

## REGULAR BOARD MEETING AGENDA

# MIDWAY HEIGHTS COUNTY WATER DISTRICT

**August 20, 2020 @ 7:00 P.M.**

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**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/81106294354?pwd=aU94TExuSGxWNnNnWG9CazQwZ29hZz09>

Meeting ID: 811 0629 4354 Passcode: 326036

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 meeting may be found at:

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

- ❖ This agenda has been prepared and posted at least 72 hours prior to the regular board meeting of the Midway Heights County Water District Board of Directors in accordance with the Ralph M. Brown Act.
- ❖ The chronological order of agenda items does not necessarily mean that each item will be considered in that order. Any listed items may be considered at any time during the meeting, at the discretion of the Board President.
- ❖ The public may address the Board on each agenda item during the Board's consideration of that item. Any members of public present at a meeting will be asked but are not required to state their name to the Board Secretary so that their attendance may be made a matter of public record.
- ❖ The Board is prohibited by law from taking action on any matter not appearing on the posted agenda, except in certain cases provided for in the Brown Act.
- ❖ In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Jason Tiffany at (530) 878-8096 (phone) or (530) 878-8096 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.
- ❖ In accordance with Government Code Sec. 54954.2 (a) this notice and agenda were posted at the following locations: MHCWD Office; Meadow Vista Post Office; Meadow Vista Village Center; at the intersection of Placer Hills and Peaceful Valley Roads; at the intersection of Oak Hill and Hillsdale Roads and Meadow Vista Community Center.

**I. CALL TO ORDER**

**II. ROLL CALL OF DIRECTORS**

**III. REVIEW AND APPROVAL OF MINUTES**

The minutes from the June 18, 2020 Regular Meeting will be discussed and may be approved.

**IV. PUBLIC FORUM**

This time is scheduled for comments from members of the public concerning subjects that do not specifically appear as items elsewhere on the agenda. The total time allotted for the public forum session is generally limited to 20 minutes. Discussion on each particular issue is limited to 10 minutes. Individuals are limited to approximately 3 minutes of public comments.

**V. GENERAL BUSINESS**

**A. DISCUSSION AND ACTION RE: CONSIDER ADOPTING RESOLUTION NO. 2020-02 AMENDING SECTION 2.2.7 OF THE DISTRICT CODE ADDING A CONSENT CALENDAR TO THE ORDER OF BUSINESS FOR REGULAR BOARD OF DIRECTORS MEETINGS.**

**B. DISCUSSION AND ACTION RE: CONSIDER APPROVAL OF A CONTRACT FOR STRATEGIC-PLANNING SERVICES WITH EYLON STRATEGIES IN AN AMOUNT NOT TO EXCEED \$20,000.**

**C. DISCUSSION AND ACTION RE: APPOINTMENT TO THE BOARD OF DIRECTORS OF MHCWD DUE TO VACANCY**

**D. DISCUSSION AND ACTION RE: SET DATE AND LOCATION FOR SPECIAL MEETING: CLOSED SESSION GENERAL MANAGER PERFORMANCE EVALUATION**

**E. DISCUSSION & ACTION RE: APPOINTMENT OF AD-HOC COMMITTEE TO NEGOTIATE CHANGE TO GENERAL MANAGER'S COMPENSATION AND BENEFITS**

**VI. DISTRICT OPERATIONS REPORTS**

**A. DIRECTORS' REPORTS**

**B. GENERAL MANAGER'S REPORT**

**C. FIELD OPERATIONS REPORT**

**VII. FINANCIAL**

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

Fund Summaries and Checking Account Reconciliation Registers showing the balances of all of the District's funds and bills paid for the months of June and July 2020 will be reviewed, discussed, and acted upon by the Board.

**VIII. 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.

**IX. ADJOURNMENT**

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**

**Regular Board Meeting Minutes**

June 18, 2020 @ 7:00 P.M.

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

**I. CALL TO ORDER**

With a quorum present, President Craig Stone called the meeting to order at 7:00 pm.

**II. ROLL CALL**

**DIRECTORS PRESENT:** Craig Stone  
David Wiltsee  
Donald Rushton  
Tracy Langlands

**DIRECTORS ABSENT:** Roy Ciardella

**OTHERS PRESENT:** Jason Tiffany, General Manager-Secretary to the Board  
Larry Bain, CPA

**MEMBERS OF THE PUBLIC:** Jim Mehl. Other zoom participants did not state that they wanted to be noted in minutes.

**III. REVIEW AND APPROVAL OF MINUTES**

**M/S David Wiltsee / Tracy Langlands** moved to approve the minutes from the May 21, 2020 Regular Meeting as amended.

|                 |     |                                     |     |                          |        |                                     |         |                          |
|-----------------|-----|-------------------------------------|-----|--------------------------|--------|-------------------------------------|---------|--------------------------|
| Craig Stone     | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/> |
| Tracy Langlands | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/> |
| Roy Ciardella   | 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"/> |
| Donald Rushton  | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/> |

|              |     |                                |     |                               |        |                               |         |                               |
|--------------|-----|--------------------------------|-----|-------------------------------|--------|-------------------------------|---------|-------------------------------|
| Board Totals | Aye | <input type="text" value="4"/> | Nay | <input type="text" value=""/> | Absent | <input type="text" value=""/> | Abstain | <input type="text" value=""/> |
|--------------|-----|--------------------------------|-----|-------------------------------|--------|-------------------------------|---------|-------------------------------|

Passed Unanimously: Yes

**IV. PUBLIC FORUM**

Jim Mehl asked that the issue of relocating gates across District property be on the next agenda. President Stone stated that it would be on a future agenda item as part of the strategic plan.

**V. GENERAL BUSINESS**

**A. DISCUSSION AND ACTION RE: CONSIDERATION OF RESOLUTION 2020-01 DECLARING AN ELECTION BE HELD IN MIDWAY HEIGHTS COUNTY WATER DISTRICT'S JURISDICTION; REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE; AND REQUESTING ELECTION SERVICES BY THE COUNTY CLERK**

**M/S Craig Stone / Don Rushton** moved to approve the resolution.

|                 |     |                                     |     |                          |        |                                     |         |                          |
|-----------------|-----|-------------------------------------|-----|--------------------------|--------|-------------------------------------|---------|--------------------------|
| Craig Stone     | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/> |
| Tracy Langlands | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/> |
| Roy Ciardella   | 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"/> |
| Donald Rushton  | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/> |

|              |     |                                |     |                               |        |                               |         |                               |
|--------------|-----|--------------------------------|-----|-------------------------------|--------|-------------------------------|---------|-------------------------------|
| Board Totals | Aye | <input type="text" value="4"/> | Nay | <input type="text" value=""/> | Absent | <input type="text" value=""/> | Abstain | <input type="text" value=""/> |
|--------------|-----|--------------------------------|-----|-------------------------------|--------|-------------------------------|---------|-------------------------------|

Passed Unanimously: Yes

**B. DISCUSSION AND ACTION RE: FIRST DRAFT OF THE FISCAL YEAR 2021 ANNUAL BUDGET**

The Board, staff and members of the public discussed the first budget.

**M/S Tracy Langlands / David Wiltsee** moved to approve the draft budget as the Fiscal Year 2021 budget.

|                 |     |                                     |     |                          |        |                                     |         |                          |
|-----------------|-----|-------------------------------------|-----|--------------------------|--------|-------------------------------------|---------|--------------------------|
| Craig Stone     | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/> |
| Tracy Langlands | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/> |
| Roy Ciardella   | 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"/> |
| Donald Rushton  | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/> | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/> |

|              |     |                                |     |                               |        |                               |         |                               |
|--------------|-----|--------------------------------|-----|-------------------------------|--------|-------------------------------|---------|-------------------------------|
| Board Totals | Aye | <input type="text" value="4"/> | Nay | <input type="text" value=""/> | Absent | <input type="text" value=""/> | Abstain | <input type="text" value=""/> |
|--------------|-----|--------------------------------|-----|-------------------------------|--------|-------------------------------|---------|-------------------------------|

Passed Unanimously: Yes

**C. MISCELLANEOUS INFORMATION AND CORRESPONDENCE**

None.

