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

AGENDA

Regular Board Meeting, July 16, 2026, 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 (MHCWD) 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.

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Regular Board Meeting, July 16, 2026

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 (Pgs BP 5-7)

The minutes from the June 15, 2026, Special Meeting will be reviewed 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. FIELD REPORT (Pgs BP 8-9)

Review of the June Field Report.

B. INTERIM GENERAL MANAGER'S REPORT

1. Coyote Hill treated water tank sensor
2. Storage tank water sensor
3. Financial status update
4. Annual water quality report
5. JPIA risk assessment visit

(Pgs BP 10-13)

C. DISCUSSION & ACTION RE: RESOLUTION 26-02 CONFLICT OF INTEREST CODE

Review and approval of the job title update to the District Conflict of Interest Code.

D. REVIEW & DISCUSSION RE: DRAFT CAPITAL IMPROVEMENT PLAN – AD HOC COMMITTEE (Pgs BP 14-15)

Consideration and feedback for the draft Capital Improvement Plan (CIP) presented by the ad hoc committee.

E. DISCUSSION & ACTION RE: JOB DESCRIPTION UPDATES (Pgs BP 16-27)

Review and possible approval of the revised General Manager and Office Manager job specifications and addition of new job specifications for Secretary to the Board and Assistant

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to the General Manager. These updates were based on Bryce Consulting's organizational review of the District's administrative positions.

F. DISCUSSION & ACTION RE: COST OF SERVICE & RATE STUDY – AD HOC COMMITTEE (Pg BP 28)

Review and possible approval of the ad hoc committee recommendation of a consultant to perform a Water Cost of Service & Rate Study.

G. DISCUSSION & ACTION RE: PCWA INTERTIE EVALUATION STUDY (Pgs BP 29-42)

Review and possible approval of the PCWA Intertie Evaluation Study for a total sum of \$21,000 per the Sauers Engineering, Inc. scope of work. The project is funded through the PCWA Financial Assistance Program Grant awarded on 5/21/2026 (see VII. Items for Information D).

H. DISCUSSION & ACTION RE: FIRE DISTRICT MOU (Pgs BP 43-48)

Review and possible approval of the final draft of a memorandum of understanding worked out with the Placer Hills Fire Protection District and MHCWD, as reviewed and approved by legal counsel of both Districts.

VI. FINANCIAL

A. TREASURER'S REPORTS (Pgs BP 49-60)

The Treasurer's Reports of Fund Summaries, Transfers, and Checking Account Reconciliation Register for May and June 2026, are offered for review and may be accepted.

B. DISCUSSION & ACTION RE: PROCUREMENT POLICY (Pgs BP 61-74)

Review and possible approval of revised Procurement Policy (Policies & Procedures, Section 2.1.B).

(Pgs BP 75-81)

C. DISCUSSION & ACTION RE: TREATED WATER TANKS EMERGENCY REPAIRS

Review and possible ratification of emergency repair expenditure of \$5,348.00 to Aqua Sierra Controls, Inc., for replacing failed parts in the both the main and auxiliary treated water storage tanks.

VII. ITEMS FOR INFORMATION

A. RECEIVE & FILE: FY2027 FINAL BUDGET (WITH ALL AMENDMENTS) (Pgs BP 82-100)

B. RECEIVE & FILE: 2025 ANNUAL WATER QUALITY REPORT (Pgs BP 101-104)

C. RECEIVE & FILE: BRYCE CONSULTING MEMO (Pgs BP 105-106)

VIII. 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:

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Regular Board Meeting, July 16, 2026

- Management Continuity Plan
- LAFCO Municipal Service Review
- Desk procedures documentation
- Reservoir safety and emergency policy
- Operational priorities review
- Procedures & Policies and District Code updates
- Field operations & maintenance manual
- Vacuum trailer
- Records retention policy
- District vehicle use policy
- Petty cash policy revisions

IX. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting, unless otherwise decided in session, will be held August 20, 2026, at 2:00 p.m. at the District Office.

X. CLOSED SESSION: PUBLIC EMPLOYEE EMPLOYMENT - Govt. Code § 54957 Title: General Manager

1. Closed session to discuss employment of a replacement general manager.
2. Return to Open Session.

Report of actions taken in Closed Session, if any.

XI. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Special Board Meeting Minutes

June 15, 2026, 3:30 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 3:30 p.m.

II. ROLL CALL

DIRECTORS PRESENT: Pauline Nevins, President
Geoff Teigen, Vice-President
Trisha Di Paola, Board Treasurer
Ronald Tucker, Director

DIRECTORS ABSENT: Stan Burton, Director & ACWA/JPIA

OTHERS PRESENT: Hannah Osborn, Office Technician
Gerry LaBudde, Interim General Manager

MEMBERS OF THE PUBLIC: None

III. REVIEW AND APPROVAL OF MINUTES

M/S Ron Tucker / Trisha Di Paola to accept the May 21, 2026, Regular Meeting minutes as presented.

All ayes – Motion passed by unanimous vote of Directors present.

IV. PUBLIC FORUM

None.

V. GENERAL BUSINESS

A. DISCUSSION & ACTION RE: RESOLUTION 2026-01

M/S Trisha Di Paola / Geoff Teigen to approve as presented Resolution 2026-01, declaring an election be held in Midway Heights County Water District's jurisdiction; requesting the Board of Supervisors to consolidate this election with the General Election to be conducted in November 2026; and requesting election services by the County Clerk.

All ayes – Motion passed by unanimous vote of Directors present.

B. DISCUSSION & ACTION RE: WATER COST OF SERVICE & RATE STUDY PROPOSAL REVIEW – AD HOC COMMITTEE

M/S Geoff Teigen / Ron Tucker to accept the draft ad hoc committee scope statement, as presented.

All ayes – Motion passed by unanimous vote of Directors present.

C. FIELD REPORT

Gerry LaBudde, Interim General Manager, presented the May 2026 field report. Several directors stated that the revised format of the Field Report, prepared by the Field Supervisor, Wyatt Paul, included information that increased their understanding of the District's field operations.

D. GENERAL MANAGER'S REPORT

1. Draft MOU with Placer Hills Fire Protection District- Draft is still in review with the Fire District's legal counsel.
2. Clark main abandonment is complete.
3. PCWA FAP grant – MHCWD received a \$21,000 grant from PCWA for the "Eden Valley – Coyote Mountain Intertie" project. The Board asked for clarification regarding the schedule and scope of project.

VI. FINANCIAL

A. REVIEW OF TREASURER'S REPORT

The Treasurer's report of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for May 2026 will be presented at the July regular meeting.

B. DISCUSSION & ACTION RE: FY2027 FINAL BUDGET - AD HOC COMMITTEE

M/S Geoff Teigen / Trisha Di Paola to accept the final FY2027 budget presented by the ad hoc committee as amended.

All ayes – Motion passed by unanimous vote of Directors present.

VII. ITEMS FOR INFORMATION

A. Field Reports from April & May Meetings – Revised

VIII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board and staff discussed future agenda items.

President Nevins requested that priority be given to developing two policies: Credit Card Usage and District Vehicle Use. A sample copy of a Credit Card Purchase Detail Form was handed out.

Updated list of potential agenda items:

- Capital Improvement Plan (CIP) first draft (July)
- Administrative job review & recommendations (Bryce Consulting)
- Management Continuity Plan
- LAFCO Municipal Service Review

- Desk procedures documentation
- Reservoir safety and emergency policy
- Operational priorities review
- Procedures & Policies and District Code updates
- Field operations & maintenance manual
- Vacuum trailer
- Records retention policy
- Credit card policy and district vehicle use policy

IX. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting will be held on July 16, 2026 at 2:00 p.m. at the District Office.

X. RECESS

M/S Pauline Nevins / Geoff Teigen to take a five-minute recess, returning at 4:28 p.m.
Motion approved by unanimous consent.

XI. CLOSED SESSION: PUBLIC EMPLOYEE EMPLOYMENT -

Govt. Code § 54957 Title: General Manager

Closed session to discuss employment of a replacement general manager.

The Board went into closed session at 4:28 p.m. The Board came out of closed session at 5:30 p.m. No reportable action.

XII. ADJOURNMENT

The meeting was adjourned at 5:31 p.m. by unanimous consent.

Respectfully Submitted,

Approved,

Hannah Osborn
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.

Midway Heights County Water District Field Report – June 2026

Treated Water Purchased and Usage

3.66 million gallons for an estimated average service connection use of 261 gallons per day, based on 452 active service connections.

Irrigation Water Purchased

38.7 million gallons with an approximate demand of 39.1 million gallons. The reservoir has dropped approximately 6 inches over the month of June due to higher demand throughout the system. Intake from PCWA Boardman Canal is still summer flow (80 MI).

Water Line Repairs and Call Outs

1. Irrigation Pump- Pump Station
 - a. Irrigation water pump has been installed and is functioning properly.
2. Fallen Oak Treated PRV
 - a. The 2” Treated PRV failed open and was producing pressures exceeding 200 PSI in certain areas on Hillsdale (Harmonal Ln. and Woodcrest Rd.).
 - b. Assembly had to be flushed from the downstream port and is now functioning properly.
3. Treated Main & Auxiliary Tank Emergency Repairs
 - a. An Aqua Sierra technician came out on Jun 26, 2026 and inspected both the main treated tank #1 on Natures Way and the treated auxiliary tank on Coyote Hill Rd.
 - b. The technician stated that lightning had traveled through the grounded line from the tank all the way down to the pump station on Bridle Path Rd. and everything electrical had been fried. Both the transducer on the tank and all the equipment in the pump station is not functioning due to this.
 - c. We have notified Aqua Sierra that we will move forward with the repair and replacement of parts and equipment on the auxiliary tank, and parts have been ordered for this repair.
 - d. On treated tank #1 the technician stated that the transducer failed and would need to be replaced. They have ordered the part for this as well.

Miscellaneous

1. Bac T's
 - a. Bac T's completed on June 25th.
2. Backflow Program
 - a. 26 assemblies tested.
3. Flushing Program.
 - a. Treated- Blow-offs have been completed and flushing will occur throughout the system as needed.
 - b. 9 Irrigation Hydrants flushed.
4. Valve Turning Program
 - a. 16 Treated Valves Completed.
 - b. 10 Irrigation Valves Completed.
5. Underground Service Alerts

- a. 83 USA's were completed.
- 6. New tires will be put on truck #8 in July

Service calls and Call outs

- 1. Service Calls
 - a. General-
 - b. Treated-3
 - c. Irrigation-3
- 2. Call outs
 - a. 1 After hour call.

Capital Improvements

- 1. CIP Report has been created for all facilities.

Upcoming Work

- 1. Aqua Sierra contract work for treated water tank sites.

**MIDWAY HEIGHTS COUNTY WATER DISTRICT
CONFLICT OF INTEREST CODE
APPENDIX A**

APPENDIX OF DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES

I. **Designated Positions:** The employees and officers listed below are designated as persons who are deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest. Persons holding designated positions listed below shall disclose financial interests in accordance with the corresponding disclosure categories, which are defined in section II of this appendix.

Designated Position	Disclosure Categories
Attorney	1, 2
Consultant	*

***Consultants/New Positions:** Consultants and new designated positions shall be included in the list of designated positions and shall disclose financial interests in accordance with the broadest disclosure categories (e.g., 1 and 2) in the District's conflict of interest code, subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. The General Manager's written determination shall include a description of the consultant's duties, and based on that description, a statement of the extent of disclosure requirements. The written determination is a public record and shall be retained for public inspection in the same manner and location as the District's conflict of interest code. The General Manager may designate narrower disclosure obligations for any new position or consultant using FPPC Form 804 or 805, respectively.

Officials Who Manage Public Investments: The following positions are not covered by this conflict of interest code because they manage public investments within the meaning of Government Code §87200 and

California Code of Regulations, title 2, §18700.3, and, therefore, the persons holding the following positions are listed for informational purposes only:

Members of the Board of
Directors

General Manager

An individual holding one of the above listed positions may contact the Fair Political Practices Commission (“FPPC”) for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The FPPC makes the final determination whether a position is covered by Government Code section 87200.

II. Disclosure Categories:

Category 1: All persons in this disclosure category shall disclose all interests in real property located in the District or within two miles of the District’s boundaries. This disclosure category is not applicable to the person’s principal residence or to real property interests with a fair market value of less than \$2,000.

Category 2: Investments and business positions in business entities and income, including receipt of gifts, loans, and travel payments, from sources that are contractors engaged in the performance of work or services of the type utilized by the District, or that manufacture, sell or provide supplies, machinery, or equipment of the type utilized by the District.

**NOTICE OF GOVERNING BOARD MEMBER ELECTION AND/OR
NOTICE TO SUBMIT MEASURE(S) TO A VOTE OF THE VOTERS**

Resolution No. 2026-02

RESOLUTION OF THE GOVERNING BODY OF THE

Midway Heights County Water District

AMENDING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Board of Midway Heights County Water District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Midway Heights County Water District has recently reviewed its code and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Midway Heights County Water District adopts the following Conflict of Interest Code including Appendix A: Designated Employees and Disclosure Categories.

PASSED AND ADOPTED by the Governing Body on July 16, 2026.

AYES: _____

NOES: _____

ABSENT: _____

PRESIDENT OF THE BOARD
Pauline Nevins

ATTEST: _____
SECRETARY OF THE BOARD
Teddi Deppner

(Seal)

MEMORANDUM

TO: MHCWD BOARD OF DIRECTORS
FROM: Capital Improvement Plan (CIP) Ad-Hoc Committee
RE: Draft 5-Year CIP Projects

BACKGROUND

As part of the District's strategic planning process, a CIP ad hoc committee was approved at the April 16, 2026, MHCWD Board meeting. The ad hoc committee was charged with developing a ten-year CIP for review and approval by the full Board at their July 16, 2026, regular meeting.

THE CIP

Following ad-hoc committee discussions, the ten-year CIP was limited to a five-year span, with a final plan delayed for presentation at a future meeting. Attached for Board review and approval is a draft CIP Plan Summary listing projects recommended by the Ad-Hoc Committee for years 2027-2031.

The Plan's listed Asset Areas include the District's Irrigation System, Treated Water System, and Shared Equipment & Facilities. Non-CIP projects were included for Board information. Project priority was assigned based on urgency and impact. Costs are planning-level estimates pending final engineering/contractor quotes.

NEXT STEPS

Following review and approval of the draft plan, a final CIP plan will be presented to the Board at a meeting date decided at the July 16, 2026 Board meeting.

Attachment

MHCWD Capital Improvement Plan Summary -DRAFT

5-Year Priority Summary – Individual Projects (2027–2031)

Based on the working CIP Priority List. Priority reflects the district's 1 (Urgent) to 4 (Low) ranking. Year 1 = 2027. Where the recommended timing spans a range (e.g. "1-3 Years"), the anticipated year is shown as a range; exact-year scheduling will firm up as projects are bid. Costs are planning-level estimates pending final engineering and, in some cases, contractor quotes.

Asset Area	Project	Priority	Anticipated Year	5-Yr Cost (current dollars)
IRRIGATION SYSTEM				\$102,500
Raw Water Reservoir	Outlet gate replacement (paired with outlet line repair)	3 – Medium	2027–2029	\$10,000
	Outlet line repair, slide gate replacement, leak repair	2 – High	2027–2029	\$60,000
	Reservoir security cameras	2 – High	2029–2031	\$2,000
Irrigation PRV Stations	Naturewood – upsize pressure reducing valve to 4"	2 – High	2027–2029	\$15,000
	Naturewood – replace isolation valves & piping. Could leave in place but reduces operational flexibility.	3 – Medium	2027–2029	\$15,000
	Naturewood – appurtenances (gauges, vault, lid)	2 – High	2027	\$250
	Haywire Ranch – appurtenances (gauges, vault, lid)	TBD	TBD	\$250
TREATED WATER SYSTEM				\$164,000
Treated Storage Tank Site	Master meter replacement (flow tracking issue)	2 – High	2027	\$3,000
	Tank level monitoring upgrade (pending Aqua Sierra quote)	2 – High	2027–2029	\$10,000
	Security camera, tank site	2 – High	2027–2029	\$1,000
Treated Storage Tanks	Diver cleaning & inspection – Tank 1	3 – Medium	2027	\$5,000
	Diver cleaning & inspection – Tank 2	3 – Medium	2027	\$5,000
Treated PRV Stations	Naturewood PRV Station – full rebuild (urgent)	1 – Urgent	2027	\$35,000
	Irish Mtn. PRV Station – full rebuild	2 – High	2027–2029	\$35,000
	Fallen Oak PRV Station – full rebuild	2 – High	2027–2029	\$35,000
	Hillsdale PRV Station – full rebuild	2 – High	2027–2029	\$35,000
SHARED EQUIPMENT & FACILITIES				\$77,000
Pump Station	Spare treated-water pump	3 – Medium	2027	\$6,000
	Pump station piping repairs – NEEDS TO EVALUATE	2 – High	2027	\$2,000
Equipment	Portable generator	1 – Urgent	2027	\$3,000
	Shop garage door & frame replacement	2 – High	2027–2029	\$10,000
	Submersible pump for leak repair	1 – Urgent	2027	\$1,000
	Vac trailer replacement – Cost is a place holder.	3 – Medium	2029–2031	\$55,000
TOTAL — YEARS 1–5 (2027–2031)				\$343,500

Note: The Auxiliary Water Tanks (Coyote Hill Estates) are rated Low priority / As Needed with no near-term cost, and are not included above. Pipeline replacement (irrigation and treated) is tracked separately in the district's pipeline replacement reserve model. Costs are preliminary and adjustments are anticipated prior to finalization. Pipeline replacement projects not included in draft – anticipated to occur after 2031; consideration of starting to build reserves will be include in future rate study. Evaluation of accumulation of reserves for pipeline replacement project will be included in final CIP.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

JOB SPECIFICATION FOR GENERAL MANAGER

DEFINITION:

Under the direction of the Board of Directors, the General Manager plans, organizes, directs and reviews the overall activities and operations of the District; advises and assists the Board of Directors; represents the District's interests at local, regional, State, and Federal levels; and coordinates activities with outside agencies and the community.

EXAMPLES OF DUTIES - The following duties are typical for this classification. Incumbents may not perform all the listed duties or may be required to perform duties not listed here.

- Develops, plans and implements District goals, and objectives; develops and administers policies and procedures.
- Coordinates District activities between departments and with outside agencies and organizations; makes appropriate decisions or recommendations for Board of Directors consideration and adoption; provides assistance and advice to the Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of District-wide work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Directs the development and administration of the District's budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Prepares and submits to the Board of Directors annual reports of financial, administrative, and operational activities; keeps the Board of Directors advised of financial conditions, program progress, regulatory issues, and the present and future needs of the District.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the District.
- Coordinates with outside counsel on legal issues affecting the District.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Due to the small size of the District, the General Manager may also perform any or all the functions of the Field Manager job description, including but not limited to, the full range of work associated with facility installations and maintenance, monitoring and sampling, service calls, meter readings, etc.
- Researches, drafts, and/or supervises the establishment and implementation of District ordinances, resolutions, programs, policies, and procedures, as authorized by the Board of Directors.
- Interfaces on behalf of the District with all applicable governmental and regulatory agencies, news media, community organizations, contracted professionals, water suppliers and other vendors.

