



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

AGENDA

Regular Board Meeting, December 15, 2022, at 2:00 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, December 15, 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 unless they wish to participate in the Public Forum, below, or comment on other agenda items.

III. REVIEW AND APPROVAL OF MINUTES pages 4-7

The minutes from the November 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 limited to 20 minutes. Discussion on each particular issue is limited to 10 minutes. Individuals are limited to approximately 3 minutes of public comments.

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. Calendared Items, if any, are accepted/approved by a single vote and without discussion. Each such item appears 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. Members of the public may comment on calendared items prior to the vote, even if not removed for discussion.

B. ELECTION OF BOARD OFFICERS page 8

Members will nominate and vote on assignments for each position, either individually or as a slate. Assignments will take effect at the first regular meeting of 2023.

C. STRATEGIC PLANNING PROJECT: PROGRESS REPORT pages 9-13

Hansford Economic Consulting (HEC) briefing on current project status and plans.

D. STRATEGIC PLANNING PROJECT: WORKSHOP

HEC staff to facilitate Board discussion and drafting of a **Vision Statement** and a **Mission Statement**, key components of the District's Strategic Plan. Public comment is greatly encouraged.

E. NEW BOARD MEMBER ORIENTATION

F. DISCUSSION & ACTION RE: AD-HOC COMMITTEE PROCEDURES pages 14-15

Consideration of revised proposed changes to Policies & Procedures § 1.1.E regarding Ad-Hoc Committees.

AGENDA

Regular Board Meeting, December 15, 2022

G. DISCUSSION & ACTION RE: CALWARN CONTRIBUTION page 16

Consideration of a 2022 donation to the CalWARN mutual assistance association.

H. DISCUSSION & ACTION RE: POLICY GOVERNING SUPPORT FOR THE ROLE OF BOARD SECRETARY.

Consideration of how best to fulfill the role of Board Secretary, including the budgetary implications of any changes proposed.

I. FIELD REPORT page 17

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

J. 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 page 18-24

The Treasurer's Report of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for November 2022, as provided in the Board Packet, is offered for discussion and possible acceptance 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 potential agenda items:

1. Format/content of Minutes and policy re: attachment of documents;
2. Document Retention Policy;
3. Scope of Public Information accessible via the Website;
4. Policy re: Directors Who Share a Household;
5. Adoption of Rosenberg's Rules of Order.

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting, unless otherwise decided in session, will be a **Strategic Planning Community Workshop** to be held at the Meadow Vista Community Center on Tuesday, **January 17, 2023, from 5:30 to 7:30 PM**. District customers and residents are asked to attend and offer ideas on how the District can set and manage priorities for the future.

IX. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

November 17, 2022, 2:00 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 2:00 P.M.

II. ROLL CALL

DIRECTORS PRESENT: Richard Goodwin, President
Pauline Nevins, Vice-President
Don Rushton, District Treasurer
Tom Kane, ACWA/JPIA Representative
Ronald Tucker, CSDA Representative

DIRECTORS ABSENT: None

OTHERS PRESENT: Jason Tiffany, General Manager and Board Secretary

MEMBERS OF THE PUBLIC: Dave Baker

III. REVIEW AND APPROVAL OF MINUTES

M/S Tom Kane/ Ronald Tucker to accept the September 15, 2022 minutes as written.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Don Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes Nays Abstain Absent

Motion Result: Passed Failed

IV. PUBLIC FORUM -- None

V. GENERAL BUSINESS

A. CONSENT CALENDAR

- 1. Directors Reports -- None.**
- 2. Miscellaneous Information and Correspondence -- None.**

B. DISCUSSION & ACTION RE: AGENDA PREPARATION & APPROVAL PROCESS

M/S Richard Goodwin/Ronald Tucker to approve the proposed changes to the wording of District Code §§ 2.2.5.1, 2.2.5.4, and 2.2.6, regarding the respective roles of the President and the Secretary, and preparation of the adopting resolution for the next meeting and District Code § 2.2.7 regarding the Consent Calendar.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Don Rushton	Aye	<input type="checkbox"/>	Nay	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes Nays Abstain Absent

Motion Result: Passed Failed

C. DISCUSSION & ACTION RE: BID SELECTION FOR THE HILLSDALE IRRIGATION MAINLINE REPLACEMENT

M/S Don Rushton/Pauline Nevins to award the contract to the apparent low bidder, Hanson Brothers Enterprises, INC once the required insurance and bonds have been issued and authorizing the filing of a Categorical Exemption Declaration with the County.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Don Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes Nays Abstain Absent

Motion Result: Passed Failed

D. DISCUSSION & ACTION RE: AD-HOC COMMITTEE PROCEDURES

M/S Richard Goodwin/Tom Kane to table this item until reviewed by the attorney.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Don Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes Nays Abstain Absent

Motion Result: Passed Failed

E. FIELD REPORT

The Board reviewed the report and asked questions about the listed activities. An overview of the progress of the Irrigation Reservoir Improvements was given.

