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Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Thursday, February 14, 2019
1965 Placentia Avenue, Costa Mesa, CA 92627
6:00 p.m. Regular Board Meeting**

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 minutes of regular Board meeting of January 10, 2019.
2. Approve minutes of special Board meeting of January 15, 2019.
3. Approve minutes of special Board meeting of January 17, 2019.
4. Approve attendance considerations (additions, changes, deletions).
5. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar
 - Upcoming Community Outreach Events
6. Approve a sponsorship with Ducks Unlimited, Inc. for Fiscal Year 2019 in the amount of \$1,000.
7. Approve a contract with Prime Systems Industrial Automation, Inc. for \$199,200 and a 10% contingency for an amount not to exceed \$219,120 to furnish, install, and integrate new programmable logic controllers at the Mesa Water Reliability Facility, and authorize execution of the contract.
8. Approve a Utility Agreement with Orange County Transportation Authority for \$943,152 and a 10% contingency for an amount not to exceed \$1,037,467 for the relocation of the Fairview Pipeline into the I-405 Overcrossing and approve a contract amendment with Tetra Tech, Inc. for \$25,000 for a total amount not to exceed \$50,000 for Professional Engineering Services on the I-405 Widening Project.
9. Approve Mesa Water District's audited financial statements for the fiscal year ended June 30, 2018 and direct staff to finalize the 2018 Comprehensive Annual Financial Report.

10. Declare the 2006 Ford F-250 as surplus and authorize the General Manager to dispose of the items within the established rules and regulations set forth by Resolution No. 1513 Disposal of Surplus Property.
11. Approve legal fees to Meyers Nave for an amount not to exceed \$200,000 regarding *Irvine Ranch Water District v. Orange County Water District*.
12. Receive the Quarterly Training Report for October 1, 2018 to December 31, 2018.

ACTION ITEMS:

13. ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY EXECUTIVE COMMITTEE ELECTION:

Recommendation: Adopt Resolution No. 1519 Nominating Fred R. Bockmiller, P.E. to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority.

14. PUBLIC HEARING – ORDINANCE NO. 29 – DIRECTORS COMPENSATION AND EXPENSE REIMBURSEMENT:

Recommendation:

- a. Conduct public hearing;
- b. Review and discuss Ordinance No. 29; and
- c. Adopt Ordinance No. 29 – Directors Compensation and Expense Reimbursement.

PRESENTATION AND DISCUSSION ITEMS:

15. ORANGE COUNTY WATER DISTRICT BRIEFING:

Recommendation: Receive the presentation.

16. RULES AND REGULATIONS FOR WATER SERVICE:

Recommendation: This item is provided for discussion.

REPORTS:

17. REPORT OF THE GENERAL MANAGER:

- January Key Indicators Report
- Other (no enclosure)

18. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

19. DIRECTORS' REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D)
20. OTHER (NO ENCLOSURE)



CLOSED SESSION:

21. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE 54957.6:
District Negotiator: General Manager
Employee Organization: District Employees

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 THURSDAY, MARCH 7, 2019 AT 9:00 A.M.

Revised



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**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Thursday, January 10, 2019
1965 Placentia Avenue, Costa Mesa, CA 92627
6:00 p.m. Regular Board Meeting**

CALL TO ORDER

The meeting of the Board of Directors was called to order on January 10, 2019, at 6:01 p.m. by President Dewane at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE

Director Fisler led the Pledge of Allegiance.

Directors Present

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

Directors Absent

None

Staff Present

Paul E. Shoenberger, P.E., General Manager
Phil Lauri, P.E., Assistant General Manager
Denise Garcia, Administrative Services Manager/
District Secretary
Wendy Duncan, Records Management Specialist/
Assistant District Secretary
Marwan Khalifa, CPA, MBA, Chief Financial Officer/
District Treasurer
Stacie Sheek, Customer Services Manager
Stacy Taylor, External Affairs Manager
Sara J. Fahy, Public Affairs Manager
Tracy Manning, Water Operations Manager
Celeste Carrillo, Public Affairs Coordinator
Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud & Romo

Others Present

Greg Newmark, Principal, Meyers Nave

RECOGNITION OF MESA WATER DISTRICT PAST PRESIDENT JIM ATKINSON

President Dewane recognized and thanked Immediate Past President Jim Atkinson for his contributions and service to the District.

Photographs were taken.

PUBLIC COMMENTS

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

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

ITEMS TO BE ADDED, REMOVED OR REORDERED ON THE AGENDA

General Manager Shoenberger recommended reordering the agenda to take Closed Session Item 15 prior to the Consent Calendar. There were no objections.

President Dewane asked for public comments. There were no comments.

President Dewane announced the Board was going into Closed Session at 6:07 p.m.

ITEM 15 - CONFERENCE WITH SPECIAL LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to California Government Code Section 54956.9 (d)(1)

Case: Irvine Ranch Water District v. Orange County Water District and related cross - actions, Los Angeles County Superior Court Case Nos. BS168278 and BS175192

The Board returned to Open Session at 6:48 p.m.

District Secretary Garcia reported that the Board conducted one Closed Session with the General Manager, District Secretary, and Special Legal Counsel pursuant to Government Code Section 54956.9 (d)(1). The Board received information and there was no further announcement.

RECESS

President Dewane declared a recess at 6:48 p.m.

The Board meeting reconvened at 6:54 p.m.

CONSENT CALENDAR ITEMS:

President Dewane pulled Item 11 for discussion. There were no objections.

1. Approve minutes of regular Board meeting of December 13, 2018.
2. Approve minutes of special Board meeting of December 17, 2018.
3. Approve minutes of special Board meeting of December 20, 2018.
4. Approve attendance considerations (additions, changes, deletions).
5. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar
 - Upcoming Community Outreach Events
6. Approve a Charter Membership with Community Water Systems Alliance for an amount up to \$20,000 to help guide policy and strategy on the safe drinking water issue.
7. Reschedule the Thursday, May 9, 2019 regular Board of Directors' meeting to Thursday, May 2, 2019.
8. Ratify the 2019 Board Committee & Other Agency Liaison Assignments.

9. Renew the contract with California Advocates for Advocacy Consulting Services through December 31, 2019 for an amount not to exceed \$84,000.
10. Approve a first-year membership with California Municipal Utilities Association for Fiscal Year 2019 in the amount of \$2,250.
11. Approve Soto Resources' proposal in the amount of \$21,180 to submit a grant application on behalf of Mesa Water District to help fund the design/build of the Mesa Water Reliability Facility Outreach Center.

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

MOTION

Motion by Director Bockmiller, second by Director Fisler, to approve Items 1 – 10 of the Consent Calendar. Motion passed 5-0.

ITEM 11 – Approve Soto Resources' proposal in the amount of \$21,180 to submit a grant application on behalf of Mesa Water District to help fund the design/build of the Mesa Water Reliability Facility Outreach Center.

GM Shoenberger noted that there was a revised staff report that contained a modification to the recommendation. GM Shoenberger introduced External Affairs Manager Taylor who reviewed a brief history of the MWRF and the topic.

GM Shoenberger and Ms. Taylor responded to questions from the Board.

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

MOTION

Motion by Director Bockmiller, second by Director Fisler, to approve Item 11 of the Consent Calendar to:

- a. Approve Soto Resources' proposal for an amount not to exceed \$22,000 to submit a grant application on behalf of Mesa Water District to help fund the design/build of the Mesa Water Reliability Facility Outreach Center.
- b. Approve an amount not to exceed \$38,000 to IBI Group for professional design services to develop updated renderings for improvements to the Mesa Water Reliability Facility Outreach Center.

Motion passed 4 – 1, with Director Atkinson voting no.

ACTION ITEMS:

President Dewane announced that an item arose after the January 10, 2019 agenda was posted when staff provided the Executive Committee with an update on the ongoing Building and HVAC Improvements. To leverage economies of scale with those improvements, President Dewane recommended adding Item 12A - Boardroom Improvements to the agenda. There were no objections.

ITEM 12A – BOARDROOM IMPROVEMENTS:

GM Shoenberger introduced Assistant General Manager Lauri who provided an overview of the topic and responded to questions from the Board.

The Board directed staff to agendize the item, “Administration Building Improvements/HVAC Replacement/Operations Building Repair”, at the next Finance Committee meeting.

12. POLICY POSITIONS:

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

MOTION

Motion by Director Bockmiller, second by Vice President DePasquale, to approve the updated Policy Positions for Mesa Water District. Motion passed 5-0.

13. BOARD WORKSHOP PLANNING:

GM Shoenberger reviewed the proposed topics and noted the Board Workshop is scheduled for Thursday, March 7, 2019. He asked if there were additional topics to be added and the Board replied that there were none at this time.

No action was taken on this topic.

14. ORDINANCE NO. 28 – DIRECTORS’ COMPENSATION AND EXPENSE REIMBURSEMENT:

Attorney Anslow reviewed the public hearing notice process.

Administrative Services Manager Garcia responded to questions from the Board.

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

MOTION

Motion by Vice President DePasquale, second by Director Fisler, to direct staff to schedule a public hearing for the February 14, 2019 Board meeting to address Directors compensation. Motion passed 4-1, with Director Atkinson voting no.

PRESENTATION AND DISCUSSION ITEMS:

None.

CLOSED SESSION:

Item taken earlier in the agenda.

15. CONFERENCE WITH SPECIAL LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to California Government Code Section 54956.9 (d) (1)

Case: Irvine Ranch Water District v. Orange County Water District and related cross-actions, Los Angeles County Superior Court Case Nos. BS168278 and BS 175192

REPORTS:

16. REPORT OF THE GENERAL MANAGER:

- December Key Indicators Report
- Other (no enclosure)

17. DIRECTORS' REPORTS AND COMMENTS:

INFORMATION ITEMS:

18. DIRECTORS' REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D)
19. OTHER (NO ENCLOSURE)

President Dewane adjourned the meeting at 7:49 p.m. to a regular Board Meeting scheduled for Thursday, February 14, 2019 at 6:00 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary

Sharon D. Brimer, Recording Secretary



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**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Tuesday, January 15, 2019
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Special Board Meeting**

ENGINEERING AND OPERATIONS COMMITTEE MEETING

CALL TO ORDER

The meeting of the Board of Directors was called to order on January 15, 2019 at 3:36 p.m. by Chairman Fidler at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE

Director Atkinson led the Pledge of Allegiance.

Directors Present

Jim Atkinson, Director
Fred R. Bockmiller, P.E., Director
James R. Fidler, Director, Chair

Directors Absent

Shawn Dewane, President
Marice H. DePasquale, Vice President

Staff Present

Paul E. Shoenberger, P.E., General Manager
Phil Lauri, P.E., Assistant General Manager
Denise Garcia, Administrative Services Manager/
District Secretary
Stacy Taylor, External Affairs Manager
Tracy Manning, Water Operations Manager
Karyn Igar, Senior Civil Engineer

Others Present

None

PUBLIC COMMENTS

There was no public present.

CONSENT CALENDAR ITEMS:

Director Atkinson pulled Items 2 and 4 for discussion and Director Bockmiller pulled Item 5 for discussion. There were no objections.

1. Developer Project Status Report
2. Mesa Water and Other Agency Projects Status Report
3. Water Quality Call Report
4. Committee Policy & Resolution Review
5. Water Operations Status Report

MOTION

Motion by Director Bockmiller, second by Director Atkinson, to approve Items 1 and 3 of the Consent Calendar. Motion passed 3-0-2, with President Dewane and Vice President DePasquale absent.

Staff responded to questions from the Board regarding the Mesa Water and Other Agency Projects Status Report.

MOTION

Motion by Director Bockmiller, second by Director Atkinson, to approve Item 2 of the Consent Calendar. Motion passed 3-0-2, with President Dewane and Vice President DePasquale absent.

Staff responded to questions from the Board regarding the Committee Policy and Resolution Review.

MOTION

Motion by Director Atkinson, second by Director Fisler, to approve Item 4 of the Consent Calendar. Motion passed 3-0-2, with President Dewane and Vice President DePasquale absent.

Staff responded to questions from the Board regarding the Water Operations Status Report.

MOTION

Motion by Director Atkinson, second by Director Bockmiller, to approve Item 5 of the Consent Calendar. Motion passed 3-0-2, with President Dewane and Vice President DePasquale absent.

ACTION ITEMS:

6. Committee Meeting Dates and Chair Appointment

MOTION

Motion by Director Fisler, second by Director Bockmiller, to confirm the third Tuesday of each month at 3:30 p.m. as the monthly day and time of the 2019 Engineering and Operations Committee meetings. Motion passed 3-0-2, with President Dewane and Vice President DePasquale absent.

MOTION

Motion by Director Fisler, second by Director Atkinson, to appoint Director Bockmiller as the Engineering and Operations Committee Chair. Motion passed 3-0-2, with President Dewane and Vice President DePasquale absent.

7. Programmable Logic Controllers and Supervisory Computer System Assessment

Assistant General Manager Lauri introduced Senior Civil Engineer Igar who proceeded with a presentation that highlighted the following:

- Programmable Logic Controllers (PLC) Life Cycle
- MWRP PLC Replacement Goals
- MWRP PLC Replacement Options
- Recommendation

Ms. Igar responded to questions from the Board and they thanked her for the presentation.

