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

## **AGENDA**

### **Regular Board Meeting, February 19, 2026, at 2:00 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 (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, February 19, 2026

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**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 5-8)**

The minutes from the January 15, 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: AUDIT REPORT**

Auditors Nigro & Nigro to present an update regarding the FY2025 draft audit report via Zoom.

**B. FIELD REPORT (handout at meeting)**

Review of the January Field Report.

**C. INTERIM GENERAL MANAGER'S REPORT**

1. Draft MOU with Placer Hills Fire Protection District
2. Clark construction and reconnection
3. PRV project progress
4. PCWA's Financial Assistance Program (FAP) grant application
5. Field staff has been assigned to complete their asbestos training this month.
6. Reservoir update

**D. DISCUSSION & ACTION RE: JOB SPECIFICATION UPDATES (Pages BP 9-15)**

Board consideration and possible approval of updates to the General Manager and Office Manager job specifications.

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**E. DISCUSSION & ACTION RE: FEE ALIGNMENT (AD-HOC COMMITTEE) (Pages BP 15-18)**

Board consideration and possible approval of recommendations for actions towards aligning fees with the cost of services.

**F. DISCUSSION & ACTION RE: FY2027 BUDGET AD-HOC COMMITTEE (Page BP 19)**

Board consideration and possible modification of the FY2027 Ad-Hoc Committee scope statement.

**G. DISCUSSION & ACTION RE: OFFICE SOFTWARE (Page BP 20)**

Board consideration and possible approval of an office cloud-based software solution to resolve a number of labor-intensive limitations of our current software.

**H. DISCUSSION & ACTION RE: PAYROLL SOFTWARE (Page BP 21)**

Board consideration and possible approval of upgrades to payroll software to include timekeeping and attendance functions.

**VI. FINANCIAL**

**A. TREASURER'S REPORT (Pages BP 22-27)**

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

**VII. ITEMS FOR INFORMATION**

**A. UPDATE RE: GENERAL MANAGER RECRUITMENT**

**B. EMPLOYMENT POLICY (AD-HOC COMMITTEE)**

The Policy of Employment approved at the May 15, 2025 regular board meeting (now renamed Personnel Policies) is back from legal review and ready for inclusion in our Policies & Procedures manual.

**VIII. GENERAL DISCUSSION AND CALENDAR REVIEW**

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

Current list of potential agenda items:

- Six-month budget review
- FY2027 Budget Ad-Hoc Committee (April)
- Operational priorities review
- Capital Improvement Plan (CIP)
- Field operations & maintenance manual
- Vacuum trailer

# **AGENDA**

**Regular Board Meeting, February 19, 2026**

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

The next meeting, unless otherwise decided in session, will be held March 19, 2026, at 2:00 p.m. at the District Office.

**X. ADJOURNMENT**

# MIDWAY HEIGHTS COUNTY WATER DISTRICT

## Regular Board Meeting Minutes

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January 15, 2026, 2:00 p.m. at District Office  
16733 Placer Hills Road, Meadow Vista, CA 95722

### I. CALL TO ORDER

President Nevins called the meeting to order at 2:02 p.m.

Prior to roll call, President-elect Burton stated that due to a change in circumstances, he would not be able to accept the role of Board President.

### II. ROLL CALL

**DIRECTORS PRESENT:** Stan Burton, President-elect  
Trisha Di Paola, Board Treasurer (joined meeting at 2:03)  
Pauline Nevins, former-President  
Ronald Tucker, Director

**DIRECTORS ABSENT:** Geoff Teigen, Vice-President

**OTHERS PRESENT:** Teddi Deppner, Board Secretary  
Hannah Osborn, Office Technician  
Wyatt Paul, Field Operations  
Michaelangelo Taylor, Field Operations

**MEMBERS OF THE PUBLIC:** None

### III. REVIEW AND APPROVAL OF MINUTES

M/S Stan Burton / Ron Tucker to accept the December 18, 2025, Regular meeting minutes as presented.

All ayes – Motion passed unanimously, with Director Teigen absent.

### IV. PUBLIC FORUM

### V. GENERAL BUSINESS

#### A. DISCUSSION & ACTION RE: AUDIT REPORT

UPDATE: Audit is still in progress. Auditors Nigro & Nigro rescheduled to present the FY2025 draft audit report via Zoom at the February regular Board meeting.

#### B. FIELD REPORT

Michaelangelo Taylor, Utility Maintenance Worker, presented the December Field Report. Ongoing improvements to the distribution equipment maintenance schedule include adding GPS coordinates and location photos.

#### C. INTERIM GENERAL MANAGER'S REPORT

This report was presented by Wyatt Paul, Field Supervisor, in the absence of Interim General Manager Gerry LaBudde.

1. Draft MOU with Placer Hills Fire Protection District – No update.
2. Clark construction and reconnection – We visited in person to explain the reconnection options, and are awaiting a final decision from the customer on connecting to the new line before closing off and abandoning the old line.
3. PRV Replacement Project – Parts have been delivered to the contractor to work on pre-build. Awaiting clarification from our suppliers about some parts that were misdelivered to the wrong address. We are exploring an option with the contractor that would result in a shorter outage for customers. Notification to affected customers is planned for about a week in advance of any outage. Planning to start with the Coyote Hill PRV location.
4. Grant possibilities via PCWA's Financial Assistance Program (FAP) – Planning to upload the two projects: one related to our next PRV replacement project and another for the intertie with the old Weimar system that is now part of PCWA.
5. Fourth quarter billing went well, and the ACH banking function has been restored.

