



*Dedicated to  
Satisfying our Community's  
Water Needs*

**AGENDA  
MESA WATER DISTRICT  
BOARD OF DIRECTORS  
Wednesday, July 22, 2020  
1965 Placentia Avenue, Costa Mesa, CA 92627  
3:30 p.m. Adjourned Regular Board Meeting**

**BOARD OF DIRECTORS COMMITTEE MEETING**

**IN AN EFFORT TO MITIGATE THE SPREAD OF COVID-19 (CORONAVIRUS), AND IN ACCORDANCE WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20, THERE WILL BE NO PUBLIC LOCATION FOR ATTENDING THIS BOARD MEETING IN PERSON. MEMBERS OF THE PUBLIC MAY LISTEN AND PROVIDE PUBLIC COMMENT TELEPHONICALLY BY CALLING THE FOLLOWING NUMBER:  
DIAL: (949) 207-5455  
CONFERENCE ID: 130371#**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

**Items Not on the Agenda:** Members of the public are invited to address the Board regarding items 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.

**ITEMS TO BE ADDED, REMOVED, OR REORDERED ON THE AGENDA**

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed as an Action Item, may be deliberated and may be subject to action by the Board.

**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. Receive and file the Developer Project Status Report.
2. Receive and file the Mesa Water and Other Agency Projects Status Report.
3. Receive and file the Water Quality Call Report.
4. Receive and file the Water Operations Status Report.
5. Receive and file the Accounts Paid Listing.
6. Receive and file the Monthly Financial Reports.
7. Receive and file the Major Staff Projects.
8. Receive and file the State Advocacy Update.
9. Receive and file the Orange County Update.
10. Receive and file the Outreach Update.



**ACTION ITEMS:**

11. OPERATIONAL AREA AGREEMENT:

**Recommendation: Authorize the Board President to sign the 2020 Operational Area Agreement of the County of Orange and Political Subdivisions, and designate the Board President as the primary representative and the Board Vice President as the alternative representative to serve on the Operational Area Signatory Council.**

12. PROCEDURES FOR MEETINGS OF THE BOARD OF DIRECTORS:

**Recommendation: Adopt Resolution No. 1533, Changing Time for Regular Meetings of the Board on an Interim Basis, Amending Resolution No. 1509.**

**PRESENTATION AND DISCUSSION ITEMS:**

None

**REPORTS:**

13. REPORT OF THE GENERAL MANAGER

14. DIRECTORS' REPORTS AND COMMENTS

**INFORMATION ITEMS:**

15. ZERO USAGE ACCOUNTS

16. OTHER (NO ENCLOSURE)

*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](http://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.*

**ADJOURN TO A REGULAR BOARD MEETING SCHEDULED FOR THURSDAY, AUGUST 13, 2020 AT 6:00 P.M.**

## DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
MC2235	671 W. 17th Street	177 Condos	Plans received and plan check fees paid on 1/21/16. Hydraulic model initiated 2/24/16. 2nd plan check submitted on 3/24/16 and picked up 4/17/16. Permit issued on 7/11/16. Mainline installation on 12/6/16. Service abandonment on 8/30/17. Valve cans raised on 9/22/17. Meter box placement on 10/19/17. Gravel base on 12/5/17. Meter box placement on 2/14/18. Meters installed and locked off on 6/1/18, 7/17/18, on 8/1/18, and again on 9/7/18. Backflow tested on 9/11/18. Meters installed and locked off on 9/18/18, 9/25/18, and again on 10/5/18. Backflows tested on 10/9/18, 2/27/19, 11/18/19 and again on 11/21/19. Meters installed and locked off on 11/27/18, 12/5/18, 12/18/18, 1/10/19, 2/8/19, 2/21/19, 3/4/19, 3/12/19, 4/26/19, 7/15, 7/16/19, and again on 10/15/19. Another batch of backflows tested on 12/20/19. Meters installed on 2/10/20 and again on 2/12/20. Phase 2 construction in progress. (7/10/20)
C0056-18-01	2033 Republic Avenue	Single Family Home Service & Meter Upgrade	Plans received and plan check fees paid on 6/19/18. Comments returned for 2nd plan check review on 6/28/18. 2nd plan check submitted 7/26/18, and redlines returned on 8/20/18. 3rd plan check submitted on 12/13/18, and redlines returned on 1/15/19. Fourth and final plan check submitted on 1/24/19, and redlines returned on 1/29/19. Final approval by District Engineer on 4/18/19. Final permit fees paid on 4/18/19. Permit issued on 4/30/19. Revised drawings issued 7/1/19 and returned 7/1/19. Precon held on 9/4/19. Hot tapping completed on 10/28/19. Final abandonments completed on 5/1/20. Meter installed on 6/3/20.
C0058-19-01	585 & 595 Anton Boulevard (P2)	Apartment Complex	Plans received and plan check fees paid on 2/5/19. Customer picked up redlines on 2/8/19. 2nd plan check submitted 3/11/19, and redlines returned on 3/25/19. Hydraulic Analysis received on 4/5/19. Received Water Service Agreement on 4/30; Final permit fees paid on 5/8/19. Permit issued on 5/8/19. Precon meeting held on 5/16/19. Waiting for revised Easements and Quit Claims regarding legal entities. Services installed 6/28/19. Pressure tests done on 7/2/19, Bac-T tests done on 7/8/19. Fireline charged on 9/12/19. Mesa Water staff removed two fire hydrants from jobsite on 9/18/19. Pipeline installed on 11/19/19. Raised valve can to grade on 4/22/20. Construction is ongoing. (7/10/20)

## DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0063-19-01	1375 Sunflower	Commercial Building	Plans received and plan check fees paid on 12/14/18. Customer picked up redlines on 12/31/18. 2nd plan check submitted on 1/11/19, and redlines returned on 1/29/19. 3rd plan check submitted on 1/31/19. Final permit fees paid on 6/20/19 and permit issued on 6/25/19. Precon held on 1/10/20. Mainline excavation done on 1/14/20. Pipeline installed on 1/16/20. Raised service line to grade and installed 3" Domestic meter on 5/5/20. Two (2) 2-inch services found to be abandoned and Contractor requested letter with direction from Mesa Water. Abandonment of existing meter and install of new 4" meter on 5/28/20. Meters installed on 7/14/20.
C0070-20-01	3333 Bristol Street (Tiffany & Company)	Commercial Building	Plans received and plan check fees paid on 3/18/20 and redlines returned on 4/12/20. Plans received and plan check fees paid on 4/22/20 and redlines returned on 4/23/20. Issued the permit on 5/15/20. Precon meeting held on 6/15/20. Meters installed on 7/1/20.
C0071-20-01	2277 Harbor Boulevard	Apartment Complex	Plans received and plan check fees paid on 3/17/20 and redlines returned on 3/26/20. 2nd Plan check received on 3/31/20. 2nd plan check submitted on 4/5/20 and redlines returned on 4/8/20. (7/10/20)
C0072-19-01	168 & 170 Cabrillo	Two Single Family Homes	Plans received and plan check fees paid on 1/14/19. Customer picked up redlines on 1/24/19. Customer submitted 2nd plan check on 5/9/19. 2nd plan check submitted on 5/13/19 and redlines returned on 5/20/19. Final permit fees paid on 9/26/19. Permit issued on 10/3/19. Precon meeting held on 1/9/20. Installed services and abandoned old service on 2/3/20. Meters installed on 3/16/20. Backflow placed on 3/27/20. Waiting for flow thru testing to be scheduled. (7/10/20)

## DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0079-19-01	1957 Newport Boulevard	Meter Upgrade	Plans received and plan check fees paid on 2/5/19. Customer picked up redlines on 2/27/19. Meeting on 3/5/19 with customer to discuss easement. 2nd plan check was submitted on 4/23/19 and redlines to be picked up on 5/6/19. 3rd plan check submitted on 5/16/19. Permit approved on 8/23/19. Precon held on 9/3/19. Shutdown to tie in tee & valve service line placement and pipeline installation completed on 9/11/19. Services installed on 10/2/19 and 10/2/19. Pressure test performed on 10/9/19. Hot tapping completed on 10/14/19. Shutdown to tie-in valves on 10/24/19. Meters installed on 12/23/19. Backflow tested on 1/10/20. First phase of meters installed on 2/26/20, 2/27/20, and again on 3/23/20. Backflow tested on 4/21/20. Waiting for flow thru test to be scheduled. (7/10/20)
C0088-19-01	239 Knox Street	Single Family Home	Plans received and plan check fees paid on 4/2/19. 1st Plan Check submitted on 4/9/19 and redlines picked up on 4/11/19. 2nd plan check submitted on 4/29/19. 3rd plan check submitted on 5/13/19. Final permit fees paid on 5/28/19 and permit issued on 6/11/19. Precon meeting held on 7/8/19. Meter upgraded on 7/10/19. Waiting for flow thru test to be scheduled. (7/10/20)
C0089-19-01	3160 Airport Way	John Wayne Airport Taxi Lot	Plans received and plan check fees paid on 4/8/19. 1st Plan Check submitted on 4/9/19. 2nd plan check submitted 04/19/19 and redlines picked up on 4/25/19. Final permit fees paid on 6/18/19. Project on hold per John Wayne staff. Sending letter to customer to cancel project due to inactivity. (7/10/20)
C0092-19-01	2089 Harbor Blvd (Harbor and Hamilton)	28 New Townhomes	Plans received and plan check fees paid on 4/23/19. 1st plan check submitted 4/23/19 and redlines to be picked up on 5/6/19. 2nd plan check submitted on 6/11/19 and redlines picked up on 6/18/19. 3rd Plan Check submitted on 11/25/19 and redlines returned to customer on 11/27/19. 4th Plan Check submitted on 2/4/20 and redlines emailed to customer on 2/12/20. Permit issued 6/6/20. Precon meeting held on 6/25/20.
C0095-19-01	272 Esther Street	Single Family Home	Plans received and plan check fees paid on 4/30/19. 1st Plan check submitted 4/30/19 and redlines returned on 5/7/19. 2nd Plan check submitted 6/4/19 and redlines to be picked up on 6/11/19. Final permit fees paid on 8/27/19. Precon held on 10/30. Meter installed 11/18/19 and locked. Waiting for flow thru testing to be scheduled. (7/10/20)

## DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0101-19-01	1275 Bristol Avenue	Car Dealership	Plans received and plan check fees paid on 6/11/19. 1st Plan check submitted 6/11/19 and redlines picked up on 6/18/19. 2nd Plan check submitted on 8/13/19 and picked up on 8/20/19. 3rd Plan check submitted 9/3/19 and returned on 9/10/19. 4th Plan check submitted 1/29/20 and picked up on 2/4/20. Final permit fees paid on 2/10/20. Permit issued on 2/24/20. PreCon completed 3/5/20. Construction in progress. (7/10/20)
C0104-19-01	413 E. 20th Street	Single Family Home	Plans received and plan check fees paid on 7/1/19. 1st Plan check submitted 7/1/19 and redlines picked up on 7/1/19. 2nd Plan check submitted on 1/7/20 and redlines emailed on 1/15/20. Permit issued via USPS on 4/12/20. Waiting for Precon meeting to be scheduled. (7/10/20)
C0105-20-01	3333 Avenue of the Arts	Commercial	Plans received and plan check fees paid on 7/24/19. 1st Plan check submitted 7/26/19 and redlines to be picked up on 7/26/19. 2nd Plan check submitted on 8/30/19 and resubmitted on 9/11/19. 3rd plan check resubmitted on 10/8/19. Permit approved and final fees paid on 10/24/19. Precon held on 11/24/19. Temporary RW pipeline inspected and approved on 11/27/19 and report sent to DDW on 12/4/19. Construction is ongoing. (7/10/20)
C0110-20-01	861 Governor Street	Single Family Home	Plans received and plan check fees paid on 7/15/19. 1st Plan check submitted 7/26/19 and redlines picked up on 7/26/19. Issued water termination to Owner on 6/8/20 due to non-responsiveness to complete plan check process and start of construction. 2nd Plan check submitted 6/18/20 and redlines returned on 6/19/20. 3rd Plan check submitted on 6/24/20 and redlines returned on 6/24/20.
C0115-20-01	2179 Miner Street	Single Family Home	Plans received and plan check fees paid on 8/20/19. 1st Plan check submitted 8/27/19 and redlines picked up on 8/27/19. 2nd Plan check submitted on 1/9/20 and returned on 1/21/20. Permit issued on 2/4/20. Precon/site visit conducted on 3/31/20. Meter installed on 4/21/20. Flow thru test performed on 5/6/20.

## DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0117-20-01	192 Flower Street	Single Family Home	Plans received and plan check fees paid on 10/7/19. 1st Plan check submitted 10/7/19 and redlines picked up on 10/16/19. 2nd Plan check submitted on 10/29/19. Precon held on 11/26/19 and meter installed on 12/2/19. Issued plan water service termination notice due to non-responsiveness to complete flow thru test requirement. Flow thru test performed on 6/5/20.
C0118-20-01	487 Abbie Way	Single Family Home	Plans received and plan check fees paid on 10/14/19. 1st Plan check submitted 10/21/19 and redlines picked up on 10/21/19. Permit approved and final fees paid on 10/22/19. Permit issued on 10/24/19. Reissued inspection card on 6/1/20. Precon meeting held on 6/9/20.
C0120-20-01	934 Congress Street	Single Family Home	Plans received and plan check fees paid on 10/28/19. 1st Plan check submitted 10/28/19 and redlines picked up on 11/5/19. 2nd Plan check submitted on 3/11/20, and redlines emailed to customer on 3/18/20. 3rd Plan check submitted on 3/24/20 and redlines remailed to customer on 3/26/20. Customer put project on hold on 3/27/20. Verified construction has started on 5/7/20. Issued water termination to Owner on 6/1/20 due to non-responsiveness to complete plan check process. (7/10/20)
C0121-20-01	372 Bucknell Road	Single Family Home	Plans received and plan check fees paid on 10/28/19. 1st Plan check submitted 10/28/19 and redlines picked up on 10/29/19. Waiting for next plan check to be submitted. Issued plan check termination to Owner on 6/1/20 due to non-responsiveness to complete plan check process. (7/10/20)
C0122-20-01	925 W. 18th Street	Commercial	Plans received and plan check fees paid on 10/28/19. 1st Plan check submitted 10/28/19 and redlines picked up on 10/29/19. 2nd plan check submitted 12/4/19. 3rd Plan check submitted on 1/2/20 and redlines picked up on 1/6/20. Final plan check fees paid on 2/26/20. Permit issued on 4/18/20. Precon meeting held on 3/4/20. Construction in progress. (7/10/20)
C0123-20-01	449 W. Bay Street	Commercial	Plans received and plan check fees paid on 11/18/19. 1st Plan check submitted 11/18/19 and redlines picked up on 11/22/19. 2nd Plan check submitted on 1/7/20 and redlines emailed on 1/15/20. Final permit fees paid on 1/28/20, and permit issued on 1/29/20. Precon held on 2/6/20. Inspection scheduled for 3/31/20. Meter installed on 4/17/20. Waiting for RPPD backflow inspection and testing. (7/10/20)

## DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0124-20-01	2209 Fairview Road	Commercial	Plans received and plan check fees paid on 11/18/19. 1st Plan check submitted 11/5/19 and redlines picked up on 11/19/19. 2nd Plan check submitted on 11/21/19 and redlines picked up on 11/27/19. 3rd Plan check submitted on 2/3/20 and redlines returned to customer on 2/4/20. Permit issued on 6/2/20. Precon meeting held on 7/9/20.
C0125-20-01	3080 Airway Avenue	Commercial	Plans received and plan check fees paid on 11/18/19. 1st Plan check submitted 11/7/19 and redlines picked up on 11/27/19. 2nd Plan check submitted on 1/16/20 and redlines picked up on 2/11/20. Permit issued on 3/6/20. Precon meeting held on 4/28/20. Mainline excavation done on 5/21/20. Construction in progress. (7/10/20)
C0126-20-01	1646 Santa Ana Avenue	Single Family Home	Plans received and plan check fees paid on 11/18/19. 1st Plan check submitted 11/18/19 and redlines picked up on 11/26/19. 2nd Plan Check submitted on 1/2/20 and redlines picked up on 1/6/20. Final fees paid (3/23). Fire protection approval received (4/21). Permit issued 4/27/20. Waiting for precon meeting to be scheduled. (7/10/20)
C0128-20-01	901 B South Coast Drive	Commercial	Plans received and plan check fees paid on 11/25/19. 1st Plan check submitted 11/25/19 and redlines picked up on 12/3/19. 2nd Plan check submitted on 2/21/20 and redlines returned on 3/5/20. 3rd Plan check submitted on 3/16/20 and redlines returned on 3/18/20. 4th Plan check submitted on 6/25/20.
C0129-20-01	3590 Cadillac Avenue, Suite B	Commercial	Plans received and plan check fees paid on 11/25/19. 1st Plan check submitted 11/25/19 and redlines picked up on 12/4/19. 2nd Plan check submitted 1/14/20 and redlines emailed on 1/21/20. 3rd Plan check submitted on 3/20/20 and returned on 3/22/20. Issued permit on 6/15/20. Precon meeting held on 6/17/20. Backflow placement and test done on 6/18/20.
C0102-20-02	3550 Cadillac Avenue	Commercial	Plans received and plan check fees paid on 11/25/19. 1st Plan check submitted 11/25/19 and redlines emailed on 12/4/19. Issued plan check application termination to Owner due to non-responsiveness to complete plan check process. 2nd Plan check submitted on 7/2/20.



## DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0130-20-01	2940 College Avenue	Commercial	Plans received and plan check fees paid on 11/25/19. 1st Plan check submitted 11/25/19 and redlines picked up on 12/3/19. 2nd Plan check submitted on 12/9/19 and redlines emailed on 12/14/19. Final permit fees paid on 1/27/20, and permit issued on 1/29/20. Precon held on 3/5/20. Refresher Precon held on 6/10/20. Meter installed 6/16/20. Backflow placement and test done on 6/19/20.
C0131-20-01	1975 Wallace Avenue	6 Unit Apartments	Plans received and plan check fees paid on 11/18/19. 1st Plan check submitted 11/18/19 and redlines picked up on 11/22/19. 2nd Plan check submitted on 12/2/19 and redlines picked up on 12/3/19. Final permit fees paid on 3/6/20 and permit issued on 3/6/20. Waiting for contractor to schedule Precon. (7/10/20)
C0134-20-01	2227 Donnie Street	Single Family Home	Plan check fees paid on 1/14/20 and waiting for Water Improvement Plan. Issued 2nd water termination to Owner on 6/1/20 due to non-responsiveness to complete plan check process. 1st Plan check submitted on 6/7/20 and redlines returned on 6/8/20. 2nd Plan check submitted on 6/13/20 and redlines returned on 6/14/20. Issued permit on 7/3/20. Precon meeting held on 7/6/20. Meter installed on 7/8/20.
C0135-20-01	3150 Bear Street	College	Plans received and plan check fees paid on 1/21/20. 1st Plan check submitted on 1/21/20 and redlines returned on 2/4/20. (7/10/20)
C0136-20-01	1461 Superior Avenue	Commercial	Plans received and plan check fees paid on 2/26/20. 1st Plan check submitted on 2/26/20 and redlines emailed to customer on 3/6/20. 2nd Plan check submitted on 3/17 and redlines returned on 3/22. 3rd Plan check submitted on 3/25 and redlines returned on 3/26. Issued permit on 4/23/20. Precon meeting held on 5/20/20. Thrustblock placement on 5/29/20. Chlorination/flush and pressure test done on 6/3/20. Backflow test passed on 6/8/20.
C0137-20-01	3001 Murray Lane	Single Family Home	Plans received and plan check fees paid on 2/28/20. 1st Plan check submitted on 2/28/20 and redlines returned on 3/9/20. (7/10/20)
C0138-20-01	1966 Wallace Avenue	Five Single Family Homes	Plans received and plan check fees paid on 3/4/20. 1st Plan check submitted on 3/4/20. 2nd Plan check submitted on 3/20/20 and redlines returned on 3/22/20. Issued permit on 6/2/20. Waiting for Precon meeting to be scheduled. (7/10/20)

## DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0139-20-01	1592 Riverside Place	Two Single Family Homes	Plans received and plan check fees paid on 3/4/20. 1st Plan check submitted on 3/4/20 and redlines returned on 3/13/20. 2nd Plan check submitted on 4/17/20 and redlines returned on 4/18/20. Issued Payment Voucher and Water Service Agreement for payment and signature. Followed up with Owner on 6/25/20 regarding status.
C0140-20-01	2163 National Avenue	Single Family Home	Plans received and plan check fees paid on 3/4/20. 1st Plan check submitted on 3/4/20 and redlines returned on 3/13/20. (7/10/20)
C0141-20-01	424 Esther Street	Single Family Home	Plans received and plan check fees paid on 3/10/20. 1st Plan check submitted on 3/10/20 and redlines emailed to customer on 3/18/20. 2nd Plan check submitted on 3/20 and redlines emailed to customer on 3/22. Final permit fees paid on 4/10/20, and permit issued on 4/18/20. PreCon/site visit conducted on 4/28/20. Meter installed on 4/30/20. Flow thru system tested on 5/5/20 and failed; retested on 5/13/20 and passed. (7/10/20)
C0142-20-01	2309 Santiago Drive	Single Family Home	Plans received on 4/23/20 and plan check fees paid on 4/29/20. 1st Plan check submitted on 4/23/20 and redlines returned on 5/9/20. 2nd Plan check submitted on 5/15/20 and redlines returned on 5/28/20. Issued Permit on 6/10/20.
C0143-20-01	359 Nassau Road	Single Family Home	Plans received on 4/23/20 and plan check fees paid on 4/24/20. 1st Plan check submitted on 4/23/20. 2nd Plan check submitted on 5/13/20 and redlines returned on 5/16/20. Followed up with Architect on 6/25/20 for construction cost estimate. (7/10/20)
C0145-20-01	1992 Kornat Drive	Single Family Home	Plans received on 5/7/20 and plan check fees paid on 5/7/20. 1st Plan check submitted on 5/7/20 and redlines returned on 5/10/20. 2nd Plan check submitted on 5/13/20 and redlines returned on 5/16/20. Issued permit on 6/2/20. Precon meeting held on 6/9/20. Meter installed on 6/11/20.
C0147-20-01	1369 Adams Avenue	College	Application for New Service received on 5/14/20 and no plan check to be paid. 1st Plan check submitted on 6/15/20 and redlines returned on 6/21/20.
C0148-20-01	2094 Balmoral Place	Single Family Home	Application for New Service received on 5/15/20. 1st Plan check submitted on 6/15/20 and redlines returned on 6/21/20. Plan check fees paid on 7/3/20.

## DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0149-20-01	1964 Raymond Avenue	Single Family Home	Application for New Service received on 5/15/20 and plan check fees paid on 6/21/20. 1st Plan check submitted on 6/10/20 and redlines returned on 6/21/20. 2nd Plan check submitted on 6/22/20 and redlines returned on 6/23/20.
C0150-20-01	220 E. 21st Street	Single Family Home	Plans received on 6/27/20 and plan check fees paid on 6/30/20. 1st Plan check submitted on 6/27/20 and redlines returned on 7/5/20.
C0150-20-02	165 Merrill Place	Single Family Home	Plans received on 6/27/20 and plan check fees paid on 6/30/20. 1st Plan check submitted on 6/27/20 and redlines returned on 7/5/20.

**MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT**  
**July 2020**

**Project Title:** OC-44 Replacement and Rehabilitation Evaluation and Cathodic Protection Study

**File No.:** M 2034

**Description:** Evaluate potential repair and replacement options.

**Status:** Request for Bids sent out to contractors on February 6, 2019. Six bids received on 3/6/19. E&O Committee recommended award of the contract to lowest bidder (E.J. Meyer Company) on 3/19/19. Kick-off meeting held on 4/25/2019. Staff is working on reviewing submittals. Met with SARWQB on 5/24/19 and discussed water discharge permit requirements w/Susan Beeson. On 5/30/19 met with OCSD and went over requirements for the Special Purpose Discharge Permit (SPDP). Held Project Progress meeting on 6/6/19 and coordination meeting with Metropolitan Water District on 6/20/19. Held Permit Status Meeting on 7/11/2019, Traffic Coordination Meeting with Fletcher Jones Mercedes Dealership on 7/23/2019 and Project Progress Meeting on 7/23/2019. Submitted Application Package to OCSD for SPDP on 7/31/2019. Received Special Purpose Discharge Permit from OCSD on September 1, 2019. Coordination meeting with Fletcher Jones and Project Progress Meeting was held on 9/11/19. Contractor mobilized on 9/15/19 and started dewatering efforts. Project is substantially complete and line is ready for use. Native planting is complete and the contractor is providing maintenance of planted vegetation. The post-construction walk-through meeting held on 4/30/20. Planting Establishment and 120 day Maintenance Period completed on 7/2/20. The final inspection and walk-through meeting scheduled for 7/23/20. (7/13/20)

**Project Title:** Pipeline Testing Program

**File No.:** MC 2141

**Description:** Implement Resolution No. 1442 Replacement of Assets to annually perform non-destructive testing of 1% of the distribution system, and destructive testing of segments that are shown to have less than 70% of original wall thickness by non-destructive testing.

**Status:** Three miles of AC pipe constructed in 1956 were selected for non-destructive wall thickness measurement, which occurred during the week of January 14, 2019. The report was received on February 8, 2019. Five AC pipe samples are planned to be collected and sent for wall thickness measurements as part of routine valve replacements in April 2019. Samples were sent to the testing lab in May 2019, and the wall thickness measurement report was received on June 24, 2019. With more data collected from AC pipe samples, a proposed update the Res. 1442 Replacement of Assets was approved by the E&O Committee in September 2019. Staff developed a process for classifying pipeline breaks, and provided a class to the Distribution crews on November 21, 2019. Four AC pipe samples collected during valve replacements were sent for EDS testing on January 28, 2020. Lab reports were received on March 19, 2020 and evaluation of the lab results was received on June 12, 2020. MWDOC performed approximately 40 miles of leak detection and found one suspected pipeline leak. Staff performed a follow up leak detection and could not replicate the suspected leak. (7/13/2020)

## MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

July 2020

**Project Title:** Chandler & Croddy Wells and Pipeline Project

**File No.:** M18-113

**Description:** Design, documentation, and permitting for two new wells located on Chandler Avenue and Croddy Way in the City of Santa Ana and the distribution pipeline connecting the wells to Mesa Water's supply system.

**Status:** Tetra Tech has been contracted to complete the design, documentation, and permitting for the Chandler and Croddy Wells and Pipeline Project. Initial data request sent to Tetra Tech on September 7, 2017. Met with Division of Drinking Water regarding well locations on September 20, 2017. Preliminary hydrological evaluation received on September 29, 2017. Board approved demolition of existing structures and dedicated well facility with option to evaluate long-term lease potential as market conditions dictate at both sites at November 2017 E&O. Butier Engineering has been contracted to provide Construction Management Services. Preliminary Design Report (PDR) for the distribution pipeline was reviewed and returned on March 6, 2018. Well site layouts were presented to the Board in May. DDW waiver for 50-foot control zone is currently being drafted. The revised PDR for the pipeline and the well sites was received in June 2018. A workshop to discuss review comments was held on August 14, 2018. 50% design for the Croddy Pipeline was received and the design review workshop occurred on November 26, 2018. 50% design for the wells is scheduled for submittal in February 2019. The draft CEQA Mitigated Negative Declaration was received on January 22, 2019, and filed for 30-day public comment on February 20, 2019 and completed on March 22, 2019. Four agencies submitted minor comments. A public meeting to adopt the Mitigated Negative Declaration has been noticed for the April 11, 2019 Board of Directors meeting. The revised Preliminary Design Report for the Chandler and Croddy Wells was received on March 5, 2019. 50% design documents for the existing building demolitions and well drilling were received on April 16, 2019. 50% design documents for well equipping were received on September 9, 2019 and reviewed by staff. The design team met on October 7, 2019, to review design options for the Croddy Pipeline. A corrosion potential report for the Croddy pipeline alignment was received on December 23, 2019, and reviewed by staff. A design team workshop was held on February 13, 2020. 90% design deliverables for building demolition and well drilling were received on February 11, 2020 and February 28, 2020, and were reviewed by staff. Well equipping package 90% design package is expected in July 2020. Site demolition request for bids was released on May 21, 2020. A job walk for the demolition bidders was held on June 2, 2020, and attended by three prospective bidders. Bid opening was held on June 19, 2020. The Board approved a contract with the low bidder, Standard Demolition, Inc., on July 9, 2020. Well Drilling Request for bid will be released on June 18, 2020. A job walk for the well drillers was conducted on July 8, 2020, and attended by four well drillers. Well drilling bids are due on July 29, 2020. (7/13/2020)

**Project Title:** Meter Technology Evaluation

**File No.:** MC 2248

**Description:** The lifespan of a water meter is approximately 15 years. As a meter ages, the accuracy drops off due to wear. In preparation for its annual water meter

## MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

July 2020

replacement, staff has been reviewing water meter technology determining what water meter and reading solutions would be the best fit for Mesa Water's aging register technology. With today's technology, there are several types of meters and meter reading solutions available. The most common are as follows: Fixed Network, Automatic Meter Reading (AMR) System, Handheld or Touch Technology, and Advanced Metering Analytics - Cellular Endpoint.

**Status:** Mesa Water prepared a Technical Memo with information of the existing aging metering technology in comparison with proposed new meter reading solutions. The Technical memo was presented to the April E&O Committee and approved by the Board at the May 2019 Board meeting. Recommendations approved by the Board for early implementation include ensuring competitive pricing from the standardized meter supplier, making cellular endpoint meters available to customers who wish to have access to real-time water use data, and working with the meter reading software vendor to configure a software upgrade. Staff has compiled the total installed cost of the cellular endpoint meters and presented an implementation plan to the Engineering and Operations Committee on August 20, 2019. Staff also negotiated a contract with National Meter and Automation for preferred customer pricing and limiting annual price escalation, and presented the contract to the Engineering and Operations Committee on August 20, 2019. Staff is working with Badger Meter and Cogsdale to add cellular endpoints to large customer meters to automate meter reading and billing. Staff evaluated each Route 600 meter and vault for meter, register, and end point replacement to assist with installation activities. The first set of cellular endpoints were installed on February 26, 2020. The data is being received by Badger's Beacon system. Route 600 meter vaults were evaluated for construction challenges. Two sites were identified for attempting challenging replacements with and without vault demolition. A proposal was received from Badger on April 28, 2020, for upgrading meter reading field tools and is being evaluated. A proposal was requested from Sprypoint on April 29, 2020 to integrate traditional meter reads into the Badger Beacon system. A request for quote for Route 600 meters, registers, and endpoints is in process. (7/13/2020)

**Project Title:** Reservoirs 1 & 2 Chemical Systems Design

**File No.:** M18-117

**Description:** Improve disinfection and mixing in both reservoirs to improve water quality and minimize nitrification.

**Status:** Final Design Contract awarded to Hazen & Sawyer on February 14, 2018. 50% design report received on July 17, 2018. Design review workshop took place in September 2018. A site visit to Laguna Beach County's El Morro reservoirs occurred on November 8, 2018, to evaluate the Vortex mixing system. Staff met with the designer on December 5, 2018, to incorporate design-for-reliability and design-for-maintainability principals into the mixing system design. The consultant provided a Technical Memo summarizing the options for maintainability and reliability of the Vortex mixer system on April 4, 2019. The 90% design deliverable was received on June 4, 2019, and is being reviewed by staff. Per the E&O Committee's request, the Preliminary Design Report describing the basis of this project was included in the October E&O Committee package. The consultant is working with the reservoir management system supplier to use Mesa Water's standardized analytical equipment to maintain disinfectant residual in

## MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

July 2020

the reservoirs. 100% design deliverable was received on April 29, 2020 and was reviewed by staff. Revised 100% was received on June 23, 2020 and is being reviewed by staff. (7/13/2020)

**Project Title:** Capital Improvement Program Renewal (CIPR) Request for Qualifications for On-Call Design Services

**File No.:** TBD

**Description:** Request for Qualifications (RFQ) to Select Design Consultants for CIPR

**Status:** A draft Request for Qualifications for CIPR Design Services was drafted and sent to consultants for review on March 6, 2020. The final request for qualifications was released to nine consulting firms on March 25, 2020. A pre-proposal meeting was held April 2, 2020. Statements of Qualifications from 8 consultants were received on April 23, 2020. Contract award recommendations were approved at the May 14, 2020, Board of Directors meeting. All contracts have been fully executed. This project will be removed from the August 2020 Committee report.(7/13/2020)

**Project Title:** District Wide Security System

**File No.:** TBD

**Description:** Planning and Design Services for a District-Wide Security System

**Status:** The District-Wide security system is among the first new projects to be awarded as part of the Capital Improvement Program Renewal (CIPR). The draft scope of work was developed and sent for consultant review on June 16, 2020. Consultant comments were received on June 23, 2020, and are being evaluated by internal and IT staff. (7/13/20)

**Project Title:** MWRF Outreach Project

**File No:** TBD

**Description:** MWRF Outreach Center and Storage Facility

**Status:** In November 2019 the Board directed staff to proceed with Design Concept 2 of the Mesa Water Reliability Facility Outreach Center. Mesa Water obtained a cost proposal from IBI Group to provide professional design services and construction support services for the MWRF Outreach Center. The scope of work also incorporates the design of a MWRF spare parts storage building (located at the MWRF) and wells spare parts storage building (located at Well 9 or other well site) as part of the design services. Board approved this item at its 4/9/2020 Board Meeting. The pre-design kick-off meeting was held on 4/27/20. Conceptual design reviewed on 6/10/20 and preliminary cost estimate discussed on 7/9/2020. Design in progress. (7/13/20)

**Project Title:** Well 1 Sound Mitigation Enclosure Project

**File No:** M17-100

**Description:** Install Well 1 Noise Mitigation Enclosure

## MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

July 2020

**Status:** In January, 2020, Mesa Water's design Consultant completed the design, specifications, and bid package for Well 1 Noise Mitigation Enclosure. Mesa Water invited eight prospective contractors for a site visit (March 9, 2020) and a request to submit a bid. Bids closed on March 17, 2020, and one bid was received from Paulus Engineering. The Board approved this item at the April 9, 2020 Board Meeting. Project in progress. (7/13/20)

**Project Title:** MWRF Parking Project

**File No.:** M20-105

**Description:** Construct Parking on Gisler Avenue

**Status:** The Board approved Alternative No. 3 Parking option along Gisler Ave. on 3/15/2014. E & O Committee accepted the conceptual design (by NV5 former Civil Source) and provided comments at the May 2015 E&O Committee Meeting. An Encroachment Permit was received from the City of Costa Mesa in September 2016. The final bid package was completed 3/15/16. Board approved the Hold Harmless Agreement for the Installation of off-site parking improvements within public right-of-way at the August 2016 E&O Committee Meeting. Agreement sent to the City for execution and recording on 9/7/16. Recorded Agreement received from the City on 10/19/16.

