



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

## **AGENDA**

### **Regular Board Meeting, May 15, 2025, 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; at the intersection of Placer Hills and Peaceful Valley Roads; and at the intersection of Oak Hill and Hillsdale Roads.

# AGENDA

Regular Board Meeting, May 15, 2025

---

**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 4-7)**

The minutes from the April 17, 2025, Regular Meeting will be discussed and may be approved.

**IV. PUBLIC FORUM**

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

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

**V. GENERAL BUSINESS**

**A. REVIEW AND APPROVAL: FINAL DRAFT POLICY OF EMPLOYMENT - EMPLOYMENT AD HOC COMMITTEE (Pages BP 8-12)**

**B. DISCUSSION & ACTION RE: ADDITIONAL LEGAL COUNSEL**

**C. DISCUSSION & ACTION RE: AGENDA POSTING LOCATIONS (Page BP 13)**

**D. FIELD REPORT (Page BP 14)**

Review of the April Field Report.

**E. GENERAL MANAGER'S REPORT**

1. Working agreement with Placer Hills Fire Protection District
2. Office Technician staff vacancy
3. Treated PRV Replacement Project
4. Audit RFP

**VI. FINANCIAL**

**A. REVIEW & DISCUSSION RE: FIRST DRAFT FY 2026 BUDGET - BUDGET AD HOC COMMITTEE (Pages BP 15-38)**

**B. TREASURER'S REPORT (Pages BP 39-42)**

# AGENDA

## Regular Board Meeting, May 15, 2025

---

The Treasurer's Report of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for April 2025, are offered for discussion and may be approved.

### **VII. 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. LETTER SENT TO PCWA REGARDING PURSUIT OF GRANT FUNDING FOR CONSOLIDATION (Page BP 43)**

#### **B. CONTINUITY PLAN UPDATE**

Current list of potential agenda items:

1. Management Continuity Plan update
2. Water quality presentation
3. Customer Communications Policy

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

The next meeting, unless otherwise decided in session, will be held June 19, 2025, at 2:00 p.m. at the District Office.

### **IX. ADJOURNMENT**

# MIDWAY HEIGHTS COUNTY WATER DISTRICT

## Regular Board Meeting Minutes

---

April 17, 2025, 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  
Stan Burton, Vice-President  
Trisha Di Paola, Board Treasurer  
Geoff Teigen, Director & ACWA/JPIA  
Ronald Tucker, Director

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

MEMBERS OF THE PUBLIC: None

### III. REVIEW AND APPROVAL OF MINUTES

M/S Trisha Di Paola / Stan Burton to accept the February 20, 2025, Regular Meeting and the March 4, 2025, Special Meeting minutes.

Motion passed unanimously.

### IV. PUBLIC FORUM

None.

### V. GENERAL BUSINESS

#### A. DISCUSSION & ACTION RE: EXPLORATION OF CONSOLIDATION OF THE DISTRICT WITH PLACER COUNTY WATER AGENCY (PCWA)

M/S Geoff Teigen / Stan Burton, after debate and amendment, to request PCWA pursue grant funding for the consolidation while we also submit a grant to PCWA for planning the redundant supply line.

All ayes – Motion passed unanimously.

#### B. DISCUSSION & ACTION RE: RFP FOR NEW AUDITOR

**M/S Stan Burton / Ronald Tucker** to accept RFP as written.

All ayes – Motion passed unanimously.

**C. DISCUSSION & ACTION RE: AUDIT AD HOC COMMITTEE**

**M/S Stan Burton / Geoff Teigen** to accept the ad hoc committee scope statement as presented.

All ayes – Motion passed unanimously.

**D. DISCUSSION & ACTION RE: 2026 FY BUDGET AD HOC COMMITTEE**

**M/S Stan Burton / Ronald Tucker** to accept the ad hoc committee scope statement as presented.

All ayes – Motion passed unanimously.

**E. DISCUSSION & ACTION RE: EMPLOYMENT POLICY AD HOC COMMITTEE**

**M/S Ronald Tucker / Geoff Teigen**, after debate and amendment, to have the ad hoc committee redraft the Policy of Employment for review at the next scheduled meeting.

All ayes – Motion passed unanimously.

**F. DISCUSSION & ACTION RE: LAFCO SPECIAL DISTRICT REPRESENTATIVE  
BALLOT VOTE**

**M/S Stan Burton / Pauline Nevins** to select Peter Gilbert for our District's nomination for LAFCO vacant seat.

All ayes – Motion passed unanimously.

**G. RECESS**

**M/S Pauline Nevins / Trisha Di Paola** to take a 5-minute break until 4:25 p.m. Motion passed by unanimous consent.

**H. FIELD REPORTS**

Wyatt Paul presented the February and March 2025 field reports.

**I. GENERAL MANAGER'S REPORT**

1. Management Continuity Plan update.
2. Office Technician Hannah Osborn has resigned. An interview with an applicant is set for next week, with more under consideration.
3. Possibility of a grant from PCWA for the planning of a redundant supply connection (reviewed during Item A discussion).
4. RE: Moving posting location for Placer Hills & Oak Hill closer to mailboxes. Board Secretary Teddi Deppner is reviewing the government code for exact legal posting location requirements.
5. PRV replacement project update.

**VI. FINANCIAL**

**J. SIX MONTH BUDGET REVIEW FOR FY 2025**

M/S Stan Burton / Ronald Tucker to accept the six month budget for FY 2025 as presented.

All ayes – Motion passed unanimously.

**K. REVIEW OF TREASURER'S REPORTS**

M/S Stan Burton / Geoff Teigen to accept the Treasurer's reports of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for February and March 2025 as presented.

All ayes – Motion passed unanimously.

**VII. GENERAL DISCUSSION AND CALENDAR REVIEW**

The Board and staff discussed future agenda items.

Updated list of potential agenda items:

1. Treated PRV Replacement Project
2. 2026 FY Budget
3. Management Continuity Plan update
4. Water quality presentation
5. Customer Communications Policy
6. Fire hydrant policies and responsibilities
7. Revisit the meeting agenda physical posting locations

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

The next meeting will be held on May 15, 2025 at 2:00 p.m. at the District Office.

**IX. ADJOURNMENT**

M/S Pauline Nevins / Ronald Tucker to adjourn the meeting at 5:21 p.m. Motion passed by unanimous consent.

Respectfully Submitted,

Approved,

\_\_\_\_\_  
Teddi Deppner  
Secretary to the Board

\_\_\_\_\_  
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 POLICIES AND PROCEDURES

## **POLICY OF EMPLOYMENT**

As defined by Midway Heights County Water District Resolution 1992-04 establishing a Policy of Employment and as amended by Midway Heights County Water District Resolution 2002-02 and 2004-07 Amending the Policy of Employment, Midway Heights County Water District shall engage at-will employees subject to the following conditions:

1. Employees shall perform their duties in a manner that conforms to all existing District Ordinances, Resolutions, Policies and Procedures. If there is an irreconcilable conflict between a provision of this Policy and the written employment agreement, this Policy will prevail. If there is an irreconcilable conflict between a provision of this Policy or any District Employment Policies & Procedures and any applicable federal or state law, the law will prevail. If any portion of this Policy is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such determination shall not affect the validity and enforceability of the rest of the Policy.
2. Employees shall provide for management and field operations, with written employment agreements being utilized to define each employee's basic scope of duties and responsibilities.
3. Employee duties are to be assigned on an as-needed basis, with job descriptions and assigned duties subject to modification from time to time by the General Manager.
4. Employees are to be compensated as detailed in their written employment agreements, the rates and terms of which shall be subject to job salary ranges and the wage step process specified by the Board and included in the District Policies & Procedures.



