



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

AGENDA

Regular Board Meeting, September 17, 2026, at 2:00 p.m.

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

AGENDA

Regular Board Meeting, September 17, 2026

I. CALL TO ORDER

II. ROLL CALL OF DIRECTORS

Establish a quorum and identify for the minutes any other persons attending. Members of the public may remain anonymous in the minutes unless they wish to participate in the Public Forum, below, or comment on other agenda items.

III. REVIEW AND APPROVAL OF MINUTES (Pages BP 4-6)

The minutes from the August 20, 2026, Regular Meeting will be reviewed and may be approved.

IV. PUBLIC FORUM

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

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

V. GENERAL BUSINESS

A. DISCUSSION & ACTION RE: ELECTION OF BOARD OFFICERS (Pages BP 7-8)

Directors will nominate and vote on assignment for President and Vice-President, either individually or as a slate. Assignments will take effect immediately.

B. DISCUSSION & ACTION RE: RESOLUTIONS OF RECOGNITION (Pages BP 9-10)

Discussion and possible approval of draft Resolutions to honor former President of the Board Pauline Nevins and recognize the outstanding service provided by the District's former Interim General Manager Gerry LaBudde during a critical time of managerial transition.

C. FIELD REPORTS (Pages BP 11-13)

Review of the July and August Field Reports.

D. INTERIM GENERAL MANAGER'S REPORT

1. PRA Requests
2. Recruitment and board vacancies
3. Implementation of email and text communication with customers
4. Rate study progress, including summary of significant future software costs
5. Financial update – bookkeeper progress
6. Desk procedures documentation progress
7. Operational priorities review

AGENDA

Regular Board Meeting, September 17, 2026

VI. FINANCIAL

A. TREASURER'S REPORTS (Pages BP 14-20)

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

B. DISCUSSION & ACTION RE: PETTY CASH FUND POLICY (Pages BP 21-22)

Review and possible approval of revised Petty Cash Fund Policy (Policies & Procedures, Section 2.1.H).

VII. ITEMS FOR INFORMATION

These items are presented to be entered into the public record. Discussion is optional, and any item removed from this list for discussion and action must be put on a future meeting agenda. A motion may be made to receive and file all the items as a slate.

A. Customer Bill Insert (Page BP 23-24)

B. Recruitment Flyer (Page BP 25)

VIII. GENERAL DISCUSSION AND CALENDAR REVIEW

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

A. JPIA Grant Application Update - Stan Burton

Current list of potential future agenda items:

- Capital Improvements Plan (CIP) final draft
- Management Continuity Plan
- LAFCO Municipal Service Review
- Reservoir safety and emergency policy
- Procedures & Policies and District Code updates
- Field operations & maintenance manual
- Vacuum trailer
- Records retention policy
- Credit card policy and district vehicle use policy

IX. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting, unless otherwise decided in session, will be held October 15, 2026, at 2:00 p.m. at the District Office.

X. ADJOURNMENT

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

August 20, 2026, 2:00 p.m. at District Office
16733 Placer Hills Road, Meadow Vista, CA 95722

I. CALL TO ORDER

Vice-President Teigen called the meeting to order at approximately 2.00 p.m.

II. ROLL CALL

DIRECTORS PRESENT: Geoff Teigen, Vice-President
Stan Burton, Director & ACWA/JPIA
Ronald Tucker, Director

DIRECTORS ABSENT: Pauline Nevins, President
Trisha Di Paola, Board Treasurer

OTHERS PRESENT: Teddi Deppner, Interim General Manager
Hannah Osborn, Office Manager

MEMBERS OF THE PUBLIC: None

III. REVIEW AND APPROVAL OF MINUTES

M/S Stan Burton / Ron Tucker to accept the July 16, 2026, Regular Meeting minutes as presented.

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

IV. PUBLIC FORUM

None.

V. GENERAL BUSINESS

A. DISCUSSION & ACTION RE: INTERIM GENERAL MANAGER AGREEMENT

M/S Stan Burton / Geoff Teigen to approve the Interim General Manager agreement as presented. Compensation noted at \$45.00/hour part-time, with the new assignment offering no independent entitlement to additional benefits.

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

B. INTERIM GENERAL MANAGER'S REPORT

1. Rate study progress – Data is being shared with LT Municipal Consultants (LTMC) and a kickoff meeting is scheduled for next week.

