CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

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

ITEMS TO BE ADDED, REMOVED, OR REORDERED ON THE AGENDA
At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed as an Action Item, may be deliberated and may be subject to action by the Board.

CONSENT CALENDAR ITEMS:
Approve all matters under the Consent Calendar by one motion unless a Board member, staff, or a member of the public requests a separate action.

1. Approve minutes of regular Board meeting of February 8, 2018.
2. Approve minutes of special Board meeting of February 15, 2018.
3. Approve minutes of special Board meeting of February 20, 2018.
4. Approve minutes of special Board meeting of February 26, 2018.
5. Approve attendance considerations (additions, changes, deletions).
6. Board Schedule:
   - Conferences, Seminars, and Meetings
   - Board Calendar
   - Upcoming Community Outreach Events
7. Award a contract to Dudek Engineering to provide Construction Management Services for the OC-44 Pipeline Rehabilitation Project in the amount of $253,720 with a 10% contingency for a not-to-exceed amount of $279,092, and authorize execution of the contract.
8. Award contracts to Academy Electric, Inc., A.C. Pozos Electric Corporation, and Leed Electric, Inc. for $100,000 per year for five years for a not-to-exceed amount of $500,000, with two one-year renewal options to provide On-Call Electrical Contracting, and authorize execution of the contracts.
9. Support the Association of California Water Agencies’ No Drinking Water Tax Education and Outreach Campaign in the amount of $10,000.
10. Support the preparation of “A New Policy Agenda” by Chapman University’s Argyros School of Business and Economics, C. Larry Hoag Center in the amount of $12,500.
11. Award a contract to Paperless Business Systems in the amount of $112,649 to provide eRequester software and services, and authorize the General Manager to execute the contract.

12. Approve the nomination of James R. Fisler to the alternate special district seat on the Orange County Local Agency Formation Commission and authorize Jim Atkinson to be the voting delegate and Vice President Fred R. Bockmiller, P.E. as the alternate for the Special District Seats Election.

ACTION ITEMS:

13. SPECIAL LEGAL SERVICES:

   Recommendation: Approve an amendment to the special legal services contract with Rutan & Tucker for an amount not to exceed $150,000.

14. MESA CONSOLIDATED WATER DISTRICT IMPROVEMENT CORPORATION ANNUAL MEETING:

   Recommendation: Recess from regular Board meeting and hold Mesa Consolidated Water District Improvement Corporation Annual Meeting.

PRESENTATION AND DISCUSSION ITEMS:

15. MUNICIPAL WATER DISTRICT OF ORANGE COUNTY BRIEFING:

   Recommendation: Receive the presentation.

16. ORANGE COUNTY WATER DISTRICT BRIEFING:

   Recommendation: Receive the presentation.

REPORTS:

17. REPORT OF THE GENERAL MANAGER:
   • February Key Indicators Report
   • Other (no enclosure)

18. DIRECTORS’ REPORTS AND COMMENTS:

INFORMATION ITEMS:

19. DIRECTORS’ REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D)

20. OTHER (NO ENCLOSURE)
CLOSED SESSION:

21. 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.

ACTION ITEMS:

22. SPECIAL DISTRICTS SHARED EFFICIENCIES:

Recommendation: Take action as the Board desires.

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

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

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

ADJOURN TO AN ADJOURNED REGULAR BOARD MEETING SCHEDULED FOR MONDAY, MARCH 26, 2018 AT 9:00 A.M.
The meeting of the Board of Directors was called to order on February 8, 2018, at 6:05 p.m. by Acting President Bockmiller at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

Director Fisler led the Pledge of Allegiance.

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

Jim Atkinson, President
Paul E. Shoenberger, P.E., General Manager
Phil Lauri, P. E., Assistant General Manager/District Treasurer
Denise Garcia, Administrative Services Manager/District Secretary
Marwan Khalifa, CPA, MBA, Chief Financial Officer
Stacie Sheek, Customer Services Manager
Stacy Taylor, External Affairs Manager
Tracy Manning, Water Operations Manager
Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud & Romo
Rick Howard, District Manager, Orange County Mosquito and Vector Control District
Roland Jen, Urban Water Compliance Planner, Orange County Mosquito and Vector Control District
Anna Vrska, Member of the Public

Acting President Bockmiller asked for public comments on items not on the agenda.

There were no comments and Acting President Bockmiller proceeded with the meeting.

General Manager Shoenberger suggested that Item 14 Closed Session related to Existing Litigation and Item 15 be deferred to the Finance Committee meeting on Thursday, February 15,
In addition, he offered that Item 8 has been modified to reflect the Executive Committee’s recommendation to appoint Phil Lauri as the Assistant District Treasurer.

CONSENT CALENDAR ITEMS:

1. Approve minutes of regular Board meeting of January 11, 2018.
3. Approve minutes of special Board meeting of January 18, 2018.
4. Approve attendance considerations (additions, changes, deletions).
5. Board Schedule:
   - Conferences, Seminars, and Meetings
   - Board Calendar
   - Upcoming Community Outreach Events
6. Award a contract to Hazen and Sawyer for $262,835 plus a contingency for a total not-to-exceed amount of $289,119 for professional engineering design services for the completion of the Reservoirs 1 & 2 Chemical Management System Design Project.
7. Award a contract with Butier Engineering, Inc. in the amount of $972,480 with a 10% contingency for a not-to-exceed amount of $1,069,728, to provide professional Construction Management Services for the Croddy and Chandler Wells and Pipeline Project, and authorize the execution of the contract.
8. Appoint Marwan Khalifa as District Treasurer and award the existing stipend for the Treasurer in the amount of $350 per month, and appoint Phil Lauri as Assistant District Treasurer.
9. Direct staff to add Mesa Water District’s name and logo to a joint letter of support for National Priority Listing of the Orange County North Basin site.

Acting President Bockmiller asked for comments from the public. There were no comments.

MOTION

Motion by Director Fisler, second by Director Dewane, to approve Items 1 - 10 of the Consent Calendar, as modified. Motion passed 4-0-1, with President Atkinson absent.

PRESENTATION AND DISCUSSION ITEMS:

11. ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT PRESENTATION:

   External Affairs Manager Taylor introduced Orange County Mosquito and Vector Control District (OCMVCD) District Manager Rick Howard who introduced OCMVCD Urban Water Compliance Planner Roland Jen. Mr. Howard proceeded with a presentation which highlighted the following:
   - Orange County Mosquito and Vector Control District History
   - Challenges/Realities
   - Orange County Hazards
   - Annual Pattern of West Nile Virus (WNV) Human Infection in Orange County, 2004-2017
   - Created the WNV “Hot Spot” Map
   - Nine Cities of Concern
• Vector-Borne Disease Protection Spectrum
• Operations in Santa Ana
• Best Management Practices (BMP) – Collaborating with Agency Staff
• BMP Guidance Handbook
• Communications and Outreach
• HRA9 2018 Enhancement Plan
• Mosquito Source Targets – HRA9 Cities 5-Year Plan

Mr. Howard responded to questions and the Board thanked him for the presentation.

12. ELITE CUSTOMER SERVICE UPDATE:

Customer Services Manager Sheek provided an update on the topic and proceeded with a presentation that highlighted the following:
• Mesa Water Vision, Mission, and Strategic Plan
• Performance Metrics, Goals
• Measurement Tools Implemented
• Phone System Processes, Issues
• Solutions
• Next Steps

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

Acting President Bockmiller asked for comments from the public. There were no comments.

MOTION

Motion by Director Dewane, second by Director Fisler, to direct staff to retain the services of Stein Technology for an amount not-to-exceed $27,000 for the Procurement and Implementation Management of a new telephone system. Motion passed 4-0-1, with President Atkinson absent.

ACTION ITEMS:

13. PROCEDURES FOR MEETINGS OF THE BOARD OF DIRECTORS:

Staff responded to questions from the Board and discussion ensued.

Acting President Bockmiller asked for comments from the public.

Member of the Public Anna Vrska offered comments.

MOTION

Motion by Acting President Bockmiller, second by Director Fisler, to adopt Resolution No. 1509, Adopting Procedures for Meetings of the Board of Directors, Superseding...
Resolution No. 1456, with modifications. Motion passed 4-0-1, by the following roll call vote:

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

Acting President Bockmiller re-ordered the agenda to take Items 15 – 19 before the Closed Session. There were no objections.

ITEM 15 – SPECIAL DISTRICTS SHARED EFFICIENCIES:

This item was deferred to a future meeting.

ITEM 16 – REPORT OF THE GENERAL MANAGER:

• January Key Indicators Report
• Other (no enclosure)

ITEM 17 – DIRECTORS’ REPORTS AND COMMENTS:

INFORMATION ITEMS:

ITEM 18 – DIRECTORS’ REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D):

ITEM 19 – OTHER (NO ENCLOSURE)

ACTION ITEMS:

Acting President Bockmiller asked for comments from the public.

There were no comments and Acting President Bockmiller announced the Board was going into Closed Session at 7:29 p.m.

14. CLOSED SESSION:

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

This item was deferred to a future meeting.

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL RELEASE:
Pursuant to California Government Code Section 54957

RETURN TO OPEN SESSION.

The Board returned to Open Session at 7:41 p.m.
Attorney Anslow reported the Board conducted one Closed Session with the General Manager and Legal Counsel pursuant to California Government Code Section 54957. The Board received information and there was no further announcement.

15. SPECIAL DISTRICTS SHARED EFFICIENCIES:

This item was deferred to a future meeting.

REPORTS:

16. REPORT OF THE GENERAL MANAGER:
   • January Key Indicators Report
   • Other (no enclosure)

   Item taken earlier on the agenda.

17. DIRECTORS’ REPORTS AND COMMENTS:

   Item taken earlier on the agenda.

INFORMATION ITEMS:

18. DIRECTORS’ REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D)

   Item taken earlier on the agenda.

19. OTHER (NO ENCLOSURE)

   Item taken earlier on the agenda.

Acting President Bockmiller offered comments on the passing of a Mesa Water customer:

Before we end tonight, I should mention a conscientious, prudent, and long-time Mesa Water customer and ratepayer who changed the way Mesa Water does business.

In 2008, she gathered public records, attended many meetings, and called the Board’s attention to the method whereby Mesa Water implemented adjustments to water rates. Respectfully, and forthrightly she suggested that we change that method.

After research, staff issued a confirming recommendation and, on October 14, 2008, the Board adopted her suggestion of pro-rated water rate adjustments on a specific date for all ratepayers instead of varied customer billing cycles.

The new method first took effect with the rate increase on January 1, 2010 and remains the method today.

Thanks to the effort and involvement of one ratepayer, Mesa Water adopted a better method of implementing water rate adjustments for its customers.
Acting President Bockmiller adjourned the meeting at 7:42 p.m. to a Regular Board Meeting scheduled for Thursday, March 8, 2018, at 6:00 p.m. in memory of Mrs. Ernie Feeney.

Approved:

______________________________
Jim Atkinson, President

______________________________
Denise Garcia, District Secretary

Recording Secretary: Sharon D. Brimer
AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Thursday, February 15, 2018
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Special Board Meeting

FINANCE COMMITTEE MEETING

CALL TO ORDER
The meeting of the Board of Directors was called to order on
February 15, 2018 at 3:30 p.m. by Chairman Bockmiller at
the District Office Boardroom, located at 1965 Placentia
Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE
Director Dewane led the Pledge of Allegiance.

Directors Present
Jim Atkinson, President
Fred R. Bockmiller, P.E., Vice President, Chair
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
Stacy Taylor, External Affairs Manager
Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud &
Romo
Wendy H. Wiles, Partner, Atkinson, Andelson, Loya, Ruud &
Romo

Others Present
Bob Ooten, Member of the Public
Al Morelli, Member of the Public
Mark J. Austin, Partner, Rutan & Tucker, LLP

PUBLIC COMMENTS
Vice President Bockmiller asked for public comments on items not on the agenda.

Member of the Public Bob Ooten offered comments related to water rates.

There were no additional speakers from the public and Vice President Bockmiller proceeded with
the meeting.
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. Accounts Paid Listing
2. Monthly Financial Reports
3. Major Staff Projects
4. Fiscal Year 2018 Second Quarter Financial Update

MOTION

Motion by Director Dewane, second by President Atkinson, to approve Items 1 - 4 of the Consent Calendar. Motion passed 5-0.

PRESENTATION AND DISCUSSION ITEMS:
Items recommended for approval at this meeting may be agendized for approval at a future Board meeting.

None.

ACTION ITEMS:

The agenda was reordered to take Item 5 after Closed Session. There were no objections.

5. Special Districts Shared Efficiencies

REPORTS:

7. Directors’ Reports and Comments

INFORMATION ITEMS:

8. Purchasing Requisition Software
9. Human Resource Information System Request for Proposal
10. Claim of Michael Robinson

CLOSED SESSION:

Vice President Bockmiller asked for comments from the public.

There were no comments and Vice President Bockmiller announced the Board was going into Closed Session at 3:48 p.m.

11. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:
Pursuant to California Government Code Sections 54956.9 (d) (1) and 54954.5 (c) Case: MESA WATER DISTRICT, vs. KDC, INC., dba KDC SYSTEMS, INC., dba DYNALECTRIC - Orange County Superior Court Case No. 30-2016-00832860-CU-BC-CJC
RETURN TO OPEN SESSION.

The Board returned to Open Session at 4:20 p.m.

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

RECESS

Vice President Bockmiller declared a recess at 4:22 p.m.

The Board meeting reconvened at 4:24 p.m.

Vice President Bockmiller asked for comments from the public.

There were no comments and Vice President Bockmiller announced the Board was going into Closed Session at 4:26 p.m.

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.

The Board returned to Open Session at 5:01 p.m.

Special Legal Counsel Austin announced that the Board conducted one Closed Session with the General Manager, Assistant General Manager, District Secretary and Special Legal Counsel pursuant to Government Codes 54956.9 (d) (1) and 54954.5 (c). Special Legal Counsel and the Ad Hoc Committee received direction and there was no further announcement.

Item 5 - Special Districts Shared Efficiencies

This item was deferred to a future meeting.
The Board meeting was adjourned at 5:05 p.m.

Approved:

Jim Atkinson, President

Denise Garcia, District Secretary
AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Tuesday, February 20, 2018
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Special Board Meeting

ENGINEERING AND OPERATIONS COMMITTEE MEETING

CALL TO ORDER

The meeting of the Board of Directors was called to order on February 20, 2018 at 3:31 p.m. by Chairman Fisler at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE

President Atkinson 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, Chair

Directors Absent
None

Staff Present
Phil Lauri, P.E., Assistant General Manager
Wendy Duncan, Records Management Specialist/Assistant District Secretary
Tracy Manning, Water Operations Manager
Karyn Igar, Senior Civil Engineer
Mark Pelka, Senior Civil Engineer

Others Present
None

PUBLIC COMMENTS

There was no public present.

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
MOTION

Motion by Director Dewane, second by Vice President Bockmiller, to approve Items 1 - 5 of the Consent Calendar. Motion passed 5-0.

ACTION ITEMS:

6. Construction Management Services for OC-44 Pipeline Rehabilitation Project

MOTION

Motion by Director Dewane, second by Vice President Bockmiller, to add to the next regular Board meeting Consent Calendar award of a contract to Dudek Engineering to provide Construction Management Services for the OC-44 Pipeline Rehabilitation Project in the amount of $253,720 with a 10% contingency for a not-to-exceed amount of $279,092, and authorization to execute the contract. Motion passed 3-0-2, with President Atkinson and Director Fisler abstaining.

7. On-Call Electrical Contracting

MOTION

Motion by Vice President Bockmiller, second by Director Dewane, to add to the next regular Board meeting Consent Calendar award of contracts to Academy Electric, Inc., A.C. Pozos Electric Corporation, and Leed Electric, Inc. for $100,000 per year for five years for a not-to-exceed amount of $500,000, with two one-year renewal options to provide On-Call Electrical Contracting, and authorization to execute the contracts. Motion passed 5-0.

8. Valve Replacements Project

MOTION

Motion by Director Dewane, second by Director DePasquale, to authorize execution of a contract change order to Paulus Engineering, Inc. for the Valve Replacements Project for a not-to-exceed amount of $100,000 to replace additional valves in the intersection of Bristol Street and Baker Street. Motion passed 5-0.

9. Proclamation Honoring the 10th Anniversary of the Groundwater Replenishment System

MOTION

Motion by Director DePasquale, second by Director Dewane, to approve a proclamation honoring the 10th Anniversary of the Orange County Water District’s and Orange County Sanitation District’s Groundwater Replenishment System. Motion passed 5-0.
PRESENTATION AND DISCUSSION ITEMS:
Items recommended for approval at this meeting may be agendized for approval at a future Board meeting.
None.

REPORTS:
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.

This item was deferred to a future meeting.

The Board meeting was adjourned at 3:56 p.m.

Approved:

______________________________
Jim Atkinson, President

______________________________
Denise Garcia, District Secretary
AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Monday, February 26, 2018
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Special Board Meeting

LEGISLATIVE & PUBLIC AFFAIRS COMMITTEE MEETING

CALL TO ORDER
The meeting of the Board of Directors was called to order on February 26, 2018 at 3:30 p.m. by Chairman Fisler at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE
Director Dewane 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, Chair

Directors Absent
None

Staff Present
Paul E. Shoenberger, P.E., General Manager
Phil Lauri, P.E., Assistant General Manager *(arrived at 4:18 p.m.)*
Denise Garcia, Administrative Services Manager/District Secretary
Marwan Khalifa, CPA, MBA, Chief Financial Officer
Stacy Taylor, External Affairs Manager
Kurt Lind, Business Administrator

Others Present
None

PUBLIC COMMENTS
There was no public present.

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. Advocacy Update
2. Outreach Update

MOTION
Motion by President Atkinson, second by Director Dewane, to approve Items 1 and 2 of the Consent Calendar. Motion passed 5-0.
ACTION ITEMS:

3. ACWA’s No Drinking Water Tax Outreach Campaign

MOTION

Motion by Director Dewane, second by Director DePasquale, to add to the next regular Board meeting Consent Calendar support of the Association of California Water Agencies’ No Drinking Water Tax Education and Outreach Campaign in the amount of $10,000. Motion passed 5-0.

4. Research Sponsorship

President Atkinson offered to approve a research sponsorship in the amount of $6,000. Discussion ensued amongst the Board.

MOTION

Motion by Director Dewane, second by Director DePasquale, to add to the next regular Board meeting Consent Calendar support of the preparation of “A New Policy Agenda” by Chapman University’s Argyros School of Business and Economics, C. Larry Hoag Center in the amount of $12,500. Motion passed 4-1, with President Atkinson voting no.

5. Purchase Requisition Software

MOTION

Motion by Vice President Bockmiller, second by President Atkinson, to add to the next regular Board meeting Consent Calendar award of a contract to Paperless Business Systems in the amount of $112,649 to provide eRequester software and services, and authorization for the General Manager to execute the contract. Motion passed 5-0.

PRESENTATION AND DISCUSSION ITEMS:

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

None.

REPORTS:


7. Directors’ Reports and Comments

INFORMATION ITEMS:

8. KOCI Radio Sponsorship

9. Orange County Fair 2018 Sponsorship
CLOSED SESSION:

10. 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.

This item was deferred to a future meeting.

The Board meeting was adjourned at 4:40 p.m.

Approved:

_____________________________
Jim Atkinson, President

_____________________________
Denise Garcia, District Secretary
MEMORANDUM

TO: Board of Directors  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: March 8, 2018  
SUBJECT: Attendance at Conferences, Seminars, Meetings, and Events

RECOMMENDATION

In accordance with Ordinance No. 28, adopted April 13, 2017, authorize attendance at conferences, seminars, meetings, and events.

STRATEGIC PLAN

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

PRIOR BOARD ACTION

At its June 8, 2017 meeting, the Board of Directors (Board) approved Fiscal Year 2018 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.
### 2018 CONFERENCES, SEMINARS, AND MEETINGS:

<table>
<thead>
<tr>
<th>Date</th>
<th>Conference/Event</th>
<th>Location</th>
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<tr>
<td><strong>March 12 - 16, 2018</strong></td>
<td>Jt. CA-NV AWWA/AMTA Spring Conference</td>
<td>West Palm Beach, FL</td>
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<td><strong>March 14, 2018</strong></td>
<td>ACWA Legislative Symposium</td>
<td>Sacramento, CA</td>
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<td><strong>March 25-28, 2018</strong></td>
<td>WateReuse California Annual Conference</td>
<td>Monterey, CA</td>
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<td><strong>March 28-29, 2018</strong></td>
<td>WaterNow Alliance Annual Summit</td>
<td>Salt Lake City, UT</td>
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<td><strong>April 5, 2018</strong></td>
<td>MWDOC Water Policy Forum</td>
<td>Fountain Valley, CA</td>
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<td><strong>April 26 - April 28, 2018</strong></td>
<td>Greening the Golden State Conference</td>
<td>Sacramento, CA</td>
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<td><strong>May 8 - May 11, 2018</strong></td>
<td>ACWA/JPIA Spring Conference</td>
<td>Sacramento, CA</td>
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<td><strong>May 22 - May 23, 2018</strong></td>
<td>CSDA Legislative Days</td>
<td>Sacramento, CA</td>
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<td><strong>June 1, 2018</strong></td>
<td>OC Water Summit</td>
<td>Anaheim, CA</td>
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<td><strong>June 11- June 14, 2018</strong></td>
<td>AWWA ACE18</td>
<td>Las Vegas, NV</td>
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<td><strong>August 22 - August 24, 2018</strong></td>
<td>Urban Water Institute Conference</td>
<td>San Diego, CA</td>
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<td><strong>September 24 - September 27, 2018</strong></td>
<td>CSDA Conference</td>
<td>Indian Wells, CA</td>
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<td><strong>November 27 - November 30, 2018</strong></td>
<td>ACWA/JPIA Spring Conference</td>
<td>San Diego, CA</td>
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<td><strong>December 12 - December 14, 2018</strong></td>
<td>Colorado River Water Association Conference</td>
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### March 2018

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### Events

- **March 26**
  - **WaterNow Alliance Annual Summit** - Salt Lake City

- **March 29**
  - **WACO Planning Committee**
  - **3:30PM Engineering and Operations Committee Meeting**
  - **5:45PM Costa Mesa City Council Meeting**

- **April 2**
  - **Pay Period Ends**

- **April 3**
  - **Pay Period Ends**

- **April 23**
  - **Pay Period Ends**

- **April 24**
  - **Pay Period Ends**

- **April 29**
  - **Pay Period Ends**

- **April 30**
  - **Months End**

### Meetings

- **March 8**
  - **ACWA Legislative Symposium**

- **March 20**
  - **WACO Meeting**

- **March 21**
  - **WACO Meeting**
  - **5:30PM OCWD Board Meeting**

- **March 25**
  - **WACO Meeting**
  - **5:30PM OCWD Board Meeting**

- **March 28**
  - **ISDOC Quarterly Meeting**

- **April 2**
  - **ISDOC Quarterly Meeting**

- **April 3**
  - **ISDOC Quarterly Meeting**

- **April 29**
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<td>8:30AM LAFCO Strategic Planning Session</td>
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**Payday**

ACWA Spring Conference 5/8-5/11 ◆ Sacramento, CA

6th Annual Art of Le... ◆

Pay Period Ends

CSDA Legislative Days

Pay Period Ends
UPCOMING COMMUNITY OUTREACH EVENTS

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<th>Event:</th>
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<th>Location:</th>
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| **Turf Removal and Water Efficient Landscape Workshop** | Saturday  
March 10, 2018  
8:30 a.m. – 12:00 p.m. | Mesa Water District Board Room  
1965 Placentia Avenue  
Costa Mesa, CA 92627 |
| **Children’s Water Education Festival** | Wednesday & Thursday  
March 28 & 29, 2018  
8:30 a.m. – 2:00 p.m. | The University of California Irvine, CA 92697 |
| **What About Water – Lunchtime Expo** | Thursday  
April 12, 2018  
11:20 a.m. - 1:30 p.m. | Costa Mesa High School  
2650 Fairview Road  
Costa Mesa, CA 92627 |
MEMORANDUM

TO: Board of Directors
FROM: Phil Lauri, P.E., Assistant General Manager
DATE: March 8, 2018
SUBJECT: Construction Management Services for OC-44 Pipeline Rehabilitation Project

RECOMMENDATION

Award a contract to Dudek Engineering to provide Construction Management Services for the OC-44 Pipeline Rehabilitation Project in the amount of $253,720 with a 10% contingency for a not-to-exceed amount of $279,092, and authorize execution of the contract.

The Engineering and Operations Committee reviewed this item at its February 20, 2018 meeting and recommends Board approval.

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 February 12, 2013 meeting, the Board of Directors (Board) awarded a contract to RBF Consulting for the OC-44 Pipeline Rehabilitation/Replacement Evaluation.

At its December 16, 2013 meeting, the Board authorized execution of a contract change order to RBF Consulting for the design of the OC-44 Pipeline Rehabilitation.

At its April 9, 2015 meeting, the Board reviewed and discussed the Initial Study/Mitigated Negative Declaration (IS/MND), conducted a public hearing, and adopted the IS/MND.

At its March 16, 2016 meeting, the Board was updated on the design and permitting requirements associated with the OC-44 Pipeline Rehabilitation.

At its September 19, 2017 meeting, the Board was updated on the mitigation requirements, permitting status and anticipated project schedule.

BACKGROUND

The OC-44 Pipeline is jointly owned and operated by Mesa Water District (Mesa Water) and the City of Huntington Beach. The pipeline, which was originally constructed in the early 1960’s, conveys water approximately 8.4 miles from the Metropolitan Water District of Southern California’s OC-44 Turnout on the East Orange County Feeder No. 2 in Irvine to its termination near the Costa Mesa / Huntington Beach city boundary. The section of the OC-44 Pipeline in the vicinity of the San Diego Creek has a history of failures and emergency repairs, and environmental constraints in this area make future repairs increasingly challenging and expensive. This project will include slip lining approximately 1,800 linear feet of 30” diameter ductal iron pipe inside the existing 42” pipeline where it crosses the San Diego Creek and Bonita Creek. The project design has recently been completed and construction bids were solicited on
January 31, 2018. The construction phase is scheduled to begin in September 2018, after the native habitat nesting season. Completion of the project is anticipated in February 2019 with native plant re-vegetation occurring in March and April 2019.

Key project elements include:
- Acquiring all material and equipment necessary for the project prior to the September 2018 construction site mobilization
- Slip-lining the existing 42" line with 30" DIP
- Coordination with various Agencies, including County of Orange, City of Newport Beach, Caltrans, Fletcher Jones Motorcars dealership
- Coordination with regulatory agencies, and delineation of State and Federal jurisdictional limits and habitat assessment
- Coordination with regulatory consultant
- Working near sensitive habitat

DISCUSSION

The intention of retaining a professional Construction Management Services firm is to oversee the construction and inspection related activities, to ensure compliance with contract requirements, and to minimize potential cost impacts resulting from unforeseen field conditions. The Construction Manager will assist with reaching out to the contracting community to ensure that Mesa Water receives multiple, competitive bids from qualified contractors, and will also support the bidding process. The Construction Manager will also ensure that all project records are maintained, organized, and provided to Mesa Water at the end of the project.

Selection Process

Mesa Water solicited proposals from five firms to provide the required scope of work. The firms included MWH Global, HDR, Inc., Butier Engineering, Dudek Engineering (Dudek), and Hazen and Sawyer Environmental Engineers & Associates. Two proposals were received on January 18, 2018. The proposing firms included MWH Global and Dudek Engineering. Proposals were reviewed and evaluated by a selection panel comprised of Mesa Water and City of Huntington Beach staff. Each proposal was ranked based on qualifications, experience, project understanding, and scope of work approach. Both firms are well qualified to perform the work effort and were invited to participate in the interview process on January 24, 2018. While each firm provided a unique and solid approach to the required scope of work, the selection panel determined that Dudek’s approach would be most comprehensive given their proposed project staff and pipeline construction experience. Dudek’s proposal is included as Attachment A. The proposal from MWH Global is available upon request. The results of each team’s cost proposal are as follows:

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<th>Rank</th>
<th>Proposer</th>
<th>Submitted Cost</th>
<th>Average Hourly Rate ($/Hr)</th>
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<tr>
<td>1</td>
<td>Dudek Engineering</td>
<td>$253,720</td>
<td>$137.00</td>
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<tr>
<td>2</td>
<td>MWH Global</td>
<td>$307,538</td>
<td>$169.08</td>
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Staff recommends that the Board award a contract to Dudek Engineering for $253,720 with a 10% contingency for a not-to-exceed amount of $279,092 to provide Construction Management Services for the OC-44 Pipeline Replacement Project.

