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16733 Placer Hills Road, PO Box 596, Meadow Vista, CA 95722

AGENDA

Regular Board Meeting, January 20, 2022, at 6:00 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. 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 acting 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; and at the intersection of Oak Hill and Hillsdale Roads.

AGENDA

Regular Board Meeting, January 20, 2022

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 if they wish.

III. REVIEW AND APPROVAL OF MINUTES pages 4-7

The minutes from the December 16, 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.

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

V. GENERAL BUSINESS

A. CONSENT CALENDAR

1. Directors Reports
2. Miscellaneous Information and Correspondence

B. BRIEFINGS RE: JPIA AND CSDA CURRENT EVENTS

Directors elected as liaison to either of these two organizations may present reports regarding matters that deserve the Board's attention.

C. DISCUSSION & ACTION RE: AMENDMENTS TO DISTRICT CODE SECTIONS GOVERNING CONNECTION AND RECONNECTION FEES. pages 8-14

D. DISCUSSION & ACTION RE: STRATEGIC PLANNING pages 15-17

E. FIELD REPORT page 18

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

F. GENERAL MANAGER'S REPORT

Review the Report as provided in the Board Packet and/or as delivered by the GM.

VI. FINANCIAL

A. TREASURER'S REPORT: APPROVAL OF ACCOUNT TRANSFERS AND BILLS PAID pages 19-26

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

AGENDA

Regular Board Meeting, January 20, 2022

B. FY 2023 BUDGET AD HOC COMMITTEE (AHC) page 27

1. Discuss the AHC Scope Statement Draft and suggest corrections.
2. Discuss the choice of a budgeting methodology for recommended use by the AHC.

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 unscheduled agenda items:

1. Policy re: Consent Calendar.
2. Policy re: Directors Reports.
3. Policy re: Format/content of minutes, inclusion of public comments.
4. Policy re: Board members who share a household.
5. Improving Communications With District Customers During Water Emergencies

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

Unless otherwise decided, the next regular meeting will be February 17, 2022, at 6:00 PM

IX. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

December 16, 2021, 6:00 P.M. at District Office
16733 Placer Hills Road, Meadow Vista CA. 95722

I. CALL TO ORDER

President Goodwin called the meeting to order at approximately 6:00 PM.

II. ROLL CALL

DIRECTORS PRESENT: Richard Goodwin, President
Don Rushton, Vice-President
Jim Mehl, District Treasurer
Pauline Nevins, CSDA Representative

DIRECTORS ABSENT: Craig Stone, ACWA/JPIA Representative

OTHERS PRESENT: Jason Tiffany, General Manager and Board Secretary

MEMBERS OF THE PUBLIC: None

III. REVIEW AND APPROVAL OF MINUTES

M/S Jim Mehl/ Pauline Nevins to accept the November 18, 2021 minutes as amended.

Richard Goodwin	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"/>
Pauline Nevins	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"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="4"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="1"/>	Abstain	<input type="text" value=""/>

Passed Unanimously: Yes

IV. PUBLIC FORUM None

V. GENERAL BUSINESS

A. DISCUSSION AND ACTION RE: ANNUAL ELECTION OF BOARD OFFICERS

M/S Jim Mehl/ Pauline Nevins to continue with the current slate of officers. During discussion, it was noted that in the past year the Board has filled a vacant seat and has changed Presidents twice.

Richard Goodwin	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"/>
Pauline Nevins	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"/>

Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="4"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="1"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

B. CONSENT CALENDAR

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

C. BRIEFINGS RE: JPIA AND CSDA CURRENT EVENTS-none.

D. DISCUSSION & ACTION RE: AUTHORIZING STAFF TO AWARD BID FOR THE RECOVER CAPACITY AND IMPROVE OPERATIONS AT DISTRICT RESERVOIR PROJECT AND AUTHORIZING THE FILING OF A CATEGORICAL EXEMPTION NEGATIVE DECLARATION WITH THE COUNTY.

M/S Don Rushton/ Richard Goodwin to award the contract to the apparent low bidder, Lorang Brothers Construction, INC once the required insurance and bonds have been issued and authorizing the filing of a Categorical Exemption Negative Declaration with the County.

Richard Goodwin	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"/>
Pauline Nevins	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"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="4"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="1"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

E. DISCUSSION AND ACTION RE: STRATEGIC PLANNING

The Board discussed the following topics:

1. Interim Report by the Chair of the Strategic Planning Ad-Hoc Committee.
2. Presentation and Review of Ad Hoc Committee deliverable, Draft Strategic Goals and Sample Objectives.
3. Report on District Counsel's estimate of cost for an opinion re: sole-source bid by Elyon. The attorney opinion was that he was not aware of any grounds under which Elyon would have a basis to bring suit against the District, should the District award a contract to another consultant.

