

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

AGENDA

Regular Board Meeting, January 16, 2025, at 2:00 p.m.

- The following agenda has been prepared and posted at least 72 hours prior to the regular board meeting of the Midway Heights County Water District Board of Directors in accordance with the Ralph M. Brown Act.
- ❖ The chronological order of agenda items does not necessarily mean that each item will be considered in that order. Any listed items may be considered at any time during the meeting, at the discretion of the Board President.
- ❖ The public may address the Board on each agenda item during the Board's consideration of that item. Members of the public may be asked to state their name for the record but are not required to do so.
- ❖ The Board is prohibited by law from acting on any matter not appearing on the posted agenda, except in certain cases provided for in the Brown Act.
- Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection at the District Office at the address listed above.
- ❖ 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 the District Office at (530) 878-8096. Requests must be made as early as possible, and at least one full business day before the start of the meeting.
- ❖ In accordance with Government Code Sec. 54954.2(a), this notice and agenda were posted at the following locations: MHCWD Office; Meadow Vista Post Office; Meadow Vista Village Center; at the intersection of Placer Hills and Peaceful Valley Roads; and at the intersection of Oak Hill and Hillsdale Roads.

AGENDA

Regular Board Meeting, January 16, 2025

I. CALL TO ORDER

II. ROLL CALL OF DIRECTORS

Establish a quorum and identify for the minutes any other persons attending. Members of the public may remain anonymous in the minutes unless they wish to participate in the Public Forum, below, or comment on other agenda items.

III. REVIEW AND APPROVAL OF MINUTES (Page BP 4)

The minutes from the December 19, 2024, Regular Meeting will be discussed and may be approved.

IV. PUBLIC FORUM

This time is scheduled for comments from members of the public concerning subjects that do <u>not</u> specifically appear as items elsewhere on the agenda. The total time allotted for the public forum session is generally limited to 20 minutes. Discussion on each particular issue is limited to 10 minutes. Individuals are limited to approximately 3 minutes of public comments.

Potential issues or action items raised during the Public Forum will be noted by the Secretary and offered for discussion during the Calendar Review later in the session.

V. GENERAL BUSINESS

- A. DISTRICT OVERVIEW AND ORIENTATION FOR NEW BOARD MEMBERS
- B. DISCUSSION & ACTION RE: THE DISTRICT CONTINUITY PLAN
- C. DISCUSSION & ACTION RE: ADVERTISEMENT OF OFFICE & OPERATION HOURS

D. FIELD REPORT (Page BP 8)

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

E. GENERAL MANAGER'S REPORT

Updates:

- 1. Exploration of consolidation of the District with Placer County Water Agency
- 2. Treated PRV replacement project
- 3. Website content updates assigned to Office Technician

VI. FINANCIAL

A. TREASURER'S REPORT (Pages BP 9-15)

The Treasurer's Report of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for December 2024, as provided in the Board Packet, is offered for discussion and may be approved.

AGENDA

Regular Board Meeting, January 16, 2025

VII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board and staff may take this opportunity to ask questions; provide or receive information; make requests or provide directions regarding subsequent meeting agendas.

Current list of potential agenda items:

- 1. Management Continuity Plan update
- 2. Water Quality presentation
- 3. Communications policy
- 4. Auditors contract
- 5. Six-month budget review
- 6. PCWA consolidation exploration presentation
- 7. LAFCO presentation

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting, unless otherwise decided in session, will be held February 20, 2025, at 2:00 p.m. at the District Office.

IX. CLOSED SESSION: CONFERENCE - POTENTIAL LITIGATION

- Closed session for conference with legal counsel concerning anticipated litigation (Gov Code 54956.9, subd (d)(2)) – real property dispute with Jeffrey and Jaimey Mulvaney Clark.
- 2. Return to Open Session.
- 3. Report of actions taken in Closed Session, if any.

X. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

December 19, 2024, 2:00 p.m. at District Office 16733 Placer Hills Road, Meadow Vista CA. 95722

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President Nevins called the meeting to order at 2.00 p.m.

ROLL CALL II.

