Fees	162	567	405	71.41%	5,357	4,533	(824)	-18.17%
32	Liability, Auto and Property Insurance	-	2,047	2,047	100.00%	17,516	16,373	(1,143)	-6.98%
33	Waste Disposal Fees	-	488	488	100.00%	165,375	3,900	(161,475)	-4140.38%
<b>Total Operating Expenses</b>		<b>29,397</b>	<b>49,385</b>	<b>19,988</b>	<b>40.47%</b>	<b>518,254</b>	<b>395,082</b>	<b>(123,172)</b>	<b>-31.19%</b>
<b>Sewer Total Income And (Loss)</b>			<b>21,580</b>	<b>(17,856)</b>					

**IDYLLWILD WATER DISTRICT  
DISTRICT WARRANTS AND OTHER DISBURSEMENTS  
FOR THE MONTH ENDED February 29, 2024**

DATE	CHECK NUMBER	PAYEE	DESCRIPTION	AMOUNT
02/01/2024	18136	ACWA/JPIA	Meical Insurance FEB 2024	14 888.24
02/01/2024	18137	SUSP. INC	Sewer Consulting for the Newest Plant	34 510.00
02/01/2024	18138	Venzon Wireless	Monthly Charge	282.41
02/01/2024	18139-144		Void check	0.00
02/01/2024	18145	ACWA/JPIA	Workers Comp Second Quarter	5 370.34
02/01/2024	18146	Malek Alqadi	An Easement Fees for The Diversion Pipeline	57 290.00
02/07/2024	18147	Anady's Trophies & Engraving, Inc	Name Plates For New GM and The Lawyer	95.21
02/07/2024	18148	Babcock Laboratones, Inc	Monthly Charge	7 955.89
02/07/2024	18149	Forest Lumber	Supplies for Water+Sewer	278.09
02/07/2024	18150	Frontier	Phone and Internet Charge	595.51
02/07/2024	18151	Genuine Auto Parts/ Napa Riverside	Auto Parts Monthly Charge	197.87
02/07/2024	18152	Idyllwild Water Distinct	Payroll Check to be deposit at Hemet Bank	34 000.00
02/07/2024	18153	Pacific Slope Tree Coop , Inc	Removing Trees around the Water & Sewer	3 200.00
02/07/2024	18154	S C E	Monthly Charge	10,411.67
02/07/2024	18155	Underground Service Alert,SC	New Tickets Charges	18.75
02/07/2024	18156	Village Hardware	Supplies For Water and Sewer	99.05
02/07/2024	18157	Bran Wilson	Compenstation Per The Agreement	3 727.04
02/07/2024	18158	Tyla Wheeler	Compenstation Per The Agreement	3 524.40
02/14/2024	18159	Central Communications	Monthly Answering Services	183.58
02/14/2024	18160	Cozad & Fox Inc	Survey Site for Idyllwild (Wastewater Project)	2 094.00
02/14/2024	18161	CR&R Incorporated	Monthly Services for Trash Fee	295.52
02/14/2024	18162	Ferrellgas	Propane	322.72
02/14/2024	18163	Grainger	Supplies for Sewer	774.28
02/14/2024	18164	INFOSEND. INC	Printing and Processing Bills Fees Customer	986.38
02/14/2024	18165	S.C.E	Monthly Charge	1 325.45
02/14/2024	18166	Streamline	Monthly Charge For Idyllwild Website	249.00
02/14/2024	18167	USA Bluebook	Supplies for Water & Sewer	549.46
02/14/2024	18168	Idyllwild Water Distinct	Payroll Check to be deposit at Hemet Bank	36 000.00
02/14/2024	18169	S C E	Monthly Charge	218.95
02/20/2024	18170	Arrow Printing, Inc	Rubber Stamp & Nussiness Cards Curt	177.47
02/20/2024	18171	BEST BEST & KRIEGER	Monthly Legal Services	17 621.26
02/20/2024	18172	Curtis Sauer	Office Expenses	391.39
02/20/2024	18173	Genuine Auto Parts/ Napa Riverside	Auto Parts Monthly Charge	223.80
02/20/2024	18174	Rogers, Anderson, Malody & Scott, LLP	State Report Filing	650.00
02/20/2024	18175	S.C.E	Monthly Charge	82.04
02/20/2024	18176	SC Fuels	Purchase GAS & Dsl	5 229.25
02/20/2024	18177	Idyllwild Water Distinct	Payroll Check to be deposit at Hemet Bank	33 000.00
			<b>TOTAL DISTRICT WARRANTS</b>	<b>\$278,030.03</b>

