



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

## **AGENDA**

**Regular Board Meeting, October 21, 2021, at 7:00 P.M.**

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- ❖ The following agenda has been prepared and posted at least 72 hours prior to the regular board meeting of the Midway Heights County Water District Board of Directors in accordance with the Ralph M. Brown Act.
- ❖ The chronological order of agenda items does not necessarily mean that each item will be considered in that order. Any listed items may be considered at any time during the meeting, at the discretion of the Board President.
- ❖ The public may address the Board on each agenda item during the Board's consideration of that item. Any members of public present at a meeting will be asked but are not required to state their name to the Board Secretary so that their attendance may be made a matter of public record.
- ❖ The Board is prohibited by law from acting on any matter not appearing on the posted agenda, except in certain cases provided for in the Brown Act.
- ❖ In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Jason Tiffany at (530) 878-8096 (phone) or (530) 878-8096 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.
- ❖ In accordance with Government Code Sec. 54954.2 (a) this notice and agenda were posted at the following locations: MHCWD Office; Meadow Vista Post Office; Meadow Vista Village Center; at the intersection of Placer Hills and Peaceful Valley Roads; and at the intersection of Oak Hill and Hillsdale Roads.

# AGENDA

Regular Board Meeting, October 21, 2021

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## I. CALL TO ORDER

## II. ROLL CALL OF DIRECTORS

## III. REVIEW AND APPROVAL OF MINUTES. PAGES 5-9

The minutes from the September 16, 2021, Regular Meeting will be discussed and may be approved.

## IV. PUBLIC FORUM

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

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

## V. GENERAL BUSINESS

### A. CONSENT CALENDAR

1. Directors Reports
2. Miscellaneous Information and Correspondence

### B. BRIEFINGS RE: JPIA AND CSDA CURRENT EVENTS

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

### C. DISCUSSION & ACTION RE: RESOLUTION 2021-02, AN AMENDMENT TO DISTRICT CODE 2.2.2 (LOCATION, TIME, AND DATE OF MEETINGS). PAGE 10

Approve codification of revised text to change the starting time from 7:00 PM to 6:00 PM.

### D. DISCUSSION & ACTION RE: STRATEGIC PLANNING. PAGES 11-12

1. Interim Report of the Strategic Planning Ad-Hoc Committee.
2. Approval of Letter to PCWA re: Updated Scope of Work.

### E. DISCUSSION & ACTION RE: RESOLUTION 2021-03 ESTABLISHING FUND BALANCES. PAGES 13-15

This resolution formalizes the fund designations and balances as approved in the prior session.

### F. DISCUSSION & ACTION RE: RETIREMENT OF THE CALPERS UNFUNDED ACCRUED LIABILITY (UAL). PAGES 16-18

Discussion of the UAL as of October 29,2021.

# AGENDA

Regular Board Meeting, October 21, 2021

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**G. DISCUSSION & ACTION RE: HIRING OF A PART-TIME OFFICE EMPLOYEE. PAGES 19-23**

Hiring of an Office Assistant II/Receptionist was proposed at the September session. Currently, the District does not employ any dedicated office support. Routine office functions are handled entirely by the GM and field staff. As directed in the prior session, the GM will present his research on this matter.

**H. DISCUSSION & ACTION RE: AMENDMENTS TO DISTRICT CODE SECTIONS GOVERNING CONNECTION AND RECONNECTION FEES.PAGES 24-29**

1. Section 6.3.1 Treated water service connection charges.
2. Section 6.5.2 Treated reconnection charges.
3. Section 6.5.3 Irrigation water connection and reconnection charges.

**I. DISCUSSION & ACTION RE: AUTHORIZING STAFF TO GO TO PUBLIC BID FOR RECOVER CAPACITY AND IMPROVE OPERATIONS AT DISTRICT RESERVOIR PROJECT. PAGE 30**

**J. FIELD REPORT. PAGE 31**

**K. GENERAL MANAGER'S REPORT. PAGE 32-42**

GM to discuss implementation of AB-361 modifications to the Brown Act which allow ongoing adjustments to holding remote meetings during declared emergencies.

**VI. FINANCIAL**

**A. TREASURER'S REPORT: APPROVAL OF ACCOUNT TRANSFERS AND BILLS PAID. PAGES 43-50**

Fund Summaries and Checking Account Reconciliation Registers showing the balances of all the District's funds and bills paid for the month of September of 2021 will be reviewed, discussed, and acted upon by the Board.

**VII. DISCUSSION & ACTION RE: CUSTOMER NEWSLETTER. PAGES 51-54**

Review the need for, and approve the issuance of, a newsletter per P&P § 3.1.B.

**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 direction regarding subsequent meeting agendas.

Current list of unscheduled agenda items:

1. Policy re: Consent Calendar.
2. Policy re: Directors Reports.
3. Policy re: Format/content of minutes, inclusion of public comments.
4. Policy re: Board members who share a household.
5. Policy re: Budgeting methodology (Zero Based Budgeting, etc.)

**IX. DISCUSSION & ACTION RE: SPECIAL MEETING TO TOUR DISTRICT FACILITIES**

Set time and place for Special Meeting to tour District. Public is welcome.

# **AGENDA**

**Regular Board Meeting, October 21, 2021**

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

**XI. ADJOURNMENT**

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**

**Regular Board Meeting Minutes**

September 16, 2021, 7:00 P.M. at District Office  
16733 Placer Hills Road, Meadow Vista CA. 95722

**I. CALL TO ORDER**

With a quorum present, President Richard Goodwin called the meeting to order at approximately 7:00 PM.

**II. ROLL CALL**

**DIRECTORS PRESENT:** Richard Goodwin, President  
Don Rushton Vice-President.  
Jim Mehl, District Treasurer  
Pauline Nevins, CSDA Representative  
Craig Stone, ACWA/JPIA Representative

**DIRECTORS ABSENT:** none.

**OTHERS PRESENT:** Jason Tiffany, General Manager-Secretary to the Board

**MEMBERS OF THE PUBLIC:** one member of the public

**III. REVIEW AND APPROVAL OF MINUTES**

**M/S Jim Mehl/ Don Rushton** moved to accept the **July 15, 2021** minutes as written.

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

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

**IV. PUBLIC FORUM**

None.

**V. GENERAL BUSINESS**

**A. CONSENT CALENDAR**

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

**B. DISCUSSION AND ACTION RE: AMENDMENT TO CODE SECTION 2.2.2. TIME AND PLACE FOR REGULAR MEETINGS.**

**M/S Pauline Nevins/ Jim Mehl** moved to amend the time of the meeting to 6:00 P.M.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input type="checkbox"/>	Nay	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input type="checkbox"/>	Nay	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value="2"/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input type="text" value=""/>						

**C. DISCUSSION AND ACTION RE: STRATEGIC PLANNING**

President Richard Goodwin appointed himself, Director Nevins and the general manager to a ad-hoc committee for strategic planning.

**D. DISCUSSION AND ACTION RE: SERVICE PROVIDER FOR BUILDING AND MAINTAINING A NEW WEBSITE.**

M/S Don Rushton/Richard Goodwin moved to direct the general manager to enter into a service contract with Streamline for building and maintaining the District’s web site.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

**E. DISCUSSION AND POSSIBLE ACTION RE: AMENDMENT OF FY 2022 BUDGET TO PERMIT RETIREMENT OF THE CALPERS UNFUNDED ACCRUED LIABILITY.**

M/S Richard Goodwin/Craig Stone moved to direct the general payoff the District’s CalPERS Unfunded Accrued Liability.

Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

**F. DISCUSSION & ACTION RE: AMENDMENT OF FY 2022 BUDGET TO PERMIT HIRING OF A PART-TIME OFFICE WORKER.**

The general manager was directed to research this topic and report back to the Board.

**G. DISCUSSION & ACTION RE: CHANGES TO P&P 2.1.J. – FUND ACCOUNT DESCRIPTIONS AND FUND BALANCES.**

M/S Craig Stone/Richard Goodwin moved to accept the recommendations of the ad-hoc committee.

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

Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>
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Passed Unanimously: Yes

The general manager stated that he would have a resolution drafted for the Board to vote on concerning the designation of fund balances.

**H. FIELD REPORT**

The Board reviewed the field reports.

**I. GENERAL MANAGERS REPORT**

The general manager updated the Board on the District’s new banking procedures that included the purchasing of a check scanning machine so that the staff can process deposits from the office and avoid the time consuming task of driving to Auburn to deposit the checks.

**VI. FINANCIAL.**

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

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

M/S Craig Stone / Don Rushton moved to accept the report.

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

Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>
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Passed Unanimously: Yes

**B. DISCUSSION AND ACTION RE: AGED RECEIVABLES**

The general manager presented a report to the Board about the aged receivables with a break down of the past due amounts for irrigation services. Irrigation services are still subject to service termination. The Board took no action at this time.

**C. INVESTMENT REPORT ENDING JULY 2021**

The Board reviewed the report.

**VII. BOARD/STAFF GENERAL DISCUSSION AND CALENDAR REVIEW**

Current list of unscheduled agenda items:

1. Amendments to District code book section 6.3.1 treated water service connection charges, section 6.5.2 treated reconnection charges, section 6.5.3 irrigation water connection and reconnection charges.
2. Policy re: Consent Calendar.
3. Policy re: Directors Reports.
4. Policy re: Board members who share a household.
5. Policy re: Format/content of minutes, inclusion of public comments.
6. Policy re: Budgeting methodology (Zero Based Budgeting, etc.)

