



## REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

July 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: Regular Board Meeting

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

Join Zoom Meeting

<https://us06web.zoom.us/j/88638645298?pwd=0LSWpSeXWSc07LVUsPTxakHyP74FoH.1>

Meeting ID: 886 3864 5298

Passcode: 796829

## **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: June 12, 2024  
Regular Board Meeting: June 19, 2024  
Regular Board Meeting: June 20, 2024

**B. FINANCIAL REPORTS**

- a. Income statement for the twelfth month ending June 30, 2024
- b. District warrants for June 2024
  - Check # = \$0.00
  - Gross Payroll = \$74,097.00
  - Federal/State PR taxes = \$6,220.00
  - LAIF Transfers = \$0.00
  - Transfers/charges = \$377.00

**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. HCN BANK REPRESENTATIVE**

The Board of Directors will discuss having a bank representative come to talk about investing.

**4. BOARD MEMBER AND MEETING DECORUM, POLICY #4**

The Board of Directors will Discuss the existing Board Member and Meeting Decorum Policy #4.



**5. INCREASING STIPEND FOR BOARD MEETINGS**

The Board of Directors will consider whether to notice a public hearing for a potential increase to the stipend for Director attendance at board meetings.

**ACTION ITEMS**

**6. FINAL INITIAL STUDY WITH PROPOSED MITIGATED NEGATIVE DECLARATION**

The Board of Directors will consider approving the CEQA for the Wastewater Treatment Plant Project.

**7. EL - CO CONTRACTORS BID**

The Board of Directors will consider approving the bid to continue the work on the pipeline for the Strawberry Creek Diversion Pipeline.

**8. DONAHOO WELL EASEMENT AND ARGEEMENT**

The Board of Directors will consider approving the Agreement and Easement for the Donahoo Well.

**DIRECTORS COMMENTS**

**ADJOURNMENT**

The next Board meeting is a Regular Meeting scheduled for Wednesday, August 21, 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:** Bill Rojas, General Manager  
**Date:** July 17, 2024  
**Subject:** Item 1A – Board Minutes

---

### Recommendation:

The Board of Directors approve the following:

- June 12,2024, Special Board meeting minutes
- June 19,2024, Regular Board meeting minutes
- June 20,2024, Regular Board meeting minutes

### Attachments:

- June 12,2024, Special Board meeting minutes
- June 19,2024, Regular Board meeting minutes
- June 20,2024, Regular Board meeting minutes



## MINUTES FOR SPECIAL MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

June 12, 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, Director Davis, Director Szabadi and President Schelly were present. General Manager Sauer and Chief Financial Officer Shouman were also present.

#### PUBLIC COMMENTS

Dave Hunt thanked the board for looking for a General Manager. Steve Moulton mentioned that there was no General Counsel present and he asked if the firm had ever gone to court.

#### 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:	May 14, 2024
Regular Board Meeting:	May 15, 2024
Special Board Meeting:	June 5, 2024

#### B. FINANCIAL REPORTS

- a. Income statement for the eleventh month ending May 31, 2024
- b. District warrants for May 2024

Check #18290-18339	= \$260,857.09
Gross Payroll	= \$69,000
Federal/State PR taxes	= \$6,100
LAIF Transfers	= \$0
Transfers/charges	= \$357



## **C. OPERATIONS REPORT**

### **DIRECTOR COMMENTS**

Director Olson mentioned that there were a few errors in the minutes, and he had already talked to Ms. Wheeler about making the corrections. Director Kunkle asked a few questions on the financial report and Hosny provided clarification. Director Davis also had a few questions in the financial report, mainly about the cost of the cameras. President Schelly asked if the cameras had audio and was disappointed, they didn't. Vice President Szabadi asked how long the cameras were backup for and if there was an annual fee. Director Olson asked about capturing footage if needed. Director Kunkle asked many questions about the operations report, he also mentioned that he would like to discuss with staff adjustments he would like to be seen on the report. Director Davis had a question as well regarding the water loss and the well meters.

### **PUBLIC COMMENTS**

Brian Wilson helped clarify to Director Kunkle what the loss number entailed. David Jermone asked for clarification on the loss numbers.

A motion was made by Director Szabadi to approve the Consent Calendar 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.



**DISCUSSION ITEMS**

**3. BOARD MEMBER AND MEETING DECORUM, POLICY #4**

The Board of Directors will Discuss the existing Board Member and Meeting Decorum Policy #4.

**DIRECTOR COMMENTS**

Director Kunkle asked for this item to be tabled and defer it. Vice President Szabadi said there was a lot of inconsistency and would like to table it as well, until General Counsel can be present.

Item will be tabled until July 2024 regular board meeting.

A motion was made by Director Szabadi to table this discussion item and Director Kunkle seconded.

**AYES**

Director Davis  
Director Olson  
Director Kunkle  
Vice President Szabadi  
President Shelly

**NAYS**

**ABSTAIN**

**ABSENT**

Motion approved.

**PUBLIC COMMENTS**

None.

**4. HCN BANK REPRESENTATIVE**

The Board of Directors will discuss having a bank representative come to talk about investing.

**DIRECTOR COMMENTS**

President Schelly gave a brief background and recommended the Board have an HCN bank representative come to the next board meeting, he then directed staff to arrange this for the July 2024 regular board meeting.

**PUBLIC COMMENTS**

Steve Moulton mentioned that he thought HCN was the best bank.



**5. INCREASING STIPEND FOR BOARD MEETINGS**

The Board of Directors will consider increasing the stipend for attending the Board Meeting.

**DIRECTOR COMMENTS**

Director Olson said leave it as is. Director Kunkle asked to bring it back at another time, and he mentioned that he would like to see it separated on a different line item on the budget. Director Kunkle also mentioned that he didn't think it was right that we increase it to gain attraction for individuals to run. Director Davis said he was fine with \$50.00, and Vice President Szabadi agreed. President Schelly said he would like to go to \$75.00 if the other neighboring districts are at that amount as well. It would make it all a "level playing field". President Schelly said this will be an action item on the next agenda.

**PUBLIC COMMENTS**

Dave Hunt agrees with Director Kunkle if we are using the money to attract someone to run, he didn't think that is who we would want on board. Steve Moulton said that it sounds like everyone thinks it should stay at \$50.00

**ACTION ITEMS**

**6. DONAHOO WELL EASEMENT**

The Board of Directors will consider the purchase of the easement of the Donahoo Well for \$2,500.00.

**DIRECTOR COMMENTS**

Director Kunkle asked when it got surveyed, and did we get the correct location of where the lines are. Director Szabadi asked where the agreement was, Curt said we are looking for it. President Schelly shared his thoughts on the well reverting back to the property owner if the District doesn't use it and he was in favor for this agreement for the Well.

**PUBLIC COMMENTS**

None.

A motion was made by President Schelly to table this action item and Director Olson seconded.

**AYES**

**NAYS**

**ABSTAIN**

**ABSENT**





**Director Davis  
Director Olson  
Director Kunkle  
Vice President Szabadi  
President Shelly**

**Motion approved.**

**7. CONSIDER APPROVING RESOLUTION NO. 798 BUDGET FOR FISCAL YEAR 2024-2025**

The Board of Directors will review the FY 2024-2025 Budget and consider adoption of Resolution No. 798 approving FY 2024-2025.

**DIRECTOR COMMENTS**

Director Olson mentioned that the revenue edits look great for water. He also mentioned the current year projected and thanked Hosny for adjusting the general plant expense. Director Olson asked how much of the legal expenses were already budgeted in this current year. Director Olson asked for clarification on the payroll expenses. Director Olson asked about the cost of a potential new building at the shop. General Manager Sauer gave the estimate to board. President Schelly was in favor of getting a new metal building at the shop and asked what the projected life expectancy was on a metal building. Director Kunkle would like to remove the building from the budget. Director Olson wanted to add to the capital expenditures any predicted expenditures from sewer project to the budget. President Schelly mentioned adding \$300,000.00 Director Davis had a question about life insurance and he was in favor in getting a new building at the shop. He was also in favor of adding \$300,000.00 to add to the sewer budget. Director Szabadi asked about how much the district was over or under based on last year's budget. Director Kunkle would like to see a line item for the build up to the reserves for the sewer project. President Schelly voiced his opinions on adding the \$300,000.00 to the sewer capital improvements and adding \$150,000.00 for the building at the shop for the water improvements.

**PUBLIC COMMENTS**

David Jerone asked for clarification on what was adjusted, and Director Olson answered. Dave Hunt mentioned that demolition is very expensive. He also mentioned that that he wasn't in favor of the remodeling of the upstairs and mentioned that we could expect legal fees of \$200,000.00 from a recent decision that was made. Jessica Priefer helped clarify that just because the building is budgeted in the budget, doesn't mean they have to do it.



1. First Vote: Will be on the complete Budget, excluding the notes, which includes the employee benefits.

A MOTION was made by Director Olson to approve Resolution No. 798 approving FY 2024-2025 Budget as amended. Vice President Szabadi seconded.

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

**Motion approved.**

2. Second Vote: After Director Kunkle excused himself from the board meeting room, the other Board members will vote on the notes, which include the employee benefits.

A MOTION was made by Director Olson to approve Resolution No. 798 approving FY 2024-2025 Budget. Vice President Szabadi seconded.

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

**Motion approved.**

### DIRECTORS COMMENTS

President Schelly asked the General Manger interview committee to give an update. Director Szabadi and Director Davis shared their report and their recommendation. Director Szabadi did clarify that the Board must hire a General Manger in a regular scheduled board meeting.



The Board moved to Closed Session at 7:55 p.m.

**Closed Session**

1. **PUBLIC EMPLOYMENT- GOVT CODE SECTION 54957**  
Title: General Manager.

The Board returned into open session at 8:22 p.m.

**REPORT FROM CLOSED SESSION**

Nothing to report.

**DIRECTOR COMMENTS**

None.

**ADJOURNMENT**

The Board adjourned at 8:24 p.m.

The next Board meeting is a Regular Meeting scheduled for Wednesday, June 19, 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  
Acting Board Secretary

Idyllwild Water District

BY: \_\_\_\_\_  
Dr. Charles Schelly  
Board President



**MINUTES FOR REGULAR MEETING OF THE BOARD OF DIRECTORS  
IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549**

**June 19, 2024 – 6:00 P.M.**

**AGENDA**

**CALL TO ORDER**

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

**ROLL CALL**

President Schelly was the only board member present.