> **DIRECTORS PRESENT:** Pauline Nevins, President

> > Trisha Di Paola, Board Treasurer Stan Burton, Director & ACWA/JPIA

Geoff Teigen, Director

DIRECTORS ABSENT: Ronald Tucker, Director

Teddi Deppner, Board Secretary OTHERS PRESENT:

Jason Tiffany, General Manager Wyatt Paul, Field Operations

Hannah Osborn, Office Technician

MEMBERS OF THE PUBLIC: None

III. **REVIEW AND APPROVAL OF MINUTES**

M/S Stan Burton / Geoff Teigen to accept the November 21, 2024, Regular Meeting minutes as amended.

Pauline Nevins	Aye X	Nay	Abstain	Absent	
Trisha Di Paola	Aye X	Nay	Abstain	Absent	
Stan Burton	Aye X	Nay	Abstain	Absent	
Ronald Tucker	Aye	Nay	Abstain	Absent	Χ
Geoff Teigen	Aye X	Nay	Abstain	Absent	
Board Totals:	Aves 4	Navs	Ahstain	Ahsent	1

Motion Result: Passed X Failed

IV. PUBLIC FORUM

None.

GENERAL BUSINESS V.

DISCUSSION & ACTION RE: ELECTION OF BOARD OFFICERS Α.

M/S Stan Burton / C Burton as Vice-Presi as ACWA/JPIA Repre 2025.	ident, Trisha DiP	aola as Board	Treasurer, and G	eoff Teigen
Pauline Nevins	Aye X	Nay	Abstain	Absent
Trisha Di Paola	Aye X	Nay	Abstain	Absent
Stan Burton	Aye X	Nay	Abstain	Absent
Ronald Tucker	Aye	Nay	Abstain	Absent X
Geoff Teigen	Aye X	Nay	Abstain	Absent
Ocon reigen	Ayc X	ivay	Abstairi	Abscrit
Board Totals:	Ayes 4	Nays	Abstain	Absent 1
Motion Result:	Passed X	Failed		
B. APPOINTME	NT OF SECRETA	RY TO THE BO	ARD	
M/S Stan Burton /	Trisha DiPaola	to appoint Te	ddi Deppner as S	ecretary to
the Board, effective	e her hire date of	November 21,	2024.	
Pauline Nevins	Aye	Nay	Abstain	Absent
Trisha Di Paola	Aye X	Nay	Abstain	Absent
Stan Burton	Aye X	Nay	Abstain	Absent
Ronald Tucker	Aye	Nay	Abstain	Absent X
Geoff Teigen	Aye X	Nay	Abstain	Absent
Board Totals:	Ayes 4	Nays	Abstain	Absent 1
Motion Result:	Passed X	Failed		
C. DISCUSSION	I & ACTION PE	THE DISTRICT	CONTINUITY PLAI	N
The latest version of The Board to continue.				
The Board to contin	nde review and e	alscuss agailt a	t the next regular	meeting.
D DIGGLIGGIGA	LAND APPROVA	L OF DEGEMEN	-D NEWOLETTED	
D. DISCUSSION	N AND APPROVA	T OF DECEMBI	ER NEWSLETTER	
M/S Stan Burton /	Trisha DiPaola	to approve the	December news	letter as
presented.				
Pauline Nevins	Aye X	Nay	Abstain	Absent
Trisha Di Paola	Aye X	Nay	Abstain	Absent
Stan Burton	Aye X	Nay	Abstain	Absent
Ronald Tucker	Aye	Nay	Abstain	Absent X
Geoff Teigen	Aye X	Nay	Abstain	Absent
Board Totals:	Ayes 4	Nays	Abstain	Absent 1
Motion Result:	Passed X	Failed		

E. FIELD REPORT

The field report was presented by Wyatt Paul.

F. GENERAL MANAGER'S REPORT

Exploration of consolidation of the District with Placer County Water Agency
General Manager provided a copy of his response to PCWA's email referenced in
the November meeting regarding the consolidation exploration update.

President Nevins offered a summary of the topic to the new Board members.

2. Audit update

Larry Bain CPA performed an audit in December and a draft document is expected for review at the regularly scheduled February Board meeting. The audit company contract expires with the completion of the 2024 audit. The District will invite audit proposals at a later date.

3. Purchase of a vacuum trailer

Reviewed progress on the investigation into purchasing a 100-150 gallon vacuum trailer.