5. Employees are to be covered at all times by adequate liability insurance, purchased for and by the District.
6. Employees must submit to a pre-employment medical and drug screening.
7. Employees who work half-time or better hours shall be eligible for health benefits as defined in Government Code Section 22850, the Public Employees' Medical and Hospital Care Act, and as approved by Resolution 2001-07: Midway Heights County Water District Electing to be Subject to Public Employees' Medical and Hospital Care Act Fixing the Employer's Contribution for Employees and the Employer's Contribution for Annuitants at Different Amounts. The District shall cover the cost equal to the lowest available health plan offered by CalPERS for coverage of the employee plus one dependent plus the administration cost charged by CalPERS.
8. The policy of the District is to provide an annual step increase to employees who earn a satisfactory performance review. The General Manager has the discretion, supported by an Employee Performance Evaluation, to provide a two-step wage increase to employees that have sustained exceptional performance. Salary wage steps for the General Manager may be accelerated upon approval by the Board of Directors.
9. Vacation time to be accumulated at the following rate:
  - Years 1 - 4, 10 days with 20 days maximum accumulation, 6.67 hours per month
  - Years 5 - 9, 14 days with 28 days maximum accumulation, 9.33 hours per month
  - Years 10 - 14, 17 days with 34 days maximum accumulation, 11.33 hours per month
  - Years 15 +, 20 days with 40 days maximum accumulation, 13.33 hours per month.

Note: Policy was changed per recommendations of Auditor during FY 14 audit. Prior policy was for annual disbursements of vacation hours.

Employees who work half time or more will receive a prorated amount of vacation time as reflected by the number of hours worked.

Paid Holidays - thirteen per year:

New Year's Day  
Martin Luther King Jr.  
Washington's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day  
3 floating holidays

10. Full-time employees will accrue 12 days of paid sick leave per year (one day per month) and part-time employees will accrue one hour of paid sick leave for every 30 hours worked. Employees may begin using their accrued paid sick days on the 90th day of employment, after which they may use paid sick days as they accrue. Accrued paid sick days may be carried over to the following year with a maximum accumulation of 122 days.

11. Purposes for which Paid Sick Leave May Be Used

Paid sick leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member (which includes a biological, step, adopted or foster child (regardless of age) or parent; spouse; registered domestic partner; grandparent; grandchild; and sibling). While AB 1522 does not

define "health condition," the District policy is to encompass any absence that relates to illness or injury, or other necessity as defined by the General Manager. In addition, employees who are victims of domestic violence, sexual assault, or stalking may use paid sick days to obtain legal or medical services relating to those circumstances.

12. It is the policy of the Board to annually adjust employee wages to account for increases in the cost of living. The District shall, in the course of preparing its annual Budget, provide for a cost-of-living adjustment (COLA) of not less than 2.0% but not more than 5.0% effective the first pay period of the new fiscal year. Subject to the above limits, the COLA shall reflect the percent increase in the average consumer price index (CPI) for the latest calendar year as compared to that for the year prior.

13. The first six months of employment shall be considered an introductory period, and shall function as a step in the hiring process. At any time during the introductory period, the introductory employee or the District may terminate the employment relationship with or without cause, without recourse to the grievance process, and without prior notice. Notification of termination of the introductory employee shall be made in writing by the General Manager to the employee. Satisfactory completion of the introductory period will have no effect on the employee's ongoing "at-will" employment status. The introductory period will have no effect on the regular accrual of sick leave or other benefits. The General Manager or Field Supervisor will prepare a written performance evaluation for the employee just prior to the expiration of the introductory period. A satisfactory performance evaluation will end the introductory period. All employees will receive a written performance evaluation at least annually, though they may also be prepared at the discretion of the General Manager, the Board, or at employee request. All performance evaluations become a permanent part of the employees' records.

14. When responding to verbal or written reference inquiries for current or former employees Midway Heights CWD shall only confirm title, work dates, and salary range provided.

15. Regular District operational hours are from 7:30am to 4:00pm, Monday through Friday. Each employee who occupies a regular full-time position will be scheduled to work 40 hours in each work week. Each employee shall be entitled to take one (1) 15-minute break for each four (4) hours of work performed in a workday. If an employee fails to take a break to which he/she is entitled, the break is waived by the employee. Since the District is a service organization, normal work hours may fluctuate from time to time based on workload, District needs, and customer demand. Working hours and schedules of all field personnel will be established and maintained by their supervisor. The regular scheduled workweek shall not exceed 40 hours per workweek. Employees may be required to work overtime or hours other than those normally scheduled.

TO: MHCWD BOARD OF DIRECTORS

FROM: Teddi Deppner, Board Secretary

RE: DISCUSSION & ACTION **RE: AGENDA POSTING LOCATIONS UPDATE**

In pursuit of the question from Director Di Paola regarding moving the agenda posting location from one of the trees at the intersection of

To a spot closer to the mailboxes at that intersection, we have raised another question: Do we need to be posting in five locations, or not? Installing a pole near the mailboxes and coordinating with the local property owner will be an expense to the District that may not be necessary.

After researching the code related to posting locations, it appears we are only required by the Brown Act to post the agenda to a single location freely accessible to the public. Our own District code specifies two locations and states "and other locations specified by the Board".

We are currently posting to five locations:

- The District office window.
- The Meadow Vista Post Office
- The Holiday Market
- A tree at the intersection of Placer Hills Rd and Peaceful Valley Rd
- A tree at the intersection of Hillsdale Rd and Oak Hill Ln

It takes about 30 minutes and 11.4 miles round trip to post the agendas to these locations.

Ralph M. Brown Act - 54954.2. Agenda requirements; Regular meetings

- (a) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and **shall be posted in a location that is freely accessible to members of the public.**

MHCWD District Code Section 2.2.6. Agenda for Board meetings.

- (a) (5) Posting of the agenda at the Meadow Vista Post Office, the market at Village Center, and other locations specified by the Board that are freely accessible to the public, at least 72 hours before each regular meeting and at least 24 hours before each special meeting;

## MHCWD

Monthly Field Report for the month of April 2025

### FLOW RECORDS

#### Treated Water purchased:

2.74 million gallons for an average service connection use of 178 gallons per day, based on 454 active service connections. Based on current data for March 2025.

#### Irrigation Water purchased:

9.0 million gallons with an estimated demand of 7.7 million gallons and an estimated usage of 704 gallons per day per customer based on 355 active services. Based on current data for March 2025.

