



*Dedicated to
Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Thursday, April 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**

The Public Hearing regarding a proposed change in Board of Directors Fees/Compensation has been canceled. For more information, please contact District Secretary at (949) 631-1205.

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 March 12, 2020.
2. Approve minutes of special Board meeting of March 17, 2020.
3. Approve attendance considerations (additions, changes, deletions).
4. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar



5. Award a contract to Letner Roofing Co. in the amount of \$214,900 with a 10% contingency of \$21,490 for a contract amount not to exceed \$236,390 for construction of new roof membranes on the building at Wells 5 and 9, and associated fall protection guardrails on the building at Well 5.
6. Receive and file the Developer Project Status Report.
7. Receive and file the Mesa Water and Other Agency Projects Status Report.
8. Receive and file the Water Quality Call Report.
9. Receive and file the Water Operations Status Report.
10. Receive and file the Accounts Paid Listing.
11. Receive and file the Monthly Financial Reports.
12. Approve the nomination of James R. Fisler to the regular special district member seat on the Orange County Local Agency Formation Commission and authorize President Shawn Dewane to be the voting delegate and Vice President Marice H. DePasquale as the alternate for the Special District Member Seat Election.
13. Approve the updated Orange County Local Agency Formation Commission (OC LAFCO) dues structure to pay for the Special District portion of the OC LAFCO budget.
14. Approve a proclamation honoring Art Hernandez for his dedicated and committed service to Mesa Water District.

ACTION ITEMS:

15. RATIFICATION OF CORONAVIRUS DISEASE 2019 RELATED ACTIONS:

Recommendation: Ratify actions taken to date by the General Manager and management staff in response to the crisis caused by the Coronavirus Disease 2019 pandemic.

16. STATE LEGISLATION POSITIONS:

Recommendation: Approve the recommended positions.

17. MESA WATER RELIABILITY FACILITY PARKING PROJECT:

Recommendation:

- a. Award a contract to GMC Engineering, Inc. in the amount of \$697,000 with a 10% contingency for a contract amount not to exceed \$766,700 for construction of the Mesa Water Reliability Facility (MWRF) Parking Project; and authorize execution of the contract.
- b. Award a contract to Butier Engineering, Inc. in the amount to \$98,608 with a 10% contingency for a contract amount not to exceed \$108,469 to provide construction management and inspection services for the MWRF Parking Project; and authorize execution of the contract.
- c. Award a contract to NV5, Inc. in the amount of \$15,500 with a 10% contingency for a contract amount to exceed \$17,050 to provide engineering services during construction of the MWRF Parking Project; and authorize execution of the contract.



18. MESA WATER RELIABILITY FACILITY OUTREACH CENTER:

Recommendation: Award a contract to IBI Group in the amount of \$574,330 with a 10% contingency for a contract amount not to exceed \$631,763 for design and construction support services for the Mesa Water Reliability Facility (MWRF) Outreach Center and two spare parts storage Buildings (MWRF and Well 9); and authorize execution of the contract.

19. WELL 1 NOISE MITIGATION PROJECT:

Recommendation:

- a. **Reject the only bid for the project; and,**
- b. **Give the General Manager, or his designee, authority to negotiate and, as appropriate, execute a contract with Paulus Engineering for a not to exceed amount of \$170,000 plus a 10% contingency, for a total not to exceed amount of \$187,000 to perform construction of the Well 1 Noise Mitigation Enclosure.**

20. 3rd PARTY METER MONITORING DEVICES:

Recommendation: Approve a pilot program for use of non-invasive 3rd party meter monitoring devices (3rd Party Devices) for a period of 1-year with execution of a Customer waiver.

PRESENTATION AND DISCUSSION ITEMS:

None.

REPORTS:

21. REPORT OF THE GENERAL MANAGER:

- March Key Indicators Report
- Other (no enclosure)

22. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

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

24. OTHER (NO ENCLOSURE)

CLOSED SESSIONS:

25. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE 54957.6:

District Negotiator: General Manager
Employee Organization: District Employees



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

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

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

**ADJOURN TO A REGULAR BOARD MEETING SCHEDULED FOR THURSDAY MAY 14, 2020
AT 6:00 P.M.**



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**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Thursday, March 12, 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 6:01 p.m. by President Dewane.

PLEDGE OF ALLEGIANCE Director Bockmiller led the Pledge of Allegiance.

Directors Present Shawn Dewane, President
Marice H. DePasquale, Vice President
Jim Atkinson, Director *(teleconference)*
Fred R. Bockmiller, P.E., Director
James R. Fisler, Director

Directors Absent None

Staff Present Paul E. Shoenberger, P.E., General Manager
Denise Garcia, Administrative Services Manager/
District Secretary
Wendy Duncan, Records Management Specialist/
Assistant District Secretary
Marwan Khalifa, CPA, MBA, Chief Financial Officer/
District Treasurer
Stacie Sheek, Customer Services Manager
Syndie Ly, Human Resources Manager
Tracy Manning, Water Operations Manager
Jeff Hoskinson, Partner, Atkinson, Andelson, Loya, Ruud &
Romo

Others Present Melody McDonald, Executive Committee Member, Association
of California Water Agencies Joint Powers Insurance
Authority (ACWA/JPIA)
Michael R. Markus, General Manager, Orange County Water
District (OCWD)

Attorney Hoskinson stated that one Mesa Water Director was attending the meeting via teleconference per Governor Newsom's Executive Order No. N-25-20 which suspended certain provisions of the Ralph M. Brown Act.

District Secretary Garcia 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.

**ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE
AUTHORITY RECOGNITION**

President Dewane introduced ACWA/JPIA Executive Committee Member Melody McDonald. Ms. McDonald thanked Mesa Water District for their continuous support of ACWA/JPIA and presented the Board with a check for \$143,830.

Photographs were taken.

PUBLIC COMMENTS

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

There were no public comments.

There was no public present at the teleconference site.

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

General Manager Shoenberger recommended reordering the agenda to take Item 11 prior to the Consent Calendar. There were no objections.

PRESENTATION AND DISCUSSION ITEMS:

ITEM 11 - ORANGE COUNTY WATER DISTRICT BRIEFING:

GM Shoenberger introduced OCWD General Manager Michael R. Markus who proceeded with a presentation that highlighted the following:

- FY20 – 21 Proposed Budget
- PFOA
- Poseidon Project
- Groundwater Basin Conditions
- Prado Dam Update

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

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 February 13, 2020.
2. Approve minutes of special Board meeting of February 18, 2020.
3. Approve minutes of special Board meeting of February 24, 2020.
4. Approve minutes of special Board meeting of February 24, 2020.
5. Approve attendance considerations (additions, changes, deletions).
6. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar
 - Upcoming Community Outreach Events
7. Approve the proposed Capital Improvement Program Renewal.

MOTION

Motion by Director Bockmiller, second by Vice President DePasquale, to approve Items 1 – 7 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:

8. RESOLUTION NO. 1529 REVISING THE DESIGNATED FUNDS POLICY:

MOTION

Motion by Director Bockmiller, second by Vice President DePasquale, to adopt Resolution No. 1529 Revising the Designated Funds Policy Superseding Resolution No. 1443. 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

9. ORDINANCE NO. 29 – DIRECTORS’ COMPENSATION AND EXPENSE REIMBURSEMENT:

MOTION

Motion by President Dewane, second by Vice President DePasquale, to direct staff to schedule a public hearing for the April 9, 2020 Board meeting to address Directors’ compensation and expense reimbursement. 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

RECESS

President Dewane declared a recess at 6:42 p.m. in order to conduct the Mesa Consolidated Water District Improvement Corporation Annual Meeting.

10. MESA CONSOLIDATED WATER DISTRICT IMPROVEMENT CORPORATION ANNUAL MEETING:

The Board meeting reconvened at 6:52 p.m.

PRESENTATION AND DISCUSSION ITEMS:

11. ORANGE COUNTY WATER DISTRICT BRIEFING:

Item taken earlier in the agenda.

REPORTS:

12. REPORT OF THE GENERAL MANAGER:

- February Key Indicators Report
- Other (no enclosure)

13. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

14. ISSUANCE OF CERTIFICATES OF PARTICIPATION SCHEDULE

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

16. OTHER (NO ENCLOSURE)

RECESS

President Dewane declared a recess at 7:22 p.m.

The meeting reconvened at 7:30 p.m.

CLOSED SESSION:

President Dewane announced that the Board was going into Closed Session at 7:30 p.m.

17. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE 54957.6:

District Negotiator: General Manager

Employee Organization: District Employees

The Board returned to Open Session at 7:40 p.m.

District Secretary Garcia announced that the Board conducted one Closed Session with the General Manager, District Secretary, and Human Resources Manager pursuant to California Government Code Section 54957.6. The Board received information and gave direction to staff. There was no further announcement.

President Dewane announced that the Board was going into Closed Session at 7:45 p.m.

18. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION/ADJUDICATORY PROCEEDINGS:

Pursuant to California Government Code Sections 54956.9 (d)(2) and 54954.5 (c) – based on existing facts and circumstances, the Board is meeting with Legal Counsel to

review matters relating to legal proceedings presented to the California Fair Political Practices Commission involving Mesa Water District.

Case: 16/19813

The Board returned to Open Session at 8:05 p.m.

District Secretary Garcia announced that the Board conducted one Closed Session with the General Manager, District Secretary, Legal Counsel and Special Legal Counsel via teleconference pursuant to California Government Code Sections 54956.9 (d)(2) and 54954.5 (c). The Board received information and gave direction to staff. There was no further announcement.

President Dewane adjourned the meeting at 8:06 p.m. to a Regular Board Meeting scheduled for Thursday, April 9, 2020 at 6:00 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary

Sharon D. Brimer, Recording Secretary



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**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Tuesday, March 17, 2020
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Special Board Meeting**

ENGINEERING AND OPERATIONS COMMITTEE MEETING

CALL TO ORDER The meeting of the Board of Directors was called to order at 3:30 p.m. by Chairman Bockmiller.

PLEDGE OF ALLEGIANCE General Manager Shoenberger led the Pledge of Allegiance.

Directors Present Shawn Dewane, President *(teleconference)*
Marice H. DePasquale, Vice President *(teleconference)*
Jim Atkinson, Director *(teleconference)*
Fred R. Bockmiller, P.E., Director, Chair
James R. Fisler, Director *(teleconference)*

Directors Absent None

Staff Present Paul E. Shoenberger, P.E., General Manager
Denise Garcia, Administrative Services Manager/
District Secretary
Marwan Khalifa, CPA, MBA, Chief Financial Officer
Tracy Manning, Water Operations Manager
Karyn Igar, Senior Civil Engineer

Others Present Robert A. Porr, Executive Vice President, Fieldman, Rolapp &
Associates *(teleconference)*
Lora Carpenter, Assistant Vice President, Fieldman, Rolapp &
Associates *(teleconference)*

PUBLIC COMMENTS

Director Bockmiller asked for public comments on items not on the agenda.

There were no public comments.

There was no public present at the teleconference sites.

District Secretary Garcia stated that four Directors were attending the meeting via teleconference per Governor Newson’s Executive Order No. N-25-20 which suspended certain provisions of the Ralph M. Brown Act.

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.”

Director Bockmiller proceeded with the meeting.

CONSENT CALENDAR ITEMS:

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

MOTION

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

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

ACTION ITEMS:

6. Caltrans Utility Agreement

MOTION

Motion by President Dewane, second by Director Atkinson, to approve a Utility Agreement with the State of California Department of Transportation (Caltrans) for reimbursement of the cost of relocating Mesa Water District facilities in conflict with Caltrans widening the MacArthur Boulevard off-ramp from State Route 73 South. Motion passed 5-0, by the following roll call vote:

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

7. Roof Membrane Replacements

MOTION

Motion by President Dewane, second by Director Atkinson, to add to the next regular Board meeting Consent Calendar award of a contract to Letner Roofing Co. in the amount of \$214,900 with a 10% contingency of \$21,490 for a contract amount not to exceed \$236,390 for construction of new roof membranes on the buildings at Wells 5 and 9, and associated fall protection guardrails on the building at Well 5. Motion passed 5-0, by the following roll call vote:

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

8. Capital Improvement Program Renewal Funding Options

GM Shoenberger introduced Chief Financial Officer Khalifa who proceeded with a presentation that highlighted the following:

- Approved Capital Improvement Program Renewal (CIPR) Priorities (FY20 – FY23)
- Budget
- CIPR
- Options 1 - 4
- Municipal Bond Market Update
- Recent MMD Movement
- Rates Near Historic Lows
- Debt Service Comparison
- Municipal Market Movement
- Schedule
- Recommendation

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

Discussion ensued amongst the Board.

Fieldman, Rolapp & Associates Executive Vice President Robert A. Porr responded to questions from the Board.

Motion by Director Bockmiller to approve Option 2. Motion died for lack of a second.

Motion by Director Atkinson, second by Director Fisler, to approve Option 1.

Discussion ensued amongst the Board.

Director Fisler withdrew his second.

MOTION

Motion by Vice President DePasquale, second by Director Fisler, to approve a modified Option 1, funding the Capital Improvement Program Renewal exclusively with Certificates of Participation and funding upcoming Information Technology and Fleet projects using \$5MM in PayGo, and authorize staff to proceed with the necessary steps to secure \$70MM of proceeds in Certificates of Participation. Motion passed 5-0, by the following roll call vote:

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

PRESENTATION AND DISCUSSION ITEMS:

None.

REPORTS:

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

INFORMATION ITEMS:

None.

The Board meeting was adjourned at 5:05 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary



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MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: April 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 July 11, 2019 meeting, the Board of Directors (Board) approved Fiscal Year 2020 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:

April 15 - 16, 2020	
WaterNow Alliance 5th Annual Summit	POSTPONED
Philadelphia, PA	
May 18 - 19, 2020	
Public-Private Partnerships Water Summit	
San Diego, CA	
May 19 - 20, 2020	
CSDA Legislative Days	
Sacramento, CA	
May 29, 2020	
OC Water Summit	CANCELED
Anaheim, CA	
June 1 - June 19, 2020	
Harvard Senior Executives in State and Local Government	CANCELED
Cambridge, MA	
June 14 - June 17, 2020	
AWWA ACE20 Conference	
Orlando, FL	
June 22 - 24, 2020	
SWMOA Annual Symposium	
Pico Rivera, CA	
June 29 - 30, 2020	
California Water Data Science Symposium	
Sacramento, CA	
July 6 - 24, 2020	
Harvard Senior Executives in State and Local Government	CANCELED
Cambridge, MA	
July 27 - 31, 2020	
ACWA/JPIA Summer Conference	<i>Atkinson, Bockmiller, DePasquale</i>
Monterey, CA	
August 11 - 13, 2020	
ACWA Summer Quarterly Forum	
Sacramento, CA	
August 19 - 21, 2020	
Urban Water Institute Annual Conference	
San Diego, CA	
August 20 - 21, 2020	
5th Annual Water Data Summit	
Irvine, CA	
August 24 - 27, 2020	
CSDA Annual Conference	
Palm Desert, CA	

April 2020

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1	2	3	4
			Payday 8:30am CALL IN ONLY - JT, MWDOC/MWD Workshop (MWDOC/OCWD Boardroom) 5:30pm CALL IN ONLY - OCWD Board Meeting - FB (OCWD Boardroom)	5:30pm CANCELED MWDOC Elected Officials Forum - JF, MD (MWDOC Board Room)	7:30am CANCELED - WACO Meeting (MWDOC/OCWD Boardroom)	
5	6	7	8	9	10	11
Atkinson Out 3/19 - 4/09	8:30am CALL IN ONLY - MWDOC Planning & Operations Committee Meeting (Conference Room 101)	CANCELED AWWA CA-NV Spring Conference (Anaheim, CA) 7:30am CALL IN ONLY - ISDOC Executive Committee Meeting (Conference Room 101) 12:00pm Executive Committee Meeting (Panian Conference Room) 5:30pm CALL IN ONLY - Costa Mesa City Council Meeting (Council Chambers)	8:00am LAFCO Meeting (Hall of Administration 10 Civic Center Plaza Santa Ana, CA 92701) 8:30am CALL IN ONLY - MWDOC Admin and Finance Committee (Conference Room 101)	6:00pm Mesa Water Board Meeting (Boardroom)	Pay Period Ends	
12	13	14	15	16	17	18
	5:00pm CANCELED GWRS Steering Committee Meeting (OCWD Boardroom, 18700 Ward Street, Fountain Valley) 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	7:30am CALL IN ONLY - OCBC Infrastructure Committee Meeting (2 Park Plaza, Suite 125 Irvine, 92614; OCBC Conference Room)	POSTPONED WaterNow 5th Annual Summit (Philadelphia, PA) Payday 8:30am CALL IN ONLY - MWDOC Board Meeting (MWDOC/OCWD Boardroom) 5:30pm CALL IN ONLY - OCWD Board Meeting (OCWD Boardroom)	8:30am CALL IN ONLY - MWDOC Executive Committee (Conference Room 102) 11:30am CANCELED CM Chamber Event		
19	20	21	22	23	24	25
	8:30am CALL IN ONLY - MWDOC Public Affairs & Legislation (Conference Room 101) 5:00pm CANCELED IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	7:30am CALL IN ONLY - WACO Planning Committee 3:30pm Engineering and Operations Committee Meeting (Boardroom) 5:30pm CALL IN ONLY - Costa Mesa City Council Meeting	Dewane Out of Town 8:30am CALL IN ONLY - JT, MWDOC/OCWD Meeting (MWDOC/OCWD Boardroom) 11:30am CM Chamber State of the City with the Mayor (TBD)		Pay Period Ends	
26	27	28	29	30	May 1	2
	3:30pm Spring Board Workshop (Boardroom) 3:30pm CANCELED LPAC/Finance Committee Meeting (Boardroom)		Payday 8:30am R/S from 5/6 JT, MWDOC/MWD Workshop (MWDOC/MWD Boardroom)	11:30am ISDOC Quarterly Meeting (MWDOC/OCWD Boardroom)		

May 2020

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 26	27	28	29	30	May 1 7:30am WACO Meeting (MWDOC/OCWD Boardroom)	2
3	4 8:30am MWDOC Planning & Operations Committee Meeting (Conference Room 101) 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	5 7:30am ISDOC Executive Committee Meeting (Conference Room 101) 3:00pm WILL BE RESCHEDULED ACWA Communications Committee Meeting (MD) (Monterey) 5:30pm Costa Mesa City Council Meeting (Council Chambers)	6 8:30am R/S to 4/29 Jt. MWDOC/MWD Workshop (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	7	8 Pay Period Ends	9
10	11	12 7:30am OCBC Infrastructure Committee Meeting (2 Park Plaza, Suite 125 Irvine, 92614; OCBC Conference Room) 12:00pm Executive Committee Meeting (Panian Conference Room)	13 Payday 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)	14 6:00pm Mesa Water Board Meeting (Boardroom)	15	16
17	18 8:30am MWDOC Public Affairs & Legislation (Conference Room 101) 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	19 CSDA Legislative Days (Sacramento, CA) 7:30am WACO Planning Committee 3:30pm Engineering and Operations Committee Meeting (Boardroom) 5:30pm Costa Mesa City Council Meeting	20 8:30am MWDOC Board Meeting (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	21 8:30am MWDOC Executive Committee (Conference Room 102) 11:30am CM Chamber Event 3:30pm LPAC/Finance Committee Meeting (Boardroom)	22 Pay Period Ends	23
24	25 District Holiday	26	27 Payday	28	29 7:30am CANCELED OC Water Summit (Anaheim, CA)	30
31	Jun 1	2	3	4	5	6

June 2020

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1	2	3	4	5	6
	8:30am MWDOC Planning & Operations Committee Meeting (Conference Room 101) 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	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)	CANCELED Harvard Senior Executives in State and Local Government (Cambridge, MA) 8:30am Jt. MWDOC/MWD Workshop (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	5:30pm ICRE Student Poster Symposium (MWRE)	Pay Period Ends 7:30am WACO Meeting (MWDOC/OCWD Boardroom)	
7	8	9	10	11	12	13
		7:30am OCBC Infrastructure Committee Meeting (2 Park Plaza, Suite 125 Irvine, 92614; OCBC Conference Room)	CANCELED Harvard Senior Executives in State and Local Government (Cambridge, MA) Payday 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)	6:00pm Mesa Water Board Meeting (Boardroom)		
14	15	16	17	18	19	20
	ACE20 Conference (Orlando, FL) 8:30am ACWA/IPA Risk Management Committee Meeting 8:30am MWDOC Public Affairs & Legislation (Conference Room 101) 10:00am ACWA/IPA Property Program 1:00pm ACWA/IPA Executive 5:00pm IRWD Board Meeting (15600)	7:30am WACO Planning Committee 3:30pm Engineering and Operations Committee Meeting (Boardroom) 5:30pm Costa Mesa City Council Meeting	8:30am MWDOC Board Meeting (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	8:30am MWDOC Executive Committee (Conference Room 102) 11:30am CM Chamber Event	Pay Period Ends	
21	22	23	24	25	26	27
	3:30pm LPAC/Finance Committee Meeting (Boardroom)	SWMQA Annual Symposium (Pico Rivera, CA)	Payday			
28	29	30	Jul 1	2	3	4
	Dewane Out of Town California Water Data Science Symposium (Sacramento, CA) 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)					



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Phil Lauri, P.E., Assistant General Manager
DATE: April 9, 2020
SUBJECT: Roof Membrane Replacements

RECOMMENDATION

Award a contract to Letner Roofing Co. in the amount of \$214,900 with a 10% contingency of \$21,490 for a contract amount not to exceed \$236,390 for construction of new roof membranes on the buildings at Wells 5 and 9, and associated fall protection guardrails on the building at Well 5.

The Engineering and Operations Committee reviewed this item at its March 17, 2020 meeting and recommends Board approval.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.

PRIOR BOARD ACTION/DISCUSSION

None.

BACKGROUND

The building housing the engine, electrical equipment, and storage at Well 5 was constructed in 1982. The building housing the electrical room, storage room, and restroom at Well 9 was constructed in 1994. The roof membranes at both wells experienced leaks during the early winter rains. Repair work was attempted; however, the repair work did not completely stop the leaking.

DISCUSSION

A request for bids (RFB) for roof membrane replacements was developed and sent to nine local certified Sika roofing installers. The RFB package includes roofing membrane replacements for both buildings, replacement of aging skylights and roof scuppers, and demolition and repair of damaged roof deck materials, as well as adding Occupational Safety and Health Administration (OSHA) compliant fall protection guardrails to the roof of the building at Well 5. The roof of the building at Well 9 has a parapet which provides OSHA-compliant fall protection. A job walk for the project was attended by three roofing contractors. Bids were received from two of the contractors as follows:

1. Letner Roofing Co.: \$214,900
2. Best Contracting: \$247,000

Staff recommends that the Board of Directors award a contract to Letner Roofing Co. in the amount of \$214,900 with a 10% contingency of \$21,490 for a contract amount not to exceed \$236,390 for construction of new roof membranes on the buildings at Wells 5 and 9, and associated fall protection guardrails on the building at Well 5.



FINANCIAL IMPACT

In Fiscal Year 2020, no funds are budgeted for roof membrane replacements. Requested funding of \$236,900 will come from the Capital Improvement Program Renewal.

ATTACHMENTS

None.

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
MC2235	671 W 17th Street	177 Condos	Plans received and plan check fees paid on 1/21/16. Hydraulic model initiated 2/24/16. 2nd plan check submitted on 3/24/16 and picked up 4/17/16. Permit issued on 7/11/16. Mainline installation on 12/6/16. Service abandonment on 8/30/17. Valve cans raised on 9/22/17. Meter box placement on 10/19/17. Gravel base on 12/5/17. Meter box placement on 2/14/18. Meters installed and locked off on 6/1/18, 7/17/18, on 8/1/18, and again on 9/7/18. Backflow tested on 9/11/18. Meters installed and locked off on 9/18/18, 9/25/18, and again on 10/5/18. Backflows tested on 10/9/18, 2/27/19, 11/18/19 and again on 11/21/19. Meters installed and locked off on 11/27/18, 12/5/18, 12/18/18, 1/10/19, 2/8/19, 2/21/19, 3/4/19, 3/12/19, 4/26/19, 7/15, 7/16/19, and again on 10/15/19. Another batch of backflows tested on 12/20/19. Meters installed on 2/10/20 and again on 2/12/20. Phase 2 construction still on-going.
C0012-17-02	929 Baker Street	55 Detached Condos	Plans received and plan check fees paid on 9/27/16. Plans picked up on 10/18/16. Plans submitted on 2/22/17. Plans returned on 3/6/17. Fees paid and permit issued on 3/21/17. Precon held on 6/1/17. Services installed on 8/31/17. Mainline turned on 9/14/17. Meters installed and locked on 2/26/18. Awaiting call for backflow testing to complete project. Meters installed and locked on 8/6/18. Backflow tested on 8/24/18. Site check done on 9/25/18, homes are still under construction. Meters installed and locked off on 11/2/18. Meters installed again on 1/10/19. Flow thru system tested on 3/22/19. Coordinating backflow testing for irrigation services. Backflow testing for irrigation services completed on 4/25/19. Abandonments done on 5/14/19. Meters installed 5/2/19, and flow thru systems tested on 6/6/19. Meters installed on 2/4/20. Flow thru systems tested again on 2/27/20.
C0052-18-01	302 Cabrillo	2 Single Family Homes	Plans received and plan check fees paid on 2/26/18. Fees paid and permit issued on 5/7/18. Awaiting initial calls for inspections. Verified with new property owner on 3/11/19. Cancelling plan check as 1 years without construction has occurred (4/1/20).
C0053-18-01	1908 Tustin	Single Family Home	Plans received and plan check fees paid on 3/8/18. Fees paid and permit issued on 3/13/18. Meter upgraded on 4/15/19. Awaiting schedule for backflow placement and test as of 8/8/19. Issued a shutoff notice (2/20/20).

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0056-18-01	2033 Republic Avenue	Single Family Home Service & Meter Upgrade	Plans received and plan check fees paid on 6/19/18. Comments returned for 2nd plan check review on 6/28/18. 2nd plan check submitted 7/26/18, and redlines picked up on 8/20/18. 3rd plan check submitted on 12/13/18, and redlines picked up on 1/15/19. Fourth and final plan check submitted on 1/24/19, and redlines picked up on 1/29/19. Final approval by District Engineer on 4/18/19. Final permit fees paid on 4/18/19. Permit issued on 4/30/19. Revised drawings issued 7/1/19 and returned 7/1/19. Precon held on 9/4/19. Hot tapping completed on 10/28/19. Waiting for contractor to complete work. (3/31/20)
C0058-19-01	585 & 595 Anton Boulevard (P2)	Apartment Complex	Plans received and plan check fees paid on 2/5/19. Customer picked up redlines on 2/8/19. 2nd plan check submitted 3/11/19, and redlines picked up on 3/25/19. Hydraulic Analysis received on 4/5/19. Received Water Service Agreement on 4/30; Final permit fees paid on 5/8/19. Permit issued on 5/8/19. Precon meeting held on 5/16/19. Waiting for revised Easements and Quit Claims regarding legal entities. Services installed 6/28/19. Pressure tests done on 7/2/19, Bac-T tests done on 7/8/19. Fireline charged on 9/12/19. Mesa Water staff removed two fire hydrants from jobsite on 9/18/19. Pipeline installed on 11/19/19. Waiting for contractor to complete work. (3/31/20)
C0062-19-01	1591 & 1593 Riverside	Two Single Family Homes	Plans received and plan check fees paid on 12/14/18. Final fees paid on 2/6/19. Permit issued on 2/13/19. Precon held on 2/28/19. Services installed on 3/4/19. Waiting for meter installation and flow thru testing to be scheduled. Waiting for contractor to complete work. (3/31/20)
C0063-19-01	1375 Sunflower	Commercial Building	Plans received and plan check fees paid on 12/14/18. Customer picked up redlines on 12/31/18. 2nd plan check submitted on 1/11/19, and redlines picked up on 1/29/19. 3rd plan check submitted on 1/31/19. Final permit fees paid on 6/20/19 and permit issued on 6/25/19. Precon held on 1/10/20. Mainline excavation done on 1/14/20. Pipeline installed on 1/16/20.
C0066-19-01	2062 Pomona	Single Family Home	Plans received and plan check fees paid on 11/29/18. Final fees paid on 1/22/19. Precon held on 2/5/19. Services installed on 2/11/19. Meters installed on 1/30/20. Waiting for flow thru testing to be scheduled (3/31/20)

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0071-20-01	2277 Harbor Boulevard	Apartment Complex	Plans received and plan check fees paid on 3/17/20 and emailed customer redlines on 3/26/20. 2nd Plan check received on 3/31/20.
C0072-19-01	168 & 170 Cabrillo	Two Single Family Homes	Plans received and plan check fees paid on 1/14/19. Customer picked up redlines on 1/24/19. Customer submitted 2nd plan check on 5/9/19. 2nd plan check submitted on 5/13/19 and redlines picked up on 5/20/19. Final permit fees paid on 9/26/19. Permit issued on 10/3/19. Precon meeting held on 1/9/20. Installed services and abandoned old service on 2/3/20. Waiting for flowthru testing to be conducted (3/31/20).
C0073-19-01	55 Fair Drive	Vanguard University Student Center	Plans received and plan check fees paid on 1/14/19. Customer picked up redlines on 2/12/19. Second plan check submitted on 3/11/19. Third/Fourth (and final) plan check submitted on 3/14/19 and redlines picked up on 3/25/19. Final mylars submitted on 3/30/20. Issued permit on 3/31/20. Wating for PreCon/site visit to be scheduled (3/31/20).
C0079-19-01	1957 Newport Boulevard	Meter Upgrade	Plans received and plan check fees paid on 2/5/19. Customer picked up redlines on 2/27/19. Meeting on 3/5/19 with customer to discuss easement. 2nd plan check was submitted on 4/23/19 and redlines to be picked up on 5/6/19. 3rd plan check submitted on 5/16/19. Permit approved on 8/23/19. Precon held on 9/3/19. Shutdown to tie in tee & valve service line placement and pipeline installation completed on 9/11/19. Services installed on 10/2/19 and 10/2/19. Pressure test performed on 10/9/19. Hot tapping completed on 10/14/19. Shutdown to tie-in valves on 10/24/19. Meters installed on 12/23/19. Backflow tested on 1/10/20. First phase of meters installed on 2/26/20 and 2/27/20.

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0081-19-01	2060 Maple Avenue	Three SFH	Plans received and plan check fees paid on 11/22/18. Owner put plans on hold and resubmitted on 2/5/19. Customer picked up redlines on 2/12/19. Second plan check was submitted on 2/21/19, and redlines picked up on 2/28/19. Third plan check submitted on 2/28/19, and redlines picked up on 3/5/19. Fourth (and final) plan check submitted on 3/26/19 and returned on 4/2/19. Final permit fees paid on 4/2/19 and approved by the District Engineer on 4/18/19. Precon held on 4/25/19. Final permit fees paid on 4/2/19. Permit issued on 4/18/19. Precon held on 4/25/19. Services and pipeline installed on 6/20/19. Shutdown for abandonments performed on 6/26/19. Meters installed on 7/1/19. Backflow tested on 7/3/19. Flowthru testing conducted on 3/11/20.
C0086-19-01	285 22nd Street	Residential Care Facility	Plans received and plan check fees paid on 3/11/19. Customer picked up redlines on 3/19/19. 2nd plan check submitted on 5/9/19. Customer to pick up 2nd plan check redlines on 5/6/19. 3rd plan check submitted on 5/14/19 and picked up on 5/30/19. Precon held on 8/30/19. Service connection on 9/3/19. Abandonments completed on 9/6/19. Meter installed on 9/12/19 and locked. Waiting for contractor to fire protection system to conduct flow thru testing. (4/1/20).
C0088-19-01	239 Knox Street	Single Family Home	Plans received and plan check fees paid on 4/2/19. 1st Plan Check submitted on 4/9/19 and redlines picked up on 4/11/19. Second plan check submitted on 4/29/19. Third and final plan check submitted on 5/13/19. Final permit fees paid on 5/28/19 and permit issued on 6/11/19. Waiting for Precon/site visit to be scheduled (3/31/20).
C0089-19-01	3160 Airport Way	John Wayne Airport Taxilot	Plans received and plan check fees paid on 4/8/19. 1st Plan Check submitted on 4/9/19. 2nd plan check submitted 04/19/19 and redlines picked up on 4/25/19. Final permit fees paid on 6/18/19. Project on hold per John Wayne staff. (3/31/20)

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0092-19-01	2089 Harbor Blvd (Harbor and Hamilton)	28 New Townhomes	Plans received and plan check fees paid on 4/23/19. 1st plan check submitted 4/23/19 and redlines to be picked up on 5/6/19. 2nd plan check submitted on 6/11/19 and redlines picked up on 6/18/19. 3rd Plan Check submitted on 11/25/19 and redlines returned to customer on 11/27/19. 4th Plan Check submitted on 2/4/20 and redlines emailed to customer on 2/12/20. Waiting for next plan check to be submitted. (3/31/20)
C0094-19-01	259 E. 20th Street	Single Family Home	Plans received and plan check fees paid on 4/30/19. 1st Plan check submitted 4/30/19 and redlines to be picked up on 5/9/19. 2nd Plan check submitted on 5/14/19 and returned on 5/20/19. Final Permit fees paid on 5/21/19 and permit issued on 5/21/19. Final permit fees paid on 6/20/19 and permit issued on 6/20/19.
C0095-19-01	272 Esther Street	Single Family Home	Plans received and plan check fees paid on 4/30/19. 1st Plan check submitted 4/30/19 and redlines to be picked up on 5/7/19. 2nd Plan check submitted 6/4/19 and redlines to be picked up on 6/11/19. Final permit fees paid on 8/27/19. Precon held on 10/30. Meter installed 11/18/19 and locked. Waiting for contractor to fire protection system to conduct flow thru testing. (4/1/20).
C0101-19-01	1275 Bristol Avenue	Car Dealership	Plans received and plan check fees paid on 6/11/19. 1st Plan check submitted 6/11/19 and redlines picked up on 6/18/19. 2nd Plan check submitted on 8/13/19 and picked up on 8/20/19. 3rd Plan check submitted 9/3/19 and returned on 9/10/19. 4th Plan check submitted 1/29/20 and picked up on 2/4/20. Final permit fees paid on 2/10/20. Permit issued on 2/24/20. PreCon completed 3/5/20. Currently in construction (3/31/20).
C0102-19-01	3560 Cadillac Avenue	Commercial	Plans received and plan check fees paid on 6/18/19. 1st Plan check submitted 6/18/19 and redlines to be picked up on 7/2/19. 2nd Plan check submitted on 7/9/19 and picked up on 7/16/19. Final permit fees paid and permit issued on 8/6/19. Waiting for contractor to complete work. (3/9/20)
C0104-19-01	413 E. 20th Street	Single Family Home	Plans received and plan check fees paid on 7/1/19. 1st Plan check submitted 7/1/19 and redlines picked up on 7/1/19. 2nd Plan check submitted on 1/7/20 and redlines emailed on 1/15/20. Permit issued on 2/4/20. Wating for Precon/site visit to be scheduled (3/31/20).

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0105-20-01	3333 Avenue of the Arts	Commercial	Plans received and plan check fees paid on 7/24/19. 1st Plan check submitted 7/26/19 and redlines to be picked up on 7/26/19. 2nd Plan check submitted on 8/30/19 and resubmitted on 9/11/19. 3rd plan check resubmitted on 10/8/19. Permit approved and final fees paid on 10/24/19. Precon held on 11/24/19. Temporary RW pipeline inspected and approved on 11/27/19 and report sent to DDW on 12/4/19. Waiting for contractor to complete work. (3/31/20)
C0110-20-01	861 Governor Street	Single Family Home	Plans received and plan check fees paid on 7/15/19. 1st Plan check submitted 7/26/19 and redlines picked up on 7/26/19. Developer still on hold for construction. (3/31/20)
C0115-20-01	2179 Miner Street	Single Family Home	Plans received and plan check fees paid on 8/20/19. 1st Plan check submitted 8/27/19 and redlines picked up on 8/27/19. 2nd Plan check submitted on 1/9/20 and returned on 1/21/20. Permit issued on 2/4/20. Precon/site visit scheduled on 3/31/20.
C0117-20-01	192 Flower Street	Single Family Home	Plans received and plan check fees paid on 10/7/19. 1st Plan check submitted 10/7/19 and redlines picked up on 10/16/19. 2nd Plan check submitted on 10/29/19. Precon held on 11/26/19 and meter installed on 12/2/19. Waiting for contractor to complete work. (3/31/20)
C0118-20-01	487 Abbie Way	Single Family Home	Plans received and plan check fees paid on 10/14/19. 1st Plan check submitted 10/21/19 and redlines picked up on 10/21/19. Permit approved and final fees paid on 10/22/19. Permit issued on 10/24/19. Waiting for contractor to complete work. (3/31/20)
C0120-20-01	934 Congress Street	Single Family Home	Plans received and plan check fees paid on 10/28/19. 1st Plan check submitted 10/28/19 and redlines picked up on 11/5/19. 2nd Plan check submitted on 3/11/20, and redlines emailed to customer on 3/18/20. 3rd Plan check submitted on 3/24/20 and redlines remailed to customer on 3/26/20. Customer put project on hold (3/27/20)
C0121-20-01	372 Bucknell Road	Single Family Home	Plans received and plan check fees paid on 10/28/19. 1st Plan check submitted 10/28/19 and redlines picked up on 10/29/19. Waiting for next plan check to be submitted. (3/31/20)

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0122-20-01	925 W 18th Street	Commercial	Plans received and plan check fees paid on 10/28/19. 1st Plan check submitted 10/28/19 and redlines picked up on 10/29/19. 2nd plan check submitted 12/4/19. 3rd Plan check submitted on 1/2/20 and redlines picked up on 1/6/20. Final plan check fees paid on 2/26/20. Modifying Water Improvement Plan as requested by City (3/31/20).
C0123-20-01	449 W Bay Street	Commercial	Plans received and plan check fees paid on 11/18/19. 1st Plan check submitted 11/18/19 and redlines picked up on 11/22/19. 2nd Plan check submitted on 1/7/20 and redlines emailed on 1/15/20. Final permit fees paid on 1/28/20, and permit issued on 1/29/20. Precon held on 2/6/20. Inspection scheduled for 3/31/20.
C0124-20-01	2209 Fairview Road	Commercial	Plans received and plan check fees paid on 11/18/19. 1st Plan check submitted 11/5/19 and redlines picked up on 11/19/19. 2nd Plan check submitted on 11/21/19 and redlines picked up on 11/27/19. 3rd Plan check submitted on 2/3/20 and redlines returned to customer on 2/4/20.
C0125-20-01	3080 Airway Avenue	Commercial	Plans received and plan check fees paid on 11/18/19. 1st Plan check submitted 11/7/19 and redlines picked up on 11/27/19. 2nd Plan check submitted on 1/16/20 and redlines picked up on 2/11/20. Permit issued on 3/6/20. Waiting for Precon/site visit to be scheduled (3/31/20).
C0126-20-01	1646 Santa Ana Avenue	Single Family Home	Plans received and plan check fees paid on 11/18/19. 1st Plan check submitted 11/18/19 and redlines picked up on 11/26/19. 2nd Plan Check submitted on 1/2/20 and redlines picked up on 1/6/20. Final fees paid and waiting for fire protection approval before issuance of permit (3/31/20).
C0128-20-01	901 B South Coast Drive	Commercial	Plans received and plan check fees paid on 11/25/19. 1st Plan check submitted 11/25/19 and redlines picked up on 12/3/19. 2nd Plan check submitted on 2/21/20 and redlines emailed to customer on 3/5/20. 3rd Plan check submitted on 3/16/20 and redlines emailed to customer on 3/18/20. Waiting for next plan check to be submitted. (3/31/20).
C0129-20-01	3590 Cadillac Avenue, Suite B	Commercial	Plans received and plan check fees paid on 11/25/19. 1st Plan check submitted 11/25/19 and redlines picked up on 12/4/19. 2nd Plan check submitted 1/14/20 and redlines emailed on 1/21/20. 3rd Plan check submitted on 3/20 and returned on 3/22.

