



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

AGENDA

Regular Board Meeting, November 18, 2021, at 6:00 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. 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, November 18, 2021

I. CALL TO ORDER

II. ROLL CALL OF DIRECTORS

III. REVIEW AND APPROVAL OF MINUTES

The minutes from the October 21, 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. CONSENT CALENDAR

1. Directors Reports
2. Miscellaneous Information and Correspondence

B. 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.

C. DISCUSSION & ACTION RE: STRATEGIC PLANNING.

1. Interim Report of the Strategic Planning Ad-Hoc Committee.

D. FIELD REPORT

E. GENERAL MANAGER'S REPORT

VI. FINANCIAL

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

Fund Summaries and Checking Account Reconciliation Registers showing the balances of all the District's funds and bills paid for the month of October 2021 will be reviewed, discussed, and acted upon by the Board.

AGENDA

Regular Board Meeting, November 18, 2021

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.
5. Policy re: Budgeting methodology (Zero Based Budgeting, etc.)

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

IX. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

October 21, 2021, 7:00 P.M. at District Office
16733 Placer Hills Road, Meadow Vista CA. 95722

I. CALL TO ORDER

Treasurer Mehl called the meeting to order at 7:05 P.M., noting that there was not a quorum present, Director Mehl moved, and Director Nevins seconded, to adjourn the meeting to Monday October 25, 2021, at 7 P.M. The meeting was adjourned at 7:06 P.M.

The Secretary to the Board posted the required notice at the District office, stating the new time and date.

With a quorum present, President Goodwin called the meeting to order on October 25, 2021, at approximately 7:00 PM.

II. ROLL CALL

DIRECTORS PRESENT: Richard Goodwin, President
Jim Mehl, District Treasurer
Pauline Nevins, CSDA Representative

DIRECTORS ABSENT: Don Rushton Vice-President.
Craig Stone, ACWA/JPIA Representative

OTHERS PRESENT: Jason Tiffany, General Manager-Secretary to the Board

MEMBERS OF THE PUBLIC: None.

III. REVIEW AND APPROVAL OF MINUTES

M/S Jim Mehl/ Pauline Nevins to accept the September 16, 2021 minutes as written.

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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

IV. PUBLIC FORUM

None.

V. GENERAL BUSINESS

A. CONSENT CALENDAR

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

B. BRIEFINGS RE: JPIA AND CSDA CURRENT EVENTS - none.

C. DISCUSSION AND ACTION RE: RESOLUTION 2021-02, AN AMENDMENT TO DISTRICT CODE 2.2.2 (LOCATION, TIME, AND DATE OF MEETINGS)

M/S Jim Mehl/Richard Goodwin to approve Resolution 2021-02, changing the meeting time to 6 P.M.

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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

D. DISCUSSION AND ACTION RE: STRATEGIC PLANNING.

Director Nevins gave an update on the progress of the Ad-hoc committee.

M/S Jim Mehl/Richard Goodwin to approve the updated specification letter to PCWA.

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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

E. DISCUSSION AND POSSIBLE ACTION RE: RESOLUTION 2021-03 ESTABLISHING FUND BALANCES.

M/S Jim Mehl/Richard Goodwin to pass Resolution 2021-03, formalizing the fund designations and balances as approved in the prior session.

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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

F. DISCUSSION & ACTION RE: RETIREMENT OF THE CALPERS UNFUNDED ACCRUED LIABILITY (UAL).

M/S Jim Mehl/Richard Goodwin to rescind the Board's prior directive to pay down the UAL.

Treasurer Mehl stated that he had a concern with spending down District reserves since the District has two FAP construction improvement projects that may require District funds above the 20% funding that is the minimum funding commitment. He also stated that the reservoir security fence project, estimated to cost \$98,000, will need to be funded with District funds.

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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

G. DISCUSSION & ACTION RE: HIRING OF A PART-TIME OFFICE EMPLOYEE.

M/S Richard Goodwin/Pauline Nevins to table the item.