**PUBLIC COMMENTS**

None.

**CLOSED SESSION**

1. **PUBLIC EMPLOYMENT – GOVT CODE SECTION 5457**  
Title: General Manger.

**ACTION ITEMS**

1. **GENERAL MANAGER APPOINTMENT AND APPROVAL OF GENERAL MANAGEREMPLOYMENT AGREEMENT**  
The Board of Directors will consider the appointment of General Manger and the approval of an employment agreement for General Manager Services

**DIRECTORS COMMENTS**

None.

**ADJOURNMENT**

The Board adjourned at 6:05pm and will continue meeting Thursday June 20, 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  
Acting Board Secretary

BY: \_\_\_\_\_  
Dr. Charles Schelly  
Board President



## MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS

IDYLLWILD WATER DISTRICT  
25945 Highway 243  
Idyllwild, CA 92549

June 20, 2024 – 6:00 P.M.

### AGENDA

#### CALL TO ORDER

President Schelly resumed the Regular meeting from June 19, 2024 to order at 6 p.m.

#### ROLL CALL

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

#### PUBLIC COMMENTS

Dan Messina expressed his gratitude and his appreciation for working with Mr. Sauer. Tyla Wheeler shared her application for Interim General Manager and thanked him for all his hard work and detection to the District and the Committee. Mark Lamont share his appreciation towards Curt as well. Vic Jiminez's thanked Curt for getting all the agencies working together, he also thanked the Board. Brian Wilson thanked the Board and Curt as well for his hard work, patience and dedication. Tyler Puckett also thanked Curt for his hard work and making us a strong team. President Shelly talked about all the accomplishments that Curt was able to get done in just a few months and thanked him as well. Curt Sauer mentioned it was a great four months and he Randy Little and Bill Rojas for helping as well. He also thanked the Board for the opportunity to come and work at Idyllwild Water District.

Director Szabadi seconded all the comments that President Schelly mentioned and thanked Curt as well.

Board Moved into Closed Session 6:28 p.m.

#### CLOSED SESSION

##### 1. PUBLIC EMPLOYMENT – GOVT CODE SECTION 5457

**Title: General Manger.**

The Board returned into open session at 7:08 p.m.

#### REPORT FROM CLOSED SESSION

No reportable action.



**DIRECTOR COMMENTS**

None.

**ACTION ITEMS**

**1. GENERAL MANAGER APPOINTMENT AND APPROVAL OF GENERAL MANAGER EMPLOYMENT AGREEMENT**

The Board of Directors will consider the appointment of General Manger and the approval of an employment agreement for General Manager Services

**DIRECTORS COMMENTS**

None.

A motion was made by Director Szabadi to hire Bill Rojas for the General Manger upon the agreement the discussed 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.**

**COMMENTS**

General Counsel Holland Stewart discussed the agreement between The Board and Bill Rojas.

**ADJOURNMENT**

The Board adjourned at 7:15 p.m.

The next Board meeting is a Regular Meeting scheduled for Wednesday, July 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  
Acting Board Secretary

Idyllwild Water District

BY: \_\_\_\_\_  
Dr. Charles Schelly  
Board President



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Bill Rojas, General Manager  
**Date:** July 17, 2024  
**Subject:** Item 1B – Financial Reports

---

### Recommendation:

Board of Directors accept June 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	June 2024				Year to Date: July 2023 - June 2024			
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	92,737	92,394	343	0.37%	1,110,171	1,107,920	2,251	0.20%
Sales - Residential / Commercial	66,175	80,000	(13,825)	-17.28%	725,348	960,000	(234,652)	-24.44%
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>158,912</b>	<b>172,394</b>	<b>(13,482)</b>	<b>-7.82%</b>	<b>1,838,909</b>	<b>2,068,920</b>	<b>(230,011)</b>	<b>-11.12%</b>
Operating Revenue - Water	June 2024				Year to Date: July 2023 - June 2024			
By Category	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Base Rate - Residential	67,872	67,679	193	0.29%	812,620	811,376	1,244	0.15%
Base Rate - Commercial	24,865	24,715	150	0.61%	297,551	296,544	1,007	0.34%
Sales - Residential	27,765	50,000	(22,235)	-44.47%	377,874	600,000	(222,126)	-37.02%
Sales - Commercial	38,410	30,000	8,410	28.03%	347,474	360,000	(12,526)	-3.48%
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>158,912</b>	<b>172,394</b>	<b>(13,482)</b>	<b>-7.82%</b>	<b>1,838,909</b>	<b>2,068,920</b>	<b>(230,011)</b>	<b>-11.12%</b>

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

Operating Expenses - Water					June 2024			Year to Date: July 2023 - June 2024		
No.	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance	%	
1	Wages and Salaries Expenses	59,202	63,000	3,798	6.03%	665,447	756,000	90,553	11.98%	
2	Retirement Plan and Life Insurance	5,570	5,250	(320)	-6.10%	62,208	63,000	792	1.26%	
3	Medical Insurance	11,166	13,750	2,584	18.79%	133,669	165,000	31,331	18.99%	
4	Uniform Expenses	-	317	317	100.00%	700	3,800	3,100	81.58%	
5	Worker's Comp Insurance	-	683	683	100.00%	-	8,200	8,200	100.00%	
6	Retirement Medical Insurance	4,770	2,867	(1,903)	-66.40%	34,556	34,400	(156)	-0.45%	
7	Board Reimbursement	517	171	(346)	-202.63%	3,619	2,050	(1,569)	-76.54%	
8	Office Supplies	200	1,778	1,578	88.75%	8,870	21,340	12,470	58.43%	
9	Office Cleaning Service	255	317	62	19.47%	2,415	3,800	1,385	36.45%	
10	Postage and Mailing Fees	743	1,029	286	27.81%	8,147	12,350	4,203	34.03%	
11	Training and Education	-	483	483	100.00%	802	5,800	4,998	86.17%	
12	Reimbursement, Travel, Meals, Etc.	-	313	313	100.00%	225	3,750	3,525	94.00%	
13	Dues, Fees, Subscriptions	7,775	2,333	(5,442)	-233.21%	42,592	28,000	(14,592)	-52.11%	
14	Computer Services	4,660	2,000	(2,660)	-133.00%	23,889	24,000	111	0.46%	
15	Legal Services	-	5,833	5,833	100.00%	90,832	70,000	(20,832)	-29.76%	
16	Engineering and Consulting	7,581	575	(7,006)	-1218.43%	37,905	6,900	(31,005)	-449.35%	
17	Utilities, Electricity	7,580	6,750	(830)	-12.30%	174,461	81,000	(93,461)	-115.38%	
18	Utilities, Gas & Fuel	-	717	717	100.00%	525	8,600	8,075	93.90%	
19	Utilities, Propane	-	575	575	100.00%	6,496	6,900	404	5.86%	
20	Utilities, Telephone and Internet	2,450	958	(1,492)	-155.65%	31,178	11,500	(19,678)	-171.11%	
21	Utilities, Waste Management Fees	222	233	11	4.86%	2,886	2,800	(86)	-3.07%	
22	Insurance, Liability, Auto, Property	-	3,167	3,167	100.00%	22,691	38,000	15,309	40.29%	
23	Fees, State, County Water System	-	6,083	6,083	100.00%	60,397	73,000	12,603	17.26%	
24	General Plant & Treatment Services	36,250	18,000	(18,250)	-101.39%	360,198	139,000	(221,198)	-159.14%	
25	Vehicles Repairs & Maintenance	269	2,083	1,814	87.09%	3,767	25,000	21,233	84.93%	
26	Laboratory Services	2,018	3,583	1,565	43.68%	32,433	43,000	10,567	24.57%	
27	Water Security System	-	263	263	100.00%	600	3,150	2,550	80.95%	
28	Advertising and Publishing	-	1,108	1,108	100.00%	3,652	13,300	9,648	72.54%	
29	Bank Fee Charge	567	708	141	19.95%	899	8,500	7,601	89.42%	
30	Water Maintenance and Supplies	-	333	333	100.00%	22,707	4,000	(18,707)	-467.68%	
31	Accounting & Auditing Fees	-	1,392	1,392	100.00%	22,015	16,700	(5,315)	-31.83%	
32	IWD Leak	-	-	-	0.00%	-	-	-	0.00%	
<b>Total Operating Expenses</b>		<b>151,795</b>	<b>146,653</b>	<b>(5,142)</b>	<b>-3.51%</b>	<b>1,860,781</b>	<b>1,682,840</b>	<b>(177,941)</b>	<b>-10.57%</b>	
<b>Water Total Income And (Loss)</b>		<b>7,117</b>	<b>25,741</b>	<b>(8,340)</b>	<b>-32.40%</b>	<b>(21,872)</b>	<b>386,080</b>	<b>(52,070)</b>	<b>-13.49%</b>	

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

Water Sales Meter Size	June 2024		
	Residential	Commercial	Total CF
R1 5/8	557,702	81,306	639,008
R2 3/4	8,125	13,169	21,294
R3 1"	5,436	94,798	100,234
R4 1.1/2"	-	22,513	22,513
R5 2"	-	3,935	3,935
R6 3"	-	4,641	4,641
IA 3"	-	118,953	118,953
NC-WWTP	-	-	-
<b>Total Water Sales</b>	<b>571,263</b>	<b>339,315</b>	<b>910,578</b>

Water Accounts Meter Size	June 2024	
	Residential	Commercial
R1 5/8	1,429	104
R2 3/4	12	18
R3 1"	54	39
R4 1.1/2"	-	16
R5 2"	-	7
R6 3"	-	1
IA 3"	-	1
NC-WWTP	-	1
<b>Total Accounts</b>	<b>1,495</b>	<b>187</b>

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

<b>Total Water And Sewer Accounts</b>	<b>1,919</b>	<b>355</b>
---------------------------------------	--------------	------------

