

REGULAR BOARD MEETING AGENDA

MIDWAY HEIGHTS COUNTY WATER DISTRICT

March 18, 2021 @ 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/81984994549?pwd=dHMxWms5bTRDUVJzQ2tyQUtDVetDQT09>

Meeting ID: 819 8499 4549

Passcode: 879106

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 January 21, 2021 and February 18, 2021 Regular Meetings will be discussed and may be approved. The minutes for January 21, 2021 in this packet are from Director Goodwin with his suggested edits.

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. DIRECTORS REPORTS****B. DISCUSSION AND ACTION RE: STRATEGIC PLAN****C. DISCUSSION AND ACTION RE: AMENDMENT OF SECTION 1.1.A OF THE POLICIES & PROCEDURES MANUAL****D. DISCUSSION AND POSSIBLE ACTION RE: ADJUSTING THE ADMINISTRATIVE DEADLINE IN CODE SECTION 2.2.6 FOR REQUESTING AGENDA ITEMS****E. FIELD REPORT****F. GENERAL MANAGERS REPORT****VI. FINANCIAL****A. DISCUSSION AND ACTION RE: FY 2021 SIX-MONTH BUDGET REVIEW****B. DISCUSSION AND ACTION RE: AGED RECEIVABLES****C. 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 February 2021 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.

Future agenda items:

1. Amendments to District code book section 6.3.1 treated water service connection charges, section 6.5.2 treated reconnection charges, section 6.5.3 irrigation water connection and reconnection charges.
2. Amendments to District code book Section 2.2.2. Time and Place for Regular Meetings.
3. SB998 disconnections of residential water service for nonpayment.
4. FY 2020 Audit report.
5. FY 2022 budget.
6. Election for one regular and one alternate Special District representative seat on the Placer Local Agency Formation Commission.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

January 21, 2021 @ 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 David Wiltsee called the meeting to order at 7:00 pm.

II. ROLL CALL

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

DIRECTORS ABSENT: None

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

MEMBERS OF THE PUBLIC: Pauline Nevins, Sue Carmichael, Barbara Milton, Marilyn Sommerdorf, Natalie Arnold, Other member of public via Zoom

insert "seemed"

Not a logged-in participant

III. REVIEW AND APPROVAL OF MINUTES

Director Goodwin commented he felt that the General Manager Secretary to the Board was making it onerous to ask for the public to follow up with an email to ensure that their public comments were included in the minutes and that the District should develop broad guidelines for what should and should not be included in the minutes.

insert period

insert "Also, the"

The General Manager Secretary to the Board responded, again, that he is not a mind reader and does not know what comments the public does and does not want to include. The General Manager Secretary to the Board stated that it was simply a way for the public to insure inclusion in the minutes and stated that he did not understand why Director Goodwin was accusing him of making it onerous on the public when he was doing outreach. The General Manager Secretary to the Board further stated that the only thing required in the minutes is the vote of the Board. He further stated that he drafts the minutes and it is up to the Board to approve them as written or have then amended and that whatever the Board wants in the minutes will be in the minutes.

"them"

Director Stone commented that this agenda item is approving these minutes, not discussing the process of writing minutes and that this should be a separate agenda item. Director Stone further commented that this discussion is out of scope for this agenda item.

insert "/"

M/S Don RushtonDavid Wiltsee moved to approve the minutes from the December 21, 2020 Regular Meeting as written.

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

IV. PUBLIC FORUM

Sue Carmichael asked if all the District employees took home District vehicles. The General Manager stated that only the on-call employee and General Manager/Chief Operator take home vehicles, as is industry standards.

omit final "s"

V. GENERAL BUSINESS

A. STATEMENT FROM PRESIDENT WILTSEE ON 2021 ACTIVITIES

Director Wiltsee wanted to assure everyone that Midway Heights is going to be a constructive and responsive public agency.

B. CONSENT CALENDAR

Director Mehl moved to remove the reports from the consent calendar.

1. FIELD REPORT

Director Mehl, Director Rushton and Director Wiltsee commented that it was a great report. Director Mehl asked about irrigation usage. The General Manager explained that the irrigation usage is calculated by measuring the District's flow purchased from PCWA vs the gauge board at the reservoir. The flow is down over recent historical highs but up from last year because of the weather. Director Goodwin asked how long Underground Service Alerts take, the General Manager stated anywhere from 5 minutes to five hours. Director Mehl agreed that the time necessary varies greatly based on location.

2. GENERAL MANAGER'S REPORT

Director Mehl commented that he would like an overview of geographic information system. The General Manager informed the Board that we are blessed to have a member of the Board, David Wiltsee, who has an extensive history of mapping.

C. DISCUSSION AND ACTION RE: ITEMS TO BE REMOVED FROM CONSENT CALENDAR AND PLACED ON AGENDA AS DISTRICT OPERATIONS REPORTS

M/S David Wiltsee/Richard Goodwin moved to place the General Manager's report and field report.

"on the Agenda under District Operations Reports."

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

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

D. DISCUSSION AND ACTION RE: 2020 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) "STRATEGIC PLAN" GRANT

Director Goodwin offered to circulate a strategic plan that an organization he belongs to, the Gold Country Endurance Riders (an equestrian group) has recently completed.

M/S Don Rushton/Richard Goodwin moved to table this item until the March Board meeting agenda with a presentation from Elyon Strategies, the company that submitted the proposal to the District that helped secure the grant from PCWA.

Craig Stone	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Richard Goodwin	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Donald Rushton	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
David Wiltsee	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Jim Mehl	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

E. DISCUSSION AND ACTION RE: REPORT FROM AD-HOC COMMITTEE FOR EVALUATING DISTRICT RESERVES AND RECOMMENDATIONS FOR 2021 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) GRANT APPLICATIONS

Director Mehl and Director Rushton put on a comprehensive presentation outlining which of the projects they thought the District should apply for grants with matching funds from District reserves. The Ad-hoc committee identified \$187,000 worth of matching funds. The projects included:

1. Some matching funds for Hillsdale Project
2. Some matching funds for Reservoir Improvements
3. Some matching funds for Security Improvements at District Reservoir/Corporation Yard
4. \$0 for Master Meter and PRVs
5. \$0 for Fire Break Study

F. DISCUSSION AND ACTION RE: DISTRICT OFFICE

A memo was presented outlining the benefits of moving the District office. They include:

1. 50% larger space. The District’s current office space can barely hold the Board and staff for public meetings. The larger office will help facilitate public meetings.

2. The office above has road frontage that will make it easier for customers, vendors and consultants to locate the District office.
3. Health and safety of the staff. During power failures and PSPS events the office becomes uninhabitable when generators are in use as the CO2 gases accumulate in the office.
4. Better public image by having a more professional looking office for the public to interact with the District.
5. Increased safety for the public while dropping off payments at night.
6. Security. The office window at the current office is a dark area without clear view from the public. The area behind the office has been known to have theft and homeless people. The “new” office is clearly visible to the public.
7. The cost is almost the same. The District’s rent for the current office is \$470 a month plus the Meadow Vista Community Center is \$166 for a total of \$636. The rent for the “new” office is \$651, a difference of \$15 a month. FYI, hosting Zoom meetings cost \$100 a month.

Director Goodwin thought it was optimal. Pauline Nevins commented that she thought the current office was dismal and horrible. Sue Carmichael commented that she thought it would be a wonderful idea to move the office.

M/S Richard Goodwin/Don Rushton moved to relocate the District office to the large space above its current location.

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

G. DISCUSSION AND ACTION RE: AMENDMENT OF SECTION 1.1. A OF THE POLICIES & PROCEDURES MANUAL

The Board discussed the proposed policy and asked that the District’s attorney do a review prior to adopting the policy.

VI. FINANCIAL.

A. DISCUSSION AND ACTION RE: AGED RECEIVABLES

The Board reviewed the report with Director Mehl commenting that he felt it was a great report. Director Goodwin commented that CSDA sent him an email about a survey that may help with COVID relief. ~~Natalie Arnold commented that this is ridiculous and wanted to know if we were almost done.~~

Not a logged-in participant

B. 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 December 2020.

M/S Richard Goodwin/ Don Rushton moved to accept the report.

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

VII. BOARD/STAFF GENERAL DISCUSSION AND CALENDAR REVIEW

The General Manager requested that Director Goodwin forward him the information from CSDA in regard to the COVID relief.

Director Mehl asked for a simple six-month operations budget review. The General Manager stated that he could put together a non-audited review and that he already knew that the legal and engineering part of the budget were already "blown sky high".

The General Manager wanted to thank the Directors for all the time and hard work they donated to the District.

Future agenda items:

1. Review & reaffirmation of statement of investment policy
2. Amendments to District code book section 6.3.1 treated water service connection charges, section 6.5.2 treated reconnection charges, section 6.5.3 irrigation water connection and reconnection charges
3. SB998 disconnections of residential water service for nonpayment

VIII. ADJOURNMENT

President Wiltsee adjourned the meeting at 9:39 PM.

Respectfully Submitted,

Approved,

Jason Tiffany
Secretary to the Board

David Wiltsee
President of the Board

Midway Heights County Water District

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

February 18, 2021 @ 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 David Wiltsee called the meeting to order at approximately 7:05 pm.

II. ROLL CALL

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

DIRECTORS ABSENT: None

OTHERS PRESENT: Jason Tiffany, General Manager-Secretary to the Board
Dane Wade of The California Special Districts Association

MEMBERS OF THE PUBLIC: None noted.

III. REVIEW AND APPROVAL OF MINUTES

Director Goodwin commented that the minutes should not reflect that Natalie Arnold, his wife, was present and her comments should not be part of the minutes. Director Goodwin had multiple edits to the minutes. Director Mehl commented that he wanted to change the actual words spoken by the General Manager in regard to take home vehicles "as an industry standard" to "current District practice". The Secretary to the Board stated that he wanted to thank Director Mehl and Director Goodwin for participating in the exercise of approval of the minutes. The Secretary to the Board presented a campaign document from Director Mehl and Director Goodwin that stated he was not doing his job, he disputed the statement and that he was doing his job per guidance of the Board and the attorney.

M/S Jim Mehl/ Richard Goodwin moved to accept the minutes as amended.

Craig Stone	Aye	<input type="checkbox"/>	Nay	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input type="checkbox"/>	Nay	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input checked="" type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="2"/>	Nay	<input type="text" value="2"/>	Absent	<input type="text" value="0"/>	Abstain	<input type="text" value="1"/>
Passed Unanimously:	Yes	<input type="checkbox"/>						

The minutes were not approved.

IV. PUBLIC FORUM

NONE.

V. GENERAL BUSINESS

A. CONSENT CALENDAR

Director Mehl moved to remove item 2.b.from the consent calendar.

1. DIRECTORS REPORTS-none.

2. POLICIES AND PROCEDURES

a. DISCUSSION AND POSSIBLE ACTION RE: AMENDMENT OF SECTION 1.1. A OF THE POLICIES & PROCEDURES MANUAL

This item is under review with the attorney.

b. DISCUSSION AND POSSIBLE ACTION RE: REVIEW & REAFFIRMATION OF STATEMENT OF INVESTMENT POLICY

Director Mehl suggested that the last sentence in the policy IV, “Notwithstanding the sole authority vested in the District Board to invest and manage investments of District funds, the District Board may delegate such authority to the General Manager and/or Chief Financial Officer” not be adopted.

M/S Jim Mehl / Richard Goodwin moved to adopt the draft policy as amended.

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

Passed Unanimously: Yes

3. MISCELLANEOUS INFORMATION AND CORRESPONDENCES-none.

B. UPDATE FROM DANE WADE OF THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)

Mr. Wade gave an update on legislative action that CSDA was sponsoring in Congress. The legislation proposed is to get funding for special district for COVID relief. Mr. Wade said he would forward a sample letter of support for HR 535/S.91 for the District to sign and forward to elected officials.

C. DISCUSSION AND ACTION RE: LEMMA MAIN LINE REIMBURSEMENT AGREEMENT

NOTE: DIRECTOR DON RUSHTON LEFT THE ZOOM MEETING PRIOR TO DISCUSSION OF THIS TOPIC

In 2002 the Lemma’s installed a treated mainline extension for their neighborhood. The District signed a 10-year payback agreement with the Lemmas and extended it another five years in 2012. The agreement expired at the end of 2017. The Board took comment from Mr. Lemma concerning the project. The Board discussed the issue.

M/S Jim Mehl / Richard Goodwin moved that the District not create a new mainline extension agreement for the Lemma project.

Craig Stone	Aye	<input type="checkbox"/>	Nay	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value="1"/>	Absent	<input type="text" value="1"/>	Abstain	<input type="text" value=""/>

Passed Unanimously: Yes

NOTE: DIRECTOR DON RUSHTON REJOINED THE ZOOM MEETING AFTER THE VOTE

D. DISCUSSION AND ACTION RE: RECOMMENDATIONS BY THE AD-HOC COMMITTEE FOR 2021 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) GRANT APPLICATIONS

After reviewing District projects, the ad-hoc recommended applying for grants for the following three projects:

1. Hillsdale Irrigation Main Replacement.
2. Recover Capacity and Improve Operations at District Reservoir.
3. Security Improvements at District Reservoir.

PCWA gives preference to projects that leverage other funding sources in order to secure grant funding. During the last meeting, the committee identified \$187,000 of District reserves available to leverage. The committee recommends that the District leverage these project costs at 20% District funds and 80% grant funding from the FAP. The total project cost for these three projects is \$617,000. At 20% the District would be committing \$123,414 of the \$187,000 identified. This leaves \$63,568 for unforeseen circumstances.

M/S David Wiltsee / Richard Goodwin moved that the District accept the recommendations of the committee.

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

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

E. DISCUSSION AND ACTION RE: 2020 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) "STRATEGIC PLAN" GRANT

Director Stone commented that this item was tabled until March at the prior meeting. The Board agreed to accept Director Goodwin’s submittal as a Directors report and moved to the next item on the agenda.

F. FIELD REPORT

The Board reviewed the field reports.

G. GENERAL MANAGERS REPORT

The general manager reported that the District was going to have a very busy couple of months with treated tank maintenance on all three tanks, moving the office, the audit, meter reading this month and the GIS program.

VI. FINANCIAL.

A. QUARTERLY INVESTMENT REPORT ENDING DECEMBER 2020

The Board reviewed the report.

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

Director Mehl reported that everything looked good and basically just all typical expenses.

M/S David Wiltsee / Don Rushton moved to accept the report.

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

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

VII. BOARD/STAFF GENERAL DISCUSSION AND CALENDAR REVIEW

The Board discussed the upcoming strategic plan and the General Manager asked that the Board submit any ideas two weeks before the next meeting. It was decided that the “due” date be March 5th.

Future agenda items:

1. Amendments to District code book section 6.3.1 treated water service connection charges, section 6.5.2 treated reconnection charges, section 6.5.3 irrigation water connection and reconnection charges
2. SB998 disconnections of residential water service for nonpayment
3. Six month budget review

VIII. ADJOURNMENT

President Wiltsee adjourned the meeting at 9:46 PM.

Respectfully Submitted,

Approved,

 Jason Tiffany
 Secretary to the Board
 Midway Heights County Water District

 David Wiltsee
 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.

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: STRATEGIC PLAN

At the January meeting the Board wanted to discuss the Strategic Plan in March with a presentation from *Elyon Strategies* and a plan adopted by an association that Director Goodwin belongs to, the *Gold Country Trails Council*. The presentation and plan are attached.

President Wiltsee asked for input from the other Board members as to their thought on a plan.

Director Stone:

“Must be consistent with the Object Management Group Business Motivation Model framework”.