F. DISCUSSION & ACTION RE: NEW WEBSITE

The Board complimented the new website and asked staff to make the transition to the new site.

G. FIELD REPORT

The Board reviewed the report

H. GENERAL MANAGERS REPORT

1. The automatic bill payment inserted in the last billing cycle was a success. The District now has 81 customers on the automatic bill payment system. In addition to the auto payments, 184 customers have signed up for online bill payment portal. This brings the total up to 265 of the 497 (53%) customers that can use a method other than a printed check to pay their bill.
2. The District can set up mhcwd.org email account for Board members should they decide to not use personal accounts.
3. Form 700 are due soon so please contact the GM if you need help. The link: <https://edisclosure.placerelections.com/>

VI. FINANCIAL.

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

Board Treasurer Mehl reported that all looked to be in order.

M/S Richard Goodwin/Pauline Nevins to accept the report.

Richard Goodwin	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"/>
Pauline Nevins	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"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals	Aye	<input type="checkbox"/> 4	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/> 1	Abstain	<input type="checkbox"/>
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Passed Unanimously: Yes

B. FY 2023 BUDGET AD HOC COMMITTEE (AHC)

The Board briefly discussed this issue but wanted input from Director Stone. President Goodwin appointed himself and Director Mehl to the Ad-hoc committee.

VII. GENERAL DISCUSSION AND CALENDAR REVIEW

Amendments to the District code sections governing connection and reconnection fees and the audit may be on the next agenda.

VII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next regular meeting date is set for January 20, 2022, at 6 P.M.

IX. ADJOURNMENT

President Goodwin adjourned the meeting at 8:43 P.M.

Respectfully Submitted,

Approved,

Jason Tiffany
Secretary to the Board
Midway Heights County Water District

Richard Goodwin
President of the Board

Dated: _____

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

TO: MHCWD BOARD OF DIRECTORS
FROM: JASON TIFFANY
RE: DISCUSSION AND ACTION RE: AMENDMENTS TO DISTRICT CODE SECTIONS GOVERNING CONNECTION AND RECONNECTION FEES

This item was most recently discussed during the October 21, 2021 meeting.

For reference material please refer to pages 24-29 on this link:

https://www.mhcwd.org/files/11bdcaacb/Board_packet_2021-10-21.pdf

Additionally, please read the minutes from that meeting on page 4 of this link:

https://www.mhcwd.org/files/11bdcaacb/Board_packet_2021-10-21.pdf

During the meeting staff was directed to:

1. Contact the attorney about Accessory Dwelling Units (ADU'S)
 - a. Attached is the opinion from the attorney with this link:
<https://findhoalaw.com/government-code-section-65852-2-accessory-dwelling-units/>
2. Refer to PCWA concerning irrigation connection charges. From what I read, PCWA only charges a installation fee with no connection charge.

From the PCWA rules online link: <https://docs.pcwa.net/pcwa-rules-and-regs.pdf>

- a. Sec. 40402 IRRIGATION SERVICE. Each untreated water customer shall be provided service through a Canal Turnout, which shall be located at the place determined by the Agency as being most suitable for service to the customer. The charges for installation of a Canal Turnout as set forth in Section 40913.
- b. Sec. 40913 SERVICE INSTALLATION - CANAL TURNOUT AND DEMAND IMPACT CHARGE. Ref: Section No. 40402 The Charge to install a service involving the use of a meter will be the same connection charges for installation of service connection and meter for treated water system. The Charge to install canal turnouts is as follows:
Size of Turnout Charge 1/2 to 7 Miners' Inch capacity \$1160.00
7 Miners' Inches or more capacity and all pipelines Time & Materials (T&M)
New or enlarged untreated water service customers shall also be assessed a Demand Impact Charge
Demand Impact Charge \$337.00 per 1/2 miners' inch. On metered connections, the charge

shall be based on the estimated demand set forth in the application for service, but not less than \$337.00 Demand Impact Charges, once paid, are not refundable nor transferable.

3. Refer to PCWA concerning “REINSTATEMENT OF SEVERED SERVICE Charges” vs “Reconnection Charges”. “Reinstatement” could be used for customers that voluntarily disconnect from District services vs “Reconnect” for non-payment.

From the PCWA rules online link: <https://docs.pcwa.net/pcwa-rules-and-regs.pdf>

- a. Sec. 41009 REINSTATEMENT OF SEVERED SERVICE. If water service is severed for failure to pay a bill, the service shall not be reinstated until the delinquent amount, including amounts set forth in Section 40904, plus a Service Reconnection Charge as set forth in Section 40915 is paid in full. If water service is severed for any violation of Agency rules or regulations, the payment of a Water Connection Charge may be required as set forth in Section 40305, plus the payment of any other amounts due and owing to the Agency as set forth in Section 40918.