Request for Bids sent out to contractors on February 25, 2020. Two bids received on 3/24/20. Board awarded contract to the lowest bidder (GMC Engineering, Inc.) on 4/9/20. The City of Costa Mesa Encroachment/Traffic Permit received on 5/21/20. Construction started on 6/29/20. Project in progress. (7/13/20)

**Project Title:** Wilson Avenue Pipeline Replacement Project

**File No.:** TBD

**Description:** Design, documentation, and permitting for replacement of pipeline in Wilson Avenue between Newport Blvd and Harbor Blvd.

**Status:** Scope of Work and Request for Quotes for the design, documentation, and permitting for the Wilson Avenue Pipeline Replacement Project was prepared and sent to the design consultants on 7/13/2020. (7/13/20)



# Water Quality Call Report

## June 2020

**Date:** 6/9/2020  
**Source:** Phone  
**Address:** 1261 Logan  
**Description:** Customer called to check if it's correct that water temperature can reach above 80 degrees Fahrenheit since he measured the water in the 80's last week.

**Outcome:** Checked field data from the distribution system and let customer know that water temperature can reach up to the 80's depending on weather, depth of pipe, water demand, internal plumbing configuration, etc.

**Date:** 6/17/2020  
**Source:** Phone /Visit  
**Address:** 1303 Baker Unit B  
**Description:** Customer reported the water "not looking clean". The neighbor in Unit A also had the same concern.

**Outcome:** Water was collected from Unit B's front hose bib and was clear with normal chlorine residual. The customer from Unit A also provided a sample from her kitchen sink and the water was also clear with normal chlorine residual. Mesa Water crew was out earlier attempting to shut down a valve for a contractor and may have disturbed sediments in the line. Customers were advised to flush the line should they experience similar situation in the future and also to give Mesa Water a call.

**Date:** 6/17/2020  
**Source:** Phone /Visit  
**Address:** 1391 Baker #C  
**Description:** Customer reported experiencing orange colored water and had to flush his lines until the water cleared.

**Outcome:** Mesa Water crew was out earlier attempting to shut down a valve for a contractor and may have disturbed sediments in the line. Customer was not going to be home and declined a site visit since the water had cleared.

**Date:** 6/17/2020  
**Source:** Phone  
**Address:** 1943 Whittier  
**Description:** Customer inquired about the inlet temperature of the water for his tankless water heater setup.  
**Outcome:** Provided customer with the average and range of distribution system temperature for the last year.

**Date:** 6/25/2020  
**Source:** Phone  
**Address:** Not Provided  
**Description:** Customer reported water being rusty and leaving rust on the drain board and appliances. Customer reported the water being rusty but when asked if the water was discolored, she said that the water looked clear.  
**Outcome:** Customer wants to talk to her building manager and will call back if she wants a site visit. Attempted to follow up with customer but could not make contact.

Water Operations Status Report  
July 1, 2019 - June 30, 2020

Operations Department Status Report	Wk Unit	Plan Days	Act Days	Plan Qty	Act Qty	Plan Cost	Actual Cost
<b>01 - HYDRANTS</b>							
WD-0101 - HYDRANT MAINTENANCE	HYDRANTS	170	121	3383	2370	\$67,121	\$47,320
WD-0102 - HYDRANT PAINTING	HYDRANTS	14	14	423	402	\$5,014	\$5,000
WD-0103 - HYDRANT REPAIR	HYDRANTS	52	31	60	48	\$17,118	\$13,644
<b>Program 01 TOTAL</b>		236	166			\$89,253	\$65,964
<b>02 - VALVES</b>							
WD-0201 - DISTRIBUTION VALVE MAINTENANCE	VALVES	120	102	2405	2158	\$52,077	\$42,816
WD-0202 - NIGHT VALVE MAINTENANCE	VALVES	12	0	165	0	\$5,571	\$0
<b>Program 02 TOTAL</b>		132	102			\$57,648	\$42,816
<b>03 - METERS</b>							
WD-0305 - ANGLE STOP/BALL VALVE REPLACE	REPLACE	26	23	52	49	\$16,468	\$9,159
<b>Program 03 TOTAL</b>		26	23			\$16,468	\$9,159
<b>04 - MAIN LINES</b>							
WD-0401 - MAIN LINE REPAIR	REPAIRS	121	68	20	8	\$60,459	\$33,550
WD-0402 - AIR VAC MAINTENANCE/REPAIR	REPAIRS	27	20	159	137	\$9,799	\$6,857
<b>Program 04 TOTAL</b>		148	88			\$70,258	\$40,407
<b>05 - SERVICE LINES</b>							
WD-0501 - SERVICE LINE REPAIR	REPAIRS	57	127	21	39	\$23,945	\$64,329
<b>Program 05 TOTAL</b>		57	127			\$23,945	\$64,329
<b>06 - CAPITAL</b>							
CAP AV - CAPITAL AIR VACUUM REPLACE	AIR VACS	60	52	10	23	\$24,811	\$22,981
CAP BI - CAPITAL BYPASS & METER INSTALL	REPLACE	12	0	1	0	\$6,425	\$0
CAP FH - CAPITAL HYDRANT UPGRADE	HYDRANTS	239	95	35	16	\$183,533	\$73,246
CAP MV - CAPITAL MAINLINE VALVE REPLACE	VALVES	198	121	35	15	\$133,063	\$65,412
CAP SL - CAPITAL SERVICE LINE REPLACE	SERVICES	38	35	10	7	\$20,528	\$17,283
CAP SS - CAPITAL SAMPLE STATION REPLACE	STATIONS	10	1	10	1	\$4,976	\$184
<b>Program 06 TOTAL</b>		557	304			\$373,336	\$179,106
<b>TOTAL</b>						\$630,908	\$401,781

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
<b>CAPITAL</b>				
CITY OF NEWPORT BEACH 000001060	10740	MACARTHUR BLVD. PROJECT		2,298.00
6/11/2020			1	2,298.00
DITCH WITCH SOUTHERN CALIFORNIA 000001164	662188	DITCH WITCH PARTS		830.66
6/25/2020			1	830.66
EJ MEYER COMPANY, INC 000001150	11-REV1	M18-118 OC PIPELINE REHAB		10,687.50
000001150	12-REV1	M18-118 OC PIPELINE REHAB		10,687.50
000001150	10-REV1	M18-118 OC PIPELINE REHAB		10,687.50
6/18/2020			1	32,062.50
KIMLEY-HORN AND ASSOCIATES 000001174	15769456	M17-100 WELL 1 NOISE MONITORN		6,500.00
6/25/2020			1	6,500.00
MICHAEL BAKER INTERNATIONAL 000001108	1083262	M18-118 OC44 PIPELINE REHAB		5,812.92
000001152	1079820	M18-118 OC44 PIPELINE REHAB		8,719.38
000001152	1085939	M20-104 ROOF REPLACEMENT		6,758.88
000001203	1079310	E400-0005 HYDRAULIC MODELING		373.75
000001203	1086088	M18-118 OC44 PIPELINE REHAB		2,906.46
000001203	1085937	M17-002A WELL 1 NOISE MITGATON		1,538.00
000001203	1076411	E400-0005 HYDRAULIC MODELING		328.00
6/25/2020			3	26,437.39
TETRA TECH, INC 000001043	51590937	M18-100 DESIGN SERVICES		9,755.86
6/4/2020			1	9,755.86
WA RASIC CONSTRUCTION CO. 000001095	342606	M20-003 ON CALL VALVE REPLCMN		9,000.00
6/11/2020			1	9,000.00

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR  
CHECK NUMBER

INVOICE NUMBER

DESCRIPTION

CHECK COUNT

AMOUNT

TOTAL CAPITAL	9	86,884.41
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# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
<b>DEPARTMENT EXPENSE</b>				
ACWA JOINT POWERS INSURANCE AUTHOF 000001113 000001157  6/25/2020	JUL2020EAP 6835	JULY 2020 EAP FY21 EXCESS CRIME INS. RENEWAL	2	136.30 1,995.00 <hr/> 2,131.30
CALPERS BENEFIT PAYMENTS 0155058 0155062 0155064  6/2/2020	60520 52220 16044505	PPE JUNE 5 CALPERS PPE 5/22 JUNE HEALTH PREMIUM	3	35,514.54 35,673.07 52,572.28 <hr/> 123,759.89
COLONIAL LIFE & ACCIDENT INS 000001062 000001163  6/25/2020	8892333-0613486 8892333-0627271	INSURANCE - PPE 05/22/20 INSURANCE - PPE 06/05/20	2	208.75 208.75 <hr/> 417.50
FIRST BANKCARD 0155066  6/12/2020	5302020	C/C CHARGES	1	3,179.60 <hr/> 3,179.60
HOOVER PRINTING 000001034 000001034 000001140 000001140 000001140 000001140 000001140  6/18/2020	94857 94893 94874 94933 94889 94919	PRINTING - WATER BILL INSERTS DESIGN WORK PRINTING - WATER BILL INSERTS WATER QUALITY BROCHURE DESIGN WORK PRINTING - POSTCARDS	2	1,050.56 80.00 1,050.56 1,616.25 80.00 302.05 <hr/> 4,179.42
IDVILLE 000001123  6/18/2020	3646955	EMPLOYEE BADGE SUPPLIES	1	152.03 <hr/> 152.03
ORANGE COUNTY EMPLOYEES ASSN 000001179  6/25/2020	OCEA PPE 061920	MEMBERSHIP DUES - PPE 06/19	1	275.52 <hr/> 275.52

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
TASC 000001023 000001129	IN1765718 IN1784258	FSA ADMIN FEES - APRIL 2020 FSA ADMIN FEES - MAY 2020		173.13 173.13
6/18/2020			2	346.26
URBAN WATER INSTITUTE 000001133	060320	FY21 MEMBERSHIP RENEWAL		2,500.00
6/18/2020			1	2,500.00
VISTA DEL VERDE LANDSCAPE 000001094	33802	LANDSCAPE MAINTENANCE - JUN2		2,770.09
6/11/2020			1	2,770.09
VISION SERVICE PLAN - (CA) 000001194	809672979	JUL 2020 VISION INSURANCE		1,172.91
6/25/2020			1	1,172.91
<b>TOTAL DEPARTMENT EXPENSE</b>			<b>17</b>	<b>140,884.52</b>

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
<b>EMPLOYEE CHECKS</b>				
ART HERNANDEZ 000001032	060120	JUN 2020 INSURANCE SUBSIDY	1	183.08
6/4/2020				183.08
<b>TOTAL EMPLOYEE CHECKS</b>			<b>1</b>	<b>183.08</b>



# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
<b>GENERAL AND ADMINISTRATIVE</b>				
SHAHRIAR KOLAH 000001149	CHEQ00099007546	30001781 Cheque Deposits 30001		39.55
6/18/2020			1	<u>39.55</u>
KRISTEN POWELL 000001050	CHEQ00099007541	05126800 Cheque Deposits 05126		5.96
6/11/2020			1	<u>5.96</u>
GWINCO CONSTRUCTION & ENG, INC. 000001147	CHEQ00099007547	20078200 Cheque Deposits 20078		1,236.56
6/18/2020			1	<u>1,236.56</u>
LILLYWHITE POOLS 000001051	CHEQ00099007537	20077400 Cheque Deposits 20077		530.04
6/11/2020			1	<u>530.04</u>
KELLY RUEDA 000001052	CHEQ00099007540	01609900 Cheque Deposits 01609		14.34
6/11/2020			1	<u>14.34</u>
JOANN KENYON 000001053	CHEQ00099007539	08200501 Cheque Deposits 08200		40.61
6/11/2020			1	<u>40.61</u>
DAO NGUYEN 000001145	CHEQ00099007543	30001415 Cheque Deposits 30001		210.37
6/18/2020			1	<u>210.37</u>
BRADEN BERKLEY 000001146	CHEQ00099007545	05012000 Cheque Deposits 05012		210.59
6/18/2020			1	<u>210.59</u>
DENOVA HOMES, INC. 000001111	CHEQ00099007536	30001989 Cheque Deposits 30001		87.43
6/11/2020			1	<u>87.43</u>

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
DANIEL EDELSTEIN 000001054	CHEQ00099007542	05150007 Cheque Deposits 05150	1	23.04
6/11/2020				23.04
KARI CONSER-HORNSBY 000001144	CHEQ00099007549	03108902 Cheque Deposits 03108	1	15.94
6/18/2020				15.94
HATHAWAY DINWIDDIE CONSTRUCTION 000001148	CHEQ00099007548	20072100 Cheque Deposits 20072	1	916.84
6/18/2020				916.84
ADASTRAGOV, INC. 000001199	2020-10062	3 YEAR LABOR COSTING MODULE	1	16,500.00
6/25/2020				16,500.00
APOLLO PRINTING & GRAPHICS 000001013	259268	PRINTING - BUSINESS CARDS		36.64
000001158	259615	PRINTING - BUSINESS CARDS		36.64
6/25/2020			2	73.28
ASSOCIATION OF WOMEN IN WATER 000001116	04875	FY21 BRONZE LEVEL RENEWAL	1	600.00
6/18/2020				600.00
AT&T MOBILITY 000001056	87023041770X05282021	WIRELESS COMM 04/21-05/20	1	65.45
6/11/2020				65.45
ATKINSON, ANDELSON, LOYA, RUUD & ROM 000001160	596516	LEGAL SERVICES - MAY 2020	1	12,738.00
6/25/2020				12,738.00
360 BC GROUP INC. 000001057	20259	WEBSITE MAINTENANCE - MAY 202	1	2,000.00
6/11/2020				2,000.00

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
BEST BEST & KRIEGER 000001058 6/11/2020	878280	PROFESSIONAL SERVICES	1	1,330.00
BSI EHS SERVICES AND SOLUTIONS 000001118 6/18/2020	58281	EHS SUPPORT SERVICES	1	8,859.00
CANON FINANCIAL SERVICES, INC. 000001119 6/18/2020	21427008	PRINTER EQUIPMENT LEASE	1	4,095.81
CITY CLERKS ASSOCIATION OF CALIFORNIA 000001162 6/25/2020	7388	FY21 MEM. RENEW- ANDIE J.	1	65.00
CDW GOVERNMENT INC 000001121 6/18/2020	XSH8980	SHARP 55" LED TV	1	984.78
CITY OF SANTA ANA 000001061 000001201 000001201 6/25/2020	060920 35821304MAY20 35776303MAY20	M18-100 ENCROACHMENT PERMIT CRODDY WATER/SEWER CHANDLER WATER/SEWER	2	506.09 572.71 201.97
DUDEK 000001066 000001165 6/25/2020	20199636 202003739	OC-44 PIPELINE REHAB OC-44 PIPELINE REHAB	2	32,930.00 4,960.00
ENTERPRISE FM TRUST 000001067 6/11/2020	FBN3977810	AUTO LEASES - JUNE 2020	1	1,025.68

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
FASTENAL COMPANY 000001068 000001166	CAGV11657 CAGV11683	M20-099 EMERGENCY SUPPLIES M20-099 EMERGENCY SUPPLIES		782.05 1,268.41
6/25/2020			2	2,050.46
GEIGER 000001168	4192062	PROMO ITEMS		1,806.62
6/25/2020			1	1,806.62
GOVINVEST INC. 000001170	2020-2847	3 YEAR PENSION,OPEB MODULE		28,500.00
6/25/2020			1	28,500.00
INDUSTRIAL SKYLIGHTS, INC. 000001173	20-044-02	M18-118 OC-44 PIPELINE REHAB		3,250.00
6/25/2020			1	3,250.00
INFOSEND INC 000001036 000001036 000001110 000001110 000001110 000001110 000001110 000001110 000001141 000001141 000001141	172200 170518 171791 172240 172051 172168 170961 173242 171941 170336	COVID POSTCARDS RECRUITMENT LETTER-ENGINEER CUSTOMER BILLING SERVICE CUSTOMER BILLING SERVICE CUSTOMER BILLING SERVICE COMMUNITY POSTCARDS SR OP RECRUITMENT LETTER CUSTOMER BILLING SERVICE CUSTOMER SERV PORTAL-MAY20 CUSTOMER SERV PORTAL - APRIL		1,291.60 5,526.72 1,592.85 2,194.69 2,003.61 13,967.51 580.88 1,093.34 400.00 400.00
6/18/2020			3	29,051.20
JOHN ROBINSON CONSULTING, INC. 000001074 000001124	MW201901-14 MW201902-04	CONSULTING SERVICES CONSULTING SERVICES		10,200.00 7,200.00
6/18/2020			2	17,400.00
KIRTON McCONKIE 000001175	1641398	PROFESSIONAL SERVICES		640.00
6/25/2020			1	640.00

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
KLEEN KRAFT SERVICES				
000001020	1032488	UNIFORMS, MATS, TOWELS		358.75
000001075	1036419	UNIFORMS, MATS, TOWELS		216.41
000001075	1037089	UNIFORMS, MATS, TOWELS		215.10
000001075	1035769	UNIFORMS, MATS, TOWELS		220.31
000001075	1037761	UNIFORMS, MATS, TOWELS		265.07
000001176	1039074	UNIFORMS, MATS, TOWELS		220.33
000001176	1038421	UNIFORMS, MATS, TOWELS		215.10
	6/25/2020		3	1,711.07
LA CONSULTING INC				
000001076	0014965	CMMS SUPPORT SERVICES		3,608.00
	6/11/2020		1	3,608.00
LOS ANGELES TIMES				
000001177	71466-071220	LAT SUBSCRIPTION 07/12-10/07		180.49
	6/25/2020		1	180.49
LIEBERT CASSIDY WHITMORE				
000001078	1497893	PROFESSIONAL SERVICES - APR		5,117.00
	6/11/2020		1	5,117.00
QUADIENT LEASING USA, INC				
000001125	N8319106	LEASE - MAIL EQUIPMENT		603.59
	6/18/2020		1	603.59
MAINTSTAR				
000001178	2642	ANNUAL RENEWAL		34,970.78
	6/25/2020		1	34,970.78
MORAN CONSULTING, INC.				
000001079	3670	CS ONGOING SUPPORT		5,000.00
	6/11/2020		1	5,000.00
NEXTDAY DELIVERY SERVICE, LLC				
000001080	767596	MAIL DELIVERY SVCS		552.84
	6/11/2020		1	552.84

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
NOVATIME TECHNOLOGY INC 000001081	SI-076445	MONTHLY - TIME CARDS		188.00
6/11/2020			1	188.00
NV5, INC. 000001082	164607	M20-105 GISLER PARKING PROJEC		7,700.00
6/11/2020			1	7,700.00
ORANGE COUNTY PRINTING 000001039	031334675	DESIGN SERVICES POSTCARDS		274.77
000001039	061985760	DESIGN SERVICES POSTCARDS		366.35
000001039	169865057	DESIGN SERVICES POSTCARDS		595.86
000001126	270213241	DESIGN SERVICES		91.59
6/18/2020			2	1,328.57
O'NEIL STORAGE #0481 000001127	2005055	FILE STORAGE - MAY 2020		141.68
6/18/2020			1	141.68
OSTS INC 000001083	52910	TRENCH/SHORING TRAINING		390.00
6/11/2020			1	390.00
POWER OF ONE FOUNDATION 000001180	1019	COVID-19 SPONSORSHIP		1,000.00
6/25/2020			1	1,000.00
RAFTELIS FINANCIAL CONSULTANTS 000001205	15149	CONSULTING-WATER COST ANALY:		4,363.75
000001205	15266	WATER COST STUDY UPDATE		3,087.50
000001205	15265	CONSULTING-WATER COST ANALY:		3,252.50
6/25/2020			1	10,703.75
RALPH ANDERSEN & ASSOCIATES 000001143	INV-02528	TECHNICAL ASSISTANCE		1,610.00
000001143	INV-02455	TECHNICAL ASSISTANCE		1,265.00
6/18/2020			1	2,875.00

## ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
RSM US PRODUCT SALES, LLP 000001182 6/25/2020	6035528	GREAT PLAINS SUPPORT	1	800.00
SANTA MARGARITA PLUMBING 000001109 000001183 6/25/2020	13769-21864 13769-21534	WATER HEATER REPAIRS TANKLESS WATER HEATERS M20-1	2	4,297.26 20,265.69 <u>24,562.95</u>
SAFEPACK DISTRIBUTION LLC DBA SCOTT 000001086 6/11/2020	210321	WATER OPS SUPPLIES	1	753.09 <u>753.09</u>
SECTRAN SECURITY INC 000001185 6/25/2020	20060905	WEEKLY BANK DEPOSITS	1	135.37 <u>135.37</u>
SENTRIC INC 0155056 0155057 6/24/2020	1194512 1195897	PAYROLL PROCESSING FEE PAYROLL PROCESSING FEE	2	317.15 1,188.00 <u>1,505.15</u>
SONSRAY MACHINERY 000001087 000001087 6/11/2020	W09437-03 W09433-03	FLEET REPAIR FLEET REPAIR	1	417.76 440.23 <u>857.99</u>

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
T2 TECHNOLOGY GROUP, LLC				
000001011	00307140	M18-120F EOC INTERNET CONN		6,085.00
000001011	00307136	M18-120H TICKETING SYS		21,535.00
000001011	00307137	M18-120K SOLAR WINDS		18,925.00
000001011	00307146	M18-120M CONTINUITY PLANNING		33,217.50
000001011	00307143	M18-120L MDM		21,607.50
000001011	00307139	M18-120N SIEM		3,485.00
000001011	00307138	M18-120C DESKTOP		8,802.50
000001011	00307142	M18-120A MGMT & OVERSIGHT		36,037.50
000001011	00307145	M18-120I IT INTRANET DASHBOAR		25,130.00
000001011	00307144	M18-120J CARBON BLACK		20,725.00
000001011	3820	M18-120C DESKTOP		1,983.58
000001011	00307141	IT SUPPORT APRIL 2020		39,787.50
000001112	00307189	M18-120F EOC INTERNET CONN		1,680.00
000001112	00307187	IT SUPPORT - MAY 2020		41,245.00
000001112	3824	SMARTNET MAINTENANCE		16,786.00
000001112	00307135	IT SUPPORT - APRIL 2020		47,600.00
000001155	00307192	M18-120N SIEM		5,022.50
000001155	00307195	M18-120L MDM		18,655.00
000001155	3829	M18-120F EOC INTERNET CONN		16,941.77
000001155	00307198	M18-120E FIREWALL ADVANCED		5,565.00
000001155	00307191	M18-120A MGMT & OVERSIGHT		39,412.50
000001155	3825	M18-120K SOLAR WINDS		17,679.30
000001155	00307193	M18-120H TICKETING SYS		22,962.50
000001155	00307190	M18-120A CARBON BLACK		48,597.50
000001155	00307194	M18-120K SOLAR WINDS		31,325.00
000001155	00307197	M18-120I IT INTRANET DASHBOAR		5,475.00
000001155	00307180	M18-120J CARBON BLACK		9,538.50
	6/25/2020		3	565,806.65
THEODORE ROBINS FORD				
000001044	C37126	AUTO REPAIRS & MAINTENANCE		1,347.60
000001044	C37300	AUTO REPAIRS & MAINTENANCE		72.81
	6/4/2020		1	1,420.41



# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
THYSSENKRUPP ELEVATOR 000001089	3005287752	ELEVATOR MAINTENANCE 6/1-8/31		2,386.42
6/11/2020			1	2,386.42
TIM HOGAN GRAPHIC DESIGNS 000001188	5995	GRAPHICS DESIGN - WQ REPORT		2,984.68
6/25/2020			1	2,984.68
TIME WARNER CABLE 000001024	0679649051820	INTERNET - MWRF		324.98
000001090	1048224051920	INTERNET - DISTRICT		2,114.00
000001189	0012934060320	INTERNET - DISTRICT		349.37
6/25/2020			3	2,788.35
QUADIENT FINANCE USA, INC 000001190	5780MAY20	POSTAGE - MAY 2020		500.00
6/25/2020			1	500.00
ULINE 000001191	120880844	M20-099 EMERGENCY SUPPLIES		144.92
6/25/2020			1	144.92
UNIVERSAL WASTE SYSTEMS, INC 000001026	0000636257	WASTE REMOVAL - JUNE		87.00
6/4/2020			1	87.00
UNUM 000001132	0420560001JUL20	LIFE INSURANCE - JUL 2020		3,910.42
6/18/2020			1	3,910.42
USC FOUNDATION FOR CROSS CONNECTIC 000001193	17531	FY21 MEMBERSHIP RENEWAL		1,000.00
6/25/2020			1	1,000.00
VERIZON WIRELESS 000001029	9854775188	MOBILE INTERNET 05/17-06/16		2,604.69
6/4/2020			1	2,604.69

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
VORTEX INDUSTRIES, INC 000001195	09-1436893	REPAIR METAL DOOR		3,426.26
6/25/2020			1	3,426.26
WASTE MANAGEMENT OF OC 000001154	0384686-2515-7	TR CONTAINER RENTAL JUN20		1,062.95
000001154	7949131-0149-7	TR CONTAINER RENTAL JUN20		465.00
6/18/2020			1	1,527.95
WATER SYSTEMS CONSULTING, INC. 000001196	4729	PROJECT RISK & MANAGEMENT		2,507.50
6/25/2020			1	2,507.50
WE SAVE BEES 000001096	6874	BEE REMOVAL SERVICES		195.00
000001135	7096	BEE REMOVAL SERVICES		195.00
6/18/2020			2	390.00
WORLDWIDE IMAGE RESOURCES, INC. 000001030	20770	M20-099 - HAND SANITIZER		154.88
6/4/2020			1	154.88
YARDLEY ORGILL CO INC. DBA YO FIRE 000001097	1004527	HYDRANT CHECK VALVES		20,089.35
6/11/2020			1	20,089.35
YORKE ENGINEERING, LLC 000001031	22229	AQ & ES COMPLIANCE ASSISTANCE		484.50
000001137	22228	AQ & ES COMPLIANCE ASSISTANCE		5,205.88
000001198	22464	RULE 1403 COMPLIANCE ASSISTANCE		880.50
000001198	22463	AQ & ES COMPLIANCE ASSISTANCE		4,345.50
6/25/2020			3	10,916.38
ZONES INC 000001138	K15033490101	CITRIX LICENSE AND MAINTENANCE		9,190.25
6/18/2020			1	9,190.25

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
TOTAL GENERAL AND ADMINISTRATIVE			93	910,058.75

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
<b>RETIREE CHECKS</b>				
ALAN COOK 000001048	060120	JUN 2020 INSURANCE SUBSIDY		98.83
6/4/2020			1	98.83
COLEEN L MONTELEONE 000001014	060120	JUN 2020 INSURANCE SUBSIDY		245.00
6/4/2020			1	245.00
DIANA LEACH 000001015	060120	JUN 2020 INSURANCE SUBSIDY		271.06
6/4/2020			1	271.06
JOHN CERNEK 000001019	060120	JUN 2020 INSURANCE SUBSIDY		66.28
6/4/2020			1	66.28
LORI MULLER 000001021	060120	JUN 2020 INSURANCE SUBSIDY		98.56
6/4/2020			1	98.56
PATTI REYNOLDS 000001022	060120	JUN 2020 INSURANCE SUBSIDY		1.06
6/4/2020			1	1.06
<b>TOTAL RETIREE CHECKS</b>			<b>6</b>	<b>780.79</b>

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
<b>CHECK SIGNATURE EXEMPT</b>				
SOUTHERN CALIFORNIA EDISON CO 000001049 6/11/2020	2236281499MAY20	ELECTRICTY - MAY 2020	1	109,715.95
				109,715.95
<b>TOTAL CHECK SIGNATURE EXEMPT</b>			<b>1</b>	<b>109,715.95</b>

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
<b>WATER SUPPLY</b>				
AIRGAS USA LLC 000001037 000001114	9970696441 9971444157	CYLINDER RENTAL CYLINDER RENTAL		175.90 181.03
6/18/2020			2	356.93
AMERICAN WATER CHEMICALS 000001012	05-200446/1	WATER TREATMENT CHEMICALS		5,172.00
6/4/2020			1	5,172.00
CULLIGAN OF SANTA ANA 000001063	1174065	WATER SOFTENER - SALT		1,142.07
6/11/2020			1	1,142.07
D&H WATER SYSTEMS 000001064	I2020-0543	MWRF PUMP SUPPLIES		1,059.65
6/11/2020			1	1,059.65
HILL BROTHERS CHEMICAL CO. 000001017	07068584	AMMONIA		5,742.33
6/4/2020			1	5,742.33
JCI JONES CHEMICAL CO. 000001038 000001038 000001151 000001202	821305 821997 823019 823550	CAUSTIC SODA CAUSTIC SODA CAUSTIC SODA CAUSTIC SODA		2,019.60 3,137.11 2,919.44 3,036.13
6/25/2020			3	11,112.28
SEPARATION PROCESSES, INC 000001128	9786	SUPPORT SERVICES		2,447.28
6/18/2020			1	2,447.28
TESTOIL 000001042	267184	OIL TESTING		561.00
6/4/2020			1	561.00

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
UNIVAR SOLUTIONS USA, INC.				
000001045	48592296	SOD HYPO		4,471.05
000001045	48599835	SOD HYPO		4,513.04
000001045	48596510	SOD HYPO		2,508.15
000001153	48603010	SOD HYPO		3,478.70
000001153	48610578	SOD HYPO		1,417.65
000001153	48610577	SOD HYPO		3,489.60
000001153	48603011	SOD HYPO		1,585.59
000001206	48616971	SOD HYPO		3,384.78
000001206	48615527	SOD HYPO		4,678.25
	6/25/2020		3	29,526.81
UNITED WATERWORKS INC.				
000001046	S100086838.001	WATER OPS SUPPLIES		5,398.88
	6/4/2020		1	5,398.88
<b>TOTAL WATER SUPPLY</b>			<b>15</b>	<b>62,519.23</b>

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
<b>WATER SYSTEM</b>				
DIG SAFE BOARD 000001065	DSB20192858	DIG SAFE BOARD FEES		328.04
6/11/2020			1	328.04
EWLES MATERIALS INC 000001122	392454	M20-001FH BOBTAIL DUMP FEES		960.00
6/18/2020			1	960.00
GOLDEN METERS SERVICE 000001169	1420	METER TEST & REPAIR		6,298.17
6/25/2020			1	6,298.17
IRVINE PIPE & SUPPLY 000001018	939738	PIPE FITTINGS AND SUPPLIES		410.36
000001204	941155	PIPE FITTINGS AND SUPPLIES		104.74
000001204	941116	PIPE FITTINGS AND SUPPLIES		319.75
6/25/2020			2	834.85
PRAXAIR DISTRIBUTION, INC. 000001040	96724559	ACETYLENE CYLINDER RENTAL		124.50
6/4/2020			1	124.50
PRAXAIR 000001041	96848760	CARBON DIOXIDE		3,307.54
000001041	96642555	CARBON DIOXIDE		3,145.37
000001041	96815677	CARBON DIOXIDE		3,310.10
000001142	96983748	CARBON DIOXIDE TANK RENTAL		2,164.70
000001142	97069761	CARBON DIOXIDE		3,205.32
000001142	96655477	CARBON DIOXIDE		3,314.99
000001142	96985727	CARBON DIOXIDE		3,304.46
000001142	97097814	CARBON DIOXIDE		3,289.12
6/18/2020			2	25,041.60
RELIABLE MONITORING SERVICES 000001181	2020-19327	GAS DETECTION SYS-CALIBRATE		355.00
6/25/2020			1	355.00



# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
SOUTH COAST A.Q.M.D. 000001184 6/25/2020	0000	AQUA AMM. STORAGE TANK SCRUB	1	8,837.26
SOUTHERN COUNTIES LUBRICANTS, LLC 000001186 6/25/2020	122915	CHEVRON HDAX 5200 LOW ASH	1	4,343.49
ALS TRUESDAIL LABORATORIES INC 000001025 000001091 000001130 6/18/2020	522002258 522002504 522002509	WATER QUALITY TESTING WATER QUALITY TESTING WATER QUALITY TESTING	3	84.00 55.00 22.00 161.00
UNDERGROUND SERVICE ALERT/SC 000001093 6/11/2020	520200432	UNDERGROUND DIG ALERT	1	346.60
VULCAN MATERIALS 000001047 000001047 000001047 000001047 6/4/2020	72569918 72566529 72562637 72572532	PAVING MATERIALS PAVING MATERIALS PAVING MATERIALS PAVING MATERIALS	1	253.73 87.40 142.30 90.68 574.11
<b>TOTAL WATER SYSTEM</b>			<b>16</b>	<b>48,204.62</b>

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
<b>VARIOUS</b>				
AMAZON BUSINESS				
000001055	1RQ7-6L1C-R1WC	OFFICE SUPPLIES		29.32
000001055	1MHF-6CG1-WDNN	OFFICE SUPPLIES		575.88
000001055	1K7P-NR4J-F6TH	M20-099 OFFICE SUPPLIES		143.90
000001055	191D-63KM-VW11	OFFICE SUPPLIES		437.40
000001055	1M6R-7DDC-JPDT	OFFICE SUPPLIES		65.48
000001055	1MHF-6CG1-LKFQ	OFFICE SUPPLIES		37.98
000001055	191D-63KM-WDGR	OFFICE SUPPLIES		32.27
000001115	11TQ-W7HX-DFMV	OFFICE SUPPLIES		48.34
	6/18/2020		2	1,370.57
AT&T				
000001117	000014932137	ACCT#9391068857 MAY 2020		2,424.53
000001200	000014840778	ACCT# 9391061444 MAY 2020		55.60
000001200	000014839920	ACCT# 9391055284 MAY 2020		2,571.16
	6/25/2020		2	5,051.29
AT&T				
000001098	8274MAY20	949-722-8274 MAY 2020		384.58
000001099	9337JUN20	714-435-9337 JUNE 2020		2,073.57
000001100	5487JUN20	714-754-5487 JUNE 2020		98.61
000001101	8315JUN20	714-241-8315 JUNE 2020		778.75
000001102	9024JUN20	339-264-9024 JUNE 2020		351.43
000001103	8883JUN20	949-631-8883 JUNE 2020		362.74
000001104	3066JUN20	960-350-3066 JUNE 2020		4,420.39
000001105	3044JUN20	949-574-3044 JUNE 2020		2,487.43
000001106	0926JUN20	949-650-0926 JUN 2020		1,554.70
000001107	0779JUN20	339-263-0779 JUN 2020		1,594.63
000001159	4054001JUN20	030 203 4054 001 JUNE 2020		81.99
	6/25/2020		11	14,188.82
BEHRENS AND ASSOCIATES, INC.				
000001161	RI12804	SOUND PANEL RENTAL		1,551.60
	6/25/2020		1	1,551.60

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
CAROLLO ENGINEERS 000001059 000001120	0187179 0187861	E400-0012 GIS HYDRAULIC MODL E400-0012 GIS HYDRAULIC MODL		8,787.00 9,113.00
6/18/2020			2	17,900.00
CLEAN DIESEL SPECIALISTS SO CAL, INC. 000001139 000001139	3025917 3025906	DIESEL ENGINE REPAIR DIESEL ENGINE SERVICE/MAINT		515.00 270.00
6/18/2020			1	785.00
EMISSION COMPLIANT CONTROLS CORP 000001033	PS04881	ENGINE REPAIRS		6,471.00
6/4/2020			1	6,471.00
FOUR WIND INTERACTIVE 000001167	INV0536760	LICENSE RENEWAL		853.54
6/25/2020			1	853.54
GRAINGER 000001069 000001171	9539849282 9549512490	SAFETY TOOLS & EQUIPMENT SAFETY TOOLS & EQUIPMENT		68.74 192.88
6/25/2020			2	261.62
GRANBERY STUDIOS 000001172	2923	PHOTOGRAPHY STUDIOS		134.69
6/25/2020			1	134.69
HACH COMPANY 000001016	11966712	WATER QUALITY SUPPLIES		342.58
6/4/2020			1	342.58
HASHTAG PINPOINT 000001070	1240	STRATEGIC COMMUNICATIONS		4,000.00
6/11/2020			1	4,000.00
THE HOME DEPOT COMMERCIAL ACCT 000001071	1915MAY	TOOLS & EQUIPMENT		169.26
6/11/2020			1	169.26

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
HRCHITECT 000001035 000001072	2020-0364 2020-0381	M18-110 HRIS SYSTEM CONSULTAN M18-110 HRIS SYSTEM CONSULTAN		1,050.00 175.00
6/11/2020			2	1,225.00
HUB AUTO SUPPLY 000001073 000001073	176824 175739	AUTO SUPPLIES AUTO SUPPLIES		39.13 40.85
6/11/2020			1	79.98
LEWIS CONSULTING GROUP 000001077	2020-122	GOV'T RELATIONS SERVICES		5,000.00
6/11/2020			1	5,000.00
PAULUS ENGINEERING INC 000001010	19801	M20-003 ON CALL REPAIR SERVICE		203,700.88
6/4/2020			1	203,700.88
PRIME SYSTEMS INDUSTRIAL AUTOMATION 000001084 000001084	825-15 825-16	SCADA SYSTEM SUPPORT SCADA SYSTEM SUPPORT		2,100.00 10,170.45
6/11/2020			1	12,270.45
SOUTHERN CALIFORNIA GAS CO 000001085	05060829008MAY20	NATURAL GAS, WELL 5, MAY 2020		12,242.33
6/11/2020			1	12,242.33
SPRYPOINT SERVICES INC 000001088	PS010261	COGSDALE SUPPORT		4,400.00
6/11/2020			1	4,400.00
STIVERS & ASSOCIATES INC. 000001187	12-731	M20-105 GISLER PARKING PROJEC		6,808.00
6/25/2020			1	6,808.00

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR CHECK NUMBER	INVOICE NUMBER	DESCRIPTION	CHECK COUNT	AMOUNT
TYCO/ JOHNSON CONTROLS 000001092 000001131	34294916 10453541	REPLACED VIDEO CAMERA SERVE QUARTERLY SECURITY SERVICE		4,986.30 8,479.49
6/18/2020			2	13,465.79
USA BLUEBOOK 000001027 000001192	243639 246532	M20-099 WATER OPS SUPPLIES M20-099 EMERGENCY SUPPLIES		204.55 288.25
6/25/2020			2	492.80
VALLEY POWER 000001028	B69714	COOLANT		2,218.44
6/4/2020			1	2,218.44
VONAGE HOLDINGS CORPORATION 000001134	1969736	TELEPONE SERVICES		10,308.47
6/18/2020			1	10,308.47
WECK ANALYTICAL ENVIRONMENTAL SERV 000001197	70567	WATER QUALITY ANALYSIS		3,931.50
6/25/2020			1	3,931.50
WHITTINGHAM PUBLIC AFFAIRS ADVISORS 000001136	000726	SCAQMD CONSULTING		1,306.50
6/18/2020			1	1,306.50
<b>TOTAL VARIOUS</b>			<b>44</b>	<b>330,530.11</b>

# ACCOUNTS PAID LISTING

FROM 6/1/2020 TO 6/30/2020

VENDOR  
CHECK NUMBER

INVOICE NUMBER

DESCRIPTION

CHECK COUNT

AMOUNT

GRAND TOTAL

202

1,689,761.46



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Board of Directors  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: July 22, 2020  
SUBJECT: Monthly Financial Reports

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### RECOMMENDATION

Receive and file the Monthly Financial Reports.

### STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

The attached Treasurer's status reports reflect the performance of Mesa Water's cash and investment accounts.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

Attachment A: Monthly Treasurer's Status Report on Investments as of 06/30/20  
Attachment B: Monthly Treasurer's Status Report on Investments as of 05/31/20

**Mesa Water District**  
**Quarterly Treasurer's Report on Investments**  
**As of 06/30/2020**



Investments are in compliance with the Investment Policy adopted as Resolution 1506 of the Mesa Water District Board of Directors. The liquidity of investments will meet cash flow needs for the next six months except under unforeseen catastrophic circumstances.

Investments	Maturity Date	Days to Maturity	Yield to Maturity @ Cost	Cost Value	% of Portfolio	Policy % Limit	Market Value	Interest Year to Date	Notes
Local Agency Investment Fund (LAIF)	Liquid	1	1.22%	1,073.46	0.00%	No Limit	1,073.46	24.68	1,4
Orange County Investment Pool (OCIP)	Liquid	1	1.22%	2,798,963.77	8.05%	No Limit	2,798,963.77	109,082.82	1,6
Miscellaneous (Petty Cash, Emergency Cash, etc.)	Liquid	1	0.00%	14,000.00	0.04%	N/A	14,000.00	0.00	
Union Bank Custody Account									2,5
Negotiable CD	Various	1067	1.88%	9,858,000.00	29.35%	30.00%	10,206,159.87	166,096.70	
US Agency	Various	1204	1.36%	7,829,703.63	22.91%	No Limit	7,966,676.71	289,910.35	
<b>Sub Total / Average</b>		<b>1,127</b>	<b>1.65%</b>	<b>17,687,703.63</b>			<b>18,172,836.58</b>	<b>456,007.05</b>	
Union Bank Accounts	Liquid	1	0.45%	10,291,403.53	29.60%	No Limit	10,291,403.53	0.00	1,3
Pacific Premier Bank	Liquid	1	0.00%	3,494,193.36	10.05%	No Limit	3,494,193.36	0.00	
<b>Total   Average</b>		<b>590</b>	<b>1.01%</b>	<b>\$34,287,337.75</b>	<b>100.00%</b>		<b>\$34,772,470.70</b>	<b>\$565,114.55</b>	

PARS OPEB & Pension Trust	1 Month Rate of Return	3 Month Rate of Return	Cost Value	Market Value
Public Agency Retirement Services (PARS)				
Capital Appreciation HighMark PLUS Fund				
OPEB	2.51%	16.76%	1,314,207.06	1,408,000.62
Pension Trust	2.52%	16.76%	12,437,339.22	12,926,338.42
			<b>\$ 13,751,546.28</b>	<b>\$ 14,334,339.04</b>

**Sources of Market Value Valuation - Account Statements**

LAIF, OCIP & Union Bank

I certify that this report reflects the cash and investments of Mesa Water District and is in conformity with the Government Code requirements and the District Investment Policy/Guidelines in effect at the time of the investment.

**Local Agency Investment Fund (LAIF)**

District LAIF includes the funds designated for advances; construction, customer deposits, working capital cash and monies to pay COP principal/interest payments.

*Marwan Khalifa*  
 Marwan Khalifa, CPA, MBA, - District Treasurer

**Weighted Average Return | 1.01 %**

Benchmark: 3 Month Treasury Bill - June | .16 %

**Weighted Average Maturity | 1.6 Years**

Days to Maturity | 590

**PARS OPEB & Pension Trust - Benchmark - S & P 500 Index**

1 Month | 4.74 %    3 Month | 12.71 %    1 YEAR | 4.81 %

**Notes**

- The interest or yield shown is for the current month net of fees.
- The interest rate (Yield to Maturity @Cost) shown is the guaranteed annual interest rate for the term of the investment.
- The rate shown is the Earnings Credit Rate. These earnings are applied against bank service charges; no actual monies are received.
- LAIF general ledger carrying value reflects market value (unrealized gains/losses) only at fiscal year end. LAIF only provides the market value participation factor quarterly. \* The March Fair Value Factor is 1.007481015. The yield earned on the Treasurer's Reports does not reflect change in fair market value.
- Union Bank Custody Account general ledger carrying value reflects market value (unrealized gains/losses). The Yield earned does not reflect change in fair market value.
- Orange County Investment Pool - June 2020 | Net Asset Value is 1.00.

\* LAIF June Fair Value Factor not available at reporting deadline.



Mesa Water District  
Transactions Summary  
Quarterly Treasurer's Status Report - Investment Activity  
Group By: Action  
Portfolio / Report Group: Report Group | Treasurer's Report  
Begin Date: 03/31/2020, End Date: 06/30/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
<b>Buy</b>								
FFCB 0.8 4/22/2024-21	3133ELXC3	0.720	4/22/2020	4/22/2024	750,000.00	752,361.75	0.00	752,361.75
Anchor D Bank OK 1.15 4/29/2025-20	033034AN9	1.150	4/29/2020	4/29/2025	249,000.00	249,000.00	0.00	249,000.00
Enerbank UT 1.15 4/29/2024	29278TNY2	1.150	4/29/2020	4/29/2024	249,000.00	249,000.00	0.00	249,000.00
Flagstar Bank MI 1.25 4/30/2025	33847E3A3	1.250	4/30/2020	4/30/2025	248,000.00	248,000.00	0.00	248,000.00
First Freedom Bank 1.1 4/30/2024	32027BAM9	1.100	4/30/2020	4/30/2024	249,000.00	249,000.00	0.00	249,000.00
FHLMC 0.85 4/29/2025-21	3134GVPK8	0.753	5/1/2020	4/29/2025	500,000.00	502,375.00	23.61	502,398.61
Jonesboro State Bank LA 1.25 5/6/2025	48040PGP4	1.250	5/6/2020	5/6/2025	249,000.00	249,000.00	0.00	249,000.00
Apex Bank TN 0.95 5/8/2025	03753XBK5	0.950	5/8/2020	5/8/2025	249,000.00	249,000.00	0.00	249,000.00
FHLMC 0.7 5/13/2025-21	3134GVSYS	0.635	5/13/2020	5/13/2025	500,000.00	501,600.00	0.00	501,600.00
FHLMC 0.5 5/20/2024-22	3134GVXR4	0.409	5/21/2020	5/20/2024	500,000.00	501,793.25	6.94	501,800.19
Bridgewater Bank MN 0.9 5/22/2025-20	108622JU6	0.900	5/22/2020	5/22/2025	249,000.00	249,000.00	0.00	249,000.00
FHLMC 0.5 8/28/2023-21	3134GVXS2	0.407	5/28/2020	8/28/2023	249,000.00	249,745.88	0.00	249,745.88
Seattle Bank WA 0.75 6/2/2025-20	81258PKJ1	0.750	6/2/2020	6/2/2025	249,000.00	249,000.00	0.00	249,000.00
<b>Sub Total / Average Buy</b>					<b>4,490,000.00</b>	<b>4,498,875.88</b>	<b>30.55</b>	<b>4,498,906.43</b>
<b>Called</b>								
Parkside Financial Bank MO 1.85 10/23/2024-20	70147ADG6	0.000	4/23/2020	10/23/2024	249,000.00	249,000.00	0.00	249,000.00
FNMA 1.6 7/28/2021-16	3136G3J30	0.000	4/28/2020	7/28/2021	1,000,000.00	1,000,000.00	4,000.00	1,004,000.00
FNMA 1.6 7/28/2021-16	3136G3J30	0.000	4/28/2020	7/28/2021	2,000,000.00	2,000,000.00	8,000.00	2,008,000.00
FNMA 1.625 8/10/2021-16	3136G3N76	0.000	5/10/2020	8/10/2021	1,000,000.00	1,000,000.00	4,062.50	1,004,062.50
FHLMC 1.65 11/22/2021-17	3134GAUB8	0.000	5/22/2020	11/22/2021	975,000.00	975,000.00	0.00	975,000.00
FHLB 1.68 8/25/2021-16	3134G93Q8	0.000	5/25/2020	8/25/2021	1,000,000.00	1,000,000.00	4,200.00	1,004,200.00
HSBC Bank VA 1.5 12/21/2020-19	40434YCS4	0.000	6/21/2020	12/21/2020	57,000.00	57,000.00	0.00	57,000.00
HSBC Bank VA 1.5 12/21/2020-19	40434YCS4	0.000	6/21/2020	12/21/2020	140,000.00	140,000.00	0.00	140,000.00
<b>Sub Total / Average Called</b>					<b>6,421,000.00</b>	<b>6,421,000.00</b>	<b>20,262.50</b>	<b>6,441,262.50</b>
<b>Matured</b>								
FNMA 1.35 4/27/2020-17	3136G4FP3	0.000	4/27/2020	4/27/2020	150,000.00	150,000.00	0.00	150,000.00
Washington TR County 1.45 5/18/2020	940637HX2	0.000	5/18/2020	5/18/2020	247,000.00	247,000.00	0.00	247,000.00
BMW Bank UT 2.1 6/26/2020	05580ACB8	0.000	6/26/2020	6/26/2020	247,000.00	247,000.00	0.00	247,000.00
<b>Sub Total / Average Matured</b>					<b>644,000.00</b>	<b>644,000.00</b>	<b>0.00</b>	<b>644,000.00</b>

Mesa Water District  
Date To Date  
Interest | Received  
Report Format: By Transaction  
Group By: Asset Category  
Portfolio / Report Group: Report Group | Treasurer's Report  
Begin Date: 6/30/2019, End Date: 6/30/2020

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
<b>LAIF   Policy - No Limit</b>							
	LGIP0012	6/30/2010	N/A	N/A	1,073.46	24.68	0.00
<b>Sub Total/Average</b>					<b>1,073.46</b>	<b>24.68</b>	<b>0.00</b>
<b>Orange County LGIP - OCIP   Policy - No Limit</b>							
	LGIP9LC	9/30/2011	N/A	N/A	2,798,963.77	109,082.82	0.00
<b>Sub Total/Average</b>					<b>2,798,963.77</b>	<b>109,082.82</b>	<b>0.00</b>
<b>Miscellaneous Cash ( Petty   Emergency )</b>							
	CASH	6/30/2015	N/A	N/A	14,000.00	0.00	0.00
<b>Sub Total/Average</b>					<b>14,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Union Bank   Negotiable CD 30 %</b>							
BMW Bank UT 2.1 6/26/2020	05580ACB8	6/29/2015	6/26/2020	2.100	0.00	5,201.22	0.00
Everbank FL 2 7/14/2020	29976DZD5	7/14/2015	7/14/2020	2.000	247,000.00	4,940.00	0.00
Investors Bank NJ 2 8/25/2020	46176PEJ0	8/26/2015	8/25/2020	2.000	247,000.00	4,940.00	0.00
Orrstown Bank PA 2 8/28/2020-19	687377DS7	8/28/2015	8/28/2020	2.000	0.00	1,245.15	0.00
First Technology CU CA 1.75 6/30/2021	33715LAD2	6/30/2016	6/30/2021	1.750	247,000.00	4,346.18	0.00
Wells Fargo SD 1.6 8/3/2021	9497486Z5	8/3/2016	8/3/2021	1.600	247,000.00	3,962.82	0.00
Privatebank and Trust IL 1.5 8/30/2021	74267GVM6	8/29/2016	8/30/2021	1.500	247,000.00	3,699.92	0.00
Mercantil Commerce Bank FL 1.65 9/28/2021	58733ADJ5	9/28/2016	9/28/2021	1.650	247,000.00	4,086.67	0.00
HSBC Bank VA 1.5 12/21/2020-19	40434YCS4	10/27/2016	12/21/2020	1.500	0.00	2,105.76	0.00
HSBC Bank VA 1.5 12/21/2020-19	40434YCS4	10/27/2016	12/21/2020	1.500	0.00	857.34	0.00
Countryside Federal CU NY 1.65 10/28/2021	22239MAL2	10/28/2016	10/28/2021	1.650	247,000.00	4,086.67	0.00
Beneficial Mutual Savings PA 1.55 11/16/2021	08173QBU9	11/16/2016	11/16/2021	1.550	247,000.00	3,838.99	0.00
Washington TR County 1.45 5/18/2020	940637HX2	11/18/2016	5/18/2020	1.450	0.00	3,591.31	0.00
Bank of Baroda 1.85 11/23/2021	06062QXG4	11/23/2016	11/23/2021	1.850	247,000.00	4,582.02	0.00
Business Bank MO 2 1/20/2022	12325EHH8	1/20/2017	1/20/2022	2.000	247,000.00	4,953.53	0.00
First National Bank MI 2 1/20/2022	32110YJT3	1/20/2017	1/20/2022	2.000	201,000.00	4,030.98	0.00
Texas Exchange Bank TX 2.1 1/24/2022-19	88241TAZ3	1/23/2017	1/24/2022	2.100	0.00	1,307.41	0.00
Franklin Synergy Bank TN 2 1/31/2022	35471TCV2	1/31/2017	1/31/2022	2.000	247,000.00	4,953.53	0.00
Synchrony Bank UT 2.3 2/24/2022	87165FPA6	2/24/2017	3 2/24/2022	2.300	247,000.00	5,681.00	0.00

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
Capital One Bank VA 2.3 3/1/2022	140420Y53	3/1/2017	3/1/2022	2.300	247,000.00	5,696.57	0.00
State Bank India NY 2.35 3/14/2022	8562846V1	3/14/2017	3/14/2022	2.350	247,000.00	5,820.40	0.00
Amercian Express 2.45 4/5/2022	02587DN38	4/5/2017	4/5/2022	2.450	247,000.00	6,068.08	0.00
Goldman Sachs NY 3.3 1/16/2024	38148P4E4	1/16/2019	1/16/2024	3.300	245,000.00	8,085.00	0.00
Merrick Bank UT 3 7/31/2023	59013J6G9	1/30/2019	7/31/2023	3.000	249,000.00	7,490.47	0.00
Morgan Stanley UT 3.05 1/31/2024	61690UDV9	1/31/2019	1/31/2024	3.050	246,000.00	7,503.00	0.00
Morgan Stanley NY 3.05 1/31/2024	61760AVF3	1/31/2019	1/31/2024	3.050	246,000.00	7,503.00	0.00
Capital One VA 2.65 5/22/2024	14042RLP4	5/22/2019	5/22/2024	2.650	246,000.00	6,536.86	0.00
Eaglebank MD 2.5 5/24/2024	27002YEN2	5/24/2019	5/24/2024	2.500	249,000.00	6,242.05	0.00
JPMorgan Chase OH 2.1 8/31/2024-20	48128H6D5	8/30/2019	8/31/2024	2.100	247,000.00	2,600.61	0.00
Commonwealth Bank & Trust KY 2 9/18/2024-20	202710AJ8	9/18/2019	9/18/2024	2.000	0.00	2,483.19	0.00
Sallie Mae Bank UT 1.9 10/16/2024	7954504P7	10/17/2019	10/16/2024	1.900	247,000.00	2,352.93	0.00
Celtic Bank UT 1.65 10/23/2024	15118RSV0	10/23/2019	10/23/2024	1.650	249,000.00	2,746.49	0.00
First Keystone Community Bank PA 1.9 10/23/2023-20	32065RAF2	10/23/2019	10/23/2023	1.900	0.00	1,970.17	0.00
Parkside Financial Bank MO 1.85 10/23/2024-20	70147ADG6	10/23/2019	10/23/2024	1.850	0.00	2,309.58	0.00
Ally Bank UT 1.85 10/24/2022	02007GML4	10/24/2019	10/24/2022	1.850	247,000.00	2,291.01	0.00
Enterprise Bank & Trust 1.75 11/8/2023	29367SJR6	11/8/2019	11/8/2023	1.750	249,000.00	2,542.87	0.00
Raymond James Bank 1.75 11/8/2023	75472RAH4	11/8/2019	11/8/2023	1.750	247,000.00	2,155.33	0.00
Third Federal Savings 1.75 11/13/2023	88413QCJ5	11/12/2019	11/13/2023	1.750	247,000.00	2,155.33	0.00
Garnett State Bank 1.7 11/19/2024	366526AW1	11/19/2019	11/19/2024	1.700	249,000.00	2,470.24	0.00
Citizens State Bank 1.7 11/22/2024	176688CR8	11/22/2019	11/22/2024	1.700	249,000.00	2,470.24	0.00
Marlin Business Bank UT 1.7 12/4/2023	57116ATG3	12/2/2019	12/4/2023	1.700	249,000.00	2,122.32	0.00
Anchor D Bank OK 1.15 4/29/2025-20	033034AN9	4/29/2020	4/29/2025	1.150	249,000.00	478.56	0.00
Enerbank UT 1.15 4/29/2024	29278TNY2	4/29/2020	4/29/2024	1.150	249,000.00	478.56	0.00
First Freedom Bank 1.1 4/30/2024	32027BAM9	4/30/2020	4/30/2024	1.100	249,000.00	457.75	0.00
Flagstar Bank MI 1.25 4/30/2025	33847E3A3	4/30/2020	4/30/2025	1.250	248,000.00	0.00	0.00
Jonesboro State Bank LA 1.25 5/6/2025	48040PGP4	5/6/2020	5/6/2025	1.250	249,000.00	264.35	0.00
Apex Bank TN 0.95 5/8/2025	03753XBK5	5/8/2020	5/8/2025	0.950	249,000.00	200.91	0.00
Bridgewater Bank MN 0.9 5/22/2025-20	108622JU6	5/22/2020	5/22/2025	0.900	249,000.00	190.33	0.00
<b>Sub Total/Average</b>					<b>9,609,000.00</b>	<b>166,096.70</b>	<b>0.00</b>

**Union Bank - US Agency - No Limit**

FHLB 1.4 12/13/2019-13	313381HA6	9/9/2015	12/13/2019	1.400	0.00	1,400.00	0.00
FHLB 1.43 10/29/2019-13	3133813H6	5/4/2016	10/29/2019	1.430	0.00	1,787.50	0.00
FFCB 1.625 12/1/2020-16	3133EGCP8	6/15/2016	12/1/2020	1.625	0.00	5,687.50	3,128.13
FFCB 1.42 1/12/2021-16	3133EGLH6	7/12/2016	1/12/2021	1.420	0.00	21,300.00	6,981.67
FNMA 1.6 7/28/2021-16	3136G3J30	7/28/2016	7/28/2021	1.600	0.00	16,000.00	4,000.00
FNMA 1.6 7/28/2021-16	3136G3J30	7/28/2016	7/28/2021	1.600	0.00	32,000.00	8,000.00
FNMA 1.625 8/10/2021-16	3136G3N76	8/10/2016	8/10/2021	1.625	0.00	24,375.00	8,034.72
FHLMC 1.3 8/23/2019-16	3134G93S4	8/23/2016	4 8/23/2019	1.300	0.00	6,500.00	0.00

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
FHLB 1.68 8/25/2021-16	3134G93Q8	8/25/2016	8/25/2021	1.680	0.00	16,800.00	4,200.00
FHLB 2 11/10/2021-18	3130A9S44	11/10/2016	11/10/2021	2.000	750,000.00	15,000.00	0.00
FNMA 1.35 4/27/2020-17	3136G4FP3	11/17/2016	4/27/2020	1.350	0.00	2,025.00	0.00
FFCB 1.58 2/17/2021-16	3133EGAZ8	11/18/2016	2/17/2021	1.580	0.00	15,800.00	1,053.33
FHLMC 1.65 11/22/2021-17	3134GAUB8	11/22/2016	11/22/2021	1.650	0.00	16,087.50	0.00
FHLB 3 12/9/2022	3130AFE78	1/9/2019	12/9/2022	3.000	1,000,000.00	30,000.00	0.00
FAMC 3.05 9/19/2023	3132X06C0	1/9/2019	9/19/2023	3.050	500,000.00	15,250.00	0.00
FNMA 1 10/24/2019	3135G0R39	1/9/2019	10/24/2019	1.000	0.00	5,000.00	0.00
FFCB 2.125 6/5/2023	3133EKPT7	11/8/2019	6/5/2023	2.125	500,000.00	10,625.00	0.00
FNMA 1.375 9/6/2022	3135G0W33	11/8/2019	9/6/2022	1.375	500,000.00	3,437.50	0.00
FAMC 2.15 6/5/2024	31422BGA2	11/8/2019	6/5/2024	2.150	500,000.00	10,750.00	0.00
FNMA 1.875 4/5/2022	3135G0T45	3/23/2020	4/5/2022	1.875	500,000.00	4,687.50	0.00
FFCB 1.3 3/24/2025-21	3130AJF95	3/24/2020	3/24/2025	1.300	750,000.00	0.00	0.00
Baycoast Bank MA 0.9 3/31/2025	072727BG4	3/31/2020	3/31/2025	0.900	248,000.00	0.00	0.00
FFCB 0.8 4/22/2024-21	3133ELXC3	4/22/2020	4/22/2024	0.800	750,000.00	0.00	0.00
FHLMC 0.85 4/29/2025-21	3134GVPK8	5/1/2020	4/29/2025	0.850	500,000.00	0.00	0.00
FHLMC 0.7 5/13/2025-21	3134GVSY5	5/13/2020	5/13/2025	0.700	500,000.00	0.00	0.00
FHLMC 0.5 5/20/2024-22	3134GVXR4	5/21/2020	5/20/2024	0.500	500,000.00	0.00	0.00
FHLMC 0.5 8/28/2023-21	3134GVXS2	5/28/2020	8/28/2023	0.500	249,000.00	0.00	0.00
<b>Sub Total/Average</b>					<b>7,747,000.00</b>	<b>254,512.50</b>	<b>35,397.85</b>
<b>Union Bank Accounts   Policy - No Limit</b>							
Union Bank MM	MM2110	11/30/2013	N/A	N/A	3,494,193.36	0.00	0.00
Seattle Bank WA 0.75 6/2/2025-20	81258PKJ1	6/2/2020	6/2/2025	0.750	249,000.00	0.00	0.00
<b>Sub Total/Average</b>					<b>3,743,193.36</b>	<b>0.00</b>	<b>0.00</b>
<b>Pacific Premier Bank   Policy - n/a</b>							
Pacific Premier Bank   Checking MM	CASH0831	5/28/2020	N/A	N/A	10,291,403.53	0.00	0.00
<b>Sub Total/Average</b>					<b>10,291,403.53</b>	<b>0.00</b>	<b>0.00</b>
<b>Total / Average</b>					<b>34,204,634.12</b>	<b>529,716.70</b>	<b>35,397.85</b>

Mesa Water District  
Portfolio Holdings  
Investment Report | PARS Trust  
Report Format: By CUSIP / Ticker  
Group By: Portfolio Name  
Average By: Market Value  
Portfolio / Report Group: PARS OPEB Trust  
As of 6/30/2020

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
<b>PARS OPEB Trust</b>					
Columbia Contrarian Fund	19766M709	Mutual Fund	4,488.91	106,480.69	121,424.52
DFA Large Cap	233203868	Mutual Fund	3,095.98	63,677.85	64,148.34
Dodge & Cox International	256206103	Mutual Fund	1,144.08	42,980.28	40,682.93
Dodge & Cox Stock Fund	256219106	Mutual Fund	545.37	94,083.62	87,641.91
Doubeline Core Fix Income	258620301	Mutual Fund	9,014.86	98,524.16	100,154.95
Harbor Capital Appreciation	411512528	Mutual Fund	734.16	50,008.61	65,832.21
Hartford Schroders	41665X859	Mutual Fund	4,945.12	73,820.62	75,165.96
iShares Russell Mid Cap	464287499	Mutual Fund	1,362.00	16,017.93	73,003.20
iShares SP500	464287408	Mutual Fund	332.00	41,591.20	35,925.72
MFS International	552746356	Mutual Fund	1,181.64	34,010.48	41,735.38
PGIM Total Return Bond	74440B884	Mutual Fund	6,841.66	99,785.33	100,708.52
Pimco Total Return Fund	693390700	Mutual Fund	9,283.92	96,600.22	100,544.91
Price T Rowe Growth	741479406	Mutual Fund	800.88	49,420.31	64,110.93
Undiscovered	904504479	Mutual Fund	942.97	56,765.41	42,396.30
US Bank PARS - OPEB Trust MM	MM4900	Money Market	53,590.94	53,590.94	53,590.94
Vanguard Growth & Income	921913208	Mutual Fund	3,393.57	242,668.04	276,339.62
Vanguard Real Estate	922908553	Mutual Fund	213.00	18,089.62	16,726.89
Vanguard Short Term	922031836	Mutual Fund	3,451.08	36,352.34	37,754.67
Victory RS	92647Q363	Mutual Fund	536.70	41,354.77	44,932.69
<b>Sub Total / Average PARS OPEB Trust</b>			<b>105,898.84</b>	<b>1,315,822.42</b>	<b>1,442,820.59</b>
<b>Total / Average</b>			<b>105,898.84</b>	<b>1,315,822.42</b>	<b>1,442,820.59</b>

