

REGULAR BOARD MEETING AGENDA

MIDWAY HEIGHTS COUNTY WATER DISTRICT

April 15, 2021 @ 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/87924931946?pwd=L2liMmlSTIVSSXZCZ211a0lQMkt3Zz09>

Meeting ID: 879 2493 1946

Passcode: 371598

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

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

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 minute from the February 18, 2021 Regular Meetings 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. DIRECTORS REPORTS
2. MISCELLANEOUS INFORMATION AND CORRESPONDENCE
 - a. Letter from Scot and Tracey Lemma

B. DISCUSSION AND ACTION RE: STRATEGIC PLAN

C. DISCUSSION AND ACTION RE: AMENDMENT OF SECTION 1.1.A OF THE POLICIES & PROCEDURES MANUAL

D. DISCUSSION AND POSSIBLE ACTION RE: RESOLUTION 2021-01 AUTHORIZING AMENDMENTS TO DISTRICT CODE 2.2.2 (LOCATION, TIME, AND DATE OF MEETINGS) AND CODE SECTION 2.2.6 (ADJUSTING THE ADMINISTRATIVE DEADLINE FOR AGENDA ITEMS)

E. DISCUSSION AND POSSIBLE ACTION RE: ELECTION FOR ONE REGULAR AND ONE ALTERNATE SPECIAL DISTRICT REPRESENTATIVE SEAT ON THE PLACER LOCAL AGENCY FORMATION COMMISSION

F. FIELD REPORT

G. GENERAL MANAGERS REPORT

VI. FINANCIAL

A. DISCUSSION AND ACTION RE: AD-HOC COMMITTEE FOR FY 2022 BUDGET, STAFF COMPENSATION AND REVIEW OF FUND BALANCES AND ACCOUNT DESCRIPTIONS.

B. 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 March 2021 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.

Future agenda items:

1. Amendments to District code book section 6.3.1 treated water service connection charges, section 6.5.2 treated reconnection charges, section 6.5.3 irrigation water connection and reconnection charges.
2. SB998 disconnections of residential water service for nonpayment.
3. FY 2020 Audit report.
4. FY 2022 Budget.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

February 18, 2021 @ 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 David Wiltsee called the meeting to order at approximately 7:05 pm.

II. ROLL CALL

DIRECTORS PRESENT: Craig Stone
Donald Rushton
David Wiltsee
Jim Mehl
Richard Goodwin

DIRECTORS ABSENT: None

OTHERS PRESENT: Jason Tiffany, General Manager-Secretary to the Board
Dane Wade of The California Special Districts Association

MEMBERS OF THE PUBLIC: None noted.

III. REVIEW AND APPROVAL OF MINUTES

Director Goodwin commented that the minutes should not reflect that Natalie Arnold, his wife, was present and her comments should not be part of the minutes. Director Goodwin had multiple edits to the minutes. Director Mehl commented that he wanted to change the actual words spoken by the General Manager in regard to take home vehicles "as an industry standard" to "current District practice". The Secretary to the Board stated that he wanted to thank Director Mehl and Director Goodwin for participating in the exercise of approval of the minutes. The Secretary to the Board presented a campaign document from Director Mehl and Director Goodwin that stated he was not doing his job, he disputed the statement and that he was doing his job per guidance of the Board and the attorney.

M/S Jim Mehl/ Richard Goodwin moved to accept the minutes as amended.

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|---------------------|-----|-------------------------------------|-----|-------------------------------------|--------|--------------------------------|---------|-------------------------------------|
| Craig Stone | Aye | <input type="checkbox"/> | Nay | <input checked="" type="checkbox"/> | Absent | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Richard Goodwin | 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 checked="" type="checkbox"/> | Absent | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| David Wiltsee | Aye | <input type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/> | Abstain | <input checked="" type="checkbox"/> |
| Jim Mehl | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Board Totals | Aye | <input type="text" value="2"/> | Nay | <input type="text" value="2"/> | Absent | <input type="text" value="0"/> | Abstain | <input type="text" value="1"/> |
| Passed Unanimously: | Yes | <input type="checkbox"/> | | | | | | |

The minutes were not approved.

IV. PUBLIC FORUM

NONE.

V. GENERAL BUSINESS

A. CONSENT CALENDAR

Director Mehl moved to remove item 2.b., as listed under 2. "Policies and Procedures" below, from the consent calendar.

1. DIRECTORS REPORTS-none.

2. POLICIES AND PROCEDURES

a. DISCUSSION AND POSSIBLE ACTION RE: AMENDMENT OF SECTION 1.1. A OF THE POLICIES & PROCEDURES MANUAL

This item is under review with the attorney.

b. DISCUSSION AND POSSIBLE ACTION RE: REVIEW & REAFFIRMATION OF STATEMENT OF INVESTMENT POLICY

Director Mehl suggested that the last sentence in the policy IV, "Notwithstanding the sole authority vested in the District Board to invest and manage investments of District funds, the District Board may delegate such authority to the General Manager and/or Chief Financial Officer" not be adopted.

M/S Jim Mehl / Richard Goodwin moved to adopt the draft policy as amended.

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| Craig Stone | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Richard Goodwin | 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"/> |
| David Wiltsee | 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"/> |
| Board Totals | Aye | <input type="text" value="5"/> | Nay | <input type="text"/> | Absent | <input type="text"/> | Abstain | <input type="text"/> |

Passed Unanimously: Yes

3. MISCELLANEOUS INFORMATION AND CORRESPONDENCES-none.

B. UPDATE FROM DANE WADE OF THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)

Mr. Wade gave an update on legislative action that CSDA was sponsoring in Congress. The legislation proposed is to get funding for special district for COVID relief. Mr. Wade said he would forward a sample letter of support for HR 535/S.91 for the District to sign and forward to elected officials.

C. DISCUSSION AND ACTION RE: LEMMA MAIN LINE REIMBURSEMENT AGREEMENT

NOTE: DIRECTOR DON RUSHTON LEFT THE ZOOM MEETING PRIOR TO DISCUSSION OF THIS TOPIC

In 2002 the Lemma’s installed a treated mainline extension for their neighborhood. The District signed a 10-year payback agreement with the Lemmas and extended it another five years in 2012. The agreement expired at the end of 2017. The Board took comment from Mr. Lemma concerning the project. The Board discussed the issue.

M/S Jim Mehl / Richard Goodwin moved that the District not create a new mainline extension agreement for the Lemma project.

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| Craig Stone | Aye | <input type="checkbox"/> | Nay | <input checked="" type="checkbox"/> | Absent | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Richard Goodwin | 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"/> |
| David Wiltsee | 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"/> |
| Board Totals | Aye | <input type="text" value="3"/> | Nay | <input type="text" value="1"/> | Absent | <input type="text" value="1"/> | Abstain | <input type="text" value=""/> |
| Passed Unanimously: | Yes | <input type="text" value=""/> | | | | | | |

NOTE: DIRECTOR DON RUSHTON REJOINED THE ZOOM MEETING AFTER THE VOTE

D. DISCUSSION AND ACTION RE: RECOMMENDATIONS BY THE AD-HOC COMMITTEE FOR 2021 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) GRANT APPLICATIONS

After reviewing District projects, the ad-hoc recommended applying for grants for the following three projects:

1. Hillsdale Irrigation Main Replacement.
2. Recover Capacity and Improve Operations at District Reservoir.
3. Security Improvements at District Reservoir.

PCWA gives preference to projects that leverage other funding sources in order to secure grant funding. During the last meeting, the committee identified \$187,000 of District reserves available to leverage. The committee recommends that the District leverage these project costs at 20% District funds and 80% grant funding from the FAP. The total project cost for these three projects is \$617,000. At 20% the District would be committing \$123,414 of the \$187,000 identified. This leaves \$63,568 for unforeseen circumstances.

M/S David Wiltsee / Richard Goodwin moved that the District accept the recommendations of the committee.

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| Craig Stone | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Richard Goodwin | 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"/> |
| David Wiltsee | 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"/> |

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| Board Totals | Aye | <input type="text" value="5"/> | Nay | <input type="text" value=""/> | Absent | <input type="text" value=""/> | Abstain | <input type="text" value=""/> |
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Passed Unanimously: Yes

E. DISCUSSION AND ACTION RE: 2020 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) "STRATEGIC PLAN" GRANT

Director Stone commented that this item was tabled until March at the prior meeting. The Board agreed to accept Director Goodwin's submittal as a Directors report and moved to the next item on the agenda.

F. FIELD REPORT

The Board reviewed the field reports.

G. GENERAL MANAGERS REPORT

The general manager reported that the District was going to have a very busy couple of months with treated tank maintenance on all three tanks, moving the office, the audit, meter reading this month and the GIS program.

VI. FINANCIAL.

A. QUARTERLY INVESTMENT REPORT ENDING DECEMBER 2020

The Board reviewed the report.

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

Director Mehl reported that everything looked good and basically just all typical expenses.

M/S David Wiltsee / Don Rushton moved to accept the report.

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| Craig Stone | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Richard Goodwin | 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"/> |
| David Wiltsee | 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"/> |

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| Board Totals | Aye | <input type="text" value="5"/> | Nay | <input type="text" value=""/> | Absent | <input type="text" value=""/> | Abstain | <input type="text" value=""/> |
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Passed Unanimously: Yes

VII. BOARD/STAFF GENERAL DISCUSSION AND CALENDAR REVIEW

The Board discussed the upcoming strategic plan and the General Manager asked that the Board submit any ideas two weeks before the next meeting. It was decided that the “due” date be March 5th.

Future agenda items:

1. Amendments to District code book section 6.3.1 treated water service connection charges, section 6.5.2 treated reconnection charges, section 6.5.3 irrigation water connection and reconnection charges
2. SB998 disconnections of residential water service for nonpayment
3. Six month budget review

VIII. ADJOURNMENT

President Wiltsee adjourned the meeting at 9:46 PM.

Respectfully Submitted,

Approved,

 Jason Tiffany
 Secretary to the Board
 Midway Heights County Water District

 David Wiltsee
 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.

To : Midway Heights Water District

March 8, 2021

Att: Board Members

From: Scot and Tracey Lemma

Re: Decision for extension Feb Board meeting

There are 2 remaining parcels in our subdivision who haven't paid their share for the construction of a mainline extension pioneered, developed and constructed by Scot and Tracey Lemma.

The waterline was constructed in 2002. All but 2 neighbors have paid 12 years ago. We do have a payback agreement with Midway Heights County Water District with interest drawn up by MHCWD Attorney. Payback agreement was for 10 years. We had to go to a board meeting to extend it, they approved it for 5 more years. Our Lakeview Hills road maintenance agreement states any improvements are shared equally with all 16 parcels.

Brief story: Scot and I were not happy with the well water, biggest reason is that we are located by Chevereaux Gravel Plant that had underground gas tanks and settling ponds. Also a Placer county dump site that was many years of trash dumped into the ground. The gravel plant had to remove the gas tanks and redo all settle ponds. The dump was closed down for leech ate problems. I called the state water quality control board about our concern for our water they sent men in white suits to test our water. They found no threat. I contacted Placer county health and asked them about the dump being closed down. they went years without properly closing and capping the dump site. They jumped on that very quickly and had to fix the dump site and properly cap it. I would like to bring up that all these threatening issues to our water why did the planning and or building dept approve wells on this subdivision, it never should of happened.

I contacted MHCWD back in around 1998 to see how we could get treated water. we went from there first we had to annex into the district we were outside of with LAFCO. Get approved with MHCWD for water. Engineering, surveying, materials a licensed Excavation contractor ect. We informed the neighbors of our efforts and what we intend on bringing a mainline extension to our homes.

The neighbor that held a homeowners meeting is one who hasn't paid, Rex Bloomfield he told everyone he is not interested. Joe Chevereaux was there and said he would back us up and definitely wanted the water. Also LAFCO sent all homeowners a petition on annexing into the district in order to obtain treated water. Majority ruled. So we reached a point of construction some parcels owners weren't sure and others put up some funds during the process to help pay some costs. Bloomfield tried to throw a wrench in all the time. Everything was on point and proceeding.

We for years completed all administration, paperwork, LAFCO Engineering surveying, Deeds for crossing properties and then constructed the Main line extension. We did it for half of what any Contractor/ Developer could of done it for. MHCWD held a meeting for any parcel owners to look over our costs. We charged no Profit or overhead. And completed it for around \$87,000, we never charge anything for all the footwork prior to construction. We split this evenly between 16 parcels and that's

what each homeowner paid. Most finish paying their difference and others saw what we achieved and finally paid their share. Except for two homeowners.

Twelve years later their amount has gone up. They have always stated that we do like the fire protection but not interested in the treated water. Over the years I have written a couple of letters to these homeowners asking for them to pay their share even offering a discount. They never took us up on it. Scot and I after construction also had to pay or deduct the difference and pay what everyone else had to pay to have our meters set. But because the 2 parcels that haven't paid have made it so Scot and I have paid twice as much as everyone else. We want to regain our expenses from these two property owners, we feel that they owe it no matter if they turn it on or not. The district wouldn't have made a payback agreement if they didn't owe it and we have a Road maintenance agreement that any improvements made are shared equally between all parcels. Also years ago our road needed to be redone so the one who headed that was ironically Rex Bloomfield who held no meeting with the neighbors just a letter stating our shares. We are at the end of road so they made us pay the most. Years later I find out that it should have been split equally.

We were never reminded to plead for another extension. Now finally Ottaway

might hook up. It is money owed to us. I don't know what it can hurt to give us another extension.

