



*Dedicated to
Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Thursday, July 9, 2020
1965 Placentia Avenue, Costa Mesa, CA 92627
6:00 p.m. Regular Board Meeting**

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

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

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

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

CONSENT CALENDAR ITEMS:

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

1. Approve minutes of regular Board meeting of June 11, 2020.
2. Approve minutes of adjourned regular Board meeting of June 24, 2020.
3. Approve attendance considerations (additions, changes, deletions).
4. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar

ACTION ITEMS:

5. CHANDLER & CRODDY WELLS AND PIPELINE PROJECT DEMOLITION:



Recommendation: Award a contract to Standard Demolition, Inc. for \$290,532 and a 10% contingency of \$29,053 for a total contract amount not to exceed \$319,585 for the demolition of the existing buildings at the Chandler and Croddy well site properties.

6. PROCEDURES FOR MEETINGS OF THE BOARD OF DIRECTORS:

Recommendation: Direct staff to draft a resolution for the purpose of amending Resolution No. 1509, Adopting Procedures for Meetings of the Board of Directors.

PRESENTATION AND DISCUSSION ITEMS:

None

REPORTS:

7. REPORT OF THE GENERAL MANAGER:

- June Key Indicators Report
- Other (no enclosure)

8. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

9. SPECIAL DISTRICT LEADERSHIP FOUNDATION REACCREDITATION

10. DIRECTORS' REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D)

11. OTHER (NO ENCLOSURE)

CLOSED SESSION:

12. CONFERENCE WITH GENERAL LEGAL COUNSEL – ANTICIPATED LITIGATION:
Pursuant to California Government Code Sections 54954.5(c) and 54956.9(d)(4) – based on existing facts and circumstances, the Board is meeting with General Legal Counsel to consider potential legal action relating to water services.

Number of Cases: 1

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
WEDNESDAY, JULY 22, 2020 AT 3:30 P.M.**



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**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Thursday, June 11, 2020
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 at 6:13 p.m. by President Dewane.
PLEDGE OF ALLEGIANCE	Director Bockmiller led the Pledge of Allegiance.
Directors Present	Shawn Dewane, President <i>(teleconference)</i> Marice H. DePasquale, Vice President <i>(teleconference)</i> Jim Atkinson, Director <i>(teleconference)</i> Fred R. Bockmiller, P.E., Director <i>(teleconference)</i> James R. Fisler, Director <i>(teleconference)</i>
Directors Absent	None
Staff Present	Paul E. Shoenberger, P.E., General Manager <i>(teleconference)</i> Phil Lauri, P.E., Assistant General Manager <i>(teleconference)</i> Denise Garcia, Administrative Services Manager/District Secretary Wendy Duncan, Records Management Specialist/Assist District Secretary <i>(teleconference)</i> Marwan Khalifa, CPA, MBA, Chief Financial Officer/District Treasurer <i>(teleconference)</i> Stacie Sheek, Customer Services Manager <i>(teleconference)</i> Stacy Taylor, Water Policy Manager <i>(teleconference)</i> Kurt Lind, Business Administrator <i>(teleconference)</i> Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud & Romo <i>(teleconference)</i>
Others Present	Jonathan Aparicio, IT Support Engineer, T2 Technology Karl Seckel, Assistant General Manager, Municipal Water District of Orange County <i>(teleconference)</i>

President Dewane stated that the Board of Directors were attending the meeting via teleconference per Governor Newsom's Executive Order N-29-20 which suspended certain provisions of the Ralph M. Brown Act.

President Dewane stated that for each action, a roll call vote was taken in accordance with California Government Code Section 54953(b)(2), which states, "all votes taken during a teleconferenced meeting shall be by roll call."

President Dewane proceeded with the meeting.

PUBLIC COMMENTS

President Dewane asked for public comments and acknowledged Member of the Public Municipal Water District of Orange County (MWDOC) Assistant General Manager Karl Seckel.

Mr. Seckel offered he is running for election to the MWDOC Board of Directors Division 4 seat. He provided a brief background of his experience in the water industry, noting he has been a staff member at MWDOC for over 37 years and previously worked at an engineering consulting firm for six years.

President Dewane thanked Mr. Seckel for his comments and asked for comments from the Board.

Mr. Seckel responded to questions from the Board and they thanked him for the information.

President Dewane proceeded with the meeting.

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

General Manager Shoenberger reported there were no items to be added, removed, or reordered on the agenda.

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 May 14, 2020.
2. Approve minutes of adjourned regular Board meeting of May 27, 2020.
3. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar
4. Receive and file the Orange County Update.

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

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

MOTION

Motion by Director Bockmiller, second by Vice President DePasquale, to approve Items 1 – 4 of the Consent Calendar. Motion passed 5-0, by the following roll call vote:

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

ACTION ITEMS:

5. ANNUAL ATTENDANCE CONSIDERATIONS:

GM Shoenberger provided a brief overview of the topic.

President Dewane asked for comments from the Board.

Motion by Vice President DePasquale, second by Director Bockmiller, to approve the recommended action.

Director Atkinson requested to add California-United Water to the attendance list.

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

MOTION

Motion by Vice President DePasquale, second by Director Bockmiller, to approve the Fiscal Year 2021 attendance at Conferences, Seminars, Meetings, and Events, with modifications. Motion passed 5-0, by the following roll call vote:

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

6. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS ELECTION:

GM Shoenberger provided a brief overview of the topic.

President Dewane asked for comments from the Board.

Motion by Director Bockmiller, second by Vice President DePasquale, to approve the recommended action.

Discussion ensued amongst the Board.

Mr. Shoenberger acknowledged Water Policy Manager Taylor who offered details on Mr. Mills' election efforts.