**VI. POLICIES & PROCEDURES: (Updates may be provided).**

None.

**VII. DISTRICT OPERATIONS REPORTS**

**A. DIRECTORS' REPORTS**

President Stone stated that the attorney noted that the District is his only client that does not have a consent calendar and suggest that the Board adopt one in order to improve District operations.

**B. GENERAL MANAGER'S REPORT**

None

**C. FIELD OPERATIONS REPORT**

None

**VIII. FINANCIAL.**

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

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

M/S Tracy Langlands/Craig Stone moved to accept the report.

|                     |     |                                     |     |                               |        |                                     |         |                               |
|---------------------|-----|-------------------------------------|-----|-------------------------------|--------|-------------------------------------|---------|-------------------------------|
| Craig Stone         | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/>      | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/>      |
| Tracy Langlands     | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/>      | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/>      |
| Roy Ciardella       | 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"/>      |
| Donald Rushton      | Aye | <input checked="" type="checkbox"/> | Nay | <input type="checkbox"/>      | Absent | <input type="checkbox"/>            | Abstain | <input type="checkbox"/>      |
| Board Totals        | Aye | <input type="text" value="4"/>      | Nay | <input type="text" value=""/> | Absent | <input type="text" value=""/>       | Abstain | <input type="text" value=""/> |
| Passed Unanimously: | Yes | <input checked="" type="checkbox"/> |     |                               |        |                                     |         |                               |

**IX. BOARD/STAFF GENERAL DISCUSSION AND CALENDAR REVIEW**

The General Manager stated that the Board needed to approve the new connection fee structure and award the grant for the strategic plan.

**X. ADJOURNMENT**

President Stone adjourned the meeting at 7:52 pm.

Respectfully Submitted,

Approved,

\_\_\_\_\_  
Jason Tiffany  
Secretary to the Board  
Midway Heights County Water District

\_\_\_\_\_  
Craig Stone  
President of the Board

Dated: \_\_\_\_\_

Midway Heights County Water District  
All Attachments, Ordinances, Resolutions, Policies, etc. are on file with Midway Heights County Water District.  
Copies are available upon request.

**MHCWD  
MEMO**

**08/20/20  
BOARD MEETING AGENDA  
ITEM V-A**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION & ACTION RE: CONSIDER ADOPTING RESOLUTION NO. 2020-02 AMENDING SECTION 2.2.7 OF THE DISTRICT CODE ADDING A CONSENT CALENDAR TO THE ORDER OF BUSINESS FOR REGULAR BOARD OF DIRECTORS MEETINGS.

Below is the memo from District legal counsel.

Recommended Action: Adopt Resolution No. 2020-02 amending Section 2.2.7 of the District Code adding a Consent Calendar to the Order of Business for Regular Board of Directors meetings.

Discussion:

The Midway Heights County Water District ("District") holds the regular meetings of the Board of Directors ("Board") on the third Thursday of each month. As the governing body of a local public agency, the regular meetings of the Board are subject to the Ralph M. Brown Act ("Brown Act") requiring that meetings be open and public, and providing for certain public notice requirements.

The governing bodies of local public agencies may adopt as appropriate the use of a Consent Calendar to be included on the agenda of their regular public meetings. Widely used among local public agencies in California, a Consent Calendar allows an agency to group together multiple items on an agenda that the agency does not reasonably believe require further discussion or are otherwise routine. This decreases the length of meetings by avoiding the need for the Board to vote individually on routine items that the local governing agency would have approved absent any discussion. A local governing body that elects to use a Consent Calendar satisfies the requirements of the Brown Act by allowing any member of the public to comment on matters on the Consent Calendar before the Board considers approval of the Consent Calendar.

The District Code governs the procedure and conduct of the regular meetings of the Board. Currently, Section 2.2.7 of the Code pertaining to the order of business of the regular meetings of the Board does not expressly provide for the use of a Consent Calendar.

A Consent Calendar should improve the administration of the Board's regular meetings. Items such as the approval of meeting minutes, financial reports, and other general new and unfinished business action items typically do not require significant discussion by either the Board or the public. Allowing the items to be acted upon by the Board with one vote will increase the amount of Board time available to be spent on substantive agenda items.

Proposed Amendments:

District counsel has prepared amendments to District Code Section 2.2.7 pertaining to the order of business of the regular meetings of the Board. Those amendments are attached as **Exhibit A** to the proposed resolution. If adopted by the Board, the amendments would also allow for any member of the Board to request that a consent item be removed from the Consent Calendar for individual discussion, consideration, and vote by the Board if he or she reasonably believes it requires individual discussion.

**RESOLUTION NO. 2020-02**  
**OF THE BOARD OF DIRECTORS**  
**OF THE MIDWAY HEIGHTS COUNTY WATER DISTRICT**  
**AMENDING THE DISTRICT CODE**

WHEREAS, the Midway Heights Water District (“District”) Code provides for the procedure and order of business of the regular meetings of the Board of Directors (“Board”);

WHEREAS, the use of a Consent Calendar allows for the efficient administration of regular meetings by grouping together items for consideration by the Board for actions that are routine District business;

WHEREAS, the District Code does not currently provide for the use of a Consent Calendar, and the Board finds that the lack of a Consent Calendar has inhibited the ability of the Board to conduct efficient open and public meetings; and,

WHEREAS, the Board may revise the District Code by resolution from time to time as appropriate;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Midway Heights County Water District as follows:

1. All of the above recitals are true and correct and this Board so finds and determines.
2. The Board hereby approves the amendments to Section 2.2.7 of the District Code regarding the order of business of the regular meetings of the Board. A copy of the revised Code is attached to and made a part of this Resolution as Exhibit A.
3. The Board authorizes and directs the General Manager and staff to take all actions necessary to enforce the District Code as amended in accordance with this Resolution.
4. As amended by this Resolution, the District Code shall remain in full force and effect, and any provisions in the existing Code that conflict with the amendments described herein are deemed superseded and of no further effect.
5. This Resolution shall take effect immediately.

PASSED AND ADOPTED by the Board of Directors of the Midway Heights County



Water District at a duly noticed regular meeting held on July \_\_ 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MIDWAY HEIGHTS COUNTY WATER DISTRICT

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Craig Stone

President, Board of Directors

ATTEST:

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Jason Tiffany

Secretary of the Board

**EXHIBIT A**

**DISTRICT CODE AS AMENDED BY RESOLUTION NO 2020-02**

### **Section 2.2.7. Order of Business.**

(a) The President, or the Board by motion, may take any item of business out of order.

(b) The order of business at a regular Board meeting will ordinarily be as follows:

(1) Call to order and roll call.

(2) Approval of minutes, unless placed on the Consent Calendar under subsection (4).

(3) Public forum, opportunity for public comment on non-agenda items.

The agenda for every regular meeting shall provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and which do not appear on the agenda. No person shall address the Board without first being recognized by the President. No action shall be taken on any item not on the agenda unless otherwise authorized by Government Code Section 54954.2 and Section 2.2.6(c). However, the Board may briefly respond, request staff to report back on the matter, or direct staff to place the matter on subsequent agenda. As a general Board policy, complaints and concerns from members of the public should first be referred to the General Manager for investigation and resolution, if appropriate. The following procedures shall govern the public's exercise of this right:

(i) Speakers must state their name and address for the record.

(ii) The Board Chair may limit the public forum session in order to facilitate the meeting. 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. The time to address the Board will be allocated on a basis of the order of requests received. Not all members of the public may be allowed to speak if the total time allocated expires.

(iii) If action is necessary on any public comment, a member of the Board may request that the item be placed on the agenda for the next meeting.

(4) Consent Calendar.

Matters of a routine, non-controversial nature which require no further discussion may be listed in a section of the regular agenda as an item of the "Consent Calendar."

The following rules shall govern the use of the Consent Calendar:

(i) All items listed under the Consent Calendar will be enacted by one motion of the Board.

(ii) The Board shall allow an opportunity for public comment on the Consent Calendar matters before any vote to approve it.

