



*Dedicated to  
Satisfying our Community's  
Water Needs*

**AGENDA  
MESA WATER DISTRICT  
BOARD OF DIRECTORS  
Thursday, June 21, 2018  
1965 Placentia Avenue, Costa Mesa, CA 92627  
3:30 p.m. Special Board Meeting**

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**FINANCE COMMITTEE MEETING  
Thursday, June 21, 2018 at 3:30 p.m.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

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

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

**CONSENT CALENDAR ITEMS:**

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

1. Accounts Paid Listing
2. Monthly Financial Reports
3. Major Staff Projects
4. Committee Policy & Resolution Review or Development

**ACTION ITEMS:**

5. Electronic Bill Presentation and Payment
6. Disposal of Surplus Property

**PRESENTATION AND DISCUSSION ITEMS:**

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

7. Municipal Water District of Orange County Capacity Charge

**REPORTS:**

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



## **INFORMATION ITEMS:**

10. Claim of Rudy Echeverria and Amanda Miller

11. Claim of Pina Carpentieri

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

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

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

## **ADJOURNMENT**

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>CAPITAL</b>				
MICHAEL BAKER INTERNATIONAL				
000026652	1010353	PP 58 GIS SUPORT SERVICES		5,301.93
000026788	1012026	PP 36 WELL AUTOMATION		41,545.50
	5/23/2018		2	<u>46,847.43</u>
TETRA TECH, INC				
000026789	51305339	CRODDY & CHANDLER WELL DESIGN		64,898.48
	5/23/2018		1	<u>64,898.48</u>
WA RASIC CONSTRUCTION CO.				
000026673	340534	ON CALL PIPELINE REPAIR		19,615.00
	5/2/2018		1	<u>19,615.00</u>
<b>TOTAL CAPITAL</b>			<b>4</b>	<b>131,360.91</b>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>DEPARTMENT EXPENSE</b>				
ACWA JOINT POWERS INSURANCE AUTHORITY				
000026737	M001PROP1819	M001-PROP RENEW-18-19		52,129.00
000026786	JUN2018EAP	JUNE 2018 EAP		115.15
	5/17/2018		2	52,244.15
CA DEPT OF JUSTICE				
000026689	301058	PRE-EMPLOYMENT FINGERPRINTS		32.00
	5/9/2018		1	32.00
CALPERS BENEFIT PAYMENTS				
0142673	15268686	MAY HEALTH		41,125.29
0142674	15268701	MAY PA HEALTH		5,590.71
0142675	041318	PPE 4/13/18		20.28
0142676	041318	PPE 4/13/18		115.32
0142677	041318	PPE 4/13/18		363.72
0142678	041318	PPE 4/13/18		4,723.80
0142679	041318	PPE 4/13/18		25,190.69
0142941	042718	PPE 4/27/18		29,211.91
	5/17/2018		8	106,341.72
COLONIAL LIFE & ACCIDENT INS				
000026625	8892333-0503154	INSURANCE PPE 04/13/18		224.92
000026691	8892333-0517097	INSURANCE PPE 04/27/18		224.92
000026859	8892333-0531698	INSURANCE PPE 05/11/18		224.92
	5/30/2018		3	674.76
CALIFORNIA WATER EFFICIENCY PARTNERSHIP				
000026632	P2P201803	CONFERENCE REGISTRATION-JF		200.00
	5/2/2018		1	200.00
FIRST BANKCARD				
0142978	0418FB	APRIL 2018 CHARGES		14,248.30
	5/14/2018		1	14,248.30
GUARDIAN				
000026640	00430941MAY18	MAY 2018 DENTAL INSURANCE		5,170.81
000026826	00430941JUN18	JUNE 2018 DENTAL INSURANCE		5,162.90

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
5/23/2018			2	10,333.71
HOOVER PRINTING				
000026645	91172	GRAPHICS/EDITING SERVICES		40.00
000026645	91100	PRINTING - NEWSLETTER MAY/JUNE		2,408.21
000026884	91393	MAILER POSTAGE DEPOSIT-WQR		9,966.06
5/31/2018			2	12,414.27
ICMA-RC RETIREMENT				
0142670	427181	PPE 4/27/18		1,023.04
0142671	42718	PPE 4/27/18		5,853.03
0142939	511181	PPE 5/11/18		5,853.03
0142940	51118	PPE 5/11/18		1,023.04
0142976	525181	PPE 5/25/18		1,023.04
0142977	52518	PPE 5/25/18		5,853.03
5/31/2018			6	20,628.21
LEDGENT				
000026707	13582661	TEMP LABOR-FINANCE WE 4/22/18		4,578.40
000026707	13585333	TEMP LABOR-FINANCE WE 4/29/18		4,578.40
000026764	13588047	TEMP LABOR-FINANCE WE 05/06/18		4,578.40
000026831	13591435	TEMP LABOR-FINANCE WE 05/13/18		1,831.36
5/23/2018			3	15,566.56
NATIONWIDE RETIREMENT SOLUTIONS				
0142672	42718	PPE 4/27/18		5,911.75
0142937	51118	PPE 5/11/18		5,911.75
0142975	052518	PPE 5/25/18		5,911.75
5/31/2018			3	17,735.25
ORANGE COAST CONSULTANCY				
000026654	10273	FINANCE SUPPORT, WE 04/28/18		4,400.00
000026711	10274	FINANCE SUPPORT, WE 05/05/18		4,400.00
000026736	10275	FINANCE SUPPORT, WE 05/12/18		4,400.00
000026837	10276	FINANCE SUPPORT, WE 05/19/18		4,400.00
000026870	10277	FINANCE SUPPORT, WE 05/26/18		4,400.00
5/30/2018			5	22,000.00

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
ORANGE COUNTY EMPLOYEES ASSN				
000026655	OCEA PPE042718	MEMBERSHIP DUES - 04/27/18		280.36
000026767	OCEA PPE051118	MEMBERSHIP DUES - 05/11/18		280.36
000026871	OCEA PPE052518	MEMBERSHIP DUES - 05/25/18		272.64
	5/30/2018		3	833.36
RED WING BUSINESS ADVANTAGE ACCT				
000026839	407-1-18352	SAFETY SHOES		130.91
000026839	407-1-18568	SAFETY SHOES		200.00
	5/23/2018		1	330.91
SHARON D BRIMER				
000026845	MAY2018	BOARD MINUTES 05/12/18		190.00
	5/23/2018		1	190.00
TASC				
000026777	IN1266910	FSA ADMIN FEES - APR 2018		119.40
	5/17/2018		1	119.40
TRACKER, A DIVISION OF C2, LLC				
000026668	18-0000-186-Q1	PORTFOLIO-ACCT & REPORTING		900.00
	5/2/2018		1	900.00
ULTIMATE STAFFING SERVICES				
000026726	13585807	TEMP LABOR - ADMIN,WE 04/29/18		1,036.16
000026879	13591220	TEMP LABOR-CUST SERV WE 05/13		719.33
	5/30/2018		2	1,755.49
URBAN WATER INSTITUTE				
000026850	917258	FY19 MEMBERSHIP RENEWAL		2,500.00
	5/23/2018		1	2,500.00
VISTA DEL VERDE LANDSCAPE				
000026730	30555	TREE TRIMMING		6,302.38
000026730	30606	LANDSCAPE MAINT FEES -MAY 2018		2,612.00
000026783	30663	MWRF - DRIVEWAY GRANITE		351.53
	5/17/2018		2	9,265.91

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
VISION SERVICE PLAN - (CA)				
000026852	001016760002JUN1 8	JUNE 2018 VISION INSURANCE		15.04
000026852	001016760001JUN1 8	JUNE 2018 VISION INSURANCE		1,107.91
	5/23/2018		1	1,122.95
<b>TOTAL DEPARTMENT EXPENSE</b>			<b>50</b>	<b>289,436.95</b>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>DIRECTOR CHECKS</b>				
FRED BOCKMILLER				
000026787	917253	CONFERENCE REIMBURSEMENT		290.75
	5/17/2018		1	<u>290.75</u>
JAMES ATKINSON				
000026829	917260	EXPENSE REIMBURSEMENT		35.95
000026866	917257	CONFERENCE REIMBURSEMENT		105.20
	5/30/2018		2	<u>141.15</u>
JAMES FISLER				
000026703	917252	EXPENSE REIMBURSEMENTS		187.10
	5/9/2018		1	<u>187.10</u>
MARICE DEPASQUALE				
000026833	917254	FAX/INTERNET REIMBURSEMENT		44.99
	5/23/2018		1	<u>44.99</u>
<b>TOTAL DIRECTOR CHECKS</b>			<b>5</b>	<b><u>663.99</u></b>



# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>EMPLOYEE CHECKS</b>				
KARYN IGAR				
000026867	EXP052918	EXPENSE REIMBURSEMENT-AWWA		403.35
	5/30/2018		1	403.35
MARWAN KHALIFA				
000026765	917262	FY19 CALCPA MEMBERSHIP DUES		410.00
	5/17/2018		1	410.00
PAUL SHOENBERGER				
000026872	917263	CONF REIMBURSEMENT-ACWA		519.96
	5/30/2018		1	519.96
TYLER JERNIGAN				
000026670	EXP050118	TUITION REIMBURSEMENT-MPA590		1,172.75
	5/2/2018		1	1,172.75
<b>TOTAL EMPLOYEE CHECKS</b>			<b>4</b>	<b>2,506.06</b>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>FINANCIAL OBLIGATIONS</b>				
US BANK				
000026851	4978862	COPS REFUND/ADMIN FEES		575.34
	5/23/2018		1	575.34
<b>TOTAL FINANCIAL OBLIGATIONS</b>			<b>1</b>	<b>575.34</b>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>GENERAL AND ADMINISTRATIVE</b>				
ROBERT E DUGAN				
000026790	CHEQ00099006668	02712900 Overpayment		84.37
5/23/2018			1	84.37
ROBERT WOODS				
000026791	CHEQ00099006674	04903200 Overpayment		213.10
5/23/2018			1	213.10
OCEAN WEST HOA				
000026792	CHEQ00099006673	05701700 Overpayment		145.80
5/23/2018			1	145.80
FRANCESCA GIBSON-TUCKER				
000026793	CHEQ00099006666	08506600 Overpayment		65.00
5/23/2018			1	65.00
RICHARD JOHNSTON				
000026794	CHEQ00099006669	02022200 Overpayment		85.32
5/23/2018			1	85.32
DEANNA LAMBERT				
000026613	CHEQ00099006641	09615903 Cheque Deposits 09615		80.52
5/2/2018			1	80.52
LANCE HOLLENBECK				
000026795	CHEQ00099006655	06308700 Cheque Deposits 06308		35.36
5/23/2018			1	35.36
LILIANA ORDONEZ				
000026796	CHEQ00099006679	04608729 Overpayment		107.40
5/23/2018			1	107.40
PAMELA SMITH				
000026853	CHEQ00099006686	00816500 Cheque Deposits 00816		127.10
5/30/2018			1	127.10

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
1700 ADAMS INVESTORS				
000026797	CHEQ00099006676	10108000 Overpayment		1,095.47
	5/23/2018		1	1,095.47
MICHAEL ROMAN				
000026798	CHEQ00099006660	06715414 Overpayment		26.05
	5/23/2018		1	26.05
SUSAN HUFSTELER				
000026854	CHEQ00099006688	08402700 Cheque Deposits 08402		90.03
	5/30/2018		1	90.03
JEROME MEZZASALMA				
000026799	CHEQ00099006672	00804900 Overpayment		113.47
	5/23/2018		1	113.47
JEFF YEE				
000026614	CHEQ00099006640	04300800 Cheque Deposits 04300		41.68
	5/2/2018		1	41.68
MILT TENNANT				
000026800	CHEQ00099006658	04150103 Overpayment		24.15
	5/23/2018		1	24.15
LUKE YU				
000026801	CHEQ00099006680	00507012 Cheque Deposits 00507		105.76
	5/23/2018		1	105.76
LEA MURGA				
000026802	CHEQ00099006654	04017200 Cheque Deposits 04017		51.09
	5/23/2018		1	51.09
VIVIAN H KHOR				
000026738	CHEQ00099006652	08510201 Overpayment		63.29
	5/17/2018		1	63.29

