



*Dedicated to  
Satisfying our Community's  
Water Needs*

**AGENDA  
MESA WATER DISTRICT  
SPECIAL EXECUTIVE COMMITTEE MEETING  
Tuesday, December 5, 2023 at 12:00 p.m.  
Panian Conference Room**

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

**PUBLIC COMMENTS**

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

**Items on the Agenda:** Members of the public shall be permitted to comment on agenda items before action is taken, or after the Executive Committee has discussed the item. Each speaker shall be limited to three minutes. The Executive Committee will set aside 60 minutes for public comments for items appearing on the posted agenda.

**PRESENTATION AND DISCUSSION ITEMS:**

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

1.     Executive Committee Meeting Schedule
2.     Board Meeting Schedule
3.     Board Committee & Other Agency Liaison Assignments
4.     Board Workshop Planning

**ACTION ITEMS:**

None

**REPORTS:**

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



*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 District (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.*

*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**



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Denise Garcia, Chief Administrative Officer  
DATE: December 5, 2023  
SUBJECT: Executive Committee Meeting Schedule

---

### RECOMMENDATION

Confirm the 2024 Executive Committee meetings for the first Wednesday of each month, starting at 12:00 p.m.

### STRATEGIC PLAN

- Goal #1: Provide an abundant, local, reliable and safe water supply.
- Goal #2: Perpetually renew and improve our infrastructure.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase favorable opinion of Mesa Water.
- Goal #5: Attract, develop and retain skilled employees.
- Goal #6: Provide excellent customer service.
- Goal #7: Actively participate in regional and statewide water issues.

### PRIOR BOARD ACTION/DISCUSSION

None.

### 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 2024 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 after (as noted with an asterisk below):

- January 3\* – *reschedule to Monday, January 8*
- February 7
- March 6
- April 3
- May 1
- June 5
- July 3\* – *reschedule to Monday, July 8*
- August 7
- September 4
- October 2
- November 6
- December 4\* – *reschedule to Monday, December 9*



FINANCIAL IMPACT

None.

ATTACHMENTS

None.



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Denise Garcia, Chief Administrative Officer  
DATE: December 5, 2023  
SUBJECT: Board Meeting Schedule

---

### RECOMMENDATION

Recommend that the Board of Directors:

- a. Confirm the Board of Directors' Regular Board Meeting schedule for Calendar Year 2024; and
- b. Cancel the May 8, 2024, November 27, 2024 and December 25, 2024 Board of Directors' Meetings.

### STRATEGIC PLAN

- Goal #1: Provide an abundant, local, reliable and safe water supply.
- Goal #2: Perpetually renew and improve our infrastructure.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase favorable opinion of Mesa Water.
- Goal #5: Attract, develop and retain skilled employees.
- Goal #6: Provide excellent customer service.
- Goal #7: Actively participate in regional and statewide water issues.

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

Annually, the Board of Directors (Board) reviews the calendars to set the date and time for the meetings to be held the upcoming year.

In 2024, Board meetings will be held on the second and fourth Wednesdays of each month at 4:30 p.m. The Board meeting scheduled for Wednesday, May 8, 2024 occurs simultaneously with the Association of California Water Agencies' Spring Conference; due to an anticipated lack of a quorum, staff recommends canceling the meeting. Staff also recommends canceling the November 27, 2024 and December 25, 2024 Board meetings due to the holidays.

Staff recommends that the Executive Committee discuss the February 14, 2024 Board meeting which falls on a holiday.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

None.



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Denise Garcia, Chief Administrative Officer  
DATE: December 5, 2023  
SUBJECT: Board Committee & Other Agency Liaison Assignments

---

### RECOMMENDATION

This item is provided for discussion.

### STRATEGIC PLAN

- Goal #1: Provide an abundant, local, reliable and safe water supply.
- Goal #2: Perpetually renew and improve our infrastructure.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase favorable opinion of Mesa Water.
- Goal #5: Attract, develop and retain skilled employees.
- Goal #6: Provide excellent customer service.
- Goal #7: Actively participate in regional and statewide water issues.

### PRIOR BOARD ACTION/DISCUSSION

At its January 19, 2013 meeting, 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.

At its January 8, 2015 meeting, 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, CalDesal and Costa Mesa City/Districts Liaison for which designated Directors will be assigned.

At its November 9, 2022 meeting, the Board adopted Resolution No. 1570 Adopting Amended Procedures for Meetings of the Board of Directors Superseding Resolution No. 1547 which modified the Board meetings to be held on the second and fourth Wednesdays of each month at 4:30 p.m., beginning in 2023.

### DISCUSSION

For the Committee's use in discussion of this item, staff is providing the 2023 Board Committee & Other Agency Liaison Assignments.

### FINANCIAL IMPACT

None.



ATTACHMENTS

Attachment A: 2023 Board Committee & Other Agency Liaison Assignments



## 2023 BOARD/COMMITTEE ASSIGNMENTS

| Committee                 | Director Assignments | * Meeting Schedule & Location   |
|---------------------------|----------------------|---|
| Executive Committee       | Dewane<br>DePasquale | **1st Wednesday at 12:00 p.m. –<br>Panian Conference Room<br><br><i>June 7 rescheduled to June 13</i><br><i>July 5 rescheduled to July 10</i> |
| ***Audit Ad Hoc Committee | Dewane<br>Fisler     | (Dates and times to be determined)  |

## 2023 BOARD/LIAISON ASSIGNMENTS

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

\* Meeting dates and times are subject to change

\*\* Effective 3/1/2023

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





*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: December 5, 2023  
SUBJECT: Board Workshop Planning

---

### RECOMMENDATION

Review agenda topics and discuss planning for the March 19, 2024 Board of Directors' workshop.

### STRATEGIC PLAN

- Goal #1: Provide an abundant, local, reliable and safe water supply.
- Goal #2: Perpetually renew and improve our infrastructure.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase favorable opinion of Mesa Water.
- Goal #5: Attract, develop and retain skilled employees.
- Goal #6: Provide excellent customer service.
- Goal #7: Actively participate in regional and statewide water issues.

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

For the Board of Directors' review, the proposed agenda topics are as follows:

- Regional Water Issues
- Financial Goals & Reserves
- Legislative Platforms & Policy Positions
- Fiscal Year 2024 Staffing Plan
- Fiscal Year 2024 Strategic Planning Session

### FINANCIAL IMPACT

In Fiscal Year 2024, \$1,000 is budgeted for Board workshop expenses; no funds have been spent to date.

### ATTACHMENTS

None.



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: December 5, 2023  
SUBJECT: Future Agenda Topics

---

### RECOMMENDATION

Review future agenda topics.

### STRATEGIC PLAN

- Goal #1: Provide an abundant, local, reliable and safe water supply.
- Goal #2: Perpetually renew and improve our infrastructure.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase favorable opinion of Mesa Water.
- Goal #5: Attract, develop and retain skilled employees.
- Goal #6: Provide excellent customer service.
- Goal #7: Actively participate in regional and statewide water issues.

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

Staff will provide a list of future agenda topics at the Executive Committee meeting.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

None.

**REPORTS:**

6. REPORT OF THE GENERAL MANAGER

**REPORTS:**

7. DIRECTORS' REPORTS AND COMMENTS