



*Dedicated to
Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
EXECUTIVE COMMITTEE MEETING
TUESDAY, DECEMBER 5, 2017 AT 3:30 PM
PANIAN CONFERENCE ROOM**

Committee Members: Jim Atkinson, President
Fred R. Bockmiller, P.E., Vice President
Paul E. Shoenberger, P.E., General Manager
Denise Garcia, Assistant General Manager

PUBLIC COMMENTS

Non-Agendized Matters: Members of the public are invited to address the Board on matters which are not on the Agenda. Each speaker is limited to three (3) minutes. The Board will set aside thirty (30) minutes for public comments.

Agendized Matters: 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 five (5) minutes.

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.

None

PRESENTATION AND DISCUSSION ITEMS:

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

1. Board Committee & Liaison Assignments
2. Executive Committee Meeting Schedule
3. City/Districts Liaison Committee Meeting
4. Procedures for Meetings of the Board of Directors

ACTION ITEMS:

None

REPORTS:

5. Future Agenda Topics and Conference Schedule
6. Report of the General Manager
7. Directors' Reports and Comments

INFORMATION ITEMS:

8. Other (no enclosure)



ACTION ITEMS:

9. CLOSED SESSION:

CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT
CODE 54957.6:

District Negotiator: General Manager

Employee Organization: Represented and Non-Represented Employees

RETURN TO OPEN SESSION.

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

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

Agenda materials that are public records, which have been distributed to a majority of the Mesa Water Board of Directors (Board), will be available for public inspection at the District Boardroom, 1965 Placentia Avenue, Costa Mesa, CA and on Mesa Water's website at www.MesaWater.org. 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



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MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: December 5, 2017
SUBJECT: Board Committee & Liaison Assignments

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

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

For the Committee's use in discussion of this item, staff is providing a list of the current and previous Board committee and liaison assignments.

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: 2015 – 2017 Board Committee & Liaison Assignments



2017 BOARD COMMITTEE ASSIGNMENTS

| Committee | Director Assignments | * Meeting Schedule & Location |
|--|---|--|
| Executive Committee | Atkinson, President Bockmiller, Vice President | 1st Tuesday at 3:30 p.m. Panian Conference Room <i>(July 4 rescheduled to July 11 due to conflict)</i> |
| Engineering & Operations Committee | Fisler, Chair Bockmiller | 3rd Tuesday at 3:30 p.m. – Boardroom |
| Finance Committee | Bockmiller, Chair Dewane | 3rd Monday at 3:30 p.m. – Boardroom <i>(February 20 rescheduled to February 27 due to conflict)</i> |
| Legislative & Public Affairs Committee | Fisler, Chair DePasquale | 4th Thursday at 3:30 p.m. – Boardroom <i>(November 23 rescheduled to November 16 & December 28 rescheduled to December 21 due to conflicts)</i> |
| **Audit Ad Hoc Committee <i>(President and Finance Chair)</i> | Atkinson, President Bockmiller, Finance Chair | <i>(Dates and times to be determined)</i> |

2017 BOARD LIAISON ASSIGNMENTS

| Other Agency | Director Assignment | * Meeting Schedule & Location |
|-----------------------------------|------------------------|--|
| ACWA/JPIA Director | Bockmiller | <i>(Dates and times to be determined)</i> |
| Costa Mesa City/Districts Liaison | Atkinson Bockmiller | Quarterly with the City of Costa Mesa, Costa Mesa Sanitary District & Newport Mesa Unified School District |
| CalDesal | Dewane | <i>(Dates and times to be determined)</i> |

Other local agency meetings are available for attendance to all Directors including MWDOC, OCWD, LAFCO, WACO, ISDOC, SCWC, OCBC, CRWUA, and Orange County Taxpayers Association.

* Meeting dates and times are subject to change.