FINANCIAL IMPACT

In Fiscal Year 2018, no funds were budgeted for this topic and no funds have been spent to date. Requested funding will come from Cash on Hand and remaining funds will be budgeted in Fiscal Year 2019.

ATTACHMENTS

Attachment A: Dudek Proposal for Construction Management Services for OC-44 Pipeline Rehabilitation Project
CONSTRUCTION MANAGEMENT SERVICES
OC-44 PIPELINE REHABILITATION PROJECT

PREPARED FOR
Mesa Water District

PREPARED BY
Dudek
1645 S. Rancho Santa Fe Rd., Ste. 201
San Marcos, CA 92078
800.450.1818
www.dudek.com

January 18, 2018
Proposal Cover Page

January 18, 2018

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

Dear Mr. Pelka:

Dudek appreciates the opportunity to submit our proposal for Construction Management of the OC-44 Pipeline Rehabilitation Project. Our approach to meeting Mesa Water District’s (District) needs is simple. Dudek selects qualified, experienced, available team members to listen to your project needs. We develop plans of action and lines of communication, and we follow through to deliver timely, high-quality services and products that have been quality checked. Dudek’s Construction Management Division’s proactive philosophy, along with a concerted effort from all team members, will lead to completing your project on time and within budget.

Dudek is excited about the opportunity to provide these services to the District. Please call me on my cell phone at 619.980.7048 if you have any questions or require additional information.

Sincerely,

George Litzinger, PE
Project Principal

*Mr. Litzinger is authorized to execute legal documents on behalf of Dudek.

CONSULTING FIRM INFORMATION

<table>
<thead>
<tr>
<th>Consultant’s Name :</th>
<th>DUDEK</th>
</tr>
</thead>
</table>
| Corporate Headquarters: | 605 Third Street  
|                     | Encinitas, California 92024  
|                     | Tel: (760) 942-5147  
|                     | Fax: (760) 632-0164 |
| Federal ID Tax Number: | 95-3873865 |
| Type of Business: | California Corporation |
| Number of Years in Business: | 37 |
| Name, Title, Telephone Number, Email, and Business Address of Person Authorized to Represent Business Entity : | George Litzinger, PE  
|                             | Construction Management Division Manager  
|                             | 1645 S. Rancho Santa Fe Road, Suite 201  
|                             | San Marcos, California 92078  
|                             | Tel: (619) 980-7048  
|                             | Email: glitzinger@dudek.com |
| Name, Title, Telephone Number, Email, and Business Address of Person Authorized to Sign Contracts for the Business Entity : | Same as above |
CERTIFICATE OF LIABILITY INSURANCE

12/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Cavignac & Associates
450 B Street, Suite 1800
San Diego CA 92101

CONTACT NAME: Certificate Department
PHONE: 619-744-0574
FAX: 619-234-8601
EMAIL: certificates@cavignac.com
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Travelers Property & Casualty Company of America
25974

INSURER B: Evanston Insurance Company
35376

INSURER C: Travelers Indemnity Co of Conn
25662

INSURER D: Travelers Property & Casualty Company of America

INSURER E: 

INSURER F: 

COVERAGES

CERTIFICATE NUMBER: 1185022249

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANYTHING TO THE CONTRARY, ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Geocen Project # T2065-22-01 / Dearborn Reserve Roof Rehabilitation. Additional insured coverage applies to General and Automobile Liability for Dudek, Coachella Valley Water District, a public agency per policy form. Prof. Liab. - Claims made, defense costs included within limit. 30-day Notice of Cancellation will be provided per policy form.

CERTIFICATE HOLDER
Dudek
605 Third Street
Encinitas CA 92024

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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A. Resumes
B. Professional Services Acceptance Form
C. Dudek Paper on Trenchless Technology
1 Firm Qualifications and Experience

1.1 Firm Introduction

Dudek is an employee-owned, privately held California Corporation founded in 1980. For more than 38 years, Southern California municipal agency/public-sector clients have relied on Dudek to deliver practical, workable, and cost-effective solutions for infrastructure and construction management projects.

With more than 400 employees based in California, we are one of the region's leading mid-sized construction management, engineering, and environmental firms. Our structure allows us to be nimble problem solvers with project managers who stay involved in clients’ projects from start to finish while offering a depth and variety of services.

Construction Management Capabilities

Dudek’s construction management professionals specialize in public infrastructure and building projects, and private-owner development projects. We employ project managers, inspectors (including special inspectors), resident engineers, administrative personnel, and specialty staff who blend technical knowledge with a commitment to meeting client needs. Mr. George Litzinger, P.E., started the construction management division in 1985. Since then, our team has managed complex projects involving multiple stakeholders such as regulatory agencies, contractors, consulting firms, and municipal agencies.

Dudek’s Construction Management Division has a staff with many years’ experience in all types of civil infrastructure and building projects. But, our overall expertise and the majority of our work is water and wastewater facilities, including wells, treatment plants, pump stations, conveyance, and storage.

Dudek staff provides constructability and value engineering reviews during design that enhance the project by saving cost and producing more competitive bids.
Diverse Capabilities
Dudek offers the District complete solutions for your project by providing a fully integrated array of services combining state-of-the-art engineering, environmental sciences, program management, and construction services tailored to meet the demands of any project. A simple phone call or e-mail to Dudek staff members in other divisions can provide our project managers a broader perspective from a diverse group of seasoned professionals. *This is an added benefit to each project we undertake, without adding any cost.*

Our in house team includes:

- AICP-certified environmental planners
- CDFG and USFWS certified biologists
- Registered professional archaeologists
- Noise and air quality specialists
- Registered landscape architects
- Certified arborists and foresters
- Professional foresters
- Certified GIS professionals
- Accredited LEED professionals
- Certified hydrogeologists
- Licensed geologists
- Registered environmental assessors
- Licensed professional engineers
- Licensed contractors

Strength and Stability of the Firm
The firm has recorded 34 consecutive years of profitability and has no debt. With profitable operations since our inception, cash flow and the ability to fund our steady organic growth has never been an issue for us. Dudek maintains cash balances in the seven figures and has a one million dollar line of credit, which we have not drawn on in the last thirteen years. Dudek is a registered California corporation with headquarters at 605 Third Street, Encinitas, California, 92024.

Dudek has a practice manager organizational structure. Practice managers are staff viewed as the most knowledgeable and best positioned to meet client needs and solve project issues. Dudek accounting, IT, and marketing corporate staff support the practice managers in succeeding with clients. Our organizational structure is a foundation of the firm’s 34 years of consecutive profitability, high degree of client satisfaction, and repeat business. The structure builds upon a philosophy of trusting practice managers to make the right decisions for their clients and the firm, and that minimal internal bureaucracy best empowers practice leaders to be flexible and agile to meet client needs.
1.2 Similar Project Experience

Recycled & Potable Water System Pipeline, Pump Station and Reservoir Expansion Project – Including FPVC Slip Lining

Client: City of San Clemente, 910 Calle Negocio, Suite 103, San Clemente, CA 92673
Client Reference: Amir Ilkhanipour, 949.361.6130, ilkhanipoura@san-clemente.org

The city expanded its recycled water system by constructing multiple projects in three concurrent phases – Water Reclamation Plant Expansion and Pump Station (Project 1), Cordillera and Recycled Water Reservoirs and Pipeline Schedule III & IV (Project 2), and Pipeline Schedule I & II (Project 3). The treatment and effluent pumping system are being expanded, almost 10 miles of recycled water transmission mains (6-inch to 20-inch PVC and ductile iron) are being constructed, and an existing reservoir converted and new small reservoir constructed. These projects were funded from several Federal and State grants and an SRF loan. The project was bid as three separate construction contracts.

Dudek provided corrosion protection engineering services and inspection on Project 1 (the City provided construction management on this project). Dudek is also providing resident engineering, inspection, and specialty inspection on Projects 2 and 3, and handling required coordination with all stakeholders involved on the projects, including several City Departments and its consultants for required special inspection, geotechnical engineering, environmental, engineering, traffic control plans, County Department of Health, and all utilities.

As part of this project, approximately 1,600 LF of existing 24” D.I. pipe was slip-lined with specialty fabricated 20” FPVC lining. The project encountered several complications where the liner was not able to make the 22 degree bends and got hung up. In those cases, the existing pipe was dug up at the joint and repaired so the liner could be pulled through the rest of the pipe.

Project Features
- CWSRF Loan Funding
- Proposition 50 Grant Funding
- EPA Grant Funding
- 10,000 LF of open trench construction in City streets
- Extensive public relations effort with businesses and residents
Jimmy Durante/Via De La Valle Street & Drainage with FPVC Slip Lining

Client: City of Del Mar
Client Reference: Joe Bride, Deputy Public Works Dir., 858-755-3294, jbride@delmar.ca.us

Dudek provided construction management, inspection, and special inspection on this project. As part of a multi-year project, street, sidewalk, waterline, sewer and drainage improvements along a southeast portion in the City of Del Mar, this multi-phase project included the construction of about 1,000 feet of RCP storm drains, 5,000 feet of new curbs and gutters, 32,000 square feet of sidewalks, five retaining walls, 5,000 feet of water and recycled water line replacement, 30 water service reconnections, 1,000 LF of sanitary sewer line replacement and 500,000 square feet of pavement rehabilitation with extensive traffic control and public outreach effort.

The project also included over 2,000 LF of slip lining of existing 20" steel water line with FPVC 900 with grout filling of the annular space with lightweight grout.

Sewer Water & Arterial Paving (SWAP) Project Including FPVC Slip Lining

Client: City of Del Mar
Client Reference: Joe Bride, Deputy Public Works Dir., 858-755-3294, jbride@delmar.ca.us

Dudek provided construction management, inspection, and special inspection for multiple projects performed at the same time. All work needed to be completed prior to the opening of the World Famous Del Mar Fair.

- **Slip Lining** – Project included slip lining 1,200 LF of existing 30" sewer forcemain with FPVC pipe.
- **Street and Sidewalk Improvement Project**: Project consisted of roadway improvements including over 4,750 LF of curb & gutter; 24,000 SF of PCC sidewalk; 250,000 SF of Type II slurry seal; 20 pedestrian ramps; 140,000 SF of grinding and asphalt overlay; full-depth roadway reconstruction and construction of multiple retaining walls; signing and striping and grading; retaining walls along Via de la Valle, Camino Del Mar, and along Highway 101 in the city of Del Mar. including installation of the Rapid Flashing Beacons for pedestrian crossings.
- **Sewer Force Main Project**: Project consisted of installation, pre-acceptance and post-acceptance testing of over one (1) mile of 10" diameter DR18 PVC sewer force main, temporary sewer bypassing of the existing pump station and installation of the sewer force main on Via De La Valle Blvd, Camino Del Mar and Coast Hwy 101, including two (2) bridge crossings over NCTD ROW and environmentally sensitive Dog Beach in the city of Del Mar by the Cured in place pipe method installed within new ductile Iron Pipe.
- **Recycled Water Main Retrofit Project**: Project consisted of installation, pre-acceptance and post-acceptance testing of over one (1) mile of 8" diameter, five 6" diameter lateral line into the city of Encinitas, construction of fill stations and an additional 2,000 LF of recycled water main extension.
Additional Projects

Table 1. highlights additional slip lining projects that Dudek has completed throughout Southern California.

<table>
<thead>
<tr>
<th>TABLE 1. ADDITIONAL TRENCHLESS PIPELINE WITH SLIP LINING EXPERIENCE</th>
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</thead>
<tbody>
<tr>
<td><strong>Client</strong></td>
</tr>
<tr>
<td>City of Laguna Beach Nye Place</td>
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<tr>
<td>City of Solana Beach Pump Station</td>
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<tr>
<td>City of Encinitas Coast Highway 101</td>
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</tbody>
</table>

1.3 Why Dudek is the Best Choice

Experienced Personnel

- Mr. Garrett White will perform Resident Engineer duties, providing the District with an experienced NASSCO certified inspector that will be onsite, full-time throughout the project.
- Garrett has completed inspection of numerous trenchless pipeline projects including several slip lining projects.
- Chad Costello and Marius Jaskula are experienced construction managers that will support Garrett during the project.

All of our personnel are experts in the construction of trenchless pipeline projects and have a proven track record of performance. We urge you to call our references.

- Dudek presented a paper to the North American Society for Trenchless Technology (NASTT) for our Del Mar slip lining project (See Appendix C).

Resources

The District will have the support of Dudek’s entire firm resources; we have other divisions with expertise in engineering, environmental, hazardous waste, grant writing, and water quality. Each division stands ready to assist the District to successfully complete this project, should issues arise that require this expertise.

Commitment

The Dudek team is fully committed to the District to make this project a success. We have assigned diligent people for this project that have the experience to complete this project correctly. Your project is of utmost importance to us and will continuously command the highest levels of attention. The District will never be left short-handed or be put on the back burner for other projects. We have personnel in the area that are available to support our core field team in the event of emergencies, sickness, or general project support.

Team Player

We are accustomed to serving as an extension of staff and have the ability to integrate our staff and capabilities with the District’s staff, and will keep them fully informed on the status of the project. Communication will be critical to the success of this project, and our team will be in daily communication with Mr. Mark Pelka, PE.
2 Staff Experience and Availability

The organizational chart on the following page lists our proposed project personnel for this effort, followed by biographies of key personnel. Full resumes are provided in Appendix A.

Table 2, Work Breakdown Structure on Page 11 of this proposal provides a summary of hours by task for all team members as outlined in the Request for Proposals (RFP).

Project Management

Mr. Chad Costello will be the Construction Manager for the duration of the project, performing constructability review and continuing through construction. He will be assigned to the project on a part-time basis during construction, where he will be working with Garrett to coordinate and manage all aspects of construction, including contract administration and document control. He will also serve as as back-up inspector supporting Garrett as needed.

Statement of Availability – All staff assigned to this project are available for its duration. Staff will not be replaced without approval from the District.
2.1 Team Bios

Project Principal

George Litzinger, PE

George Litzinger has more than 30 years’ experience, leadership, and supervision in engineering and construction. As project principal, he supervises the construction management division and is responsible for all of Dudek’s construction projects and programs ranging between $50 million and $100 million. In managing construction projects, his duties typically include: contract administration, cost control, scheduling, contract bidding/award, constructability reviews, field engineering, project coordination, claims management, and estimating.

Unique qualifications relative to this project: Mr. Litzinger has managed a variety of pipeline projects, including several slip lining projects. He is responsible for all of Dudek’s construction projects, including the projects listed in this proposal.

Construction Manager

Chad Costello

Chad Costello has more than 20 years’ of construction experience, the past 10 of which have focused on reservoir and public works projects. He began his career working for a local pre-stressing tank contractor working only on concrete reservoir construction projects and worked his way up to superintendent in a very short time. Chad has constructed tanks ranging in size from 0.5 to 40 million gallons and has performed work throughout Southern California. He has also prepared and presented multiple jobsite pre-stressing demonstrations for private and public clients and design professionals.

Mr. Costello left the construction side of pre-stressed tank construction after working on 18 pre-stressed reservoirs. He then began working as a construction manager, resident engineer and construction inspector of a wide range of reservoir, pipeline, building and public works projects for Dudek. With his unparalleled experience, working hands on with these broad types of construction, Mr. Costello is a great asset to any agency able to use his talents.

Unique Qualifications Relative to this Project: Mr. Costello was selected for this project due to his knowledge regarding pipeline construction and slip lining. He has managed several pipeline projects and recently completed a slip lining project for the City of San Clemente. Chad’s attention to detail and proactive approach to solving issues quickly keeps projects moving and on schedule. He works well with the entire project team, particularly Operations staff.
Construction Manager (Back-Up)

Marius Jaskula, PE/CCM

Marius Jaskula has over 22 years’ experience in construction management, contract administration, and quality assurance on civil public works infrastructure projects. Projects have included sewer; water and storm water pump/lift stations; reservoirs; sewer and water treatment facilities; Caltrans structures; roadway construction; large earthwork projects; and water, sewer and drainage pipeline projects with tunneling. Positions held have been the following: Construction Manager for U.S. Government (Navy), Construction Manager/Resident Engineer for a municipality and engineering consulting firms, and a Quality Control Manager and Superintendent for a general contractor.

Unique Qualifications Relative to this Project: Mr. Jaskula has completed several slip lining projects and is an expert in construction management.

Inspector

Garrett White, QSP, NASSCO

Garrett White has over 24 years’ experience in the rapidly changing construction industry, with an emphasis in the construction of water, wastewater, and storm drain facilities for public agencies. He has been involved with the construction of large- and small-diameter pipelines, treatment plants; pump stations for potable and non-potable distribution systems, horizontal directional drilling (HDD), with an emphasis in trenchless technologies. For the past 9 years, Mr. White has been responsible for providing field inspection services and construction management for various cities and water districts on capital improvement and developer projects. As a field engineer, he is responsible for project coordination, issuing field orders, verifying adherence to submitted schedules, quality control and assurance, project documentation, and review of as-built records.

Unique Qualifications Relative to this Project: Mr. White is a certified NASSCO inspector and an expert in pipeline rehabilitation using trenchless technologies. He has recently completed five (5) slip lining projects.
### 2.3 Current Workload for Proposed Team Members

All team members are and will be available for this project per Table 2.

**TABLE 2. WORK BREAKDOWN STRUCTURE**

*Based on 5-Month Construction Schedule*

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Employee</th>
<th>George Litzinger, PE</th>
<th>Chad Costello/ Marius Jaskula, PE (Back-Up)</th>
<th>Garrett White, QSP, NASSCO</th>
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<td><strong>Task 6: Construction Close Out</strong></td>
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3 Scope of Work Understanding & Schedule

3.1 Project Understanding
We understand the District will be slip lining the existing OC-44 Pipeline that is joint owned by Mesa Water District and the City of Huntington Beach. The 2,000 LF of pipe under San Diego Creek will be lined with 30" ductile iron pipe within the existing 42" pipeline. In general, the project consists of slip lining the existing 42" pipe with 30" ductile iron pipe.

3.2 Project Challenges
Dudek will manage the following challenges:

1) Environmental – Work with the environmental monitors to ensure sensitive habitat is not impacted and all mitigation issues are addressed.
2) Work with Environmental Agencies
   - California Fish & Game
   - Army Corps of Engineers
   - Other regulatory agencies
3) Close coordination with Fletcher Jones Motor Car Dealership
4) Coordination with other agencies
   - OCFD
   - County of Orange
   - City of Newport Beach
   - Caltrans
5) The area is widely used by pedestrians and equestrian traffic. Therefore, public safety will be of highest priority and will be discussed daily with the contractor.
6) SWPPP and BMP placement will be key as the creeks will need to be protected, including disinfection of any water disposal and dewatering activities.
7) A portion of the pipeline is underwater in San Diego and Bonita Creek and is subject to tidal flows. This will need to be addressed by the contractor.

3.3 Scope of Work

Task 1 Project Management
We will coordinate all work efforts for this project, including regular project progress meetings and regular updates on the project status and budget.

A. Kick-Off Meeting
We will facilitate a “kick-off” meeting with the District to discuss the scope and parameters of the project.

B. Monthly Progress Reports
We will prepare a written monthly report in a format approved by the District that summarizes the project status, expenditures associated with each of the tasks described in the scope of work; including highlights of any unusual contractual issues that arise during the reporting period.
C. Progress Meetings
We will conduct monthly progress meetings with the project team. He will prepare an agenda that will include the following topics: safety, RFI, submittals, change order, schedule, and construction progress.

D. Invoices
Dudek will submit invoices for CM services on a monthly basis with all supporting documentation in accordance with the contract terms.

E. CM Plan
Dudek will prepare a CM Plan utilizing the final contract documents.

Task 2 Construction Documents Reviews

A. Constructability Reviews
Dudek will review the documents for clarity, conflicts, consistency, and completeness with respect to bidding and construction purposes.

B. Construction Sequence and Staging
Dudek will review the project for sequencing and staging particularly with regards to pedestrian/horse safety and environmental concerns.

Task 3 Bidding Support Services

A. Bidding
Dudek will assist District during the pre-bid meeting and job walk, as well as responding to bidder’s questions.

B. Bid Review
Dudek will review the bid documents and bid results, and provide a recommendation to the District.

Task 4 Construction Administration

A. Contract Administration
1) Administration: Administer construction contracts and provide technical Construction Management support to the District.

2) Contractor Communication: Provide effective written and oral communication to the contractor and other stakeholders in the administration of the contract. Provide for timely, thorough, clear, effective and responsible communications to Requests for Information (RFI’s), Requests for Change (RFC’s), Requests for Proposal (RFP’s), submittals, and other miscellaneous correspondence. Receive, log, and track requests for information (RFIs, RFCs, and RFPs).

3) Quality Assurance: The Dudek team will manage the Contractor’s Quality Assurance.

4) Interaction with Agencies: Dudek will coordinate and maintain on-going interaction with appropriate agencies, utilities and District staff to ensure successful project completion.

5) Substitution Requests: We will evaluate requests for material and equipment substitutions and changes based on compliance with contract specifications and taking into account the impacts to cost and schedule. We will consult with the project team as required.

6) Resource Loading: We will review the contractor’s resource loading and advise on corrective actions needed to maintain schedule.
7) **Submittal Review/Logging:** We will receive, respond, log, and track submittals. He will forward submittals to the Design Engineer. Submittals responded by the designer will be tracked for a timely response.

8) **Project Meetings:** We will conduct weekly job site construction meetings involving the project team and maintain action items, minutes of meetings and compliance with the contract provisions. He will maintain and distribute meeting minutes within two (2) working days.

**B. Safety and Security Monitoring**
Contractor is responsible for enforcing its safety program on its employees and subcontractors’ employees.

1) **Safety:** Dudek will be responsible for providing all necessary personal protective equipment (PPE) including hard hats, vests, footwear, lights and other safety equipment for the CM Team.

2) **Job Site Security Verification:** Dudek will routinely check job site security and measures taken to protect the public from hazards.

3) **Emergency Response Plan Review:** We will review the Contractor’s emergency response plans.

**C. Environmental Monitoring**
Dudek will review and enforce requirements stipulated in permits issued by regulatory agencies.

**D. Controls and Scheduling**
Dudek will provide comprehensive project scheduling and control expertise as follows:

1) **Baseline Schedule Review:** Review and comment on contractor’s baseline and project schedule critical path, and logic review, and ensure that schedule meets all requirements of contract documents.

2) **Progress Schedule Review:** Review and monitor contractor’s schedule monthly to monitor project progress and detect early delays.

3) **Cost and Budget:** Monitor project construction costs, budgets, schedule and maintain current workflow projections.

4) **Reporting:** Prepare and distribute monthly construction reports.

5) **Progress Payment Review:** Review and approve monthly contractor invoices, verify compliance to all terms and conditions of contract and make payment recommendations.

6) **Contract Extensions:** Review, analyze, and make recommendations on contractor time extensions/requests.

7) **Miscellaneous Coordination:** Coordinate and monitor work to be performed by others.

8) **Project Notice Coordination:** Receive and review project notices, and provide appropriate recommendations.

9) **Performance Evaluation:** Provide quarterly Contractor performance evaluations during construction.

10) **Time Impact Analysis (TIA) Review:** CM will monitor and log Contractor labor time, attendance, labor cost, minimize compliance risk and evaluate in coordination with potential change order claims.

11) **Monitor Time and Materials Work:** Monitor contractor work performed on a time and materials (T&M) basis to ensure that the contractor labor charges are fair and appropriate, and that materials purchased are of quantity and quality necessary to the project, and documented on invoices.

**E. Cost Estimating**
Dudek will maintain a cost estimating system.
1) **Contractor Proposals:** Evaluate contractor cost reduction proposals in accordance with industry cost standards.

2) **Change Order Review:** Review proposed change orders.

### F. Document Control

Dudek will establish a document management system for the following:

1) **Filing:** Utilize a filing system that complies with District standards.

2) **Claims:** Identify, analyze and prepare construction claims and disputes by assessing or validating entitlement and quantification of damages and promoting a successful resolution.

3) **Document Tracking:** All receipts, control, storage, distribution, indexing and tracking of all documents.

4) **Document Managing:** All documents, incoming/outgoing, associated with construction management activity of all assigned projects, including, but not limited to submittals, requests for information (RFIs), requests for clarifications (RFCs), pay requests, change orders (C.O.s) and correspondence.

5) **As-Built Documents Administration:** Maintain a current set of as-built drawings and specifications.

6) **Document Maintenance:** Maintaining all field documents, storing original documentation and furnishing to the District at project completion.

### G. Spare Parts Inventory

Dudek will review this specification but this may not be applicable.

### H. Operations and Maintenance Manuals

Dudek will receive final O&M equipment manuals from contractor.

### I. Change Order and Claims Management

Dudek will implement a comprehensive claims management program.

1) **Document Managing:** Coordinate, assemble and review supporting documentation for change order processing and make final recommendations to District staff.

2) **Contractor Request Review:** Review requests of alleged cost increases and/or time impacts for merit.

3) **Change Order Review:** Thoroughly analyze the proposal and develop a negotiating position.

4) **Change Order Expediting:** After the equitable resolution is reached, we will expedite approval of the negotiated change order.

### Task 5 Inspection

#### A. Daily and Weekly Documentation

1) **Documentation of Construction Activities:** Provide documentation of construction activities, duration of activities, labor resources, and equipment allocation.

2) **Construction Reporting:** Provide daily construction activity reports, labor resources, on-site equipment, and work conditions.

3) **Non-Conformance Reporting:** Provide non-conformance reports.

4) **Photographic Records:** Provide weekly photographic/digital records of the project.

#### B. Civil Inspections

Dudek will provide inspection of the slip lining work.
C. Storm Water Pollution Prevention Plan Inspection
   1) Review contractor’s site-specific BMPs.
   2) Monitor contractor’s activities regarding pollution prevention controls and activities.

Task 6  Construction Close Out
Dudek will manage the turnover of the assigned project to the District.

A. Site Closeout
Site Closeout tasks will include:

1) **Site Final Walk-Through**: Coordinate and conduct a site final walkthrough to verify completion of contract and all related items of work within 7 days of substantial completion.
2) **Site Punch List**: Develop site punch list, verify completion, and obtain final documentation and releases within 7 days of substantial completion.
3) **Site Record Drawing Preparation**: Verify and deliver contractor as-built marked up drawings for each site to the District for record drawing preparation.
4) **Site Permitting**: Monitor permit and agency sign-offs.
5) **Site Final Reporting**: Prepare site summary report in accordance with the District.
6) **Site Documentation Turnover**: Turnover site project files, contract, correspondence, and documentation.
7) **Site Warranty Coordination**: Prepare a list of warranty items, warranty period, and warranty repair procedures, and turn over to the District.
8) **Site Demobilization**: Demobilize the CM staff and facilities in accordance with agreed upon plan.

**FIGURE 2. SCHEDULE**
APPENDIX A
Resumes
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George Litzinger, PE

Project Principal

George Litzinger has more than 30 years’ experience, leadership, and supervision in engineering and construction. As project director, he supervises the construction management division and is responsible for all of Dudek’s construction projects and programs ranging between $50 million and $100 million. In managing construction projects, his duties typically include: contract administration, cost control, scheduling, contract bidding/award, constructability reviews, field engineering, project coordination, claims management, and estimating. Mr. Litzinger has managed a variety of projects for both the private and public sectors including water treatment plants, reservoirs, pipelines, golf courses, small dams, subdivisions, streets and roads, drainage projects, sewage treatment plants and fire stations.

Project Experience

Water/Wastewater

Water Recycling Demonstration Project, City of Anaheim, Anaheim, California. Mr. Litzinger was the project principal for Dudek on this project. Dudek provided construction management, inspection and initial operation services on this project. The project consisted of constructing a new state of the art 50,000 gpd treatment facility within 2,000 SF building constructed adjacent to City Hall that incorporated several treatment methods: membrane bioreactor, ozone and UV disinfection to treat raw sewage into title 22 recycled water for toilet and irrigation use throughout the City. The project also included the construction of new lift station and force main.