### FIELD ACTIVITIES++

- 34 Service Calls
- 1 After Hours Calls
- 1 Main Line/System Repairs
- 0 Service Disconnections
- 0 New Service Connections
- 0 Service Installations
- 47 Double Check Valves Tested
- 10 Underground service alerts

**Miscellaneous:** Monthly Bac-T samples, Maintenance at all facilities. Main line repaired at 925 Pine Hill Rd.

**MIDWAY HEIGHTS  
COUNTY WATER DISTRICT**

**Budget  
2026 Fiscal Year**

**First Draft V 2**

**May 15, 2025**

Midway Heights County Water District  
Draft Budget Version 2, Fiscal Year 2026

Budget..... 1-6  
Detail..... 7-10  
Fund descriptions.....11-12  
Fund balances..... 13  
Pay scales for FY 2024-2025 and Job description for Field  
Supervisor.....14-22



# MHCWD BUDGET FISCAL YEAR 2026 DRAFT

July 1, 2025 to June 30, 2026

	FY 2025 APPROVED TOTAL	FY 2025 IRRIGATION	FY 2025 TREATED		FY 2026 DRAFT TOTAL	FY 2026 IRRIGATION	FY 2026 TREATED	
<b><u>SALES, FEES AND REIMBURSEMENTS</u></b>								
<b>1) Irrigation Water Resale</b>	<b><u>\$251,943</u></b>	<b><u>\$251,943</u></b>	<b><u>\$0</u></b>		<b><u>\$258,641</u></b>	<b><u>\$258,641</u></b>	<b><u>\$0</u></b>	<b>A</b>
a) Miners Inch Service	\$155,616	\$155,616	\$0		\$159,927	\$159,927	\$0	
b) Metered Service Charge	\$76,738	\$76,738	\$0		\$77,271	\$77,271	\$0	
c) Metered Water Usage	\$19,588	\$19,588	\$0		\$21,443	\$21,443	\$0	
<b>2) Treated Water Resale</b>	<b><u>\$493,634</u></b>	<b><u>\$0</u></b>	<b><u>\$493,634</u></b>		<b><u>\$496,879</u></b>	<b><u>\$0</u></b>	<b><u>\$496,879</u></b>	<b>B</b>
a) Service Charges	\$344,429		\$344,429		\$344,429		\$344,429	
b) Metered Water Usage	\$149,205		\$149,205		\$152,450		\$152,450	
<b>3) Late Charges/Returned Check Fees</b>	<b><u>\$2,338</u></b>	<b><u>\$1,022</u></b>	<b><u>\$1,316</u></b>		<b><u>\$2,376</u></b>	<b><u>\$1,039</u></b>	<b><u>\$1,337</u></b>	
a) Late charges	\$2,182	\$954	\$1,228		\$2,220	\$970	\$1,250	
b) Returned check fees	\$156	\$68	\$88		\$156	\$68	\$88	
<b>4) Irrigation Reconnection Fees</b>	<b><u>\$600</u></b>	<b><u>\$600</u></b>	<b><u>\$0</u></b>		<b><u>\$600</u></b>	<b><u>\$600</u></b>	<b><u>\$0</u></b>	
<b>5) Treated Reconnection Fees</b>	<b><u>\$125</u></b>	<b><u>\$0</u></b>	<b><u>\$125</u></b>		<b><u>\$125</u></b>	<b><u>\$0</u></b>	<b><u>\$125</u></b>	
<b>6) Installations-Irrigation</b> (Reimbursed Expenditures)	<b><u>\$4,000</u></b>	<b><u>\$4,000</u></b>	<b><u>\$0</u></b>		<b><u>\$4,000</u></b>	<b><u>\$4,000</u></b>	<b><u>\$0</u></b>	
<b>7) Installations-Treated</b> (Reimbursed Expenditures)	<b><u>\$4,000</u></b>	<b><u>\$0</u></b>	<b><u>\$4,000</u></b>		<b><u>\$4,000</u></b>	<b><u>\$0</u></b>	<b><u>\$4,000</u></b>	
<b>TOTAL-SALES, FEES AND REIMBURSEMENTS:</b>	<b><u>\$756,640</u></b>	<b><u>\$257,565</u></b>	<b><u>\$499,075</u></b>		<b><u>\$766,621</u></b>	<b><u>\$264,280</u></b>	<b><u>\$502,341</u></b>	

A: Based on last calendar year

B: Based on last calendar year

**Operational Expenditures**

	<b>FY 2025 APPROVED TOTAL</b>	<b>FY 2025 IRRIGATION</b>	<b>FY 2025 TREATED</b>	<b>FY 2026 DRAFT TOTAL</b>	<b>FY 2026 IRRIGATION</b>	<b>FY 2026 TREATED</b>	
<b>1) Irrigation Water Purchase</b>	<b><u>\$53,215</u></b>	<b><u>\$53,215</u></b>	<b><u>\$0</u></b>	<b><u>\$56,003</u></b>	<b><u>\$56,003</u></b>	<b><u>\$0</u></b>	<b>C</b>
<b>2) Treated Water Purchase</b>	<b><u>\$129,473</u></b>	<b><u>\$0</u></b>	<b><u>\$129,473</u></b>	<b><u>\$137,476</u></b>	<b><u>\$0</u></b>	<b><u>\$137,476</u></b>	<b>D</b>
<b>3) Payroll</b>	<b><u>\$382,815</u></b>	<b><u>\$171,633</u></b>	<b><u>\$211,181</u></b>	<b><u>\$376,671</u></b>	<b><u>\$168,558</u></b>	<b><u>\$208,114</u></b>	<b>E</b>
a) Administration/Office	\$145,655	\$63,667	\$81,987	\$144,900	\$63,337	\$81,563	
b) Administration/Office salaries reimbursed	\$500	\$250	\$250	\$500	\$250	\$250	
c) Field salaries	\$181,217	\$83,245	\$97,972	\$163,672	\$75,185	\$88,487	
d) Field salaries reimbursed	\$3,760	\$1,880	\$1,880	\$3,760	\$1,880	\$1,880	
e) Health Benefits	\$51,683	\$22,591	\$29,092	\$63,840	\$27,905	\$35,935	
<b>4) Employer Payroll Liabilities</b>	<b><u>\$47,975</u></b>	<b><u>\$21,450</u></b>	<b><u>\$26,525</u></b>	<b><u>\$49,200</u></b>	<b><u>\$21,932</u></b>	<b><u>\$27,268</u></b>	
a) CalPERS Pension	\$29,335	\$13,201	\$16,134	\$25,594	\$11,517	\$14,077	
b) CalPERS Pension-Unfunded Liabilities	\$10,752	\$4,700	\$6,052	\$16,108	\$7,041	\$9,067	
c) Social Security	\$2,961	\$1,332	\$1,629	\$2,835	\$1,276	\$1,560	
d) Medicare	\$4,928	\$2,217	\$2,710	\$4,662	\$2,098	\$2,564	
e) Other Post Employment Benefits-Unfunded Liabilities	\$0	\$0	\$0	\$0	\$0	\$0	
<b>5) Professional Services</b>	<b><u>\$54,362</u></b>	<b><u>\$21,380</u></b>	<b><u>\$32,982</u></b>	<b><u>\$64,089</u></b>	<b><u>\$25,981</u></b>	<b><u>\$38,108</u></b>	
a) Legal	\$14,000	\$6,120	\$7,880	\$19,000	\$8,305	\$10,695	
b) Engineering	\$6,000	\$2,623	\$3,377	\$6,000	\$2,623	\$3,377	
c) Accounting/Audit/Payroll	\$14,960	\$6,539	\$8,421	\$20,960	\$9,162	\$11,798	
d) Laboratory Analysis	\$5,450	\$0	\$5,450	\$4,650	\$0	\$4,650	
e) Software and Software Support	\$13,952	\$6,099	\$7,853	\$13,479	\$5,892	\$7,587	
<b>6) Contract Field Work</b>	<b><u>\$11,240</u></b>	<b><u>\$5,557</u></b>	<b><u>\$5,683</u></b>	<b><u>\$11,240</u></b>	<b><u>\$5,557</u></b>	<b><u>\$5,683</u></b>	
a) Contract Irrigation Repairs/Maintenance	\$5,000	\$5,000	\$0	\$5,000	\$5,000	\$0	
b) Irrigation Installations (reimbursed)	\$0	\$0	\$0	\$0	\$0	\$0	
c) Contract Treated Repairs/Maintenance	\$5,000	\$0	\$5,000	\$5,000	\$0	\$5,000	
d) Treated Installations (reimbursed)	\$0	\$0	\$0	\$0	\$0	\$0	
e) Backfill Material	\$1,000	\$437	\$563	\$1,000	\$437	\$563	
f) Backfill Material (reimbursed)	\$240	\$120	\$120	\$240	\$120	\$120	