Director Mehl asked that an item be added to have a tour of the District by the Director's.

**VIII. NEXT REGULAR MEETING DATE**

The next regular meeting date is set for October 21, 2021.

**XI. ADJOURNMENT**

President Goodwin adjourned the meeting at 9:46 P.M.

Respectfully Submitted,

Approved,

\_\_\_\_\_  
Jason Tiffany  
Secretary to the Board  
Midway Heights County Water District

\_\_\_\_\_  
Richard Goodwin  
President of the Board

Dated: \_\_\_\_\_



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

DRAFT

RESOLUTION NO. 2021-02  
MIDWAY HEIGHTS COUNTY WATER DISTRICT  
AUTHORIZING AMENDMENTS TO DISTRICT CODE

WHEREAS, the Board of Directors of MIDWAY HEIGHTS COUNTY WATER DISTRICT deems it in the best interests of the District to make amendments from time to time to the District Code;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of MIDWAY HEIGHTS COUNTY WATER DISTRICT to make the following change to the District Code;

- Section 2.2.2 of the Midway Heights County Water District Code Book is hereby to read as follows:

The regular monthly meetings of the Board are held at 16733 Placer Hills Road, Meadow Vista, California, on the third Thursday of each month, commencing at 6:00 P.M.

PASSED AND ADOPTED this 21st day of October 2021, by the Board of Directors of MIDWAY HEIGHTS COUNTY WATER DISTRICT at a regular meeting by the following vote:

AYES:	Directors	_____	_____
		_____	_____
		_____	_____
NOES:	Directors	_____	_____
ABSTAIN:	Directors	_____	_____
ABSENT:	Directors	_____	_____

MIDWAY HEIGHTS COUNTY WATER DISTRICT

\_\_\_\_\_  
President of the Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary thereof

TO: MHCWD BOARD OF DIRECTORS

FROM: PAULINE NEVINS, CHAIR, STRATEGIC PLANNING AD-HOC  
COMMITTEE

RE: DISCUSSION & ACTION RE: STRATEGIC PLANNING

RECOMMENDATION:

Approve attached letter to PCWA acknowledging extension of Strategic Plan Project deadline and adjustment to Grant Agreement Scope of Work.



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

September 22, 2021

Placer County Water Agency  
144 Ferguson Road  
P.O. Box 6570  
Auburn, CA 95604

Dear Joe Parker

Midway Heights County Water District (MHCWD) wishes to express its appreciation to PCWA for extending the District's Strategic Plan Project completion date from December 21, 2021, to June 21, 2023, as recently approved.

The extension allows the current Board members, three of whom joined the Board after the original project's grant funding was approved, to participate meaningfully in the project's Scope of Work.

Below is the updated Scope of Work for the MHCWD Strategic Plan Project. This Scope is intended to be specific enough to achieve the Board's goal of developing a long-range plan, and broad enough to allow for a larger pool of consultants to be considered.

Updated Scope of Work

Development of a Strategic Plan that will guide the Midway Heights County Water District's goals and objectives with a continuous planning horizon of three to five years. The finished plan will include the Board's shared vision, goals, and objectives, and be flexible enough to accommodate changing circumstances.

As always, we appreciate the support PCWA continues to provide our District.

Sincerely,

Jason Tiffany, General Manager  
Midway Heights County Water District Board

RESOLUTION NO. 2021-03  
OF THE BOARD OF DIRECTORS OF THE  
MIDWAY HEIGHTS COUNTY WATER DISTRICT  
AUTHORIZING AND DIRECTING DISTRIBUTION  
OF CERTAIN DISTRICT FUNDS

WHEREAS, on March 14, 1990, the Board of Directors of the Midway Heights County Water District adopted Resolution No. 90-6, which authorized \$1,459,761.68 principal amount of limited obligation improvement bonds to finance the construction of the District's treated water system within the previously formed Assessment District No. 1 (the "1990 Bonds"), providing for the collection of assessments to pay the principal and interest on the 1990 Bonds, and authorizing the sale of those bonds;

WHEREAS, Section 9 of Resolution No. 90-6 was enacted to establish the original fund to collect assessments levied in Assessment District No. 1 for purposes of repaying the 1990 Bonds, which fund is designated as the "Midway Heights County Water District, Assessment District No. 1 Limited Obligation Improvement Bond Redemption Fund" (the "Fund"), and provides in part that, "Any surplus remaining in said fund after payment of all Bonds and the interest thereon shall be applied as directed by the District."

WHEREAS, any moneys remaining in the Fund after full repayment of all principal and interest due on the 1990 Bonds are, by virtue of Section 9 of Resolution No. 90-6 and the lack of any applicable legal limitations, general funds of the District that the Board may direct be used for any legally authorized District purpose.

WHEREAS, on October 18, 2018 the Board enacted Resolution No. 2018-04 which directed and authorized the District General Manager to take various actions related to surplus moneys remaining in the Fund, including transfer of all surplus moneys to the preparing a proposal for the use of any surplus moneys remaining in the Fund.

WHEREAS, on December 30, 2019, the District made the full and final payment of the 1990 Bonds.

WHEREAS, on September 16, 2021, the Board considered and approved a proposal prepared by the Ad-hoc committee and presented by the General Manager for the distribution of the surplus moneys remaining in the Fund to various District Reserve Funds.

WHEREAS, also on September 16, 2021, the Board considered and approved a proposal prepared by the Ad-hoc committee and presented by the General Manager for the distribution of other District funds to various District Reserve Funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Midway Heights County Water District as follows:

1. That the General Manager is hereby authorized and directed to cause all distributions, as more specifically described on Attachment A to this Resolution, to be made.

PASSED AND ADOPTED this 21 day of October 2021, by the Board of Directors of MIDWAY HEIGHTS COUNTY WATER DISTRICT at a regular meeting by the following vote:

AYES:	Directors	_____	_____
		_____	_____
		_____	
NOES:	Directors	_____	_____
ABSTAIN:	Directors	_____	_____
ABSENT:	Directors	_____	_____

MIDWAY HEIGHTS COUNTY WATER DISTRICT

\_\_\_\_\_  
President of the Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary of the Board

## ATTACHMENT A RESOLUTION 2021-03 MHCWD RESERVE AND FUND DISTRIBUTION

<b>Proposed Distribution of Investment Funds at Placer County</b>	
<b>Current Fiscal Year Operation Fund</b>	<b>\$87,007.37</b>
<b>Treated Capital Facilities Fund</b>	<b>\$47,331.66</b>
<b>Irrigation Capital Facilities Fund</b>	<b>\$0.00</b>
<b>Treated Rehabilitation And Replacement Reserve Fund</b>	<b>\$99,022.76</b>
<b>Irrigation Rehabilitation And Replacement Reserve Fund</b>	<b>\$272,582.88</b>
<b>Emergency Capital Reserve Fund</b> (Target balance: \$99,600)	<b>\$80,000.00</b>
<b>Treated Rate Stabilization Reserve Fund:</b> (Target balance: \$63,750)	<b>\$31,874.10</b>
<b>Irrigation Rate Stabilization Reserves Fund</b> (Target balance: \$35,925)	<b>\$17,962.65</b>

**Investment Funds With Placer County:           \$635,781.42**

<b>Current Distribution of Investment Funds at Placer County (5/30/2021)</b>							
<b>Emergency Reserve</b>	<b>Current Fiscal Year Operation Fund</b>	<b>DWR-1990 Loan Fund</b>	<b>Treated Water Capital Facilities</b>	<b>Future Occurences (Truck &amp; Mobile Equipment)</b>	<b>Future Occurences (Easement Clearing)</b>	<b>Future Occurences (Irrigation Rate Shift Fund)</b>	<b>Future Occurences (System Repair &amp; Replacement)</b>
	\$87,007.37						
			\$47,331.66				
		\$50,000.00		\$22,306.54	\$5,465.07		\$21,251.15
		\$161,409.99		\$17,526.56	\$4,293.99	\$72,655.00	\$16,697.34
\$80,000.00							
		\$31,874.10					
		\$17,962.65					

**\$80,000.00    \$87,007.37    \$261,246.74    \$47,331.66    \$39,833.10    \$9,759.06    \$72,655.00    \$37,948.49**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany, General Manager

RE: DISCUSSION AND ACTION RE: AMENDMENT OF FY 2022 BUDGET TO PERMIT RETIREMENT OF THE CALPERS UNFUNDED ACCRUED LIABILITY.

During the meeting on September 16, 2021 the Board directed staff to payoff the District’s CalPERS Unfunded Accrued Liability (UAL). Staff contacted CalPERS and received the payoff amount date October 29, 2021. The payoff at that time is \$98,062. The payoff on June 30, 2022 will be \$102,595. The District made the payment of \$8,420 for this fiscal year on July 30,2021. Paying off the UAL will not result in a “cash flow” savings for this current fiscal year to fund a new employee.

