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Satisfying our Community's
Water Needs

**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Thursday, November 8, 2018
1965 Placentia Avenue, Costa Mesa, CA 92627
6:00 p.m. Regular Board Meeting**

CALL TO ORDER

The meeting of the Board of Directors was called to order on November 8, 2018, at 6:00 p.m. by President Atkinson at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE

Director DePasquale led the Pledge of Allegiance.

Directors Present

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

Directors Absent

None

Staff Present

Paul E. Shoenberger, P.E., General Manager
Phil Lauri, P.E., Assistant 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, External Affairs Manager
Sara J. Fahy, Public Affairs Manager
Tracy Manning, Water Operations Manager
Mark Pelka, Senior Civil Engineer
Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud & Romo

Others Present

Daniel Rhodes, Senior Vice President, Westbound
Communications
Jett McCormick, Principal and Consultant, Jett Construction
Management, LLC
Christina Parker, Member of the Public

PUBLIC COMMENTS

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

There were no comments and President Atkinson 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 prior to Item 11. There were no objections.

CONSENT CALENDAR ITEMS:

1. Approve minutes of adjourned regular Board meeting of October 9, 2018.
2. Approve minutes of regular Board meeting of October 11, 2018.
3. Approve minutes of special Board meeting of October 16, 2018.
4. Approve minutes of special Board meeting of October 18, 2018.
5. Approve minutes of special Board meeting of October 22, 2018.
6. Approve attendance considerations (additions, changes, deletions).
7. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar
 - Upcoming Community Outreach Events
8. Declare the 2008 Dodge Avenger as surplus and authorize the General Manager to dispose of the item within the established rules and regulations set forth by Resolution No. 1513 Disposal of Surplus Property.
9. Approve an Associate Membership with Mountain Counties Water Resources Association for Fiscal Year 2019 in the amount of \$550.
10. Receive the Quarterly Training Report for July 1, 2018 – September 30, 2018.

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

MOTION

Motion by Director DePasquale, second by Director Fisler, to approve Items 1 – 10 of the Consent Calendar. Motion passed 5-0.

ITEM 12 – COMMUNITY OUTREACH PROGRAM:

General Manager Shoenberger provided an overview of the topic noting this is the beginning of an outreach program aimed at connecting Mesa Water with its water users. He introduced Public Affairs Manager Fahy who reviewed current outreach efforts. She introduced Westbound Communications Senior Vice President Daniel Rhodes who proceeded with a presentation, entitled “Scope of Work and Strategic Messaging Development”, that highlighted the following:

- Frameworks
- Message Framework
- Prioritizing Mesa Water Messages
- Community Outreach Program Scope of Work
- Timeline and Next Steps

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

RECESS

President Atkinson declared a recess at 7:00 p.m.

The Board meeting reconvened at 7:10 p.m.

ACTION ITEMS:

11. ADMINISTRATION BUILDING IMPROVEMENTS/ HVAC REPLACEMENT/
OPERATIONS BUILDING REPAIR:

GM Shoenberger introduced Assistant General Manager Lauri who provided an overview of the topic and introduced Jett Construction Management, LLC Principal and Consultant Jett McCormick who proceeded with a presentation, entitled "Project Overview and Phasing Plan", that highlighted the following:

- Administration Building Improvements and HVAC Replacement Project
- Project Schedule
- Site Logistics
- Phase 1, Phase 2 and Phase 3
- Questions and Answers

The Board directed staff to agendize the Boardroom Improvements item at a Special Board Meeting to be scheduled in early 2019. There were no objections.

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

MOTION

Motion by Vice President Bockmiller, second by Director Dewane, to award a contract to Snyder Langston Construction Company for \$2,628,949 and a 10% contingency for a not to exceed amount of \$2,891,844 to perform construction of the Administration Building Improvements and HVAC Replacement and Phase IV Office Remodel (Administration Building 2nd Floor) and authorize the execution of the contract; award a contract to Snyder Langston Construction Company for \$217,950 and a 10% contingency for a not to exceed amount of \$239,745 to perform repairs to the Operations Building and authorize execution of the contract; and approve a contract amendment to Jett Construction Management, LLC for \$24,850 for an amended contract amount of \$159,432 and a 10% contingency for a not to exceed amount of \$175,375 to provide Construction Management Services for the Operations Building Repair Project and authorize execution of the amendment. Motion passed 5-0.

PRESENTATION AND DISCUSSION ITEMS:

12. COMMUNITY OUTREACH PROGRAM:

Item was taken earlier in the agenda.

REPORTS:

13. REPORT OF THE GENERAL MANAGER:

- October Key Indicators Report
- Other (no enclosure)

14. DIRECTORS' REPORTS AND COMMENTS:

A recommendation was made to take Item 14 after Item 18. There were no objections.

MOTION

Motion by Vice President Bockmiller, second by Director DePasquale, to move the balance of the agenda except for Items 17 and 18.

INFORMATION ITEMS:

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

16. OTHER (NO ENCLOSURE)

President Atkinson announced the Board was going into Closed Session at 7:35 p.m.

CLOSED SESSION:

17. PURSUANT TO GOVERNMENT CODE SECTION 54957.6:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: General Manager

RETURN TO OPEN SESSION.

The Board returned to Open Session at 8:20 p.m.

District Secretary Garcia reported that the Board conducted one Closed Session with the General Manager and District Secretary pursuant to Government Code Section 54957.6. The Board received information and action will be taken under Item 18.

ACTION ITEMS (CONT.):

18. ANNUAL PERFORMANCE EVALUATION FOR GENERAL MANAGER:

MOTION


Motion by President Atkinson, second by Director Dewane, to amend the General Manager's contract to include the following: 1) Increase of base salary of 3% effective mid-shift November 9, 2018; 2) Additional \$50 per month toward a District vehicle effective the first pay period in December 2018; and 3) One-time performance bonus of \$15,000 payable the first full pay period in 2019. Motion passed 5-0.

REPORTS (CONT.):

ITEM 14 - DIRECTORS' REPORTS AND COMMENTS:

President Atkinson adjourned the meeting at 8:35 p.m. to a regular Board Meeting scheduled for Thursday, December 13, 2018 at 6:00 p.m.

Approved:



Jim Atkinson, President



Denise Garcia, District Secretary

Sharon D. Brimer, Recording Secretary