



*Dedicated to  
Satisfying our Community's  
Water Needs*

**AGENDA  
MESA WATER DISTRICT  
BOARD OF DIRECTORS  
Tuesday, March 20, 2018  
1965 Placentia Avenue, Costa Mesa, CA 92627  
3:30 p.m. Special Board Meeting**

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**ENGINEERING AND OPERATIONS COMMITTEE MEETING  
Tuesday, March 20, 2018 at 3:30 p.m.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

**Items Not on the Agenda:** Members of the public are invited to address the Board on 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.

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

**ACTION ITEMS:**

6. On-Call Design and Construction Management Services
7. Santa Ana Pressure Reducing Station Refurbishment

**PRESENTATION AND DISCUSSION ITEMS:**

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

8. Cogsdale CSM Account Restructure
9. Public Records Act Overview

**REPORTS:**

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



**INFORMATION ITEMS:**

None

**CLOSED SESSION:**

12. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:  
Pursuant to California Government Code Sections 54956.9 (d) (1) and 54954.5 (c)  
Case: *Costa Mesa Sanitary District v. Mesa Water District*  
Case No. 30-2017-00923819-CU-PT-CJC

RETURN TO OPEN SESSION.

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

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

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

**ADJOURNMENT**

# DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
MC 2149	1620-1644 Whittier Ave and 970 16th St	89 Single Family Homes	Plans received and plan check fees paid 2/2/14. Permit issued on 7/23/15. Pre-con meeting held on 7/27/15. Pipeline installation on 10/21/15. Pressure test and chlorination on 11/5/15. Bac-T testing completed on 11/24/15 and 11/25/15. Waterline tied-in at Whittier, Newhall, and West 16th Street and angle-stops locked on 12/14/15. 4 - 1" meters installed on model homes on 2/25/16. 1 - 1.5" irrigation meter and 1 - 1" domestic meter installed and locked on 4/5/16. Inspected rock base on 7/11/16. Installed 7 - 1" meters on 7/13/16. Flow-thru tested on 8/25/16 and 9/8/16. Rock base and meters installed on 11/3/16. Flow-thru check on 12/1/16. Flow-thru check on 4/5/17. Meters installed on 8/21/17. Meter box placement on 10/5/17. Meters installed on 3/1/18. (3/16/18)
MC 2196	580 Anton Ave	250 Unit Apartment Complex	Plans received and plan check fees paid on 7/28/15. Plan check comments returned 8/28/15, requesting information to complete a hydraulic model. Requested information provided on 10/25/15. Hydraulic model initiated on 11/5/15. Hydraulic model completed on 2/1/16. Mesa Water system improvements are not required. Fees paid and permit issued on 2/9/16. Pre-con held on 2/29/16. Abandoned waterline on 3/15/16. Shutdown test on 7/19/16. Valve replaced on 10/3/16 to allow for abandonment. Pressure test and backflow placement on 3/6/17. Bac-t test on 3/18/17. Site visit and abandonment coordination on 10/3/17. Pressure test on 11/9/17. Bac-t on 11/16/17. Service abandonment on 12/26/17. Fireline turn-on on 1/30/18. (3/16/18)
MC 2204	1672 Placentia	31 Single Family Homes	Plans received and plan check fees paid on 8/26/15. Plan check picked up by customer on 10/6/15. Second plan check submitted on 2/11/16 and returned on 2/26/16. Mylars submitted, fees paid, and permit issued on 5/5/16. Tee cut-ins on 6/22/16. Pressure Test and Bac-T test on 7/7/16. Water main turned on 7/21/16. Services installed and locked off on 9/6/16. Meter installation on 10/28/16. Backflows tested on 11/16/16. Backflow tested on 12/9/16. Rock base on 2/1/17. Service placement on 2/16/17. Meters installed on 3/28/17. Backflows tested on 3/30/17. Meters installed on 2/7/18. (3/16/18)

# DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
MC 2233	1560 Placentia	81 Single Family Homes	Plans received and plan check fees paid on 1/20/16. Request for additional information requested on 1/28/16. Requested information submitted on 2/24/16. Plan check picked up on 4/18/16. Second plan check submitted on 5/18/16. Mylar drawings and fee payment received on 7/5/16. Permit issued on 7/11/16. Mainline installed on 8/24/16. Hydrant laterals installed on 8/25/16. Services installed on 9/1/16. Mainline installed on 9/20/16. Pressure and Bac-T test on 9/28/16. Laterals installed on 9/29/16 and 10/5/16. Mainline charged on 10/17/16. Angle stop adjusted on 12/6/16. Meter and meter box placement on 1/5/17. Services adjusted to grade on 3/2/17. Meter installation on 5/3/17. Site coordination meeting on 7/26/17. Service placement on 9/6/17. Meter box placement on 2/9/18. Meters installed on 2/27/18. (3/16/18)
MC 2235	671 W 17th Street	177 Condos	Plans received and plan check fees paid on 1/21/16. Hydraulic model initiated 2/24/16. Second plan check submitted on 3/24/16 and picked up 4/17/16. Mylar drawings and fee payment received on 7/5/16. Permit issued on 7/11/16. Demolition of existing services on 8/16/16. Mainline installation on 12/6/16. Service laterals installed on 1/9/17. Pressure test on 2/6/17. Bac-t test on 2/15/17. Bedding and service line placement on 4/3/17. Meter box placement on 5/8/17. Follow-up site visit on 5/17/17. 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 on 3/6/18. (3/16/18)
MC 2236	527-531 Bernard Street	10 Single Family Homes	Plans received and plan check fees paid on 2/8/16. Plan check returned on 2/12/16. Second plan check received on 4/21/16. Fees paid and permit issued on 6/13/16. Manifold installed on 7/19/16. Meter placement on 5/18/17. Meter boxes cleared of construction debris on 10/30/17. Site visit on 2/7/18 homes currently under construction. (3/16/18)

# DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
MC 2245	522-526 Bernard Street	10 Single Family Homes	Plans received and plan check fees paid on 5/11/16. Second plan check received on 6/10/16. Second plan check returned on 6/22/16. Permit issued on 7/11/16. Manifold installed on 7/19/16. Regular inspection site visit on 11/4/16 with no progress to report. Site visit on 2/7/18 homes currently under construction. (3/16/18)
C003-16-01	788 Center Street	2 Single Family Homes	Plans received and plan check fees paid on 6/28/16. Plans returned on 7/14/16. Fees paid and permit issued on 1/6/17. Pre-con held on 1/16/18. Service installed on 3/8/18. Meters installed on 3/13/18. (3/16/18)
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 on 2/26/18. (3/16/18)
C0013-17-01	2803 Royal Palm Drive	Fire Station	Plans received and plan check fees paid on 8/25/16. Plans picked up on 10/4/16. Plans resubmitted on 3/1/17. Fees paid and permit issued on 5/5/17. Bedding and service line placement on 2/6/18. Fireline turn-on on 2/23/18. (3/16/18)
C0018-17-01	1951 Tustin	2 Single Family Homes	Plans received and plan check fees paid on 12/6/16. Plans returned on 12/7/16. Fees paid and permit issued on 4/13/17. Service line placement on 11/9/17. Meter box and gravel base on 11/13/17. Awaiting call for inspection of flow thru tests. (3/16/18)
C0021-17-01	2068 Maple Ave	4 Single Family Homes	Plans received and plan check fees paid on 1/13/17. Fees paid and permit issued on 4/21/17. Hot-tap on 5/31/17. Meter box installed on 6/28/17. Backflow tested on 9/13/17. Awaiting call for final inspection on flow thru tests for homes. Flow-thru test on 3/13/18. (3/16/18)
C0024-17-01	1989 Orange	Meter Upgrade	Plans received and plan check fees paid on 3/27/17. Fees paid and permit issued on 4/25/17. Site visit on 10/30/17, and again on 1/9/18; homes currently under construction. ( 3/16/18)
C0025-17-01	2053 Tustin	2 Single Family Homes	Plans received and plan check fees paid on 3/22/17. Awaiting final fee payment. Project closing notification sent on 3/15/18. (3/16/18)
C0026-17-01	326 E 16th Street	2 Single Family Homes	Plans received and plan check fees paid on 3/20/17. Awaiting final fee payment. Project closing notification sent on 3/15/18. (3/16/18)