Attached is the updated *draft ordinance*; I highlighted in yellow the changes made during the October 21, 2021 meeting.

Recommend Board action:

1. Appoint and Ad-hoc committee to provide input and community involvement. The Ad-hoc committee objectives could be :
 - a. Update the Code and policy on ADU's.
 - b. Adopt a policy on “Reinstatement” vs “Reconnect”.
 - c. Authorize that the proposed ordinance be updated to reflect current law.

Memo from the District's attorney.

Jason:

I have now reviewed the ADU issues raised below. There appears to be some confusion of issues. I will provide some background on the ADU law and then provide some comments and responses to the questions raised by Director Mehl and you.

The state ADU law is primarily found in Government Code section 65852.2. That statute concerns and limits the ability of local public entities like MHCWD to impose restrictions and fees on ADUs. MHCWD has its own ADU rules in the District Code. Those rules may be *less* restrictive than state law but they may not be *more* restrictive than state law.

I have the following notes on the current MHCWD code provisions on ADUs:

1. Article 1.2 defines ADU to mean, among other things, a residential dwelling unit with floorspace area that does not exceed 50% of the primary dwelling living area or 1,200 square (for an attached unit or that does not exceed 1,200 square feet for a detached accessory dwelling unit. These conditions appear to be largely drawn from Government Code section 65852.2(a)(1)(D)(v), which allow cities and counties – but not MHCWD – to restrict all ADUs to 1,200 square feet or less. From reviewing the emails, I understand Placer County had an ADU ordinance that restricted ADUs to 1,200 square feet or less, but it has now amended that ordinance to remove the restriction.
2. Article 1.2 defines “exempt ADUs” to mean, among other things, ADUs contained within the existing space of a single family residence or accessory structure. This condition appears to be largely drawn from Government Code section 65852.2, subdivisions (e)(1)(A) and (f)(4), which state that local agencies like MHCWD cannot impose connection requirements or charges on ADUs that meet certain criteria very similar to those in Article 1.2’s “exempt ADUs” definition.
3. Section 5.1.8 states that MHCWD will not require a separate service connection for exempt ADUs. This is consistent with state law described in #2 above.
4. Section 6.3.1(h) states that MHCWD does not impose connection charges on exempt ADUs but connects prorated connection charge on non-exempt ADUs. Again, these provisions are consistent with state law described in #2 above.

Based on the above, I have the following comments:

1. You stated that MHCWD should amend the ADU ordinance to remove the 1,200 square foot restriction on ADUs now that Placer County has removed this restriction from its ADU ordinance. Director Mehl stated “MHCWD does not establish minimum or maximum ADU square footage.” Both of you are correct. Because MHCWD does not have legal authority to set the maximum square footage of ADUs, the definition of ADU should be amended to remove this restriction. I recommend that you consider replacing the definition of ADU with the one provided by Government Code section 65852.2(j)(1):

(1) “Accessory dwelling unit” means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

2. Director Mehl stated in his email that ADUs less than 1,200 square feet do not pay a connection fee and ADUs greater than 1,200 square feet do pay a connection fee. This is not consistent with the definition of exempt ADU, described in the prior section at point #2 nor is it consistent with the criteria for an exemption under state law. As discussed in that section, MHCWD’s current definition of “exempt ADU” copies state law but with minor variations. Because the definition is based largely on state law, I do not think this definition requires amendment.
3. In the context of Board Policy 4.4.B, I am having trouble interpreting what “brought into compliance” means. How has the District applied this in the past?
4. Has anyone filed a written requested for mailed notices about new or increased fees or charges? If so, there are certain notice requirements that apply before MHCWD may adopt new connection charges. If not, then the updated connection charges can be adopted by resolution at a regular meeting.

In sum, I agree that the District Code’s definition of ADU requires updating. I do not think the definition of “exempt ADU” requires updates because it is consistent with state law. If the District wishes to move forward with updating the connection

charges, then I recommend preparing a resolution for adoption at a future regular meeting. I'm happy to prepare a draft resolution if you'd like.

Andrew

ORDINANCE NO. 202X-XX

Exhibit A

Section 6.3.1. Service Connection Charges.

(a) The applicant for a new treated water service connection shall pay the District treated water service connection charge in cash prior to the installation of the facilities. The amount of the connection charge shall be as provided in this section.

~~(b) Parcels that were assessed the maximum amount of \$3,620.28 in Assessment District No. 1 will not be required to pay a connection charge. Parcels within Assessment District No. 1 that were assessed less than \$3,620.28 shall pay a connection charge equal to the cost of providing treated water service, but in no case less than the difference between \$3,620.28 and the Assessment District No. 1 assessment actually paid by the subject parcel. The treated connection fee shall be \$5,584.92 with automatic annual fiscal year increase based on the Engineering News Record Construction Cost Index March to March twelve month change plus the cost on a time and materials basis for making the physical connection to the District distribution main.~~ A deposit shall be required, equal to the estimated cost of the installation and due in advance of start of work.

