



REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

April 17, 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: Apr 17, 2024, 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88543710729?pwd=fPQSENejNBTx3AB6lpoN9lbaLT8RyV.1>

Meeting ID: 885 4371 0729

Passcode: 628060

One tap mobile

+16694449171,,88543710729#,,,,*628060# US

+17193594580,,88543710729#,,,,*628060# US

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Passcode: 628060

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**Vice President Szabadi will participate remotely from:
Hajós Street No. 9, Budapest, Hungary**

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the district. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not act on the item at this meeting. As to matters on the agenda, 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

| | |
|------------------------|------------------|
| Special Board Meeting: | January 16,2024 |
| Regular Board Meeting: | January 17, 2024 |
| Special Board Meeting: | January 24,2024 |
| Special Board Meeting: | January 27,2024 |
| Regular Board Meeting: | February 21,2024 |
| Regular Board Meeting: | March 20, 2024 |
| Special Board Meeting: | April 2, 2024 |

B. FINANCIAL REPORTS

- a. Income statement for the ninth month ending March 31, 2024
- b. District warrants for March 2024
 - Check #18178-18233 = \$ 348,821.42
 - Gross Payroll = \$ 69,495
 - Federal/State PR taxes = \$ 5,680
 - LAIF Transfers = \$ 0
 - Transfers/charges = \$ 361

C. OPERATIONS REPORT

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 #2 and #3**
The Board of Directors will Discuss the existing Board Member and Meeting Decorum Policy # 2 and # 3.
4. **LOWER ADMINISTRATION BUILDING**
The Board of Directors will discuss the project status of the Lower Administration Building.

CLOSED SESSION

5. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Public Employee Performance Evaluation § 54957 Title: General Manager
6. **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, May 15, 2024, at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA 92549.

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. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the district staff in assuring those reasonable arrangements can be made to provide accessibility to the meeting.



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Curt Sauer, General Manager
Date: April 17, 2024
Subject: Item 1A – Board Minutes

Recommendation:

The Board of Directors approves the following:

- January 16, 2024, Special Board meeting Minutes
- January 17, 2024, Regular Board meeting Minutes
- January 24, 2024, Special Board meeting Minutes
- January 27, 2024, Special Board meeting Minutes
- February 21, 2024, Regular Board meeting Minutes
- March 20, 2024, Regular Board meeting Minutes
- April 2, 2024, Special Board meeting Minutes

Attachments:

- January 16, 2024, Special Board meeting Minutes
- January 17, 2024, Regular Board meeting Minutes
- January 24, 2024, Special Board meeting Minutes
- January 27, 2024, Special Board meeting Minutes
- February 21, 2024, Regular Board meeting Minutes
- March 20, 2024, Regular Board meeting Minutes
- April 2, 2024, Special Board meeting Minutes



MINTUNES FOR SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

January 16, 2024 – 6:00 P.M.

AGENDA

CALL TO ORDER

President Schelly called meeting to order 6 p.m.

ROLL CALL

President Schelly, Vice President Szabadi, Director Kunkle, Director Olson and Chief Financial Officer Shouman were physically present.

PUBLIC COMMENTS

None.

The Board moved into closed session at 6:05 p.m.

CLOSED SESSION

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Public Employee Discipline/Dismissal/Release - Govt. Code § 54957;
Title: General Manager

The Board returned into open session at 7:20 p.m.

REPORT FORM CLOSED SESSION

The Board announced that the General Manager Leo Havener will be placed on 30 days paid administration leave per his contract and then he will be dismissed. Hosny Shouman will be acting General Manager until the hire of the new General Manager.

DIRECTORS COMMENTS

None.



ADJOURNMENT

Board adjourned at 7:25 p.m.

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.

Idyllwild Water District

BY: _____

Hosny Shouman

Board Secretary

Idyllwild Water District

BY: _____

Dr. Charles Schelly

Board President



MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

January 17, 2024 – 6:00 P.M.

CALL TO ORDER

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

ROLL CALL

President Schelly, Vice President Szabadi, Director Kunkle, Director Olson and Acting General Manager Hosny Shouman were physically present. Ryan Guiboa, the Attorney in Law from BBK attended via Zoom.

PUBLIC COMMENTS

Brian Wilson spoke about his employment experience at Idyllwild Water District and along with Tyla Wheeler. Mark LaMont spoke about his concerns about Idyllwild Water and the reporting number that is being used for the water reports and how much usage is getting dumped on the Fire Department and he is looking forward to having a good working relationship with our agency. Stephiane Yost spoke about her concerns with employees and lack of discipline. Larry Donahoo spoke about concerns about a well easement and certificate of insurance that has never been provided to him from many requests and requested that no Idyllwild Water District personnel go on his property, until information is provided. Matt Wheeler spoke about an incident that his wife, son, and himself encountered from Mr. Reyes. Leslie Schelly expressed her appreciation to The Board for all the time and effort it put into preparing a meeting. She asked for The Board to really direct the new manager to what is best for the community and to work on relationships with neighboring agencies and to fill them on the district's past. Amy Hawley spoke about a revolving door at Idyllwild District. She also said there is no HR department. John Stamper spoke very highly about interactions with former employees and didn't understand why two employees were let go. Rachel Teeguarden spoke about her "run in" with Mr. Reyes. Kevin Holldber spoke about how Idyllwild Water District and how they drive their work vehicle recklessly.

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 fifth 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 the sixth month 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

Director Olson asked about the financial statements under "general" where it says we are over budget by \$150,000. He wanted clarification. Hosny clarified that it was for roofing at the sewer plant, removal of the tree and the carbon filter (GAC).

PUBLIC COMMENTS

None

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

The vote was as follows:



AYES

Director Kunkle
Director Olson
Vice President Szabadi
President Schelly

NAYS

ABSTAIN

ABSENT

Motion approved.

