



**AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS**

Tuesday, June 22, 2021

1965 Placentia Avenue, Costa Mesa, CA 92627

3:30 p.m. Adjourned Regular Board Meeting

*Dedicated to
Satisfying our Community's
Water Needs*

BOARD OF DIRECTORS COMMITTEE MEETING

IN AN EFFORT TO MITIGATE THE SPREAD OF COVID-19 (CORONAVIRUS), SOCIAL DISTANCING PROTOCOLS WILL BE ENFORCED AND SEATING WILL BE LIMITED.

ATTENDEES ARE REQUIRED TO WEAR A FACE-COVERING WHEN ENTERING THE BUILDING AND WHEN SOCIAL DISTANCING IS NOT POSSIBLE.

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. Approve the minutes of adjourned regular Board meeting of May 25, 2021.
2. Receive and file the Developer Project Status Report.
3. Receive and file the Mesa Water and Other Agency Projects Status Report.
4. Receive and file the Water Quality Call Report.
5. Receive and file the Water Operations Status Report.
6. Receive and file the Accounts Paid Listing.
7. Receive and file the Monthly Financial Reports.
8. Receive and file the Major Staff Projects.
9. Receive and file the State Advocacy Update.
10. Receive and file the Orange County Update.
11. Receive and file the Outreach Update.



ACTION ITEMS:

12. PROCEDURES FOR MEETINGS OF THE BOARD OF DIRECTORS:

Recommendation: Agendize Resolution No. 1509 Procedures for Meetings of the Board of Directors for discussion and possible action at the July 8, 2021 Board of Directors meeting.

13. CAPTIVE INSURANCE:

Recommendation: Award the following contracts to:

- a. **Strategic Risk Solutions for \$7,500 to assist with formation of the captive and a three-year contract of \$55,000 per year for a total amount not to exceed \$172,500 for the formation of the captive and management of the captive insurance company;**
- b. **Kirton McConkie Law Firm to assist with the formation of the captive and a three-year contract of \$4,000 per year for a total amount not to exceed \$20,000 for legal documents for the formation of the captive and annual filing requirements for compliance with the state of Utah; and,**
- c. **Bickmore Actuarial for a three-year contract of \$5,000 per year for a total amount not to exceed \$15,000 for annual actuarial reports.**

14. SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT REGULATIONS – CRITICAL SERVICE FACILITIES’ EMERGENCY BACKUP GENERATORS:

Recommendation: Approve the letter supporting the South Coast Air Quality Management District’s proposed rules for Emergency Backup Generators at Critical Service Facilities.

15. PERIODIC CLOSE PROCESS TRAINING:

Recommendation: Recommend that the Board of Directors award a contract to Venture Executive, Inc. for an amount not to exceed \$161,250 to provide Periodic Close Process Training services.

16. SOCIAL MEDIA CONSULTING SERVICES:

Recommendation: Recommend that the Board of Directors award a one-year contract, with options for renewal, to Westbound Communications for \$105,000 to provide digital and social media strategy and content development services.

17. EMPLOYMENT AND LABOR LAW LEGAL COUNSEL SERVICES:

Recommendation: Recommend that the Board of Directors approve a two-year contract renewal with Liebert Cassidy Whitmore to perform Employment and Labor Law Legal Counsel Services.



18. ORANGE COUNTY ADVOCACY CONSULTING SERVICES:

Recommendation: Recommended that the Board of Directors approve a one-year contract renewal with Lewis Consulting Group from July 1, 2021 through June 30, 2022, for an amount not to exceed \$60,000 to provide Orange County Advocacy Consulting Services.

PRESENTATION AND DISCUSSION ITEMS:

19. BOARD WORKSHOP FACILITATOR:

Recommendation: This item is provided for discussion.

REPORTS:

20. REPORT OF THE GENERAL MANAGER

21. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

22. 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. 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 AN ADJOURNED REGULAR BOARD MEETING SCHEDULED FOR TUESDAY, JULY 6, 2021 AT 9:00 A.M.



Dedicated to
Satisfying our Community's
Water Needs

**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Tuesday, May 25, 2021
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Adjourned Regular Board Meeting**

BOARD OF DIRECTORS COMMITTEE MEETING

CALL TO ORDER The meeting of the Board of Directors was called to order at 3:30 p.m. by President DePasquale.

PLEDGE OF ALLEGIANCE Director Atkinson led the Pledge of Allegiance.

Directors Present Marice H. DePasquale, President
Shawn Dewane, Vice President
Jim Atkinson, Director
Fred R. Bockmiller, P.E., Director
James R. Fidler, Director

Directors Absent None

Staff Present Paul E. Shoenberger, P.E., General Manager
Phil Lauri, P.E., Assistant General Manager *(teleconference)*
Denise Garcia, Administrative Services Manager/
District Secretary
Marwan Khalifa, CPA, MBA, Chief Financial Officer/
District Treasurer *(teleconference)*
Stacie Sheek, Customer Services Manager *(teleconference)*
Tracy Manning, Water Operations Manager *(teleconference)*
Stacy Taylor, Water Policy Manager
Kurt Lind, Business Administrator *(teleconference)*
Andrew D. Wiesner, P.E., Principal Engineer *(teleconference)*
Celeste Carrillo, Public Affairs Coordinator *(teleconference)*

Others Present Jonathan Aparicio, IT Support Engineer, T2 Technology Group
Sharon M. Browning, Principal, Sharon Browning & Associates

PUBLIC COMMENTS

President DePasquale asked for public comments on items not on the agenda.

There were no comments and President DePasquale proceeded with the meeting.

ITEMS TO BE ADDED, REMOVED OR REORDERED ON THE AGENDA

General Manager Shoenberger recommended reordering the agenda to take Item 14 after the Consent Calendar. There were no objections.

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.

Director Atkinson pulled Item 3 for discussion. There were no objections.

1. Approve the minutes of adjourned regular Board meeting of April 22, 2021.
2. Receive and file the Developer Project Status Report.
3. Receive and file the Mesa Water and Other Agency Projects Status Report.
4. Receive and file the Water Quality Call Report.
5. Receive and file the Water Operations Status Report.
6. Receive and file the Accounts Paid Listing.
7. Receive and file the Monthly Financial Reports.
8. Receive and file the Major Staff Projects.
9. Receive and file the State Advocacy Update.
10. Receive and file the Orange County Update.
11. Receive and file the Outreach Update.
12. Receive and file the Fiscal Year 2021 Third Quarter Financial Update.

President DePasquale asked for comments from the Board. There were no comments.

President DePasquale asked for comments from the public. There were no comments.

MOTION

Motion by Director Atkinson, second by Director Fisler, to approve Items 1 - 2 and 4 - 12 of the Consent Calendar. Motion passed 5 – 0.

ITEM 3 – Receive and file the Mesa Water and Other Agency Projects Status Report.

Staff responded to questions from the Board.

President DePasquale asked for comments from the Board. There were no comments.

President DePasquale asked for comments from the public. There were no comments.

MOTION

Motion by Director Atkinson, second by Director Fisler, to approve Item 3 of the Consent Calendar. Motion passed 5 – 0.

ITEM 14 – BOARD WORKSHOP FACILITATOR:

GM Shoenberger introduced Sharon Browning & Associates Principal Sharon M. Browning who provided an overview of Mesa Water’s current Mission Statement and Core Values.

Discussion ensued amongst the Board; they offered comments to refine Mesa Water’s Mission Statement and Core Values.

The Board directed staff to revise Mesa Water's Mission Statement and Core Values and agendize the drafts for review at a future meeting.

ACTION ITEMS:

13. GENERAL LEGAL COUNSEL SERVICES:

General Manager Shoenberger provided a brief overview of the topic.

President DePasquale asked for comments from the Board. There were no comments.

President DePasquale asked for comments from the public. There were no comments.

Motion by Vice President Dewane, second by Director Fisler, to interview the top three firms.

MOTION

Motion by Director Bockmiller, second by Director Atkinson, to interview the top four firms on July 6, 2021 at 9 a.m. Motion passed 3 – 2, with Vice President Dewane and President DePasquale voting no.

PRESENTATION AND DISCUSSION ITEMS:

14. BOARD WORKSHOP FACILITATOR:

Item taken earlier in the agenda.

REPORTS:

15. REPORT OF THE GENERAL MANAGER

16. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

17. SOCIAL MEDIA CONSULTING SERVICES

18. OTHER (NO ENCLOSURE)

President DePasquale adjourned the meeting at 5:54 p.m. to an adjourned Regular Board Meeting scheduled for Thursday, June 10, 2021 at 3:30 p.m.

Approved:

Marice H. DePasquale, President

Denise Garcia, District Secretary

Unapproved

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0013-21-02	Merrimac Way Improvement - City Project # 20-20	Merrimac Way Bicycle Facility Improvements	Plans received on 2/2/21 and plan check fees are waived. Application for New Service received on 2/2/21. 1st Plan check submitted on 2/2/21 and returned on 2/7/21. 2nd Plan check submitted on 2/26/21 and returned on 2/26/21. Conducted a field meeting with Contractor on 2/26/21. (6/14/21)
C0014-21-01	1170 Baker Street, Units C and D	Commercial Building	Plans received on 7/15/20 and plan check fees paid on 7/20/20. Redlines returned on 7/23/20. 2nd Plan check submitted 8/13/20 and redlines returned on 8/14/20. 3rd Plan check submitted 8/31/20 and returned on 9/6/20. Permit issued on 10/23/20. Waiting for Contractor to call for Inspection. (6/14/21)
C0043-21-01	2032 President Place	CMUSD Pump Station	Plan check fees and Application for New Service submitted on 8/18/20. 1st Plan Check submitted on 6/30/20 and returned on 7/4/20. 2nd Plan check submitted on 9/8/20 and returned on 9/12/20. Permit issued on 11/12/20. Sanitation District to call for water inspections, June 2021. (6/14/21)
C0058-19-01	585 & 595 Anton Boulevard (P2)	Apartment Complex	Final permit fees paid on 5/8/19. Permit issued on 5/8/19. Precon meeting held on 5/16/19. 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. 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. Installed services and backfilled on 5/12/21. Meter installed (2") on 5/13/21. Pressure test performed on 5/18/21. Meter installed on 6/3/21. Backflow test passed on 6/1/21 and the Irrigation Backflow tested and passed on 6/7/21.
C0070-21-01	2950 Harbor Blvd (Fast5Xpress Car Wash)	Commercial Building	Plans received and plan check fees paid on 6/2/21. 1st Plan Check submitted on 6/2/21 and returned on 6/4/21.
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. Received quitclaim exemption on 10/9/20. Permit issued on 12/22/20. Precon held on 4/22/21. Future hydrant placement inspected on 5/13/21.

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
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. Hot taps done on 10/9/20, 10/12/20, 10/13/20. 29 Meters installed on 10/15/20. Shutdown to tie in the fireline on 10/15/20. Two Backflows tested on 10/23/20. Abandonment completed on 10/28/20. Meter install on 11/2/20. Service abandonments performed on 1/7/21. Flow tests performed on two buildings on 3/18/21. (6/14/21)
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 and returned on 7/5/20. (6/14/21)
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. Precon meeting conducted on 3/5/21. Mainline and Fireline excavations inspected on 3/12/21. Services installed on 4/1/21. Meters installed on 4/6/21. Backflow tests performed on 4/7/21. Backfill and compaction completed on 4/8/21. Meter installed and locked off on 5/17/21.
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 letter to Owner on 5/29/20 due to non-responsiveness to complete plan check process. Sent a letter to resume Plan Check as Fire Marshall informed Mesa Water District the residence construction continued without a permit on 5/2/21.

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
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. 2nd submittal submitted on 9/30/20 and returned on 10/11/20. 3rd Plan check submitted on 4/30/21 and returned on 5/2/21. (6/14/21)
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. Precon meeting held on 10/5/20. Services installed and backfilled on 11/9/20. Meters installed and locked off on 11/16/20. Flowthru tests completed on 5 homes on 6/9/21.
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. 2nd Plan check submitted on 3/18/21 and redlines returned on 3/19/21. Received Fire Department approval and Owner working on 2nd Plan Check submittal. (6/14/21)
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. Awaiting response from customer on status. Site visit to check construction progress on 3/16/21 and home is still being built. (6/14/21)
C0150-20-02	165 Merrill Place	Single Family Home	Plans received on 7/3/20 and plan check fees paid on 6/25/20. 1st Plan check submitted on 6/25/20 and redlines returned on 7/5/20. Rescinded permit on 9/16/20. 2nd Plan check submitted 9/28/20 and returned on 9/29/20. Issued permit on 10/27/20. Precon held on 3/17/21. (6/14/21)
C0152-21-01	369 Costa Mesa Street	Single Family Home	Plans received on 7/21/20 and plan check fees paid on 7/15/20. 1st Plan check submitted on 7/22/20 and redlines returned on 7/22/20. Followed up with Owner on 11/13/20 regarding status. Owner to provide Construction cost estimate so Payment Voucher and Water Service Agreement can be prepared. Issued plan check application termination to Owner due to non-responsiveness to complete plan check process. (6/14/21)
C0155-21-01	451 Cabrillo Street	Single Family Home	Plans received on 7/21/20 and plan check fees paid on 7/21/20. 1st Plan check submitted on 7/22/20 and redlines returned on 7/22/20. 2nd Plan check submitted on 9/29/20 and response submitted on 9/29/20. Waiting for customer to pay the Payment Voucher and return Water Service Agreement. Issued plan check application termination to Owner due to non-responsiveness to complete plan check process. (6/14/21)

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0158-21-01	396 E. 21st Street	Mobile Home Park	Plan check fees paid on 8/13/20 and Application for New Service submitted on 8/7/20. 1st Plan check submitted on 7/30/20 and returned on 8/15/20. 2nd Plan check submitted on 9/2/20 was rejected. Revised 2nd Plan check submitted on 9/10/20 and returned on 9/12/20. Issued permit on 10/27/20. Waiting for Precon inspection request anticipated in May 2021. Precon held on 5/27/21.
C0160-21-01	272 Rose Lane	Single Family Home	Plan check fees paid and Application for New Service submitted on 8/24/20. 1st Plan check submitted on 8/24/20 and returned on 8/30/20. 2nd Plan check submitted on 8/31/20 and returned on 9/6/20. Issued permit on 9/30/20. Precon held on 4/20/21. (6/14/21)
C0164-21-01	282 E. 18th Street	Single Family Home	Plan check fees paid and Application for New Service submitted on 9/3/20. 1st Plan check submitted on 8/31/20 and returned on 9/6/20. Issued permit on 9/30/20. Waiting for Precon inspection request. (6/14/21)
C0165-21-01	2110 Monrovia Avenue	Single Family Home	Plan check fees paid and Application for New Service submitted on 9/3/20. 1st Plan check submitted on 9/2/20 and returned on 9/6/20. Issued permit on 9/17/20. Waiting for Precon inspection request. (6/14/21)
C0166-21-01	470 Walnut Place	Single Family Home	Plan check fees paid and Application for New Service submitted on 9/3/20. 1st Plan check submitted on 9/2/20 and returned on 9/6/20. Issued permit on 9/17/20. Waiting for Precon inspection request. (6/14/21)
C0169-21-01	785 Center Street	Single Family Home	Plan check fees paid and Application for New Service submitted on 9/14/20. 1st Plan check submitted on 9/14/20 and returned on 9/18/20. 2nd Plan check submitted on 9/24/20 and returned on 9/25/20. Issued permit on 10/5/20. Site presurvey completed on 12/28/20. Waiting for Precon inspection request. (6/14/21)
C0172-21-01	377, 379, 385 and 387 La Perle Place	4 Single Family Homes	Application for New Service submitted on 10/9/20 and waiting for Plan check fees to arrive via check. 1st Plan check submitted on 10/9/20 and returned on 10/12/20. 2nd Plan check submitted on 10/20/2020 and returned on 10/20/20. 3rd Plan check submitted on 10/27/20 and returned on 10/28/20. Permit issued on 12/22/20. Precon meeting held on 6/3/21.
C0173-21-01	1815 Anaheim Ave	Kiddie Academy	Application for New Service and plan check fees submitted on 10/14/20. 1st Plan check submitted on 10/14/20 and returned on 10/27/20. 2nd Plan check submitted on 2/26/21 and returned on 2/28/21. Final plan check fees paid on 4/19/21. Permit issued on 5/4/21. Waiting for Precon inspection request. (6/14/21)

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0175-21-01	1499 Monrovia Avenue	Commercial	Application for New Service and Plan Check Fee submitted on 12/14/20. 1st Plan check submitted on 12/10/20 and returned on 12/23/20. 2nd Plan check submitted on 2/4/21 and returned on 2/7/21. Permit issued 2/22/21. Precon meeting held on 4/12/21. Services installed and backfilled, Chlorination swab, pressure test done on 4/28/21. Chlorination/flushing done on 4/29/21. New Contractor refresher inspection for 2" service install on 6/10/21.
C0176-21-01	752-756 W. 19th Street	Mix Use	Application for New Service and plan Check Fees submitted on 12/21/20. 1st Plan check submitted on 12/21/20 and returned on 12/23/20. 2nd Plan check submitted 1/25/21 and returned on 2/2/21. 3rd Plan check submitted on 2/15 and returned on 2/15/21. (6/14/21)
C0177-21-01	2141 Orange Avenue	Single Family Home	Application for New Service and Plan Check Fee submitted on 12/21/20 and returned on 12/23/20. 2nd Plan check submitted on 12/24/20 and returned on 12/24/20. Issued permit on 1/5/21. Waiting for Precon inspection request. (6/14/21)
C0178-21-01	3025 Capri Lane	Single Family Home	Application for New Service and plan Check Fees submitted on 12/21/20. 1st Plan check submitted on 12/21/20 and returned on 12/23/20. 2nd Plan check submitted on 3/18/21 and returned on 3/19/21. (6/14/21)
C0179-21-01	2183 and 2185 Tustin Avenue	Two Single Family Home	Application for New Service and Plan Check Fee submitted on 12/21/20. 1st Plan check submitted on 12/21/20 and returned on 12/23/20. 2nd Plan check submitted on 1/26/21 and returned on 2/2/21. Permit issued on 5/4/21. Precon held on 5/12/21. Building services, hot-tapping, and backfill completed on 6/14/21.
C0180-21-01	3197 Airport Loop, Building F	Commercial	Application for New Service and Plan Check Fee submitted on 12/23/20. 1st Plan check submitted on 12/23/20 and returned on 12/24/20. 2nd Plan check submitted on 1/11/21 and returned on 1/12/21. 3rd Plan check submitted on 2/4/21 and returned on 2/7/21. (6/14/21)
C0182-21-01	1850 Paros Circle	Single Family Home	Application for New Service submitted on 01/28/21 and Plan Check Fee received on 01/26/21. 1st Plan check submitted on 01/28/21 and redlines returned on 2/2/21. 2nd Plan check submitted on 2/4/21 and returned on 2/7/21. Permit issued 3/5/2021. Waiting for Precon inspection request. (6/14/21)
C0183-21-01	148 E. 22nd Street	Sr. Mary Armenian Church	Plan Check Fee received on 2/4/21. 1st Plan check submitted on 2/4/21. Waiting for Application for New Service. (6/14/21)

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0184-21-01	238 Flower Street	Single Family Home	Application for New Service submitted on 02/2/21 and Plan Check Fee received on 02/01/21. 1st Plan check submitted on 02/16/21 and redlines returned on 2/20/21. 2nd Plan Check submitted on 2/25/21 and returned on 2/28/21. Issued permit on 3/5/21. Waiting for Precon inspection request. (6/14/21)
C0185-21-01	125 and 127 Cabrillo Street	Commercial Property	Application for New Service submitted on 02/16/21 and Plan Check Fee received on 02/20/21. 1st Plan check submitted on 2/25/21 and returned on 2/28/21. 2nd Plan check submitted on 3/12/21 and returned on 3/14/21. (6/14/21)
C0186-21-01	2033 Lemnos Drive	Single Family Home	Application for New Service submitted on 02/27/21 and Plan Check Fee received on 02/26/21. 1st Plan check submitted on 2/26/21 and returned on 2/28/21. Issued permit on 3/17/21. Precon meeting held on 5/25/21. Trench excavations inspected on 5/26/21.
C0187-21-01	237 E. 21st Street	Single Family Home	Application for New Service submitted on 2/23/21 and Plan Check Fee received on 2/25/21. 1st Plan check submitted on 3/1/21 and returned on 3/5/21. 2nd Plan check submitted on 3/13/21 and returned on 3/14/21. Issued permit on 3/19/21. Precon held on 3/26/21. Meter upgraded on 4/1/21. (6/14/21)
C0188-21-01	3190 Pullman Street	Commercial Property	Application for New Service submitted on 3/1/21 and Plan Check Fee received on 3/4/21. 1st Plan check submitted on 3/2/21 and returned on 3/5/21. 2nd Plan check submitted on 3/12/21 and returned on 3/14/21. (6/14/21)
C0189-21-01	975 West 18th Street	Commercial Property	Application for New Service submitted on 03/04/21 and Plan Check Fee received on 03/04/21. 1st Plan check submitted on 3/4/21 and returned on 3/5/21. Inspector visited jobsite to check status with nothing new to report on 3/9/21. 2nd Plan check submitted on 3/18/21 and returned on 3/19/21. 3rd Plan check submitted on 6/13/21 and returned on 6/13/21.
C0190-21-01	934 West 17th Street	Commercial Property	Application for New Service submitted on and Plan Check Fee received on 3/9/21. 1st Plan check submitted on 3/8/21 and returned on 3/14/21. 2nd Plan check submitted on 3/19/21 and returned on 3/19/21. Inspector visited jobsite to check status with nothing new to report on 4/7/21. (6/14/21)
C0191-21-01	1939 Continental Place	Single Family Home	Application for New Service submitted and Plan Check Fee received on 4/8/21. 1st Plan check submitted on 4/8/21 and returned on 4/9/21. 2nd Plan check submitted on 4/16/21 and returned on 4/17/21. Issued permit on 6/11/21.

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0192-21-01	1750 Santa Ana Avenue	Single Family Home	Application for New Service submitted on 4/16/21 and Plan Check Fee received on 4/17/21. 1st Plan check submitted on 5/3/21 and returned on 5/3/21.
C0193-21-01	908 Magellan Street	Single Family Home	Application for New Service submitted on 4/19/21 and Plan Check Fee received on 4/19/21. 1st Plan check submitted on 4/19/21 and returned on 5/3/21.
C0194-21-01	981 Presidio Drive	Single Family Home	Application for New Service submitted on 4/20/21 and Plan Check Fee received on 4/20/21. Waiting for 1st Plan check submittal.
C0196-21-01	1588 South Coast Drive (Vans HQ2)	Commercial Property	Application for New Service submitted on 4/27/21 and Plan Check Fee received on 4/28/21. 1st Plan check submitted on 5/12/21 and returned on 5/16/21.
C0197-21-01	1775 Monrovia Avenue, Unit C	Commercial Property	Application for New Service submitted on 5/4/21 and Plan Check Fee received on 5/4/21. 1st Plan check submitted on 4/16/21 and returned on 5/15/21. Issued permit on 6/11/21.
C0198-21-01	257 Knox Place	Single Family Home	Application for New Service submitted on 5/7/21 and Plan Check Fee received on 5/7/21. 1st Plan check submitted on 5/8/21 and returned on 5/9/21. 2nd Plan check submitted on 5/16/21 and returned on 5/17/21. Issued Permit on 6/4/21.
C0199-21-01	3079 Warren Lane	Single Family Home	Application for New Service submitted on 5/10/21 and Plan Check Fee received on 5/10/21. 1st Plan check submitted on 3/8/21 and returned on 5/15/21. 2nd Plan check submitted on 5/28/21 and returned on 6/3/21. Issued permit on 6/11/21.
C0200-21-01	289 E. 17th Street (Target)	Commercial Property	Application for New Service submitted on 5/12/21 and Plan Check Fee submitted on 5/26/21. 1st Plan check submitted on 5/12/21. 2nd Plan check submitted on 5/28/21 and returned on 6/3/21. Issued permit on 6/14/21.
C0201-21-01	3370 Harbor Blvd. (The Press)	Commercial Property	Application for New Service submitted on 5/12/21 and Plan Check Fee submitted on 5/26/21. 1st Plan check submitted on 5/12/21 and returned on 6/6/21.
C0202-21-01	1910 Federal Ave	Single Family Home	Application for New Service submitted on 5/18/21 and Plan Check Fee submitted on 5/18/21. 1st Plan check submitted on 5/25/21 and returned on 6/3/21.
C0203-21-01	762 Center Street	Single Family Home	Application for New Service submitted on 4/14/21 and Plan Check Fee submitted on 5/26/21. 1st Plan check submitted on 5/26/21 and returned on 6/4/21.
C0204-21-01	3106 Fernheath Lane	Single Family Home	Application for New Service submitted on 6/2/21 and Plan Check Fee submitted on 6/2/21. 1st Plan check submitted on 6/2/21 and returned on 6/4/21.

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0205-21-01	200 E. 20th Street	Single Family Home	Application for New Service submitted on 5/26/21 and Plan Check Fee submitted on 6/2/21. 1st Plan check submitted on 5/26/21 and returned on 6/4/21.
C0206-21-01	2168 Placentia Avenue	Single Family Home	Application for New Service and Plan Check Fee submitted on 6/11/21. 1st Plan check submitted on 6/11/21 and returned on 6/13/21.

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

June 2021

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. Reviewed submittals. Met with SARWQB on 5/24/19 and discussed permit requirements w/ Susan Beeson. On 5/30/19 met with OCSD and went over requirements for the Special Purpose Discharge Permit (SPDP). Project Progress meeting on 6/6/19 and coordination meeting with MWD on 6/20/19. Held Permit Status Meeting on 7/11/2019, Traffic Coordination Meeting with Fletcher Jones 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 9/1/2019. Coordination meeting with Fletcher Jones and Project Progress Meeting 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 held on 7/23/20. Planting Establishment and Maintenance Report submitted to the regulatory agencies on September 29, 2020. Non-native plant herbiciding performed on 11/14/20 and 5/4/21. (6/10/21)

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 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 of 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. MWD/DOC performed approximately 40 miles of leak detection and found one suspected pipeline leak. Staff performed a follow up leak

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

June 2021

detection and could not replicate the suspected leak. Thirteen (13) AC pipe samples collected by staff during valve replacements and break responses we sent for wall thickness measurement, EDS testing, and remaining useful life estimates. Wall thickness lab reports were received and useful life estimate report is expected on February 24, 2021. MWDOC staff performed 30 miles of leak detection for main lines and service laterals in January 2021. A report of their findings found no mainline leaks. 30 additional miles of leak detection was received on 3/22/21. No mainline leaks were reported. (6/10/21)

Project Title: Chandler & Croddy Wells and Pipeline Project

File No.: M18-113

Description: Design, documentation, permitting, and construction of 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: The Chandler Well 12 and Croddy Well 14 and Pipeline Project Team includes Design Engineer TetraTech, Construction Manager Butier Engineering, and Community Outreach Consultant Murakawa & Associates. The project has four phases, with a construction bid package for each phase. The status of each phase is below.

Phase 1: Demolition. Demolition of the existing office buildings at the well site properties was awarded to Standard Demolition on July 9, 2020 and was completed on October 14, 2020.

Phase 2: Well Drilling. Well Drilling was awarded to Zim Industries dba Bakersfield Well & Pump on August 13, 2020. Permits for well drilling were received from Orange County Health Care Agency (OCHCA) on October 7, 2020. Mobilization for drilling at the Croddy Well 14 site started on October 12, 2020. Sound walls were constructed at both sites. Croddy Well 14 drilling is complete. Test pumping produced 4,000 gallons per minute. Water quality depth and well blend sample results indicate good water quality. Chandler Well 12 pilot hole was drilled and samples for the aquifer and the groundwater indicate good water quality to 970 feet. The pilot hole reaming and casing installing was completed during the week of May 3, 2021. Test pumping of Chandler Well 12 produced 4,320 gallons per minute. Water quality depth samples and well blend samples results are expected to be received by June 30, 2021.

Phase 3: Well Equipping. A contract award to Gateway Pacific was approved at the February 11, 2021 Board of Directors meeting. A project team kickoff meeting was held on March 10, 2021. The team has identified the long lead time items, and is in the submittal process for these items. Mobilization at the Croddy site occurred on May 28, 2021.

Phase 4: Pipeline. Pipeline design is complete. The encroachment permit applications for the pipeline were submitted to the City of Costa Mesa and Santa Ana. Permit comments from both cities have been received and addressed. The encroachment permit from Costa Mesa has been issued. The encroachment permit from the City of Santa Ana is in process. The RFB was released on March 17, 2021. Seven bids were received prior to the April 14, 2021 bid opening. The Board authorized execution of a construction contract with Ferreira Construction at the April 27, 2021 Board Committee

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

June 2021

meeting. Notice to Proceed with the potable water transmission pipeline construction was issued on June 1, 2021. A preconstruction meeting is scheduled for June 15, 2021. (6/11/2021)

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 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: A request for bids was sent out the on-call contractors for the installation of the Route 600 Meter Technology Pilot Project Meters. Bids from the on-call contractors were received on October 15, 2020 and reviewed by staff. W.A. Rasic was selected from the bids received. The preconstruction meeting was held on 11/12/2020. Kickoff meeting with Contractor was held on November 12, 2020. The official notice to proceed was issued on 11/30/20. The contractor began their field investigation of the Route 600 meters the week of 11/30/20. The contractor has substantially completed replacing meters and installing the cellular endpoints. To date, approximately 230 endpoints have been installed and 100 meters replaced. Based on the current construction schedule, the project is anticipated to be complete by the end of July. (6/11/21)

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 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 reviewed by

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

June 2021

staff.. (6/10/2021) Project will be constructed with Reservoirs 1 & 2 Pump Station Upgrade Project.

Project Title: District Wide Security System

File No.: M20-600

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. The final Request for Task Order proposal was issued on July 21, 2020. Three proposals were received on August 3, 2020 and evaluated. A Task Order authorization was issued to HDR. Kickoff and site visits were conducted on August 25-27, 2020. The consultant is conducting the evaluation. The draft white paper was received on October 12, 2020, and was reviewed by staff. The revised white paper was received on November 9, 2020, and was being reviewed by staff. A meeting was held on November 18, 2020, to discuss the options. A revised white paper was received on December 4, 2020, and was reviewed by staff. Final decisions on implementation are pending decisions on fiber optic and cellular communications. (6/10/2021)

Project Title: SACDA Control Room and Wet Labs Upgrade Project

File No: M20-105

Description: Relocation of the SCADA Control Room and laboratory, including the addition of an education center.