Goleta Sanitary District (District) WWTP Expansion. Mr. Litzinger and the Dudek CM Team are currently providing construction management and inspection services for a $50 million upgrade to the District’s wastewater treatment plant that services the cities of Goleta and Santa Barbara. The project is nearly complete. Dudek is currently providing closeout phase services on this project.

Avenue 48 Wastewater Treatment Plant Expansion, City of Coachella. Dudek provided construction management and inspection of this 18-month, $30-million treatment plant expansion, which was funded by the State of California’s Revolving Fund Program. Mr. Litzinger and his construction management team performed a constructability review for this project as well as managed the bid process on behalf of the City. Dudek’s construction QA (CQA) experts coordinated every aspect of the construction process with the contractor and provided inspection of all civil, structural, mechanical, and electrical/instrumentation work.

Ramona Municipal Water District Construction Management Services. Over a 6-year period, Mr. Litzinger provided construction management services for over $30 million worth of Ramona Municipal Water District Capital Improvement Projects. These projects upgraded and expanded the District’s water system and increased capacity to higher elevations. Projects included:

- San Vicente Storage Reservoir: 200-acre-foot earth-filled small dam
- Mt. Woodson Reservoir: rehabilitation of 10 mg open reservoir involving several lining systems
- **San Vicente Treatment Plant**: 150,000 gpd expansion
- **Dye Road Booster Pump Station**: installation of new 75 hp booster pump station and associated appurtenances
- **Dye Road Pipelines**: 4 miles of 12- to 20-inch ductile iron, steel and PVC pipelines.

**Olivenhain Pipelines Phase II ($25 Million), San Diego County Water Authority.** Mr. Litzinger was the project manager for the San Diego County Water Authority’s Olivenhain Pipelines Phase II project. This pipeline project included 11,288 feet of 78-inch buried welded-steel pipe and 11,500 feet of 48-inch buried welded-steel pipe. Specifications consisted of:

- Isolation valve and blowoff pipeline appurtenances
- Graded and improved access roads
- Aqueduct connections to Pipelines 4 and 5
- Construction of three tunnels under the existing aqueducts
- Removal and reconstruction of an existing 30-inch outfall sewer
- Environmental mitigation requirements and protection of sensitive biological habitat.

**Imperial Water Treatment Plant Expansion, City of Imperial.** Mr. Litzinger was project manager for the City of Imperial’s $15 million water treatment plant upgrade and expansion. The project doubled the City’s treatment capacity to 7 mgd and was constructed by a design build construction team. The project was one of the first of its kind using an Engineer, Procure, Construct (EPC) contract with a guaranteed maximum price. The project was completed on time, within budget, and free of litigation. Constructed facilities included:

- Seven mgd water treatment plant and associated appurtenances
- One 50 hp pump station
- Rehabilitation of two steel water storage tanks
- 24-inch PVC pipeline
- SCADA system upgrade.

**Poway and Olive Street Pump Stations, Ramona Municipal Water District.** Mr. Litzinger was responsible for construction management services for the Poway Pump Station and Olive Street Pump Station for the Ramona Municipal Water District. Construction management and inspection were provided for all aspects of construction, including grading, concrete, masonry, electrical, and instrumentation work. The Olive Street Pump Station is a new station that provides system pressure throughout the Ramona community. The station contains two new 40 hp and two new 20 hp vertical-turbine pumps. The Poway Pump Station is a high-pressure water booster station. This station included the installation of two new 900 hp vertical-turbine pumps into a building that was retrofitted to accept the new pumps. The pump station transfers water up a 400-foot grade to an open reservoir that serves the town of Ramona, California.

**Rancho Cielo Recycled Water Distribution System, San Diego, California.** Mr. Litzinger worked as a project engineer for the design of a large water reclamation distribution system. The design consisted of a 70-acre-foot reservoir, three 1,000 gpm pump stations and 75,000 feet of 10-inch distribution pipe. His tasks on this project involved the preparation of detailed drawings for the pump station and pressure-reducing stations and the design, layout, sizing, and alignment of the distribution lines. He also prepared the hydrological calculations for two open reservoir spillways and the required calculations for the project’s irrigation demands.
Chad Costello

Construction Manager

Chad Costello has more than 20 years’ of construction experience, the past 10 of which have focused on reservoir and public works projects. He began his career working for a local pre-stressing tank contractor working only on concrete reservoir construction projects and worked his way up to superintendent in a very short time. Chad has constructed tanks ranging in size from 0.5 to 40 million gallons and has performed work throughout Southern California. He has also prepared and presented multiple jobsite pre-stressing demonstrations for private and public clients and design professionals.

Mr. Costello left the construction side of pre-stressed tank construction after working on 18 pre-stressed reservoirs. He then began working as a construction manager, resident engineer and construction inspector of a wide range of reservoir, pipeline, building and public works projects for Dudek. With his unparalleled experience, working hands on with these broad types of construction, Mr. Costello is a great asset to any agency able to use his talents.

Project Experience

**Miscellaneous Pipelines/Storms Drain Projects, City of San Clemente, California.** Mr. Costello was the construction manager and inspector for several large- and small-diameter water pipeline and storm drain projects. He provided RFI and submittal reviews, contract administration, and public relations services on these projects.

**El Portal Beach Access Stairs Project, City of San Clemente, California.** Mr. Costello was the construction manager and inspector for the construction of a major beach stair access project for the City. The project involved constructing caissons, cast-in-place columns, slope stabilization and timber decking down a steep slope. He provided RFI and submittal reviews, contract administration, and public relations services. He also inspected every aspect of the project, coordinating the special inspection and geotechnical/laboratory services.

**Conifer Tank Replacement, Triunfo Sanitation District, Ventura, California.** Mr. Costello was the construction manager and inspector on the 2.1 MG Conifer Tank Construction Project. He provided RFI and submittal reviews, contract administration, and public relations services. He also inspected every aspect of the project, coordinating the special inspection and geotechnical/laboratory services.

**Recycled Water System Expansion, City of San Clemente, California.** Mr. Costello was the resident engineer and inspector on 10 miles of recycled water pipelines that also includes a 200,000 gallon DN tank. He managed all aspects of construction and provided daily inspection services. He also handled all resident inquiries and coordinating the city’s public relations representative. The project also involved the construction of metering and pressure reducing facilities.

**Various Pre-stressed Concrete Tanks, Southern California.** As a DYK employee, Mr. Costello has worked on pre-stressed concrete water tank construction. He was Superintendent for the following projects:

- City of Vacaville, Vacaville, California, 5 MG Tank
- City of Fullerton, Fullerton, California, 5 MG Tank
- City of Ontario, Ontario, California, 6.0 MG Tank.

**Otay Water District, Spring Valley, California.** Mr. Costello was project Superintendent for two 10 MG 640-1 & 2 Reservoirs.

**Yucaipa Valley Water District, Yucaipa, California.** Mr. Costello was project Superintendent for a 4.0 MG concrete tank.

**Rancho California Water District, Temecula, California.** Mr. Costello was project Superintendent for its 3.5 MG concrete tank.

**Irvine Ranch Water District, Irvine, California.** Mr. Costello was project Superintendent for the 3.5 MG and 2.2 MG pre-stressed concrete tanks.

**City of San Juan Capistrano, San Juan Capistrano, California.** Mr. Costello was project Superintendent for the 6 MG pre-stressed concrete tank.

**San Diego County Water Authority, San Diego, California.** Mr. Costello was project Superintendent for two 7.5 MG pre-stressed concrete tank.

**Twin Oaks Reservoir, Vallecitos Water District, San Marcos, California.** Mr. Costello was Superintendent for this 40 MG, circular pre-stressed concrete tank which is one of the largest pre-stressed tanks currently in operation. The project involved a large excavation of earthworks to bury the 50 ft tall, .25 mile circumference tank. Bank retention, shotcrete and pre-stressed tendons were all a part of this project.

**City of Brentwood, Brentwood, California.** Mr. Costello was project Superintendent for a 4.0 MG concrete tank.

**City of Brentwood, Brentwood, California / Shea Homes California, Livermore, California.** Mr. Costello was project Superintendent for its 4.0 MG concrete tank.

**City of Mountain View, Mountain View, California.** Mr. Costello was project Superintendent for an 8.0 MG concrete tank.

**City of Glendora, Glendora, California.** Mr. Costello was project Superintendent for its 3.5 MG concrete tank.

**Beaumont Cherry Valley Water District, Beaumont, California.** Mr. Costello was project Superintendent for its 5.0 MG concrete tank.

**Carpinteria Valley Water District, Carpinteria, California.** Mr. Costello was project Superintendent for its 3.8 MG concrete tank.

**Los Angeles Department of Water & Power, Los Angeles, California.** Mr. Costello was project Superintendent for the City’s 7.2 MG concrete tank.

**West Basin Municipal Water District, El Segundo, California.** Mr. Costello was project Superintendent for the District’s 5.0 MG concrete tank.
Marius Jaskula, PE/CCM
Construction Manager (Back-Up)

Marius Jaskula has over 22 years’ experience in construction management, contract administration, and quality assurance on civil public works infrastructure projects. Projects have included sewer; water and storm water pump/lift stations; reservoirs; sewer and water treatment facilities; Caltrans structures; roadway construction; large earthwork projects; and water, sewer and drainage pipeline projects with tunneling. Positions held have been the following: Construction Manager for U.S. Government (Navy), Construction Manager/Resident Engineer for a municipality and engineering consulting firms, and a Quality Control Manager and Superintendent for a general contractor.

Project Experience

Ion Exchange Treatment Plant Project, City of Corona, Department of Water and Power, California. Construction Manager and Resident Engineer for $7.5 million City project to construct a new resin treatment ion exchange water treatment plant. Plant design flows initially set at 1600 GPM with the ability to expand to 6000 GPM as local water supplies are developed. The 9300 SF treatment plant building footprint incorporates a chemical room and process room, thirty-foot high masonry walls with architectural features and a steel truss roofing system. Ion exchange treatment process consists of seven steel vessels loaded with resin for nitrate and perchlorate removal, process piping, filters, valves, flow meters, compressed air scouring system and associated mechanical equipment. Chemical treatment includes salt delivery and storage system, briner, chemical storage including containment walls, drain and delivery systems, chemical storage tanks, metering pumps, piping, and transfer pumps. Project site improvements include miscellaneous yard piping, connections to water supply and transmission mains, backwash water discharge and regenerate discharge drain piping, grading, drainage, asphalt concrete pavement, concrete flatwork, tubular steel fences and gates. Plant electrical, and instrumentation system entailed the installation of City-furnished motor control center, switchgear, and SCADA equipment.

Bradt Reservoir Floating Cover Project, South Coast Water District, California. Construction Manager for $2.3 million district project to replace the existing failing geomebrane floating cover. Project consists of replacing the 6.3 acre cover with a new weight tensioned chlorosulfonated polyethelyne (CSPE) geomembrane cover including access hatches, vents and a rainwater pump removal system. Supporting site work includes Hypalon liner repairs, replacement of inlet and outlet slide gates, replacement of drain and outlet valves, electrical work, SCADA modifications, chemical system modifications and drain piping installation.

Home Plant Lift Station and Forcemain Replacement Project, City of Carlsbad, California. Construction Manager and Resident Engineer for $2.8 million city project to replace the failing existing station and increase emergency storage capacity. The HLPS consists of a submersible lift station with a PVC lined wet well, three 25HP submersible pumps, bubbler level control, odor control bed, new emergency generator, emergency storage structure, influent sewer piping and manholes, flow meter and valve/camlock vaults, new controls and electrical panel located in the new control building, new site fencing, new and restored landscaping, recycled irrigation and asphalt paving. The station is fed by an 18-inch influent sewer and pumps into a 8-inch force main which ultimately outlets into the Vista/Carlsbad interceptor sewer. Forcemain improvements included 1,900 LF of 8-inch HDPE open cut piping and 400 LF of 8-inch HDPE HDD tunneling.
Terramar Lift Station and Forcemain Replacement Project, City of Carlsbad, California. Construction Manager and Resident Engineer for $0.9 million city project to replace the failing existing station. Project involved replacing the existing lift station with a 30-foot deep pre-cast 6-foot diameter wet well with two submersible pumps and new valve vault. Location of PS and vault was in the road and behind the sidewalk of a major thoroughfare through the City. Forcemain improvements included the installation of a new 400 LF 6-inch PVC open cut piping and 200 LF of 8-inch CIPP lining of existing gravity sewer under the NCTD tracks. Pump motor controls, SDG&E service panel and mobile emergency generator were installed in a block enclosure with steel canopy cover. The existing lift station was taken out of service and continuously bypassed for approximately 3 months until the new lift station and force main were put in service.

Recycled Water System Expansion, City of San Clemente, California. Resident Engineer for $8.2 million multi-phase City project to install 10 miles of recycled water pipelines (6-inch to 20-inch PVC and DI), HOA service conversion connections, Bella Collina Towne & Golf Course Metering Station and new Pressure Reducing Station. The project also included the a new 200,000 gallon DN tank. He is managing all aspects of construction and providing daily inspection services. The project required coordination with multiple agencies (City of San Clemente, South Coast Water Districts, 10+ HOA’s and Caltrans). The project also involved the expansion of the City’s Water Reclamation Plant from 2,200,000 gallons per day to 5,000,000 per day and new effluent pump station.

Water Recycling Demonstration Project, City of Anaheim, California. Resident Engineer for this $6.5 million city project serving as a demonstration facility showcasing the viability of recycled water and the value of conserving limited potable water supplies. The project consisted of a 50,000 gallon per day (gpd) capacity (100,000 gpd at buildout) Membrane Bio Reactor (MBR) water reclamation facility at the north side of the City Hall. The project included an influent pump station with sewer diversion structure, force main, and a recycled water distribution system to surrounding landscaped areas and to the dual plumbed water system at Anahiem West Tower. The treatment facility is housed in a beautiful 2000 s.f. building with a 25-foot tall waterfall feature and floor to ceiling window wall glazing allowing for outside viewing of the interior treatment plant workings. The bioreactor is contained underneath the bulding footprint with a series of seven underground, 18-foot-deep concrete tanks (2 pre-anoxic, 2 aeration, 2 post-anoxic and 1 clearwell) with an approximate total capacity of 250,000 gallons. Treatment process equipment includes fine screen, membrane filtration modules, ozone system, UV reactor, and chemical feed system.

Buena Vista Force Main Replacement-Phases 1 & 2, Oceanside, California. Construction manager for a $5.4 Million City CIP project; Phase 1 entailed microtunneling under the 78 highway and El Camino North Shopping Center. 1200 feet of 45 inch tunnel casing was installed successfully on line and grade. 28 inch HDPE was welded and pulled back into casing for force main piping. Project was completed on time with change orders accounting for less than 1% of the contract value. Phase 2 included installation of 8000 feet of 24 inch C-905 force main piping primarily in main arterial El Camino Real. A 250 foot jack and bore was performed under the NCTD tracks. Project issues included unforeseen utility conflicts and changed conditions that were resolved expeditiously without claims.

Unit Z Pump Station, San Diego, California. Construction Manager for a $3.2 Million Olivenhain Water District project to construct a new potable water pump station. The pump station is equipped with three 200 HP vertical pumps with 3675 GPM capacity each. Electrical components include pump control and SCADA systems. An 1100 SF pump station masonry building and extensive site work with 24 inch CML welded steel suction and discharge piping. Project issues included adjacent community residences and extensive coordination with District operations staff during construction and start up. Project was completed on time and without claims.
Garrett White, QSP, NASSCO
Inspector

Garrett White has over 24 years' experience in the rapidly changing construction industry, with an emphasis on the construction of water, wastewater, and storm drain facilities for public agencies. He has been involved with the construction of large- and small-diameter pipelines, treatment plants; pump stations for potable and non-potable distribution systems, horizontal directional drilling (HDD), with an emphasis in trenchless technologies. For the past 9 years, Mr. White has been responsible for providing field inspection services and construction management for various cities and water districts on capital improvement and developer projects. As a field engineer, he is responsible for project coordination, issuing field orders, verifying adherence to submitted schedules, quality control and assurance, project documentation, and review of as-built records.

Project Experience

2015 Sewer Water and Arterial Paving (SWAP) Capitol Project, City of Del Mar, California. Mr. White served as the lead inspector in charge of several level I inspectors for multiple projects performed at the same time. All work for the multiple projects needed to be completed prior to the yearly opening of the World Famous Del Mar Fair. Total project cost of $5 million.

- **Street and Sidewalk Improvement Project**: consisted of roadway improvements with over 4,750 LF of curb & gutter, 24,000 Sq Ft of PCC sidewalk, 250,000 Sq Ft of Type II slurry seal, 20 pedestrian ramps, 140,000 Sq Ft of grinding and asphalt overlay. Full depth roadway reconstruction and construction of multiple retaining walls, signing and striping and grading, retaining walls along Via de le Valle, Camino Del Mar, and along Highway 101 in the city of Del Mar. including installation of the Rapid Flashing Beacons for pedestrian crossings.

- **Sewer Force Main Project**: consisted installation, pre acceptance and post acceptance testing of over 1 mile of 10" diameter DR18 PVC sewer force main, temporary sewer bypassing of the existing pump station and installation of the sewer force main on Via De La Valle Blvd, Camino Del Mar and Coast Hwy 101, including 2 bridge crossing over NCTD ROW and environmentally sensitive Dog Beach in the city of Del Mar by the Cured in place pipe method installed within new ductile Iron Pipe.

- **Recycled Water Main Retrofit Project**: consisted of installation, pre acceptance and post acceptance testing of over 1 mile of 8" Dia, Five 6" Dia lateral line into the city of Encinitas, construction of fill stations and an additional 2,000 LF of recycled water main extension.

Coast Highway Pump Station Rehabilitation, City of Encinitas, California. Installation of 1200 Linear feet of two 4-inch DR 11 HDPE carrier pipes within a single 14-inch DR 11 HDPE casing pipe using horizontal directional drilling construction methods. Work was performed within the environmentally sensitive San Elijo Lagoon Conservancy and within the NCTD ROW. The project also included slip lining of the existing wet well, rehabilitation of electrical systems and removal of the existing force main on the Coast Highway 101 bridge. Mr. White served as the onsite QSP for this project.
Annual Sewer Rehabilitation Program 15701, City of San Juan Capistrano, California. Mr. White served as the Construction Manager. This project consisted of installation of 8,000 LF of small Diameter CIPP and over 5,000 LF of large Diameter (21") CIPP. As the construction manager Mr. White prepared and issued Change orders & Field Orders for modification to the contract documents. Additional duties consisted of review of all pre-cleaning, pre installation and post installation of CCTV prepared in accordance with PACP condition rating system. All CCTV was reviewed to ensure compliance with NASSCO ITCP requirements were met as specified in the contract documents. In addition to CIPP lining Mr. White inspected 13 manholes rehabilitated with spray on Calcium aluminate. The determination to rehabilitate the manhole was performed in accordance with NASSCO MACP condition grading. A change order was issued by Mr. White to perform rehabilitation of 36 service lateral repairs with trenchless technology. The determination was made based on the NASSCO LACP condition grading system.

Riverside Community Services District Regional Waste Water Facilities Replacement Force Mains and Gravity Sewer and Regional and Juan Diaz Lift Stations, Riverside, California. Mr. White served as the Inspector of Record for construction for the Gravity Sewer and Force Main Project, Regional and Juan Diaz Lift station, and the Kern Peralta re-habilitation projects, simultaneously. The Force Main and Gravity Sewer project consisted of installation of approximately 2,580 linear feet of 14" and 18" DR11 HDPE force mains by directional drilling through dual bore holes. Installation of approximately 1,660 linear feet of 16" and 18" PVC force mains by the cut and cover method. Installation of approximately 2,360 linear feet of 12" PVC deep cut gravity sewer. Installation of approximately installation of approximately 600 linear feet of 2" PVC force main. All construction of the project occurred within a culturally sensitive native area. Work related to this portion of the project consisted of installation of 21" gravity sewer bypass system, 24" VCP gravity sewer under the Sunny Slope Channel by the Jack and Bore method. Construction of the above grade control buildings, below grade wet well and debris basket chambers and all related appurtenances. Installation of 14" and 18" ductile iron pipe force mains including hot tap and bypass procedures. Demolition of the existing temporary lift station and removal of abandoned portions of temporary 12" HDPE force mains.

NCI at Nyes Place, City of Laguna Beach California. As the Inspector of Record, Mr. White was responsible for Quality control and quality assurance for the rehabilitation of the existing North Coast Interceptor Sewer, located within Pacific Coast Highway. Construction of the project consisted of slip lining 455 linear feet of 20-inch fusible polyvinyl chloride (FPVC) liner in the existing 24-inch fiber-reinforced plastic (FRP) force main and installation of a new 8-inch high-density polyethylene (HDPE) discharge pipes. Conventional open cut installation of 290 linear feet of 20-inch fusible PVC was used, while maintaining temporary bypass pumping system operations and restoration of surface improvements. Mr. White provided on-site inspection, daily documentation, construction observation, and progress payment reports as well as implementing and maintaining SWPPP requirements.

Solana Beach Force Main, City of Solana Beach, California. Project involved installation of approximately 3,000 feet of new 16-inch DR11 HDPE pipeline using HDD methods in excess of 45 feet below the surface. Installation of 1,040 feet of new 16-inch DR11 HDPE pipeline using direct burial methods. Rehabilitating approximately 850 feet of the existing force main with 12-inch FPVC structural lining. Services included on-site inspection and quality control and assurance. Acting as liaison between the construction manager, City Engineer, and San Elijo Joint Powers Authority, Mr. White provided daily documentation, construction observation, strict adherence to contract plans and specifications, progress payment reports, and implementing and maintaining SWPPP requirements and public awareness outreach program. He assured adherence to CEQA mitigation, monitoring, and reporting program requirements.
APPENDIX B

Professional Services Acceptance Form
Appendix B: Professional Services Agreement Acceptance Form

Firm Name: Dudek

Address: 1645 S. Rancho Santa Fe Rd., Suite 201

City San Marcos State CA Zip Code 92078

Telephone: 760.942.5147 Fax: 760.632.0164

I have reviewed the RFP and Professional Services Agreement in their entirety. Our firm will execute the Professional Services Agreement with no exceptions.

Name of Authorized Representative: George Litzinger, PE

Signature of Authorized Representative: 

Date: January 17, 2018
APPENDIX C
Dudek Paper on Trenchless Technology
TA-T6-03

Sliplining Provides the Perfect Trenchless Solution for the City of Del Mar, California

Garrett White, Dudek Engineering + Environmental, Encinitas, CA
Mohammad Qahoush, PAL General Engineering, Inc., San Diego, CA
Rachel Maupin, Underground Solutions, Inc., Poway, CA

1. ABSTRACT

The City of Del Mar, California is a well-known enclave within San Diego County. With only 4,000 residents, the cost of maintaining and replacing aging infrastructure is challenging. A recent concern was the reliability of a 20-inch steel water main feeding the city from the north end of town. Replacing the pipeline using open-cut, dig and replace construction would have been expensive and highly disruptive with the existing pipeline located directly under busy Jimmy Durante Boulevard which is the primary artery between the famous Del Mar Fairgrounds and the downtown area.

As part of a larger streetscape upgrade, the City engaged Nasland Engineering of San Diego, California to consider options for replacing or rehabilitating the 20-inch water line. In the end, two alternate construction methods were bid on the project. The first was to install a new pipeline with traditional dig and replace methods. The second was to install a new pipeline using slipline methodology.

In the end, sliplining was the most cost effective option, while it also worked to resolve specific project challenges including cost, traffic congestion, and the requirement to complete the project before the busy summer season. The project was constructed with a single 2,015-foot insertion using the fuse and pull method, where pipe is joined together at grade and then inserted immediately into the existing pipeline.

This paper will discuss the evaluation process and bid setup for the project, as well as construction results for the unique way in which sliplining methodology was employed.

2. INTRODUCTION

The City of Del Mar lies along the west coast of California between La Jolla and Solana Beach with a total area of two square miles and a population of only 4,000 people. The area was first encountered by an engineer on the Southern California Railroad as a route was built from San Diego to San Bernardino in 1882. Finding it “the most attractive place on the entire coast,” he purchased land, built a home, and established a tent city on the beach. His wife named the area Del Mar after a poem titled “The Fight on Paseo Del Mar.” Soon after, Colonel Jacob Taylor came to the area with his family and purchased 338.11 acres in 1885, officially founding the City of Del Mar.

Taylor created a resort called Casa Del Mar intended to attract the rich and famous. It initially succeeded only to fall from bankruptcy, flood, and then a fire which burned the establishment to the ground in 1889. After this loss, the area became inactive until the early 1900s when the South Coast Land Company started developing San Diego County. Among San Diego developments, the company built the Stratford Inn in Del Mar in 1910, which quickly
became the main attraction of the town, drawing Hollywood stars to the area. Rapid development of residential areas began in the 1920s when Del Mar received electricity from San Diego Gas and Electric.

In 1936, the San Diego County Fair found its permanent home in Del Mar with the construction of the fairgrounds in the San Dieguito Valley. The first fair opened October 8, 1936 and welcomed 50,000 visitors. Part of the fairgrounds included a mile-long oval racetrack where Bing Crosby established the Del Mar Turf Club, opening the first races on July 3, 1937. Bing recorded the renowned “Where the Turf Meets the Surf” song in 1938; intended to open and close the races each day, the song now rings the start of summer to San Diegans. Racing season attracted large crowds and enticed many Hollywood celebrities to purchase homes in Del Mar including famous entertainer Jimmy Durante after which the street leading to the fairgrounds was named.

Jimmy Durante Boulevard is the primary artery from the Del Mar Fairgrounds to downtown Del Mar. Although the city’s population is small, the fairgrounds and beaches attract visitors year round peaking in the summer season with the San Diego County Fair opening in early June each year. In recent years, fair attendance has reached 1.5 million averaging 60,000 guests a day. With the closing of the fair in July, racing season begins, prohibiting any major construction work on the main roads through the end of the summer. These factors posed an issue for the Public Works Department in the City of Del Mar when they considered rehabilitating Jimmy Durante Boulevard and the 20-inch steel water line that runs beneath it.

3. PROJECT BACKGROUND

The existing line supplies potable water to the City of Del Mar, running from the fairgrounds to the north, down Jimmy Durante Boulevard, ending in the downtown area of Del Mar. The line dates back to the initial development of the fairgrounds. Decades later, the line is corroded and leaking (see Figure 1) causing a concern over the reliability of the water main and motivating the City to consider replacement of the line as part of other renovations in the area. Whenever a leak needed to be patched, the busy boulevard would have to be shut down to cut into the road and fix the line. Jimmy Durante Boulevard not only connects north and south Del Mar, but houses many businesses along the length of the route making it imperative to maintain traffic access.

Figure 1. Existing 20-inch steel line removed during construction.

With such a small population of permanent residents in the City of Del Mar, large construction projects such as this have to be voter approved and completed in the most cost effective manner possible since most funding will come from taxes on the residents themselves. With funding by TransNet, larger citywide improvements are possible by incurring a half-cent countywide sales tax that helps fund regional transportation projects. This provided the necessary backing for a multi-year, multi-segment improvement project for the City of Del Mar. The Jimmy Durante Boulevard and Camino Del Mar 2015 Street and Drainage Capital Project was one key segment of these improvements. As part of the larger streetscape upgrade to the route from the fairgrounds to downtown, the City engaged Nasland Engineering to consider options for replacing or rehabilitating the 20-inch water line under Jimmy Durante Boulevard.
4. PROJECT DESIGN

The segment of water line to be replaced runs under the southbound lane of Jimmy Durante Boulevard from the intersection with San Dieguito Drive to the Camino Del Mar overpass. This boulevard consists of two lanes that enable travel from the race track to downtown. With only about a mile from the fairgrounds to the downtown area, many people walk the distance along the side of the road. This originally meant braving a walk along the shoulder of a busy street. This project intended to improve those conditions by installing sidewalks along the route together with other street improvements. Since the surface was being upgraded, it only made sense to upgrade the water line below to prevent having to repave the street if improvements were done at a later date. Key factors in the execution of this installation included minimizing the construction zone along the two-lane thoroughfare and ensuring completion before the start of summer.