The UAL is calculated by CalPERS on an annual basis and increase or decrease based on the rate of return by CalPERS vs the discount rate (target). The discount rate was 7% last year and is now 6.8% based of the latest rate of 21%.

An explanation from the District’s auditor on paying off the UAL:

“Makes sense. The investment gain will be recognized when the valuation is performed for that fiscal year. The valuation is usually two years behind the reporting date, therefore the 6/30/21 valuation will be completed for the 6/30/2023 reporting period. The investment gain will be recognized during that valuation, but it will be amortized over a 5 year period to smooth out the effects of market gains and losses. **Regardless of if you payoff the current UAL, you will still have a future UAL**, but if you pay off the current UAL and the assuming the only change is the market gain on investments for 6/30/2021 then your UAL will be negative.”

Since the rate of return was 21% and the discount rate was 7%, the District would have a negative UAL should it payoff the UAL in the future.

Should the Board decided to payoff the UAL it would need to direct staff from which fund balances found in the Board packet under item V-E.

Should the Board decide to pay off the UAL, one idea could be to use part of the funds accumulated in the current fiscal year fund and 96.4% of the stabilization funds:

	Balance	Expenditure	New balance
Current Fiscal Year Operation Fund	87,007.37	50,000.00	37,007.37
Treated Rate Stabilization Reserve Fund	31,874.10	30,739.00	1,135.10
Irrigation Rate Stabilization Reserves Fund	17,962.65	17,323.00	639.65
UAL	98,062.00	98,062.00	0.00





**California Public Employees' Retirement System**

**Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

September 27, 2021

CalPERS ID: 4843334378  
 Employer Name: MIDWAY HEIGHTS COUNTY WATER DISTRICT  
 Rate Plan: MISCELLANEOUS PLAN [9863]

Re: Lump Sum Payment to reduce the Unfunded Accrued Liability

Dear Requestor:

As requested, information on the fiscal year 2022-23 employer contribution requirement following your lump sum payment is shown below.

**If you are aware of others interested in this information (e.g., payroll staff, county court employees, port districts), please inform them.**

The information is based on the most recent annual valuation and assumes payment by *October 29, 2021* and no further contractual or financing changes taking effect before June 30, 2022. The Unfunded Accrued Liability (UAL) will be eliminated by a lump sum payment in the amount of **\$98,062**.

**There will be no change to your FY 2021-22 contributions.**

Valuation as of June 30, 2020	Pre-Payment	Post-Payment
Projected 6/30/2022 Total Unfunded Liability	\$ 102,595	
Payment on October 29, 2021	\$ 98,062	
<b>Revised 6/30/2022 Total Unfunded Liability</b>		<b>\$ 0</b>
FY 2022-23 Employer Contributions		
Base Total Normal Cost for Formula	15.56%	15.56%
Surcharges for Class 1 Benefit		
a) COLA 3%	0.69%	0.69%
b) PRSA 50%	0.67%	0.67%
Phase out of Normal Cost Difference	<u>0.00%</u>	<u>0.00%</u>
Plan's Total Normal Cost	16.92%	16.92%
Formula's Expected Employee Contribution Rate	<u>6.93%</u>	<u>6.93%</u>
Employer Normal Cost Rate	9.99%	9.99%
Employer Unfunded Liability Payment	\$ 9,900	\$ 0

The attached schedule of the plan's amortization bases includes the additional discretionary payment(s) listed above.

	<b>Fiscal Year</b>	
<b>Required Employer Contribution</b>	<b>2022-23</b>	
<b>Employer Normal Cost Rate</b>		<b>9.99%</b>
<i>Plus</i>		
<b>Required Payment on Amortization Bases</b>		
<i>Paid either as</i>		
<b>1) Monthly Payment</b>	<b>\$</b>	<b>0.00</b>
<i>Or</i>		
<b>2) Annual Prepayment Option*</b>	<b>\$</b>	<b>0</b>
<p><i>The total minimum required employer contribution is the <b>sum</b> of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) <b>plus</b> the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (<b>which must be received in full no later than July 31</b>).</i></p>		

To initiate this payment, the enclosed Lump Sum Payment Request must be completed and returned to the CalPERS Fiscal Services Division with payment by Electronic Funds Transfer (EFT) or wire transfer by October 29, 2021. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).



KELLY STURM, ASA, MAAA  
 Supervising Pension Actuary, CalPERS

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany, General Manager

RE: DISCUSSION AND ACTION RE: HIRING OF A PART-TIME OFFICE EMPLOYEE

In evaluating the position of a part time office employee, I consulted the 2020 American Water Works Association (AWWA) Compensation Study: Small Utilities. 566 utilities across the U.S and Canada participate, with 9% from California.

I evaluated three positions:

Job S170 - Small System Administrative Assistant

Responsible for performing administrative and secretarial duties for a direct supervisor, including correspondence, word processing, and scheduling. In systems that do not employ an accounting clerk, may also be responsible for certain accounting activities.

Job S150 - Small System Bookkeeper (Accountant, if certified)

Responsible for maintaining the system's financial accounts. Typically pays vendor and utility bills, processes receivables and deposits, and maintains accurate records of all financial transactions. Is not required to possess an accounting certificate.

Job S140 - Small System Office Manager

Responsible for supervision of all administrative functions at the utility, including maintaining office supplies and coordinating office administrative schedules. Supervises other administrative personnel. May also be responsible for certain accounting activities, including billing, processing utility payments, making bank deposits, drawing warrants for payment of delinquent bills, and processing payroll, along with taking minutes at meetings and serving as receptionist.

Attached are the pay scales from the March 2020 survey.

Decisions for the Board:

1. Does the Board want set office hours? Current policy 3.1.A states that "Midway Heights County Water District public office does not have full-time office staff to maintain regular office hours."
2. What job description from AWWA is appropriate for the Boards vision of the office employee?

3. Should the District contact CalPERS to update the retirement contract to cover part time employees?
4. Should the District update its policies to reflect a prorated rate of sick time, vacation time and holiday time off for part time employees?
5. Total funds/hours to be allocated to this position?

A possible solution to hiring a part time employee could be to hire a bookkeeping company to come in once a week and address the issues that almost all small agencies have regarding the annual audit report. From the FY 2020 audit report:

***“Significant Deficiencies not Deemed Material Weaknesses***

***FS 2020-001: Segregation of Duties***

*We noted, due to the small size of the District and limited number of personnel involved in the accounting function, the District had a lack of segregation of duties, as one person is capable of handling all aspects of processing transactions from beginning to end. A lack of segregation of duties increases the risk of potential errors or irregularities; however, due to a limited number of personnel an adequate segregation of duties is not possible without incurring additional costs. Because of this condition, the Board of Directors has taken a more active role in reviewing/reconciling financial transactions, signing checks, reviewing the bank statement and other elements of internal controls. We have noted this finding in prior audits as this is a common condition for a District of this size.*

***FS 2020-002:*** *The District relies on the external auditor to ensure its financial statements are in accordance with GAAP. In addition, the District relies on the external auditor to ensure that all necessary disclosures are included in the notes to the financial statements. The District does not employ a staff member with the necessary knowledge and training to prepare governmental financial statements. In accordance with Statement of Auditing Standards No. 122, AU 265 external auditors cannot be part of an entity’s internal controls over preparation of the financial statements and are prohibited from auditing their own work, which would impair their independence.*

***Recommendation:*** *The District should consider training staff in preparing GAAP financial statements or hire an external qualified accountant to prepare the GAAP financial statements. The District could opt to take no action if it considers the cost will outweigh the benefit.”*

**Job S140 - Small System Office Manager**

Responsible for supervision of all administrative functions at the utility, including maintaining office supplies and coordinating office administrative schedules. Supervises other administrative personnel. May also be responsible for certain accounting activities, including billing, processing utility payments, making bank deposits, drawing warrants for payment of delinquent bills, and processing payroll, along with taking minutes at meetings and serving as receptionist.

Summary of All Reported Data by Ownership/Management Type

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
All	31	29	2	35% 52% 13%	\$55,000	\$55,952	\$55,952	\$47,892	\$58,523	\$67,686	12
Board Operated	22	20	2	* * *	\$56,003	\$57,235	\$57,235	\$53,337	\$63,537	\$74,778	17
M/C/T/C/V	5	5	*	* * *	\$50,000	\$49,761	\$49,761	*	*	*	*
Private	3	3	*	* * *	*	*	*	*	*	*	*
Other	1	1	*	* * *	*	*	*	*	*	*	*

Summary of All Reported Data by Population Size

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000,000	0	0	*	* * *	*	*	*	*	*	*	*
500,000 - 1,000,000	0	0	*	* * *	*	*	*	*	*	*	*
250 - 499,999	0	0	*	* * *	*	*	*	*	*	*	*
100 - 250,000	0	0	*	* * *	*	*	*	*	*	*	*
50 - 100,000	0	0	*	* * *	*	*	*	*	*	*	*
25 - 50,000	0	0	*	* * *	*	*	*	*	*	*	*
10 - 25,000	0	0	*	* * *	*	*	*	*	*	*	*
5,000 - 9,999	16	15	2	* * *	\$58,253	\$62,154	\$62,154	\$53,540	\$63,425	\$73,930	16
< 5,000	15	14	1	* * *	\$44,378	\$49,306	\$49,306	\$39,984	\$52,803	\$58,943	*

Summary of All Reported Data by Total Employment

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000	0	0	*	* * *	*	*	*	*	*	*	*
500 - 1,000	0	0	*	* * *	*	*	*	*	*	*	*
200 - 500	0	0	*	* * *	*	*	*	*	*	*	*
100 - 200	0	0	*	* * *	*	*	*	*	*	*	*
50 - 100	0	0	*	* * *	*	*	*	*	*	*	*
25 - 50	1	1	*	* * *	*	*	*	*	*	*	*
< 25	30	28	2	* * *	\$53,000	\$55,022	\$55,022	\$46,317	\$57,169	\$66,217	12

**Job S150 - Small System Bookkeeper (Accountant, if certified)**

Responsible for maintaining the system's financial accounts. Typically pays vendor and utility bills, processes receivables and deposits, and maintains accurate records of all financial transactions. Is not required to possess an accounting certificate.