INFORMATION

2. GENERAL MANAGER REPORT

DIRECTORS COMMENTS

The board voted a 4-0 vote at the January 16th, 2024, board meeting to place General Manager Leo Havener 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

President Schelly explained they 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



DIRECTORS COMMENTS

None

PUBLIC COMMENTS

Art Connor asked what chapter nine was about and The Board answered it was about going through definitions 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 Szabadi recommended putting Leo Havener on admin leave per his contract required him.

A 30-day's notice 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

BY: _____

H. Shouman
BOARD SECRETARY

IDYLLWILD WATER DISTRICT

BY: _____

Dr. Charles Schelly
BOARD PRESIDENT



MINUTES FOR SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

January 24, 2024 – 6:00 P.M.

AGENDA

CALL TO ORDER

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

ROLL CALL

Director Olson, Director Kunkle, Vice President Szabadi and President Schelly were present. Acting General Manager Hosny Shouman and General Counsel Ryan Guiboa were also present.

PUBLIC COMMENTS

None

The Board moved into closed session at 6:05 p.m.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL -ANTICIPATED LITIGATION:
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of section 54956.9:(Two Cases)

The Board returned into open session at 7:30 p.m.

REPORT FORM CLOSED SESSION

None.

DIRECTORS COMMENTS

None.



ADJOURNMENT

Board adjourned at 7:31 p.m.

The next Board meeting is a Regular Meeting scheduled for Wednesday February 21, 2024, at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243 Idyllwild, CA 92549.

Idyllwild Water District

Idyllwild Water District

BY: _____
Hosny Shouman
Board Secretary

BY: _____
Dr. Charles Schelly
Board President



MINUTES SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

January 27, 2024 – 10:00 A.M.

AGENDA

CALL TO ORDER

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

ROLL CALL

Director Olson, Director Kunkle, Vice President Szabadi and President Schelly were present, along with acting General Manager Hosny Shouman.

PUBLIC COMMENTS

None.

The Board moved into closed session at 10:05 a.m.

CLOSED SESSION

1. PUBLIC EMPLOYEE APPOINTMENT

Public Employee Appointment - Govt. Code § 54957;
Title: General Manager

The Board returned into open session at 11:30 a.m.

REPORT FROM CLOSED SESSION

None.

DIRECTORS COMMENTS

None.



ADJOURNMENT

Board adjourned at 11:31 a.m.

The next Board meeting is a Regular Meeting scheduled for Wednesday February 21, 2024, at 6:00 p.m. to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243 Idyllwild, CA 92549.

Idyllwild Water District

Idyllwild Water District

BY: _____
Hosny Shouman
Board Secretary

BY: _____
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 seventh 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 add the financials for October, November, and December in the January minutes.

PUBLIC COMMENTS

None

A motion was made by Director 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 Interim General Manager Curt Sauer.

PUBLIC COMMENTS

Dave Hunt asked questions about how the drinking fountain was going to get metered. Steve Moulton 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 with investing an additional \$100,000.00. The Board had previously approved up to \$500,000.00 to invest in a previous meeting.

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 Moulton 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:

| | | | |
|---|--------------------|-----------------------|------------------------|
| <u>AYES</u> | <u>NAYS</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
| Director Olson Director Kunkle President Shelly | | | Vice President Szabadi |

Motion approved.

ADJOURNMENT

Board adjourned at 6:32 p.m.
Idyllwild Water District

Idyllwild Water District

BY: _____
Curt Sauer
Board Secretary

BY: _____
Dr. Charles Schelly
Board President



REGULAR MEETING OF THE BOARD OF DIRECTORS

**IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549**

March 20, 2024 – 6:00 P.M.

CALL TO ORDER

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

SPECIAL ORDER OF BUSINESS

Mitch Davis was sworn in.

ROLL CALL

President Schelly, Vice President Szabadi, Director Kunkle, Director Olson and Director Davis were physically present. Acting Interim General Manager Sauer and Chief Financial Officer Shouman and Holland Stewart, an Attorney in Law from BBK were present. Also, Cynthia Germano an Attorney in Law from BBK was present via Zoom in closed session.

PUBLIC COMMENTS

John Jacobs wanted to express his appreciation to the board for the change management that has taken place. He also talked about the board and communication to the public and optics. He also welcomed the new General Manager. Director Kunkle mentioned that there is an upcoming election this year, we will have three seats open.



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 eighth 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

DIRECTOR COMMENTS

President Schelly mentioned he has spoke with another director and they would like to review the January and February minutes again and talk with the manger about the corrections that need to be done before approving. In the Operations Report there was clarification for the Fire Department water usage from Director Olson and Director Szabadi. President Schelly asked for clarification under the Operations Report and the static numbers.

PUBLIC COMMENTS

None.

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



The vote was as follows:

AYES

Director Davis
Director Olson
Director Kunkle
Vice President Szabadi
President Shelly

NAYS

ABSTAIN

ABSENT

Motion approved.

INFORMATION

2. GENERAL MANAGER REPORT

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

DIRECTOR COMMENTS

Director Olson said thank you. Director Szabadi asked for updates on the lower building and a time frame. President Schelly about the employee retention and asked if there was an exit interview that look place with former employee. President Schelly commented that he heard through the public that all districts were working together and collaborating with one another.

PUBLIC COMMENTS

Jessica Priefer commented how wonderful it was to see everyone working together. David Jermone asked for clarification on Chief Field Water Operator being on administrative leave and wanted clarification on someone being brought on by Mr. Sauer. John Jacobs asked if there was an overview for the status treatment plant. Steve Moulton asked about the five meters mentioned and was concerned because we just installed new meters. Mike ?? asked if we had all the staff needed to work in The Field and at The Wastewater Treatment Plant.

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.



DIRECTOR COMMENTS

Director Szabadi mentions on page 4 under Board Policy #2 the stiped is now \$50, not \$100. President Schelly read through a few lines on page 1 and wanted to make sure that The Board was formulized with the "business judgment rule". Shouman mentioned about page number 3 about adding an agenda item contacting the General Manager or the Board President.