~~(c) Previously Assessed Parcels, as recorded in District records, shall receive a credit for the amount of their original assessment. Parcels Assessed \$3,420.28 shall pay \$100 to have a meter installed plus \$200 to have a double check valve assembly installed if necessary.~~

~~(d) Adjacent Parcels Assessed \$1,420.28 shall pay \$2,000.00 plus \$100.00 for a meter plus \$200.00 for a double check valve if necessary plus the actual cost of installing the service connection.~~

~~(e) Non-Adjacent Parcels. Non-adjacent parcels may request that a meter and or double check valve be installed for them at an existing distribution line or that the distribution system be extended to the non-adjacent parcels. Non-adjacent parcels shall pay \$100 for a meter plus \$200 for a double check valve if required plus the actual cost of the service connection plus the cost of extending the distribution system.~~

~~(f) If the total of all the foregoing costs plus the cost of the customer line up to the property line plus the original assessment on the non-adjacent parcel is less than \$3,620.28, the difference shall be added to the connection charge so that total charges for treated water for every parcel will be at least equal to the original maximum assessment of \$3,620.28.~~

~~(g)~~ Where the division of parcels of land or use of land for industrial, commercial, subdivision or residential projects require more than an equivalent single family unit (SFU) water capacity demand for service, the District reserves the right to modify the standard connection charges to more accurately reflect the impact of the project on the District's system and the cost to serve the project. Any such modification of charges shall be made by

Y:\MHCWD-server-files\03-C Reports & Memos\Memos\2022\01\connection fees\Ord 20xx-xx Exhibit A v.2 1-12-2022.doc

the District Board of Directors based upon information provided by the District Engineer and staff relative to all applicable water costs and present and future service demands.

(he) Accessory dwelling units. The District will not impose or collect a connection charge for a new exempt accessory dwelling unit. But for any other new accessory dwelling unit, the District shall require the customer to pay a connection charge of ~~\$2,194.10~~ \$3,384.80 and shall be adjusted annually per District policy 4.4.B, plus the cost on a time and materials basis for making the physical connection to the District distribution main. A deposit shall be required, equal to the estimated cost of the installation and due in advance of start of work.

Section 6.5.2. Treated Water Service Rates.

Reconnection Fee: ~~\$25 per reconnection.~~
~~—\$100 if disconnect is due to delinquent bills or noncompliance or violation of this code.~~
Customers shall pay the full connection fee and cost as set forth in section 6.3.1

Section 6.5.3. Irrigation Water Service Rates.

New Service Connection: ~~Total cost of installation.~~ The irrigation connection fee shall be \$2,000 (changed to \$800) with automatic annual fiscal year increase based on the Engineering News Record Construction Cost Index March to March twelve month change plus the cost on a time and materials basis for making the physical connection to the District distribution main.

A deposit shall be required, equal to the estimated cost of the installation and due in advance of start of work. ~~or \$1,500, whichever is less.~~

Reconnection Fee: ~~\$200 per reconnection if service is disconnected less than 24 months or if service was disconnected due to delinquent bills or for noncompliance or violation of this code.~~ Same as new service, including connection fee.

Abandoned Service Connection: Same as new service, including connection fee. ~~—if disconnected 2 years or more.~~

Draft Statement of Strategic Goals and Sample Objectives

Version 6 – 12/1/2021

INTRODUCTION

This Draft Statement has been prepared by the Strategic Planning Ad Hoc Committee as a key deliverable for discussion by the full Board.

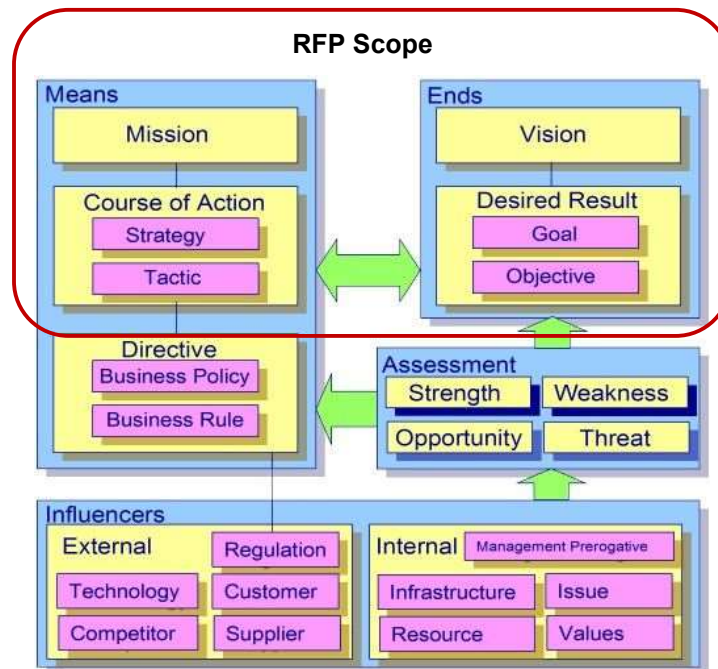
The Goals and Objectives presented here are offered as a “starter set.” The set is derived from committee research drawn on various sources:

- Earlier work products of the Board,
- Comments by current Directors as solicited by former President Wiltsee, and
- RFP’s and finished plans from other public organizations.

