



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

AGENDA

Regular Board Meeting, December 21, 2023, at 2:00 p.m.

- ❖ The following agenda has been prepared and posted at least 72 hours prior to the regular board meeting of the Midway Heights County Water District Board of Directors in accordance with the Ralph M. Brown Act.
 - ❖ The chronological order of agenda items does not necessarily mean that each item will be considered in that order. Any listed items may be considered at any time during the meeting, at the discretion of the Board President.
 - ❖ The public may address the Board on each agenda item during the Board's consideration of that item. Members of the public may be asked to state their name for the record but are not required to do so.
 - ❖ The Board is prohibited by law from acting on any matter not appearing on the posted agenda, except in certain cases provided for in the Brown Act.
 - ❖ Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection at the District Office at the address listed above.
 - ❖ 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 the District Office at (530) 878-8096. Requests must be made as early as possible, and at least one full business day before the start of the meeting.
 - ❖ In accordance with Government Code Sec. 54954.2(a), this notice and agenda were posted at the following locations: MHCWD Office; Meadow Vista Post Office; Meadow Vista Village Center; at the intersection of Placer Hills and Peaceful Valley Roads; and at the intersection of Oak Hill and Hillsdale Roads.
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AGENDA

Regular Board Meeting, December 21, 2023

I. CALL TO ORDER

II. ROLL CALL OF DIRECTORS

Establish a quorum and identify for the minutes any other persons attending. Members of the public may remain anonymous in the minutes unless they wish to participate in the Public Forum, below, or comment on other agenda items.

III. REVIEW AND APPROVAL OF MINUTES Pages 4-6

The minutes from the November 16, 2023, Regular Meeting will be discussed and may be approved.

IV. PUBLIC FORUM

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

Potential issues or action items raised during the Public Forum will be noted by the Secretary and offered for discussion during the Calendar Review later in the session.

V. GENERAL BUSINESS

A. DISCUSSION AND ACTION RE: APPOINTMENT OF NEW DIRECTOR Pages 7-14

Public interviews of applicants for the open Director seat will be conducted. The appointment, if made, will take effect upon oath of office, but will expire with the November 2024 General Election. The newly appointed Director is free to file for reelection from July 15 to August 9 of 2024.

B. DISCUSSION AND ACTION RE: CSDA MEMBERSHIP RENEWAL-ANNUAL FEE OF \$2,482 Page 15

C. DISCUSSION AND ACTION RE: ELECTION OF BOARD OFFICERS Page 16

Members will nominate and vote on assignment for each position, either individually or as a slate. Assignments will take effect at the first regular meeting of 2024.

D. DISCUSSION & ACTION RE: DRAFT EMPLOYEE BENEFITS AD-HOC COMMITTEE Page 17

E. DISCUSSION AND ACTION RE: APPROVAL OF HILLSDALE CHANGE ORDER IN THE SUM OF \$27,670 Pages 18-20

F. DISCUSSION AND APPROVAL OF DECEMBER NEWSLETTER Pages 21-22

G. DISCUSSION AND ACTION RE: PURCHASE OF LAPTOP AND CELLPHONE FOR DISTRICT BOARD SECRETARY Page 23

AGENDA

Regular Board Meeting, December 21, 2023

H. FIELD REPORT Page 24

Review of the Field Report as provided in the Board Packet.

I. GENERAL MANAGER'S REPORT

1. Update on audit.
2. Update on grants.
3. Update on consolidation exploration with PCWA.
4. Management Continuity Report.

VI. FINANCIAL

A. TREASURER'S REPORT Pages 25-31

The Treasurer's Reports of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for November 2023, as provided in the Board Packet, is offered for discussion and possible acceptance by the Board.

VII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board and staff may take this opportunity to ask questions; provide or receive information; make requests or provide direction regarding subsequent meeting agendas.

Current list of potential agenda items:

1. Review of audit and budget for fiscal year ending June 30, 2023. This item is for the February 15, 2024 meeting.
2. Document retention policy.
3. Communications policy update

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting, unless otherwise decided in session, will be held January 18, 2024, at 2:00 p.m. at the District Office.

IX. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

November 16, 2023, 2:00 p.m.at District Office
16733 Placer Hills Road, Meadow Vista CA. 95722

I. CALL TO ORDER

President Nevins called the meeting to order at 2:03 p.m.

II. ROLL CALL

DIRECTORS PRESENT: Pauline Nevins, President
Richard Goodwin, Vice-President
Tom Kane, Board Treasurer
Ronald Tucker, Director & CSDA Rep.

DIRECTORS ABSENT: Trisha Di Paola, Director & ACWA/JPIA Rep

OTHERS PRESENT: Jason Tiffany, General Manager
Robert Brown, Field Manager
Mary Ambrosoli, Secretary to the Board
Shellie Anderson, Bryce Consulting, Inc.

MEMBERS OF THE PUBLIC: Penelope Todd

III. REVIEW AND APPROVAL OF MINUTES

M/S Richard Goodwin/Ronald Tucker to accept the October 19, 2023, Regular Meeting minutes.

Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Trisha Di Paola	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>

Board Totals: Ayes Nays Abstain Absent

Motion Result: Passed Failed

IV. PUBLIC FORUM

None

V. GENERAL BUSINESS

A. EMPLOYEE COMPENSATION STUDY

Shellie Anderson, Bryce Consulting, Inc., presented the Midway Heights County Water District 2023 Compensation Study Report to the Board to receive and file. Ms. Anderson reviewed the survey process, data elements, survey agencies, and survey classification.

