



admin@mhcwd.org (530) 878-8096
16733 Placer Hills Road, PO Box 596, Meadow Vista, CA 95722

AGENDA

Regular Board Meeting, March 17, 2022, at 6:00 P.M.

- ❖ The following agenda has been prepared and posted at least 72 hours prior to the regular board meeting of the Midway Heights County Water District Board of Directors in accordance with the Ralph M. Brown Act.
- ❖ The chronological order of agenda items does not necessarily mean that each item will be considered in that order. Any listed items may be considered at any time during the meeting, at the discretion of the Board President.
- ❖ The public may address the Board on each agenda item during the Board's consideration of that item. Any members of public present at a meeting will be asked but are not required to state their name to the Board Secretary so that their attendance may be made a matter of public record.
- ❖ The Board is prohibited by law from acting on any matter not appearing on the posted agenda, except in certain cases provided for in the Brown Act.
- ❖ In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Jason Tiffany at (530) 878-8096 (phone) or (530) 878-8096 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.
- ❖ In accordance with Government Code Sec. 54954.2 (a) this notice and agenda were posted at the following locations: MHCWD Office; Meadow Vista Post Office; Meadow Vista Village Center; at the intersection of Placer Hills and Peaceful Valley Roads; and at the intersection of Oak Hill and Hillsdale Roads.

AGENDA

Regular Board Meeting, March 17, 2022

I. CALL TO ORDER

II. ROLL CALL OF DIRECTORS

Establish a quorum and identify for the minutes any other persons attending. Members of the public may remain anonymous in the minutes if they wish.

III. REVIEW AND APPROVAL OF MINUTES Pages 4-6

The minutes from the February 17, 2022, Regular Meeting will be discussed and may be approved.

IV. PUBLIC FORUM

This time is scheduled for comments from members of the public concerning subjects that do not specifically appear as items elsewhere on the agenda. The total time allotted for the public forum session is generally 20 minutes. Individuals are limited to approximately 3 minutes of public comments. Discussion on any particular issue raised is limited to 10 minutes.

Potential issues or action items raised during the Public Forum will be noted by the Secretary and offered for discussion during the Calendar Review later in the session.

V. GENERAL BUSINESS

A. CONSENT CALENDAR

Items on the Consent Calendar are routine in nature. All Calendared Items, if any, are accepted/approved by a single vote and without discussion. Each such item must appear as a document included in the Board Packet. Any Director may move that an item be removed from the Calendar for separate discussion and vote.

1. Directors Reports-Connections Policy Ad-Hoc Committee Page 7
2. Miscellaneous Information and Correspondence

B. PRESENTATION AND DISCUSSION BY ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY (ACWA-JPIA)

Robin Flint, Risk Control Manager, will present the latest risk assessment visit performed by the ACWA-JPIA on March 10, 2022. She will also be available to discuss the programs offered by ACWA-JPIA.

C. DISCUSSION & ACTION RE: RFP FOR STRATEGIC PLAN CONSULTANT Page 8-16

The draft Request For Proposals for consulting assistance with development of a Strategic Plan for the District will be reviewed and possibly approved for publication.

D. DISCUSSION & ACTION RE: DRAFT GM EVALUATION FORM Pages17-22

A GM-oriented Evaluation form will be discussed and possibly approved for regular or trial use.

E. FIELD REPORT Page 23

Review of the Field Report as provided in the Board Packet.

AGENDA

Regular Board Meeting, March 17, 2022

F. GENERAL MANAGER'S REPORT

Review the Report as provided in the Board Packet and/or as delivered by the GM.

VI. FINANCIAL

A. TREASURER'S REPORT: APPROVAL OF ACCOUNT TRANSFERS AND BILLS PAID Pages 24-30

Fund Summaries and Checking Account Reconciliation Registers showing the balances of all the District's funds and bills paid for the prior month will be reviewed, discussed, and acted upon by the Board.

VII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board and staff may take this opportunity to ask questions; provide or receive information; make requests or provide direction regarding subsequent meeting agendas.

Current list of scheduled agenda items:

1. Draft of the FY 2023 budget.

Current list of unscheduled agenda items:

1. Discussion & Action re: Website Transparency Content.
2. Discussion & action re: amendments to district code sections governing connection and reconnection fees.
3. April/May Newsletter.
4. Policy re: Consent Calendar and Directors Reports.
5. Policy re: Format/content of minutes, inclusion of public comments.
6. Policy re: Board members who share a household.

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

Unless otherwise decided, the next regular meeting will be April 21, 2022, at 6:00 PM

IX. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

February 17, 2022, 6:00 P.M. at District Office
16733 Placer Hills Road, Meadow Vista CA. 95722

I. CALL TO ORDER

President Goodwin called the meeting to order at approximately 6:00 PM.

II. ROLL CALL

DIRECTORS PRESENT: Richard Goodwin, President
Don Rushton, Vice-President
Jim Mehl, District Treasurer
Pauline Nevins, CSDA Representative
Craig Stone, ACWA/JPIA Representative

DIRECTORS ABSENT: None.