F. GENERAL MANAGERS REPORT

An overview of CalWARN, an organization of utilities that gives support to other utilities in times of crisis was given. The GM asked that the District consider a donation of \$250 to help fund the all-volunteer organization. The Board asked for this to be placed on the next agenda.

VI. FINANCIAL

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

M/S Pauline Nevins/Richard Goodwin to accept the reports for September and October 2022.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Don Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes 5 Nays Abstain Absent

Motion Result: Passed Failed

VII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board reviewed the calendar.

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

M/S Richard Goodwin/Pauline Nevins to set for December 15, 2022, at 2:00 P.M. as the next regular meeting.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Don Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes 5 Nays Abstain Absent

Motion Result: Passed Failed

IX. CLOSED SESSION: GM ANNUAL PERFORMANCE EVALUATION

The Board went into closed session at 3:50 PM for discussion of confidential personnel matters as provided under Government Code sections 54954.5(e) and 54957. The Board returned to open session at 4:40 P.M. No action was reported.

X. ADJOURNMENT

President Goodwin adjourned the meeting at 4:41 P.M.

Respectfully Submitted,

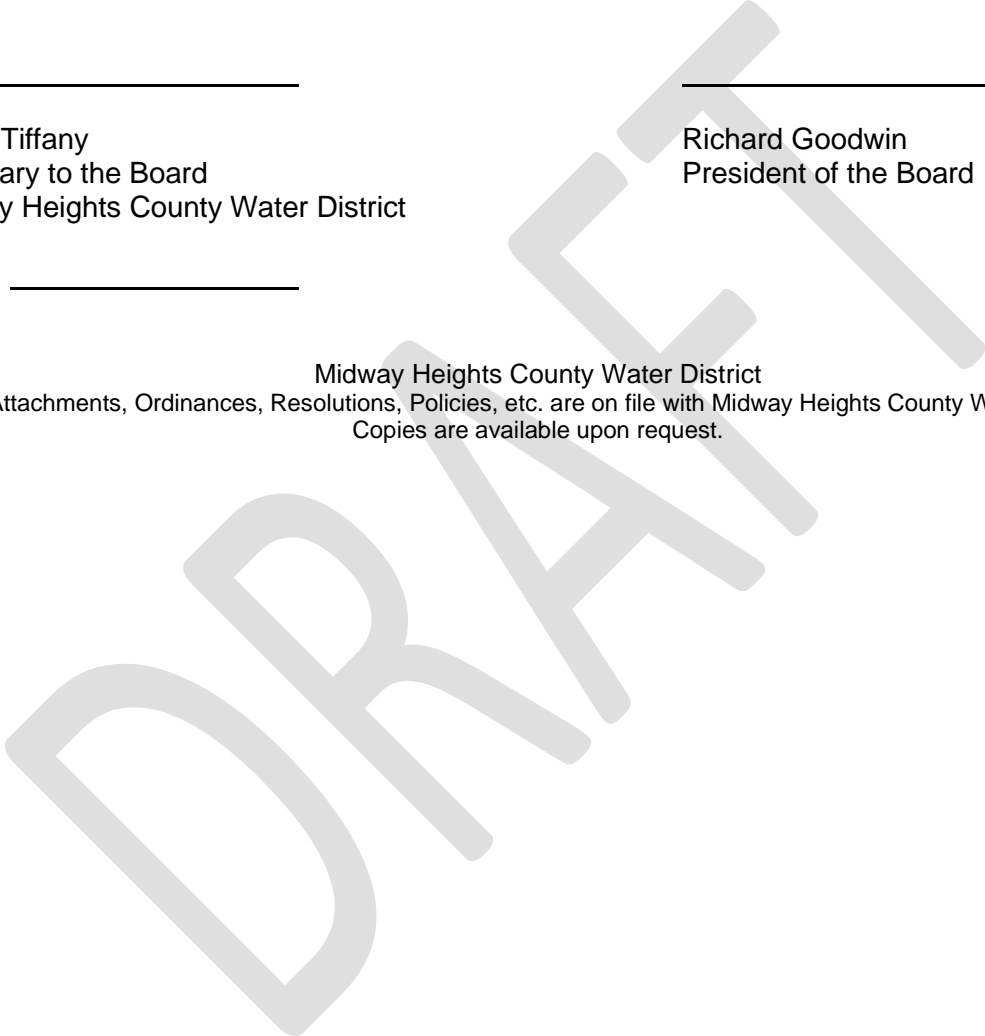
Approved,

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.