#### **D. DISCUSSION & ACTION RE: ELECTION OF BOARD OFFICERS**

With Director Burton's withdrawal from the role of President, new nominations and a vote for a new slate is required.

Director Teigen had expressed to Director Burton prior to the board meeting his willingness to continue as Vice President as elected in December. Director DiPaola re-affirmed continuing as Treasurer.

**M/S Trisha DiPaola / Ron Tucker** to approve the nominations for board positions as follows:

- Pauline Nevins for Board President
- Stan Burton for ACWA/JPIA Representative

All ayes – Motion passed unanimously, with Director Teigen absent.

Assignments are effective immediately.

### **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 December 2025 as presented. Hannah Osborn, Office Technician, reported on an option for District savings on health benefits by offering a flat compensation "in lieu of" those benefits. A few pending CalPERS issues may affect the District's ongoing liability.

All ayes – Motion passed unanimously, with Director Teigen absent.

#### **A. NOTIFICATION OF ADDITIONAL HOURS APPROVED FOR SECRETARY TO THE BOARD**

President Nevins presented the memo regarding out-of-budget hours approved for the Board Secretary, Teddi Deppner.

**M/S Stan Burton / Ron Tucker** to increase the Board Secretary hours as needed on an ongoing basis, not to exceed a 28 hours/week limit.

All ayes – Motion passed unanimously, with Director Teigen absent.

## **VII. ITEMS FOR INFORMATION**

### **A. EMPLOYMENT POLICY (AD HOC COMMITTEE)**

The employment policy approved by the Board in 2025 is back from legal counsel. A few formatting changes are in process with the ad-hoc committee and the finalized version will be presented at the regular February board meeting.

### **B. OPERATIONAL PRIORITIES**

Board Secretary Teddi Deppner presented the memo outlining operational priorities.

### **C. PAYROLL AND TIMEKEEPING SYSTEM RECOMMENDATIONS**

Vendor demos and cost research is nearly finished. A recommendation for the update to our payroll software to add timekeeping functionality will be presented at the regular February board meeting.

### **D. UPDATE OF GENERAL MANAGER RECRUITMENT**

President Nevins presented the recruitment brochure drafted with assistance from PCWA's Human Resources department and a recruitment plan. PCWA has offered to partner with the District during the recruitment process, providing free posting on social media and offering space for the interviews at their office.

## **VIII. GENERAL DISCUSSION AND CALENDAR REVIEW**

The Board and staff discussed future agenda items. Updated list of potential agenda items:

- FY2025 Audit results
- 6-Month budget review (and ad-hoc committee)
- Office Technician / Board Secretary job specification updates
- Payroll vendor approval
- Office software approval
- Treasurer's Report guidance for Board members
- Capital Improvement Plan (CIP)
- Vacuum trailer

## **IX. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME**

The next meeting, unless otherwise decided in session, will be held February 19, 2026, at 2:00 p.m. at the District Office.

## **X. ADJOURNMENT**

President Nevins adjourned the meeting at 4:18 p.m. by unanimous consent.

Respectfully Submitted,

Approved,

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Teddi Deppner  
Secretary to the Board

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Pauline Nevins  
President of the Board

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

Midway Heights County Water District

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

DRAFT

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**  
**JOB SPECIFICATIONS FOR**  
**GENERAL MANAGER/CHIEF OPERATOR**

**DEFINITION:**

Under the direction of the Board of Directors, the General Manager/Chief Operator performs a wide-range of administrative and field related duties. The General Manager is in charge of overseeing and/or performing all administrative functions of the District, public and customer relations, personnel management, and the general affairs of the District. The GM/CO plans, organizes, directs, and coordinates maintenance, construction, and operations functions of the District.

**EXAMPLES OF DUTIES:**

- Due to the small size of the District, the GM/CO serves as the Chief Administrative Officer for the District under the direction of the Board of Directors. The GM/CO may also perform any or all the functions of the Field Manager job description, including but not limited to, the full range of work associated with facility installations and maintenance, monitoring and sampling, service calls, meter readings, etc.
- Research, draft, and/or supervise the establishment and implementation of District ordinances, resolutions, programs, policies, and procedures, as so authorized by the Board of Directors.
- Interface with all applicable governmental and regulatory agencies, fulfilling and/or overseeing the required operating, record keeping, and reporting functions of the District.
- Interface with the District lawyer, engineer, and other professionals on behalf of the District.
- Interface and maintain effective communication and relations with District customers.
- Implement District programs and policies with employees, customers, public and governmental agencies.
- Attend meetings and conferences on behalf of the District.
- Coordinate and maintain the District insurance and risk management programs.
- Oversee, coordinate and/or perform District financial functions, record keeping, and reporting.
- Interface with the District water suppliers to ensure the availability of adequate water supplies for distribution.
- Manage District employees, providing supervision, training, personnel record keeping, and work coordination between office staff and field operations.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Organization and operations of special districts.
- Personnel management.
- Principles of supervision and work coordination.
- Research and evaluation methods.
- Budgeting principles and practices.
- Water quality issues and regulations.
- Computer systems and software applications related to management support, administrative functions, billing, and accounting.
- Development and maintenance of filing and record keeping systems.
- Basic methods and practices of financial and statistical record keeping.
- Modern office methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.