Legalities made the board's decision. We are requesting you reach out to this attorney with our situation being a private subdivision and equally sharing costs. And to write another extension. Please

The (2) homeowners we want reimbursed from

Rex A. and Sherri L Bloomfield - APN :074-220-039

17480 Lakeview Hills Rd , Meadow Vista ,Ca 95722

Jim N. and Barbara S. Ottaway - APN:074-220-042

17330 Lakeview Hills Rd, meadow Vista, Ca 95722

Respectfully

Scot and Tracey Lemma

P.O Box 1409, Meadow Vista, Ca 95722

530-878-8626

TO: MHCWD BOARD OF DIRECTORS
FROM: Jason Tiffany
RE: DISCUSSION AND ACTION RE: STRATEGIC PLAN

At the January meeting the Board wanted to discuss the Strategic Plan in March with a presentation from *Elyon Strategies* and a plan adopted by an association that Director Goodwin belongs to, the *Gold Country Trails Council*. The presentation and plan are attached.

President Wiltsee asked for input from the other Board members as to their thought on a plan.

Director Stone:

“Must be consistent with the Object Management Group Business Motivation Model framework”.

Director Goodwin:

Having lately examined about a half-dozen Strategic Plans -- some created for water districts, some not – my observations are as follows:

1. Development of a Strategic Plan typically begins with a short Vision Statement and a somewhat longer Mission Statement. These are intended to provide focus to the goal-setting process that follows.
2. Next, the development process identifies a set of Goals or “Targets.” These Goals are general in nature and are durable (always part of future planning.) Each Goal expresses an area that is necessary to support the Mission. The Goals are collectively sufficient to cover the scope of the Mission. In the process of setting the necessary and sufficient Goals, the Vision and Mission statements may need refinement.
3. Finally, each Goal is fleshed out with a list of supporting projects and actions to be undertaken within the “planning horizon” (usually 3 to 5 years.) The listed items are then prioritized and scheduled as funding and staffing resources become available. Deferred items are retained, not lost track of.
4. The finished Strategic Plan is “dressed up” for publication based on the intended audience. Possible included extras are an executive summary, a history of the District, photos, graphs, maps, and so forth. Publication of the most current version includes public access via the District website.
5. Regardless of how the final Plan is formatted, it mainly serves as a source document for budget planning, staffing analysis, and performance goal

setting. The Plan is reviewed and updated by the Board as part of the annual budgeting cycle.

6. New ideas for how to support a particular goal can, and often will, be presented outside of the normal planning cycle. Additions to the Plan are relatively simple to draft and approve with proper public notice.
7. The Strategic Plan is exactly that, a plan. Updating the Plan is not a required step prior to Board approval of an action that may also impact the Plan. Ideally, the agenda item would provide for discussion of, and possible correction to, the Plan.

Otherwise, Plan adjustments can be noticed and approved at a later date.

Director Mehl:

Our strategic plan should articulate:

- Our Mission/Why We Exist
 - Dedication to providing our customers with a safe, reliable and affordable potable water, as well as reliable and affordable irrigation (fire flow) water.
- Values/Adaptation
 - Demonstrate fairness and respect.
 - Anticipate and adapt to change.
 - Recognize individual strengths and abilities.
 - Make decisions that are best for the district.
- Goals/Objectives
 - Maintain fiscally responsible operations and a fair rate structure.
 - Review operations to identify potential cost savings.
 - Ensure water supply reliability and quality.
 - Maintain a working dialog with PCWA and WWC.
 - Plan for future drought mandated water restrictions.
 - Complete all required potable water quality monitoring requirements.
 - Provide exceptional customer service.
 - Build positive relationships.
 - Assist and promote water efficiency.
 - Provide timely responses to requests.
 - Support community involvement.
 - Encourage members of the public to participate in Board meetings and committees.
 - Address aging infrastructure issues.

- Establish workplans for rehabilitation/replacement of aging facilities.
 - Evaluate possible grant/loan funding mechanisms for infrastructure projects.
- Budget transparency.
 - Provide quarterly budget review to the public and the Board.
- Maintain adequate district staffing levels.
 - Ensure that staffing levels best meet the district needs.
 - Maintain a safe work environment.
 - Provide safety and professional development training to staff.
- Establish Performance Metrics
 - Develop measurable objective performance indicators with staff/Board input.

Director Rushton:

A “strategic plan” should provide guidance on how the District can proactively identify potential problems, such as impending infrastructure failures and economic shortfalls. It should describe how we, as a board, can define issues before they become crises.

I would like to see any “strategic plan” lay out:

- The ultimate (“final build-out”) facilities—both irrigation and treated pipelines, pumps, reservoirs, and appurtenances
- A plan to replace aging equipment in an orderly fashion
- A way to set priorities for infrastructure projects
- A maintenance plan
- A way to collect customer complaints and suggestions
- Means to monitor recurring issues—problems that seem to repeat
- Sources for District water supply for the next 20 years
- A way to identify financial needs for the next 10 years
- Methods to deal with rate changes
- A way to find and deal with applications for grant and loan money
- A way to identify staffing needs
- A succession plan
- Discussions of interactions with other agencies such as other water districts, fire departments, and other utilities

- A way to update the plan periodically

I want any document we develop to be concise and clearly written in lay language, so those of us without MBAs can understand it. I'm looking for a useful document free from a collection of Management Speak full of the buzzwords of the month.

Capability Improvement Framework

Satisfied Customers. Wise Investments. Defensible Governance.



Presented to Midway Heights County Water District

March 2021

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: STRATEGIC PLAN

At the January meeting the Board wanted to discuss the Strategic Plan in March with a presentation from *Elyon Strategies* and a plan adopted by an association that Director Goodwin belongs to, the *Gold Country Trails Council*. The presentation and plan are attached.

President Wiltsee asked for input from the other Board members as to their thought on a plan.

Director Stone:

“Must be consistent with the Object Management Group Business Motivation Model framework”.

Director Goodwin:

Having lately examined about a half-dozen Strategic Plans -- some created for water districts, some not – my observations are as follows:

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setting. The Plan is reviewed and updated by the Board as part of the annual budgeting cycle.

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Director Mehl:

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 - Demonstrate fairness and respect.
 - Anticipate and adapt to change.
 - Recognize individual strengths and abilities.
 - Make decisions that are best for the district.
- Goals/Objectives
 - Maintain fiscally responsible operations and a fair rate structure.
 - Review operations to identify potential cost savings.
 - Ensure water supply reliability and quality.
 - Maintain a working dialog with PCWA and WWC.
 - Plan for future drought mandated water restrictions.
 - Complete all required potable water quality monitoring requirements.
 - Provide exceptional customer service.
 - Build positive relationships.
 - Assist and promote water efficiency.
 - Provide timely responses to requests.
 - Support community involvement.
 - Encourage members of the public to participate in Board meetings and committees.
 - Address aging infrastructure issues.

- Establish workplans for rehabilitation/replacement of aging facilities.
 - Evaluate possible grant/loan funding mechanisms for infrastructure projects.
- Budget transparency.
 - Provide quarterly budget review to the public and the Board.
- Maintain adequate district staffing levels.
 - Ensure that staffing levels best meet the district needs.
 - Maintain a safe work environment.
 - Provide safety and professional development training to staff.
- Establish Performance Metrics
 - Develop measurable objective performance indicators with staff/Board input.

Director Rushton:

A “strategic plan” should provide guidance on how the District can proactively identify potential problems, such as impending infrastructure failures and economic shortfalls. It should describe how we, as a board, can define issues before they become crises.

I would like to see any “strategic plan” lay out:

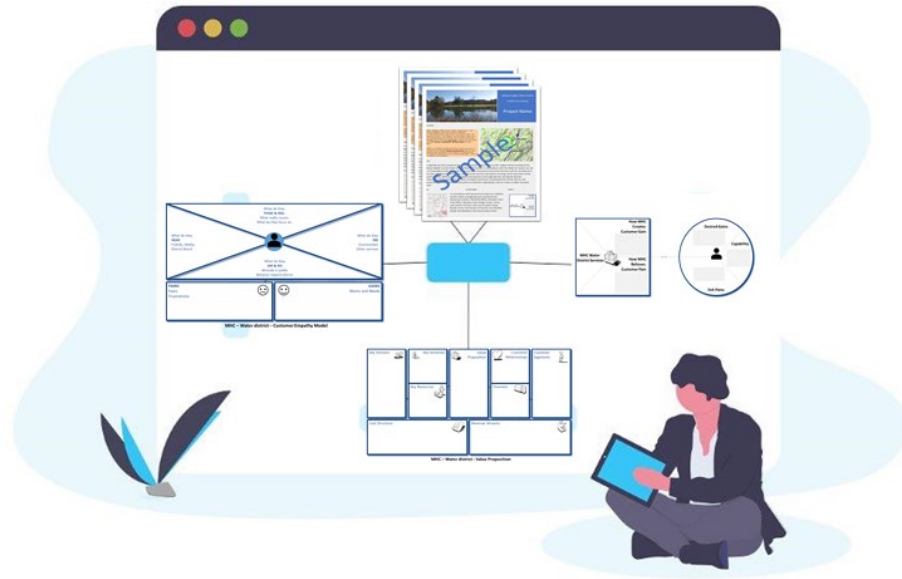
- The ultimate (“final build-out”) facilities—both irrigation and treated pipelines, pumps, reservoirs, and appurtenances
- A plan to replace aging equipment in an orderly fashion
- A way to set priorities for infrastructure projects
- A maintenance plan
- A way to collect customer complaints and suggestions
- Means to monitor recurring issues—problems that seem to repeat
- Sources for District water supply for the next 20 years
- A way to identify financial needs for the next 10 years
- Methods to deal with rate changes
- A way to find and deal with applications for grant and loan money
- A way to identify staffing needs
- A succession plan
- Discussions of interactions with other agencies such as other water districts, fire departments, and other utilities

- A way to update the plan periodically

I want any document we develop to be concise and clearly written in lay language, so those of us without MBAs can understand it. I'm looking for a useful document free from a collection of Management Speak full of the buzzwords of the month.

MHCWD Capability Improvement Framework

Agenda



- Quick Introduction
- Best Possible Outcome
- 4 Rapid Steps
 - Discover Unifying Themes
 - Define Capabilities and Value
 - Document the MHCWD Business Model and Strategic Priorities
 - Publish the MHCWD Framework Business Outcomes
- Rehearse Next Steps

Quick Introductions



CARL ENGEL
Framework
Creator



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Over 150 clients in the past 5 years in 15 states with 75% repeat business



Developed custom frameworks for Federal, State, and Corporate clients



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MHCWD Capability Improvement Framework

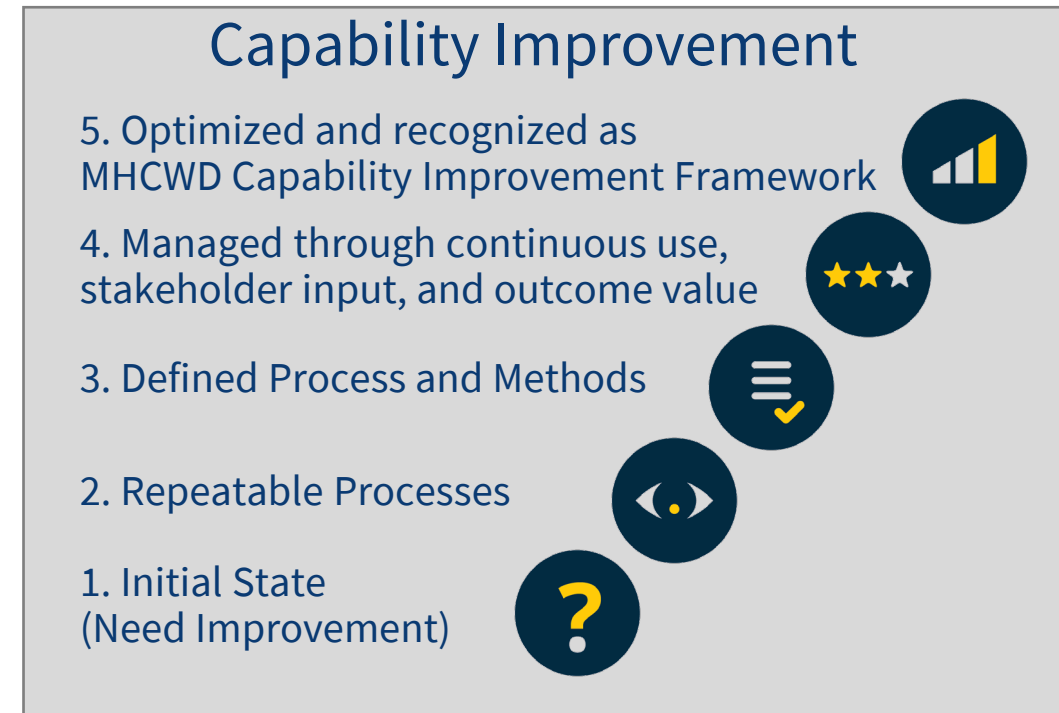
Best Possible Outcomes

Capability – A clear and complete explanation of “WHAT” an organization does to provide value.

Framework – Our definition is a set of methods, artifacts, culture and environment tools carefully integrated to help an organization improve.

An organization’s ability to improve is becoming the most valuable and quite possibly the quintessential ability to stability.

How do we improve our ability to improve?