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

Operating Revenue - Sewer	June 2024				Year to Date: July 2023 - June 2024			
	Condensed By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	49,746	47,888	1,858	3.88%	589,209	574,356	14,853	2.59%
Other Operating Revenue	23,252	23,077	175	0.76%	278,244	276,824	1,420	0.51%
<b>Total Operating Revenues</b>	<b>72,998</b>	<b>70,965</b>	<b>2,033</b>	<b>2.86%</b>	<b>867,453</b>	<b>851,180</b>	<b>16,273</b>	<b>1.91%</b>

Operating Revenue - Sewer	June 2024				Year to Date: July 2023 - June 2024			
	By Category	Actual	Budget	Variance	%	Actual	Budget	Variance
Base - Residential / Commercial	49,746	47,888	1,858	3.88%	589,209	574,356	14,853	2.59%
Sales - Residential / Commercial	23,252	23,077	175	0.76%	278,244	276,824	1,420	0.51%
Other Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
Other Non - Operating Revenue	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating Revenues</b>	<b>72,998</b>	<b>70,965</b>	<b>2,033</b>	<b>2.86%</b>	<b>867,453</b>	<b>851,180</b>	<b>16,273</b>	<b>1.91%</b>

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

No.	By Category	June 2024				Year to Date: July 2023 - June 2024			
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
1	Wages and Salaries Expenses	14,895	16,068	1,173	7.30%	153,160	192,812	39,652	20.57%
2	Retirement Plan and Life Insurance	1,150	1,406	256	18.20%	13,625	16,871	3,246	19.24%
3	Medical Insurance	3,722	4,917	1,195	24.30%	41,306	59,000	17,694	29.99%
4	Uniform Expenses	-	72	72	100.00%	3,744	860	(2,884)	-335.35%
5	Worker's Comp Insurance	-	325	325	100.00%	2,200	3,900	1,700	43.59%
6	Retirement Medical Insurance	1,561	1,208	(353)	-29.19%	4,753	14,500	9,747	67.22%
7	Board Reimbursement	172	150	(22)	-14.67%	1,204	1,800	596	33.11%
8	Office Supplies	285	325	40	12.31%	3,848	3,900	52	1.33%
9	Office Cleaning Service	85	80	(5)	-6.25%	885	960	75	7.81%
10	Postage and Mailing Fees	248	325	77	23.69%	2,970	3,900	930	23.85%
11	Training and Education	-	575	575	100.00%	-	6,900	6,900	100.00%
12	Reimbursement, Travel, Meals, Etc.	-	850	850	100.00%	75	10,200	10,125	99.26%
13	Dues, Fees, Subscriptions	2,539	446	(2,093)	-469.50%	4,348	5,350	1,002	18.73%
14	Computer Services	1,554	1,350	(204)	-15.11%	7,899	16,200	8,301	51.24%
15	Legal Services	-	1,292	1,292	100.00%	30,869	15,500	(15,369)	-99.15%
16	Utilities, Electricity	5,209	6,833	1,624	23.77%	20,441	82,000	61,559	75.07%
17	Utilities, Gas and Fuel	-	354	354	100.00%	-	4,250	4,250	100.00%
18	Utilities, Propane	-	-	-	0.00%	-	-	-	0.00%
19	Utilities, Telephone and Internet	813	854	41	4.82%	10,276	10,250	(26)	-0.25%
20	Utilities, Waste Management Fees	74	92	18	19.27%	962	1,100	138	12.55%
21	Vehicles Repairs and Maintenance	-	1,188	1,188	100.00%	1,781	14,250	12,469	87.50%
22	Engineering and Consulting	-	367	367	100.00%	-	4,400	4,400	100.00%
23	Maintenance and Supplies	169	183	14	7.82%	507	2,200	1,693	76.95%
24	General Plant and Treatment Services	12,182	5,607	(6,575)	-117.28%	218,876	67,280	(151,596)	-225.32%
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%	4,827	-	(4,827)	#DIV/0!
28	Advertising and Publishing	-	154	154	100.00%	1,144	1,850	706	38.16%
29	Laboratory Services	2,705	1,208	(1,497)	-123.86%	10,511	14,500	3,989	27.51%
30	Sewer Security System	-	57	57	100.00%	-	680	680	100.00%
31	Accounting and Auditing Fees	-	567	567	100.00%	5,377	6,800	1,423	20.93%
32	Liability, Auto and Property Insurance	-	2,047	2,047	100.00%	17,516	24,560	7,044	28.66%
33	Waste Disposal Fees	-	488	488	100.00%	165,375	5,850	(159,525)	-2726.92%
	<b>Total Operating Expenses</b>	<b>47,363</b>	<b>49,385</b>	<b>2,022</b>	<b>4.09%</b>	<b>728,479</b>	<b>592,623</b>	<b>(135,856)</b>	<b>-22.92%</b>
	<b>Sewer Total Income And (Loss)</b>	<b>25,635</b>	<b>21,580</b>	<b>11</b>	<b>0.05%</b>	<b>138,974</b>	<b>258,557</b>	<b>152,129</b>	<b>58.84%</b>





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Bill Rojas, General Manager  
**Date:** July 17, 2024  
**Subject:** Item 1C – Operations Report

---

**Recommendation:**

Board of Directors accept June 2024 Operation Report.

**Attachments:**

- Monthly Operations Report
- Well Production Data

# Idyllwild Water District Monthly Operations Report

Jun-24

Supplies to System	1,140,876	CF	26.19	AF	Billing Period	41%	Daily Demand
<b>Increase</b> / Decrease	446,756	CF	64%				
Number of Wells Available	11		386	GPM Available			
Water Sales	912,022	CF	81,192	CF Non-Water Sales			
Total Water/Non-Water Sales	993,214	CF	13%	Loss			

Full-Time	FV1A	1
Part-Time	2, 4, 10, 13, 23, 24, 28, FV2, Golden Rod	9

Strawberry Creek Diversion	0	CF	0.00	AF	-	AFY
Lilly Creek Flow	-	CF	-	AF	8.31	AFY
Foster Lake Level (Max. 18')	15	Feet	6	Inches		

Non-Water Sales	Gallons	CF
WTP Backwash	227,000	30,348
IWD Flushing	34,000	4,545
Main Line Leaks	367,000	49,064
Distribution Line Leaks		
Fire Dept. Usage, Per IFPD		
Hydrant Sales	18,102	2,420
Wastewater Plant	10,801	1,444
Storage Tanks Variance	(49,583)	(6,629)
<b>Total</b>	<b>607,320</b>	<b>81,192</b>

Stage Criteria				
Month	Avg. GPM	Max	%	Stage
June	212	386	55%	2
May	177	360	49%	1
April	160.4	323	50%	1
Mar	150.2	323	47%	1
Feb	160.5	323	50%	1
Jan	168.6	323	52%	2

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

Foster Lake Area	SL #3	0	SL #7	1	SL #14	9	FL Avg.	3
Creek Area	PL #23	242	PL #24	74				
Nature Center	SL #26	33	SL #27	33	PL #28	437		
Fern Valley	PL FV1A	356	PL FV2	324				

### Storage Tanks

Location	CF/FT	Level	Volume CF
Foster Lake	11,698	20.8	243,318
Rock Dale Tank	2,718	20.6	55,991
Delano Tank	1,337	17.5	23,398
South Ridge Tank	3,509	19.1	67,022
Wild Wood Tank	919	11.8	10,844
Golden Rod Tank	891	21.3	18,978

Total	419,551	CF	Storage Supplies Max. 3.702 MGD	85%
Storage in MGD	3.14			
Production Days	28		Production Minutes	40,320
			Average GPM	211.7



# Idyllwild Water District

## Well Production Data

### Jun-24

Well		Cubic Feet	Acre Feet	Full-Time / Part-Time	Status	GPM	Comment
No.	Name						
1	Horizontal		-				
2	Foster Lake		-	PT	On	100.0	
4	Foster Lake	138,320	3.2	PT	On	30.0	
10	Foster Lake	32,089	0.7	PT	On	16.0	
11	Foster Lake		-				
12	Foster Lake		-				
13	Foster Lake	142,520	3.3	PT	On	33.0	
15	Foster Lake		-	PT	Off		
16	Foster Lake		-				
23	Stratton	196,951	4.5	PT	On	40.0	
24	Curtis	100,990	2.3	PT	On	50.0	
25	Donahoo		-		Off		
26	Nature Center		-		Off		
27	Nature Center		-		Off		
28	Rock Dale	85,539	2.0	PT	On	22.0	
FV1A	Fern Valley	233,710	5.4	FT	On	40.0	
FV2	Fern Valley	186,328	4.3	PT	On	35.0	
31	Golden Rod	24,390	0.6	PT	On	20.0	
	Oakwood		-				
<b>Total</b>		<b>1,140,837</b>	<b>26.19</b>			<b>386.0</b>	

Cedar Glen Meter	312,968	CF	7.2	AF
District Production	827,908	CF	19.0	AF
<b>Total Supplies to System</b>	<b>1,140,876</b>	<b>CF</b>	<b>26.2</b>	<b>AF</b>

Days of Production	28	Minutes of Production	40,320
Average System GPM	211.66		

**Idyllwild Water District**  
**Well Statics**  
**Jun-24**

No.	Initial	Level In Feet	Pumping Level (PL) / Static Level (SL)	Comments
3	MA	0.0	SL	
MW6	MA	12.0	SL	
7	MA	1.0	SL	
14	MA	9.0	SL	Foster Lake Average = 5.5
23	MA	242.0	PL	
24	MA	74.0	PL	
25	MA	8.0	SL	
26	MA	33.0	SL	
27	MA	33.0	SL	
28	MA	437.0	PL	
OW	MA	34.0	SL	
FV1A	MA	356.0	PL	
FV2	MA	324.0	PL	
31 - GR	MA	141.0	SL	
FL2	MA	6.0	SL	
FL4	MA	19.0	SL	
FL10	MA	37.0	SL	
FL12	MA	249.0	PL	
FL13	MA	23.0	SL	
FL15	MA	-	SL	Offline for Maintenance
MW19	MA	33.0	SL	



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Bill Rojas, General Manager  
**Date:** July 17, 2024  
**Subject:** Item 2 – General Manager Report

---

**Recommendation:**

General Manager Bill Rojas will present his report.