OTHERS PRESENT: Jason Tiffany, General Manager and Board Secretary
Larry Bain, C.P.A., District Auditor

MEMBERS OF THE PUBLIC: None

III. REVIEW AND APPROVAL OF MINUTES

M/S Jim Mehl/ Richard Goodwin to accept the January 20, 2022, minutes as **amended**.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>

Passed Unanimously: Yes

IV. PUBLIC FORUM None

V. GENERAL BUSINESS

A. CONSENT CALENDAR

1. DIRECTORS REPORTS

Director Stone commented that the District's web site has a transparency page and he felt that legal action taken against the District should be posted on the site. *United States v. Midway Heights County Water District*, an action taken many years ago under the Safe Drinking Water Act (SDWA), was cited as one example.

2. MISCELLANEOUS INFORMATION AND CORRESPONDENCE - none.

B. DISCUSSION & ACTION RE: AUDIT FOR FISCAL YEAR 2021

The District’s auditor, Larry Bain, C.P.A., presented the audit. One of the items discussed was the District’s potential unfunded liability for Other Post-Employment Benefits (OPEB) for health care. The benefits would apply only in the specific case of the GM if he were to leave the District’s employ after 25 years of service without having retired. Such benefits would later cease if he began receiving health benefits from a new employer.

The Board and staff discussed the audit with Mr. Bain. The Board indicated that it would like to move forward with the recommendation to obtain an actuarial report for the OPEB and include the required OPEB information and disclosure notes in future financial statements.

M/S Jim Mehl/ Pauline Nevins to accept the report.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>

Passed Unanimously: Yes

C. DISCUSSION & ACTION RE: END OF YEAR BUDGET REVIEW FOR FISCAL YEAR 2021 AND SIX-MONTH BUDGET REVIEW FOR FISCAL YEAR 2022

The Board reviewed the two reports. No action was taken.

D. APPOINTMENT OF AD-HOC COMMITTEE FOR AMENDMENTS TO DISTRICT CODE SECTIONS GOVERNING CONNECTION POLICIES AND FEES.

The Board and staff reviewed the draft ad-hoc statement and made recommendations. President Goodwin said he would revise the statement and have it ready for inclusion in the next Board packet.

Director Mehl and Director Rushton were appointed to the committee along with the General Manager.

E. DISCUSSION & ACTION RE: STRATEGIC PLANNING

The Board and staff reviewed the draft Request for Proposals (RFP). The ad-hoc committee stated that they would modify the RFP for presentation at the next meeting.

F. FIELD REPORT

The Board reviewed the report and asked questions about the listed activities.

G. GENERAL MANAGERS REPORT

The GM presentation was halted midway by the President due to statements deemed inappropriate for a public session.

VI. FINANCIAL

A. TREASURER'S REPORT - APPROVAL OF ACCOUNT TRANSFERS AND BILLS PAID

Board Treasurer Mehl reported that all looked to be in order.

M/S Craig Stone/Pauline Nevins to accept the report.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

VII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board reviewed the calendar.

VII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next regular meeting date is set for March 17, 2022, at 6 P.M.

IX. ADJOURNMENT

President Goodwin adjourned the meeting at 8:42 P.M.

Respectfully Submitted,

Approved,

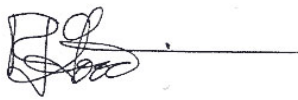
 Jason Tiffany
 Secretary to the Board
 Midway Heights County Water District

 Richard Goodwin
 President of the Board

Dated: _____

Midway Heights County Water District
 All Attachments, Ordinances, Resolutions, Policies, etc. are on file with Midway Heights County Water District.
 Copies are available upon request.

AD HOC COMMITTEE SCOPE STATEMENT

Title	Connections Policy Ad-Hoc Committee	
Purpose	Review existing District Code and Policies related to service connections. Propose actions covering appropriate updates for review and approval by the Board.	
Estimated Completion Date: 4/01/2022 Est. Date of Board Action: 4/21/2022	Director Fees Authorized: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Number of Authorized Meetings: <u>n/a</u>	
Committee Members <small>(No more than two Directors may serve together.)</small>	Director 1: Don Rushton, Chair Director 2: Jim Mehl Non-Director 1: Jason Tiffany, GM	
Committee Scope	<ul style="list-style-type: none"> • Review of existing Code and Policy & Procedures sections related to service connections, both treated and irrigation. • Consideration of governing law and advice provided by the District's attorney. • Review of current fees for all connection types (new connections, reconnections, reinstatements, primary vs accessory dwelling units, etc.) • Consideration of fairness, reasonableness, and the underlying rationales for current and proposed fees. • Consideration of adjustments to District Code and/or Policy & Procedures to effect needed updates. 	
What is Out of Scope	Matters unrelated to District service connection policies and fees.	
Deliverables	Recommended actions within scope for consideration by the Board.	
Approval	 <hr/> Richard Goodwin, President	2/21/2022 <hr/> Date



REQUEST FOR PROPOSALS

Strategic Planning Services

March 2022

DRAFT

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I. INTRODUCTION

A. General Information

The Midway Heights County Water District (the District) requests proposals from qualified business consultants to assist in the development of a Strategic Plan for the District.

