



*Dedicated to
Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
EXECUTIVE COMMITTEE MEETING
Tuesday, March 3, 2020 at 12:00 PM
Panian Conference Room**

Committee Members: Shawn Dewane, President
Marice H. DePasquale, Vice President
Paul E. Shoenberger, P.E., General Manager
Denise Garcia, Administrative Services Manager

PUBLIC COMMENTS

Non-Agendized Matters: Members of the public are invited to address the Board on matters which are not on the Agenda. Each speaker is limited to three (3) minutes. The Board will set aside thirty (30) minutes for public comments.

Agendized Matters: 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 five (5) minutes.

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. Committee Policy & Resolution Review

PRESENTATION AND DISCUSSION ITEMS:

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

2. Naming of District Facilities
3. Real-Time Customer Metering

ACTION ITEMS:

4. Directors' Compensation and Expense Reimbursement

REPORTS:

5. Future Agenda Topics and Conference Schedule
6. Report of the General Manager
7. Directors' Reports and Comments

INFORMATION ITEMS:

8. Other (no enclosure)



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

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

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

ADJOURNMENT



COMMITTEE POLICY & RESOLUTION REVIEW

EXECUTIVE COMMITTEE

Policy Assignments for 2020

Policy Name	Resolution No.	Date Adopted	Revision Schedule	Last Reviewed
Board Meeting Procedures	1509	02/08/18	Review and update as needed	02/08/18
Compensation and Expense Reimbursement	Ordinance No. 29	02/14/19	Review and update as needed * Scheduled for the 03/03/20 meeting	02/14/19
Conflict of Interest Reporting	1516	12/13/18	Biennial review and as needed to reflect changes in law and current staff positions	12/13/18
Delegation of Authority to General Manager	1507	01/18/18	Review and update as needed	01/18/18
Division Boundaries Revisions	1445	11/14/13	Reviewed every 10 years after census	11/14/13
Health Insurance Benefits for Directors	1342	03/27/07	Review and update as needed	03/27/07
Policy for Public Records	1521	03/14/19	Review and update as needed	03/14/19
Protocols of the Board	1479	07/14/16	Review and update as needed	07/14/16
Records Retention Policy	1515	09/13/18	Review and update as needed	09/13/18
Retirement Events	1400	08/24/10	Review and update as needed	08/24/10
Rules and Regulations for Employees	1473	05/19/16	Review and update as needed	05/19/16



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MEMORANDUM

TO: Executive Committee
FROM: Denise Garcia, Administrative Services Manager
DATE: March 3, 2020
SUBJECT: Naming of District Facilities

RECOMMENDATION

This item is provided for discussion.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.
Goal #4: Increase public awareness about Mesa Water® and about water.

PRIOR BOARD ACTION/DISCUSSION

At its December 14, 1972 meeting, the Board of Directors (Board) named Well 2 the Wakeham Well in honor of the Wakeham family.

At its October 13, 1977 meeting, the Board named Well 4 Segerstrom 2 in honor of the Segerstrom family, and Well 5 in honor of Nate Reade, former Director of Mesa Water District (Mesa Water®).

At its November 12, 1980 meeting, the Board discussed what criteria are used for the naming of District wells. It was determined that no definite criteria are used.

At its January 16, 1992 meeting, the Board discussed the naming of District wells, stating that the names should be consistent and continue the tradition of naming wells after people who were, or are, in public service. Another suggestion was given that the criteria for the naming of wells be after events or streets. The Board did not reach an agreement as to the criteria for the naming of wells.

At its February 13, 1992 meeting, the Board named Well 7 in honor of William Patrick, former Director of the Coastal Municipal Water District and Fairview County Water District, and Well 8 in honor of Warren Booth, former Director of Mesa Water.

At its October 24, 1996 meeting, the Board dedicated Reservoir 2 in honor of Karl Kemp, former General Manager of Mesa Water.

At its September 25, 2012 meeting, the Board approved the renaming of the Colored Water Treatment Facility (Well 11) to the Mesa Water Reliability Facility.

At its June 18, 2019 meeting, the Engineering and Operations Committee received an information item on Well and Facility Naming Conventions. The Board did not reach agreement and directed staff to bring the topic back to a future meeting.

DISCUSSION

The information in Attachment A is provided for the Committee's consideration.