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0102-20-01	3560 Cadillac Avenue	Commercial	Plans received and plan check fees paid on 11/25/19. 1st Plan check submitted 11/25/19 and redlines picked up on 12/4/19. Waiting for next plan check to be submitted. (3/31/20)
C0102-20-02	3550 Cadillac Avenue	Commercial	Plans received and plan check fees paid on 11/25/19. 1st Plan check submitted 11/25/19 and redlines emailed on 12/4/19. Waiting for next plan check to be submitted. (3/31/20)
C0130-20-01	2940 College Avenue	Commercial	Plans received and plan check fees paid on 11/25/19. 1st Plan check submitted 11/25/19 and redlines picked up on 12/3/19. 2nd Plan check submitted on 12/9/19 and redlines emailed on 12/14/19. Final permit fees paid on 1/27/20, and permit issued on 1/29/20. Precon held on 3/5/20.
C0131-20-01	1975 Wallace Avenue	6 Unit Apartments	Plans received and plan check fees paid on 11/18/19. 1st Plan check submitted 11/18/19 and redlines picked up on 11/22/19. 2nd Plan check submitted on 12/2/19 and redlines picked up on 12/3/19. Final permit fees paid on 3/6/20 and permit issued on 3/6/20.
C0132-20-01	3070, 3080, 3090 Bristol Street	Commercial	Plans received and plan check fees paid on 12/5/19. 1st Plan check submitted on 1/21/20 and redlines returned to customer on 1/29/20. Conducted field inspection on 2/27/20 and 3/10/20.
C0133-20-01	3100 and 3150 Bristol Street	Commercial	Plans received and plan check fees paid on 12/5/19. 1st Plan check submitted on 1/21/20 and redlines returned to customer on 1/29/20. Conducted field inspection on 2/27/20 and 3/10/20.
C0134-20-01	2227 Donnie Street	Single Family Home	Plan check fees paid on 1/14/20 and waiting for Water Improvement Plan.
C0135-20-01	3150 Bear Street	College	Plans received and plan check fees paid on 1/21/20. 1st Plan check submitted on 1/21/20 and redlines returned to customer on 2/4/20.
C0136-20-01	1461 Superior Avenue	Commercial	Plans received and plan check fees paid on 2/26/20. 1st Plan check submitted on 2/26/20 and redlines emailed to customer on 3/6/20. 2nd Plan check submitted on 3/17 and redlines emailed to customer on 3/22. 3rd Plan check submitted on 3/25.
C0137-20-01	3001 Murray Lane	Single Family Home	Plans received and plan check fees paid on 2/28/20. 1st Plan check submitted on 2/28/20 and emailed returned on 3/9/20.
C0138-20-01	1966 Wallace Avenue	Five Single Family Homes	Plans received and plan check fees paid on 3/4/20. 1st Plan check submitted on 3/4/20. 2nd Plan check submitted on 3/20 and redlines emailed to customer on 3/22.

DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0139-20-01	1592 Riverside Place	Two Single Family Homes	Plans received and plan check fees paid on 3/4/20. 1st Plan check submitted on 3/4/20 and redlines emailed to customer on 3/13/20.
C0140-20-01	2163 National Avenue	Single Family Home	Plans received and plan check fees paid on 3/4/20. 1st Plan check submitted on 3/4/20 and redlines emailed to customer on 3/13/20.
C0141-20-01	424 Esther Street	Single Family Home	Plans received and plan check fees paid on 3/10/20. 1st Plan check submitted on 3/10/20 and redlines emailed to customer on 3/18/20. 2nd Plan check submitted on 3/20 and redlines emailed to customer on 3/22.

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT
April 2020

Project Title: OC-44 Replacement and Rehabilitation Evaluation and Cathodic Protection Study

File No.: M 2034

Description: Evaluate potential repair and replacement options.

Status: Request for Bids sent out to contractors on February 6, 2019. Six bids received on 3/6/19. E&O Committee recommended award of the contract to lowest bidder (E.J. Meyer Company) on 3/19/19. Kick-off meeting held on 4/25/2019. Staff is working on reviewing submittals. Met with SARWQB on 5/24/19 and discussed water discharge permit requirements w/Susan Beeson. On 5/30/19 met with OCSD and went over requirements for the Special Purpose Discharge Permit (SPDP). Held Project Progress meeting on 6/6/19 and coordination meeting with Metropolitan Water District on 6/20/19. Held Permit Status Meeting on 7/11/2019, Traffic Coordination Meeting with Fletcher Jones Mercedes Dealership on 7/23/2019 and Project Progress Meeting on 7/23/2019. Submitted Application Package to OCSD for SPDP on 7/31/2019. Received Special Purpose Discharge Permit from OCSD on September 1, 2019. Coordination meeting with Fletcher Jones and Project Progress Meeting was held on 9/11/19. Contractor mobilized on 9/15/19 and started dewatering efforts. Project is substantially complete and line is ready for use. Native planting is complete and the contractor is providing maintenance of planted vegetation. (3/27/20)

Project Title: Pipeline Testing Program

File No.: MC 2141

Description: Implement Resolution No. 1442 Replacement of Assets to annually perform non-destructive testing of 1% of the distribution system, and destructive testing of segments that are shown to have less than 70% of original wall thickness by non-destructive testing.

Status: Three miles of AC pipe constructed in 1956 were selected for non-destructive wall thickness measurement, which occurred during the week of January 14, 2019. The report was received on February 8, 2019. Five AC pipe samples are planned to be collected and sent for wall thickness measurements as part of routine valve replacements in April 2019. Samples were sent to the testing lab in May 2019, and the wall thickness measurement report was received on June 24, 2019. With more data collected from AC pipe samples, a proposed update the Res. 1442 Replacement of Assets was approved by the E&O Committee in September 2019. Staff developed a process for classifying pipeline breaks, and provided a class to the Distribution crews on November 21, 2019. Four AC pipe samples collected during valve replacements were sent for EDS testing on January 28, 2020. Reports were received on March 19, 2020 and are being reviewed. Staff is considering nondestructive testing of 1 to 2 miles of CMLC steel distribution pipelines, as well as 30 miles of nondestructive leak detection. (3/31/20)

Project Title: Chandler & Croddy Wells and Pipeline Project

File No.: M18-113

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

April 2020

Description: Design, documentation, and permitting for two new wells located on Chandler Avenue and Croddy Way in the City of Santa Ana and the distribution pipeline connecting the wells to Mesa Water's supply system.

Status: Tetra Tech has been contracted to complete the design, documentation, and permitting for the Chandler and Croddy Wells and Pipeline Project. Initial data request sent to Tetra Tech on September 7, 2017. Met with Division of Drinking Water regarding well locations on September 20, 2017. Preliminary hydrological evaluation received on September 29, 2017. Board approved demolition of existing structures and dedicated well facility with option to evaluate long-term lease potential as market conditions dictate at both sites at November 2017 E&O. Butier Engineering has been contracted to provide Construction Management Services. Preliminary Design Report (PDR) for the distribution pipeline was reviewed and returned on March 6, 2018. Well site layouts were presented to the Board in May. DDW waiver for 50-foot control zone is currently being drafted. The revised PDR for the pipeline and the well sites was received in June 2018. A workshop to discuss review comments was held on August 14, 2018. 50% design for the Croddy Pipeline was received and the design review workshop occurred on November 26, 2018. 50% design for the wells is scheduled for submittal in February 2019. The draft CEQA Mitigated Negative Declaration was received on January 22, 2019, and filed for 30-day public comment on February 20, 2019 and completed on March 22, 2019. Four agencies submitted minor comments. A public meeting to adopt the Mitigated Negative Declaration has been noticed for the April 11, 2019 Board of Directors meeting. The revised Preliminary Design Report for the Chandler and Croddy Wells was received on March 5, 2019. 50% design documents for the existing building demolitions and well drilling were received on April 16, 2019. 50% design documents for well equipping were received on September 9, 2019 and reviewed by staff. The design team met on October 7, 2019, to review design options for the Croddy Pipeline. A corrosion potential report for the Croddy pipeline alignment was received on December 23, 2019, and reviewed by staff. A design team workshop was held on February 13, 2020. 90% design deliverables for building demolition and well drilling were received on February 11, 2020 and February 28, 2020, and were reviewed by staff. Well equipping package 90% design package is expected in April 2020.(3/31/20)

Project Title: Meter Technology Evaluation

File No.: MC 2248

Description: The lifespan of a water meter is approximately 15 years. As a meter ages, the accuracy drops off due to wear. In preparation for its annual water meter replacement, staff has been reviewing water meter technology determining what water meter and reading solutions would be the best fit for Mesa Water's aging register technology. With today's technology, there are several types of meters and meter reading solutions available. The most common are as follows: Fixed Network, Automatic Meter Reading (AMR) System, Handheld or Touch Technology, and Advanced Metering Analytics - Cellular Endpoint.

Status: Mesa Water prepared a Technical Memo with information of the existing aging metering technology in comparison with proposed new meter reading solutions. The Technical memo was presented to the April E&O Committee and approved by the Board at the May 2019 Board meeting. Recommendations approved by the Board for

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

April 2020

early implementation include ensuring competitive pricing from the standardized meter supplier, making cellular endpoint meters available to customers who wish to have access to real-time water use data, and working with the meter reading software vendor to configure a software upgrade. Staff has compiled the total installed cost of the cellular endpoint meters and presented an implementation plan to the Engineering and Operations Committee on August 20, 2019. Staff also negotiated a contract with National Meter and Automation for preferred customer pricing and limiting annual price escalation, and presented the contract to the Engineering and Operations Committee on August 20, 2019. Staff is working with Badger Meter and Cogsdale to add cellular endpoints to large customer meters to automate meter reading and billing. Staff evaluated each Route 600 meter and vault for meter, register, and end point replacement to assist with installation activities. The first set of cellular endpoints were installed on February 26, 2020. The data is being received by Badger's Beacon system. The next 36 cellular endpoints are being ordered for installation and integration. (3/31/20)

Project Title: Reservoirs 1 & 2 Chemical Systems Design

File No.: M18-117

Description: Improve disinfection and mixing in both reservoirs to improve water quality and minimize nitrification.

Status: Final Design Contract awarded to Hazen & Sawyer on February 14, 2018. 50% design report received on July 17, 2018. Design review workshop took place in September 2018. A site visit to Laguna Beach County's El Morro reservoirs occurred on November 8, 2018, to evaluate the Vortex mixing system. Staff met with the designer on December 5, 2018, to incorporate design-for-reliability and design-for-maintainability principals into the mixing system design. The consultant provided a Technical Memo summarizing the options for maintainability and reliability of the Vortex mixer system on April 4, 2019. The 90% design deliverable was received on June 4, 2019, and is being reviewed by staff. Per the E&O Committee's request, the Preliminary Design Report describing the basis of this project was included in the October E&O Committee package. The consultant is working with the reservoir management system supplier to use Mesa Water's standardized analytical equipment to maintain disinfectant residual in the reservoirs. 100% design deliverable is expected in April, 2020. (3/31/20)

Project Title: Capital Improvement Program Renewal (CIPR) Request for Qualifications for On-Call Design Services

File No.: TBD

Description: Request for Qualifications (RFQ) to Select Design Consultants for CIPR

Status: A draft Request for Qualifications for CIPR Design Services was drafted and sent to consultants for review on March 6, 2020. The final request for qualifications was released to nine consulting firms on March 25, 2020. A pre-proposal meeting is scheduled for April 2, 2020. Statements of Qualifications are due on April 23, 2020. Staff anticipates recommending three to five consultants for On-Call design services contract award.

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT
April 2020

Project Title: District Wide Security System

File No.: TBD

Description: Planning and Design Services for a District-Wide Security System

Status: The District-Wide security system is among the first new projects to be awarded as part of the Capital Improvement Program Renewal (CIPR). Staff is drafting the scope of work for the project.

Project Title: MWRF Outreach Project

File No: TBD

Description: MWRF Outreach Center and Storage Facility

Status: In November 2019 the Board directed staff to proceed with Design Concept 2 of the Mesa Water Reliability Facility Outreach Center. Mesa Water obtained a cost proposal from IBI Group to provide professional design services and construction support services for the MWRF Outreach Center. The scope of work also incorporates the design of a MWRF spare parts storage building (located at the MWRF) and wells spare parts storage building (located at Well 9 or other well site) as part of the design services. This item will be brought to the 4/9/2020 Board Meeting for the Board's consideration and potential approval. (4/1/20).

Project Title: Well 1 Sound Mitigation Enclosure Project

File No: M17-100

Description: Install Well 1 Noise Mitigation Enclosure

Status: In January, 2020, Mesa Water's design Consultant completed the design, specifications, and bid package for Well 1 Noise Mitigation Enclosure. Mesa Water invited eight prospective contractors for a site visit (March 9, 2020) and a request to submit a bid. Bids closed on March 17, 2020, and one bid was received from Paulus Engineering. The Board will consider this item at the April 9, 2020 Board Meeting. (4/1/20)

Project Title: MWRF Parking Project

File No.: M20-105

Description: Construct Parking on Gisler Avenue

Status: The Board approved Alternative No. 3 Parking option along Gisler Ave. on 3/15/2014. E & O Committee accepted the conceptual design (by NV5 former Civil Source) and provided comments at the May 2015 E&O Committee Meeting. An Encroachment Permit was received from the City of Costa Mesa in September 2016. The final bid package was completed 3/15/16. Board approved the Hold Harmless Agreement for the Installation of off-site parking improvements within public right-of-way at the August 2016 E&O Committee Meeting. Agreement sent to the City for

MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT
April 2020

execution and recording on 9/7/16. Recorded Agreement received from the City on 10/19/16.

Request for Bids sent out to contractors on February 25, 2020. Two bids received on 3/24/20. Staff is recommending awarding contract to lowest bidder (GMC Engineering, Inc.). (4/1/20).

Water Quality Call Report

March 2020

Date: 3/2/2020
Source: Phone
Address: 3368 Corte Cassis
Description: Customer concerned about coronavirus in the water.

Outcome: Explained to customer that the water is disinfected with chloramine. Assured her that the distribution system is monitored daily to make sure there is sufficient chlorine residual and no bacteriological issues. Customer was happy to learn about chlorine and its important role in disinfecting the water. She requested and was sent an Annual Water Quality Report.

Date: 3/2/2020
Source: Email
Address: 1111 South Coast J20
Description: Customer just moved into an apartment and noticed the water was milky white. She would flush and it would clear but the milky white water would return.
Outcome: Emailed customer back and had her verify that the milky white water was entrained air and would clear up in a glass after a minute or so. Explained to Customer that the entrained air was not harmful.

Date: 3/4/2020
Source: Phone/Visit
Address: 3126 Roanoke
Description: Customer reported dark tinted water.

Outcome: Unknown disturbance in the water main caused discolored water. Distribution mainline was flushed and customer's taps were flushed until clear.

Date: 3/4/2020
Source: Phone/ Visit
Address: 778 Allegheny
Description: Customer reported dark tinted water.

Outcome: Unknown disturbance in the water main caused discolored water. Distribution mainline was flushed and customer's taps were flushed until clear.

Date: 3/4/2020
Source: Phone/ Visit
Address: 779 Allegheny Avenue
Description: Customer reported dark tinted water

Outcome: Unknown disturbance in the water main caused discolored water. Distribution mainline was flushed and customer's taps were flushed until clear.

Date: 3/5/2020
Source: Phone/ Visit
Address: 1391 Baker Street
Description: Customer called about strong bleach odor coming from her kitchen sink.

Outcome: Upon arrival took water samples from the front hose bib and the kitchen. No odor was detected in both samples. Chlorine residuals were checked and were within normal range. Customer was satisfied with the visit.

Date: 3/9/2020
Source: Phone/Visit
Address: 412 Enclave Circle #109
Description: Customer is a cancer survivor and is concerned about the strong chlorine odor.

Outcome: Customer was not present when staff checked the water from the outside hose bib. No odor was detected and several voice messages were left for the customer. There was no response.

Date: 3/18/2020
Source: Phone/Visit
Address: 2052 Pomona Avenue
Description: Customer was concerned with the water tasting like grass/algae.

Outcome: Water sample was collected from the outside hose bib and checked for chlorine residual. Chlorine residual was still present and no odor was detected with the water sample. Customer declined having a sample taken from inside the home. Customer was informed that the water entering the property had no odor.

Date: 3/19/2020
Source: Phone
Address: Anonymous
Description: Customer was having internal issues with the degradation of the faucet supply line which was lined with black rubber that degraded over time with chlorinated water. He wanted to know if Mesa Water would go and test his water for the black rubber compound that has degraded.

Outcome: Explained to customer about Mesa Water's comprehensive monitoring plan and told customer that we don't perform sampling within customer's home. Offered to provide customer a list of state certified water labs but he declined and also wishes to remain anonymous.

Date: 3/25/2020
Source: Phone
Address: 3400 Avenue of the Art E422
Description: Customer noticed strong sulfur odor coming from the bathroom showers for the last few weeks.

Outcome: Walked customer through checking the cold water and the hot water for odor. It appears to be a little noticeable on the hot side and not on the cold side. Also discussed the possibility of the hot water heater or drains causing the odor. Customer wants to try disinfecting the drains first and declined a site visit.

Date: 3/25/2020
Source: Phone
Address: 3010 Warren Lane
Description: Customer inquired about the difference between bottled water and tap water.

Outcome: Explained that different water bottling companies use different treatment processes to remove minerals from the water. Explained our extensive monitoring program and went over the Annual Water Quality with customer. He was very pleased with the information.

Date: 3/30/2020
Source: Phone
Address: 1727 Samar Drive
Description: Customer noticed a strong chemical odor while drinking cold tap water on Saturday.

Outcome: Explained to customer that there have been no changes to the operations of the wells and treatment facility. He was fine with the explanation and said he would call back if he has further concerns.

Date: 3/31/2020
Source: Phone
Address: 260 Villa Nova
Description: Customer was having internal issues with "fine grit" clogging his faucet.

Outcome: Explained to customer that the "fine grit" may have been caused by natural water hardness. Suggested customer try dissolving the material with vinegar and to contact faucet manufacturer for their recommendation.

Water Operations Status Report
July 1, 2019 - March 31, 2020

Operations Department Status Report	Wk Unit	Plan Days	Act Days	Plan Qty	Act Qty	Plan Cost	Actual Cost
01 - HYDRANTS							
WD-0101 - HYDRANT MAINTENANCE	HYDRANTS	127	111	2537	2173	\$50,341	\$43,021
WD-0102 - HYDRANT PAINTING	HYDRANTS	10	14	317	402	\$3,760	\$5,000
WD-0103 - HYDRANT REPAIR	HYDRANTS	39	28	45	44	\$12,667	\$12,520
Program 01 TOTAL		176	153			\$66,768	\$60,541
02 - VALVES							
WD-0201 - DISTRIBUTION VALVE MAINTENANCE	VALVES	90	98	1804	2065	\$39,058	\$40,893
WD-0202 - NIGHT VALVE MAINTENANCE	VALVES	6	0	82	0	\$2,786	\$0
Program 02 TOTAL		96	98			\$41,844	\$40,893
03 - METERS							
WD-0305 - ANGLE STOP/BALL VALVE REPLACE	REPLACE	20	17	39	35	\$12,351	\$6,194
Program 03 TOTAL		20	17			\$12,351	\$6,194
04 - MAIN LINES							
WD-0401 - MAIN LINE REPAIR	REPAIRS	91	59	15	7	\$45,344	\$29,227
WD-0402 - AIR VAC MAINTENANCE/REPAIR	REPAIRS	20	20	119	137	\$7,350	\$6,857
Program 04 TOTAL		111	79			\$52,694	\$36,084
05 - SERVICE LINES							
WD-0501 - SERVICE LINE REPAIR	REPAIRS	43	74	16	25	\$17,959	\$34,349
Program 05 TOTAL		43	74			\$17,959	\$34,349
06 - CAPITAL							
CAP AV - CAPITAL AIR VACUUM REPLACE	AIR VACS	30	52	5	23	\$12,405	\$22,981
CAP BI - CAPITAL BYPASS & METER INSTALL	REPLACE	12	0	1	0	\$6,425	\$0
CAP FH - CAPITAL HYDRANT UPGRADE	HYDRANTS	179	76	26	15	\$137,650	\$59,965
CAP MV - CAPITAL MAINLINE VALVE REPLACE	VALVES	149	98	26	13	\$99,797	\$51,443
CAP SL - CAPITAL SERVICE LINE REPLACE	SERVICES	29	35	8	7	\$15,396	\$17,283
CAP SS - CAPITAL SAMPLE STATION REPLACE	STATIONS	5	1	5	1	\$2,488	\$184
Program 06 TOTAL		404	262			\$274,161	\$151,856
TOTAL						\$465,777	\$329,917

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
CAPITAL				
CIVIL SOURCE				
000032359	152703	M17-002A-DESIGN SERVICES		1,151.81
	2/27/2020		1	<u>1,151.81</u>
EJ MEYER COMPANY, INC				
000032325	8	M18-118 OC PIPELINE REHAB		408,896.17
	2/27/2020		1	<u>408,896.17</u>
MICHAEL BAKER INTERNATIONAL				
000032317	1070685	E400-0005 HYDRAULIC MODELING		138.00
000032326	1062558	M18-118 OC44 PIPELINE REHAB		24,794.74
000032326	1068198	M18-118 OC44 PIPELINE REHAB		15,041.30
000032326	1073380	E400-0005 HYDRAULIC MODELING		172.50
	2/27/2020		2	<u>40,146.54</u>
TETRA TECH, INC				
000032205	51547513	OCTA 2246INSP PLAN REVIEW		1,260.00
	2/13/2020		1	<u>1,260.00</u>
TOTAL CAPITAL			5	<u>451,454.52</u>

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DEPARTMENT EXPENSE				
ACWA JOINT POWERS INSURANCE AUTHORITY				
000032265	MAR2020EAP	MARCH 2020 EAP		131.60
	2/20/2020		1	131.60
APPLE ONE EMPLOYMENT				
000032129	01-5496274	TEMP LABOR, HR, WE 01/18		1,109.60
000032176	01-5501974	TEMP LABOR, HR, WE 01/25		744.61
000032267	01-5508664	TEMP LABOR, HR, WE 02/01		858.36
	2/20/2020		3	2,712.57
AQUA STAR INTERNATIONAL				
000032130	25335	WATER DISPENSING- CLEAN & TEST		112.49
	2/5/2020		1	112.49
BAVCO				
000032132	937686	Receivings Transaction Entry		215.00
	2/5/2020		1	215.00
CA DEPT OF JUSTICE				
000032272	432613	PRE-EMPLOYMENT FINGERPRINTS		64.00
	2/20/2020		1	64.00
CALPERS BENEFIT PAYMENTS				
0152832	11720	PPE 1/17/20		33,434.96
0152833	15926574	FEBRUARY HEALTH		48,767.87
0152836	15957112	MARCH PA HEALTH		6,408.26
0152840	13120	PPE 1/31/20		33,850.36
	2/20/2020		4	122,461.45
CALIFORNIA NATIVE PLANT SOCIETY				
000032180	18GT139	GARDEN TOUR SPONSORSHIP		250.00
	2/13/2020		1	250.00
COLONIAL LIFE & ACCIDENT INS				
000032133	8892333-0208688	INSURANCE - PPE 01/17/20		208.75
000032273	8892333-0222340	INS PREM PPE 01/31/20		208.75
	2/20/2020		2	417.50

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
COSTA MESA FIRE AND RESCUE				
000032349	12089	FLAMMABLE LIQ. PERMIT CADILLAC		140.00
000032349	12093	FLAMMABLE LIQ. PERMIT WELL 3		140.00
	2/27/2020		1	280.00
CA DEPT OF CONSUMER AFFAIRS				
000032314	C42957-2020	CE CERT RENEWAL - PS		115.00
	2/20/2020		1	115.00
EMPLOYMENT DEVELOPMENT DEPT				
000032186	L1400181984	UI 10/01/2019-12/31/2019E-		908.00
	2/13/2020		1	908.00
FIRST BANKCARD				
0152850	010120	JANUARY CC CHARGES		11,113.48
	2/14/2020		1	11,113.48
G&W TOWING				
000032276	445819	TOWING - UNIT 52		260.00
	2/20/2020		1	260.00
GUARDIAN				
000032335	00430941MAR20	MAR 20 DENTAL INSURANCE		5,788.92
	2/27/2020		1	5,788.92
HOOVER PRINTING				
000032336	94572	DESIGN WORK		80.00
	2/27/2020		1	80.00
ICMA-RC RETIREMENT				
0152828	13120	PPE 1/31/2020		1,028.96
0152829	0131201	PPE 1/31/2020		4,554.26
0152837	21420	PPE 2/14/20		1,028.96
0152838	0214201	PPE 2/14/20		4,554.26
	2/20/2020		4	11,166.44

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
4 IMPRINT				
000032279	8133010	PROMO ITEMS		1,164.79
	2/20/2020		1	1,164.79
LEDGENT				
000032324	13847323	TEMP LABOR, FINANCE, WE 01/26		1,497.28
000032324	13850543	TEMP LABOR, FINANCE, WE 02/02		374.32
000032324	8022017	TEMP LABOR, FINANCE, WE 02/02		6,098.00
	2/20/2020		1	7,969.60
NATIONWIDE RETIREMENT SOLUTIONS				
0152830	013120	PPE 1/31/2020		6,404.93
0152839	21420	PPE 2/14/20		6,404.93
	2/20/2020		2	12,809.86
ORANGE COUNTY EMPLOYEES ASSN				
000032149	OCEA PPE 013120	MEMBERSHIP DUES - PPE 01/31		275.52
000032283	OCEA PPE 021420	MEMBERSHIP DUES - PPE 02/14		275.52
	2/20/2020		2	551.04
SECRETARY OF STATE				
000032357	022720	STATEMENT OF FACTS DEC 2018		6.00
	2/27/2020		1	6.00
SWMOA				
000032344	6280-W-2021	SPONSORSHIP ANNUAL CONFERENCE		1,500.00
	2/27/2020		1	1,500.00
TRACKER, A DIVISION OF C2, LLC				
000032206	19-0000-186-04	PORTFOLIO ACCTING & REPORTING		1,200.00
000032290	02-08149	PORTFOLIO ACCTING & REPORTING		3,300.00
	2/20/2020		2	4,500.00
ULTIMATE STAFFING SERVICES				
000032227	13847325	TEMP LABOR, CS, WE 01/26		717.32
000032227	13847324	TEMP LABOR, HR, WE 01/26		2,079.19
000032322	13850544	TEMP LABOR, HR, WE 02/02		2,726.80

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
	2/20/2020		2	5,523.31
VISTA DEL VERDE LANDSCAPE				
000032212	33261	TREE TRIMMING		6,372.00
000032345	33211	LANDSCAPE MAINTENANCE - JAN20		2,770.09
000032345	33334	LANDSCAPE MAINTENANCE - FEB20		2,770.09
	2/27/2020		2	11,912.18
VISION SERVICE PLAN - (CA)				
000032346	808783759	MAR 2020 VISION INSURANCE		1,220.19
	2/27/2020		1	1,220.19
TOTAL DEPARTMENT EXPENSE			40	203,233.42

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DIRECTOR CHECKS				
FRED BOCKMILLER				
000032230	EXP021020	EXPENSE REIMBURSEMENT		279.67
000032230	EXP021020-1	MILEAGE REIMBURSEMENT		16.97
	2/13/2020		1	<u>296.64</u>
TOTAL DIRECTOR CHECKS			1	296.64

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
GENERAL AND ADMINISTRATIVE				
ROBERT SHAPPLEY				
000032232	CHEQ00099007421	30001636 Overpayment		49.63
2/20/2020			1	49.63
ALEXANDRA STEINHAUS				
000032233	CHEQ00099007430	30001778 Overpayment		97.58
2/20/2020			1	97.58
VALERIE SALAS				
000032125	CHEQ00099007404	05002400 Cheque Deposits 05002		34.95
2/5/2020			1	34.95
REYNALDO REYES				
000032234	CHEQ00099007429	03117600 Overpayment		94.90
2/20/2020			1	94.90
MIKE GUTIERREZ				
000032235	CHEQ00099007445	05150059 Cheque Deposits 05150		56.38
2/20/2020			1	56.38
JAZZAR CONSTRUCTION GROUP, INC.				
000032236	CHEQ00099007440	20069700 Overpayment		649.92
2/20/2020			1	649.92
STILLWELL CONSTRUCTION, INC.				
000032327	CHEQ00099007451	20071700 Cheque Deposits 20071		545.95
2/27/2020			1	545.95
CITY OF COSTA MESA				
000032237	CHEQ00099007438	06817431 Overpayment		279.88
2/20/2020			1	279.88
ERICA R FREEMAN				
000032358	CHEQ00099007450	06619800 Cheque Deposits 06619		162.36
2/27/2020			1	162.36

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
LORETTA PETERSEN				
000032238	CHEQ00099007419	09803903 Overpayment		41.21
2/20/2020			1	41.21
JENNIFER EDGERLY				
000032126	CHEQ00099007405	02003900 Cheque Deposits 02003		219.82
2/5/2020			1	219.82
CHARLES LUCAS				
000032299	CHEQ00099007431	05121300 Overpayment		100.00
2/20/2020			1	100.00
PILAR LARIOS				
000032239	CHEQ00099007418	09128800 Overpayment		40.78
2/20/2020			1	40.78
MICHAEL LAKIN				
000032240	CHEQ00099007410	03405700 Cheque Deposits 03405		110.65
2/20/2020			1	110.65
SHANE VEERA				
000032241	CHEQ00099007428	09614000 Overpayment		82.77
2/20/2020			1	82.77
ILYSSE KRACOW				
000032242	CHEQ00099007446	01202901 Cheque Deposits 01202		392.30
2/20/2020			1	392.30
CYNTHIA Y LANDEROS				
000032243	CHEQ00099007414	06008300 Overpayment		2.34
2/20/2020			1	2.34
BRADLEY R BEHRENDT				
000032244	CHEQ00099007426	07404100 Overpayment		75.00
2/20/2020			1	75.00

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
YAN WANG				
000032245	CHEQ00099007416	08617500 Overpayment		13.31
	2/20/2020		1	13.31
BILLIE HOUCK				
000032328	CHEQ00099007449	04026600 Cheque Deposits 04026		90.04
	2/27/2020		1	90.04
CM COLLISION & AUTO PAINTING				
000032329	CHEQ00099007447	07105402 Cheque Deposits 07105		43.46
000032329	CHEQ00099007448	07105403 Cheque Deposits 07105		7.76
	2/27/2020		1	51.22
CHARITY HAUKE				
000032246	CHEQ00099007444	07228700 Overpayment		291.22
	2/20/2020		1	291.22
WESTREEF HOUSING, LLC				
000032247	CHEQ00099007422	12062800 Overpayment		52.19
	2/20/2020		1	52.19
BRANDON STUMP				
000032248	CHEQ00099007420	03702700 Overpayment		49.54
	2/20/2020		1	49.54
IICHH, INC.				
000032249	CHEQ00099007439	00950104 Overpayment		346.95
	2/20/2020		1	346.95
NERIA NOVELO				
000032250	CHEQ00099007441	09303000 Cheque Deposits 09303		91.51
	2/20/2020		1	91.51
SAMANTHA RENZI				
000032251	CHEQ00099007443	30001012 Cheque Deposits 30001		17.86
	2/20/2020		1	17.86

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
IRENE PAINE				
000032252	CHEQ00099007425	01200500 Overpayment		65.54
	2/20/2020		1	65.54
MEAGHAN SMITH				
000032253	CHEQ00099007413	03301307 Overpayment		1.00
	2/20/2020		1	1.00
PINNACLE RESIDENTIAL, INC.				
000032254	CHEQ00099007427	30001905 Overpayment		77.28
	2/20/2020		1	77.28
MARK SPIEGEL				
000032255	CHEQ00099007415	30001035 Overpayment		8.68
	2/20/2020		1	8.68
JOHN LEIBEL				
000032256	CHEQ00099007437	07425700 Overpayment		257.34
	2/20/2020		1	257.34
CHRISTINA CHRISTENSEN				
000032257	CHEQ00099007432	00117404 Overpayment		101.13
	2/20/2020		1	101.13
KELLY D CHILTON				
000032165	CHEQ00099007411	01304000 Cheque Deposits 01304		58.58
	2/5/2020		1	58.58
JESSICA CARUSO				
000032258	CHEQ00099007412	30001480 Overpayment		1.00
	2/20/2020		1	1.00
AMANDA CAMPBELL				
000032259	CHEQ00099007433	03905700 Overpayment		109.63
	2/20/2020		1	109.63

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
MERITAGE HOMES CORP./SO CAL 257				
000032260	CHEQ00099007424	30002026 Overpayment		65.10
	2/20/2020		1	65.10
MELLOW EXTRACTS, LLC				
000032261	CHEQ00099007434	12015350 Overpayment		119.60
	2/20/2020		1	119.60
CAMELIA BENNANI				
000032262	CHEQ00099007423	00911200 Overpayment		56.51
	2/20/2020		1	56.51
RESURGENCE BEHAVIORAL HEALTH, LLC				
000032263	CHEQ00099007435	02050102 Overpayment		100.81
000032263	CHEQ00099007436	02050101 Overpayment		239.77
	2/20/2020		1	340.58
24 CARROTS CATERING				
000032127	80887	QUARTERLY MGMT MEETING		237.08
000032264	81438	HR INDUSTRY MEETING		250.95
	2/20/2020		2	488.03
AQUENT				
000032268	190-53273	MARKETING CONSULTANT		105.00
	2/20/2020		1	105.00
AT&T MOBILITY				
000032177	87023041770X01282	WIRELESS COMM 12/21-01/20		65.65
	020			
	2/13/2020		1	65.65
BAKER EQUIPMENT RENTAL				
000032269	58019	EQUIPMENT RENTAL		73.50
	2/20/2020		1	73.50

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
BSI EHS SERVICES AND SOLUTIONS				
000032270	56402	EHS SUPPORT SERVICES		21,375.00
	2/20/2020		1	<u>21,375.00</u>
CALIFORNIA ADVOCATES INC.				
000032271	022055	PROFESSIONAL SERVICES		7,000.00
	2/20/2020		1	<u>7,000.00</u>
CITY OF SANTA ANA				
000032312	35821304JAN20	CRODDY WATER/SEWER		217.46
000032312	35776303JAN20	CHANDLER WATER/SEWER		100.36
	2/20/2020		1	<u>317.82</u>
THE TRANZONIC COMPANIES				
000032218	IN02459851	SCRIMDRY WIPES		543.56
	2/13/2020		1	<u>543.56</u>
CNA SURETY				
000032332	15533804-20-21	CA NOTARY E&D INSURANCE		300.00
	2/27/2020		1	<u>300.00</u>
CCS ORANGE COUNTY JANITORIAL INC.				
000032135	458069	JANITORIAL SERVICES		3,798.08
	2/5/2020		1	<u>3,798.08</u>
COMPONETICS				
000032136	1669	INSTALL STEP LADDER		1,323.43
	2/5/2020		1	<u>1,323.43</u>
COTTONE MARKETING SVCS., INC./THE EMBROIDERY STORE				
000032313	49022547	MWD EMBROIDERED SERVICES		214.41
	2/20/2020		1	<u>214.41</u>
MICHELLE GRAY				
000032274	CHEQ00099007442	00500203 Cheque Deposits 00500		147.90
	2/20/2020		1	<u>147.90</u>

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DOHRMAN DWELLINGS, LLC				
000032275	CHEQ00099007417	04019400 Overpayment		29.99
	2/20/2020		1	<u>29.99</u>
CUMMINS-ALLISON CORP.				
000032137	1359378	ANNUAL MAINTENANCE RENEWAL		1,217.57
	2/5/2020		1	<u>1,217.57</u>
DUDEK				
000032360	202000471	OC-44 PIPELINE REHAB		37,480.00
	2/27/2020		1	<u>37,480.00</u>
EAN SERVICES LLC				
000032185	23794919	CAR RENTAL		70.22
	2/13/2020		1	<u>70.22</u>
EMPLOYEE RELATIONS INC				
000032187	87037	PRE-EMPLOYMENT VEHICLE REPORT		7.85
	2/13/2020		1	<u>7.85</u>
ENTERPRISE FM TRUST				
000032188	FBN3894316	AUTO LEASES - FEBRUARY 2020		1,025.68
	2/13/2020		1	<u>1,025.68</u>
FRAXION SPEND MANAGEMENT LLC				
000032231	AR-0000031	2 YEAR SUBSCRIPTION RENEWAL		58,534.11
	2/20/2020		1	<u>58,534.11</u>
FULL CIRCLE RECYCLING				
000032138	24543	RECYCLING SERVICES		133.50
	2/5/2020		1	<u>133.50</u>
GEIGER				
000032277	4118658	PROMO ITEMS		2,244.44
	2/20/2020		1	<u>2,244.44</u>

