

REGULAR BOARD MEETING AGENDA

MIDWAY HEIGHTS COUNTY WATER DISTRICT

November 19, 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 will be held via webinar on the Zoom application. The web link is:

<https://us02web.zoom.us/j/83673292461?pwd=Rnk4cnB3ZkhvVVRTcGUyTEU0TkVJUT09>

Meeting ID: 836 7329 2461

Passcode: 855726

The meeting may also be accessed via phone at the toll-free number of:

888-788-0099, 833-548-0276, 833-548-0282 or 877-853-5247

Information on zoom meetings may be found at:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

- ❖ This 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 taking action 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; at the intersection of Oak Hill and Hillsdale Roads and Meadow Vista Community Center.

- I. CALL TO ORDER**
- II. ROLL CALL OF DIRECTORS**
- III. REVIEW AND APPROVAL OF MINUTES**

The minutes from the September 8, 2020 Special Meeting and the September 15, 2020 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 limited to 20 minutes. Discussion on each particular issue is limited to 10 minutes. Individuals are limited to approximately 3 minutes of public comments.

- V. GENERAL BUSINESS**

- A. CONSENT CALENDAR**

- 1. GENERAL MANAGER'S REPORT**

- B. DISCUSSION AND ACTION RE: VIRTUAL EVENT CODE OF CONDUCT**

- C. DISCUSSION AND ACTION RE: REPORT AND RECOMMENDATION OF AD-HOC COMMITTEE REGARDING GENERAL MANAGER'S COMPENSATION AND BENEFITS. THE BOARD MAY ACT ON THE RECOMMENDATIONS**

- D. DISCUSSION AND ACTION RE: EXPENDITURE OF GRANT FUNDS FROM PCWA FOR GIS EQUIPMENT AND SOFTWARE**

- E. DISCUSSION AND ACTION RE: AWARDING OF CONTRACT TO DIVE, INSPECT, CLEANOUT AND PREFORM EPOXY COATING REPAIRS TO THE DISTRICT'S THREE TREATED WATER TANKS**

- F. DISCUSSION AND ACTION RE: EXECUTING A "COMMITMENT TO EXCELLENCE" WITH THE DISTRICT'S INSURANCE PROVIDER, THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY**

- VI. FINANCIAL**

- A. REVIEW & REAFFIRMATION OF STATEMENT OF INVESTMENT POLICY**

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

Fund Summaries and Checking Account Reconciliation Registers showing the balances of all the District's funds and bills paid for the month of September 2020 will be reviewed, discussed, and acted upon by the Board.

VII. DISCUSSION AND ACTION RE: BOARD/STAFF 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.

VIII. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Special Board Meeting Minutes

October 8, 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 for the public was held via webinar. The Directors and the General Manager met at the District office located at 16717 Placer Hills Road, Meadow Vista, CA 95722.

I. CALL TO ORDER

With a quorum present, President Craig Stone called the meeting to order at 7:01 PM.

II. ROLL CALL

DIRECTORS PRESENT: Craig Stone
Donald Rushton
Tracy Langlands

DIRECTORS ABSENT: David Wiltsee
Vacant position

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

MEMBERS OF THE PUBLIC: Jim Mehl.
Pauline Nevins

III. PUBLIC FORUM Jim Mehl stated that someone was in the Zoom waiting room at the September 17, 2020 meeting and thanked the General Manager for sending over the grant application information for the strategic plan framework. Pauline Nevins commented about the strategic plan and wanted to be assured that no conversation about the General Manager's contract would take place during the closed session.

IV. ADJOURNMENT TO CLOSED SESSION AT 7:11 PM: GENERAL MANAGER PERFORMANCE EVALUATION (Zoom meeting will close to the public)

Public employee performance evaluation involving the General Manager under Government Code sections 54954.5(e) and 54957.

RETURN TO OPEN SESSION

(Zoom meeting opened to public at approximately 8:30 PM)

The Board reported that it was M/S Don Rushton/Tracy Langlands to approve the General Manager's review as written.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

X. ADJOURNMENT

President Stone adjourned the meeting at 8:32 PM.

Respectfully Submitted,

Approved,

Jason Tiffany
Secretary to the Board
Midway Heights County Water District

Craig Stone
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.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

October 15, 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 7:10 pm.

II. ROLL CALL

DIRECTORS PRESENT: Craig Stone
Donald Rushton
Tracy Langlands
David Wiltsee

DIRECTORS ABSENT: Vacant position

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

MEMBERS OF THE PUBLIC: Luana Dowling- Placer Firewise Communities Coordinator
Jim Mehl.
Richard Goodwin
Pauline Nevins
Barbara Milton
Tina Leahy
Other member of public via Zoom

III. REVIEW AND APPROVAL OF MINUTES

Tina Leahy asked if Director Langlands would amend her statement in the minutes. Director Langlands said she would not

M/S Craig Stone/Tracy Langlands moved to approve the minutes from the September 17, 2020 Regular Meeting as amended (footer date updated).

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	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"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals	Aye	<input type="text" value="4"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="1"/>	Abstain	<input type="text" value=""/>
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Passed Unanimously: Yes

IV. PUBLIC FORUM

Mr. Goodwin asked about the review of the General Manager and if the District was going to use its Ad-Hoc committee form. Mr Goodwin was assured that the District would use the form and that it would be available for review.

V. GENERAL BUSINESS

A. CONSENT CALENDAR

- 1. **DIRECTORS' REPORTS-none**
- 2. **GENERAL MANAGER'S REPORT-attached.**

Mr. Mehl stated that he had only sent five public records requests and that if there is a problem with the Pine Hill sampling station he should be informed since it is on his property.

B. DISCUSSION AND ACTION RE: ACCESS ACROSS DISTRICT PROPERTY FOR A POTENTIAL COMMUNITY EMERGENCY FIRE ESCAPE ROUTE ON BRIDLE PATH ROAD AND NATURE’S WAY

The Board reviewed a four-page letter from Brian Eagan, Battalion Chief/Colfax, Alta area. (attached). He states in the letter that the “route is a death trap” and “unfortunately though through word of mouth and past community members declaring it as "their escape route" many years ago it has been defined as something that it was never intended to be or should ever be considered as.” Luana Dowling, Placer Firewise Communities Coordinator, commented she has decades of experience as a fire fighter and that she has seen some terrible outcomes in areas like the one in question and that it should not even be considered as an escape route via foot. The General Manager commented that he contacted the insurance company and that they commented that the only liability the District would face is if they were to open the area up to traffic, weather foot or vehicle. The insurance company also mentioned EPA/Homeland security, potential damage to District facilities and interference with the fire departments.

The Board took no formal action.

C. DISCUSSION AND ACTION RE: DISTRICT PUMP STATION THAT BLOCKS FIRE EASEMENT IN COYOTE HILLS ESTATES

M/S David Wiltsee / Donald Rushton to authorize the General Manager to contact the District’s engineer, the surveyor, and the attorney to coordinate resolving this issue as quickly as possible by acquiring additional easement area.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	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"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="4"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="1"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

D. DISCUSSION AND ACTION RE: AWARDING OF CONTRACT TO DIVE, INSPECT, CLEANOUT AND PERFORM EPOXY COATING REPAIRS TO THE DISTRICT'S THREE TREATED WATER TANKS

M/S Donald Rushton/ Tracy Langlands to award the contract to the low bidder, Pittsburg Tank and Tower.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	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"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

E. DISCUSSION AND ACTION RE: CONTRACTING WITH A TEMPORARY WORK AGENCY SUCH AS OPERATIONAL TECHNICAL SERVICES FOR FIELD STAFF TO FACILITATE PROJECTS IN HOUSE

The Board, staff and the public discussed the idea of temporary help. The idea was generally well accepted, and the Board asked the General Manager to further research the idea.

