



*Dedicated to
Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Thursday, January 17, 2019
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Special Board Meeting**

**FINANCE COMMITTEE MEETING
Thursday, January 17, 2019 at 3:30 p.m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Items Not on the Agenda: Members of the public are invited to address the Board on matters which are not on the Agenda. Each speaker is limited to three minutes. The Board will set aside 30 minutes for public comments.

Items on the Agenda: Members of the public may comment on agenda items before action is taken, or after the Board has discussed the item. Each speaker is limited to three minutes. The Board will set aside 60 minutes for public comments.

CONSENT CALENDAR ITEMS:

Approve all matters under the Consent Calendar by one motion unless a Board member, staff, or a member of the public requests a separate action.

1. Accounts Paid Listing
2. Monthly Financial Reports
3. Major Staff Projects
4. Committee Policy & Resolution Review

ACTION ITEMS:

5. Committee Meeting Dates and Chair Appointment
6. Fiscal Year 2018 Audit Results and Comprehensive Annual Financial Report
7. Mesa Water Reliability Facility Outreach Center Grant Opportunity
8. Administration Building Improvements/HVAC Replacement/Operations Building Repair

PRESENTATION AND DISCUSSION ITEMS:

Items recommended for approval at this meeting may be agendized for approval at a future Board meeting.

9. Microsoft Great Plains/Cogsdale Support Services



REPORTS:

10. Report of the General Manager
11. Directors' Reports and Comments

INFORMATION ITEMS:

12. Claim of Luke Hagenbach
13. Claim of Javier Garcia

In compliance with California law and the Americans with Disabilities Act, if you need disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 631-1206. Notification 48 hours prior to the meeting will enable Mesa Water District (Mesa Water) to make reasonable arrangements to accommodate your requests.

Members of the public desiring to make verbal comments utilizing a translator to present their comments into English shall be provided reasonable time accommodations that are consistent with California law.

Agenda materials that are public records, which have been distributed to a majority of the Mesa Water Board of Directors (Board), will be available for public inspection at the District Boardroom, 1965 Placentia Avenue, Costa Mesa, CA and on Mesa Water's website at www.MesaWater.org. If materials are distributed to the Board less than 72 hours prior or during the meeting, the materials will be available at the time of the meeting.

ADJOURNMENT

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
CAPITAL				
CIVIL SOURCE				
000028738	108297	M19-003 DESIGN SERVICES		236.00
	12/21/2018		1	<u>236.00</u>
MICHAEL BAKER INTERNATIONAL				
000028648	1031564	M17-100 WELL AUTOMATION		38,287.50
000028764	1032113	E400-0005 HYDRAULIC MODELING		195.00
000028764	1031888	PP 65 GIS SUPPORT SERVICES		2,750.00
	12/21/2018		2	<u>41,232.50</u>
WA RASIC CONSTRUCTION CO.				
000028720	341111	M19-003 ON CALL PIPELINE REPAIR		78,900.00
	12/21/2018		1	<u>78,900.00</u>
TOTAL CAPITAL			4	120,368.50

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DEPARTMENT EXPENSE				
ACWA				
000028675	915628	2019 AGENCY DUES		25,270.91
	12/13/2018		1	<u>25,270.91</u>
ACWA JOINT POWERS INSURANCE AUTHORITY				
000028676	JAN2019EAP	JANUARY 2019 EAP		122.20
	12/13/2018		1	<u>122.20</u>
APPLE ONE EMPLOYMENT				
000028679	01-5061196	TEMP LABOR, HR, WE 11/17		683.28
000028679	01-5061197	TEMP LABOR, PA, WE 11/17		1,037.12
000028679	01-5061198	TEMP LABOR, FINANCE, WE 11/17		1,436.66
000028679	01-5066364	TEMP LABOR, HR, WE 11/24		560.64
000028679	01-5066365	TEMP LABOR, PA, WE 11/24		518.56
000028679	01-5066366	TEMP LABOR, FINANCE, WE 11/24		792.64
000028730	01-5071469	TEMP LABOR, PA, WE 11/30		1,231.58
000028730	01-5071468	TEMP LABOR, HR, WE 11/30		700.80
000028730	01-5071470	TEMP LABOR, FINANCE, WE 11/30		1,981.60
	12/21/2018		2	<u>8,942.88</u>
CA DEPT OF JUSTICE				
000028736	343173	PRE-EMPLOYMENT FINGERPRINTS		64.00
	12/21/2018		1	<u>64.00</u>
CALPERS BENEFIT PAYMENTS				
0145459	112318	PPE 11/23/18		29,213.96
0145464	15496318	CALPERS HEALTH DEC 18		41,203.78
0145465	15496330	HEALTH PA DEC 18		5,590.97
0145721	120718	PPE 12/7/18		28,756.43
	12/28/2018		4	<u>104,765.14</u>
COLONIAL LIFE & ACCIDENT INS				
000028684	8892333-1214763	INSURANCE - PPE 11/23/18		241.84
000028739	8892333-1228626	INSURANCE - PPE 12/07/18		241.84
	12/21/2018		2	<u>483.68</u>

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
CA SOCIETY OF MUNICIPAL FINANCE OFFICER				
000028686	300000667	ANNUAL MEMBERSHIP - MK		110.00
	12/13/2018		1	110.00
CALIFORNIA WATER EFFICIENCY PARTNERSHIP				
000028742	PUB619	PLUMBING HANDBOOKS		1,182.34
	12/21/2018		1	1,182.34
CA DEPT OF CONSUMER AFFAIRS				
000028718	C55989-2019	PE RENEWAL - MP		115.00
000028719	C52483-2019	PE RENEWAL - PL		115.00
	12/13/2018		2	230.00
FIRST BANKCARD				
0145722	1118FB	NOV 2018 CHARGES		19,481.99
	12/28/2018		1	19,481.99
G&W TOWING				
000028748	442117	TOWING - UNIT #50		67.00
	12/21/2018		1	67.00
ICMA-RC RETIREMENT				
0145457	1207181	PPE 12/7/18		5,363.10
0145458	120718	PPE 12/7/18		1,028.96
0145716	12181	PPE 12/21/18		1,028.96
0145717	122118	PPE 12/21/18		5,363.10
	12/27/2018		4	12,784.12
INDEPENDENT SPECIAL DIST OF OC				
000028758	ISDOC CY19	CY19 ISDOC MEMBERSHIP		50.00
	12/21/2018		1	50.00
JOAN GLADSTONE				
000028644	1019	PROFESSIONAL SERVICES		2,800.00
	12/7/2018		1	2,800.00

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
NATIONWIDE RETIREMENT SOLUTIONS				
0145461	120718	PPE 12/7/18		5,428.87
0145718	122118	PPE 12/21/18		5,428.85
	12/27/2018		2	10,857.72
ORANGE COUNTY EMPLOYEES ASSN				
000028705	OCE PPE120718	MEMBERSHIP DUES 12/07/18		285.36
	12/13/2018		1	285.36
RED WING BUSINESS ADVANTAGE ACCT				
000028773	407-1-24380	SAFETY SHOES		200.00
	12/21/2018		1	200.00
SCPMA-HR				
000028654	03490	FY19 SCPMA-HR Membership		50.00
	12/7/2018		1	50.00
TASC				
000028781	IN1414665	FSA ADMIN FEES - NOV 2018		125.37
	12/21/2018		1	125.37
ULTIMATE STAFFING SERVICES				
000028661	13665629	TEMP LABOR, HR, WE 11/18		2,131.34
	12/7/2018		1	2,131.34
VISTA DEL VERDE LANDSCAPE				
000028716	31539	LANDSCAPE SERVICES		259.01
000028790	31598	LANDSCAPE MAINT FEES-DEC 2018		3,006.00
	12/21/2018		2	3,265.01
TOTAL DEPARTMENT EXPENSE			32	193,269.06

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DIRECTOR CHECKS				
FRED BOCKMILLER				
0145601	EXP112918	CONFERENCE REIMBURSEMENT		183.69
0145710	EXP120718	MILEAGE REIMBURSEMENT		47.97
	12/26/2018		2	231.66
JAMES ATKINSON				
0145600	EXP120618	CONFERENCE REIMBURSEMENT		158.49
0145711	EXP120518	EXPENSE REIMBURSEMENT		5.00
0145711	EXP120718	MILEAGE REIMBURSEMENT		92.65
	12/26/2018		2	256.14
JAMES FISLER				
0145603	EXP120618	FAX/INTERNET REIMBURSEMENT		240.00
0145712	EXP120718	MILEAGE REIMBURSEMENT		119.90
	12/26/2018		2	359.90
MARICE DEPASQUALE				
0145602	EXP120618	CONFERENCE REIMBURSEMENT		122.03
0145713	EXP120718	MILEAGE REIMBURSEMENT		33.25
	12/26/2018		2	155.28
SHAWN DEWANE				
0145715	EXP112618	EXPENSE REIMBURSEMENT		5.00
0145715	EXP113018	CONFERENCE REIMBURSEMENT		156.82
	12/26/2018		1	161.82
TOTAL DIRECTOR CHECKS			9	1,164.80