### **Ability to:**

- Establish and maintain cooperative working relationships.
- Plan, organize, and coordinate workload with District staff to achieve efficient operations and meet program goals.
- Prepare and administrate the District budget.
- Collect, organize, and analyze data on a variety of topics.
- Prepare and/or review and approve concise and comprehensive reports, documents, correspondence, and public notices.
- Make effective oral presentations.
- Interpret applicable laws, legislation, ordinances, and administrative policies and procedures.
- Evaluate and make recommendations on improvements to existing operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of new ordinances, regulations, programs, and policies.
- Understand and implement regulations and standards involving water quality issues.
- Effectively represent, both orally and in writing, the District policies, programs, and services to customers, members of the public, and governmental entities.
- Maintain, update, and/or ensure the accuracy of District records and data.
- Maintain responsibility for insurance and risk management functions.
- Prepare and/or review and approve necessary financial reports and statements.

- Perform a variety of financial and statistical record keeping functions.
- Use computers, applicable software, and standard office equipment in the performance of job duties.
- Drive an automobile to attend meetings and perform miscellaneous errands on behalf of the District.

### **Physical Demands of the Job:**

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

### **Desirable Education and Experience:**

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

- Graduation from high school is the minimum education requirement (with college level course work in applicable subject areas preferred).
- A typical way to obtain the knowledge and abilities required for the job would be completion of a college degree, or college level course work, in subjects related to business administration, personnel management, public speaking, writing and information, office administration, and financial record keeping. Course work in water distribution and/or water treatment is desirable.
- Experience in an administrative or management position within a public agency, requiring responsibility for the formulation and implementation of programs, budgets, and administrative operations, is desirable.

### **License or Certificate:**

- State Certification in Water Treatment II.

- State Certification in Water Distribution equal to the DHS rating of the District which is currently a DII.
- Within three years of appointment, obtain State Certification in Water Distribution that is one grade higher than the DHS requirement for the District.
- Within one year of appointment, obtain certification in Backflow Prevention Assembly, General Tester

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

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

DRAFT

## MIDWAY HEIGHTS COUNTY WATER DISTRICT

### JOB SPECIFICATIONS FOR OFFICE MANAGER

#### DEFINITION:

Under the direction of the General Manager, the Office Manager performs a wide variety of administrative, clerical and accounting duties while also providing customer service support and human resources functions. The Office Manager is responsible for most accounting and record keeping functions performed by the District.

#### EXAMPLES OF DUTIES:

- Participates in District financial management and reporting functions, ensuring accuracy and compliance with District policies and procedures.
- Manages Accounts Receivable and Accounts Payable
- Prepares monthly payroll.
- Assists with the collection of information for the annual budget and six-month budget review.
- Reviews financial reports and statements for accuracy.
- Prepares a variety of complex correspondence and technical reports, as directed by the General Manager.
- Develops and/or distributes information regarding office support policies and procedures.
- Establishes and/or maintains the District records.
- Updates District website.
- Procures goods and services for the District, serving the needs of both office and field operations, under the guidelines and constraints of the established District policies and procedures; solicits bids for goods and services when required.
- Processes a variety of billing related duties for raw and treated water accounts including, but not limited to, meter and register changes, adjustments, balance transfers, cancelling and creating new accounts, issuing work orders to field staff and generating customer letters.
- Supports human resources functions including employee onboarding and offboarding, personnel record maintenance, benefits coordination, and assistance with policy implementation while ensuring confidentiality and compliance with company procedures and applicable State and Federal laws.
- Responds to inquiries from customers, vendors, and contractors over the phone, in person, by mail, fax, and email.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Federal, State, and local laws and regulations regarding District administrative operations.
- Principles and practices of effective administration of support functions.
- Modern office practices and technology.
- Filing methods and recordkeeping systems.
- Principles and practices of financial reporting.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.
- Policy and procedure development.
- Technical report writing.
- Principles and practices of personnel administration.
- Computer systems and software applications related to management support, administrative functions, billing, and accounting (MS Word, Excel, Continental Accounting and Billing).

### **Ability to:**

- Interpret, analyze, and apply Federal, State, and local laws and regulation pertaining to the administration of office support functions.
- Analyze situations and make sound recommendations in support of District goals.
- Develop and implement policies and procedures relating to District office support functions.
- Organize data, maintain records, and prepare reports.
- Review and comprehend technical financial information.
- Utilize computer systems and software packages.
- Effectively educate and cross-train staff in District procedures, as needed.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

### **Physical Demands of the Job:**

- Stationary position sitting for extended periods typical of working in an office environment, including typing/data entry, simple reaching, grasping, bending, and fine manipulation.
- Occasionally lifting up to 35 pounds.
- Constantly assessing paperwork, equipment, and/or situations using near, far, and peripheral vision
- Occasionally driving vehicles and/or travel in the performance of job duties.
- Orally communicating with District management, District board members, co-workers, and the public in face-to-face, one-to-one and group settings.

- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, printers, scanners, and copiers.
- Must be able to perform the essential functions of the job with or without a reasonable accommodation.

