



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

## **AGENDA**

### **Regular Board Meeting, December 16, 2021, at 6:00 P.M.**

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- ❖ 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. 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 acting 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; and at the intersection of Oak Hill and Hillsdale Roads.

# AGENDA

Regular Board Meeting, December 16, 2021

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## I. CALL TO ORDER

Establish a quorum and identify for the minutes any other persons attending. Members of the public may remain anonymous if they wish.

## II. ROLL CALL OF DIRECTORS

## III. REVIEW AND APPROVAL OF MINUTES Pages 4 to 7

The minutes from the November 18, 2021, 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 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.

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

## V. GENERAL BUSINESS

### A. DISCUSSION AND ACTION RE: ANNUAL ELECTION OF BOARD OFFICERS Page 8

Directors will nominate and appoint Board Officers for the coming year from among their number.

### B. CONSENT CALENDAR

1. Directors Reports
2. Miscellaneous Information and Correspondence

### C. BRIEFINGS RE: JPIA AND CSDA CURRENT EVENTS

Directors elected as liaison to either of these two organizations may present reports regarding matters that deserve the Board's attention.

### D. DISCUSSION & ACTION RE: AUTHORIZING STAFF TO AWARD BID FOR THE RECOVER CAPACITY AND IMPROVE OPERATIONS AT DISTRICT RESERVOIR PROJECT AND AUTHORIZING THE FILING OF A CATEGORICAL EXEMPTION NEGATIVE DECLARATION WITH THE COUNTY. Pages 9 to 12

Consideration and possible approval of staff's selection from among the qualifying bids received and issuance of a related report to Placer County.

### E. DISCUSSION & ACTION RE: STRATEGIC PLANNING. Pages 13 to 18

1. Interim Report by the Chair of the Strategic Planning Ad-Hoc Committee.
2. Presentation and Review of Ad Hoc Committee deliverable, Draft Strategic Goals and Sample Objectives.
3. Report on District Counsel's estimate of cost for an opinion re: sole-source bid by Elyon.

# AGENDA

Regular Board Meeting, December 16, 2021

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## F. DISCUSSION & ACTION RE: NEW WEBSITE

1. Directors' feedback on draft site as presented in the prior meeting.
2. Possible selection of a public release date.

## G. FIELD REPORT Page 19

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

## H. GENERAL MANAGER'S REPORT Page 20

Review the Report as provided in the Board Packet and/or as delivered by the GM.

## VI. FINANCIAL

### A. TREASURER'S REPORT: APPROVAL OF ACCOUNT TRANSFERS AND BILLS PAID Pages 21 to 28

Fund Summaries and Checking Account Reconciliation Registers showing the balances of all the District's funds and bills paid for the prior month will be reviewed, discussed, and acted upon by the Board.

### B. FY 2023 BUDGET AD HOC COMMITTEE (AHC) Page 29

1. Discuss the AHC Scope Statement Draft and suggest corrections.
2. Discuss the choice of a budgeting methodology for recommended use by the AHC.

## 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 direction regarding subsequent meeting agendas.

### Current list of unscheduled agenda items:

1. Policy re: Consent Calendar.
2. Policy re: Directors Reports.
3. Policy re: Format/content of minutes, inclusion of public comments.
4. Policy re: Board members who share a household.

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

Unless otherwise decided, the next regular meeting will be January 20, 2022, at 6:00 PM

## IX. ADJOURNMENT

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**

**Regular Board Meeting Minutes**

November 18, 2021, 6:00 P.M. at District Office  
16733 Placer Hills Road, Meadow Vista CA. 95722

**I. CALL TO ORDER**

President Goodwin called the meeting to order at approximately 6:00 PM.

**II. ROLL CALL**

**DIRECTORS PRESENT:** Richard Goodwin, President  
Don Rushton, Vice-President  
Jim Mehl, District Treasurer  
Craig Stone, ACWA/JPIA Representative  
Pauline Nevins, CSDA Representative

**DIRECTORS ABSENT:** None

**OTHERS PRESENT:** Robert Brown, Field Manager  
Nathan Longly, Water Utility Maintenance Worker II

**MEMBERS OF THE PUBLIC:** Tracy Langlands  
Dianne Tiffany

**III. REVIEW AND APPROVAL OF MINUTES**

**M/S Jim Mehl/ Pauline Nevins** to accept the October 21, 2021 minutes as written.

Richard Goodwin	Aye	X	Nay		Absent		Abstain	
Jim Mehl	Aye	X	Nay		Absent		Abstain	
Pauline Nevins	Aye	X	Nay		Absent		Abstain	
Donald Rushton	Aye		Nay		Absent		Abstain	X
Craig Stone	Aye		Nay		Absent		Abstain	X
Board Totals	Aye	3	Nay		Absent		Abstain	2
Passed Unanimously:	Yes							

**IV. PUBLIC FORUM**

Tracy Langlands stated that she was recording the meeting. Ms. Langlands, a former Board member, stood addressed the Board.

Her concerns were:

- Did not understand why the Board was having a meeting given the lack of agenda items and the lack of courtesy that some of the Board members were showing to the General Manager while he was out of town dealing with family health issues.