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
GERARD SIGNS & GRAPHICS INC				
000032139	28623	DESIGN SERVICES		965.87
	2/5/2020		1	<u>965.87</u>
GLOBAL SOFTWARE, LLC				
000032170	10-37336	SPREADSHEET SERV ANNUAL MAINT		2,324.41
	2/5/2020		1	<u>2,324.41</u>
IBI GROUP				
000032318	10009575	MWRP OUTREACH CENTER		4,175.00
	2/20/2020		1	<u>4,175.00</u>
INFOSEND INC				
000032315	165788	PROP 218 MAILING SERVICES		8,191.20
000032315	166411	CUSTOMER BILLING SERVICE		2,164.92
000032315	167017	CUSTOMER BILLING SERVICE		1,309.46
000032315	167237	CUSTOMER SERV PORTAL - FEB20		400.00
000032337	167306	CUSTOMER BILLING SERVICE		1,748.74
	2/27/2020		2	<u>13,814.32</u>
INNOVYZE INC				
000032142	Q-35168	RENEWAL - INFOCARE		5,195.00
	2/5/2020		1	<u>5,195.00</u>
INSIGHT PUBLIC SECTOR				
000032192	1100710894	MS SOFTWARE ASSURANCE		10,089.19
	2/13/2020		1	<u>10,089.19</u>
JOHN ROBINSON CONSULTING, INC.				
000032280	MW201901-10	JANUARY WATER RESOURCE CONSUL		10,800.00
	2/20/2020		1	<u>10,800.00</u>
KLEEN KRAFT SERVICES				
000032145	1026379	UNIFORMS, MATS, TOWELS		209.71
000032281	1027062	UNIFORMS, MATS, TOWELS		286.47
	2/20/2020		2	<u>496.18</u>

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
LA CONSULTING INC				
000032316	0014895	PP 53 BUS PROCESS IMPLEMENT		7,711.20
000032316	0014896	DATA ENTRY & SYS SUPPORT JAN20		2,605.00
	2/20/2020		1	<u>10,316.20</u>
LIEBERT CASSIDY WHITMORE				
000032338	1492830	PROFESSIONAL SERVICES - JAN		448.60
	2/27/2020		1	<u>448.60</u>
LIFECOM, INC.				
000032221	2088221-IN	SERVICE/CALIBRATE RKI GX		348.57
000032221	2088270-IN	SERVICE/CALIBRATE RKI EAGLE		638.14
000032221	2088269-IN	SERVICE/CALIBRATE RKI EAGLE		638.14
	2/13/2020		1	<u>1,624.85</u>
LOWE'S				
000032194	98002881427JAN20	SUPPLIES		111.58
	2/13/2020		1	<u>111.58</u>
LOW VOLTAGE TECHNOLOGIES				
000032195	8347	ALARM MONITORING 2/1-4/30/20		105.00
	2/13/2020		1	<u>105.00</u>
MORAN CONSULTING, INC.				
000032339	3653	CS ONGOING SUPPORT		2,500.00
	2/27/2020		1	<u>2,500.00</u>
MOUSE GRAPHICS				
000032148	432557	PRINTING & DESIGN - 5X3 CARDS		80.07
000032340	433386	PRINTING & DESIGN 5X7 CARDS		214.31
	2/27/2020		2	<u>294.38</u>
MYERS & SONS HI-WAY SAFETY INC				
000032222	98457	SAFETY EQUIPMENT		522.59
	2/13/2020		1	<u>522.59</u>

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
NEXTDAY DELIVERY SERVICE, LLC				
000032197	762999	MAIL DELIVERY SVCS		552.84
	2/13/2020		1	<u>552.84</u>
NOACK AWARDS & ENGRAVING INC				
000032198	25990	LASER ENGRAVING		323.25
	2/13/2020		1	<u>323.25</u>
NOVATIME TECHNOLOGY INC				
000032282	PSI111810	MONTHLY FEE - TIME CARDS		181.25
	2/20/2020		1	<u>181.25</u>
ACI PAYMENTS INC.				
000032200	1000016627	ONLINE PAYMENT MAINT FEE		150.00
	2/13/2020		1	<u>150.00</u>
O'NEIL STORAGE #0481				
000032201	2001055	FILE STORAGE - JANUARY 2020		219.58
	2/13/2020		1	<u>219.58</u>
ORANGE COUNTY HEALTH CARE AGENCY				
000032223	CC20-13	INSPECTIONS - C0105-20-01		191.00
	2/13/2020		1	<u>191.00</u>
ORANGE CNTY ACOUSTICS				
000032356	022720	SECURTIY DEPOSIT REFUND		10,000.00
	2/27/2020		1	<u>10,000.00</u>
ORANGE COAST PLUMBING				
000032150	257242S	PLUMBING REPAIRS		1,469.07
	2/5/2020		1	<u>1,469.07</u>
PROCARE WORK INJURY CENTER (DBA)				
000032225	284227	MEDICAL SERVICES		120.00
000032225	285209	MEDICAL SERVICES		210.00
	2/13/2020		1	<u>330.00</u>

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
RAYNE WATER SYSTEMS				
000032286	30486FEB20	SOFT WATER SERVICE FEB 20		39.45
	2/20/2020		1	39.45
SENTRIC INC				
0153245	1182464	PAYROLL PROCESSING FEE		1,083.50
0153246	1183683	PAYROLL PROCESSING FEE		307.60
	2/19/2020		2	1,391.10
SONSRAY MACHINERY				
000032154	W08478-03	FLEET REPAIR		784.97
	2/5/2020		1	784.97
THEODORE ROBINS FORD				
000032171	C33247	AUTO REPAIRS & MAINTENANCE		763.20
000032171	C33326	AUTO REPAIRS & MAINTENANCE		734.10
000032171	C33294	AUTO REPAIRS & MAINTENANCE		763.20
000032171	C33319	AUTO REPAIRS & MAINTENANCE		763.20
000032171	C33284	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33287	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33283	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33280	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33279	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33277	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33276	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33275	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33274	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33273	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33272	AUTO REPAIRS & MAINTENANCE		75.00
000032171	C33271	AUTO REPAIRS & MAINTENANCE		75.00
000032226	C33236	AUTO REPAIRS & MAINTENANCE		763.20
000032226	C33270	AUTO REPAIRS & MAINTENANCE		75.00
000032226	C33269	AUTO REPAIRS & MAINTENANCE		75.00
000032226	C33268	AUTO REPAIRS & MAINTENANCE		75.00
000032226	C33266	AUTO REPAIRS & MAINTENANCE		75.00
000032226	C33367	AUTO REPAIRS & MAINTENANCE		1,095.14

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000032226	C33408	AUTO REPAIRS & MAINTENANCE		386.62
000032321	C33756	AUTO REPAIRS & MAINTENANCE		806.91
000032321	C33282	AUTO REPAIRS & MAINTENANCE		75.00
000032321	C33281	AUTO REPAIRS & MAINTENANCE		75.00
000032321	C33777	AUTO REPAIRS & MAINTENANCE		77.98
000032321	C33981	AUTO REPAIRS & MAINTENANCE		746.77
2/20/2020			3	<u>8,250.32</u>
TIME WARNER CABLE				
000032289	0012934020320	INTERNET - DISTRICT		349.37
2/20/2020			1	<u>349.37</u>
QUADIENT FINANCE USA, INC				
000032155	5780JAN20	POSTAGE - JANUARY 2020		500.00
2/5/2020			1	<u>500.00</u>
MUG UNION BANK				
000032209	1189444	FY20 Q2 BANK DEPOSITORY FEE		875.00
2/13/2020			1	<u>875.00</u>
UNIVERSAL BLOWER PAC, INC.				
000032292	16360	SUPPLIES - FILTERS		1,039.09
2/20/2020			1	<u>1,039.09</u>
UNIVERSAL WASTE SYSTEMS, INC				
000032156	0000534562	WASTE REMOVAL - FEBRUARY		87.00
2/5/2020			1	<u>87.00</u>
UNUM				
000032211	04205600016MAR20	LIFE INSURANCE - MAR 2020		3,789.64
2/13/2020			1	<u>3,789.64</u>
VORTEX INDUSTRIES, INC				
000032213	09-1411824	REPAIR GATE		685.00
2/13/2020			1	<u>685.00</u>
WASTE MANAGEMENT OF OC				
000032160	0382047-2515-4	TR CONTAINER RENTAL FEB 2020		1,243.34
000032215	7947698-0149-7	TR CONTAINER RENTAL JAN 2020		465.00

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
	2/13/2020		2	1,708.34
WE SAVE BEES				
000032161	6221	BEE REMOVAL SERVICES		450.00
	2/5/2020		1	450.00
WESTERN EXTERMINATOR COMPANY				
000032296	7820298	PEST CONTROL - MWRF		92.50
000032296	7835693	PEST CONTROL - DISTRICT		92.50
	2/20/2020		1	185.00
WOLF CONSULTING, INC.				
000032216	INV-000143	DATABASE SUPPORT SERVICES		4,000.00
	2/13/2020		1	4,000.00
YORKE ENGINEERING, LLC				
000032163	21113	AQ & ES COMPLIANCE ASSISTANCE		1,186.50
000032297	21284	AQ & ES COMPLIANCE ASSISTANCE		2,569.13
000032297	21286	RULE 1403 COMPLIANCE ASSISTANT		1,062.00
	2/20/2020		2	4,817.63
ZONES INC				
000032164	K14382820101	ANTIVIRUS SUPPORT RENEWAL		11,318.68
000032228	K14525090101	REPLACEMENT BATTERY CARTRIDGE		521.20
000032228	K14511520101	REPLACEMENT BATTERY CARTRIDGE		1,042.40
000032298	K14694990101	REPLACEMENT BATTERY CARTRIDGE		304.93
	2/20/2020		3	13,187.21
TOTAL GENERAL AND ADMINISTRATIVE			115	261,137.25

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
RETIREE CHECKS				
ALAN COOK				
000032128	020120	FEB 2020 INSURANCE SUBSIDY		98.83
	2/5/2020		1	98.83
COLEEN L MONTELEONE				
000032134	020120	FEB 2020 INSURANCE SUBSIDY		245.00
	2/5/2020		1	245.00
DIANA LEACH				
000032168	020120	FEB 20 INSURANCE SUBSIDY		271.06
	2/5/2020		1	271.06
JOHN CERNEK				
000032144	020120	FEB 2020 INSURANCE SUBSIDY		66.28
	2/5/2020		1	66.28
LORI MULLER				
000032147	020120	FEB 2020 INSURANCE SUBSIDY		98.56
	2/5/2020		1	98.56
PATTI REYNOLDS				
000032151	020120	FEB 20 INSURANCE SUBSIDY		1.06
	2/5/2020		1	1.06
TOTAL RETIREE CHECKS			6	780.79

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
CHECK SIGNATURE EXEMPT				
SOUTHERN CALIFORNIA EDISON CO				
000032174	2236281499JAN20	ELECTRICTY - JANUARY 2020		58,068.75
	2/13/2020		1	58,068.75
TOTAL CHECK SIGNATURE EXEMPT			1	58,068.75

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
WATER SUPPLY				
AIRGAS USA LLC				
000032266	9968471810	CYLINDER RENTAL		171.61
	2/20/2020		1	171.61
CULLIGAN OF SANTA ANA				
000032183	1160371	WATER SOFTENER - SALT		1,109.44
	2/13/2020		1	1,109.44
D&H WATER SYSTEMS				
000032350	12020-0124	MWRF PUMP SUPPLIES		1,058.76
000032350	12020-0167	MWRF PUMP SUPPLIES		925.00
	2/27/2020		1	1,983.76
HILL BROTHERS CHEMICAL CO.				
000032140	07064073	AMMONIA		4,664.00
	2/5/2020		1	4,664.00
MUNICIPAL WATER DISTRICT OF OC				
0152834	10061	DEC. WATER DELIVIERS		7,382.81
	2/11/2020		1	7,382.81
OCWD				
0152831	21216	NOV & DEC IN LIEU		64,869.00
0152835	21206	DECEMBER GAP WATER		36,760.80
	2/11/2020		2	101,629.80
SEPARATION PROCESSES, INC				
000032203	9667	SUPPORT SERVICES		597.40
	2/13/2020		1	597.40
UNIVAR SOLUTIONS USA, INC.				
000032173	48455596	SOD HYPO		2,071.95
000032173	48455597	SOD HYPO		2,074.13
000032173	48455598	SOD HYPO		645.58
000032323	48466087	SOD HYPO		2,399.10
000032323	48466088	SOD HYPO		2,290.05
000032355	48474609	SOD HYPO		1,635.75

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000032355	48483242	SOD HYPO		1,753.52
	2/27/2020		3	12,870.08
UNITED WATERWORKS INC.				
000032157	S100083794.001	WATER OPS SUPPLIES		6,351.58
	2/5/2020		1	6,351.58
TOTAL WATER SUPPLY			12	136,760.48

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
WATER SYSTEM				
ASSOCIATED READY MIX				
000032331	1409987	CONCRETE		391.82
	2/27/2020		1	391.82
BADGER METER INC.				
000032178	80033895	READER - SERVICE AGREEMENT		780.00
	2/13/2020		1	780.00
BATTERY MART INC				
000032131	35027	BATTERIES		389.79
	2/5/2020		1	389.79
CHARLES P CROWLEY				
000032181	26608	WATER OPS PARTS		3,704.35
	2/13/2020		1	3,704.35
DIG SAFE BOARD				
000032184	DSB20190325	DIG SAFE BOARD FEES		328.04
	2/13/2020		1	328.04
IRVINE PIPE & SUPPLY				
000032143	931018	PIPE FITTINGS AND SUPPLIES		640.94
000032193	931008	PIPE FITTINGS AND SUPPLIES		50.51
	2/13/2020		2	691.45
LARRY'S BUILDING MATERIALS				
000032220	CM-122206	BUILDING MATERIALS		84.37
000032220	CM-122207	BUILDING MATERIALS		15.14
000032220	CM-122339	BUILDING MATERIALS		92.93
000032352	CM-122742	BUILDING MATERIALS		61.96
	2/27/2020		2	254.40
OMAR & SON'S TRUCKING				
000032285	5215	DIRT HAULING		808.00
000032341	4856	DIRT HAULING		909.00
	2/27/2020		2	1,717.00

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
PRAXAIR DISTRIBUTION, INC.				
000032224	94373502	ACETYLENE CYLINDER RENTAL		40.26
000032224	94591099	WELDING SUPPLIES		429.32
	2/13/2020		1	<u>469.58</u>
PRAXAIR				
000032353	94635216	CARBON DIOXIDE TANK RENTAL		2,164.70
000032353	94928281	CARBON DIOXIDE		3,521.51
	2/27/2020		1	<u>5,686.21</u>
ROSEMOUNT INC.				
000032152	71573548	LEAK DETECTION SWITCH		3,527.01
	2/5/2020		1	<u>3,527.01</u>
SAF-T-FLO				
000032343	20-5177	REPAIR STATIC MIXER		457.00
	2/27/2020		1	<u>457.00</u>
SOUTH COAST A.Q.M.D.				
000032354	3586718	RENEWAL FEES-LOQ FUEL DISP		124.46
000032354	3587949	FLAT FEE - LAST FY EMISSIONS		136.40
	2/27/2020		1	<u>260.86</u>
SPARLING INSTRUMENTS LLC				
000032319	2999801	FIELD SERVICE		582.40
	2/20/2020		1	<u>582.40</u>
STATE WATER RESOURCES CONTROL BOARD				
000032175	LW-1024941	WATER SYSTEM ANNUAL FEES		57,436.82
	2/13/2020		1	<u>57,436.82</u>
ALS TRUESDAIL LABORATORIES INC				
000032172	522000467	WATER QUALITY TESTING		440.00
000032172	522000466	WATER QUALITY TESTING		396.00
000032207	522000525	WATER QUALITY TESTING		22.00
000032291	522000656	WATER QUALITY TESTING		44.00
	2/20/2020		3	<u>902.00</u>

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
UNDERGROUND SERVICE ALERT/SC				
000032208	120200434	UNDERGROUND DIG ALERT		542.95
	2/13/2020		1	542.95
VULCAN MATERIALS				
000032159	72469115	PAVING MATERIALS		216.86
000032214	72459242	PAVING MATERIALS		332.39
000032294	72489583	PAVING MATERIALS		169.34
	2/20/2020		3	718.59
WEST COAST SAND & GRAVEL				
000032347	227765	FILL SAND		791.31
	2/27/2020		1	791.31
TOTAL WATER SYSTEM			26	79,631.58

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
VARIOUS				
AC POZOS ELECTRIC CORPORATION				
000032217	ACP2020-1025	MWRF - ELECTRICAL REPAIRS		4,186.00
000032330	ACP2020-1033	MWRF - ELECTRICAL REPAIRS		5,620.00
	2/27/2020		2	9,806.00
AMAZON BUSINESS				
000032166	13XY-4FGW-F9PR	OFFICE SUPPLIES		82.23
000032166	1VHV-XQGQ-J964	OFFICE SUPPLIES		143.45
000032166	1V9Y-W7RL-KCFT	OFFICE SUPPLIES		276.91
000032166	1TCW-7RKJ-9W3W	OFFICE SUPPLIES		11.99
000032166	1GJN-PQFY-HCYF	OFFICE SUPPLIES		293.70
000032229	1KL7-F1HV-6W9F	OFFICE SUPPLIES		66.17
000032229	1WD3-VGND-31LN	OFFICE SUPPLIES		49.34
000032229	141G-1KW4-7V6R	OFFICE SUPPLIES		523.82
000032229	1C9R-1GM1-4YMP	OFFICE SUPPLIES		33.39
000032229	1DPM-RGXR-4FF3	OFFICE SUPPLIES		27.01
000032229	1MV1-YRVN-33JN	OFFICE SUPPLIES		41.52
000032229	1GVW-MJWD-JDK3	OFFICE SUPPLIES		55.99
000032300	1XTH-99ML-DN4D	OFFICE SUPPLIES		319.72
000032300	11CW-V333-XJFR	OFFICE SUPPLIES		18.55
000032300	1LV1-JPVY-4HCH	OFFICE SUPPLIES		15.61
000032300	1QH6-MC7Q-RP4J	OFFICE SUPPLIES		141.28
000032300	1NXH-3RCK-J741	OFFICE SUPPLIES		559.05
000032300	1WTH-3Q66-HJ4J	OFFICE SUPPLIES		28.74
000032300	1DXP-1DFH-114N	OFFICE SUPPLIES		54.31
000032300	1M17-LPL9-7997	OFFICE SUPPLIES		23.35
000032348	1R46-P377-D7QV	OFFICE SUPPLIES		17.20
000032348	16W3-HDGW-3V9Y	OFFICE SUPPLIES		22.28
000032348	13J7-YD9H-33Q9	OFFICE SUPPLIES		21.10
000032348	1PDG-14H3-7GGY	OFFICE SUPPLIES		11.83
000032348	1J3X-FNMD-91JH	OFFICE SUPPLIES		47.60
000032348	13MY-RM6V-H9Q4	OFFICE SUPPLIES		14.00
	2/27/2020		4	2,900.14
AT&T				
000032301	000014263528	ACCT#9391061444 JANUARY 2020		55.60

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000032301	000014262670	ACCT#9391055284 JANUARY 2020		3,555.84
	2/20/2020		1	<u>3,611.44</u>
AT&T				
000032302	5487FEB20	714-754-5487 FEBRUARY 2020		104.89
000032303	9337FEB20	714-435-9337 FEBRUARY 2020		1,742.71
000032304	8315FEB20	714-241-8315 FEBRUARY 2020		654.50
000032305	9024FEB20	339-264-9024 FEBRUARY 2020		351.43
000032306	3066FEB20	960-350-3066 FEBRUARY 2020		4,421.10
000032307	8883FEB20	949-631-8883 FEBRUARY 2020		352.45
000032308	3044FEB20	949-574-3044 FEBRUARY 2020		2,237.74
000032309	0926FEB20	949-650-0926 FEBRUARY 2020		1,518.85
000032310	0779FEB20	339-263-0779 FEBRUARY 2020		1,594.63
000032311	4054001FEB20	030 203 4054 001 FEBRUARY 2020		83.88
	2/20/2020		10	<u>13,062.18</u>
BEHRENS AND ASSOCIATES, INC.				
000032179	RI12127	SOUND PANEL RENTAL		1,551.60
	2/13/2020		1	<u>1,551.60</u>
CITADEL ENVIRONMENTAL SERVICES INC				
000032182	0024906	EHS AUDIT		8,038.50
	2/13/2020		1	<u>8,038.50</u>
CROWN ACE HARDWARE				
000032167	048514	SUPPLIES		10.74
000032167	048515	SUPPLIES		15.49
	2/5/2020		1	<u>26.23</u>
DUCKS UNLIMITED				
000032333	28	SPONSORSHIP		1,000.00
	2/27/2020		1	<u>1,000.00</u>
ELITE EQUIPMENT				
000032169	38634	REPAIRS		890.72
000032169	38632	REPAIRS		466.37

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
	2/5/2020		1	1,357.09
EMISSION COMPLIANT CONTROLS CORP				
000032219	PSO4765	ENGINE 2 REPAIRS		1,119.80
	2/13/2020		1	1,119.80
FEDERAL EXPRESS CORPORATION				
000032334	6-928-24568	SHIPPING SERVICES		36.93
	2/27/2020		1	36.93
GRAINGER				
000032278	9432461987	SAFETY TOOLS & EQUIPMENT		133.69
000032351	9433089910	SAFETY TOOLS & EQUIPMENT		42.06
000032351	9434738648	SAFETY TOOLS & EQUIPMENT		117.76
000032351	9448662370	SAFETY TOOLS & EQUIPMENT		349.09
	2/27/2020		2	642.60
HACH COMPANY				
000032124	11803006	WATER QUALITY SUPPLIES		3,075.37
000032124	11802975	WATER QUALITY SUPPLIES		1,957.16
000032124	11807979	WATER QUALITY SUPPLIES		30.65
000032124	11809816	ANNUAL MAINTENANCE SERVICE		81,695.85
000032189	11812977	WATER QUALITY SUPPLIES		840.77
	2/13/2020		2	87,599.80
HASHTAG PINPOINT				
000032190	1216	STRATEGIC COMMUNICATIONS		4,000.00
	2/13/2020		1	4,000.00
THE HOME DEPOT COMMERCIAL ACCT				
000032191	1915JAN20	TOOLS & EQUIPMENT		635.73
	2/13/2020		1	635.73
HUB AUTO SUPPLY				
000032141	148797	AUTO SUPPLIES		2,415.86
	2/5/2020		1	2,415.86

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
LEWIS CONSULTING GROUP				
000032146	2020-103	GOV'T RELATIONS SERVICES		5,000.00
	2/5/2020		1	5,000.00
MONTROSE AIR QUALITY SERVICES LLC				
000032196	INV1213237	ANNUAL TESTO CALIBRATIONS		1,100.00
	2/13/2020		1	1,100.00
ORANGE COUNTY HOSE CO				
000032199	157647	WATER HOSE & FITTINGS		20.00
000032284	157738	WATER HOSE & FITTINGS		96.80
	2/20/2020		2	116.80
PROCRETE RESOURCES INC				
000032342	52103	PUMP REPAIR		80.33
	2/27/2020		1	80.33
RUTAN & TUCKER, LLP				
000032153	857322	SPECIAL LEGAL COUNSEL		90.00
000032287	859245	SPECIAL LEGAL COUNSEL		3,690.00
	2/20/2020		2	3,780.00
SOUTHERN CALIFORNIA GAS CO				
000032202	05060829008JAN20	NATURAL GAS, WELL 5. JAN 2020		14,043.35
	2/13/2020		1	14,043.35
SHERWIN WILLIAMS COMPANY				
000032288	7216-0	PAINTING SUPPLIES		154.97
	2/20/2020		1	154.97
SIGN DEPOT				
000032204	9085	EMP NAME PLATE		48.49
	2/13/2020		1	48.49
SPRYPOINT SERVICES INC				
000032320	PS010169	COGSDALE SUPPORT		5,050.00
000032320	PS010157	COGSDALE SUPPORT		1,200.00

ACCOUNTS PAID LISTING

FROM 2/1/2020 TO 2/29/2020

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000032320	PS010199	COGSDALE SUPPORT		9,300.00
000032320	PS010210	COGSDALE SUPPORT		<u>2,000.00</u>
	2/20/2020		1	17,550.00
UNITED INTERIORS				
000032210	4530	STACKING CART		<u>269.75</u>
	2/13/2020		1	269.75
VALLEY POWER				
000032158	B42087	WELL 5 ENGINE REPAIR		<u>2,983.35</u>
	2/5/2020		1	2,983.35
VONAGE HOLDINGS CORPORATION				
000032293	1925760	TELEPHONE SERVICES		<u>7,974.30</u>
	2/20/2020		1	7,974.30
WECK ANALYTICAL ENVIRONMENTAL SERVICES INC.				
000032295	70403	WATER QUALITY ANALYSIS		<u>2,251.50</u>
	2/20/2020		1	2,251.50
TOTAL VARIOUS			46	193,156.74
GRAND TOTAL			252	1,384,520.17



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: April 9, 2020
SUBJECT: Monthly Financial Reports

RECOMMENDATION

Receive and file the Monthly Financial Reports.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

The attached Treasurer's status reports reflect the performance of Mesa Water's cash and investment accounts.

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: Monthly Treasurer's Status Report on Investments as of 02/29/20
Attachment B: Monthly Treasurer's Status Report on Investments as of 01/31/20

Mesa Water District
Monthly Treasurer's Status Report on Investments
As of 02/29/2020



Investments are in compliance with the Investment Policy adopted as Resolution 1506 of the Mesa Water District Board of Directors. The liquidity of investments will meet cash flow needs for the next six months except under unforeseen catastrophic circumstances.

<u>Investments</u>	<u>Maturity Date</u>	<u>Days to Maturity</u>	<u>YTM@Cost</u>	<u>Cost Value</u>	<u>% of Portfolio</u>	<u>Policy % Limit</u>	<u>Market Value</u>
Local Agency Investment Fund (LAIF)	Liquid	1	1.91%	1,068.08	0.00%	No Limit	1,068.08
Orange County Investment Pool (OCIP)	Liquid	1	1.94%	6,761,673.18	20.16%	No Limit	6,761,673.18
Miscellaneous Cash (Petty Cash, Emergency Cash, etc.)	Liquid	1	0.00%	14,000.00	0.04%	N/A	14,000.00
Union Bank Custody Account							
Negotiable Certificate of Deposit	Various	1,010	2.04%	9,304,787.50	28.08%	30.00%	9,420,434.70
US Agency Bonds	Various	647	1.73%	12,624,793.50	37.94%	No Limit	12,728,148.50
Sub Total / Average				21,929,581.00			22,148,583.20
Union Bank Accounts	Liquid	1	0.45%	4,621,097.86	13.78%	No Limit	4,621,097.86
Total / Average		530	1.68%	\$ 33,327,420.12	100.00%		\$ 33,546,422.32

<u>PARS OPEB & Pension Trust</u>	<u>Monthly Rate of Return</u>	<u>Cost Value</u>	<u>Market Value</u>
Public Agency Retirement Services (PARS)			
Capital Appreciation HighMark PLUS Fund			
OPEB	-5.49%	1,355,290.95	1,425,069.91
Pension Trust	-5.41%	13,104,370.88	13,284,259.67
		\$ 14,459,661.83	\$ 14,709,329.58

Local Agency Investment Fund (LAIF)

LAIF includes funds designated for allocation of working capital cash to reserves, working capital cash and advances for construction. LAIF market value on Monthly Treasurer's Status Report on Investments for months between quarters is the dollar amount invested times the fair market value Fair Value factor of prior quarter end. The general ledger LAIF carrying value reflects market value (unrealized gains and losses) only at fiscal year end. LAIF provides the Fair Value factor as of March 31, June 30, September 30 and December 31 each year. LAIF market value on this report is based on the December 2019 Fair Value Factor of 1.001770298.

Orange County Treasurer's Investment Pool (OCIP)

The MY 2019 net asset value factor is estimated at 1.00, and the interest rate is the Monthly Net Yield.

Weighted Average Return

Mesa Water® Funds | 1.68%

Benchmark: 3 Month Treasury Bill - February 2020 | 1.54 %

Weighted Average Maturity

Years | 1.5

Days to Maturity | 530

PARS OPEB & Pension Trust Benchmark - S & P 500 Index

1 Month | -8.41 %

Mesa Water District
 Portfolio Holdings
 Certificate of Participation Investments
 Report Format: By Transaction
 Group By: Portfolio Name
 Average By: Market Value
 Portfolio / Report Group: Report Group | COPS Trust Indentures
 As of 2/29/2020

<u>Description</u>	<u>CUSIP/Ticker</u>	<u>Asset Category</u>	<u>Coupon Rate</u>	<u>YTM @ Cost</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost Value</u>	<u>Market Value</u>	<u>% of Portfolio</u>
2010 COPS									
US Bank Cash	MM6000	6000 Reserve Fund - Liquid Assets	0.000	0.000	8/31/2015	N/A	0.02	0.02	100.00
Sub Total / Average 2010 COPS			0.000	0.000			0.02	0.02	100.00
Total / Average			0.000	0.000			0.02	0.02	100

Mesa Water District
Date To Date
Monthly Interest | Received
Report Format: By Transaction
Group By: Asset Category
Portfolio / Report Group: Report Group | Treasurer's Report
Begin Date: 1/31/2020, End Date: 2/29/2020

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
LAIF - LGIP							
	LGIP0012	6/30/2010	N/A	N/A	1,068.08	0.00	0.00
Sub Total/Average					1,068.08	0.00	0.00
Orange County Investment Pool - LGIP							
	LGIP9LC	9/30/2011	N/A	N/A	6,761,673.18	13,472.82	0.00
Sub Total/Average					6,761,673.18	13,472.82	0.00
Miscellaneous Cash (Petty, Emergency)							
	CASH	6/30/2015	N/A	N/A	14,000.00	0.00	0.00
Sub Total/Average					14,000.00	0.00	0.00
Union Bank - Negotiable CD							
Washingon TR County 1.45 5/18/2020 BMW	940637HX2	11/18/2016	5/18/2020	1.450	247,000.00	0.00	0.00
Bank UT 2.1 6/26/2020	05580ACB8	6/29/2015	6/26/2020	2.100	247,000.00	0.00	0.00
Everbank FL 2 7/14/2020	29976DZD5	7/14/2015	7/14/2020	2.000	247,000.00	0.00	0.00
Investors Bank NJ 2 8/25/2020	46176PEJ0	8/26/2015	8/25/2020	2.000	247,000.00	2,490.30	0.00
HSBC Bank VA 1.5 12/21/2020-19	40434YCS4	10/27/2016	12/21/2020	1.500	140,000.00	0.00	0.00
HSBC Bank VA 1.5 12/21/2020-19	40434YCS4	10/27/2016	12/21/2020	1.500	57,000.00	0.00	0.00
First Technology CU CA 1.75 6/30/2021	33715LAD2	6/30/2016	6/30/2021	1.750	247,000.00	0.00	0.00
Wells Fargo SD 1.6 8/3/2021	9497486Z5	8/3/2016	8/3/2021	1.600	247,000.00	335.65	0.00
Privatebank and Trust IL 1.5 8/30/2021	74267GVM6	8/29/2016	8/30/2021	1.500	247,000.00	1,852.50	0.00
Mercantil Commerce Bank FL 1.65 9/28/2021	58733ADJ5	9/28/2016	9/28/2021	1.650	247,000.00	0.00	0.00
Countryside Federal CU NY 1.65 10/28/2021	22239MAL2	10/28/2016	10/28/2021	1.650	247,000.00	346.14	0.00
Beneficial Mutual Savings PA 1.55 11/16/2021	08173QBU9	11/16/2016	11/16/2021	1.550	247,000.00	0.00	0.00
Bank of Baroda 1.85 11/23/2021	06062QXG4	11/23/2016	11/23/2021	1.850	247,000.00	0.00	0.00
Business Bank MO 2 1/20/2022	12325EHH8	1/20/2017	1/20/2022	2.000	247,000.00	419.56	0.00
First National Bank MI 2 1/20/2022	32110YJT3	1/20/2017	1/20/2022	2.000	201,000.00	341.42	0.00
Franklin Synergy Bank TN 2 1/31/2022	35471TCV2	1/31/2017	1/31/2022	2.000	247,000.00	392.49	0.00

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
Synchrony Bank UT 2.3 2/24/2022	87165FPA6	2/24/2017	2/24/2022	2.300	247,000.00	2,863.85	0.00
Capital One Bank VA 2.3 3/1/2022	140420Y53	3/1/2017	3/1/2022	2.300	247,000.00	0.00	0.00
State Bank India NY 2.35 3/14/2022	8562846V1	3/14/2017	3/14/2022	2.350	247,000.00	0.00	0.00
Amercian Express 2.45 4/5/2022	02587DN38	4/5/2017	4/5/2022	2.450	247,000.00	0.00	0.00
Ally Bank UT 1.85 10/24/2022	02007GML4	10/24/2019	10/24/2022	1.850	247,000.00	0.00	0.00
Merrick Bank UT 3 7/31/2023	59013J6G9	1/30/2019	7/31/2023	3.000	249,000.00	634.44	0.00
First Keystone Community Bank PA 1.9 10/23/2023-20	32065RAF2	10/23/2019	10/23/2023	1.900	249,000.00	401.81	0.00
Enterprise Bank & Trust 1.75 11/8/2023	29367SJR6	11/8/2019	11/8/2023	1.750	249,000.00	370.09	0.00
Raymond James Bank 1.75 11/8/2023	75472RAH4	11/8/2019	11/8/2023	1.750	247,000.00	0.00	0.00
Third Federal Savings 1.75 11/13/2023	88413QCJ5	11/12/2019	11/13/2023	1.750	247,000.00	0.00	0.00
Marlin Business Bank UT 1.7 12/4/2023	57116ATG3	12/2/2019	12/4/2023	1.700	249,000.00	359.52	0.00
Goldman Sachs NY 3.3 1/16/2024	38148P4E4	1/16/2019	1/16/2024	3.300	245,000.00	0.00	0.00
Morgan Stanley UT 3.05 1/31/2024	61690UDV9	1/31/2019	1/31/2024	3.050	246,000.00	0.00	0.00
Morgan Stanley NY 3.05 1/31/2024	61760AVF3	1/31/2019	1/31/2024	3.050	246,000.00	0.00	0.00
Capital One VA 2.65 5/22/2024	14042RLP4	5/22/2019	5/22/2024	2.650	246,000.00	0.00	0.00
Eaglebank MD 2.5 5/24/2024	27002YEN2	5/24/2019	5/24/2024	2.500	249,000.00	528.70	0.00
JPMorgan Chase OH 2.1 8/31/2024-20	48128H6D5	8/30/2019	8/31/2024	2.100	247,000.00	2,600.61	0.00
Commonwealth Bank & Trust KY 2 9/18/2024	202710AJ8	9/18/2019	9/18/2024	2.000	249,000.00	422.96	0.00
Sallie Mae Bank UT 1.9 10/16/2024	7954504P7	10/17/2019	10/16/2024	1.900	247,000.00	0.00	0.00
Celtic Bank UT 1.65 10/23/2024	15118RSV0	10/23/2019	10/23/2024	1.650	249,000.00	348.94	0.00
Parkside Financial Bank MO 1.85 10/23/2024	70147ADG6	10/23/2019	10/23/2024	1.850	249,000.00	391.24	0.00
Garnett State Bank 1.7 11/19/2024	366526AW1	11/19/2019	11/19/2024	1.700	249,000.00	359.52	0.00
Citizens State Bank 1.7 11/22/2024	176688CR8	11/22/2019	11/22/2024	1.700	249,000.00	359.52	0.00
Sub Total/Average					9,305,000.00	15,819.26	0.00
Union Bank - US Agency							
FNMA 1.35 4/27/2020-17	3136G4FP3	11/17/2016	4/27/2020	1.350	150,000.00	0.00	0.00
FFCB 1.625 12/1/2020-16	3133EGCP8	6/15/2016	12/1/2020	1.625	700,000.00	0.00	0.00
FFCB 1.42 1/12/2021-16	3133EGLH6	7/12/2016	1/12/2021	1.420	1,000,000.00	0.00	0.00
FFCB 1.58 2/17/2021-16	3133EGAZ8	11/18/2016	2/17/2021	1.580	1,000,000.00	7,900.00	0.00
FNMA 1.6 7/28/2021-16	3136G3J30	7/28/2016	7/28/2021	1.600	2,000,000.00	0.00	0.00
FNMA 1.6 7/28/2021-16	3136G3J30	7/28/2016	7/28/2021	1.600	1,000,000.00	0.00	0.00
FNMA 1.625 8/10/2021-16	3136G3N76	8/10/2016	8/10/2021	1.625	1,000,000.00	8,125.00	0.00
FHLB 1.68 8/25/2021-16	3134G93Q8	8/25/2016	8/25/2021	1.680	1,000,000.00	8,400.00	0.00
FHLB 2 11/10/2021-18	3130A9S44	11/10/2016	11/10/2021	2.000	750,000.00	0.00	0.00
FHLMC 1.65 11/22/2021-17	3134GAUB8	11/22/2016	11/22/2021	1.650	975,000.00	0.00	0.00
FNMA 1.375 9/6/2022	3135G0W33	11/8/2019	9/6/2022	1.375	500,000.00	0.00	0.00

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Coupon Rate	Ending Face Amount/Shares	Interest/Dividends	Sell Accrued Interest
FHLB 3 12/9/2022	3130AFE78	1/9/2019	12/9/2022	3.000	1,000,000.00	0.00	0.00
FFCB 2.125 6/5/2023	3133EKPT7	11/8/2019	6/5/2023	2.125	500,000.00	0.00	0.00
FAMC 3.05 9/19/2023	3132X06C0	1/9/2019	9/19/2023	3.050	500,000.00	0.00	0.00
FAMC 2.15 6/5/2024	31422BGA2	11/8/2019	6/5/2024	2.150	500,000.00	0.00	0.00
Sub Total/Average					12,575,000.00	24,425.00	0.00
Union Bank Account							
	MM2110	11/30/2013	N/A	N/A	4,621,097.86	0.00	0.00
Sub Total/Average					4,621,097.86	0.00	0.00
Total / Average					33,277,839.12	53,717.08	0.00

Mesa Water District
Portfolio Holdings
Investment Report | PARS Trust
Report Format: By CUSIP / Ticker
Group By: Portfolio Name
Average By: Market Value
Portfolio / Report Group: PARS OPEB Trust
As of 2/29/2020