After making corrections following Board consideration, the final version of this document will be part of the RFP materials provided to prospective consultants. Final development of the Strategic Plan will take place under the guidance of the chosen consultant.

PROJECT SCOPE

The Business Motivation Model¹ provides a widely recognized standard for structured planning. As indicated by the red box in the Model overview shown below, the RFP Scope includes much of the “Means,” as well.



Overview of the Business Motivation Model

¹ Object Management Group, <http://www.omg.org/spec/BMM/1.3/>

Draft Statement of Strategic Goals and Sample Objectives

Version 6 – 12/1/2021

VISION AND MISSION STATEMENTS

The following Statements, developed earlier by the Board, were used by the Committee when developing the draft Goals and Objectives. The existing versions are quoted here and will be revisited as appropriate during the Plan’s final development phase.

VISION STATEMENT

“Continuing our commitment to operate efficiently with the help of emerging technologies, challenging, motivating and rewarding our employees and offering premium service in all we do.”

MISSION STATEMENT

“We endeavor to deliver a reliable source of irrigation water and clean, safe treated water to Midway Heights District customers.

“We strive to provide:

- Excellent customer service
- Reasonable water rates
- Efficient District Operations
- Protection of District Assets
- Transparent District Governance”

PROPOSED “STARTER SET” OF STRATEGIC GOALS

The draft set of Goals, listed here, apply only to contract work related to developing the “Ends” (versus the “Means”) portion of the Strategic Plan.

1. Deliver excellent customer service.
2. Foster both fiscal strength and a fair rate structure.
3. Provide transparency in fiscal and governance matters.
4. Ensure water supply reliability and quality.
5. Manage infrastructure lifecycles and buildouts.
6. Optimize staffing, wage/benefit levels, and performance measures.
7. Assure Directors and Staff receive all required/recommended training.

Draft Statement of Strategic Goals and Sample Objectives

Version 6 – 12/1/2021

SAMPLE OBJECTIVES FOR EACH DRAFT GOAL

The Objectives listed here are placeholders for eventual versions that will describe a result sought in support of the associated Goal. Ideally, Objectives should include progress dates or finish dates, and should include measurables that determine the degree of success.

1. Deliver excellent customer service.
 - a. Provide timely responses to requests, complaints, and suggestions.
 - b. Maximize self-service access to non-sensitive District documents via the website.
 - c. Assure news-worthy information is disseminated promptly.
 - d. Assist and promote water use efficiency.
 - e. Encourage public participation in Board meetings and committee sessions.
2. Foster both fiscal strength and a fair rate structure.
 - a. Plan long-term fiscal needs.
 - b. Manage reserve funding levels.
 - c. Review rates, fees, and associated policies regularly.
3. Provide transparency in fiscal and governance matters.
 - a. Provide budget planning and tracking information to the public and the Board.
 - b. Provide operations planning and progress information to the public and Board.
 - c. Set readability standards for Agendas, Minutes, Budgets, etc.
4. Ensure water supply reliability and quality.
 - a. Fulfill potable water quality monitoring requirements.
 - b. Maintain a productive dialog with our water suppliers and governing agencies.
 - c. Create plans for drought restrictions and other necessary contingencies.
5. Manage facilities, infrastructure lifecycles, and buildouts.
 - a. Review operations to identify potential cost savings.
 - b. Investigate new technologies for efficiency improvements.
 - c. Establish workplans for rehabilitation/replacement of aging facilities.
 - d. Explore grant/loan funding opportunities for infrastructure projects.
6. Optimize staffing, wage/benefit levels, and performance measures.
 - a. Ensure that staffing levels best meet the district needs.
 - b. Deploy measurable and objective performance metrics in staff reviews.
 - c. Develop and update staffing contingency/succession plans.
7. Assure Directors and Staff receive all required/recommended training.
 - a. Provide safety and professional development training to staff.
 - b. Provide Directors with first-time and periodic training.

MHCWD

Monthly Field Report
January 2022 for the month of December 2021

FLOW RECORDS

Treated Water: 381,352 cubic feet (2.85 million gallons) purchased, for an average service connection usage of 194 gallons per day (based on 445 active service connections). From November, no invoice from Weimar Water at time of report.