- That the Board in general, and the three newer Directors in particular, had had a whole year and had not accomplished anything with regard to Strategic Planning.
- Accused Ms. Nevins' daughter of misusing using her position as a State attorney during previous Zoom meetings. Ms. Langlands also threatened to bring friends to meetings and post comments on social media.”

## **V. GENERAL BUSINESS**

### **A. CONSENT CALENDAR**

- 1. DIRECTORS REPORTS - none.**
- 2. MISCELLANEOUS INFORMATION AND CORRESPONDENCE - none.**

### **B. BRIEFINGS RE: JPIA AND CSDA CURRENT EVENTS**

Director Stone questioned why this item needs to be on the agenda. Director Rushton and Director Nevins stated that they had visited the CSDA web site concerning strategic planning training.

### **C. DISCUSSION AND ACTION RE: STRATEGIC PLANNING.**

The Ad-hoc Committee has met 4 times: 9/22; 9/30; 11/10; 11/16.

Ad-hoc member Director Nevins presented a summary of activities of the committee to date:

- Developed a work plan to produce the Ad-Committee Scope statement deliverables.
- Drafted letter to PCWA to redo adjustment to Grant Agreement.
- Requested and reviewed Strategic Planning documents from prior Board Meetings provided by the General Manager (Material spanned 8 years beginning June 2013) .
- Discussed consultant recruitment. General Manager to provide input.
- Developed a Request for Proposal and a Draft Statement of Strategic Goals and Sample Objectives for presentation to the Board at the next meeting.
- Note: Plan to meet with the General Manager in December to provide him an opportunity for feedback on the committee's next Board meeting package, and to discuss next steps.

Director Stone voiced his concern about the financial risk exposure to the District by using the intellectual property from Elyon Strategies to move forward with the plan without involving Elyon Strategies. The work done by Elyon Strategies was used to secure the grant for the plan.

Director Rushton suggested having the attorney review the risk to the District.

Director Mehl wanted to see a written proposal before going to the attorney. Director Mehl commented that the FAP Strategic Plan Grant from PCWA does not require that the District select Elyon to perform the project.

Board President Goodwin stated that he would contact the attorney to investigate the cost and have this issue on the next agenda.

**D. FIELD REPORT**

Field Manager Robert Brown presented the field report to the Board.

**E. GENERAL MANAGERS REPORT**

Nathan Longly, Water Utility Maintenance Worker II, did a presentation on a draft of the District’s new web site which he is working on. The Board is to review the draft web site and give feedback at the next meeting. Mr. Brown and Mr. Longly discussed the General Manager’s bullet points. Director Rushton complimented the staff on a job well done.

**VI. FINANCIAL.**

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

Board Treasurer Mehl reported that fuel and electrical cost will probably have to be increased in the budget. Additionally, the six-month budget review will be coming up in February.

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

Richard Goodwin	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"/>
Pauline Nevins	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"/>
Craig Stone	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. GENERAL DISCUSSION AND CALENDAR REVIEW**

The Board wanted to make the budget process a priority and to have it on the December agenda.

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

The next regular meeting date is set for December 16, 2021, at 6 P.M.

**IX. ADJOURNMENT**

President Goodwin adjourned the meeting at 7:15 P.M.

Respectfully Submitted,

Approved,

\_\_\_\_\_

Jason Tiffany  
Secretary to the Board  
Midway Heights County Water District

\_\_\_\_\_

Richard Goodwin  
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.

DRAFT

**MHCWD  
MEMO**

**12/16/21  
BOARD MEETING AGENDA  
ITEM V-A**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: ANNUAL ELECTION OF BOARD OFFICERS

By motion the Board needs to take the following action:

1. The Board officers to be elected:

- President
- Vice-President
- Board Treasurer
- ACWA/JPIA Representative: This office must file a separate form 700 with the JPIA.
- CSDA Representative



TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: AUTHORIZING STAFF TO AWARD BID FOR THE RECOVER CAPACITY AND IMPROVE OPERATIONS AT DISTRICT RESERVOIR PROJECT AND AUTHORIZING THE FILING OF A CATEGORICAL EXEMPTION NEGATIVE DECLARATION WITH THE COUNTY

The District received five bids for this project. The apparent low bid is Lorang Brothers Construction, Inc. at \$99,400 with an additive alternative for reservoir sealing of an additional \$34,595.

As a reminder, the estimate for construction is \$130,000. The District has spent about \$28,000 on parts, rental equipment and contractors.

The total for construction at this point is \$127,453.19 and is on budget.