PUBLIC COMMENTS

None.

4. WWTP PROJECT STATUS

The Board of Directors will discuss the status of the WWTP.

DIRECTOR COMMENTS

Director Szabadi mentioned a fourth item was forgotten about, they must file an application for grants, and they are missing their proposed deadlines. They have been paid in full, and they are extending the timeline by 3 months. He then expressed his disappointment. President Schelly asked about the GEO technical report asked if there were any issues that were reported. He also enquired about the status of the property.

PUBLIC COMMENTS

John Jacobs wanted clarification on why the Indian Tribes were involved in the CEQA process.

5. STRAWBERRY CREEK DIVERSION/ CEQA

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

DIRECTOR COMMENTS

Director Kunkle was hoping Ryan was going to be there to help explain things better. There was clarification and they have secured the easement with the Riverside County Recorder Office and it's under review for the CEQA. President Schelly asked for clarification on the timeline on this process.

PUBLIC COMMENTS

Steve Moulton asked about the easement and wanted clarification about what easement it was.



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 Idyllwild Water District (water service area).

DIRECTOR COMMENTS

None.

PUBLIC COMMENTS

Steve Moulton asked for clarification on the dates.

A motion was made by Vice President Szabadi to approve the date of May 15, 2024, for a Public Hearing for water stand-by assessment fees for Fiscal Year 2024-2025, and Director Davis seconded.

The vote was as follows:

AYES

Director Davis
Director Olson
Director Kunkle
Vice President Szabadi
President Shelly

NAYS

ABSTAIN

ABSENT

Motion approved.

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

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

DIRECTOR COMMENTS

None.

PUBLIC COMMENTS



None.

A motion was made by Vice President Szabadi to approve the May 15, 2024, for a Public Hearing for sewer stand-by assessment fees for Fiscal Year 2024-2025, and Director Olson seconded.

The vote was as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---|-------------|----------------|---------------|
| Director Davis Director Olson Director Kunkle Vice President Szabadi President Shelly | | | |

Motion approved.

8. ELECT PRESIDENT AND VICE PRESIDENT

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

DIRECTOR COMMENTS

General Manager/Board Secretary Sauer facilitated nominations and election of officers.

PUBLIC COMMENTS

None.

A motion was made by Vice President to nominate President Schelly as Board President for calendar year 2024. Director Olson seconded.

The vote was as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---|-------------|-------------------|---------------|
| Director Olson Director Davis Director Kunkle Vice President Szabadi | | President Schelly | |

Motion approved.



A motion was made by Director Davis to nominate Vice President Szabadi as Board Vice President for calendar year 2024. Director Kunkle seconded.

The vote was as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|--|-------------|----------------|------------------------|
| Director Olson Director Davis Director Kunkle President Schelly | | | Vice President Szabadi |

Motion approved.

DIRECTORS CLOSING COMMENTS

Chief LaMont thanks the board for making efforts to get a new manager, and he wanted to thank the new General Manger.

The Board moved to Closed Session at 7:02 p.m.

CLOSED SESSION

9. CONFERENCE WITH LEGAL COUNSEL

Significant Exposure to Litigation Govt. Code§ 54956.9(d)(2). One (1) matter.

The Board returned into open session at 8:02 p.m.

REPORT FROM CLOSED SESSION

No Reportable action.

DIRECTOR COMMENTS

None.



ADJOURNMENT

The Board adjourned at 8:03 p.m.

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.

Idyllwild Water District

BY: _____
Curt Sauer
Board Secretary

Idyllwild Water District

BY: _____
Dr. Charles Schelly
Board President



MINUTES MEETING FOR THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT
25945 Highway 243
Idyllwild, CA 92549

April 2, 2024 – 6:00 P.M.

CALL TO ORDER

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

ROLL CALL

Director Olson, Director Kunkle, Director Davis, Director Szabadi and President Schelly were present. General Manger Sauer, Chief Financial Officer Shouman and General Counsel Ryan Guiboa were also present.

PUBLIC COMMENTS

Dave Hunt complimented the District on recent improvements to the District and encouraged the Board to move swiftly on the hiring of a long term General Manager, as there are important items which need to be addressed by someone that will be here for the long term.

DISCUSSION ITEMS

1. WASTEWATER TREATMENT PLANT PROJECT STATUS

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

DIRECTOR COMMENTS

Director Kunkle suggested they should form a committee on this matter. Director Davis wanted to help, and Vice President Szabadi agreed. President Schelly asked for a Special Meeting so they can form a committee and gather their questions. The Board agreed to receive an updated report from the General Manager at the next regular meeting on April 17, 2024. The Board agreed to a special meeting, most likely in May.

PUBLIC COMMENTS

None.



The Board moved into closed session at 6:35 p.m.

CLOSED SESSION

2. CONFERENCE WITH LEGAL COUNSEL

Significant Exposure to Litigation Govt. Code§ 54956.9(d)(2). One (1) matter.

The Board returned into open session at 7:35 p.m.

REPORT FORM CLOSED SESSION

None.

DIRECTORS COMMENTS

None.

ADJOURNMENT

Board adjourned at 7:36 p.m.

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.