4. Treated PRV replacement project

Still in progress; reviewing the project with staff before further updates.

VI. FINANCIAL

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

<u>M/S Trisha DiPaola / Stan Burton</u> to accept the Treasurer's reports for November 2024 as corrected to identify payee as Wells Fargo, check #9741 (line item dated 11/12/24 on board packet page BP 14).

Aye X	Nay	Abstain	Absent	
Aye X	Nay	Abstain	Absent	
Aye X	Nay	Abstain	Absent	
Aye	Nay	Abstain	Absent	Χ
Aye X	Nay	Abstain	Absent	
			_	
Ayes 4	Nays	Abstain	Absent	1
Passed X	Failed			
	Aye X Aye X Aye X Aye X Aye X Aye X	Aye X Nay Nay Aye X Nay	Aye X Nay Abstain Abstain Aye X Nay Abstain	Aye X Nay Abstain Absent Absent Aye X Nay Abstain Abstain Absent Aye X Nay Abstain Absent Absent Aye X Nay Abstain Abstain Absent Absent Ayes 4 Nays Abstain Abstain Absent Absent Absent Abstain Absent Absent Abstain Absent Absent Abstain Absent Abstain Absent Absent Abstain Absent Absent Abstain Abs

VII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board and staff discussed future agenda items.

<u>Updated list of potential agenda items:</u>

District Overview and Orientation for New Board Members

Management Continuity Plan update

Water Quality presentation jointly with State Water Quality Control Board

Communications policy

Auditors contract

Six-month budget review

Website content and update schedule

PCWA consolidation exploration presentation

LAFCO presentation

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting will be held on January 16, 2025 at 2:00 p.m. at the District Office.

IX. CONFERENCE-POTENTIAL LITIGATION

Closed session for conference with legal counsel concerning anticipated litigation (Gov Code 54956.9, subd (d)(2)) – real property dispute with Jeffrey and Jaimey Mulvaney Clark.

The Board went into closed session at 3:40 p.m. The Board came out of closed session at 4:40 p.m.

No reportable action.

X. ADJOURNMENT

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Meeting adjourned at 4:45 p.m.

Respectfully Submitted,	Approved,
Teddi Deppner Secretary to the Board	Pauline Nevins President of the Board
	Dated:

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.

MHCWD

Monthly Field Report for the month of December 2024

FLOW RECORDS

Treated Water purchased:

2.59 million gallons for an average service connection use of 205 gallons per day, based on 452 active service connections. Based on current data for November 2024.

Irrigation Water purchased:

9 million gallons with an estimated demand of 8.8 million gallons and an estimated usage of 806 gallons per day per customer based on 354 active services.

FIELD ACTIVITIES

- 18 Service Calls:
- 1 After Hours Calls:
- 0 Main Line/System Repairs:
- 0 Service Disconnections:
- 0 New Service Connections:
- 0 Service Installations:
- 57 <u>Double Check Valves Tested:</u>
- 7 <u>Underground service alerts</u>:

<u>Miscellaneous:</u> Monthly Bac-T samples, Maintenance at all facilities. All annual reports completed.

MIDWAY HEIGHTS COUNTY WATER DISTRICT FUNDS SUMMARY

DECEMBER 2024

REGULAR BOARD MEETING JANUARY 2025

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005): Balance as of: (11/30/24) \$448,297.78 *(Includes: Current Fiscal Year Operation Fund, Capital Facilities Funds, Emergency Fund, Rehabilitation and Replacement Reserve Funds and Rate Stabilization Funds) Wells Fargo Bank: Adjusted Bank Statement Balance (12/31/24–Reconciled to Checking Account #1670 General) ** \$ 56,661.06 **CALIFORNIA BANK & Trust:** Adjusted Bank Statement Balance (12/31/24- Reconciled Money Market Account #6809 Tank Loan) ** \$ 54,600.99 **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 (12/31/24) \$465,064.12 APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF DECEMBER 2024 Treasurer of the Board