## **GENERAL MANAGERS REPORT**

### **BORD MEETING JULY 17,2024**

As of July 1<sup>st</sup>, here is a list of items I have been actively working on and have been involved with.

- I had a meeting with Andrew from JPIA regarding risk management assessment and safety programs for staff, implementing a Target solution training program. He was able to look at some of our sites and was satisfied with the overall assessment of our facilities.
- I have been working with staff on our Southridge tank site, the site has a fire booster pump that was left in a verry poor state of operation and virtually left inoperable. After many days and hours of trouble shooting and electrical work staff has been able to put the pump back into operation giving us fire protection for the residents in the surrounding area.
- I had SCADA Mike on site to give every operator login credentials and training on SCADA,
- We had IT give everyone their own personal email instead of the generic emails everyone was using. This is a more professional image for the district.
- We will be adding more computer terminals to the shop so that staff has ease of access to perform their duties.
- I have been pushing Nathan from CRWA to get the CEQA completed and added to the WWTP 30% document for the board's approval. It's on the agenda for approval.
- I spoke with Mike Metts from Dudek in regards to reviewing the 30% document once it has been finalized by CRWA. I have a in person meeting with Mike on July 24<sup>th</sup> to discuss his process in reviewing the 30% document. Also, we will be discussing EDU's and ADU's, currently the district does not have ADU's in its policy.
- I spoke with Nathan from CRWA about the timeline and completion of the sewer 30% document. He states and reassured me that his goal is to have the document completed by the end of July or the first week of August. We are scheduled to have a teams meeting on July 25<sup>th</sup> for a progress update.
- We have drained Foster Lake Reservoir #3 so that JC Collins can start the tank rehab. Scheduled for July 15<sup>th</sup>.

## **IDYLLWILD WATER WORK IN PROGRESS**

### **JULY 17, 2024 BOARD MEETING**

GM operations report:

Since the last board meeting staff has completed or is actively working on these projects/repairs.

#### **Water projects completed:**

- Repaired a second leak on McKinney Lane. Same location, different leak from last month.
- Repaired leak at USFS station (Pinecrest).
- Repaired leak at Frattelos restaurant. Broken curb stop, had to freeze service line.
- Repaired service line leak on Jameson.
- Repaired service line leak on Jameson.
- Repaired service line leak at Jeppson Corner, broken curb stop, had to freeze service line.
- Leak repair on Deerfoot. Loose saddle from Main to service line
- Wicker Wells rehabbed well #15, cleaned with acid, scoured, videoed, installed new pump and upgraded the electrical controls and panel.
- Replaced 2 hydrants (broken beyond repair) with new in stock Mueller 411 (small). 1 on Tahquitz Dr. 1 on Country club Dr.
- Maintained (washed and scrubbed) solar panel farm at Foster Lake.
- Meter swap and upsize (5/8 to 1 inch) on Country Club Dr.
- Nathan has been training for On-Call and served his 1<sup>st</sup> On-Call week.

#### **Active projects:**

- ELCO is working on a section of 10” water main for the Strawberry Creek Diversion line from Jameson to Pine Crest. 800 feet due to be completed by July 12, 2024. I have also asked John from ELCO to give me an estimate to complete the section of the main from Pine Crest to Fern Valley Rd. They have finished early in the season and it would be cost effective to have them continue with the project if it is financially feasible and if the board would consider it.
- Maintenance and Repair to South Ridge Fire Pump. (in service, awaiting parts for redundancies)
- Groundskeeping (mowing, weed eating and grading) at Foster Lake and Tank and well sites
- Trenching and pipe install from well #12 to Shop for potable water.

- Backhoe training for Marcos, Nathan and Luis
- Cla-Val maintenance and repair at all valve locations. (Ongoing project)
- Upcoming: Tank #3 (Foster Lake) rehab. To begin July 15, 2024. Staff is draining the tank to prepare for the rehab.

**Wastewater:**

I have made several trips to the wastewater plant and have seen some alarming issues that need to be addressed, I am working with Fritz and Danny to come up with a plan to get the problems fixed. I have made plans with some water staff come help with the projects and to do some house cleaning.

- The Ras and Was pumps are critical to the operation of the plant. The Was pump is not in operation and has not been for several months now, it is critical that both pumps operate so that we have a backup if one fails. We are in the process of ordering parts to put the Was pump back in operation.
- The plant has two large blowers that is also critical to the operation of the plant, one of them is not working properly and needs to be replaced, the district bought a brand-new blower that is sitting and waiting to be installed. This is something that should have been done several months ago, I am working with staff to get the new blower installed at the plant.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Bill Rojas, General Manager  
**Date:** July 17, 2024  
**Subject:** Item 3 – HCN Bank Representative

---

**Discussion:**

The Board of Directors will discuss the presentation given by HCN Bank representative

**Attachment:**

- Formal offer

05/16/2024



Att: Idyllwild Water District

PO BOX 397 Idyllwild Ca 92549-0397

As a valued client of HCN Bank, we are pleased to extend a formal offer to you for a termed Certificate of Deposit (CD) at an Annual Percentage Yield (APY) of 4.5%, or a Liquid Money Market Account (MMA) at an APY of 4.0%. This offer is valid for 60 days from the date of this letter.

We understand the importance of flexibility and stability when it comes to your financial investments. Whether you opt for the CD or the MMA, both options offer competitive rates to help you achieve your financial goals.

Should you have any questions or require further clarification regarding this offer, please do not hesitate to contact us. Our team is readily available to assist you and provide any additional information you may need. We look forward to the opportunity to further strengthen our partnership with you.

Thank you for considering this offer. We are committed to serving your financial needs and ensuring your satisfaction.

Any questions please contact,

A handwritten signature in black ink, appearing to read "Sinthia Canales".

**Sinthia Canales**  
Vice President | Private Banking Officer  
HCN Bank [www.hcnbank.com](http://www.hcnbank.com)

3715 Sunnyside Dr. | Riverside CA 92506  
P: (951) 481-9535 | E: [scanales@hcnbank.com](mailto:scanales@hcnbank.com)





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Bill Rojas, General Manager  
**Date:** July 17, 2024  
**Subject:** Item 4 – Board Member and Meeting Decorum Resolution #714, Policy #4

---

### Discussion:

The Board of Directors will discuss the existing Board Member and Meeting Decorum Policy, Resolution #714, Policy #4

### Attachments:

- Policy #4, Board Member and Meeting Decorum



## **IDYLLWILD WATER DISTRICT**

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

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

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.

### Legal Responsibility to Avoid Conflicts of Interest

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.

### Your 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.

### Your Ethical Duties and Responsibilities

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.

### Relations with Employees

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 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.

#### 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. Pre-meeting public comment allowing speakers up to 3 minutes to comment on any agenda item.
- f. Brief staff overview of each agenda item
- g. Board action and vote for each agenda item, if applicable.
- h. Board direction to staff for each agenda item, if applicable.
- i. Identification of public speakers to comment on agenda items. Speaker allowed 5 minutes per agenda item.

k. Speakers with commentary are to complete a speaker card to pose questions or concerns. If speakers refuse to complete speaker card he/she must wait until all speaker cards are addressed by the Board then he/she may propose question to the Board.

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.

#### 1. 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.

#### 2. 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.

**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.)

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.

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.

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**

#### **BOARDS' RESPONSE TO QUERIES RAISED BY MEMBERS OF THE PUBLIC**

This policy is intended to provide Directors with general practice and guidelines for responding to questions and comments made by members of the public during Board meetings.

##### **General**

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. Speakers are asked to identify themselves for the record and fill out a speaker card. There is a 5 minute per agenda item rule.

*Questions* made by the members of the public are noted by the District President and the General Manager. At the close of public open time, or at the close of public comments on an Agenda item, the President may direct staff to either address the questions or issues that have been posed, or asks 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, pursuant to Board Policy #3, Policy on Noticing and Recording Board Meetings for the Public Record.

### **Board Policy #6**

#### **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 #7 ESTABLISHING AND USING COMMITTEES**

### **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.

### **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.

B. 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





# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors  
**From:** Bill Rojas, General Manager  
**Date:** July 17, 2024  
**Subject:** Item 5 – Increasing Stipend for Board Meetings

---

**Recommendation:**

The Board of Directors will consider increasing the stipend for attending the Board Meeting from \$50.00 per meeting to \$75.00 per meeting.



# IDYLLWILD WATER DISTRICT

## Memo

**To:** Board of Directors

**From:** Bill Rojas, General Manager

**Date:** July 17, 2024

**Subject:** Item 6 – Final Initial Study With Proposed Mitigated Negative Declaration

---

**Recommendation:**

The Board of Directors will approve and accept the CEQA for the Wastewater Treatment Plant Project.

**Attachments:**

- Final Initial Study with Proposed Mitigated Negative Declaration provided by Dewberry



STATE CLEARINGHOUSE NUMBER 2024051129

---

# IDYLLWILD WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT

Final Initial Study with Proposed Mitigated Negative Declaration

JULY 2024



SUBMITTED BY  
Dewberry Engineers Inc.  
11060 White Rock Road, Suite 200  
Rancho Cordova, CA 95670-6061

SUBMITTED TO  
Idyllwild Water District  
25945 CA-23  
Idyllwild, California 92549  
951-659-2143

# Table of Contents

<b>Initial Study</b>	<b>1</b>
<b>1. Introduction</b>	<b>2</b>
<b>1.1 Circulation Information</b>	<b>2</b>
<b>1.2 Summary of Findings</b>	<b>3</b>
<b>1.3 Background</b>	<b>3</b>
<b>2. Project Description</b>	<b>5</b>
<b>2.1 Project Location</b>	<b>5</b>
<b>2.2 Existing Conditions</b>	<b>5</b>
<b>2.3 Purpose and Need and Project Objectives</b>	<b>5</b>
<b>2.4 Proposed Project</b>	<b>7</b>
2.4.1 Utility Relocation	8
2.4.2 Vegetation/Tree Removal	8
2.4.3 Construction Activities	8
2.4.3.1 Construction Equipment	9
2.4.3.2 Construction Schedule and Timing	10
<b>2.5 Permits and Approvals Needed</b>	<b>10</b>
<b>3. Environmental Factors Potentially Affected</b>	<b>11</b>
<b>3.1 Determination: (To be completed by Lead Agency)</b>	<b>11</b>
<b>4. Environmental Analysis</b>	<b>13</b>
<b>4.1 Air Quality</b>	<b>16</b>
4.1.1 Setting	16
4.1.2 Discussion	18
4.1.3 References	22

