



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

## **AGENDA**

### **Regular Board Meeting, November 21, 2024, at 2:00 p.m.**

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- ❖ 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, November 21, 2024

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**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 4-8

The minutes from the October 17, 2024, Regular Meeting 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 & ACTION RE: EMPLOYMENT POLICY AD-HOC COMMITTEE REVIEW** page 9

Review Employment Policy Ad-Hoc Committee purpose and committee scope.

**B. DISCUSSION & ACTION RE: THE DISTRICT CONTINUITY PLAN**

**C. FIELD REPORT** page 10

**D. GENERAL MANAGER'S REPORT**

1. Exploration of consolidation of the District with Placer County Water Agency
2. New staff
3. Purchase of a vacuum trailer
4. Treated PRV replacement project

**VI. FINANCIAL**

**A. TREASURER'S REPORT** pages 11-16

The Treasurer's Reports of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for October 2024, as provided in the Board Packet, is offered for discussion and possible acceptance by the Board.

**VII. GENERAL DISCUSSION AND CALENDAR REVIEW**

# AGENDA

## Regular Board Meeting, November 21, 2024

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

Current list of potential agenda items:

1. Management Continuity Plan review
2. Water Quality presentation
3. Communications policy
4. Auditors contract
5. Six-month budget review

### **VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME**

The next meeting, unless otherwise decided in session, will be held December 19, 2024, at 2:00 p.m. at the District Office.

### **IX. CLOSED SESSION: GM ANNUAL PERFORMANCE EVALUATION**

Public employee performance evaluation involving the General Manager under Government Code sections 54954.5(e) and 54957. pages 17-20

Directors will meet with the General Manager. This Item may be taken up earlier in the session, at the discretion of the Chair.

1. Discussion and Action re: General Manager's performance since his November 2022 evaluation.
2. Return to Open Session.
3. Report of actions taken in Closed Session, if any.

### **X. ADJOURNMENT**

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**

**Regular Board Meeting Minutes**

October 17, 2024, 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 2.00 p.m.

**II. ROLL CALL**

**DIRECTORS PRESENT:** Pauline Nevins, President  
Tom Kane, Vice-President  
Trisha Di Paola, Board Treasurer  
Stan Burton, Director & ACWA/JPIA Rep  
Ronald Tucker, Director

**DIRECTORS ABSENT:** none

**OTHERS PRESENT:** Jason Tiffany, General Manager  
Rob Brown, Field Manager  
Elizabeth M. Fratarcangeli, District Counsel

**MEMBERS OF THE PUBLIC:** none

**III. REVIEW AND APPROVAL OF MINUTES**

**M/S Tom Kane/Ronald Tucker** to accept the August 15, 2024, Regular Meeting and the August 29, 2024 Special Meeting minutes as written.

Pauline Nevins	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"/>
Trisha Di Paola	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Stan Burton	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"/>
Board Totals:	Ayes	<input type="text" value="5"/>	Nays	<input type="text" value=""/>	Abstain	<input type="text" value=""/>	Absent	<input type="text" value=""/>
Motion Result:	Passed	<input checked="" type="checkbox"/>	Failed	<input type="checkbox"/>				

**IV. PUBLIC FORUM**

None

**V. GENERAL BUSINESS**

**A. DISCUSSION & ACTION RE: EMPLOYMENT POLICY AD-HOC COMMITTEE REVIEW**

**M/S PAULINE NEVINS/TOM KANE** to table this item until the November 21, 2024 meeting.

Pauline Nevins	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"/>
Trisha Di Paola	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Stan Burton	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"/>
Board Totals:	Ayes	<input type="text" value="5"/>	Nays	<input type="text" value=""/>	Abstain	<input type="text" value=""/>	Absent	<input type="text" value=""/>

Motion Result: Passed  Failed

**B. DISCUSSION & ACTION RE: THE DISTRICT CONTINUITY PLAN**

The Board reviewed the plan and was asked to provide input for November 21, 2024.