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. 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. At the August 25, 2020 Committee Meeting the Mesa Water® Education Center building concept was approved by the Board. Additionally, a contract was awarded to Mad Systems for the exhibit design. On September 17, 2020 a final design kick-off meeting was held with the architect and exhibit design teams. On October 6, 2020, the Mesa Water team toured the Albert Robles Center for Water Recycling and Environmental Learning with Mad Systems. On October 15, 2020 the design team held a site visit at the MWRF to discuss landscaping and courtyard concepts. The design team held progress meetings on 10/29/20, 11/12/20, and 11/25/20 to discuss project alternatives and progress. A preliminary landscaping concept was received on 11/25/20. The 50% design submittal was received on 12/15/2020. The comments to the submittal were discussed during progress meetings on 1/21/21 and 2/4/21. 50% Construction Documents were submitted 3/12/21. The

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

June 2021

architectural team is currently developing finish alternatives for review and selection by the Mesa Water team and working toward 100% Construction Documents. The project team has held detailed design meetings regarding storage buildings, IT Server Room, and transitional plans to keep the MWRF in service during construction. 6/2/21 the Mesa Water team reviewed and selected finishes for the Education Center and Administration Building. Transitional plans to keep the MWRF in service are in progress. The delivery and setup of the temporary facilities are anticipated to begin in July 2021. Mesa Water received proposals for construction management services for the project in early June 2021. The proposals are currently under review. The 100% Construction Documents are scheduled to be completed in July 2021 with construction expected to start in September 2021 (6/10/21)

Project Title: Wilson Street Pipeline Replacement Project

File No.: M21-220A

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. Received five proposals on 8/27/20. Water Systems Consultants, Inc (WSC) selected to prepare the design. Kick-off meeting held on 8/13/2020. Technical Memorandum No. 1 providing alternative pipeline layout submitted for review on 10/12/20. 50% Design package submitted for review on 12/23/20. The comments to the submittal were analyzed and discussed on 2/8/21. The consultant completed the 90% Design Submittal on 3/9/21. Request for Bids sent out to contractors on 3/30/21. Eight bids received on 4/28/21. JA Salazar submitted the lowest bid. The Board authorized execution of a construction contract with JA Salazar at the May 13, 2021 Board meeting. The Contract with JA Salazar was executed on 6/10/21. The pre-construction meeting for the project is scheduled for 6/24/21. (6/10/21)

Project Title: 1951 Cohort Pipeline Replacement Project

File No.: M21-220A

Description: Design, documentation, and permitting for replacement of 3.5 miles of pipeline in Hamilton St., Pomona Ave., Wallace Ave., Anaheim Ave., and Maple Ave.

Status: Scope of Work and Request for Proposals for providing CM services for the Wilson Avenue and 1951 Cohort Pipeline Replacement Projects sent out to As-Needed Consultants on 11/30/20. Five proposals received on 12/14/20. CDM Smith was selected to provide the CM Services. (2/12/21).

Scope of Work and Request for Proposals for providing design services for the 1951 Cohort Pipeline Replacement sent out to As-Needed Consultants on 12/1/20. Two proposals received on 12/15/20. Tetra Tech was selected to prepare the design. The project kick-off meeting was held on 2/2/21. The Consultant is currently developing the project's permit plan and 50% submittal. (6/10/21)

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

June 2021

Project Title: Mainline Valve Replacement Project Phases I through IV

File No.: M21-220C

Description: Design, documentation, and permitting for replacement of mainline valves within the distribution system per the Mainline Valve Spacing Policy.

Status: At the October 8, 2020 Board Meeting the Mainline Valve Spacing Policy was approved by the Board. A Scope of Work and Request for Quote for the design, documentation, and permitting for the Mainline Valve Replacement Project was prepared and was sent to on-call design consultants the week of October 19, 2020. Received four proposals on 11/3/20. Tetra Tech was selected to prepare the final design. The project Kick-off meeting was held on 1/12/21. The Consultant developed the project's permit plan. The 50% Design Submittal was delivered for review on 5/10/21. Mesa Water Staff is currently testing shutdowns required for the Phase 1 valve replacement and the Consultant is working towards the 90% Design Submittal. (6/10/21)

Project Title: Reservoirs 1 and 2 Pump Station Upgrades Project

File No.: M21-210B2

Description: The Reservoir Upgrades Project has several components to increase the efficiency and reliability of Reservoirs 1 and 2: Chemical storage and feed systems (sodium hypochlorite and aqueous ammonia) to help reduce nitrification issues in the distribution system; Pump replacement and conversion of drivers from gas engines to electrical motors; Upgrades to reservoir electrical service through SCE; Installation of diesel generator systems to power the reservoirs in the event of an emergency; Miscellaneous system rehabilitation and upgrades including electrical gear replacement, pipeline rehabilitation, pipeline modifications, and instrument replacement based on the results of site visits and related analyses; and Slurry Dewatering Pit upgrades located at the Reservoir 1 site.

Status: Following the approval of the recommendations of the Water, Power, and Supply Chain Reliability Assessment, Mesa Water developed a design scope of work for the Reservoirs 1 and 2 Upgrades Project. A proposal was solicited from a CIPR on-call design consultant and the project's Preliminary and Final Design kicked off in May 2021. A site visit for the project was held with the consultant on 5/17/21. The project team performed a 3-D scan of Reservoir 1 the week of June 7th and will be performing a 3-D scan of Reservoir 2 the week of June 14th. (5/17/21)

Project Title: Excavation Slurry Dewatering Pit Project

File No.: M21-250D

Description: Design, documentation, and permitting for a dewatering process that will be constructed in Mesa Water's Operations Yard to provide dewatering for the hydrovac excavation slurry.

Status: A Scope of Work and Request for Quote for the design, documentation, and permitting for the Excavation Slurry Dewatering Pit Project was prepared and sent to on-call design consultants the week of October 19, 2020. The task order and notice to

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

June 2021

proceed are being developed by the Mesa Water team for the selected consultant. The kick-off meeting and site visit were held on 11/30/20. The project team held a progress meeting on 12/23/2020 and the draft report is currently in progress. The Draft memo was submitted for review on 2/3/21 and is currently being reviewed by Mesa Water Staff. Mesa Water Staff has provided direction and the design of the Dewatering Pit is included in the scope of work for the Reservoirs 1 and 2 Pump Station Upgrades Project. The Final Technical Memorandum was submitted for review on 6/10/2021 and is currently being reviewed by Mesa Water® Staff. (6/10/21)

Project Title: Vault Rehabilitation and Abandonment

File No.: M20-220B

Description: Design and construction of abandonment of obsolete facilities and rehabilitation of one arterial valve on OC-44.

Status: NV-5 was selected as the design consultant. Project kickoff was held on September 30, 2020. Site visits for all of the vaults were conducted in October 2020. A preliminary design report was received in November 2020 and review by staff. The current project includes abandoning three vaults on OC-44 and three unused pressure relief stations, and replacing the Bonita Creek Park Arterial Valve on OC-44. Rehabilitation of the interties is on hold pending decisions on the need for the three interties, and will be completed in a future capital program. A CEQA evaluation of the project recommended filing a Categorical Exemption from CEQA. The Categorical Exemption is in process. The project is at approximately 80% design. 100% design is expected on June 24, 2021. (6/10/2021)

Project Title: Operational IT Infrastructure Security Project

File No.: M21-250F

Description: The Project will align the Operational IT infrastructure and management model with Mesa Water enterprise IT system standards and CISA recommendations.

Status: The project kick-off meeting was held on 5/17/2021. The project is currently procuring equipment. (6/11/2021)

Water Quality Call Report

May 2021

Date: 5/13/2021

Source: Phone

Address: 567 Traverse

Description: Customer placed an online inquiry regarding discolored water that she observed for a brief period the previous evening.

Outcome: Confirmed with Mesa Water staff that work was not being performed near this area on 5/12/21. Customer clarified that the discolored water only occurred for a brief period and the water has since cleared and she declined a site visit.

Date: 5/20/2021

Source: Phone

Address: 939 W. 19th Street, #D1

Description: Customer wanted to know if Mesa Water could provide information on what material her water service line is made of.

Outcome: Contacted customer and let her know that, in Mesa Water's service area, there are no lead service lines on the District's side of the meter. Provided guidance to her on how to check if her service line is lead or not. Customer also asked if she could get a list of local labs that can test her water. A list of local drinking water laboratories was provided to her. Customer was very appreciative of the quick response from Mesa Water.

Date: 5/24/2021

Source: Visit

Address: 759 W. 19th Street

Description: The property manager had multiple tenants concerned about "yellow water."

Outcome: Checked the hose bib closest to the meter as well as the multiple tenant locations and the water was clear. Checked with Mesa Water staff and they were performing unidirectional flushing nearby and could have disturbed some fine sediments in the mainline. Explained to the property manager and assured him the water is fine.

Date: 5/26/2021

Source: Phone

Address: 3097 Donnybrook Lane

Description: Customer reported having discolored water.

Outcome: Asked customer to check front hose bib outside which she did and the water was clear. Advised her to flush cold water throughout the house to clear any discolored water that may be present in her internal lines. Customer will call back should the discolored water return.

Water Operations Status Report
July 1, 2020 - May 31, 2021

Operations Department Status Report	Wk Unit	Plan Days	Act Days	Plan Qty	Act Qty	Plan Cost	Actual Cost
01 - HYDRANTS							
WD-0101 - HYDRANT MAINTENANCE	HYDRANTS	162	138	3079	2760	\$65,179	\$62,323
WD-0102 - HYDRANT PAINTING	HYDRANTS	13	17	385	394	\$5,409	\$6,810
WD-0103 - HYDRANT REPAIR	HYDRANTS	37	40	55	65	\$13,704	\$32,865
Program 01 TOTAL		211	195			\$84,292	\$101,998
02 - VALVES							
WD-0201 - DISTRIBUTION VALVE MAINTENANCE	VALVES	109	104	2189	2141	\$48,775	\$47,402
WD-0202 - NIGHT VALVE MAINTENANCE	VALVES	12	12	165	166	\$6,008	\$6,255
Program 02 TOTAL		122	116			\$54,783	\$53,657
03 - METERS							
CS-0301 - NEW METER INSTALLATION	METERS	9	12	94	67	\$40,159	\$30,992
CS-0302 - RAISE REPLACE METER BOX	BOXES	7	1	72	9	\$3,220	\$659
CS-0303 - METER LEAK INVESTIGATION/REPAIR	INV/REP	20	13	294	129	\$7,925	\$5,001
CS-0305 - ANGLE STOP/BALL VALVE REPLACE	REPLACE	30	36	75	95	\$18,346	\$14,376
CS-0306 - LARGE METER TEST/REPAIR - C	TESTS	22	7	108	25	\$8,699	\$2,530
WD-0305 - ANGLE STOP/BALL VALVE REPLACE	REPLACE	24	7	47	16	\$15,120	\$3,849
Program 03 TOTAL		110	76			\$93,469	\$57,407
04 - MAIN LINES							
WD-0401 - MAIN LINE REPAIR	REPAIRS	91	64	18	6	\$55,514	\$35,949
WD-0402 - AIR VAC MAINTENANCE/REPAIR	REPAIRS	24	13	145	116	\$9,552	\$5,448
Program 04 TOTAL		116	77			\$65,066	\$41,397
05 - SERVICE LINES							
WD-0501 - SERVICE LINE REPAIR	REPAIRS	52	75	19	33	\$26,747	\$53,379
Program 05 TOTAL		52	75			\$26,747	\$53,379
06 - CAPITAL							
CAP AV - CAPITAL AIR VACUUM REPLACE	AIR VACS	20	0	10	0	\$11,466	\$0
CAP BI - CAPITAL BYPASS & METER INSTALL	REPLACE	12	0	1	0	\$7,381	\$0
CAP FH - CAPITAL HYDRANT UPGRADE	HYDRANTS	91	200	14	31	\$88,882	\$190,667
CAP MV - CAPITAL MAINLINE VALVE REPLACE	VALVES	103	111	18	21	\$82,772	\$83,430
CAP SL - CAPITAL SERVICE LINE REPLACE	SERVICES	34	19	9	9	\$22,222	\$12,923
CAP SS - CAPITAL SAMPLE STATION REPLACE	STATIONS	10	8	10	12	\$5,577	\$3,874
CAP LM - CAPITAL LARGE METERS	METERS	7	2	46	7	\$18,037	\$3,679
CAP SM - CAPITAL SMALL METERS	METERS	15	17	228	153	\$22,053	\$21,298
Program 06 TOTAL		292	356			\$258,390	\$315,871
TOTAL						\$582,747	\$623,709

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
CAPITAL					
BRAIN BUILDERS STEM EDUCATION INC	000003632	05/13/21	MW002	M21-250A3 EDUCATION DEVELOPMNT	\$5,250.00
	1				\$5,250.00
BUTIER CONSULTING ENGINEERS	000003684	05/20/21	B010MWD	M18-100 CHANDLER & CRODDY	\$13,372.59
	1				\$13,372.59
CDM SMITH, INC	000003634	05/13/21	90122213	M21-220A WILSON & 1951 COHORT	\$2,183.50
	1				\$2,183.50
MICHAEL BAKER INTERNATIONAL	000003720	05/20/21	1114709	M20-100 METER TECHNOLOGY	\$24,665.00
	1				\$24,665.00
MURAKAWA COMMUNICATIONS, INC.	000003656	05/13/21	MESA WATER-11	M20-109 PUBLIC OUTREACH	\$5,950.00
	1				\$5,950.00
NV5, INC.	000003574	05/06/21	192257	M21-220B VAULT REHAB ABANDMNT	\$36,477.00
		05/06/21	209921	M21-250D PARKING STRUCTURE	\$1,400.00
		05/06/21	209883	M21-250B VAULT REHAB ABANDMNT	\$16,895.00
	1				\$54,772.00
STANDARD DEMOLITION	000003723	05/20/21	1RET	M18-100 CHANDLER/CRODDY DEMO	\$6,575.45
		05/20/21	2RET	M18-100 CHANDLER/CRODDY DEMO	\$7,951.15
	1				\$14,526.60
TETRA TECH, INC	000003678	05/13/21	51727532	M18-100 CHANDLER & CRODDY	\$4,245.00
		05/13/21	51667817	M21-220C MAINLINE VALVE SPACNG	\$2,310.00
	1				\$6,555.00
ZOHO CORPORATION	000003741	05/27/21	2296653	M21-120B ANNUAL SUB PAM360	\$4,026.00
	1				\$4,026.00
Total CAPITAL	9				\$131,300.69
DEPARTMENT EXPENSE					

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
ACWA JOINT POWERS INSURANCE AUTHORITY	000003627	05/13/21	JUNE2021EAP	JUNE 2021 EAP	\$142.80
	1				\$142.80
CA DEPT OF JUSTICE	000003730	05/27/21	508583	PRE-EMPLOYMENT FINGERPRINTS	\$32.00
	1				\$32.00
CALPERS BENEFIT PAYMENTS	0163259	05/05/21	16404537	MAY HEALTH INS	\$56,550.44
	0163260	05/05/21	16404554	MAY PA HEALTH INS	\$6,947.13
	0163261	05/12/21	051221	PPE 4/24/21	\$39,326.93
	0163267	05/27/21	052721	PPE 5/7/21	\$39,341.22
	4				\$142,165.72
COLONIAL LIFE & ACCIDENT INS	000003635	05/13/21	8892333-0517576	INSURANCE - PPE 05/07/21	\$201.68
	000003732	05/27/21	8892333-0531925	INSURANCE - PPE 05/21/21	\$201.68
	2				\$403.36
EMPLOYMENT DEVELOPMENT DEPT	000003638	05/13/21	L0761122832	UNEMPLOYMENT TAX - MAY 2021	\$512.50
	1				\$512.50
GUARDIAN	000003735	05/27/21	00430941JUN21	JUN 21 DENTAL INSURANCE	\$5,680.54
	1				\$5,680.54
HOOVER PRINTING	000003590	05/06/21	96210	DESIGN WORK	\$120.00
	000003647	05/13/21	96304	PRINTING - NEWSLETTER	\$2,494.41
	000003736	05/27/21	96248	PRINTING - POSTCARDS	\$300.42
	3				\$2,914.83
INSTITUTE FOR CONSERVATION RESEARCH AND EDUCATION	000003591	05/06/21	105	SPONSORSHIP	\$10,000.00
	1				\$10,000.00
ORANGE COUNTY EMPLOYEES ASSN	000003739	05/27/21	OCEA PPE 05/26/21	MEMBERSHIP DUES PPE 05/26/21	\$285.36
		05/27/21	OCEA PPE 05/12/21	MEMBERSHIP DUES PPE 05/12/21	\$285.36
	1				\$570.72
SHARON D BRIMER	000003697	05/20/21	MAR/APR2021	BOARD MINUTES - MAR/APR2021	\$540.00
	1				\$540.00
TASC	000003660	05/13/21	IN2005983	FSA ADMIN FEES - MARCH 2021	\$167.16

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
TASC	000003740	05/27/21	IN2023003	FSA ADMIN FEES - APRIL 2021	\$143.28
	2				\$310.44
ULTIMATE STAFFING SERVICES	000003623	05/06/21	14005828	TEMP LABOR, PA, WE 04/04	\$1,374.96
		05/06/21	14008691	TEMP LABOR, PA, WE 04/11	\$1,374.96
	1				\$2,749.92
VISION SERVICE PLAN - (CA)	000003752	05/27/21	812390769	JUN 21 VISION INSURANCE	\$1,244.68
	1				\$1,244.68
VISTA DEL VERDE LANDSCAPE	000003624	05/06/21	34836	LANDSCAPE REPAIRS	\$2,040.20
		05/06/21	34837	LANDSCAPE REPAIRS	\$1,076.68
		05/06/21	35045	LANDSCAPE REPAIRS	\$765.43
		05/06/21	35094	LANDSCAPE MAINTENANCE - MAY	\$2,532.80
	1				\$6,415.11
Total DEPARTMENT EXPENSE	21				\$173,682.62
GENERAL AND ADMINISTRATIVE					
360 BC GROUP INC.	000003630	05/13/21	30004	WEBSITE MAINTENANCE - APR	\$2,000.00
	000003683	05/20/21	30005	PDF & VIDEO ADA COMPLIANCE	\$5,000.00
	2				\$7,000.00
ADVANCED CHEMICAL TRANSPORT, INC.	000003668	05/13/21	331907	HAZARDOUS WASTE DISPOSAL	\$240.00
		05/13/21	331906	HAZARDOUS WASTE DISPOSAL	\$240.00
		05/13/21	331905	HAZARDOUS WASTE DISPOSAL	\$240.00
	1				\$720.00
AGNEW MULTILINGUAL	000003611	05/06/21	19477	TRANSLATION SERVICE	\$1,170.00
	1				\$1,170.00
APPLIED BEST PRACTICES, LLC/FIELDMAN ROLAPP	000003682	05/20/21	26136	PROFESSIONAL SERVICES	\$2,000.00
	1				\$2,000.00
AT&T MOBILITY	000003577	05/06/21	87295684390X04162021	WIRELESS COMM 04/09-05/08	\$2,038.04
	1				\$2,038.04

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
ATKINSON, ANDELSON, LOYA, RUUD & ROMO	000003572	05/06/21	620252	LEGAL SERVICES - MARCH	\$75,230.52
	1				\$75,230.52
BEST BEST & KRIEGER	000003631	05/13/21	904606	PROFESSIONAL SERVICES	\$825.00
	1				\$825.00
BLUECOSMO SATELLITE COMMUNICATIONS	000003578	05/06/21	BU01316884	SATELLITE PHONE SERVICE	\$93.12
	1				\$93.12
BOLLAND AND ASSOCIATES	000003579	05/06/21	210302	REGULATORY CONSULTING FEE	\$500.00
	1				\$500.00
BRAD ROSTEN	000003610	05/06/21	CHEQ00099007779	00312500 Cheque Deposits 00312	\$100.35
	1				\$100.35
BRADLEY KERR	000003745	05/27/21	CHEQ00099007787	03123801 Overpayment	\$118.40
	1				\$118.40
BRENDA DEELEY PR LLC	000003614	05/06/21	1218	CONSULTING FEE APRIL 2021	\$7,500.00
	1				\$7,500.00
BROWN & CALDWELL	000003615	05/06/21	12395639	M21-250D EXCAVATION SLURRY	\$7,101.25
	1				\$7,101.25
CALIFORNIA ADVOCATES INC.	000003633	05/13/21	052182	PROFESSIONAL SERVICES	\$7,700.00
	1				\$7,700.00
CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION	000003731	05/27/21	20-0187	FY22 Membership renewal	\$4,825.00
	1				\$4,825.00
CCS ORANGE COUNTY JANITORIAL INC.	000003581	05/06/21	511252	M20-099 DAY PORTER SERVICE	\$3,264.08
	1				\$3,264.08
CHRISTOPHER SOTO	000003705	05/20/21	CHEQ00099007784	30001189 Cheque Deposits 30001	\$26.34
	1				\$26.34
CHRISTY STEVENSON	000003609	05/06/21	CHEQ00099007780	01507400 Cheque Deposits 01507	\$66.37
	1				\$66.37
CITRIX SYSTEM INC.	000003580	05/06/21	92182168	ANNUAL RENEWAL VIRTUAL APPS	\$1,825.00

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
	1				\$1,825.00
COASTAL OCCUPATIONAL MEDICAL GROUP DBA AKESO OCCUPATIONAL HEALTH	000003612	05/06/21	307336	MEDICAL SERVICES	\$130.00
	1				\$130.00
DAVID PITTMAN	000003582	05/06/21	050521	EXPENSE REIMBURSEMENT	\$61.15
	1				\$61.15
EAN SERVICES LLC	000003584	05/06/21	26834171	M20-099 TRUCK RENTAL	\$3,766.93
	1				\$3,766.93
EDWARD THIERS	000003608	05/06/21	CHEQ00099007777	00916100 Cheque Deposits 00916	\$205.81
	1				\$205.81
ELAN ONE	0163268	05/03/21	04252021	CC CHARGES APRIL	\$4,741.63
	1				\$4,741.63
ELLEN VOLK	000003742	05/27/21	CHEQ00099007789	00308301 Overpayment	\$950.00
	1				\$950.00
EMPLOYEE RELATIONS INC	000003585	05/06/21	90234	PRE-EMPLOYMENT VEHICLE REPORT	\$8.22
	1				\$8.22
EMPOWER	0163262	05/12/21	050621	PPE 5/6/21	\$13,279.43
	0163263	05/12/21	0506211	PPE 5/6/21	\$1,028.96
	0163265	05/26/21	052021	PPE 5/20/21	\$1,028.96
	0163266	05/26/21	0520211	PPE 5/20/21	\$13,279.43
	4				\$28,616.78
ENTERPRISE FM TRUST	000003639	05/13/21	FBN4209658	AUTO LEASES - MAY 2021	\$1,025.68
	1				\$1,025.68
ESTATE OF CAROL A. LANDIS	000003605	05/06/21	CHEQ00099007776	08305900 Cheque Deposits 08305	\$6.03
	1				\$6.03
FIELDMAN, ROLAPP & ASSOCIATES	000003713	05/20/21	26205	FINANCIAL CONSULTING SERVICES	\$1,476.14
	1				\$1,476.14
FM THOMAS AIR CONDITIONING INC	000003640	05/13/21	42345	REPAIRS - WELL 5	\$2,487.00
	000003734	05/27/21	42384	QUARTERLY MAINTENANCE	\$870.00

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
	2				\$3,357.00
FOLEY & MANSFIELD, P.L.L.P.	000003586	05/06/21	2652982	LEGAL FEES - MARCH 2021	\$960.00
	000003641	05/13/21	2652981	LEGAL FEES - MARCH 2021	\$6,750.00
	2				\$7,710.00
FRONTIER COMMUNICATIONS	000003587	05/06/21	17945APR21	DDS LINE 04/13-5/12	\$109.35
	1				\$109.35
FULL CIRCLE RECYCLING	000003588	05/06/21	26464	RCYCLING SERVICES	\$133.50
	1				\$133.50
INFOSEND INC	000003617	05/06/21	190306	CUSTOMER BILLING SERVICE	\$3,139.63
		05/06/21	190094	CUSTOMER BILLING SERVICE	\$1,763.65
	000003715	05/20/21	190007	PROGRAMMING FEE	\$600.00
		05/20/21	189760	PROGRAMMING FEE	\$900.00
		05/20/21	191234	CUSTOMER BILLING SERVICE	\$1,718.11
	2				\$8,121.39
J ELIOT DICKINSON	000003743	05/27/21	CHEQ00099007 788	01702400 Cheque Deposits 01702	\$133.89
	1				\$133.89
JILL DUFEK	000003706	05/20/21	CHEQ00099007 785	08412500 Overpayment	\$131.87
	1				\$131.87
JOHN ROBINSON CONSULTING, INC.	000003592	05/06/21	MW202001-10	M21-100 METER TECH IMPLEMENT	\$600.00
	1				\$600.00
JOHN ZUBKO	000003607	05/06/21	CHEQ00099007 781	02201400 Cheque Deposits 02201	\$204.69
	1				\$204.69
KLEEN KRAFT SERVICES	000003651	05/13/21	1068707	UNIFORMS, MATS, TOWELS	\$216.54
		05/13/21	1068035	UNIFORMS, MATS, TOWELS	\$216.54
		05/13/21	1067368	UNIFORMS, MATS, TOWELS	\$216.54
	000003717	05/20/21	1066696	UNIFORMS, MATS, TOWELS	\$216.54
		05/20/21	1069376	UNIFORMS, MATS, TOWELS	\$216.54

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
KLEEN KRAFT SERVICES	000003717	05/20/21	1070044	UNIFORMS, MATS, TOWELS	\$216.54
	2				\$1,299.24
LA CONSULTING INC	000003652	05/13/21	0015164	PERFORMANCE AUDIT FY21	\$9,426.90
	1				\$9,426.90
LEILA ZEPPELELLA	000003704	05/20/21	CHEQ00099007783	08513503 Overpayment	\$64.39
	1				\$64.39
LIEBERT CASSIDY WHITMORE	000003653	05/13/21	1517852	PROFESSIONAL SERVICES - MAR	\$1,120.00
	1				\$1,120.00
MAINTSTAR	000003655	05/13/21	2785	LICENSE FEE	\$6,500.00
	1				\$6,500.00
MONICA WATSON	000003744	05/27/21	CHEQ00099007790	00104601 Cheque Deposits 00104	\$77.60
	1				\$77.60
MORAN CONSULTING, INC.	000003595	05/06/21	3770	CS ONGOING SUPPORT	\$4,000.00
	1				\$4,000.00
MR. CAPOLINO	000003685	05/20/21	C0195-21-01	PLAN CHECK REFUND C0195-21-01	\$1,108.00
	1				\$1,108.00
MUNICIPAL WATER DISTRICT OF OC	000003619	05/06/21	2481	SMART TIMERS - MAR 2021	\$30.51
	1				\$30.51
NSWC MECHANICAL SERVICE, LLC	000003621	05/06/21	0001329-IN	ANNUAL AUDIT AQMD RULE	\$8,723.00
	1				\$8,723.00
O'NEIL STORAGE #0481	000003692	05/20/21	2104064	FILE STORAGE - APRIL 2021	\$141.68
	1				\$141.68
OSTS INC	000003694	05/20/21	54465	CONFINED SPACE TRAINING	\$2,640.00
	1				\$2,640.00
QUADIENT FINANCE USA, INC	000003699	05/20/21	3751APR21	POSTAGE - APRIL 2021	\$500.00
	1				\$500.00
RAFTELIS FINANCIAL CONSULTANTS	000003721	05/20/21	19250	CONSULTING-WATER COST COMP	\$4,223.45

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
RAFTELIS FINANCIAL CONSULTANTS	000003721	05/20/21	19251	CONSULTING-WATER COST COMP	\$536.25
	1				\$4,759.70
RAYNE WATER SYSTEMS	000003598	05/06/21	30486MAY21	SOFT WATER SERVICE - MAY 21	\$41.42
	1				\$41.42
ROBERT G SIEMON	000003703	05/20/21	CHEQ00099007782	00316800 Cheque Deposits 00316	\$58.30
	1				\$58.30
RYAN RICHARDSON	000003604	05/06/21	CHEQ00099007775	03301501 Cheque Deposits 03301	\$49.99
	1				\$49.99
STAFFING SOLUTIONS	000003750	05/27/21	33482	TEMP LABOR, CUS SVC, WE 04/25	\$1,961.71
		05/27/21	33532	TEMP LABOR, CUS SVC, WE 05/02	\$1,925.60
	1				\$3,887.31
STEPHEN STROUP	000003707	05/20/21	CHEQ00099007786	05922927 Cheque Deposits 05922	\$118.11
	1				\$118.11
SUSAN L MCGUIRE	000003606	05/06/21	CHEQ00099007778	08403200 Cheque Deposits 08403	\$52.11
	1				\$52.11
T2 TECHNOLOGY GROUP, LLC	000003575	05/06/21	5010	M21-120B PASSWORD MGMT TOOL	\$4,000.00
		05/06/21	5002	EXCHANGE REMEDIATION	\$42,000.00
		05/06/21	00307382	IT SUPPORT - MARCH 2021	\$38,617.50
	000003751	05/27/21	5012	M21-120A AWS	\$23,201.99
	2				\$107,819.49
THEODORE ROBINS FORD	000003722	05/20/21	C51923	AUTO REPAIRS & MAINTENANCE	\$340.70
		05/20/21	C52149	AUTO REPAIRS & MAINTENANCE	\$757.98
		05/20/21	C52122	AUTO REPAIRS & MAINTENANCE	\$75.00
		05/20/21	C52113	AUTO REPAIRS & MAINTENANCE	\$75.00
		05/20/21	C52123	AUTO REPAIRS & MAINTENANCE	\$75.00

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount	
THEODORE ROBINS FORD	000003722	05/20/21	C52118	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/20/21	C52127	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/20/21	C52115	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/20/21	C52124	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/20/21	C52125	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/20/21	C52128	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/20/21	C52112	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/20/21	C52105	AUTO REPAIRS & MAINTENANCE	\$484.81	
		05/20/21	C52119	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/20/21	C52121	AUTO REPAIRS & MAINTENANCE	\$75.00	
	000003753	05/27/21	C52116	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/27/21	C52117	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/27/21	C52111	AUTO REPAIRS & MAINTENANCE	\$75.00	
		05/27/21	C51987	AUTO REPAIRS & MAINTENANCE	\$1,248.20	
	2					\$3,956.69
	TIME WARNER CABLE	000003622	05/06/21	0679649041821	INTERNET - MWRF	\$324.98
			05/06/21	1048224041921	INTERNET - DISTRICT	\$2,297.13
			05/06/21	1524356041521	INTERNET - MWRF	\$204.98
		000003754	05/27/21	0012934050321	INTERNET - DISTRICT	\$354.92
05/27/21			1774795050621	INTERNET - DISTRICT	\$72.98	
2					\$3,254.99	
UNIVERSAL WASTE SYSTEMS, INC	000003601	05/06/21	0001018881	WASTE REMOVAL - MAY	\$95.70	
	1					\$95.70
UNUM	000003663	05/13/21	04205600016JU	LIFE INSURANCE -	\$4,245.98	
			N21	JUNE 2021		
1					\$4,245.98	

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
VERIZON WIRELESS	000003700	05/20/21	9877809367	MOBILE INTERNET 03/17-04/16	\$10,390.45
	1				\$10,390.45
VORTEX INDUSTRIES, INC	000003625	05/06/21	09-1504892	GATE REPAIRS	\$685.00
	1				\$685.00
WASTE MANAGEMENT OF OC	000003665	05/13/21	0391875-2515-7	TR CONTAINER RENTAL MAY21	\$1,183.20
		05/13/21	7952912-0149-4	TR CONTAINER RENTAL APR21	\$525.00
	1				\$1,708.20
WATER EDUCATION FOR LATINO LEADERS	000003701	05/20/21	051121	BRONZE SPONSORSHIP	\$1,000.00
	1				\$1,000.00
WE SAVE BEES	000003602	05/06/21	8589	BEE REMOVAL SERVICES	\$195.00
	000003666	05/13/21	8610	BEE REMOVAL SERVICES	\$195.00
		05/13/21	8694	BEE REMOVAL SERVICES	\$195.00
	2				\$585.00
WESTERN EXTERMINATOR COMPANY	000003603	05/06/21	7889249	PEST CONTROL - DISTRICT	\$92.50
	1				\$92.50
Total GENERAL AND ADMINISTRATIVE	82				\$362,025.79
RETIREE CHECKS					
ALAN COOK	000003628	05/13/21	050121	MAY 2021 INSURANCE SUBSIDY	\$94.83
	1				\$94.83
ART HERNANDEZ	000003629	05/13/21	050121	MAY 2021 INSURANCE SUBSIDY	\$179.08
	1				\$179.08
COLEEN L MONTELEONE	000003636	05/13/21	050121	MAY 2021 INSURANCE SUBSIDY	\$241.00
	1				\$241.00
DIANA LEACH	000003637	05/13/21	050121	MAY 2021 INSURANCE SUBSIDY	\$271.06
	1				\$271.06
JOHN CERNEK	000003679	05/13/21	050121	MAY 2021 INSURANCE SUBSIDY	\$62.28
	1				\$62.28