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
D.E. REALTY, INC.				
000026739	CHEQ00099006651	07209000 Overpayment		56.86
	5/17/2018		1	56.86
JOHN GRANGE				
000026803	CHEQ00099006681	01117101 Cheque Deposits 01117		85.77
	5/23/2018		1	85.77
BOBERG ENGINEERING				
000026677	CHEQ00099006647	20077300 Cheque Deposits 20077		680.00
	5/9/2018		1	680.00
EAGLE PAVING COMPANY, INC.				
000026615	CHEQ00099006636	20070600 Cheque Deposits 20070		765.73
	5/2/2018		1	765.73
LEE HEILIGMAN				
000026855	CHEQ00099006689	09917800 Overpayment		288.71
000026855	CHEQ00099006690	09917900 Overpayment		297.63
	5/30/2018		1	586.34
ANDREW FERGUSON				
000026678	CHEQ00099006646	04011301 Cheque Deposits 04011		106.33
	5/9/2018		1	106.33
ALL AMERICAN ASPHALT				
000026679	CHEQ00099006649	20076200 Cheque Deposits 20076		505.49
	5/9/2018		1	505.49
BRIONI AMERICA, INC.				
000026804	CHEQ00099006662	06809801 Overpayment		32.41
	5/23/2018		1	32.41
REBECCA HAY				
000026680	CHEQ00099006642	07622400 Overpayment		375.95
	5/9/2018		1	375.95

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
ARMIDA GRUBER				
000026805	CHEQ00099006656	07426200 Cheque Deposits 07426		55.03
	5/23/2018		1	<u>55.03</u>
KARIM AMIN				
000026681	CHEQ00099006645	00110602 Cheque Deposits 00110		171.29
	5/9/2018		1	<u>171.29</u>
JOHN BONIN				
000026806	CHEQ00099006657	10415900 Overpayment		10.19
	5/23/2018		1	<u>10.19</u>
ALLEN DRUCKER				
000026807	CHEQ00099006663	01323400 Overpayment		33.20
	5/23/2018		1	<u>33.20</u>
BOARDWALKNB, INC.				
000026808	CHEQ00099006659	03910201 Overpayment		24.15
	5/23/2018		1	<u>24.15</u>
KAREN HEROLD				
000026616	CHEQ00099006638	09025300 Cheque Deposits 09025		85.86
	5/2/2018		1	<u>85.86</u>
NEXT LEVEL PROPERTY INV, LLC				
000026809	CHEQ00099006682	04810000 Cheque Deposits 04810		28.80
	5/23/2018		1	<u>28.80</u>
THORPE CONSTRUCTION, INC.				
000026810	CHEQ00099006678	20078300 Cheque Deposits 20078		475.95
	5/23/2018		1	<u>475.95</u>
HOANG NGUYEN				
000026617	CHEQ00099006639	07008600 Cheque Deposits 07008		107.13
	5/2/2018		1	<u>107.13</u>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
RYAN BOYES				
000026856	CHEQ00099006684	09310900 Overpayment		192.32
5/30/2018			1	<u>192.32</u>
LEE HEILIGMAN				
000026811	CHEQ00099006671	02801000 Overpayment		108.63
5/23/2018			1	<u>108.63</u>
JEFFREY SANDOVAL				
000026857	CHEQ00099006685	05150065 Overpayment		58.86
5/30/2018			1	<u>58.86</u>
MARCIA REBLIN				
000026812	CHEQ00099006677	09707604 Cheque Deposits 09707		63.82
5/23/2018			1	<u>63.82</u>
MATTHEW TERRY				
000026682	CHEQ00099006643	06350303 Cheque Deposits 06350		71.62
5/9/2018			1	<u>71.62</u>
YEN PHAM				
000026683	CHEQ00099006648	04302601 Cheque Deposits 04302		134.24
5/9/2018			1	<u>134.24</u>
MARIA MALEK				
000026740	CHEQ00099006650	06602902 Cheque Deposits 06602		108.81
5/17/2018			1	<u>108.81</u>
EVER SUNSHINE INVESTMENT, LLC				
000026741	CHEQ00099006653	30001593 Cheque Deposits 30001		16.75
5/17/2018			1	<u>16.75</u>
LORELEI RAMIREZ				
000026813	CHEQ00099006661	01801000 Overpayment		30.79
5/23/2018			1	<u>30.79</u>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
SUSAN HAIR				
000026684	CHEQ00099006644	01201400 Cheque Deposits 01201		150.49
	5/9/2018		1	<u>150.49</u>
SAHBA MASHAYEKH				
000026618	CHEQ00099006637	07700700 refund		35.74
	5/2/2018		1	<u>35.74</u>
LOGAN PAUSE				
000026814	CHEQ00099006670	01908300 Overpayment		102.05
	5/23/2018		1	<u>102.05</u>
LACY VARGA				
000026815	CHEQ00099006664	08501700 Overpayment		35.55
	5/23/2018		1	<u>35.55</u>
SALINA WOOLDRIDGE				
000026858	CHEQ00099006687	07701000 Cheque Deposits 07701		131.93
	5/30/2018		1	<u>131.93</u>
BLACKMON HOMES, INC.				
000026816	CHEQ00099006675	20076600 Overpayment		221.47
	5/23/2018		1	<u>221.47</u>
BETTY SASENA				
000026817	CHEQ00099006665	10018300 Overpayment		41.63
	5/23/2018		1	<u>41.63</u>
AQUENT				
000026743	190-50353	MARKETING CONSULTANT		245.00
	5/17/2018		1	<u>245.00</u>
AT&T MOBILITY				
000026747	87023041770X04282	WIRELESS COMM 03/21-04/20		1,135.16
	018			
	5/17/2018		1	<u>1,135.16</u>



# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>ATKINSON, ANDELSON, LOYA, RUUD &amp; ROMO</b>				
000026621	540081	LEGAL SERVICES - FEB 2018		35,629.99
000026686	542128	LEGAL SERVICES - MAR 2018		18,397.06
	5/9/2018		2	<u>54,027.05</u>
<b>BLUE COSMO SATELLITE COMMUNICATIONS</b>				
000026688	BU01043633	SATELLITE PHN SRVC-03/21-04/20		87.05
000026688	BU01050558	SATELLITE PHN SRVC-04/21-05/20		89.06
	5/9/2018		1	<u>176.11</u>
<b>BSI EHS SERVICES AND SOLUTIONS</b>				
000026623	46034	PP 74 SAFETY/ENVIRON OUTSOURCE		22,901.50
000026883	45494	PP 75 SAFETY/ENVIRON OUTSOURCE		24,717.00
	5/31/2018		2	<u>47,618.50</u>
<b>CALIFORNIA ADVOCATES INC.</b>				
000026818	051852	MAY 2018 PROFESSIONAL SERVICES		7,000.00
	5/23/2018		1	<u>7,000.00</u>
<b>CITY OF COSTA MESA</b>				
000026624	917074	PERMIT FEES- N MEETS S WTR TR		425.00
	5/2/2018		1	<u>425.00</u>
<b>CCS ORANGE COUNTY JANITORIAL INC.</b>				
000026627	392501	JANITORIAL SERVICES - MAY 2018		3,038.04
000026820	77403942	JANITORIAL SUPPLIES-APRIL 2018		513.32
	5/23/2018		2	<u>3,551.36</u>
<b>CONTRA COSTA WATER DISTRICT</b>				
000026628	AR3756	WATER RATE 2015 DRT/COST		2,142.86
	5/2/2018		1	<u>2,142.86</u>
<b>COSTA MESA COMMUNITY RUN</b>				
000026629	917081	SPONSORSHIP- CM COMMUNITY RUN		500.00
	5/2/2018		1	<u>500.00</u>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>COUNTRY GARDEN CATERERS</b>				
000026860	348016	EMPLOYEE APPRECIATION EVENT		2,682.35
	5/30/2018		1	<u>2,682.35</u>
<b>MELINDA MCCHRISTY</b>				
000026821	CHEQ00099006667	10408800 Overpayment		83.58
	5/23/2018		1	<u>83.58</u>
<b>DAVID KAWASHIMA</b>				
000026633	18236	PHOTOGRAPHY SERVICES		215.50
000026692	18240	PHOTOGRAPHY SERVICES - WTR OPS		215.50
000026751	18242	PHOTOGRAPHY SERVICES-BRD MTNG		215.50
	5/17/2018		3	<u>646.50</u>
<b>DENNIS D ROCK CONSTRUCTION (1ST ALERT)</b>				
000026693	18075	REPAIR GAS FUEL PUMP		175.00
	5/9/2018		1	<u>175.00</u>
<b>ELEMENT FIRE AND SAFETY</b>				
000026862	25128	ANNUAL FIRE EXTINGUISHER SERVC		499.80
	5/30/2018		1	<u>499.80</u>
<b>EMPLOYEE RELATIONS INC</b>				
000026694	81941	PRE-EMPLOYMENT VEHICLE REPORTS		7.85
	5/9/2018		1	<u>7.85</u>
<b>ENTERPRISE FM EXCHANGE</b>				
000026752	FBN3474110	MAY 2018 AUTO LEASE		520.61
	5/17/2018		1	<u>520.61</u>
<b>FOLEY &amp; MANSFIELD, P.L.L.P.</b>				
000026822	2317286	LEGAL FEES - MAR 2018		2,610.86
000026822	2317287	LEGAL FEES - MAR 2018		2,224.40
000026822	2330343	LEGAL FEES - APR 2018		956.71
	5/23/2018		1	<u>5,791.97</u>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>FRIENDS COSTA MESA LIBRARIES</b>				
000026823	915543	MEMBERSHIP RENEWAL		100.00
	5/23/2018		1	100.00
<b>FRONTIER COMMUNICATIONS</b>				
000026638	17945APR18	DDS LINE 04/13-05/12		109.38
000026824	17945MAY18	DDS LINE 05/13-06/12		109.38
	5/23/2018		2	218.76
<b>FULL CIRCLE RECYCLING</b>				
000026639	20402	PAPER RECYCLING - APR 2018		89.00
	5/2/2018		1	89.00
<b>GEIGER</b>				
000026864	3597874	CS PROMO ITEMS		1,974.94
	5/30/2018		1	1,974.94
<b>GEMPLER'S</b>				
000026697	SI04153565	PROTECTIVE GLOVES		504.08
000026697	SI04155992	PROTECTIVE GLOVES		119.95
	5/9/2018		1	624.03
<b>HAZEN AND SAWYER</b>				
000026643	20035-003-1	RESERVOIR CHEMICAL MANAGEMENT		8,763.00
000026643	20035-001-27	PP 28 BPS EFFICIENCY TESTING		1,448.00
	5/2/2018		1	10,211.00
<b>INFOSEND INC</b>				
000026646	134502	CUSTOMER BILLING SERVICE		1,730.20
000026761	135355	CUSTOMER BILLING SERVICE		1,115.07
000026761	135584	CUSTOMER BILLING SERVICE		1,470.18
000026761	136373	MONTHLY MAINTENANCE FEE		2,791.95
	5/17/2018		2	7,107.40

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
JEFFREY HUGHES				
000026648	916503	TRAVEL REIMBURSEMENT		563.00
	5/2/2018		1	<u>563.00</u>
JOHN ROBINSON CONSULTING, INC.				
000026704	MW201502-31	PP 31 WATER RESOURCES		3,700.00
	5/9/2018		1	<u>3,700.00</u>
KLEEN KRAFT SERVICES				
000026649	0963197	UNIFORMS, MATS & TOWELS		208.63
000026705	0961185	UNIFORMS, MATS & TOWELS		322.08
000026705	0963872	UNIFORMS, MATS & TOWELS		127.08
000026763	0964546	UNIFORMS, MATS & TOWELS		225.85
000026830	0965210	UNIFORMS, MATS & TOWELS		218.90
000026868	0965881	UNIFORMS, MATS & TOWELS		293.09
	5/30/2018		5	<u>1,395.63</u>
LA CONSULTING INC				
000026706	0014487	PP 41 BUS PROCESS IMPLEMENTATN		12,458.75
000026706	0014493	PP 42 BUS PROCESS IMPLEMENTATN		21,047.70
	5/9/2018		1	<u>33,506.45</u>
LANDS' END BUSINESS OUTFITTERS				
000026869	SIN6228915	MWD EMBROIDERED POLO SHIRTS		72.20
	5/30/2018		1	<u>72.20</u>
LIEBERT CASSIDY WHITMORE				
000026708	1458015	TRAINING - MAR 2018		1,568.00
000026832	1458754	PROFESSIONAL SERVICES-APR 2018		2,009.00
000026832	1458755	PROFESSIONAL SERVICES-APR 2018		356.00
	5/23/2018		2	<u>3,933.00</u>
LONGBOARDS ICE CREAM				
000026651	1901	OCEA HOT DOG EVENT		240.00
	5/2/2018		1	<u>240.00</u>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
MORAN CONSULTING, INC.				
000026766	3308	CS ON-GOING SUPPORT		9,545.50
000026766	3307	CS CONSULTANT- TRAVEL EXPENSE		<u>162.22</u>
	5/17/2018		1	9,707.72
MYERS & SONS HI-WAY SAFETY INC				
000026835	74224	SAFETY SIGNS		<u>1,324.06</u>
	5/23/2018		1	1,324.06
NEXTDAY DELIVERY SERVICE, LLC				
000026709	733935	MAIL DELIVERY SERVICE-MAY 2018		<u>542.00</u>
	5/9/2018		1	542.00
NOVATIME TECHNOLOGY INC				
000026710	PSI085435	MONTHLY FEE - TIME CARD NT		<u>170.00</u>
	5/9/2018		1	170.00
ORANGE COUNTY PRINTING				
000026656	148693	BILL INSERT		2,040.79
000026712	149175	BILL INSERT		<u>2,040.79</u>
	5/9/2018		2	4,081.58
O'NEIL STORAGE #0481				
000026713	1804062	FILE STORAGE - APRIL 2018		<u>236.82</u>
	5/9/2018		1	236.82
ORANGE COUNTY HEALTH CARE AGENCY				
000026768	IN1132572	WELL 7, CALARP SURCHRG, LEVEL 2		<u>698.50</u>
	5/17/2018		1	698.50
PACIFIC TEK				
000026769	11069	KEY BOX ASSEMBLY KIT- UNIT #24		<u>484.20</u>
	5/17/2018		1	484.20
U.S. BANK PARS ACCOUNT #6746019200				
0142938	51518	CONTRIBUTION 11 OF 12		<u>1,000,000.00</u>
	5/17/2018		1	1,000,000.00