Director Goodwin:

Having lately examined about a half-dozen Strategic Plans -- some created for water districts, some not – my observations are as follows:

1. Development of a Strategic Plan typically begins with a short Vision Statement and a somewhat longer Mission Statement. These are intended to provide focus to the goal-setting process that follows.
2. Next, the development process identifies a set of Goals or “Targets.” These Goals are general in nature and are durable (always part of future planning.) Each Goal expresses an area that is necessary to support the Mission. The Goals are collectively sufficient to cover the scope of the Mission. In the process of setting the necessary and sufficient Goals, the Vision and Mission statements may need refinement.
3. Finally, each Goal is fleshed out with a list of supporting projects and actions to be undertaken within the “planning horizon” (usually 3 to 5 years.) The listed items are then prioritized and scheduled as funding and staffing resources become available. Deferred items are retained, not lost track of.
4. The finished Strategic Plan is “dressed up” for publication based on the intended audience. Possible included extras are an executive summary, a history of the District, photos, graphs, maps, and so forth. Publication of the most current version includes public access via the District website.
5. Regardless of how the final Plan is formatted, it mainly serves as a source document for budget planning, staffing analysis, and performance goal

setting. The Plan is reviewed and updated by the Board as part of the annual budgeting cycle.

6. New ideas for how to support a particular goal can, and often will, be presented outside of the normal planning cycle. Additions to the Plan are relatively simple to draft and approve with proper public notice.
7. The Strategic Plan is exactly that, a plan. Updating the Plan is not a required step prior to Board approval of an action that may also impact the Plan. Ideally, the agenda item would provide for discussion of, and possible correction to, the Plan.

Otherwise, Plan adjustments can be noticed and approved at a later date.

Director Mehl:

Our strategic plan should articulate:

- Our Mission/Why We Exist
 - Dedication to providing our customers with a safe, reliable and affordable potable water, as well as reliable and affordable irrigation (fire flow) water.
- Values/Adaptation
 - Demonstrate fairness and respect.
 - Anticipate and adapt to change.
 - Recognize individual strengths and abilities.
 - Make decisions that are best for the district.
- Goals/Objectives
 - Maintain fiscally responsible operations and a fair rate structure.
 - Review operations to identify potential cost savings.
 - Ensure water supply reliability and quality.
 - Maintain a working dialog with PCWA and WWC.
 - Plan for future drought mandated water restrictions.
 - Complete all required potable water quality monitoring requirements.
 - Provide exceptional customer service.
 - Build positive relationships.
 - Assist and promote water efficiency.
 - Provide timely responses to requests.
 - Support community involvement.
 - Encourage members of the public to participate in Board meetings and committees.
 - Address aging infrastructure issues.

- Establish workplans for rehabilitation/replacement of aging facilities.
 - Evaluate possible grant/loan funding mechanisms for infrastructure projects.
- Budget transparency.
 - Provide quarterly budget review to the public and the Board.
- Maintain adequate district staffing levels.
 - Ensure that staffing levels best meet the district needs.
 - Maintain a safe work environment.
 - Provide safety and professional development training to staff.
- Establish Performance Metrics
 - Develop measurable objective performance indicators with staff/Board input.

Director Rushton:

A “strategic plan” should provide guidance on how the District can proactively identify potential problems, such as impending infrastructure failures and economic shortfalls. It should describe how we, as a board, can define issues before they become crises.

I would like to see any “strategic plan” lay out:

- The ultimate (“final build-out”) facilities—both irrigation and treated pipelines, pumps, reservoirs, and appurtenances
- A plan to replace aging equipment in an orderly fashion
- A way to set priorities for infrastructure projects
- A maintenance plan
- A way to collect customer complaints and suggestions
- Means to monitor recurring issues—problems that seem to repeat
- Sources for District water supply for the next 20 years
- A way to identify financial needs for the next 10 years
- Methods to deal with rate changes
- A way to find and deal with applications for grant and loan money
- A way to identify staffing needs
- A succession plan
- Discussions of interactions with other agencies such as other water districts, fire departments, and other utilities

- A way to update the plan periodically

I want any document we develop to be concise and clearly written in lay language, so those of us without MBAs can understand it. I'm looking for a useful document free from a collection of Management Speak full of the buzzwords of the month.

Capability Improvement Framework

Satisfied Customers. Wise Investments. Defensible Governance.

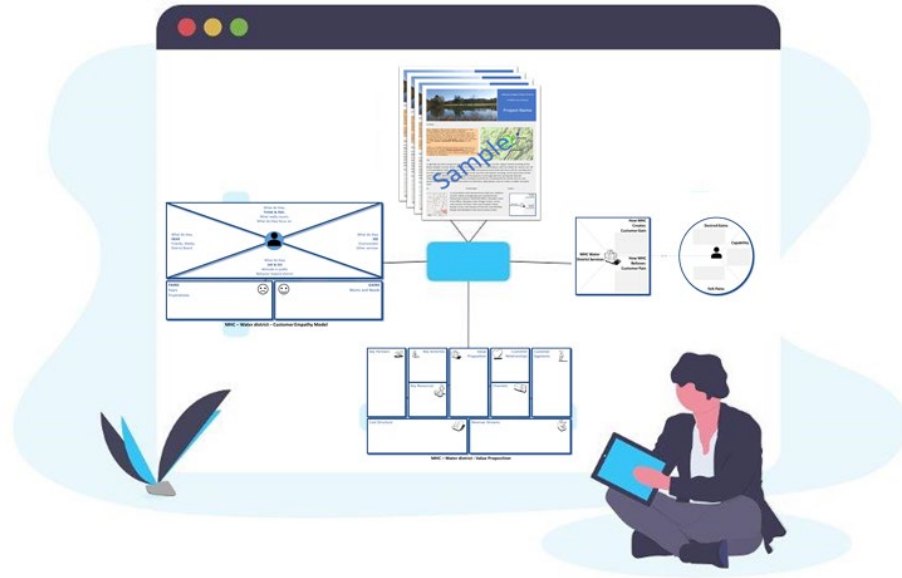


Presented to Midway Heights County Water District

March 2021

²⁰MHCWD Capability Improvement Framework

Agenda



- Quick Introduction
- Best Possible Outcome
- 4 Rapid Steps
 - Discover Unifying Themes
 - Define Capabilities and Value
 - Document the MHCWD Business Model and Strategic Priorities
 - Publish the MHCWD Framework Business Outcomes
- Rehearse Next Steps

Quick Introductions



CARL ENGEL
Framework
Creator



DAN GLAZE
Governance
and Strategy

ElyonStrategies

-  Over 150 clients in the past 5 years in 15 states with 75% repeat business
-  Developed custom frameworks for Federal, State, and Corporate clients
-  **Nearly 50 complex transformations envisioned and delivered over the last 10 years**

²²MHCWD Capability Improvement Framework

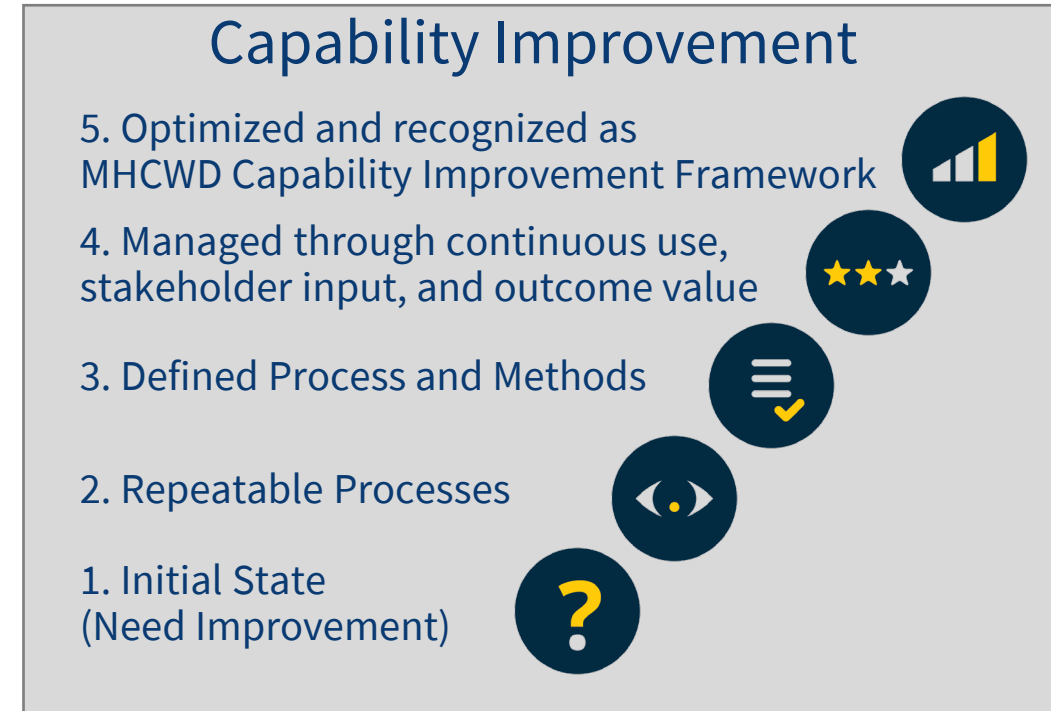
Best Possible Outcomes

Capability – A clear and complete explanation of “WHAT” an organization does to provide value.

Framework – Our definition is a set of methods, artifacts, culture and environment tools carefully integrated to help an organization improve.

An organization’s ability to improve is becoming the most valuable and quite possibly the quintessential ability to stability.

How do we improve our ability to improve?



²³MHCWD Capability Improvement Framework

Best Possible Outcomes

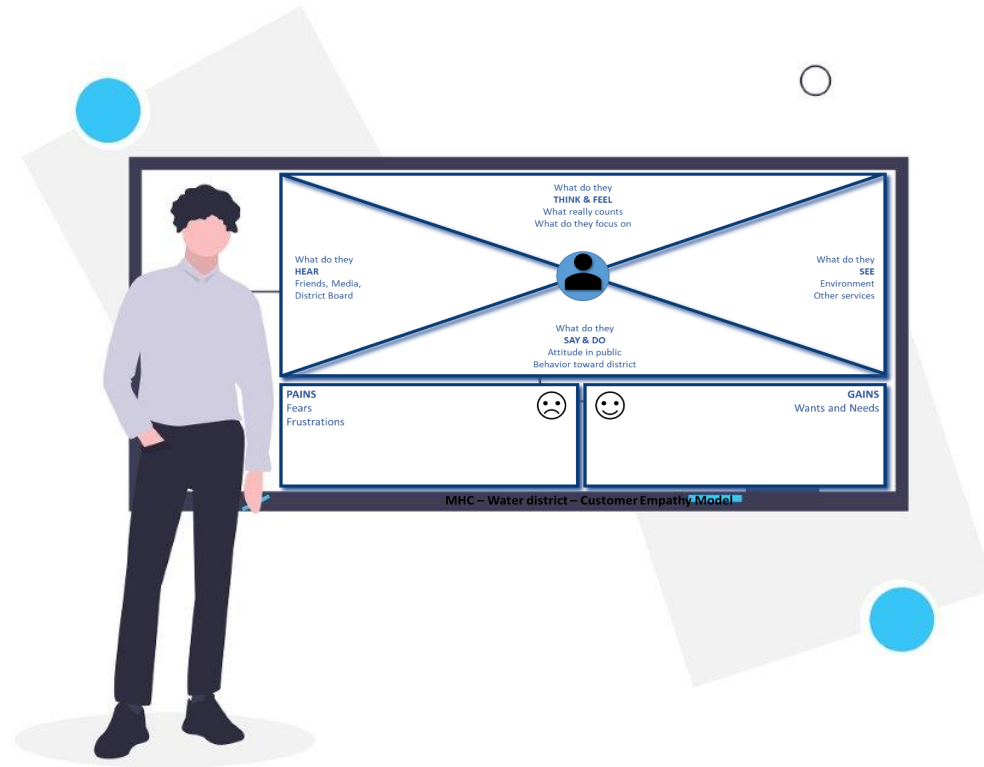
High-level Business outcomes

- **Clarity** – Directors, Employees and Customers have shared language and understanding about district capabilities and services. (e.g., water storage)
- **Effectiveness** – Regular meetings are productive and intentionally lay the groundwork for annual strategy and budget development.
- **Efficiency** - Board Operations are streamlined, easy to follow, and result in a refresh of the highest value Capability Improvements.



MHCWD Capability Improvement Framework

Discover Unifying themes



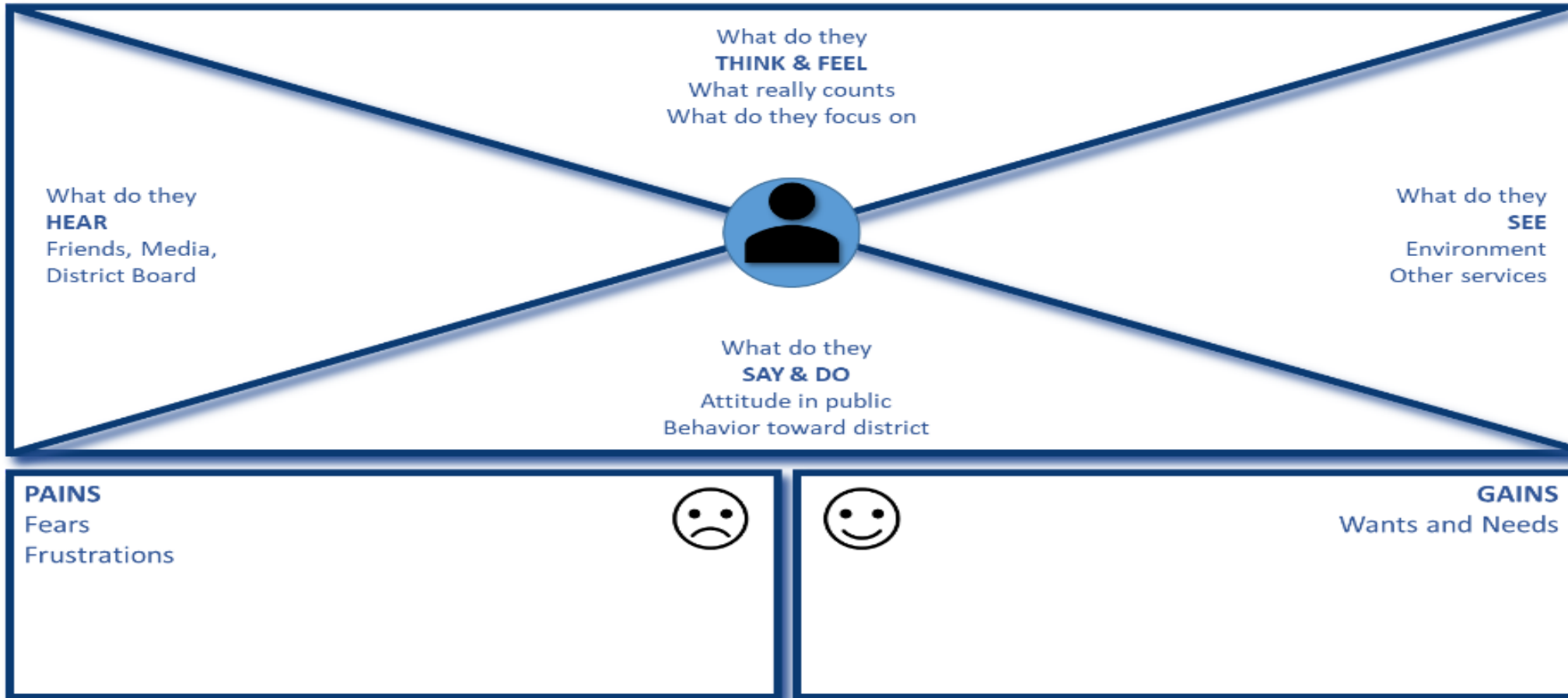
- Board members and employees 1 to 1 discovery sessions:

What are the Critical Program Outcomes that we must improve?

When do we need to achieve these Outcomes?