MHCWD Capability Improvement Framework

Best Possible Outcomes

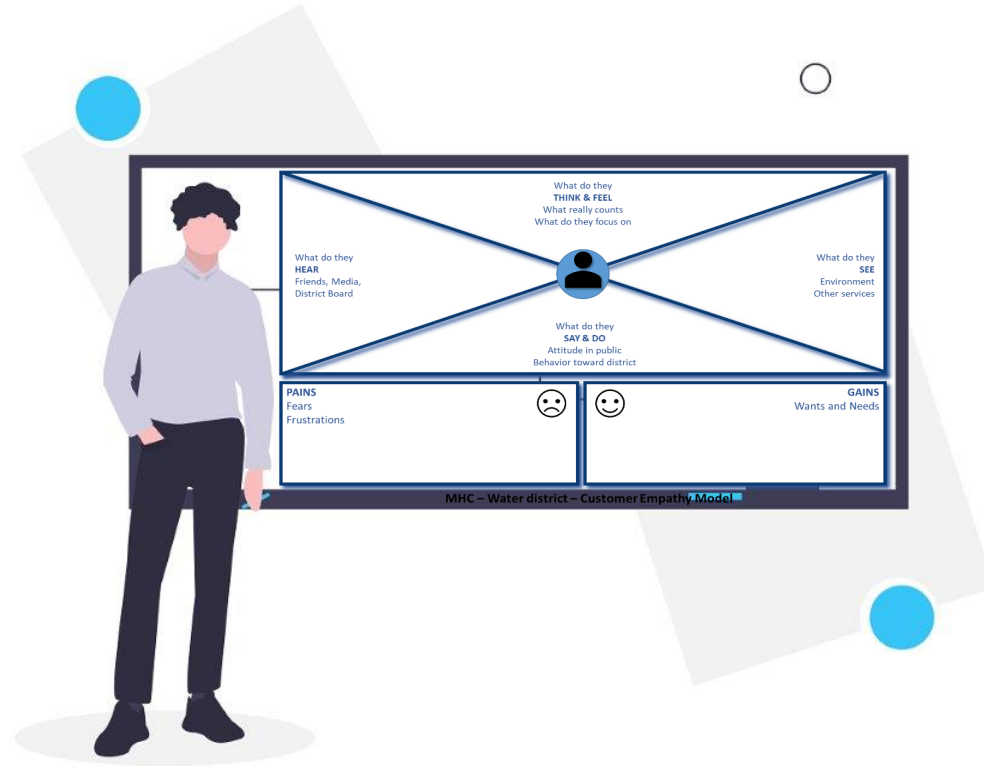
High-level Business outcomes

- **Clarity** – Directors, Employees and Customers have shared language and understanding about district capabilities and services. (e.g., water storage)
- **Effectiveness** – Regular meetings are productive and intentionally lay the groundwork for annual strategy and budget development.
- **Efficiency** - Board Operations are streamlined, easy to follow, and result in a refresh of the highest value Capability Improvements.



MHCWD Capability Improvement Framework

Discover Unifying themes



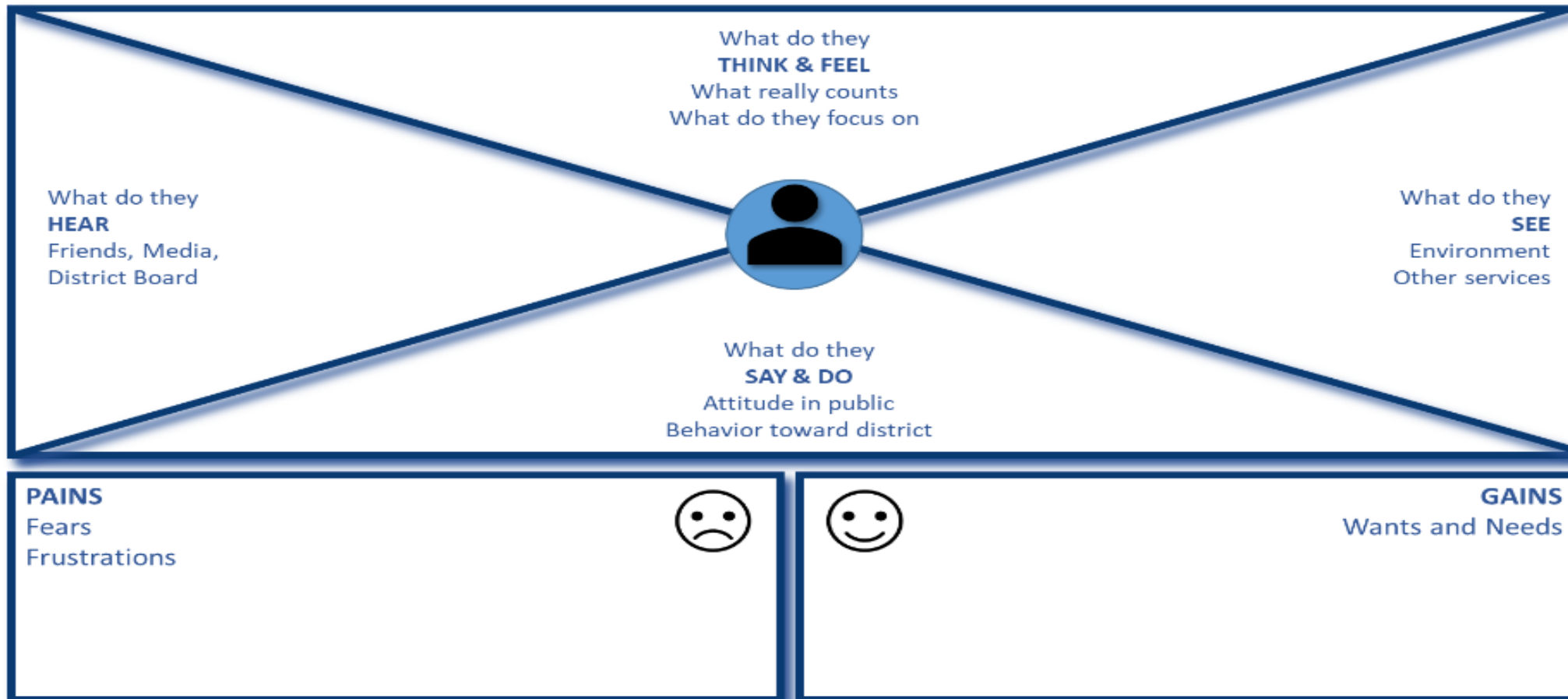
- Board members and employees 1 to 1 discovery sessions:

What are the Critical Program Outcomes that we must improve?

When do we need to achieve these Outcomes?

MHCWD Capability Improvement Framework

Discover Unifying themes



MHC – Water district – Customer Empathy Model

MHCWD Capability Improvement Framework

Define Capabilities and Value

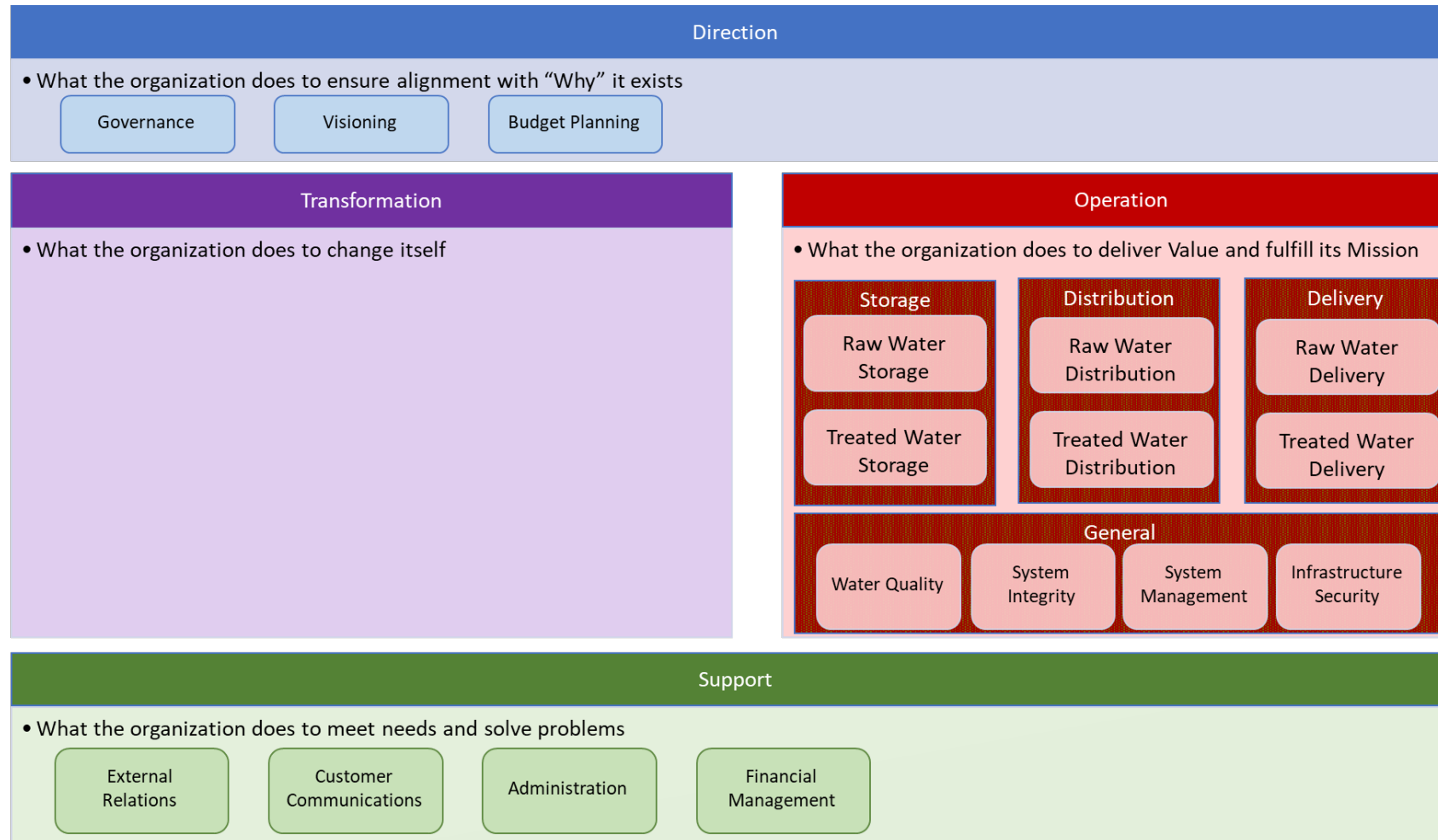


Define Capabilities

- Definition
- Vision - Shared view of ideal proficiency
- Outcomes – Value the district or customers will measure to see the progress toward the vision.
- As well as: Risks, pressures, constraints, strategies, proposed projects, performance indicators