MOTION

Motion by Director Bockmiller, second by Director Fidler, to add to the next regular Board meeting Consent Calendar approval of a contract with Prime Systems Industrial Automation, Inc. for \$199,200 and a 10% contingency for an amount not to exceed \$219,120 to furnish, install, and integrate new programmable logic controllers at the Mesa Water Reliability Facility, and authorization to execute the contract. Motion passed 3-0-2, with President Dewane and Vice President DePasquale absent.

8. I-405 Widening Project

AGM Lauri introduced Senior Civil Engineer Igar who proceeded with a presentation that highlighted the following:

- OCTA I-405 Widening Project
- Existing Water Main at Fairview
- New Water Main at Fairview
- Project Status
- Recommendations

Ms. Igar responded to questions from the Board and they thanked her for the presentation.

MOTION

Motion by Director Atkinson, second by Director Bockmiller, to add to the next regular Board meeting Consent Calendar:

- a. Approval of a Utility Agreement with Orange County Transportation Authority for \$943,152 and a 10% contingency for an amount not to exceed \$1,037,467 for the relocation of the Fairview Pipeline into the I-405 Overcrossing; and
- b. Approval of a contract amendment with Tetra Tech, Inc. for \$25,000 for a total amount not to exceed \$50,000 for Professional Engineering Services on the I-405 Widening Project.

Motion passed 3-0-2, with President Dewane and Vice President DePasquale absent.

PRESENTATION AND DISCUSSION ITEMS:

None.

REPORTS:

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

INFORMATION ITEMS:

11. Plan Check Consulting Services
12. OC-44 Pipeline Rehabilitation Project

The Board meeting was adjourned at 5:25 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary



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

FINANCE COMMITTEE MEETING

CALL TO ORDER

The meeting of the Board of Directors was called to order on January 17, 2019 at 3:30 p.m. by Chairman Bockmiller at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE

Director Atkinson led the Pledge of Allegiance.

Directors Present

Shawn Dewane, President
Marice H. DePasquale, Vice President
Jim Atkinson, Director
Fred R. Bockmiller, P.E., Director, Chair
James R. Fisler, Director

Directors Absent

None

Staff Present

Paul E. Shoenberger, P.E., General Manager
Phil Lauri, P.E., Assistant General Manager
Denise Garcia, Administrative Services Manager/
District Secretary
Wendy Duncan, Records Management Specialist/
Assistant District Secretary
Marwan Khalifa, CPA, MBA, Chief Financial Officer
Stacy Taylor, External Affairs Manager
Kurt Lind, Business Administrator

Others Present

None

PUBLIC COMMENTS

There were no comments on non-agendized topics.

CONSENT CALENDAR ITEMS:

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

Director Fisler pulled Item 2 for discussion. There were no objections.

MOTION

Motion by Director Fisler, second by Director Atkinson, to approve Items 1, 3 and 4 of the Consent Calendar. Motion passed 5-0.

Staff responded to questions from the Board regarding the Monthly Financial Reports.

MOTION

Motion by Director Fisler, second by President Dewane, to approve Item 2 of the Consent Calendar. Motion passed 5-0.

ACTION ITEMS:

5. Committee Meeting Dates and Chair Appointment

MOTION

Motion by Director DePasquale, second by President Dewane, to confirm the third Thursday of each month at 3:30 p.m. as the monthly day and time of the 2019 Finance Committee meetings, and to appoint Director Fisler as the Finance Committee Chair. Motion passed 5-0.

6. Fiscal Year 2018 Audit Results and Comprehensive Annual Finance Report

MOTION

Motion by Director Atkinson, second by President Dewane, to add to the next regular Board meeting Consent Calendar approval of Mesa Water District's audited financial statements for the fiscal year ended June 30, 2018 and direction to staff to finalize the 2018 Comprehensive Annual Financial Report. Motion passed 5-0.

7. Mesa Water Reliability Facility Outreach Center Grant Opportunity

MOTION

Motion by President Dewane, second by Vice President DePasquale, to adopt Resolution No. 1518 Approving the Application for Grant Funds for the Cultural, Community and Natural Resource Grant Program. Motion passed 5-0, by the following roll call vote:

AYES: DIRECTORS Atkinson, Bockmiller, Fisler, DePasquale, Dewane
NOES: DIRECTORS None
ABSENT: DIRECTORS None
ABSTAIN: DIRECTORS None

8. Administration Building Improvements/HVAC Replacement/Operations Building Repair

MOTION

Motion by President Dewane, second by Director Atkinson, to authorize contract change orders for a total amount not to exceed \$750,000 with Snyder Langston Construction Company, IBI Group, and Jett Construction Management, LLC to provide services related to the Administration Building Improvements and HVAC Replacement. Motion passed 5-0.

RECESS

Director Bockmiller declared a recess at 4:09 p.m.

The Board meeting reconvened at 4:11 p.m.

PRESENTATION AND DISCUSSION ITEMS:

9. Microsoft Great Plains/Cogsdale Support Services

CFO Khalifa provided an overview of the topic and answered questions from the Board.

No action was taken on this item.

REPORTS:

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

INFORMATION ITEMS:

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

The Board meeting was adjourned at 4:18 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary



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MEMORANDUM

TO: Board of Directors
FROM: Denise Garcia, Administrative Services Manager
DATE: February 14, 2019
SUBJECT: Attendance at Conferences, Seminars, Meetings, and Events

RECOMMENDATION

In accordance with Ordinance No. 28, adopted April 13, 2017, authorize attendance at conferences, seminars, meetings, and events.

STRATEGIC PLAN

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

PRIOR BOARD ACTION

At its June 14, 2018 meeting, the Board of Directors (Board) approved Fiscal Year 2019 attendance at Conferences, Seminars, Meetings, and Events.

DISCUSSION

During the discussion of this item, if any, the Board may choose to delete any item from the list and/or may choose to add additional conferences, seminars, meetings, or events for approval, subject to available budget or additional appropriation.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.

2019 CONFERENCES, SEMINARS, AND MEETINGS:

February 21, 2019	
MWDOC Water Policy Forum	
Costa Mesa, CA	
February 25 - 28, 2019	
AWWA/AMTA Membrane Technology Conference	
New Orleans, LA	
February 26 - 28, 2019	
ACWA Annual Washington D.C. Conference	
Washington, DC	
February 27 - March 1, 2019	
Urban Water Institute Spring Conference	<i>Atkinson</i>
Palm Springs, CA	
March 6, 2019	
ACWA Legislative Symposium	<i>DePasquale</i>
Sacramento, CA	
March 17 - 19, 2019	
WaterReuse California Conference	
Garden Grove, CA	
March 27 - 28, 2019	
WaterNow Alliance 4th Annual Summit	<i>Atkinson</i>
Austin, TX	
April 4, 2019	
MWDOC Elected Officials Forum	
Fountain Valley, CA	
May 6 - 10, 2019	
ACWA/JPIA Spring Conference	<i>Atkinson, Bockmiller</i>
Monterey, CA	
May 21 - 22, 2019	
CSDA Legislative Days	
Sacramento, CA	
June 9 - 12, 2019	
AWWA ACE19 Conference	<i>Atkinson, Bockmiller (tentative)</i>
Denver, CO	
September 25 - 28, 2019	
CSDA Annual Conference	
Anaheim, CA	
December 2 - 6, 2019	
ACWA/JPIA Fall Conference	<i>Bockmiller</i>
San Diego, CA	
December 11 - 13, 2019	
Colorado River Water Users Association Conference	
TBD	

February 2019

February 2019							March 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
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17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 27	28	29	30	31	Feb 1 <small>Pay Period Ends 7:30am WACO Meeting - JA, MD, JF (MWDOC/OCWD Boardroom)</small>	2
3	4 <small>8:30am MWDOC Planning & Operations Committee (Conference Room 101)</small>	5 <small>7:30am ISDOC Executive Committee Meeting (Conference Room 101) 12:00pm Executive Committee Meeting (Panian Conference Room) 5:45pm Costa Mesa City Council Meeting (Costa Mesa Senior Center; 695 W. 19th Street, Costa Mesa, 92626)</small>	6 <small>Payday 8:30am Jt. MWDOC/MWD Workshop (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)</small>	7 <small>CalDesal Annual Conference (Palm Springs) 5:30pm OCBC 2019 Annual Event (17900 Jamboree Rd Irvine, CA 92614)</small>	8 <small>10:00am ACWA Region 10 Board Meeting (24911 Calle de Tennis, Dana Point) 11:30am South Coast Metro Business Alliance Annual Meeting Lunch (650 Town Center Drive, Costa Mesa)</small>	9 <small>10:00am R/S from 1/12 Diego Sepulveda Adobe Plaque Dedication (Estancia Park, 1900 Adams Avenue, Costa Mesa)</small>
10	11	12 <small>7:30am OCBC Infrastructure Committee Meeting (OCBC Conference Room 2 Park Plaza, Suite 125 Irvine, 92614)</small>	13 <small>8:00am OCWD Water Issues Committee (OCWD Boardroom) 8:15am LAFCO Meeting (Hall of Administration 10 Civic Center Plaza) 8:30am MWDOC Admin & Finance Committee (Conference Room 101) 10:00am ACWA Water Quality Meeting (Sacramento) 11:30am CM Chamber Networking</small>	14 <small>4:00pm CANCELED CM Chamber Board Meeting 6:00pm Mesa Water Board Meeting (Boardroom)</small>	15 <small>Pay Period Ends</small>	16
17	18 <small>District Holiday 8:30am R/S to 2/19 MWDOC Public Affairs & Legislation Committee (Conference Room 101)</small>	19 <small>7:30am WACO Planning Committee (MWDOC Conference Room 101) 8:30am R/S from 2/18 MWDOC Public Affairs & Legislation Committee (Conference Room 101) 3:30pm Engineering and Operations Committee Meeting (Boardroom) 5:45pm Costa Mesa City Council Meeting (Costa Mesa Senior Center)</small>	20 <small>Payday 8:30am MWDOC Board Meeting (MWDOC Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)</small>	21 <small>8:30am MWDOC Executive Committee Meeting (Conference Room 102) 10:00am ACWA Groundwater Committee Meeting (ACWA Boardroom, Sacramento) 3:30pm Finance Committee Meeting (Boardroom) 5:30pm MWDOC Water Policy Forum (686 Anton Blvd, Costa Mesa, CA)</small>	22	23
24	25 <small>3:30pm LPAC Meeting (Boardroom)</small>	26 <small>AWWA/AMTA Membrane Technology Conference (New Orleans, LA) ACWA Annual Washington D.C. Conference (Washington, DC) Urban Water Institute's Spring Water Conference (JA) (Palm Springs, CA)</small>	27 <small>8:30am MWDOC/OCWD Jt. Planning (MWDOC/OCWD Boardroom)</small>	28	Mar 1	2

March 2019

March 2019							April 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 24	25	26	27	28	Mar 1	2
					Urban Water Institute's Sonoma Water Co Pay Period Ends 7:30am WACO Meeting (MWDOC/OCWD Boardroom)	
3	4	5	6	7	8	9
	8:30am MWDOC Planning & Operations Committee (Conference Room 101)	7:30am ISDOC Executive Committee Meeting (Conference Room 101) 12:00pm Executive Committee Meeting (Panian Conference Room) 5:45pm Costa Mesa City Council Meeting (Costa Mesa Senior Center, 695 W. 19th Street, Costa Mesa)	Payday 8:30am Jt. MWDOC/MWD Workshop (MWDOC/OCWD Boardroom) 9:00am 2019 ACWA Legislative Symposium (Sacramento Convention Center) 5:30pm OCWD Board Meeting (OCWD Boardroom)	8:00am Board Workshop (Boardroom)		
10	11	12	13	14	15	16
		7:30am OCBC Infrastructure Committee Meeting (OCBC Conference Room 2 Park Plaza, Suite 125 Irvine, 92614)	8:00am OCWD Water Issues Committee (OCWD Boardroom) 8:15am LAFCO Meeting (Hall of Administration 10 Civic Center Plaza Costa Mesa) 8:30am MWDOC Admin & Finance Committee (Conference Room 101) 11:30am CM Chamber Networking	4:00pm CM Chamber Board Meeting (TBD) 6:00pm Mesa Water Board Meeting (Boardroom)	Pay Period Ends	
17	18	19	20	21	22	23
	WaterReuse California Conference (Garden Grove) 8:30am MWDOC Public Affairs & Legislation Committee	7:30am WACO Planning Committee (MWDOC Conference Room 101) 3:30pm Engineering and Operations Committee Meeting (Boardroom) 5:45pm Costa Mesa City Council Meeting	Payday 8:00am ACWA/PIA Risk Management Committee - FB (Roseville, CA) 8:30am MWDOC Board Meeting (MWDOC Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	8:30am MWDOC Executive Committee Meeting (Conference Room 102) 3:30pm Finance Committee Meeting (Boardroom)		
24	25	26	27	28	29	30
			WaterNow Alliance 4th Annual Summit (Austin, Texas) 8:30am MWDOC/OCWD Jt. Planning (MWDOC/OCWD Boardroom)		Pay Period Ends	
31	Apr 1	2	3	4	5	6