Findings: For staff, the District is above market for base salary and total cash. The District's position worsens as health benefits are included.

B. AD-HOC COMMITTEE RECOMMENDATION

Director Goodwin reviewed the consultant's report and the Ad-Hoc Committee's memorandum recommending Board action based on the Compensation Study results. The Ad-Hoc Committee recommended a new Ad-Hoc Committee be formed to research available PERS benefits and identify totals costs.

C. DISCUSSION AND ACTION RE: ADVERTISEMENT OF VACANT BOARD SEAT

President Nevins accepted Director Goodwin's resignation and thanked him for his years of service to the district. Discussion ensued regarding recruiting for the vacant Board seat. A special postcard mailing was recommended due to this method's prior success. A deadline for applying for the vacant Board seat was set for December 11, 2023, to allow time for Board review prior to the December 21, 2023 Board meeting.

D. FIELD REPORT

The Board reviewed the October 2023 field report provided in the Board packet and as presented by District Field Manager Robert Brown.

E. GENERAL MANAGER'S REPORT

The GM discussed the following topics:

1. The Hillsdale Project update: The majority of work has been completed. However, a change order will be required for the pipeline currently located under the creek bed. The change order will be presented for approval at the December 21, 2023 Board meeting.
2. Update on consolidation exploration with PCWA: No new activity to report for October 2023.
3. Management Continuity Report: The report is in progress.

VI. FINANCIAL

A. DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT WITH ACTUARIAL RETIREMENT CONSULTING IN THE SUM OF \$2,100

M/S Tom Kane/Ronald Tucker to table item Regarding GASB 75 until December 21, 2023 Board meeting.

Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Trisha Di Paola	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>

Board Totals: Ayes Nays Abstain Absent

Motion Result: Passed Failed

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

M/S Richard Goodwin/Ronald Tucker to accept the report for October 2023.

Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>	
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>	
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>	
Ronald Tucker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>	
Trisha Di Paola	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	
Board Totals:		Ayes	<input type="checkbox"/>	Nays	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
			<input checked="" type="checkbox"/>		<input type="checkbox"/>				

VII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board and staff discussed future agenda items.

Updated list of potential agenda items:

- The annual audit is scheduled to begin November 30, 2023
- Ad-Hoc Committee for employee benefits review and recommendations
- Consider approving continuation of CSDA membership.
- Communication policy draft
- December newsletter draft for Board review and approval

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next regular meeting is set for December 21, 2023, at 2:00 p.m. at the District Office.

IX. ADJOURNMENT

Before adjourning, President Nevins said a heartfelt thank you to Director Goodwin for his service.

President Nevins adjourned the meeting at 3:24 p.m.

Respectfully Submitted,

Approved,

Mary Ambrosoli
Secretary to the Board

Pauline Nevins
President of the Board

Dated: _____

Midway Heights County Water District
All cited Attachments, Ordinances, Resolutions, and Policies are public information and are on file with the District. Copies are available upon request at the District Office.

TO: MHCWD BOARD OF DIRECTORS
FROM: Mary Ambrosoli, Secretary to the Board
RE: DISCUSSION AND ACTION RE: APPOINTMENT OF NEW DIRECTOR

In response to the Board of Directors' November vacancy, three resumes were received to be reviewed by the current Board of Directors.

Sam Musleh

Paul Nicholas

Geoff Teigen

The candidates will be given the opportunity to present their interest in and qualifications to serve as a Board member.

The Board of Directors will also have the opportunity at this time to ask questions of the candidates in order to make a selection to fill the vacant Board seat.

SUMMARY

PROFESSIONAL EXPERIENCE

CALSTRS

August 2014 – present

Senior Manager, Web Solution Development (ITM I)

Responsible for application architecture, business analysis, project management, web development, system integration, testing, release management, and tier-3 support for CalSTRS member- and employer-facing web applications including myCalSTRS, 403bCompare, employer support, investment management, back-office operations, financial, regulatory, and collaborative systems. Advanced internal culture through development and launch of innovative collaboration platforms (redesigned Intranet site, SharePoint Online, Teams, Delve, Yammer).

Created new efficiencies by integrating electronic forms, e-signature, and automated workflows (Power Apps, Power Automate, Nintex Cloud, DocuSign, MS Forms, and other SaaS/PaaS solutions).

Increased employee engagement and innovation by introducing new tools for employee recognition (OC Tanner), instant messenger and web meetings (Teams), and Agile development methodologies (SCRUM). Moved web team to mobile-first UI/UX design and matured ADA/Accessibility compliance.

Prioritized system security (Veracode, Qualys) and system reliability by introducing system monitoring (custom tools and AppDynamics).

CALSTRS

February 2010 – July 2014

Senior Manager, Solution Development (ITM I)

Responsible for project management, business analysis, mainframe and web development, testing, release management, and tier-3 support for CalSTRS pension, financial, and regulatory systems.

Led development of corporate web site and intranet sites including expansion of collaboration tools, service management, requirements repository, code repository, release management, SharePoint, single sign-on, and system integrations between custom built and off the shelf enterprise systems.

Mentored and promoted new leaders, hired and developed best in class development staff, advanced development practice maturity, and stabilized release governance to support a balance of agility and risk management.