FINANCIAL IMPACT

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

ATTACHMENTS

Attachment A: Wells & Facilities



WELLS & FACILITIES

Facility Type	Number	Name	Named in Honor of	Year	Status	Location
Well	1	Segerstrom 1	Segerstrom Family	1970	Closed	Sunflower Ave.
	1B			1994	Active	
Well	2	Wakeham	Wakeham Family	1972	Closed	Sunflower Ave.
Well	3	Lee Pickens	Former Mesa Water District Director	1975	Closed	Harbor Blvd.
	3B			1989	Active	
Well	4	Segerstrom 2	Segerstrom Family	1977	Closed	Fairview Rd.
Well	5	Nathan L. Reade	Former Mesa Water District Director	1980	Active	Cadillac Ave.
Well	6	N/A	N/A	1983	Active	Gisler Ave.
Well	7	William Patrick	Former Coastal Municipal Water District and Fairview County Water District Director	1986	Active	Harbor Blvd.
Well	8	Warren Booth	Former Mesa Water District Director	1990	Closed	South Coast Dr.
Reservoir	1	N/A	N/A	1990	Active	Placentia Ave.
Well	9	Mario Durante	Former Mesa Water District Director	1993	Closed	Sunflower Ave.
	9B			2015	Active	
Well	10	N/A	N/A	1994	Closed	S. Flower, Santa Ana
Reservoir	2	Karl Kemp Reservoir	Former Mesa Water District General Manager	1996	Active	Orange Ave.
Well	11	Mesa Water Reliability Facility (MWRF)	Formerly Colored Water Treatment Facility	1999	Active	Gisler Ave.
Closed Session Room	N/A	Panian Conference Room	Hank Panian - Former Mesa Water District Director	2000 - 2007	Under Construction	1965 Placentia Ave.
MWRF Electrical Room	N/A	Robert "Bob" Pavlovich Electrical Room	In Memory of Former MWH, Constructors Inspector	2012	Active	Gisler Ave.
Well	12	N/A	N/A	2020	In Design	Chandler Ave., Santa Ana
Well	14	N/A	N/A	2020	In Design	S. Croddy Wy., Santa Ana



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MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: March 3, 2020
SUBJECT: Real-Time Customer Metering

RECOMMENDATION

This item is provided for discussion.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

At its May 2, 2019 meeting, the Board of Directors (Board) approved recommendations for standardizing customer meter equipment software, and implementing cellular endpoint technology across Mesa Water District's (Mesa Water®) high use accounts.

At its September 12, 2019 meeting, the Board adopted Badger Meter Cellular Endpoint technology as the standard for non-high use customers at the customer's sole expense; and allowed customers to spread the capital cost repayment over six billing cycles (1 year).

BACKGROUND

The following information was provided to the Board at their meeting on September 12, 2019:

Mesa Water recently approved implementation of the Meter Technology Program recommendations. These recommendations include the replacement of approximately 1,550 meters and associated real-time metering technology amongst Mesa Water's highest 5% users which represent 50% of the District's average annual consumption. Implementation of real-time metering technology for these users will provide the District and its customers with the ability to better manage water use during times of drought periods and restrictions, and allow commercial and manufacturing customers the ability to manage real-time water consumption in their business processes.

Equipping every Mesa Water customer with real-time metering is a costly initiative that would have a direct cost impact to all Mesa Water's customers. Installation of this technology across the District was estimated at over \$9.3 million dollars with a payback of over 40 years, far exceeding the useful life of the real-time metering technology equipment. However, some non-high use customers have expressed interest in having real-time metering technology options made available. Therefore, the Board directed staff to evaluate options for non-high use customers that desire to have real-time metering solutions.

DISCUSSION

Technology Options

Mesa Water has evaluated the following real-time metering solutions:

1. **Cellular End-points:** These Badger Meter devices transmit real-time metering data using a cellular communications network from the meter register and antenna located within the meter box. These devices are owned, installed, and maintained by Mesa Water. There is a capital cost (see next section herein) associated with implementing this technology in addition to an associated monthly cellular service fee. These devices allow smart-phone or computer monitoring only.

