

REGULAR BOARD MEETING AGENDA

MIDWAY HEIGHTS COUNTY WATER DISTRICT

December 17, 2020 @ 7:00 P.M.

Note: Pursuant to the Governor's Executive Order N-29-20 and given the state of emergency regarding the threat of COVID-19, the meeting will be held via webinar on the Zoom application. The web link is:

<https://us02web.zoom.us/j/85352803167?pwd=aGxrODlpUFI6Sm5ab094eU9jVzc0dz09>

Meeting ID: 853 5280 3167

Passcode: 208728

The meeting may also be accessed via phone at the toll-free number of:

833-548-0282, 877-853-5247, 888-788-0099 or 833-548-0276

Information on zoom meetings may be found at:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

- ❖ This 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 taking action 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; at the intersection of Oak Hill and Hillsdale Roads and Meadow Vista Community Center.

I. CALL TO ORDER

II. ROLL CALL OF DIRECTORS

III. REVIEW AND APPROVAL OF MINUTES

The minutes from the November 19, 2020 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.

V. GENERAL BUSINESS

A. CONSENT CALENDAR

1. GENERAL MANAGER'S REPORT

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

C. DISCUSSION AND ACTION RE: FORMATION OF AD-HOC COMMITTEE FOR EVALUATING DISTRICT RESERVES AND RECOMMENDATIONS FOR 2021 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) GRANT APPLICATIONS

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 November 2020 will be reviewed, discussed, and acted upon by the Board.

VII. DISCUSSION AND ACTION RE: BOARD/STAFF 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.

VIII. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

November 19, 2020 @ 7:00 P.M.

Note: Pursuant to the Governor's Executive Order N-29-20, and given the state of emergency regarding the threat of COVID-19, the meeting was held via webinar.

I. CALL TO ORDER

With a quorum present, President Craig Stone called the meeting to order at 7:07 pm.

II. ROLL CALL

DIRECTORS PRESENT: Craig Stone
Donald Rushton
David Wiltsee

DIRECTORS ABSENT: Tracy Langlands
Vacant position

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

MEMBERS OF THE PUBLIC: Jim Mehl.
Richard Goodwin
Pauline Nevins
Tina Leahy
Other member of public via Zoom

III. REVIEW AND APPROVAL OF MINUTES

M/S David Wiltsee/Craig Stone moved to approve the minutes from the October 8, 2020 Special Meeting and the October 15, 2020 Regular.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

IV. PUBLIC FORUM - NONE

V. GENERAL BUSINESS

A. CONSENT CALENDAR

1. GENERAL MANAGER'S REPORT

The District conducted a Water System COVID-19 Financial Impacts Survey with the State Water Resources Control Board. Before COVID-19, the District had virtually no outstanding accounts receivable at the start of each new billing cycle.

At the start of the last billing cycle, the District had 57 outstanding accounts totaling about \$14,692.90. The General Manger explained that six customers make up \$4,000 of the balance and that they are the usual suspects for the last 10 years.

M/S Craig Stone/David Wiltsee moved to approve the report.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	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"/>						

B. DISCUSSION AND ACTION RE: VIRTUAL EVENT CODE OF CONDUCT

The Board, staff and the public discussed the policy, and it was general well received. Director Willtsee stated that he would continue to develop the policy.

The Board took no formal action.

C. DISCUSSION AND ACTION RE: REPORT AND RECOMMENDATION OF AD-HOC COMMITTEE REGARDING GENERAL MANAGER'S COMPENSATION AND BENEFITS. THE BOARD MAY ACT ON THE RECOMMENDATIONS

Director Rushton provide an overview of the Ad-hoc committee recommendation of the General Managers compensation and provide a spreadsheet as the finding of the committee. The committee had recommended a 3% COLA and a 2% increase to the salary. The Board disused the item and took input from the public. The General Manager stated that the District had a policy on COLA and that per policy the COLA was 1.7% this year. The General Manger stated he did not ask the committee to consider increasing his base pay and felt that the pay scale that should be review was that of the Water Utility Worker position.

The Board took no formal action.

D. DISCUSSION AND ACTION RE: EXPENDITURE OF GRANT FUNDS FROM PCWA FOR GIS EQUIPMENT AND SOFTWARE

The Board and staff discussed the item and took public comment.