VERIFONE

June 2007 – February 2010

Senior Engineering Manager, Retail Systems

Responsible for overall design and development of VeriFone's MX Series retail payment terminals, including secure enterprise payment & financial system design, payment device engineering (ARM 9 & 11, CDMA/GPRS/GSM, Bluetooth, Wi-Fi), application & embedded software development (C, C++, VB .NET), mechanical engineering, hardware QA, compliance testing, and manufacturing (Six Sigma, Lean). Directly led embedded Linux OS and Windows/Linux DTK/SDK development teams. Managed system & peripheral electronic, electrical, & mechanical design, ODM/OEM sourcing, DFM, hardware/software QA, and global compliance. Led warranty FA, rework/customization process and product sustainment projects, EOL component sourcing, & material cost reduction initiatives.

Implemented global quality engineering standards and testing best practices including design review, early prototype testing including DFM, global EMC/EMI & safety, MTBF & warranty/repair planning, HALT/HASS, field & lab failure analysis, and long term reliability strategy. Streamlined & reduced cost of global component qualification process, and product end-of-life (EOL) planning involving product management, supply chain, CMs, and vendors. Managed contract manufacturers, fabricators, molders, & rework contractors in US, Asia, and EU.

MOTION CONTROL ENGINEERING

December 2004 – June 2007

Software Development & IT Project Manager

Responsible for systems engineering, software engineering (remote system control/monitoring, network/security management, onboard controller, group controller), and strategic partnership development (building automation, WAN, Wi-Fi, peripheral control products) for iControl non-proprietary elevator controller platform. Directly managed Windows application development (C#, .NET, WPF, SQL Server), mobile application interfaces, peripheral subsystems (Embedded Windows XP & Linux), and embedded software development on Vxworks platform (C/C++ and iLogix Rhapsody). Managed software & hardware QA, safety, compliance, beta & warranty programs. Key projects include Federal Reserve Bank of New York, Trump Towers, and Washington Monument.

PROFESSIONAL EXPERIENCE, CONTINUED

CISCO-WEBEX

September 2002 – December 2004

Program Manager, Customer Operations & Developer Support

Responsible for multiple, concurrent enterprise initiatives (Solaris/Oracle and Windows/SQL Server) and SaaS IT projects, workflow optimization programs, and customer support initiatives to meet managed business objectives. Directly drove investigation, procurement, configuration, phased implementation, and launch of server hardware, applications, security, and metrics-gathering tools. Successfully led rollout of customer support applications (Remedy, Primus, various portals) within WebEx Customer Care. Increased 1st call resolution in tier-1 technical support and greatly reduced overall support call volume by launching a popular online customer self-help knowledge base. Integrated SlashSupport, India-based support contractor, as backup tier-1 for 24/7 live coverage SLAs.

NORTEL NETWORKS

July 2000 – September 2002

Group Manager, Optivity Network Management Solutions

Responsible for multiple engineering projects within the Optivity, Passport, and OPTera product lines.

INSTALLSHIELD

January 1997 – January 2000

Manager, Training & Technical Publications

Built an award-winning Web development and instructional media department. Responsible for customer support site, knowledge base, product docs, training materials.

INFORMATION ENGINEERING

April 1994 – January 1997

Business Analyst / Consultant

Design, documentation, installation, and deployment of state government workers' compensation insurance underwriting, claims, medical, and workflow applications. Led RFP response process. Facilitated user acceptance testing and led on-site train-the-trainer programs.

EDUCATION

Applied Sciences, Physics / Organic Chemistry, Faculty of Science, University of Regina

BSEE, Electrical Engineering, George Brown College

Electrical Engineering, Saskatchewan Technical Institute

Computer Science, University of Regina

PROFESSIONAL CERTIFICATIONS

- TOGAF Certified Architect
- Certified ScrumMaster (CSM)
- PMP
- ITIL
- MCSE
- P.Eng (Canada)

Paul Nicholas



Position Sought: Board member Midway Heights Water District

Experience:

Placer County Road Department part time, operate heavy equipment, and road maintenance, 1988-7/89.

RJ Pipeline, operate heavy equipment, large underground construction projects, 7/89-11/91.

Placer County Sheriff Department, Deputy Sheriff II working patrol, other assignments included field training officer, SWAT, use of force instructor for patrol, 11/91-5/03.

Roseville Police Department, Police Officer. Primary assignment traffic motor officer, major accident investigation team, other assignments included SWAT and patrol, 5/03-12/07.

Placer County Sheriff Department, Deputy Sheriff II working patrol, teaching use of force, and SWAT, 12/07-8/09.

Placer County Sheriff Department, promoted to sergeant, primary assignment Patrol Sergeant. Ancillary assignments include impact weapons instructor, defensive tactics instructor, firearms instructor, and use of force expert, 8/09-01/19 retired.

Training:

Defensive Tactics Instructor, Sacramento 80 hrs, 4/1995.

Advanced patrol officer safety/field tactics, Sacramento, 40 hrs, 3/96.

Reserve Field Training Officer, 3/97.

Impact Weapons Instructor, Sacramento, 40 hrs, 2/98.

FBI Basic SWAT, Sacramento, 40 hrs, 5/98.

MP-5 Instructor, Phil Singleton, 40 hrs, 5/99.

Firearms Instructor, American River College, 80 hrs, 6/99.

Basic Sniper School, Placer County, Christenson, 40 hrs, 7/99.

FBI Rural SWAT School, Marine Mountain Warfare Center, Bridgeport, 40 hrs, 8/99.

Advanced Tactical Entry School, Grass Valley, 30 hrs, 4/00.

