

REGULAR BOARD MEETING AGENDA
MIDWAY HEIGHTS COUNTY WATER DISTRICT

June 17, 2021 @ 7:00 P.M.

MHCWD Office, 16733 Placer Hills Road, Meadow Vista, CA 95722

- ❖ 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 May 20, 2021 Regular Meeting will be discussed and may be approved.

IV. PUBLIC FORUM

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

V. GENERAL BUSINESS

A. CONSENT CALENDAR

1. DIRECTORS REPORTS
2. MISCELLANEOUS INFORMATION AND CORRESPONDENCE

B. DISCUSSION AND ACTION RE: APPROVAL OF GRANTS FROM THE PCWA FINANCIAL ASSISTANCE PROGRAM

C. DISCUSSION & ACTION RE: REVIEW OF THE DRAFT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2022, AND REVIEW OF PAY SCALES FOR WATER UTILITY MAINTENANCE WORKER I/II AND OFFICE ASSISTANT II

D. DISCUSSION AND ACTION RE: APPOINTMENT OF A NEW DIRECTOR TO COMPLETE THE TERM OF RESIGNED DIRECTOR, DAVID WILTSEE, WHICH EXPIRES 12/9/2022.

E. DISCUSSION AND ACTION RE: DROUGHT UPDATE

F. FIELD REPORT

G. GENERAL MANAGER'S REPORT

VI. FINANCIAL

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

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

VII. DISCUSSION AND ACTION RE: GENERAL MANAGER PERFORMANCE EVALUATION

Public employee performance evaluation process involving the General Manager under Government Code sections 54954.5(e) and 54957 to be discussed and scheduled for Closed Session at a date to be decided.

VIII. 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. Ethics policy for appointing Board members.
4. Construction contracts for irrigation system and PCWA grants.
5. Discussion and action on how to include public comments into minutes.
6. Discussion and action concerning Director's reports.
7. Consent Calendar items.
8. Format of minutes.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

May 20, 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 7:03 PM.

II. ROLL CALL

DIRECTORS PRESENT: David Wiltsee, President
Richard Goodwin, Vice President
Jim Mehl, District Treasurer
Craig Stone
Don Rushton

DIRECTORS ABSENT: None

OTHERS PRESENT: Jason Tiffany, General Manager and Board Secretary
Larry Bain, CPA, District Auditor

MEMBERS OF THE PUBLIC: Pauline Nevins
Sue Carmichael
Marilyn Sommerdorf

III. REVIEW AND APPROVAL OF MINUTES

M/S Richard Goodwin/Jim Mehl moved to accept the **March 18, 2021** minutes as written.

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" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

M/S Richard Goodwin/Jim Mehl moved to accept the **April 15, 2021** minutes as amended.

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 Nay Absent Abstain

Passed Unanimously: Yes

IV. PUBLIC FORUM

Pauline Nevins asked if Elyon Strategies had sent the District a list of references of water agencies that they had worked with. The General Manager stated that they had not.

V. GENERAL BUSINESS

A. CONSENT CALENDAR

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

B. DISCUSSION AND ACTION RE: REVIEW OF THE DRAFT AUDIT REPORT & FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 2020

The audit report was reviewed by the Board and staff.

M/S Jim Mehl/ Don Rushton moved to accept the audit. The Board took public comment concerning the CalPERS pension fund. The General Manager asked the auditor, Larry Bain CPA, and the current and prior District Treasurer if they had noticed any fraud or graft. All three stated that they had not.

Craig Stone	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Richard Goodwin	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Donald Rushton	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
David Wiltsee	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Jim Mehl	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>

Passed Unanimously: Yes

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

The Board and staff discussed the topic. Public comment was taken.

M/S Richard Goodwin/Don Rushton moved to table the topic until after the current round of this year's PCWA grants were approved by the PCWA Board and to have the MHCWD Board President and General Manager discuss this grant with PCWA.

Craig Stone	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Richard Goodwin	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Donald Rushton	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
David Wiltsee	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Jim Mehl	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

D. FIELD REPORT

The Board reviewed the field reports. The highlights were two emergency repairs to the treated water system and that all three treated water tanks were cleaned and inspected by Inland Potable, Inc.

E. GENERAL MANAGERS REPORT

The General Manager reported that PCWA staff had recommended awarding the District \$414,819 in grants for irrigation main upgrades, fire protection upgrades, improvements to the operation at the District's irrigation reservoir and recovery of capacity at the reservoir.

VI. FINANCIAL.

A. DISCUSSION AND ACTION RE: END OF YEAR REVIEW OF FY 2020 BUDGET

M/S Jim Mehl/ Richard Goodwin moved to accept the budget review.

Craig Stone	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Richard Goodwin	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Donald Rushton	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
David Wiltsee	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Jim Mehl	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

B. DISCUSSION AND ACTION RE: AGED RECEIVABLES REPORT

The Board reviewed the report.

C. TREASURER'S REPORT- APPROVAL OF ACCOUNT TRANSFERS AND BILLS PAID FOR APRIL 2021

M/S Richard Goodwin / Craig Stone moved to accept the report.

Craig Stone	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Richard Goodwin	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Donald Rushton	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
David Wiltsee	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>
Jim Mehl	Aye	<input type="text" value="X"/>	Nay	<input type="text"/>	Absent	<input type="text"/>	Abstain	<input type="text"/>

Board Totals Aye Nay Absent Abstain

Passed Unanimously: Yes

VII. BOARD/STAFF GENERAL DISCUSSION AND CALENDAR REVIEW

Future agenda items:

1. FY 2022 Budget.
2. Construction contracts for irrigation system.
3. SB998 disconnections of residential water service for nonpayment.
4. 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.
5. Discussion and action on how to include public comments into minutes.
6. Discussion and action concerning Director’s reports.
7. Ethics policy for appointing Board members.
8. Consent Calendar items.
9. Format of minutes.

VIII. ADJOURNMENT

President Wiltsee adjourned the meeting at 9:47 PM.

Respectfully Submitted,

Approved,

 Jason Tiffany
 Secretary to the Board
 Midway Heights County Water District

 Richard Goodwin
 Vice-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**

**6/17/21
BOARD MEETING AGENDA
ITEM A-2**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: MISCELLANEOUS INFORMATION AND CORRESPONDENCE

Attached are two letters from District customers thanking the staff. These two customers also sent along gift cards totaling \$70. The gift cards were used to purchase water and other hydration products for the staff.

Anthony D. Rondoni
PO Box 67
Meadow Vista, CA 95722

May 26, 2021

David Wiltsee, President
B.O.D., Midway Heights CWD
PO Box 596
Meadow Vista, CA 95722

RE: WHARF HYDRANT INSTALLATION, GREAT CREW & WORK

I just had the pleasure to interact with MHCWD's General Manager, Jason Tiffany, and Rob and Nathan on a wharf fire hydrant installation in Meadow Vista.

What a great group of guys! They did a super job on the install, had a meticulous attention to detail, handled a gate valve that broke unexpectedly, all the while keeping the neighborhood irrigation system up and running. Their jobsite was left organized and clean after the work was completed (which is not typical).

Jason, Rob, and Nathan reflect positively on the District, and the District, and District customers are lucky to have them!

Please have the Board express my gratitude for a job uncommonly well done.