M/S Craig Stone/David Wiltsee moved to approve the expenditure of the \$10,900 grant funds.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	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 ACTION RE: AWARDING OF CONTRACT TO DIVE, INSPECT, CLEANOUT AND PERFORM EPOXY COATING REPAIRS TO THE DISTRICT'S THREE TREATED WATER TANKS.

During the October 15, 2020 meeting the Board awarded a contract to Pittsburg Tower and Tank to dive and clean the District's three treated tanks. When sent over the insurance risk transfer paperwork and the prevailing wage information, Pittsburg Tower and Tank resubmitted a bid that went from \$3,555 to \$11,860.

The General Manger requested that the Board award the cleaning contract to the next lowest bidder from the three companies that submitted bids before the October 15, 2020 Board meeting. The next lowest bid was from Inland Potable Services for \$4,193 and repair rate of \$470 per hour for a couple of hours.

M/S Donald Rushton/ David Wiltsee to award the contract Inland Potable Services for \$4,193 and repair rate of \$470 per hour for a couple of hours.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

F. DISCUSSION AND ACTION RE: DISCUSSION AND ACTION RE: EXECUTING A "COMMITMENT TO EXCELLENCE" WITH THE DISTRICT'S INSURANCE PROVIDER, THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY

The District's insurance provider, The Association of California Water Agencies Joint Powers Insurance Authority, has a new grant program. As part of the process to apply for a grant the District needs to execute a "Commitment to Excellence" certificate. The certificate is attached.

M/S Craig Stone/David Wiltsee moved to approve signing the certificate.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

VI. FINANCIAL.

A. REVIEW & REAFFIRMATION OF STATEMENT OF INVESTMENT POLICY

The policy needs further updating before it can be approved.

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

Discussion and review of the Fund Summary, Checking Account Reconciliation, and Check Register showing the balances of all the District's funds and bills paid for the month of October 2020.

M/S Craig Stone/ David Wiltsee moved to accept the report.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	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. BOARD/STAFF GENERAL DISCUSSION AND CALENDAR REVIEW

Director Stone moved that the Board adjourn to the regular March 2021 meeting for a holiday break and out of COVID concerns. The motion failed for lack of a second.

VIII. ADJOURNMENT

President Stone adjourned the meeting at 9:05 PM.

Respectfully Submitted,

Approved,

 Jason Tiffany
 Secretary to the Board
 Midway Heights County Water District

 Craig Stone
 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**

**12/17/20
BOARD MEETING AGENDA
ITEM V-A 1**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: GENERAL MANAGER'S REPORT

My report from the last meeting addressed outstanding customer balances. From the last report:

“The District conducted a Water System COVID-19 Financial Impacts Survey with the State Water Resources Control Board. Before COVID-19, the District had virtually no outstanding accounts receivable at the start of each new billing cycle. At the start of the last billing cycle, the District had 57 outstanding accounts totaling about \$14,692.90.”

57 outstanding accounts is the typical amount for each billing cycle for the last several years. Prior to COVID, the District would send out water termination letters before the next billing cycle. Hence the *“District had virtually no outstanding accounts receivable at the start of each new billing cycle”*.

As of 12-14-2020, the District again had 57 outstanding accounts totaling \$15,287.40.

**MHCWD
MEMO**

**12/17/20
BOARD MEETING AGENDA
ITEM V-B**

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: FORMATION OF AD-HOC COMMITTEE FOR EVALUATING DISTRICT RESERVES AND RECOMMENDATIONS FOR 2021 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) GRANT APPLICATIONS

The PCWA grant program for 2021 is allocated to be over \$3,600,000 compared to \$185,000 last year. The District has been successful in the past in receiving grants from PCWA. Since 2014 the District has received eight grants totaling more than \$110,000.

The District has eight “projects” in the data base that have not been funded. I recommend the District submit application for items 1 to 5.

1. Increase raw water storage capacity and security improvements at District reservoir
2. Security improvements at District reservoir
3. Treated master meter installation and PRV replacement
4. Proposed 2.5 mile fire break with fire hydrants from West Weimar Cross Road to Crothers Road
5. Hillsdale irrigation main replacement
6. Feasibility study for the potential interconnection between the Weimar Water (WW) and Midway Heights County Water District (MHCWD)
7. Blackberry irrigation and fire loop
8. Install 6 inch irrigation PRV (Fallen Oak Lane)

The “project” list can be viewed by accessed the PCWA database at:

<https://opti.woodardcurran.com/pcwa/login.php>

Once at the database click “Enter as guest”.

Please see the attached document from PCWA about the program.