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
EMPLOYEE CHECKS				
BOB MITCHELL				
0145709	EXP121018	EXPENSE REIMBURSEMENT		197.67
12/26/2018			1	<u>197.67</u>
BRYAN TYSON				
0145608	EXP112918	CERTIFICATE REIMBURSEMENT		105.00
12/12/2018			1	<u>105.00</u>
COLEMAN LEPAGE				
0145607	EXP120418	SAFETY SHOES		200.00
12/12/2018			1	<u>200.00</u>
KAYING LEE				
0145606	EXP112818	CONFERENCE REIMBURSEMENT		1,339.40
12/12/2018			1	<u>1,339.40</u>
MARWAN KHALIFA				
0145714	EXP112918	CONFERENCE REIMBURSEMENT		1,465.85
0145714	EXP121318	EXPENSE REIMBURSEMENT		141.00
12/26/2018			1	<u>1,606.85</u>
PAUL SHOENBERGER				
0145604	EXP120318	EXPENSE REIMBURSEMENT		387.50
12/12/2018			1	<u>387.50</u>
TYLER JERNIGAN				
0145605	EXP120618	SAFETY SHOES		150.30
12/12/2018			1	<u>150.30</u>
TOTAL EMPLOYEE CHECKS			7	<u>3,986.72</u>

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
GENERAL AND ADMINISTRATIVE				
RUAL MUMTAZ				
000028721	CHEQ00099006948	02913200 Cheque Deposits 02913		164.11
12/21/2018			1	<u>164.11</u>
EFRAIN SANCHEZ				
000028667	CHEQ00099006940	09127201 Overpayment		144.35
12/13/2018			1	<u>144.35</u>
MARRAKESH				
000028668	CHEQ00099006939	02502700 Cheque Deposits 02502		196.65
12/13/2018			1	<u>196.65</u>
CLIFTON JONES				
000028722	CHEQ00099006946	30000037 overpayment		946.44
12/21/2018			1	<u>946.44</u>
SULLY- MILLER CONTRACTING CO				
000028669	CHEQ00099006938	20076700 Cheque Deposits 20076		310.00
12/13/2018			1	<u>310.00</u>
MARSHELLE M JOGWE				
000028621	CHEQ00099006931	00313905 Cheque Deposits 00313		73.27
12/7/2018			1	<u>73.27</u>
ERIN LAVELLE				
000028723	CHEQ00099006943	30000543 Cheque Deposits 30000		7.39
12/21/2018			1	<u>7.39</u>
EAGLE PAVING COMPANY, INC.				
000028622	CHEQ00099006928	20070900 Overpayment		467.84
12/7/2018			1	<u>467.84</u>
DUSTIN SENELLA				
000028670	CHEQ00099006936	05501200 Cheque Deposits 05501		72.04
12/13/2018			1	<u>72.04</u>

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
PINE SMITH				
000028724	CHEQ00099006947	08217700 Cheque Deposits 08217		61.32
	12/21/2018		1	<u>61.32</u>
JENIFER CASTEVENS				
000028725	CHEQ00099006942	06750003 Cheque Deposits 06750		73.21
	12/21/2018		1	<u>73.21</u>
DAVID BUI				
000028623	CHEQ00099006933	04007200 Cheque Deposits 04007		36.36
	12/7/2018		1	<u>36.36</u>
GWENDOLYN HOWELL				
000028671	CHEQ00099006935	02800600 Cheque Deposits 02800		226.56
	12/13/2018		1	<u>226.56</u>
RYAN GUETTLER				
000028672	CHEQ00099006934	07903100 Cheque Deposits 07903		74.80
	12/13/2018		1	<u>74.80</u>
WILLIAM CROCE				
000028624	CHEQ00099006932	00915500 Cheque Deposits 00915		54.38
	12/7/2018		1	<u>54.38</u>
EBB TIDE, LLC				
000028726	CHEQ00099006945	20077000 Cheque Deposits 20077		245.73
	12/21/2018		1	<u>245.73</u>
KIMBERLY ELLIS				
000028625	CHEQ00099006929	01323500 Overpayment		60.57
	12/7/2018		1	<u>60.57</u>
THE UNLIKELY CYCLIST				
000028673	CHEQ00099006937	04902800 Cheque Deposits 04902		17.41
	12/13/2018		1	<u>17.41</u>

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DE NOVA HOMES, INC.				
000028626	CHEQ00099006926	30001858 Overpayment		93.19
	12/7/2018		1	93.19
YASMINE SILEBI				
000028627	CHEQ00099006927	08710001 Overpayment		50.00
	12/7/2018		1	50.00
ALEX STERLING				
000028674	CHEQ00099006941	01518500 Overpayment		25.80
	12/13/2018		1	25.80
SOMER SUMPTER				
000028628	CHEQ00099006930	08110200 Overpayment		25.00
	12/7/2018		1	25.00
JORDAN COLE-REHFELDT				
000028727	CHEQ00099006944	02017500 Overpayment		173.29
	12/21/2018		1	173.29
AIR SCIENCE USA, LLC				
000028677	47140	WATER QUALITY SUPPLIES		557.00
	12/13/2018		1	557.00
AT&T MOBILITY				
000028633	87023041770X11282 018	WIRELESS COMM 10/21-11/20		1,305.20
	12/7/2018		1	1,305.20
BARTEL & ASSOCIATES LLC				
000028732	18-1086	CONSULTING - OPEB VALUATION		750.00
	12/21/2018		1	750.00
BEST BEST & KRIEGER				
000028733	838512	PROFESSIONAL SERVICES		517.00
	12/21/2018		1	517.00

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
BLUECOSMO SATELLITE COMMUNICATIONS				
000028680	BU01092990	SATELLITE PHONE SERVICE		85.96
	12/13/2018		1	85.96
BSI EHS SERVICES AND SOLUTIONS				
000028635	48683	M19-006 ASBESTOS SURVEY		2,100.00
000028734	49199	EHS SUPPORT SERVICES		16,431.50
	12/21/2018		2	18,531.50
CALIFORNIA ADVOCATES INC.				
000028735	121840	PROFESSIONAL SERVICES		7,000.00
	12/21/2018		1	7,000.00
CALIFORNIA UTILITY EXECUTIVE MANAGEMENT ASSOC.				
000028737	CUEMA2019	FY19 MEMBERSHIP - PS		400.00
	12/21/2018		1	400.00
CITY OF COSTA MESA				
000028682	121018KL	FIRE PERMIT - WELLS 3&9		540.00
	12/13/2018		1	540.00
CITY OF SANTA ANA				
000028683	35821304DEC18	CRODDY WATER/SEWER		346.13
000028683	35776303DEC18	CHANDLER WATER/SEWER		163.93
	12/13/2018		1	510.06
CCS ORANGE COUNTY JANITORIAL INC.				
000028637	77858617	JANITORIAL SUPPLIES - NOV 2018		309.54
000028741	413493	JANITORIAL SERVICES - DEC 2018		2,900.00
	12/21/2018		2	3,209.54
EAN SERVICES LLC				
000028688	19446568	CAR RENTAL		145.95
	12/13/2018		1	145.95

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
EMEDCO				
000028639	9338638986	SAFETY SUPPLIES		342.96
	12/7/2018		1	342.96
EMPLOYEE RELATIONS INC				
000028743	83753	PRE-EMPLOYMENT VEHICLE REPORTS		15.70
	12/21/2018		1	15.70
ENTERPRISE FM TRUST				
000028744	FBN3610635	GM AUTO LEASE - DEC 2018		520.61
	12/21/2018		1	520.61
F M THOMAS AIR CONDITIONING INC				
000028746	39313	REPAIRS - HVAC		153.00
000028746	39314	REPAIRS - HVAC		470.00
	12/21/2018		1	623.00
FRONTIER COMMUNICATIONS				
000028640	17945NOV18	DDS LINE 11/13 - 12/12		108.36
	12/7/2018		1	108.36
FULL CIRCLE RECYCLING				
000028747	21864	PAPER RECYCLING - NOV 2018		89.00
	12/21/2018		1	89.00
HAZEN AND SAWYER				
000028753	20035-003-6	M18-117 RESERVOIR CHEMICAL		19,732.00
	12/21/2018		1	19,732.00
HDR ENGINEERING INC				
000028693	1200156899	M19-103 PIPELINE INTEGRITY TEST		6,074.50
	12/13/2018		1	6,074.50
INFOSEND INC				
000028643	143639	CUSTOMER BILLING SERVICE		1,260.10
000028643	143780	CUSTOMER BILLING SERVICE		2,973.38
000028696	144419	MONTHLY MAINTENANCE FEE		2,817.52

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000028696	144506	CUSTOMER BILLING SERVICE		1,454.15
	12/13/2018		2	<u>8,505.15</u>
JOHN ROBINSON CONSULTING, INC.				
000028699	MW201502-38	PP 38 WATER RESOURCES		5,350.00
	12/13/2018		1	<u>5,350.00</u>
KLEEN KRAFT SERVICES				
000028700	0984148	UNIFORMS, MATS & TOWELS		222.81
000028700	0984851	UNIFORMS, MATS & TOWELS		239.41
000028759	0985544	UNIFORMS, MATS & TOWELS		262.54
	12/21/2018		2	<u>724.76</u>
LA CONSULTING INC				
000028701	0014625	PP 46 BUS PROCESS IMPLEMENTATION		2,480.40
	12/13/2018		1	<u>2,480.40</u>
LIEBERT CASSIDY WHITMORE				
000028762	1469534	CY19 MEMBERSHIP		3,775.00
	12/21/2018		1	<u>3,775.00</u>
LIFECOM, INC.				
000028763	2077596-IN	REPAIR/CALIBRATE-RKI GX 2003		65.00
	12/21/2018		1	<u>65.00</u>
MAILFINANCE				
000028704	N7446951	LEASE - MAIL EQUIPMENT		603.59
	12/13/2018		1	<u>603.59</u>
MUNICIPAL WATER DISTRICT OF OC				
000028765	2217	SMART TIMERS - OCT 2018		356.00
	12/21/2018		1	<u>356.00</u>
NEXTDAY DELIVERY SERVICE, LLC				
000028766	743385	MAIL DELIVERY SERVICE-DEC 2018		563.14
	12/21/2018		1	<u>563.14</u>