April 2019

April 2019							May 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1 8:30am MWDOC Planning & Operations Committee (Conference Room 101)	2 7:30am ISDOC Executive Committee Meeting (Conference Room 101) 12:00pm Executive Committee Meeting (Panian Conference Room) 5:30pm Costa Mesa City Council Meeting (Costa Mesa Senior Center, 695 W. 19th Street, Costa Mesa, 92626)	3 Payday 8:30am Jt. MWDOC/MWD Workshop (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	4 6:00pm MWDOC Elected Officials Forum (MWDOC/OCWD Boardroom)	5 7:30am WACO Meeting (MWDOC/OCWD Boardroom)	6
7	8	9 7:30am OCBC Infrastructure Committee Meeting (OCBC Conference Room 2 Park Plaza, Suite 125 Irvine, 92614)	10 8:00am OCWD Water Issues Committee (OCWD Boardroom) 8:15am LAFCO Meeting (Hall of Administration 10 Civic Center Plaza Santa Ana, CA 92701) 8:30am MWDOC Admin & Finance Committee (Conference Room 101) 11:30am CM Chamber Networking Event	11 4:00pm CM Chamber Board Meeting (TBD) 6:00pm Mesa Water Board Meeting (Boardroom)	12 Pay Period Ends	13
14	15 8:30am MWDOC Public Affairs & Legislation Committee	16 7:30am WACO Planning Committee (MWDOC Conference Room 101) 3:30pm Engineering and Operations Committee Meeting (Boardroom) 5:45pm Costa Mesa City Council Meeting	17 Payday 8:30am MWDOC Board Meeting (MWDOC Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	18 8:30am MWDOC Executive Committee Meeting (Conference Room 102) 3:30pm Finance Committee Meeting (Boardroom)	19 8:00am City Districts Liaison Committee Meeting (Newport Mesa Unified School District)	20
21	22 3:30pm LPAC Meeting (Boardroom)	23	24 8:30am MWDOC/OCWD Jt. Planning (MWDOC/OCWD Boardroom)	25	26 Pay Period Ends	27
28	29	30 12:00pm R.S from 5/7 Executive Committee Meeting (Panian Conference Room)	May 1	2	3	4



MesaWater
DISTRICT®

UPCOMING COMMUNITY OUTREACH EVENTS

Event:	Date & Time:	Location:
<u>OC Fair Heroes Hall's 2nd Anniversary & Exhibit Grand Opening</u>	Saturday, February 16, 2019 11:00 a.m. to 1:00 p.m.	OC Fair & Event Center – Heroes Hall 88 Fair Drive Costa Mesa, CA 92626
<u>Costa Mesa Senior Center's On P.A.R. Social (Programs, Activities & Resources)</u>	Wednesday February 27, 2019 5:00 p.m. to 6:30 p.m.	Costa Mesa Senior Center 695 W. 19th Street Costa Mesa, CA 92627
<u>Costa Mesa Chamber of Commerce's Battle for the Bottles: Texas Hold'em Poker Tournament</u>	Thursday, February 28, 2019 6:00 p.m. to 9:30 p.m.	Coleman's Cardroom (at Net Development Building) 3130 Airway Drive Costa Mesa, CA 92626
<u>Pacific Symphony's Annual Lantern Festival</u>	Saturday, March 2, 2019 11:00 a.m. to 5:00 p.m.	Renée and Henry Seegerstrom Concert Hall 600 Town Center Drive Costa Mesa, CA 92626
<u>Costa Mesa Senior Center's Knowledge & Health Fair Expo</u>	Wednesday March 13, 2019 10:00 a.m. to 1:00 p.m.	Costa Mesa Senior Center 695 W. 19th Street Costa Mesa, CA 92627
<u>South Coast Metro Alliance Events Tour Segerstrom Center for the Arts & Renee & Henry Segerstrom Concert Hall</u>	Friday March 15, 2019 9:30 a.m. to 11:30 a.m.	Segerstrom Center for the Arts 600 Town Center Drive Costa Mesa, CA 92626
<u>5th Grade Assembly</u>	Monday, March 25, 2019 1:45 p.m. to 2:45 p.m.	Pomona Elementary School 2051 Pomona Avenue Costa Mesa, CA 92627
<u>Orange County Water District's Children's Water Education Festival</u>	Wednesday March 27, 2019 Thursday, March 28, 2019 9:30 a.m. to 3:30 p.m.	University of California, Irvine Irvine, CA 92697



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: February 14, 2019
SUBJECT: Ducks Unlimited, Inc. Sponsorship

RECOMMENDATION

Approve a sponsorship with Ducks Unlimited, Inc. for Fiscal Year 2019 in the amount of \$1,000.

The Executive Committee reviewed this item at its January 10, 2019 meeting and recommends Board approval.

STRATEGIC PLAN

Goal #4: Increase public awareness about Mesa Water® and about water.

Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

District memberships are reviewed annually by Mesa Water District's (Mesa Water®) Board of Directors (Board) during the fiscal year budget discussions.

DISCUSSION

Ducks Unlimited, Inc. (DU) is the world's largest private, nonprofit wetlands and waterfowl conservation organization. Since its inception in 1937, DU has conserved more than 14 million acres of waterfowl habitat throughout North America. Waterfowl conservation is facing important challenges as wetlands and other habitats are being degraded and destroyed across the continent. DU conserves, restores, and manages wetlands and associated habitats by restoring watersheds and grasslands, replanting forests, working with landowners and partners, acquiring land, protecting habitats through conservation easements and management agreements, and utilizing Geographic Information Systems technology. To accomplish its conservation mission, DU works in partnership with private individuals, landowners, agencies, scientific communities and other entities.

FINANCIAL IMPACT

In Fiscal Year 2019, \$292,000 is budgeted for the District's Public Affairs department expenses; \$84,000 has been spent to date.

ATTACHMENTS

None.



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Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Phil Lauri, PE, Assistant General Manager
DATE: February 14, 2019
SUBJECT: Programmable Logic Controllers and Supervisory Computer System Assessment

RECOMMENDATION

Approve a contract with Prime Systems Industrial Automation, Inc. for \$199,200 and a 10% contingency for an amount not to exceed \$219,120 to furnish, install, and integrate new programmable logic controllers at the Mesa Water Reliability Facility, and authorize execution of the contract.

The Engineering and Operations Committee reviewed this item at its January 15, 2019 meeting and recommends Board approval.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.

Goal #2: Practice perpetual infrastructure renewal and improvement.

PRIOR BOARD ACTION/DISCUSSION

At its June 8, 2017 meeting, the Board of Directors (Board) awarded a contract for a period of five years with two one-year renewable options with an average annual amount of \$92,775 to Prime Systems Industrial Automation, Inc. to provide maintenance and support of the Supervisory Control and Data Acquisition System.

At its October 11, 2018 meeting, the Board awarded a contract to TJC and Associates, Inc. in the amount of \$70,050 and a contingency of \$15,000 for a not to exceed amount of \$85,050 to provide a Programmable Logic Controllers and Supervisory Computer System Assessment.

BACKGROUND

TJC and Associates, Inc. (TJCAA) was retained to perform a District-wide assessment of Mesa Water's Programmable Logic Controllers (PLC) and supervisory control systems. A final report is being prepared and will be presented at a future E&O Committee Meeting. The report will include an inventory of all PLC and supervisory control equipment, life cycle status for each, and short-term and long-term replacement recommendations. Life cycle status classifications are as follows:

- **Active:** The most current equipment for sale.
- **Active Mature:** Equipment is for sale and fully supported even though there are newer models available.
- **End of Life:** The manufacturer has announced a date that the equipment will be discontinued.
- **Discontinued:** The equipment is no longer manufactured or supported by the manufacturer.

An early finding from the District-wide PLC assessment found that the Mesa Water Reliability Facility (MWRF) operates using four PLCs that were part of the original treatment plant from 2000.

These include the following PLCs:

- PLC 01 (Well 6)
- PLC 05 (Chemical Building)
- PLC 06 (High Lift Pump Station)
- PLC 07 (Electrical Room)

TJCAA found that these four PLCs, along with the PLC for the TomCo carbon dioxide pH control system, have reached the “Discontinued” life cycle status, and are no longer supported by the manufacturer. TJCAA recommended that these PLCs be replaced immediately. The MWRf has experienced three previous operational failures of this equipment, and replacement parts must be acquired on the resale market. Replacement parts are becoming more difficult to obtain as these products continue to age. The parts available for sale are often refurbished rather than new. Two main replacement approaches were identified for consideration:

Option 1 – Swing Arm Adaptor. This approach allows the use of an adaptor module to be placed upon the existing control board. This will provide for new input/output modules to be compatible with the new PLC.

- Advantages:
 - Greatly reduces risk of wiring errors
 - Minimizes MWRf downtime
 - Does not require programming changes
- Challenges
 - Cannot be implemented until swing-arm kit is available, which is currently scheduled for Q1 2019
 - Will look like a retrofit inside the PLC panels

Option 2– Complete Control System Replacement. This approach replaces the entire control system with the new Schneider Electric PLC and Input/Output module. This approach requires rewiring of the existing field wiring modules to the new input/output modules.

- Advantages:
 - Clean installation inside the panel
 - Does not need to wait for swing-arm kit
 - Does not require programming changes
- Challenges
 - Rewiring requires several days of downtime per PLC panel
 - Risk for wiring errors and start-up challenges

Option 1 was determined as the preferred approach to minimize the risk of wiring errors, downtime, and reduced cost.



DISCUSSION

Staff requested a proposal from Prime Systems Industrial Automation, Inc. (Prime Systems) to furnish, install, and integrate the replacement PLCs per Option 1. As Mesa Water's SCADA integrator, Prime Systems is familiar with MWRF automation. Prime Systems was competitively selected in 2017 to provide SCADA maintenance and support. Staff recommends that the Board approve a contract with Prime Systems for \$199,200 and a 10% contingency for an amount not to exceed \$219,120 to furnish, install, and integrate new programmable logic controllers at the MWRF, and authorize execution of the contract.

FINANCIAL IMPACT

In Fiscal Year 2019, \$100,000 is budgeted for the MWRF PLC Replacement Study; \$26,420 has been spent to date. Additional funds will come from Cash-on-Hand.

ATTACHMENTS

Attachment A: Prime Systems Industrial Automation, Inc. Quotation for PLC Upgrades at the MWRF



January 3, 2019

Letter: 2019 MWRF PLC Upgrade v1.docx

Karyn Igar
Mesa Water District
1965 Placentia Avenue
P.O. Box 5008
Costa Mesa, CA 92628-5008

Phone: 949-631-1205
FAX: 949-574-1036

Subject: **Mesa Water District**
MWRF PLC Upgrade Quotation
Revision 1: Scope Clarification

Karyn,

Thank you for this opportunity for *Prime Systems Industrial Automation, Inc.* to present the following quotation for the PLC Upgrades at the MWRF.

Prime Systems Industrial Automation, Inc. prides itself on being responsive to our customer's needs. With no formal marketing or sales force, Prime Systems relies completely on customer repeat business and "word of mouth" recommendations. With this marketing strategy, we have continued to grow our customer base and support our existing customers with the high quality work standards they have come to expect from our professional services.

Prime Systems Industrial Automation, Inc. has a proven track record for many installed PLC based control systems, similar to your systems. If there is any interest in seeing one of these installations, or contacting a current client, please let us know.

We appreciate the opportunity to support you in your Control System and Automation needs and we look forward to demonstrating our reputation for quality work done in a timely manner. If there is anything we can do to assist you, please don't hesitate to contact me at our office.

Sincerely,

Marc Smith
President
Prime Systems Industrial Automation, Inc.

Scope of Work:

This quotation is submitted to summarize the cost associated with the PLC Upgrades at the MWRP.

The Mesa Water Reliability Facility (MWRP) is controlled by Schneider Electric's Modicon Quantum PLCs (Concept version) and associated I/O. Schneider Electric has released the **RED Flag Notice** identifying the End of Commercialization for the complete Modicon Quantum PLCs and Quantum I/O.

Schneider Electric defines the product lifecycle and "End of Commercialization" as follow:
"The announcement of the End of Commercialization of a product starts the "phase-out" period, during which the product continues to be available however it is not considered the preferred solution due to the pending obsolescence. Customers are advised to consider modernizing to a more current solution. After the expiration of the phase-out period, products enter the "service" only stage where new products are available until inventory is depleted and on a best effort basis in a repaired or refurbished condition."

Each PLC can be upgraded independently without affecting the other "non" upgraded PLCs. This will allow shorter downtime intervals during which the PLC upgrades can be accomplished.

There are several options for upgrading the PLC hardware:

1. Build and Test a complete back panel with all new components.
 - a. This is the industry standard upgrade path but is more expensive due to all new hardware cost, panel fabrication cost, and testing cost.
2. Perform on-site PLC replacement and rewiring of all I/O modules.
 - a. All PLC replacement and wiring is done on-site so this method requires more down time for installation, wiring, and testing.
3. Perform on-site PLC replacement using Schneider Electric conversion module and wiring
 - a. This method requires the minimal wiring so downtime and testing time are minimal. The conversion kits are expected to be release by Schneider Electric in January 2019.

Based on our November 28, 2018 meeting, Option 3 (above) has been selected by Mesa Water. The quote below is based on labor and materials to upgrade the five (5) PLCs base on Option 3.

Option 3 consists of installing the new Schneider Electric "Quick Wiring Adapter and Swing Arm Assembly" conversion kit. The conversion kit allows for wiring adapters that connect to the existing Quantum I/O module wiring arms and the new Schneider Electric I/O modules. This allows the conversion to be done with no I/O wiring and therefore no I/O checkout is required. As part of this conversion, the exiting Quantum Concept PLC Code will be converted to Unity PLC Code using the new Schneider Electric Unity PLC Programming Software. All PLC code conversion is done automatically using the Unity PLC Programming Software and therefore eliminates potential programming errors.