2. **Automatic Shut-off Valves and Metering:** There are a variety of manufacturers that make automatic shut-off valves with real-time metering functionality. These valves are installed on the customer side of Mesa Water’s meter (at the homeowner’s expense) and typically have an associated monthly monitoring fee. These devices typically require Wi-Fi connectivity and 120V power to have monitoring and control functionality of the shut-off valve.

3. **Meter Masters:** Meter masters are typically installed by Mesa Water on meters to verify real-time flow characteristics to ensure meters are within their originally-sized capacities. Meter masters are attached to Mesa Water’s meters where the magnetic flux of the encoder is read and the signal converted to a volumetric consumption. Commercial versions of meter masters can be accurately installed and used with appropriate training. Most recently, residential versions of meter masters have appeared at trade shows. The residential versions use the same concept of reading magnetic flux for volumetric consumption. These devices are equipped with batteries and Wi-Fi transmitters for homeowners to transmit flow data from the domestic residential meters and also require a monthly monitoring fee. These devices allow smart-phone or computer monitoring only.

Technology Evaluation

Table 1 provides an assessment of the advantages and disadvantages for each of the aforementioned real-time metering devices.

Table 1. Advantages and Disadvantages of Real-Time Metering Technologies

Technology Type	Advantages	Disadvantages
1. Cellular Endpoint	<ul style="list-style-type: none"> • Real-time metering functionality • Mesa Water owned/maintained • 20-year battery life • AWWA M6 flow accuracy • Compatible w/Mesa Water meter equipment/billing system • No Wi-Fi signal required 	<ul style="list-style-type: none"> • Monthly cellular service (\$0.81-\$0.89) • Capital cost of \$767 (1”)
2. Automatic Shut-Off Valve	<ul style="list-style-type: none"> • Real-time metering functionality • House water shut-off capable 	<ul style="list-style-type: none"> • Capital Cost of \$500-1,000 • Annual service fee (\$150-\$300) • Flow meter accuracy not compliant w/AWWA M6 • Conflicts w/Mesa Water AWWA M6 certified meter reads • Causes increase in customer service calls due to conflict in meter reads • Uncertain battery life

		<ul style="list-style-type: none"> Needs 120V power source for valve actuation Requires Wi-Fi connection for real-time meter functionality
3. Meter Masters	Real-time metering functionality	<ul style="list-style-type: none"> Non-Mesa Water equipment attached to Mesa Water meter Capital Cost of \$500 Annual service fee (\$150-\$300) Flow meter accuracy dependent on installation correctness Conflicts w/Mesa Water AWWA M6 certified meter reads Causes increase in customer service calls due to conflict in meter reads Uncertain battery life Requires Wi-Fi connection for real-time meter functionality

Assessment of each of the aforementioned real-time metering options determines that the most value to Mesa Water’s customer is to implement a cellular endpoint device for non-high use customers. Amongst the greatest concerns is to ensure that customers are receiving accurate flow metering reads from a certified device and that monthly costs are minimized. Other concerns focus on non-Mesa Water equipment and contractors accessing and attaching equipment to Mesa Water - owned assets (e.g., Meter Masters). Meter Masters are highly sensitive to installation protocols to obtain accurate readings. Therefore, staff recommends that non-high use customers desiring to have real-time metering be required to install a Badger Meter cellular endpoint and supporting meter body.

Cost Options for Non-High Use Customers

Mesa Water has established discount pricing for its customers by contracting solely with Badger Meter. These prices also include discount pricing for cellular endpoint technology. Because the implementation of cellular endpoints requires the replacement with a new Badger Meter for compatibility, non-high use customers desiring real-time metering solutions will also require the replacement of their meter. Cost options for non-high use customers desiring to have real-time metering is represented in Table 2 as follows:

Table 2. Cellular Endpoint Meter Cost

Size	Meter Cost	Cellular Endpoint	Installation & Setup	Total Cost	Per Bill Cost		
					6 Cycles	12 Cycles	24 Cycles
5/8"	\$107	\$110	\$435	\$652	\$109	\$54	\$27
3/4"	\$134	\$110	\$435	\$679	\$113	\$57	\$28
1"	\$178	\$110	\$435	\$723	\$121	\$60	\$30
1 1/2"	\$374	\$110	\$435	\$919	\$153	\$77	\$38

Installation and setup cost is the cost associated with Mesa Water’s time to install the meter and configure the account in its customer service database. Non-high use customers would be responsible for the total capital cost and the monthly cellular service fee of \$0.81 to \$0.89. To



alleviate the one-time capital cost impact, Mesa Water could choose to spread the cost over several billing cycles at the Board's direction until the balance is paid in full. Customers would continue to pay the real-time metering monthly service charge in perpetuity or until they no longer desire the service. It should be noted that capital costs will vary based on equipment cost price increases and labor installation rate increases.