Helicopter Extraction, National Guard, Gas Canyon, 10 hrs, 8/00.

Field Training Officer POST, Concord, 40 hrs, 9/00.

Advanced Sniper School, Los Angeles, 40 hrs, 10/00.

Advanced Rural Observation/Sniper School, Placer County, 40 hrs, 9/01.

Writer's Workshop, 8 hrs, 5/02.

Advanced Patrol Rifle and Pistol Instructor Update, 40 hrs, 6/02.

Pacific Challenge Sniper School, San Diego County, 20 hrs, 10/02.

Hired as an instructor for High Desert Tactics, teaching patrol rifle, pistol, man tracking, and sniper tactics, 10/02.

Teach advanced sniper school, Roseville, 40 hrs, 8/03.

Appointed to Roseville SWAT, 9/03.

Advanced SWAT School Round Hill, Sacramento County, 20 hrs, 10/03.

Advanced SWAT training FBI, Skaggs Island, 10 hrs, 3/04.

Advanced SWAT school, Grass Valley, 30 hrs, 4/04.

Skidds SWAT School, Oxnard, 10 hrs, 7/04.

Radar-Lidar certification, 6/04.

Critical Incident Management, 4/05.

Assigned to traffic division as a motor officer, 6/05.

Teach raid entry school, Baker City Oregon, 40 hrs, 8/05.

Accepted to MAIT, major accident investigation team, 8/05.
Traffic collision investigation school, 40 hrs, 3/06.
Terrorism Concepts for Patrol, DOJ, 4/06.
Advanced SWAT school, Placer County, 30 hrs, 5/06.
Traffic collision investigation intermediate, 40 hrs, 11/06.
Advanced traffic accident investigation training with total station, 7/07.
Accepted placer County SWAT, 3/08.
Accepted Placer County use of force instructor, 06/08.
Teach advanced SWAT School Placer County, 07/08.
Leadership Development Program, Roseville Police Department, 10/08-3/09.
CPOA POBR update for supervisors, Sacramento, 2/09.
Officer of the Year, 12/09.
Supervisor Core Course, Sacramento, 7/10.
Legal Update, Sacramento, 9/10.
Internal Affairs Investigation, Sacramento, 6/12.
Taccom, 12/13 and 11/16.

Education:

Advanced POST Certificate 12/05.
Graduate Butte College POST Basic Police Academy, 637 hrs, 6/91.
Sierra College/American River, part time, 1987-present.
Graduate Colfax High School, 1987.

GEOFF TEIGEN

7.11.23

Good afternoon,

Please consider my resume for the vacant MHCWD board seat. My background provides me with a breadth of experience that lends itself well to serving the district. I'm well acquainted with the wide spectrum of efforts required to build and maintain the district's infrastructure. I've laid thousands of feet of various pipe, worked with civil and mechanical engineers to design wastewater systems, and managed RFPs and construction of those projects. Having actively worked with utility clients over the years, I'm familiar with the hurdles they face in providing a public good in the face of ratepayer pressures.

Thank you for your consideration.

Best Regards,

Geoff Teigen

Geoff Teigen

EXPERIENCE

2022-2023

Stillwater Energy

Portland, OR

Energy Coach and Program Manager

- Manage our contracted Strategic Energy Management Programs for the four largest investor owned and public utilities in Washington state
- Train facilities and operations teams of large commercial utility customers (50,000 ft2+) in strategic energy management
- Provide on-site preventative maintenance training across a range of building types

2019-2022

Bright Power

Oakland, CA

Senior Project Manager

- Heat Pump Water Heater subject matter expert with extensive hands on troubleshooting experience
- Managed the largest multifamily full electrification retrofit in state's history @ \$6m
- Working knowledge of energy efficient equipment including VSD pumps, condensing boilers, heat pumps, and LED lighting
- Concurrently managed 15 multifamily retrofits averaging \$100k/project
- Repeated success managing energy efficiency retrofit projects for large scale multifamily residential properties

2017-2019

Martin Construction Resource (MCR)

Oakland, CA

Project Manager

- Full lifecycle project management for farm based anaerobic digesters averaging \$2m/project
- Extensive on-site experience throughout the US in digester construction, operation, start-up, site evaluations, feasibility studies and troubleshooting
- Successfully coordinated complex electrical utility interconnections in multiple states
- Managed all scheduling, budgeting, procurement, permitting, estimating, RFP's, change orders, invoicing, and stakeholder communications
- Hands-on experience in plumbing and electrical installation and troubleshooting

2007-2011

RCM Digesters

Oakland, CA

Environmental Scientist

- Overhauled the lagging development of our biological hydrogen sulfide scrubbers into a successful market-ready and widely installed product
- Managed design, procurement and construction of bio-scrubbers
-

EDUCATION

2001-2004

CSU Sacramento

Sacramento, CA

BS in Biological Conservation

PUBLIC SPEAKING

- “Pathogen Destruction in Complete Mix Digesters” 4/09
BioCycle 50th Anniversary Conference (San Diego, CA)
- “Current Utility Climate in New York State” 4/10
5th Annual EPA AgStar Conference (Syracuse, NY)
- “Biological Hydrogen Sulfide Scrubbing of Biogas” 5/10
Biomass 2010 National Conference (Minneapolis, MN)

TO: MHCWD BOARD OF DIRECTORS

FROM: JASON TIFFANY, GENERAL MANAGER

RE: CSDA MEMBERSHIP RENEWAL-ANNUAL FEE OF \$2,482

The Board asked for a review of the District's membership in the California Special Districts Association (CSDA). CSDA provides advocacy for special districts, training, and financing, among other services.