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
LORI MULLER	000003654	05/13/21	050121	MAY 2021 INSURANCE SUBSIDY	\$94.83
	1				\$94.83
Total RETIREE CHECKS	6				\$943.08
VARIOUS					
AMAZON BUSINESS	000003613	05/06/21	16NF-37X7-14F9	OFFICE SUPPLIES	\$248.37
		05/06/21	13XL-347G-TQN3	OFFICE SUPPLIES	\$144.80
		05/06/21	13R7-VTJR-7YJW	OFFICE SUPPLIES	\$38.38
		05/06/21	1TG4-H7D1-CKJW	OFFICE SUPPLIES	\$343.62
	000003669	05/13/21	1GNH-QMWQ-CK66	OFFICE SUPPLIES	\$35.99
		05/13/21	1J94-D7MN-3RLK	OFFICE SUPPLIES	\$36.62
		05/13/21	1DKN-GM9M-H16N	OFFICE SUPPLIES	\$43.09
	000003724	05/20/21	1GW1-MNXF-HDYQ	OFFICE SUPPLIES	\$119.60
		05/20/21	1D9C-3GF6-GMP4	OFFICE SUPPLIES	\$36.62
	000003726	05/27/21	1TPR-QRDJ-6WMK	OFFICE SUPPLIES	\$77.26
	4				\$1,124.35
AT&T	000003670	05/13/21	9337MAY21	714-435-9337 MAY 2021	\$3,712.99
	000003671	05/13/21	8315MAY21	714-241-8315 MAY 2021	\$1,393.63
	000003708	05/20/21	8274APR21	949-722-8274 APRIL 2021	\$186.61
	000003709	05/20/21	8883MAY21	949-631-8883 MAY 2021	\$399.05
	000003710	05/20/21	3066MAY21	960-350-3066 MAY 2021	\$5,334.54
	000003711	05/20/21	0926MAY21	949-650-0926 MAY 2021	\$1,886.84
	000003712	05/20/21	0779MAY21	339-263-0779 MAY 2021	\$1,609.31
	000003727	05/27/21	000016404827	ACCT# 9391061444 APRIL	\$55.87
	000003728	05/27/21	4054001MAY21	030 203 4054 001 MAY 2021	\$82.61

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
	9				\$14,661.45
DON WOLF & ASSOCIATES INC	000003687	05/20/21	40042	REPAIR - TESTO	\$1,836.18
	1				\$1,836.18
FEDERAL EXPRESS CORPORATION	000003733	05/27/21	7-362-35390	SHIPPING SERVICES	\$12.95
	1				\$12.95
GENERAL PUMP COMPANY	000003616	05/06/21	28568	WELL 5 REPAIR	\$4,386.42
		05/06/21	28480	M20-100 WELL 6 REHABILITATE	\$8,896.00
		05/06/21	28460	M20-100 WELL 6 REHABILITATE	\$22,556.00
		05/06/21	28565	M20-100 WELL 6 REHABILITATE	\$1,484.40
	1				\$37,322.82
GRAINGER	000003589	05/06/21	9868409674	SAFETY TOOLS & EQUIPMENT	\$181.42
	000003643	05/13/21	9876642522	SAFETY TOOLS & EQUIPMENT	\$664.22
	2				\$845.64
HACH COMPANY	000003644	05/13/21	12436509	WATER QUALITY SUPPLIES	\$849.89
	000003714	05/20/21	12417660	WATER QUALITY SUPPLIES	\$753.50
		05/20/21	12440193	WATER QUALITY SUPPLIES	\$520.50
	2				\$2,123.89
HASHTAG PINPOINT	000003646	05/13/21	1413	STRATEGIC COMMUNICATIONS	\$4,000.00
	1				\$4,000.00
HRCHITECT	000003689	05/20/21	2021-0301	M18-110 HRIS SYSTEM CONSULTANT	\$2,625.00
	1				\$2,625.00
HUB AUTO SUPPLY	000003648	05/13/21	239616	AUTO SUPPLIES	\$79.40
	000003690	05/20/21	245089	AUTO SUPPLIES	\$8.04
	2				\$87.44
KOFF AND ASSOCIATES	000003593	05/06/21	013257	PROFESSIONAL SERVICES	\$1,356.25
	1				\$1,356.25
LEWIS CONSULTING GROUP	000003594	05/06/21	2021-111	GOV'T RELATIONS SERVICES	\$5,000.00

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
	1				\$5,000.00
MEYERS NAVE, A PROFESSIONAL CORPORATION	000003680	05/20/21	2021020276	E200-0001 MATTER 1893.003	\$1,082.70
		05/20/21	2021020278	E200-0001 MATTER 1893.005	\$11,080.80
		05/20/21	2021030636	E200-0001 MATTER 1893.003	\$8,379.60
		05/20/21	2021030637	E200-0001 MATTER 1893.005	\$5,927.85
		05/20/21	2021010670	E200-0001 MATTER 1893.005	\$972.00
		05/20/21	2021010105	E200-0001 MATTER 1893.005	\$13,247.29
	1				\$40,690.24
MIKE KILBRIDE LTD	000003573	05/06/21	5693	M21-250G TELECOMM CONDUIT	\$18,000.00
		05/06/21	5703	M21-250G TELECOMM CONDUIT	\$73,200.00
	000003681	05/20/21	5710	M21-250G TELECOMM CONDUIT	\$46,787.50
	2				\$137,987.50
MOONGOAT COFFEE	000003718	05/20/21	000744	EMPLOYEE EVENT	\$300.00
	000003719	05/20/21	000744.01	EMPLOYEE EVENT	\$300.00
	2				\$600.00
ORANGE COUNTY HOSE CO	000003675	05/13/21	160212	WATER HOSE & FITTINGS	\$258.73
	1				\$258.73
SOUTHERN CALIFORNIA GAS CO	000003658	05/13/21	05060829008AP R21	NATURAL GAS, WELL 5, APR 2021	\$10,322.80
	000003749	05/27/21	08940813002M AY21	NATURAL GAS RES 1, MAY 2021	\$923.10
		05/27/21	08520813000M AY21	NATURAL GAS DISTRICT MAY 2021	\$67.98
		05/27/21	05200799004M AY21	NATURAL GAS RES 2. MAY 2021	\$2,240.92
	2				\$13,554.80
STIVERS & ASSOCIATES INC.	000003677	05/13/21	12-801	MWRF LANDSCAPE CONSULTING	\$4,050.00
	1				\$4,050.00
THE HOME DEPOT COMMERCIAL ACCT	000003688	05/20/21	1915APR21	TOOLS & EQUIPMENT	\$1,600.37
	1				\$1,600.37

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
TJC & ASSOCIATES INCORPORATED	000003661	05/13/21	34465	M21-250E SCADA COMM ALTERN	\$8,896.50
	1				\$8,896.50
TRUSSELL TECHNOLOGIES INC	000003725	05/20/21	0000007833	LEAD & COPPER RULE-PROF SERV	\$18,885.00
	1				\$18,885.00
VONAGE HOLDINGS CORPORATION	000003664	05/13/21	2076610	TELEPHONE SERVICES	\$10,437.40
	1				\$10,437.40
WECK ANALYTICAL ENVIRONMENTAL SERVICES INC.	000003702	05/20/21	70731	WATER QUALITY ANALYSIS	\$4,740.50
	1				\$4,740.50
WHITTINGHAM PUBLIC AFFAIRS ADVISORS	000003626	05/06/21	001087	GOV'T RELATIONS CONSULTING	\$2,500.00
		05/06/21	001086	SCAQMD CONSULTING	\$2,268.75
	1				\$4,768.75
Total VARIOUS	41				\$317,465.76
WATER SUPPLY					
AIRGAS USA LLC	000003576	05/06/21	9979581434	CYLINDER RENTAL	\$102.48
	1				\$102.48
D&H WATER SYSTEMS	000003686	05/20/21	I2021-0434	MWRF PUMP SUPPLIES	\$541.77
	1				\$541.77
HARRINGTON INDUSTRIAL PLASTICS	000003645	05/13/21	00208875	TOOLS	\$64.54
	1				\$64.54
JCI JONES CHEMICAL CO.	000003650	05/13/21	852320	CAUSTIC SODA	\$2,264.52
	1				\$2,264.52
LINDE INC.	000003597	05/06/21	62948992	CARBON DIOXIDE	\$3,515.98
	000003695	05/20/21	63340910	CARBON DIOXIDE RENTAL	\$2,489.03
	000003748	05/27/21	63054830	CARBON DIOXIDE	\$3,562.31
		05/27/21	63219054	CARBON DIOXIDE	\$3,429.71
		05/27/21	63449537	CARBON DIOXIDE	\$3,531.47
	3				\$16,528.50
MUNICIPAL WATER DISTRICT OF OC	0163264	05/20/21	16704	EAST ORANGE FEEDER	\$92,812.14
	1				\$92,812.14

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
NALCO WATER PRETREATMENT SOLUTIONS	000003596	05/06/21	2531117	MWRWF GARDEN SUPPLIES	\$408.97
	1				\$408.97
PACIFIC STAR CHEMICAL DBA NORTHSTAR CHEMICAL	000003620	05/06/21	193222	SOD HYPO	\$3,142.62
		05/06/21	192348	SOD HYPO	\$2,946.75
		05/06/21	192349	SOD HYPO	\$147.99
		05/06/21	191555	SOD HYPO	\$1,236.15
		05/06/21	193220	SOD HYPO	\$1,972.85
		05/06/21	193251	SOD HYPO	\$225.26
		05/06/21	193223	SODIUM BISULFITE	\$2,154.30
	000003674	05/13/21	193975	CHEMICAL REMOVAL	\$2,050.02
		05/13/21	193736	SOD HYPO	\$1,680.12
		05/13/21	193735	SOD HYPO	\$1,109.93
		05/13/21	193737	SOD HYPO	\$2,541.95
	000003691	05/20/21	194424	SOD HYPO	\$2,772.64
	000003738	05/27/21	194423	SOD HYPO	\$2,253.59
	4				\$24,234.17
SEPARATION PROCESSES, INC	000003659	05/13/21	10107	SUPPORT SERVICES	\$1,981.80
	1				\$1,981.80
Total WATER SUPPLY	14				\$138,938.89
WATER SYSTEM					
BADGER METER INC.	000003672	05/13/21	1431895	METERS	\$855.84
		05/13/21	1430360	METERS	\$5,636.19
	1				\$6,492.03
BEACH CITY LIFT INC.	000003729	05/27/21	83064	Receivings Transaction Entry	\$808.13
	1				\$808.13
CRANEVEYOR CORP	000003746	05/27/21	59756	ANNUAL QUAL LOAD TEST	\$2,500.00
		05/27/21	59645	ANNUAL CRANE INSPECTIONS	\$1,310.00
	1				\$3,810.00
DIG SAFE BOARD	000003583	05/06/21	DSB20202129	DIG SAFE BOARD FEES	\$317.32
	1				\$317.32
GOLDEN METERS SERVICE	000003642	05/13/21	1532	METER TESTS	\$880.00
	1				\$880.00

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
HOPKINS TECHNICAL PRODUCTS	000003737	05/27/21	3621300501	WATER OPS SUPPLIES	\$1,502.50
	1				\$1,502.50
INLAND POTABLE SERVICES	000003649	05/13/21	B77-040921	RESERVOIR 1,2 CLEAN & INSPECT	\$35,928.00
	1				\$35,928.00
IRVINE PIPE & SUPPLY	000003618	05/06/21	1018107	PIPE FITTINGS AND SUPPLIES	\$50.26
		05/06/21	1017857	PIPE FITTINGS AND SUPPLIES	\$254.02
	000003673	05/13/21	1017857-01	PIPE FITTINGS AND SUPPLIES	\$140.04
		05/13/21	1018498	PIPE FITTINGS AND SUPPLIES	\$36.60
		05/13/21	1018023	PIPE FITTINGS AND SUPPLIES	\$19.07
		05/13/21	1018186	PIPE FITTINGS AND SUPPLIES	\$9.66
	000003716	05/20/21	1018879	PIPE FITTINGS AND SUPPLIES	\$38.24
		05/20/21	1018131	PIPE FITTINGS AND SUPPLIES	\$2,320.86
		05/20/21	1018911	PIPE FITTINGS AND SUPPLIES	\$258.12
	3				\$3,126.87
MATT CHLOR INC	000003747	05/27/21	25610	WELL 6 SERVICES	\$1,695.00
	1				\$1,695.00
ORANGE COUNTY PUMP	000003693	05/20/21	153688	C02 PUMP REPAIR	\$9,698.99
	1				\$9,698.99
PRAXAIR DISTRIBUTION, INC.	000003657	05/13/21	63111670	CARBON DIOXIDE TANK RENTAL	\$116.94
	1				\$116.94
S & J SUPPLY CO.	000003696	05/20/21	S100173353.001	PIPELINE MATERIALS	\$6,191.32
	1				\$6,191.32
SOUTH COAST A.Q.M.D.	000003676	05/13/21	3810053	FY21 MWRP HOT SPOTS FEE	\$137.63
		05/13/21	3811103	FY21 AQMD HOT SPOTS FEE	\$137.63
	1				\$275.26
SOUTHERN COUNTIES LUBRICANTS, LLC	000003599	05/06/21	143125	CHEVRON HDAX 5200 LOW ASH	\$2,313.08

Payment Listing by Class

5/1/2021 - 5/31/2021

Vendor Name	Check #/Count	Payment Date	Invoice Number	Invoice Description	Payment Amount
SOUTHERN COUNTIES LUBRICANTS, LLC	000003698	05/20/21	143126	CHEVRON HDAX 5200 LOW ASH	\$3,544.80
	2				\$5,857.88
TAMORI DESIGNS	000003600	05/06/21	1479	PRINTING - BUDGET BOOKS	\$617.01
	1				\$617.01
UNDERGROUND SERVICE ALERT/SC	000003662	05/13/21	420210438	UNDERGROUND DIG ALERT	\$562.75
	1				\$562.75
WEST COAST SAND & GRAVEL	000003667	05/13/21	363206	FILL SAND	\$464.38
	1				\$464.38
Total WATER SYSTEM	20				\$78,344.38
Total Payments (All)	193				\$1,202,701.21



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: June 22, 2021
SUBJECT: Monthly Financial Reports

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 5/31/21
Attachment B: Monthly Treasurer's Status Report on Investments as of 4/30/21

Mesa Water District
Monthly Treasurer's Status Report on Investments
5/31/2021



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	YTM@Cost	Cost Value	% of Portfolio	Policy % Limit	Market Value
Local Agency Investment Fund (LAIF)	Liquid	1	0.32%	1,082.55	0.00%	No Limit	1,082.55
Orange County Investment Pool (OCIP)	Liquid	1	0.50%	824,875.83	2.25%	No Limit	824,875.83
Miscellaneous Cash (Petty, Emergency, etc.)	Liquid	1	0.00%	14,000.00	0.04%	N/A	14,000.00
US Bank Custody Account							
Negotiable Certificate of Deposit	Various	878	1.50%	11,855,000.00	33.10%	30.00%	12,120,459.54
US Agency Bonds	Various	1,108	0.90%	13,827,006.54	37.82%	No Limit	13,849,154.50
US Treasury Bonds	Various	1,598	0.62%	493,230.36	1.35%	No Limit	492,560.00
Sub Total / Average		1,011	1.17%	26,175,236.90			26,462,174.04
US Bank Custody Account							
Pacific Premier Bank	Liquid	1	0.01%	119,770.73	0.33%	No Limit	119,770.73
	Liquid	1	1.25%	9,193,710.38	25.11%	No Limit	9,193,710.38
Total / Average		731	1.17%	\$ 36,328,676.39	100.00%		\$ 36,615,613.53

PARS OPEB & Pension Trust	Monthly Rate of Return	Cost Value	Market Value
Public Agency Retirement Services (PARS)			
Capital Appreciation HighMark PLUS Fund			
OPEB	0.94%	1,553,632.66	2,023,962.10
Pension Trust	0.94%	12,731,778.25	16,463,658.54
		\$ 14,285,410.91	\$ 18,487,620.64

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 2021 Fair Value Factor of 1.0012669853.

Orange County Treasurer's Investment Pool (OCIP)

The MY 2021 net asset value factor is estimated at 1.00, and the interest rate is the Monthly Net Yield.

Weighted Average Return

Mesa Water® Funds | 1.17%
 Benchmark: 3 Month Treasury Bill - May 2021 | 0.02 %

Weighted Average Maturity

Years | 2.0
 Days to Maturity | 731

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

1 Month | .55 %

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: 04/30/2021, End Date: 05/31/2021

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Buy								
FHLMC 0.65 10/27/2025-21	3134GW5R3	0.650	5/25/2021	10/27/2025	375,000.00	375,000.00	189.58	375,189.58
FHLB 0.875 5/26/2026-21	3130AMHB1	0.834	5/28/2021	5/26/2026	250,000.00	250,500.00	12.15	250,512.15
Sub Total / Average Buy					625,000.00	625,500.00	201.73	625,701.73
Called								
FFCB 1.3 3/24/2025-21	3130AJF95	0.000	5/18/2021	3/24/2025	394,736.84	394,736.84	769.74	395,506.58
FHLMC 0.5 8/28/2023-21	3134GVXS2	0.000	5/28/2021	8/28/2023	249,000.00	249,000.00	0.00	249,000.00
Sub Total / Average Called					643,736.84	643,736.84	769.74	644,506.58

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: 4/30/2021, End Date: 5/31/2021

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
LAIF							
	LGIP0012	6/30/2010	N/A	N/A	1,082.55	0.00	0.00
Sub Total/Average					1,082.55	0.00	0.00
Orange County LGIP Orange County Investment							
Pool LGIP	LGIP9LC	9/30/2011	N/A	N/A	824,875.83	1,699.92	0.00
Sub Total/Average					824,875.83	1,699.92	0.00
Miscellaneous Cash (Petty Emergency)							
Miscellaneous Cash	CASH	6/30/2015	N/A	N/A	14,000.00	0.00	0.00
Sub Total/Average					14,000.00	0.00	0.00
Negotiable CD 30%							
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
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	1,898.52	0.00
Bank of Baroda 1.85 11/23/2021	06062QXG4	11/23/2016	11/23/2021	1.850	247,000.00	2,265.97	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	3/14/2022	2.350	247,000.00	0.00	0.00
Amercian Express 2.45 4/5/2022	02587DN38	4/5/2017	4/5/2022	2.450	247,000.00	0.00	0.00
Homestreet Bank WA 0.1 8/22/2022	43785QPQ0	2/22/2021	8/22/2022	0.100	249,000.00	20.47	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
Preferred Bank CA 0.25 7/17/2023	740367LV7	7/17/2020	7/17/2023	0.250	249,000.00	51.16	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

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
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	2,143.49	0.00
Third Federal Savings 1.75 11/13/2023	88413QCJ5	11/12/2019	11/13/2023	1.750	247,000.00	2,143.49	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
John Marshall Bancorp VA 0.2 12/29/2023	47804GGC1	12/30/2020	12/29/2023	0.200	249,000.00	40.93	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
Bankwell Bank CT 0.35 1/30/2024	06654BCM1	7/30/2020	1/30/2024	0.350	249,000.00	0.00	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
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
Capital One VA 2.65 5/22/2024	14042RLP4	5/22/2019	5/22/2024	2.650	246,000.00	3,232.71	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
Farm Bureau Bank NV 0.25 7/9/2024	307660LK4	10/9/2020	7/9/2024	0.250	249,000.00	51.16	0.00
Luana Savings Bank IA 0.2 8/19/2024	549104WN3	2/19/2021	8/19/2024	0.200	249,000.00	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
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
BMO Harris Bank IL 0.5 3/28/2025-20	05600XAY6	9/28/2020	3/28/2025	0.500	249,000.00	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
First Commercial Bank MS 0.3 3/31/2025	31984GFK0	9/30/2020	3/31/2025	0.300	249,000.00	61.40	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
Apex Bank TN 0.95 5/8/2025	03753XBK5	5/8/2020	5/8/2025	0.950	249,000.00	194.42	0.00
Seattle Bank WA 0.75 6/2/2025-20	81258PKJ1	6/2/2020	6/2/2025	0.750	249,000.00	153.49	0.00
Medallion Bank UT 0.6 7/15/2025	58404DHM6	7/15/2020	7/15/2025	0.600	249,000.00	122.79	0.00
BMW Bank UT 0.5 9/25/2025	05580AXF6	9/25/2020	9/25/2025	0.500	249,000.00	0.00	0.00
Texas Exchange Bank TX 0.6 12/18/2025	88241TJR2	12/18/2020	12/18/2025	0.600	249,000.00	122.79	0.00
JPMorgan Chase OH 0.5 12/29/2025-21	48128UUZ0	12/29/2020	12/29/2025	0.500	249,000.00	0.00	0.00
Live Oak Banking NC 0.5 2/10/2026	538036NE0	2/10/2021	2/10/2026	0.500	249,000.00	102.33	0.00
Sub Total/Average					11,855,000.00	17,746.59	0.00
US Agency - No Limit							
FHLB 2 11/10/2021-18	3130A9S44	11/10/2016	11/10/2021	2.000	750,000.00	7,500.00	0.00
FNMA 1.875 4/5/2022	3135G0T45	3/23/2020	4/5/2022	1.875	500,000.00	0.00	0.00
FNMA 1.375 9/6/2022	3135G0W33	11/8/2019	9/6/2022	1.375	500,000.00	0.00	0.00
FHLB 3 12/9/2022	3130AFE78	1/9/2019	12/9/2022	3.000	1,000,000.00	0.00	0.00
FFCB 0.125 5/3/2023-21	3133EMPA4	2/5/2021	5/3/2023	0.125	250,000.00	78.13	0.00
FFCB 2.125 6/5/2023	3133EKPT7	11/8/2019	6/5/2023	2.125	500,000.00	0.00	0.00

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
FHLMC 0.375 7/14/2023-22	3134GV5F1	7/14/2020	7/14/2023	0.375	250,000.00	0.00	0.00
FHLMC 0.5 8/28/2023-21	3134GVXS2	5/28/2020	8/28/2023	0.500	0.00	622.50	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 0.25 9/21/2023-22	3133EMAM4	9/24/2020	9/21/2023	0.250	500,000.00	0.00	0.00
FHLMC 0.4 10/23/2023-21	3134GV6D5	7/23/2020	10/23/2023	0.400	250,000.00	0.00	0.00
FFCB 0.27 11/3/2023-22	3133EMFN7	11/3/2020	11/3/2023	0.270	250,000.00	337.50	0.00
FHLMC 0.3 11/13/2023-22	3134GXAY0	11/13/2020	11/13/2023	0.300	250,000.00	375.00	0.00
FFCB 0.25 3/1/2024-21	3133EMSD5	3/24/2021	3/1/2024	0.250	250,000.00	0.00	0.00
FHLMC 0.5 5/20/2024-22	3134GVXR4	5/21/2020	5/20/2024	0.500	500,000.00	1,250.00	0.00
FAMC 2.15 6/5/2024	31422BGA2	11/8/2019	6/5/2024	2.150	500,000.00	0.00	0.00
FHLMC 0.45 7/8/2024-22	3134GV4S4	7/13/2020	7/8/2024	0.450	750,000.00	0.00	0.00
FHLMC 0.35 9/30/2024-22	3134GWVM5	9/30/2020	9/30/2024	0.350	250,000.00	0.00	0.00
FFCB 0.3 11/12/2024-21	3133EMQQ8	3/2/2021	11/12/2024	0.300	250,000.00	187.50	0.00
FFCB 0.32 2/3/2025-21	3133EMPV8	2/5/2021	2/3/2025	0.320	250,000.00	0.00	0.00
FFCB 0.43 3/3/2025	3133EMSJ2	3/3/2021	3/3/2025	0.430	250,000.00	0.00	0.00
FHLB 0.5 3/10/2025-21	3130ALDZ4	3/24/2021	3/10/2025	0.500	250,000.00	0.00	0.00
FFCB 1.3 3/24/2025-21	3130AJF95	3/24/2020	3/24/2025	1.300	0.00	0.00	769.74
FHLMC 0.7 5/13/2025-21	3134GVSY5	5/13/2020	5/13/2025	0.700	500,000.00	1,750.00	0.00
FNMA 0.6 7/29/2025-22	3136G4D75	12/18/2020	7/29/2025	0.600	250,000.00	0.00	0.00
FNMA 0.5 8/14/2025-23	3135G05S8	4/29/2021	8/14/2025	0.500	250,000.00	0.00	0.00
FNMA 0.375 8/25/2025	3135G05X7	11/12/2020	8/25/2025	0.375	250,000.00	0.00	0.00
FHLMC 0.4 9/30/2025-21	3134GWVP8	9/30/2020	9/30/2025	0.400	250,000.00	0.00	0.00
FHLMC 0.65 10/27/2025-21	3134GW5R3	5/25/2021	10/27/2025	0.650	375,000.00	0.00	0.00
FHLMC 0.45 10/29/2025-21	3134GW3J3	4/22/2021	10/29/2025	0.450	250,000.00	0.00	0.00
FNMA 0.54 11/3/2025-22	3135GA2G5	10/30/2020	11/3/2025	0.540	500,000.00	1,372.50	0.00
FNMA 0.56 11/17/2025-22	3135GA2Z3	11/17/2020	11/17/2025	0.560	325,000.00	910.00	0.00
FNMA 0.58 11/25/2025-22	3135GA5E7	11/30/2020	11/25/2025	0.580	250,000.00	725.00	0.00
FFCB 0.47 12/22/2025-22	3133EMLC4	12/22/2020	12/22/2025	0.470	250,000.00	0.00	0.00
FFCB 0.45 2/2/2026-23	3133EMPD8	3/2/2021	2/2/2026	0.450	300,000.00	0.00	0.00
FHLB 0.625 2/24/2026-21	3130AL7M0	3/2/2021	2/24/2026	0.625	250,000.00	0.00	0.00
FHLB 0.6 3/10/2026-21	3130ALFX7	3/10/2021	3/10/2026	0.600	250,000.00	0.00	0.00
FHLB 0.75 3/16/2026-21	3130ALF33	3/24/2021	3/16/2026	0.750	250,000.00	0.00	0.00
FHLMC 1.03 4/29/2026-22	3130ALZM9	4/29/2021	4/29/2026	1.030	250,000.00	0.00	0.00
FHLB 0.875 5/26/2026-21	3130AMHB1	5/28/2021	5/26/2026	0.875	250,000.00	0.00	0.00
Sub Total/Average					13,750,000.00	15,108.13	769.74

US Treasury - No Limit

T-Note 0.25 6/30/2025 T-	912828ZW3	4/22/2021	6/30/2025	0.250	250,000.00	0.00	0.00
Note 0.375 1/31/2026	91282CBH3	4/29/2021	1/31/2026	0.375	250,000.00	0.00	0.00

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
Sub Total/Average					500,000.00	0.00	0.00
US Bank MM Custody Policy 50%							
US Bank Custodian MM	MM65000	7/31/2020	N/A	N/A	119,770.73	0.54	0.00
Sub Total/Average					119,770.73	0.54	0.00
Pacific Premier Bank Policy - n/a							
Pacific Premier Bank Checking Cash	MM0831	5/28/2020	N/A	N/A	9,193,710.38	0.00	0.00
Sub Total/Average					9,193,710.38	0.00	0.00
Total / Average					36,258,439.49	34,555.18	769.74

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 5/31/2021

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
PARS OPEB Trust					
Columbia Contrarian Fund	19766M709	Mutual Fund	4,781.66	117,302.90	169,700.47
DFA Large Cap	233203868	Mutual Fund	3,276.87	68,090.57	91,522.56
Dodge & Cox International	256206103	Mutual Fund	1,166.11	43,581.28	58,082.74
Dodge & Cox Stock Fund	256219106	Mutual Fund	569.18	100,174.35	137,025.11
Doubleline Core Fix Income	258620301	Mutual Fund	9,917.92	109,376.60	109,989.58
Harbor Capital Appreciation	411512528	Mutual Fund	856.18	66,750.21	90,669.15
Hartford Schroders	41665X859	Mutual Fund	6,748.27	110,822.29	145,357.92
iShares Russell Mid Cap	464287499	Mutual Fund	1,473.00	36,029.57	115,380.09
iShares SP500	464287408	Mutual Fund	423.00	54,336.79	63,390.78
MFS International	552746356	Mutual Fund	1,274.71	38,433.36	58,687.57
PGIM Total Return Bond	74440B884	Mutual Fund	7,644.58	112,320.47	111,151.33
PIMCO	693390841	Mutual Fund	2,846.17	25,689.70	25,700.88
Pimco Total Return Fund	693390700	Mutual Fund	10,728.08	112,991.03	110,713.78
Price T Rowe Growth	741479406	Mutual Fund	849.44	57,266.18	89,022.66
Undiscovered	904504479	Mutual Fund	1,250.45	74,041.40	105,300.92
US Bank PARS - OPEB Trust MM	MM4900	Money Market	19,373.77	19,373.77	19,373.77
Vanguard Growth & Income	921913208	Mutual Fund	3,075.46	228,991.25	327,291.96
Vanguard Real Estate	922908553	Mutual Fund	406.00	33,391.64	40,551.28
Vanguard Short Term	922031836	Mutual Fund	4,218.55	45,727.61	46,361.61
Victory RS	92647Q363	Mutual Fund	1,086.65	98,941.69	108,687.94
Sub Total / Average PARS OPEB Trust			81,966.05	1,553,632.66	2,023,962.10
Total / Average			81,966.05	1,553,632.66	2,023,962.10

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 5/31/2021

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
PARS Pension Trust					
Columbia Contrarian Fund	19766M709	Mutual Fund	39,049.83	1,014,849.64	1,385,878.13
DFA Large Cap	233203868	Mutual Fund	26,760.69	559,109.90	747,426.03
Dodge & Cox International	256206103	Mutual Fund	9,523.03	389,985.52	474,342.37
Dodge & Cox Stock Fund	256219106	Mutual Fund	4,648.29	866,532.08	1,119,026.94
Doubeline Core Fix Income	258620301	Mutual Fund	80,995.71	889,451.53	898,242.15
Harbor Capital Appreciation	411512528	Mutual Fund	6,992.07	553,295.91	740,461.58
Hartford Schroders	41665X859	Mutual Fund	55,116.19	898,082.18	1,187,202.93
iShares Russell Mid Cap	464287499	Mutual Fund	12,029.00	183,584.37	942,231.57
iShares SP500	464287408	Mutual Fund	3,455.00	448,999.83	517,766.30
MFS International	552746356	Mutual Fund	10,410.09	349,389.69	479,280.90
PGIM Total Return Bond	74440B884	Mutual Fund	62,278.43	909,532.09	905,528.69
PIMCO	693390841	Mutual Fund	23,243.76	209,805.46	209,891.15
Pimco Total Return Fund	693390700	Mutual Fund	87,469.05	912,056.22	902,680.57
Price T Rowe Growth	741479406	Mutual Fund	6,937.00	484,767.20	726,998.87
Undiscovered	904504479	Mutual Fund	10,212.00	609,394.67	859,952.34
US Bank PARS - Pension Trust MM	MM4901	Money Market	97,129.46	97,129.46	97,129.46
Vanguard Growth & Income	921913208	Mutual Fund	25,116.26	1,917,876.62	2,672,872.29
Vanguard Real Estate	922908553	Mutual Fund	3,313.00	265,615.49	330,902.44
Vanguard Short Term	922031836	Mutual Fund	34,405.59	372,134.97	378,117.22
Victory RS	92647Q363	Mutual Fund	8,875.47	800,185.42	887,726.61
Sub Total / Average PARS Pension Trust			607,959.92	12,731,778.25	16,463,658.54
Total / Average			607,959.92	12,731,778.25	16,463,658.54