Summary of All Reported Data by Ownership/Management Type

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
All	10	10	*	40% 50% 10%	\$62,304	\$67,083	\$67,083	\$80,407	\$71,184	\$82,761	*
Board Operated	7	7	*	* * *	\$66,950	\$73,731	\$73,731	*	*	*	*
M/G/T/C/V	3	3	*	* * *	*	*	*	*	*	*	*
Private	0	0	*	* * *	*	*	*	*	*	*	*
Other	0	0	*	* * *	*	*	*	*	*	*	*

Summary of All Reported Data by Population Size

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000,000	0	0	*	* * *	*	*	*	*	*	*	*
500,000 - 1,000,000	0	0	*	* * *	*	*	*	*	*	*	*
250 - 499,999	0	0	*	* * *	*	*	*	*	*	*	*
100 - 250,000	0	0	*	* * *	*	*	*	*	*	*	*
50 - 100,000	0	0	*	* * *	*	*	*	*	*	*	*
25 - 50,000	0	0	*	* * *	*	*	*	*	*	*	*
10 - 25,000	0	0	*	* * *	*	*	*	*	*	*	*
5,000 - 9,999	6	6	*	* * *	\$58,435	\$67,872	\$67,872	*	*	*	*
< 5,000	4	4	*	* * *	*	*	*	*	*	*	*

Summary of All Reported Data by Total Employment

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000	0	0	*	* * *	*	*	*	*	*	*	*
500 - 1,000	0	0	*	* * *	*	*	*	*	*	*	*
200 - 500	0	0	*	* * *	*	*	*	*	*	*	*
100 - 200	0	0	*	* * *	*	*	*	*	*	*	*
50 - 100	0	0	*	* * *	*	*	*	*	*	*	*
25 - 50	1	1	*	* * *	*	*	*	*	*	*	*
< 25	9	9	*	* * *	\$57,657	\$63,385	\$63,385	*	*	*	*



**Job S170 - Small System Administrative Assistant**

Responsible for performing administrative and secretarial duties for a direct supervisor, including correspondence, word processing, and scheduling. In systems that do not employ an accounting clerk, may also be responsible for certain accounting activities

Summary of All Reported Data by Ownership/Management Type

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
All	17	19	*	24% 59% 17%	\$39,686	\$39,715	\$39,745	\$38,008	\$43,063	\$46,950	10
Board Operated	11	11	*	* * *	\$36,106	\$36,883	\$36,883	*	*	*	*
M/C/T/C/N	4	6	*	* * *	*	*	*	*	*	*	*
Private	1	1	*	* * *	*	*	*	*	*	*	*
Other	1	1	*	* * *	*	*	*	*	*	*	*

Summary of All Reported Data by Population Size

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000,000	0	0	*	* * *	*	*	*	*	*	*	*
500,000 - 1,000,000	0	0	*	* * *	*	*	*	*	*	*	*
250 - 499,999	0	0	*	* * *	*	*	*	*	*	*	*
100 - 250,000	0	0	*	* * *	*	*	*	*	*	*	*
50 - 100,000	0	0	*	* * *	*	*	*	*	*	*	*
25 - 50,000	0	0	*	* * *	*	*	*	*	*	*	*
10 - 25,000	0	0	*	* * *	*	*	*	*	*	*	*
5,000 - 9,999	8	10	*	* * *	\$40,688	\$45,825	\$44,660	*	*	*	*
< 5,000	9	9	*	* * *	\$34,500	\$34,284	\$34,284	*	*	*	*

Summary of All Reported Data by Total Employment

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000	0	0	*	* * *	*	*	*	*	*	*	*
500 - 1,000	0	0	*	* * *	*	*	*	*	*	*	*
200 - 500	0	0	*	* * *	*	*	*	*	*	*	*
100 - 200	0	0	*	* * *	*	*	*	*	*	*	*
50 - 100	0	0	*	* * *	*	*	*	*	*	*	*
25 - 50	0	0	*	* * *	*	*	*	*	*	*	*
< 25	17	19	*	* * *	\$39,686	\$39,715	\$39,745	\$38,008	\$43,063	\$46,950	10

TO: MHCWD BOARD OF DIRECTORS

FROM: JASON TIFFANY

RE: DISCUSSION AND ACTION RE: AMENDMENTS TO DISTRICT CODE BOOK SECTION 6.3.1 TREATED WATER SERVICE CONNECTION CHARGES, SECTION 6.5.2 TREATED RECONNECTION CHARGES, SECTION 6.5.3 IRRIGATION WATER CONNECTION AND RECONNECTION CHARGES.

I attached page 6 from the rate and connection fee study, District policy 4.4.B and a draft of District Code changes that would become an attachment to an ordinance.

Additional information can be found at:

[https://www.mhcwd.org/docs/Technical Memorandum Nov 15 2019 rate increase.pdf](https://www.mhcwd.org/docs/Technical_Memorandum_Nov_15_2019_rate_increase.pdf)

[https://www.mhcwd.org/docs/Public\\_Notice-report20190919.pdf](https://www.mhcwd.org/docs/Public_Notice-report20190919.pdf)

District policy 4.4.B and the Code should be reviewed since ADU's can now be larger than 1,200 square feet in Placer County. The language for exempt and non-exempt Accessory Dwelling Units ADU's should also be clarified in the Code since it can be confusing.

From District Code:

*"Accessory dwelling unit (ADU) means any of the following: (1) an attached or a detached residential dwelling unit that (i) provides complete independent living facilities for one or more persons, (i1) includes permanent provisions for living, sleeping, eating, cooking and sanitation on the same parcel as a single family dwelling, and (iii) has a total floorspace area that does not exceed 50% of the primary dwelling living area or 1,200 square feet (for an attached accessory dwelling unit) or that does not exceed 1,200 square feet (for a detached accessory dwelling unit); (2) an efficiency unit as defined at Health and Safety Code section 17958.1, or (3) a manufactured home as defined at Health and Safety Code section 18007.*

*Exempt accessory dwelling unit is an accessory dwelling unit, as defined in this code, that additionally (1) is on a single family lot, and there is no other accessory dwelling unit on that lot, (2) is within a zone for single family use, (3) is contained within the existing space of a single-family residence or accessory structure (e.g., studio, pool house, or other similar structure), (4) has independent exterior access from the existing residence, and (5) has side and rear setbacks that are sufficient for fire safety.*



*Accessory dwelling units. The District will not impose or collect a connection charge for a new exempt accessory dwelling unit. But for any other new accessory dwelling unit, the District shall require the customer to pay a connection charge of \$2, 194.10, plus the cost on a time and materials basis for making the physical connection from the District distribution main to the Accessory Dwelling Unit. This charge does not exceed the reasonable cost of providing the service."*

Note: I have concern with the irrigation connection fee going from \$0 to \$4,057.68. The reason for my concern is that the connection fee may dissuade customers from connecting to the irrigation system. With the bi-monthly cost of the irrigation water and the connection fee it probably would not be cost effective for some customers.

A suggestion I have for a policy could be for the District to adopt a connection fee equal to the cost of an annual miner's inch. This would be equal to \$805.80 this year and would escalate to \$862.14 in July of 2023. This could also become the amount of reconnecting to the irrigation service should a customer terminate irrigation service. The current reconnection fee is \$200.00.

The last direction staff was given is from the July 18, 2019 minutes for drafting the ordinance:

*"M/S Roy Ciardella/Craig Stone to adopt the calculated connection fees shown in the rate study, \$5,584.92 treated connection fee for first home and \$3,384.80 treated connection fee for Accessory Dwelling Unit with the exception for lowering the irrigation connection fee from \$4,057.68 to \$2,000 with automatic annual fiscal year increase based on the Engineering News Record Construction Cost Index March to March twelve month change."*

**Connection Fees**

- The treated water connection fee should be increased to pay for buy-in to the existing system and necessary new capital facilities. A new fee for ADUs should be added to the fee schedule. California Senate Bill 229 requires that detached ADUs with a separate water connection pay connection fees for water but that the fee must be proportional to water use compared to standard sized dwelling units.
- An untreated water connection fee should be considered, particularly because this water system provides fire suppression service. The largest capital costs in the next ten years are for the irrigation and fire suppression water system.