# DEVELOPER PROJECT STATUS REPORT

PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0027-17-01	231 Flower Street	Meter Upgrade	Plans received and plan check fees paid on 3/23/17. Fees paid and permit issued on 4/21/17. Site visit on 10/30/17, and again on 1/9/18; no progress to report. (3/16/18)
C0029-17-01	127 23rd St.	4 Single Family Homes	Plans received and plan check fees paid on 5/12/17. Fees paid and permit issued on 8/3/17. Awaiting call for initial inspections. Service installed on 2/8/18. Meters installed on 2/15/18. (3/16/18)
C0030-17-01	208 Camella Lane	New Home	Plans received and plan check fees paid on 5/12/17. Fees paid and permit issued on 5/25/17. Service installation on 6/8/17. Meter box placement on 9/8/17. Awaiting call for inspection of flow thru tests. (3/16/18)
C0033-18-01	353 E 18th Street	4 Single Family Homes	Plans received and plan check fees paid on 7/5/17. Fees paid and permit issued on 7/27/17. Site visit on 10/30/17, and again on 1/9/18; homes currently under construction. (2/16/18)
C0034-17-01	350 E 17th Street	Commercial Building	Plans received and plan check fees paid on 7/18/17. Plans returned on 7/27/17. Fees paid and permit issued on 9/27/17. Fireline installation on 11/15/17. Concrete pad and bollards installed on 1/8/18. (3/16/18)
C0035-18-01	146 18th Street	2 Single Family Homes	Plans received and plan check fees paid on 8/8/17. Fees paid and permit issued on 9/21/17. Meters installed on 10/20/17. Site visit on 1/9/18; Awaiting call for backflow testing to complete project. (3/16/18)
C0037-18-01	2850 Mesa Verde Drive East	11 Single Family Homes	Plans received and plan check fees paid on 8/17/17. Fees paid and permit issued on 10/18/17. Manifold installation on 12/6/17. Meters installed on 12/29/17. (3/16/18)
C0039-18-01	172/174 Costa Mesa Street	2 Single Family Homes	Plans received and plan check fees paid on 8/22/17. Fees paid and permit issued on 8/29/17. Awaiting call for initial inspections. (3/16/18)
C0040-18-01	365 Costa Mesa Street	Meter Upgrade	Plans received and plan check fees paid on 8/22/17. Awaiting final fee payment. (3/16/18)
C0041-18-01	160 & 162 E. 18TH ST.	2 Single Family Homes	Plans received and plan check fees paid on 9/27/17. Fees paid and permit issued on 11/2/17. Awaiting call for initial inspections. (3/16/18)
C0042-18-01	335 & 337 16th Place	2 Single Family Homes	Plans received and plan check fees paid on 10/26/17. Awaiting final fee payment. (3/16/18)

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PROJECT STATUS - DEVELOPER PROJECTS			
FILE NO.	PROJECT ADDRESS	PROJECT DESCRIPTION	PROJECT NOTES/STATUS
C0044-18-01	276 E 19th Street	Meter Upgrade	Plans received and plan check fees paid on 1/21/18. Awaiting final fee payment. (3/16/18)
C0046-18-01	1620 Adams Ave	Commercial Building	Plans received and plan check fees paid on 1/22/18. Fees paid and permit issued on 3/5/18. (3/16/18)
C0047-18-01	3505 Cadillac Ave	Commercial Building	Plans received and plan check fees paid on 1/22/18. Awaiting final fee payment. (3/16/18)
C0048-18-01	235 Baker	Commercial Building	Plans received and plan check fees paid on 2/15/18. Comments returned on 3/12/18. (3/16/18)
C0049-18-01	428 E 17th	Restaurant	Plans received and plan check fees paid on 1/26/18. Comments returned on 3/12/18. (3/16/18)
C0050-18-01	920 W 20th Street	Single Family Home	Plans received and plan check fees paid on 2/15/18. Comments returned on 3/12/18. (3/16/18)
C0051-18-01	1650 Monrovia	Senior Living Complex	Plans received and plan check fees paid on 2/15/18. Comments returned on 3/12/18. (3/16/18)
C0052-18-01	302 Cabrillo	2 Single Family Homes	Plans received and plan check fees paid on 2/26/18. Comments returned on 3/12/18. (3/16/18)

## MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

March 2018

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

**File No.:** M 2034

**Description:** Evaluate potential repair and replacement options

**Status:** The Habitat Mitigation and Monitoring Plan (HMMP) has been updated by Michael Baker (former RBF) to reflect the USACE's process and submitted to Mesa Water for review on 1/8/16. Once the HMMP is revised and approved (1/19/16) it will be forward to all agencies, including Coastal Commission. Draft 1602 Streambed Permit obtained on 12/18/15. Final 1602 Streambed Permit pending CDFW will be issued while HMMP is accepted. U.S. Army Corps of Engineers' 404 permit received on 2/10/16. Revised HMMP sent to CCC for review and approval. Project is pending CCC's approval at an upcoming hearing. On 2/29/16 a meeting with Fletcher Jones Motorcars, City of Newport Beach, MBI (former RBF), and City of Huntington Beach was held to discuss issues associated with proposed construction activities. Traffic Plan prepared and submitted to the City of Newport Beach for approval on 6/29/16. Per request of CCC a dewatering plan was prepared and submitted for approval. Mesa Water staff, MBI and CCC met on 10/6/16 and discussed mitigation conditions. Project approved at CCC Public Hearing on 12/7/16. MBI is working on finalizing the HMMP and construction plans and will submit them to CCC. Staff met with MBI on 5/1/17 and discussed comments after reviewing the draft final HMMP. New proposed mitigation criteria received from CCC on 7/5/17 reducing mitigation requirements from 1.6 acres to 0.66 acres. Coastal Development Permit for Construction is anticipated in December, 2017. The project re-start meeting was held on 9/7/17. On 10/30/17 met with City of Newport Beach and City of HB to discuss permit requirements and project access. Met w/Fletcher Jones, Skender Construction, City of HB, MBI to discuss access to the site and scheduling on November 21, 2017. Reviewing the 100% Design Plans & Specs (received on 11/28/17) along with the Pipeline Design Schedule, Construction Monitoring Treatment Plan (CMTP), and proposal for Natural Resources/Regulatory Services during construction activities. Bid solicitation is scheduled for late January 2018. Project sent out to bid on January 30, 2018. Pre-bid meeting held on 2/15/18. Construction bid solicitation was cancelled due to ongoing coordination issues for the final Coastal Development permit. Project will be deferred to FY20.

**Project Title:** Well Automation and Rehabilitation

**File No.:** MC 2101

**Description:** Rehabilitate all clear water wells and add remote control SCADA capabilities

**Status:** Construction activities began at Well 5 on October 3, 2016 with demolition and well rehabilitation beginning in the first week. Video of Well 5 showed scale on the louvers, and potential failure of an unused sounding tube and a small area of the



**MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT**  
**March 2018**

louvers potentially requiring swage patches. Repair completed on November 29, 2016. Well 5 rehabilitation resumed on December 3, 2016. Well 5 chemical facility pad has been constructed and is awaiting a weather forecast of 8 days with no predicted rain to apply the chemical-resistant coatings to the concrete. Well 5 pumping development began on January 4, 2017, and produced fine sand at pumping rates above 1100 gpm. Repairs were made to Well 5, and test pumping performed in February showed acceptable well production over 2500 gpm with manageable sand. Construction is substantially complete at the Well 5 site. A start up planning meeting was held on March 29, 2017. Well 5 is running as needed and producing good quality water. Well 7 rehabilitation is complete, The Well 7 pump was installed the week of August 28, 2017, and Well 7 is operational and good quality water. Construction of the Well 3 chemical facilities was begun in July 2017. The concrete for the Well 3 chemical facilities is cured and coated, and the chemical tanks and canopy are currently being installed. Well 3 rehabilitation is complete and test pumping achieved over 1600 gpm. Construction at Well 9 began in October with relocation of the backup generator and chemical facilities construction. Coating of the Well 9 chemical facilities was completed in December, and the chemical tanks and canopy are installed. Witness testing for the new pumps for Wells 3 and 9 was completed January 2018. Underground electrical work is in process at Wells 3 and 9. Variable Frequency Drive (VFD) deliveries are expected in April 2018. Work at Wells 3 and 9 is expected to be completed in May 2018.