### **Desirable Qualifications:**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

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

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

### **License Certificate Registration Requirement:**

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

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

# MEMORANDUM

TO: MHCWD BOARD OF DIRECTORS

FROM: Fee Alignment Ad Hoc Committee:  
 Directors: Pauline Nevins and Geoff Teigen  
 Non-Directors: Interim General Manager Gerry LaBudde and Board Secretary Teddi Deppner

RE: Recommendations for Board Action Based on Fee Alignment Ad Hoc Committee Research

## BACKGROUND

The Fee Alignment Ad Hoc Committee was formed to provide the Board with options for aligning fees with the cost of providing safe, clean drinking water and dependable supplies of irrigation water to our customers.

The Committee met three times and considered the following:

- The 2019 rate study
- Customer comments at the 2019 public hearing on proposed water rate increases
- Proposition 218 - Passed by California voters in 1996, designed to provide greater ratepayer involvement in the rate setting process
- Cost of Purchasing Water - The District purchases its treated and untreated water from the Placer County Water Agency (PCWA). In 2023 PCWA increased the rates for the water and services we purchase between 6%-57%, depending on the item. One exception where the cost went down is Treated Water Renewal & Replacement, which dropped 33% in 2023. Rate increases then settled to match PCWA's generally announced steps, increasing by 8% in 2024, by 7% in 2025, and by 7% in 2026. Rates are scheduled to increase by another 6%-7% in 2027.

|  | 2022  | 2023            | 2024          | 2025          | 2026          | 2027          |
|--|-------|-----------------|---------------|---------------|---------------|---------------|
| <b>TREATED – Fixed Charge</b>              |       |                 |               |               |               |               |
| Per UOC                                    | 19.83 | 27.90<br>(34%)  | 30.14<br>(8%) | 32.25<br>(7%) | 34.51<br>(7%) | 36.59<br>(6%) |
| <b>TREATED – Renewal &amp; Replacement</b> |       |                 |               |               |               |               |
| Per UOC                                    | 16.00 | 11.45<br>(-33%) | 12.37<br>(8%) | 13.24<br>(7%) | 14.17<br>(7%) | 15.03<br>(6%) |
| <b>TREATED – Commodity Rate</b>            |       |                 |               |               |               |               |
| Per Unit                                   | 0.43  | 0.47<br>(9%)    | 0.51<br>(8%)  | 0.55<br>(8%)  | 0.59<br>(7%)  | 0.63<br>(7%)  |

# MEMORANDUM

| RAW / IRRIGATION – Fixed Charge          |       |                |               |               |                |                |
|--|-------|----------------|---------------|---------------|----------------|----------------|
| Per Service                              | 5.88  | 10.58<br>(57%) | 11.43<br>(8%) | 12.24<br>(7%) | 13.10<br>(7%)  | 13.89<br>(6%)  |
| RAW / IRRIGATION – Renewal & Replacement |       |                |               |               |                |                |
| Per Service                              | 5.88  | 7.31<br>(22%)  | 7.9<br>(8%)   | 8.46<br>(7%)  | 9.06<br>(7%)   | 9.61<br>(6%)   |
| RAW / IRRIGATION – Commodity Rate        |       |                |               |               |                |                |
| 1" Summer                                | 67.96 | 73.01<br>(7%)  | 78.86<br>(8%) | 84.39<br>(7%) | 90.30<br>(7%)  | 95.72<br>(6%)  |
| 1" Winter                                | 80.9  | 85.50<br>(6%)  | 92.34<br>(8%) | 98.81<br>(7%) | 105.73<br>(7%) | 112.08<br>(6%) |

- Inflation – Since 2018, inflation has risen at least 23% (based on California consumer price indices through 2024), affecting the District’s cost of purchasing goods and services.

| 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|------|------|------|------|------|------|
| 3%   | 1.7% | 4.3% | 7.4% | 3.9% | 3.1% |

- Grants - Although PCWA has generously provided numerous grants and cost-share funds for a variety of District projects over the years via their Financial Assistance Program (FAP), these funds must meet specific PCWA’s countywide master plan priorities. In addition, the FAP funds available fluctuate and have decreased the last few years, while grant requests from other water districts have increased, resulting in more competition for funding. Grants from other State/Federal programs are limited. The District is not considered a disadvantaged or an at-risk water system, the category which often receives priority for grant funding.

## RECOMMENDATIONS

Based on research and discussions, the Ad Hoc Committee recommends the following:

- Identify cost-saving and efficiency measures, including operational changes, staffing, deferred or phased projects, to be included for consideration during development of the draft FY2027 budget.
- Develop a rate comparison table that shows District rates in comparison to other similarly-sized districts in the region.
- Convene an ad-hoc committee to develop a 10-year Capital Improvement Plan (CIP).

## MEMORANDUM

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- Direct staff to continue preparing software solutions for improving current manual and inefficient administrative processes along with time-tracking application for tracking field time related to treated and irrigation water tasks. This information will be valuable in assessing costs and budgets for each system.
- Approve development of a Request for Proposal (RFP) for a Cost of Service Study. The RFP will include an informal customer workshop to garner customer feedback *prior* to the Board taking any formal action on rates, and before a formal Public Meeting to fulfill the Proposition 218 requirements. The financial consultant should include participation and facilitation of the workshop and Prop 218 hearing in the scope of work.
- Board of directors to consider adopting a policy to require a rate study every 3-5 years to evaluate cost of providing services.