C - PCWA is undergoing a 5-year rate increase, this year = 5.4%

D - PCWA is undergoing a 5-year rate increase, this year = 6.1%

E - Personnel expenses calculated with 3.82% COLA

**Operational Expenditures**

	<b>FY 2025 APPROVED TOTAL</b>	<b>FY 2025 IRRIGATION</b>	<b>FY 2025 TREATED</b>		<b>FY 2026 DRAFT TOTAL</b>	<b>FY 2026 IRRIGATION</b>	<b>FY 2026 TREATED</b>
<b>7) Office</b>	<b><u>\$4,400</u></b>	<b><u>\$1,923</u></b>	<b><u>\$2,477</u></b>		<b><u>\$4,700</u></b>	<b><u>\$2,054</u></b>	<b><u>\$2,646</u></b>
a) Supplies	\$3,400	\$1,486	\$1,914		\$3,700	\$1,617	\$2,083
b) Maintenance/Repairs/Replacement	\$1,000	\$437	\$563		\$1,000	\$437	\$563
<b>8) Postage</b>	<b><u>\$3,488</u></b>	<b><u>\$1,525</u></b>	<b><u>\$1,963</u></b>		<b><u>\$3,731</u></b>	<b><u>\$1,631</u></b>	<b><u>\$2,100</u></b>
<b>9) Telephone &amp; Alarms</b>	<b><u>\$9,208</u></b>	<b><u>\$4,025</u></b>	<b><u>\$5,183</u></b>		<b><u>\$8,610</u></b>	<b><u>\$3,764</u></b>	<b><u>\$4,846</u></b>
<b>10) Utilities (Electric &amp; Telemetry)</b>	<b><u>\$8,460</u></b>	<b><u>\$3,698</u></b>	<b><u>\$4,762</u></b>		<b><u>\$7,488</u></b>	<b><u>\$3,273</u></b>	<b><u>\$4,215</u></b>
<b>11) Publications/Dues/Fees</b>	<b><u>\$8,419</u></b>	<b><u>\$3,483</u></b>	<b><u>\$4,936</u></b>		<b><u>\$9,000</u></b>	<b><u>\$3,803</u></b>	<b><u>\$5,197</u></b>
a) Publications & Publishing	\$1,510	\$660	\$850		\$1,800	\$787	\$1,013
b) Licenses Fees	\$450	\$0	\$450		\$300	\$0	\$300
c) Dues and Subscriptions	\$6,459	\$2,823	\$3,636		\$6,900	\$3,016	\$3,884
<b>12) Election Expense</b>	<b><u>\$2,115</u></b>	<b><u>\$924</u></b>	<b><u>\$1,190</u></b>		<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>13) Director's Fees</b>	<b><u>\$8,700</u></b>	<b><u>\$3,803</u></b>	<b><u>\$4,897</u></b>		<b><u>\$8,700</u></b>	<b><u>\$3,803</u></b>	<b><u>\$4,897</u></b>
<b>14) Insurance</b>	<b><u>\$31,483</u></b>	<b><u>\$13,762</u></b>	<b><u>\$17,722</u></b>		<b><u>\$33,276</u></b>	<b><u>\$14,545</u></b>	<b><u>\$18,731</u></b>
a) Liability & Property	\$22,578	\$9,869	\$12,709		\$25,282	\$11,051	\$14,231
b) Workers Comp. Insurance	\$8,905	\$3,893	\$5,013		\$7,994	\$3,494	\$4,500
<b>15) Operation &amp; Maintenance Materials</b>	<b><u>\$21,891</u></b>	<b><u>\$5,275</u></b>	<b><u>\$16,617</u></b>		<b><u>\$13,800</u></b>	<b><u>\$6,550</u></b>	<b><u>\$7,250</u></b>
a) Irrigation - maintenance expense	\$3,525	\$3,525	\$0		\$4,800	\$4,800	\$0
b) Irrigation - installation expense (reimbursed to District)	\$1,750	\$1,750	\$0		\$1,750	\$1,750	\$0
c) Treated - maintenance expense	\$14,867	\$0	\$14,867		\$5,500	\$0	\$5,500
d) Treated - installation expense (reimbursed to District)	\$1,750	\$0	\$1,750		\$1,750	\$0	\$1,750

F - Better phone and internet plan

K - Additional cost last year to replace District master meter

**Operational Expenditures**

	<b>FY 2025 APPROVED TOTAL</b>	<b>FY 2025 IRRIGATION</b>	<b>FY 2025 TREATED</b>		<b>FY 2026 DRAFT TOTAL</b>	<b>FY 2026 IRRIGATION</b>	<b>FY 2026 TREATED</b>
16) Mileage Reimbursement	<u>\$500</u>	<u>\$219</u>	<u>\$281</u>		<u>\$500</u>	<u>\$219</u>	<u>\$281</u>
17) Travel, Meetings & Training	<u>\$3,000</u>	<u>\$1,311</u>	<u>\$1,689</u>		<u>\$3,000</u>	<u>\$1,311</u>	<u>\$1,689</u>
18) Safety Equipment	<u>\$3,000</u>	<u>\$1,311</u>	<u>\$1,689</u>		<u>\$3,400</u>	<u>\$1,486</u>	<u>\$1,914</u>
19) Water Board System Fee	<u>\$4,538</u>	<u>\$0</u>	<u>\$4,538</u>		<u>\$5,695</u>	<u>\$0</u>	<u>\$5,695</u>
20) Vehicle/Mobile Equip. Maint. & Op.	<u>\$18,126</u>	<u>\$7,923</u>	<u>\$10,203</u>		<u>\$16,333</u>	<u>\$7,139</u>	<u>\$9,194</u>
a) mainnance	\$5,400	\$2,360	\$3,040		\$3,500	\$1,530	\$1,970
b) fuel	\$13,326	\$5,825	\$7,501		\$11,533	\$5,041	\$6,492
21) Rentals	<u>\$13,026</u>	<u>\$5,694</u>	<u>\$7,332</u>		<u>\$13,026</u>	<u>\$5,694</u>	<u>\$7,332</u>
a) Office Rental	\$9,034	\$3,949	\$5,085		\$9,034	\$3,949	\$5,085
b) Field Equipment Rental	\$2,000	\$874	\$1,126		\$2,000	\$874	\$1,126
c) Portable Toilet	\$1,992	\$871	\$1,121		\$1,992	\$871	\$1,121
22) Bank Charges	<u>\$860</u>	<u>\$376</u>	<u>\$484</u>		<u>\$1,100</u>	<u>\$481</u>	<u>\$619</u>
23) Admin. Fees (includes LAFCO fees)	<u>\$1,800</u>	<u>\$787</u>	<u>\$1,013</u>		<u>\$2,100</u>	<u>\$918</u>	<u>\$1,182</u>
<b>TOTAL-OPERATING EXPENDITURES</b>	<b>\$822,095</b>	<b>\$329,275</b>	<b>\$492,820</b>		<b>\$829,139</b>	<b>\$334,702</b>	<b>\$494,437</b>
<b>NET REVENUE-OPERATIONAL</b>	<b>(\$65,455)</b>	<b>(\$71,710)</b>	<b>\$6,255</b>		<b>(\$62,518)</b>	<b>(\$70,422)</b>	<b>\$7,904</b>