Mesa Water District
Transactions Summary
Monthly Treasurer's Status Report - Investment Activity
Group By: Action
Portfolio / Report Group: PARS OPEB Trust
Begin Date: 04/30/2021, End Date: 05/31/2021

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Buy								
PIMCO	693390841	0.000	5/20/2021	N/A	112.962	1,016.66	0.00	1,016.66
Hartford Schroders	41665X859	0.000	5/20/2021	N/A	240.891	5,090.03	0.00	5,090.03
iShares SP500	464287408	0.000	5/20/2021	N/A	78.00	11,575.70	0.00	11,575.70
Dodge & Cox Stock Fund	256219106	0.000	5/20/2021	N/A	32.419	7,717.59	0.00	7,717.59
Dodge & Cox International	256206103	0.000	5/20/2021	N/A	0.418	20.53	0.00	20.53
Vanguard Short Term	922031836	0.000	5/20/2021	N/A	153.675	1,687.35	0.00	1,687.35
Victory RS	92647Q363	0.000	5/20/2021	N/A	88.793	8,652.86	0.00	8,652.86
Harbor Capital Appreciation	411512528	0.000	5/20/2021	N/A	0.609	62.69	0.00	62.69
Pimco Total Return Fund	693390700	0.000	5/31/2021	N/A	17.49	180.50	0.00	180.50
PGIM Total Return Bond	74440B884	0.000	5/31/2021	N/A	18.535	269.50	0.00	269.50
Vanguard Short Term	922031836	0.000	5/31/2021	N/A	5.579	61.31	0.00	61.31
Sub Total / Average Buy					749.371	36,334.72	0.00	36,334.72
Dividend								
PIMCO	693390841	0.000	5/31/2021	N/A	0.00	0.00	88.29	88.29
Pimco Total Return Fund	693390700	0.000	5/31/2021	N/A	0.00	0.00	180.50	180.50
PGIM Total Return Bond	74440B884	0.000	5/31/2021	N/A	0.00	0.00	269.50	269.50
Vanguard Short Term	922031836	0.000	5/31/2021	N/A	0.00	0.00	61.31	61.31
Doubeline Core Fix Income	258620301	0.000	5/31/2021	N/A	0.00	0.00	252.92	252.92
Sub Total / Average Dividend					0.00	0.00	852.52	852.52
Sell								
Vanguard Growth & Income	921913208	0.000	5/20/2021	N/A	132.70	13,992.80	0.00	13,992.80
Vanguard Real Estate	922908553	0.000	5/20/2021	N/A	7.00	683.64	0.00	683.64
Vanguard Real Estate	922908553	0.000	5/20/2021	N/A	17.00	1,660.26	0.00	1,660.26
DFA Large Cap	233203868	0.000	5/20/2021	N/A	66.55	1,837.47	0.00	1,837.47
Undiscovered	904504479	0.000	5/20/2021	N/A	0.84	69.40	0.00	69.40
Columbia Contrarian Fund	19766M709	0.000	5/20/2021	N/A	125.23	4,384.27	0.00	4,384.27
Pimco Total Return Fund	693390700	0.000	5/20/2021	N/A	380.28	3,913.11	0.00	3,913.11
PGIM Total Return Bond	74440B884	0.000	5/20/2021	N/A	275.10	3,978.02	0.00	3,978.02
MFS International	552746356	0.000	5/20/2021	N/A	20.02	908.57	0.00	908.57
Price T Rowe Growth	741479406	0.000	5/20/2021	N/A	10.60	1,095.07	0.00	1,095.07
Doubeline Core Fix Income	258620301	0.000	5/20/2021	N/A	314.22	3,487.89	0.00	3,487.89

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
iShares Russell Mid Cap	464287499	0.000	5/20/2021	N/A	10.00	767.85	0.00	767.85
Sub Total / Average Sell					1,359.54	36,778.35	0.00	36,778.35

Mesa Water District
Transactions Summary
Monthly Treasurer's Status Report - Investment Activity
Group By: Action
Portfolio / Report Group: PARS Pension Trust
Begin Date: 04/30/2021, End Date: 05/31/2021

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Buy								
PIMCO	693390841	0.000	5/20/2021	N/A	741.211	6,670.90	0.00	6,670.90
Hartford Schroders	41665X859	0.000	5/20/2021	N/A	1,536.38	32,463.71	0.00	32,463.71
iShares SP500	464287408	0.000	5/20/2021	N/A	616.00	91,418.34	0.00	91,418.34
Dodge & Cox Stock Fund	256219106	0.000	5/20/2021	N/A	275.23	65,521.34	0.00	65,521.34
Vanguard Short Term	922031836	0.000	5/20/2021	N/A	1,080.34	11,862.11	0.00	11,862.11
Victory RS	92647Q363	0.000	5/20/2021	N/A	658.753	64,195.46	0.00	64,195.46
Sub Total / Average Buy					4,907.914	272,131.86	0.00	272,131.86
Dividend								
Doubeline Core Fix Income	258620301	0.000	5/3/2021	N/A	0.00	0.00	2,082.31	2,082.31
PIMCO	693390841	0.000	5/31/2021	N/A	0.00	0.00	724.40	724.40
Pimco Total Return Fund	693390700	0.000	5/31/2021	N/A	0.00	0.00	1,478.13	1,478.13
PGIM Total Return Bond	74440B884	0.000	5/31/2021	N/A	0.00	0.00	2,207.15	2,207.15
Vanguard Short Term	922031836	0.000	5/31/2021	N/A	0.00	0.00	502.53	502.53
Sub Total / Average Dividend					0.00	0.00	6,994.52	6,994.52
Sell								
Vanguard Growth & Income	921913208	0.000	5/20/2021	N/A	1,296.72	136,739.33	0.00	136,739.33
Vanguard Real Estate	922908553	0.000	5/20/2021	N/A	226.00	22,071.72	0.00	22,071.72
DFA Large Cap	233203868	0.000	5/20/2021	N/A	765.53	21,136.23	0.00	21,136.23
Undiscovered	904504479	0.000	5/20/2021	N/A	89.92	7,472.84	0.00	7,472.84
Columbia Contrarian Fund	19766M709	0.000	5/20/2021	N/A	1,348.56	47,213.12	0.00	47,213.12
Pimco Total Return Fund	693390700	0.000	5/20/2021	N/A	3,509.81	36,115.98	0.00	36,115.98
Dodge & Cox International	256206103	0.000	5/20/2021	N/A	73.96	3,636.86	0.00	3,636.86
PGIM Total Return Bond	74440B884	0.000	5/20/2021	N/A	2,477.17	35,819.86	0.00	35,819.86
MFS International	552746356	0.000	5/20/2021	N/A	250.15	11,354.31	0.00	11,354.31
Price T Rowe Growth	741479406	0.000	5/20/2021	N/A	144.51	14,921.79	0.00	14,921.79
Doubeline Core Fix Income	258620301	0.000	5/20/2021	N/A	3,246.30	36,033.96	0.00	36,033.96
Harbor Capital Appreciation	411512528	0.000	5/20/2021	N/A	53.03	5,458.60	0.00	5,458.60
iShares Russell Mid Cap	464287499	0.000	5/20/2021	N/A	184.00	14,128.36	0.00	14,128.36
Sub Total / Average Sell					13,665.66	392,102.96	0.00	392,102.96

Mesa Water District
Monthly Treasurer's Status Report on Investments
4/30/2021



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	0.34%	1,082.55	0.00%	No Limit	1,082.55
Orange County Investment Pool (OCIP)	Liquid	1	0.48%	823,175.91	2.35%	No Limit	823,175.91
Miscellaneous Cash (Petty, Emergency, etc.)	Liquid	1	0.00%	14,000.00	0.04%	N/A	14,000.00
US Bank Custody Account							
Negotiable Certificate of Deposit	Various	908	1.50%	11,855,000.00	34.65%	30.00%	12,118,517.31
US Agency Bonds	Various	1,109	0.90%	13,843,265.61	39.63%	No Limit	13,856,739.10
US Treasury Bonds	Various	1,781	0.81%	497,481.25	1.42%	No Limit	495,360.00
Sub Total / Average		1,030	1.17%	26,195,746.86			26,470,616.41
US Bank Custody Account							
	Liquid	1	0.01%	69,717.99	0.20%	No Limit	69,717.99
*Union Bank Account	Liquid	1	0.00%	* 0.00	0.00%	No Limit	* 0.00
Pacific Premier Bank	Liquid	1	1.25%	7,590,704.97	21.71%	No Limit	7,590,704.97
Total / Average		780	1.17%	\$ 34,694,428.28	100.00%		\$ 34,969,297.83

<u>PARS OPEB & 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	3.77%	1,544,907.68	2,005,788.53
Pension Trust	3.79%	12,713,815.97	16,382,276.04
		\$ 14,258,723.65	\$ 18,388,064.57

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 2021 Fair Value Factor of 1.0012669853.

Orange County Treasurer's Investment Pool (OCIP)

The MY 2021 net asset value factor is estimated at 1.00, and the interest rate is the Monthly Net Yield.

Weighted Average Return

Mesa Water® Funds | 1.17%
 Benchmark: 3 Month Treasury Bill - April 2021 | 0.02 %

Weighted Average Maturity

Years | 2.1
 Days to Maturity | 780

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

1 Month | 5.24 %

*Union Bank | Account Closed

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: 03/31/2021, End Date: 04/30/2021

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Buy								
FHLMC 0.45 10/29/2025-21	3134GW3J3	0.608	4/22/2021	10/29/2025	250,000.00	248,237.50	540.63	248,778.13
T-Note 0.25 6/30/2025	912828ZW3	0.515	4/22/2021	6/30/2025	250,000.00	247,256.86	193.37	247,450.23
T-Note 0.375 1/31/2026	91282CBH3	0.720	4/29/2021	1/31/2026	250,000.00	245,973.50	227.90	246,201.40
FHLMC 1.03 4/29/2026-22	3130ALZM9	0.906	4/29/2021	4/29/2026	250,000.00	251,507.75	0.00	251,507.75
FNMA 0.5 8/14/2025-23	3135G05S8	0.606	4/29/2021	8/14/2025	250,000.00	248,875.00	260.42	249,135.42
Sub Total / Average Buy					1,250,000.00	1,241,850.61	1,222.32	1,243,072.93
Called								
FFCB 0.8 4/22/2024-21	3133ELXC3	0.000	4/22/2021	4/22/2024	750,000.00	750,000.00	0.00	750,000.00
FHLMC 0.85 4/29/2025-21	3134GVPK8	0.000	4/29/2021	4/29/2025	500,000.00	500,000.00	0.00	500,000.00
Sub Total / Average Called					1,250,000.00	1,250,000.00	0.00	1,250,000.00

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: 3/31/2021, End Date: 4/30/2021

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
LAIF LGIP							
	LGIP0012	6/30/2010	N/A	N/A	1,082.55	1.18	0.00
Sub Total/Average					1,082.55	1.18	0.00
Orange County LGIP - OCIP							
	LGIP9LC	9/30/2011	N/A	N/A	823,175.91	1,597.07	0.00
Sub Total/Average					823,175.91	1,597.07	0.00
Miscellaneous Cash (Petty Emergency)							
	CASH	6/30/2015	N/A	N/A	14,000.00	0.00	0.00
Sub Total/Average					14,000.00	0.00	0.00
Negotiable CD 30%							
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	335.65	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
Countryside Federal CU NY 1.65 10/28/2021	22239MAL2	10/28/2016	10/28/2021	1.650	247,000.00	346.14	0.00
Beneficial Mutual Savings PA 1.55 11/16/2021	08173QBU9	11/16/2016	11/16/2021	1.550	247,000.00	0.00	0.00
Bank of Baroda 1.85 11/23/2021	06062QXG4	11/23/2016	11/23/2021	1.850	247,000.00	0.00	0.00
Business Bank MO 2 1/20/2022	12325EHH8	1/20/2017	1/20/2022	2.000	247,000.00	419.56	0.00
First National Bank MI 2 1/20/2022	32110YJT3	1/20/2017	1/20/2022	2.000	201,000.00	341.42	0.00
Franklin Synergy Bank TN 2 1/31/2022	35471TCV2	1/31/2017	1/31/2022	2.000	247,000.00	406.03	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	3/14/2022	2.350	247,000.00	0.00	0.00
Amercian Express 2.45 4/5/2022	02587DN38	4/5/2017	4/5/2022	2.450	247,000.00	3,017.46	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	634.44	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

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
Capital One VA 2.65 5/22/2024	14042RLP4	5/22/2019	5/22/2024	2.650	246,000.00	0.00	0.00
Eaglebank MD 2.5 5/24/2024	27002YEN2	5/24/2019	5/24/2024	2.500	249,000.00	528.70	0.00
Sallie Mae Bank UT 1.9 10/16/2024	7954504P7	10/17/2019	10/16/2024	1.900	247,000.00	2,340.07	0.00
Celtic Bank UT 1.65 10/23/2024	15118RSV0	10/23/2019	10/23/2024	1.650	249,000.00	348.94	0.00
Ally Bank UT 1.85 10/24/2022	02007GML4	10/24/2019	10/24/2022	1.850	247,000.00	2,278.49	0.00
Enterprise Bank & Trust 1.75 11/8/2023	29367SJR6	11/8/2019	11/8/2023	1.750	249,000.00	370.09	0.00
Raymond James Bank 1.75 11/8/2023	75472RAH4	11/8/2019	11/8/2023	1.750	247,000.00	0.00	0.00
Third Federal Savings 1.75 11/13/2023	88413QCJ5	11/12/2019	11/13/2023	1.750	247,000.00	0.00	0.00
Garnett State Bank 1.7 11/19/2024	366526AW1	11/19/2019	11/19/2024	1.700	249,000.00	359.52	0.00
Citizens State Bank 1.7 11/22/2024	176688CR8	11/22/2019	11/22/2024	1.700	249,000.00	359.52	0.00
Marlin Business Bank UT 1.7 12/4/2023	57116ATG3	12/2/2019	12/4/2023	1.700	249,000.00	359.52	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
Enerbank UT 1.15 4/29/2024	29278TNY2	4/29/2020	4/29/2024	1.150	249,000.00	243.20	0.00
First Freedom Bank 1.1 4/30/2024	32027BAM9	4/30/2020	4/30/2024	1.100	249,000.00	232.63	0.00
Flagstar Bank MI 1.25 4/30/2025	33847E3A3	4/30/2020	4/30/2025	1.250	248,000.00	1,545.75	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
Seattle Bank WA 0.75 6/2/2025-20	81258PKJ1	6/2/2020	6/2/2025	0.750	249,000.00	158.61	0.00
Medallion Bank UT 0.6 7/15/2025	58404DHM6	7/15/2020	7/15/2025	0.600	249,000.00	126.89	0.00
Preferred Bank CA 0.25 7/17/2023	740367LV7	7/17/2020	7/17/2023	0.250	249,000.00	52.87	0.00
Bankwell Bank CT 0.35 1/30/2024	06654BCM1	7/30/2020	1/30/2024	0.350	249,000.00	0.00	0.00
BMW Bank UT 0.5 9/25/2025	05580AXF6	9/25/2020	9/25/2025	0.500	249,000.00	0.00	0.00
BMO Harris Bank IL 0.5 3/28/2025-20	05600XAY6	9/28/2020	3/28/2025	0.500	249,000.00	0.00	0.00
First Commercial Bank MS 0.3 3/31/2025	31984GFK0	9/30/2020	3/31/2025	0.300	249,000.00	63.44	0.00
Farm Bureau Bank NV 0.25 7/9/2024	307660LK4	10/9/2020	7/9/2024	0.250	249,000.00	52.87	0.00
Texas Exchange Bank TX 0.6 12/18/2025	88241TJR2	12/18/2020	12/18/2025	0.600	249,000.00	126.89	0.00
JPMorgan Chase OH 0.5 12/29/2025-21	48128UUZ0	12/29/2020	12/29/2025	0.500	249,000.00	0.00	0.00
John Marshall Bancorp VA 0.2 12/29/2023	47804GGC1	12/30/2020	12/29/2023	0.200	249,000.00	42.30	0.00
Live Oak Banking NC 0.5 2/10/2026	538036NE0	2/10/2021	2/10/2026	0.500	249,000.00	105.74	0.00
Luana Savings Bank IA 0.2 8/19/2024	549104WN3	2/19/2021	8/19/2024	0.200	249,000.00	0.00	0.00
Homestreet Bank WA 0.1 8/22/2022	43785QPQ0	2/22/2021	8/22/2022	0.100	249,000.00	21.15	0.00
Sub Total/Average					11,855,000.00	15,418.80	0.00

US Agency

FHLB 2 11/10/2021-18	3130A9S44	11/10/2016	11/10/2021	2.000	750,000.00	0.00	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

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
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	394,736.84	0.00	0.00
FFCB 0.8 4/22/2024-21	3133ELXC3	4/22/2020	4/22/2024	0.800	0.00	3,000.00	0.00
FHLMC 0.85 4/29/2025-21	3134GVPK8	5/1/2020	4/29/2025	0.850	0.00	2,125.00	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
FHLMC 0.45 7/8/2024-22	3134GV4S4	7/13/2020	7/8/2024	0.450	750,000.00	0.00	0.00
FHLMC 0.375 7/14/2023-22	3134GV5F1	7/14/2020	7/14/2023	0.375	250,000.00	0.00	0.00
FHLMC 0.4 10/23/2023-21	3134GV6D5	7/23/2020	10/23/2023	0.400	250,000.00	0.00	0.00
FFCB 0.25 9/21/2023-22	3133EMAM4	9/24/2020	9/21/2023	0.250	500,000.00	0.00	0.00
FHLMC 0.35 9/30/2024-22	3134GWVM5	9/30/2020	9/30/2024	0.350	250,000.00	0.00	0.00
FHLMC 0.4 9/30/2025-21	3134GWVP8	9/30/2020	9/30/2025	0.400	250,000.00	0.00	0.00
FNMA 0.54 11/3/2025-22	3135GA2G5	10/30/2020	11/3/2025	0.540	500,000.00	0.00	0.00
FFCB 0.27 11/3/2023-22	3133EMFN7	11/3/2020	11/3/2023	0.270	250,000.00	0.00	0.00
FNMA 0.375 8/25/2025	3135G05X7	11/12/2020	8/25/2025	0.375	250,000.00	0.00	0.00
FHLMC 0.3 11/13/2023-22	3134GXAY0	11/13/2020	11/13/2023	0.300	250,000.00	0.00	0.00
FNMA 0.56 11/17/2025-22	3135GA2Z3	11/17/2020	11/17/2025	0.560	325,000.00	0.00	0.00
FNMA 0.58 11/25/2025-22	3135GA5E7	11/30/2020	11/25/2025	0.580	250,000.00	0.00	0.00
FNMA 0.6 7/29/2025-22	3136G4D75	12/18/2020	7/29/2025	0.600	250,000.00	0.00	0.00
FFCB 0.47 12/22/2025-22	3133EMLC4	12/22/2020	12/22/2025	0.470	250,000.00	0.00	0.00
FFCB 0.125 5/3/2023-21	3133EMPA4	2/5/2021	5/3/2023	0.125	250,000.00	0.00	0.00
FFCB 0.32 2/3/2025-21	3133EMPV8	2/5/2021	2/3/2025	0.320	250,000.00	0.00	0.00
FHLB 0.625 2/24/2026-21	3130AL7M0	3/2/2021	2/24/2026	0.625	250,000.00	0.00	0.00
FFCB 0.45 2/2/2026-23	3133EMPD8	3/2/2021	2/2/2026	0.450	300,000.00	0.00	0.00
FFCB 0.3 11/12/2024-21	3133EMQQ8	3/2/2021	11/12/2024	0.300	250,000.00	0.00	0.00
FFCB 0.43 3/3/2025	3133EMSJ2	3/3/2021	3/3/2025	0.430	250,000.00	0.00	0.00
FHLB 0.6 3/10/2026-21	3130ALFX7	3/10/2021	3/10/2026	0.600	250,000.00	0.00	0.00
FHLB 0.5 3/10/2025-21	3130ALDZ4	3/24/2021	3/10/2025	0.500	250,000.00	0.00	0.00
FHLB 0.75 3/16/2026-21	3130ALF33	3/24/2021	3/16/2026	0.750	250,000.00	0.00	0.00
FFCB 0.25 3/1/2024-21	3133EMSD5	3/24/2021	3/1/2024	0.250	250,000.00	0.00	0.00
FHLMC 0.45 10/29/2025-21	3134GW3J3	4/22/2021	10/29/2025	0.450	250,000.00	562.50	0.00
FHLMC 1.03 4/29/2026-22	3130ALZM9	4/29/2021	4/29/2026	1.030	250,000.00	0.00	0.00
FNMA 0.5 8/14/2025-23	3135G05S8	4/29/2021	8/14/2025	0.500	250,000.00	0.00	0.00
Sub Total/Average					13,768,736.84	10,375.00	0.00

US Treasury

T-Note 0.25 6/30/2025 T-	912828ZW3	4/22/2021	6/30/2025	0.250	250,000.00	0.00	0.00
Note 0.375 1/31/2026	91282CBH3	4/29/2021	1/31/2026	0.375	250,000.00	0.00	0.00

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
Sub Total/Average					500,000.00	0.00	0.00
US Bank MM Custody 							
	MM65000	7/31/2020	N/A	N/A	69,717.99	2.17	0.00
Sub Total/Average					69,717.99	2.17	0.00
Pacific Premier Bank							
	MM0831	5/28/2020	N/A	N/A	7,590,704.97	0.00	0.00
Sub Total/Average					7,590,704.97	0.00	0.00
Union Bank Accounts							
	MM2110	11/30/2013	N/A	N/A	0.00	0.00	0.00
Sub Total/Average					0.00	0.00	0.00
Total / Average					34,622,418.26	27,394.22	0.00

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 4/30/2021

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
PARS OPEB Trust					
Columbia Contrarian Fund	19766M709	Mutual Fund	4,906.89	120,171.09	172,378.41
DFA Large Cap	233203868	Mutual Fund	3,343.42	69,478.14	89,837.32
Dodge & Cox International	256206103	Mutual Fund	1,165.69	43,560.75	55,625.68
Dodge & Cox Stock Fund	256219106	Mutual Fund	536.76	92,456.76	124,980.12
Doubeline Core Fix Income	258620301	Mutual Fund	10,232.14	112,760.10	113,371.99
Harbor Capital Appreciation	411512528	Mutual Fund	855.57	66,687.52	92,777.81
Hartford Schroders	41665X859	Mutual Fund	6,507.38	105,732.26	138,086.76
iShares Russell Mid Cap	464287499	Mutual Fund	1,483.00	36,029.58	115,229.10
iShares SP500	464287408	Mutual Fund	345.00	42,761.09	50,504.55
MFS International	552746356	Mutual Fund	1,294.73	38,979.58	57,498.85
PGIM Total Return Bond	74440B884	Mutual Fund	7,901.14	116,015.87	114,328.70
PIMCO	693390841	Mutual Fund	2,733.21	24,673.04	24,708.18
Pimco Total Return Fund	693390700	Mutual Fund	11,090.87	116,747.34	114,235.94
Price T Rowe Growth	741479406	Mutual Fund	860.04	57,852.97	91,492.43
Undiscovered	904504479	Mutual Fund	1,251.29	74,091.05	102,093.24
US Bank PARS - OPEB Trust MM	MM4900	Money Market	18,847.90	18,847.90	18,847.90
Vanguard Growth & Income	921913208	Mutual Fund	3,208.16	238,194.63	338,269.87
Vanguard Real Estate	922908553	Mutual Fund	430.00	35,600.23	42,604.40
Vanguard Short Term	922031836	Mutual Fund	4,059.29	43,978.95	44,530.21
Victory RS	92647Q363	Mutual Fund	997.86	90,288.83	104,387.07
Sub Total / Average PARS OPEB Trust			82,050.34	1,544,907.68	2,005,788.53
Total / Average			82,050.34	1,544,907.68	2,005,788.53

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 4/30/2021

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
PARS Pension Trust					
Columbia Contrarian Fund	19766M709	Mutual Fund	40,398.39	1,050,392.34	1,419,195.06
DFA Large Cap	233203868	Mutual Fund	27,526.22	575,071.20	739,629.46
Dodge & Cox International	256206103	Mutual Fund	9,596.99	393,371.73	457,968.62
Dodge & Cox Stock Fund	256219106	Mutual Fund	4,373.06	801,010.74	1,018,220.97
Doubeline Core Fix Income	258620301	Mutual Fund	84,242.01	924,358.53	933,401.20
Harbor Capital Appreciation	411512528	Mutual Fund	7,045.10	557,161.82	763,972.06
Hartford Schroders	41665X859	Mutual Fund	53,579.81	865,618.47	1,136,963.75
iShares Russell Mid Cap	464287499	Mutual Fund	12,213.00	183,584.39	948,950.10
iShares SP500	464287408	Mutual Fund	2,839.00	357,581.49	415,601.21
MFS International	552746356	Mutual Fund	10,660.23	357,744.65	473,421.64
PGIM Total Return Bond	74440B884	Mutual Fund	64,755.60	945,144.79	937,013.83
PIMCO	693390841	Mutual Fund	22,502.55	203,134.56	203,423.02
Pimco Total Return Fund	693390700	Mutual Fund	90,978.86	947,740.22	937,082.20
Price T Rowe Growth	741479406	Mutual Fund	7,081.51	494,379.25	753,332.33
Undiscovered	904504479	Mutual Fund	10,301.92	614,430.19	840,533.46
US Bank PARS - Pension Trust MM	MM4901	Money Market	42,807.78	42,807.78	42,807.78
Vanguard Growth & Income	921913208	Mutual Fund	26,412.98	2,018,090.50	2,784,984.48
Vanguard Real Estate	922908553	Mutual Fund	3,539.00	285,930.50	350,644.12
Vanguard Short Term	922031836	Mutual Fund	33,325.25	360,272.86	365,577.77
Victory RS	92647Q363	Mutual Fund	8,216.72	735,989.96	859,552.98
Sub Total / Average PARS Pension Trust			562,395.98	12,713,815.97	16,382,276.04
Total / Average			562,395.98	12,713,815.97	16,382,276.04

Mesa Water District
 Transactions Summary
 Monthly Treasurer's Status Report - Investment Activity
 Group By: Action
 Portfolio / Report Group: PARS OPEB Trust
 Begin Date: 03/31/2021, End Date: 04/30/2021

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Buy								
Pimco Total Return Fund	693390700	0.000	4/30/2021	N/A	21.134	217.68	0.00	217.68
PGIM Total Return Bond	74440B884	0.000	4/30/2021	N/A	17.415	252.00	0.00	252.00
Vanguard Short Term	922031836	0.000	4/30/2021	N/A	5.739	62.96	0.00	62.96
Sub Total / Average Buy					44.288	532.64	0.00	532.64
Dividend								
DFA Large Cap	233203868	0.000	4/1/2021	N/A	0.00	0.00	341.80	341.80
Doubeline Core Fix Income	258620301	0.000	4/1/2021	N/A	0.00	0.00	297.81	297.81
PIMCO	693390841	0.000	4/30/2021	N/A	0.00	0.00	98.23	98.23
Pimco Total Return Fund	693390700	0.000	4/30/2021	N/A	0.00	0.00	217.68	217.68
PGIM Total Return Bond	74440B884	0.000	4/30/2021	N/A	0.00	0.00	252.00	252.00
Vanguard Short Term	922031836	0.000	4/30/2021	N/A	0.00	0.00	62.96	62.96
Sub Total / Average Dividend					0.00	0.00	1,270.48	1,270.48

Mesa Water District
 Transactions Summary
 Monthly Treasurer's Status Report - Investment Activity
 Group By: Action
 Portfolio / Report Group: PARS Pension Trust
 Begin Date: 03/31/2021, End Date: 04/30/2021

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Dividend								
DFA Large Cap	233203868	0.000	4/1/2021	N/A	0.00	0.00	2,814.01	2,814.01
Doubeline Core Fix Income	258620301	0.000	4/1/2021	N/A	0.00	0.00	2,451.91	2,451.91
PIMCO	693390841	0.000	4/30/2021	N/A	0.00	0.00	808.82	808.82
Pimco Total Return Fund	693390700	0.000	4/30/2021	N/A	0.00	0.00	1,789.10	1,789.10
PGIM Total Return Bond	74440B884	0.000	4/30/2021	N/A	0.00	0.00	2,070.06	2,070.06
Vanguard Short Term	922031836	0.000	4/30/2021	N/A	0.00	0.00	517.51	517.51
Sub Total / Average Dividend					0.00	0.00	10,451.41	10,451.41



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



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MEMORANDUM

TO: Board of Directors
FROM: Stacy Taylor, Water Policy Manager
DATE: June 22, 2021
SUBJECT: State Advocacy Update

RECOMMENDATION

Receive and file the State Advocacy Update.

STRATEGIC PLAN

Goal #7: Actively participate in regional and statewide 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 June 22, 2021 meeting.

FINANCIAL IMPACT

In Fiscal Year 2021, \$205,000 is budgeted for Support Services; \$182,995 has been spent to date.

ATTACHMENTS

None.



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MEMORANDUM

TO: Board of Directors
FROM: Stacy Taylor, Water Policy Manager
DATE: June 22, 2021
SUBJECT: Orange County Update

RECOMMENDATION

Receive and file the Orange County Update.

STRATEGIC PLAN

Goal #7: Actively participate in regional and statewide 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 June 22, 2021 meeting.

FINANCIAL IMPACT

In Fiscal Year 2021, \$205,000 is budgeted for Support Services; \$182,995 has been spent to date.

ATTACHMENTS

None.



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MEMORANDUM

TO: Board of Directors
FROM: Celeste Carrillo, Public Affairs Coordinator
DATE: June 22, 2021
SUBJECT: Outreach Update

RECOMMENDATION

Receive and file the Outreach Update.

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 and statewide 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®) 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

No Upcoming Events

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; \$402,060 has been spent to date.

ATTACHMENTS

None.



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MEMORANDUM

TO: Board of Directors
FROM: Denise Garcia, Administrative Services Manager
DATE: June 22, 2021
SUBJECT: Procedures for Meetings of the Board of Directors

RECOMMENDATION

Agendize Resolution No. 1509 Procedures for Meetings of the Board of Directors for discussion and possible action at the July 8, 2021 Board of Directors meeting.

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 and statewide 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.

DISCUSSION

Resolution No. 1509 fixes the time, day, and place of regular meetings of the Board and sets forth specific procedures regarding meetings of the Board. As written, the Board may change the time and place of its meetings as it shall determine to be appropriate.