I would like the Board to consider forming an Ad-hoc committee to address this and future grant opportunities. The committee should also review the District reserves and recommend the amount of matching funds, if any, that the District is willing to commit. Per PCWA, matching funds are a key component to the 2021 FAP program. I attached a summary of the District’s reserves.

Investment Fund @ Placer County

10/31/2020

Emergency Reserve	\$80,000.00
Future Occurrences	\$161,374.35
Current FY Operation Fund	\$51,115.57
DWR-1990 Loan Fund	\$260,428.94
Treated Water Capital Facilities	\$52,650.18
Rate Stabilization	\$15,538.00
TOTAL	<u>\$621,107.04</u>

Breakdown of Future Occurrences Fund

Truck & Mobile Equipment	\$53,110.80
Easement Clearing	\$9,759.06
Irrigation Rate Shift Fund	\$60,556.00
System Repair & Replacement	\$37,948.49
TOTAL	<u>\$161,374.35</u>



2021 Financial Assistance Program Request for Funding Document

Introduction

Placer County Water Agency (PCWA) is accepting online funding request applications from eligible entities to request 2021 year funding for County-Wide Master Plan (CWMP) Projects. PCWA has provided more functionality to the Project Database for collection of all project information required to complete the Financial Assistance Program (FAP) funding request application and the ability to apply electronically through the Project Database.

Background

On November 19, 1992, the Placer County Water Agency Board of Directors approved a Financial Assistance Program (FAP) to provide financial assistance, in the form of loans or grants, to districts for the development of eligible water supplies and facilities. In 2010, the Board directed staff to develop the CWMP as a centralized way for the Agency to identify, evaluate and track projects and programs across Placer County.

At the September 17, 2020 Board meeting, the Board of Directors approved the allocation of Agency Wide funds to CWMP projects that would be carried out as stewardship by PCWA and funding for the FAP.

2021 FAP Budget and Strategic Objectives

PCWA's 2021 Budget for the FAP is \$3,683,644 and there is an additional \$70,983 available which may be included at the Board's discretion.

At the Board's direction, the strategic objectives for prioritizing projects for the 2021 FAP funding awards will be:

- a) Elements 2 through 8;
- b) For Element 2 priority shall be given to capital projects that go beyond in-kind facility repair or replacement to enhance reliability;
- c) Projects that leverage other funding sources, including other grants and/or district sources.

Project or Program Eligibility

The types of projects or programs which are eligible for funding are those related to the protection, supply development, capture, conveyance, treatment, storage, transmission, distribution, conservation or recycling of water for beneficial use within the County of Placer, including the planning, environmental analysis, design and construction of facilities for such purposes. Projects or programs will fall under one or more of the following elements captured in the Agency's County-Wide Master Plan:



2021 Financial Assistance Program Request for Funding Document

- Element 1 - Unserved Areas
- Element 2 - Water Infrastructure Reliability
- Element 3 - Water Supply Reliability
- Element 4 - Renewable Energy Development
- Element 5 - Watershed Stewardship
- Element 6 - Agriculture
- Element 7 - Conservation and Water Use Efficiency
- Element 8 - Public Education and Outreach

Funds under this FAP shall not be used for the daily operation and maintenance of District systems, for funding the construction of facilities that are normally the financial responsibility of land developers, or for capacity to serve new development, nor are these funds to be considered continuous sources of financing to be relied on for regular operation, maintenance or capital expenditures.

Project Submission into the Project Database

To be eligible to submit a project for PCWA 2021 FAP funding, projects must be entered into the Project Database and reviewed/approved by PCWA staff. Inclusion in the Database does not automatically submit the project for the current year funding.

Project details entered in the following fields of the Project Database will be extracted for current year funding requests. Please ensure these fields are complete when entering a project:

- **Project Name**: In the Project Info tab, under Project Name, enter the name of the project.
- **Entity Name**: In the Project Info tab, under Entity Name, enter the name of the entity submitting the application(s).
- **Project Statement**: In the Description tab, enter the reason why the project is proposed and/or the problem addressed by the project.
- **Project Description**: In the Description tab, enter the description of the overall proposed project.
- **Element Number**: In the Element Support tab, in Primary Element Support, select the primary element.
- **Total Project Cost**: In the Cost/Funding tab, enter the anticipated funding amount from the Applicant, FAP (the amount the entity is requesting to fund through FAP), and other Funding Sources so the total amount is equal to the total project cost.
- **Purpose of the FAP Funding Request**: In the Cost/Funding tab, describe what the requested FAP amount will be used for. This may be a subsection of the total project (i.e. environmental compliance, design, a study, etc.)
- **Entity Information**: In Profile, under the Entity Info tab, complete all requested information regarding your entity and upload the most current Financial Statements and Budget (if not available online).



