



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

AGENDA

Regular Board Meeting, January 16, 2025, 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, January 16, 2025

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 (Page BP 4)

The minutes from the December 19, 2024, 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. DISTRICT OVERVIEW AND ORIENTATION FOR NEW BOARD MEMBERS

B. DISCUSSION & ACTION RE: THE DISTRICT CONTINUITY PLAN

C. DISCUSSION & ACTION RE: ADVERTISEMENT OF OFFICE & OPERATION HOURS

D. FIELD REPORT (Page BP 8)

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

E. GENERAL MANAGER'S REPORT

Updates:

1. Exploration of consolidation of the District with Placer County Water Agency
2. Treated PRV replacement project
3. Website content updates assigned to Office Technician

VI. FINANCIAL

A. TREASURER'S REPORT (Pages BP 9-15)

The Treasurer's Report of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for December 2024, as provided in the Board Packet, is offered for discussion and may be approved.

AGENDA

Regular Board Meeting, January 16, 2025

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 directions regarding subsequent meeting agendas.

Current list of potential agenda items:

1. Management Continuity Plan update
2. Water Quality presentation
3. Communications policy
4. Auditors contract
5. Six-month budget review
6. PCWA consolidation exploration presentation
7. LAFCO presentation

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting, unless otherwise decided in session, will be held February 20, 2025, at 2:00 p.m. at the District Office.

IX. CLOSED SESSION: CONFERENCE - POTENTIAL LITIGATION

1. 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.
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

December 19, 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
Trisha Di Paola, Board Treasurer
Stan Burton, Director & ACWA/JPIA
Geoff Teigen, Director

DIRECTORS ABSENT: Ronald Tucker, Director

OTHERS PRESENT: Teddi Deppner, Board Secretary
Jason Tiffany, General Manager
Wyatt Paul, Field Operations
Hannah Osborn, Office Technician

MEMBERS OF THE PUBLIC: None

III. REVIEW AND APPROVAL OF MINUTES

M/S Stan Burton / Geoff Teigen to accept the November 21, 2024, Regular Meeting minutes as amended.

Pauline Nevins	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 type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>
Geoff Teigen	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes 4 Nays Abstain Absent 1

Motion Result: Passed Failed

IV. PUBLIC FORUM

None.

V. GENERAL BUSINESS

A. DISCUSSION & ACTION RE: ELECTION OF BOARD OFFICERS

M/S Stan Burton / Geoff Teigen to accept Pauline Nevins as President, Stan Burton as Vice-President, Trisha DiPaola as Board Treasurer, and Geoff Teigen as ACWA/JPIA Representative. Assignments will take effect at the first regular meeting of 2025.

Pauline Nevins	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 type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>
Geoff Teigen	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes Nays Abstain Absent

Motion Result: Passed Failed

B. APPOINTMENT OF SECRETARY TO THE BOARD

M/S Stan Burton / Trisha DiPaola to appoint Teddi Deppner as Secretary to the Board, effective her hire date of November 21, 2024.

Pauline Nevins	Aye	<input 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 type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>
Geoff Teigen	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes Nays Abstain Absent

Motion Result: Passed Failed

C. DISCUSSION & ACTION RE: THE DISTRICT CONTINUITY PLAN

The latest version of the continuity plan was reviewed, discussed, and revised. The Board to continue review and discuss again at the next regular meeting.

D. DISCUSSION AND APPROVAL OF DECEMBER NEWSLETTER

M/S Stan Burton / Trisha DiPaola to approve the December newsletter as presented.

Pauline Nevins	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 type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>
Geoff Teigen	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes Nays Abstain Absent

Motion Result: Passed Failed

E. FIELD REPORT

The field report was presented by Wyatt Paul.

F. GENERAL MANAGER’S REPORT

- 1. Exploration of consolidation of the District with Placer County Water Agency

General Manager provided a copy of his response to PCWA’s email referenced in the November meeting regarding the consolidation exploration update.

President Nevins offered a summary of the topic to the new Board members.

- 2. Audit update

Larry Bain CPA performed an audit in December and a draft document is expected for review at the regularly scheduled February Board meeting. The audit company contract expires with the completion of the 2024 audit. The District will invite audit proposals at a later date.

- 3. Purchase of a vacuum trailer

Reviewed progress on the investigation into purchasing a 100-150 gallon vacuum trailer.

- 4. Treated PRV replacement project

Still in progress; reviewing the project with staff before further updates.

VI. FINANCIAL

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

M/S Trisha DiPaola / Stan Burton to accept the Treasurer’s reports for November 2024 as corrected to identify payee as Wells Fargo, check #9741 (line item dated 11/12/24 on board packet page BP 14).

Pauline Nevins	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 type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>
Geoff Teigen	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Board Totals: Ayes 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:

District Overview and Orientation for New Board Members

Management Continuity Plan update
Water Quality presentation jointly with State Water Quality Control Board
Communications policy
Auditors contract
Six-month budget review
Website content and update schedule
PCWA consolidation exploration presentation
LAFCO presentation

VIII. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting will be held on January 16, 2025 at 2:00 p.m. at the District Office.