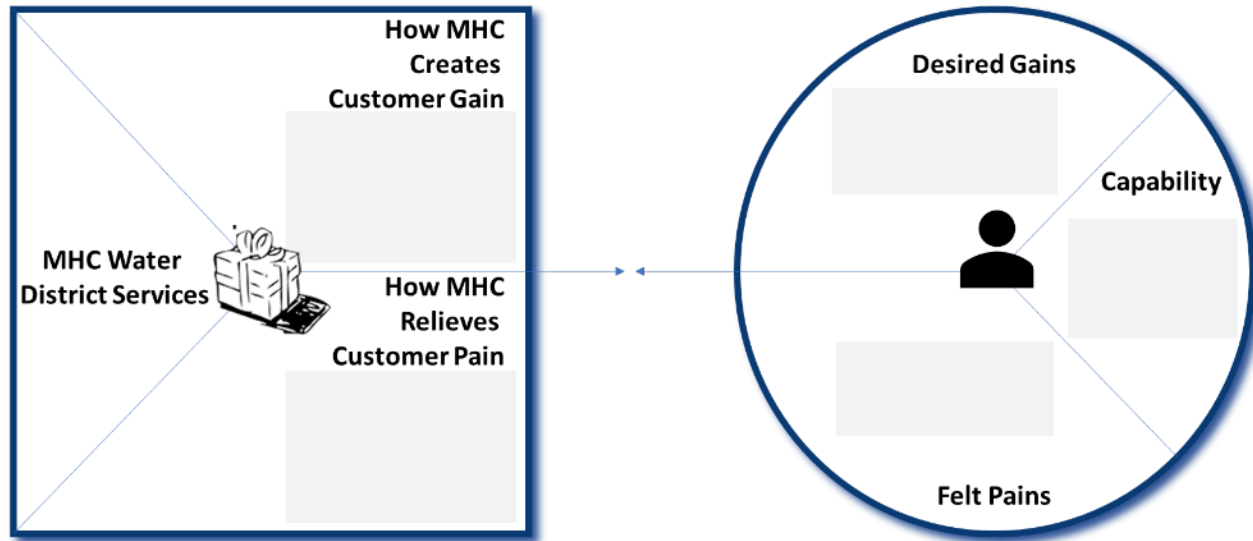
MHCWD Capability Improvement Framework

Define Capabilities and Value



MHCWD Capability Improvement Framework

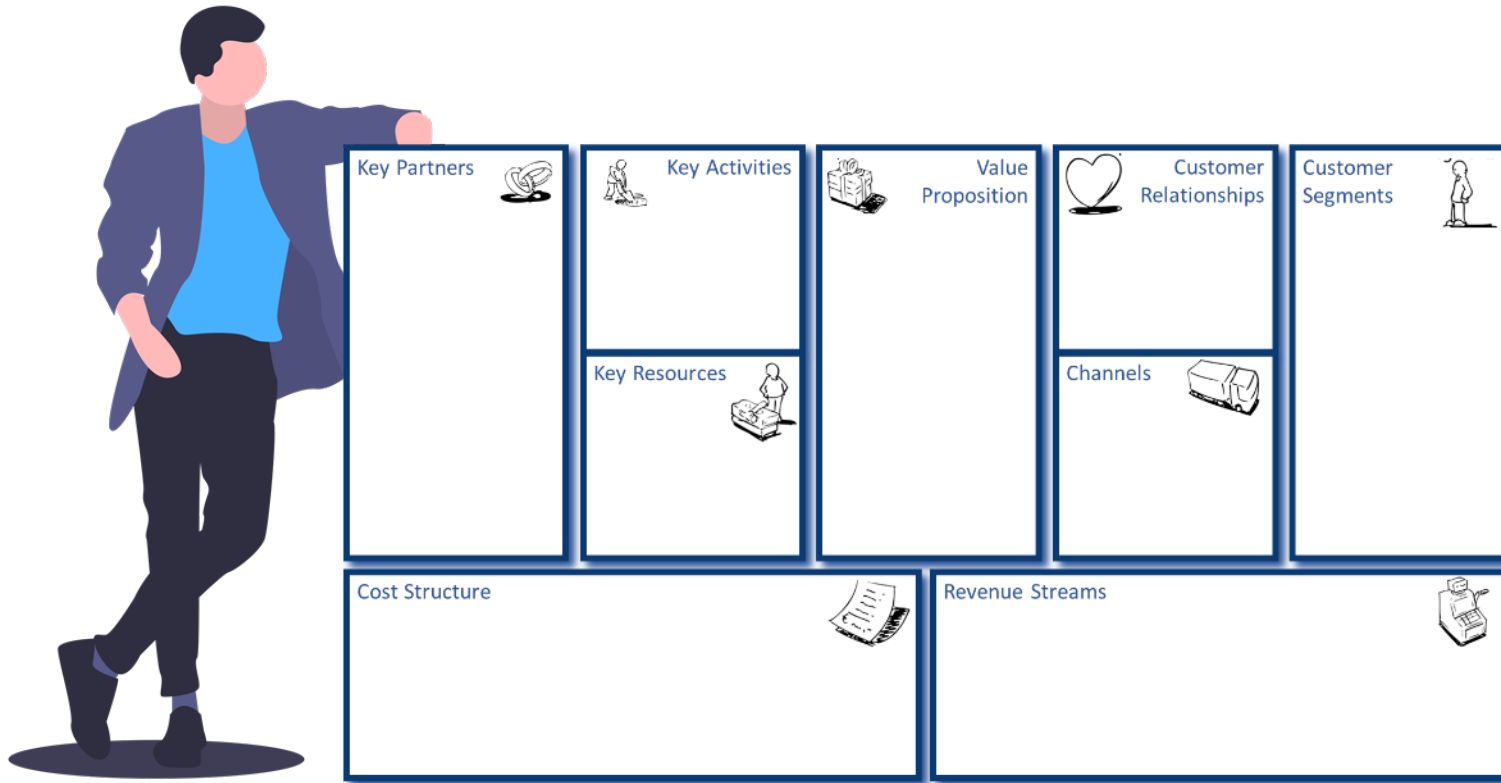
Document the MHCWD Business Model and Strategic Priorities



MHC – Water district - Value Proposition

- Initial Look at Capability delivery
 - Board Perspective
 - Employee Perspective
 - PCWA Perspective
- Basic Look at Customer Need
 - Desired Gains
 - Current Pains
 - Proposed format: 30 minutes facilitation during a board meeting.

MHCWD Capability Improvement Framework



MHC – Water district - Value Proposition

Create a business model summary based on the current understanding of:

- Capabilities
- Customer Needs
- Vision for the District
- Direction of PCWA

MHCWD Capability Improvement Framework

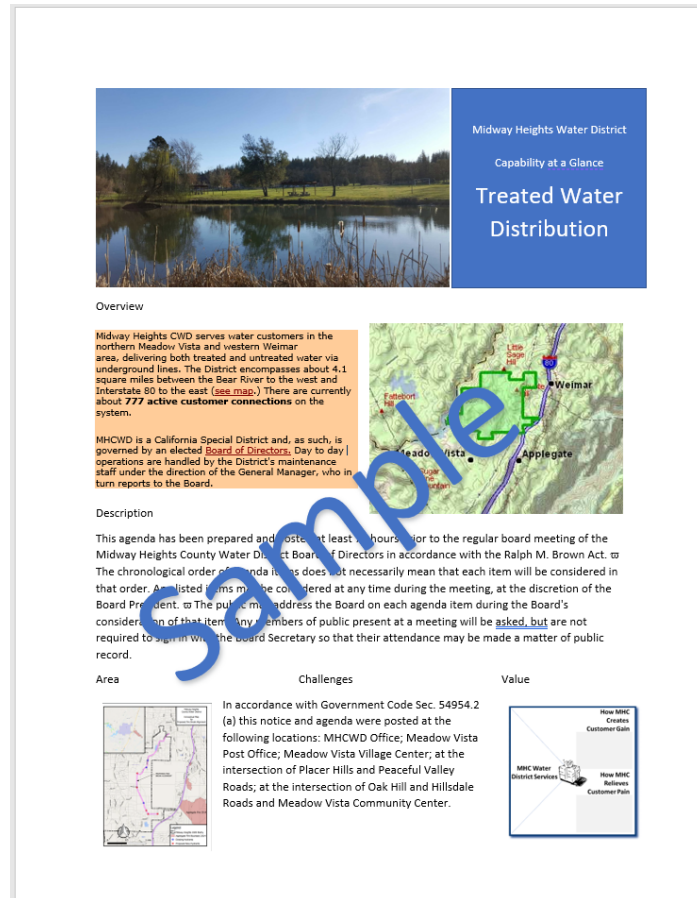
Publish the MHCWD Framework Business Outcomes



- Identify Capabilities of Interest (4)
- Develop Capability at a Glance (4)
- Review with Board members and present the process for gathering additional information and creating new strategies, information sheets, governance improvements.

MHCWD Capability Improvement Framework

Publish the MHCWD Framework Business Outcomes

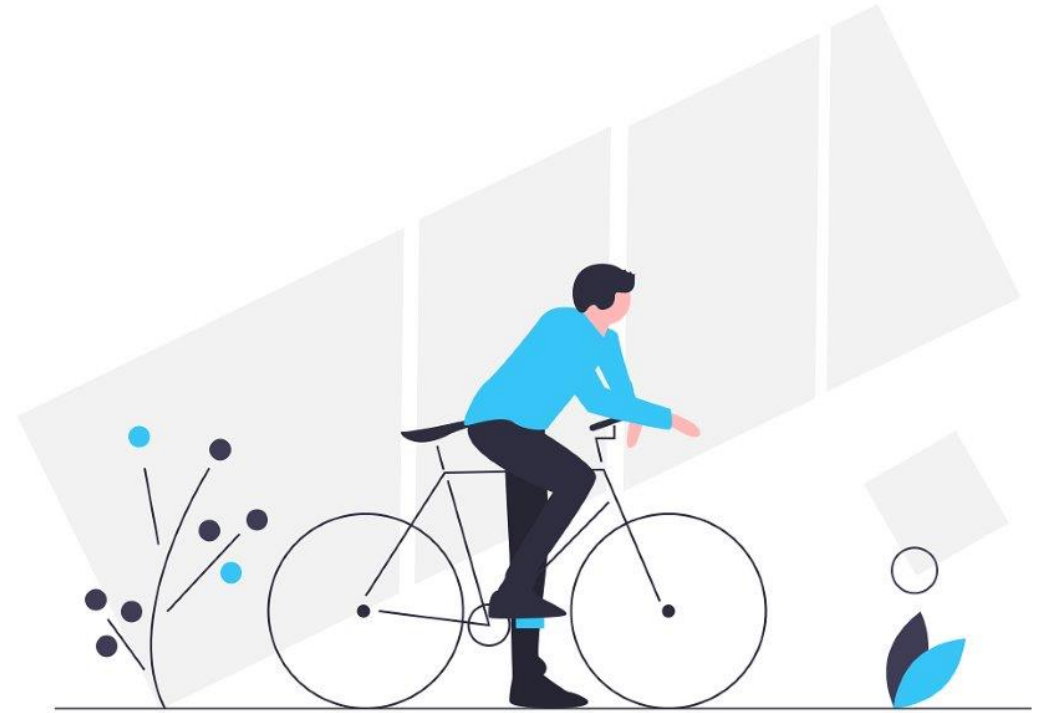


Proposed Content may include but is not limited to:

- Description for the capability
- Vision for the capability
- Strategies for advancement
- Health
- Risks and issues
- Constraints (laws/refs)
- Active projects
- Proposed projects

Next Steps

- Initiate the project
- Schedule 1 to 1 discussions
- Complete the process



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Gold Country Trails Council
2017
STRATEGIC PLAN

Executive Summary

The GCTC Board in 2016 directed that a Strategic Plan be developed which would provide a comprehensive plan and guidance for future strategies and projects. A committee of ten GCTC members and with the input from a survey of the membership, produced a long term strategic plan.

A revised **mission statement** was created to reflect the changing times:
GCTC is an organization committed to develop, maintain, and advocate for safe integrated trails for equestrians and other non-motorized users.

A new **vision statement** was also created:
Public access to trails for equestrian use.

Goals, strategies and projects were developed to document the future directions that could be undertaken by GCTC over the next five years.

Six goals were identified (in short):

1. *Develop and maintain trails*
2. *Build a strong internal organization*
3. *Provide meaningful education to the membership*
4. *Market and promote GCTC*
5. *Develop a cooperative and working relationship with like minded groups, including the Forest Service*
6. *Engage the membership to be more involved in GCTC activities.*

A list of strategies and projects were established for each Goal based on input from the Survey, committee members and the membership. The strategies and projects will be reviewed by the Board each year and priorities will be established as to which projects should be accomplished with the help and support of the membership.

GCTC was founded as a non-motorized trail building and maintenance organization and the plan adheres to those roots, provides goals and projects to sustain those founding beliefs.

Gold County Trails Council (GCTC) Strategic Plan Overview

In 2016 the GCTC Board of Directors asked that a three to five year Strategic Plan be developed. From that direction a committee was formed of dedicated GCTC members to develop a Strategic Plan. A survey was conducted of the membership in 2016 to get their feed back and desires prior to formulating the actual plan. The committee met in January of 2017 to formulate a new Mission Statement and Vision reflecting the thoughts and responses from the survey and committee members. With the mission and vision completed the committee set out to develop goals and strategies/projects that would support the new mission and vision of GCTC. The committee identified six critical areas of interest:

1. Trail/Campground Building and Maintenance
2. Leadership-Administration
3. Education of the Membership
4. Public Relations, including Outreach, Fund Raising, and Marketing
5. Interagency Cooperation
6. Membership Involvement and Responsibilities.

From these broad areas, six specific goals were established to align the strategies and projects to be considered over the next five years.

History of Gold Country Trails Council

The Gold Country Trails Council was formed in 1981 as a non profit corporation by a group of horse-loving Nevada County families who wanted to fill a need for non-motorized trails in Nevada County and the surrounding foothills. Over the years, volunteers have constructed over 30 miles of non-motorized trails within the Tahoe National Forest.

The first trail was started in 1982 when GCTC obtained an encroachment permit to construct a non-motorized trail within the State Highway 20 Right of Way. It was named the Pioneer Trail, because it followed the early route the pioneers took when traveling over the Sierra Nevada mountains to Nevada City and Grass Valley.

In 1984, the Tahoe National Forest approved a proposal to extend the trail on National Forest lands with the goal of eventually connecting the Pioneer Trail with the Pacific Crest Trail. The Pioneer Trail utilizes segments of the emigrants' wagon roads as well as historic mining and hydroelectric ditches, old road beds and telephone/telegraph rights of way.

Several trail heads serve the 30-mile Pioneer Trail, including:

1. Harmony Market across from Five Mile House on Highway 20.
2. Gold Country Equestrian Trail Head on Washington Conservation Road, a.k.a. Lone Grave
3. Equestrian Trail Head near the Washington Overlook Vista
4. Skillman Horse Campground
5. Upper Burlington Road
6. Chalk Bluff Road
7. Omega Overlook
8. Zebright Road at Bear Valley

Most of the trails are forested, however there are openings with views of the surrounding mountains, meadows and lakes. Over the years a number of additional non-motorized trails have been developed off the original Pioneer trail, including the:

1. Dascombe Loop
2. Meyer Trail
3. Pfeiffer Trail
4. Zig Zag Trail
5. Cable Trail
6. Harmony Trail
7. Hallelujah Trail
8. Dogwood trail

GCTC also established and helps maintain and support two horse camps:

1. Skillman Horse Camp off Highway 20 above Nevada City, with access to the Pioneer Trail.
2. Little Lasier Meadow Horse Camp off Highway 89, north of Truckee, with access to the Pacific Crest Trail.

GCTC maintains close working relationships with the Tahoe National Forest, BONC (Bicyclists of Nevada County), and NCWR (Nevada County Woods Riders) motorcyclists, to ensure user cooperation and maintenance of the non-motorized and multi use trails in the Tahoe National Forest. This cooperation is supported by an annual United Trails workday. Other activities on the trails include an annual Wild West Endurance Ride and GCTC Annual Benefit Poker Ride.