Director Goodwin noted that, based on revised information received via the Board Packet, the District was no longer going to pay off the UAL. Also, the District could not expect any improved cashflow from such a payoff that would support hiring another employee. He stated that he plans to draft a District policy on the issue for discussion at a later meeting.

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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals	Aye	<input type="checkbox"/> 3	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/> 2	Abstain	<input type="checkbox"/>
--------------	-----	----------------------------	-----	--------------------------	--------	----------------------------	---------	--------------------------

Passed Unanimously: Yes

H. AMENDMENTS TO DISTRICT CODE SECTIONS GOVERNING CONNECTION AND RECONNECTION FEES.

The Board and staff discussed the item and made modifications to the draft ordinance. The significant items were:

- 1) Lower the proposed irrigation connection fee down from \$2,000 to \$800 to encourage irrigation connections.
- 2) Keep the proposed treated connection fee increase to \$5,584.92 from \$3,620.28
- 3) Contact the attorney to clarify disconnection fees, reconnection fees, Accessory Dwelling Unit (ADU) connection charges, and what qualifies as an ADU.

M/S Richard Goodwin/Jim Mehl to postpone further consideration of this item until the regularly scheduled meeting on January 20, 2022.

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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals	Aye	<input type="checkbox"/> 3	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/> 2	Abstain	<input type="checkbox"/>
--------------	-----	----------------------------	-----	--------------------------	--------	----------------------------	---------	--------------------------

Passed Unanimously: Yes

I. DISCUSSION & ACTION RE: AUTHORIZING STAFF TO GO TO PUBLIC BID FOR RECOVER CAPACITY AND IMPROVE OPERATIONS AT DISTRICT RESERVOIR PROJECT.

M/S Richard Goodwin/Pauline Nevins to authorize the staff and the District engineer to go to bid with an anticipated award date of December 16, 2021.

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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals	Aye	<input type="checkbox"/> 3	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/> 2	Abstain	<input type="checkbox"/>
--------------	-----	----------------------------	-----	--------------------------	--------	----------------------------	---------	--------------------------

Passed Unanimously: Yes

J. FIELD REPORT

The Board reviewed the field reports.

K. GENERAL MANAGERS REPORT

The general manager updated the Board on implementation of AB-361, modifications to the Brown Act which allow ongoing adjustments to holding remote meetings during declared emergencies

VI. FINANCIAL.

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

Board Treasurer Mehl reported that everything looked to be in order.

M/S Richard Goodwin/Pauline Nevins 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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

VII. DISCUSSION & ACTION RE: CUSTOMER NEWSLETTER

M/S Richard Goodwin/Jim Mehl to issue the newsletter in the customer's billing invoices.

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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

VIII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board made no alterations to the current list of unscheduled agenda items.

IX. DISCUSSION & ACTION RE: SPECIAL MEETING TO TOUR DISTRICT FACILITIES

Difficulties with setting an agreeable date and time for the meeting were discussed.

M/S Richard Goodwin/Pauline Nevins moved to table the item.

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 type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

X. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The General Manager asked for the November meeting to be cancelled so that he could visit his ailing father out of state. The Board declined, suggesting that the Field Supervisor attend in his stead. The next regular meeting date is set for November 18, 2021, at 6 P.M.

XI. ADJOURNMENT

President Goodwin adjourned the meeting at 10:06 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.

**MHCWD
MEMO**

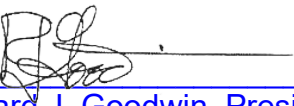
11/18/21
BOARD MEETING AGENDA
ITEM V-C

TO: MHCWD BOARD OF DIRECTORS
FROM: PRESIDENT RICHARD GOODWIN
RE: DISCUSSION & ACTION RE: STRATEGIC PLANNING

RECOMMENDATION:

Attached is the statement scope for the Ad-Hoc committee.