F. DISCUSSION & ACTION RE: CONSIDER APPROVAL OF A CONTRACT FOR STRATEGIC PLANNING SERVICES WITH EYLON STRATEGIES IN AN AMOUNT NOT TO EXCEED \$20,000

The Board, staff and public continued to discuss the grant. Director Stone explained that the grant would help the District identify capabilities and that this framework would become property of PCWA and offered as a repeatable template to improve governance of public agencies throughout California.

G. DISCUSSION & ACTION RE: REPORT AND RECOMMENDATION OF AD-HOC COMMITTEE REGARDING GENERAL MANAGER'S COMPENSATION AND BENEFITS. THE BOARD MAY ACT ON THE RECOMONDATIONS

The committee (Directors Langlands and Rushton) reported that they were still working on the evaluation.

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 September 2020.

M/S Tracy Langlands/Craig Stone moved to accept the report.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	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"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

VII. BOARD/STAFF GENERAL DISCUSSION AND CALENDAR REVIEW

Director Stone said he would contact Eylon Strategies and see if they would put on a presentation about strategic planning framework.

VIII. ADJOURNMENT

President Stone adjourned the meeting at 9:50 PM.

Respectfully Submitted,

Approved,

 Jason Tiffany
 Secretary to the Board
 Midway Heights County Water District

 Craig Stone
 President of the Board

Dated: _____

Midway Heights County Water District
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**MHCWD
MEMO**

**10/15/20
BOARD MEETING AGENDA
ITEM V-A 2**

TO: MHCWD BOARD OF DIRECTORS
FROM: Jason Tiffany
RE: V-A 2. GENERAL MANAGER'S REPORT

It has come to my attention that some of the customer are concerned about the District's ability to respond to public records request. The District has ten days to respond to the request. The response does not have to include the requested items as the requested items can easily overwhelm District operations.

From the District's attorney:

Legally, any request for public information and records of the District is itself public record/information since it is a communication from a third party to MHCWD, and requestors' names are not subject to any exemption from disclosure.

The majority of the request come from one source, Jim and Ruth Mehl. In the last 15 month the District has sent about 50 emails containing about 100 documents to the Mehls.

The District is having problems at the treated water sampling station on Pine Hill Road. While researching how to resolve this issue I discovered documentation that I feel obligated to bring to the Board. Once I compile the information, I will coordinate with the attorney the appropriate agenda item.

It has also been brought to my attention that some of the customers are still having an issue with the three service trucks the District purchased in 2018. I updated the web site to include a picture of the trucks with equipment loaded and the caption:

“District trucks ready to roll! The District purchased the three four-wheel drive service trucks in 2018. The trucks are set up similar in order to be interchangeable in case of a breakdown, maintenance and mileage rotation. When District staff is working on a project or responding to emergencies, one truck hauls the backhoe, one hauls the dump trailer, and one is set up with specialized tools of the trade. In the background is the District's 330,000-gallon tank built in 2012.”

Hopefully, this clarifies the issue.

Hello Community Members,

My name is Brian Eagan and I am the CAL FIRE/Placer County Fire Battalion Chief for the Colfax/Alta Battalion which includes the community on and around Coyote Hill as well as being an 18 year resident of the community.

As your local CAL FIRE/PCFD Battalion Chief one of my duties is meeting with community members and groups and educating, working with and providing direction to the improvement of defensible space and preparation of their community's in the event of a wildland fire. This sometimes includes helping them with defining what they should or should not consider to be a safe or appropriate escape route.

It has come to my attention both through a recent flyer I received in the mail regarding the Midway Heights Water Board election and being contacted directly by Midway Heights as the local CAL FIRE/PCFD Battalion Chief, that there is interest by some in the community of unlocking the gate at the end of Bridle Path Rd on what is being described as in the flyer the "Coyote Hills Wildland Fire Escape Route".

As both your Battalion Chief and as a resident that lives near this location who was a member of the Coyote Hills Homeowner Association Board "CHHA" I am very familiar with this location and the history behind it. In this capacity though as your Battalion Chief I feel it is my professional duty to help educate the community specific to this unofficial declaration as the community's "escape route" and whether you would want to use it or not.

Before I provide some critical information to you that will help you in making sound and educated decisions for your safety in the event of a wildland fire specific to a safe and appropriate escape route, I have to make the following statements and insure you understand I have no bias in this mater. Through this email and any further communications I am;

1. Not endorsing nor am I opposed to the individual/s running for the Midway Heights Water Board.
2. Not in support of or opposed to the locking or unlocking of the gate in question.
3. Not defining the legal right of anyone's use of the road or Midway Heights right to secure the gate.
4. I am though simply providing you facts based on my profession opinion of whether this is an appropriate and safe escape route or not.

For those who are not familiar with the location and gate, what is being discussed is the dirt portion of Bridle Path Rd beyond the pavement onto the unimproved dirt portion that passes through a yellow pipe gate marking the end of the CHHA property boundary ending at a locked chain link gate marking the boundary of Midway Heights property.

The history behind this section of road and many other areas in our community is that they originally existed as part of the road system that traversed our community during the goldrush and further development of the community. Sometime prior to 1990 Midway Heights Water District improved this section of road for the installation of two water lines below or along this section of road to serve this and other communities from their facility at the end of Natures Way. Natures Way is off of Magnolia Ranch Road off of West Weimar Cross Rds just west of the elementary school and would be the route used from Bridle Path Rd for someone escaping from our community.

In the early 1990's the land now part of the CHHA was split in a minor land division and sold off as 4, 20 acre parcels. These 4 parcels were then split again into the 4 more 5 acre parcels as what we know as the current boundary of CHHA. During this time the County required **no** emergency fire access or exit for a minor land split approval. This is different than the development of Sierra Suncloud HOA which wasn't a minor land split and is why there is a designated emergency fire access or exit at the intersection of Coyote Hill Rd and Green Ridge Dr leading to Timber Hills Rd.

When I meet with community members and discuss emergency access and exits specific to wildland fires I assess locations for access and exits based on 6 factors. These factors may not be legal descriptions under the County's Planning Department requirements for emergency access or exits. But they are factors that under my 35 years of experience and tragically lessons learned over the last several fire seasons of searching for and finding civilians killed attempting to escape wildland fires have proven to be true and contributed to their deaths!

These 6 factors are;

1. What is the width and length of the road section? Can vehicles turnaround or pass each other safely?
2. What and where does the road lead?
3. How easy is the access to a county improved road? Could someone get lost easily?
4. Does the road lead to an area that would be impacted negatively for residence escaping that area or emergency equipment entering the area if other residences used it?
5. What type of vegetation and what is the clearance surrounding the road?
6. What is the topography like that the road travels through?