2. Fiscal year 2025-2026 close update – The bookkeeper estimates four weeks to complete the work.
3. Election candidates – The County received no candidate filings for the board vacancies. Stan Burton indicated his desire to continue on the board, and the District will submit his name to the Board of Supervisors for appointment at their October meeting. Flyers advertising the vacancies will be posted at all the usual agenda posting locations and updated on the website. District staff will also reach out to those who showed interest in the past.
4. MOU with Placer Hills Fire Protection District – The MOU was approved at the fire district board meeting August 19th, 2026.

VI. FINANCIAL

A. REVIEW OF TREASURER'S REPORT

M/S Stan Burton / Ron Tucker to accept the Treasurer's report of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for July 2026 as presented, pending signature.

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

VII. ITEMS FOR INFORMATION

A. RECEIVE & FILE: Resignation Letter from Pauline Nevins, President of the Board

M/S Stan Burton / Ron Tucker to receive and file the letter for the public record.

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

VIII. GENERAL DISCUSSION AND CALENDAR REVIEW

The Board and staff discussed future agenda items.

Updated list of potential agenda items:

- JPIA Risk Assessment
- Office Staffing Considerations
- Management Continuity Plan
- LAFCO Municipal Service Review
- Desk procedures documentation
- Reservoir safety and emergency policy
- Operational priorities review
- Procedures & Policies and District Code updates
- Field operations & maintenance manual
- Vacuum trailer
- Records retention policy

IX. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting will be held on September 17, 2026 at 2:00 p.m. at the District Office.

X. ADJOURNMENT

M/S Stan Burton / Ron Tucker to adjourn the meeting at 2:51 p.m. Motion passed by unanimous consent.

Respectfully Submitted,

Approved,

Teddi Deppner
Secretary to the Board

Geoff Teigen
Vice-President of the Board

Dated: _____

Midway Heights County Water District

All cited Attachments, Ordinances, Resolutions, and Policies are public information and are on file with the District. Copies are available upon request at the District Office.

MEMORANDUM

TO: MHCWD BOARD OF DIRECTORS
FROM: Teddi Deppner, Interim General Manager / Board Secretary
RE: Election of Board Officers

Due to the resignation of our former Board President, the Board should appoint the following officers, by motion:

- President
- Vice-President

The motion may be done by a slate or by individual vote.

EXCERPT FROM DISTRICT CODE RE: BOARD OFFICER DUTIES

URL for full Code: <https://www.mhcwd.org/files/4717ad65b/code.pdf>

Section 2.2.5. Board Officers.

The officers of the Board shall consist of a President, Vice President, Treasurer, and Secretary. At its regular meeting in December, the Board shall elect one of its members President, one of its members Vice President, and one of its members Treasurer. The term of office for President, Vice President, and Treasurer shall be for one year; provided, however, that each serve at the pleasure of the Board and may be changed at any time with or without cause. In the event of a vacancy, the office may be filled immediately by election of the Board. There shall be no limit as to the number of terms that an individual may hold an office. The Board shall appoint a staff person to serve as Secretary, who shall serve at the pleasure of the Board for an indefinite term.

Section 2.2.5.1. Duties of the President.

The President shall have the following duties:

- (a) To assure that a written agenda is prepared for each Board meeting while retaining the right to approve the Agenda and any related documents prior to publication
- (b) To preside over Board meetings and preserve order and decorum.
- (c) To determine questions of order and enforce rules of the Board, subject to appeal by the entire Board of Directors.
- (d) To call special meetings.
- (e) To execute all resolutions and contracts of the District.
- (f) To recommend appointments to Board committees, subject to approval by the Board of Directors.
- (g) To perform other duties imposed from time to time by the Board of Directors.

MEMORANDUM

Section 2.2.5.2. Duties of the Vice President.

The Vice President shall perform the duties of the President in the absence of the President or in the event of a vacancy in the office of President.

MIDWAY HEIGHTS COUNTY WATER DISTRICT

* * * * *

RESOLUTION 2026-02

HONORING PAULINE NEVINS

WHEREAS, The Board of Directors of the Midway Heights County Water District regrettably recognizes that **Pauline Nevins** has ended her tenure on this Board after five years of serving our community as a truly loyal and devoted member; and

WHEREAS, she has attended board meetings as a member of the public for many years, participated in public hearings, and provided a voice for customer concerns and thoughtful feedback to those serving on the Board; and

WHEREAS, she has been an inspiration to her colleagues by virtue of her most diligent and unselfish service to the citizens of this District for the last five years as a board member, three years of which she served as President. Her keen insights, historical knowledge, and significant skills and competence in written communication and administrative organization has proved invaluable and has been a major benefit to both the staff and customers of this District; and

WHEREAS, her integrity, courage, mentoring and leadership have made it possible to surmount several difficult and critical challenges faced by the District, leaving a legacy that will impact generations to come

NOW, THEREFORE, BE IT RESOLVED on September 17th, 2026 that this Board of Directors does hereby thank, honor and commend **Pauline Nevins** for her tireless efforts and meritorious service benefiting the citizens served by this water district.