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
NOACK AWARDS & ENGRAVING INC				
000028767	24783	EMPLOYEE RECOGNITION		595.86
	12/21/2018		1	<u>595.86</u>
NOVATIME TECHNOLOGY INC				
000028768	PSI094466	MONTHLY FEE - TIME CARD NT		177.75
	12/21/2018		1	<u>177.75</u>
O'NEIL STORAGE #0481				
000028769	1811060	FILE STORAGE - NOV 2018		216.60
	12/21/2018		1	<u>216.60</u>
PROCARE WORK INJURY CENTER (DBA)				
000028706	253109	EMPLOYMENT PHYSICALS		1,024.25
	12/13/2018		1	<u>1,024.25</u>
RAYNE WATER SYSTEMS				
000028772	30486DEC18	SOFT WATER SERVICE - DEC 2018		39.45
	12/21/2018		1	<u>39.45</u>
HERITAGE ENVIRONMENTAL/RINECO				
000028650	1904178-2	HAZARDOUS WASTE DISPOSAL		796.57
	12/7/2018		1	<u>796.57</u>
SECTRAN SECURITY INC				
000028707	18120882	WEEKLY BANK DEPOSITS-DEC 2018		192.95
	12/13/2018		1	<u>192.95</u>
SENTRIC INC				
0145725	566836	PAYROLL PROCESSING FEE		379.35
0145760	568275	PAYROLL PROCESSING FEE		5,025.50
	12/26/2018		2	<u>5,404.85</u>
SOPHOS SOLUTIONS, LLC				
000028655	972	PP 38 BPE/MGP COGSDALE SUPPORT		665.00
000028655	973	PP 38 BPE/MGP COGSDALE SUPPORT		665.00
000028708	977	PP 39 BPE/MGP COGSDALE SUPPORT		380.00

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000028708	978	PP 39 BPE/MGP COGSDALE SUPPORT		4,370.00
000028708	979	PP 39 BPE/MGP COGSDALE SUPPORT		4,985.92
	12/13/2018		2	<u>11,065.92</u>
 STAFFING SOLUTIONS				
000028656	26872	TEMP LABOR, CUST SERV,WE 11/18		1,138.98
000028709	26935	TEMP LABOR, CUST SERV,WE 11/25		835.20
000028777	27001	TEMP LABOR, CUST SERV,WE 11/30		1,392.00
000028777	27064	TEMP LABOR, CUST SERV,WE 12/09		1,392.00
	12/21/2018		3	<u>4,758.18</u>
 T2 TECHNOLOGY GROUP, LLC				
000028779	3506	IS OPERATIONS SUPPORT-NOV 2018		37,232.50
	12/21/2018		1	<u>37,232.50</u>
 THEODORE ROBINS FORD				
000028782	C12879	AUTO REPAIRS & MAINTENANCE #29		4,496.17
000028782	C13032	AUTO REPAIRS & MAINTENANCE #53		1,768.53
000028782	C12993	AUTO REPAIRS & MAINTENANCE #52		1,544.86
000028782	C13113	BIT INSPECTIONS		1,275.00
000028782	C12262	AUTO REPAIRS & MAINTENANCE #51		1,318.44
000028782	C14296	AUTO REPAIRS & MAINTENANCE		524.79
000028782	C14346	AUTO REPAIRS & MAINTENANCE #44		540.07
000028782	C14366	AUTO REPAIRS & MAINTENANCE #23		150.00
	12/21/2018		1	<u>11,617.86</u>
 THYSSENKRUPP ELEVATOR				
000028710	3004300544	ELEVATOR MAINT 12/18-02/19		2,310.64
	12/13/2018		1	<u>2,310.64</u>
 TIME WARNER CABLE				
000028658	0012934112318	CABLE-DISTRICT,INTERNET-RES 2		349.35
000028783	1524356120518	INTERNET - MWRF SUBLEASE		184.98
000028783	0679649120818	INTERNET - MWRF		324.98
000028783	1048224120918	INTERNET - DISTRICT		2,114.00
	12/21/2018		2	<u>2,973.31</u>

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
TONERTOWN				
000028784	6144	OFFICE SUPPLIES		680.98
	12/21/2018		1	680.98
TOTAL FUNDS BY HASLER				
000028659	5780NOV18	POSTAGE - NOV 2018		500.00
	12/7/2018		1	500.00
ULINE				
000028786	103547626	M19-103 5 GALLON PAILS		196.89
	12/21/2018		1	196.89
UNIVERSAL WASTE SYSTEMS, INC				
000028662	0000127795	WASTE REMOVAL - DEC 2018		87.00
	12/7/2018		1	87.00
UNUM				
000028715	04205600016JAN19	LIFE INSURANCE- JAN 2019		2,507.87
	12/13/2018		1	2,507.87
VERIZON WIRELESS				
000028663	9818542768	MOBILE INTERNET - 10/17-11/16		3,031.63
	12/7/2018		1	3,031.63
WASTE MANAGEMENT OF OC				
000028717	0371157-2515-4	TR CONTAINER RENTAL - DEC 2018		789.29
	12/13/2018		1	789.29
WESTERN EXTERMINATOR COMPANY				
000028792	6623640	PEST CONTROL - MWRF		92.50
000028792	6633364	PEST CONTROL - DISTRICT		92.50
	12/21/2018		1	185.00
WHITE NELSON DIEHL EVANS LLP				
000028793	187121	FY18 AUDIT SERVICES		2,900.00
	12/21/2018		1	2,900.00

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
			84	176,366.44
TOTAL GENERAL AND ADMINISTRATIVE				

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
RETIREE CHECKS				
ALAN COOK				
000028629	9155061218	DEC 2018 INSURANCE SUBSIDY		106.46
	12/7/2018		1	106.46
BRIAN HUNT				
000028634	9155081218	DEC 2018 INSURANCE SUBSIDY		6.00
	12/7/2018		1	6.00
COLEEN L MONTELEONE				
000028636	9155091218	DEC 2018 INSURANCE SUBSIDY		235.96
	12/7/2018		1	235.96
DIANA LEACH				
000028638	9155071218	DEC 2018 INSURANCE SUBSIDY		271.63
	12/7/2018		1	271.63
JOHN CERNEK				
000028645	1218	DEC 2018 INSURANCE SUBSIDY		73.00
	12/7/2018		1	73.00
LORI MULLER				
000028646	9155101218	DEC 2018 INSURANCE SUBSIDY		106.46
	12/7/2018		1	106.46
PATTI REYNOLDS				
000028649	9155121218	DEC 2018 INSURANCE SUBSIDY		7.63
	12/7/2018		1	7.63
SCOTT PECA				
000028653	9155111218	DEC 2018 INSURANCE SUBSIDY		122.68
	12/7/2018		1	122.68
TOTAL RETIREE CHECKS			8	929.82

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
CHECK SIGNATURE EXEMPT				
SOUTHERN CALIFORNIA EDISON CO				
000028666	2236281499OCT18B	ELECTRICITY - OCT 2018		26,171.93
000028666	2236281499NOV18A	ELECTRICITY - NOV 2018		34,760.05
	12/13/2018		1	60,931.98
TOTAL CHECK SIGNATURE EXEMPT			1	60,931.98

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
WATER SUPPLY				
AIRGAS USA LLC				
000028728	9958201528	CYLINDER RENTAL		107.75
	12/21/2018		1	<u>107.75</u>
AVISTA TECHNOLOGIES				
000028731	76496	MWRF - ROCLEAN CLEANER		2,704.50
	12/21/2018		1	<u>2,704.50</u>
JR FILANC CONSTRUCTION COMPANY				
000028620	1	M17-002A SANTA ANA REFURB		99,912.45
	12/7/2018		1	<u>99,912.45</u>
MUNICIPAL WATER DISTRICT OF OC				
0145460	9683	WATER DELIVERY OCT 18		40,774.26
	12/14/2018		1	<u>40,774.26</u>
OCWD				
0145463	19604	GAP WATER OCT 18		71,908.78
0145720	19673	NOVEMBER 18 GAP		48,788.36
	12/27/2018		2	<u>120,697.14</u>
PACIFIC HYDROTECH CORPORATION				
000028665	27	M17-100 WELL AUTOMATION/REHAB		366,592.53
0145462	25RET	M17-100 WELL AUTOMATION/REHAB		9,316.38
0145719	27RET	M17-100 WELL AUTOMATION/REHAB		19,294.34
	12/27/2018		3	<u>395,203.25</u>
SEPARATION PROCESSES, INC				
000028775	9243	MWRF SUPPORT SERVICES		19,121.80
	12/21/2018		1	<u>19,121.80</u>
UNIVAR USA, INC.				
000028787	LA687254	SOD HYPO		1,954.90
000028787	LA687253	SOD HYPO		2,118.68
000028787	LA688606	SOD HYPO		1,775.26
000028787	LA688728	SOD HYPO		211.34
000028787	LA690302	SOD HYPO		1,373.71

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000028787	LA691825	SOD HYPO		2,063.74
	12/21/2018		1	9,497.63
UNITED WATERWORKS INC.				
000028714	S100071865.001	12-M1 METERS		958.11
000028788	S100072170.001	WATER OPS PARTS		1,878.28
	12/21/2018		2	2,836.39
YALE CHASE MATERIALS HANDLING, INC.				
000028794	PSV482017	M17-100 WELL 3 ENGINE SERVICE		3,988.00
	12/21/2018		1	3,988.00
TOTAL WATER SUPPLY			14	694,843.17