Staff recommends that the Board adopt Badger Meter Cellular Endpoint technology as the standard for non-high use customers at the customer's sole expense, and allow customers to spread the capital cost repayment over six billing cycles (1 year).

FINANCIAL IMPACT

Customer-requested cellular endpoint meters are cost neutral as the customer pays the meter, installation, and account set up costs.

ATTACHMENTS

None.



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MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: March 3, 2020
SUBJECT: Directors' Compensation and Expense Reimbursement

RECOMMENDATION

Recommend that the Board of Directors discuss Directors' fees and, if determined, direct staff to schedule a public hearing for the April 9, 2020 Board meeting.

STRATEGIC PLAN

- Goal #1: Provide a safe, abundant, and reliable water supply.
- Goal #2: Practice perpetual infrastructure renewal and improvement.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase public awareness about Mesa Water® and about water.
- Goal #5: Attract and retain skilled employees.
- Goal #6: Provide outstanding customer service.
- Goal #7: Actively participate in regional 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 Directors compensation to \$264 per meeting effective July 1, 2017 and adopting all proposed changes.

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

At its February 14, 2019 meeting, the Board adopted Ordinance No. 29 – Directors Compensation and Expense Reimbursement Superseding Ordinance No. 28, setting the rate in Section 1 to \$291 effective July 1, 2019 and adopting all proposed changes.

BACKGROUND

At its October 31, 2008 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.

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 \$291 per meeting was approved February 14, 2019 and effective July 1, 2019. The Board reviews the topic of Directors compensation annually.



At this time, the Water Code allows for an increase of up to five percent per year; therefore, the Board may approve an increase for an amount not to exceed \$305.55. If the Board approves an increase in 2020, the next available increase could be no sooner than one year later. If the Board directs staff to schedule a public hearing, staff will place the required advertisements in the newspaper.

FINANCIAL IMPACT

In Fiscal Year 2020, \$1,000 is budgeted for Regulatory Compliance/Permits; \$250 has been spent to date.

Should the Board approve an increase, staff will include the additional cost in the Fiscal Year 2021 budget, as well as the mandatory payroll-related Social Security (FICA), Medicare, and Workers' Compensation costs.

ATTACHMENTS

Attachment A: Agency Board of Directors Fees Survey

Attachment B: Ordinance No. 29

**AGENCY BOARD OF DIRECTORS FEES SURVEY
(February 2020)**

Agency	Effective Date	Per Diem/Mtg.	Max Mtgs. Per Month
Yorba Linda Water District	January 2003	\$150.00	10
El Toro Water District	March 2018	\$219.00	10
Moulton Niguel Water District	February 2019	\$231.00	10
South Coast Water District	August 2019	\$255.00	10
Santa Margarita Water District	November 2019	\$270.00	10
Mesa Water District	July 2019	\$291.00	10
Irvine Ranch Water District	January 2020	\$300.00	10
Orange County Water District ¹	March 2019	\$300.00	10
Municipal Water District of OC ¹	January 2020	\$327.43	10
Costa Mesa Sanitary District	July 2015	\$295.00	6
Newport Mesa Unified School District	School Year	\$470.11	Per Month
City of Costa Mesa - City Council	April 2009	\$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: Bockmiller, Fislser, DePasquale, Dewane
NOES: DIRECTORS: Atkinson
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:

ATTEST:


Denise Garcia
District Secretary


Shawn Dewane
President, Board of Directors



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MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: March 3, 2020
SUBJECT: Future Agenda Topics and Conference Schedule

RECOMMENDATION

Review future agenda topics and conference schedule.

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

None.

DISCUSSION

Staff will provide an updated future agenda topics and conference schedule at the Executive Committee meeting.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.

REPORTS:

6. REPORT OF THE GENERAL MANAGER

REPORTS:

7. DIRECTORS' REPORTS AND COMMENTS

There are no support materials for this item.