Please see the attached documents:

1. Bid schedule summary
2. Engineer's recommendation
3. Notice of exemption


<b><u>RECOVER CAPACITY AND IMPROVE OPERATIONS AT DISTRICT RESERVOIR</u></b>			<b>Lorang Brothers Construction Inc.</b>		<b>Gabe Mendez Inc.</b>		<b>Sierra National Construction Inc.</b>		<b>BWD General Engineering Contractors</b>		<b>Baldoni Construction Service Inc.</b>	
<b><u>Bid Item</u></b>	<b>Quantity</b>	<b>Units</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>
<b>Mobilization/Demobilization</b>	1	LS	\$11,400	\$11,400	\$11,750	\$11,750	\$15,000	\$15,000	\$7,000	\$7,000	\$9,875	\$9,875
<b>Bypass Retrofit / Valve installations</b>	2	Each	\$10,000	\$20,000	\$8,500	\$17,000	\$12,815	\$25,630	\$10,000	\$20,000	\$19,750	\$39,500
<b>Outlet retrofit / Slide gate installation</b>	1	LS	\$20,000	\$20,000	\$18,000	\$18,000	\$18,700	\$18,700	\$18,000	\$18,000	\$40,500	\$40,500
<b>Outlet Dock Installation</b>	1	LS	\$23,000	\$23,000	\$35,000	\$35,000	\$27,902	\$27,902	\$36,000	\$36,000	\$43,500	\$43,500
<b>Sediment Removal / Disposal</b>	250	Yards	\$100	\$25,000	\$145	\$36,250	\$192	\$48,000	\$189	\$47,250	\$136	\$34,000
			<b>Total Price:</b>	<b>\$99,400</b>		<b>\$118,000</b>		<b>\$135,232</b>		<b>\$128,250</b>		<b>\$167,375</b>
<b>Additive Alternate Bid Schedule</b>												
Reservoir Sealing w Bentonite Clay	11	Tons	\$3,145	\$34,595	1800	\$19,800	\$2,600	\$28,600	\$2,800	\$30,800	\$2,000	\$22,000

# Sauers Engineering, Inc.

Civil & Environmental Engineers

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## **MEMORANDUM**

**To:** Board of Directors  
Midway Heights County Water District  
**From:** Dean Marsh, P.E.   
**Subject:** Reservoir Improvements Project  
December 8, 2021 Bid Opening  
**Date:** December 9, 2021

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On December 8, 2021 at 2:00 pm a bid opening was held for the Midway Heights County Water District Reservoir Improvements Project. This project will cleanout sediment from the irrigation reservoir, make operational improvements to the outlet structure to provide for a more effective means of bypass and will improve operation of the outlet structure.

A total of 5 bids were received. Lorang Brothers Construction, Inc. of Colfax, CA was the apparent low bidder with an indicated bid price of \$99,400. The second low bidder was from Gabe Mendez, Inc. at \$118,000. The low bid is believed to be within the established budget for the project.

We have reviewed the bid by Lorang Brothers Construction, Inc. and have found the bid to be complete and responsive to the bid requirements. Both our firm and District staff have worked with Lorang Brothers on numerous projects over the years and have had good working relationships. Based upon prior experience, we have confidence that Lorang Brothers can perform the work required for this project.

## **RECOMMENDATION**

We recommend that the District accept the bid proposal from Lorang Brothers Construction, Inc. and issue a Notice of Award to the Contractor.

Following a Notice of award, the Contractor will acquire performance and payment bonds along with insurance certificates and provide those to the District. As authorized by the Board, the General Manager would then sign the Contract and issue a Notice to Proceed for the project.

# Notice of Exemption

# Appendix E

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

County Clerk  
County of: Placer  
\_\_\_\_\_  
\_\_\_\_\_

**From:** (Public Agency): \_\_\_\_\_  
Midway Heights County Water District  
\_\_\_\_\_  
PO Box 596, Meadow Vista, CA 95722

(Address)

Project Title: Reservoir Improvements Project

Project Applicant: Midway Heights County Water District

Project Location - Specific:  
APN: 072-100-014015, 20677 Natures Way, Colfax, CA 95713

Project Location - City: Colfax, CA Project Location - County: Placer

Description of Nature, Purpose and Beneficiaries of Project:  
Project includes various maintenance activities and minor modifications to an existing irrigation reservoir including removal of accumulated sediment at inlet, modifications to outlet structure to improve operations and addition of valving to allow for bypass of the facility.

Name of Public Agency Approving Project: Midway Heights County Water District

Name of Person or Agency Carrying Out Project: Midway Heights County Water District

**Exempt Status: (check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15301 Class 1(b) Existing Facilities
- Statutory Exemptions. State code number: \_\_\_\_\_

**Reasons why project is exempt:**

15301 Class 1(b), Project consists of operation, repair and maintenance of an existing public facility.

Lead Agency  
Contact Person: Jason Tiffany Area Code/Telephone/Extension: (530) 878-8096

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_

SUMMARY OF STRATEGIC PLANNING AD-HOC MEETINGS PRESENTED AT THE  
DECEMBER 16, 2021 BOARD MEETING BY PAULINE NEVINS:

The Ad-hoc committee has met a total of 8 times – 4 additional meetings since the 4 reported on at the November 18, 2021 Board meeting. Meeting dates: 11/22; 11/29; 12/1; 12/3.

- Three of the four meetings were devoted to review and revision of the Draft Statement of Strategic Goals and Sample Objectives.
- The fourth meeting included the General Manager. Before the meeting, the GM was provided with a copy of the Draft material to obtain his input prior to the December 16 meeting. The GM had no comments or corrections to the material. He praised the quality of the product and the work of the Ad-Hoc Committee. The GM referenced a Technical, Managerial, and Financial (TMF) assessment tool that he was familiar with, and forwarded a link to the two directors.

