



*Dedicated to  
Satisfying our Community's  
Water Needs*

**AGENDA  
MESA WATER DISTRICT  
BOARD OF DIRECTORS  
WEDNESDAY, SEPTEMBER 8, 2021  
1965 Placentia Avenue, Costa Mesa, CA 92627  
4:30 p.m. Regular Board Meeting**

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**RECOGNITION OF THE 20<sup>TH</sup> ANNIVERSARY OF 9/11**

**PUBLIC COMMENTS**

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

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

**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 August 11, 2021.
2. Approve minutes of adjourned regular Board meeting of August 24, 2021.
3. Approve attendance considerations (additions, changes, deletions).
4. Board Schedule:
  - Conferences, Seminars, and Meetings
  - Board Calendar
5. Approve a five-year contract with Atkinson, Andelson, Loya, Ruud & Romo to provide General Legal Counsel Services, and authorize the General Manager to execute the contract.
6. Approve proclamations to City of Costa Mesa emergency response personnel in observance of the 20<sup>th</sup> Anniversary of September 11, 2001.



#### **PRESENTATION AND DISCUSSION ITEMS:**

7. WILSON STREET PIPELINE REPLACEMENT PROJECT CONSTRUCTION OUTREACH:

**Recommendation: Receive the presentation.**

8. MESA WATER NOTIFY:

**Recommendation: Receive the presentation.**

9. DRY SEASON AND WATER SUPPLY MESSAGING:

**Recommendation: Receive the presentation.**

10. SODIUM HYPOCHLORITE SUPPLY OUTLOOK:

**Recommendation: This item is provided for discussion.**

#### **ACTION ITEMS:**

11. SCADA CONTROL ROOM AND WET LAB UPGRADE PROJECT TEMPORARY ADMINISTRATON BUILDING INSTALLATION:

**Recommendation: Amend Leed Electric, Inc.'s on-call contract for an additional \$162,661 and a 10% contingency of \$16,266 for a total contract amount not to exceed \$278,927 for connection of electrical service and SCADA systems to the temporary facility at the Mesa Water Reliability Facility.**

12. CAPTIVE INSURANCE:

**Recommendation: Discuss and take action as the Board desires.**

#### **REPORTS:**

13. REPORT OF THE GENERAL MANAGER:

- August Key Indicators Report
- Other (no enclosure)

14. DIRECTORS' REPORTS AND COMMENTS:

#### **INFORMATION ITEMS:**

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

16. OTHER (NO ENCLOSURE)



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

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

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

**ADJOURN TO AN ADJOURNED REGULAR BOARD MEETING SCHEDULED FOR  
TUESDAY, SEPTEMBER 28, 2021 AT 3:30 P.M.**



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**MINUTES OF THE BOARD OF DIRECTORS  
MESA WATER DISTRICT  
Wednesday, August 11, 2021  
1965 Placentia Avenue, Costa Mesa, CA 92627  
4:30 p.m. Regular Board Meeting**

**CALL TO ORDER**

The meeting of the Board of Directors was called to order at 4:30 p.m. by President DePasquale.

**PLEDGE OF ALLEGIANCE**

Director Fisler led the Pledge of Allegiance.

Directors Present

Marice H. DePasquale President  
Fred R. Bockmiller, P.E., Director  
Jim Atkinson, Director *(arrived at 4:40 p.m.)*  
James R. Fisler, Director

Directors Absent

Shawn Dewane, Vice President

Staff Present

Paul E. Shoenberger, P.E., General Manager  
Denise Garcia, Administrative Services Manager/  
District Secretary  
Marwan Khalifa, CPA, MBA, Chief Financial Officer/  
District Treasurer  
Stacie Sheek, Customer Services Manager  
Stacy Taylor, Water Policy Manager  
Andrew D. Wiesner, P.E, Principal Engineer  
Celeste Carrillo, Public Affairs Coordinator  
Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud & Romo

Others Present

Brenda Deeley CEO, Brenda Deeley, PR, LLC  
Wendy Wiles, Partner, Atkinson, Andelson, Loya, Ruud & Romo

**PUBLIC COMMENTS:**

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

There were no comments and President DePasquale proceeded with the meeting.

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

Director Bockmiller pulled Item 9 for discussion. There were no objections.

**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 adjourned regular Board meeting of July 6, 2021.

*Mesa Water Regular Board Meeting August 11, 2021*

2. Approve minutes of regular Board meeting of July 8, 2021.
3. Approve minutes of adjourned regular Board meeting of July 27, 2021.
4. Approve minutes of adjourned regular Board meeting of July 28, 2021.
5. Approve attendance considerations (additions, changes, deletions).
6. Board Schedule:
  - Conferences, Seminars, and Meetings
  - Board Calendar
7. Approve a contract with Brenda Deeley PR, LLC from July 1, 2021 to June 30, 2022 for an amount not to exceed \$115,200 to provide Public Affairs Consulting Services.
8. Receive the Quarterly Training Report for April 1, 2021 to June 30, 2021.
9. Authorize President DePasquale to be the voting delegate for the Association of California Water Agencies Region 10 Board Election for the 2022-2023 term and direct staff to cast Mesa Water District's ballot in favor of the slate of nominees as recommended by the Region 10 Nominating Committee.

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

**MOTION**

Motion by Director Fisler, second by Director Bockmiller, to approve Items 1 – 8 of the Consent Calendar. Motion passed 3 – 2, with Vice President Dewane and Director Atkinson absent.

ITEM 9 - Authorize President DePasquale to be the voting delegate for the Association of California Water Agencies Region 10 Board Election for the 2022-2023 term and direct staff to cast Mesa Water District's ballot in favor of the slate of nominees as recommended by the Region 10 Nominating Committee.

Water Policy Manager Taylor provided a brief overview of the topic.

Ms. Taylor responded to questions from the Board and they thanked her for the information.

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

**MOTION**

Motion by Director Bockmiller, second by Director Fisler, to approve Item 9 of the Consent Calendar. Motion passed 3 – 2, with Vice President Dewane and Director Atkinson absent.

**PRESENTATION AND DISCUSSION ITEMS:**

10. CHANDLER & CRODDY WELLS AND PIPELINE PROJECT – CHANDLER WELL WATER QUALITY AND YIELD:

Principal Engineer Wiesner provided a presentation that highlighted the following:

- Background
- Chandler Well No. 12 Zone Sampling
- Chandler and Croddy Well Water Quality

Discussion ensued amongst the Board.

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

11. FISCAL YEAR 2022 PUBLIC AFFAIRS PLAN:

Brenda Deeley, PR, LLC CEO Brenda Deeley provided a presentation that highlighted the following:

- Fiscal Year 2021 Accomplishments/Successes
- Mesa Water Strategic Plan Goals
- Mesa Water Communications Objectives
- Strategy
- Paid, Earned, Shared, and Owned Media (PESO) Model
- Internal Communications
- Mesa Water Education Center Grand Opening

Discussion ensued amongst the Board.

Ms. Deeley responded to questions from the Board and they thanked her for the presentation.

**ACTION ITEMS:**

12. ASSOCIATION OF CALIFORNIA WATER AGENCIES COMMITTEE APPOINTMENT NOMINATIONS:

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

MOTION

Motion by Director Bockmiller, second by Director Atkinson, to approve the appointment nominations for Mesa Water District representatives to serve on committees of the Association of California Water Agencies. Motion passed 4 – 1, with Vice President Dewane absent.

13. APPOINTMENT OF INTERIM ASSISTANT DISTRICT TREASURER:

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

MOTION

Motion by Director Bockmiller, second by Director Fisler, to:

- a. Appoint Kurt Lind as Interim Assistant District Treasurer, effective August 12, 2021;
- b. Authorize a prorated stipend of \$190 per meeting for the Interim Assistant District Treasurer when acting in the role of the Assistant District Treasurer; and
- c. Authorize the General Manager to determine and direct when the Interim Assistant District Treasurer appointment shall terminate.

Motion passed 4 – 1, with Vice President Dewane absent.

**REPORTS:**

14. REPORT OF THE GENERAL MANAGER:
  - July Key Indicators Report
  - Other (no enclosure)
15. DIRECTORS' REPORTS AND COMMENTS:

**INFORMATION ITEMS:**

16. DELINQUENT PAYMENTS
17. DIRECTORS' REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D)
18. OTHER (NO ENCLOSURE)

**RECESS**

President DePasquale declared a recess at 5:27 p.m.

The Board meeting reconvened at 5:34 p.m.

**CLOSED SESSION:**

President DePasquale announced the Board was going into Closed Session at 5:34 p.m.

19. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:  
Pursuant to California Government Code Sections 54956.9 (d)(1) and 54954.5 (c)  
Case: *Mesa Water District v. KDC, INC., dba KDC SYSTEMS, INC., dba DYNALECTRIC*  
Orange County Superior Court Case No. 30-2016-00832860-CU-BC-CJC

The Board returned to Open Session at 5:49 p.m.

District Secretary Garcia announced that the Board conducted one Closed Session with the General Manager, District Secretary and General Legal Counsel, pursuant to California Government Code Sections 54956.9 (d)(1) and 54954.5 (c). The Board received information and there was no further announcement.

President DePasquale adjourned the meeting at 5:52 p.m. to an Adjourned Regular Board Meeting scheduled for Tuesday, August 24, 2021 at 3:30 p.m.

Approved:

\_\_\_\_\_  
Marice H. DePasquale, President

\_\_\_\_\_  
Denise Garcia, District Secretary

Recording Secretary: Sharon D. Brimer

Unapproved





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**MINUTES OF THE BOARD OF DIRECTORS  
MESA WATER DISTRICT  
Tuesday, August 24, 2021  
1965 Placentia Avenue, Costa Mesa, CA 92627  
3:30 p.m. Adjourned Regular Board Meeting**

**BOARD OF DIRECTORS COMMITTEE MEETING**

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

**PLEDGE OF ALLEGIANCE** Director Atkinson led the Pledge of Allegiance.

Directors Present Marice H. DePasquale President  
Shawn Dewane, Vice President  
Jim Atkinson, Director  
Fred R. Bockmiller, P.E., Director  
James R. Fidler, Director

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/  
District Treasurer  
Stacy Taylor, Water Policy Manager  
Andrew D. Wiesner, P.E. Principal Engineer  
Celeste Carrillo, Public Affairs Coordinator  
Kaitlyn Norris, Public Affairs Specialist  
Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud & Romo

Others Present Tiffany Baca, Public Affairs Manager, Municipal Water District  
of Orange County (MWDOC) *(teleconference)*  
Brenda Deeley, CEO, Brenda Deeley PR, LLC *(teleconference)*  
Wendy Wiles, Atkinson, Andelson, Loya, Ruud & Romo  
Gregory J. Newmark, Principal, Meyers Nave *(teleconference)*

**PUBLIC COMMENTS:**

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

There were no comments and President DePasquale proceeded with the meeting.

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

General Manager Shoenberger recommended reordering the agenda to take Item 12 before the Consent Calendar. There were no objections.

ITEM 12 - MUNICIPAL WATER DISTRICT OF ORANGE COUNTY DROUGHT MESSAGING:

GM Shoenberger introduced MWDOC Public Affairs Manager Tiffany Baca who proceeded with a presentation that highlighted the following:

- OC Media/Tool Kit
- Message Development
- Key Messages
- Conservation vs. Water Use Efficiency
- MWDOC Media/Tool Kit
- OC Drought Campaign
- 2021 Individual and Societal Concerns
- Metropolitan Water District of Southern California's Summer Campaign
- Orange County Lifestyle

Discussion ensued amongst the Board.

Ms. Baca responded to questions from the Board and they thanked her 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.

Director Bockmiller pulled Item 9 for discussion. There were no objections.

1. Receive and file the Developer Project Status Report.
2. Receive and file the Mesa Water and Other Agency Projects Status Report.
3. Receive and file the Water Quality Call Report.
4. Receive and file the Water Operations Status Report.
5. Receive and file the Accounts Paid Listing.
6. Receive and file the Monthly Financial Reports.
7. Receive and file the Major Staff Projects.
8. Receive and file the State Advocacy Update.
9. Receive and file the Orange County Update.
10. Receive and file the Outreach Update.
11. Receive and file the Fiscal Year 2021 Fourth Quarter Financial Update.

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

**MOTION**

Motion by Director Atkinson, second by Vice President Dewane, to approve Items 1 – 8 and 10 – 11 of the Consent Calendar. Motion passed 5 – 0.

ITEM 9 – Receive and file the Orange County Update.

Water Policy Manager Taylor provided an Orange County Update.

Ms. Taylor responded to questions from the Board and they thanked her for the update.

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

**MOTION**

Motion by Director Bockmiller, second by Director Atkinson, to approve Item 9 of the Consent Calendar. Motion passed 5 – 0.

**PRESENTATION AND DISCUSSION ITEMS:**

12. MUNICIPAL WATER DISTRICT OF ORANGE COUNTY DROUGHT MESSAGING:

Item taken earlier in the agenda.

13. CAPTIVE INSURANCE:

GM Shoenberger introduced Atkinson, Andelson, Loya, Ruud & Romo Attorney Rob Anslow who provided a brief overview of the topic.

Discussion ensued amongst the Board.

Attorney Anslow responded to questions from the Board and they thanked him for the information.

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

**MOTION**

Motion by Director Bockmiller, second by Director Atkinson, to authorize the Board of Directors of the captive insurance company to consist of no less than five members of the Mesa Water District Board. Mesa Water Board members are not compelled to serve on the Board of Directors of the captive insurance company. Motion passed 5 – 0.

**ACTION ITEMS:**

None.

**REPORTS:**

14. REPORT OF THE GENERAL MANAGER

15. DIRECTORS' REPORTS AND COMMENTS

**INFORMATION ITEMS:**

16. CLAIM OF INTERINSURANCE EXCHANGE OF THE AUTOMOBILE CLUB

17. CLAIM OF KEN WAYTE

18. FISCAL YEAR 2021 ANNUAL SOLE SOURCE REPORT

19. OTHER (NO ENCLOSURE)

**RECESS**

President DePasquale declared a recess at 5:13 p.m.

The Board meeting reconvened at 5:15 p.m.

President DePasquale announced that the Board was going into Closed Session at 5:15 p.m.

**CLOSED SESSIONS:**

20. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:  
Pursuant to California Government Code Sections 54956.9 (d)(1) and 54954.5 (c)  
Case: *Mesa Water District v. KDC, INC., dba KDC SYSTEMS, INC., dba DYNALECTRIC*  
Orange County Superior Court Case No. 30-2016-00832860-CU-BC-CJC

The Board returned to Open Session at 5:27 p.m.

District Secretary Garcia announced that the Board conducted one Closed Session with the General Manager, District Secretary and General Legal Counsel pursuant to California Government Code Sections 54956.9 (d)(1) and 54954.5 (c). The Board received information and provided direction to General Legal Counsel and there was no further announcement.

President DePasquale announced that the Board was going into Closed Session at 5:28 p.m.

21. CONFERENCE WITH SPECIAL LEGAL COUNSEL – EXISTING LITIGATION:  
Pursuant to California Government Code Section 54956.9 (d)(1)  
Case: *Irvine Ranch Water District v. Orange County Water District and related cross-actions*

The Board returned to Open Session at 5:30 p.m.

District Secretary Garica announced that the Board conducted one Closed Session with the General Manager, District Secretary and Special Legal Counsel pursuant to California Government Code Section 54956.9 (d)(1). The Board received information and provided direction to staff and there was no further announcement.

President DePasquale adjourned the meeting at 5:32 p.m. to an Adjourned Regular Board Meeting scheduled for Thursday, August 26, 2021 at 3:30 p.m.

Approved:

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Marice H. DePasquale, President

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Denise Garcia, District Secretary

Recording Secretary: Sharon D. Brimer



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## MEMORANDUM

TO: Board of Directors  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: September 8, 2021  
SUBJECT: Attendance at Conferences, Seminars, Meetings, and Events

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### RECOMMENDATION

In accordance with Ordinance No. 31, adopted April 27, 2021, 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 and statewide water issues.

### PRIOR BOARD ACTION

At its June 10, 2021 meeting, the Board of Directors (Board) approved Fiscal Year 2022 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.