**Audit Ad Hoc Committee Established on July 14, 2009



2017 BOARD COMMITTEE ALTERNATES

| |
|---|
| <p><u>Executive</u> Atkinson, President Bockmiller, Vice President</p> <p><u>Alternate:</u> None</p> |
| <p><u>Engineering and Operations</u> Fisler Bockmiller</p> <p><u>Alternate:</u> Atkinson</p> |
| <p><u>Finance</u> Bockmiller Dewane</p> <p><u>Alternate:</u> Fisler</p> |
| <p><u>Legislative & Public Affairs Committee</u> Fisler DePasquale</p> <p><u>Alternate:</u> Bockmiller</p> |
| <p><u>Audit Ad Hoc</u> Atkinson, President Bockmiller, Finance Committee Chair</p> <p><u>Alternate:</u> None</p> |

* Meeting dates and times are subject to change.

**Audit Ad Hoc Committee Established on July 14, 2009

Effective: September 11, 2017



2016 BOARD COMMITTEE ASSIGNMENTS

| Committee | Director Assignments | * Meeting Schedule & Location |
|--|---|---|
| Executive Committee | Dewane, President Temianka, Vice President | 1st Tuesday at 12:00 p.m. Panian Conference Room |
| Finance Committee | Temianka Bockmiller | 3rd Monday at 3:30 p.m. – Boardroom |
| Engineering & Operations Committee | Bockmiller Fisler | 3rd Tuesday at 3:30 p.m. – Boardroom |
| Legislative & Public Affairs Committee | Fisler Atkinson | 4th Thursday at 3:30 p.m. – Boardroom |
| Audit Ad Hoc Committee <i>(Executive Chair and Finance Chair)</i> | Dewane TBD | <i>(Dates and times to be determined)</i> |

2016 BOARD LIAISON ASSIGNMENTS

| Other Agency | Director Assignment | * Meeting Schedule & Location |
|--------------------------------------|---------------------|--|
| ACWA/JPIA Director | Bockmiller | Meets at the ACWA/JPIA Spring & Fall Conferences |
| Costa Mesa City/Districts Liaison | Dewane Temianka | Quarterly with the City of Costa Mesa & Costa Mesa Sanitary District |
| Newport Beach City/Districts Liaison | Dewane Temianka | Quarterly with the City of Costa Mesa & Costa Mesa Sanitary District |
| CalDesal | Dewane | <i>(Dates and times to be determined)</i> |

Other local agency meetings are available for attendance to all Directors including MWDOC, OCWD, LAFCO, WACO, ISDOC, SCWC, OCBC, CRWUA, and Orange County Taxpayers Association.



2016 BOARD COMMITTEE ALTERNATES

| |
|---|
| <p><u>Executive</u> Dewane, President Temianka, Vice President</p> <p><u>Alternate:</u> None</p> |
| <p><u>Engineering and Operations</u> Bockmiller Fisler</p> <p><u>Alternate:</u> Atkinson</p> |
| <p><u>Finance</u> Temianka Bockmiller</p> <p><u>Alternate:</u> Fisler</p> |
| <p><u>Legislative & Public Affairs Committee</u> Fisler Atkinson</p> <p><u>Alternate:</u> Bockmiller</p> |
| <p><u>Audit Ad Hoc</u> Dewane, President TBD, Finance Committee Chair</p> <p><u>Alternate:</u> None</p> |



2015 BOARD COMMITTEE ASSIGNMENTS

| Committee | Director Assignments | Meeting Schedule & Location * |
|--|-----------------------------------|--|
| Executive Committee | Dewane (Chair) Temianka | 1st Tuesday at 12:00 p.m. Panian Conference Room |
| Finance Committee | Temianka (Temianka) Bockmiller | 3rd Monday at 3:30 p.m. – Boardroom (January 23 & February 23 moved due to conflicts) |
| Engineering & Operations Committee | Bockmiller (Chair) Fisler | 3rd Tuesday at 3:30 p.m. – Boardroom |
| Legislative & Public Affairs Committee | Fisler (Chair) Atkinson | 4th Thursday at 3:30 p.m. – Boardroom (January 29, November 19 & December 17 moved due to conflicts) |
| Audit Ad Hoc Committee <i>(Executive Chair and Finance Chair)</i> | Dewane Temianka | <i>(Dates and times to be determined)</i> |