- Interfaces with and maintain effective communication and relations with District customers.
- Attends meetings and conferences on behalf of the District.
- Attends all meetings of the Board and makes recommendations to the Board concerning administration and management of the District.
- Directs studies and investigations concerning the administration and management of District operations and the development of future plans for growth and/or sustainability.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of modern public utility administration, organization, and services.
- Principles and practices of effective public relations and interrelationships with community groups, local, regional, State and Federal agencies, and the public.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
-
- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Organization and operations of special districts.
- Personnel management, including principles of supervision and work coordination.
- Principles and practices of safety and risk management.
- Principles and practices of project management.
- Principles and practices of customer service.
- Research and evaluation methods.
- Budgeting principles and practices.
- Water quality issues and regulations.
- Modern methods, procedures, and computer systems and software applications related to management support, administrative functions, billing, and accounting.
- Basic methods and practices of financial and statistical record keeping.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Plan, direct and control the administration and operation of the District.
- Prepare and administer the District budget.
- Collect, organize, and analyze data on a variety of topics.
- Prepare and/or review and approve concise and comprehensive reports, documents, correspondence, and public notices.
- Interpret applicable laws, legislation, ordinances, and administrative policies and procedures.

- Evaluate and make recommendations on improvements to existing operations, programs, and services.
- Communicate effectively, both orally and in writing.
- Provide advice and consultation to the Board of Directors on the development of new ordinances, regulations, programs, and policies.
- Use computers, applicable software, and standard office equipment in the performance of job duties.
- Understand and implement regulations and standards involving policy, regulatory, and compliance, and water quality issues.
- Effectively represent, both orally and in writing, the District policies, programs, and services to customers, members of the public, and governmental entities.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Physical Demands of the Job:

- Stationary position sitting for extended periods typical of working in an office environment, including typing/data entry, simple reaching, grasping, bending, and fine manipulation.
- Constantly assessing paperwork, equipment, and/or situations using near, far, and peripheral vision.
- Frequently communicating in both loud and/or outdoor environments as well as on the telephone or in the office.
- Frequent work in an outdoor environment, during all types of weather conditions.
- Frequent walking and climbing on wet, slippery and uneven surfaces.
- Occasional bending, stooping, kneeling, lifting and carrying up to 80 pounds.
- Operating a wide variety of equipment, using fine and gross motor skills.
- Working with hazardous chemicals may be required.
- Must be able to perform the essential functions of the job with or without a reasonable accommodation.

Desirable Qualifications:

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying.

Experience: Six years of administrative or management position within a public agency, requiring responsibility for the formulation and implementation of programs, budgets, and administrative operations, is desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in business administration, engineering, or closely related field is highly desirable.

License or Certificate:

The Board of Directors may require the following certifications:

- State Certification in Water Distribution equal to or greater than the DHS rating of the District which is currently a DII.
- Certification of Backflow Assembly Testers
- Certification of Cross-Connection Control Specialist
- State of California Water Treatment Operator Certificate, Grade I or higher.

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

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

JOB SPECIFICATION FOR OFFICE MANAGER

DEFINITION:

Under the direction of the General Manager, the Office Manager performs a wide variety of administrative, technical and accounting duties including budget preparation and administration, accounts receivable, accounts payable, payroll, financial reporting, and utility billing; supports District human resources activities; and provides customer service.

EXAMPLES OF DUTIES - The following duties are typical for this classification. Incumbents may not perform all the listed duties or may be required to perform duties not listed here.

- Participates in District financial management and reporting functions, ensuring accuracy and compliance with District policies and procedures.
- Manages accounts receivable and accounts payable.
- Assists with the collection of information for the annual budget.
- Prepares a variety of complex correspondences and technical reports, as directed by the General Manager.
- Performs human resources support activities including oversight of compensation and benefits, employee relations, payroll and legal compliance.
- Prepares utility bills; receives, researches, and resolves customer service inquiries including explaining bills; processes payments and refunds.
- Reviews financial reports and statements for accuracy.
- Develops and distributes information regarding office support policies and procedures.
- Establishes and maintains District records and files.
- Procures goods and services for the District, serving the needs of both office and field operations, under the guidelines and constraints of the established District policies and procedures; solicits bids for goods and services when required.
- Serves as back up to the Assistant to the General Manager, as required.
- Answers and responds to telephone calls and emails to the District office.
-
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Practices, methods, and terminology used in financial and statistical record keeping.
- Principles of routine analytical research.
- Federal, State, and local laws and regulations regarding District administrative operations.
- Principles and practices of effective administration of support functions.

- Filing methods and recordkeeping systems.
- Principles and practices of financial reporting.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.
- Policy and procedure development.
- Technical report writing.
- Principles and practices of personnel administration.
- Principles and practices of customer service.
- Modern office practices, computer systems and software applications related to management support, administrative functions, billing, and accounting (MS Word, Excel, Continental Accounting and Billing).

Ability to:

- Independently and accurately support the financial activities of the District.
- Interpret, analyze, and apply Federal, State, and local laws and regulation pertaining to the administration of office support functions.
- Respond to and assist in resolving difficult and/or sensitive inquiries related to financial accounting and utility billing records and processes.
- Analyze situations and make sound recommendations in support of District goals.
- Develop and implement policies and procedures relating to District office support functions.
- Organize data, maintain records, and prepare reports.
- Review and comprehend technical financial information.
- Communicate effectively, both orally and in writing.
- Use computers, applicable software, and standard office equipment in the performance of job duties.
- Identify and effectively train subordinate staff.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Physical Demands of the Job:

- Ability to physically perform work typical of an office environment, including sitting for extended periods, typing/data entry, simple reaching, grasping, bending, fine manipulation, and lifting up to twenty pounds weight.
- Communicates orally with District management, District board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Mobility, vision, and hearing sufficient to successfully perform all aspects of the required work.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.

Desirable Qualifications:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of financial office support experience in a supervisory role in a public agency, preferably in a municipal water district.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in accounting, business administration, or closely related field is highly desirable.

DRAFT

MIDWAY HEIGHTS COUNTY WATER DISTRICT
JOB SPECIFICATION FOR
ASSISTANT TO THE GENERAL MANAGER

DEFINITION:

Under the direction of the General Manager performs a wide range of administrative, analytical and management duties; supports special projects and initiatives as needed across all administrative functions of the District, public and customer relations, personnel management, and the general affairs of the District.

EXAMPLES OF DUTIES - The following duties are typical for this classification. Incumbents may not perform all the listed duties or may be required to perform duties not listed here.

- Provides administrative, technical, analytical, and operational support to the General Manager.
- Provides analyses and recommendations of various kinds and levels of service provided by the District and recommend process improvements.
- Coordinates and participates in the timely completion of analytical and administrative tasks.
- Develops, proposes, plans, and/or implements District goals and objectives per the strategic plan, including the recommendation and administration of policies and procedures.
- Develops, documents and/or maintains day-to-day District field and office operating procedures in accordance with industry best practice.
- Prepares and makes presentations of study reports, recommendations, and other materials for consideration.
- Assists with the design and implementation of District-wide projects, systems, and programs related to organizational performance measurement, strategic planning, and/or continuous improvement.
- Participates in and leads special projects; participates in the selection of consultants and vendors; reviews and approves the work of consultants and vendors.
- Provides technical support and troubleshooting for office and field software, and interface with software and service providers.
- Researches and recommends technology solutions for office and field District operations.
- Researches and advises District management on legislative, policy, technology, and industry matters.
- Assists with the management of District employees, providing supervision, training, personnel record keeping, motivation, discipline, and work coordination between office staff and field operations, as needed for the efficient and professional operation of the District.
- Serves as back up to the Office Manager, as required.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of public administration, including administrative analysis and policy and program development.
- General organization and operations of special districts.
- Principles of supervision and work coordination.
- Principles and practices of safety and risk management.
- Research and evaluation methods.
- Principles and practices of project management.
- Methods of investigating and analyzing technical issues and problems associated with District functions, policies and procedures.
- Computer systems and software applications related to management support, administrative functions, billing, and accounting.
- Development and maintenance of filing and record keeping systems.
- Basic mathematics, as well as methods and practices of financial and statistical record keeping.
- Principles and practices of customer service.
- Modern office methods, procedures, software, and equipment.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Independently perform a wide variety of activities in support of management, ensuring compliance with District policies and procedures, local, state and federal laws and regulations.
- Allocate available resources effectively.
- Research, analyze, prepare and/or review and approve concise and comprehensive reports, documents, correspondence, and public notices.
- Make effective oral presentations.
- Interpret applicable laws, legislation, ordinances, and administrative policies and procedures.
- Understand and implement regulations and standards involving water quality issues.
- Evaluate and make recommendations on improvements to existing operations, programs, and services.
- Provide information and recommendations to the General Manager on the status and completion of special projects.
- Effectively represent, both orally and in writing, the District policies, programs, and services to customers, members of the public, and governmental entities.
- Maintain, update, and/or ensure the accuracy of District records and data.
- Prepare and/or review and approve financial reports and statements.
- Communicate effectively, both orally and in writing.
- Use computers, applicable software, and standard office equipment in the performance of job duties.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Physical Demands of the Job:

- Ability to physically perform work typical of an office environment, including sitting for extended periods, typing/data entry, simple reaching, grasping, bending, fine manipulation, and lifting up to thirty-five pounds weight.
- Constantly assessing paperwork, equipment, and/or situations using near, far, and peripheral vision.
- Communicates orally with District management, District board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone or video meeting software for communication.
- Uses office equipment such as computers, printers, scanners, and copiers.
- Must be able to perform the essential functions of the job with or without a reasonable accommodation.

Desirable Education and Experience:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years in an administrative or management position within a public agency, including responsibility for the formulation and implementation of programs, budgets, and administrative operations, is desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in business administration, public administration, or closely related field is highly desirable.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

JOB SPECIFICATIONS FOR SECRETARY TO THE BOARD

DEFINITION:

Under the general direction of the General Manager and the Board of Directors of the Midway Heights County Water District (MHCWD), the Secretary to the Board performs a wide variety of administrative, clerical, and record keeping functions. This role may be filled as a separate hire with the hours and salary indicated below, or the duties may be assigned to any qualified individual in District employ.

STATEMENT OF DUTIES:

Under the general direction of the Board:

- Prepares for, and attends, MHCWD regular monthly meetings and any special meetings.
- Prepares and maintains the Board agenda notices and minutes in accordance with District Code: Minutes, Record of Vote.
- Gives notice of meetings and hearings as required by law and in accordance with District Code: Agenda for Board meetings.
- Uploads Agenda and Minutes onto District website.
- Attests to the signature of the President on resolutions and contracts.
- Certifies District documents are true and correct copies.
- Maintains files for all election-related paperwork.
- Ensures Directors complete all mandatory training.
- Performs related duties as assigned by the Board of Directors.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office practices and technology.
- Filing methods and recordkeeping systems.
- Correct English usage, spelling, grammar and punctuation.
- Technical report writing.
- Computer systems and software applications related to Board of Directors support, administrative functions, (MS Word, Excel)

Ability to:

- Organize data, maintain records, and prepare reports.
- Utilize computer systems and software packages.

- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands.

Typical Physical Demands:

- Ability to work in a computer workstation for up to 8 hours a day. Ability to lift and move objects up to 15 pounds, such as large binders, books, and small office equipment.
- Ability to drive a vehicle and travel in the performance of job duties.
- Ability to communicate orally with District management, board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Effectively use standard office equipment.

EXPERIENCE AND EDUCATION – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is as follows:*

Experience: Five years of progressively responsible clerical, secretarial or administrative work. Experience providing administrative support to a governance board is highly desirable.

Education: Completion of an Associate of Arts Degree from an accredited college or university in Public Administration, Business Administration, Accounting, or a closely related field.

LICENSE OR CERTIFICATE:

Possession and maintenance of a valid California driver's license and acceptable driving record.

MEMORANDUM

TO: MHCWD BOARD OF DIRECTORS
FROM: Rate Study Proposal Review Ad-Hoc Committee
RE: Rate Study Proposal Recommendation

MHCWD received six proposals in response to the Cost of Water Service & Rate Study RFP issued April 17, 2026. The bids were as follows:

Tangibl Group, Inc.	\$25,000
LT Municipal Consultants (LTMC)	\$34,090
Hansford Economic Consulting LLC (HEC)	\$39,900
Robert D. Niehaus, Inc.	\$41,190
Bartle Wells Associates	\$52,980
IB Consulting	\$125,197

The ad hoc committee met to review the proposals on July 2 and determined that two firms most closely fulfilled the criteria, including the ability to attend in-person meetings, qualifications and experience with special water districts in California, and cost: Hansford Economic Consulting (HEC) and LT Municipal Consultants (LTMC).

The selection criteria were as follows:

- Proposed cost (10%)
- Ability to meet the project timeline (30%)
- Ability of the consultant to carry out and manage the proposed project (60%)

RECOMMENDATION

The committee recommends that the Board move to award the Water Cost of Service & Rate Study project to LT Municipal Consultants.

Both LTMC and HEC demonstrate comparable experience, qualifications, and capabilities for all aspects of the rate study and Prop 218 process, so the ~15% price differential ultimately served as the biggest deciding factor in the recommendation.

MEMORANDUM

TO: MHCWD BOARD OF DIRECTORS
FROM: Gerry LaBudde, Interim General Manager
RE: PCWA Intertie Evaluation Study

In February 2026, the District applied for a grant through the Placer County Water Agency (PCWA) 2026 Financial Assistance Program to do a feasibility study evaluating a treated water intertie between PCWA and MHCWD along Placer Hills Road.

On May 21, 2026, the PCWA Board of Directors awarded the Midway Heights County Water District a Grant totaling \$21,000 for the project, titled "Eden Valley –Coyote Mountain Intertie."

Please see for Board review and approval the attached Professional Services Agreement signed by District engineer Dean Marsh, Sauers Engineering (Attachment A / Exhibit A).

Midway Heights County Water District Professional Services Agreement

This Agreement is entered into as of the date last signed and dated below by and between Midway Heights County Water District, a local government agency ("District"), and Sauers Engineering, a California corporation ("Consultant"), who agree as follows:

1 Scope of Work

Project Name: PCWA Intertie Evaluation

Consultant shall perform the work and render the services described in the attached Exhibit A (the "Work"). Consultant shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Consultant shall determine the method, details and means of doing the Work.

2 Payment

2.1 District shall pay to Consultant a fee based on:

 X Consultant's time and expenses necessarily and actually expended or incurred on the Work with total not to exceed amount in accordance with Consultant's fee schedule on the attached Exhibit A.

 Lump sum with a total not to exceed amount based on Exhibit A.

There shall be no compensation for extra or additional work or services by Consultant unless approved in advance in writing by District. Consultant's fee shall include Consultant's direct costs and expenses related to the Work, including telephone, postage, materials, blueprints, and copies, and shall be included in the time and expense amount approved included in Exhibit A.

2.2 At the end of each month, Consultant shall submit to District an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any costs and expenses related to the Work. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

3 Term

3.1 This Agreement shall take effect on the above date and continue in effect until terminated as provided below. Time is of the essence in this Agreement. Consultant will perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

3.2 This Agreement may be terminated at any time by District upon written notice to Consultant, or by Consultant upon 60 days written notice to District. In the event of such termination, Consultant shall be fairly compensated for all work performed to the date of termination as calculated by District based on the above fee and payment provisions.

Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Consultant's claimed benefit of the bargain.

4 Professional Ability of Consultant

4.1 Consultant represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Consultant's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Consultant shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Consultant's field.

4.2 The following individuals are designated as key personnel and are considered to be essential to the successful performance of the work hereunder: Consultant agrees that these individuals may not be removed from the Work or replaced without compliance with the following sections:

4.2.1 If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, Consultant shall immediately notify District and shall, subject to District's concurrence, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

4.2.2 Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by District to evaluate the proposed substitution. District shall evaluate Consultant's request and District shall promptly notify Consultant of its decision in writing.

5 Conflict of Interest

Consultant (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Consultant's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Consultant is not a designated employee within the meaning of the Political Reform Act and District's conflict of interest code because Consultant will perform the Work independent of the control and direction of the District or of any District official, other than normal contract monitoring, and Consultant possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation or counsel.

6 Consultant Records

6.1 Consultant shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Consultant under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

7 Ownership of Documents

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Consultant under this Agreement and provided to District (“Work Product”) shall be the property of District, and District shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Consultant or any other party. Consultant may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Consultant shall not provide any Work Product to any third party without District’s prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Consultant may copyright the same, except that, as to any Work Product that is copyrighted by Consultant, District reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then District shall hold Consultant harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to District in paper format, upon request by District at any time (including, but not limited to, at termination of this Agreement), Consultant agrees to provide the Work Product to District in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

8 Confidentiality of Information

8.1 Consultant shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the District or created by Consultant in connection with the performance of the Work under this Agreement (the “Confidential Material”). Consultant shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by District. Consultant also shall not

disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by District. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

8.2 Consultant, and its officers, employees, agents, and sub-consultants, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Consultant, or its officers, employees, agents, or subconsultants in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the District or by order of a court or regulatory entity with jurisdiction over the matter. Consultant, and its officers, employees, agents, and sub-consultants shall protect the Confidential Material and treat it as strictly confidential in accordance with applicable law, District policies and directives, and best industry security practices and standards.

8.3 If any person or entity, other than District or Consultant, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

8.4 Unless otherwise directed in writing by the District, upon contract completion or termination, Consultant must destroy all Confidential Materials (written, printed and/or electronic) and shall provide a written statement to the District that such materials have been destroyed.

9 Compliance with Laws

9.1 General. Consultant shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Consultant shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Consultant shall comply with all federal, state and local air pollution control laws and regulations applicable to the Consultant and its Work (as required by California Code of Regulations title 13, section 2022.1). Consultant shall be responsible for the safety of its workers and Consultant shall comply with applicable federal and state worker safety-related laws and regulations.

9.2 California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1 This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 “Maintenance” work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any District facility, plant, building, structure, utility system or other property (“District Facility”) in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any District Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on District machinery and equipment, and (iii) landscape maintenance. “Maintenance” excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this section 9.2 applies only to workers performing the “maintenance” work.

9.2.2 Consultant shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Consultant also shall comply with Labor Code sections 1775 and 1813, including provisions that require Consultant to (a) forfeit as a penalty to District up to \$200 for each calendar day or portion thereof for each worker (whether employed by Consultant or any subconsultant) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to District the sum of \$25 for each worker (whether employed by Consultant or any subconsultant) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Consultant under section 2 of this Agreement exceeds \$25,000, Consultant must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Consultant’s Public Works Consultant Registration Number: _____

d. Intentionally omitted.

10 Indemnification.

10.1 Consultant shall indemnify, defend, protect, and hold harmless District, and its officers, employees and agents (“Indemnitees”) from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Consultant fees, and litigation costs) (collectively a “Claim”) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant or its employees, agents or sub-consultants. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of District or its employees or agents. Consultant’s obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

10.2 This section 10.2 applies if the Consultant is a “design professional” as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnatee, then in no event shall Consultant’s total costs incurred pursuant to its duty to defend Indemnitees exceed Consultant’s proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

11 Insurance

Types & Limits. Consultant at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$1,000,000 per occurrence & \$2,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury
Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers’ compensation	Statutory limits	
Employers’ liability	\$1,000,000 per accident	
Professional liability*	\$1,000,000 per claim, with deductible or self-insured portion not to exceed \$5,000.	

*Required only if Consultant is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

11.1 **Other Requirements.** The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Consultant's coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance or self-insurance, if any, shall be excess and shall not contribute with Consultant's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with admitted insurers with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Consultant agrees to waive subrogation that any insurer may acquire from Consultant by virtue of the payment of any loss relating to the Work. Consultant agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Work performed by Consultant.