**MHCWD
MEMO**

12/15/22
BOARD MEETING AGENDA
ITEM V-B

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany, General Manager

RE: DISCUSSION AND ACTION RE: ELECTION OF BOARD OFFICERS

By motion the Board may take the following action:

1. The Board officers to be elected:

- President
- Vice-President
- Board Treasurer
- ACWA/JPIA Representative: This office must file a separate form 700 with the JPIA.
- CSDA Representative

**MHCWD
MEMO**

12/15/22
BOARD MEETING AGENDA
ITEM V-C

TO: MHCWD BOARD OF DIRECTORS
FROM: Jason Tiffany, General Manager
RE: STRATEGIC PLANNING PROJECT: PROGRESS REPORT

Please see the attached documents:

1. scope of work from Hansford Economic Consulting
2. The outline for the workshop
3. Draft newsletter

Midway Heights County Water District
Deliverables by Task
7/6/2022

Task 1 - Ad-Hoc Committee Kick-off meeting outcomes/deliverables:

- Create Strategic Plan objectives
- List of information needs
- Create timeline benchmarks
- Create and prioritize list of community influencers/stakeholders key to plan development

Task 2 – Stakeholder Meeting outcomes/deliverables:

- Develop interview questions
- Create summary report based on meeting dialogue

Task 3 – Mission and Vision - outcomes/deliverables:

- Board and Staff workshop agenda, facilitation guide
- Develop mission and vision statements
- List of prioritized short- and long-term goals (based on need, available funds, alignment to objective/mission/vision)

Task 4 – Community Workshop outcomes/deliverables:

- Workshop agenda, facilitation guide
- Identified exercise handouts/materials needed to facilitate productive discussion
- Workshop summary report

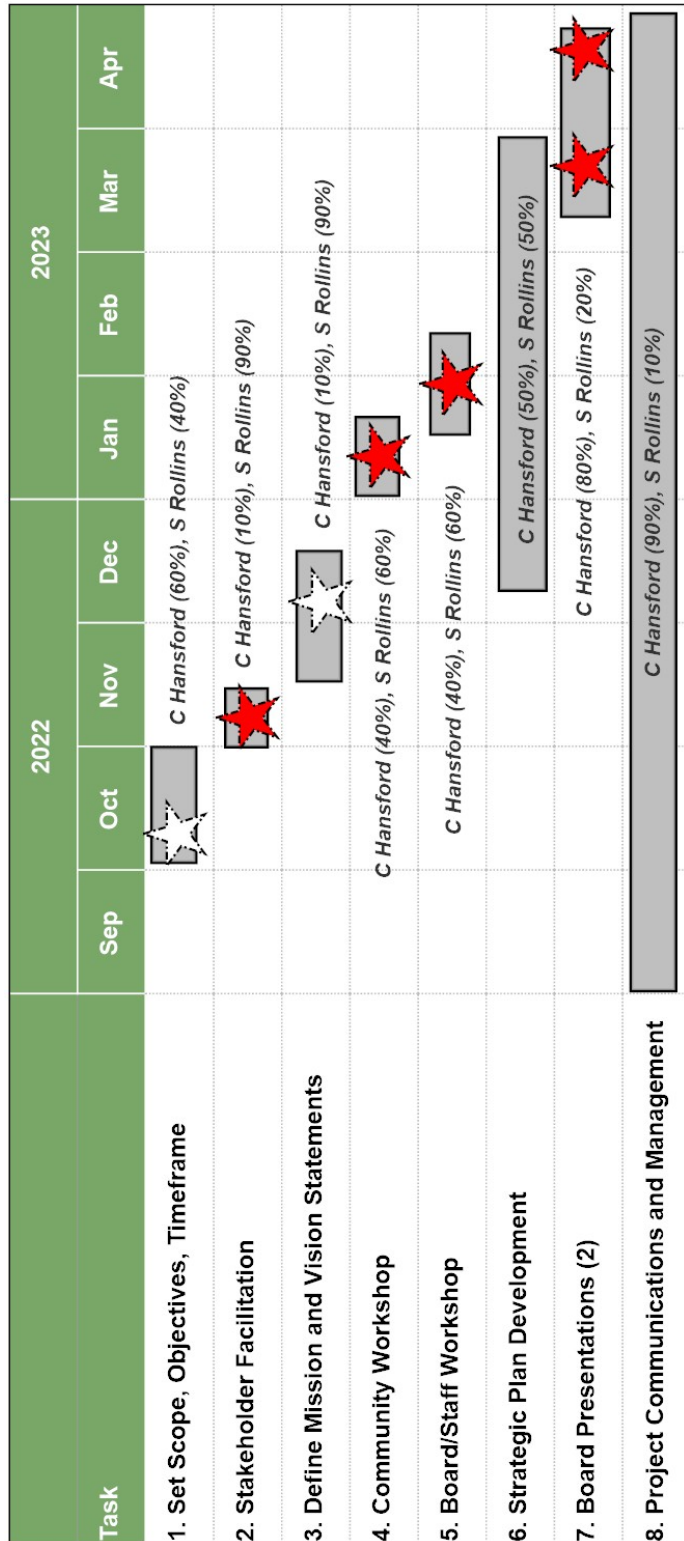
Task 5 – Board and Staff Workshop outcomes/deliverables