**Table 3** presents the calculated updated connection fees, which are the maximum justifiable fees for each system in 2019. At the July 18, 2019 Board of Directors meeting, the Board chose to move forward with the calculated treated water connection fees and a reduced untreated water connection fee of \$2,000 per lot. If successfully adopted, both connection fees would be updated July 1 every fiscal year by the change in the preceding March to March Engineering News Record (ENR) construction cost index (CCI).

**Table 3  
Calculated Connection Fees**

Connection Fee	Treated	Untreated
	<i>per building</i>	<i>per lot</i>
<b>Current</b>		
Main Building	\$3,620.28	\$0.00
ADU	\$0.00	n/a
<b>Calculated</b>		
Main Building	\$5,584.92	\$4,057.68
ADU	\$3,384.80	n/a

MIDWAY HEIGHTS COUNTY WATER DISTRICT

POLICIES AND PROCEDURES

**TREATED SERVICE CONNECTIONS-Accessory Dwelling Units**

Midway Heights County Water District will arrange for the installation and inspection of treated water service Accessory Dwelling Units (ADU'S) connections only after the connection fee(s) due is(are) paid in full by the applicant, as specified in and applicable to the District Code.

Per the March 21, 2019 Board meeting minutes, the District uses the Occupancy Approach.

- This method calculates the fee by dividing the estimated ADU occupancy of 2 by the District's 3.3 occupants per standard dwelling (based on State Water Resources Control Board sanitation reports), and then multiplying that factor by the District's current residential connection charge of \$3,620.28. (To show our work:  $[2 \div 3.3] \times 3,620.28 = \$2,194.10$ .)

The current fee is \$2,194.10, plus time & materials.

Per Board direction, ADU's built after the District Code was first adopted, August 12, 2004, are to be brought into compliance. ADU's built before August 12, 2004 are to be brought into compliance upon transfer of ownership.

**REFERENCE:** 3-21-2019 minutes, Resolutions 2019-02 and 2019-04

# ORDINANCE NO. 202X-XX

## Exhibit A

### Section 6.3.1. Service Connection Charges.

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

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

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

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

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

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

(gd) Where the division of parcels of land or use of land for industrial, commercial, subdivision or residential projects require more than an equivalent single family unit (SFU) water capacity demand for service, the District reserves the right to modify the standard connection charges to more accurately reflect the impact of the project on the District's system and the cost to serve the project. Any such modification of charges shall be made by the District Board of Directors based upon information provided by the District Engineer and staff relative to all applicable water costs and present and future service demands.

Y:\MHCWD-server-files\03-C Reports & Memos\Memos\2021\2021-10-21\connection fees\Ord 20xx-xx Exhibit

A.doc

Page 1 of 2

(he) Accessory dwelling units. The District will not impose or collect a connection charge for a new exempt accessory dwelling unit. But for any other new accessory dwelling unit, the District shall require the customer to pay a connection charge of ~~\$2,194.10~~ \$3,384.80 and shall be adjusted annually per District policy 4.4.B, plus the cost on a time and materials basis for making the physical connection from the District distribution main to the Accessory Dwelling Unit. This charge does not exceed the reasonable cost of providing the service.

Section 6.5.2. Treated Water Service Rates.

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

Section 6.5.3. Irrigation Water Service Rates.

New Service Connection: ~~Total cost of installation.~~ The irrigation connection fee shall be \$2,000 with automatic annual fiscal year increase based on the Engineering News Record Construction Cost Index March to March twelve month change plus the cost of installing the service.

Deposit shall be required equal to the estimated cost of the connection ~~or \$1,500, whichever is less.~~

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

Abandoned

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

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany, General Manager

RE: DISCUSSION AND ACTION RE: DISCUSSION & ACTION RE:  
AUTHORIZING STAFF TO GO TO PUBLIC BID FOR *RECOVER  
CAPACITY AND IMPROVE OPERATIONS AT DISTRICT RESERVOIR  
PROJECT.*

During the June 17, 2021 meeting the Board approved accepting two grants from PCWA for District improvements totaling \$414,819. Additionally, the Board approved matching funds for these projects of \$103,705.

One of the grants was for Recover Capacity and Improve Operations at District Reservoir. The Engineer's estimate is \$169,000.

The plans and contract for this project are just about finalized.

I am requesting that the Board authorize staff and the District's engineer to proceed with going to public bid on this project with an award date by the Board anticipated to be December 16, 2021.

## MHCWD

Monthly Field Report  
October 2021 for the month of September 2021

### FLOW RECORDS

Treated Water: 445,716 cubic feet (3.33 million gallons) purchased, for an average service connection usage of 258 gallons per day (based on 445 active service connections).

Irrigation Water: 30.5 million gallons (63 Miner's Inches per day) purchased from PCWA, with an estimated demand of 26.3 million gallons (54.4 Miner's Inches per day) and an estimated usage of 2,493 gallons per day per customer (based on 352 active service connections: 174 metered, 178 flat rate). Usage adjusted for PCWA canal being of for 5 days, equal to 5 million gallons.

### FIELD ACTIVITIES

<u>Service Calls:</u>	41.
<u>After Hours Calls:</u>	3.
<u>Line/System Repairs:</u>	1-Treated break
<u>Service Disconnections:</u>	0.
<u>New Service Connections:</u>	0.
<u>Installations:</u>	0.
<u>Double Check Valves Tested:</u>	47.
<u>Underground service alerts</u>	11.

Miscellaneous: Monthly Bac-T samples, THM & HAA5 samples, check valve testing, treated valve turning, irrigation valve turning. Easement clearing, repairs, and maintenance at all facilities. Regular truck maintenance.

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany, General Manager

RE: DISCUSSION AND ACTION RE: GENERAL MANAGERS REPORT-AB 361  
(BROWN ACT TELECONFERENCE MEETINGS)

In light of the Governor's declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.<sup>1</sup> Since June of 2021, a more infectious variant of the virus, known as the Delta Variant, has emerged and now accounts for the vast majority of COVID-19 cases.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. As of September 28, 2021, only 82% of Californians who are eligible to be vaccinated are fully vaccinated.<sup>2</sup>

Those who become infected with COVID-19 are at risk of serious illness and death. As of September 28, 2021, over 700,000 Americans have died from the virus.<sup>3</sup> Many more have been hospitalized with serious illness. Currently, in Placer County, 120 people are hospitalized with COVID-19. Additionally, as of September 17, 2021 90% of intensive care beds are in use.

Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

**Recommendation:**

For authorization or re-authorization: Consider finding by a majority vote under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

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<sup>1</sup> [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html)

<sup>2</sup> State of California Covid-19 Dashboard <https://covid19.ca.gov/vaccination-progress-data/>

<sup>3</sup> Johns Hopkins University Coronavirus Resource Center <https://coronavirus.jhu.edu/>



**MHCWD  
MEMO**

10/21/21  
BOARD MEETING AGENDA  
**ITEM V-K**

For renewal: Consider finding by a majority vote under Gov. Code § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

# BARTKIEWICZ, KRONICK & SHANAHAN

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## MEMORANDUM

**TO: LOCAL GOVERNMENT AGENCY CLIENTS**

**FROM: BARTKIEWICZ, KRONICK & SHANAHAN**

**RE: AB 361 (BROWN ACT TELECONFERENCE MEETINGS)**

**DATE: SEPTEMBER 24, 2021**

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This memo summarizes Assembly Bill No. 361 (AB 361; Stats. 2021, ch. 165) amending the rules for teleconference meetings (phone and virtual) under the Brown Act and provides guidance for complying with AB 361.<sup>1</sup> The bill was approved on September 16, 2021 and became effective immediately. The special rules under AB 361 remain in effect only until January 1, 2024.

Attached to this memo are a step-by-step guide to implementing AB 361 for your agency governing board and standing committees and a sample supporting staff report.

If you have any questions related to AB 361, please contact your principal BKS attorney for assistance.

### **I. Existing Rules for Teleconference Meetings under the Brown Act**

Prior to COVID, the Brown Act provided limited authorization for local agency boards to meet by teleconference.<sup>2</sup> Specifically:

- Each teleconference location must be specifically identified in the regular meeting notice and agenda.

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<sup>1</sup> All references in this memorandum are to Government Code section 54953 unless otherwise specified. As used in this memo and the Brown Act, “teleconference” means any meeting subject to the Brown Act held by electronic means, whether audio or visual. This includes the use of virtual meeting platforms such as Zoom, Microsoft Teams, and GoToMeeting.

<sup>2</sup> Gov. Code, § 54953, subd. (b)(3).

- The meeting notice and agenda must be posted at each teleconference location.
- Each teleconference site must be accessible to the public and provide opportunity for the public to make comments and hear the meeting at each site.
- At least a quorum of the members must participate from locations within the boundaries of the agency's territory.

During the COVID-19 public health emergency, the Governor issued Executive Orders N-29-20 and N-08-21 suspending most of the teleconference requirements through September 30, 2021. In response, local agency boards widely used audio and video teleconference (e.g., Zoom, Microsoft Teams, GoToMeeting) to conduct public meetings in lieu of in-person meetings at a physical location. On September 20, 2021, the Governor issued Executive Order N-12-21 clarifying that the teleconferencing requirements of previous Executive Order N-08-21 apply through September 30 and the provisions of AB 361 become effective October 1, 2021.