MHCWD Capability Improvement Framework

Discover Unifying themes



MHC – Water district – Customer Empathy Model

MHCWD Capability Improvement Framework

Define Capabilities and Value

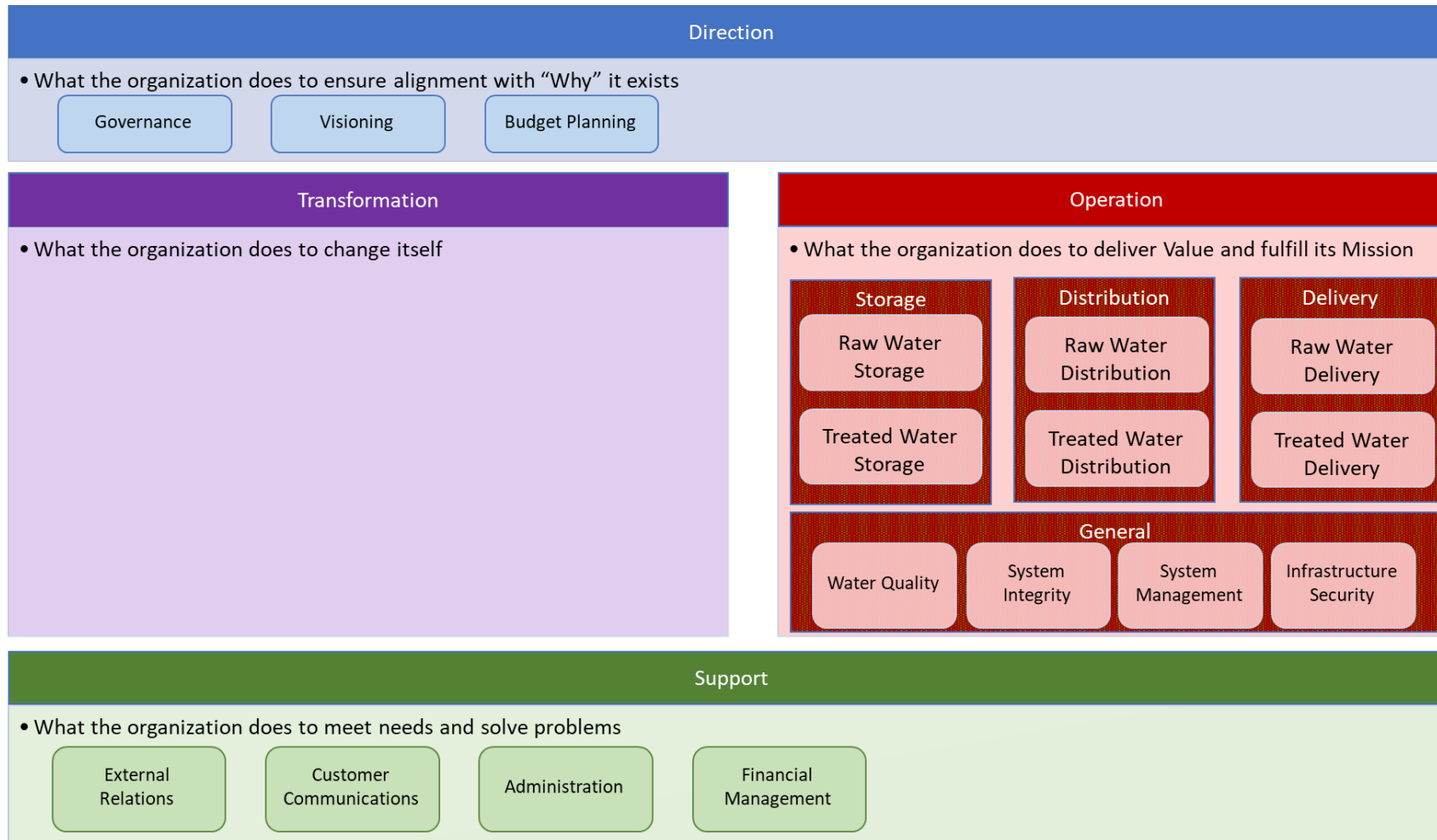


Define Capabilities

- Definition
- Vision - Shared view of ideal proficiency
- Outcomes – Value the district or customers will measure to see the progress toward the vision.
- As well as: Risks, pressures, constraints, strategies, proposed projects, performance indicators

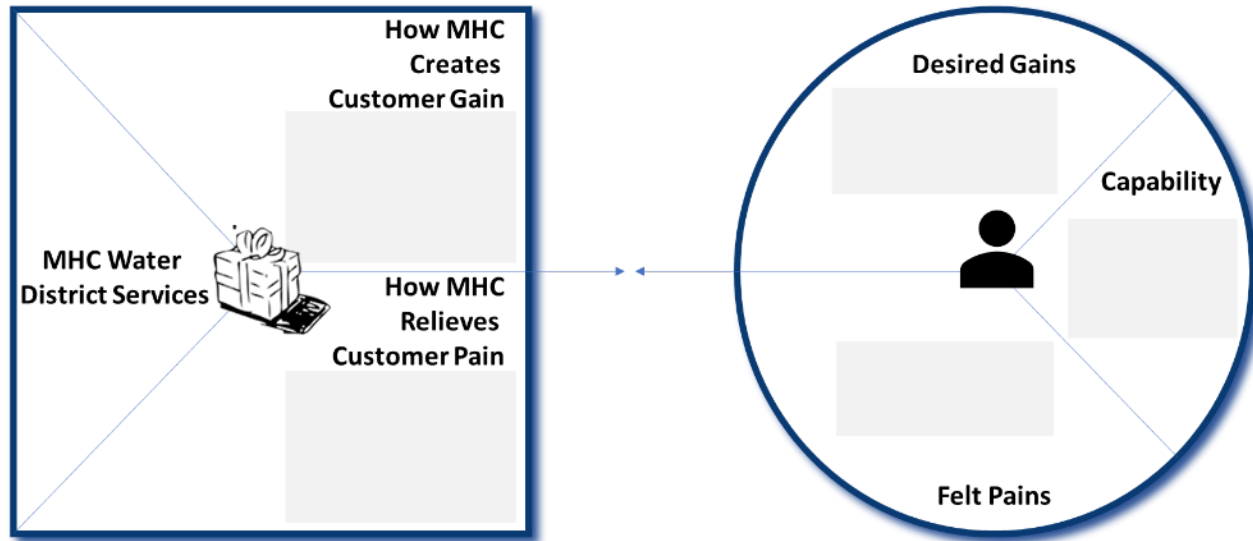
MHCWD Capability Improvement Framework

Define Capabilities and Value



MHCWD Capability Improvement Framework

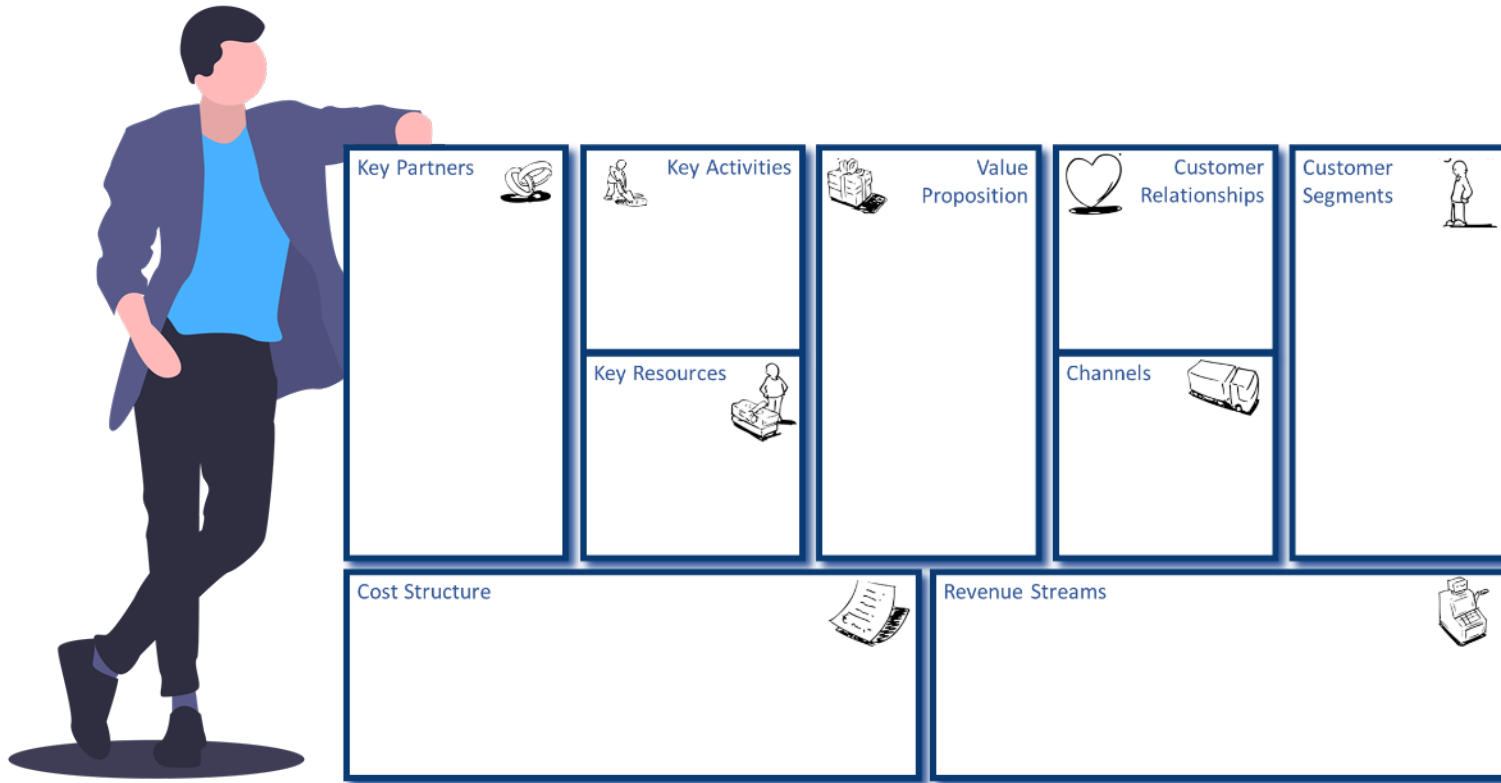
Document the MHCWD Business Model and Strategic Priorities



MHC – Water district - Value Proposition

- Initial Look at Capability delivery
 - Board Perspective
 - Employee Perspective
 - PCWA Perspective
- Basic Look at Customer Need
 - Desired Gains
 - Current Pains
 - Proposed format: 30 minutes facilitation during a board meeting.

MHCWD Capability Improvement Framework



MHC – Water district - Value Proposition

Create a business model summary based on the current understanding of:

- Capabilities
- Customer Needs
- Vision for the District
- Direction of PCWA

MHCWD Capability Improvement Framework

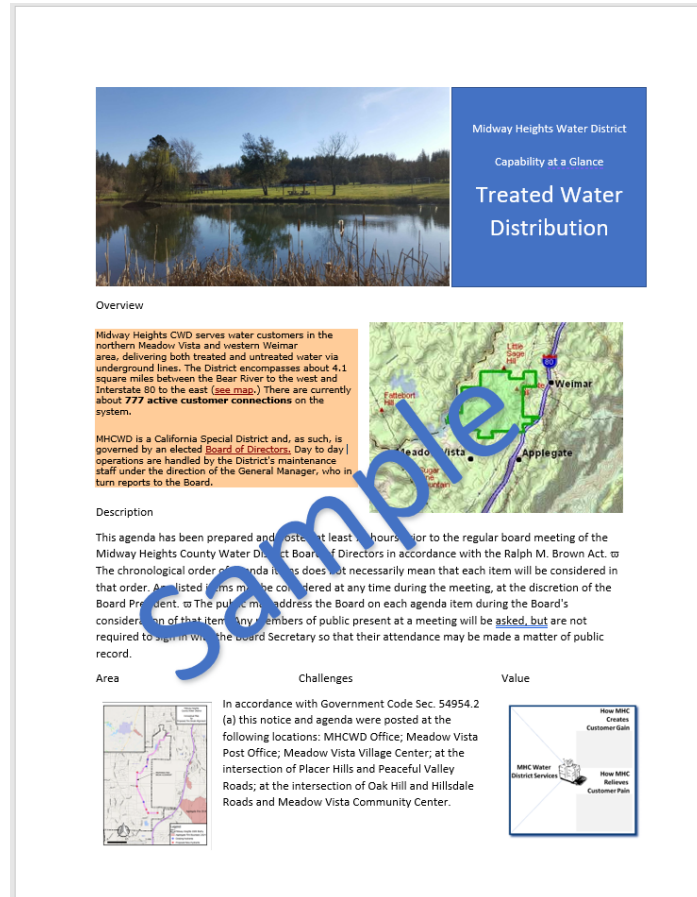
Publish the MHCWD Framework Business Outcomes



- Identify Capabilities of Interest (4)
- Develop Capability at a Glance (4)
- Review with Board members and present the process for gathering additional information and creating new strategies, information sheets, governance improvements.

MHCWD Capability Improvement Framework

Publish the MHCWD Framework Business Outcomes

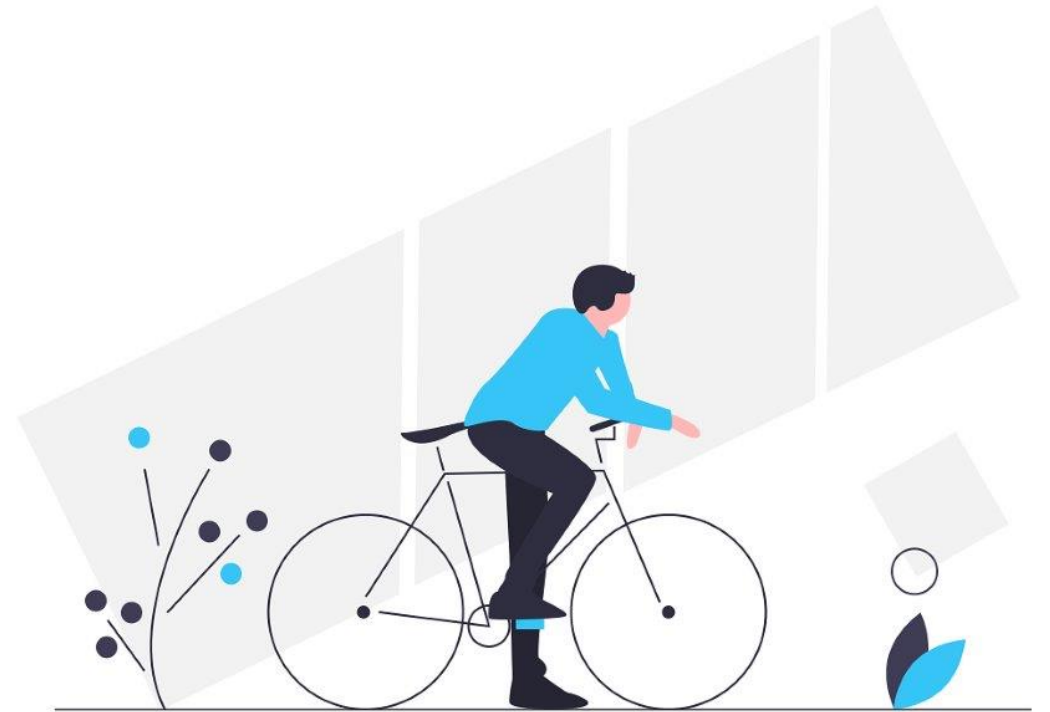


Proposed Content may include but is not limited to:

- Description for the capability
- Vision for the capability
- Strategies for advancement
- Health
- Risks and issues
- Constraints (laws/refs)
- Active projects
- Proposed projects

Next Steps

- Initiate the project
- Schedule 1 to 1 discussions
- Complete the process



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Gold Country Trails Council
2017
STRATEGIC PLAN

Executive Summary

The GCTC Board in 2016 directed that a Strategic Plan be developed which would provide a comprehensive plan and guidance for future strategies and projects. A committee of ten GCTC members and with the input from a survey of the membership, produced a long term strategic plan.