Mesa Water District  
Portfolio Holdings  
Investment Report | PARS Trust  
Report Format: By CUSIP / Ticker  
Group By: Portfolio Name  
Average By: Market Value  
Portfolio / Report Group: PARS Pension Trust  
As of 6/30/2020

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
<b>PARS Pension Trust</b>					
Columbia Contrarian Fund	19766M709	Mutual Fund	41,213.13	1,054,828.21	1,114,814.91
DFA Large Cap	233203868	Mutual Fund	28,423.48	591,471.34	588,934.46
Dodge & Cox International	256206103	Mutual Fund	10,503.44	440,395.94	373,502.23
Dodge & Cox Stock Fund	256219106	Mutual Fund	4,982.60	927,972.72	800,702.35
Doubline Core Fix Income	258620301	Mutual Fund	82,763.51	902,472.48	919,502.34
Harbor Capital Appreciation	411512528	Mutual Fund	6,740.20	485,746.47	604,394.03
Hartford Schroders	41665X859	Mutual Fund	45,400.32	685,039.15	690,085.04
iShares Russell Mid Cap	464287499	Mutual Fund	12,506.00	92,345.59	670,321.60
iShares SP500	464287408	Mutual Fund	3,055.00	387,092.69	330,581.55
MFS International	552746356	Mutual Fund	10,848.37	360,070.34	383,164.62
PGIM Total Return Bond	74440B884	Mutual Fund	62,648.59	909,792.41	922,187.53
Pimco Total Return Fund	693390700	Mutual Fund	85,066.87	877,125.03	921,274.17
Price T Rowe Growth	741479406	Mutual Fund	7,352.78	486,576.71	588,590.81
Undiscovered	904504479	Mutual Fund	8,645.88	532,269.40	388,718.39
US Bank PARS - Pension Trust MM	MM4901	Money Market	461,609.30	461,609.30	461,609.30
Vanguard Growth & Income	921913208	Mutual Fund	30,932.12	2,360,616.98	2,518,802.49
Vanguard Real Estate	922908553	Mutual Fund	1,950.00	158,588.80	153,133.50
Vanguard Short Term	922031836	Mutual Fund	31,621.53	332,026.98	345,939.33
Victory RS	92647Q363	Mutual Fund	4,927.34	379,081.78	412,518.31
<b>Sub Total / Average PARS Pension Trust</b>			<b>941,190.46</b>	<b>12,425,122.32</b>	<b>13,188,776.96</b>
<b>Total / Average</b>			<b>941,190.46</b>	<b>12,425,122.32</b>	<b>13,188,776.96</b>

Mesa Water District  
Transactions Summary  
Quarterly Treasurer's Status Report - Investment Activity  
Group By: Action  
Portfolio / Report Group: PARS OPEB Trust  
Begin Date: 03/31/2020, End Date: 06/30/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total	
<b>Buy</b>									
Vanguard Growth & Income	921913208	0.000	4/13/2020	N/A	370.529	26,766.99	0.00	26,766.99	
Columbia Contrarian Fund	19766M709	0.000	4/13/2020	N/A	310.76	7,470.67	0.00	7,470.67	
Pimco Total Return Fund	693390700	0.000	4/13/2020	N/A	519.286	5,494.05	0.00	5,494.05	
PGIM Total Return Bond	74440B884	0.000	4/13/2020	N/A	387.139	5,497.37	0.00	5,497.37	
Price T Rowe Growth	741479406	0.000	4/13/2020	N/A	104.015	6,881.63	0.00	6,881.63	
Vanguard Short Term	922031836	0.000	4/13/2020	N/A	297.788	3,171.44	0.00	3,171.44	
Doubleline Core Fix Income	258620301	0.000	4/13/2020	N/A	778.912	8,357.73	0.00	8,357.73	
Harbor Capital Appreciation	411512528	0.000	4/13/2020	N/A	109.41	7,717.75	0.00	7,717.75	
Pimco Total Return Fund	693390700	0.000	4/30/2020	N/A	17.735	189.05	0.00	189.05	
PGIM Total Return Bond	74440B884	0.000	4/30/2020	N/A	17.583	250.74	0.00	250.74	
Vanguard Short Term	922031836	0.000	4/30/2020	N/A	6.615	70.98	0.00	70.98	
Hartford Schroders	41665X859	0.000	5/4/2020	N/A	33.253	444.92	0.00	444.92	
iShares SP500	464287408	0.000	5/4/2020	N/A	7.00	717.32	0.00	717.32	
DFA Large Cap	233203868	0.000	5/4/2020	N/A	21.091	394.19	0.00	394.19	
Undiscovered	904504479	0.000	5/4/2020	N/A	36.862	1,473.76	0.00	1,473.76	
Dodge & Cox Stock Fund	256219106	0.000	5/4/2020	N/A	7.421	1,099.97	0.00	1,099.97	
Columbia Contrarian Fund	19766M709	0.000	5/4/2020	N/A	632.41	15,690.08	0.00	15,690.08	
Pimco Total Return Fund	693390700	0.000	5/4/2020	N/A	45.284	482.27	0.00	482.27	
Dodge & Cox International	256206103	0.000	5/4/2020	N/A	1.042	32.81	0.00	32.81	
PGIM Total Return Bond	74440B884	0.000	5/4/2020	N/A	25.237	359.12	0.00	359.12	
Vanguard Short Term	922031836	0.000	5/4/2020	N/A	3.437	36.84	0.00	36.84	
Doubleline Core Fix Income	258620301	0.000	5/4/2020	N/A	33.278	359.73	0.00	359.73	
Pimco Total Return Fund	693390700	0.000	5/31/2020	N/A	18.077	194.15	0.00	194.15	
PGIM Total Return Bond	74440B884	0.000	5/31/2020	N/A	18.487	268.24	0.00	268.24	
Vanguard Short Term	922031836	0.000	5/31/2020	N/A	6.937	75.27	0.00	75.27	
iShares SP500	464287408	0.000	6/15/2020	N/A	9.00	980.52	0.00	980.52	
Vanguard Growth & Income	921913208	0.000	6/15/2020	N/A	41.094	3,323.25	0.00	3,323.25	
Dodge & Cox Stock Fund	256219106	0.000	6/15/2020	N/A	1.061	173.15	0.00	173.15	
Columbia Contrarian Fund	19766M709	0.000	6/15/2020	N/A	94.973	2,534.83	0.00	2,534.83	
Pimco Total Return Fund	693390700	0.000	6/15/2020	N/A	512.20	5,521.52	0.00	5,521.52	
PGIM Total Return Bond	74440B884	0.000	6/15/2020	N/A	275.19	4,034.28	0.00	4,034.28	
MFS International	552746356	0.000	6/15/2020	8	N/A	18.691	645.58	0.00	645.58

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Vanguard Short Term	922031836	0.000	6/15/2020	N/A	175.284	1,910.60	0.00	1,910.60
Doubeline Core Fix Income	258620301	0.000	6/15/2020	N/A	408.576	4,528.61	0.00	4,528.61
Dodge & Cox Stock Fund	256219106	0.000	6/25/2020	N/A	2.67	428.74	0.00	428.74
Vanguard Growth & Income	921913208	0.000	6/26/2020	N/A	24.498	1,934.87	0.00	1,934.87
Undiscovered	904504479	0.000	6/26/2020	N/A	1.246	53.17	0.00	53.17
Pimco Total Return Fund	693390700	0.000	6/30/2020	N/A	18.189	196.99	0.00	196.99
PGIM Total Return Bond	74440B884	0.000	6/30/2020	N/A	17.766	261.52	0.00	261.52
Vanguard Short Term	922031836	0.000	6/30/2020	N/A	6.765	74.01	0.00	74.01
<b>Sub Total / Average Buy</b>					<b>5,416.791</b>	<b>120,098.71</b>	<b>0.00</b>	<b>120,098.71</b>

#### Dividend

DFA Large Cap	233203868	0.000	4/1/2020	N/A	0.00	0.00	281.78	281.78
Doubeline Core Fix Income	258620301	0.000	4/1/2020	N/A	0.00	0.00	256.73	256.73
Pimco Total Return Fund	693390700	0.000	4/30/2020	N/A	0.00	0.00	189.05	189.05
PGIM Total Return Bond	74440B884	0.000	4/30/2020	N/A	0.00	0.00	250.74	250.74
Vanguard Short Term	922031836	0.000	4/30/2020	N/A	0.00	0.00	70.98	70.98
Doubeline Core Fix Income	258620301	0.000	5/1/2020	N/A	0.00	0.00	244.38	244.38
Pimco Total Return Fund	693390700	0.000	5/31/2020	N/A	0.00	0.00	194.15	194.15
PGIM Total Return Bond	74440B884	0.000	5/31/2020	N/A	0.00	0.00	268.24	268.24
Vanguard Short Term	922031836	0.000	5/31/2020	N/A	0.00	0.00	75.27	75.27
Doubeline Core Fix Income	258620301	0.000	6/1/2020	N/A	0.00	0.00	227.14	227.14
iShares SP500	464287408	0.000	6/19/2020	N/A	0.00	0.00	202.96	202.96
iShares Russell Mid Cap	464287499	0.000	6/19/2020	N/A	0.00	0.00	227.61	227.61
Dodge & Cox Stock Fund	256219106	0.000	6/25/2020	N/A	0.00	0.00	428.74	428.74
Vanguard Growth & Income	921913208	0.000	6/26/2020	N/A	0.00	0.00	1,934.87	1,934.87
Vanguard Real Estate	922908553	0.000	6/30/2020	N/A	0.00	0.00	161.58	161.58
Pimco Total Return Fund	693390700	0.000	6/30/2020	N/A	0.00	0.00	196.99	196.99
PGIM Total Return Bond	74440B884	0.000	6/30/2020	N/A	0.00	0.00	261.52	261.52
Vanguard Short Term	922031836	0.000	6/30/2020	N/A	0.00	0.00	74.01	74.01
<b>Sub Total / Average Dividend</b>					<b>0.00</b>	<b>0.00</b>	<b>5,546.74</b>	<b>5,546.74</b>

#### Sell

Hartford Schroders	41665X859	0.000	4/13/2020	N/A	31.179	414.68	0.00	414.68	
iShares SP500	464287408	0.000	4/13/2020	N/A	7.00	717.91	0.00	717.91	
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	2.00	151.80	0.00	151.80	
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	3.00	227.70	0.00	227.70	
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	6.00	455.41	0.00	455.41	
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	11.00	834.92	0.00	834.92	
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	53.00	4,022.79	0.00	4,022.79	
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	245.00	18,595.90	0.00	18,595.90	
DFA Large Cap	233203868	0.000	4/13/2020	9	N/A	108.689	2,012.92	0.00	2,012.92



Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Undiscovered	904504479	0.000	4/13/2020	N/A	329.929	13,114.68	0.00	13,114.68
Dodge & Cox Stock Fund	256219106	0.000	4/13/2020	N/A	145.862	21,168.95	0.00	21,168.95
Dodge & Cox International	256206103	0.000	4/13/2020	N/A	37.297	1,160.31	0.00	1,160.31
MFS International	552746356	0.000	4/13/2020	N/A	4.716	145.91	0.00	145.91
Victory RS	92647Q363	0.000	4/13/2020	N/A	186.855	12,104.47	0.00	12,104.47
iShares Russell Mid Cap	464287499	0.000	4/13/2020	N/A	7.00	322.10	0.00	322.10
iShares Russell Mid Cap	464287499	0.000	4/13/2020	N/A	38.00	1,748.52	0.00	1,748.52
Vanguard Growth & Income	921913208	0.000	5/4/2020	N/A	17.584	1,312.47	0.00	1,312.47
Vanguard Real Estate	922908553	0.000	5/4/2020	N/A	35.00	2,539.43	0.00	2,539.43
Vanguard Real Estate	922908553	0.000	5/4/2020	N/A	163.00	11,826.48	0.00	11,826.48
MFS International	552746356	0.000	5/4/2020	N/A	15.985	508.48	0.00	508.48
Price T Rowe Growth	741479406	0.000	5/4/2020	N/A	28.39	1,992.41	0.00	1,992.41
Victory RS	92647Q363	0.000	5/4/2020	N/A	23.318	1,641.12	0.00	1,641.12
Harbor Capital Appreciation	411512528	0.000	5/4/2020	N/A	39.584	2,998.88	0.00	2,998.88
iShares Russell Mid Cap	464287499	0.000	5/4/2020	N/A	11.00	521.79	0.00	521.79
Hartford Schroders	41665X859	0.000	6/15/2020	N/A	117.093	1,743.51	0.00	1,743.51
Vanguard Real Estate	922908553	0.000	6/15/2020	N/A	6.00	487.21	0.00	487.21
DFA Large Cap	233203868	0.000	6/15/2020	N/A	32.04	664.83	0.00	664.83
Undiscovered	904504479	0.000	6/15/2020	N/A	18.401	842.40	0.00	842.40
Dodge & Cox International	256206103	0.000	6/15/2020	N/A	26.914	953.56	0.00	953.56
Price T Rowe Growth	741479406	0.000	6/15/2020	N/A	14.957	1,166.05	0.00	1,166.05
Victory RS	92647Q363	0.000	6/15/2020	N/A	22.935	1,860.95	0.00	1,860.95
Harbor Capital Appreciation	411512528	0.000	6/15/2020	N/A	26.002	2,226.29	0.00	2,226.29
iShares Russell Mid Cap	464287499	0.000	6/15/2020	N/A	3.00	159.92	0.00	159.92
iShares Russell Mid Cap	464287499	0.000	6/15/2020	N/A	14.00	746.29	0.00	746.29
iShares Russell Mid Cap	464287499	0.000	6/15/2020	N/A	15.00	799.60	0.00	799.60
<b>Sub Total / Average Sell</b>					<b>1,846.73</b>	<b>112,190.64</b>	<b>0.00</b>	<b>112,190.64</b>

Mesa Water District  
Transactions Summary  
Quarterly Treasurer's Status Report - Investment Activity  
Group By: Action  
Portfolio / Report Group: PARS Pension Trust  
Begin Date: 03/31/2020, End Date: 06/30/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
<b>Buy</b>								
Vanguard Growth & Income	921913208	0.000	4/13/2020	N/A	3,406.769	246,105.01	0.00	246,105.01
Columbia Contrarian Fund	19766M709	0.000	4/13/2020	N/A	2,861.642	68,793.88	0.00	68,793.88
Pimco Total Return Fund	693390700	0.000	4/13/2020	N/A	4,992.183	52,817.30	0.00	52,817.30
PGIM Total Return Bond	74440B884	0.000	4/13/2020	N/A	3,741.194	53,124.95	0.00	53,124.95
Price T Rowe Growth	741479406	0.000	4/13/2020	N/A	957.308	63,335.48	0.00	63,335.48
Vanguard Short Term	922031836	0.000	4/13/2020	N/A	2,813.406	29,962.77	0.00	29,962.77
Doubeline Core Fix Income	258620301	0.000	4/13/2020	N/A	7,177.095	77,010.23	0.00	77,010.23
Harbor Capital Appreciation	411512528	0.000	4/13/2020	N/A	1,010.105	71,252.80	0.00	71,252.80
Hartford Schroders	41665X859	0.000	5/4/2020	N/A	100.132	1,339.77	0.00	1,339.77
iShares SP500	464287408	0.000	5/4/2020	N/A	45.00	4,611.31	0.00	4,611.31
DFA Large Cap	233203868	0.000	5/4/2020	N/A	67.103	1,254.15	0.00	1,254.15
Undiscovered	904504479	0.000	5/4/2020	N/A	301.785	12,065.35	0.00	12,065.35
Dodge & Cox Stock Fund	256219106	0.000	5/4/2020	N/A	46.656	6,915.28	0.00	6,915.28
Columbia Contrarian Fund	19766M709	0.000	5/4/2020	N/A	5,678.736	140,889.43	0.00	140,889.43
Pimco Total Return Fund	693390700	0.000	5/4/2020	N/A	226.677	2,414.11	0.00	2,414.11
PGIM Total Return Bond	74440B884	0.000	5/4/2020	N/A	130.304	1,854.23	0.00	1,854.23
iShares SP500	464287408	0.000	6/15/2020	N/A	77.00	8,385.17	0.00	8,385.17
Vanguard Growth & Income	921913208	0.000	6/15/2020	N/A	242.42	19,604.68	0.00	19,604.68
Columbia Contrarian Fund	19766M709	0.000	6/15/2020	N/A	693.36	18,505.88	0.00	18,505.88
Pimco Total Return Fund	693390700	0.000	6/15/2020	N/A	4,511.43	48,633.17	0.00	48,633.17
PGIM Total Return Bond	74440B884	0.000	6/15/2020	N/A	2,429.63	35,618.34	0.00	35,618.34
MFS International	552746356	0.000	6/15/2020	N/A	124.07	4,285.42	0.00	4,285.42
Vanguard Short Term	922031836	0.000	6/15/2020	N/A	1,539.65	16,782.16	0.00	16,782.16
Doubeline Core Fix Income	258620301	0.000	6/15/2020	N/A	3,399.47	37,679.36	0.00	37,679.36
<b>Sub Total / Average Buy</b>					<b>46,573.125</b>	<b>1,023,240.23</b>	<b>0.00</b>	<b>1,023,240.23</b>
<b>Dividend</b>								
DFA Large Cap	233203868	0.000	4/1/2020	N/A	0.00	0.00	2,610.74	2,610.74
Doubeline Core Fix Income	258620301	0.000	4/1/2020	N/A	0.00	0.00	2,379.24	2,379.24
Pimco Total Return Fund	693390700	0.000	4/30/2020	N/A	0.00	0.00	1,749.22	1,749.22
PGIM Total Return Bond	74440B884	0.000	4/30/2020	N/A	0.00	0.00	2,319.68	2,319.68
Vanguard Short Term	922031836	0.000	4/30/2020	N/A	0.00	0.00	656.98	656.98

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Doubeline Core Fix Income	258620301	0.000	5/1/2020	N/A	0.00	0.00	2,263.54	2,263.54
Pimco Total Return Fund	693390700	0.000	5/31/2020	N/A	0.00	0.00	1,791.07	1,791.07
PGIM Total Return Bond	74440B884	0.000	5/31/2020	N/A	0.00	0.00	2,474.41	2,474.41
Vanguard Short Term	922031836	0.000	5/31/2020	N/A	0.00	0.00	694.04	694.04
Doubeline Core Fix Income	258620301	0.000	6/1/2020	N/A	0.00	0.00	2,094.59	2,094.59
iShares SP500	464287408	0.000	6/19/2020	N/A	0.00	0.00	1,871.29	1,871.29
iShares Russell Mid Cap	464287499	0.000	6/19/2020	N/A	0.00	0.00	2,097.77	2,097.77
Dodge & Cox Stock Fund	256219106	0.000	6/26/2020	N/A	0.00	0.00	3,936.25	3,936.25
Vanguard Growth & Income	921913208	0.000	6/29/2020	N/A	0.00	0.00	17,764.32	17,764.32
Vanguard Real Estate	922908553	0.000	6/30/2020	N/A	0.00	0.00	1,479.27	1,479.27
Pimco Total Return Fund	693390700	0.000	6/30/2020	N/A	0.00	0.00	1,810.62	1,810.62
PGIM Total Return Bond	74440B884	0.000	6/30/2020	N/A	0.00	0.00	2,402.96	2,402.96
Vanguard Short Term	922031836	0.000	6/30/2020	N/A	0.00	0.00	679.82	679.82
<b>Sub Total / Average Dividend</b>					<b>0.00</b>	<b>0.00</b>	<b>51,075.81</b>	<b>51,075.81</b>

**Sell**

Hartford Schroders	41665X859	0.000	4/13/2020	N/A	332.126	4,417.28	0.00	4,417.28
iShares SP500	464287408	0.000	4/13/2020	N/A	54.00	5,538.26	0.00	5,538.26
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	33.00	2,504.75	0.00	2,504.75
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	33.00	2,504.77	0.00	2,504.77
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	58.00	4,402.29	0.00	4,402.29
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	113.00	8,576.88	0.00	8,576.88
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	175.00	13,282.78	0.00	13,282.78
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	545.00	41,366.38	0.00	41,366.38
Vanguard Real Estate	922908553	0.000	4/13/2020	N/A	1,994.00	151,347.82	0.00	151,347.82
DFA Large Cap	233203868	0.000	4/13/2020	N/A	1,014.942	18,796.73	0.00	18,796.73
Undiscovered	904504479	0.000	4/13/2020	N/A	3,062.049	121,716.45	0.00	121,716.45
Dodge & Cox Stock Fund	256219106	0.000	4/13/2020	N/A	1,227.122	178,092.22	0.00	178,092.22
Dodge & Cox International	256206103	0.000	4/13/2020	N/A	350.346	10,899.26	0.00	10,899.26
MFS International	552746356	0.000	4/13/2020	N/A	49.405	1,528.59	0.00	1,528.59
Victory RS	92647Q363	0.000	4/13/2020	N/A	1,734.475	112,359.29	0.00	112,359.29
iShares Russell Mid Cap	464287499	0.000	4/13/2020	N/A	384.00	17,669.37	0.00	17,669.37
Vanguard Growth & Income	921913208	0.000	5/4/2020	N/A	298.589	22,286.67	0.00	22,286.67
Vanguard Real Estate	922908553	0.000	5/4/2020	N/A	153.00	11,100.93	0.00	11,100.93
Vanguard Real Estate	922908553	0.000	5/4/2020	N/A	1,695.00	122,980.88	0.00	122,980.88
Dodge & Cox International	256206103	0.000	5/4/2020	N/A	38.303	1,205.78	0.00	1,205.78
MFS International	552746356	0.000	5/4/2020	N/A	195.568	6,221.02	0.00	6,221.02
Price T Rowe Growth	741479406	0.000	5/4/2020	N/A	296.286	20,793.35	0.00	20,793.35
Vanguard Short Term	922031836	0.000	5/4/2020	N/A	39.847	427.16	0.00	427.16
Victory RS	92647Q363	0.000	5/4/2020	N/A	238.848	16,810.12	0.00	16,810.12

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Doubeline Core Fix Income	258620301	0.000	5/4/2020	N/A	43.735	472.78	0.00	472.78
Harbor Capital Appreciation	411512528	0.000	5/4/2020	N/A	397.735	30,132.40	0.00	30,132.40
iShares Russell Mid Cap	464287499	0.000	5/4/2020	N/A	6.00	284.61	0.00	284.61
iShares Russell Mid Cap	464287499	0.000	5/4/2020	N/A	37.00	1,755.11	0.00	1,755.11
iShares Russell Mid Cap	464287499	0.000	5/4/2020	N/A	145.00	6,878.13	0.00	6,878.13
Hartford Schroders	41665X859	0.000	6/15/2020	N/A	1,280.79	19,070.91	0.00	19,070.91
Vanguard Real Estate	922908553	0.000	6/15/2020	N/A	62.00	5,038.35	0.00	5,038.35
DFA Large Cap	233203868	0.000	6/15/2020	N/A	421.50	8,746.16	0.00	8,746.16
Undiscovered	904504479	0.000	6/15/2020	N/A	207.74	9,510.19	0.00	9,510.19
Dodge & Cox Stock Fund	256219106	0.000	6/15/2020	N/A	12.33	2,011.68	0.00	2,011.68
Dodge & Cox International	256206103	0.000	6/15/2020	N/A	294.83	10,445.64	0.00	10,445.64
Price T Rowe Growth	741479406	0.000	6/15/2020	N/A	170.66	13,304.65	0.00	13,304.65
Victory RS	92647Q363	0.000	6/15/2020	N/A	233.44	18,941.08	0.00	18,941.08
Harbor Capital Appreciation	411512528	0.000	6/15/2020	N/A	269.78	23,098.56	0.00	23,098.56
iShares Russell Mid Cap	464287499	0.000	6/15/2020	N/A	342.00	18,240.47	0.00	18,240.47
<b>Sub Total / Average Sell</b>					<b>18,039.446</b>	<b>1,064,759.75</b>	<b>0.00</b>	<b>1,064,759.75</b>

**Mesa Water District**  
**Monthly Treasurer's Status Report on Investments**  
**As of 05/31/2020**



Investments are in compliance with the Investment Policy adopted as Resolution 1506 of the Mesa Water District Board of Directors. The liquidity of investments will meet cash flow needs for the next six months except under unforeseen catastrophic circumstances.

<u>Investments</u>	<u>Maturity Date</u>	<u>Days to Maturity</u>	<u>YTM@Cost</u>	<u>Cost Value</u>	<u>% of Portfolio</u>	<u>Policy % Limit</u>	<u>Market Value</u>
Local Agency Investment Fund (LAIF)	Liquid	1	1.36%	1,073.46	0.00%	No Limit	1,073.46
Orange County Investment Pool (OCIP)	Liquid	1	1.22%	2,792,970.58	8.86%	No Limit	2,792,970.58
Miscellaneous Cash (Petty Cash, Emergency Cash, etc.)	Liquid	1	0.00%	14,000.00	0.04%	N/A	14,000.00
Union Bank Custody Account							
Negotiable Certificate of Deposit	Various	1,036	1.91%	10,052,787.50	32.96%	30.00%	10,385,515.67
US Agency Bonds	Various	1,233	1.36%	7,829,703.63	25.26%	No Limit	7,963,202.55
<b>Sub Total / Average</b>		1,122	1.67%	17,882,491.13			18,348,718.22
Union Bank Accounts	Liquid	1	0.45%	5,862,120.01	18.60%	No Limit	5,862,120.01
Pacific Premier Bank	Liquid	1	0.00%	4,500,626.51	14.28%	No Limit	4,500,626.51
<b>Total / Average</b>		<b>653</b>	<b>1.16%</b>	<b>\$ 31,053,281.69</b>	<b>100.00%</b>		<b>\$ 31,519,508.78</b>

<u>PARS OPEB &amp; Pension Trust</u>	<u>Monthly Rate of Return</u>	<u>Cost Value</u>	<u>Market Value</u>
Public Agency Retirement Services (PARS)			
Capital Appreciation HighMark PLUS Fund			
OPEB	4.16%	1,314,207.06	1,408,000.62
Pension Trust	4.15%	12,437,339.22	12,926,338.42
		<b>\$ 13,751,546.28</b>	<b>\$ 14,334,339.04</b>

**Local Agency Investment Fund (LAIF)**

LAIF includes funds designated for allocation of working capital cash to reserves, working capital cash and advances for construction. LAIF market value on Monthly Treasurer's Status Report on Investments for months between quarters is the dollar amount invested times the fair market value Fair Value factor of prior quarter end. The general ledger LAIF carrying value reflects market value (unrealized gains and losses) only at fiscal year end. LAIF provides the Fair Value factor as of March 31, June 30, September 30 and December 31 each year. LAIF market value on this report is based on the March 2020 Fair Value Factor of 1.007481015.

**Orange County Treasurer's Investment Pool (OCIP)**

The MY 2019 net asset value factor is estimated at 1.00, and the interest rate is the Monthly Net Yield.

**Weighted Average Return**

Mesa Water® Funds | 1.16%  
 Benchmark: 3 Month Treasury Bill - May 2020 | 0.13 %

**Weighted Average Maturity**

Years | 1.8  
 Days to Maturity | 653

**PARS OPEB & Pension Trust Benchmark - S & P 500 Index**

1 Month | 4.53 %

Mesa Water District  
Transactions Summary  
Monthly Treasurer's Status Report - Investment Activity  
Group By: Action  
Portfolio / Report Group: Report Group | Treasurer's Report  
Begin Date: 04/30/2020, End Date: 05/31/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
<b>Buy</b>								
FHLMC 0.85 4/29/2025-21	3134GVPK8	0.753	5/1/2020	4/29/2025	500,000.00	502,375.00	23.61	502,398.61
Jonesboro State Bank LA 1.25 5/6/2025	48040PGP4	1.250	5/6/2020	5/6/2025	249,000.00	249,000.00	0.00	249,000.00
Apex Bank TN 0.95 5/8/2025	03753XBK5	0.950	5/8/2020	5/8/2025	249,000.00	249,000.00	0.00	249,000.00
FHLMC 0.7 5/13/2025-21	3134GVSY5	0.635	5/13/2020	5/13/2025	500,000.00	501,600.00	0.00	501,600.00
FHLMC 0.5 5/20/2024-22	3134GVXR4	0.409	5/21/2020	5/20/2024	500,000.00	501,793.25	6.94	501,800.19
Bridgewater Bank MN 0.9 5/22/2025-20	108622JU6	0.900	5/22/2020	5/22/2025	249,000.00	249,000.00	0.00	249,000.00
FHLMC 0.5 8/28/2023-21	3134GVXS2	0.407	5/28/2020	8/28/2023	249,000.00	249,745.88	0.00	249,745.88
<b>Sub Total / Average Buy</b>					<b>2,496,000.00</b>	<b>2,502,514.13</b>	<b>30.55</b>	<b>2,502,544.68</b>
<b>Called</b>								
FNMA 1.625 8/10/2021-16	3136G3N76	0.000	5/10/2020	8/10/2021	1,000,000.00	1,000,000.00	4,062.50	1,004,062.50
FHLMC 1.65 11/22/2021-17	3134GAUB8	0.000	5/22/2020	11/22/2021	975,000.00	975,000.00	0.00	975,000.00
FHLB 1.68 8/25/2021-16	3134G93Q8	0.000	5/25/2020	8/25/2021	1,000,000.00	1,000,000.00	4,200.00	1,004,200.00
<b>Sub Total / Average Called</b>					<b>2,975,000.00</b>	<b>2,975,000.00</b>	<b>8,262.50</b>	<b>2,983,262.50</b>
<b>Matured</b>								
Washington TR County 1.45 5/18/2020	940637HX2	0.000	5/18/2020	5/18/2020	247,000.00	247,000.00	0.00	247,000.00
<b>Sub Total / Average Matured</b>					<b>247,000.00</b>	<b>247,000.00</b>	<b>0.00</b>	<b>247,000.00</b>

Mesa Water District  
Date To Date  
Monthly Interest | Received  
Report Format: By Transaction  
Group By: Asset Category  
Portfolio / Report Group: Report Group | Treasurer's Report  
Begin Date: 4/30/2020, End Date: 5/31/2020

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
<b>LAIF   LGIP</b>							
	LGIP0012	6/30/2010	N/A	N/A	1,073.46	0.00	0.00
<b>Sub Total/Average</b>					<b>1,073.46</b>	<b>0.00</b>	<b>0.00</b>
<b>Orange County Investment Pool LGIP</b>							
	LGIP9LC	9/30/2011	N/A	N/A	2,792,970.58	10,729.14	0.00
<b>Sub Total/Average</b>					<b>2,792,970.58</b>	<b>10,729.14</b>	<b>0.00</b>
<b>Miscellaneous Cash ( Petty, Emergency )</b>							
	CASH	6/30/2015	N/A	N/A	14,000.00	0.00	0.00
<b>Sub Total/Average</b>					<b>14,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Union Bank - Negotiable CD</b>							
BMW Bank UT 2.1 6/26/2020	05580ACB8	6/29/2015	6/26/2020	2.100	247,000.00	0.00	0.00
Everbank FL 2 7/14/2020	29976DZD5	7/14/2015	7/14/2020	2.000	247,000.00	0.00	0.00
Investors Bank NJ 2 8/25/2020	46176PEJ0	8/26/2015	8/25/2020	2.000	247,000.00	0.00	0.00
First Technology CU CA 1.75 6/30/2021	33715LAD2	6/30/2016	6/30/2021	1.750	247,000.00	0.00	0.00
Wells Fargo SD 1.6 8/3/2021	9497486Z5	8/3/2016	8/3/2021	1.600	247,000.00	324.82	0.00
Privatebank and Trust IL 1.5 8/30/2021	74267GVM6	8/29/2016	8/30/2021	1.500	247,000.00	0.00	0.00
Mercantil Commerce Bank FL 1.65 9/28/2021	58733ADJ5	9/28/2016	9/28/2021	1.650	247,000.00	0.00	0.00
HSBC Bank VA 1.5 12/21/2020-19	40434YCS4	10/27/2016	12/21/2020	1.500	140,000.00	0.00	0.00
HSBC Bank VA 1.5 12/21/2020-19	40434YCS4	10/27/2016	12/21/2020	1.500	57,000.00	0.00	0.00
Countryside Federal CU NY 1.65 10/28/2021	22239MAL2	10/28/2016	10/28/2021	1.650	247,000.00	334.97	0.00
Beneficial Mutual Savings PA 1.55 11/16/2021	08173QBU9	11/16/2016	11/16/2021	1.550	247,000.00	1,909.01	0.00
Washington TR County 1.45 5/18/2020	940637HX2	11/18/2016	5/18/2020	1.450	0.00	1,785.84	0.00
Bank of Baroda 1.85 11/23/2021	06062QXG4	11/23/2016	11/23/2021	1.850	247,000.00	2,278.49	0.00
Business Bank MO 2 1/20/2022	12325EHH8	1/20/2017	1/20/2022	2.000	247,000.00	406.03	0.00
First National Bank MI 2 1/20/2022	32110YJT3	1/20/2017	1/20/2022	2.000	201,000.00	330.41	0.00
Franklin Synergy Bank TN 2 1/31/2022	35471TCV2	1/31/2017	1/31/2022	2.000	247,000.00	419.56	0.00
Synchrony Bank UT 2.3 2/24/2022	87165FPA6	2/24/2017	2/24/2022	2.300	247,000.00	0.00	0.00
Capital One Bank VA 2.3 3/1/2022	140420Y53	3/1/2017	3/1/2022	2.300	247,000.00	0.00	0.00
State Bank India NY 2.35 3/14/2022	8562846V1	3/14/2017	3 3/14/2022	2.350	247,000.00	0.00	0.00