In assessing the entire length of the road being described as the "Coyote Hills Wildfire Escape Route" from the pavement's edge on Bridle Path to West Weimar Cross Rds. It is my professional opinion that this is a highly hazardous and dangerous route and I not recommended it for escape! It is also my professional opinion that someone attempting this route and being caught by fire would die! It is so hazardous that I would not assign fire fighters to use it during periods when fire is impinging on it!

I make this assessment based on these facts;

1. The length of the road from pavement to pavement is .94 miles or 4,976 feet. This is a very long way to travel in an emergency! With the exception of the beginning portion off Bridle Path the road is only wide enough for one vehicle with very few and distant wide spots for pullouts. There are no turnarounds. Currently we are seeing spread rates on fires of hundreds if not thousands of feet per minute including spots fire well ahead of the main fire front. Drivers attempting to use this route would be overtaken by the main fire front or their escape route cut off by spot fires before they could exit on to West Weimar Cross Rds.
2. From the Coyote Hill area the road leads into another rural, overgrown with vegetation neighborhood. This area is more overgrown than our own neighborhood. An appropriate escape route should lead to an area of reduced vegetation not into heavier fuels.
3. This neighborhood off of Nature's Way and Magnolia Ranch Rd consists of one lane roads both paved and gravel with both overgrown brush and trees along the road side. In the dark or in smokey conditions drivers would get lost attempting to exit the area trapping them at dead ends.
4. This neighborhood has an escape route problem of it's own as described above, additional vehicles added to this neighborhood would jeopardize their safe escape and hamper the ability for vehicles to pass including emergency vehicles accessing the area for fire attack and rescue! This lack of access and exit would create a traffic jam trapping people ahead of and in the middle of the fire front. We have seen this as a major contributing factor to civilian deaths trying to escape wildland fires.
5. The entirety of the route has no clearance with overgrown vegetation on both sides of the road and a tight canopy above. Flame lengths in this type of vegetation could exceed 100 plus feet. The vegetation fuel bed is highly receptive to spot fires and although the main fire front would rapidly travel through the area it is the spots fires ahead of the main fire that would trap people. On an average summer day we see spot fires up to a quarter mile ahead of the main fire front in these vegetation conditions.
6. The section of road from Bridle Path to the gate is what we call a "midslope road". It is not on the top or at the bottom of a slope it is in the middle. Fire burns 4 times faster uphill than on flat ground. Roads traveling midslope have historically trapped and killed fire fighters and civilians alike. In addition to the midslope road issue there is one other factor that makes this route a death trap. The topography where the road meets the gate at the Midway Heights property line is at the top of a drainage. In wildland fires, areas of drainages what is called a "chimney" funnel fire up them faster and with more intensity than even on a steep slope. At the top of a drainage is where we see the most intense fire activity. This winter when you have a fire in your fireplace go outside and look at the heat coming out of your chimney. Drivers

attempting to cross this area would be trapped at the top of a drainage! As fire fighters we **never** use or attempt to work in or at the top of drainages.

I understand this may sound threatening to some, that is not my intent. Unfortunately though through word of mouth and past community members declaring it as "their escape route" many years ago it has been defined as something that it was never intended to be or should ever be considered as.

It is my hope that this conversation could be focused not on the locking or unlocking of a gate but directed towards positive, obtainable, measurable and worth while defensible space and preparation work done within our community that makes the community fire safe. What is proving true fire after fire is those communities who have worked together and provided that defensible space and preparation to their homes and community are surviving wildland fire threats in their neighborhood.

I offer my time to visit with anyone in the community or any community group to help educate and prepare you and your property for such a threat. Now is the best time to develop a plan to get started this winter to be successful next summer!

Please don't hesitate to contact me.

Sincerely,

Brian Eagan
Battalion Chief/Colfax, Alta Battalion
CAL FIRE/Placer County Fire Department
Nevada/Yuba/Placer Unit
530-277-2313

**MHCWD
MEMO**

**11/19/20
BOARD MEETING AGENDA
ITEM V-A 1**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: V-A 1. GENERAL MANAGER'S REPORT

The District conducted a Water System COVID-19 Financial Impacts Survey with the State Water Resources Control Board. Before COVID-19, the District had virtually no outstanding accounts receivable at the start of each new billing cycle. At the start of the last billing cycle, the District had 57 outstanding accounts totaling about \$14,692.90.

**MHCWD
MEMO**

**11/19/20
BOARD MEETING AGENDA
ITEM V-B**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: VIRTUAL EVENT CODE OF CONDUCT

Director Wiltsee asked for this to be on the agenda. From Director Wiltsee:

Attached is a Code of Conduct for virtual meetings. It is from the Council of State Governments, an interstate cooperative organization. I believe it is appropriate for Midway Heights, in fact all governmental organizations now using virtual rather than in-person meetings, to adopt such a code. Once adopted, the Code should be:

- 1) posted on the organization web site
- 2) referenced at the beginning of each and every virtual meeting
- 3) perhaps referenced somewhere on every agenda. "Rules of the Game" are needed to keep order and protect those responsible for maintaining an orderly meeting (staff, chair person, etc.)

I attached a draft policy.

The District does have a decorum policy in its Code, Section 2.2.12 (h);

Decorum. Each director, staff person, and member of the public who addresses the Board shall do so in an orderly manner. No person shall make personal, impertinent, slanderous, or profane remarks to any member of the Board, staff, or general public. No person shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping, or other acts that unreasonably disturb, disrupt, delay or otherwise impede the orderly conduct of any Board meeting. Except as allowed by these rules of order, a director or staff person shall not by conversation or other means delay the Board proceedings or disturb any other director, staff person or member of the public who is addressing the Board.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
POLICIES AND PROCEDURES

Virtual Event Code of Conduct

I understand that by participating in any Midway Heights County Water District (MHCWD) virtual event, I am agreeing to the following code of conduct

Expected Behavior

- Because MHCWD values a diversity of views and opinions, all participants, attendees, MHCWD staff, volunteers and vendors will be treated with respect.
 - Be considerate, respectful and collaborative with fellow participants.
 - Respect the rules of all conference venues – including virtual ones. All participants are also subject to the laws applicable in the United States and the state/territory in which the event/program is held.
-

Unacceptable Behavior

- Harassment, intimidation, stalking or discrimination in any form is considered unacceptable behavior and is prohibited. } Examples of unacceptable behavior include:
 - Comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, political affiliation;
 - Inappropriate use of nudity and/or sexual images in presentations.
 -

Sexual harassment is a specific type of prohibited conduct. Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, nonverbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders.

- Physical, verbal or non-verbal abuse or threat of violence toward of any attendee, speaker, volunteer, exhibitor, MHCWD staff member, service provider, or any other meeting guest/participant is prohibited.
- Disruption of presentations or events at any MHCWD hosted online session is prohibited.

Reporting Unacceptable Behavior

If you or anyone else is in immediate danger at any time, please contact local law enforcement (by calling 911). All other reports should be made to a member of the senior management team.