<b>4.2 Biological Resources</b>	<b>23</b>
<hr/>	
<b>4.2.1 Setting</b>	<b>24</b>
<hr/>	
<b>4.2.1.1 Vegetation Communities and Land Uses</b>	<b>24</b>
<hr/>	
4.2.1.1.1 Jeffrey Pine Forest and Woodland	24
<hr/>	
4.2.1.1.2 California Rose Briar Patch	25
<hr/>	
4.2.1.1.3 Riverine – Intermittent Stream	25
<hr/>	
4.2.1.1.4 Developed	25
<hr/>	
<b>4.2.1.2 Special-Status Wildlife Species</b>	<b>25</b>
<hr/>	
<b>4.2.1.3 Special-Status Plant Species</b>	<b>26</b>
<hr/>	
<b>4.2.1.4 Aquatic Resources</b>	<b>26</b>
<hr/>	
<b>4.2.1.5 Movement Corridors</b>	<b>26</b>
<hr/>	
<b>4.2.2 Discussion</b>	<b>26</b>
<hr/>	
<b>4.2.2.1 Special-Status Wildlife Species</b>	<b>27</b>
<hr/>	
<b>4.2.2.2 Special-Status Plant Species</b>	<b>28</b>
<hr/>	
<b>4.2.3 References</b>	<b>30</b>
<hr/>	
<b>4.3 Cultural Resources</b>	<b>31</b>
<hr/>	
<b>4.3.1 Setting</b>	<b>31</b>
<hr/>	
<b>4.3.1.1 Record Searches and Field Survey</b>	<b>31</b>
<hr/>	
<b>4.3.1.2 Cultural Setting</b>	<b>32</b>
<hr/>	
4.3.1.2.1 Prehistoric Context	32
<hr/>	
4.3.1.2.2 Ethnohistoric Context	33
<hr/>	
4.3.1.2.3 Historic Context	33
<hr/>	
<b>4.3.2 Discussion</b>	<b>34</b>
<hr/>	
<b>4.3.3 References</b>	<b>36</b>
<hr/>	
<b>4.4 Greenhouse Gas Emissions</b>	<b>37</b>
<hr/>	
<b>4.4.1 Setting</b>	<b>37</b>
<hr/>	
<b>4.4.2 Discussion</b>	<b>38</b>

Idyllwild Wastewater Treatment Plant Improvement Project  
Initial Study/Mitigated Negative Declaration

4.4.3 References	40
<b>4.5 Hazards and Hazardous Materials</b>	<b>41</b>
4.5.1 Setting	41
4.5.2 Discussion	42
4.5.3 References	45
<b>4.6 Noise</b>	<b>46</b>
4.6.1 Setting	46
4.6.2 Discussion	49
4.6.3 References	51
<b>4.7 Transportation</b>	<b>53</b>
4.7.1 Setting	53
4.7.2 Discussion	53
4.7.3 References	55
<b>4.8 Tribal Cultural Resources</b>	<b>56</b>
4.8.1 Setting	56
4.8.1.1 Assembly Bill (AB) 52 Consultation	57
4.8.1.2 Record Searches and Field Survey	58
4.8.2 Discussion	58
4.8.3 References	60
<b>4.9 Wildfire</b>	<b>61</b>
4.9.1 Setting	61
4.9.2 References	64
<b>4.10 Mandatory Findings of Significance</b>	<b>65</b>
4.10.1 Setting	65
4.10.2 Discussion	65
<b>5. List of Preparers and Reviewers</b>	<b>68</b>

## List of Tables

Table 2.4.3-1. Construction Equipment.....	9
Table 2.5-1. Permits and Approval Needed .....	9
Table 4.1.1-1. NAAQS .....	17
Table 4.1.1-2. CAAQS .....	17
Table 4.1.2-1. Construction Emissions Estimates .....	19
Table 4.2.1-1. Vegetation Communities and Land Uses in the Project Area .....	24
Table 4.4.2-1. Maximum Estimated Construction GHG Emissions.....	39
Table 4.6.1-1. Typical Noise Levels .....	46

## List of Figures

Figure 1-1 Regional Location .....	Appendix A
Figure 1-2 Project Location .....	Appendix A
Figure 1-3 Project Site Plan .....	Appendix A

## List of Appendices

**APPENDIX A: FIGURES**

**APPENDIX B: SUMMARY OF BEST MANAGEMENT PRACTICES, IMPACTS, MITIGATION  
MEASURES, AND LEVEL OF SIGNIFICANCE AFTER MITIGATION**

**APPENDIX C: CALEEMOD AIR QUALITY/GREENHOUSE GAS OUTPUT**

**APPENDIX D: RESERVED-RESPONSES TO PUBLIC COMMENTS**

# Initial Study

- 1) **Project Title:** Idyllwild Wastewater Treatment Plant Improvement Project
- 2) **Lead Agency Name and Address:**  
Idyllwild Water District  
[Desk@idyllwildwater.com](mailto:Desk@idyllwildwater.com)  
951-659-2143  
25945 CA-243, Idyllwild, California 92549
- 3) **Contact Person and Phone Number:**  
Nathan Thomas  
SUSP Engineering  
916-553-4900
- 4) **Project Location:** 52335 Apela Drive, City of Idyllwild, Riverside County, California, Assessor's Parcel Number(s) 557-120-002 and a portion of 557-120-001.
- 5) **Project Sponsor's Name and Address:**  
SUSP Engineering  
1234 N Market Boulevard, Sacramento, California  
916-553-4900
- 6) **General Plan Designation(s):** Public Facilities (PF)
- 7) **Zoning Classification(s):** Controlled Development Area Zone (W-2)

# 1. Introduction

The Idyllwild Water District (IWD) proposes to improve the Idyllwild Wastewater Treatment Plant (WWTP) (herein referred to as the “proposed project” or “project”) that was constructed in 1966 and became operational in 1971. The improvements to the WWTP are needed to continue to adequately receive and treat wastewater from the residents and businesses of Idyllwild while conforming to current local (Riverside County), state and federal wastewater treatment regulations. The project includes upgrades to headworks, equalization, and secondary treatment facilities at the WWTP, installation of new controls and a plant wide Supervisory Control and Data Acquisition (SCADA) system.

The IWD is the lead agency under the California Environmental Quality Act (CEQA). The California Rural Water Association (CRWA) is providing technical assistance to the IWD under an agreement with their subsidiary SUSP Engineering. Previously under the Santa Ana Watershed Project Authority (SWAPA) Disadvantaged Community Involvement Program, CRWA performed a feasibility study and general preliminary engineering report supporting the project.

## 1.1 Circulation Information

The Draft Initial Study/Mitigated Negative Declaration (IS/MND) was submitted to the State Clearinghouse on May 24, 2024, for a 30-day public review period that ended on Monday June 23, 2024. During the public review period, the Draft IS/MND will be available for review at the following locations:

- Idyllwild Water District 25945 CA-243, Idyllwild, California 92549
- Idyllwild Water District Website <https://www.idyllwildwater.com/>
- Max and Beatrice Krone Library 5200 Temecula Road #38 Idyllwild, California 92549

Comments can be submitted via email to Chris Graham (cgraham@Dewberry.com), subject line: Idyllwild WWTP Improvement Project – Public Comment. Comments can also be sent by mail to:

Idyllwild WWTP Improvement Project – Public Comment  
ATT: Chris Graham  
11060 White Rock Road  
Suite 200  
Rancho Cordova, California 95670  
Email: cgraham@Dewberry.com

Comments were accepted until 5:00 PM on Monday June 23, 2024.

## 1.2 Summary of Findings

The Draft IS/MND prepared for the proposed project assesses the potential effects on the environment and the significance of those effects. Based on the result of this IS/MND, the proposed project would not have significant impacts on the environment once mitigation measures, best management practices, and standard project conditions are implemented. The IS/MND supports the following findings:

- The proposed project would have no impact on aesthetics, agriculture and forestry resources, energy, geology and soils (including paleontological resources), hydrology and water quality, land use and planning, mineral resources, population and housing, public services, recreation, utilities, and wildfire.
- The proposed project would have less than significant impacts on air quality, greenhouse gas emissions, hazards and hazardous materials, noise, and transportation.
- Once mitigation measures are implemented, the proposed project would have a less than significant impact on biological resources, cultural resources, and tribal cultural resources.
- No substantial evidence exists that the proposed project would have a significant and unavoidable or adverse effect on the environment.

## 1.3 Background

The WWTP was constructed in 1966 and became operational in 1971 after the construction of the collection system was completed. Currently, IWD provides water and sewer services to approximately one third of the community of Idyllwild, covering a service area of 2,520 acres through 1,650 water and 587 sewer connections. The remaining residences and businesses are on septic systems as there are no other regulated wastewater treatment operations of similar scale in the area. Due to the geographic constraints, there are currently no plans to incorporate the remaining parts of the service area into the collection system. The geographic distance also precludes the possibility of consolidating with neighboring systems.

The WWTP is an activated sludge plant operated in extended aeration mode for biological removal of nitrogen with a capacity of 0.25 Million Gallons per Day (MGD). The system operates under a National Pollutant Discharge Elimination System (NPDES) Permit No R8- 2015-0028 issued by the Santa Ana Regional Water Quality Control Board (RWQCB) on July 1, 2015.