DIRECTORS

Geoff Teigen, Vice-President

Trisha DiPaola, Treasurer

Stan Burton, Director

Ron Tucker, Director

ATTEST:

Teddi Deppner
Secretary to the Board

MIDWAY HEIGHTS COUNTY WATER DISTRICT

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RESOLUTION 2026-03

**HONORING
GERRY LABUDDE**

WHEREAS, During a time of extreme need, **Gerry LaBudde** made himself timely available to serve this District as Interim General Manager despite his busy schedule and the needs of many other clients served by Hydros Engineering, Inc.; and

WHEREAS, the Board of Directors and staff of the Midway Heights County Water District would like to express their heartfelt appreciation to **Gerry LaBudde** for his contribution to the welfare of this District and the needs of its customers; and

WHEREAS, he has been an inspiration to this District's Board and staff by virtue of his most unselfish and dedicated service above and beyond the duty of a consultant. His mentorship of field staff and leadership during both construction projects and emergency repairs has had a lasting impact on the health of this District

NOW, THEREFORE, BE IT RESOLVED on September 17th, 2026 that this Board of Directors does hereby thank, honor and commend **Gerry LaBudde** for his tireless efforts and wide achievements benefiting the staff and citizens of this water district.

DIRECTORS

Geoff Teigen, Vice-President

Trisha DiPaola, Treasurer

Stan Burton, Director

Ron Tucker, Director

ATTEST:

Teddi Deppner
Secretary to the Board

Midway Heights County Water District Field Report – July 2026

Treated Water Purchased and Usage

3.47 million gallons for an estimated average service connection use of 265 gallons per day, based on 453 active service connections.

Irrigation Water Purchased

38.7 million gallons with an approximate demand of 39 million gallons. The reservoir has dropped approximately 6 inches over the month of July due to higher demand throughout the system. Intake from PCWA Boardman Canal is still summer flow (80 MI).

Water Line Repairs

1. Treated Main Repairs
 - a. The 3” treated main was repaired after damage from an electrical company doing pole work.

Miscellaneous

1. Bac T's
 - a. Bac T's completed on July 6th.
2. Backflow Program
 - a. 77 assemblies tested.
 - b. 351 un-tested backflow assemblies remaining.
3. Flushing Program.
 - a. Treated- Blow-offs have been completed and flushing will occur throughout the system as needed.
 - b. Irrigation-Nothing to report.
4. Valve Turning Program
 - a. Treated Valves Completed.
 - b. Irrigation Valves-Nothing to report.
5. Underground Service Alerts
 - a. 25 USA's were completed.
6. 1 new treated service installed.
7. New tires put on truck #8.

Service calls and Call outs

1. Service Calls
 - a. General-8
 - b. Treated-5
 - c. Irrigation-4
2. Call outs
 - a. 0 After hour calls.

Capital Improvements

1. CIP Report has been created for all facilities.

Upcoming Work

1. Nothing to report.

Midway Heights County Water District Field Report – August 2026

Treated Water Purchased and Usage

3.5 million gallons for an estimated average service connection use of 258 gallons per day, based on 453 active service connections.

Irrigation Water Purchased

49.3 million gallons with an approximate demand of 48 million gallons. The reservoir has dropped approximately 6 inches over the first half of August due to higher demand throughout the system. Intake from PCWA Boardman Canal has been changed to a higher summer flow (112 MI). A change of flow of approximately 516,000 gallons more per day compared to 80 MI.

Water Line Repairs

1. Nothing to report.

Miscellaneous

1. Bac T's
 - a. Bac T's completed on August 11th.
2. Backflow Program
 - a. 88 assemblies tested in August.
 - b. 263 un-tested backflow assemblies remaining.
3. Flushing Program.
 - a. Treated- Blow-offs have been completed and flushing will occur throughout the system as needed.
 - b. Irrigation-Nothing to report.
4. Valve Turning Program
 - a. Treated Valves Completed.
 - b. Irrigation Valves-Nothing to report.
5. Underground Service Alerts
 - a. 17 USA's were completed.