The District has only used CSDA for a low interest loan when three service vehicles were purchased in 2018.

A new benefit CSDA is offering is an investment fund. The fund currently has a higher rate of return for the past year and a half of about 1.24%. The investment fund is only a year and a half old.

In order to cover the cost of membership with rate of return difference of 1.25%, the District would need to invest \$200,000 of its \$415,000 cash reserves.

The District currently invests reserves with Placer County.

TO: MHCWD BOARD OF DIRECTORS
FROM: Mary Ambrosoli, Secretary to the Board
RE: DISCUSSION AND ACTION RE: ELECTION OF BOARD OFFICERS

By motion, the Board should appoint the following officers:

- President
- Vice-President
- Board Treasurer
- ACWA/JPIA Representative: The Office holder must file a separate form 700 with the JPIA.
- CSDA Representative

The motion may be done by a slate or by individual vote.

Title	Employee Health Benefits Ad Hoc Committee	
Purpose	Research available PERS cafeteria-style health benefits with the goal of bringing field staff benefits closer to market as recommended by the District's Compensation Ad-Hoc Committee and Bryce Consulting's 2023 Compensation Report.	
Estimated Completion Date: March 7, 2024 Board Action: March 21, 2024	Director Fees Authorized: <input type="checkbox"/> Y <input type="checkbox"/> N Number of Authorized Meetings: Access to District Counsel: <input type="checkbox"/> Y <input type="checkbox"/> N	
Committee Members No more than two Directors may serve together.	Director 1. Tom Kane, Chair Director 2. Pauline Nevins Non-Director 1. Jason Tiffany, GM	
Committee Scope	<ul style="list-style-type: none"> • Review current and past Health Care Plan Options. • Research health benefit plans offered by the comparable water districts identified in Bryce Consulting's Compensation Report • Calculate fiscal impact to FY2025 District budget of identified plans. 	
What is Out of Scope	Matters unrelated to employee health benefits.	
Deliverables	<p>For discussion and approval at March 21, 2024 Board meeting:</p> <ul style="list-style-type: none"> • A report identifying selected PERS cafeteria-style health benefit options for field staff. • A budget report identifying costs associated with identified health benefit options. Total costs drafted into the FY2025 budget by GM. Any increased benefits would take effect July 2024. 	
Approval	_____	_____
	Pauline Nevins, President	Date

**MHCWD
MEMO**

12/21/23
BOARD MEETING AGENDA
ITEM V-E

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany, General Manager

RE: DISCUSSION AND ACTION RE: APPROVAL OF HILLSDALE CHANGE ORDER IN THE SUM OF \$27,670.

The District's attempt to slip line (insert) a new pipe inside the old pipe that goes under the creek as part of the Hillsdale irrigation mainline replacement project was not successful.

The District has a second option for completing this portion of the project. The option is to go down a customer's driveway. A change order has been submitted to the District by the contractor, Hansen Brothers Enterprises.

The change order is for \$39,832.80 with a credit of \$12,163 for not being able to slip line the new pipe. The total comes to \$27,669.80.

The District has an irrigation repair and replacement fund. If the Board approves this change order, the remaining balance in the fund will be approximately \$46,000 upon the completion of this project.

HANSEN BROS. ENTERPRISES
CSL 207705
P.O. BOX 1599, GRASS VALLEY, CA 95945
TEL: (530) 273-3381 FAX: (530) 273-4396

CHANGE ORDER FORM

CHANGE ORDER #: _____

LOCATION: hillsdale road

CHANGE ORDER DATE: 11/10/2023

OWNER: midway heights water

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
install 140lf of new pipe in driveway and concrete cap	140.00 lf	284.52	39,832.80
40 lf and tie into existing AC pipe and our new pipe			0.00
and pulverize and resurface existing driveway			0.00
_____	_____	_____	0.00
_____	_____	_____	0.00
_____	_____	_____	0.00
_____	_____	_____	0.00
_____	_____	_____	0.00
_____	_____	_____	0.00
_____	_____	_____	0.00
_____	_____	_____	0.00
_____	_____	_____	0.00
_____	_____	_____	0.00
_____	_____	_____	0.00

ADD _____ DAYS TO CONTRACT.

CHANGE ORDER TOTAL\$ 39,832.80

ALL TERMS, CONDITIONS, NOTES AND EXCLUSIONS OF ORIGINAL CONTRACT APPLY TO CHANGE ORDER WORK.
IF ACCEPTED, PLEASE SIGN BELOW SO WORK MAY BE SCHEDULED.

OWNER/REPRESENTATIVE

HANSEN BROS. ENTERPRISES

DATE

DATE

HANSEN BROS. ENTERPRISES
CSL 207705
P.O. BOX 1599, GRASS VALLEY, CA 95945
TEL: (530) 273-3381 FAX: (530) 273-4396

CHANGE ORDER FORM

CHANGE ORDER #: _____

LOCATION: hillsdale road

CHANGE ORDER DATE: 11/10/2023

OWNER: midway heights water

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
<u>deductive change order for pipe bursting</u>	<u>1.00 ls</u>	<u>12,163.00</u>	<u>12,163.00</u>
_____	_____	_____	<u>0.00</u>
_____	_____	_____	<u>0.00</u>
_____	_____	_____	<u>0.00</u>
_____	_____	_____	<u>0.00</u>
_____	_____	_____	<u>0.00</u>
_____	_____	_____	<u>0.00</u>
_____	_____	_____	<u>0.00</u>
_____	_____	_____	<u>0.00</u>
_____	_____	_____	<u>0.00</u>
_____	_____	_____	<u>0.00</u>
_____	_____	_____	<u>0.00</u>

ADD _____ DAYS TO CONTRACT.