Consequences

If MHCWD determines that a person has violated any part of this code of conduct, MHCWD in its sole discretion may take any of the following actions:

- Verbal or written warning;
- Expulsion from the MHCWD virtual event;
- Suspension of attendance at MHCWD events – both virtual and in-person;
- Prohibited attendance at any future MHCWD event – both virtual and in-person;
- Prohibited participation with MHCWD in the future;
- Reporting conduct to sponsoring state entity/organization;
- Reporting conduct to local law enforcement.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

POLICIES AND PROCEDURES

BOARD OF DIRECTORS: AD HOC COMMITTEE SCOPE

Title	General Manager wage and compensation review	
Purpose	To analyze the compensation of the General Manager	
Estimated Completion Date: November 16,2020 Date of Board Action: November 19,2020	Director Fees Authorized NO Number of Authorized Meetings: N/A	
Committee Members	Warning: no more than two directors are allowed to serve on an Ad Hoc Committee. Director 1: Donald Rushton Director 2: Tracy Langlands	

Committee Scope	Is the compensation of the General Manager appropriate? Is it competitive with the local market? Should District Policy 2.2.D “ON-CALL DUTIES & EMERGENCY CALL-OUTS” be modified. Currently the General Manger takes on call and works overtime on emergencies in the field for no compensation while the other employees are compensated.
What is Out of Scope	
Deliverables	The Ad Hoc Committee will provide the following deliverables: Task 1 – Analysis of General Managers compensation based off published rates.

Ad Hoc Committee Report 2020 November

General Manager Compensation Review

This report considers the current financial compensation for Jason Tiffany, General Manager of Midway Heights County Water District, in comparison with the compensation of General Managers of similar sized water agencies. It also recommends changes in compensation for 2020. And it summarizes benefits currently enjoyed by the General Manager as well as raising questions regarding changes to those benefits.

Purpose

The General Manager's compensation package is subject to periodic review. Terms of the salary include a base salary plus a cost of living adjustment and merit increases. The Ad Hoc committee asked the following questions.

- Is the salary appropriate?
- Is the salary competitive with other local agencies?
- Is the salary competitive with the salaries offered by similar agencies?
- Are the benefits appropriate?

Method

In general, the Ad Hoc committee reviewed salaries paid to similar public agencies providing potable water. The committee then compared the salaries.

In addition, the committee reviewed the benefits offered. Benefits offered to the managers of other agencies were not identified.

Sources

The committee started with the previous salary survey performed by the District in 2018. The 2018 survey used the website [transparentcalifornia.com](https://www.transparentcalifornia.com) (Transparent California) as the source for salary information, and the committee started with that source. In addition, the committee used the website [publicpay.ca.gov](https://www.publicpay.ca.gov) (Government Compensation in California) for salary information because data for 2019 for some of the agencies identified in the previous survey was not found in Transparent California.

To determine which agencies shared similar characteristics with Midway Heights, the committee used the website sdwis.waterboards.ca.gov (CA Drinking Water Watch). This site details the agencies by the number of connections, sources of water, and other data. The committee relied largely on the number of connections to establish whether an agency is similar to Midway Heights. Please note, however, that this site does not offer information on services provided other than potable water.

To determine what other services the agencies offer, the committee reviewed the websites of the individual agencies.

Salary Findings

The committee started with a list of 23 agencies that were either considered local (Placer, Nevada, and El Dorado counties) or considered similar in size to Midway Heights. The management for some of those agencies could not be readily compared to Midway Heights and thus were dropped from consideration. For example, the committee couldn't identify a salary specific to the water department manager for the City of Roseville. The committee also rejected data for agencies it considered too big to compare with Midway Heights. The limit of services supplied was 2000.

With those agencies eliminated from consideration, the committee reviewed the data for twelve agencies.

The data identified these categories of financial compensation:

- Regular Pay
- Overtime Pay
- Other Pay
- **Total Pay** (= Regular + Overtime + Other)
- Benefits
- **Total Pay & Benefits**

The committee summarized the bolded categories for comparisons. The twelve agencies provided these average compensations:

Average Total Pay	\$ 138,872
Average Total Pay & Benefits	\$ 167,593

The committee noted that two of the agencies provided compensation well above these averages. Squaw Valley PSD provides Total Pay & Benefits of \$ 307,673 while Donner Summit PUD provides Total Pay & Benefits of \$ 243,272.

With these two agencies eliminated from the list of comparisons, the averages drop somewhat to those shown as follows.

Average Total Pay	\$ 114,951
Average Total Pay & Benefits	\$ 146,017

Midway Heights compensation is

Total Pay	\$ 97,049
Average Total Pay & Benefits	\$ 132,116

Salary Recommendations

The contract for Midway Heights General Manager states that the salary is composed of a base salary plus a cost of living adjustment plus any merit increase deemed appropriate by the Board of Directors.

Ignoring outliers, increases from the 2018 survey show a general rise of about 3%. This squares well with COLAs found from other sources. The Consumer Price Index rose 2.8% from Feb 2019 to Aug 2020; and Social Security’s COLA, using the prorated values for 2019 May through 2020 Oct is 3.2%.

The Committee recommends a 3% COLA. The committee also recommends consideration of a merit increase to make the compensation more competitive with similar agencies. The committee believes an increase of 2% is reasonable.

Benefits

The Midway Heights General Manager currently receives several benefits. Some of the benefit changes that could be considered include:

- Increases to vacation time, currently 20 days per year
- Increases to administrative leave
- Extra pay during emergency callouts outside of normal work hours

The committee makes no recommendations on these benefits.

Backup Data

Supporting data is included in attachments.

Local and Comparable Districts' General Managers' Pay

Table 1 - Raw Data

Agency	Employee Name	Job Title	Regular Pay	Overtime Pay	Other Pay	Total Pay	Benefits	Total Pay & Benefits	Year/Source	Services	Notes
San Juan Suburban Water District	Paul E Helliker	General Manager	\$190,615	\$0	\$5,760	\$196,375	\$51,363	\$247,738	2019/Transparent California	Serves ~ 10,650 connections; WTP	
El Dorado Irrigation District	James Abercrombie	General Manager	\$221,026	\$0	\$29,514	\$250,540	\$39,829	\$290,369	2019/Transparent California	Serves 41,536 connections; multiple WTPs	
Nevada Irrigation District	Remleh Scherzinger	General Manager	\$250,017	\$0	\$9,581	\$259,598	\$49,259	\$308,857	2019/Transparent California	Serves ~25,000 homes, farms, and businesses; large district with both treated and irrigation water	
PCWA	Einar Maisch	General Manager	\$274,563	Not Provided	\$7,500	\$282,063	\$53,244	\$335,307	2019/Transparent California	Serves ~41,000 connections plus wholesaling; Large district treated and irrigation	
City of Roseville						\$0		\$0			
City of Lincoln	Anthony Leftwich Raymond	Director of Public Works	\$158,128	\$0	\$5,504	\$163,632	\$16,961	\$180,593	2019/Transparent California	Serves 18,974 connections; also WW, fire, police	This data excludes "Pension Debt" of \$29,962.
City of Grass Valley						\$0		\$0			
Georgetown Divide Public Utility District		General Manager	\$155,578			\$155,578	\$41,848	\$197,426	2019/Government Compensation in California	Serves 3824 connections;	
Foresthill PUD	Hank White	General Manager	\$164,575	\$0	\$0	\$164,575	\$56,423	\$220,998	2019/Government Compensation in California	Serves ~ 2032 connections; 7 FT and 1 PT employees; treated only; wells and raw water reservoir	
Meadow Vista CWD*	Norman Dean	General Manager	\$110,843	\$0	\$0	\$110,843	\$33,560	\$144,403	2019/Transparent California	Serves ~ 1478 customers; treated only	
Midway Heights CWD	Jason Tiffany	General Manager	\$97,049	\$0	\$0	\$97,049	\$35,067	\$132,116	2019/Transparent California	Serves 438 treated customers; also irrigation	
Weimar Water						\$0		\$0			
Sierra Lakes CWD	Jeff Krebill	Utility System Operator III	\$90,240	\$4,010	\$9,000	\$103,250	\$29,566	\$132,816	2019/Transparent California	Serves 816; Also WW and lake and land management	A GM is listed on the SL CWD website, but there's no info re: pay or status of GM; staff of 4
Squaw Valley PSD	Michael Deary	General Manager	\$247,324	\$0	\$26,350	\$273,674	\$33,999	\$307,673	2019/Transparent California	Serves 835; also covers WW, fire, garbage, and snow removal on bike trails	
Christian Valley Park CSD		General Manager (Also Meter Reader)	\$50,045	\$0	\$0	\$50,045	\$0	\$50,045	2019/Government Compensation in California	Serves 2032 connections	