Service calls and Call outs

1. Service Calls
 - a. General-2
 - b. Treated-7
 - c. Irrigation-4
2. Call outs
 - a. 0 After hour calls.

Capital Improvements

1. CIP Report has been created for all facilities.

Upcoming Work

1. Nothing to report.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
FUNDS SUMMARY

August 2026

REGULAR BOARD MEETING
September 17, 2026

OPERATING FUNDS:

Placer County-MHCWD Investment Trust Fund (32005):

Balance as of: (07/31/26) **\$ 419,125.75**

*(Includes: Current Fiscal Year Operation Fund, Capital Facilities Funds, Emergency Fund, Rehabilitation and Replacement Reserve Funds and Rate Stabilization Funds)

Wells Fargo Bank:

Adjusted Bank Statement Balance (08/31/2026--Reconciled to Checking Account #1670 General) ** **\$ 44,952.44**

CALIFORNIA BANK & Trust:

Adjusted Bank Statement Balance (08/31/26-- Reconciled Money Market Account #6809 Tank Loan) ** **\$ 67,831.71**

**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 (07/31/26) **\$393,344.10**

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

Treasurer of the Board

2:29 PM
09/03/26

Midway Heights CWD
Reconciliation Summary

10005 - Cash in Checking-1670, Period Ending 08/31/2026

	Aug 31, 26
Beginning Balance	57,331.01
Cleared Transactions	
Checks and Payments - 71 items	-149,406.58
Deposits and Credits - 28 items	137,028.01
Total Cleared Transactions	-12,378.57
Cleared Balance	44,952.44
Uncleared Transactions	
Checks and Payments - 2 items	-27,458.43
Total Uncleared Transactions	-27,458.43
Register Balance as of 08/31/2026	17,494.01
New Transactions	
Deposits and Credits - 1 item	4,343.77
Total New Transactions	4,343.77
Ending Balance	21,837.78

2:30 PM
09/03/26

Midway Heights CWD Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 08/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57,331.01
Cleared Transactions						
Checks and Payments - 71 items						
Bill Pmt -Check	07/29/2026	10090	US Bank	X	-6,256.54	-6,256.54
Bill Pmt -Check	07/29/2026	10092	California Bank & ...	X	-4,519.20	-10,775.74
Bill Pmt -Check	07/29/2026	10089	Veronica Marie B...	X	-1,750.00	-12,525.74
Bill Pmt -Check	07/29/2026	10082	Dawson Oil Comp...	X	-1,195.85	-13,721.59
Bill Pmt -Check	07/29/2026	10081	Cranmer Analytic...	X	-1,120.00	-14,841.59
Bill Pmt -Check	07/29/2026	10086	Sauers Engineeri...	X	-370.00	-15,211.59
Bill Pmt -Check	07/29/2026	10083	Ferguson Waterw...	X	-231.14	-15,442.73
Bill Pmt -Check	07/29/2026	10091	Heyberger, Matt	X	-222.35	-15,665.08
Bill Pmt -Check	07/29/2026	10084	Gold Country Tra...	X	-170.38	-15,835.46
Bill Pmt -Check	07/29/2026	10080	Cooks Portable T...	X	-161.08	-15,996.54
Bill Pmt -Check	07/29/2026	10079	Backflow Distribut...	X	-120.98	-16,117.52
Bill Pmt -Check	07/29/2026	10087	Tel-Com	X	-65.00	-16,182.52
Bill Pmt -Check	07/29/2026	10085	Hills Flat Lumber ...	X	-62.71	-16,245.23
Bill Pmt -Check	08/03/2026	eft	PCWA	X	-11,134.76	-27,379.99
Bill Pmt -Check	08/03/2026	eft	PCWA	X	-7,246.16	-34,626.15
Bill Pmt -Check	08/03/2026	eft	Aborn Powers	X	-809.49	-35,435.64
Bill Pmt -Check	08/04/2026	eft	Paycom	X	-15,208.63	-50,644.27
Bill Pmt -Check	08/04/2026	eft	Paycom	X	-3,550.65	-54,194.92
Bill Pmt -Check	08/05/2026	10111	Hydros Engineeri...	X	-24,637.50	-78,832.42
Bill Pmt -Check	08/05/2026	10119	US Bank	X	-6,326.62	-85,159.04
Bill Pmt -Check	08/05/2026	10113	Lorang Brothers	X	-5,085.64	-90,244.68
Bill Pmt -Check	08/05/2026	10102	California Bank & ...	X	-4,519.20	-94,763.88
Bill Pmt -Check	08/05/2026	10103	Civic Plus	X	-3,439.80	-98,203.68
Bill Pmt -Check	08/05/2026	10107	Ferguson Waterw...	X	-3,210.19	-101,413.87
Bill Pmt -Check	08/05/2026	10117	TiffanyJ	X	-2,171.16	-103,585.03
Bill Pmt -Check	08/05/2026	10100	Big Brand Tire & ...	X	-1,888.27	-105,473.30
Bill Pmt -Check	08/05/2026	10096	Aqua Sierra Contr...	X	-1,487.92	-106,961.22
Bill Pmt -Check	08/05/2026	10101	Bryce Consulting,...	X	-1,200.00	-108,161.22
Bill Pmt -Check	08/05/2026	10106	Dawson Oil Comp...	X	-1,130.43	-109,291.65
Bill Pmt -Check	08/05/2026	10104	Continental Utility ...	X	-1,000.00	-110,291.65
Bill Pmt -Check	08/05/2026	10112	LAFCO/Placer Cn...	X	-961.55	-111,253.20
Bill Pmt -Check	08/05/2026	10114	New Direction Ser...	X	-926.49	-112,179.69
Bill Pmt -Check	08/05/2026	10094	ACWA Joint Pow...	X	-906.62	-113,086.31
Bill Pmt -Check	08/05/2026	10095	Anderson's Sierra...	X	-625.73	-113,712.04
Bill Pmt -Check	08/05/2026	10116	Tel-Com	X	-561.00	-114,273.04
Bill Pmt -Check	08/05/2026	10105	Cranmer Analytic...	X	-560.00	-114,833.04
Bill Pmt -Check	08/05/2026	10099	Best Best & Krieg...	X	-552.50	-115,385.54
Bill Pmt -Check	08/05/2026	10093	24 Seven Fire Pro...	X	-444.97	-115,830.51
Bill Pmt -Check	08/05/2026	10110	HBE Rentals	X	-416.80	-116,247.31
Bill Pmt -Check	08/05/2026	10118	Underground Ser...	X	-300.00	-116,547.31
Bill Pmt -Check	08/05/2026	10115	Superfast Copy	X	-265.42	-116,812.73
Bill Pmt -Check	08/05/2026	10097	AT&T-CalNet	X	-160.47	-116,973.20
Bill Pmt -Check	08/05/2026	10108	Gold Country Gar...	X	-145.00	-117,118.20
Bill Pmt -Check	08/05/2026	10120	Wyatt Paul	X	-127.88	-117,246.08
Bill Pmt -Check	08/05/2026	10098	Beam Security Sy...	X	-108.00	-117,354.08
Bill Pmt -Check	08/05/2026	10109	Gold Country Tra...	X	-68.78	-117,422.86