- Workshop agenda, facilitation guide
- Priorities and timeline for Strategic Plan draft 1 deliverable

Task 6 – Strategic Plan Development outcomes/deliverables

- Strategic Plan Draft 1
- Strategic Plan Draft 2
- Final Strategic Plan

Figure 1
Estimated Schedule



 Public meeting  Ad-Hoc committee meeting



**Midway Heights CWD
December 15, 2022 Mission & Vision Planning Session Outline**

Set the Stage

- Why a strategic plan
- Efforts completed to date
- Priority areas identified
- Desired outcomes for Board workshop

Review Definitions

- Strategic Plan
- Priority Statements
- Mission
- Vision
- Goals
- Objectives

Review Priority Statements – The Ad Hoc agreed to three priority statements:

Financial: Maintain financial stability of the MHCWD to fund Capital Improvement Projects (CIPs) and perform regular operations and maintenance to provide safe, reliable water service to its potable and irrigation customers.

Customers: Develop a relationship with customers that demonstrates transparency about MHCWD operations, commitment to provide reliable services, and responsible fiscal management.

Organization processes: Establish procedures agreeable by MHCWD general manager and board of directors that holds MHCWD accountable and that benefit the overall health of the District.

Mission and Vision Brainstorm

Goals and Objectives Brainstorm

Next Steps

Reservoir and Hillsdale Project Updates



Excavator with 70-foot reach removing sediment from the District's reservoir

The Midway Heights County Water District Reservoir Improvements Project, awarded to Lorang Brothers Construction, Inc. of Colfax in December 2021, is on time and on budget. Removal of sediment from the irrigation reservoir, combined with other operational improvements, will restore 700,000 gallons of storage capacity. The project is scheduled to be completed by May 30, 2023.

The Hillsdale Irrigation Mainline Replacement Project was awarded to the Hanson Bros. Enterprises in November 2022. The existing 60-year old pipe has continually failed due to age and soil conditions, and will be replaced by a pipe with increased diameter for additional flow capacity. In addition, a fire hydrant will be added. The project is scheduled to be completed by May 2023.

Both projects are funded by PCWA grants totaling \$414,819 and by 20% matching District funds totaling \$103,705.

Simplify your Midway Heights bill payments:
Sign up for Automatic Bill Pay.
Use the form on the back side of this page.

Strategic Plan Community Workshop and Customer Survey

Midway Heights County Water District's customers have a unique opportunity to support the District in its strategic planning efforts by attending a community workshop and by completing a brief customer survey. **The workshop will be held Tuesday, January 17th at the Meadow Vista Community Center located at 1101 Meadow Vista Road from 5:30-7:30 p.m.** District customers will be asked to voice their ideas, concerns, and priorities for the District over the next 3-5 years. An agenda will be posted on the District's website one week prior.

A brief survey posted on the District's website provides customers with an additional opportunity to provide feedback. A link to the survey is located on the homepage or by scanning the QR code. Responses are anonymous. The survey will be available through January 31, 2023.

The strategic plan project is fully funded by a \$20,000 grant awarded by PCWA. The final plan is expected to be presented for approval at the April 20, 2023 Board meeting.

For additional information regarding the strategic plan go to <https://www.mhcwd.org/strategic-plan>. Questions? Call MHCWD at (530) 878-8096.

Board Directors Update

We are pleased to welcome David Baker to the District Board. David's appointment was approved by the Board of supervisors at their November 29, 2022 meeting and he was sworn in at the December 15th MHCWD Board meeting. His term is until December 11, 2026. David will replace Don Rushton who fulfilled his last term, and chose to vacate his seat. Don served on the Board for over five years. He has provided thoughtful and objective input throughout his tenure. He will be missed.