With appreciation,



Anthony D. Rondoni

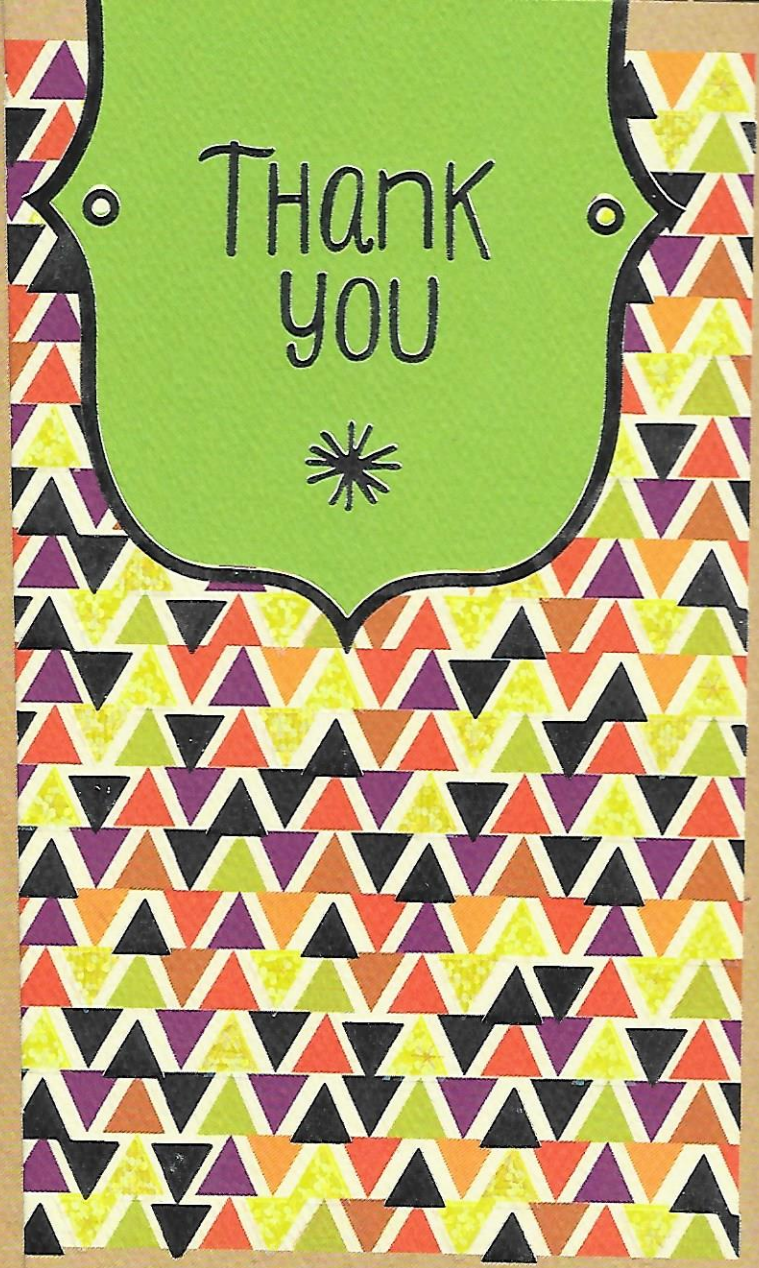
BCC Jason



YOU REALLY MADE
A DIFFERENCE.



Jason
Thank you for going
above and beyond,
Camie Chesny
McQueen



Thank
you



**MHCWD
MEMO**

**6/17/21
BOARD MEETING AGENDA
ITEM V-B**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: APPROVAL OF GRANTS FROM THE PCWA FINANCIAL ASSISTANCE PROGRAM

PCWA has awarded two grants to the District totaling \$414,819. The grants are for Hillsdale Irrigation Main Replacement and to Recover Capacity and Improve Operations at District Reservoir.

These grant applications were approved by the MHCWD Board at the February 18, 2021 meeting.

The grants require the District to provide matching funds of 20%.

I recommend that the Board approve the grants and matching funds of \$103,705. I recommend that the matching funds come from the DWR-1990 Loan Fund (Bond Fund). This fund has a balance of \$261,161.

TO: MHCWD Board of Directors

FROM: Directors Richard Goodwin and Jim Mehl

RE: REVIEW OF THE DRAFT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2022 AND REVIEW OF PAY SCALES FOR WATER UTILITY MAINTENANCE WORKER I/II AND OFFICE ASSISTANT II

SUBJECT: Fiscal Year 2022 Proposed Budget Review and Recommendations of the Budget Ad-Hoc Committee

MHCWD Projections for Budget Year 2022 (July 1, 2021 through June 30, 2022):

- 3.7% increase in operational income.
- 2.5% increase in operational expenditures.
- 497% increase in “OTHER REVENUE”.
 - This item includes the PCWA Financial Assistance Program (FAP) Grants awarded to MHCWD.
- 14.5% decrease in “Funding of Contingencies & Reserves”.
- 1,569% increase in “CAPITAL IMPROVEMENT, DEBT SERVICES AND RESERVE FUNDS BUDGET”
 - This item includes the funds to pay off the CalPERS Unfunded Accrued Liability (UAL) and the District’s matching funds for the PCWA FAP Grants.
- 629% increase in “CAPITAL EXPENDITURES”.
 - This item includes the CalPERS Unfunded Accrued Liability (UAL), the District reservoir improvements and the Hillsdale irrigation water main replacement.

Main changes in the Fiscal Year 2022 Proposed Budget:

- Grants received from the PCWA FAP Grant program.
 - The district will receive \$414,819 in grant funding. These funds will be used for the reservoir improvement project and the Hillsdale irrigation water main replacement project.
- \$103,705 of the reservoir improvement project and the Hillsdale irrigation water main replacement project to be funded by District reserves.

- \$91,400 from District reserves to pay the outstanding balance on the CalPERS Unfunded Accrued Liability (UAL). The district will save approximately \$57,000 in interest payments, over the next 22 years, by paying off the UAL in full this year.
- Proposed Water Utility Maintenance Worker I/II position wage and step adjustment. With the knowledge, experience and responsibilities that are required by the District for a Water Utility Maintenance Worker II, the current position pay scale is obsolete. This proposed budget includes funding to increase the pay scale for the Water Utility Maintenance Worker I/II positions.
- Proposed Office Assistant II/Receptionist position. Currently the District does not employ any dedicated office support staff. All of the District office support tasks (data entry, filing, mail, answering of phones, billing preparation and processing, etc.) are currently provided by either the General Manager or the Field Manager. An office assistant could provide these services, and more, at a much lower cost to the District. This would free up the General Manager and the Field Manager to focus on manager level District activities. The proposed budget funds this position at half time. Hiring for the position would not be completed before January 2022.

**MIDWAY HEIGHTS
COUNTY WATER DISTRICT**

**Budget
2022 Fiscal Year**

**First Draft v 1.6
June 17, 2021**

Midway Heights County Water District
First Draft v 1.6 Budget Fiscal Year 2022

Overview..... 1
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Detail..... 8-12
Fund Balances..... 13
Water Utility Worker I/II, current and proposed pay scale.....14
Office Assistant II/Receptionist, current and proposed pay scale...15
Office Assistant II/Receptionist, job description.....16-18

Fiscal Year 2022 first draft v 1.6 - Overview

Highlights of the budget:

1. Increased cost for purchasing additional irrigation water due to increased demand and a slight increase from PCWA. (page 3, operational expenditures, item 1)
2. Increase in salaries for adjustment to Water Utility Worker I/II pay scale and additional part time employee for office support. (page 3, operational expenditures, item 3)
3. Payoff of CalPERS Pension-Unfunded Liabilities. (page 3, operational expenditures, item 4 b)
4. Grant income from PCWA (page 6, Other Revenue, item 4) and use of matching funds for the grants: Funding Source (page 7, Bond Fund, item 1)

Information can be found in the Budget detail, page 8 to 12 along with the additional support material.

MHCWD BUDGET FISCAL YEAR 2022 Draft 1.6

July 1, 2021 to June 30, 2022

	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED		FY 2022 TOTAL 1st DRAFT	FY 2022 IRRIGATION	FY 2022 TREATED
<u>SALES, FEES AND REIMBURSEMENTS</u>							
1) Irrigation Water Resale	<u>\$234,691</u>	<u>\$234,691</u>	<u>\$0</u>		<u>\$242,587</u>	<u>\$242,587</u>	<u>\$0</u>
a) Miners Inch Service	\$142,024	\$142,024	\$0		\$150,081	\$150,081	\$0
b) Metered Service Charge	\$72,435	\$72,435	\$0		\$71,280	\$71,280	\$0
c) Metered Water Usage	\$20,232	\$20,232	\$0		\$21,227	\$21,227	\$0
2) Treated Water Resale	<u>\$442,081</u>	<u>\$0</u>	<u>\$442,081</u>		<u>\$459,658</u>	<u>\$0</u>	<u>\$459,658</u>
a) Service Charges	\$307,585		\$307,585		\$317,483		\$317,483
b) Metered Water Usage	\$134,495		\$134,495		\$142,175		\$142,175
3) Late Charges/Returned Check Fees	<u>\$156</u>	<u>\$78</u>	<u>\$78</u>		<u>\$156</u>	<u>\$78</u>	<u>\$78</u>
a) Late charges	\$0	\$0	\$0		\$0	\$0	\$0
b) Returned check fees	\$156	\$78	\$78		\$156	\$78	\$78
4) Irrigation Reconnection Fees	<u>\$600</u>	<u>\$600</u>	<u>\$0</u>		<u>\$600</u>	<u>\$600</u>	<u>\$0</u>
5) Treated Reconnection Fees	<u>\$125</u>	<u>\$0</u>	<u>\$125</u>		<u>\$125</u>	<u>\$0</u>	<u>\$125</u>
6) Installations-Irrigation (Reimbursed Expenditures)	<u>\$4,000</u>	<u>\$4,000</u>	<u>\$0</u>		<u>\$4,000</u>	<u>\$4,000</u>	<u>\$0</u>
7) Installations-Treated (Reimbursed Expenditures)	<u>\$4,000</u>	<u>\$0</u>	<u>\$4,000</u>		<u>\$4,000</u>	<u>\$0</u>	<u>\$4,000</u>
TOTAL-SALES, FEES AND REIMBURSEMENTS:	<u>\$685,653</u>	<u>\$239,369</u>	<u>\$446,284</u>		<u>\$711,126</u>	<u>\$247,265</u>	<u>\$463,861</u>