President Dewane directed staff to draft a letter in support of candidate Greg Mills.

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

MOTION

Motion by Director Bockmiller, second by Vice President DePasquale, to approve support of Serrano Water District Vice President Greg Mills for the California Special Districts Association Board of Directors Seat C – Southern Network; authorize President Shawn Dewane to be the District's voting delegate, direct staff to cast the electronic ballot, and direct staff to draft a letter in support of candidate Greg Mills. Motion passed 5-0, by the following roll call vote:

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

PRESENTATION AND DISCUSSION ITEMS:

None.

REPORTS:

7. REPORT OF THE GENERAL MANAGER:

- May Key Indicators Report
- Closed Session Announcements:
 - *“Pursuant to California Government Code Section 54956.8, the Board of Directors conducted a closed session on September 12, 2019 to discuss the AAA Automobile Club of Southern California Lease. At that time a proposed settlement for the resolution of such issue was proposed and approved by the Board on a vote of 5-0. A final settlement agreement to resolve the property lease matters has been agreed to between Mesa Water District and the Automobile Club of Southern California and the settlement agreement terms have now been implemented. The form of the executed Settlement Agreement is on file with the District Secretary.”*
 - *“Pursuant to California Government Code Sections 54956.9 (d)(2) and 54954.5 (c), the Board of Directors conducted a closed session on February 13, 2020 to discuss FPPC Case No. 16/19813. At that time, a proposed settlement for the resolution of such issue was proposed and approved by the Board on a vote of 5-0. On May 21, 2020, the Fair Political Practices Commission approved the Stipulation, Decision and Order in FPPC Case No. 16/19813. The form of the executed stipulation, decision and order is on file with the District Secretary.”*
- Other (no enclosure)

8. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

- 9. DIRECTORS' REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D)
- 10. OTHER (NO ENCLOSURE)

President Dewane adjourned the meeting at 6:49 p.m. to an Adjourned Regular Board Meeting scheduled for Wednesday, June 24, 2020 at 3:30 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary

Sharon D. Brimer, Recording Secretary

Unapproved



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**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Wednesday, June 24, 2020
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Adjourned Regular Board Meeting**

BOARD OF DIRECTORS COMMITTEE MEETING

CALL TO ORDER	The meeting of the Board of Directors was called to order at 3:32 p.m. by President Dewane.
PLEDGE OF ALLEGIANCE	Vice President DePasquale led the Pledge of Allegiance.
Directors Present	Shawn Dewane, President <i>(teleconference)</i> Marice H. DePasquale, Vice President <i>(teleconference)</i> Jim Atkinson, Director <i>(teleconference)</i> Fred R. Bockmiller, P.E., Director <i>(teleconference)</i> James R. Fisler, Director <i>(teleconference)</i>
Directors Absent	None
Staff Present	Paul E. Shoenberger, P.E., General Manager <i>(teleconference)</i> Phil Lauri, P.E., Assistant General Manager <i>(teleconference)</i> 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 <i>(teleconference)</i> Tracy Manning, Water Operations Manager <i>(teleconference)</i> Kurt Lind, Business Administrator <i>(teleconference)</i> Celeste Carrillo, Public Affairs Coordinator <i>(teleconference)</i>
Others Present	Jonathan Aparicio, IT Support Engineer, T2 Tech Group Mitch Barker, Executive Vice President, Public Agency Retirement Services <i>(teleconference)</i> Keith Stribling, CFA, Vice President/Senior Portfolio Manager HighMark Capital Management, Inc. <i>(teleconference)</i>

President Dewane stated that the Board of Directors was attending the meeting via teleconference per Governor Newsom's Executive Order N-29-20 which suspended certain provisions of the Ralph M. Brown Act.

President Dewane stated that for each action, a roll call vote was taken in accordance with California Government Code Section 54953 (b)(2) which states, "all votes taken during a teleconferenced meeting shall be by roll call."

President Dewane proceeded with the meeting.

PUBLIC COMMENTS

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

There was no public present and President Dewane proceeded with the meeting.

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

General Manager Shoenberger reported there were no items to be added, removed, or reordered on the agenda.

CONSENT CALENDAR ITEMS:

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

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

Director Atkinson pulled Item 5 for discussion. There were no objections.

MOTION

Motion by Director Bockmiller, second by Vice President DePasquale, to approve Items 1 - 4 and 6 - 8 of the Consent Calendar. Motion passed 5-0, by the following roll call vote:

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

Item 5 – Receive and file the Accounts Paid Listing.

Staff responded to questions from the Board regarding the Accounts Paid Listing.

MOTION

Motion by Director Atkinson, second by Director Bockmiller, to approve Item 5 of the Consent Calendar. Motion passed 5-0, by the following roll call vote:

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

ACTION ITEMS:

None.

PRESENTATION AND DISCUSSION ITEMS:

9. PENSION & OTHER POST-EMPLOYMENT BENEFITS TRUST UPDATE:

Chief Financial Officer Khalifa introduced Public Agency Retirement Services Executive Vice President Mitch Barker who provided a presentation that highlighted the following:

- Summary of Agency's OPEB Plan
- OPEB Actuarial Results
- Summary of Agency's Pension Plan
- Pension Funding Status
- Projected Employer Contributions
- Annualized Return Comparison
- Disclosures

Mr. Barker responded to questions from the Board and they thanked him for the presentation.

Chief Financial Officer Khalifa introduced HighMark Capital Management, Inc. Vice President/Senior Account Manager Keith Stribling, CFA who provided a presentation that highlighted the following:

- Discussion Highlights: Mesa Water District
- Asset Allocation: Mesa Water District – OPEB
- Asset Allocation: Mesa Water District – Pension
- Administration Review

Mr. Stribling responded to questions from the Board and they thanked him for the presentation.