Provide your Email address to receive the Newsletter, Agenda and Emergency Notices.
Send a note to admin@mhcwd.org

This Newsletter is part of the District's effort to provide timely detail about operations and plans.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

POLICIES AND PROCEDURES

1.1.E: BOARD OF DIRECTORS: AD HOC COMMITTEES

- (1) It can be difficult for the full Board to take up discussion of an issue when the facts involved are unclear or complex. As a means of bringing matters before the Board when they are properly researched and described, the Board may direct, or the President may proactively decide, that an Ad Hoc Committee (AHC) be temporarily appointed to study an issue or set of issues and to report back to the Board with its findings and recommendations, if any.
- (2) The task of selecting suitable AHC members, defining the scope of action, and specifying the deliverables, as discussed below, shall be the responsibility of the President.
- (3) At least one Director, but no more than two (a Brown Act limitation), may be named as committee members. The President can be one of the named members. Non-Directors may also be asked to participate in the AHC, such as the General Manager and/or District customers, as deemed appropriate.
- (4) When forming an AHC, the President shall specify its membership and the scope of its mandate using the form provided here or a reasonable version thereof. The purpose of the form is to provide assurance that the makeup, mandate, and deliverables of the committee are well-considered prior to the start of work.
- (5) If time permits, the President should set an Agenda Item for a regular Board meeting to permit noticed discussion of the drafted Scope Statement. The President shall incorporate appropriate changes as agreed in session before providing the final, signed version of the Scope Statement to the Secretary for inclusion in the Board Packet of the next regular session. The President may, under urgent circumstances, form an AHC without prior Board confirmation by filing the signed Scope Statement with the Board Secretary.
- (6) Modification of the Scope Statement of an active AHC may be considered by the Board by motion of any Director, provided that the Scope Statement has been publicly noticed, either currently or in a prior Board Packet. If the motion to modify succeeds, the President may either sign an amended Scope Statement reflecting the Board's modifications or cancel formation of the new AHC. The President may extend the term of, or dissolve, an active AHC at any time prior to the completion of its mandate.
- (7) The President may, as part of the Scope Statement, delegate to the designated AHC Chair the authority to contact District Counsel on matters within the scope of the AHC. Otherwise, permission to seek the advice of counsel must be granted by the President on a case basis.
- (8) If the AHC needs to incur costs other than Directors' meeting fees or authorized consultation with District Counsel, permission must be obtained via noticed action of the Board.

(9) AHC SCOPE STATEMENT FORMAT. See next page.

AD-HOC COMMITTEE SCOPE STATEMENT

Title	[Committee Name] Ad Hoc Committee	
Purpose	[Statement of committee's purpose and/or key issues to be addressed]	
Estimated Completion Date: [date]	Director Fees Authorized: <input type="checkbox"/> Y <input type="checkbox"/> N	
Date of Board Action: [date, if any]	Number of Authorized Meetings: [max #]	
	Access to District Counsel: <input type="checkbox"/> Y <input type="checkbox"/> N	
Committee Members No more than two Directors may serve together.	Director 1: [name], Chair [Director 2:] [name] [Non-Director 1:] [name], [Title] [Non-Director 2:] [name], [Title] (Etc.)	
Committee Scope	[Describe subject areas the committee may properly consider. These can be a set of questions, objectives, or tasks, as appropriate.]	
What is Out of Scope	[Describe any areas the committee may not consider.]	
Deliverables	[List specific deliverable(s) by name, along with expected delivery date(s), as appropriate.]	
Approval	_____	_____
	[Name], President	Date

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany, General Manager

RE: DISCUSSION & ACTION RE: CALWARN CONTRIBUTION

The District belongs to an organization called CalWARN. Below is a request for financial support. I suggest a donation of \$250. The current District budget has a positive cash flow of \$25,203 from the irrigation system and \$199 from the treated system. However the District has had to purchase additional irrigation water to make up for PCWA outages and the irrigation reservoir project, approximately \$15,000 over budget and the legal fees for the ***fiscal year (end June 30, 2023)*** are \$4,000 over budget.

Information about CalWARN can be found at: <https://www.calwarn.org/>

“CalWARN Members,

Great things are happening within CalWARN and we could use your help to make it all happen. Attached to this email is a letter outlining our direction and a simple request that we hope you and your organization will consider.

First, remember we are an all volunteer organization. No one gets paid. We are utilities helping utilities. To meet this mission we need tools and better tools. All outlined in the attached letter.

Our ask is simple. A donation to help us improve the website and it's tools. The donations are fully tax deductible and 100% of the funds collected will go to making sure each Region full communications capability as we move into an unknown fire season, and beyond. We also have plans to make keeping member signature pages "online" for your easy access and improving the registration process to make it simple and easy for members, and CalWARN Leadership.