Operational Expenditures

	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED	FY 2022 TOTAL 1st DRAFT	FY 2022 IRRIGATION	FY 2022 TREATED
1) Irrigation Water Purchase	<u>\$26,234</u>	<u>\$26,234</u>	<u>\$0</u>	<u>\$34,171</u>	<u>\$34,171</u>	<u>\$0</u>
2) Treated Water Purchase	<u>\$125,722</u>	<u>\$0</u>	<u>\$125,722</u>	<u>\$131,559</u>	<u>\$0</u>	<u>\$131,559</u>
3) Payroll	<u>\$298,049</u>	<u>\$122,418</u>	<u>\$175,631</u>	<u>\$312,498</u>	<u>\$127,778</u>	<u>\$184,721</u>
a) Administration/Office	\$95,513	\$42,437	\$53,076	\$104,382	\$46,260	\$58,122
b) Administration/Office salaries reimbursed	\$500	\$250	\$250	\$500	\$250	\$250
c) Field salaries	\$147,810	\$55,429	\$92,381	\$157,075	\$58,655	\$98,420
d) Field salaries reimbursed	\$3,760	\$1,880	\$1,880	\$3,760	\$1,880	\$1,880
e) Health Benefits	\$50,466	\$22,422	\$28,044	\$46,781	\$20,733	\$26,049
4) Employer Payroll Liabilities	<u>\$34,141</u>	<u>\$12,803</u>	<u>\$21,338</u>	<u>\$27,930</u>	<u>\$10,474</u>	<u>\$17,456</u>
a) CalPERS Pension	\$22,530	\$8,449	\$14,081	\$23,363	\$8,761	\$14,602
b) CalPERS Pension-Unfunded Liabilities	\$7,315	\$2,743	\$4,572	\$0	\$0	\$0
c) Social Security	\$572	\$215	\$358	\$579	\$217	\$362
d) Medicare	\$3,724	\$1,396	\$2,327	\$3,988	\$1,496	\$2,493
5) Professional Services	<u>\$39,400</u>	<u>\$15,573</u>	<u>\$23,827</u>	<u>\$42,095</u>	<u>\$16,462</u>	<u>\$25,633</u>
a) Legal	\$6,000	\$2,666	\$3,334	\$10,000	\$4,432	\$5,568
b) Engineering	\$2,000	\$889	\$1,111	\$6,000	\$2,659	\$3,341
c) Accounting/Audit/Payroll	\$11,690	\$5,194	\$6,496	\$12,050	\$5,340	\$6,710
d) Laboratory Analysis	\$4,350	\$0	\$4,350	\$4,950	\$0	\$4,950
e) Software and Software Support	\$15,360	\$6,825	\$8,535	\$9,095	\$4,031	\$5,064
6) Contract Field Work	<u>\$5,240</u>	<u>\$2,564</u>	<u>\$2,676</u>	<u>\$5,240</u>	<u>\$2,563</u>	<u>\$2,677</u>
a) Contract Irrigation Repairs/Maintenance	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$0
b) Irrigation Installations (reimbursed)	\$0	\$0	\$0	\$0	\$0	\$0
c) Contract Treated Repairs/Maintenance	\$2,000	\$0	\$2,000	\$2,000	\$0	\$2,000
d) Treated Installations (reimbursed)	\$0	\$0	\$0	\$0	\$0	\$0
e) Backfill Material	\$1,000	\$444	\$556	\$1,000	\$443	\$557
f) Backfill Material (reimbursed)	\$240	\$120	\$120	\$240	\$120	\$120

Operational Expenditures

	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED		FY 2022 TOTAL 1st DRAFT	FY 2022 IRRIGATION	FY 2022 TREATED
7) Office	<u>\$9,150</u>	<u>\$4,065</u>	<u>\$5,085</u>		<u>\$5,400</u>	<u>\$2,393</u>	<u>\$3,007</u>
a) Supplies	\$4,400	\$1,955	\$2,445		\$4,400	\$1,950	\$2,450
b) Maintenance/Repairs/Replacement	\$4,750	\$2,110	\$2,640		\$1,000	\$443	\$557
8) Postage	<u>\$2,803</u>	<u>\$1,245</u>	<u>\$1,557</u>		<u>\$2,803</u>	<u>\$1,242</u>	<u>\$1,560</u>
9) Telephone & Alarms	<u>\$7,581</u>	<u>\$3,368</u>	<u>\$4,213</u>		<u>\$6,911</u>	<u>\$3,063</u>	<u>\$3,848</u>
10) Utilities (Electric & Telemetry)	<u>\$3,735</u>	<u>\$2,510</u>	<u>\$1,225</u>		<u>\$4,777</u>	<u>\$2,326</u>	<u>\$2,452</u>
11) Publications/Dues/Fees	<u>\$7,244</u>	<u>\$3,099</u>	<u>\$4,145</u>		<u>\$7,624</u>	<u>\$3,281</u>	<u>\$4,343</u>
a) Publications & Publishing	\$70	\$31	\$39		\$70	\$31	\$39
b) Licenses Fees	\$270	\$0	\$270		\$220	\$0	\$220
c) Dues and Subscriptions	\$6,904	\$3,067	\$3,837		\$7,334	\$3,250	\$4,084
12) Election Expense	<u>\$893</u>	<u>\$397</u>	<u>\$496</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
13) Director's Fees	<u>\$9,229</u>	<u>\$4,101</u>	<u>\$5,129</u>		<u>\$9,341</u>	<u>\$4,140</u>	<u>\$5,201</u>
14) Insurance	<u>\$23,586</u>	<u>\$10,479</u>	<u>\$13,107</u>		<u>\$21,936</u>	<u>\$9,722</u>	<u>\$12,214</u>
a) Liability & Property	\$12,615	\$5,605	\$7,010		\$12,100	\$5,363	\$6,738
b) Workers Comp. Insurance	\$10,971	\$4,875	\$6,097		\$9,836	\$4,359	\$5,477
15) Operation & Maintenance Materials	<u>\$21,550</u>	<u>\$13,300</u>	<u>\$8,250</u>		<u>\$14,800</u>	<u>\$6,550</u>	<u>\$8,250</u>
a) Irrigation - maintenance expense	\$11,550	\$11,550	\$0		\$4,800	\$4,800	\$0
b) Irrigation - installation expense (reimbursed to District)	\$1,750	\$1,750	\$0		\$1,750	\$1,750	\$0
c) Treated - maintenance expense	\$6,500	\$0	\$6,500		\$6,500	\$0	\$6,500
d) Treated - installation expense (reimbursed to District)	\$1,750	\$0	\$1,750		\$1,750	\$0	\$1,750

<u>Operational Expenditures</u>	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED		FY 2022 TOTAL 1st DRAFT	FY 2022 IRRIGATION	FY 2022 TREATED
16) Mileage Reimbursement	<u>\$500</u>	<u>\$225</u>	<u>\$275</u>		<u>\$500</u>	<u>\$222</u>	<u>\$278</u>
17) Travel, Meetings & Training	<u>\$3,000</u>	<u>\$1,333</u>	<u>\$1,667</u>		<u>\$3,000</u>	<u>\$1,330</u>	<u>\$1,670</u>
18) Safety Equipment	<u>\$3,000</u>	<u>\$1,333</u>	<u>\$1,667</u>		<u>\$3,000</u>	<u>\$1,330</u>	<u>\$1,670</u>
19) Water Board System Fee	<u>\$2,897</u>	<u>\$0</u>	<u>\$2,897</u>		<u>\$2,911</u>	<u>\$0</u>	<u>\$2,911</u>
20) Vehicle/Mobile Equip. Maint. & Op.	<u>\$12,600</u>	<u>\$5,598</u>	<u>\$7,002</u>		<u>\$13,439</u>	<u>\$5,956</u>	<u>\$7,483</u>
a) mainnance	\$6,600	\$2,925	\$3,675		\$3,000	\$1,330	\$1,670
b) fuel	\$6,000	\$2,659	\$3,341		\$10,439	\$4,626	\$5,812
21) Rentals	<u>\$9,009</u>	<u>\$4,003</u>	<u>\$5,006</u>		<u>\$11,672</u>	<u>\$5,173</u>	<u>\$6,499</u>
a) Office Rental	\$5,388	\$2,394	\$2,994		\$7,932	\$3,515	\$4,417
b) Field Equipment Rental	\$2,000	\$889	\$1,111		\$2,000	\$886	\$1,114
c) Portable Toilet	\$1,621	\$720	\$901		\$1,740	\$771	\$969
22) Bank Charges	<u>\$1,400</u>	<u>\$622</u>	<u>\$778</u>		<u>\$1,440</u>	<u>\$638</u>	<u>\$802</u>
23) Admin. Fees (includes LAFCO fees)	<u>\$1,405</u>	<u>\$624</u>	<u>\$781</u>		<u>\$1,405</u>	<u>\$623</u>	<u>\$782</u>
TOTAL-OPERATING EXPENDITURES	<u>\$648,369</u>	<u>\$235,894</u>	<u>\$412,475</u>		<u>\$664,453</u>	<u>\$239,435</u>	<u>\$425,018</u>
NET REVENUE-OPERATIONAL	<u>\$37,284</u>	<u>\$3,475</u>	<u>\$33,809</u>		<u>\$46,673</u>	<u>\$7,830</u>	<u>\$38,843</u>