CHANGE ORDER TOTAL\$ 12,163.00

ALL TERMS, CONDITIONS, NOTES AND EXCLUSIONS OF ORIGINAL CONTRACT APPLY TO CHANGE ORDER WORK.
IF ACCEPTED, PLEASE SIGN BELOW SO WORK MAY BE SCHEDULED.

OWNER/REPRESENTATIVE

Derek Hiatt

HANSEN BROS. ENTERPRISES

DATE

11/10/2023

DATE



Newsletter

December 2023

Consolidation Exploration Update

The initial stages of exploration for consolidation between Midway Heights (MHCWD), and Placer County Water Agency (PCWA), is continuing. The Agency recently collected Geographic Information Systems (GIS) data – the digital mapping of the District.

As stated in the District's June 2023 Newsletter, Midway Heights initiated the consolidation exploration following PCWA's purchase of privately-owned Weimar Water, supplier of drinking water to the District.

<https://www.pcwa.net/newsroom/news-releases/09-28-2023>

The decision to explore consolidation was approved unanimously by the MHCWD Board.

https://www.mhcwd.org/files/ab2d05342/Letter+of+consideration+of+consolidation_2023-05-23.pdf

At PCWA's September 7, 2023, meeting, their Board of Director's approved a budget amendment to fund an initial study to determine the feasibility of a consolidation with Midway Heights. A news release was published following the meeting.

<https://www.pcwa.net/newsroom/news-releases/09-07-2023>

Please note, this project may be a lengthy process and may not result in a final agreement acceptable to both parties.

MHCWD, in their continuing commitment to transparency, will provide timely updates to our customers as the consolidation exploration develops.

Provide your Email address to receive the Newsletter, Agenda and Emergency Notices.
Send a note to board-secretary @mhcwd.org

Board and Employee News

With regret, the Midway Heights Board accepted the resignation of Richard Goodwin effective November 16, 2023. He resigned for personal reasons after serving for the past three years. Richard worked tirelessly, and succeeded in increasing Board transparency, and improving the governance of the District. He will be missed.

(to be inserted after appointment).....was appointed and sworn in at the December 21st Board meeting, taking the seat vacated by Richard Goodwin.

We are pleased to welcome two new employees to the District: Mary Ambrosoli was appointed to the part-time position of Office Technician/Board Secretary effective November 9, 2023.

Wyatt Paul was recently selected to fill the vacant position of Water Utility Maintenance Worker.

Preparing for Winter

Protect your water lines: Check all your water lines from the meter to the house to ensure there are no exposed lines or fixtures. They should be sufficiently insulated to prevent freezing.

Disconnect and drain outdoor hoses: All hoses should be disconnected from outside faucets to prevent breaking faucets and the connected pipes.

Locate your water shut-off valve: Check for the location of your water shut-off valve and make sure it is working.

Do not use the District's shut off valve in the meter box.

Leaving Home for an extended period? If you turn the heat off, consider turning the water off at your shut-off valve. If you turn your water off, also consider turning the hot water heater element off.

If you have a water emergency, please call the Water District for assistance at (530) 878-8096.

Simplify your Midway Heights bill payments:
Sign up for Automatic Bill Pay.
Use the form on the back side of this page.

This Newsletter is part of the District's effort to provide timely detail about operations and plans.

Midway Heights CWD
P.O. BOX 596,MEADOW VISTA, CA 95722

ACH Bank Draft Payments Sign-Up Form

CUSTOMER INFORMATION

Name: _____

Account No: _____

← Leave Blank

E-mail Address: _____

Phone No: _____

FINANCIAL INSTITUTION INFORMATION

Bank Name: _____

Bank Routing/Transit No: _____

Name on Account: _____

Account Type (check one): CHECKING SAVINGS

Account No: _____

I certify that the information above is correct, that I am an authorized signer or designate of the account provided for ACH transactions, and that I am authorized to provide this information.

I authorize Midway Heights CWD to deduct my utility payments from this bank account via Electronic Fund Transfer. I understand sending a written notification to Midway Heights CWD will revoke this authorization.

Midway Heights CWD reserves the right to cancel Electronic Fund Transfers due to insufficient funds without notice.

Print Authorized Name

Authorized Signature

Date

**MHCWD
MEMO**

12/21/23
BOARD MEETING AGENDA
ITEM V-G

TO: MHCWD BOARD OF DIRECTORS
FROM: Jason Tiffany, General Manager
RE: DISCUSSION AND ACTION RE: PURCHASE OF LAPTOP AND
CELLPHONE FOR DISTRICT BOARD SECRETARY

The Board President, Mrs. Nevins, asked me to evaluate the cost of a laptop (for occasional remote work) and cell phone for the Board Secretary.

Current estimated costs:

Cell Phone	\$ 45	(tax only at this time)
Plan Fee:	\$624	(\$52/mo x 12mos)
Laptop	\$385	
Office 365	\$ 99	(annually)

Total estimated cost = \$1,153

MHCWD

Monthly Field Report
for the month of November 2023

FLOW RECORDS

Treated Water purchased:

2.07 million gallons for an average service connection use of 164 gallons per day, based on 451 active service connections.