This estimate does not include replacing and/or upgrading any of the SCADA Software and/or SCADA Computer Hardware which is not require as part of the PLC upgrade.



New M580 PLC and I/O are bolted to the top of the Metal Frame.

Black cables connect the wiring arm adapters (with existing I/O wiring) and the new M580 I/O modules. All cables are manufactured by Schneider Electric which so no I/O wiring is required during installation.

Metal Frame houses the wiring arm adapters (inside) and the new M580 PLC on top. The Metal Frame is bolted to the back panel where the existing Quantum PLC Rack is currently mounted. Black cables connect the wiring arm adapters (with existing I/O wiring) and the new M580 I/O modules.

The project cost is quoted and itemized as follows:

- 1. PLC 1 – Well 6 PLC.....\$30,500**
Prime Systems Industrial Automation, Inc. will purchase, procure, install, and test the Schneider Electric “Quick Wiring Adapter and Swing Arm Assembly” conversion kit. The conversion kit allows for wiring adapters that connect to the existing Quantum I/O modules and the new Schneider Electric I/O modules. This allows the conversion to be done with no I/O wiring and therefore no I/O checkout is required. As part of this conversion, the exiting Quantum Concept PLC Code will be converted to Unity PLC Code using the new Schneider Electric Unity PLC Programming Software.
- 2. PLC 5 – Chemical Building PLC.....\$47,500**
Prime Systems Industrial Automation, Inc. will purchase, procure, install, and test the Schneider Electric “Quick Wiring Adapter and Swing Arm Assembly” conversion kit. The conversion kit allows for wiring adapters that connect to the existing Quantum I/O modules and the new Schneider Electric I/O modules. This allows the conversion to be done with no I/O wiring and therefore no I/O checkout is required. As part of this conversion, the exiting Quantum Concept PLC Code will be converted to Unity PLC Code using the new Schneider Electric Unity PLC Programming Software.
- 3. PLC 6 – High Lift Pump Station PLC.....\$36,200**
Prime Systems Industrial Automation, Inc. will purchase, procure, install, and test the Schneider Electric “Quick Wiring Adapter and Swing Arm Assembly” conversion kit. The conversion kit allows for wiring adapters that connect to the existing Quantum I/O modules and the new Schneider Electric I/O modules. This allows the conversion to be done with no I/O wiring and therefore no I/O checkout is required. As part of this conversion, the exiting Quantum Concept PLC Code will be converted to Unity PLC Code using the new Schneider Electric Unity PLC Programming Software.
- 4. PLC 7 – Electric Room PLC.....\$67,400**
Prime Systems Industrial Automation, Inc. will purchase, procure, install, and test the Schneider Electric “Quick Wiring Adapter and Swing Arm Assembly” conversion kit. The conversion kit allows for wiring adapters that connect to the existing Quantum I/O modules and the new Schneider Electric I/O modules. This allows the conversion to be done with no I/O wiring and therefore no I/O checkout is required. As part of this conversion, the exiting Quantum Concept PLC Code will be converted to Unity PLC Code using the new Schneider Electric Unity PLC Programming Software.
- 5. TomCo PLC.....\$17,600**
Prime Systems Industrial Automation, Inc. will purchase, procure, install, and test the Schneider Electric “Quick Wiring Adapter and Swing Arm Assembly” conversion kit. The conversion kit allows for wiring adapters that connect to the existing Quantum I/O modules and the new Schneider Electric I/O modules. This allows the conversion to be done with no I/O wiring and therefore no I/O checkout is required. As part of this conversion, the exiting Quantum Concept PLC Code will be converted to Unity PLC Code using the new Schneider Electric Unity PLC Programming Software.

Cost includes all Sales Tax and S&H Charges.

Monthly progress billings will be provided based on work completed. All invoices are due and payable on net 30-day terms. This quotation is good for 30 days at which time we will requote as required.

Terms and Conditions:

1. The MWRP will need to be off during the PLC upgrade installation process. This approximate downtime is dependent on which PLC as follows:
 - PLC 1 2 Days
 - PLC 5 3 Days
 - PLC 6 2 Days
 - PLC 7 3 Days
 - TomCo PLC 1 Days
2. This quotation does not include replacing and/or upgrading any of the SCADA Software and/or SCADA Computer Hardware which is not require as part of the PLC upgrade.
3. This quotation does not include upgrading any of the Operator Interface Terminals (OITs). There are several OITs including the one mounted on the TomCo panel and the one in the CIP area.
4. The Schneider Electric "Quick Wiring Adapter and Swing Arm Assembly" conversion kits for the Quantum PLC line are scheduled to be released in January 2019. In the event these kits are delayed, an alternate PLC Upgrade solution will be implemented.
5. Any clarifications, modifications and/or additions to the Scope of Work as detailed above will be evaluated for cost impact. Additional effort will be quoted separately and must be approved prior to *Prime Systems Industrial Automation, Inc.* commencing work.
6. This quotation assumes that all work will be done during normal work hours (no weekend, holidays, or after hours).
7. This quotation assumes that all work days are limited to eight (8) hours. Any work in excess of eight (8) hours per day is considered overtime and is not included in this quotation.
8. *Prime Systems Industrial Automation, Inc.* standard work hours are Monday – Friday 8:00 AM – 5:00 PM. Any work outside these standard work hours is considered overtime/after-hours/weekend/holiday and is billed at the appropriate rate as identified above.

I hope this quotation is responsive to your needs and I look forward to demonstrating our reputation for quality work done in a timely manner. We appreciate the opportunity to work with you on this project and to support you in your automation and control system needs. If you have any questions, please don't hesitate to call me at our office, 951-656-7139.

Sincerely,

Marc Smith
President
Prime Systems Industrial Automation, Inc.



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Phil Lauri, P.E., Assistant General Manager
DATE: February 14, 2019
SUBJECT: I-405 Widening Project

RECOMMENDATION

- a. Approve a Utility Agreement with Orange County Transportation Authority for \$943,152 and a 10% contingency for an amount not to exceed \$1,037,467 for the relocation of the Fairview Pipeline into the I-405 Overcrossing.
- b. Approve a contract amendment with Tetra Tech, Inc. for \$25,000 for a total amount not to exceed \$50,000 for Professional Engineering Services on the I-405 Widening Project.

The Engineering and Operations Committee reviewed this item at its January 15, 2019 meeting and recommends Board approval.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.

Goal #2: Practice perpetual infrastructure renewal and improvement.

PRIOR BOARD ACTION/DISCUSSION

At its July 19, 2016 meeting, the Engineering and Operations (E&O) Committee received a verbal update on the scope of the I-405 Widening Project and its impacts to the Fairview Road crossing relocation.

At its October 13, 2016 meeting, the Board of Directors (Board) approved the execution of a Preliminary Engineering Agreement with the Orange County Transportation Authority (OCTA), and directed staff to proceed with the OCTA-led approach for the Fairview water main relocation.

At its October 12, 2017 meeting, the Board approved the execution of the Utility Agreement with OCTA for the I-405 Crossing at the Santa Ana River Pipeline Relocation Project.

At its October 16, 2018 meeting, the E&O Committee received an update on the I-405 Widening Project and its effect on Mesa Water District (Mesa Water®) facilities.

BACKGROUND

OCTA, in cooperation with The California Department of Transportation (Caltrans) is widening the San Diego Freeway (I-405) between State Route 73 (SR-73) and Interstate 605 (I-605). This \$1.9 billion project includes adding one regular lane in each direction from Euclid Street to I-605 and two toll lanes in each direction from SR-73 to I-605. The general purpose lane portion of the project is a Measure M (Orange County's half-cent transportation sales tax) project and will be funded by a combination of local, state, and federal funds, with the express lanes financed and primarily paid for by those who choose to pay a toll and use the 405 Express Lanes.



On April 27, 2015, the OCTA Board of Directors voted to utilize Measure M funds and maintain local control of the project. OCTA is the responsible agency and the project sponsor with Caltrans assuming ownership at project completion. As OCTA is acting on the behalf of Caltrans, all agreements and forms are Caltrans standards. The I-405 Widening Project is a design-build contract.

Impacts to Mesa Water: The I-405 widening project will impact adjacent cities and utility companies including water, power, gas, sanitary sewer, storm drain, and petroleum. OCTA has structured their solicitation for bids to include all wet utilities as part of the widening project and require dry utility relocation by the individual utility companies. Mesa Water has a total of five water mains that cross I-405, connecting the Mesa Water well field to the rest of the distribution system. Based on the current vision for the project, one Mesa Water main is affected as part of the project: the Fairview Road/ I- 405 overcrossing. The Fairview Road crossing is a 12-inch asbestos concrete pipe (ACP) installed in 1966 under the I-405 and east of the existing Fairview Road Bridge. This pipeline is to be relocated into the new overcrossing bridge cell. In a previous design iteration, Mesa Water's 24-inch concrete mortar lined and coated pipe (CMLC), located over the Santa Ana River from Suburbia Park northeast across I-405, was also affected. However, this facility is not affected in the final design.

Prior Rights: In order to receive financial compensation from OCTA's for utility relocation, an agency must provide proof of prior rights. This includes as-built drawings showing a crossing existed before the I-405 was built, easements, or proof that the line was relocated due to a prior Caltrans project within the last ten years. Mesa Water staff completed an exhaustive search of Mesa Water records, as-built drawings, Caltrans records, and City of Costa Mesa records, and worked with a consultant to complete a title search. This research has determined that prior rights were established for the Santa Ana River water main through an easement in Suburbia Park. However, prior rights could not be proven for the Fairview Road water main as it is believed that the line was installed to support the development of the Mesa Water well field after the construction of the I-405 in Orange County. Mesa Water, along with the City of Seal Beach and West Orange County Water Board, is one of three agencies unable to establish prior rights on the seventeen bridge crossings that will be improved.

DISCUSSION

Proposed Relocation: The final design by OCTA's design-builder includes abandoning the existing 12-inch ACP line in place, per CalTrans standards, and constructing a new 12-inch CMLC welded steel pipe within a steel casing in a bridge cell on the west side of the Fairview Road Bridge. Preliminary and final design documents have been reviewed by Mesa Water staff and TetraTech, Inc. (Tetra Tech) who was retained as Mesa Water's design review consultant. Final design approval was provided in November 2018. Construction of the Fairview Bridge portion of the project is expected to start early in Calendar Year 2019. A temporary water line will be constructed as part of the Fairview Bridge Project to provide uninterrupted service for Mesa Water customers. The Fairview Road Bridge construction is expected to be completed by October 2019.

Cost Estimate: OC-405 Partners (Design/Builder) provided a cost estimate of \$943,152 to OCTA for the proposed Fairview Pipeline relocation work. The cost estimate was reviewed by OCTA and Tetra Tech and found to be valid, and within 1% of TetraTech's cost estimate. The approved cost



amount will be billed by OCTA to Mesa Water upon completion of construction, anticipated to occur early in Fiscal Year 2020. Staff recommends that the Board approve a Utility Agreement (see Attachment A) with OCTA for relocation of the Fairview pipeline for \$943,152 and a 10% contingency for an amount not to exceed \$1,037,467.

Engineering Support Services: Tetra Tech was retained via a \$25,000 Sole Source Procurement in April of 2018 to assist Mesa Water in the technical review of OCTA's Design/Builder's design plans. Tetra Tech has done outstanding work ensuring OCTA's Design/Builder's design meets Mesa Water's standards. With the project entering construction, Tetra Tech's assistance with submittal reviews and request for information will be required.

It is estimated that this effort will be approximately \$25,000. Staff recommends that that Board consider amending Tetra Tech's contract for \$25,000 for a total amount not to exceed \$50,000.

LEGAL REVIEW

Mesa Water's Legal Counsel has reviewed the subject Utility Agreement and recommends approval of the agreement.

FINANCIAL IMPACT

In Fiscal Year 2019, no funds are budgeted for the I-405 Widening Project; \$10,457 has been spent to date. Requested funding of \$943,152 will be budgeted in Fiscal Year 2020.

ATTACHMENTS

Attachment A: Orange County Transportation Authority Utility Agreement

**ORANGE COUNTY TRANSPORTATION AUTHORITY
UTILITY AGREEMENT**

DISTRICT 12	COUNTY Orange	ROUTE I-405	POST MILE 9.3-24.2	EA 12-OH1000	PROJECT ID 1200000180
FEDERAL AID NUMBER HPLULN-6071(043)			OWNER'S PLAN NUMBER N/A		
FEDERAL PARTICIPATION On the project <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO On the Utilities <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

UTILITY AGREEMENT NO. UK061127

DATE

The Orange County Transportation Authority (OCTA) in cooperation with the California Department of Transportation ("Caltrans") is proposing to improve Interstate 405 between State Route 73 and Interstate 605. OCTA and Caltrans have entered into Cooperative Agreement Number 12-697 relating to the Project under which Caltrans will provide Project oversight and upon completion of the Project, Caltrans will continue to own and maintain the Interstate 405.

Mesa Water District

Hereinafter referred to as "OWNER", owns and maintains the following **(the "Utility Facilities")**:

- 12-inch asbestos cement pipe in 20-inch steel casing east of Fairview Rd crossing the I-405

within the limits of the OCTA Project which requires

relocation

to accommodate OCTA's Project.