**OTHER DISBURSEMENTS:**

TOTAL PAYROLL	\$65,244.00
L.A.I.F. ELECTRONIC TRANSFERS	\$0.00
BANK SERVICE CHARGES AND FEES	\$265.00
<b>TOTAL DISTRICT WARRANTS &amp; OTHER DISBURSEMENTS</b>	<b>\$343,539.03</b>



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** March 20, 2024  
**Subject:** Item 1C – Operations Report

---

### Recommendation:

Board of Directors accept February 2024 Operation Report.

### Attachments:

- Monthly Operations Report
- Well Production Data



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** March 20, 2024  
**Subject:** Item 1C – Operations Report

---

### Recommendation:

The Board of Directors accepts the February 2024 Operation Report.

### Attachments:

- Monthly Operations Report
- Well Production Data



# Idyllwild Water District

## Monthly Operations Report

### February 2024

Supplies to System	775,138 CF	17.79 AF	
<b>Increase / Decrease</b>	81,018 CF	12% Billing Period	-8% Daily Demand
Number of Wells Available	10	323 GPM Available	
Water Sales	632,168 CF	46,426 CF Non-Water Sales	
Total Water/Non-Water Sales	678,594 CF	12% Loss	

Full-Time	FV1A	1
Part-Time	2, 4, 13, 15, 23, 24, 28, FV2, Golden Rod	9

Strawberry Creek Diversion	0 CF	0.00 AF	33.03 AFY
Lilly Creek Flow	98,017 CF	2.25 AF	10.56 AFY
Foster Lake Level (Max. 18')	18 Feet	0 Inches	

Non-Water Sales	Gallons	CF
<b>WTP Backwash</b>		
IWD Flushing	10,000	1,337
Main Line Leaks		
Distribution Line Leaks		
Fire Dept. Usage, Per IFPD	10,000	1,337
Hydrant Sales		
Wastewater Plant	4,540	607
Storage Tanks Variance	322,724	43,145
<b>Total</b>	<b>347,264</b>	<b>46,426</b>

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
April	138.8	323	43%	1
Mar	150.2	323	47%	1
Feb	160.5	323	50%	1
Jan	168.6	323	52%	2
Dec	155.6	323	48%	1
Nov	162.0	323	50%	1

Not Included in Total

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

Foster Lake Area	SL #3 2	SL #7 6	SL #14 12	FL Avg. 7
Creek Area	PL #23 218	PL #24 67		
Nature Center	SL #26 26	SL #27 22	PL #28 405	
Fern Valley	PL FV1A 312	PL FV2 307		

#### Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	21.7	253,847
Rock Dale Tank	2,718	21.3	57,893
Delano Tank	1,337	17.0	22,729
South Ridge Tank	3,509	18.6	65,267
Wild Wood Tank	919	12.0	11,028
Golden Rod Tank	891	21.7	19,335

Total	430,099 CF	Storage Supplies Max. 3.702 MGD	87%
Storage in MGD	3.22		
Production Days	29	Production Minutes 41,760	Average GPM 138.9