**Project Title:** MWRP Parking Project

**File No.:** M 2052

**Description:** Conduct parking layout design

**Status:** Parking study prepared by Onward Engineering in November 2013. The Board approved alternative # 3 Parking Along the MWRP Frontage on Gisler Ave. on 3/15/2014. RFP for the parking design in consultants' review (11/6/14). RFP sent out to consultants 11/25/14. Proposals due 12/19/14. Interview with three consultants held on 1/7/15. Recommendation brought to January E and O for consideration of approval and will be brought to the Board on 2/12/15 for approval. Project approved 2/12/15. Kick-off meeting held on 2/19/15. Design in progress. 30% design submittal submitted 3/23/15. Staff met with C.J. Segerstrom and discussed concept and details of the proposed parking layout. Segerstrom verbally approved the project. City of Costa Mesa approved the concept and currently consultant is evaluating the landscape requirements with the City of Costa Mesa. E and O Committee accepted the conceptual design and provided comments on 5/19/15. The condition approval from Segerstrom received on 6/29/15. Staff is working with the designer (CivilSource), Mesa Water's attorney, and City of Costa Mesa on addressing Segerstrom's comments. Staff is reviewing the Initial Study/Summary of Findings Report received on 8/3/15. Staff has addressed all Segerstrom's requests included in their 6/29/15 letter and prepared a response letter. Approved construction plans were received from the City of Costa Mesa on 12/29/15. The final bid package completed 3/15/16. Encroachment

## MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT

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Permit Application submitted to the City on 3/6/16. Hold Harmless Agreement for the Installation of Off-Site Parking Improvements within Public Right-of-Way received on 5/4/16. Staff reviewed the Agreement and sent comments to the City of Costa Mesa on 5/27/16. City approved all revisions as proposed by Mesa Water and sent the agreement for signature on 6/24/16. The Engineering and Operations Committee reviewed the Agreement at July 19, 2016 meeting and recommended Board approval. Board approval obtained on August 11, 2016. Agreement sent to the City for execution and recording on 9/7/16. Recorded Agreement received from the City on 10/19/16.

**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:** Extraction of six sections of ACP and two sections of CIP are in process for 2017 destructive testing. ACP samples were sent to WSP Canada for destructive testing. Results were received on August 1, 2017. CIP samples will be sent to McWane Ductile's lab in Ohio for destructive testing. Results were received on June 30, 2017. A Request for Qualifications for consulting services for the Pipeline Integrity Testing Program was released in May 2017. Four Statements of Qualifications were received and a recommendation for contract award to HDR was approved by the Committee on July 20, 2017. ACP test results were received on July 31, 2017. Results have been analyzed, and were presented at the November Committee meeting. Average ACP total useful life is expected to be approximately 142 years. A process for determining when a pipeline has reached the end of its useful life and how much of the pipeline to replace was implemented. One 8" ACP line in Harbor Boulevard from Wilson to 19<sup>th</sup> Street was recommended for replacement. Cathodic protection station testing is being planned. Kickoff meeting for a close interval survey of the 12" Cast Iron Pipe in 19<sup>th</sup> Street was held on December 28, 2017, and the Consultant has submitted traffic control plans at the City of Costa Mesa's request. Operations staff has collected four ACP pipe samples during valve replacement projects, and one during an AC mainline repair. The samples have been sent to a laboratory for remaining wall thickness measurements, and the reports are being reviewed. Additional AC pipe samples from valve replacements are being collected. Echologics performed three miles of non-destructive wall thickness measurements during the week of February 12, 2018. A report of the results is expected in April 2018.

**Project Title:** MWRF Outreach Center

**File No.:** MC 2147

**Description:** Report on the feasibility of reconfiguring and potentially expanding the functional uses of the MWRF Operations and Administration Building to include a multi-

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purpose room and educational forum.

**Status:** Mesa Water is coordinating with IBI Group (designer) on the feasibility of implementing an education and outreach center at the MWRF. Kick-off meeting was held on 6/1/2015. Program Requirement Questionnaire meetings were held on 6/9/2015 and 6/17/15. Program Report delivered to Mesa Water for review on 7/7/2015. 60% design concepts are scheduled for submittal on 08/14/15. 100% concept design received on 09/29/15. Virtual rendering received on 10/6/15. Concept designs presented at the October Board Workshop. A follow-up planning session was held at the November Engineering and Operations Committee Meeting to capture the Board's input on evaluating reduced cost options and to revisit the existing Boardroom improvements. Board directed staff to develop a scope of work to evaluate scaled down layouts of the MWRF Outreach Center and revisit expanded layouts of the main Boardroom. Engineering and Operations Committee approved a contract amendment with IBI Group to reflect the revised scope of work. Item was approved by the Board February 11, 2016. IBI Group performed an inspection of the existing Boardroom on February 25, 2016 and are in the process of developing conceptual layouts. Staff review and meeting occurred on April 11, 2016. Conceptual layout work has been completed. Revised MWRF Outreach Center Layouts and Conceptual Boardroom Layouts will be presented at a future Engineering and Operations Committee meeting.

**Project Title:** Mesa Water Main Office HVAC Study

**File No.:** MC 2171

**Description:** Evaluate the existing HVAC system and provide recommendations for improved efficiency and operations of the system.

**Status:** Mesa Water has contracted with Goss Engineering Inc. to perform this study. Kick off meeting was held January 13, 2016. Goss Engineering performed a field survey of both main campus buildings over the course of three days. Draft report with results and recommendations was reviewed by staff. The final report was delivered on June 30, 2016 and was reviewed by staff for completeness. Staff presented the findings and recommendation to the Board of Directors at the July E&O Committee Meeting. Board approved contract to move forward with the design of a complete Variable Refrigerant Flow system. Contract has been executed and returned to Goss Engineering. Project kick-off and notice to proceed was issued on November 30, 2016. 50% drawings have been delivered for review and comments returned. Stakeholder meeting was held on February 2, 2017 to provide comments for the new VRF system 50% design. 90% design drawings and specifications were submitted for Mesa Water review on March 10, 2017. Mesa Water managers met with the Consultant to discuss construction phasing. Roof design is currently being reviewed by Mesa Water and the prime consultant. Bid set documents are complete.

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**Project Title:** Mesa Water Valve Replacements Project

**File No.:** M18-104

**Description:** Replacement of water main and hydrant valves in various locations in the City of Costa Mesa.

**Status:** The Request for Proposals (RFP) for the Mesa Water District Valve Replacements Project was completed and put out to bid in September 2017. The RFP consisted of the Base bid that included replacement of 17 valves and two Alternative bids consisting of replacement additional 3 and 5 valves, respectively. Three bids were received on October 4, 2017. Staff has recommended that the construction contract be awarded to Paulus Engineering, Inc., as the lowest responsive bidder. Board approved awarding contract to Paulus Engineering on November 2, 2017. The contract was finalized (11/7/17) and signed on 11/17/17. Working w/City of CM, MWH, and Paulus Eng. on the project schedule. Start of construction in mid-January, 2018. Notice to Proceed issued on January 16, 2018. Valve replacement has been completed at 7 locations. Paulus Engineering is currently replacing the valves at the intersection of Bristol and Baker St.

**Project Title:** Other Agency Project Coordination

**File No.:**

**Description:** Median construction in Placentia Ave. between Wilson St. and Adams Ave.

**Status:** Mesa Water 16" main runs 5' East of the street center line. Mesa Water is coordinating with designer and City on design of necessary protection and root barrier for the water main. 85% design plans received on (12/22/14). Plan review in progress 1/8/15. Plan review comments sent to the City 2/6/15. Mesa Water provided update comments to landscaping plans on 6/17/15. Mesa Water continuing to coordinate with the City, Stivers and Associates, Inc., and City Designer on layout of project. Revised final plans submitted for Mesa Water review on 11/19/15. Staff reviewed the submittal in cooperation with Mesa Water landscape consultant (Stivers Associates) and submitted comments to the City Designer on 12/28/15. The comments have been accepted by the Designer and Final Plans were submitted on 2/9/16. New comments sent to the Designer on 2/18/16. The revised final plans received on 3/21/16 and approved by Mesa Water on 3/31/16. On May 24, 2017 the City Designer notified Mesa Water that the City was planning to advertise the project in the first half of June, 2017. City received bids at the end of June, 2017 and is taking the project to the City Council for approval on 7/18/17. The project kicked off on 7/28/17 and construction started on October 11, 2017. Mesa Water is inspecting the root barrier installations and planting of the trees. Project in progress. (3/8/18)

**MESA WATER AND OTHER AGENCY PROJECTS STATUS REPORT**  
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**Project Title:** Chandler and Croddy Wells and Pipeline Project

**File No.:** M18-113

**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 for the distribution pipeline was reviewed and returned on March 6, 2018. Well site layouts are currently under review.