Our largest, single donation, to date is \$3,000. That is substantial, but should be possible for Class A utilities. For the Class B, C and D utilities, any amount from \$5 to \$500 would be greatly appreciated. Please forward the attached letter with a recommendation to your leadership for consideration and action. We need you and we need the tools to meet our mission. And...our mission is your mission. So, please, help if you can.

Thanks for your time and consideration.

Yours Truly,

*James Wollbrinck
CalWARN State President”*

MHCWD

Monthly Field Report
December for the month of November 2022

FLOW RECORDS

Treated Water: 309,445 cubic feet (2.31 million gallons) purchased, for an average service connection usage of 173 gallons per day (based on 447 active service connections).

Irrigation Water: 31.4 million gallons (64.8 Miner's Inches per day) purchased from PCWA, with an estimated demand of 20 million gallons (41 Miner's Inches per day) and an estimated usage of 1,886 gallons per day per customer (based on 354 active service connections: 174 metered, 180 flat rate). Reservoir up by 7 feet since maintenance and improvements are completed.

FIELD ACTIVITIES

Service Calls: 35.

After Hours Calls: 1.

Line/System Repairs: 0.

Service Disconnections: 0.

New Service Connections: 0.

Installations: 0.

Double Check Valves Tested: 79.

Underground service alerts: 39.

Miscellaneous: Monthly Bac-T samples, irrigation reservoir project, bring reservoir back into normal operation, install culvert pipe at back entrance of reservoir, check valve testing, multiple final reads (customers moving), trt flushing, irr flushing, trt valve turning, irr valve turning, easement clearing, repairs, and maintenance at all facilities. Regular vehicle maintenance.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

NOVEMBER 2022

REGULAR BOARD MEETING
DECEMBER 2022

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (10/31/22) **\$605,373.08**

*(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 (11/30/22-Reconciled to Checking Account #1670 General) ** **\$103,456.38**

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (11/30/22- Reconciled Money Market Account #6809 Tank Loan) ** **\$69,079.32**

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

LOAN BALANCES

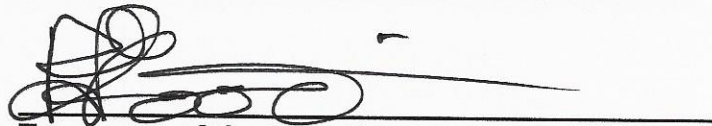
STATE REVOLVING FUND (0.33 MG tank and improvements, 2014, 20 year loan)

Balance (6/30/22) **\$571,540.10**

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 NOVEMBER




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.

11:45 AM
12/08/22

Midway Heights CWD
Reconciliation Summary

10005 - Cash in Checking-1670, Period Ending 11/30/2022

	<u>Nov 30, 22</u>
Beginning Balance	42,109.20
Cleared Transactions	
Checks and Payments - 40 items	-92,217.43
Deposits and Credits - 27 items	153,847.80
Total Cleared Transactions	<u>61,630.37</u>
Cleared Balance	<u><u>103,739.57</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-283.19
Total Uncleared Transactions	<u>-283.19</u>
Register Balance as of 11/30/2022	<u><u>103,456.38</u></u> 
New Transactions	
Checks and Payments - 12 items	-37,796.97
Deposits and Credits - 5 items	21,020.54
Total New Transactions	<u>-16,776.43</u>
Ending Balance	<u><u>86,679.95</u></u>