2:30 PM
09/03/26

Midway Heights CWD
Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 08/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	08/06/2026	10121	Rogena Stahl	X	-1,517.06	-118,939.92
Bill Pmt -Check	08/06/2026	eft	Paycom	X	-403.25	-119,343.17
Bill Pmt -Check	08/07/2026	eft	PG&E	X	-298.36	-119,641.53
Bill Pmt -Check	08/07/2026	eft	PG&E	X	-151.20	-119,792.73
Bill Pmt -Check	08/07/2026	eft	AT&T U-verse	X	-107.00	-119,899.73
Bill Pmt -Check	08/07/2026	eft	PG&E	X	-11.68	-119,911.41
Check	08/11/2026		Wells Fargo	X	-225.00	-120,136.41
Bill Pmt -Check	08/17/2026	eft	PG&E	X	-278.53	-120,414.94
Bill Pmt -Check	08/17/2026	eft	Verizon Wireless	X	-153.44	-120,568.38
Check	08/17/2026		Wells Fargo Bank	X	-127.40	-120,695.78
Bill Pmt -Check	08/17/2026	eft	Verizon Wireless	X	-0.04	-120,695.82
Bill Pmt -Check	08/18/2026	eft	CalPERS Health ...	X	-2,107.34	-122,803.16
Bill Pmt -Check	08/19/2026	eft	Frontier Communi...	X	-98.91	-122,902.07
Bill Pmt -Check	08/19/2026	eft	Frontier Communi...	X	-98.91	-123,000.98
Bill Pmt -Check	08/20/2026	10127	Hydros Engineeri...	X	-3,262.50	-126,263.48
Bill Pmt -Check	08/20/2026	10123	Best Best & Krieg...	X	-3,092.00	-129,355.48
Bill Pmt -Check	08/20/2026	10131	US Bank	X	-1,519.24	-130,874.72
Bill Pmt -Check	08/20/2026	10122	Anderson's Sierra...	X	-169.26	-131,043.98
Bill Pmt -Check	08/20/2026	10125	Cooks Portable T...	X	-161.08	-131,205.06
Bill Pmt -Check	08/20/2026	10128	Petty Cash/MHC...	X	-107.23	-131,312.29
Bill Pmt -Check	08/20/2026	10126	Ferguson Waterw...	X	-20.77	-131,333.06
Bill Pmt -Check	08/20/2026	10124	Big Brand Tire & ...	X	-4.70	-131,337.76
Bill Pmt -Check	08/21/2026	eft	ChoiceBuilder Ins...	X	-105.00	-131,442.76
Bill Pmt -Check	08/31/2026	eft	PCWA	X	-10,959.20	-142,401.96
Bill Pmt -Check	08/31/2026	eft	PCWA	X	-7,004.62	-149,406.58
Total Checks and Payments					-149,406.58	-149,406.58