For the Board's consideration and review, this item has been brought forth for discussion and possible placement on a future agenda.

FINANCIAL IMPACT

None.



ATTACHMENTS

Attachment A: Resolution No. 1509

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 8th 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



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. 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.



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Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: June 22, 2021
SUBJECT: Captive Insurance

RECOMMENDATION

Award the following contracts to:

- a. Strategic Risk Solutions for \$7,500 to assist with formation of the captive and a three-year contract of \$55,000 per year for a total amount not to exceed \$172,500 for the formation of the captive and management of the captive insurance company;
- b. Kirton McConkie Law Firm to assist with the formation of the captive and a three-year contract of \$4,000 per year for a total amount not to exceed \$20,000 for legal documents for the formation of the captive and annual filing requirements for compliance with the state of Utah; and,
- c. Bickmore Actuarial for a three-year contract of \$5,000 per year for a total amount not to exceed \$15,000 for annual actuarial reports.

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 #6: Provide outstanding customer service.

PRIOR BOARD ACTION

At its February 23, 2021 Committee meeting, the Board of Directors (Board) directed staff to form a Captive Insurance Company (Captive) to include hiring consultants and to fund the Captive with an amount of \$30MM from reserves and retaining \$10MM in working capital.

BACKGROUND

At its November 26, 2018 Executive Committee meeting, Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) recommended the approval of a Captive Insurance Company to reinsure select risks of various JPIA programs. The ACWA/JPIA Captive is expected to provide an efficient and diverse risk transfer program for the various insurance programs at the JPIA. At the request of the Mesa Water District (Mesa Water®) Board, staff began to investigate the potential opportunity for the District to form a Captive Insurance Company of its own. The initial investigation looked at potential insurance risks not currently covered by the District's ACWA/JPIA program and the legality of the Water District forming a Captive.

Staff contacted Lorin Barker of Kirton McConkie law firm (ACWA/JPIA Captive formation attorney) to investigate the viability of a Captive and needed next steps. At Mr. Barker's recommendation, Bickmore Actuarial (Bickmore) was contracted to produce the Captive Feasibility Study.

Bickmore's analysis concludes that Mesa Water's insurance coverage through ACWA/JPIA includes property (excluding earthquake), liability, and workers' compensation. However, the



largest risk to the District not being fully covered through ACWA/JPIA is earthquake damage. Mesa Water does have limited earthquake coverage of \$2.5MM per event and a five percent deductible. With 317 miles of water pipes, 200 miles of service lateral pipers, 5,139 valves, and currently seven groundwater wells, and the current replacement cost estimated at well over \$500MM, the potential insurance risk could be significant. Based on the actuarial report, the Probable Maximum Loss (PML) is approximately \$30MM, representing the industry standard 250-year loss event.

The next step Bickmore took was to investigate likely domiciles for a Captive Insurance Company. There are currently five predominant locations for domiciles of Captives and they are Arizona, District of Columbia, Hawaii, Utah and Vermont. The two most used states are Utah and Vermont with 67 percent of the Captives formed in 2019 being in those two states. The key requirements for forming a Captive in Utah includes a resident registered agent in the state, and an annual meeting in Utah.

The Captive requires a captive manager to perform the accounting and reporting necessary for the operation of the insurance company. Mesa Water staff can perform these responsibilities or hire a management firm, or skilled individual, approved by the regulator in the state of domicile.

DISCUSSION

At the Board's direction, staff began the process of forming a Captive Insurance Company; the next steps in forming a Captive in Utah include the following:

- Establishing the team to manage the Captive and its investments including:
 - Management Company
 - Attorney/Registered Agent
 - Investment Advisor
 - Actuarial Firm
 - Audit Firm
 - Bank

The formation of the captive will require a number of consultants to assist with business plans, actuarial reports, corporate documents, etc.

A management company that comes highly recommended is Strategic Risk Solutions (SRS). Strategic Risk Solutions currently manages approximately 560 captive insurance companies and have been in business for over 25 years. Attachments A and B are an introduction to SRS as well as their proposed services. SRS will assist with the formation of the Captive for \$7,500 and will have on-going management costs of \$55,000 per year.

Strategic Risk Solutions will manage the coordination of the other consultants, the first being Lorin Barker from Kirton McConkie Law Firm. Kirton McConkie is the law firm that assisted ACWA/JPIA with the formation of their Captive. Mr. Barker will assist with the formation of the District's Captive including preparation of corporate documents in order to form the Captive and will service as the registered agent and one of the board members for the Captive.

Bickmore is the actuarial consultant that has assisted Mesa Water with the feasibility study to



determine the viability of a Captive and is currently working on the business plan needed for submission to the state of Utah for the formation of the Captive. On an annual basis, Bickmore will provide actuarial services to the Captive Insurance Company, including an annual actuarial report.

In the future, other consultants needed will include an audit firm for annual audits, a bank, and finally an investment advisor to manage the funds in the Captive. The current plan is for SRS to assist staff and the Board in conducting a solicitation of various investment advisors to help Mesa Water determine the preferred investment advisor. Investment advisors being considered for solicitation include Capital Group, PIMCO, PFM, and Performa and potentially others.

In the event of the Captive formation not moving forward, the three-year contracts listed in staff's recommendation to the Board would be canceled.

FINANCIAL IMPACT

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

ATTACHMENTS

Attachment A: Strategic Risk Solutions Introduction

Attachment B: Strategic Risk Solutions Captive Implementation Proposal



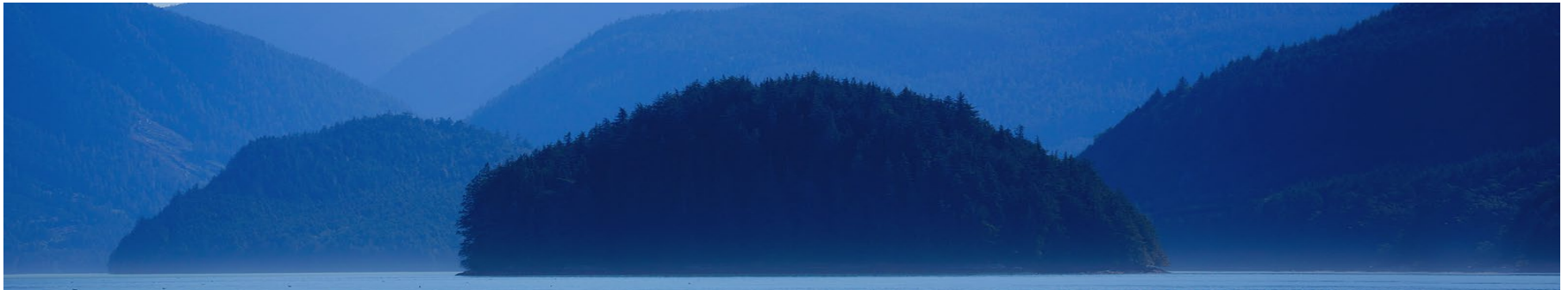
Strategic Risk Solutions

Introduction

June 11, 2021

Presented By:

Strategic Risk Solutions





SECTION 1

SRS Introduction

SRS Background

- Strategic Risk Solutions (SRS) provides financial, regulatory and underwriting services to the alternative/captive market.
 - What is a captive? A captive is a special purpose legal entity, which is licensed as an insurer, and is established primarily to insure a proportion of the risks of its sponsor, often a corporate parent, group or association.
- We combine 25+ years of successful operations with an independent (no retail brokerage ownership or activities) ownership structure.
- We are committed to the alternative/captive market through:
 - Multiple domiciles/captive structures represented:
 - Onshore;
 - Offshore; and
 - Pure, Group, Risk Retention Group, Rent-A-Captive.
- A range of available solutions.
- A lifecycle approach to building and growing alternative market solutions.

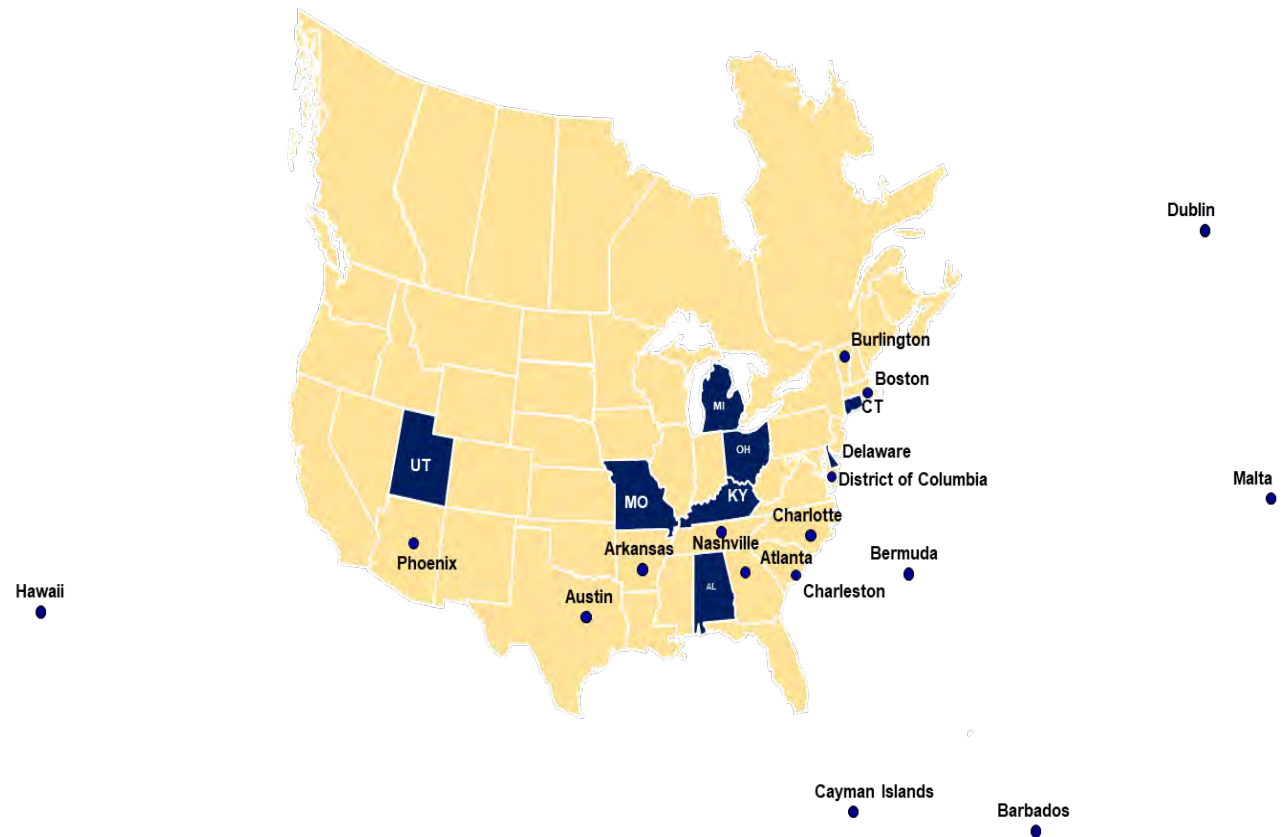
SRS Background

- We have assembled a team of professionals with extensive experience in consulting and managing captives and ART programs for clients in a wide variety of industries covering a wide spectrum of risk exposures.
- SRS functions as a captive consultant and manager which includes complete services for financial reporting as well as functioning as the regulatory liaison within the captive domicile.
- SRS completes approximately 30-35 feasibility studies annually assessing captive viability ranging from cell to pure to group captive structures.
 - SRS also has a dedicated Medical Stop-Loss (“MSL”) team including an experienced underwriter to support development of MSL captive programs.
- SRS currently manages 560 captive programs from single entity structures to risk retention groups to functioning as the back office for commercial insurance/reinsurance companies.
- SRS is one of the few captive managers that completes annual SSAE 18 audits on our operations to provide assurance to clients on our internal controls.
- SRS ranks the 4th largest captive manager worldwide by Business Insurance and the largest independent.

SRS Background

- All locations represent captive domiciles except for Boston which is the home office location.
- Shaded states denote captive management activities without a physical office.
- SRS has recently expanded into other locations in Europe including Guernsey and Switzerland.

SRS Locations



SRS Background

- SRS has open cell facilities for rental in five domicile locations:
 1. Arizona;
 2. Bermuda;
 3. Cayman Islands;
 4. North Carolina; and
 5. Vermont.
- All facilities can accommodate incorporated and unincorporated cell structures.

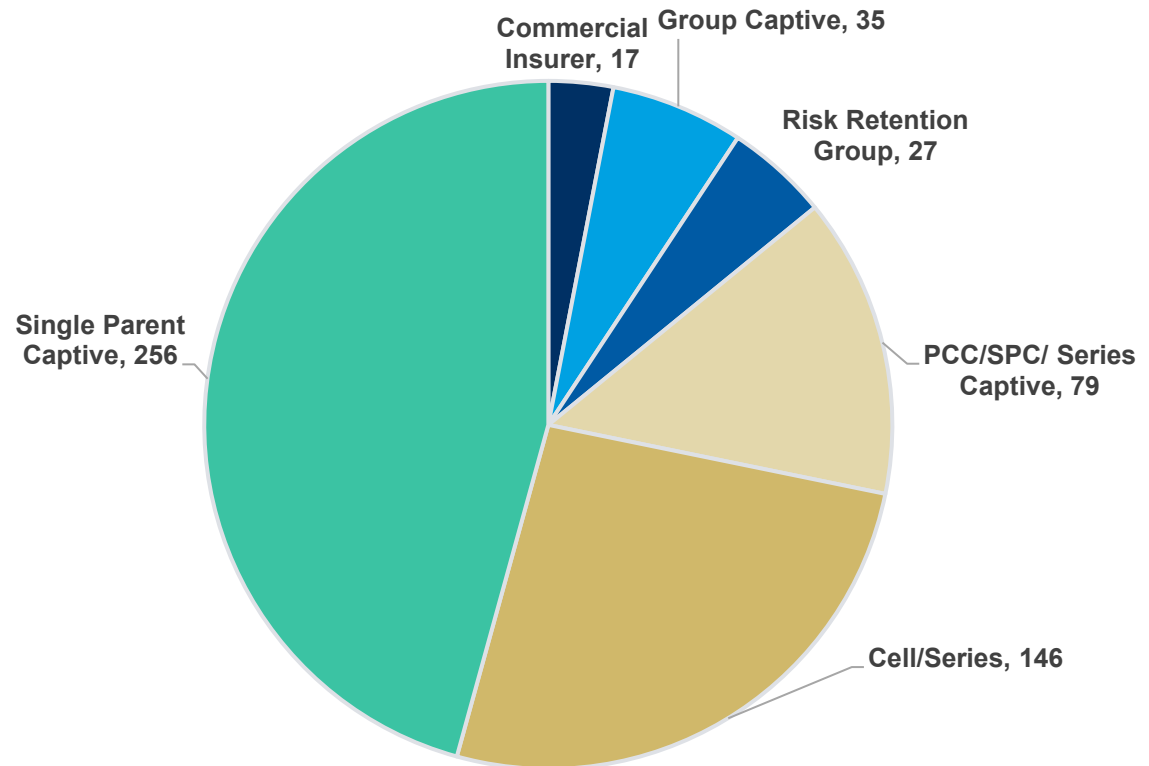
SRS Cell (Rent-A-Captive) Facilities



SRS Background

- SRS's industry experience mirrors the overall industry with most captives being owned by a single parent.
- Cell and Series captives are also referred to as "rent-a-captives".
- Risk Retention Groups ("RRGs") represent admitted insurance companies with the operational style of a captive insurance company.

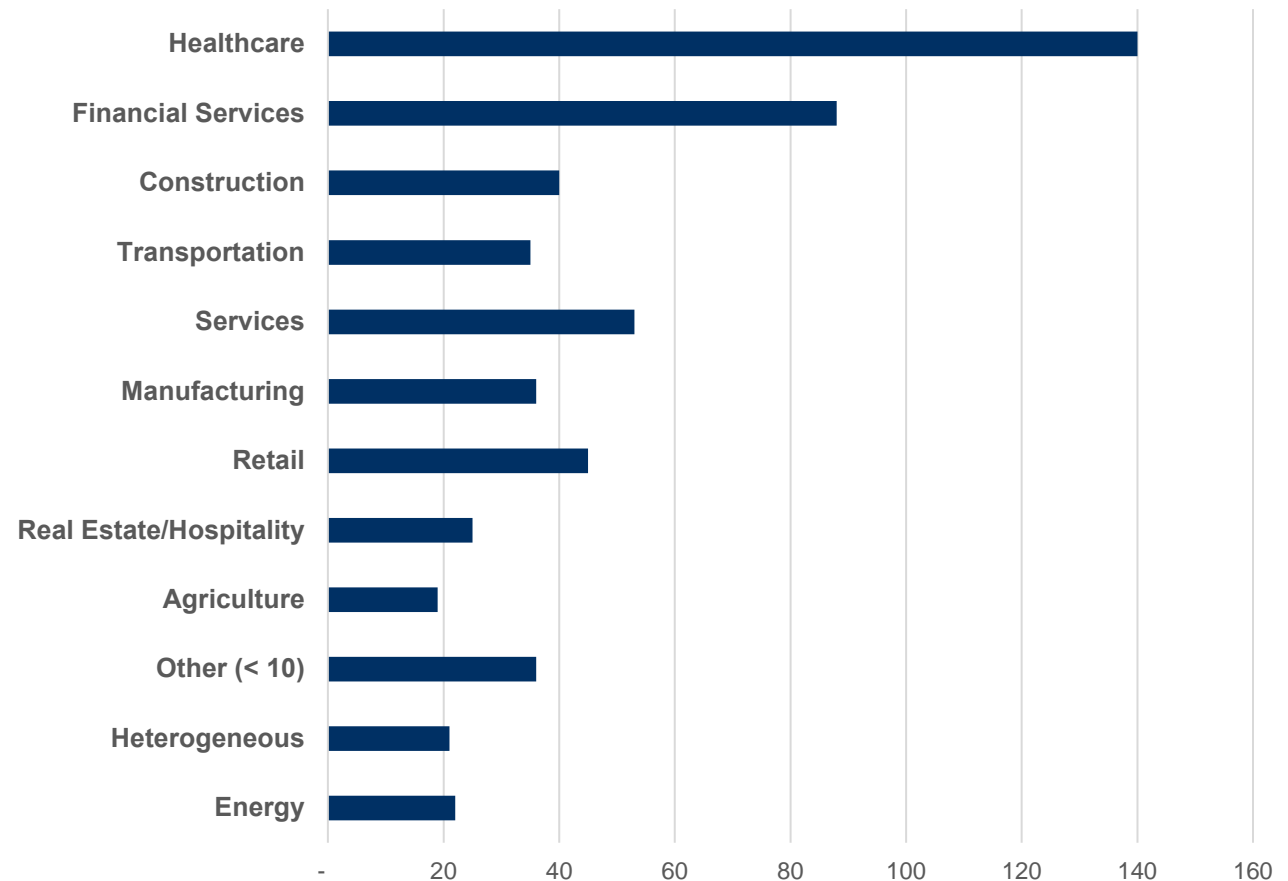
Captives Managed by Type



SRS Background

- SRS's industry experience mirrors the overall industry with a significant number of captives being healthcare related.
- Financial services and service companies are the next largest categories.

Captives Managed by Industry





Captive Implementation Proposal

Prepared for: Mesa WaterDistrict

Prepared By: Michael O'Malley, Managing Director

www.strategicrisks.com

June 2, 2021

Table of Contents

BACKGROUND.....	3
PROJECT BACKGROUND.....	3
SCOPE OF WORK.....	3
PROJECT OUTPUT.....	4
PROJECT TEAM.....	4
BUDGET.....	5
PROJECT COST AND TIMELINE.....	5
PROPOSAL ACCEPTANCE FORM.....	6
CONSULTING SERVICES AGREEMENT.....	7
APPENDIX A – MANAGEMENT AGREEMENT.....	9

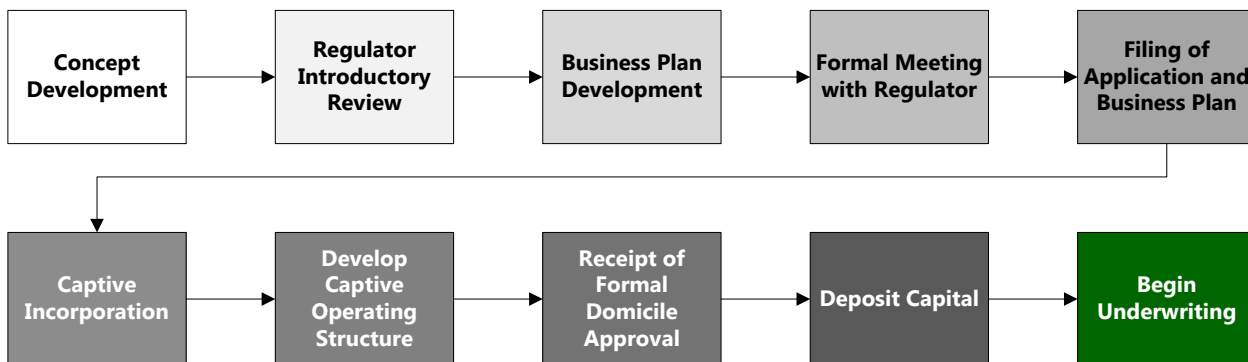
Background

PROJECT BACKGROUND

Mesa WaterDistrict (“Mesa Water”) supply water to 110,000 residents in an 18-square-mile area. The service area includes Costa Mesa, parts of Newport Beach, and some unincorporated areas of Orange County, including John Wayne Airport. Mesa Water strives to deliver high-quality drinking water to their customer’s tap, maintain a safe, reliable water infrastructure and system, and provide excellent service to ensure customer satisfaction. Clear, abundant, safe water is essential for the quality of life customers have come to expect in Orange County. Since 1960, Mesa Water has been providing clean, safe, reliable drinking water at a reasonable cost to the people they serve.

A request for proposal has been presented to Strategic Risk Solutions (“SRS”) to coordinate the development of a pure captive insurance company for Mesa Water. Mesa Water is interested in developing a Utah domiciled pure captive insurance company focused initially on Earthquake coverage with the potential to expand into other coverage areas as the captive balance sheet develops.

This document details the implementation steps involved with an overview provided in the schematic below. Some of the steps outlined are already in process and SRS would focus on building the application binder and setting up the captive operational infrastructure.



Appendix A includes a management agreement for the ongoing management of the captive once established.

SCOPE OF WORK

1. Confirm objectives and key structure points.
2. Collect governance information for the captive.
3. Confirm ownership structure.
4. Review actuarial/underwriting analysis for the captive.
5. Coordinate the development and submission of the Captive Application Binder to include:
 1. Application;
 2. Business Plan (to be provided);

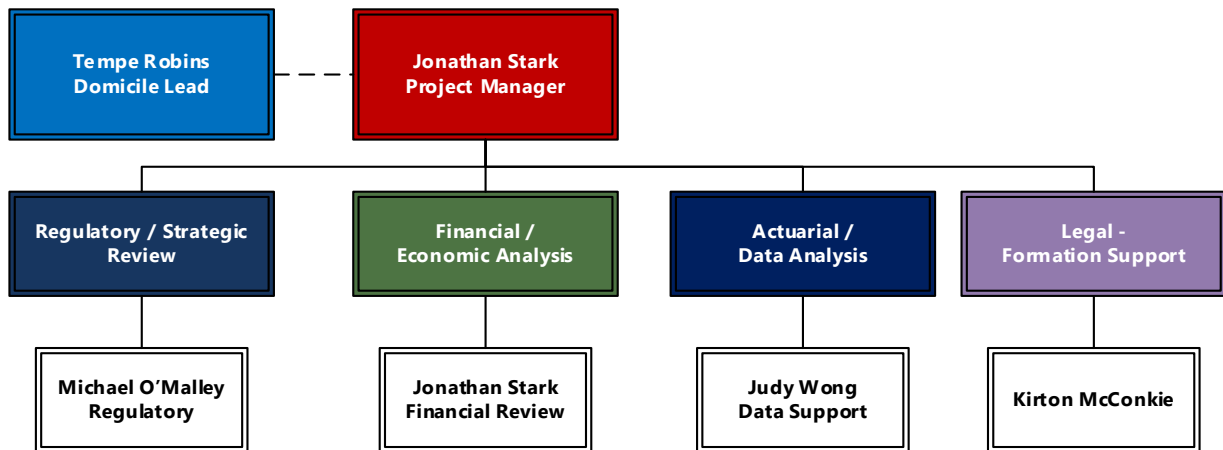
- o Actuarial (to be provided);
 - o Pro-Forma Financials (to be provided);
 - o Insuring Agreement;
3. Biographical Affidavits for Directors & Officers; and
 4. Draft Articles and Bylaws.
6. Assist in selection of service providers.
 7. Assist in Captive Legal Formation, as needed
 8. Develop Captive Operational Structure
 9. Complete Captive Operating Procedures Manual

PROJECT OUTPUT

1. Captive Structure Analysis
2. Complete Application Binder with supporting documentation
3. Assist in coordination of regulator meetings.
4. Coordinate Other Service Provider Selection Process, as needed
 - a. Auditor, Actuary (Selected), Claims Adjuster, Investment Advisor, Local Legal Counsel (Selected)
5. Develop Captive Operational Structure
6. Develop Captive Procedures Manual

PROJECT TEAM

Jonathan Stark will be point of contact on the implementation side to ensure project timelines and deliverables are met. The SRS team will be as follows:



Budget

PROJECT COST AND TIMELINE

Description	Cost
Implementation	\$7,500

The fee is due upon receipt of signed agreement.

The proposed project team is available to begin this project immediately. An example timeline is provided below for review. This timeline assumes that all data collection is complete in advance with first task being the review of collected data and follow up questions.

ID	Task Name	Start	Finish	Duration	Jul 2021							
1	Confirm Risk Structure	6/14/2021	6/14/2021	1d								
2	Captive Structure Analysis	6/14/2021	6/16/2021	3d								
3	Business Plan Review	6/16/2021	6/21/2021	4d								
4	Finalize Application Binder	6/21/2021	6/28/2021	6d								
5	Submit Application Binder	6/28/2021	6/28/2021	1d								
6	Domicile Regulatory Review	6/28/2021	7/28/2021	23d								
7	Organizational Structure Development	7/1/2021	7/15/2021	11d								
8	Receive Domicile Approval	7/26/2021	7/28/2021	3d								
9	Deposit Capital	7/20/2021	7/28/2021	7d								
10	Captive Eligible to Begin Underwriting	7/30/2021	7/30/2021	1d								

Proposal Acceptance Form

Proposed Services: Captive Implementation & Ongoing Management

Proposal Dated: June 2, 2021

Cost Quoted: **\$7,500 for Implementation**

Cost Quoted: **\$55,000 for Captive Management**

All project expenses are approved prior to being incurred. Please indicate your agreement to the above terms and conditions by signing the enclosed copy of this Agreement and returning it to SRS.

A second copy will be distributed for record keeping.

Accepted and agreed based on authorized signature below.

STRATEGIC RISK SOLUTIONS

MESA WATERDISTRICT

Signature

Signature

Title

Title

Date

Date

CONSULTING SERVICES AGREEMENT

This Agreement is entered into between Strategic Risk Solutions (“SRS”) and Mesa WaterDistrict (“Company”) as of June 2, 2021. Company has engaged SRS to perform consulting services as described in the letter dated June 2, 2021 and attached hereto. Such services may be modified from time to time and may also include general consulting services. These terms and conditions will apply to all subsequent engagements of SRS by Company unless specifically disclaimed in writing by both parties prior to the beginning of the engagement. In consideration for SRS agreeing to perform these services, Company agrees as follows.

1. **BILLING TERMS.** Company acknowledges the obligation to pay SRS for services rendered, whether arising from Company’s request or otherwise necessary because of this engagement. All invoices are payable 30 days upon receipt. SRS reserves the right to stop all work if any bill goes unpaid for 60 days. In the event of such termination, SRS shall be entitled to collect the outstanding balance, as well as charges for all services and expenses incurred up to the date of termination that are not disputed in good faith.
2. **TOOL DEVELOPMENT.** SRS shall retain all rights, title and interest (including, without limitation, all copyrights, patents, service marks, trademarks, trade secret and other intellectual property rights) in and to all technical or internal designs, methods, ideas, concepts, know-how, techniques, generic documents and templates that have been previously developed by SRS or developed during the course of the provision of the Services provided such generic documents or templates do not contain any Company Confidential Information or proprietary data. Rights and ownership by SRS of original technical designs, methods, ideas, concepts, knowhow, and techniques shall not extend to or include all or any part of Company’s proprietary data or Company Confidential Information. To the extent that SRS may include in the materials any pre-existing SRS proprietary information or other protected SRS materials, SRS agrees that Company shall be deemed to have a fully paid up license to make copies of the SRS owned materials as part of this engagement for its internal business purposes and provided that such materials cannot be modified or distributed outside the Company without the written permission of SRS or except as otherwise permitted hereunder.
3. **LIMITATION OF LIABILITY.** SRS will perform all services in accordance with applicable professional standards. The parties agree that SRS, its officers, directors, agents, and employees, shall not be liable to Company, under any theory of law including negligence, tort, breach of contract or otherwise, for any damages more than three (3) times the professional fees paid to SRS with respect to the work in question. In no event shall SRS be liable for lost profits of Company or any other type of incidental or consequential damages. The foregoing limitations shall not apply in the event of the intentional fraud or willful misconduct of SRS.
4. **DISPUTES.** In the event of any dispute arising out of or relating to the engagement of SRS by Company, the parties agree that the dispute will be resolved by final and binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. The arbitration shall take place before a panel of three arbitrators. Within 30 days of the commencement of the arbitration, each party shall designate in writing a single neutral and independent arbitrator. The two arbitrators designated by the parties shall then select a third arbitrator. The arbitrators shall have a background in either insurance, actuarial science, or law. The arbitrators

shall have the authority to permit limited discovery, including depositions, prior to the arbitration hearing, and such discovery shall be conducted consistent with the Federal Rules of Civil Procedure. The arbitrators shall have no power or authority to award punitive or exemplary damages. The arbitrators may, in their discretion, award the cost of the arbitration, including reasonable attorney fees, to the prevailing party. Any award made may be confirmed in any court having jurisdiction. Any arbitration shall be confidential, and except as required by law, neither party may disclose the content or results of any arbitration hereunder without the prior written consent of the other parties, except that disclosure is permitted to a party's auditors and legal advisors.

5. CHOICE OF LAW. The construction, interpretation, and enforcement of this Agreement shall be governed by the substantive contract law of the Commonwealth of Massachusetts without regard to its conflict of law provisions. In the event any provision of this agreement is unenforceable as a matter of law, the remaining provisions will stay in full force and effect.

6. CONFIDENTIALITY. Any information received from Company will be considered "Confidential Information." However, information received from Company will not be considered Confidential Information if (a) the information is or comes to be generally available to the public through no fault of SRS, (b) the information was independently developed by SRS without resort to information from the Company, or (c) SRS appropriately receives the information from another source who is not under an obligation of confidentiality to Company. SRS agrees that Confidential Information shall not be disclosed to any third party.

7. DISCLAIMER. SRS does not provide tax, legal, actuarial, or accounting advice. The information and assumptions used in connection with the consulting services provided by SRS are general in nature and should not be relied upon as tax, legal actuarial or accounting advice. Company should consult its own tax, legal, actuarial, and accounting advisors before making any decisions that are affected such matters.