**Idyllwild Water District**  
**Well Production Data**  
**February 2024**

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal		-				
2	Foster Lake	173,050	4.0	PT	On	100.2	
4	Foster Lake	86,820	2.0	PT	On	27.4	
10	Foster Lake		-	PT	Off		
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake	76,130	1.7	PT	On	32.0	
15	Foster Lake		-	PT	On		
16	Foster Lake		-				
23	Stratton	53,990	1.2	PT	On	49.1	
24	Curtis		-				
25	Donahoo		-				
26	Nature Center		-				
27	Nature Center		-				
28	Rock Dale	41,425	1.0	PT	On	22.0	
FV1A	Fern Valley	231,030	5.3	FT	On	38.7	
FV2	Fern Valley	145,979	3.4	PT	On	35.9	
31	Golden Rod	46,760	1.1	PT	On	17.5	
	Oakwood		-				
<b>Total</b>		<b>855,184</b>	<b>19.63</b>			<b>322.8</b>	

Cedar Glen Meter	<u>302,714</u> CF	<u>6.9</u> AF
District Production	<u>472,424</u> CF	<u>10.8</u> AF
<b>Total Supplies to System</b>	<b><u>775,138</u> CF</b>	<b><u>17.8</u> AF</b>

Days of Production	<u>29</u>	Minutes of Production	<u>41,760</u>
Average System GPM	<u>138.80</u>		

# Idyllwild Water District

## Well Statics

February 2024

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	MA	2.0	SL	
7	MA	6.0	SL	
14	MA	12.0	SL	Foster Lake Average = 6.7
23	MA	218.0	SL	
24	MA	67.0	SL	
26	MA	26.0	SL	
27	MA	22.0	SL	
28	MA	405.0	PL	
FV1A	MA	312.0	PL	
FV2	MA	307.0	PL	
31 - GR	MA	192.0	SL	
MW6				
FL2	MA	14.0	PL	
FL4	MA	20.0	PL	
6	MA	17.0	SL	
FL10	MA		SL	OUT OF SERVICE 2/1 - 3/1
FL13	MA	9.0	SL	
FL15	MA	9.0	SL	
19	MA	37.0	SL	



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** March 20, 2024  
**Subject:** Item 1D – Information

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### Information:

Interim General Manager contract

### Attachments:

- Contract

# INTERIM GENERAL MANAGER EMPLOYMENT AGREEMENT

## IDYLLWILD WATER DISTRICT

This Interim General Manager Employment Agreement ("Agreement") dated and executed as of February \_\_, 2024 is between Idyllwild Water District ("Employer" or "District") a government entity formed under Section 30000 of the California Water Code, and Curt Sauer an individual ("Employee"). Employer and Employee (collectively "Parties") agree to the following terms and conditions of employment.

1. Period of Employment. Employer shall employ Employee from the Effective Date of this Agreement for an initial period of three (3) months or until the employment is terminated in accordance with Section 2 of this Agreement, whichever is earlier. The Effective Date of this Agreement shall be February 5, 2024, or the date this Agreement is approved by the District. After the initial three (3) month period of employment, at the discretion of and subject to the decision and approval of the Board of Directors of the District ("Board"), Employee may be employed thereafter for successive three (3) month periods under the same terms as set forth in this Agreement. Before the end of each three (3) month period of employment, the Board will determine if the District will continue to employ Employee for another three (3) month period, and will so notify Employee of its decision.

2. At-Will Employment. The Employee expressly agrees that the subject employment relationship under this Agreement is "at will" and that the Employee serves at the pleasure of the Board. The continued employment of the Employee will depend, among other things, on the satisfactory performance of the duties and responsibilities of the Employee set forth in <sup>in the</sup> the District's General Manager job description, which appears as Exhibit "A" attached hereto, and the performance of additional tasks and duties which may be required by the District. Employer may terminate the Agreement for any lawful reason or no reason without Skelly or appeal procedures upon two (2) weeks' written notice to Employee, and Employee may similarly terminated<sup>ed</sup> the Agreement upon two (2) weeks' written notice to Employer.