**Project Title:** Santa Ana Pressure Reducing Station Refurbishment Project

**File No.:** M17-002A

**Description:** The work will involve replacement of three (3) butterfly valves, one (1) existing pressure relief valve, the precast concrete discharge structure, reconfiguring four (4) Cla-Val control valves, general refurbishments to the vault interior, and site work.

**Status:** Mesa Water has contracted with Michael Baker International to perform the design of the project. The design was completed on in late January 2018 and the bid package was sent out to bid on February 8, 2018. Pre-bid meetings and site walk were held on 2/20/18 and 3/6/18, respectively. Bids are due March 13, 2018.

# Water Quality Call Report

## February 2018

**Date:** 2/1/2018  
**Source:** Phone/Visit  
**Address:** 940-950 South Coast Drive  
**Description:** Customer concerned about sediment in the water after main line leak on Salinas.

**Outcome:** Staff went to the site, flushed several hydrants to clear the water and confirmed there is good chlorine residual. Caller's maintenance crew flushed water in their buildings and reported that water was clear.

**Date:** 2/1/2018  
**Source:** Phone call  
**Address:** Metro Pointe  
**Description:** Customer concerned about the sediments in the line from previous day mainline leak on Salinas.

**Outcome:** Explained to customer that sediments in the mainline may have been stirred up due to the main leak. The water has cleared completely. Staff assured customer that the water continues to be safe to drink.

**Date:** 2/5/2018  
**Source:** Phone/Visit  
**Address:** Not provided  
**Description:** Customer reported that the water was off earlier in the day in preparation for distribution work. The water is back on but is yellow.

**Outcome:** Explained to customer that there is work being done in the area which may have stirred up fine sediments in the water mains causing the yellow tint in the water. Customer was advised to flush until water cleared. Customer was satisfied.

**Date:** 2/7/2018

**Source:** Phone

**Address:** Newhall Street

**Description:** Customer looking for calcium and magnesium data from the annual water quality report.

**Outcome:** Showed customer where to look on the report for calcium and magnesium data and explained to her that the levels will vary based on the sources that are in operation.

**Date:** 2/13/2018

**Source:** Phone/Visit

**Address:** 285 E 21st St

**Description:** Customer concerned about the "green film" that developed on the outside of the water pipe going from the water heater into his house. He stated that the plumber told him it's because of the water.

**Outcome:** During site visit, staff provided customer with a copy of the Annual Water Quality Report and explained to customer that the water meets all drinking water regulatory standards. Looked at the customer's plumbing and observed no film and only saw a dry powdery appearance on one of the plumbing fittings, which may have possibly resulted from weeping. Customer had lots of questions about water pipes, sewer pipes, and his water meter to which staff provided a quick summary.

**Date:** 2/14/2018

**Source:** Phone

**Address:** Declined to provide

**Description:** Customer inquired about health effects of a rubber hose on customer's internal plumbing fixtures degrading in the water.

**Outcome:** Explained to customer that health effects cannot be determined by Mesa Water. Customer was advised to work with landlord to replace hose and to speak with a medical professional about potential health effects.

**MESA WATER DISTRICT  
COMMITTEE POLICY & RESOLUTION  
REVIEW OR DEVELOPMENT**

**ENGINEERING & OPERATIONS COMMITTEE**

**Policy Assignments for 2018**

<b>Policy Name</b>	<b>Resolution</b>	<b>Date Adopted</b>	<b>Revision Schedule</b>	<b>Next Review</b>
Rules and Regulations for Water Services (will include review of meter capacity charges and easement procedures)	Resolution No. 1470	02/09/16	Review and update as needed	TBD
Standard Specifications and Drawings	Resolution No. 1449	01/12/17	Review and update as needed	TBD



Water Operations Status Report  
July 1, 2017 - February 28, 2018

Operations Department Status Report	Wk Unit	Plan Days	Act Days	Plan Qty	Act Qty	Plan Cost	Actual Cost
<b>01 - HYDRANTS</b>							
WD-0101 - HYDRANT MAINTENANCE	HYDRANTS	112	61	2233	1181	\$88,678	\$45,600
WD-0102 - HYDRANT PAINTING	HYDRANTS	11	29	279	847	\$7,914	\$19,657
WD-0103 - HYDRANT REPAIR	HYDRANTS	34	29	40	28	\$22,348	\$26,009
<b>Program 01 TOTAL</b>		157	119			\$118,940	\$91,266
<b>02 - VALVES</b>							
WD-0201 - DISTRIBUTION VALVE MAINTENANCE	VALVES	74	62	1587	1243	\$58,487	\$47,661
WD-0202 - NIGHT VALVE MAINTENANCE	VALVES	8	0	82	0	\$6,487	\$0
<b>Program 02 TOTAL</b>		82	62			\$64,974	\$47,661
<b>03 - METERS</b>							
WD-0301 - NEW METER INSTALLATION	METERS	11	17	79	150	\$29,897	\$66,778
WD-0302 - RAISE REPLACE METER BOX	BOXES	15	8	67	20	\$16,795	\$6,504
WD-0303 - METER LEAK INVESTIGATION/REPAIR	INV/REP	17	26	134	208	\$10,367	\$25,116
WD-0305 - ANGLE STOP/BALL VALVE REPLACE	REPLACE	44	48	88	98	\$41,185	\$34,931
WD-0306 - LARGE METER TEST/REPAIR - C	TESTS	15	11	77	39	\$11,847	\$8,129
<b>Program 03 TOTAL</b>		102	110			\$110,091	\$141,458
<b>04 - MAIN LINES</b>							
WD-0401 - MAIN LINE REPAIR	REPAIRS	79	101	13	18	\$65,470	\$274,039
WD-0402 - AIR VAC MAINTENANCE/REPAIR	REPAIRS	17	15	105	116	\$13,066	\$9,701
WD-0403 - UNIDIRECTIONAL FLUSHING	FEET			246,301	0	\$0	\$0
<b>Program 04 TOTAL</b>		96	116			\$78,536	\$283,740
<b>05 - SERVICE LINES</b>							
WD-0501 - SERVICE LINE REPAIR	REPAIRS	37	60	14	36	\$28,969	\$45,349
<b>Program 05 TOTAL</b>		37	60			\$28,969	\$45,349
<b>06 - CAPITAL</b>							
CAP AV - CAPITAL AIR VACUUM REPLACE	AIR VACS	30	9	5	4	\$23,398	\$7,229
CAP BI - CAPITAL BYPASS & METER INSTALL	REPLACE	20	0	1	0	\$17,284	\$0
CAP FH - CAPITAL HYDRANT UPGRADE	HYDRANTS	136	122	20	18	\$155,669	\$131,402
CAP LM - CAPITAL LARGE METERS	METERS	33	7	91	17	\$104,090	\$14,261
CAP MV - CAPITAL MAINLINE VALVE REPLACE	VALVES	98	104	20	19	\$108,275	\$112,502
CAP SL - CAPITAL SERVICE LINE REPLACE	SERVICES	16	15	7	4	\$13,262	\$11,139
CAP SM - CAPITAL SMALL METERS	METERS	73	56	913	633	\$110,421	\$92,903
CAP SS - CAPITAL SAMPLE STATION REPLACE	STATIONS	5	8	5	8	\$3,972	\$5,382
<b>Program 06 TOTAL</b>		411	321			\$536,371	\$374,818
<b>VACANT POSITIONS</b>							\$0
<b>TOTAL</b>						\$937,881	\$984,292



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## MEMORANDUM

TO: Engineering and Operations Committee  
FROM: Phil Lauri, P.E., Assistant General Manager  
DATE: March 20, 2018  
SUBJECT: On-Call Design and Construction Management Services

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### RECOMMENDATION

Recommend that the Board of Directors approve an increase to the On-Call Design and Construction Management Services contracts by \$30,000 for a total not-to-exceed amount of \$280,000 for Fiscal Year 2018, and authorize execution of the contract change order.

### STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.  
Goal #2: Practice perpetual infrastructure renewal and improvement.

### PRIOR BOARD ACTION/DISCUSSION

At its September 12, 2013 meeting, the Board of Directors (Board) awarded three contracts for \$100,000 per year for two years for As Needed Design Services with Richard Brady & Associates, RBF Consulting, and SAIC Energy, Environment & Infrastructure, LLC.

At its September 12, 2013 meeting, the Board approved three contracts for \$100,000 per year for two years for As Needed Construction Management Services with MWH Global, Butier Engineering, Inc. and SAIC Energy, Environment & Infrastructure, LLC.

At its February 12, 2015 meeting, the Board authorized an additional allocation of \$100,000 to the On-Call Design Contracts Budget.

At its May 19, 2016 meeting, the Board awarded four contracts for a period of three years with two one-year renewable options with an annual not-to-exceed amount of \$250,000 to MWH Global, Michael Baker International, Inc., Brady and Associates, Inc., and CivilSource, Inc. to provide As Needed Design and Construction Management Services.

### BACKGROUND

Mesa Water District (Mesa Water®) has used On-Call design and construction management services to perform as-needed capital improvement project design that is beyond Mesa Water's staffing ability and/or expertise. These types of projects typically consist of pipeline design including design of pipeline relocations to accommodate the City of Costa Mesa, County of Orange and other agency projects, surveying, structural analysis, mechanical design, electrical design, traffic analysis, environmental-related services, corrosion protection assessment, hydraulic modeling, and other miscellaneous design disciplines. These contracts also provide construction management and inspection support for small and medium size capital improvement projects.

In 2016, Mesa Water competitively selected four consulting firms to provide On-Call design and construction management services. The four firms awarded contracts to provide On-Call Design



and Construction Management Services were: MWH Global, Michael Baker International, Inc., Brady and Associates, Inc., and CivilSource, Inc.

## DISCUSSION

During Fiscal Year 2018, Mesa Water has used On-Call Design and Construction Management Services to perform the following projects:

- Construction Management for Well 8 Demolition,
- Design of OC-44 Santa Ana Station Refurbishment,
- Preparing record drawings for South Coast Plaza Break,
- Preparing record drawings for New Hampshire Relocation,
- Alta Survey for 3120 South Croddy Way,
- Wilson and Harbor Pipeline Project,
- Construction Management for Valve Replacement,
- Cla-Val modifications, and
- MWRF Well 11 and Hi-Lift Pump Assessments.

To date, \$211,249 has been expended from the original contract amount of \$250,000 for On-Call Design and Construction Management Services. Mesa Water plans to use On-Call Design and Construction Management Services to perform construction management oversight of the Santa Ana Pressure Reducing Station Refurbishment Project. Construction Management Services are expected to use the remaining \$38,751 and additional funding of \$30,000 will be required in the fourth quarter of Fiscal Year 2018.

Staff recommends that the Board consider approving an additional \$30,000 for Fiscal Year 2018 for On-Call Design and Construction Management Services contracts with MWH Global, Michael Baker International, Inc., Brady and Associates, Inc., and CivilSource, Inc., and authorize execution of the contract change order.

## FINANCIAL IMPACT

In Fiscal Year 2018, \$250,000 has been budgeted for On-Call Design and Construction Management Services; additional requested funding of \$30,000 will come from Cash on Hand.

## ATTACHMENTS

None.



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## MEMORANDUM

TO: Engineering and Operations Committee  
FROM: Phil Lauri, P.E., Assistant General Manager  
DATE: March 20, 2018  
SUBJECT: Santa Ana Pressure Reducing Station Refurbishment

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### RECOMMENDATION

Recommend that the Board of Directors award a contract to J.R. Filanc Construction Company to provide construction services for the Santa Ana Pressure Reducing Station Refurbishment in the amount of \$506,063 with a 10% contingency for a not-to-exceed amount of \$556,669, and authorize execution of the contract.

### STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.  
Goal #2: Practice perpetual infrastructure renewal and improvement.

### BACKGROUND

The OC-44 Pipeline conveys imported water to Mesa Water District's (Mesa Water®) service area from the Metropolitan Water District of Southern California's (MWD) East Orange County Feeder No. 2 (EOCF No. 2). The Santa Ana Pressure Reducing Station (Santa Ana Station) was built in 1964 and is located approximately 415 feet southwest of the intersection of Santa Ana Avenue and Bristol Street. The station provides pressure control for the imported water transported from the EOCF No. 2 to the OC-44 turnouts, used by Mesa Water® and City of Huntington Beach to provide water into their respective distribution systems. The Santa Ana Station reduces high pressure water (> 200 psi) delivered from MWD's high pressure feeder to a pressure compatible with the City of Huntington Beach and Mesa Water's system operating pressure. The station consists of four 16-inch diameter pressure reducing valves, one 16-inch diameter pressure relief valve, and one 6-inch diameter rate-of-flow and pressure reducing valve. All equipment is located in the 34' x 16' x 9' confined space vault.

Mesa Water contracted with Michael Baker International (formerly RBF) to perform the Santa Ana Station Refurbishment design. The project includes replacement and relocation of the station's electrical and pressure control equipment to above ground to eliminate the need to perform time-intensive confined entry protocols to perform routine maintenance. Other work consists of replacement of three non-operable butterfly valves, replacement of one pressure relief valve, replacement of the precast concrete emergency discharge structure, replacement and reconfiguration of four Cla-Val controllers, SCADA signal integration, general refurbishments to the vault interior, and above ground site work.

The design and specifications for the OC-44 Meter Replacement Project was completed and put out to bid on February 8, 2018. The engineering estimate for the project was \$362,590.

Eleven prospective contractors (Pascal & Ludwig Constructors, R.C. Foster Corporation, J.R. Filanc Construction Company, Vido Artukovich & Son, Inc., Charles King Company, W.A. Rasic Construction, Kennedy Pipeline Company, Mike Prlich and Sons Company, J.W. Fowler General Contractors, Pacific Hydrotech Corporation, and GCI Construction, Inc.) were contacted to attend



a pre-bid meeting and site visit on February 20, 2018 and requested to submit a bid for the aforementioned project. Four bids were received on March 13, 2018. Bid results are as follows:

- W.A. Rasic Construction (**\$509,300**),
- GCI Construction, Inc. (**\$586,000**),
- Pacific Hydrotech Corporation (**\$563,400**), and
- J.R. Filanc Construction Company (**\$506,063**)

The lowest responsive bid from J.R. Filanc Construction Company has been evaluated and found to be compliant with the bid package requirements. Construction is scheduled to last 150 calendar days from notice to proceed. Staff recommends that the Board consider awarding a not-to-exceed construction contract to J.R. Filanc Construction Company for \$506,063 with a 10% contingency for a not-to-exceed amount of \$556,669 to perform the Santa Ana Station Refurbishment.

#### FINANCIAL IMPACT

In Fiscal Year 2018, \$350,000 is budgeted; no funds have been spent to date. Additional funding will come from Cash on Hand.

#### ATTACHMENTS

None.



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## MEMORANDUM

TO: Engineering and Operations Committee  
FROM: Stacie Sheek, Customer Services Manager  
DATE: March 20, 2018  
SUBJECT: Cogsdale CSM Account Restructure

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### RECOMMENDATION

Receive the presentation and provide direction to staff.

### STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.  
Goal #6: Provide outstanding customer service.

### PRIOR BOARD ACTION/DISCUSSION

At its September 10, 2015 meeting, the Board of Directors (Board) approved a contract change order with Sophos Solutions for a not-to-exceed amount of \$80,000 to perform an account restructuring within the Cogsdale Customer Service Management System (Cogsdale CSM).