Accepted and agreed based on authorized signature below.

STRATEGIC RISK SOLUTIONS

MESA WATERDISTRICT

Signature

Signature

Title

Title

Date

Date

APPENDIX A – MANAGEMENT AGREEMENT

MANAGEMENT SERVICES AGREEMENT

This Agreement dated as of **DATE** between

STRATEGIC RISK SOLUTIONS (WEST) INC.

An Arizona corporation (hereinafter called "SRS") having its principal office at 20860 North Tatum Blvd, Suite 260, Phoenix, Arizona 85050 and a subsidiary of STRATEGIC RISK SOLUTIONS, INC.,

And

MESA WATER DISTRICT

A California agency (hereinafter called "Mesa Water"),

Witnesseth That:

WHEREAS, Mesa Water intends to form a wholly owned subsidiary captive insurance company under the laws of Utah, to be named "**Captive Insurance Company**" (the "Company");

WHEREAS, the Company will be licensed to conduct insurance under the Utah Code, Title 31A, Chapter 37 – Captive Insurance Companies Act applicable to Captive Insurers and desires to employ a firm to perform management services for the Company; and

WHEREAS, SRS is a management company authorized to provide management services to captive insurance companies in Utah and has the facilities and personnel required to provide services that will be needed by the Company;

NOW, THEREFORE, in consideration of the mutual agreements herein contained, the sufficiency of which is hereby acknowledged, and in consideration of the performances by each of the parties hereto of the terms and agreements hereof, it is agreed:

1. Services Provided by SRS.

(a) SRS will provide general management, financial reporting, and regulatory compliance services as detailed in Annex A to this Agreement (the "Services"). If additional services or an expansion of the Services are requested by the Company during the term of this Agreement, a written work order will be mutually agreed to by the parties, including an appropriate modification of the annual fee referred to in paragraph 2 below or a one-time fee to cover the additional services requested.

(b) The Company and SRS will jointly establish policies and procedures to be applied by SRS in the performance of the Services. SRS will perform the Services in compliance with such policies and procedures approved by the Company.

2. Fees and Expenses.

(a) Formation and Implementation Services

Mesa Water will pay to SRS a fee of **\$7,500** for assistance with the formation and implementation of a captive insurance company, and as more fully described in Annex A to this agreement.

Mesa Water will pay directly or reimburse SRS travel, lodging and other related expenses for attending meetings at the Company's request.

(b) Ongoing Captive Management Services

Mesa Water will pay to SRS an annual fee of **\$55,000** effective the date of licensing or the date the Company starts underwriting whichever is the earlier. The annual fee is subject to an annual 3% increase starting on the first anniversary of the Company's date of licensing. The fee is payable in four equal quarterly installments, in advance. The annual fee is intended to cover all expenses incurred by SRS except those listed in the following subparagraph and is based upon the expected level of Services required during the relevant period and the number and type of business lines being written by the Company. In addition to the annual fees, the Company will pay directly or reimburse SRS for the following expenses:

- (1) travel, lodging and other related expenses for attending meetings at the Company's request;
- (2) meeting expenses for the Company's Board of Directors and/or Committee meetings, including meeting space, meals, entertainment and Directors' travel and accommodation;
- (3) fees and expenses of attorneys, accountants, consultants, auditors, actuaries, and other independent professional advisers who provide services to or on behalf of the Company;
- (4) commissions to agents and brokers;
- (5) special software that SRS must purchase or license specifically to meet the needs of the Company;
- (6) fees and taxes incurred in connection with applications or regulatory filings made on behalf of the Company; and
- (7) other incidentals that are specifically for the Company.

(c) Impaired Capital

In the event that SRS determines that the Company is likely to fail to meet its regulatory or statutory capital and surplus requirements, or if in fact the Company has failed to meet such requirements, the Company agrees to pay additional fees to SRS for work and necessary expenses resulting from increased accounting and reporting requirements and other actions required by the insurance regulator. Such additional work will be billed at SRS' standard hourly rates.

3. Relationship of the Parties.

For all purposes relating to this agreement, SRS is an independent contractor and nothing in this Agreement shall be construed to create a partnership, joint venture or other common business enterprise between Mesa Water or the Company and SRS, nor shall SRS be considered a managing general agent of Mesa Water or the Company. The employees of SRS shall not be considered employees of Mesa Water or the Company, notwithstanding that they may be appointed as officers or directors of the Company.

4. Limitation of Liability.

(a) In performing its duties, SRS will rely, without independent verification, on information, opinions, reports, or statements, including financial statements, in each case prepared or presented by the agents or employees of the Company, or counsel, public accountants, or other independent advisers, as to matters SRS believes to be within such person's respective professional or expert competence. SRS shall not be liable for losses resulting from the errors or omissions of professional advisers or technology service providers.

(b) All contractual obligations and liabilities incurred by SRS on behalf of the Company, if authorized by this Agreement or other specific approval from the Company, shall not be deemed to be obligations or liabilities of SRS, and the Company agrees to indemnify and hold harmless SRS against any losses or expenses, including attorneys' fees, resulting from claims or allegations by any third party that SRS is liable for a contractual obligation or liability entered into in the name of the Company.

(c) If the Services include the appointment of any employees of SRS to act as officers and/or directors of the Company, the Company agrees to use its best reasonable efforts to provide such officers and/or directors with the same level of indemnification and D&O insurance that it provides to all other officers or directors of the Company.

(d) SRS will not be liable for security breaches or loss of data at a third-party website if the Company or any of its representatives, auditors, or advisers' requests that SRS upload or send Company information to such third-party website.

5. No Exclusive Duty.

SRS shall not be required to manage the Company as its sole and exclusive function and it may have other business interests and may engage in other activities in addition to those relating to the Company. Neither the Company nor any officer, director, employee, or shareholder of the Company shall have any right, by virtue of this agreement, to share or participate in investments or activities of SRS or in the income or proceeds derived therefrom.

6. Ownership of Books and Records.

All documents and records, whether in hard copy or electronic data format, prepared and maintained by SRS specifically for the Company during the term of this Agreement shall be the exclusive property of the Company. If requested by the Company at any time during the term of this Agreement, SRS will turn over to the Company or the Company's designee all, or such part as the Company may designate, of the documents and records, and upon termination of this Agreement any other documents and records of the Company not previously requested provided, in each case, that the Company is not then in default of a material provision of this Agreement. Notwithstanding the foregoing, SRS will have the right to retain copies of any information that it considers necessary to protect its own legal position relative to the Services provided under this Agreement or as may be necessary or appropriate, in the judgment of SRS, to demonstrate to regulatory authorities that it has acted in accordance with applicable laws and regulations in connection with the Services.

7. Confidential Information.

(a) In the performance of this Agreement it will be necessary for each party to receive from the other party certain documentation and information identified as confidential or proprietary by the disclosing party (the "Confidential Information"). The party receiving any Confidential Information (the "Recipient") shall (i) use such Confidential Information only for purposes relating to this Agreement and (ii) limit disclosure of such Confidential Information to only its officers, directors, advisors, or employees with a specific need to know. Recipient shall be responsible for any use or disclosure of Confidential Information by its officers, directors, advisors, or employees that is not authorized by this Agreement. Documentation and information shall not be deemed proprietary or confidential, and Recipient shall have no obligation with respect to any such information, which (i) is or becomes publicly known through no wrongful act of Recipient; (ii) is received from a third party without similar restriction and without breach of this Agreement; (iii) is independently developed by Recipient; or (iv) is approved for disclosure by written authorization of the disclosing party. It shall not be a breach of the restrictions in this paragraph if SRS identifies the Company by name as a client in promotional materials if the Company discloses to third parties that SRS is the manager of the Company.

(b) In the event that (i) the Recipient of Confidential Information is served with a subpoena or with a request for production of such Confidential Information by any person or party not subject to this Agreement, or (ii) the Recipient is required by law or regulation to disclose Confidential Information to any governmental authority, whether pursuant to an examination, an investigation or otherwise, the Recipient agrees to notify the other party promptly upon receipt of the subpoena or request for production or the circumstances

requiring disclosure pursuant to law or regulation, unless prohibited from doing so by governmental authority, and to the best of its ability to provide such other party with sufficient time to contest such disclosure or to apply to the appropriate tribunal for purposes of quashing any such subpoena or opposing any such request as it may deem appropriate. In any event, if the Recipient is legally required to disclose Confidential Information, it shall do so only to extent required and shall request confidential treatment of the disclosed information.

(c) SRS may use Company information in the compilation of industry benchmark data; provided that the name of the Company will not be disclosed and no recipient of the benchmark data will be able to identify Company data, and provided further that SRS will not use Company information in the compilation of industry benchmark data if the Company states in writing that it does not want Company information used in that matter. If the Company objects to the use of Company information, it will not be provided with access to the benchmark data or the comparison of Company performance against benchmark performance.

(d) Data Privacy: SRS is committed to being responsible custodians of the information provided to us and the information collected during business operations and providing services.

SRS confirms that Personal Identifiable Information, ("PII") is any information that can be used to identify an individual or that can be linked to a said individual and may include:

- full name, date of birth, passport, driving license or other photographic identity details;
- contact information including residential address, email address and telephone number(s);
- information pertinent to fulfilling SRS's providing services on an individual's or organization's behalf; and

In accordance with applicable regulation, SRS is responsible for PII in its possession or control. SRS may come into the possession of PII to provide professional services. The Company confirms that the Company has consent from the individuals that their personal information may be used for the following purposes:

- To meet our regulatory, legal, and professional obligations, including undertaking appropriate anti-money laundering and sanctions checks;
- To establish and manage our relationship with the Company;
- To monitor and manage the performance of our business operations;
- To manage conflicts of interest and maintain our list of contacts;
- To analyze performance, and generate internal reports;
- To assess risks including legal and financial risks;
- To invoice and process payments;
- To engage in business transactions; and

- For any other purposes for which SRS has Company's consent.

In delivering services to the Company, the personal information of individuals associated with the Company may be transferred between SRS' servers and affiliated entities. SRS may, from time to time, use third parties in which event SRS will use reasonable efforts to seek an agreement from third party vendors to be bound by the terms of our Privacy Policy or a similar policy.

By agreeing to the provision of services by SRS, via execution of this Agreement, the Company consents to SRS using the PII provided to us by the Beneficial Owners, Members, Directors, Officers, and other individuals associated with the Company for the purposes identified above and to making any necessary cross-border transfers of said personal information. Said personal information may be shared with third parties for the purposes described above and in the Privacy Policy.

8. Effective Date, Term and Termination.

(a) The effective date of this Agreement shall be the date of the Agreement. The initial term of the Agreement shall be 12 months, and the Agreement shall automatically renew without further action by either party for an additional 12-month term on each anniversary of the date of this Agreement, provided, however, that no such renewal shall occur if, at least 30 days prior to an anniversary date, one party gives written notice to the other party that it does not agree to such renewal.

(b) This Agreement may be terminated (i) upon mutual agreement of the parties; (ii) by either party upon 90 days advance written notice to the other party; or (iii) by one party without the consent of the other party if (A) the other party has breached a material term of this Agreement and failed to cure such breach within 30 days after written notice thereof, or (B) the other party has filed a legal action, or had a legal action filed against it in bankruptcy, receivership, liquidation, or other proceeds involving insolvency, and (C) the other party has acknowledged its inability to meet its financial obligations as they become due.

(c) The termination of this Agreement shall not relieve either party of liability for the performance of obligations imposed upon such party during the effective period of this Agreement, but which have not been performed at the time of its termination. If this Agreement is terminated, the annual fees payable to SRS shall be pro-rated proportionately through the effective date of such termination, unless there are post-termination services to be provided, in which case the parties shall negotiate in good faith to determine an appropriate adjustment of the annual fee.

9. Arbitration.

(a) Any controversy, claim or dispute arising out of or relating to this Agreement, including any question regarding its existence, validity, interpretation, breach, or termination, shall be referred to and finally resolved by arbitration conducted under the auspices of and in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator or arbitral

tribunal may be entered by any court having jurisdiction thereof or having jurisdiction over any party or any party's assets.

(b) Nothing in this paragraph 9 shall be construed as preventing either party from seeking injunctive or other equitable relief in any court of competent jurisdiction if monetary damages would not be an adequate remedy or if such injunctive or other equitable relief were necessary to prevent additional and material damages from accruing during the pendency of arbitration proceedings.

10. Assignment.

(a) Upon formation of the Company, Mesa Water can assign to the Company all of its rights and obligations under this Agreement. Upon written notice from Mesa Water to SRS that such assignment to the Company has occurred, SRS will look only to the Company for the payments required by this Agreement and Mesa Water shall have no further obligations under this Agreement.

(b) Except as provided in the foregoing clause (a), this Agreement may not be assigned in whole or in part by either party without the prior written consent of the other party; provided, however, that SRS may make such assignment to a corporation which controls, is controlled by, or is under common control with SRS, provided that SRS shall be responsible for the level and sufficiency of the services performed by its assignee pursuant to this Agreement.

11. Notices.

(a) Any notice given hereunder shall be delivered in person, by mail, by overnight courier service, by facsimile transmission or by email, addressed to:

To SRS: Strategic Risk Solutions (West) Inc.
20860 North Tatum Blvd., Suite 260
Phoenix, AZ 85050

Attention: Ann Wick
Phone: 480-999-2649
Email: ann.wick@strategicrisks.com

To the Company: **Captive Insurance Company**
c/o Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627

Attention: **Marwan Khalifa**
Phone: **NUMBER**

Email: marwank@mesawater.org

(b) The burden of showing that a notice was received shall be borne by the party delivering the notice, provided that the following shall constitute conclusive evidence that a notice was received: (i) certification from a messenger service, (ii) a signature obtained by the United States Postal Service or by a commercial delivery service, (iii) a facsimile machine confirmation of delivery, or (iv) an email message confirming delivery.

12. Representations.

Each Party represents to each other Party that:

(a) it has all requisite corporate power and authority to enter into this Agreement and to take the actions contemplated hereby;

(b) the execution and delivery of this Agreement and the actions contemplated hereby have been duly authorized by all necessary corporate action on its part; and

(c) this Agreement has been duly executed and delivered by it and constitutes its valid and binding agreement, enforceable against it in accordance with the terms herein.

13. Amendments, Entire Agreement.

This Agreement may be amended, modified, and supplemented only by a written document executed by the parties hereto which specifically states that it is an amendment, modification, or supplement to this Agreement. This Agreement contains the entire agreement among the parties hereto with respect to the subject matter hereof and supersedes all previous written or oral negotiations, commitments, and writings.

14. Severability.

The provisions of this Agreement are several, and if any clause or provision shall be held invalid or unenforceable in whole or in part in any jurisdiction, then such invalidity or unenforceability shall affect only such clause or provision, or part thereof, in such jurisdiction and shall not in any manner affect such clause or provision in any other jurisdiction, or any other clause or provision in this Agreement in any jurisdiction.

15. Parties in Interest.

Nothing in this Agreement is intended to confer any rights or remedies under or by reason of this Agreement on any persons other than the parties hereto and their respective successors and permitted assignees. Nothing in this Agreement is intended to relieve or discharge the obligations or liability of any third persons

to the parties hereto. No provision of this Agreement shall give any third parties any right of subrogation or action over or against the parties hereto.

16. Governing Law.

This Agreement shall be governed by and construed under the laws of the state of Utah.

17. Counterparts.

This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be an original and all counterparts shall together constitute one and the same instrument. This Agreement may be executed by electronic signatures.

18. Further Assurances.

Each party hereto shall use its reasonable best efforts to do or cause to be done all things necessary, proper, or advisable in furtherance of the Services contemplated hereby.

19. Record Retention

SRS will retain copies of the documents and records of the Company created or received pursuant to the management service agreement for a period of 7 years from the creation or receipt thereof. These documents and records will be stored in electronic or hard copy form at SRS's discretion.

ACKNOWLEDGMENT OF ARBITRATION

THE UNDERSIGNED PARTIES HERETO EACH UNDERSTAND THAT THIS AGREEMENT CONTAINS AN AGREEMENT TO ARBITRATE. AFTER SIGNING THIS DOCUMENT, EACH PARTY UNDERSTANDS THAT IT WILL NOT BE ABLE TO BRING A LAWSUIT CONCERNING ANY DISPUTE THAT MAY ARISE WHICH IS COVERED BY THE ARBITRATION AGREEMENT HEREIN UNLESS IT INVOLVES A QUESTION OF CONSTITUTIONAL OR CIVIL RIGHTS. INSTEAD, THE PARTIES AGREE TO SUBMIT ANY SUCH DISPUTE TO AN IMPARTIAL ARBITRATOR.

IN WITNESS WHEREOF, the parties have duly executed this agreement as of the date first above written.

STRATEGIC RISK SOLUTIONS (WEST) INC.

MESA WATER DISTRICT.

BY: _____

Name: Ann W. Wick

Title: Director, President

BY: _____

Name: NAME

Title: Captive Insurance Company

DRAFT

Annex A

Services to be provided by SRS:

SRS will provide the following Services on the terms and subject to the conditions contained in the Agreement:

(a) Formation and Implementation Services

The following services will be provided by SRS with the objective of securing the Insurance Commissioner's approval of the captive application and issuance of its Certificate of Authority.

- Participate in the introductory meeting with the captive insurance regulator, and other meetings or discussions as may be necessary.
- Compile the captive application package, including securing the required documentation and/or forms from actuaries, legal counsel, reinsurance brokers/underwriters, independent auditors, tax counsel, etc.
- Provide organizers with ongoing review and comments about the application package
- Filing of captive application with captive regulator and coordinate incorporation with local legal counsel, and bank/treasury representatives.
- Secure approval and coordinate funding and licensure of captive with regulators and organizers.

(b) Ongoing Captive Management Services

General Management Services

- Maintain status as an approved captive insurance company manager in the state of Utah;
- Attend board meetings of the Company;
- Maintain originals or copies of the corporate records of the Company;
- Appoint employees of SRS to serve as officers and/or directors of the Company, if required; and
- Coordinate the provision of other services required by the Company in the conduct of its business, such as the services provided by auditors, actuarial analysts, legal and tax advisors, investment managers and insurance consultants (the selection and appointment of such service providers is a responsibility of the Company, not SRS, and the role of SRS shall be limited to coordination).

Financial Reporting

- Prepare and maintain quarterly accounting records and financial statements in conformity with generally accepted accounting principles and/or the requirements of the applicable state insurance laws and regulations;
- Prepare an annual financial budget incorporating management's selected actuarial projections;
- Prepare the Company's Utah fee filings and provide to the Company such information as may be reasonably required for the preparation of the Company's income tax returns; and
- Under the specific direction of the Company's officers or appointees, open bank accounts, handle cash receipts and disbursements, and perform such other cash handling functions as may be required by the Company. Maintenance of banking accounts in Utah or elsewhere includes signing and/or approving all expenditures, disbursements and investments as required by the Utah Director of Insurance but does not include investment management, discretionary investment services or trust services.

Regulatory Compliance

- Prepare and file all reports required under the insurance laws and regulations of the state of Utah;
- Prepare and maintain documentation and records required by Utah regulatory authorities; and
- Respond to all inquiries and correspondence from regulatory authorities after prompt notification to and consultation with the Company.

Health Insurance Portability and Accountability Act (HIPAA)

The Company's provision of insurance benefits will not involve functions unrelated to the provision of insurance benefits, such as risk management, assessment activities or legal services for the insureds of the Company. Accordingly, neither the Company nor SRS acting as manager of the Company, shall be required to enter into "business associate agreements" with "covered entities", as such terms are defined in HIPAA 45 CFR §§164.308(b) and 164.318 [Fed. Reg., Vol. 78, No. 17, Jan. 25, 2015, p. 5575].

Examinations

In addition to the annual services outlined above, SRS will manage any periodic examinations by domicile regulatory authorities, tax authorities or other regulatory bodies. These examinations typically occur every 5

years. Our fees to manage these examinations are outside the annual management fees detailed in section 2 and will be agreed between the parties at the time of the examination.

Additional Services

The management fee detailed in section 2 of this Agreement covers the core general management, financial reporting, and regulatory compliance services detailed above. It is based on several key assumptions:

- Preparation of financial statements on a quarterly basis.
- The structure of the Company as a Pure Captive.
- The operations of the Company being limited to self-insured risk related to earthquake coverage.
- The policy and procedure manual will be drafted and reviewed by management within the first year of the contract.

The parties agree that in the event of a change in any of these assumptions, they will review and agree to an adjustment of the annual management fee to reflect the change. In the event additional lines of coverage are approved, the annual management fee will be adjusted as agreed to reflect the additional services required.

Other services are outside the scope of this agreement and would be subject to a separate fee if required. These services include but are not limited to:

- The filing of business plan changes.
- Feasibility studies for new lines of coverages.
- Dividend or collateral analyses and requests.
- Other strategic and technical insurance advisory services.



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MEMORANDUM

TO: Board of Directors
FROM: Stacy Taylor, Water Policy Manager
DATE: June 22, 2021
SUBJECT: South Coast Air Quality Management District Regulations –
Critical Service Facilities' Emergency Backup Generators

RECOMMENDATION

Approve the letter supporting the South Coast Air Quality Management District's proposed rules for Emergency Backup Generators at Critical Service Facilities.

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 and statewide water issues.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

For over two years, Mesa Water District (Mesa Water®) staff and consultants have engaged with the South Coast Air Quality Management District (SCAQMD) to advocate for regulatory relief for diesel-fired Emergency Backup Generators (EBGs) used by Critical Service Facilities (CSFs). The regulatory relief sought includes more compliance and permitting flexibility related to the SCAQMD's limitations on the total annual hours that these generators could be run for the purpose of: maintenance and testing; and, use associated with power grid disruptions, considering the recent prevalence of Public Safety Power Shutoffs (PSPS). These run-time limitations could limit water providers' ability to deliver critical water during power grid outages, fires, or other unpredictable conditions.

Initially, Mesa Water was an active participant in a utility industry coalition's legislative approach -- led by the California Municipal Utilities Association (CMUA) and Las Virgenes Municipal Water District (LVMWD) with their 2020 co-sponsorship of [SB 1099](#) (authored by Dodd-D, Napa) -- for which Mesa Water took a support position. After SB 1099 did not move forward during the 2020 legislative session, SCAQMD committed to working with the bill's supporters to provide regulatory relief for EBGs used by CSFs. To that end, the utility industry coalition pivoted to an administrative approach in collaboration with SCAQMD and its regulatory rulemaking process. Mesa Water, in cooperation with the utility industry coalition, continued its engagement on this issue and activated the Buried Utilities Coalition (BUC) to join in the effort.

During the initial rulemaking phase, SCAQMD reviewed actual EBG run records provided by some CSFs. These run records overwhelmingly showed compliance, thus providing SCAQMD a narrow



technical basis for moving forward with any increases to EBGs maintenance and testing run times. Nevertheless, despite the lack of data supporting a rulemaking effort to increase EBGs maintenance and testing run times -- and the few non-compliance cases over the years that were granted a variance from the SCAQMD Hearing Board -- SCAQMD staff have stayed the course in their commitment to provide regulatory relief. Mesa Water's concern with the variance process is that future non-compliance events may occur more frequently with trends of increasing weather- and fire-related conditions that lead to unpredictable and long-duration power outages. In such an event, EBGs supplying critical water supplies would need to be run even if exceeding the SCAQMD run time limitations and would be in non-compliance until such time that a variance after-the-fact could be granted.

In its rulemaking approach, to date, SCAQMD has held three Working Group meetings in which Mesa Water staff and consultants participated. Presently, SCAQMD is offering Proposed Amended Rule (PAR) 1470 and Proposed Rule (PR) 118.1. Although being proposed together, PAR 1470 and PR 118.1 have very different underlying regulatory frameworks and reflect different engine activities and purposes:

- [SCAQMD Rule 1470](#) is a regional air toxics rule that has a regulatory backstop in the California Air Resources Board's (CARB) [Airborne Toxic Control Measures \(ACTM\)](#) Rule for diesel-fired internal combustion engines. Although SCAQMD rules can be more stringent than CARB requirements (or silent to them), it cannot adopt rule provisions that directly conflict with a state rule.

CARB has determined that increasing the annual maintenance and testing hours of EBGs would represent a localized health risk impact that CARB cannot support, and CARB would oppose any effort by the SCAQMD to add similar language in their local air toxics rule.

In keeping with their commitment to assist the regulated community, SCAQMD has proposed to pursue a path independent of CARB by allowing CSFs to permit a 3-year average while capping the hours in any single year to a 50% increase (up to 10 additional hours) over the current 20-hour annual limit for the dirtiest (oldest) engines. Newer engines are currently permitted for up to 50 hours per year. SCAQMD believes this is technically defensible and supported by the health risk analysis for localized impacts.

- [SCAQMD Proposed Rule 118.1](#) is a new rule proposed to address PSPS events, also known as "[de-energization](#)". In contrast to SCAQMD 1470, PR 118.1 does not have a CARB backstop but instead is being proposed to exempt PSPS events from a regional regulatory framework that exempts emergency use engines from having to meet specific health risk and emissions standards.

PR 118.1 was originally workshopped to amend the engine rule to allow a narrow category of "Essential Public Services" to operate EBGs over 200 hours annually. However, during the workshops, and in response to participant comments, SCAQMD expanded PR 118.1's applicability to provide this generous flexibility for a broader category of CSFs (i.e., water and wastewater pump stations, natural gas delivery facilities, telecommunications, etc.) to operate



EBGs during PSPS events.

During Working Group meetings, advocacy groups openly challenged SCAQMD as to the need for, and air quality impacts of, these accommodations. Throughout these discussions, SCAQMD has maintained the need to provide CSFs with this flexibility.

- **Timing** – SCAQMD will most likely hold a fourth Working Group meeting for this effort in August (SCAQMD is dark in July), following which PAR 1470 and PR 118.1 will go before SCAQMD’s Stationary Source Committee either this September or October. The rules are scheduled to be agendized for action at SCAQMD’s Governing Board meeting in November 2021.

Overall, this rulemaking effort represents one of the (rare) examples of SCAQMD actually listening to the regulated community and responding with more flexibility for permitting and compliance. For advocacy effectiveness, Mesa Water’s consultants advised staff to submit a letter of support in June for SCAQMD’s proposal, and to share the letter template with the BUC.

Attached is a draft letter of support for SCAQMD’s PAR 1470 and PR 118.1; Mesa Water staff distributed this letter to the BUC for each agency to consider being added to the coalition letter while also submitting an individual letter. To date, we have received confirmations that Golden State Water Company and the Costa Mesa Sanitary District wish to be on the coalition letter.

Mesa Water will continue its engagement with SCAQMD, the BUC, and the broader utility industry coalition throughout this rulemaking process and will keep the Board updated. For CSFs’ future planning efforts, SCAQMD is concurrently encouraging CSFs to phase out or upgrade existing diesel generators with emission control technologies.

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: Draft Support Letter



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

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

June XX, 2021

Ms. Susan Nakamura, Assistant Deputy Executive Officer
Planning, Rule Development and Area Sources
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765
(sent via email to: SNakamura@aqmd.gov)

**RE: Support of Proposed Amendment to Rule 1470 and
Proposed New Rule 118.1**

Dear Ms. Nakamura:

[Mesa Water District](#) (Mesa Water®) is an independent special district that serves safe, affordable, and 100 percent local reliable groundwater to businesses and 110,000 residents in an 18-square-mile service area that includes most of Costa Mesa, a portion of Newport Beach, and John Wayne Airport.

On behalf of Mesa Water, I am writing to express support for the proposed amendment to Rule 1470 (PAR 1470) and proposed new Rule 118.1 (PR 118.1) as presented during Working Group Meeting (WGM) No. 3 held on May 27, 2021. The proposals provide additional flexibility for the essential operation, maintenance, and testing of emergency backup generators while ensuring the protection of the region's air resources.

Rule 1470 (Proposed Amended Rule) – Requirements for Stationary Diesel-Fueled Internal Combustion and Other Compression Ignition Engines

- The proposed amendment would provide much needed flexibility for the maintenance and testing of generators that are currently limited to no more than 20 hours per year of runtime for these purposes. The amended rule would allow up to 60 hours of runtime over a three-year period with no more than 30 hours in any single year.
- The proposed amendment would not result in the generation of more particulate matter over a three-year period, or create any greater health risk, as the maximum average runtime would still equate to the current 20 hours annually.
- The amendment is very narrow in scope as it would only apply to engines within or serving a Very High Fire Hazard Severity Zone and supporting water or wastewater operations.
- The change would allow more rigorous maintenance and testing to be performed every two to three years without undue concern for exceeding the current 20-hour limitation.
- The rule change is critical to ensure the reliability of emergency backup generators when needed to respond to emergencies or PSPS events.



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MesaWater.org

Subject: Support for PAR 1470 and PR 118.1
June XX, 2021
Page 2 of 2

**Rule 118.1 (Proposed Rule) – Public Safety Provisions for Stationary
Emergency Standby Engines**

- The new rule would allow operators of emergency standby engines located at critical service facilities to exceed the current 200-hour annual limitation if the exceedance is due to a Public Safety Power Shutoff (PSPS) event. The increasing number and duration of PSPS events and other emergencies that result in loss of power from the electrical grid continues to be a major concern for operators of critical service facilities as defined in the proposed rule.
- The provisions would allow an owner or operator of an emergency standby engine at a critical service facility to be exempt from counting operating hours of a qualifying event towards the 200-hour calendar year limitation specified in Rule 1110.2, provided timely notification is provided and records are maintained. The one-time notification and annual recordkeeping requirements for an exceedance represent a reasonable compliance burden to ensure the agency is aware of these events while maintaining a mechanism to enforce the provisions of the rule.
- Also, the addition of up to 3-hours for each PSPS imminent shutoff notice will support the smooth transition of power before and after each event.
- As discussed during the WGM, we request the SCAQMD clarify that critical service facilities include wastewater collection systems (i.e. lift stations) and water treatment facilities, which are not specifically described in the definition of essential public service under Rule 1302 or otherwise listed by SCAQMD based on prior stakeholder input.

For these reasons, Mesa Water appreciates the support of you and your staff to develop the proposed rule changes and to obtain concurrence from the California Air Resources Board on the proposed amendment for Rule 1470. If you have any questions about our comments, please feel free to contact Stacy Taylor, Mesa Water's Water Policy Manager, at StacyT@MesaWater.org or 714.791.0848. Thank you.

Sincerely,

Paul E. Shoenberger, P.E.
Mesa Water General Manager

c: Tiffani To, SCAQMD – TTo@aqmd.gov
Michael Laybourn, SCAQMD – MLaybourn@aqmd.gov
Jillian Wong, SCAQMD – Jwong@aqmd.com
Mesa Water Board of Directors



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MEMORANDUM

TO: Board of Directors
FROM: Kurt Lind, MPA, Business Administrator
DATE: June 22, 2021
SUBJECT: Periodic Close Process Training

RECOMMENDATION

Recommend that the Board of Directors award a contract to Venture Executive, Inc. for an amount not to exceed \$161,250 to provide Periodic Close Process Training services.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

At its April 11, 2013 meeting, the Board of Directors (Board) approved the Business Process Evaluation project. The purpose of this evaluation was to investigate and document current organizational operations and identify opportunities to improve various business processes, including organizational structure, labor usage, technology utilization and needs, work management, effectiveness, and efficiency.

At its May 22, 2014 meeting, the Board approved the Business Improvement Process Implementation. The purpose of this implementation was to institutionalize and optimize Mesa Water District's (Mesa Water®) business processes, as well as establish new systems and upgrade existing automated tools in order to increase accountability to allow for process improvement.