- (iii) Consent Calendar items may include approval of the meeting minutes, new and unfinished business action items, Director and staff reports and Board/staff general discussion, financial reports and fiscal action items, or any other matters involving routine District business, and for which the law does not require a public hearing.
  - (iv) At any time before Board approval of the Consent Calendar, any member of the Board may move that a Consent Calendar matter be removed from the Consent Calendar, to be taken up for consideration separately from the remaining Consent Calendar items.
- (5) Public hearings, if any.
  - (6) New and unfinished business action items, except for matters placed on the Consent Calendar under subsection (4).
  - (7) Director and staff reports and Board/staff general discussion, except for matters placed on the Consent Calendar under subsection (4).  
Under these agenda items, Board members and staff may ask questions for clarification and make brief announcements and reports, and Board members may provide information to staff, request staff to report back on a matter, or direct staff to place a matter on subsequent agenda. Unless the Board makes one of the determinations required under section 2.1.6(b), there shall be no substantive discussion or action on matters covered in these reports.
  - (8) Financial reports and fiscal action items, except for matters placed on the Consent Calendar under subsection (4).
  - (9) Closed sessions, if any.
  - (10) Adjournment.

A meeting of the Board shall be adjourned by the following methods:

- (i) The Board loses a quorum of members.
- (ii) A motion is made to adjourn the meeting and the motion is seconded and approved.
- (iii) The President declares the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board.

A regular meeting may be adjourned and re-adjourned to a time and place under the following circumstances:

- (i) A motion is made, seconded and approved by the Board.
- (ii) Adjournment is approved by the Secretary if all directors are absent from any regular or adjourned meeting.

If the meeting is adjourned for less than 5 calendar days, no new agenda need be posted provided no new item of business is introduced. A copy of the order of adjournment must be posted within 24 hours after the adjournment at or near the door where the meeting was held.

**MHCWD  
MEMO**

**08/20/20  
BOARD MEETING AGENDA  
ITEM V-B**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: CONSIDER APPROVAL OF A CONTRACT FOR STRATEGIC-PLANNING SERVICES WITH EYLON STRATEGIES IN AN AMOUNT NOT TO EXCEED \$20,000.

Recommended Action: Authorize the District General Manager to negotiate and execute a contract for strategic-planning services with Eylon Strategies in an amount not to exceed \$20,000.

Discussion:

The District has recognized a need to engage in strategic planning for the benefit of its Board of Directors, staff, and customers. To that end, consultant Eylon Strategies has provided the District with a proposal for strategic planning services. Eylon Strategies is a boutique consulting firm based in Folsom. Its proposal is included with this staff report.

District staff used the proposal by Eylon Strategies as the basis for an application to Placer County Water Agency (PCWA) for grant funding. PCWA granted that application and has agreed to provide grant funding to the District to engage Eylon Strategies to conduct its strategic planning proposal. The District would pay Eylon Strategies directly, and PCWA would reimburse the District for up to \$20,000 in eligible expenses.

If the Board of Directors approves this item, District staff would negotiate a contract with Eylon Strategies and execute the contract once it is prepared.

Attachment

Proposal by Eylon Strategies for Strategic-Planning Services

# Capability-Based Strategic Planning Proposal

- Midway Heights County (MHC) Water District

Dear Mr. Tiffany:

Please find our unsolicited proposal to equip Midway Heights County Water District (MHCWD or “District”) with capability-based strategic planning. By reading, accepting and executing this proposal, the district will gain strategic insights to unite the board, a repeatable process for strategy formulation, increased visibility to customer needs, and increased value of your strategies and communications. The result will be a healthier and more sustainable water district.

Elyon Strategies is a boutique consulting firm specializing in all aspects of sustainable enterprise design. Our work across public sector and private organizations has seen “executive burdens lessened, organizational order increased and clients with more hope and more success.” Our work for districts, cities, counties and state government have offered repeatable approaches to discovering, documenting and executing actionable strategic plans.

## Key Considerations

Elyon recognizes the challenges facing executives, leadership and managers when providing water and sewer services to a diverse customer community within a highly regulated industry. The board and the district need a fact-based way to determine, convey and implement the water district priorities. In addition, the district needs a way to provide clear and consistent communications to foster good will and transparency to your customers.

## The purpose

As Board Members and Management of Midway Heights Count Water District, you need to increase customer satisfaction while achieving improvement in service delivery and sustainability of the water district.

## Proposed Scope of Services

Elyon is proposing a repeatable approach for creating increasingly effective strategies that offer you confidence and provide value to the organizations and customers you serve. The Scope of Services include the following activities:

- Discover Unifying Themes – 1-on-1 Interviews of Board and GM to discover the current situation and customers
- Define Capabilities and Value – Engage influencers and stakeholders from trusted partner organizations to document the primary water district capabilities and the value offered to customers
- (Re)Create the MHCWD Business Model and Strategic Priorities – At a regular Board Meeting conduct a Business Model Canvas planning session and determine several strategic priorities.
- Document the process, findings and strategies – Submit the actionable, repeatable approach and strategies including Overview of Strategy process, models, data, and 4 One Page strategies



Carl Engel, CEO Elyon Strategies.

## Proposed Approach

### Overview

Elyon is proposing a repeatable approach for creating increasingly effective strategies that offer MHCWD board and leadership confidence and provide value to the organizations and customers you serve.

The Scope of Services include the following activities:

- A. **Discover Unifying Themes** – 1-on-1 Interviews of Board and GM to discover the current capabilities, challenges and opportunities.
- B. **Define Capabilities and Value** – Engage influencers and stakeholders from trusted partner organizations to document the primary water district capabilities and the value offered to customers
- C. **(Re)Create the MHCWD Business Model and Strategic Priorities** – At a regular Board Meeting conduct a Business Model Canvas planning session and determine several strategic priorities.
- D. **Document the process, findings and strategies** – Submit the actionable, repeatable approach and strategies including Overview of Strategy process, models, data, and 4 One Page strategies

### Activity A: Discover Unifying Themes

**Purpose** – A shared understanding of the District’s capabilities, challenges and opportunities from a daily, near future or long-term perspectives including internal understanding of the customers.

**Participants** – MHCWD Board Member and the General Manager

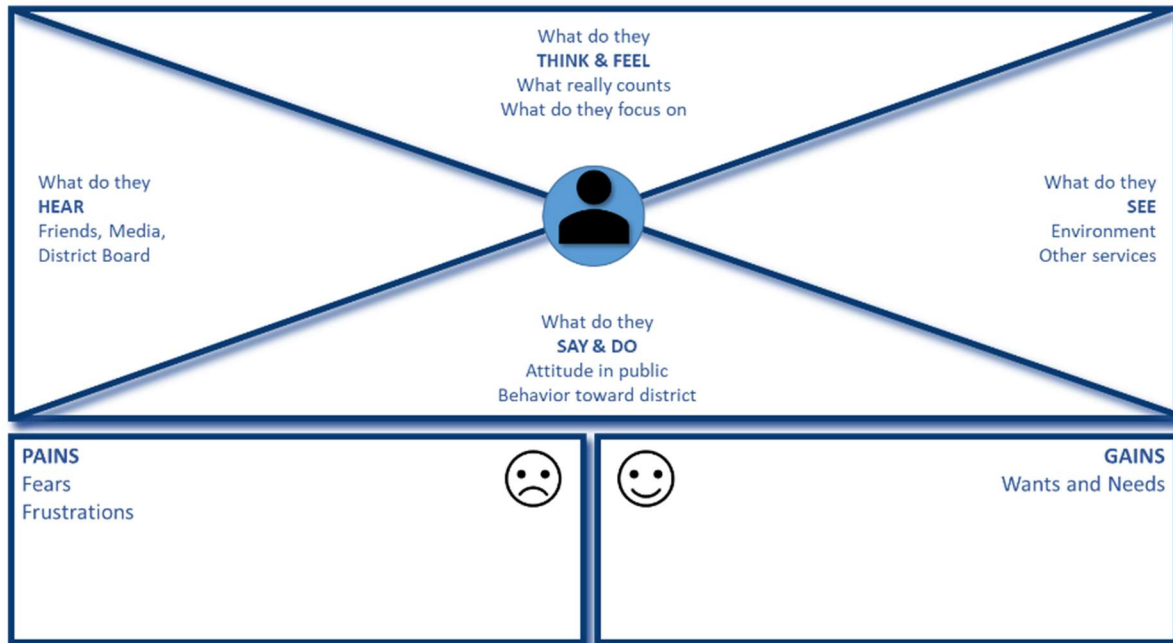
**Deliverables** – Interview Questionnaire, Results, Capability Model and Empathy Model which convey an aggregate view of the District’s current situation.