**2021 CONFERENCES, SEMINARS, AND MEETINGS:**

<b>September 8 - 9, 2021</b>	
Urban Water Institute Annual Conference Costa Mesa, CA	<i>Atkinson, Fisler</i>
<b>September 21 - 24, 2021</b>	
CAJPA Conference South Lake Tahoe, CA	<i>Canceled</i>
<b>September 30, 2021</b>	
MWDOC Water Policy Forum Costa Mesa, CA	<i>Atkinson, DePasquale, Dewane, Fisler</i>
<b>October 6 - 8, 2021</b>	
CALAFCO Annual Conference Newport Beach, CA	<i>Atkinson, Fisler</i>
<b>October 15, 2021</b>	
OC Water Summit Anaheim, CA	
<b>October 18 - 21, 2021</b>	
AWWA CA-NV Annual Fall Conference Virtual	
<b>October 25 - 26, 2021</b>	
Public-Private Partnership Higher Education Summit San Diego, CA	
<b>November 2 - 4, 2021</b>	
SWMOA Annual Conference Pico Rivera, CA or Virtual	
<b>November 30 - December 2, 2021</b>	
ACWA/JPIA Fall Conference Pasadena, CA	<i>Atkinson, Bockmiller, DePasquale</i>
<b>December 14 - 16, 2021</b>	
Colorado River Water Users Association Conference Las Vegas, NV	

# September 2021

September 2021							October 2021						
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
Aug 29	30	31	Sep 1 CSDA Annual Conference - JA, FB (Monterey, CA) Payday 8:30am Jt. MWDOC/MWD Workshop (Virtual) 5:30pm Festival of Children 5:30pm OCWD Board	2	3 7:30am R/S to 9/10 WACO Meeting (Virtual)	4
5	6 District Holiday 8:30am R/S to 9/07 MWDOC Planning & Operations Committee Meeting (Virtual)	7 7:30am ISDOC Executive Committee Meeting 8:30am R/S from 9/06 MWDOC Planning & Operations Committee Meeting (Virtual) 6:00pm Costa Mesa City Council Meeting (Virtual)	8 Urban Water Institute Conference - JA, JF (Costa Mesa, CA) 8:00am LAFCO Meeting (Virtual) 8:30am R/S to 9/09 MWDOC Admin and Finance Committee 4:30pm Mesa Water Board	9 8:30am R/S from 9/08 MWDOC Admin and Finance Committee 10:00am CalDesal Pathways to Piloting Fall Virtual	10 Pay Period Ends 7:30am R/S from 9/3 WACO Meeting	11
12	13 5:00pm IRWD Board Meeting (Virtual)	14 8:00am OCBC Infrastructure Committee (Virtual)	15 Payday 8:30am MWDOC Board Meeting (VIRTUAL) 5:30pm OCWD Board Meeting (Virtual)	16 8:30am MWDOC Executive Committee (Virtual) 4:00pm Costa Mesa Chamber of Commerce Board Meeting (VIRTUAL)	17	18
19	20 8:30am CANCELED MWDOC Public Affairs & Legislation (Virtual)	21 CANCELED CAJPA Conference (South Lake Tahoe, CA) 7:30am WACO Planning Committee (VIRTUAL) 9:00am ACC-OC EEW Committee Meeting 6:00pm Costa Mesa City			24 Pay Period Ends	25
26	27 5:00pm IRWD Board Meeting (Virtual)	28 3:30pm Mesa Water District Board of Directors Committee Meeting (Mesa Water District Boardroom, 1965 Placentia Avenue, Costa	29 Payday	30 5:30pm MWDOC Water Policy Forum (TBD)	Oct 1	2

# October 2021

October 2021							November 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 26	27	28	29	30	Oct 1 7:30am WACO Meeting (Virtual)	2
3	4 8:30am MWDOC Planning & Operations Committee Meeting (Virtual)	5 7:30am ISDOC Executive Committee Meeting (Virtual) 6:00pm Costa Mesa City Council Meeting (Virtual)	6 8:30am Jt. MWDOC/MWD Workshop (Virtual) 5:30pm OCWD Board Meeting (Virtual)	7	8 Pay Period Ends	9
10	11 5:00pm IRWD Board Meeting (Virtual)	12 8:00am OCBC Infrastructure Committee (Virtual) 9:30am R/S from 10/19 ACC-OC EEW Committee Meeting (VIRTUAL)	13 Payday 8:00am LAFCO Meeting (Virtual) 8:30am MWDOC Admin 4:30pm Mesa Water Board	14	15 8:00am OC Water Summit (Anaheim, CA)	16
17	18 8:30am CANCELED MWDOC Public Affairs & Legislation (Virtual)	19 AWWA CA-NV Annual Fall Conference (Virtual) 7:30am WACO Planning 9:30am R/S to 10/12 4:00pm Mesa Water District 6:00pm Costa Mesa City	20 8:30am MWDOC Board Meeting (VIRTUAL) 5:30pm OCWD Board Meeting (Virtual)	21 8:30am MWDOC Executive Committee (Virtual)	22 Pay Period Ends	23
24	25 Public-Private Partnership Higher Education Summit (San Diego) 5:00pm IRWD Board Meeting (Virtual)	26 3:30pm Mesa Water District Board of Directors Committee Meeting (Mesa Water District)	27 Payday 8:30am Jt. MWDOC/OCWD Meeting (MWDOC/OCWD Boardroom)	28 11:30am ISDOC Quarterly Event (VIRTUAL)	29	30
31	Nov 1	2	3	4	5	6



# November 2021

November 2021							December 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 31	Nov 1 8:30am MWDOC Planning & Operations Committee Meeting (Virtual)	2 7:30am ISDOC Executive Committee Meeting (Virtual) 6:00pm Costa Mesa City Council Meeting (Virtual)	3 8:30am Jt. MWDOC/MWD Workshop (Virtual) 5:30pm OCWD Board Meeting (Virtual)	4 SWMOA 2021 Annual Symposium (Pico Rivera, CA)	5 Pay Period Ends 7:30am WACO Meeting (Virtual)	6
7	8 5:00pm IRWD Board Meeting (Virtual)	9 8:00am OCBC Infrastructure Committee (Virtual)	10 Payday 8:00am LAFCO Meeting (Virtual) 8:30am MWDOC Admin and Finance Committee 4:30pm Mesa Water Board	11 District Holiday	12	13
14	15 8:30am CANCELED MWDOC Public Affairs & Legislation (Virtual)	16 7:30am WACO Planning Committee (VIRTUAL) 3:30pm Mesa Water District Board of Directors 6:00pm Costa Mesa City Council Meeting (Virtual)	17 8:30am MWDOC Board Meeting (VIRTUAL) 5:30pm OCWD Board Meeting (Virtual)	18 8:30am MWDOC Executive Committee (Virtual) 3:30pm Mesa Water District Board Workshop (1965) 4:00pm Costa Mesa Chamber of Commerce	19 Pay Period Ends	20
21	22 5:00pm IRWD Board Meeting (Virtual)	23	24 Payday	25 District Holiday	26 District Holiday	27
28	29	30 ACWA/JPIA Fall Conference (P	Dec 1	2	3	4



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## MEMORANDUM

TO: Board of Directors  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: September 8, 2021  
SUBJECT: General Legal Counsel Services

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### RECOMMENDATION

Approve a five-year contract with Atkinson, Andelson, Loya, Ruud & Romo to provide General Legal Counsel Services, and authorize the General Manager to execute the contract.

### 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 and statewide water issues.

### PRIOR BOARD ACTION/DISCUSSION

At its June 8, 2017 meeting, the Board of Directors (Board) adopted Resolution No. 1501 – Establishing a Policy for the Selection Process for the Appointment of General Legal Counsel and Independent Auditor.

At its February 11, 2021 meeting, the Board received information that staff was preparing a Request for Proposals for General Legal Counsel Services.

At its April 27, 2021 Committee meeting, the Board directed staff to move forward with conducting in-person interviews for General Legal Counsel Services.

At its May 25, 2021 Committee meeting, the Board directed staff to schedule interviews with the three highest ranked firms (listed here in alphabetical order): Atkinson, Andelson, Loya, Ruud & Romo; Burke, Williams & Sorensen, LLP; and Rutan & Tucker, LLP.

At its July 6, 2021 meeting, the Board conducted interviews with three firms and retained Atkinson, Andelson, Loya, Ruud & Romo to provide General Legal Counsel Services for a five-year term.

### DISCUSSION

Mesa Water District (Mesa Water®) is seeking qualified law firms to serve as contracted General Legal Counsel (Counsel). Counsel's primary role is to provide expert legal advice to the Board and General Manager. Attendance at a variety of meetings will be required, including Board meetings, workshops, etc., as specified.

Mesa Water sent a Request for Proposal (RFP) to seven firms requesting them to submit



proposals to serve as the District's Counsel.

The following five firms submitted proposals:

- Atkinson, Andelson, Loya, Ruud & Romo
- Burke, Williams & Sorensen, LLP
- JC Law Firm and Meyers Nave
- Kidman Gagen Law, LLP
- Rutan & Tucker, LLP

The Board agreed upon the process as follows:

- Upon receipt of proposals, staff will review and provide the Board with its rankings;
- The Board will provide direction to staff on which firms will be interviewed; and
- The Board will conduct interviews and make a final selection.

Each of the firms provided a qualified proposal based on the scope of work requirements. Staff ranked, in order, Burke, Williams & Sorensen, LLP; Rutan & Tucker, LLP; Atkinson, Andelson, Loya, Ruud & Romo; JC Law Firm and Meyers Nave; and Kidman Gagen Law, LLP as the highest based on their qualifications and experience. The Board directed staff to schedule interviews with the three highest ranked firms.

