

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

April 16, 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 2.00 p.m.

II. ROLL CALL

DIRECTORS PRESENT: Pauline Nevins, President
Geoff Teigen, Vice-President
Trisha Di Paola, Board Treasurer
Stan Burton, Director & ACWA/JPIA
Ronald Tucker, Director
(departed during recess at 3:30 p.m.)

DIRECTORS ABSENT:

OTHERS PRESENT: Teddi Deppner, Board Secretary
Gerry LaBudde, Interim General Manager
(departed during recess at 3:30 p.m.)
Hannah Osborn, Office Technician
Wyatt Paul, Field Supervisor
(arrived at 2:15 p.m., departed during recess at 3:30 p.m.)

MEMBERS OF THE PUBLIC: None

III. REVIEW AND APPROVAL OF MINUTES

M/S Stan Burton / Ron Tucker to accept the March 19, 2026, Regular Meeting minutes as corrected.

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

IV. PUBLIC FORUM

None.

V. GENERAL BUSINESS

A. DISCUSSION & ACTION RE: FY2025 AUDIT DRAFT

M/S Trisha Di Paola / Stan Burton to receive and file the FY2025 draft audit report from Nigro & Nigro, presented via video call. Board members asked a few clarifying questions, and Paul Kaymark provided useful and instructive answers.

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

B. DISCUSSION & ACTION RE: WATER COST OF SERVICE & RATE STUDY RFP

M/S Stan Burton / Geoff Teigen to approve the draft Water Cost of Service & Rate Study RFP.

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

C. DISCUSSION & ACTION RE: CAPITAL IMPROVEMENT PLAN (CIP) AD HOC COMMITTEE

M/S Geoff Teigen / Ron Tucker to approve the scope statement and establishment of a Capital Improvement Plan (CIP) ad hoc committee as presented.

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

D. FIELD REPORT

Wyatt Paul presented the March 2026 field report.

E. GENERAL MANAGER'S REPORT

1. Draft MOU with Placer Hills Fire Protection District has been reviewed and approved by legal counsel.
2. Clark main abandonment is planned for the coming month.
3. Irrigation Water PRV emergency repair - We were able to re-use one of the parts, saving ~\$700 off the vendor's quote. Attached memo covers the cost and description of the event.
4. Irrigation (raw) water pump in the pump station failed. After vendor inspection, the part isn't salvageable. Available online for \$4,200, but planning to contact a local vendor to see if they can match the price. If the second raw water pump fails, 10 customers and 4-5 hydrants would be affected. Lead time on the pump order is 4 to 5 weeks.
5. PCWA FAP – The District requested a \$21,000 PCWA grant to study an Eden Valley-Coyote Mtn Intertie. PCWA inquired about the possibility of a \$4,000-\$5,000 cost-share contribution from the District. The Board declined to affirm a cost-share at this time.
6. Office and payroll software update covered during General Discussion below.

RECESS:

The Board recessed between 3:26 p.m. – 3:33 p.m. by unanimous consent. At this time, Ron Tucker, Gerry LaBudde, and Wyatt Paul exited the meeting.

VI. FINANCIAL

A. REVIEW OF TREASURER'S REPORT

M/S Stan Burton / Trisha Di Paola to accept the Treasurer's report of Fund Summaries, Transfers, and Checking Account Reconciliation Registers for March 2026 as presented.

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

B. REVIEW & DISCUSSION RE: FY2027 DRAFT BUDGET - AD HOC COMMITTEE

Staff and Board reviewed and discussed the first draft FY2027 budget presented by the ad hoc committee. The board directed staff to create a 2025 EOY budget for approval at the May meeting. This data will be included as the first column in the second draft of the FY2027 budget, to be presented with a transmittal memo at the next Regular Meeting.

VII. ITEMS FOR INFORMATION

A. UPDATE RE: GENERAL MANAGER RECRUITMENT

Board discussed scheduling a Special Meeting for Board consideration of a candidate for the open General Manager position.

B. CUSTOMER CONTACT VOLUNTEERS

The District is planning an insert in May's bill to request that customers update their contact information in anticipation of a better outage notification process.

VIII. GENERAL DISCUSSION AND CALENDAR REVIEW

Ms. Deppner and Ms. Osborn offered a debrief on the implementation of the payroll and office software solutions. The field staff can now easily track hours whether the hours they are working are for irrigation or treated water projects. This data will feed into the budgeting process as well as the upcoming rate study. The District received a timely discount during signup for the office software, saving \$420 off the cost of the first year. District staff are already seeing significant time savings while performing daily tasks.

The Board and staff discussed future agenda items.

- District tour (May)

Current list of potential agenda items:

- Revised Draft FY2027 Budget – Ad-Hoc Committee (May)
- FY2025 EOY Budget (May)
- June Newsletter (May)
- Notification system / Auto voice and text messaging for emergencies (May)
- Capital Improvement Plan (CIP – Draft in June)
- Management Continuity Plan
- LAFCO Municipal Service Review
- Desk procedures documentation
- Reservoir safety and emergency policy
- Field safety training
- Operational priorities review
- Procedures & Policies and District Code updates
- Field operations & maintenance manual
- Vacuum trailer


IX. ANNOUNCEMENT OF NEXT REGULAR MEETING DATE & TIME

The next meeting will be held on May 21, 2026 at 2:00 p.m. at the District Office.

X. ADJOURNMENT

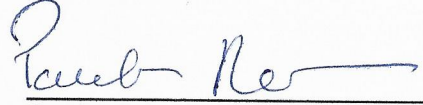
M/S Stan Burton / Geoff Teigen to adjourn the meeting at 4:28 p.m.
Motion passed by unanimous consent.

Respectfully Submitted,



Teddi Deppner
Secretary to the Board

Approved,



Pauline Nevins
President of the Board

Dated: 5/24/26

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.