IX. 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 3:40 p.m. The Board came out of closed session at 4:40 p.m.

No reportable action.

X. ADJOURNMENT

Meeting adjourned at 4:45 p.m.

Respectfully Submitted,

Approved,

Teddi Deppner
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.

MHCWD

Monthly Field Report for the month of December 2024

FLOW RECORDS

Treated Water purchased:

2.59 million gallons for an average service connection use of 205 gallons per day, based on 452 active service connections. Based on current data for November 2024.

Irrigation Water purchased:

9 million gallons with an estimated demand of 8.8 million gallons and an estimated usage of 806 gallons per day per customer based on 354 active services.

FIELD ACTIVITIES

18 Service Calls:

1 After Hours Calls:

0 Main Line/System Repairs:

0 Service Disconnections:

0 New Service Connections:

0 Service Installations:

57 Double Check Valves Tested:

7 Underground service alerts:

Miscellaneous: Monthly Bac-T samples, Maintenance at all facilities. All annual reports completed.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

DECEMBER 2024

REGULAR BOARD MEETING
JANUARY 2025

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (11/30/24) **\$448,297.78**

*(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 (12/31/24--Reconciled to Checking Account #1670 General) ** **\$ 56,661.06**

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (12/31/24-- Reconciled Money Market Account #6809 Tank Loan) ** **\$ 54,600.99**

**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 (12/31/24) **\$465,064.12**

APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF DECEMBER 2024

Treasurer of the Board

Midway Heights CWD
Reconciliation Summary

10005 - Cash in Checking-1670, Period Ending 12/31/2024

BP 10

	Dec 31, 24
Beginning Balance	107,855.93
Cleared Transactions	
Checks and Payments - 34 items	-75,228.39
Deposits and Credits - 22 items	35,493.71
Total Cleared Transactions	-39,734.68
Cleared Balance	<u>68,121.25</u>
Uncleared Transactions	
Checks and Payments - 3 items	-11,460.19
Total Uncleared Transactions	-11,460.19
Register Balance as of 12/31/2024	<u>56,661.06</u>
New Transactions	
Deposits and Credits - 3 items	2,695.87
Total New Transactions	2,695.87
Ending Balance	<u>59,356.93</u>

11:05 AM
01/08/25

Midway Heights CWD
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 12/31/2024

BP 11

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						107,855.93
Cleared Transactions						
Checks and Payments - 34 items						
Bill Pmt -Check	11/08/2024	9732	Continental Utility Solutions, Inc	X	-2,000.00	-2,000.00
Bill Pmt -Check	11/26/2024	9747	PCWA	X	-9,893.13	-11,893.13
Bill Pmt -Check	11/26/2024	9751	PCWA	X	-6,418.19	-18,311.32
Bill Pmt -Check	11/26/2024	9749	Triton Construction Services	X	-4,550.00	-22,861.32
Bill Pmt -Check	11/26/2024	9750	US Bank	X	-1,539.15	-24,400.47
Bill Pmt -Check	11/26/2024	9744	Cole-Huber	X	-900.00	-25,300.47
Bill Pmt -Check	11/26/2024	9748	PG&E	X	-281.80	-25,582.27
Bill Pmt -Check	11/26/2024	9743	Big Brand Tire & Service	X	-142.88	-25,725.15
Bill Pmt -Check	11/26/2024	9742	AT&T-CalNet	X	-128.23	-25,853.38
Bill Pmt -Check	11/26/2024	9745	Cranmer Analytical Laboratory	X	-110.00	-25,963.38
Bill Pmt -Check	12/01/2024	EFT	Paychex, Inc.	X	-20,275.14	-46,238.52
Bill Pmt -Check	12/01/2024	EFT	CalPERS Health Benefits Division	X	-3,276.86	-49,515.38
Bill Pmt -Check	12/09/2024	EFT	CalPERS Retire Payments	X	-1,829.27	-51,344.65
Bill Pmt -Check	12/09/2024	EFT	CalPERS Retire Payments	X	-1,675.10	-53,019.75
Check	12/11/2024	EFT	Wells Fargo	X	-41.03	-53,060.78
Bill Pmt -Check	12/12/2024	9755	California Bank & Trust	X	-4,519.20	-57,579.98
Bill Pmt -Check	12/12/2024	9764	US Bank	X	-1,787.01	-59,366.99
Bill Pmt -Check	12/12/2024	9758	Dawson Oil Company	X	-665.19	-60,032.18
Bill Pmt -Check	12/12/2024	9761	PG&E	X	-229.38	-60,261.56
Bill Pmt -Check	12/12/2024	9765	Verizon Wireless	X	-206.76	-60,468.32
Bill Pmt -Check	12/12/2024	EFT	Paychex, Inc.	X	-190.25	-60,658.57
Bill Pmt -Check	12/12/2024	9760	Frontier Communications	X	-174.50	-60,833.07
Bill Pmt -Check	12/12/2024	9756	Cooks Portable Toilets	X	-161.08	-60,994.15
Bill Pmt -Check	12/12/2024	EFT	CalPERS 457 Program	X	-150.00	-61,144.15
Bill Pmt -Check	12/12/2024	9757	Cranmer Analytical Laboratory	X	-110.00	-61,254.15
Bill Pmt -Check	12/12/2024	9753	AT&T U-verse	X	-95.59	-61,349.74
Bill Pmt -Check	12/12/2024	9763	Tel-Com	X	-65.00	-61,414.74
Bill Pmt -Check	12/12/2024	9754	Auburn Trophies	X	-52.14	-61,466.88
Bill Pmt -Check	12/12/2024	9759	Employee Relations	X	-38.31	-61,505.19