2015 BOARD LIAISON ASSIGNMENTS

| Other Agency | Director Assignment | Meeting Schedule & Location |
|--------------------------------------|---------------------|---|
| ACWA/JPIA Director | Bockmiller | Meets at the ACWA/JPIA Spring & Fall Conferences |
| Costa Mesa City/Districts Liaison | Dewane Temianka | Quarterly with the City of Costa Mesa & Costa Mesa Sanitary District |
| Newport Beach City/Districts Liaison | Dewane Temianka | Quarterly with the City of Costa Mesa & Costa Mesa Sanitary District |
| CalDesal | Dewane | <i>(Dates and times to be determined)</i> |

Other local agency meetings are available for attendance to all Directors including MWDOC, OCWD, LAFCO, WACO, ISDOC, SCWC, OCBC, CRWUA, and Orange County Taxpayers Association.



2015 BOARD COMMITTEE ALTERNATES

| |
|--|
| <p><u>Executive</u> Dewane, Chair Temianka, Vice Chair</p> <p><u>Alternates:</u> None</p> |
| <p><u>Engineering and Operations</u> Bockmiller, Chair Fisler, Vice Chair</p> <p><u>Alternates:</u> Atkinson Alternate</p> |
| <p><u>Finance</u> Temianka, Chair Bockmiller, Vice Chair</p> <p><u>Alternates:</u> Fisler Alternate</p> |
| <p><u>Legislative & Public Affairs Committee</u> Fisler, Chair Atkinson</p> <p><u>Alternates:</u> Bockmiller Alternate</p> |
| <p><u>Audit Ad Hoc</u> Dewane, President Temianka, Finance Committee Chair</p> <p><u>Alternates:</u> None</p> |

MEMORANDUM



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TO: Executive Committee
FROM: Denise Garcia, Administrative Services Manger
DATE: December 5, 2017
SUBJECT: Executive Committee Meeting Schedule

RECOMMENDATION

Confirm the 2018 Executive Committee meeting schedule with meetings to be held the first Tuesday of the month at 3:30 p.m.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Annually, the Executive Committee reviews the calendars to set the date and time for the meetings to be held the upcoming year.

Following are the proposed 2018 Executive Committee meeting dates; in the case that the date has a conflict or is scheduled on a holiday, the meeting will move to the week after (as noted with an asterisk below):

- January 2* – *reschedule to Tuesday, January 9*
- February 6
- March 6
- April 3
- May 1
- June 5
- July 3* – *reschedule to Tuesday, July 10*
- August 7
- September 4
- October 2
- November 6* – *reschedule to Tuesday, November 13*
- December 4



FINANCIAL IMPACT

None.

ATTACHMENTS

None.



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MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: December 5, 2017
SUBJECT: City/Districts Liaison Committee Meeting Topics

RECOMMENDATION

Provide guidance to staff on topics for the Friday, December 15, 2017 City/Districts Liaison Committee meeting agenda.

STRATEGIC PLAN

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

DISCUSSION

The next City/Districts Liaison Committee meeting is scheduled for Friday, December 15, 2017, at 8:00 a.m. and is being hosted by the City of Costa Mesa. Staff is requesting guidance from the Committee for agenda topics.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.



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MEMORANDUM

TO: Executive Committee
FROM: Denise Garcia, Administrative Services Manager
DATE: December 5, 2017
SUBJECT: Procedures for Meetings of the Board of Directors

RECOMMENDATION

This item is provided for discussion only.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

On March 21, 2015, the Board of Directors approved an amendment to Resolution No. 1456, Adopting Procedures for Meetings of the Board of Directors.

DISCUSSION

President Atkinson requested this item be agendaized for discussion at this meeting.

The following are topics for the Committee's discussion:

- Board Meeting Adjournment
- Closed Session Agenda Placement
- Public Comments

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: Resolution No. 1456

RESOLUTION NO. 1456

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
ADOPTING PROCEDURES FOR MEETINGS
OF THE BOARD OF DIRECTORS
SUPERSEDING RESOLUTION NO. 1427**

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

WHEREAS, the Board of Directors (Board) is authorized, pursuant to Water Code Section 30530, to adopt procedures regarding meetings of the Board; and

WHEREAS, the Board had previously adopted Resolution No. 1427 which fixed the time, day and place of regular board meetings and set forth specific procedures regarding meetings of the Board; and

WHEREAS, the Board views it as appropriate to revise the specific meeting procedures previously adopted by the Board, keeping in mind the requirements of State law and applicable requirements.