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
PARS OPEB Trust					
Columbia Contrarian Fund	19766M709	Mutual Fund	3,439.86	80,385.60	87,096.80
DFA Large Cap	233203868	Mutual Fund	2,841.16	60,001.43	60,345.84
Dodge & Cox International	256206103	Mutual Fund	980.66	39,216.88	37,313.38
Dodge & Cox Stock Fund	256219106	Mutual Fund	572.80	105,212.60	97,846.04
Doubleline Core Fix Income	258620301	Mutual Fund	9,573.96	104,443.62	108,568.59
Harbor Capital Appreciation	411512528	Mutual Fund	730.02	48,705.17	54,437.82
Hartford Schroders	41665X859	Mutual Fund	4,712.80	71,121.39	71,776.11
iShares Russell Mid Cap	464287499	Mutual Fund	1,489.00	41,762.23	80,525.12
iShares SP500	464287408	Mutual Fund	290.00	37,718.76	33,242.70
MFS International	552746356	Mutual Fund	1,155.88	33,016.17	39,149.31
PGIM Total Return Bond	74440B884	Mutual Fund	7,429.53	108,282.77	110,773.73
Pimco Total Return Fund	693390700	Mutual Fund	10,361.48	107,380.55	110,868.01
Price T Rowe Growth	741479406	Mutual Fund	754.47	45,489.26	53,364.36
Undiscovered	904504479	Mutual Fund	1,242.70	77,531.16	64,645.93
US Bank PARS - OPEB Trust MM	MM4900	Money Market	18,198.31	18,198.31	18,198.31
Vanguard Growth & Income	921913208	Mutual Fund	2,888.59	205,531.12	223,577.63
Vanguard Real Estate	922908553	Mutual Fund	674.00	57,774.74	58,860.42
Vanguard Short Term	922031836	Mutual Fund	3,747.88	39,258.21	40,701.88
Victory RS	92647Q363	Mutual Fund	968.72	74,260.98	73,777.93
Sub Total / Average PARS OPEB Trust			72,051.82	1,355,290.95	1,425,069.91
Total / Average			72,051.82	1,355,290.95	1,425,069.91

Mesa Water District
Portfolio Holdings
Investment Report | PARS Trust
Report Format: By CUSIP / Ticker
Group By: Portfolio Name
Average By: Market Value
Portfolio / Report Group: PARS Pension Trust
As of 2/29/2020

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
PARS Pension Trust					
Columbia Contrarian Fund	19766M709	Mutual Fund	31,383.61	811,737.20	794,632.72
DFA Large Cap	233203868	Mutual Fund	27,484.03	580,299.28	583,760.80
Dodge & Cox International	256206103	Mutual Fund	9,600.25	426,638.19	365,290.12
Dodge & Cox Stock Fund	256219106	Mutual Fund	5,387.58	1,069,268.13	920,307.10
Doubline Core Fix Income	258620301	Mutual Fund	90,729.74	987,170.97	1,028,875.04
Harbor Capital Appreciation	411512528	Mutual Fund	6,251.69	452,385.08	466,188.53
Hartford Schroders	41665X859	Mutual Fund	45,266.49	684,360.41	689,408.67
iShares Russell Mid Cap	464287499	Mutual Fund	13,745.00	338,507.80	743,329.60
iShares SP500	464287408	Mutual Fund	2,762.00	359,284.92	316,608.06
MFS International	552746356	Mutual Fund	11,111.56	368,712.01	376,348.83
PGIM Total Return Bond	74440B884	Mutual Fund	69,153.75	1,003,302.57	1,031,082.50
Pimco Total Return Fund	693390700	Mutual Fund	96,750.28	990,972.06	1,035,227.95
Price T Rowe Growth	741479406	Mutual Fund	6,596.41	437,102.78	466,564.28
Undiscovered	904504479	Mutual Fund	12,533.52	820,293.47	651,993.35
US Bank PARS - Pension Trust MM	MM4901	Money Market	184,077.17	184,077.17	184,077.17
Vanguard Growth & Income	921913208	Mutual Fund	26,564.58	2,044,907.55	2,056,097.72
Vanguard Real Estate	922908553	Mutual Fund	6,000.00	506,486.60	523,980.00
Vanguard Short Term	922031836	Mutual Fund	35,492.21	370,768.90	385,445.32
Victory RS	92647Q363	Mutual Fund	8,732.16	668,095.79	665,041.91
Sub Total / Average PARS Pension Trust			689,622.03	13,104,370.88	13,284,259.67
Total / Average			689,622.03	13,104,370.88	13,284,259.67

Mesa Water District
 Transactions Summary
 PARS Monthly Treasurer's Status Report - Investment Activity
 Group By: Action
 Portfolio / Report Group: PARS OPEB Trust
 Begin Date: 01/31/2020, End Date: 02/29/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Buy								
Pimco Total Return Fund	693390700	0.000	2/29/2020	N/A	23.005	246.15	0.00	246.15
PGIM Total Return Bond	74440B884	0.000	2/29/2020	N/A	17.781	265.11	0.00	265.11
Vanguard Short Term	922031836	0.000	2/29/2020	N/A	7.695	83.57	0.00	83.57
Sub Total / Average Buy					48.481	594.83	0.00	594.83
Dividend								
Doubeline Core Fix Income	258620301	0.000	2/4/2020	N/A	0.00	0.00	272.91	272.91
Pimco Total Return Fund	693390700	0.000	2/29/2020	N/A	0.00	0.00	246.15	246.15
PGIM Total Return Bond	74440B884	0.000	2/29/2020	N/A	0.00	0.00	265.11	265.11
Vanguard Short Term	922031836	0.000	2/29/2020	N/A	0.00	0.00	83.57	83.57
Sub Total / Average Dividend					0.00	0.00	867.74	867.74
Interest								
US Bank PARS - OPEB Trust MM	MM4900	0.000	2/29/2020	N/A	0.00	0.00	0.01	0.01
US Bank PARS - OPEB Trust MM	MM4900	0.000	2/29/2020	N/A	0.00	0.00	23.56	23.56
Sub Total / Average Interest					0.00	0.00	23.57	23.57

Mesa Water District
Transactions Summary
PARS Monthly Treasurer's Status Report - Investment Activity
Group By: Action
Portfolio / Report Group: PARS Pension Trust
Begin Date: 01/31/2020, End Date: 02/29/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Buy								
Hartford Schroders	41665X859	0.000	2/19/2020	N/A	2,014.069	33,493.97	0.00	33,493.97
iShares SP500	464287408	0.000	2/19/2020	N/A	33.00	4,338.35	0.00	4,338.35
DFA Large Cap	233203868	0.000	2/19/2020	N/A	802.769	18,865.08	0.00	18,865.08
Undiscovered	904504479	0.000	2/19/2020	N/A	862.651	51,733.20	0.00	51,733.20
Dodge & Cox Stock Fund	256219106	0.000	2/19/2020	N/A	8.402	1,665.09	0.00	1,665.09
Pimco Total Return Fund	693390700	0.000	2/19/2020	N/A	604.366	6,370.02	0.00	6,370.02
Dodge & Cox International	256206103	0.000	2/19/2020	N/A	391.145	16,768.37	0.00	16,768.37
PGIM Total Return Bond	74440B884	0.000	2/19/2020	N/A	77.36	1,141.84	0.00	1,141.84
MFS International	552746356	0.000	2/19/2020	N/A	257.034	9,564.22	0.00	9,564.22
Vanguard Short Term	922031836	0.000	2/19/2020	N/A	531.627	5,736.25	0.00	5,736.25
Doubeline Core Fix Income	258620301	0.000	2/19/2020	N/A	821.059	9,236.91	0.00	9,236.91
Sub Total / Average Buy					6,403.482	158,913.30	0.00	158,913.30
Dividend								
Doubeline Core Fix Income	258620301	0.000	2/4/2020	N/A	0.00	0.00	2,562.85	2,562.85
Pimco Total Return Fund	693390700	0.000	2/29/2020	N/A	0.00	0.00	2,294.61	2,294.61
PGIM Total Return Bond	74440B884	0.000	2/29/2020	N/A	0.00	0.00	2,472.29	2,472.29
Vanguard Short Term	922031836	0.000	2/29/2020	N/A	0.00	0.00	785.43	785.43
Sub Total / Average Dividend					0.00	0.00	8,115.18	8,115.18
Interest								
US Bank PARS - Pension Trust MM	MM4901	0.000	2/29/2020	N/A	0.00	0.00	0.11	0.11
US Bank PARS - Pension Trust MM	MM4901	0.000	2/29/2020	N/A	0.00	0.00	218.74	218.74
Sub Total / Average Interest					0.00	0.00	218.85	218.85
Sell								
Vanguard Growth & Income	921913208	0.000	2/19/2020	N/A	562.135	49,928.83	0.00	49,928.83
Vanguard Real Estate	922908553	0.000	2/19/2020	N/A	338.00	33,258.46	0.00	33,258.46
Columbia Contrarian Fund	19766M709	0.000	2/19/2020	N/A	917.97	26,520.15	0.00	26,520.15
Price T Rowe Growth	741479406	0.000	2/19/2020	N/A	488.911	39,523.57	0.00	39,523.57
Victory RS	92647Q363	0.000	2/19/2020	N/A	365.253	31,652.82	0.00	31,652.82

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Harbor Capital Appreciation	411512528	0.000	2/19/2020	N/A	603.956	51,807.35	0.00	51,807.35
iShares Russell Mid Cap	464287499	0.000	2/19/2020	N/A	241.00	14,935.63	0.00	14,935.63
Sub Total / Average Sell					3,517.225	247,626.81	0.00	247,626.81

Mesa Water District
Monthly Treasurer's Status Report on Investments
As of 01/31/2020



Investments are in compliance with the Investment Policy adopted as Resolution 1506 of the Mesa Water District Board of Directors. The liquidity of investments will meet cash flow needs for the next six months except under unforeseen catastrophic circumstances.

<u>Investments</u>	<u>Maturity Date</u>	<u>Days to Maturity</u>	<u>YTM@Cost</u>	<u>Cost Value</u>	<u>% of Portfolio</u>	<u>Policy % Limit</u>	<u>Market Value</u>
Local Agency Investment Fund (LAIF)	Liquid	1	1.97%	1,068.08	0.00%	No Limit	1,068.08
Orange County Investment Pool (OCIP)	Liquid	1	1.91%	6,748,200.36	20.57%	No Limit	6,748,200.36
Miscellaneous Cash (Petty Cash, Emergency Cash, etc.)	Liquid	1	0.00%	4,500.00	0.01%	N/A	4,500.00
Union Bank Custody Account							
Negotiable Certificate of Deposit	Various	1,039	2.04%	9,304,787.50	28.58%	30.00%	9,376,010.28
US Agency Bonds	Various	675	1.73%	12,624,793.50	38.65%	No Limit	12,677,779.00
Sub Total / Average				21,929,581.00			22,053,789.28
Union Bank Accounts	Liquid	1	0.45%	3,997,295.95	12.19%	No Limit	3,997,295.95
Total / Average		558	1.70%	\$ 32,680,645.39	100.00%		\$ 32,804,853.67

<u>PARS OPEB & Pension Trust</u>	<u>Monthly Rate of Return</u>	<u>Cost Value</u>	<u>Market Value</u>
Public Agency Retirement Services (PARS)			
Capital Appreciation HighMark PLUS Fund			
OPEB	-0.47%	1,355,015.55	1,508,223.93
Pension Trust	-0.47%	13,159,606.22	14,106,374.85
		\$ 14,514,621.77	\$ 15,614,598.78

Local Agency Investment Fund (LAIF)

LAIF includes funds designated for allocation of working capital cash to reserves, working capital cash and advances for construction. LAIF market value on Monthly Treasurer's Status Report on Investments for months between quarters is the dollar amount invested times the fair market value Fair Value factor of prior quarter end. The general ledger LAIF carrying value reflects market value (unrealized gains and losses) only at fiscal year end. LAIF provides the Fair Value factor as of March 31, June 30, September 30 and December 31 each year. LAIF market value on this report is based on the December 2019 Fair Value Factor of 1.001770298.

Orange County Treasurer's Investment Pool (OCIP)

The MY 2019 net asset value factor is estimated at 1.00, and the interest rate is the Monthly Net Yield.

Weighted Average Return

Mesa Water® Funds | 1.70%

Benchmark: 3 Month Treasury Bill - January 2020 | 1.55%

Weighted Average Maturity

Years | 1.5

Days to Maturity | 558

PARS OPEB & Pension Trust Benchmark - S & P 500 Index

1 Month | -0.16%

Mesa Water District
 Portfolio Holdings
 Certificate of Participation Investments
 Report Format: By Transaction
 Group By: Portfolio Name
 Average By: Market Value
 Portfolio / Report Group: Report Group: COPS Trust Indentures
 As of 1/31/2020

<u>Description</u>	<u>CUSIP/Ticker</u>	<u>Asset Category</u>	<u>Coupon Rate</u>	<u>YTM @ Cost</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost Value</u>	<u>Market Value</u>	<u>% of Portfolio</u>
2010 COPS									
US Bank Cash	MM6000	6000 Reserve Fund - Liquid Assets	0.000	0.000	8/31/2015	N/A	0.02	0.02	100.00
Sub Total / Average 2010 COPS			0.000	0.000			0.02	0.02	100.00
Total / Average			0.000	0.000			0.02	0.02	100

Mesa Water District
Transactions Summary
Monthly Treasurer's Status Report - Investment Activity
Group By: Action
Portfolio / Report Group: Report Group | Treasurer's Report
Begin Date: 12/31/2019, End Date: 01/31/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Interest								
Merrick Bank UT 3 7/31/2023	59013J6G9	0.000	1/1/2020	7/31/2023	0.00	0.00	634.44	634.44
Marlin Business Bank UT 1.7 12/4/2023	57116ATG3	0.000	1/2/2020	12/4/2023	0.00	0.00	359.52	359.52
First Technology CU CA 1.75 6/30/2021	33715LAD2	0.000	1/2/2020	6/30/2021	0.00	0.00	11.84	11.84
Wells Fargo SD 1.6 8/3/2021	9497486Z5	0.000	1/3/2020	8/3/2021	0.00	0.00	335.65	335.65
Enterprise Bank & Trust 1.75 11/8/2023	29367SJR6	0.000	1/8/2020	11/8/2023	0.00	0.00	370.09	370.09
FFCB 1.42 1/12/2021-16	3133EGLH6	0.000	1/12/2020	1/12/2021	0.00	0.00	7,100.00	7,100.00
Everbank FL 2 7/14/2020	29976DZD5	0.000	1/14/2020	7/14/2020	0.00	0.00	2,490.30	2,490.30
Goldman Sachs NY 3.3 1/16/2024	38148P4E4	0.000	1/16/2020	1/16/2024	0.00	0.00	4,075.73	4,075.73
Commonwealth Bank & Trust KY 2 9/18/2024	202710AJ8	0.000	1/18/2020	9/18/2024	0.00	0.00	422.96	422.96
Garnett State Bank 1.7 11/19/2024	366526AW1	0.000	1/19/2020	11/19/2024	0.00	0.00	359.52	359.52
Business Bank MO 2 1/20/2022	12325EHH8	0.000	1/20/2020	1/20/2022	0.00	0.00	419.56	419.56
First National Bank MI 2 1/20/2022	32110YJT3	0.000	1/20/2020	1/20/2022	0.00	0.00	341.42	341.42
Citizens State Bank 1.7 11/22/2024	176688CR8	0.000	1/22/2020	11/22/2024	0.00	0.00	359.52	359.52
Celtic Bank UT 1.65 10/23/2024	15118RSV0	0.000	1/23/2020	10/23/2024	0.00	0.00	348.94	348.94
First Keystone Community Bank PA 1.9 10/23/2023-20	32065RAF2	0.000	1/23/2020	10/23/2023	0.00	0.00	401.81	401.81
Parkside Financial Bank MO 1.85 10/23/2024	70147ADG6	0.000	1/23/2020	10/23/2024	0.00	0.00	391.24	391.24
Eaglebank MD 2.5 5/24/2024	27002YEN2	0.000	1/24/2020	5/24/2024	0.00	0.00	528.70	528.70
FNMA 1.6 7/28/2021-16	3136G3J30	0.000	1/28/2020	7/28/2021	0.00	0.00	24,000.00	24,000.00
Countryside Federal CU NY 1.65 10/28/2021	22239MAL2	0.000	1/28/2020	10/28/2021	0.00	0.00	346.14	346.14
Morgan Stanley UT 3.05 1/31/2024	61690UDV9	0.000	1/31/2020	1/31/2024	0.00	0.00	3,782.33	3,782.33
LAIF LGIP	LGIP0012	0.000	1/31/2020	N/A	0.00	0.00	6.10	6.10
Orange County Investment Pool LGIP	LGIP9LC	0.000	1/31/2020	N/A	0.00	0.00	6,952.95	6,952.95
Morgan Stanley NY 3.05 1/31/2024	61760AVF3	0.000	1/31/2020	1/31/2024	0.00	0.00	3,782.33	3,782.33
Franklin Synergy Bank TN 2 1/31/2022	35471TCV2	0.000	1/31/2020	1/31/2022	0.00	0.00	419.56	419.56
Sub Total / Average Interest					0.00	0.00	58,240.65	58,240.65

Mesa Water District
Portfolio Holdings
Investment Report | PARS Trust
Report Format: By CUSIP / Ticker
Group By: Portfolio Name
Average By: Market Value
Portfolio / Report Group: Report Group | PARS Trust
As of 1/31/2020

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
PARS OPEB Trust					
Columbia Contrarian Fund	19766M709	Mutual Fund	3,439.86	80,385.60	94,458.05
DFA Large Cap	233203868	Mutual Fund	2,841.16	60,001.43	65,317.83
Dodge & Cox International	256206103	Mutual Fund	980.66	39,216.88	40,647.58
Dodge & Cox Stock Fund	256219106	Mutual Fund	572.80	105,212.60	107,371.75
Doubline Core Fix Income	258620301	Mutual Fund	9,573.96	104,443.62	107,611.21
Harbor Capital Appreciation	411512528	Mutual Fund	730.02	48,705.17	57,679.11
Hartford Schroders	41665X859	Mutual Fund	4,712.80	71,121.39	74,368.16
iShares Russell Mid Cap	464287499	Mutual Fund	1,489.00	41,762.23	88,029.68
iShares SP500	464287408	Mutual Fund	290.00	37,718.76	36,716.90
MFS International	552746356	Mutual Fund	1,155.88	33,016.17	41,888.71
PGIM Total Return Bond	74440B884	Mutual Fund	7,411.75	108,017.66	109,248.64
Pimco Total Return Fund	693390700	Mutual Fund	10,338.48	107,134.40	109,277.88
Price T Rowe Growth	741479406	Mutual Fund	754.47	45,489.26	56,812.34
Undiscovered	904504479	Mutual Fund	1,242.70	77,531.16	73,481.62
US Bank PARS - OPEB Trust MM	MM4900	Money Market	18,517.74	18,517.74	18,517.74
Vanguard Growth & Income	921913208	Mutual Fund	2,888.59	205,531.12	244,375.56
Vanguard Real Estate	922908553	Mutual Fund	674.00	57,774.74	63,308.82
Vanguard Short Term	922031836	Mutual Fund	3,740.18	39,174.64	40,393.93
Victory RS	92647Q363	Mutual Fund	968.72	74,260.98	78,718.42
Sub Total / Average PARS OPEB Trust			72,322.77	1,355,015.55	1,508,223.93
PARS Pension Trust					
Columbia Contrarian Fund	19766M709	Mutual Fund	32,301.58	835,931.26	887,001.09
DFA Large Cap	233203868	Mutual Fund	26,681.26	561,434.20	613,402.22
Dodge & Cox International	256206103	Mutual Fund	9,209.11	409,869.82	381,718.06
Dodge & Cox Stock Fund	256219106	Mutual Fund	5,379.18	1,067,603.04	1,008,327.66
Doubline Core Fix Income	258620301	Mutual Fund	89,908.68	977,934.06	1,010,573.36
Harbor Capital Appreciation	411512528	Mutual Fund	6,855.65	496,413.69	541,664.59

Description	CUSIP/Ticker	Security Type	Face Amount/Shares	Cost Value	Market Value
Hartford Schroders	41665X859	Mutual Fund	43,252.42	650,866.44	682,523.24
iShares Russell Mid Cap	464287499	Mutual Fund	13,986.00	387,809.79	826,852.32
iShares SP500	464287408	Mutual Fund	2,729.00	354,946.57	345,518.69
MFS International	552746356	Mutual Fund	10,854.53	359,147.79	393,368.36
PGIM Total Return Bond	74440B884	Mutual Fund	69,076.39	1,002,160.73	1,018,186.07
Pimco Total Return Fund	693390700	Mutual Fund	96,145.91	984,602.04	1,016,262.27
Price T Rowe Growth	741479406	Mutual Fund	7,085.32	469,622.58	533,524.89
Undiscovered	904504479	Mutual Fund	11,670.87	768,560.27	690,098.08
US Bank PARS - Pension Trust MM	MM4901	Money Market	150,275.74	150,275.74	150,275.74
Vanguard Growth & Income	921913208	Mutual Fund	27,126.72	2,088,350.80	2,294,919.22
Vanguard Real Estate	922908553	Mutual Fund	6,338.00	533,255.47	595,328.34
Vanguard Short Term	922031836	Mutual Fund	34,960.58	365,032.65	377,574.22
Victory RS	92647Q363	Mutual Fund	9,097.41	695,789.28	739,256.43
Sub Total / Average PARS Pension Trust			652,934.35	13,159,606.22	14,106,374.85
Total / Average			725,257.12	14,514,621.77	15,614,598.78

Mesa Water District
 Transactions Summary
 Monthly Treasurer's Status Report - Investment Activity
 Group By: Action
 Portfolio / Report Group: PARS OPEB Trust
 Begin Date: 12/31/2019, End Date: 01/31/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Buy								
Pimco Total Return Fund	693390700	0.000	1/31/2020	N/A	25.686	271.50	0.00	271.50
PGIM Total Return Bond	74440B884	0.000	1/31/2020	N/A	19.119	281.81	0.00	281.81
Vanguard Short Term	922031836	0.000	1/31/2020	N/A	8.369	90.39	0.00	90.39
Sub Total / Average Buy					53.174	643.70	0.00	643.70
Dividend								
Pimco Total Return Fund	693390700	0.000	1/31/2020	N/A	0.00	0.00	271.50	271.50
PGIM Total Return Bond	74440B884	0.000	1/31/2020	N/A	0.00	0.00	281.81	281.81
Vanguard Short Term	922031836	0.000	1/31/2020	N/A	0.00	0.00	90.39	90.39
Sub Total / Average Dividend					0.00	0.00	643.70	643.70
Interest								
US Bank PARS - OPEB Trust MM	MM4900	0.000	1/31/2020	N/A	0.00	0.00	0.01	0.01
US Bank PARS - OPEB Trust MM	MM4900	0.000	1/31/2020	N/A	0.00	0.00	28.66	28.66
Sub Total / Average Interest					0.00	0.00	28.67	28.67

Mesa Water District
 Transactions Summary
 Monthly Treasurer's Status Report - Investment Activity
 Group By: Action
 Portfolio / Report Group: PARS Pension Trust
 Begin Date: 12/31/2019, End Date: 01/31/2020

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Dividend								
Pimco Total Return Fund	693390700	0.000	1/31/2020	N/A	0.00	0.00	2,531.21	2,531.21
PGIM Total Return Bond	74440B884	0.000	1/31/2020	N/A	0.00	0.00	2,633.11	2,633.11
Vanguard Short Term	922031836	0.000	1/31/2020	N/A	0.00	0.00	847.00	847.00
Sub Total / Average Dividend					0.00	0.00	6,011.32	6,011.32
Interest								
US Bank PARS - Pension Trust MM	MM4901	0.000	1/31/2020	N/A	0.00	0.00	326.92	326.92
US Bank PARS - Pension Trust MM	MM4901	0.000	1/31/2020	N/A	0.00	0.00	3.55	3.55
Sub Total / Average Interest					0.00	0.00	330.47	330.47



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Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: April 9, 2020
SUBJECT: Orange County Local Agency Formation Commission Regular
Special District Member Seat Election

RECOMMENDATION

Approve the nomination of James R. Fidler to the regular special district member seat on the Orange County Local Agency Formation Commission and authorize President Shawn Dewane to be the voting delegate and Vice President Marice H. DePasquale as the alternate for the Special District Member Seat Election.

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 #6: Provide outstanding customer service.
- Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

The term of office for the regular special district member seat on the Orange County Local Agency Formation Commission (OC LAFCO) expires on June 30, 2020. The regular special district member seat is held by James R. Fidler of Mesa Water District. The election process for special district member seat is governed by California Government Code Section 56332 and the Independent Special District Selection Committee Bylaws.

The nomination period for the upcoming expired term is March 24 – May 8, 2020. If the District chooses to nominate a candidate for the seat, the presiding officer must complete the nomination form and return to OC LAFCO by 3:00 p.m. on Friday, May 8, 2020.

Director Fidler has expressed interest in retaining his seat as the regular special district member.

In accordance with the Bylaws of the Orange County Independent Special District Selection Committee, the nomination form and Declaration of Qualification to Vote were transmitted electronically via email on Tuesday, March 24, 2020 to each independent special district presiding officer and general manager.

Nomination submissions and Declaration of Qualification to Vote are due to OC LAFCO by 3:00 p.m. on Friday, May 8, 2020. Ballots will be emailed to each special district presiding officer/designee on May 18, 2020 and are due to OC LAFCO by 3:00 p.m. on Monday, June 22, 2020.



Election results will be announced on June 29, 2020 and the Oath of Office will be administered on July 8, 2020.

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: OC LAFCO Correspondence Dated March 24, 2020

Attachment B: Appointment Process for OC LAFCO Regular Special District Member Seat

Attachment C: Declaration of Qualification to Vote

Attachment D: 2020 Nomination Form

Attachment E: Regular Special District Member Supplemental Candidate Information

Denise Garcia

From: Cheryl Carter-Benjamin <ccarter-benjamin@oclafco.org>
Sent: Tuesday, March 24, 2020 9:46 AM
To: Denise Garcia
Cc: Shawn Dewane; Paul E. Shoenberger, PE
Subject: Appointment Process and Nomination Period for the Orange County LAFCO Regular Special District Member Seat
Attachments: MESA WATER DISTRICT.pdf
Importance: High

Dear Clerk of the District,

Please distribute the attached materials for the appointment process and nomination period for the Orange County LAFCO Regular Special District Member seat. The nomination period is open from March 24 through May 8, 2020. All required materials must be returned to LAFCO by 3pm on Friday, May 8, 2020.

If you have any questions or need additional information, please feel free to contact me by email at ccarter-benjamin@oclafco.org or telephone at (714) 640-5100.

Best regards,

Cheryl Carter-Benjamin
Commission Clerk/Office Manager
ccarter-benjamin@oclafco.org
(714) 640-5100



Please note this office is opened every other Friday. You may download the OC LAFCO annual calendar at www.oclafco.org.



March 24, 2020

REGULAR MEMBERS

CHAIR
CHERYL BROTHERS
 CITY MEMBER

VICE CHAIR
DOUGLASS DAVERT
 SPECIAL DISTRICT MEMBER

IMMEDIATE PAST CHAIR
DEREK J. MCGREGOR
 PUBLIC MEMBER

LISA BARTLETT
 COUNTY MEMBER

DR. ALLAN BERNSTEIN
 CITY MEMBER

JAMES FISLER
 SPECIAL DISTRICT MEMBER

DONALD P. WAGNER
 COUNTY MEMBER

ALTERNATES

WENDY BUCKNUM
 CITY MEMBER

KATHRYN FRESHLEY
 SPECIAL DISTRICT MEMBER

LOU PENROSE
 PUBLIC MEMBER

MICHELLE STEEL
 COUNTY MEMBER

STAFF

CAROLYN EMERY
 EXECUTIVE OFFICER

TO: Independent Special District Presiding Officer
c/o Clerk of the District

FROM: Carolyn Emery, Executive Officer

SUBJECT: **Appointment Process and Nomination Period for the
 Orange County LAFCO Regular Special District
 Member Seat**

The nomination period for the Orange County LAFCO (OC LAFCO) Regular Special District Member seat is now open. The OC LAFCO Executive Officer will accept nominations for the regular special district seat from **March 24 through May 8, 2020**. The current term for the seat expires June 30, 2020.

The appointment process for the OC LAFCO special district seat is governed by Government Code Section 56332 and the Independent Special District Selection Committee Bylaws. In accordance with the statute and the Committee's Bylaws, the appointment process is conducted by mailed ballot and attached to this notification are the following:

- A. **The "Declaration of Qualification to Vote"** for designating the **authorized regular voting member and the alternate voting member of your district, for this appointment process.** This form must be returned to OC LAFCO no later than **3:00 PM on Friday, May 8, 2020**. Please note that if OC LAFCO does not receive the form by that date, your district will be ineligible to vote.
- B. **The "2020 Nomination Form"** for submitting a candidate's name for **the Regular Special District seat.** If your district is nominating a candidate for the OC LAFCO Regular Special District Member seat, the form must be filled out completely and returned to OC LAFCO no later than **3:00 PM on Friday, May 8, 2020**. Candidate resumes or other supplemental information may be attached to the nomination form and these materials will be distributed with the ballots.

The Declaration and nomination form may be returned to OC LAFCO at any of the following:

Email: ccarter-benjamin@oclafco.org

Mail: Orange County LAFCO
2677 North Main Street,
Suite 1050
Santa Ana, CA 92705
Attn: Cheryl Carter-Benjamin, Commission Clerk

FAX: (714) 640-5139
Attn: Cheryl Carter-Benjamin, Commission Clerk

For your reference, a timeline of key dates for the appointment process is shown below:

<i>Appointment Process Schedule for OC LAFCO Regular Special District Seat Expiring June 30, 2020</i>	
DATE	EVENT
March 24, 2020	OC LAFCO Executive Officer emails nomination form and Declaration of Qualification to Vote to each independent special district presiding officer (c/o the clerk of the district) and general manager.
May 8, 2020 (by 3:00 PM)	Submission of a nomination (if applicable) and Declaration of Qualification to Vote are due to OC LAFCO by 3:00 p.m.*
May 18, 2020	Ballot is emailed to each special district presiding officer or designee (c/o the clerk of the district).
June 22, 2020 (by 3:00 PM)	Ballots are due to OC LAFCO by 3:00 p.m.
June 29, 2020	OC LAFCO staff (or designee) tabulates ballots and announces results.
July 8, 2020	Oath of office administered at the Commission Regular Meeting.
<i>* Pursuant to Government Code Section 56332(f)(2), at the end of the nominating period, if only one candidate is nominated for the vacant seat, that candidate shall be deemed appointed.</i>	

Please note, that Orange County LAFCO extends our wishes of good health and safety to your agency and ask that if the extraordinary circumstances of Coronavirus (COVID-19) may impact your agency's ability to respond or participate in this process in accordance with the prescribed timeline above, please contact me directly at (714) 640-5100 or by email at cemery@oclafco.org.

March 24, 2020

Page 3 of 3

Other questions may be directed to our Commission Clerk Cheryl Carter-Benjamin at (714) 640-5100 or by email at ccarter-benjamin@oclafco.org.

Sincerely,



Carolyn Emery
Executive Officer

Attachments:

- A. Declaration of Qualification to Vote
- B. 2020 Nomination Form - Regular Special District Member

cc: Special District General Managers

DECLARATION OF QUALIFICATION TO VOTE

To the Presiding Officer Shawn Dewane
c/o Clerk of the District
Denise Garcia (deniseg@mesawater.org)
Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627-3467

I, _____, * hereby attest that
_____ **has been authorized by the Board of
_____ to vote in the Orange County Special
District Selection Committee election as the regular voting member.

The Board also designated _____ **as the alternate
voting member.

Name and Title*: _____

Signature*: _____

Date: _____

**Declaration MUST be signed by either Board President or Board Secretary*

*** Must be a member of the Board*

Completed forms must be received by OC LAFCO by 3 PM, Friday, May 8, 2020.

Forms must be delivered to OC LAFCO by:

(1) Email at: ccarter-benjamin@oclafco.org, or

(2) Mail at: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Cheryl Carter-Benjamin, or

(3) FAX at: (714) 640-5139, Attn: Cheryl Carter-Benjamin

2020 NOMINATION FORM

Candidates for the Orange County Local Agency Formation Commission (OC LAFCO)

CANDIDATE INFORMATION FOR REGULAR SPECIAL DISTRICT MEMBER:

NAME: _____

TITLE: _____

DISTRICT: _____

Check box if resume or statement of qualifications is attached.

SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION
(Must be the presiding officer or a designated alternate board member.)

NAME: _____ DATE: _____

SIGNATURE: _____

TITLE: _____

DISTRICT: _____

A resume or other supplemental information about the candidate may be included and will be distributed with the ballots. Completed nomination form and supplemental information may be returned to OC LAFCO by:

1. Email at: ccarter-benjamin@oclafco.org, or
2. Mail at: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Cheryl Carter-Benjamin, or
3. Fax at: (714) 640-5139, Attn: Cheryl Carter-Benjamin

All forms and supplemental information must be received by OC LAFCO by 3:00 p.m. on Friday, May 8, 2020. Nomination forms or candidate information received after that deadline will not be considered.



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BOARD OF DIRECTORS

Shawn Dewane
*President
Division V*

Marice H. DePasquale
*Vice President
Division III*

Jim Atkinson
*Director
Division IV*

Fred R. Bockmiller, P.E.
*Director
Division I*

James R. Fisler
*Director
Division II*

Paul E. Shoenberger, P.E.
General Manager

Denise Garcia
District Secretary

Marwan Khalifa, CPA, MBA
District Treasurer

**Atkinson, Andelson,
Loya, Ruud & Romo**
Legal Counsel

1965 Placentia Avenue
Costa Mesa, CA 92627
tel 949.631.1200
fax 949.574.1036
info@MesaWater.org
MesaWater.org

RE: Declaration of Candidacy of James R. Fisler for Re-Election to OC LAFCO representing the Special Districts of Orange County

Greetings,

It has been my honor to serve you on the Orange County Local Agency Formation Commission (OC LAFCO) as your Special District Commissioner. In July 2019, I was elected by Orange County's Independent Special Districts to the OC LAFCO voting member seat. Previously, I was elected to serve as the Special District Alternate Commissioner by the Independent Special Districts Selection Committee in 2011, and re-elected in 2014 and 2018.

During my service as an Alternate and Voting Commissioner, I have sat on the dais and participated fully in all OC LAFCO discussions on all agenda items, and thus have broad knowledge of the OC LAFCO process and experience as a Commissioner. As such, I am the most experienced and qualified candidate.

I have been an effective Commissioner at OC LAFCO who has positively influenced decisions that have benefitted and protected special districts and local control, while also safeguarding the interests of over 3 million Orange County residents.

I have been a strong advocate for the Special Districts of Orange County on OC LAFCO, as well as at the Independent Special Districts of Orange County (ISDOC) where I served as President in 2017 and 2018, and where I reduced member dues by 75 percent.

I have personally visited all of the Independent Special Districts in Orange County multiple times over the past 8+ years. It has been a distinct honor to serve Orange County's Special Districts as a full voting member at OC LAFCO to ensure the economical, effective, and efficient delivery of government services to the public.

As a voice for Special Districts serving the communities of Orange County, I have delivered on my promise to you that OC LAFCO would be more of a facilitator than an initiator of actions. Additionally, I remain committed to enhancing communications and information-sharing with you. This is now reflected in OC LAFCO's work-plan.

Lastly, to achieve my goal of providing transparency and strong leadership for you at OC LAFCO, I distributed in January my inaugural edition of *The Special Districts Dialogue* newsletter which provided an update on the Commission's recent activities relevant to Special Districts. I hope you enjoyed the newsletter and be on the lookout for future editions.

Feel free to contact me at 714.423.4351 with any questions or requests regarding OC LAFCO, and please review my statement of qualifications below. Thank you for your consideration of my knowledge, experience, and commitment, and I hope I will receive your vote for this very important seat.

Sincerely,

James R. Fisler
OC LAFCO Commissioner and Mesa Water Director

Re-Elect James R. Fisler to OC LAFCO

** KNOWLEDGE * EXPERIENCE * COMMITMENT **

James R. Fisler – Mesa Water District Director



- **Orange County Local Agency Formation Commission (OC LAFCO)** Special District Commissioner, 2019-present
- **OC LAFCO** Special District Alternate Commissioner, 2011-2019
- **Independent Special Districts of Orange County (ISDOC) Executive Committee** – Immediate Past President, 2018-present; President, 2016-2018
- **Mesa Water District** Director, 2009-present; President, 2012-2014
- **Mesa Water District Improvement Corporation** President, 2010-2012 & 2017-present; Engineering & Operations Committee Chairman; Legislative & Public Affairs Committee Vice Chairman
- **Association of California Water Agencies (ACWA)** Local Government Committee, 2016-2019
- **County of Orange Housing & Community Development Commission, Vice Chair**, 2019-present, Commissioner 2017-present (appointed by the Orange County Board of Supervisors)
- **City of Costa Mesa**
 - Planning Commissioner & Vice Chairman
 - Parks & Recreation Commissioner
 - Finance Committee Chairman; Finance & Pension Advisory Committee Chairman
 - Residential Rehabilitation & Redevelopment Committee
 - Citizen's Police Academy graduate; Neighbors for Neighbors volunteer
- **Costa Mesa Chamber of Commerce** Board Member
- **Costa Mesa Senior Center** Board Member
- **Friends of Costa Mesa Libraries** Board Member

As your advocate at OC LAFCO over the past 8+ years, James R. Fisler has been a strong leader and voice for Special Districts. Director Fisler is grateful to have been elected to serve as your representative at both OC LAFCO and ISDOC, where he reduced member dues by 75 percent.

With a passion for public policy and community service, Director Fisler is committed to representing the mutual interests of Orange County's water, wastewater, sanitary, cemetery, library, vector control, recreation and parks, and other special districts that provide services to their communities.

Director Fisler is a Broker/Associate with Torelli Realty in Mesa Verde. Prior to that, he was a regional manager for Nordstrom for over 12 years. Both positions have equipped him with the skills and expertise to provide outstanding customer service in advocating for your interests in alignment with the shared interests of Orange County's Special Districts and those we serve.

Commissioner Fisler would be honored to receive your vote to re-elect him as an Orange County Special Districts representative on OC LAFCO.



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: April 9, 2020
SUBJECT: Orange County Local Agency Formation Commission Dues

RECOMMENDATION

Approve the updated Orange County Local Agency Formation Commission (OC LAFCO) dues structure to pay for the Special District portion of the OC LAFCO budget.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.
Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

The Orange County Local Agency Formation Commission (OC LAFCO) annually adopts a Fiscal Year [budget](#) whereby expected expenditures are funded by projected revenues in three categories: 1) County, Cities, and Special Districts Apportionments; 2) Interest Income; and, 3) Unreserved Equity. The Apportionment revenue category is equally divided amongst the County of Orange, the Cities of Orange County, and Orange County's Special Districts.

The Independent Special Districts of Orange County (ISDOC) distributed correspondence (Attachment A) to special districts countywide recommending a new dues structure for the amount each special district in Orange County will pay to cover the Special Districts Apportionment portion of OC LAFCO's budget. The prior formula used to establish the dues structure for Orange County's special districts was developed in 2001 and required updating to resolve inequities that resulted over time. ISDOC created an Ad Hoc committee to develop a new dues structure and, after numerous meetings to review several iterations, the Ad Hoc committee selected a Revenues-Based Factoring formula that adjusts with special districts' revenues.