A revised **mission statement** was created to reflect the changing times:
GCTC is an organization committed to develop, maintain, and advocate for safe integrated trails for equestrians and other non-motorized users.

A new **vision statement** was also created:
Public access to trails for equestrian use.

Goals, strategies and projects were developed to document the future directions that could be undertaken by GCTC over the next five years.

Six goals were identified (in short):

1. *Develop and maintain trails*
2. *Build a strong internal organization*
3. *Provide meaningful education to the membership*
4. *Market and promote GCTC*
5. *Develop a cooperative and working relationship with like minded groups, including the Forest Service*
6. *Engage the membership to be more involved in GCTC activities.*

A list of strategies and projects were established for each Goal based on input from the Survey, committee members and the membership. The strategies and projects will be reviewed by the Board each year and priorities will be established as to which projects should be accomplished with the help and support of the membership.

GCTC was founded as a non-motorized trail building and maintenance organization and the plan adheres to those roots, provides goals and projects to sustain those founding beliefs.

Gold County Trails Council (GCTC) Strategic Plan Overview

In 2016 the GCTC Board of Directors asked that a three to five year Strategic Plan be developed. From that direction a committee was formed of dedicated GCTC members to develop a Strategic Plan. A survey was conducted of the membership in 2016 to get their feed back and desires prior to formulating the actual plan. The committee met in January of 2017 to formulate a new Mission Statement and Vision reflecting the thoughts and responses from the survey and committee members. With the mission and vision completed the committee set out to develop goals and strategies/projects that would support the new mission and vision of GCTC. The committee identified six critical areas of interest:

1. Trail/Campground Building and Maintenance
2. Leadership-Administration
3. Education of the Membership
4. Public Relations, including Outreach, Fund Raising, and Marketing
5. Interagency Cooperation
6. Membership Involvement and Responsibilities.

From these broad areas, six specific goals were established to align the strategies and projects to be considered over the next five years.

History of Gold Country Trails Council

The Gold Country Trails Council was formed in 1981 as a non profit corporation by a group of horse-loving Nevada County families who wanted to fill a need for non-motorized trails in Nevada County and the surrounding foothills. Over the years, volunteers have constructed over 30 miles of non-motorized trails within the Tahoe National Forest.

The first trail was started in 1982 when GCTC obtained an encroachment permit to construct a non-motorized trail within the State Highway 20 Right of Way. It was named the Pioneer Trail, because it followed the early route the pioneers took when traveling over the Sierra Nevada mountains to Nevada City and Grass Valley.

In 1984, the Tahoe National Forest approved a proposal to extend the trail on National Forest lands with the goal of eventually connecting the Pioneer Trail with the Pacific Crest Trail. The Pioneer Trail utilizes segments of the emigrants' wagon roads as well as historic mining and hydroelectric ditches, old road beds and telephone/telegraph rights of way.

Several trail heads serve the 30-mile Pioneer Trail, including:

1. Harmony Market across from Five Mile House on Highway 20.
2. Gold Country Equestrian Trail Head on Washington Conservation Road, a.k.a. Lone Grave
3. Equestrian Trail Head near the Washington Overlook Vista
4. Skillman Horse Campground
5. Upper Burlington Road
6. Chalk Bluff Road
7. Omega Overlook
8. Zebright Road at Bear Valley

Most of the trails are forested, however there are openings with views of the surrounding mountains, meadows and lakes. Over the years a number of additional non-motorized trails have been developed off the original Pioneer trail, including the:

1. Dascombe Loop
2. Meyer Trail
3. Pfeiffer Trail
4. Zig Zag Trail
5. Cable Trail
6. Harmony Trail
7. Hallelujah Trail
8. Dogwood trail

GCTC also established and helps maintain and support two horse camps:

1. Skillman Horse Camp off Highway 20 above Nevada City, with access to the Pioneer Trail.
2. Little Lasier Meadow Horse Camp off Highway 89, north of Truckee, with access to the Pacific Crest Trail.

GCTC maintains close working relationships with the Tahoe National Forest, BONC (Bicyclists of Nevada County), and NCWR (Nevada County Woods Riders) motorcyclists, to ensure user cooperation and maintenance of the non-motorized and multi use trails in the Tahoe National Forest. This cooperation is supported by an annual United Trails workday. Other activities on the trails include an annual Wild West Endurance Ride and GCTC Annual Benefit Poker Ride.

Since GCTC's inception in 1981, tens of thousands of volunteer hours have been provided to Nevada County and the Tahoe National Forest to build and maintain trails and horse camps.

Defining the Mission Statement, Vision and Strategic Plan

- The Mission Statement is a brief description of GCTC's fundamental purpose and why GCTC exists.
- The Vision Statement is GCTC 's inspiration and it articulates the hopes and dreams of GCTC.
- The Strategic plan is a tool derived from a clear vision to provide guidance in fulfilling GCTC mission and establishing goals and describing projects, actions and resources needed to accomplish them over the next 3 to 5 years

MISSION STATEMENT

GCTC is an organization committed to develop, maintain, and advocate for safe integrated trails for equestrians and other non-motorized users.

VISION STATEMENT

Public Access To Trails for Equestrian Use

"The clearest way into the universe is through a forest wilderness."

--John Muir

Strategic Goals

Goal #1

Develop, maintain and protect non-motorized trails, campgrounds, and staging areas in the Tahoe National Forest and surrounding areas for the safe enjoyment of GCTC members and community.

1. With input from the Forest Service, design and publish detailed trail maps in the Pioneer Trail corridor, that includes major physical, historical and natural landmarks with trail names and distances of trail loops. Furnish maps at trail heads.
2. Develop and implement standards for improved trail signage.
3. In cooperation with BONC and NCWR, develop an annual workshop to discuss trail design, safety, trail etiquette, proper use of tools, and first aid demonstrations. Continue to support the United Trails day activities.
4. In cooperation with trail partners, raise and allocate financial and organizational resources to develop and maintain non-motorized trails, campgrounds, and staging areas.
5. *List of trails and campground projects:*
 - a. Continue annual maintenance on area trails:
 - Bowman Mountain trail reroute
 - Bull Penn Lake trail reroute
 - Complete Cable trail
 - b. Dascombe trail reroute.
 - c. Bridge over the Fuller Lake pen stock spillway on the eastern most end of the Pioneer trail.
 - d. Create non-motorized Bear Valley trails with equestrian parking (in conjunction with BYLT).
 - e. Support equestrian trail building at Rice Crossing and Royal Gorge
 - f. Support the development of Pack Saddle Horse Camp (near the Pacific Crest Trail, Gold Lake Area).
 - g. Evaluate the support given by the State Parks Department for equestrian trails and restroom facilities at Empire Mine and possible GCTC involvement.

- h. Skillman Horse Camp and Little Lasier Meadow Horse camp:
 - continue annual maintenance
 - maintain and improve the horse corrals, consider adding additional corrals at both camps
 - make entrance and in camp road improvements
- i. Work closely with the Forest Service to make needed improvements to Skillman Horse Camp, including better access to campsites, including some tree removal), fire rings, picnic tables, group parking, potable water, restroom upgrades.
- j. Improve and maintain Grouse Ridge lake trails in the Loney Meadows area.
- k. Direct resources towards Washington Conservation convict crews, professional trail builders or non-member volunteer groups when priority projects are beyond the ability of GCTC volunteers.
- l. Establish an educational program of trail etiquette including signage to promote responsible trail use, "bikes and hikers yield to horses," and report trail problems to ParkWatchReport app - www.ParkWatchReport.org

Goal #2:

Build a strong organizational structure that supports the Mission and can sustain GCTC over the long term:

1. Strengthen the leadership of GCTC by developing a succession plan for Board members and committee chairs; encourage rotation of Board positions.
2. Develop and expand interest in committees that provide rewarding and meaningful opportunities for members.
3. Provide adequate training, education, and desired expectations of Board Members and committee chairs.
4. Encourage an openness and inclusion of members and new members alike.
5. Update and develop where necessary a list of job descriptions for Board positions and committee chairs.

6. Create develop and fund a cloud-based Drop Box electronic filing system to store GCTC documents for Board and member use.
7. Conduct an orientation of duties and responsibilities for incoming Board members and Committee Chairs.
8. Encourage written reports from committee chairs and Board assignments and a Treasures report with expense categories and revenues.
9. Develop an annual budget with expense categories, capital projects and projected revenues at the December Board meeting.
10. Encourage mentoring by the Board and committee chairs with potential future leaders in the organization.

Goal #3:

Provide meaningful educational programs to the membership that relate to Equestrian activities, volunteerism, trail development and safety.

1. Provide an educational trail building day explaining trail and tool safety, science behind building trails and techniques, reviewing the trail areas maintained by GCTC, and expectation of volunteers on the trails.
2. Establish a training coordinator to expand opportunities for members to get chain saw certification, trail supervision, mechanical trail building equipment certification and a general educational trail building day for members and partners.
3. Develop special programming for GCTC members scheduled throughout the year:
 - Provide at least once a year a horse and rider clinic and a program on horse health topics.
 - Provide a basic first aid and CPR class to the membership at least every two years.
 - Provide a clinic on horse emergency care on the trail at least every two years.

- Provide a clinic on horse camping education, horse confinement, Leave No Trace principles, safety, camp cooking, etc., every two years.
- Provide a tack swap day and an opportunity for members to highlight their home business, services or wares to the members.

Goal #4:

Market, promote, fund raise and improve the image and interest in GCTC's Mission, making GCTC a compelling organization for the whole community.

1. Conduct out reach through a number of mediums to a broad spectrum of like-minded equestrian and trail building and community groups to support the GCTC mission.
2. Continue to raise awareness of the Pioneer Trail, its history and current development so that it becomes a treasured local resource with a strong following of non-motorized users, supporters and friends committed to its protection.
3. Continue with the GCTC Annual Benefit Poker Ride fund raiser held in June at Skillman Horse Campground. Refresh the program as needed, work with the members to solicit donations and prizes year round for the event. The Poker Ride is the largest fund raiser for GCTC and is a community show case for the organization.
4. Publish articles to educate the public on the safe use of trails with horses, hikers and bicycles with the importance of stewardship of the trails.
5. Participate in community events, such as parades, Earth Day, nature days, horse-related events, County Fair, etc., throughout the year to emphasize GCTC accomplishments, its mission and to recruit new members.
6. Develop programs that encourage youth participation in GCTC trail activities, the enjoyment of the outdoors and giving back to the community. Possibly a "Day of Giving." with projects outlined to be accomplished and working with high school and junior college students.
7. Develop an outreach to other horse groups, possibly coordinating supportive activities of mutual benefit with 4-H, FFA, Pony Club, Nevada County

Horsemen, Back Country Horsemen, High School and Junior College students and Nevada County Fair.

8. Consider developing a GCTC family day, (bring the kids and grandkids) with horse activities, games, BBQ, ice cream, fun day.
9. Become more of a trail advocacy group, form a committee that monitors legislative action that effects non-motorized trails and equestrian activities in our parks and forests.
10. Acquire a pop up tent with the GCTC logo, and promotional supplies, to be used to highlight the good work GCTC does at various community events with an eye to recruit new younger members.

Goal #5:

Develop a strong working relationship and cooperation with like minded organizations that support development and protection of our natural resources and equestrian activities and non motorized trails for community use.

1. Develop strong ties and working relationship with the Forest Service (Nevada City headquarters) at the senior level and hold the agency accountable for its responsibilities to assure long term protection and maintenance of the non-motorized trails and horse camps.
2. Strengthen partnerships with Nevada County Supervisors, State and Federal government agencies and elected representatives, educating them on the mission and accomplishments of GCTC.
3. Establish GCTC liaisons with the Bear Yuba Land Trust, Placer County Land Trust and Placer County Parks to promote the development of non-motorized and equestrian trails.
4. Develop relationships with Penn Valley Equestrian Groups and SRYCL.
5. Monitor the Nevada County Supervisors agendas, maintain a watch and support of the Historic Emigrant Trail located on the Nevada County public trail easement, and support the Mines to Pines trail effort.

6. Develop a working and cooperative relationship with the Nevada County Horsemen and possible future collaboration on programs and partnerships.
7. Monitor potential grants for funding trail development, horse camps and staging areas (parking).

Goal #6:

Engage and educate the membership on the mission and vision of GCTC with the responsibilities of stewardship and protection of trails, camps and natural resources.

1. Members are critical to the success of GCTC since they provide vital leadership, income and volunteer efforts on and off the trail and their efforts need to be nurtured.
2. Greater membership services and programs will be required to sustain members interest and participation in trail building, maintenance and administrative support of GCTC. Creative ideas will need to be developed to meet this need.
3. Create an electronic membership database with fields highlighting skills and expertise of members such as, work experience, hobbies and areas of interest that would help support the success and mission of GCTC.
4. Provide education and expectations of trail work days to volunteers prior to the work day so members have a clear idea of what is expected.
5. Develop a list of projects that are not physical in nature for members that are unable to participate on trail work days and who still want to support the mission of GCTC, such as making raffle prizes for our Poker Ride, write letters of support, help with public relations, etc.
6. Recruit current members to assist with non trail work day activities.
7. Develop a mentoring and buddy system for new members.
8. Develop a committee of current members to take new members on trail rides at Lone Grave and Skillman Horse Camp trails, familiarizing them with trail markings, horse water, safe trails, possibly two to three times a year.

9. Expand what is included in the new member packets to give members a complete understanding of the who, what and why of GCTC.

In Conclusion

These Goals are presented in no particular order of significance. The strategic planning format is as follows:

Goals:

To accomplish the mission, we will focus on the 'big picture' items.

Strategies and projects:

Steps GCTC will take to achieve the goals -

- Annually the Board will under take an evaluation of the strategies and projects and select those they wish to accomplish for the year.
- Assigning responsibilities, project deadlines and resources to complete the tasks.

--Submitted by Jeffrey Foltz, Strategic Plan Chair

Thanks to the Committee members who helped develop this Strategic Plan:

Helen Harvey, Mary Johnson, Jaede Miloslavich, Laura Duncan, Irv Mazur, Sharon Silver, Susan Van Steenkiste, Cathy Chase, Susan Donnelly, and Vicki Testa.



**MHCWD
MEMO****03/18/21
BOARD MEETING AGENDA
ITEM V-C**

TO: MHCWD BOARD OF DIRECTORS

FROM: Director Richard Goodwin

RE: DISCUSSION AND POSSIBLE ACTION RE: AMENDMENT OF SECTION
1.1. A OF THE POLICIES & PROCEDURES MANUAL

The proposed amendments to the policy had been reviewed by the attorney.

The conclusion:

“The District’s Board of Directors lacks legal authority to determine the qualifications for members of the District’s Board of Directors. The District’s Board of Directors also may not make job-related decisions about the General Manager based on his or her marital or family status. Therefore, the proposed resolution would not be legally enforceable, and, in the case of the General Manager, could constitute prohibited discrimination.”

The legal cost of the review was \$1,957.50.

The proposed policy is attached along with the legal review.