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
WATER SYSTEM				
COLE-PARMER SCIENTIFIC EXPERTS				
000028740	1705272	WATER QUALITY SUPPLIES		838.25
	12/21/2018		1	<u>838.25</u>
FERGUSON WATERWORKS				
000028689	06554463	WATER OPS SUPPLIES		29,487.90
000028745	0655443-1	WATER OPS SUPPLIES		510.90
	12/21/2018		2	<u>29,998.80</u>
GOLDEN METERS SERVICE				
000028749	1182	METER TEST & REPAIR		3,560.72
	12/21/2018		1	<u>3,560.72</u>
IRVINE PIPE & SUPPLY				
000028697	897566	PIPE FITTINGS AND SUPPLIES		34.57
000028697	897727	PIPE FITTINGS AND SUPPLIES		177.30
000028697	898198	PIPE FITTINGS AND SUPPLIES		102.92
000028757	898637	PIPE FITTINGS AND SUPPLIES		95.40
	12/21/2018		2	<u>410.19</u>
LARRY'S BUILDING MATERIALS				
000028702	CM-115310	M19-001MV BUILDING MATERIALS		30.98
000028760	CM-115565	BUILDING MATERIALS		30.98
000028760	CM-115612	BUILDING MATERIALS		294.67
	12/21/2018		2	<u>356.63</u>
PRAXAIR DISTRIBUTION, INC.				
000028770	86533361	WELDING SUPPLIES		37.61
	12/21/2018		1	<u>37.61</u>
PRAXAIR				
000028771	86335052	CARBON DIOXIDE		3,074.22
000028771	86387733	CARBON DIOXIDE TANK RENTAL		2,164.70
	12/21/2018		1	<u>5,238.92</u>

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
RELEVANT SOLUTIONS LLC				
000028774	7007422	WATER OPS SUPPLIES		8,258.42
	12/21/2018		1	8,258.42
SOUTH COAST A.Q.M.D.				
000028652	3371198	ICE RENEWAL FEES		2,033.95
000028652	3373576	FY18/19 EMISSIONS- RES 2		131.79
	12/7/2018		1	2,165.74
STATE WATER RESOURCES CONTROL BOARD				
000028657	WD-0143758	ANNUAL PERMIT FEE		2,268.00
	12/7/2018		1	2,268.00
TAMORI DESIGNS				
000028780	1272	PRINTING - DOOR HANGERS		518.28
	12/21/2018		1	518.28
ALS TRUESDAIL LABORATORIES INC				
000028660	521801252	WATER QUALITY ANALYSIS		11.00
000028660	521801471	WATER QUALITY ANALYSIS		22.00
000028660	521801496	WATER QUALITY ANALYSIS		11.00
	12/7/2018		1	44.00
UNDERGROUND SERVICE ALERT/SC				
000028712	1120180420	UNDERGROUND SERVICE ALERT		435.70
	12/13/2018		1	435.70
VULCAN MATERIALS				
000028791	72035317	M19-001FH PAVING SUPPLIES		121.80
000028791	72048656	PAVING SUPPLIES		87.98
	12/21/2018		1	209.78
TOTAL WATER SYSTEM			17	54,341.04

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
VARIOUS				
AMAZON BUSINESS				
000028630	1CRP-JTC9-TGXC	OFFICE SUPPLIES		11.83
000028630	14TR-H49H-HX9N	OFFICE SUPPLIES		45.00
000028630	1YWR-7YD9-3C14	OFFICE SUPPLIES		78.00
000028630	1YWR-7YD9-9CF4	OFFICE SUPPLIES		62.03
000028630	16M9-H7YF-R1GW	OFFICE SUPPLIES		105.25
000028630	1HKM-K4R4-6JGR	OFFICE SUPPLIES		193.36
000028678	1FDN-DXVK-91N3	OFFICE SUPPLIES		34.72
000028729	14M3-KF9L-N3X6	OFFICE SUPPLIES		60.78
000028729	167F-671M-1F3T	OFFICE SUPPLIES		13.06
000028729	1KTV-YFH3-CDGF	OFFICE SUPPLIES		25.99
000028729	1QHM-GVCG-HRG4	OFFICE SUPPLIES		84.40
000028729	1PMD-6FHC-LMCY	OFFICE SUPPLIES		36.03
000028729	1TQW-PW3K-QXGX	OFFICE SUPPLIES		14.80
000028729	1TXT-6GKD-LJCK	OFFICE SUPPLIES		59.98
000028729	1HXW-379L-DF9D	OFFICE SUPPLIES		58.14
000028729	1HXW-379L-DCD9	OFFICE SUPPLIES		65.52
000028729	1LKP-CM9Q-PHKQ	OFFICE SUPPLIES		29.61
000028729	1LKP-CM9Q-1NX3	OFFICE SUPPLIES		11.54
000028729	1LKP-CM9Q-FTHC	OFFICE SUPPLIES		89.03
000028729	191X-YYGC-PL6T	OFFICE SUPPLIES		154.74
000028729	1PJC-47KQ-76FY	OFFICE SUPPLIES		19.42
000028729	14HV-3PMH-W9F9	OFFICE SUPPLIES		67.10
000028729	17JH-4Q1J-1PHP	OFFICE SUPPLIES		205.83
000028729	1M6T-K3WR-PJFC	OFFICE SUPPLIES		21.48
000028729	17JH-4Q1J-FTD6	OFFICE SUPPLIES		19.74
	12/21/2018		3	1,567.38
AT&T				
000028631	000012270658	ACCT#939106144 - NOV 2018		55.59
000028631	000012269800	INTERNET - DISTRICT		1,671.74
	12/7/2018		1	1,727.33
AT&T				
000028632	9337DEC18	714-435-9337 11/20-12/19		1,310.51
000028795	8315DEC18	714-241-8315 11/25-12/24		492.83

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000028796	0779DEC18	339-263-0779 DEC 2018		1,596.87
000028797	8883DEC18	949-631-8883 DEC 2018		267.11
000028798	3066DEC18	DIST FAX 960-350-3066 DEC 2018		3,655.25
000028799	0926DEC18	949-650-0926 DEC 2018		1,103.63
000028800	3044DEC18	949-574-3044 DEC 2018		1,859.80
000028801	8274DEC18	949-722-8274 DEC 2018		134.49
000028802	9024DEC18	339-264-9024 DEC 2018		351.93
000028803	4054001DEC18	ACCT#0302034054001 DEC 2018		83.33
	12/21/2018		10	<u>10,855.75</u>
CAROUSEL INDUSTRIES NORTH AMERICA				
000028681	2306319H1018	FUZE SIMPLICITY VOICE CLOUD		4,429.15
	12/13/2018		1	<u>4,429.15</u>
CROWN ACE HARDWARE				
000028685	047253	SUPPLIES		30.14
000028685	047254	SUPPLIES		36.16
	12/13/2018		1	<u>66.30</u>
DION & SONS, INC				
000028687	717084-1	GASOLINE FUEL		6,777.45
	12/13/2018		1	<u>6,777.45</u>
GLADWELL GOVERNMENTAL SERVICES				
000028690	4003	CONSULTING- RECORDS RETENTION		900.00
	12/13/2018		1	<u>900.00</u>
GRAINGER				
000028641	9943745621	SAFETY TOOLS & EQUIPMENT		447.16
000028750	9004980877	SAFETY TOOLS & EQUIPMENT		112.27
000028750	9026789686	SAFETY TOOLS & EQUIPMENT		70.95
	12/21/2018		2	<u>630.38</u>
HACH COMPANY				
000028691	11218900	WATER QUALITY SUPPLIES		3,380.47
000028691	11220153	WATER QUALITY SUPPLIES		164.43
000028751	11230767	WATER QUALITY SUPPLIES		439.62
000028751	11234914	WATER QUALITY SUPPLIES		439.62

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000028751	11244882	WATER QUALITY SUPPLIES		1,686.45
	12/21/2018		2	6,110.59
HANKS ELECTRICAL SUPPLIES				
000028692	505379292	ELECTRICAL SUPPLIES		51.50
000028752	505379738	ELECTRICAL SUPPLIES		128.76
	12/21/2018		2	180.26
HELPMATES STAFFING SERVICES				
000028642	877496	TEMP LABOR, CUST SERV,WE 11/18		1,606.98
000028754	877632	TEMP LABOR, CUST SERV,WE 11/25		1,078.80
000028754	877759	TEMP LABOR, CUST SERV,WE 11/30		1,438.40
	12/21/2018		2	4,124.18
THE HOME DEPOT COMMERCIAL ACCT				
000028694	1915NOV18	SUPPLIES		439.26
	12/13/2018		1	439.26
HRCHITECT				
000028695	2018-1089	M18-110 HRIS SYSTEM CONSULTING		7,743.75
000028755	2018-1125	M18-110 HRIS SYSTEM CONSULTING		2,100.00
	12/21/2018		2	9,843.75
HUB AUTO SUPPLY				
000028756	56853	AUTO SUPPLIES		107.32
000028756	56783	AUTO SUPPLIES		17.93
	12/21/2018		1	125.25
JETT CONSTRUCTION MANAGEMENT LLC				
000028698	18-001-003	M17-106 HVAC CONST MANAGMENT		10,412.50
000028698	18-004-02	M19-006 CONTRUCTION MANAGEMNT		4,900.00
	12/13/2018		1	15,312.50
LEHR AUTO				
000028761	SI22887	TRUCK PARTS - UNIT 48		768.07
	12/21/2018		1	768.07