**C. DISCUSSION AND ACTION RE: APPROVAL OF SERVICE CONTRACT WITH DISTRICT ENGINEER, SAUERS ENGINEERING, INC AND APPROVAL OF EXPENDITURES IN THE AMOUNT OF \$34,500 FOR CONSTRUCTION SUPPORT FOR TREATED PRV REPLACEMENT PROJECT**

**M/S TRISHA DI PAOLA/TOM KANE** to approve the service contract in the amount of \$34,500.

Pauline Nevins	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"/>
Trisha Di Paola	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Stan Burton	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"/>
Board Totals:	Ayes	<input type="text" value="5"/>	Nays	<input type="text" value=""/>	Abstain	<input type="text" value=""/>	Absent	<input type="text" value=""/>

Motion Result: Passed  Failed

**D. FIELD REPORT**

The Board reviewed the field report (handout).

**E. GENERAL MANAGER'S REPORT**

Updated the Board on employment openings, consolidation exploration with PCWA and lead service line inventory.

**VI. FINANCIAL**

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

**M/S RONALD TUCKER/STAN BURTON** to accept the Treasurer's reports for August and September 2024.

Pauline Nevins	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"/>
Trisha Di Paola	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Stan Burton	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"/>

Board Totals: Ayes  5  Nays  Abstain  Absent

Motion Result: Passed  Failed

**VII. GENERAL DISCUSSION AND CALENDAR REVIEW**

The Board and staff discussed future agenda items.

Updated list of potential agenda items:

- Ad-Hoc Committee regarding employee policy
- Management Continuity Plan review
- Water Quality presentation
- Communications policy
- Purchase of a vacuum trailer

**VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME**

The next meeting, unless otherwise decided in session will be held on November 21, 2024.

**IX. CLOSED SESSION: CONFERENCE- POTENTIAL LITIGATION**

Closed session for conference with legal counsel concerning anticipated litigation (Gov Code 54956.9, subd (d)(2)) – real property dispute with Jeffrey and Jaimey Mulvaney Clark.

The Board went into closed session at 3:38 p.m. The Board came out of closed session at 4:10 p.m.

No reportable action.

**X. ADJOURNMENT**

President Nevins adjourned the meeting at 4:11 p.m.

Respectfully Submitted,

Approved,

\_\_\_\_\_  
Jason Tiffany  
Acting 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.

DRAFT

## MHCWD

Monthly Field Report for the months of August and September 2024.

### FLOW RECORDS

Treated Water purchased:

6.54 million gallons for an average service connection use of 233 gallons per day, based on 451 active service connections.

Irrigation Water purchased:

40 million gallons with an estimated demand of 39 million gallons and an estimated usage of 3564 gallons per day per customer based on 354 active services.

### FIELD ACTIVITIES

76 Service Calls:

1 After Hours Calls:

0 Main Line/System Repairs:

0 Service Disconnections:

2 New Service Connections: both irrigation

0 Service Installations:

115 Double Check Valves Tested:

103 Underground service alerts:

**Miscellaneous:** Monthly Bac-T samples, TTHM & Haa5 quarterly samples, Altitude valve problems at main tank site have been repaired. Maintenance at all facilities.