It is hereby mutually agreed between OCTA and OWNER as follows:

I. WORK TO BE PERFORMED

In accordance with Notice to Owner No. UK061127 dated 01/07/2019, OCTA shall relocate OWNER's Utility Facilities as shown on OCTA's Design-Build Project plans for the improvement of Interstate 405, EA 12-OH1000 which by this reference are made a part hereof. OWNER hereby acknowledges review of OCTA's Design Build project plans for work and agrees to the construction in the manner proposed. Deviations from the plan described above initiated by either OCTA or the OWNER, shall be agreed upon by both parties hereto under a Revised Notice to Owner. Such Revised Notices to Owner, approved by OCTA and agreed to/acknowledged by the OWNER, will constitute an approved revision of the plan described above and are hereby made a part hereof. No work under said deviation shall commence prior to written execution by the OWNER of the Revised Notice to Owner. Changes in the scope of the work will require an amendment to this Agreement in addition to the revised Notice to Owner. OWNER shall have the right to inspect the work during construction. Upon completion of the work by OCTA, OWNER agrees to accept ownership and maintenance of the constructed

UTILITY AGREEMENT NO. UK061127
--

facilities and relinquishes to OCTA ownership of the replaced facilities, except in the case of liability determined pursuant to Water Code 7034 or 7035.

II. LIABILITY FOR WORK

The existing facilities are located within the STATE's right of way under permit and will be relocated at OWNER's expense under the provisions of Section (673) of the Streets and Highways Code.

III. PERFORMANCE OF WORK

OWNER shall have access to all phases of the relocation work to be performed by OCTA, as described in Section I above, for the purpose of inspection to ensure that the work is in accordance with the specifications contained in the OCTA's Design Build Contract; however, all questions regarding the work being performed will be directed to OCTA's Resident Engineer for their evaluation and final disposition.

IV. PAYMENT FOR WORK

The OWNER shall pay its share of the actual cost of said work included in the OCTA's Design-Build Contract within 45 days after receipt of OCTA's bill, compiled on the basis of the actual bid price of said contract. The estimated cost to OWNER for the work being performed by OCTA's Design-Build contractor is \$943,152.

In the event actual final relocation costs as established herein are less than the sum of money advanced by OWNER to OCTA, OCTA hereby agrees to refund to OWNER the difference between said actual cost and the sum of money so advanced. In the event that the actual cost of relocation exceeds the amount of money advanced to OCTA, in accordance with the provisions of this Agreement, OWNER hereby agrees to reimburse OCTA said deficient costs upon receipt of an itemized bill as set forth herein.

V. GENERAL CONDITIONS

If OCTA's project which precipitated this Agreement is canceled or modified so as to eliminate the necessity of work by OWNER, OCTA will notify OWNER in writing and OCTA reserves the right to terminate this Agreement by Amendment. The Amendment shall provide mutually acceptable terms and conditions for terminating the Agreement. Such terms will include OCTA's agreement to pay all costs incurred by Owner in its performance of preliminary engineering and study work upon the submissions of invoices.

UTILITY AGREEMENT NO. UK061127
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OWNER shall submit a Notice of Completion of inspection to OCTA within 30 days of the completion of the work described herein.

It is understood that said highway is a Federal aid highway and accordingly, 23 CFR, Chapter 1, Part 645 is hereby incorporated into this Agreement.

In addition, the provisions of 23 CFR 635.410, Buy America, are also incorporated into this Agreement. The Buy America requirements are further specified in Moving Ahead for Progress in the 21st Century (MAP-21), section 1518; 23 CFR 635.410 requires that all manufacturing processes have occurred in the United States for steel and iron products (including the application of coatings) installed on a project receiving funding from the FHWA.

If, in connection with OWNER's performance of the Work hereunder, OCTA provides to OWNER any materials that are subject to the Buy America Rule, OCTA acknowledges and agrees that OCTA shall be solely responsible for satisfying any and all requirements relative to the Buy America Rule concerning the materials thus provided (including, but not limited to, ensuring and certifying that said materials comply with the requirements of the Buy America Rule).

OCTA further acknowledges that OWNER, in complying with the Buy America Rule, is expressly relying upon the instructions and guidance (collectively, "Guidance") issued by Caltrans and its representatives concerning the Buy America Rule requirements for utility relocations within the State of California. Notwithstanding any provision herein to the contrary, OWNER shall not be deemed in breach of this Agreement for any violations of the Buy America Rule if OWNER's actions are in compliance with the Guidance.

OCTA will indemnify, defend and hold harmless OWNER from and against any and all claims arising out of construction of the Utility Facilities, excepting those claims arising out of OWNER's own active negligence or willful misconduct.

It is expressly understood by the Parties that Owner is not, in executing this Agreement, abandoning any pre-existing right, title or interest it may have in any land or facilities, all such rights, title and interest being expressly reserved.

The terms of this Agreement shall be binding and inure to the benefits of the Parties hereto.

THE ESTIMATED COSTS TO OWNER FOR ITS SHARE OF THE ABOVE DESCRIBED WORK IS **\$943,152.**

Signatures on Following Page

UTILITY AGREEMENT NO.
UK061127

SIGNATURE PAGE
TO
UTILITY AGREEMENT NO.

UK061127

IN WITNESS WHEREOF, the above parties have executed this Agreement on the dates below.

Owner:
MESA WATER DISTRICT

**ORANGE COUNTY
TRANSPORTATION AUTHORITY,
a public entity**

APPROVED

APPROVED

By: _____
Title: _____

By: _____
Jim Beil
Executive Director,
Capital Programs

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Title: _____

By: _____
James M. Donich
General Counsel

Date: _____

Date: _____



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MEMORANDUM

TO: Board of Directors
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: February 14, 2019
SUBJECT: Fiscal Year 2018 Audit Results and Comprehensive Annual Financial Report

RECOMMENDATION

Approve Mesa Water District's audited financial statements for the fiscal year ended June 30, 2018 and direct staff to finalize the 2018 Comprehensive Annual Financial Report.

The Finance Committee reviewed this item at its January 17, 2019 meeting and recommends Board approval.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

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

DISCUSSION

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

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

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

Statement of Net Position (Balance Sheet)

Highlights include:

- Current assets, including cash, investments and receivables, decreased \$8.9 million, primarily due to the funding of the Pension Stabilization Trust account.
- Non-current assets increased \$12.2 million, primarily due to continued construction on capital assets.
- Current liabilities decreased \$.7 million, primarily due to a decrease in customer advances and deposits.



- Non-current liabilities decreased by \$1 million, primarily due to the issuance of the 2017 Certificates of Participation (COPs) and paying off of the 2010 COPs.

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

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

Highlights include:

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

FINANCIAL IMPACT

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

ATTACHMENTS

None.



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MEMORANDUM

TO: Board of Directors
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: February 14, 2019
SUBJECT: Surplus Property

RECOMMENDATION

Declare the 2006 Ford F-250 as surplus and authorize the General Manager to dispose of the items within the established rules and regulations set forth by Resolution No. 1513 Disposal of Surplus Property.

The Executive Committee reviewed this item at its February 5, 2019 meeting and recommends Board approval.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

At its June 21, 2018 meeting, the Finance Committee adopted Resolution No. 1513 Updating the Rules and Regulations for Disposal of Surplus Property of Mesa Water District Superseding Resolution No. 1463.

This resolution updates the rules and regulations for the disposal of property that Mesa Water determines as no longer necessary to carry out the powers and the purposes of the District to meet present or future needs. Further, Resolution No. 1513 requires all surplus personal property, regardless of the amount, to be approved by the Board prior to disposition. The resolution also specifies that the General Manager, acting in the best interest of the District, may use any of the prescribed methods approved by the Board for disposal of the assets.

DISCUSSION

This document serves as the written report of the disposal of Surplus Personal Property, including the manner of disposal utilized, which is provided to the Board prior to disposition.

All proposed surplus items were either expensed at the time of purchase or have no undepreciated book value.

Unit 15 – 2006 Ford F-250 (VIN – 1FTNF20Y66EB82997)

Unit 15 is twelve (12) years old and is assigned as an Operations truck. The truck has not been used recently and is awaiting disposal. The unit currently has 145,643 miles. The original acquisition cost was \$27,410.

“Disposal by Donation” has been chosen as the method of disposal. Staff will donate Unit 15 to Paradise Irrigation District in order to support and show solidarity to the Paradise community.

FINANCIAL IMPACT

None.



ATTACHMENTS

None.



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MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: February 14, 2019
SUBJECT: Special Legal Services

RECOMMENDATION

Approve legal fees to Meyers Nave for an amount not to exceed \$200,000 regarding *Irvine Ranch Water District v. Orange County Water District*.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

At its February 9, 2017 meeting, the Board of Directors (Board) approved legal fees in the amount of \$200,000 and a fee sharing agreement regarding the Case: *Irvine Ranch Water District v. OCWD, et al.* – Superior Court Case No. 30-2016-00858584-CU-WM-CJC.

DISCUSSION

Meyers Nave has provided special legal services to Mesa Water District (Mesa Water®) in connection with the *Irvine Ranch Water District v. Orange County Water District* case and other inquiries related to IRWD/OCWD.

Staff recommends that the Board consider approving legal fees to Meyers Nave for an amount not to exceed \$200,000 for special legal services.

FINANCIAL IMPACT

In Fiscal Year 2019, \$425,000 is budgeted for Legal Services; \$247,635 has been spent to date.

ATTACHMENTS

None.



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MEMORANDUM

TO: Board of Directors
FROM: Syndie Ly, Human Resources Manager
DATE: February 14, 2019
SUBJECT: Quarterly Training Report

RECOMMENDATION

Receive the Quarterly Training Report for October 1, 2018 to December 31, 2018.

STRATEGIC PLAN

Goal #5: Attract and retain skilled employees.

DISCUSSION

As part of the Board's adopted 2017 Strategic Plan Goal #5 – Attract and retain skilled employees, Objective B is to Build Employee Skills, specifically the following:

- Fully train a minimum of two employees in key processes to ensure accountability and sustainability
- Develop and implement an operational and institutional knowledge transfer plan

Outcome 3 calls for quarterly training reports to the Board of Directors.

Attached is the Quarterly Training Report for October 1, 2018 to December 31, 2018. In addition to the training listed on the report, staff also conducts safety training for all employees and Monday Morning Tailgate Talks for Water Operations, Engineering and Customer Services field staff.

The Tailgate Talks for this quarter included the following topics:

- Personal Protective Equipment
- Trenching and Excavation Quiz
- Biohazard Cleanup Procedure
- Correctly Installing Foam Earplugs
- Closed Containers
- PPE Quiz
- Hazardous Waste Training
- Compressed Gas Safety
- Ladder Safety
- Bloodborne Pathogens Quiz
- Hazardous Waste Training Reminders
- Inspection and Use of Slings
- Safe Fuel Handling Practices



The Safety Training program included the following topics:

- Hazardous Waste Training
- Forklift Practical
- Bloodborne Pathogens
- Driver Safety Training
- New Hire Safety Training
- Fire Extinguisher Training

Below is the required continuing education hours needed, over a three-year period, for each Distribution and Treatment Certification Renewal held by staff:

Distribution and Treatment Certification Renewals – Required Continuing Education Hours (within the last three years)				
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
12 hours	16 hours	24 hours	36 Hours	36 hours

FINANCIAL IMPACT

The cost for the training is budgeted each fiscal year, per department or in the overall safety budget.

ATTACHMENTS

Attachment A: Quarterly Training Report for October 1, 2018 to December 31, 2018



FY19 Quarterly Training Report

2nd Quarter October 1, 2018 - December 31, 2018

Position	Department	Date of Training	Type of Training	Organization
External Affairs Manager	External Affairs	10/17/2018	Leadership Essentials Training	Moran
Administrative Services Manager Department Assistant Records Management Specialist	Administrative Services	10/22/2018	E-Records, E-Mail, Trustworthy Electronic Records, Retention, Document Imaging, & Other Leadership Opportunities	California Special Districts Association
Administrative Services Manager Department Assistant Records Management Specialist	Administrative Services	10/22 - 24/2018	2018 Board Secretary/Clerk Conference	California Special Districts Association
Executive Assistant to the General Manager	Administrative Services	10/24/2018 & 11/28/2018	Diversity Management	Association of California Cities
Human Resources Assistant	Human Resources	11/14/2018	Management Guide to Public Sector Labor Relations	Liebert Cassidy Whitmore



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MEMORANDUM

TO: Board of Directors
FROM: Stacy Taylor, External Affairs Manager
DATE: February 14, 2019
SUBJECT: Association of California Water Agencies Joint Powers Insurance Authority Executive Committee Election

RECOMMENDATION

Adopt Resolution No. 1519 Nominating Fred R. Bockmiller, P.E. to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority.

The Executive Committee reviewed this item at its February 5, 2019 meeting and recommends Board approval.

STRATEGIC PLAN

Goal #4: Increase public awareness about Mesa Water® and about water.

Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

The Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) is seeking nominations for their next Executive Committee. The elected Executive Committee members will serve a four-year term from May 2019 to May 2023.

This election will fill four Executive Committee member positions. There is one vacant position. The three incumbents are as follows:

- Bruce Rupp, Humboldt Bay Municipal Water District
- E.G. "Jerry" Gladbach, Santa Clarita Valley Water Agency
- W.D. "Bill" Knutson, Yuima Municipal Water District

Director Bockmiller has indicated a desire to serve as an Executive Committee member of ACWA/JPIA for the 2019-2023 term. Director Bockmiller currently represents Mesa Water District as a Board and Committee Member of the ACWA/JPIA, where he has served on the organization's Risk Management Committee for eleven years.