Interviews with Burke, Williams & Sorensen; Rutan & Tucker; and Atkinson, Andelson, Loya, Ruud & Romo took place on Tuesday, July 6, 2021 after which the Board reviewed the firm's individual cost proposals and voted to retain Atkinson, Andelson, Loya, Ruud & Romo as the District's General Legal Counsel for five years.

The selected law firm will be expected to provide a broad range of general legal services, including but not limited to Brown Act compliance, ethics, environmental law, eminent domain, contract law, public works contracts, bidding and construction law, special district operations, legislative and regulatory advocacy, recycled and desalinated water regulation and permitting, operations and procedure of Local Agency Formation Commission (LAFCO), regulation of groundwater (and associated pumping charges), and general litigation. An operational knowledge of the roles and functions of the Association of California Water Agencies (ACWA), California Department of Water Resources (DWR), State Water Project (SWP), Metropolitan Water District of Southern California (MWD), Municipal Water District of Orange County (MWDOC), Orange County Water District (OCWD), State Water Resources Control Board (SWRCB), Santa Ana Regional Water Quality Control Board (RWQCB) and the SWRCB Drinking Water Division is essential to successfully performing the role of District Counsel.

In addition, the successful firm shall possess sufficient resources to ensure that the demands of the District's legal needs will be met on a timely basis. This relationship will be on a consulting or contractual basis, as opposed to a staff position.

#### FINANCIAL IMPACT

In Fiscal Year 2022, \$400,000 is budgeted for Legal Services; \$36,070 has been spent to date.

#### ATTACHMENTS

None.



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## MEMORANDUM

TO: Board of Directors  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: September 8, 2021  
SUBJECT: 20<sup>th</sup> Anniversary of September 11, 2001

---

### RECOMMENDATION

Approve proclamations to City of Costa Mesa emergency response personnel in observance of the 20<sup>th</sup> Anniversary of September 11, 2001.

### STRATEGIC PLAN

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

### DISCUSSION

On September 11, 2001, the peace and security of our nation was shattered by terrorist attacks that killed many innocent people at the World Trade Center towers in New York City, at the United States Pentagon, and in the fields of Shanksville, Pennsylvania. Although the terrorists' goal was to strike a powerful blow to the hearts of all Americans and tear at the fabric of our nation, arising from the very ashes of that tragedy came a remarkable spirit of unity, compassion and determination that will never be forgotten. We will never forget those who were lost and injured on that day, and those who rose in service during the rescue and recovery effort and in defense of our nation both here at home and abroad.

In observance of this year's 20<sup>th</sup> anniversary of the September 11, 2001 attacks on America, the Mesa Water District (Mesa Water®) Board of Directors (Board) hereby adopts proclamations in tribute to those lost and injured on 9/11, and to the many who gave of themselves in service to their communities and to this country in the aftermath of the attacks.

In addition, the Board wishes to recognize the dedicated service of the local courageous firefighters and emergency response personnel who risk their own lives every day to save the lives and property of our community and nation.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

None.



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## MEMORANDUM

TO: Board of Directors  
FROM: Celeste Carrillo, Public Affairs Coordinator  
DATE: September 8, 2021  
SUBJECT: Wilson Street Pipeline Replacement Project Construction Outreach

---

### RECOMMENDATION

Receive the presentation.

### STRATEGIC PLAN

Goal #4: Increase public awareness about Mesa Water and about water.  
Goal #6: Provide outstanding customer service.

### PRIOR BOARD ACTION

At its May 27, 2020 Committee meeting, the Board of Directors (Board) was provided an information item regarding an update on public affairs activities in relations to upcoming projects, in particular construction project communications.

### DISCUSSION

Mesa Water District (Mesa Water®) retained Murakawa Communications, Inc., a strategic and project management consultant, to assist the Public Affairs department with communications and outreach efforts for the Capital Improvement Program Renewal (CIPR) project.

Murakawa Communications brings more than 20 years of experience in strategic communications and project management. The firm specializes in public participation for major public works projects in the architecture, engineering and construction industry, specifically focusing on water, transportation and community planning.

In August 2021, in an effort managed by the Public Affairs department with support from Murakawa Communications, outreach began for the Wilson Street Pipeline Replacement Project. Construction is scheduled for completion in Spring 2022 and consists of replacing the underground steel pipeline on Wilson Street from the Newport Boulevard intersection to the Harbor Boulevard intersection in Costa Mesa.

Outreach has included direct communication with impacted customers along the project alignment including residents, businesses and key stakeholders – including, but not limited to, the Orange County Transportation Authority and City of Costa Mesa. As part of the communication outreach efforts, staff has provided the District's customers and stakeholders with notices, fact sheets, FAQs, web copy and presentations.

### FINANCIAL IMPACT

In Fiscal Year 2022, \$590,920 is budgeted for Public Affairs Support Services; \$44,125 has been spent to date.



ATTACHMENTS

None.



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## MEMORANDUM

TO: Board of Directors  
FROM: Celeste Carrillo, Public Affairs Coordinator  
DATE: September 8, 2021  
SUBJECT: Mesa Water Notify

---

### RECOMMENDATION

Receive the presentation.

### STRATEGIC PLAN

Goal #4: Increase public awareness about Mesa Water and about water.  
Goal #6: Provide outstanding customer service.

### PRIOR BOARD ACTION/DISCUSSION

None.

### BACKGROUND

In 2019, after a competitive search, Mesa Water District (Mesa Water®) retained SpryPoint to provide support and advisory consultant services for Microsoft Great Plains Financial System and Cogsdale Customer Information System (Cogsdale). SpryPoint has provided the District with excellent support service in regards to these two platforms, as well as with Invoice Cloud.

### DISCUSSION

SpryPoint assists utility companies and organizations to improve customer service and operations through business automation. In addition, SpryPoint offers a customer relationship management software that integrates directly with Cogsdale. The SpryEngage Customer Experience Platform was developed to help utility companies design and manage a custom engagement strategy and to optimize the customer experience.

The capabilities of the SpryEngage software include:

- Integration with Invoice Cloud;
- Integration with Cogsdale;
- Message customers using text, email, and voice message;
- Relationship management that target messages to Mesa Water engagement program participants;
- Google Maps/GIS for spatial management;
- Define and create Tags for customer segmentation;
- SpryForms to allow customers to sign up for programs and services thereby starting a business process; and
- Reporting/Analytics.

SpryPoint has customized a customer notification system for the District – Mesa Water Notify – to provide timely and effective service notifications and outreach communications to Mesa Water



customers. During a major incident or news event, the system allows alert messages to be sent out by staff via text, email and recorded voice message. Mesa Water customers will be automatically registered in the notification database with the option to opt out.

The new system benefits the District's customer services and operations efforts by improving business practices and keeping a transparent and open dialogue with customers.

The notification system has been tested and staff has been trained on how to use the system. Outreach about the new user-friendly system will begin in September. A demonstration on how Mesa Water Notify works in real-time will be provided at the September 8, 2021 meeting.

#### FINANCIAL IMPACT

None.

#### ATTACHMENTS

None.





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## MEMORANDUM

TO: Board of Directors  
FROM: Celeste Carrillo, Public Affairs Coordinator  
DATE: September 8, 2021  
SUBJECT: Dry Season and Water Supply Messaging

---

### RECOMMENDATION

Receive the presentation.

### STRATEGIC PLAN

Goal #4: Increase public awareness about Mesa Water and about water.  
Goal #6: Provide outstanding customer service.

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

The Association of California Water Agencies and Save Our Water recently conducted a statewide survey on water efficiency/conservation attitudes and behaviors. Two of the key themes that came out of the research were:

1. Highlight specific infrastructure project investments being funded today that will protect the state from future droughts. Residents are willing to make behavioral and physical changes to conserve and be more efficient, but they want more than policy changes. They want to know you are investing in concrete fixes for the future of water.
2. Reinforce the message that actions today will help future generations, our children and grandchildren.

In conjunction with this latest research, and in light of the recent "drought emergency" declared by Governor Gavin Newsom for most of California, staff has prepared updated messaging to address dry conditions and water supply, to be used in communications as needed with Mesa Water District (Mesa Water®) customers, in government relations and advocacy, and for any other business needs. The 2021 messaging will:

- Underscore the forward-thinking and continuous investments in Mesa Water's and Orange County's water supplies that ensure reliability for Mesa Water customers;
- Inform customers that 100% of the water we provide comes from local water supplies and that we are not dependent on imported water supplies from the Metropolitan Water District of Southern California, which are vulnerable to drought;
- Highlight that Mesa Water is Orange County's most-efficient water agency; and
- Educate about the ways Mesa Water customers can use water wisely.