REPORTS:

10. REPORT OF THE GENERAL MANAGER

11. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

12. OTHER (NO ENCLOSURE)

CLOSED SESSION:

President Dewane announced that the Board was going into Closed Session at 4:29 p.m.

13. PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957.6:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: General Manager

The Board returned to Open Session at 4:43 p.m.

District Secretary Garcia announced that the Board conducted one Closed Session with the General Manager and District Secretary pursuant to California Government Code Section 54957.6. The Board received information and there was no further announcement.

President Dewane adjourned the meeting at 4:44 p.m. to a Regular Board Meeting scheduled for Thursday, July 9, 2020 at 6:00 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary

Unapproved



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MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: July 9, 2020
SUBJECT: Attendance at Conferences, Seminars, Meetings, and Events

RECOMMENDATION

In accordance with Ordinance No. 29, adopted February 14, 2019, 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 11, 2020 meeting, the Board of Directors (Board) approved Fiscal Year 2021 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.

2020 CONFERENCES, SEMINARS, AND MEETINGS:

July 8 - 10, 2020	
P3 2020 Digital Water Summit	
Digital	
July 27 - 30, 2020	
ACWA/JPIA 2020 Summer Virtual Conference	<i>Atkinson, Bockmiller, DePasquale, Fisler</i>
Virtual	
August 11 - 13, 2020	
ACWA Summer Quarterly Forum	<i>Canceled</i>
Sacramento, CA	
August 19 - 21, 2020	
Urban Water Institute Annual Conference	<i>Canceled</i>
San Diego, CA	
August 20 - 21, 2020	
5th Annual Water Data Summit	
Virtual	
August 24 - 27, 2020	
CSDA Annual Conference	<i>Canceled</i>
Palm Desert, CA	
September 15 - 18, 2020	
CAJPA Conference	
South Lake Tahoe, CA	
October 3 - 7, 2020	
WEFTEC 2020 Conference	
Virtual	
October 14 - 15, 2020	
WaterNow Alliance 5th Annual Summit	<i>Rescheduled to April 2021</i>
Philadelphia, PA	
October 26 - 29, 2020	
AWWA CA-NV Annual Fall Conference	<i>Virtual Event</i>
Virtual	
October 29 - 30, 2020	
California H2O Women Conference	<i>Canceled</i>
Santa Barbara, CA	
November 30 - December 4, 2020	
ACWA/JPIA Fall Conference	
Indian Wells, CA	
December 14 - 16, 2020	
Colorado River Water Users Association Conference	
TBD	

July 2020

July 2020							August 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1 8:30am ZOOM / CALL IN - JL MWDOC/MWD Workshop (ZOOM) 5:30pm ZOOM / CALL IN - OCWD Board Meeting (ZOOM)	2	3 District Holiday Pay Period Ends 7:30am R/S to 7/10 WACO Meeting (MWDOC/OCWD Boardroom)	4
5	6 8:30am CANCELED MWDOC Planning & Operations Committee Meeting (Conference Room 101)	7 7:30am ISDOC Executive Committee Meeting (Conference Room 101) 12:00pm Ad Hoc Meeting - SD, MD 12:00pm CANCELED Executive Committee Meeting (Panian Conference Room) 5:30pm Costa Mesa City Council Meeting (Council Chambers)	8 Payday 8:00am LAFCO Meeting (Hall of Administration 10 Civic Center Plaza Santa Ana, CA 92701) 8:30am ZOOM / CALL IN - MWDOC Admin and Finance Committee (Conference Room 101)	9 P3 2020 Digital Water Summit (Virtual) 6:00pm Mesa Water Board Meeting (Boardroom)	10 7:30am ZOOM / CALL IN - R/S from 7/3 WACO Meeting (MWDOC/OCWD Boardroom)	11
12	13 5:00pm CALL IN ONLY IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	14 7:30am OCBC Infrastructure Committee Meeting (2 Park Plaza, Suite 125 Irvine, 92614; OCBC Conference Room)	15 8:30am ZOOM / CALL IN - MWDOC Board Meeting (MWDOC/OCWD Boardroom) 5:30pm ZOOM / CALL IN - OCWD Board Meeting (OCWD Boardroom)	16 8:30am ZOOM / CALL IN - MWDOC Executive Committee (Conference Room 102) 11:30am CANCELED CM Chamber Event	17 Pay Period Ends	18
19	20 8:30am ZOOM / CALL IN - MWDOC Public Affairs & Legislation (Conference Room 101)	21 7:30am WACO Planning Committee 5:30pm Costa Mesa City Council Meeting	22 Payday 8:30am ZOOM / CALL IN - JL MWDOC/OCWD Meeting (MWDOC/OCWD Boardroom)	23	24	25
26	27 5:00pm CALL IN ONLY IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	28	29 ACWA/JPIA 2020 Summer Virtual Conference (VIRTUAL)	30	31 Pay Period Ends 11:30am ISDOC Quarterly Meeting (MWDOC/OCWD Boardroom)	Aug 1