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
PETE'S ROAD SERVICE				
000026714	208835-00	TIRE REPAIR		117.00
000026714	210695-00	TIRE REPAIR		138.00
000026714	216288-00	TIRE REPAIR		138.78
	5/9/2018		1	<u>393.78</u>
PROCARE WORK INJURY CENTER (DBA)				
000026716	237989	PRE-EMPLOYMENT SCREENING		81.87
000026770	234472	DOT - PHYSICAL EXAM		240.00
	5/17/2018		2	<u>321.87</u>
PROJECT PARTNERS				
000026717	8324	TEMP LABOR- WTR OPS DEPTASSIST		6,840.00
	5/9/2018		1	<u>6,840.00</u>
RAFTELIS FINANCIAL CONSULTANTS				
000026838	MSCA1801-03	CONSULTING-MW MISC FEES		2,520.00
000026838	MSCA1802-03	CONSULTING-WTR COST COMPARISON		8,068.51
	5/23/2018		1	<u>10,588.51</u>
RAYNE WATER SYSTEMS				
000026718	30486MAY18	SOFT WATER SERVICE - MAY 2018		39.45
	5/9/2018		1	<u>39.45</u>
RSM US PRODUCT SALES, LLP				
000026841	5396532	GREAT PLAINS ANNUAL RENEWAL		26,810.75
REMIT000000 000000942				
	5/23/2018		2	<u>26,810.75</u>
SAFETY DYNAMICS GROUP LLC				
000026720	1012-6440	HAZWOPER TRAINING		190.00
	5/9/2018		1	<u>190.00</u>
SECTRAN SECURITY INC				
000026772	18050853	WEEKLY BANK DEPOSITS- MAY 2018		189.55
	5/17/2018		1	<u>189.55</u>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>SENTRIC INC</b>				
0142864	544605	PAYROLL PROCESSING FEE 05/02		339.35
0142865	545936	PAYROLL PROCESSING FEE-05/16		321.40
0143130	547145	PAYROLL PROCESSING FEE-05/30		312.60
	5/30/2018		3	<u>973.35</u>
<b>SOPHOS SOLUTIONS, LLC</b>				
000026723	926	PP 33 BPE/MGP COGSDALE SUPPORT		850.00
000026723	927	PP 33 BPE/MGP COGSDALE SUPPORT		255.00
000026723	928	PP 33 BPE/MGP COGSDALE SUPPORT		2,465.00
000026723	929	PP 33 BPE/MGP COGSDALE SUPPORT		935.00
000026723	932	PP 33 BPE/MGP COGSDALE SUPPORT		850.00
000026723	933	PP 33 BPE/MGP COGSDALE SUPPORT		1,020.00
000026723	934	PP 33 BPE/MGP COGSDALE SUPPORT		1,785.00
	5/9/2018		1	<u>8,160.00</u>
<b>STAFFING SOLUTIONS</b>				
000026774	25426	TEMP LABOR- CUST SERV WE 05/06		500.25
000026846	25479	TEMP LABOR-CUST SERV WE 05/13		1,292.31
000026875	25516	TEMP LABOR-CUST SERV WE 05/20		1,334.00
	5/30/2018		3	<u>3,126.56</u>
<b>SWRCB</b>				
000026847	EXP051718	CERT RENEWAL ADD FEE-AH D3		50.00
	5/23/2018		1	<u>50.00</u>
<b>THEODORE ROBINS FORD</b>				
000026778	C01856	AUTO REPAIRS & MAINTENANCE #27		4,481.70
000026778	C01182	BIT INSPECTIONS		600.00
000026877	C03856	AUTO REPAIRS & MAINTENANCE #44		285.27
000026877	C04717	AUTO REPAIRS & MAINTENANCE #48		77.98
000026877	C01861	AUTO REPAIRS & MAINTENANCE #71		386.58
	5/30/2018		2	<u>5,831.53</u>
<b>TIME WARNER CABLE</b>				
000026724	0012934042318	BOARD RM NET/CABLE 04/25-05/24		349.37
000026779	0679649050818	MWRF INTERNET 05/18-06/17		324.98
000026779	1048224050918	DISTRICT INTERNET 05/19-06/18		1,715.00

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
	5/17/2018		2	2,389.35
UNIVERSAL WASTE SYSTEM INC				
000026672	31549	WASTE REMOVAL - MAY 2018		87.00
	5/2/2018		1	87.00
UNUM				
000026781	04205600016	LIFE INSURANCE - JUNE 2018		2,434.34
	5/17/2018		1	2,434.34
VERIZON WIRELESS				
000026729	9805519799	MOBILE INTERNET 03/17-04/16		2,228.57
	5/9/2018		1	2,228.57
WASTE MANAGEMENT OF OC				
000026674	0366091-2515-2	TR CONTAINER RENTAL - MAY 2018		746.52
000026732	7937040-0149-4	AC CONTAINER RENTAL- APR 2018		360.00
	5/9/2018		2	1,106.52
WELDING TECHNOL				
000026733	3231	WELDING SERVICES		1,500.00
	5/9/2018		1	1,500.00
WESTERN EXTERMINATOR COMPANY				
000026784	6064533	PEST CONTROL - DISTRICT 04/18		92.50
000026784	6060939	PEST CONTROL - MWRF 04/18		92.50
	5/17/2018		1	185.00
YORKE ENGINEERING, LLC				
000026735	15878	PP 10 AQ & ES COMPLIANCE ASSIS		822.00
	5/9/2018		1	822.00
ZUNO ENTERPRISES, INC				
000026785	1888	WEBSITE MAINTENANCE- APR 2018		1,140.00
	5/17/2018		1	1,140.00

<b>TOTAL GENERAL AND ADMINISTRATIVE</b>	<b>137 1,291,863.26</b>
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# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>RETIREE CHECKS</b>				
ALAN COOK				
000026619	9168160518	MAY 2018 INSURANCE SUBSIDY		106.46
	5/2/2018		1	<u>106.46</u>
BRIAN HUNT				
000026622	9168150518	MAY 2018 INSURANCE SUBSIDY		6.00
	5/2/2018		1	<u>6.00</u>
COLEEN L MONTELEONE				
000026626	9168120518	MAY 2018 INSURANCE SUBSIDY		235.96
	5/2/2018		1	<u>235.96</u>
DIANA LEACH				
000026634	9168130518	MAY 2018 INSURANCE SUBSIDY		271.63
	5/2/2018		1	<u>271.63</u>
PATTI REYNOLDS				
000026658	9168090518	MAY 2018 INSURANCE SUBSIDY		7.63
	5/2/2018		1	<u>7.63</u>
SCOTT PECA				
000026665	9168100518	MAY 2018 INSURANCE SUBSIDY		122.68
	5/2/2018		1	<u>122.68</u>
<b>TOTAL RETIREE CHECKS</b>			<b>6</b>	<b><u>750.36</u></b>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>CHECK SIGNATURE EXEMPT</b>				
SOUTHERN CALIFORNIA EDISON CO				
000026675	2236281499OCT17D	ELECTRICITY - OCT 2017		5.44
000026675	2236281499FEB18C	ELECTRICITY - FEB 2018		2.73
000026675	2236281499MAR18B	ELECTRICITY - MAR 2018		10,256.68
000026675	2236281499APR18A	ELECTRICITY - APR 2018		65,025.57
5/9/2018			1	75,290.42
<b>TOTAL CHECK SIGNATURE EXEMPT</b>			<b>1</b>	<b>75,290.42</b>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>WATER SUPPLY</b>				
AIRGAS USA LLC				
000026742	9953315918	CYLINDER RENTAL		103.95
	5/17/2018		1	103.95
AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA				
000026687	MAY18LEASE	WELL 8 LAND LEASE- MAY 2018		6,541.61
	5/9/2018		1	6,541.61
EUROFINS EATON ANALYTICAL				
000026863	C0001770	WATER QUALITY LAB SRVCS-APR 18		4,020.00
	5/30/2018		1	4,020.00
HARRINGTON INDUSTRIAL PLASTICS				
000026642	002L6417	PVC PIPES & SUPPLIES		513.22
	5/2/2018		1	513.22
HILL BROTHERS CHEMICAL CO.				
000026644	07035034	AMMONIA		794.00
000026644	07035912	AMMONIA		794.00
000026644	07035913	AMMONIA		4,316.09
000026698	07036258	AMMONIA		794.00
000026759	07036840	AMMONIA		794.00
000026827	07036546	AMMONIA		794.00
	5/23/2018		4	8,286.09
NALCO COMPANY				
000026653	112541	MWRF GARDEN SUPPLIES		154.00
	5/2/2018		1	154.00
SEPARATION PROCESSES, INC				
000026722	9037	MWRF SUPPORT SERVICES		4,903.83
	5/9/2018		1	4,903.83
TESTOIL				
000026876	209081	PAT1/COMENG ENG OIL SAMPLES		396.00
	5/30/2018		1	396.00

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
UNIVAR USA, INC.				
000026671	LA630061	SOD HYPO		461.69
000026671	LA630065	SOD HYPO		3,812.31
000026671	LA632108	SOD HYPO		2,686.75
000026671	LA632106	SOD HYPO		461.69
000026671	LA632107	SOD HYPO		187.59
000026671	LA632565	CAUSTIC SODA		1,072.50
000026728	LA633989	SOD HYPO		450.84
000026780	LA635941	SOD HYPO		385.61
000026780	LA635942	SOD HYPO		202.18
000026848	LA638040	SOD BISULFITE		2,051.30
000026848	LA638075	SOD HYPO		885.86
000026848	LA638074	SOD HYPO		165.71
000026880	LA640038	SOD HYPO		3,168.24
	5/30/2018		5	15,992.27
UNITED WATERWORKS INC.				
000026849	S100064035.001	FIRE HOSE		205.00
000026881	S100066022.001	BALL VALVES		983.52
	5/30/2018		2	1,188.52
<b>TOTAL WATER SUPPLY</b>			<b>18</b>	<b>42,099.49</b>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>WATER SYSTEM</b>				
C. WELLS PIPELINE MATERIALS				
000026631	INV000059222	PIPE SUPPLIES		223.16
	5/2/2018		1	223.16
EISEL ENTERPRISES, INC.				
000026636	110104	VALVE BOXES/COVERS		9,425.97
	5/2/2018		1	9,425.97
EWLES MATERIALS INC				
000026753	332977	BOBTAIL DUMP FEES		450.00
	5/17/2018		1	450.00
EXPRESS PIPE & SUPPLY CO. INC				
000026637	S104039555.001	PIPE SUPPLIES		4.98
000026696	S104034040.001	PIPE SUPPLIES		44.09
	5/9/2018		2	49.07
IRVINE PIPE & SUPPLY				
000026647	879954	PIPE FITTINGS AND SUPPLIES		260.13
000026702	879387	PIPE FITTINGS AND SUPPLIES		207.60
000026702	879296	PIPE FITTINGS AND SUPPLIES		16.68
000026702	880072	PIPE FITTINGS AND SUPPLIES		72.58
000026702	880177	PIPE FITTINGS AND SUPPLIES		19.88
000026702	880324	PIPE FITTINGS AND SUPPLIES		90.21
000026702	880537	PIPE FITTINGS AND SUPPLIES		941.71
000026702	880615	PIPE FITTINGS AND SUPPLIES		24.49
000026762	880856	PIPE FITTINGS & SUPPLIES		393.74
000026762	880910	PIPE FITTINGS & SUPPLIES		17.51
	5/17/2018		3	2,044.53
NATIONAL METER & AUTOMATION INC.				
000026836	S1095423.001	1-4" FIRE SERIES METER		7,701.97
000026836	S1095423.003	1-6" FIRES SERIES METER		11,061.62
000026836	S1095423.005	METER PARTS		823.21
000026836	S1099157.001	MOUNTING BRACKET KITS		389.40
	5/23/2018		1	19,976.20