To be considered, a proposal must be received by the District before the 3:00 PM deadline on May 6, 2022. The District reserves the right to reject any and all proposals submitted.

B. Term of Engagement

Bid proposals are requested for services to be delivered within a Project span of up to five calendar months.

C. Project Budget

The amount budgeted by the District for consulting work described by this Request for Proposals is \$20,000.

D. Proposal Conditions

1. Submission of a proposal indicates acceptance by the proposing consultant of the conditions contained in this Request For Proposals (RFP) unless clearly and specifically noted in the proposal and, if selected, confirmed within the contract between the District and the consultant.
2. The District will honor the confidentiality of proprietary material submitted, provided that the material is clearly marked as such. The District reserves the right to retain all submitted proposals regardless of whether any submitted proposal is selected.
3. There is no expressed or implied obligation on the part of the District to reimburse respondents for any expenses incurred in preparing or submitting a response to this RFP. Such costs should not be included in the proposal.

II. ABOUT MIDWAY HEIGHTS COUNTY WATER DISTRICT

The District was formed in 1954 and serves a four square-mile area in the unincorporated area of northern Meadow Vista and western Weimar, CA. The District provides both irrigation and potable water; irrigation water is purchased from the Placer County Water Agency and treated water is supplied by the Weimar Water Company. Revenues are derived from service charges, property taxes, and investment income.

The District is governed by a five-member Board of Directors elected at large by registered voters who reside within the District. There are three staff members: the General Manager who reports to the Board and two field staff who report to the General Manager.

The District FY-2022 budget, begun on July 1, 2021, provides \$711,000 for general fund operations.

III. NATURE OF SERVICES REQUIRED

A. General

1. The District is soliciting the services of a qualified business consultant, either a consulting firm or an individual, to assist development of a Strategic Plan.
2. The District is requesting bids for a project spanning up to five months.
3. The District seeks consulting services that will lead to the completion of an acceptable Strategic Plan for the District within the allotted time for the project.

B. Proposal Expectations

1. The District envisions a Strategic Plan that will, at minimum,
 - a. Provide a framework for discussion of District issues with our customers,
 - b. Aid the ongoing prioritization of projects and tasks,
 - c. Support productive dialog between the Board and General Manager,
 - d. Feed into the annual budgeting process, and
 - e. Lend structure to contingency planning.
2. Once completed, the Plan should be well organized, easy to understand, comprehensive in nature, and supportive of the strategic needs of the District within a rolling 3-to-5-year window.
3. The proposed project tasks, and the work process for accomplishing the tasks, must be clearly articulated.
4. The proposed work process shall provide for briefing the District Board at its regular monthly sessions during the active project. (Regular sessions are generally held evenings of the third Thursday of the month.) A short, written progress summary must be prepared two weeks in advance of each such session for inclusion in the published Board Packet. The lead consultant must be present in session to answer questions and take comments and suggestions under advisement.
5. The proposed work process shall provide for conduct of a Strategic Plan Workshop to be held during a single-subject, Special Board meeting where public attendance and comment is strongly encouraged. The purpose and value of each Plan component is to be explained in a manner that is free of jargon and is readily understandable by our customers.

C. Project Planning Considerations

1. The District will provide support for active tasks, such as reasonable workspace, access to a telephone landline, shared use of a printer/copy machine, and access to non-sensitive District records. Scheduling of personnel for interviews will be arranged promptly by the District while recognizing operational constraints.
2. Consultant staff will work with the project's designated Ad-Hoc Committee (two Directors and the General Manager) to produce successive drafts of the Strategic Plan, up to and including the Final Report. The Committee's role will be advisory, as well as facilitative. Its role does not include production or approval of work products.

D. Final Report

1. Report preparation, including word processing and production of the Report in the required formats, shall be the responsibility of the consultant.
2. The Final Report shall be in the form of a cover letter over the lead consultant's signature and will include the proposed Strategic Plan as an attachment.
3. The Report shall include a Management Letter that specifies the nature and scope of any separate projects needed to successfully implement the Plan.
4. Charts, photos, or other enhancements typical of a published version should be included only as needed for clarity of the Plan's essential concepts and context.
5. The Final Report shall be delivered to the District in both hard copy and electronic formats:
 - One printed copy (single sided) with signature approval lines;
 - One electronic copy in MS Word format;
 - One electronic copy in PDF format.
6. Upon receipt, the Final Report will be included in the Board Packet for the next regular Board meeting as an item for discussion and possible approval. The lead consultant shall attend the Board meeting and address questions posed by the Board, General Manager, and members of the public.
7. The Board may, in its discretion, accept the Report as written or as specifically amended in session.
8. If the Report is not accepted, the consultant will have the option to confer with the Ad-Hoc Committee as to remedial steps available within the contract budget.

IV. RFP RESPONSE REQUIREMENTS

A. Proposed Work Schedule

The responding consulting firm or individual consultant (the Respondent) shall provide their proposed Work Schedule for the Project, showing the week-to-week focus on, and overlap of, task-related efforts. If more than one consulting staff member is proposed, the task assignments must be shown.