Since GCTC's inception in 1981, tens of thousands of volunteer hours have been provided to Nevada County and the Tahoe National Forest to build and maintain trails and horse camps.

Defining the Mission Statement, Vision and Strategic Plan

- The Mission Statement is a brief description of GCTC's fundamental purpose and why GCTC exists.
- The Vision Statement is GCTC 's inspiration and it articulates the hopes and dreams of GCTC.
- The Strategic plan is a tool derived from a clear vision to provide guidance in fulfilling GCTC mission and establishing goals and describing projects, actions and resources needed to accomplish them over the next 3 to 5 years

MISSION STATEMENT

GCTC is an organization committed to develop, maintain, and advocate for safe integrated trails for equestrians and other non-motorized users.

VISION STATEMENT

Public Access To Trails for Equestrian Use

*"The clearest way into the universe is through a forest wilderness."
--John Muir*

Strategic Goals

Goal #1

Develop, maintain and protect non-motorized trails, campgrounds, and staging areas in the Tahoe National Forest and surrounding areas for the safe enjoyment of GCTC members and community.

1. With input from the Forest Service, design and publish detailed trail maps in the Pioneer Trail corridor, that includes major physical, historical and natural landmarks with trail names and distances of trail loops. Furnish maps at trail heads.
2. Develop and implement standards for improved trail signage.
3. In cooperation with BONC and NCWR, develop an annual workshop to discuss trail design, safety, trail etiquette, proper use of tools, and first aid demonstrations. Continue to support the United Trails day activities.
4. In cooperation with trail partners, raise and allocate financial and organizational resources to develop and maintain non-motorized trails, campgrounds, and staging areas.
5. *List of trails and campground projects:*
 - a. Continue annual maintenance on area trails:
 - Bowman Mountain trail reroute
 - Bull Penn Lake trail reroute
 - Complete Cable trail
 - b. Dascombe trail reroute.
 - c. Bridge over the Fuller Lake pen stock spillway on the eastern most end of the Pioneer trail.
 - d. Create non-motorized Bear Valley trails with equestrian parking (in conjunction with BYLT).
 - e. Support equestrian trail building at Rice Crossing and Royal Gorge
 - f. Support the development of Pack Saddle Horse Camp (near the Pacific Crest Trail, Gold Lake Area).
 - g. Evaluate the support given by the State Parks Department for equestrian trails and restroom facilities at Empire Mine and possible GCTC involvement.

- h. Skillman Horse Camp and Little Lasier Meadow Horse camp:
 - continue annual maintenance
 - maintain and improve the horse corrals, consider adding additional corrals at both camps
 - make entrance and in camp road improvements
- i. Work closely with the Forest Service to make needed improvements to Skillman Horse Camp, including better access to campsites, including some tree removal), fire rings, picnic tables, group parking, potable water, restroom upgrades.
- j. Improve and maintain Grouse Ridge lake trails in the Loney Meadows area.
- k. Direct resources towards Washington Conservation convict crews, professional trail builders or non-member volunteer groups when priority projects are beyond the ability of GCTC volunteers.
- l. Establish an educational program of trail etiquette including signage to promote responsible trail use, "bikes and hikers yield to horses," and report trail problems to ParkWatchReport app - www.ParkWatchReport.org

Goal #2:

Build a strong organizational structure that supports the Mission and can sustain GCTC over the long term:

1. Strengthen the leadership of GCTC by developing a succession plan for Board members and committee chairs; encourage rotation of Board positions.
2. Develop and expand interest in committees that provide rewarding and meaningful opportunities for members.
3. Provide adequate training, education, and desired expectations of Board Members and committee chairs.
4. Encourage an openness and inclusion of members and new members alike.
5. Update and develop where necessary a list of job descriptions for Board positions and committee chairs.

6. Create develop and fund a cloud-based Drop Box electronic filing system to store GCTC documents for Board and member use.
7. Conduct an orientation of duties and responsibilities for incoming Board members and Committee Chairs.
8. Encourage written reports from committee chairs and Board assignments and a Treasures report with expense categories and revenues.
9. Develop an annual budget with expense categories, capital projects and projected revenues at the December Board meeting.
10. Encourage mentoring by the Board and committee chairs with potential future leaders in the organization.

Goal #3:

Provide meaningful educational programs to the membership that relate to Equestrian activities, volunteerism, trail development and safety.

1. Provide an educational trail building day explaining trail and tool safety, science behind building trails and techniques, reviewing the trail areas maintained by GCTC, and expectation of volunteers on the trails.
2. Establish a training coordinator to expand opportunities for members to get chain saw certification, trail supervision, mechanical trail building equipment certification and a general educational trail building day for members and partners.
3. Develop special programming for GCTC members scheduled throughout the year:
 - Provide at least once a year a horse and rider clinic and a program on horse health topics.
 - Provide a basic first aid and CPR class to the membership at least every two years.
 - Provide a clinic on horse emergency care on the trail at least every two years.

- Provide a clinic on horse camping education, horse confinement, Leave No Trace principles, safety, camp cooking, etc., every two years.
- Provide a tack swap day and an opportunity for members to highlight their home business, services or wares to the members.

Goal #4:

Market, promote, fund raise and improve the image and interest in GCTC's Mission, making GCTC a compelling organization for the whole community.

1. Conduct out reach through a number of mediums to a broad spectrum of like-minded equestrian and trail building and community groups to support the GCTC mission.
2. Continue to raise awareness of the Pioneer Trail, its history and current development so that it becomes a treasured local resource with a strong following of non-motorized users, supporters and friends committed to its protection.
3. Continue with the GCTC Annual Benefit Poker Ride fund raiser held in June at Skillman Horse Campground. Refresh the program as needed, work with the members to solicit donations and prizes year round for the event. The Poker Ride is the largest fund raiser for GCTC and is a community show case for the organization.
4. Publish articles to educate the public on the safe use of trails with horses, hikers and bicycles with the importance of stewardship of the trails.
5. Participate in community events, such as parades, Earth Day, nature days, horse-related events, County Fair, etc., throughout the year to emphasize GCTC accomplishments, its mission and to recruit new members.
6. Develop programs that encourage youth participation in GCTC trail activities, the enjoyment of the outdoors and giving back to the community. Possibly a "Day of Giving." with projects outlined to be accomplished and working with high school and junior college students.
7. Develop an outreach to other horse groups, possibly coordinating supportive activities of mutual benefit with 4-H, FFA, Pony Club, Nevada County

Horsemen, Back Country Horsemen, High School and Junior College students and Nevada County Fair.

8. Consider developing a GCTC family day, (bring the kids and grandkids) with horse activities, games, BBQ, ice cream, fun day.
9. Become more of a trail advocacy group, form a committee that monitors legislative action that effects non-motorized trails and equestrian activities in our parks and forests.
10. Acquire a pop up tent with the GCTC logo, and promotional supplies, to be used to highlight the good work GCTC does at various community events with an eye to recruit new younger members.

Goal #5:

Develop a strong working relationship and cooperation with like minded organizations that support development and protection of our natural resources and equestrian activities and non motorized trails for community use.

1. Develop strong ties and working relationship with the Forest Service (Nevada City headquarters) at the senior level and hold the agency accountable for its responsibilities to assure long term protection and maintenance of the non-motorized trails and horse camps.
2. Strengthen partnerships with Nevada County Supervisors, State and Federal government agencies and elected representatives, educating them on the mission and accomplishments of GCTC.
3. Establish GCTC liaisons with the Bear Yuba Land Trust, Placer County Land Trust and Placer County Parks to promote the development of non-motorized and equestrian trails.
4. Develop relationships with Penn Valley Equestrian Groups and SRYCL.
5. Monitor the Nevada County Supervisors agendas, maintain a watch and support of the Historic Emigrant Trail located on the Nevada County public trail easement, and support the Mines to Pines trail effort.

6. Develop a working and cooperative relationship with the Nevada County Horsemen and possible future collaboration on programs and partnerships.
7. Monitor potential grants for funding trail development, horse camps and staging areas (parking).

Goal #6:

Engage and educate the membership on the mission and vision of GCTC with the responsibilities of stewardship and protection of trails, camps and natural resources.

1. Members are critical to the success of GCTC since they provide vital leadership, income and volunteer efforts on and off the trail and their efforts need to be nurtured.
2. Greater membership services and programs will be required to sustain members interest and participation in trail building, maintenance and administrative support of GCTC. Creative ideas will need to be developed to meet this need.
3. Create an electronic membership database with fields highlighting skills and expertise of members such as, work experience, hobbies and areas of interest that would help support the success and mission of GCTC.
4. Provide education and expectations of trail work days to volunteers prior to the work day so members have a clear idea of what is expected.
5. Develop a list of projects that are not physical in nature for members that are unable to participate on trail work days and who still want to support the mission of GCTC, such as making raffle prizes for our Poker Ride, write letters of support, help with public relations, etc.
6. Recruit current members to assist with non trail work day activities.
7. Develop a mentoring and buddy system for new members.
8. Develop a committee of current members to take new members on trail rides at Lone Grave and Skillman Horse Camp trails, familiarizing them with trail markings, horse water, safe trails, possibly two to three times a year.

9. Expand what is included in the new member packets to give members a complete understanding of the who, what and why of GCTC.

In Conclusion

These Goals are presented in no particular order of significance. The strategic planning format is as follows:

Goals:

To accomplish the mission, we will focus on the 'big picture' items.

Strategies and projects:

Steps GCTC will take to achieve the goals -

- Annually the Board will under take an evaluation of the strategies and projects and select those they wish to accomplish for the year.
- Assigning responsibilities, project deadlines and resources to complete the tasks.

--Submitted by Jeffrey Foltz, Strategic Plan Chair

Thanks to the Committee members who helped develop this Strategic Plan:

Helen Harvey, Mary Johnson, Jaede Miloslavich, Laura Duncan, Irv Mazur, Sharon Silver, Susan Van Steenkiste, Cathy Chase, Susan Donnelly, and Vicki Testa.



**MHCWD
MEMO**

**04/15/21
BOARD MEETING AGENDA
ITEM V-C**

TO: MHCWD BOARD OF DIRECTORS

FROM: Director Richard Goodwin

RE: DISCUSSION AND POSSIBLE ACTION RE: AMENDMENT OF SECTION
1.1. A OF THE POLICIES & PROCEDURES MANUAL

The proposed amendments to the policy had been reviewed by the attorney.

The conclusion:

“The District’s Board of Directors lacks legal authority to determine the qualifications for members of the District’s Board of Directors. The District’s Board of Directors also may not make job-related decisions about the General Manager based on his or her marital or family status. Therefore, the proposed resolution would not be legally enforceable, and, in the case of the General Manager, could constitute prohibited discrimination.”

The legal cost of the review was \$1,957.50.

The proposed policy is attached along with a memo from Director Goodwin and the legal review.

From: Richard Goodwin, Director
To: MHCWD Board
Subj: Follow-up Questions for Attorney Re: Recent Opinion
Date: 4/7/2021

My follow-up questions for the Attorney, if the Board chooses to allow his appearance despite additional cost, are as follows:

1. If we were to adopt an Ethics Policy in this area, would such a policy have any "teeth?"
2. Such a Policy could not forbid Nepotism. It could only detail situations where cohabitation of two Board members would require certain ethical actions to be taken by the affected parties. Is that correct?
3. The policy could, I presume, detail situations where an affected Board member is expected to excuse his/herself from discussion or action on a Board action. Is that correct?
4. Could such a Policy, properly written, also apply to a Board member who is in a relationship with the GM?
5. Is there a broader impact here on what the Board can or can't use as criteria when selecting a new member from among more than one applicant?

Before seeking further input from the lawyer, however, we should pause for breath.

The Board should recall that the proposed updates to the P&P Manual were never debated with respect to the underlying concerns as stated in the Resolution itself. The draft Resolution was referred to the Attorney without debate on the merits.

Had we been unable to reach consensus on the need for action, referring the matter to the Attorney would not have happened. As for the cost of the legal opinion, we bear equal responsibility for that decision, be it right or wrong.

Some comments received to date seem to imply that the legal fees incurred were excessive and, somehow, prove that the issue itself is therefore unworthy of further consideration. I beg to differ. Nepotism was the topmost concern expressed by our customer base prior to last year's election, even when it was pointed out that no laws had been broken.

I suggest we take time to debate the basic issues raised by the original motion.

Respectfully,

Richard J. Goodwin

RESOLUTION NO. 2021-0_
MIDWAY HEIGHTS COUNTY WATER DISTRICT
AUTHORIZING AMENDMENT OF SECTION 1.1.A OF P&P MANUAL

WHEREAS the Midway Heights County Water District finds it to be in the best interests of the District to uphold and expand upon the open meeting protections afforded by the Ralph M. Brown Act. Infractions of this State law occur when three or more Directors discuss District matters outside of an official Board meeting, creating a loss of transparency and denying the public due process. The District finds that Directors who are spouses, domestic partners or those who otherwise share a household may too easily violate Brown Act prohibitions against so-called “serial meetings,” where two Directors privately discuss Board business and one of them goes on to discuss the same matters with a third Director;

WHEREAS the Midway Heights County Water District finds it to be in the best interests of the District that the three-Director minimum for a quorum and for a majority vote on any action be protected from the dilution which occurs if spouses, domestic partners, or those who otherwise share a household are allowed to serve together as Directors.