August 2020

August 2020							September 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3 8:30am R/S to 8/10 MWDOC Public Affairs & Legislation (Conference Room 101)	4 7:30am ISDOC Executive Committee Meeting (Conference Room 101) 12:00pm Executive Committee Meeting (Panian Conference Room) 5:30pm Costa Mesa City Council Meeting (Council Chambers)	5 Payday 8:30am Jt. MWDOC/MWD Workshop (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	6	7 7:30am WACO Meeting (MWDOC/OCWD Boardroom)	8
9	10 8:30am R/S from 8/03 MWDOC Public Affairs & Legislation (Conference Room 101) 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	11 7:30am OCBC Infrastructure Committee Meeting (2 Park Plaza, Suite 125 Irvine, 92614; OCBC Conference Room) 12:30pm ACWA Groundwater Committee (Sacramento, CA)	12 8:00am IAFCO Meeting (Hall of Administration 10 Civic Center Plaza) 8:30am MWDOC Admin and Finance Committee (Conference Room 101) 12:30pm ACWA Water Quality Committee (Sacramento, CA)	13 10:00am ACWA Energy Committee - FB (Sacramento, CA) 6:00pm Mesa Water Board Meeting (Boardroom)	14 Pay Period Ends	15
16	17	18 7:30am WACO Planning Committee Meeting 5:30pm Costa Mesa City Council Meeting	19 Payday 8:30am MWDOC Board Meeting (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	20 8:30am MWDOC Executive Committee (Conference Room 102) 11:30am CM Chamber Event	21	22
23	24 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	25	26	27	28 Pay Period Ends	29
30	31	Sep 1	2	3	4	5

September 2020

September 2020							October 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5			1	2	3		
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1 7:30am ISDOC Executive Committee Meeting (Conference Room 101) 12:00pm Executive Committee Meeting (Panian Conference Room) 5:30pm Costa Mesa City Council Meeting (Council Chambers)	2 Payday 8:30am Jt. MWDOC/MWD Workshop (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	3	4 7:30am R/S to 9/11 WACO Meeting (MWDOC/OCWD Boardroom)	5
6	7 District Holiday 8:30am R/S to 9/8 MWDOC Planning & Operations Committee Meeting (Conference Room 101)	8 7:30am OCBC Infrastructure Committee Meeting (2 Park Plaza, Suite 125 Irvine, 92614; OCBC Conference Room) 8:30am R/S from 9/7 MWDOC Planning & Operations Committee Meeting (Conference Room 101)	9 CAJPA Conference (South Lake Tahoe, CA) 8:00am LAFCO Meeting (Hall of Administration 10 Civic Center Plaza Santa Ana, CA 92701) 8:30am MWDOC Admin and Finance Committee (Conference Room 101)	10 6:00pm Mesa Water Board Meeting (Boardroom)	11 Pay Period Ends 7:30am R/S from 9/5 WACO Meeting (MWDOC/OCWD Boardroom)	12 9:00am HOLD for 60th Anniversary Event
13	14 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	15 7:30am WACO Planning Committee 5:30pm Costa Mesa City Council Meeting	16 Payday 8:30am MWDOC Board Meeting (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	17 CAJPA Conference (South Lake Tahoe, CA) 8:30am MWDOC Executive Committee (Conference Room 102) 11:30am CM Chamber Event	18	19
20	21 8:30am MWDOC Public Affairs & Legislation (Conference Room 101)	22	23	24	25 Pay Period Ends	26
27	28 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	29	30 Payday	Oct 1	2	3



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MEMORANDUM

TO: Board of Directors
FROM: Phil Lauri, P.E., Assistant General Manager
DATE: July 9, 2020
SUBJECT: Chandler & Croddy Wells and Pipeline Project Demolition

RECOMMENDATION

Award a contract to Standard Demolition, Inc. for \$290,532 and a 10% contingency of \$29,053 for an amount not to exceed \$319,585 for the demolition of the existing buildings at the Chandler and Croddy well site properties.

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 August 10, 2017 meeting, the Board of Directors (Board) awarded a contract to Tetra Tech, Inc. (TetraTech) for \$920,000 and a 10% contingency for an amount not to exceed \$1,012,000 to provide professional engineering design and permitting services for the West Chandler Avenue Well, the South Croddy Way Well, and the Pipeline Project.

At its September 19, 2017 meeting, the Engineering and Operations (E&O) Committee received information that a Request for Proposals for Construction Management Services was being solicited.

At its December 14, 2017 meeting, the Board authorized staff to proceed with Layout Scenario No. 3 Well Site design.

At its February 8, 2018 meeting, the Board awarded a contract with Butier Engineering, Inc. in the amount of \$972,480 and a 10% contingency for an amount not to exceed \$1,069,728 to provide professional Construction Management Services for the Chandler & Croddy Wells and Pipeline Project.

At its October 9, 2018 Board workshop, the Board received information regarding the design of the Chandler & Croddy Wells and Pipeline Project.

At its January 15, 2019 meeting, the E&O Committee received an update on the Chandler & Croddy Wells and Pipeline Project and information on the preparation of the Mitigated Negative Declaration (MND) in compliance with the California Environmental Quality Act (CEQA).

At its February 19, 2019 meeting, the E&O Committee received an update that the draft MND was prepared in accordance with CEQA guidelines and that the 30-day public review and comment period was to begin.

At its April 11, 2019 meeting, the Board conducted a public hearing and voted to adopt Resolution No. 1522 Mitigated Negative Declaration for Well Nos. 12 and 14 and Pipeline Project.



At its May 27, 2020 meeting, the Board of Directors received information on the plan to award four contracts for the construction of the Chandler & Croddy Wells and Pipeline Project, including Demolition, Well Drilling, Well Equipping, and Pipeline Construction.

BACKGROUND

As part of the 2014 Master Plan, the Board adopted a policy for Mesa Water District's (Mesa Water) local water supply reliability to be at least 115% of water demand. This requirement will provide Mesa Water with the additional assurance to meet its demands with local groundwater supplies during peak demand periods and when water production facilities are undergoing routine maintenance.