11.2 **Proof of Insurance.** Upon request, Consultant shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

12 General Provisions

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents between the parties that may be related to the Work, including the Agreement dated October 10, 2013, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 **Independent Contractor.** Consultant's relationship to District is that of an independent Consultant. All persons hired by Consultant and performing the Work shall be Consultant's employees or agents. Consultant and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Consultant shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Consultant's employees. Consultant shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Consultant's independent Consultant status or employment-related liability.

12.3 **Sub-consultants.** No subcontract shall be awarded nor any sub-consultant engaged by Consultant without District's prior written approval. Consultant shall be responsible for requiring and confirming that each approved sub-consultant meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved sub-consultant shall obtain the required insurance coverages and provide proof of same to District in the manner provided in section 11 of this Agreement.

12.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

12.5 **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Consultant shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

12.6 **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

12.7 **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

12.8 **Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

District:

Midway Heights County Water District

Attn: Gerry LaBudde, Interim GM
PO Box 596, Meadow Vista Ca 95722
E-mail: admin@mhcwd.org

Consultant:

Sauers Engineering, Inc.

Attn: Dean Marsh, PE
105 Providence Mine Road, STE 202
Nevada City, CA 95959
E-mail: dean@sauerseng.com

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

12.9 **Signature Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. The Parties may execute and deliver this Agreement and documents necessary to perform it, including task orders and amendments, in any number of original or facsimile counterparts. When each Party has signed and delivered at least one counterpart to the other Party, each counterpart shall be deemed an original and, taken together, the counterparts shall constitute one and the same document, which shall be binding and effective.

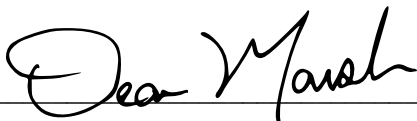
Midway Heights County Water District:

Dated: _____

By: _____
Gerry LaBudde, Interim General Manager

Sauers Engineering, Inc.

Dated: 6/24/2026

By: 

Name/Title: Dean Marsh, P.E.
Vice President

Exhibit A

SCOPE OF SERVICES AND FEE

Sauers Engineering, Inc.

Civil & Environmental Engineers

January 15, 2025

Midway Heights County Water District
P.O. Box 596
Meadow Vista, CA 95722

RE: PCWA Intertie Evaluation Report

Dear Members of the Board:

Sauers Engineering, Inc. is pleased to provide this letter proposal to provide a Feasibility Study to evaluate a potential project that would provide a redundant water supply connection between the PCWA and MHCWD water systems near the MHCWD northern boundary along Placer Hills Road. The proposed project would consider the installation of new pipeline along Placer Hills Road from the intersection of Eden Valley Rd toward W. Weimar Cross Road, extending to a logical connection point within the MHCWD distribution system near Coyote Hill Road. At the point of connection, facilities could include a new master meter and or pressure reducing/control valves. Depending upon PCWA requirements, telemetry equipment may also be required.

Scope of Work

The proposed Scope of Work will evaluate the merits of the project and include the following tasks:

1. Evaluation of route alternatives
2. Evaluation of potential connection points
 - Hydraulic considerations
(with potential modeling of MHCWD side)
 - Pressure zone limitations
3. Discussion of potential environmental constraints
4. Discussion of potential benefits to each agency
5. Discussion of ancillary facilities required (PRV/Metering Station/Telemetry)
6. Preliminary cost estimates

We anticipate coordination with PCWA as part of the evaluation process in order to get details on the PCWA distribution system, system pressures and design criteria for new facilities.

We will highlight any anticipated environmental constraints for the project and define the anticipated level of environmental review that would be required.

We anticipate that we would potentially attend one MHCWD Board meeting to present and discuss the report findings.

Schedule

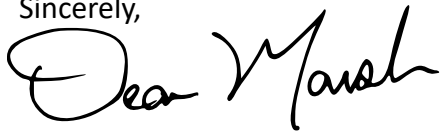
At this point, it is unknown when the project would get started. However, depending upon required coordination with PCWA, we anticipate that a draft study could be prepared within a 60 day period.

Fee for Services

We propose to provide the above described services for a fixed fee of \$21,000. Additional approved services beyond those described by the original scope may be billed in accordance with the attached Fee Schedule.

We look forward to working with you on this project. If you have any questions regarding the information contained herein, please call our office.

Sincerely,

A handwritten signature in black ink that reads "Dean Marsh". The signature is written in a cursive, flowing style.

Dean Marsh, P.E.
Sauers Engineering, Inc.

Sauers Engineering, Inc.

Civil & Environmental Engineers

Fee Schedule **January 1, 2026**

I. The following are hourly rates for professional services. Overtime and weekend hours are billed at time-and-a-half. Evening meetings are not considered overtime unless the total daily hours exceed eight.

Senior Engineer	(Registered)	\$ 190.00 /hour
Associate Engineer	(Registered)	\$ 175.00 /hour
Assistant Engineer	(E.I.T.)	\$ 155.00 /hour
Technician, Construction Inspector		\$ 125.00 /hour
Prevailing Wage Construction Inspector		\$ 140.00 /hour
Clerical		\$ 70.00 /hour
Expert Witness/Litigation Consulting		\$ 375.00 /hour

II. Consultant will remain the judge of the level of qualification required to complete a given task. In addition to the above, all expenses (telephone, postage, materials, blueprints, xerox copies, etc.) will be billed directly, at a rate of cost plus 15%. Consultant reserves the right to utilize sub-consultants when necessary.

III. Clients are requested to contract directly with the vendors of significant outside services, such as soils engineering, aerial photography, title work, and so on. In the event that client wishes to retain the above services utilizing consultant as a billing agent, a service charge of 15% per billing will also be assessed.

IV. Mileage will be billed at a rate of \$0.65 per mile.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE MIDWAY HEIGHTS COUNTY WATER DISTRICT
AND THE PLACER HILLS FIRE PROTECTION DISTRICT**

This Memorandum of Understanding (this “**MOU**”) is made and entered into this ____ day of _____, 2026 (the “**Effective Date**”), by and between the MIDWAY HEIGHTS COUNTY WATER DISTRICT, a California county water district (“**Water District**”), and the PLACER HILLS FIRE PROTECTION DISTRICT, a California fire protection district (“**Fire District**”). The Water District and the Fire District are sometimes referred to collectively as the “**Parties**” or singularly as the “**Party**”.

RECITALS

- A. As a California county water district operating under the County Water District Law, the Water District provides drinking and irrigation water service to water consumers within its boundary.
- B. As a California fire protection district operating under the Fire Protection District Law, the Fire District provides fire protection services within its boundary.
- C. The Parties agree that the consumers, landowners, and inhabitants within their respective service areas are best serviced by a uniform policy adopted pertaining to the Parties’ responsibilities for the installation, maintenance, and use of fire hydrants.
- D. The Parties hereby desire to delineate their respective responsibilities regarding the installation, use, and maintenance of fire hydrants supplied by the irrigation system within the District’s service area.

NOW THEREFORE, the Parties hereby mutually agree as follows:

TERMS

- 1. Ownership: All public fire hydrant installations installed prior to and hereafter on the Water District’s water system shall be the property of the Water District. Any fire hydrant installed on private laterals or on other public agency water service systems shall not be the property of the Water District and are not subject to this MOU. The Water District shall provide the Fire District with a map of all fire hydrants owned by the Water District.
- 2. Fire District Use of Water / Cost: The Water District shall supply water to fire hydrants pursuant to this MOU at no cost to the Fire District, to the extent of its ability. Water supplied at no charge under this MOU shall be used by the Fire District only for fire suppression, public safety, testing, maintenance of the fire hydrants, and/or training and for no other purpose. Any other use of water by the Fire District shall be arranged for and paid for according to the Water District’s Policies and Procedures in effect at the time of use. The Fire District shall not use the treated water system under any circumstances and shall only use irrigation water accessible via the fire hydrants. If the Fire District uses treated water, it shall pay for said treated water according to the Water District’s rules and regulations.
- 3. Water Pressure and Availability of Water: The Water District will supply only such water at such pressure as may be currently available from time to time as a result of the normal operation, maintenance and repair of the Water District system including services, pipelines, valves, hydrants and other appurtenances. The Water District shall not be liable for insufficient water for fire suppression purposes.

The Water District does not guarantee water pressure sufficient for fire suppression and disclaims any and all liability for insufficient water pressure.

4. Additions and Upgrades: If at any time the Fire District requests any upgrades or additional fire hydrants for any reason, the Parties shall cooperatively work together on their installation. However, the Fire District reserves the right to decline any cost sharing and the Water District reserves the right to decline any upgrades or additional fire hydrant requests.

5. Replacement, Removal, or Discontinuation: The Water District reserves the right, in its sole discretion, to replace, relocate, remove, or temporarily or permanently discontinue hydrants as necessary for operational, safety, regulatory, or infrastructure-related reasons. The Water District shall notify and coordinate with the Fire District as soon as reasonably practicable prior to any planned removal or discontinuation of an existing hydrant. Notwithstanding the foregoing, any irrigation distribution system facilities, including fire hydrants are subject to operational limitations, maintenance needs, system pressures, supply conditions, emergencies, and unforeseen failures. The Water District does not guarantee the continuous functionality, pressure, flow, or availability of any hydrant at any particular time. Nothing in this MOU shall be construed as creating a warranty or guarantee of water supply or hydrant performance, nor shall the existence of a hydrant be deemed a representation that it will meet specific fire flow requirements under all conditions.

Water District shall not discontinue, suspend, or materially impair fire hydrant service or any activity contemplated by this MOU except in the event of emergency conditions, system failure beyond Water District's reasonable control, or for necessary maintenance, operational, safety, regulatory, or infrastructure related reasons. In the event of an emergency requiring immediate discontinuation, the Water District shall notify the Fire District as soon as reasonably practicable.

6. Maintenance and Repairs of Fire Hydrants: The Water District shall be responsible for maintenance and repair of its fire hydrants, including those damaged or destroyed by traffic accidents and vandalism. The Fire District may provide reasonable assistance, in its sole discretion, to the Water District in identifying persons who may be responsible for unauthorized use of water or damage to fire hydrants. The Fire District may provide reasonable assistance, in its sole discretion, to the Water District in enforcing removal of any easement encroachments that impede the proper use of fire hydrants within the Fire District's jurisdiction. Fire hydrant maintenance may include: the furnishing of labor and materials for the replacement and/or repair, the exercising of all external and internal fire hydrant components, and removal of weeds around fire hydrants.

7. Painting: The Water District shall be responsible for all fire hydrant painting. The Fire District and Water District shall together establish a hydrant color plan. If no such plan exists, and in the absence of any written hydrant color requests from the Fire District, the Water District shall have sole discretion to determine the hydrant color. Hydrant painting by the Water District, if any, will be completed as time and resources are available.

8. Notifications by the Parties: As soon as reasonably practicable, the Water District shall notify the Fire District of the following when it occurs within the Fire District's jurisdiction: new or relocated fire hydrants that are placed in service; repaired fire hydrants that are placed back in service; any fire hydrants that are removed from service; any proposed relocation, reconstruction, or replacement of the fire hydrants; any planned or unplanned temporary interruption of service; and any other change to the expected operation of the fire hydrants that may affect the Fire District.

Upon discovery and as soon as reasonably practicable, the Fire District shall notify the Water District in writing of any required maintenance, repair, or painting. Each Party shall provide the other Party with a designated point of contact for purposes of this Section.

9. Use by the Water District: The Water District shall have the absolute and complete right to use any fire hydrant for any use whatsoever. The Water District shall exercise reasonable precautions to keep at least one outlet at each hydrant accessible at all times to the Fire District. The Water District shall make reasonable efforts to minimize any disruption of hydrant availability.

10. Fire Flow Tests: The Parties acknowledge that fire flow testing of hydrants and the water distribution system may be necessary for fire protection planning, inspection, maintenance, development review, system evaluation, and/or compliance with applicable laws, regulations, and fire code requirements. The Water District shall work in conjunction with the Fire District to conduct fire flow testing as necessary. In general, fire flow tests shall only occur in months of low water use and only when there are no other reasons to curtail water use. Fire flow tests shall be conducted under the supervision of Water District staff. Costs associated with fire flow testing requested by the Fire District shall be borne by the Fire District unless agreed otherwise by the Parties.

11. Training: The Fire District shall provide thorough training to its personnel who may operate fire hydrants in proper methods to open and close valves to ensure that “water hammer” or pressure surges are minimized. “Water hammer” is a term used for the sudden closing of a valve in a water system, causing a pressure wave to hydraulically move through the water system. This usually causes an extremely higher than usual pressure fluctuation, potentially causing damage to the Water District’s public water system’s infrastructure, as well as connected private water systems.

12. Reliability of Supply: The Water District’s supply of untreated (raw) water is wholly dependent on deliveries from Placer County Water Agency (PCWA). PCWA’s Rules and Regulations, including Section 40407 (Attachment A), specify that untreated water deliveries are interruptible and the canal system is not designed, intended, or guaranteed for fire protection or firefighting uses.

Accordingly, the Water District makes no representation or warranty regarding the availability, pressure, flow, reliability, or continuity of untreated water for any purpose, including firefighting. All parties acknowledge that the Water District has no authority or ability to ensure service beyond the terms established by PCWA.

13. Term: This MOU shall remain in effect for a period of one year from the Effective Date (“Initial Term”). Upon expiration of the initial term, this MOU shall automatically renew for successive one-year terms unless either party provides written notice to the other of its desire to cancel this MOU. In the event such notice is given, this MOU shall terminate 120 days after notice is received. Obligations of either party under the terms of this MOU shall cease with the termination of the agreement, except those obligations that accrued up through termination date

14. Other Terms: The Parties hereby state that the Recitals are true and accurate and are fully incorporated into the terms and made an integral part of this MOU. This MOU shall be binding upon, and inure to the benefit of, the Parties hereto and their respective successors, heirs, administrators and assigns. This MOU may be amended or modified only by a written instrument executed by the Parties. No oral modifications are binding on or effective against either Party. This MOU represents the entire understanding of the Parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. Each of the Parties shall execute

and deliver any and all additional papers, documents and other assurances and shall do any and all acts and things reasonably necessary in connection with the performance of their obligations hereunder and to carry out the intent of the Parties. No failure of either Party to insist on strict performance by the other Party of this MOU or to exercise any right or remedy consequent of a breach thereof, shall constitute a waiver of any such breach or of such covenant, agreement, term, or condition whether singular or ongoing and whether or not it is the same or a different breach. For any waiver to be effective it must be in writing and signed by the waiving Party. There are no third party beneficiaries to this MOU. The provisions of this MOU shall be interpreted in a reasonable manner to effect the purpose of the Parties and this MOU. The prevailing Party in any litigation to interpret or enforce this MOU shall be entitled to recover its reasonable attorneys' fees and costs. All Parties to this MOU warrant and represent that they have the power and authority to enter into this MOU. This MOU may be signed in counterparts, each of which will constitute an original. Liability shall not transfer to any party as a result of this MOU. Each Party shall be responsible for the damages caused by the negligent actions, inactions, or otherwise of its employees, agents, volunteers, or contractors.

[SIGNATURES ON NEXT PAGE]

SIGNATURE PAGE TO:

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE MIDWAY HEIGHTS COUNTY WATER DISTRICT
AND THE PLACER HILLS FIRE PROTECTION DISTRICT**

IN WITNESS WHEREOF, the Parties have executed this MOU and made effective as of the Effective Date first written above.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

BY: _____
NAME: Pauline Nevins
TITLE: Board President

APPROVED AS TO FORM:

BY: _____
NAME: Brian Hughes
TITLE: General Counsel, Best Best & Krieger

PLACER HILLS FIRE PROTECTION DISTRICT

BY: _____
NAME: Ian Gow
TITLE: Fire Chief

APPROVED AS TO FORM:

BY: _____
NAME: _____
TITLE: _____

Sec. 40407 SPECIAL CONDITIONS FOR WATER THROUGH UNTREATED WATER SYSTEM.

- a) Interruptible supply. Agency does not guarantee a continuous and uninterrupted supply and reserves the right to temporarily suspend the delivery of water when it is necessary to take the whole or any part of its water system out of service for the purpose of cleaning, maintaining, or repairing, or when necessary to allocate available water supplies during supply interruptions or drought. The Agency may temporarily suspend service for up to 48 hours to allow a customer to install a shutoff valve between the Agency's delivery point and the private delivery served directly off a canal or between the Agency's delivery point and a shared delivery point. The Agency does not temporarily suspend service in order to resolve private side issues (e.g. repairs, disputes, etc.). Untreated Water from open ditches, canals, and conduits is not intended nor offered for fire protection/firefighting purposes.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

May 2026

REGULAR BOARD MEETING
July 16, 2026

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (04/30/26) **\$ 411,832.87**

*(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 (05/31/2026--Reconciled to Checking Account #1670 General) ** **\$ 61,263.40**

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (05/31/26-- Reconciled Money Market Account #6809 Tank Loan) ** **\$ 76,682.93**

**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 (12/31/25) **\$420,737.09**

APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF MAY 2026



Treasurer of the Board

Balances shown for the MHCWD funds on deposit with the Placer County Treasurer were obtained from the most current reports provided to MHCWD by the Placer County Auditor's Office.