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

Section 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. The procedures for meetings of the Mesa Water District Board of Directors, as set forth in Appendix A hereto, are hereby adopted effective, March 21, 2015.

ADOPTED, SIGNED AND APPROVED this 21st day of March 2015 by a roll call vote.

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



Shawn Dewane
President, Board of Directors



Coleen L. Monteleone
District Secretary

APPENDIX A

RESOLUTION NO. 1456

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS ADOPTING PROCEDURES FOR MEETINGS OF THE BOARD OF DIRECTORS SUPERSEDING RESOLUTION NO. 1427

I. GENERAL MATTERS

- A. Adoption, Application and Purpose. This policy, Meetings of the Board of Directors (Policy), is adopted pursuant to Water Code Section 30530. The content of this Policy is generally declarative of existing procedures and is intended to be integrated as part of Mesa Water's policies and directives. The purpose of this Policy is to allow the Mesa Water® Board of Directors (Board) to conduct its meetings in an efficient and organized manner.
- B. This Policy is enacted in accordance with existing and applicable California Law including, but not limited to, the provisions of the Ralph M. Brown Act and the County Water District Act. It is the intention of the Board, by adopting this Policy, to observe the requirements and provisions of the Brown Act. It is the intention of the Board that this Policy shall not conflict with State laws or regulations. Although State laws and regulations are not generally restated in this Policy, it is intended that this Policy will be in addition to, or clarifications of, existing California Law. To the extent of future legislative changes or judicial interpretations, applicable hereto, this Policy shall be deemed, or shall actually be, modified accordingly.
- C. The Board hereby reserves the right to formally amend this Policy in the future as may be determined to be necessary or appropriate due to conditions, circumstances, future legislative changes, judicial interpretations, or laws and regulations, which may affect this Policy.
- D. It should be understood that all of the provisions of this Policy are subject to determination(s) by the Board, on a case-by-case basis, and without setting or establishing any precedent, to make exceptions to this Policy where it may be determined by the Board to be necessary and desirable. Such action(s) shall occur at the direction or pleasure of the Board based upon such circumstances and factors as the Board shall determine to be appropriate.

E. Definitions. The following definitions shall apply for purposes of this Policy:

Board – means the Board of Directors of the Mesa Water District.

Board Member – means a member of the Board of Directors of the Mesa Water District once that person takes office.

Brown Act – shall mean the provisions of the Ralph M. Brown Act being Government Code Section 54950, et. Seq.

General Manager – shall mean the General Manager of the Mesa Water District as appointed pursuant to Water Code Section 30540(a).

Immediate Past President – shall mean the person who served the prior term as President of the Board as elected pursuant to Water Code Section 30520.

Legal Counsel – shall mean the Mesa Water District General Legal Counsel as retained by the Board of Directors pursuant to Water Code Section 30544.

May – use of the word “may” indicates action is discretionary.

Mesa Water® – shall mean the Mesa Water District, a County Water District.

Policy – shall mean this Mesa Water District policy for meetings of the Board of Directors.

President – shall mean the President of the Board as elected pursuant to Water Code Section 30520.

Public – shall mean members of the public as that term is generally defined in the Brown Act.

Secretary or District Secretary – shall mean the Secretary of the Mesa Water District as appointed pursuant to Water Code Section 30540(a).

Shall – use of the word “shall” indicates action is mandatory.

Staff – shall mean staff members of the Mesa Water District including, but not limited to, the General Manager, Secretary, and Treasurer.

Vice President – shall mean the Vice President of the Board as elected pursuant to Water Code Section 30520.

F. References to action of the Board shall generally mean action by, or concurrence of, a majority of the Board (i.e., three Board Members).