**Description** – This activity is conducted as a series of interviews based on a consistent set of questions. Once gathered, the interview information is assembled into two models: DOTS Model (What we do) and Empathy Model (The customers perspective). This information establishes the initial context for subsequent activities.

The DOTS model classifies MHCWD capabilities into 4 major categories: Direction, Operations, Transformation, and Support. We will determine which capabilities have high or low demand, and which have high or low value.

The Empathy Model helps us gain insights to the customer perspective. As initiatives are planned, can be validated and updated with actual Customer reactions.

|   |   |
|---|---|
| Direction   |   |
| <ul style="list-style-type: none"> <li>• What the organization does to ensure alignment with “Why” it exists</li> </ul> |   |
| Transformation  | Operation   |
| <ul style="list-style-type: none"> <li>• What the organization does to change itself</li> </ul>                         | <ul style="list-style-type: none"> <li>• What the organization does to deliver Value and fulfill its Mission</li> </ul> |
| Support   |   |
| <ul style="list-style-type: none"> <li>• What the organization does to meet needs and solve problems</li> </ul>         |   |



**MHC – Water district – Customer Empathy Model**

**Step A-1: Schedule Interviews**

Schedule 60-minute in-person interviews with board members and the General Manager of the District.

Coordinate a meeting time for each Board member and the General Manager. Once a meeting is scheduled, the Interviewees are provided a series of concepts to provoke thoughts and set the stage for an interview. The questions support the board members and GM as they prepare for the interviews

**Step A-2: Conduct interviews**

Each interview session is conducted in a similar manner capturing the insights offered by the interviewee. A follow up communication provides a carefully captured set of interview notes. Once the interviewee confirms the accuracy of the notes, the notes are brought into a single analysis tool to discover similar themes and differentiated philosophies.

**Task A-3: Summarize Findings and Present to District Board**

Elyon will create a written summary, DOTS model and empathy map to inform District Board and GM of the finding from the interviews.



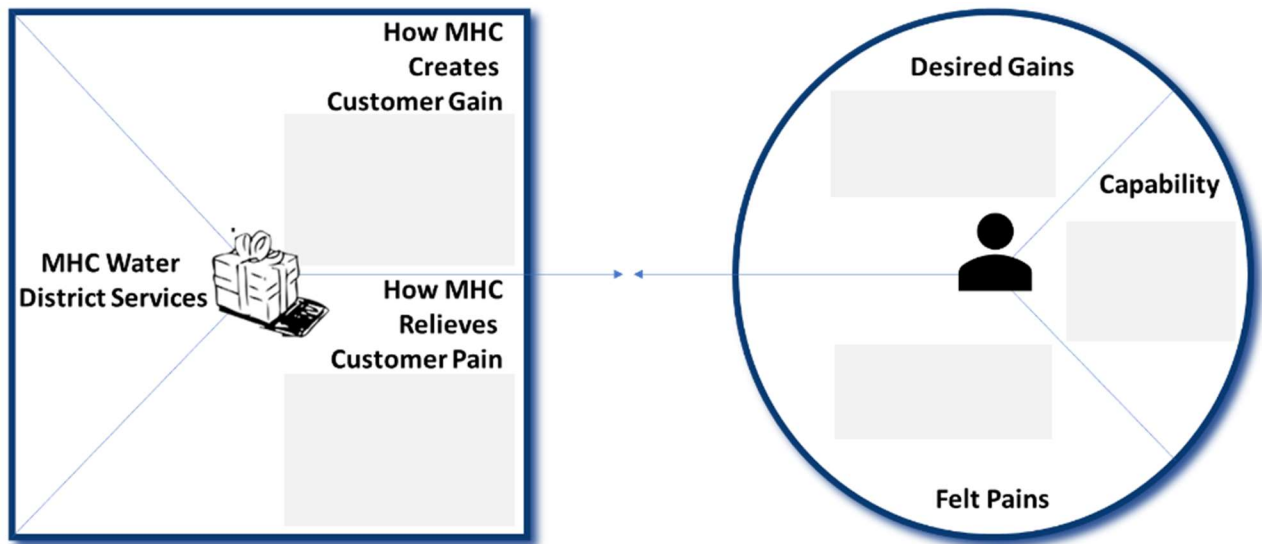
**Activity B: Define Capabilities and Value**

Purpose: Provides MHCWD board and GM with a broader view of external influences and impediments facing the District.

Participants – 10-person group including 1 District Board member and representatives from organizations like but not limited to Fire district, PCWA, County and other key stakeholders.

Deliverables – A compilation of capabilities, influences, challenges and opportunities that either constrain or enhance the district’s ability to effectively offer services to customers.

Description – Elyon proposes a special meeting with 1 board member and a panel of influencers, subject matter experts from associated organizations (i.e. PCWA, Fire, Boards) to further define and refine the capability model initiated in the first step. In addition, the session engages participants to offer a variety of perspectives to gain a broader understanding of water delivery, policy, best practices, influences, and impacts. This facilitated session will work through the “value propositions” of water district services and the capabilities most needed by the customers.



**MHC – Water district - Value Proposition**

Task B-1: Special Meeting logistics – Develop and deliver pre-meeting orientation materials, agenda and desired outcomes. Schedule the Special meeting room and attendees. Follow up to determine if there are any other pre-meeting needs, questions or concerns.

Task B-2: Conduct Special Meetings – Facilitate the discovery of Water District capabilities, customer needs, and insights from industry experts associated with stakeholder organizations.

Task B-3: Capture all content in the Value proposition models, enhance the empathy and capabilities models from the earlier activity.

**Activity C: (Re)Create the MHCWD Business Model**

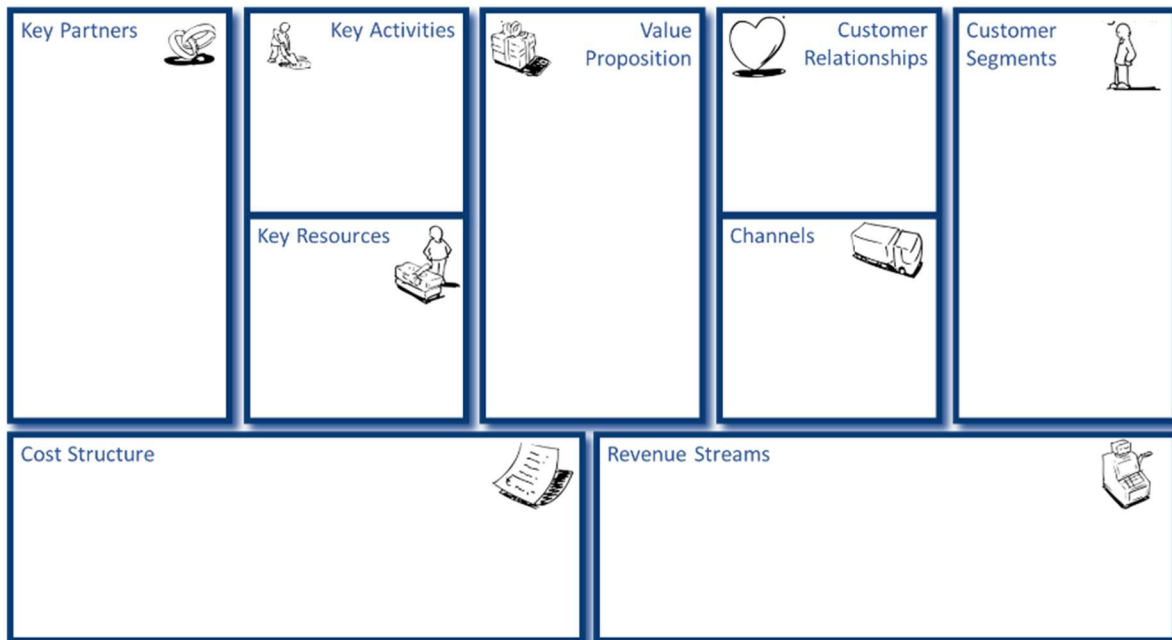
Purpose: Step away from the current business model and design tomorrow’s water district

Participants: Regular Board meeting attendees

Deliverables: A clear and concise one page view of the District’s Business model

Description: At a regular board meeting, Elyon will facilitate a Business Model Canvas Planning session. This session identifies how the District produces value for its’ customers and evaluates the effectiveness of the operation at a high level.

