

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**

**Regular Board Meeting Minutes**

July 20, 2023, 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 2:00 p.m.

**II. ROLL CALL**

**DIRECTORS PRESENT:** Pauline Nevins, President  
Richard Goodwin, Vice-President  
Tom Kane, Board Treasurer  
Ronald Tucker, Director & CSDA Rep.  
Trisha Di Paola, Director & ACWA/JPIA Rep  
Appointed under Section V, Item (A)

**DIRECTORS ABSENT:** None

**OTHERS PRESENT:** Jason Tiffany, GM and Board Secretary  
Robert Brown, Field Manager, MHCWD

**MEMBERS OF THE PUBLIC:** None

**III. REVIEW AND APPROVAL OF MINUTES**

M/S Richard Goodwin/Tom Kane to accept the June 15, 2023, Regular Meeting minutes as written.

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

Board Totals: Ayes  Nays  Abstain  Absent

Motion Result: Passed  Failed

**IV. PUBLIC FORUM**

None

**V. GENERAL BUSINESS**

**A. DISCUSSION AND ACTION RE: APPOINTMENT OF NEW DIRECTOR**

M/S Tom Kane/Pauline Nevins to appoint Trisha Di Paola as Director.

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

Board Totals: Ayes  Nays  Abstain  Absent

Motion Result: Passed  Failed

**B. DISCUSSION AND ACTION RE: ELECTION OF BOARD OFFICERS**

M/S Tom Kane/Ronald Tucker to adopt, via slate, the following motion: President Nevins, Vice President Goodwin, Treasurer Kane, and Directors CSDA rep Tucker and ACWA/JPIA rep Di Paola

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

Board Totals: Ayes  Nays  Abstain  Absent

Motion Result: Passed  Failed

**C. DISCUSSION AND ACTION RE. EMPLOYEE COMPENSATION STUDY**

M/S Richard Goodwin/Ronald Tucker to approve an ad-hoc committee consisting of President Nevins, Vice President Goodwin, and customer Pene Todd, to review a Salary and Compensation Study by Bryce Consulting; services contracted at a cost of \$5,890.

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

Board Totals: Ayes  Nays  Abstain  Absent

Motion Result: Passed  Failed

**D. DISCUSSION AND ACTION RE: ADDITIONAL COMPENSATION, ON A ONE-TIME BASIS, FOR FIELD MANAGER ROBERT BROWN**



**M/S Tom Kane/Richard Goodwin** to approve a one-time increase in compensation for Field Manager, Robert Brown, in the amount of \$4,116.42, for additional duties performed during the time period January 27, 2023, through June 8, 2023.

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

Board Totals: Ayes  Nays  Abstain  Absent

Motion Result: Passed  Failed

**E. DISCUSSION AND ACTION RE: CONSIDER APPROVAL OF A CONTRACT FOR PURCHASING TREATED WATER FROM PLACER COUNTY WATER AGENCY**

**M/S Richard Goodwin/Ronald Tucker** to approve the contract for purchasing treated water from Placer County Water Agency.

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

Board Totals: Ayes  Nays  Abstain  Absent

Motion Result: Passed  Failed

**F. DISCUSSION AND ACTION RE: BOARD SECRETARY AD-HOC COMMITTEE UPDATE**

**M/S Pauline Nevins/Tom Kane** to approve a contract with Robert Half to recruit for the position of Office Technician/Board Secretary.

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

Board Totals: Ayes  Nays  Abstain  Absent

Motion Result: Passed  Failed

**G. DISCUSSION AND ACTION RE: AMENDED BUDGET FOR FISCAL YEAR 2024**

**M/S Pauline Nevins/Tom Kane** to approve the 2024 Fiscal Year budget as amended.

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

Board Totals: Ayes  Nays  Abstain  Absent

Motion Result: Passed  Failed

**H. FIELD REPORT**

The Board reviewed the report provided in the Board packet and as presented by District Field Manager Robert Brown.

**I. GENERAL MANAGERS REPORT**

The GM discussed the following topics:

- Employee vacancies update - candidates for the office and field positions have been selected, both with starting dates the first week of August.
- Reimbursement issue - customer has agreed to a payment plan
- The Hillsdale Project has a tentative start date set for September 11, 2023
- The Management Continuity Report is in progress

**VI. FINANCIAL**

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

M/S Richard Goodwin/ Pauline Nevins to accept the report for June 2023.

Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ron Tucker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Trisha Di Paola	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes  Nays  Abstain  Absent

Motion Result: Passed  Failed

**VII. GENERAL DISCUSSION AND CALENDAR REVIEW**

The Board and staff discussed future agenda items.

Updated list of potential agenda items:

1. Document Retention Policy.

2. Scope of Public Information accessible via the website.
3. Adoption of Rosenberg's Rules of Order.

**VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME**

The next regular meeting is set for September 21, 2023, at 2:00 p.m. at the District Office.

**IX. ADJOURNMENT**

President Nevins adjourned the meeting at 3:45 p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
Jason Tiffany  
Secretary to the Board

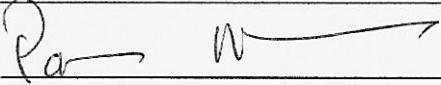
Approved,  
  
\_\_\_\_\_  
Pauline Nevins  
President of the Board

Dated: 9/21/23

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.



## AD-HOC COMMITTEE SCOPE STATEMENT

<b>Title</b>	Employee Compensation Ad-Hoc Committee	
<b>Purpose</b>	Work with the consulting firm hired to review the Midway Heights staff compensation structure to assure that comparable water districts are being considered, that factors unique to Midway Heights receive proper weight, and that final recommendations to the Board support constructive actions.	
<b>Estimated Completion Date:</b> _____ <b>Date of Board Action:</b> 9/21/2023		<b>Director Fees Authorized:</b> <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <b>Number of Authorized Meetings:</b> n/a <b>Access to District Counsel:</b> <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
<b>Committee Members</b>  <small>No more than two Directors may serve together.</small>	Director 1, <b>Richard Goodwin</b> , Chair Director 2. <b>Pauline Nevins</b> Non-Director Participant: <b>Pene Todd</b> , customer and business owner	
<b>Committee Scope</b>	<ul style="list-style-type: none"> <li>• Assist Consultant, as needed, with its review of factors related to staff compensation and benefits, staffing policy, and staff retention.</li> <li>• Assist Consultant, as needed, with identifying comparable districts to survey and with obtaining documentation from District staff (District compensation policies, payment records, etc.).</li> <li>• Assure that proper weight is given to unique factors in the MHCWD environment.</li> <li>• Review draft Consultant work products prior to Consultant's concluding presentation to the Board and identify actions for Board consideration.</li> </ul>	
<b>What is Out of Scope</b>	Matters unrelated to employee compensation policy.	
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• On the date for Board action, Consultant will present its Draft Compensation Study Report.</li> <li>• Ad-hoc committee will present its recommendations for Board action based on the Study results.</li> </ul>	
<b>Approval</b>	 _____ Pauline Nevins, President	
	7/20/23 Date	