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
Amercian Express 2.45 4/5/2022	02587DN38	4/5/2017	4/5/2022	2.450	247,000.00	0.00	0.00
Goldman Sachs NY 3.3 1/16/2024	38148P4E4	1/16/2019	1/16/2024	3.300	245,000.00	0.00	0.00
Merrick Bank UT 3 7/31/2023	59013J6G9	1/30/2019	7/31/2023	3.000	249,000.00	613.97	0.00
Morgan Stanley UT 3.05 1/31/2024	61690UDV9	1/31/2019	1/31/2024	3.050	246,000.00	0.00	0.00
Morgan Stanley NY 3.05 1/31/2024	61760AVF3	1/31/2019	1/31/2024	3.050	246,000.00	0.00	0.00
Capital One VA 2.65 5/22/2024	14042RLP4	5/22/2019	5/22/2024	2.650	246,000.00	3,250.57	0.00
Eaglebank MD 2.5 5/24/2024	27002YEN2	5/24/2019	5/24/2024	2.500	249,000.00	511.64	0.00
JPMorgan Chase OH 2.1 8/31/2024-20	48128H6D5	8/30/2019	8/31/2024	2.100	247,000.00	0.00	0.00
Sallie Mae Bank UT 1.9 10/16/2024	7954504P7	10/17/2019	10/16/2024	1.900	247,000.00	0.00	0.00
Celtic Bank UT 1.65 10/23/2024	15118RSV0	10/23/2019	10/23/2024	1.650	249,000.00	337.68	0.00
Ally Bank UT 1.85 10/24/2022	02007GML4	10/24/2019	10/24/2022	1.850	247,000.00	0.00	0.00
Enterprise Bank & Trust 1.75 11/8/2023	29367SJR6	11/8/2019	11/8/2023	1.750	249,000.00	358.15	0.00
Raymond James Bank 1.75 11/8/2023	75472RAH4	11/8/2019	11/8/2023	1.750	247,000.00	2,155.33	0.00
Third Federal Savings 1.75 11/13/2023	88413QCJ5	11/12/2019	11/13/2023	1.750	247,000.00	2,155.33	0.00
Garnett State Bank 1.7 11/19/2024	366526AW1	11/19/2019	11/19/2024	1.700	249,000.00	347.92	0.00
Citizens State Bank 1.7 11/22/2024	176688CR8	11/22/2019	11/22/2024	1.700	249,000.00	347.92	0.00
Marlin Business Bank UT 1.7 12/4/2023	57116ATG3	12/2/2019	12/4/2023	1.700	249,000.00	347.92	0.00
Anchor D Bank OK 1.15 4/29/2025-20	033034AN9	4/29/2020	4/29/2025	1.150	249,000.00	235.36	0.00
Enerbank UT 1.15 4/29/2024	29278TNY2	4/29/2020	4/29/2024	1.150	249,000.00	235.36	0.00
First Freedom Bank 1.1 4/30/2024	32027BAM9	4/30/2020	4/30/2024	1.100	249,000.00	225.12	0.00
Flagstar Bank MI 1.25 4/30/2025	33847E3A3	4/30/2020	4/30/2025	1.250	248,000.00	0.00	0.00
Jonesboro State Bank LA 1.25 5/6/2025	48040PGP4	5/6/2020	5/6/2025	1.250	249,000.00	0.00	0.00
Apex Bank TN 0.95 5/8/2025	03753XBK5	5/8/2020	5/8/2025	0.950	249,000.00	0.00	0.00
Bridgewater Bank MN 0.9 5/22/2025-20	108622JU6	5/22/2020	5/22/2025	0.900	249,000.00	0.00	0.00
<b>Sub Total/Average</b>					<b>10,053,000.00</b>	<b>18,911.40</b>	<b>0.00</b>

**Union Bank - US Agency**

FNMA 1.625 8/10/2021-16	3136G3N76	8/10/2016	8/10/2021	1.625	0.00	0.00	4,062.50
FHLB 1.68 8/25/2021-16	3134G93Q8	8/25/2016	8/25/2021	1.680	0.00	0.00	4,200.00
FHLB 2 11/10/2021-18	3130A9S44	11/10/2016	11/10/2021	2.000	750,000.00	7,500.00	0.00
FHLMC 1.65 11/22/2021-17	3134GAUB8	11/22/2016	11/22/2021	1.650	0.00	8,043.75	0.00
FHLB 3 12/9/2022	3130AFE78	1/9/2019	12/9/2022	3.000	1,000,000.00	0.00	0.00
FAMC 3.05 9/19/2023	3132X06C0	1/9/2019	9/19/2023	3.050	500,000.00	0.00	0.00
FFCB 2.125 6/5/2023	3133EKPT7	11/8/2019	6/5/2023	2.125	500,000.00	0.00	0.00
FNMA 1.375 9/6/2022	3135G0W33	11/8/2019	9/6/2022	1.375	500,000.00	0.00	0.00
FAMC 2.15 6/5/2024	31422BGA2	11/8/2019	6/5/2024	2.150	500,000.00	0.00	0.00
FNMA 1.875 4/5/2022	3135G0T45	3/23/2020	4/5/2022	1.875	500,000.00	0.00	0.00
FFCB 1.3 3/24/2025-21	3130AJF95	3/24/2020	3/24/2025	1.300	750,000.00	0.00	0.00
Baycoast Bank MA 0.9 3/31/2025	072727BG4	3/31/2020	3/31/2025	0.900	248,000.00	0.00	0.00
FFCB 0.8 4/22/2024-21	3133ELXC3	4/22/2020	4/22/2024	0.800	750,000.00	0.00	0.00



Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
FHLMC 0.85 4/29/2025-21	3134GVPK8	5/1/2020	4/29/2025	0.850	500,000.00	0.00	0.00
FHLMC 0.7 5/13/2025-21	3134GVSY5	5/13/2020	5/13/2025	0.700	500,000.00	0.00	0.00
FHLMC 0.5 5/20/2024-22	3134GVXR4	5/21/2020	5/20/2024	0.500	500,000.00	0.00	0.00
FHLMC 0.5 8/28/2023-21	3134GVXS2	5/28/2020	8/28/2023	0.500	249,000.00	0.00	0.00
<b>Sub Total/Average</b>					<b>7,747,000.00</b>	<b>15,543.75</b>	<b>8,262.50</b>
<b>Union Bank MM</b>							
	MM2110	11/30/2013	N/A	N/A	5,862,120.01	0.00	0.00
<b>Sub Total/Average</b>					<b>5,862,120.01</b>	<b>0.00</b>	<b>0.00</b>
<b>Pacific Premier Bank   Checking MM</b>							
	MM0831	5/28/2020	N/A	N/A	4,500,626.51	0.00	0.00
<b>Sub Total/Average</b>					<b>4,500,626.51</b>	<b>0.00</b>	<b>0.00</b>
<b>Total / Average</b>					<b>30,970,790.56</b>	<b>45,184.29</b>	<b>8,262.50</b>

Mesa Water District  
Portfolio Holdings  
Investment Report | PARS Trust  
Report Format: By CUSIP / Ticker  
Group By: Portfolio Name  
Average By: Market Value  
Portfolio / Report Group: PARS OPEB Trust  
As of 5/31/2020

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
<b>PARS OPEB Trust</b>					
US Bank PARS - OPEB Trust MM	MM4900	Money Market	65,349.39	65,349.39	65,349.39
MFS International	552746356	Mutual Fund	1,162.95	33,364.90	39,307.51
Dodge & Cox International	256206103	Mutual Fund	1,170.99	44,058.83	39,637.63
Hartford Schroders	41665X859	Mutual Fund	5,062.22	75,545.40	72,086.03
Doubline Core Fix Income	258620301	Mutual Fund	8,606.28	93,995.55	94,496.86
Pimco Total Return Fund	693390700	Mutual Fund	8,753.53	90,881.71	94,012.95
DFA Large Cap	233203868	Mutual Fund	3,128.02	64,345.88	63,310.77
Vanguard Short Term	922031836	Mutual Fund	3,269.04	34,367.73	35,468.85
PGIM Total Return Bond	74440B884	Mutual Fund	6,548.70	95,489.53	95,020.99
Undiscovered	904504479	Mutual Fund	960.12	57,892.66	41,324.12
Dodge & Cox Stock Fund	256219106	Mutual Fund	541.64	93,481.73	85,883.25
iShares SP500	464287408	Mutual Fund	323.00	40,610.68	35,507.39
Price T Rowe Growth	741479406	Mutual Fund	815.84	50,248.30	62,844.40
Vanguard Real Estate	922908553	Mutual Fund	219.00	18,628.96	16,957.17
Harbor Capital Appreciation	411512528	Mutual Fund	760.16	51,633.73	63,671.25
iShares Russell Mid Cap	464287499	Mutual Fund	1,394.00	19,862.59	73,742.60
Vanguard Growth & Income	921913208	Mutual Fund	3,327.98	237,409.92	266,938.31
Victory RS	92647Q363	Mutual Fund	559.63	43,093.71	45,123.51
Columbia Contrarian Fund	19766M709	Mutual Fund	4,393.94	103,945.86	117,317.64
<b>Sub Total / Average PARS OPEB Trust</b>			<b>116,346.43</b>	<b>1,314,207.06</b>	<b>1,408,000.62</b>
<b>Total / Average</b>			<b>116,346.43</b>	<b>1,314,207.06</b>	<b>1,408,000.62</b>

Mesa Water District  
Portfolio Holdings  
Investment Report | PARS Trust  
Report Format: By CUSIP / Ticker  
Group By: Portfolio Name  
Average By: Market Value  
Portfolio / Report Group: PARS Pension Trust  
As of 5/31/2020

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
<b>PARS Pension Trust</b>					
US Bank PARS - Pension Trust MM	MM4901	Money Market	550,851.32	550,851.32	550,851.32
MFS International	552746356	Mutual Fund	10,724.30	355,784.92	362,481.53
Dodge & Cox International	256206103	Mutual Fund	10,798.26	453,894.54	365,521.35
Hartford Schroders	41665X859	Mutual Fund	46,681.11	703,905.19	664,739.16
Doubline Core Fix Income	258620301	Mutual Fund	79,364.04	864,793.12	871,416.95
Pimco Total Return Fund	693390700	Mutual Fund	80,555.44	828,491.86	865,165.42
DFA Large Cap	233203868	Mutual Fund	28,844.98	600,259.62	583,822.37
Vanguard Short Term	922031836	Mutual Fund	30,081.88	315,244.82	326,388.15
PGIM Total Return Bond	74440B884	Mutual Fund	60,218.96	874,174.07	873,777.40
Undiscovered	904504479	Mutual Fund	8,853.62	546,802.33	381,059.43
Dodge & Cox Stock Fund	256219106	Mutual Fund	4,994.93	930,464.87	791,994.67
iShares SP500	464287408	Mutual Fund	2,978.00	378,707.52	327,371.54
Price T Rowe Growth	741479406	Mutual Fund	7,523.44	497,928.12	579,531.39
Vanguard Real Estate	922908553	Mutual Fund	2,012.00	164,161.94	155,789.16
Harbor Capital Appreciation	411512528	Mutual Fund	7,009.98	505,413.53	587,156.15
iShares Russell Mid Cap	464287499	Mutual Fund	12,848.00	92,345.62	679,659.20
Vanguard Growth & Income	921913208	Mutual Fund	30,689.70	2,341,012.30	2,461,620.77
Victory RS	92647Q363	Mutual Fund	5,160.78	396,781.20	416,114.86
Columbia Contrarian Fund	19766M709	Mutual Fund	40,519.77	1,036,322.33	1,081,877.60
<b>Sub Total / Average PARS Pension Trust</b>			<b>1,020,710.51</b>	<b>12,437,339.22</b>	<b>12,926,338.42</b>
<b>Total / Average</b>			<b>1,020,710.51</b>	<b>12,437,339.22</b>	<b>12,926,338.42</b>

Mesa Water District  
Transactions Summary  
PARS Monthly Treasurer's Status Report - Investment Activity  
Group By: Action  
Portfolio / Report Group: PARS OPEB Trust  
Begin Date: 04/30/2020, End Date: 05/31/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
<b>Buy</b>								
Hartford Schroders	41665X859	0.000	5/4/2020	N/A	33.253	444.92	0.00	444.92
iShares SP500	464287408	0.000	5/4/2020	N/A	7.00	717.32	0.00	717.32
DFA Large Cap	233203868	0.000	5/4/2020	N/A	21.091	394.19	0.00	394.19
Undiscovered	904504479	0.000	5/4/2020	N/A	36.862	1,473.76	0.00	1,473.76
Dodge & Cox Stock Fund	256219106	0.000	5/4/2020	N/A	7.421	1,099.97	0.00	1,099.97
Columbia Contrarian Fund	19766M709	0.000	5/4/2020	N/A	632.41	15,690.08	0.00	15,690.08
Pimco Total Return Fund	693390700	0.000	5/4/2020	N/A	45.284	482.27	0.00	482.27
Dodge & Cox International	256206103	0.000	5/4/2020	N/A	1.042	32.81	0.00	32.81
PGIM Total Return Bond	74440B884	0.000	5/4/2020	N/A	25.237	359.12	0.00	359.12
Vanguard Short Term	922031836	0.000	5/4/2020	N/A	3.437	36.84	0.00	36.84
Doubeline Core Fix Income	258620301	0.000	5/4/2020	N/A	33.278	359.73	0.00	359.73
Pimco Total Return Fund	693390700	0.000	5/31/2020	N/A	18.077	194.15	0.00	194.15
PGIM Total Return Bond	74440B884	0.000	5/31/2020	N/A	18.487	268.24	0.00	268.24
Vanguard Short Term	922031836	0.000	5/31/2020	N/A	6.937	75.27	0.00	75.27
<b>Sub Total / Average Buy</b>					<b>889.816</b>	<b>21,628.67</b>	<b>0.00</b>	<b>21,628.67</b>
<b>Dividend</b>								
Doubeline Core Fix Income	258620301	0.000	5/1/2020	N/A	0.00	0.00	244.38	244.38
Pimco Total Return Fund	693390700	0.000	5/31/2020	N/A	0.00	0.00	194.15	194.15
PGIM Total Return Bond	74440B884	0.000	5/31/2020	N/A	0.00	0.00	268.24	268.24
Vanguard Short Term	922031836	0.000	5/31/2020	N/A	0.00	0.00	75.27	75.27
<b>Sub Total / Average Dividend</b>					<b>0.00</b>	<b>0.00</b>	<b>782.04</b>	<b>782.04</b>
<b>Interest</b>								
US Bank PARS - OPEB Trust MM	MM4900	0.000	5/31/2020	N/A	0.00	0.00	12.11	12.11
<b>Sub Total / Average Interest</b>					<b>0.00</b>	<b>0.00</b>	<b>12.11</b>	<b>12.11</b>
<b>Sell</b>								
Vanguard Growth & Income	921913208	0.000	5/4/2020	N/A	17.584	1,312.47	0.00	1,312.47
Vanguard Real Estate	922908553	0.000	5/4/2020	N/A	35.00	2,539.43	0.00	2,539.43
Vanguard Real Estate	922908553	0.000	5/4/2020	N/A	163.00	11,826.48	0.00	11,826.48
MFS International	552746356	0.000	5/4/2020	N/A	15.985	508.48	0.00	508.48
Price T Rowe Growth	741479406	0.000	5/4/2020	8	28.39	1,992.41	0.00	1,992.41

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Victory RS	92647Q363	0.000	5/4/2020	N/A	23.318	1,641.12	0.00	1,641.12
Harbor Capital Appreciation	411512528	0.000	5/4/2020	N/A	39.584	2,998.88	0.00	2,998.88
iShares Russell Mid Cap	464287499	0.000	5/4/2020	N/A	11.00	521.79	0.00	521.79
<b>Sub Total / Average Sell</b>					<b>333.861</b>	<b>23,341.06</b>	<b>0.00</b>	<b>23,341.06</b>

Mesa Water District  
Transactions Summary  
PARS Monthly Treasurer's Status Report - Investment Activity  
Group By: Action  
Portfolio / Report Group: PARS Pension Trust  
Begin Date: 04/30/2020, End Date: 05/31/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
<b>Buy</b>								
Hartford Schroders	41665X859	0.000	5/4/2020	N/A	100.132	1,339.77	0.00	1,339.77
iShares SP500	464287408	0.000	5/4/2020	N/A	45.00	4,611.31	0.00	4,611.31
DFA Large Cap	233203868	0.000	5/4/2020	N/A	67.103	1,254.15	0.00	1,254.15
Undiscovered	904504479	0.000	5/4/2020	N/A	301.785	12,065.35	0.00	12,065.35
Dodge & Cox Stock Fund	256219106	0.000	5/4/2020	N/A	46.656	6,915.28	0.00	6,915.28
Columbia Contrarian Fund	19766M709	0.000	5/4/2020	N/A	5,678.736	140,889.43	0.00	140,889.43
Pimco Total Return Fund	693390700	0.000	5/4/2020	N/A	226.677	2,414.11	0.00	2,414.11
PGIM Total Return Bond	74440B884	0.000	5/4/2020	N/A	130.304	1,854.23	0.00	1,854.23
<b>Sub Total / Average Buy</b>					<b>6,596.393</b>	<b>171,343.63</b>	<b>0.00</b>	<b>171,343.63</b>
<b>Dividend</b>								
Doubline Core Fix Income	258620301	0.000	5/1/2020	N/A	0.00	0.00	2,263.54	2,263.54
Pimco Total Return Fund	693390700	0.000	5/31/2020	N/A	0.00	0.00	1,791.07	1,791.07
PGIM Total Return Bond	74440B884	0.000	5/31/2020	N/A	0.00	0.00	2,474.41	2,474.41
Vanguard Short Term	922031836	0.000	5/31/2020	N/A	0.00	0.00	694.04	694.04
<b>Sub Total / Average Dividend</b>					<b>0.00</b>	<b>0.00</b>	<b>7,223.06</b>	<b>7,223.06</b>
<b>Interest</b>								
US Bank PARS - Pension Trust MM	MM4901	0.000	5/1/2020	N/A	0.00	0.00	111.06	111.06
<b>Sub Total / Average Interest</b>					<b>0.00</b>	<b>0.00</b>	<b>111.06</b>	<b>111.06</b>
<b>Sell</b>								
Vanguard Growth & Income	921913208	0.000	5/4/2020	N/A	298.589	22,286.67	0.00	22,286.67
Vanguard Real Estate	922908553	0.000	5/4/2020	N/A	153.00	11,100.93	0.00	11,100.93
Vanguard Real Estate	922908553	0.000	5/4/2020	N/A	1,695.00	122,980.88	0.00	122,980.88
Dodge & Cox International	256206103	0.000	5/4/2020	N/A	38.303	1,205.78	0.00	1,205.78
MFS International	552746356	0.000	5/4/2020	N/A	195.568	6,221.02	0.00	6,221.02
Price T Rowe Growth	741479406	0.000	5/4/2020	N/A	296.286	20,793.35	0.00	20,793.35
Vanguard Short Term	922031836	0.000	5/4/2020	N/A	39.847	427.16	0.00	427.16
Victory RS	92647Q363	0.000	5/4/2020	N/A	238.848	16,810.12	0.00	16,810.12
Doubline Core Fix Income	258620301	0.000	5/4/2020	N/A	43.735	472.78	0.00	472.78
Harbor Capital Appreciation	411512528	0.000	5/4/2020	N/A	397.735	30,132.40	0.00	30,132.40
iShares Russell Mid Cap	464287499	0.000	5/4/2020	N/A	6.00	284.61	0.00	284.61

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
iShares Russell Mid Cap	464287499	0.000	5/4/2020	N/A	37.00	1,755.11	0.00	1,755.11
iShares Russell Mid Cap	464287499	0.000	5/4/2020	N/A	145.00	6,878.13	0.00	6,878.13
<b>Sub Total / Average Sell</b>					<b>3,584.911</b>	<b>241,348.94</b>	<b>0.00</b>	<b>241,348.94</b>



## MONTHLY COMMITTEE

### Major Staff Projects

Title	Comments	Status
Human Resource Information System/Payroll System	Human Resource Information System/Payroll System	In Process
Invoice Cloud	Invoice Cloud (New Billing System)	In Process





*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Board of Directors  
FROM: Stacy Taylor, Water Policy Manager  
DATE: July 22, 2020  
SUBJECT: State Advocacy Update

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### RECOMMENDATION

Receive and file the State Advocacy Update.

### STRATEGIC PLAN

Goal #7: Actively participate in regional water issues.

### PRIOR BOARD ACTION/DISCUSSION

This item is provided at the monthly Board of Directors Committee meeting.

### DISCUSSION

An updated State Advocacy report will be provided at the July 22, 2020 meeting.

### FINANCIAL IMPACT

In Fiscal Year 2021, \$175,000 is budgeted for Support Services; \$2,025 has been spent to date.

### ATTACHMENTS

None.



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Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Board of Directors  
FROM: Stacy Taylor, Water Policy Manager  
DATE: July 22, 2020  
SUBJECT: Orange County Update

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### RECOMMENDATION

Receive and file the Orange County Update.

### STRATEGIC PLAN

Goal #7: Actively participate in regional water issues.

### PRIOR BOARD ACTION/DISCUSSION

This item is provided at the monthly Board of Directors Committee meeting.

### DISCUSSION

Mesa Water District's (Mesa Water®) government relations program includes monitoring local and regional political issues and policy-setting authorities (i.e., County of Orange, Orange County Local Agency Formation Commission, etc.). An updated Orange County report will be provided at the July 22, 2020 meeting.

### FINANCIAL IMPACT

In Fiscal Year 2021, \$175,000 is budgeted for Support Services; \$2,025 has been spent to date.

### ATTACHMENTS

None.



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## MEMORANDUM

TO: Board of Directors  
FROM: Celeste Carrillo, Public Affairs Coordinator  
DATE: July 22, 2020  
SUBJECT: Outreach Update

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### RECOMMENDATION

This item is provided for information.

### STRATEGIC PLAN

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

This item is updated for the monthly Board of Directors Committee meeting.

### DISCUSSION

Mesa Water District's (Mesa Water®) outreach program aims to connect Mesa Water with its constituents in order to achieve Goal #4 of the Board of Directors' (Board) Strategic Plan. Outreach activities are also designed to achieve the Strategic Plan goals related to customer service and/or regional water issues involvement by educating and informing the District's constituents about Mesa Water, water issues, and water in general. Mesa Water's constituents include external audiences, such as customers, community members, elected officials, industry colleagues, media, water districts and special districts – as well as internal audiences, such as staff, retirees and Board members.

### Upcoming Fiscal Year 2021 Events

- **Mesa Water Board of Directors Website Q&A Campaign:**

Wednesday, July 1 - Friday, July 31, 2020

[MesaWater.org/NeighborhoodChat](https://www.mesawater.org/NeighborhoodChat)

The benefits of Mesa Water's outreach program include:

- Informing constituents about Southern California's perpetual drought, the historical drought facing California, and the importance of developing local and cost-effective sources of safe, reliable water for Mesa Water's service area and the region at large;
- Educating constituents about the importance of water and water stewardship, in order to sustain Southern California's population, quality of life, business, and economy;



- Educating constituents about Mesa Water’s stewardship of ratepayer funds and financial responsibility to fund, invest in, and save for the current and future provision of safe and reliable water for the District’s service area;
- Informing constituents of the District’s infrastructure improvements to ensure water quality and water reliability for its service area;
- Learning from constituents and evolving as a well-informed Board of Directors;
- Promoting water use efficiency to Mesa Water’s customers and community members to help them save water, money, and the environment;
- Ensuring, for public health and safety reasons, that Mesa Water customers and community members identify the District as their water provider and as the source of information about water in emergency situations;
- Supporting Mesa Water’s service area as an actively involved participant in programs that provide added value and benefits to the community;
- Informing the media of Mesa Water’s activities that benefit the District’s customers and community;
- Empowering Mesa Water’s Board and staff with information that will help them provide the best possible service to the District’s customers and community members; and,
- Strengthening Mesa Water’s industry relations to provide opportunities for improving the District’s business and operations -- including the areas of financial and human resources strength, infrastructure and technological innovation, and setting/supporting policies that have a positive impact on Mesa Water’s service area -- so that the District can continue to provide safe, high-quality, reliable, and affordable water to its customers.

### FINANCIAL IMPACT

In Fiscal Year 2021, \$595,330 is budgeted for the District’s Public Affairs department expenses; \$9,515 has been spent to date.

### ATTACHMENTS

None.



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Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Board of Directors  
FROM: Tracy E. Manning MPA, Water Operations Manager  
DATE: July 22, 2020  
SUBJECT: Operational Area Agreement

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### RECOMMENDATION

Authorize the Board President to sign the 2020 Operational Area Agreement of the County of Orange and Political Subdivisions, and designate the Board President as the primary representative and the Board Vice President as the alternate representative to serve on the Operational Area Signatory Council.

### STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.  
Goal #7: Actively participate in regional water issues.

### PRIOR BOARD ACTION/DISCUSSION

At its November 20, 1995 meeting, Mesa Water District's (Mesa Water®) Board of Directors (Board) authorized the Board President to sign the Operational Area Agreement of the County of Orange and Political Subdivisions Emergency Management System.

### BACKGROUND

The Orange County Operational Area Agreement (Agreement) formally creates and organizes the County of Orange and its political subdivisions as the Orange County Operational Area (Operational Area). The current Agreement was approved by the Orange County Board of Supervisors (County Supervisors) on November 17, 1995. The 1995 Agreement has guided how jurisdictions coordinate emergency planning and response activities. Prior to the 1995 Agreement, the County Supervisors approved a previous agreement relating to emergency operations and planning in the County on July 14, 1981.

In 2017, the Orange County Sheriff's Department Emergency Management Division began a process to revise the Operational Area Agreement to account for changes in emergency operations plans, incorporate advances and new perspectives in the emergency management discipline, and the changing structure of the Orange County Emergency Management Organization (OCEMO). The Operational Area Agreement Revision Working Group met for more than a year to develop an updated document taking into account new programs and paradigms at the local, state and federal levels, as well as lessons learned from more than twenty years of administering the existing framework. Following an extensive review and revision process in 2018 and 2019, the County Supervisors approved the revised Agreement on March 24, 2020. Each individual jurisdiction in the Operational Area must now approve the revised Agreement.

### DISCUSSION

Participation in this Agreement provides benefit to Mesa Water and its ratepayers through a regionally coordinated effort for the prevention, preparedness, response, recovery, and mitigation



efforts for the safety of persons and property from the effects of natural, human-caused or war-caused disasters and emergencies.

Approval of the Agreement will replace the 1995 Agreement with a reorganized and applicable agreement that addresses agency relationships, jurisdictional responsibilities, and legislated mandates before, during, and after major emergencies.

The Agreement creates the Operational Area Signatory Council (the Council) to include the signature parties to this Agreement. As a signatory, Mesa Water must designate annually one primary and one alternate member of its governing body to serve on the Council. Staff suggests designating the Board President and Vice President as primary and alternate to the Council after Board Officers have been determined. It is not the intent of the Agreement that there be regular meetings of the Signatory Council as the Executive Board will represent the interests of the Operational Area in regards to routine matters and day-to-day decision-making.

The Executive Board consists of 16 voting members including nine specific County positions with emergency response roles and seven representatives appointed by their respective agencies, including a representative from Independent Special Districts of Orange County. The Executive Board meets on a quarterly basis, and is responsible for the development, establishment and implementation of the policies of the Agreement.

The new Agreement contains structural and content changes from the 1995 document. Agreement sections are reorganized to make the document simpler to understand and reference, and the document is reformatted to more closely align with the Emergency Management Division's plan document style guide

The major content changes are outlined below:

#### ***New Operational Area Executive Board Members***

Five new Executive Board seats were added to the body to more accurately represent the interests of the Operational Area. The following seats were added:

- The County Executive Officer
- The OC Social Services Agency Director
- The OA Water/Wastewater Mutual Aid Coordinator
- A representative selected jointly from the OC Community College Districts
- The OC Transportation Authority Chief Executive Officer

#### ***Orange County Emergency Management Organization (OCEMO) Update***

Since the 1995 Agreement was approved, OCEMO has transitioned to a simpler model than was outlined in the original document. Several changes were made in the new Agreement to reflect the current operational practices of OCEMO and ensure alignment with the new OCEMO bylaws approved in 2018. The major shift was the removal of the OCEMO Representative Board, which has not been practically in use for a decade or more. The new Agreement also provides clarity on the nature of the administrative support provided to OCEMO by the County of Orange.

#### ***Operational Area Coordinator Staffing***

The 1995 Agreement specifically outlined which agencies are responsible for staffing the Operational Area Coordinator position. At the time of approval, this staffing arrangement aligned



with the staffing of the Director of Emergency Services (DES). Since approval, the County Ordinance that defines staffing for the DES role was updated by OC Board Resolution which created a conflict with the original staffing arrangement. To rectify this conflict and to prevent similar issues in the future, the language in the updated Agreement was streamlined to reference the County Ordinance and Resolution rather than separately defining Operational Area Coordinator staffing.

### ***Addendums***

The 1995 Agreement has three addendums that addressed various issues brought forth during the development of the original document. Addendum One clarifies roles and responsibilities for the Operational Area, the Executive Board and the Operational Area Coordinator. Addendum Two includes documents related to the administration of the Emergency Management Assistance Program grant that no longer exists. Relevant portions of these two addendums have been incorporated into the main body of the new Operational Area Agreement as appropriate. Language referencing specific grant programs was replaced with broader language. The new language also addresses lessons learned related to the financial aspects of mutual aid and disaster recovery. Addendum Three is the Operational Area Mutual Aid Plan. This critical document becomes an attachment to the Unified County of Orange and Operational Area Emergency Operations Plan. This will put the Mutual Aid Plan on a more defined schedule of review and revision.

Staff recommends that the Board authorize the Board President to sign the 2020 Operational Area Agreement, and designate the Board President as the primary representative and the Board Vice President as the alternate representative to serve on the Operational Area Signatory Council.

### **FINANCIAL IMPACT**

None.

### **ATTACHMENTS**

Attachment A: 2020 Orange County Operational Area Agreement  
Attachment B: 1995 Orange County Operational Area Agreement  
Attachment C: Operational Area Flow Chart

Orange County  
Operational Area Agreement



of the County of Orange  
and Political Subdivisions

January 2020



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**Table of Contents**

I. Recitals .....iv

Section One. Operational Area Establishment ..... 1

    1.1 Operational Area Established..... 1

    1.2 Local Authority ..... 1

Section Two. Operational Area Council, Executive Board and Subcommittees..... 2

    2.1 Operational Area Signatory Council ..... 2

    2.2 Operational Area Executive Board..... 3

    2.3 Orange County Emergency Management Organization ..... 5

Section Three. Responsibilities ..... 8

    3.1 Operational Area Jurisdiction Responsibilities..... 8

    3.2 County-Specific Responsibilities..... 9

Section Four. Operational Area Coordinator and Operational Area Manager..... 11

    4.1 Operational Area Coordinator ..... 11

    4.2 Operational Area Manager ..... 11

Section Five. Operational Area Response Systems..... 13

    5.1 Operational Area Emergency Operations Plan ..... 13

    5.2 Operational Area Emergency Operations Center ..... 13

Section Six. Operational Area Finance ..... 14

    6.1 Operational Area Expenses and Revenues ..... 14

Section Seven. Operational Area Agreement Administration ..... 16

    7.1 Existing Agreements..... 16

    7.2 Effective Date ..... 16

    7.3 Withdrawal..... 16

    7.4 Indemnification ..... 16

    7.5 Counterparts ..... 16

    7.6 Interpretation..... 16

    7.7 Ambiguities..... 17

    7.8 Amendment..... 17

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**I. Recitals**

**OPERATIONAL AREA AGREEMENT  
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS**

**THIS AGREEMENT** is entered into this 19<sup>th</sup> day of May, 2020 which date is enumerated for purpose of reference only, by and between the County of Orange, hereinafter referred to as County, and all other Political Subdivisions within Orange County, as defined in Government Code Section 8557 (b) of the California Emergency Services Act, hereinafter referred to as Subdivisions, collectively hereafter referred to as the Parties.