Irrigation Water purchased:

14.5 million gallons with an estimated demand of 12.1 million gallons and an estimated usage of 1,139 gallons per day per customer based on 354 active services. The PCWA canal was down for 5 days.

FIELD ACTIVITIES

- 38 Service Calls:
- 5 After Hours Calls:
- 0 Main Line/System Repairs:
- 2 Service Disconnections: Irr. side
- 0 New Service Connections:
- 0 Service Installations: treated
- 39 Double Check Valves Tested:
- 26 Underground service alerts:

Miscellaneous: Monthly Bac-T samples, Quarterly TTHM & Haa5 samples, complete Trt. Valve turning and maintenance schedule, Isolate main trt. tanks 3 times due to Irr. canal shutdowns, Irr. Valve turning, Irr. Hydrant flushing, routine maintenance at all facilities.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

NOVEMBER 2023

REGULAR BOARD MEETING
DECEMBER 2023

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (10/31/23) **\$491,821.68**

*(Includes: Current Fiscal Year Operation Fund, Capital Facilities Funds, Emergency Fund, Rehabilitation and Replacement Reserve Funds and Rate Stabilization Funds)

Wells Fargo Bank:

Adjusted Bank Statement Balance (11/30/23--Reconciled to Checking Account #1670 General) ** **\$153,281.83**

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (11/30/23-- Reconciled Money Market Account #6809 Tank Loan) ** **\$77,791.71**

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

LOAN BALANCES

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

Balance (06/30/23) **\$529,679.86**

APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF NOVEMBER 2023



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 2023\2023-11\2023-12.docx

10:28 AM
12/01/23

Midway Heights CWD
Reconciliation Summary

10005 - Cash in Checking-1670, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	136,185.66
Cleared Transactions	
Checks and Payments - 31 items	-185,111.99
Deposits and Credits - 26 items	216,238.91
Total Cleared Transactions	<u>31,126.92</u>
Cleared Balance	<u><u>167,312.58</u></u>
Uncleared Transactions	
Checks and Payments - 11 items	-14,030.75
Total Uncleared Transactions	<u>-14,030.75</u>
Register Balance as of 11/30/2023	<u><u>153,281.83</u></u> ←
New Transactions	
Deposits and Credits - 1 item	314.07
Total New Transactions	<u>314.07</u>
Ending Balance	<u><u>153,595.90</u></u>

10:28 AM
12/01/23

Midway Heights CWD
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						136,185.66
Cleared Transactions						
Checks and Payments - 31 items						
Bill Pmt -Check	10/18/2023	9435	Omega Commerci...	X	-732.00	-732.00
Bill Pmt -Check	10/18/2023	9438	Verizon Wireless	X	-154.77	-886.77
Bill Pmt -Check	11/01/2023	9445	Ferguson Waterw...	X	-2,510.21	-3,396.98
Bill Pmt -Check	11/01/2023	9444	Continental Utility ...	X	-1,600.00	-4,996.98
Bill Pmt -Check	11/01/2023	9449	US Bank	X	-1,341.66	-6,338.64
Bill Pmt -Check	11/01/2023	9446	New Direction Ser...	X	-1,229.03	-7,567.67
Bill Pmt -Check	11/01/2023	9448	Robert Half	X	-887.21	-8,454.88
Bill Pmt -Check	11/01/2023	9447	PG&E	X	-236.44	-8,691.32
Bill Pmt -Check	11/01/2023	9442	AT & T	X	-137.82	-8,829.14
Bill Pmt -Check	11/01/2023	9443	AT&T U-verse	X	-137.03	-8,966.17
Bill Pmt -Check	11/01/2023	9441	Anderson's Sierra ...	X	-112.30	-9,078.47
Bill Pmt -Check	11/02/2023	EFT	Paychex, Inc.	X	-16,739.69	-25,818.16
Bill Pmt -Check	11/02/2023	EFT	Paychex, Inc.	X	-3,501.25	-29,319.41
Bill Pmt -Check	11/06/2023	9457	Hansen Bros. Ent...	X	-125,891.89	-155,211.30
Bill Pmt -Check	11/06/2023	9450	California Bank & ...	X	-4,582.83	-159,794.13
Bill Pmt -Check	11/06/2023	9454	Hansen Bros. Ent...	X	-2,769.00	-162,563.13
Bill Pmt -Check	11/06/2023	9451	Dawson Oil Comp...	X	-1,292.45	-163,855.58
Bill Pmt -Check	11/06/2023	9456	Robert Half	X	-940.98	-164,796.56
Bill Pmt -Check	11/06/2023	9452	Ferguson Waterw...	X	-841.75	-165,638.31
Bill Pmt -Check	11/06/2023	9453	Frontier Communi...	X	-114.46	-165,752.77
Bill Pmt -Check	11/06/2023	9455	PG&E	X	-76.76	-165,829.53
Bill Pmt -Check	11/07/2023	9459	Robert Half	X	-860.32	-166,689.85
Bill Pmt -Check	11/07/2023	9458	Verizon Wireless	X	-154.89	-166,844.74
Bill Pmt -Check	11/10/2023	EFT	Paychex, Inc.	X	-220.06	-167,064.80
Bill Pmt -Check	11/16/2023	9465	PCWA	X	-8,319.13	-175,383.93
Bill Pmt -Check	11/16/2023	9463	Ferguson Waterw...	X	-1,377.45	-176,761.38
Bill Pmt -Check	11/16/2023	9462	Cranmer Analytica...	X	-110.00	-176,871.38
Bill Pmt -Check	11/30/2023	EFT	CalPERS Health B...	X	-3,847.85	-180,719.23
Bill Pmt -Check	11/30/2023	EFT	CalPERS Retire P...	X	-3,147.65	-183,866.88
Bill Pmt -Check	11/30/2023	EFT	CalPERS 457 Pro...	X	-700.00	-184,566.88
Bill Pmt -Check	11/30/2023	EFT	CalPERS Retire P...	X	-545.11	-185,111.99
Total Checks and Payments					-185,111.99	-185,111.99
Deposits and Credits - 26 items						
Deposit	11/01/2023			X	943.90	943.90
Deposit	11/03/2023			X	407.44	1,351.34
Deposit	11/06/2023			X	556.34	1,907.68
Deposit	11/06/2023			X	1,287.46	3,195.14
Transfer	11/06/2023			X	125,891.89	129,087.03
Deposit	11/07/2023			X	4,205.49	133,292.52
Deposit	11/07/2023			X	34,200.78	167,493.30
Deposit	11/08/2023			X	252.90	167,746.20
Deposit	11/09/2023			X	511.00	168,257.20
Deposit	11/09/2023			X	5,328.59	173,585.79
Deposit	11/10/2023			X	248.22	173,834.01