OTHER REVENUE

	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED		FY 2022 TOTAL 1st DRAFT	FY 2022 IRRIGATION	FY 2022 TREATED
1) Treated Water Connections	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>		<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
2) Taxes	<u>\$48,900</u>	<u>\$21,726</u>	<u>\$27,174</u>		<u>\$50,300</u>	<u>\$22,292</u>	<u>\$28,008</u>
3) Non-Dedicated Interest from Investments	<u>\$10,900</u>	<u>\$4,843</u>	<u>\$6,057</u>		<u>\$3,465</u>	<u>\$1,536</u>	<u>\$1,929</u>
4) Grants	<u>\$30,900</u>	<u>\$13,694</u>	<u>\$17,206</u>		<u>\$434,819</u>	<u>\$423,683</u>	<u>\$11,136</u>
5) Miscellaneous income	<u>\$3,600</u>	<u>\$1,595</u>	<u>\$2,005</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL-OTHER REVENUE:	<u>\$99,300</u>	<u>\$41,859</u>	<u>\$57,441</u>		<u>\$493,584</u>	<u>\$447,510</u>	<u>\$46,073</u>

Funding Of Contingencies & Reserves

	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED		FY 2022 TOTAL 1st DRAFT	FY 2022 IRRIGATION	FY 2022 TREATED
1) Treated Water Capital Facilities above item funded by treated connection charges	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>		<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
2) Irrigation And Treated Rate Stabilization Reserves above item funded by water charges	<u>\$30,587</u>	<u>\$30,045</u>	<u>\$542</u>		<u>\$25,440</u>	<u>\$25,270</u>	<u>\$170</u>
3) Vehicle/Mobile Equipment Reserve	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$35,587</u>	<u>\$30,045</u>	<u>\$5,542</u>		<u>\$30,440</u>	<u>\$25,270</u>	<u>\$5,170</u>
NET REVENUE-OTHER	<u>\$63,713</u>	<u>\$11,814</u>	<u>\$51,899</u>		<u>\$463,144</u>	<u>\$422,240</u>	<u>\$40,903</u>

TOTAL-NET REVENUE	<u>\$100,997</u>	<u>\$15,289</u>	<u>\$85,707</u>		<u>\$509,817</u>	<u>\$430,070</u>	<u>\$79,746</u>
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CAPITAL IMPROVEMENT, DEBT SERVICES AND RESERVE FUNDS BUDGET

<u>FUNDING SOURCE</u>	<u>FY 2021 TOTAL AMENDED</u>	<u>FY 2021 IRRIGATION</u>	<u>FY 2021 TREATED</u>		<u>FY 2022 TOTAL 1st DRAFT</u>	<u>FY 2022 IRRIGATION</u>	<u>FY 2022 TREATED</u>
1) Bond Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$195,105</u>	<u>\$144,212</u>	<u>\$50,893</u>
2) Designated for Future Occurrences Reserve	<u>\$13,278</u>	<u>\$5,899</u>	<u>\$7,379</u>		<u>\$13,278</u>	<u>\$5,885</u>	<u>\$7,393</u>
3) Treated Capital Facilities Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
4) Irrigation And Treated Rate Stabilization Reserves	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
5) Emergency Reserve	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
6) Current FY-Operation Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>TOTAL-FUNDING SOURCE:</u>	<u>\$13,278</u>	<u>\$5,899</u>	<u>\$7,379</u>		<u>\$208,383</u>	<u>\$150,096</u>	<u>\$58,287</u>
<u>CAPITAL EXPENDITURES</u>							
1) Capital Expenses	<u>\$114,275</u>	<u>\$21,189</u>	<u>\$93,086</u>		<u>\$718,199</u>	<u>\$580,166</u>	<u>\$138,032</u>
a) Treated tank loan debt services	\$60,584	\$0	\$60,584		\$60,584	\$0	\$60,584
b) Loan Payment for District trucks	\$27,691	\$12,303	\$15,388		\$27,691	\$12,272	\$15,419
c) Strategic Plan	\$20,000	\$8,886	\$11,114		\$20,000	\$8,864	\$11,136
d) Treated tank maintenance	\$6,000	\$0	\$6,000		\$0	\$0	\$0
e) Pension liabilities	\$0	\$0	\$0		\$91,400	\$40,507	\$50,893
f) System improvements	\$0	\$0	\$0		\$518,524	\$518,524	\$0
<u>TOTAL-Expenditures</u>	<u>\$114,275</u>	<u>\$21,189</u>	<u>\$93,086</u>		<u>\$718,199</u>	<u>\$580,166</u>	<u>\$138,032</u>
<u>NET:CAP IMPR, DEBT SER AND RES FUNDS BUDGET</u>	<u>(\$100,997)</u>	<u>(\$15,290)</u>	<u>(\$85,707)</u>		<u>(\$509,816)</u>	<u>(\$430,070)</u>	<u>(\$79,746)</u>
<u>NET TOTAL-FISCAL YEAR BUDGET</u>	<u>\$0</u>	<u>(\$0)</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>(\$0)</u>

SALES, FEES AND REIMBURSEMENTS: PAGE 1

EXPENDITURES DETAIL: PAGE 2-4

Note: shared item costs are allocated based a percentage of the customer base of irrigation customers (44%) and treated customers (56%).

1. Irrigation Water Purchase

Provides funding for irrigation water purchases from Placer County Water Agency (PCWA). Increased water purchased above three-year historical average related to increased demand possibly linked to customer fire-safe efforts.

2. Treated Water Purchase

Provides funding for treated water purchases from Weimar Water Company (WWC).

3. Salaries and Benefits

This category represents direct and indirect costs associated with the funding for personnel employed by the District for administration and field operations. A 1.21% COLA was included for field staff.

Ad-hoc committee added a part time office employee for the last six months of the year.

Administration/ Office

Provides funding for administration salary costs.

Administration/Office Salaries Reimbursed

Administrative cost reimbursed to the District for events such as installation of water services.

Field Salaries

Provides funding for field operations salary costs.

Field Salaries Reimbursed

Field costs reimbursed to the District for events such as installation of water services.

Health Benefits

Provides funding for payments related to employee health benefits.

4. Employer Payroll Liabilities

Represents payments associated with employer payroll liabilities: social security, PERS retirement, and Medicare.

5. Professional Services

Legal

Provides funding for administrative services by the District's legal counsel. Normally based on 3 year average. Ad-hoc committee increased this item by \$2,000 over that of the prior Fiscal Year.

Engineering

Provides funding for projects provided by the District's engineering consultants. Normally based on 3 year average. Ad-hoc committee adjusted this item downward by \$2,000 from that of the prior Fiscal Year.

Accounting/ Audit/ Payroll

Provides funding for the preparation of the District's annual audit and for the District's accountant.

Laboratory Analysis

Provides funding for laboratory services for mandated water quality monitoring of the water supply. This includes routine distribution system monitoring, emergency repair sampling and samples collected for analysis at customer request. The District voluntarily increased water sampling in 2019 to monitor the incoming treated water quality supply. This cost is \$1,500 a year plus staff time.

Software and Software Support

Provides funding for the District's maintenance and service agreement for the billing system, software upgrades, etc. Increased cost relates to introduction of online bill payment and other services.

6. Contract Field Work: Based on three year average

Contract Irrigation Repairs/Maintenance

Provides funding for repairs and maintenance associated with the District's irrigation system done by outside contractors.

Irrigation Installations Reimbursed

Reimbursements associated with installing customer services.

