

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

December 17, 2020 @ 7:00 P.M.

**Note:** Pursuant to the Governor's Executive Order N-29-20, and given the state of emergency regarding the threat of COVID-19, the meeting was held via webinar.

**I. CALL TO ORDER**

With a quorum present, President Craig Stone called the meeting to order at 7:02 pm.

**II. ROLL CALL**

**DIRECTORS PRESENT:** Craig Stone  
Donald Rushton  
David Wiltsee  
Jim Mehl  
Richard Goodwin

**DIRECTORS ABSENT:** None

**OTHERS PRESENT:** Jason Tiffany, General Manager-Secretary to the Board

**MEMBERS OF THE PUBLIC:** Pauline Nevins  
Tina Leahy  
Sue Carmichael  
Other member of public via Zoom

NOTE: Item V-B DISCUSSION AND ACTION RE: ANNUAL ELECTION OF BOARD OFFICERS was moved to the top of the agenda after roll call of Directors and before approval of minutes.

**III. REVIEW AND APPROVAL OF MINUTES**

M/S Richard Goodwin/Don Rushton moved to approve the minutes from the November 19, 2020 Regular Meeting as written.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Richard Goodwin	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"/>
David Wiltsee	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"/>

Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>
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Passed Unanimously: Yes

**IV. PUBLIC FORUM**

Mrs. Nevins asked about public comment on the minutes. She hoped that the minutes would include more public comment in the future. She also appreciated that the PDF Board packet now had page numbers. The general manager commented that the page numbers were Director Rushton's idea and that if members of the public wanted

comments in the minutes, it would be helpful if they would follow up with an email after each meeting.

**V. GENERAL BUSINESS**

**A. CONSENT CALENDAR**

**1. GENERAL MANAGER'S REPORT**

Director Mehl moved to remove the report from the consent calendar. The report centered around outstanding account balances (aged receivables). He asked that a report of outstanding balances be included in future Board packets. The general manager said that he would include a report after every two-month billing cycle with a running total from the last year. Mrs. Nevins asked if it would be possible that COVID relief funds might be available in the future to compensate for unpaid water bills. The general manager stated that it seemed possible.

**B. DISCUSSION AND ACTION RE: ANNUAL ELECTION OF BOARD OFFICERS**

M/S Richard Goodwin/Craig Stone moved to elect David Wiltsee as Board President.

M/S Jim Mehl/Craig Stone moved to elect Richard Goodwin as Board Vice President.

M/S Don Rushton/Richard Goodwin moved to elect Jim Mehl as Board Treasurer.

M/S Jim Mehl/David Wiltsee moved to elect Craig Stone as ACWA/JPIA representative.

M/S David Wiltsee/Craig Stone moved to elect Don Rushton as CSDA representative.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Richard Goodwin	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"/>
David Wiltsee	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"/>
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"/>						

**C. DISCUSSION AND ACTION RE: DISCUSSION AND ACTION RE: FORMATION OF AD-HOC COMMITTEE FOR EVALUATING DISTRICT RESERVES AND RECOMMENDATIONS FOR 2021 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) GRANT APPLICATIONS**

The PCWA grant program for 2021 is allocated to be over \$3,600,000 compared to \$185,000 last year. The District has been successful in the past in receiving grants from PCWA. Since 2014 the District has received eight grants totaling more than \$110,000. The general manager thought that Director Mehl, with his experience in public water works, and Director Rushton, with his engineering degree and work with Caltrans, would make excellent choices.

David Wiltsee appointed Director Rushton and Director Mehl to the ad-hoc committee. Both Directors stated that they did not wish to be compensated for these meetings.

**VI. FINANCIAL.**

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

Discussion and review of the Fund Summary, Checking Account Reconciliation, and Check Register showing the balances of all the District's funds and bills paid for the month of November 2020.

M/S Richard Goodwin/ Jim Mehl moved to accept the report.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Richard Goodwin	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"/>
David Wiltsee	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"/>
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. BOARD/STAFF GENERAL DISCUSSION AND CALENDAR REVIEW**

Director Mehl asked that a Field Report be on every agenda. Director Mehl commented that he had asked for two items to be on the agenda that were left off. The general manager stated that while Director Mehl was accurate about the District code and policy regarding timelines, those timelines are no longer realistic given that the law now requires the District to post agendas and Board packets online. The general manager stated that he tries to have everything done the week before the meeting so that he can post the Board packet the Friday before the Thursday regular meeting. This gives the Board and public time to read the information. When the current policy was written, the Board packet would be delivered on Tuesday before the Thursday meeting, thus only giving the Board and public two days to review the packet. The general manager requested that the policy be amended to two weeks before the meeting.

Director Wiltsee complimented the entire staff on their fantastic effort and teamwork on helping his neighbor transition from a failed well to Midway Heights water and taking care of the very immediate needs of the neighbor without water.

**VIII. ADJOURNMENT**

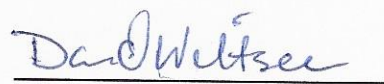
President Wiltsee adjourned the meeting at 8:55 PM.

Respectfully Submitted,

Approved,



Jason Tiffany  
Secretary to the Board



David Wiltsee  
President of the Board

Midway Heights County Water District

Dated: 2-12-21

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.