Deposits and Credits - 28 items

Deposit	08/03/2026			X	291.73	291.73
Deposit	08/03/2026			X	541.21	832.94
Transfer	08/03/2026			X	100,000.00	100,832.94
Deposit	08/04/2026			X	291.21	101,124.15
Deposit	08/05/2026			X	319.80	101,443.95
Deposit	08/05/2026			X	10,367.34	111,811.29
Deposit	08/10/2026			X	544.90	112,356.19
Deposit	08/10/2026			X	824.14	113,180.33
Deposit	08/11/2026			X	252.78	113,433.11
Deposit	08/13/2026			X	3,664.86	117,097.97
Deposit	08/13/2026			X	5,134.53	122,232.50
Deposit	08/17/2026			X	183.35	122,415.85
Deposit	08/17/2026			X	316.36	122,732.21
Deposit	08/17/2026			X	616.03	123,348.24
Deposit	08/17/2026			X	636.08	123,984.32
Deposit	08/17/2026			X	6,156.59	130,140.91
Deposit	08/18/2026			X	147.78	130,288.69
Deposit	08/18/2026			X	232.41	130,521.10
Deposit	08/18/2026			X	633.23	131,154.33
Deposit	08/19/2026			X	3,790.64	134,944.97
Bill Pmt -Check	08/20/2026	10129	Tel-Com	X	0.00	134,944.97

2:30 PM
09/03/26

Midway Heights CWD
Reconciliation Detail

10005 · Cash in Checking-1670, Period Ending 08/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	08/24/2026			X	127.40	135,072.37
Deposit	08/24/2026			X	369.46	135,441.83
Deposit	08/24/2026			X	500.00	135,941.83
Deposit	08/26/2026			X	143.69	136,085.52
Deposit	08/26/2026			X	205.64	136,291.16
Deposit	08/27/2026			X	686.85	136,978.01
Deposit	08/31/2026			X	50.00	137,028.01
Total Deposits and Credits					137,028.01	137,028.01
Total Cleared Transactions					-12,378.57	-12,378.57
Cleared Balance					-12,378.57	44,952.44
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	07/02/2026	eft	State Water Reso...		-27,393.43	-27,393.43
Bill Pmt -Check	08/20/2026	10130	Tel-Com		-65.00	-27,458.43
Total Checks and Payments					-27,458.43	-27,458.43
Total Uncleared Transactions					-27,458.43	-27,458.43
Register Balance as of 08/31/2026					-39,837.00	17,494.01
New Transactions						
Deposits and Credits - 1 item						
Deposit	09/03/2026				4,343.77	4,343.77
Total Deposits and Credits					4,343.77	4,343.77
Total New Transactions					4,343.77	4,343.77
Ending Balance					-35,493.23	21,837.78

10:40 AM
09/14/26

Midway Heights CWD
Reconciliation Summary

10009 · Cal Bank and Trust-6809, Period Ending 08/31/2026

	<u>Aug 31, 26</u>
Beginning Balance	53,784.46
Cleared Transactions	
Deposits and Credits - 3 items	<u>9,047.25</u>
Total Cleared Transactions	<u>9,047.25</u>
Cleared Balance	<u><u>62,831.71</u></u>
Uncleared Transactions	
Deposits and Credits - 1 item	<u>45.00</u>
Total Uncleared Transactions	<u>45.00</u>
Register Balance as of 08/31/2026	<u><u>62,876.71</u></u>
New Transactions	
Deposits and Credits - 1 item	<u>4,519.20</u>
Total New Transactions	<u>4,519.20</u>
Ending Balance	<u><u>67,395.91</u></u>