B. Dollar Cost Bid

1. The Respondent shall specify the costs for its services based on estimated hours and associated rates for each consultant who will participate. The response shall include an estimate of collateral expenses, if any, and the basis of estimation.
2. Out-of-pocket expenses for Respondent personnel will be reimbursed at the rates used by the District for its employees. Expense reimbursements will be charged against the total all-inclusive maximum price as submitted. A statement must be included with the Dollar Cost Bid stating that the Respondent will accept reimbursement for travel at the prevailing rate for District employees.

C. Insurance Coverage

The Respondent shall list all relevant insurance policies and coverage amounts carried. The selected Respondent will be required to submit evidence of, and comply with, all insurance requirements deemed necessary by the District.

D. Experience and References

The Respondent shall:

1. Describe their qualifications and provide up to three recent, relevant, and like examples of plans completed for public organizations comparable to the District (based on staff size, budget, mission, and/or similar factors.) A demonstrated understanding of California special districts and their associated opportunities and challenges would be of interest.
2. Provide biographies of consulting staff being offered to conduct the work and their connection with cited work samples.
3. Name at least one reference for each cited project, their organizational position during that project, and the reference's current contact information.

E. Commitment

1. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the selected Respondent.
2. By submitting a proposal, the Respondent represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the District in a creative, cost-effective, and service-oriented manner.

F. Minimum Requirements

All proposals must include the following minimum components:

1. Title Page, showing the Request For Proposal's subject; the Respondent's name; the Respondent contact person's name, mailing address, email address, and telephone number; and the proposal date.
2. Table of Contents.
3. Transmittal Letter. This signed letter shall briefly state Respondent's
 - Offer is firm and irrevocable for the project period being bid upon;
 - Understanding of the work to be done;
 - Commitment to perform the work within the allotted time; and
 - Basis of belief in being best suited to perform the proposed work.
4. Detailed Proposal.
 - a. The purpose of the Detailed Proposal is to describe the qualifications, competence, and capacity of the Respondent and of the particular staff to be assigned to the engagement.
 - b. The Detailed Proposal should be prepared simply, providing a straight-forward, concise description of the Respondent's capabilities to satisfy the requirements of this RFP.
 - c. While additional information may be presented, the following subjects must be included. They represent the primary criteria against which the Respondent's proposal will be evaluated.
 - Narrative of the approach to the scope of work.
 - Proposed work schedule.
 - Proposed Budget, with a breakdown of project costs.
 - Respondent's applicable insurance coverages.
 - Respondent's experience and references.

V. PROPOSAL SUBMISSION

1. Submission deadline is May 6, 2022, at 3:00 PM, at the District.
2. The preferred mode of submission is PDF format sent via email to admin@mhcwd.org. The Letter of Transmittal (detailed under Section IV.F.3 above) may be signed electronically, or the signature page may be a scanned version of the signed original.
3. Alternatively, hard-copy submissions may be sent via registered mail to Jason Tiffany, General Manager, PO Box 596, Meadow Vista, CA 95722, or hand delivered to the District Office at 16733 Placer Hills Road, Meadow Vista, CA. An electronic copy of the submission should also be delivered with the hard copy.

The deadline for receipt at the District remains the same, regardless of the method of conveyance.

4. The Respondent's principal contact with the District is:

Jason Tiffany, General Manager
admin@mhcwd.org
(530) 878-8096

VI. SELECTION PROCESS

A. General

All responses will be screened, and up to three candidates will be recommended for consideration by the full Board.

The District will evaluate the submitted proposals based primarily on the following factors:**

- Appropriate Experience
- Completeness and Comprehensiveness
- Potential benefits to the District
- Quality of proposed staff
- Responsiveness to District issues

***The order of this list does not reflect weight to be given.*

B. Oral Presentations

The District may, at its discretion, request any or all Respondents to make oral presentations. Such presentations will provide the District an opportunity to clarify the submitted proposal. There is no requirement for the District to ask any or all Respondents to make an oral presentation.

C. Staff Interviews

The District may, at its discretion, request to interview selected proposed staff prior to finalizing its recommendations for Board consideration. There is no requirement for the District to interview any or all staff offered by the Respondent.

D. Right to Accept or Reject Proposals

1. The District reserves the right without prejudice to reject any and all proposals.
2. The District reserves the right to waive minor irregularities in any proposal, and to accept the proposal it considers to be most favorable and in the District's best interest.

VII. CONTRACT

1. The District tentatively plans to award the contract for consulting services in August of 2022.
2. Upon notification of selection, the Respondent will draft a Deliverables Expectation Document (DED) for review during contract negotiations.
3. The District will enter negotiations with the selected Respondent to determine the project deliverables, final contract price, and payment terms.
4. Project work is expected to begin within two (2) months of the signed agreement.
5. Additional Professional Services
 - a. Should it become necessary to supplement the services defined in the signed contract, such additional work shall be performed only as set forth in a signed addendum to the contract.
 - b. Work specified in a contract addendum shall be performed under the same schedule of fees and expenses as provided in the original contract.