- Developed by 470 entrepreneurs, professors and CEOs from 45 countries
- Breaks down any business model into the essential nine building blocks that make up any organization
- Describes the rationale of how an organization creates, delivers and sustains value



**MHC – Water district - Value Proposition**

Task C-1: Develop briefing package – Develop and deliver pre-meeting orientation materials created in the first two activities, as well as an agenda item with desired outcomes.

Task C-2: Facilitate Business Model Canvas session – Facilitate the discovery of the 9 building-block of the business model. Document findings including up to 4 strategic improvements to the business model.

Task C-3: Finalize the Business Model Canvas with data from Activities A-B-C

**Activity D: Final report Briefing**

Purpose: Delivery of a Planning method, District insights, Capability model, and 4 Initiatives to follow.

Participants: Board and GM

Desired Outcome: Understanding of the District’s Capabilities and the Business Model they empower. A repeatable method for capability-based strategic planning.

Description: Along with the models produced during Activities A-C, Produce up to 4 strategic one page Initiative-at-a-glance overviews.



### Company overview

Elyon’s professionals have an extensive background in strategic planning and executive engagement.

Our services are pragmatic, flexible, and transparent, while providing the tools you need achieve your desired business outcomes. While management and leadership skills are transportable across industries, we understand that one size does not fit all, so we work with you to understand your unique environment, resources and capabilities.

Our services bridge the gap between strategy and actionable projects that result in real change. Elyon’s experience leading small and large-scale complex modernization efforts from inception to planning, implementation and knowledge transfer, in both the public and private sector, informs us that success is assured using these six core competencies:

- Leading clients through the steps required to achieve mature business practices related to their people, programs, process, budget, finance, and systems.
- Providing clients with strategic advisory support and assistance with all stages of the transformational efforts;
- Advising clients on best practice modernization approaches;
- Developing clear actionable strategies to address change in the areas of organizational planning, program evaluation, business process re-engineering, communication, workforce transition, information technology, financial administration, and training;
- Creating and implementing frameworks, tools and approaches to facilitate the review, prioritization and selection of transformation projects/activities; and
- Discovering and documenting existing business programs and processes, providing program improvement recommendations, and developing revised or new processes to be incorporated into modern, integrated solutions

Our capabilities and methods are designed to deliver enhanced collaboration and domain specific architecture, engineering and modeling concepts that are critical to overall program success and goals.

### Budget and Schedule

The Scope of Services include the following activities, costs and duration:

| Activities / Deliverables   | Cost            | Duration      |
|---|-----------------|---------------|
| A. <b>Discover Unifying Themes</b> – 1-on-1 Interviews of Board and GM to discover the current capabilities, challenges and opportunities.  | \$5000          | 2 days        |
| B. <b>Define Capabilities and Value</b> – Engage influencers and stakeholders from trusted partner organizations to document the primary water district capabilities and the value offered to customers | \$5000          | 2 days        |
| C. <b>(Re)Create the MHCWD Business Model and Strategic Priorities</b> – At a regular Board Meeting conduct a Business Model Canvas planning session and determine several strategic priorities.        | \$5000          | 2 days        |
| D. <b>Document the process, findings and strategies</b> – Submit the actionable, repeatable approach and strategies including Overview of Strategy process, models, data, and 4 One Page strategies     | \$5000          | 2 days        |
| <b>Total</b>  | <b>\$20,000</b> | <b>8 days</b> |

## Elyon Professionals



Carl Engel is a noted, quoted and award-winning Enterprise Architect, Entrepreneur, and Evangelist who longs to bring order out of chaos. Out of a childhood of continuous change, he developed his God given talents into a finely tuned ability to innovate, survive and even thrive in the face of complicated challenges. From the shores of South America, to the cities of Central Africa and throughout North America, he has helped corporate clients, government organizations, non-profits and communities embrace and achieve transformation. He has applied his head, heart and hands to bring innovation to industries like finance, health, community development, faith based organizations and youth non-profits. Now as CEO of Elyon Enterprise Strategies, he and his colleagues are inspiring leaders to transform complexity into enterprise success through their innovations and passions for Enterprise Business Design.



Dan Glaze is a Business and Strategy visionary with over 25 years of hands-on public and private sector experience including Health, Communications, and Technology. His experience illustrates a strong record of success developing, strategizing and project managing complex programs. Through his vast level of health care experience, he has lead successful business strategy, IT modernization and consolidation initiatives and complex projects. He has proven his ability to bring value to the organization through stakeholder engagement, rapid strategic planning, agile project planning for diverse projects, agile coaching and change management strategies to reduce risk and increase project success. Mr. Glaze Specializes in:

- Stakeholder Management and Visioning
- Business and Technical Agile Project Management and Agile Coaching
- Organization/Staff Development and Alignment, and Executive Coaching
- Strategic Planning, Roadmapping, Governance, and Portfolio Management

**MHCWD  
MEMO**

**08/20/20  
BOARD MEETING AGENDA  
ITEM V-C**

**TO: MHCWD BOARD OF DIRECTORS**

**FROM: Jason Tiffany**

**RE: DISCUSSION & ACTION RE: REPLACING BOARD MEMBER**

Director Roy Ciardella resigned from the Board on July 15, 2020. The term ends on December 4, 2020.

Typically, the District would have 60 days to replace a Director once they have resigned. If the District does not appoint a new Director, then the Placer County Board of Supervisors may appoint one within the next 30-days after the 60-day period. If no Director is appointed during the 90-day period, the District will have to hold a special election, which can be very costly.

However, since the District is within the 120-day time from of a general election, the District can forgo appointing a Director.

This was the option the District chose when the same situation occurred in 2018.

**MHCWD  
MEMO**

**08/20/20  
BOARD MEETING AGENDA  
ITEM V-D**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: SET DATE AND LOCATION FOR SPECIAL  
MEETING: CLOSED SESSION GENERAL MANAGER PERFORMANCE  
EVALUATION

The General Manager review is typically performed in April of each year. The review has been delayed because of COVID. I do not think that a personal review should be done via remote meeting. The Meadow Vista Community Center is not available because of COVID. The District office is an option since it will only be five people (four Board members and myself) since it is a closed session agenda item.

**MHCWD  
MEMO**

**08/20/20  
BOARD MEETING AGENDA  
ITEM V-E**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION & ACTION RE: APPOINTMENT OF AD-HOC COMMITTEE TO  
NEGOTIATE CHANGE TO GENERAL MANAGER'S COMPENSATION AND  
BENEFITS

The Board typically reviews my compensation by ad-hoc committee. Does the Board want to form a committee?