The City of Del Mar sought the most cost effective installation method for this extensive water line upgrade. The initial design by Nasland only considered open-cut installation along the southbound lane of the road. This method is a standard practice for utility projects in Del Mar. Specifications and plans were drawn up with the intention of excavating and installing a new pipeline to the side of the existing steel pipe down the center of the southbound lane of Jimmy Durante Boulevard. Upon completion of preliminary design, the City requested a constructability review to be performed by Dudek Engineering + Environmental. During the review it was determined that it would have a lesser impact to the City and its residents to perform slilining as opposed to open-cut excavation. Slilining was then added to the bid package as an alternate water line rehabilitation method. A full design was not created; the option was only added to the project specifications. The final plans provided horizontal and vertical alignment information for the open-cut construction method only with just an approximate horizontal alignment of the existing steel line shown. The slilining option would be like a design-build project if the method was selected.

The length of water line to be rehabilitated or replaced was determined from the existing locations of key water mains and valves in the proximity of the street upgrades to be completed in the project. The northern extent of the planned roadway improvements ended near the intersection of Jimmy Durante Boulevard with San Dieguito Drive. Although the existing steel line continued north, past that intersection, towards the fairgrounds, the extent of the water line replacement in the project was only as far as that of the street upgrades. South of the intersection there is an existing 3-way valve package and that portion of the existing line feeds approximately one third of Del Mar so it could not be shut down for any extended time period. Therefore, the new water line would start from the south end of the valve package, just after the intersection. The existing 20-inch steel line continues south along Jimmy Durante Boulevard until the Camino Del Mar overpass, at which point the steel line connects to 12-inch polyvinyl chloride (PVC) water line. The new water line would thus end at the connection to existing 12-inch PVC just before the Camino Del Mar overpass. These start and end points give a total pipe length of 2,015 linear feet (see Figure 2).

Figure 2. Area of water line replacement.
The original 20-inch steel water line was installed back when the City of Del Mar was just starting to develop. At that point, the potential population of the area was unknown, so larger pipelines were preferred to anticipate increased growth. Now fully developed, the design engineer recognized that a 12-inch line would easily meet the capacity necessary to feed the City of Del Mar. This size was determined to provide sufficient flow dynamics in the initial open cut design. The size reduction from a 20-inch diameter was not for the purpose of fitting the new line into the existing line in the slipline application. The existing line could fit pipes up to 16 inches in diameter if sliplined, but a 12-inch diameter would give the desired hydraulics. Too large of a pipe wouldn’t have given proper water pressure and velocity. Additionally, the new line would connect to existing 12-inch PVC at the end of the installation, so the line would now be consistently sized and have the benefit of saving the City money over using larger pipe.

PVC was the preferred pipe material for both methods of water line construction. The City of Del Mar was familiar with the material, already using it in other parts of their water system. This is a potable water line so HDPE was not considered due to its vulnerability to oxidative degradation when exposed to chlorine-based water disinfectants. PVC pipe, on the other hand, has no record of oxidation induced failure due to the material formula’s resistance to oxidation. The open-cut design could be installed with standard bell-and-spigot (B&S) PVC. The same could not be used for the slipline installation as the water line pipe would need to be pulled in one continuous length and B&S PVC pipe would pull apart at the joints. Fusible polyvinyl chloride pipe’s (FPVCP) fused joints are intrinsically restrained, allowing the pipe to withstand long pulls and preventing the joints from pulling apart. There would also be no risk of over-belling as may be possible in other restrained joint PVC pipe products, should the pipe be pushed. FPVCP would provide the City with a familiar material, requiring no further training of City repair crews should additions need to be made to the line at a later date, while enabling trenchless repair of the existing line. After sliplining was added to the bid package as a result of the constructability review, Dudek suggested the product to the city engineer who quickly approved FPVCP as a slipline material.
necessitate the excavation of a trench down the center of the southbound lane down Jimmy Durante Boulevard, requiring the lane to be shut down for extended periods during installation. The two-lane road has multiple islands between the north and southbound lanes, broken up only by left turn lanes into side roads or driveways. These islands further hinder traffic flow during construction as in order to shut down one lane, traffic would need to be diverted to the other side of these islands and then back once the construction area had been passed. In order to avoid such a disruption in a high traffic area much major work would be forced to be completed at night to lessen traffic control issues. The slipline method had the advantage of eliminating excessive excavation, only requiring trenches where connections need to be made to the new line, considerably lessening the impact on traffic. Figure 3 highlights the significant difference in excavation and required road repair of open-cut installation when compared to the suggested trenchless method. Sliping would also have the innate benefit of utilizing the existing steel line, rather than having it capped off and abandoned in place should open-cut methods be employed. It also avoids filling additional underground space with pipe that could potentially obstruct further utility improvements down the line.

5. PROJECT BIDDING

Once the project had been designed, reviewed, and revised, the Jimmy Durante Boulevard and Camino Del Mar 2015 Street and Drainage Capital Project advertised to bidders on January 7, 2015. The bid form was set up to have a bid schedule "A," bid schedule "B," and bid schedule "B-1." Bid schedule "A" covered items related to the street improvements, while bid schedules "B" and "B-1" covered utility improvements. Bid schedules "B" and "B-1" differed only in the installation of the new 2,015 linear foot 12-inch water main. Bid schedule "B-1," considered the alternate base bid, contained a bid item to slipline the existing 20-inch steel water line with 12-inch FPVC water main and grout fill the annular space along with related bid items to cut out the existing steel line where connections would be made and provide temporary water services to all residents, businesses, and fire hydrants during construction. The lowest bidder would be determined from the total of schedules "A plus B" or "A plus B-1," whichever was lower. There was no preference in the installation method; the City just wanted the most cost effective option. The project bid on January 29, 2015 and, after receiving only two bids, was awarded to lowest responsible bidder, PAL General Engineering, Inc. who based their bid on sliping.

6. CONSTRUCTION

Construction began in February of 2015 when PAL Engineering started preparation for the slipline installation. The contractor drained and isolated the section of pipe to be sliplined and completed other utility improvements using open-cut methods along side streets. The lines that connected into the existing steel pipe were cut off and isolated and had valves installed at the ends. There were enough loops in place in the existing water system that a bypass line was not needed when flow to the existing steel line was shut off. The contractor was instead able to reroute the lines so that the shut off did not affect the residents.

There were not any as-built plans available for the existing steel line. The contractor only had a rough idea of where existing utilities were located and had an idea of the depth of the line based on the standards of the area, typically a minimum three feet of cover and up to six feet of cover. Because the slipline option was added later, no CCTV inspection of the existing steel line was completed prior to bidding. Under the assumption that the alignment shown in the project plans was correct, crews began to dig down to the steel line at sections where valves and service connections were to be made. The contractor quickly determined that the actual alignment of the steel line was not as anticipated when crews dug down to prepare for a valve installation and there was no steel line to be found. At this point the project truly became a design-build. The contractor needed to first determine the actual alignment of the steel line and then adapt his plan for the slipline installation accordingly. The contractor traced the alignment by adding an electrical charge to a hydrant off of the existing line. This added conductivity to the steel line that could then be followed with a utility locator. He found two horizontal alignment offsets in the steel line starting a few hundred feet from the north end of the alignment. The contractor also performed a CCTV inspection himself along the line to ensure there were no further hiccups in the pipe alignment. The vertical depths were as expected in the range of three to six feet of cover.

Initially when the existing alignment was assumed to be relatively straight, the steel line would have only needed to be excavated and cut out at the start and end of the alignment with very small trenches and cuts in locations where
services would be connected to the new line. Upon finding the two bends in existing alignment, the contractor had to consider breaking the slipline into three runs since FPVCP could not slip through that drastic of a deflection; one run from the start of the alignment to the first bend, one from the first bend to the second bend, and one from the second bend to the connection at the Camino Del Mar overpass. PAL Engineering worked with the construction management team at Underground Solutions Inc. (UGSI), the FPVCP supplier, to evaluate the existing layout of the fittings and come up with an alternative solution. Instead of dividing the installation into multiple runs, the contractor would cut out the two horizontal offsets as well as additional steel pipe in each direction of the bend to allow the FPVCP to curve through the offset with its inherent bend radius (see Figure 4). This would require removal of approximately 60 feet of the steel line for each offset, 30 feet from either side of the existing bend. The slipline subcontractor was fine with this approach as it would enable a single pull-in through the entire length of the alignment and eliminate the need to install short pipe segments and dig additional insertion pits that would only further impede traffic along the road. This approach would also allow the pipe staging and fusion area to remain in the same position, not having to move to multiple insertion pits. The 60-foot by 3-foot trenches at each offset would be treated just as the other open-cut sections for service reconnections and tie-ins. All sections would be covered with steel plates to allow traffic to continue along the roadway. The plates would only be removed from a particular trench for short periods when the new 12-inch line was being pulled through that trenched segment.

Due to the constrained nature of the project, with the goal of eliminating traffic disruptions wherever possible, typical fusion and laydown of the entire 2,015 linear foot FPVCP string prior to pull-in was simply not feasible. The slipline subcontractor consulted with UGSI’s construction manager to determine the least invasive means of installing such a long length of pipe in a small, traffic heavy area. They settled on a far less intrusive process of pipe fusing and staging known as a “fuse-and-pull” operation. The set up allows the pipe to be sliplined into the existing steel line as 45 foot lengths of FPVCP are fused together. After a joint is fused, the pipe is pulled into the existing line and out of the fusion machine until the end of the last stick of pipe is set at the center of the fusion machine, ready to be fused to the next stick. This method allows fusion, staging, and installation to occur simultaneously and avoids having to stage long sections of fused pipe above ground. Upon assessment of the work area along the alignment, a dirt lot was discovered on the north end of the alignment on the shoulder of the southbound lane that was ideal for setting up this operation. As well as providing plenty of room to stage, fuse, and pull the pipe into place, the lot happened to coincide with the start of the water line replacement. The lot was actually a city-owned property that the City of Del Mar willingly allowed the contractor to use to stage and install the pipe. This staging location and condensed fusion and installation set up were beneficial for public perception of the project (see Figure

Figure 4. Open-cut excavation for alignment offset in existing steel line.
5). The entire pipe string did not have to be staged in public view nor did it have to be placed in an area that wouldn't be conducive to working.

With the completion of construction preparations and trenches at all tie-in, reconnection, and horizontal offset locations, fusion and slipline installation of 12-inch DR 18 FPVCP began in mid-March of 2015. Typically in slipline installations, a winch and cable assembly is set up at the end of the installation opposite from the pipe staging area. The cable is then fed up the existing line to connect to a pull head on the front end of the new pipeline and then the cable is pulled back with the winch, pulling the pipe along with it through the existing line. However, in this project, the smooth condition of the existing line and the relatively level grade allowed for a less invasive approach. A pull head was attached to the front of the pipe length just in case the pipe needed to be pulled by this more conventional method but instead the pipe was fused and simultaneously pulled out of the fusion machine and pushed into the 20-inch steel line (see Figure 6). The “fuse-and-pull” operation became a “fuse-and-push” operation due to the low friction resistance between the new pipe and existing steel line. Because a winch was not required, there was no extra equipment at the south end of the alignment, further eliminating potential obstructions to traffic. The entire process of fusing the pipe and sliplining it into the existing line took only four days.

Figure 5. Fusion and installation set up of FPVCP in city-owned lot.

Figure 6. Pipe staging, fusion, and slipline installation [fusion and pipe staging (left); pull-in by tractor (right)].
Traffic control was the primary concern during installation. Permitted work hours required that construction not begin before 8:00 AM and that all equipment be completely packed up by 5:00 PM each work day. Between 8:00 AM and 5:00 PM the contractor needed to make as many provisions as necessary to facilitate traffic flow in construction zones. All of the larger open trenches for radius alignments and tie-ins and small trench sections to connect services, water lines, existing fire hydrants, as well as blow off assemblies were steel plated the moment the trench was fully excavated to permit vehicle commute. Once sliplining began, traffic was only stopped when the head of the pipe string was pushed through any open-cut portion. When the 12-inch line reached a trench section, the steel plate was removed, the crew watched the pull head to make sure it did not drop and was properly guided to the next section of steel line (see Figure 7), and then the steel plate was replaced to allow traffic to pass again. Traffic was only be impacted for approximately 15 minutes at a time (see Figure 8).

Once the new 12-inch water line was fully sliplined through the existing 20-inch steel line, all tees and service lines were installed and connected in the previously excavated trenches. The City of Del Mar does not use many restrained connections in general practice. UGSI approached the contractor to suggest using restrainer glands on the tees and any other connections off of the new 12-inch line in order to restrain fittings to the new line. Mechanical restraints were needed to ensure a solid connection to lines running off this transmission main, especially since the line would be pressure tested inside the existing steel pipe prior to grouting, so the 12-inch pipe would undoubtedly move and have the potential of disconnecting from tie-ins. Dudek, in its role as inspector and construction manager, agreed that this was a necessary item so the City of Del Mar approved this change order (see Figure 9).
On April 20, 2015, after all water and service connections were made to the new line, the 12-inch FPVCP water line passed pressure testing of 160 psi, holding pressure without a drop for two hours. The slipline subcontractor grouted the line in place the following week. The pressure grouting was successful but required multiple attempts due to issues with mixing time and the flowability of the grout. Chlorination and dechlorination of the pipe and final tie-ins followed the successful grouting attempt. The project was fully completed and operational with the new line in service by late May, about three weeks prior to the opening of the San Diego County Fair at the Del Mar Fairgrounds.

7. CONCLUSIONS

Despite the constraining traffic requirements of the jobsite, the project was successfully completed with a week to spare from the desired completion date of May 25, 2015. There was a big push to complete the project before the start of the summer season and the county fair. The fair brings in substantial income to the City so if construction impeded visitation to the fairgrounds, the fair and the City would have suffered. The City of Del Mar, UGSI, Dudek, and PAL Engineering teamed together to make sure the project was done on time.

The slipline method made it possible to meet the deadline and lessen the impact on traffic. It limited excavation to four main pits with only small open trench sections for tie-ins, greatly reducing the amount of traffic control and diversion required during construction. Had open-cut been the chosen method, installation would have taken at least twice the time, possibly longer depending on the number of existing lines encountered during excavation. Sliplining also had the added benefit of reduced trucking for the import and export of excavated material and lower paving requirements. The trenchless method produced an overall project savings exceeding $70,000 compared with the open-cut option.

The City of Del Mar was very happy with the procedure and how fast and smooth it went compared to open trench replacement. The efforts to create the most cost-effective, time-saving, and commuter-friendly plan were greatly appreciated. The new water line now provides the system with better flow dynamics, increased volume, and lessens the work required of the pumps in the system due to the increased coefficient of the pipeline when compared to the existing 20-inch steel line. The results opened the City up to potentially using similar methods in future projects in the area.

8. REFERENCES

The Official Website of Del Mar, California. Retrieved from http://www.delmar.ca.us/


SOUTHERN CALIFORNIA
Encinitas (Main)
La Quinta
Pasadena
Riverside
San Juan Capistrano

CENTRAL COAST
Santa Barbara
Santa Cruz

NORTHERN CALIFORNIA
Auburn
Larkspur
Oakland
Sacramento

HAWAII
Honolulu

OREGON
Portland

HABITAT RESTORATION SCIENCES
A Dudek Subsidiary
RECOMMENDATION

Award contracts to Academy Electric, Inc., A.C. Pozos Electric Corporation, and Leed Electric, Inc. for $100,000 per year for five years for a not-to-exceed amount of $500,000, with two one-year renewal options to provide On-Call Electrical Contracting, and authorize execution of the contracts.

The Engineering and Operations Committee reviewed this item at its February 20, 2018 meeting and recommends Board approval.

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.

PRIOR BOARD ACTION/DISCUSSION

At its January 16, 2018 meeting, the Engineering and Operations (E&O) Committee received an information item on the preparation of the Request for Bid for On-Call Electrical Services.

DISCUSSION

On-Call Electrical Contractors allow Mesa Water to quickly correct electrical issues that need to be repaired by trained, licensed electricians. A Request for Bid (RFB) for On-Call Electrical Contracting has been developed with the intent to award three contracts valued at $100,000 per year for five years, with the option for up to two annual renewals. Emergency electrical work will be assigned to the selected contractor most readily available and capable of performing the work. Non-urgent tasks will be competitively bid on a project-by-project basis to the three pre-approved contractors to ensure cost effective pricing.

An RFB was released in January 2018 to 14 licensed electrical contractors with experience in municipal, industrial, and commercial experience. The bid sheet asked for Prevailing Wage rates for the seven wage classifications recognized by the State of California Department of Industrial Relations (DIR) for the Orange County area, including Straight Time and Overtime rates. The bid sheet also asked for hourly equipment rates for equipment commonly used by electricians.

Bid packages were received from Academy Electric, Inc., A.C. Pozos Electric Corporation, and Leed Electric, Inc. The bid packages are available upon request. Each of the three bidders has a C-10 Electrical Contracting license and is registered with the State of California DIR as a Public Works Contractor. The straight-time rates range from $80 to $125 per hour. The overtime rates range from $103 to $199 per hour. Equipment rates range from $7 to $405 per hour. While there is a range of rates across each of the labor and equipment categories, each contractor assigns...
overhead, profit, and mobilization costs in different areas based on their cost estimating methodology. The rates provided are fairly consistent among the three bidders.

Staff recommends that the Board of Directors award contracts with Academy Electric, Inc, A.C. Pozos Electric Corporation, and Leed Electric, Inc. for $100,000 per year for five years for a not-to-exceed amount of $500,000 with two one-year renewal options to provide On-Call Electrical Contracting, and authorize execution of the contracts. Expenditures per year between all three contractors will not exceed $100,000 in total without additional authorization from the Board.

FINANCIAL IMPACT

In Fiscal Year 2018, $100,000 is budgeted for On-Call Electrical Contracting; no funds have been spent to date.

ATTACHMENTS

None.
MEMORANDUM

TO: Board of Directors  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: March 8, 2018  
SUBJECT: ACWA’s No Drinking Water Tax Outreach Campaign

RECOMMENDATION

Support the Association of California Water Agencies’ No Drinking Water Tax Education and Outreach Campaign in the amount of $10,000.

The Legislative & Public Affairs Committee reviewed this item at its February 26, 2018 meeting and recommends Board approval.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Association of California Water Agencies’ (ACWA) is launching a major fund raising effort to help pay for outreach activities related to the proposed tax on drinking water. On February 14, 2018, ACWA distributed an Outreach Alert urging member agencies to join ACWA’s coalition against SB 623 (William Monning, D-Carmel) and the budget trailer bill related to a tax on drinking water.

Fighting the tax on drinking water is one of the most important efforts undertaken by ACWA and its member agencies in recent years. In addition to the policy problems (e.g., taxing something that is essential to life), the proposals threaten to make urban water agencies serve as tax collectors for the state and compete with the state for limited local funding. If enacted, the tax on drinking water would also be the precedent for future taxes on water, both agricultural and urban.

Funding will be directed towards conducting statewide polling to gain a better understanding of public views toward a drinking water tax, and the education, outreach and advocacy efforts related to the water tax proposal.

Staff recommends that the Board of Directors allocate $10,000 to support ACWA’s No Drinking Water Tax Education and Outreach Campaign.
FINANCIAL IMPACT

In Fiscal Year 2018, $373,200 is budgeted for the District’s Public Affairs department expenses; $207,598 has been spent to date.

ATTACHMENTS

None.
MEMORANDUM

TO: Board of Directors  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: March 8, 2018  
SUBJECT: Research Sponsorship

RECOMMENDATION

Support the preparation of “A New Policy Agenda” by Chapman University’s Argyros School of Business and Economics, C. Larry Hoag Center in the amount of $12,500.

The Legislative & Public Affairs Committee reviewed this item at its February 26, 2018 meeting and recommends Board approval.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Joel Kotkin is an internationally-recognized authority on global, economic, political and social trends and is the Chapman Presidential Fellow in Urban Futures. He has approached Mesa Water for a partnership on his new research topic which is a broad discussion on the policy directions that California should take to ease life for the middle class including water, regulations and housing issues.

Below is a compilation of passages from Mr. Kotkin’s proposal:


  Californians generally want to preserve the environment, educate their children and provide for parks, recreational opportunity, clean water and air. In sum, they want a better life for themselves, and their families. The beginnings of a new policy agenda start with middle class families and their aspirations. Governor Brown has been a proud father, if you will, to policies that are also driving young people, and particularly people of child-bearing age out of the state, according to an analysis of 2014 IRS numbers. We should seek to protect our environment, and make our communities more sustainable, but sustainability includes the standard of living and social mobility. A state that is increasingly bifurcated, where more people need assistance to meet their basic needs, but is heavily dependent on a relatively small number of affluent people, seems
fundamentally unstable. A new California policy agenda would confront these basic issues. The state also should consider decentralizing, as opposed to centralizing decision making. Similarly, densification policies that might make some logical sense in crowded, already highly congested urban areas may not be so appealing in the hundreds of more suburban, and even rural communities, which is home for the clear majority of state residents.

Finally, the state needs to redefine our priorities around the needs of our economy and middle class citizens. The climate program embraced by Governor Brown cannot address such fundamentally global issues within the border of a state, even one as large as California.

Staff recommends that the Board of Directors support the preparation of “A New Policy Agenda” in the amount of $12,500.

FINANCIAL IMPACT

In Fiscal Year 2018, $373,200 is budgeted for the District’s Public Affairs department expenses; $207,598 has been spent to date.

ATTACHMENTS

Attachment A: “A New Policy Agenda”
For most of its history, California has been a beacon to millions of people, both from within the
country and without, seeking the best version of the American dream. Under Governors and legislators
of both parties, the state consistently led the nation in creating the infrastructure --- roads, schools,
water systems --- that underpinned prosperity and led to the growth of an advanced, widely based
economy.

Today that notion of a California dream is fraying, as the state becomes increasingly divided by
rampant inequality and class divides more associated with feudalism than democracy.

It is becoming, for most Californians, a place of limited social mobility where the middle class is
gradually diminishing amidst a rising tide of permanently impoverished people. From an economic
perspective, the lack of social mobility has potentially catastrophic implications for California’s real
estate industry, its ability to attract and retain its people and perpetuate the innovation that has built
the state’s reputation. The objective of this research is to explore the social, political and economic
implications of this megatrend and to propose potential strategies to address them. This effort is part of
the Hoag Center’s on-going agenda of thought leadership in the real estate and economic development
arena.

California, the killing field for the middle class?

Although the state’s post-2010 recovery has won plaudits in both the progressive press and
embraced by the likes of the New York Times Paul Krugman, as providing a model for the future, the
reality is far darker. Behind the media glitz, California is increasingly a bifurcated state, divided between
a glamorous software- and media-based economy concentrated in certain coastal areas, and a declining,
and increasingly impoverished, interior. According to a recent United
Way https://www.unitedwaysca.org/realcost study, close to one in three is barely able to pay their
bills. California, of course, is well represented among the world’s richest people and particularly
dominates the list of billionaires under forty are from tech or related industries like media and
entertainment. Social media has made the likes of Mark Zuckerberg fantastically wealthy, but not
improved living conditions for most Californians.

Overall, according to a recent Social Science Council report, California is now the most unequal state
when it comes to “wellbeing” in the union, and has, along with stupendous wealth, the highest rate of
poverty in the nation. In his new work on the nation’s urban crisis, researcher Richard Florida ranks three California metropolitan areas ---Los Angeles, San Francisco and San Diego --- among the five most unequal in the nation.

This dovetails with a host of other research findings. One survey last year ranked California as the state where the middle class is disappearing the fastest. In addition, a recent Pew study found California’s urban areas over-represented among the regions where the middle class is shrinking most rapidly. California now is home of over 30 percent of United States’ welfare recipients, and 21 percent of Californians are in poverty once the cost of housing is considered, the highest rate of any state, and, embarrassingly a fifth higher than Mississippi, with its long-time reputation for the nation’s worst poverty.

These conditions tend to be worst in the cities and regions in the state’s interior. Overall California is home to a remarkable 77 of the country’s 297 most “economically challenged,” cities based on levels of poverty and employment, according to a recent US study. Altogether these cities have a population of more than 12 million.

In Silicon Valley, notes a recent report by the California Budget Center, since 1989 the middle-class share has dropped from 56 percent of all households to 45.7 percent today. Both the lower and upper income portions grew significantly; today lower income residents represent 34.8 percent of the population compared to 19.5 percent for the affluent.

One clear sign of a diminishing middle class: the state’s rapid decline in homeownership. California homeownership rates are overall among the lowest in the nation and Los Angeles-Orange County, the state’s largest metropolitan area, suffers the lowest level of homeownership in the country.

The situation is particularly perilous for the next (Millennial) generation, who have suffered among the largest declines in homeownership in the nation. Californians aged 25 to 34 suffered in the third worst homeownership rate (25.3 percent) among the fifty states. In San Francisco, Los Angeles and San Diego, the 25-34 home ownership rates range from 19.6 percent to 22.6 percent — approximately 40 percent or more below the national average. No surprise here given that in Los Angeles and the Bay Area a monthly mortgage takes, on average, close to 40 percent of income, compared to 15 percent nationally.

The prospects for higher wage job growth are not bright. As Chapman University’s James Doti has observed, Silicon Valley’s employment shows signs of slowing, with many companies now expanding elsewhere. Elsewhere the situation is much grimmer. In Orange County, the strongest southern California economy, tech and information employment is less today than in 2000.

In Los Angeles higher wage sectors, including business services, tech, durable goods manufacturing and construction, have been supplanted largely by lower wage employment in hospitality, health and education. A recent analysis by the Los Angeles Economic Development Corp predicts this trend will continue for the foreseeable future. The Los Angeles region is now the poorest of the 25 largest metropolitan areas, according to American Community Survey-based Census Bureau data.
These disparities in greater Los Angeles reflect the confluence of high rents and house prices, coupled with meager income growth. Renters in the L.A. metro are paying 48% of their monthly income to keep a roof above their heads, up from 36% historically. This is despite a widely acclaimed commitment to densification, which is being falsely promoted as making things more affordable, equal and efficient.

Almost half (48.7%) of working-age adults in LA are doubled up with one another in housing units – up almost 10 percentage points since 2000. It’s even worse in the Inland Empire: Roughly 45% of working-age adults in the Riverside/San Bernardino areas live with another adult, up 15 percentage points since 2000. Overall Two-thirds of the places (municipalities and census designated places) with more than 5,000 residences in the United States with greater than 10 percent of housing units overcrowded are in California, according to the American Community Survey.

One more critical sign of failure.

As the “boom” has matured, homelessness has risen to 115,000, roughly twenty percent of the national total. They are not found not only in infamous encampments such as downtown Los Angeles “skid row” or San Jose’s “the Jungle” to more traditionally middle class areas as Pacific Palisades and through central parts of Orange County.

As states like Texas and Arizona create more middle class opportunities, California could begin to verge on becoming a high-tech version of long ago discarded feudalism, under which a small propertied class had a virtual monopoly on wealth and power, and all others were either forced to service them, or o live “hand to mouth,” or even in poverty. The current trajectory for California seems clear. As IRS data reveals, the state is losing many of its future middle class, as people in their 30s and above seek to relocate in more business-friendly, less heavily taxed and regulated states like Texas, Arizona, Nevada or Utah. California firms that employ middle-income workers --- such as Toyota, Occidental Petroleum, Jacobs Engineering, among many others --- have also moved, in many cases taking large numbers of long-time California residents with them.

The role of policy.

To be sure, many of the forces driving increased inequality nationally ---globalization, automation, massive immigration from developing countries --- also have contributed to the emergent California reality. Yet state, and in some cases local, policies have exacerbated class divides to an extent greater than in states where such policies have not been implemented. These include such things as huge bills for public employee pensions and onerous labor laws, which tend to raise costs and drive businesses to other states.

One critical area lies in education, which is by far the biggest non-pension item in the state budget. The current education system, particularly K-12, exacerbates the class divides in the state. But there are hopeful signs that people --- particularly in low income communities --- are stirring, as shown by the recent LAUSD election where charter advocates won a convincing victory over the union-dominated educational establishment.
Yet perhaps the most distinctive characteristic of California’s policy approach centers on environment and efforts to combat climate change. In ways that go well beyond the Paris Climate accords or national policy, even under President Obama, California has decided to forge its own draconian path in ways that effect virtually every aspect of everyday life, from energy, water and gas prices to housing patterns, transportation and zoning.