In order to be considered, a candidate must be a JPIA Director who represents a District that participates in all four of the JPIA's program: Liability, Property, Workers' Compensation, and Employee Benefits. The candidate must be endorsed by his/her district in the form of a nominating resolution and the candidate must also each receive concurring in nomination resolutions from three other JPIA members. All nominating and concurring in nomination resolutions and candidates' statement of qualifications must be submitted to ACWA/JPIA by Friday, March 22, 2019 at 4:30 p.m. Final notice of the upcoming Election of Executive Committee members will be included as part of the Board of Directors' meeting packet. The Executive Committee election will



take place during the JPIA's Board of Directors' meeting to be held on May 6, 2019, at the Spring Conference in Monterey.

FINANCIAL IMPACT

There is no financial impact for this recommended action.

ATTACHMENTS

Attachment A: Draft Resolution No. 1519

Attachment B: ACWA/JPIA Executive Committee Election Notice and Nomination Procedures

RESOLUTION NO. 1519

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
NOMINATING FRED R. BOCKMILLER, P.E.
TO THE EXECUTIVE COMMITTEE
OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA)**

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

WHEREAS, Mesa Water® is a member district of the ACWA/JPIA that participates in all four of its Programs: Liability, Property, Workers' Compensation, and Employee Benefits; and

WHEREAS, the Bylaws of the ACWA/JPIA provide that in order for a nomination to be made to ACWA/JPIA's Executive Committee, the member district must place into nomination its member of the ACWA/JPIA Board of Directors for such open position.

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

Section 1. The Board of Directors of the Mesa Water District that its member of the ACWA/JPIA Board of Directors, Fred R. Bockmiller, P.E. be nominated as a candidate for the Executive Committee for the election to be held on May 6, 2019.

Section 2. The ACWA/JPIA staff is hereby requested, upon receipt of the formal concurrence of three other member districts to effect such nomination.

Section 3. The District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA/JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

ADOPTED, SIGNED, and APPROVED this 14th day of February 2019 by a roll call vote.

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

Shawn Dewane
President, Board of Directors

Denise Garcia
District Secretary



To: JPIA Members
From: Sylvia Robinson, Publications & Web Editor
Date: January 8, 2019
Subject: 2019 JPIA Executive Committee Election Notice

There will be an Executive Committee election during the JPIA's Board of Directors' meeting to be held on May 6, 2019, at the spring conference in Monterey.

This election will fill four Executive Committee member positions, each for a four-year term each. The incumbents are E.G. "Jerry" Gladbach, Santa Clarita Valley WA; W.D. "Bill" Knutson, Yuima MWD; and Bruce Rupp, Humboldt Bay MWD. There is one vacant position.

JPIA Directors who are interested in being candidates for the election must represent a District that participates in all four of the JPIA's Programs: Liability, Property, Workers' Compensation, and Employee Benefits.

The candidates' district must submit a nominating resolution and the candidates must also each receive concurring in nomination resolutions from **three** other JPIA members. However, JPIA members may **concur** in the nomination of as many candidates as they wish.

These nominations must reach the JPIA by the close of business (4:30 pm) on **Friday, March 22, 2019**. Nominations may be mailed to the attention of Sylvia Robinson at the JPIA: P. O. Box 619082, Roseville, CA 95661-9082 or emailed to srobinson@acwajpia.com.

The nominating procedures and copies of the nominating and concurring in nomination resolutions can be found on the JPIA's website.

ACWA JPIA Nomination Procedures

Approximately 120 Days before Election (January 8, 2019)

All ACWA JPIA Directors and Member Districts are to be notified of:

- A) Date and place of Election;
- B) Executive Committee positions and terms of office to be filled by Election;
- C) Incumbent office holders; and
- D) Nomination Procedures.

120 to 45 Days before Election (January 8 – March 22, 2019)

- A) A district may place into nomination its member of the Board of Directors of ACWA JPIA with the concurrence of three districts, then members of the ACWA JPIA, in addition to the nominating district.
- B) Sample resolutions are available on the ACWA JPIA website.
- C) The **district is solely responsible** for timely submission of the nominating resolution and the three additional concurring in nomination resolutions of its candidate for office.

45 Days before Election (March 22, 2019)

- A) Deadline and location for receiving the nominating and concurring in nomination resolutions in the ACWA JPIA office:

Friday – March 22 2019 – 4:30 p.m.

Sylvia Robinson
Publications & Web Editor
ACWA JPIA
P. O. Box 619082
Roseville, CA 95661-9082
(srobinson@acwajpia.com)

- B) Candidates' statement of qualifications must be submitted, if desired, with the nominating resolutions. The statement of qualifications must be submitted on one side of an 8½ x 11" sheet of paper suitable for reproduction and distribution to all districts. (MSWord or PDF documents preferred).

14 Days before Election (April 22, 2019)

Final notice of the upcoming Election of Executive Committee members will be included as part of the Board of Directors' meeting packet. Final notice shall include:

- A) Date, Time, and Place of Election;
- B) Name and District of all qualified candidates;
- C) Candidate's statement of qualifications (if received); and
- D) Election Procedures and Rules.



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MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: February 14, 2019
SUBJECT: Public Hearing: Directors Compensation and Expense Reimbursement

RECOMMENDATION

- a. Conduct public hearing;
- b. Review and discuss Ordinance No. 29; and
- c. Adopt Ordinance No. 29 – Directors Compensation and Expense Reimbursement.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

At its April 13, 2017 meeting, the Board of Directors (Board) adopted Ordinance No. 28 – Directors Compensation and Expense Reimbursement superseding Ordinance No. 25 – increasing the Directors compensation to \$264 per meeting effective July 1, 2017 and adopting all proposed changes. Prior to this increase, the Directors compensation was \$240 per meeting which was approved by the Board on April 9, 2015 and effective July 1, 2015.

At its March 26, 2018 workshop, the Board deferred action on increasing Directors Compensation.

At its January 10, 2019 meeting, the Board directed staff to schedule a public hearing for the February 14, 2019 Board meeting to address Directors Compensation and Expense Reimbursement.

BACKGROUND

At the October 31, 2008 Board workshop, the Board directed staff to prepare an ordinance increasing Directors' fees concurrent with the District's budget cycle, thus changing from a calendar year to a fiscal year. At this time, the Water Code allows an increase of up to \$27.

In addition, a public hearing must be held prior to the Board taking action to increase Directors compensation. Prior to the date of the public hearing, Mesa Water is required to place an advertisement once a week for two weeks, each published with at least five days intervening between publication dates, in a local newspaper announcing the public hearing. If the Board approves the ordinance, a minimum of sixty days must elapse prior to the increase becoming effective.



DISCUSSION

The current Directors compensation amount of \$264 per meeting was approved April 13, 2017 and effective July 1, 2017. The Board reviews the topic of Directors compensation annually.

Staff placed legal advertisements announcing the public hearing in the Daily Pilot on Thursday, January 31, 2019 and Thursday, February 7, 2019. The same notice was posted on the District's website and kiosk; and at the City of Costa Mesa City Hall and Adams Street Post Office.

LEGAL REVIEW

Mesa Water's Legal Counsel has reviewed the draft ordinance and the following is a brief summary of the recommended changes:

- **Page 1:** Added the 3rd paragraph to read "*Whereas, notice of the consideration of this Ordinance has been provided consistent with the applicable requirements of California law; and*".
- **Section 1: Board of Directors Meetings; Days of Service:** Changed the compensation paid to members of the Board of Directors from \$264.00 to \$291.00 per day of service.
- **Section 2 (e): Meetings/Activities that Constitute Days of Service for the Purpose of Section 1:** Removed last sentence of paragraph "*shall be considered a day of service for purposes of this Ordinance*" as it was similar to the title of Section 2.
- Minor changes were made to the Ordinance for consistency.

FINANCIAL IMPACT

In Fiscal Year 2019, \$1,000 is budgeted for Regulatory Compliance/Permits; \$200 has been spent to date.

Should the Board approve an increase, the following will be budgeted in Fiscal Year 2020: Directors compensation increase and the mandatory payroll related Social Security (FICA), Medicare, and Workers' Compensation costs.

ATTACHMENTS

- Attachment A: Agency Directors Fees Survey
- Attachment B: Draft Ordinance No. 29
- Attachment C: Ordinance No. 28, Redline

**AGENCY BOARD OF DIRECTORS FEES SURVEY
(January 2019)**

Agency	Effective Date	Per Diem/Mtg.	Max Mtgs. Per Month
Yorba Linda Water District	01/23/03	\$150.00	10
South Coast Water District	01/01/06	\$190.00	10
Santa Margarita Water District	02/01/09	\$210.00	10
El Toro Water District	03/22/18	\$219.00	10
Moulton Niguel Water District	07/21/16	\$220.00	10
Mesa Water District	07/01/17	\$264.00	10
Irvine Ranch Water District	01/01/19	\$286.00	10
Orange County Water District ¹	04/04/18	\$288.00	10
Municipal Water District of OC ¹	01/01/18	\$296.99	10
Costa Mesa Sanitary District	08/24/15	\$295.00	6
Newport Mesa Unified School District	2017-18 School Year	\$240.93	
City of Costa Mesa - City Council	04/21/09	\$904.40	Per Month

¹ Compensation automatically increases each year unless suspended.

ORDINANCE NO. 29

ORDINANCE OF THE MESA WATER DISTRICT BOARD OF DIRECTORS REGARDING DIRECTORS COMPENSATION AND EXPENSE REIMBURSEMENT SUPERSEDING ORDINANCE NO. 28

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

WHEREAS, the California Water Code (Water Code) governs compensation of Mesa Water Board of Directors (collectively, the Board and individually, a Director) for each day of service rendered as a Director by request of the Board, together with any expenses incurred in the performance of his or her duties required or authorized by the Board; and

WHEREAS, the Board of Directors has previously adopted Ordinance No. 28 regarding compensation for Directors attendance at Board meetings, days of service at committee meetings, attendance at conferences, seminars, and other water related agencies' meetings and other activities, as specified by action of the Board, and the Board desires to supersede Ordinance No. 28 by adoption of this Ordinance, including the provisions hereof; and

WHEREAS, notice of the consideration of this Ordinance has been provided consistent with the applicable requirements of California law; and

WHEREAS, it is the further desire of the Board to provide for reimbursement to Directors for expenses incurred in the performance of his or her duties as required or authorized by the Board.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF MESA WATER DISTRICT AS FOLLOWS:

Section 1: **Board of Directors Meetings; Days of Service:** The compensation paid to Directors shall be Two Hundred Ninety One Dollars (\$291.00) per day for each day's attendance at Board meetings, or for each day's service rendered as a Director by request of, or with the authorization of, the Board as further set forth herein.

Section 2: **Meetings/Activities that Constitute Days of Service for the Purpose of Section 1:** The following meetings and activities shall constitute a day of service for purposes of Section 1 of this Ordinance:

- (a) Committee and Other Agency Meetings: Committee meetings for those Directors assigned, or attending, as applicable, shall include the following:
- (i). Engineering & Operations Committee;
 - (ii). Executive Committee;
 - (iii). Finance Committee;
 - (iv). Legislative and Public Affairs Committee;
 - (v). Other public agency meetings (including regular, adjourned regular and special meetings of the governing bodies of such public agencies as shall be designated and/or authorized by the Board from time to time); and
 - (vi). Other Mesa Water committees, including, but not limited to, *ad hoc* committees, as the Board shall designate by Board action from time to time.
- (b) Teleconferencing: Participation at any public agency meeting that is covered under Section 2(a) by teleconference, or equivalent means, shall be considered as a day of service for the purpose of this Ordinance.
- (c) Conferences and Seminars: Attendance at authorized conferences or seminars as assigned, designated and/or authorized by action of the Board.
- (d) Meetings with Agencies, Organizations, and/or Representatives Concerning or relating to Water, Governmental or Environmental Matters or Issues: Meetings by Director(s) of or with agencies or organizations, and/or representatives of such, in or related to the public water industry or governmental or environmental matters or issues to discuss, review, and/or receive information relating to Mesa Water, Mesa Water's business or operations, governmental or environmental matters or issues and/or water industry standards, operations, policy matters and/or fiscal issues.
- (e) Other Activities Approved by Action(s) of the Board: Activities by Director(s) other than as described in Sections 2 (a), (b), (c), or (d) above, as authorized by action(s) of the Board in advance of such activity(ies).

Section 3: Limitations:

- (a) Maximum Number of Meetings/Days: The fee paid to the Directors shall be made for no more than one meeting per each day of service, and the maximum number of days for which any Director may receive

compensation under Sections 1 or 2 hereof, in any calendar month shall be ten (10).

- (b) No Duplicate Compensation: Notwithstanding the foregoing provisions of Sections 1 or 2, any Director that receives compensation from any other entity for attendance and/or participation of any meeting(s), conference(s), seminar(s) or other activity(ies) set out in Sections 1 or 2 shall not be compensated by Mesa Water.

Section 4: **Director Reimbursement(s)**: In addition to the compensation described in Section 1, and subject to applicable California law, Director's expenses shall be reimbursed if they are reasonable and necessary to conduct Mesa Water's business pursuant to provisions of the Mesa Water Director reimbursement policy(ies) as adopted by the Board, as are in effect on the date the expense is incurred.

