



*Dedicated to  
Satisfying our Community's  
Water Needs*

**AGENDA  
MESA WATER DISTRICT  
SPECIAL EXECUTIVE COMMITTEE MEETING  
THURSDAY, JANUARY 10, 2019 AT 11:30 AM  
PANIAN CONFERENCE ROOM**

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Committee Members: Shawn Dewane, President  
Marice H. DePasquale, Vice President  
Paul E. Shoenberger, P.E., General Manager  
Denise Garcia, Administrative Services 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. Executive Committee Meeting Schedule
2. Board Meeting Schedule
3. Board Committee & Other Agency Liaison Assignments
4. City/Districts Liaison Committee Meeting Topics
5. Board Workshop Planning

**ACTION ITEMS:**

6. Advocacy Consulting Services
7. California Municipal Utilities Association Membership
8. Ducks Unlimited, Inc. Sponsorship
9. Mesa Water Reliability Facility Outreach Center Grant Opportunity

**REPORTS:**

10. Future Agenda Topics and Conference Schedule



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

**INFORMATION ITEMS:**

13. Other (no enclosure)

*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**



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## MEMORANDUM

TO: Executive Committee  
FROM: Denise Garcia, Administrative Services Manager  
DATE: January 10, 2019  
SUBJECT: Executive Committee Meeting Schedule

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### RECOMMENDATION

Confirm the 2019 Executive Committee meetings for the first Tuesday of each month, starting at 12:00 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

This item is annually updated at a meeting of the Executive Committee.

### 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 2019 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 before or after (as noted with an asterisk below):

- January 1\* – *rescheduled to Thursday, January 10*
- February 5
- March 5
- April 2
- May 7\* – *reschedule to Tuesday, April 30*
- June 4
- July 2
- August 6
- September 3
- October 1
- November 5
- December 3\* – *reschedule to Tuesday, December 10*



FINANCIAL IMPACT

None.

ATTACHMENTS

None.



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## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: January 10, 2019  
SUBJECT: Board Meeting Schedule

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### RECOMMENDATION

Recommend that the Board of Directors reschedule the Thursday, May 9, 2019 regular Board of Directors' meeting to Thursday, May 2, 2019.

### 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 Board of Directors reviews the calendars to set the date and time for the meetings to be held the upcoming year.

The regular Board meeting scheduled for Thursday, May 9, 2019 occurs simultaneously with the Association of California Water Agencies' Spring Conference to be held in Monterey, California. Due to an anticipated lack of a quorum, staff recommends rescheduling the May Board meeting to Thursday, May 2, 2019 at 6:00 p.m.

Following are the proposed 2019 Board of Directors' meeting dates; in the case that the date has a conflict or is scheduled on a holiday, the meeting will move to the week before (as noted with an asterisk below):

- January 10
- February 14
- March 14
- April 11
- May 9\* – *reschedule to Tuesday, May 2*
- June 13
- July 11
- August 8
- September 12
- October 10



- November 14
- December 12

#### FINANCIAL IMPACT

None.

#### ATTACHMENTS

None.



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## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: January 10, 2019  
SUBJECT: Board Committee & Other Agency Liaison Assignments

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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.
- 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

On January 19, 2013, the Board of Directors (Board) adopted Resolution No. 1428 – Adopting Protocols of the Board of Directors. The new Committee format designated that all Committee meetings will be noticed as Board meetings and held as joint meetings of the Committee and the entire Board. All members of the Board may attend and participate in the meetings. The Executive Committee is excluded from this Committee format.

On January 8, 2015, the Board ratified the Board Agency Liaison Assignments to complement the approved the Committee format. The new Other Agency Liaison Assignments permits all members of the Board to attend other local agency meetings with the exception of ACWA/JPIA, City/Districts Liaison, and CalDesal for which designated Directors will be assigned.