# Draft Statement of Strategic Goals and Sample Objectives

Version 6 – 12/1/2021

## INTRODUCTION

This Draft Statement has been prepared by the Strategic Planning Ad Hoc Committee as a key deliverable for discussion by the full Board.

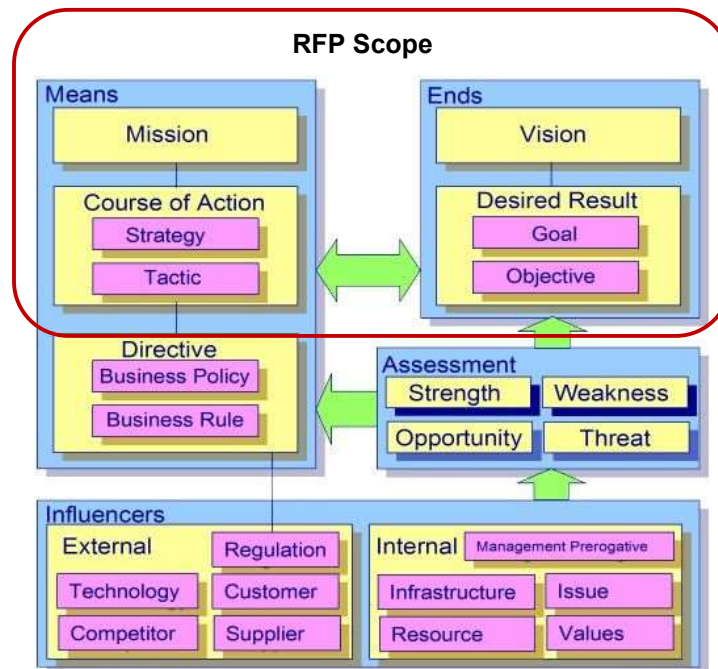
The Goals and Objectives presented here are offered as a “starter set.” The set is derived from committee research drawn on various sources:

- Earlier work products of the Board,
- Comments by current Directors as solicited by former President Wiltsee, and
- RFP’s and finished plans from other public organizations.

After making corrections following Board consideration, the final version of this document will be part of the RFP materials provided to prospective consultants. Final development of the Strategic Plan will take place under the guidance of the chosen consultant.

## PROJECT SCOPE

The Business Motivation Model<sup>1</sup> provides a widely recognized standard for structured planning. As indicated by the red box in the Model overview shown below, the RFP Scope includes much of the “Means,” as well.



Overview of the Business Motivation Model

<sup>1</sup> Object Management Group, <http://www.omg.org/spec/BMM/1.3/>

# Draft Statement of Strategic Goals and Sample Objectives

Version 6 – 12/1/2021

## VISION AND MISSION STATEMENTS

The following Statements, developed earlier by the Board, were used by the Committee when developing the draft Goals and Objectives. The existing versions are quoted here and will be revisited as appropriate during the Plan’s final development phase.

### VISION STATEMENT

“Continuing our commitment to operate efficiently with the help of emerging technologies, challenging, motivating and rewarding our employees and offering premium service in all we do.”

### MISSION STATEMENT

“We endeavor to deliver a reliable source of irrigation water and clean, safe treated water to Midway Heights District customers.

“We strive to provide:

- Excellent customer service
- Reasonable water rates
- Efficient District Operations
- Protection of District Assets
- Transparent District Governance”

## PROPOSED “STARTER SET” OF STRATEGIC GOALS

The draft set of Goals, listed here, apply only to contract work related to developing the “Ends” (versus the “Means”) portion of the Strategic Plan.

1. Deliver excellent customer service.
2. Foster both fiscal strength and a fair rate structure.
3. Provide transparency in fiscal and governance matters.
4. Ensure water supply reliability and quality.
5. Manage infrastructure lifecycles and buildouts.
6. Optimize staffing, wage/benefit levels, and performance measures.
7. Assure Directors and Staff receive all required/recommended training.

# Draft Statement of Strategic Goals and Sample Objectives

Version 6 – 12/1/2021

## SAMPLE OBJECTIVES FOR EACH DRAFT GOAL

The Objectives listed here are placeholders for eventual versions that will describe a result sought in support of the associated Goal. Ideally, Objectives should include progress dates or finish dates, and should include measurables that determine the degree of success.