2021 Financial Assistance Program Request for Funding Document

Once you have entered all project details and confirmed that all mandatory fields have been entered, click on the Project Review button to submit the project for PCWA's initial review.

Funding Request Application Instructions

PCWA is now accepting applications online through the Project Database for the 2021 FAP. Please note, when accessing the Project Database, the preferred browser is Google Chrome. In order to submit a funding request application in the Project Database, please follow the steps below:

1. Navigate to the FAP button and select Submit Applications.
2. An Entity Selection dialogue box will automatically pop up, select the entity name.
3. A Submit FAP Request dialogue box will automatically pop up. Complete all the requested information. Select the project that the applicant would like to apply for funding. For additional projects, select the '+' button.
4. Select Export Application and verify the information is accurate. Revise the information if needed and re-export the application, sign the application, and upload the completed authorized application under Electronic Submission (as a PDF).
5. Select Apply.

The deadline to submit a funding request application online is February 20, 2020, 5:00 pm. Please note, February 20th is a Saturday and our office will be closed. If you anticipate needing assistance, we encourage submissions by February 19th or earlier.

Funding Request Application Review Process

Pursuant to the PCWA FAP Policy, applications received shall be reviewed and evaluated by Agency staff, who will use the Board's established strategic objectives, as well as general and element specific criteria as contained within the County-Wide Master Plan, to make funding recommendations to the Board of Directors.

Reference Documents

Please refer to the following documents at <https://pcwa.net/business/cwmp> for more information:

- Project Database
- Financial Assistance Program Policy
- CWMP Implementation Plan

Questions

For questions, please contact us at PCWAFAP@pcwa.net

**MHCWD
MEMO**

**12/17/20
BOARD MEETING AGENDA
ITEM VII**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: BOARD/STAFF GENERAL DISCUSSION
AND CALENDAR REVIEW

Director Mehl has asked for these items to be on the agenda. If members of the Board want to be on the agenda I need to be notified at least two weeks ahead of the meeting.

1. That a Field Operations Report be on all future board meeting agendas.
2. Discussion and action re: 2020 PCWA Financial Assistance Program (FAP) "Strategic Plan" grant.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

November 2020

REGULAR BOARD MEETING
DECEMBER 17, 2020

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (11/30/20) \$621,802.63

*(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 (11/30/20–Reconciled to Checking Account #1670 General) ** \$65,496.26

Adjusted Bank Statement Balance (11/30/20–Reconciled to Checking Account #9798 Rate Payer) ** \$26,125.89

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (11/30/20– Reconciled Money Market Account #6809 Tank Loan) ** \$32,881.10

**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 (07/31/20) \$652,438.50

WEST AMERICA BANK (loan for three new service trucks, 2018, five year loan)

Balance (12/31/19) \$101,664.85

APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF NOVEMBER 2020

Treasurer of the Board

4:04 PM

12/01/20

Midway Heights CWD
Reconciliation Summary
10005 - Cash in Checking-1670, Period Ending 11/30/2020

	<u>Nov 30, 20</u>
Beginning Balance	36,311.82
Cleared Transactions	
Checks and Payments - 33 items	-53,127.83
Deposits and Credits - 25 items	84,778.78
	<u>31,650.95</u>
Cleared Balance	<u>67,962.77</u>
Uncleared Transactions	
Checks and Payments - 3 items	-2,466.51
	<u>-2,466.51</u>
Register Balance as of 11/30/2020	<u>65,496.26</u>
New Transactions	
Checks and Payments - 4 items	-8,984.10
Deposits and Credits - 2 items	12,766.40
	<u>3,782.30</u>
Ending Balance	<u>69,278.56</u>