For the Committee's use in discussion of this item, staff is providing a list of the current and previous Board Committee and Other Agency Liaison Assignments.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

- Attachment A: 2018 Board Committee & Other Agency Liaison Assignments
- Attachment B: 2017 Board Committee & Other Agency Liaison Assignments (due to Director vacancy)



Attachment C: 2017 Board Committee & Other Agency Liaison Assignments  
Attachment D: 2016 Board Committee & Other Agency Liaison Assignments





## 2018 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>(January 2 rescheduled to January 9)</i>
Engineering & Operations Committee	Fisler DePasquale	3rd Tuesday at 3:30 p.m. – Boardroom
Finance Committee	Bockmiller Dewane	3 <sup>rd</sup> Thursday at 3:30 p.m. – Boardroom
Legislative & Public Affairs Committee	Fisler DePasquale	4th Monday every other month at 3:30 p.m. – Boardroom <i>(December 24 rescheduled to December 17 due to conflict)</i>
**Audit Ad Hoc Committee <i>(President and Finance Chair)</i>	Atkinson, President Bockmiller, Finance Chair	<i>(Dates and times to be determined)</i>

## 2018 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



## 2018 BOARD COMMITTEE ALTERNATES

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



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



## 2017 BOARD COMMITTEE ASSIGNMENTS

Committee	Director Assignments	* Meeting Schedule & Location
Executive Committee	Temianka, President Atkinson, Vice President	1st Tuesday at 2:00 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	Atkinson, Chair Fisler	4th Thursday at 3:30 p.m. – Boardroom <i>(November 23 rescheduled to November 16 &amp; December 28 rescheduled to December 21 due to conflicts)</i>
**Audit Ad Hoc Committee <i>(President and Finance Chair)</i>	Temianka, President Bockmiller, Finance Chair	<i>(Dates and times to be determined)</i>

\*\*Audit Ad Hoc Committee Assignment Effective: July 14, 2009

## 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	Temianka Atkinson	Quarterly with the City of Costa Mesa & Costa Mesa Sanitary District
Newport Beach City/Districts Liaison	Temianka Dewane	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.*



## 2017 BOARD COMMITTEE ALTERNATES

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



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





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## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: January 10, 2019  
SUBJECT: City/Districts Liaison Committee Meeting Topics

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### RECOMMENDATION

Provide guidance to staff on topics for the Friday, January 18, 2019 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, January 18, 2019, at 8:00 a.m. and is being hosted by Costa Mesa Sanitary District. Staff is requesting guidance from the Executive Committee for agenda topics.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

None.



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## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: January 10, 2019  
SUBJECT: Board Workshop Planning

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### RECOMMENDATION

Recommend that the Board of Directors review agenda topics and discuss planning for the March 7, 2019 Board of Directors' workshop.

### 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

At its January 10, 2019 meeting, the Board of Directors is scheduled to discuss agenda topics for the March 7, 2019 workshop.

For the Committee's review, the proposed agenda topics are as follows:

- Procedures for Meetings of the Board of Directors
- Strategic Plan
- Ordinance No. 28 – Directors' Compensation and Expense Reimbursement
- Financial Goals & Reserves
- Outreach Messaging/ Framework
- Customer Service Audit
- Annual Performance Measures and Audits
- Regional Water Issues

### FINANCIAL IMPACT

In Fiscal Year 2019, \$3,000 is budgeted; \$625 has been spent to date.

### ATTACHMENTS

None.



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## MEMORANDUM

TO: Executive Committee  
FROM: Stacy Taylor, External Affairs Manager  
DATE: January 10, 2019  
SUBJECT: Advocacy Consulting Services

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### RECOMMENDATION

Recommend that the Board of Directors renew the contract with California Advocates for Advocacy Consulting Services through December 31, 2019 for an amount not to exceed \$84,000.

### STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.  
Goal #4: Increase public awareness about Mesa Water® and about water.  
Goal #7: Actively participate in regional water issues.

### PRIOR BOARD ACTION/DISCUSSION

In Fiscal Year 2014, Mesa Water District (Mesa Water®) retained, via a competitive procurement process for advocacy consulting services, the advocacy firm California Advocates (CA Advocates); since then, the District has renewed the CA Advocates contract annually.