In addition to building upon the methodology adopted in 2001, the recommended dues structure (Attachment B) limits significant cost shifts between special districts, proportionally allocates costs per Proposition 26, creates a dynamic methodology that is easy for OC LAFCO to administer, and balances a district's ability to pay with its share of OC LAFCO services received:

- recognizing that non-enterprise districts are primarily supported by property taxes and have less ability to increase revenues to account for higher OC LAFCO dues; and,
- acknowledging that larger, enterprise agencies might not receive a greater share of services from OC LAFCO merely due to the fact that they have greater annual revenues.

Under the new formula, the recommended dues structure shows that the OC LAFCO dues for Mesa Water District (Mesa Water®) is estimated to be \$22,643 for Fiscal Year 2021, reflecting a



decrease of \$3,776 from the dues paid by Mesa Water to OC LAFCO for Fiscal Year 2020.

ISDOC has asked special districts to vote on the updated dues structure, to be effective for Fiscal Year 2021, using OC LAFCO's proposed 2021 Fiscal Year budget as included in OC LAFCO's [March 11, 2020 meeting packet](#) (see Public Hearing Item 8a on pages 20-43). However, each district's allocation may slightly differ from the amount shown in the recommended dues structure depending on OC LAFCO's final 2021 Fiscal Year budget which will be considered for adoption at OC LAFCO's May 13, 2020 regular meeting.

A ballot (Attachment C), to be submitted via mail or email, was provided to all special districts in Orange County, and must be received no later than 5 p.m. on Friday, April 24, 2020.

A majority of Orange County's special districts must vote "yes" in order for the new dues structure to pass. If a majority does not vote "yes", then the 2001 methodology remains in place. Lastly, the ISDOC Ad Hoc committee recommends that the dues structure be reviewed every 5 years.

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: ISDOC Correspondence

Attachment B: Recommended Dues Structure Using the Updated Formula

Attachment C: Ballot



RECEIVED
MAR 06 2020
ADMINISTRATIVE SERVICES

February 24, 2020

Dear Members,

The ISDOC Executive Committee voted unanimously to approve the Ad Hoc committee recommendation for a new LAFCO dues structure to pay for our Special District portion of the LAFCO budget.

As a brief background, the ISDOC dues formula has not been updated since 2001. As such, several inequities in the dues apportionment were brought to the attention of the ISDOC Executive Committee by Director Nederhood with Yorba Linda Water District.

The Ad Hoc committee was formed to review a new dues structure. After numerous meetings and dues structure iterations, the Ad Hoc committee selected a Revenues-Based Factoring formula that will adjust as Special District revenues increase.

The recommended dues calculation builds upon the methodology that was originally adopted and implemented in 2001. In developing the proposed approach, the Ad Hoc committee wished to achieve the following objectives:

- Balance an agency's ability to pay with its share of service received from LAFCO;
- Limit significant cost shifts between agencies; and
- Create a methodology that was dynamic and easy to administer by LAFCO staff.

The committee recognized that non-enterprise agencies, which are primarily supported by property taxes, have less ability to increase revenues to account for higher dues. The committee also acknowledged that larger, enterprise agencies might not receive a greater share of services from LAFCO merely due the fact that they have greater annual revenues. These two factors, along with the requirement to proportionally allocate costs under Proposition 26, guided the committee's approach and its recommended methodology. The full methodology and spreadsheet are attached to this letter.

Lastly, the Ad Hoc committee recommended that this dues structure be reviewed every 5 years.

Today we ask for your support of this new dues formula and 5-year review. If approved by a majority of the membership, this formula would take effect in FY 2021-22. If a majority of the membership vote No, the current formula remains in place.

Mailing Address

P.O. Box 20895
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD
18700 Ward Street
Fountain Valley, CA 92708

(714) 963-3058
(714) 964-5930 fax

www.mwdoc.com/isdoc

Executive Committee

President

Hon. Saundra Jacobs
Santa Margarita Water District

1st Vice President

Hon. Mark Monin
El Toro Water District

2nd Vice President

Hon. Arlene Schafer
Costa Mesa Sanitary District

3rd Vice President

Hon. Mary Aileen Matheis
Irvine Ranch Water District

Secretary

Hon. William "Bill" Green
South Coast Water District

Treasurer

Hon. Joan C. Finnegan
*Municipal Water District of
Orange County*

Immediate Past President

Hon. James Fisler
Mesa Water District

Staff Administration

Heather Baez

*Municipal Water District of Orange
County*

Christina Hernandez

*Municipal Water District of Orange
County*

I would like to personally thank the Ad Hoc committee members for all their hard work, time and diligence to this matter: First and foremost Director Al Nederhood with Yorba Linda Water District who tirelessly pursued this change for nearly 2 years; General Manager Mike Dunbar with Emerald Bay CSD who was at the table in 2001 and brought with him historic knowledge and current know-how to move us forward; Director Bill Nelson Orange County Cemetery District & Orange County Vector Control represented non-enterprise districts, and staff from Santa Margarita Water District CFO Robb Grantham and Mesa Water District CFO Marwan Khalifa both of whom were our financial heavy-hitters and made sure our formulas made sense.

Your vote to support this new dues structure will be greatly appreciated.

Thank you.

Saundra F. Jacobs

Saundra F. Jacobs, President ISDOC, Ad Hoc Committee Chair, and Director, Santa Margarita Water District

METHODOLOGY

Consistent with the 2001 dues, the proposed methodology groups agencies into non-enterprise and enterprise categories. These general groups were further subdivided based on total annual revenues. For non-enterprise agencies, the Ad Hoc committee recommended four groups based on annual revenues. For enterprise agencies, the committee recommended ten revenue groups. Based on the assigned agency type and revenue, each group was assigned a revenue factor, which is used to apportion annual dues. The following tables illustrate the revenue groupings and assigned factors.

Non-Enterprise Agencies		
Group Min	Group Max	Factor
\$ -	\$ 999,999	0.1
\$ 1,000,000	\$ 4,999,999	0.5
\$ 5,000,000	\$ 9,999,999	0.75
\$ 10,000,000		1

Enterprise Agencies		
Group Min	Group Max	Factor
\$ -	\$ 999,999	0.1
\$ 1,000,000	\$ 1,999,999	1
\$ 2,000,000	\$ 4,999,999	2
\$ 5,000,000	\$ 9,999,999	3
\$ 10,000,000	\$ 19,999,999	4
\$ 20,000,000	\$ 39,999,999	5
\$ 40,000,000	\$ 79,999,999	6
\$ 80,000,000	\$ 159,999,999	7
\$ 160,000,000	\$ 239,999,999	8
\$ 240,000,000		9

The committee wishes to implement a methodology that is easy to administer and update annually. Using revenue factors helps to achieve this objective. The assigned factor is based on annual revenues. As an agency's revenue grows, the agency is then moved into the next revenue group, that agency will then be assigned a higher revenue factor.

Each year, the allocation of the LAFCO Special District dues will be allocated based on each agency's percentage share of the revenue factors as shown in the following formula.

$$\text{LAFCO Dues} \div \text{Sum of Total Revenue Factors} \times \text{Agency Revenue Factor}$$

For Fiscal Year 2021, the total dues to be collected from the Special Districts is estimated to be \$367,504. Based on the Revenue Groupings, the total Revenue Factors is 81.15. For each Revenue Factor of 1.0, an agency would have annual dues of \$4,529, or $\$367,504 \div 81.15$.

The following table shows the recommended revenue factors, the current LAFCO dues for 2020, and the estimated dues for FY 2021. To note, as of the writing of this memorandum, the latest revenues available from the State Controller's website are for 2017. Additionally, for the purpose of illustration, the FY 2021 dues are assumed to be 3% higher than the FY 2020 total dues.

A larger spreadsheet is also attached to this letter.

LAFCO Dues by Agency						Annual Dues ⁽¹⁾ : \$ 367,504	
#	District	Revenue 2017	Recommended Revenue Based Factors	Percentage Share of Annual Dues	FY 2020 Dues	Estimated 2021 LAFCO Dues	Change from Previous Year
1	Silverado-Modjeska Rec & Park	\$312,556	0.1	0.12%	500	453	(47)
2	Surfside Colony Stormwater	\$312,929	0.1	0.12%	500	453	(47)
3	Rossmoor-Los Alamitos Sewer District	\$479,985	0.1	0.12%	500	453	(47)
4	Surfside Colony CSD	\$797,129	0.1	0.12%	500	453	(47)
5	Capistrano Bay CSD	\$1,151,362	0.5	0.62%	2,000	2,264	264
6	Rossmoor CSD	\$1,377,917	0.5	0.62%	2,000	2,264	264
7	Three Arch Bay CSD	\$1,859,915	0.5	0.62%	2,000	2,264	264
8	Emerald Bay CSD	\$2,188,987	0.5	0.62%	9,775	2,264	(7,511)
9	Buena Park Library	\$2,362,865	0.5	0.62%	2,000	2,264	264
10	Placentia Library	\$2,675,129	0.5	0.62%	2,000	2,264	264
11	Orange County Cemetery	\$5,988,529	0.75	0.92%	2,000	3,397	1,397
12	Orange County Vector Control	\$13,682,024	1	1.23%	2,000	4,529	2,529
13	Sunset Beach Sanitary District	\$1,083,390	1	1.23%	9,775	4,529	(5,246)
14	Serrano Irrigation District	\$6,045,914	3	3.70%	14,794	13,586	(1,208)
15	East Orange County Water	\$6,286,331	3	3.70%	14,794	13,586	(1,208)
16	Midway City Sanitary	\$9,685,641	3	3.70%	20,078	13,586	(6,492)
17	Trabuco Canyon Water District	\$11,320,583	4	4.93%	20,078	18,115	(1,963)
18	Costa Mesa Sanitary District	\$12,041,937	4	4.93%	20,078	18,115	(1,963)
19	El Toro Water District	\$27,600,993	5	6.16%	20,078	22,643	2,565
20	Mesa Water	\$31,150,322	5	6.16%	26,419	22,643	(3,775)
21	Yorba Linda Water	\$35,160,485	5	6.16%	26,419	22,643	(3,775)
22	South Coast Water District	\$36,197,754	5	6.16%	26,419	22,643	(3,775)
23	Moulton Niguel Water District	\$87,485,580	7	8.63%	26,419	31,701	5,282
24	Santa Margarita Water District	\$104,567,483	7	8.63%	26,419	31,701	5,282
25	MWDOC	\$163,412,555	8	9.86%	26,419	36,230	9,811
26	OCWD	\$165,150,987	8	9.86%	26,419	36,230	9,811
27	Irvine Ranch Water District	\$215,481,000	8	9.86%	26,419	36,230	9,811
			81.15	100.00%	356,800	367,504	

(1) Revenue requirement based on FY 2020 dues plus 3 percent

LAFCO Dues by Agency

Annual Dues ⁽¹⁾: \$ 367,504

#	District	Revenue 2017	Recommended Revenue Based Factors	Percentage Share of Annual Dues	FY 2020 Dues	Estimated 2021 LAFCO Dues	Change from Previous Year
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27	Irvine Ranch Water District	\$215,481,000	8	9.86%	26,419	36,230	9,811
			81.15	100.00%	356,800	367,504	

Non-Enterprise Agencies		
Group Min	Group Max	Factor
\$ -	\$ 999,999	0.1
\$ 1,000,000	\$ 4,999,999	0.5
\$ 5,000,000	\$ 9,999,999	0.75
\$ 10,000,000		1

Enterprise Agencies		
Group Min	Group Max	Factor
\$ -	\$ 999,999	0.1
\$ 1,000,000	\$ 1,999,999	1
\$ 2,000,000	\$ 4,999,999	2
\$ 5,000,000	\$ 9,999,999	3
\$ 10,000,000	\$ 19,999,999	4
\$ 20,000,000	\$ 39,999,999	5
\$ 40,000,000	\$ 79,999,999	6
\$ 80,000,000	\$ 159,999,999	7
\$ 160,000,000	\$ 239,999,999	8
\$ 240,000,000		9

(1) Revenue requirement based on FY 2020 dues plus 3 percent

**INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
(ISDOC)**

**LAFCO DUES REAPPORTIONMENT
FOR SPECIAL DISTRICTS**

The Question:

"Does your special district approve the updated LAFCO dues structure for Special Districts?"

How to Vote:

Please cast your vote by using an "X" on the line next to "Yes" or "No" below.

_____ YES

_____ NO

_____ DISTRICT NAME

_____ SIGNATURE OF VOTING REPRESENTATIVE

Ballots must be received no later than 5 p.m. April 24, 2020.

You may return your ballot by mail or email to:

Heather Baez
P.O. Box 20895
Fountain Valley, CA 92728
Attention: ISDOC
OR Email: hbaez@mwdoc.com



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Denise Garcia, Administrative Services Manager
DATE: April 9, 2020
SUBJECT: Proclamation Honoring the Career of Art Hernandez

RECOMMENDATION

Approve a proclamation honoring Art Hernandez for his dedicated and committed service to Mesa Water District.

STRATEGIC PLAN

Goal #5: Attract and retain skilled employees.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Art Hernandez began his career at Mesa Water District on February 2, 1981 as a Water Maintenance Worker I. He worked his way up through the organization holding job titles including Water Maintenance Worker II and III, Water Maintenance Crewleader and Construction Inspector.

As a Water Maintenance Worker I/II/III, Art was involved in operating, maintaining, installing and repairing the District's water distribution infrastructure to ensure an uninterrupted supply of quality potable water to the customers of Mesa Water District.

As a Water Maintenance Crewleader, Art led and oversaw the work of field crews by supervising work sites to ensure projects were completed in a timely manner and that proper work methods were followed.

As a Construction Inspector, he inspected water system construction sites for compliance with codes, plans and the District's specifications and standards. He also coordinated new line pressure testing and reviewed plans.

Art's achievements throughout his career include receiving the District's Distinctive Service Award in 2000 and obtaining the State Water Resources Control Board Drinking Water Operator Grade 1-3 Water Distribution certificates.

Art is a long-term employee with over 39 years of service to Mesa Water District.

FINANCIAL IMPACT

None.



ATTACHMENTS

Attachment A: Draft Proclamation

A Day of Celebration to Honor the Career of Art Hernandez

Whereas, Art Hernandez began his career at Mesa Water District on February 2, 1981 as a Water Maintenance Worker I and worked his way up through the organization holding job titles including Water Maintenance Worker II and III, Water Maintenance Crewleader and Construction Inspector; and

Whereas, as a Water Maintenance Worker I/II/III, Art was involved in operating, maintaining, installing and repairing the District's water distribution infrastructure to ensure an uninterrupted supply of quality potable water to the customers of Mesa Water District; and

Whereas, as a Water Maintenance Crewleader, he led and oversaw the work of field crews by supervising work sites to ensure projects were completed in a timely manner and that proper work methods were followed; and

Whereas, as a Construction Inspector, he inspected water system construction sites for compliance with codes, plans and the District's specifications and standards; he also coordinated new line pressure testing and reviewed plans; and

Whereas, Art's achievements throughout his career include receiving the District's Distinctive Service Award in 2000 and obtaining the State Water Resources Control Board Drinking Water Operator Grade 1-3 Water Distribution certificates; and

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Mesa Water District hereby recognizes and honors you for your more than 39 years of dedicated and committed service to the District and wishes you the best as you begin your retirement.

Shawn Dewane, President

Marice H. DePasquale, Vice President

May 7, 2020

Jim Atkinson, Director

Fred R. Bockmiller, P.E., Director

James R. Fisler, Director



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: April 9, 2020
SUBJECT: Ratification of Coronavirus Disease 2019 Related Actions

RECOMMENDATION

Ratify the following actions taken to date by the General Manager and management staff in response to the crisis caused by the Coronavirus Disease 2019 (COVID-19) pandemic:

- a. Determine that the General Manager is authorized to order, undertake, and/or direct emergency and/or remedial actions as provided in the National Incident Management System (NIMS) Resolution;
- b. Authorize the General Manager, for the duration of this crisis, to take any action(s) necessary to protect the health, welfare, and safety of the District's staff and customers by directing such personnel actions as the General Manager shall determine to be appropriate, including, but not limited to: adoption of telecommuting policies, actions and agreements in conformance with Federal, State, County, and/or locally-directed actions, and in compliance with advised "Physical Distancing" measures;
- c. Authorize the General Manager to coordinate Mesa Water District's (Mesa Water®) crisis planning, preparedness, and response efforts with the Office of Emergency Services (OES) and the County Department of Health Services, if necessary;
- d. Authorize expenditures outside of the adopted Fiscal Year 2020 budget to address costs resulting from Mesa Water's actions in response to this crisis;
- e. Authorize staff to implement customer service protection actions in response to this crisis;
- f. Order that the directives of Resolution No. 1508 Guidelines for the Procurement of Goods and Services and Cash Disbursements are suspended during this crisis, provided, however, that the General Manager and staff shall attempt to conform to such requirements to the extent that such does not interfere with Mesa Water's crisis response efforts summarized and authorized by the Board of Directors (Board), as described herein;
- g. Authorize all Mesa Water departments to track costs for staffing, products, services, supplies, and equipment related to the preparation and prevention of this crisis, and forward that information to the California Governor's Office of Emergency Services (Cal OES). At such time as Federal Emergency Management Agency (FEMA) (or other Federal and/or State agencies) provides funding for the costs of responding to this crisis, information on Mesa Water's incurred costs will be provided; and
- h. Authorize the General Manager to execute and file applications to obtain state and federal disaster reimbursement including forms Cal OES 130, FEMA Form 009-0-49, Cal OES 89 and any additional forms required to be filed for state and federal reimbursement.



STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

None.

BACKGROUND

In December 2019, an outbreak of the novel COVID-19, was first identified in Wuhan City, Hubei Province, China, and has since spread to the United States and internationally. Our Nation has entered into an unprecedented crisis, with the impacts of the pandemic changing daily, if not hourly. In the last month alone, emergency declarations have been adopted by the City of Costa Mesa, the State of California, and the United States - these declarations have greatly impacted our service area. Executive Orders have been issued calling for: residents to “stay home”; the closing of schools, restaurants, and other non-essential businesses; and, the suspension of applicable provisions of the Public Contract Code relating to competitive bidding requirements and to the California Government Code relating to the Ralph M. Brown Act.

The Orange County (County) Emergency Operation Center, through the Orange County Health Officer, have issued emergency regulations and directives relative to the conduct of affairs within the County (including the territory within the service boundaries of Mesa Water), directing various actions concerning the spread of COVID-19. The State and County actions, collectively with actions by the cities in Mesa Water’s service area in response to the virus situation are collectively referred to herein as the “crisis.”

In addition, Mesa Water has received various reports and has coordinated various crisis response activities through the Water Emergency Response of Orange County (WEROC) Emergency Center and Emergency Coordinator.

The COVID-19 situation is unique in that there is no direct impact or damage to Mesa Water’s water system and facilities, but rather it has impacted the District’s personnel, customers, and resources. Mesa Water’s water system is fully operational. As a potable water supplier Mesa Water, and its operations, is constituted as an “essential service” and may take actions to continue its operations, activities, and services in light of this crisis.

DISCUSSION

Based on the spread of COVID-19, the General Manager and management staff have



undertaken various actions to maintain the District's operational status, preserve and protect its ability to provide necessary, safe, and high-quality water services to its customers, safeguard its staff and customers through remote operations and teleworking, and ensure its crisis response capabilities.

This memorandum is provided to advise the Board of the various actions which have been taken by the General Manager and staff in response to this crisis.

Mesa Water Policies

Mesa Water has a number of existing policies and procedures for addressing various crisis situations which include the following:

- Emergency Operations Plan;
- NIMS Resolution to address emergency situations; and,
- Guidelines for the procurement of goods and services and cash disbursements as set out in Resolution No. 1508.

Water Law

Mesa Water also has significant flexibility in terms of addressing situations, such as this crisis, pursuant to the authorizations set forth in the County Water District Law (California Water Code Sections 30000 *et seq.*), and in particular Water Code Sections 31000 and 31001.

Actions Taken to Date

In response to the crisis, the General Manager and staff have undertaken a number of actions to address the quickly evolving situation:

- **Customer Service and Administrative Offices** - Effective March 17, 2020, and until further notice, the Mesa Water administrative and customer service offices, including Plan Check, are closed to physical contact/customer traffic. Customer inquiries are provided through contacting customer service on-line (via MesaWater.org) as well as by e-mail and phone. Our regular business hours remain the same. Mesa Water staff is ready to field any customer inquiry or concern.

Payment of Mesa Water bills remains available through a variety of means: mailed and on-line payments, in-person drop off at the payment drop box located in front of the District office, via phone contact with the Customer Service department, and by calling 877.493.5093

Meetings with developers or vendors for development projects and other requests for documentation and plan reviews are being handled through email, phone contact, and by appointment only.

- **Response to Other Emergencies** - Mesa Water field staff is ready to respond to line breaks or other water system emergency situations on a 7 days a week/24-hour basis in order to satisfy Mesa Water customers' needs.

- **Board and Committee Meetings** - Board meetings have been modified to a teleconference format consistent with the Governor's Executive Orders. Public access, with "Physical Distancing" requirements being satisfied, are currently being provided and Board meetings are broadcasted through an audio-only system. The public can participate by following the teleconferencing instructions at the top of each agenda. Committee meetings have been canceled until further notice.
- **Personnel Actions** - To accommodate "Physical Distancing" per the President's and Governor's order and to ensure continual water system operations, on March 23, 2020 the General Manager instituted an essential services staffing plan with 50 percent of staff telecommuting on an alternate week schedule. All staff signed the telecommuting policy, which includes Mesa Water's guidelines and expectations for staff while working from home.
- **Financial Impacts/Capital Improvement Program Renewal** - The Capital Improvement Program Renewal (CIPR) will require a diversity of design disciplines to execute the CIPR in a timely manner. Therefore, work will be awarded on an On-Call basis with up to five professional engineering design Consultants being selected based on qualifications. Work will be awarded by task order with each firm being requested to propose on each CIPR Project or Program with a specific scope of work. Work will be awarded to the most qualified and available Consulting team. Consulting contracts will be awarded for a three-year term of up to \$4.4 million dollars over the contract term.

In order to support the On-Call CIPR professional design services, Staff has initiated a qualifications-based selection process for professional engineering services. A Request for Qualifications (RFQ) was developed specifically for the programs and projects within the CIPR. The RFQ was sent to a highly-qualified field of local consulting firms. Statements of Qualifications (SOQ) and proposed hourly rates are due on April 23, 2020. An internal selection committee will review and rank the SOQs based on the SOQ submittal only. Recommendations will be presented to the Board for consideration at a future meeting.

- **Outreach** - Upcoming community events have been canceled, including the Water Issues Study Group, which will be rescheduled and announced in the future. Communications to the community and industry partners have been quickly disseminated to assure residents that COVID-19 has no impact on the quality or supply of tap water, in line with other water agencies' messaging. These communications include: website updates, talking points, press releases, social media updates, and a postcard scheduled for April. Staff has been participating in county Public Information Officer calls and virtual press conferences, as needed, to stay informed of the latest news.

Proposed Action

On March 16, 2020, California Governor Newsom issued Executive Order N-28-20 stating that:

- "...many utility providers, public and private, covering electricity, gas, water, and sewer, have voluntarily announced moratoriums on service disconnections and late fees for non-payment in response to COVID-19"; and,



- "...the California Public Utilities Commission is requested to monitor measures undertaken by public and private utility providers to implement customer service protections for critical utilities, including but not limited to electric, gas, water, internet, landline telephone, and cell phone service, in response to COVID-19, and on a weekly basis publicly report these measures".

During this pandemic, financial resources are being stretched with many of our local businesses closed (or minimally operating) and customers who are, or soon will be, unemployed. There are estimates of unemployment rates climbing to as high as 30%, and overall economic impacts that may be more severe than the great recession. In light of this and recent customer service protection actions taken by many California water providers, staff recommends that Mesa Water provide assistance and mitigate hardships by implementing the below added actions to reduce the burdens on our customers and community:

- Suspend all water service shutoffs for non-payment during the COVID-19 pandemic;
- Suspend all late payment fees during the COVID-19 pandemic; and,
- Communicate the above actions -- via our social media, website, and other methods -- to Mesa Water's service area, media, industry associations (i.e., ACWA, CMUA, CPUC, etc.), and other stakeholders.

FINANCIAL IMPACT

There is no financial impact for the ratification of COVID-19 Related Actions; the financial impact on the District of the COVID-19 pandemic may be discussed at a future meeting.

ATTACHMENTS

Attachment A: Resolution No. 1508

Attachment B: Telecommuting Policy

Attachment C: Executive Department State of California Executive Order N-28-20

RESOLUTION NO. 1508

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. 1458

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

WHEREAS, as a county water district, Mesa Water is not obligated to solicit competitive bids on its contracts for goods or services or for its construction projects; and

WHEREAS, Mesa Water's goal is to acquire needed goods and services for fair and competitive prices from reliable vendors or providers, as applicable; and

WHEREAS, the Board of Directors of the Mesa Water District desires to adopt a policy statement relative to the procurement of goods and services, certain matters relating to public works contracts and concerning funds leaving Mesa Water's control.

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

Section 1. This Resolution establishes the guidelines for the procurement of goods and services for Mesa Water use as set forth in Attachment A, attached hereto and incorporated herein by this reference.

Section 2. This Resolution establishes the controls governing disbursement of funds as set forth in Attachment B, attached hereto and incorporated herein by this reference.

Section 3. This Resolution shall take effect upon adoption.

Section 4. Mesa Water's General Manager and Chief Financial Officer are authorized to take such other and further actions as may be necessary or convenient to implement the directives of this Resolution.

ADOPTED, SIGNED, and APPROVED this 18th day of January 2018, and adopted by the following roll call vote:

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



Denise Garcia
District Secretary



Jim Atkinson
President, Board of Directors

ATTACHMENT A

RESOLUTION NO. 1508

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. 1458

PROCUREMENT GUIDELINES

The use of all Mesa Water funds is subject to Resolution No. 1507, Delegation of Authority to the General Manager.

Authority

The General Manager is authorized to operate Mesa Water in accordance with the approved budget.

Goals/Objectives

Mesa Water's procurement objectives shall be to obtain the best quality materials, supplies and services the most optimal time frame for the minimum appropriate price. Quality of performance, as well as cost, will be considered in the procurement selection process.

It shall be Mesa Water's goal to use a competitive procurement process, which includes obtaining a minimum of three quotes, bids or proposals, as applicable, prior to the procurement of goods or services. The receipt of less than three quotes, bids or proposals shall not invalidate the solicitation process or require the solicitation of additional quotes, bids or proposals. Some goods and services may only be available from fewer than three vendors/providers. Where this is the case, the goal shall be to obtain more than one quote, bid or proposal where possible; subject to the following paragraph:

Sole source procurement is not Mesa Water's goal, but is sometimes necessary. Sole source procurement must be deemed appropriate by the authority of the General Manager. A memorandum shall be written to the General Manager for approval. The memorandum must include a complete and specific justification of the sole source procurement. The Board of Directors will be notified annually of all sole-sourced contracts entered into by Mesa Water.

Written Agreements

Competitive procurement and written agreements will be required for the acquisition of all goods and services that will cost \$10,000 or more per year. Written agreements for purposes of these Procurement Guidelines include contracts (Mesa Water Contracts) and purchase orders. The General Manager is authorized to approve and execute all agreements for the acquisition of goods and services in accordance with the approved

annual budget. Written agreements within the limits set by the annual budget may be for one-year, or multi-year with annual renewals. Mesa Water's policy is that contracts shall not normally include terms for automatic renewal.

CAPITAL CONSTRUCTION PROJECTS

For capital construction projects, the following procedures will apply:

Bid and Award

The Engineering and Operations Committee will review all bids on a project when Mesa Water staff proposes to recommend approval of a bid for a project that is greater than \$125,000. The Mesa Water Board of Directors (Board) may award the bid and authorize an amount for the project/construction that may include a contingency. Unless otherwise directed by the Board, the General Manager shall execute approved construction contracts.

Change Orders

- a. The General Manager is authorized to approve change orders until the cumulative amount of those change orders is anticipated to exceed the amount authorized by the Board for construction by 30 percent or \$75,000, whichever is less.
- b. If the cumulative change orders are anticipated to exceed the amount authorized for construction by 30 percent or \$75,000, whichever is less, there will be no further change orders until the Board authorizes additional funds for the project under the terms of the agreement (subject to change order terms). The Engineering and Operations Committee shall review all requests for additional construction funds.
- c. The General Manager is authorized to approve an emergency field change order when failure to authorize the change order will cause Mesa Water to incur significant additional costs or significant delays, even if the change order will exceed the General Manager's delegated authority. The General Manager will promptly inform the Board of such action(s). The Engineering and Operations Committee will review the change order and the Board will review ratification of the General Manager's decision(s).

PROFESSIONAL SERVICES

When professional services are required, the following procedures will apply:

- a. Professional service providers are defined as attorneys, engineering consultants, water quality consultants, architects, auditors, actuarial consultants, financial advisors, human resource consultants, information systems/technology consultants, meeting facilitators and firms hired to perform construction inspection, construction management and/or engineering surveying.

- b. If the work of a professional service provider is anticipated to cost more than \$50,000 per year, the selection of the professional service provider will be reviewed by the appropriate Board Committee and will be subject to approval by the Board. The Board will authorize a budgeted amount for the specified work. Unless otherwise specified by the Board, the General Manager is authorized to approve and execute the agreement between Mesa Water and the approved professional service provider.

- c. If the cost of the work is anticipated to exceed the amount authorized by the Board, there will be no further work until the Board authorizes additional funds. The appropriate Board Committee will review all requests for additional funds.

In the event of an emergency, the General Manager has full authority to commit Mesa Water funds in excess of the approved budget limits, or reallocation of funds within those limits, in accordance with, and subject to, the limitations set out in Resolution No. 1507.

ATTACHMENT B

RESOLUTION NO. 1508

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. 1458

GUIDELINES FOR DISBURSEMENTS

The use and expenditure of all Mesa Water funds is subject to Resolution No. 1507: Delegation of Authority to the General Manager.

All checks, wires, electronic funds transfer authorizations and other documents (except petty cash requests) containing instructions that cause funds to leave Mesa Water's control shall have two authorized signatures. Authorized signers are:

Members of the Board of Directors
General Manager
Assistant General Manager
District Secretary
Treasurer/Chief Financial Officer
Assistant Treasurer

Facsimile signatures may be used on routine payments provided adequate safeguards are used to protect the signature plates, chip or other source. Such safeguards shall be set out in writing.

An authorized manager or supervisor can approve petty cash requests subject to the limits of Mesa Water's current petty cash policy.

The Chief Financial Officer and Controller/Auditor may authorize inter-bank transfers for purposes of satisfying payroll requirements.

The Finance Committee shall review and sign, or approve, as applicable, checks, wires and electronic fund transfer authorizations that meet the following criteria:

1. \$40,000 or more will leave Mesa Water's control except when paying for:
 - a. Payroll or payroll related expenses, including employee benefits;
 - b. Utilities;
 - c. Chemicals used in water treatment; or
 - d. Water and water related costs to Orange County Water District or the Municipal Water District of Orange County.

ATTACHMENT B

RESOLUTION NO. 1508

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
PROVIDING GUIDELINES FOR THE PROCUREMENT
OF GOODS AND SERVICES AND CASH DISBURSEMENTS,
SUPERSEDING RESOLUTION NO. 1458**

2. \$1,000 or more payable to employees for any purpose other than payroll, except when the reimbursement request has been previously approved through the Finance Committee process. All reimbursements to Board members shall be subject to Mesa Water's current Board Reimbursement Policies.


General Manager's Signature

TELECOMMUTING POLICY

I. PURPOSE

The purpose of this policy/procedure is to establish guidelines for requesting, authorizing, implementing, and evaluating telecommuting work arrangements for Mesa Water District (Mesa Water or District) employees.

II. OVERVIEW

Mesa Water recognizes that our employees are by definition, Disaster Service Workers, and the first priority of government is continuity of service in the event of a widespread emergency or disaster (GC §§3100-3109). In the event of such emergency or disaster, it is important that Mesa Water not only respond to the emergency by working to stabilize the emergency, save lives, and protect property while also maintaining continuity of government.

In order to foster an ever changing workforce, and the differing needs of Mesa Water employees, this Telecommuting policy is being established in an effort to create greater work flexibility and efficiency, support an engaged workforce, or address health and safety concerns for employees. Telecommuting, for the purposes of this policy, is defined as working at a location other than the office, typically from home, utilizing electronic communications to link back to the office.

Working from home inherently changes the workplace dynamic for employees. However, employees are expected to continue to adhere to all Mesa Water Employee Rules and Regulations, District and department policies, and relevant Memoranda of Understanding. Employees with questions about the application of a policy or procedure should contact their manager, supervisor or Human Resources.

III. RESPONSIBILITY ASSIGNMENTS

- A. Primary responsibility for developing, implementing, and updating this policy rests with the General Manager, or designee.
- B. Managers are responsible for ensuring supervisors and employees are in compliance with the policy.
- C. Employees should not assume eligibility for a telecommuting assignment. Supervisors are responsible for ensuring that the telecommuting employee

and the work that they perform is suitable for a telecommuting arrangement, and for ensuring that the employee is being held to the same performance evaluation standards and disciplinary actions as non-telecommuting employees.

- D. Information Technology (IT) is responsible for providing staff with the necessary hardware, software, and network access, when applicable. It is the responsibility of the employee to communicate with their manager and/or supervisors if they are encountering technical difficulty that may prevent them from performing their job, the same as would be provided to on-site employees.
- E. Telecommuting employees are responsible for evaluating (and re-evaluating on a continuous basis as needed) the suitability of their work equipment and environment for telecommuting, and communicating any needs or concerns to their manager, supervisor and/or Human Resources so that they can be addressed.

IV. COMPLIANCE PROCEDURE

- A. Telecommuting is a management option, not an employee benefit or entitlement. The allowance, denial, and evaluation of a telecommuting arrangement is a privilege, and not a right. As such, allowance, denial, and withdrawal of telecommuting will not be a grievable issue.
- B. Any District employee who is interested in telecommuting **must** sign a Telecommuting Agreement (Attachment A) and Telecommuting Work Schedule Agreement (Attachment B) and return the signed forms to Human Resources prior to telecommuting.
- C. Telecommuting employees are required to comply with all District rules, regulations, and policies just as if they were at the regular worksite.
- D. With telecommuting, to the extent possible, employees should be performing the full range of normal duties, and be available to participate in meetings and conference calls. Employees and their manager or supervisor should maintain communication throughout the workday, through email, by phone, video chat, or other means. Managers and supervisors will be expected to establish and communicate work expectations of employees working remotely, including setting work priorities, deadlines, and reviewing work assignments.

- E. A predetermined work schedule and hours will be agreed upon between the telecommuting employee and their manager or supervisor. During that time, employees are expected to be as responsive to co-workers, customers, and their manager or supervisor as they would normally be on the regular worksite.
- F. Telecommuting employees shall not use work time for the purposes of home care arrangements, personal, or medical appointments. The same leave/time-off policies applied to on-site employees will be applied to telecommuting employees; such that, all requests for sick or vacation leave must be approved by their manager or supervisor.
- G. Telecommuting employees shall not use work time to conduct personal business. However, any personal business can be taken care of during lunch and break periods. Additionally, as with on-site employees, all secondary employment must be pre-approved by the General Manager, or designee.
- H. Telecommuting employees shall perform work during their designated schedules and must report time spent working the same way that they would at their regular worksite. In accordance with the Fair Labor Standards Act (FLSA), employees must comply with proper lunch and break times. Employees should coordinate with their manager or supervisor for any periods of time during the workday when they will not be working. Non-exempt employees will also receive overtime pay when earned, but must first receive authorization from their manager or supervisor to work overtime.
- I. There may be circumstances in which the employee is needed to return to the regular worksite to attend a meeting, or provide coverage. In the event such on-site attendance is required, managers or supervisors will notify the employee in advance, when on-site attendance is necessary.
- J. Employees continued involvement in the telecommuting arrangement will be contingent upon acceptable performance standards, and compliance with the Telecommuting Policy and Agreements. If the manager or supervisor determines employee performance is being adversely affected as a result of telecommuting, the arrangement can be terminated at any time, at which point the employee will be required to return to the regular worksite.
- K. Telecommuting employees will have the same rights and representation as their on-site co-workers.

- L. Telecommuting does not change the job responsibilities, duties, obligations, terms and conditions of employment.
- M. Work Equipment and Environment
 - i. Telecommuting employees shall designate a workspace that is suitable for a distraction free, productive work environment.
 - ii. Telecommuting employees may use personal equipment, hardware, software, and supplies. However, any equipment used must conform to the current District security standards, and have virus protection suitable to the IT Department's satisfaction. Further, the employee will be responsible for the installation, repair, and maintenance of their personal equipment.
 - iii. The District assumes no responsibility for any damage to, depreciation to, repairs, or loss of the employee's personal property.
 - iv. The District may, but is not required to, provide equipment, hardware, software, supplies, and electronic access appropriate to the job. Said equipment shall be pre-approved and used for business-related purposes. Any District-owned equipment will only be used by the employee, and not any other members of the household.
 - v. All District rules and policies regarding use of electronic equipment, whether personal or District-owned, will apply. (See Electronic Communications Policy, DM-101.)
 - vi. All materials created while telecommuting are District property, and as such, all safeguards must be in place by the employee to ensure their confidentiality and security. Further, employees shall ensure safeguards are in place to protect sensitive and/or confidential District information that employees are required to utilize during the course of their work (e.g., customer information, personnel records, etc.). Any known unauthorized access to this information must be reported immediately.
 - vii. When District-owned equipment is provided, the telecommuting employee shall ensure that said equipment is properly used, maintained, and safely secured when not in use. Upon separation, all Mesa Water-owned equipment must be returned immediately. Any loss or damage to District property must be reported immediately.

- viii. California Public Records Act regarding public information and records applies to those whom are telecommuting. If the District receives a related Public Records Act request, a telecommuting employee must furnish and permit inspection and examination of any public record or information in the employee's possession, regardless if the information is located on a District-owned or personal computer or device.
- ix. Telecommuting employees will establish an appropriate work environment within his or her home for work purposes and provide the necessary workspace, such as desk, tabletop, or other location that provides optimal work productivity. Employees are not expected to purchase furniture or equipment to arrange a home workspace. The District retains the right to inspect home offices and computer/software for safety, adequacy, and security.
- x. Employees should seek advice from a tax advisor if they have questions concerning tax implications of working from home. Mesa Water is not responsible for substantiating any employee's claim of tax deductions for operation of a home office used to perform work.