H

H) less milage should be driven since on call staff lives closer to District. Gas prices are coming down and the trucks should not need tires this year.

**OTHER REVENUE**

	FY 2025 APPROVED TOTAL	FY 2025 IRRIGATION	FY 2025 TREATED		FY 2026 DRAFT TOTAL	FY 2026 IRRIGATION	FY 2026 TREATED
1) Treated Water Connections	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>		<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
2) Taxes	<u>\$62,500</u>	<u>\$27,319</u>	<u>\$35,181</u>		<u>\$62,500</u>	<u>\$27,319</u>	<u>\$35,181</u>
3) Non-Dedicated Interest from Investments	<u>\$14,175</u>	<u>\$6,196</u>	<u>\$7,979</u>		<u>\$15,132</u>	<u>\$6,614</u>	<u>\$8,518</u>
4) Grants-PCWA	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
5) Miscellaneous income	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL-OTHER REVENUE:</b>	<b><u>\$81,675</u></b>	<b><u>\$33,515</u></b>	<b><u>\$48,160</u></b>		<b><u>\$82,632</u></b>	<b><u>\$33,934</u></b>	<b><u>\$48,698</u></b>

**Funding Of Contingencies & Reserves**

	FY 2025 APPROVED TOTAL	FY 2025 IRRIGATION	FY 2025 TREATED		FY 2026 DRAFT TOTAL	FY 2026 IRRIGATION	FY 2026 TREATED
1) Treated Water Capital Facilities above item funded by treated connection charges	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>		<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
2) Rehabilitation & Replacement Reserve Fund above item funded by water charges	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
3) Vehicle/Mobile Equipment Reserve	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<b><u>\$5,000</u></b>	<b><u>\$0</u></b>	<b><u>\$5,000</u></b>		<b><u>\$5,000</u></b>	<b><u>\$0</u></b>	<b><u>\$5,000</u></b>
<b>NET REVENUE-OTHER</b>	<b><u>\$76,675</u></b>	<b><u>\$33,515</u></b>	<b><u>\$43,160</u></b>		<b><u>\$77,632</u></b>	<b><u>\$33,934</u></b>	<b><u>\$43,698</u></b>

<b>TOTAL-NET REVENUE</b>	<b><u>\$11,220</u></b>	<b><u>(\$38,194)</u></b>	<b><u>\$49,414</u></b>		<b><u>\$15,114</u></b>	<b><u>(\$36,489)</u></b>	<b><u>\$51,603</u></b>
--------------------------	------------------------	--------------------------	------------------------	--	------------------------	--------------------------	------------------------

**CAPITAL IMPROVEMENT, DEBT SERVICES AND RESERVE FUNDS BUDGET**

<b><u>FUNDING SOURCE</u></b>	<b>FY 2025 APPROVED TOTAL</b>	<b>FY 2025 IRRIGATION</b>	<b>FY 2025 TREATED</b>		<b>FY 2026 DRAFT TOTAL</b>	<b>FY 2026 IRRIGATION</b>	<b>FY 2026 TREATED</b>
1) Rehabilitation & Replacement Reserve Fund	<u>\$44,700</u>	<u>\$0</u>	<u>\$44,700</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL-FUNDING SOURCE:</b>	<b>\$44,700</b>	<b>\$0</b>	<b>\$44,700</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b><u>CAPITAL EXPENDITURES</u></b>							
1) Capital Expenses	<u>\$54,240</u>	<u>\$0</u>	<u>\$54,240</u>		<u>\$54,786</u>	<u>\$0</u>	<u>\$54,786</u>
a) Treated tank loan debt services	\$54,240	\$0	\$54,240		\$54,786	\$0	\$54,786
b) Treated PRV project	\$34,500	\$0	\$34,500		\$0	\$0	\$0
<b>TOTAL-Expenditures</b>	<b>\$88,740</b>	<b>\$0</b>	<b>\$88,740</b>		<b>\$54,786</b>	<b>\$0</b>	<b>\$54,786</b>
<b>NET :CAP IMPR, DEBT SER AND RES FUNDS BUDGET</b>	<b>(\$44,040)</b>	<b>\$0</b>	<b>(\$44,040)</b>		<b>(\$54,786)</b>	<b>\$0</b>	<b>(\$54,786)</b>
<b>NET TOTAL-FISCAL YEAR BUDGET</b>	<b>(\$32,820)</b>	<b>(\$38,194)</b>	<b>\$5,374</b>		<b>(\$39,672)</b>	<b>(\$36,489)</b>	<b>(\$3,183)</b>

Midway Heights County Water District

Fiscal Year 2026 Draft v2

**SALES, FEES AND REIMBURSEMENTS: PAGE 1**

**EXPENDITURES DETAIL: PAGE 2-4**

Note: shared item costs are allocated based a percentage of the customer base of irrigation customers (44%) and treated customers (56%).

**1. Irrigation Water Purchase**

Provides funding for irrigation water purchases from Placer County Water Agency (PCWA). PCWA is currently undergoing a five-year rate increase that will raise the cost of irrigation water by about 40%. This year 9%.

**2. Treated Water Purchase**

Provides funding for treated water purchases from PCWA. PCWA is currently undergoing a five-year rate increase that will raise the cost of irrigation water by about 45%. This year 7.5%.

**3. Salaries and Benefits**

This category represents direct and indirect costs associated with the funding for personnel employed by the District for administration and field operations. COLA is 2.86% this year.

Administration/ Office

Provides funding for administration salary costs.

Administration/Office Salaries Reimbursed

Administrative cost reimbursed to the District for events such as installation of water services.

Field Salaries

Provides funding for field operations salary costs.

Field Salaries Reimbursed

Field costs reimbursed to the District for events such as installation of water services.

Health Benefits

Provides funding for payments related to employee health benefits.

**4. Employer Payroll Liabilities**

Represents payments associated with employer payroll liabilities: social security, PERS retirement, and Medicare. To fully fund item 4e), Other Post Employment Benefits-Unfunded Liabilities, would cost \$15,024. There is no requirement to fund the OPEB liability. At the end of last fiscal year, the District has a liability of \$33,583.11 for the employee's accrued leave.