WHEREAS the Midway Heights County Water District finds it to be in the best interests of the District to preclude conflicts of interest by Directors, or the appearance of such, in Board actions involving the hiring, evaluation, remuneration or dismissal of the General Manager. The District finds that, if a Director and the General Manager are spouses, registered domestic partners, or cohabitants of a household, there is ample likelihood of public concern about favoritism, even if the Director in question properly recuses him/herself.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Midway Heights County Water District that the following text be inserted ahead of the existing second paragraph of Section 1.1.A of the Policies & Procedures Manual.

“Persons who are married to each other, or who are registered domestic partners, or who otherwise cohabit the same residence, may not serve together on the Board of Directors. In the event that two Directors enter into such relationship, one or the other shall immediately resign and vacate their seat on the Board. In the event that the appointment or election of a new Director would create such a situation, the new Director shall not take office until the related Director has resigned and vacated their seat.

“A person who is married to, or who is a registered domestic partner of, or who otherwise co-habits the same residence with the General Manager may not serve on the Board of Directors. In the event that a Director enters into such relationship, she/he must immediately resign and vacate their seat on the Board. In the event that the appointment or election of a new Director would introduce such a situation, the new Director shall not take office until the General Manager has resigned and vacated the General Manager position.”

PASSED AND ADOPTED this ____ day of _____ 2021, by the Board of Directors of **MIDWAY HEIGHTS COUNTY WATER DISTRICT** at a regular meeting by the following vote:

| | | | |
|----------|-----------|-------|-------|
| AYES: | Directors | _____ | _____ |
| | | _____ | _____ |
| NOES: | Directors | _____ | _____ |
| ABSTAIN: | Directors | _____ | _____ |
| ABSENT: | Directors | _____ | _____ |

MIDWAY HEIGHTS COUNTY WATER DISTRICT

President of the Board of Directors

ATTEST:

Secretary thereof



Bartkiewicz, Kronick & Shanahan
A Professional Corporation

MEMORANDUM

TO: BOARD OF DIRECTORS, MIDWAY HEIGHTS COUNTY WATER DISTRICT
FROM: ANDREW J. RAMOS & BRITTANY BRACE
CC: JASON TIFFANY, GENERAL MANAGER
DATE: FEBRUARY 12, 2021
**RE: MIDWAY HEIGHTS COUNTY WATER DISTRICT PROPOSED
RESOLUTION AUTHORIZING AMENDMENT OF SECTION 1.1.A OF P&P
MANUAL**

SUMMARY

You asked us to review the proposed Resolution Authorizing Amendment of Section 1.1.A of the Policies and Procedures Manual. The Resolution would prohibit spouses, domestic partners, or others who share a household from serving simultaneously on the Midway Heights County Water District Board of Directors. The Resolution would also prohibit the General Manager’s spouse, domestic partner, or others who share a household with the General Manager from serving on the Board.

The District’s Board of Directors lacks legal authority to determine the qualifications for members of the District’s Board of Directors. The District’s Board of Directors also may not make job-related decisions about the General Manager based on his or her marital or family status. Therefore, the proposed resolution would not be legally enforceable, and, in the case of the General Manager, could constitute prohibited discrimination. The Board may adopt an ethics policy or other measures aimed at preventing Brown Act violations by spouses, domestic partners, or others who share a household.

DISCUSSION

A copy of the proposed resolution is attached. Our analysis and resulting conclusion were based on the review of the proposed Resolution as well as applicable Water Code, Government Code, and Elections Code provisions.

A. Qualifications for Directors

The qualifications for election to a county water district board of directors are governed by the Water Code, Government Code, and Elections Code. Each district is required to have a five-member board of directors “each of whom, whether elected or appointed, shall be a voter of the district.” (Wat. Code, § 30500; *see also* Gov. Code, § 24001 (“a person is not eligible to a county or district office, unless he or she is a registered voter of the county or district in which the duties of the office are to be exercised...”). A voter of the district must be 18 or over and a resident of the District. (See Wat. Code, § 30700.)

B. Board of Directors’ Express and Implied Authority regarding Directors’ Qualifications

The powers and purposes of a county water district (Wat. Code, § 30000 et seq.), which are exercised by its directors (Wat. Code, § 30576), are enumerated in Water Code section 31000 et seq. County water districts have authority to exercise the powers “expressly granted or necessarily implied” to them under the Water Code. (Wat. Code, § 31000). Additionally, each district has the power generally to perform all acts necessary to carry out the Water Code provisions relating to county water districts. (Wat. Code, § 31001).

The Water Code does not expressly authorize a county water district board of directors to determine the qualifications of directors. Nor does the Water Code impliedly provide this authority. The District’s duties and powers under the Water Code generally relate to its duties to provide water and conduct operations related to the provision of water, enter into contracts, and disseminate information to the public regarding its conduct. (See Wat. Code, §§ 31004 (district may make contracts to carry out purposes of the district); 31011 (district may disseminate information to the public concerning activities of the district); 31020 (furnish water for beneficial use); 31021 (storage and conservation of water for future use); 31022 (district may operate water rights, works, or property useful or necessary to convey, store, or make use of water)). None of these matters relate to the qualifications for directors, which, as discussed above, are expressly set forth in statute.

The Board is authorized to “appoint or employ and prescribe the *authorities* and *duties* of other officers, employees, attorneys, and engineers necessary or convenient for the business of the district, each of whom shall serve at the pleasure of the board.” (Wat. Code, § 30544) (*italics added*.) However, this authority would not imply that the Board has authority to change the qualifications for the election of directors to the Board in the first place as laid out in the Water Code and other applicable provisions. Rather, it reflects the following statutory scheme: the voters of the District elect the Board’s directors who must meet the qualifications prescribed by statute, and those elected directors exercise discretion to determine the qualifications of all subordinate District officers and employees.

C. **The Board May Not Make Job-Related Decisions Based on the General Manager's Marital or Family Status**

To the extent that the policy would terminate the General Manager's contract of his or her spouse, domestic partner, or cohabitant were elected to the Board, then the policy would likely constitute prohibited discrimination based on marital or family status.

CONCLUSION AND RECOMMENDATION

If the District's Board of Directors adopts the proposed resolution, then it would not be legally enforceable, and, in the case of the General Manager, could constitute prohibited discrimination based on marital or family status. As an alternative, if the Board wishes to address potential Brown Act violations or perceived conflicts of interest, the Board has the authority to adopt an ethics policy or other measures aimed at addressing potential issues that arise when two directors are spouses, domestic partners, or cohabitants.

RESOLUTION NO. 2021-01
MIDWAY HEIGHTS COUNTY WATER DISTRICT
AUTHORIZING AMENDMENTS TO DISTRICT CODE

WHEREAS, the Board of Directors of MIDWAY HEIGHTS COUNTY WATER DISTRICT deems it in the best interests of the District to make amendments from time to time to the District Code;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of MIDWAY HEIGHTS COUNTY WATER DISTRICT to make the following apply to the District Code;

- Section 2.2.2 of the Midway Heights County Water District Code Book is hereby to read as follows:

The regular monthly meetings of the Board are held at 16733 Placer Hills Road, Meadow Vista, California, on the third (number of week) Thursday (day of week) of each month, commencing at 7:00 P.M. (time)

- Section 2.2.6 of the Midway Heights County Water District Code Book is hereby to read as follows:

Except as otherwise directed by the Board of Directors, any member of the board may request the Secretary to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda shall be two weeks preceding the regular meeting at 10 A.M.

PASSED AND ADOPTED this 15th day of April 2021, by the Board of Directors of MIDWAY HEIGHTS COUNTY WATER DISTRICT at a regular meeting by the following vote:

| | | | |
|----------|-----------|-------|-------|
| AYES: | Directors | _____ | _____ |
| | | _____ | _____ |
| | | _____ | _____ |
| NOES: | Directors | _____ | _____ |
| ABSTAIN: | Directors | _____ | _____ |
| ABSENT: | Directors | _____ | _____ |

MIDWAY HEIGHTS COUNTY WATER DISTRICT

President of the Board of Directors

ATTEST:

Secretary thereof

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

110 Maple Street, Auburn, California 95603 - 530-889-4097
lafco@placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO

COMMISSIONERS:

February 2, 2021

Robert Weygandt
Chair (County)

Joshua Alpine
Vice Chair (Special Districts)

Bonnie Gore
(County)

Paul Joiner
(City)

William Kahrl
(Special Districts)

Joe Patterson
(City)

Susan Rohan
(Public)

**ALTERNATE
COMMISSIONERS:**

Scott Alvord
(City)

Jim Holmes
(County)

Mike Lynch
(Special Districts)

Jeffrey Starsky
(Public)

STAFF:

Kristina Berry, AICP
Executive Officer

Vacant
*Clerk to the
Commission*

William Wright
LAFCO Counsel

Presiding Officer/Chair
Placer County Special District

From: Kris Berry, Executive Officer

Re: Call for Nomination--Special District Representative

Dear Presiding Officer/Chair:

This letter is the official call to open the nomination period for one regular and one alternate Special District representative seat on the Placer Local Agency Formation Commission.

The current Special District representatives are regular member Joshua Alpine, Placer County Water Agency (term expired May, 2020), and alternate member Mike Lynch, Auburn Recreation and Park District (term expired May, 2020). These Commissioners will serve the LAFCO Commission until new appointments are made. It is necessary to select a Special District representative and alternate representative for a four-year term. The new terms will expire in May, 2024.

Under Section 56332 of the Cortese-Knox-Hertzberg Act, the Executive Officer calls meetings of the Special District selection committee. The committee consists of the Presiding Officers of each independent Special District within the County (or members appointed by the legislative bodies to attend in the Presiding Officer's place). There are thirty-eight (38) such independent Special Districts in the County. A quorum would consist of one more than half of this number, twenty (20).

In the past, it has proven difficult given the busy schedules of most board members, to select a time when a sufficient number of Presiding Officers could be assembled to achieve a quorum.

Recognizing that it may be infeasible to hold a meeting at a time that is convenient for a quorum to attend, Section 56332(f)(3) allows for the Executive Officer to conduct the election for Special District representatives in writing. Under this new procedure, the Executive Officer call for nominations may be sent and submitted to by electronic mail within thirty (30) working days, allowing sufficient time for directors of the districts to take formal action on nominations. At the end of the nominating period, the Executive Officer prepares a ballot with voting instructions and sends the ballot to each district, allowing thirty (30) days for balloting. The Executive Officer then tallies the ballots and announces the results.

A nominee must be the Presiding Officer or a member of the legislative body of an independent Special District. The Cortese-Knox-Hertzberg Act encourages the selection of Special District representatives to represent the diversity of the districts with respect to population and geography.

The nomination period shall close at 4:30 p.m. on Tuesday, March 16, 2021. Nominations must be submitted by that time to:

Placer LAFCO
110 Maple Street
Auburn, CA 95603

Upon the closing of the nomination period, staff will prepare and mail a ballot to each Special District with voting instructions. Ballots will be due thirty (30) days after mailing.

If you have any questions about this procedure, please feel free to contact this office.

Sincerely,



Kris Berry, Executive Officer
Placer LAFCO

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

110 Maple Street, Auburn, California 95603 - 530-889-4097
lafco@placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO

March 22, 2021

COMMISSIONERS:

Robert Weygandt
Chair (County)

Joshua Alpine
Vice Chair (Special Districts)

Cindy Gustafson
(County)

Paul Joiner
(City)

William Kahrl
(Special Districts)

Joe Patterson
(City)

Susan Rohan
(Public)

ALTERNATE
COMMISSIONERS:

Scott Alvord
(City)

Jim Holmes
(County)

Mike Lynch
(Special Districts)

Jeffrey Starsky
(Public)

STAFF:

Kristina Berry, AICP
Executive Officer

Vacant
Clerk to the
Commission

William Wright
LAFCO Counsel

To: Placer County Special District Board Members

From: Kris Berry, Executive Officer

Re: Vote for Special District Representative, Placer LAFCO

Dear Special District Board Members:

The nomination period for Special Districts Representative and Alternate Representative to the Placer Local Agency Formation Commission (LAFCO) ended March 16, 2021. A total of five nominations were received.

Each district receives one ballot listing the nominees and shall vote for two candidates. The person receiving the highest number of votes shall assume the regular special district seat for term ending May, 2024. The candidate receiving the second highest votes shall assume the alternate seat for the same term.

The attached Ballot & Certification are to be completed by each district's independent selection committee member (district's presiding officer) or designated alternate, and returned to Placer LAFCO Office either by mail to the above address, or by email to kberry@placer.ca.gov by 4:30 p.m. Monday, May 10, 2021.

Any ties will be broken by coin toss at the May 12, 2021 Placer LAFCO hearing (tentatively).

Thank you for your participation, everyone.

Sincerely,



Kris Berry, Executive Officer
Placer LAFCO

Att.

Ballot
for
**Special District Representative & Alternate, Placer
LAFCO**

Please select **two (2)** candidates from the nominees below by marking the box by each chosen name. After making your selections, the Certification Statement at the end of this document must be signed by your Board Chairman or Alternate prior to mailing.

Ballots should be returned to the Placer LAFCO office no later than **4:30 p.m. Monday, May 10, 2021** by mail or email as follows:

Placer LAFCO
110 Maple Street, Auburn, CA 95603

OR

Kris Berry, Executive Officer
kberry@placer.ca.gov

Ballots received after this time/date will not be counted

Nominees (choose 2):

- Gordon Ainsleigh, Auburn Area Rec. & Park District
- Joshua Alpine, Placer County Water Agency
- Peter Gilbert, Placer Mosquito & Vector Control District
- Fred Ilfeld, Olympic Valley Public Service District
- Rick Stephens, Truckee Tahoe Airport District

Certification Statement

I _____, as Board Chairman (or
(Name)
authorized alternate) of _____,
(District)

Certify that this is the District's true and correct ballot.