RESOLUTION NO. 2021-0_
MIDWAY HEIGHTS COUNTY WATER DISTRICT
AUTHORIZING AMENDMENT OF SECTION 1.1.A OF P&P MANUAL

WHEREAS the Midway Heights County Water District finds it to be in the best interests of the District to uphold and expand upon the open meeting protections afforded by the Ralph M. Brown Act. Infractions of this State law occur when three or more Directors discuss District matters outside of an official Board meeting, creating a loss of transparency and denying the public due process. The District finds that Directors who are spouses, domestic partners or those who otherwise share a household may too easily violate Brown Act prohibitions against so-called “serial meetings,” where two Directors privately discuss Board business and one of them goes on to discuss the same matters with a third Director;

WHEREAS the Midway Heights County Water District finds it to be in the best interests of the District that the three-Director minimum for a quorum and for a majority vote on any action be protected from the dilution which occurs if spouses, domestic partners, or those who otherwise share a household are allowed to serve together as Directors.

WHEREAS the Midway Heights County Water District finds it to be in the best interests of the District to preclude conflicts of interest by Directors, or the appearance of such, in Board actions involving the hiring, evaluation, remuneration or dismissal of the General Manager. The District finds that, if a Director and the General Manager are spouses, registered domestic partners, or cohabitants of a household, there is ample likelihood of public concern about favoritism, even if the Director in question properly recuses him/herself.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Midway Heights County Water District that the following text be inserted ahead of the existing second paragraph of Section 1.1.A of the Policies & Procedures Manual.

“Persons who are married to each other, or who are registered domestic partners, or who otherwise cohabit the same residence, may not serve together on the Board of Directors. In the event that two Directors enter into such relationship, one or the other shall immediately resign and vacate their seat on the Board. In the event that the appointment or election of a new Director would create such a situation, the new Director shall not take office until the related Director has resigned and vacated their seat.

“A person who is married to, or who is a registered domestic partner of, or who otherwise co-habits the same residence with the General Manager may not serve on the Board of Directors. In the event that a Director enters into such relationship, she/he must immediately resign and vacate their seat on the Board. In the event that the appointment or election of a new Director would introduce such a situation, the new Director shall not take office until the General Manager has resigned and vacated the General Manager position.”

PASSED AND ADOPTED this ____ day of _____ 2021, by the Board of Directors of **MIDWAY HEIGHTS COUNTY WATER DISTRICT** at a regular meeting by the following vote:

AYES:	Directors	_____	_____
		_____	_____
NOES:	Directors	_____	_____
ABSTAIN:	Directors	_____	_____
ABSENT:	Directors	_____	_____

MIDWAY HEIGHTS COUNTY WATER DISTRICT

President of the Board of Directors

ATTEST:

Secretary thereof



MEMORANDUM

TO: BOARD OF DIRECTORS, MIDWAY HEIGHTS COUNTY WATER DISTRICT

FROM: ANDREW J. RAMOS & BRITTANY BRACE

CC: JASON TIFFANY, GENERAL MANAGER

DATE: FEBRUARY 12, 2021

RE: MIDWAY HEIGHTS COUNTY WATER DISTRICT PROPOSED
RESOLUTION AUTHORIZING AMENDMENT OF SECTION 1.1.A OF P&P
MANUAL

SUMMARY

You asked us to review the proposed Resolution Authorizing Amendment of Section 1.1.A of the Policies and Procedures Manual. The Resolution would prohibit spouses, domestic partners, or others who share a household from serving simultaneously on the Midway Heights County Water District Board of Directors. The Resolution would also prohibit the General Manager's spouse, domestic partner, or others who share a household with the General Manager from serving on the Board.

The District's Board of Directors lacks legal authority to determine the qualifications for members of the District's Board of Directors. The District's Board of Directors also may not make job-related decisions about the General Manager based on his or her marital or family status. Therefore, the proposed resolution would not be legally enforceable, and, in the case of the General Manager, could constitute prohibited discrimination. The Board may adopt an ethics policy or other measures aimed at preventing Brown Act violations by spouses, domestic partners, or others who share a household.

DISCUSSION

A copy of the proposed resolution is attached. Our analysis and resulting conclusion were based on the review of the proposed Resolution as well as applicable Water Code, Government Code, and Elections Code provisions.

A. Qualifications for Directors

The qualifications for election to a county water district board of directors are governed by the Water Code, Government Code, and Elections Code. Each district is required to have a five-member board of directors “each of whom, whether elected or appointed, shall be a voter of the district.” (Wat. Code, § 30500; *see also* Gov. Code, § 24001 (“a person is not eligible to a county or district office, unless he or she is a registered voter of the county or district in which the duties of the office are to be exercised...”). A voter of the district must be 18 or over and a resident of the District. (See Wat. Code, § 30700.)

B. Board of Directors’ Express and Implied Authority regarding Directors’ Qualifications

The powers and purposes of a county water district (Wat. Code, § 30000 et seq.), which are exercised by its directors (Wat. Code, § 30576), are enumerated in Water Code section 31000 et seq. County water districts have authority to exercise the powers “expressly granted or necessarily implied” to them under the Water Code. (Wat. Code, § 31000). Additionally, each district has the power generally to perform all acts necessary to carry out the Water Code provisions relating to county water districts. (Wat. Code, § 31001).

The Water Code does not expressly authorize a county water district board of directors to determine the qualifications of directors. Nor does the Water Code impliedly provide this authority. The District’s duties and powers under the Water Code generally relate to its duties to provide water and conduct operations related to the provision of water, enter into contracts, and disseminate information to the public regarding its conduct. (See Wat. Code, §§ 31004 (district may make contracts to carry out purposes of the district); 31011 (district may disseminate information to the public concerning activities of the district); 31020 (furnish water for beneficial use); 31021 (storage and conservation of water for future use); 31022 (district may operate water rights, works, or property useful or necessary to convey, store, or make use of water)). None of these matters relate to the qualifications for directors, which, as discussed above, are expressly set forth in statute.

The Board is authorized to “appoint or employ and prescribe the *authorities* and *duties* of other officers, employees, attorneys, and engineers necessary or convenient for the business of the district, each of whom shall serve at the pleasure of the board.” (Wat. Code, § 30544) (*italics added*.) However, this authority would not imply that the Board has authority to change the qualifications for the election of directors to the Board in the first place as laid out in the Water Code and other applicable provisions. Rather, it reflects the following statutory scheme: the voters of the District elect the Board’s directors who must meet the qualifications prescribed by statute, and those elected directors exercise discretion to determine the qualifications of all subordinate District officers and employees.

C. **The Board May Not Make Job-Related Decisions Based on the General Manager's Marital or Family Status**

To the extent that the policy would terminate the General Manager's contract of his or her spouse, domestic partner, or cohabitant were elected to the Board, then the policy would likely constitute prohibited discrimination based on marital or family status.

CONCLUSION AND RECOMMENDATION

If the District's Board of Directors adopts the proposed resolution, then it would not be legally enforceable, and, in the case of the General Manager, could constitute prohibited discrimination based on marital or family status. As an alternative, if the Board wishes to address potential Brown Act violations or perceived conflicts of interest, the Board has the authority to adopt an ethics policy or other measures aimed at addressing potential issues that arise when two directors are spouses, domestic partners, or cohabitants.

TO: MHCWD BOARD OF DIRECTORS

FROM: Director Richard Goodwin-General Manager Jason Tiffany

RE: DISCUSSION AND ACTION RE: ADJUSTING THE ADMINISTRATIVE
DEADLINE IN CODE SECTION 2.2.6 FOR REQUESTING AGENDA ITEMS

Director Goodwin asked that this policy be review and updated. I agree with him that the policy should be updated. I think the deadline should be at least two weeks before the Regular Board meeting and that the Board should also review section 2.2.8.

My philosophy is that the Board should set the agenda items at the meetings under Calendar Review. Time sensitive items can be added between Board meetings should the need arise.

The Code section as currently written:

Section 2.2.6. Agenda for Board meetings.

(a) The Secretary shall be responsible for preparing the regular meeting agenda and special meeting notice/agenda, and posting it at the Meadow Vista Post Office, the market at Village Center, and other locations specified by the Board that are freely accessible to the public, at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must be delivered personally, by mail, or by electronic mail to each newspaper, radio or television station, entity or person that has requested notice of Board meetings in writing. The agenda must specify the time and location of the meeting, and contain a brief general description (generally no more than 20 words) of each item of business to be transacted or discussed at the meeting. Except as otherwise directed by the Board of Directors, any member of the board may request the Secretary to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting shall be at 10:00 a.m. on the Monday preceding the Thursday meeting.

(b) The agenda shall include those items defined in the Order of Business, Section 2.2.7.

(c) The Board shall not act on any item not appearing on the posted agenda, except in the following circumstances:

(1) when items are added to the agenda in emergencies that severely impair public health or safety, such as a work stoppage or crippling disaster (add by majority vote);

(2) when there is an immediate need to take action on an item which came to the attention of the District after posting the agenda (add by two-thirds vote, or unanimous vote if less than two-thirds are present);

(3) for items continued from a posted agenda matter for a meeting within the last five days;
or

(4) as provided in subsections (c) and (d). (Gov. Code, § 54954.2.) Emergency items may be added to the meeting agenda by motion of a quorum of the members of the Board of Directors.

Section 2.2.8. Public Requests To Be Placed On the Regular Board Meeting Agenda.

- (a) Any person wishing to address the Board of Directors on an item requiring a decision of the Board or action by the District must submit that request to the District office no later than two weeks before a regularly scheduled board meeting.
- (b) Written requests received after the cut-off date will be postponed until the following regular meeting, unless the matter is deemed to be urgent.

MHCWD

Monthly Field Report
March 2021 for the month of February 2021

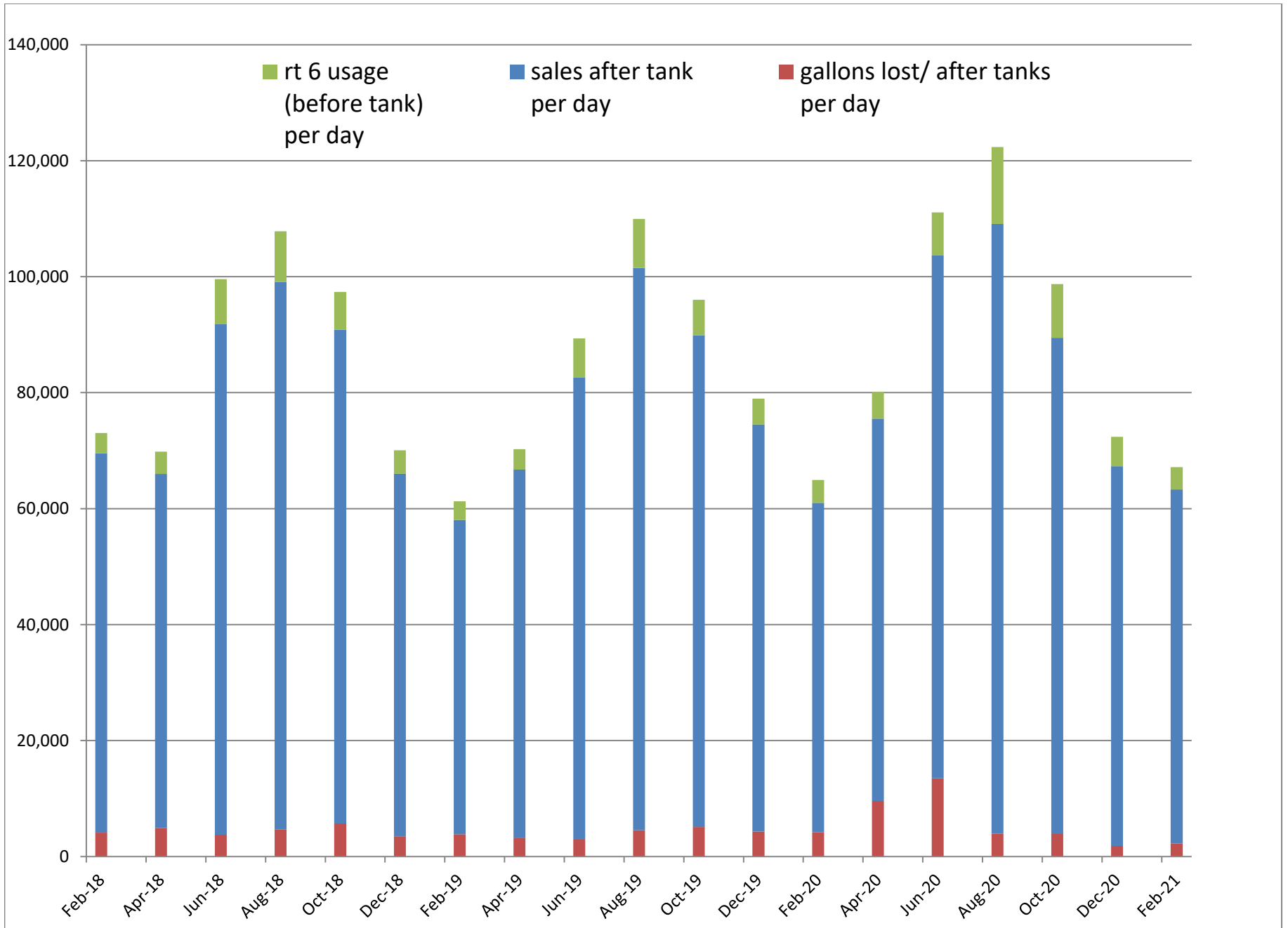
FLOW RECORDS

Treated Water: 301,150 cubic feet (2.25 million gallons) purchased, for an average service connection usage of 175 gallons per day (based on 443 active service connections).

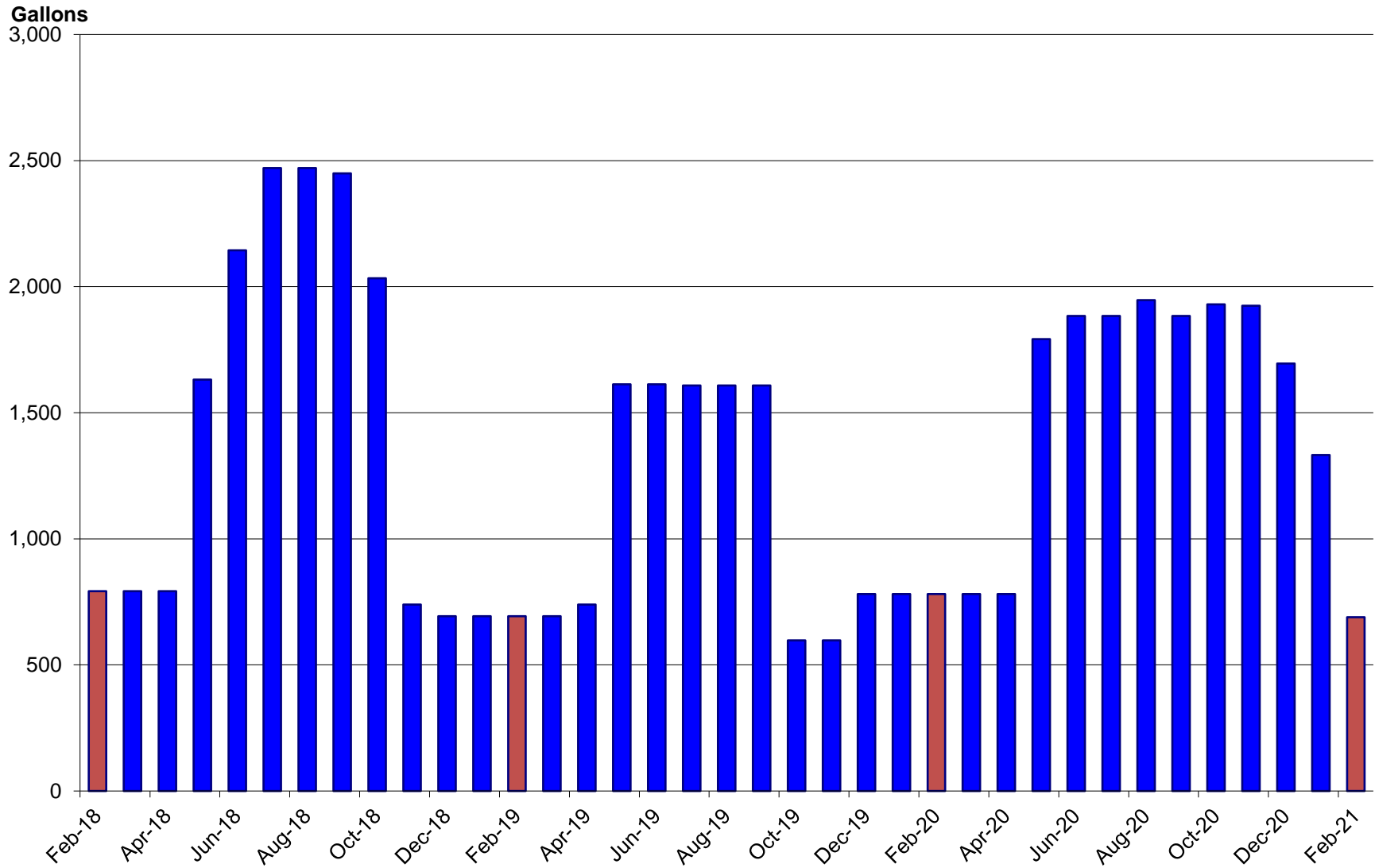
Irrigation Water: 6.5 million gallons (13 Miner's Inches per day) purchased from PCWA, with an estimated demand of 7.5 million gallons (15 Miner's Inches per day) and an estimated usage of 689 gallons per day per customer (based on 351 active service connections: 174 metered, 177 flat rate).