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
LEWIS CONSULTING GROUP				
000028703	2018-179	GOV'T RELATIONS SERVICES		4,000.00
	12/13/2018		1	4,000.00
MEYERS NAVE				
000028647	2018090306	E200-0001 MATTER 1893.003		750.60
000028647	2018100281	E200-0001 MATTER 1893.003		7,074.90
	12/7/2018		1	7,825.50
SOUTHERN CALIFORNIA GAS CO				
000028651	05200799004NOV18	NATURAL GAS, RES 2, NOV 2018		1,715.63
000028651	08520813000NOV18	NATURAL GAS, DISTRICT,NOV 2018		84.36
000028804	08940813002NOV18	NATURAL GAS, RES 1, NOV 2018		687.58
000028805	05060829008NOV18	NATURAL GAS, WELL 5, NOV 2018		12,319.59
	12/21/2018		3	14,807.16
SIGN DEPOT				
000028776	8576	EMP NAME PLATE		37.71
000028776	8575	DECALS - 'DELIVERIES'		75.43
	12/21/2018		1	113.14
STIVERS & ASSOCIATES INC.				
000028778	12-588	MWRF GARDEN CONSULTING		600.00
	12/21/2018		1	600.00
TRUSSELL TECHNOLOGIES INC				
000028619	5362	M18-116 DISINFECTION CONVERSION STUDY		44,666.28
000028711	5412	M18-116 DISINFECTION CONVERSION STUDY		18,401.50
	12/13/2018		2	63,067.78
TYCO/ JOHNSON CONTROLS				
000028785	31380498	SERVICE CALL		1,380.00
	12/21/2018		1	1,380.00

ACCOUNTS PAID LISTING

FROM 12/1/2018 TO 12/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
UNITED INTERIORS				
000028713	1069573	M18-105 BUILDING IMPROVEMENTS		103.44
	12/13/2018		1	<u>103.44</u>
VALLEY POWER				
000028789	B40606	WELL 5 ENGINE REPAIRS		4,373.75
	12/21/2018		1	<u>4,373.75</u>
WECK ANALYTICAL ENVIRONMENTAL SERVICES INC.				
000028664	70270	WATER QUALITY ANALYSIS		4,287.50
000028664	70286	WATER QUALITY ANALYSIS		8,976.00
	12/7/2018		1	<u>13,263.50</u>
TOTAL VARIOUS			45	173,391.87
GRAND TOTAL			221	1,479,593.40



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Finance Committee
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: January 17, 2019
SUBJECT: Monthly Financial Reports

RECOMMENDATION

This item is provided for information only.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Staff will provide updated monthly financial reports at the Finance Committee meeting.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.



FINANCE COMMITTEE

Major Staff Projects

Title	Comments	Status
Fiscal Year 2018 Audit	Year End Audit Preparation	Completed
Human Resource Information System/Payroll System	Human Resource Information System/Payroll System	In Process
Procurement Software	Procurement System	In Process



COMMITTEE POLICY & RESOLUTION REVIEW

FINANCE COMMITTEE

Policy Assignments for 2019

Policy Name	Resolution No.	Date Adopted	Revision Schedule	Last Reviewed
Designated Funds - Financial Policies and Guidelines in Establishing Rates	1443	03/15/14	Review at least once every 5 years * Scheduled for the 03/21/19 meeting	03/15/14
Miscellaneous Water Services, Fees, and Charges	1423	10/23/12	Review at least annually * Scheduled for the 03/21/19 meeting	10/23/12
Travel and Business Expense Reimbursement	1467	11/16/15	Review and update as needed * Scheduled for the 04/18/19 meeting	3/20/17
Auditors, Policy to Solicit Proposals for Outside Services	1501	06/08/17	Review and update as needed	06/08/17
Capacity Charges	1449	08/14/14	Review and update as needed	08/14/14
Disposal of Surplus Property	1513	06/21/18	Review and update as needed	06/21/18
Identity Theft Prevention Program	1372	03/24/09	Review and update as needed	03/24/09
Procurement Guidelines/ Disbursement Guidelines	1508	01/18/18	Review and update as needed	01/18/18
Investment Policy and Delegation of Authority	1506	12/14/17	Review and update as needed	12/20/18



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MEMORANDUM

TO: Finance Committee
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: January 17, 2019
SUBJECT: Committee Meeting Dates and Chair Appointment

RECOMMENDATION

Confirm the 2019 Finance Committee regular meetings for the third Thursday of each month, starting at 3:30 p.m., and appoint the Committee Chair.

STRATEGIC PLAN

- Goal #1: Provide a safe, abundant, and reliable water supply.
- Goal #2: Practice perpetual infrastructure renewal and improvement.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase public awareness about Mesa Water® and about water.
- Goal #5: Attract and retain skilled employees.
- Goal #6: Provide outstanding customer service.
- Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

This item is annually updated at a meeting of the Finance Committee.

DISCUSSION

Annually, the Finance Committee appoints a Committee Chair and approves the regular meeting date and time. Historically, the Finance Committee had met at 3:30 p.m. on the third Monday of the month. In 2018, the Finance Committee meeting moved to the third Thursday of each month starting at 3:30 p.m.

In 2019, staff recommends that the Finance Committee continue to meet at 3:30 p.m. on the third Thursday of each month unless that day falls on a holiday in which case the meeting moves to the following Thursday.

Following are the proposed 2019 Finance Committee meeting dates:

- January 17
- February 21
- March 21
- April 18
- May 16
- June 20
- July 18
- August 15
- September 19
- October 17
- November 21
- December 19



FINANCIAL IMPACT

None.

ATTACHMENTS

None.



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Water Needs*

MEMORANDUM

TO: Finance Committee
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: January 17, 2019
SUBJECT: Fiscal Year 2018 Audit Results and Comprehensive Annual Financial Report

RECOMMENDATION

Recommend that the Board of Directors approve Mesa Water District's audited financial statements for the fiscal year ended June 30, 2018 and direct staff to finalize the 2018 Comprehensive Annual Financial Report.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

At its December 20, 2018 meeting, the Finance Committee received the draft Comprehensive Annual Financial Report. Representatives from White Nelson Diehl Evans LLP (WNDE) presented the results of the audit and a summary of the financial results for the fiscal year ended June 30, 2018.

DISCUSSION

The Fiscal Year (FY) 2018 audit for Mesa Water District (Mesa Water®) has been completed. The Comprehensive Annual Financial Report (CAFR) was prepared in accordance with guidelines established by the Governmental Accounting Standards Board (GASB). WNDE conducted an independent audit of Mesa Water's financial records in accordance with generally accepted auditing standards and has expressed an unmodified opinion on the District's financial statements for the fiscal year ended June 30, 2018.

FY 2018 financial results (as of June 30, 2018) are summarized below

- Mesa Water has met or exceeded its Fiscal Year Target goals for Days Cash Ratio and Cash on Hand:
 - Days Cash Ratio was 482 days (Target 408 Days)
 - Cash on Hand was \$34.6 million (Target \$29.5M)

Statement of Net Position (Balance Sheet)

Highlights include:

- Current assets, including cash, investments and receivables, decreased \$8.9 million, primarily due to the funding of the Pension Stabilization Trust account.
- Non-current assets increased \$12.2 million, primarily due to continued construction on capital assets.
- Current liabilities decreased \$.7 million, primarily due to a decrease in customer advances and deposits.
- Non-current liabilities decreased by \$1 million, primarily due to the issuance of the 2017 Certificates of Participation (COPs) and paying off of the 2010 COPs.



Statement of Revenues, Expenses and Changes in Net Position (Income Statement)

For the fiscal year ending June 30, 2018, the Change in Net Position was an increase (income) of \$7.2 million.

Highlights include:

- Operating revenues increased from \$31.1 million to \$35.7 million, due to the increase in water consumption sales of \$4.6 million.
- Operating expenses increased by \$2.7 million, due to an increased replenishment assessment, and transmission and distribution costs totaling \$1.1 million.
- Capital contributions decreased \$1.1 million, as a result of reduced new development in the City of Costa Mesa.

FINANCIAL IMPACT

In Fiscal Year 2019, \$32,000 is budgeted for Auditing Services; \$22,000 has been spent to date.

ATTACHMENTS

None.



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MEMORANDUM

TO: Finance Committee
FROM: Stacy Taylor, External Affairs Manager
DATE: January 17, 2019
SUBJECT: Mesa Water Reliability Facility Outreach Center Grant Opportunity

RECOMMENDATION

Adopt Resolution No. 1518 Approving the Application for Grant Funds for the Cultural, Community and Natural Resource Grant Program.

STRATEGIC PLAN

- Goal #2: Practice perpetual infrastructure renewal and improvement.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase public awareness about Mesa Water® and about water.
- Goal #6: Provide outstanding customer service.
- Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

At its January 10, 2019 meeting, the Board of Directors approved submittal of a grant application on behalf of Mesa Water District to help fund the design/build of the Mesa Water Reliability Facility Outreach Center.

DISCUSSION

On December 26, 2018, the State of California Natural Resources Agency issued Final Guidelines for the [Cultural, Community and Natural Resources Grant Program](#). Approximately \$37 M in awards will be funded by this program through Proposition 68, which passed in June 2018. **Concept Proposals are due by February 13, 2019.** Applicants who submit the most competitive Concept Proposals will be further evaluated during an on-site field visit and the applicants with projects deemed most qualified will be invited to continue the application process.

Through participation in the Municipal Water District of Orange County's (MWDOC) new *Grant Assistance Program* for MWDOC Member Agencies, Mesa Water received an analysis from MWDOC's grants funding consultant, [Soto Resources](#), showing that the proposed Mesa Water Reliability Facility (MWRF) Outreach Center qualifies for the Cultural, Community and Natural Resources Grant Program under the category of "Community, Culture and Education" as a local agency visitor center and community venue that educates the public about natural landscapes. Per the grant guidelines, an adopted Mesa Water Board resolution must be included with the grant application.