### BACKGROUND

In September 2015, Mesa Water District (Mesa Water®) hired Sophos Solutions to evaluate the customer service database architecture and setup to optimize business processes, and to update the database to current standards. The evaluation focused on the database architecture and setup of customer accounts, meter types, rate structure codes, service order platform, collections process, billing and payments process, and meter reading functions. The evaluation determined that an overall cohesive and intelligent architecture has not been established in Cogsdale CSM that matches modern database structures. The database configuration was established as part of the 1999 initial set up and implementation. Database architecture design has advanced in both functionality expectations and capabilities, and it was determined that enhancements were needed to update Mesa Water's Cogsdale CSM.

The completion of this project will benefit Mesa Water by streamlining and improving many work processes, and simplifying business reporting. The Cogsdale CSM system will be re-established in a modernized configuration and restructured in a manner that will benefit current and future Mesa Water customers and improve internal Mesa Water business processes.

### DISCUSSION

To date, the CSM Cogsdale account restructuring has completed the following:

- Updated Connections with Multipliers
- Restructured Database Architecture with Multiple Meters
- Updated Closing Bill Proration Process
- Updated Customer Classes
- Resolved Meter Equipment/Class Mismatch
- Removal of Extra Fire Line Service Connections



- Eliminated Self Billing of Mesa Water Accounts
- Eliminated 3rd Party Software Water Consumption Graphs
- Eliminated 3rd Party Software Daily Balance Export File

As part of the database restructuring process, code entry anomalies have been discovered. A recommendation to resolve this issue will be brought to the Engineering and Operations Committee Meeting.

NEXT STEPS

The Customer Services staff has a strong understanding of the set up and operation of the Cogsdale CSM and has been trained on proper system setup. Mesa Water staff has worked with Sophos Solutions to develop and implement a Quality Assurance/Quality Control process to protect the customer database against future data input errors.

The Cogsdale Reconfiguration Project has two tasks remaining related to rate codes for billing cycles and meter size. The completion of these tasks will bring this project to a close. This project is scheduled for completion by April 30, 2018.

FINANCIAL IMPACT

In Fiscal Year 2018, \$88,000 is budgeted for the Office of the General Manager Support Services; \$58,309.29 has been spent to date.

	Project Estimate <u>Amounts</u>	Project Cost <u>Amounts</u>
Initial Project Estimate (FY 2016)	\$ 187,000	
Original Contract		\$ 187,000
Amendments #1 – 2		\$ 190,000
Revised Contract		<u>\$ 377,000</u>
Actual Spent to Date		\$ 311,518
Revised Project Estimate	\$ 377,000	

ATTACHMENTS

None.



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## MEMORANDUM

TO: Engineering and Operations Committee  
FROM: Denise Garcia, Administrative Services Manager  
DATE: March 20, 2018  
SUBJECT: Public Records Act Overview

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### RECOMMENDATION

Receive the information and discuss 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 #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 August 28, 2012 meeting, the Board of Directors (Board) adopted Resolution No. 1421 – Policy for Public Records Pursuant to the California Public Records Act, Superseding Resolution No. 1305.

### DISCUSSION

Legal Counsel will provide an overview to the Engineering and Operations Committee.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

Attachment A: Resolution No. 1421 – Policy for Public Records



**RESOLUTION NO. 1421**

**RESOLUTION OF THE  
MESA CONSOLIDATED WATER DISTRICT BOARD OF DIRECTORS  
AMENDING THE POLICY FOR PUBLIC RECORDS  
PURSUANT TO THE CALIFORNIA PUBLIC RECORDS ACT  
SUPERSEDING RESOLUTION NO. 1305**

WHEREAS, the Mesa Consolidated Water District (Mesa Water) is a county water district organized and operating according to California Law; and

WHEREAS, Mesa Water has the authority to adopt, pursuant to Government Code Section 6253.4, various regulations stating the procedures to be followed when making its records available in accordance with the California Public Records Act, commencing with Government Code Section 6250, *et. seq.*; and

WHEREAS, the Legislature has enacted substantial changes to the California Public Records Act since Mesa Water's adoption of its previous guidelines; and

WHEREAS, Mesa Water's Board of Directors considers it appropriate to adopt an updated, comprehensive policy regarding access to Mesa Water's public records and to specify procedures for obtaining access to Mesa Water's public records.

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

**Section 1.** Pursuant to Government Code Section 6250, *et. seq.*, Mesa Water's Public Records Policy is amended to read as shown in Appendix A, attached hereto and made a part hereof by this reference.

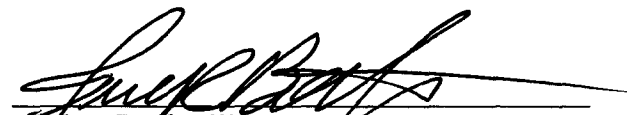
**Section 2.** The amendment to the Mesa Water's Public Records Policy shall become effective immediately.

**Section 3.** The Board hereby supersedes Resolution No. 1305 regarding access to public records adopted thereby effective upon the adoption of this Resolution and the revised Public Records Policy.

ADOPTED, SIGNED, and APPROVED this 28<sup>th</sup> day of August 2012 by a roll call vote.

AYES: DIRECTORS: Ohlig-Hall, Atkinson, Dewane, Fisler, Bockmiller  
NOES: DIRECTORS:  
ABSENT: DIRECTORS:  
ABSTAIN: DIRECTORS:

  
\_\_\_\_\_  
Coleen L. Monteleone  
District Secretary

  
\_\_\_\_\_  
Fred R. Bockmiller, Jr., P.E.  
President, Board of Directors

# RESOLUTION NO. 1421

## APPENDIX A

### RESOLUTION OF THE MESA CONSOLIDATED WATER DISTRICT BOARD OF DIRECTORS AMENDING THE POLICY FOR PUBLIC RECORDS PURSUANT TO THE CALIFORNIA PUBLIC RECORDS ACT SUPERSEDING RESOLUTION NO. 1305

#### 1.0 PUBLIC RECORDS ACCESS POLICY

##### 1.1 Intention

The California Legislature has declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this State. The California Public Records Act, Government Code Section 6250, *et seq.* ("Act" or Public Records Act"), generally requires public records to be available to the public upon request. Mesa Consolidated Water District (Mesa Water) has established the following policy and guidelines to ensure that members of the public fully understand and are afforded an opportunity to use their right to inspect and obtain copies of Public Records.

##### 1.2 Provision of Policy

A copy of this Policy will be provided free of charge upon request. This Policy will also be posted on Mesa Water's internet website.

##### 1.3 Authority

This Policy has been adopted by the Board pursuant to the provisions of California Government Code Section 6253.4(a). This Policy is subject to future amendment and interpretation as set out in Section 5.0.

#### 2.0 DEFINITIONS

Unless the context clearly otherwise requires, the terms defined in this Section shall, for all purposes of this Policy, have the meanings herein specified.

- a. "Act" or "Public Records Act" means the California Public Records Act, being California Government Code Section 6250 *et seq.*, as currently in effect and as such may be amended from time to time.
- b. "Board" means the Board of Directors of the Mesa Consolidated Water District.
- c. "Business Day" means a day which is not a Saturday or Sunday or a day on which Mesa Water is not open to conduct business, such as State and federal holidays.

- d. "District Secretary" means Mesa Water's duly appointed and serving Secretary, or, in the absence of the Secretary, an Assistant Secretary.
- e. "Electronic Records" means a record, document or writing contained, transcribed or held in electronic format, such as computer records, listings, electronic mail (e-mail) and similar.
- f. "Member of the public" means any Person, except a member, agent, officer, or employee of a Federal, State, or local agency acting within the scope of his or her membership, agency, office, or employment. Notwithstanding this definition, nothing in this Policy shall be construed to limit the ability of Mesa Water's elected or appointed members or officers from accessing the Public Records of Mesa Water on the same basis as any other Person, nor shall this definition limit the ability of elected or appointed members or officers to access Public Records permitted by law in the administration of their duties.
- g. "Mesa Water" means the Mesa Consolidated Water District or any employee authorized to act on its behalf.
- h. "Person" includes any natural person, corporation, partnership, limited liability company, firm, or association.
- i. "Policy" means this Public Records Policy as adopted and amended or interpreted from time to time.
- j. "Public Records" includes any Writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by Mesa Water regardless of physical form or characteristics. For purposes of this Policy, Public Records do not include those Writings or documents that are exempt from disclosure, as described in Section 4.0 or otherwise exempt from disclosure, or which are not considered to be Public Records pursuant to the provisions of State law.
- k. "Request" means a request, submitted in writing, to Mesa Water, as set out in this Policy, to request inspection or copying of one or more Public Records held by Mesa Water.
- l. "State" means the State of California.
- m. "Writing" means any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Unless the context otherwise indicates, words expressed in the singular shall include the plural and vice versa and the use of the neuter, masculine or feminine genera is for convenience only and shall be deemed to include the neuter, masculine or feminine

gender, as appropriate. Headings of sections herein are solely for convenience of reference, do not constitute a part hereof and shall not affect the meaning, construction or effect hereof.