VIII. PROJECT CALENDAR

Board approval of RFP for publication:	March 17, 2022
RFP publication:	March 21, 2022
Deadline for submission of questions: **	April 15, 2022
Question responses completed:	April 22, 2022
Deadline for submission of Proposals:	May 6, 2022, at 3:00 PM

(The remaining dates are estimated.)

Completion of presentations and interviews:	June 1, 2022
Board approval of selected Respondent:	June 16, 2022
Notification of selected Respondent:	June 22, 2022
Delivery of draft DED:	July 8, 2022
Board approval of negotiated contract:	August 18, 2022
Project Start, on or before:	October 24, 2022
Final Report due, on or before:	March 24, 2023
Board approval of Final Report:	April 20, 2023

** Please email RFP questions to Jason Tiffany, GM, admin@mhcwd.org.

Memorandum

DATE: March 2, 2022
 FROM: Director Goodwin
 TO: The Board of Directors and General Manager
 SUBJ: Draft Format for GM Evaluations
 ENCL: (1) Staff Evaluation Form (P&P Manual §2.2.C.1)
 (2) Draft GM Evaluation Form

Common Practice

Performance measurements for management positions normally differ from those for hourly workers, both in scope and in detail, across all types of organizations.

Current District Practice

Enclosure (1) is the General Manager performance evaluation form we have used for at least fifteen years. It is the same as that used by the GM to assess his field staff.

In practice, the GM has “self-evaluated” by filling in the existing form and then discussing it with the entire Board in closed session. The self-eval is not a poor approach, *per se*. The problem is that most Board members have not filled out a copy of the form in advance. Also, the GM has regularly scored his performance in all 13 rating categories as a 5, meaning “Well Above” average.

The net effect is that Directors are left with very little to work with, and the GM receives no meaningful or helpful feedback. The resulting non-communication, in both directions between the Board and the General Manager, does not serve the District well.

The Proposed Form

The draft form, Enclosure (2), would replace the existing form for use in the GM performance review process. The form is modelled on one in current use by the Cambria Community Services District. It is proposed as a communication tool, providing the opportunity for consideration of each item in a large array of managerial performance factors.

The draft form uses 36 simple questions that are grouped under six main areas of interest. The rating method employs checkboxes for each question posed. The “default” entry for any given question is the box in the center, titled “Acceptable.”

The Proposed Method of Use

Each Director plus the GM completes the form prior to the scheduled Evaluation session. The idea is, for any given question, a rating other than Acceptable will be discussed in Closed Session in a manner that seeks a Board-only consensus. The discussion is then continued with the GM present, who will have completed the form as a self-assessment.

Agreed strengths need to be discussed, as well as perceived weaknesses. There needs to be reliance on specifics in either case. Weaknesses also call for problem-solving suggestions which are also open to discussion. Each person completing the form should make note of supporting specifics on the last page, using the letter-number reference of the question at hand.

Each person's completed form is for their own use in the evaluation discussions. The forms are not retained by the District. A separate copy of the form is composed in session and, by vote of the Board while in closed session, becomes the completed evaluation to be signed and added to the GM's personnel file.

Discussion and Approval

The draft form is not offered here as a take-it-or-leave-it. Nor is it assumed to be ready for regular use, as is. If the Board favors the general approach that the draft represents, individual form questions may need refinement to fit District needs. Some questions may need to be deleted and/or new ones added. Exact usage of the form will need to be agreed upon.

Ideally, we should have an "approved" form in place for use this year. However, there appears to be no mandate, other than tradition, to use any particular form to support the GM's annual review. It would provide valuable feedback on the format and usage proposed above if we could do a trial run.

I expect to place the annual GM Performance Review on the April 21st Agenda. I ask each Director and the GM to fill in a copy of the draft form for consideration and discussion in the April Closed Session. Please retain your completed copy for use at a later open session, probably on May 19th, when we can discuss problems with the form design, its method of use or whether to consider its adoption.

RJG

Midway Heights County Water District Employee Performance Evaluation

Name of Employee:		Hire Date:	
Title:		Manager Instructions: Complete each section. Attach additional pages as required for your responses.	
Manager:			
I. Overall Results: (Describe key accomplishments/major contributions during the review period)			
II. Objectives for the coming year: (Please include performance targets as well as career development goals.)			
OVERALL PERFORMANCE RATING: <i>for Results & Behaviors</i>		Rating Scale:	
		(5) Well Above: (4) Above: (3) Meets: (2) Partially Meets: (1) Well Below:	Performance consistently exceeds job expectations Performance is often above job expectations Performance fully meets job expectations Performance meets some job requirements, but is occasionally below expectations (coaching plan required) Performance is repeatedly below job expectations (performance improvement plan required)
EMPLOYEE COMMENTS			
MANAGER & EMPLOYEE SIGNATURES/DATE:		Manager:	Employee:

SUPPORT FOR BOARD'S POLICY-MAKING ROLE

A. Providing Information	Weak	Acceptable	Strong
A1. Does the General Manager (GM) keep you informed on a timely basis of the things you want to know about?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2. Do GM reports provide adequate information and analysis to help you make sound decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3. Does the GM follow up promptly on Board requests for information or action without having to be reminded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Providing Advice	Weak	Acceptable	Strong
B1. Does the GM show adequate knowledge of customer issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2. Does the GM plan ahead, anticipate needs and recognize potential problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3. Does the GM have a good sense of timing in bringing issues to the Board for action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERNAL ADMINISTRATION

C. Financial Management	Weak	Acceptable	Strong
C1. Is the GM effective in controlling costs through economical use of manpower, materials, and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2. Does the GM provide you with sufficient information on the financial status of the District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Personnel Management	Weak	Acceptable	Strong
D1. Are decisions regarding employee training and productivity explained to Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2. Are decisions regarding positions and structural changes within the organization explained to Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Administrative Effectiveness	Weak	Acceptable	Strong
E1. Do you have the sense that things the Board decides or directs get done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2. Does the GM pay sufficient attention to detail to avoid errors or things "slipping through the cracks"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3. Does the GM develop and carry out short- and long-term action plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERPERSONAL

F. Communications	Weak	Acceptable	Strong
F1. Do you feel the GM is a good listener?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F2. Are communications thoughtful, clear and to the point?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Management Style	Weak	Acceptable	Strong
G1. Is the GM open to new ideas and suggestions for change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G2. Does the GM work well under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G3. Can the GM consistently put aside personal views and implement Board policy and direction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXTERNAL RELATIONS

H. Customer Relations	Weak	Acceptable	Strong
H1. Does the GM generally make a positive impression on customers and is he respected in the larger community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H2. Is the GM effective in handling disputes or complaints involving customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H3. Is the GM prompt and effective in handling requests for information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Interagency Relations	Weak	Acceptable	Strong
I1. Is the GM effective representing the District's interests in dealing with other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I2. Does the GM participate in interagency activity enough to have an impact on behalf of the District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTRACTUAL SKILLS AND ABILITIES

J. Contract Management Duties	Weak	Acceptable	Strong
J1. Knowledge of organizational and management practices as applied to the analysis of programs, policies, and operational needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J2. Knowledge of pertinent Federal, State, and local laws, codes, and regulations relative to district operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J3. Ability to plan, organize, and implement complex programs and projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J4. Knowledge of funding sources impacting service and program development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J5. Knowledge of principles and practices regarding construction, service contract negotiations, and administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J6. Knowledge of administration of project design, permitting, and construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J7. Ability to determine long range needs and to plan and organize work for the efficient accomplishment of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J8. Ability to establish and maintain effective working relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J9. Knowledge of planning and permitting processes and the administration of the California Environmental Quality Act (CEQA) as it relates to district projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J10. Ability to communicate clearly and concisely, both orally and in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL PERFORMANCE

K. Overall Impression	Weak	Acceptable	Strong
K1. Performs all duties in a professional and responsible manner consistent with generally accepted professional standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K2. Publicly represents the district with professionalism, avoiding conduct or statements that may discredit or embarrass the District.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K3. Demonstrates commitment to the District and promotes a culture of excellence in serving customers' needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MHCWD

Monthly Field Report
March 2022 for the month of February 2022

FLOW RECORDS

Treated Water: 311,194 cubic feet (2.33 million gallons) purchased, for an average service connection usage of 180 gallons per day (based on 445 active service connections).

Irrigation Water: 11.0 million gallons (24.4 Miner's Inches per day) purchased from PCWA, with an estimated demand of 11.8 million gallons (26.1 Miner's Inches per day) and an estimated usage of 1,107 gallons per day per customer (based on 354 active service connections: 174 metered, 180 flat rate). Reservoir level increased by 0.8 million gallons.

FIELD ACTIVITIES

Service Calls: 68.

After Hours Calls: 3.

Line/System Repairs: 0.

Service Disconnections: 0.

New Service Connections: 0.

Installations: 0.

Double Check Valves Tested: 16.

Underground service alerts: 26.

Miscellaneous: Irrigation project (valve install) additional flushing & PRV maintenance during irrigation system restoration. Monthly Bac-T samples, quarterly TTHM & HAA5 samples, check valve testing, trt flushing, irr flushing, trt valve turning, irr valve turning, easement clearing, repairs, and maintenance at all facilities. Regular tractor & truck maintenance.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

February 2022

REGULAR BOARD MEETING
March 2022

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (01/31/22) **\$641,412.04**

*(Includes: Current Fiscal Year Operation Fund, Capital Facilities Funds, Emergency Fund, Rehabilitation and Replacement Reserve Funds and Rate Stabilization Funds)

Wells Fargo Bank:

Adjusted Bank Statement Balance (02//28/22--Reconciled to Checking Account #1670 General) ** **\$32,882.72**

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (02/28/22-- Reconciled Money Market Account #6809 Tank Loan) ** **\$51,221.56**