AD HOC COMMITTEE SCOPE STATEMENT

Title	Strategic Planning Ad-Hoc Committee	
Purpose	Provide focus and direction to the Strategic Planning process.	
Estimated Completion Date: <u>1/20/2023</u> Date of Board Action: <u>As necessary</u>	Director Fees Authorized: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Number of Authorized Meetings: <u>n/a</u>	
Committee Members (No more than two Directors may serve together.)	Director 1: Pauline Nevins, Chair Director 2: Richard Goodwin Non-Director: Jason Tiffany, GM, office support/research	
Committee Scope	<ul style="list-style-type: none"> • Developing a Work Plan to produce the Deliverables as listed. • Analyzing Board efforts to date re: Strategic Planning. • Analyzing Strategic Plans of similar organizations. • Drafting a set of Strategic Goals with sample Objectives. • Identifying and vetting consultants, as appropriate. • Estimating costs to produce a finished Strategic Plan. • Recommending use/timing of Board Special Sessions for workshops. 	
What is Out of Scope	<ul style="list-style-type: none"> • Final selection of consultants or other commitment of funds. 	
Deliverables	<ul style="list-style-type: none"> • Draft letter to PCWA re: adjustments to Grant Agreement. • Monthly discussion/feedback during regular Board sessions. • Draft Statement of Strategic Goals and Sample Objectives. • Ranked recommendations of up to three consultants, as appropriate, with estimated costs. • Advance organization of workshop sessions, if any, for Board and public participation. 	
Approval	 <hr style="width: 100%; border: 0.5px solid black;"/> Richard J. Goodwin, President	<u>9/22/2021</u> Date

MHCWD

Monthly Field Report
November 2021 for the month of October 2021

FLOW RECORDS

Treated Water: 478,614 cubic feet (3.58 million gallons) purchased, for an average service connection usage of 237 gallons per day (based on 445 active service connections).

Irrigation Water: 27.1 million gallons (54.3 Miner's Inches per day) purchased from PCWA, with an estimated demand of 26.5 million gallons (53 Miner's Inches per day) and an estimated usage of 2,428 gallons per day per customer (based on 352 active service connections: 174 metered, 178 flat rate). Usage adjusted for reservoir level increasing by 2.8 feet.

FIELD ACTIVITIES

<u>Service Calls:</u>	61.
<u>After Hours Calls:</u>	0.
<u>Line/System Repairs:</u>	2-Irrigation break & broken Irr Meter
<u>Service Disconnections:</u>	0.
<u>New Service Connections:</u>	0.
<u>Installations:</u>	0.
<u>Double Check Valves Tested:</u>	10.
<u>Underground service alerts</u>	11.

Miscellaneous: Read all routes/billing, clean up destruction from big storm, seasonal irrigation turn downs, locate irrigation main near reservoir and repair, irrigation flushing and PRV maintenance/adjustments, monthly Bac-T samples, check valve testing, irrigation valve turning. Easement clearing, repairs, and maintenance at all facilities. Regular truck maintenance.

**MHCWD
MEMO**

**11/18/21
BOARD MEETING AGENDA
ITEM V-E**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany, General Manager

RE: GENERAL MANAGERS REPORT

Update:

1. Nathan Longly created the new web site.
2. The District went to bid on the irrigation improvements at the District reservoir. It is anticipated that the Board will award the contract at the next meeting on December 16, 2021.
3. The District implemented new fraud protection systems of its bank account.
4. The scanner for processing checks is working well and saving a great deal of staff time.
5. The newsletter has been well received.
6. The automatic payment system (ACH) has been a big success. Around 70 of the Districts 500 customers have signed up.
7. The District received a grant disbursement of \$7,477.73 from PCWA for the GIS program.
8. The audit is scheduled for December.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

October 2021

REGULAR BOARD MEETING
November 2021

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (09/30/21) \$639,837.58

*(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 (10/31/21-Reconciled to Checking Account #1670 General) ** \$45,599.20

Adjusted Bank Statement Balance (10/31/21-Reconciled to Checking Account #9798 Rate Payer) ** \$21,118.11

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (10/31/21- Reconciled Money Market Account #6809 Tank Loan) ** \$38,359.60