II. TIME AND PLACE OF BOARD MEETINGS

- A. Regular Meetings. Pursuant to Water Code Section 30521, the time and place for regular board meetings shall be established by resolution adopted by the Board. Regular board meetings are held on the second Thursday of each month at 6:00 p.m. at Mesa Water's office located at 1965 Placentia Avenue, Costa Mesa, California. The Board reserves the right to change the time and place of its board meetings, in accordance with California Law, as it shall determine to be appropriate. Pursuant to Water Code Section 30529, all meetings of the Board, except as may be permitted under the Brown Act, shall be open to the public. It shall be the general policy of the Board that regular board meetings shall adjourn by 10:00 p.m.
- B. Workshops. The Board may conduct meeting workshops on an as needed basis. Such workshop meetings are board meetings and action items can and shall be considered at such meetings. The date, time, and place for such workshop meetings shall be established by the Board.
- C. Adjournment. Any regular meeting, or adjourned regular meeting, of the Board of Directors may be continued at a later date or time by adjournment to a date, time, and place certain as provided in the Brown Act, including, but not limited to, meeting at other locations within Mesa Water's service area. Any such adjournment shall be at the discretion and pleasure of the Board.
- D. Special Meetings. Special board meetings may be called by the President or a majority of the Board. Notice of the time, place, and date for a special board meeting shall conform to the requirements of the Brown Act.
- E. Closed Sessions. The Board hereby reserves all of its rights to conduct closed sessions, at such meetings as it is determined to be appropriate and as permitted under the Brown Act.
- F. Adjourn or Recess. The Board reserves for itself the right to adjourn or recess any meeting with the purpose of maintaining or restoring order, or where other circumstances make it appropriate, and reserves its rights pursuant to Government Code Section 54957.9.
- G. Lack of Quorum. In the event that a quorum of the Board is not present at the time and place scheduled for a meeting, the Board Members present may adjourn such meeting to a time, place, and date specified. If all of the Board Members are absent from a regular or adjourned regular board meeting, the Secretary shall adjourn the meeting pursuant to Government Code Section 54955.

III. STRUCTURE OF BOARD MEETINGS

a. Order of Business. The Executive Committee shall determine the general order of business for board meetings, which generally includes these items:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Public Comments (see paragraph (h), below)
- 4) Items to be Added, Withdrawn or Reordered on the Agenda
- 5) Consent Calendar
 - Board Schedule
- 6) Presentation and Discussion Items
- 7) Action Items
- 8) Reports
- 9) Information Items
- 10) Adjournment

B. Adding Items to the Agenda. The Board may add an item to the agenda after the agenda has been posted, only if the following two conditions are determined by the Board to be true:

1. The Board determines that there is a need for immediate action on an item which cannot reasonably wait for the next regularly scheduled meeting; and
2. The Board determines that the need for immediate action came to the attention of the Board after the agenda had been posted.

Upon finding the above two conditions to be true, the Board, by two-thirds of the total voting Board Members, or if two-thirds of the voting Board Members are not present, by a unanimous vote of those Board Members present, must take action to make the determination that a need for immediate action exists.

C. Removing Items from the Agenda. Any Board Member or the General Manager may remove any item of business from the agenda, unless a majority of the Board objects.

D. Change of Order of Business. Any Board Member may change the order of business at any time during the meeting, unless a majority of the Board objects.

- E. Consent Calendar. Any item of business may be removed from the Consent Calendar by any Board Member, the General Manager or public to permit separate discussion. Such discussion and voting shall take place during the period for Consent Calendar items.
- F. Continue or Table Items. The Board may, by action of a majority of its members, continue or table action on any particular item.
- G. Resolved Items. Any item, which has previously been reviewed, discussed, and acted upon by the Board, by way of motion, resolution, ordinance, or assigned and completed by staff shall not be agendized for reconsideration for the period of one year, unless the item is re-agendized by the Executive Committee or by majority action of the Board.