11:01 AM 01/08/25

Midway Heights CWD Reconciliation Summary

10005 · Cash in Checking-1670, Period Ending 12/31/2024

59,356.93	Ending Balance
2,695.87	Total New Transactions
2,695.87	New Transactions Deposits and Credits - 3 items
56,661.06	Register Balance as of 12/31/2024
-11,460.19	Total Uncleared Transactions
-11,460.19	Uncleared Transactions Checks and Payments - 3 items
68,121.25	Cleared Balance
-39,734.68	Total Cleared Transactions
-75,228.39 35,493.71	Checks and Payments - 34 items Deposits and Credits - 22 items
107,855.93	Beginning Balance
Dec 31, 24	

10005 · Cash in Checking-1670, Period Ending 12/31/2024

Type	Date	Num	Name	C	Amount	Balance
Beginning Balance	ce :					107,855.93
Checks and Paymen	Payments - 34 items	items				
Pmt-Check	11/08/2024	9732	Continental Utility Solutions, Inc	×	-2,000.00	-2.000.00
Pmt	11/26/2024	9747	PCWA	×	-9,893.13	-11,893.13
Pmt		9751	PCWA	×	-6,418.19	-18,311.32
		9749	Triton Construction Services	×	-4,550.00	-22,861.32
Pmt	11/26/2024	9750	US Bank	×	-1,539.15	-24,400.47
Pmt		9744	Cole-Huber	×	-900.00	-25,300.47
		9748	PG&E	×	-281.80	-25,582.27
		9743	Big Brand Tire & Service	×	-142.88	-25,725.15
		9742	AT&T-CalNet	×	-128.23	-25,853.38
		9745	Cranmer Analytical Laboratory	×	-110.00	-25,963.38
Bill Pmt -Check		Ш	Paychex, Inc.	×	-20,275.14	-46,238.52
Bill Pmt -Check			CalPERS Health Benefits Division	×	-3,276.86	-49,515.38
Bill Pmt -Check	12/09/2024		CalPERS Retire Payments	×	-1,829.27	-51,344.65
Bill Fmt -Check	12/09/2024		CalPERS Retire Payments	×	-1,675.10	-53,019.75
Check	12/11/2024		Wells Fargo	×	-41.03	
	12/12/2024	9755	California Bank & Trust	×	-4,519.20	-57,579.98
	12/12/2024	9764	US Bank	×	-1,787.01	-59,366,99
	12/12/2024	9758	Dawson Oil Company	×	-665.19	-60,032.18
	12/12/2024	9761	PG&E	×	-229.38	-60,261.56
H C	12/12/2024	9765	Verizon Wireless	×	-206.76	-60,468.32
	12/12/2024	EF-1	Paychex, Inc.	×	-190.25	-60,658.57
romate at	12/12/2024	9760	Frontier Communications	×	-174.50	-60,833.07
	12/12/2024	9756	Cooks Portable Toilets	×	-161.08	-60,994.15
	12/12/2024		CalPERS 457 Program	×	-150.00	-61,144.15
	12/12/2024	9757		×	-110.00	-61,254.15
	12/12/2024	9753	AT&T U-verse	×	-95.59	-61,349.74
ב ה ה	12/12/2024	9763	Tel-Com	×	-65.00	-61,414.74
-	12/12/2024	9754	Auburn Trophies	×	-52.14	-61,466.88
Bill Pmt -Check	12/12/2024	9759	Employee Relations	×	-38.31	-61,505.19
						•

10005 · Cash in Checking-1670, Period Ending 12/31/2024

	Balance	-61,522.51	-62,279.51	-71,195.31	-75,163.07	-75,228.39	-75,228.39		333.74	926.05	1,603.82	11,534.49	11,686.37	15,884.90	16,096.83	16,535.02	17,010.34	17,635.83	26,566.15	26,641.59	27,028.38	27,228.38	27,722.40	28,320.15	2,446.6	32,587.21	3.01	303.5
	Amount	-17.32	-757.00	-8,915.80	-3,967.76	-65.32	-75,228.39		333.74	592.31	677.77	9,930.67	151.88	4,198.53	211.93	438.19	475.32	625.49	8,930.32	75.44	386.79	200.00	494.02	597.75	4,126.46	140.60	425.04	291.32
9 12/3/1/2024	Cir	 × 	×	×	×	×			×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×
1000 Casil III Cliechilg-1070, Period Eliding 12/3/1/2024	Name	AT&T-CalNet	Property Concepts	PCWA	PCWA	ChoiceBuilder Insurance Services																						
_	Num	9752	926	89/6	69/6			sme																				
	Date	12/12/2024	12/13/2024	12/19/2024	12/19/2024	12/23/2024	and Payments	Credits - 22 items	12/02/2024	12/03/2024	12/04/2024	12/04/2024	12/05/2024	12/05/2024	12/09/2024	12/09/2024	12/09/2024	12/09/2024	12/11/2024	12/13/2024	12/16/2024	12/17/2024	12/17/2024	12/23/2024	12/23/2024	12/24/2024	12/26/2024	12/30/2024
	Туре					Bill Pmt -Check	Total Checks and Payments	Deposits and	Deposit																			
3F	<u>12</u>																											

