



*Dedicated to  
Satisfying our Community's  
Water Needs*

**AGENDA  
MESA WATER DISTRICT  
SPECIAL EXECUTIVE COMMITTEE MEETING  
TUESDAY, DECEMBER 10, 2019 AT 12:00 P.M.  
PANIAN CONFERENCE ROOM**

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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. Executive Committee Meeting Schedule
3. Board Committee & Other Agency Liaison Assignments
4. General Legal Services

**ACTION ITEMS:**

None

**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](http://www.MesaWater.org). If materials are distributed to the Board less than 72 hours prior or during the meeting, the materials will be available at the time of the meeting.*

## **ADJOURNMENT**



## COMMITTEE POLICY & RESOLUTION REVIEW

### EXECUTIVE COMMITTEE

#### Policy Assignments for 2019

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	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: December 10, 2019  
SUBJECT: Executive Committee Meeting Schedule

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### RECOMMENDATION

Confirm the 2020 Executive Committee meetings for the first Tuesday of each month, starting at 12:00 p.m.

### 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

This item is annually updated at a meeting of the Executive Committee.

### DISCUSSION

Annually, the Executive Committee reviews the calendars to set the date and time for the meetings to be held the upcoming year.

Following are the proposed 2020 Executive Committee meeting dates; in the case that the date has a conflict or is scheduled on a holiday, the meeting will move to the week before or after (as noted with an asterisk below):

- January 7
- February 4
- March 3
- April 7
- May 5\* – *reschedule to Tuesday, May 12*
- June 2
- July 7
- August 4
- September 1
- October 6
- November 3
- December 1\* – *reschedule to Tuesday, December 8*



FINANCIAL IMPACT

None.

ATTACHMENTS

None.



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## MEMORANDUM

TO: Executive Committee  
FROM: Denise Garcia, Administrative Services Manager  
DATE: December 10, 2019  
SUBJECT: Board Committee & Other Agency Liaison Assignments

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### RECOMMENDATION

This item is provided for discussion.

### STRATEGIC PLAN

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

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

On January 19, 2013, the Board of Directors (Board) adopted Resolution No. 1428 – Adopting Protocols of the Board of Directors. The new Committee format designated that all Committee meetings will be noticed as Board meetings and held as joint meetings of the Committee and the entire Board. All members of the Board may attend and participate in the meetings. The Executive Committee is excluded from this Committee format.

On January 8, 2015, the Board ratified the Board Agency Liaison Assignments to complement the approved Committee format. The new Other Agency Liaison Assignments permits all members of the Board to attend other local agency meetings with the exception of ACWA/JPIA, City/Districts Liaison, and CalDesal for which designated Directors will be assigned.

For the Committee's use in discussion of this item, staff is providing a list of the current and previous Board Committee and Other Agency Liaison Assignments.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

- Attachment A: 2019 Board Committee & Other Agency Liaison Assignments
- Attachment B: 2018 Board Committee & Other Agency Liaison Assignments



Attachment C: 2017 Board Committee & Other Agency Liaison Assignments (due to Director vacancy)

Attachment D: 2017 Board Committee & Other Agency Liaison Assignments



## 2019 BOARD COMMITTEE ASSIGNMENTS

Committee	Director Assignments	* Meeting Schedule & Location
Executive Committee	Dewane, President DePasquale, Vice President	1st Tuesday at 12:00 p.m. – Panian Conference Room  <i>January 1 rescheduled to January 10 May 7 rescheduled to April 30 December 3 rescheduled to December 10</i>
Engineering & Operations Committee	Bockmiller Atkinson	3rd Tuesday at 3:30 p.m. – Boardroom
Legislative & Public Affairs Committee	DePasquale Fisler	4th Monday at 3:30 p.m. – Boardroom  <i>May 27 rescheduled to May 23 December 23 rescheduled to December 19</i>
Finance Committee	Fisler Dewane	4 <sup>th</sup> Monday at 3:30 p.m. or as soon thereafter as the Legislative & Public Affairs Committee agenda permits – Boardroom  <i>May 27 rescheduled to May 23 December 23 rescheduled to December 19</i>
**Audit Ad Hoc Committee (President and Finance Chair)	Dewane Fisler	(Dates and times to be determined)