In March 2017, Mesa Water purchased a 0.42-acre lot containing a 10,000 square-foot industrial/commercial building at 4011 West Chandler Avenue in the City of Santa Ana. The lot is located approximately 0.6 miles outside of Mesa Water's service area and is intended to house a new well that will provide additional water supply and reliability to the District. In August 2017, Mesa Water purchased an additional property at 3120 South Croddy Way in the City of Santa Ana. This property is 0.5 acres and contains a 6,700 square foot industrial/commercial building. This new well site is approximately 0.2 miles outside the District service area. The Class 4 construction cost estimate of the wells and pipeline is approximately \$12MM and \$2.7MM, respectively. To offset some of the costs of the new wells, staff is working with Orange County Water District on grant funding of \$1.6MM.

DISCUSSION

The Chandler & Croddy Wells and Pipeline Project design packages have been completed and are being put into the bid and award process. Phased bid packages include the following:

1. **Demolition:** Request for Bids (RFB) May 21, 2020, Bid Opening June 19, 2020, Request for Award July 2020
2. **Well Drilling:** RFB June 18, 2020, Bid Opening July 29, 2020, Request for Award August 13, 2020
3. **Well Equipping/Site Work:** RFB September 2020, Bid Opening October 2020, Award November 2020
4. **Pipeline Construction:** RFB September 2020, Bid Opening October 2020, Award November 2020

The RFB for demolition was developed and sent to six recommended demolition contractors. A job walk was attended by three contractors. Bids were received from two of the contractors as follows:



Final Ranking	Proposer	Cost
1	Standard Demolition, Inc.	\$290,532
2	Ampco Contracting	\$328,012

The Engineer's Estimate for this project is \$820,000. Bids have been reviewed by Mesa Water's design consultant who determined that the difference in the bid results is as follows:

- The economic conditions of the construction industry are readjusting to the ongoing recession;
- Bidding to industry specific demolition contractors in-lieu of a general contractor recognizes significant cost savings; and
- Hazardous material mitigation is less extensive than originally estimated.

Standard Demolition, Inc. brings excellent experience in the demolition industry, and their prior work references have been verified. Staff recommends that the Board consider awarding a contract to Standard Demolition, Inc. for \$290,532 and a 10% contingency of \$29,053 for an amount not to exceed \$319,585 for demolition of the existing buildings at the Chandler and Croddy well site properties.

FINANCIAL IMPACT

In Fiscal Year 2021, \$7,283,650 is budgeted for the Chandler & Croddy Wells and Pipeline Project construction phase; no funds have been spent to date in this fiscal year.

	<u>Project Estimate Amounts</u>	<u>Project Cost Amounts</u>
Initial Project Estimate (2021)	\$ 17,200,000	
Original Contracts		\$ 1,892,480
Change Orders		\$ 91,810
Requested Funding		<u>\$ 319,585</u>
Revised Contracts		<u>\$ 2,303,875</u>
Actual Spent to Date		\$ 922,915
Revised Project Estimate	\$ 17,200,000	

ATTACHMENTS

None.



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: July 9, 2020
SUBJECT: Procedures for Meetings of the Board of Directors

RECOMMENDATION

Direct staff to draft a resolution for the purpose of amending Resolution No. 1509, Adopting Procedures for Meetings of the Board of Directors.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

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

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

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

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

DISCUSSION

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

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

As the public is not attending current meetings in person, a Director has requested staff to agendize the discussion and possible consideration of the amendment of Resolution No. 1509 to provide that regular meetings of the Board shall commence at 3:30 p.m.



FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: Resolution No. 1509

RESOLUTION NO. 1509

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

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

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

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

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

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

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

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

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

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

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



Denise Garcia
District Secretary

Resolution No. 1509



Jim Atkinson
President, Board of Directors

APPENDIX A

RESOLUTION NO. 1509

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

I. GENERAL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

II. TIME AND PLACE OF BOARD MEETINGS

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

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

III. STRUCTURE OF BOARD MEETINGS

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

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

- B. Public Comments.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. RULES OF ORDER

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

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

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

V. DOCUMENTATION

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

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

"In compliance with California law and the Americans with Disabilities Act, if you need disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please call the District Secretary at (949) 631-1205. Notification 48 hours prior to the meeting will enable Mesa Water (Mesa Water®) to make reasonable arrangements to accommodate your requests."

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

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

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

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

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

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

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

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

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

REPORTS:

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

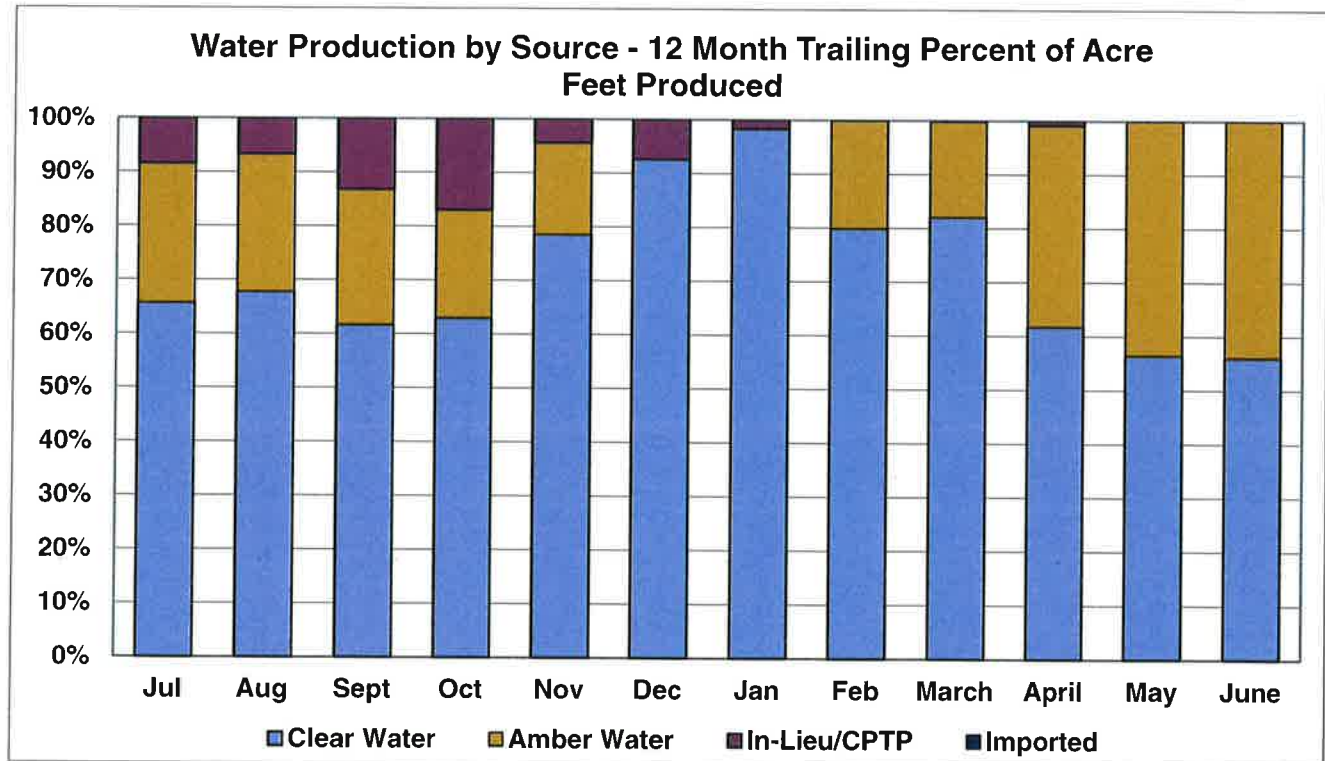
**Monthly Key Indicators Report
For The Month of June 2020**

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

FY 2020 Potable Production (Acre Feet)

Water Supply Source	FY 2020 YTD Actual (AF)	FY 2020 YTD Budget (AF)	FY 2020 Annual Budget (AF)
Clear Water	11,364	11,959	11,161
Amber Water (MWRP)	3,885	4,087	4,087
Imported	0	0	0
Basin Management Water	869	2,500	2,500
Total Production	16,118	17,748	17,748

YTD actual water production (AF) through June 30, 2020



**Monthly Key Indicators Report
For The Month of June 2020**

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

FY20 System Water Quality – This data reflects samples taken in May

Distribution System:	Average	Range	MCL
Chlorine Residual (mg/L) <i>Compliance</i>	1.72	0.16 – 2.52 Current RAA = 1.79	4 RAA
Coliform Positive % <i>Compliance</i>	0	0	5
Temperature (° F)	76	72 – 82	None

Reservoir I & II:	Average	Range	MCL
Chlorine Residual (mg/L)	0.82	0.21 – 1.5	None
Monochloramine (mg/L)	0.81	0.17 – 1.48	None
Ammonia (mg/L)	0.21	0.04 - 0.42	None
Temperature (° F)	75	73 – 79	None

Wells (Treated):	Average	Range	MCL
Chlorine Residual (mg/L)	2.42	1.89 – 3.13	None
Monochloramine (mg/L)	2.37	2.18 – 2.63	None
Ammonia (mg/L)	0.52	0.45 - 0.70	None
Temperature (° F)	76	74 – 79	None

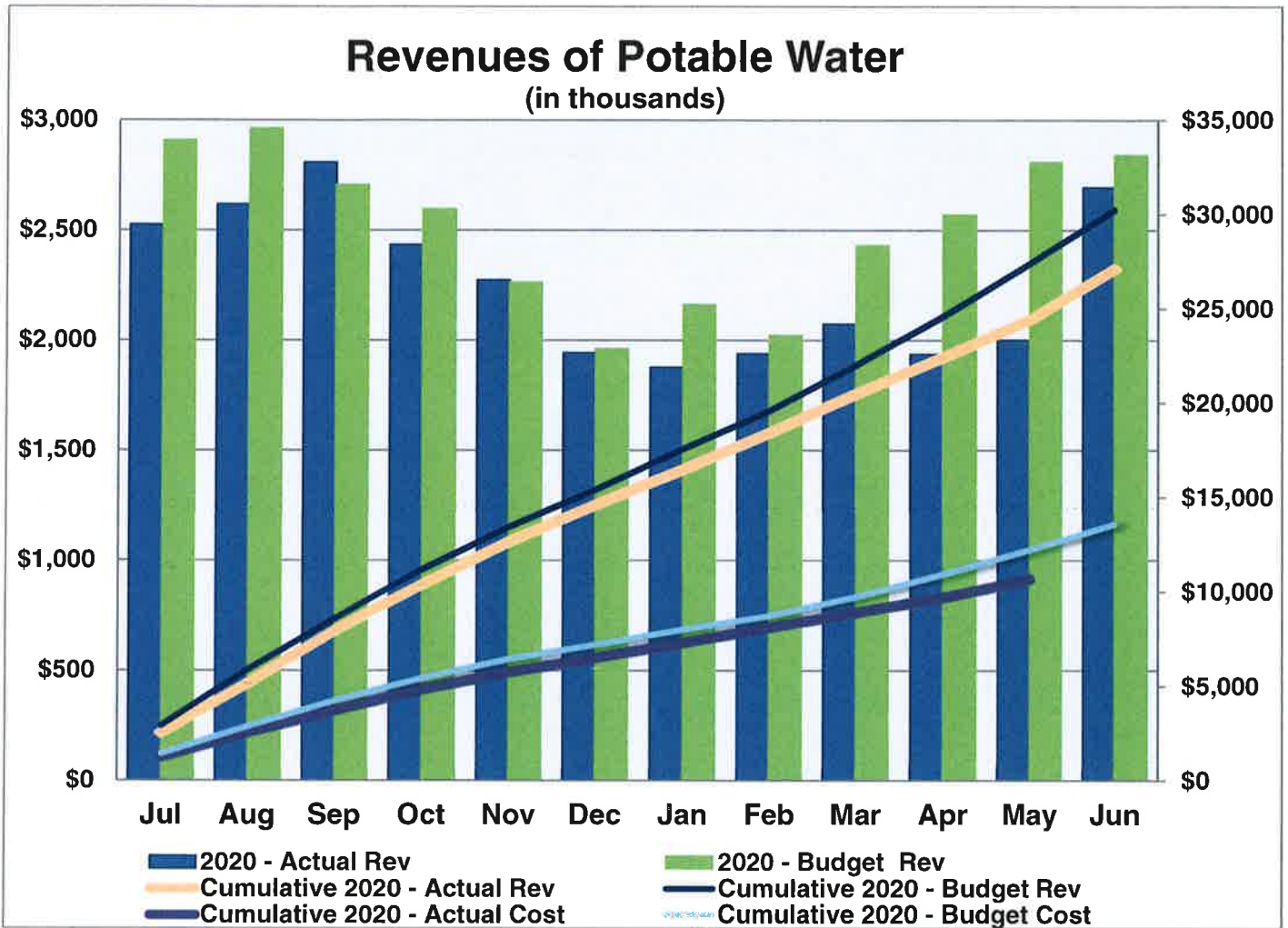
MWRF:	Average	Range	MCL
Chlorine Residual (mg/L)	2.29	2.06 – 2.77	None
Monochloramine (mg/L)	2.29	1.99 – 2.62	None
Ammonia (mg/L)	0.51	0.41 – 0.56	None
Temperature (° F)	82	81 – 83	None
Color (CU) <i>Compliance</i>	ND	ND	15
Odor (TON) <i>Compliance</i>	ND	ND	3