11:45 AM
12/08/22

Midway Heights CWD
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						42,109.20
Cleared Transactions						
Checks and Payments - 40 items						
Bill Pmt -Check	10/20/2022	9142	Sauers Engineerin...	X	-3,742.50	-3,742.50
Bill Pmt -Check	10/20/2022	9139	Hansford Economi...	X	-2,195.00	-5,937.50
Bill Pmt -Check	10/20/2022	9136	Bartkiewicz, Kroni...	X	-556.25	-6,493.75
Bill Pmt -Check	10/20/2022	9137	CDPH-OPERATO...	X	-90.00	-6,583.75
Bill Pmt -Check	11/03/2022	EFT	Paychex, Inc.	X	-17,642.37	-24,226.12
Bill Pmt -Check	11/04/2022	EFT	Paychex, Inc.	X	-4,461.25	-28,687.37
Bill Pmt -Check	11/07/2022	9164	ACWA Joint Powe...	X	-11,826.00	-40,513.37
Bill Pmt -Check	11/07/2022	9163	Weimar Water Co...	X	-11,276.75	-51,790.12
Bill Pmt -Check	11/07/2022	9150	California Bank & ...	X	-5,039.38	-56,829.50
Bill Pmt -Check	11/07/2022	9160	Sierra Pumbing S...	X	-2,069.90	-58,899.40
Bill Pmt -Check	11/07/2022	9146	ACWA Joint Powe...	X	-2,002.84	-60,902.24
Bill Pmt -Check	11/07/2022	9159	Sauers Engineerin...	X	-1,815.00	-62,717.24
Bill Pmt -Check	11/07/2022	9161	US Bank	X	-1,695.22	-64,412.46
Bill Pmt -Check	11/07/2022	9154	Hansford Economi...	X	-1,575.00	-65,987.46
Bill Pmt -Check	11/07/2022	9147	Anderson's Sierra ...	X	-1,202.75	-67,190.21
Bill Pmt -Check	11/07/2022	9151	Dawson Oil Comp...	X	-1,017.24	-68,207.45
Bill Pmt -Check	11/07/2022	9152	Ferguson Waterw...	X	-894.04	-69,101.49
Bill Pmt -Check	11/07/2022	9156	Omega Commerci...	X	-695.00	-69,796.49
Check	11/07/2022	ACH	Wells Fargo	X	-427.11	-70,223.60
Bill Pmt -Check	11/07/2022	9157	PG&E	X	-255.45	-70,479.05
Bill Pmt -Check	11/07/2022	9155	HBE Rentals	X	-251.00	-70,730.05
Bill Pmt -Check	11/07/2022	9158	Quietech Associat...	X	-208.00	-70,938.05
Bill Pmt -Check	11/07/2022	9162	Verizon Wireless	X	-151.89	-71,089.94
Bill Pmt -Check	11/07/2022	9149	AT&T U-verse	X	-119.50	-71,209.44
Bill Pmt -Check	11/07/2022	9153	Frontier Communi...	X	-108.36	-71,317.80
Bill Pmt -Check	11/07/2022	9148	AT & T	X	-75.45	-71,393.25
Bill Pmt -Check	11/10/2022	EFT	CalPERS Health B...	X	-3,831.32	-75,224.57
Bill Pmt -Check	11/10/2022	EFT	CalPERS Retire P...	X	-2,780.60	-78,005.17
Bill Pmt -Check	11/10/2022	EFT	CalPERS Retire P...	X	-745.60	-78,750.77
Bill Pmt -Check	11/10/2022	EFT	Paychex, Inc.	X	-186.93	-78,937.70
Check	11/14/2022			X	-72.36	-79,010.06
Bill Pmt -Check	11/17/2022	9169	PCWA	X	-8,247.38	-87,257.44
Bill Pmt -Check	11/17/2022	9166	California Special ...	X	-2,364.00	-89,621.44
Bill Pmt -Check	11/17/2022	9167	Continental Utility ...	X	-1,439.00	-91,060.44
Bill Pmt -Check	11/17/2022	9165	American Water ...	X	-311.00	-91,371.44
Bill Pmt -Check	11/17/2022	9168	Cooks Portable To...	X	-161.08	-91,532.52
Bill Pmt -Check	11/17/2022	9170	Tel-Com	X	-104.00	-91,636.52
Check	11/22/2022	NSF	Wells Fargo	X	-284.79	-91,921.31
Bill Pmt -Check	11/22/2022	9174	Mary CLEARY	X	-196.12	-92,117.43
Bill Pmt -Check	11/22/2022	9173	Cranmer Analytica...	X	-100.00	-92,217.43
Total Checks and Payments					-92,217.43	-92,217.43