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
ORANGE COUNTY SANITATION DISTRICT				
000026657	532285	FY18 Q3 ESTIMATED USE CHARGE		38,024.74
	5/2/2018		1	38,024.74
PRAXAIR DISTRIBUTION, INC.				
000026659	82549854	WELDING SUPPLIES		29.60
000026873	83075211	CYLINDER RENTAL - IND ACETYLEN		28.95
	5/30/2018		2	58.55
PRAXAIR				
000026660	82427085	CARBON DIOXIDE		2,715.03
000026715	82766144	CARBON DIOXIDE TANK RENTAL		2,164.70
	5/9/2018		2	4,879.73
SOUTH COAST A.Q.M.D.				
000026664	3271320	FY18 HOT SPOTS PROGRAM		128.61
000026664	3272511	FY18 HOT SPOTS PROGRAM		128.61
000026664	3272507	FY18 HOT SPOTS PROGRAM		128.61
000026843	3278273	FY18 HOT SPOTS PROGRAM		128.61
000026844	3279391	ANNUAL FEES		813.58
000026844	3281380	ANNUAL FEES		131.79
000026844	3279402	ANNUAL FEES		2,033.95
000026844	3281420	ANNUAL FEES		131.79
000026844	3279697	ANNUAL FEES		813.58
000026844	3282406	ANNUAL FEES		131.79
000026844	3279699	ANNUAL FEES		813.58
000026844	3282416	ANNUAL FEES		131.79
	5/23/2018		3	5,516.29
TAMORI DESIGNS				
000026776	1211	PRINTING - FY19 BUDGET		886.24
	5/17/2018		1	886.24
TRUESDAIL LABORATORIES INC				
000026669	1802026	SPECIAL PIPELINE TESTING		61.00
000026725	1801957	CALTRANS SOIL TEST		170.00

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000026725	1802044	WQ LAB-COLOR/VISUAL TEST		11.00
000026878	1802533	WQ LAB-COLOR/VISUAL TEST		44.00
000026878	1802601	SPECIAL PIPELINE TESTING		11.00
000026878	1802638	WQ LAB-COLOR/VISUAL TEST		11.00
	5/30/2018		3	308.00
 UNDERGROUND SERVICE ALERT/SC				
000026727	420180421	DIGALERT 272		458.80
	5/9/2018		1	458.80
 VULCAN MATERIALS				
000026731	71785785	PAVING SUPPLIES		632.19
000026731	71787858	PAVING SUPPLIES		89.95
	5/9/2018		1	722.14
 WEST COAST SAND & GRAVEL				
000026734	7523	FILL SAND		470.34
	5/9/2018		1	470.34
<b>TOTAL WATER SYSTEM</b>			<b>24</b>	<b>83,493.76</b>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>VARIOUS</b>				
ALISON COTTER, COPYWRITER				
000026620	100	MAY/JUNE NEWSLETTER DESIGN		1,025.00
	5/2/2018		1	1,025.00
AT&T				
000026744	000011273233	ACCT#9391061444 - APR 2018		55.76
000026744	000011272375	DISTRICT INTERNET - APR 2018		1,770.69
	5/17/2018		1	1,826.45
AT&T				
000026685	9337APR18	714-435-9337 04/20-05/19		1,165.75
000026685	8315MAY18	714-241-8315 04/25-05/24		438.25
000026745	3044MAY18	949-574-3044 MAY 2018		1,636.63
000026745	0926MAY18	949-650-0926 MAY 2018		874.66
000026745	0779MAY18	339-263-0779 MAY 2018		1,598.93
000026745	9024MAY18	339-264-9024 MAY 2018		352.38
000026745	3066MAY18	DIST FAX 960-350-3066 MAY 2018		3,211.29
000026745	8883MAY18	949-631-8883 MAY 2018		207.36
000026745	8274MAY18	949-722-8274 05/08-06/07		114.16
000026746	4054001MAY18	ACCT# 0302034054001-MAY 2018		96.26
	5/17/2018		3	9,695.67
CAROLLO ENGINEERS				
000026819	0166859	PP 82 WELL AUTOMATION		9,715.88
	5/23/2018		1	9,715.88
CAROUSEL INDUSTRIES NORTH AMERICA				
000026748	2230980H0418	APR 2018 LOCATION PHN SERVICE		4,378.36
	5/17/2018		1	4,378.36
CASE COMMUNICATIONS				
000026690	042618	KOCI RADIO ADVERTISING		250.00
	5/9/2018		1	250.00



# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>COMODO CA LIMITED</b>				
000026749	INV-000001171	IT- COMODO OV WILDCARDS		855.90
	5/17/2018		1	855.90
<b>CROWN ACE HARDWARE</b>				
000026630	046303	SUPPLIES		27.44
000026630	261916	SUPPLIES		25.02
000026750	046381	SUPPLIES		29.08
000026750	046391	SUPPLIES		34.43
000026861	046440	SUPPLIES		1.07
000026861	046448	SUPPLIES		21.54
	5/30/2018		3	138.58
<b>DION &amp; SONS, INC</b>				
000026635	699237	DIESEL FUEL		1,175.72
000026635	699238	GASOLINE FUEL		9,421.86
	5/2/2018		1	10,597.58
<b>E REQUESTOR- PAPERLESS BUSINESS SYSTEMS</b>				
000026695	PF2-0001020	EREQUESTER - REMOTE IMPLEMENTN		9,900.00
	5/9/2018		1	9,900.00
<b>FEDERAL EXPRESS CORPORATION</b>				
000026754	6-178-24687	MISC SHIPPING		103.03
	5/17/2018		1	103.03
<b>FLW, INC</b>				
000026755	1179015	WATER OPS PARTS		294.26
	5/17/2018		1	294.26
<b>GLADWELL GOVERNMENTAL SERVICES</b>				
000026825	3912	CONSULTING - RECORDS RETENTION		3,900.00
	5/23/2018		1	3,900.00
<b>GRAINGER</b>				
000026756	9761530972	SAFETY TOOLS & EQUIPMENT		614.96
000026756	9762378785	SAFETY TOOLS & EQUIPMENT		89.32

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000026756	9762475888	SAFETY TOOLS & EQUIPMENT		339.31
000026756	9762683390	SAFETY TOOLS & EQUIPMENT		946.05
000026756	9776519440	SAFETY TOOLS & EQUIPMENT		656.90
000026865	9791245849	SAFETY TOOLS & EQUIPMENT		319.48
000026865	9790810551	SAFETY TOOLS & EQUIPMENT		415.92
5/30/2018			2	<u>3,381.94</u>
HACH COMPANY				
000026641	10902452	WATER QUALITY SUPPLIES		3,808.76
000026641	10917543	WATER QUALITY SUPPLIES		2,128.19
000026641	10917529	WATER QUALITY SUPPLIES		428.22
000026641	10919470	WATER QUALITY SUPPLIES		941.48
000026641	10923290	WATER QUALITY SUPPLIES		440.37
000026641	10928964	WATER QUALITY SUPPLIES		840.46
000026641	10929178	WATER QUALITY SUPPLIES		1,746.86
000026757	10942932	WATER QUALITY SUPPLIES		2,084.46
000026757	10944834	WATER QUALITY SUPPLIES		1,257.45
5/17/2018			2	<u>13,676.25</u>
HASHTAG PINPOINT				
000026758	1148	SOCIAL ADVOCACY SERVICES		5,000.00
5/17/2018			1	<u>5,000.00</u>
THE HOME DEPOT COMMERCIAL ACCT				
000026699	14379	SUPPLIES		128.98
000026699	9242656	SUPPLIES		21.14
000026699	4294179	SUPPLIES		196.11
000026699	3015105	SUPPLIES		137.49
000026699	3592827	SUPPLIES		261.63
000026699	8071631	SUPPLIES		142.58
000026699	7014458	SUPPLIES		63.03
000026699	1562819	SUPPLIES		103.15
000026699	9582913	SUPPLIES		105.38
000026699	5050103	SUPPLIES		28.00
000026699	5583369	SUPPLIES		7.90
000026699	5595008	SUPPLIES		21.50
000026699	2083260	SUPPLIES		14.33
5/9/2018			1	<u>1,231.22</u>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>HRCHITECT</b>				
000026700	2018-0435	HRIS SYSTEM- DISCOVERY PHASE		6,000.00
	5/9/2018		1	<u>6,000.00</u>
<b>HUB AUTO SUPPLY</b>				
000026760	999563	AUTO/MOTOR SUPPLIES		39.57
000026760	2198	AUTO/MOTOR SUPPLIES		28.62
	5/17/2018		1	<u>68.19</u>
<b>INDEPENDENT STATIONERS</b>				
000026701	SI00282097	OFFICE SUPPLIES		329.07
000026828	SI00285022	OFFICE SUPPILES		195.63
	5/23/2018		2	<u>524.70</u>
<b>LEWIS CONSULTING GROUP</b>				
000026650	2018-123	GOV'T RELATIONS SERVICES		4,000.00
	5/2/2018		1	<u>4,000.00</u>
<b>CASH/ FIELD PETTY CASH</b>				
0142745	050918	PETTY CASH FIELD 05/09/18		881.25
	5/11/2018		1	<u>881.25</u>
<b>MEYERS NAVE</b>				
000026834	2018030433	MATTER 1893.003 LEGAL SERVICES		21,830.88
	5/23/2018		1	<u>21,830.88</u>
<b>PAULUS ENGINEERING INC</b>				
000026676	11010318	VALVE REPLACEMENT PROJECT		181,439.55
	5/9/2018		1	<u>181,439.55</u>
<b>PRIME SYSTEMS INDUSTRIAL AUTOMATION</b>				
000026661	825-03	SCADA SYSTEMS SUPPORT		17,378.40
	5/2/2018		1	<u>17,378.40</u>
<b>PROCRETE RESOURCES INC</b>				
000026874	36479	CONCRETE MIXER REPAIR- #91		320.56
	5/30/2018		1	<u>320.56</u>

# ACCOUNTS PAID LISTING

FROM 5/1/2018 TO 5/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>REMX</b>				
000026662	8403522164	HR TEMPORARY LABOR - WE 04/22		549.28
000026719	8403537853	HR TEMPORARY LABOR - WE 04/29		1,180.95
000026840	8403557727	HR TEMPORARY LABOR - WE 05/06		1,565.45
000026840	8403583958	HR TEMPORARY LABOR - WE 05/13		1,620.38
	5/23/2018		3	4,916.06
<b>SOUTHERN CALIFORNIA GAS CO</b>				
000026663	08940813002APR18	RES 1 MAR 2018, 03/22-04/20		449.37
000026663	08520813000APR18	DISTRICT APR 2018, 03/22-04/20		137.82
000026721	05060829008APR18	WELL 5, APRIL 2018		9,321.22
000026771	05200799004APR18	RES 2 APR 2018 03/20-04/18		1,662.88
000026842	05200799004MAY18	RES 2,MAY 2018, 04/18-05/17		1,139.45
	5/23/2018		4	12,710.74
<b>SETON IDENTIFICATION PRODUCTS</b>				
000026773	9336748547	LABELS - CHEMICALS/FUEL		135.33
000026773	9336764254	LABELS - CHEMICALS/FUEL		315.76
	5/17/2018		1	451.09
<b>STIVERS &amp; ASSOCIATES INC.</b>				
000026666	12-529	MWRF GARDEN CONSULTING		300.00
000026775	12-534	MWRF GARDEN CONSULTING		225.00
	5/17/2018		2	525.00
<b>STOUT &amp; BURG ELECTRICAL/SBE CONTRACTING</b>				
000026667	001329	ELECTRICAL WORK - EOC UPGRADE		675.48
	5/2/2018		1	675.48
<b>USA BLUEBOOK</b>				
000026782	567481	48-PADLOCKS		737.65
000026882	570049	20-PADLOCKS		316.25
	5/30/2018		2	1,053.90
<b>TOTAL VARIOUS</b>			<b>46</b>	<b>328,745.92</b>
<b>GRAND TOTAL</b>			<b>296</b>	<b>2,246,786.46</b>



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## MEMORANDUM

TO: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: June 21, 2018  
SUBJECT: Monthly Financial Reports

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### RECOMMENDATION

This item is provided for information only.

### STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

Staff will provide updated monthly financial reports at the Finance Committee meeting.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

None.



## FINANCE COMMITTEE

### Major Staff Projects

Title	Comments	Status
2017 COPs Trust	Additional Reimbursements Ongoing	Completed
Human Resource Information System/Payroll System	Human Resource Information System/Payroll System Selection Schedule	In Process
Procurement Software	Procurement System	In Process



**COMMITTEE POLICY & RESOLUTION  
REVIEW OR DEVELOPMENT**

**FINANCE COMMITTEE**

**Policy Assignments for 2018**

<b>Policy Name</b>	<b>Resolution No.</b>	<b>Date Adopted</b>	<b>Revision Schedule</b>	<b>Last Reviewed</b>
Disposal of Surplus Property	1463	08/13/15	Review and update as needed  * Scheduled for the 06/21/18 meeting	08/13/15
Miscellaneous Water Services, Fees, and Charges	1423	10/23/12	Review at least annually  * Scheduled for the 07/19/18 meeting	10/23/12
Designated Funds - Financial Policies and Guidelines in Establishing Rates	1443	03/15/14	Review at least once every 5 years  * Scheduled for the 08/16/18 meeting	03/15/14
Travel and Business Expense Reimbursement	1467	11/16/15	Review and update as needed  * Scheduled for the 01/17/19 meeting	11/16/15
Auditors, Policy to Solicit Proposals for Outside Services	1501	06/08/17	Review and update as needed	06/08/17
Capacity Charges	1449	08/14/14	Review and update as needed	08/14/14
Identity Theft Prevention Program	1372	03/24/09	Review and update as needed	03/24/09
Investment Policy and Delegation of Authority	1506	12/14/17	Review annually as required by law	12/14/17
Procurement Guidelines/ Disbursement Guidelines	1508	01/18/18	Review and update as needed	01/18/18



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## MEMORANDUM

TO: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: June 21, 2018  
SUBJECT: Electronic Bill Presentation and Payment

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### RECOMMENDATION

Recommend that the Board of Directors award a contract to Invoice Cloud for three years for electronic bill presentation and payment, and authorize the General Manager to execute the contract.

### STRATEGIC PLAN

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

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

#### **Background**

The Utility Billing and Reconciliation process affects Mesa Water customers and the District's Customer Services and Financial Services Departments. The Business Improvement Process Implementation, the seventh and final step of the Business Process Evaluation, identified the Utility Billing and Reconciliation workflow as a key area for improvement and recognized the many challenges associated with the process. These challenges - managing many different payment types, manual calculations, use of multiple spreadsheets, and lack of automation - results in a cumbersome process that consumes staff time and lacks efficiency and timely effectiveness.

#### **Improving the Utility Billing and Reconciling Processes**

The existing Utility Billing and Reconciliation process involves payment interactions between the Cogsdale Customer Information System (Cogsdale CIS) accounts receivable module and the Microsoft Great Plains (MGP) Financial system accounts payable module. The Customer Services Department processes payments through a combination of automated methods in addition to accepting walk-in customers' bill payments. Mesa Water has 18 unique payment processes that encompass a variety of payments types including cash, check, credit cards, debit cards, online payments, etc. Within each payment process exists 20 to 40 manual paper-based reconciliations between the bank statements and Mesa Water's General Posting Journal.

The Business Process Evaluation baselined the labor effort associated with the Utility Billing and Reconciliation process at a combined effort (Customer Services and Financial Services) of 337 labor days (1.47 Full-Time Equivalent or FTE). Business process improvements implemented through management action have significantly reduced the labor time associated with this process. The current combined effort for the Utility Billing and Reconciliation process accounts for approximately 170 labor days (.70 FTE), a 50% reduction from the baseline.





The next step is to secure software that has the capability to streamline, automate, and manage the entire workflow. The software would immediately improve control by eliminating cumbersome manual steps through the simplification of the billing and reconciliation process. Further labor time reduction is anticipated with the implementation of an electronic billing software solution. Overall, system and process enhancements will include:

- Expanded payment options for our customers: Online, Text, Email, Kiosk, Point of Sale
- Optional paperless billing
- Automated bill pay via credit card/debit card
- Simplified and seamless updating of customer account information
- Automated email notifications with event-based reminder emails
- Single batch payment imports
- Enhanced real-time reporting
- Real-time data between the web portal and billing system
- Increase the number of customers paying electronically
- Secure encrypted, Payment Card Industry (PCI) compliant internet security
- Simplified, "to the penny" reconciliation
- Software as a Service

Currently, Invoice Cloud and Paymentus are the only two electronic payments systems on the market that integrate with MGP/Cogsdale CIS. After looking at the two options, staff discovered the following:

- Invoice Cloud partners with Cogsdale CIS, resulting in a strong collaboration between people, processes, and technology. This results in tight integration between Invoice Cloud and Cogsdale CIS.
- Invoice Cloud has 39 current Cogsdale CIS clients.
- The Director of Client Services for Cogsdale CIS recommends Invoice Cloud as the best billing and reconciliation solution on the market.
- Mesa Water's MGP/Cogsdale CIS support consultant, Sophos Solutions, has experience with implementing Invoice Cloud and recommends this software.
- The integration between Paymentus and MGP/Cogsdale CIS was found to be not as complete as the integration between Invoice Cloud and MGP/Cogsdale CIS.

In addition, Invoice Cloud will allow the District's customers to pay when and how they want (e.g., credit card, debit card, text, email, one-time payment, recurring, etc.). Invoice Cloud is fully PCI Level 1 Compliant, meaning the ratepayers' information will continue to be completely secure. Software as a Service means no upgrades are ever necessary. As a true cloud-based product, enhancements are rolled out automatically. The implementation of Invoice Cloud, with its increased efficiencies, will result in a further reduction of labor to approximately .50 FTE.

Utilizing this modern approach helps to keep the District's customers informed through both email and text so they always know where their bills and payments stand. Further, Invoice Cloud allows ratepayers access to self-service options where they can easily opt for paperless statements by adopting new technology and reducing billing costs. The combination of these actions increases the speed and volume of collections and reduces the workload in Customer Services. In the past, customers have complained about having to pay a convenience fee when processing online payments; with Invoice Cloud, these convenience fees will be eliminated.



Sophos Solutions, under Mesa Water's existing support agreement, will assist staff on this project by:

- Developing an integration plan between Cogsdale CIS and Invoice Cloud
- Attending project implementation meetings providing counsel and advice
- Assisting with implementation oversight including system testing and installation
- Assisting with system training and quality control

With the implementation of Invoice Cloud, the majority of the services that Infosend, Inc. currently provides will be absorbed and replaced. The contracted rates proposed by Invoice Cloud are estimated to cost Mesa Water \$8,500 per month or \$102,000 per year. The current expense incurred by the District for the same services is approximately \$7,700 per month or \$92,400 per year. As a result of implementing Invoice Cloud - streamlining the electronic bill presentment and payment process and improving the utility billing and reconciling processes - the increased cost is below \$10,000.

#### FINANCIAL IMPACT

In Fiscal Year 2019, \$138,000 has been budgeted for Electronic Bill Presentation and Payment through Infosend, Inc.; no funds have been spent to date. Additional funding will come from Cash on Hand.

#### ATTACHMENTS

None.



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## MEMORANDUM

TO: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: June 21, 2018  
SUBJECT: Disposal of Surplus Property

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### RECOMMENDATION

Recommend that the Board of Directors adopt Resolution No. XXXX Updating the Rules and Regulations for Disposal of Surplus Property of Mesa Water District Superseding Resolution No. 1463.

### STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

### PRIOR BOARD ACTION/DISCUSSION

At its August 13, 2015 meeting, the Board of Directors (Board) adopted Resolution No. 1463 Establishing Rules and Regulations for Disposal of Surplus Property of Mesa Water District Superseding Resolution No. 1417.

### BACKGROUND

The California Water Code Section 31041 provides that "a water district may hold, use, enjoy, lease and dispose of property within or without the district necessary to the full exercise of its powers." Section 31024 allows Mesa Water District (Mesa Water®) to adopt rules and regulations for the procedures and operations of this property. There are a number of provisions in the California Government Code that provide guidance on the disposal of surplus real and personal property of a governmental agency.

The Board has previously established Resolution No. 1463 Establishing Rules and Regulations for the Disposal of Surplus Property and determined that is it appropriate to update this resolution as needed.

### DISCUSSION

Resolution No. 1463 defined six different methods for disposing of surplus property including disposition by sealed bid, by quotation, by auction, by online auction, by remarketing service provider and by donation to charity. Additionally, the resolution established the responsibility for the recordkeeping of disposition of surplus property.

The Financial Services department shall be provided with, and maintain, record of sales, exchanges or dispositions of surplus personal property including; description of property disposed, name of transferee, disposition date, gross sales amount if any, and description and value of property or services received if a trade.



Mesa Water staff, with the assistance of Legal Counsel, recommends the following updates to Resolution No. 1463:

- Minor legal updates reflecting changes to Governmental Codes
- Formatting and grammatical updates
- Reorganizing definitions to make sure they are in alphabetical order

FINANCIAL IMPACT

None.

ATTACHMENTS:

Attachment A: Draft Resolution No. XXXX  
Attachment B: Resolution No. 1463, Redline

## RESOLUTION NO. XXXX

### RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS UPDATING THE RULES AND REGULATIONS FOR DISPOSAL OF SURPLUS PROPERTY OF MESA WATER DISTRICT SUPERSEDING RESOLUTION NO. 1463

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

WHEREAS, Section 31041 of the California Water Code (Water Code) provides that “A [county water] district may hold, use, enjoy, lease or dispose of property within or without the district necessary to the full exercise of its powers”; and

WHEREAS, Water Code Section 31024 authorizes Mesa Water to adopt rules and regulations for its procedures and operations; and

WHEREAS, various provisions of the California Government Code (Government Code) provide for provisions for the disposal of surplus real and personal property of a governmental agency as applicable to Mesa Water; and

WHEREAS, the Board of Directors of the Mesa Water (Board) has previously taken actions to provide for the authority to dispose of surplus real and personal property of Mesa Water and to provide for authority of Mesa Water’s General Manager to undertake actions for the disposal of surplus personal property of Mesa Water upon the terms and conditions prescribed by the Board; and

WHEREAS, the Board has determined that is it appropriate at this time to update such actions.

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

It is in the best interests of the District to adopt rules and regulations for the disposal of District surplus property as follows:

**Section 1.** Definitions – As used in these rules and regulations, the following terms shall have the following meanings:

- (a) “Board” shall mean the Board of Directors of the District.
- (b) “District” or “Mesa Water” shall mean Mesa Water District.
- (c) “Manager” shall mean the General Manager of the District or the

person appointed and authorized by the Board to act in such capacity. This may include an Interim General Manager appointed by the Board.

- (d) "Market Value" shall mean, as to Surplus Personal Property, the value estimated by the Manager or the General Manager's designee(s), if such Surplus Personal Property were sold by Sealed Bid, Auction, Online Auction or Remarketing Service Provider (each as defined herein). For individual items of Surplus Personal Property estimated value of over \$5,000 by the Manager, an appraisal by a qualified independent appraiser is required.
- (e) "Property" shall mean all real and personal property, including, but not limited to, water, water rights, works, fee ownership of real property, easements, and rights of way; and personal Property shall also include materials, supplies, equipment, furnishings, and other similar personal property included in the assets of the District.
- (f) "Surplus Personal Property" shall mean any personal property owned by Mesa Water which is determined, as set forth herein, to no longer be needed or used for District purposes or which has become obsolete, worn out or is past its useful life.
- (g) "Surplus Real Property" shall mean any Real Property (as such may be improved) (as further defined herein) owned or held by Mesa Water which has been determined by the Board to be surplus to the needs of the District.

**Section 2.** Rules and Regulations – All disposal of Surplus Personal Property and Surplus Real Property of the District shall be made in accordance with the rules and regulations hereinafter set forth.

**Section 3.** Determination of Need and Disposition of Surplus Personal Property – From time to time, the Manager may determine that designated personal Property of the District is no longer needed by the District to carry out the powers and purposes of the District to meet present or future needs.