1:46 PM
06/17/26

Midway Heights CWD
Reconciliation Summary

10005 - Cash in Checking-1670, Period Ending 05/31/2026

	<u>May 31, 26</u>
Beginning Balance	44,307.71
Cleared Transactions	
Checks and Payments - 32 items	-76,939.14
Deposits and Credits - 23 items	93,894.83
	<u>16,955.69</u>
Total Cleared Transactions	
Cleared Balance	<u><u>61,263.40</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-8,892.30
	<u>-8,892.30</u>
Total Uncleared Transactions	
Register Balance as of 05/31/2026	<u><u>52,371.10</u></u>
New Transactions	
Checks and Payments - 2 items	-3,079.15
Deposits and Credits - 4 items	23,026.22
	<u>19,947.07</u>
Total New Transactions	
Ending Balance	<u><u>72,318.17</u></u>

1:47 PM
06/17/26

Midway Heights CWD
Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 05/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						44,307.71
Cleared Transactions						
Checks and Payments - 32 items						
Bill Pmt -Check	04/09/2026	10049	Ferguson Waterw...	X	-6,097.38	-6,097.38
Bill Pmt -Check	04/09/2026	10054	Sauers Engineeri...	X	-1,850.00	-7,947.38
Bill Pmt -Check	04/09/2026	10058	Wyatt Paul	X	-37.53	-7,984.91
Bill Pmt -Check	05/01/2026	eft	Aborn Powers	X	-809.49	-8,794.40
Bill Pmt -Check	05/04/2026	eft	PCWA	X	-11,552.48	-20,346.88
Bill Pmt -Check	05/04/2026	eft	PCWA	X	-1,925.30	-22,272.18
Bill Pmt -Check	05/05/2026	eft	Paycom	X	-14,392.54	-36,664.72
Bill Pmt -Check	05/05/2026	eft	Paycom	X	-3,180.19	-39,844.91
Bill Pmt -Check	05/06/2026	eft	Paycom	X	-403.25	-40,248.16
Check	05/08/2026	EFT	Wells Fargo Bank	X	-7,471.66	-47,719.82
Bill Pmt -Check	05/11/2026	eft	PG&E	X	-181.99	-47,901.81
Check	05/11/2026		Wells Fargo	X	-170.30	-48,072.11
Check	05/11/2026	1664	Wells Fargo Bank	X	-128.06	-48,200.17
Bill Pmt -Check	05/11/2026	eft	AT&T U-verse	X	-107.00	-48,307.17
Bill Pmt -Check	05/11/2026	eft	PG&E	X	-74.09	-48,381.26
Bill Pmt -Check	05/11/2026	eft	Paychex, Inc.	X	-24.00	-48,405.26
Bill Pmt -Check	05/12/2026	eft	CalPERS Retire ...	X	-2,312.85	-50,718.11
Bill Pmt -Check	05/12/2026	eft	CalPERS Health ...	X	-2,105.14	-52,823.25
Bill Pmt -Check	05/13/2026	10065	Hydros Engineeri...	X	-8,565.00	-61,388.25
Bill Pmt -Check	05/13/2026	10067	California Bank & ...	X	-4,519.20	-65,907.45
Bill Pmt -Check	05/13/2026	10064	Ferguson Waterw...	X	-3,290.75	-69,198.20
Bill Pmt -Check	05/13/2026	10069	TiffanyJ	X	-2,171.16	-71,369.36
Bill Pmt -Check	05/13/2026	10068	Summit Pipelines	X	-1,800.00	-73,169.36
Bill Pmt -Check	05/13/2026	10066	US Bank	X	-1,744.23	-74,913.59
Bill Pmt -Check	05/13/2026	10063	Best Best & Krieg...	X	-1,235.00	-76,148.59
Bill Pmt -Check	05/13/2026	10062	Anderson's Sierra...	X	-139.31	-76,287.90
Bill Pmt -Check	05/18/2026	eft	Verizon Wireless	X	-153.40	-76,441.30
Bill Pmt -Check	05/19/2026	eft	PG&E	X	-183.42	-76,624.72
Bill Pmt -Check	05/20/2026	eft	Frontier Communi...	X	-73.32	-76,698.04
Bill Pmt -Check	05/20/2026	eft	Frontier Communi...	X	-73.32	-76,771.36
Check	05/20/2026	EFT	Wells Fargo Bank	X	-62.14	-76,833.50
Bill Pmt -Check	05/21/2026	eft	ChoiceBuilder Ins...	X	-105.64	-76,939.14
Total Checks and Payments					-76,939.14	-76,939.14
Deposits and Credits - 23 items						
Bill Pmt -Check	04/09/2026	10041	ACWA	X	0.00	0.00
Deposit	05/01/2026			X	219.96	219.96
Deposit	05/04/2026			X	219.19	439.15
Deposit	05/04/2026			X	312.00	751.15
Deposit	05/04/2026			X	1,238.97	1,990.12
Deposit	05/06/2026			X	400.00	2,390.12
Deposit	05/07/2026			X	47,575.45	49,965.57
Deposit	05/08/2026			X	1,427.90	51,393.47
Deposit	05/11/2026			X	145.41	51,538.88
Deposit	05/11/2026			X	240.78	51,779.66

1:47 PM
06/17/26

Midway Heights CWD
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 05/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	05/11/2026			X	2,017.25	53,796.91
Deposit	05/11/2026			X	4,549.82	58,346.73
Deposit	05/13/2026			X	225.40	58,572.13
Deposit	05/14/2026			X	284.78	58,856.91
Deposit	05/14/2026			X	7,717.28	66,574.19
Deposit	05/18/2026			X	7,524.68	74,098.87
Deposit	05/21/2026			X	2,626.59	76,725.46
Deposit	05/22/2026			X	400.00	77,125.46
Deposit	05/26/2026			X	200.53	77,325.99
Deposit	05/26/2026			X	525.60	77,851.59
Deposit	05/26/2026			X	1,096.88	78,948.47
Deposit	05/27/2026			X	10,957.12	89,905.59
Deposit	05/29/2026			X	3,989.24	93,894.83
Total Deposits and Credits					93,894.83	93,894.83
Total Cleared Transactions					16,955.69	16,955.69
Cleared Balance					16,955.69	61,263.40
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	05/21/2026	10071	Griswold Industries		-8,731.22	-8,731.22
Bill Pmt -Check	05/21/2026	10070	Cooks Portable T...		-161.08	-8,892.30
Total Checks and Payments					-8,892.30	-8,892.30
Total Uncleared Transactions					-8,892.30	-8,892.30
Register Balance as of 05/31/2026					8,063.39	52,371.10
New Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	06/01/2026	10073	TiffanyJ		-2,171.16	-2,171.16
Bill Pmt -Check	06/01/2026	10072	ACWA Joint Pow...		-907.99	-3,079.15
Total Checks and Payments					-3,079.15	-3,079.15
Deposits and Credits - 4 items						
Deposit	06/01/2026				3,073.60	3,073.60
Deposit	06/03/2026				3,846.87	6,920.47
Deposit	06/08/2026				11,184.29	18,104.76
Deposit	06/15/2026				4,921.46	23,026.22
Total Deposits and Credits					23,026.22	23,026.22
Total New Transactions					19,947.07	19,947.07
Ending Balance					28,010.46	72,318.17

2:41 PM
06/17/26

Midway Heights CWD
Reconciliation Summary

10009 · Cal Bank and Trust-6809, Period Ending 05/31/2026

	<u>May 31, 26</u>
Beginning Balance	44,762.69
Cleared Transactions	
Deposits and Credits - 3 items	<u>31,920.24</u>
Total Cleared Transactions	<u>31,920.24</u>
Cleared Balance	<u><u>76,682.93</u></u>
Uncleared Transactions	
Deposits and Credits - 1 item	<u>45.00</u>
Total Uncleared Transactions	<u>45.00</u>
Register Balance as of 05/31/2026	<u><u>76,727.93</u></u>
New Transactions	
Deposits and Credits - 1 item	<u>4,519.20</u>
Total New Transactions	<u>4,519.20</u>
Ending Balance	<u><u>81,247.13</u></u>

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06/17/26

Midway Heights CWD
Reconciliation Detail

10009 - Cal Bank and Trust-6809, Period Ending 05/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						44,762.69
Cleared Transactions						
Deposits and Credits - 3 items						
Bill	05/01/2026	May ...	California Bank & ...	X	4,519.20	4,519.20
Deposit	05/18/2026			X	27,392.99	31,912.19
Deposit	05/31/2026			X	8.05	31,920.24
Total Deposits and Credits					31,920.24	31,920.24
Total Cleared Transactions					31,920.24	31,920.24
Cleared Balance					31,920.24	76,682.93
Uncleared Transactions						
Deposits and Credits - 1 item						
Check	12/30/2025		California Bank & ...		45.00	45.00
Total Deposits and Credits					45.00	45.00
Total Uncleared Transactions					45.00	45.00
Register Balance as of 05/31/2026					31,965.24	76,727.93
New Transactions						
Deposits and Credits - 1 item						
Bill	06/01/2026	June ...	California Bank & ...		4,519.20	4,519.20
Total Deposits and Credits					4,519.20	4,519.20
Total New Transactions					4,519.20	4,519.20
Ending Balance					36,484.44	81,247.13

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

June 2026

REGULAR BOARD MEETING
July 16, 2026

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (05/31/26) **\$ 413,203.59**

*(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 (06/30/2026--Reconciled to Checking Account #1670 General) ** **\$ 50,606.69**

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (06/30/26-- Reconciled Money Market Account #6809 Tank Loan) ** **\$ 76,695.03**

**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 (12/31/25) **\$420,737.09**

APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF JUNE 2026

T. Di Paola

7/9/2026

Treasurer of the Board

Balances shown for the MHCWD funds on deposit with the Placer County Treasurer were obtained from the most current reports provided to MHCWD by the Placer County Auditor's Office.
BP 55G:\Shared drives\2_Admin\09-Financial\FUND SUMS\Fund Sums 2026\2026-05\2026-06.docx

2:44 PM
07/06/26

Midway Heights CWD
Reconciliation Summary

10005 · Cash in Checking-1670, Period Ending 06/30/2026

	Jun 30, 26
Beginning Balance	61,263.40
Cleared Transactions	
Checks and Payments - 23 items	-50,115.46
Deposits and Credits - 24 items	39,458.75
Total Cleared Transactions	-10,656.71
Cleared Balance	50,606.69
Uncleared Transactions	
Checks and Payments - 3 items	-13,263.74
Total Uncleared Transactions	-13,263.74
Register Balance as of 06/30/2026	37,342.95
New Transactions	
Deposits and Credits - 1 item	882.05
Total New Transactions	882.05
Ending Balance	38,225.00

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Midway Heights CWD
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						61,263.40
Cleared Transactions						
Checks and Payments - 23 items						
Bill Pmt -Check	05/21/2026	10071	Griswold Industries	X	-8,731.22	-8,731.22
Bill Pmt -Check	05/21/2026	10070	Cooks Portable T...	X	-161.08	-8,892.30
Bill Pmt -Check	06/01/2026	eft	PCWA	X	-10,770.14	-19,662.44
Bill Pmt -Check	06/01/2026	eft	PCWA	X	-4,763.09	-24,425.53
Bill Pmt -Check	06/01/2026	10073	TiffanyJ	X	-2,171.16	-26,596.69
Bill Pmt -Check	06/01/2026	10072	ACWA Joint Pow...	X	-907.99	-27,504.68
Bill Pmt -Check	06/01/2026	eft	Aborn Powers	X	-809.49	-28,314.17
Bill Pmt -Check	06/04/2026	eft	Paycom	X	-13,044.22	-41,358.39
Bill Pmt -Check	06/04/2026	eft	Paycom	X	-2,749.82	-44,108.21
Bill Pmt -Check	06/04/2026	eft	Paycom	X	-403.25	-44,511.46
Bill Pmt -Check	06/08/2026	eft	PG&E	X	-137.99	-44,649.45
Bill Pmt -Check	06/08/2026	eft	AT&T U-verse	X	-107.00	-44,756.45
Bill Pmt -Check	06/08/2026	eft	PG&E	X	-68.66	-44,825.11
Bill Pmt -Check	06/08/2026	eft	PG&E	X	-2.83	-44,827.94
Check	06/11/2026		Wells Fargo	X	-281.13	-45,109.07
Bill Pmt -Check	06/15/2026	eft	CalPERS Health ...	X	-2,105.14	-47,214.21
Bill Pmt -Check	06/16/2026	eft	PG&E	X	-188.78	-47,402.99
Bill Pmt -Check	06/17/2026	eft	Verizon Wireless	X	-153.44	-47,556.43
Bill Pmt -Check	06/22/2026	eft	CalPERS Retire ...	X	-2,194.35	-49,750.78
Bill Pmt -Check	06/22/2026	eft	Frontier Communi...	X	-98.77	-49,849.55
Bill Pmt -Check	06/22/2026	eft	Frontier Communi...	X	-98.77	-49,948.32
Bill Pmt -Check	06/23/2026	eft	ChoiceBuilder Ins...	X	-105.00	-50,053.32
Check	06/26/2026	1665	Wells Fargo	X	-62.14	-50,115.46
Total Checks and Payments					-50,115.46	-50,115.46
Deposits and Credits - 24 items						
Deposit	06/01/2026			X	22.00	22.00
Deposit	06/01/2026			X	3,077.60	3,099.60
Deposit	06/03/2026			X	2,907.29	6,006.89
Deposit	06/03/2026			X	3,846.87	9,853.76
Deposit	06/04/2026			X	772.54	10,626.30
Deposit	06/04/2026			X	793.18	11,419.48
Deposit	06/05/2026			X	844.31	12,263.79
Deposit	06/08/2026			X	526.16	12,789.95
Deposit	06/08/2026			X	995.45	13,785.40
Deposit	06/08/2026			X	11,184.29	24,969.69
Deposit	06/09/2026			X	134.02	25,103.71
Deposit	06/10/2026			X	218.46	25,322.17
Deposit	06/12/2026			X	360.00	25,682.17
Deposit	06/15/2026			X	143.69	25,825.86
Deposit	06/15/2026			X	1,071.80	26,897.66
Deposit	06/15/2026			X	4,921.46	31,819.12
Deposit	06/17/2026			X	269.13	32,088.25
Deposit	06/17/2026			X	950.85	33,039.10
Deposit	06/22/2026			X	422.89	33,461.99

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Midway Heights CWD
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	06/22/2026			X	839.08	34,301.07
Deposit	06/22/2026			X	3,987.20	38,288.27
Deposit	06/23/2026			X	143.69	38,431.96
Deposit	06/25/2026			X	763.16	39,195.12
Deposit	06/30/2026			X	263.63	39,458.75
Total Deposits and Credits					39,458.75	39,458.75
Total Cleared Transactions					-10,656.71	-10,656.71
Cleared Balance					-10,656.71	50,606.69
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	06/25/2026	10075	Hall Procurement		-5,244.54	-5,244.54
Bill Pmt -Check	06/25/2026	10074	California Bank & ...		-4,519.20	-9,763.74
Bill Pmt -Check	06/25/2026	10076	Veronica Marie B...		-3,500.00	-13,263.74
Total Checks and Payments					-13,263.74	-13,263.74
Total Uncleared Transactions					-13,263.74	-13,263.74
Register Balance as of 06/30/2026					-23,920.45	37,342.95
New Transactions						
Deposits and Credits - 1 item						
Deposit	07/02/2026				882.05	882.05
Total Deposits and Credits					882.05	882.05
Total New Transactions					882.05	882.05
Ending Balance					-23,038.40	38,225.00

10:36 AM
07/09/26

Midway Heights CWD
Reconciliation Summary

10009 · Cal Bank and Trust-6809, Period Ending 06/30/2026

	<u>Jun 30, 26</u>
Beginning Balance	76,682.93
Cleared Transactions	
Deposits and Credits - 1 item	<u>12.10</u>
Total Cleared Transactions	<u>12.10</u>
Cleared Balance	<u><u>76,695.03</u></u>
Uncleared Transactions	
Deposits and Credits - 2 items	<u>4,564.20</u>
Total Uncleared Transactions	<u>4,564.20</u>
Register Balance as of 06/30/2026	<u><u>81,259.23</u></u>
New Transactions	
Deposits and Credits - 1 item	<u>4,519.20</u>
Total New Transactions	<u>4,519.20</u>
Ending Balance	<u><u>85,778.43</u></u>

10:36 AM
07/09/26

Midway Heights CWD
Reconciliation Detail

10009 - Cal Bank and Trust-6809, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						76,682.93
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2026			X	12.10	12.10
Total Deposits and Credits					12.10	12.10
Total Cleared Transactions					12.10	12.10
Cleared Balance					12.10	76,695.03
Uncleared Transactions						
Deposits and Credits - 2 items						
Check	12/30/2025		California Bank & ...		45.00	45.00
Bill	06/01/2026	June ...	California Bank & ...		4,519.20	4,564.20
Total Deposits and Credits					4,564.20	4,564.20
Total Uncleared Transactions					4,564.20	4,564.20
Register Balance as of 06/30/2026					4,576.30	81,259.23
New Transactions						
Deposits and Credits - 1 item						
Bill	07/01/2026	July ...	California Bank & ...		4,519.20	4,519.20
Total Deposits and Credits					4,519.20	4,519.20
Total New Transactions					4,519.20	4,519.20
Ending Balance					9,095.50	85,778.43

MEMORANDUM

TO: MHCWD BOARD OF DIRECTORS
FROM: Teddi Deppner, Secretary to the Board
RE: Procurement Policy Update

The District's current Procurement Policy was established in 1995. To bring the policy up to date, District requested review and revision by District legal counsel. Brian Hughes, Best Best & Krieger, LLC, provided a complete overhaul of the policy. See Attachment A – Revised Purchasing & Procurement Policy.

Because the changes were extensive, a marked up version is also provided, showing the revised policy where a direct replacement was made or referencing where broader changes were made. See Attachment B – Original Procurement Policy with markup.

Differences of particular note between the two policies:

- The original policy only covered purchase of supplies and equipment; the revised policy covers all purchasing categories, including public works projects, consultants and services, etc.
- Thresholds for purchasing authority have changed. Whereas the original policy stated any purchase greater than \$1,500 required Board approval, now the General Manager has authority to make purchases (within the approved budget) up to \$5,000 without specific Board approval. This amount was determined by reviewing the procurement policies of five other special districts with similar annual budgets.
- In the revised policy, Emergency Purchase authority does not require the verbal consent of at least two members of the Board of Directors.

ATTACHMENT A:

MIDWAY HEIGHTS COUNTY WATER DISTRICT POLICIES AND PROCEDURES

PURCHASING AND PROCUREMENT POLICY

1. Introduction

The District has a responsibility to acquire the best value in supplies, materials, equipment, operating and maintenance services, consultant services, and public works projects from various suppliers, contractors, and consultants.

This Policy provides guidance and instructions to employees involved in the purchasing and procurement process.

2. Objectives of Purchasing and Procurement Policy

This Purchasing and Procurement Policy has been developed to achieve the following objectives:

- Standardize the procedures by which the District conducts business with its suppliers, contractors, and consultants.
- Ensure impartiality and competition in purchasing and procurement transactions whenever possible.
- Establish purchasing and procurement authorization procedures, delegation of authority, and accountability.
- Implement effective documentation, processing, accounting, reporting, and audit trail systems to support purchasing and procurement activities.
- Maximize effective use of the District's financial and personnel resources.

3. Personnel Standards of Conduct

All personnel engaging in purchasing and procurement activities on behalf of the District shall employ the following standard practices:

- Consider, first, the interests and needs of the District in all transactions.
- Carry out the established policies of the District.
- Buy without prejudice and seek to obtain the maximum value for each expenditure of public funds.
- Subscribe to and work for honesty and truth in purchasing and procurement, and denounce all forms of commercial bribery.

No District employee involved in purchasing shall maintain a financial interest or have any personal beneficial interest, directly or indirectly, in any contract or purchase of supplies, materials, equipment, services, or public works projects used by or furnished to the District.

4. Purchasing Categories

District purchases typically are within the following seven categories:

1. General Purchases
2. Consultant Services
3. Public Works Projects
4. Petty Cash Purchases
5. Emergency Purchases
6. Single Source Purchases
7. Real Property

When considering purchases or procurements in any category except emergency purchases, the District's current Operating Budget should be reviewed to ensure compliance with anticipated expenditures and revenues. Purchases outside the approved budget amount for any given category, aside from qualifying Emergency Purchases, require Board approval.

5. General Purchases

This category consists of the following general purchase classifications:

- Supplies including office and field supplies, fuels, etc.
- Material including waterworks materials, trench backfill material, etc.
- Equipment including office equipment, vehicles, tools, etc.
- Software and other intangible goods.
- Settling minor claims or potential claims against the District, including the payment of severance.

6. Services

This category includes Operating and Maintenance Services including service contracts and agreements, equipment repairs, etc. and specialized professional services including, but not limited to, surveyors, engineers, architects, attorneys/legal counsel, auditors, management consultants, financial consultants, technical consultants, and short-term personal services less than 30 days. Contracts for less than \$50,000 shall require quotes and above \$50,000 shall require formal RFP/RFQs.