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

**JUNE AND JULY 2020**

**REGULAR BOARD MEETING**  
**AUGUST 20, 2020**

**OPERATING FUNDS:**

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

Balance as of: (06/30/20) **\$638,178.86**

\*(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 (07/31/20–Reconciled to Checking Account #1670 General) \*\* **\$80,344.79**

Adjusted Bank Statement Balance (07/31/20–Reconciled to Checking Account #9798 Rate Payer) \*\* **\$5,947.80**

**CALIFORNIA BANK & Trust:**

Adjusted Bank Statement Balance (07/31/20– Reconciled Money Market Account #6809 Tank Loan) \*\* **\$32,923.90**

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

**LOAN BALANCES**

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

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

**WEST AMERICA BANK (loan for three new service trucks, 2019, five year loan)**

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

**APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF JUNE AND JULY 2020**

\_\_\_\_\_  
**Treasurer of the Board**

\* \* \* \* \*

Balances shown for the MHCWD funds on deposit with the Placer County Treasurer were obtained from the most current reports provided to MHCWD by the Placer County Auditor's Office.  
Y:\MHCWD-server-files\09-Financial\FUND SUMS\Fund Sums 2020\2020-08.docx

**Midway Heights CWD**  
**Reconciliation Summary**  
**10005 · Cash in Checking-1670, Period Ending 07/31/2020**

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|                                   | <u>Jul 31, 20</u>       |
|-----------------------------------|-------------------------|
| Beginning Balance                 | 36,505.84               |
| Cleared Transactions              |                         |
| Checks and Payments - 35 items    | -61,531.86              |
| Deposits and Credits - 28 items   | 105,819.81              |
| Total Cleared Transactions        | <u>44,287.95</u>        |
| Cleared Balance                   | <u><u>80,793.79</u></u> |
| Uncleared Transactions            |                         |
| Checks and Payments - 1 item      | -449.00                 |
| Total Uncleared Transactions      | <u>-449.00</u>          |
| Register Balance as of 07/31/2020 | <u><u>80,344.79</u></u> |
| New Transactions                  |                         |
| Deposits and Credits - 3 items    | 873.25                  |
| Total New Transactions            | <u>873.25</u>           |
| Ending Balance                    | <u><u>81,218.04</u></u> |

## Midway Heights CWD Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 07/31/2020

| Type                                   | Date       | Num  | Name                  | Clr | Amount     | Balance    |
|--|------------|------|-----------------------|-----|------------|------------|
| <b>Beginning Balance</b>               |            |      |                       |     |            | 36,505.84  |
| <b>Cleared Transactions</b>            |            |      |                       |     |            |            |
| <b>Checks and Payments - 35 items</b>  |            |      |                       |     |            |            |
| Bill Pmt -Check                        | 06/18/2020 | 8520 | Omega Commerc...      | X   | -449.00    | -449.00    |
| Bill Pmt -Check                        | 07/02/2020 | EFT  | Paychex, Inc.         | X   | -15,930.21 | -16,379.21 |
| Bill Pmt -Check                        | 07/02/2020 | EFT  | CalPERS Health ...    | X   | -4,467.26  | -20,846.47 |
| Bill Pmt -Check                        | 07/02/2020 | EFT  | Paychex, Inc.         | X   | -3,415.66  | -24,262.13 |
| Bill Pmt -Check                        | 07/02/2020 | EFT  | CalPERS Retire P...   | X   | -2,487.25  | -26,749.38 |
| Bill Pmt -Check                        | 07/02/2020 | 8529 | US Bank               | X   | -1,370.36  | -28,119.74 |
| Bill Pmt -Check                        | 07/02/2020 | 8525 | Cranmer Analytic...   | X   | -795.00    | -28,914.74 |
| Bill Pmt -Check                        | 07/02/2020 |      | CalPERS 457 Pro...    | X   | -700.00    | -29,614.74 |
| Bill Pmt -Check                        | 07/02/2020 | EFT  | CalPERS Retire P...   | X   | -615.89    | -30,230.63 |
| Bill Pmt -Check                        | 07/02/2020 | 8527 | PG&E                  | X   | -250.23    | -30,480.86 |
| Bill Pmt -Check                        | 07/02/2020 | 8522 | Admiral Alarm & ...   | X   | -240.00    | -30,720.86 |
| Bill Pmt -Check                        | 07/02/2020 | 8523 | AT & T                | X   | -162.05    | -30,882.91 |
| Bill Pmt -Check                        | 07/02/2020 | EFT  | CalPERS Retire P...   | X   | -115.20    | -30,998.11 |
| Bill Pmt -Check                        | 07/02/2020 | 8526 | Frontier Communi...   | X   | -105.64    | -31,103.75 |
| Bill Pmt -Check                        | 07/02/2020 | 8528 | Tel-Com               | X   | -60.00     | -31,163.75 |
| Bill Pmt -Check                        | 07/02/2020 | EFT  | CalPERS Retire P...   | X   | -57.60     | -31,221.35 |
| Bill Pmt -Check                        | 07/02/2020 | 8524 | AT&T U-verse          | X   | -52.05     | -31,273.40 |
| Bill Pmt -Check                        | 07/09/2020 | 8533 | MHCWD                 | X   | -5,044.38  | -36,317.78 |
| Bill Pmt -Check                        | 07/09/2020 | 8530 | Bartkiewicz, Kroni... | X   | -2,157.50  | -38,475.28 |
| Bill Pmt -Check                        | 07/09/2020 | 8532 | Dawson Oil Comp...    | X   | -509.83    | -38,985.11 |
| Bill Pmt -Check                        | 07/09/2020 | 8535 | Staples Credit Plan   | X   | -465.19    | -39,450.30 |
| Bill Pmt -Check                        | 07/09/2020 | 8536 | Verizon Wireless      | X   | -160.05    | -39,610.35 |
| Bill Pmt -Check                        | 07/09/2020 | 8531 | Cranmer Analytic...   | X   | -90.00     | -39,700.35 |
| Bill Pmt -Check                        | 07/09/2020 | 8534 | PG&E                  | X   | -85.15     | -39,785.50 |
| Bill Pmt -Check                        | 07/10/2020 | EFT  | Paychex, Inc.         | X   | -138.37    | -39,923.87 |
| Bill Pmt -Check                        | 07/13/2020 | EFT  | Wells Fargo           | X   | -101.20    | -40,025.07 |
| Bill Pmt -Check                        | 07/17/2020 | 8543 | Weimar Water Co...    | X   | -12,479.10 | -52,504.17 |
| Bill Pmt -Check                        | 07/17/2020 | 8542 | PCWA                  | X   | -2,908.71  | -55,412.88 |
| Bill Pmt -Check                        | 07/17/2020 | 8544 | ACWA Joint Pow...     | X   | -2,584.88  | -57,997.76 |
| Bill Pmt -Check                        | 07/17/2020 | 8545 | ACWA Joint Pow...     | X   | -2,570.63  | -60,568.39 |
| Bill Pmt -Check                        | 07/17/2020 | 8540 | LAFCO/Placer Cn...    | X   | -370.42    | -60,938.81 |
| Bill Pmt -Check                        | 07/17/2020 | 8539 | Cooks Portable T...   | X   | -135.08    | -61,073.89 |
| Check                                  | 07/17/2020 | 8537 | Steve Prather         | X   | -85.40     | -61,159.29 |
| Bill Pmt -Check                        | 07/22/2020 | 8546 | Tel-Com               | X   | -60.00     | -61,219.29 |
| Bill Pmt -Check                        | 07/23/2020 | 8547 | PG&E                  | X   | -312.57    | -61,531.86 |
| <b>Total Checks and Payments</b>       |            |      |                       |     | -61,531.86 | -61,531.86 |
| <b>Deposits and Credits - 28 items</b> |            |      |                       |     |            |            |
| Deposit                                | 07/06/2020 |      |                       | X   | 1,665.07   | 1,665.07   |
| Deposit                                | 07/07/2020 |      |                       | X   | 1,442.20   | 3,107.27   |
| Deposit                                | 07/08/2020 |      |                       | X   | 4,561.01   | 7,668.28   |
| Deposit                                | 07/08/2020 |      |                       | X   | 5,254.64   | 12,922.92  |
| Transfer                               | 07/08/2020 |      |                       | X   | 20,000.00  | 32,922.92  |
| Deposit                                | 07/10/2020 |      |                       | X   | 182.46     | 33,105.38  |
| Deposit                                | 07/10/2020 |      |                       | X   | 234.89     | 33,340.27  |
| Deposit                                | 07/10/2020 |      |                       | X   | 7,139.00   | 40,479.27  |
| Deposit                                | 07/13/2020 |      |                       | X   | 243.39     | 40,722.66  |
| Deposit                                | 07/13/2020 |      |                       | X   | 9,665.36   | 50,388.02  |
| Deposit                                | 07/14/2020 |      |                       | X   | 12,189.61  | 62,577.63  |
| Deposit                                | 07/15/2020 |      |                       | X   | 4,389.27   | 66,966.90  |
| Deposit                                | 07/16/2020 |      |                       | X   | 187.29     | 67,154.19  |
| Deposit                                | 07/16/2020 |      |                       | X   | 4,279.12   | 71,433.31  |
| Bill Pmt -Check                        | 07/17/2020 | 8538 | ACWA Joint Pow...     | X   | 0.00       | 71,433.31  |
| Deposit                                | 07/17/2020 |      |                       | X   | 433.78     | 71,867.09  |
| Deposit                                | 07/20/2020 |      |                       | X   | 243.98     | 72,111.07  |
| Deposit                                | 07/21/2020 |      |                       | X   | 10,548.72  | 82,659.79  |
| Deposit                                | 07/22/2020 |      |                       | X   | 292.61     | 82,952.40  |
| Deposit                                | 07/23/2020 |      |                       | X   | 5,419.81   | 88,372.21  |
| Deposit                                | 07/24/2020 |      |                       | X   | 207.87     | 88,580.08  |
| Deposit                                | 07/27/2020 |      |                       | X   | 165.85     | 88,745.93  |
| Deposit                                | 07/27/2020 |      |                       | X   | 765.56     | 89,511.49  |
| Deposit                                | 07/27/2020 |      |                       | X   | 3,552.65   | 93,064.14  |
| Deposit                                | 07/29/2020 |      |                       | X   | 87.08      | 93,151.22  |
| Deposit                                | 07/29/2020 |      |                       | X   | 5,053.22   | 98,204.44  |