1. Deliver excellent customer service.
  - a. Provide timely responses to requests, complaints, and suggestions.
  - b. Maximize self-service access to non-sensitive District documents via the website.
  - c. Assure news-worthy information is disseminated promptly.
  - d. Assist and promote water use efficiency.
  - e. Encourage public participation in Board meetings and committee sessions.
2. Foster both fiscal strength and a fair rate structure.
  - a. Plan long-term fiscal needs.
  - b. Manage reserve funding levels.
  - c. Review rates, fees, and associated policies regularly.
3. Provide transparency in fiscal and governance matters.
  - a. Provide budget planning and tracking information to the public and the Board.
  - b. Provide operations planning and progress information to the public and Board.
  - c. Set readability standards for Agendas, Minutes, Budgets, etc.
4. Ensure water supply reliability and quality.
  - a. Fulfill potable water quality monitoring requirements.
  - b. Maintain a productive dialog with our water suppliers and governing agencies.
  - c. Create plans for drought restrictions and other necessary contingencies.
5. Manage facilities, infrastructure lifecycles, and buildouts.
  - a. Review operations to identify potential cost savings.
  - b. Investigate new technologies for efficiency improvements.
  - c. Establish workplans for rehabilitation/replacement of aging facilities.
  - d. Explore grant/loan funding opportunities for infrastructure projects.
6. Optimize staffing, wage/benefit levels, and performance measures.
  - a. Ensure that staffing levels best meet the district needs.
  - b. Deploy measurable and objective performance metrics in staff reviews.
  - c. Develop and update staffing contingency/succession plans.
7. Assure Directors and Staff receive all required/recommended training.
  - a. Provide safety and professional development training to staff.
  - b. Provide Directors with first-time and periodic training.



**Strategic Planning Ad Hoc Committee**  
**Presentation of Draft Statement of Strategic Goals and Sample Objectives**

**List of External Resources Reviewed**

- 2021 Greater Vallejo Recreation District, Strategic Planning Services RFP
- 2021 Draft Loomis Strategic Plan Framework
- 2021 BHI /CSDA “Strategic Planning for Special Districts” (PowerPoint presentation)
- 2021 Sacramento Valley Regional Water Authority 2025 Strategic Plan
- 2020 El Dorado Water Agency Strategic Plan
- 2019 San Juan Water District Strategic Plan Performance Metrics
- 2018 Palmdale Water District Strategic Plan
- 2018 Grass Valley Strategic Plan
- 2017 Gold Country Trails Council Strategic Plan
- 2015 Object Management Group “Business Motivation Model”
- 2014 MHCWD “Strategic Plan” (PowerPoint presentation)
- 2011 Rancho Murieta Community Services District Strategic Plan Update
- 2008 Tuolumne Utilities District Strategic-Plan

TO: Board of Directors  
FROM: Richard Goodwin, Board President  
SUBJ: District Counsel's estimate of cost for an opinion re: sole-source bid by Elyon.  
DATE: December 2, 2021

During the November session, Agenda item V.C., DISCUSSION & ACTION RE: STRATEGIC PLANNING, there was discussion regarding a possible legal exposure posed by the Board's prior decision not to engage in a sole-source contract with Elyon Strategies.

It was decided that I should contact our counsel, Andrew Ramos, to determine what an opinion in the matter might involve, how long it might take to prepare, and what the cost range might be.

I spoke with Mr. Ramos by telephone on November 24 and briefed him on the factors related to the issue at hand:

- The original grant application to PCWA, as drafted by one of the Directors and approved by the Board in 2020, described specific deliverables using language taken verbatim from a proposal provided earlier to the District by Elyon.
- The grant was approved, but contract negotiations with Elyon did not ensue. Instead, the Board requested and was granted an extension to the deadline to use the grant money. The Board also updated its description of the project scope, defining the deliverables in generic, non-proprietary terms.
- The Director involved in the original grant application has raised the possibility of legal exposure should Elyon claim that their proprietary materials formed the basis for the grant approval. That Director claims we would need to cancel the grant and start over in order to avoid such jeopardy.
- Understandings which could have developed between any Director and Elyon, before or after receipt of their proposal, are not on record and none are known to exist.
- Elyon's counsel or principals have not contacted the District with regard to any such issue.

As to the level of legal exposure, Mr. Ramos stated that he was not aware of any grounds under which Elyon would have a basis to bring suit against the District, even if an individual Director had actually made assurances of the work. He saw no problem with our proceeding under the present terms of the grant if the granting agency, PCWA, was agreeable to the change.

He estimated a formal opinion on the matter would require two to three hours of his time. Cost would be in the range of \$700 to \$1,000.

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*The above memorandum was verified for accuracy by Mr. Ramos on December 6, 2021.*

## **MHCWD**

Monthly Field Report  
December 2021 for the month of November 2021

### **FLOW RECORDS**

Treated Water: 381,352 cubic feet (2.85 million gallons) purchased, for an average service connection usage of 194 gallons per day (based on 445 active service connections).

Irrigation Water: 10.2 million gallons (21 Miner's Inches per day) purchased from PCWA, with an estimated demand of 11.9 million gallons (24.5 Miner's Inches per day) and an estimated usage of 1,119 gallons per day per customer (based on 353 active service connections: 174 metered, 179 flat rate).

### **FIELD ACTIVITIES**

<u>Service Calls</u> :	59.
<u>After Hours Calls</u> :	1.
<u>Line/System Repairs</u> :	0.
<u>Service Disconnections</u> :	0.
<u>New Service Connections</u> :	1 irrigation.
<u>Installations</u> :	1 irrigation.
<u>Double Check Valves Tested</u> :	62.
<u>Underground service alerts</u>	8.

Miscellaneous: Prep for Pine Hill Irr leak repair, coordinate with customers/notify. Monthly Bac-T samples, check valve testing, irrigation valve turning. Easement clearing, repairs, and maintenance at all facilities. Regular truck maintenance.