H. Public Comments.

1. Pursuant to Government Code Section 54954.3(b), the Board hereby determines that reasonable limitations on public comments are necessary in order for the Board to conduct its business within a reasonable time frame. The right of the public to make comments to the Board must be balanced with the Board's need to have adequate time to consider and take action on matters before it.
2. The following procedures shall apply to public comments:
 - a. Public comments shall be made from the podium provided.
 - b. Public comments relating to non-agendized matters will be limited to three minutes per person.
 - c. Public comments on non-agendized items at the beginning of the meeting will be limited to no more than 30 minutes for all speakers.
 - d. Additional time for public comments on non-agendized items may be provided at the end of the board meeting, if time permits.
 - e. Public comments relating to specific agenda items shall be limited to five minutes per speaker on any particular item.
3. The following notations, which may be changed from time to time, shall be set forth on the agenda:

Non-Agendized Matters: 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.

Agendized Matters: 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 five minutes.

- I. Minutes. The Board hereby directs that minutes of board meetings (except for closed sessions during which no minutes shall be taken unless otherwise directed by the Board) shall be prepared by the District Secretary. Such minutes shall include a record of all votes of the Board pursuant to Water Code Section 30526. Upon completion, minutes of all such meetings shall be returned to the Board for review and approval.
- J. Transcribing Minutes. The Board hereby finds that additional means of preparing and transcribing the minutes, including, but not limited to, recordings, may be used by the Secretary. It is hereby the directive and determination of the Board that such recordings are not the official minutes or transcripts of the board meetings.

Any such recordings of any Board meeting made by Mesa Water® shall be subject to the provisions of Government Code Section 54953.5(b) or any successor section thereto.

Further, it shall be the directive and policy of the Board that recordings used to assist the Secretary in transcribing the minutes of board meetings shall be deleted following the occurrence of both the following events:

1. The transcribed minutes shall have been approved by the Board; and
 2. At least 30 days shall have elapsed since the date of the meeting at which such recording was made.
- K. Agendizing of Board Matters. The Secretary shall maintain, and present to the Board on a regular basis, an advance schedule of board meeting topics. The Executive Committee and staff shall determine the agenda for each board meeting. Any request for agenda items by any Board member or member of the public shall be addressed to the Board President who shall bring the item to the Executive Committee for scheduling. The item shall be scheduled for the next available Board meeting unless the Executive Committee determines otherwise and notifies the Board member of the reason. The Board specifically reserves the right to change that schedule, or to direct that a matter be agendized for a particular meeting. The agendizing of any matter for the Board's consideration is subject to override by majority action of the Board.
 - L. Reports from Closed Session. The Board reserves its right to conduct closed sessions, as permitted by the provisions of the Brown Act. The Board also reserves its right to give directives and make decisions in closed sessions as

permitted by the Brown Act. Notwithstanding paragraph M. below, Closed Sessions Regarding Personnel Matters, it shall be the policy of the Board to make reports of decisions made in closed sessions in open session as permitted and/or required under the provisions of the Brown Act. For matters or issues where decisions cannot be made in closed session, or where the Board so determines, such decisions shall be made in open session. Where reports are made from closed session pursuant to the Brown Act, or where action(s) is taken in open session, a record of such report(s) made, or action(s) taken, shall be set forth in the minutes of such meeting.

- M. Closed Sessions Regarding Personnel Matters. It shall be the policy of the Board that matters relating to Mesa Water personnel generally shall not be discussed in open session in regard to performance evaluations and reviews, personnel records, disciplinary proceedings, and similar matters. In the event the Board conducts a closed session pursuant to the applicable provisions of the Brown Act for the evaluation of performance, or similar matters relating to Mesa Water® personnel, Mesa Water® will not make a report from closed session in regard to such personnel matters unless, and until, required under State law.

IV. RULES OF ORDER

- A. President. It shall be the policy of the Board that the President shall preside over meetings of the Board where he or she is present. The public, Board Members, the General Manager, and staff shall direct questions and comments to the President.
- B. Determination of Acting President. In the absence of the President, the Vice President shall preside over the meeting. In such case, the Vice President shall be the acting President and shall have all powers vested in the President.