7. Public Works Projects

Public works projects means an agreement for the erection, construction, alteration, repair, or improvement for the District's water distribution system, groundwater production facilities, and/or the administrative and corporation yard facilities. Public Works Projects do not include maintenance which is understood as routine, recurring work to preserve public facilities which is procured through regular services procurements. Said contractors are to be considered for selection when a specific improvement project exceeds the available personnel, equipment, and technical expertise of the District. Payment of the prevailing wage for construction labor classifications as determined by the State of California is

required from contractors providing public works project construction for the District. A ten percent (10%) bid security is required for sealed competitive bids. If the public works project is greater than \$25,000, a Payment bond in an amount not less than 100% of the total amount payable pursuant to the public works contract shall be retained by the contractor. A performance bond may also be required.

8. Petty Cash Purchases

This category is comprised of small, day-to-day, over-the-counter purchases made on behalf of the District using Petty Cash. A Petty Cash fund shall be maintained and managed per Policies & Procedures 2.1.H Petty Cash Fund.

9. Emergency Purchases

This category constitutes purchases required during times of duress when the requirements for competitive purchasing and procurement can be waived. In such cases where purchases are made outside of normal procedures, records must be maintained to indicate the vendor, types, quantities, and disposition of items purchased or services procured. If possible, informal or facsimile quotations should be obtained and documented.

The General Manager or designee shall have the authority to issue purchase orders and make purchases/procurements during emergency conditions. Conditions qualify as an emergency when it affects public health, safety, or welfare, or when it is required to continue the vital operations of the District or to prevent a significant loss of District assets. Whenever emergency purchases and procurements are made, a report and full accounting of expenditures shall be provided to the Board of Directors for ratification at the board meeting following the emergency event.

10. Single-Source Purchases

This category makes allowances for the infrequent, but sometimes necessary, purchase from a supplier that is the only acceptable vendor able to furnish a certain product or service. Inasmuch as single-source purchases are an exception to competition, care must be exercised and consideration given to the following:

- Is there a lack of responsible competition for the product or service?
- Does the vendor possess exclusive and/or predominant capabilities?
- Is the product or service unique and easily established as one-of-a-kind?
- Would utilizing a single-source result in future operational or maintenance savings.
- Are there patented or proprietary rights that fully demonstrate a superior patented feature not obtainable from similar products, or a product or service available from only one source rather than dealers and retailers from which competition could be encouraged?

- Can the District's requirements be modified so that competitive products or services may be used without sacrificing product quality and vendor responsiveness?

Further, in accordance with Public Contract Code section 3400(c), the District may make a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- In order that a field test or experiment may be made to determine the product's suitability for future use.
- In order to match other products in use on a particular public improvement either completed or in the course of completion.
- In order to obtain a necessary item that is only available from one source.
- In order to respond to an emergency declared by the District, but only if the declaration is approved by a unanimous vote of the Board.
- In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the District.

11. Real Property

This category includes easements, fee title and other interests in real property. Due to the individualized nature of real property, all purchases may be by negotiated purchase.

12. Purchasing Levels and Authority

Below are tables listing the various purchasing categories and the authority for individual purchases:

	General Manager	Board of Directors
General: supplies, materials, equipment,	\$5,000 or less	Greater than \$5,000
Consultant Services	\$5,000 or less	Greater than \$5,000
Public Works Projects	\$5,000 or less	Greater than \$5,000
Petty Cash	See Policies & Procedures 2.1.H	
Emergency Authority:	All amounts but General Manager shall notify Board of	

	Directors for ratification at the next regular board meeting	
Single Source	\$5,000 or less	Greater than \$5,000
Real Property	-	Any amount

Procurement limits shall apply on a single project basis for services or purchase basis for materials. Multiple procurements from a single provider or purchaser shall be judged individually. However, splitting or separating of materials, supplies, services, and projects for the express purpose of evading the requirements of this Policy is strictly prohibited.

13. Informal Solicitations

All purchases or contracts for materials, supplies, equipment and services will be based, whenever possible and practicable, on some form of competition. There may be exceptions to the competitive process for emergency conditions, supply or source limitations, or other circumstances with justifications for such waiver being documented prior to the acquisition. The following guidelines shall be used for obtaining quotes or proposals including for public works projects:

Estimated Value	Number and Type of Quotations
\$0 – \$499	None.
\$500 – \$4,999	At least one verbal or written quote
\$5,000 – \$49,999	At least two written quotes or use of bidder's
\$50,000 +	Formal Quotations

Written quotes may be either hard-copy quotes received in the mail, via facsimile or via electronic transmission. Written quotes or the justification for not obtaining quotes shall be maintained in the project file.

Notwithstanding, all awards of professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

Quotes may not be available for common items normally found in retail establishments (i.e., Home Depot, Lowe's, etc.), unless in bulk or special order. The purchase of common

consumer items is acceptable without a quote, but a contractor's discount should be sought if a business account is established.

14. Formal Quotations

Formal solicitation procedures shall be required for procurements estimated to be \$200,000 or greater. The use of an online solicitation system is acceptable for formal solicitations, as well the receipt of formal solicitations (unless specifically stated otherwise within the solicitation documents). In addition, the notice to bidders or request for proposal shall:

1. At a minimum, be advertised in one general circulation newspaper within the District's geographic boundaries or advertised electronically on an appropriate regional purchasing website.
2. Whenever possible and practical, provide a minimum of fourteen (14) calendar days for response, unless otherwise required by the Public Contract Code.
3. Require the receipt of a minimum of two (2) competitive responses or more, when available.

Proposals and quotations may be publicly unsealed, and respective dollar amount(s) announced. Award details shall be made available following the award of a contract. The basis for award of the contract shall be set forth in the solicitation documents. Written responses to the notice to bidders or request for proposal shall be maintained in the project file.

The formal competitive solicitation process may be waived at the discretion of the General Manager or designee during a qualifying emergency (see the **Emergency Purchases** section).

15. Public Works Bidding

The County Water District Law does not maintain competitive bidding for public works except in limited cases. In such cases or when required by law, the District shall utilize all competitive processes mandated by the Public Contract Code.

The District may develop and utilize a bidder's list in lieu of receiving two written quotes for public works. In such event, the District shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the General Manager or designee. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due. The project shall be awarded to the lowest responsible and responsive bidder.

For other public works solicitations, the District may utilize the process identified in Sections 12 or 13 of this Policy for public works, as applicable. In addition to such

procedures, public work bids shall be publicly unsealed, and respective dollar amount(s) announced. The Board of Directors may waive public bidding for any public work at its discretion and subject to the limits of applicable law.

16. Cooperative Purchasing

In lieu of conducting an informal or formal solicitation, the District may utilize cooperative and piggyback procurements that are based on competitive processes that are substantially consistent with the requirements of this Policy. Documentation of this finding and its basis shall be maintained in the project file.

17. Task Order Agreements

The District may execute task order agreements with vendors. The procurement process set forth in this policy shall apply to the initial award of the agreement. During the term of the agreement, the General Manager may issue individual task orders within budgeted amounts. The General Manager may approve amendments to update billing rates and fee schedules as necessary.

18. Change Orders

A change order is required when work or services performed pursuant to a contract will exceed the approved original contract amount or changes in the scope of work are required. A written request for change order must be completed and approved before a change order can be authorized. Except for emergency situations, Board approval is required for any change order or amendment that exceeds ten percent of the initial contract amount. Subsequent change orders or amendments shall be aggregated so that Board approval is required once the total amount approved by change order or amendment exceeds ten percent of the initial contract amount. The Board may delegate additional authority for change orders or amendments when approving any contract.

19. Purchasing Cycle

Regardless of the type of item or service being acquired, each transaction proceeds through the following nine distinct stages in varying degrees:

1. Assessment and determination of need
2. Research and/or development of specifications
3. Estimation of anticipated cost
4. Solicitation and evaluation of quotations, bids, or proposals
5. Selection and approval of purchase
6. Award of contract or order
7. Delivery and Inspection
8. Receipt of invoice, reconciliation with delivery ticket, verification of pricing by purchasing coordinator/agent
9. Payment

20. Purchase Orders

Purchase orders may be necessary from time to time to facilitate purchase of required products or services. The District's officers (Directors, Secretary, Assessor/Collector, and Treasurer), and the General Manager are authorized to execute purchase orders on behalf of the District.

21. Purchasing/Procurement Authority

Purchasing and procurement authority not heretofore specifically designated is hereby retained by the Board of Directors. The General Manager, at his or her discretion, may delegate purchasing authority to staff. Such delegation shall be in writing.

22. Project File

The General Manager or designee shall maintain a project file for each purchase. The project file may be maintained electronically or in hard copy consistent with applicable law and the District's retention policy

ATTACHMENT B:

MIDWAY HEIGHTS COUNTY WATER DISTRICT POLICIES AND PROCEDURES

PROCUREMENT POLICY **GOVERNING PURCHASES OF** **DISTRICT SUPPLIES & EQUIPMENT**

~~In keeping with Government Code Section 54202, which requires the District to adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the District, the Board of Directors of Midway Heights County Water District does hereby adopt and implement the following regulations:~~
The District has a responsibility to acquire the best value in supplies, materials, equipment, operating and maintenance services, consultant services, and public works projects from various suppliers, contractors, and consultants.

This Policy provides guidance and instructions to employees involved in the purchasing and procurement process.

SECTION I - APPLICABILITY

~~This policy shall apply only to purchases by the District of supplies and equipment, including, but not necessarily limited to, vehicles, equipment, tools, computers and other office machines, office supplies, and furniture. It shall not apply to the award of construction contracts for public works projects, consultant or service contracts, utility service contracts, procurement of insurance and bonds, or the purchase of fuel, oil, or other vehicle maintenance supplies.~~ District purchases typically are within the following seven categories:

1. General Purchases
2. Consultant Services
3. Public Works Projects
4. Petty Cash Purchases
5. Emergency Purchases
6. Single Source Purchases
7. Real Property

When considering purchases or procurements in any category except emergency purchases, the District's current Operating Budget should be reviewed to ensure compliance with anticipated expenditures and revenues. Purchases outside the approved budget amount for any given category, aside from qualifying Emergency Purchases, require Board approval.

[The new policy goes on to describe each category and detail their policies.]

SECTION II - PURCHASING AGENT

~~The General Manager shall act as the purchasing agent for the District in connection with purchasing supplies and equipment, and he/she shall have general~~

~~responsibility over such matters in accordance with this policy.~~ Purchasing and procurement authority not heretofore specifically designated is hereby retained by the Board of Directors. The General Manager, at his or her discretion, may delegate purchasing authority to staff. Such delegation shall be in writing.

SECTION III - PURCHASES LESS THAN \$1,500.00

~~For a purchase of supplies and equipment of estimated value less than \$1,500.00, the General Manager shall make the purchase on the open market, seeking the most favorable terms and price through negotiation, comparative pricing, and/or informal competitive bidding. If there are unappropriated funds available in the approved budget for the purchase, then the General Manager may approve the purchase, subject to the Board of Directors' approval and execution of a warrant for the purchase, in the usual manner of approving warrants. If there are not appropriated funds within the approved District budget, then the purchase must be authorized in advance by the Board of Directors.~~

When considering purchases or procurements in any category except emergency purchases, the District's current Operating Budget should be reviewed to ensure compliance with anticipated expenditures and revenues. Purchases outside the approved budget amount for any given category, aside from qualifying Emergency Purchases, require Board approval.

[There is no mention of "warrants" in the new policy.

The General Manager may make purchases of \$5,000 or less without additional Board approval when it aligns with the already-approved budget.]

SECTION IV - PURCHASES \$1,500.00 TO \$10,000.00

~~— A purchase of supplies and equipment of estimated value of \$1,500.00 to \$10,000.00, must be authorized in advance by the Board of Directors, as a listed agenda item at a board meeting.~~

~~— Prior to the board meeting at which the purchase is to be considered, the General Manager shall obtain three comparative prices for the supplies or equipment on the open market, seeking the most favorable terms and prices through negotiation, comparative pricing, and/or informal competitive bidding. The requirement of three comparative prices may be waived if one of the following exceptions applies: (A) the item can be obtained from only one (or two) vendor(s) or supplier(s); (B) the item is to be purchased from the State of California list of sale items; (C) the item constitutes an emergency purchase (see Section VI); or (D) the Board of Directors determines otherwise in regards to the purchase of the item.~~

~~Upon consideration of the purchase, the Board may, at its discretion: (1) authorize the purchase based on the comparative prices provided; (2) reject the comparative prices provided, and direct that further pricing for the purchase be obtained; or (3) reject the purchase.~~

SECTION V -- PURCHASES \$10,000.00 AND OVER

~~A purchase of supplies and equipment of estimated value greater than \$10,000.00, shall be made pursuant to the bidding procedures in this section, unless one of the following exceptions applies: (A) the item can be obtained from only one (or two) vendor(s) or supplier(s); (B) the item is to be purchased from the State of California list of sale items; (C) the item constitutes an emergency purchase (see Section VI); or (D) the Board of Directors determines otherwise in regards to the purchase of the item. The bidding procedures are as follows:~~

~~A. The General Manager shall prepare a notice inviting bids for the purchase,~~ which shall include a general description of the supplies and/or equipment to be purchased (also bid specifications, if appropriate), the deadline for receipt of sealed bids, and the time and place for the bid opening. The notice inviting bids shall be posted in at least three public places in and/or around the District, and shall be distributed to responsible prospective suppliers and vendors, as deemed appropriate by the General Manager. When the General Manager deems it appropriate, a bidder's security may be required in a form and amount as determined by the General Manager. If a bidder's security is to be required, such requirement shall be set forth in the notice inviting bids.

~~B. At the time and place for bid opening, the bids shall be opened in public.~~ The General Manager shall tabulate all bids received, and keep them open for public inspection. At the next (or concurrent) meeting of the Board of Directors following the opening of the bids, the General Manager shall present the bids to the Board and make a recommendation on an award to the lowest responsible bidder. At its discretion, the Board may (1) award the purchase to the lowest responsible bidder; (2) reject all bids and re-advertise for bids; (3) reject all bids and not proceed with the purchase; or (4) reject all bids and direct that an open market purchase be made by the General Manager, provided that the price paid on the open market shall not exceed the bid of the lowest responsible bidder.

~~C. — Upon award to the lowest responsible bidder, the purchase shall be confirmed by a written invoice, purchase order, or contract. If a bid security was required, and the successful bidder does not proceed with the sale to the District within 10 days from the date of the award, the bidder shall forfeit the bid security.~~

~~"Lowest responsible bidder", as used in this section, shall mean that bidder which submits a timely, complete, and fully responsive bid, and which best responds in price, quality, service, fitness, and capacity to meet the particular requirements of the District. Price alone shall not be the determinative factor, but shall be considered along with other factors including, but not limited to, the ability of the bidder to deliver, quality, availability of parts or service, prior experience with the bidder, and any other factors relating to the particular needs of the District for the supplies and/or equipment to be purchased. The District may, at its discretion, waive any irregularity, or informality, in any bid.~~

[These sections have been completely replaced by the detailed policies for each purchase category. Below is the table related to purchase authority.]

Below are tables listing the various purchasing categories and the authority for individual purchases:

	<u>General Manager</u>	<u>Board of Directors</u>
<u>General: supplies, materials, equipment, O&M services</u>	<u>\$5,000 or less</u>	<u>Greater than \$5,000</u>
<u>Consultant Services</u>	<u>\$5,000 or less</u>	<u>Greater than \$5,000</u>
<u>Public Works Projects</u>	<u>\$5,000 or less</u>	<u>Greater than \$5,000</u>
<u>Petty Cash</u>	<u>See P&P 2.1.H</u>	
<u>Emergency Authority:</u>	<u>All amounts but General Manager shall notify Board of Directors for ratification at the next regular board meeting</u>	
<u>Single Source</u>	<u>\$5,000 or less</u>	<u>Greater than \$5,000</u>
<u>Real Property</u>	<u>=</u>	<u>Any amount</u>

Procurement limits shall apply on a single project basis for services or purchase basis for materials. Multiple procurements from a single provider or purchaser shall be judged individually. However, splitting or separating of materials, supplies, services, and projects for the express purpose of evading the requirements of this Policy is strictly prohibited.

SECTION VI - EMERGENCY PURCHASES

~~Purchases made under this section do not require prior approval of the Board of Directors, and may be made without complying with the other sections of this policy as well.~~

~~——— In case of an emergency affecting the public health, safety, or welfare, making necessary a purchase that would otherwise require prior approval of the Board of Directors at a board meeting, as described under Section III, IV or V, the General Manager is authorized to make necessary purchases of supplies and equipment in the open market, after first obtaining the verbal consent of at least two members of the Board of Directors.~~

~~——— At the first board meeting following the emergency purchase, the General Manager shall promptly report to the Board of Directors the nature and amount of the purchase, and the emergency or special circumstances warranting the purchase. The purchase shall then be subject to ratification by the Board of Directors, and approval for payment in the usual manner.~~

This category constitutes purchases required during times of duress when the requirements for competitive purchasing and procurement can be waived. In such cases where purchases are made outside of normal procedures, records must be maintained to indicate the vendor, types, quantities, and disposition of items purchased or services procured. If possible, informal or facsimile quotations should be obtained and documented.

The General Manager or designee shall have the authority to issue purchase orders and make purchases/procurements during emergency conditions. Conditions qualify as an emergency when it affects public health, safety, or welfare, or when it is required to continue the vital operations of the District or to prevent a significant loss of District assets. Whenever emergency purchases and procurements are made, a report and full accounting of expenditures shall be provided to the Board of Directors for ratification at the board meeting following the emergency event.

MEMORANDUM

TO: MHCWD BOARD OF DIRECTORS
FROM: Gerry LaBudde, Interim General Manager
RE: Treated Water Tanks Emergency Repairs

EMERGENCY REPAIR RATIFICATION

Board consideration and ratification is requested for Attachment A: Aqua Sierra Proposal in the amount of \$5,348.00 for replacing failed parts in both the main and auxiliary treated water storage tanks. This purchase is funded from the Contract Treated Repairs/Maintenance budget category, which is allotted \$5,000 for the year.

BACKGROUND

On April 5, 2026, the treated water auxiliary storage tank located at the top of Coyote Hill failed to fill automatically. The pump station was inspected, and it was determined that the treated water pumps were not receiving a start signal based on tank level. Suspecting a failure of the surge protector due to a lightning storm, a replacement surge protector was installed on June 5th. The new surge protector did not resolve the problem, indicating the problem may be with the sensor located in the tank or other control equipment.

District operations staff manually operated the pumps to fill the tank while the controls were being evaluated.

A similar issue was discovered in May at the main treated water tank site. The tank level is monitored with a similar sensor which was not providing a stable or accurate water level in the tank. That sensor provides alarming functionality based on water level in the tank but does not control the water level or fill cycle. A temporary cellular camera was installed to monitor tank levels remotely while the sensor was out of service.

Aqua Sierra Controls, Inc., was contacted and sent an electrical technician to diagnose the problems at both sites. Aqua Sierra Controls has provided instrumentation and controls services to the District in the past and is familiar with the system. The Aqua Sierra tech tested the transducers on both tanks on June 26 (see Attachment B: Aqua Sierra Technician Troubleshoot Report & Invoice). The tech discovered that the transducer at the Coyote Hill tank and controller at the pump station that serve the auxiliary tank were damaged by the lightning. The transducer at the main tank site was determined to have failed and required replacement, whether that failure was caused by lightning could not be confirmed.

On July 2, Aqua Sierra submitted a proposal for replacing the affected equipment (Attachment A: Aqua Sierra Proposal). The proposal includes replacing the failed transducer and controller for the auxiliary tanks and replacing the transducer at the main tank site. Both sites will receive additional upgrades to include protection from lightning surges beyond the existing surge protectors.