In sum, after October 1, 2021, the Brown Act's pre-COVID teleconference requirements outlined above apply again, except as modified by AB 361.

There is nothing in the Brown Act that precludes a local agency from allowing members of the public, staff, or consultants to participate in a governing board meeting via teleconference. So, if a governing board conducts in-person meetings with governing board members meeting in-person and the public having the ability to attend the in-person meeting location, the agency also could provide an option for the public and staff to monitor or speak at the meeting through teleconference technology (though it's not required). Such teleconference participation by non-board members would not be governed by AB 361 and also complies with the Brown Act's standard meeting rules.

## **II. AB 361's Changes to Teleconference Meetings under the Brown Act**

Under AB 361 local agency boards may conduct meetings by teleconference subject to modified rules during a State-proclaimed state of emergency when either (1) social distancing measures are required or recommended by state or local officials, or (2) the governing board determines meeting in person would present imminent risks to the health or safety of attendees. The modified teleconference procedures include the following:

- Members of the local agency board may participate from any location (e.g., waiving the requirement that a quorum of board members participate in the meeting within the jurisdictional boundaries of the agency).
- No requirement that each teleconferenced location be accessible to the public or provide an opportunity for members to make in-person public comment.

- The notice and agenda do not need to identify each site where local agency board members will be teleconferencing from, nor does the agenda need to be posted at each teleconference site.<sup>3</sup>

In addition, AB 361 requires local agency boards to take specific actions that protect the public’s right to participate including:

- The meeting notice and agenda must contain all information related to remote participation, including how the public can access the meeting and offer public comment by call-in option, internet-based option or both.<sup>4</sup>
- The board cannot require the public to register or sign-in in with the local agency prior to making public comment, but the board may require registration with a third-party online-platform used to host the meeting.<sup>5</sup>
- The board must allow a reasonable amount of time for public comment when public comment is taken separately for each agenda item, or, for those (rare) boards that provide a timed window for public comment, the board must allow the timed window to expire before closing public comment.<sup>6</sup>
- All meetings held by teleconference, whether under existing rules, executive order, or under AB 361, require a roll call vote for each action taken.<sup>7</sup>
- If technological issues arise during a meeting that prevent the broadcasting of the meeting and the public’s ability to make comment, the board must stop the meeting and resolve the issue prior to taking any further action.<sup>8</sup>

Note that both the standard teleconference rule and the rules under AB 361 apply to “legislative bodies,” which include both your agency’s governing board and any committees subject to the Brown Act (e.g., standing committees). This memorandum uses the term “board” to apply to all such legislative bodies.

Finally, to use the teleconference procedures authorized by AB 361, each local agency board must initially authorize and then regularly renew or reauthorize meeting by teleconference under AB 361. The following section describes this process.

### **III. AB 361 Implementation**

The general steps to implement meeting by teleconference by AB 361 are listed on the enclosed implementation guide.

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<sup>3</sup> Subd. (e)(1).

<sup>4</sup> Subd. (e)(2) (B).

<sup>5</sup> Subd. (e)(2) (F).

<sup>6</sup> Subd. (e)(2)(G)(i)-(ii).

<sup>7</sup> Subd. (b)(2).

<sup>8</sup> Subd. (e)(2)(D).

Local agency boards must take certain actions in order to conduct a meeting pursuant to relaxed teleconference rules. A prerequisite to use of the AB 361 teleconference procedure is that there is a declared state of emergency. “State of emergency” means the “existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions such as ... epidemic...or disease,” which conditions empower the Governor, or in his or her absence, the Director of the Office of Emergency Services, to declare a state of emergency.<sup>9</sup> When such a state of emergency exists, a board may hold a meeting by teleconference in three specific circumstances: (1) when state or local officials have imposed or recommend measures to promote social distancing; (2) when the board meets for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees; or (3) when in the past 30 days or less, the board has determined that meeting in person would present imminent risks to the health or safety of attendees.<sup>10</sup>

To meet by teleconference under AB 361, local agency boards must include an initial agenda item to consider finding that the circumstances allowing a teleconference meeting under AB 361 exist. After the initial meeting, if 30 days or less have elapsed since the last meeting, an agenda item should be included to renew the determination that meeting in person presents health risks. However, if more than 30 days have passed, an initial agenda item must be included to re-authorize meeting by teleconference under AB 361.

Note that AB 361 does not require the board to pass a resolution authorizing meeting by teleconference under AB 361. A staff report with the required information and motion are sufficient. A sample staff report is attached to this memorandum.

It is important to recognize that AB 361 provides limited flexibility only when there is a State-proclaimed state of emergency and the local agency determines that meeting in person would present imminent risks to the attendees’ health or safety. AB 361 does not allow for more flexible teleconference meetings for an agency’s mere convenience or preference. Absent such emergency and public health-risk circumstances, conducting a meeting pursuant to the regular Brown Act<sup>11</sup> teleconferencing rules (sec. I above) remains an option.

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<sup>9</sup> Gov. Code, §§ 8558, 8625.

<sup>10</sup> Subd. (e)(1)(A)-(C).

<sup>11</sup> By “regular Brown Act,” we mean the Brown Act as it exists without the special AB 361 rules in section 54953, subd. (e).

**AB 361 Implementation Guide**  
Bartkiewicz, Kronick & Shanahan

To be used by agency governing boards and other bodies subject  
to the Brown Act, e.g., standing committees.

**Step 1**      **Is there a present state of emergency declared by the *State of California*?**

The declaration must be by the state. Local emergency declarations do not qualify under AB 361. If the answer to this question “no,” then AB 361 does not apply. The regular Brown Act rules for meetings, including limited teleconferencing, will apply.

As of September 23, 2021, the Governor’s March 4, 2020 Proclamation of a State of Emergency is in effect and qualifies as a state-declared emergency under AB 361.

**Step 2**      **Is one of the following two statements true?**

- i.      Social distancing measures are required or recommended by state or local officials; or
- ii.     Meeting in person would present imminent risks to the health or safety of attendees.

If neither statement is true, then AB 361 does not apply. The regular Brown Act rules, including teleconferencing, apply.

In light of the current state of the COVID-19 emergency as of September 2021, the imminent risk test is likely more appropriate for most agencies. As of September 23, 2021, state officials are no longer requiring or recommending social distancing measures. However, county officials in your jurisdiction may require or recommend such measures. If not, then your agency would be need to proceed under the second statement regarding imminent risks.

**Step 3**      **Determine if an AB 361 teleconferencing meeting needs to be authorized, renewed, or re-authorized.**

If step 2 is satisfied, a meeting under AB 361 is allowed, subject to compliance with the procedural requirements below.

Depending on how many days pass between the board’s meetings, the board may need to **authorize, renew, or re-authorize** meeting by teleconference under AB 361. Although the procedures for each are similar, they rely on different sections in AB 361 and care should be taken to choose the correct procedure and agenda item **for each meeting**.

- **Authorize:** For an initial meeting after September 30, 2021, teleconferencing under AB 361 must be initially authorized. Include an initial agenda item (regular or consent) for the board to consider making the findings required by AB 361 and

## AB 361 Implementation Guide

Bartkiewicz, Kronick & Shanahan

authorizing meeting by teleconference. The enclosed sample staff report includes the necessary findings and a recommended motion.

**Sample Agenda Item:** Consider finding by a majority vote under Gov. Code, § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

**Sample Motion:** *“I move that we find for the reasons stated in the staff report that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.”*

- **Renew:** If 30 or fewer days have elapsed since board’s last teleconference meeting under AB 361, then the board should consider renewing the authorization to hold teleconference meetings under AB 361 so that the authorization does not lapse by passage of time. Include an agenda item (regular or consent) for the board to consider (a) finding that the conditions in the initial authorization to teleconference under AB 361 are continuing, and (b) renewing the authorization to meet by teleconference.

**Sample Agenda Item:** Consider finding by a majority vote under Gov. Code, § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

**Sample Motion:** *“I move that we find that we have reconsidered the state of the COVID-19 emergency, meeting in person continues to present imminent risks to the health or safety of attendees, and the board renews the prior authorization for meetings to be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.”*

- **Re-Authorize:** If more than 30 days have passed since the board’s last teleconference meeting under AB 361, then the board must re-authorize holding teleconference meetings under AB 361. Follow the **Authorize** steps above for authorizing teleconference meetings under AB 361.

Because of AB 361’s 30-day rule, boards that meet frequently may only need to authorize meeting under AB 361 once and then renew the authorization at least every 30 days. However, boards that meet infrequently may be required to follow the authorization process each time they meet.

## **AB 361 Implementation Guide**

Bartkiewicz, Kronick & Shanahan

### **Step 4 Prepare the agenda and staff report.**

Include the necessary teleconference information in the meeting agenda and provide an appropriate staff report supporting recommendation for holding a teleconference meeting under AB 361.

### **Step 5 Start the meeting by teleconference and continue if the authorization passes.**

The board initially may meet by teleconference under AB 361 (even if after September 30, 2021) for the purpose of determining whether the rest of the meeting may continue by teleconference. Any authorization or re-authorization action should be the first item on the meeting agenda (after roll call).