FIELD ACTIVITIES

<u>Service Calls:</u>	25.
<u>After Hours Calls:</u>	0.
<u>Line/System Repairs:</u>	0.
<u>Service Disconnections:</u>	0.
<u>New Service Connections:</u>	None.
<u>Installations:</u>	None.
<u>Double Check Valves Tested:</u>	23.
<u>Underground service alerts</u>	30.
<u>Miscellaneous:</u>	Started office move & launched GIS program. Lower reservoir for engineering purposes. Monthly Bac-T Samples. Continue double check valve testing, Trt. blow off flushing, Trt. valve turning, Irr. flushing, Irr. valve turning. Easement clearing, repairs and maintenance at all facilities.



Irrigation Water Use Average use per day per customer by month



TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: GENERAL MANAGER'S REPORT

In my opinion, the District needs an agenda item to address the concerns of Director Mehl and Director Goodwin. The concerns of these two Directors have been sent out in emails and posted on social media to District customers.

Attached is one of the emails.



Craig St... [Redacted]

Latest from Mr. Mehl

Thu, Oct 8, 2020 at 2:51 PM

[Redacted]



Jim **MEHL** & Richard **GOODWIN**
for the **MIDWAY HEIGHTS** Water Board

INTEGRITY

- ✓ Root out conflicts of interest and graft.
- ✓ Prohibit spouses from serving together on the Board.

TRANSPARENCY

- ✓ Protect customers from surprise rate increases.
- ✓ Honor customer requests for public information.

REFORM

- ✓ Remove the General Manager's role of Board Secretary.
- ✓ Unblock the Coyote Hills Wildfire Escape Route.

Email us at **placerwater2020@gmail.com** for more info!

100% of campaign expenses are paid solely by the candidates.

Vote to help clean up our water board!

2020 Midway Heights Election Fact Sheet:

Is this vote part of a Special Election?

No, it is on the ballot for the General/Presidential Election on November 3rd, along with other State and local races.

I'm not a Midway Heights customer. Can I still vote?

Yes, your property taxes partially fund the district. You are entitled to vote because you live in the district.

Are Board candidates backed by any political party?

No, the Board election is non-partisan. A candidate's party affiliation does not matter. Party endorsements are not appropriate.

Why are Jim Mehl and Richard Goodwin running for the Board?

Short answer: Their deep concern about recent Board behavior, such as,

- Trying to double our water rates without clear reasons,
- Self-dealing Conflicts of Interest by Board members,
- Spouses serving together on the Board,

- Lack of openness when dealing with customers,
- General Manager serving as Board Secretary and Office Manager,
- Refusal to unblock a Wildfire Escape route on District property.

What was the outcome of the dispute over new water rates?

Substantial rate increases (up to 98% for some) were poised to go into effect after a public Rate Hearing in November of 2019. A firestorm of customer reaction to the increases prompted the Board to pause the process. None of the three rate scales offered by the consultant's Rate Study were acceptable to the dozens of rate payers who filled the boardroom to capacity.

Jim and Richard helped to form an ad hoc Customer Group which worked to examine the Rate Study findings and to pick apart the thin justifications for higher spending sought by the Board.

The Board chose to seek another, less ambitious set of rates from the Rate Study consultant. The resulting set of rates became known as "Option 4."

The ordinance that included the Option 4 rates was approved in February of 2020. The new rates are reflected in customer bills starting mid-year 2020.

Unfortunately, the Board left some self-dealing actions embedded in the ordinance that approved the rate increases, despite customer objections. See the topic about Conflicts of Interest for more detail.

What are the Conflicts of Interest by current Board members?

Note: The three instances detailed here as "Conflicts of Interest" also fit the general definition of "Graft."

Graft, as understood in American English, is a form of political corruption, being the unscrupulous use of a politician's authority for personal gain. Similarly, political graft occurs when funds intended for public projects are intentionally misdirected in order to maximize the benefits to private interests. – Wikipedia

First: One of the current Board members is running for a second term in this election. She, and her husband who is also on the Board, stand to benefit financially under the terms of the "Mainline Extension" of irrigation water to their Blackberry Lane neighborhood that would be paid for by all District rate payers. All other residents in that neighborhood would also gain the new availability of raw water at the same greatly reduced cost. According to the District Code, however, the funding for such an extension must be borne only by the homeowners who stand to benefit from it. The Board has approved the extension as part of the recent Rate Increase ordinance which specifies that the cost is to be borne by all District rate payers.

Second: A financial conflict arises for the same two Directors from the same Board approval of the rate increase ordinance. The independent Rate Study, undertaken at District expense, determined that the appropriate irrigation connection fee should be \$4,058.68. But a self-serving amendment written into the revised fee schedule specifically overrides the irrigation connection fee, setting it at \$2,000 – a reduction of over 50%. No justification for this lone reduction has been found in the District records. All other rates and fees in the Rate Study were adopted as is.

Third: If a proposed Mainline Extension is approved to serve the Lakeville Hills Road area, two other Directors who voted for the Rate Increase ordinance stand to benefit from the reduced irrigation connection fee as well.

Which Board members are spouses and are they the only case of Nepotism?

Board President Stone and Vice-President Langlands are spouses. Earlier, the Steveners were on the Board together. For a six-month period both couples were on the Board together.

What problems are caused by having spouses serve on the Board?

The practice of allowing spouses and other relatives to serve together on Boards and Commissions is known as "nepotism." It is illegal in California State government, but it is left up to local agencies whether to allow it.

As such, it is not illegal for spouses to serve together on the Midway Heights Board. However, the reasons to disallow it need to be understood.

- One spouse may be deferential to the other in matters before the Board.
- It is easy for either spouse to skip a session, relying on the other to “fill them in.” In the case of Langlands, her Board session attendance averages about 50%.
- Potential Brown Act violations are the most serious concern and are almost certain to occur where spouses are involved. Infractions of this State law occur when Directors discuss and decide on District matters outside of official Board meetings, creating a loss of transparency and denying the public due process.

For example, the law allows any two members to confer, but neither can then discuss the same matter with a third member outside of a Board meeting. On a five-member Board, three members constitute a quorum and a majority vote. Reaching agreement outside of a public session and then carrying that agreement back into a formal session is a breach of public trust.

The idea that spouses who are both Board members would never discuss a Board matter at home is absurd. It would not be credible for either one to claim they would never discuss the same matter with a third member outside of a Board meeting. And yet, Board President Stone made that “trust us” claim when queried on the subject during the September 2020 Board meeting.

How has the District been less than open with its customers?

- Board President Stone routinely disallows letters and other documents submitted by customers to be appended to the Minutes if they contain anything critical of the Board’s actions – a practice that serves only to distort the official record and make later research difficult.
- The General Manager, acting in his dual role of Office Manager, often has to be badgered for public information held in the official District files. His resistance appears greatest if he suspects that the request is hostile to his interests as GM, Board Secretary and/or Office Manager. He is often slow to fill requests for documents, citing the higher priority of his GM duties. He is sometimes only partially responsive, promising to deliver the remaining documents later but leaving it up to the requester to make a follow-up request. In some cases, he has flatly refused, claiming that the documents are not public or that he needs to check with the District lawyer first – a lengthy process at best. He does not appear to be following any set policy, rather making it all up on the fly.

What problems are created by the General Manager’s multiple roles?

Office Manager. The GM currently acts as the Office Manager, a distraction at best from his duties in the field. His efforts to squelch requests for District documents are covered under the question about openness with customers.

Board Secretary. In his extra role as Board Secretary, his actions are even more consequential. He produces and publishes the Agenda, including the Board Packet. The items in the Board Packet are meant to provide detail about Agenda items, but frequently make arguments from the GM’s perspective on matters coming before the Board. There is no clear separation between his Secretary role and his GM role when it comes to drafting the Agenda and Board Packet.

The GM-as-Secretary also drafts the Minutes of each session. This official record of the Board’s deliberations and actions frequently reads like notes being kept in preparation for the GM’s next performance review. One must constantly remember just who is writing this piece of history.

Why is the Wildfire Escape Route still blocked on District property?

There is no rational explanation offered by the Board for its continued inaction.

It appears that, after the GM obtained a sizeable State loan several years ago to fund construction of a new treated water tank, he made a number of decisions on his own about how to spend the money. A

line item in the project budget provided for the addition of security fencing for the new tank and the existing one.

The GM's design choice, evidently made without Board oversight, was to place the new fencing -- including two gates -- so that it blocked the graded roadway that has historically connected the Coyote Mountain and Magnolia Ranch neighborhoods. The same level of tank security could have been achieved without blocking the road, employing a single gate and for a much lower cost.

The Board received a complaint in 2013 about the gates from the Coyote Hills Estates Home Owners Association concerning the loss of the roadway as an emergency escape route. The Board responded by making an on-site visit. They then voted to do nothing, saying that Placer Hills FD has keys to the gates and can unlock them in the event of a wildfire.

Our current effort is to force reconsideration of the 2013 decision in light of Global Warming and the recent spate of deadly wildfires.

Again, during the September meeting, the Board and GM made a concerted effort to obfuscate the issue and delay any serious consideration of the requested Agenda item.

It appears that the Board refuses to act because the issue is seen as a criticism of its stewardship of the District. Which it is.

Sincerely,
Jim Mehl and Richard Goodwin,
2020 Board Candidates

**MHCWD
MEMO****03/18/21
BOARD MEETING AGENDA
ITEM VI-A**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: FY 2021 SIX-MONTH BUDGET REVIEW

While reviewing the budget, I noted on page 2, item 4, Employer Payroll Liabilities, a calculation error. The cell for the unfunded liabilities was not included in the calculation. The missing cell amount is \$7,315.00.

I suggest the Board amend this item from \$26,826 to \$34,141.

Attached is the budget review.

**MIDWAY HEIGHTS
COUNTY WATER DISTRICT**

**Budget
2021 Fiscal Year**

**Six Month Review
March 18, 2021**

Midway Heights County Water District
Budget Fiscal Year 2021

Budget..... 1-6
Fund Balances..... 7
Detail..... 8-12

MHCWD BUDGET FISCAL YEAR 2021

July 1, 2020 to June 30, 2021

SALES, FEES AND REIMBURSEMENTS

	FY 2021 TOTAL Approved	FY 2021 IRRIGATION	FY 2021 TREATED
1) Irrigation Water Resale	<u>\$234,691</u>	<u>\$234,691</u>	<u>\$0</u>
a) Miners Inch Service	\$142,024	\$142,024	\$0
b) Metered Service Charge	\$72,435	\$72,435	\$0
c) Metered Water Usage	\$20,232	\$20,232	\$0
2) Treated Water Resale	<u>\$442,081</u>	<u>\$0</u>	<u>\$442,081</u>
a) Service Charges	\$307,585		\$307,585
b) Metered Water Usage	\$134,495		\$134,495
3) Late Charges/Returned Check Fees	<u>\$156</u>	<u>\$78</u>	<u>\$78</u>
a) Late charges/ code violations	\$0	\$0	\$0
b) Returned check fees	\$156	\$78	\$78
4) Irrigation Reconnection Fees	<u>\$600</u>	<u>\$600</u>	<u>\$0</u>
5) Treated Reconnection Fees	<u>\$125</u>	<u>\$0</u>	<u>\$125</u>
6) Installations-Irrigation (Reimbursed Expenditures)	<u>\$4,000</u>	<u>\$4,000</u>	<u>\$0</u>
7) Installations-Treated (Reimbursed Expenditures)	<u>\$4,000</u>	<u>\$0</u>	<u>\$4,000</u>
TOTAL-SALES, FEES AND REIMBURSEMENTS:	\$685,653	\$239,369	\$446,284

FY 2021 TOTAL six month review	FY 2021 IRRIGATION	FY 2021 TREATED	percent of budget
<u>\$122,975</u>	<u>\$122,975</u>	<u>\$0</u>	<u>52%</u>
\$72,431	\$72,431	\$0	51%
\$35,691	\$35,691	\$0	49%
\$14,853	\$14,853	\$0	73%
<u>\$232,649</u>	<u>\$0</u>	<u>\$232,649</u>	<u>53%</u>
\$154,238		\$154,238	50%
\$78,412		\$78,412	58%
<u>\$76</u>	<u>\$13</u>	<u>\$63</u>	<u>49%</u>
\$50	\$0	\$50	plus 100%
\$26	\$13	\$13	17%
<u>\$800</u>	<u>\$800</u>	<u>\$0</u>	<u>133%</u>
<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0%</u>
<u>\$392</u>	<u>\$392</u>	<u>\$0</u>	<u>10%</u>
<u>\$1,378</u>	<u>\$0</u>	<u>\$1,378</u>	<u>34%</u>
\$358,270	\$124,180	\$234,090	52%