11:05 AM 01/08/25

11:05 AM 01/08/25

	Balance	35,205.81 35,493.71	35,493.71	-39,734.68	68,121.25	-750.30 -9,437.80 -11,460.19	-11,460.19	-11,460.19	56,661.06	232.61 653.72 2,695.87	2,695.87	2,695.87	59,356.93
	Amount	1,902.24	35,493.71	-39,734.68	-39,734.68	-750.30 -8,687.50 -2,022.39	-11,460.19	-11,460.19	-51,194.87	232.61 421.11 2,042.15	2,695.87	2,695.87	-48,499.00
ng 12/31/2024	ਹੋ	 ×× 											
10005 · Cash in Checking-1670, Period Ending 12/31/2024	Name					Occu-Med Ltd. Sauers Engineering Inc. ACWA Joint Powers Insurance							
1	Num					9746 9746 9762 9767			4	S			
	Date	12/30/2024 12/31/2024	s and Credits	Fransactions		Incleared Transactions Checks and Payments - 3 items Pmt -Check 11/26/2024 97 Pmt -Check 12/12/2024 97 Pmt -Check 12/19/2024 97	Total Checks and Payments	d Transactions	as of 12/31/202	lew Transactions Deposits and Credits - 3 items osit 01/02/2025 osit 01/08/2025	s and Credits	sactions	
	Туре	Deposit Deposit	Total Deposits and Credits	Total Cleared Transactions	Cleared Balance	Uncleared Transactions Checks and Payments Bill Pmt -Check 11/26/2(Bill Pmt -Check 12/12/2(Total Checks	Total Uncleared Transactions	Register Balance as of 12/31/2024	New Transactions Deposits and Cre Deposit Deposit Deposit O1	Total Deposits and Credits	Total New Transactions	Ending Balance
BF	<u>13</u>												

11:28 AM 01/08/25

Midway Heights CWD Reconciliation Summary

10009 · Cal Bank and Trust-6809, Period Ending 12/31/2024

	Dec 31, 24	, 24
Beginning Balance Cleared Transactions		77,454.28
Checks and Payments - 1 item Deposits and Credits - 2 items	- 1 item -27,392.99 4,539.70	
Total Cleared Transactions	ons -22,853.29	3.29
Cleared Balance		54,600.99
Register Balance as of 12/31/2024	/31/2024	54,600.99
Ending Balance		54,600.99

10009 · Cal Bank and Trust-6809, Period Ending 12/31/2024

Balance	77,454.28	-27,392.99	-27,392.99	4,519.20	4,539.70	4,539.70	-22,853.29	54,600.99	54,600.99	54,600.99
Amount		-27,392.99	-27,392.99	4,519.20	20.50	4,539.70	-22,853.29	-22,853.29	-22,853.29	-22,853.29
Ċ		×		×	×					
Name		State Water Resources Control Board		ns California Bank & Trust					4	
Date	ginning Balance Sleared Transactions Checks and Payments - 1 item	12/31/2024	Total Checks and Payments	Deposits and Credits - 2 items	12/31/2024	and Credits	ransactions		as of 12/31/202	
Type	Beginning Balance Cleared Transactions Checks and Paymen	DIII PIMI -CHECK	Total Checks	Deposits and Bill	Ceposit	Total Deposits and Credits	Total Cleared Transactions	Cleared Balance	Register Balance as of 12/31/2024	Ending Balance

11:31 AM 01/08/25