All references herein to "Sections" and other subdivisions are to the corresponding Sections or subdivisions of this Policy; the words "herein," "hereof," "hereby," "hereunder" and other words of similar import refer to this Policy as a whole and not to any particular Section or subdivision hereof.

### **3.0 PROCEDURES FOR ACCESSING PUBLIC RECORDS**

#### **3.1 When Public Records May Be Inspected**

The Public Records of Mesa Water shall be open to inspection, except as otherwise provided by this Policy and the Public Records Act, during Mesa Water's regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding Holidays), and every Person has the right to inspect such Public Records. Any reasonably segregable portion of a Public Record will be made available for inspection by any Person requesting the Public Record after the deletion or redaction of the portions thereof that are otherwise exempted from disclosure.

The inspection of Public Records is subject to a rule of reason as to time and duration and must be consistent with the efficient functioning of Mesa Water's offices. Mesa Water requests that any Person who wishes to inspect Public Records telephone Mesa Water's business office and schedule an appointment with the District Secretary to inspect the Public Records. It is Mesa Water's policy that Public Records not exempt from disclosure by State law will be open for public inspection with the least possible delay and expense to the requesting Person.

The inspection of such Public Records shall take place at Mesa Water's business office or at such location designated by Mesa Water, and Public Records so produced shall not be removed from Mesa Water's business office premises without the express prior written approval of the District Secretary.

#### **3.2 Procedures for Obtaining Copies of Public Records**

##### **3.2.1 Submission of Requests**

Requests for copies of Public Records shall be submitted orally or in writing to the District Secretary, which may include submission by electronic means. Oral requests, if made, may be reduced to writing by Mesa Water staff to verify that it is responding to the appropriate request and providing documents actually requested. Written requests shall, unless waived by the District Secretary, at the District Secretary's discretion, include all of the following information:

- a. A statement that the Person is requesting information under the Public Records Act;

- b. A clear and specific description of the Public Record(s) being requested. If possible, the requestor should identify date(s), subject(s), title(s), or author(s) of the Public Record(s) requested; and
- c. The requestor's contact information, including name, address, telephone number, and, if available, a fax number or e-mail address. To the extent such information is not provided, the request should include an alternative means by which the requestor may be contacted when the documents are available for inspection or copying. Such information may nevertheless be required, along with proper identification, if the requestor is paying by either credit card or check.

Such Requests must be submitted in person, by United States mail, by facsimile transmission or by electronic means to Mesa Water's business offices, to the attention of the District Secretary. Requests submitted by facsimile should be confirmed as to receipt by the requesting person. It is the responsibility of the requesting Person to confirm Mesa Water's receipt of such a facsimile transmission request.

Requests received after normal business hours by facsimile transmission shall be treated as being received by Mesa Water on the following business day. Mesa Water assumes no liability for facsimile transmissions which are not received or are not comprehensive as a result of transmission difficulties.

Requests for Public Records may be submitted electronically. Such Requests shall be directed to the District Secretary. The District Secretary may prescribe an electronic form for Requests for Public Records (electronic requests) and set forth such form on Mesa Water's website. Such forms may be used to screen spurious or automated e-mails which do not constitute legitimate Requests for Public Records.

The District Secretary shall have the authority to prescribe a standard form(s) for Public Records Requests and require the use thereof. The form(s) shall include a statement relating to Mesa Water's current copy costs. The requestor may be required to pay for copies of requested Public Records in advance.

The principal officer designated to receive Requests for Public Records and to reply and respond to such Requests is the District Secretary.

### **3.2.2 Assistance Identifying Public Records Sought**

Whenever a Person is unable to make a clear and specific Request for one or more desired Public Record(s) as required by Section 3.2.1, Mesa Water shall, to the extent reasonable under the circumstances:

- a. Assist the Person to identify those Public Records that are responsive to the Request or to the purpose of the Request, if provided;

- b. Describe the information technology and physical location in which the Public Record exists; and
- c. Provide suggestions for overcoming any practical basis for denying access to the Public Record(s) sought.

Mesa Water's responsibilities under this Section will be deemed satisfied if Mesa Water is unable to identify the Public Record(s) sought after making a reasonable effort to elicit additional clarifying information from the Person making the Request.

The District Secretary or an agent acting for the District Secretary (which may include another Mesa Water employee so authorized by the District Secretary, or Mesa Water legal counsel) may contact a person who has presented a Request in order to clarify the nature of the Request or the Public Records being requested. In the event that a Request is modified by the person making the Request as result of such contact(s) as set out in this Section 3.2.2, the nature of such modification(s) or refined Request shall be documented by the District Secretary, such documentation will typically be in the form of a letter or e-mail to the person making such Request.

### **3.2.3 Time for Mesa Water's Initial Response**

Upon receipt of a properly completed and submitted Request for copies of Public Records, the District Secretary shall within 10 days determine whether the Request, in whole or in part, seeks copies of Public Records in Mesa Water's possession that are disclosable under the Public Records Act, and shall promptly notify the Person making the Request of Mesa Water's determination, reasons for such a determination, and an approximate date and time when such requested Public Records that may be disclosed by Mesa Water will be made available. Responses to Requests shall be in writing. Such responses may be made/furnished by U.S. Mail, facsimile, e-mail or other means as the District Secretary shall determine.

In unusual circumstances, the 10-day time limit may be extended up to 14 days by written notice by Mesa Water to the requestor, setting forth the reason for the time extension. Unusual circumstances include:

- a. The need to search for and collect the requested records from offsite facilities or other establishments that are separate from the Mesa Water business office;
- b. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single Request;
- c. The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination

of the Request or among two or more components of the agency having substantial subject matter interest therein;

- d. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

### **3.2.4 Records in Electronic Format**

Unless otherwise prohibited by law, Mesa Water shall, upon request, make available any Public Record in electronic format, the disclosure of which is not exempt under the Public Records Act, in any electronic format in which Mesa Water holds the information or in the format requested if the requested format is one that has been used by Mesa Water to create copies for its own use or for provision to other public agencies.

Mesa Water is not required to reconstruct a record in electronic format if it no longer has the record available in electronic format. Mesa Water is also not required to create or generate a document or Writing that does not exist at the time a Request is made (for example, a listing, schedule or compilation that Mesa Water does not have, possess or use in its activities or business). If an electronic record is not requested, but the record is available electronically, Mesa Water may inform the requestor that the record is available in that format. Mesa Water shall not be required to release an electronic record in the electronic form in which it is held by Mesa Water if its release would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained.

### **3.2.5 Fees for Copies of Records**

A Request for a copy of an identifiable Public Record or information produced will cover the direct costs of duplication, which will be based upon the current cost per standard reproduced page. Mesa Water may, from time to time, prescribe and update its standard costs imposed for copying or electronic generation of requested Public Records. Such costs shall be made available to members of the public and may be posted on Mesa Water's internet website.

Mesa Water may commence work on any document copying or reproduction of any requested Public Record prior to the costs or cost estimate being deposited with, and received by, Mesa Water. Upon completion of the copying process, the Person making the Request shall be notified that the copies are available for delivery. Unless otherwise agreed to by Mesa Water, delivery shall be made at Mesa Water's business office. Upon delivery of the requested Public Records, the Person making the request shall pay the amount shown for all copies.

In some cases Mesa Water may estimate the copy costs for requested Public Records. The District Secretary may elect to waive such costs in certain cases, at the sole discretion of District Secretary.