Water Quality Calls/Investigations:

Total Calls	5
Total Investigations (from calls)	2

**Monthly Key Indicators Report
For The Month of June 2020**

Goal #2: Practice perpetual infrastructure renewal and improvement



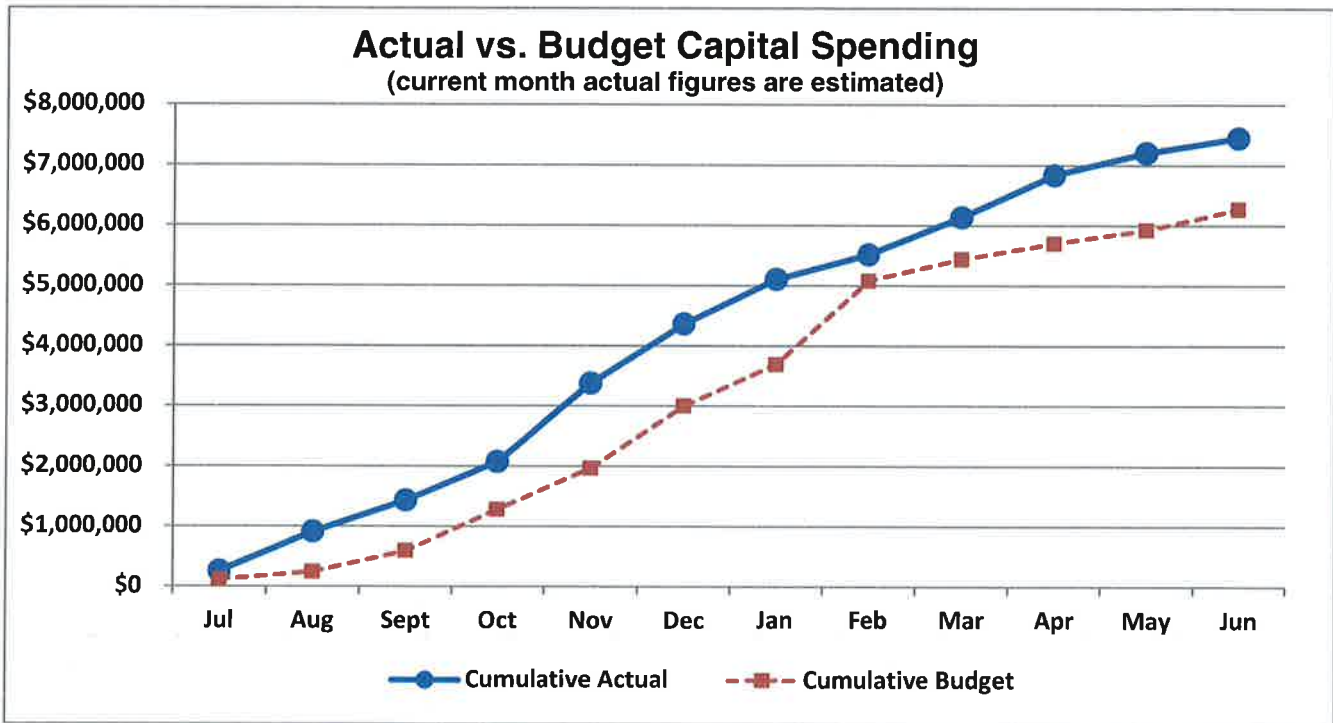
			Favorable (Unfavorable)	
	Actual	Budget	Difference	%
Total YTD Revenue \$	27,119,772	30,234,388	(3,114,616)	(10.30%)

			UnFavorable (Favorable)	
	Actual	Budget	Difference	%
Total YTD Cost \$ *	10,655,177	12,230,633	(1,575,456)	(12.88%)

* YTD Cost is trailing YTD Revenue by one month due to the timing of when costs are available.