Midway Heights CWD
Reconciliation Detail
10005 - Cash in Checking-1670, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						36,311.82
Cleared Transactions						
Checks and Payments - 33 items						
Bill Pmt -Check	10/15/2020	8604	Omega Commerc...	X	-449.00	-449.00
Bill Pmt -Check	10/15/2020	8601	CDPH-OPERATO...	X	-140.00	-589.00
Bill Pmt -Check	11/02/2020	8608	ACWA Joint Pow...	X	-2,273.89	-2,862.89
Bill Pmt -Check	11/02/2020	8610	Continental Utility ...	X	-1,319.00	-4,181.89
Bill Pmt -Check	11/02/2020	8615	US Bank	X	-839.22	-5,021.11
Bill Pmt -Check	11/02/2020	8613	PG&E	X	-253.15	-5,274.26
Bill Pmt -Check	11/02/2020	8611	Ferguson Waterw...	X	-101.98	-5,376.24
Bill Pmt -Check	11/02/2020	8614	Tel-Com	X	-60.00	-5,436.24
Bill Pmt -Check	11/02/2020	8612	National Rural W...	X	-49.00	-5,485.24
Bill Pmt -Check	11/02/2020	8609	AT&T U-verse	X	-42.80	-5,528.04
Bill Pmt -Check	11/05/2020	EFT	Paychex, Inc.	X	-15,179.68	-20,707.72
Bill Pmt -Check	11/05/2020	EFT	Paychex, Inc.	X	-3,357.34	-24,065.06
Bill Pmt -Check	11/09/2020	EFT	CalPERS Health ...	X	-3,732.21	-27,797.27
Bill Pmt -Check	11/09/2020	EFT	CalPERS Retire P...	X	-2,706.27	-30,503.54
Bill Pmt -Check	11/09/2020	EFT	CalPERS Retire P...	X	-655.74	-31,159.28
Bill Pmt -Check	11/09/2020	EFT	CalPERS Retire P...	X	-609.55	-31,768.83
Bill Pmt -Check	11/09/2020	EFT	CalPERS Retire P...	X	-85.34	-31,854.17
Bill Pmt -Check	11/10/2020	EFT	CalPERS 457 Pro...	X	-700.00	-32,554.17
Bill Pmt -Check	11/10/2020	EFT	Paychex, Inc.	X	-13.00	-32,567.17
Bill Pmt -Check	11/12/2020	8624	Weimar Water Co...	X	-12,297.00	-44,864.17
Bill Pmt -Check	11/12/2020	8625	MHCWD	X	-5,044.38	-49,908.55
Bill Pmt -Check	11/12/2020	8618	Dawson Oil Comp...	X	-473.78	-50,382.33
Bill Pmt -Check	11/12/2020	8617	AT & T	X	-255.50	-50,637.83
Bill Pmt -Check	11/12/2020	8623	Verizon Wireless	X	-154.11	-50,791.94
Bill Pmt -Check	11/12/2020	EFT	Wells Fargo	X	-113.66	-50,905.60
Bill Pmt -Check	11/12/2020	8619	Frontier Communi...	X	-106.28	-51,011.88
Bill Pmt -Check	11/12/2020	8621	PG&E	X	-75.04	-51,086.92
Bill Pmt -Check	11/12/2020	8622	Staples Credit Plan	X	-56.32	-51,143.24
Bill Pmt -Check	11/12/2020	8616	Anderson's Sierra...	X	-22.01	-51,165.25
Bill Pmt -Check	11/18/2020	8626	Bartkiewicz, Kroni...	X	-1,677.50	-52,842.75
Bill Pmt -Check	11/18/2020	8627	Cooks Portable T...	X	-135.08	-52,977.83
Bill Pmt -Check	11/18/2020	8628	Cranmer Analytic...	X	-90.00	-53,067.83
Bill Pmt -Check	11/18/2020	8631	Tel-Com	X	-60.00	-53,127.83
Total Checks and Payments					-53,127.83	-53,127.83
Deposits and Credits - 25 items						
Deposit	11/02/2020			X	2,599.09	2,599.09
Deposit	11/03/2020			X	600.22	3,199.31
Deposit	11/04/2020			X	288.65	3,487.96
Deposit	11/06/2020			X	310.97	3,798.93
Deposit	11/06/2020			X	939.89	4,738.82
Deposit	11/06/2020			X	4,001.06	8,739.88
Deposit	11/06/2020			X	6,446.47	15,186.35
Deposit	11/09/2020			X	246.99	15,433.34
Deposit	11/09/2020			X	657.63	16,090.97
Deposit	11/09/2020			X	11,682.75	27,773.72
Deposit	11/10/2020			X	5,547.35	33,321.07
Deposit	11/12/2020			X	518.00	33,839.07
Deposit	11/12/2020			X	2,278.83	36,117.90
Deposit	11/13/2020			X	641.50	36,759.40
Deposit	11/13/2020			X	9,888.58	46,647.98
Deposit	11/16/2020			X	5,212.93	51,860.91
Deposit	11/18/2020			X	5,485.46	57,346.37
Deposit	11/19/2020			X	11,150.87	68,497.24
Deposit	11/23/2020			X	129.90	68,627.14
Deposit	11/23/2020			X	301.90	68,929.04
Deposit	11/24/2020			X	10,360.01	79,289.05
Deposit	11/25/2020			X	235.80	79,524.85
Deposit	11/27/2020			X	351.43	79,876.28