## FINANCIAL IMPACT

In Fiscal Year 2022, \$590,920 is budgeted for Public Affairs Support Services; \$44,125 has been spent to date.

## ATTACHMENTS

Attachment A: Draft Messaging for 2021 Dry Conditions & Water Supply

**DRAFT**  
**Messaging for 2021 Dry Conditions & Water Supply**

**Research / Key Themes & Findings**

- ACWA and Save Our Water recently conducted a statewide survey on water efficiency/conservation attitudes and behaviors.
- Two of the key themes that came out of the research were:
  - Highlight specific infrastructure project investments being funded today that will protect the state from future droughts. Residents are willing to make behavioral and physical changes to conserve and be more efficient, but they want more than policy changes. They want to know you are investing in concrete fixes for the future of water. They are saying, “OK, I will do my part, but what are you doing for me?”
  - Reinforce the message that actions today will help future generations, our children and grandchildren.
- Some of the key findings were:
  - 87% are concerned about drought conditions in California and 72% say California’s current drought has had an impact on their water usage.
  - 85% support investing in modernizing and upgrading water infrastructure to ensure local, safe, reliable, high-quality water now and in future years.
  - 54% are willing to make behavior changes to be more water efficient.
  - Only 31% believe their local water agency does manage water resources well.

**California Drought Emergency Proclamation & Metropolitan Water District Supply Alert**

- Governor Newsom has declared a “drought emergency” for most of California, citing above-average temperatures and dry conditions during wildfire season.
- The Governor’s order did not include mandatory conservation restrictions, but asked Californians to voluntarily conserve by 15%.
- Metropolitan Water District of Southern California recently issued a supply alert calling on residents to voluntarily reduce their water consumption in order to preserve the region’s storage reserves (imported water).

**Research-Based Recommendations**

- Underscore the forward-thinking and continuous investments in Mesa Water’s and Orange County’s water supplies that ensure reliability for Mesa Water customers – from GWRS to the MWRf – and potential for desal, as well as current well and pipeline projects.
- Inform Mesa Water customers that 100% of the water we provide comes from local water supplies and that we are not dependent on imported water supplies from the Metropolitan Water District of Southern California, which are vulnerable to drought.
- Highlight that Mesa Water is Orange County’s most-efficient water agency.
- Educate about the ways Mesa Water customers can use water wisely and that most customers are using more water outdoors than indoors, so that is where they can use water more efficiently and make an impact.

## Key Messages

### No Drought Impact on Mesa Water & Orange County

- A drought emergency has not been declared for Orange County, as we have the benefit of regional long-range water resource planning and world-class water technology innovations.
- Mesa Water will stay apprised of water supply conditions and keep customers informed if the situation changes. Furthermore, Mesa Water's abundant, local, reliable groundwater supplies and the Mesa Water Reliability Facility ensure we have sufficient water supplies for the community.

### Investments In Infrastructure Increase Water Supply Reliability

- Mesa Water is investing in its abundant, local, reliable groundwater supplies with the construction of two new wells that will increase our local groundwater production capacity.
- Production from Mesa Water's unique amber water supply from the Mesa Water Reliability Facility – and adding new wells – will help safeguard our ability to deliver local and reliable water for decades to come.
- It is imperative that Southern California water agencies join together to advocate for increased investment in water supply projects.

### Abundant, Local, Reliable Water Supply

- Because of forward-thinking and investments made over the past couple of decades, our local groundwater supplies are recharged through the Groundwater Replenishment System managed by the Orange County Water District, which provides 77% of the water served by Mesa Water. The Mesa Water Reliability Facility provides the rest.
- Our local groundwater supplies are in great condition.

### Managing Water Resources Well

- Mesa Water is among Orange County's most-efficient water agencies.
  - Lowest expenditures per capita of any agency in Orange County.
- Mesa Water receives no tax dollars.
- Mesa Water has no unfunded pension liabilities.

### Mesa Water is Committed to Wise Water Use

- We have experienced many periods of dry conditions, which will continue to occur more frequently. While Mesa Water's customers have voluntarily made wise water use a way of life, which helps us prepare for weather extremes, the Governor has asked all Californians to voluntarily reduce water use by 15% during this dry season.
- During the 2016 statewide drought emergency, thanks to Mesa Water customers' efficient water use, we exceeded our 20 percent conservation mandate from the State without raising rates and without negative impacts to our financial standing.



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## MEMORANDUM

TO: Board of Directors  
FROM: Andrew D. Wiesner, P.E., Principal Engineer  
DATE: September 8, 2021  
SUBJECT: Sodium Hypochlorite Supply Outlook

---

### RECOMMENDATION

This item is provided for discussion.

### STRATEGIC PLAN

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

### PRIOR BOARD ACTION/DISCUSSION

None.

### BACKGROUND

Mesa Water District (Mesa Water®) produces local, clean, potable water for its ratepayers using seven groundwater wells permitted by the State Water Resources Control Board. Although water produced by Mesa Water's local groundwater wells meets all regulatory health-based standards straight from the source, disinfection is a permit requirement and Mesa Water uses 12.5% strength sodium hypochlorite solution to help meet this requirement.

The United States is currently experiencing a shortage of chlorine. A constrained supply chain during 2021 was expected due to a significant increase in swimming pool installations and purchases during the summer of 2020 coupled with a fire that shut down a major chlorine disinfectant factory in Louisiana. The facility primarily produced stable chlorine tablets used in outdoor swimming pools, but the shortage has caused many pool owners to switch to hypochlorite. In addition, an equipment failure at a chlor-alkali plant in West Virginia in June 2021 led Westlake Chemical to declare force majeure on its supply contracts. Additionally, an electrical failure at the company's hypochlorite facility in Washington in mid-June 2021 has caused further supply disruptions. The electrical failure was corrected within a few days.

In a letter to Chemical Sector Partners dated June 30, 2021, the United States Environmental Protection Agency (EPA) confirmed that some water and wastewater systems, including a few in California, were facing claims of force majeure on their hypochlorite supply contracts from chemical suppliers. The letter requested that chemical suppliers prioritize water and wastewater system customers and communicate any potential supply chain disruptions with them as soon as possible.

### DISCUSSION

Mesa Water has not had issues with hypochlorite delivery from its suppliers and it is safe to assume that the events described above did not have an impact on chemical supply to the District. However, these events do illustrate the fragility of the current chlorine market in the United States and the need to be prepared for future disruptions. Mesa Water's supply of hypochlorite is protected in two ways - proactive contracting by Operations staff and newly available legal tools.



### **Hypochlorite Supply Contracts**

On July 1, 2020, Mesa Water signed a five-year hypochlorite supply contract with Pacific Star Chemical (Pacific Star). Two provisions in the contract provide incentives for prioritizing Mesa Water as a customer. First, there is no provision for termination of the contract by Pacific Star. Force majeure claims result in an extension of time for delivery of chemicals, but not for defaulting on the delivery altogether.

Secondly, there are liquidated damages in the amount of \$500 per delivery per day after a delay of three days of any scheduled delivery. Force majeure claims do not relieve Pacific Star from paying liquidated damages in the event they are unable to deliver chemicals to Mesa Water. These two contractual provisions incentivize Pacific Star to prioritize Mesa Water in the event of a hypochlorite supply shortage. Similar contractual protections are written into all of Mesa Water's chemical supply contracts.

### **Legal Tools**

If Mesa Water foresees a shortage of hypochlorite from Pacific Star and is unable to find alternate suppliers, there are legal avenues available to get assistance with procurement.

The Association of California Water Agencies (ACWA) has advised first contacting local emergency management authorities. Requests can also be elevated to the state level if necessary.

As a public water system, Mesa Water is also able to use the federal Safe Drinking Water Act and the Defense Production Act to make first priority orders with suppliers. The United States EPA offers guidance on how to use these laws, which both begin with an application to the EPA.

### **FINANCIAL IMPACT**

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

### **ATTACHMENTS**

Attachment A: United States Environmental Protection Agency Letter





## UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

JUN 30 2021

THE ADMINISTRATOR

Dear Chemical Sector Partners:

Ensuring that drinking water and wastewater services are fully operational is critical to protecting our nation's public health and environment, as well as maintaining a functioning economy. I would like to request that chemical manufacturers and suppliers prioritize drinking water and wastewater systems as customers of critical water-treatment chemicals, such as gaseous chlorine, sodium hypochlorite and calcium hypochlorite.