**5. Professional Services**

Legal

Provides funding for administrative services by the District's legal counsel. Based on three year average.

Engineering

Provides funding for projects provided by the District's engineering consultants.

Accounting/ Audit/ Payroll

Provides funding for the preparation of the District's annual audit and for the District's accountant.

Laboratory Analysis

Provides funding for laboratory services for mandated water quality monitoring of the water supply. This includes routine distribution system monitoring and emergency repair sampling. Decreased cost, no lead and copper sampling this fiscal year.

Software and Software Support

Provides funding for the District's maintenance and service agreement for the billing system, software upgrades, etc.

**6. Contract Field Work:**

Contract Irrigation Repairs/Maintenance

Provides funding for repairs and maintenance associated with the District's irrigation system done by outside contractors. Budgeted for one major repair.

Irrigation Installations Reimbursed

Reimbursements associated with installing customer services.

Contract Treated Repairs/Maintenance

Provides funding for repairs and maintenance associated with the District's treated system done by outside contractors. Budgeted for one major repair.

Treated Installations Reimbursed

Reimbursements associated with installing customer services.

Backfill Material

Provides funding for backfill material for restoration of areas affected by system repairs.

Backfill Material Reimbursed

Provides funding for backfill material reimbursements for restoration of areas affected by installing water services.

**7. Office:**

Supplies - Based on three year average

Provides funding for costs associated with the printing of bills, customer correspondence and Board Meeting items as well as all miscellaneous office supplies.

Maintenance/Repairs

Provides funding for costs associated with maintaining and repairing office equipment.

**8. Postage**

Provides funding for mailing of all customer bills and District correspondence.

**9. Telephone and alarms**

Provides funding for telephones, cellular phones, pagers, and alarms.

**10. Utilities:**

Provides funding for telemetry and electrical energy costs for the operation of all District facilities. Decreased cost is linked to new heat and cooling unit at office. Based on last year's calendar use and anticipated PG&E rate increase of 4%.

**11. Publications/Dues/Fees**



### Publications and Publishing

Provides funding for District advertising of legal ads and for vacancies that may occur. Added an additional \$1400 for publishing newsletters.

### Licenses Fees

Provides funding for operator's licenses.

### Dues and Subscriptions

Provides funding for professional organization memberships including ACWA, AWWA, NRWA, and USA North.

## **12. Election Expenses**

No election this year.

## **13. Director's Fees**

Provides funding for the Board of Directors to attend the monthly Board Meetings, standing committee meetings and miscellaneous meetings that may arise. Director fees are \$120 per meeting and 87 meetings per year.

## **14. Insurance**

Provides funding for insurance premiums payable to ACWA/JPIA.

Liability and Property: based on fiscal year 2025 plus an increase of \$3,000.

Workers Compensation: based on current rates.

## **15. Operation and Maintenance Material**

### Irrigation - Maintenance Expense

Provides funding for repairs and maintenance associated with the District's irrigation system. Based on three-year average.

### Irrigation - Installation Expense

Provides funding for installation expenses associated with the District's irrigation system.

### Treated - Maintenance Expense

Provides funding for repairs and maintenance associated with the District's treated system. Based on three-year average.

### Treated - Installation Expense

Provides funding for installation expenses associated with the District's treated system.

## **16. Mileage Reimbursement**

Provides funding for mileage reimbursement to District employees who use their personal vehicle for District business.

## **17. Travel, Meetings and Training**

Provides funding for meetings and conferences associated with job assignments or related to the conduct of District business. Also provides funds for training materials, programs, and fees to attend training sessions for staff to keep current with new laws, technologies and methods of carrying out the mission of the District.

## **18. Safety Equipment**

Provides funding for worksite safety and personal protective equipment.

## **19. Water Board System Fee**

Provides funding for the State Department of Health Services Drinking Water Program permit.

## **20. Vehicle/Mobile Equipment M&O:**

Provides funding for the maintenance and operation of the District's vehicles and mobile equipment including fuel purchases. Based on fuel at \$4.65 a gallon and less milage driven do to on call staff living closer to the District.

## **21. Rentals**

### Office Rental

Provides funding for the District office space rental located at 16733 Placer Hills Rd. Meadow Vista.

### Field equipment rental

Provides funding for field equipment rentals.

### Portable Toilet

Provides funding for the rental, maintenance and cleaning of the portable toilet located at the District's maintenance yard.

## **22. Bank Charges**

Provides funding for service charges associated with the District's bank accounts. Based on current fees

## **23. Administration Fees**

Provides funding for miscellaneous administrative fees including LAFCO.

## **OTHER REVENUE, PAGE 5**

## **3. Non-Dedicated Interest from Investments**

The rate of return on investments has increased this past year.

## **FUNDING OF CONTINGENCIES & RESERVES: PAGE 6**

This category accounts for expenditures designated for contingencies and reserves.

**1) Treated Water Connections** - from connection fees.

**2) Rehabilitation & Replacement Reserve Funds**- from charges for water service.

**3) Vehicle/Mobile Equipment Reserve** - funds replacement of vehicles, backhoe, etc. This is a sub-fund of the Rehabilitation & Replacement Reserve Funds

## **CAPITAL IMPROVEMENT, DEBT SERVICES AND RESERVE FUNDS BUDGET: PAGE 7**

**1) Rehabilitation & Replacement Reserve Fund:** Board and staff have yet to discuss balancing the budget and capital improvements.



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

### **GENERAL FUND (375-165):**

This fund includes five categories representing the districts investment portfolio. The funds come from various sources as described below. These funds are accessed, as needed, to finance the District's expenses. The monies are transferred via wire to the District's Wells Fargo District Operating Checking Account. The categories are as follows:

#### **CURRENT FISCAL YEAR OPERATION FUND**

This fund receives the District's revenue from Placer County for tax payments and interest on investments.

#### **TREATED WATER CAPITAL FACILITIES FUND & IRRIGATION WATER CAPITAL FACILITIES FUND**

These two funds receive the transfer of water connection fees, which are segregated and restricted to capital improvement expenses. Separation of these monies from others in the General Fund also allows each fund to earn and accumulate its own interest.

#### **TREATED WATER REHABILITATION AND REPLACEMENT RESERVE FUND & IRRIGATION WATER REHABILITATION AND REPLACEMENT RESERVE FUND**

Rehabilitation and Replacement Reserves serve to fund unplanned or accelerated infrastructure rehabilitation or replacement needs when assets wear out before their expected useful life ends or when the District desires to accrue for its future rehabilitation and replacement needs. These reserves may also be used as a source of funds for Capital Improvement Projects.

#### **WATER EMERGENCY CAPITAL RESERVE FUND**

The Emergency Capital Reserve is used to fund replacement of critical assets damaged by catastrophic events such as a natural disaster. These funds may also be utilized in the event of financial shortfall related to increased expenses or decreased revenue. The target balance is 15% of the operation and maintenance budget.

**TREATED WATER RATE STABILIZATION RESERVE FUND  
&  
IRRIGATION WATER RATE STABILIZATION RESERVE FUND**

Water Rate Stabilization Reserves are cash reserves that can mitigate the impacts of occasional revenue shortfalls. Revenue shortfalls can occur because of several factors, including weather factors (mandatory drought restrictions), poor regional economic conditions, increased water conservation, or other unforeseen circumstances. Rate stabilization reserves can help smooth out revenue variability resulting from these factors and help ensure adequate fiscal resources during such times that could otherwise require large rate spikes. Annual revenue in excess of budget is moved to its appropriate reserve. Reserves are drawn down over time to smooth rate increases and should be maintained at 15% of the operation and maintenance budget.