FINANCIAL IMPACT

None.



ATTACHMENTS

Attachment A: Draft Resolution No. 1518

RESOLUTION NO. 1518

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE CULTURAL, COMMUNITY AND NATURAL RESOURCE GRANT PROGRAM

WHEREAS, the Mesa Water District (Mesa Water®) is a county water district organized and operating pursuant to the provisions of the laws of the State of California (State or California); and

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of the grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the State of California to carry out the project.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MESA WATER DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

- Section 1.** Approves the filing of an application for the Mesa Water Reliability Facility Outreach Center; and
- Section 2.** Certifies that Applicant understands the assurances and certification in the application; and
- Section 3.** Certifies that Applicant or title holder will have sufficient funds to operate and maintain the project(s) consistent with the land tenure requirements; or will secure the resources to do so; and
- Section 4.** Certifies that it will comply with all provisions of Section 1771.5 of the California Labor Code; and
- Section 5.** If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act, legal requirements for building codes, health and safety codes, and disabled access laws, and that prior to commencement of construction all applicable permits will have been obtained; and

Section 6. Certifies that Applicant will work towards the State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1; and

Section 7. Appoints the Mesa Water District General Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

ADOPTED, SIGNED, and APPROVED this 17th day of January 2019 by a roll call vote.

AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:

Shawn Dewane
President, Board of Directors

Denise Garcia
District Secretary



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MEMORANDUM

TO: Finance Committee
FROM: Phil Lauri, P.E., Assistant General Manager
DATE: January 17, 2019
SUBJECT: Administration Building Improvements/HVAC Replacement/
Operations Building Repair

RECOMMENDATION

Receive the information and take action as the Board desires.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.

PRIOR BOARD ACTION/DISCUSSION

On November 24, 2015 a contract was signed with Goss Engineering, Inc. (GEI) to perform a heating, ventilation, and air conditioning (HVAC) system building analysis.

At its August 11, 2016 meeting, the Board of Directors (Board) awarded a contract to GEI for \$72,620 and a 10% contingency for a not-to-exceed amount of \$79,882 to perform design of a new HVAC system for the Administration and Operation Buildings.

At its June 20, 2017 meeting, the Engineering and Operations (E&O) Committee received an information item that a Request for Proposals was being solicited.

At its September 14, 2017 meeting, the Board approved a contract amendment to GEI in the amount of \$52,467 to provide design and documentation for a new roof and skylight on the Administration and Operations Buildings as part of the HVAC Systems Design Project, and authorized execution of the contract amendment.

At its December 19, 2017 meeting, the E&O Committee received an information item that GEI had completed the design drawings, specifications, and contract documents.

At its October 11, 2018 meeting, the Board awarded a contract to Jett Construction Management, LLC in the amount of \$134,582 and a 10% contingency for a not-to-exceed amount of \$148,040 to provide Construction Management Services for the Administration Building and HVAC Improvements Project, and authorized execution of the contract.

At its October 22, 2018 meeting, the Legislative and Public Affairs Committee rejected all bids for the Administration Building and HVAC Improvements Project; and authorized the General Manager, or his designees, to negotiate with one or more contractors to complete the project, and bring the negotiated contract back to the Board for approval.

At its November 8, 2018 meeting, the Board awarded a contract to Snyder Langston Construction Company for \$2,628,949 and a 10% contingency for a not to exceed amount of \$2,891,844 to perform construction of the Administration Building Improvements and HVAC Replacement and Phase IV Office Remodel (Administration Building 2nd Floor) and authorized the execution of the contract; awarded a contract to Snyder Langston Construction Company for \$217,950 and a 10%



contingency for a not to exceed amount of \$239,745 to perform repairs to the Operations Building and authorized execution of the contract; and approved a contract amendment to Jett Construction Management, LLC for \$24,850 for an amended contract amount of \$159,432 and a 10% contingency for a not to exceed amount of \$175,375 to provide Construction Management Services for the Operations Building Repair Project and authorized execution of the amendment.

At its January 10, 2019 meeting, the Board directed staff to agendize the Boardroom refurbishment and maintenance options at the next Finance Committee meeting.

BACKGROUND

Mesa Water recently awarded a contract to Synder Langston to replace the end-of-life HVAC system and roof membrane system at its District Headquarters for both the Administration and Operations Buildings. Synder Langston's contract award also included the repair of the Operations Building interior offices that was damaged from a broken waterline in October 2018 along with the refurbishment of the upstairs Administration Building offices. To comprehensively complete the District Headquarter refurbishment and to leverage economies of scale of the ongoing work, staff was directed on January 10, 2019 to agendize the Boardroom refurbishment and maintenance options at the next Finance Committee meeting.

DISCUSSION

Staff will provide guidance on the available refurbishment options that minimize the overall cost impacts and provide consistency with the refurbishment standards that have occurred throughout the rest of the District Headquarter buildings.



FINANCIAL IMPACT

In Fiscal Year 2019, \$1,808,000 is budgeted for the Administration Building and HVAC Improvements Project.

	<u>Project Estimate Amounts</u>	<u>Project Cost Amounts</u>
Initial Project Estimate (FY 2018)	\$ 970,000	
Original Contracts		
1. GEI		\$ 102,600
- Change Orders		\$ 52,467
2. Jett Construction Management		\$ 134,582
- Change Orders		\$ 0
Requested Funding		
1. Snyder Langston (Building Improvements & HVAC Replacement		\$ \$2,628,949
2. Snyder Langston (Operations Building Repair		\$ 217,950
3. JCM Amendment		\$ 24,850
4. Total Contracts		<u>\$ 3,161,398</u>
Actual Spent to Date		\$ 146,322
Revised Project Estimate	\$3,161,398	

ATTACHMENTS

None.



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MEMORANDUM

TO: Finance Committee Meeting
FROM: Kurt Lind, Business Administrator
DATE: January 17, 2019
SUBJECT: Microsoft Great Plains/Cogsdale Support Services

RECOMMENDATION

Receive the information.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent
Goal #6: Provide outstanding customer service

PRIOR BOARD ACTION/DISCUSSION

At its December 20, 2018 meeting, the Finance Committee received an information item on Microsoft Great Plains/Cogsdale Support Services.

DISCUSSION

After January 31, 2019, our current consultant Sophos Solutions, will no longer be providing Microsoft Great Plains (MGP) Financial System and Cogsdale Customer Information System CIS (Cogsdale) support services.

Mesa Water District (Mesa Water®) is seeking a MGP Financial System consultant and a separate Cogsdale CIS consultant for system support, upgrades, and configurations including budgeting, accounts receivable, accounts payable, fixed assets, financial reporting, collections, revenue management, meter reading, billing, and other system functions.

The MGP/Cogsdale system was installed and implemented in 1999. Most recently, Mesa Water® has made significant improvements to the functionality of MGP and Cogsdale including:

- Simplifying the chart of accounts
- Reconfiguration and implementation of project accounting
- Purchasing commitment controls
- Implementation of eRequester procurement management system
- Simplifying rate structures for billing
- Simplifying location classes
- Establishment of Sequel Server Reporting Services reports

Mesa Water will select two separate consultants (MGP and Cogsdale) that will at times work as a team for two specific service areas of need:

- Annual System Support
- As Directed Services



The selection of the Support Consultants will be based on experience and qualifications related to the two support areas and expertise in either MGP or Cogsdale. Support Consultants will be allowed to propose on one or both areas of need.

Selection Process

Mesa Water solicited proposals from six qualified firms to provide the required scope of work. The firms included: Cogsdale Corporation, Milcom Business Solutions, RSM McGladrey, SpryPoint, Technology Management Concepts, and Velosio. Five proposals were received on January 4, 2019. The proposing firms included:

- Cogsdale Corporation
- Milcom Business Solutions
- RSM McGladrey
- SpryPoint
- Technology Management Concepts

Proposals were reviewed and evaluated by a selection panel comprised of staff from Mesa Water, Citrus Heights Water District, and Yorba Linda Water District. Each proposal was ranked based on qualifications, experience, and project understanding. The five firms are invited to participate in the interview process on January 15, 2019. Proposal ranking, costs, and staff recommendation will be provided at the January 17, 2019 Finance Committee Meeting.

FINANCIAL IMPACT

In Fiscal Year 2019, \$75,000 is budgeted for Support Services; \$22,325 has been spent to date.

ATTACHMENTS

None

REPORTS:

10. REPORT OF THE GENERAL MANAGER:

REPORTS:

11. DIRECTORS' REPORTS AND COMMENTS:



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MEMORANDUM

TO: Finance Committee
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: January 17, 2019
SUBJECT: Claim of Luke Hagenbach

RECOMMENDATION

This item is provided for information only.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.
Goal #6: Provide outstanding customer service.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

On October 25, 2018, Mesa Water District (Mesa Water®) received a claim from ratepayer Luke Hagenbach. Mr. Hagenbach is requesting that Mesa Water reimburse him for excessive water usage of 232 units in the amount of \$900.

On October 4, 2018, staff contacted Mr. Hagenbach to inform him that his water usage was 245 units of water which was greater than his usual 13 units of water bi-monthly. Mr. Hagenbach contacted a plumber and discovered he had a leaking toilet. The plumber made the repair and Mr. Hagenbach is asking that the bill be adjusted due to the leak.

Staff consulted ACWA/JPIA regarding the claim and was advised that, since the claim was related to a billing issue, the District should handle the claim in house.

Staff also consulted with Legal Counsel, Atkinson, Andelson, Loya, Ruud & Romo, who supported Mesa Water staff's recommendation to deny the claim and recommended that a denial letter be mailed out as soon as possible.