**See the attached Reconciliation Summary and Check Register for detail.

LOAN BALANCES

STATE REVOLVING FUND (0.33 MG tank and improvements, 2014, 20 year loan)

Balance (12/31/21) **\$592,113.42**

WEST AMERICA BANK (loan for three new service trucks, 2018, five year loan)

Balance (12/31/21) **\$52,603.83**

APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF FEBRUARY 2022

Treasurer of the Board-Jim Mehl

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Midway Heights CWD
Reconciliation Summary

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10005 · Cash in Checking-1670, Period Ending 02/28/2022

	<u>Feb 28, 22</u>
Beginning Balance	50,781.86
Cleared Transactions	
Checks and Payments - 35 items	-64,371.79
Deposits and Credits - 13 items	50,306.21
Total Cleared Transactions	<u>-14,065.58</u>
Cleared Balance	<u><u>36,716.28</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-3,833.56
Total Uncleared Transactions	<u>-3,833.56</u>
Register Balance as of 02/28/2022	<u><u>32,882.72</u></u> ←
New Transactions	
Checks and Payments - 13 items	-17,708.68
Deposits and Credits - 3 items	48,565.58
Total New Transactions	<u>30,856.90</u>
Ending Balance	<u><u>63,739.62</u></u>

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Midway Heights CWD
Reconciliation Detail

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10005 · Cash in Checking-1670, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50,781.86
Cleared Transactions						
Checks and Payments - 35 items						
Bill Pmt -Check	01/19/2022	8927	Omega Commerci...	X	-651.00	-651.00
Check	01/19/2022	8933	Miles, Wilma	X	-425.01	-1,076.01
Bill Pmt -Check	02/02/2022	EFT	CalPERS Retire P...	X	-2,641.84	-3,717.85
Bill Pmt -Check	02/02/2022	EFT	CalPERS Retire P...	X	-734.34	-4,452.19
Bill Pmt -Check	02/02/2022	EFT	CalPERS 457 Pro...	X	-700.00	-5,152.19
Bill Pmt -Check	02/02/2022	ACH	Streamline	X	-100.00	-5,252.19
Bill Pmt -Check	02/03/2022	EFT	Paychex, Inc.	X	-16,930.33	-22,182.52
Bill Pmt -Check	02/04/2022	EFT	Paychex, Inc.	X	-4,127.69	-26,310.21
Bill Pmt -Check	02/07/2022	8949	Weimar Water Co...	X	-8,856.33	-35,166.54
Bill Pmt -Check	02/07/2022	8943	Ferguson Waterw...	X	-5,490.93	-40,657.47
Bill Pmt -Check	02/07/2022	8938	California Bank & ...	X	-5,039.38	-45,696.85
Bill Pmt -Check	02/07/2022	EFT	CalPERS Health B...	X	-3,828.27	-49,525.12
Bill Pmt -Check	02/07/2022	EFT	CalPERS Retire P...	X	-2,641.84	-52,166.96
Bill Pmt -Check	02/07/2022	8948	US Bank	X	-2,038.70	-54,205.66
Bill Pmt -Check	02/07/2022	EFT	CalPERS 457 Pro...	X	-700.00	-54,905.66
Bill Pmt -Check	02/07/2022	EFT	CalPERS Retire P...	X	-670.66	-55,576.32
Bill Pmt -Check	02/07/2022	8941	Dawson Oil Comp...	X	-610.85	-56,187.17
Bill Pmt -Check	02/07/2022	8945	PG&E	X	-379.00	-56,566.17
Bill Pmt -Check	02/07/2022	8935	Anderson's Sierra ...	X	-275.83	-56,842.00
Bill Pmt -Check	02/07/2022	8939	Cooks Portable To...	X	-156.08	-56,998.08
Bill Pmt -Check	02/07/2022	8937	AT&T U-verse	X	-117.75	-57,115.83
Bill Pmt -Check	02/07/2022	8944	Frontier Communi...	X	-107.30	-57,223.13
Bill Pmt -Check	02/07/2022	8940	Cranmer Analytica...	X	-90.00	-57,313.13
Bill Pmt -Check	02/07/2022	8947	Tel-Com	X	-72.00	-57,385.13
Bill Pmt -Check	02/07/2022	8942	Fastenal Company	X	-41.99	-57,427.12
Bill Pmt -Check	02/07/2022	8936	AT & T	X	-22.51	-57,449.63
Bill Pmt -Check	02/10/2022	EFT	Paychex, Inc.	X	-393.50	-57,843.13
Bill Pmt -Check	02/15/2022	8954	PCWA	X	-2,060.10	-59,903.23
Bill Pmt -Check	02/15/2022	8950	ACWA Joint Powe...	X	-1,871.60	-61,774.83
Bill Pmt -Check	02/15/2022	8952	Ferguson Waterw...	X	-1,410.74	-63,185.57
Bill Pmt -Check	02/15/2022	8953	Omega Commerci...	X	-651.00	-63,836.57
Bill Pmt -Check	02/15/2022	8956	Verizon Wireless	X	-151.95	-63,988.52
Bill Pmt -Check	02/15/2022	8955	Staples Credit Plan	X	-113.95	-64,102.47
Bill Pmt -Check	02/15/2022	8951	Cranmer Analytica...	X	-90.00	-64,192.47
Bill Pmt -Check	02/22/2022	EFT	Wells Fargo	X	-179.32	-64,371.79
Total Checks and Payments					-64,371.79	-64,371.79