- (a) Notwithstanding other provisions of this Resolution, the Manager is authorized to sell Surplus Personal Property or trade for Property or services with equivalent Market Value with another public entity.
- (b) Disposition of Surplus Personal Property shall be "**AS IS**" without warranty, either express or implied. Any buyer of any item of Surplus Personal Property shall agree to pay any applicable transfer or sales taxes.

**Section 4.** Disposition by Sealed Bid – If it is determined to be in the best interests of the District to dispose of designated Surplus Personal Property, as recommended, through the use of a sealed bid process, the Manager shall obtain bids as may be specified by the Board or as follows:

- (a) Formal sealed bids shall be solicited by invitations mailed to known prospective purchasers and by posting of a notice inviting bids on a public bulletin board at the office of the District and by publication in a newspaper of local circulation. Formal sealed bids may also be solicited through an internet circulation system.
- (b) All invitations to bid shall include detailed specifications of the Surplus Personal Property (or indicate where such can be obtained), shall specify the time and place where the bids will be received and opened and the time when an award will be made or all bids rejected.
- (c) Bids shall be opened at the time and place specified and the full detail of each bid shall be recorded.
- (d) The Manager shall analyze all bids and recommend to the Board that the Board make an award or reject all bids.
- (e) If the Board finds and determines that the disposal of the Surplus Personal Property at the highest price bid is in the best interests of the District, the Board may, by motion, make an award and authorize the execution of a proper bill of sale by the applicable District officers.

The bids and bid process set out in this Section are considered and defined as “Sealed Bids” for purposes of this Resolution and these rules and regulations.

**Section 5.** Disposition by Quotation – If it is determined to be in the best interests of the District to dispose of Surplus Personal Property through a quotation process, the Manager shall obtain quotations as follows:

- (a) Informal quotations shall be solicited by invitations mailed to known prospective purchasers and by posting of a notice inviting quotations on a public bulletin board at the office of the District, and by publication in a newspaper of local circulation. Quotations may also be solicited through an internet circulation system.
- (b) If the value of the Surplus Personal Property is less than \$5,000.00, quotations may be solicited by telephone and confirmed by letter.
- (c) All invitations for quotation shall include a description of the Surplus Personal Property, shall specify the time and place where the quotations will be considered, and the time when an award will be made or all quotations rejected.
- (d) Quotations shall be considered at the time and place specified and the details of each quotation recorded.
- (e) The Manager shall analyze all quotations and determine if the disposal of the Surplus Personal Property at the highest price quoted is in the best interests of the District.
- (f) If the Manager so determines, he/she may proceed to dispose of subject Surplus Personal Property and if bill of sale is required, the necessary officers of the District are hereby authorized to execute and deliver same as may be required.

The quotation and quotation process set out in this Section are considered and defined as “Disposition by Quotation” or “Quotation” for purposes of this Resolution and these rules and regulations.

**Section 6.** Disposal by Auction – If it is determined to be in the best interests of the District to dispose of Surplus Personal Property through an auction process the Manager shall proceed with the following:

- (a) An auction service shall be used that holds public auctions, holds the auction at the service provider’s facility(ies) and makes the Property available for inspection by the public prior to such auction.
- (b) The auction service shall be responsible for preparing the Property for sale and processing all paperwork associated with such sale by auction.
- (c) Items sold at auction will not be identified as belonging to Mesa Water.

The auction and auction process set out in this Section are considered and defined as an “Auction” for purposes of this Resolution and these rules and regulations.

**Section 7.** Disposal by Online Auction – If it is determined to be in the best interest of the District to dispose of Surplus Personal Property through an online (internet) auction service or process the Manager shall proceed with the following:

- (a) An online auction service shall be used that the District has previously reviewed and has determined meets the needs of the District.
- (b) Inspection of the designated Surplus Personal Property shall be held at a location(s) determined and designated by the District with inspection times limited and set by appointment.

The auction and auction process set out in this Section are considered and defined as an “Online Auction” for purposes of this Resolution and these rules and regulations.

**Section 8.** Disposal by Remarketing Service Provider – If it is determined to be in the best interest of the District to dispose of Surplus Personal Property through a process involving a nationally recognized firm that specializes in remarketing services (Remarketing Service Provider), the Manager shall proceed with the following:

- (a) A Remarketing Service Provider that sells personal Property via multiple nationwide sales avenues, including, but not limited to,



auctions, retail outlets, wholesalers and/or franchise dealers shall be used that the District has previously reviewed and determined that such provider meets the needs of the District.

- (b) Inspection of the designated Surplus Personal Property shall be held at such location(s) as the District shall designate (or coordinate with the Remarketing Service Provider) with inspection times limited and set by appointment.

The Remarketing Service Provider process set out in this Section are considered and defined as a “Remarketing Service Provider” for purposes of this Resolution and these rules and regulations.

**Section 9.** Disposal of Surplus Personal Property by Donation to Charity – If the Manager determines that a donation of Surplus Personal Property serves a public purpose and/or benefit, the Manager will advise the Board that such Surplus Personal Property will be donated to a charity serving Mesa Water’s service area. For purposes of this Section “charity” shall mean an existing nonprofit organization, voluntary organization or charitable institution.

All donations of Mesa Water’s surplus Property shall be “**AS IS**” without warranty, either express or implied, and the transferee shall agree to pay any applicable transfer or sales taxes. The transferee shall also agree to defend, indemnify and hold harmless Mesa Water, its Directors, officers and employees, in writing, from any claim, cause of action, damage, loss or liability arising out of the condition of the designated Surplus Personal Property or its use by the organization or any subsequent transferee.

Surplus Personal Property disposed of pursuant to this Section shall generally have a zero (\$0) book value or the cost to dispose of such designated Surplus Personal Property exceeds both the net book value and any amount estimated to be generated from any type of sale.

**Section 10.** Responsibility and Record of Disposition of Surplus Personal Property – The Manager or the Manager’s designee(s), shall be responsible for dispositions of Surplus Personal Property as set out this Resolution and the District’s Financial Services Department shall be provided with, and shall maintain, a record of sales, exchanges or dispositions of Surplus Personal Property including all the following information:

- (a) Description or designation of the Surplus Personal Property disposed of
- (b) Name of the transferee
- (c) Disposition date
- (d) Gross sale amount and transaction costs (if any); and
- (e) Description and value of Property or services received in a trade (if

any).

A written report of the disposal of all Surplus Personal Property, including the manner of disposal utilized, to be utilized pursuant to the terms of this Resolution shall be provided to the Board prior to disposition.

**Section 11.** Disposal of Surplus Real Property – Disposal of any real Property of the District (including real Property (as such may be improved), water rights, easements and rights of way) (for purposes of this Section “Real Property”) determined by the Board to be Surplus Real Property shall be authorized and approved by the Board, regardless of value. No Real Property, as defined in this Section, will be disposed of without Board approval and then in the manner approved by the Board. Any disposal of Real Property of the District shall conform to the requirements of then-existing law.

**Section 12.** Application of Sums Received – Unless otherwise provided by law or prescribed by the Board, all sums received from the disposal of Property of the District shall be applied to the General Fund of the District.

**Section 13.** Authority for Adoption – This Resolution is adopted pursuant to Water Code Sections 30523, 31001, 31024 and 31041.

**Section 14.** Effect of Rules and Regulations; Effective Date – The terms of this Resolution shall be considered as the Rules and Regulations of Mesa Water District. This Resolution, and the rules and regulations adopted hereby shall be in effect from and after their adoption and copies thereof may be made available for public information.

**Section 15.** Superseding Resolution No. 1463 – This Resolution shall act to supersede and replace Resolution No. 1463 upon the adoption hereof.

ADOPTED, SIGNED, and APPROVED this 12<sup>th</sup> day of July 2018 by a roll call vote.

AYES: DIRECTORS:  
NOES: DIRECTORS:  
ABSENT: DIRECTORS:  
ABSTAIN: DIRECTORS:

\_\_\_\_\_  
Jim Atkinson  
President, Board of Directors

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

**RESOLUTION NO. 1463XXXX**

**RESOLUTION OF THE  
MESA WATER DISTRICT BOARD OF DIRECTORS  
ESTABLISHING-UPDATING THE RULES AND REGULATIONS FOR  
DISPOSAL OF SURPLUS PROPERTY OF MESA WATER DISTRICT  
SUPERSEDING RESOLUTION NO. 14171463**

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

WHEREAS, Section 31041 of the California Water Code (“Water Code”) provides that “A [county water] district may hold, use, enjoy, lease or dispose of property within or without the district necessary to the full exercise of its powers”; and

WHEREAS, Water Code Section 31024 authorizes Mesa Water® to adopt rules and regulations for its procedures and operations; and

WHEREAS, various provisions of the California Government Code (“Government Code”) provide for provisions for the disposal of surplus real and personal property of a governmental agency as applicable to Mesa Water; and

WHEREAS, the Board of Directors of the Mesa Water® (“Board”) has previously taken actions to provide for the authority to dispose of surplus real and personal property of Mesa Water® and to provide for authority of Mesa Water’s General Manager to undertake actions for the disposal of surplus personal property of Mesa Water® upon the terms and conditions prescribed by the Board; and

WHEREAS, the Board has determined that is it appropriate at this time to update such actions.

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

It is in the best interests of the District to adopt rules and regulations for the disposal of District surplus property as follows:

**Section 1.** Definitions – As used in these rules and regulations, the following terms shall have the following meanings:

- ~~(a) “District” or “Mesa Water®” shall mean Mesa Water District.~~
- (a) “Board” shall mean the Board of Directors of the District.
- (b) “District” or “Mesa Water” shall mean Mesa Water District.

- ~~(b)~~—
- (c) “Manager” shall mean the General Manager of the District or the person appointed and authorized by the Board to act in such capacity. This may include an Interim General Manager appointed by the Board.
- ~~(e)~~(d) “Market Value” shall mean, ~~as to Surplus Personal Property~~, the value estimated by the Manager or ~~his/her the General Manager’s~~ designee(s), if ~~the such~~ Surplus Personal Property were sold by Sealed Bid, Auction, Online Auction or Remarketing Service Provider (each as defined herein). For individual items of Surplus Personal Property estimated ~~value of~~ over \$5,000 by the Manager, an appraisal by a qualified independent appraiser is required.
- ~~(d)~~—
- (e) “Property” shall mean all real and personal property, including, ~~but not limited to~~, water, water rights, works, ~~fee ownership of real property~~, easements, and rights of way; and personal Property shall also include materials, supplies, equipment, furnishings, and other similar personal property included in the assets of the District.
- (f) “Surplus Personal Property” shall mean any ~~personal~~ property owned by Mesa Water® which is determined, ~~as set forth herein~~, to no longer be needed or used for District purposes or which has become obsolete, worn out or ~~is~~ past its useful life.
- ~~(g)~~— “Market Value” shall mean the value estimated by the Manager or his/her designee if the Surplus Personal Property were sold by Sealed Bid, Auction, On-line Auction or Remarketing Service Provider (each as defined herein). For individual items of Surplus Personal Property estimated over \$5,000 by the Manager, an appraisal by a qualified independent appraiser is required.
- ~~(h)~~(g) “Surplus Real Property” shall mean any Real Property (as such may be improved) (as further defined herein) ~~owned or held by Mesa Water~~ which has been ~~designated-determined~~ by the Board ~~as to be~~ surplus to the needs of the District.

**Section 2.** Rules and Regulations – All disposal of Surplus Personal Property and Surplus Real Property of the District shall be made in accordance with the rules and regulations hereinafter set forth.

**Section 3.** Determination of Need and Disposition of Surplus Personal Property – From time to time, the Manager may determine that ~~certain-designated~~ personal Property of the District is no longer needed by the District to carry out the powers and purposes of the District to meet present or future needs.

- (a) Notwithstanding other provisions of this Resolution, the Manager is authorized to sell Surplus Personal Property or trade for Property or services with equivalent Market Value with another public entity.

- (b) Disposition of ~~Mesa Water's~~ Surplus Personal Property shall be “**AS IS**” without warranty, either express or implied, ~~and~~. Any buyer of any item of Surplus Personal Property shall agree to pay any applicable transfer or sales taxes.

**Section 4.** Disposition by Sealed Bid – If it is determined to be in the best interests of the District to dispose of designated Surplus Personal Property, as recommended ~~by bids, through the use of a sealed bid process~~, the Manager shall obtain bids as may be specified by the Board or as follows:

- (a) Formal sealed bids shall be solicited by invitations mailed to known prospective purchasers and by posting of a notice inviting bids on a public bulletin board at the office of the District and by publication in a newspaper of local circulation. **Formal sealed bids may also be solicited through an internet circulation system.**
- (b) All invitations to bid shall include detailed specifications of the Surplus Personal Property (or indicate where such can be obtained), shall specify the time and place where the bids will be received and opened and the time when an award will be made or all bids rejected.
- (c) Bids shall be opened at the time and place specified and the full detail of each bid shall be recorded.
- (d) The Manager shall analyze all bids and recommend to the Board that the Board make an award or reject all bids.
- (e) If the Board finds and determines that the disposal of the Surplus Personal Property at the highest price bid is in the best interests of the District, the Board may, by motion, make an award and authorize the execution of a proper bill of sale by the applicable District officers.