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: April 17, 2024
Subject: Item 1B – Financial Reports

Recommendation:

Board of Directors accept March 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 | March 2024 | | | Year to Date: July 2023 - March 2024 | | |
|----------------------------------|----------------|----------------|-----------------|--------------------------------------|------------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| Base - Residential / Commercial | 92,737 | 92,394 | 343 | 832,046 | 830,738 | 1,308 |
| Sales - Residential / Commercial | 50,371 | 80,000 | (29,629) | 542,438 | 720,000 | (177,562) |
| Other Operating Revenue | - | - | - | 3,390 | 1,000 | 2,390 |
| Other Non - Operating Revenue | - | - | - | - | - | - |
| Total Operating Revenues | 143,108 | 172,394 | (29,286) | 1,377,874 | 1,551,738 | (173,864) |

| Operating Revenue - Water | March 2024 | | | Year to Date: July 2023 - March 2024 | | |
|---------------------------------|----------------|----------------|-----------------|--------------------------------------|------------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| Base Rate - Residential | 67,829 | 67,679 | 150 | 609,090 | 608,339 | 751 |
| Base Rate - Commercial | 24,908 | 24,715 | 193 | 222,956 | 222,399 | 557 |
| Sales - Residential | 24,816 | 50,000 | (25,184) | 294,970 | 450,000 | (155,030) |
| Sales - Commercial | 25,555 | 30,000 | (4,445) | 247,468 | 270,000 | (22,532) |
| Sales - Sewer | - | - | - | - | - | - |
| Sales - Construction / Other | - | - | - | 3,390 | 1,000 | 2,390 |
| Transfer Fees | - | - | - | - | - | - |
| Turn On / Off Fees | - | - | - | - | - | - |
| Lien & Lien Release Fees | - | - | - | - | - | - |
| Delinquency Fees | - | - | - | - | - | - |
| Will Serve Letter Fees | - | - | - | - | - | - |
| Other Miscellaneous | - | - | - | - | - | - |
| Installation Fees | - | - | - | - | - | - |
| Capacity Fees | - | - | - | - | - | - |
| Total Operating Revenues | 143,108 | 172,394 | (29,286) | 1,377,874 | 1,551,738 | (173,864) |

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

| Water Sales Meter Size | March 2024 | | |
|---------------------------|----------------|----------------|----------------|
| | Residential | Commercial | Total CF |
| R1 5/8 | 380,805 | 87,318 | 468,123 |
| R2 3/4 | 3,182 | 16,616 | 19,798 |
| R3 1" | 5,841 | 92,507 | 98,348 |
| R4 1.1/2" | - | 21,636 | 21,636 |
| R5 2" | - | 4,173 | 4,173 |
| R6 3" | - | 741 | 741 |
| IA 3" | - | 89,369 | 89,369 |
| NC-WWTP | - | 792 | 792 |
| Total Water Sales | 389,828 | 313,152 | 702,980 |

| Water Accounts Meter Size | March 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" | - | 16 | 16 |
| R5 2" | - | 7 | 7 |
| R6 3" | - | 1 | 1 |
| IA 3" | - | 1 | 1 |
| NC-WWTP | - | 1 | 1 |
| Total Accounts | 1,494 | 187 | 1,681 |

| Sewer Accounts Service Type | March 2024 | | |
|--------------------------------|-------------|------------|------------|
| | Residential | Commercial | Total |
| Sewer Acct S | 424 | 168 | 592 |
| Fire Services F "2" | - | - | - |
| Fire Services F "3" | - | - | - |
| Fire Services F "4" | - | - | - |
| Total Sewer Accounts | 424 | 168 | 592 |

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 | March 2024 | | | | Year to Date: July 2023 - March 2024 | | | |
|--------------------------------------|--------------------------------------|-----------------|----------------|-----------------|----------------|--------------------------------------|------------------|------------------|----------------|
| | | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| 1 | Wages and Salaries Expenses | 56,240 | 63,000 | 6,760 | 10.73% | 491,635 | 567,000 | 75,365 | 13.29% |
| 2 | Retirement Plan and Life Insurance | 5,570 | 5,250 | (320) | -6.10% | 45,498 | 47,250 | 1,752 | 3.71% |
| 3 | Medical Insurance | 11,166 | 13,750 | 2,584 | 18.79% | 100,171 | 123,750 | 23,579 | 19.05% |
| 4 | Uniform Expenses | - | 317 | 317 | 100.00% | 700 | 2,850 | 2,150 | 75.44% |
| 5 | Worker's Comp Insurance | - | 683 | 683 | 100.00% | - | 6,150 | 6,150 | 100.00% |
| 6 | Retirement Medical Insurance | 4,583 | 2,867 | (1,716) | -59.87% | 22,234 | 25,800 | 3,566 | 13.82% |
| 7 | Board Reimbursement | 517 | 171 | (346) | -202.63% | 2,068 | 1,538 | (531) | -34.50% |
| 8 | Office Supplies | 34 | 1,778 | 1,744 | 98.09% | 8,124 | 16,005 | 7,881 | 49.24% |
| 9 | Office Cleaning Service | 240 | 317 | 77 | 24.21% | 1,680 | 2,850 | 1,170 | 41.05% |
| 10 | Postage and Mailing Fees | 744 | 1,029 | 285 | 27.71% | 5,914 | 9,263 | 3,349 | 36.15% |
| 11 | Training and Education | - | 483 | 483 | 100.00% | 802 | 4,350 | 3,548 | 81.56% |
| 12 | Reimbursement, Travel, Meals, Etc. | - | 313 | 313 | 100.00% | 225 | 2,813 | 2,588 | 92.00% |
| 13 | Dues, Fees, Subscriptions | 1,239 | 2,333 | 1,094 | 46.90% | 34,089 | 21,000 | (13,089) | -62.33% |
| 14 | Computer Services | 2,184 | 2,000 | (184) | -9.20% | 15,791 | 18,000 | 2,209 | 12.27% |
| 15 | Legal Services | 4,946 | 5,833 | 887 | 15.21% | 54,626 | 52,500 | (2,126) | -4.05% |
| 16 | Engineering and Consulting | 10,322 | 575 | (9,747) | -1695.13% | 10,322 | 5,175 | (5,147) | -99.46% |
| 17 | Utilities, Electricity | 6,635 | 6,750 | 115 | 1.70% | 148,057 | 60,750 | (87,307) | -143.72% |
| 18 | Utilities, Gas & Fuel | 525 | 717 | 192 | 26.74% | 525 | 6,450 | 5,925 | 91.86% |
| 19 | Utilities, Propane | 1,390 | 575 | (815) | -141.74% | 2,034 | 5,175 | 3,141 | 60.70% |
| 20 | Utilities, Telephone and Internet | 4,271 | 958 | (3,313) | -345.67% | 23,824 | 8,625 | (15,199) | -176.22% |
| 21 | Utilities, Waste Management Fees | 222 | 233 | 11 | 4.86% | 2,220 | 2,100 | (120) | -5.71% |
| 22 | Insurance, Liability, Auto, Property | - | 3,167 | 3,167 | 100.00% | 22,691 | 28,500 | 5,809 | 20.38% |
| 23 | Fees, State, County Water System | 1,557 | 6,083 | 4,526 | 74.41% | 43,474 | 54,750 | 11,276 | 20.60% |
| 24 | General Plant & Treatment Services | 100,259 | 11,000 | (89,259) | -811.45% | 274,233 | 99,000 | (175,233) | -177.00% |
| 25 | Vehicles Repairs & Maintenance | - | 2,083 | 2,083 | 100.00% | 2,599 | 18,750 | 16,151 | 86.14% |
| 26 | Laboratory Services | 1,212 | 3,583 | 2,371 | 66.18% | 23,739 | 32,250 | 8,511 | 26.39% |
| 27 | Water Security System | - | 263 | 263 | 100.00% | 600 | 2,363 | 1,763 | 74.60% |
| 28 | Advertising and Publishing | 108 | 1,108 | 1,000 | 90.26% | 3,652 | 9,975 | 6,323 | 63.39% |
| 29 | Bank Fee Charge | - | 708 | 708 | 100.00% | 332 | 6,375 | 6,043 | 94.79% |
| 30 | Water Maintenance and Supplies | 8,228 | 333 | (7,895) | -2368.40% | 18,183 | 3,000 | (15,183) | -506.10% |
| 31 | Accounting & Auditing Fees | - | 1,392 | 1,392 | 100.00% | 21,215 | 12,525 | (8,690) | -69.38% |
| 32 | IWD Leak | - | - | - | 0.00% | - | - | - | 0.00% |
| Total Operating Expenses | | 222,192 | 139,653 | (82,539) | -59.10% | 1,381,257 | 1,256,880 | (124,377) | -9.90% |
| Water Total Income And (Loss) | | (79,084) | 32,741 | 53,253 | 162.65% | (3,383) | 294,858 | (49,487) | -16.78% |