The District's wastewater collection system is a gravity flow system and consists of approximately 63,000 feet of 4-, 8-, 10-, and 18-inch sewer lines and mains. Pipeline blockages are not uncommon within the collection system. Further, inflow and infiltration is also an issue due to the age of the system (50 years). IWD has instituted a program



Idyllwild Wastewater Treatment Plant Improvement Project  
Initial Study/Mitigated Negative Declaration

to video survey parts of the collection system annually to identify potential leakage issues and fix them as identified. IWD is not a combined sewer system, which means that storm water runoff and sewage collection system are separated. The collection system is meant to collect only wastewater and deliver it to the treatment plant, although all of the storm flow cannot be excluded from the collection system, and the WWTP does see a surge in flows due to periods of heavy rainfall. As a result, inflow and infiltration is a concern at the WWTP resulting in much higher influent flows during rainfall events causing the capacity of treatment units to be exceeded. This results in inadequate retention times, insufficient treatment, and exceedance of permit discharge limits. The existing WWTP has not been upgraded since its construction in 1966, aside from replacement of individual equipment and a headworks modification in 2019. The WWTP is composed of the following main components: Headworks, Equalization Tank, Aeration Tank with Clarifier and Aerobic Digester, RAS/WAS Pumping System and Centrifugal Blowers, Spray Fields and Percolation Ponds, and Sludge Drying Beds. These existing components of the WWTP and the upgrades proposed as part of the project are further discussed below in Section 2.0 Project Description.

## 2. Project Description

### 2.1 Project Location

Regionally, the proposed project is located in unincorporated Riverside County within the community of Idyllwild, in the San Bernardino Mountains, approximately 30 miles east of Hemet (**Appendix A: Figure 1-1**). Specifically, the proposed project is located on Assessors' Parcels Number (APNs) 557-120-002 and a portion of 557-120-001, along Apela Drive and Temecula Road in the community of Idyllwild (**Appendix A: Figure 1-2**). The project site has an existing Riverside County land use designation of Public Facilities (PF) and is zoned as Controlled Development Areas (W-2).

The land use pattern in the community of Idyllwild/Pine Cove features small lot residential development and commercial uses, as well as large areas devoted to camps, conference centers, retreats, and higher education in music and the arts. Surrounding General Plan land use designations include Open Space-Conservation Habitat (OS-CH), Open Space-Water (OS-W), Estate Density Residential (EDR), Medium Density Residential (MDR), and Rural Mountainous (RM). Surrounding zoning designations include Watercourse, Watershed and Conservation Zone Areas (W-1), W-2, and rural residential (RR).

### 2.2 Existing Conditions

The project site is currently occupied by the existing Idyllwild WWTP which is approximately 34,800 square feet and includes a treatment capacity of 0.25 million gallons per day (MGD). The system is operated manually. The major components of the system include headworks, equalization tank, aeration tank with clarifier and aerobic digester, RAS/WAS pumping system and centrifugal blowers, spray fields and percolation ponds, and sludge drying beds. The project site is bounded by access roads to the east and the WWTP to the north, and supports a moderate-to-dense montane hardwood-conifer habitat.

The existing Idyllwild WWTP was constructed in 1966 and became operational in 1971, making it over 50 years old and has now exceeded its design life. The main issues with the existing WWTP that would be addressed by the proposed project include redundancy, permit exceedances, limited equalization capacity, and lack of supervisory control and data acquisition (SCADA) controls.

### 2.3 Purpose and Need and Project Objectives

The purpose of the project is to modernize the Idyllwild WWTP to meet existing and future discharge requirements efficiently and consistently for the Idyllwild community.

The project is needed because the existing WWTP is old and beyond its useful life and needs to be upgraded to meet current wastewater standards and processes.

The most urgent issue the WWTP faces is the aging infrastructure, lack of redundancy, and declining treatment efficiency at the existing WWTP. Lack of redundancy makes regular maintenance activities difficult to perform and limited to those that can occur within a 24-hour period. Although the flow can be diverted to the existing EQ (equalizing) basin for a brief period for minor repairs, capital maintenance and longer repairs cannot currently be accomplished. Furthermore, adequate removal of biological oxygen demand (BOD), total suspended solids (TSS), and nitrogen is occasionally not being achieved with the existing biological treatment system. Variations in BOD and TSS loading, as well as wet weather events, overload the single treatment unit, resulting in violations of permit regulations. The objectives of the proposed project are to improve the following:

- **Increase Redundancy:** The existing WWTP consists of a single process train with the headworks and the aeration basin. Without any redundancy, bypass, or excess equalization the treatment unit cannot be removed from service for maintenance and repair. As the WWTP ages, system components need to be repaired and replaced more frequently. The current EQ basin size of 113,000 gallons (equal to approximately one day of average daily flow (ADF)) does not allow sufficient time to make repairs or change out parts. Due to recent fluctuations in flows, Idyllwild Water District (IWD) is not confident that treatment can be paused even for 24 hours. Redundancy in treatment is essential for efficient operation and adequate maintenance.
- **Ensure that Permit Thresholds are Not Exceeded:** Generally, the WWTP produces quality effluent but there have been issues with treatment efficiency in the last eight years that have caused effluent samples to be outside permit limits. Weekly and monthly permit limits for BOD and TSS and corresponding removal efficiencies are exceeded periodically either during periods of higher flow (wet weather events) or excessive loading during the summer months. Tin was also reported above reporting limits in five of the 12 months in 2016. Total dissolved solids (TDS) was reported above reporting limits in October 2016, April 2017, and January and February 2019 indicating poor WWTP solids performance. The system needs to improve treatment efficiency for removal of BOD, solids, as well as nitrogen. Treatment efficiency can be improved by maintaining uniform loading in the aeration basins.
- **Improve the Lack of SCADA Controls:** Currently, IWD does not have a supervisory control and data acquisition (SCADA) system that would integrate all facilities under one system and allow modern monitoring and control of the treatment plant, as well as collect system data for future planning and troubleshooting. New instrumentation and controls fully integrated to a data recording computer with the capacity to send out data and alarms automatically would improve operations and help eliminate poor treatment outcomes.

## 2.4 Proposed Project

The proposed project would improve the Idyllwild WWTP to meet existing and future discharge requirements efficiently and consistently for the Idyllwild community. The proposed project consists of the following improvements:

- **Headworks to include new flume and splitter box:** The headworks includes a Parshall flume and ultrasonic level transducer installed to measure the amount of influent. The Parshall flume that records the influent flowrate at the plant is 26 inches deep and capable of measuring up to 1,001 gallons per minute (gpm) at 26-inch water depth. However, the ultrasonic level sensor is setup to read only up to 10-inches of water depth, which is about 340 gpm. The new headworks and splitter box will manage flows so the aeration basins receive equalized flow within the treatment capacity of 250,000 gallons per day (gpd) and includes a new Parshall flume to cover the full range of flows expected.
- **Additional equalization for heavy precipitation events/Two new secondary treatment bioreactors:** The WWTP currently has a single process train for secondary treatment without any redundancy. This means that the basin cannot be removed from service for maintenance or repair. Two new bioreactors operating in parallel and two equalization basins are planned. The existing treatment bioreactor will be repurposed to be a second equalization basin. The new facilities will allow for repairs and equipment replacement over the design life of the new plant. Additional equalization will buffer the plant for better performance when storm induced influent rate is high due to large storm events.
- **New sludge holding tank and new sludge handling system:** The active volume of the sludge tank is approximately 60,000 gallons, and at 3,800 gallons per day of production, the tank provides about 15 days of storage, following which the thickened sludge is pumped to the sludge drying beds and excess water is decanted to the anoxic tank. The tank would be improved with a sludge grinder pump with stainless steel lift out assemblies for ease of maintenance and repair. Additionally, the tank would be improved with coarse bubble diffusers for aeration and a high level alarm to alert operators of high sludge levels in the tank. No improvements are planned for the sludge drying beds.
- **New SCADA system to integrate controls for the entire plant site:** Currently, Idyllwild Water District does not have a supervisory control and data acquisition (SCADA) system to integrate all facilities under one system and allow monitoring and control of the treatment plant, as well as collect system data for future planning and troubleshooting. New instrumentation and controls fully integrated to a data recording computer with the capacity to send out data and alarms automatically would be installed to improve operations and help eliminate poor treatment outcomes. The SCADA system and controls will be located in a new electrical building at the site.

- **New blowers and associated controls in existing blower room:** Motorized control valves would be installed to control the flow of air to different WWTP tanks as needed. A standby blower unit would be installed as a backup. Blowers would be sized to fulfill aeration air requirements for the following processes: fine bubble diffusers in bioreactors, coarse bubble diffusers in EQ tanks, coarse bubble diffusers for sludge tank, and air required for operation of air lift pumps.
- **New generator and automatic transfer for standby power:** The WWTP includes an emergency Onan power generator installed in the late 1990s rated at 125 kW to run the entire plant in case of a grid failure or power shutoff. An automatic transfer switch is available to ensure a safe transfer from grid to generator during a power shutdown and to resume power from the grid. The generator is nearly 20 years old and does not meet air quality regulations set forth by South Coast Air Quality Management District (AQMD). As such, a new generator (240 kW [or 320 horsepower]) would be installed to replace the existing older generator. A fuel tank would be installed to provide power to the new generator in the event of power outages. The new generator will be housed in the new electrical building (which is a sound attenuation weather proof enclosure) and would operate a total of 50 maintenance hours per year.

The new bioreactors, sludge holding tank, and generator and controls building would be constructed in undeveloped areas on the project site; the remaining improvements would occur on the existing site of the WTP. **Appendix A: Figure 1-3** depicts the project site plan.

### 2.4.1 Utility Relocation

Utility relocation would not be required for implementation of the proposed project.

### 2.4.2 Vegetation/Tree Removal

The portion of the parcel recently acquired for the proposed project is directly adjacent to the existing WWTP and is in a more natural state than the parcel occupied by the WWTP. Construction of the new bioreactors and new electrical building would require the removal of approximately 12,500 square feet of montane hardwood-conifer forest. The proposed project would be subject to the Riverside County Ordinance No. 559 regulating the removal of trees. The County ordinance prohibits the removal of any living native tree on any parcel or property greater than one-half acre in size, located in an area above 5,000 feet in elevation and within the unincorporated area of the County, without first obtaining a permit to do so.

### 2.4.3 Construction Activities

The proposed project would be constructed partly on the existing WWTP and partly on recently acquired land adjacent to the existing plant. The construction on the existing site would consist of excavation, installation of water facilities via trenching, precast

concrete, and cast in place concrete as well as conduit and electric equipment. The site would be regraded as needed after the construction is completed. Part of the work would entail repurposing existing tanks on the site and all of the work would be done in previously disturbed areas by moderate sized equipment due to the limited space to work in and the limited excavation needed there.