## AD HOC COMMITTEE SCOPE STATEMENT

<b>Title</b>	FY 2024 Employment Policy Ad-Hoc Committee	
<b>Purpose</b>	Review and update of MHCWD Policy of Employment with the goal of including the most recently Board-approved changes to employment policy, including, but not limited to Health Benefits, and out-of-class pay.	
<b>Estimated Completion Date:</b> 2/06/2025	<b>Director Fees Authorized:</b> <input type="checkbox"/> Y <input type="checkbox"/> N	
<b>Date of Board Action:</b> 3/20/2025	<b>Number of Authorized Meetings:</b>	
	<b>Access to District Counsel:</b> <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
<b>Committee Members</b> <small>(No more than two Directors may serve together.)</small>	Director 1: Trisha Di Paola, Chair Director 2: Pauline Nevins Non-Director: Secretary to the Board	
<b>Committee Scope</b>	<ul style="list-style-type: none"> <li>• Review the current MHCWD Policy of Employment last revised 9/17/2015 (P&amp;P/2.2.A.1).</li> <li>• Review pertinent District Codes, Resolutions, Policies and Procedures and at-will contracts.</li> </ul>	
<b>What is Out of Scope</b>	Matters unrelated to policies of employment.	
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• A draft Policy of Employment for discussion and approval at the February 20, 2025 Board meeting.</li> <li>• A final Policy of Employment for review and approval at the March 20, 2025 Board meeting.</li> </ul>	
<b>Approval</b>	_____ Pauline Nevins, President	_____ Date

## MHCWD

Monthly Field Report for the month of October 2024

### FLOW RECORDS

Treated Water purchased:

6.54 million gallons for an average service connection use of 233 gallons per day, based on 451 active service connections. Based on current data for September 2024.

Irrigation Water purchased:

40 million gallons with an estimated demand of 38.5 million gallons and an estimated usage of 3,508 gallons per day per customer based on 354 active services. PCWA canal was out of service for one day.

### FIELD ACTIVITIES

18 Service Calls:

2 After Hours Calls:

0 Main Line/System Repairs:

0 Service Disconnections:

0 New Service Connections:

0 Service Installations:

43 Double Check Valves Tested:

22 Underground service alerts:

Miscellaneous: Monthly Bac-T samples, Maintenance at all facilities.

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

**OCTOBER 2024**

**REGULAR BOARD MEETING**  
**NOVEMBER 2024**

**OPERATING FUNDS:**

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

Balance as of: (9/30/24) **\$465,320.94**

\*(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 (10/31/24–Reconciled to Checking Account #1670 General) \*\* **\$ 56,370.99**

**CALIFORNIA BANK & Trust:**

Adjusted Bank Statement Balance (10/31/24– Reconciled Money Market Account #6809 Tank Loan) \*\* **\$ 72,917.60**

\*\*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 (7/31/24) **\$486,849.82**

**APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF OCTOBER 2024**

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

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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.