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

| Operating Revenue - Sewer | March 2024 | | | | Year to Date: July 2023 - March 2024 | | | |
|---------------------------------|-----------------------|---------------|--------------|--------------|--------------------------------------|----------------|---------------|--------------|
| | Condensed By Category | Actual | Budget | Variance | % | Actual | Budget | Variance |
| Base - Residential / Commercial | 49,846 | 47,888 | 1,958 | 4.09% | 440,071 | 430,692 | 9,379 | 2.18% |
| Other Operating Revenue | 23,251 | 23,077 | 174 | 0.75% | 208,489 | 207,593 | 896 | 0.43% |
| Total Operating Revenues | 73,097 | 70,965 | 2,132 | 3.00% | 648,560 | 638,285 | 10,275 | 1.61% |

| Operating Revenue - Sewer | March 2024 | | | | Year to Date: July 2023 - March 2024 | | | |
|----------------------------------|---------------|---------------|--------------|--------------|--------------------------------------|----------------|---------------|--------------|
| | By Category | Actual | Budget | Variance | % | Actual | Budget | Variance |
| Base - Residential / Commercial | 49,846 | 47,888 | 1,958 | 4.09% | 440,071 | 430,692 | 9,379 | 2.18% |
| Sales - Residential / Commercial | 23,251 | 23,077 | 174 | 0.75% | 208,489 | 207,593 | 896 | 0.43% |
| Other Operating Revenue | - | - | - | 0.00% | - | - | - | 0.00% |
| Other Non - Operating Revenue | - | - | - | 0.00% | - | - | - | 0.00% |
| Total Operating Revenues | 73,097 | 70,965 | 2,132 | 3.00% | 648,560 | 638,285 | 10,275 | 1.61% |