**MHCWD  
MEMO**

**12/16/21  
BOARD MEETING AGENDA  
ITEM V-H**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany, General Manager

RE: GENERAL MANAGERS REPORT

Update:

1. The automatic bill payment insert in the last bill cycle was a success. The District now has 81 customers on the automatic bill payment system. In addition to the auto payments, 184 customers have signed up for online bill payment portal. This brings the total up to 265 of the 497 (53%) customers that can use a method other than a printed check to pay their bill.
2. The District can set up mhcwd.org email account for Board members should they decide to not use personal accounts.
3. Form 700 are due soon so please contact me if you have need help. The link: <https://edisclosure.placerelections.com/>

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**  
**FUNDS SUMMARY**

**November 2021**

**REGULAR BOARD MEETING**  
**December 2021**

**OPERATING FUNDS:**

**Placer County-MHCWD Investment Trust Fund (32005):**

Balance as of: (10/31/21) **\$639,900.59**  
\*(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 (11/30/21-Reconciled to Checking Account #1670 General) \*\* **\$91745.36**  
Adjusted Bank Statement Balance (11/30/21-Reconciled to Checking Account #9798 Rate Payer) \*\* **\$26,162.68**

**CALIFORNIA BANK & Trust:**

Adjusted Bank Statement Balance (11/30/21- Reconciled Money Market Account #6809 Tank Loan) \*\* **\$38,360.27**

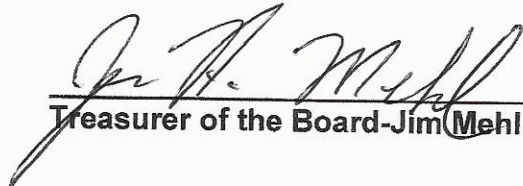
\*\*See the attached Reconciliation Summary and Check Register for detail.

**LOAN BALANCES**

**STATE REVOLVING FUND (0.33 MG tank and improvements, 2014, 20 year loan)**  
Balance (06/30/21) **\$612,452.49**

**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 OCTOBER 2021**

  
\_\_\_\_\_  
Treasurer of the Board-Jim Mehl

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Balances shown for the MHCWD funds on deposit with the Placer County Treasurer were obtained from the most current reports provided to MHCWD by the Placer County Auditor's Office.  
Y:\MHCWD-server-files\09-Financial\FUND SUMS\Fund Sums 2021\2021-12\2021-12.docx

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12/08/21

**Midway Heights CWD**  
**Reconciliation Summary**  
**10005 - Cash in Checking-1670, Period Ending 11/30/2021**

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	<u>Nov 30, 21</u>
<b>Beginning Balance</b>	46,250.20
<b>Cleared Transactions</b>	
Checks and Payments - 32 items	-67,330.97
Deposits and Credits - 25 items	117,897.13
<b>Total Cleared Transactions</b>	<u>50,566.16</u>
<b>Cleared Balance</b>	<u>96,816.36</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-5,071.00
<b>Total Uncleared Transactions</b>	<u>-5,071.00</u>
<b>Register Balance as of 11/30/2021</b>	<u>91,745.36</u>
<b>New Transactions</b>	
Checks and Payments - 13 items	-4,929.93
Deposits and Credits - 4 items	15,272.56
<b>Total New Transactions</b>	<u>10,342.63</u>
<b>Ending Balance</b>	<u>102,087.99</u>