**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

12:02 PM

11/02/21

Midway Heights CWD
Reconciliation Summary
10005 - Cash in Checking-1670, Period Ending 10/31/2021

	<u>Oct 31, 21</u>
Beginning Balance	64,519.54
Cleared Transactions	
Checks and Payments - 29 items	-64,318.43
Deposits and Credits - 15 items	46,049.09
Total Cleared Transactions	<u>-18,269.34</u>
Cleared Balance	<u><u>46,250.20</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-651.00
Total Uncleared Transactions	<u>-651.00</u>
Register Balance as of 10/31/2021	<u><u>45,599.20</u></u>
New Transactions	
Deposits and Credits - 1 item	2,456.32
Total New Transactions	<u>2,456.32</u>
Ending Balance	<u><u>48,055.52</u></u>

Midway Heights CWD
Reconciliation Detail
10005 - Cash in Checking-1670, Period Ending 10/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						64,519.54
Cleared Transactions						
Checks and Payments - 29 items						
Bill Pmt -Check	09/14/2021	8838	Sauers Engineeri...	X	-6,167.57	-6,167.57
Bill Pmt -Check	09/14/2021	8836	Omega Commerc...	X	-651.00	-6,818.57
Bill Pmt -Check	09/29/2021	8847	Ferguson Waterw...	X	-993.06	-7,811.63
Bill Pmt -Check	09/29/2021	8848	PG&E	X	-402.24	-8,213.87
Bill Pmt -Check	09/29/2021	8850	US Bank	X	-243.62	-8,457.49
Bill Pmt -Check	09/29/2021	8846	Cranmer Analytic...	X	-90.00	-8,547.49
Bill Pmt -Check	09/29/2021	8849	Tel-Com	X	-60.00	-8,607.49
Bill Pmt -Check	09/29/2021	8845	Beam Security Sy...	X	-60.00	-8,667.49
Bill Pmt -Check	09/30/2021	8851	AT&T U-verse	X	-109.48	-8,776.97
Bill Pmt -Check	10/04/2021	EFT	Paychex, Inc.	X	-16,909.69	-25,686.66
Bill Pmt -Check	10/04/2021	EFT	CalPERS Retire P...	X	-2,641.84	-28,328.50
Bill Pmt -Check	10/04/2021	EFT	CalPERS Retire P...	X	-702.51	-29,031.01
Bill Pmt -Check	10/04/2021	EFT	CalPERS 457 Pro...	X	-700.00	-29,731.01
Bill Pmt -Check	10/05/2021	EFT	Paychex, Inc.	X	-3,955.25	-33,686.26
Bill Pmt -Check	10/12/2021	ACH	Wells Fargo	X	-174.78	-33,861.04
Bill Pmt -Check	10/12/2021	EFT	Paychex, Inc.	X	-148.44	-34,009.48
Bill Pmt -Check	10/13/2021	8864	Weimar Water Co...	X	-12,362.27	-46,371.75
Bill Pmt -Check	10/13/2021	8852	ACWA Joint Pow...	X	-10,322.00	-56,693.75
Bill Pmt -Check	10/13/2021	8861	Sauers Engineeri...	X	-727.50	-57,421.25
Bill Pmt -Check	10/13/2021	8856	Dawson Oil Comp...	X	-615.81	-58,037.06
Bill Pmt -Check	10/13/2021	8860	PG&E	X	-354.88	-58,391.94
Bill Pmt -Check	10/13/2021	8854	Bartkiewicz, Kroni...	X	-255.00	-58,646.94
Bill Pmt -Check	10/13/2021	8863	Verizon Wireless	X	-158.67	-58,805.61
Bill Pmt -Check	10/13/2021	8855	Cooks Portable T...	X	-156.08	-58,961.69
Bill Pmt -Check	10/13/2021	8862	Staples Credit Plan	X	-130.83	-59,092.52
Bill Pmt -Check	10/13/2021	8857	Frontier Communi...	X	-108.54	-59,201.06
Bill Pmt -Check	10/13/2021	8858	National Rural W...	X	-49.00	-59,250.06
Bill Pmt -Check	10/13/2021	8853	AT & T	X	-23.99	-59,274.05
Transfer	10/26/2021			X	-5,044.38	-64,318.43
Total Checks and Payments					-64,318.43	-64,318.43
Deposits and Credits - 15 items						
Deposit	10/01/2021			X	9,606.70	9,606.70
Deposit	10/04/2021			X	129.33	9,736.03
Deposit	10/04/2021			X	275.58	10,011.61
Deposit	10/04/2021			X	400.82	10,412.43
Deposit	10/05/2021			X	508.93	10,921.36
Deposit	10/05/2021			X	6,822.13	17,743.49
Deposit	10/05/2021			X	10,381.67	28,125.16
Deposit	10/08/2021			X	720.21	28,845.37
Deposit	10/12/2021			X	175.62	29,020.99
Deposit	10/14/2021			X	11,628.25	40,649.24
Deposit	10/18/2021			X	378.08	41,027.32
Deposit	10/18/2021			X	2,216.50	43,243.82
Deposit	10/20/2021			X	208.05	43,451.87
Deposit	10/26/2021			X	318.36	43,770.23
Deposit	10/26/2021			X	2,278.86	46,049.09
Total Deposits and Credits					46,049.09	46,049.09
Total Cleared Transactions					-18,269.34	-18,269.34
Cleared Balance					-18,269.34	46,250.20
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	10/13/2021	8859	Omega Commerc...		-651.00	-651.00
Total Checks and Payments					-651.00	-651.00
Total Uncleared Transactions					-651.00	-651.00
Register Balance as of 10/31/2021					-18,920.34	45,599.20