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Midway Heights CWD
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 27 items						
Bill Pmt -Check	06/30/2022		PCWA	X	0.00	0.00
Bill Pmt -Check	06/30/2022		PCWA	X	0.00	0.00
Deposit	11/01/2022			X	570.12	570.12
Deposit	11/03/2022			X	31,058.54	31,628.66
Deposit	11/07/2022			X	639.10	32,267.76
Deposit	11/07/2022			X	837.99	33,105.75
Deposit	11/07/2022			X	63,429.75	96,535.50
Deposit	11/08/2022			X	424.11	96,959.61
Deposit	11/08/2022			X	7,475.69	104,435.30
Deposit	11/10/2022			X	712.80	105,148.10
Deposit	11/14/2022			X	669.75	105,817.85
Deposit	11/14/2022			X	10,134.20	115,952.05
Deposit	11/15/2022			X	11,893.75	127,845.80
Deposit	11/17/2022			X	596.78	128,442.58
Deposit	11/18/2022			X	299.46	128,742.04
Deposit	11/18/2022			X	7,547.45	136,289.49
Deposit	11/21/2022			X	310.34	136,599.83
Deposit	11/21/2022			X	747.52	137,347.35
Deposit	11/21/2022			X	4,682.19	142,029.54
Deposit	11/22/2022			X	252.31	142,281.85
Deposit	11/23/2022			X	263.67	142,545.52
Deposit	11/23/2022			X	5,814.15	148,359.67
Deposit	11/25/2022			X	150.40	148,510.07
Deposit	11/25/2022			X	303.00	148,813.07
Deposit	11/28/2022			X	4,218.97	153,032.04
Deposit	11/29/2022			X	236.88	153,268.92
Deposit	11/30/2022			X	578.88	153,847.80
Total Deposits and Credits					153,847.80	153,847.80
Total Cleared Transactions					61,630.37	61,630.37
Cleared Balance					61,630.37	103,739.57
Uncleared Transactions						
Checks and Payments - 2 items						
Check	11/22/2022	9172	MICHAEL GLISSON		-150.82	-150.82
Check	11/22/2022	9171	Kodet Dusty		-132.37	-283.19
Total Checks and Payments					-283.19	-283.19
Total Uncleared Transactions					-283.19	-283.19
Register Balance as of 11/30/2022					61,347.18	103,456.38

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Midway Heights CWD
Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 12 items						
Bill Pmt -Check	12/02/2022	9184	West America Ba...		-27,690.68	-27,690.68
Bill Pmt -Check	12/02/2022	9177	California Bank & ...		-5,039.38	-32,730.06
Bill Pmt -Check	12/02/2022	9178	Ferguson Waterw...		-1,274.13	-34,004.19
Bill Pmt -Check	12/02/2022	9183	US Bank		-1,257.27	-35,261.46
Bill Pmt -Check	12/02/2022	9181	Omega Commerci...		-695.00	-35,956.46
Bill Pmt -Check	12/02/2022	9175	Anderson's Sierra ...		-570.83	-36,527.29
Bill Pmt -Check	12/02/2022	9182	PG&E		-220.33	-36,747.62
Bill Pmt -Check	12/02/2022	9179	Hills Flat Lumber ...		-129.73	-36,877.35
Bill Pmt -Check	12/02/2022	9176	AT&T U-verse		-129.49	-37,006.84
Bill Pmt -Check	12/02/2022	9180	Nathan Longly		-52.12	-37,058.96
Bill Pmt -Check	12/05/2022	9186	Dawson Oil Comp...		-661.88	-37,720.84
Bill Pmt -Check	12/05/2022	9185	AT & T		-76.13	-37,796.97
Total Checks and Payments					-37,796.97	-37,796.97
Deposits and Credits - 5 items						
Deposit	12/01/2022				5,921.01	5,921.01
Deposit	12/05/2022				473.92	6,394.93
Deposit	12/05/2022				568.53	6,963.46
Deposit	12/05/2022				6,976.27	13,939.73
Deposit	12/06/2022				7,080.81	21,020.54
Total Deposits and Credits					21,020.54	21,020.54
Total New Transactions					-16,776.43	-16,776.43
Ending Balance					44,570.75	86,679.95

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Midway Heights CWD
Reconciliation Summary

10009 · Cal Bank and Trust-6809, Period Ending 11/30/2022

	<u>Nov 30, 22</u>
Beginning Balance	64,033.34
Cleared Transactions	
Deposits and Credits - 2 items	<u>5,045.98</u>
Total Cleared Transactions	<u>5,045.98</u>
Cleared Balance	<u><u>69,079.32</u></u> ←
Register Balance as of 11/30/2022	69,079.32
New Transactions	
Deposits and Credits - 1 item	<u>5,039.38</u>
Total New Transactions	<u>5,039.38</u>
Ending Balance	<u><u>74,118.70</u></u>

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Midway Heights CWD
Reconciliation Detail

10009 · Cal Bank and Trust-6809, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						64,033.34
Cleared Transactions						
Deposits and Credits - 2 items						
Bill	11/01/2022	Nove...	California Bank & ...	X	5,039.38	5,039.38
Deposit	11/30/2022			X	6.60	5,045.98
Total Deposits and Credits					5,045.98	5,045.98
Total Cleared Transactions					5,045.98	5,045.98
Cleared Balance					5,045.98	69,079.32
Register Balance as of 11/30/2022					5,045.98	69,079.32
New Transactions						
Deposits and Credits - 1 item						
Bill	12/01/2022	Dec. ...	California Bank & ...		5,039.38	5,039.38
Total Deposits and Credits					5,039.38	5,039.38
Total New Transactions					5,039.38	5,039.38
Ending Balance					10,085.36	74,118.70