Irrigation Water: 12.7 million gallons (25.4 Miner's Inches per day) purchased from PCWA, with an estimated demand of 9.9 million gallons (19.8 Miner's Inches per day) and an estimated usage of 902 gallons per day per customer (based on 354 active service connections: 174 metered, 180 flat rate). Reservoir level increased by 2.8 million gallons.

FIELD ACTIVITIES

<u>Service Calls:</u>	39.
<u>After Hours Calls:</u>	4.
<u>Line/System Repairs:</u>	1.
<u>Service Disconnections:</u>	0.
<u>New Service Connections:</u>	1 irrigation.
<u>Installations:</u>	0.
<u>Double Check Valves Tested:</u>	31.
<u>Underground service alerts</u>	30.

Miscellaneous: Storm clean up, coordinate w/ Weimar water during emergency water/power outage, manually fill CHE treated tank during power outage. Complete Pine Hill irrigation leak repair, coordinate with customers/notify. Monthly Bac-T samples, TTHM & HAA5 samples, check valve testing, final repairs on check valves, irrigation valve turning. Easement clearing, repairs, and maintenance at all facilities. Regular truck maintenance.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

December 2021

REGULAR BOARD MEETING
January 2022

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (11/30/21) \$613,242.20

*(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 (12/31/21-Reconciled to Checking Account #1670 General) ** \$39,669.94

Adjusted Bank Statement Balance (12/31/21-Reconciled to Checking Account #9798 Rate Payer) ** \$0.10

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (12/31/21- Reconciled Money Market Account #6809 Tank Loan) ** \$41,141.32

**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 (12/31/21) \$592,113.42

WEST AMERICA BANK (loan for three new service trucks, 2018, five year loan)

Balance (12/31/21) \$52,603.83

APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH DECEMBER 2021

Treasurer of the Board-Jim Mehl

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.

Midway Heights CWD
Reconciliation Summary
10005 · Cash in Checking-1670, Period Ending 12/31/2021

	Dec 31, 21
Beginning Balance	96,816.36
Cleared Transactions	
Checks and Payments - 33 items	-121,335.84
Deposits and Credits - 11 items	64,840.42
Total Cleared Transactions	-56,495.42
Cleared Balance	40,320.94
Uncleared Transactions	
Checks and Payments - 1 item	-651.00
Total Uncleared Transactions	-651.00
Register Balance as of 12/31/2021	39,669.94
New Transactions	
Checks and Payments - 14 items	-11,836.30
Deposits and Credits - 3 items	2,762.18
Total New Transactions	-9,074.12
Ending Balance	30,595.82