10:28 AM
12/01/23

Midway Heights CWD
Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	11/10/2023			X	524.55	174,358.56
Deposit	11/13/2023			X	572.20	174,930.76
Deposit	11/14/2023			X	7,488.78	182,419.54
Deposit	11/15/2023			X	275.04	182,694.58
Deposit	11/15/2023			X	10,986.19	193,680.77
Deposit	11/16/2023			X	531.74	194,212.51
Deposit	11/17/2023			X	977.35	195,189.86
Deposit	11/21/2023			X	316.14	195,506.00
Deposit	11/21/2023			X	6,044.51	201,550.51
Deposit	11/21/2023			X	6,939.37	208,489.88
Deposit	11/24/2023			X	304.25	208,794.13
Deposit	11/27/2023			X	154.06	208,948.19
Deposit	11/27/2023			X	4,375.74	213,323.93
Deposit	11/29/2023			X	853.39	214,177.32
Deposit	11/30/2023			X	2,061.59	216,238.91
Total Deposits and Credits					216,238.91	216,238.91
Total Cleared Transactions					31,126.92	31,126.92
Cleared Balance					31,126.92	167,312.58
Uncleared Transactions						
Checks and Payments - 11 items						
Bill Pmt -Check	10/18/2023	9434	Occu-Med Ltd.		-357.75	-357.75
Bill Pmt -Check	11/16/2023	9460	Bartkiewicz, Kroni...		-1,290.00	-1,647.75
Bill Pmt -Check	11/16/2023	9461	Bryce Consulting, ...		-950.00	-2,597.75
Bill Pmt -Check	11/16/2023	9466	Robert Half		-887.21	-3,484.96
Bill Pmt -Check	11/16/2023	9464	Omega Commerci...		-732.00	-4,216.96
Bill Pmt -Check	11/29/2023	9472	Robert Half		-6,032.00	-10,248.96
Bill Pmt -Check	11/29/2023	9470	PCWA		-1,710.20	-11,959.16
Bill Pmt -Check	11/29/2023	9467	Big Brand Tire & S...		-1,373.55	-13,332.71
Bill Pmt -Check	11/29/2023	9471	PG&E		-275.81	-13,608.52
Bill Pmt -Check	11/29/2023	9469	Ferguson Waterw...		-261.15	-13,869.67
Bill Pmt -Check	11/29/2023	9468	Cooks Portable To...		-161.08	-14,030.75
Total Checks and Payments					-14,030.75	-14,030.75
Total Uncleared Transactions					-14,030.75	-14,030.75
Register Balance as of 11/30/2023					17,096.17	153,281.83

10:28 AM
12/01/23

Midway Heights CWD
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 1 item						
Deposit	12/01/2023				314.07	314.07
Total Deposits and Credits					314.07	314.07
Total New Transactions					314.07	314.07
Ending Balance					17,410.24	153,595.90

10:51 AM
12/01/23

Midway Heights CWD
Reconciliation Summary

10009 · Cal Bank and Trust-6809, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	73,162.17
Cleared Transactions	
Deposits and Credits - 2 items	<u>4,629.54</u>
Total Cleared Transactions	<u>4,629.54</u>
Cleared Balance	<u><u>77,791.71</u></u>
Register Balance as of 11/30/2023	77,791.71
Ending Balance	77,791.71

10:51 AM
12/01/23

Midway Heights CWD
Reconciliation Detail

10009 · Cal Bank and Trust-6809, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						73,162.17
Cleared Transactions						
Deposits and Credits - 2 items						
Bill	11/06/2023	Nov. ...	California Bank & ...	X	4,582.83	4,582.83
Deposit	11/30/2023			X	46.71	4,629.54
Total Deposits and Credits					4,629.54	4,629.54
Total Cleared Transactions					4,629.54	4,629.54
Cleared Balance					4,629.54	77,791.71
Register Balance as of 11/30/2023					4,629.54	77,791.71
Ending Balance					4,629.54	77,791.71