Local and Comparable Districts' General Managers' Pay

Agency	Employee Name	Job Title	Regular Pay	Overtime Pay	Other Pay	Total Pay	Benefits	Total Pay & Benefits	Year/Source	Services	Notes
Donner Summit PUD		General Manager	\$208,901	\$0	\$34,371	\$243,272	\$0	\$243,272	2019/Government Compensation in California	Serves 352 connections; also WW; staff ~7	
Heber PUD (Imperial Co)		General Manager	\$102,511	\$0	\$0	\$102,511	\$27,789	\$130,300	2019/Government Compensation in California	Serves 1629 connections; also WW and parks(?)	
Boron CSD (Kern Co)		General Manager	\$95,066	\$14,655	\$6,722	\$116,443	\$32,139	\$148,582	2019/Government Compensation in California	Serves 613 connections; well + treated purchase; also WW and street lighting	
Mojave PUD (Kern Co)	Bee Coy Jr	General Manager	\$115,795		\$536	\$116,331	\$33,612	\$149,943	2019/Transparent California	Serves 1166 connections; wells + treated purchase; also WW	
La Habra Heights CWD (LA County)	Michael Gualtieri	General Manager	\$148,536	\$0	\$12,867	\$161,403	\$49,284	\$210,687	2019/Transparent California	Serves 1998 connections; wells + treated purchase; 9 staff	Doesn't include \$11,300 Pension Debt
Home Garden CWD (Riverside Co)	David Vigil	General Manager	\$74,800	\$0	\$0	\$74,800	\$3,642	\$78,442	2019/Transparent California	Serves 835 connections; well + treated purchase	
Centerville CSD (Shasta Co)		General Manager	\$117,849	\$0	\$40	\$117,889	\$38,413	\$156,302	2019/Government Compensation in California	Serves 1272 connections; treated purchase	
Meiners Oaks CWD (Ventura Co)	Mike Hollebrands	General Manager	\$134,924	\$14,071	\$0	\$148,995	\$27,585	\$176,580	2019/Transparent California	Serves 1248 connections; wells	

Local and Comparable Districts' General Managers' Pay

Table 2 - Filtered Data - Smallish Districts

Agency	Employee Name	Job Title	Regular Pay	Overtime Pay	Other Pay	Total Pay	Benefits	Total Pay & Benefits	Year/Source	Services	Notes	Comments
San Juan Suburban-Water District	Paul E. Helliker	General-Manager	\$190,615	\$0	\$5,760	\$196,375	\$51,363	\$247,738	2019/Transparent California	Serves ~10,650 connections; WTP		Not comparable; too many connections
El Dorado Irrigation District	James Abercrombie	General-Manager	\$221,026	\$0	\$29,514	\$250,540	\$39,829	\$290,369	2019/Transparent California	Serves 41,536 connections; multiple WTPs		Not comparable; too many connections
Nevada Irrigation District	Remleh Scherzinger	General-Manager	\$250,017	\$0	\$9,581	\$259,598	\$49,259	\$308,857	2019/Transparent California	Serves ~25,000 homes, farms, and businesses; large district with both treated and irrigation water		Not comparable; too many connections
PCWA	Einar Maisch	General-Manager	\$274,563	Not Provided	\$7,500	\$282,063	\$53,244	\$335,307	2019/Transparent California	Serves ~41,000 connections plus wholesaling; Large district treated and irrigation		Not comparable; too many connections
City of Roseville											No data available	
City of Lincoln	Anthony Leftwich Raymond	Director of Public Works	\$158,128	\$0	\$5,504	\$163,632	\$16,961	\$180,593	2019/Transparent California	Serves 18,974 connections; also WW, fire, police	This data excludes "Pension Debt" of \$29,962.	Not comparable; too many connections and disparate services
City of Grass Valley											No data available	
Georgetown Divide Public Utility District		General Manager	\$155,578			\$155,578	\$41,848	\$197,426	2019/Government Compensation in California	Serves 3824 connections;		
Foresthill PUD	Hank White	General Manager	\$164,575	\$0	\$0	\$164,575	\$56,423	\$220,998	2019/Government Compensation in California	Serves ~ 2032 connections; 7 FT and 1 PT employees; treated only; wells and raw water reservoir		
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Weimar Water											No data available	
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Christian Valley Park CSD		General Manager (Also Meter Reader)	\$50,045	\$0	\$0	\$50,045	\$0	\$50,045	2019/Government Compensation in California	Serves 2032 connections		
Donner Summit PUD		General Manager	\$208,901	\$0	\$34,371	\$243,272	\$0	\$243,272	2019/Government Compensation in California	Serves 352 connections; also WW; staff ~7		

Local and Comparable Districts' General Managers' Pay

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Centerville CSD (Shasta Co)		General Manager	\$117,849	\$0	\$40	\$117,889	\$38,413	\$156,302	2019/Government Compensation in California	Serves 1272 connections; treated purchase		
Meiners Oaks CWD (Ventura Co)	Mike Hollebrands	General Manager	\$134,924	\$14,071	\$0	\$148,995	\$27,585	\$176,580	2019/Transparent California	Serves 1248 connections; wells		
Mean Entire List						\$159,443		\$192,122				
Mean w/o Blues						\$135,777		\$165,306				
Mean of Blacks						\$138,872		\$167,593				
Mean of Blacks except Tahoe						\$114,951		\$146,017				

**MHCWD
MEMO**

**11/19/20
BOARD MEETING AGENDA
ITEM V-D**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: EXPENDITURE OF GRANT FUNDS FROM PCWA FOR GIS EQUIPMENT AND SOFTWARE

The District was awarded a grant from PCWA for GIS equipment and software in the amount of \$10,900.

These are the expenses approved by PCWA:

The following is a summary of the scope of work encompassing the Project and the specific Project costs covered by this Grant Agreement.

ArcGIS desktop software is needed to draw the canal and distribution pipelines. This software is vital to keep the data up to date, and after each update, republish all map services needed in order to view the data in a web or mobile application. Also essential is an organizational account for the Esri web viewing application, ArcGIS Online (AGOL), or their mobile field application Explorer.