## Midway Heights CWD Reconciliation Detail

**10005 - Cash in Checking-1670, Period Ending 11/30/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						46,250.20
<b>Cleared Transactions</b>						
<b>Checks and Payments - 32 items</b>						
Bill Pmt -Check	10/13/2021	8859	Omega Commerc...	X	-651.00	-651.00
Bill Pmt -Check	11/03/2021	8872	PCWA	X	-3,516.38	-4,167.38
Bill Pmt -Check	11/03/2021	8875	US Bank	X	-2,156.69	-6,324.07
Bill Pmt -Check	11/03/2021	8865	ACWA Joint Pow...	X	-1,871.12	-8,195.19
Bill Pmt -Check	11/03/2021	8868	Cranmer Analytic...	X	-840.00	-9,035.19
Bill Pmt -Check	11/03/2021	8869	Ferguson Waterw...	X	-815.96	-9,851.15
Bill Pmt -Check	11/03/2021	8873	PG&E	X	-315.47	-10,166.62
Bill Pmt -Check	11/03/2021	8867	AT&T U-verse	X	-108.79	-10,275.41
Bill Pmt -Check	11/03/2021	8870	Frontier Communi...	X	-107.98	-10,383.39
Bill Pmt -Check	11/03/2021	8874	Tel-Com	X	-60.00	-10,443.39
Bill Pmt -Check	11/03/2021	8871	Hills Flat Lumber ...	X	-45.00	-10,488.39
Bill Pmt -Check	11/03/2021	8866	AT & T	X	-23.00	-10,511.39
Bill Pmt -Check	11/04/2021	8876	Dawson Oil Comp...	X	-478.16	-10,989.55
Bill Pmt -Check	11/04/2021	8877	Hansen Bros. Ent...	X	-125.48	-11,115.03
Bill Pmt -Check	11/05/2021	EFT	Paychex, Inc.	X	-15,892.82	-27,007.85
Bill Pmt -Check	11/05/2021	EFT	Paychex, Inc.	X	-3,714.88	-30,722.73
Check	11/05/2021	ACH	Wells Fargo	X	-226.86	-30,949.59
Bill Pmt -Check	11/09/2021	EFT	CalPERS Health ...	X	-3,812.85	-34,762.44
Bill Pmt -Check	11/09/2021	EFT	CalPERS Retire P...	X	-2,641.84	-37,404.28
Bill Pmt -Check	11/09/2021	EFT	CalPERS 457 Pro...	X	-700.00	-38,104.28
Bill Pmt -Check	11/09/2021	EFT	CalPERS Retire P...	X	-670.66	-38,774.94
Bill Pmt -Check	11/10/2021	EFT	Paychex, Inc.	X	-177.50	-38,952.44
Bill Pmt -Check	11/12/2021	EFT	Wells Fargo	X	-140.49	-39,092.93
Bill Pmt -Check	11/17/2021	8887	Weimar Water Co...	X	-13,236.53	-52,329.46
Bill Pmt -Check	11/17/2021	8885	Triton Constructio...	X	-4,910.37	-57,239.83
Bill Pmt -Check	11/17/2021	8881	PCWA	X	-4,346.47	-61,586.30
Bill Pmt -Check	11/17/2021	8882	PG&E	X	-167.21	-61,753.51
Bill Pmt -Check	11/17/2021	8878	Cooks Portable T...	X	-156.08	-61,909.59
Bill Pmt -Check	11/17/2021	8886	Verizon Wireless	X	-145.74	-62,055.33
Bill Pmt -Check	11/17/2021	8879	New Direction Ser...	X	-142.29	-62,197.62
Bill Pmt -Check	11/17/2021	8884	Staples Credit Plan	X	-88.97	-62,286.59
Transfer	11/26/2021			X	-5,044.38	-67,330.97
<b>Total Checks and Payments</b>					-67,330.97	-67,330.97
<b>Deposits and Credits - 25 items</b>						
Deposit	11/01/2021			X	2,456.32	2,456.32
Deposit	11/03/2021			X	225.78	2,682.10
Deposit	11/04/2021			X	11,713.94	14,396.04
Deposit	11/05/2021			X	2,279.61	16,675.65
Deposit	11/08/2021			X	236.67	16,912.32
Deposit	11/08/2021			X	459.12	17,371.44
Deposit	11/08/2021			X	704.28	18,075.72
Deposit	11/08/2021			X	7,364.21	25,439.93
Deposit	11/08/2021			X	7,477.73	32,917.66
General Journal	11/09/2021	2022-...		X	26,892.56	59,810.22
Deposit	11/10/2021			X	288.45	60,098.67
Deposit	11/12/2021			X	217.25	60,315.92
Deposit	11/12/2021			X	9,650.99	69,966.91
Deposit	11/15/2021			X	177.49	70,144.40
Deposit	11/16/2021			X	435.77	70,580.17
Deposit	11/16/2021			X	12,726.82	83,306.99
Deposit	11/18/2021			X	1,248.14	84,555.13
Deposit	11/19/2021			X	8,629.77	93,184.90
Deposit	11/22/2021			X	128.10	93,313.00
Deposit	11/22/2021			X	238.98	93,551.98
Deposit	11/23/2021			X	134.30	93,686.28
Deposit	11/24/2021			X	590.99	94,277.27
Deposit	11/24/2021			X	15,703.11	109,980.38

## Midway Heights CWD Reconciliation Detail

**10005 - Cash in Checking-1670, Period Ending 11/30/2021**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	11/29/2021			X	7,616.08	117,596.46
Deposit	11/30/2021			X	300.67	117,897.13
Total Deposits and Credits					117,897.13	117,897.13
Total Cleared Transactions					50,566.16	50,566.16
Cleared Balance					50,566.16	96,816.36
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	11/17/2021	8883	Sauers Engineeri...		-4,420.00	-4,420.00
Bill Pmt -Check	11/17/2021	8880	Omega Commerc...		-651.00	-5,071.00
Total Checks and Payments					-5,071.00	-5,071.00
Total Uncleared Transactions					-5,071.00	-5,071.00
Register Balance as of 11/30/2021					45,495.16	91,745.36
<b>New Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Bill Pmt -Check	12/03/2021	8895	US Bank		-1,916.18	-1,916.18
Bill Pmt -Check	12/03/2021	8889	Bartkiewicz, Kroni...		-928.75	-2,844.93
Bill Pmt -Check	12/03/2021	8891	Ferguson Waterw...		-374.90	-3,219.83
Bill Pmt -Check	12/03/2021	8893	PG&E		-211.54	-3,431.37
Bill Pmt -Check	12/03/2021	8888	AT&T U-verse		-108.79	-3,540.16
Bill Pmt -Check	12/03/2021	8892	Frontier Communi...		-107.92	-3,648.08
Bill Pmt -Check	12/03/2021	8890	Cranmer Analytic...		-90.00	-3,738.08
Bill Pmt -Check	12/03/2021	8894	Tel-Com		-60.00	-3,798.08
Bill Pmt -Check	12/08/2021	8898	Dawson Oil Comp...		-613.85	-4,411.93
Bill Pmt -Check	12/08/2021	8899	PG&E		-186.46	-4,598.39
Bill Pmt -Check	12/08/2021	8897	Cooks Portable T...		-156.08	-4,754.47
Bill Pmt -Check	12/08/2021	8900	Verizon Wireless		-152.07	-4,906.54
Bill Pmt -Check	12/08/2021	8896	AT & T		-23.39	-4,929.93
Total Checks and Payments					-4,929.93	-4,929.93
<b>Deposits and Credits - 4 items</b>						
Deposit	12/03/2021				453.18	453.18
Deposit	12/03/2021				1,516.34	1,969.52
Deposit	12/03/2021				9,840.01	11,809.53
Deposit	12/06/2021				3,463.03	15,272.56
Total Deposits and Credits					15,272.56	15,272.56
Total New Transactions					10,342.63	10,342.63
<b>Ending Balance</b>					<b>55,837.79</b>	<b>102,087.99</b>