This request is a result of concerning challenges that some water systems have recently experienced in procuring gaseous chlorine, sodium hypochlorite and calcium hypochlorite. Several water utilities across multiple states – California, Idaho, Illinois, Indiana, New York, Oregon and Washington – have received *force majeure* notifications, even reducing chlorine allocations in some cases, from suppliers due to supply shortages across the industry. While drinking water and wastewater disinfection accounts for less than 5 percent of all chlorine consumed in the United States, this usage is vital to ensuring the health and well-being of our citizens and businesses.

If drinking water systems cannot obtain a sufficient and reliable supply of gaseous chlorine, sodium hypochlorite and calcium hypochlorite, they will be unable continue to provide safe drinking water to their communities. Similarly, if wastewater systems lack adequate chlorine supplies, they will be unable to disinfect treated wastewater prior to discharge to surface waters, potentially leading to an increase in the concentration of pathogens in the surface water. A loss of drinking water or wastewater services, even for short durations, would have cascading impacts on hospitals, manufacturing, government facilities, private offices and restaurants – essentially all of the critical services necessary to sustain a community.

By prioritizing delivery of chlorine and other critical water treatment chemicals to drinking water and wastewater systems and the retail vendors that sell chlorine to these systems, you can help to ensure the uninterrupted supply of safe drinking water and treatment of wastewater across the nation.

I also request that we maintain open lines of communication between the water and chemical sectors so that we can collectively maintain situational awareness of threats to the water treatment chemical supply chain. This awareness is particularly important as we enter what is forecast to be an active hurricane season with the potential to impact chemical manufacturers in states along the Gulf and Atlantic coasts.

The chemical sector is a key partner in the treatment of water and, therefore, in the protection of public health and the environment. My U.S. Environmental Protection Agency colleagues and I are committed to working with you to support our nation's public health and economic viability.

Please do not hesitate to contact me, or your staff may contact Jennifer McLain, director of the Office of Ground Water and Drinking Water, at [mclain.jennifer@epa.gov](mailto:mclain.jennifer@epa.gov) or (202) 564-4029.

Sincerely yours,

A handwritten signature in black ink that reads "Michael S. Regan". The signature is written in a cursive style with a large, prominent initial "M".

Michael S. Regan





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## MEMORANDUM

TO: Board of Directors  
FROM: Andrew D. Wiesner, P.E., Principal Engineer  
DATE: September 8, 2021  
SUBJECT: SCADA Control Room and Wet Lab Upgrade Project Temporary Administration Building Installation

---

### RECOMMENDATION

Amend Leed Electric, Inc.'s on-call contract for an additional \$162,661 and a 10% contingency of \$16,266 for a total contract amount not to exceed \$278,927 for connection of electrical service and SCADA systems to the temporary facility at the Mesa Water Reliability Facility.

### STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.  
Goal #2: Practice perpetual infrastructure renewal and improvement.  
Goal #4: Increase public awareness about Mesa Water and about water.

### PRIOR BOARD ACTION/DISCUSSION

At its March 12, 2020 meeting, the Board of Directors (Board) approved the Capital Improvement Program Renewal (CIPR) which includes the design and construction of the Supervisory Control and Data Acquisition (SCADA) Control Room and Wet Lab Upgrade Project, Mesa Water Reliability Facility (MWRF) parking improvements, and the development and implementation of the Education Center Program.

At its August 25, 2020 meeting the Board approved the SCADA Control Room and Wet Lab Upgrade Project design concept with changes to the air conditioning and reflective roof, and authorized staff to proceed with design development activities.

### BACKGROUND

Construction of the MWRF SCADA Control Room and Wet Lab Upgrade Project is scheduled to begin in November 2021. This project involves partial demolition and renovation of the existing MWRF administration building, including the control room, lab, and SCADA server room. All water supply and treatment functions at the MWRF must remain in operation during construction, necessitating the migration of operations equipment to a temporary facility located on site for the duration of the construction period. The temporary facility will also need to house construction related staff, namely an office for the Construction Manager and conference room for construction meetings.

The most critical task of the temporary facility installation is the physical move of the SCADA server into the temporary facility. This is expected to take eight hours. During this time, the MWRF will be shut down and the clear wells will remain in service, but not be visible in SCADA. It is imperative that the temporary facility is accurately set up and connected to minimize potential challenges in connecting and bringing the SCADA server back online once moved to the temporary facility.



DISCUSSION

Power to the temporary facility will be provided by connecting to an existing on-site power source and installing a transformer and distribution panel near the temporary facility. Additional work includes fiber connection from the plant to the server in the temporary facility, connection of all temporary facility sub-panels, and miscellaneous reconnections in the administration building electrical room. It is critical that these connections be made accurately to minimize delays in bringing the SCADA server online once relocated to the temporary facility.

As the preferred on-call electrical contractor, Leed Electric, Inc. has the requisite experience to perform the aforementioned work, a history of reliable, high-quality work with Mesa Water, and extensive knowledge of the MWRF’s electrical and SCADA systems.

Staff recommends that the Board amend the on-call contract with Leed Electric, Inc. for \$162,661 and a 10% contingency of \$16,266 for a total contract amount not to exceed \$278,927 for connection of electrical service and SCADA systems to the temporary facility at the MWRF.

FINANCIAL IMPACT

In Fiscal Year 2022, \$100,000 is budgeted for Leed Electric’s on-call contract; no funds have been spent to date in this fiscal year.

	<u>Project Estimate Amounts</u>	<u>Project Cost Amounts</u>
Initial Project Estimate	\$ 100,000	
Original Contracts		\$ 100,000
Change/Task Orders		\$ 0
Requested Funding		\$ 178,927
Revised Contracts		<u>\$ 278,927</u>
Actual Spent to Date		\$ 0
Revised Project Estimate	\$ 278,927	

ATTACHMENTS

None.



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## MEMORANDUM

TO: Board of Directors  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: September 8, 2021  
SUBJECT: Captive Insurance

---

### RECOMMENDATION

Discuss and take action as the Board desires.

### 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 #6: Provide outstanding customer service.

### PRIOR BOARD ACTION/DISCUSSION

At its February 23, 2021 Committee meeting, the Board of Directors (Board) directed staff to form a Captive Insurance Company (Captive) to include hiring consultants and to fund the Captive with an amount of \$30MM from reserves and retaining \$10MM in working capital.

At its June 22, 2021 Committee meeting, the Board approved contracts with Strategic Risk Solutions, Kirton McConkie Law Firm, and Bickmore Actuarial to continue preparation of forming the Captive Insurance Company.

At its August 24, 2021 Committee meeting, the Board directed staff to agendize, at a future meeting, a recommendation regarding the composition of the Board of Directors for the captive insurance company.

### DISCUSSION

The Board directed staff to agendize for discussion an update and status of Captive Insurance at the September 8, 2021 meeting.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

None.

**REPORTS:**

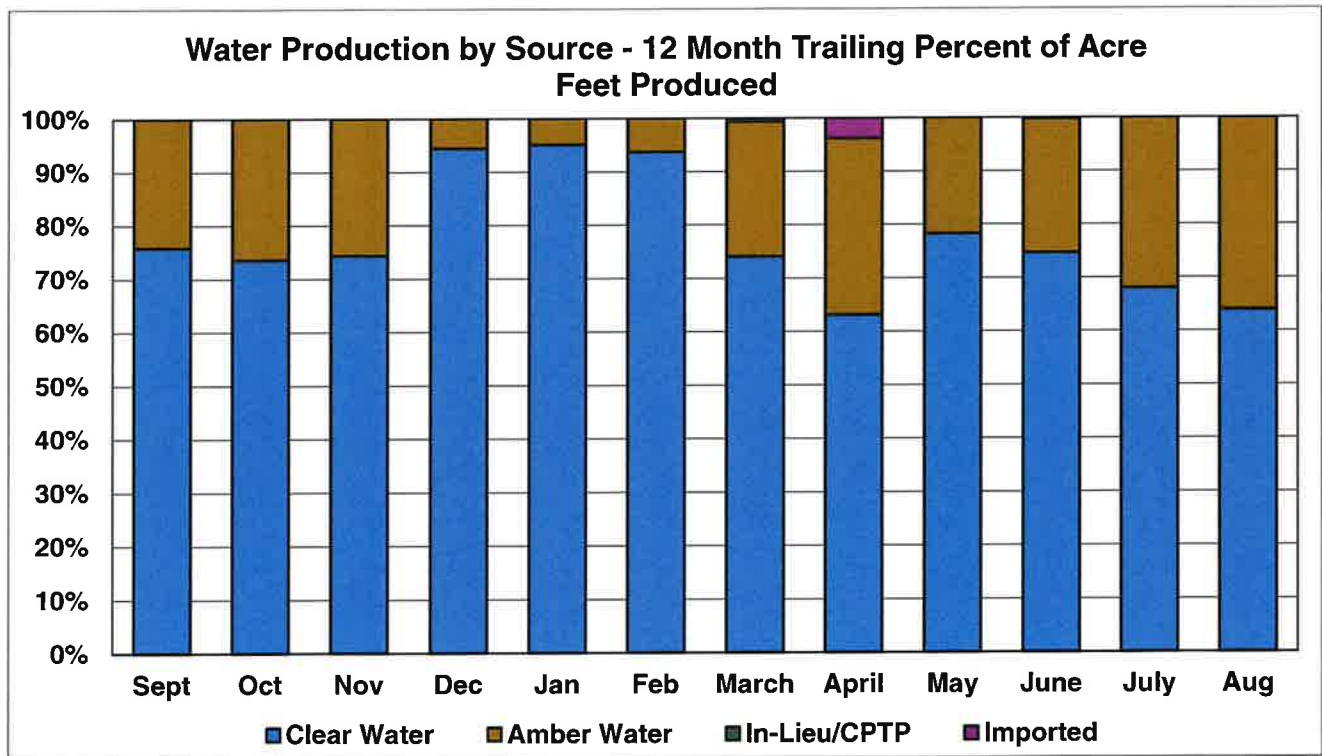
13. REPORT OF THE GENERAL MANAGER:
  - August Key Indicators Report
  - Other (no enclosure)