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Midway Heights CWD
Reconciliation Detail

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10005 - Cash in Checking-1670, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 13 items						
Deposit	02/01/2022			X	834.45	834.45
Deposit	02/02/2022			X	11,730.33	12,564.78
Deposit	02/04/2022			X	259.44	12,824.22
Deposit	02/04/2022			X	5,176.33	18,000.55
Deposit	02/07/2022			X	444.62	18,445.17
Deposit	02/07/2022			X	4,245.41	22,690.58
Deposit	02/09/2022			X	966.04	23,656.62
Deposit	02/10/2022			X	11,888.25	35,544.87
Deposit	02/15/2022			X	4,504.79	40,049.66
Deposit	02/16/2022			X	363.83	40,413.49
Deposit	02/17/2022			X	206.18	40,619.67
Deposit	02/18/2022			X	1,403.87	42,023.54
Deposit	02/28/2022			X	8,282.67	50,306.21
Total Deposits and Credits					50,306.21	50,306.21
Total Cleared Transactions					-14,065.58	-14,065.58
Cleared Balance					-14,065.58	36,716.28
Uncleared Transactions						
Checks and Payments - 3 items						
Check	01/19/2022	8934	Terry Robison		-78.94	-78.94
Bill Pmt -Check	02/07/2022	8946	State Water Reso...		-3,694.62	-3,773.56
Bill Pmt -Check	02/16/2022	8957	CDPH-OPERATO...		-60.00	-3,833.56
Total Checks and Payments					-3,833.56	-3,833.56
Total Uncleared Transactions					-3,833.56	-3,833.56
Register Balance as of 02/28/2022					-17,899.14	32,882.72
New Transactions						
Checks and Payments - 13 items						
Bill Pmt -Check	03/02/2022	8965	Larry Bain, CPA		-7,450.00	-7,450.00
Bill Pmt -Check	03/02/2022	8961	California Bank & ...		-5,039.38	-12,489.38
Bill Pmt -Check	03/02/2022	8967	US Bank		-1,338.55	-13,827.93
Bill Pmt -Check	03/02/2022	8966	PG&E		-1,048.99	-14,876.92
Bill Pmt -Check	03/02/2022	8963	Ferguson Waterw...		-857.70	-15,734.62
Bill Pmt -Check	03/02/2022	8962	Cranmer Analytica...		-795.00	-16,529.62
Bill Pmt -Check	03/02/2022	8960	Bartkiewicz, Kroni...		-573.75	-17,103.37
Bill Pmt -Check	03/02/2022	8958	Anderson's Sierra ...		-119.82	-17,223.19
Bill Pmt -Check	03/02/2022	8959	AT&T U-verse		-117.83	-17,341.02
Bill Pmt -Check	03/02/2022	8964	Frontier Communi...		-107.78	-17,448.80
Bill Pmt -Check	03/04/2022	8969	Tel-Com		-222.00	-17,670.80
Bill Pmt -Check	03/04/2022	8968	AT & T		-22.88	-17,693.68
Check	03/04/2022	AUTO	Wells Fargo		-15.00	-17,708.68
Total Checks and Payments					-17,708.68	-17,708.68

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Midway Heights CWD
Reconciliation Detail

28

10005 · Cash in Checking-1670, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 3 items						
Deposit	03/03/2022				20,236.94	20,236.94
Transfer	03/04/2022				24,603.43	44,840.37
Deposit	03/07/2022				3,725.21	48,565.58
Total Deposits and Credits					48,565.58	48,565.58
Total New Transactions					30,856.90	30,856.90
Ending Balance					12,957.76	63,739.62

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Midway Heights CWD
Reconciliation Summary

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10009 · Cal Bank and Trust-6809, Period Ending 02/28/2022

	<u>Feb 28, 22</u>
Beginning Balance	46,181.42
Cleared Transactions	
Deposits and Credits - 2 items	<u>5,040.14</u>
Total Cleared Transactions	<u>5,040.14</u>
Cleared Balance	<u><u>51,221.56</u></u>
Register Balance as of 02/28/2022	51,221.56
Ending Balance	51,221.56

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Midway Heights CWD
Reconciliation Detail

30

10009 · Cal Bank and Trust-6809, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						46,181.42
Cleared Transactions						
Deposits and Credits - 2 items						
Bill	02/01/2022	Feb. ...	California Bank & ...	X	5,039.38	5,039.38
Deposit	02/28/2022			X	0.76	5,040.14
Total Deposits and Credits					5,040.14	5,040.14
Total Cleared Transactions					5,040.14	5,040.14
Cleared Balance					5,040.14	51,221.56
Register Balance as of 02/28/2022					5,040.14	51,221.56
Ending Balance					5,040.14	51,221.56