N. Occupational Safety

- i. The telecommuting employee is responsible for ensuring that the environment is safe and free from hazards to the employee and his/her work equipment.
- ii. The telecommuting employee shall practice the same safe work practices as he/she would at the regular work site.
- iii. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by Workers' Compensation. In the event of an injury to the telecommuting employee, the same workplace reporting procedures will be in place. The employee must report the injury to their manager or supervisor as soon as practicable. Mesa Water assumes no liability for injuries that occur outside the performance of the employee's duties and/or outside the employee's scheduled telecommuting hours.
- iv. The telecommuting employee, not the District, remains liable for injuries to anyone in the employee's home or on their premises.

V. ATTACHMENTS

- A. Telecommuting Agreement
- B. Telecommuting Work Schedule Agreement



Telecommuting Work Schedule Agreement

Employee Name: _____

Department: _____ Manager/Supervisor: _____

Job Title/Position: _____

Telecommute Start Date: _____

Remote Work Location

Address: _____

Phone #: _____

Alternate #: _____

Email Address: _____

Work Schedule

Hours Per Week:

Schedule Type: Circle One (5/40, 9/80, 4/10):

- | | | |
|------------------------------------|-------------|-----------|
| <input type="checkbox"/> Monday | From: _____ | To: _____ |
| <input type="checkbox"/> Tuesday | From: _____ | To: _____ |
| <input type="checkbox"/> Wednesday | From: _____ | To: _____ |
| <input type="checkbox"/> Thursday | From: _____ | To: _____ |
| <input type="checkbox"/> Friday | From: _____ | To: _____ |
| <input type="checkbox"/> Saturday | From: _____ | To: _____ |
| <input type="checkbox"/> Sunday | From: _____ | To: _____ |

Meal Breaks: Hourly employees working full-day schedules of six hours or more, are required to include a minimum thirty (30) minute unpaid meal break into the daily work schedule.

Employees are still expected to respond after hours when there is an emergency.

Employee & Supervisory Responsibilities

Employees and supervisor agree to maintain regular communication through email, by phone, video chat, or other means on an agreed schedule and as needed basis. Employees on telecommuting assignment are expected to respond to manager/supervisor within five minutes of call during agreed regular work hours, with the exception of during unpaid meal breaks. Managers/supervisors shall communicate work expectations for telecommuting employees and ensure appropriate compliance with expectations.

Equipment/Supplies Inventory

Equipment/Supply	Supplied by Mesa Water	Supplied by Employee
Computer:	_____	_____
Cell Phone:	_____	_____
Printer:	_____	_____
Other Equipment Necessary:	_____	_____
	_____	_____

Employee Verification

I have reviewed and agree to the provisions in this Telecommuting Work Schedule Agreement. I verify that I have also read and understand the Mesa Water District's Telecommuting Policy (DM-060), attached hereto for reference and agree to all of its terms. I understand that any changes to my work schedule must be pre-approved by my manager or supervisor. I further understand that the arrangement to work remotely is may be rescinded, without notice, based on needs of Mesa Water District.

_____	_____
Employee Signature	Date
_____	_____
Manager Signature	Date
_____	_____
General Manager	Date



TELECOMMUTING AGREEMENT

Employee Name: _____

Position Title: _____

I have read and understand the Mesa Water District (Mesa Water or District) Telecommuting Policy (DM-060) and agree to abide by the following terms and conditions that govern my telecommuting work arrangement:

- I understand that telecommuting is a privilege, not a right, and that allowance, denial, and withdrawal of telecommuting is not a grievable issue.
- While telecommuting I will comply with all District rules, regulations, and policies.
- I will conduct District business during the predetermined work schedule and hours, being responsive to all appropriate parties, and taking proper lunches and breaks.
- I will not use work time for the purposes of home care arrangements (e.g., child, dependent, or elder care, etc.), personal, or medical appointments.
- I will create a work environment and retain equipment suitable for conducting District business, and communicate needs or concerns to the appropriate parties.
- I understand that I will be held to the same performance standards and disciplinary actions as non-telecommuting employees.
- I agree to abide by all safe work practices and comply with workplace injury reporting requirements.
- I agree that the District is not liable for injuries that happen to anyone in my household or on my work space premises, neither is the District held responsible for the repair, maintenance, and installation of my personal work equipment.
- I understand that the District retains the right to inspect home offices and computer/software for safety, adequacy, and security.
- I understand the use of my personal equipment when conducting District business is subject to the same California Public Records Act requirements as District-owned equipment as specified in the Electronic Communications Policy, DM-101.
- I understand that telecommuting does not change my job responsibilities, duties, obligations, terms and conditions of employment.

DECLARATION

By signing below, I hereby certify and acknowledge that I have received a copy of the Telecommunicating Policy (DM-060) and have read and understand this Policy. I have clarified with my manager and/or supervisor any questions regarding its provisions. I agree to comply with all of its terms and conditions. I also understand that appropriate disciplinary action may be taken, up to and including termination of employment, if I am found in violation of this Policy.

SIGNATURES

Employee: _____ Date: _____

Manager: _____ Date: _____

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-28-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection and otherwise mitigate the effects of COVID-19 are needed; and

WHEREAS the economic impacts of COVID-19 have been significant, and could threaten to undermine Californians' housing security and the stability of California businesses; and

WHEREAS many Californians are experiencing substantial losses of income as a result of business closures, the loss of hours or wages, or layoffs related to COVID-19, hindering their ability to keep up with their rents, mortgages, and utility bills; and

WHEREAS Californians who are most vulnerable to COVID-19, those 65 years and older, and those with underlying health issues, are advised to self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

WHEREAS because homelessness can exacerbate vulnerability to COVID-19, California must take measures to preserve and increase housing security for Californians to protect public health; and

WHEREAS local jurisdictions, based on their particular needs, may therefore determine that additional measures to promote housing security and stability are necessary to protect public health or to mitigate the economic impacts of COVID-19; and

WHEREAS local jurisdictions may also determine, based on their particular needs, that promoting stability amongst commercial tenancies is also conducive to public health, such as by allowing commercial establishments to decide whether and how to remain open based on public health concerns rather than economic pressures, or to mitigate the economic impacts of COVID-19; and

WHEREAS in addition to these public health benefits, state and local policies to promote social distancing, self-quarantine, and self-isolation require that people be able to access basic utilities—including water, gas, electricity, and telecommunications—at their homes, so that Californians can work from home, receive public health information, and otherwise adhere to policies of social distancing, self-quarantine, and self-isolation, if needed; and

WHEREAS many utility providers, public and private, covering electricity, gas, water, and sewer, have voluntarily announced moratoriums on service disconnections and late fees for non-payment in response to COVID-19; and

WHEREAS many telecommunication companies, including internet and cell phone providers, have voluntarily announced moratoriums on service disconnections and late fees for non-payment in response to COVID-19;

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

- 1) The time limitation set forth in Penal Code section 396, subdivision (f), concerning protections against residential eviction, is hereby waived. Those protections shall be in effect through May 31, 2020.
- 2) Any provision of state law that would preempt or otherwise restrict a local government's exercise of its police power to impose substantive limitations on residential or commercial evictions as described in subparagraphs (i) and (ii) below—including, but not limited to, any such provision of Civil Code sections 1940 et seq. or 1954.25 et seq.—is hereby suspended to the extent that it would preempt or otherwise restrict such exercise. This paragraph 2 shall only apply to the imposition of limitations on evictions when:
 - (i) The basis for the eviction is nonpayment of rent, or a foreclosure, arising out of a substantial decrease in household or business income (including, but not limited to, a substantial decrease in household income caused by layoffs or a reduction in the number of compensable hours of work, or a substantial decrease in business income caused by a reduction in opening hours or consumer demand), or substantial out-of-pocket medical expenses; and
 - (ii) The decrease in household or business income or the out-of-pocket medical expenses described in subparagraph (i) was caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19, and is documented.

The statutory cause of action for judicial foreclosure, Code of Civil Procedure section 725a et seq.; the statutory cause of action for unlawful detainer, Code of Civil Procedure section 1161 et seq., and any other statutory cause of action that could be used to evict or otherwise eject a residential or commercial tenant or occupant of residential real property after foreclosure is suspended only as applied to any tenancy, or residential real property and any

occupation thereof, to which a local government has imposed a limitation on eviction pursuant to this paragraph 2, and only to the extent of the limitation imposed by the local government.

Nothing in this Order shall relieve a tenant of the obligation to pay rent, nor restrict a landlord's ability to recover rent due.

The protections in this paragraph 2 shall be in effect through May 31, 2020, unless extended.

- 3) All public housing authorities are requested to extend deadlines for housing assistance recipients or applicants to deliver records or documents related to their eligibility for programs, to the extent that those deadlines are within the discretion of the housing authority.
- 4) The Department of Business Oversight, in consultation with the Business, Consumer Services, and Housing Agency, shall engage with financial institutions to identify tools to be used to afford Californians relief from the threat of residential foreclosure and displacement, and to otherwise promote housing security and stability during this state of emergency, in furtherance of the objectives of this Order.
- 5) Financial institutions holding home or commercial mortgages, including banks, credit unions, government-sponsored enterprises, and institutional investors, are requested to implement an immediate moratorium on foreclosures and related evictions when the foreclosure or foreclosure-related eviction arises out of a substantial decrease in household or business income, or substantial out-of-pocket medical expenses, which were caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19.
- 6) The California Public Utilities Commission is requested to monitor measures undertaken by public and private utility providers to implement customer service protections for critical utilities, including but not limited to electric, gas, water, internet, landline telephone, and cell phone service, in response to COVID-19, and on a weekly basis publicly report these measures.

Nothing in this Order shall be construed to invalidate any limitation on eviction enacted by a local jurisdiction between March 4, 2020 and this date.

Nothing in this Order shall in any way restrict state or local authority to order any quarantine, isolation, or other public health measure that may compel an individual to remain physically present in a particular residential real property.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 16th day of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State



Dedicated to
Satisfying our Community's
Water Needs

MEMORANDUM

TO: Board of Directors
FROM: Stacy Taylor, External Affairs Manager
DATE: April 9, 2020
SUBJECT: State Legislation Positions

RECOMMENDATION

Approve the recommended positions.

STRATEGIC PLAN

- Goal #1: Provide a safe, reliable, and abundant 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

The first three months of the 2020 legislative session has been quite active in Sacramento with Mesa Water District (Mesa Water®) consultants and staff engaged in advocacy related to several high-priority bill proposals, including newly introduced legislation and reintroduced legislation from prior sessions. Listed below is information about key bill proposals that would greatly impact Mesa Water and, thus, are high priority for our state legislative affairs.

Bill Number	Topic	Recommendation
AB 2560 Quirk	Water Quality: Notification and Response Levels: Procedures	Support (with CMUA/OCWD coalition)
SB 996 Portantino	SWRCB: Constituents of Emerging Concern Program	Support (with CMUA/Met coalition)
AB 2182 Rubio	Emergency Backup Generators: Water and Wastewater Facilities: Exemption	Support (with ACWA coalition)
SB 1099 Dodd	Emergency Backup Generators: Critical Facilities: Exemption	Support (with CMUA coalition)
ACR 179 Voepel	Special Districts Week	Support (with CSDA coalition)
AB 2093 Gloria	Public Records: Writing Transmitted by Email: Retention	Oppose (with CSDA coalition)



AB 2560 (Quirk, D-Hayword): [Water Quality: Notification and Response Levels: Procedures](#)

Co-sponsored by the California Municipal Utilities Association (CMUA) and Orange County Water District (OCWD), this bill proposes to create more transparency and a scientific basis around changing CECs' Notification and Response Levels by requiring the State Water Board to comply with specified public notice, public comment, and science-based peer review procedures, as prescribed, when establishing or revising Notification and Response Levels for contaminants in drinking water. **Status:** This bill was referred to the Assembly Environmental Safety and Toxic Materials (ESTM) Committee (hearing postponed).

Mesa Water suggested position: SUPPORT (based on the District's "Water Quality, PFAS, CEC" Legislative Platform). Attachment A contains support materials for this bill, including a Fact Sheet and a template support letter.

SB 996 (Portantino, D-Glendale): [State Water Resources Control Board: Constituents of Emerging Concern Program](#)

Co-sponsored by the California Municipal Utilities Association (CMUA) and the Metropolitan Water District of Southern California (Met), this bill would require the State Water Board to establish (by an unspecified date) and maintain an ongoing, dedicated "Constituents of Emerging Concern Program" to support and conduct research to gather and develop information, and, if necessary, provide recommendations to the State Water Board on CECs in drinking water that may pose risks to public health. A dedicated funding source for the program would be created in the State Treasury. This fund would additionally support creating a Science Advisory Panel -- to assist in the gathering and development of information for the program, as well as to assist the State Water Board its considerations when identifying, evaluating, prioritizing, and making regulatory determinations for CECs in drinking water sources -- as well as a Stakeholder Advisory Group that would provide opportunities for public participation, including stakeholder meetings and workshops, to solicit relevant information and feedback and advise the State Water Board in developing and implementing the CEC program. **Status:** This bill was referred to the Senate Environmental Quality (EQ) Committee (hearing postponed).

Mesa Water suggested position: SUPPORT (based on the District's "Water Quality, PFAS, CEC" Legislative Platform and due to OCWD's pending support position). SB 996 Fact Sheet included as Attachment B.

AB 2182 (Rubio, D-West Covina): [Emergency Backup Generators: Water and Wastewater Facilities: Exemption](#)

This bill, sponsored by the Association of California Water Agencies (ACWA), would exempt the operation of alternative power sources, as defined, to provide power to a critical facility, as defined, from any local, regional, or state regulation regarding the operation of that source. The bill would authorize providers of essential public services, in lieu of compliance with applicable legal requirements, to comply with the maintenance and testing procedure set forth in the National Fire Protection Association Standard for Emergency and Standby Power System, NFPA 110, for alternative power sources designated by the providers for the support of critical facilities.

Specifically, this bill would provide flexibility for all critical service providers to use and maintain emergency power generators for Public Safety Power Shutoff (PSPS) events. This flexibility would be accomplished by: (1) confirming that backup power generation during PSPS events is



considered emergency use of generators; (2) ensuring that generator use for PSPS events is not limited by any time constraints; and, (3) providing testing and maintenance flexibility for these backup generators due to the strenuous nature of their use during PSPS events.

Status: This bill was double-referred to the Assembly Utilities and Energy, and Natural Resources Committees (hearings postponed).

Mesa Water Suggested Position: SUPPORT (based on the District’s “Essential Public Utilities” Legislative Platform). Attachment C contains support materials for this bill, including a Fact Sheet and template letters—one for the author and another for the first policy committee where the bill will be heard.

SB 1099 (Dodd, D-Napa): [Emergency Backup Generators: Critical Facilities: Exemption](#)

Co-sponsored by CMUA and Las Virgenes Municipal Water District (LVMWD), this bill would, consistent with federal law, require air districts to adopt a rule, or revise its existing rules, to allow critical facilities, as defined, with a permitted emergency backup generator to use that emergency backup generator during a PSPS event or other loss of power, and to test and maintain that emergency backup generator, as specified, without having that usage, testing, or maintenance count toward that emergency backup generator’s time limitation on actual usage and routine testing and maintenance. This bill would prohibit air districts from imposing a fee on the issuance or renewal of a permit issued for those critical facility emergency backup generators.

Status: This bill was referred to the Senate EQ Committee (hearing postponed).

Mesa Water Suggested Position: SUPPORT (based on the District’s “Essential Public Utilities” Legislative Platform). Attachment D contains support materials for this bill, including a Fact Sheet and a template support letter.

ACR 179 (Voepel, R-Santee): [Special Districts Week](#)

Sponsored by the California Special Districts Association (CSDA), this resolution would proclaim the week of May 17-23, 2020 as *Special Districts Week*. A similar resolution -- [ACR 89](#) -- by Assemblyman Cooley (D-Rancho Cordova) that passed in 2019 proclaimed the week of September 22-28, 2019 as *Special Districts Week* and encouraged all Californians to be involved in their communities and civically engaged with their local government(s).

Just like last year, the Assembly and Senate are encouraging Californians across the state to be actively involved with their local government(s), particularly with special districts. Unlike last year, however, *Special Districts Week* will coincide with CSDA’s midyear advocacy event—[Special Districts Legislative Days](#).

During *Special Districts Week*, and as part of Special Districts Legislative Days, special district representatives will make their voices heard in Sacramento and throughout the state legislature on issues of importance to California’s special districts. CSDA is asking its members and special districts statewide to engage in *Special Districts Week* via legislative and [public affairs actions](#).

Status: This bill is pending referral by the Assembly Rules Committee.

Mesa Water Suggested Position: SUPPORT (based on the District’s “Local Government” Legislative Platform). Sample support letter included as Attachment E.



AB 2093 (Gloria, D-San Diego): [Public Records: Writing Transmitted by Email: Retention](#)

This bill is identical to a 2019 bill (AB 1184) by the same author that was opposed by CSDA and its coalition, including Mesa Water. AB 1184 was vetoed by Governor Newsom, with his veto message stating: "I am returning Assembly Bill 1184 without my signature. This bill would require state and local public agencies to retain every public record transmitted by e-mail for at least two years. This bill does not strike the appropriate balance between the benefits of greater transparency through the public's access to public records, and the burdens of a dramatic increase in records-retention requirements, including associated personnel and data-management costs to taxpayers. Therefore, I am unable to sign this bill."

AB 2093 would require all public agencies, including special districts, to retain all emails related to the public's business for two years, regardless of whether the emails are of true significance. The practical effect of this is that every public agency will need to keep all emails, sent and received, including out-of-office and spam emails for two years. The bill states that this is to be done in furtherance of the California Public Records Act (CPRA) to ensure that the State will not need to reimburse public agencies for any additional costs associated with this new mandate.

While we support transparency, this bill does not create greater transparency, it is simply a data retention bill. AB 2093 makes no changes to what agencies are required to disclose or what is exempt from disclosure under the CPRA. Draft documents and internal memos remain exempt from disclosure should an agency wish to exercise that exemption.

This bill would have negative impacts on all public agencies that aren't currently retaining EVERY email for two years. The impact of AB 2093 would require many agencies to purchase additional servers to store the massive amounts of data contained in the emails. Also, many agencies will likely need to hire additional staff to respond to CPRA requests in order to review and filter through all the additional emails. Lastly, AB 2093 would likely result in lengthened response times to CPRA requests.

Status: This bill passed out of the Assembly Judiciary Committee, and will next go to the Assembly Appropriations Committee.

Mesa Water Suggested Position: OPPOSE (based on the District's "Local Government" Legislative Platform). Sample oppose letter included as Attachment F.

ATTACHMENTS

- Attachment A: AB 2560 Support Materials
- Attachment B: SB 996 Fact Sheet
- Attachment C: AB 2182 Support Materials
- Attachment D: SB 1099 Support Materials
- Attachment E: ACR 179 Sample Support Letter
- Attachment F: AB 2093 Sample Oppose Letter



BACKGROUND

Water quality is a concern for all bodies of freshwater, both surface water and groundwater, and depends on a variety of chemical and biological factors regulated by a number of local, state, and federal agencies.

Risks to human health and the environment are managed by federal and state standards for drinking water using permissible levels of certain contaminants, known as Maximum Contaminant Levels (MCLs). The State Water Board adopts MCLs for contaminants, which are health protective drinking water standards to be implemented by public water systems. MCLs take into account not only a contaminant's health risks but also factors such as its detectability and treatability, as well as costs of treatment.

In addition to MCL's, the State Water Board utilizes notification levels (NLs), which are health-based advisory levels for contaminants in drinking water that do not have an MCL. Generally, NLs are established as precautionary measures for contaminants that may be considered candidates for establishment of MCLs, but have not yet undergone or completed the regulatory process prescribed for the development of MCLs and are not drinking water standards.

When chemicals are found at concentrations greater than their NLs, certain requirements are imposed on public water systems. Currently there are 29 contaminants with NLs. In addition, another 24 contaminants have archived advisory NLs.

Along with NL's, the State Water Board may establish a response level (RL). This RL is set by the State Water Board's Division of Drinking Water (DDW) at a more stringent level than the NL and imposes additional requirements on water agencies including further notification, treating the source, or removing the source from its system.

EXISTING LAW

Requires, pursuant to the federal Safe Drinking Water Act (SDWA) and California SDWA, drinking water to meet specified standards for contamination (MCLs).

Requires a public water system, within 30-days of detection of a contaminant in exceedance of an MCL, notification level (NL), or a response level, to provide notification to its governing body of the detection.

Establishes the policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes.

PROBLEM

Under current law there is a very clear process for the establishment of an MCL. However, there is not a clear and consistent process for the establishment of NL's and RL's, which are not set by the Water Board, but administratively set by the Division of Drinking Water.

SOLUTION

AB 2560 will provide greater transparency to and will clarify the NL and RL process to provide all water agencies clear and consistent information as they can continue to provide safe, clean and affordable drinking water to their constituents. Specifically, AB 2560 requires the State Water Board to do the following:

- Post on its internet website that it has initiated the development of a NL or RL and additionally post a draft NL or RL when it's available;
- Submit a draft NL or RL for external peer review; and,
- Take a formal action to finalize the NL or RL.

SUPPORT

- California Municipal Utilities Association (co-sponsor)
- Orange County Water District (co-sponsor)

FOR MORE INFORMATION

Josh Tooker, *Chief Consultant*
Assembly Environmental Safety and Toxic Materials Committee
(916) 319-3965
Josh.Tooker@asm.ca.gov

March xx, 2020

The Honorable Bill Quirk
California State Assembly
State Capitol, Room 2163
Sacramento, CA 95814

Re: AB 2560 (Quirk) Water quality: notification and response levels: procedures - Support

Dear Assemblymember Quirk:

YOUR AGENCY HERE is pleased to support your AB 2560 regarding notification and response levels.
DESCRIBE AGENCY HERE

Notification (NL) and response (RL) levels are established as precautionary measures for contaminants without drinking water standards that may be considered candidates for the establishment of maximum contaminant levels (MCLs). While NLs and RLs are technically non-enforceable, these levels have real world implications. For instance, when a contaminant is present above the RL, the State Water Board's Division of Drinking water recommends that the source be taken out of service or customers notified they are drinking water exceeding the RL. For PFOA and PFOS, the water system is required to either take the source offline immediately, treat or blend the water, or notify the public within 30 days. Depending on the contaminant, such actions can have widespread and significant impacts. **INSERT INFO HERE IF YOUR AGENCY WAS AFFECTED BY AN NL/RL**

Despite these implications, there is no public process to develop NLs and RLs. Current law authorizes DDW to set these levels without even an action by the Board members to approve them, leading to insufficient transparency and no official process for stakeholder input. AB 2560 is a common-sense measure that simply daylight's DDW's process for establishing NLs and RLs and ensures stakeholders and the public can depend on the science used to determine the levels.

For these reasons we support AB 2560. Thank you for your leadership on this issue. **INSERT CONTACT INFO HERE**

Sincerely,

YOUR NAME
YOUR AGENCY

Cc: Josh Tooker, Chief Consultant, Assembly Environmental Safety and Toxic Materials Committee

SB 996 (Portantino)

Statewide Constituents of Emerging Concern Drinking Water Program

PROBLEM

Constituents of Emerging Concern (CECs) are a diverse group of chemicals and microorganisms that are not currently regulated in drinking water. They can be detected in very small amounts. Over the years, particular CECs have received growing public attention as potential pollutants in drinking water supplies. Yet, the full extent and risk of their presence is not well understood.

The Metropolitan Water District of Southern California and the California Municipal Utilities Association are co-sponsoring legislation in response to this growing issue that would establish a CEC Drinking Water Program at the State Water Resources Control Board (State Water Board). The program would set up a consistent and science-based approach for assessing the public health and drinking water consequences of CECs, while identifying which CECs warrant further action.

BACKGROUND

Currently CECs can become regulated by the State Water Board in one of three ways: adoption of federal standards, after the Office of Environmental Health Hazard Assessment sets a public health goal, or by legislative mandate. In addition, the state board can set notification levels and response levels as precautionary measures for contaminants that have not yet undergone or completed the regulatory standard setting process. All of these processes have their own unique challenges and inefficiencies. The federal process relies upon the Contaminant Candidate List and the Unregulated Contaminant Monitoring Rule to identify and collect data on CECs — this process can take several years before a final regulatory decision is made and may not focus on issues specific

to California. Similarly, the regulatory development process in California can be lengthy due to a lack of technical and financial resources. And while legislative approaches can address public concerns, they can be made without complete information on occurrence and health effects.

SUMMARY

SB 996 would require the state board to establish and then maintain an ongoing, dedicated program for CECs to support and conduct research on and provide recommendations on issues with water that may pose a risk to the public. The state board would create a Science Advisory Panel to gather and develop information for the program. The bill would require the program to provide opportunities for public participation through the creation of a Stakeholder Advisory Group.

The bill would establish in the State Treasury the CEC Action Fund, which upon appropriation would be administered by the state board.

This bill would authorize the state board to promulgate regulations pursuant to which the state board's Division of Financial Assistance may provide financial assistance to any public water system upon a showing that the costs of testing drinking water in compliance with this act would impose a financial hardship, with eligibility preference given to public water systems serving few than 10,000 individuals.

EXISTING LAW

The California Safe Drinking Water Act requires the State Water Board to administer provisions relating to drinking water to protect public health. The state board's duties include, but are not limited to, conducting research, studies, and demonstration programs relating

Office of Senator Anthony J. Portantino

SB 955– Fact Sheet

Contact: Tara McGee– (916) 651-4025 or Tara.McGee@sen.ca.gov

to the provision of a dependable and safe supply of drinking water, enforcing the Federal Safe Drinking Water Act, and adopting and enforcing regulation.

SUPPORT

Metropolitan Water District of Southern California (Sponsor)
California Municipal Utilities Association (Sponsor)

Version: 2/14/2020



AB 2182 (Rubio)

Standby Electric Power for Critical Facilities during Public Safety Power Shutoff

BILL SUMMARY

This bill would provide flexibility for all critical service providers to use and maintain emergency power generators for Public Safety Power Shutoff (PSPS) events. This flexibility would be accomplished by: (1) confirming that backup power generation during PSPS events is considered emergency use of generators; (2) ensuring that generator use for PSPS events is not limited by any time constraints; and, (3) by providing testing and maintenance flexibility for these backup generators due to the strenuous nature of their use during PSPS events.

EXISTING LAW

Existing law generally delegates non-vehicular air pollution control to Air Quality Management Districts (AQMD). This includes non-vehicular sources such as backup generators that are used by facilities in the event of loss of electricity. Limitations on emergency power sources may include yearly hour caps and maintenance requirements, though these vary by AQMD.

BACKGROUND

California's investor-owned electric utilities are taking steps to ensure their equipment does not start a wildfire, in part by implementing PSPS. These PSPS events, however, leave many critical service providers without power, including water and wastewater agencies.

Water and wastewater agencies are responsible for providing essential public health and safety services, including drinking water, wastewater treatment, and water for fire suppression. Supplying and treating water and wastewater requires reliable energy, and without electric utilities providing that power, water agencies must secure alternative reliable sources of power. In a worst-case scenario, without electricity, there is the potential for public water agencies to issue boil-orders to the public, water delivery to temporarily stop, or raw sewage to enter public waterways.

When PSPS protocols were implemented last fall, a number of challenges related to backup power generation came to light.

First, it was unclear if use of generators during PSPS events was considered "emergency use" under state and local rules. While the California State Air Resources Board (CARB) has issued guidance that it is considered emergency use, uncertainty remains.

Second, rules regarding emergency generator use vary significantly around the state, and in some regions, the local air quality management districts have implemented strict limits on the amount of time that an emergency generator can be used, which has catastrophic implications if a critical facility runs up against that limit during a PSPS event.

Finally, CARB has established rules regarding testing and maintenance limits for emergency generators. While these rules may be adequate for normal generator use, PSPS events last several days and these generators are under tremendous strain for which they were not designed. Ultimately, a lack of rigorous testing and maintenance of these generators can and has led to failures of backup power systems during PSPS events.

DETAILS OF THE BILL

This bill adds article 9.4 (commencing with Section 42005) to chapter 3 of part 4 of Division 26 of the Health and Safety Code exempting the operation of alternative power sources by critical care facilities, as defined, during the event of a Public Safety Power Shut-off.

SUPPORT

Association of California Water Agencies (Sponsor)

FOR MORE INFORMATION

Dan Folwarkow
Office of Assemblywoman Blanca E. Rubio
State Capitol, Rm. 5175
(916) 319-2048
Daniel.folwarkow@asm.ca.gov

[LOGO]

March ##, 2020

The Honorable Blanca Rubio
State Capitol, Room 5175
Sacramento, CA 95814

RE: AB 2182 (Rubio) – Support

Dear Assembly Member Rubio,

On behalf of [Organization Name], I am writing to express our strong SUPPORT for AB 2182, which would provide additional flexibility for the use of backup power generation during public safety power shutoff (PSPS) events.

These PSPS events put great pressure on the critical service providers that Californians rely on during a power outage, including: fire, police, medical, communications, and water and wastewater personnel and facilities. Water and wastewater agencies are responsible for providing essential public health and safety services, including drinking water, wastewater treatment, and water for fire suppression. Supplying and treating water and wastewater requires reliable energy, and without electric utilities providing that power, water agencies must secure alternative reliable sources of power.

[Your Agency's specific Challenges could be added here]

When PSPS protocols were implemented last fall, a number of challenges related to backup power generation came to light. First, it was unclear if use of generators during PSPS events was considered “emergency use” under state and local rules.

Second, rules regarding emergency generator use vary significantly around the state, and in some regions, the local air quality management districts have implemented strict limits on the amount of time that an emergency generator can be used, which has catastrophic implications if a critical facility runs up against that limit during a PSPS event.

Finally, the California Air Resources Board has established rules regarding testing and maintenance limits for emergency generators. While these rules may be adequate for normal generator use, PSPS events last several days and these generators are under tremendous strain for which they were not designed. Ultimately, a lack of rigorous testing and maintenance of these generators can and has led to failures of backup power systems during PSPS events.

This bill provides that the use of backup generators by critical public health and safety providers during a PSPS event is considered “emergency use” regardless of whether an emergency has been declared by the Governor. In addition, the bill would allow providers of critical public health and safety services to rely upon backup generators for the duration of PSPS events without possible violation of local or state regulations. Finally, due to the unprecedented duration of reliance on these generators, this proposal would also allow these service providers

to test this backup equipment consistent with the testing procedures for maintenance of emergency power standby systems established by the National Fire Protection Association.

Thank you for your support on this important issue.

Sincerely,

[Signature]

cc: Daniel Folwarkow, Consultant, Office of Assembly Member Rubio

[LOGO]

March ##, 2020

The Honorable Chris Holden
Chair, Assembly Utilities and Energy Committee
State Capitol, Room 5182
Sacramento, CA 95814

RE: AB 2182 (Rubio) – Support

Dear Chair Holden,

On behalf of [Organization Name], I am writing to express our strong SUPPORT for AB 2182, which would provide additional flexibility for the use of backup power generation during public safety power shutoff (PSPS) events.

These PSPS events put great pressure on the critical service providers that Californians rely on during a power outage, including: fire, police, medical, communications, and water and wastewater personnel and facilities. Water and wastewater agencies are responsible for providing essential public health and safety services, including drinking water, wastewater treatment, and water for fire suppression. Supplying and treating water and wastewater requires reliable energy, and without electric utilities providing that power, water agencies must secure alternative reliable sources of power.

[Your Agency's specific Challenges could be added here (optional)]

When PSPS protocols were implemented last fall, a number of challenges related to backup power generation came to light. First, it was unclear if use of generators during PSPS events was considered “emergency use” under state and local rules.

Second, rules regarding emergency generator use vary significantly around the state, and in some regions, the local air quality management districts have implemented strict limits on the amount of time that an emergency generator can be used, which has catastrophic implications if a critical facility runs up against that limit during a PSPS event.

Finally, the California Air Resources Board has established rules regarding testing and maintenance limits for emergency generators. While these rules may be adequate for normal generator use, PSPS events last several days and these generators are under tremendous strain for which they were not designed. Ultimately, a lack of rigorous testing and maintenance of these generators can and has led to failures of backup power systems during PSPS events.

This bill provides that the use of backup generators by critical public health and safety providers during a PSPS event is considered “emergency use” regardless of whether an emergency has been declared by the Governor. In addition, the bill would allow providers of critical public health and safety services to rely upon backup generators for the duration of PSPS events without possible violation of local or state regulations. Finally, due to the unprecedented

duration of reliance on these generators, this proposal would also allow these service providers to test this backup equipment consistent with the testing procedures for maintenance of emergency power standby systems established by the National Fire Protection Association.

For these reasons, [Your Agency Here] strongly SUPPORTS this bill and respectfully requests your "AYE" vote when it is heard in the Assembly Committee on Utilities and Energy.

Sincerely,

[Signature]

cc: Assembly Member Rubio
Members, Assembly Committee on Utilities and Energy
Kellie Smith, Consultant, Assembly Committee on Utilities and Energy
Gregory Melkonian, Consultant, Assembly Republican Caucus



SB 1099 – DODD BACKUP GENERATION – CRITICAL FACILITIES – AIR QUALITY

Summary

SB 1099 would allow critical facilities, including water and wastewater agencies, to operate existing emergency backup generators during Public Safety Power Shutoffs (PSPS) or other losses of power without being out of compliance or subject to penalties from local air districts. This flexibility would ensure water continues to flow and wastewater continues to be treated during power outages, protecting public health and safety.

Background

Reliable backup power is critical for the protection of life and property during emergencies, including PSPS. For example, water and wastewater agencies need reliable power to support essential operations including maintaining pressure in their systems for water quality and fire flows. When electricity is not available due to a PSPS or another emergency loss of power such as a wildfire, water and wastewater agencies must employ their emergency standby generators.

Existing Law

Existing air quality regulations restrict the testing, use and operation of some standby generators during an emergency. In the South Coast Air Quality Management District, owners/operators of these generators are

limited to a runtime of 200 hours per year for emergencies and the Air Resources Board limits annual maintenance and testing for certain generators to 20 hours pursuant to the Airborne Toxics Control Measure (ATCM). These testing and maintenance restrictions conflict with national standards.

This Bill

SB 1099 directs local air districts to adopt a rule, or revise existing rules, to allow critical facilities with a permitted emergency backup generator to continue to provide essential public services during a power outage without those hours counting toward the limits. Specifically, SB 1099 allows critical facilities to do the following:

- operate the generator during a PSPS or other emergency loss of power
- test or maintain the generator in accordance with NFPA Standard 110 or relevant best management practices

Support

California Municipal Utilities Association
Las Virgenes Municipal Water District

Opposition

None on File

Contact

Les Spahnn: leslie.Spahnn@sen.ca.gov

March xx, 2020

The Honorable Ben Allen, Chair
Senate Environmental Quality Committee
State Capitol, Room 2205
Sacramento, CA 95814

Re: SB 1099 (Dodd) Emergency backup generators: critical facilities: exemption - Support

Dear Chairman Allen:

YOUR AGENCY is pleased to support SB 1099 (Dodd), regarding emergency backup generators for critical facilities. **DESCRIPTION OF YOUR AGENCY**

The wildfire season is now year-round and getting worse in terms of total acreage and impacts to people, communities and the environment. Numerous factors, such as historical land management practices and climate change, have contributed to this dramatic change. As wildfires increase in severity and frequency, so will the impacts on California's water quality and water supply.

As an example, the widespread use of Public Safety Power Shutoffs (PSPS) could have significant impacts on critical facilities including water and wastewater agencies, such as the inability to pump water, inadequate fire flows, sewage backups and air conditioning shutoffs in facilities with temperature-sensitive equipment. If agencies cannot access reliable electricity, communities could face a public health crisis if they lack safe drinking water for consumption, cooking and sanitation.

To mitigate these effects and ensure reliable electricity during a PSPS or other catastrophic loss of power like a wildfire, critical facilities must depend on their onsite emergency generators. For example, **INSERT ANY APPLICABLE EXAMPLES FROM YOUR AGENCY HERE** However, state and local air district restrictions for some existing generators adopted prior to the widespread use of PSPS do not provide enough time for proper testing in advance of an event or enough runtime during an event.

SB 1099 would require local air districts to adopt a rule, or revise an existing rule, to allow critical facilities with a permitted emergency backup generator to operate their generators during a PSPS or other loss of power and test and maintain them consistent with national standards, without facing penalties for keeping the water flowing and other critical facilities operating. This bill would provide a tailored solution that will balance the need to preserve air quality throughout the state with the need to ensure people and public health are protected.

For these reasons we support SB 1099. **INSERT CONTACT INFORMATION HERE**

Sincerely,

SB 1099 (Dodd)

Support

Page 2

YOUR NAME

YOUR AGENCY

Cc: The Honorable Bill Dodd
Honorable Members of the Senate Environmental Quality Committee
Eric Walters, Consultant, Senate Environmental Quality Committee
Scott Seekatz, Policy Consultant, Senate Republican Caucus

[Your Agency's Letterhead (REQUIRED)]

April 3, 2020

The Honorable Randy Voepel
California State Assembly
State Capitol
Sacramento, CA 95814

RE: Assembly Concurrent Resolution 179 (Voepel) – Support [As Introduced]

Dear Assembly Member Voepel:

The **[Name of Your Agency]** is pleased to support Assembly Concurrent Resolution 179, which would establish Special Districts Week from May 17 to May 23, 2020. **[Insert a brief description of your agency, particularly the services it provides].**

Special districts are formed by communities to provide a needed service, overseen by a local board, and funded by local revenue. By focusing on one service, or a small suite of services, these public entities are able to perform efficient, effective, sustainable service delivery and infrastructure development, while maintaining local accountability.

Special districts date back to 1887 and have a long, rich history of providing benefits to their residents. They vary in size to best meet local needs, ranging from servicing multi-county regions and sometimes millions of residents, to small rural communities. As a representative of the special district community, we are pleased to support Assembly Concurrent Resolution 179.

[Name of Your Agency] would like to thank the author for introducing this resolution recognizing and commending special districts for the important work that they do throughout California. Please feel free to contact me if you have any questions.

Sincerely,

[Name of Responsible Officer]

[Title]

[Name of Your Agency]

CC: Anthony Tannehill, Legislative Representative, California Special Districts Association
[advocacy@cnda.net]

[Your Agency's Letterhead (REQUIRED)]

[Date]

The Honorable Todd Gloria
California State Assembly
State Capitol
Sacramento, CA 95814

RE: Assembly Bill 2093 (Gloria) – Oppose [As Introduced]

Dear Assembly Member Gloria:

The [Name of Your Agency] is respectfully opposed to your Assembly Bill 2093, which will require all public agencies to maintain all transmitted emails related to agency business for at least two years. [Include a brief description of your agency, particularly the services it provides (optional)].