**Monthly Key Indicators Report  
For The Month of August 2021**

**Goal #1: Provide a safe, abundant, and reliable water supply  
FY 2022 Potable Production (Acre Feet)**

Water Supply Source	FY 2022 YTD Actual (AF)	FY 2022 YTD Budget (AF)	FY 2022 Annual Budget (AF)
<b>Clear Water</b>	2,150	2,491	12,523
<b>Amber Water (MWRf)</b>	1,108	764	3,741
<b>Imported</b>	0	0	0
<b>Basin Management Water</b>	0	0	0
<b>Total Production</b>	3,258	3,255	16,264

YTD actual water production (AF) through August 31, 2021



**Monthly Key Indicators Report  
For The Month of August 2021**

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

**FY20 System Water Quality – This data reflects samples taken in July**

<b>Distribution System:</b>	<b>Average</b>	<b>Range</b>	<b>MCL</b>
Chlorine Residual (mg/L) <i>Compliance</i>	1.75	<b>0.47 – 2.97</b> <b>Current RAA = 1.69</b>	4 RAA
Coliform Positive % <i>Compliance</i>	0	0	5
Temperature (° F)	78	73 – 84	None

<b>Reservoir I &amp; II:</b>	<b>Average</b>	<b>Range</b>	<b>MCL</b>
Chlorine Residual (mg/L)	0.51	0.20 – 0.87	None
Monochloramine (mg/L)	0.43	0 – 0.90	None
Ammonia (mg/L)	0.13	0.04 - 0.20	None
Temperature (° F)	76	74 – 79	None

<b>Wells (Treated):</b>	<b>Average</b>	<b>Range</b>	<b>MCL</b>
Chlorine Residual (mg/L)	2.38	2.14 – 3.14	None
Monochloramine (mg/L)	2.32	2.12 – 2.68	None
Ammonia (mg/L)	0.54	0.45 - 0.68	None
Temperature (° F)	77	74 – 81	None

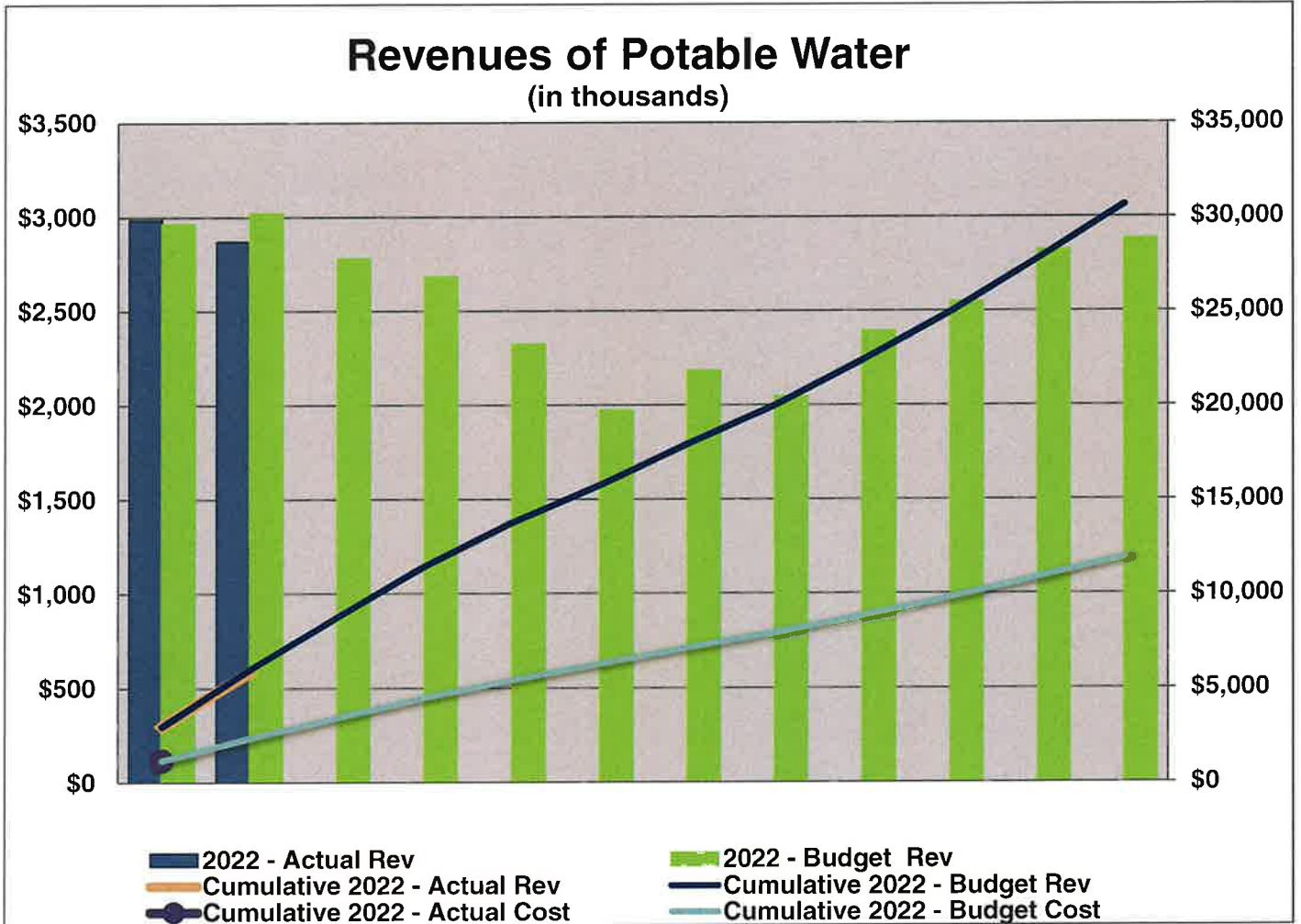
<b>MWRF:</b>	<b>Average</b>	<b>Range</b>	<b>MCL</b>
Chlorine Residual (mg/L)	2.44	2.14 – 2.86	None
Monochloramine (mg/L)	2.40	2.10 – 2.77	None
Ammonia (mg/L)	0.54	0.51 – 0.62	None
Temperature (° F)	83	82 – 84	None
Color (CU) <i>Compliance</i>	ND	ND	15
Odor (TON) <i>Compliance</i>	ND	ND	3

**Water Quality Calls/Investigations:**

Total Calls	5
Total Investigations (from calls)	4

**Monthly Key Indicators Report  
For The Month of August 2021**

**Goal #2: Practice perpetual infrastructure renewal and improvement**



	Actual	Budget	Favorable (Unfavorable)	
			Difference	%
Total YTD Revenue \$	5,856,324	5,984,295	(127,971)	(2.14%)