11:05 AM
01/08/25

Midway Heights CWD
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 12/31/2024

BP 12

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	12/12/2024	9752	AT&T-CalNet	X	-17.32	-61,522.51
Bill Pmt -Check	12/13/2024	9766	Property Concepts	X	-757.00	-62,279.51
Bill Pmt -Check	12/19/2024	9768	PCWA	X	-8,915.80	-71,195.31
Bill Pmt -Check	12/19/2024	9769	PCWA	X	-3,967.76	-75,163.07
Bill Pmt -Check	12/23/2024	EFT	ChoiceBuilder Insurance Services	X	-65.32	-75,228.39
Total Checks and Payments						
					-75,228.39	-75,228.39
Deposits and Credits - 22 items						
Deposit	12/02/2024			X	333.74	333.74
Deposit	12/03/2024			X	592.31	926.05
Deposit	12/04/2024			X	677.77	1,603.82
Deposit	12/04/2024			X	9,930.67	11,534.49
Deposit	12/05/2024			X	151.88	11,686.37
Deposit	12/05/2024			X	4,198.53	15,884.90
Deposit	12/09/2024			X	211.93	16,096.83
Deposit	12/09/2024			X	438.19	16,535.02
Deposit	12/09/2024			X	475.32	17,010.34
Deposit	12/09/2024			X	625.49	17,635.83
Deposit	12/11/2024			X	8,930.32	26,566.15
Deposit	12/13/2024			X	75.44	26,641.59
Deposit	12/16/2024			X	386.79	27,028.38
Deposit	12/17/2024			X	200.00	27,228.38
Deposit	12/17/2024			X	494.02	27,722.40
Deposit	12/23/2024			X	597.75	28,320.15
Deposit	12/23/2024			X	4,126.46	32,446.61
Deposit	12/24/2024			X	140.60	32,587.21
Deposit	12/26/2024			X	425.04	33,012.25
Deposit	12/30/2024			X	291.32	33,303.57

11:05 AM
01/08/25

Midway Heights CWD
Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 12/31/2024

BP 13

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	12/30/2024			X	1,902.24	35,205.81
Deposit	12/31/2024			X	287.90	35,493.71
Total Deposits and Credits						
Total Cleared Transactions						
Cleared Balance						
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	11/26/2024	9746	Occu-Med Ltd.		-750.30	-750.30
Bill Pmt -Check	12/12/2024	9762	Sauers Engineering Inc.		-8,687.50	-9,437.80
Bill Pmt -Check	12/19/2024	9767	ACWA Joint Powers Insurance		-2,022.39	-11,460.19
Total Checks and Payments						
Total Uncleared Transactions						
Register Balance as of 12/31/2024						
New Transactions						
Deposits and Credits - 3 items						
Deposit	01/02/2025				232.61	232.61
Deposit	01/02/2025				421.11	653.72
Deposit	01/08/2025				2,042.15	2,695.87
Total Deposits and Credits						
Total New Transactions						
Ending Balance						
					-48,499.00	59,356.93

11:28 AM
01/08/25

Midway Heights CWD
Reconciliation Summary
10009 - Cal Bank and Trust-6809, Period Ending 12/31/2024

BP 14

	Dec 31, 24
Beginning Balance	77,454.28
Cleared Transactions	
Checks and Payments - 1 item	-27,392.99
Deposits and Credits - 2 items	4,539.70
Total Cleared Transactions	-22,853.29
Cleared Balance	<u>54,600.99</u>
Register Balance as of 12/31/2024	54,600.99
Ending Balance	54,600.99

11:31 AM
01/08/25

Midway Heights CWD
Reconciliation Detail

10009 · Cal Bank and Trust-6809, Period Ending 12/31/2024

BP 15

Type	Date	Name	Clr	Amount	Balance
Beginning Balance					77,454.28
Cleared Transactions					
Checks and Payments - 1 item					
Bill Pmt -Check	12/31/2024	State Water Resources Control Board	X	-27,392.99	-27,392.99
Total Checks and Payments				-27,392.99	-27,392.99
Deposits and Credits - 2 items					
Bill	11/22/2024	California Bank & Trust	X	4,519.20	4,519.20
Deposit	12/31/2024		X	20.50	4,539.70
Total Deposits and Credits				4,539.70	4,539.70
Total Cleared Transactions				-22,853.29	-22,853.29
Cleared Balance				-22,853.29	54,600.99
Register Balance as of 12/31/2024				-22,853.29	54,600.99
Ending Balance				-22,853.29	54,600.99