

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**

**Regular Board Meeting Minutes**

February 18, 2021 @ 7:00 P.M.

**Note:** Pursuant to the Governor's Executive Order N-29-20, and given the state of emergency regarding the threat of COVID-19, the meeting was held via webinar.

**I. CALL TO ORDER**

With a quorum present, President David Wiltsee called the meeting to order at approximately 7:05 pm.

**II. ROLL CALL**

**DIRECTORS PRESENT:** Craig Stone  
Donald Rushton  
David Wiltsee  
Jim Mehl  
Richard Goodwin

**DIRECTORS ABSENT:** None

**OTHERS PRESENT:** Jason Tiffany, General Manager-Secretary to the Board  
Dane Wadle of The California Special Districts Association

**MEMBERS OF THE PUBLIC:** None noted.

**III. REVIEW AND APPROVAL OF MINUTES**

Due to the amendment offered by the Directors the minutes for the January 21, 2021 minutes were not approved at the meeting on February 18, 2021.

Vote on February 18, 2021.

**M/S Jim Mehl/ Richard Goodwin** moved to accept the minutes as amended.

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

Board Totals	Aye	<input type="text" value="2"/>	Nay	<input type="text" value="2"/>	Absent	<input type="text" value="0"/>	Abstain	<input type="text" value="1"/>
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Passed Unanimously: Yes

**The minutes for January 21, 2021 were not approved at the February 18, 2021 meeting.**

**Vote on March 18, 2021 to approve the January 21, 2021 minutes.**

**M/S Richard Goodwin/Jim Mehl** moved to accept the minutes as amended.

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

**IV. PUBLIC FORUM**

NONE.

**V. GENERAL BUSINESS**

**A. CONSENT CALENDAR**

Director Mehl moved to remove item 2.b., as listed under 2. "Policies and Procedures" below, from the consent calendar.

**1. DIRECTORS REPORTS-none.**

**2. POLICIES AND PROCEDURES**

**a. DISCUSSION AND POSSIBLE ACTION RE: AMENDMENT OF SECTION 1.1. A OF THE POLICIES & PROCEDURES MANUAL**

This item is under review with the attorney.

**b. DISCUSSION AND POSSIBLE ACTION RE: REVIEW & REAFFIRMATION OF STATEMENT OF INVESTMENT POLICY**

**Director Mehl suggested that the last sentence in the policy IV, "Notwithstanding the sole authority vested in the District Board to invest and manage investments of District funds, the District Board may delegate such authority to the General Manager and/or Chief Financial Officer" not be adopted.**

**M/S Jim Mehl / Richard Goodwin** moved to adopt the draft policy as amended.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>

Passed Unanimously: Yes

**3. MISCELLANEOUS INFORMATION AND CORRESPONDENCES-none.**

**B. UPDATE FROM DANE WADLE OF THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)**

Mr. Wadle gave an update on legislative action that CSDA was sponsoring in Congress. The legislation proposed is to get funding for special district for COVID relief. Mr. Wadle said he would forward a sample letter of support for HR 535/S.91 for the District to sign and forward to elected officials.

**C. DISCUSSION AND ACTION RE: LEMMA MAIN LINE REIMBURSEMENT AGREEMENT**

**NOTE: DIRECTOR DON RUSHTON LEFT THE ZOOM MEETING PRIOR TO DISCUSSION OF THIS TOPIC**

In 2002 the Lemma's installed a treated mainline extension for their neighborhood. The District signed a 10-year payback agreement with the Lemmas and extended it another five years in 2012. The agreement expired at the end of 2017. The Board took comment from Mr. Lemma concerning the project. The Board discussed the issue.

**M/S Jim Mehl / Richard Goodwin** moved that the District not create a new mainline extension agreement for the Lemma project.

Craig Stone	Aye	<input type="checkbox"/>	Nay	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value="1"/>	Absent	<input type="text" value="1"/>	Abstain	<input type="text" value=""/>

Passed Unanimously: Yes

**NOTE: DIRECTOR DON RUSHTON REJOINED THE ZOOM MEETING AFTER THE VOTE**

**D. DISCUSSION AND ACTION RE: RECOMMENDATIONS BY THE AD-HOC COMMITTEE FOR 2021 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) GRANT APPLICATIONS**

After reviewing District projects, the ad-hoc recommended applying for grants for the following three projects:

1. Hillsdale Irrigation Main Replacement.
2. Recover Capacity and Improve Operations at District Reservoir.
3. Security Improvements at District Reservoir.

PCWA gives preference to projects that leverage other funding sources in order to secure grant funding. During the last meeting, the committee identified \$187,000 of District reserves available to leverage. The committee recommends that the District leverage these project costs at 20% District funds and 80% grant funding from the FAP. The total project cost for these three projects is \$617,000. At 20% the District would be committing \$123,414 of the \$187,000 identified. This leaves \$63,568 for unforeseen circumstances.

**M/S David Wiltsee / Richard Goodwin** moved that the District accept the recommendations of the committee.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Richard Goodwin	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jim Mehl	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="5"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value=""/>	Abstain	<input type="text" value=""/>

Passed Unanimously: Yes

**E. DISCUSSION AND ACTION RE: 2020 PCWA FINANCIAL ASSISTANCE PROGRAM (FAP) "STRATEGIC PLAN" GRANT**

Director Stone commented that this item was tabled until March at the prior meeting. The Board agreed to accept Director Goodwin's submittal as a Directors report and moved to the next item on the agenda.

**F. FIELD REPORT**

The Board reviewed the field reports.

**G. GENERAL MANAGERS REPORT**

The general manager reported that the District was going to have a very busy couple of months with treated tank maintenance on all three tanks, moving the office, the audit, meter reading this month and the GIS program.

**VI. FINANCIAL.**

**A. QUARTERLY INVESTMENT REPORT ENDING DECEMBER 2020**

The Board reviewed the report.

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

Director Mehl reported that everything looked good and basically just all typical expenses.

**M/S David Wiltsee / Don Rushton** moved to accept the report.

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

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

The Board discussed the upcoming strategic plan and the General Manager asked that the Board submit any ideas two weeks before the next meeting. It was decided that the "due" date be March 5<sup>th</sup>.

Future agenda items:

1. Amendments to District code book section 6.3.1 treated water service connection charges, section 6.5.2 treated reconnection charges, section 6.5.3 irrigation water connection and reconnection charges
2. SB998 disconnections of residential water service for nonpayment
3. Six month budget review

**VIII. ADJOURNMENT**


President Wiltsee adjourned the meeting at 9:46 PM.

Respectfully Submitted,



Jason Tiffany  
Secretary to the Board  
Midway Heights County Water District

Approved,



for David Wiltsee  
President of the Board

Dated: 7-12-2021

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