Midway Heights CWD Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	11/27/2020			X	4,578.51	84,454.79
Deposit	11/30/2020			X	323.99	84,778.78
Total Deposits and Credits					84,778.78	84,778.78
Total Cleared Transactions					31,650.95	31,650.95
Cleared Balance					31,650.95	67,962.77
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	11/12/2020	8620	Jeff Scott		-196.51	-196.51
Bill Pmt -Check	11/18/2020	8630	Sauers Engineeri...		-1,800.00	-1,996.51
Bill Pmt -Check	11/18/2020	8629	Omega Commerc...		-470.00	-2,466.51
Total Checks and Payments					-2,466.51	-2,466.51
Total Uncleared Transactions					-2,466.51	-2,466.51
Register Balance as of 11/30/2020					29,184.44	65,496.26
New Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	12/01/2020	8633	MHCWD		-5,044.38	-5,044.38
Bill Pmt -Check	12/01/2020	8634	PCWA		-3,691.58	-8,735.96
Bill Pmt -Check	12/01/2020	8635	PG&E		-205.34	-8,941.30
Bill Pmt -Check	12/01/2020	8632	AT&T U-verse		-42.80	-8,984.10
Total Checks and Payments					-8,984.10	-8,984.10
Deposits and Credits - 2 items						
Deposit	12/01/2020				869.31	869.31
Deposit	12/01/2020				11,897.09	12,766.40
Total Deposits and Credits					12,766.40	12,766.40
Total New Transactions					3,782.30	3,782.30
Ending Balance					32,966.74	69,278.56

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12/02/20

Midway Heights CWD
Reconciliation Summary
10007 · Rate Payer Increase-Check-9798, Period Ending 11/30/2020

	<u>Nov 30, 20</u>
Beginning Balance	21,081.31
Cleared Transactions	
Deposits and Credits - 2 items	<u>5,044.58</u>
Total Cleared Transactions	<u>5,044.58</u>
Cleared Balance	<u>26,125.89</u>
Register Balance as of 11/30/2020	26,125.89
New Transactions	
Deposits and Credits - 1 item	<u>5,044.38</u>
Total New Transactions	<u>5,044.38</u>
Ending Balance	<u>31,170.27</u>

Midway Heights CWD Reconciliation Detail

10007 · Rate Payer Increase-Check-9798, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						21,081.31
Cleared Transactions						
Deposits and Credits - 2 items						
Bill	11/12/2020	Nov. ...	MHCWD	X	5,044.38	5,044.38
Deposit	11/30/2020			X	0.20	5,044.58
Total Deposits and Credits					5,044.58	5,044.58
Total Cleared Transactions					5,044.58	5,044.58
Cleared Balance					5,044.58	26,125.89
Register Balance as of 11/30/2020					5,044.58	26,125.89
New Transactions						
Deposits and Credits - 1 item						
Bill	12/01/2020	Dec....	MHCWD		5,044.38	5,044.38
Total Deposits and Credits					5,044.38	5,044.38
Total New Transactions					5,044.38	5,044.38
Ending Balance					10,088.96	31,170.27

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12/03/20

Midway Heights CWD
Reconciliation Summary
10009 · Cal Bank and Trust-6809, Period Ending 11/30/2020

	<u>Nov 30, 20</u>
Beginning Balance	32,880.54
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.56</u>
Total Cleared Transactions	<u>0.56</u>
Cleared Balance	<u><u>32,881.10</u></u>
Register Balance as of 11/30/2020	32,881.10
Ending Balance	32,881.10

Midway Heights CWD Reconciliation Detail

10009 · Cal Bank and Trust-6809, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						32,880.54
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2020			X	0.56	0.56
Total Deposits and Credits					0.56	0.56
Total Cleared Transactions					0.56	0.56
Cleared Balance					0.56	32,881.10
Register Balance as of 11/30/2020					0.56	32,881.10
Ending Balance					0.56	32,881.10