At its March 26, 2018 workshop, the Board directed staff to develop District-wide key performance indicators and performance audits. The purpose of this direction was to provide the final feedback link to a sound business process strategy. The Performance Audit is an independent, third-party check of the District's systems and processes to ensure they are functioning as designed.

At its April 7, 2019 workshop, the Board received a presentation from LA Consulting, Inc. (LAC) showing the results of Mesa Water's Business Improvement Process Implementation. Mesa Water staff then outlined the District's process for developing performance measures and conducting performance audits for Mesa Water. The Board directed staff to include in the proposed Fiscal Year (FY) 2020 budget third-party auditors to conduct the annual performance audit for FY 2019.

At its December 10, 2020 meeting, the Board received a presentation from LAC describing the process and approach in conducting the FY 2019 Performance Audit. In the fall of 2019, LAC conducted a dry run audit for FY 2019. The goal of the dry run was to help staff and auditors understand the audit process and prepare for the first "Go Live" Performance Audit for FY 2020.



DISCUSSION

In 2013, Mesa Water obtained professional consulting services to optimize their business operating units. LA Consulting, Inc. was retained by Mesa Water in April 2013, through a competitive selection process, to evaluate the business processes of six departments including Administrative Services, Customer Services, Engineering, Financial Services, Public & Government Affairs, and Water Operations.

LAC's evaluation was completed in March 2014 and many opportunities were identified for improvement that have saved Mesa Water an estimated \$6.3MM over five years and significantly improved productivity.

The evaluation outlined 76 specific recommendations for the optimization of business operations. 44 of the most impactful recommendations were implemented, and 17 are currently in-progress and managed by Mesa Water staff. The remaining recommendations are either planned for the future or are not warranted for implementation.

The Periodic Close is the last remaining key process for Financial Services that is targeted for improvement. In 2014, LAC presented the Business Process Evaluation report where Recommendation 22 stated the need to fully develop, document, and automate procedures, and train all key staff for project accounting. LAC also recommended to establish benchmarking to provide accountability and monitoring of the process to ensure efficiency and effectiveness. The challenges with the project accounting process were twofold.

Challenge 1: Great Plains Financial System Set-Up

The first challenge was that the Great Plains (GP) financial system was not set up properly to account for project costs and to take advantage of automating key steps within the process. This problem led to multiple issues:

- the inability to use any of the financial reports built within GP
- lowered staff confidence related to the accuracy of the project costs
- an increase of outside spreadsheets that staff developed so they could account for the cost of their projects.

Another key challenge related to the set-up of GP was that the labor time associated with Mesa Water and Customer Development projects was manual input of payroll timesheets. Financial Services staff would print a bi-weekly payroll report for each employee and identify project labor hours. Finance staff would then manually input the labor hours for each project for each employee into GP.

In 2015, Mesa Water competitively selected the services of Sophos Solutions to reconfigure the set-up within GP, establish project reporting, and automate key processes. Mesa Water was able to accomplish the following:

- Implemented the Human Resources Information System (HRIS) and stopped tracking project labor hours through payroll
- Implemented purchase order request system
- Updated the chart of accounts
- Properly set up project accounting



- Developed project reports
- Automated project labor through GP integration with CMMS

Challenge 2: Annual Financial Close

The second issue was that Mesa Water staff were trained, historically, to perform the financial close at the end of each Fiscal Year. This management decision to close the books in this manner obligated staff to perform traditionally monthly routine processes for the twelve preceding months:

- Reconcile Expenses
- Reconcile Capital Projects
- Reconcile Inventory (which was performed on the calendar year every January due to the large workload related to the annual close in July - October)
- Close Projects
- Produce Expense and Capital Financial Reports

The result of this management decision led to a large workload for staff from July through October. This also delayed the understanding and comprehension of Mesa Water's financial position and the development and distribution of the Comprehensive Annual Financial Report (CAFR).

Progressing Forward

The combination of these two challenges increased the complexity of ordinarily routine financial processes. Beginning in 2017, the GP financial system was re-established and properly set up for project accounting. New processes and information automation points have been implemented that have streamlined the recording and application of labor hours to capital and customer projects. Financial reporting has improved to a point where staff is confident with the information they are reviewing and approving.

Lastly, Financial Services, working closely with the Engineering & Water Operations Departments, have developed a monthly process to close capital and customer projects. This officially marks the end of the annual close process and transitions Mesa Water to an improved approach that will enable staff to:

- Produce accurate and reliable project status reports on a monthly basis
- Review, reconcile, and close projects monthly
- Produce and distribute monthly department expense reports
- Open clear communication channels between departments

Monthly Project Close & Great Plains Training

Financial Services staff will need professional training to implement this improved monthly approach to make this transition successful.

In July of 2020, Mesa Water was in need of professional support services for GP. Mesa Water staff conducted a search that included a two-hour interview and a hands on GP system demonstration reviewing project accounting, chart of accounts, job costing, system integrations, SSRS reporting, SmartList reporting, and GP system queries.

Staff selected Venture Executive, Inc. for GP technical and financial consulting services after demonstrating high competence in the areas of accounting, technology, business process, teaching/training, and most importantly, people skills.



Venture Executive, Inc. support services have been provided by Managing Partner Malinda Iacopinelli. Ms. Iacopinelli is a versatile professional with fifteen years of accounting and technical experience and holds a Bachelor of Science in Accounting and Applied Finance from Milligan College. Her experience is deep including GP Practice Lead, Software Designer, and Senior Product Specialist. She also served as the Controller of an investor-owned utility in South Carolina where she led and trained her team in the monthly close process.

Staff recommends that the Board award a contract to Venture Executive, Inc. for an amount not to exceed \$161,250 to provide Periodic Close Process Training services. This effort is scheduled for six months with a scope of work that includes 76 specific tasks covering eight distinct project phases:

- Discovery (staff interviews & understanding of the current process)
- GP System Review (deep dive into the GP system configuration)
- Findings/Recommendations (development & agreement of a plan going forward)
- System Configuration (aligning the GP system with the plan going forward)
- Training Documentation (development of training documents)
- Training (staff training remote & onsite as permitted)
- Post Training Documentation (adjustment of training documents based on staff feedback)
- Monthly Monitoring (12 months of quality control to ensure staff competence and follow up training)

At the conclusion of the project, Mesa Water staff will be fully trained in the monthly close process. Staff will be in possession of complete and detailed documentation of the process including step-by-step instructions, flow charts, and recorded training sessions for reference. The last phase of the project includes monthly quality control reviews of the GP system and staff documentation of the monthly close. This will ensure staff competency, provide a process to get into a monthly rhythm, and allow for further refinement of the close process. The monthly close is one of the performance measures of the Performance Audit for Financial Services.

FINANCIAL IMPACT

In Fiscal Year 2022, \$330,000 is budgeted for Support Services.

ATTACHMENTS

None.



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Celeste Carrillo, Public Affairs Coordinator
DATE: June 22, 2021
SUBJECT: Social Media Consulting Services

RECOMMENDATION

Recommend that the Board of Directors award a one-year contract, with options for renewal, to Westbound Communications for \$105,000 to provide digital and social media strategy and content development services.

STRATEGIC PLAN

Goal #4: Increase public awareness about Mesa Water and about water.
Goal #6: Provide outstanding customer service.

PRIOR BOARD ACTION/DISCUSSION

At its May 25, 2021 Committee meeting, the Board of Directors (Board) received information that staff released a Request for Qualifications for social media consulting services.

BACKGROUND

Mesa Water District (Mesa Water®) has supplemented staff efforts with social media consulting services from the following firms: Communications Lab (2016), Fraser Communications (2017), and HashtagPinpoint (2018 - present).

DISCUSSION

Mesa Water solicited proposals from five qualified firms to provide the required scope of work for expert consulting services that will support staff with digital and social media strategy, planning, content creation and measurement/analytics. These services will enhance Mesa Water's social media presence, help to elevate the District's messages and brand, and support attainment of Goals #4 and #6 of the Board's Strategic Plan.

Four proposals were received on June 2, 2021. The proposing firms included:

- CV Strategies
- Rocket Launch and Marketing Public Relations
- RockSpark Communications + Marketing
- Westbound Communications

On June 9, 2021, proposals were reviewed and evaluated by a Selection Panel comprised of Mesa Water staff, Brenda Deeley, CEO of Brenda Deeley PR, LLC, and Victoria Lim, Senior Manager, Corporate Communications at Experian North America. Each proposal was evaluated based on qualifications, experience, staff availability, project understanding, scope of work approach, and proposal quality.

On June 15, 2021, interviews were held by the Selection Panel with the top two ranking firms - CV



Strategies and Westbound Communications. The results of each cost proposal are as follows:

Rank	Proposer	Submitted Cost
1	Westbound Communications	\$105,000
2	CV Strategies	\$90,875

Although both firms provided a solid approach to the required scope of work and are well qualified to perform the work effort, it was determined that Westbound Communications has significant experience with both utilities and water districts while also proving the best approach for Mesa Water’s social media. Staff recommends that the Board award a one-year contract, with options for renewal, to Westbound Communications for \$105,000 to provide digital and social media strategy and content development services..

FINANCIAL IMPACT

In Fiscal Year 2021, \$595,330 is budgeted for the District’s Public Affairs department expenses; \$402,060 has been spent to date.

ATTACHMENTS

Attachment A: Westbound Communications Proposal

Digital and Social Media Strategy, Content Development, and Community Management Services

Request for Proposals RFP 21-1007
June 2, 2021



Mary Chambers, Buyer
Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627

RE: RFP 21-1007 – Digital and Social Media Strategy, Content Development, and Community Management Services

Dear Ms. Chambers:

On behalf of Westbound Communications, we are pleased to submit the following response to the Mesa Water District's Request for Proposals for Digital and Social Media Strategy, Content Development, and Community Management Services (RFP 21-1007). We've assembled a best-in-class team that offers extensive experience in performing successful digital and social programs for a wide range of government and quasi-government agencies, business-to-business entities, and consumer brands. This expertise will inform and guide the development and implementation of research-based, results-driven program for Mesa Water District. Also, we are proud to have worked with Mesa Water on a strategic branding and messaging project in 2018 and 2019, working closely with members of its staff; General Manager Paul Shoenberger, P.E.; and its Board of Directors.

Westbound Communications is an Orange County-based, full-service public relations and marketing agency with 18 years of experience and deep roots in the region. Our clients include county and regional organizations such as County of Orange 2020 Census campaign, Orange County Transportation Authority (OCTA); CalOptima; Orange County Social Services Agency; ReadyOC; If You See Something, Say Something®; South Coast Air Quality Management District (AQMD) and Providence Mission Hospital.

Our team members bring experience in water, including developing social / digital programs for Mojave River Watershed Group, an organization committed to protecting the Mojave River, its watershed, and the quality of High Desert water against stormwater pollution. A detailed case study is provided in this response.

If awarded this project, Westbound will have contractual responsibility with Mesa Water District. Questions regarding this proposal can be directed to my attention at the following contact information:

Company: Westbound Communications Inc. (Federal Tax ID #33-0687048)
Contact: Linda Martin, APR, Partner and General Manager
Address: 2099 S. State College Blvd., Ste 600, Anaheim CA 92806
Phone/Fax: 714.663.8188 / 714.663.8181
Email: lmartin@westboundcommunications.com
Website: www.westboundcommunications.com

All information in this proposal is true and accurate, and we acknowledge the receipt of one RFP addendum (No. 1). This proposal is valid for a period of not less than 90 calendar days from today.

Should you select us as a finalist, we look forward to further proving our capabilities and earning your trust during the interview process. Thank you for accepting our candidacy.

Sincerely,



Linda Martin, APR
Partner and General Manager, Westbound Communications

Table of Contents

Qualifications and Experience

Who We Are - Westbound Video.....	5
Firm Qualifications and Experience.....	6
Why We're the Best Choice.....	7
Skills & Abilities.....	8

Case Study: Port of Long Beach.....	9
Case Study: Each Mind Matters—Promise to Talk.....	10
Case Study: Mojave River Watershed Group.....	11
References.....	12

Staff Experience and Availability

Organizational Chart.....	14
Team Bios.....	15
Current Workload.....	20
Work Breakdown Schedule.....	21

Project Understanding and Approach

Research.....	24
Peer Group Analysis.....	25
Social Listening.....	26
Project Understanding.....	27

A close-up, high-speed photograph of water splashing, creating a large central droplet and several smaller ones above it. The water is a vibrant blue, and the background is a blurred, lighter blue. The overall effect is clean, fresh, and dynamic.

1. Firm Qualifications and Experience

Who We Are



Click the icon above, or visit: <https://youtu.be/jn3ZJbVbRxM>

Firm Qualifications and Experience

Westbound Profile

Westbound Communications is an S-Corporation founded in March 2003 with offices in Anaheim and Riverside. We use applied behavioral science to create and implement effective social marketing, branding, and public outreach campaigns.

Our veteran team has a successful track record of building and supporting public reputations for our clients by providing strategic, integrated branding, marketing, advertising, public relations, web development, digital and social media, mobile marketing and community relations programs.

We support and work with nonprofit organizations, public entities, and corporate clients in Orange County, Southern California, across the Western U.S. (hence our name), and nationwide.

Our Philosophy

At Westbound Communications, we craft communication by design, with purpose and results, affecting our clients with a passion that reflects the fun and energy we infuse into everything we do.

We strive always to deliver service that is beyond expectation, and we attempt every day to be worthy ambassadors for the people, products, and services we represent, establishing ourselves as the preferred choice in branding and marketing communications.



Why We're the Best Choice

Strategic Innovation. Creative Solutions. Proven Results.

Westbound is excited to present its credentials via this response, and we believe we are the best choice for providing the services described in this RFP for the following reasons:

Our Team – Westbound Communications was formed 18 years ago to serve and support the interests of organizations big and small. We choose clients that ignite our passion and who want a team that can out-think, out-work and out-deliver the competition. For Mesa Water District, we have hand-picked a team with directly relevant experience creating social media strategy, content and metrics for public agencies' digital programs.

Our Local Expertise – Our team members have deep expertise working in Orange County, we know your service area well. Our diverse Orange County client list includes the County of Orange, CalOptima, Mission Hospital, Irvine Company Retail Properties and many others.

Our Approach – Our public communications programs are grounded in research, reinforced by the discipline of persuasion theory and complemented by our abilities as storytellers to convert data into compelling messages. We are experts in social media programs that deliver our messages and move the needle on our client's goals. For Mesa Water, an important part of our campaigns will be understanding your customers and their information needs, so we can use our social channels to build and enhance trust. Westbound has a fully bilingual, bicultural Hispanic practice, which brings us additional expertise in reaching out to diverse audiences.

Our Water Experience – We are proud to have worked with Mesa Water on a strategic branding and messaging project in 2018 and 2019, working closely with members of its staff, General Manager Paul Shoenberger, P.E., and its Board of Directors. Since 2012, our agency has done work for water agencies, including our current program for Mojave Regional Watershed Group, a coalition of three water districts designing a public communications program to educate customers about the need to protect the watershed. Samples of that work are included in this proposal.

Skills & Abilities

Westbound has designed and implemented award-winning digital and social media programs for government and quasi-government agencies, business-to-business entities, and consumer brands, cultivating follower bases from local residents, businesses and government contacts through a mix of community-focused, rich-media content; online and social advertising; and continual optimization of social channels through measurement and analysis of what works.

The case studies on pages 9-11 offer a range of successful digital and social programs, highlighted by their strategic planning, content development, messaging and copywriting, graphics and video, and engagement metrics.

Use of Subcontractors

Westbound will use trusted sub-contractors on this program in the areas of video production and graphic design. We possess working relationships with both sub-contractors from previous and current account work, including more than 20 years of work with our graphic designer. We enjoy highly collaborative working relationships with these vendors that will accelerate work product for Mesa Water. Also, we will employ the same dual review of submitted work by sub-contractors by core account team members that we will for all other account team assignments to provide a high standard of quality assurance for all deliverables.



PR & Social Strategy



Social & Content Management



Reputation & Crisis Mgmt.



Digital Strategy



Storytelling



Thought Leadership

Port of Long Beach

Relevance: Social Media, Photo and Video, Content Creation, Branding, Website, Media Relations

The Port of Long Beach's \$1.5 billion Gerald Desmond Bridge Replacement Project is a recently completed vital infrastructure project for the nation, carrying about 15 percent of all the nation's cargo. The Port hired Westbound to run all communications for the project for the past 8 years, including all aspects of social media management and content creation.

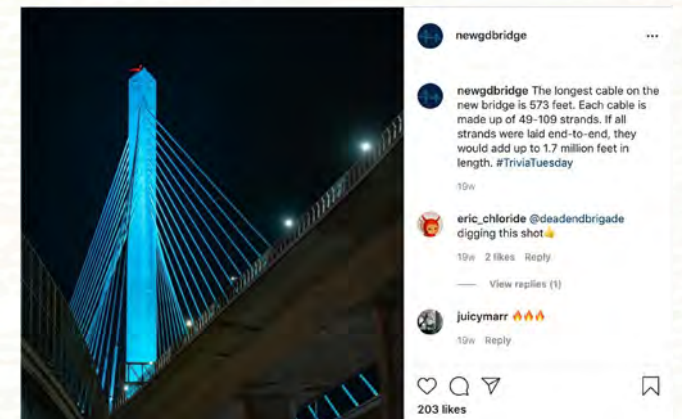
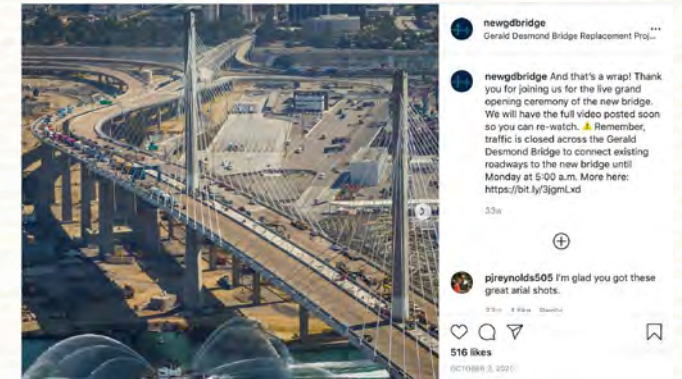
Westbound collected and produced more than [100 videos](#) and [thousands of photos](#) during the 8-year duration of the project (culminating with a [live broadcast 75-minute video](#) for the Project's grand opening). We are currently rolling out a [9-part series](#) of behind-the-scenes interviews recounting the origins and tales of the Bridge Project.

Scott led the Project's social media channels, building a robust community throughout SoCal and across the world.

Results:

By fostering such an online following, we obtained strong engagement rates, with our Facebook engagement rate surpassing **77x industry standard**, Instagram surpassing **4x industry standard**, and Twitter surpassing **66x industry standard**.

Sample posts: [Facebook](#), [Instagram](#), [Twitter](#).



Each Mind Matters/Promise to Talk

Relevance: Social Media, Photo and Video Creation and Management, Content Creation

Promise to Talk is a local Orange County mental health activation of California's Each Mind Matters statewide movement that is a joint effort between Mission Hospital, St. Joseph Hospital, and St. Jude Medical Center.

Mental health stigma exists in low-income Hispanic and Vietnamese communities throughout Orange County. Westbound has pivoted the campaign from in-person outreach to a full digital first social media-centric campaign throughout 2020 – 2021 due to the inability to reach the community in person.

The results have been phenomenal, by activating social media, transitioning in-person outreach partners to digital connections, and implementing a social media presence focusing on driving 1-to-1 conversations and creating community.

Results:

- **More than 3 million impressions** from social media alone in 2020.
- **Over 34,000 encounters (likes, comments, shares)** on social media in 2020.
- **Increased mental health conversations by 217% in Orange County.**

Sample posts: [Facebook](#), [Instagram](#), [Twitter](#).



Mojave River Watershed Group

Relevance: Social Media, Content Creation

The Mojave River Watershed (MRWG) stretches across the High Desert and beyond. Sadly, howling winds blow garbage across the littered landscape and beneath the dirt lies an underground water system threatened by paint, motor oil, pesticides and animal waste. High Desert communities must do everything they can to protect every drop of this precious resource – especially during a drought.

MRWG uses social media to communicate with key target audiences like school teachers and parents to share stormwater savvy messages about pollution prevention and taking action in the community.

Results:

Westbound has increased **awareness** of the threats of stormwater pollution, improved **engagement** by audiences through activism and elevated **personal responsibility** of community members with simple behavior changes. Since 2010, Westbound has secured approximately 3,500 “Protect your Home” pledge forms, staffed 25+ interactive outreach booths at key community events, recruited teams to pick up 10+ tons of trash, developed partnerships with 200+ area businesses and impacted the lives of approximately 10,000 students at school.

Sample posts: [Facebook](#), [Instagram](#).



References

Port of Long Beach:

Lee Peterson, Communications Manager; lee.peterson@polb.com; Cell: 562.519.2177; Office: 562.283.7715

Duration of case study: 2013-2021

Description of services: Fully integrated marketing and communications program that included digital and social media program design, development and community management and growth. Services also included media relations, community outreach, advertising, photo and video production, website development, mobile app development, direct response, event marketing, government relations, and more.

Providence Mission Hospital (Each Mind Matters/Promise to Talk)

Christy Cornwall, Community Benefit Director; christy.cornwall@stjoe.org; 949.364.1400

Duration of case study: 2015-Present

Description of services: Fully integrated communications program that includes digital and social media program design, development and ongoing engagement and growth. Services also included media relations, community outreach, advertising, photo and video production, website development, mobile app development, event marketing, and more.

Mojave River Watershed Group

Jonathan Dillon, P.E., Supervising Engineer, Department of Public Works; Jonathan.Dillon@dpw.sbcounty.gov; 909-387-8119

Duration of case study: 2010-Present

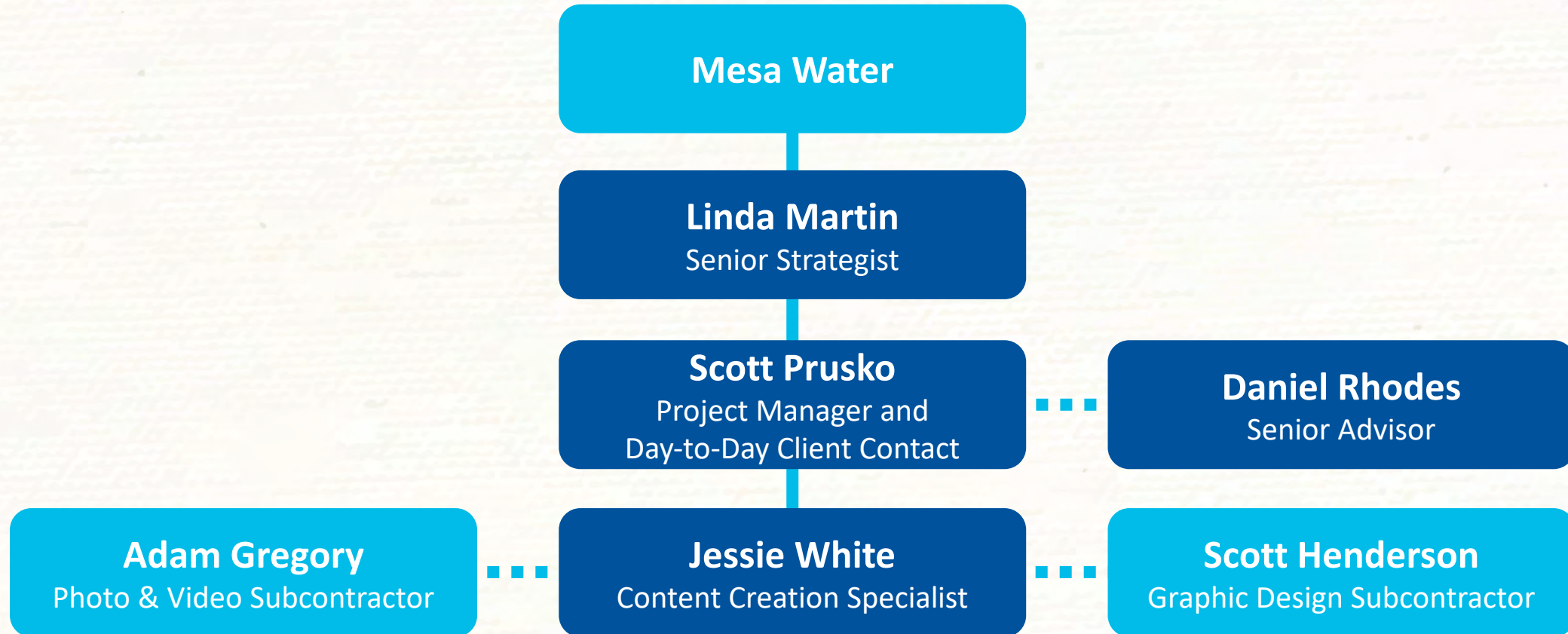
Description of services: Fully integrated digital and social media program design that includes content creation, community outreach and event marketing, photo and video production, and program analytics to optimize engagement and growth.





2. Staff Experience and Availability

Organizational Chart



Linda Martin, APR

Senior Strategist, Partner in Charge



As partner in charge, Linda's role is to ensure that Mesa Water District is completely satisfied with the work produced by the Westbound team. Should the Mesa Water District be unhappy or concerned for any reason, Linda is the person to call.

She brings 30+ years of experience managing high performing teams on complex public projects like redevelopment (The Block at Orange and Ontario Mills), airport expansion (San Diego International Airport) and entitlement (East Coyote Hills and MWD). Linda was a founding member of the successful communications and outreach team for the Orange County Groundwater Replenishment System, which obtained support from every OC city for this 'toilet to tap' project.

Before joining Westbound in 2019, Linda was a partner and general manager at Porter Novelli for 18 years. She's a proud graduate of Cal State Fullerton, and was inducted in the Communications Department Hall of Fame in 2004. Linda served on the board of the Orange County Business Council for 10 years, including in the role of Chairman.

Scott Prusko

Project Manager, Day-to-Day Client Contact



Scott brings creative experience and a deep understanding of working in the ever-changing world of the digital world and social media. Scott supports clients with social media management, content creation, graphic design, video production, website and app design, and more. Scott is an expert at targeting specific communities online and communicating multilingual messages effectively.

Scott leads social media for the Each Mind Matters – Promise to Talk campaign in three languages, and leads the overall campaign for ReadyOC/KeepOCsafe, which includes timely messages and proactive safety tips.

Recently, Scott managed the digital side of the County of Orange’s 2020 Census campaign, specifically using social media to target residents speaking 12 languages in Orange County. Scott also led digital and in-person activations for the County of Orange’s SafeDineOC program targeting Hispanic and Vietnamese eateries to provide COVID-19 relief funding. Scott takes pride in using storytelling to tell the stories behind one of America’s largest infrastructure projects at the Port of Long Beach (Gerald Desmond Bridge Replacement Project).



Jessie White

Content Development Specialist

As a bilingual communications specialist and our most recent addition to the team, Jessie supports clients with on-the-ground community outreach, research, writing, social media management, and media relations. Current clients include the National Honey Board, Mission Hospital, Irvine Company Retail Properties, and Each Mind Matters, a mental health stigma reduction campaign. Jessie is a proud graduate of Chapman University having studied Strategic and Corporate Communications.



Daniel Rhodes

Senior Advisor

With more than 25 years of public relations and communications expertise, Daniel has overseen and directly worked on many successful, multi-faceted branding, marketing, and public relations programs targeting diverse populations for a wide range of clients in municipal, real estate, and consumer arenas. He is a senior vice president at Westbound.

Most recently, Daniel managed the marketing, communications and community outreach for the County of Orange's 2020 Census campaign, targeting hard-to-count, diverse populations across 12 threshold languages, with a specific emphasis on Spanish-and Vietnamese-language outreach.

Last year, he oversaw the communications and community outreach for the County of Orange's SafeDineOC COVID-compliance incentive program for local restaurants, specifically targeting hard-to-reach eateries in heavily Hispanic and Vietnamese areas.



Adam Gregory

Photo and Video Subcontractor

Adam Gregory is a photographer, videographer, producer, and content creator working to bring brands' visions to life. Adam began his career in front of the camera, best known for *The Bold and The Beautiful*, *90210*, and blockbuster films.

Adam was always interested in the behind-the-scenes process and turned to the content creation side with his own photography and videography studio. Westbound has worked with Adam since 2019, capturing unique stories and producing thumb-stopping creative.



Scott Henderson

Graphic Design Subcontractor

With more than 20 years of experience in both small and large agencies, Scott has won numerous awards for design and advertising including a Protos award from the Orange County Public Relations Society of America. Scott has also been in charge of a 10-person art department and art director for various Southern California firms and is currently involved with several on a consulting basis. Research and education is key to a successful project, whether it's a simple logo or a multi-level marketing campaign.

Current Workload

Name	Company	Role	Assignment	Availability
Linda Martin	Westbound	Senior Strategist	Consultation on strategic plan, budget oversight, client satisfaction	15%
Scott Prusko	Westbound	Project Manager	Day-to-day client content, team manager, content creator, metrics, budget management	40%
Jessie White	Westbound	Content Creation and Spanish-Language Specialist	Content creation, photo and video, metrics and reporting	40%
Daniel Rhodes	Westbound	Senior Advisor	Advise on content and review of content	25%
Adam Gregory	Shot by AG Media, Westbound consultant	Photographer and Videographer	Gathering content and developing a content library for use on social media; formal video production	Available as needed
Scott Henderson	Brand X Design, Westbound consultant	Graphic Designer	All design and graphics output and production	Available as needed

Given each team member's current workload and their availability, each one will be able to fulfill the hours requirements as prescribed in the Work Breakdown Schedule (WBS).

Work Breakdown Schedule (1/2)

Category of Work / Owner	Timing	Program Manager	Senior Strategist	Content Creation Specialist	Senior Advisor	Total
Social Media Strategy and Planning						
Prepare annual social media plan	First 3 weeks	5	6		3	14
Deliver social media content calendar	First 3 weeks; ongoing	2		3	1	6
Recommend social media management platform (posting and analytics)	First 3 weeks with plan	2	1	2		5
Ongoing collaboration and develop approval processes	First 3 weeks with plan	1	3		1	5
TOTAL		10	10	5	5	30
Social Media Content Development						
Guidance on hashtags	First 3 weeks with plan	2				2
Counsel on social media platforms	Ongoing	10	3			13
Familiarize with service area / community	Ongoing	10	5	5		20
Engaging key businesses and landmarks	Ongoing	15	2	10		27
Amplifying content through Mesa Water community stakeholders	Ongoing	13	5	15		33
Generate content to raise awareness, connect w/community, educate, and drive traffic to website	Ongoing	40		70		110
Leverage industry-wide social media campaigns	Ongoing	8	5			13
Implement low-cost contests and paid promotions	2X per year	10		10		20
Review existing policy	First 3 weeks	2	2			4
TOTAL		110	22	110		242

Work Breakdown Schedule (2/2)

Category of Work / Owner	Timing	Program Manager	Senior Strategist	Content Creation Specialist	Senior Advisor	Total
Photo and Video Content						
Attend meetings (12 per year)	Immediate & Ongoing	8		40		48
Campaign-specific shoots (short and highly produced)	Ongoing	8		10		18
Develop video content	Ongoing	8				8
TOTAL		24		50		74
Measurement, Reporting & Analytics						
Reporting / providing monthly metrics	Ongoing	2		2		4
Ongoing counsel and guidance on KPIs	Ongoing	1	1			2
TOTAL		3	1	2		6
Project Management						
Twice-per-month team calls, with agenda	Ongoing	32	18	40		90
Emergency communications	As needed	4	4			8
Budget summary	Monthly	6				6
Leadership metrics reports	As needed	6	2	8		16
TOTAL		48	24	48		120
Training (INVESTMENT)						
Team training on platforms or new technology -- INVESTMENT	As needed	10			10	20
TOTAL		10			10	20



3. Project Understanding and Approach

Project Understanding: Research

Mesa Water District provides safe, high-quality drinking water to residents and businesses in Costa Mesa, parts of Newport Beach, and areas of unincorporated Orange County. Mesa Water operates social media channels to reach these residents and meet the highest of standards for customer service.