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

| No. | By Category | March 2024 | | | | Year to Date: July 2023 - March 2024 | | | |
|--------------------------------------|--|---------------|---------------|-----------------|----------------|--------------------------------------|----------------|------------------|----------------|
| | | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| 1 | Wages and Salaries Expenses | 13,255 | 16,068 | 2,813 | 17.51% | 109,055 | 144,609 | 35,554 | 24.59% |
| 2 | Retirement Plan and Life Insurance | 1,150 | 1,406 | 256 | 18.20% | 10,175 | 12,653 | 2,478 | 19.59% |
| 3 | Medical Insurance | 3,722 | 4,917 | 1,195 | 24.30% | 30,140 | 44,250 | 14,110 | 31.89% |
| 4 | Uniform Expenses | 1,527 | 72 | (1,455) | -2030.70% | 3,744 | 645 | (3,099) | -480.47% |
| 5 | Worker's Comp Insurance | - | 325 | 325 | 100.00% | - | 2,925 | 2,925 | 100.00% |
| 6 | Retirement Medical Insurance | - | 1,208 | 1,208 | 100.00% | 1,934 | 10,875 | 8,941 | 82.22% |
| 7 | Board Reimbursement | 172 | 150 | (22) | -14.67% | 688 | 1,350 | 662 | 49.04% |
| 8 | Office Supplies | - | 325 | 325 | 100.00% | 2,304 | 2,925 | 621 | 21.23% |
| 9 | Office Cleaning Service | 80 | 80 | - | 0.00% | 640 | 720 | 80 | 11.11% |
| 10 | Postage and Mailing Fees | 248 | 325 | 77 | 23.69% | 2,226 | 2,925 | 699 | 23.90% |
| 11 | Training and Education | - | 575 | 575 | 100.00% | - | 5,175 | 5,175 | 100.00% |
| 12 | Reimbursement, Travel, Meals, Etc. | - | 850 | 850 | 100.00% | 75 | 7,650 | 7,575 | 99.02% |
| 13 | Dues, Fees, Subscriptions | 45 | 446 | 401 | 89.91% | 1,809 | 4,013 | 2,204 | 54.92% |
| 14 | Computer Services | 728 | 1,350 | 622 | 46.07% | 5,199 | 12,150 | 6,951 | 57.21% |
| 15 | Legal Services | 1,648 | 1,292 | (356) | -27.59% | 18,317 | 11,625 | (6,692) | -57.57% |
| 16 | Utilities, Electricity | 6,160 | 6,833 | 673 | 9.85% | 6,160 | 61,500 | 55,340 | 89.98% |
| 17 | Utilities, Gas and Fuel | - | 354 | 354 | 100.00% | - | 3,188 | 3,188 | 100.00% |
| 18 | Utilities, Propane | - | - | - | 0.00% | - | - | - | 0.00% |
| 19 | Utilities, Telephone and Internet | 1,423 | 854 | (569) | -66.60% | 7,837 | 7,688 | (149) | -1.94% |
| 20 | Utilities, Waste Management Fees | 74 | 92 | 18 | 19.27% | 740 | 825 | 85 | 10.30% |
| 21 | Vehicles, Repairs and Maintenance | - | 1,188 | 1,188 | 100.00% | 1,396 | 10,688 | 9,292 | 86.94% |
| 22 | Engineering and Consulting | - | 367 | 367 | 100.00% | - | 3,300 | 3,300 | 100.00% |
| 23 | Maintenance and Supplies | - | 183 | 183 | 100.00% | - | 1,650 | 1,650 | 100.00% |
| 24 | General Plant and Treatment Services | 38,527 | 5,607 | (32,920) | -587.16% | 189,881 | 50,460 | (139,421) | -276.30% |
| 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 | - | 154 | 154 | 100.00% | 1,144 | 1,388 | 244 | 17.55% |
| 29 | Laboratory Services | 404 | 1,208 | 804 | 66.57% | 6,666 | 10,875 | 4,019 | 36.96% |
| 30 | Sewer Security System | - | 57 | 57 | 100.00% | - | 510 | 510 | 100.00% |
| 31 | Accounting and Auditing Fees | - | 567 | 567 | 100.00% | 5,377 | 5,100 | (277) | -5.43% |
| 32 | Liability, Auto and Property Insurance | - | 2,047 | 2,047 | 100.00% | 17,516 | 18,420 | 904 | 4.91% |
| 33 | Waste Disposal Fees | - | 488 | 488 | 100.00% | 165,375 | 4,388 | (160,988) | -3669.23% |
| Total Operating Expenses | | 69,163 | 49,385 | (19,778) | -40.05% | 588,588 | 444,467 | (144,121) | -32.43% |
| Sewer Total Income And (Loss) | | 3,934 | 21,580 | 21,910 | 101.53% | 59,972 | 193,817 | 154,396 | 79.66% |