## AD HOC COMMITTEE SCOPE STATEMENT

|  |  |   |
|--|--|---|
| <b>Title</b>   | <b>FY2027 Budget Ad-Hoc Committee</b>  |   |
| <b>Purpose</b>   | Review the 2027 Budget as drafted by the General Manager and propose changes as appropriate. Produce a final FY2027 Budget for review and approval by the full Board.  |   |
|  | <b>Estimated Completion Date:</b> 6/04/2026<br><b>Date of Board Action:</b> 6/18/2026  | <b>Director Fees Authorized:</b> <input type="checkbox"/> Y <input type="checkbox"/> N<br><b>Number of Authorized Meetings:</b> n/a |
| <b>Committee Members</b><br><br>(No more than two Directors may serve together.) | Director 1: Trisha Di Paola, Chair<br>Director 2: Stan Burton<br><br>Non-Directors: 1. General Manager<br>2. Hannah Osborn, Office Manager   |   |
| <b>Committee Scope</b>   | <ul style="list-style-type: none"> <li>• Application of Board’s methodology, as applicable.</li> <li>• Review of prior Budgets and financials as needed.</li> <li>• Review and update of 2023 Strategic Plan Objectives.</li> <li>• Adjustment of budgeted amounts to reflect District priorities.</li> <li>• Review of fund balances, including recommended transfers.</li> <li>• Validation of amounts proposed for each final Draft Budget item.</li> </ul> |   |
| <b>What is Out of Scope</b>  | Matters unrelated to preparation of the Draft FY2027 Budget.   |   |
| <b>Deliverables</b>  | First Draft Budget for discussion at the April 16, 2026 Board meeting.<br>Second Draft Budget for discussion at the May 21, 2026 Board Meeting<br>Final Draft Budget for approval at the June 18, 2026 Board meeting.  |   |
| <b>Approval</b>  | _____<br>Pauline Nevins, President   |   |
|  | _____<br>Date  |   |

# MEMORANDUM

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TO: MHCWD BOARD OF DIRECTORS  
FROM: Teddi Deppner, Board Secretary  
RE: Office Operations Software Recommendation

## BACKGROUND

Every day, the District's current disconnected software environment costs staff an estimated two hours per day combined labor. Customer and vendor emails are lost or difficult to find because of limitations of the current email system. Staff workers have no access to files when working remotely with customers, in hybrid work situations, or even on laptops in the office, causing delay and extra labor costs. Management does not have a central place to see a shared staff calendar. Board and staff email storage limits have been hit due to lack of cloud file sharing, adding to increasing annual costs over the past 12 months.

## RECOMMENDATION

Google Workspace is the recommended platform.

Solutions considered: Microsoft 365 and Google Workspace.

Both platforms meet the basic needs outlined above. Both platforms are trusted by and support government agencies as well as private companies. Considerations behind the recommendation of Google Workspace include:

- For data search and archival, and email user management, Gmail is far superior to Microsoft Outlook and Exchange servers
- More file storage per user (2TB)
- Ease of use, reliability, ubiquity, stronger collaboration tools
- Operating system independence – if the District decides to move away from Microsoft software in the future, these tools still work
- While Microsoft's suite of tools are common in larger agencies and companies, those entities devote entire departments of support staff to maintaining the platform. Google Workspace is more cost effective for a small tech-savvy entity.

Recommended timeline: Implementing this change as soon as feasible will both improve day-to-day operations and make on-boarding a new General Manager a more efficient, less confusing process. Considerations include avoiding implementation during weeks when payroll, billing, or board meetings are scheduled.

## FISCAL IMPACT

Google Workspace will replace several other service subscriptions, with a net cost to the District of only \$18 annually. Options include:

- Pay annually (first year, paid in advance): \$1,399
- Pay monthly (post-paid after first month trial): \$140/month

# MEMORANDUM

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TO: MHCWD BOARD OF DIRECTORS  
 FROM: Teddi Deppner, Board Secretary  
 RE: Payroll Software

## BACKGROUND

The District has been tracking employee time and leave accruals on paper notes and spreadsheets for many years. This method introduces increased human error and increased costs for manual labor to enter and calculate data. Payroll and leave errors can open the District to compliance and liability risks.

We currently use a system called Paychex Flex for payroll, but it does not include timekeeping functions and has not yet been set up for leave accruals and automatic calculations for deductions. We are at a crossroads where we can either add a timekeeping module to the Paychex software or move to a different software that fully integrates all the needed features in one. Paycom was the strongest contender from the six payroll software solutions we researched.

### Solutions submitted for consideration: Paychex and Paycom

Recommendation: District staff favors Paycom, but recognizes the fiscal considerations may outweigh the improvement Paycom offers from a user interface and administrative labor perspective.

The two solutions are similar, but Paycom's fully integrated approach puts all employee data into one database. Paycom shows a higher commitment to updating their core software to address the changing needs of the payroll industry and California law, and their software interface is easy to use and administer.

Online reviews show the two companies are very close in ratings, with Paycom slightly higher in the areas of ease-of-use and available features for employee self-service.