The bids and bid process set out in this Section are considered and defined as “Sealed Bids” for purposes of this Resolution and these rules and regulations.

**Section 5.** Disposition by Quotation – If it is determined to be in the best interests of the District to dispose of Surplus Personal Property through **a quotation process**, the Manager shall obtain quotations as follows:

- (a) Informal quotations shall be solicited by invitations mailed to known prospective purchasers and by posting of a notice inviting quotations on a public bulletin board at the office of the District, and by publication in a newspaper of local circulation. **Quotations may also be solicited through an internet circulation system.**
- (b) If the value of the Surplus Personal Property is less than \$5,000.00, quotations may be solicited by telephone and confirmed by letter.
- (c) All invitations for quotation shall include a description of the Surplus Personal Property, shall specify the time and place where the quotations will be considered, and the time when an award will be

made or all quotations rejected.

- (d) Quotations shall be considered at the time and place specified and the details of each quotation recorded.
- (e) The Manager shall analyze all quotations and determine if the disposal of the Surplus Personal Property at the highest price quoted is in the best interests of the District.
- (f) If the Manager so determines, he/she may proceed to dispose of subject Surplus Personal Property and if bill of sale is required, the necessary officers of the District are hereby authorized to execute and deliver same as may be required.

The quotation and quotation process set out in this Section are considered and defined as “Disposition by Quotation” or “Quotation” for purposes of this Resolution and these rules and regulations.

**Section 6.** Disposal by Auction – If it is determined to be in the best interests of the District to dispose of Surplus Personal Property through an auction process the Manager shall proceed with the following:

- (a) An auction service shall be used that holds public auctions, holds the auction at the service provider’s facility(ies) and makes the Property available for inspection by the public prior to such auction.
- (b) The auction service shall be responsible for preparing the Property for sale and processing all paperwork associated with such sale by auction.
- (c) Items sold at auction will not be identified as belonging to Mesa Water®.

The auction and auction process set out in this Section are considered and defined as an “Auction” for purposes of this Resolution and these rules and regulations.

**Section 7.** Disposal by On-line Auction – If it is determined to be in the best interest of the District to dispose of Surplus Personal Property through an on-line (internet) auction service or process the Manager shall proceed with the following:

- (a) An on-line auction service shall be used that the District has previously reviewed and has determined meets the needs of the District.
- (b) Inspection of the ~~equipment-designated~~ Surplus Personal Property shall be held at a location(s) determined and designated by the District with inspection times limited and set by appointment.

The auction and auction process set out in this Section are considered and defined as an “On-line Auction” for purposes of this Resolution and

these rules and regulations.

**Section 8.** Disposal by Remarketing Service Provider – If it is determined to be in the best interest of the District to dispose of Surplus Personal Property through a **process involving a** nationally recognized firm that specializes in remarketing services (“Remarketing Service Provider”), the Manager shall proceed with the following:

- (a) A Remarketing Service Provider that sells personal Property via multiple nationwide sales avenues, including, but not limited to, auctions, retail outlets, wholesalers and/or franchise dealers shall be used that the District has previously reviewed and determined that such provider meets the needs of the District.
- (b) Inspection of the **designated** Surplus Personal Property shall be held at such location(s) as the District shall designate (or coordinate with the Remarketing Service Provider) with inspection times limited and set by appointment.

The Remarketing Service Provider process set out in this Section are considered and defined as a “Remarketing Service Provider” for purposes of this Resolution and these rules and regulations.

**Section 9.** Disposal of Surplus Personal Property by Donation to Charity – If the Manager determines that a donation of Surplus Personal Property serves a public purpose and/or benefit, the Manager will advise the Board that such Surplus Personal Property will be donated to a charity serving Mesa Water’s service area. **For purposes of this Section “charity” shall mean an existing nonprofit organization, voluntary organization or charitable institution.**

All donations of Mesa Water’s surplus Property shall be “**AS IS**” without warranty, either express or implied, and the transferee shall agree to pay any applicable transfer or sales taxes. The transferee shall also agree to defend, indemnify and hold harmless Mesa Water®, its Directors, officers and employees, in writing, from any claim, cause of action, damage, loss or liability arising out of the condition of the **designated Surplus Personal Property** or its use by the organization or **any** subsequent transferee.

Surplus Personal Property disposed of pursuant to this Section shall generally have a zero (\$0) book value or the cost to dispose of ~~the such~~ **designated Surplus Personal Property** exceeds both the net book value and any amount estimated **to be generated** from any type of sale.

**Section 10.** Responsibility and Record of Disposition of Surplus Personal Property – The Manager or ~~his/her the Manager’s~~ **designee(s)**, shall be responsible for dispositions of Surplus Personal Property as set out this Resolution



and the District's Financial Services Department shall be provided with, and shall maintain, a record of sales, exchanges or dispositions of Surplus Personal Property ~~with-including~~ all the following information:

- (a) Description or designation of the Surplus Personal Property disposed of
- (b) Name of the transferee
- (c) Disposition date
- (d) Gross sale amount and transaction costs (if any); ~~and~~
- (e) Description and value of Property or services received in a trade (if any).

A written report of the disposal of all Surplus Personal Property, including the manner of disposal utilized, ~~to be utilized~~ pursuant to the terms of this Resolution shall be provided to the Board prior to disposition.

**Section 11.** Disposal of Surplus Real Property – Disposal of any real Property of the District (including real Property (as such may be improved), water rights, easements and rights of way) (for purposes of this Section “Real Property”) determined by the Board to be Surplus Real Property shall be authorized and approved by the Board, regardless of value. No Real Property, as defined in this Section, will be disposed of without Board approval and then in the manner approved by the Board. Any disposal of Real Property of the District shall conform to ~~the requirements of~~ then-existing law.

**Section 12.** Application of Sums Received – Unless otherwise provided by law or prescribed by the Board, all sums received from the disposal of Property of the District shall be applied to the General Fund of the District.

**Section 13.** Authority for Adoption – This Resolution is adopted pursuant to ~~Water Code Sections 30523, 31001, 31024 and 31041.~~

**Section 14.** ~~Authority for Adoption – This Resolution is adopted pursuant to Water Code Sections 30523, 31001, 31024 and 31041.~~ Effect of Rules and Regulations; Effective Date – The terms of this Resolution shall be considered as the Rules and Regulations of Mesa Water District. This Resolution, and the rules and regulations adopted hereby shall be in effect from and after their adoption and copies thereof may be made available for public information.

**Section 15.** Superseding Resolution No. 1417-1463 – This Resolution shall act to supersede and replace Resolution No. ~~1417-1463~~ upon the adoption hereof.

ADOPTED, SIGNED, and APPROVED this ~~4312<sup>th</sup>~~ day of ~~August 2015~~ July 2018 by a



roll call vote.

AYES: DIRECTORS: ~~Atkinson, Bockmiller, Fisler, Temianka, Dewane~~  
NOES: DIRECTORS:  
ABSENT: DIRECTORS:  
ABSTAIN: DIRECTORS:

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~~Shawn Dewane~~ Jim Atkinson  
President, Board of Directors

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~~Coleen L. Monteleone~~ Denise Garcia  
District Secretary



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: June 21, 2018  
SUBJECT: Municipal Water District of Orange County Capacity Charge

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### RECOMMENDATION

This item is provided for discussion only.

### 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 May 3, 2018 meeting, the Board of Directors (Board) discussed briefly the fact that Mesa Water District (Mesa Water®) is the only water district in Orange County that does not pay a Capacity Charge to the Municipal Water District of Orange County (MWDOC). As a result of this discussion, staff was directed to provide a more detailed analysis of the impact on Mesa Water's ratepayers of not being charged the Capacity Charge by MWDOC.

### BACKGROUND

MWDOC's Capacity Charge is a pass-through from the Metropolitan Water District of Southern California (MWD). MWD collects the Capacity Charge to recover capital costs to help meet peak demands on their water distribution system. MWD's Capacity Charge is based on each of its member agency's highest one-day flow in cubic-feet-per-second (CFS), for all MWD connections by agency, for three preceding summers (May 1 to September 30). This calculation is delayed by one year (i.e., peak use from Calendar Years 2015, 2016 & 2017 are used to calculate the 2019 charge).

MWDOC uses a similar annual calculation of its Capacity Charge charged to its member agencies as follows: first, each MWDOC member agency's single day peak use during the summer months (May 1 to September 30) for all MWDOC connections is calculated for three preceding years. Similarly, this calculation is delayed by one year (i.e., peak use from Calendar Years 2015, 2016 & 2017 are used to calculate the 2019 charge). The highest single day peak use over the three-year period is then used for each MWDOC member agency as the basis to allocate MWDOC's Capacity Charge.

### DISCUSSION

The Capacity Charge that MWDOC pays to MWD is calculated based on the peak consumption of import water within the MWDOC service area in the past three years. The peak consumption for MWDOC in the past three years occurred in Fiscal Year 2017 and totals 436.5 CFS. This resulted in a charge to MWDOC from MWD totaling \$3,753,900. This charge is then passed on to the 26 member agencies in the MWDOC service area. Fifty percent or 13 member agencies had their



peak consumption in 2017, 11 member agencies had their peak consumption in 2016 and finally the remaining two member agencies had their peak consumption in 2015. These peak consumptions range from 160.1 CFS (Orange County Water District) to 0.0 CFS (Mesa Water District). The impact of the Capacity Charge on the member agencies can be seen in the chart below:

**Capacity Charge for MWDOC Member Agencies for CY 2019**

	2015	2016	2017	Peak
MWDOC's Peak to MWD (cfs)	293.0	406.0	436.5	436.5
Date	7/3/15	7/12/16	7/24/17	7/24/17

DRAFT 4/3/18

Metropolitan Capacity Charge to MWDOC for CY 2019 \$ 3,753,900\*

Agency	Capacity Charge Eligible Flows (CFS)				CFS Share (%)	Annual Capacity Charge	Monthly Capacity Charge
	2015	2016	2017	3-Yr Peak			
City of Brea	8.5	6.8	11.4	11.4	2.02%	\$ 75,936	\$ 6,328
City of Buena Park	7.6	4.0	7.7	7.7	1.37%	\$ 51,612	4,301
East Orange County Water District	11.4	12.8	9.0	12.8	2.28%	\$ 85,722	7,144
El Toro Water District	15.9	16.3	16.8	16.8	2.99%	\$ 112,413	9,368
City of Fountain Valley	3.6	3.3	3.7	3.7	0.66%	\$ 24,719	2,060
City of Garden Grove	9.0	13.0	13.8	13.6	2.42%	\$ 91,025	7,585
Golden State Water Company	7.9	12.9	11.3	12.9	2.30%	\$ 86,318	7,193
City of Huntington Beach	25.0	28.4	17.5	28.4	5.05%	\$ 189,699	15,808
Irvine Ranch Water District	41.2	43.5	36.2	43.5	7.75%	\$ 290,769	24,231
City of La Habra	2.3	1.7	7.3	7.3	1.30%	\$ 48,614	4,051
City of La Palma	1.4	2.9	1.2	2.9	0.52%	\$ 19,371	1,614
Laguna Beach County Water District	7.0	7.6	5.4	7.6	1.35%	\$ 50,855	4,238
Mesa Water District	0.0	0.0	0.0	0.0	0.00%	\$ -	-
Moulton Niguel Water District	45.1	48.0	58.7	58.7	10.46%	\$ 392,559	32,713
City of Newport Beach	10.3	8.9	11.6	11.6	2.07%	\$ 77,655	6,471
Orange County Water District	61.0	135.9	160.1	160.1	28.53%	\$ 1,070,861	89,238
City of Orange	15.8	17.8	15.8	17.8	3.18%	\$ 119,308	9,942
City of San Clemente	21.6	21.9	19.4	21.9	3.91%	\$ 146,597	12,216
City of San Juan Capistrano	14.6	14.3	14.1	14.6	2.61%	\$ 97,942	8,162
Santa Margarita Water District	53.9	62.3	58.4	62.3	11.09%	\$ 416,471	34,706
City of Seal Beach	5.5	5.5	5.9	5.9	1.05%	\$ 39,517	3,293
Serrano Water District	0.0	2.0	0.0	2.0	0.36%	\$ 13,379	1,115
South Coast Water District	7.3	8.1	7.5	8.1	1.44%	\$ 54,057	4,505
Trabuco Canyon Water District	6.0	6.1	6.1	6.1	1.45%	\$ 54,308	4,526
City of Westminster	5.3	4.7	4.6	5.3	0.94%	\$ 35,275	2,940
Yorba Linda Water District	12.6	12.7	16.3	16.3	2.90%	\$ 108,918	9,076
<b>Total</b>				<b>561.2</b>	<b>100%</b>	<b>\$ 3,753,900</b>	<b>\$ 312,825</b>
						<b>MWDOC Capacity Charge Per CFS: \$ 6,689</b>	

\* Based on MWDOC's aggregate peak flow of 466.7 cfs on 7/24/2017 charge at MET's 2019 rate of \$8,600 per cfs

In the chart above, the annual Capacity Charges range from as little as \$0 (Mesa Water) to as high as \$1,070,861 (Orange County Water District). Other water districts paying the majority of the Capacity Charges to MWDOC include Santa Margarita Water District (\$416,471), Moulton Niguel Water District (\$392,559), Irvine Ranch Water District (\$290,769) and the City of Huntington Beach (\$189,699). These five water agencies combine to pay \$2,360,358 or 63 percent of the total Capacity Charge paid by MWDOC. This also averages out to be approximately \$472,000 per year in Capacity Charges.