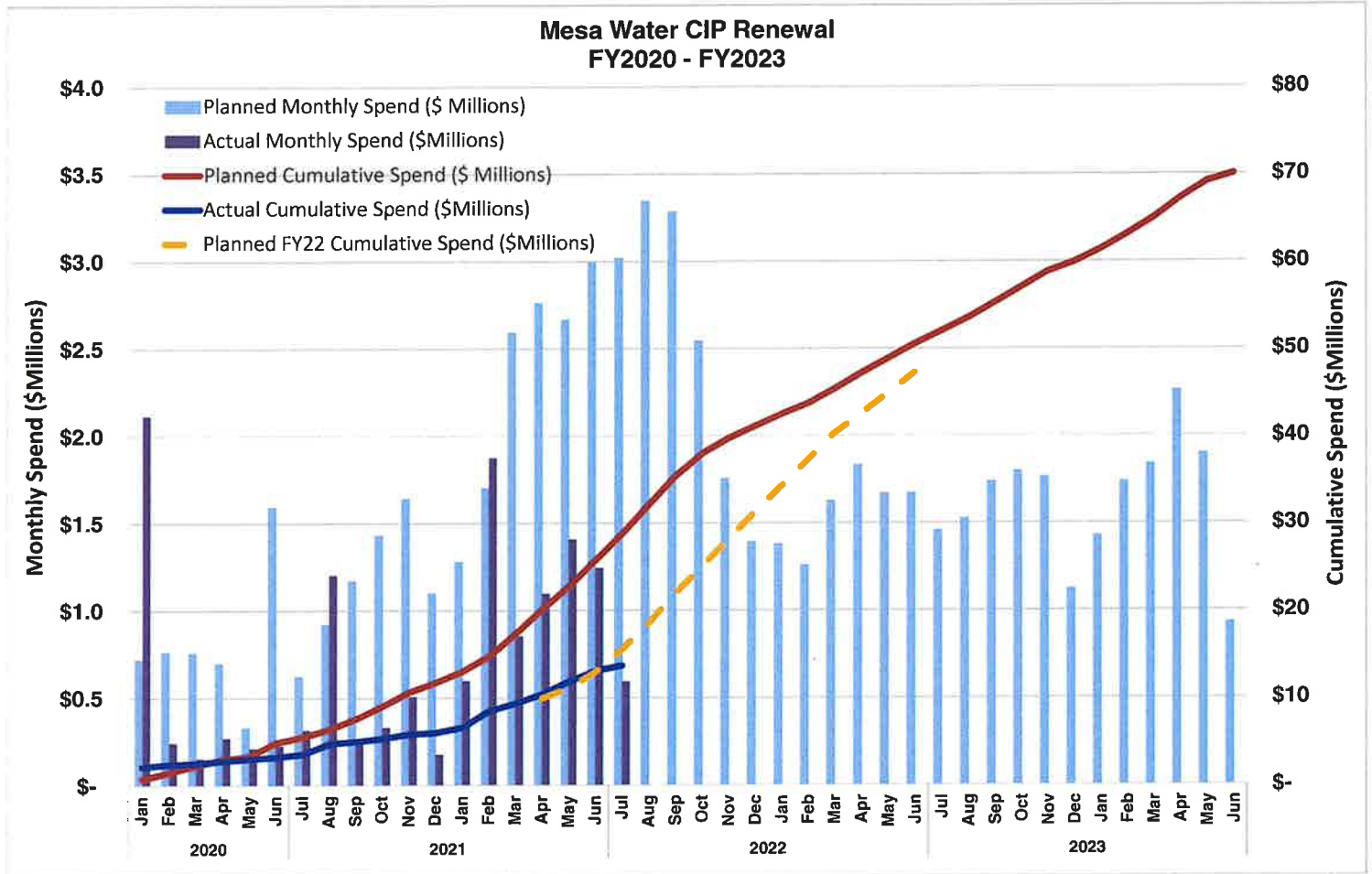
	Actual	Budget	UnFavorable (Favorable)	
			Difference	%
Total YTD Cost \$ *	1,165,376	1,163,118	2,258	0.19%

\* 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 August 2021**

**Goal #3: Be financially responsible and transparent**





**Monthly Key Indicators Report  
For The Month of August 2021**

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

**Web Site Information**

<b>Web Site Information</b>	<b>July 2021</b>	<b>August 2021</b>
Visits to the web site	11462	10796
Unique visitors (First time to the site)	9366	8746
Average per day	370	348
Average visit length	46 seconds	49 seconds
Page visited most	Press Releases	Press Releases
Second most visited page	Online Bill Pay	Online Pay Bill
Third most visited page	Bill Pay	Bill Pay
Fourth most visited page	Rates and Fees	Human Resources
Fifth most visited page	Human Resources	Rates and Fees
Most downloaded file	Salary Ranges by Job Classification & Level	Salary Ranges by Job Classification & Level
Second most downloaded file	Standard Specifications and Standard Drawings for the Construction of Water Facilities	Standard Specifications and Standard Drawings for the Construction of Water Facilities
Most active day of the week	Thursday	Monday
Least active day of the week	Sunday	Saturday

<b>Total visits since July 1, 2002</b>	<b><u>1,572,443</u></b>
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**Water Vending Machine Information**

<b>Vending Machine Location</b>	<b>Vend Measurement</b>	<b>August 2021 Vends</b>	<b>Totals Vends</b>
Mesa Water Office	1 gal	7,894	529,422

**Monthly Key Indicators Report**  
**For the Month of August 2021**  
***Goal #5: Attract and retain skilled employees***

DEPARTMENT:	FY 2022			COMMENTS:
	BUDGET	FILLED	VACANT	
<b>OFFICE OF THE GENERAL MANAGER:</b>				
General Manager	1.00	1.00	0.00	
Business Administrator	1.00	1.00	0.00	
<b>Subtotal</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	
<b>ADMINISTRATIVE SERVICES:</b>				
Administrative Services	5.00	5.00	0.00	
<b>Subtotal</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	
<b>CUSTOMER SERVICES:</b>				
Conservation	1.00	0.00	1.00	Water Use Efficiency Analyst - <i>vacant; on hold.</i>
Customer Service	4.00	4.00	0.00	
<b>Subtotal</b>	<b>5.00</b>	<b>4.00</b>	<b>1.00</b>	
<b>ENGINEERING:</b>				
Engineering	5.00	5.00	0.00	
<b>Subtotal</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	
<b>WATER POLICY:</b>				
Legislative & Governmental Affairs	1.50	1.50	0.00	
<b>Subtotal</b>	<b>1.50</b>	<b>1.50</b>	<b>0.00</b>	
<b>FINANCIAL SERVICES:</b>				
Financial Reporting/ Purchasing	4.00	4.00	0.00	
Accounting	1.00	1.00	0.00	
<b>Subtotal</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	
<b>HUMAN RESOURCES:</b>				
Human Resources	3.00	3.00	0.00	
<b>Subtotal</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	
<b>PUBLIC AFFAIRS:</b>				
Outreach, Education & Communications	1.50	1.50	0.00	
<b>Subtotal</b>	<b>1.50</b>	<b>1.50</b>	<b>0.00</b>	
<b>WATER OPERATIONS:</b>				
Supervision/Support	7.00	7.00	0.00	
Distribution	9.00	9.00	0.00	
Field Services	5.00	5.00	0.00	
Production	3.00	3.00	0.00	
Water Quality	2.00	2.00	0.00	
<b>Subtotal</b>	<b>26.00</b>	<b>26.00</b>	<b>0.00</b>	
<b>* TOTAL BUDGETED POSITIONS:</b>	<b>54.00</b>	<b>53.00</b>	<b>1.00</b>	

**Monthly Key Indicators Report  
For The Month of August 2021**

***Goal #6: Provide outstanding customer service***

**Customer Calls**

<b>Call Type</b>	<b>FY22 YTD</b>	<b>August 2021</b>	<b>YTD Weekly Average</b>
General Billing Question	253	147	32
Service Requests	333	171	42
High Bill	284	153	36
Payments	505	260	63
Late Fee	134	45	17
Account Maintenance	143	69	18
On-Line Bill Pay	305	162	38
Water Pressure	7	4	1
No Water	62	40	8
Conservation	47	32	6
Water Waste	27	21	3
Other (District info. other utility info. etc.)	436	231	55
Rate Increase	1	1	0
Fluoridation	0	0	0
<b>TOTAL CUSTOMER CALLS</b>	<b>2537</b>	<b>1336</b>	<b>317</b>
<b>AVERAGE ANSWER TIME (Seconds)</b>	<b>44</b>	<b>41</b>	<b>44</b>

**Online Bill Pay Customers**

<b>Current Customers Enrolled</b>	<b>FY 2022 YTD</b>	<b>August 2021</b>	<b>YTD Weekly Average</b>
16480	480	249	60

**REPORTS:**

14. 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
8/25/21	Meeting with General Manager, 6/16
8/25/21	Meeting with General Manager, 8/25

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

Reimbursement Date:	Description, Date
8/25/21	OC Fair Event, 7/24
8/25/21	Meeting with General Manager, 7/26

**Marice H. DePasquale** **Meetings Attended**

Reimbursement Date:	Description, Date
N/A	

**Shawn Dewane** **Meetings Attended**

Reimbursement Date:	Description, Date
N/A	

**James R. Fisler** **Meetings Attended**

Reimbursement Date:	Description, Date
N/A	

There are no support materials for this item.