- If the vote to authorize, renew, or re-authorize meeting by teleconference under AB 361 **passes**, then the board may (a) proceed to hold the rest of the meeting by teleconference under AB 361, and (b) continue to meet by teleconference under AB 361 for up to 30 days.
- If the vote to authorize or re-authorize meeting by teleconference under AB 361 **fails**, then no further business may be conducted by teleconference and the meeting must be adjourned and rescheduled in compliance with the regular Brown Act.
- If the vote to renew a meeting by teleconference **fails**, then the board may proceed by teleconference under AB 361 with the meeting and any further meetings that occur within 30 days of the last successful vote to authorize, renew, or re-authorize meeting by teleconference under AB 361. But any later meetings would need to be noticed and conducted in accordance with the regular Brown Act.



**Sample Staff Report**

**To:** Board of Directors or Standing Committee  
**From:** Agency Staff  
**Re:** Agenda Item No. 1 – (see the recommended actions below)  
**Date:** [insert date]

For authorization or re-authorization: Consider finding by a majority vote under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

For renewal: Consider finding by a majority vote under Gov. Code § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

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In light of the Governor’s declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.<sup>12</sup> Since June of 2021, a more infectious variant of the virus, known as the Delta Variant, has emerged and now accounts for the vast majority of COVID-19 cases.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. As of \_\_\_\_\_, only \_\_\_\_\_% of Californians who are eligible to be vaccinated are fully vaccinated.<sup>13</sup>

Those who become infected with COVID-19 are at risk of serious illness and death. As of \_\_\_\_\_, over \_\_\_\_\_ Americans have died from the virus.<sup>14</sup> Many more have been hospitalized with serious illness. Currently, in \_\_\_\_\_ County, \_\_\_\_\_ people are hospitalized with COVID-19. Additionally, \_\_\_\_\_% of intensive care beds are in \_\_\_\_\_

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<sup>12</sup> [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html)

<sup>13</sup> State of California Covid-19 Dashboard <https://covid19.ca.gov/vaccination-progress-data/>

<sup>14</sup> Johns Hopkins University Coronavirus Resource Center <https://coronavirus.jhu.edu/>

## **AB 361 Implementation Guide**

Bartkiewicz, Kronick & Shanahan

use. (Check your County's COVID-19 public health website/dashboard to insert this specific statistic.)

Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

### **Recommendation:**

**For authorization or re-authorization:** Move that the board find that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

**For renewal:** Move that the board find that it has reconsidered the state of the COVID-19 emergency, meeting in person continues to present imminent risks to the health or safety of attendees, and the board renews the prior authorization for meetings to be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

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

**September 2021**

**REGULAR BOARD MEETING**  
**October 2021**

**OPERATING FUNDS:**

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

**Balance as of: (08/31/21) \$638,779.76**

\*(Includes: Department of Water Resources Loan Fund, Treated Water Capital Facilities Fund, Designated for Emergency Fund, Designated For Future Occurrences Fund, Current Fiscal Year Operation Fund, Rate Stabilization Fund, Undesignated Reserve Fund.)

**Wells Fargo Bank:**

Adjusted Bank Statement Balance (09/30/21-Reconciled to Checking Account #1670 General) \*\* \$42,309.79

Adjusted Bank Statement Balance (09/30/21-Reconciled to Checking Account #9798 Rate Payer) \*\* \$55,742.57

**CALIFORNIA BANK & Trust:**

Adjusted Bank Statement Balance (09/30/21- Reconciled Money Market Account #6809 Tank Loan) \*\* \$38,358.99

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

**LOAN BALANCES**

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

Balance (06/30/21) \$612,452.49

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

Balance (12/31/20) \$77,552.88

**APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH SEPTEMBER 2021**

\_\_\_\_\_  
**Treasurer of the Board-Jim Mehl**

\*\*\*\*\*

11:17 AM

10/01/21

**Midway Heights CWD**  
**Reconciliation Summary**  
**10005 - Cash in Checking-1670, Period Ending 09/30/2021**

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	<u>Sep 30, 21</u>
Beginning Balance	42,960.79
Cleared Transactions	
Checks and Payments - 30 items	-59,769.32
Deposits and Credits - 24 items	81,328.07
Total Cleared Transactions	<u>21,558.75</u>
Cleared Balance	<u>64,519.54</u>
Uncleared Transactions	
Checks and Payments - 9 items	-8,776.97
Total Uncleared Transactions	<u>-8,776.97</u>
Register Balance as of 09/30/2021	<u>55,742.57</u>
New Transactions	
Deposits and Credits - 1 item	9,606.70
Total New Transactions	<u>9,606.70</u>
Ending Balance	<u>65,349.27</u>

**Midway Heights CWD**  
**Reconciliation Detail**  
**10005 - Cash in Checking-1670, Period Ending 09/30/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						42,960.79
<b>Cleared Transactions</b>						
<b>Checks and Payments - 30 items</b>						
Bill Pmt -Check	08/13/2021	8818	Omega Commmerc...	X	-651.00	-651.00
Bill Pmt -Check	09/01/2021	8827	Cranmer Analytic...	X	-660.00	-1,311.00
Bill Pmt -Check	09/01/2021	8831	US Bank	X	-517.02	-1,828.02
Bill Pmt -Check	09/01/2021	8829	PG&E	X	-466.36	-2,294.38
Bill Pmt -Check	09/01/2021	8825	AT&T U-verse	X	-109.48	-2,403.86
Bill Pmt -Check	09/01/2021	8828	Frontier Communi...	X	-108.43	-2,512.29
Bill Pmt -Check	09/01/2021	8826	CDPH-OPERATO...	X	-60.00	-2,572.29
Bill Pmt -Check	09/01/2021	8830	Tel-Com	X	-60.00	-2,632.29
Bill Pmt -Check	09/02/2021	EFT	Wells Fargo	X	-889.46	-3,521.75
Bill Pmt -Check	09/03/2021	EFT	Paychex, Inc.	X	-16,152.07	-19,673.82
Bill Pmt -Check	09/07/2021	EFT	Paychex, Inc.	X	-3,860.31	-23,534.13
Check	09/09/2021	NSF ...	Wells Fargo	X	-134.30	-23,668.43
Bill Pmt -Check	09/10/2021	EFT	Paychex, Inc.	X	-144.14	-23,812.57
Bill Pmt -Check	09/13/2021	EFT	CalPERS Health ...	X	-3,812.85	-27,625.42
Bill Pmt -Check	09/13/2021	EFT	Wells Fargo	X	-141.58	-27,767.00
Bill Pmt -Check	09/14/2021	8841	Weimar Water Co...	X	-13,416.55	-41,183.55
Bill Pmt -Check	09/14/2021	8835	Dawson Oil Comp...	X	-633.19	-41,816.74
Bill Pmt -Check	09/14/2021	8837	PG&E	X	-390.63	-42,207.37
Bill Pmt -Check	09/14/2021	8843	LAFCO/Placer Cn...	X	-303.46	-42,510.83
Bill Pmt -Check	09/14/2021	8834	Cooks Portable T...	X	-156.08	-42,666.91
Bill Pmt -Check	09/14/2021	8840	Verizon Wireless	X	-152.40	-42,819.31
Bill Pmt -Check	09/14/2021	8833	Bartkiewicz, Kroni...	X	-127.50	-42,946.81
Bill Pmt -Check	09/14/2021	8839	Staples Credit Plan	X	-28.93	-42,975.74
Bill Pmt -Check	09/14/2021	8832	AT & T	X	-23.99	-42,999.73
Bill Pmt -Check	09/15/2021	EFT	CalPERS Retire P...	X	-2,641.84	-45,641.57
Bill Pmt -Check	09/15/2021	EFT	CalPERS Retire P...	X	-702.51	-46,344.08
Bill Pmt -Check	09/15/2021	EFT	CalPERS 457 Pro...	X	-700.00	-47,044.08
Bill Pmt -Check	09/23/2021	8844	PCWA	X	-3,868.01	-50,912.09
Bill Pmt -Check	09/27/2021	EFT	CalPERS Health ...	X	-3,812.85	-54,724.94
Transfer	09/28/2021			X	-5,044.38	-59,769.32
<b>Total Checks and Payments</b>					<b>-59,769.32</b>	<b>-59,769.32</b>
<b>Deposits and Credits - 24 items</b>						
Deposit	09/01/2021			X	129.88	129.88
Deposit	09/03/2021			X	115.46	245.34
Deposit	09/03/2021			X	240.48	485.82
Deposit	09/03/2021			X	615.06	1,100.88
Deposit	09/07/2021			X	360.00	1,460.88
Deposit	09/07/2021			X	892.22	2,353.10
Deposit	09/07/2021			X	11,108.53	13,461.63
Deposit	09/08/2021			X	6,408.69	19,870.32
Deposit	09/09/2021			X	161.35	20,031.67
Deposit	09/09/2021			X	875.56	20,907.23
Deposit	09/09/2021			X	8,958.68	29,865.91
Deposit	09/13/2021			X	134.30	30,000.21
Deposit	09/13/2021			X	7,788.31	37,788.52
Bill Pmt -Check	09/14/2021	8842	LAFCO/Placer Cn...	X	0.00	37,788.52
Deposit	09/15/2021			X	12,362.43	50,150.95
Deposit	09/16/2021			X	400.00	50,550.95
Deposit	09/17/2021			X	610.29	51,161.24
Deposit	09/20/2021			X	252.75	51,413.99
Deposit	09/20/2021			X	15,084.75	66,498.74
Deposit	09/24/2021			X	250.50	66,749.24
Deposit	09/24/2021			X	13,390.91	80,140.15
Deposit	09/27/2021			X	622.30	80,762.45
Deposit	09/28/2021			X	212.69	80,975.14
Deposit	09/30/2021			X	352.93	81,328.07
<b>Total Deposits and Credits</b>					<b>81,328.07</b>	<b>81,328.07</b>
<b>Total Cleared Transactions</b>					<b>21,558.75</b>	<b>21,558.75</b>
<b>Cleared Balance</b>					<b>21,558.75</b>	<b>64,519.54</b>