12:02 PM

11/02/21

Midway Heights CWD Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 10/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 1 item						
Deposit	11/01/2021				2,456.32	2,456.32
Total Deposits and Credits					2,456.32	2,456.32
Total New Transactions					2,456.32	2,456.32
Ending Balance					-16,464.02	48,055.52

11:24 AM

11/02/21

Midway Heights CWD Reconciliation Summary

10007 - Rate Payer Increase-Check-9798, Period Ending 10/31/2021

	<u>Oct 31, 21</u>
Beginning Balance	16,073.59
Cleared Transactions	
Deposits and Credits - 2 items	<u>5,044.52</u>
Total Cleared Transactions	<u>5,044.52</u>
Cleared Balance	<u>21,118.11</u>
Register Balance as of 10/31/2021	21,118.11
Ending Balance	21,118.11

11:24 AM

11/02/21

Midway Heights CWD Reconciliation Detail

10007 · Rate Payer Increase-Check-9798, Period Ending 10/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,073.59
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	10/26/2021			X	5,044.38	5,044.38
Deposit	10/31/2021			X	0.14	5,044.52
Total Deposits and Credits					5,044.52	5,044.52
Total Cleared Transactions					5,044.52	5,044.52
Cleared Balance					5,044.52	21,118.11
Register Balance as of 10/31/2021					5,044.52	21,118.11
Ending Balance					<u>5,044.52</u>	<u>21,118.11</u>

12:16 PM

11/02/21

Midway Heights CWD
Reconciliation Summary
10009 - Cal Bank and Trust-6809, Period Ending 10/31/2021

	<u>Oct 31, 21</u>
Beginning Balance	38,358.99
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.61</u>
Total Cleared Transactions	<u>0.61</u>
Cleared Balance	<u><u>38,359.60</u></u>
Register Balance as of 10/31/2021	38,359.60
Ending Balance	38,359.60

12:16 PM

11/02/21

Midway Heights CWD Reconciliation Detail

10009 - Cal Bank and Trust-6809, Period Ending 10/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						38,358.99
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2021			X	0.61	0.61
Total Deposits and Credits					0.61	0.61
Total Cleared Transactions					0.61	0.61
Cleared Balance					0.61	38,359.60
Register Balance as of 10/31/2021					0.61	38,359.60
Ending Balance					0.61	38,359.60