Curriculum Vitae
Frederic W. Ilfeld, Jr., MD, MA, CGP
P.O. Box 2160, Olympic Valley, CA 96146
(530) 448-6060
FILFELD@gmail.com

Professional experience:

Born and raised in southern California, Dr. Ilfeld attended undergraduate college at Yale University, where he majored in Culture & Behavior (psychology, anthropology, sociology, ethology) and received his B.A. magna cum laude with high honors. He went on to complete his medical studies at Harvard Medical School in Boston. After a one year internship at San Francisco General Hospital, Dr. Ilfeld studied psychiatry in a three year residency at Stanford University. Also while at Stanford he earned a Master of Arts degree in sociology, specializing in small group behavior. He has had the good fortune to study under several masters in the fields of psychotherapy (Elvin Semrad, Leston Havens), group therapy (Irvin Yalom), and community mental health/social psychiatry (Drs. Gerald Caplan, Erich Lindemann, Rudy Moos).

After conducting epidemiologic research on stress and coping at the Laboratory of Socio-environmental Studies, National Institute of Mental Health, Dr. Ilfeld moved to Sacramento to join the faculty at U.C. Davis Medical School. While full-time faculty at U.C. Davis he worked on the North Area community mental health team and was Chief of the Psychiatric Emergency Team. He was awarded research grants from the National Institute for Mental Health and from Roche Laboratories for his survey research on social stress and coping among 2,300 Chicago adults, resulting in eleven journal publications on this topic.

Dr. Ilfeld is Board Certified in Psychiatry and was in private practice in Sacramento from 1974 through 1999. He continued his private practice of general psychiatry in Squaw Valley, California, in the north Lake Tahoe area. Although Dr. Ilfeld retired from private clinical practice in 2002, he retains a special interest in teaching the group psychotherapies. Beginning in 1975 Dr. Ilfeld led group therapies for in-depth personal change, for the chronic mental disorders, for panic disorder, and for obsessive-compulsive disorder. From 1983 through 1998 he was a leader of process training groups for psychiatric residents at the U.C. Davis Medical Center. From 2004 - 2015 he co-led with his wife, Barbara, the process training group for psychiatric residents at the University of Nevada School of Medicine. Bi-annually from 1990 – 2015 he co-led training groups with Barbara at the Northern California Group Psychotherapy Society's Institutes in Asilomar (nearby Monterey, California). With Barbara he has co-led American Group Psychotherapy Association (AGPA) workshops on "Managing Dual Relationships in Rural Settings" and on "The Art of Culture Building in the Group". He co-led with Barbara a Special Interest Institute on the latter topic yearly from 2007 through 2012 at the annual national AGPA Meetings. In 2014 and again in 2015 at the annual AGPA conference, Fred and Barbara co-led a two-day Special Interest Institute on "Enhancing the Group Process through a co-leader Fishbowl Technique."

As a former Associate Clinical Professor of Psychiatry at U.C. Davis Medical School, Dr. Ilfeld received the distinguished clinical faculty teaching award twice in 1987 and again in 1998. He recently retired as Clinical Professor of Psychiatry at the University of Nevada School of Medicine (Reno). From this institution he also received the distinguished clinical faculty teaching award twice, in 2006 and again in 2011. He has published over twenty journal articles and book chapters on topics of violence, community mental health, stress and coping, child custody, and group therapy. He was past president of the Sacramento Psychiatric Society, was on the council of the Northern California Group Psychotherapy Society, and is currently a member of the American Group Psychotherapy Society. Dr. Ilfeld is a Certified Group Psychotherapist (CGP) and is a Distinguished Life Fellow of the American Psychiatric Association.

Organizational and Community service:

Since moving full-time to Squaw Valley in July 1999, Dr. Ilfeld has participated actively in local community organizations. He was on the Board of the Squaw Valley Property Owners Association. Dr. Ilfeld coordinated the Architectural Control Committee for the Hidden Lake Property Owners Association for 5 years and has continued as a Board member through the present. He has been a member of the Squaw Valley Municipal Advisory Council, advising the Placer County Board of Supervisors on matters concerning Squaw Valley. Dr. Ilfeld was Chair of the Grants Review Committee of the Truckee-Tahoe Community Foundation and was a member of the Board of Trustees of both the North Tahoe Hebrew Congregation and the Tahoe Truckee Community Foundation. He is a past Board Chair of the Tahoe Truckee Community Foundation.

Since early 2013 he was a leader in the effort to incorporate Squaw Valley as the Town of Olympic Valley. As such, he was Board Chair of the charitable non-profit *Incorporate OV Foundation*, and on the Board of the non-profit advocacy organization, *Incorporate OV*.

In 2016 Dr. Ilfeld was publicly elected as a Board member of the Squaw Valley Public Service District and has served in this position through the present time. (In 2020 the name of the organization was changed to "Olympic Valley Public Service District".)

Joshua Alpine

District 5 Director, Placer County Water Agency | Special District Member, Placer LAFCo

Joshua Alpine is the District 5 Director of Placer County Water Agency (PCWA), where he oversees the agency's vital efforts to provide an affordable, reliable, and sustainable water supply to the people, environment, and economy of Placer County and the region.

Mr. Alpine currently serves as Vice Chair of the Placer Local Agency Formation Commission, elected in 2016 to represent Special Districts. He also served on the commission from 2011-2012 including a term as Chair as a City representative.

As the current Vice President of the Board of Directors for Project GO Inc., Mr. Alpine is engaged in providing affordable housing and energy efficiency programs for low and moderate income working families and senior citizens in our area.

Mr. Alpine is also on the Board of Directors of the Association of California Water Agencies (ACWA), serving as Chair of ACWA's Region 3 Board of Directors (Alpine, Amador, Calaveras, El Dorado, Inyo, Lassen, Mariposa, Modoc, Mono, Nevada, Placer, Plumas, Sierra, and Tuolumne Counties), and serves from time to time as a member of numerous other committees and task forces.

Prior to serving as a director for PCWA, Mr. Alpine sat on the Colfax City Council from 2003-2012, including having served two terms as Mayor. During that time, he was very involved in waste water, regional water, and land planning issues.

Mr. Alpine works effectively with elected officials and agencies at the local, state, and federal levels, including the Regional Water Quality Control Board and the State Water Resources Control Board, developing solutions to water and land use policies that affect our region. At the federal level, he has worked with the U.S. Environmental Protection Agency, U.S. Corps of Engineers, U.S. Department of Agriculture, and U.S. Department of Housing & Urban Development. He has also served on the Placer County Economic Development Board.

Mr. Alpine holds a B.S. in Information Systems Management and has a California State Hydro Power System Operator certification. He worked as a Hydro System Operator from 2003 until 2009 for Pacific Gas & Electric (PG&E) operating the Bear, South Yuba, and the American Middle Fork river systems, and currently is a Lead System Operator of PG&E's electric transmission system. He is a member of the Placer County Historical Society and Colfax Lions Club. Mr. Alpine lives in Colfax

PETER GILBERT
2020 Caravelle Court
Lincoln CA 95648
(650) 759-5584
peter-gilbert@sbcglobal.net

Former Councilman/Mayor, City of Lincoln

Former Councilman/Mayor, City of Foster City

Current President, Placer County Mosquito & Vector Control District

Former President/Treasurer, Lincoln Hills Community Association

Current Member, Lincoln Hills Foundation Board of Directors

Former Member, Placer County Grand Jury

Former President, League of California Cities Peninsula Division (33 Cities in San Francisco, San Mateo and Santa Clara Counties)

Former Chair, San Mateo County Criminal Justice Council

San Francisco State University, Speech Major - Radio/TV

U S Army Intelligence Corp. Sgt., E-6 Honorable Discharge

San Mateo County Safety Man of the Year for efforts funding a major highway project. (92/101 highway interchange)

Executive management experience. Financial Management. I have managed groups as large as 5,000 employees.

Rick Stephens

Rick Stephens has lived full time in the Placer County unincorporated area of Truckee since June 1, 2007. He was publicly elected to the Truckee Tahoe Airport Board in November 2016 and was re-elected in 2020. Rick was President of this Board in 2018 and 2019.

Rick was appointed to the Placer County Citizens Advisory Committee for allocation of a portion of TOT funds. The initial appointment was for 3 years in 2018. He was reappointed for an additional 3-year term in 2021.

Rick was the project manager for the TTCF Community House as a volunteer. It was a 4-year project including acquisition of the property, designing the plans to renovate the buildings, and reconstruction of the facility to serve non-profits in the Kings Beach area.

Rick also served on a citizens advisory group for the Truckee Fire Protection District on property tax revenue.

He has been President of Lahontan Community Association (5 years) and subsequently was President of Lahontan Golf Club (5 Years).

Rick Stephens worked in the commercial real estate business as an Asset Manager and as an investor.

ZKS Real Estate Partners LLC was formed in 1996 after Zurich Insurance acquired Kemper Corporation. Its mission was to finish the orderly disposition of the remaining Kemper Corporation real estate portfolio (\$800 million) and to invest in real estate value added transactions. ZKS was closed at the end of 2013. Stephens Real Estate Partners, LLC operated Stephens contracts and investments. Separate from the Zurich assets, ZKS acquired more than 5 million square feet of industrial and office properties valued at in excess of \$800 million.

Mr. Stephens was president of Kemper Real Estate Management Company from 1992-1996. KREMCO's sole mission was the orderly disposition of the \$5 billion Kemper real estate portfolio. In 1992 KREMCO had 700 employees, 11 million sf of buildings, 40,000 acres of land, and 2 home building companies.

Prior to Kemper, Mr. Stephens was President of The Koll Company's Los Angeles Division. This division was responsible for acquisition, development, property management and construction of approximately \$2 billion in real estate between 1986 and 1992.

Prior to Koll, Mr. Stephens was Sr. VP of Cadillac Fairview's Western Region from 1982-1985 responsible for industrial properties. This included 6 million sf of big box industrial in Torrance, Compton and Costa Mesa CA. In addition, 2,000 acres in 5 industrial parks were developed.

Mr. Stephens started his real estate career at The Newhall Land and Farming Company in 1974. He was in charge of Newhall's industrial and commercial development from 1977-1982.

Mr. Stephens graduated from Cornell University in 1972 (BS Engineering) and received an MBA from Stanford University in 1974. He served 3 years in the US Army in the middle of his undergraduate studies, including tours of duty in Vietnam ('67-'68) and Germany ('68-'69).

Hiking and golf are Mr. Stephens' leisure activities. Each year, Rick backpacks in the high Sierra Nevada mountains. Rick also enjoys adventure travel, 100 miles on The Camino Santiago, Patagonia, Inca Trail, Iceland, Copper Canyon in Mexico and the Haute Route in Switzerland in August, 2019.

Rick has been married to Gail Stephens for 53 years. They have 2 children, 51 and 49 and 1 grandchild.

MHCWD

Monthly Field Report
April 2021 for the month of March 2021

FLOW RECORDS

Treated Water: 301,150 cubic feet (2.25 million gallons) purchased, for an average service connection usage of 175 gallons per day (based on 443 active service connections). This information is from February, no new billing at time of this report.

Irrigation Water: 11.4 million gallons (22.8 Miner's Inches per day) purchased from PCWA, with an estimated demand of 9.0 million gallons (18.1 Miner's Inches per day) and an estimated usage of 832 gallons per day per customer (based on 351 active service connections: 174 metered, 177 flat rate).

FIELD ACTIVITIES

Service Calls: 40.

After Hours Calls: 0.

Line/System Repairs: 2 Irrigation System repairs.
PCWA canal off for seven days for maintenance and repairs.

Service Disconnections: 0.

New Service Connections: None.

Installations: None.

Double Check Valves Tested: 0.

Underground service alerts: 28.

Miscellaneous: Finished office move, continued reservoir monitoring for engineering purposes. Continued work on GIS mapping system. Truck maintenance, monthly Bac-T samples & quarterly TTHM & HAA5 samples. Continued treated blow off flushing, treated valve turning, irrigation valve turning. Easement clearing, repairs and maintenance at all facilities. Reversed flow from treated tanks to keep customers pressurized during Weimar water meter replacement shut down. Disabled & enabled treated tank and pump station alarms during multiple PG&E power shutdowns for pole replacements.

**MHCWD
MEMO**

**04/15/21
BOARD MEETING AGENDA
ITEM V-F**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: GENERAL MANAGER'S REPORT

The District received a refund of \$6,007.91 from the District's insurance company.

The Audit was performed and should be on the May agenda.