- ArcGIS Desktop Basic Single Use Term License \$800
- ArcGIS Online subscription with block of 1,000 service credits \$100
- ArcGIS Online Creator, 2 user @ \$500 each (\$1,000 total)
- ArcGIS Online Viewer, 1 users @ \$100 each
- Smartphones (3) @ \$1000 each (\$3,000 total)
- Desktop computer with monitor capable of running ArcGIS software \$4,000
- PCWA Staff time to assist in setting up web viewing & mobile application 8 hrs. for CAD/GIS Technician to configure, approximately \$500
- Upgrade District's Trimble Ranger so that District staff can locate and log District facilities \$1,400

Specific Project Costs covered by this Grant Agreement: The approved grant amount is for reimbursement of the costs associated with the purchase of hardware and software to complete the GIS mapping of District's Facilities.

I would like Board approval to purchase:

1. The software outlined above, per PCWA.
2. A monitor that matches the two monitors the District owns already (LG 27UL600-W - 27" IPS LED Monitor - 4K UltraHD for \$460.00). This is not an item that I need Board authorization for, just more of for disclosure.
3. The smart phones were already purchased from the District's cell phone vendor, again not an item that I need authorization for, just more of for disclosure.
4. A computer from Quietech Associates, Inc group. They were the low bidder at \$2,044.50. The bids are attached.

The annual maintenance cost for the GIS program is currently \$2,000 a year.

Quietech Associates, Inc.
 309 Neal Street
 Grass Valley, California 95945
 quietechassociates.com
 5302726680



Midway Heights CWD
 P.O. Box 596 Meadow Vista
 Meadow Vista, California 95722

Estimate #	1421
Estimate Date	11-03-20
Total	\$2,044.50

Item	Description	Unit Cost	Quantity	Line Total
Parts - Desktop Computers	Quietech Custom Ryzen 3900X 12 Core 32 GB RAM 1 TB M.2 NVMe SSD Radeon 5700 XT GPU 8 GB	\$1,700.00	1.0	\$1,700.00
Quietech Shop Labor	Work performed at the Quietech Shop -Build PC and cable manage. -Install Windows 10, activate and setup all updates / drivers.	\$100.00	2.0	\$200.00

THIS IS AN ESTIMATE

Disclaimer

Estimate valid for thirty days. Labor and item costs may change due to unexpected issues encountered during the job, additional requests made at time of install, tax, change in availability/cost of items, shipping, etc.

Subtotal	\$1,900.00
Tax	\$144.50
Estimate Total	\$2,044.50



Hi Jason, I'm reaching back out with a quote for you as requested. I did some research into the ArcGIS application and did lean that it benefits from a CUDA accelerated GPU, so included one in the build as well. Let me know if you would like any more details, or any adjustments

Intel i9 – 10 core (20 thread) processor
Appropriate motherboard, with WiFi
16GB DDR4 3600 MHz Memory
500GB NVMe Storage
Nvidia 1660ti GPU (for CUDA acceleration)
Windows 10 Pro
850W Power Supply
High-Airflow Case

As of right now, the pricing on these parts, as well as labor, comes out to \$2236.42 AFTER tax.

As far as any additional recommendations, I would not recommend a liquid cpu cooler as the benefits for a business machine are limited, but we could add a stronger CPU cooler if you desire for \$79+tax. This would be a significant step-up in cooling power, so if ArcGIS has longer periods of intensive CPU usage, I would recommend it.

Another recommendation I would make would be some sort of Antivirus protection if this device will be used for web browsing at all– if your company does not already have a preferred solution, we recommend Webroot Antivirus. We manage Webroot licenses we sell here in-house, so if you had any issues with it, you would contact us instead of the typically outsourced support channels offered by most AV solutions. A year license for Webroot can be purchased through us for an additional \$59.

If you have any questions or would like me to modify the parts in order to adjust the quote, feel free to reach out either via email or by phone at 916-520-6667.

Thank you,

Chris Summers
PC Shop Technician



Tech 2U – Rocklin, CA
888-931-0942 – Toll Free
916-779-3051 – Local
916-520-6667 – Direct

From: admin <admin@mhcwd.org>
Sent: Friday, November 6, 2020 4:20 PM
To: Chris Summers <csummers@tech2u.com>
Subject: RE: MHCWD computer bid

Thank you Chris.

Computer Addiction

mail@compaddict.com
1020 Grass Valley Highway
Auburn, CA 95603

Estimate

Date	Estimate #
11/4/2020	2367

Name / Address
MHCWD

			Project
Description	Qty	Cost	Total
Sound Dampened Mid-tower Case	1	140.95	140.95T
DH15 CPU Cooler	1	134.95	134.95T
Ryzen 9 3900XT	1	682.45	682.45T
X570 Workstation Motherboard	1	555.00	555.00T
1TB Samsung NVMe Solid State Drive	1	224.95	224.95T
32GB 3200MHz CL16 DDR4 RAM	1	152.95	152.95T
nVidia Geforce RTX 2060	1	464.95	464.95T
700 watt Power Supply	1	130.95	130.95T
Windows 10 Pro	1	200.00	200.00T
Sales Tax		7.25%	194.82
		Total	\$2,881.97

Customer Signature _____

**MHCWD
MEMO**

**11/19/20
BOARD MEETING AGENDA
ITEM V-E**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: AWARDING OF CONTRACT TO DIVE, INSPECTION, CLEANOUT AND PERFORM EPOXY COATING REPAIRS TO THE DISTRICT'S THREE TREATED WATER TANKS

During the October 15, 2020 meeting the Board awarded a contract to Pittsburg Tower and Tank to dive and clean the District's three treated tanks. When I sent over the insurance risk transfer paperwork and the prevailing wage information, Pittsburg Tower and Tank resubmitted a bid that went from \$3,555 to \$11,860.

I request that the Board award the cleaning contract to the next lowest bidder from the three companies that submitted bids before the October 15, 2020 Board meeting. The next lowest bid was from Inland Potable Services for \$4,193 and repair rate of \$470 per hour for a couple of hours.

**MHCWD
MEMO**

**11/19/20
BOARD MEETING AGENDA
ITEM V-F**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: EXECUTING A "COMMITMENT TO EXCELLENCE" WITH THE DISTRICT'S INSURANCE PROVIDER, THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY

The District's insurance provider, The Association of California Water Agencies Joint Powers Insurance Authority, has a new grant program. As part of the process to apply for a grant the District needs to execute a "Commitment to Excellence" certificate. The certificate is attached.

I recommend that the District sign the certificate.



Commitment to Excellence

Midway Heights County Water District

and the ACWA JPIA in mutual support for ensuring the most consistent, cost effective and broadest possible affordable insurance coverage and related services, and in partnership with all JPIA members, and in the interest of reducing **Midway Heights County Water District's** insurance costs, commit to a program of excellence that, through the implementation of "best practices" reduces the potential and frequency of:

- **Vehicle Losses**
- **Infrastructure Related Losses**
- **Construction Related Losses**
- **Employment Practices Claims**
- **Ergonomic (Musculoskeletal) and Fall Injuries**
- **Wildfire Prevention**

and fully support the goal of implementing effective preventative measures that work to achieve these loss reductions.