Brown has long been at the forefront on drafting and enforcing regulations that make building housing both difficult and very expensive. And now he has pushed new legislation, just recently passed, that makes it worse by imposing even more stringent regulations on greenhouse gas, mandating a 40% cut from 1990 levels by 2030. To achieve these new goals, under present or even potentially feasible technology, noted a 2012 study by California Council on Science and Technology, the state would require all building to either “to be must be demolished, retrofitted, or built new to very high efficiency standards.”

A massive rework of the entire built environment won’t do much for affordability to say the least. With California’s environmental regulation so much more stringent than other states, things are likely to get worse, at least over the next few years as the federal government backs off some of the environmental policies of the previous administration. There is scant indication that other states are in “lock-step to follow the California “model” but may see the state’s climate jihad to step up recruitment of local businesses.

State-mandated GHG policies create high energy prices that impact middle and working class families, particularly in the less temperate interior, far more than wealthier residents of the coastal zone. Other policies raise the cost of water, also a difficult proposition for middle and working class families and the lower density suburban community they prefer. They also impact traditional blue-collar industries --- such as manufacturing, warehousing and agriculture --- for more than the media and software industries that drive economic growth in places like the Silicon Valley, San Francisco and west Los Angeles.

**The Housing Crisis.**

Similarly the state’s policies on housing --- seeking to promote density and transit-oriented development --- have made it increasingly impossible to build the affordable, lower density housing preferred by the vast majority. Instead middle class Californians face an increasingly difficult choice of either owning their own home or leaving the state.

These housing prices, the highest in the nation, are also reflected in such things as the highest levels of overcrowding, and percentage of income spent on rent or mortgage, in the nation. Brown’s legacy on housing has created a California that works for specific groups--- older homeowners, urban land speculators, but leaves the state ever more crowded, plagued by miserable traffic and rising inequality.

Nor will greater density necessarily make the state more affordable or improve the quality of life. After all, California is already extremely dense, with the highest overall urban density in the US: Los
Angeles is twice as dense as Portland, with its international reputation for the policies that Brown and the present administration are seeking to apply. The Bay Area at least 50 percent denser, and even Fresno, Stockton, Modesto and even the small Los Banos urban area are each denser than the Portland urban area.

State regulators are requiring regional governments to adopt measures to limit all new development to a mere fraction of the area’s land mass. As can be expected whenever supply is restricted in the face of demand, whether it is OPEC oil or suburban housing, this all but guarantees that future generations will face impossibly higher housing prices. And a new set of regulations, including a requirement that new houses have “zero” net energy use all but guarantees that houses, over time, will continue to become ever more expensive, out of reach for the vast majority of buyers. The Bay Area’s regional plan also says goodbye to the American dream, suggesting that at least three-quarters of all new housing should be rental.

Tragically, much of this policy environment will do little to combat the perceived threat of climate change. California could literally fall into the ocean and have no appreciable impact on global temperature, particularly given that countries like China and India continue to boost their coal consumption. The “leakage” caused by businesses and individuals moving out of state, in large part caused by regulations, all but makes up for any reductions the state has achieved. More remarkable, in terms of actual GHG reductions since 2007, according to the Energy Information Agency, California ranks a mediocre 35th among the states. Remarkably, the massive social engineering proposed by regulators to impose density might have less than a 1% impact on our overall emissions.

Millions of Californians are seeing their quality of life, and in some cases their livelihoods, undermine by what can only be seen as self-serving, and self-centered, vanity on the part of the state’s policy elite.

**Needed: A New Policy Agenda.**

Californians generally want to preserve the environment, educate their children and provide for parks, recreational opportunity, clean water and air. In sum, they want a better life for themselves, and their families. Right now family formation and birth rates are falling in the state, particularly in large metropolitan areas, as people escape poor schools, congestion, high taxes and housing prices. What may have been the next generation of Californians are now increasingly being raised in Texas, Arizona, Utah and other states.

The beginnings of a new policy agenda start with middle class families and their aspirations. Brown has been a proud father, if you will, to polices that are also driving young people, and particularly people of child-bearing age out of the state, according to an analysis of 2014 IRS numbers. As a recent Chapman University report has demonstrated, California millennials already have among the lowest rates of homeownership in the country, and trend that is intensifying, as well as among the highest rates of staying with parents after their mid-twenties.

We should seek to protect our environment, and make our communities more sustainable, but sustainability includes the standard of living and social mobility. A state that is increasingly bifurcated, where more people need assistance to meet their basic needs, but depends heavily dependent on a
relatively small number of affluent people, seems fundamentally unstable. Due largely due to soaring capital gains from the tech and high end real estate booms, 5,745 taxpayers earning $5 million or more generated more than $10 billion of income taxes in 2013, or about 19 percent of the state’s total, according to state officials.

This is fundamentally socially unstable and, also from a fiscal point of view. Moody’s recently ranked California second from the bottom in being able to withstand the next recession. Governor Brown’s own Department of Finance predicts that a recession of “average magnitude” would cut revenues by $55 billion. California, notes a recent Mercatus Center Study, ranked 44th in terms of fiscal condition, 46th in long run solvency and 47th in debt in cash needed to cover short run liabilities.

A new California policy agenda would confront these basic issues. It would start with a thorough reform of public employee pensions, which increasingly threaten to overwhelm all other state spending. This is particularly critical to education funding, which is essential if the state is to address its growing failures to produce a trained, educated workforce. In addition to investing in education, California needs to modernize its schools to meet the needs of a competitive marketplace, in part through the expansion of charter schools.

The state also should consider decentralizing, as opposed to centralizing decision making. California is a very diverse place; it is home to San Francisco but also Fresno and hundreds of small communities. A policy that may be embraced in the ultra-expensive Bay Area, such as a $15 minimum wage, makes far less compelling logic in the Central Valley or even the Inland Empire. Similarly, densification policies that might make some logical sense in crowded, already highly congested urban areas may not be so appealing in the hundreds of more suburban, and even rural communities, which home for the clear majority of state residents.

Finally, the state needs to redefine our priorities around the needs of our economy and middle class citizens. The climate program embraced by Governor Brown cannot address such fundamentally global issues within the borders of a state, even one as large as California. There is no other way to lower housing prices than to allow what Zillow economists identify as the one of “tried-and-true source” for reducing housing costs: single-family tract housing developments on open land on the periphery (where the city meets the countryside)

To be sure, California should do its part, but, particularly given the current political reality in Washington and most surrounding states, this should not be allowed to accelerate class divisions and suppress upward mobility.

To serve its rapidly changing population, California needs to create a broad spectrum of employment opportunities. The current over-reliance on a handful of fantastically lucrative tech companies --- which employ few blue-collar workers or minorities --- does not bode well for the future. California needs its programmers and rocket scientists, but should also provide opportunities for the generally more diverse manufacturing and construction workers, as well as mid-level white-collar professionals.
Scope, Structure, Team and Deliverables.

This paper will be deeply researched but written in an accessible manner, with lots of graphics. It would put together a team of highly qualified researchers in economics, demographics, urban planning, data and analytics. The final product would be a 7,000-word paper, accompanied by a strong 1:30 video for social media distribution. It would be circulated through a host of media outlets, which we have used successfully in past Center for Opportunity Urbanism projects.

The document could serve as a starting point for future discussions about California’s future. It should be marketed not just to more conservative people, but also to old-style liberals (as well as yesterday’s progressives, who got much of their start in California) who have long supported expansion, not contraction of the middle class and embrace the legacy of the late Governor Pat Brown.

It will also be heavily marketed to young people, who, after all, will have to live in this kind of regressive environment. They, after all, will be the ones who will have to live in an ‘upstairs-downstairs’ California where middle income families will have to settle for a much lower standard of living as a growing mass of poor people render public assistance programs even less able to meet their needs than today.

The research team

The effort will be headed up by Joel Kotkin, a California-based writer with four decades experience analyzing the state, and Presidential Fellow at Chapman University

Our demographic analysis would be done by Wendell Cox while geographic mapping would be done by Ali Modarres, former head of the geography department at Cal State Los Angeles and deputy director of the Pat Brown Institute.

Economic analysis would be performed by Marshall Toplansky, Chapman University faculty member and research fellow at Chapman University’s Hoag Center for Real Estate and Finance. On the policy side, we would work with Karla del Rio Lopez of Orange County Neighborworks, attorney Jennifer Hernandez (Holland and Knight) on such issues as regulation of industry and housing policy.

Our social media and video strategy would be performed by Charlie Stephens and Amanda Horvath, who have worked with us on several successful efforts on past reports.

The following is a breakdown of the costs by individual component over the course of the 4-month research effort. These costs do not include an event to present the research to the public.

RESEARCH BUDGET: $100,000

- Joel Kotkin, principal author, $32,000
- Marshall Toplansky, economic analysis, $17,500
- Ali Modarres, geo-mapping, $3,000
- Alicia Kurimska, research and editing, $4,000
- Wendell Cox, demographics, $5,000
- Chapman Administrative Fee, $13,000
• Zina Klapper, editor, $7,000
• Karla del Rio Lopez, consultant, $2,000
• Printing and layout, $6,000
• Social Media, Charlie Stephens, $2,500
• Video, Amanda Horvath, $7,000
• Students $1,000
MEMORANDUM

TO: Board of Directors
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: March 8, 2018
SUBJECT: Purchase Requisition Software

RECOMMENDATION

Approve a contract to Paperless Business Systems in the amount of $112,649 to provide eRequester software and services, and authorize the General Manager to execute the contract.

The Legislative & Public Affairs Committee reviewed this item at its February 26, 2018 meeting and recommends Board approval.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.
Goal #5: Attract and retain skilled employees.
Goal #6: Provide outstanding customer service.

PRIOR BOARD ACTION/DISCUSSION

At its February 15, 2018 meeting, the Finance Committee was presented with an information item informing them of this project.

DISCUSSION

Background
The purchasing process affects all of Mesa Water District (Mesa Water®) staff. The Business Improvement Process Implementation (BIPI) identified the major congestion points within the purchasing workflow. The purchasing request portion of the process was found to be the key area for improvement. Mesa Water currently utilizes a manual 3-part business form for requesting goods and services. The process for making requests is outside of the purchasing system. This results in a process that produces inconsistent outcomes and lacks adequate management control, accountability, efficiency, and reliable effectiveness.

Improving the Purchasing Processes
Mesa Water staff worked collaboratively to document and improve the purchasing process workflow. Using the improved workflow as a baseline, staff then updated Resolution No. 1508 making recommendations and brought it to the Board for adoption. The next step is to secure software that has the capability to capture, organize, and store purchasing requests and manage the entire flow of the process. The software will immediately improve control and accountability of the purchasing process by providing transparency to the procurement process.

Staff went through a competitive process to select a software solution that meets the requirements of our improved purchasing process workflow. The primary criterion to be considered was that the software had to seamlessly integrate with the Mesa Water’s current accounting software - Great Plains Purchasing, Accounts Payables and Project Accounting Modules.
Mesa Water solicited proposals from three qualified software vendors that met the required system specifications. The vendors included: ReqLogic, Paramount Workplace, and eRequester. Two proposals were received on October 20, 2017. Proposals were reviewed and evaluated by a selection panel comprised of staff from Mesa Water with consultant support from Sophos Solutions.

The proposals were reviewed and both vendors met the requirements based on the system specifications. Paramount Workplace and eRequester were invited to participate in a system demonstration to ensure the software could meet the requirements of our improved purchasing process workflow and provide full integration with Great Plains Purchasing, Accounts Payables and Project Accounting Modules. The software demonstration also allowed the selection panel to understand the operation and ease of use of the software solution. The software demonstration was conducted through a detailed agenda to ensure all critical process areas were covered.

Each vendor provided a unique and solid software demonstration. Based on qualifications, work flow, and ease of use, the selection panel determined that eRequester would be the most qualified and best solution for Mesa Water’s purchasing process. Staff conducted reference checks with three firms to ensure the fit with Mesa Water’s culture, approach to implementation, and customer service expectations. Software implementations can vary depending on the internal project manager, but all references agreed that eRequester demonstrated excellent customer service and support throughout the entire process. The proposal agreement for purchase, implementation, and training was reviewed by Mesa Water’s Legal Counsel and Information Technology team. eRequester’s proposal agreement is attached (Attachment B) and Paramount Workplace’s proposal is available upon request.

The results of each team’s cost proposal are as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Proposer</th>
<th>Submitted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>eRequester</td>
<td>$112,649</td>
</tr>
<tr>
<td>2</td>
<td>Paramount Workplace</td>
<td>$119,745</td>
</tr>
</tbody>
</table>

FINANCIAL IMPACT

In Fiscal Year 2018, $100,000 has been budgeted for Purchasing Requisition Software; no funds have been spent to date. Additional funding will come from Cash on Hand.

ATTACHMENTS

Attachment A: Request for Proposal
Attachment B: eRequester Proposal
Request for Proposal

Purchase and Disbursement Automation Project

Final

MesaWater District

October 3, 2017
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I. Background and Purpose

Mesa Water District (Mesa Water®) is requesting proposals from experienced firms to provide software and services for the Purchase and Disbursement Automation Project (Project). The budgeted amount for the project is $70,000. This Request for Proposal (RFP) provides information to enable firms to submit a proposal to provide software and professional services for the scope of work as detailed in Appendix A – Scope of Work and Appendix B – Detailed Functional Requirements.

A. Mesa Water® Overview

Mesa Water®, a special district, was formed on January 1, 1960 as a result of the merger of four water agencies. Mesa Water® employs approximately 50 employees and is governed by a five-member Board of Directors elected by the constituents of five divisions within the service area.

Mesa Water’s primary purpose is to manage and deliver water and water-related services to customers within its service area. Mesa Water® distributes a combination of imported water and local groundwater to approximately 23,500 retail accounts (population of over 108,000) in an 18 square mile area, which includes the city of Costa Mesa, parts of Newport Beach, and unincorporated areas of Orange County, including the John Wayne Airport.

Mesa Water® predominately uses local groundwater, recycled water, and conservation to meet 100% of its demands. Mesa Water® operates five (5) clear water wells in the northern part of its service area, and treats amber-tinted water from the deep aquifer from two additional wells at the Mesa Water® Reliability Facility (MWRF). The MWRF wells are fully automated in the SCADA system. Mesa Water® has two storage reservoirs. Reservoirs 1 and 2 provide approximately 11 and 17 million gallons of storage, respectively.

B. Project Overview

The Purchase & Disbursement Automation Project is intended to provide the District with automation to streamline its purchase and disbursement business cycles. The District currently utilizes Microsoft Dynamics Great Plains 2015 (MGP) to manage its purchase and disbursement cycles as well as accounts receivable, fixed assets, job costing (project accounting), inventory, general ledger and financial reporting. While the current purchase order functions of MGP can manage the actual purchase of approved items, the District lacks automation in several other areas of the entire purchase/disbursement cycle. The District desires to automate and streamline the process of requisitioning materials and supplies, approving and paying vendor
invoices and managing commitments. The District is looking for software providers who have solutions tightly integrated with MGP to assist the District in streamlining our purchase/disbursement processes. There are currently five (5) employees in accounting, one (1) purchasing agent and approximately twenty-five (25) District employees who will be using the requisition and invoice approval functions.

C. Project Schedule

Notice to Proceed (NTP) to the selected firm is expected in December 2017. Below is a list of key dates anticipated for this project.

- RFP Release Date: October 3, 2017
- RFP Responses Due: October 20, 2017
- Short List Selection: October 27, 2017
- System Demos: November 6-8, 2017
- Final Selection: December 7, 2017

D. Key Project Elements

The specific goals of this project are as follows:

1. Implement a solution that allows for electronic creation, submittal and approval of purchase requisitions and check requests.

2. Implement a solution that allows for the electronic creation, submittal and approval of vendor invoices.

3. Provide a solution that tightly integrates with MGP Purchasing, Accounts Payables and Project Accounting.

4. Maintain the ability to track and report commitments created by approved purchase orders. (The District does not utilize Encumbrance Accounting or Analytical Accounting modules but does utilize Purchase Commitments.)

5. A browser based solution that can be used outside of Dynamics Great Plains by non-GP users.

The detailed scope of work for the Project is found in Appendix A. The detailed list of requirements is found in Appendix B

End of Section
II. General Information

This RFP information packet contains instructions governing the proposals to be submitted and the material to be included therein; a description of the project and specific services to be provided; general evaluation criteria; and other pertinent information. The submission of this proposal shall be considered evidence that the proposer has and is in acceptance with this RFP.

Any modifications or changes made in this RFP will be made in writing in the form of an addendum issued by Mesa Water®. All proposers will receive written notice of any changes or modifications, which may be made by Mesa Water®. Oral communications from Mesa Water® personnel or others concerning this RFP shall not be binding on Mesa Water® and shall not in any way be considered as a commitment by Mesa Water®.

A. Proposal Submittal

Submit one electronic copy of the proposal to the email address listed below no later than October 20, 2017 4:00 PM PST. After this date and time proposals will not be accepted. Faxed proposals will not be accepted. You should receive a confirmation email to confirm our receipt of your proposal submittal.

Please submit your fee proposal as a separate attachment to the email containing your proposal response.

Proposals are to be submitted to:

Kurt Lind, Business Administrator
Mesa Water District
kurtl@mesawater.org

All materials submitted in accordance with this Request for Proposal (RFP) become the property of Mesa Water® and will not be returned. The material may become public record subject to the disclosure provisions of the Public Records Act (Government Code Section 6250 et seq.).

B. Proposal Schedule

The following proposal timeframe is listed below:

<table>
<thead>
<tr>
<th>Release of RFP</th>
<th>October 3, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Proposal Meeting</td>
<td>October 5, 2017</td>
</tr>
<tr>
<td>Deadline for Project Inquiries</td>
<td>October 10, 2017</td>
</tr>
</tbody>
</table>
C. Pre-Proposal Meeting

A pre-proposal teleconference shall take place on Thursday, October 5, 2017 from 1:00pm – 1:30pm PST. The pre-proposal meeting is not mandatory. The purpose of the teleconference is to provide a project overview, review the request for proposal, and answer any questions from potential proposers.

D. Project Inquiries

Inquiries regarding this RFP must be requested in writing via email at kurtl@mesawater.org. The deadline for inquiries is October 13, 2017.

E. Contract and Terms

Prior to the commencement of services, Mesa Water® and the selected Vendor will review and approve all agreements for software and services. This review will be conducted by the District’s legal counsel.

The selected Vendor will not be permitted to levy any service or other charges against Mesa Water®, other than those listed in Appendix A - Scope of Work, without being previously negotiated with Mesa Water®.

F. Sample Agreement

Sample agreements for software, services and maintenance will be attached for review in Vendor’s RFP response. Submission of your proposal in response to this RFP does not constitute the District’s acceptance of the terms & conditions set forth in the sample agreements.

G. Use of Subcontractors

The proposer may utilize subcontractors in an effort to perform all tasks listed in the Appendix A - Scope of Work. The proposer must indicate which tasks are performed by the subcontractor and submit the resumes of the proposed subcontracting staff assigned to this project as described in Section III- Proposal Requirements.

End of Section
III. Proposal Requirements

A. General

1. All interested and qualified offerors are invited to submit a proposal for consideration. Submission of a proposal indicates that you have read and understand the entire RFP, to including all appendices, schedules, and addendums (as applicable), and that all concerns regarding the RFP have been satisfied.

2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of the capabilities to satisfy the requirements of this RFP.

3. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

4. Proposals must be completed in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.

5. All proposals and materials submitted become property of Mesa Water®.

6. Responses are to be clear and complete. Be as specific as possible and include explanations where necessary.

B. Proposal Presentation

1. All proposals must be created using 8 1/2” x 11” sheet size, with standard (1 inch) margins and single-spaced with headings, sections, and sub-sections identified appropriately. Font must be at least 11 pt. Each page, including attachments, must be clearly and consecutively numbered at the bottom center of each page.

2. The technical proposal must be divided into six (6) sections with references to parts of this RFP done on a section number and sub-section basis. The sections shall be clearly identified matching the outline in Section III-C.

3. One (1) separately attached fee proposal as outlined in Section II-A Proposal Submittal, and one (1) original electronic version (PDF or MS Word format) of the complete proposal must be received by the deadline specified in Section II-B - Proposal Schedule.
C. Proposal Format

Offerors must provide this information in the following format:

Section 1. Proposal Cover Page

The outline below is to be used as the cover page for the proposal. These items must be fully completed and signed by an authorized officer of the business entity.

- Name of Business/Company:
- Business/Company Address:
- Telephone Number(s):
- E-mail Address:
- Website Address:
- Federal Tax ID Number:
- Type of Business (Sole Proprietorship; Partnership; Corporation; or Other (Explain)):
- Number of Years in Business:
- Name, title, telephone number and, if different, address of person(s) authorized to represent business entity:
- Name, title, telephone number and, if different, address of person(s) authorized to sign contracts for the business entity:
- Certificate of Insurance showing a minimum of $1 M in Professional Liability (not included in page count).

Section 2. Proposal Table of Contents

All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents as outlined below:

Section 3. Firm Qualifications and Experience (5 pages max)

This section should establish the firm’s ability to perform the required work to the expectations of Mesa Water®. Narrative should include the proposing firm’s background, including main business focus, length of time in business, number of employees, location that will primarily support the project. Any subcontractors utilized on this project must be identified in this section. Areas to focus on include:

- Introduction to the firm
- Strength and stability of firm
- Overview of the firm’s capabilities to deliver the project scope
- Provide a description of three projects similar to this scope of work that have been completed for public agencies, water districts, federal government, non-profit organizations, or private companies. Include the name of the organization, and the address, name, email, and telephone number for the owner’s point of contact. Note the relevance of each project to the objectives of this project. Brief descriptions of additional projects that demonstrate the firm’s track record to perform the required services may be included in tabular format.

- Indicate how your firm meets the requirements as listed in Appendix B. Indicate additional capabilities that may not have been addressed in Appendix B and how those might benefit the District.

- Indicate how your support & maintenance program is managed. Describe how your customers obtain support and your support response time commitments. Indicate how customer requested enhancements are handled.

- Please describe how software enhancements are communicated to customers. How to customer become aware of additional capabilities in new releases and how to implement those improvements.

- Provide reasoning why the prospective firm would be the best choice for providing services as described in the RFP for Mesa Water®.

**Section 4. Staff Experience and Availability (5 pages max)**

This section should introduce the key staff that the firm shall commit to the project. The section shall include:

- An Organizational Chart that shows the Project Manager, Task Leaders, subconsultants, and other key team members. If the Project Manager is not an Officer of the firm, include a Project Director that is authorized to sign contracts for the firm.

- Biographical sketches of each staff member that consultant expects to lead each task, reason(s) why the staff member was selected to lead the task, and a statement that the proposed staff members are available during the proposed schedule for the task. Include the biographical sketches and resumes of any subcontractors that have key roles on the project. Resumes will be included in Attachment A as described below.
Section 5. Scope of Work Understanding and Schedule (5 pages max)

The firm should clearly state its understanding of the project objectives, scope of work, requirements and anticipated deliverables. There are specific tasks to complete for this project with anticipated deliverables clearly outlined. The selected vendor must complete all tasks; proposals to complete only a portion of the tasks will be deemed nonresponsive and will not be evaluated. Do not simply repeat the scope of work provided in Appendix A. Instead, address the following areas in the proposal:

- Describe the key challenges associated with the project and the firm's approach to overcoming these challenges.
- Describe your firm's approach to the delivery of work and how it will benefit Mesa Water®.
- Outline processes or steps that the vendor will take to ensure quality deliverables. The process shall include periodic work status summary reports where the project status and schedule adherence shall be reported and challenges identified.
- The contract for this project shall incorporate the scope of work defined in Appendix A. The firm may wish to include options and enhancements to the scope of work for Mesa Water's consideration. Portions of the firm's proposal may be considered for inclusion into the contract Scope of Work at Mesa Water's discretion. The firm shall not be permitted to levy any service or other charges against Mesa Water®, other than those listed in Scope of Work, without being previously negotiated with Mesa Water®.
- Work Breakdown Structure (WBS) with summary of hours by task. This should be provided in a table format. Tasks shall align with those set forth in Appendix A - Scope of Work. Do not include rates or total cost in the technical proposal.
- General Project Plan: Develop and provide a General Project Plan for the software implementation from Kick Off to Go Live. The General Project Plan is a brief general schedule of key milestones with expected completion dates that follows the scope of work. The General Project Plan will begin with a Implementation Kickoff Meeting scheduled for December 15, 2017.

Section 6. Functional Requirements Worksheet

Please complete and include in your RFP response the Detailed Functional Requirements worksheet found in Appendix B. Follow the directions for
completing the worksheet and be careful to answer all questions. Please return with your electronic submittal the completed excel worksheet as this will be used in the evaluation process. The completed worksheet should be included in your proposal submittal as well. The functional requirements do not count towards the page maximum.

Attachment A. Resumes of Key Staff

Include resumes of key staff, including key sub consultants staff. Limit each resume to two (2) pages. Resumes are not included in overall page count.

Sample Agreements

Please include as separate attachments to your submittal the sample agreements requested in Section II-F.

D. Fee Proposal- Separate Sealed Envelope

Please Note: The Fee Proposal is to be kept separate from the technical proposal and submitted as a separate attachment. The costs will be reviewed after the contents of the proposals are reviewed and rankings are determined.

We have included in Appendix C a costing worksheet that you are required to use to price your solution. Cost proposal for all items listed in this Request For Proposal (RFP) shall include all software, services, labor, transportation, administrative, overhead, incidentals, etc. and all other items as listed in the scope of work. Please submit labor costs by task. If your proposal includes options above the scope of work, please show the cost of these options in the appropriate section of the cost proposal.

End of Section
IV. Evaluation Criteria and Selection Process

A Selection Team established by the Project Manager will review, evaluate, and score the proposals. The scoring system will be based on a scale of 1 to 5 with 5 being the most favorable score. The Evaluation Team shall evaluate the proposals based upon the following weighted criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm and Staff Qualifications, Experience &amp; Availability</td>
<td>20</td>
</tr>
<tr>
<td>Project Understanding</td>
<td>20</td>
</tr>
<tr>
<td>Software Capability (Functional Requirements)</td>
<td>50</td>
</tr>
<tr>
<td>References</td>
<td>10</td>
</tr>
</tbody>
</table>

The Selection Team may select the proposal that clearly exceeds the others in all mandatory specifications of the RFP or they may select finalist proposals that meet specifications and whose score on evaluation factors is sufficiently high to merit further consideration by the Selection Team.

The Selection Team may conduct interviews with the most qualified and responsive firms. The firms asked to participate in the interview process may be required to submit other information or clarification on submitted proposals.

Each firm may be expected to respond to a series of questions posed by the Selection Team.

The Selection Team may ask for further clarification of the submitted cost prior to completing the selection rankings.

Mesa Water® reserves the right to reject any and all proposals for any reason. Mesa Water® may not proceed, for any reason, with the selection process of a proposer if Mesa Water® deems it is in the best interest of the organization. Mesa Water® shall not be responsible to any of the submitters for the cost to prepare their proposal in response to this RFP.

If Mesa Water® is unable to negotiate a satisfactory agreement with the selected firm, it will undertake negotiations with the second ranked firm and so on until it has reached a satisfactory agreement.

Proposals must include the entire scope of work as outlined in this RFP.

End of Section
V. Appendices
Appendix A – Scope of Work

Task 1 – Project Planning/Design:

This task will focus on the project plan and solution design. Planning activities will include project kick-off, finalizing schedule, outlining roles and responsibilities of each team member, establishing project communication practices, testing plan development, training plan development and roll-out plan development. Design will include reviewing District’s processes and practices, recommending improvements/best practices, configuration option review and configuration decisions documentation. Any potential customizations or enhancements will be addressed during this task.

**Deliverables:** project kick-off meeting, schedule, roles and responsibilities, communications plan, testing plan, training plan, roll-out plan and configuration decisions documentation.