10:40 AM
09/14/26

Midway Heights CWD
Reconciliation Detail

10009 - Cal Bank and Trust-6809, Period Ending 08/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						53,784.46
Cleared Transactions						
Deposits and Credits - 3 items						
Bill	07/01/2026	July ...	California Bank & ...	X	4,519.20	4,519.20
Bill	08/01/2026	Aug ...	California Bank & ...	X	4,519.20	9,038.40
Deposit	08/31/2026			X	8.85	9,047.25
Total Deposits and Credits					9,047.25	9,047.25
Total Cleared Transactions					9,047.25	9,047.25
Cleared Balance					9,047.25	62,831.71
Uncleared Transactions						
Deposits and Credits - 1 item						
Check	12/30/2025		California Bank & ...		45.00	45.00
Total Deposits and Credits					45.00	45.00
Total Uncleared Transactions					45.00	45.00
Register Balance as of 08/31/2026					9,092.25	62,876.71
New Transactions						
Deposits and Credits - 1 item						
Bill	09/01/2026	Sept ...	California Bank & ...		4,519.20	4,519.20
Total Deposits and Credits					4,519.20	4,519.20
Total New Transactions					4,519.20	4,519.20
Ending Balance					13,611.45	67,395.91

MEMORANDUM

TO: MHCWD BOARD OF DIRECTORS
FROM: Teddi Deppner, Interim General Manager / Board Secretary
RE: Petty Cash Fund Policy Updates

BACKGROUND

Former Board President Pauline Nevins recommended a review of the Petty Cash Fund policy before she left the Board.

The Petty Cash Fund policy was originally established in 1995 and last amended in 1998, but payment technology has changed greatly since that time. Nowadays, District credit cards are commonly used for minor purchases.

However, twice in the last year, there were events that occurred which left District staff without the ability to use District credit cards when there was a time-sensitive need. Both cases involved the purchase of over \$400 in postage stamps for sending out bills.

Once, the need arose because the only staff members with District credit cards were unavailable. And once, because the District credit card account had been frozen.

DISCUSSION

The two situations where cash would have been a solution to a time-sensitive need both involved last-minute purchase of an expensive product that could have been planned for ahead of time. District staff have already discussed a plan that will ensure postage stamps are available when needed. With that plan in place, the scenario involving stamps should not occur again.

Petty cash has only been used once in the past five years. District staff have the use of a District credit card for minor purchases, so

- Is there still a need for petty cash?
- Does the need outweigh the downsides to storing cash at the District office?

The first incident with stamps was resolved by a Board member purchasing the stamps and getting reimbursed for the purchase. The Board may want to consider whether the purchase and reimbursement by a Board or staff member is a reasonable option instead of maintaining a Petty Cash Fund.

MIDWAY HEIGHTS COUNTY WATER DISTRICT
POLICIES AND PROCEDURES

RULES AND GUIDELINES
FOR THE "PETTY CASH FUND"

ESTABLISHMENT OF FUND: ~~The District's "Petty Cash Fund" is hereby established, with the approval of this policy by the Board of Directors at a regular meeting. The amount of the "Petty Cash Fund" is set at an opening amount of \$100.00, which can be changed by the Board of Directors, as needed, and noted in future amendments to this policy. The purpose of the "Petty Cash Fund" is to allow staff to make minor purchases of office and field needs for District use, between meetings of the Board of Directors.~~ The District's "Petty Cash Fund" is set at the amount of \$500.00, which can be changed by the Board of Directors, as needed, by motion and vote to amend this policy. The purpose of the "Petty Cash Fund" is to provide staff an option to make minor purchases of office and field needs for District use in situations where other payment options are not available or accepted. Purchases made with funds from petty cash must be for items already approved in the District's operations budget. An accounting of all purchases made with funds from petty cash shall be made to the Board of Directors at each board meeting, immediately following the purchases made.

DISBURSEMENT & MAINTENANCE OF FUND: ~~Initially, and concurrently with the approval of this policy, a check for \$100.00 shall be issued for the establishment of the "Petty Cash Fund".~~ The "Petty Cash Fund" shall be stored on the premises of the District Office and locked in the District's portable "safe". The General Manager or designee shall be responsible for all disbursements made from petty cash. Each month as needed ~~following the establishment of the fund~~, a check shall be ~~reissued~~ at the regular board meetings which to bring the balance of the fund back to ~~\$100.00~~ the set amount, with the submittal of an accounts payable memo outlining the incident that incurred the need for cash payment ~~document prepared by the General Manager. Attached to the accounts payable document submitted, shall be,~~ and including the original sales receipts for purchases made during the previous month. Each sales receipt shall contain the date of purchase, the name of the item purchased (and its intended use, if unclear), the cost of the item, and the name of the vendor. A copy of the memo and receipts shall be included in the Board Treasurer's reports for the month in which the usage occurred.