To be clear, this is not a transparency bill, it is a data storage bill. The public will have no greater access to public records under AB 2093, nor will they have less. This bill creates no new disclosures or exemptions of records. This bill only mandates that public agencies retain all emails related to agency business for two years and avoids the constitutionally-required mandate subvention process declaring that the provisions of the bill are in furtherance of the California Public Records Act (CPRA).

While this measure is intended to improve public access to government records, in practice it will merely increase the burdens for both public agencies and CPRA requesters. The vast majority of emails consist of auto-replies, spam, and insignificant routine communications of minimal public interest. As the bulk of these emails increases, the burden to search through them and locate responsive records in the event of a CPRA request rises accordingly. Under the CPRA, the requester may be required to bear the cost of this data extraction - and indiscriminately mandating that emails be retained will thus make CPRA requests more expensive, perversely impeding public access. Moreover, for those costs that cannot be passed on to the requester, the public agency has no source for reimbursement, and must divert funds from other public programs. Compelling public agencies to retain masses of routine emails - which neither the sender nor recipient otherwise thought important enough to save - imposes significant burdens on all concerned for minimal public benefit. This point is corroborated by the Department of Finance's analysis of AB 1184 (Gloria, 2019), a bill that is completely identical to AB 2093 that was vetoed by Governor Newsom. In their analysis of AB 1184, the Department of Finance wrote that "[t]he retention of non-pertinent e-mails and the need to search through those e-mails, particularly for less specific CPRA requests, increases the amount of time needed to complete CPRA requests. This makes compliance with the CPRA more difficult in these instances and *produces worse outcomes for persons and entities submitting those requests* [emphases added]."

To further underscore this point, the Governor's veto message of AB 1184 read "[t]his bill does not strike the appropriate balance between the benefits of greater transparency through the public's access to public records, and the burdens of a dramatic increase in records-retention requirements, including associated personnel and data-management costs to taxpayer."

AB 2093 will add millions of dollars in costs annually to the state and local agencies, including school districts. Public agencies will be forced to pay for additional data storage space as well as hire additional staff to sort through the millions of emails that are exempt from disclosure under the CPRA but mandated to be retained under AB 2093 in order to respond to public records act requests. Without the ability to be reimbursed for this costly unfunded mandate, public agencies will be forced to either raise fees and taxes or cut services to the communities they serve.

It is for these reasons that the [Name of Your Agency] must respectfully oppose AB 2093 (Gloria). Should you have any questions about our position, please feel free to contact us.

Sincerely,

[Name of Responsible Officer]

[Title]

[Name of Your Agency]

CC: Raquel Mason, Legislative Assistant, Office of Assembly Member Todd Gloria

[Raquel.mason@asm.ca.gov]

Dillon Gibbons, Senior Legislative Representative, California Special Districts Association

[advocacy@cda.net]



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Phil Lauri, P.E., Assistant General Manager
DATE: April 9, 2020
SUBJECT: Mesa Water Reliability Facility Parking Project

RECOMMENDATION

- a. Award a contract to GMC Engineering, Inc. in the amount of \$697,000 with a 10% contingency for a contract amount not to exceed \$766,700 for construction of the Mesa Water Reliability Facility (MWRF) Parking Project; and authorize execution of the contract.
- b. Award a contract to Butier Engineering, Inc. in the amount to \$98,608 with a 10% contingency for a contract amount not to exceed \$108,469 to provide construction management and inspection services for the MWRF Parking Project; and authorize execution of the contract.
- c. Award a contract to NV5, Inc. in the amount of \$15,500 with a 10% contingency for a contract amount to exceed \$17,050 to provide engineering services during construction of the MWRF Parking Project; and authorize execution of the contract.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.
Goal #4: Increase public awareness about Mesa Water and about water.
Goal #6: Provide outstanding customer service.

PRIOR BOARD ACTION/DISCUSSION

At its March 15, 2014 workshop, the Board of Directors (Board) discussed the MWRF Parking Design concepts and adopted Option 3 (Gisler Parking Design).

At its February 12, 2015 meeting, the Board awarded a contract to CivilSource, Inc. for the MWRF Parking Design.

At its May 19, 2015 meeting, the Engineering and Operations (E&O) Committee reviewed the 30% design layout and provided input.

At its September 15, 2015 meeting, the E&O Committee was provided an update on the MWRF Parking Design progress and permitting status.

At its February 18, 2020 meeting, the E&O Committee received information on the MWRF Parking Project and the proposed schedule.

BACKGROUND

Parking at the MWRF is currently limited to approximately 20 internal unofficial spaces that surround Mesa Water District's (Mesa Water®) treatment and storage facilities (i.e., high lift reservoir, chemical handling facilities, etc.). Spaces are unmarked and require a dedicated staff person to direct traffic flow and ensure visitors find their way to on-site events. Due to limited parking and the risks associated with non-Mesa Water staff driving on-site, District staff evaluated several options to address parking issues at the MWRF and proposed alternative parking options



for consideration. The Board directed staff to develop a parking design based on Option No. 3 presented at the March 15, 2014, Board Workshop. The MWRP Parking design was initiated on February 12, 2015. The scope of work included providing professional engineering services to prepare final plans, specifications, permitting, and preparing bid package and cost estimates, for implementation of the MWRP Parking Project. The design and specifications for the MWRP Parking Project were completed by NV5, Inc. in March 2016 with encroachment permitting approved by the City of Costa Mesa in September 2016. It was determined that the MWRP Parking construction would be deferred until the initiation of the MWRP Outreach Center design, which is scheduled to start in April 2020.

DISCUSSION

The engineering estimate for the project was established at \$771,000.

A Request for Bids (RFB) for the MWRP Parking Project was developed and sent to ten vendors. A pre-bid meeting was conducted on February 9, 2020. Two bids were received on March 24, 2020 from the following vendors:

Vendor	Cost
Goodwyn, Mills, and Cawood Engineering, Inc.	\$697,000
Pacific Hydrotech Corporation	\$784,540

The proposed project bids have been evaluated and found to be compliant with all the bid package requirements. It was determined that Goodwyn, Mills, and Cawood (GMC) Engineering, Inc. will provide the best construction services and the firm received excellent reviews on prior projects when staff checked their references. Construction is scheduled to start in May 2020 and end by August 30, 2020. Staff recommends that the Board award a contract to GMC Engineering, Inc. in the amount of \$697,000 with a 10% contingency for a contract amount not to exceed \$766,700 for construction of the MWRP Parking Project; and authorize execution of the contract.

Professional construction management services will be required to oversee the construction and inspection of the related activities, ensure compliance with contract requirements, and to minimize potential cost impacts resulting from unforeseen field conditions. The Construction Manager will also ensure that all project records are maintained, organized, and provided to Mesa Water at the end of the project. Mesa Water currently has a contract with Butier Engineering, Inc. (Butier) for providing construction management services for the Chandler and Croddy Wells & Pipeline Project. Butier is a professional and reputable consultant specializing in construction management services for municipal projects and has extensive experience with flat work, parking, and transportation related projects. Butier was competitively selected for the Chandler and Croddy Wells & Pipeline Project. Due to the close geographical proximity of both projects, parking construction experience, and availability of Butier's resources staff recommends that the Board award a contract to Butier in the amount of \$98,608 with a 10% contingency for a contract amount not to exceed \$108,469 to provide construction management and inspection services for the MWRP Parking Project; and authorize execution of the contract. Butier's proposal is included as Attachment A.

NV5, Inc. prepared the design package and obtained all the necessary encroachment permits with



the City of Costa Mesa and authorizations for the MWRP Parking Project. Staff recommends that the Board award a contract to NV5, Inc. in the amount of \$15,500 with a 10% contingency for a contract amount not to exceed \$17,050 to provide engineering services during construction of the MWRP Parking Project; and authorize execution of the contract. NV5, Inc.'s proposal is included as Attachment B.

FINANCIAL IMPACT

In Fiscal Year 2020, no funds were budgeted for the MWRP Parking Project. The requested funding is included in the Capital Improvement Program Renewal.

ATTACHMENTS

Attachment A: Butier Engineering, Inc. Construction Management Proposal
Attachment B: NV5, Inc. Engineering Design Support Services Proposal

A. Cover Letter



March 10, 2020

Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627-3420
Attn: Mark P. Pelka, P.E., Senior Civil Engineer

**Subject: Request for Proposal – Construction Management Services for the
Gisler Avenue Parking Project**

Dear Mr. Pelka:

Butier Engineering, Inc. is pleased to submit an electronic copy of its proposal and fee schedule in PDF format to provide construction management services for the Gisler Avenue Parking Project. Our proposal includes the required personnel and man-hours requested by Mesa Water District (District).

We appreciate the opportunity to meet the District's project challenges with our most experienced personnel, and are confident that we will serve the best interests of all project participants. If you have any questions regarding our proposal, please direct them to me for clarification at (714) 832-7222.

Sincerely,
BUTIER Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'm. butier'.

Mark M. Butier
President/CFO

Project Understanding & Approach

The District is looking to award a single contract to a professional consulting firm to provide construction management services for the Gisler Avenue Parking Project. The scope of work includes the removal and reconstruction of AC Pavement, installation of concrete pavers, removal and reconstruction of PCC cross gutters, sidewalk, curb ramps, driveway, curb and gutter, adjusting of existing manholes, valves to grade, reestablishment striping and construction of parking.

After Butier is issued a Notice to Proceed, the Construction Manager and appropriate team members will meet with the District's Project Manager to familiarize all the parties with the goals and objectives of the project. The Construction Manager will familiarize himself with District staff members to integrate the scope within existing District administrative policies and procedures. Butier will take the lead role in the daily field management of the project and will be responsible for administration of the construction contract; inspection of the work; coordination with the District and the management of all project-related documentation.

Scope of Work

1. Pre-Construction Services

1.1 Kick-Off Meeting

The CM will lead a Pre-Construction Meeting with the District, the Design Engineer, and the Contractor. The CM will provide an agenda and transmit meeting minutes to all attendees.

1.2 Pre-Construction Meeting

The CM will attend a kick-off meeting with the District and the Design Engineer to become familiar with the scope of work and the District's CM Procedures. The CM will present a CM Plan along with the necessary templates.

1.3 Pre-Construction Site Survey

The Butier Team will perform a pre-construction site video survey with the Contractor to document the existing conditions of all areas that will be impacted by construction. In addition, the Butier Team will take digital photographs.

1.4 Materials and Inspection Log

The Butier Team will review the contract documents and prepare a comprehensive list of the materials testing and special inspections.

1.5 Electronic Document Control

The Butier Team recommends utilizing **Procore** for electronic document control purposes. It provides the project team with the ability to store all documents, images, and video files within a specific project folder. The CM can set permissions for the folder and invite other team members to view, edit or upload files.

2. Construction Phase Services

2.1 Weekly Project Progress Meetings

The Construction Manager will lead weekly Project Progress Meetings with all project stakeholders. The CM will provide an agenda prior to the meetings and transmit meeting minutes to all attendees within two business days.

2.2 Project Correspondence and Communication

The CM will establish a communication protocol with the District, Design Engineer, Contractor and other project stakeholders at the commencement of the project. The CM will provide written correspondence to the Contractor to manage the project.

2.3 Equipment & Materials Inspection

The Butier Team will participate in inspection of equipment and materials and provide recommendations for and log all equipment. The CM will coordinate the turnover of the accepted equipment with the Contractor.

2.4 Shop Drawing and Submittal Review

The CM will use Procore to coordinate the submittal/shop drawing review process and route all transmittals to the appropriate reviewer. The CM will maintain a log to track the status and review action of all submittals and will ensure that they have been submitted by the Contractor. The CM is responsible for reviewing the contract documents, identifying the submittals, and maintaining PDF copies of all submittals.

2.5 Requests for Information (RFIs)/Requests for Clarification (RFCs)

The CM will document the submittal and disposition of all the Contractor's RFIs/RFCs and monitor responses with suspense action dates and follow-up procedures implemented to ensure timely action by all parties. Should the Contractor deem the RFI/RFC response has created a change in scope and a change order is requested, the CM will obtain approval of the District's Project Manager prior to issuing a change order authorization.

2.6 Review Contractor's CPM Schedule

The CM will review and approve the Contractor's Baseline schedule, weekly look-ahead schedules, monthly schedule updates, and time impact analyses (TIAs).

2.7 Change and Claims Management

The CM will have no authority to issue changes or modifications to the contract documents. The CM will track, document, and negotiate changes for added costs or credits with the Contractor and evaluate all schedule impacts of changes, in addition to advising the District of equitable cost and time adjustments for proposed or authorized changes including credits.

2.8 Field QA/QC

Butier will provide comprehensive on-site field QA/QC services to confirm that all work performed by the Contractor is in compliance with the contract documents. Field QA/QC Observation will provide daily inspection reports of material installations and deficiencies noted by qualified personnel with follow-up procedures recommended for ensuring that corrections are made for non-conforming work necessary to comply with contract document requirements. The reports will be linked to photographic/digital records logs to highlight critical construction activity.

2.9 Schedule of Values and Progress Payments

The CM will review and approve the Schedule of Values submitted by the Contractor to ensure that they contain sufficient detail to track the progress of the work. The CM will review and approve the Contractor's payment requests and other project-related invoices. The progress payment worksheet will be based on the approved schedule of values and validated by daily inspection reports. Pay requests will be checked against actual in-place quantities verified at the end of the pay period. The pay request format will be established by the project team to expedite checking, processing, and subsequent updating of project budgets and cost projections and forwarded to the District for approval and payment to the Contractor.

2.10 Permits

The CM will ensure that the Contractor has obtained all permits necessary for the performance of the work and that all permit conditions are met by the Contractor.

2.11 Safety

The Butier Team will monitor the Contractor's work practices to ensure that all safety requirements are met. The CM will review the Contractor's IIPP and JHA and will observe the Contractor's work to ensure conformance with OSHA requirements. The CM will immediately notify the Contractor and The District of any observed violations.

2.12 Record Drawings

The Butier Team will review the Contractor's record drawings on a weekly basis to ensure they are up to date and accurate.

3. Project Close-Out

3.1 Detailed Punch Lists

The Butier Team will prepare detailed project punch lists and will coordinate with the District and the Contractor for final acceptance. The CM will assign cost values for outstanding punch list items to facilitate prompt and timely close-out of the project. Upon correction of deficiencies by the Contractor, the CM will schedule, coordinate, and conduct a final walk-through prior to the acceptance of work with the District and provide certification of Contractor compliance on work items specifically requested by the District.

3.2 Record Drawings

The Butier Team will review the Contractor's final as-built drawing set to ensure that the drawings are accurate and complete. The CM will certify the accuracy of the final record drawing set in writing before final payment is approved and before the record drawings are transmitted to the Design Engineer for incorporation into AutoCAD.

3.3 Final Payment

The CM will resolve all contract Bid Items, change order work and outstanding punch list items in the preparation of the final payment to the Contractor.

3.4 Close-Out Report

The CM will prepare a Close-Out Report, including a summary of the Project construction, key issues, lessons learned, change summary, schedule summary, and as-built schedule. The CM will include provisions to submit a draft and final Close-Out Report.

3.5 Project File

At the conclusion of the Project, the CM will transmit all project related documentation to the District's Project Manager. An electronic version in PDF format will be maintained through the duration of the Project and transmitted to the District.

C. Fee Proposal



Please find our Fee Proposal located on the following page for anticipated services. The attached Fee Schedule is subject to final negotiations with the District and submission of baseline schedule from the Contractor.

The following costs are included in the rate structure:

- Vehicles
- Wireless Broadband Communications, and Cellular Service
- Laptops and Maintenance and Service of Computers
- Printers, Consumables, and Storage Media
- Access to “Procore” for project team and Software/License Maintenance
- Miscellaneous office consumables (paper, etc.)
- Safety Equipment and Inspection Tools



Construction Managers, Consulting Engineers

Construction Management Services for the Gilser Avenue Parking Project

Classification / Hourly Rate / Assigned Personnel				\$	CM/RE	200.00	\$	Field QA/QC	147.00	Proposed Cost
					TBD			TBD		
Pre-Construction Phase										
Tasks 1.1 - 1.6					16			8		
Construction Phase										
Tasks 2.1-2.15					120			440		
Project Close-Out										
Task 3.1-3.4					16			16		
Total Hours					152			464		616
CM & Inspection Costs				\$		30,400.00	\$		68,208.00	\$ 98,608.00
Total Proposed Costs										\$ 98,608.00

February 11, 2020

Mark Pelka
Senior Civil Engineer
Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627

RE: Proposal to Provide Professional Engineering Design Support Services during Bid Phase and Construction Phase of Gisler Avenue Parking Improvement Project, City of Costa Mesa

Dear Mr. Pelka,

We are pleased to present this proposal to provide professional engineering design support services during the bid phase and construction phase of the Gisler Avenue Parking Improvement Project.

This proposal is prepared in accordance with the request received from the Mesa Water District (District) and our recent discussion.

SCOPE OF SERVICES

We propose to provide professional services for the following scope of work:

1. Provide construction plan interpretation and consultation during the bidding phase of the project. Assist the District in preparing bid addenda as required to provide clarification to the plans.
2. Assist the District during the construction phase and attend pre-construction meeting.
3. Review and respond to Request for Information (RFIs) received from the Contractor.
4. Review and respond to materials submittals received from the Contractor.
5. Attend project site meeting (total of 2 meetings allocated)
6. Prepare As-Built plans based on the as-built plans drawings submitted by the Contractor upon completion of the project.

FEE

FEE PROPOSAL		
TASK	DESCRIPTION	FEE
1	Provide construction plan interpretation and consultation during the bidding phase of the project. Assist the District in preparing bid addenda as required to provide clarification to the plans.	\$1,860
2	Assist the District during the construction phase and attend pre-construction meeting.	\$1,240
3	Review and respond to Request for Information (RFIs) received from the Contractor.	\$4,600
4	Review and respond to materials submittals received from the Contractor	\$3,540
5	Attend project site meeting (total of 2 meetings allocated)	\$2,480
6	Prepare As-Built plans	\$1,780
	TOTAL FEE	\$15,500

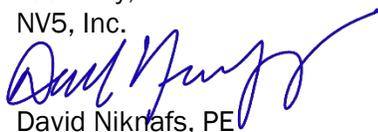
General Exclusions & Exemptions:

Construction management and inspection is not part of this proposal.

Our work will be completed on a time and materials basis, for the total fee of \$15,500. Any additional work outside the above scope of services requested by the District will be negotiated and added to the above fee. Payment is due within 30 days.

We thank you for the opportunity to submit our proposal. If you should have any questions, please feel free to contact me at (949) 588-0477 or david.niknafs@nv5.com.

Sincerely,
NV5, Inc.



David Niknafs, PE
Director of Transportation

PN: P27020-0001513.00





FEE PROPOSAL
Mesa Water District
Professional Engineering Design Support Services
Gisler Avenue Parking Improvement Project

TASK NO.	WORK DESCRIPTION	PROJECT MANAGER \$180		PROJECT ENGINEER \$130		CAD DESIGNER \$90		Fee
		HOURS	\$	HOURS	\$	HOURS	\$	
1	Assist the District during bidding phase. Provide construction plan interpretation and consultation. Assist the District in preparing bid addenda as required to provide clarification to the plans.	6	\$1,080	6	\$780		\$0	\$1,860
2	Assist the District during the construction phase and attend pre-construction meeting.	4	\$720	4	\$520		\$0	\$1,240
3	Review and respond to Request for Information (RFIs) received from the Contractor.	12	\$2,160	16	\$2,080	4	\$360	\$4,600
4	Review and respond to materials submittals received from the Contractor	10	\$1,800	12	\$1,560	2	\$180	\$3,540
5	Attend project site meetings (total of 2 meetings allocated)	8	\$1,440	8	\$1,040		\$0	\$2,480
6	Prepare As-Built plans	1	\$180	4	\$520	12	\$1,080	\$1,780
	Subtotal	41	\$7,380	50	\$6,500	18	\$1,620	
Total Fee								\$15,500



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Phil Lauri, P.E., Assistant General Manager
DATE: April 9, 2020
SUBJECT: Mesa Water Reliability Facility Outreach Center

RECOMMENDATION

Award a contract to IBI Group in the amount of \$574,330 with a 10% contingency for a contract amount not to exceed \$631,763 for design and construction support services for the Mesa Water Reliability Facility (MWRF) Outreach Center and two spare parts storage Buildings (MWRF and Well 9); and authorize execution of the contract.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.
Goal #4: Increase public awareness about Mesa Water® and about water.
Goal #6: Provide outstanding customer service.
Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

At its November 14, 2019 meeting, the Board of Directors (Board) approved Design Concept 2 (with entry) and Funding Option 1 for the Mesa Water Reliability Facility Outreach Center.

BACKGROUND

In 2019 the Board directed staff to proceed with Design Concept 2 (with entry) for the MWRF Outreach Center. Concept 2 includes rehabilitating and remodeling the existing MWRF to relocate the restrooms, meeting rooms, water quality lab, control room, and installing a multi-purpose room that could also function as an educational center. This concept would completely reconfigure the existing facility space to integrate the installation of a multi-purpose room with the MWRF's Demonstration Garden and integrate the entrance with the proposed MWRF Parking Project. Additionally, this concept will also accommodate on-site school assemblies for local students.

DISCUSSION

Mesa Water District (Mesa Water®) obtained a cost proposal from IBI Group (see Attachment A) to provide professional design services and construction support services for the MWRF Outreach Center and supporting spare parts storage buildings. A summary of the main scope tasks are as follows:

- Task 1 - Preliminary Design/Schematic Design
- Task 2 - Design Document Development
- Task 3 - Bid and Award
- Task 4 - Construction Support Services

Preliminary and final architectural design services include sub-consultant engineering design services (e.g. structural, mechanical, plumbing, civil, lighting, Information Technology, sound system/audio visual engineering, etc.). The scope of work will also incorporate the design of a



MWRF spare parts storage building (located at the MWRF) and wells spare parts storage building (located at Well 9 or other well sites) as part of the design services.

The proposed cost breakdown is presented below:

	MWRF Outreach & Storage Building	Off-site Storage Building	Plan Check	Survey	Total
Design Services					
Schematic Design	\$50,708	\$10,860			\$61,568
Design	\$90,264	\$13,611	\$30,805	\$6,800	\$141,480
Construction Docs.	\$203,760	\$24,488			\$228,248
Subtotal	\$344,732	48,959	\$30,805	\$6,800	\$431,296
Construction Support Services					
Bid & Construction Support Services	\$101,680	\$25,363			\$127,043
Parking & Signage Lighting	\$15,991	N/A			\$15,991
Subtotal	\$117,671	\$25,363	\$0	\$0	\$143,034
Grand Total	\$462,403	\$74,322	\$30,805	\$6,800	\$574,330

The proposed design services cost is approximately 15% of the estimated construction costs for the MWRF Outreach Center and the spare parts storage buildings. IBI Group was competitively selected to provide early MWRF Outreach Facility Concept designs. IBI Group also provided architectural design services for the Mesa Water Boardroom improvements and have performed excellent and provided timely deliverables. Staff recommends that the Board award a contract to IBI Group in the amount of \$574,330 with a 10% contingency for a contract amount not to exceed \$631,763 for design and construction support services for the MWRF Outreach Center and two spare parts storage Buildings (MWRF and Well 9); and authorize execution of the contract.

FINANCIAL IMPACT

In Fiscal Year 2020, no funds were budgeted for the MWRF Outreach Center. The requested funding is included in the Capital Improvement Program Renewal.

ATTACHMENTS

Attachment A: IBI Group Cost Proposal



IBI Group
315 West 9th Street – Suite 600
Los Angeles CA 90015-4206 USA
tel 213 769 0011
fax 213 769 0016

March 31, 2020

Phil Lauri, PE
Assistant General Manager
Mesa Water District
1965 Placentia Ave.
Costa Mesa, CA 92627

Reference: Fee Proposal for Mesa Boardroom TI
Mesa Water District Headquarters
1965 Placentia Avenue, Costa Mesa, CA 92627

Dear Mr. Lauri:

Please accept this document as our Fee Proposal for the above referenced project, as outlined in our discussion with yourself (Phil Lauri) and Mark Pelka on March 4, 2020 and subsequent conversations. We have divided the proposal into seven sections for your review:

- Section 1 – GENERAL PROJECT SCOPE**
- Section 2 – DETAILED SCOPE OF WORK BY TASK**
- Section 3 – SCHEDULE**
- Section 4 – FEE PROPOSAL**
- Section 5 – GENERAL EXCLUSIONS**
- Section 6 – HOURLY RATES AND EXPENSES**
- Section 7 – CONCLUSION**

Section 1 – GENERAL PROJECT SCOPE

Our understanding of the scope of the project is as follows:

Mesa Water District Research Facility (1350 Gisler Avenue, Costa Mesa, CA 92627)

1. Remodels the existing MWRF Operations and Administration Building within the existing building footprint. In addition to all updates to lighting and audio visual equipment, improved interior and exterior finishes, and updated HVAC equipment, the scope includes the following:
 - a. Relocate and increase size of the restrooms to serve the public
 - b. Relocate Engineering and Operations functions with controlled access away from public uses
 - c. Provide a multi-purpose room that functions as a flexible Community Room
 - d. Integrate the installation of a multi-purpose room with the Demonstration Garden utilizing foldable glass partitions
 - e. Provide a catering prep kitchen
 - f. Provide space for educational décor and exhibits – coordinate with consultant provided by Owner per discussion with Phil on 3/6/20
 - g. A new primary entry with foyer area, from Gisler Avenue for public events.
 - h. Alterations include moderate structural changes
 - i. Relocation of one interior structural wall
 - j. Requires new interior shear-wall foundation
 - k. Minor modifications to the roof diaphragm. Re-roofing to be considered.

- l. Modifications to existing walls meets current code requirements
- m. Install new variable refrigerant flow HVAC system
- n. New fire protection sprinkler system

KEY CONSULTANT SCOPE

CIVIL

- a. Demolition of existing structures, hardscape / landscape areas.
- b. Grading for Drainage and Accessibility for the new improvements at the site.
- c. Provide horizontal and vertical control for the new site improvements.

STRUCTURAL

According to the original study, the building is a one-story, reinforced, fully-grouted CMU wall building constructed circa 1999 and located in 1350 Gisler Avenue, Costa Mesa, CA 92626. It is rectangular in shape and has an area of approximately 6,000 square feet. The roof is composed of plywood sheathing over open web joist spanning the width of the building. The structure is supported on shallow foundations. The improvements to the building will include the following:

- a. Relocation of one (1) interior structural wall. The new location will be near its original location. The new wall will require new roof attachments and a new foundation. The existing roof diaphragm will require structural patch back.
- b. Existing CMU wall alterations will include the main foyer entrance opening and other misc. wall openings and wall infills.
- c. Localized incidental structural modifications to accommodate tenant improvements.

In addition, it is important to note that the original study found that the proposed Structural Alterations will not trigger a full seismic upgrade of the existing structure. It also found that the Change of Occupancy will not trigger a full seismic upgrade since the proposed occupancy is less hazardous than the occupancy category of the original structure. However, we note that the original study was conducted under the 2013 California Building Code. The Structural Alterations and Change of Occupancy will now need to be evaluated against the 2019 California Existing Building Code (2019 CEBC). The 2019 CEBC has additional triggers that may require additional structural scope. Our scope will include the evaluation of these additional triggers but any additional strengthening from that described in the original study will be conducted as an additional service.

MECHANICAL

- a. The existing rooftop packaged heat pump AC unit should be replaced with a Variable Refrigerant Flow System with a dedicated outdoor air unit.
- b. The dedicated outdoor air unit could be a forced air furnace with a direct expansion cooling coil located in a room or a rooftop unit.
- c. The individual rooms will be provided with dedicated ductless fan coils preferably of the in ceiling cassette type.
- d. The outdoor air will be introduced directly into the rooms through diffusers directed ducted to the dedicated outdoor air system.

ELECTRICAL

- a. The additional load will mainly be for new air conditioning units and audio/video systems
- b. The existing service demarcation terminal cabinet will have to be relocated.
- c. The two panelboards and one transformer currently located in the Pilot Room will have to be relocated or replaced.

- d. The remodel will involve rewiring of the branch circuits throughout the building.

PLUMBING

- a. Add service shutoff valves where required.
- b. Replace existing water heaters with high efficiency direct vent water heaters.
- c. Add cleanouts where required.
- d. Instantaneous electric water heaters should be considered for the restroom lavatories and a gas tank-less hot water for the custodian rooms.

AUDIO VISUAL

- a. A new video system will be added to the system. Video will be designed to be flexible. In the event there are multiple displays, video sources will be able to be matrixed to all displays. There is an existing audio system in the space that was recently installed. As much of the equipment is to be reused to save on installation budgets.

IT

- a. Design of the IT/SCADA Server Space/Room.
2. New 1,112 SF Well Parts Storage Building at the SW corner of the site, see attached concept plan
 - a. CMU block walls to match existing buildings on site
 - b. Provide mechanical ventilation system (make-up and exhaust).
 - c. Provide required plumbing system as needed.
 - d. Provide new lighting and power
 3. New 289 SF Well Parts Storage Building at the NW corner of the site, see attached concept plan
 - a. CMU block walls to match existing buildings on site
 - b. Provide mechanical ventilation system (make-up and exhaust).
 - c. Provide required plumbing system as needed.
 - d. Provide new lighting and power
 4. Parking Lot Lighting & Signage Lighting (change order to separate parking lot project to start construction April 2020)
 - a. Coordinate with electrical engineer on the construction documents for new Parking Lot Lighting
 - b. Coordinate with structural and electrical engineers on the building signage relocation and in-ground lighting
 5. Potential Scope: Coffee Bar/Lounge space for future electric vehicle charging patrons
 - a. Public access to restrooms (code access on doors)
 - b. Lounge Area
 - c. Coffee Bar – rollup door access to community room from courtyard area or outdoor location

Well 9 Site – Storage Building

1. New 1,200 SF Well Parts Storage Building similar to building at MWRf site
 - a. CMU block walls to match existing buildings on site
 - b. Provide mechanical ventilation system (make-up and exhaust).
 - c. Provide new lighting and power

Options:

Governing Agency Plan Check and Permit Processing is provided as an option and Mesa Water District to confirm if not required.

Site Survey not included, but provided as an option.

Section 2 – DETAILED SCOPE OF WORK BY TASK

We propose to provide the following services:

Site 1 (1350 Gisler Ave): MWRF Admin/Control Building (4,700 SF), Parts Storage (1,112 SF) & Chemical Storage Buildings (289 SF) including Parking Lot Lighting & Signage Lighting

2.1. Task 1: Schematic Design

2.1.1. Updates to Previous Design Efforts

- Plan update per new design direction
- Lighting and Material Options
- SD drawing package for owner review.

2.1.2. Two (2) Meetings with decision makers and One (1) Board Meeting

2.1.3. Bi-weekly progress meetings via telephone with Mesa Water® Project Manager

2.2. Task 2: Design Development

2.2.1. Site Visit & Existing Documentation Review

2.2.2. Materials and Finishes Selection

2.2.3. Two (2) Meetings with decision makers and One (1) Board Meeting

2.2.4. Up to 4 in-house architectural renderings to convey design intent. Third-party professional rendering are an additional service.

2.2.5. Bi-weekly progress meetings via telephone with Mesa Water® Project Manager

2.2.6. DD drawings package for owner review.

2.2.7. Preliminary cost estimate.

2.3. Task 3: Construction Documents

2.3.1. Document set ready for construction

2.3.2. Bi-weekly progress meetings via telephone with Mesa Water® Project Manager

2.3.3. One (1) Meeting with decision makers

2.3.4. Deliverables (at 50% and 100%)

- Architectural Plans, Interior Elevations, and Details
- MEP plans and schedules
- AV/IT(low voltage) plans and schedules

- Final cost estimate at 100% CDs.

2.4. Task 4: Bid & Construction Administration

2.4.1. Review of Bid / Change Order Documents

2.4.2. RFI and shop drawing review

2.4.3. Bi-weekly progress meetings via telephone with Mesa Water® Project Manager

2.4.4. Weekly job meetings via Conference Call

2.4.5. Punch list and punch walk

2.4.6. Record Drawings from contractor redlines

2.5. Task 5: Parking Lot Lighting & Signage Lighting (change order to separate parking lot project to start construction April 2020) – Task will begin upon Notice to Proceed and runs concurrent to Tasks 1 & 2.

2.5.1. Coordinate with electrical engineer on the construction documents for new Parking Lot Lighting

2.5.2. Coordinate with structural and electrical engineers on the building signage relocation and in-ground lighting

2.5.3. Two (2) review meetings with Decision Makers

2.5.4. One (1) job site meeting

Site 2 (1301 Sunflower Ave): 1,200 SF Well Parts Storage Building

Task Breakdown similar to Site 1 (Task 5 Excluded).

Section 3 – SCHEDULE

All professional fees have been based on the proposed schedule estimated below. The services shall commence on the date IBI group receives a fully executed copy of this proposal. It is assumed that Site 1 and Site 2 projects run concurrently. Durations given in working days.

Task 1	30 Days
Task 2	30 Days
Task 3	120 Days
Task 4	200 Days
<u>Task 5</u>	<u>20 Days</u>
Total	400 Days

Section 4 – FEE PROPOSAL

Fees for Basic Services

Our proposed fees for the project are based on the schedule, gross square footage, estimated construction budget, and estimated project complexity as described in Sections One above. If the schedule, gross square footage, construction value, or complexity should vary materially from that which we have described in this proposal, IBI Group's fee shall be equitably adjusted.

Site 1 – MWRF Admin Remodel & Two Storage Buildings

Task 1	\$ 50,708
Task 2	\$ 90,264
Task 3	\$ 203,760
Task 4	\$ 101,680
Task 5	\$ 15,991
Total	\$ 462,403

Site 2 – Off-Site Storage Building

Task 1	\$ 10,860
Task 2	\$ 13,611
Task 3	\$ 24,488
Task 4	\$ 25,363
Total	\$ 74,322

Plan Check Option:	\$ 30,805
Survey Option:	\$ 6,800

Section 5 – GENERAL EXCLUSIONS

The following services are not included in this proposal for engineering services and for the purposes of this proposal are understood to be provided by others or as an additional service.

1. Hazardous materials survey, quantification and reporting.
2. ADA required design is limited to only the area of work.
3. LEED project certification.
4. Commissioning of systems.
5. Special inspections and progress inspections as required by local building codes to be provided by Owner's Inspector.
6. Fire engineering and life safety code review, smoke modeling or specification of passive fire protection requirements as may be required for local code adherence.
7. Dimensional coordination design and/or shop drawings.
8. Coordination with potential electrical vehicle charging installation unless requested and an add service will be provided.
9. Any other services not explicitly described in this proposal.

Section 6 – HOURLY RATES AND EXPENSES

1. Hourly Rates and Expenses

Any additional services required and requested by the client beyond the agreed scope will be paid for either by a pre-agreed additional fee or on a time and expense basis at the following hourly rates listed in the attached project budget.

2. Project Specific Insurance

Project Specific Insurance if required shall be reimbursed as an expense. Currently, Project Specific Insurance is not a part of this proposal.

Section 7 – CONCLUSION

We hope that the above Sections are satisfactory to you and that we may proceed with the work. Please inform us in writing if so, and provide us with any contract form that this agreement may be appended to.