Task 2 – Set-up and Configuration:

This task will focus on installing and configuring the software in both TEST and PROD environments. Utilizing the results of the process review and recommendations on best practices, the vendor will configure the system. Testing of the set-up will be performed in the TEST environment. The project team will receive required training to perform testing. The vendor will maintain change control procedures to ensure PROD is configured as the final TEST environment. Testing may result in configuration changes as users evaluate the processes configured. Change control procedures will be utilized as configuration changes are made. The final configuration will be approved by the District.

**Deliverables:** change control log, system configuration document, testing sign-off, configuration sign-off

Task 3 – Training and Roll-Out:

This task will focus on end-user training and solution roll-out (go-live). The District will entertain all reasonable options to provide training for end users. The training approach will be decided and approved in Task 1. End user training should be performed on the TEST system so users will see the actual system they will be using. The vendor will be responsible for roll-out activities as defined in the roll-out plan. Roll-out will include pre go-live activities to ready the PROD system for use and a period of support after roll-out to support user issues and problems. After a sufficient post roll-out period has
completed and all issues have been resolved, the District will formally accept the system. This will conclude the project and indicate the beginning of ongoing product support.

**Deliverables:** end user training, system acceptance document
Appendix B – Detailed Functional Requirements

The attached detailed functional requirements should be completely filled out and submitted with your proposal response. Please complete the electronic file and submit with your electronic RFP response as outlined in Section III-C section 6. Please keep the file in the Excel format when you submit it with your electronic RFP response.
Procurement Information System

Please enter your Company name in cell below:

Company Name

Detailed Functional Requirements

Outline of Functions Required:
- System Mechanics
- Purchasing Management

Other Features Available: (not required for selection purposes)

<table>
<thead>
<tr>
<th>Please state the level that your product satisfies each of the functional requirements against the following table:</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided for in base code with standard configuration</td>
<td>5</td>
</tr>
<tr>
<td>Provided for by system enhancement</td>
<td>3</td>
</tr>
<tr>
<td>Provided for in base code at next release</td>
<td>4</td>
</tr>
<tr>
<td>Third Party Add-On</td>
<td>1</td>
</tr>
<tr>
<td>Provided for by customer unique modification to base code</td>
<td>2</td>
</tr>
<tr>
<td>Cannot Provide</td>
<td>0</td>
</tr>
</tbody>
</table>
## Company Name
### Scoring Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Functional Area</th>
<th>Weight</th>
<th>Points</th>
<th>Fit %</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>System Mechanics</td>
<td></td>
<td>40%</td>
<td>400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing Management</td>
<td></td>
<td>60%</td>
<td>600</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>100%</td>
<td>1,000</td>
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<td></td>
</tr>
</tbody>
</table>

Overall Weighted Functional Fit % 0%
<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements Description</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>System Design</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 1</td>
<td>Supports real time on-line update as the primary processing mode.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 2</td>
<td>Provide ability to selectively archive system data based on user-defined number of years or other user-defined criteria. The archived data can be accessed separately.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 3</td>
<td>Search by wild card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 4</td>
<td>The system will use common master files across all functional modules, i.e. Purchasing and AP will share a single vendor master file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 5</td>
<td>Provide automatic logging of system changes by user for on-line review.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 6</td>
<td>Each record contains a date/time stamp reflecting last change.</td>
<td></td>
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</tr>
<tr>
<td>SY 7</td>
<td>The solution provides the ability to maintain separate testing &amp; production environments.</td>
<td></td>
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</tr>
<tr>
<td>SY 8</td>
<td>The product currently utilizes a web based (N-Tier) environment offering BUI desktop environment.</td>
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<tr>
<td>SY 9</td>
<td>Database will run on the Microsoft SQL Server RDBMS platform.</td>
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<tr>
<td><strong>System Help</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SY 10</td>
<td>On-line help is available and can be printed if necessary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 11</td>
<td>On-line help is available at the system, function, screen, and field level.</td>
<td></td>
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</tr>
<tr>
<td>SY 12</td>
<td>On-line help will be updated with each new version release.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 13</td>
<td>On-line help provides an index and search capability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 14</td>
<td>On-line help is context sensitive.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 15</td>
<td>The system help information can be augmented by the District for specific additional help information. This information is retained during upgrades.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 16</td>
<td>The system user manual is provided on-line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 17</td>
<td>The system help feature is linked to the vendors web-site for additional help.</td>
<td></td>
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<tr>
<td>SY 18</td>
<td>The system user manual is provided in hard copy format.</td>
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<tr>
<td><strong>General Integration</strong></td>
<td></td>
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<tr>
<td>SY 19</td>
<td>The client interface will link to Microsoft desktop productivity tools, Word, Excel, Access.</td>
<td></td>
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<tr>
<td>SY 20</td>
<td>The product provides tools for easily export data.</td>
<td></td>
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<tr>
<td>SY 21</td>
<td>System provides integration to Great Plains 2015.</td>
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</tr>
<tr>
<td><strong>User Interface</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SY 22</td>
<td>Provide for the ability to configure screens/windows per user</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 23</td>
<td>Provide a method for the user to tailor screen/window access to meet their specific requirements, such as custom paths and menus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 24</td>
<td>Provide navigation using the keyboard.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 25</td>
<td>Controlled values should be available in a drop down boxes or popup windows.</td>
<td></td>
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</tr>
<tr>
<td>SY 26</td>
<td>Values can be input directly without the use of a drop down box by typing in first few letters until valid value appears in box.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 27</td>
<td>Transactions can be queried by any combination of date range, transaction type, User ID, account number, etc...</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>System Security</strong></td>
<td></td>
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<tr>
<td>SY 28</td>
<td>System restricts users to only the data they are authorized to access.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 29</td>
<td>Specify user access and security by screen and type of action such as update versus inquiry.</td>
<td></td>
<td></td>
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<tr>
<td>SY 30</td>
<td>Single log-on provides access to all modules/functions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 31</td>
<td>Ability to create a security profile and copy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 32</td>
<td>Integrates Microsoft Active Directory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 33</td>
<td>Automatically creates a complete detailed audit trail including information such as date, time, and User ID.</td>
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<td></td>
</tr>
<tr>
<td>SY 34</td>
<td>User can review transaction history on-line.</td>
<td></td>
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<tr>
<td>SY 35</td>
<td>User can review transaction history in a report.</td>
<td></td>
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<tr>
<td><strong>System Workflow</strong></td>
<td></td>
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<tr>
<td>SY 36</td>
<td>Provide for the electronic management, routing, and reporting of work generated by individuals such as requisitions, check requests, contracts, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 37</td>
<td>A work queue can be managed or owned by an individual, work group, department, or location.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 38</td>
<td>The flow of work can be defined from initiation of a work item through various inprocess, review, and approval activities. The work queue will follow a logical progression.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 39</td>
<td>Work queue items can be modified on-line by owners and approvers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 40</td>
<td>Work queue items can be deleted on-line by owners and approvers.</td>
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<td></td>
</tr>
<tr>
<td>SY 41</td>
<td>Work queue items can be reassigned to another individual, work group, department or location on-line.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 42</td>
<td>Provide for workflow usage and performance reporting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 43</td>
<td>Provide for notes/comments on transactions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 44</td>
<td>Record user ID and date on notes/comments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Requirements Description</td>
<td>Score</td>
<td>Comments</td>
</tr>
<tr>
<td>------</td>
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<tr>
<td>SY 45</td>
<td>Provides management review and approval throughout the system, this may include an automatic queuing or routing of transactions pending approval.</td>
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<td></td>
</tr>
<tr>
<td>SY 46</td>
<td>Provides the ability to establish approval based on dollar amounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 47</td>
<td>Provides the ability to establish approval based on organizational hierarchy (at least 4 levels)</td>
<td></td>
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</tr>
<tr>
<td>SY 48</td>
<td>Electronic approval can be delegated to another individual in the event of ones absence</td>
<td></td>
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</tr>
<tr>
<td>SY 49</td>
<td>Ability to notify user via email of actions required. (MS Outlook on MS Exchange server)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 50</td>
<td>Ability of user to view all items requiring action in work queue,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 51</td>
<td>Ability to approve items via email. (MS Outlook on MS Exchange server)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SY 52</td>
<td>Ability to view approval item in or via email. (MS Outlook on MS Exchange server)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maximum Score and Rating:
Functional Fit %:
# Company Name
## Purchasing Management

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements Description</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purchase Requisition Management</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 1</td>
<td>Ability to track and manage requisitions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 2</td>
<td>Ability to track requisitions by GL/Project code, vendor, unit and dept.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 3</td>
<td>Ability to query and sort requisitions by a variety of fields such as:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 4</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 5</td>
<td>Vendor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 6</td>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 8</td>
<td>GL/Project code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 9</td>
<td>Present user with all addresses associated with a vendor name and allow the user to select desired address or make corrections.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 10</td>
<td>Search for and locate specific vendor master file information using the following full or partial inputs: Vendor name, Vendor number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 11</td>
<td>Allow users on-line access to GL/Project code, vendor code, contract number,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 12</td>
<td>Support &quot;wild card&quot; searches on all data fields.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 13</td>
<td>The ability to automatically generate a purchase order (p/o) from on-line requisitions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 14</td>
<td>The ability to allow user departments to view open requisitions on-line.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 15</td>
<td>The ability to maintain an &quot;inventory&quot; for purchased supplies and other items on-line and allow departments to view the inventory prior to requisitioning.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 16</td>
<td>Ability to integrate with the Great Plains (GP) purchase orders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 17</td>
<td>Ability to integrate with the Great Plains vendor master file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 18</td>
<td>Ability to integrate with the Great Plains project accounting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 19</td>
<td>Ability to check GL account balance and budget at time of requisition entry and generate an error message with reason code if over budget.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 20</td>
<td>Ability to allow virtually unlimited text to be applied to requisitions and purchase orders at the header and line item level. (User comments.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 21</td>
<td>Ability to allow for automatic assignment of requisitions to buyers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 22</td>
<td>Ability to attach any electronic file to purchase requisition header and lines.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 23</td>
<td>Ability to provide an on-line list of candidate vendors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 24</td>
<td>Ability to provide requisition aging.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 25</td>
<td>Ability to check GL account balance and budget at time of requisition entry and generate an error message with reason code if over budget.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 26</td>
<td>Ability to allow for electronic approval of requisitions with different workflow requirements for each user and department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 27</td>
<td>Ability to track, query and sort check requests by a variety of fields such as:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 28</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 29</td>
<td>Vendor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 30</td>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 31</td>
<td>GL/Project code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 32</td>
<td>Ability to track check requests out for approval.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 33</td>
<td>Allow users on-line access to GL/Project code, and vendor code.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 34</td>
<td>Support &quot;wild card&quot; searches on all data fields.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 35</td>
<td>The ability to allow user departments to view open check requests on-line.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 36</td>
<td>Ability to allow for virtually unlimited text to be applied to check request at the header and line item level. (User comments.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 37</td>
<td>Ability to enable departments to check status of quotes, requisitions and p/o's.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 38</td>
<td>Ability to notify requisitioner when change is made to requisition</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Check Request Management

Check requests are invoices or other items that require payment where no requisition or purchase order exists.

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements Description</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PU 40</td>
<td>Ability to track and manage check requests.</td>
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<tr>
<td>PU 41</td>
<td>Ability to track, query and sort check requests by a variety of fields such as:</td>
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<td></td>
</tr>
<tr>
<td>PU 42</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 43</td>
<td>Vendor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 44</td>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 45</td>
<td>GL/Project code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 46</td>
<td>Ability to track check requests out for approval.</td>
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<td></td>
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<tr>
<td>PU 47</td>
<td>Allow users on-line access to GL/Project code, and vendor code.</td>
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<tr>
<td>PU 48</td>
<td>Support &quot;wild card&quot; searches on all data fields.</td>
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<tr>
<td>PU 49</td>
<td>The ability to allow user departments to view open check requests on-line.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 50</td>
<td>Ability to integrate with Great Plains invoice entry. Create an invoice item in GP once approved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 51</td>
<td>Ability to allow for virtually unlimited text to be applied to check request at the header and line item level. (User comments.)</td>
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<tr>
<td>PU 52</td>
<td>Ability to attach any electronic file to check request header and lines.</td>
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</tr>
<tr>
<td>Item</td>
<td>Requirements Description</td>
<td>Score</td>
<td>Comments</td>
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<tr>
<td>--------</td>
<td>----------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>PU 53</td>
<td>Ability to specific users to view a complete audit trail for check requests and other related information.</td>
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<td></td>
</tr>
<tr>
<td>PU 54</td>
<td>Ability to allow for electronic approval of check requests with different workflow requirements for each user and department.</td>
<td></td>
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</tr>
<tr>
<td>PU 55</td>
<td>Ability to enable departments to check status of check requests.</td>
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<td></td>
</tr>
</tbody>
</table>

**AP Invoice Automation**

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements Description</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PU 70</td>
<td>Ability to capture invoices sent to AP email address as attachment and auto-create check request with proper vendor based on from email domain.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 71</td>
<td>Ability to automatically select proper approval workflow based on vendor and other email information.</td>
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<td></td>
</tr>
<tr>
<td>PU 72</td>
<td>Ability for user in workflow to assign PO to invoice if appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 73</td>
<td>Ability to integrate with Great Plains AP invoice entry. Create an invoice item in GP once approved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 74</td>
<td>Ability for PO related invoices to integrate with GP Receiving to create Shipment/Receipt type invoice assigned to proper PO.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 75</td>
<td>Ability for Project and PO related invoices to integrate with GP receiving to create shipment/receipt invoice assigned to proper PO, Project and Cost Category.</td>
<td></td>
<td></td>
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<tr>
<td>PU 76</td>
<td>Ability to assign AP Invoice to specific workflow for approval.</td>
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<td></td>
</tr>
<tr>
<td>PU 77</td>
<td>Ability to allow for virtually unlimited text to be applied to AP Invoice at the header and line item level. (User comments.)</td>
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<tr>
<td>PU 78</td>
<td>Ability to attach any electronic file to AP Invoice header and lines.</td>
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</table>

**Purchase Order Management**

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<th>Item</th>
<th>Requirements Description</th>
<th>Score</th>
<th>Comments</th>
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<tbody>
<tr>
<td>PU 90</td>
<td>Ability to track and manage purchase orders.</td>
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<td></td>
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<tr>
<td>PU 91</td>
<td>Ability to track purchase orders by GL/Project code, vendor, unit and dept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 92</td>
<td>Ability to track, query and sort purchase orders by a variety of fields such as:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 93</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 94</td>
<td>Vendor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 95</td>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 96</td>
<td>GL/Project code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 97</td>
<td>Present user with all addresses associated with a vendor name and allow the user to select desired address or make corrections.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 98</td>
<td>Search for and locate specific vendor master file information using the following full or partial inputs: Vendor name, Vendor number.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 99</td>
<td>Allow users on-line access to GL/Project code, vendor code, contract number.</td>
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<td></td>
</tr>
<tr>
<td>PU 100</td>
<td>Support &quot;wild card&quot; searches on all data fields.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 101</td>
<td>The ability to automatically generate a purchase order (p/o) from on-line requisitions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 102</td>
<td>The ability to allow user departments to view open purchase orders on-line.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 103</td>
<td>Ability to integrate with the Great Plains (GP) purchase orders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 104</td>
<td>Ability to integrate with the Great Plains vendor master file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 105</td>
<td>Ability to integrate with the Great Plains project accounting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 106</td>
<td>Ability to check GL account balance and budget at time of purchase order entry and generate an error message with reason code if over budget.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 107</td>
<td>Ability to allow for virtually unlimited text to be applied to purchase orders at the header and line item level. (User comments.)</td>
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<td></td>
</tr>
<tr>
<td>PU 108</td>
<td>Ability to provide for automatic assignment of purchase orders to buyers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 109</td>
<td>Ability to attach any electronic file to purchase requisition header and lines.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 110</td>
<td>Ability to provide an on-line list of candidate vendors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 111</td>
<td>Ability to provide tables to store descriptive information that is automatically included on the purchase order document, including vendor name and address, shipping instructions, special instructions, and a menu of Terms &amp; Conditions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 112</td>
<td>Ability to provide purchase order aging.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 113</td>
<td>Ability to automatically notify Purchasing to process open purchase orders on-line.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 114</td>
<td>Ability to allow departments to view a complete audit trail for purchase orders and other related information.</td>
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<td></td>
</tr>
<tr>
<td>Item</td>
<td>Requirements Description</td>
<td>Score</td>
<td>Comments</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>PU 115</td>
<td>Ability to allow for electronic approval of purchase orders with different workflow requirements for each user and department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 116</td>
<td>Ability to enable departments to check status of quotes, purchase orders.</td>
<td></td>
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</tr>
<tr>
<td>PU 117</td>
<td>Ability to notify buyer when change is made to purchase order.</td>
<td></td>
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</tr>
<tr>
<td>PU 118</td>
<td>Ability to verify existing contracts by GL/project code at purchase order entry.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 119</td>
<td>The ability to automatically transfer p/o's to accounts payable on-line.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 120</td>
<td>The ability to allow on-line receiving and updating of p/o's.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 121</td>
<td>Ability to provide multiple methods of data retrieval (e.g., by vendor name, invoice number, amount, month, year, purchase order number, GL/project code) with a user friendly search feature.</td>
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</tr>
<tr>
<td>PU 122</td>
<td>Ability to allow for the tracking of items received and the recording of goods returned to the vendor.</td>
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<td></td>
</tr>
<tr>
<td>PU 123</td>
<td>Ability to provide a tracking system for vendor performance, quality of product delivered and timeliness of delivery.</td>
<td></td>
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</tr>
<tr>
<td>PU 124</td>
<td>Ability to allow for the creation of blanket orders with limits on specific items, amounts or dates.</td>
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<td></td>
</tr>
<tr>
<td>PU 125</td>
<td>Ability to allow for the receipt of goods and services process to be centralized or decentralized.</td>
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<tr>
<td>PU 126</td>
<td>Ability to process changes to purchase orders without having to re-enter purchasing information.</td>
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<tr>
<td>PU 127</td>
<td>Ability to provide for immediate printing of the purchase order.</td>
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</tr>
<tr>
<td>PU 128</td>
<td>Ability to automatically update accounts payable with the receipt of goods including the associated purchase order number.</td>
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<td></td>
</tr>
<tr>
<td>PU 129</td>
<td>Ability to electronically transmit purchase orders to Vendors (EDI).</td>
<td></td>
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</tr>
<tr>
<td>PU 130</td>
<td>Ability to provide complete on-line and hard copy reporting of purchase orders issued and goods received.</td>
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<td></td>
</tr>
<tr>
<td>PU 131</td>
<td>Ability to print year-to-date purchase order information by vendor and account code.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 132</td>
<td>Ability to allow for on-line inquiry of all open purchase orders by vendor, buyer, organization, department, account and project.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bid/Quote Management**

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements Description</th>
<th>Score</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>PU 150</td>
<td>Ability to track and tabulate bids and quotes.</td>
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</tr>
<tr>
<td>PU 151</td>
<td>Ability to track items which are out for bid, during the bidding process.</td>
<td></td>
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</tr>
<tr>
<td>PU 152</td>
<td>Generate bid tabulations and store bid price and quantity bid data for historic comparison purpose.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 153</td>
<td>Support &quot;wild card&quot; searches on all data fields.</td>
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<td></td>
</tr>
<tr>
<td>PU 154</td>
<td>Ability to provide a tracking system that will identify vendors who have won bids and the activity for those bids.</td>
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<td></td>
</tr>
<tr>
<td>PU 155</td>
<td>Ability to provide document history retrieval on-line, linking requisitions, bids, purchase orders, packing slips, stores issues, invoices, checks, returned goods, and received goods.</td>
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<tr>
<td>PU 156</td>
<td>Ability to attach any electronic file to bid/quote</td>
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</tr>
<tr>
<td>PU 157</td>
<td>Ability to maintain master vendor files, including vendor information and types of commodity/service they can bid on.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PU 158</td>
<td>Capacity to create an award letter, once a successful bidder is selected, as well as letters for bidders that were not selected.</td>
<td></td>
<td></td>
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<tr>
<td>PU 159</td>
<td>Ability to allow authorized personnel to select a successful bidder from the list of bid responses and to record a comment for cases where the low bidder was not selected.</td>
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<tr>
<td>PU 160</td>
<td>Provide a text field in order to list any possible exceptions or qualifications by bid or bid item.</td>
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</table>

**Commitment Management Requirements**

<table>
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<th>Item</th>
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<tr>
<td>PU 180</td>
<td>Ability to track and manage open commitments from requisitions by GL Account</td>
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<td>PU 181</td>
<td>Ability to track and manage open commitments from purchase orders by GL Account</td>
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<tr>
<td>PU 182</td>
<td>Ability to track and manage open commitments from requisitions by project</td>
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</tr>
<tr>
<td>PU 183</td>
<td>Ability to track and manage open commitments from purchase orders by project</td>
<td></td>
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<tr>
<td>PU 184</td>
<td>Ability to integrate with Great Plains Purchase Order Enhancements for Commitment Ledger</td>
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<tr>
<td>Item</td>
<td>Requirements Description</td>
<td>Score</td>
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<tr>
<td>PU 185</td>
<td>Ability to update Great Plains Project Accounting commitment amounts</td>
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<tr>
<td>PU 186</td>
<td>Ability to track commitments by year.</td>
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<tr>
<td>PU 187</td>
<td>Ability to report commitments by year for GL Account, project &amp; cost category.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maximum Score and Rating:

Functional Fit %:
Appendix C – Cost Proposal Worksheet

The attached solution pricing worksheet should be used to price the entire solution. Please include all costs you are including in your solution in the core solution cost section. Any optional modules or services you are recommending outside of the scope and requirements should be listed under the optional cost section.
## Summary Cost Analysis

### CLIENT

### Core Solution Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Category</th>
<th>Installation Cost</th>
<th>Annual Cost Yr 1</th>
<th>Annual Cost Yr 2</th>
<th>Annual Cost Yr 3</th>
<th>Annual Cost Yr 4</th>
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<td>Installation Services</td>
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<td>-</td>
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</tr>
<tr>
<td>7.00</td>
<td>Expenses</td>
<td>-</td>
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</tr>
<tr>
<td>8.00</td>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Core System Installed Cost</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
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### Optional Solution Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Category</th>
<th>Installation Cost</th>
<th>Annual Cost Yr 1</th>
<th>Annual Cost Yr 2</th>
<th>Annual Cost Yr 3</th>
<th>Annual Cost Yr 4</th>
<th>Annual Cost Yr 5</th>
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<tbody>
<tr>
<td>9.00</td>
<td>Server Hardware</td>
<td>-</td>
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<td>Server Software</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>11.00</td>
<td>RDBMS Software</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>12.00</td>
<td>Other Software</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>13.00</td>
<td>Application Software</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>14.00</td>
<td>Installation Services</td>
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</tr>
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<td>15.00</td>
<td>Expenses</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>16.00</td>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Optional System Installed Cost</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
</tr>
</tbody>
</table>

The prices contained in this schedule (summary and detail) are valid for a period of 180 days from the date this document is signed:

By: ___________________________  Signed: ___________________________

Title: ___________________________  Date: ___________________________
eRequester License and Subscription Agreement

This eRequester License Agreement ("Agreement") is entered into by and between Mesa Water ("Client") and Roman PBS Acquisition Co., LLC, D/B/A Paperless Business Systems ("PBS"); with principal place of business at 3131 Elliott Avenue, Suite 450, Seattle, WA 98121. This Agreement shall be effective when signed by both Parties on the date last signed ("Effective Date").

1. Grant of License: Subject to the terms of this Agreement, the software, documentation and any fonts accompanying this Agreement whether on disk, in read only memory, or in any other form ("eRequester") are hereby licensed to Client by PBS on a limited, non-exclusive basis on a subscription basis. PBS retains title to eRequester. This Agreement is effective until terminated pursuant to the terms of this Agreement. Client’s right to use eRequester terminates immediately upon the material breach of any provision of this Agreement which is not timely cured within 10 business days of notice from PBS. Upon termination, at PBS’ option, Client shall destroy or return eRequester, including copies in its possession or control at its own expense.

2. Permitted Uses and Restrictions/Description: Each licensing edition of eRequester authorizes the use of eRequester by no more than the number Named Users, specified Modules, and for the Subscription Term purchased, as indicated in Section 4 below. To use eRequester for additional Named Users, Modules or Subscription Term, Client must purchase additional licenses from PBS.

3. Services/Implementation: In addition to the Subscription, PBS will provide the following implementation services for Client’s version of eRequester in substantial accordance with the following descriptions ("Services");

A. Customizations are not included and if any are needed, they will need to be written up and signed in a separate Work order to be signed by the parties. Roughly $40,000 was reserved in the response to the RFP for possible customizations, but the amount may vary depending on what turns out to be required. At this stage, no customizations (i.e., code changes) are included absent separately signed Orders.

B. Implementation

On mutually agreeable dates, PBS will perform an implementation of eRequester software in substantial accordance with the following: PBS will provide primary initial data entry, import and setup and provide web training to Client’s primary administrator(s) on how to add data and maintain it on an ongoing basis. Client will be responsible for making certain that the eRequester server and network is accessible remotely (e.g., via VPN, Terminal Services or Web Conference) with sufficient rights to perform the install and training. Software will be delivered electronically. The following is a general non-binding outline of services to be provided.

i. Pre-Install Planning and related PM

Prior to the scheduled date for install, conduct preliminary phone conferences to prepare the Client for the implementation. This includes discussions, planning and follow up for:

- Scheduling and Installation
- Setup and Configuration Training
- End User Training
- Approval Routing and planning
- Testing and Training on the Workflow from Requisition > Approval > PO > Searching and other options
- Miscellaneous

ii. Remote Installation and related PM

A successful implementation will be facilitated greatly by an efficient level of access to the TEST IIS and Database Server as well as the Dynamics GP system. The remote access will allow Paperless to remotely install the eRequester software. It will also allow for efficient training of trainers on the setup and configuration of users, approval levels, departments and other preferences. Implementation assumes that Client will provide an IT person who has physical access to the eRequester and database server to assist with the implementation. The IT person assigned to the implementation should have a thorough understanding of the Client’s network, SQL Server password, accounting system password and other permissions, in order to respond to firewall and resource access/permissions issues as they arise. Access to the Microsoft SQL Server studio is also required.

iii. eRequester Train the Trainer (web conference training sessions with related PM and Q&A by email/phone)

- Open web browser
- Login to eRequester with user name and password
Train Administrator(s) on:
- GL Codes and Vendors
- Departments and corresponding GL Account Restrictions
- Authorization Levels and Approval Work Flow (including out of office options)
- Request Types
- User preferences
- Other Company Preferences

Transactions
1. Entering Requisitions
   - Select Requesting Department and Request Type
   - Select a Vendor (if known)
   - Select Item from a List or enter Unlisted Item information
   - Attach documents to Requisition Line Items if desired
   - Ship-To Location and Ship Method defaults
   - Review Requisition
   - Save Template if desired
   - Validate vs. budget
   - Review Approval Routing based on Requisition’s parameters
   - Submit for Approval
2. Approving Requisitions
   - Approve
   - Reject
   - Require Change
   - Request More Info
3. Editing a Requisition prior to Posting
4. Creating a Purchase Order
5. Viewing a Purchase Order
   - Printing and/or Emailing Purchase Order to Vendor
   - Closing Requisitions
6. Receiving
7. Invoices (check requests)
8. Searching and Reports
9. Duplicating Requisitions for Re-Use in New Requisitions
10. Question and Answer

iv. Hand off Testing by Pilot Group (responding to questions or making adjustments)
   - Data Entry by Client
   - Verification by Paperless of entered data and answer to questions
   - Client Testing by Pilot Group
   - Incorporate feedback into application (customizations [sold separately] or configuration optimization)

v. On-Site Training
   - PBS will provide a consultant to come on-site to Client’s main location for 3 consecutive days to provide on-site end user training and related tasks in anticipation for the go live.

vi. Going Live
PBS will provide support in connection with the Go Live activities, including purging any test transactions while maintaining the setup and configuration and repointing to production.
4. Delivery and Payment:

<table>
<thead>
<tr>
<th>eRequester One Year Subscription</th>
<th>One Year Subscription Cost Based on 5 Year Commitment and 2 year Prepayment</th>
</tr>
</thead>
<tbody>
<tr>
<td>eRequester includes Web Requisitions, Approvals and POs</td>
<td></td>
</tr>
<tr>
<td>Ten (10) Named Users</td>
<td>3,200.00</td>
</tr>
<tr>
<td>Forty (40) Additional Named Users (50 Total Users)</td>
<td>4,180.00</td>
</tr>
<tr>
<td>Project Module</td>
<td>1,900.00</td>
</tr>
<tr>
<td>Change Order Module</td>
<td>1,600.00</td>
</tr>
<tr>
<td>Invoice Approval Module</td>
<td>1,900.00</td>
</tr>
<tr>
<td>Receiving Module</td>
<td>1,900.00</td>
</tr>
<tr>
<td>Blanket PO Module</td>
<td>1,900.00</td>
</tr>
<tr>
<td>Vendor Punchout Module (includes 2 vendor connections)</td>
<td>1,900.00</td>
</tr>
<tr>
<td>Request for Quote Module</td>
<td>1,900.00</td>
</tr>
<tr>
<td>Budget Control Module (for GL Budgets)</td>
<td>1,900.00</td>
</tr>
<tr>
<td>Custom Fields Module (for User Defined Fields)</td>
<td>1,900.00</td>
</tr>
<tr>
<td>AP Invoice Workflow Module</td>
<td>2,200.00</td>
</tr>
<tr>
<td>Email Approval Module</td>
<td>1,600.00</td>
</tr>
<tr>
<td>eRequester Link for Dynamics GP</td>
<td>2,200.00</td>
</tr>
</tbody>
</table>

**Subscription Total (One Year)** $30,180.00

**Subscription Total (Two Years)** $60,360.00

**Two (2) Year Prepayment Discount (10%)** -$6,036.00

**Subscription Total (Two Years After Prepayment Discount)** $54,324.00

**Remote Implementation Services under Section 3B (265 hours estimated at reduced rate of $165* (One-time cost)** $43,725.00

**On Site End User Training (3 consecutive days)** $6,000.00

**Travel and Expenses** $2,000.00

**Custom End User Training Material (Estimated 40 Hours of Services in Year One)** $6,600.00

**Grand Total** $112,649.00

- The initial One Year Subscription period shall be 14 months rather than 12 months (at the price of 12 months) to provide a 2 month “tolling” period for installation and some setup.
- Additional On-Site training is available on a fixed bid basis and can be quoted separately on request.
- Customizations are not included and can be quoted and sold separately following further analysis.
- eRequester does not include any Dynamics GP licenses or SQL Server licenses.
- Client will need to procure the necessary hardware as that is not included in this Agreement.
- Sales and/or Use Tax is not included and where applicable, Client shall pay it separately.
- The above subscription costs will be held in place for 5 years based on Client’s 2 year prepayment and 5 year commitment.
- After the initial 2 Year Period, the 3rd, 4th and 5th years will be at the One Year Prepayment Rate, unless Client prepays another 2 years, in which case it will again be discounted by 10%.
- Although it varies, roughly 24-40 hours at rate of $185 should be reserved by Client for version upgrades on an annual basis.