3. Position and Responsibilities.

(a) Position. Employee accepts employment with Employer as its Interim General Manager and shall lawfully and competently perform all services appropriate to that position, as well as such other services consistent with the General Manager position as may be assigned by Employer's Board. These duties include, but are not limited to, those set forth in the District's General Manager description, which appears as Exhibit "A," and participation as necessary and/or directed by the Board in the search for a permanent District General Manager. The District's Board may at any time during the term of this Agreement modify any provisions of the General Manager job description without further notice to the Employee. Employee understand that the Interim General Manager position is a full-time position, and agrees to devote the required time and his best efforts and attention to the satisfactory performance of his duties. Except as otherwise required by the duties of the Interim General Manager position, Employee shall generally observe a work schedule which matches the work schedule of other District employees, which is five (5) days per week / eight (8) hours per day, and then four (4) days per week / ten (10) hours per day during daylight saving time.

(b) Other Activity. Employee (during his employment with Employer) shall not engage, directly or indirectly, in any other business, commercial, or professional activity (whether or not pursued for pecuniary advantage) that is or may generate financial or other conflict of interest, including time commitments, with his position as Interim General Manager or the appearance thereof. Nor shall Employee seek or accept any personal enrichment or profit derived from confidential information or misuse of public property or time. If Employee is not certain whether or not a particular proposed outside activity is permitted under this Agreement, he shall ask the Board in writing for a determination thereon before engaging in the activity, and the Board shall within thirty (30) days make a determination thereon. Failure to act on the part of the Board Directors within said thirty (30) day period shall not be deemed approval.

4. Compensation and Benefits.

(a) Compensation. Employee's salary shall be based on an annual salary of one hundred and forty-four thousand dollars (\$144,000), prorated and paid on the District's regular pay-days. As a salaried employee, Employee agrees to devote the required time and effort to completely and satisfactorily fulfill and carry out his duties and acknowledges and understands that the Interim General Manager position is a full-time position. The position is exempt from overtime under District policies and law, including but not limited to the Fair Labor Standards Act ("FLSA").

(b) Benefits. Employee shall be entitled to receive the same benefits provided to all District employees, except as otherwise set forth in subparagraphs (1) through (6) as follows:

(1) Automobile. The District will provide Employee with a vehicle to use to carry out the duties of the position of Interim General Manager, which vehicle will be fully ~~dated~~ *in detail dated* prior to being delivered to Employee for use. Such vehicle shall be used by Employee for transportation to and from District offices each day and other locations at which Employee is required to conduct District business, and such other incidental use as may be permitted by District policy. The District will also reimburse Employee for an amount up to thirty dollars (\$30) per month for amounts spent by Employee to have the District vehicle washed.

(2) Expenses. Employer shall reimburse Employee for reasonable travel and other business expenses incurred by Employee in the performance of his duties, in accordance with Employer's policies, as they may be amended in Employer's sole discretion. However, such travel expenses, including but not limited to mileage, shall not be duplicative of any car expenses already covered by this Agreement.

(3) Inclement Weather / Late Meetings Accommodations. Due to the mountainous location of the District, and the fact that snow and rain can cause road closures, the District will provide overnight accommodations to Employee when Employee is required to stay in Idyllwild overnight because of inclement weather or because Employee was required to attend a late meeting at the District.

(4) Paid Time Off ("PTO"). Employee shall be eligible to receive three hundred and twenty (320) hours of paid time off annually. Employee's PTO bank shall be credited with eighty (80) hours upon commencement of employment, which will be available for immediate use, and Employee will accrue PTO at a consistent rate thereafter. Employee is entitled to cash out accrued PTO at separation.

(5) Life Insurance. The District shall pay premiums in an amount up to four hundred and fifty dollars (\$450) per month for an accidental death and dismemberment (AD&D) insurance policy for Employee with coverage in the amount of one million dollars, subject to Employee satisfying all policy qualifications.