After consultation with ACWA/JPIA and Legal Counsel, Mesa Water staff denied the claim in question within forty-five days of presentation. The claim was denied in writing on November 8, 2018. The claimant now has six months in which to file suit.

FINANCIAL IMPACT

There is no financial impact for the discussion of this matter.

If a suit is filed, Mesa Water could expend funds, the amount of which is unknown at this time.



ATTACHMENTS

Attachment A: Claim Form
Attachment B: Denial Letter

Claim Form

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT: Mesa Water District

1 Claimant name, address (mailing address if different), and phone number.

Name: Luke Hagenbach

Address(es): [REDACTED]

Phone Number: [REDACTED]

2 List name, address, and phone number of any witnesses.

Name: [REDACTED]

Address: [REDACTED]

Phone Number: [REDACTED]

3 List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.

Date: 10/4/2018 Time: 2:05PM

Place: [REDACTED]

Tell What Happened (give complete information): I received a phone call from a Mesa Water District meter reader after he came out. He said usage was 245 units, when I'm usually at 13 units. I immediately called a plumber to come figure out the issue. The plumber came and found a spare bathroom toilet in [REDACTED] that was flowing water from the toilet to the drain without us knowing it, and it required an entire toilet replacement. I paid \$550 for plumbing repairs, and am asking you adjust my bill from 245 units to the cost of a normal bill amount of 15 units, as this was not caused by excess usage, but an unknown leak.

NOTE: Attach any photographs you may have regarding this claim.

4 Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim. The plumbing company charged \$550 to fix the leak.

The water bill was \$900 more than a typical billing cycle, which is obviously due to not being informed that a ton of water was leaking, likely for the entire billing cycle. I do not have reasonable access to my own meter to read it, and there are no smart meter systems in place by the water district to inform residents of excessive usage.

5 Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.

I received a call from the water meter reader while out of town, and immediately called a plumber to fix what he said to fix. Nobody has come back out to re-read.

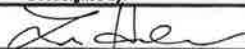
6 The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Total cost for this emergency repair was \$1,450 (\$900 excessive water + \$550 plumbing). Amount being requested as a claim for being refunded is \$900 - the amount in excess of normal usage, which would not have occurred had I been informed of the usage or had the ability to setup alerts for excessive water usage.

Date: 10/25/2018 Time: 3:05pm

Signature

DocuSigned by:



ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!



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BOARD OF DIRECTORS

Jim Atkinson
*President
Division IV*

Fred R. Bockmiller, P.E.
*Vice President
Division I*

Marice H. DePasquale
*Director
Division III*

Shawn Dewane
*Director
Division V*

James R. Fisler
*Director
Division II*

Paul E. Shoenberger, P.E.
General Manager

Denise Garcia
District Secretary

Marwan Khalifa, CPA, MBA
District Treasurer

**Atkinson, Andelson,
Loya, Ruud & Romo**
Legal Counsel

1965 Placentia Avenue
Costa Mesa, CA 92627
tel 949.631.1200
fax 949.574.1036
info@MesaWater.org
MesaWater.org

Date: November 8, 2018

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Mr. Hagenbach


Dear Mr. Hagenbach,

Notice is hereby given that the claim which you presented to the Mesa Water Board of Directors or Officer on November 1, 2018 was rejected on November 8, 2018

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a State Court Action on this claim. See California Government Code §945.6. Your time for filing an action in federal court may be less than this six (6) months.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

In providing this notice, or by any other action it has taken on this claim, Mesa Water District (Mesa Water®) does not intend to relinquish or waive any of its legal claims requirements or any rights or defenses potentially available to Mesa Water® or its officers, directors, employees or agents.

Should you file a lawsuit in this matter which is determined to be in bad faith and without reasonable cause, please be advised that Mesa Water® will attempt to recover all of its defense costs from you as allowed by California Code of Civil Procedure §128.7 and §1038.

If you have any questions about your claim, or this letter, please call the undersigned or our claims administrator at 800.231.5742.

Sincerely,



Denise Garcia
Administrative Services Manager/District Secretary

c: Claim File



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MEMORANDUM

TO: Finance Committee
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: January 17, 2019
SUBJECT: Claim of Javier Garcia

RECOMMENDATION

This item is provided for information only.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.
Goal #6: Provide outstanding customer service.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

On October 31, 2018, Mesa Water District (Mesa Water®) staff - driving a District vehicle - accidentally hit the driver's side mirror of a parked car. While pulling up to a curb, the side bin on the passenger side of the Mesa Water truck unlatched and hit the driver's side mirror of Mr. Javier Garcia's parked car. Mr. Garcia received a quote to repair the mirror that totaled \$571.11.

Staff consulted ACWA/JPIA regarding the claim and was advised that, since the claim was related to a minor car accident, the District should handle the claim in house.

After consultation with ACWA/JPIA and Legal Counsel, Mesa Water staff settled the claim in question in the amount of \$571.11. The claim was paid and a California Release form was signed by Mr. Garcia on November 8, 2018.

FINANCIAL IMPACT

In Fiscal Year 2019, no funds have been budgeted for claims; funds will come from Cash on Hand.

ATTACHMENTS

Attachment A: Driver's Report of Accident
Attachment B: Accident Investigation Report
Attachment C: California Release
Attachment D: Repair Costs

ACWA/JOINT POWERS INSURANCE AUTHORITY

P.O. Box 619082, Roseville, California 95661-9082 *** (800) 231-5742 *** fax (916) 774-7040

DRIVER'S REPORT OF ACCIDENT

Agency Name: Mesa Water District		
Location of Accident: Pomona and 10th, Costa Mesa	Accident Date: 10/31/10	Time: 11:30 ^{AM} PM
Road Conditions: Normal	Weather Conditions: Sunny	
Direction of Travel of Your Vehicle: North	Speed: 5 mph	
Direction of Travel of Other Vehicle: North	Speed: Parked	
Police Report Taken? Yes / <input checked="" type="radio"/> No	Police Department:	Report No.:
Name of Police Officer:		Badge No.:
YOUR VEHICLE (VEHICLE #1)		
Year, Make, Model: 2017 Ford F450		
Vehicle ID Number (VIN): 1FDVF4G YIHED44806	License Plate No.: Exempt	
Driver: [REDACTED]	Driver License No.: [REDACTED]	
Address, City, State: [REDACTED]	Home Phone No.: [REDACTED]	
Department: ops	Job Title: op II	Supervisor: [REDACTED]
Damage to your Vehicle: no		
OTHER VEHICLE (VEHICLE #2)		
Driver: Javier Garcia	Driver License No.: [REDACTED]	
Address, City, State: [REDACTED]	Home Phone No.: [REDACTED]	
Year, Make, Model: 1999 Honda Accord		
License Plate No.: [REDACTED]	State: CA	
Insurance Company:	Policy Number:	
Insurance Broker Name:	Phone No.:	
Damage to Other Vehicle: driver side mirror		
Owner Name: same as above	Phone No.:	
Address, City, State:		
OTHER VEHICLE (VEHICLE #3)		
Driver:	Driver License No.:	
Address, City, State:	Home Phone No.:	
Year, Make, Model:		
License Plate No.:	State:	
Insurance Company:	Policy Number:	
Insurance Broker Name:	Phone No.:	
Damage to Other Vehicle:		
Owner Name:	Phone No.:	
Address, City, State:		

INJURED PERSONS

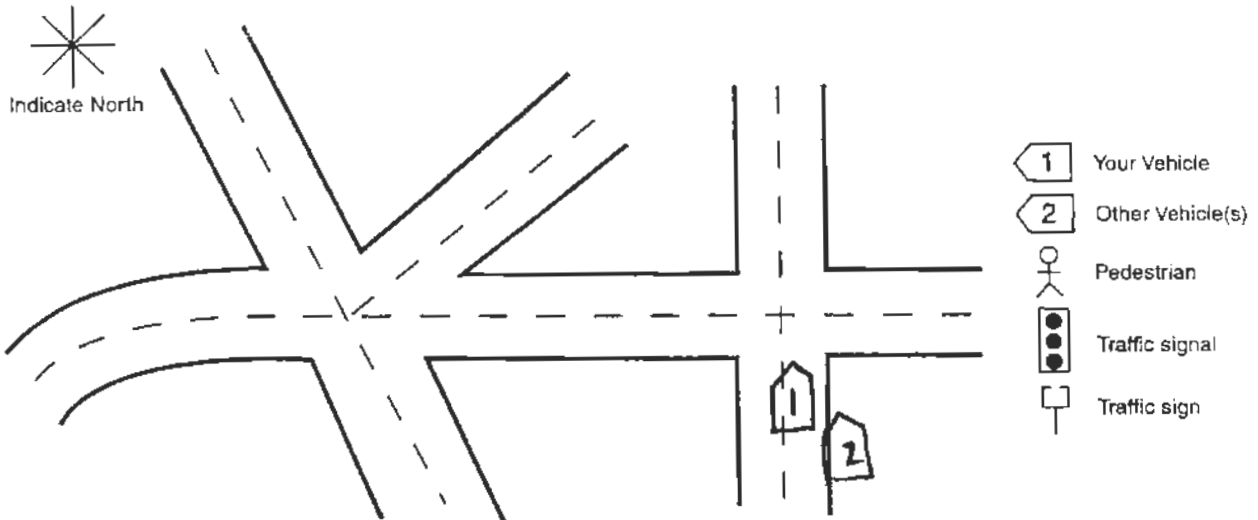
Name:	Phone No.:
Address, City, State:	
Extent of Injury:	Driver / Passenger / Veh. #
Name:	Phone No.:
Address, City, State:	
Extent of Injury:	Driver / Passenger / Veh. #
Name:	Phone No.:
Address, City, State:	
Extent of Injury:	Driver / Passenger / Veh. #

NARRATIVE REPORT: Briefly describe the accident. Add pertinent information not addressed above.

side bin (passenger) unlatched and hit drivers side view mirror of parked car.

