

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

February 19, 2026, 2:00 p.m. at District Office
16733 Placer Hills Road, Meadow Vista, CA 95722

I. CALL TO ORDER

President Nevins called the meeting to order at 2.04 p.m.

II. ROLL CALL

DIRECTORS PRESENT: Pauline Nevins, President
Stan Burton, Vice-President
Geoff Teigen, Director & ACWA/JPIA

DIRECTORS ABSENT: Trisha Di Paola, Board Treasurer
Ronald Tucker, Director

OTHERS PRESENT: Teddi Deppner, Board Secretary
Gerry LaBudde, Interim General Manager
Hannah Osborn, via Zoom
Wyatt Paul, Field Operations
Jared Solmons, Nigro & Nigro, via Zoom
Tyler Cook, Nigro & Nigro, via Zoom

MEMBERS OF THE PUBLIC: None

III. REVIEW AND APPROVAL OF MINUTES

M/S Stan Burton / Pauline Nevins to accept the January 15, 2026, Regular Meeting minutes as presented.

All ayes – Motion passed by unanimous vote of Directors present.

IV. PUBLIC FORUM

None.

V. GENERAL BUSINESS

A. DISCUSSION & ACTION RE: AUDIT REPORT

Auditors Nigro & Nigro presented an update regarding the FY2025 draft audit report via Zoom. Jared Solmons expressed his confidence that the draft audit should be complete by the end of the month. The plan is to finalize the audit draft for approval at the March 19 regular Board meeting. The auditors recommended considering hire of an accounting consultant to assist with tasks like monthly reconciliations or year-end audit prep.

B. FIELD REPORT

Wyatt Paul presented the January 2026 field report. As the field report was not available in time to include in the board packet, it will be made available on the District website along with the meeting minutes.

C. GENERAL MANAGER'S REPORT

1. Draft MOU with Placer Hills Fire Protection District – After receiving the feedback from the Fire District's legal counsel, we have revised the document and requested input from District legal counsel.
2. Clark construction and reconnection – Per the settlement agreement, the customer has determined the meter size and billing format. Field staff are procuring parts for the meter set and service line modification. After the meter is installed the existing pipeline at the back of the property will be abandoned.
3. PRV project progress – The installation of all four PRVs is complete, and the work went well. The contractor submitted Progress Payment No. 1 (PP-1) for the Coyote Mountain and Cedar Pines PRVs. PP-1 included two change orders totaling \$4,426.57. \$1,342.88 was for material that the District had agreed to supply. The balance was for removal of unforeseen concrete thrust blocks and additional labor and material to correct misalignments and restrain a joint between the PRV and the new thrust block that was installed.
4. PCWA's Financial Assistance Program (FAP) grant application – The District submitted for a \$21,000 grant to do a study on the tie-in to PCWA's system, which would provide redundancy for the treated water system.
5. Field staff asbestos training – Both regular field operations employees completed this training in February.
6. Reservoir update – The video inspection of the reservoir outlet is scheduled between February 27 – March 13. A notice will be sent to customers on Friday, February 20 about the impending outage in the irrigation system. Timing for the inspection is dependent on draining the reservoir to access the outlet structure. Staff are working with the inspection company to complete the inspection quickly and put the reservoir back online to minimize the outage.

Gerry LaBudde and Wyatt Paul exited the meeting after the General Manager's Report.

D. DISCUSSION & ACTION RE: JOB SPECIFICATION UPDATES

This item was moved to the March 19 regular Board meeting.

E. DISCUSSION & ACTION RE: FEE ALIGNMENT (AD-HOC COMMITTEE)

M/S Geoff Teigen / Stan Burton to accept the recommendations of the ad hoc committee.

All ayes – Motion passed by unanimous vote of Directors present.

F. DISCUSSION & ACTION RE: FY2027 BUDGET AD-HOC COMMITTEE

M/S Stan Burton / Geoff Tiegen to accept the FY2027 Ad-Hoc Committee scope statement as presented.

All ayes – Motion passed by unanimous vote of Directors present.

G. DISCUSSION & ACTION RE: OFFICE SOFTWARE

M/S Geoff Tiegen / Stan Burton to accept the recommendation of Google Workspace as the cloud-based office software solution.

All ayes – Motion passed by unanimous vote of Directors present.

H. DISCUSSION & ACTION RE: PAYROLL SOFTWARE

M/S Stan Burton / Pauline Nevins to adopt the Paycom software system as recommended.

All ayes – Motion passed by unanimous vote of Directors present.

VI. FINANCIAL

A. REVIEW OF TREASURER'S REPORT

M/S Stan Burton / Geoff Tiegen to accept the Treasurer's report of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for January 2026 as corrected.

All ayes – Motion passed by unanimous vote of Directors present.

VII. ITEMS FOR INFORMATION

A. UPDATE RE: GENERAL MANAGER RECRUITMENT

President Nevins shared that the initial filing period produced no applicants. The search for a General Manager will continue until the position is filled.

B. EMPLOYMENT POLICY (AD-HOC COMMITTEE)

Following extensive review of the District's 2015 Policy of Employment by a board ad hoc committee and District legal counsel, District staff has completed the formatting of the renamed Personnel Policies. Copies of the policy document will be distributed to staff for review and signatures, and the signed acknowledgment pages will be added to each employee's personnel file.

VIII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board and staff discussed future agenda items.

Updated list of potential agenda items:

1. Six-month budget (March)
2. Job specification updates (March)
3. Policy and Procedures revisions (March)
4. FY2025 audit draft (March)

5. FY2027 Budget Ad-Hoc Committee (April)
6. Draft RFP for rate study
7. District tour
8. Capital Improvement Plan (CIP)
9. Field operations & maintenance manual
10. Vacuum trailer

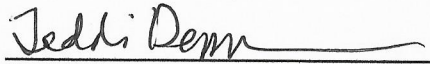
IX. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting will be held on March 19, 2026 at 2:00 p.m. at the District Office.

X. ADJOURNMENT

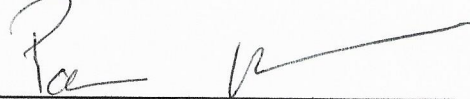
M/S Stan Burton / Geoff Tiegen to adjourn the meeting at 4:38 p.m. Motion passed by unanimous consent.

Respectfully Submitted,



Teddi Deppner
Secretary to the Board

Approved,



Pauline Nevins
President of the Board

Dated: 3-19-26

Midway Heights County Water District

All cited Attachments, Ordinances, Resolutions, and Policies are public information and are on file with the District. Copies are available upon request at the District Office.