The installation of new components, specifically, the new bioreactors and new electrical building would occur on the recently acquired parcel (new portion of the site). On the newer portion of the site, larger tanks would be installed requiring larger equipment and more effort. The newer portion of the site would have some existing trees cleared and the affected ground grubbed. This would affect approximately one-third of the acquired land, approximately 12,500 square feet. The areas where the tanks are to be built would be excavated to the shallow bedrock on the site, typically about four (4) feet and the areas would be built up to subgrade with engineered fill. The tanks and other facilities may be constructed on bedrock directly if that is more efficient. Most of the construction would be cast in place concrete with a lesser amount of the same construction types as are employed on the existing site. Heavy excavation equipment and a large bulldozer with a ripper may be used to dislodge less than stable rock formations to achieve a solid base to build on. Soils at the site are acceptable for use as engineered fill and for regrading to finish the site. Additional soils may be imported as needed to complete subgrade work and backfilling. Some ancillary paving for the driveway and embankment armoring with riprap may be done to finish the site at the end of construction.

### 2.4.3.1 Construction Equipment

**Table 2.4.3-1: Construction Equipment** provides a description of the type of equipment likely to be used during the construction of the proposed project.

Table 2.4.3-1. Construction Equipment

EQUIPMENT	CONSTRUCTION PURPOSE
Hydraulic Hammer	Excavation
Hoe ram	Excavation
Jack Hammer	Demolition
Water Truck	Earthwork construction + dust control
Bulldozer / Loader	Earthwork construction + clearing and grubbing
Haul Truck	Earthwork construction + clearing and grubbing
Front-End Loader	Dirt or gravel manipulation
Grader	Ground grading and leveling
Dump Truck	Fill material delivery
Bobcat	Fill distribution
Excavator	Soil manipulation and placement of rock slope protection
Compaction Equipment	Earthwork
Roller / Compactor	Earthwork and asphalt concrete construction
Backhoe	Soil manipulation + drainage work
Concrete Truck and Pump	Placing concrete

Idyllwild Wastewater Treatment Plant Improvement Project  
Initial Study/Mitigated Negative Declaration

Paver	Asphalt concrete construction
Truck with seed sprayer	Erosion control landscaping
Generators	Power Hand Tools
Chainsaw	Clearing trees
Log truck	Removing felled trees

### 2.4.3.2 Construction Schedule and Timing

Construction is expected to commence in April 2026 and take approximately 18 to 24 months to complete.

## 2.5 Permits and Approvals Needed

The following permits, reviews, and approvals, shown in **Table 2.5-1: Permits and Approval Needed**, are required for proposed project construction.

Table 2.5-1. Permits and Approvals Needed

AGENCY	PERMIT/APPROVAL	STATUS
State Water Resources Control Board	National Pollutant Discharge Elimination System (NPDES) Construction General Permit	Prepared after CEQA clearance and during final design.
Regional Water Quality Control Board, Santa Ana Region	Waste Discharge Requirements	Prepared after CEQA clearance and during final design.
Idyllwild Water District	Approval of CEQA IS/MND	Follows public circulation of the CEQA IS/MND.
South Coast Air Quality Management District	Rules and Regulations, Stationary Source Permit for Public and Private Waste Water Treatment Works, Authority to Construction and Permit to Operate	Required during final design prior to commencement of construction.
Riverside County	Building Permit, Tree Removal Permit	Required during final design prior to commencement of construction.
	Erosion Control Permit, Grading Permit	Required prior to commencement of construction.

### 3. Environmental Factors Potentially Affected

The proposed project could potentially affect the environmental factor(s) checked below. The following pages present a more detailed checklist and discussion of each environmental factor.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Aesthetics                      | <input type="checkbox"/> Agriculture and Forestry Resources | <input type="checkbox"/> Air Quality                                   |
| <input checked="" type="checkbox"/> Biological Resources | <input checked="" type="checkbox"/> Cultural Resources      | <input type="checkbox"/> Energy  |
| <input type="checkbox"/> Geology and Soils               | <input type="checkbox"/> Greenhouse Gas Emissions           | <input type="checkbox"/> Hazards and Hazardous Materials               |
| <input type="checkbox"/> Hydrology and Water Quality     | <input type="checkbox"/> Land Use and Planning              | <input type="checkbox"/> Mineral Resources                             |
| <input type="checkbox"/> Noise                           | <input type="checkbox"/> Population and Housing             | <input type="checkbox"/> Public Services                               |
| <input type="checkbox"/> Recreation                      | <input type="checkbox"/> Transportation                     | <input checked="" type="checkbox"/> Tribal Cultural Resources          |
| <input type="checkbox"/> Utilities and Service Systems   | <input type="checkbox"/> Wildfire                           | <input checked="" type="checkbox"/> Mandatory Findings of Significance |

#### 3.1 Determination: (To be completed by Lead Agency)

On the basis of this initial study:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a “potentially significant impact” or “potentially significant unless mitigated” impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An



Idyllwild Wastewater Treatment Plant Improvement Project  
Initial Study/Mitigated Negative Declaration

ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

- I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, no further environmental documentation is required.

NAME (PRINT)	DATE
<i>Curt SAUER</i>	<i>5/2/24</i>
SIGNATURE	FOR
<i>Curt Sauer</i>	<i>Idyllwild Water District</i>

## 4. Environmental Analysis

This section of the IS/MND evaluates the potential effects on the physical environment due to implementation of the proposed project. This analysis has been prepared to determine whether any of the conditions in CEQA Guidelines Section 15162 would occur as a result of the proposed project.

The proposed project would result in negligible physical effects and would not cause significant impacts to the following resources. These resources are not discussed further in this IS/MND.

- **Aesthetics:** Idyllwild is located on a mountainous terrain with the Idyllwild Wastewater Treatment Plant (WWTP) at the lowest elevation within the service area (California Rural Water Association, 2021). The proposed project site is surrounded by many trees and thick ground vegetation which shields views of the WWTP from the adjacent roadways. Given the low visual profile of the existing treatment plant facility and the undeveloped nature of surrounding areas, the existing WWTP is barely visible from any developed areas in the vicinity of the existing facility.

None of the proposed project upgrades or features would have a substantial adverse effect upon any scenic vistas nor would they degrade any existing scenic resources or the visual character or quality of its surroundings. The proposed project would not create any new sources of substantial light or glare which would affect day or nighttime views in the area. Therefore, the proposed project would have **no impact** regarding aesthetics.

- **Agriculture and Forestry Resources:** The project site and surrounding parcels are not zoned for or have a designated land use of agriculture or forestry resources. The proposed project area and surrounding land is not mapped by the Farmland Mapping and Monitoring Program (FMMP). There are no lands operating under Williamson Act contracts within or adjacent to the proposed project site. The County General Plan does not identify commercially significant timberlands within or adjacent to the proposed project boundaries. Therefore, the proposed project would have **no impact** on agriculture and forestry resources.
- **Energy:** The proposed project would not result in capacity increases for vehicles, increase average daily travel or vehicle miles traveled. Operations of the proposed project would not result in new energy demands over time and would be similar to existing conditions upon completion of construction. More so, the upgrades to existing equipment such as the RAS/WAS pumping system and centrifugal blowers would result in increased energy efficiency of these operations. During construction, BMPs would be implemented to reduce impacts to energy use, such as limiting idling time for construction equipment and require equipment to meet current standards. The proposed project would not result in wasteful, inefficient, or unnecessary consumption of energy resources during construction or operation. Therefore, the proposed project would have **no impact** to energy.
- **Geology and Soils:** The nearest faults to the proposed project area are the Hot

Idyllwild Wastewater Treatment Plant Improvement Project  
Initial Study/Mitigated Negative Declaration

Springs, Clark and South Fork Faults. The Hot Springs Fault is a late quaternary fault and is located approximately two miles southwest of the proposed project area. The Clark Fault is a Holocene fault and is located approximately six miles southwest of the proposed project area. The South Fork Fault is also a Holocene fault and is located approximately five miles south of the proposed project area (California Rural Water Association, 2021). The proposed project site is not within an Alquist-Priolo Fault-Rupture Zone and is not on a known fault; therefore, fault rupture would not occur within the project site (California Geological Survey, 2022). The soil types present at the project site, Wind River-Oak Glen Family and Morical-Wind River Family are not considered hydric soils (California Geological Survey, 2022). The proposed project would comply with federal, state, and local rules, regulations and requirements and implement best management practices (BMPs) pertaining to erosion control prevention. Therefore, the proposed project would have **no impact** to geology and soils.

- Hydrology and Water Quality: The proposed project would comply with federal, state, and County requirements and would implement BMPs pertaining to stormwater runoff and erosion control prevention through the development of a Stormwater Pollution Prevention Plan as part of the National Pollutant Discharge Elimination System permit. The tree removal required for implementation of the proposed project would be negligible in changing surface drainage patterns due to the limited size of the project area and because the project area is in a developed area with compacted and disturbed soils. The proposed project would not alter the course of a water body, nor would it alter groundwater recharge, discharge, or flow conditions. Therefore, the proposed project would have **no impact** regarding hydrology and water quality.
- Land Use and Planning: The proposed project would upgrade the Idyllwild Wastewater Treatment Plant (WWTP) to meet existing and future discharge requirements efficiently and consistently for the Idyllwild community, as well as meet current wastewater treatment standards and processes. The proposed project would be consistent with existing and future land use designations and zoning classifications in the project area. The proposed project would not divide an existing community. Thus, the proposed project would have **no impact** regarding land use and planning.
- Mineral Resources: According to the Riverside County General Plan Multipurpose Open Space Element and the California Geological Survey (CGS), the project site is not within a mineral resource area (MRA) designated area (Riverside County, 2015). The closest MRA, MRZ-3 (significance of mineral deposits undetermined), is located approximately 16 miles west of the proposed project site. Although the County of Riverside has extensive deposits of clay, limestone, iron, sand, and aggregates, there are no known current mineral resources, mineral extraction areas, mineral extraction facilities, or mineral recovery sites within, or adjacent to, the project site. Therefore, the proposed project would have **no impact** to mineral resources.
- Population and Housing: The proposed project would upgrade the Idyllwild WWTP to meet existing and future discharge requirements efficiently and consistently for

Idyllwild Wastewater Treatment Plant Improvement Project  
Initial Study/Mitigated Negative Declaration

the Idyllwild community, as well as meet current wastewater treatment standards and processes. The proposed project would not change the land use patterns surrounding the project site and is being improved to support planned growth. The proposed project would not increase the capacity of roadways, nor would it displace people or housing units. Therefore, the proposed project would have **no impact** on population and housing.