Client shall pay for PBS for the above Subscription and Services pursuant to the following payment schedule.

1. Payment for the Two Year Subscription in the amount of Fifty Four Thousand Three Hundred and Twenty Four ($54,324) shall be made within 30 days of signing this Agreement.
2. Payment for the Remote Implementation Services shall be made by Client as follows (payment shall be held on account and credited to services rendered by PBS at the rate of $165 per hour).

   **Phase 1: Requisitions, Approvals and POs (not including receiving and/or invoices)**
   
   a. $9,900 (60 hours) within 14 days of initial installation of eRequester onto Client’s test server and connection, Client’s Dynamics GP test database
   b. $9,900 (60 hours) within 14 days after setup of at least 25 users, basic approval hierarchies, multiple departments, 1 Request Type and after 3 web conference training sessions (up to 2 hours each).
c. $4,950 (30 hours) within 14 days after setup of 2 vendor punchout connections and after 2 web conference training sessions

d. $4,950 (30 hours) within 14 days after initial Phase 1 Go Live for Requisitions, Approvals and POs

3. Payment for the Custom End User Training Guide (payment shall be held on account and credited to services rendered by PBS at the rate of $165 per hour).

e. $6,600 shall be paid within 14 days of PBS initially providing the End User Training Manual on Requisitions, Approvals and POs

4. Payment for the 3 days of On-Site Training shall be made by Client as follows:

f. $6,000 shall be paid within 14 days after the On-Site Training is provided
g. $2,000 for the T&E shall be paid within 14 days prior to the scheduled On-Site training

Phase 2: Receiving and Invoice Approval Services (payment shall be held on account and credited to services rendered by PBS at the rate of $165 per hour).

h. $6,600 (40 hours) within 14 days of setup and training on Receiving Module and Invoice Approval Module

i. $7,425 (45 hours) within 14 days after initial go Live on Receiving Module and Invoice Approval Module

Software shall be delivered electronically by way of download. Invoices will be sent and paid in USD. All sales are final. No refunds or cancellations are accepted. Payment shall be to Paperless Business Systems, by either check to Post Office Box 845915, Los Angeles, California 90084-5915; or by Wire/ACH to: Beneficiary: Paperless Business Systems; Avidbank, 400 Emerson Street, Palo Alto, CA 94301, ABA/Routing#: 121143626; SWIFT#: AVIDUS66; Acct#: 140026741. Implementation Services rendered by PBS shall be applied to prepaid amounts at the reduced rate of $165 per hour. Once utilized, the hourly billing rate will be $185 (unless another prepaid block of 40 hours or more is provided at the $165 rate). Non-prepaid amounts shall be paid by Client within 14 days of invoice date. Payments do not include any applicable Sales, Use or other taxes, including Customs, GST and PST which, if applicable, shall be additional and payable by Client. A 1 ½ percent monthly services charge shall apply to any payments that are more than 30 days past due.

5. Maintenance and Support (Standard Plan): The Standard Maintenance and Support Plan includes options for the following during the Subscription period:

- Bug Fix Patches
- Service Packs
- New Feature Versions available for download
- Access to the eRequester support help desk from 7:00 a.m. to 6:00 p.m., PST (excluding PBS holidays and weekends) for (non-training/non-implementation) inquiry and issue resolution.

Delivery of updates will be made electronically by way of download. PBS shall have sole discretion to determine what constitutes a bug fix or periodic update for purposes of this Agreement.

The Standard Maintenance and Support Plan does not include (any of the following which are available under separately signed orders):

- On-site Visits
- Consulting
- Installation of New Feature Versions
- Implementation services for creation or maintenance of a Test environment
- Training
- Data or Server Migration
- Customizations
- New or unlicensed modules

PBS shall provide Maintenance and Support for Client’s version of eRequester during the Subscription period. PBS help desk staff will log and assign priorities for all support requests sent to support@erequester.com or called in during support hours at (877) 727-9528. Requests will be handled according to the priority assigned to them. The following describes the general priority levels assigned to requests for eRequester issue resolution with estimated response and completion times:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Response</td>
</tr>
</tbody>
</table>

Page 4
eRequester License Agreement (Mesa Water)
Revised 2/21/2018
PBS help desk staff will be able to provide more accurate resolution times based on assessment of the issue and communications with the Client. Client will be responsible for providing specific details on the issue with steps to reproduce the problem. Client may also be required to provide web conference or other remote access to its system for effective troubleshooting. In order to renew the Subscription, a renewal invoice will be provided by PBS and will need to be paid by Client prior to expiration of the Subscription period. Subscription and Support services by PBS are contingent on timely receipt and acceptance of fees paid by Client to PBS.

6. Restrictions: Unless terminated, this Agreement is Client’s proof of license to exercise the rights granted herein and must be retained by Client. Client may not lease eRequester or transfer its rights under this Agreement.

7. Renewal/Termination: Client’s user licenses and right to use the software under this Agreement shall be limited to the term of the Subscription, unless otherwise terminated by mutual agreement of the parties.

8. Limited Warranty/Disclaimer/Remedy: Although PBS will provide maintenance and support as indicated in Section 5 above, PBS offers no express or implied warranty guaranty for eRequester or any software, documentation or services it provides to Client. Due to the complex nature of computer software, PBS does not warrant that eRequester, including the Services will be error-free, will operate without interruption or will be compatible with all equipment or software configurations. Nor does PBS warrant that functions contained within eRequester, including the Services, will meet Client’s requirements or that eRequester will integrate with third party applications or hardware. PBS is not responsible for problems caused by changes in, or modifications to, the operating characteristics of any computer hardware or operating system for which eRequester, including the services, or any upgrade, update or customization is procured, nor is PBS responsible for problems, including viruses or bugs, which may occur as a result of the use of eRequester in conjunction with software of third parties or with hardware which is incompatible with the operating system for which eRequester is being procured. Client acknowledges and agrees that eRequester software is provided at its sole risk and is provided "AS IS". OTHER THAN AS EXPRESSLY SET FORTH HEREIN, PBS SPECIFICALLY DISCLAIMS ANY WARRANTIES FOR EREQUESTER (INCLUDING ANY CUSTOMIZATION AND IMPLEMENTATION SERVICES) EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, SATISFACTORY QUALITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OF THIRD PARTY RIGHTS. SOME JURISDICTIONS DO NOT ALLOW DISCLAIMERS ON CERTAIN IMPLIED WARRANTIES, SO THIS LIMITATION MAY NOT APPLY TO CLIENT. CLIENT MAY HAVE OTHER RIGHTS THAT VARY BY JURISDICTION.

9. Proprietary Rights: Client agrees to take all reasonably necessary steps to ensure that the provisions of this Agreement are not breached by Client or by any person under Client’s control or in Client’s service. Except as expressly permitted in this Agreement, Client shall not cause or permit any person other than an authorized employee of PBS to disassemble, reverse compile, decompile, modify, rent or lease, loan, sublicense, distribute, or create derivative works based upon the eRequester software in whole or in part. All copyright, patent, trade secret, trademark and other intellectual and proprietary rights in eRequester, including updates and customizations, are and shall remain the property of PBS.

10. Reproduction and Copyrights: eRequester is entitled to protection under United States Copyright Laws and International treaties. Client shall not copy, allow anyone else to copy, or otherwise reproduce any part of eRequester without the prior written consent of PBS. Client shall not remove or omit any copyright or other proprietary notices from eRequester. PBS retains ownership of eRequester, including all updates, customizations, and copies. Client shall not copy any documentation accompanying eRequester software, without advance written permission of PBS.

11. Limitation of Liability: IN NO EVENT, INCLUDING GROSS NEGLIGENCE, SHALL PBS, OR ITS DISTRIBUTORS OR DEALERS, BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE LOSSES OR DAMAGES (WITHOUT LIMITATION, LOST PROFITS OR LOST DATA), ARISING OUT OF THIS AGREEMENT, EVEN IF PBS HAS BEEN ADVISED OF OR MADE AWARE OF THE POSSIBILITY OF ANY SUCH LOSS OR DAMAGES AND REGARDLESS OF WHETHER THE CLAIM IS BASED ON CONTRACT, TORT, STRICT LIABILITY, OR OTHER THEORY OF LIABILITY. NOR SHALL THE TOTAL LIABILITY OF PBS AND ITS DISTRIBUTORS AND DEALERS UNDER THIS AGREEMENT UNDER ANY CIRCUMSTANCES EXCEED THE AMOUNT PAID TO PBS UNDER THIS AGREEMENT.

12. Independent Contractor: In performing services under this Agreement, PBS is acting as an independent contractor and neither party may make any commitments in the name of the other party unless authorized in writing.

13. Severability: Should any provision of this Agreement be held unenforceable by a court of competent jurisdiction, the remainder shall remain in full force and effect. In any action arising out of this Agreement, the prevailing party shall be entitled to its reasonable attorney’s fees and costs.
14. **Representations**: This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings regarding such subject matter, including any prior eRequester License and Purchase Agreements signed by the Parties. Client expressly agrees and acknowledges that in determining to enter into this Agreement, Client did not rely on any representation or warranty by anyone other than those expressly set forth in this Agreement. This Agreement may not be modified or altered except by written instrument signed by both parties.

15. **Jurisdiction**: This Agreement shall be governed and construed by the laws of the State of Washington, in the United States, and any dispute arising out of this Agreement shall be brought exclusively within King County, Washington in the United States. In any proceeding or action arising out of this Agreement, the prevailing party shall be entitled to its reasonable attorney’s fees and costs incurred.

16. **Restricted Rights Legend**: To the extent that eRequester software is provided to, or on behalf of the United States of America, its agencies and/or instrumentalities ("US Government"), such software is provided with Restricted Rights. Use, duplication and/or disclosure is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer software clause at DFARS 252.227-7013 of subparagraphs (c)(1) and (2) of the Commercial Computer Software - Restricted Rights at 48 CFR 52.227-19, as applicable. Manufacturer is Paperless Business Systems, 3131 Elliott Avenue, Suite 450, Seattle, WA 98121 USA.

17. **Export Law Assurances**: Client may not use or otherwise export or re-export eRequester except as authorized by the applicable laws of the United States and the State of Washington.

**Acceptance**: The signature of the Parties shall evidence that the Parties have read this Agreement, understand it, agree to be bound by it and that this is the complete agreement between Client and PBS regarding the subject matter of this Agreement.

**MESA WATER**

By: ___________________________ Date: ___________________________
Title: ___________________________

**Roman PBS Acquisition Co, LLC,**
**D/B/A/ Paperless Business Systems**

By: ___________________________ Date: ___________________________
Title: ___________________________
MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: March 8, 2018
SUBJECT: Orange County Local Agency Formation Commission Special District Seats Election

RECOMMENDATION

Approve the nomination of James R. Fisler to the alternate special district seat on the Orange County Local Agency Formation Commission and authorize President Jim Atkinson to be the voting delegate and Vice President Fred R. Bockmiller, P.E. as the alternate for the Special District Seats Election.

The Executive Committee will discuss this item at its March 6, 2018 meeting.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

The terms of office for the regular and alternate special district seats on the Orange County Local Agency Formation Commission (OC LAFCO) expire on June 30, 2018. The regular special district seat is held by John Withers of Irvine Ranch Water District and the alternate special district seat is held by James R. Fisler of Mesa Water District. The election process for special district seats is governed by Government Code Section 56332 and the Special District Selection Committee Bylaws.

The nomination period for the upcoming expired terms is March 5 – April 9, 2018. If the District chooses to nominate a candidate for one or both seats, the presiding officer must complete the nomination form and return to the OC LAFCO Executive Officer by 3:00 p.m. on Monday, April 9, 2018.

Director Fisler has expressed interest in retaining his seat as the alternate special district member.

In accordance with the Bylaws of the Orange County Independent Special District Selection Committee, the nomination form and Declaration of Qualification to Vote will be transmitted electronically via email on Monday, March 5, 2018 to each independent special district presiding officer and special district general manager. Staff will walk in the forms to the March 6, 2018 Executive Committee meeting.
Nomination submissions and Declaration of Qualification to Vote are due to the OC LAFCO Executive Officer by 3:00 p.m. on Monday, April 9, 2018. Ballots will be emailed to all special district presiding officers/designees on April 17, 2018 and are due to OC LAFCO by 3:00 p.m. on Friday, May 25, 2018.

Election results will be announced on June 4, 2018 and the Oath of Office will be administered on July 11, 2018.

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: OC LAFCO Correspondence
January 10, 2018

TO: Local Agency Formation Commission

FROM: Executive Officer

SUBJECT: Appointment Process for OC LAFCO County, City, Special District, and Public Member Seats and Schedule for Expiring Terms

BACKGROUND
In 2018, the terms of office expire for the following OC LAFCO board members:

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Member Seat</th>
<th>Current Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd Spitzer</td>
<td>Regular County Member</td>
<td>2014 - 2018</td>
</tr>
<tr>
<td>Cheryl Brothers</td>
<td>Regular City Member</td>
<td>2014 - 2018</td>
</tr>
<tr>
<td>John Withers</td>
<td>Regular Special District Member</td>
<td>2014 - 2018</td>
</tr>
<tr>
<td>James Fisler</td>
<td>Alternate Special District Member</td>
<td>2014 - 2018</td>
</tr>
<tr>
<td>Derek J. McGregor</td>
<td>Regular Public Member</td>
<td>2014 - 2018</td>
</tr>
</tbody>
</table>

This staff report provides information on the appointment responsibilities and processes for OC LAFCO members and the schedule for the appointments of expiring special district and public member seats.

Appointment Authority and Process
In accordance with Government Code Section 56334, the term of office for each OC LAFCO Commissioner shall be four years and there are no term limits. Pursuant to the OC LAFCO Bylaws, the term of office for each Commissioner begins on July 1st of the year appointed and expires June 30th of the final year of term. The following section describes the appointment process for each OC LAFCO member seat.
County OC LAFCO Seat
County seats on OC LAFCO are appointed at the discretion of the Chair of the Board of Supervisors (BOS) with final approval by the County BOS. Committee appointments are expected to be considered by the BOS in January.

City Regular and Alternate Member Seats
The City Selection Committee (comprised of 34 Orange County City Mayors) is responsible for appointing the upcoming Regular and Alternate City Member OC LAFCO seats. The Orange County Clerk of the Board (COB) is responsible for administering the appointment process for these seats. OC LAFCO will provide formal notification of the upcoming expired term for the Regular City Member seat currently held by Commissioner Cheryl Brothers to the COB in February. Submittal of this notification letter satisfies OC LAFCO’s responsibility with respect to expiring terms. The appointment to this seat will take place at the City Selection Committee’s meeting in May.

Special District Regular and Alternate Member Seats
OC LAFCO staff has a more prominent role in the appointment process for Special District Members, which is governed by Government Code Section 56332, and the Special District Selection Committee Bylaws. A schedule of key appointment events and responsibilities for one of the Regular Special District seats and the Alternate Special District seat expiring June 30, 2018 is outlined below:

Appointment Process Schedule for OC LAFCO Regular and Alternate Special District Seats Expiring June 30, 2018

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 5, 2018</td>
<td>OC LAFCO Executive Officer emails notification letters with nomination forms and Declaration of Qualification to Vote to independent special district presiding officers, and special district general managers.</td>
</tr>
<tr>
<td>April 9, 2018 (3 PM)</td>
<td>Deadline for submitting nominations and Declaration of Qualification to Vote for the regular and alternate special district member are due to OC LAFCO by 3:00 p.m.*</td>
</tr>
<tr>
<td>April 9 – 16, 2018</td>
<td>OC LAFCO develops ballot form.</td>
</tr>
<tr>
<td>April 17, 2018</td>
<td>Ballots emailed to all special district presiding officers/designees.</td>
</tr>
<tr>
<td>May 25, 2018 (3 PM)</td>
<td>Ballots due to OC LAFCO by 3:00 p.m.</td>
</tr>
<tr>
<td>June 4, 2018</td>
<td>OC LAFCO staff (or designee) tabulates ballots and announces results.</td>
</tr>
<tr>
<td>July 11, 2018</td>
<td>Oath of office administered (Commission Hearing).</td>
</tr>
</tbody>
</table>

* Pursuant to Government Code Section 56332(c)(1), if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected with no further proceedings.
Public Member Seat
For the Regular Public Member appointment, the Commission policy requires that the Chair direct the Executive Officer to prepare and distribute a special notice advertising the position and soliciting resumes from interested persons. Upon receipt of the applications, the OC LAFCO Executive Committee screens all applications and selects finalists to interview with the full Commission. For 2018, there is one term expiring for the regular public member seat.

Appointment Process Schedule for OC LAFCO Regular Public Member Seat Expiring June 30, 2018

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 11, 2018</td>
<td>Announcement of Regular Public Member Seat vacancy distributed to city clerks, special district board secretaries, clerk of the BOS, and published in the OC Register.</td>
</tr>
<tr>
<td>May 11 – June 11, 2018 (3 PM)</td>
<td>Application period for interested candidates to submit resumes to OC LAFCO.</td>
</tr>
<tr>
<td>June 12 – June 22, 2018</td>
<td>Application screening by OC LAFCO Executive Committee.</td>
</tr>
<tr>
<td>July 11, 2018</td>
<td>Commission interviews and selects OC LAFCO Regular Public Member (Commission Hearing).</td>
</tr>
<tr>
<td>August 8, 2018</td>
<td>Oath of Office Administered (Commission Hearing).</td>
</tr>
</tbody>
</table>

RECOMMENDATION
Staff recommends that the Commission:

1. Receive and file the report on the appointment processes for the OC LAFCO members and the schedule for the appointments to the expiring OC LAFCO special district seats and the regular public member seat.

Respectfully submitted,

[Signature]
CAROLYN EMERY
Dear Presiding Officers, General Managers and Special District Board Clerks:

Please see the attached letter announcing the nomination process for the appointment by the Special District Selection Committee of the OC LAFCO Special District Regular and Alternate Member seats. If you have any questions regarding this process, feel free to contact Executive Officer, Carolyn Emery or the Commission Clerk, Cheryl Carter-Benjamin at (714) 640-5100.

Best regards,

Carolyn Emery  
Executive Officer  
cemery@oclafco.org  
(714) 640-5100  

Cheryl Carter-Benjamin  
Office Manager/Commission Clerk  
ORANGE COUNTY LAFCO  
carter-benjamin@oclafco.org  
714.640.5100 (Main)
March 5, 2018

TO: Independent Special Districts Presiding Officers

FROM: Carolyn Emery, Executive Officer

SUBJECT: Nomination Process for OC LAFCO Regular and Alternate Special District Member Seats

The terms of office for one of the OC LAFCO Regular Special District Members and the Alternate Special District Member seats expire on June 30, 2018. These two seats are currently held by John Withers, Board Member of Irvine Ranch Water District and James Fisler, Director of Mesa Water District, respectively. The appointment process for special district seats is governed by Government Code Section 56332 and the Independent Special District Selection Committee By-Laws. In accordance with the Committee’s bylaws, attached to this notification you will find the following:

(1) The “Declaration of Qualification to Vote Form” for designating the voting member (and alternate voting member) of your district, who is authorized to vote in the appointment process. This form must be returned to OC LAFCO no later than 3 PM on Monday, April 9, 2018. Please note that if OC LAFCO does not receive the form by that date, your district will be ineligible to vote.

(2) The “2018 Nomination Form” for submitting candidate names for the Regular and Alternate Special District seat appointment. If your district is nominating a candidate for the OC LAFCO Regular and/or Alternate Special District Member seat, the form(s) must be filled out completely and returned to OC LAFCO no later than 3 PM on Monday, April 9, 2018. Candidate resumes, or other supplemental information may also be included and will be distributed with the ballots.

Both forms may be returned to OC LAFCO by any of the following:

Email: ccarter-benjamin@oclauco.org  
Attn: Carolyn Emery, Executive Officer
Mail: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Carolyn Emery, Executive Officer

FAX: (714) 640-5139
Attn: Carolyn Emery, Executive Officer

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

<table>
<thead>
<tr>
<th>DATE</th>
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</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

* Pursuant to Government Code §56332 (c)(1), if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings.

Should you have any questions regarding the appointment process, please contact me or our Commission Clerk, Cheryl-Carter Benjamin at (714) 640-5100.

Sincerely,

Carolyn Emery
Executive Officer
Attachments:

A. Declaration of Qualification to Vote
B. 2018 Nomination Forms – Regular and Alternate Special District Member

cc: Special District General Managers
    Special District Board Clerks
    OC LAFCO Chair
DECLARATION OF QUALIFICATION TO VOTE

Jim Atkinson, Presiding Officer
Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627-3467
jima@MesaWater.org

___________________________,* hereby attest that
___________________________**has been authorized by the Board of
___________________________to vote in the Orange County Special
District Selection Committee election (regular and alternate
member).

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

Name and Title*: ___________________________________________

Signature*: ________________________________________________

Date: ______________________________________________________

*Must be signed by either Board President or Board Secretary

**Must be a member of the Board

***Must be a member of the Board

Completed forms must be received by OC LAFCO prior to 3 PM, Monday, April 9, 2018. Forms must be delivered to OC LAFCO by:

(1) Email at: cemery@oclaftco.org, or
(2) Mail at: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Carolyn Emery, or
(3) FAX at: (714) 640-5139, Attn: Carolyn Emery
CANDIDATE INFORMATION FOR **REGULAR** SPECIAL DISTRICT MEMBER:

NAME: __________________________

TITLE: __________________________

DISTRICT: _______________________

☐ Check box if resume or statement of qualifications is attached.

SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION

( Must be the presiding officer or a designated alternate board member.)

NAME: __________________________ DATE: ________________

SIGNATURE: _______________________

TITLE: __________________________

DISTRICT: _______________________

A resume or other supplemental information about the candidate may be included and will be distributed with the election ballots. All completed nomination forms and any supplemental information must be returned to Orange County LAFCO by:

1. Email at: cemery@oclafco.org or
2. Mail at: Orange County LAFCO  
   2677 North Main Street, Suite 1050  
   Santa Ana, CA 92705; or
3. Fax at: (714) 640-5139, Attn: Carolyn Emery

**All forms and supplemental information must be received by OC LAFCO prior to 3:00 p.m. on Monday, April 9, 2018. Nomination forms or candidate information received after that deadline will not be considered.**
2018 NOMINATION FORM
Candidate for the Orange County Local Agency Formation Commission (OCLAFCO)

CANDIDATE INFORMATION FOR ALTERNATE SPECIAL DISTRICT MEMBER:

NAME: 

TITLE: 

DISTRICT: 

☐ Check box if resume or statement of qualifications is attached.

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

NAME: _______________________________ DATE: ________________

SIGNATURE: ____________________________

TITLE: ________________________________

DISTRICT: ____________________________

A resume or other supplemental information about the candidate may be included and will be distributed with the election ballots. All completed nomination forms and any supplemental information must be returned to Orange County LAFCO by:

1. Email at: cemery@oclafco.org or
2. Mail at: Orange County LAFCO
   2677 North Main Street, Suite 1050
   Santa Ana, CA 92705; or
3. Fax at: (714) 640-5139, Attn: Carolyn Emery

All forms and supplemental information must be received by OC LAFCO prior to 3:00 p.m. on Monday, April 9, 2018. Nomination forms or candidate information received after that deadline will not be considered.
MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: March 8, 2018
SUBJECT: Special Legal Services

RECOMMENDATION

Approve an amendment to the special legal services contract with Rutan & Tucker for an amount not to exceed $150,000.

STRATEGIC PLAN

Goal #4: Increase public awareness about Mesa Water® and about water.
Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

In 2016, staff retained Rutan & Tucker for an amount not to exceed $50,000 to provide special legal services for a special advisory measure.

At its November 10, 2016 meeting, the Board of Directors (Board) approved a contract change order to Rutan & Tucker for special legal services for an amount not to exceed $40,000.

At its July 13, 2017 meeting, the Board approved an amendment to the special legal services contract with Rutan & Tucker for an amount not to exceed $100,000.

At its October 12, 2017 meeting, the Board approved an amendment to the special legal services contract with Rutan & Tucker for an amount not to exceed $100,000.

DISCUSSION

Rutan & Tucker has provided special legal services to Mesa Water in the case of Costa Mesa Sanitary District v. Mesa Water District.

Staff recommends that the Board consider approving an amendment to the special legal services contract with Rutan & Tucker for an amount not to exceed $150,000.

FINANCIAL IMPACT

In Fiscal Year 2018, $400,000 is budgeted in the Office of the General Manager’s Legal Services budget account; additional funding will come from Cash on Hand.
<table>
<thead>
<tr>
<th>Description</th>
<th>Project Estimate Amounts</th>
<th>Project Cost Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Services Estimate (FY 2016)</td>
<td>$ 50,000</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Original Contract</td>
<td></td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Amendments #1 – 3</td>
<td></td>
<td>$ 240,000</td>
</tr>
<tr>
<td>Requested Funding (Amendment #4)</td>
<td></td>
<td>$ 150,000</td>
</tr>
<tr>
<td>Revised Contract</td>
<td></td>
<td>$ 440,000</td>
</tr>
<tr>
<td>Actual Spent to Date</td>
<td></td>
<td>$ 257,571</td>
</tr>
<tr>
<td>Revised Project Estimate</td>
<td></td>
<td>$ 440,000</td>
</tr>
</tbody>
</table>

**ATTACHMENTS**

None.
MESA CONSOLIDATED WATER DISTRICT
IMPROVEMENT CORPORATION
ANNUAL MEETING OF THE BOARD OF DIRECTORS
1965 Placentia Avenue, Costa Mesa, CA 92627
Thursday, March 8, 2018 at 6:00 p.m.