**WELLS FARGO DISTRICT OPERATING CHECKING ACCOUNT xxxxxx1670:**

This is the District checking account on deposit with Wells Fargo Bank. This account was opened for the express purpose of paying the District's operation and maintenance expenses (monthly accounts payable) in a timely manner. Deposits of all accounts receivable are made directly into this account with transfers to and from the General Fund as needed.

**CALIFORNIA BANK -CHECKING ACCOUNT xxxxxx6809**

The District set up this account as required by the State of California in order to secure the loan to fund the construction of the 0.33 MG treated storage tank project. This fund was specifically created by, and is described in, the Fiscal Services and Deposit Account Control Agreement for the State of California Department of Public Health Loan Contract implemented November 15, 2011 Funding Agreement Number 3110041-002C. Pursuant to Section 3 (a) of the Agreement, in order to satisfy the Reserve Fund, A check is sent to California Bank & Trust every month, currently in the amount of \$4,519.20 from the District's Wells Fargo Rate Payer Checking Account. Cal Bank and Trust wires the payments of \$27,392.99 to State Water Resources Control Board in January and July. Interest pays for bank fees and a portion of the payment. To meet the reserve fund balance requirements, this account should be at or above \$54,785.98 until the loan is repaid.

Investment Fund @ Placer County 12/31/2024

Current FY Operation Fund	\$71,485.80
Treated Capital Facilities	\$76,878.58
Irrigation Capital Facilities	\$0.00
Treated R and R	\$171,496.92
Irrigation R and R	\$31,530.92
Emergency Reserve	\$80,000.00
Treated Rate Stabilization	\$31,874.10
Irrigation Rate Stabilization	\$17,962.65
<hr/>	
TOTAL	\$481,228.96

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**  
**SALARY RANGE FOR GENERAL MANAGER**

	<u>Annual</u>	<u>Monthly</u>
<b>No Steps</b>	\$122,711.23	\$10,225.94

PAP/2.2.C.2-RANGE  
AMENDED AS PART OF BUDGET FY 2026 budget 2.86% COLA

EFFECTIVE 7/1/25

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**  
**HOURLY WAGE STEPS**  
**Field Manager**

	<b>Annual</b>	<b>Monthly</b>
<b>No Steps</b>	\$ 97,184.51	\$ 8,098.71

P&P/2.2.C.4-RANGE

EFFECTIVE 7/1/25

AMENDED FY 2026 AS PART OF BUDGET 2.86% COLA

# MIDWAY HEIGHTS COUNTY WATER DISTRICT

## WAGE STEPS

<b>WATER UTILITY MAINTENANCE WORKER I</b>		
<b>Steps</b>	<b>Hourly</b>	<b>Monthly Average</b>
<b>1</b>	\$ 19.97	\$ 3,461.85
<b>2</b>	\$ 20.97	\$ 3,634.95
<b>3</b>	\$ 22.02	\$ 3,816.69
<b>4</b>	\$ 23.12	\$ 4,007.53
<b>5</b>	\$ 24.28	\$ 4,207.90
<b>6</b>	\$ 25.49	\$ 4,418.30
<b>7</b>	\$ 26.76	\$ 4,639.22
<b>8</b>	\$ 28.10	\$ 4,871.18

<b>WATER UTILITY MAINTENANCE WORKER II</b>		
<b>Steps</b>	<b>Hourly</b>	<b>Monthly Average</b>
<b>1</b>	\$ 24.79	\$ 4,296.17
<b>2</b>	\$ 26.02	\$ 4,510.98
<b>3</b>	\$ 27.33	\$ 4,736.53
<b>4</b>	\$ 28.69	\$ 4,973.36
<b>5</b>	\$ 30.13	\$ 5,222.02
<b>6</b>	\$ 31.63	\$ 5,483.12
<b>7</b>	\$ 33.22	\$ 5,757.28
<b>8</b>	\$ 34.88	\$ 6,045.14

P&P/2.2.C.7-RANGE EFFECTIVE 7/1/25  
AMENDED AS PART OF BUDGET FY 2026 BUDGET 2.86% COLA





**MIDWAY HEIGHTS COUNTY WATER DISTRICT**  
**JOB SPECIFICATIONS FOR**  
**FIELD SUPERVISOR**

**DEFINITION:**

Under administrative direction of ~~the Board of Directors and~~ General Manager, the Field Supervisor performs a wide-range of field related duties. The Field Supervisor plans, organizes, directs, and coordinates maintenance, construction, and operations functions of the District. Due to the small size of the District, the Field Supervisor also provides a good portion of the labor associated with these functions.

[The Field Supervisor will not engage in any conduct or other employment or business that would interfere with the responsibilities and duties to the District or that would reflect unfavorably on the interests of the District.](#)

**EXAMPLES OF DUTIES:**

- Plans, organizes, directs, monitors, coordinates and performs maintenance, construction, and operations functions of the District.
- Oversees and implements a wide variety of treated and irrigation water system functions.
- Assists the Board of Directors and General Manager with long range planning for District maintenance, construction, and operations functions.
- Assists the Board of Directors and General Manager in developing the maintenance, operations, and construction budget.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair of water system facilities, equipment, materials, and supplies.
- Monitors and controls the costs of projects, keeping detailed records of same.
- Prepares purchase orders for District materials and supplies.
- Receives, organizes, and inventories District equipment, materials, and supplies.
- Inspects, operates, and coordinates scheduled maintenance for District facilities, including the water reservoirs and enclosures, storage sheds, tractor/backhoe, service truck, and all other equipment associated with operations functions.
- Provides input and review for the development and inspection of construction projects.
- Is certified for, and oversees operation of, the District backflow prevention program.
- With the General Manager, provides supervision, training, and work evaluation for field staff.
- With the General Manager, monitors and implements employee certification, training, and safety programs.

- With the General Manager, coordinates, develops and maintains a wide variety of field operations and water quality monitoring programs and records.
- Prepares and delivers field operations reports at monthly board meetings.
- Performs special projects, as delegated by the Board of Directors and/or the General Manager.
- Represents District maintenance, operations, and construction functions with the public, contractors, and representatives of other public agencies.
- Due to the small size of the District, the Field Supervisor also performs all of the functions of the Water Utility Maintenance Worker including, but not limited to, the full range of work associated with facility installations and maintenance, monitoring and sampling, service calls, meter reading, etc.

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Additional duties uniquely required by Midway Heights County Water District

- [Process A/R](#)
- [Process A/P](#)

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles, methods, and practices used in water distribution system maintenance, operations, and construction.
- Principles, methods, and practices of automotive and construction equipment operation, use, and maintenance.
- Principles, methods, and practices of building and grounds maintenance.
- Principles, methods, and practices of developing and maintaining a backflow prevention program, and other water quality and distribution system maintenance programs.
- Rules, regulations, and codes applicable to District maintenance, operations, and construction functions.
- District rules, regulations, policies, and procedures.
- Work safety standards and requirements.
- Principals of budget development and expenditure control.
- Principals of supervision, training, and management.