Peer Group Audit and Findings

To gain perspective on Mesa Water's current social media program, Westbound studied peers in the industry who also have similar social media presences, and the following slides review content and statistics about these four similar water districts in Southern California, focusing on Orange County districts:

- [Santa Margarita Water District](#) (website)
 - [Facebook](#), [Twitter](#), [Instagram](#)
- [Yorba Linda Water District](#) (website)
 - [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#)
- [Irvine Ranch Water District](#) (website)
 - [Facebook](#), [Twitter](#), [YouTube](#)
- [Rancho California Water District](#) (website)
 - [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#)

Breaking down the numbers behind each water district's social media presence helps to provide a better understanding of industry best practices, Mesa Water's positioning in the industry and insights into ways to optimize Mesa Water's social outreach. That audit follows on page 25.

Initially, we see all five peers and Mesa Water post similar content about water usage and customer service messages. However, each has a specific niche it focuses on above other topics. These include:

- **Mesa Water** discusses annual occurrences, local spots served by Mesa Water, and household tips.
- **Santa Margarita Water** discusses wildfire, and kitchen/pool water usage.
- **Yorba Linda Water** discusses business needs.
- **Irvine Ranch Water** discusses the environment and being eco-friendly.
- **Rancho California Water** discusses ways families can be water wise.

In addition to the audit, we used social listening (page 26) to tap into what people are saying about Mesa Water and its industry peers and make meaningful connections on social media. Knowing how people speak about Mesa Water helps us organically fit into the conversation and create purposeful connections.

- **Monitoring** social media tells us WHAT people are saying, but social listening tells us WHY people feel the way they do, and helps us efficiently track and respond to community interests and needs.
- **Social listening** enables us to optimize our content to most efficiently reach our target audiences, and change behaviors.

Project Understanding: Peer Group Analysis

The following chart shows Mesa Water’s standing among its peers in terms of followers, engagement levels (likes and comments), and frequency of posts, videos, contests, and more. Mesa Water currently posts the most among its peers, both in terms of frequency and number of videos. Engagement ranks in the top third in this peer set, while it’s clear that comments and likes are fairly low across the board.

Water District	Mesa Water	Irvine Ranch Water	Santa Margarita Water	Yorba Linda Water	Rancho California Water
Top Themes	Annual occurrences, local spots served, and household tips	The environment and being eco-friendly	Wildfire and kitchen + pool water usage	Business needs	Ways families can be water wise
Facebook Followers	2,945	4,377	4,232	754	2,111
FB Avg. Likes	3.2	1.3	5.5	3.7	5
FB Avg. Comments	0	0	0.3	0.3	0.5
Instagram Followers	1,168	1,373	1,019	961	1,041
IG Avg. Likes	12.7	5.9	4.8	15.7	11.1
IG Avg. Comments	0	0.2	0.5	0.4	0.2
Twitter Followers	691	3,766	982	516	513
TW Avg. Likes	2.6	1.1	1.7	3.4	0.4
TW Avg. Comments	0	0	0.1	0	0.3
Frequency of Posts	5 per week	3 per week	2 per week	4 per week	2 per week
Frequency of Videos	6 per month	1 per month	1 per month	4 per month	1 every other month
Conducts Contests?	Yes	Yes	Yes	No	Yes
Uses Social Media Influencers?	No	No	No	No	No

Project Understanding

Mesa Water provides safe, local, and reliable water to approximately 110,000 residents in Costa Mesa, parts of Newport Beach, and incorporated areas of Orange County. In addition, more than 80 million visitors enter Mesa Water’s service area through high-traffic centers such as John Wayne Airport, South Coast Plaza, and the OC Fairgrounds, just to mention a few. This volume of people whom Mesa Water serves represents a tremendous opportunity to further strengthen its brand reach.

Along with Mesa Water’s website, its social media channels are one of the “first lines of contact” that most people will have with the organization’s communications. As a result, deploying a strategic digital and social media program that further strengthens engagement with Mesa Water’s current follower base and increases its number of new followers across its current channels (Facebook, Instagram, Twitter, LinkedIn, YouTube, and Nextdoor) is essential to enhancing the public awareness of Mesa Water and its outstanding customer service.

Industry research reinforces the importance of brands offering a strong digital and social presence. Recent studies indicate that 54 percent of consumers say their use of social media has grown over the past year, and 33 percent of consumers reported that social media was their preferred way to learn about brands or companies.

This section addresses the specific points that were requested in the RFP.

10 Step Planning Process

1. Clarify Objectives

2. Situation Analysis

3. Identify Audiences

4. Discover Insights

5. Set Measurable Objectives

6. Define Strategies

7. Create Content Mix

8. Paid and SEO Strategies

9. Define Tactics

10. Develop Evaluation Plan

Project Understanding

Explain in detail how your firm would perform the services required as set forth herein.

Performing the services outlined in the RFP's Scope of Services begins with a strategic annual social media plan. The process for developing that plan involves a proven 10-step process that Westbound has implemented for a number of our clients. Here are the steps:

- 1. Clarify Mesa Water's business and marketing objectives:** The foundation of every successful communications program is a clear understanding of an organization's business goals. Knowing Mesa Water's business goals helps us frame the pathway to success.
- 2. Conduct situation analysis and environmental audit:** Create a comprehensive picture of the current marketplace and Mesa Water's place within it, including an audit of similar-sized water districts. Gaining understanding of trends is critical because insight into change is necessary to ensuring that Mesa Water's strategies are relevant both today and in the future.
- 3. Identify, prioritize and profile audiences:** Ascertain as much as possible about our audiences: where do they get their information; what do they think about Mesa Water; what messages will motivate them to take the actions we want them to take. With a limited budget, we must prioritize and focus on targeting the right audience to achieve the highest ROI.

4. Discover key insights: Uncover key insights from what we learn in steps 1-3 that will drive the program's objectives, strategies and tactics.

5. Set measurable marketing objectives: Each objective will specify a desired outcome and a targeted audience.

6. Define marketing strategies by objective and audience: If objectives represent the destinations we want to reach, then strategies are the map for getting there. Strategies will describe a general approach to achieving an objective for a target audience.

7. Create the content mix: An effective program requires the consistent and frequent delivery of messages to our audiences.

8. Define paid and SEO strategies: Budget and the profiles of our audience groups will guide us in defining paid and SEO strategies.

9. Assign tactics to support objectives: Selecting the right mix of tactics is essential.

10. Develop evaluation plan: Marketing programs can and do have measurable impacts on audience awareness, attitudes and behavior. Metrics will tell us if we've succeeded, and enable us to evaluate a program and adjust it should our measures indicate a change is needed.

Project Understanding

With the plan, Westbound team will work with Mesa Water's communications team to implement the program elements with accompanying timelines (see next question for deeper explanation of the procedure).

Demonstrate how the requirements and provisions of the scope of this project will be implemented.

With an annual plan as guidance, Westbound will work with Mesa Water's communications team to establish quarterly priorities that inform monthly action plans that will spell out anticipated work for each month. Then, at the end of every month, Westbound will send a monthly activity report that maps to the monthly action plans.

In addition, we will provide an hours overview report that tracks how many hours were used during the month and how many remain in the program budget. This report is presented in an intuitive at-a-glance one-page summary format. This ensures transparency on hours, and the ability to pivot and re-prioritize tasks as needed.

Demonstrate knowledge of the project's objectives and existing conditions/assumptions.

Along with Mesa Water's website, its social media channels are one of the "first lines of contact" that most people will have with the organization's communications. As a result, you have established objectives for this program: deploying a strategic digital and social media program that further strengthens engagement with Mesa Water's current follower base and increases its number of new followers across its current channels (Facebook, Instagram, Twitter, LinkedIn, YouTube, and Nextdoor) is essential to enhancing the public awareness of Mesa Water and its outstanding customer service.

As we illustrated in our peer analysis and social listening, the current social media program is performing in the top third of the peers reviewed. We believe audience size could significantly increase, as well as engagement, with the right content and strategies in place. Also, research gleaned from social statistics, as well as from surveys of your customers, would help inform their needs and expectations from Mesa Water's social channels.

To accomplish these objectives, we will bring our learnings and best practices from current and prior programs to bear for Mesa Water's digital and social program.

Project Understanding

Demonstrate your firm’s project management and delivery capabilities (particularly in projects of similar size and scope).

In this response, we have included three case studies on the Each Mind Matters/Promise to Talk mental health campaign, Port of Long Beach’s Gerald Desmond Bridge Replacement Project stakeholder and community outreach, and Mojave River Watershed Group that spotlight highly successful, award-winning digital and social media programs that Westbound has overseen or continues to manage that are similar in size to the Scope of Services outlined in the RFP.

From a work-style standpoint, we can work as collaboratively or autonomously as a client wants. For Irvine Company Retail Properties, we maintain daily client contact on social media, program deliverables, performance, and optimization. Other accounts such as the Port of Long Beach required periodic approval of content and monthly review on performance metrics. Westbound will work with Mesa Water to find the right balance for its program.

Outline processes or steps that your firm will take to ensure quality deliverables.

We will ensure all social media content remains consistent with the Mesa Water brand and includes compelling images/pictures, memes, videos, and infographics that can be deployed across all relevant platforms. As a standard-operating procedure, Westbound performs a minimum of dual reviews on all written, design, and video content before it is sent to the client for review. This level of quality assurance ensures our deliverables are client ready and reduces errors to an absolute minimum.

For real-time content delivery, we will review Mesa Water current digital and social guidelines for sharing this type of on-the-fly content to ensure adherence to all risk compliance and safety protocols.

In any program Westbound undertakes, we begin by working with our clients to set expectations and procedures. We will do this at a kick-off team meeting, and follow it up with a conference report outlining the agreements we make.

Our account management practices include regular client meetings, a task grid to track assignments and deliverable, a budget tracker and monthly activity reports to summarize activities and progress. We also recommend monthly metrics reports for social media program that enable us to adjust in real time to any data or opportunities.

Project Understanding

Identify potential issues/challenges and describe your firm's approach to minimize disruptions to performance.

Other than force-majeure matters, Westbound does not anticipate any technical or programmatic issues that would disrupt performance. However, if any arise, we will communicate and collaborate closely with the Mesa Water communications team, offering strategic counsel and recommendations to problem-solve the issue.

Describe how project operations will be monitored and at what frequency.

We will employ a comprehensive cloud-based Google sheets management system that enables real-time development, implementation and monitoring of all assignments, activities and interactions. This system enables us to work smartly and efficiently with Mesa Water staff members to minimize their time commitments and assure meticulous documentation.

Present a comprehensive plan for completing the specified work in accordance with Appendix A.

1. Content Strategy

- Conduct comprehensive competitive analysis
- Outline content themes
- Confirm measurable goals, target audience, brand guidelines and more to finalize content strategy, including paid media approach

2. Social Management

- Meetings with Mesa Water
- Creating an annual editorial calendar of themes
- Drafting and posting content calendars
- Community management via Sprout Social
- Social talking points pre-approved for engagement, FAQs, etc.
- Paid media deployed

3. Asset Collection

- Conduct photo/video shoots
- Create digital management system for all assets

4. Video Production

- Leverage shorter videos for social channels (Instagram stories/reels/TV, Facebook, etc.)
- Produce formal and informal/ "iPhone" videos as appropriate

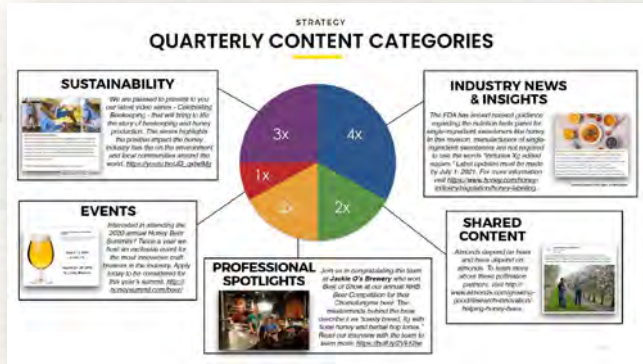
5. Partnership Outreach

- Work with local stakeholders to share messages about Mesa Water

6. Measurement

- Create monthly dashboards tracking progress
- Online listening as needed for issues management

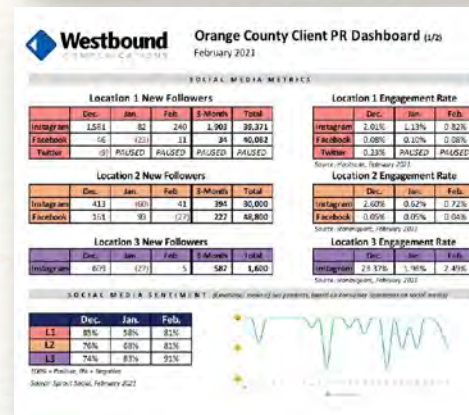
Samples: Social Media Plans and Dashboards



[Click here](#) to view full document.



[Click here](#) to view full document.



[Click here](#) to view full documents.

Project Understanding

Describe your firm's approach to the work and how it will benefit Mesa Water.

We are transparent collaborators with our clients, known for our work ethic and “just-figure-it-out” approach to problem resolution. We take pride in and celebrate our successes with our clients. We also like to have fun. Should we work together, the primary benefit for Mesa Water is a trusted partner that is focused on supporting the organization's business goals through digital and social media, and will act as strategic counselor, trainer, and outsourced co-worker with its communications team and other internal audiences.

Provide any additional information that communicates how your team intends to achieve the required outcomes and fulfill the responsibilities of the anticipated contract.

Westbound offers Mesa Water superior and unmatched experience with implementing high-quality, comprehensive digital, social media, and content generation programs. This includes extensive and award-winning work with government and quasi-government organizations, like Mesa Water.

We believe we are the right team at the right time for Mesa Water:

1. We understand the comprehensive nature of this project with all the different “moving parts” to complete the work and properly communicate to all of the various project stakeholders, including Mesa Water's General Manager, various departments, and Board of Directors (to whom we have presented in the past).
2. We bring the promotional muscle to build excitement about Mesa Water and its outstanding customer service through digital and social media.
3. We innovate new strategies based on the program's requirements, evaluating and applying new technologies and platforms as needed. As Westbound writes the annual social plan, we will entertain the use of a wide variety of newer tools, including live streaming, virtual reality, augmented reality, data visualization, and much more.

Project Understanding

Provide a project schedule to include the details of each task and subtask, the timeframe for each from start to finish dates.

The annual social media plan will provide an overarching timeline for the program. In the **first 30-60 days** of engagement, Westbound will look to accomplish the following:

1. Onboarding Westbound team
2. Internal strategy input meeting to ascertain top priorities and objectives for program
3. Obtain calendar of anticipated events for the year
4. Develop 2021-2022 strategic annual social media plan (objectives, strategies, tactics, measurement, timeline, etc.)
5. Secure admin access to all channels
6. Review Mesa Water's current social media guidelines; make recommendations on enhancements, as needed
7. Add Mesa Water channels to Sprout Social platform to begin measurement, monitoring and community management
8. Write social media content calendar; work through review process to ensure proper brand voice





Thank you!

Linda Martin, APR

Partner and General Manager

lmartin@westboundcommunications.com

949.439.3866 (m)





Appendix 1: Resumes

Team Resumes

Name: Linda Martin, APR

Current Location: Anaheim

Proposed Position: Senior Strategist

QUALIFICATIONS

Linda Shipkey Martin, APR, serves as a partner and general manager of the Orange County office. She and her teams provide media relations, content creation, consumer public relations, community relations, reputation management and corporate communications to a variety of clients in the government, food and nutrition industry, and health and wellness areas.

Linda, previously a partner with Porter Novelli, managed local, regional and global clients for the multinational firm for 18 years. During that time, Linda and her team handled community relations for the Groundwater Replenishment System, the first project of its kind in Southern California. In addition, over the years, Linda's clients have included the Irvine Company, the County of Orange, the Almond Board of California, Providence Mission Hospital, the National Honey Board, Taylor Farms, Golden State Foods and Essentia Water.

Linda has coached CEOs, elected officials, spokespeople and other executives on how to communicate in a variety of situations— including crises, speeches, presentations, and media interviews. She's a past chairman of the Orange County Business Council.

EDUCATION

Bachelor of Arts, Communications, California State University, Fullerton

RELEVANT EXPERIENCE

- **Each Mind Matters/Promise to Talk** – In the past 15 months, the Westbound team has shifted from in-person outreach to fully digital outreach for this stigma reduction program. The social media strategy was refocused, and an entirely new content design saw a 4X increase in engagement in the first month.
- **CalOptima** – Linda oversees the team's work in social content development, social measurement and earned media for OC's community health care plan.
- **The Irvine Company** – Westbound currently handles public relations for the Irvine Company Retail Properties Group, as well as assignment for the company's corporate communications team. (confidential)
- **Groundwater Replenishment System** – Linda was part of an outreach team led by Brenda Deeley that supported entitlement communications, community relations, grand opening
- **The Block at Orange** – Linda worked with the Mills Corporation for eight years leading public relations programs for mall openings on the West Coast, including The Block at Orange.

Team Resumes

Name: Scott Prusko

Current Location: Anaheim

Proposed Position : Project Manager & Day-to-Day Client Contact

QUALIFICATIONS

Scott brings creative experience and a deep understanding of working in the ever-changing world of the digital world and social media. Scott supports clients with social media management, community engagement, content creation, graphic design, video production, website and app design, in-person activations, community outreach, and more.

Scott is an expert at targeting specific communities online and communicating multilingual messages effectively. Scott led digital and in-person activations for the County of Orange's SafeDineOC program targeting Hispanic and Vietnamese eateries to provide COVID-19 relief funding.

Scott takes pride in using storytelling to tell the stories behind one of America's largest infrastructure projects at the Port of Long Beach (Gerald Desmond Bridge Replacement Project) and helping SoCal residents find the latest trends (Irvine Company), make their voices heard in the 2020 Census, prepare for emergencies, and discuss mental health.

EDUCATION

Bachelor of Arts, Public Relations and Advertising,
Chapman University

RELEVANT EXPERIENCE

- **ReadyOC / If You See Something, Say Something®** – Scott currently leads the ReadyOC and “If You See Something, Say Something”® campaigns in Orange County, which are targeted to English, Spanish, Vietnamese, Korean, and Japanese residents.
- **Each Mind Matters** – Scott leads the social media presence for Providence Health's Orange County activation of Each Mind Matters, @PromiseToTalk, connecting with OC residents in Spanish, English, and Vietnamese; and has experience on the campaign for community outreach, media relations, and more.
- **Port of Long Beach, Gerald Desmond Bridge Replacement Project** – Served as the digital communications lead for the \$1.5 billion Gerald Desmond Bridge Replacement Project, overseeing all digital and social media marketing and communications outreach, including extensive community outreach (please see the accompanying case study in this response).
- **County of Orange 2020 Census Campaign** – Scott managed the digital side of the County of Orange's 2020 Census campaign, specifically using social media to target residents speaking 12 languages in Orange County.

Team Resumes

Name: Jessie White

Current Location: Anaheim

Proposed Position : Content Creation Specialist

QUALIFICATIONS

Jessie White is an Account Coordinator who supports clients as a bi-lingual communications specialist with on-the-ground community outreach, research, writing, social media management, and media relations. Current clients include the National Honey Board, Mission Hospital, Irvine Company Retail Properties, and Each Mind Matters, a mental health stigma reduction campaign.

Prior to joining Westbound Communications, she held several part-time positions. At Rolling Hills Country Day School, she designed and taught a course titled “Imagination and Creation” to more than 200 students. For the Orthopedic Institute for Children, she supported doctors with her Spanish language skills by developing a bi-lingual children’s coloring book to explain medical procedures required to set a broken bone so parents could explain and comfort their children while waiting in their clinics. To date more than 10,000 copies have been printed and distributed. She also launched a social media campaign to increase the participation of millennials at Rancho Los Alamitos’ annual speaker series which resulted in sold out attendance of all six panels.

Jessie is a proud graduate of Chapman University and is a member of the National Society of Collegiate Scholars. During her senior year, she interned at Susan G. Komen OC where she helped pivot their annual gala to maintain its \$600,000 fundraising objective during the COVID-19 pandemic.

EDUCATION

Bachelor of Arts, Strategic and Corporate Communications,
Chapman University

RELEVANT EXPERIENCE

- **National Honey Board** – Jessie manages the daily media monitoring and insights gathering for National Honey Board, delivering daily summary reports on market intelligence to the organization’s leadership.
- **Mission Hospital** – Jessie leads the social media content generation for the hospital’s corporate channels, including research, writing, and management. She also supports the media relations program through proactive pitching to local community outlets and daily newspapers.
- **Each Mind Matters** – Jessie oversees the community outreach program that targets Hispanic moms in south Orange County. Her role involves in-person event management, social media content creation in English and Spanish, social media management and reporting, website communications, and media outreach to Spanish-language outlets.
- **Port of Long Beach, Gerald Desmond Bridge Replacement Project** – The new bridge’s grand opening ceremony, involved a simultaneous boat, truck, and airplane display below, on, and above the bridge, respectively. Jessie led the aerial portion of the event, visiting and coordinating with the vintage airplane company, coordinating the timing of the arrival of the planes, and working the launch event.

Team Resumes

Name: Daniel Rhodes

Current Location: Anaheim

Proposed Position : Senior Advisor

QUALIFICATIONS

With more than 25 years of public relations and communications expertise, Daniel has overseen and directly worked on many successful, multi-faceted branding, marketing, and public relations programs for a wide range of clients in municipal, real estate, and consumer arenas. He is a senior vice president at Westbound.

Prior to Westbound, Daniel was general manager for Idea Hall, a full-service branding, marketing, and public relations firm, where he worked in tandem with the agency principals to develop and lead the strategic direction, operation, and growth of the agency. In his role, Daniel was responsible for business development, supporting organic growth of the agency's existing business lines and fostering growth in new industries.

Prior to Idea Hall, Daniel was vice president of public relations for Global Results Communications (GRC), a full-service public relations firm in the high-tech, telecommunications and wireless industries. Prior to GRC, Daniel was vice president of marketing and communications for HomeAid, a leading national nonprofit provider of housing for today's homeless. Rhodes oversaw the strategic branding of the organization, developed and executed integrated marketing campaigns to promote the brand, and managed the day-to-day marketing operations.

EDUCATION

Bachelor of Arts, Communications, American University

Masters of Professional Writing, University of Southern California

RELEVANT EXPERIENCE

- **CalOptima** – Daniel serves as the account leader for Westbound's integrated communications program for CalOptima, Orange County's public health plan. Recent work has included campaign message and program development, country-wide primary research, media relations, social media, video production, and online advertising.
- **Port of Long Beach, Gerald Desmond Bridge Replacement Project** – Served as the Communications Project Manager (PM) for the \$1.5 billion Gerald Desmond Bridge Replacement Project, overseeing all marketing and communications outreach and liaising with the four project funders (Port of Long Beach, Caltrans, Los Angeles County Metropolitan Transportation Authority [METRO], and U.S. Department of Transportation) on all communications activities.
- **County of Orange 2020 Census Campaign** – Served as the project manager for coordinated marketing and promotions of the 2020 Census across the County, focusing on driving Census completions in hard-to-count areas. Oversaw a cross-functional team performed outreach in 12 threshold languages, with a heavy emphasis on Spanish-language populations.

A close-up, high-speed photograph of water splashing, creating a dynamic and textured blue background. The water droplets are in various stages of motion, with some appearing as sharp spheres and others as blurred streaks, conveying a sense of movement and freshness. The lighting highlights the transparency and refractive properties of the water.

**Appendix 2:
Professional Services Agreement
Acceptance Form**

Appendix C: Professional Services Agreement Acceptance Form

Firm Name: Westbound Communications


Address: 2099 S. State College Blvd., Ste 600

City: Anaheim State: California Zip Code: 92806

Telephone: 714.663.8188 Fax: 714.663.8181

I have reviewed the RFP and Professional Services Agreement in their entirety. Our firm will execute the Professional Services Agreement "as is" without modification.

Name of Authorized Representative: Linda Martin, APR, Partner and General Manager

Signature of Authorized Representative: 



MEMORANDUM

DEDICATED TO
SATISFYING
OUR COMMUNITY'S
WATER NEEDS

EXHIBIT I

1. Q. How will success be measured? The RFP mentions different KPIs that will be tracked, but are there any established goals for these metrics?
- A. Mesa Water is looking to increase its social media followers within its service area and increase the level of engagement. Mesa Water will seek recommendations from the awarded firm on measurable objectives for the social media program that ladder up to Mesa Water's overarching communications objective to increase awareness of Mesa Water as the 100% locally-sourced water provider for its customers.

ADDENDUM NO. 1 ACKNOWLEDGED:



Signature of Proposer

6-1-21
Date



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
 FROM: Syndie Ly, Human Resources Manager
 DATE: June 22, 2021
 SUBJECT: Employment and Labor Law Legal Counsel Services

RECOMMENDATION

Recommend that the Board of Directors approve a two-year contract renewal to Liebert Cassidy Whitmore to perform Employment and Labor Law Legal Counsel Services.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.
 Goal # 5: Attract and retain skilled employees.

PRIOR BOARD ACTION/DISCUSSION

At its March 21, 2015 workshop, the Board of Directors (Board) directed staff to prepare a Request for Proposal (RFP) for Employment and Labor Law Legal Counsel Services.

At its November 10, 2016 meeting, the Board approved a contract with Liebert Cassidy Whitmore for 5-years with available annual renewals for Employment and Labor Law Legal Counsel Services, and authorized the General Manager to execute the contract.

DISCUSSION

The five-year contract with Liebert Cassidy Whitmore (LCW) will expire on November 30, 2021, and staff is requesting a two-year contract renewal to November 20, 2023. LCW has developed a longstanding relationship with Mesa Water District (Mesa Water®), and has an esteemed reputation in the employment and labor law industry. -The firm has a comprehensive understanding of public sector agencies and of applicable laws to assist the District in all areas of personnel and employment law and labor relations matters. -During the pandemic, LCW has been instrumental in providing Human Resources professionals with training, updates regarding changing federal and state regulations, and have been responsive to staff inquiries.

The table below illustrates LCW's proposed two-year increase of the Fee Schedule by Category. While their rates will increase by an overall average of 5.5%, omitting the Labor Relations/Human Resources Consultant, the increases are a result of their rates remaining unchanged for the past five years.

Category	Current Rates	Proposed - 2 Year Term	Percentage Increase
Partners	\$350	\$370	5.71%
Senior Counsel	\$305	\$320	4.92%
Associates	\$200 - \$285	\$210 - \$300	5% - 5.26%
Labor Relations/Human Resources Consultant*	\$125	\$240	92.00%
Paraprofessionals & Litigation Support	\$160	\$170	6.25%

*Note: *Services offered have not been utilized*



FINANCIAL IMPACT

In Fiscal Year 2022, \$60,000 has been budgeted for Employment and Labor Law Legal Counsel Services; no funds have 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: June 22, 2021
SUBJECT: Orange County Advocacy Consulting Services

RECOMMENDATION

Recommend that the Board of Directors approve a contract renewal with Lewis Consulting Group from July 1, 2021 through June 30, 2022 for an amount not to exceed \$60,000 for Orange County Advocacy Consulting Services.

STRATEGIC PLAN

Goal #4: Increase public awareness about Mesa Water and about water.
Goal #7: Actively participate in regional and statewide water issues.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

As part of Goals #4 and #7 of the Board of Directors' (Board) Strategic Plan, the Water Policy Department at Mesa Water District (Mesa Water®) has been engaged in advocacy activities throughout Orange County for the past several years.

Mesa Water initially retained Orange County based Lewis Consulting Group (LCG) in June 2016, under the General Manager's authority, to provide Orange County Advocacy Consulting Services. LCG's services include governmental relations work at the local and Orange County levels in collaboration with Mesa Water staff. To supplement its staff work on regional governmental relations, Mesa Water continued its work with LCG via annual contract renewals in Fiscal Years 2017, 2018, 2019, 2020, and 2021.

LCG has provided ongoing services to assist the District's Water Policy staff in three key areas:

- Advocacy with Local/Regional Government Officials and Senior Staff;
- Monitoring Local/Regional Government meetings (i.e., Municipal Water District of Orange County, Orange County Board of Supervisors, Orange County Local Agency Formation Commission, etc.); and,
- Local/Regional Issues General Consulting.

LCG's services are currently performed for a monthly retainer of \$5,000 and this expense is accounted within the Water Policy Department's budget for Support Services. Led by former California Senator John Lewis, LCG provides a wide array of political services, including issues management, governmental affairs, and advocacy throughout Orange County, specializing in projects dealing with the Orange County Board of Supervisors, as well as other Orange County agencies, special districts, and cities.

As a respected long-time political advisor, Senator Lewis has unrivaled relationships with elected



officials, legislative staff, and opinion makers from the State Capitol to the Orange County Hall of Administration. During his two decades representing Orange County in the California State Legislature, Senator Lewis cultivated numerous friendships and relationships with local city officials across the Orange County governmental landscape. In recent years, LCG has effectively represented numerous clients before the Orange County Board of Supervisors, Orange County Local Agency Formation Commission, Orange County Transportation Authority, and numerous cities.

The District's Water Policy Department has achieved successes as a result of LCG's services to Mesa Water. Given the impactful work with Mesa Water on local issues, staff recommends continuing work with LCG as Mesa Water's representative for Orange County advocacy issues important to the District.

FINANCIAL IMPACT

In Fiscal Year 2022, \$60,000 is budgeted for Orange County Advocacy Consulting Services under the Water Policy Department's Support Services category.

ATTACHMENTS

None.



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Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Denise Garcia, Administrative Services Manager
DATE: June 22, 2021
SUBJECT: Board Workshop Facilitator

RECOMMENDATION

This item is provided for discussion.

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 and statewide water issues.

PRIOR BOARD ACTION/DISCUSSION

At its March 7, 2019 workshop, the Board of Directors (Board) directed staff to engage an external facilitator at future Board workshops.

At its June 4 and August 6, 2019 meetings, the Executive Committee discussed using a facilitator at the biannual Board workshops.

At its January 9, 2020 meeting, the Board welcomed facilitator Sharon M. Browning, Principal of Sharon Browning & Associates.

At its November 10, 2020 workshop, the Board approved the Board Facilitator Scope of Work, with modifications. The Board agreed that workshops should have a clear and distinct purpose that differs from ones served by regular Board meetings.

At its April 22, 2021 workshop, the Board received a presentation item in order to discuss the value of mission statements.

At its May 25, 2021 meeting, the Board reviewed three and directed staff to revise Mesa Water District's Mission Statement and Core Values and agendize the drafts for review at a future meeting.

DISCUSSION

Sharon Browning, Principal of Sharon Browning & Associates, will provide a presentation at the June 22, 2021 meeting.

FINANCIAL IMPACT

None.



ATTACHMENTS

None.

REPORTS:

20. REPORT OF THE GENERAL MANAGER

REPORTS:

21. DIRECTORS' REPORTS AND COMMENTS

There are no support materials for this item.