AUDITING OF FUND: The General Manager shall be responsible for verifying the status of the cash in the District "safe" on a schedule at his/her discretion. ~~Records of the "Petty Cash Fund" shall be subject to the monthly inspection of each and every Director at the regular board meetings.~~ Additionally, the District Treasurer is authorized to inspect and confirm its balance as he/she sees s fit. The balance and activity of the fund shall also be subject, along with all of the District's accounting records, to the annual audit conducted by an approved outside auditing firm, as required of all special districts by the Controller of the State of California.

AMENDMENT #1 TO FUND: ~~Concurrent with the approval of this amendment (effective date shown below), the renewable balance of the "Petty Cash Fund" is hereby increased to \$200.00. All other aspects of the use and maintenance of the "Petty Cash Fund" remain as previously described.~~



Geoff Teigen
Vice-President



Trisha Di Paola
Board Treasurer



Stan Burton
ACWA/JPIA Rep



Join Our Board of Directors

Your water district currently has open board seats.

If interested, please contact us ASAP with your questions or to be added to the list of interested parties we are sending to the County Board of Supervisors.

Our current board is made up of dedicated local residents who care about their community and who want to ensure that domestic and irrigation water remains available in our service area.

Board members help establish district policy, participate in setting rates, and collaborate on critical decisions affecting the success of the district.

- Monthly meetings are on the third Thursday of each month at 2:00pm
- Directors are compensated \$120.00 per meeting
- To qualify, you must be registered to vote within the district boundaries

Questions?

**Call the district office at (530) 878-8096
and ask for Teddi Deppner**

DEADLINE: September 21

OPEN HOUSE INVITATION (see other side)
Share your concerns about water issues and future rate increases



WE WANT TO HEAR FROM YOU!

Midway Heights has begun work with LT Municipal Consultants on a rate study. Public utility districts must follow strict rules to ensure that services are offered at the minimum cost to the customer, rates are fair and equitable, and rate increases must follow a special process. That process is dictated by Proposition 218, a California constitutional amendment passed by voters in November 1996 that limits how local governments raise water rates.

The last time Midway Heights conducted a rate study was in 2018, which included a 5-year rate plan with the last increase on July 1, 2023. Rates have not changed for the last three years. Addressing deferred maintenance for an aging infrastructure was a factor in that rate discussion, and it remains a critical issue today. In the interest of transparency and open communication, the District is inviting customer involvement early and often in the rate study process.

While customers are always welcome, our office hours are inconsistent due to limited, part-time staffing. So the following times are “open house” opportunities to drop by the District office, have a free snack, and share your thoughts and concerns.

- ❖ **Thu, Sep 10 – 12:00 to 2:00pm**
- ❖ **Mon, Sep 21 – 9:00 to 11:00am**
- ❖ **Fri, Oct 9 – 8:00 to 10:00am**

Location: 16733 Placer Hills Rd (near the Shell gas station)

Please see our website for additional times, to schedule an individual appointment, and/or for further information: www.mhcwd.org/rate-study

CURRENT JOB OPENINGS

OFFICE TECH / OFFICE MANAGER (part-time)

Midway Heights is recruiting to fill a part-time office position performing a variety of customer service, administrative, clerical, and accounting functions.

GENERAL MANAGER (part-time)

We are still seeking an experienced and dynamic leader to fill the role of part-time General Manager. Candidates will possess experience in an administrative or management position, ideally within a public agency.

Details about these openings available here: www.mhcwd.org/employment

BOARD VACANCY & JOB OPENINGS

- **Serve on our Board of Directors!**
Candidate must be a registered voter in District bounds. Compensation is \$120 per meeting.

- **Office Manager / Office Technician**
Seeking someone with experience in customer service and office administration. The ideal candidate will also have accounting experience. See website (below) for details.

Make an appointment to visit our office and learn more. Call **530-878-8096** and ask for Teddi Deppner.



16733 Placer Hills Road, Meadow Vista

BOARD OF DIRECTORS INFO:
www.mhcwd.org/board-members

EMPLOYMENT OPENINGS:
www.mhcwd.org/employment

**Vacancies open
until filled**