(6) No Paid Administrative or Retirement Benefits. Employee is not eligible to receive paid administrative benefits provided to other District employees, nor is Employee eligible to participate in or receive any District retirement benefits, unless otherwise required by the District's plan or by law.

5. Evaluation. Employee during the term of his employment under this Agreement will be evaluated at regular interval(s) selected by the Board. Failure of the Board to provide such evaluation and/or the results of such evaluation(s) shall not in any way limit the Board's ability to terminate this Agreement pursuant to Section 2.

6. Defense and Indemnity. To the extent permitted by law, the District shall defend and indemnify Employee against all necessary expenditures and losses incurred by the Employee in direct consequence of the lawful discharge of his duties, in accordance with the Government Code to the extent a civil action, proceeding or claim arises out of actions performed in the course and scope of Employee's duties for the Employer in accordance with Government Code 995, et seq., unless the employee acted or failed to act because of actual fraud, corruption, or actual malice, or the defense would create a specific conflict of interest between the public entity and the employee. However, pursuant to Government Code Section 53243.1, any agreement by District to fund the legal criminal defense of Employee shall require that any funds provided for that purpose be fully reimbursed to District if Employee is convicted of a crime involving an abuse of his office or position.

7. Proprietary Information. "Proprietary Information" is all information and any idea pertaining in any manner to the business of Employer (or any Employer affiliate), its employees, clients, consultants, or business associates, which was produced by any employee of Employer in the course of their employment or otherwise produced or acquired by or on behalf of Employer. Proprietary Information shall include, without limitation, trade secrets, product ideas, inventions, processes, formulas, data, know-how, software and other computer programs, copyrightable material, marketing plans, strategies, sales, financial reports, forecasts, and customer lists. All Proprietary Information not generally known outside of Employer's organization, and all Proprietary Information so known only through improper means, shall be deemed "Confidential Information." During his employment by Employer, Employee shall use Proprietary Information, and shall disclose Confidential Information, only for the benefit of Employer and as is necessary to perform his job responsibilities under this Agreement. Following termination, Employee shall

not use any Proprietary Information and shall not disclose any Confidential Information, except with the express written consent of Employer. Employee's obligations under this Section shall survive the termination of his employment and the expiration of this Agreement. This paragraph shall not be construed to allow a violation of any law, including but not limited to the Public Records Act, and shall be read in harmony with its provisions and exceptions.

8. Notices. Any notice or other communication under this Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to Employer at the address below, or to Employee at the last known address maintained in Employee's personnel file. Employee shall be obligated to notify Employer in writing of any change in his address. Notice of change of address shall be effective only when done in accordance with this Section.

Employer's Notice Address:

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

Employee's Notice Address:

Address on file with District.

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

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

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

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



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

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

15. Representations Made by the Employee. The Employee understands that the District materially relied on the representations made by the Employee on his resume and interviews with the Board regarding his past employment and further affirms that such representations are true and correct.

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

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

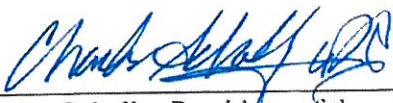
18. Interpretation. This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible for any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

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

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

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

IDYLLWILD WATER DISTRICT

By:   
\_\_\_\_\_  
Charles Schelly, President of the  
Idyllwild Water District

EMPLOYEE

By:   
Curt Sauer



# IDYLLWILD WATER DISTRICT

## Memo

To: Board of Directors  
From: Curt Sauer, General Manager  
Date: March 20, 2024  
Subject: Item 2 – General Manager Report

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### Recommendation:

General Manager Curt Sauer will present his report.

### Attachments:

- General Manager Report

*State of California*  
*State Water Resources Control Board*

IN ACCORDANCE WITH DIVISION 104, PART 1, CHAPTER 4, ARTICLE 3 OF  
THE HEALTH AND SAFETY CODE

Brian N. Wilson, Sr.