12:58 PM  
11/01/24

Midway Heights CWD  
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						94,208.75
<b>Cleared Transactions</b>						
<b>Checks and Payments - 31 items</b>						
Bill Pmt -Check	10/02/2024	9705	California Bank & ...	X	-4,519.20	-4,519.20
Bill Pmt -Check	10/02/2024	9709	US Bank	X	-1,605.23	-6,124.43
Bill Pmt -Check	10/02/2024	9708	Property Concepts	X	-757.00	-6,881.43
Bill Pmt -Check	10/02/2024	9707	PG&E	X	-480.22	-7,361.65
Bill Pmt -Check	10/02/2024	9703	ACWA Joint Powe...	X	-407.93	-7,769.58
Bill Pmt -Check	10/02/2024	9710	AT&T U-verse	X	-284.01	-8,053.59
Bill Pmt -Check	10/02/2024	9706	Frontier Communi...	X	-174.26	-8,227.85
Bill Pmt -Check	10/02/2024	9704	Auburn Trophies	X	-14.51	-8,242.36
Bill Pmt -Check	10/03/2024	EFT	Paychex, Inc.	X	-20,222.63	-28,464.99
Bill Pmt -Check	10/03/2024	EFT	Paychex, Inc.	X	-4,129.31	-32,594.30
Bill Pmt -Check	10/10/2024	9712	California Bank & ...	X	-4,519.20	-37,113.50
Bill Pmt -Check	10/10/2024	9711	Actuarial Retireme...	X	-1,550.00	-38,663.50
Bill Pmt -Check	10/10/2024	9715	Dawson Oil Comp...	X	-829.60	-39,493.10
Bill Pmt -Check	10/10/2024	9719	Sierra Saw	X	-355.59	-39,848.69
Bill Pmt -Check	10/10/2024	9717	PG&E	X	-230.98	-40,079.67
Bill Pmt -Check	10/10/2024	9720	Verizon Wireless	X	-206.72	-40,286.39
Bill Pmt -Check	10/10/2024	9716	Employee Relations	X	-171.11	-40,457.50
Bill Pmt -Check	10/10/2024	9713	Cooks Portable To...	X	-161.08	-40,618.58
Bill Pmt -Check	10/10/2024	EFT	Paychex, Inc.	X	-157.78	-40,776.36
Bill Pmt -Check	10/10/2024	9714	Cranmer Analytica...	X	-110.00	-40,886.36
Check	10/11/2024			X	-116.73	-41,003.09
Bill Pmt -Check	10/17/2024	EFT	CalPERS Health B...	X	-4,090.29	-45,093.38
Bill Pmt -Check	10/17/2024	EFT	CalPERS Retire P...	X	-3,278.43	-48,371.81
Bill Pmt -Check	10/17/2024	EFT	CalPERS Retire P...	X	-792.92	-49,164.73
Bill Pmt -Check	10/18/2024	EFT	CalPERS 457 Pro...	X	-700.00	-49,864.73
Bill Pmt -Check	10/22/2024	EFT	ChoiceBuilder Ins...	X	-105.64	-49,970.37
Bill Pmt -Check	10/24/2024	9724	PCWA	X	-9,724.34	-59,694.71
Bill Pmt -Check	10/24/2024	9722	Cranmer Analytica...	X	-750.00	-60,444.71
Bill Pmt -Check	10/24/2024	9725	PG&E	X	-286.12	-60,730.83
Bill Pmt -Check	10/29/2024	EFT	Paychex, Inc.	X	-10,169.57	-70,900.40
Bill Pmt -Check	10/31/2024	EFT	Paychex, Inc.	X	-27,893.48	-98,793.88
Total Checks and Payments					-98,793.88	-98,793.88
<b>Deposits and Credits - 25 items</b>						
Bill Pmt -Check	03/04/2024	9551	Thomson Reuters-...	X	0.00	0.00
Deposit	06/12/2024			X	1,420.65	1,420.65
Deposit	10/01/2024			X	5,665.32	7,085.97
Deposit	10/02/2024			X	553.00	7,638.97
Deposit	10/02/2024			X	5,135.86	12,774.83
Deposit	10/03/2024			X	516.89	13,291.72
Deposit	10/04/2024			X	322.81	13,614.53
Deposit	10/04/2024			X	3,673.71	17,288.24
Deposit	10/07/2024			X	382.54	17,670.78
Deposit	10/07/2024			X	416.39	18,087.17
Deposit	10/07/2024			X	664.43	18,751.60

12:58 PM  
11/01/24

Midway Heights CWD  
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	10/08/2024			X	232.74	18,984.34
Deposit	10/09/2024			X	344.98	19,329.32
Deposit	10/09/2024			X	10,760.80	30,090.12
Deposit	10/15/2024			X	70.00	30,160.12
Deposit	10/15/2024			X	216.99	30,377.11
Deposit	10/16/2024			X	395.90	30,773.01
Deposit	10/17/2024			X	220.61	30,993.62
Deposit	10/21/2024			X	498.46	31,492.08
Deposit	10/22/2024			X	6,860.69	38,352.77
Deposit	10/23/2024			X	427.83	38,780.60
Deposit	10/28/2024			X	751.82	39,532.42
Deposit	10/29/2024			X	70.00	39,602.42
Transfer	10/29/2024			X	20,000.00	59,602.42
Deposit	10/31/2024			X	2,423.78	62,026.20
Total Deposits and Credits					62,026.20	62,026.20
Total Cleared Transactions					-36,767.68	-36,767.68
Cleared Balance					-36,767.68	57,441.07
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	10/10/2024	9718	Property Concepts		-757.00	-757.00
Bill Pmt -Check	10/24/2024	9723	Magnolia Ranch R...		-180.00	-937.00
Bill Pmt -Check	10/24/2024	9721	AT&T-CalNet		-68.08	-1,005.08
Bill Pmt -Check	10/24/2024	9726	Tel-Com		-65.00	-1,070.08
Total Checks and Payments					-1,070.08	-1,070.08
Total Uncleared Transactions					-1,070.08	-1,070.08
Register Balance as of 10/31/2024					-37,837.76	56,370.99
<b>Ending Balance</b>					<b>-37,837.76</b>	<b>56,370.99</b>