Monthly Key Indicators Report
For The Month of June 2020

Goal #3: Be financially responsible and transparent



**Monthly Key Indicators Report
For The Month of June 2020**

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

Web Site Information

Web Site Information	May 2020	June 2020
Visits to the web site	6839	7175
Unique visitors (First time to the site)	4528	4787
Average per day	221	239
Average visit length	1 minute, 30 seconds	1 minute, 30 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	Rates & Fees	Rates & Fees
Fifth most visited page	About	Contact
Most downloaded file	2019 Water Quality Report	2020 Water Quality Report
Second most downloaded file	Standard Specifications and Standard Drawings for the Construction of Water Facilities	Standard Specifications and Standard Drawings for the Construction of Water Facilities
Most active day of the week	Friday	Monday
Least active day of the week	Sunday	Sunday

Total visits since July 1, 2002	<u>1,429,399</u>
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Water Vending Machine Information

Vending Machine Location	Vend Measurement	May 2020 Vends	Totals Vends
Mesa Water Office	1 gal	7,631	422,252

Monthly Key Indicators Report
For the Month of June 2020
Goal #5: Attract and retain skilled employees

DEPARTMENT:	FY 2020			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	5.00	4.00	0.00	
Subtotal	6.00	5.00	0.00	
ENGINEERING:				
Engineering	4.00	4.00	1.00	Principal Engineer - vacant; recruitment in process
Subtotal	4.00	4.00	1.00	
WATER POLICY:				
Legislative & Governmental Affairs	1.50	1.50		
Subtotal	1.50	1.50	0.00	
FINANCIAL SERVICES:				
Financial Reporting/ Purchasing	4.00	4.00	0.00	
Accounting	1.00	1.00	0.00	
Subtotal	5.00	5.00	0.00	
HUMAN RESOURCES:				
Human Resources	3.00	3.00	0.00	
Subtotal	3.00	3.00	0.00	
PUBLIC AFFAIRS:				
Outreach, Education & Communications	1.50	1.50	0.00	
Subtotal	1.50	1.50	0.00	
WATER OPERATIONS:				
Supervision/Support	6.00	6.00	0.00	
Distribution	10.00	9.00	1.00	Sr. Operator - vacant; recruitment in process
Field Customer Service	4.00	4.00	0.00	
Production	3.00	2.00	1.00	Sr. Operator - vacant; recruitment in process
Water Quality	2.00	2.00	0.00	
Subtotal	25.00	23.00	2.00	
* TOTAL BUDGETED POSITIONS:	53.00	50.00	3.00	

**Monthly Key Indicators Report
For The Month of June 2020**

Goal #6: Provide outstanding customer service

Customer Calls

Call Type	FY20 YTD	June 2020	YTD Weekly Average
General Billing Question	1651	132	32
Service Requests	1613	148	31
High Bill	1417	108	27
Payments	2644	281	51
Late Fee	3190	4	61
Account Maintenance	853	96	16
On-Line Bill Pay	5272	137	101
Water Pressure	32	5	1
No Water	325	25	6
Conservation	280	7	5
Water Waste	120	4	2
Other (District info. other utility info. etc.)	3095	216	60
Rate Increase	62	0	1
Fluoridation	2	1	0
TOTAL CUSTOMER CALLS	20556	1164	395
AVERAGE ANSWER TIME (Seconds)	87	87	87

Online Bill Pay Customers

Current Customers Enrolled	FY 2020 YTD	June 2020	YTD Weekly Average
13109	13109	221	304

REPORTS:

8. DIRECTORS' REPORTS AND COMMENTS



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: July 9, 2020
SUBJECT: Special District Leadership Foundation Reaccreditation

RECOMMENDATION

This item is provided for information.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.
Goal #4: Increase public awareness about Mesa Water® and about water.
Goal #6: Provide outstanding customer service.

PRIOR BOARD ACTION/DISCUSSION

At its May 3, 2018 meeting, the Board of Directors (Board) was presented with Mesa Water District's (Mesa Water) reaccreditation as a "District of Distinction" by California Special Districts Association (CSDA) Public Affairs Field Coordinator Chris Palmer.

DISCUSSION

Mesa Water was recently reaccredited as a "District of Distinction" by the Special District Leadership Foundation (SDLF), the seventh time the District has received this biannual recognition.

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts. In 2018, there were approximately 3,000 special districts in California; being designated as a "District of Distinction" placed Mesa Water in the top 2% of special districts in the state.

Additionally, Mesa Water recently received SDLF's "District Transparency Certificate of Excellence" in recognition of its outstanding efforts to promote transparency and good governance.

Typically, the Board would be presented the two awards in person by a CSDA representative. As travel has been limited to essential business only, this year the awards were received through the mail. Staff will be issuing a press release on Wednesday, July 22, 2020 to share the District's achievements with its stakeholders and the local community.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.

**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
N/A	

Fred R. Bockmiller, P.E. **Meetings Attended**

Reimbursement Date:	Description, Date
N/A	

Marice H. DePasquale **Meetings Attended**

Reimbursement Date:	Description, Date
N/A	

Shawn Dewane **Meetings Attended**

Reimbursement Date:	Description, Date
N/A	

James R. Fisler **Meetings Attended**

Reimbursement Date:	Description, Date
06/29/20	Surfside Colony CSD Board Meeting, 6/15

There are no support materials for this item.

CLOSED SESSION:

12. CONFERENCE WITH GENERAL LEGAL COUNSEL – ANTICIPATED LITIGATION:
Pursuant to California Government Code Sections 54954.5(c) and 54956.9(d)(4) –
based on existing facts and circumstances, the Board is meeting with General Legal
Counsel to consider potential legal action relating to water services.
Number of Cases: 1