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER DISTRIBUTION SYSTEM  
AND IS HEREBY GRANTED THIS CERTIFICATE FOR

*Water Distribution Operator*

*Grade D2*

Operator Number: 56761  
Issued November 2023



*E. Joaquin Esquivel*  
E. Joaquin Esquivel  
Chair

*State of California*  
*State Water Resources Control Board*

IN ACCORDANCE WITH DIVISION 104, PART 1, CHAPTER 4, ARTICLE 3 OF THE  
HEALTH AND SAFETY CODE

Brian N. Wilson, Sr.


IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER TREATMENT FACILITY FOR  
PRODUCTION OF WATER FOR DOMESTIC USE AND IS HEREBY GRANTED THIS CERTIFICATE FOR

*Water Treatment Operator*

*Grade T2*

Operator Number: 46523  
Issued September 2023



  
E. Joaquin Esquivel  
Chair



# IDYLLWILD WATER DISTRICT

## Memo

To: Board of Directors

From: Curt Sauer, General Manager

Date: March 20, 2024

Subject: **Item 3 – Board Member and Meeting Decorum Resolution #714, Policy #1**

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### **Discussion:**

The Board of Directors will discuss the existing Board Member and Meeting Decorum Policy, Resolution #714, Policy #1.

### **Attachments:**

- Policy #1, Board Member and Meeting Decorum



## **IDYLLWILD WATER DISTRICT**

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

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

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

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

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

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

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

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

## **Board Policy #1**

### **RESPONSIBILITIES**

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

#### **Decorum Expectations**

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

#### **Legal Responsibility**

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

#### **Ethics**

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



## **Employee Relations**

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

## **Attendance and Preparation**

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

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

## **Policy During Board Meetings**

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

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

### **Policy After Board Meetings**

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

### **Board Policy #2**

## **COMPENSATION POLICY FOR DISTRICT OFFICIALS**

### **MEETING STIPENDS**

#### **1. General**

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

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

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

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

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

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

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

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

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

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

#### 4. Aggregate Limits

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

### **Board Policy #3**

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

##### A. Purpose

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

##### B. Board Meeting Noticing

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

##### C. Board Meeting Minutes

###### 1. General

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

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

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

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

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

### 3. Approval of Minutes

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

### 4. Maintenance of Minutes

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

### 5. Public Access to Minutes

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

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

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

#### a. Recording Protocol

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

#### b. Public Access to Audio Recordings

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

## D. Public Comment

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

## **Board Policy #4 REIMBURSEMENT FOR TRAVEL/EXPENSES FOR BOARD MEMBERS**

### **A. AUTHORIZED EXPENSES**

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

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

## **B. COST CONTROL**

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

### **1. Transportation**

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

### **2. Airfare**

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

### **3. Automobile**

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

### **4. Car Rental**

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

## 5. Taxis/Shuttles

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

## 6. Lodging

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

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

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

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

## 7. Meals

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

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

## 8. Per Diem Rate

### 1. Overnight Travel

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

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

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

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

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

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

#### **10. Internet**

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

### **Board Policy #5**

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

##### **General**

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

##### **Special Consideration**

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

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

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

### **A. General**

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

### **B. Negotiating Team**

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

### **C. Board Elections**

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

### **Standing Committees**

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

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

**Ad Hoc Committees**

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

RESOLUTION NO. 714

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

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

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

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

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

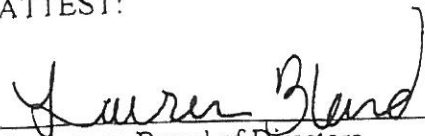
**PASSED AND ADOPTED** by the Board of Directors of the Idyllwild Water District at a regular meeting of the Board held on the 21<sup>th</sup> of October, 2015, by the following vote:

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

IDYLLWILD WATER DISTRICT

By   
President, Board of Director

ATTEST:

  
Secretary, Board of Directors



# IDYLLWILD WATER DISTRICT

## Memo

To: Board of Directors  
From: Curt Sauer, General Manager  
Date: March 20, 2024  
Subject: Item 4 – Wastewater Treatment Project Status

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### Discussion:

The Board of Directors will discuss the status of the Wastewater Treatment Project.