1:08 PM  
11/01/24

Midway Heights CWD  
**Reconciliation Summary**

10009 · Cal Bank and Trust-6809, Period Ending 10/31/2024

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	<u>Oct 31, 24</u>
<b>Beginning Balance</b>	63,906.75
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-45.00
Deposits and Credits - 3 items	<u>9,055.85</u>
<b>Total Cleared Transactions</b>	<u>9,010.85</u>
<b>Cleared Balance</b>	<u><u>72,917.60</u></u> <b>▲</b>
<b>Register Balance as of 10/31/2024</b>	72,917.60
<b>Ending Balance</b>	72,917.60

1:08 PM  
11/01/24

Midway Heights CWD  
Reconciliation Detail

10009 · Cal Bank and Trust-6809, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						63,906.75
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	10/07/2024			X	-45.00	-45.00
Total Checks and Payments					-45.00	-45.00
<b>Deposits and Credits - 3 items</b>						
Bill	09/24/2024	Sept....	California Bank & ...	X	4,519.20	4,519.20
Bill	10/03/2024	Octo...	California Bank & ...	X	4,519.20	9,038.40
Deposit	10/31/2024			X	17.45	9,055.85
Total Deposits and Credits					9,055.85	9,055.85
Total Cleared Transactions					9,010.85	9,010.85
Cleared Balance					9,010.85	72,917.60
Register Balance as of 10/31/2024					9,010.85	72,917.60
<b>Ending Balance</b>					<b>9,010.85</b>	<b>72,917.60</b>



**SUPPORT FOR BOARD'S POLICY-MAKING ROLE**

<b>A. Providing Information</b>	Weak	Acceptable	Strong
A1. Does the General Manager (GM) keep you informed on a timely basis of the things you want to know about?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2. Do GM reports provide adequate information and analysis to help you make sound decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3. Does the GM follow up promptly on Board requests for information or action without having to be reminded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Providing Advice</b>	Weak	Acceptable	Strong
B1. Does the GM show adequate knowledge of customer issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2. Does the GM plan ahead, anticipate needs and recognize potential problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3. Does the GM have a good sense of timing in bringing issues to the Board for action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**INTERNAL ADMINISTRATION**

<b>C. Financial Management</b>	Weak	Acceptable	Strong
C1. Is the GM effective in controlling costs through economical use of manpower, materials, and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2. Does the GM provide you with sufficient information on the financial status of the District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Personnel Management</b>	Weak	Acceptable	Strong
D1. Are decisions regarding employee training and productivity explained to Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2. Are decisions regarding positions and structural changes within the organization explained to Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Administrative Effectiveness</b>	Weak	Acceptable	Strong
E1. Do you have the sense that things the Board decides or directs get done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2. Does the GM pay sufficient attention to detail to avoid errors or things "slipping through the cracks"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3. Does the GM develop and carry out short- and long-term action plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**INTERPERSONAL**

<b>F. Communications</b>	Weak	Acceptable	Strong
F1. Do you feel the GM is a good listener?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F2. Are communications thoughtful, clear and to the point?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Management Style</b>	Weak	Acceptable	Strong
G1. Is the GM open to new ideas and suggestions for change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G2. Does the GM work well under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G3. Can the GM consistently put aside personal views and implement Board policy and direction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# MHCWD General Manager Evaluation November 2024