Midway Heights CWD
Reconciliation Detail
10005 - Cash in Checking-1670, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						96,816.36
Cleared Transactions						
Checks and Payments - 33 items						
Bill Pmt -Check	11/17/2021	8883	Sauers Engineeri...	X	-4,420.00	-4,420.00
Bill Pmt -Check	11/17/2021	8880	Omega Commerc...	X	-651.00	-5,071.00
Bill Pmt -Check	12/02/2021	EFT	Paychex, Inc.	X	-16,598.75	-21,669.75
Bill Pmt -Check	12/03/2021	EFT	Paychex, Inc.	X	-3,918.39	-25,588.14
Bill Pmt -Check	12/03/2021	8895	US Bank	X	-1,916.18	-27,504.32
Bill Pmt -Check	12/03/2021	8889	Bartkiewicz, Kroni...	X	-928.75	-28,433.07
Bill Pmt -Check	12/03/2021	8891	Ferguson Waterw...	X	-374.90	-28,807.97
Bill Pmt -Check	12/03/2021	8893	PG&E	X	-211.54	-29,019.51
Bill Pmt -Check	12/03/2021	8888	AT&T U-verse	X	-108.79	-29,128.30
Bill Pmt -Check	12/03/2021	8892	Frontier Communi...	X	-107.92	-29,236.22
Bill Pmt -Check	12/03/2021	8890	Cranmer Analytic...	X	-90.00	-29,326.22
Bill Pmt -Check	12/03/2021	8894	Tel-Com	X	-60.00	-29,386.22
Bill Pmt -Check	12/08/2021	8898	Dawson Oil Comp...	X	-613.85	-30,000.07
Bill Pmt -Check	12/08/2021	8899	PG&E	X	-186.46	-30,186.53
Bill Pmt -Check	12/08/2021	8897	Cooks Portable T...	X	-156.08	-30,342.61
Bill Pmt -Check	12/08/2021	8900	Verizon Wireless	X	-152.07	-30,494.68
Bill Pmt -Check	12/08/2021	8896	AT & T	X	-23.39	-30,518.07
Bill Pmt -Check	12/09/2021	EFT	CalPERS Health ...	X	-3,812.85	-34,330.92
Bill Pmt -Check	12/09/2021	EFT	CalPERS Retire P...	X	-2,641.84	-36,972.76
Bill Pmt -Check	12/09/2021	EFT	CalPERS Retire P...	X	-702.51	-37,675.27
Bill Pmt -Check	12/09/2021	EFT	CalPERS 457 Pro...	X	-700.00	-38,375.27
Bill Pmt -Check	12/09/2021	EFT	Streamline	X	-100.00	-38,475.27
Bill Pmt -Check	12/10/2021	EFT	Paychex, Inc.	X	-144.94	-38,620.21
Bill Pmt -Check	12/13/2021	EFT	Wells Fargo	X	-201.19	-38,821.40
Check	12/16/2021	8909	California Bank & ...	X	-30,218.22	-69,039.62
Bill Pmt -Check	12/16/2021	8908	West America Ba...	X	-27,690.68	-96,730.30
Bill Pmt -Check	12/16/2021	8907	Weimar Water Co...	X	-10,651.82	-107,382.12
Bill Pmt -Check	12/16/2021	8903	Ferguson Waterw...	X	-8,872.26	-116,254.38
Bill Pmt -Check	12/16/2021	8901	California Special ...	X	-2,199.00	-118,453.38
Bill Pmt -Check	12/16/2021	8905	PCWA	X	-1,448.46	-119,901.84
Bill Pmt -Check	12/16/2021	8902	Continental Utility ...	X	-1,319.00	-121,220.84
Bill Pmt -Check	12/16/2021	8906	Tel-Com	X	-65.00	-121,285.84
Check	12/27/2021	EFT	Wells Fargo	X	-50.00	-121,335.84
Total Checks and Payments					-121,335.84	-121,335.84
Deposits and Credits - 11 items						
Deposit	12/03/2021			X	453.18	453.18
Deposit	12/03/2021			X	1,516.34	1,969.52
Deposit	12/03/2021			X	9,840.01	11,809.53
Deposit	12/06/2021			X	3,463.03	15,272.56
Deposit	12/08/2021			X	1,622.51	16,895.07
Deposit	12/08/2021			X	10,284.16	27,179.23
Deposit	12/15/2021			X	452.38	27,631.61
Transfer	12/16/2021			X	26,162.68	53,794.29
Deposit	12/17/2021			X	8,479.21	62,273.50
Deposit	12/23/2021			X	569.23	62,842.73
Deposit	12/23/2021			X	1,997.69	64,840.42
Total Deposits and Credits					64,840.42	64,840.42
Total Cleared Transactions					-56,495.42	-56,495.42
Cleared Balance					-56,495.42	40,320.94
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	12/16/2021	8904	Omega Commerc...		-651.00	-651.00
Total Checks and Payments					-651.00	-651.00
Total Uncleared Transactions					-651.00	-651.00
Register Balance as of 12/31/2021					-57,146.42	39,669.94

Midway Heights CWD
Reconciliation Detail
10005 - Cash in Checking-1670, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 14 items						
Bill Pmt -Check	01/07/2022	8911	Assoc. of Californi...		-4,265.00	-4,265.00
Bill Pmt -Check	01/07/2022	8922	Sauers Engineeri...		-3,316.43	-7,581.43
Bill Pmt -Check	01/07/2022	8918	Dawson Oil Comp...		-870.79	-8,452.22
Bill Pmt -Check	01/07/2022	8917	Cranmer Analytic...		-840.00	-9,292.22
Bill Pmt -Check	01/07/2022	8923	US Bank		-801.26	-10,093.48
Bill Pmt -Check	01/07/2022	8914	Backflow Distribut...		-440.49	-10,533.97
Bill Pmt -Check	01/07/2022	8910	American Water ...		-302.00	-10,835.97
Bill Pmt -Check	01/07/2022	8921	PG&E		-294.03	-11,130.00
Bill Pmt -Check	01/07/2022	8919	Ferguson Waterw...		-250.12	-11,380.12
Bill Pmt -Check	01/07/2022	8916	Cooks Portable T...		-156.08	-11,536.20
Bill Pmt -Check	01/07/2022	8913	AT&T U-verse		-108.79	-11,644.99
Bill Pmt -Check	01/07/2022	8920	Frontier Communi...		-107.92	-11,752.91
Bill Pmt -Check	01/07/2022	8915	Beam Security Sy...		-60.00	-11,812.91
Bill Pmt -Check	01/07/2022	8912	AT & T		-23.39	-11,836.30
Total Checks and Payments					-11,836.30	-11,836.30
Deposits and Credits - 3 items						
Deposit	01/04/2022				118.64	118.64
Deposit	01/07/2022				2,643.44	2,762.08
Transfer	01/10/2022				0.10	2,762.18
Total Deposits and Credits					2,762.18	2,762.18
Total New Transactions					-9,074.12	-9,074.12
Ending Balance					-66,220.54	30,595.82