## FISCAL IMPACT

|  | Paychex | Paycom  |                    |
|--|---------|---------|--------------------|
| One-time setup/Implementation fee          | \$600   | \$1,002 |                    |
| Annual / quarterly fees (tax filings, etc) | \$340   | \$303   |                    |
| Monthly base cost (averaged)               | \$373   | \$415   |                    |
| TOTAL (1 <sup>st</sup> year)               | \$5,416 | \$6,285 | (\$869 difference) |
| TOTAL (annual)                             | \$4,816 | \$5,283 | (\$467 difference) |

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

**January 2026**

**REGULAR BOARD MEETING**  
**February 19, 2026**

**OPERATING FUNDS:**

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

Balance as of: (12/31/25) **\$ 521,383.93**

\*(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 (01/31/2026--Reconciled to Checking Account #1670 General) \*\* **\$ 45,311.38**

**CALIFORNIA BANK & Trust:**

Adjusted Bank Statement Balance (12/31/25-- Reconciled Money Market Account #6809 Tank Loan) \*\* **\$31,188.70**

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

**LOAN BALANCES**

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

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

**APPROVAL OF ACCOUNT TRANSFERS & BILLS PAID FOR THE MONTH OF DECEMBER 2025**



\_\_\_\_\_  
Treasurer of the Board

\*\*\*\*\*

8:41 AM  
02/05/26

Midway Heights CWD  
Reconciliation Summary

10005 · Cash in Checking-1670, Period Ending 01/31/2026

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|                                   | <u>Jan 31, 26</u>       |
|-----------------------------------|-------------------------|
| Beginning Balance                 | 40,170.69               |
| Cleared Transactions              |                         |
| Checks and Payments - 43 items    | -172,632.37             |
| Deposits and Credits - 34 items   | <u>177,773.06</u>       |
| Total Cleared Transactions        | <u>5,140.69</u>         |
| Cleared Balance                   | <u><u>45,311.38</u></u> |
| Register Balance as of 01/31/2026 | 45,311.38               |
| New Transactions                  |                         |
| Deposits and Credits - 1 item     | <u>11,873.44</u>        |
| Total New Transactions            | <u>11,873.44</u>        |
| Ending Balance                    | <u><u>57,184.82</u></u> |