The District, in my opinion, should review the concerns that I raised at the last meeting of the "water user" group and send out a District newsletter correcting what I believe is inaccurate information.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

MARCH 2021

REGULAR BOARD MEETING
APRIL 2021

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (02/28/21) \$615,335.84

*(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 (03/31/21-Reconciled to Checking Account #1670 General) ** \$60,869.12

Adjusted Bank Statement Balance (03/31/21-Reconciled to Checking Account #9798 Rate Payer) ** \$16,040.96

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (03/31/21- Reconciled Money Market Account #6809 Tank Loan) ** \$35,618.68

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

LOAN BALANCES

STATE REVOLVING FUND (0.33 MG tank and improvements, 2014, 20 year loan)

Balance (12/31/20) \$632,559.97

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 MARCH 2021

Treasurer of the Board-Jim Mehl

Midway Heights CWD
Reconciliation Summary
10005 - Cash in Checking-1670, Period Ending 03/31/2021

| | <u>Mar 31, 21</u> |
|-----------------------------------|-------------------------|
| Beginning Balance | 48,356.36 |
| Cleared Transactions | |
| Checks and Payments - 29 items | -62,809.25 |
| Deposits and Credits - 25 items | 76,880.32 |
| Total Cleared Transactions | <u>14,071.07</u> |
| Cleared Balance | <u><u>62,427.43</u></u> |
| Uncleared Transactions | |
| Checks and Payments - 3 items | -1,558.31 |
| Total Uncleared Transactions | <u>-1,558.31</u> |
| Register Balance as of 03/31/2021 | <u><u>60,869.12</u></u> |
| New Transactions | |
| Checks and Payments - 9 items | -8,358.53 |
| Deposits and Credits - 1 item | 10,695.63 |
| Total New Transactions | <u>2,337.10</u> |
| Ending Balance | <u><u>63,206.22</u></u> |

Midway Heights CWD
Reconciliation Detail
10005 - Cash in Checking-1670, Period Ending 03/31/2021

| Type | Date | Num | Name | Clr | Amount | Balance |
|--|------------|------|-----------------------|-----|-------------------|-------------------|
| Beginning Balance | | | | | | 48,356.36 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 29 items | | | | | | |
| Bill Pmt -Check | 03/01/2021 | 8701 | MHCWD | X | -5,044.38 | -5,044.38 |
| Bill Pmt -Check | 03/01/2021 | 8702 | Omega Commerc... | X | -470.00 | -5,514.38 |
| Bill Pmt -Check | 03/01/2021 | 8703 | PG&E | X | -310.16 | -5,824.54 |
| Bill Pmt -Check | 03/01/2021 | 8700 | Lively Locks & De... | X | -147.19 | -5,971.73 |
| Bill Pmt -Check | 03/01/2021 | 8699 | AT&T U-verse | X | -42.80 | -6,014.53 |
| Bill Pmt -Check | 03/03/2021 | EFT | CalPERS Health ... | X | -3,812.47 | -9,827.00 |
| Bill Pmt -Check | 03/03/2021 | EFT | CalPERS Retire P... | X | -2,632.70 | -12,459.70 |
| Bill Pmt -Check | 03/03/2021 | EFT | CalPERS Retire P... | X | -609.55 | -13,069.25 |
| Bill Pmt -Check | 03/03/2021 | EFT | CalPERS Retire P... | X | -596.30 | -13,665.55 |
| Bill Pmt -Check | 03/03/2021 | EFT | CalPERS Retire P... | X | -85.34 | -13,750.89 |
| Bill Pmt -Check | 03/04/2021 | EFT | Paychex, Inc. | X | -14,376.37 | -28,127.26 |
| Bill Pmt -Check | 03/04/2021 | 8706 | US Bank | X | -1,731.65 | -29,858.91 |
| Bill Pmt -Check | 03/04/2021 | EFT | CalPERS 457 Pro... | X | -700.00 | -30,558.91 |
| Bill Pmt -Check | 03/04/2021 | 8705 | Quietech Associat... | X | -367.00 | -30,925.91 |
| Bill Pmt -Check | 03/04/2021 | 8704 | Frontier Communi... | X | -107.69 | -31,033.60 |
| Bill Pmt -Check | 03/05/2021 | EFT | Paychex, Inc. | X | -2,954.04 | -33,987.64 |
| Bill Pmt -Check | 03/05/2021 | 8708 | Dawson Oil Comp... | X | -488.04 | -34,475.68 |
| Bill Pmt -Check | 03/05/2021 | 8707 | AT & T | X | -260.60 | -34,736.28 |
| Bill Pmt -Check | 03/05/2021 | 8709 | Staples Credit Plan | X | -221.34 | -34,957.62 |
| Bill Pmt -Check | 03/10/2021 | EFT | Paychex, Inc. | X | -140.47 | -35,098.09 |
| Bill Pmt -Check | 03/11/2021 | 8716 | Weimar Water Co... | X | -8,520.48 | -43,618.57 |
| Bill Pmt -Check | 03/11/2021 | 8710 | Bartkiewicz, Kroni... | X | -1,957.50 | -45,576.07 |
| Bill Pmt -Check | 03/11/2021 | 8715 | Verizon Wireless | X | -154.35 | -45,730.42 |
| Bill Pmt -Check | 03/11/2021 | 8711 | Cooks Portable T... | X | -140.43 | -45,870.85 |
| Bill Pmt -Check | 03/11/2021 | EFT | Wells Fargo | X | -136.00 | -46,006.85 |
| Bill Pmt -Check | 03/11/2021 | 8712 | Cranmer Analytic... | X | -90.00 | -46,096.85 |
| Bill Pmt -Check | 03/16/2021 | 8717 | PCWA | X | -1,061.38 | -47,158.23 |
| Bill Pmt -Check | 03/17/2021 | 8718 | Tel-Com | X | -60.00 | -47,218.23 |
| Bill Pmt -Check | 03/31/2021 | EFT | Paychex, Inc. | X | -15,591.02 | -62,809.25 |
| Total Checks and Payments | | | | | -62,809.25 | -62,809.25 |
| Deposits and Credits - 25 items | | | | | | |
| Bill Pmt -Check | 01/29/2021 | 8679 | Anderson's Sierra... | X | 0.00 | 0.00 |
| Deposit | 03/01/2021 | | | X | 166.88 | 166.88 |
| Deposit | 03/02/2021 | | | X | 130.59 | 297.47 |
| Deposit | 03/03/2021 | | | X | 429.71 | 727.18 |
| Deposit | 03/04/2021 | | | X | 369.18 | 1,096.36 |
| Deposit | 03/04/2021 | | | X | 972.94 | 2,069.30 |
| Deposit | 03/05/2021 | | | X | 133.36 | 2,202.66 |
| Deposit | 03/05/2021 | | | X | 6,372.93 | 8,575.59 |
| Deposit | 03/08/2021 | | | X | 331.57 | 8,907.16 |
| Deposit | 03/08/2021 | | | X | 9,608.32 | 18,515.48 |
| Deposit | 03/09/2021 | | | X | 282.25 | 18,797.73 |
| Deposit | 03/09/2021 | | | X | 9,760.57 | 28,558.30 |
| Deposit | 03/10/2021 | | | X | 231.48 | 28,789.78 |
| Deposit | 03/10/2021 | | | X | 6,017.91 | 34,807.69 |
| Deposit | 03/11/2021 | | | X | 395.32 | 35,203.01 |
| Deposit | 03/12/2021 | | | X | 7,188.17 | 42,391.18 |
| Deposit | 03/15/2021 | | | X | 406.98 | 42,798.16 |
| Deposit | 03/16/2021 | | | X | 9,512.58 | 52,310.74 |
| Deposit | 03/17/2021 | | | X | 259.76 | 52,570.50 |
| Deposit | 03/18/2021 | | | X | 50.00 | 52,620.50 |
| Deposit | 03/18/2021 | | | X | 5,428.05 | 58,048.55 |
| Deposit | 03/22/2021 | | | X | 210.70 | 58,259.25 |
| Deposit | 03/30/2021 | | | X | 302.35 | 58,561.60 |
| Deposit | 03/30/2021 | | | X | 10,029.58 | 68,591.18 |
| Deposit | 03/31/2021 | | | X | 8,289.14 | 76,880.32 |
| Total Deposits and Credits | | | | | 76,880.32 | 76,880.32 |
| Total Cleared Transactions | | | | | 14,071.07 | 14,071.07 |
| Cleared Balance | | | | | 14,071.07 | 62,427.43 |

Midway Heights CWD
Reconciliation Detail
10005 · Cash in Checking-1670, Period Ending 03/31/2021

| Type | Date | Num | Name | Clr | Amount | Balance |
|--------------------------------------|------------|------|----------------------|-----|------------------|------------------|
| Uncleared Transactions | | | | | | |
| Checks and Payments - 3 items | | | | | | |
| Bill Pmt -Check | 01/05/2021 | 1344 | Langlands, Tracy | | -207.88 | -207.88 |
| Bill Pmt -Check | 03/11/2021 | 8714 | Sauers Engineeri... | | -1,155.00 | -1,362.88 |
| Bill Pmt -Check | 03/11/2021 | 8713 | PG&E | | -195.43 | -1,558.31 |
| Total Checks and Payments | | | | | -1,558.31 | -1,558.31 |
| Total Uncleared Transactions | | | | | -1,558.31 | -1,558.31 |
| Register Balance as of 03/31/2021 | | | | | 12,512.76 | 60,869.12 |
| New Transactions | | | | | | |
| Checks and Payments - 9 items | | | | | | |
| Bill Pmt -Check | 04/05/2021 | 8723 | MHCWD | | -5,044.38 | -5,044.38 |
| Bill Pmt -Check | 04/05/2021 | 8725 | Omega Commerc... | | -651.00 | -5,695.38 |
| Bill Pmt -Check | 04/05/2021 | 8720 | Beam Security Sy... | | -561.67 | -6,257.05 |
| Bill Pmt -Check | 04/05/2021 | 8721 | Dawson Oil Comp... | | -552.72 | -6,809.77 |
| Bill Pmt -Check | 04/05/2021 | 8727 | US Bank | | -466.78 | -7,276.55 |
| Bill Pmt -Check | 04/05/2021 | 8724 | New Direction Ser... | | -380.72 | -7,657.27 |
| Bill Pmt -Check | 04/05/2021 | 8719 | AT & T | | -312.65 | -7,969.92 |
| Bill Pmt -Check | 04/05/2021 | 8726 | PG&E | | -281.05 | -8,250.97 |
| Bill Pmt -Check | 04/05/2021 | 8722 | Frontier Communi... | | -107.56 | -8,358.53 |
| Total Checks and Payments | | | | | -8,358.53 | -8,358.53 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 04/05/2021 | | | | 10,695.63 | 10,695.63 |
| Total Deposits and Credits | | | | | 10,695.63 | 10,695.63 |
| Total New Transactions | | | | | 2,337.10 | 2,337.10 |
| Ending Balance | | | | | 14,849.86 | 63,206.22 |

3:17 PM

04/05/21

Midway Heights CWD
Reconciliation Summary
10007 - Rate Payer Increase-Check-9798, Period Ending 03/31/2021

| | <u>Mar 31, 21</u> |
|-----------------------------------|-------------------------|
| Beginning Balance | 10,996.39 |
| Cleared Transactions | |
| Deposits and Credits - 2 items | <u>5,044.57</u> |
| Total Cleared Transactions | <u>5,044.57</u> |
| Cleared Balance | <u><u>16,040.96</u></u> |
| Register Balance as of 03/31/2021 | 16,040.96 |
| New Transactions | |
| Deposits and Credits - 1 item | <u>5,044.38</u> |
| Total New Transactions | <u>5,044.38</u> |
| Ending Balance | <u><u>21,085.34</u></u> |

Midway Heights CWD Reconciliation Detail

10007 - Rate Payer Increase-Check-9798, Period Ending 03/31/2021

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|-----------|-------|-----|------------------|------------------|
| Beginning Balance | | | | | | 10,996.39 |
| Cleared Transactions | | | | | | |
| Deposits and Credits - 2 items | | | | | | |
| Bill | 03/02/2021 | Marc... | MHCWD | X | 5,044.38 | 5,044.38 |
| Deposit | 03/31/2021 | | | X | 0.19 | 5,044.57 |
| Total Deposits and Credits | | | | | 5,044.57 | 5,044.57 |
| Total Cleared Transactions | | | | | 5,044.57 | 5,044.57 |
| Cleared Balance | | | | | 5,044.57 | 16,040.96 |
| Register Balance as of 03/31/2021 | | | | | 5,044.57 | 16,040.96 |
| New Transactions | | | | | | |
| Deposits and Credits - 1 item | | | | | | |
| Bill | 04/01/2021 | April ... | 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 | | | | | 10,088.95 | 21,085.34 |

Midway Heights CWD
Reconciliation Summary
10009 · Cal Bank and Trust-6809, Period Ending 03/31/2021

| | <u>Mar 31, 21</u> |
|-----------------------------------|-----------------------------|
| Beginning Balance | 35,663.04 |
| Cleared Transactions | |
| Checks and Payments - 1 item | -45.00 |
| Deposits and Credits - 1 item | 0.64 |
| | <u> </u> |
| Total Cleared Transactions | -44.36 |
| | <u> </u> |
| Cleared Balance | 35,618.68 |
| | <u> </u> |
| Register Balance as of 03/31/2021 | 35,618.68 |
| Ending Balance | 35,618.68 |

Midway Heights CWD Reconciliation Detail

10009 - Cal Bank and Trust-6809, Period Ending 03/31/2021

| Type | Date | Num | Name | Clr | Amount | Balance |
|--------------------------------------|------------|-----|------|-----|---------------|------------------|
| Beginning Balance | | | | | | 35,663.04 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 1 item | | | | | | |
| Check | 03/31/2021 | | | X | -45.00 | -45.00 |
| Total Checks and Payments | | | | | -45.00 | -45.00 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 03/31/2021 | | | X | 0.64 | 0.64 |
| Total Deposits and Credits | | | | | 0.64 | 0.64 |
| Total Cleared Transactions | | | | | -44.36 | -44.36 |
| Cleared Balance | | | | | -44.36 | 35,618.68 |
| Register Balance as of 03/31/2021 | | | | | -44.36 | 35,618.68 |
| Ending Balance | | | | | -44.36 | 35,618.68 |