Walt "Audy" Sells (CEO, ACWA JPIA)
Signature

Signature (General Manager)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

**MHCWD
MEMO**

**11/19/20
BOARD MEETING AGENDA
ITEM VI-A**

TO: MHCWD BOARD OF DIRECTORS
FROM: Jason Tiffany
RE: REVIEW & REAFFIRMATION OF STATEMENT OF INVESTMENT POLICY

The following is an email from the District's lawyer:

"The District's investment policy looks fine as written. My only comment is that the range of permitted investments is broader than the four types permitted under the existing District policy. While the Board may wish to be conservative in its investment and management of ratepayer funds, it seems that at least having options available such as CDs, money market funds and U.S. Government obligations might be useful for the District. There are higher-yielding types of investments permitted to local agencies as well, but such investments also carry higher risk and require more active management. In all cases, there are restrictions on length of deposit and percentage of funds on deposit as a percentage of total District funds, so the policy would have to be amended if you and the Board have any interest in expanding the range of permitted investments. If you want to discuss the issue further, please let me know. Otherwise, the Board can reaffirm the policy as is. "

If changes are needed a resolution will be drafted for the Board to pass next month.

I recommend that the Board reaffirm the current policy.

Attached is the policy.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
POLICIES AND PROCEDURES

STATEMENT OF INVESTMENT POLICY

I. Background & Purpose.

- A. Government Code Section 53646 requires the District to annually prepare and adopt a written statement of investment policy.
- B. Government Code Sections 53600 et. seq., and 53630 et. seq., and other laws authorize the District to deposit and invest its money and funds in various institutions and types of investments, subject to limitations.
- C. The purpose of this policy is to provide guidelines to District officers and employees with regard to the deposit and investment of District monies and funds in accordance with, and subject to, the limitations of applicable laws.

II. Scope.

This investment policy applies to all monies, funds, and financial assets of the District, including its general fund, all enterprise funds, and any and all capital project funds.

III. Standard of Care & Objectives.

- A. Deposits and investments shall be made with the judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. District officers and employees handling deposits and investments of District funds shall act pursuant to a "prudent investor" standard, applied in the context of managing the entire portfolio. (Government Code, Section 53600.3.)
- B. When depositing, investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing District funds, the District's primary goals and objectives, in order of priority, shall be:
 - 1. Safety. To safeguard the principal of the District funds. Deposits and investments of District funds, monies, and financial assets shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

2. Liquidity. To meet the liquidity needs of the District. The District's investment portfolio must remain sufficiently liquid to enable the District to meet all operating expenses and requirements which might be reasonably anticipated.
3. Return on Investment. To achieve a return on the investment of District funds. As a final priority, the District's investment portfolio shall be designed with the objective of obtaining a fair market rate of return throughout budgetary and economic cycles, and also be consistent with the first two priorities.

IV. Investment Authority.

The District Board of Directors shall have principal management responsibility for the deposit and investment of District funds, monies, and financial assets pursuant to this statement of investment policy. Only the District Board shall have the authority to make deposit and investment decisions on behalf of the District, pursuant and subject to this investment policy, applicable laws, and the "prudent investor" standard.

V. Authorized Investments.

All District funds and monies may be deposited and invested in only one, or a combination of, the following institutions and investment types:

- A. The Placer County Treasurer investment pool.
- B. The State of California Local Agency Investment Fund (LAIF).
- C. Federal Deposit Insurance Corporation (FDIC) insured accounts in a bank, or savings and loan association.
- D. Intra-District fund loans and transfers, with a fair return from one fund to another, specifically authorized and evidenced by action of the Board of Directors.

VI. Safekeeping & Custody.

All District deposits and investments shall have the Midway Heights County Water District named as depositor and registered owner. Any securities purchased or acquired shall be delivered to the District by book entry, physical delivery, or by third party custodial agreement, as required by Government Code Section 53601.

VII. Annual Review & Quarterly Reporting.

The District Treasurer and General Manager shall, on a quarterly basis, submit to the District Board of Directors copies of the most recent account statements received by the District from the Placer County Treasurer, and other institutions holding District funds and financial assets. (Government Code Section 53646(e).) The District Treasurer shall annually review this statement of investment policy, and request the Board of Directors to either make appropriate changes or reaffirm the current policy. (Government Code Section 53646(a).)

VIII. Amendments.

This statement of investment policy shall take effect only upon adoption by resolution of the District Board of Directors. Any subsequent amendments or modifications shall not take effect unless expressly approved by resolution of the District Board of Directors.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

OCTOBER 2020

REGULAR BOARD MEETING
NOVEMBER 19, 2020

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (10/31/20) \$621,107.04

*(Includes: Department of Water Resources Loan Fund, Treated Water Capital Facilities Fund, Designated for Emergency Fund, Designated For Future Occurrences Fund, Current Fiscal Year Operation Fund, Rate Stabilization Fund, Undesignated Reserve Fund.)

Wells Fargo Bank:

Adjusted Bank Statement Balance (10/31/20–Reconciled to Checking Account #1670 General) ** \$35,722.82

Adjusted Bank Statement Balance (10/31/20–Reconciled to Checking Account #9798 Rate Payer) ** \$21,081.31

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (10/31/20– Reconciled Money Market Account #6809 Tank Loan) ** \$32,880.54

**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 (07/31/20) \$652,438.50

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

Balance (12/31/19) \$101,664.85

APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF OCTOBER 2020

Treasurer of the Board

* * * * *

Balances shown for the MHCWD funds on deposit with the Placer County Treasurer were obtained from the most current reports provided to MHCWD by the Placer County Auditor's Office.
Y:\MHCWD-server-files\09-Financial\FUND SUMS\Fund Sums 2020\2020-11.docx

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11/06/20

Midway Heights CWD
Reconciliation Summary
10005 - Cash in Checking-1670, Period Ending 10/31/2020

	<u>Oct 31, 20</u>
Beginning Balance	61,530.83
Cleared Transactions	
Checks and Payments - 30 items	-62,685.37
Deposits and Credits - 18 items	37,466.36
Total Cleared Transactions	<u>-25,219.01</u>
Cleared Balance	<u><u>36,311.82</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-589.00
Total Uncleared Transactions	<u>-589.00</u>
Register Balance as of 10/31/2020	<u><u>35,722.82</u></u>
New Transactions	
Checks and Payments - 8 items	-4,939.04
Deposits and Credits - 2 items	6,600.15
Total New Transactions	<u>1,661.11</u>
Ending Balance	<u><u>37,383.93</u></u>