Midway Heights CWD  
Reconciliation Detail

10005 - Cash in Checking-1670, Period Ending 01/31/2026

| Type                                   | Date       | Num   | Name                               | Clr | Amount             | Balance            |
|--|------------|-------|------------------------------------|-----|--------------------|--------------------|
| <b>Beginning Balance</b>               |            |       |                                    |     |                    | 40,170.69          |
| <b>Cleared Transactions</b>            |            |       |                                    |     |                    |                    |
| <b>Checks and Payments - 43 items</b>  |            |       |                                    |     |                    |                    |
| Bill Pmt -Check                        | 12/05/2025 | 9978  | Hydros Engineering, Inc.           | X   | -2,397.50          | -2,397.50          |
| Bill Pmt -Check                        | 12/18/2025 | 9987  | ACWA Joint Powers Insurance        | X   | -16,309.84         | -18,707.34         |
| Bill Pmt -Check                        | 01/02/2026 | eft   | Paychex, Inc.                      | X   | -32,857.68         | -51,565.02         |
| Bill Pmt -Check                        | 01/02/2026 | eft   | PCWA                               | X   | -10,210.09         | -61,775.11         |
| Bill Pmt -Check                        | 01/02/2026 | eft   | Paychex, Inc.                      | X   | -9,517.22          | -71,292.33         |
| Bill Pmt -Check                        | 01/02/2026 | eft   | PCWA                               | X   | -1,919.23          | -73,211.56         |
| Bill Pmt -Check                        | 01/06/2026 | eft   | PG&E                               | X   | -131.45            | -73,343.01         |
| Bill Pmt -Check                        | 01/06/2026 | eft   | PG&E                               | X   | -54.99             | -73,398.00         |
| Bill Pmt -Check                        | 01/06/2026 | eft   | PG&E                               | X   | -14.88             | -73,412.88         |
| Bill Pmt -Check                        | 01/07/2026 | eft   | AT&T U-verse                       | X   | -107.00            | -73,519.88         |
| Bill Pmt -Check                        | 01/09/2026 | eft   | CalPERS Health Benefits Division   | X   | -4,976.25          | -78,496.13         |
| Bill Pmt -Check                        | 01/12/2026 | 9991  | Best Best & Krieger LLP            | X   | -6,651.84          | -85,147.97         |
| Bill Pmt -Check                        | 01/12/2026 | 9992  | California Bank & Trust            | X   | -4,519.20          | -89,667.17         |
| Bill Pmt -Check                        | 01/12/2026 | 9996  | Ferguson Waterworks                | X   | -3,927.49          | -93,594.66         |
| Bill Pmt -Check                        | 01/12/2026 | 9993  | Continental Utility Solutions, Inc | X   | -2,500.00          | -96,094.66         |
| Bill Pmt -Check                        | 01/12/2026 | 9997  | US Bank                            | X   | -2,404.79          | -98,499.45         |
| Bill Pmt -Check                        | 01/12/2026 | 9989  | ACWA Joint Powers Insurance        | X   | -1,640.84          | -100,140.29        |
| Bill Pmt -Check                        | 01/12/2026 | 1660  | Hannah Osborn                      | X   | -1,477.55          | -101,617.84        |
| Bill Pmt -Check                        | 01/12/2026 | 9988  | Aborn Powers                       | X   | -807.00            | -102,424.84        |
| Check                                  | 01/12/2026 |       | Wells Fargo                        | X   | -329.74            | -102,754.58        |
| Bill Pmt -Check                        | 01/12/2026 | eft   | Paychex, Inc.                      | X   | -180.52            | -102,935.10        |
| Bill Pmt -Check                        | 01/12/2026 | 9994  | Cooks Portable Toilets             | X   | -161.08            | -103,096.18        |
| Bill Pmt -Check                        | 01/12/2026 | 9995  | Cranmer Analytical Laboratory      | X   | -110.00            | -103,206.18        |
| Bill Pmt -Check                        | 01/12/2026 | 9990  | AT&T-CalNet                        | X   | -104.36            | -103,310.54        |
| Bill Pmt -Check                        | 01/12/2026 | 9998  | Aborn Powers                       | X   | -80.70             | -103,391.24        |
| Check                                  | 01/13/2026 | EFT   | Wells Fargo                        | X   | -4,766.46          | -108,157.70        |
| Bill Pmt -Check                        | 01/20/2026 | eft   | PG&E                               | X   | -366.98            | -108,524.68        |
| Bill Pmt -Check                        | 01/20/2026 | eft   | Verizon Wireless                   | X   | -153.48            | -108,678.16        |
| Bill Pmt -Check                        | 01/21/2026 | eft   | ChoiceBuilder Insurance Services   | X   | -235.74            | -108,913.90        |
| Bill Pmt -Check                        | 01/21/2026 | eft   | Frontier Communications            | X   | -72.98             | -108,986.88        |
| Bill Pmt -Check                        | 01/21/2026 | eft   | Frontier Communications            | X   | -72.98             | -109,059.86        |
| Bill Pmt -Check                        | 01/22/2026 | 10001 | Best Best & Krieger LLP            | X   | -27,797.63         | -136,857.49        |
| Bill Pmt -Check                        | 01/22/2026 | 10002 | Hydros Engineering, Inc.           | X   | -9,143.50          | -146,000.99        |
| Bill Pmt -Check                        | 01/22/2026 | 10003 | Nigro & Nigro, PC                  | X   | -7,500.00          | -153,500.99        |
| Bill Pmt -Check                        | 01/22/2026 | 10004 | Triton Construction Services       | X   | -3,743.20          | -157,244.19        |
| Check                                  | 01/22/2026 | 9999  | Roger Anderson                     | X   | -233.52            | -157,477.71        |
| Bill Pmt -Check                        | 01/22/2026 | 10000 | Beam Security Systems, INC         | X   | -144.00            | -157,621.71        |
| Bill Pmt -Check                        | 01/29/2026 | eft   | CalPERS Retire Payments            | X   | -1,885.62          | -159,507.33        |
| Bill Pmt -Check                        | 01/29/2026 | eft   | CalPERS Retire Payments            | X   | -1,805.36          | -161,312.69        |
| Bill Pmt -Check                        | 01/30/2026 | eft   | PCWA                               | X   | -9,253.02          | -170,565.71        |
| Bill Pmt -Check                        | 01/30/2026 | eft   | PCWA                               | X   | -1,739.30          | -172,305.01        |
| Bill Pmt -Check                        | 01/30/2026 | eft   | CalPERS Retire Payments            | X   | -283.02            | -172,588.03        |
| Bill Pmt -Check                        | 01/30/2026 | eft   | Wells Fargo                        | X   | -44.34             | -172,632.37        |
| <b>Total Checks and Payments</b>       |            |       |                                    |     | <b>-172,632.37</b> | <b>-172,632.37</b> |
| <b>Deposits and Credits - 34 items</b> |            |       |                                    |     |                    |                    |
| Deposit                                | 01/02/2026 |       |                                    | X   | 33.52              | 33.52              |
| Deposit                                | 01/02/2026 |       |                                    | X   | 183.47             | 216.99             |
| Deposit                                | 01/02/2026 |       |                                    | X   | 221.89             | 438.88             |
| Transfer                               | 01/02/2026 |       |                                    | X   | 40,000.00          | 40,438.88          |
| Deposit                                | 01/05/2026 |       |                                    | X   | 776.02             | 41,214.90          |
| Deposit                                | 01/06/2026 |       |                                    | X   | 160.45             | 41,375.35          |
| Deposit                                | 01/06/2026 |       |                                    | X   | 268.43             | 41,643.78          |
| Deposit                                | 01/06/2026 |       |                                    | X   | 1,522.69           | 43,166.47          |
| Deposit                                | 01/07/2026 |       |                                    | X   | 314.31             | 43,480.78          |
| Deposit                                | 01/07/2026 |       |                                    | X   | 825.63             | 44,306.41          |
| Deposit                                | 01/09/2026 |       |                                    | X   | 3,186.34           | 47,492.75          |
| Deposit                                | 01/09/2026 |       |                                    | X   | 85,068.30          | 132,561.05         |