In the absence of both the President and the Vice President at a board meeting, where a meeting includes a quorum of the Board, the Immediate Past President shall act as the acting President for purposes of that board meeting. The Immediate Past President will have the power of acting President for that meeting,

- C. Actions of the Board. Pursuant to Water Code Section 30523, the Board shall take formal action by way of ordinance, resolution, or motion. The Board may also act informally as to matters of procedure, scheduling and similar matters by directive to staff or by concurrence of the Board with Board or staff recommendations.
- D. Robert's Rules of Order. The Board hereby references, without adopting, Robert's Rules of Order as a general guide for procedural matters where such

rules may help it more efficiently conduct its business at board meeting. However, these Rules of Order shall not be binding on the proceedings of the Board.

V. DOCUMENTATION

A. Posting Agendas. Pursuant to the requirements of Government Code Section 54954.2, the District Secretary shall post, or cause to be posted, agendas for all regular, adjourned regular, and special meetings of the Board at Mesa Water's business office located at 1965 Placentia Avenue, Costa Mesa, California. The Secretary may also post agendas, as time permits, at other publicly accessible locations within Mesa Water's service area.

B. Disability-Related Modifications or Accommodations. The following notation shall be set forth on the agendas for all meetings open to the public:

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 to make reasonable arrangements to accommodate your requests.

C. Distribution of Documentation. Documentation and other materials relating to the board meeting agenda items shall be distributed to all Board Members in advance of the board meeting whenever possible. In such regard, Mesa Water® shall comply with the requirements of Government Code Section 54957.5.

1. The following notation shall be set forth on the agendas for all meetings open to the public:

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

2. It shall be the general policy of the Board that documentation furnished to any one Board Member shall also be furnished to, or offered to, all of the remaining Board Members.

3. Documentation furnished to Board Members relative to agenda items may be furnished without cost to members of the public upon request.

However, the Board specifically reserves the right, in accordance with California Law, including, but not limited to, Government Code Sections 6257 and 54957.5, to impose reasonable and necessary charges relative to the furnishing of such documentation at such time as the Board determines that it is appropriate or necessary to do so.

- D. Introduced Documents. On occasion, a member of the public or a Board Member introduces a document during a board meeting. To the extent that it is possible and reasonable to do so, the Board may, at its discretion, after consulting with the District Secretary, provide for redistribution of such documents to other interested members of the public during such meeting. However, it is specifically noted that redistribution of such documentation may not be feasible or practical during such meeting. The Board reserves its right, by way of a majority vote of the Board, on a case-by-case basis, to take such action or to make such documentation available after the conclusion of the meeting pursuant to Mesa Water's Public Records Act Policy.
- E. Public Records Requests. It is the Board's policy to respond to informational requests in a reasonable manner and to comply with the provisions of the California Public Records Act. Further, it is the finding and determination of the Board that Mesa Water's business needs be conducted in an efficient manner in terms of allocation of staff time and other resources.

Confidential or privileged records that by law may not be disclosed are not subject to disclosure under the California Public Records Act.

- F. Disclosure of Closed Session Information.
 - 1. Confidential information (e.g., all hand-written, printed, copied, electronic files or documents, and data, as well as spoken information) received, acquired by, or made available to anyone that pertains to closed sessions held pursuant to the Brown Act, shall not be disclosed to anyone not entitled to receive it. (Government Code Sections 1098 and 54963)
 - 2. Any Board or staff member shall not willfully and knowingly disclose for pecuniary gain, to any other person, confidential information acquired by him or her in the course of his or her official duties. (Government Code Section 1098)



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: December 5, 2017
SUBJECT: Future Agenda Topics and Conference Schedule

RECOMMENDATION

Review future agenda topics and conference schedule.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Staff will provide an updated future agenda topics and conference schedule at the Executive Committee meeting.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.

REPORTS:

6. REPORT OF THE GENERAL MANAGER:

REPORTS:

7. DIRECTORS' REPORTS AND COMMENTS:

There are no support materials for this item.

ACTION ITEMS:

9. CLOSED SESSION:

CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT
CODE 54957.6:

District Negotiator: General Manager

Employee Organization: Represented and Non-Represented Employees