### **3.2.5.1 Fees for Records in Electronic Format**

The requestor will be responsible for the direct cost of producing a copy of a Public Record in electronic format, and will also bear the costs to construct a Public Record and the programming and computer services necessary if Mesa Water is required either to:

- a. Produce a copy of an electronic record and the Public Record is one that is produced only at otherwise regularly scheduled intervals, or
- b. Perform data compilation, extraction, or programming to produce the Public Record.

### **3.2.6 Mesa Water's Response to Requests**

In responding to Public Record Requests, Mesa Water will generally advise the Person submitting the Request, by telephone, U.S. Mail or e-mail, as appropriate, of:

- a. The location, date, and time at which the requested Public Records may be inspected;
- b. The cost of providing copies, if copies of Public Records are requested;
- c. Which of the records requested are not subject to disclosure as Public Records pursuant to the applicable provisions of the Public Records Act.

### **3.2.7 Assistance in Responding to Requests**

Mesa Water's officers and employees are authorized to assist the District Secretary in compliance with the provisions of the Act and the provisions of this Policy.

## **4.0 RECORDS NOT OPEN TO PUBLIC INSPECTION**

In balancing the public's right to access Public Records with the recognized individual right of privacy, statutory limitations and requirements, and the need for Mesa Water to be able to competently perform its duties, the Legislature has established certain categories of records, which may be exempt from public disclosure or inspection.

A complete list of statutory exemptions can be found in the Act. Documents, information, writings or records not subject to disclosure are not "Public Records" within the meaning of this Policy. Public Records exempt from disclosure that pertain to Mesa Water include, but are not limited to, the following:

- a. Preliminary drafts, notes, or inter-agency or intra-agency memoranda which are not retained by Mesa Water in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure;



- b. Records pertaining to pending litigation to which Mesa Water is a party, or to claims made to Mesa Water pursuant to Government Code Section 810, *et. seq.*, until such litigation or claim has been finally adjudicated or otherwise settled;
- c. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- d. Geological and geophysical data, plant production data, and similar information relating to utility systems development, or market or crop reports, that are obtained in confidence from any person;
- e. Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by Mesa Water relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. The laws concerning the requirements for exercise of the power of eminent domain, however, shall not be affected by this subsection;
- f. Documents prepared by or for Mesa Water that assess its vulnerability to terrorist attack or other criminal acts intended to disrupt Mesa Water's operations and that is for distribution or consideration in a closed session;
- g. Records of which the disclosure is exempt or prohibited pursuant to provisions of federal or State law, including, but not limited to, provisions of the Evidence Code relating to privilege;
- h. Writings covered by the attorney-client privilege pursuant to Government Code Sections 6253(k) and/or 6254.25 or otherwise under State or federal laws concerning attorney-client privilege.
- i. Memoranda submitted to Mesa Water's Board of Directors by its legal counsel pursuant to Government Code Sections 11126(e) or 54956.9, until the pending litigation has been finally adjudicated or otherwise settled. The memorandum shall be protected by the attorney work-product privilege until the pending litigation has been finally adjudicated or otherwise settled;
- j. Computer software, which includes computer mapping systems, computer programs, and computer graphic systems, developed by Mesa Water shall be subject to the provisions of Government Code Section 6254.9, or any successor section thereto, providing that such software is not a Public Record under the Public Records Act and that Mesa Water may sell, lease, or license the software for commercial or noncommercial use;
- k. As provided by Government Code Section 6254.16, Mesa Water is prohibited from disclosing the name, credit history, utility usage data, home address, or telephone number of any of Mesa Water's customers, except that such information shall be provided upon request: (1) to an agent or authorized family member of the Person to whom the information pertains; (2) to an officer or employee of another governmental agency when necessary for the performance of its official duties; (3) upon court order

or the request of a law enforcement agency relative to an ongoing investigation; (4) upon determination by Mesa Water that the utility customer who is the subject of the Request has used utility services in a manner inconsistent with applicable local utility usage policies; (5) upon determination by Mesa Water that the utility customer who is the subject of the Request is an elected or appointed official with authority to determine Mesa Water's utility usage policies, provided that the home address of an appointed official shall not be disclosed without his or her consent; or (6) upon determination by Mesa Water that the public interest in disclosure of the information outweighs the public interest in nondisclosure.

- l. Documents which fall within the exemption of the deliberate process protection as set out in Times Mirror Co. v Superior Court (1991) 53 Cal.3d 1325, to the extent supported by current State law.
- m. Purely personal information contained in a correspondence, e-mail or in a Mesa Water computer which is unrelated to the conduct of Mesa Water's business (i.e. a shopping list received from home, phone message from an employee or director's spouse about picking up the children, or an e-mail from a friend which is are totally void of reference to governmental activities).
- n. Additional information and documentation held by public agencies which are not Public Records or not subject to disclosure pursuant to the Act are also set forth in Government Code Section 6275.

Mesa Water also possesses the discretion to claim an exemption from public disclosure records, which do not qualify for a specific exemption under the Act, but for which Mesa Water may determine the public interest served by not making the record public clearly outweighs the public interest served by disclosure. Public Records subject to exemption may nevertheless be made available for inspection if waiving the exemption will serve the public interest, as determined by Mesa Water on a case-by-case basis. However, Mesa Water's determination to disclose a record, which may otherwise be exempt from disclosure, does not constitute a waiver with respect to any other records.

Notice – Under the provisions of the Act, Requests made or submitted to Mesa Water are generally themselves Public Records. Mesa Water may redact from such Request, which are themselves subject to a Request, information such as home addresses, e-mail addresses and phone numbers to the extent legally permissible, but persons submitting Requests should be aware that such Requests generally fall within the definition of a Public Record (Government Code Section 6252(e)).

## **5.0 AMENDMENTS AND INTERPRETATIONS OF POLICY**

### **5.1 Amendments and Interpretations by the Board**

This Policy is subject to amendment from time to time by action of the Board. The Board also reserves the right to provide interpretations of this Policy from time to time by action of the Board.

## **5.2 No Conflicts**

It is the intention of Mesa Water that this Policy shall not conflict with the applicable provisions of the Act or State law. In the event of such a conflict, State law, if applicable, shall govern over the terms of this Policy. In such event, all efforts shall be made to harmonize the provisions and requirements of State law and this Policy.

## **5.3 Changes in State Law**

State statutes or case law may, from time to time, provide for interpretations or amendments as to what shall constitute a Public Record subject to the provisions of the Act. Such amendments and interpretations shall be considered to be integrated into this Policy which such statute(s) or case decisions(s) shall become effective.

## **5.4 Interpretations by District Secretary**

The District Secretary may, from time to time, issue written interpretations of this Policy to assist in complying with the requirements of the Act or Mesa Water's administration of this Policy where not in conflict with the Act.

## **5.5 Limitations Concerning Records and Information -- Internet Posting**

Mesa Water is prohibited from posting the home address or telephone number of any elected or appointed official on the Internet without first obtaining the written permission of that individual. It is a misdemeanor for any person to knowingly post the home address or telephone number of any elected or appointed official, or of the official's residing spouse or child on the Internet, knowing that person is an elected or appointed official and intending to cause imminent great bodily harm that is likely to occur or threatening to cause imminent great bodily harm to that individual. (Government Code Section 6254.21).

## **6.0 DISPUTE OF MESA WATER'S RESPONSE TO PUBLIC RECORDS ACT REQUEST**

Any Person may appeal a decision by Mesa Water, or the District Secretary, not to provide access or inspection to any information or document to the Board. The Board may consider such Request for access/inspection and may, in their complete discretion, grant such access or inspection, except where such records or documents must be kept confidential pursuant to State or federal law.

Additionally, under the Act, Government Code Section 6258, any Person may seek injunctive or declarative relief in any court of competent jurisdiction to enforce the right to inspect or to receive a copy of any information or document.

**REPORTS:**

10. REPORT OF THE GENERAL MANAGER:

**REPORTS:**

11. DIRECTORS' REPORTS AND COMMENTS:

**CLOSED SESSION:**

12. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:  
Pursuant to California Government Code Sections 54956.9 (d) (1) and 54954.5 (c)  
Case: *Costa Mesa Sanitary District v. Mesa Water District*  
Case No. 30-2017-00923819-CU-PT-CJC