Sincerely,

IBI Group

by

Salvatore Birritteri
Principal
sbirritteri@ibigroup.com

Craig Atkinson, AIA, NOMA, LEED AP
Director – Sr. Principal, Architecture
craig.atkinson@ibigroup.com

cc: CF/PM

Attachment(s): IBI Group Fee Summary & Hourly Breakdown (4 pages)
Concept Plans (3 pages)

2020 Hourly Rates Schedule

Position/Title	Bill Rate
IBI Group	
Director	\$330
Senior Project Manager	\$282
Project Manager	\$207
Project Architect	\$144
Project Designer	\$117
CADD Support	\$87
Interior Designer	\$135

		IBI Group				
		Director	Project Manager	Project Architect	Project Designer	Project Coordinator
		\$330	\$207	\$177	\$135	\$87
TASK #	Hourly Rate TASK NAME					
1	Schematic Design Phase (6 weeks)					
	Kickoff Meeting		4	4	4	
	Schematic Design Drawings	3	8	24	24	80
	Meetings		16	4	16	0
	(Task 1) Staff Hours	3	28	32	44	80
	(Task 1) Staff Fee	\$990	\$5,796	\$5,664	\$5,940	\$6,960
2	Design Development Phase (6 weeks)					
	Design Development Drawings	3	4	34		80
	Design Development Coordination		4	34		80
	Materials and Finishes Review		0	0	32	
	Renderings		0	0	32	80
	Meetings		16	4	16	
	(Task 2) Staff Hours	3	24	72	80	240
	(Task 2) Staff Fee	\$990	\$4,968	\$12,744	\$10,800	\$20,880
3	Construction Document Phase (24 weeks)					
	Working Drawings	4	12	120		480
	Working Drawings Coordination		12	120		480
	Specifications		12	16	8	
	Meetings		16	12	6	
	(Task 3) Staff Hours	4	52	268	14	960
	(Task 3) Staff Fee	\$1320	\$10,764	\$47,436	\$1,890	\$83,520
3a	Plan Check Option (8 Weeks)					
	Regulatory Review and Approval		16	60		24
	(Task 3) Staff Hours		16	60		24
	(Task 3) Staff Fee	\$0	\$3,312	\$10,620	\$0	\$2,088
4	Bid & Construction Administration Phase (9 mos)					
	Submittal Review / Shop Drawing Review			80	10	20
	RFI /ASI			80	10	20
	Coordination		20	80		
	Record Drawings			40		40
	Construction Meetings		20	40		
	(Task 4) Staff Hours	0	40	320	20	80
	(Task 4) Staff Fee	\$0	\$8,280	\$56,640	\$2,700	\$6,960
5	Parking and Lighting					
	Drawings		4	20		20
	Drawings Coordination		4	20		20
	(Task 3) Staff Hours	0	8	40	0	40
	(Task 3) Staff Fee	\$0	\$1,656	\$7,080	\$0	\$3,480

MWRF Admin & Storage Buildings	Schematic Design	Design Development Phase	Construction Document Phase	Bid and Constuction Administration	Parking and Lighting	SUBTOTAL
	TASK NUMBER	1	2	3	4	5
IBI Group	\$25,350	\$50,382	\$144,930	\$74,580	\$12,216	\$307,458
Degenkolb	\$9,073	\$12,097	\$21,170	\$11,710	\$1,275	\$55,325
M&S (MP)	\$4,750	\$4,750	\$7,600	\$1,900	\$0	\$19,000
PEG (Elec)	\$2,385	\$4,285	\$8,190	\$4,340	\$2,500	\$21,700
CCC (Cost Estimating)		\$9,600	\$12,720			\$22,320
AV	\$5,400	\$5,400	\$5,400	\$5,400		\$21,600
Low Voltage	\$3,750	\$3,750	\$3,750	\$3,750		\$15,000
SUB-TOTAL PER PHASE	\$50,708	\$90,264	\$203,760	\$101,680	\$15,991	\$462,403

SERVICES TOTAL **\$462,403**

Mesa Water District Off-Site Part Storage

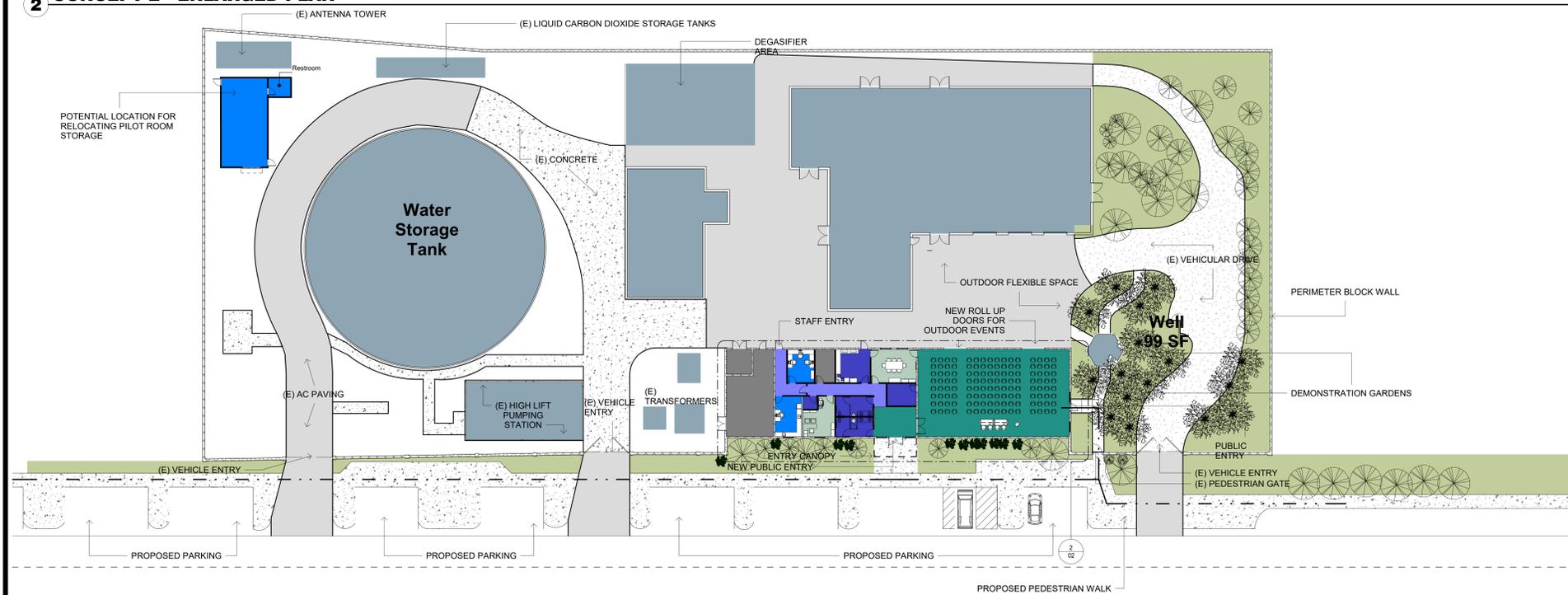
IBI Group

		IBI Group				
		Director	Project Manager	Project Architect	Project Designer	Project Coordinator
		\$330	\$207	\$177	\$135	\$87
TASK #	Hourly Rate TASK NAME					
1	Schematic Design Phase					
	Kickoff Meeting		0	0	0	
	Schematic Design Drawings	0	4	20	0	40
	(Task 1) Staff Hours	0	4	20	0	40
	(Task 1) Staff Fee	\$0	\$828	\$3,540	\$0	\$3,480
2	Design Development Phase					
	Design Development Drawings	0	4	20	0	40
	(Task 2) Staff Hours	0	4	20	0	40
	(Task 2) Staff Fee	\$0	\$828	\$3,540	\$0	\$3,480
3	Construction Document Phase					
	Working Drawings Coordination		4	40	0	80
	(Task 3) Staff Hours	0	4	40	0	80
	(Task 3) Staff Fee	\$0	\$828	\$7,080	\$0	\$6,960
4	Bid & Construction Administration Phase (9 mos)					
	Submittal Review / Shop Drawing Review			20	0	40
	RFI /ASI			20	0	40
	Coordination		16	20		
	Record Drawings			2		16
	(Task 4) Staff Hours	0	16	62	0	96
	(Task 4) Staff Fee	\$0	\$3,312	\$10,974	\$0	\$8,352

Off-Site Parts Storage	Schematic Design	Design Development Phase	Construction Document Phase	Bid & Construction Administration Phase	SUBTOTAL
TASK NUMBER	1	2	3	4	
IBI Group	\$7,848	\$7,848	\$14,868	\$22,638	\$53,202
Degenkolb	\$2,042	\$2,723	\$4,765	\$2,055	\$11,585
M&S (MP)	\$500	\$500	\$800	\$200	\$2,000
PEG (Elec)	\$470	\$620	\$1,175	\$470	\$2,735
CCC (Cost Estimating)		\$1,920	\$2,880		\$4,800
SUB-TOTAL PER PHASE	\$10,860	\$13,611	\$24,488	\$25,363	\$74,322
SERVICES TOTAL	\$74,322				



2 CONCEPT 2 - ENLARGED PLAN



1 CONCEPT 2 - SITE PLAN



LEGEND

- Circulation
- Engineering & Operations
- Existing
- New Public & Government Affairs
- New Shared Staff Space
- New Support Space
- Utility

NOTE: ALL SYMBOLS AND PATTERNS MAY NOT NECESSARILY OCCUR ON THIS SHEET.

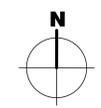
- (E) STRUCTURAL WALL TO REMAIN
- (E) WALL TO REMAIN
- NEW WALL
- (E) CONCRETE BLOCK PERIMETER WALL
- EXHIBITION SPACE



CONCEPT 2 - NEW ENTRY AND FOYER

MWRP OUTREACH CENTER

Mesa Water District

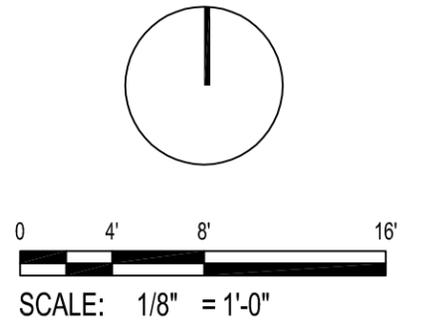
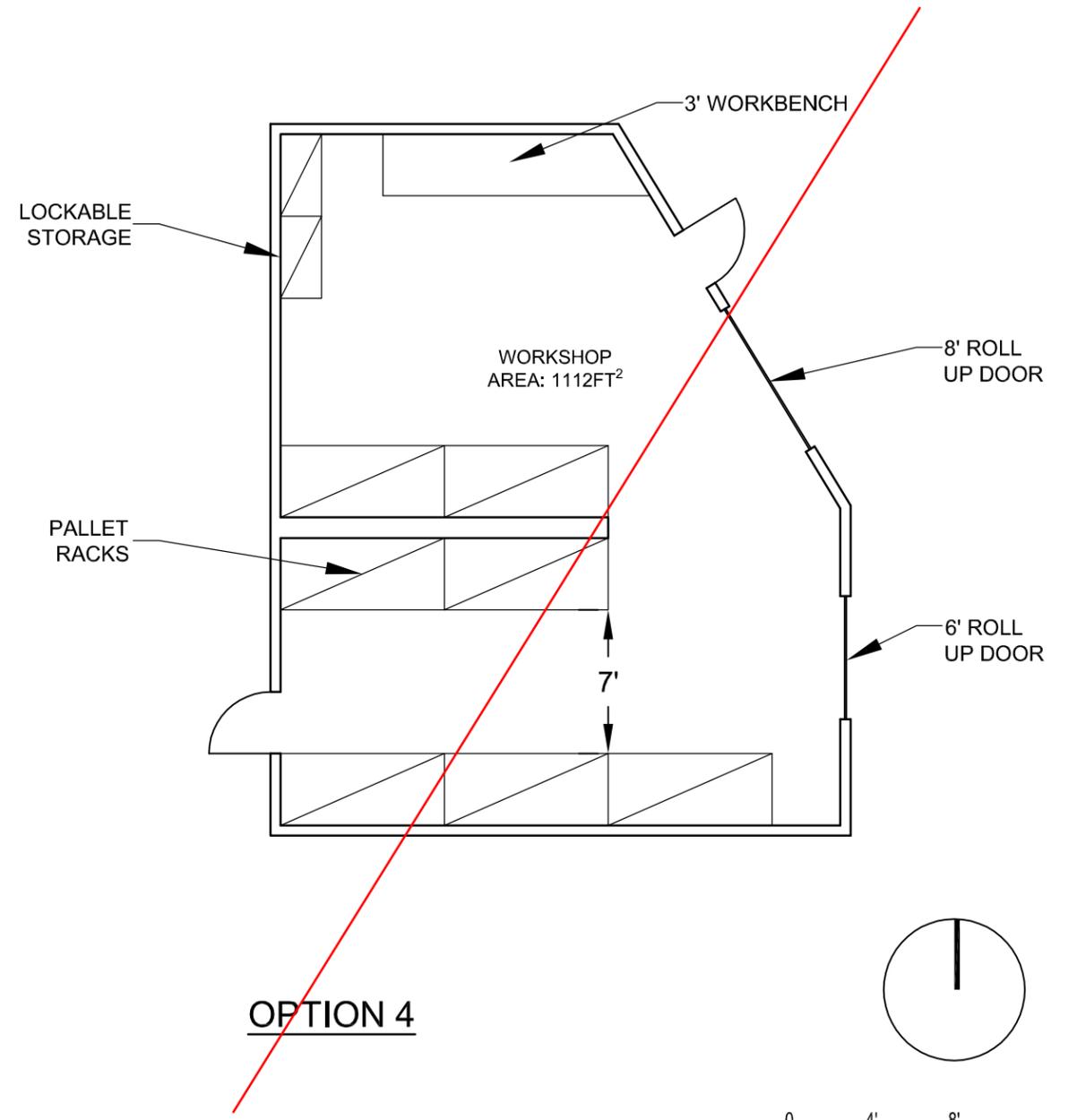
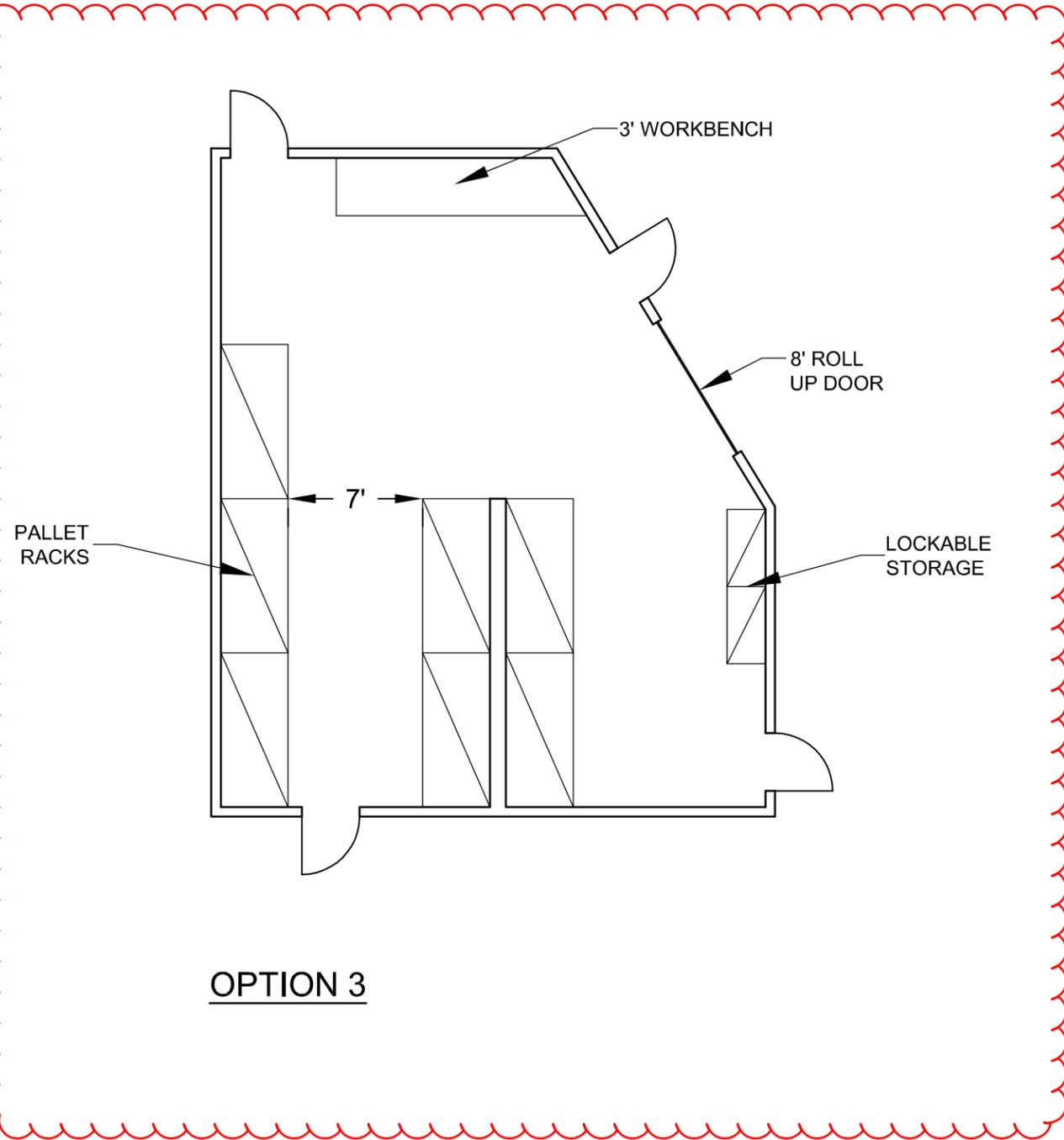


02

38620
11/01/2019

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OPTIONS 3 & 4





*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Phil Lauri, P.E.
DATE: April 9, 2020
SUBJECT: Well 1 Noise Mitigation Project

RECOMMENDATION

- a. Reject the only bid for the project; and,
- b. Give the General Manager, or his designee, authority to negotiate and, as appropriate, execute a contract with Paulus Engineering for a not to exceed amount of \$170,000 plus a 10% contingency, for a total not to exceed amount of \$187,000 to perform construction of the Well 1 Noise Mitigation Enclosure.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.
Goal #4: Increase public awareness about Mesa Water and about water.
Goal #6: Provide outstanding customer service.

PRIOR BOARD ACTION/DISCUSSION

None.

BACKGROUND

Well 1 is located at 1150 W. Sunflower Avenue in the City of Costa Mesa, east of Fairview Avenue on the north side of the street. Well 1's most northern boundary is also the boundary between the Cities of Costa Mesa and Santa Ana. Well 1 was originally constructed in 1970 and is located on a triangular property. Well 1 underwent a seven-month comprehensive renovation and was completed and brought back into production in late February 2019. Renovation activities included rehabilitation of the well along with replacement of the well pump, electric motor, and addition of a variable frequency drive (VFD), construction of permanent chemical handling facilities, and upgraded electrical equipment. All new equipment was replaced with similar capacities, orientations, and types.

Initiation of the Well 1 start-up has resulted in a noise concern from property owners adjacent to and south of Sunflower Boulevard diagonal from the Well 1 site.

Upon notification of the Well 1 noise concerns Mesa Water District's (Mesa Water®) Operations staff made operational adjustments to the electric motor speed via the use of the VFD to modify the harmonic frequencies with the expectation that noise concerns experienced by the adjacent community were assuaged. While some noise reduction was achieved, similar noise concerns continue to be experienced by the local community.

Well 1 is Mesa Water's largest producing clear groundwater well. It is a critical piece to maintaining 100% local groundwater reliability and minimizing water supply costs to Mesa Water's rate payers. Thus, it was important to immediately address the noise concerns by the local residents while maintaining efficient water supply operations.



Mesa Water's design Consultant was selected to perform the following tasks:

- Conduct noise monitoring in selected locations
- Performing noise monitoring analysis
- Evaluate noise mitigation requirements, and
- Prepare noise mitigation design

Concurrently, Mesa Water rented and installed a temporary sound attenuation enclosure at Well 1 until the design and construction of the permanent sound attenuation enclosure was completed.

DISCUSSION

In January 2020, Mesa Water's design Consultant completed the design, specifications, and bid package development for Well 1 Noise Mitigation Enclosure. The engineering estimate for the project is \$140,000.

Mesa Water invited eight prospective contractors for a site visit on March 9, 2020 and a request to submit a bid for the aforementioned project work. One contractor, Paulus Engineering, attended the site visit. Bids closed on March 17, 2020, and one bid was received from Paulus Engineering in the amount of \$192,900. The proposed project bid has been carefully evaluated and found to be compliant with all the bid package requirements. However, the bid is 38 percent above the Engineer's estimate for the project. Upon reviewing the bid with the design Consultant, a few line items in the Paulus bid could be reduced or eliminated. As Paulus Engineering submitted the only bid for the project, Mesa Water staff contacted Paulus and determined that Paulus could, with such modifications, perform the work at a lesser cost, though still above the Engineer's estimate.

Staff recommends that the Board reject all only bid for the project; and give the General Manager, or his designee, authority to negotiate the contract with Paulus Engineering not to exceed a base contract amount of \$170,000 with a 10% contingency for a not to exceed amount of \$187,000 to perform construction of Well 1 Noise Mitigation Enclosure.

FINANCIAL IMPACT

In Fiscal Year 2020, no funds were budgeted for the Well 1 Mitigation Project. Requested funding of \$187,000 will come from Cash on Hand.

ATTACHMENTS

None.



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Phil Lauri, P.E., Assistant General Manager
DATE: April 9, 2020
SUBJECT: 3rd Party Meter Monitoring Devices

RECOMMENDATION

Approve a pilot program for use of non-invasive 3rd party meter monitoring devices (3rd Party Devices) for a period of 1-year with execution of a Customer waiver.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.
Goal #4: Increase public awareness about Mesa Water and about water.
Goal #6: Provide outstanding customer service.
Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION

None.

BACKGROUND

Mesa Water District (Mesa Water®) owns and operates approximately 26,000 water meters ranging in size and type from 5/8" to 10". Most of Mesa Water's meters are of the nutating disc type that oscillate to provide a highly accurate volumetric measurement. These meters are manufactured and tested to demonstrate high accuracy at low, medium, and high flow ranges for various applications per the American Water Works Association (AWWA) M6 Manual.

Historically, Mesa Water has installed AWWA certified water meters to ensure highly accurate water usage. Water meters measure volumetric flows and continuously accumulate these measured volumes using a rotating dial counter (register). Over the past several years the meter industry has been developing real-time metering technology and standards to be implemented into the meter body assembly. In 2019 Mesa Water assessed its Meter Technology Program to determine if there were potential applications and certain types of customers that would benefit from implementation of real-time metering. There are several formats and applications of real-time metering but the most popular industry standard uses a cellular radio frequency signal to transmit meter usage data (via the cell phone network or fixed antenna array) to a web hosted system that Mesa Water and the Customer can view via a smart phone application or computer.

One of the findings from the Meter Technology Program Assessment determined that Mesa Water's top 50% users (~1,500 meters) would benefit from having real-time metering technology implemented via the use of cellular endpoint technology that would enable users to get real-time usage information. Most of Mesa Water's high users fall into the commercial and irrigation sectors. Mesa Water is in the process of retrofitting these high use meters with real-time metering technology.

Mesa Water also standardized its meter platform around one of the largest industry meter



manufacturers to allow for reduced maintenance costs through uniformity of equipment and meter reading technology. As part of the Meter Technology Program findings the Board of Directors (Board) also provided an option to non-high use customers that wanted real-time metering information with the option of paying for the installation of a new meter and cellular endpoint. The capital cost for a 5/8" real-time meter equipment and installation is \$652 and the monthly cellular service charge is \$0.81-\$0.89/month.

Mesa Water owns and is responsible for maintaining and replacing all distribution piping, service laterals, meter boxes, and meter assemblies. Thus, Mesa Water's policy does not allow Customers to tamper with or install any equipment on its assets that may interfere with the maintenance, meter reading, or accuracy of the meter. The no tampering policy exists to ensure that meters operate accurately and billing information is based on a meter that is highly accurate and certified.

As the meter technology is maturing other types of meter monitoring devices have begun to appear in the commercial market. One such device is the Flume Smart Monitor (Flume) that attaches to the Mesa Water meter register and counts the register revolutions. The Flume provides the customer with real-time water use through the customer's Wi-Fi connection. Flume is available on-line and sold in local stores for approximately \$200. Mesa Water has recently discovered several of these devices installed on its meters during the bi-monthly meter reading activities.

DISCUSSION

Mesa Water's Rules and Regulations for Water Services currently do not allow the customer to attach anything on to the water meter. The genesis of Mesa Water's policy restriction is a concern that any 3rd Party Device may affect the accuracy of the meter. The following are the advantages and disadvantages of considering the usage of a 3rd Party Device:

Advantages	Disadvantages
<ul style="list-style-type: none"> • Allows Customer Real-time meter usage information • Uses Customer Wi-Fi network • Provides smart-phone application for viewing • Promotes water conservation information • Provides alerts for potential water leaks 	<ul style="list-style-type: none"> • AWWA accuracy is unknown • May impact meter functionality/accuracy • Will provide conflicting meter usage information • May result in increased customer service calls due to conflicting meter usage information • Potential damage to Mesa Water meter • No access to 3rd Party Device information

A survey of other local water agencies conducted by staff found that some agencies were allowing a 3rd Party Device, some have disallowed its use, and others have not weighed in its use.

In an effort to assuage the concerns surrounding the use of 3rd Party Devices, staff recommends



that the Board approve a pilot program that will allow temporary use of a 3rd Party Device to evaluate the accuracy, application, and impact to Mesa Water's meter reading and maintenance activities.

Staff will work with legal council to develop a pilot program waiver for Customers desiring to install a 3rd Party Device. The customers of the waiver will include, but not be limited to, the following:

- Customer responsible for procuring, installing, and maintaining 3rd Party Device at their sole cost and risk;
- Customer responsible for paying for any damage the Device causes to Mesa Water's meter;
- Devices shall attach non-invasively (e.g., elastic band only) to Mesa Water's meter;
- Mesa Water's meter will always be the standard for Customer billing;
- 3rd Party Device information will not be considered for billing discrepancies;
- Mesa Water will not be responsible for lost or stolen devices;
- Devices may have no direct connection to mechanics or electronics of Mesa Water's meter register, meter body, or endpoint equipment;
- 3rd Party Device installation shall be inspected by Mesa Water; and,
- If Device is found to be impacting Mesa Water's meter functionality, accuracy, or maintenance activities the device shall be removed upon notice to the Customer.

Staff recommends that the Board approve a 1-year pilot program to allow customers to purchase and install devices at their risk and expense with the execution of a customer waiver as outlines above and approved by legal counsel.

FINANCIAL IMPACT

Mesa Water resources will be expended in managing the 1-year Pilot Program and facilitating potential Customer concerns surrounding data discrepancies from 3rd Party Devices.

ATTACHMENTS

None.

REPORTS:

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

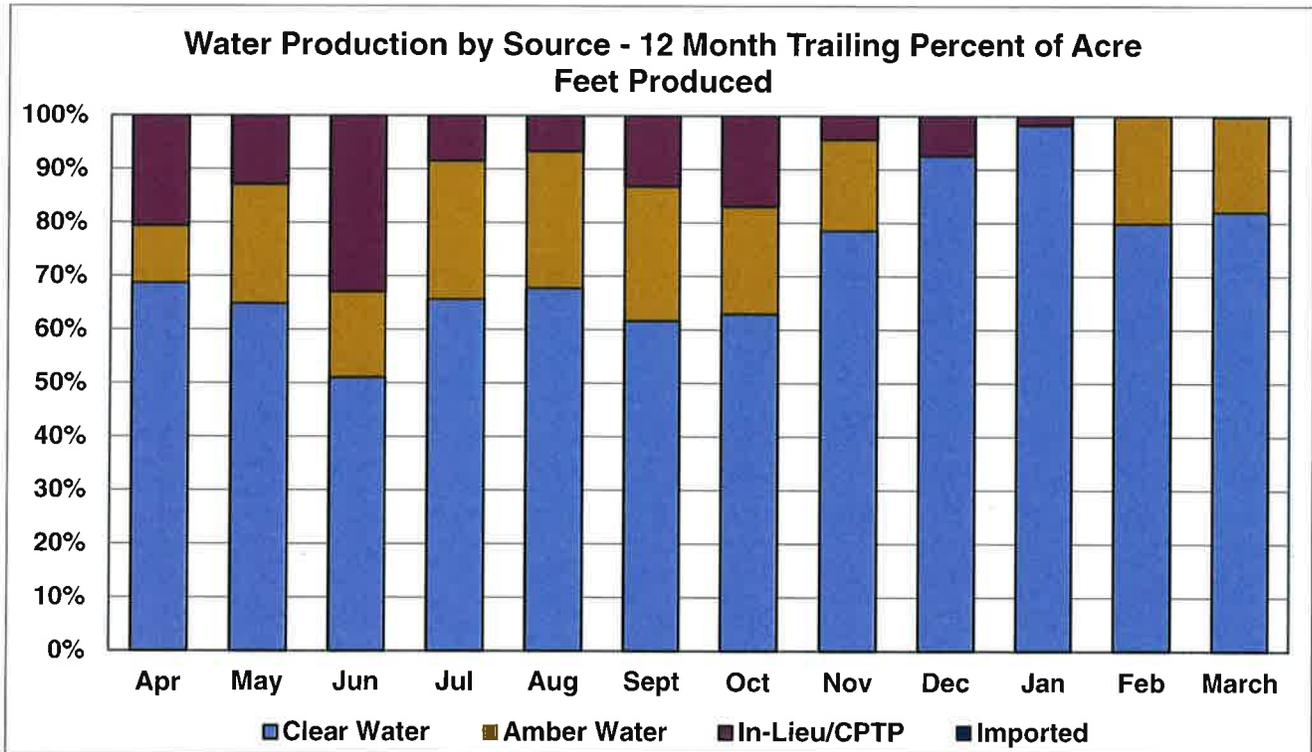
**Monthly Key Indicators Report
For The Month of March 2020**

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	9,046	8,462	11,161
Amber Water (MWRP)	2,194	2,884	4,087
Imported	0	0	0
Basin Management Water	860	1,700	2,500
Total Production	12,100	13,046	17,748

YTD actual water production (AF) through March 31, 2020



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

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

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

Distribution System:	Average	Range	MCL
Chlorine Residual (mg/L) <i>Compliance</i>	1.74	0.17 – 3.01 Current RAA = 1.84	4 RAA
Coliform Positive % <i>Compliance</i>	0	0	5
Temperature (° F)	71	64 – 80	None

Reservoir I & II:	Average	Range	MCL
Chlorine Residual (mg/L)	1.13	0.50 – 1.50	None
Monochloramine (mg/L)	1.06	0.40 – 1.41	None
Ammonia (mg/L)	0.25	0.03 - 0.36	None
Temperature (° F)	71	69 – 73	None

Wells (Treated):	Average	Range	MCL
Chlorine Residual (mg/L)	2.59	2.08 – 3.23	None
Monochloramine (mg/L)	2.44	1.13 – 3.13	None
Ammonia (mg/L)	0.56	0.26 - 0.71	None
Temperature (° F)	71	68 – 75	None

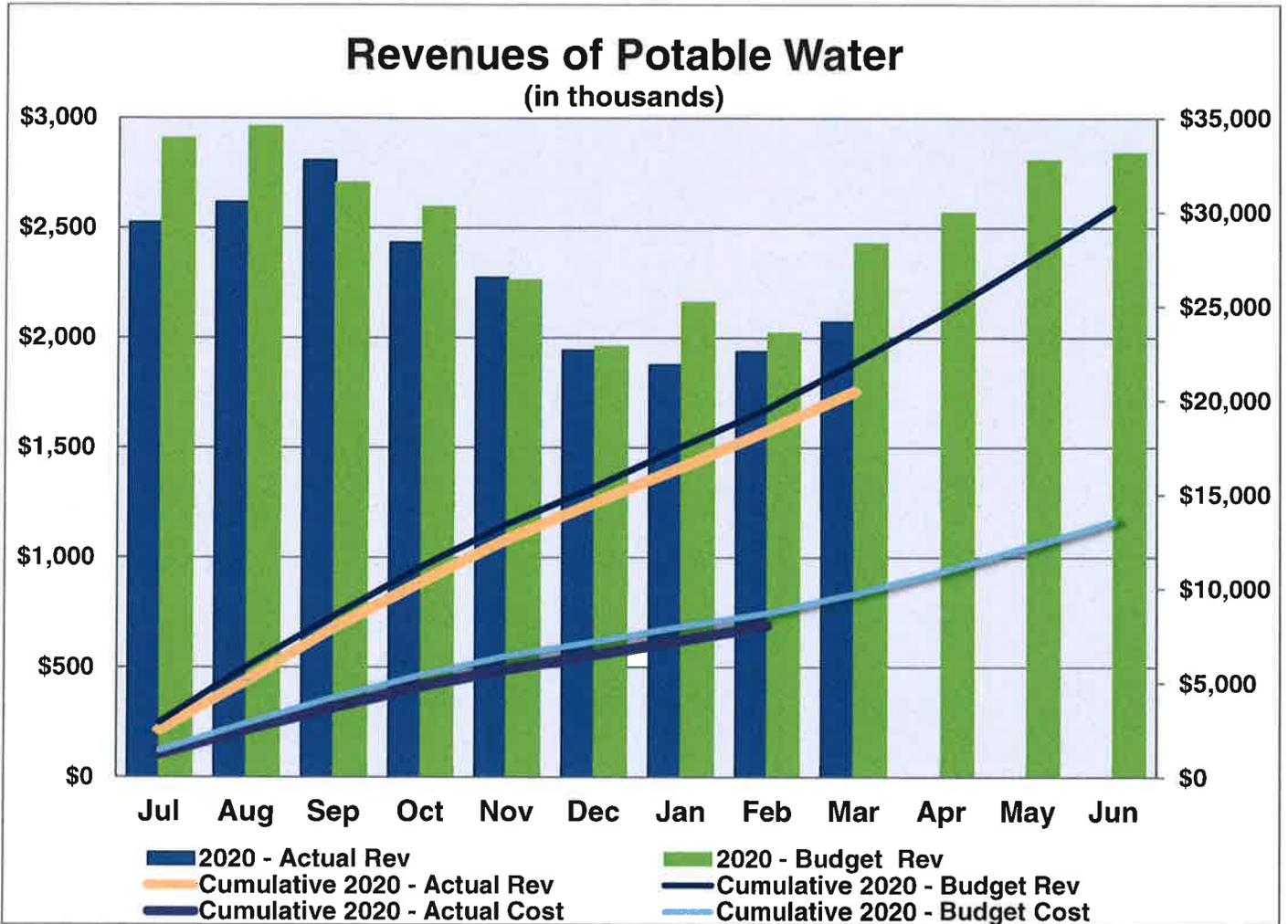
MWRF:	Average	Range	MCL
Chlorine Residual (mg/L)	2.37	2.07 – 2.81	None
Monochloramine (mg/L)	2.33	2.00 – 2.68	None
Ammonia (mg/L)	0.50	0.43 – 0.53	None
Temperature (° F)	77	68 – 81	None
Color (CU) <i>Compliance</i>	0	0	15
Odor (TON) <i>Compliance</i>	1	1	3

Water Quality Calls/Investigations:

Total Calls	13
Total Investigations (from calls)	6

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

Goal #2: Practice perpetual infrastructure renewal and improvement



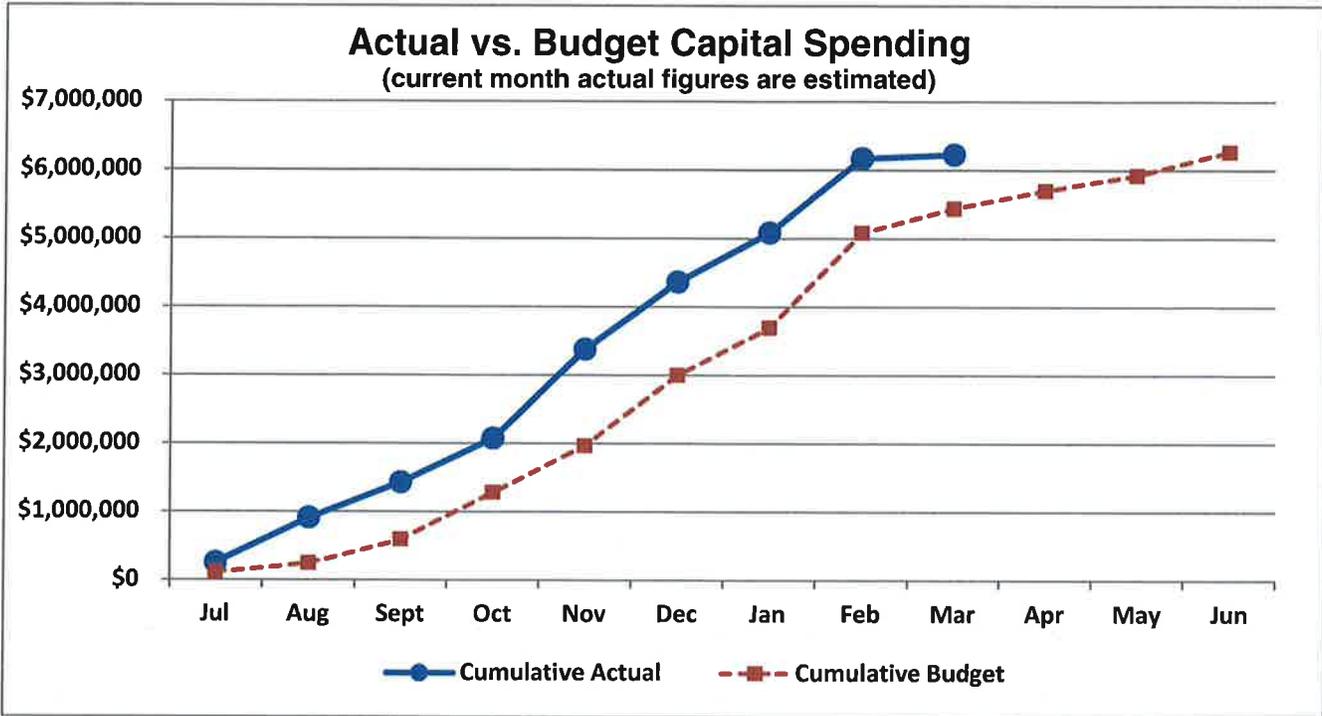
	Actual	Budget	Favorable (Unfavorable)	
			Difference	%
Total YTD Revenue \$	20,486,624	22,013,358	(1,526,734)	(6.94%)

	Actual	Budget	UnFavorable (Favorable)	
			Difference	%
Total YTD Cost \$ *	8,060,426	8,712,761	(652,335)	(7.49%)

* 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 March 2020

Goal #3: Be financially responsible and transparent



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

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

Web Site Information

Web Site Information	February 2020	March 2020
Visits to the web site	7029	7331
Unique visitors (First time to the site)	4570	4675
Average per day	242	236
Average visit length	1 minute, 29 seconds	1 minute, 27 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	Smart Timer	Coronavirus: Mesa Water District's Water is Safe
Fifth most visited page	Contact	Rates & Fees
Most downloaded file	Online Bill Pay Instructions	2019 Water Quality Report
Second most downloaded file	2019 Water Quality Report	Standard Specifications and Standard Drawings for the Construction of Water Facilities
Most active day of the week	Monday	Monday
Least active day of the week	Sunday	Saturday

Total visits since June 1, 2002	<u>1,410,509</u>
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Water Vending Machine Information

Vending Machine Location	Vend Measurement	March 2020 Vends	Totals Vends
Mesa Water Office	1 gal	8,230	407,039

**Monthly Key Indicators Report
For the Month of March 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	9.00	8.00	0.00	
Subtotal	10.00	9.00	0.00	
ENGINEERING:				
Engineering	4.00	4.00	0.00	
Subtotal	4.00	4.00	0.00	
EXTERNAL AFFAIRS:				
Legislative & Governmental Affairs	1.50	1.50		
Subtotal	1.50	1.50	0.00	
FINANCIAL SERVICES:				
Financial Reporting/ Purchasing	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	2.50	1.50	1.00	<i>Public Affairs Manager - on hold</i>
Subtotal	2.50	1.50	1.00	
WATER OPERATIONS:				
Supervision/Support	6.00	6.00	1.00	<i>Water Operations Supervisor - vacant; recruitment in process</i>
Distribution	10.00	10.00	0.00	
Production	3.00	3.00	0.00	
Water Quality	2.00	2.00	0.00	
Subtotal	21.00	21.00	1.00	
* TOTAL BUDGETED POSITIONS:	54.00	52.00	2.00	

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

Goal #6: Provide outstanding customer service

Customer Calls

Call Type	FY20 YTD	March 2020	YTD Weekly Average
General Billing Question	1374	142	35
Service Requests	1214	136	31
High Bill	1184	83	30
Payments	1765	290	45
Late Fee	3079	191	79
Account Maintenance	654	76	17
On-Line Bill Pay	4863	215	125
Water Pressure	21	3	1
No Water	289	22	7
Conservation	255	15	7
Water Waste	108	5	3
Other (District info. other utility info. etc.)	2470	230	63
Rate Increase	62	2	2
Fluoridation	1	1	0
TOTAL CUSTOMER CALLS	17339	1411	445
AVERAGE ANSWER TIME (Seconds)	50	50	50

Online Bill Pay Customers

Current Customers Enrolled	FY 2020 YTD	March 2020	YTD Weekly Average
12329	12329	326	411

REPORTS:

22. DIRECTORS' REPORTS AND COMMENTS

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

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

Jim Atkinson **Meetings Attended**

Reimbursement Date:	Description, Date
3/10/2020	ACWA Winter Quarterly Forum, 2/11 – 2/12

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

Reimbursement Date:	Description, Date
N/A	

Marice H. DePasquale **Meetings Attended**

Reimbursement Date:	Description, Date
3/13/20	ACWA 2020 Legislative Symposium, 3/11 – 3/12

Shawn Dewane **Meetings Attended**

Reimbursement Date:	Description, Date
3/19/20	RRG Leaders Summit, 2/11 – 2/12

James R. Fisler **Meetings Attended**

Reimbursement Date:	Description, Date
N/A	

There are no support materials for this item.

CLOSED SESSION:

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