## Midway Heights CWD Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 09/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Bill Pmt -Check	09/14/2021	8838	Sauers Engineeri...		-6,167.57	-6,167.57
Bill Pmt -Check	09/14/2021	8836	Omega Commerc...		-651.00	-6,818.57
Bill Pmt -Check	09/29/2021	8847	Ferguson Waterw...		-993.06	-7,811.63
Bill Pmt -Check	09/29/2021	8848	PG&E		-402.24	-8,213.87
Bill Pmt -Check	09/29/2021	8850	US Bank		-243.62	-8,457.49
Bill Pmt -Check	09/29/2021	8846	Cranmer Analytic...		-90.00	-8,547.49
Bill Pmt -Check	09/29/2021	8849	Tel-Com		-60.00	-8,607.49
Bill Pmt -Check	09/29/2021	8845	Beam Security Sy...		-60.00	-8,667.49
Bill Pmt -Check	09/30/2021	8851	AT&T U-verse		-109.48	-8,776.97
Total Checks and Payments					-8,776.97	-8,776.97
Total Uncleared Transactions					-8,776.97	-8,776.97
Register Balance as of 09/30/2021					12,781.78	55,742.57
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	10/01/2021				9,606.70	9,606.70
Total Deposits and Credits					9,606.70	9,606.70
Total New Transactions					9,606.70	9,606.70
<b>Ending Balance</b>					<b>22,388.48</b>	<b>65,349.27</b>

10:53 AM

10/01/21

## Midway Heights CWD Reconciliation Summary

10007 - Rate Payer Increase-Check-9798, Period Ending 09/30/2021

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	<u>Sep 30, 21</u>
Beginning Balance	11,029.11
Cleared Transactions	
Deposits and Credits - 2 items	<u>5,044.48</u>
Total Cleared Transactions	<u>5,044.48</u>
Cleared Balance	<u><u>16,073.59</u></u>
Register Balance as of 09/30/2021	16,073.59
Ending Balance	16,073.59

# Midway Heights CWD Reconciliation Detail

10007 - Rate Payer Increase-Check-9798, Period Ending 09/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,029.11
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	09/28/2021			X	5,044.38	5,044.38
Deposit	09/30/2021			X	0.10	5,044.48
Total Deposits and Credits					5,044.48	5,044.48
Total Cleared Transactions					5,044.48	5,044.48
Cleared Balance					5,044.48	16,073.59
Register Balance as of 09/30/2021					5,044.48	16,073.59
Ending Balance					5,044.48	16,073.59



12:32 PM

10/12/21

**Midway Heights CWD**  
**Reconciliation Summary**  
10009 - Cal Bank and Trust-6809, Period Ending 09/30/2021

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	<u>Sep 30, 21</u>
Beginning Balance	38,403.36
Cleared Transactions	
Checks and Payments - 1 item	-45.00
Deposits and Credits - 1 item	0.63
	<u>                    </u>
Total Cleared Transactions	-44.37
	<u>                    </u>
Cleared Balance	<b>38,358.99</b>
	<u>                    </u>
Register Balance as of 09/30/2021	38,358.99
Ending Balance	38,358.99

## Midway Heights CWD Reconciliation Detail

10009 - Cal Bank and Trust-6809, Period Ending 09/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						38,403.36
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	09/30/2021			X	-45.00	-45.00
Total Checks and Payments					-45.00	-45.00
<b>Deposits and Credits - 1 item</b>						
Deposit	09/30/2021			X	0.63	0.63
Total Deposits and Credits					0.63	0.63
Total Cleared Transactions					-44.37	-44.37
Cleared Balance					-44.37	38,358.99
Register Balance as of 09/30/2021					-44.37	38,358.99
<b>Ending Balance</b>					<b>-44.37</b>	<b>38,358.99</b>

**MHCWD  
MEMO**

**10/21/21  
BOARD MEETING AGENDA  
ITEM V-II**

TO: MHCWD BOARD OF DIRECTORS

FROM: Jason Tiffany, General Manager-Director Pauline Nevins

RE: DISCUSSION AND ACTION RE: CUSTOMER NEWSLETTER

Attached is draft customer newsletter and the ACH Bank Draft Payments Sign-Up Form that could be inserted in the bills.

To have the newsletter printed is \$560 and the ACH form is \$185 for a total of \$745.



# Newsletter

VOL.1 NO. 1 NOVEMBER/DECEMBER 2021

*The Midway Heights County Water District newsletter represents a commitment by the District to provide customers with a greater awareness of the District's activities, and increase overall transparency.*

16733 Placer Hills Road, PO Box 596,  
Meadow Vista, CA 95722  
Email: [admin@mhcwd.org](mailto:admin@mhcwd.org)  
Website: [mhcwd.org](http://mhcwd.org)  
(530) 878-8096

## PCWA Grants Awarded to MHCWD

For a number years, Placer County Water Authority (PCWA) has awarded grant money to water districts. The money comes from the net revenues generated by the Middle Fork American River Hydroelectric Project (MFP).

Midway Heights has been the recipient of a number of these grants over the years. At their May 20, 2021 Board meeting, PCWA approved two grants requests submitted by MHCWD, that totaled \$414,819. These grants required that the District provide 20% matching funds of \$103,705. The District approved the matching funds at the June 17<sup>th</sup>, 2021 MHCWD Board meeting resulting in a combined total of \$518,524.

One grant funds the replacement of the Hillsdale Irrigation Main, a 60-year-old pipe that has continually failed due to age and soil conditions. To increase flow capacity the pipe The replacement pipe will be increased in diameter for additional flow capacity. In addition, a fire hydrant will be added.

The second grant funds work at the District reservoir. Sediment will be removed, along with other operational improvements, to restore 700,000 gallons to the reservoir's storage capacity.



## We've Moved!!

Midway Heights County Water District staff has moved into a new office in the same building. We're now at **16733 Placer Hills Road**.

For over 15 years, staff was housed in a virtually windowless basement office. The new office faces Placer Hills Road making it easier for customers to locate, and the extra space will accommodate additional public seating. The new quarters are more functional, well-lit, and accessible, and cost the District only \$15 more a month above previous rental charges.

## New payment option

We can now process payments automatically. Just complete the enclosed ACH Bank Draft Payments Sign-Up Form

## Call Before You Dig!



The picture above is a broken 6-inch treated water main. It cost thousands of dollars to replace! Please call before you dig.



**Know what's below.  
Call before you dig.**

Midway Heights County Water District  
PO Box 596  
Meadow Vista, CA 95722

## KNOW YOUR BOARD

MHCWD is a California Special District and, as such, is governed by an elected **Board of Directors**. Day to day operations are handled by the District's maintenance staff under the direction of the General Manager, Jason Tiffany, who in turn reports to the Board.

### **Board Membership**

The Midway Heights CWD Board of Directors consists of five persons elected to serve for a term of four years. Any resident of the District who is registered to vote, is eligible to be a member of the Board. Expiration of members' terms are staggered such that no more than three seats are open during any given election.

### **Meetings**

The Board normally meets once a month, generally the **third Thursday of the month, at 6:00 PM at the District office located at 16733 Placer Hills Road, Meadow Vista. Notice of each meeting, including the agenda, is posted at various locations in the District and on the website: [mhcwd.org](http://mhcwd.org)**

***Customers and residents of the District, as well as members of the general public, are welcome to attend and to make comment on agenda items or on other matters of concern to the District.***

Approved Minutes of each Board meeting, along with any related documents, are available for public perusal at the District offices and on the website.

### **Current Board Members**

	<b>Member Since</b>	<b>Term Expires</b>
<b>Richard Goodwin</b> , President	12/11/2020	12/06/2024
<b>Don Rushton</b> , Vice President	07/21/2017	12/09/2022
<b>Jim Mehl</b> , Treasurer	12/11/2020	12/06/2024
<b>Pauline Nevins</b> , CSDA Rep	07/15/2021	12/09/2022
<b>Craig Stone</b> , ACWA/JPIA Rep	01/01/2003	12/09/2022

MHCWD  
P.O. Box 596  
Meadow Vista, CA 95722

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

### ACH Bank Draft Payments Sign-Up Form

#### CUSTOMER INFORMATION

Name: \_\_\_\_\_

Account No: \_\_\_\_\_

← Leave Blank

E-mail Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

#### FINANCIAL INSTITUTION INFORMATION

Bank Name: \_\_\_\_\_

Bank Routing/Transit No: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Account Type (check one):     CHECKING         SAVINGS

Account No: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Print Authorized Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date