## 2019 BOARD/LIAISON ASSIGNMENTS

Other Agency	Director Assignment	* Meeting Schedule & Location
ACWA/JPIA Director	Bockmiller	<i>(Dates and times to be determined)</i>
Costa Mesa City/Districts Liaison	Dewane DePasquale	Quarterly with the City of Costa Mesa, Costa Mesa Sanitary District & Newport Mesa Unified School District
CalDesal	Dewane	<i>(Dates and times to be determined)</i>

\* Meeting dates and times are subject to change.

\*\*Audit Ad Hoc Committee Established on July 14, 2009

Effective July 11, 2019





## 2019 BOARD COMMITTEE ALTERNATES

<p><b><u>Executive</u></b> Dewane, President DePasquale, Vice President</p> <p><u>Alternate:</u> None</p>
<p><b><u>Engineering and Operations</u></b> Bockmiller Atkinson</p> <p><u>Alternate:</u> DePasquale</p>
<p><b><u>Finance</u></b> Fisler Dewane</p> <p><u>Alternate:</u> Atkinson</p>
<p><b><u>Legislative &amp; Public Affairs Committee</u></b> DePasquale Fisler</p> <p><u>Alternate:</u> Bockmiller</p>
<p><b><u>Audit Ad Hoc</u></b> Dewane, President Fisler, Finance Committee Chair</p> <p><u>Alternate:</u> None</p>

\* Meeting dates and times are subject to change.

\*\*Audit Ad Hoc Committee Established on July 14, 2009



## 2018 BOARD COMMITTEE ASSIGNMENTS

Committee	Director Assignments	* Meeting Schedule & Location
Executive Committee	Atkinson, President Bockmiller, Vice President	1st Tuesday at 3:30 p.m. – Panian Conference Room <i>(January 2 rescheduled to January 9)</i>
Engineering & Operations Committee	Fisler DePasquale	3rd Tuesday at 3:30 p.m. – Boardroom
Finance Committee	Bockmiller Dewane	3 <sup>rd</sup> Thursday at 3:30 p.m. – Boardroom
Legislative & Public Affairs Committee	Fisler DePasquale	4th Monday every other month at 3:30 p.m. – Boardroom <i>(December 24 rescheduled to December 17 due to conflict)</i>
**Audit Ad Hoc Committee <i>(President and Finance Chair)</i>	Atkinson, President Bockmiller, Finance Chair	<i>(Dates and times to be determined)</i>

## 2018 BOARD LIAISON ASSIGNMENTS

Other Agency	Director Assignment	* Meeting Schedule & Location
ACWA/JPIA Director	Bockmiller	<i>(Dates and times to be determined)</i>
Costa Mesa City/Districts Liaison	Atkinson Bockmiller	Quarterly with the City of Costa Mesa, Costa Mesa Sanitary District & Newport Mesa Unified School District
CalDesal	Dewane	<i>(Dates and times to be determined)</i>

*Other local agency meetings are available for attendance to all Directors including MWDOC, OCWD, LAFCO, WACO, ISDOC, SCWC, OCBC, CRWUA, and Orange County Taxpayers Association.*

\* Meeting dates and times are subject to change.