Completed by: 	Date Submitted: 10/31/18
---	--------------------------

DIAGRAM: Show the position of each vehicle at the time of the accident and number them according to the numbers listed above. Indicate the direction of travel using arrows. Indicate traffic signs or signals. Show stationary objects.



Indicate North.



EMPLOYEE/SUPERVISOR ACCIDENT INVESTIGATION REPORT

EMPLOYEE COMPLETE ALL APPLICABLE SECTIONS ON THIS SIDE OF FORM

DATE OF ACCIDENT: <i>10/31/18</i>	LOCATION: <i>Pomona and 19th</i>
TIME OF ACCIDENT: <i>11:30 am</i>	

COMPLETE IF SOMEONE IS INJURED

INJURED PERSON'S NAME	ADDRESS	PHONE NO.	INJURY	AGE

COMPLETE IF A DISTRICT CAR OR EQUIPMENT IS INVOLVED (ATTACH DRIVER'S REPORT OF ACCIDENT AND DMV TRAFFIC ACCIDENT REPORT)

VEH. NO. <i>#23</i>	YEAR <i>2017</i>	MAKE <i>FORD</i>	MODEL <i>F450</i>	OWNER <i>MESA WATER</i>
EMPLOYEE OR DRIVER [REDACTED]		ADDRESS [REDACTED]		AGE [REDACTED]
PURPOSE OF USE <i>UTILITY</i>				USED WITH PERMISSION <input checked="" type="checkbox"/> YES () NO

COMPLETE IF OTHER PROPERTY IS DAMAGED.

OWNER <i>JAVIER GARCIA</i>	ADDRESS [REDACTED]	PHONE NO. [REDACTED]
OTHER DRIVER	ADDRESS	PHONE NO.
DESCRIBE PROPERTY	YEAR <i>1999</i> MAKE <i>Honda</i> LIC NO. [REDACTED]	DESCRIBE DAMAGE <i>driver side view mirror</i>

COMPLETE FOR ALL ACCIDENTS

DESCRIBE INCIDENT- STATE FACTUAL POINTS ONLY. DO NOT GIVE OPINIONS AS TO FAULT, NEGLIGENCE OR LIABILITY.

pulling up to curb and side bin (passenger) opened and struck parked car - driver side view mirror.

WEATHER CONDITIONS: SUNNY () RAINY () OVERCAST () WINDY DESCRIBE:

WITNESS NAME	ADDRESS	PHONE NO.

EMPLOYEE SIGNATURE

[REDACTED SIGNATURE]	DATE <i>11/1/18</i>
----------------------	------------------------

CALIFORNIA RELEASE

That Javier Garcia for and in consideration of the sum of five hundred seventy one dollars and eleven cents \$571.11, the receipt and sufficiency of which is hereby acknowledged, does hereby remise, release and forever discharge Mesa Water District his successors and assigns, and/or his, her, their heirs, executors and administrators, and also any and all other persons, associations and corporations whether herein named or referred to or not, and who, together with the above named, may be jointly or severally liable to the Undersigned, of and from any and all, and all manner of, actions and causes of action, rights, suits, covenants, contracts, agreements, judgments, claims and demands whatsoever in law or equity, including claims for contribution, arising from and by reason of any and all KNOWN AND UNKNOWN, FORESEEN AND UNFORESEEN bodily and personal injuries or death, damage to property, and the consequences thereof, which heretofore have been, and to or not, and especially from all liability arising out of an occurrence that happened on or about the 31 day of October, 2018 at or near Pomona and 18th Street in Costa Mesa CA.

Further, in consideration of the above payment the UNDERSIGNED ALSO EXPRESSLY DECLARES AND AGREES:

- (1) That all claims, past, present or future, are disputed and this full and final settlement thereof shall never be treated as evidence of liability, nor as an admission of liability or responsibility at any time or in any manner whatsoever;
- (2) That this release covers and includes all claims several or otherwise, past, present or future, which can or may ever be asserted by any person or persons, as heirs, or otherwise, as the result of injuries or death and/or damages as aforesaid or the effects or consequences thereof;
- (3) That this full and final release shall cover and include all and any future injuries, death and/or damages not now known to any of the parties hereto but which may later develop or be discovered, including the effects or consequences thereof and including all causes of action therefor;
- (4) That the Undersigned will indemnify and hold harmless the said parties released hereby, against loss, including counsel fees, from any and ever claim or demand of every kind and character, including claims for contribution, which may be asserted by the Undersigned by reason of said occurrence, injuries and/or damages or the effects of consequences thereof;
- (5) It is further understood and agreed; That the parties hereby released admit to no liability to the Undersigned nor to anyone whomsoever; that such released parties have not consented, in writing or other form, to this release nor to the settlement to which it is applicable and shall not be thereby precluded nor barred from asserting any claims or cause of action they or any of them may have against the Undersigned or others, that right being hereby expressly reserved to such released parties and to any of them.
- (6) As a further consideration for the settlement herein agreed to, I hereby expressly waive all rights under Section 1542 of the Civil Code of California, hereinafter referred to.

I HEREBY CERTIFY THAT I HAVE READ ALL OF THIS RELEASE AND CODE SECTION AND FULLY UNDERSTAND ALL OF THE SAME, AND IN WITNESS WHEREOF I HAVE EXECUTED THIS RELEASE THIS 8 DAY OF October November, 2018.

Signature: _____ (PRINT NAME)

Address: _____ City, State: _____

CIVIL CODE OF CALIFORNIA, Section 1542. A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.

(714) 436-2413



AutoNation

AutoNation Honda Costa Mesa

2888 HARBOR BLVD. · COSTA MESA, CA 92626
(714) 436-5050
www.autonation.com

PARTS AND SERVICE DEPT. HOURS
M-F 7:00-7:00
SAT 8:00-5:00

DATE ENTERED 07 NOV 18	YOUR ORDER NO.	DATE SHIPPED 07 NOV 18	INVOICE DATE	INVOICE NUMBER Q142059	08:45
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QUOTE

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ACCOUNT NO. P103
CASH RETAIL

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CASH RETAIL

PAGE 1 OF 1

SHIP VIA	SLSM. 80310	B/L NO.	TERMS Cash	F.O.B. POINT COSTA MESA CA
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QTY	SHIP	QTY	PART NO.	DESCRIPTION	LIST	NET	AMOUNT
1	1	0	76250-S84-A31ZC	ORDER MIR, L- DR	378.03	323.10	323.10
**** INVOICE QUOTE -					DO NOT	PAY	****



DISCLAIMER OF WARRANTIES
Any warranties on the products hereby are those made by the manufacturer. The Seller, AutoNation Honda Costa Mesa, hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and AutoNation Honda Costa Mesa, neither assumes nor authorizes any other person to assume for it any liability in connection with the sale items on this notice.

WARNING
Motor vehicles contain chemicals known to the State of California to cause cancer and birth defects or other reproductive harm. These chemicals are contained in many vehicle components and replacement parts, vehicle fluids, and paints and materials used to maintain vehicles, including, but not limited to, fuel, oil, batteries, brakes, and wheel balancing weights. When you service, clean or maintain your car, you will be exposed to listed chemicals contained in used oil, waste and replacement fluids, fumes, greases, grime, touch-up paint, certain replacement parts, and particulates from component wear. When we service your car, we will return used components to you upon request. Used parts and components contain chemicals known to the State of California to cause cancer and birth defects or other reproductive harm.

To minimize your exposure when servicing, maintaining or cleaning your vehicle: 1) work in a well ventilated area; 2) do not smoke, drink or eat while working; 3) wash your hands when finished or when taking a break; and 4) follow all manufacturer instructions pertaining to proper use and maintenance of motor vehicles and vehicle components.

(Posted in accordance with Proposition 65 in Cal. Health & Safety Code 125249.5 et seq.) For further information about Proposition 65:
<http://www.oah.ca.gov/prop65.html>

ABSOLUTELY NO RETURNS ON ELECTRICAL OR SPECIAL ORDERED PARTS
RETURN OF ANY PARTS WILL BE AT THE SOLE DISCRETION OF AUTONATION HONDA COSTA MESA IN ACCORDANCE WITH HONDA CORPORATION'S RETURN POLICIES. ANY PARTS DEEMED RETURNABLE ARE SUBJECT TO A 20% HANDLING CHARGE. NO PARTS MAY BE RETURNED AFTER 10 DAYS AND NO REFUND WITHOUT THIS INVOICE. PARTS ACCEPTED FOR RETURN MUST BE IN ORIGINAL CONTAINER, RESEALABLE CONDITION AND SHOW NO SIGNS OF INSTALLATION, USE, OR DAMAGE. NO RETURN ON GLASS ITEMS AND NO RETURN ON SALE ITEMS.
I have read, understood and accept all provisions on the above statements.

PARTS	323.10
SUBLET	
FREIGHT	0.00
SALES TAX	25.04
TOTAL	\$348.14

Received By X

Selection Criterion

Make: Honda Model: Accord Year: 1999

Recommended Work Summary

Line	Op Code	Op Desc	Op Code Qualifier	Labor Price	Total Line Total
A (new)	BD08	Mirror, Assembly - Exterior - Replace	EX/LX (Black)	\$222.97	\$222.97
Total:					\$222.97

Part

348.14

Total

571.11

char