**WITNESSETH:**

**WHEREAS**, it is the intent of the Parties hereto to coordinate prevention, preparedness, response, recovery and mitigation efforts for the safety of persons and property from the effects of natural, human-caused, or war-caused disasters, hereinafter referred to as emergencies, as required by the California Emergency Services Act and the Standardized Emergency Management System (SEMS) Regulations, Title 19 California Code of Regulations Sections 2400 et seq.; and

**WHEREAS**, the purpose of an Operational Area, as defined in Government Code Section 8605 and Title 19 California Code of Regulations Sections 2403 and 2409, is to manage and coordinate information, resources, and priorities among the local governments within the geographic area of the County, and to serve as the coordination and communication link between the local government level and the regional level of the State; and to use multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities; and

**WHEREAS**, this Agreement is intended to provide for the continued management of the Operational Area; cooperative and mutual handling of duties and responsibilities of the Operational Area Lead Agency; coordination of the emergency functions of the Operational Area with all other public agencies, corporations, organizations, and affected private persons within the Operational Area; and the preparation and implementation of plans for the protection of persons and property within the Operational Area in the event of an emergency; and

**WHEREAS**, in accordance with the requirements of California laws and regulations the County previously adopted Orange County Codified Ordinances, section 3-1-5 and Resolutions 81-1104 and 95-870 and intends to adopt an updated resolution for this Agreement to support emergency management planning and coordination of all political subdivisions within the Orange County geographic area as required by State law; and

**WHEREAS**, Orange County Board of Supervisors Resolution 05-144 adopted the National Incident Management System (NIMS) for the Orange County Operational Area which sets many of the same objectives as the Standardized Emergency Management System;

**NOW THEREFORE**, the Parties hereto agree as follows:

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## **Section One. Operational Area Establishment**

### **1.1 Operational Area Established**

The entire geographic area of Orange County constitutes an Operational Area (OA) for the purposes of coordinating the prevention, preparedness, response, recovery and mitigation efforts for the safety of persons and property from the effects of natural, human-caused or war caused disasters, hereinafter referred to as emergencies. All local governments should cooperate in organizing an effective OA, but the OA authority and responsibility is not affected by the non-participation of any local government. The County of Orange shall be the Operational Area Lead Agency as specified in Title 19 California Code of Regulations Section 2409(d).

### **1.2 Local Authority**

In the event of an actual or threatened emergency, each jurisdiction shall retain the authority provided for by law respecting its jurisdiction. No body created by this Agreement can bind Parties to legal or financial obligations.

## **Section Two. Operational Area Council, Executive Board and Subcommittees**

### **2.1 Operational Area Signatory Council**

All political subdivisions within the geographic area of Orange County, California are organized into the OA, regardless of signatory status.<sup>1</sup> The OA Signatory Council, hereinafter referred to as the Council, is hereby created to include the signature Parties to this Agreement. The Parties acknowledge that the Council is not a separate legal entity and that it is not their intention to form a joint powers authority.

#### **2.1.1 Membership**

By approval and execution of this Agreement, all Subdivisions in the County of Orange, including cities, school districts, community college districts, special districts, joint powers authorities, and the County, are members of the Council. Each signature party shall designate annually in writing to the Orange County Sheriff's Department Emergency Management Division, hereinafter referred to as county emergency management, one primary and one alternate representative of its governing body to serve on the Council.

#### **2.1.2 Responsibilities**

It is not the intent of this Agreement that there be regular meetings of the Council. In routine matters and day-to-day decision-making, the OA Executive Board (as described in Section 2.2) will represent the interests of the OA. However, the Council shall have authority over the major policy issues of the OA, as determined by the Executive Board, including adoption of any amendments to this Agreement or adoption of any fees to support OA coordination activities. Council members will receive information regarding major OA policy issues from the Executive Board, when necessary, for consideration at their respective governing body meetings. Furthermore, whenever a majority of the Council determine that an issue should be brought before the Council, it shall be done irrespective of whether the Executive Board has identified it as a major policy issue.

#### **2.1.3 Representatives Meeting**

The representatives of the Council may meet as necessary as determined by the Executive Board or as requested by a majority of the members of the Council. Should it be necessary for the Council to meet, each member of the Council shall be entitled to one vote. The representatives present shall, by majority vote, select a Chair Pro Tem for that meeting from among the representatives present. A majority of all Council member representatives shall constitute a quorum for the transaction of business relating to the OA. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution, or order and to take any other action deemed appropriate to further the

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<sup>1</sup> Title 19 California Code of Regulations Section 2409

## Orange County Operational Area Agreement

objectives of the OA. Voting will be conducted in accordance with Robert's Rules of Order. All meetings will be noticed and conducted in accordance with the Brown Act.

### **2.2 Operational Area Executive Board**

#### **2.2.1 Membership**

The Council shall have an OA Executive Board, hereinafter referred to as the Executive Board, consisting of sixteen voting members. The Executive Board includes representatives from the County Board of Supervisors, public safety agencies and Mutual Aid Coordinators, key County departments, and OA jurisdictions. Individuals will only serve as a voting member in one role for any single meeting and for purposes of determining quorum.

#### *Executive Board Members*

1. The Chair of the Orange County Board of Supervisors
2. The County Executive Officer
3. The OA Law Enforcement Mutual Aid Coordinator, the Orange County Sheriff
4. The OA Fire & Rescue Mutual Aid Coordinator, as selected by the Orange County Fire Chiefs Association
5. The OA Public Works Mutual Aid Coordinator, the Orange County Public Works Director
6. The OA Health Care Mutual Aid Coordinator, the Orange County Health Care Agency Director
7. The OA Water/Wastewater Mutual Aid Coordinator
8. The Orange County Social Services Agency Director
9. A representative selected jointly from the Orange County City Managers Association
10. A representative from the Orange County Chiefs of Police and Sheriff's Association
11. A representative from the Orange County Fire Chiefs Association
12. A representative from the Orange County City Engineers and Public Works Directors Association
13. A representative from Independent Special Districts of Orange County
14. The Orange County Superintendent of Schools, representing Orange County K-12 School Districts
15. A representative selected jointly from Orange County Community College Districts
16. The Orange County Transportation Authority Chief Executive Officer

#### *Terms, Alternates and Voting*

Executive Board members subject to being "selected," which are enumerated above as numbers 4, 9-13 and 15, shall be appointed by their respective agency, jurisdiction or organizations annually and shall serve at the discretion of their organization for one year. Each jurisdiction, agency or organization shall also designate three alternate representatives. Individuals appointed to the Executive Board can be the same or different than those identified in Section 2.1.1 as a



## Orange County Operational Area Agreement

member jurisdiction's Council primary or alternate representative. In no circumstances shall one individual occupy more than one Executive Board position or count as more than one member for purposes of determining quorum.

Each Executive Board member, or alternate in the absence of the voting member for whom he/she is the designated alternate, shall be entitled to one vote. A majority of the Executive Board (9 members) shall constitute a quorum for the transaction of business relating to the OA. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to achieve the objectives of the OA. Voting will be conducted in accordance with Robert's Rules of Order. The OA Executive Board is a Brown Act meeting and is noticed and conducted as such.

### *Operational Area Executive Board Chair and Vice-Chair*

The Chair and Vice Chair shall be elected annually by the Executive Board. In the absence of both the Chair and the Vice Chair, the members of the Executive Board present shall, by majority vote, select one of the members present to act as Chair Pro Tem.

### *Meetings*

The Executive Board shall meet quarterly or as designated by the Executive Board Chair.

### **2.2.2 Responsibilities**

The Executive Board shall have oversight of the actions of the OA Manager (as described in Section 4.2) in the daily operations and administration of the OA. The Executive Board's oversight authority shall include directing the development, establishment, and implementation of the policies of the OA, and keeping the Council informed of its actions. The Executive Board shall determine which major policy issues of the OA require Council approval and shall seek such approval.

### *Policy and Operational Area Emergency Operations Plan*

The Executive Board will establish OA policy, review and approve the OA Emergency Operations Plan (EOP) and Annexes, and maintain these documents as required by SEMS and NIMS.

### *Mutual Aid Plans and Agreements*

The Executive Board shall review proposals of emergency mutual aid plans and agreements and make recommendations on endorsement of such proposals to governing boards of Subdivisions.

### *Laws, Rules, Legislation and Regulation*

The Executive Board shall review and may recommend for action or adoption by Subdivisions, emergency and mutual aid plans, agreements, ordinances, resolutions, and any rules and regulations necessary to implement such plans and agreements. The Executive Board may also

study, review, and make recommendations on State and Federal legislation and policy as appropriate, and on matters referred to the Executive Board in writing by Council members.

*Operational Area Executive Board Emergency Advisory Capacity*

The Executive Board may be convened by the Chair or the OA Coordinator, as described in Section 4.1, to review a potential or actual emergency situation and make and receive appropriate recommendations from the OA Coordinator and Council members to facilitate a coordinated OA response.

**2.2.3 Subcommittees and Working Groups**

The Executive Board may establish standing and ad hoc subcommittees and working groups to complete its work and to ensure communication and coordination between all interested persons or groups. Subcommittees and working groups shall elect a Chairperson and provide appropriate staff support from their participants. The OA Manager shall provide coordination between these subcommittees and the Executive Board only.

**2.3 Orange County Emergency Management Organization**

There is hereby established a standing subcommittee to the Executive Board, the Orange County Emergency Management Organization, hereinafter referred to as OCEMO. OCEMO is a collaboration and coordination body tasked with developing the plans, procedures, and associated documents necessary for a robust Operational Area emergency management program. The County and all Subdivisions shall be expected to participate in OCEMO, to the maximum extent possible, with the understanding that the cooperative maintenance of the OA EOP, policies and procedures, training and exercises is necessary to ensure that the OA EOP, policies, procedures, training and exercises meet the emergency needs of the Subdivisions, County, and OA.

**2.3.1 Membership**

The entire OCEMO body ("Members at Large") consists of three groups of representatives involved in some capacity of an emergency management function, as defined below and in the OCEMO Bylaws.

*Signatory Members*

Staff members with primary emergency management responsibilities from signatory agencies to this agreement are considered Signatory Members. Each signatory jurisdiction shall identify a primary and secondary representative who shall have the right to vote on behalf of the jurisdiction. To ensure compliance with the Brown Act, no more than eight OCEMO members who are also voting members of the OA Executive Board shall be present at any OCEMO meeting.

## Orange County Operational Area Agreement

### *Collaborative Members*

Representatives of other government, non-profit, or private agencies that are not signatories to this agreement and are not currently represented by a Signatory or Collaborative Member, but are considered to have a significant role in OA planning, response and recovery processes are considered Collaborative Members. Collaborative members must be approved by Signatory Members and have limited voting rights as outlined in the OCCEMO Bylaws.

### *Associate Members*

Other representatives of organizations interested in participating in OCCEMO activities, and who may provide input into the OA EOP, annexes, and supporting Standard Operating Procedures (SOPs) are considered Associate Members. Associate members have no voting rights.

### **2.3.2 Responsibilities**

As a subcommittee to the Executive Board, the responsibilities of OCCEMO are to meet the following objectives as they relate to disaster and emergency prevention, preparedness, response, recovery and mitigation within the OA:

#### *Operational Area Plans, Annexes, and Standard Operating Procedures*

- Participate in revisions and updates of the OA EOP and associated Annexes and SOPs developed and maintained by county emergency management staff as described in Section 3.2. Once completed, plans and the associated Annexes reviewed by OCCEMO shall be forwarded to the OA Executive Board for approval.

#### *Training and Exercises*

- Coordinate training and exercises for the OA, to include after action discussions, lessons learned and professional development.

#### *Public Education and Outreach*

- Coordinate the development of public education and whole community emergency preparedness programs.

#### *Legislation*

- Review and report on legislation impacting emergency plans and programs, and propose concepts for new legislation for consideration by the Executive Board.

#### *Other*

- Other duties as assigned by the Executive Board.

### **2.3.3 OCCEMO Leadership**

The OCCEMO Leadership shall consist of the OCCEMO Chairperson, First Vice Chairperson and Second Vice Chairperson, elected in accord with the OCCEMO Bylaws, the OA Manager and the

immediate past Chairperson. Any Signatory or Collaborative Member shall be eligible to serve as a candidate for OCEMO Chairperson, First Vice Chairperson, and Second Vice Chairperson as outlined in the OCEMO Bylaws.

#### **2.3.4 Organization and Procedures**

OCEMO will maintain and approve Bylaws. The Bylaws will define, at a minimum, OCEMO purpose, membership, leadership duties, elections, voting procedures, official meeting frequency, and the process for amending the Bylaws. The Bylaws shall in all instances be consistent with this Agreement.

OCEMO will review the Bylaws, as needed. Any amendments to the Bylaws will be approved by OCEMO Signatory Members, as detailed in the OCEMO Bylaws.

If OCEMO identifies the need for additional Subcommittees or working groups, OCEMO members participating in that subcommittee or working group shall provide staff support.

#### **2.3.5 Administrative Support**

The County shall provide administrative support to OCEMO as follows:

- Attend all OCEMO and OCEMO Leadership meetings
- Maintain a contact list of the primary and alternate representatives of each OCEMO member
- Organize and manage OCEMO Leadership elections and votes on other issues
- Notify members of their appointment to office or subcommittees
- Create and distribute OCEMO meeting agendas
- Take and transmit OCEMO meeting minutes
- Maintain official OCEMO records, including agendas and minutes, in compliance with County record retention policies.

## **Section Three. Responsibilities**

### **3.1 Operational Area Jurisdiction Responsibilities**

Subdivisions of the OA have the responsibilities as set forth below:

#### *Participation*

Actively participate as a member jurisdiction in the Council, Executive Board (if designated), and subcommittees such as OCEMO.

#### *Cooperation*

Promote cooperation among all Subdivisions in order to improve the overall OA emergency management program.

#### *Emergency Management Program*

Develop an emergency management program to provide for the needs of the Subdivision, which shall be complementary to and compatible and coordinated with the needs of the OA in the event of an emergency.

#### *Emergency Plan and Organization*

Develop and maintain an EOP and organization to provide for the emergency needs of the Subdivision according to SEMS Regulations and NIMS, and coordinate with and, where able, support other Subdivisions, the County, and the OA Emergency Operations Center (EOC).

#### *Procedures*

Develop Subdivision procedures that outline the steps necessary to satisfy responsibilities as a member jurisdiction of the OA.

#### *Training and Exercises*

Maintain a thorough knowledge of the Parties' and OA's EOPs and ensure that the supporting services and key personnel are properly trained and organized to meet all of their responsibilities in the event of an emergency. Conduct regular exercises and participate in regional exercises, when offered.

#### *Emergency Assistance*

Parties shall offer assistance to other jurisdictions and secondary and relief support to the OA within the limits of capabilities and according to applicable mutual aid agreements. Parties should participate in mutual aid agreements wherever possible.

#### *Resource Lists*

Maintain current resource listings of staff, facilities, equipment and supplies available in the jurisdiction for use in the event of an emergency.

## Orange County Operational Area Agreement

### *Critical Points of Contact*

Identify 24-hour or other critical points-of-contact for the Subdivision that may be used by the OA EOC during emergency operations. If the points-of-contact are individuals, identify a primary and at least three alternates for each. Inform county emergency management staff when critical points-of-contact change or are updated.

### *Disaster Recovery and Financial Reimbursement*

Subdivisions have ultimate responsibility for their own recovery program and will work directly with FEMA and Cal OES throughout the cost recovery process. Each Subdivision is individually responsible for developing, submitting, and receiving their own emergency aid, loans or grants from any source including local, state, and federal governments. Each is individually responsible for the timeliness, accuracy, and compliance of its own expenditures submitted for reimbursement through such mechanisms.

## **3.2 County-Specific Responsibilities**

The County acts as the OA Lead Agency. The OA Lead Agency has the following responsibilities to the OA in addition to those responsibilities specified under Section 3.1 of this Agreement:

### *24-Hour Contact Point*

The County will serve as the 24-hour contact point for the OA and act as lead in activating the OA EOC, hereinafter referred to as OA EOC.

### *Operational Area Emergency Operations Center*

The County EOC and Alternate EOC (as designated) shall serve as the OA EOC. The OA EOC shall exist as a dedicated essential facility and be capable of serving as the central point for:

- coordinating information and resources with OA subdivisions
- coordinating all levels of government as a component of Orange County's Multiagency Coordination System (MACS)
- coordinating with other OAs
- reporting information to and coordinating with the California Office of Emergency Services (Cal OES) Southern Region EOC

County emergency management staff shall be responsible for ensuring the OA EOC is maintained in a state of constant readiness, in accord with the FEMA Emergency Operations Center Assessment Checklist and ASTM E2668 – Standard Guide for Emergency Operations Center Development, or subsequent standards if revised.

### *Initial EOC Activation Staffing*

The County shall provide initial OA EOC activation staff. Subdivisions with available resources may provide secondary and relief OA EOC staffing.

## Orange County Operational Area Agreement

### *Disaster Recovery and Financial Reimbursement*

The County shall be responsible for coordinating the formal recovery process through Cal OES and FEMA and will assist with:

- Coordinating initial OA disaster recovery
- Scheduling damage assessment site visits
- Other duties as outlined in the Recovery Annex to the OA EOP

### *Operational Area Emergency Operations Plan and Annexes*

County emergency management staff shall be responsible for coordinating with the Orange County Emergency Management Organization to maintain and revise the OA EOP, annexes and SOPs as directed by the Executive Board.

### *Operational Area Executive Board Support*

County emergency management staff shall provide support to the Executive Board for agendas and minutes for meetings and coordinating follow-up only.

### *Subcommittee and Working Group Support*

County emergency management staff shall provide support to Executive Board subcommittees and working groups.

## **Section Four. Operational Area Coordinator and Operational Area Manager**

### **4.1 Operational Area Coordinator**

By this Agreement, the Council creates and recognizes the position of an OA Coordinator, hereinafter referred to as the Coordinator. During an emergency the OA Coordinator position will be filled by the Orange County Director of Emergency Services, as specified by Section 3-1-6 of the Orange County Code of Ordinances and County Board of Supervisors Resolution 12-036, as presently existing or as hereafter amended.

#### ***4.1.1 Powers and Duties***

The Coordinator shall direct and coordinate the OA during times of emergency. In addition to his/her responsibilities as Director of Emergency Services, the Coordinator shall have the additional duties and powers, as described below and in the OA EOP:

##### *Direction and Coordination*

Serve as key decision-maker in the OA EOC, providing direction and coordination necessary to accomplish the purposes of this Agreement and responsibilities of the OA Lead as specified in Title 19 California Code of Regulations Section 2409(e).

##### *Operational Area Representative*

Represent the OA in all dealings with the public or private agencies on matters pertaining to emergencies as defined in Section 3-1-2 of the Orange County Code of Ordinances.

### **4.2 Operational Area Manager**

By this Agreement, the Council creates and recognizes the position of an OA Manager. The OA Manager shall be the County Emergency Manager as specified in Section 3-1-6 of the Orange County Code of Ordinances and County Board of Supervisors Resolution 12-036, as presently existing or as hereafter amended.

#### ***4.2.1 Powers and Duties***

The OA Manager shall have the following powers and duties:

##### *Administration of Operational Area Agreement*

On a day-to-day basis, ensure County-specific responsibilities detailed in Section 3.2 are met.

##### *Staff to the Operational Area Executive Board*

Serve as staff to the Executive Board, maintain close liaison with the Executive Board, and coordinate all activities of assigned OA staff with the Executive Board.



## Orange County Operational Area Agreement

### *Daily Coordination and Assistance*

Direct the daily coordination and cooperation between the county emergency management staff, Subdivisions, and Executive Board Subcommittees, including OCEMO. Resolve questions of authority and responsibility that may arise between them, and work closely with and assist the Executive Board, as required.

### *Notification of Emergency Operations Center Activation*

Notify the Board of Supervisors, the Executive Board, and OCEMO of an OA EOC activation as soon as practical, and keep the Executive Board and Board of Supervisors informed on all aspects of a current emergency situation as soon as information becomes available.

### *OCEMO Support*

Serve on OCEMO Leadership. Provide support to OCEMO for agendas, minutes and administrative support only. Staff support to OCEMO subcommittees shall be provided by OCEMO members.

### *Budget and Staffing*

Develop an annual operating budget and staffing recommendations, and monitor the expenditures at the direction of the Executive Board.

### *After Action Reports*

Coordinate with OCEMO for the development of after action reports for the Executive Board following activations of the OA EOC.

### *Resource Coordination*

Act as the coordination point between Subdivisions and the Cal OES on a day-to-day basis for Emergency Management Mutual Aid (EMMA) resource requests, in accordance with the State of California Emergency Management Mutual Aid Plan. The OA Manager may also coordinate other OA mutual aid requests, as appropriate.

## **Section Five. Operational Area Response Systems**

### **5.1 Operational Area Emergency Operations Plan**

Under the direction of the Executive Board, county emergency management staff shall be responsible for maintaining the OA EOP, which shall provide for the effective mobilization of all OA resources, both public and private, to meet any condition constituting an emergency; and shall provide for the organization, powers and duties, and staff of the OA emergency response organization. This responsibility is inclusive of the EOP and any associated Annexes and SOPs.

#### **5.1.1 Compliance**

The OA Emergency Operations Plan shall comply with applicable local, state and federal planning criteria, including NIMS and SEMS.

#### **5.1.2 Functional Assignments**

The OA EOP shall include the functions assigned to the mutual aid organizations, County agencies/departments and Subdivisions. It shall be the responsibility of agency/department heads and Subdivisions to appoint staff who shall report to the OA EOC and carry out the assigned duties as appropriate.

#### **5.1.3 Approval**

Updates and revisions to the OA EOP and annexes will be effective on approval by the Executive Board. SOPs and other support documents may be updated on an ongoing basis by county emergency management staff as long as changes are consistent with approved plans and annexes.

### **5.2 Operational Area Emergency Operations Center**

#### **5.2.1 Location**

The primary and dedicated County EOC located at 2644 Santiago Canyon Rd., Silverado, California, or alternate as designated, shall serve as the OA EOC. Communication connection to the OA EOC shall be the responsibility of each Subdivision and Mutual Aid Coordinator or their representative.

#### **5.2.2 Required Activation**

Activation of the OA EOC is required under the conditions defined by SEMS, Title 19 California Code of Regulations Section 2409(f), the Orange County OA EOP and associated Annexes.

#### **5.2.3 Staff for the Operational Area Emergency Operations Center**

The County shall provide initial OA EOC activation staff. Subdivisions with available resources shall provide secondary and relief OA EOC staffing. Emergency management or other mutual aid shall be used to staff the OA EOC as necessary. The County declares its willingness to provide a staff member to an impacted Subdivision's EOC or Incident Command Post to act as an OA coordination point, if desired by the Subdivision and as personnel availability and safety concerns allow.

## **Section Six. Operational Area Finance**

### **6.1 Operational Area Expenses and Revenues**

#### *Operational Area Administrative Expenses*

This Agreement recognizes that there are day-to-day costs associated with OA administration and emergency management activities; these costs are separate from County-specific emergency management activities. The County shall provide administrative staffing for the OA to carry out the duties as delineated in Section 3.2 and Section 4 of this Agreement; however, the County shall not be solely responsible for the costs of administering the OA.

The County Board of Supervisors has the over-arching authority and responsibility to approve the county emergency management budget that supports both County and OA emergency management activities.

To offset costs of the OA, the Executive Board shall be responsible for the acquisition and distribution of federal, state, and business or private foundation emergency management grant funds. For emergency management grant funds made available to the OA for distribution among the Subdivisions, the Executive Board will review and approve proposed funding allocation methods. Their review will take into consideration recommendations from OCEMO, acting in their role as subcommittee to the Executive Board. To offset administrative costs, a percentage of such grants may be allotted to the OA before apportionment among the subdivisions. If funding becomes available with a short application period that does not allow for OCEMO, Executive Board, and County Board of Supervisors pre-approval, then approval will be sought retroactively through the ratification process set forth by the County Board of Supervisors.

The County or any Subdivision may fund through general or special funds any services, supplies, or programs that they separately or jointly determine are necessary to comply with laws or regulations, or that serve the purposes of emergency prevention, preparedness, response, recovery and mitigation on an OA level.

#### *Costs of Operational Area during Emergency Response and Recovery*

During emergencies, all OA jurisdictions shall be expected to participate to the maximum extent possible, according to mutual aid and other agreements, with the understanding that during an emergency, the priorities are life safety, property, and the environment (in that order), regardless of which jurisdiction is impacted. This Agreement incorporates by reference the reimbursement concepts of the Emergency Management Assistance Compact, the California Disaster and Civil Defense Master Mutual Aid Agreement, and the State of California Emergency Management Mutual Aid Plan. Expenditures made in connection with such emergency activities required by this Agreement, the California Emergency Services Act and/or SEMS, including mutual aid activities,

## Orange County Operational Area Agreement

shall be deemed conclusively to be for the direct protection and benefit of the persons and property in the OA.

In deciding the level of OA response and resource commitment during emergencies, the County and Subdivisions agree to operate according to the EOP and supporting documents defined in Section 5.1 of this Agreement.

### *Financial Reimbursement and Recovery Following Emergencies*

The County and each Subdivision are each individually responsible for developing, submitting, and receiving their own emergency aid, loans or grants from any source including local, state, and federal governments. Each is individually responsible for the timeliness, accuracy, and compliance of its own expenditures submitted for reimbursement through such mechanisms.

## **Section Seven. Operational Area Agreement Administration**

### **7.1 Existing Agreements**

Nothing contained in this Agreement shall be construed as superseding or modifying any existing agreements, including mutual aid agreements, except for superseding the existing OPERATIONAL AREA AGREEMENT OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS dated October 3, 1995, and addenda; and nothing herein shall be construed as preventing any Party from entering into or modifying mutual aid or other emergency response agreements.

### **7.2 Effective Date**

This Agreement shall become effective six months after approval and execution by the County Board of Supervisors and at least one Subdivision. Any Subdivision in Orange County may become a Party hereto by executing this Agreement. Notice shall be provided to the County upon a Subdivision's execution of this Agreement.

### **7.3 Withdrawal**

Any Party may withdraw from this Agreement by providing written notice to county emergency management staff. Said notice shall be given 30 days before withdrawal from this Agreement.

### **7.4 Indemnification**

Each Party shall defend, indemnify, and hold harmless the other Parties, and their officers, agents, employees and representatives from any and all losses, liability, damages, claims, suits, actions, administrative proceedings, demands, and litigation, and all expenses and costs relating directly to the negligent or otherwise wrongful acts or omissions of the indemnitor, its officers, agents, employees, or representatives arising out of or incidental to performance under this Agreement. No Party assumes liability for the acts or omissions of persons other than that Party's respective officers, agents, employees or representatives.

### **7.5 Counterparts**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

### **7.6 Interpretation**

Save to the extent that the context or the express provisions of this Agreement otherwise require:

- Headings and sub-headings are for ease of reference only and shall not be taken into consideration in the interpretation or construction of this Agreement;
- All references to Parts, Sections, and Paragraphs are references to Parts, Sections and Paragraphs contained herein;

## Orange County Operational Area Agreement

- All references to any ordinance, resolution, law, regulation or guidance shall include references to any ordinance, resolution, law, regulation or guidance which amends, extends, consolidates or replaces the same or which has been amended, extended, consolidated, supplemented, substituted, novated, replaced, or assigned by the same and shall include, without limitation, any instrument, proclamation, bylaw, directive, decision, regulation, rule, order, notice, codes of practice, code of conduct, rule of court, instrument or delegated or other subordinate legislation thereto;
- The words “herein”, “hereto” and “hereunder” refer to this Agreement as a whole and not to the particular Section, or Paragraph in which such word may be used;
- Any reference to a public organization or representative shall be deemed to include a reference to any successor to such public organization or representative or any organization or entity or representative which has taken over the functions or responsibilities of such public organization or representative.

### **7.7 Ambiguities**

In the case of any ambiguity or discrepancy:

- Between the provisions in this Agreement and the provisions of any underlying Executive Order, law, or regulation, the provisions of underlying Executive Order, law, or regulations will be incorporated by approval of the Executive Board and written notice shall be provided to all Parties.
- Between the provisions in this Agreement and the provisions of any underlying mutual aid agreement or EOP, the provisions of this Agreement shall prevail until such time as the OA Executive Board considers the matter and notice of proposed resolution to such issues are provided to all Parties.

### **7.8 Amendment**

This Agreement may not be amended or modified except in a writing executed by a majority of all signature Parties as defined by Section 2.1 of this Agreement.

OPERATIONAL AREA AGREEMENT  
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS

DATED: 5/19/20

County of Orange  
(City or Jurisdiction)  
BY Michelle Steel  
Michelle Steel, Chairwoman  
County of Orange

ATTEST:

By: Robin Stieler  
Robin Stieler, Clerk of the Board  
County of Orange



Date 5/19/20

NOTICE TO COUNTY OF ORANGE TO BE GIVEN TO:  
City/Jurisdiction  
Donna Boston  
Name  
County of Orange  
City/Jurisdiction  
2644 Santiago Canyon Road  
Address  
Silverado, CA 92676  
City/State/Zip  
714-628-7154  
FAX Number

APPROVED AS TO FORM:  
Wendy J Phillips  
Wendy Phillips, Senior Deputy County Counsel  
County of Orange

Dated 5/26/20

Orange County Operational Area Agreement

ATTEST:

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

NOTICE TO \_\_\_\_\_ TO BE GIVEN TO:

City/Jurisdiction

\_\_\_\_\_  
Name

\_\_\_\_\_  
City/Jurisdiction

\_\_\_\_\_  
Address

Chapter 3 City/State/Zip

\_\_\_\_\_  
FAX Number

APPROVED AS TO FORM:

*Wendy J. Phullysi*  
\_\_\_\_\_  
*Senior Deputy County Counsel*  
\_\_\_\_\_

*Orange County*  
\_\_\_\_\_

Dated *2/26/20*  
\_\_\_\_\_



# **OPERATIONAL AREA AGREEMENT**

**OF THE COUNTY OF ORANGE  
AND POLITICAL SUBDIVISIONS**

**October 3, 1995**

**OPERATIONAL AREA AGREEMENT  
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS**

**Table of Contents**

<b><u>Subject</u></b>	<b><u>Page</u></b>
<b>Recitals</b>	<b>1</b>
<b>A. Existing Agreements</b>	<b>1</b>
<b>B. Operational Area Established</b>	<b>2</b>
<b>C. City-County Emergency Management Planning Board</b>	<b>2</b>
<b>D. Local Authority</b>	<b>2</b>
<b>E. Definitions</b>	<b>2</b>
<b>F. Operational Area Council, Executive Board and Subcommittees</b>	<b>3</b>
<b>G. Creation and Powers and Duties of Operational Area Coordinator</b>	<b>13</b>
<b>H. Creation and Powers and Duties of Operational Area Manager</b>	<b>15</b>
<b>I. Operational Area Emergency Plan</b>	<b>16</b>
<b>J. County Specific Responsibilities</b>	<b>17</b>
<b>K. Operational Area Council Member Responsibilities</b>	<b>18</b>
<b>L. Operational Area Expenses and Revenues</b>	<b>19</b>
<b>M. Description, Function and Duties of the Operational Area Emergency Organization</b>	<b>20</b>
<b>N. Activation of the Operational Area Emergency Operations Center</b>	<b>20</b>
<b>O. Effective Date</b>	<b>23</b>
<b>P. Withdrawal</b>	<b>23</b>
<b>Q. Suspension of Voting Privileges</b>	<b>23</b>
<b>R. Indemnification</b>	<b>23</b>
<b>S. Counterparts</b>	<b>23</b>
<b>T. Amendment</b>	<b>23</b>
<b>U. Notice</b>	<b>24</b>
<b>V. Severability</b>	<b>24</b>
<b>Signatures</b>	<b>24</b>

**OPERATIONAL AREA AGREEMENT  
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS**

**THIS AGREEMENT** is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1995, which date is enumerated for purpose of reference only, by and between the County of Orange, hereinafter referred to as "COUNTY," and all other Political Subdivisions within Orange County, as defined in Government Code Section 8557 (c) of The California Emergency Services Act, Government Code Section 8550 et seq., (" The Emergency Services Act"), which are signatories hereto, hereinafter referred to as "SUBDIVISIONS", collectively referred to as the "Parties".

**W I T N E S S E T H:**

**WHEREAS**, it is the intent of the Parties hereto, in accordance with The Emergency Services Act and The Standardized Emergency Management System Regulations, Title 19 California Code of Regulations Section 2400 et seq., to coordinate preparedness and response efforts for the safety of persons and property from the effects of natural, man-made, or war-caused disasters, hereinafter referred to as "emergencies;" and,

**WHEREAS**, the purpose of an Operational Area , as defined in Government Code Section 8605 and Title 19 California Code of Regulations Sections 2403 and 2409, is to manage and coordinate information, resources, and priorities between the COUNTY and all Subdivisions in the geographic area of the County, and to serve as the coordination and communication link with the regional level of the State; and

**WHEREAS**, the declared purposes of this Agreement are to provide for the establishment and direction of the Operational Area; the cooperative and mutual handling of the duties and responsibilities of the Operational Area lead Agency; the coordination of the emergency functions of the Operational Area with all other public agencies, corporations, organizations, and affected private persons; and the preparation and implementation of plans for the protection of persons and property within the Operational Area in the event of an emergency; and

**WHEREAS**, any expenditures made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the Operational Area.

**NOW THEREFORE**, the Parties hereto agree as follows:

**A. EXISTING AGREEMENTS:** Nothing contained in this Agreement shall be construed as superseding or modifying any existing agreements, including mutual aid agreements, except this Agreement supersedes the existing UNIFIED ORANGE COUNTY-CITIES EMERGENCY MANAGEMENT AGREEMENT dated July 14,

1981; and nothing herein shall be construed as preventing any Party from entering into or modifying mutual aid agreements.