**Ability to:**

- Plan, organize, manage, and administer the maintenance, construction, and operations functions of the District.
- Oversee and implement the maintenance of certification, training, and work safety programs and practices.
- Perform comprehensive reviews of work projects, costs, equipment uses, and time requirements.
- Insure the proper construction, operation, monitoring, maintenance, and repair of District equipment and facilities.

- Assist in the development of the operations budget and operate within budgetary controls.
- Effectively represent the District during all operations functions with the public, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Operate a wide variety of equipment including, but not limited to, the tractor/backhoe, concrete saw, pipe threader, assorted pumps, pipe locator, tapping machine, double check valve test kit, computer, electrical, and telemetry equipment.

**Physical Demands of the Job:**

- Ability to work in an outdoor environment, during all types of weather conditions.
- Frequent walking and climbing on wet, slippery and uneven surfaces.
- Bending, stooping, kneeling, lifting and carrying up to 80 pounds.
- Hearing and vision within normal ranges, or corrected to within normal ranges.
- Fine and gross motor skills required for the operation of a wide variety of equipment.
- Ability to communicate orally and in writing with District board members, co-workers, and the public.
- Work with hazardous chemicals may be required.

**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, or equivalent, is the minimum education requirement.
- A typical way to obtain the knowledge and abilities required for the job would be broad and extensive work experience in performing maintenance, construction, and operations work for a water district or other public utility.
- At least two years experience in a supervisory or management capacity is desirable.
- A State of California Water Treatment Operator Certificate, Grade I or higher, is also desirable.

License Certificate Registration Requirement:

- Must possess a State of California Water Distribution Operator Certificate, Grade II or higher.
- Must be able to get a State of California Water Distribution Operator Certificate, Grade III or higher after two year.
- ~~Must be able to get a State of California Water Treatment Operator Certificate, Grade I or higher, after two years.~~

- Within two years, acquire a Certification of Backflow Assembly Testers.
- Within two years, acquire a Certification of Cross-Connection Control Specialist

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.

**MIDWAY HEIGHTS COUNTY WATER DISTRICT**  
**SALARY RANGE FOR FIELD SUPERVISOR**

<u>Steps</u>	<u>Hourly Wage</u>	<u>Monthly</u>	<u>Annual</u>
1	\$31.82	\$5,515.47	\$66,185.64
2	\$33.41	\$5,791.24	\$69,494.92
3	\$35.08	\$6,080.81	\$72,969.67
4	\$36.84	\$6,384.85	\$76,618.15
5	\$38.68	\$6,704.09	\$80,449.06
6	\$40.61	\$7,039.29	\$84,471.51
7	\$42.64	\$7,391.26	\$88,695.09
8	\$44.77	\$7,760.82	\$93,129.84

P&P/2.2.C.5-RANGE  
 AMENDED 05/15/2025

EFFECTIVE 7/01/25

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

**APRIL 2025**

**REGULAR BOARD MEETING**  
**MAY 15, 2025**

**OPERATING FUNDS:**

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

Balance as of: (03/31/25) **\$ 485,925.30**

\*(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 (04/30/25–Reconciled to Checking Account #1670 General) \*\* **\$ 52,311.16**

**CALIFORNIA BANK & Trust:**

Adjusted Bank Statement Balance (04/30/25– Reconciled Money Market Account #6809 Tank Loan) \*\* **\$ 72,690.01**


\*\*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 (12/31/24) **\$465,064.12**

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

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

\*\*\*\*\*

10:26 AM  
05/05/25

Midway Heights CWD  
Reconciliation Summary  
10005 · Cash in Checking-1670, Period Ending 04/30/2025

	Apr 30, 25
Beginning Balance	82,218.72
Cleared Transactions	
Checks and Payments - 36 items	-63,974.52
Deposits and Credits - 24 items	34,177.78
Total Cleared Transactions	-29,796.74
Cleared Balance	<u>52,421.98</u>
Uncleared Transactions	
Checks and Payments - 1 item	-110.82
Total Uncleared Transactions	-110.82
Register Balance as of 04/30/2025	<u>52,311.16</u>
New Transactions	
Checks and Payments - 8 items	-8,565.94
Total New Transactions	-8,565.94
Ending Balance	<u>43,745.22</u>



10:03 AM  
05/05/25

Midway Heights CWD  
Reconciliation Summary

10009 - Cal Bank and Trust-6809, Period Ending 04/30/2025

	<u>Apr 30, 25</u>
Beginning Balance	72,678.06
Cleared Transactions	
Deposits and Credits - 1 item	<u>11.95</u>
Total Cleared Transactions	<u>11.95</u>
Cleared Balance	<u><b>72,690.01</b></u>
Register Balance as of 04/30/2025	72,690.01
New Transactions	
Deposits and Credits - 1 item	<u>4,519.20</u>
Total New Transactions	<u>4,519.20</u>
Ending Balance	<u><b>77,209.21</b></u>

10:05 AM  
05/05/25

**Midway Heights CWD  
Reconciliation Detail**  
10009 - Cal Bank and Trust-6809, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						72,678.06
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/30/2025			X	11.95	11.95
Total Deposits and Credits					11.95	11.95
Total Cleared Transactions					11.95	11.95
Cleared Balance					11.95	72,690.01
Register Balance as of 04/30/2025					11.95	72,690.01
<b>New Transactions</b>						
Deposits and Credits - 1 item						
Bill	05/01/2025		May 2025 SRF		4,519.20	4,519.20
Total Deposits and Credits			California Bank & Trust		4,519.20	4,519.20
Total New Transactions					4,519.20	4,519.20
<b>Ending Balance</b>					<b>4,531.15</b>	<b>77,209.21</b>



VIA ELECTRONIC MAIL ONLY

April 23, 2025

Robert Dugan  
Chair, Board of Directors  
Placer County Water Agency  
PO Box 6570  
Auburn, CA 95604

Dear Chair Dugan,

At the March 4, 2025, Midway Heights County Water District (MHCWD) Special Meeting, staff from Placer County Water Agency (PCWA), presented the results of a study—requested by MHCWD in May 2023—that explored the feasibility of consolidation between MHCWD and PCWA.

The study explored five alternatives, each with a capital cost between \$34.5 and \$40.6 million. The recommended alternative was \$36.9 million and would increase monthly costs to Midway customers by \$541.39, not including their bimonthly service and usage charges. Obviously, these astronomical costs rendered the consolidation infeasible under the presented scenarios.

The Midway Heights Board, however, stands by its initial assertion that consolidation would be a benefit to district customers, as stated in our May 2023 request. Following thoughtful deliberation at the Board's April 17, 2025 meeting, members unanimously voted to request that PCWA consider pursuing grants, or other means, to fund the consolidation without a financial impact to District customers.

The study provided valuable information to the District that included a redundant treated water supply connection. Following an assessment of the project's benefit, the Board approved pursuing a grant for a technical study via next year's PCWA Financial Grant Program.

The Midway Heights Board and our customers sincerely appreciate the professionalism of the PCWA staff involved in the consolidation study, and the considerable resources expended on the District's behalf. We look forward to cooperating in future mutually beneficial projects.

Sincerely,

Pauline Nevins  
President, Board of Directors  
Midway Heights County Water District