Mesa Water is a 100% reliable locally-sourced water agency that has not needed to take import water since late 2012 and, barring unplanned wellsite downtime, Mesa Water expects future assessments to be minimal to none based on current operating procedures.

Mesa Water is unique in Orange County as the only water district currently attaining this achievement. This accomplishment would not have been possible without the Board's foresight and strategic planning to construct the MWRP.



FINANCIAL IMPACT

None.

ATTACHMENTS

None.

**REPORTS:**

8. REPORT OF THE GENERAL MANAGER:

**REPORTS:**

9. DIRECTORS' REPORTS AND COMMENTS:



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: June 21, 2018  
SUBJECT: Claim of Rudy Echeverria and Amanda Miller

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### RECOMMENDATION

This item is provided for information only.

### STRATEGIC PLAN

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

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

On May 7, 2018, Mesa Water District (Mesa Water®) received a claim from ratepayer Rudy Echeverria and Amanda Miller. Mr. Echeverria and Ms. Miller are claiming that, as a result of a leak, Mesa Water is responsible for their additional water costs.

On approximately May 8, 2018, staff contacted Ms. Miller and let her know that, in order for Mesa Water to process the claim properly, the District would need a dollar amount of the claim. Ms. Miller let staff know she would get that information to Mesa Water. Additionally, staff discovered that the Homeowners' Association sent a plumber out to repair the leak and staff requested the contact information in order to retrieve the plumbing invoice.

A review of the invoice from the third party plumbing company reveals that the plumbing company found a leak on the left side of the garage on the customer's side of the line and recommended a "new 1-inch water service from water meter to location of existing service tie in." Additionally, the plumber recommended running a 1-inch PEX water line that would tie in to the main line inside of the garage. All repairs appear to have been made between the Mesa Water meter and the customer's garage. The service line that was repaired is the responsibility of the homeowner or the Homeowners' Association.

Staff consulted ACWA/JPIA regarding the claim and was advised that, since the claim was related to a billing issue, the District should handle the claim in house.

Staff also consulted with Legal Counsel, Atkinson, Andelson, Loya, Ruud & Romo, who supported Mesa Water staff's recommendation to deny the claim and recommended that a denial letter be mailed out as soon as possible. Legal Counsel also advised staff that all records regarding the meter test, the meter replacement and the customer's water usage be retained.

After consultation with ACWA/JPIA and Legal Counsel, Mesa Water staff decided to deny the claim in question within forty-five days of presentation. The claim was denied in writing on June



12, 2018. The claimant now has six months in which to file suit.

### FINANCIAL IMPACT

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

If a suit is filed, Mesa Water could expend funds, the amount of which is unknown at this time.

### ATTACHMENTS

Attachment A: Claim Form

Attachment B: Denial Letter



# Claim Form

RECEIVED  
MAY 07 2018

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT: <u>COSTA MESA</u> Acct # <u>000</u> <span style="float: right;">MESA WATER DISTRICT</span>	
<b>1</b>	Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth. <i>Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking medical damages, we <b>MUST</b> have both your Social Security Number and your date of birth.</i>
	Name: <u>Rudy Echeverria + Amanda Miller</u> Phone Number: <u>[REDACTED]</u>
	Address(es): <u>[REDACTED]</u> Social Security No.: <u>[REDACTED]</u>
	<u>COSTA MESA 92626</u> Date of Birth: <u>[REDACTED]</u>
	E-mail: <u>[REDACTED]</u>
<b>2</b>	List name, address, and phone number of any witnesses.
	Name: <u>HOA of Village Creek</u>
	Address: <u>[REDACTED]</u> Phone Number: <u>949 581-4988</u>
<b>3</b>	List the <b>date, time, place, and other circumstances</b> of the occurrence or transaction, which gave rise to the claim asserted.
	Date: _____ Time: _____ Place: _____
	Tell What Happened (give complete information): <u>We moved in August 20 2017. Since our water bill has been extremely high. we were advised two times that there was a toilet leak. we attempted to correct the situation by replacing older fixtures. This did not solve the water problem. We had a plumber to inspect and found out the pipe before</u> <i>NOTE: Attach any photographs you may have regarding this claim.</i>
<b>4</b>	Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.
	<u>Because this issue was not a homeowners responsibility, we are requesting to be reimbursed a portion of these payments made during August 2017- March 2018.</u>
<b>5</b>	Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.
<b>6</b>	The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.
Date: <u>3/30/18</u> Time: <u>11 AM</u> Signature: <u>[Signature]</u>	
<b>ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!</b>	

our main was busted.





Dedicated to  
Satisfying our Community's  
Water Needs

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District Secretary

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District Treasurer

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

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

June 12, 2018

VIA CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

Mr. Echeverria & Ms. Miller  
[REDACTED]

Costa Mesa, CA 92626

Re: Claim Filed for Mr. Echeverria & Ms. Miller

Dear Mr. Echeverria & Ms. Miller

Notice is hereby given that the claim which you presented to the Mesa Water®\_Board of Directors or Officer on May 7, 2018\_was rejected on June 12, 2018.

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a State Court Action on this claim. See California Government Code §945.6. Your time for filing an action in federal court may be less than this six (6) months.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

In providing this notice, or by any other action it has taken on this claim, Mesa Water District (Mesa Water®) does not intend to relinquish or waive any of its legal claims requirements or any rights or defenses potentially available to Mesa Water® or its officers, directors, employees or agents.

Should you file a lawsuit in this matter which is determined to be in bad faith and without reasonable cause, please be advised that Mesa Water® will attempt to recover all of its defense costs from you as allowed by California Code of Civil Procedure §128.7 and §1038.

If you have any questions about your claim, or this letter, please call the undersigned or our claims administrator at 800.231.5742.

Sincerely,

Denise Garcia  
Administrative Services Manager/District Secretary

c: Claim File



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Water Needs*

## MEMORANDUM

TO: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: June 21, 2018  
SUBJECT: Claim of Pina Carpentieri

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### RECOMMENDATION

This item is provided for information only.

### STRATEGIC PLAN

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

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

On May 1, 2018, Mesa Water District (Mesa Water®) received a claim from ratepayer Pina Carpentieri. Ms. Carpentieri is claiming that, as a result of Mesa Water staff not assessing a leak correctly, she had to use an outside company which cost her \$540. Ms. Carpentieri is looking for Mesa Water to reimburse her the full amount.

On March 15, 2018, Mesa Water received a call stating there was a meter leak at the property owner's address. Staff arrived at the customer's location, pumped out the meter box and verified there was no apparent leak. The next day, on March 16, 2018, staff was called back out for the same reason. The meter box was pumped out again and there was still no apparent leak. After discussion with the customer, it was communicated that the meter box was likely filling up because of the sprinkler system and irrigation.

On April 11, 12 and 16, 2018, Ms. Carpentieri called to inform staff that the meter box had filled up again with water. On these three visits, staff pumped out the box and also listened for a possible leak. There continued to be no appearance of a leak on the service line.

On April 17, 2018, Ms. Carpentieri called out a third party who detected that the leak appeared to be on the property owner's side of the line and that a sprinkler valve was passing water. After the visit from the third party, staff was called back out to investigate the leak. Staff returned with a supervisor and noticed that an angle stop was leaking as a result of what appeared to be the turning of the main valve. Staff tightened the angle stop which stopped the leak. Ms. Carpentieri continued to insist that staff investigate further and a visit was scheduled for April 30, 2018. On April 24, 2018, the third party returned and detected water in the meter box. The technician found a toilet valve not working properly in addition to the hose bib in the front of the house leaking. It was the third party technician's opinion that the water in the meter box was from the irrigation system.

On April 30, 2018, staff returned to investigate the leak. Staff began excavation of the service and



noticed a large portion of the sprinkler system was dug up and replaced. Additionally, the area was noticeably drier than on previous visits.

On May 5, 2018, Mesa Water staff returned to the property and excavated below the service line. The supervisor on site showed Ms. Carpentieri that the leak was not coming from the service line and explained that it appeared the water was draining from the owner's side of the excavation.

Ms. Carpentieri is claiming that staff not assessing the leak correctly resulted in her incurring \$540 of costs with a third party to repair the leak. She is requesting that Mesa Water reimburse her for those costs.

Staff consulted ACWA/JPIA regarding the claim and was advised that, since the claim was related to a billing issue, the District would handle the claim in house.

Staff also consulted with Legal Counsel, Atkinson, Andelson, Loya, Ruud & Romo, who supported Mesa Water staff's recommendation to deny the claim and recommended that a denial letter be mailed out as soon as possible. Legal Counsel also advised staff that all records regarding the meter test, the meter replacement and the customer's water usage be retained.

After consultation with ACWA/JPIA and Legal Counsel, Mesa Water staff decided to deny the claim in question within forty-five days of presentation. The claim was denied in writing on June 12, 2018. The claimant now has six months in which to file suit.

#### FINANCIAL IMPACT

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

If a suit is filed, Mesa Water could expend funds, the amount of which is unknown at this time.

#### ATTACHMENTS

- Attachment A: Claim Form
- Attachment B: Denial Letter




ELISA

# Claim Form

RECEIVED

MAY 01 2018

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT: MESA WATER DISTRICT		MESA WATER DISTRICT
1	Claimant name, address (mailing address if different), and phone number.	
	Name:	PINA CARPENTIERI
	Address(es):	COSTA MESA 92626
	BILLING:	COSTA MESA 92626
	Phone Number:	
2	List name, address, and phone number of any witnesses.	
	Name:	ELISA PIAZZA
	Address:	COSTA MESA 92626
	Phone Number:	
3	List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.	
	Date:	APRIL 2018 Time: AM Place: HETER
	Tell What Happened (give complete information): HETER FULL OF WATER, CALLED MESA WATER, THEY CAME 3 TIMES AND SAID IT WAS ON THE PROPERTY SIDE A LEAK. CALLED AMERICAN LEAK DETECTION TWICE THEY CHECKED WITH GAS NO LEAK ON THE PROPERTY SIDE. ASKING FOR REIMBOURSEMENT OF 2 BILLS (ATTACHED) FROM AMERICAN LEAK DETECTION. NOTE: Attach any photographs you may have regarding this claim.	
4	Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.	
	THE OBLIGATION IS 2 BILLS FROM AMERICAN LEAK DETECTION, AND THERE IS NO LEAK ON THE PROPERTY SIDE.	
5	Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.	
	N/A	
6	The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.	
	\$360.00 (THREE HUNDRED AND SIXTY) PLUS	
	\$180.00 (ONE HUNDRED AND EIGHTY) TOTAL \$540.00 (FIVE HUNDRED AND FORTY)	
Date: 4/30/18 Time: 4:30 PM Signature: 		

ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!





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**MesaWater.org**

June 12, 2018

VIA CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

Ms. Carpentieri  
[REDACTED]

Costa Mesa, CA 92626

Re: Claim Filed for Ms. Carpentieri

Dear Ms. Carpentieri

Notice is hereby given that the claim which you presented to the Mesa Water® Board of Directors or Officer on May 1, 2018, was rejected on June 12, 2018.

WARNING

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If you have any questions about your claim, or this letter, please call the undersigned or our claims administrator at 800.231.5742.

Sincerely,

Denise Garcia  
Administrative Services Manager/District Secretary

c: Claim File