Section 5: **Authorization (Statutory Requirements)**: This Ordinance is adopted pursuant to Water Code Sections 30523 and 20203. To the extent required by law, this Ordinance shall satisfy the requirements of Water Code Sections 20201 and 20202 and California Government Code Section 53232.1.

Section 6: **Effective Date**: This Ordinance No. 29 shall take effect from and after July 1, 2019 (Effective Date).

Section 7: **Superseding Prior Ordinance**: This Ordinance No. 29 shall supersede Ordinance No. 28 upon the Effective Date hereof.

PASSED AND APPROVED at the regular meeting of the Board of Directors held on the 14th day of February 2019, and adopted by the following roll call vote:

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

ATTEST:

Shawn Dewane
President, Board of Directors

Denise Garcia
District Secretary

ORDINANCE NO. 2829

**ORDINANCE OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
REGARDING DIRECTORS COMPENSATION
AND EXPENSE REIMBURSEMENT
SUPERSEDING ORDINANCE NO. 2528**

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

WHEREAS, the California Water Code (Water Code) governs compensation of Mesa Water Board of Directors (~~collectively, the Board and individually, a Director~~) for each day of service rendered as a Director by request of the Board, together with any expenses incurred in the performance of his or her duties required or authorized by the Board ~~of Directors~~; and

WHEREAS, the Board of Directors has previously adopted Ordinance No. 2528 regarding compensation for Directors attendance at Board meetings ~~and~~, days of service at committee meetings, attendance at conferences, seminars, and other water related agencies' meetings and other activities, as specified by action of the Board, and the Board ~~of Directors~~ desires to supersede Ordinance No. 2528 by adoption of this Ordinance, including the provisions hereof; and

WHEREAS, notice of the consideration of this Ordinance has been provided consistent with the applicable requirements of California law; and

WHEREAS, it is the further desire of the Board to ~~compensate~~ provide for reimbursement to Directors for expenses incurred in the performance of his or her duties as required or authorized by the Board ~~of Directors~~.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF MESA WATER DISTRICT ~~BOARD OF DIRECTORS~~ AS FOLLOWS:

Section 1: **Board of Directors Meetings; Days of Service:** The compensation paid to ~~the Board of~~ Directors shall be Two Hundred ~~Sixty Four~~ **Ninety One** Dollars (\$~~264~~**291**.00) per day for each day's attendance at Board meetings, or for each day's service rendered as a Director by request of, or with the authorization of, the Board ~~of Directors~~ as further ~~discussed~~ **set forth** herein.

Section 2: **Meetings/Activities that Constitute Days of Service for the Purpose of Section 1:** The following meetings and activities **shall** constitute a day of service for purposes of Section 1 of this Ordinance:

- (a) Committee and Other Agency Meetings: Committee meetings for those Directors assigned, or attending, as applicable, shall include the following:
- (i). Engineering & Operations Committee;
 - (ii). Executive Committee;
 - (iii). Finance Committee;
 - (iv). Legislative and Public Affairs Committee;
 - (v). Other public agency meetings (including regular, adjourned regular and special meetings of the governing bodies of such public agencies as shall be designated and/or authorized by the Board ~~of Directors~~ from time to time); and
 - (vi). Other Mesa Water committees, including, but not limited to, *ad hoc* committees, as the Board ~~of Directors~~ shall designate by Board action from time to time.
- (b) Teleconferencing: Participation at any public agency meeting that is covered under Section 2-(a) by teleconference, or equivalent means, shall be considered as a day of service for the purpose of this Ordinance.
- (c) Conferences and Seminars: Attendance at authorized conferences or seminars as assigned, designated, and/or authorized by ~~action of the Board of Directors~~.
- (d) Meetings with Agencies, Organizations, and/or Representatives Concerning or relating to Water, Governmental or Environmental Matters or Issues: Meetings by ~~Directors~~ Director(s) of or with agencies or organizations, and/or representatives of such, in or related to the public water industry or governmental or environmental matters or issues to discuss, review, and/or receive information relating to Mesa Water, Mesa Water's business or operations, governmental or environmental matters or issues and/or water industry standards, operations, policy matters and/or fiscal issues.
- (e) Other Activities Approved by Action(s) of the Board of Directors: Activities by ~~members of the Board~~ Director(s) other than as described in Sections 2 (a), (b), (c), or (d) above, as authorized by ~~action(s) of the Board of Directors~~ in advance of such activity(ies) ~~shall be considered a day of service for purposes of this Ordinance.~~

Section 3: Limitations:

- (a) Maximum Number of Meetings/Days: The fee paid to the ~~Board of~~ Directors shall be made for no more than one meeting per each day

of service, and the maximum number of days for which any Director may receive compensation under Sections 1 or 2 hereof, in any calendar month shall be ten (10).

- (b) No Duplicate Compensation: Notwithstanding the foregoing provisions of Sections 1 or 2, any Director that receives compensation from any other entity for attendance and/or participation of any meeting(s), conference(s), seminar(s) or other activity(ies) set out in Sections 1 or 2 shall not be compensated by Mesa Water.

Section 4: **Director Reimbursement(s)**: In addition to the compensation described in Section 1, and subject to applicable ~~State~~ California law, ~~Directors~~ Director's expenses shall be reimbursed if they are reasonable and necessary to conduct Mesa Water's business pursuant to provisions of the Mesa Water ~~Director~~ reimbursement policy(ies) as adopted by the Board ~~of Directors~~, as ~~then~~ are in effect on the date the expense is incurred.

Section 5: **Authorization (Statutory Statutory Requirements)**: This Ordinance is adopted pursuant to Water Code Sections 30523 and 20203. To the extent required by law, this Ordinance shall satisfy the requirements of Water Code Sections 20201 and 20202 and California Government Code Section 53232.1.

Section 6: **Effective Date**: This Ordinance No. ~~2829~~ shall take effect from and after ~~July 1, 2017~~ July 1, 2019 (Effective Date).

Section 7: **Superseding Prior Ordinance**: This Ordinance No. ~~2829~~ shall supersede Ordinance No. ~~2528~~ upon the Effective Date hereof.

PASSED AND APPROVED at the regular meeting of the Board of Directors held on the ~~13th~~ 14th day of ~~April 2017~~ February 2019, and adopted by the following roll call vote:

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

ATTEST:

~~Ethan Temianka~~ Shawn Dewane
President, Board of Directors

~~Coleen L. Monteleone~~ Denise Garcia
District Secretary

DRAFT



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: February 14, 2019
SUBJECT: Orange County Water District Briefing

RECOMMENDATION

Receive the presentation.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.
Goal #3: Be financially responsible and transparent.
Goal #4: Increase public awareness about Mesa Water® and about water.

DISCUSSION

At the request of the Board of Directors, the Orange County Water District has presented briefings since 2003.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: February 14, 2019
SUBJECT: Rules and Regulations for Water Service

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 #6: Provide outstanding customer service.

PRIOR BOARD ACTION/DISCUSSION

At its July 12, 2018 meeting, the Board of Directors (Board) adopted Resolution No.1514 – Amending the Rules and Regulations for Water Service Superseding Resolution No. 1470.

DISCUSSION

On February 11, 2019, Mesa Water District and City of Costa Mesa staff discussed code enforcement challenges the city is currently facing. Staff will provide an update at the Board meeting. This item is provided for discussion.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.

REPORTS:

17. REPORT OF THE GENERAL MANAGER:
 - January Key Indicators Report
 - Other (no enclosure)

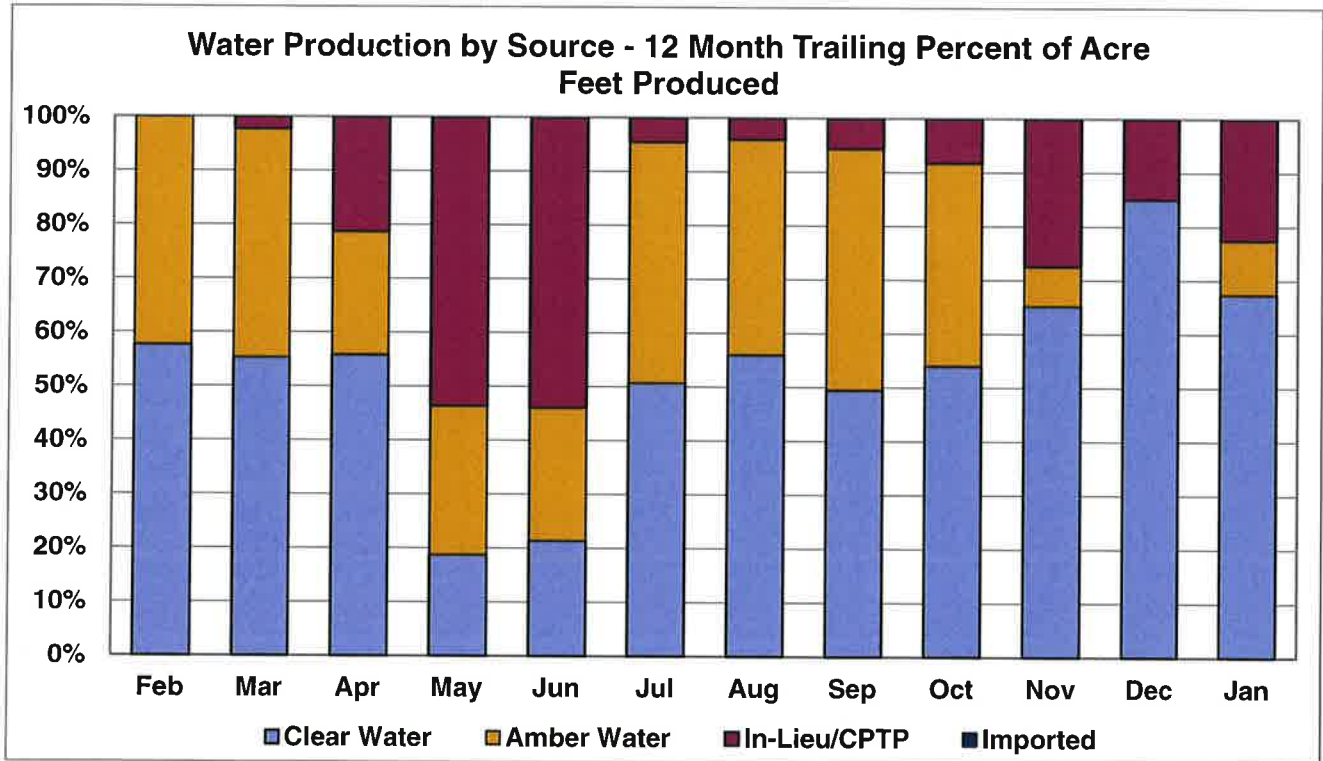
**Monthly Key Indicators Report
For The Month of January 2019**

Goal #1: Provide a safe, abundant, and reliable water supply

FY 2019 Potable Production (Acre Feet)

Water Supply Source	FY 2019 YTD Actual (AF)	FY 2019 YTD Budget (AF)	FY 2019 Annual Budget (AF)
Clear Water	5,906	6,346	12,241
Amber Water (MWRP)	2,934	2,814	4,419
Imported	0	0	0
Basin Management Water	1,117	1,000	1,000
Total Production	9,958	10,160	17,660

YTD actual water production (AF) through January 31, 2019



**Monthly Key Indicators Report
For The Month of January 2019**

Goal #1: Provide a safe, abundant, and reliable water supply

FY19 System Water Quality – This data reflects samples taken in December

Distribution System:	Average	Range	MCL
Chlorine Residual (mg/L) <i>Compliance</i>	1.71	0.35 – 2.67 Current RAA = 1.94	4 RAA
Coliform Positive % <i>Compliance</i>	0	0	5
Temperature (° F)	70.1	64 – 73	None

Reservoir I & II:	Average	Range	MCL
Chlorine Residual (mg/L)	1.01	0.24 – 1.79	None
Monochloramine (mg/L)	0.95	0.21 – 1.66	None
Ammonia (mg/L)	0.24	0.06 – 0.40	None
Temperature (° F)	69.9	67 – 73	None

Wells (Treated):	Average	Range	MCL
Chlorine Residual (mg/L)	2.67	2.35 – 3.09	None
Monochloramine (mg/L)	2.58	2.25 – 2.98	None
Ammonia (mg/L)	0.58	0.48 – 0.70	None
Temperature (° F)	70.0	66 – 75	None