Aqua Sierra Controls, Inc.
13265 Bill Francis Drive, Auburn, CA 95603
Cell (530) 305-3390 Office (530) 823-3241
jlane@aquasierra.com www.aquasierra.com
CA Contractors License A, C-10 474023
CA Small Business Certification #1162
CA DIR #1000003631

SCADA & PLC Programming – UL508A Panel Shop – MCCs & Switchboards NIST Traceable Instrument Calibrations & Maintenance

Midway Heights Water District

Attention: Ms. Hanna Osborn
Phone: 530-488-0117
Email: admin@mhcwd.org

Subject: Proposal & Scope of Work
Project: Controls Repairs

Proposal # QJ09914
July 2, 2026

Ms. Osborn,

The following is our scope of work and proposal for the level transducers, controller and related services. Our proposal is good for (60) sixty days. Please note that the manufacturer of the controller is no longer in business and a new controller has been selected. Please also note that we cannot source level transducers with the exact range as the old ones. Transducers with ranges close to the old ones have been selected. We will provide and install surge protection for the power circuits to protect the controllers and transducers. The manufacturer of the pump controller you have is no longer in business. The lead time appears to be around a week for everything.

Equipment

- Submersible Level Transducer #1 Keller 0-10PSI with 40' Cable, Weight and Aneroid Bellows
- Submersible Level Transducer #2 Keller 0-15PSI with 40' Cable and Aneroid Bellows
- Dwyer Mercoind MPC JR Duplex Pump Controller
- Lot Installation Materials

Scope of Work

- Submittals
- Build of materials
- Demo existing controller and transducers
- Installation of new controller and transducers
- Add surge protection

- Startup services
- Instrument calibrations
- Field acceptance testing
- Operations and maintenance manuals
- Operator training

Proposal Total \$5,348.00(Cash, Check, ACH, Wire Transfer)

Included

- Shipping and handling
- Sales tax
- Travel and mileage
- Prevailing wage rates
- Tariffs

Exclusions

- Items not in our scope of work
- Specialty insurance beyond our standard five million dollars coverage
- Bonds, fees or permits
- Union requirements or signatories
- Third party testing
- Confined space entry
- Cancellation of a project after award may incur restocking fees.
- Due to recent tariff changes all products incurring a tariff will result in an increase passthrough to the customer regardless of proposal pricing.
- Underground work, trenching or back filling
- Stainless steel conduit or PVC coated rigid conduit
- Spare parts other than what is specifically listed in our proposal.
- Loop drawings or loop diagrams, Design drawings, As-built drawings, Interconnect drawings
- PLC and HMI programming
- SCADA programming

Please let me know if you have any questions.

Thank you,

Josh Lane, President



TERMS AND CONDITIONS OF SALE

The Terms and Conditions of Sale set forth herein, and Supplements that may be attached hereto, constitute the full and final expression of the contract of equipment or services as described in the quotation between AQUA SIERRA CONTROLS, INC. (herein referred to as Seller) and the Buyer and supersedes all prior quotations, purchase orders, correspondence or communication whether written or oral between the seller, and the Buyer. Notwithstanding any contrary language in the Buyer's purchase order or other acceptance, Buyer shall be bound by these Terms and Conditions of Sale when it returns its purchase order or otherwise indicates acceptance of this contract, or when it accepts delivery from Seller of the Equipment or Service. ACCEPTANCE OF THE CONTRACT IS EXPRESSLY LIMITED TO ACCEPTANCE OF THESE TERMS AND CONDITIONS OF SALE STATED HEREIN AND ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY BUYER ARE REJECTED UNLESS EXPRESSLY AGREED TO IN WRITING BY THE OFFICER OF THE SELLER. No contract shall exist except as herein provided. No statement, representation or warranty not contained herein shall be binding on the Seller unless made in writing by an officer or other authorized representative of the Seller. Prior dealings, usage of the trade or a course of performance shall not be relevant to determine the meaning of this agreement even through the accepting or acquiescing party had knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used herein, the definition contained in the Code shall be controlled.

ORDERS

All orders, where Equipment or Services are to be supplied for a specific order, are received subject to acceptance by an authorized representative of Seller. All orders must be firm commitments giving complete item description, including prices, quantity, installation, and shipping requirements. Typographical and clerical errors in quotations, orders and acknowledgments are subject to correction.

PRICES

Written quotations expire thirty (30) calendar days from the date of quotation unless withdrawn sooner. Verbal quotations expire twenty-four (24) hours after they are made. Prices on an Order requesting shipment or performance longer than three (3) months from date of order, and "Held" orders which are not released in time to be shipped or performed in three (3) months, may be revised at the option of Seller. Any increase in Seller's costs associated with the imposition of new tariffs after the date of quotation may be passed through to Buyer.

CREDIT

Buyers not having established credit ratings with Seller should send satisfactory credit information with first order or remit a certified check to avoid delay in filling orders.

MINIMUM BILLING

Orders for Service performed in Seller's Shop shall have a minimum billing time of two (2) hours. Orders for Service performed in the "field" or at the Buyer's place of business shall have a minimum billing time of four (4) hours. Billing time for Services performed away from Seller's Shop shall be determined on a "portal to portal" basis.

TERMS OF PAYMENT (SERVICE)

Terms of payment to Buyers with satisfactory credit at 1% cash discount for payment within 15 days of the date of the invoice and net invoice amount for payment net 30. Invoices will be submitted as partial shipments of equipment are made. Seller reserves the right at any time to require full or partial payment before proceeding with a contract of sale if, in its judgment, the financial condition of the Buyer shall not justify the terms of payment specified. If Buyer defaults when payment is due, then the whole contract price shall become due and payable upon demand, or Seller, at its option, without prejudice to other lawful remedies, may defer delivery and/or performance or cancel the contract of sale.

TERMS OF PAYMENT (CONSTRUCTION)

Terms of payment for major construction and automation projects based on satisfactory customer credit either by prior approved projects or by approved financial credit applications. Without prior credit approval, the customer must pay in advance only a 25% good faith deposit against equipment being purchased for any given project. The seller has the right to waive the deposit requirement. Otherwise, our terms for payment will follow the standard construction billing process based on per cent of project completion invoicing. Invoices will be submitted monthly or more frequently based on contract requirements for labor, parts and materials services delivered to the project site.

ACCELERATED OR DELAYED PAYMENT

There will be no reduction in price for payments more favorable to Seller than the standard terms. If payments are not made in conformance with standard terms, the quoted price shall, without prejudice to the right of Seller to immediate payment, be increased by an amount of interest equal to the highest legal rate per month or fraction thereof on the unpaid balance. Seller reserves the right to refer for collection sums not paid by Buyer within the herein stated Terms of Payment. In the event Seller chooses to refer unpaid sums for collection of said sums, collection costs include but are not limited to collection agency fees, process fees, attorney's fees and costs, and court costs as well as such other costs, that are directly related to collection.

SHIPMENT AND RISK OF LOSS

All shipments are F.O.B. the place of shipment. Risk of loss or damage to the Equipment shall pass to Buyer at the F.O.B. point unless the Seller specifically agrees otherwise in writing.

PACKAGING

The seller's price does not include the cost of packaging for shipment. Charges for standard packaging will be imposed plus any additional special packaging or marking performed at Buyer's request and agreed to by Seller. The cost of such items is determinable only upon completion and will appear as a separate item on Seller's invoice.

GENERAL TRANSPORTATION

Seller will prepay and add the cost of common carrier transportation charges as a separate item on Seller's invoice. Seller, in the absence of direction before the date of shipment, will select method of shipment of goods. If Buyer prefers a certain method or forwarding agent to handle the shipments, complete written instructions must be given. All claims for loss, breakage and damage (obvious or concealed) should be made to carriers, but Seller will render Buyer reasonable assistance in securing satisfactory adjustment of such claims. Claims for shortages or other errors must be made in writing to Seller within thirty (30) days after receipt of shipment. Failure to give notice shall constitute unqualified acceptance and a waiver of all such claims by Buyer.

SHIPPING AND PERFORMANCE SCHEDULES

When requested, Seller will establish estimated shipping and Service performance schedules as closely as practical in accordance with the Buyer's needs and will exercise diligence in meeting such estimated schedules. However, Seller will not be responsible for deviations in meeting shipping or Service performance schedules nor for any losses or damages to Buyer (or any third persons) whether occasioned by the deviations in performance or the non-performance of any of Seller's obligations under this contract, or loss of or damage to goods when caused directly or indirectly by or in any manner arising from strikes, secondary boycott, riots, wars, accidents, fires, floods, explosions, vandalism, government embargoes, priorities or regulations, transportation delays, shortages of labor, fuel, supplies, power transportation facilities, tooling capacity or similar or dissimilar causes, beyond Seller's control. Under no circumstances shall Seller have any liability for penalties or other consequential damages of any kind resulting in whole or in part from Seller's delay in delivering or failure to deliver, any Equipment or Service to Buyer as agreed. Should shipment of goods be held beyond scheduled date for the convenience of the Buyer, the Seller reserves the right to bill for said goods plus charges for warehousing, insurance, trucking and other expenses incidents to such delay.

TERMINATION AND ALTERATION

Order may be terminated by the Buyer only upon payment of reasonable charges based upon expenses already incurred and commitments made by Seller. Termination charges on completed items will be 100% of the selling price. Buyer at any time, by timely written notice, may request alteration of any order in any one or more of the following which will be accepted by Seller where feasible: (1) Drawings, designs or specifications, where the order calls for items to be specifically manufactured for the Buyer; (2) method of shipment or packing; and (3) place of delivery. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance of any of the work under this contract, whether altered or not altered by Buyer's notice, an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall be modified in writing accordingly. The buyer will provide written documentation of all changes affecting the contract order price in the form of change orders or additional purchase orders, prior to order shipment.

WARRANTIES

Equipment – The Seller warrants the Equipment covered by this agreement of Sale to be free from defects in material and workmanship under normal care and proper usage the shorter of: (1) one year from the date of shipment or installation whichever is earlier; or (2) the period of the warranty of the original equipment manufacturer, whichever is shorter. Warranty covers parts and the labor to repair the Equipment, but does not include the costs of travel, labor and expenses portal to portal to remove or replace the defective Equipment. This express warranty is in lieu of and excludes all other representations made by advertisements or by agents and all other warranties, both express and implied, except as specifically set forth herein. Seller warrants that the equipment sold is as described in the Agreement of Sale, but no promise, description, affirmation of fact, sample, model, or representation, oral or written, shall be deemed a part of the Agreement of Sale unless set forth therein or herein or are made in writing and signed by an authorized representative of Seller.

Seller, in connection with Equipment covered and sold pursuant to the Agreement of Sale, agrees to either (1) correct any defect in workmanship or material which may develop under proper care and normal usage during the period of warranty set forth herein; or (2) at the option of Seller, to replace or repair the defective part or parts F.O.B. the place of shipment; or (3) to repay upon return of the defective part or parts, the price paid for such Equipment by Buyer. Buyer's remedies with respect to any Equipment furnished by Seller under the Agreement of Sale shall be limited exclusively to the right of replacement and/or repair or repayment of the purchase price as provided herein.

Service Labor – Seller warrants that the Service Labor and workmanship covered by this Agreement of Sale to be free from defects for a period of thirty (30) days from the date of completion of such Service Labor, and that the term Service Labor includes travel and expenses on a portal-to-portal basis.

Construction Labor – Sell warrants that the Construction Labor and workmanship covered by this Agreement of Sale to be free from defects for a period of ninety (90) days from the date of completion of such Construction Labor, and that the term Construction Labor includes travel and expenses on a portal-to-portal basis.

THE REMEDIES PROVIDED HEREIN ARE EXCLUSIVE AND IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES, WHETHER DIRECT, INDIRECT OR IMMEDIATE, FORESEEABLE, CONSEQUENTIAL, OR SPECIAL ARISING OUT OF A BREACH OF ANY EXPRESS OR IMPLIED WARRANTY, OR NEGLIGENCE.

Seller shall not be liable for any expenses incurred by the Buyer or any other person by reason of the use, or misuse, sale or fabrication of the Equipment regardless of whether the Equipment conforms to the specifications. Any lawsuit or legal claim for breach of contract must be brought within one year after the alleged breach occurs.

PENALTY OR LIQUIDATED DAMAGES

Contracts which include Penalty and Liquidated Damage clauses for failure to meet shipping or performance promises are not acceptable or binding on Seller, unless such clauses are specifically accepted in writing by an officer of Aqua Sierra Controls, Inc.

RETURNS

Full credit will be issued for all returned material, authorized in advance, which has been accepted under warranty or returned as a result of Sellers incorrect material or quantities. In the case of Seller's error, return must be requested within 30 days of the date of invoice covering the original shipment. Buyer shall not initiate the deduction from payment to Seller for product returned to Seller.

WAIVER

The failure of Seller to insist, in any one or more instances, upon the performance of any of terms or conditions of this contract or the failure of Seller to exercise any of its rights hereunder shall not be construed as a waiver or relinquishment of any such term, condition, or right thereunder and shall not affect the Seller's right to insist on strict performance and compliance with regard to any unexecuted portions of this contract or future performance of these terms and conditions.

EQUAL OPPORTUNITY

Seller warrants that goods shipped to Buyer under this Purchase Order will be produced in compliance with the Fair Labor Standards Act. The nondiscrimination clauses contained in section 202, Executive Order 11246, as amended by Executive Order 11375, relating to equal employment opportunity for all persons without regard to race, color, sex, or national origin and the implementing rules and regulations prescribed by the Secretary of Labor (41 CFR, Chapter 60) are incorporated herein. Version: 5/22/2025

Attachment B: Aqua Sierra Technician Troubleshoot Report & Invoice



13265 Bill Francis Dr Auburn, CA 95603
Phone 530-823-3241
www.aquasierra.com
accounting@aquasierra.com

Invoice Number: 35924

Invoice Date: 7/1/2026

Midway Heights Water Dist
PO Box 596
Meadow Vista, CA 95722

Midway Heights Water Dist
685 Coyote Hill Rd
Colfax, CA 95713

Ordered By: H. Oscorn

Technician(s) M Weichers

Service Date: 6/26/2026

P.O. Number:

Due Date: 7/31/2026 Terms Net 30

Sales Rep: JIL

Job Number: Troubleshoot Level Transducer - SD25651

QTY	DESCRIPTION	PRICE	EXTENSION
	Troubleshoot Transducers- 2 Sites		
6.25	Technician labor	205.00	1,281.25
42	Mileage and travel expense	1.26	52.92
0.75	Technician travel time	205.00	153.75

SUBTOTAL

SALES TAX



13265 Bill Francis Dr Auburn, CA 95603
Phone 530-823-3241
www.aquasierra.com
accounting@aquasierra.com

TOTAL

Invoice Number: 35924
Invoice Date: 7/1/2026

Midway Heights Water Dist
PO Box 596
Meadow Vista, CA 95722

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Technician(s) M Weichers
P.O. Number:
Sales Rep: JIL

Job Number: Troubleshoot Level Transducer - SD25651

QTY	DESCRIPTION	PRICE	EXTENSION
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TECHNICIAN NOTES 6/26/2026 M. WEICHERS: Met with Wyalitt at Tank. Check transducer. 24v supply is good at transmitter. 0.0mA produced in ambient and at 5.87' of water.
**Recommend to replace transducer. (0-6' = 4-20mA)
Simulated 4-20mA from tank to controller at pump station with no reading at controller. (Just - - -)
Pulled analog wiring and simulated 4-20mA directly to controller at pump station with no reading on controller
**Recommend to replace transducer & controller and add a fuse to the loop to protect the controller input. 2 Volts Supplied by lap top charger. Info obtained with photos.
2nd site: went to other site (20505 Natures Way) to troubleshoot transducer on tank 1 (0-16' = 4-20mA)
Tested 4-20mA at both Transducer & Controller
Transducer no good .
Recommend replace transducer. *Also
Recommend to update alarm callout system to Sensaphone Internet Bases Callout System for Better Reliability and for pinpointing the specific alarms.

SUBTOTAL \$1,487.92

SALES TAX \$0.00

TOTAL \$1,487.92

**MIDWAY HEIGHTS
COUNTY WATER DISTRICT**

APPROVED

**Budget
2027 Fiscal Year**

June 15, 2026

Midway Heights County Water District
Fiscal Year 2027

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MHCWD BUDGET FISCAL YEAR 2027

July 1, 2026 to June 30, 2027

SALES, FEES AND REIMBURSEMENTS

	FY 2026 APPROVED	FY 2026 IRRIGATION	FY 2026 TREATED		FY 2027 DRAFT TOTAL	FY 2027 IRRIGATION	FY 2027 TREATED
1) Irrigation Water Resale	<u>\$258,641</u>	<u>\$258,641</u>	<u>\$0</u>		<u>\$258,127</u>	<u>\$258,127</u>	<u>\$0</u>
a) Miners Inch Service	\$159,927	\$159,927	\$0		\$159,640	\$159,640	\$0
b) Metered Service Charge	\$77,271	\$77,271	\$0		\$77,271	\$77,271	\$0
c) Metered Water Usage	\$21,443	\$21,443	\$0		\$21,216	\$21,216	\$0
 2) Treated Water Resale	 <u>\$496,879</u>	 <u>\$0</u>	 <u>\$496,879</u>		 <u>\$496,013</u>	 <u>\$0</u>	 <u>\$496,013</u>
a) Service Charges	\$344,429		\$344,429		\$343,046	\$0	\$343,046
b) Metered Water Usage	\$152,450		\$152,450		\$152,967	\$0	\$152,967
 3) Late Charges/Returned Check Fees	 <u>\$2,376</u>	 <u>\$1,039</u>	 <u>\$1,337</u>		 <u>\$2,957</u>	 <u>\$1,302</u>	 <u>\$1,655</u>
a) Late charges	\$2,220	\$970	\$1,250		\$2,801	\$1,230	\$1,570
b) Returned check fees	\$156	\$68	\$88		\$156	\$71	\$85
 4) Irrigation Reconnection Fees	 <u>\$600</u>	 <u>\$600</u>	 <u>\$0</u>		 <u>\$600</u>	 <u>\$600</u>	 <u>\$0</u>
 5) Treated Reconnection Fees	 <u>\$125</u>	 <u>\$0</u>	 <u>\$125</u>		 <u>\$125</u>	 <u>\$0</u>	 <u>\$125</u>
 6) Installations-Irrigation (Reimbursed Expenditures)	 <u>\$4,000</u>	 <u>\$4,000</u>	 <u>\$0</u>		 <u>\$4,000</u>	 <u>\$4,000</u>	 <u>\$0</u>
 7) Installations-Treated (Reimbursed Expenditures)	 <u>\$4,000</u>	 <u>\$0</u>	 <u>\$4,000</u>		 <u>\$4,000</u>	 <u>\$0</u>	 <u>\$4,000</u>
TOTAL-SALES, FEES AND REIMBURSEMENTS:	\$766,621	\$264,280	\$502,341		\$765,822	\$264,029	\$501,793