AGENDA

CALL TO ORDER – 6:00 p.m. or as soon thereafter as the Mesa Water District agenda permits.

PUBLIC COMMENTS

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

CONFIRM DIRECTORS OF CORPORATION:

ACTION ITEMS:

A. APPROVE MINUTES FOR MEETING OF MARCH 9, 2017:

B. APPROVE MINUTES FOR SPECIAL MEETING OF MAY 18, 2017:

C. APPROVE MINUTES FOR SPECIAL MEETING OF JUNE 8, 2017:

D. ELECTION OF CORPORATION OFFICERS:

Recommendation:
1. Elect President.
2. Elect Vice President.
3. Appoint Denise Garcia as Secretary.
4. Appoint Wendy Duncan as Assistant Secretary.
5. Appoint Marwan Khalifa, CPA, MBA, as Treasurer.
6. Appoint Phil Lauri, P.E., as Assistant Treasurer.

E. OLD BUSINESS:

No items.

F. NEW BUSINESS:

Recommendation: Direct officers to have annual audit for Fiscal Year 2018 conducted.

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

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

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

ADJOURNMENT
CALL TO ORDER
The meeting of the MCWDIC Board of Directors was called to order on March 9, 2017 at 7:09 p.m. by MCWDIC President Bockmiller at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, CA 92627.

Directors Present
Fred R. Bockmiller, MCWDIC President
Ethan Temianka, MCWDIC Vice President
Jim Atkinson, MCWDIC Director
James R. Fisler, MCWDIC Director

Directors Absent
Shawn Dewane, MCWDIC Director

Staff Present
Paul E. Shoenberger, P.E., General Manager/ MCWDIC Assistant Treasurer
Denise Garcia, Executive Assistant to the General Manager/ Acting District Secretary/MCWDIC Assistant Secretary
Phil Lauri, P.E., Assistant General Manager
Andrew Hamilton, Chief Financial Officer/MCWDIC Treasurer
Stacie Sheek, Customer Services Manager
Stacy Taylor, External Affairs Manager
Tracy Manning, Water Operations Manager
Cynthia Ragland, Interim Public Affairs Manager
Rob Anslow, Attorney, Bowie, Arneson, Wiles & Giannone

Others Present
John O’Malley, Senior Legislative Advocate, California Advocates, Inc.
Dennis Albiani, Vice President, California Advocates, Inc.
Robert A. Porr, Senior Vice President, Fieldman, Rolapp & Associates
Paul D. Pender, Vice President, Fieldman, Rolapp & Associates
A. Patrick Munoz, Partner, Rutan & Tucker, LLP

PUBLIC COMMENTS
MCWDIC President Bockmiller asked for public comments on non-agendized items. There were no comments and MCWDIC President Bockmiller proceeded with the meeting.

ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED ON THE AGENDA
General Manager Shoenberger noted there were no items to be added, withdrawn, or reordered.
CONFIRM DIRECTORS OF THE CORPORATION:

MOTION
Motion by MCWDIC Director Atkinson, second by MCWDIC Vice President Temianka, to confirm that the members of the Board of the Corporation consist of the Board members of Mesa Water District. Motion passed 4-0-1, with MCWDIC Director Dewane absent.

ACTION ITEMS:

A. APPROVE MINUTES FOR MEETING OF MARCH 10, 2016:

MCWDIC President Bockmiller asked for public comments. There were no comments.

MOTION
Motion by MCWDIC Director Atkinson, second by MCWDIC Vice President Temianka, to approve the minutes for the Mesa Consolidated Water District Improvement Corporation Annual Meeting of March 10, 2016. Motion passed 4-0-1, with MCWDIC Director Dewane absent.

B. ELECTION OF CORPORATION OFFICERS:

Acting District Secretary Garcia explained the current process followed to elect officers of the Corporation.

President:

MOTION
Motion by MCWDIC Director Atkinson, second by MCWDIC Vice President Temianka, to elect MCWDIC Director Fisler as MCWDIC President. Motion passed 4-0-1, by the following roll call vote:

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

Vice President:

MOTION
Motion by MCWDIC Director Atkinson, second by MCWDIC Vice President Temianka, to elect MCWDIC Director Dewane as MCWDIC Vice President. Motion failed 0-4-1, by the following roll call vote:

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

Motion by MCWDIC Director Bockmiller, second by MCWDIC President Fisler, to elect MCWDIC Director Bockmiller as MCWDIC Vice President. Motion passed 4-0-1, by the following roll call vote:

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

MOTION

Motion by MCWDIC Vice President Bockmiller, second by MCWDIC Director Atkinson, to appoint the balance of the slate: MCWDIC Directors Atkinson, Dewane, and Temianka. Motion passed 4-0-1, by the following roll call vote:

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

MOTION

Motion by MCWDIC President Fisler, second by MCWDIC Director Temianka, to appoint:

- Coleen L. Monteleone as Secretary,
- Denise Garcia as Assistant Secretary,
- Coleen L. Monteleone as Treasurer,
- and Paul E. Shoenberger, P.E. as Assistant Treasurer.

Motion passed 4-0-1, by the following roll call vote:

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

C. OLD BUSINESS:

None.

D. NEW BUSINESS:

1. Annual Audit

MCWDIC President Fisler asked for public comments. There were no comments.
MOTION

Motion by MCWDIC Director Atkinson, second by MCWDIC Director Temianka, to direct the officers to have an annual audit for Fiscal Year 2017 conducted. Motion passed 4-0-1, with MCWDIC Director Dewane absent.

The meeting was adjourned at 7:15 p.m.

Approved:

__________________________  
James R. Fisler, MCWDIC President

__________________________  
Denise Garcia, MCWDIC Secretary

Recording Secretary: Sharon D. Brimer
CALL TO ORDER
The meeting of the MCWDIC Board of Directors was called to order on May 18, 2017 at 6:43 p.m. by MCWDIC President Fisler at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, CA 92627.

Directors Present
James R. Fisler, MCWDIC President
Fred R. Bockmiller, P.E., MCWDIC Vice President
Jim Atkinson, MCWDIC Director
Shawn Dewane, MCWDIC Director
Ethan Temianka, MCWDIC Director

Directors Absent
None

Staff Present
Paul E. Shoenberger, P.E., General Manager/MCWDIC Assistant Treasurer
Coleen L. Monteleone, Assistant General Manager/District Secretary/MCWDIC Secretary/MCWDIC Treasurer
Phil Lauri, P.E., Assistant General Manager
Stacie Sheek, Customer Services Manager
Shannon Widor, Public Affairs Manager
Tracy Manning, Water Operations Manager
Denise Garcia, Executive Assistant to the General Manager/Assistant District Secretary
Jeff Frey, Attorney, Bowie, Arneson, Wiles & Giannone

Others Present
Joan C. Finnegan, Director, MWDOC
Nitin P. Patel, CPA, Audit Partner, White Nelson Diehl Evans, LLP
Robert Konishi, Managing Partner, T2 Tech Group
Matthew Williams, Systems Engineer, T2 Tech Group
Douglas S. Brown, Attorney, Stradling Yocca Carlson & Rauth, P.C
Paul D. Pender, Vice President, Fieldman, Rolapp & Associates
Lora Carpenter, Senior Associate, Fieldman, Rolapp & Associates
Kent Loose, Principal, Orange County Consultancy
Louis C. Klein, Partner, Foley & Mansfield
Benjamin S. Tragish, Attorney, Foley & Mansfield

PUBLIC COMMENTS
MCWDIC President Fisler asked for public comments on non-agendized items. There were no comments and MCWDIC President Fisler proceeded with the meeting.
ITEMS TO BE WITHDRAWN, OR REORDERED ON THE AGENDA

General Manager Shoenberger noted there were no items to be withdrawn or reordered.

ACTION ITEMS:

A. 2017 REVENUE CERTIFICATES OF PARTICIPATION DOCUMENTS:

MCWDIC President Fisler asked for public comments. There were no comments.

MOTION

Motion by MCWDIC Vice President Bockmiller, second by MCWDIC Director Dewane, to adopt No. Resolution 2017-1 of the Mesa Consolidated Water District Improvement Corporation Board of Directors Authorizing the Preparation, Sale and Delivery of Revenue Certificates of Participation, Approving Certain Documents with Respect Thereto and Authorizing Certain Actions in Connection Therewith. Motion passed 5-0, by the following roll call vote:

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

The meeting was adjourned at 6:44 p.m.

Approved:

James R. Fisler, MCWDIC President

__________________________
Denise Garcia, MCWDIC Secretary

Recording Secretary: Sharon D. Brimer
CALL TO ORDER

The meeting of the MCWDIC Board of Directors was called to order on June 8, 2017 at 6:04 p.m. by MCWDIC President Fisler at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, CA 92627.

PLEDGE OF ALLEGIANCE

Assistant General Manager Monteleone led the Pledge of Allegiance.

Directors Present

James R. Fisler, MCWDIC President
Fred R. Bockmiller, MCWDIC Vice President
Jim Atkinson, MCWDIC Director
Shawn Dewane, MCWDIC Director
Ethan Temianka, MCWDIC Director

Directors Absent

None

Staff Present

Paul E. Shoenberger, P.E., General Manager/
MCWDIC Assistant Treasurer
Coleen L. Monteleone, Assistant General Manager/District Secretary/MCWDIC Secretary/MCWDIC Treasurer
Denise Garcia, Administrative Services Manager/Assistant District Secretary/MCWDIC Assistant Secretary
Stacie Sheek, Customer Services Manager
Stacy Taylor, External Affairs Manager
Shannon Widor, Public Affairs Manager
Tracy Manning, Water Operations Manager
Kurt Lind, Business Administrator
Rob Anslow, Attorney, Bowie, Arneson, Wiles & Giannone

Others Present

Kimberly Hernandez, Estancia High School Student & MWDOC Poster Contest Winner
Christy Foster, Managing Principal, Director, BSI EHS Services & Solutions (BSI)
Jessica Penhall, Senior Consultant, Manager, BSI
Mitch Barker, Executive Vice President, Public Agency Retirement Services (PARS)
Christina Parker, Member of the Public

PUBLIC COMMENTS

MCWDIC President Fisler asked for public comments on non-agendized items. There were no comments and MCWDIC President Fisler proceeded with the meeting.
ITEMS TO BE WITHDRAWN OR REORDERED ON THE AGENDA

General Manager Shoenberger noted there were no items to be withdrawn or reordered.

ACTION ITEMS:

A. ELECTION OF CORPORATION OFFICERS:

MCWDIC President Fisler introduced Assistant General Manager Monteleone who offered that, as a result of her retirement after 32 years of service with the District and with the vacancy of the Chief Financial Officer, a special meeting was called in order to appoint new Corporate Officers.

MCWDIC President Fisler asked for public comments. There were no comments.

MOTION

Motion by MCWDIC Vice President Bockmiller, second by MCWDIC Director Atkinson, to appoint:
- Denise Garcia as Secretary, effective June 26, 2017,
- Wendy Duncan as Assistant Secretary, effective June 26, 2017,
- and Phil Lauri, P.E., as Treasurer, effective July 1, 2017.

Motion passed 5-0.

The meeting was adjourned at 6:06 p.m.

Approved:

__________________________
James R. Fisler, MCWDIC President

__________________________
Denise Garcia, MCWDIC Secretary

Recording Secretary: Sharon D. Brimer
MESA CONSOLIDATED WATER DISTRICT
IMPROVEMENT CORPORATION

Current Directors:  Proposed New Directors:

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

Current Officers:  Proposed Officers:

President:  Director Fisler  Open
Vice President:  Director Bockmiller  Open
Secretary:  Denise Garcia  Denise Garcia
Assistant Secretary:  Wendy Duncan  Wendy Duncan
Treasurer:  Phil Lauri, P.E.  Marwan Khalifa, CPA, MBA
Assistant Treasurer:  Paul E. Shoenberger, P.E.  Phil Lauri, P.E.
MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: March 8, 2018
SUBJECT: Municipal Water District of Orange County Briefing

RECOMMENDATION

Receive the presentation.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.
Goal #3: Be financially responsible and transparent.
Goal #4: Increase public awareness about Mesa Water® and about water.

DISCUSSION

At the request of the Board of Directors, the Municipal Water District of Orange County has presented briefings since 2003.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.
TO: Board of Directors  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: March 8, 2018  
SUBJECT: Orange County Water District Briefing

RECOMMENDATION

Receive the presentation.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.  
Goal #3: Be financially responsible and transparent.  
Goal #4: Increase public awareness about Mesa Water® and about water.

DISCUSSION

At the request of the Board of Directors, the Orange County Water District has presented briefings since 2003.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.
Orange County Water District

Presentation to MESA Water District
March 8, 2018

Topics
1. Groundwater Basin Conditions
2. FY2017-18 In-Lieu deliveries to date
3. GWRS Final Expansion
4. FY2018-19 RA & BPP
5. Ocean Desalination Update
6. Potential Storage & Exchange Programs
1. Groundwater Basin Conditions
2. FY2017-18 In-Lieu Deliveries
3. GWRS Final Expansion

GWRS Final Expansion
Increase treatment capacity from 100 MGD (currently) to 130 MGD

- Advanced Water Treatment Facility Expansion
  - MF, RO, UV
- Conveyance Facilities
  - P2 Effluent Pump Station
  - Pipeline Rehabilitation
  - P2 Flow EQ Tank
- OCSD Headworks Modification
GWRSFE Project Schedule

- Final Design - Black and Veatch hired in July 2017
- Design Duration: July 2017 – March 2019
- Completion milestone of all GWRSFE Projects for first quarter 2023

4. FY2018-19 Replenishment Assessment and Basin Production Percentage
FY2018-19 Budget and Rates

- Reviewed with OCWD Board on March 7th
- Numerous meetings scheduled over March and April to review the budget
- Recommended Replenishment Assessment Increase from $445/af to $472/af
- Recommend maintaining the Basin Production Percentage at 75%

5. Ocean Desalination Update
Ocean Desalination Project Update

- Expect Regional Water Quality Control Board to act on the Poseidon application in May/June time frame
- California Coastal Commission to review project in late summer/fall
- OCWD continues to explore distribution options

6. Potential Storage & Exchange Programs
Potential Storage & Exchange Programs

- OCWD currently has a 66,000 acre-foot conjunctive use storage program with MWD that expires in 2028
- Staff is updating a 2008 study on basin operations
  - Study will determine if excess storage exists
- If storage exists work with the Producers to determine the feasibility of potential storage or exchange program

End of Presentation
REPORTS:

17. REPORT OF THE GENERAL MANAGER:
   • February Key Indicators Report
   • Other (no enclosure)
Goal #1: Provide a safe, abundant, and reliable water supply

FY 2018 Potable Production (Acre Feet)

<table>
<thead>
<tr>
<th>Water Supply Source</th>
<th>FY 2018 YTD Actual (AF)</th>
<th>FY 2018 YTD Budget (AF)</th>
<th>FY 2018 Annual Budget (AF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Water</td>
<td>2,850</td>
<td>2,138</td>
<td>2,986</td>
</tr>
<tr>
<td>Amber Water (MWRF)</td>
<td>2,660</td>
<td>2,922</td>
<td>4,328</td>
</tr>
<tr>
<td>Imported</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Basin Management Water (In-Lieu)</td>
<td>5,931</td>
<td>6,044</td>
<td>10,000</td>
</tr>
<tr>
<td>Total Production</td>
<td>11,441</td>
<td>11,104</td>
<td>17,314</td>
</tr>
</tbody>
</table>

YTD actual water production (AF) through February 28, 2018

Water Production by Source - 12 Month Trailing Percent of Acre Feet Produced
Goal #1: Provide a safe, abundant, and reliable water supply

FY18 System Water Quality – This data reflects samples taken in January

<table>
<thead>
<tr>
<th>Distribution System</th>
<th>Average</th>
<th>Range</th>
<th>MCL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine Residual (mg/L) Compliance</td>
<td>2.08</td>
<td>Current RAA = 1.77</td>
<td>4 RAA</td>
</tr>
<tr>
<td>Coliform Positive % Compliance</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Temperature (°F)</td>
<td>61.9</td>
<td>52 – 72</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reservoir I &amp; II</th>
<th>Average</th>
<th>Range</th>
<th>MCL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine Residual (mg/L)</td>
<td>1.90</td>
<td>1.60 – 2.23</td>
<td>None</td>
</tr>
<tr>
<td>Monochloramine (mg/L)</td>
<td>1.86</td>
<td>1.30 – 2.20</td>
<td>None</td>
</tr>
<tr>
<td>Ammonia (mg/L)</td>
<td>0.43</td>
<td>0.32 – 0.49</td>
<td>None</td>
</tr>
<tr>
<td>Temperature (°F)</td>
<td>59.2</td>
<td>52 – 62</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wells (Treated)</th>
<th>Average</th>
<th>Range</th>
<th>MCL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine Residual (mg/L)</td>
<td>1.90</td>
<td>1.60 – 2.23</td>
<td>None</td>
</tr>
<tr>
<td>Monochloramine (mg/L)</td>
<td>2.34</td>
<td>1.91 – 2.72</td>
<td>None</td>
</tr>
<tr>
<td>Ammonia (mg/L)</td>
<td>0.57</td>
<td>0.39 – 0.72</td>
<td>None</td>
</tr>
<tr>
<td>Temperature (°F)</td>
<td>72.9</td>
<td>68 – 76</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MWRF:</th>
<th>Average</th>
<th>Range</th>
<th>MCL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine Residual (mg/L)</td>
<td>2.38</td>
<td>2.25 – 2.65</td>
<td>None</td>
</tr>
<tr>
<td>Monochloramine (mg/L)</td>
<td>2.39</td>
<td>2.24 – 2.69</td>
<td>None</td>
</tr>
<tr>
<td>Ammonia (mg/L)</td>
<td>0.54</td>
<td>0.50 – 0.61</td>
<td>None</td>
</tr>
<tr>
<td>Temperature (°F)</td>
<td>73.7</td>
<td>68 – 79</td>
<td>None</td>
</tr>
<tr>
<td>Color (CU) Compliance</td>
<td>ND</td>
<td>ND</td>
<td>15</td>
</tr>
<tr>
<td>Odor (TON) Compliance</td>
<td>ND</td>
<td>ND</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Water Quality Calls/Investigations:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Calls</td>
<td>6</td>
</tr>
<tr>
<td>Total Investigations (from calls)</td>
<td>4</td>
</tr>
</tbody>
</table>
Goal #2: Practice perpetual infrastructure renewal and improvement

Revenues of Potable Water
(in thousands)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Aug</td>
<td>$2,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Sep</td>
<td>$2,500</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Oct</td>
<td>$2,200</td>
<td>$1,500</td>
<td>$3,700</td>
<td>$3,700</td>
</tr>
<tr>
<td>Nov</td>
<td>$1,800</td>
<td>$1,000</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
<tr>
<td>Dec</td>
<td>$2,000</td>
<td>$1,200</td>
<td>$7,500</td>
<td>$7,500</td>
</tr>
<tr>
<td>Jan</td>
<td>$2,500</td>
<td>$1,800</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Feb</td>
<td>$2,200</td>
<td>$2,000</td>
<td>$12,200</td>
<td>$12,200</td>
</tr>
<tr>
<td>Mar</td>
<td>$1,800</td>
<td>$1,500</td>
<td>$14,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>Apr</td>
<td>$1,400</td>
<td>$1,000</td>
<td>$15,400</td>
<td>$15,400</td>
</tr>
<tr>
<td>May</td>
<td>$1,000</td>
<td>$1,200</td>
<td>$16,400</td>
<td>$16,400</td>
</tr>
<tr>
<td>Jun</td>
<td>$600</td>
<td>$1,000</td>
<td>$17,000</td>
<td>$17,000</td>
</tr>
</tbody>
</table>

Favorable (Unfavorable)

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Difference</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total YTD $</td>
<td>17,714,061</td>
<td>16,809,834</td>
<td>904,227</td>
<td>5.38%</td>
</tr>
</tbody>
</table>
Monthly Key Indicators Report
For The Month of February 2018

Goal #3: Be financially responsible and transparent

Actual vs. Budget Capital Spending
(current month actual figures are estimated)
### Goal #4: Increase public awareness about Mesa Water® and about water

#### Web Site Information

<table>
<thead>
<tr>
<th>Web Site Information</th>
<th>January 2018</th>
<th>February 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visits to the web site</td>
<td>5,161</td>
<td>5,369</td>
</tr>
<tr>
<td>Unique visitors</td>
<td>2,873</td>
<td>2,987</td>
</tr>
<tr>
<td>(First time to the site)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average per day</td>
<td>172</td>
<td>192</td>
</tr>
<tr>
<td>Average visit length</td>
<td>1 minute, 27 seconds</td>
<td>1 minute, 39 seconds</td>
</tr>
<tr>
<td>Page visited most</td>
<td>Home</td>
<td>Home</td>
</tr>
<tr>
<td>Second most visited page</td>
<td>Online Bill Pay</td>
<td>Online Bill Pay</td>
</tr>
<tr>
<td>Third most visited page</td>
<td>Human Resources</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Fourth most visited page</td>
<td>About/ Organization</td>
<td>Contact</td>
</tr>
<tr>
<td>Fifth most visited page</td>
<td>Rates and Fees</td>
<td>About/ Organization</td>
</tr>
<tr>
<td>Most downloaded file</td>
<td>2017 Water Quality Report</td>
<td>Board Agenda</td>
</tr>
<tr>
<td>Second most downloaded file</td>
<td>Board Agenda</td>
<td>2017 Water Quality Report</td>
</tr>
<tr>
<td>Most active day of the week</td>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Least active day of the week</td>
<td>Sunday</td>
<td>Monday</td>
</tr>
</tbody>
</table>

#### Total visits since June 1, 2002 1,238,894

#### Water Vending Machine Information

<table>
<thead>
<tr>
<th>Vending Machine Location</th>
<th>Vend Measurement</th>
<th>February 2018 Vends</th>
<th>Totals Vends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mesa Water Office</td>
<td>1 gal</td>
<td>3,751</td>
<td>282,951</td>
</tr>
</tbody>
</table>
**Monthly Key Indicators Report**  
*For the Month of February 2018*

**Goal #5: Attract and retain skilled employees**

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>FY 2017</th>
<th>COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OFFICE OF THE GENERAL MANAGER:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Manager</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Business Processes</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>ADMINISTRATIVE SERVICES:</strong></td>
<td></td>
<td>Department Assistant - recruitment in process</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>4.75</td>
<td>Information Technology Coordinator - vacant/using temporary assistance</td>
</tr>
<tr>
<td>Information Technology</td>
<td>2.00</td>
<td>Information Technology Technician - vacant/using temporary assistance</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>6.75</td>
<td></td>
</tr>
<tr>
<td><strong>CUSTOMER SERVICES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conservation</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>9.00</td>
<td></td>
</tr>
<tr>
<td><strong>ENGINEERING:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td><strong>EXTERNAL AFFAIRS:</strong></td>
<td></td>
<td>Department Assistant (shared) - vacant</td>
</tr>
<tr>
<td>Legislative &amp; Governmental Affairs</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>1.50</td>
<td>0.50</td>
</tr>
<tr>
<td><strong>FINANCIAL SERVICES:</strong></td>
<td></td>
<td>Controller - recruitment in process</td>
</tr>
<tr>
<td>Financial Reporting/ Purchasing</td>
<td>4.00</td>
<td>Senior Financial Analyst - vacant</td>
</tr>
<tr>
<td>Accounting</td>
<td>3.00</td>
<td>Senior Accounting Technician - vacant</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>7.00</td>
<td>4.00</td>
</tr>
<tr>
<td><strong>HUMAN RESOURCES:</strong></td>
<td></td>
<td>Sr. Human Resources Analyst - recruitment in process</td>
</tr>
<tr>
<td>Human Resources</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>3.00</td>
<td>2.00</td>
</tr>
<tr>
<td><strong>PUBLIC AFFAIRS:</strong></td>
<td></td>
<td>Public Affairs Manager - vacant</td>
</tr>
<tr>
<td>Outreach, Education &amp; Communications</td>
<td>2.50</td>
<td>Public Affairs Coordinator - vacant</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>2.50</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>WATER OPERATIONS:</strong></td>
<td></td>
<td>Department Assistant - recruitment in process</td>
</tr>
<tr>
<td>Supervision/Support</td>
<td>6.00</td>
<td>Facilities Maintenance Worker - recruitment in process</td>
</tr>
<tr>
<td>Distribution</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>Production</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Water Quality</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>21.00</td>
<td>19.00</td>
</tr>
<tr>
<td><strong>TOTAL BUDGETED POSITIONS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>57.75</td>
<td>45.75</td>
</tr>
</tbody>
</table>

**Page 6 of 7**
Goal #6: Provide outstanding customer service

Customer Calls

<table>
<thead>
<tr>
<th>Call Type</th>
<th>FY18 YTD</th>
<th>February 2018</th>
<th>YTD Weekly Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Billing Question</td>
<td>2,428</td>
<td>313</td>
<td>69</td>
</tr>
<tr>
<td>Service Requests</td>
<td>1,955</td>
<td>245</td>
<td>57</td>
</tr>
<tr>
<td>High Bill</td>
<td>815</td>
<td>142</td>
<td>21</td>
</tr>
<tr>
<td>Payments</td>
<td>2,047</td>
<td>259</td>
<td>59</td>
</tr>
<tr>
<td>Late Fee</td>
<td>1,108</td>
<td>141</td>
<td>32</td>
</tr>
<tr>
<td>Account Maintenance</td>
<td>587</td>
<td>88</td>
<td>15</td>
</tr>
<tr>
<td>On-Line Bill Pay</td>
<td>1,192</td>
<td>190</td>
<td>31</td>
</tr>
<tr>
<td>Water Pressure</td>
<td>56</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>No Water</td>
<td>236</td>
<td>61</td>
<td>4</td>
</tr>
<tr>
<td>Conservation</td>
<td>119</td>
<td>26</td>
<td>3</td>
</tr>
<tr>
<td>Water Waste</td>
<td>46</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Other (District info. other utility info. etc.)</td>
<td>2,926</td>
<td>363</td>
<td>86</td>
</tr>
<tr>
<td>Rate Increase</td>
<td>40</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Fluoridation</td>
<td>14</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL CUSTOMER CALLS</td>
<td>13,569</td>
<td>1,864</td>
<td>379</td>
</tr>
<tr>
<td>AVERAGE ANSWER TIME (Seconds)</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Online Bill Pay Customers

<table>
<thead>
<tr>
<th>Current Customers Enrolled</th>
<th>FY 2018 YTD</th>
<th>February 2018</th>
<th>YTD Weekly Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,478</td>
<td>1,187</td>
<td>76</td>
<td>19</td>
</tr>
</tbody>
</table>
REPORTS:

18. 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Meetings Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Atkinson</td>
<td></td>
</tr>
<tr>
<td>Reimbursement Date:</td>
<td>Description, Date</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Fred R. Bockmiller, P.E.</td>
<td>Meetings Attended</td>
</tr>
<tr>
<td>Reimbursement Date:</td>
<td>Description, Date</td>
</tr>
<tr>
<td>2/7/18</td>
<td>CalDesal Conference, 1/30 – 2/2</td>
</tr>
<tr>
<td>Marice H. DePasquale</td>
<td>Meetings Attended</td>
</tr>
<tr>
<td>Reimbursement Date:</td>
<td>Description, Date</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Shawn Dewane</td>
<td>Meetings Attended</td>
</tr>
<tr>
<td>Reimbursement Date:</td>
<td>Description, Date</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>James R. Fisler</td>
<td>Meetings Attended</td>
</tr>
<tr>
<td>Reimbursement Date:</td>
<td>Description, Date</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
There are no support materials for this item.
CLOSED SESSION:

21. 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
RECOMMENDATION

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 #4: Increase public awareness about Mesa Water® and about water.
Goal #5: Attract and retain skilled employees.
Goal #6: Provide outstanding customer service.
Goal #7: Actively participate in regional water issues.

DISCUSSION

The Board of Directors will discuss the topic and take action if desired.

FINANCIAL IMPACT

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

ATTACHMENTS

None.