Contract Treated Repairs/Maintenance

Provides funding for repairs and maintenance associated with the District's treated system done by outside contractors.

Treated Installations Reimbursed

Reimbursements associated with installing customer services.

Backfill Material

Provides funding for backfill material for restoration of areas affected by system repairs.

Backfill Material Reimbursed

Provides funding for backfill material reimbursements for restoration of areas affected by installing water services.

7. Office:

Supplies - Based on three year average

Provides funding for costs associated with the printing of bills, customer correspondence and Board Meeting items as well as all miscellaneous office supplies.

Maintenance/Repairs

Provides funding for costs associated with maintaining and repairing office equipment. Decrease is because PCWA provided a grant of \$4,000 for new computer equipment to run the District's GIS program in prior fiscal year.

8. Postage

Provides funding for mailing of all customer bills and District correspondence.

9. Telephone and alarms:

Provides funding for telephones, cellular phones, pagers, and alarms.

10. Utilities:

Provides funding for telemetry and electrical energy costs for the operation of all District facilities. Increased electrical cost includes PG&E rate increase and installation of heat and air unit that protect the electronics that monitor the treated water system at the treated tank site.

11. Publications/Dues/Fees

Publications and Publishing

Provides funding for District advertising of legal ads and for vacancies that may occur.

Licenses Fees

Provides funding for operator's licenses.

Dues and Subscriptions

Provides funding for professional organization memberships including ACWA, AWWA, CSDA, NRWA, and USA North.

12. Election Expenses

Provides funding for the general election.

13. Director's Fees

Provides funding for the Board of Directors to attend the monthly Board Meeting, standing committee meetings and miscellaneous meetings that may arise. 1.21% COLA.

14. Insurance

Provides funding for insurance premiums payable to ACWA/JPIA.

Liability and Property: Increased expense because our insurance no longer provides automatic coverage for fencing, meters, hydrants and loss of revenue due to "catastrophic events" (i.e., wildfires.) Also, the coverage formulas for vehicles has changed.

Workers Compensation: based on current rates

15. Operation and Maintenance Material

Irrigation - Maintenance Expense

Provides funding for repairs and maintenance associated with the District's irrigation system. Based on three-year average.

Irrigation - Installation Expense

Provides funding for installation expenses associated with the District's irrigation system.

Treated - Maintenance Expense

Provides funding for repairs and maintenance associated with the District's treated system. Based on three-year average.

Treated - Installation Expense

Provides funding for installation expenses associated with the District's treated system.

16. Mileage Reimbursement

Provides funding for mileage reimbursement to District employees who use their personal vehicle for District business.

17. Travel, Meetings and Training

Provides funding for meetings and conferences associated with job assignments or related to the conduct of District business. Also provides funds for training materials, programs, and fees to attend training sessions for staff to keep current with new laws, technologies and methods of carrying out the mission of the District.

18. Safety Equipment

Provides funding for worksite safety and personal protective equipment.

19. Water Board System Fee

Provides funding for the State Department of Health Services Drinking Water Program permit.

20. Vehicle/Mobile Equipment M&O:

Provides funding for the maintenance and operation of the District's vehicles and mobile equipment including fuel purchases. The anticipated maintenance cost was lowered by \$3,600 from the prior year when the District purchased new tires for the three service trucks. Fuel costs have risen. Fuel is now \$4.00 a gallon. Fuels Cost is estimated to be \$10,439 and maintenance \$3,000.

21. Rentals

Office Rental

Provides funding for the District office space rental located at 16733 Placer Hills Rd. Meadow Vista.

Field equipment rental

Provides funding for field equipment rentals.

Portable Toilet

Provides funding for the rental, maintenance and cleaning of the portable toilet located at the District's maintenance yard.

22. Bank Charges

Provides funding for service charges associated with the District's bank accounts. Increased due to online bill pay available to customers.

23. Administration Fees

Provides funding for miscellaneous administrative fees including LAFCO.

OTHER REVENUE, PAGE 5

4. Grants

Grant from PCWA of \$20,000 to do a strategic plan, \$135,200 for improvements at the District's reservoir and \$279,619 for replacement of approximately 1,500 feet of irrigation main with installation of a fire hydrant.

FUNDING OF CONTINGENCIES & RESERVES: PAGE 6

This category accounts for expenditures designated for contingencies and reserves.

1) Treated Water Connections - from connection fees.

2) Irrigation And Treated Rate Stabilization Reserves - from charges for water service.

3) Vehicle/Mobile Equipment Reserve - funds replacement of vehicles, backhoe, etc.

CAPITAL IMPROVEMENT, DEBT SERVICES AND RESERVE FUNDS BUDGET: PAGE 7

1) Bond Fund: \$91,400 to pay off unfunded pension liabilities. This will save the District \$57,270 in interest payments over the next 22 years according to the CalPERS amortization schedule. Additionally, this will free up approximately \$10,000 of cash flow each year for the next eight years. \$103,705 is for matching funds for the PCWA grants.

2) Designated for Future Occurrences Reserve: to fund 50% of truck loan payment from reserves.

CAPITAL EXPENDITURES

1) f) System Improvements: \$169,000 for District reservoir improvements plus \$349,524 for replacement of approximately 1,500 feet of irrigation main with installation of a fire hydrant.

Investment Fund @ Placer County

	4/1/2021
Emergency Reserve	\$80,000.00
Future Occurrences	\$160,195.65
Current FY Operation Fund	\$66,904.72
DWR-1990 Loan Fund	\$261,161.20
Treated Water Capital Facilities	\$47,313.29
Rate Stabilization	\$0.00
TOTAL	<u>\$615,574.86</u>

Breakdown of Future Occurrences Fund

Truck & Mobile Equipment	\$39,833.10
Easement Clearing	\$9,759.06
Irrigation Rate Shift Fund	\$72,655.00
System Repair & Replacement	\$37,948.49
TOTAL	<u>\$160,195.65</u>

MIDWAY HEIGHTS COUNTY WATER DISTRICT

WAGE STEPS

WATER UTILITY MAINTENANCE WORKER I

Steps	Proir Hourly	Proposed Hourly
1	\$ 16.92	\$ 16.92
2	\$ 17.35	\$ 17.77
3	\$ 17.78	\$ 18.66
4	\$ 18.23	\$ 19.59
5	\$ 18.68	\$ 20.57
6	\$ 19.16	\$ 21.60
7	\$ 19.65	\$ 22.68
8	\$ 20.15	\$ 23.81

WATER UTILITY MAINTENANCE WORKER II

Steps	Proir Hourly	Proposed Hourly
1	\$ 19.73	\$ 21.00
2	\$ 20.23	\$ 22.05
3	\$ 20.76	\$ 23.15
4	\$ 21.29	\$ 24.31
5	\$ 21.84	\$ 25.53
6	\$ 22.42	\$ 26.80
7	\$ 23.00	\$ 28.14
8	\$ 23.60	\$ 29.55

MIDWAY HEIGHTS COUNTY WATER DISTRICT

**SALARY RANGE FOR OFFICE ASSISTANT II
RECEPTIONIST**

<u>Steps</u>	<u>Prior Hourly wage</u>	<u>Proposed Hourly</u>
1	\$13.11	\$16.92
2	\$13.90	\$17.77
3	\$14.73	\$18.66
4	\$15.62	\$19.59
5	\$16.55	\$20.57
6	\$17.55	\$21.60
7	\$18.60	\$22.68
8	\$19.71	\$23.81

OFFICE ASSISTANT II /RECEPTIONIST

Employee Name:
Grade:N/A
Status: Non-Exempt
Other:

Reports to: General Manager
Salary Range:\$12.93 to \$19.44
Date:12/14/2013

Definition/Summary

Under general supervision, positions in the Office Assistant II classification are responsible for performing office support work. Incumbents work under minimal supervision, performing a variety of the more complex typing and office support assignments. Incumbents are expected to understand the services, policies, and procedures of the Department or service area to which they are assigned.

Essential Functions

- Performs a variety of data entry assignments, using a computer's word processing programs.
- Answers the telephone and greets office visitors, providing a wide range of information, or referring them to other staff.
- Performs filing and recordkeeping.
- Prepares a variety of correspondence.
- Receives, distributes, and dispatches mail.
- Develops, maintains, and completes forms.
- Arranges interviews and coordinates schedules.
- Receives and processes applications.
- Proofreads copies.
- Gathers and organizes a variety of information and material.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Prepares a variety of reports.
- May assist with preparing payroll information.
- Operates copiers and a variety of office equipment.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Policies, procedures, and operations of the Department or office to which assigned.
- Modern office methods, procedures, and equipment.
- Filing methods and recordkeeping systems.
- Receptionist and telephone techniques.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Perform a variety of office support and program support assignments with minimal supervision.
- Spell correctly.
- Make basic arithmetical computations.
- Follow oral and written directions.
- Type at a rate of 45 words per minute from clear, legible copy.
- Operate a computer for word processing and other purposes.
- Operate a variety of office equipment.
- Talk to and interview others to obtain or exchange information.
- Prepare and organize a variety of information.
- Effectively maintain good relations during public contacts.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of basic educational training in office skills.

