

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**

**Regular Board Meeting Minutes**

April 20, 2023, 2:00 p.m. at District Office  
16733 Placer Hills Road, Meadow Vista CA. 95722

**I. CALL TO ORDER**

President Nevins called the meeting to order at 2:00 p.m.

**II. ROLL CALL**

DIRECTORS PRESENT:           Pauline Nevins, President  
  Richard Goodwin, Vice-President  
  Dave Baker, Board Treasurer  
  Tom Kane, Director & ACWA/JPIA Rep.

DIRECTORS ABSENT:           Ronald Tucker, Director & CSDA Rep.

OTHERS PRESENT:            Jason Tiffany, GM and Board Secretary  
  Catherine Hansford, Hansford Economic Consulting

MEMBERS OF THE PUBLIC:   None

**III. REVIEW AND APPROVAL OF MINUTES**

**M/S Dave Baker / Tom Kane** to accept the March 16, 2023, Regular Meeting minutes, as written.

Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Dave Baker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>

Board Totals:   Ayes  4   Nays    Abstain    Absent  1

Motion Result:   Passed    Failed

**IV. PUBLIC FORUM -- None**

**V. GENERAL BUSINESS**

**A. CONSENT CALENDAR --None**

**B. PRESENTATION OF FINAL STRATEGIC PLAN**

Director Goodwin presented a timeline of the creation of the Strategic Plan. (see attachment). Catherine Hansford, of Hansford Economic Consulting (HEC), discussed the District’s Final Strategic Plan.

**M/S Dave Baker/Tom Kane** to approve the plan:

Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Dave Baker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>
Board Totals:	Ayes	<input type="text" value="4"/>	Nays	<input type="text" value=""/>	Abstain	<input type="text" value=""/>	Absent	<input type="text" value="1"/>
Motion Result:	Passed	<input checked="" type="checkbox"/>	Failed	<input type="checkbox"/>				

**Note: the plan is available for review on the District’s web site:**

<https://www.mhcwd.org/files/aa760ccda/MHCWD+Strategic+Plan+2023.pdf>

**C. PCWA CONSOLIDATION**

The Board and staff discussed the consolidation of Weimar Water Company and PCWA. The consensus was to contact PCWA and request for a member of the PCWA staff to be available to attend the District’s next meeting on May 18, 2023 to further understand the impact to the District’s customers and possible consolidation of PCWA and MHCWD.

**D. DISCUSSION AND ACTION RE: BOARD SECRETARY AD-HOC COMMITTEE**

President Nevins provided an updated scope to include Office Technician. See attached document.

**E. DISCUSSION AND ACTION RE. DRAFT FY 2024 BUDGET AD-HOC COMMITTEE**

President Nevins appointed Direct Kane and Director Baker to the committee. See attached document.

**F. FIELD REPORT**

The Board reviewed the report as provided in the Board packet. Highlights included the five after-hours callouts.

**G. GENERAL MANAGERS REPORT**

The GM discussed these topics:

1. Update on the Hillsdale Road irrigation replacement grant. The grant has been extended until June 30, 2024.
2. Distributed letter from email provider regarding cyber security.
3. Working on the Annual Report for the State Water Resources Control Board.
4. Update on an issue concerning a break in the irrigation main involving a customer's encroachment on a District easement.
5. A developer contacted the District about water availability to sub-divide two parcels into 24 parcels.

**VI. FINANCIAL**

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

M/S Richard Goodwin/ Tom Kane to accept the report for March 2023.

Pauline Nevins	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Dave Baker	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Tom Kane	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Ronald Tucker	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Abstain	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>

Board Totals: Ayes  Nays  Abstain  Absent

Motion Result: Passed  Failed

**VII. GENERAL DISCUSSION AND CALENDAR REVIEW**

The Board requested the following items be placed on the next agenda:

- Reimbursement to the District for costs incurred in the removal of a concrete structure covering a District main line.
- Consolidation discussion with PCWA.
- Update by the ad-hoc committees on additional office staff and the budget.
- Management Continuity Plan presentation.

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

The next regular meeting is set for May18, 2023, at 2:00 p.m. at the District Office.

**IX. CLOSED SESSION: CONFERENCE WITH DISTRICT COUNSEL**

1. Public employee performance evaluation of the General Manager. (Government Code, §54957.)

Directors went into closed session at approximately 4:09 p.m. to meet with District Counsel with staff and without the public present.

2. Returned to Open Session at 5:05 p.m. The Board took no reportable action.

**X. ADJOURNMENT**

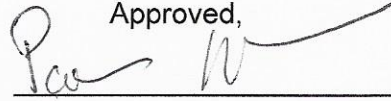
President Nevins adjourned the meeting at 5:06 p.m.