Midway Heights CWD  
**Reconciliation Detail**

10005 · Cash in Checking-1670, Period Ending 01/31/2026

| Type                                 | Date       | Num | Name | Clr | Amount           | Balance          |
|--------------------------------------|------------|-----|------|-----|------------------|------------------|
| Deposit                              | 01/12/2026 |     |      | X   | 140.56           | 132,701.61       |
| Deposit                              | 01/12/2026 |     |      | X   | 237.08           | 132,938.69       |
| Deposit                              | 01/12/2026 |     |      | X   | 802.08           | 133,740.77       |
| Deposit                              | 01/14/2026 |     |      | X   | 1,293.66         | 135,034.43       |
| Deposit                              | 01/14/2026 |     |      | X   | 6,491.76         | 141,526.19       |
| Deposit                              | 01/15/2026 |     |      | X   | 110.51           | 141,636.70       |
| Deposit                              | 01/15/2026 |     |      | X   | 303.81           | 141,940.51       |
| Deposit                              | 01/15/2026 |     |      | X   | 4,152.35         | 146,092.86       |
| Deposit                              | 01/16/2026 |     |      | X   | 240.40           | 146,333.26       |
| Deposit                              | 01/20/2026 |     |      | X   | 620.77           | 146,954.03       |
| Deposit                              | 01/20/2026 |     |      | X   | 1,585.00         | 148,539.03       |
| Deposit                              | 01/20/2026 |     |      | X   | 8,659.52         | 157,198.55       |
| Deposit                              | 01/22/2026 |     |      | X   | 6,661.85         | 163,860.40       |
| Deposit                              | 01/23/2026 |     |      | X   | 0.14             | 163,860.54       |
| Deposit                              | 01/23/2026 |     |      | X   | 135.30           | 163,995.84       |
| Deposit                              | 01/23/2026 |     |      | X   | 328.55           | 164,324.39       |
| Deposit                              | 01/26/2026 |     |      | X   | 161.00           | 164,485.39       |
| Deposit                              | 01/26/2026 |     |      | X   | 212.01           | 164,697.40       |
| Deposit                              | 01/26/2026 |     |      | X   | 5,865.96         | 170,563.36       |
| Deposit                              | 01/27/2026 |     |      | X   | 341.22           | 170,904.58       |
| Deposit                              | 01/29/2026 |     |      | X   | 300.00           | 171,204.58       |
| Deposit                              | 01/29/2026 |     |      | X   | 6,568.48         | 177,773.06       |
| Total Deposits and Credits           |            |     |      |     | 177,773.06       | 177,773.06       |
| Total Cleared Transactions           |            |     |      |     | 5,140.69         | 5,140.69         |
| Cleared Balance                      |            |     |      |     | 5,140.69         | 45,311.38        |
| Register Balance as of 01/31/2026    |            |     |      |     | 5,140.69         | 45,311.38        |
| <b>New Transactions</b>              |            |     |      |     |                  |                  |
| <b>Deposits and Credits - 1 item</b> |            |     |      |     |                  |                  |
| Deposit                              | 02/04/2026 |     |      |     | 11,873.44        | 11,873.44        |
| Total Deposits and Credits           |            |     |      |     | 11,873.44        | 11,873.44        |
| Total New Transactions               |            |     |      |     | 11,873.44        | 11,873.44        |
| <b>Ending Balance</b>                |            |     |      |     | <b>17,014.13</b> | <b>57,184.82</b> |

3:51 PM  
02/05/26

Midway Heights CWD  
Reconciliation Summary

10009 · Cal Bank and Trust-6809, Period Ending 01/28/2026

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|                                   | <u>Jan 28, 26</u>       |
|-----------------------------------|-------------------------|
| Beginning Balance                 | 26,665.04               |
| Cleared Transactions              |                         |
| Deposits and Credits - 2 items    | <u>4,523.66</u>         |
| Total Cleared Transactions        | <u>4,523.66</u>         |
| Cleared Balance                   | <u><u>31,188.70</u></u> |
| Uncleared Transactions            |                         |
| Deposits and Credits - 1 item     | <u>45.00</u>            |
| Total Uncleared Transactions      | <u>45.00</u>            |
| Register Balance as of 01/28/2026 | <u><u>31,233.70</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>35,752.90</u></u> |

3:52 PM  
02/05/26

Midway Heights CWD  
Reconciliation Detail

10009 · Cal Bank and Trust-6809, Period Ending 01/28/2026

| Type                                  | Date       | Num      | Name                  | Clr | Amount          | Balance          |
|---------------------------------------|------------|----------|-----------------------|-----|-----------------|------------------|
| <b>Beginning Balance</b>              |            |          |                       |     |                 | 26,665.04        |
| <b>Cleared Transactions</b>           |            |          |                       |     |                 |                  |
| <b>Deposits and Credits - 2 items</b> |            |          |                       |     |                 |                  |
| Bill                                  | 01/01/2026 | Jan 2... | California Bank & ... | X   | 4,519.20        | 4,519.20         |
| Deposit                               | 01/30/2026 |          |                       | X   | 4.46            | 4,523.66         |
| Total Deposits and Credits            |            |          |                       |     | 4,523.66        | 4,523.66         |
| Total Cleared Transactions            |            |          |                       |     | 4,523.66        | 4,523.66         |
| Cleared Balance                       |            |          |                       |     | 4,523.66        | 31,188.70        |
| <b>Uncleared Transactions</b>         |            |          |                       |     |                 |                  |
| <b>Deposits and Credits - 1 item</b>  |            |          |                       |     |                 |                  |
| 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 01/28/2026     |            |          |                       |     | 4,568.66        | 31,233.70        |
| <b>New Transactions</b>               |            |          |                       |     |                 |                  |
| <b>Deposits and Credits - 1 item</b>  |            |          |                       |     |                 |                  |
| Bill                                  | 02/01/2026 | Feb ...  | 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         |
| <b>Ending Balance</b>                 |            |          |                       |     | <b>9,087.86</b> | <b>35,752.90</b> |