Experience: One year of increasingly responsible work experience performing a variety of office support work.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

REMOVE BEFORE USE: The following Job Description is intended as a model or template for use within an organization. It is not intended as a final document. The individual districts that download and utilize this template should edit and modify the document to fit their own district and job specific duties. The JPIA is not engaged in rendering legal advice or professional legal services. Anyone creating a job description using this document should consult a qualified labor attorney or consultant before relying on it.

**MHCWD
MEMO**

**6/17/21
BOARD MEETING AGENDA
ITEM V-D**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: DISCUSSION AND ACTION RE: APPOINTMENT OF A NEW DIRECTOR TO COMPLETE THE TERM OF RESIGNED DIRECTOR, DAVID WILTSEE, WHICH EXPIRES 12/9/2022.

On June 4, 2021 Director Wiltsee resigned. His resignation letter is attached.

The District has 60-days to appoint a new Director. If the District does not appoint a new Director within this time, 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 this 90-day period, the District will have to hold a special election, which can be very costly.

In order to stay within the 60-day time frame, I recommend the Board appoint a new Director at the July 15, 2021 regular meeting. I suggest that the Board send out a postcard requesting the public to submit a resume by the next meeting or attend the next meeting.

David Wiltsee
421 Nob Hill Drive
Applegate, CA 95703

June 4, 2021

Midway Heights CWD
P.O. Box 596
Meadow Vista, CA 95722

Midway Heights Board of Directors and General Manager:

Sadly, and with an overwhelming sense of unfinished business, I hereby resign from the Midway Heights County Water District Board of Directors, effective today, June 4, 2021.

By most standards, Midway Heights deserves high marks for operating a small-but-complex water system. As a citizen and water customer looking at the agency from the outside, I could not be more pleased. Costs to customers are reasonable. Service is always dependable. Staff responds quickly and efficiently when emergencies occur.

However, Midway Heights now faces a once-in-a-lifetime overhaul of its priceless irrigation/fire protection water network. Prior preparation for this daunting, multi-year program must take center stage, for both Board and Staff. Equally crucial is free and effective communication between and among Midway Heights “team members”, which include both Board and Staff, plus interested citizens and customers.

I have been uncomfortable for some time with the lack of progress in planning, or even starting to plan, Irrigation System Rehabilitation. This, in itself, could be remedied.

The communication problem is another matter – one which has, and may continue to, make it hard to “get everybody on the same page”, and for systematic planning, policymaking, and program implementation to happen. Part of the communication problem is internal, involving human nature and differing expectations of what should be done, when, and how. Another part of the communication problem is the State of California’s “Brown Act” which inhibits (essentially prohibits) Board interaction in any setting other than the scheduled two-hour monthly meeting. Without communication, mutual understanding and a shared sense of direction cannot be achieved.

As Board President, I have been unable to find that elusive key. That key is needed to fix both the communication problem and get the Irrigation System Rehabilitation Program planning underway. Under the circumstances, it is better that I step aside.

I remain vitally interested in Midway Heights and its invaluable role as our small region’s water supplier. Perhaps I can better serve the District as a private citizen. Time will tell.

Thank you so much for the opportunity to serve Midway Heights and the citizens of Mid-Placer County.

Sincerely,

David Wiltsee

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

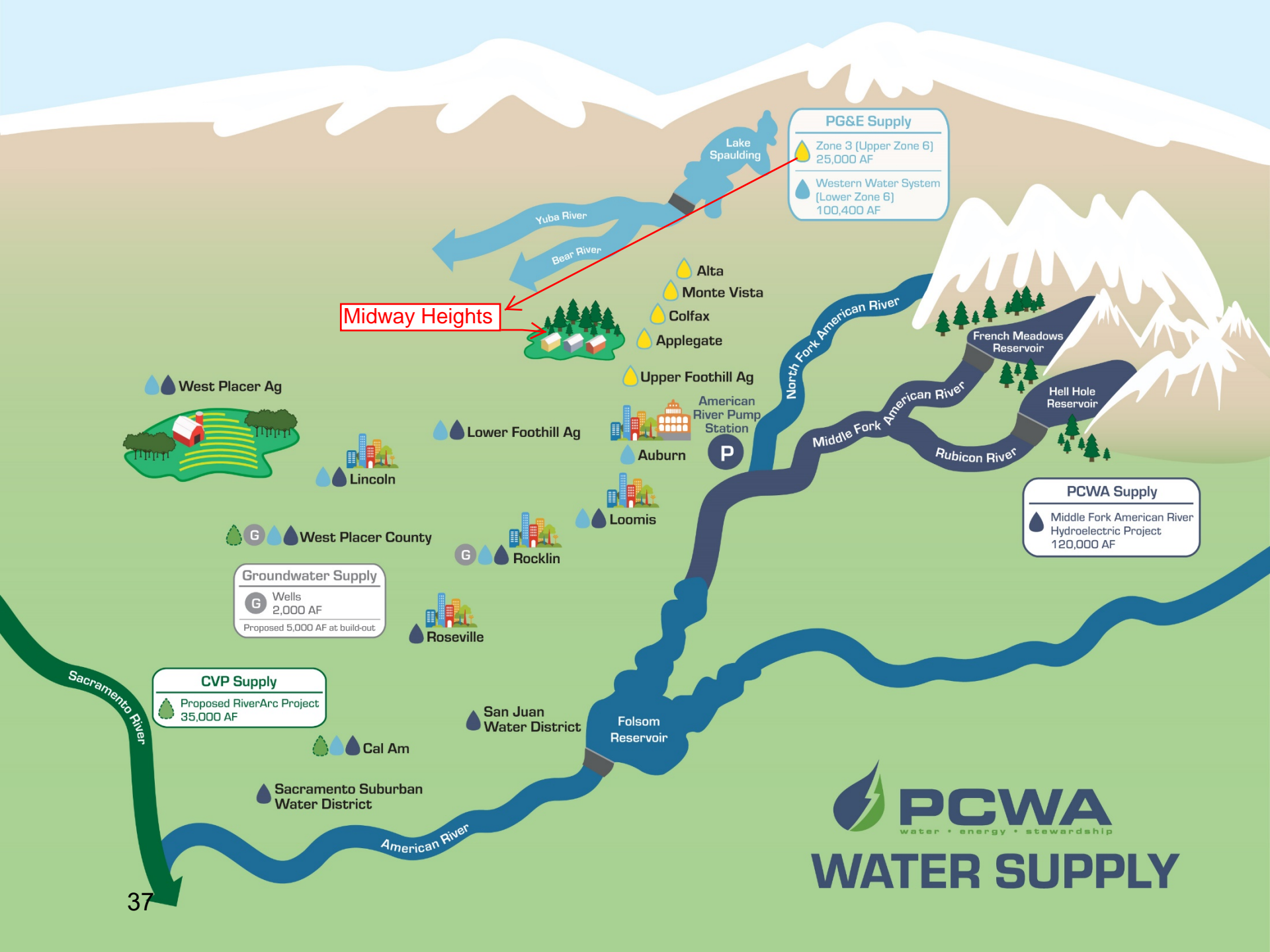
RE: DROUGHT UPDATE

I met with PCWA staff and PCWA Board Chair Josh Alpine. The current forecast from PCWA is that they will not have to go to mandatory drought restrictions. PCWA is asking customers to do voluntary conservation and for the responsible use of water.

During the PCWA meeting held June 3, 2021, their Board adopted a resolution declaring a surplus of Middle Fork Project (MFP) surface water supply.

The District does not receive water from the MFP. The District's water supply is from what is called "Zone 3 (Upper Zone 6)". The water supply allocation starts with PG&E, then to PCWA and then to MHCWD. PCWA's reports show twice as much supply (allocation) as demand in our "zone".

Please see the attached reports from PCWA.