- Public Services, Recreation and Utilities: The construction and/or operation of the proposed project would not increase the need for additional public services or other utilities in the area. The proposed project would upgrade the Idyllwild WWTP to meet existing and future discharge requirements efficiently and consistently for the Idyllwild community, as well as meet current wastewater treatment standards and processes. As such, the proposed project would not require additional needs from the County, including but not limited to, police, fire, other utilities, parks, and/or recreation facilities. Construction workers are anticipated to come from surrounding areas, and thus would not relocate to the proposed project vicinity. The proposed project would not increase population and would not result in an increased demand for public services, recreation facilities, or utilities. Therefore, the proposed project would have **no impact** on these resources.

## 4.1 Air Quality

Where available, the significance criteria established by the applicable air quality management district or air pollution control district may be relied upon to make the following determinations. Would the project:

Issues	Determination
a) Conflict with or obstruct implementation of the applicable air quality plan?	Less Than Significant Impact
b) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?	Less Than Significant Impact
c) Expose sensitive receptors to substantial pollutant concentrations?	Less Than Significant Impact
d) Result in other emissions (such as those leading to odors) adversely affecting a substantial number of people?	Less Than Significant Impact

### 4.1.1 Setting

The proposed project is located in the town of Idyllwild, an unincorporated community located in the San Jacinto Mountains, about 45 miles west of Palm Springs in Riverside County. Together with Pine Cove and Fern Valley, it is a part of the Idyllwild/Pine Cove Census Designated Place and covers an area of 13.73 square miles. Riverside County is located within three air basins, including the South Coast Air Basin, Salton Sea Air Basin, and the Mojave Desert Air Basin. Western Riverside County, where the proposed project site is located, is within the South Coast Air Basin (SCAB) (County of Riverside, 2018). The SCAB includes all of Orange County and the non-desert portions of Los Angeles, Riverside and San Bernardino Counties. Air quality conditions in the SCAB are under the jurisdiction of the South Coast Air Quality Management District (SCAQMD). Air quality districts are public health agencies whose mission is to improve the health and quality of life for all residents through effective air quality management strategies.

The federal Clean Air Act (CAA) requires the U.S. Environmental Protection Agency (US EPA) to set National Ambient Air Quality Standards (NAAQS) for major pollutants that could be detrimental to the environment and human health. The California Ambient Air Quality Standards (CAAQS) are the California equivalent of the NAAQS. An air basin is in “attainment” (compliance) when the levels of the pollutant in that air basin are below NAAQS and CAAQS thresholds. **Table 4.1.1-1: NAAQS** provides information on the NAAQS and **Table 4.1.1-2: CAAQS** provides information on the CAAQS.

Idyllwild Wastewater Treatment Plant Improvement Project  
Initial Study/Mitigated Negative Declaration

Table 4.1.1-1: NAAQS

POLLUTANT		STANDARD TYPE	AVERAGING TIME	CONCENTRATION THRESHOLD	FORM
Carbon monoxide (CO)		Primary	8 hours	9 ppm	Not to be exceeded more than once per year
			1 hour	35 ppm	
Lead (Pb)		Primary and secondary	Rolling 3-month average	0.15 µg/m <sup>3</sup>	Not to be exceeded
Nitrogen dioxide (NO <sub>2</sub> )		Primary	1 hour	100 ppb	98th percentile of 1-hour daily maximum concentrations, averaged over 3 years
		Primary and secondary	1 year	53 ppb	Annual mean
Ozone (O <sub>3</sub> )		Primary and secondary	8 hours	0.070 ppm	Annual fourth-highest daily maximum 8-hour concentration, averaged over 3 years
Particulate matter (PM)	PM <sub>2.5</sub>	Primary	1 year	12.0 µg/m <sup>3</sup>	Annual mean, averaged over 3 years
		Secondary	1 year	15.0 µg/m <sup>3</sup>	Annual mean, averaged over 3 years
		Primary and secondary	24 hours	35 µg/m <sup>3</sup>	98th percentile, averaged over 3 years
	PM <sub>10</sub>	Primary and secondary	24 hours	150 µg/m <sup>3</sup>	Not to be exceeded more than once per year on average over 3 years
Sulfur dioxide (SO <sub>2</sub> )		Primary	1 hour	75 ppb	99th percentile of 1 hour daily maximum concentrations, averaged over 3 years
		Secondary	3 hours	0.5 ppm	Not to be exceeded more than once per year

Source: U.S. EPA, 2023

Table 4.1.1-2: CAAQS

POLLUTANT	AVERAGING TIME	CONCENTRATION THRESHOLD
Carbon monoxide (CO)	8 hours	0.09 ppm
	1 hour	0.070 ppm
Lead (Pb)	1.5	0.15 µg/m <sup>3</sup>
Nitrogen dioxide (NO <sub>2</sub> )	1 hour	0.18 ppm
	Annual arithmetic mean	0.030 ppm
Ozone (O <sub>3</sub> )	8 hours	0.09 ppm

POLLUTANT		AVERAGING TIME	CONCENTRATION THRESHOLD
		1 hour	0.070 ppm
Particulate matter (PM)	PM <sub>2.5</sub>	Annual arithmetic mean	12.0 µg/m <sup>3</sup>
	PM <sub>10</sub>	24 hours	50 µg/m <sup>3</sup>
		Annual arithmetic mean	20 µg/m <sup>3</sup>
Sulfur dioxide (SO <sub>2</sub> )		1 hour	0.25 ppm
		24 hours	0.04 ppm
Visibility reducing particles		9 hours	Extinction of 0.23 per kilometer
Sulfates		24 hours	25 µg/m <sup>3</sup>
Hydrogen sulfide		1 hour	0.03 ppm
Vinyl chloride		24 hours	0.01 ppm

Source: CARB, 2016

According to the Air Quality Management Plan (AQMP) adopted by the SCAQMD for the air basin, the worst air quality problem in the nation occurs in the SCAB (County of Riverside, 2018). With very light average wind speeds, the basin atmosphere has limited capability to disperse air contaminants horizontally. In addition, the vertical dispersion of air pollutants in the SCAB is hampered by the presence of a temperature inversion in the layers of the atmosphere near the earth’s surface. The proposed project site is located in an area that is currently in federal and state non-attainment for ozone, PM<sub>2.5</sub>, and PM<sub>10</sub> (California Air Resources Board [CARB], 2020).

South Coast SCAQMD is in the process of developing an “Air Quality Analysis Guidance Handbook” to replace the CEQA Air Quality Handbook approved by the South Coast SCAQMD Governing Board in 1993. While the new Handbook is being prepared, the South Coast SCAQMD provides supplemental information, such as the South Coast SCAQMD Air Quality Significance Thresholds and Localized Significance Thresholds for conducting air quality analysis.

#### 4.1.2 Discussion

##### a) Would the project conflict with or obstruct implementation of the applicable air quality plan?

The proposed project would upgrade the Idyllwild WWTP to meet existing and future discharge requirements efficiently and consistently for the Idyllwild community, as well as meet current wastewater treatment standards and processes. Operations of the proposed project would not increase automobile capacity or create other permanent new sources of air quality emissions. Operations would be similar to existing conditions upon construction completion.

The primary source of air pollution would occur as a result of construction activities (i.e., grading) and construction vehicle emissions. The proposed project would comply with the South Coast Air Quality Management District’s SCAQMD’s air quality guidelines and

Idyllwild Wastewater Treatment Plant Improvement Project  
Initial Study/Mitigated Negative Declaration

would implement construction best management practices (BMPs), as described in detail under Impact Section b, below. The proposed project would not conflict with or obstruct implementation of the South Coast SCAQMD Air Quality Significance Thresholds, nor state goals or regulations during construction or operation. This impact is considered *less than significant*. No mitigation measures are required.

**b) Would the project result in a cumulatively considerable net increase of any criteria pollutant for which the project is non-attainment under an applicable federal or state ambient air quality standard?**

As stated above, the proposed project is in an area of federal and state non-attainment for ozone, PM<sub>2.5</sub>, and PM<sub>10</sub> (CARB, 2022). Operations of the proposed project would not increase automobile capacity or create other permanent new sources of emissions. Thus, operations of the proposed project would not result in new sources of emissions of criteria pollutants over time, including PM<sub>2.5</sub>, PM<sub>10</sub>, and ozone and would not create any additional long-term air quality emissions beyond what currently exists. The primary source of air pollution for the proposed project would occur as a result of construction activities and construction vehicle emissions. The proposed project would contribute temporary incremental increases in emissions; however, the construction emissions would not exceed the SCAQMD thresholds.

Construction emissions were modelled using the California Emissions Estimator Model (CalEEMod). For the purpose of this analysis, it was assumed that construction would last 24 months, the project area would be a total of 1.73 acres, and the maximum area disturbed per day would be less than 1 acre per day. It was also assumed that all on-road equipment used for the proposed project would be year 2010 or newer models, and all construction equipment would meet California Air Resources Board (CARB) Tier 4 requirements for off-road equipment (See **Appendix C** for the CalEEMod results). Estimated criteria air pollutant emissions generated by the proposed project’s construction and applicable SCAQMD significance thresholds are provided below in **Table 4.1.2-1: Construction Emissions Estimations**. The proposed project would not exceed the SCAQMD significance thresholds during construction as shown below in **Table 4.1.2-1**.

Table 4.1.2-1: Construction Emissions Estimations

CONSTRUCTION YEAR	POLLUTANT (MPOUNDS PER DAY)					
	VOC	SO <sub>x</sub>	NO <sub>x</sub>	PM <sub>10</sub>	PM <sub>2.5</sub>	CO
2025	<u>0.79</u>	<u>0.01</u>	7.10	0.34	0.32	8.70
2026	<u>0.75</u>	<u>0.01</u>	6.61	0.31	0.28	8.67
2027	<u>0.72</u>	<u>0.01</u>	6.26	0.28	0.26	8.68