# IDYLLWILD WATER DISTRICT

## Memo

To: Board of Directors  
From: Curt Sauer, General Manager  
Date: March 20, 2024  
Subject: Item 5 – Strawberry Creek Diversion/ CEQA

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### Discussion:

The Board of Directors will discuss the status of the CEQA at the Strawberry Creek Diversion.

### Background:

The district got approval for easement and got recording and has now moved on to CEQA.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Curt Sauer, General Manager  
**Date:** March 20, 2024  
**Subject:** Item 6– Resolution No. 796 Water Stand-By Assessments for FY 2024-2024

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### Recommendation:

The Board of Directors will set a date of May 15, 2024, for a Public Hearing for water stand-by assessment fees for Fiscal Year 2024-2025 for undeveloped parcels within the Idyllwild Water District (water service area).

### Background:

To equitably allocate costs for benefits received by having water service available to undeveloped parcels, Idyllwild Water District has for decades imposed a Stand-BY Fee on unimproved lots within the Water Service area.

The fees of \$30.00 per acre are not proposed to change and will be collected on the unaided property tax bill issued by Riverside County.

### Attachment:

Resolution No. 796



## RESOLUTION NO. 796

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT APPROVING A WATER STANDBY CHARGE ON ALL UNIMPROVED LANDS WITHIN THE DISTRICT AND CONDUCTING A PUBLIC HEARING THEREON

The Board of Directors of the IDYLLWILD WATER DISTRICT ("District") hereby resolves as follows:

1. The Board of Directors of the District proposes to implement a water service standby, or availability, charge on all unimproved lands within Idyllwild Water District for the fiscal year July 1, 2024, to June 30, 2025, in accordance with, and pursuant to, Water Code Section 31032.1 et seq.
2. The charge is to be \$30.00 per acre per year for each acre of unimproved land and \$30.00 per year for each parcel of land that is less than 1 acre in size. "Unimproved land" is defined as those parcels of land upon which a water meter has not been set by the Idyllwild Water District.
3. All charges proposed to be levied shall be collected on the tax roll of Riverside County in the same manner, by the same persons and at the same time as, together with and not separately from, the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties.
4. The General Manager shall cause a written report to be prepared and filed with the Secretary of the District which shall contain a description of each parcel of real property and an amount of the charge for each parcel for the year.
5. A Public Hearing on the said written report was conducted by the Board of Directors of the District at 6:00 p.m., on May 15, 2024, in the meeting room in the offices of the District, located at 25945 Hwy. 243, Idyllwild, California 92549. At this hearing, the Board of Directors heard and considered all public testimony. At the close of the Public Hearing, the Board of Directors may adopt, revise, change, reduce or modify the proposed charge.
6. The District published a notice of the filing of the written report of the time and place of the Public Hearing thereon in accordance with Government Code, Section 6066 prior to the date set for the Hearing in the Idyllwild Town Crier, a newspaper of local general circulation and shall post a similar notice in no less than three public places within the District.



circulation and shall post a similar notice in no less than three public places within the District.

THEREFORE, BE IT RESOVED THAT, the Board of Directors of the Idyllwild Water District approves a Water Standby Fee charge in amount of \$30.00 per acre per year for each acre and \$30.00 per year for each parcel of land that is less than one acre in size on all unimproved lands within the District.

Adopted this 15th day of May 2024.