## Midway Heights CWD Reconciliation Detail

**10005 · Cash in Checking-1670, Period Ending 07/31/2020**

| Type                                  | Date       | Num  | Name             | Clr | Amount           | Balance          |
|---------------------------------------|------------|------|------------------|-----|------------------|------------------|
| Deposit                               | 07/30/2020 |      |                  | X   | 426.02           | 98,630.46        |
| Deposit                               | 07/31/2020 |      |                  | X   | 7,189.35         | 105,819.81       |
| Total Deposits and Credits            |            |      |                  |     | 105,819.81       | 105,819.81       |
| Total Cleared Transactions            |            |      |                  |     | 44,287.95        | 44,287.95        |
| Cleared Balance                       |            |      |                  |     | 44,287.95        | 80,793.79        |
| <b>Uncleared Transactions</b>         |            |      |                  |     |                  |                  |
| <b>Checks and Payments - 1 item</b>   |            |      |                  |     |                  |                  |
| Bill Pmt -Check                       | 07/17/2020 | 8541 | Omega Commerc... |     | -449.00          | -449.00          |
| Total Checks and Payments             |            |      |                  |     | -449.00          | -449.00          |
| Total Uncleared Transactions          |            |      |                  |     | -449.00          | -449.00          |
| Register Balance as of 07/31/2020     |            |      |                  |     | 43,838.95        | 80,344.79        |
| <b>New Transactions</b>               |            |      |                  |     |                  |                  |
| <b>Deposits and Credits - 3 items</b> |            |      |                  |     |                  |                  |
| Deposit                               | 08/03/2020 |      |                  |     | 208.71           | 208.71           |
| Deposit                               | 08/03/2020 |      |                  |     | 221.11           | 429.82           |
| Deposit                               | 08/03/2020 |      |                  |     | 443.43           | 873.25           |
| Total Deposits and Credits            |            |      |                  |     | 873.25           | 873.25           |
| Total New Transactions                |            |      |                  |     | 873.25           | 873.25           |
| <b>Ending Balance</b>                 |            |      |                  |     | <b>44,712.20</b> | <b>81,218.04</b> |

10:47 AM

08/03/20

# Midway Heights CWD Reconciliation Summary

10007 - Rate Payer Increase-Check-9798, Period Ending 07/31/2020

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|                                   | <u>Jul 31, 20</u> |
|-----------------------------------|-------------------|
| Beginning Balance                 | 903.39            |
| Cleared Transactions              |                   |
| Deposits and Credits - 2 items    | 5,044.41          |
| Total Cleared Transactions        | <u>5,044.41</u>   |
| Cleared Balance                   | <u>5,947.80</u>   |
| Register Balance as of 07/31/2020 | 5,947.80          |
| Ending Balance                    | 5,947.80          |

3:06 PM

07/01/20

**Midway Heights CWD**  
**Reconciliation Summary**  
**10005 · Cash in Checking-1670, Period Ending 06/30/2020**

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|                                   | <u>Jun 30, 20</u>           |
|-----------------------------------|-----------------------------|
| Beginning Balance                 | 68,575.22                   |
| Cleared Transactions              |                             |
| Checks and Payments - 26 items    | -49,981.62                  |
| Deposits and Credits - 11 items   | 17,912.24                   |
|                                   | <u>                    </u> |
| Total Cleared Transactions        | -32,069.38                  |
|                                   | <u>                    </u> |
| Cleared Balance                   | <b>36,505.84</b>            |
|                                   | <u>                    </u> |
| Uncleared Transactions            |                             |
| Checks and Payments - 1 item      | -449.00                     |
|                                   | <u>                    </u> |
| Total Uncleared Transactions      | -449.00                     |
|                                   | <u>                    </u> |
| Register Balance as of 06/30/2020 | <b>36,056.84</b>            |
|                                   | <u>                    </u> |
| Ending Balance                    | 36,056.84                   |

