

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  
Other member of public via Zoom

**III. REVIEW AND APPROVAL OF MINUTES**

Director Goodwin commented seemed it onerous to ask for the public to follow up with an email to ensure that their public comments were included in the minutes. Also, the District should develop broad guidelines for what should and should not be included in the minutes.

The Secretary responded, that he does not know what comments the public does and does not want to include. The Secretary stated that it was simply a way for the public to insure inclusion in the minutes. The Secretary 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 them amended and that whatever the Board wants in the minutes will be in the minutes.

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.

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

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

David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>
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 standard.

**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	<input type="text" value="4"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value="1"/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						



**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 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

**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.

**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.

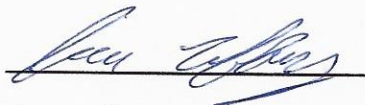
Future agenda items:

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,



Jason Tiffany  
Secretary to the Board  
Midway Heights County Water District

Dated: 4-7-2021

Approved,



Digitally signed by Richard James Goodwin  
Date: 2021.04.07 16:19:23 -07'00'  
Adobe Acrobat version: 11.0.23

For David Wiltsee - BY V.P. GOODWIN FOR  
President of the Board

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.