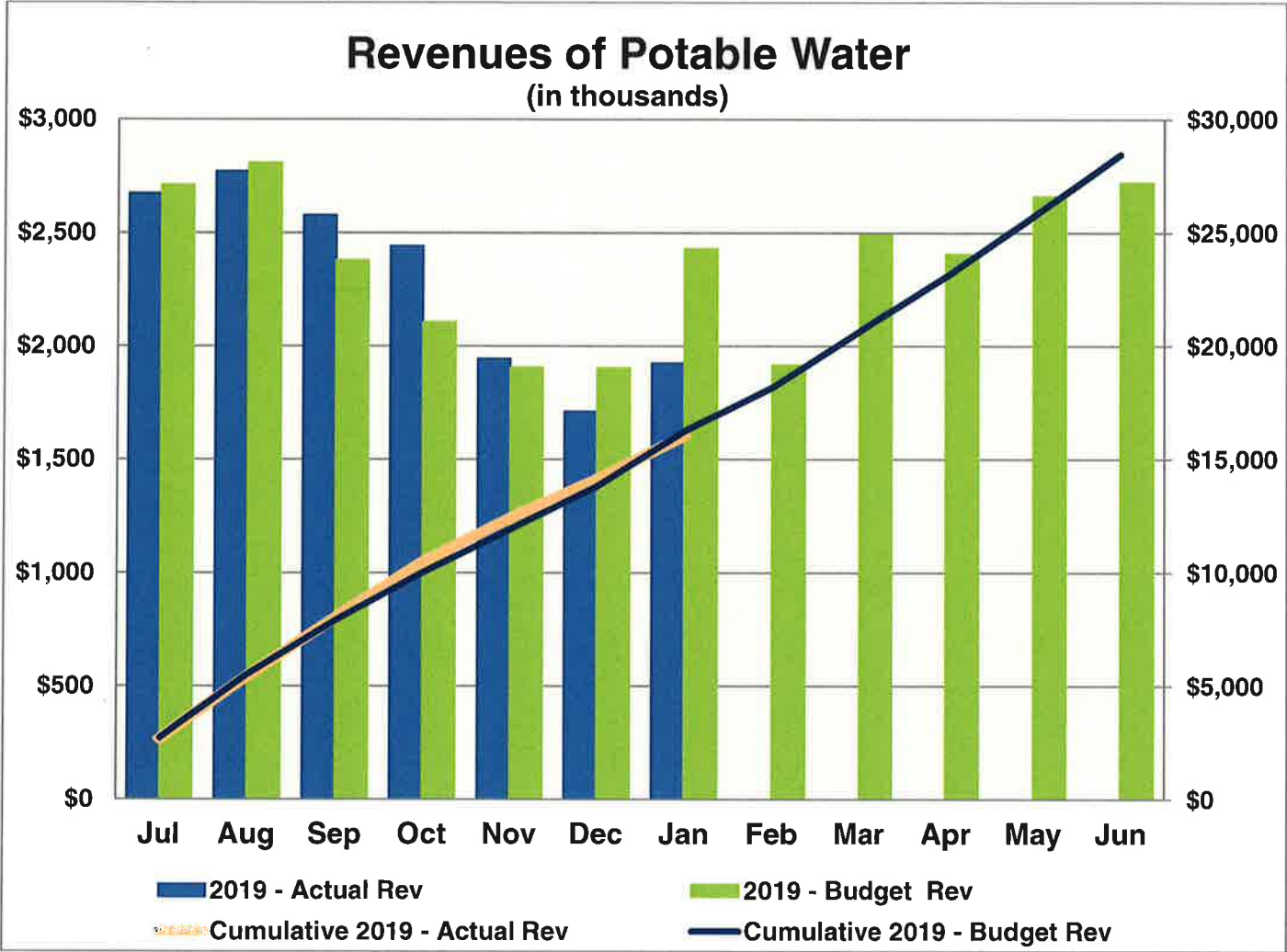
MWRF:	Average	Range	MCL
Chlorine Residual (mg/L)	Offline	Offline	None
Monochloramine (mg/L)	Offline	Offline	None
Ammonia (mg/L)	Offline	Offline	None
Temperature (° F)	Offline	Offline	None
Color (CU) <i>Compliance</i>	Offline	Offline	15
Odor (TON) <i>Compliance</i>	Offline	Offline	3

Water Quality Calls/Investigations:

Total Calls	4
Total Investigations (from calls)	3

**Monthly Key Indicators Report
For The Month of January 2019**

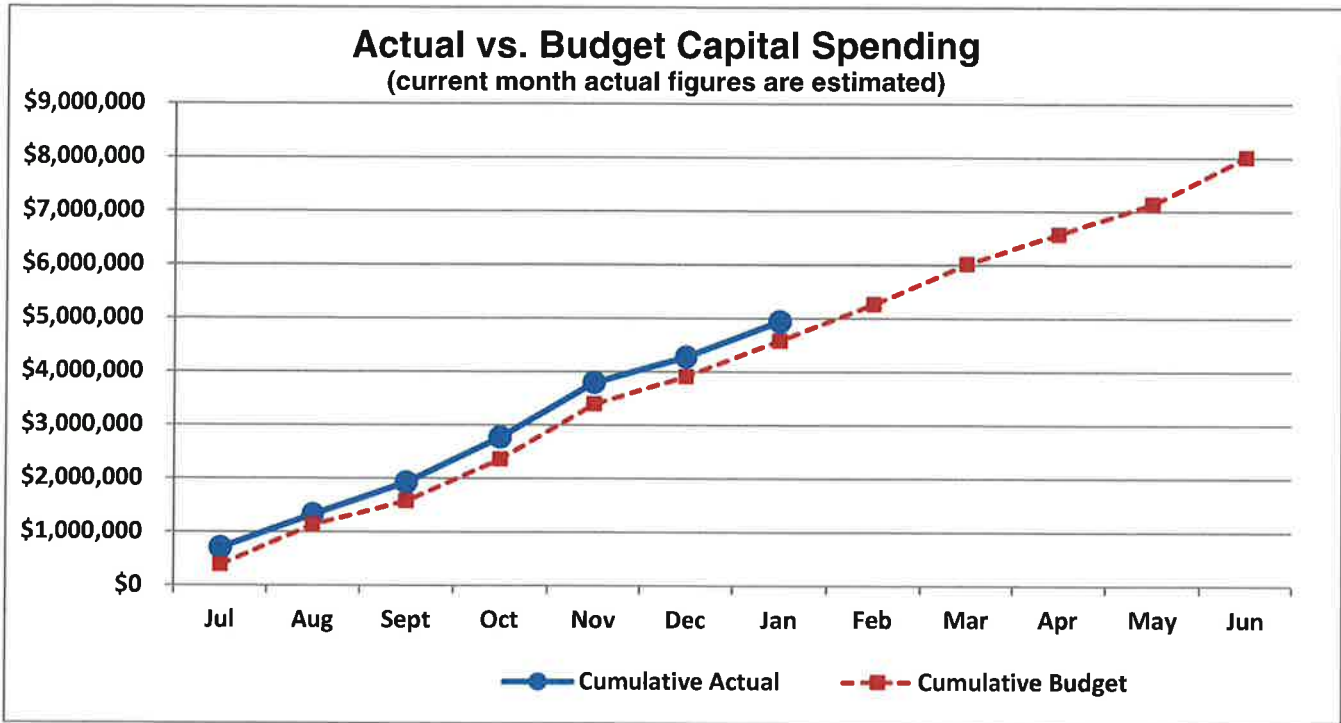
Goal #2: Practice perpetual infrastructure renewal and improvement



	Actual	Budget	Favorable (Unfavorable)	
			Difference	%
Total YTD \$	16,045,074	16,246,142	(201,068)	(1.24%)

Monthly Key Indicators Report
For The Month of January 2019

Goal #3: Be financially responsible and transparent



**Monthly Key Indicators Report
For The Month of January 2019**

Goal #4: Increase public awareness about Mesa Water® and about water

Web Site Information

Web Site Information	December 2018	January 2019
Visits to the web site	5548	6203
Unique visitors (First time to the site)	3220	3466
Average per day	179	200
Average visit length	1 minute, 23 seconds	1 minute, 34 seconds
Page visited most	Home	Home
Second most visited page	Online Bill Pay	Online Bill Pay
Third most visited page	Human Resources	Human Resources
Fourth most visited page	Contact	Contact
Fifth most visited page	Departments	Departments
Most downloaded file	Salary Ranges by Job Classification & Level	2018 Water Quality Report
Second most downloaded file	2018 Water Quality Report	Salary Ranges by Job Classification & Level
Most active day of the week	Monday	Tuesday
Least active day of the week	Sunday	Sunday

Total visits since June 1, 2002	1,306,860
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Water Vending Machine Information

Vending Machine Location	Vend Measurement	January 2019 Vends	Totals Vends
Mesa Water Office	1 gal	5,412	333,720

**Monthly Key Indicators Report
For the Month of January 2019**

Goal #5: Attract and retain skilled employees

DEPARTMENT:	FY 2019			COMMENTS:
	BUDGET	FILLED	VACANT	
OFFICE OF THE GENERAL MANAGER:				
General Manager	1.00	1.00	0.00	
Business Administrator	1.00	1.00	0.00	
Subtotal	2.00	2.00	0.00	
ADMINISTRATIVE SERVICES:				
Administrative Services	5.00	5.00	0.00	
Subtotal	5.00	5.00	0.00	
CUSTOMER SERVICES:				
Conservation	1.00	1.00	0.00	
Customer Service	9.00	6.00	3.00	<i>Field Customer Service Representative (2) - vacant/using temporary assistance Lead Field Customer Service Representative - vacant/recruitment in process</i>
Subtotal	10.00	7.00	3.00	
ENGINEERING:				
Engineering	4.00	4.00	0.00	
Subtotal	4.00	4.00	0.00	
EXTERNAL AFFAIRS:				
Legislative & Governmental Affairs	1.50	1.50		
Subtotal	1.50	1.50	0.00	
FINANCIAL SERVICES:				
Financial Reporting/ Purchasing	5.00	4.00	1.00	
Accounting	1.00	1.00	0.00	<i>Buyer - vacant/using temporary assistance</i>
Subtotal	6.00	5.00	1.00	
HUMAN RESOURCES:				
Human Resources	3.00	2.00	1.00	<i>Sr. Human Resources Analyst - vacant/ using temporary assistance/recruitment in process</i>
Subtotal	3.00	2.00	1.00	
PUBLIC AFFAIRS:				
Outreach, Education & Communications	2.50	2.50	0.00	
Subtotal	2.50	2.50	0.00	
WATER OPERATIONS:				
Supervision/Support	6.00	6.00	0.00	
Distribution	10.00	9.00	1.00	<i>Facility Maintenance Worker I/II - vacant/using temporary assistance/ recruitment in process</i>
Production	3.00	3.00	0.00	
Water Quality	2.00	1.00	1.00	<i>Water Quality Technician I/II - vacant/recruitment in process</i>
Subtotal	21.00	19.00	2.00	
TOTAL BUDGETED POSITIONS:	55.00	48.00	7.00	

**Monthly Key Indicators Report
For The Month of January 2019**

Goal #6: Provide outstanding customer service

Customer Calls

Call Type	FY19 YTD	Jan 2019	YTD Weekly Average
General Billing Question	1316	161	42
Service Requests	1204	122	39
High Bill	1309	143	42
Payments	1599	186	52
Late Fee	1113	160	36
Account Maintenance	294	24	9
On-Line Bill Pay	994	135	32
Water Pressure	27	3	1
No Water	194	32	6
Conservation	161	10	5
Water Waste	65	9	2
Other (District info. other utility info. etc.)	1539	415	50
Rate Increase	33	1	1
Fluoridation	9	0	1
TOTAL CUSTOMER CALLS	9857	1401	318
AVERAGE ANSWER TIME (Seconds)	10	10	10

Online Bill Pay Customers

Current Customers Enrolled	FY 2019 YTD	Jan 2019	YTD Weekly Average
13485	1259	181	41

REPORTS:

18. DIRECTORS' REPORTS AND COMMENTS:

**DIRECTORS' REPORTS (AB 1234) PER CA GOVERNMENT
CODE SECTION 53232.3 (d)**

In accordance with CA Government Code 53232.3 (d), the following report identifies the meetings for which Mesa Water Directors received expense reimbursement.

Jim Atkinson Meetings Attended

Reimbursement Date:	Description, Date
1/24/19	MWDOC Admin & Finance Committee Meeting, 12/12
1/24/19	MWDOC Admin & Finance Committee Meeting, 1/9
1/24/19	WACO Planning Committee Meeting, 1/15
1/24/19	MWDOC Board Meeting, 1/16
1/24/19	OCWD Board Meeting, 1/16

Fred R. Bockmiller, P.E. Meetings Attended

Reimbursement Date:	Description, Date
1/24/19	Mesa Water Employee Event, 12/11
1/24/19	Meeting w/ General Manger, 12/12
1/24/19	WACO Meeting, 1/4
1/24/19	OCWD Board Meeting, 1/16
1/24/19	Meeting w/ General Manger, 1/18

Marice H. DePasquale Meetings Attended

Reimbursement Date:	Description, Date
1/24/19	Mesa Water Employee Event, 12/11
1/24/19	WACO Meeting, 1/4
1/24/19	OCBC Infrastructure Committee, 1/8
1/24/19	City/Districts Liaison Committee Meeting, 1/18

Shawn Dewane Meetings Attended

Reimbursement Date:	Description, Date
1/24/19	MWRF Tour w/ OCWD Director, 12/10
1/24/19	Mesa Water Employee Event, 12/11
1/24/19	Meeting re: Water Issues, 12/12
1/24/19	City/Districts Liaison Committee Meeting, 1/18

James R. Fisler Meetings Attended

Reimbursement Date:	Description, Date
1/18/19	ACWA Fall Conference, 11/28
1/24/19	Jt. MWDOC/MWD meeting, 1/2
1/24/19	WACO Meeting, 1/4
1/24/19	ISDOC Executive Committee Meeting, 1/8

There are no support materials for this item.

CLOSED SESSION:

21. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT
CODE 54957.6:
District Negotiator: General Manager
Employee Organization: District Employees