**Midway Heights CWD**  
**Reconciliation Detail**  
**10005 - Cash in Checking-1670, Period Ending 06/30/2020**

| Type                                   | Date       | Num  | Name                 | Clr | Amount            | Balance          |
|--|------------|------|----------------------|-----|-------------------|------------------|
| <b>Beginning Balance</b>               |            |      |                      |     |                   | 68,575.22        |
| <b>Cleared Transactions</b>            |            |      |                      |     |                   |                  |
| <b>Checks and Payments - 26 items</b>  |            |      |                      |     |                   |                  |
| Bill Pmt -Check                        | 05/13/2020 | 8495 | Anderson's Sierra... | X   | -45.05            | -45.05           |
| Bill Pmt -Check                        | 06/02/2020 | EFT  | CalPERS Retire P...  | X   | -2,487.25         | -2,532.30        |
| Bill Pmt -Check                        | 06/02/2020 | EFT  | CalPERS 457 Pro...   | X   | -700.00           | -3,232.30        |
| Bill Pmt -Check                        | 06/02/2020 | EFT  | CalPERS Retire P...  | X   | -587.99           | -3,820.29        |
| Bill Pmt -Check                        | 06/03/2020 | 8510 | PCWA                 | X   | -1,391.04         | -5,211.33        |
| Bill Pmt -Check                        | 06/03/2020 | 8513 | US Bank              | X   | -1,219.67         | -6,431.00        |
| Bill Pmt -Check                        | 06/03/2020 | 8507 | Ferguson Waterw...   | X   | -1,055.39         | -7,486.39        |
| Bill Pmt -Check                        | 06/03/2020 | 8506 | Dawson Oil Comp...   | X   | -621.22           | -8,107.61        |
| Bill Pmt -Check                        | 06/03/2020 | 8509 | Omega Commerc...     | X   | -449.00           | -8,556.61        |
| Bill Pmt -Check                        | 06/03/2020 | 8505 | ComputerEze          | X   | -375.00           | -8,931.61        |
| Bill Pmt -Check                        | 06/03/2020 | 8511 | PG&E                 | X   | -202.26           | -9,133.87        |
| Bill Pmt -Check                        | 06/03/2020 | 8503 | AT & T               | X   | -162.05           | -9,295.92        |
| Bill Pmt -Check                        | 06/03/2020 | 8508 | Frontier Communi...  | X   | -105.64           | -9,401.56        |
| Bill Pmt -Check                        | 06/03/2020 | 8512 | Tel-Com              | X   | -60.00            | -9,461.56        |
| Bill Pmt -Check                        | 06/03/2020 | 8504 | AT&T U-verse         | X   | -42.80            | -9,504.36        |
| Bill Pmt -Check                        | 06/04/2020 | EFT  | Paychex, Inc.        | X   | -15,119.66        | -24,624.02       |
| Bill Pmt -Check                        | 06/05/2020 | EFT  | Paychex, Inc.        | X   | -3,382.92         | -28,006.94       |
| Bill Pmt -Check                        | 06/10/2020 | 8517 | Weimar Water Co...   | X   | -13,384.31        | -41,391.25       |
| Bill Pmt -Check                        | 06/10/2020 | 8514 | MHCWD                | X   | -5,044.38         | -46,435.63       |
| Bill Pmt -Check                        | 06/10/2020 | EFT  | Paychex, Inc.        | X   | -138.37           | -46,574.00       |
| Bill Pmt -Check                        | 06/10/2020 | 8515 | PG&E                 | X   | -11.43            | -46,585.43       |
| Bill Pmt -Check                        | 06/10/2020 | 8516 | Verizon Wireless     | X   | -10.05            | -46,595.48       |
| Check                                  | 06/11/2020 |      |                      | X   | -128.34           | -46,723.82       |
| Bill Pmt -Check                        | 06/18/2020 | 8521 | PCWA                 | X   | -3,032.72         | -49,756.54       |
| Bill Pmt -Check                        | 06/18/2020 | 8518 | Cooks Portable T...  | X   | -135.08           | -49,891.62       |
| Bill Pmt -Check                        | 06/18/2020 | 8519 | Cranmer Analytic...  | X   | -90.00            | -49,981.62       |
| Total Checks and Payments              |            |      |                      |     | -49,981.62        | -49,981.62       |
| <b>Deposits and Credits - 11 items</b> |            |      |                      |     |                   |                  |
| Deposit                                | 06/02/2020 |      |                      | X   | 124.78            | 124.78           |
| Deposit                                | 06/02/2020 |      |                      | X   | 7,356.57          | 7,481.35         |
| Deposit                                | 06/03/2020 |      |                      | X   | 235.32            | 7,716.67         |
| Deposit                                | 06/05/2020 |      |                      | X   | 2,260.92          | 9,977.59         |
| Deposit                                | 06/09/2020 |      |                      | X   | 3,327.36          | 13,304.95        |
| Deposit                                | 06/10/2020 |      |                      | X   | 226.91            | 13,531.86        |
| Deposit                                | 06/12/2020 |      |                      | X   | 250.00            | 13,781.86        |
| Deposit                                | 06/16/2020 |      |                      | X   | 2,111.87          | 15,893.73        |
| Deposit                                | 06/26/2020 |      |                      | X   | 883.84            | 16,777.57        |
| Deposit                                | 06/29/2020 |      |                      | X   | 119.98            | 16,897.55        |
| Deposit                                | 06/30/2020 |      |                      | X   | 1,014.69          | 17,912.24        |
| Total Deposits and Credits             |            |      |                      |     | 17,912.24         | 17,912.24        |
| Total Cleared Transactions             |            |      |                      |     | -32,069.38        | -32,069.38       |
| Cleared Balance                        |            |      |                      |     | -32,069.38        | 36,505.84        |
| <b>Uncleared Transactions</b>          |            |      |                      |     |                   |                  |
| <b>Checks and Payments - 1 item</b>    |            |      |                      |     |                   |                  |
| Bill Pmt -Check                        | 06/18/2020 | 8520 | Omega Commerc...     |     | -449.00           | -449.00          |
| Total Checks and Payments              |            |      |                      |     | -449.00           | -449.00          |
| Total Uncleared Transactions           |            |      |                      |     | -449.00           | -449.00          |
| Register Balance as of 06/30/2020      |            |      |                      |     | -32,518.38        | 36,056.84        |
| <b>Ending Balance</b>                  |            |      |                      |     | <b>-32,518.38</b> | <b>36,056.84</b> |

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07/01/20

**Midway Heights CWD**  
**Reconciliation Summary**  
**10007 · Rate Payer Increase-Check-9798, Period Ending 06/30/2020**

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|                                   | <u>Jun 30, 20</u>           |
|-----------------------------------|-----------------------------|
| Beginning Balance                 | 26,114.87                   |
| Cleared Transactions              |                             |
| Checks and Payments - 2 items     | -30,255.99                  |
| Deposits and Credits - 2 items    | 5,044.51                    |
|                                   | <u>                    </u> |
| Total Cleared Transactions        | -25,211.48                  |
|                                   | <u>                    </u> |
| Cleared Balance                   | <b>903.39</b>               |
|                                   | <u>                    </u> |
| Register Balance as of 06/30/2020 | 903.39                      |
| Ending Balance                    | 903.39                      |



## Midway Heights CWD Reconciliation Detail

**10007 · Rate Payer Increase-Check-9798, Period Ending 06/30/2020**

| Type                                  | Date       | Num      | Name  | Cir | Amount            | Balance       |
|---------------------------------------|------------|----------|-------|-----|-------------------|---------------|
| <b>Beginning Balance</b>              |            |          |       |     |                   | 26,114.87     |
| <b>Cleared Transactions</b>           |            |          |       |     |                   |               |
| <b>Checks and Payments - 2 items</b>  |            |          |       |     |                   |               |
| Transfer                              | 06/17/2020 |          |       | X   | -30,225.99        | -30,225.99    |
| Check                                 | 06/17/2020 |          |       | X   | -30.00            | -30,255.99    |
| Total Checks and Payments             |            |          |       |     | -30,255.99        | -30,255.99    |
| <b>Deposits and Credits - 2 items</b> |            |          |       |     |                   |               |
| Bill                                  | 06/10/2020 | June ... | MHCWD | X   | 5,044.38          | 5,044.38      |
| Deposit                               | 06/30/2020 |          |       | X   | 0.13              | 5,044.51      |
| Total Deposits and Credits            |            |          |       |     | 5,044.51          | 5,044.51      |
| Total Cleared Transactions            |            |          |       |     | -25,211.48        | -25,211.48    |
| Cleared Balance                       |            |          |       |     | -25,211.48        | 903.39        |
| Register Balance as of 06/30/2020     |            |          |       |     | -25,211.48        | 903.39        |
| <b>Ending Balance</b>                 |            |          |       |     | <b>-25,211.48</b> | <b>903.39</b> |

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07/01/20

**Midway Heights CWD**  
**Reconciliation Summary**  
**10009 · Cal Bank and Trust-6809, Period Ending 06/30/2020**

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|                                   | <u>Jun 30, 20</u>       |
|-----------------------------------|-------------------------|
| Beginning Balance                 | 30,148.60               |
| Cleared Transactions              |                         |
| Checks and Payments - 3 items     | -27,451.99              |
| Deposits and Credits - 2 items    | 30,226.73               |
|                                   | <u>2,774.74</u>         |
| Total Cleared Transactions        |                         |
| Cleared Balance                   | <u><u>32,923.34</u></u> |
| Register Balance as of 06/30/2020 | 32,923.34               |
| Ending Balance                    | 32,923.34               |

## Midway Heights CWD Reconciliation Detail

10009 · Cal Bank and Trust-6809, Period Ending 06/30/2020

| Type                                  | Date       | Num | Name                  | Clr | Amount          | Balance          |
|---------------------------------------|------------|-----|-----------------------|-----|-----------------|------------------|
| <b>Beginning Balance</b>              |            |     |                       |     |                 | 30,148.60        |
| <b>Cleared Transactions</b>           |            |     |                       |     |                 |                  |
| <b>Checks and Payments - 3 items</b>  |            |     |                       |     |                 |                  |
| Check                                 | 06/17/2020 | EFT | California Bank & ... | X   | -14.00          | -14.00           |
| Bill Pmt -Check                       | 06/30/2020 | EFT | State Water Reso...   | X   | -27,392.99      | -27,406.99       |
| Check                                 | 06/30/2020 |     |                       | X   | -45.00          | -27,451.99       |
| Total Checks and Payments             |            |     |                       |     | -27,451.99      | -27,451.99       |
| <b>Deposits and Credits - 2 items</b> |            |     |                       |     |                 |                  |
| Transfer                              | 06/17/2020 |     |                       | X   | 30,225.99       | 30,225.99        |
| Deposit                               | 06/30/2020 |     |                       | X   | 0.74            | 30,226.73        |
| Total Deposits and Credits            |            |     |                       |     | 30,226.73       | 30,226.73        |
| Total Cleared Transactions            |            |     |                       |     | 2,774.74        | 2,774.74         |
| Cleared Balance                       |            |     |                       |     | 2,774.74        | 32,923.34        |
| Register Balance as of 06/30/2020     |            |     |                       |     | 2,774.74        | 32,923.34        |
| <b>Ending Balance</b>                 |            |     |                       |     | <b>2,774.74</b> | <b>32,923.34</b> |