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12/03/21

# Midway Heights CWD Reconciliation Summary

10007 · Rate Payer Increase-Check-9798, Period Ending 11/30/2021

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	<u>Nov 30, 21</u>
Beginning Balance	21,118.11
Cleared Transactions	
Deposits and Credits - 2 items	<u>5,044.57</u>
Total Cleared Transactions	<u>5,044.57</u>
Cleared Balance	<u><u>26,162.68</u></u>
Register Balance as of 11/30/2021	26,162.68
Ending Balance	26,162.68

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12/03/21

# Midway Heights CWD Reconciliation Detail

10007 · Rate Payer Increase-Check-9798, Period Ending 11/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						21,118.11
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Transfer	11/26/2021			X	5,044.38	5,044.38
Deposit	11/30/2021			X	0.19	5,044.57
<b>Total Deposits and Credits</b>					<u>5,044.57</u>	<u>5,044.57</u>
<b>Total Cleared Transactions</b>					<u>5,044.57</u>	<u>5,044.57</u>
<b>Cleared Balance</b>					<u>5,044.57</u>	<u>26,162.68</u>
Register Balance as of 11/30/2021					<u>5,044.57</u>	<u>26,162.68</u>
<b>Ending Balance</b>					<u><u>5,044.57</u></u>	<u><u>26,162.68</u></u>

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12/08/21

**Midway Heights CWD**  
**Reconciliation Summary**  
10009 · Cal Bank and Trust-6809, Period Ending 11/30/2021

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	<u>Nov 30, 21</u>
Beginning Balance	38,359.60
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.67</u>
Total Cleared Transactions	<u>0.67</u>
Cleared Balance	<u><u>38,360.27</u></u>
Register Balance as of 11/30/2021	38,360.27
Ending Balance	38,360.27

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12/08/21

**Midway Heights CWD**  
**Reconciliation Detail**  
**10009 · Cal Bank and Trust-6809, Period Ending 11/30/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						
<b>Cleared Transactions</b>						38,359.60
<b>Deposits and Credits - 1 item</b>						
Deposit	11/30/2021			X	0.67	0.67
Total Deposits and Credits					0.67	0.67
Total Cleared Transactions					0.67	0.67
Cleared Balance					0.67	38,360.27
Register Balance as of 11/30/2021					0.67	38,360.27
<b>Ending Balance</b>					<b>0.67</b>	<b>38,360.27</b>

## AD HOC COMMITTEE SCOPE STATEMENT

<b>Title</b>	<b>FY 2023 Budget Ad-Hoc Committee</b>	
<b>Purpose</b>	Review the 2023 Budget as drafted by the General Manager and propose changes as appropriate. Produce a final Draft FY 2023 Budget for review and approval by the full Board.	
<b>Estimated Completion Date:</b> 4/30/2022 <b>Date of Board Action:</b> 5/19/2022	<b>Director Fees Authorized:</b> <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <b>Number of Authorized Meetings:</b> n/a	
<b>Committee Members</b>  (No more than two Directors may serve together.)	Director 1: James Mehl, Chair Director 2: Richard Goodwin Non-Director 1: Jason Tiffany, GM	
<b>Committee Scope</b>	<ul style="list-style-type: none"> <li>• Apply Board's suggested methodology, where applicable.</li> <li>• Review prior Budgets and financials as needed.</li> <li>• Review definitions of Budget items; correct item titles as needed.</li> <li>• Adjust Draft Budget items to reflect support for District priorities.</li> <li>• Review Fund balances, including any needed transfers.</li> <li>• Validate amounts proposed for each final Draft Budget item.</li> <li>• Provide an Executive Overview for submission with the Draft.</li> </ul>	
<b>What is Out of Scope</b>	<ul style="list-style-type: none"> <li>• Any matters unrelated to preparation of the Draft FY 2023 Budget.</li> </ul>	
<b>Deliverables</b>	Task 1: The <u>Draft FY 2023 Budget</u> by the Estimated Completion Date. Task 2: The <u>Executive Overview</u> by the Estimated Completion Date.	
<b>Approval</b>	_____	_____
	Richard Goodwin, President	Date