\*\*Audit Ad Hoc Committee Established on July 14, 2009



## 2018 BOARD COMMITTEE ALTERNATES

<p><b><u>Executive</u></b> Atkinson, President Bockmiller, Vice President</p> <p><u>Alternate:</u> None</p>
<p><b><u>Engineering and Operations</u></b> Fisler DePasquale</p> <p><u>Alternate:</u> Atkinson</p>
<p><b><u>Finance</u></b> Bockmiller Dewane</p> <p><u>Alternate:</u> Fisler</p>
<p><b><u>Legislative &amp; Public Affairs Committee</u></b> Fisler DePasquale</p> <p><u>Alternate:</u> Bockmiller</p>
<p><b><u>Audit Ad Hoc</u></b> Atkinson, President Bockmiller, Finance Committee Chair</p> <p><u>Alternate:</u> None</p>

\* Meeting dates and times are subject to change.

\*\*Audit Ad Hoc Committee Established on July 14, 2009



## 2017 BOARD COMMITTEE ASSIGNMENTS

Committee	Director Assignments	* Meeting Schedule & Location
Executive Committee	Atkinson, President Bockmiller, Vice President	1st Tuesday at 3:30 p.m. Panian Conference Room <i>(July 4 rescheduled to July 11 due to conflict)</i>
Engineering & Operations Committee	Fisler, Chair Bockmiller	3rd Tuesday at 3:30 p.m. – Boardroom
Finance Committee	Bockmiller, Chair Dewane	3rd Monday at 3:30 p.m. – Boardroom <i>(February 20 rescheduled to February 27 due to conflict)</i>
Legislative & Public Affairs Committee	Fisler, Chair DePasquale	4th Thursday at 3:30 p.m. – Boardroom <i>(November 23 rescheduled to November 16 &amp; December 28 rescheduled to December 21 due to conflicts)</i>
**Audit Ad Hoc Committee <i>(President and Finance Chair)</i>	Atkinson, President Bockmiller, Finance Chair	<i>(Dates and times to be determined)</i>

## 2017 BOARD LIAISON ASSIGNMENTS

Other Agency	Director Assignment	* Meeting Schedule & Location
ACWA/JPIA Director	Bockmiller	<i>(Dates and times to be determined)</i>
Costa Mesa City/Districts Liaison	Atkinson Bockmiller	Quarterly with the City of Costa Mesa, Costa Mesa Sanitary District & Newport Mesa Unified School District
CalDesal	Dewane	<i>(Dates and times to be determined)</i>

*Other local agency meetings are available for attendance to all Directors including MWDOC, OCWD, LAFCO, WACO, ISDOC, SCWC, OCBC, CRWUA, and Orange County Taxpayers Association.*

\* Meeting dates and times are subject to change.

\*\*Audit Ad Hoc Committee Established on July 14, 2009



## 2017 BOARD COMMITTEE ALTERNATES

<p><b><u>Executive</u></b> Atkinson, President Bockmiller, Vice President</p> <p><u>Alternate:</u> None</p>
<p><b><u>Engineering and Operations</u></b> Fisler Bockmiller</p> <p><u>Alternate:</u> Atkinson</p>
<p><b><u>Finance</u></b> Bockmiller Dewane</p> <p><u>Alternate:</u> Fisler</p>
<p><b><u>Legislative &amp; Public Affairs Committee</u></b> Fisler DePasquale</p> <p><u>Alternate:</u> Bockmiller</p>
<p><b><u>Audit Ad Hoc</u></b> Atkinson, President Bockmiller, Finance Committee Chair</p> <p><u>Alternate:</u> None</p>

\* Meeting dates and times are subject to change.

\*\*Audit Ad Hoc Committee Established on July 14, 2009

Effective: September 11, 2017



## 2017 BOARD COMMITTEE ASSIGNMENTS

Committee	Director Assignments	* Meeting Schedule & Location
Executive Committee	Temianka, President Atkinson, Vice President	1st Tuesday at 2:00 p.m. Panian Conference Room <i>(July 4 rescheduled to July 11 due to conflict)</i>
Engineering & Operations Committee	Fisler, Chair Bockmiller	3rd Tuesday at 3:30 p.m. – Boardroom
Finance Committee	Bockmiller, Chair Dewane	3rd Monday at 3:30 p.m. – Boardroom <i>(February 20 rescheduled to February 27 due to conflict)</i>
Legislative & Public Affairs Committee	Atkinson, Chair Fisler	4th Thursday at 3:30 p.m. – Boardroom <i>(November 23 rescheduled to November 16 &amp; December 28 rescheduled to December 21 due to conflicts)</i>
**Audit Ad Hoc Committee <i>(President and Finance Chair)</i>	Temianka, President Bockmiller, Finance Chair	<i>(Dates and times to be determined)</i>