**IDYLLWILD WATER DISTRICT
DISTRICT WARRANTS AND OTHER DISBURSEMENTS
FOR THE MONTH ENDED March 31, 2024**

| DATE | CHECK NUMBER | PAYEE | DESCRIPTION | AMOUNT |
|------------|--------------|--------------------------------------|---|-----------|
| 03/01/2024 | 18178 | ACWA/JPIA | Monthly Health Insurance for March 2024 | 14,888.24 |
| 03/01/2024 | 18179 | Allstate Benefits | Monthly Charge for Case | 306.45 |
| 03/01/2024 | 18180 | California State Fire Protection Co. | Fire Extinguisher/Refill and check up | 1,076.89 |
| 03/01/2024 | 18181 | Core & Main | Water+ Sewer Supplies | 2,246.59 |
| 03/01/2024 | 18182 | Home Depot Credit Services | Tools and Supplies | 240.04 |
| 03/01/2024 | 18183 | Idyllwild Backhoe | Repair at Foster Lake | 290.00 |
| 03/01/2024 | 18184 | Idyllwild Town Crier | An add in the News Paper | 108.00 |
| 03/01/2024 | 18185 | Idyllwild Water District | Payroll Check to be deposit at Hemet Bank | 32,000.00 |
| 03/01/2024 | 18186 | S.C.E. | Monthly Charge | 355.45 |
| 03/01/2024 | 18187 | Time Warner Cable | Phone &Internet Monthly Charges | 2,415.00 |
| 03/01/2024 | 18188-188190 | Void check | Void Checks | 0.00 |
| 03/01/2024 | 18191 | Four Seasons Cleaning Services | Monthly Fee for Cleaning Services to the office. | 320.00 |
| 03/01/2024 | 18192 | US Bank | Leasing the Copier Machine | 8,090.37 |
| 03/06/2024 | 18193 | Babcock Laboratories, Inc | Monthly Charge | 1,616.75 |
| 03/06/2024 | 18194 | California Computer Options , Inc | Monthly IT Support | 1,920.80 |
| 03/06/2024 | 18195 | Core & Main | Water+ Sewer Supplies | 2,478.61 |
| 03/06/2024 | 18196 | Forest Lumber | Supplies for Water+Sewer | 198.76 |
| 03/06/2024 | 18197 | Forshock | Repair and Improving Scada System for water | 10,944.49 |
| 03/06/2024 | 18198 | Genuine Auto Parts/ Napa Riverside | Auto Parts Monthly Charge | 10.15 |
| 03/06/2024 | 18199 | GNW Construction | Payment For Management Building | 13,888.25 |
| 03/06/2024 | 18200 | Idyllwild Water District | Payroll Check to be deposit at Hemet Bank | 30,000.00 |
| 03/06/2024 | 18201 | INFOSEND, INC | Printing and Processing Bills Fees | 992.96 |
| 03/06/2024 | 18202 | Tyla Friemoth | Water & Office Expenses Reimbursement | 100.00 |
| 03/06/2024 | 18203 | Underground Service Alert/SC | New Tickets Charges | 31.00 |
| 03/06/2024 | 18204 | Verizon Wireless | Monthly Charge | 259.87 |
| 03/06/2024 | 18205 | Village Hardware | Supplies For Water and Sewer | 79.07 |
| 03/06/2024 | 18206 | Wicker Water Well Pump Service | Fixing Well No#10 | 8,228.81 |
| 03/13/2024 | 18207 | Anady's Trophies & Engraving, Inc. | Name Plates For New GM | 34.16 |
| 03/13/2024 | 18208 | BEST BEST & KRIEGER | Monthly Legal Services | 6,595.86 |
| 03/13/2024 | 18209 | Bill D. Whitener | Retiree Medical Insurance | 1,414.92 |
| 03/13/2024 | 18210 | Ferrellgas | Propane | 1,390.38 |
| 03/13/2024 | 18211 | Frontier | Phone and Internet Charge | 595.51 |
| 03/13/2024 | 18212 | Herb Bergstrom | Retiree Medical Insurance | 3,036.12 |
| 03/13/2024 | 18213 | Kayla Stevens | Water & Office Expenses Reimbursement | 409.10 |
| 03/13/2024 | 18214 | Kelly Clark | Retiree Medical Insurance | 1,660.54 |
| 03/13/2024 | 18215 | S.C.E. | Monthly Charge | 11,097.17 |
| 03/13/2024 | 18216 | USA Bluebook | Supplies for Water & Sewer | 155.50 |
| 03/13/2024 | 18217 | S.C.E. | Monthly Charge | 1,345.11 |
| 03/13/2024 | 18218 | CR&R Incorporated | Monthly Services for Trash Fee | 296.52 |
| 03/13/2024 | 18219 | Joseph Leemhuis | Scarlet Nowlin Contest Winner | 300.00 |
| 03/20/2024 | 18220 | ALLSTATE BENEFITS | Monthly Charge | 306.45 |
| 03/20/2024 | 18221 | Bill Rojas | Water Consulting for Month of March 2024 | 4,290.00 |
| 03/20/2024 | 18222 | California Computer Options , Inc | Monthit IT Support | 742.81 |
| 03/20/2024 | 18223 | Central Communications | Monthly Answering Services | 183.61 |
| 03/20/2024 | 18224 | CRWA | Annual Membership Dues April 2024-2025 | 945.00 |
| 03/20/2024 | 18225 | Departement Of Environmental Health | County Enviromental Fee | 1,557.00 |
| 03/20/2024 | 18226 | Gallade Chemical, Inc. | Chemical Supplies Customer | 3,051.02 |
| 03/20/2024 | 18227 | GNW Construcation | Payment For Mangement Building (2) | 20,432.64 |
| 03/20/2024 | 18228 | Randy Little | VOID | 0.00 |
| 03/20/2024 | 18229 | Streamline | Monthly Charge For Idyllwild Website | 249.00 |
| 03/20/2024 | 18230 | Time Warner Cable | Phone &Internet Monthly Charges | 2,423.95 |
| 03/20/2024 | 18231 | Idyllwild Water District | Payroll Check to be deposit at Hemet Bank | 35,000.00 |
| 03/20/2024 | 18232 | Randy Little | Water Consulting for Month of March 2024 | 6,222.50 |
| 03/20/2024 | 18233 | Inland Paving, Inc. | Down Payment Paving The Foster Lake | 20,000.00 |
| 03/25/2024 | 8002 Chase | Inland Paving, Inc. | Paving Foster Lake shop+Grage+Gas Tank area+ Gate Enterance | 92,000.00 |

TOTAL DISTRICT WARRANTS \$348,821.42

OTHER DISBURSEMENTS: \$69,495.00
 TOTAL PAYROLL \$0.00
 L.A.I.F. ELECTRONIC TRANSFERS \$361.00
 BANK SERVICE CHARGES AND FEES

TOTAL DISTRICT WARRANTS & OTHER DISBURSEMENTS \$418,677.42



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Curt Sauer, General Manager
Date: April 17, 2024
Subject: Item 1C – Operations Report

Recommendation:

Board of Directors accept March 2024 Operation Report.

Attachments:

- Monthly Operations Report
- Well Production Data

Idyllwild Water District Monthly Operations Report

Mar-24

| | | | |
|-----------------------------|------------|------------------------|-----------------|
| Supplies to System | 903,947 CF | 20.75 AF | |
| Increase / Decrease | 209,827 CF | 30% Billing Period | 1% Daily Demand |
| Number of Wells Available | 11 | 323 GPM Available | |
| Water Sales | 702,780 CF | 792 CF Non-Water Sales | |
| Total Water/Non-Water Sales | 703,572 CF | 22% Loss | |

| | | |
|-----------|---|----|
| Full-Time | FV1A | 1 |
| Part-Time | 2, 4, 10, 13, 15, 23, 24, 28, FV2, Golden Rod | 10 |

| | | | |
|------------------------------|-----------|----------|-----------|
| 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 |
|----------------------------|---------------|--------------|
| WTP Backwash | 369,000 | 49,332 |
| IWD Flushing | 6,500 | 869 |
| Main Line Leaks | 7,500 | |
| Distribution Line Leaks | 54,000 | |
| Fire Dept. Usage, Per IFPD | | - |
| Hydrant Sales | - | |
| Wastewater Plant | 8,273 | 1,106 |
| Storage Tanks Variance | | |
| Total | 76,273 | 1,975 |

| Stage Criteria | | | | |
|----------------|----------|-----|-----|-------|
| Month | Avg. GPM | Max | % | Stage |
| April | 160.4 | 323 | 50% | 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 |