Operational Expenditures

	FY 2026 APPROVED	FY 2026 IRRIGATION	FY 2026 TREATED		FY 2027 DRAFT TOTAL	FY 2027 IRRIGATION	FY 2027 TREATED	
1) Irrigation Water Purchase	<u>\$56,003</u>	<u>\$56,003</u>	<u>\$0</u>		<u>\$59,363</u>	<u>\$59,363</u>	<u>\$0</u>	A
2) Treated Water Purchase	<u>\$137,476</u>	<u>\$0</u>	<u>\$137,476</u>		<u>\$145,725</u>	<u>\$0</u>	<u>\$145,725</u>	B
3) Payroll	<u>\$352,645</u>	<u>\$157,826</u>	<u>\$194,819</u>		<u>\$312,604</u>	<u>\$140,885</u>	<u>\$171,719</u>	C
a) Administration/Office	\$130,683	\$57,123	\$73,560		\$104,642	\$47,089	\$57,553	
b) Administration/Office salaries reimbursed	\$500	\$250	\$250		\$500	\$250	\$250	
c) Field salaries	\$153,379	\$70,457	\$82,922		\$153,410	\$69,035	\$84,376	
d) Field salaries reimbursed	\$3,760	\$1,880	\$1,880		\$3,760	\$1,880	\$1,880	
e) Health Benefits	\$64,323	\$28,116	\$36,207		\$24,238	\$10,907	\$13,331	
f) Retiree Health Benefits	\$64,323	\$28,116	\$36,207		\$26,054	\$11,724	\$14,330	D
4) Employer Payroll Liabilities	<u>\$47,199</u>	<u>\$21,032</u>	<u>\$26,167</u>		<u>\$41,719</u>	<u>\$18,774</u>	<u>\$22,946</u>	
a) CalPERS Pension	\$24,697	\$11,114	\$13,583		\$14,945	\$6,725	\$8,220	
b) CalPERS Pension-Unfunded Liabilities	\$16,108	\$7,041	\$9,067		\$18,229	\$8,203	\$10,026	
c) Social Security	\$2,062	\$928	\$1,134		\$4,652	\$2,093	\$2,559	
d) Medicare	\$4,332	\$1,949	\$2,383		\$3,893	\$1,752	\$2,141	
e) Other Post Employment Benefits-Unfunded Liabilities	\$0	\$0	\$0		\$0	\$0	\$0	
5) Professional Services	<u>\$64,089</u>	<u>\$25,981</u>	<u>\$38,108</u>		<u>\$145,917</u>	<u>\$54,000</u>	<u>\$91,917</u>	
a) Legal	\$19,000	\$8,305	\$10,695		\$15,000	\$6,750	\$8,250	
b) Engineering	\$6,000	\$2,623	\$3,377		\$87,000	\$29,700	\$57,300	E
c) Accounting/Audit/Payroll	\$20,960	\$9,162	\$11,798		\$25,000	\$11,250	\$13,750	F
d) Laboratory Analysis	\$4,650	\$0	\$4,650		\$4,917	\$0	\$4,917	
e) Software and Software Support	\$13,479	\$5,892	\$7,587		\$14,000	\$6,300	\$7,700	

A & B - 6% increase 2027

C- 2.8% COLA included, PT GM working 20hrs per wk @ \$52, Board Secretary return to 20 hrs per month

D-Former General Manager's health benefits in accordance with July 2017 employment contract

E- addition of \$40,000 for rate study \$20,000 for interim GM support, \$21,000 for PCWA treated intertie project

F- Payroll software \$5,556 Auditor \$15,500 Accounting Support \$3,500

Operational Expenditures

	FY 2026 APPROVED	FY 2026 IRRIGATION	FY 2026 TREATED		FY 2027 DRAFT TOTAL	FY 2027 IRRIGATION	FY 2027 TREATED	
6) Contract Field Work	<u>\$11,240</u>	<u>\$5,557</u>	<u>\$5,683</u>		<u>\$11,240</u>	<u>\$5,559</u>	<u>\$5,681</u>	
a) Contract Irrigation Repairs/Maintenance	\$5,000	\$5,000	\$0		\$5,000	\$5,000	\$0	
b) Irrigation Installations (reimbursed)	\$0	\$0	\$0		\$0	\$0	\$0	
c) Contract Treated Repairs/Maintenance	\$5,000	\$0	\$5,000		\$5,000	\$0	\$5,000	
d) Treated Installations (reimbursed)	\$0	\$0	\$0		\$0	\$0	\$0	
e) Backfill Material	\$1,000	\$437	\$563		\$1,000	\$439	\$561	
f) Backfill Material (reimbursed)	\$240	\$120	\$120		\$240	\$120	\$120	
7) Office	<u>\$4,700</u>	<u>\$2,054</u>	<u>\$2,646</u>		<u>\$4,367</u>	<u>\$1,915</u>	<u>\$2,452</u>	
a) Supplies	\$3,700	\$1,617	\$2,083		\$3,367	\$1,476	\$1,890	
b) Maintenance/Repairs/Replacement	\$1,000	\$437	\$563		\$1,000	\$439	\$561	
8) Postage	<u>\$3,731</u>	<u>\$1,631</u>	<u>\$2,100</u>		<u>\$3,485</u>	<u>\$1,528</u>	<u>\$1,956</u>	
9) Telephone & Alarms	<u>\$8,610</u>	<u>\$3,764</u>	<u>\$4,846</u>		<u>\$8,324</u>	<u>\$3,649</u>	<u>\$4,674</u>	
10) Utilities (Electric & Telemetry)	<u>\$7,488</u>	<u>\$3,273</u>	<u>\$4,215</u>		<u>\$8,046</u>	<u>\$3,530</u>	<u>\$4,516</u>	
11) Publications/Dues/Fees	<u>\$9,000</u>	<u>\$3,803</u>	<u>\$5,197</u>		<u>\$9,368</u>	<u>\$3,980</u>	<u>\$5,388</u>	
a) Publications & Publishing	\$1,800	\$787	\$1,013		\$1,600	\$702	\$898	
b) Licenses Fees	\$300	\$0	\$300		\$300	\$0	\$300	
c) Dues and Subscriptions	\$6,900	\$3,016	\$3,884		\$7,468	\$3,278	\$4,189	
12) Election Expense	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$2,115</u>	<u>\$924</u>	<u>\$1,190</u>	G
13) Director's Fees	<u>\$10,440</u>	<u>\$4,563</u>	<u>\$5,877</u>		<u>\$10,440</u>	<u>\$4,698</u>	<u>\$5,742</u>	

G- estimate from 2024 election

Operational Expenditures

	FY 2026 APPROVED	FY 2026 IRRIGATION	FY 2026 TREATED		FY 2027 DRAFT TOTAL	FY 2027 IRRIGATION	FY 2027 TREATED	
14) Insurance	<u>\$32,919</u>	<u>\$14,389</u>	<u>\$18,530</u>		<u>\$30,455</u>	<u>\$13,705</u>	<u>\$16,750</u>	
a) Liability & Property	\$25,282	\$11,051	\$14,231		\$25,282	\$11,377	\$13,905	
b) Workers Comp. Insurance	\$7,637	\$3,338	\$4,299		\$5,173	\$2,328	\$2,845	
15) Operation & Maintenance Materials	<u>\$13,800</u>	<u>\$6,550</u>	<u>\$7,250</u>		<u>\$18,500</u>	<u>\$6,750</u>	<u>\$11,750</u>	
a) Irrigation - maintenance expense	\$4,800	\$4,800	\$0		\$5,000	\$5,000	\$0	
b) Irrigation - installation expense (reimbursed to District)	\$1,750	\$1,750	\$0		\$1,750	\$1,750	\$0	
c) Treated - maintenance expense	\$5,500	\$0	\$5,500		\$10,000	\$0	\$10,000	H
d) Treated - installation expense (reimbursed to District)	\$1,750	\$0	\$1,750		\$1,750	\$0	\$1,750	
16) Mileage Reimbursement	<u>\$500</u>	<u>\$219</u>	<u>\$281</u>		<u>\$250</u>	<u>\$113</u>	<u>\$138</u>	I
17) Travel, Meetings & Training	<u>\$3,000</u>	<u>\$1,311</u>	<u>\$1,689</u>		<u>\$3,000</u>	<u>\$1,350</u>	<u>\$1,650</u>	
18) Safety Equipment	<u>\$3,400</u>	<u>\$1,486</u>	<u>\$1,914</u>		<u>\$3,000</u>	<u>\$1,350</u>	<u>\$1,650</u>	
19) Water Board System Fee	<u>\$5,695</u>	<u>\$0</u>	<u>\$5,695</u>		<u>\$5,695</u>	<u>\$0</u>	<u>\$5,695</u>	
20) Vehicle/Mobile Equip. Maint. & Op.	<u>\$16,333</u>	<u>\$7,139</u>	<u>\$9,194</u>		<u>\$17,163</u>	<u>\$7,529</u>	<u>\$9,634</u>	
a) maintenance	\$3,500	\$1,530	\$1,970		\$4,567	\$2,004	\$2,563	
b) fuel	\$11,533	\$5,041	\$6,492		\$12,363	\$5,423	\$6,940	

H-Increase Treated materials budget as past years have gone over budget

I- reduced mileage rarely used

Operational Expenditures

	FY 2026 APPROVED	FY 2026 IRRIGATION	FY 2026 TREATED		FY 2027 DRAFT TOTAL	FY 2027 IRRIGATION	FY 2027 TREATED
21) Rentals	<u>\$13,026</u>	<u>\$5,694</u>	<u>\$7,332</u>		<u>\$13,652</u>	<u>\$6,143</u>	<u>\$7,509</u>
a) Office Rental	\$9,034	\$3,949	\$5,085		\$9,708	\$4,369	\$5,339
b) Field Equipment Rental	\$2,000	\$874	\$1,126		\$2,000	\$900	\$1,100
c) Portable Toilet	\$1,992	\$871	\$1,121		\$1,944	\$875	\$1,069
22) Bank Charges	<u>\$1,100</u>	<u>\$481</u>	<u>\$619</u>		<u>\$1,100</u>	<u>\$481</u>	<u>\$619</u>
23) Admin. Fees	<u>\$2,100</u>	<u>\$918</u>	<u>\$1,182</u>		<u>\$2,100</u>	<u>\$918</u>	<u>\$1,182</u>
(includes LAFCO fees)							
TOTAL-OPERATING EXPENDITURES	\$804,495	\$323,675	\$480,820		\$857,626	\$337,143	\$520,483
NET REVENUE-OPERATIONAL	(\$37,873)	(\$59,395)	\$21,522		(\$91,804)	(\$73,114)	(\$18,690)

OTHER REVENUE

	FY 2026 APPROVED	FY 2026 IRRIGATION	FY 2026 TREATED		FY 2027 DRAFT TOTAL	FY 2027 IRRIGATION	FY 2027 TREATED
1) Treated Water Connections	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>		<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
2) Taxes	<u>\$62,500</u>	<u>\$27,319</u>	<u>\$35,181</u>		<u>\$60,000</u>	<u>\$27,319</u>	<u>\$35,181</u>
3) Non-Dedicated Interest from Investments	<u>\$15,132</u>	<u>\$6,614</u>	<u>\$8,518</u>		<u>\$11,819</u>	<u>\$5,176</u>	<u>\$6,643</u>
4) Grants-PCWA	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$21,000</u>	<u>\$0</u>	<u>\$21,000</u>
5) Miscellaneous income	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL-OTHER REVENUE:	\$82,632	\$33,934	\$48,698		\$97,819	\$32,495	\$67,824

Funding Of Contingencies & Reserves

	FY 2026 APPROVED	FY 2026 IRRIGATION	FY 2026 TREATED		FY 2027 DRAFT TOTAL	FY 2027 IRRIGATION	FY 2027 TREATED
1) Treated Water Capital Facilities above item funded by treated connection charges	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>		<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
2) Rehabilitation & Replacement Reserve Fund above item funded by water charges	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
3) Vehicle/Mobile Equipment Reserve	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	\$5,000	\$0	\$5,000		\$5,000	\$0	\$5,000
NET REVENUE-OTHER	\$77,632	\$33,934	\$43,698		\$92,819	\$32,495	\$62,824
TOTAL-NET REVENUE	\$39,759	(\$25,461)	\$65,220		\$1,015	(\$40,619)	\$44,134

CAPITAL IMPROVEMENT, DEBT SERVICES AND RESERVE FUNDS BUDGET

<u>FUNDING SOURCE</u>	<u>FY 2026 APPROVED</u>	<u>FY 2026 IRRIGATION</u>	<u>FY 2026 TREATED</u>		<u>FY 2027 DRAFT TOTAL</u>	<u>FY 2027 IRRIGATION</u>	<u>FY 2027 TREATED</u>	
1) Rehabilitation & Replacement Reserve Fund	<u>\$7,499</u>	<u>\$7,499</u>	<u>\$0</u>		<u>\$20,000</u>	<u>\$10,000</u>	<u>\$10,000</u>	J
2) Rate Stabilization Reserve Fund	<u>\$17,962</u>	<u>\$17,962</u>	<u>\$0</u>		<u>\$20,000</u>	<u>\$10,000</u>	<u>\$10,000</u>	K
TOTAL-FUNDING SOURCE:	\$25,461	\$25,461	\$0		\$40,000	\$20,000	\$20,000	

J&K- pull from reserve funds to offset rate study

CAPITAL EXPENDITURES

1) Capital Expenses	<u>\$54,786</u>	<u>\$0</u>	<u>\$54,786</u>		<u>\$54,786</u>	<u>\$0</u>	<u>\$54,786</u>	
a) Treated tank loan debt services	<u>\$54,786</u>	<u>\$0</u>	<u>\$54,786</u>		<u>\$56,500</u>	<u>\$0</u>	<u>\$56,500</u>	
TOTAL-Expenditures	\$54,786	\$0	\$54,786		\$54,786	\$0	\$54,786	
NET:CAP IMPR, DEBT SER AND RES FUNDS BUDGET	(\$29,325)	\$25,461	(\$54,786)		(\$14,786)	\$20,000	(\$34,786)	
NET TOTAL-FISCAL YEAR BUDGET	\$10,434	\$0	\$10,434		(\$13,771)	(\$20,619)	\$9,348	

Midway Heights County Water District

Fiscal Year 2027

SALES, FEES AND REIMBURSEMENTS: PAGE 1

EXPENDITURES DETAIL: PAGE 2-5

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

1. Irrigation Water Purchase

Provides funding for irrigation water purchases from Placer County Water Agency (PCWA). PCWA is currently undergoing a five-year rate increase that will raise the cost of irrigation water by about 40%. 2027 is 6%

2. Treated Water Purchase

Provides funding for treated water purchases from PCWA. PCWA is currently undergoing a five-year rate increase that will raise the cost of irrigation water by about 45%. 2027 is 9.5%

3. Salaries and Benefits

This category represents direct and indirect costs associated with the funding for personnel employed by the District for administration and field operations. COLA 2.8% this year.

Administration/ Office

Provides funding for administration salary costs. This includes a part time General Manager at \$52 per hour to accommodate the districts continued efforts to recruit for this position.

Administration/Office Salaries Reimbursed

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

Field Salaries

Provides funding for field operations salary costs.

Field Salaries Reimbursed

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

Health Benefits

Provides funding for payments related to employee health benefits.

4. Employer Payroll Liabilities

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

5. Professional Services

Legal

Provides funding for administrative services by the District's legal counsel. Based on three year average.

Engineering

Provides funding for projects provided by the District's engineering consultants and for proposed rate study consultants. Includes estimate of \$40,000 for district rate study and \$20,000 for continued interim GM support for Q1 and Q2.

Accounting/ Audit/ Payroll

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

Laboratory Analysis

Provides funding for laboratory services for mandated water quality monitoring of the water supply. This includes routine distribution system monitoring and emergency repair sampling. Increased cost for lead and copper sampling.

Software and Software Support

Provides funding for the District's maintenance and service agreement for the billing system, software upgrades including upgrade to customer notification system.

6. Contract Field Work:

Contract Irrigation Repairs/Maintenance

Provides funding for repairs and maintenance associated with the District's irrigation system done by outside contractors. Drastic increase includes estimate for reservoir repair. Budgeted for one major repair outside of reservoir repair.

Irrigation Installations Reimbursed

Reimbursements associated with installing customer services.

Contract Treated Repairs/Maintenance

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

Treated Installations Reimbursed

Reimbursements associated with installing customer services.

Backfill Material

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

Backfill Material Reimbursed

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

7. Office:

Supplies - Based on three year average

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

Maintenance/Repairs

Provides funding for costs associated with maintaining and repairing office equipment.

8. Postage

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

9. Telephone and alarms

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

10. Utilities:

Provides funding for telemetry and electrical energy costs for the operation of all District facilities.

11. Publications/Dues/Fees

Publications and Publishing

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

Licenses Fees

Provides funding for operator's licenses.

Dues and Subscriptions

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

12. Election Expenses

Provides funding for the general election.

13. Director's Fees

Provides funding for the Board of Directors to attend the monthly Board Meetings, standing committee meetings and miscellaneous meetings that may arise. Director fees based on \$120 per meeting and 87 meeting per year. The Board may adopt an ordinance to increase its' compensation by 5% per year.

14. Insurance

Provides funding for insurance premiums payable to ACWA/JPIA.

Liability and Property: based on current estimates.

Workers Compensation: based on current rates.

15. Operation and Maintenance Material

Irrigation - Maintenance Expense

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

Irrigation - Installation Expense

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

Treated - Maintenance Expense

Provides funding for repairs and maintenance associated with the District's treated system. Based on three-year average. Increased by \$5000 as historically this fund has gone over budget.

Treated - Installation Expense

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

16. Mileage Reimbursement

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

17. Travel, Meetings and Training

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

18. Safety Equipment

Provides funding for worksite safety and personal protective equipment.

19. Water Board System Fee

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

20. Vehicle/Mobile Equipment M&O:

Provides funding for the maintenance and operation of the District's vehicles and mobile equipment including fuel purchases.

21. Rentals

Office Rental

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

Field equipment rental

Provides funding for field equipment rentals.

Portable Toilet

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

22. Bank Charges

Provides funding for service charges associated with the District's bank accounts. Based on current fees.

23. Administration Fees

Provides funding for miscellaneous administrative fees including LAFCO.

OTHER REVENUE, PAGE 6

3. Non-Dedicated Interest from Investments

The rate of return on investments has increased this past year.

FUNDING OF CONTINGENCIES & RESERVES: PAGE 6

This category accounts for expenditures designated for contingencies and reserves.

1) Treated Water Connections - from connection fees.

2) Rehabilitation & Replacement Reserve Funds- from charges for water service.

3) Vehicle/Mobile Equipment Reserve - funds replacement of vehicles, backhoe, etc. This is a sub-fund of the Rehabilitation & Replacement Reserve Funds

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

1) Rehabilitation & Replacement Reserve Fund: \$10,000 from both irrigation and treated R&R funds to help cover the cost of rate study

2) Rate Stabilization Fund: \$10,000 from both irrigation and treated R&R funds to help cover the cost of rate study

CAPITAL EXPENDITURES

1) a) Treated tank loan debt services – Annual expense reduced by approximately \$6,000 due to District meeting loan reserves



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

GENERAL FUND (375-165):

This fund includes five categories representing the districts investment portfolio. The funds come from various sources as described below. These funds are accessed, as needed, to finance the District's expenses. The monies are transferred via wire to the District's Wells Fargo District Operating Checking Account. The categories are as follows:

CURRENT FISCAL YEAR OPERATION FUND

This fund receives the District's revenue from Placer County for tax payments and interest on investments.

TREATED WATER CAPITAL FACILITIES FUND & IRRIGATION WATER CAPITAL FACILITIES FUND

These two funds receive the transfer of water connection fees, which are segregated and restricted to capital improvement expenses. Separation of these monies from others in the General Fund also allows each fund to earn and accumulate its own interest.