Respectfully Submitted,



Jason Tiffany  
Secretary to the Board  
Midway Heights County Water District

Approved,



Pauline Nevins  
President of the Board

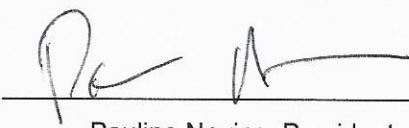
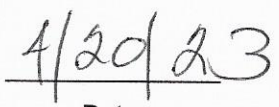
Dated: 5-18-23

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

## Timeline of the District's Strategic Planning effort.

- **September 2011:** The need for a Strategic Plan was first suggested by a customer who attended the session.
- **December 2012:** The District auditor was asked to provide recommendations for “future strategic planning and setting of financial goals.”
- **June 2013:** Draft Mission and Vision Statements were being considered by the board.
- **January 2014:** Board concludes that a plan architecture is needed, but then has difficulty with how to create such a framework.
- **November 2019:** After a five-year absence from the agenda, discussion was revived during the period of public hearings about the Rate Study.
- **February 2020:** Application in the works for \$20K in PCWA grand funds to develop a Strategic Plan.
- **May 2020:** PCWA funding for SP development is approved.
- **October 2020:** Board considered use of Grant money to hire Elyon Strategies, a consulting firm known to one of the board members. A briefing on their planning method was requested.
- **April 2021:** Elyon presents a briefing on its proposed planning method.
- **May 2021:** Board was not ready to support the Elyon approach.
- **September 2021:** The Strategic Plan Ad Hoc Committee is appointed “to provide focus and direction to the Strategic Planning process.”
- **March 2022:** RFP for Strategic Planning Services is issued; submissions due by May 2022.
- **June 2022:** Bid by Hansford Economic Consulting is accepted.
- **April 2023.** Project complete; Final Report submitted to the board for approval.

## AD-HOC COMMITTEE SCOPE STATEMENT

<b>Title</b>	<b>Office Technician/Board Secretary Ad Hoc Committee</b>
<b>Purpose</b>	Examine possible ways to implement the stated policy of the Board that the roles of General Manager and Board Secretary be made separate. Research budgetary and operational impacts of each alternative.
<b>Estimated Completion Date:</b> 5/11/2023. <b>Date of Board Action:</b> 5/18/2023.	<b>Director Fees Authorized:</b> <input type="checkbox"/> Y <input type="checkbox"/> N <b>Number of Authorized Meetings:</b> _____ <b>Access to District Counsel:</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>Committee Members</b> <small>No more than two Directors may serve together.</small>	Director 1: Pauline Nevins Director 2: David Baker Non-Director 1: Jason Tiffany, GM
<b>Committee Scope</b>	<ul style="list-style-type: none"> <li>Examination of alternative means of fulfilling the role of Board Secretary without continued reliance upon the General Manager.</li> <li>Identification of the pro's and con's, including budgetary impacts, for each identified alternative.</li> <li>Identification of the pro's and con's, including budgetary impacts, for continuing the present reliance on the GM.</li> </ul>
<b>What is Out of Scope</b>	Matters unrelated to support for the role of Office Technician/Board Secretary.
<b>Deliverables</b>	A presentation matrix of the identified alternatives listed in rank order, with the recommended option shown first. Provide clarifying annotations as appropriate.  Due by May 11, 2023 for notice in the Board Packet and for Board discussion and possible action in the May 18, 2023, session.
<b>Approval</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             _____            Pauline Nevins, President         </div> <div style="text-align: center;">             _____            Date         </div> </div>

## AD HOC COMMITTEE SCOPE STATEMENT

<b>Title</b>	FY 2024 Budget Ad-Hoc Committee	
<b>Purpose</b>	Review the 2024 Budget as drafted by the General Manager and propose changes as appropriate. Produce a final Draft FY 2024 Budget for review and approval by the full Board.	
	<b>Estimated Completion Date:</b> 6/01/2023 <b>Date of Board Action:</b> 6/15/2023	<b>Director Fees Authorized:</b> <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <b>Number of Authorized Meetings:</b> n/a
<b>Committee Members</b> <small>(No more than two Directors may serve together.)</small>	Director 1: David Baker, Chair Director 2: Tom Kane Non-Director 1: Jason Tiffany, GM	
<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>• 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 FY 2024 Budget.	
<b>Deliverables</b>	First Draft Budget for discussion at the May 18, 2023 Board meeting. Final Draft Budget for approval at the June 15, 2023 Board meeting.	
<b>Approval</b>	 _____ Pauline Nevins, President	
	4/20/23 _____ Date	