\*\*Audit Ad Hoc Committee Assignment Effective: July 14, 2009

## 2017 BOARD LIAISON ASSIGNMENTS

Other Agency	Director Assignment	* Meeting Schedule & Location
ACWA/JPIA Director	Bockmiller	<i>(Dates and times to be determined)</i>
Costa Mesa City/Districts Liaison	Temianka Atkinson	Quarterly with the City of Costa Mesa & Costa Mesa Sanitary District
Newport Beach City/Districts Liaison	Temianka Dewane	Quarterly with the City of Costa Mesa & Costa Mesa Sanitary District
CalDesal	Dewane	<i>(Dates and times to be determined)</i>

*Other local agency meetings are available for attendance to all Directors including MWDOC, OCWD, LAFCO, WACO, ISDOC, SCWC, OCBC, CRWUA, and Orange County Taxpayers Association.*



## 2017 BOARD COMMITTEE ALTERNATES

<p><b><u>Executive</u></b> Temianka, President Atkinson, Vice President</p> <p><u>Alternate:</u> None</p>
<p><b><u>Engineering and Operations</u></b> Fisler Bockmiller</p> <p><u>Alternate:</u> Atkinson</p>
<p><b><u>Finance</u></b> Bockmiller Dewane</p> <p><u>Alternate:</u> Fisler</p>
<p><b><u>Legislative &amp; Public Affairs Committee</u></b> Atkinson Fisler</p> <p><u>Alternate:</u> Bockmiller</p>
<p><b><u>Audit Ad Hoc</u></b> Temianka, President Bockmiller, Finance Committee Chair</p> <p><u>Alternate:</u> None</p>



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## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: December 10, 2019  
SUBJECT: General Legal Services

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### RECOMMENDATION

This item is provided for discussion.

### STRATEGIC PLAN

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

### PRIOR BOARD ACTION/DISCUSSION

At its June 23, 2009 meeting, the Board of Directors (Board) approved an approximate 7.5% increase in hourly rates for legal services to the firm of Bowie, Arneson, Wiles & Giannone.

At its August 14, 2014 meeting, the Board approved a request from Bowie, Arneson, Wiles & Giannone for adjustment of general legal services rates.

At its October 21, 2016 meeting, after an extensive selection process, the Board retained the firm of Bowie, Arneson, Wiles & Giannone as Mesa Water District's (Mesa Water®) General Legal Counsel Services and authorized the General Manager to sign a five-year contract, which included key staff provisions for the firm to follow.

At its December 19, 2017 meeting, the Engineering and Operations (E&O) Committee approved a general legal services contract agreement with Atkinson, Andelson, Loya, Ruud & Romo, effective January 1, 2018, on the same terms entered into with Bowie, Arneson, Wiles & Giannone in 2016.

At its October 18, 2018 meeting, the Finance Committee directed staff to agendize the item, General Legal Services, at a future meeting.

At its July 11, 2019 meeting, the Board amended the General Legal Services contract with Atkinson, Andelson, Loya, Ruud & Romo to revise the fee schedule, effective July 1, 2019.

### DISCUSSION

This item has been agendized at the request of the Executive Committee.





### FINANCIAL IMPACT

In Fiscal Year 2020, \$32,145 has been spent to date with Atkinson, Andelson, Loya, Ruud & Romo.

### ATTACHMENTS

None.



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## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: December 10, 2019  
SUBJECT: Future Agenda Topics and Conference Schedule

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### 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.