TREATED WATER REHABILITATION AND REPLACEMENT RESERVE FUND & IRRIGATION WATER REHABILITATION AND REPLACEMENT RESERVE FUND

Rehabilitation and Replacement Reserves serve to fund unplanned or accelerated infrastructure rehabilitation or replacement needs when assets wear out before their expected useful life ends or when the District desires to accrue for its future rehabilitation and replacement needs. These reserves may also be used as a source of funds for Capital Improvement Projects.

WATER EMERGENCY CAPITAL RESERVE FUND

The Emergency Capital Reserve is used to fund replacement of critical assets damaged by catastrophic events such as a natural disaster. These funds may also be utilized in the event of financial shortfall related to increased expenses or decreased revenue. The target balance is 15% of the operation and maintenance budget.

**TREATED WATER RATE STABILIZATION RESERVE FUND
&
IRRIGATION WATER RATE STABILIZATION RESERVE FUND**

Water Rate Stabilization Reserves are cash reserves that can mitigate the impacts of occasional revenue shortfalls. Revenue shortfalls can occur because of several factors, including weather factors (mandatory drought restrictions), poor regional economic conditions, increased water conservation, or other unforeseen circumstances. Rate stabilization reserves can help smooth out revenue variability resulting from these factors and help ensure adequate fiscal resources during such times that could otherwise require large rate spikes. Annual revenue in excess of budget is moved to its appropriate reserve. Reserves are drawn down over time to smooth rate increases and should be maintained at 15% of the operation and maintenance budget.

WELLS FARGO DISTRICT OPERATING CHECKING ACCOUNT xxxxxx1670:

This is the District checking account on deposit with Wells Fargo Bank. This account was opened for the express purpose of paying the District's operation and maintenance expenses (monthly accounts payable) in a timely manner. Deposits of all accounts receivable are made directly into this account with transfers to and from the General Fund as needed.

CALIFORNIA BANK -CHECKING ACCOUNT xxxxxx6809

The District set up this account as required by the State of California in order to secure the loan to fund the construction of the 0.33 MG treated storage tank project. This fund was specifically created by, and is described in, the Fiscal Services and Deposit Account Control Agreement for the State of California Department of Public Health Loan Contract implemented November 15, 2011 Funding Agreement Number 3110041-002C. Pursuant to Section 3 (a) of the Agreement, in order to satisfy the Reserve Fund, A check is sent to California Bank & Trust every month, currently in the amount of \$4,519.20 from the District's Wells Fargo Rate Payer Checking Account. Cal Bank and Trust wires the payments of \$27,392.99 to State Water Resources Control Board in January and July. Interest pays for bank fees and a portion of the payment. To meet the reserve fund balance requirements, this account should be at or above \$54,785.98 until the loan is repaid.

Investment Fund @ Placer County 12/31/2025

Current FY Operation Fund	\$110,189.81
Treated Capital Facilities	\$78,329.53
Irrigation Capital Facilities	\$0.00
Treated R and R	\$171,496.92
Irrigation R and R	\$31,530.92
Emergency Reserve	\$80,000.00
Treated Rate Stabilization	\$31,874.10
Irrigation Rate Stabilization	\$17,962.65
TOTAL	\$521,383.93

***Investment fund balances shown are based on the most recent verified 2026 six-month budget review. Final balances, including all transfers, are pending reconciliation by the district's bookkeeping service and will be updated upon completion.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
SALARY RANGE FOR FIELD SUPERVISOR

<u>Steps</u>	<u>Hourly Wage</u>	<u>Monthly</u>	<u>Annual</u>
1	\$32.71	\$5,669.79	\$68,037.53
2	\$34.35	\$5,953.28	\$71,439.41
3	\$36.06	\$6,250.95	\$75,011.38
4	\$37.87	\$6,563.50	\$78,761.95
5	\$39.76	\$6,891.67	\$82,700.04
6	\$41.75	\$7,236.25	\$86,835.04
7	\$43.84	\$7,598.07	\$91,176.80
8	\$46.03	\$7,977.97	\$95,735.64

P&P/2.2.C.5-RANGE
AMENDED AS PART OF BUDGET FY 2027 BUDGET 2.8% COLA

EFFECTIVE 7/01/27

MIDWAY HEIGHTS COUNTY WATER DISTRICT
WAGE STEPS

OFFICE TECHNICIAN-SECRETARY TO THE BOARD			
Steps	Hourly		Monthly Average
1	\$	28.54	\$ 4,947.39
2	\$	29.78	\$ 5,162.11
3	\$	31.07	\$ 5,386.14
4	\$	32.42	\$ 5,619.90
5	\$	33.83	\$ 5,863.80
6	\$	35.30	\$ 6,118.29
7	\$	36.83	\$ 6,383.83
8	\$	38.43	\$ 6,660.88

P&P/2.2.C.8-RANGE

EFFECTIVE 7/1/26

AMENDED AS PART OF BUDGET FY 2027 BUDGET 2.8% COLA

**OFFICE TECHNICIAN CURRENTLY MAKING \$36.00 AS PART OF REHIRE NEGOTIATION

MIDWAY HEIGHTS COUNTY WATER DISTRICT

WAGE STEPS

WATER UTILITY MAINTENANCE WORKER I

Steps	Hourly	Monthly Average
1	\$ 19.97	\$ 3,461.85
2	\$ 20.97	\$ 3,634.95
3	\$ 22.02	\$ 3,816.69
4	\$ 23.12	\$ 4,007.53
5	\$ 24.28	\$ 4,207.90
6	\$ 25.49	\$ 4,418.30
7	\$ 26.76	\$ 4,639.22
8	\$ 28.10	\$ 4,871.18

WATER UTILITY MAINTENANCE WORKER II

Steps	Hourly	Monthly Average
1	\$ 24.79	\$ 4,296.17
2	\$ 26.02	\$ 4,510.98
3	\$ 27.33	\$ 4,736.53
4	\$ 28.69	\$ 4,973.36
5	\$ 30.13	\$ 5,222.02
6	\$ 31.63	\$ 5,483.12
7	\$ 33.22	\$ 5,757.28
8	\$ 34.88	\$ 6,045.14

P&P/2.2.C.7-RANGE

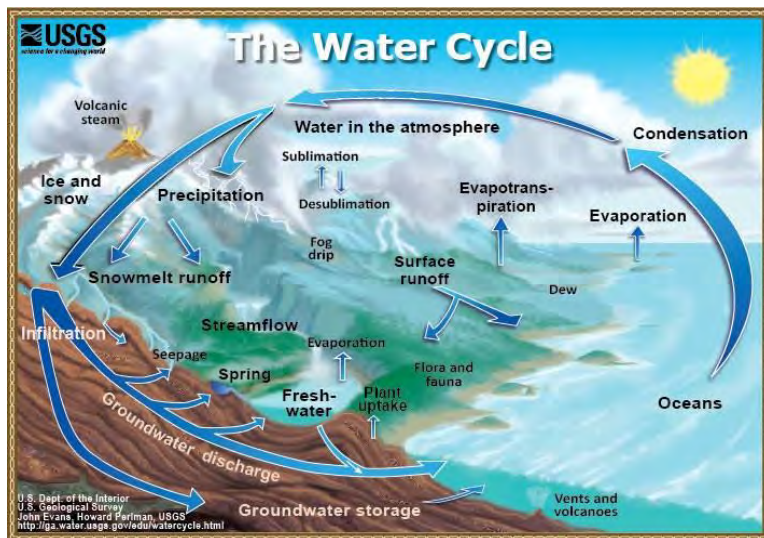
EFFECTIVE 7/1/26

AMENDED AS PART OF BUDGET FY 2027 BUDGET 2.8% COLA

Water Quality Consumer Confidence Report

For samples collected during 2025

Midway Heights County Water District is pleased to report this year that the drinking water supplied to you meets or exceeds state and federal public health standards for drinking water quality and safety. California water retailers, including MHCWD, are required by law to inform customers about the quality of their drinking water. The results of MHCWD's testing and monitoring programs of 2025 are reported in this report. If you have any questions about this report, please contact the district at (530) 878-8096 or admin@mhcwd.org.



Ensuring The Safety of Your Drinking Water

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (USEPA) and the State Water Resources Control Board (State Board) prescribe regulations which limit the amount of certain contaminants in water provided by public water systems. U.S. Food and Drug Administration regulations and California Law also establish limits for contaminants in bottled water that provide the same protection for public health.

About Your Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. Environmental Protection Agency's **Safe Drinking Water Hotline: 1-800-426-4791**

The Source of Your Water Supply

Your water originates in the Sierra snowpack. Surface water from the Yuba and Bear River watersheds and Lake Spaulding flows into the PG&E and PCWA delivery systems. The water is treated at the PCWA – Weimar Water Treatment Plant. MHCWD purchases treated water from PCWA for distribution to our customers. PCWA has completed and updated a Sanitary Survey and Source Water Assessment of the Yuba-Bear River watershed (2021). It was found the watershed was vulnerable to contaminants from highways, roadways and railroads near rivers and canals, septic tanks, utility pipelines crossing canals, upstream recreation, historic and active mining operations, utility operations, and timber harvest. Contaminants associated with these activities that could pose a threat to source water include but are not limited to sediment, bacteria, viruses, parasites, pesticides, herbicides and trace metals. Historically, contaminant levels have been very low in the source water and watershed. If interested, a complete copy of the assessment can be obtained by calling the PCWA Customer Services Center at (530) 823-4850 or (800) 464-0030.

DEFINITIONS AND TIPS: Understanding Your Water Quality Report

The table on the following page provides the results of water quality monitoring conducted during the previous calendar year. This page has been added to help ensure that this report is as clear to understand as possible, given the required content. We hope the following tips and definitions help to provide a clear understanding.

- Certain constituents are not required to be monitored annually because the levels are not expected to change from year to year. In those instances, the most recent results are provided.
- In accordance with the federal and state requirements, the table doesn't necessarily include results for all constituents tested during the previous calendar year by PCWA, only detected ones, and a few others which are commonly requested by customers.
- It is important to note that the table provides information about not only the results of monitoring we've performed, but also information about maximum allowable or recommended levels if they exist, so it is important to make sure the column you are reading is correct for the information you seek.
- If you are using the results in the table to compare to a set of standards you require (i.e. a new appliance, gardening, fish tanks, brewing beer or kombucha, etc.), it is very important to make sure you are using the correct unit of measure, which is also provided in the table. Those units of measure are also defined below.
- The definitions below should be used to help you understand unfamiliar terms used in the table.
- If you come across any information that you'd like further explanation for, or are curious about please feel free to contact PCWA's customer service line at (530) 823-4850 or (800) 464-0030, and let them know you have questions for the Water Quality Supervisor.

MCLG: Maximum Contaminant Level Goal. The level of a contaminant in drinking water below which there is no known or expected risk to health. Set by the U.S. Environmental Protection Agency.

PHG: Public Health Goal. The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Primary Drinking Water Standard. MCLs, MRDLs and treatment techniques for contaminants that affect health, along with their monitoring and reporting requirements, and water treatment requirements.

MRDL: Maximum Residual Disinfectant Level. The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG: Maximum Residual Disinfectant Level Goal. The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NTU: Nephelometric Turbidity Units. A measure of the clarity of water. Turbidity is monitored because it is a good indicator of water quality. High turbidity can hinder the effectiveness of disinfectants.

pCi/L: picocuries per liter. A measure of radiation.

mg/L: milligrams per liter or parts per million (ppm), compare to 1 cup of water in a typical swimming pool

ug/L: micrograms per liter or parts per billion (ppb), compare to 1 drop of water in a typical swimming pool

uS/cm: MicroSiemens per centimeter

RAA: Running Annual Average

HRAA: Highest Running Annual Average

<: Less Than

ND: ND or Non-Detected: An analysis result below detectable levels.

NA: Non-Applicable

MHCWD Water Quality Results

Primary Drinking Water Standards

Turbidity Performance Standards (that must be met through the water treatment process)

Turbidity is a measurement of clarity or the level of suspended matter in the water. In reporting turbidity, the highest single measurement and the lowest monthly percentage of samples meeting the turbidity limits are specified.

Turbidity of the filtered water must:

1. Be less than or equal to 0.3 NTU in 95% of measurements in a month.
2. Not exceed 1 NTU at any time.

Lowest monthly percentage of samples that met Turbidity Performance Standard No. 1	100%
Highest single turbidity measurement during the year	0.28
Number of violations of any surface water treatment requirements	0

CONSTITUENT	# of Samples Collected	90th Percentile Level Detected	# of Sites Exceeding AL	AL	PHG	Typical Source of Contaminant
Lead (ug/L) *collected 2024	10	0	0	15	0.2	Internal corrosion of household plumbing systems
Copper (mg/L) *collected 2024	10	55	0	1300	0.3	Internal corrosion of household plumbing systems

CONSTITUENT	UNITS	MCL or [MRDL]	PHG, (MCLG) or [MRDLG]	MHCWD Range and Average or (HRAA)	Typical Source of Contaminant
Chlorine	mg/L	[4]	[4]	0.2-.09 (0.63)	Drinking water disinfectant added for treatment
Total Trihalomethanes	ug/L	80	None	34-53.1 (45.53)	Byproduct of drinking water disinfection
Total Haloacetic Acids	ug/L	60	None	28.5-42.9 (36.8)	Byproduct of drinking water disinfection

Secondary Drinking Water Standards

Chloride	mg/L	500	None	8.74	Runoff / leaching from natural deposits
Aluminum ¹	ug/L	200	600	86.8-448 267.4	Runoff / leaching from natural deposits
Specific Conductance	uS/cm	1,600	None	75.8	Substances that form ions when in water
Sulfate	mg/L	500	None	0.94	Runoff / leaching from natural deposits
Total Dissolved Solids	mg/L	1,000	None	52	Runoff / leaching from natural deposits
Zinc	mg/L	5	None	0.276-0.285 0.281	Runoff / leaching from natural deposits

¹While Aluminum exceeded the secondary MCL in one sample, compliance is based on a 4-quarter average. Most often, is below the secondary MCL in our water. We are currently monitoring quarterly, and no other samples have exceeded the secondary MCL.

Monitoring of Unregulated Substances

Carbonate Alkalinity	mg/L	None	None	0	Runoff / leaching from natural deposits
Bicarbonate Alkalinity	mg/L	None	None	11	Runoff / leaching from natural deposits
Total Alkalinity	mg/L	None	None	11	Runoff / leaching from natural deposits
Calcium	mg/L	None	None	2.74	Runoff / leaching from natural deposits
Hardness	mg/L	None	None	10.2	Runoff / leaching from natural deposits
Magnesium	mg/L	None	None	0.821	Runoff / leaching from natural deposits
Sodium	mg/L	None	None	12	Runoff / leaching from natural deposits

Environmental Influences on Drinking Water

The sources of drinking water (both tap and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity. Contaminants that may be present in source water include:

- **Microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- **Inorganic contaminants**, such as salt and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- **Pesticides and herbicides**, that may come from a variety of sources such as agriculture, urban storm water runoff and residential uses.
- **Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, agricultural application and septic systems.
- **Radioactive contaminants**, that can be naturally-occurring or be the result of oil and gas production and mining activities.

Statement on Lead

MHCWD does not have any lead service lines. If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. MHCWD is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. Infants, young children, and pregnant women are typically more vulnerable to lead in drinking water than the general population. It is possible that lead levels at your home may be higher than at other homes in the community as a result of the materials used in your home's plumbing. If your water faucet has not been used for several hours, you can minimize the potential for lead exposure by flushing the faucet for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about elevated lead levels in your home's water, you may wish to have your water tested. Additional information is available from the USEPA Safe Drinking Water Hotline (1-800-426-4791) or at <http://www.epa.gov/safewater/lead>.

A program of testing k-12 schools for lead began in 2017 where samples are collected at popular drinking fountains, boiled water filling stations, and kitchen sinks used for food prep. One school requested sampling under this program.

Note to At-Risk Water Users

Some people may be more vulnerable to contaminants in drinking water than the general population. Immune-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791.

Plumbing Freeze in Winter

MHCWD is reminding customers to take a few simple steps during winter to keep your water lines from freezing. Frozen pipes can cause damage to your property and cause a major inconvenience. They can also be expensive to repair. Most frozen lines occur on private property and are the responsibility of the homeowner. Tips on winterizing your home can be found here: <https://www.ahs.com/home-matters/lifestyle/how-to-prepare-vacant-home-for-winter/>

Away much?

MHCWD is aware that many homes in the Placer County area are vacation homes. If you are away from your home often or for extended periods of time for any reason, we'd like to remind you that it is a good idea to thoroughly flush all of your faucets upon return. Try to flush enough water to where you are sure you're getting fresh water from the main. It is also a good idea to pay attention to the freeze warning above.

2025 Testing Results

Measurements reported here were collected in 2025 (unless otherwise noted). In accordance with federal regulations, data is from the most recent tests. We are allowed to monitor for some contaminants less than once per year because concentrations of these contaminants do not change frequently.

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien.



June 21, 2026

To: Pauline Nevins, Midway Heights County Water District

From: Shellie Anderson, Principal

Subject: Organizational Review

Midway Heights County Water District retained Bryce Consulting to conduct an organizational review involving administrative tasks in light of the current General Manager vacancy. The following outlines the methodology, findings, and recommendations. The goal of the review was to delineate the differences in duties between the Office Technician and Secretary to the Board and define the role of the General Manager so that the District may recruit for the position.

METHODOLOGY

In conducting the review, the consultant virtually met with the Interim General Manager to discuss the scope of the project and to gather information regarding the current status of duty assignments. In addition, the consultant met with the Office Technician and Secretary to the Board to explain the process and to gather preliminary information regarding the assignment of duties, gaps, and duplications. The incumbents then completed a detailed Position Information Questionnaire to document duties, amount of time spent performing the duties, knowledge, skills and abilities required to perform the duties. The consultant reviewed the questionnaires and met with each employee individually in order to gather additional information and clarification regarding duties and to garner ideas from the employees regarding what they feel are and are not within their job scope so that a role could be carved out for the General Manager. Subsequently, the consultant met with incumbents jointly a third time to discuss the findings and recommendations. The consultant also talked with the Interim General Manager regarding the recommendations.

FINDINGS

The Office Technician and Secretary to the Board have distinct assignments within the organization; however, it is recommended that they learn the critical aspects of each other's duties so that they are able to back each other up as needed which is important in a small organization.

The Office Technician is primarily responsible for the financial aspects of the organization including financial reporting, budget, accounts receivable and accounts payable, purchasing, and customer billing. In addition, the position handles human resources functions including oversight of compensation and classification, employee relations, payroll and legal compliance.

The Secretary to the Board is responsible for agenda and meeting minute preparation as well as the execution of special projects including research, technology solution implementation, and process development.

RECOMMENDATIONS

With respect to the Office Technician, it is recommended that the classification title be changed to Office Manager, as the District had previously identified but not implemented the classification title.

With respect to the Secretary to the Board, it is recommended that the function have flexibility to be a stand-alone or assigned to any administrative position within the District as the hours required for the function are minimal. It is further recommended that an Assistant to the General Manager classification be created, encompassing special projects and analytical assignments needed for the District or as assigned by the General Manager.

With respect to the General Manager, it is recommended that the position be responsible for:

- Budget development, adoption, and administration oversight
- Policy development and implementation
- Board relations
- CIP program management
- Researching and responding to complex/sensitive customer issues
- Rate study oversight
- Hiring/firing authority for the District

A job description for each has been provided.