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01/10/22

Midway Heights CWD
Reconciliation Summary
10007 · Rate Payer Increase-Check-9798, Period Ending 12/31/2021

	<u>Dec 31, 21</u>
Beginning Balance	26,162.68
Cleared Transactions	
Checks and Payments - 1 item	-26,162.68
Deposits and Credits - 1 item	0.10
Total Cleared Transactions	<u>-26,162.58</u>
Cleared Balance	<u>0.10</u>
Register Balance as of 12/31/2021	0.10
New Transactions	
Checks and Payments - 1 item	-0.10
Total New Transactions	<u>-0.10</u>
Ending Balance	<u><u>0.00</u></u>

Midway Heights CWD Reconciliation Detail

10007 · Rate Payer Increase-Check-9798, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,162.68
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	12/16/2021			X	-26,162.68	-26,162.68
Total Checks and Payments					-26,162.68	-26,162.68
Deposits and Credits - 1 item						
Deposit	12/31/2021			X	0.10	0.10
Total Deposits and Credits					0.10	0.10
Total Cleared Transactions					-26,162.58	-26,162.58
Cleared Balance					-26,162.58	0.10
Register Balance as of 12/31/2021					-26,162.58	0.10
New Transactions						
Checks and Payments - 1 item						
Transfer	01/10/2022				-0.10	-0.10
Total Checks and Payments					-0.10	-0.10
Total New Transactions					-0.10	-0.10
Ending Balance					-26,162.68	0.00

Midway Heights CWD
Reconciliation Detail
10009 - Cal Bank and Trust-6809, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						38,360.27
Cleared Transactions						
Checks and Payments - 2 items						
General Journal	12/31/2021	2022-...		X	-27,392.99	-27,392.99
Check	12/31/2021			X	-45.00	-27,437.99
Total Checks and Payments					-27,437.99	-27,437.99
Deposits and Credits - 2 items						
Check	12/16/2021	8909	California Bank & ...	X	30,218.22	30,218.22
Deposit	12/31/2021			X	0.82	30,219.04
Total Deposits and Credits					30,219.04	30,219.04
Total Cleared Transactions					2,781.05	2,781.05
Cleared Balance					2,781.05	41,141.32
Register Balance as of 12/31/2021					2,781.05	41,141.32
New Transactions						
Deposits and Credits - 1 item						
Bill	01/07/2022	Janu...	California Bank & ...		5,039.38	5,039.38
Total Deposits and Credits					5,039.38	5,039.38
Total New Transactions					5,039.38	5,039.38
Ending Balance					7,820.43	46,180.70

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01/07/22

Midway Heights CWD
Reconciliation Summary
10009 · Cal Bank and Trust-6809, Period Ending 12/31/2021

	<u>Dec 31, 21</u>
Beginning Balance	38,360.27
Cleared Transactions	
Checks and Payments - 2 items	-27,437.99
Deposits and Credits - 2 items	30,219.04
	<u>2,781.05</u>
Total Cleared Transactions	2,781.05
Cleared Balance	<u>41,141.32</u>
Register Balance as of 12/31/2021	41,141.32
New Transactions	
Deposits and Credits - 1 item	5,039.38
	<u>5,039.38</u>
Total New Transactions	5,039.38
Ending Balance	<u><u>46,180.70</u></u>

AD HOC COMMITTEE SCOPE STATEMENT

Title	FY 2023 Budget Ad-Hoc Committee	
Purpose	Review the 2023 Budget as drafted by the General Manager and propose changes as appropriate. Produce a final Draft FY 2023 Budget for review and approval by the full Board.	
Estimated Completion Date: 4/30/2022 Date of Board Action: 5/19/2022	Director Fees Authorized: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Number of Authorized Meetings: n/a	
Committee Members (No more than two Directors may serve together.)	Director 1: James Mehl, Chair Director 2: Richard Goodwin Non-Director 1: Jason Tiffany, GM	
Committee Scope	<ul style="list-style-type: none"> • Apply Board’s suggested methodology, where applicable. • Review prior Budgets and financials as needed. • Review definitions of Budget items; correct item titles as needed. • Adjust Draft Budget items to reflect support for District priorities. • Review Fund balances, including any needed transfers. • Validate amounts proposed for each final Draft Budget item. • Provide an Executive Overview for submission with the Draft. 	
What is Out of Scope	<ul style="list-style-type: none"> • Any matters unrelated to preparation of the Draft FY 2023 Budget. 	
Deliverables	Task 1: The <u>Draft FY 2023 Budget</u> by the Estimated Completion Date. Task 2: The <u>Executive Overview</u> by the Estimated Completion Date.	
Approval	_____	_____
	Richard Goodwin, President	Date