Midway Heights CWD
Reconciliation Detail
10005 · Cash in Checking-1670, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						61,530.83
Cleared Transactions						
Checks and Payments - 30 items						
Bill Pmt -Check	10/02/2020	EFT	Paychex, Inc.	X	-15,299.52	-15,299.52
Bill Pmt -Check	10/05/2020	8594	MHCWD	X	-5,044.38	-20,343.90
Bill Pmt -Check	10/05/2020	EFT	CalPERS Health ...	X	-3,732.21	-24,076.11
Bill Pmt -Check	10/05/2020	EFT	Paychex, Inc.	X	-3,238.61	-27,314.72
Bill Pmt -Check	10/05/2020	EFT	CalPERS Retire P...	X	-2,608.18	-29,922.90
Bill Pmt -Check	10/05/2020	8598	US Bank	X	-788.96	-30,711.86
Bill Pmt -Check	10/05/2020	EFT	CalPERS 457 Pro...	X	-700.00	-31,411.86
Bill Pmt -Check	10/05/2020	EFT	CalPERS Retire P...	X	-655.74	-32,067.60
Bill Pmt -Check	10/05/2020	EFT	CalPERS Retire P...	X	-609.55	-32,677.15
Bill Pmt -Check	10/05/2020	8591	Dawson Oil Comp...	X	-595.15	-33,272.30
Bill Pmt -Check	10/05/2020	8596	PG&E	X	-579.02	-33,851.32
Bill Pmt -Check	10/05/2020	8595	New Direction Ser...	X	-544.09	-34,395.41
Bill Pmt -Check	10/05/2020	8587	AT & T	X	-251.35	-34,646.76
Bill Pmt -Check	10/05/2020	8589	Cooks Portable T...	X	-135.08	-34,781.84
Bill Pmt -Check	10/05/2020	8592	Frontier Communi...	X	-105.82	-34,887.66
Bill Pmt -Check	10/05/2020	8590	Cranmer Analytic...	X	-90.00	-34,977.66
Bill Pmt -Check	10/05/2020	EFT	CalPERS Retire P...	X	-85.34	-35,063.00
Bill Pmt -Check	10/05/2020	8593	Hansen Bros. Ent...	X	-83.66	-35,146.66
Bill Pmt -Check	10/05/2020	8597	Tel-Com	X	-65.00	-35,211.66
Bill Pmt -Check	10/05/2020	8588	AT&T U-verse	X	-34.94	-35,246.60
Bill Pmt -Check	10/13/2020	EFT	Paychex, Inc.	X	-315.74	-35,562.34
Bill Pmt -Check	10/13/2020	EFT	Wells Fargo	X	-122.44	-35,684.78
Bill Pmt -Check	10/15/2020	8607	Weimar Water Co...	X	-12,476.12	-48,160.90
Bill Pmt -Check	10/15/2020	8599	ACWA Joint Pow...	X	-9,851.00	-58,011.90
Bill Pmt -Check	10/15/2020	8605	PCWA	X	-2,993.71	-61,005.61
Bill Pmt -Check	10/15/2020	8602	Cranmer Analytic...	X	-840.00	-61,845.61
Bill Pmt -Check	10/15/2020	8603	Ferguson Waterw...	X	-353.22	-62,198.83
Bill Pmt -Check	10/15/2020	8606	Verizon Wireless	X	-154.08	-62,352.91
Bill Pmt -Check	10/15/2020	8600	Anderson's Sierra...	X	-32.36	-62,385.27
Check	10/22/2020	NSF ...	Customers	X	-300.10	-62,685.37
Total Checks and Payments					-62,685.37	-62,685.37
Deposits and Credits - 18 items						
Deposit	10/01/2020			X	564.51	564.51
Deposit	10/02/2020			X	365.87	930.38
Deposit	10/02/2020			X	4,351.50	5,281.88
Deposit	10/05/2020			X	129.88	5,411.76
Deposit	10/05/2020			X	9,312.41	14,724.17
Deposit	10/07/2020			X	273.67	14,997.84
Deposit	10/07/2020			X	405.29	15,403.13
Deposit	10/08/2020			X	129.88	15,533.01
Deposit	10/08/2020			X	316.84	15,849.85
Deposit	10/08/2020			X	6,121.75	21,971.60
Deposit	10/09/2020			X	352.84	22,324.44
Deposit	10/13/2020			X	62.29	22,386.73
Deposit	10/14/2020			X	3,548.35	25,935.08
Deposit	10/19/2020			X	169.70	26,104.78
Deposit	10/19/2020			X	331.67	26,436.45
Deposit	10/19/2020			X	4,353.06	30,789.51
Deposit	10/23/2020			X	139.92	30,929.43
Deposit	10/23/2020			X	6,536.93	37,466.36
Total Deposits and Credits					37,466.36	37,466.36
Total Cleared Transactions					-25,219.01	-25,219.01
Cleared Balance					-25,219.01	36,311.82

Midway Heights CWD
Reconciliation Detail
10005 - Cash in Checking-1670, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	10/15/2020	8604	Omega Commerc...		-449.00	-449.00
Bill Pmt -Check	10/15/2020	8601	CDPH-OPERATO...		-140.00	-589.00
Total Checks and Payments					-589.00	-589.00
Total Uncleared Transactions					-589.00	-589.00
Register Balance as of 10/31/2020					-25,808.01	35,722.82
New Transactions						
Checks and Payments - 8 items						
Bill Pmt -Check	11/02/2020	8608	ACWA Joint Pow...		-2,273.89	-2,273.89
Bill Pmt -Check	11/02/2020	8610	Continental Utility ...		-1,319.00	-3,592.89
Bill Pmt -Check	11/02/2020	8615	US Bank		-839.22	-4,432.11
Bill Pmt -Check	11/02/2020	8613	PG&E		-253.15	-4,685.26
Bill Pmt -Check	11/02/2020	8611	Ferguson Waterw...		-101.98	-4,787.24
Bill Pmt -Check	11/02/2020	8614	Tel-Com		-60.00	-4,847.24
Bill Pmt -Check	11/02/2020	8612	National Rural W...		-49.00	-4,896.24
Bill Pmt -Check	11/02/2020	8609	AT&T U-verse		-42.80	-4,939.04
Total Checks and Payments					-4,939.04	-4,939.04
Deposits and Credits - 2 items						
Deposit	11/02/2020				2,599.09	2,599.09
Deposit	11/06/2020				4,001.06	6,600.15
Total Deposits and Credits					6,600.15	6,600.15
Total New Transactions					1,661.11	1,661.11
Ending Balance					-24,146.90	37,383.93

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Midway Heights CWD Reconciliation Summary

10007 · Rate Payer Increase-Check-9798, Period Ending 10/31/2020

	<u>Oct 31, 20</u>
Beginning Balance	16,036.76
Cleared Transactions	
Deposits and Credits - 2 items	<u>5,044.55</u>
Total Cleared Transactions	<u>5,044.55</u>
Cleared Balance	<u><u>21,081.31</u></u>
Register Balance as of 10/31/2020	21,081.31
Ending Balance	21,081.31

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Midway Heights CWD Reconciliation Detail

10007 - Rate Payer Increase-Check-9798, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,036.76
Cleared Transactions						
Deposits and Credits - 2 items						
Bill	10/05/2020	Octo...	MHCWD	X	5,044.38	5,044.38
Deposit	10/31/2020			X	0.17	5,044.55
Total Deposits and Credits					5,044.55	5,044.55
Total Cleared Transactions					5,044.55	5,044.55
Cleared Balance					5,044.55	21,081.31
Register Balance as of 10/31/2020					5,044.55	21,081.31
Ending Balance					5,044.55	21,081.31

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11/06/20

Midway Heights CWD
Reconciliation Summary
10009 - Cal Bank and Trust-6809, Period Ending 10/31/2020

	<u>Oct 31, 20</u>
Beginning Balance	32,880.00
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.54</u>
Total Cleared Transactions	<u>0.54</u>
Cleared Balance	<u><u>32,880.54</u></u>
Register Balance as of 10/31/2020	32,880.54
Ending Balance	32,880.54

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Midway Heights CWD Reconciliation Detail

10009 - Cal Bank and Trust-6809, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						32,880.00
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2020			X	0.54	0.54
Total Deposits and Credits					0.54	0.54
Total Cleared Transactions					0.54	0.54
Cleared Balance					0.54	32,880.54
Register Balance as of 10/31/2020					0.54	32,880.54
Ending Balance					0.54	32,880.54