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

| | | | | |
|------------------|-------------|------------|------------|-----------|
| Foster Lake Area | SL #3 0 | SL #7 0 | SL #14 5 | FL Avg. 2 |
| Creek Area | SL #23 8 | SL #24 14 | | |
| Nature Center | SL #26 16 | SL #27 13 | PL #28 406 | |
| Fern Valley | PL FV1A 278 | PL FV2 310 | | |

Storage Tanks

| Location | CF/FT | Level | Volume CF |
|------------------|--------|-------|-----------|
| Foster Lake | 11,698 | 20.9 | 244,488 |
| Rock Dale Tank | 2,718 | 20.9 | 56,806 |
| Delano Tank | 1,337 | 17.7 | 23,665 |
| South Ridge Tank | 3,509 | 19.1 | 67,022 |
| Wild Wood Tank | 919 | 12.4 | 11,396 |
| Golden Rod Tank | 891 | 21.2 | 18,889 |

| | | | |
|-----------------|------------|---------------------------------|--------|
| Total | 422,266 CF | Storage Supplies Max. 3.702 MGD | 85% |
| Storage in MGD | 3.16 | Production Minutes | 44,640 |
| Production Days | 31 | Average GPM | 151.5 |

Idyllwild Water District

Well Production Data

Mar-24

| Well | | Cubic Feet | Acre Feet | Full-Time / Part-Time | Status | GPM | Comment |
|--------------|---------------|----------------|--------------|-----------------------|--------|--------------|---------|
| No. | Name | | | | | | |
| 1 | Horizontal | | - | | | | |
| 2 | Foster Lake | 4,190 | 0.1 | PT | On | 100.2 | |
| 4 | Foster Lake | 165,040 | 3.8 | PT | On | 29.1 | |
| 10 | Foster Lake | | - | | Off | | |
| 11 | Foster Lake | | - | | | | |
| 12 | Foster Lake | | - | | | | |
| 13 | Foster Lake | 152,710 | 3.5 | PT | On | 32.0 | |
| 15 | Foster Lake | 26,015 | 0.6 | PT | On | 24.3 | |
| 16 | Foster Lake | | - | | | | |
| 23 | Stratton | | - | PT | On | 49.0 | |
| 24 | Curtis | | - | PT | On | | |
| 25 | Donahoo | | - | | Off | | |
| 26 | Nature Center | | - | | Off | | |
| 27 | Nature Center | | - | | Off | | |
| 28 | Rock Dale | 92,140 | 2.1 | PT | On | 22.0 | |
| FV1A | Fern Valley | 256,820 | 5.9 | FT | On | 43.0 | |
| FV2 | Fern Valley | 217,804 | 5.0 | PT | On | 36.0 | |
| 31 | Golden Rod | 19,710 | 0.5 | PT | On | 17.5 | |
| | Oakwood | | - | | | | |
| Total | | 934,429 | 21.45 | | | 353.1 | |

| | | |
|---------------------------------|----------------|-----------|
| Cedar Glen Meter | 317,473 | CF |
| District Production | 586,474 | CF |
| Total Supplies to System | 903,947 | CF |

| | |
|-------------|-----------|
| 7.3 | AF |
| 13.5 | AF |
| 20.8 | AF |

| | |
|--------------------|--------|
| Days of Production | 31 |
| Average System GPM | 151.48 |

| | |
|-----------------------|--------|
| Minutes of Production | 44,640 |
|-----------------------|--------|

Idyllwild Water District
Well Statics
Mar-24

| No. | Initial | Level In Feet | Pumping Level (PL) / Static Level (SL) | Comments |
|---------|---------|---------------|---|---------------------------|
| 3 | MA | 0.0 | SL | |
| MW6 | MA | 8.0 | SL | |
| 7 | MA | 0.0 | SL | |
| 14 | MA | 5.0 | SL | Foster Lake Average = 1.7 |
| 23 | MA | 8.0 | SL | |
| 24 | MA | 14.0 | SL | |
| 25 | MA | 4.0 | SL | |
| 26 | MA | 16.0 | SL | |
| 27 | MA | 13.0 | SL | |
| 28 | MA | 406.0 | PL | |
| OW | MA | 9.0 | SL | |
| FV1A | MA | 278.0 | PL | |
| FV2 | MA | 310.0 | PL | |
| 31 - GR | MA | 165.0 | SL | |
| FL2 | MA | 1.0 | SL | |
| FL4 | MA | 14.0 | PL | |
| FL10 | MA | 1.0 | SL | |
| FL12 | MA | 31.0 | SL | |
| FL13 | MA | 19.0 | PL | |
| FL15 | MA | 5.0 | PL | |
| MW19 | MA | 32.0 | SL | |



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors
From: Curt Sauer, General Manager
Date: April 17, 2024
Subject: Item 2 – General Manager Report

Recommendation:

General Manager Curt Sauer will present his report.

Attachments:

- General Manager Report



IDYLLWILD WATER DISTRICT

Memo

To: Board of Directors

From: Curt Sauer, General Manager

Date: April 17, 2024

Subject: Item 3 – Board Member and Meeting Decorum Resolution #714, Policy #2 and #3

Discussion:

The Board of Directors will discuss the existing Board Member and Meeting Decorum Policy, Resolution #714, Policy #2 and #3.

Attachments:

- Policy #2 and #3, 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). 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). 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.

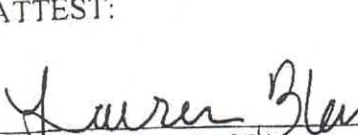
PASSED AND ADOPTED by the Board of Directors of the Idyllwild Water District at a regular meeting of the Board held on the 21th of October, 2015, by the following vote:

| 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: April 17, 2024
Subject: Item 4 – Lower Administration Building

Discussion:

The Board of Directors will discuss the status of the lower administration building.