Operational Expenditures

	FY 2021 TOTAL Approved	FY 2021 IRRIGATION	FY 2021 TREATED	FY 2021 TOTAL six month review	FY 2021 IRRIGATION	FY 2021 TREATED	percent of budget
1) Irrigation Water Purchase	<u>\$26,234</u>	<u>\$26,234</u>	<u>\$0</u>	<u>\$18,046</u>	<u>\$18,046</u>	<u>\$0</u>	<u>69%</u>
2) Treated Water Purchase	<u>\$125,722</u>	<u>\$0</u>	<u>\$125,722</u>	<u>\$72,033</u>	<u>\$0</u>	<u>\$72,033</u>	<u>57%</u>
3) Payroll	<u>\$298,049</u>	<u>\$122,418</u>	<u>\$175,631</u>	<u>\$145,387</u>	<u>\$65,090</u>	<u>\$80,297</u>	<u>49%</u>
a) Administration/Office	\$95,513	\$42,437	\$53,076	\$49,776	\$22,116	\$27,661	52%
b) Administration/Office salaries reimbursed	\$500	\$250	\$250	\$104	\$35	\$70	21%
c) Field salaries	\$147,810	\$55,429	\$92,381	\$70,421	\$31,980	\$38,442	48%
d) Field salaries reimbursed	\$3,760	\$1,880	\$1,880	\$489	\$31	\$457	13%
e) Health Benefits	\$50,466	\$22,422	\$28,044	\$24,596	\$10,928	\$13,668	49%
4) Employer Payroll Liabilities	<u>\$26,826</u>	<u>\$10,060</u>	<u>\$16,766</u>	<u>\$17,152</u>	<u>\$6,432</u>	<u>\$10,720</u>	<u>64%</u>
S.S./ PERS RET/ Medicare/CA Emp train							
5) Professional Services	<u>\$39,400</u>	<u>\$15,573</u>	<u>\$23,827</u>	<u>\$11,115</u>	<u>\$4,012</u>	<u>\$7,103</u>	<u>28%</u>
a) Legal	\$6,000	\$2,666	\$3,334	\$4,458	\$1,981	\$2,477	74%
b) Engineering	\$2,000	\$889	\$1,111	\$2,912	\$1,294	\$1,618	146%
c) Accounting/Audit/Payroll	\$11,690	\$5,194	\$6,496	\$932	\$414	\$518	8%
d) Laboratory Analysis	\$4,350	\$0	\$4,350	\$2,085	\$0	\$2,085	48%
e) Software and Software Support	\$15,360	\$6,825	\$8,535	\$728	\$323	\$405	5%
6) Contract Field Work	<u>\$5,240</u>	<u>\$2,564</u>	<u>\$2,676</u>	<u>\$8,342</u>	<u>\$0</u>	<u>\$8,342</u>	<u>159%</u>
a) Contract Irrigation Repairs/Maintenance	\$2,000	\$2,000	\$0	\$0	\$0	\$0	0%
b) Irrigation Installations (reimbursed)	\$0	\$0	\$0	\$0	\$0	\$0	
c) Contract Treated Repairs/Maintenance	\$2,000	\$0	\$2,000	\$8,259	\$0	\$8,259	413%
d) Treated Installations (reimbursed)	\$0	\$0	\$0	\$0	\$0	\$0	
e) Backfill Material	\$1,000	\$444	\$556	\$84	\$0	\$84	8%
f) Backfill Material (reimbursed)	\$240	\$120	\$120	\$0	\$0	\$0	0%

Operational Expenditures

	FY 2021 TOTAL Approved	FY 2021 IRRIGATION	FY 2021 TREATED	FY 2021 TOTAL six month review	FY 2021 IRRIGATION	FY 2021 TREATED	percent of budget
7) Office	<u>\$9,150</u>	<u>\$4,065</u>	<u>\$5,085</u>	<u>\$967</u>	<u>\$430</u>	<u>\$538</u>	<u>11%</u>
a) Supplies	\$4,400	\$1,955	\$2,445	\$967	\$430	\$538	22%
b) Maintenance/Repairs/Replacement	\$4,750	\$2,110	\$2,640	\$0	\$0	\$0	0%
8) Postage	<u>\$2,803</u>	<u>\$1,245</u>	<u>\$1,557</u>	<u>\$940</u>	<u>\$418</u>	<u>\$523</u>	<u>34%</u>
9) Telephone, Pagers & Alarms	<u>\$7,581</u>	<u>\$3,368</u>	<u>\$4,213</u>	<u>\$3,849</u>	<u>\$1,710</u>	<u>\$2,139</u>	<u>51%</u>
10) Utilities (Electric & Telemetry)	<u>\$3,735</u>	<u>\$2,510</u>	<u>\$1,225</u>	<u>\$2,491</u>	<u>\$1,107</u>	<u>\$1,384</u>	<u>67%</u>
11) Publications/Dues/Fees	<u>\$7,244</u>	<u>\$3,099</u>	<u>\$4,145</u>	<u>\$2,578</u>	<u>\$1,083</u>	<u>\$1,495</u>	<u>36%</u>
a) Publications & Publishing	\$70	\$31	\$39	\$0	\$0	\$0	0%
b) Licenses Fees	\$270	\$0	\$270	\$140	\$0	\$140	52%
c) Dues and Subscriptions	\$6,904	\$3,067	\$3,837	\$2,438	\$1,083	\$1,355	35%
12) Election Expense	<u>\$893</u>	<u>\$397</u>	<u>\$496</u>	<u>\$1,834</u>	<u>\$815</u>	<u>\$1,019</u>	<u>205%</u>
13) Director's Fees	<u>\$9,229</u>	<u>\$4,101</u>	<u>\$5,129</u>	<u>\$2,364</u>	<u>\$1,050</u>	<u>\$1,313</u>	<u>26%</u>
14) Insurance	<u>\$23,586</u>	<u>\$10,479</u>	<u>\$13,107</u>	<u>\$17,012</u>	<u>\$7,558</u>	<u>\$9,453</u>	<u>72%</u>
a) Liability & Property	\$12,615	\$5,605	\$7,010	\$12,422	\$5,519	\$6,903	98%
b) Workers Comp. Insurance	\$10,971	\$4,875	\$6,097	\$4,590	\$2,039	\$2,551	42%
15) Operation & Maintenance Materials	<u>\$21,550</u>	<u>\$13,300</u>	<u>\$8,250</u>	<u>\$5,873</u>	<u>\$294</u>	<u>\$5,578</u>	<u>27%</u>
a) Irrigation - maintenance expense	\$11,550	\$11,550	\$0	(\$31)	(\$31)	\$0	0%
b) Irrigation - installation expense (reimbursed to District)	\$1,750	\$1,750	\$0	\$326	\$326	\$0	19%
c) Treated - maintenance expense	\$6,500	\$0	\$6,500	\$4,728	\$0	\$4,728	73%
d) Treated - installation expense (reimbursed to District)	\$1,750	\$0	\$1,750	\$851	\$0	\$851	49%

<u>Operational Expenditures</u>	<u>FY 2021 TOTAL Approved</u>	<u>FY 2021 IRRIGATION</u>	<u>FY 2021 TREATED</u>	<u>FY 2021 TOTAL six month review</u>	<u>FY 2021 IRRIGATION</u>	<u>FY 2021 TREATED</u>	<u>percent of budget</u>
17) Travel, Meetings & Training	<u>\$3,000</u>	<u>\$1,333</u>	<u>\$1,667</u>	<u>\$616</u>	<u>\$274</u>	<u>\$342</u>	<u>21%</u>
18) Safety Equipment	<u>\$3,000</u>	<u>\$1,333</u>	<u>\$1,667</u>	<u>\$1,471</u>	<u>\$654</u>	<u>\$817</u>	<u>49%</u>
19) DHS Water System Fee	<u>\$2,897</u>	<u>\$0</u>	<u>\$2,897</u>	<u>\$2,891</u>	<u>\$0</u>	<u>\$2,891</u>	<u>100%</u>
20) Vehicle/Mobile Equip. Maint. & Op.	<u>\$12,600</u>	<u>\$5,598</u>	<u>\$7,002</u>	<u>\$7,147</u>	<u>\$3,176</u>	<u>\$3,972</u>	<u>57%</u>
21) Rentals	<u>\$9,009</u>	<u>\$4,003</u>	<u>\$5,006</u>	<u>\$3,531</u>	<u>\$1,569</u>	<u>\$1,962</u>	<u>39%</u>
a) Office Rental	\$5,388	\$2,394	\$2,994	\$2,715	\$1,206	\$1,509	50%
b) Field Equipment Rental	\$2,000	\$889	\$1,111	\$0	\$0	\$0	0%
c) Portable Toilet	\$1,621	\$720	\$901	\$816	\$362	\$453	50%
22) Bank Charges	<u>\$1,400</u>	<u>\$622</u>	<u>\$778</u>	<u>\$854</u>	<u>\$379</u>	<u>\$474</u>	<u>61%</u>
23) Admin. Fees (includes LAFCO fees)	<u>\$1,405</u>	<u>\$624</u>	<u>\$781</u>	<u>\$1,912</u>	<u>\$849</u>	<u>\$1,062</u>	<u>136%</u>
TOTAL-OPERATING EXPENDITURES	<u>\$640,554</u>	<u>\$232,926</u>	<u>\$407,628</u>	<u>\$328,404</u>	<u>\$114,945</u>	<u>\$213,459</u>	<u>51%</u>
NET REVENUE-OPERATIONAL	<u>\$45,099</u>	<u>\$6,443</u>	<u>\$38,656</u>	<u>\$29,867</u>	<u>\$9,235</u>	<u>\$20,632</u>	<u>66%</u>

OTHER REVENUE

	FY 2021 TOTAL Approved	FY 2021 IRRIGATION	FY 2021 TREATED
1) Treated Water Connections	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
2) Taxes	<u>\$48,900</u>	<u>\$21,726</u>	<u>\$27,174</u>
3) Non-Dedicated Interest from Investments	<u>\$10,900</u>	<u>\$4,843</u>	<u>\$6,057</u>
4) Scrap Sales/Miscellaneous income	<u>\$34,500</u>	<u>\$15,328</u>	<u>\$19,172</u>
TOTAL-OTHER REVENUE:	<u>\$99,300</u>	<u>\$41,898</u>	<u>\$57,402</u>

FY 2021 TOTAL six month review	FY 2021 IRRIGATION	FY 2021 TREATED	percent of budget
<u>\$2,000</u>	<u>\$0</u>	<u>\$2,000</u>	<u>40%</u>
<u>\$28,385</u>	<u>\$12,612</u>	<u>\$15,774</u>	<u>58%</u>
<u>\$1,722</u>	<u>\$765</u>	<u>\$957</u>	<u>16%</u>
<u>\$1,386</u>	<u>\$616</u>	<u>\$770</u>	<u>4%</u>
<u>\$33,494</u>	<u>\$13,993</u>	<u>\$19,501</u>	<u>34%</u>

Funding Of Contingencies & Reserves

	FY 2021 TOTAL Approved	FY 2021 IRRIGATION	FY 2021 TREATED
1) Treated Water Capital Facilities above item funded by treated connection charges	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
2) Irrigation Rate Shift Fund above item funded by irrigation water charges	<u>\$33,052</u>	<u>\$33,052</u>	<u>\$0</u>
3) Vehicle/Mobile Equipment Reserve	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
4) Rate and Connection Fee Study	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL-OTHER EXPENDITURES	<u>\$38,052</u>	<u>\$33,052</u>	<u>\$5,000</u>
NET REVENUE-OTHER	<u>\$61,248</u>	<u>\$8,846</u>	<u>\$52,402</u>

FY 2021 TOTAL six month review	FY 2021 IRRIGATION	FY 2021 TREATED	percent of budget
<u>\$2,000</u>	<u>\$0</u>	<u>\$2,000</u>	<u>40%</u>
<u>\$16,824</u>	<u>\$16,824</u>	<u>\$0</u>	<u>51%</u>
<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
<u>\$18,824</u>	<u>\$16,824</u>	<u>\$2,000</u>	<u>49%</u>
<u>\$14,670</u>	<u>(\$2,831)</u>	<u>\$17,501</u>	<u>24%</u>

TOTAL-NET REVENUE	<u>\$106,347</u>	<u>\$15,289</u>	<u>\$91,058</u>
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<u>\$44,536</u>	<u>\$6,404</u>	<u>\$38,133</u>	<u>42%</u>
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CAPITAL IMPROVEMENT, DEBT SERVICES AND RESERVE FUNDS BUDGET

FUNDING SOURCE	FY 2021 TOTAL Approved	FY 2021 IRRIGATION	FY 2021 TREATED	FY 2021 TOTAL six month review	FY 2021 IRRIGATION	FY 2021 TREATED	percent of budget
1) Designated for Contingencies Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
2) Designated for Future Occurrences Reserve	<u>\$13,278</u>	<u>\$5,899</u>	<u>\$7,379</u>	<u>\$13,278</u>	<u>\$5,899</u>	<u>\$7,379</u>	<u>100%</u>
3) Treated Capital Facilities Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
4) Rate Stabilization Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
5) Emergency Reserve	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
6) Current FY-Operation Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
TOTAL-FUNDING SOURCE:	<u>\$13,278</u>	<u>\$5,899</u>	<u>\$7,379</u>	<u>\$13,278</u>	<u>\$5,899</u>	<u>\$7,379</u>	<u>100%</u>
EXPENDITURES							
1) Capital Expenses	<u>\$114,275</u>	<u>\$21,189</u>	<u>\$93,086</u>	<u>\$58,145</u>	<u>\$12,303</u>	<u>\$45,842</u>	<u>51%</u>
a) Treated tank loan debt services	\$60,584	\$0	\$60,584	\$30,454	\$0	\$30,454	50%
b) Treated PRV and mainline meter project	\$0	\$0	\$0	\$0	\$0	\$0	
c) Tuff shed at treated tank	\$0	\$0	\$0	\$0	\$0	\$0	
d) Loan payment for District trucks	\$27,691	\$12,303	\$15,388	\$27,691	\$12,303	\$15,388	100%
e) Purchase three irrigation pressure relief valves	\$0	\$0	\$0	\$0	\$0	\$0	
f) Strategic Plan	\$20,000	\$8,886	\$11,114	\$0	\$0	\$0	
g) Treated tank maintenance	\$6,000	\$0	\$6,000	\$0	\$0	\$0	
TOTAL-Expenditures	<u>\$114,275</u>	<u>\$21,189</u>	<u>\$93,086</u>	<u>\$58,145</u>	<u>\$12,303</u>	<u>\$45,842</u>	<u>51%</u>
NET:CAP IMPR, DEBT SER AND RES FUNDS BUDGET	<u>(\$100,997)</u>	<u>(\$15,290)</u>	<u>(\$85,707)</u>	<u>(\$44,867)</u>	<u>(\$6,404)</u>	<u>(\$38,463)</u>	<u>44%</u>
NET TOTAL-FISCAL YEAR BUDGET	<u>\$5,350</u>	<u>(\$0)</u>	<u>\$5,350</u>	<u>(\$332)</u>	<u>\$0</u>	<u>(\$332)</u>	<u>-6%</u>

Investment Fund @ Placer County

	12/31/2020
Emergency Reserve	\$80,000.00
Future Occurrences	\$148,096.65
Current FY Operation Fund	\$57,839.86
DWR-1990 Loan Fund	\$260,899.85
Treated Water Capital Facilities	\$52,685.31
Rate Stabilization	\$15,538.00
TOTAL	<u>\$615,059.67</u>

Breakdown of Future Occurrences Fund

Truck & Mobile Equipment	\$39,833.10
Easement Clearing	\$9,759.06
Irrigation Rate Shift Fund	\$60,556.00
System Repair & Replacement	\$37,948.49
TOTAL	<u>\$148,096.65</u>

Midway Heights County Water District
Fiscal Year 2021 1st Draft-Detail

SALES, FEES AND REIMBURSEMENTS: PAGE 1

EXPENDITURES DETAIL: PAGE 2-4

Note: shared item cost were allocated based a percentage of the customer base of irrigation customers (44%) and treated customers (56%).

1. Irrigation Water Purchase

Provides funding for irrigation water purchases from Placer County Water Agency (PCWA).

2. Treated Water Purchase

Provides funding for treated water purchases from Weimar Water Company (WWC).

3. Salaries and Benefits

This category represents direct and indirect costs associated with the funding for personnel employed by the District for administration and field operations. A 1.66% COLA was included for field staff salaries, not for General Manger.

Administration/ Office

Provides funding for administration salary costs.

Administration/Office salaries reimbursed

Administrative cost reimbursed to the District for events like installing of water services.

Field Salaries

Provides funding for field operations salary costs.

Field Salaries reimbursed

Field cost's reimbursed to the District for events like installing of water services.

Health Benefits

Provides funding for payments related to employee health benefits.

4. Employer Payroll Liabilities

This category represents payments associated with the following employer payroll liabilities: social security, PERS retirement, Medicare and California employee training.

5. Professional Services

Legal

Provides funding for the administrative services of the District's legal counsel.

Engineering

Provides funding for projects provided by the District's engineering consultants.

Accounting/ Audit/ Payroll

Provides funding for the preparation of the District's annual audit and for the District's accountant.

Laboratory Analysis

Provides funding for laboratory services for mandated water quality monitoring of the water supply. This includes routine distribution system monitoring, emergency repair sampling and samples collected and analyzed at customers request. District is increasing water sampling monitoring of the incoming treated water supply.