**B. OPERATIONAL AREA ESTABLISHED:** The entire geographic area of Orange County constitutes an Operational Area for the purposes of emergency mitigation, preparedness, response, and recovery, as required by Title 19 California Code of Regulations Section 2409.

**C. CITY-COUNTY EMERGENCY MANAGEMENT PLANNING BOARD:** For the purposes of COUNTY Ordinance No. 3915 Section 3-1-5 of the Codified Ordinances of the County of Orange, as presently existing or as hereafter amended, the Council created under this Agreement constitutes the City County Emergency Management Planning Board and this Agreement defines its membership, powers, duties, divisions, services and staff.

**D. LOCAL AUTHORITY:** In the event of an actual or threatened emergency, each jurisdiction shall retain the authority provided for by law respecting its jurisdiction.

**E. DEFINITIONS:** The following terms as used in this Agreement shall, unless the context clearly indicates otherwise, have the respective meanings herein set forth below:

- (1) **Operational Area Coordinator** shall mean that position affiliated with a public agency as designated in Section G of this Agreement, to provide direction and coordination of the Operational Area during times of emergency.
- (2) **Emergency** shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the County caused by such conditions as air pollution, civil disturbance, sudden and severe energy shortage, drought, or earthquake or other conditions, the Governor's warning of an earthquake or volcanic prediction, epidemic, fire, flood, hazardous material release, plant or animal infestation or disease, riot, storm, or war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a Subdivision or County, requiring the combined forces of the Operational Area to manage.
- (3) **Unified command** shall mean a unified team effort which allows all agencies with, either geographical or functional responsibility, to manage an emergency by establishing a common set of emergency objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**F. OPERATIONAL AREA COUNCIL, EXECUTIVE BOARD AND SUBCOMMITTEES:**

- (1) **Operational Area Council.** Title 19 California Code of Regulations Section 2400 et seq. establishing the Standardized Emergency Management System hereinafter referred to as SEMS, allows the COUNTY and all SUBDIVISIONS to have representation in the Operational Area. Therefore, the Operational Area Council, hereinafter referred to as the "Council", is hereby created to include the signature Parties to this Agreement. The Parties acknowledge that the Council is not a separate legal entity and that it is not their intention to form a joint powers authority.
- a. **Membership.** All SUBDIVISIONS in the County of Orange , including cities, school and special districts, and the COUNTY, by approval and execution of this Agreement, are members of the Council. Each Council Member shall designate a representative and an alternate from its governing body to serve as it's representative.
  - b. **Responsibilities.** The members of the Council shall have authority over the major policy issues of the Operational Area, as determined by the Executive Board, including the adoption of and amendments to this Agreement and adoption of any Operational Area fees. However, whenever a majority of all members of the Council determine that an issue should be brought before the Council, it shall be done so irrespective of the fact that the Executive Board has failed to identify it as a major policy issue as set forth in the first sentence of this subsection. It is not the intent of this Agreement that there be regular meetings of the Council. The Executive Board shall submit major Operational Area policy issues to Council members for consideration at their respective governing body meetings. The approval by a majority of the governing bodies of all Council members shall be sufficient for adoption of any Operational Area business, including the amendment of this Agreement, and adoption of any Operational Area fees.
  - c. **Representatives Meeting.** Should it be necessary for the Council to meet, the representative or alternate of each member of the Council, shall be entitled to one vote. The representatives present shall, by majority vote, select a Chair Pro Tem from among the representatives present. A majority of all representatives of the members of the Council shall constitute a quorum for the transaction of business relating to the Operational Area. Unless otherwise provided herein, a vote of the majority of those present

and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area. In the event a tie vote occurs, in order to break the tie, the vote of the Chair Pro Tem shall not be counted. The representatives of the Council may meet as necessary as determined by the Executive Board or as requested by a majority of the members of the Council.

**(2) Operational Area Executive Board.**

**a. Creation of the Operational Area Executive Board.** The Council shall have an Executive Board, hereinafter referred to as Executive Board, consisting of eleven voting members.

**1) Members.** Members are as follows:

- a) A member of the COUNTY Board of Supervisors
- b) A representative from the Orange County City Engineers' and Public Works Directors' Association
- c) The Orange County Fire & Rescue Mutual Aid Coordinator
- d) A representative from the Orange County Fire Chiefs' Association
- e) The Orange COUNTY Sheriff-Coroner- Law Enforcement Mutual Aid Coordinator
- f) A representative from Independent Special Districts of Orange County
- g) A representative from the Orange COUNTY Health Care Agency- Health Care Mutual Aid Coordinator
- h) A representative from the Orange County Police Chiefs' and Sheriff Association
- i) A representative selected jointly from the Orange County-City Manager's Association and the League of Cities.

- j) A representative selected jointly by the Orange County Superintendent of Schools, Community Colleges and School Districts
  - k) A representative from the COUNTY Environmental Management Agency- Public Works Mutual Aid Coordinator
- 2) **Terms, Alternates and Voting.** Executive Board members shall be appointed by their respective organization every two years and shall serve at the discretion of their organization for two years. An alternate shall also be designated to serve the same term for each Executive Board member appointed. Each Executive Board member, or alternate in the absence of any voting member, shall be entitled to one vote. A majority of the Executive Board shall constitute a quorum for the transaction of business relating to the Operational Area. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area. In the event a tie vote occurs, in order to break the tie, the vote of the Chair shall not be counted.
- 3) **Operational Area Executive Board Chair and Vice-Chair.** The Chair and Vice Chair shall be elected every two years by the Executive Board. In the absence of both the Chair and the Vice Chair, the members of the Executive Board present shall, by majority vote, select one of the members present to act as Chair Pro Tem.
- 4) **Meetings.** The Executive Board shall meet quarterly or as designated by the Executive Board Chair.
- b. **Responsibilities/Policy/Advisory Duties.** The Executive Board shall have responsibility for the overseeing the actions of the Operational Area Manager in the daily operations and administration of the Operational Area. The Executive Board shall also have responsibility for the development, establishment and implementation of the policies of the Operational Area, and shall keep the Council informed of its actions. The Executive Board shall determine which major policy issues of the Operational Area issues require Council members' approval and shall seek such approval. However, whenever a majority of all members of the

Council determine that an issue should be brought before the entire Council, it shall be done so irrespective of the fact that the Executive Board has failed to identify it as a major policy issue as set forth in this subsection.

- 1) **Policy and Operational Area Emergency Plan.** The Executive Board is responsible for the establishment of Operational Area policy and the development and implementation by December 1, 1996, of the Operational Area Emergency Plan, including mitigation, preparation, response and recovery, and for the ongoing exercise and maintenance of the plan as required by SEMS.
- 2) **Operational Area Budget and Operating Staff.** The Executive Board shall have the responsibility to direct the development of and approve the Operational Area annual operating budget and staffing utilizing resources made available to the Operational Area by the State Office of Emergency Services through the Federal Emergency Management Assistance Program, and to monitor the expenditures of the Operational Area. This shall include the responsibility to seek grants from other sources to sustain the preparedness and response efforts of the Operational Area as further detailed in Section L of this Agreement, and, if necessary, to recommend for adoption by the members of the Council, any Operational Area fees to sustain the Operational Area. In the event the Executive Board recommends adoption of fees, the Executive Board shall be responsible for directing the development of and submitting the Operational Area annual budget and staffing to the members of the Council for approval.
- 3) **Laws, Rules, Legislation and Regulations.** The Executive Board shall review and recommend for action or adoption by the members of the Council, emergency and mutual aid plans, agreements, ordinances, resolutions, and any rules and regulations necessary to implement such plans and agreements. The Executive Board shall also study, review, and make recommendations on State and Federal legislation and policy as appropriate, and on matters referred to it in writing by Council members.
- 4) **Recovery Operations.** During the recovery phase of an emergency, the Executive Board shall provide advice to the members of the Council regarding rebuilding and cost



recovery. The Executive Board shall direct the Operational Area Manager, as designated in Section H of this Agreement, to coordinate with the State Office of Emergency Services as needed in this process.

- 5) **Successor to the Operations Coordinator.** Due to the changing circumstances and requirements of emergencies, especially in transition from the response to and recovery from an emergency, the Executive Board is hereby given authority to appoint an Operational Area Coordinator to succeed the initial response Operational Area Coordinator designated pursuant to Section G (1) of this Agreement.

c. **Subcommittees and Technical Advisory Groups.**

- 1) **Establishment, Support and Coordination.** The Executive Board may establish standing and ad hoc Subcommittees and Technical Advisory Groups to complete its work and to ensure communication and coordination between all interested persons or groups, including but not limited to the COUNTY, SUBDIVISIONS, Orange County Emergency Management Organization, Communications Systems, Transportation, Care and Shelter. Subcommittees and Technical Advisory Groups may each elect a Chairperson and shall provide appropriate staff support from their members. The Operational Area Manager shall provide coordination between these Subcommittees or Technical Advisory Groups and the Executive Board only.
- 2) **OCEMO.** There is hereby established a standing Subcommittee to the Executive Board, the Orange County Emergency Management Organization, hereinafter referred to as "OCEMO". All Council members shall be expected to participate in OCEMO, to the maximum extent possible, with the understanding that the cooperative establishment of the Operational Area Plan, policies and procedures, training and exercises is necessary to ensure that the Operational Area Plan, policies, procedures, training and exercises meet the emergency needs of the SUBDIVISIONS, COUNTY, and Operational Area.

**a) Members.**

- 1. Standing Members.** Standing members include the emergency services coordinators designated annually in writing to the Operational Area Manager by each Party which is a signatory to this Agreement. The COUNTY Emergency Manager shall be the COUNTY Standing member.
- 2. Approved Members.** Designated representatives from other public, non-profit and private emergency response, recovery and management agencies may actively participate as approved members in OCEMO Committees. These agencies may include: Orange County Disaster Recovery Alliance, Volunteer Agencies Active In Disasters, American Red Cross, Volunteer Emergency Preparedness Organization, utilities, military bases, universities and colleges, and the State Office of Emergency Services. Membership shall be granted by the Executive Board annually, upon recommendation made by majority vote of standing members of OCEMO.
- 3. Associate Members.** Members of other organizations may participate as non-voting Associate members.

**b) Voting.** Each of the Standing and Approved members shall be entitled to one vote. The Representative Board shall determine the issues which require approval of the voting members of OCEMO. However, whenever a majority of all members of OCEMO determine that an issue should be brought before the entire OCEMO membership, it shall be done so irrespective of the fact that the Representative Board has failed to identify it as an issue. It is not the intent of this Agreement that there be regular meetings of OCEMO. Any member of OCEMO may attend and be heard at the Representative Board meetings and participate in Representative Board committees. The Chair may

convene a meeting of OCEMO and/or conduct a vote by proxy. Unless otherwise provided herein, a vote of the majority of those qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area.

- c) **Chair and Vice-Chairs.** The Chair, First and Second Vice Chair shall be elected annually by the Representative Board and shall serve both as the officers of the Representative Board and OCEMO. In the event a tie vote occurs, the vote of the Chair shall not be counted. In the absence of all officers, the members of the Representative Board present shall, by majority vote, select one of the members present to act as Chair Pro Tem.
  
- d) **Representative Board.** OCEMO shall have a Representative Board, hereinafter referred to as "Representative Board".
  - 1. **Membership.** The membership of the Representative Board shall be comprised of the following standing members:
    - a. The COUNTY Emergency Manager/  
Operational Area Manager
  
    - b. The Cities' Emergency Services  
Coordinators
  
    - c. One representative selected jointly  
by the Orange County  
Superintendent of Schools,  
Community Colleges and School  
Districts
  
    - d. One representative selected jointly  
by the Water and Irrigation Districts
  
    - e. A representative from the Orange  
County Transportation Authority

- f. One representative selected jointly by the Sanitation Districts
- g. One representative selected jointly by the Sanitary Districts
- h. A representative from the Parks and Recreation District
- i. A representative selected jointly by the Library Districts
- j. A representative from the Cemetery District
- k. A representative from the Vector Control District
- l. A representative from the Storm District
- m. A representative selected jointly by the Community Services Districts

2. **Voting.** Each of the Representative Board members shall be entitled to one vote. A majority of the Representative Board shall constitute a quorum for the transaction of business relating to OCEMO. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area.

3. **Committees.** The Representative Board may establish Committees to accomplish the OCEMO duties. All OCEMO members are expected to participate in the Committees to the maximum extent possible.

- e) **Executive Council.** The OCEMO Executive Council shall consist of the OCEMO Chair, First and Second Vice Chair, the immediate past Chair, and the COUNTY Emergency Manager/Operational Area Manager. The Executive Council may meet at the request of the Chair to develop agendas and plans, and to analyze issues to be presented to the OCEMO Representative Board.
  
- f) **Staff Support.** The COUNTY shall provide support to the OCEMO Representative Board for agendas and minutes only. Staff support to OCEMO Committees shall be provided by OCEMO members.
  
- g) **Purpose.** As a Subcommittee responsible to the Executive Board, the purposes of OCEMO include the following:
  - 1. **Operational Area Plan.** Development and maintenance of the Operational Area Emergency Plan as described in SEMS and approved by the Executive Board.
  
  - 2. **Standard Operating Procedures.** Development and maintenance of Operational Area standard operating procedures and Operational Area Emergency Operations Center procedures and guidelines for use during emergencies, reviewed and approved by the Operational Area Mutual Aid Coordinators.
  
  - 3. **Emergency Training and Exercises.** Coordinate an annual Operational Area exercise as required by SEMS and coordinate training of personnel who are part of the Operational Area Emergency Organization.
  
  - 4. **Efficiency and Effectiveness.** Identify, examine and develop plans and programs of concern to all SUBDIVISIONS and the COUNTY, and coordinate the development of appropriate plans and programs leading

toward an integrated Operational Area approach to preparedness for emergencies, including use of cost efficient and effective, coordinated public education and individual emergency preparedness programs.

5. **Legislation.** Review and report on legislation impacting emergency plans and programs and propose concepts for new legislation for consideration by the Executive Board.
  6. **Plans and Agreements.** Review proposals of emergency mutual aid plans and agreements and make recommendations on approval of such proposals to the Executive Board.
  7. **After Action Reports.** Develop after action reports for the Executive Board, following emergencies in which the Operational Area is activated.
  8. **Other.** Other duties and responsibilities as delegated by the Executive Board.
- h) **Meetings.** The Representative Board shall meet every other month. Special meetings of the Representative Board may be called by the Chair. Committees shall meet twice a month until the Operational Area Emergency Plan and procedures, exercise schedule and training, as required by SEMS are completed, and as necessary thereafter.
- i) **Finances.** OCEMO has no authority to bind the COUNTY or any SUBDIVISION to any financial arrangement.
- d. **Operational Area Executive Board Emergency Advisory Capacity.** The Executive Board may be convened by the Chair to review the potential or actual emergency situation and make and receive appropriate recommendations from the Operational Area Coordinator, as designated below, and Council members.

**G. CREATION AND POWERS AND DUTIES OF OPERATIONAL AREA COORDINATOR:**

- (1) **Operational Area Coordinator.** By this Agreement, Council designates an Operational Area Coordinator, hereinafter referred to as "Coordinator". Based on the type of disaster described below, the initial response Coordinator shall be the incumbent of the position designated below:
- a. **Law Enforcement Mutual Aid Coordinator.** The Law Enforcement Mutual Aid Coordinator is designated as the initial response Coordinator for emergencies where evacuation, law and order are of the highest priority as related to earthquake, tsunami, nuclear power plant emergency, civil disturbance, terrorism, or act of war.
  - b. **Fire and Rescue Mutual Aid Coordinator.** The Fire and Rescue Mutual Aid Coordinator is designated as the initial response Coordinator for emergencies where the life or safety of the public is threatened due to fire, mass casualty emergency, or hazardous materials release.
  - c. **Public Works Mutual Aid Coordinator.** The Public Works Mutual Aid Coordinator is designated as the initial response Coordinator for emergencies where public works, or environmental protection resources shall be the primary method used for mitigation and recovery such as during flood, storm, dam failure or oil spill.
  - d. **Health Care Mutual Aid Coordinator.** The Health Care Mutual Aid Coordinator is designated as the as the initial response Coordinator for emergencies where there is a threat of an epidemic or a declared epidemic.
  - e. **Alternates to the Operational Area Coordinator.** Each incumbent of a position eligible to act as the initial response Coordinator shall annually designate, in writing by name and in order of succession, a minimum of two alternates. This designation shall be filed with the Operational Area Manager as described in Section H of this Agreement, no later than July 1st of each year.
  - f. **Line of Succession.** In the event that neither the designated initial response Coordinator nor either of the designated alternates is available to serve in the capacity of the initial response Coordinator, the following line of succession shall be used to

ensure continuity of Operational Area operations during times of emergency:

- 1) **Law Enforcement Mutual Aid Coordinator and two designated alternates.**
  - 2) **Fire and Rescue Mutual Aid Coordinator and two designated alternates.**
  - 3) **Public Works Mutual Aid Coordinator, and two designated alternates.**
  - 4) **Health Care Agency Mutual Aid Coordinator and two designated alternates.**
- (2) **Unified Command and Joint Operational Area Coordinator.** Where appropriate, the Coordinator shall use a unified command, which is standard procedure for emergencies which involve multiple jurisdictions or professional disciplines.
- (3) **Successor to the Initial Response Operations Coordinator.** Due to the changing circumstances and requirements of emergencies, especially in transition from the response to and recovery from an emergency, the Executive Board is hereby given authority to appoint successor Operational Area Coordinator(s) to succeed the initial response Operational Area Coordinator designated pursuant to Section G (1) of this Agreement. The successor Coordinator(s) shall have the same powers and duties as the initial response Coordinator, as specified in Section G (4) of this Agreement.
- (4) **Powers and Duties.** The Coordinator shall direct and coordinate the Operational Area during times of emergency. The Coordinator shall have the following duties and powers:
- a. **Direction and Coordination.** Serve as key decision maker, in the Operational Area Emergency Operations Center providing direction and coordination necessary to accomplish the purposes of this Agreement and responsibilities of the Operational Area Lead as specified in Title 19 California Code of Regulations Section 2409 (e).
  - b. **Operational Area Representative.** Represent the Operational Area in all dealings with the public or private agencies on matters pertaining to emergencies as defined herein.



- c. **Emergency Public Information.** Appoint a Public Information Officer to coordinate the dissemination of all emergency information, press releases, and public statements, to prevent conflicting information, misinformation, and the initiation of rumors, as appropriate to the type of emergency confronting the Operational Area.
- d. **Emergency Proclamations.** Each SUBDIVISION shall retain the powers and responsibilities granted by law to proclaim an emergency in its jurisdiction, according to procedures set forth by the jurisdiction. The COUNTY Board of Supervisors shall retain the powers and responsibilities granted by law to proclaim an emergency in the County geographic area, according to procedures set forth in COUNTY Ordinance No. 3915 Section 3-1-6 of the Codified Ordinances of the County of Orange and COUNTY Board of Supervisors Resolution 95-386, as presently existing or as hereafter amended.

**H. CREATION OF POSITION AND POWERS AND DUTIES OF OPERATIONAL AREA MANAGER:**

- (1) **Operational Area Manager.** The position of the Operational Area Manager is hereby created. The Operational Area Manager shall be the COUNTY Emergency Manager as specified by COUNTY Ordinance No. 3915, Section 3-1-6 of the Codified Ordinances of the County of Orange and COUNTY Board of Supervisors Resolution 95-386, as presently existing or as hereafter amended.
- (2) **Powers and Duties.** The Operational Area Manager shall have the following powers and duties:
  - a. **Staff to the Operational Area Executive Board.** Serve as staff to the Executive Board, maintain close liaison with the Executive Board, and coordinate all activities of assigned Operational Area staff with the Executive Board.
  - b. **Daily Coordination and Assistance.** Direct the daily coordination and cooperation between the Operational Area staff and the Operational Area Emergency Organization, and Executive Board Subcommittees, including OCEMO. Resolve questions of authority and responsibility that may arise between them, and work closely with and assist the Executive Board, as required.

- c. **Emergency Operations Center Maintenance.** Maintain the Operational Area Emergency Operations Center in a constant state of readiness, providing staff as needed to support the Emergency Operations Center operations during times of emergency in order to coordinate emergency information between the COUNTY and all SUBDIVISIONS, state and federal agencies, and volunteer organizations.
- d. **Notification of Emergency Operation Center Activation.** Notify the Executive Board and Board of Supervisors of an Emergency Operations Center activation as soon as practical, and keep the Executive Board and Board of Supervisors informed on all aspects of a current emergency situation as soon as information becomes available.
- e. **OCEMO Support.** Provide support to the OCEMO Representative Board for agendas and minutes only. Staff support to OCEMO Committees shall be provided by OCEMO members.
- f. **Budget and Staffing.** Develop an annual operating budget and staffing recommendations and monitor the Operational Area expenditures at the direction of and for the approval of the Executive Board.
- g. **After Action Reports.** Coordinate with OCEMO the development of after action reports for the Executive Board, following emergencies in which the Operational Area is activated.

**I. OPERATIONAL AREA EMERGENCY PLAN:** Under the direction of the Executive Board, OCEMO shall be responsible for ensuring the development and maintenance of the Operational Area Emergency Plan, which shall provide for the effective mobilization of all of the resources of the Operational Area, both public and private, to meet any condition constituting an emergency; and shall provide for the organization, powers and duties, and staff of the Operational Area Emergency Organization as described in Section M of this Agreement.

- (1) **Compliance.** The Operational Area Emergency Plan shall comply with applicable local, state and federal planning criteria, analyze the risks faced by the Operational Area, assign functional responsibilities to Mutual aid organizations, COUNTY agencies/departments, SUBDIVISIONS, and personnel, and assign lines of succession for the members of the Operational Area Emergency Organization.

- (2) **Functional assignments.** The Operational Area Emergency Plan shall include the functions assigned to the mutual aid organizations, COUNTY agencies/departments and SUBDIVISIONS, and it shall be the responsibility of the agency/department heads and SUBDIVISIONS to appoint coordinators who shall report to the Emergency Operations Center and carry out the assigned duties as appropriate.
- (3) **Adoption.** The Emergency Plan shall not be effective until adopted by the Executive Board and a majority of all Council members.

**J. COUNTY SPECIFIC RESPONSIBILITIES.** The COUNTY shall act as the Operational Area Lead Agency. The Operational Area Lead Agency shall have the following responsibilities to the Operational Area in addition to those member responsibilities specified under Section K of this Agreement:

- (1) **24 Hour Contact Point.** The COUNTY shall provide the 24 hour contact point for the Operational Area and act as lead in activating the Operational Area Emergency Operations Center, hereinafter referred to as "OAEOC".
- (2) **Operational Area Emergency Operations Center.** The COUNTY Emergency Operations Center located at 2644 Santiago Canyon Road, in Silverado, California and Alternate Emergency Operations Center, as designated, shall serve as the OAEOC.
- (3) **Initial EOC Activation Staffing.** The COUNTY shall provide initial OAEOC activation staff. SUBDIVISIONS with available resources shall provide secondary and relief OAEOC staffing.
- (4) **EOC Maintenance.** COUNTY Emergency Management staff shall be responsible for ensuring the OAEOC is maintained in a state of constant readiness.
- (5) **Operational Area Council Executive Board Support.** The COUNTY shall provide support to the Executive Board for agendas and minutes for meetings and coordinating follow up only. Staff support to Subcommittees and Technical Advisory Groups shall be provided by Council members and their representatives.
- (6) **OCEMO Support.** The COUNTY shall provide support to the OCEMO Representative Board for agendas and minutes only. Staff support to OCEMO Committees shall be provided by OCEMO members.

**K. OPERATIONAL AREA COUNCIL MEMBER RESPONSIBILITIES:**  
**Members of the Operational Area Council shall have the responsibilities as set forth below:**

- (1) **Participation.** Actively participate as a member in the Council, Executive Board if designated, Subcommittees and Technical Advisory Groups including OCEMO, and in the Operational Area Emergency Organization, including providing staff to support the work of the Executive Board, Subcommittees and Technical Advisory Groups.
- (2) **Emergency Plan and Organization.** Maintain an emergency plan and organization to provide for the emergency needs in the SUBDIVISION according to SEMS, and coordinate with and, where able, support other SUBDIVISIONS, the COUNTY, and the OAEOC.
- (3) **Emergency Management Program.** Develop an emergency management program which shall provide for the needs of the SUBDIVISION, which shall be complementary to and compatible and coordinated with the needs of the Operational Area in the event of an emergency.
- (4) **Emergency Assistance.** Provide assistance during an emergency:
  - a. **Capabilities and Agreements.** SUBDIVISIONS shall offer assistance within the limits of capabilities and according to applicable mutual aid agreements.
  - b. **EOC Staffing.** SUBDIVISIONS with available resources shall provide secondary and relief OAEOC staffing.
- (5) **Resource list.** Maintain a current resource listing of the facilities, equipment and supplies available in the jurisdiction for use in the event of an emergency.
- (6) **Cooperation.** Promote cooperation among all SUBDIVISIONS in order to improve the overall Operational Area emergency management program.
- (7) **Training and Exercises.** Assure training and exercises within the SUBDIVISION and Operational Area, maintain a thorough knowledge of the Operational Area Emergency Plan and ensure that the supporting services and key personnel are properly trained and organized to meet all of their responsibilities in the event of an emergency.

- (8) **Emergency Notifications.** Ensure that internal and Operational Area emergency notification lists are kept current.
- (9) **Procedures.** Develop SUBDIVISION procedures which outline the steps necessary to complete tasks as a member of the Operational Area.
- (10) **Critical Personnel.** Identify at least two alternates for each person deemed critical to SUBDIVISION and Operational Area operations, either to serve in the capacity of the primary contact when (s)he is not available, or to facilitate 24 hour operation when needed in times of emergency.

**L. OPERATIONAL AREA EXPENSES AND REVENUES**

- (1) **Minimum costs/efficiency.** All costs shall be kept to a minimum, and efficiencies in use of staff, materials, etc. shall be a priority.
- (2) **Costs of Operational Area EOC Emergency Activation.** The COUNTY declares its willingness to provide the Operational Area 24 hour contact point, the OAEOC and initial OAEOC staffing, and to activate the OAEOC as required by SEMS as set forth in Section N (4) of this Agreement. The COUNTY shall exercise prudence in the staffing and level of activation, and shall deactivate the OAEOC when requested by SUBDIVISION(s) or as soon as practical, as allowed by law. The COUNTY is to act as a member of the Operational Area only and shall not be solely responsible for the costs of activating the OAEOC. The Executive Board shall be responsible for the development of policy and procedures similar to other mutual aid agreements where in SUBDIVISION(s) requiring activation of the OAEOC shall be responsible for reimbursement of the COUNTY and other SUBDIVISIONS for the cost of activation, if the COUNTY does not activate the OAEOC for its use, and cannot legally declare an emergency for the purposes of reimbursement from the State or Federal governments.
- (3) **Operational Area Administrative Expenses.** The Executive Board shall be responsible for acquisition and distribution of Emergency Management Assistance grant funds, and any other funds, to cover the administrative costs of the Operational Area, including any reimbursement to the COUNTY for services requested of the COUNTY pursuant to this subsection. The Executive Board shall be responsible for determining the potential source of, and for acquiring funds or staff time to match the grant(s). The COUNTY shall provide administrative staffing for the Operational Area, as determined by the Executive Board and/or Council in the annual budget, to carry out the duties as delineated in Section H of this Agreement. The COUNTY is to act as a member of the Operational Area

- (4) **Emergency Expenses.** During emergencies, all Parties shall be expected to participate, according to mutual aid and other agreements, and to the maximum extent possible, with the understanding that during an emergency the priority is life, safety, property and the environment, regardless of which jurisdiction is impacted.
- (5) **Emergency Aid to Parties.** Nothing herein shall be construed to restrict or control any Party's right or ability to apply for or receive emergency aid, loans or grants from any source including the State and Federal government. Neither any Party nor the Operational Area shall have any claim upon or interest in any emergency aid funds obtained by any other Party for its emergency expenses, with the exception that SUBDIVISIONS may be responsible for reimbursement of OAEOC activation costs as set forth in Section (L) of this Agreement.

#### **M. DESCRIPTION, FUNCTION AND DUTIES OF THE OPERATIONAL AREA EMERGENCY ORGANIZATION**

- (1) **Description.** All officers and employees of the Parties, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons pressed into service under the provisions of COUNTY Ordinance No. 3915 Section 3-1-6 of the Codified Ordinances of the County of Orange as presently existing or as hereafter amended, shall constitute the Operational Area Emergency Organization, and shall be charged with duties incidental to the protection of life and property in the Operational Area during times of emergency.
- (2) **Functions and Duties.** The functions and duties of the Operational Area Emergency Organization shall be distributed among such Mutual aid organizations, COUNTY agencies/departments, SUBDIVISIONS, and staff as the Operational Area Emergency Plan shall prescribe. The form of the organization, titles and terminology shall conform to SEMS.

#### **N. ACTIVATION OF THE OPERATIONAL AREA EMERGENCY OPERATIONS CENTER**

- (1) **Location.** The COUNTY Emergency Operations Center located at 2644 Santiago Canyon Rd., Silverado, California, or alternate as designated, shall serve as the OAEOC. Communication connection to the OAEOC shall be the responsibility of each SUBDIVISION and Mutual aid Coordinator or their representative.

(2) **Virtual Operational Area EOC.** The OAEOC shall be used as the communication and coordination center and in so far as possible, function as a virtual OAEOC, utilizing any available telecommunication resources so that Parties may communicate without collocation. However, to ensure communication, it may be necessary for representatives and any support staff they may require to be present at the OAEOC. SUBDIVISIONS not present shall be responsible for establishing direct contact with the OAEOC.

(3) **Staff for the Operational Area Emergency Operations Center**

a. **OAEOC Maintenance.** COUNTY Emergency Management staff shall be responsible for ensuring the OAEOC is maintained in a state of constant readiness.

b. **Initial Activation and Beyond.** The COUNTY shall provide initial OAEOC activation staff. SUBDIVISIONS with available resources shall provide secondary and relief OAEOC staffing. emergency management or other mutual aid shall be used to staff the OAEOC as necessary.

c. **Mutual Aid Coordinators.** Mutual Aid Coordinators may be present in the OAEOC, but if not present, shall be responsible for establishing direct contact with the OAEOC.

(4) **Required Activation:**

a. **Support to Emergency.** The Operational Area functions as support to the local government and field response and does not command the emergency response directly.

b. **Conditions.** Activation of the OAEOC is required by SEMS, Title 19 California Code of Regulations Section 2409 (f), under the following conditions:

1) **On Request.** “A local government within the Operational Area has activated its EOC and requested activation of the Operational Area to support their emergency operations.”

2) **Two City Local Emergency.** “Two or more cities within the Operational Area have declared or proclaimed a local emergency.”

- 3) **COUNTY and City Local Emergency.** “The County and one or more cities have declared or proclaimed a local emergency.”
- 4) **Request for Governor’s Proclamation.** “A city, city and County, or County has requested a governor’s proclamation of a state of emergency, as defined in Government Code 8558(b).”
- 5) **State of Emergency.** “A state of emergency is proclaimed by the governor for the County or two or more cities within the Operational Area.”
- 6) **Request for Outside Resources.** “The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.”
- 7) **Request for Operational Area Resources.** “The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.”

c. **Activation Levels.** The OAEOC activation levels are described below:

- 1) **Activation Level One.** Level One shall mean activation of the OAEOC at a minimum level with COUNTY emergency management staff to prepare the OAEOC and notify the Operational Area Emergency Organization and coordinate information among the members of the Operational Area and with Regional State officials as required by SEMS.
- 2) **Activation Level Two.** Level Two shall mean partial activation of the OAEOC, staffed by the Operational Area Coordinator or alternate, COUNTY emergency management personnel, along with personnel from COUNTY agencies/departments and other personnel.



selected to meet the functional needs of the emergency Operational Area Emergency Organization during times of emergency.

- 3) **Activation Level Three.** Level Three shall mean full activation of the OAEOC, including all personnel as indicated at level two plus the Executive Board, who shall serve as the Policy Group to advise the Coordinator on the use of resources in response to the disaster, establish policies, rules and regulations regarding the disaster and the subsequent recovery operations, and prioritize resources to effectively mitigate the disaster.