IDYLLWILD WATER DISTRICT

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Dr. Charles Schelly, President Board of Directors

ATTEST:

I, Curt Sauer, Secretary of the IDYLLWILD WATER DISTRICT, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the IDYLLWILD WATER DISTRICT at its meeting of May 15, 2024, by the following vote:

**AYES:**

**NAY:**

**ABSTAIN:**

**ABSENT:**

In witness whereof, I have executed by statement and affix the official seal of the Idyllwild Water District this 15<sup>th</sup> day of May 2024.

Idyllwild Water District

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Curt Sauer, Secretary to Board of Directors



# IDYLLWILD WATER DISTRICT

## Memo

To: Board of Directors

From: Curt Sauer, General Manager

Date: March 20, 2024

Subject: Item 7– Resolution No. 797 Sewer Stand-By Assessments for FY 2024-2025

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### Recommendation:

The Board of Directors will set a date of May 15, 2024, for a Public Hearing for sewer standby assessment fees for Fiscal Year 2024-2025 for undeveloped parcels within the Idyllwild Water District Improvement District No.1 (sewer service area).

### Background:

To equitably allocate costs for benefits received by having sewer service available to undeveloped parcels, Idyllwild Water District has for decades imposed on a Stand-By Fee on unimproved lots within the Sewer Service area.

The fees of \$30.00 per acre are not proposed to change and will be collected on the unaided property tax bill issued by Riverside County.

### Attachment:

Resolution No. 797



RESOLUTION NO. 797

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE IDYLLWILD WATER DISTRICT/IMPROVEMENT DISTRICT #1  
APPROVING A SEWER STANDBY CHARGE ON ALL UNIMPROVED LANDS WITHIN  
THE**

**DISTRICT AND CONDUCTING A PUBLIC HEARING THEREON  
The Board of Directors of the IDYLLWILD WATER DISTRICT - IMPROVEMENT  
DISTRICT #1 ("District") hereby resolves as follows:**

1. The Board of Directors of the District proposes to implement a sewer and waste service standby, or availability, charge on all unimproved lands within Improvement District #1 for the fiscal year July 1, 2024, to June 30, 2025, in accordance with, and pursuant to, Water Code Section 31032.1 et seq.
2. The charge is to be \$30.00 per acre per year for each acre of unimproved land and \$30.00 per year for each parcel of land that is less than 1 acre in size. "Unimproved land" is defined as those parcels of land upon which a water meter has not been set by the Idyllwild Water District.
3. All charges proposed to be levied shall be collected on the tax roll of Riverside County in the same manner, by the same persons and at the same time as, together with and not separately from, the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties.  
The General Manager shall cause a written report to be prepared and filed with the Secretary of the District which shall contain a description of each parcel of real property and an amount of the charge for each parcel for the year.
4. A Public Hearing on the said written report was conducted by the Board of Directors of the District at 6:00 p.m., on May 15, 2024, in the meeting room in the offices of the District, located at 25945 Hwy., Idyllwild, California 92549. At this Hearing, the Board of Directors heard and considered all public testimony. At the close of the Public Hearing, the Board of Directors may adopt, revise, change, reduce or modify the proposed charge.
5. The District published a notice of the filing of the written report of the time and place of the public hearing thereon in accordance with Government Code, Section 6066 prior to the date set for the Hearing in the Idyllwild Town Crier, a newspaper of local general circulation and shall post a similar notice in no less than three public places within the District.





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Curt Sauer, General Manager

**Date:** March 20, 2024

**Subject:** Item 8 – 2024 Election of Officers of the Board of Directors

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### Recommendation:

Staff recommends the Board of Directors elect a President and Vice President for the 2024 calendar year.

### Background:

Idyllwild Water District Directors are elected to the position of President and Vice President for 1-year terms beginning in March and ending in December. The board holds elections for these positions at the December Regular Board Meeting. However, since there was a vacancy on the Board and the elected candidate would get sworn in at the March Regular Board Meeting, we waited.

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