Software and Software Support

Provides funding for the District's maintenance and service agreement for the billing system, software upgrades, etc. Increased cost because of online bill payment and other services. Additionally, the District received a \$10,900 grant to purchase GIS software, computers, and smartphones. Smartphones were purchased in prior fiscal year (FY 2020).

6. Contract Field Work: Based on three year average

Contract Irrigation Repairs/Maintenance

Provides funding for repairs and maintenance associated with the District's irrigation system done by outside contractors.

Irrigation Installations reimbursed

Reimbursements associated with installing customer services.

Contract Treated Repairs/Maintenance

Provides funding for repairs and maintenance associated with the District's treated system done by outside contractors.

Treated Installations reimbursed

Reimbursements associated with installing customer services.

Backfill material

Provides funding for backfill material for restoration of areas affected by system repairs.

Backfill material reimbursed

Provides funding for backfill material reimbursements for restoration of areas affected by installing water services.

7. Office:

Supplies - Based on three year average

Provides funding for costs associated with the printing of bills, customer correspondence and Board Meeting items as well as all miscellaneous office supplies.

Maintenance/Repairs

Provides funding for costs associated with maintaining and repairing office equipment. \$4,000 is for new computers discussed in item 5 above under Software and Software Support

8. Postage

Provides funding for mailing of all customer bills and District correspondence. Postage cost \$0.05 more per stamp this year

9. Telephone, pagers and alarms:

Provides funding for telephones, cellular phones, pagers and alarms.

10. Utilities: includes 5% increase

Provides funding for telemetry and electrical energy costs for the operation of all District facilities.

11. Publications/Dues/Fees

Publications and Publishing

Provides funding for District advertising of legal ads and for vacancies that may occur.

Licenses Fees

Provides funding for operator's licenses.

Dues and Subscriptions

Provides funding for professional organization memberships including ACWA, AWWA, CSDA, NRWA, and USA North.

12. Election Expenses

Provides funding for the general election.

13. Director's Fees

Provides funding for the Board of Directors to attend the monthly Board Meeting, standing committee meetings and miscellaneous meetings that may arise. 1.66% COLA.

14. Insurance

Provides funding for insurance premiums due to ACWA/JPIA.

Liability and Property: Expense is increased because the insurance company no longer provides automatic coverage for fencing, meters, hydrants and loss of revenue due to "catastrophic events" (i.e., wild fires) and the insurance company changed the coverage formulas for vehicles.

Workers Compensation: based on current rates

15. Operation and Maintenance Material

Irrigation- Maintenance Expense

Provides funding for repairs and maintenance associated with the District's irrigation system. Based on three year average.

Irrigation- Installation Expense

Provides funding for installation expenses associated with the District's irrigation system.

Treated- Maintenance Expense

Provides funding for repairs and maintenance associated with the District's treated system. Based on three year average.

Treated- Installation Expense

Provides funding for installation expenses associated with the District's treated system.

16. Mileage Reimbursement

Provides funding for mileage reimbursement to District employees who use their personal vehicle for District business.

17. Travel, Meetings and Training

Provides funding for meetings and conferences associated with job assignments or related to the conduct of District business. Also provides funds for training materials, programs and fees to attend training sessions for staff to keep current with new laws, technologies and methods of carrying out the mission of the District.

18. Safety Equipment

Provides funding for worksite safety and personal protective equipment.

19. DHS Water System Fee

Provides funding for the State Department of Health Services Drinking Water Program permit.

20. Vehicle/Mobile Equipment M&O:

Provides funding for the maintenance and operation of the District's vehicles and mobile equipment including fuel purchases. Includes \$3,600 to purchase new tires for three service trucks to be funded by sale of an old service truck, see item 4 under **OTHER REVENUE, PAGE 5.**

21. RentalsOffice Rental

Provides funding for the District office space rental located at 16717 Placer Hills Rd. Meadow Vista.

Field equipment rental

Provides funding for field equipment rentals.

Portable Toilet

Provides funding for the rental, maintenance and cleaning of the portable toilet located at the District's maintenance yard.

22. Bank Charges

Provides funding for service charges associated with the District's bank accounts Increased due to online bill pay available to customers.

23. Administration Fees

Provides funding for miscellaneous administrative fees including LAFCO.

OTHER REVENUE, PAGE 5**4. Scrap Sales/Miscellaneous income**

Sale of scrap brass, etc.; sale of 1996 Ford truck to purchase new tire for the other three District trucks and \$30,900 of grant income.

FUNDING OF CONTINGENCIES & RESERVES: PAGE 5- this category accounts for expenditures designated for contingencies and reserves.

1) Treated Water Connections-typically from connection fees.

2) Irrigation Rate Shift Fund-from charges for irrigation water service.

3) Vehicle/Mobile Equipment Reserve- This item is to fund replacement of vehicles, backhoe, etc. Was \$6,350 in FY 2019, will not be funded to offset new truck loan.

4) Rate and connection fee study-used to replenish rate stabilization fund.

CAPITAL FUNDING SOURCE: PAGE 6

2) Designated for Future Occurrences Reserve: fund truck loan payment from reserves.

CAPITAL FUNDING EXPENDITURES: PAGE 6

The District has several items that need to be repaired or replaced. I did not budget for these items because the Board needs to decide if it wants to take out a loan or “pay as we go”. These include but not limited to:

- Hillsdale Road irrigation line
- Three irrigation pressure reducing stations with pressure relief stations
- Irrigation reservoir silt removal
- Irrigation reservoir erosion control
- Irrigation reservoir slide gate rehabilitation
- Eight treated pressure reducing stations

**MHCWD
MEMO**

**03/18/21
BOARD MEETING AGENDA
ITEM VI-B**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: AGED RECEIVABLES

Below is the aged receivables report for 2020. To compare “apples” to “apples” I ran the report with only positive balances over \$50. I used \$50 because I did not send out late notices to customers that owed \$50 or less prior to COVID.

Aged Receivables	0-60 days	61-120 days	121-180 days	181-240 days	plus 240 days	total
2/27/2020	\$1,077.14					\$1,077.14
number of customers	8	0	0	0	0	8
4/28/2020	\$7,621.87	\$68.68				\$7,690.55
number of customers	41	3		0	0	41
6/28/2020	\$6,465.00		\$716.62			\$7,181.62
number of customers	32	0	6	0	0	32
8/27/2020	\$7,975.86	\$725.81	\$0.00	\$383.99	\$0.00	\$9,085.66
number of customers	39	5	0	3	0	39
10/28/2020	\$966.35	\$12,491.85	\$0.00	\$579.76	\$383.99	\$14,421.95
number of customers	4	42	0	3	3	46
12/27/2020	\$59.59	\$9,333.10	\$1,107.78	\$178.45	\$328.30	\$11,007.22
number of customers	1	40	6	1	1	41
2/24/2021	\$8,961.04	\$1,304.71	\$335.73	\$0.00	\$0.00	\$10,601.48
number of customers	41	8	2	0	0	42

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

FEBRUARY 2021

REGULAR BOARD MEETING
MARCH 2021

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (01/31/21) \$615,210.07

*(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 (02/28/21-Reconciled to Checking Account #1670 General) ** \$48,111.14

Adjusted Bank Statement Balance (02/28/21-Reconciled to Checking Account #9798 Rate Payer) ** \$10,996.39

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (02/28/21- Reconciled Money Market Account #6809 Tank Loan) ** \$35,663.04

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

LOAN BALANCES

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

Balance (12/31/20) \$632,559.97


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

Balance (12/31/20) \$77,552.88

APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH FEBRUARY 2021

Treasurer of the Board-Jim Mehl

Midway Heights CWD
Reconciliation Summary
10005 - Cash in Checking-1670, Period Ending 02/28/2021

	<u>Feb 28, 21</u>
Beginning Balance	59,249.72
Cleared Transactions	
Checks and Payments - 29 items	-49,480.97
Deposits and Credits - 9 items	38,587.61
Total Cleared Transactions	<u>-10,893.36</u>
Cleared Balance	<u><u>48,356.36</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-245.22</u>
Total Uncleared Transactions	<u>-245.22</u>
Register Balance as of 02/28/2021	<u><u>48,111.14</u></u> 
New Transactions	
Checks and Payments - 5 items	<u>-6,014.53</u>
Total New Transactions	<u>-6,014.53</u>
Ending Balance	<u><u>42,096.61</u></u>

Midway Heights CWD
Reconciliation Detail
10005 - Cash in Checking-1670, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						59,249.72
Cleared Transactions						
Checks and Payments - 29 items						
Bill Pmt -Check	01/14/2021	8668	Anderson's Sierra...	X	-37.34	-37.34
Bill Pmt -Check	01/29/2021	8681	PG&E	X	-281.13	-318.47
Bill Pmt -Check	01/29/2021	8680	AT&T U-verse	X	-52.79	-371.26
Bill Pmt -Check	02/02/2021	8684	MHCWD	X	-5,044.38	-5,415.64
Bill Pmt -Check	02/02/2021	8685	US Bank	X	-2,983.10	-8,398.74
Bill Pmt -Check	02/02/2021	8683	Frontier Communi...	X	-107.56	-8,506.30
Bill Pmt -Check	02/02/2021	8682	Fastenal Company	X	-28.29	-8,534.59
Bill Pmt -Check	02/04/2021	EFT	Paychex, Inc.	X	-15,283.88	-23,818.47
Bill Pmt -Check	02/05/2021	EFT	Paychex, Inc.	X	-3,396.87	-27,215.34
Bill Pmt -Check	02/05/2021	EFT	CalPERS Retire P...	X	-2,632.70	-29,848.04
Bill Pmt -Check	02/05/2021	EFT	CalPERS 457 Pro...	X	-700.00	-30,548.04
Bill Pmt -Check	02/05/2021	EFT	CalPERS Retire P...	X	-626.02	-31,174.06
Bill Pmt -Check	02/05/2021	EFT	CalPERS Retire P...	X	-609.55	-31,783.61
Bill Pmt -Check	02/05/2021	EFT	CalPERS Retire P...	X	-85.34	-31,868.95
Bill Pmt -Check	02/08/2021	8693	Weimar Water Co...	X	-8,463.08	-40,332.03
Bill Pmt -Check	02/08/2021	8689	ESRI	X	-2,000.00	-42,332.03
Bill Pmt -Check	02/08/2021	8688	Dawson Oil Comp...	X	-591.28	-42,923.31
Bill Pmt -Check	02/08/2021	8686	AT & T	X	-321.82	-43,245.13
Bill Pmt -Check	02/08/2021	8690	PG&E	X	-204.79	-43,449.92
Bill Pmt -Check	02/08/2021	8692	Verizon Wireless	X	-154.35	-43,604.27
Bill Pmt -Check	02/08/2021	8687	Cooks Portable T...	X	-140.43	-43,744.70
Bill Pmt -Check	02/08/2021	8691	Staples Credit Plan	X	-77.16	-43,821.86
Bill Pmt -Check	02/09/2021	8694	Cranmer Analytic...	X	-90.00	-43,911.86
Bill Pmt -Check	02/09/2021	8695	Tel-Com	X	-60.00	-43,971.86
Bill Pmt -Check	02/10/2021	EFT	Paychex, Inc.	X	-348.32	-44,320.18
Bill Pmt -Check	02/11/2021	EFT	Wells Fargo	X	-180.51	-44,500.69
Bill Pmt -Check	02/17/2021	8697	PCWA	X	-2,484.03	-46,984.72
Bill Pmt -Check	02/17/2021	8698	Sauers Engineeri...	X	-1,732.50	-48,717.22
Bill Pmt -Check	02/17/2021	8696	Bartkiewicz, Kroni...	X	-763.75	-49,480.97
Total Checks and Payments					-49,480.97	-49,480.97
Deposits and Credits - 9 items						
Deposit	02/01/2021			X	129.88	129.88
Deposit	02/02/2021			X	274.32	404.20
Deposit	02/02/2021			X	11,602.61	12,006.81
Deposit	02/03/2021			X	515.71	12,522.52
Deposit	02/04/2021			X	274.22	12,796.74
Deposit	02/04/2021			X	10,946.47	23,743.21
Deposit	02/10/2021			X	9,814.85	33,558.06
Deposit	02/11/2021			X	285.23	33,843.29
Deposit	02/24/2021			X	4,744.32	38,587.61
Total Deposits and Credits					38,587.61	38,587.61
Total Cleared Transactions					-10,893.36	-10,893.36
Cleared Balance					-10,893.36	48,356.36
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	01/05/2021	1344	Langlands, Tracy		-207.88	-207.88
Bill Pmt -Check	01/29/2021	8679	Anderson's Sierra...		-37.34	-245.22
Total Checks and Payments					-245.22	-245.22
Total Uncleared Transactions					-245.22	-245.22
Register Balance as of 02/28/2021					-11,138.58	48,111.14

Midway Heights CWD
Reconciliation Detail
10005 - Cash in Checking-1670, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	03/01/2021	8701	MHCWD		-5,044.38	-5,044.38
Bill Pmt -Check	03/01/2021	8702	Omega Commerc...		-470.00	-5,514.38
Bill Pmt -Check	03/01/2021	8703	PG&E		-310.16	-5,824.54
Bill Pmt -Check	03/01/2021	8700	Lively Locks & De...		-147.19	-5,971.73
Bill Pmt -Check	03/01/2021	8699	AT&T U-verse		-42.80	-6,014.53
Total Checks and Payments					-6,014.53	-6,014.53
Total New Transactions					-6,014.53	-6,014.53
Ending Balance					-17,153.11	42,096.61

Midway Heights CWD
Reconciliation Summary
10007 · Rate Payer Increase-Check-9798, Period Ending 02/28/2021


	<u>Feb 28, 21</u>
Beginning Balance	5,951.93
Cleared Transactions	
Deposits and Credits - 2 items	<u>5,044.46</u>
Total Cleared Transactions	<u>5,044.46</u>
Cleared Balance	<u>10,996.39</u>
Register Balance as of 02/28/2021	10,996.39
New Transactions	
Deposits and Credits - 1 item	<u>5,044.38</u>
Total New Transactions	<u>5,044.38</u>
Ending Balance	<u><u>16,040.77</u></u>

Midway Heights CWD Reconciliation Detail

10007 · Rate Payer Increase-Check-9798, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,951.93
Cleared Transactions						
Deposits and Credits - 2 items						
Bill	02/02/2021	Feb. ...	MHCWD	X	5,044.38	5,044.38
Deposit	02/28/2021			X	0.08	5,044.46
Total Deposits and Credits					5,044.46	5,044.46
Total Cleared Transactions					5,044.46	5,044.46
Cleared Balance					5,044.46	10,996.39
Register Balance as of 02/28/2021					5,044.46	10,996.39
New Transactions						
Deposits and Credits - 1 item						
Bill	03/02/2021	Marc...	MHCWD		5,044.38	5,044.38
Total Deposits and Credits					5,044.38	5,044.38
Total New Transactions					5,044.38	5,044.38
Ending Balance					10,088.84	16,040.77

Midway Heights CWD
Reconciliation Summary
10009 · Cal Bank and Trust-6809, Period Ending 02/28/2021

	<u>Feb 28, 21</u>
Beginning Balance	35,662.49
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.55</u>
Total Cleared Transactions	<u>0.55</u>
Cleared Balance	<u><u>35,663.04</u></u>
Register Balance as of 02/28/2021	35,663.04 
Ending Balance	35,663.04

Midway Heights CWD Reconciliation Detail

10009 · Cal Bank and Trust-6809, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,662.49
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2021			X	0.55	0.55
Total Deposits and Credits					0.55	0.55
Total Cleared Transactions					0.55	0.55
Cleared Balance					0.55	35,663.04
Register Balance as of 02/28/2021					0.55	35,663.04
Ending Balance					0.55	35,663.04