**O. EFFECTIVE DATE:** This Agreement shall become effective upon the approval and execution by the COUNTY Board of Supervisors and at least one SUBDIVISION. Any SUBDIVISION in Orange County may become a Party hereto by executing this Agreement. Notice shall be provided to the COUNTY upon a SUBDIVISION's execution of this Agreement as indicated in Section T of this Agreement.

**P. WITHDRAWAL:** Any Party may withdraw from this Agreement by providing written notice to the COUNTY. Said notice shall be given 30 days before withdrawal from this Agreement.

**Q. SUSPENSION OF VOTING PRIVILEGES:** In the event Operational Area fees are adopted, a Party's failure to pay said fees within 60 days after said fees become due, shall result in the immediate suspension of that Party's voting privileges in matters considered by any body, board, subcommittee, committee, or group established by this Agreement. Voting privileges shall be restored upon payment.

**R. INDEMNIFICATION:** Each Party shall defend, indemnify and hold harmless the other Parties, and their officers, agents, employees and representatives from any and all losses, liability, damages, claims, suits, actions, administrative proceedings, demands, and litigation, and all expenses and costs relating to acts or omissions of the indemnitor, its officers, agents, employees, or representatives arising out of or incidental to performance under this Agreement. No Party assumes liability for the acts or omissions of persons other than that Party's respective officers, agents, employees or representatives.

**S. COUNTERPARTS:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

**T. AMENDMENT:** This Agreement may not be amended or modified except in a writing executed by a majority of all Parties.

U. **NOTICE:** Notice to members shall be deemed given when mailed to them, first class, postage prepaid, or faxed to the address or fax number set out by their signatures.

V. **SEVERABILITY:** Should any part, term or provision of this Agreement be determined by a court to be illegal or unenforceable, the remaining portions or provisions of this Agreement shall nevertheless be carried into effect.

**IN WITNESS WHEREOF,** the Parties hereto have executed this Agreement.

DATED: \_\_\_\_\_

COUNTY OF ORANGE, a political sub-  
division of the State of California

By \_\_\_\_\_  
Chairman of the Board of Supervisors

SIGNED AND CERTIFIED THAT A  
COPY OF THIS DOCUMENT HAS BEEN  
DELIVERED TO THE CHAIRMAN OF  
THE BOARD:

\_\_\_\_\_  
Kathleen Goodno  
Acting Clerk of the Board of Supervisors  
of Orange County, California  
NOTICE TO THE COUNTY OF ORANGE  
TO BE GIVEN TO:  
Loletta M. Barrett, Emergency Manager  
2644 Santiago Canyon Rd.  
Silverado, CA 92676-9719  
FAX: (714) 834-7354

APPROVED AS TO FORM:  
Lawrence M. Watson  
Chief Assistant County Council

By \_\_\_\_\_  
Ann E. Fletcher, Deputy

Dated: \_\_\_\_\_

OPERATIONAL AREA AGREEMENT  
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS

DATED: 1-23-96

Mesa Consolidated Water District

By Michelle Jackson, for  
(signature)  
Stanley Hanson  
(type)  
Distribution Supervisor  
(title)

ATTEST:

By Scarminach  
(signature)  
COLEEN SCARMINACH  
(type name)  
INTERIM EXECUTIVE ASSISTANT  
(title)

Date 1-23-96

NOTICE TO SPECIAL DISTRICT TO BE GIVEN TO:

General Manager  
Mesa Consolidated Water District  
P.O. Box 5008  
Costa Mesa, CA 92628-<sup>5008</sup>~~1033~~  
FAX: (714) 574-103~~3~~

APPROVED AS TO FORM: BOWIE, ARNESON, KADI, WILES & GIANNONE

Robert E. Anslow  
(signature)  
ROBERT E. ANSLOW  
(type name)  
DISTRICT LEGAL COUNSEL  
(title)

Dated 1-25-96

*Mailed to [unclear]  
1-26-96*

OPERATIONAL AREA AGREEMENT  
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS

DATED: 1-23-96

Mesa Consolidated Water District

By Michelle Jackson, for  
(signature)  
Stanley Hanson  
(type)  
Distribution Supervisor  
(title)

ATTEST:

By Scarminach  
(signature)  
COLEEN SCARMINACH  
(type name)  
INTERIM EXECUTIVE ASSISTANT  
(title)

Date 1-23-96

NOTICE TO SPECIAL DISTRICT TO BE GIVEN TO:

General Manager  
Mesa Consolidated Water District  
P.O. Box 5008  
Costa Mesa, CA 92628-<sup>5008</sup>~~1033~~  
FAX: (714) 574-103~~3~~<sup>6</sup>

APPROVED AS TO FORM: BOWIE, ARNESON, KADI, WILES & GIANNONE

Robert E. Anslow  
(signature)  
ROBERT E. ANSLOW  
(type name)  
DISTRICT LEGAL COUNSEL  
(title)

Dated 1-25-96

# 2020 OA Agreement Structure Overview

**FOR REFERENCE ONLY:** In case of discrepancy, the Agreement itself shall prevail. This chart depicts the OA structure only and does not describe the entirety of the OA Agreement.

### Section 3.1

#### OA Jurisdiction Responsibilities

- Participate
- Cooperate
- Emergency Management Program
- Emergency Plan and Organization
- Procedures
- Training and Exercises
- Emergency Assistance
- Resource Lists
- Critical Points of Contact
- Disaster Recovery

### Section 3.2

#### County Specific Responsibilities as OA Lead Agency

- 24 hour contact
- Operational Area Emergency Operation Center
- Initial EOC Activation Staffing
- Disaster Recovery
- Operational Area Emergency Plan and Annexes
- Operational Area Executive Board Support
- Executive Board Subcommittee and Working Group Support

Orange County Operational Area – All subdivisions within the County

### Section 2.1

#### OA Signatory Council

### Section 2.2

#### OA Executive Board

1. Chair of the OC Board of Supervisors
2. OC County Executive Officer
3. Operational Area Law Enforcement Mutual Aid Coordinator, the OC Sheriff
4. Operational Area Fire & Rescue Mutual Aid Coordinator, as selected by the OC Fire Chiefs Association
5. Operational Area Public Works Mutual Aid Coordinator, the OC Pubic Works Director
6. Operational Area Health Care Mutual Aid Coordinator, the OC Health Care Agency Director
7. Operational Area Water/Wastewater Mutual Aid Coordinator
8. OC Social Services Agency Director
9. Rep. selected jointly from the OC City Managers Association
10. Rep. from the OC Chiefs of Police and Sheriff's Association
11. Rep. from the OC Fire Chiefs Association
12. Rep. from the OC City Engineers and Public Works Directors Association
13. Rep. from Independent Special Districts of OC
14. OC Superintendent of Schools
15. Rep. selected jointly from OC Community College Districts
16. OC Transportation Authority Chief Executive Officer

### Section 2.2.3

Other Sub Committees & Working Groups formed by OA Board

### Section 2.3

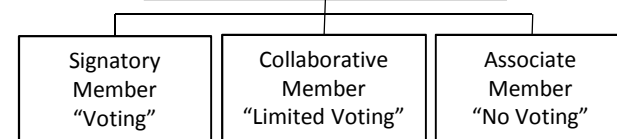
#### Orange County Emergency Management Organization

##### OCEMO Leadership

- Chairperson
- 1st Vice Chairperson
- 2nd Vice Chairperson
- OA Manager
- Immediate Past Chair
- Elected

\*No more than eight OCEMO members who are also voting members of the OA Executive Board shall be present at any OCEMO meeting

##### OCEMO Members at Large\*



##### OCEMO Responsibilities

- OA Area Plans, Annexes & SOPs
- Training and Exercises
- Public Education and Outreach
- Legislation
- Other, as assigned by the OA Executive Board



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Board of Directors  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: July 22, 2020  
SUBJECT: Procedures for Meetings of the Board of Directors

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### RECOMMENDATION

Adopt Resolution No. 1533, Changing Time for Regular Meetings of the Board on an Interim Basis, Amending Resolution No. 1509.

### 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

At its March 21, 2015 meeting, the Board of Directors (Board) adopted Resolution No. 1456, Adopting Procedures for Meetings of the Board of Directors.

At its December 5, 2017 meeting, the Executive Committee suggested updates to Resolution No. 1456, Adopting Procedures for Meetings of the Board of Directors.

At its January 9, 2018 meeting, the Executive Committee reviewed the recommended updates to Resolution No. 1456. The Board directed staff to bring Resolution No. 1456, with modifications, to the February 8, 2018 Board meeting for adoption.

At its February 8, 2018 meeting, the Board adopted Resolution No. 1509, Adopting Procedures for Meetings of the Board of Directors, Superseding Resolution No.1456.

At its July 9, 2020 meeting, the Board directed staff to draft a resolution for the purpose of temporarily amending Resolution No. 1509, Adopting Procedures for Meetings of the Board of Directors.

### DISCUSSION

On April 9, 2020, the Board ratified certain actions taken to date in response to the crisis caused by the COVID-19 pandemic (e.g., Board meetings were modified to a teleconference format consistent with the Governor's Executive Orders).

In the following months, additional actions have been taken to minimize physical contact for both the Board and staff (e.g., combining three of the District's committee meetings into one monthly committee meeting, limiting unnecessary contact).



As the public is not currently attending meetings in person, the Board directed staff to draft a resolution for the temporary amendment of Resolution No. 1509 to provide that regular meetings of the Board shall commence at 3:30 p.m.

If adopted by the Board, Resolution No. 1533 will expire when the Governor's Executive Orders (March 4 Proclamation) have been withdrawn, rescinded or revoked. The District Secretary will provide notice of such expiration.

#### FINANCIAL IMPACT

None.

#### ATTACHMENTS

Attachment A: Draft Resolution No. 1533

Attachment B: Resolution No. 1509

Attachment C: Board/Committee Meeting Times of Benchmarking Agencies, July 2020

## RESOLUTION NO. 1533

### RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS CHANGING TIME FOR REGULAR MEETINGS OF THE BOARD ON AN INTERIM BASIS, AMENDING RESOLUTION NO. 1509

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, pursuant to California Water Code Section 30530 the Board of Directors (Board) previously adopted Resolution No. 1509 which adopted procedures for meetings of the Board; and

WHEREAS, Section II(A) of Appendix A to Resolution No. 1509 establishes the day, time and place for conducting regular meetings of the Board as required under Water Code Section 30521(a); and

WHEREAS, on March 4, 2020, the Governor (Governor) of the State of California (State) proclaimed a state of emergency within the State due to the COVID-19 (coronavirus) situation through a Proclamation of a State of Emergency (March 4 Proclamation); and

WHEREAS, following the issuance of the March 4 Proclamation the Governor thereafter issued certain Executive Orders affecting the conduct of meetings of the governing bodies of local governmental agencies, including, but not limited to, public access and attendance of meetings of the governing bodies of local governmental agencies; and

WHEREAS, based upon the foregoing, at this point in time the Board desires to amend Resolution No. 1509 to change the time for conducting regular meetings of the Board on an interim basis.

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

**Section 1.** The foregoing Recitals are true and correct and are incorporated herein by this reference.

**Section 2.** Pursuant to Water Code Sections 30521(a), 30523 and 30530, Section II(A) of Appendix A of Resolution No. 1509 is amended to provide that regular meetings of the Board shall commence at 3:30 p.m. (Pacific Time). Resolution No. 1509 is not otherwise amended.



**Section 3.** This Resolution shall remain in effect until the March 4 Proclamation has been withdrawn, rescinded or revoked by the Governor. Upon such event, the provisions of this Resolution shall no longer be in force or effect. Upon the expiration of this Resolution pursuant to its directives, Mesa Water's Secretary shall provide notice of such expiration by posting of a notice of such event at Mesa Water's normal posting location(s) and on Mesa Water's internet website.

**Section 4.** This Resolution shall be effective upon adoption by the Board.

ADOPTED, SIGNED, and APPROVED this 22<sup>nd</sup> day of July, 2020 by a roll call vote.

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

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Shawn Dewane  
President, Board of Directors

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Denise Garcia  
District Secretary

**RESOLUTION NO. 1509**

**RESOLUTION OF THE  
MESA WATER DISTRICT BOARD OF DIRECTORS  
ADOPTING PROCEDURES FOR MEETINGS  
OF THE BOARD OF DIRECTORS,  
SUPERSEDING RESOLUTION NO. 1456**

WHEREAS, the Mesa Water District (Mesa Water® or District) 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 Board of Directors (Board) is authorized, pursuant to California Water Code Section 30530, to adopt procedures regarding meetings of the Board; and

WHEREAS, the Board has previously adopted Resolution No. 1456, which fixed the time, day, and place of regular meetings of the Board and set forth specific procedures regarding meetings of the Board; and

WHEREAS, the Board deems it desirable to update and revise the specific meeting procedures previously adopted by the Board whilst complying with State law.

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

**Section 1.** The foregoing recitals are true and correct and are incorporated herein by this reference.

**Section 2.** The procedures for meetings of the Mesa Water District Board, as set forth in Appendix A hereto, are hereby adopted, to be effective from and after February 9, 2018.

**Section 3.** Resolution No. 1456 shall be superseded by this Resolution upon the adoption hereof.

ADOPTED, SIGNED, AND APPROVED this 8<sup>th</sup> day of February 2018 by a roll call vote.

AYES: DIRECTORS: DePasquale, Dewane, Fisler, Bockmiller  
NOES: DIRECTORS:  
ABSENT: DIRECTORS: Atkinson  
ABSTAIN: DIRECTORS:



Denise Garcia  
District Secretary

Resolution No. 1509

  
\_\_\_\_\_  
Jim Atkinson  
President, Board of Directors

## APPENDIX A

### RESOLUTION NO. 1509

#### RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS ADOPTING PROCEDURES FOR MEETINGS OF THE BOARD OF DIRECTORS, SUPERSEDING RESOLUTION NO. 1456

##### I. GENERAL

- A. Adoption, Application and Purpose. This policy, Meetings of the Board of Directors (Policy), is adopted pursuant to Water Code Section 30530. The content of this Policy is generally declarative of existing procedures and is intended to be integrated as part of Mesa Water District's (Mesa Water®) policies and directives. The purpose of this Policy is to allow the Mesa Water Board of Directors (Board) to conduct its meetings in an efficient and organized manner.
- B. Compliance with California Law. This Policy is enacted in accordance with existing and applicable California Law including the provisions of the Ralph M. Brown Act (being California Government Code Sections 54950 *et seq.*, Brown Act) and the County Water District Law. It is the intention of the Board, by adopting this Policy, to observe the requirements and provisions of the Brown Act. It is the intention of the Board that this Policy shall not conflict with California laws or regulations. Although State laws and regulations are not generally restated in this Policy, it is intended that this Policy will be in addition to, or clarifications of, existing California Law. To the extent of future legislative changes or judicial interpretations, applicable hereto, this Policy shall be deemed, or shall actually be, modified accordingly. For purposes of citing particular laws, statutes, or regulations, the phrase "but not limited to" is implied and operative.
- C. Future Amendments. The Board hereby reserves the right to formally amend this Policy in the future as may be determined to be necessary or appropriate due to conditions, circumstances, future legislative changes, judicial interpretations, or laws and regulations, which may affect this Policy.
- D. Exceptions to this Policy. It should be understood that all of the provisions of this Policy are subject to determination(s) by the Board, on a case-by-case basis, and without setting or establishing any precedent, to make exceptions to this Policy where such may be determined by the Board to be necessary or desirable. Such action(s) shall occur at the direction or pleasure of the Board

based upon such circumstances and factors as the Board shall determine to be appropriate.

- E. Definitions. Unless otherwise defined herein, the following definitions shall apply for purposes of the interpretation and implementation of this Policy:

**Board** – shall mean the Board of Directors of Mesa Water.

**Board Member** – shall mean an elected or appointed Director from one of the five divisions of Mesa Water District once that person takes office.

**Brown Act** – shall mean the Ralph M. Brown Act being California Government Code Sections 54950 *et seq.*

**District Secretary** – shall mean the Secretary of the Mesa Water District as appointed pursuant to Water Code Section 30540(a).

**Executive Committee** – shall mean a standing committee comprised solely of less than a quorum of the Board of Directors (President and Vice President).

**General Manager** – shall mean the General Manager of the Mesa Water District as appointed pursuant to Water Code Section 30540(a).

**Immediate Past President** – shall mean the person who served the prior term as President of the Board as elected pursuant to Water Code Section 30520.

**May** – use of the word “may” indicates the referenced action is discretionary.

**Mesa Water®** – shall mean the Mesa Water District, a county water district.

**Policy** – shall mean this Mesa Water District Policy for Meetings of the Board of Directors.

**President** – shall mean the President of the Board as elected pursuant to Water Code Section 30520.

**Public** – shall mean members of the public as that term is generally defined in the Brown Act.

**Shall** – use of the word “shall” indicates the referenced action is mandatory.

**Staff** – shall mean staff members of Mesa Water including the General Manager, District Secretary and District Treasurer (or equivalent officers if designated with different titles).

**Teleconferencing** – shall mean a meeting of the legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

**Vice President** – shall mean the Vice President of the Board as elected pursuant to Water Code Section 30520.

- F. References to action(s) of the Board shall generally mean action by, or concurrence of, a majority of the Board (i.e., at least three Board Members).

## **II. TIME AND PLACE OF BOARD MEETINGS**

- A. **Regular Meetings.** Pursuant to Water Code Section 30521, the time and place for regular meetings of the Board shall be established by resolution adopted by the Board. Regular Board meetings are currently held on the second Thursday of each month at 6:00 p.m. at Mesa Water's office located at 1965 Placentia Avenue, Costa Mesa, California. The Board may change the time and place of its meetings as it shall determine to be appropriate.
- B. **Open Public Meetings.** Pursuant to Water Code Section 30529, all meetings of the Board, except as may be permitted under the Brown Act, shall be open to the public. It shall be the general policy of the Board that regular Board meetings shall adjourn by 10:00 p.m.
- C. **Workshop Meetings.** The Board may conduct workshop meetings on an as-needed basis. Such workshop meetings are Board meetings and action items can and shall be considered at such meetings. The date, time and place for such workshop meetings shall be set by the Board. Workshop meetings may be conducted as regular meetings, adjourned regular meetings or special meetings of the Board.
- D. **Adjournment.** Any regular meeting, adjourned regular meeting, or special meeting of the Board may be continued to a later date or time by adjournment to a date, time, and place certain as provided in the Brown Act, including meeting at other locations within Mesa Water's service area. Any such adjournment shall be at the discretion and pleasure of the Board.
- E. **Special Meetings.** Special Board meetings may be called by the President or a majority of the Board consistent with the requirements of Government Code Section 54956. Notice of the time, place, and date for a special Board meeting shall conform to the requirements of the Brown Act.
- F. **Emergency Meetings.** The Board reserves the right to call and conduct emergency meetings as provided for pursuant to Government Code Section 54956.5 under such circumstances as are described in that statute.

- G. Closed Sessions. The Board reserves the right to conduct closed sessions, at such meetings as it is determined to be appropriate and as permitted under the Brown Act.
- H. Adjourn or Recess. The Board reserves the right to adjourn or recess any meeting with the purpose of maintaining or restoring order, or where other circumstances make it appropriate, and reserves its rights pursuant to Government Code Section 54957.9.
- I. Teleconferencing. The Board reserves the right to conduct meetings involving a teleconference. All Board meetings which involve one or more teleconferences shall conform to the requirements of Government Code 54953.
- J. Lack of Quorum. In the event that a quorum of the Board is not present at the time and place scheduled for a meeting, the Board Members present may adjourn such meeting to a time, place, and date specified. If all of the Board Members are absent from a regular or adjourned regular Board meeting, the District Secretary shall adjourn the meeting pursuant to Government Code Section 54955.

### **III. STRUCTURE OF BOARD MEETINGS**

- A. Order of Business. The Executive Committee shall determine the general order of business for Board meetings, which generally includes these items:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Public Comments (see paragraph (B), below)
- 4) Items to be Added, Removed, or Reordered on the Agenda (see paragraphs C, D, and E, below)
- 5) Consent Calendar Items
  - Board Schedule
- 6) Action Items
- 7) Presentation and Discussion Items
- 8) Reports
- 9) Information Items
- 10) Closed Session(s)
- 11) Adjournment

- B. Public Comments.

- 1. Pursuant to Government Code Section 54954.3(b), the Board hereby determines that reasonable limitations on public comments are necessary in order for the Board to conduct its business within a reasonable time

frame. The right of the public to make comments to the Board must be balanced with the Board's need to have adequate time to consider and take action on items before it.

2. The following procedures shall apply to public comments:
  - a. Public comments shall be made from the podium provided (unless a physical disability prevents a member of the public from using the podium).
  - b. Public comments shall be limited to three minutes per speaker (unless the President grants additional time to a speaker with consensus of the majority of the Board).
  - c. Public comments presented at the beginning of the meeting on items not appearing on that meeting's agenda will be limited to no more than 30 minutes total for all speakers (subject to the Board granting additional time in light of circumstances).
  - d. Additional time for public comments regarding items not on the agenda may be provided at the end of the Board meeting, if time permits and with consensus of the majority of the Board.
  - e. Public comments regarding items appearing on that meeting's agenda will be limited to no more than 60 minutes total for all speakers. This time limit may be extended by the President with consensus of the majority of the Board.
3. The following notations, which may be changed from time to time, shall be set forth on meeting agendas:

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

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 for items on the agenda.

- C. Items to be Added to the Agenda. The Board may add an item to the agenda for a regular or adjourned regular meeting of the Board after the agenda has been posted, only if the following two conditions are determined by the Board to be true:

1. The Board determines that there is a need for immediate action on an item which cannot reasonably wait for the next regularly scheduled meeting or a special meeting of the Board; and
2. The Board determines that the need for immediate action came to the attention of the Board or staff after the applicable agenda had been posted.

The foregoing determinations require the vote of four of the Board Members or, if four of the Board Members are not present, by a unanimous vote of those Board Members present for the item to be placed on the agenda for the applicable meeting of the Board. Items may not be added to the agenda in the case of a special meeting of the Board.

Upon making the foregoing determinations, the Board may then choose to consider or take action(s) on the referenced item at such point in the agenda as the Board shall direct.

- D. Items to be Removed from the Agenda. Any Board Member or the General Manager may remove any item of business from a meeting agenda, unless a majority of the Board objects.
- E. Reordering of the Agenda. Any Board Member may request a change the order of business at any time during the meeting, which shall be granted unless a majority of the Board objects.
- F. Consent Calendar. Any item of business may be removed from the Consent Calendar by any Board Member, the General Manager or member of the public to permit separate discussion. Such discussion and voting shall take place during the period for Consent Calendar items.
- G. Continue or Table Items. The Board may, by action of a majority of its members, continue or table action on any particular item for a period of one year.
- H. Resolved Items. Any item, which has previously been reviewed, discussed, and acted upon by the Board, by way of motion, resolution, ordinance, or assigned and completed by staff shall not appear on the agenda for a Board meeting for reconsideration for the period of one year, unless the Executive Committee places such items on an agenda or such items are placed on an agenda by action of a majority of the Board.
- I. Adding Items to the Agenda. The District Secretary shall maintain, and present to the Board on a regular basis, an advance schedule of Board meeting topics. The Executive Committee and staff shall determine the agenda for each Board meeting. Any request for the inclusion of an item(s) to



a Board meeting agenda by any Board member or member of the public shall be addressed to the Board President who shall bring the item(s) to the Executive Committee for scheduling. Such item(s) shall be scheduled for the next available Board meeting unless the Executive Committee determines otherwise and notifies the Board member of the reason. The Board specifically reserves the right to change that schedule, or to direct that an item be placed on the agenda of a particular Board meeting. Placing any item on the agenda for the Board's consideration is subject to override by majority action of the Board.

- J. Reports From Closed Session. The Board reserves its right to conduct closed sessions as permitted by the provisions of the Brown Act. The Board also reserves its right to give directives and make decisions in closed sessions as permitted by the Brown Act. Notwithstanding paragraph K. below (Closed Sessions Regarding Personnel Matters), it shall be the policy of the Board to make reports of decisions made in closed sessions in open session as permitted and/or required under the provisions of the Brown Act. For matters or issues where decisions cannot be made in closed session, or where the Board so determines, such decisions shall be made in open session. Where reports are made from closed session pursuant to the Brown Act, or where action(s) is taken in open session, a record of such report(s) shall be made, or action(s) taken, which shall be set forth in the minutes of such meeting.
- K. Closed Sessions Regarding Personnel Matters. It shall be the policy of the Board that matters relating to Mesa Water personnel generally shall not be discussed in open session in regard to performance evaluations and reviews, personnel records, disciplinary proceedings and similar matters. In the event the Board conducts a closed session pursuant to the applicable provisions of the Brown Act for the evaluation of performance, or similar matters relating to staff, Mesa Water will not make a report from closed session in regard to such personnel matters unless, and until, required under State law.
- L. Minutes. The Board hereby directs that minutes of all Board meetings (except for closed sessions during which no minutes shall be taken unless otherwise directed by the Board) shall be prepared by the District Secretary. Such minutes shall include a record of all votes of the Board pursuant to Water Code Section 30526. Upon completion, minutes of all such meetings shall be returned to the Board for review and approval.
- M. Transcribing Minutes. The Board hereby finds that additional means of preparing and transcribing the minutes, including recordings, may be used by the District Secretary. It is hereby the directive and determination of the Board that such recordings are not the official minutes or transcripts of such Board meetings.

Any such recordings of any Board meeting made by Mesa Water shall be subject to the provisions of Government Code Section 54953.5(b), or any successor section thereto.

Further, it shall be the directive and policy of the Board that any recordings made by Mesa Water which are used to assist the District Secretary in transcribing the minutes of Board meetings shall be erased or destroyed after 30 days have elapsed since the date of the meeting at which such recording was made.

#### **IV. RULES OF ORDER**

- A. President. It shall be the policy of the Board that the President shall preside over meetings of the Board where the President is present. The public, Board Members, the General Manager, and staff shall direct questions and comments to, or through, the President.
- B. Determination of Acting President. In the absence of the President, the Vice President shall preside over the meeting. In such case, the Vice President shall be the acting President and shall have all powers vested in the President.

In the absence of both the President and the Vice President at a Board meeting, where a meeting includes a quorum of the Board, the Immediate Past President shall act as the acting President for purposes of that Board meeting. The Immediate Past President will have the power of acting President for that meeting. If the Immediate Past President is not present at such meeting, the Board members in attendance shall determine which of their members shall act as President for such meeting.

- C. Actions of the Board. Pursuant to Water Code Section 30523, the Board shall take formal action by way of ordinance, resolution or motion. The Board may also act informally as to matters of procedure, scheduling and similar matters by directive to staff or by concurrence of the Board with Board or staff recommendations. Voting on all matters by the Board shall conform to the requirements of the Brown Act and secret balloting or voting shall not be permitted. Unless a vote is unanimous on an item with all Directors present and voting, the votes for, against, absent or abstain as to a matter shall be recorded and listed in the minutes for such Board meeting as required under Water Code Section 30526.
- D. Robert's Rules of Order. The Board hereby references, without adopting, Robert's Rules of Order as a general guide for procedural matters where such rules may help it more efficiently conduct business at meetings of the Board. However, these Rules of Order shall not be binding on the proceedings of the Board.

## V. DOCUMENTATION

A. Posting Agendas. Pursuant to the requirements of Government Code Section 54954.2, the District Secretary shall post, or cause to be posted, notices of Board meetings and/or agendas for all regular, adjourned regular and special meetings of the Board at Mesa Water's business office located at 1965 Placentia Avenue, Costa Mesa, California. The District Secretary may also post agendas, as time permits, at other publicly accessible locations within Mesa Water's service area.

B. Disability-Related Modifications or Accommodations. The following notations shall be set forth on the agendas for all Board meetings open to the public:

"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 call the District Secretary at (949) 631-1205. Notification 48 hours prior to the meeting will enable Mesa Water (Mesa Water®) to make reasonable arrangements to accommodate your requests."

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

C. Distribution of Documentation. Documentation and other materials relating to the Board meeting agenda items shall be distributed to all Board Members in advance of the Board meeting whenever possible. In such regard, Mesa Water shall comply with the requirements of Government Code Section 54957.5.

1. The following notation shall be set forth on the agendas for all meetings open to the public:

"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](http://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."

2. It shall be the general policy of the Board that documentation furnished to any one Board Member shall also be furnished to, or offered to, all of the remaining Board Members.

Documentation furnished to Board Members relative to agenda items may be furnished without cost to members of the public upon request. However, the Board specifically reserves the right, in accordance with California Law, including Government Code Sections 6257 and 54957.5, to impose reasonable and necessary charges relative to the furnishing of such documentation at such time as the Board determines that it is appropriate or necessary to do so.

- D. Introduced Documents. On occasion, a member of the public or a Board Member may introduce a document during a Board meeting. To the extent that it is possible and reasonable to do so, the Board may, at its discretion, after consulting with the District Secretary, provide for copying and redistribution of such document(s) to other interested members of the public during such meeting. However, it is specifically noted that redistribution of such documentation may not be feasible or practical during such meeting. The Board reserves its right, by way of a majority vote of the Board, on a case-by-case basis, to take such action or to make such documentation available after the conclusion of such meeting pursuant to Mesa Water's Public Records Act Policy.
- E. Public Records Requests. In the event that the District receives a request for public records at a Board meeting, it is the District's policy to respond in a reasonable manner and to comply with the provisions of the California Public Records Act. Further, it is the finding and determination of the Board that Mesa Water's business needs be conducted in an efficient manner in terms of allocation of staff time and other resources.

Confidential or privileged records that by law may not be disclosed are ***not*** subject to disclosure under the California Public Records Act.

- F. Disclosure of Closed Session Information.
  - 1. Confidential information (e.g., all hand-written, printed, copied, electronic files or documents, and data, as well as spoken information) received, acquired by, or made available to anyone that pertains to closed sessions held pursuant to the Brown Act, shall not be disclosed to anyone not entitled to receive it pursuant to Government Code Sections 1098 and 54963.
  - 2. Any Board or staff member shall not willfully and knowingly disclose for pecuniary gain, to any other person, confidential information acquired by him or her in the course of his or her official duties pursuant to Government Code Section 1098.

## Board/Committee Meeting Times of Benchmarking Agencies

**July 2020**

Agency	Board Meetings Days	Board Meetings Times	Committee Meetings Start Times
Moulton Niguel Water District	2 <sup>nd</sup> Thursday	6:00 pm	7:30 am, 10:00 am
Orange County Water District	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday	5:30 pm	8:00 am, 8:30 am, 12:00 pm, 5:00 pm
Irvine Ranch Water District	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	5:00 pm	3:00 pm
El Toro Water District	4 <sup>th</sup> Wednesday	7:30 am	7:30 am, 10:00 am, 11:30 am
Santa Margarita Water District	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday	5:30 pm & 7:30 am	8:30 am
Municipal Water District of Orange County	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday	8:30 am	8:30 am
Yorba Linda Water District	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	6:30 pm & 8:30 am	4:00 pm
South Coast Water District	2 <sup>nd</sup> & 4 <sup>th</sup> Thursday	6:00 pm	1:00 pm, 2:00 pm, 4:30 pm
Costa Mesa Sanitary District	4 <sup>th</sup> Monday & 2 <sup>nd</sup> Tuesday (study)	4:30 pm & 9:30 am	8:00 am
Newport-Mesa Unified School District	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	6:00 pm	NA
City of Costa Mesa	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday	6:00 pm	4:00 pm, 5:30 pm, 6:00 pm, 6:45 pm
City of Irvine	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	5:00 pm	5:30 pm
City of Tustin	Every Tuesday	5:00 pm	4:00 pm, 6:00 pm
City of Anaheim	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	5:00 pm	5:00 pm, 6:00 pm, 6:30 pm
City of Santa Ana	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday	5:45 pm	4:30 pm, 5:00 pm, 5:30 pm, 6:00 pm

**REPORTS:**

13. REPORT OF THE GENERAL MANAGER

**REPORTS:**

14. DIRECTORS' REPORTS AND COMMENTS



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Board of Directors  
FROM: Stacie Sheek, Customer Services Manager  
DATE: July 22, 2020  
SUBJECT: Zero Usage Accounts

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### RECOMMENDATION

This item is for information.

### STRATEGIC PLAN

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

### PRIOR BOARD ACTION/DISCUSSION

At its July 15, 2014 meeting, the Engineering & Operations Committee requested this report be provided on an annual basis.

### DISCUSSION

To complete this annual report, staff extracted from the billing system the following:

- Installation dates greater than one-year
- Meter reads equal to zero
- Consumption equal to zero
- Accounts that are active

As of June 30, 2020, there are seven accounts that meet the above criteria. The date range for the seven accounts is from 2002 to 2020. During this time, the meters were regularly checked for proper functionality. As a standard Customer Services policy, these customers will be contacted to notify them of their zero consumption on the meter. Previous communication with zero usage account customers has determined that they are aware of the non-usage on the active meter and have typically elected to maintain the account as active. Staff will continue to provide annual updates to the Board of Directors regarding accounts having zero usage.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

None.



There are no support materials for this item.