PG&E Supply

- Zone 3 (Upper Zone 6)
25,000 AF
- Western Water System (Lower Zone 6)
100,400 AF

Midway Heights

PCWA Supply

- Middle Fork American River Hydroelectric Project
120,000 AF

Groundwater Supply

- Wells
2,000 AF
- Proposed 5,000 AF at build-out

CVP Supply

- Proposed RiverArc Project
35,000 AF

PCWA
water • energy • stewardship
WATER SUPPLY



Supply and Demand Report for
Western Water System (Zone 6)
June 3, 2021 Board Meeting

Supply Summary	Acre Feet (AF)
PG&E Western Water System	100,400
PG&E Zone 3	25,000
Canyon Creek Water Rights (8)	3,400
PCWA Middle Fork Project (7)	35,500
NID Deliveries to Foothill WTP	1,920
Total Supply	166,220

Lower Untreated Water System	AF
Supply	141,220.00
Baseline Demand	
Realized (2020) (3)	90,574.60
Realized Zone 5 (2020) (3)	14,484.70
Committed Demand	
Bickford Ranch	1,538.50
Auburn-Bowman (4)	2,332.86
Foothill-Sunset-Ophir (4)	8,921.99
Total Committed Demand	12,793.35
Total Baseline Demand	117,852.65
Commitments Post 2020	
Since Baseline (5)	1,171.29
Requests this Meeting	-4.52
Total Commitments Post 2020	1,166.76
Remaining Supply upon approval of requests at this meeting.	22,200.58

Untreated Water Supply and Demand Summaries

Upper Untreated Water System (Zone 3)	AF
Supply	25,000.00
Baseline Demand	
Realized (2020)	10,719.50
Committed Demand	
Alta (4)	168.59
Monte Vista (4)	29.69
Colfax (4)	245.33
Applegate (4)	11.99
Total Committed Demand	455.59
Total Baseline Demand	11,175.09
Commitments Post 2020	
Since Baseline (5)	71.43
Requests this Meeting	0.00
Total Commitments Post 2020	71.43
Remaining Supply upon approval of requests at this meeting.	13,753.48

MHCWD source

Typical demand

Typical surplus

Lower Treated Water Systems	Foothill-Sunset-Ophir (7)		Auburn-Bowman	
	MGD	UOC	MGD	UOC
Total Capacity	65.000		15.000	
Baseline Demand				
Realized (Summer 2020)	49.071		10.835	
Committed Demand (1)	10.529	9,156.00	0.948	824.40
Total Baseline Demand	59.600		11.783	
Commitments Post 2020				
Since Baseline (2)	1.170	1,017.67	0.077	67.27
Requests this Meeting	0.007	5.70	0.001	1.00
Total Commitment	1.177		0.078	
Remaining Supply after approval of requests at this meeting:				
Based on Normal Capacity	4.223	3,671.90	3.139	2,729.10

Upper Treated Water Systems	Applegate		Colfax		Monte Vista		Alta	
	MGD	UOC	MGD	UOC	MGD	UOC	MGD	UOC
Total Capacity	0.071		1.244		0.102		0.512	
Baseline Demand								
Realized (Summer 2020)	0.050		0.806		0.049		0.211	
Committed Demand (1)	0.004	3.40	0.069	60.00	0.004	3.10	0.017	14.90
Total Baseline Demand	0.054		0.875		0.053		0.228	
Commitments Post 2020								
Since Baseline (2)	0.002	2.00	0.040	35.00	0.000	0.00	0.001	1.00
Requests this Meeting	0.000	0.00	0.000	0.00	0.000	0.00	0.000	0.00
Total Commitment	0.002		0.040		0.000		0.001	
Remaining Supply after approval of requests at this meeting:								
Based on Normal Capacity	0.015	13.20	0.329	285.80	0.049	43.00	0.283	245.80

Footnotes:

- (1) This amount is unrealized demand pre-purchased by the City of Lincoln under their water supply contract and connections made shortly before the baseline time such that they are not reflected in the baseline demand. The Foothill-Sunset-Ophir System unrealized demand amounts are 4.528 MGD for the City of Lincoln, 0.400 for Cal-Am, 4.294 for the drought rebound*, and 1.308 MGD for connections that were not in the baseline demand. The Auburn-Bowman System unrealized demand amount is 0.056 MGD for connections that were not in the baseline demand. All other systems had all existing connections in the baseline demand. *Drought Rebound: The estimated amount of treated water our retail system anticipates to recover after temporary conservation was achieved during the 2014-2016 drought.
- (2) Includes Board approved Facilities agreements since 1/1/2019 and Infill requests since 1/1/2020 to compensate for demand not yet realized.
- (3) 2020 was used as the baseline demand. Zone 5 demand fluctuated between 4,014 - 14,485 AF between 2015 and 2020. This is supplemental PG&E water subject to full deliveries to Zone 1 and 3.
- (4) Reservation of untreated water for treatment plant build out of Alta at 0.512 MGD, Monte Vista at 0.102 MGD, Colfax at 1.244 MGD, Applegate at 0.071 MGD, Foothill at 60 MGD, Sunset at 5 MGD, Auburn at 8 MGD, and Bowman 7 MGD.
- (5) Includes Board approved untreated water requests since 1/1/2020 to compensate for demand not yet realized.
- (6) WTP and associated infrastructure are planned facilities included within the Agency's Water Connection Charge (WCC) program. The capacity gained from Ophir WTP will be added to this report once the plant is constructed and operational.
- (7) PCWA Middle Fork Project (MFP) water supply to City of Roseville, San Juan Water District and others is delivered to Folsom Reservoir for diversion.
- (8) Canyon Creek Water Right varies annually based on snow pack and flows in the creek. This water right can be used anywhere in western Placer County; however, it is shown here to be assigned to the Lower Untreated Water System.

MHCWD

Monthly Field Report
June 2021 for the month of May 2021

FLOW RECORDS

Treated Water: 450,052 cubic feet (3.37 million gallons) purchased, for an average service connection usage of 245 gallons per day (based on 443 active service connections).

Irrigation Water: 27 million gallons (54 Miner's Inches per day) purchased from PCWA, with an estimated demand of 27.2 million gallons (54.5 Miner's Inches per day) and an estimated usage of 2,504 gallons per day per customer (based on 351 active service connections: 174 metered, 177 flat rate).

FIELD ACTIVITIES

<u>Service Calls:</u>	31.
<u>After Hours Calls:</u>	0.
<u>Line/System Repairs:</u>	1.
<u>Service Disconnections:</u>	0.
<u>New Service Connections:</u>	None.
<u>Installations:</u>	None.
<u>Double Check Valves Tested:</u>	95.
<u>Underground service alerts</u>	12

Miscellaneous: Continued work on GIS mapping system, monthly Bac-T samples. Continued treated blow off flushing, check valve testing, treated valve turning, irrigation valve turning & hydrant flushing. Easement clearing, repairs and maintenance at all facilities.

**MHCWD
MEMO**

**06/17/21
BOARD MEETING AGENDA
ITEM V-G**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany

RE: General Manager's Report

I will give a demonstration of the District's GIS program.

What is GIS?

A geographic information system (GIS) is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes. With this unique capability, GIS reveals deeper insights into data, such as patterns, relationships, and situations—helping users make smarter decisions.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

MAY 2021

REGULAR BOARD MEETING
JUNE 2021

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (04/30/21) \$635,602.56

*(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 (05/31/21-Reconciled to Checking Account #1670 General) ** \$56,825.50

Adjusted Bank Statement Balance (05/31/21-Reconciled to Checking Account #9798 Rate Payer) ** \$26,130.09

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (05/31/21- Reconciled Money Market Account #6809 Tank Loan) ** \$35,619.82

**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 MAY 2021

Treasurer of the Board-Jim Mehl

Midway Heights CWD
Reconciliation Summary
10005 - Cash in Checking-1670, Period Ending 05/31/2021

	May 31, 21
Beginning Balance	52,378.19
Cleared Transactions	
Checks and Payments - 27 items	-50,024.15
Deposits and Credits - 25 items	67,793.87
Total Cleared Transactions	17,769.72
Cleared Balance	70,147.91
Uncleared Transactions	
Checks and Payments - 8 items	-13,322.41
Total Uncleared Transactions	-13,322.41
Register Balance as of 05/31/2021	56,825.50
New Transactions	
Checks and Payments - 6 items	-7,507.34
Deposits and Credits - 2 items	15,284.64
Total New Transactions	7,777.30
Ending Balance	64,602.80

Midway Heights CWD Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 05/31/2021


Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,378.19
Cleared Transactions						
Checks and Payments - 27 items						
Bill Pmt -Check	01/05/2021	1344	Langlands, Tracy	X	-207.88	-207.88
Bill Pmt -Check	04/22/2021	8736	Omega Commerc...	X	-651.00	-858.88
Bill Pmt -Check	04/22/2021	8739	Sauers Engineeri...	X	-330.00	-1,188.88
Bill Pmt -Check	05/04/2021	EFT	Paychex, Inc.	X	-15,371.76	-16,560.64
Bill Pmt -Check	05/05/2021	EFT	Paychex, Inc.	X	-3,453.94	-20,014.58
Bill Pmt -Check	05/06/2021	8747	MHCWD	X	-5,044.38	-25,058.96
Bill Pmt -Check	05/06/2021	8749	US Bank	X	-4,306.80	-29,365.76
Bill Pmt -Check	05/06/2021	8745	Ferguson Waterw...	X	-804.36	-30,170.12
Bill Pmt -Check	05/06/2021	8744	Dawson Oil Comp...	X	-567.92	-30,738.04
Bill Pmt -Check	05/06/2021	8748	PG&E	X	-229.67	-30,967.71
Bill Pmt -Check	05/06/2021	8742	Cooks Portable T...	X	-140.38	-31,108.09
Bill Pmt -Check	05/06/2021	8746	Frontier Communi...	X	-107.82	-31,215.91
Bill Pmt -Check	05/06/2021	8743	Cranmer Analytic...	X	-40.00	-31,255.91
Bill Pmt -Check	05/07/2021	EFT	CalPERS Health ...	X	-3,812.47	-35,068.38
Bill Pmt -Check	05/07/2021	EFT	CalPERS Retire P...	X	-2,632.70	-37,701.08
Bill Pmt -Check	05/07/2021	EFT	CalPERS 457 Pro...	X	-700.00	-38,401.08
Bill Pmt -Check	05/07/2021	EFT	CalPERS Retire P...	X	-655.74	-39,056.82
Bill Pmt -Check	05/07/2021	EFT	CalPERS Retire P...	X	-609.55	-39,666.37
Bill Pmt -Check	05/07/2021	EFT	CalPERS Retire P...	X	-85.34	-39,751.71
Bill Pmt -Check	05/10/2021	EFT	Paychex, Inc.	X	-13.00	-39,764.71
Bill Pmt -Check	05/11/2021	EFT	Wells Fargo	X	-125.94	-39,890.65
Bill Pmt -Check	05/13/2021	8756	Weimar Water Co...	X	-9,550.12	-49,440.77
Bill Pmt -Check	05/13/2021	8751	AT&T U-verse	X	-173.42	-49,614.19
Bill Pmt -Check	05/13/2021	8750	AT & T	X	-169.05	-49,783.24
Bill Pmt -Check	05/13/2021	8753	PG&E	X	-128.94	-49,912.18
Bill Pmt -Check	05/13/2021	8755	Tel-Com	X	-60.00	-49,972.18
Bill Pmt -Check	05/13/2021	8754	Staples Credit Plan	X	-51.97	-50,024.15
Total Checks and Payments					-50,024.15	-50,024.15
Deposits and Credits - 25 items						
Deposit	05/03/2021			X	82.50	82.50
Deposit	05/03/2021			X	308.65	391.15
Deposit	05/04/2021			X	2,796.42	3,187.57
Deposit	05/05/2021			X	292.71	3,480.28
Deposit	05/06/2021			X	212.60	3,692.88
Deposit	05/07/2021			X	6,657.22	10,350.10
Deposit	05/10/2021			X	280.33	10,630.43
Deposit	05/10/2021			X	11,129.18	21,759.61
Deposit	05/11/2021			X	279.74	22,039.35
Deposit	05/11/2021			X	8,163.14	30,202.49
Deposit	05/12/2021			X	357.18	30,559.67
Deposit	05/12/2021			X	376.28	30,935.95
Deposit	05/14/2021			X	299.50	31,235.45
Deposit	05/14/2021			X	9,519.31	40,754.76
Deposit	05/17/2021			X	213.99	40,968.75
Deposit	05/17/2021			X	395.20	41,363.95
Deposit	05/17/2021			X	8,609.69	49,973.64
Deposit	05/18/2021			X	272.16	50,245.80
Deposit	05/19/2021			X	236.02	50,481.82
Deposit	05/19/2021			X	398.27	50,880.09
Deposit	05/20/2021			X	128.01	51,008.10
Deposit	05/21/2021			X	8,869.56	59,877.66
Deposit	05/24/2021			X	337.37	60,215.03
Deposit	05/26/2021			X	7,275.53	67,490.56
Deposit	05/27/2021			X	303.31	67,793.87
Total Deposits and Credits					67,793.87	67,793.87
Total Cleared Transactions					17,769.72	17,769.72
Cleared Balance					17,769.72	70,147.91

Midway Heights CWD
Reconciliation Detail
10005 - Cash in Checking-1670, Period Ending 05/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 8 items						
Bill Pmt -Check	05/13/2021	8752	Omega Commerc...		-651.00	-651.00
Bill Pmt -Check	05/26/2021	8759	Larry Bain, CPA		-7,537.00	-8,188.00
Bill Pmt -Check	05/26/2021	8761	PCWA		-3,901.27	-12,089.27
Bill Pmt -Check	05/26/2021	8760	New Direction Ser...		-545.59	-12,634.86
Bill Pmt -Check	05/26/2021	8757	Anderson's Sierra...		-310.92	-12,945.78
Bill Pmt -Check	05/26/2021	8758	Cranmer Analytic...		-90.00	-13,035.78
Bill Pmt -Check	05/26/2021	8762	Riebes Auto Parts		-25.71	-13,061.49
Bill Pmt -Check	05/27/2021	8763	PG&E		-260.92	-13,322.41
Total Checks and Payments					-13,322.41	-13,322.41
Total Uncleared Transactions					-13,322.41	-13,322.41
Register Balance as of 05/31/2021					4,447.31	56,825.50
New Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	06/02/2021	8767	MHCWD		-5,044.38	-5,044.38
Bill Pmt -Check	06/02/2021	8769	US Bank		-1,165.87	-6,210.25
Bill Pmt -Check	06/02/2021	8765	Ferguson Waterw...		-1,009.38	-7,219.63
Bill Pmt -Check	06/02/2021	8764	AT & T		-119.89	-7,339.52
Bill Pmt -Check	06/02/2021	8766	Frontier Communi...		-107.82	-7,447.34
Bill Pmt -Check	06/02/2021	8768	Tel-Com		-60.00	-7,507.34
Total Checks and Payments					-7,507.34	-7,507.34
Deposits and Credits - 2 items						
Deposit	06/01/2021				9,054.99	9,054.99
Deposit	06/03/2021				6,229.65	15,284.64
Total Deposits and Credits					15,284.64	15,284.64
Total New Transactions					7,777.30	7,777.30
Ending Balance					12,224.61	64,602.80

Midway Heights CWD Reconciliation Summary

10007 · Rate Payer Increase-Check-9798, Period Ending 05/31/2021

	<u>May 31, 21</u>
Beginning Balance	21,085.50
Cleared Transactions	
Deposits and Credits - 2 items	<u>5,044.59</u>
Total Cleared Transactions	<u>5,044.59</u>
Cleared Balance	<u><u>26,130.09</u></u> 
Register Balance as of 05/31/2021	26,130.09
New Transactions	
Deposits and Credits - 1 item	<u>5,044.38</u>
Total New Transactions	<u>5,044.38</u>
Ending Balance	<u><u>31,174.47</u></u>

Midway Heights CWD Reconciliation Detail


10007 · Rate Payer Increase-Check-9798, Period Ending 05/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						21,085.50
Cleared Transactions						
Deposits and Credits - 2 items						
Bill	05/03/2021	May ...	MHCWD	X	5,044.38	5,044.38
Deposit	05/31/2021			X	0.21	5,044.59
Total Deposits and Credits					5,044.59	5,044.59
Total Cleared Transactions					5,044.59	5,044.59
Cleared Balance					5,044.59	26,130.09
Register Balance as of 05/31/2021					5,044.59	26,130.09
New Transactions						
Deposits and Credits - 1 item						
Bill	06/01/2021	June ...	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					10,088.97	31,174.47

11:41 AM

06/03/21

Midway Heights CWD
Reconciliation Summary
10009 · Cal Bank and Trust-6809, Period Ending 05/31/2021

	<u>May 31, 21</u>
Beginning Balance	35,619.27
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.55</u>
Total Cleared Transactions	<u>0.55</u>
Cleared Balance	<u><u>35,619.82</u></u> 
Register Balance as of 05/31/2021	35,619.82
Ending Balance	35,619.82

Midway Heights CWD Reconciliation Detail

10009 - Cal Bank and Trust-6809, Period Ending 05/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,619.27
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/31/2021			X	0.55	0.55
Total Deposits and Credits					0.55	0.55
Total Cleared Transactions					0.55	0.55
Cleared Balance					0.55	35,619.82
Register Balance as of 05/31/2021					0.55	35,619.82
Ending Balance					0.55	35,619.82