## EXTERNAL RELATIONS

<b>H. Customer Relations</b>	Weak	Acceptable	Strong
H1. Does the GM generally make a positive impression on customers and is he respected in the larger community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H2. Is the GM effective in handling disputes or complaints involving customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H3. Is the GM prompt and effective in handling requests for information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I. Interagency Relations</b>	Weak	Acceptable	Strong
I1. Is the GM effective representing the District's interests in dealing with other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I2. Does the GM participate in interagency activity enough to have an impact on behalf of the District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## CONTRACTUAL SKILLS AND ABILITIES

<b>J. Contract Management Duties</b>	Weak	Acceptable	Strong
J1. Knowledge of pertinent Federal, State, and local laws, codes, and regulations relative to district operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J2. Ability to plan, organize, and implement complex programs and projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J3. Knowledge of funding sources impacting service and program development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J4. Ability to determine long range needs and to plan and organize work for the efficient accomplishment of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J5. Ability to establish and maintain effective working relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J6. Knowledge of planning and permitting processes and the administration of the California Environmental Quality Act (CEQA) as it relates to district projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PROFESSIONALISM

<b>K. Professional Behavior</b>	Weak	Acceptable	Strong
K1. Performs all duties in a professional and responsible manner consistent with generally accepted professional standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K2. Publicly represents the district with professionalism, avoiding conduct or statements that may discredit or embarrass the District.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K3. Demonstrates commitment to the District and promotes a culture of excellence in serving customers' needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL COMMENTS**

**NOTES ON SPECIFIC RATINGS** Reference high or low ratings shown above by letter-number combination.

**ACHIEVEMENTS** Top achievements of the General Manager during the evaluation period.

**FUTURE DEVELOPMENT** GM performance objectives that are important targets for the coming year.

Signed:

\_\_\_\_\_  
[name]  
President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
[name]  
General Manager

\_\_\_\_\_  
Date

## Suggested Evaluation Procedure

1. **Advance preparation** for the GM Evaluation: Each member must fill out a copy of the current evaluation form, including proposed ratings, supporting remarks, and proposed goals.

**GM self-evaluation.** The GM should likewise fill out a copy of the same form and, in the interest of allowing early consideration within the confines of the Brown Act, provide a confidential copy to the Board President at least one week in advance of the scheduled session.

2. **Undertake the Evaluation** in a noticed closed session. No other item is allowed on the agenda, including any discussion of contract or salary adjustments. The President will supply the others members in session with a copy of the GM's self-evaluation.
3. **Find consensus** on the rating assigned to each performance item on the form.
4. **Supply justifying remarks** for the agreed ratings. Once overall consensus is reached, decide on the wording for the detail entries that support each rating, including any marked N/A. Those marked Acceptable do not require comment. Adjust ratings as necessary to conform with agreed remarks.
5. **List the set of goals** for the coming year. Where possible, specify measurable targets that support Strategic Planning Goals.
6. **Form-ology.** If the form itself needs to be modified to make it easier to fill out, clarify an existing question, or add a missing performance area, etc., any member may propose such a change. If a majority of members present approves the change, it is available for immediate use in the current evaluation. The GM Evaluation Form must thereafter be updated and published without delay in an upcoming Board Packet for public transparency purposes.
7. **Consideration of GM remarks.** Once the directors achieve consensus on the grading, detail, and goals, the GM is invited to join the closed session. Members will then go over the draft review and compare it with the GM's self-evaluation and remarks. The GM is then excused, and members will consider any information that may have been missed or not properly considered. Members can make final changes to the draft before voting. Members may adjourn to a later session so as to finish the evaluation. A continuation must be scheduled as a noticed closed session.
8. **Vote required.** A motion to approve must be considered and voted upon.
9. **Closed Session Adjournment.** The President will announce any action taken upon resumption of open session. Members' individual votes will not be reported out. The completed evaluation form is confidential and is not included in the minutes of the open session. The President may choose to create a typed version of the approved evaluation before signing.
10. **Salary and COLA.** These adjustments, if any, must be considered in a separate closed session. More than one closed session can be scheduled for the same Board meeting.