### DISCUSSION

At its October 9, 2018 workshop, the Board of Directors (Board) adopted Mesa Water's Legislative Platforms for use regarding anticipated high-priority public policy issues. Advocacy for the District's platforms has and will continue to require significant work in Sacramento on multiple issues -- including alternative solutions to the water tax for funding the "human right to water" -- during Calendar Year 2019.

CA Advocates has been effective for Mesa Water on several high-priority issues through active legislative monitoring and engagement with the: Governor's administration; State legislature and its leadership, committees, consultants and staff; State Water Resources Control Board; Association of California Water Agencies; CalDesal; California Municipal Utilities Association; California State Association of Counties; League of California Cities; California Special Districts Association; WaterReuse; and others. Staff recommends continuing work with CA Advocates as our lead Sacramento representative for advocacy issues important to Mesa Water.

### FINANCIAL IMPACT

In Fiscal Year 2019, \$163,500 is budgeted for the District's External Affairs department expenses; \$61,000 has been spent to date.

### ATTACHMENTS

None.



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## MEMORANDUM

TO: Executive Committee  
FROM: Stacy Taylor, External Affairs Manager  
DATE: January 10, 2019  
SUBJECT: California Municipal Utilities Association Membership

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### RECOMMENDATION

Recommend that the Board of Directors approve a first year membership with California Municipal Utilities Association for Fiscal Year 2019 in the amount of \$2,250.

### STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.  
Goal #4: Increase public awareness about Mesa Water® and about water.  
Goal #7: Actively participate in regional water issues.

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

With its membership of almost 60 publicly owned water agencies and electric utilities statewide, the nonprofit California Municipal Utilities Association (CMUA) organization provides advocacy, networking connections, and informational services to its members. Among CMUA's members are various municipalities that provide public water and power services, including the following Southern California water districts and city utilities: Anaheim Public Utilities, Eastern Municipal Water District, Irvine Ranch Water District, Los Angeles Department of Water & Power, Metropolitan Water District of Southern California, San Diego County Water Authority, Santa Ana Municipal Utility Services, Valley Center Municipal Water District, and Western Municipal Water District (see Attachment A).

On the statewide advocacy front, CMUA has been actively engaged on several key pieces of water legislation over the past several years, including the water conservation legislation that passed in 2018, and partnered with the Association of California Water Agencies (ACWA) as part of its coalition opposing the water tax bills that were proposed in 2017-2018. In fact, CMUA's Water Director, Danielle Blacet, formerly worked as a senior legislative analyst at ACWA; and, in 2019, CMUA will co-sponsor ACWA's legislative proposal to solve the state's "safe drinking water" funding challenge with non-tax alternatives. It is anticipated that this issue will be a top priority in the water arena for the state legislature in 2019-2020.

To heighten Mesa Water's engagement on the important safe drinking water issue, and to maximize our advocacy influence, staff recommends that the Board of Directors approve a first year membership with CMUA for Fiscal Year 2019. CMUA offers one membership level for publicly owned water agencies, based on a cost of 18 cents per connection. With approximately 25,000 connections, Mesa Water's membership would be \$4,500. However, CMUA also offers a "Step Up to Membership Program" whereby new members pay 50% of its full membership cost for the first year, 75% for the second year, then 100% for the third year onward. Thus, Mesa Water's



first year membership cost would be \$2,250.

### FINANCIAL IMPACT

In Fiscal Year 2019, \$80,000 is budgeted for Dues & Subscriptions; \$50,790 has been spent to date.

### ATTACHMENTS

Attachment A: About CMUA

Attachment B: CMUA Utility Membership Application

## CMUA IS THE VOICE OF CALIFORNIA'S PUBLICLY OWNED ELECTRIC UTILITIES AND WATER AGENCIES

The California Municipal Utilities Association, with **59 electric and water member agencies statewide** — a mix of large, medium and small-sized organizations — represents the common interests of California's publicly owned utilities. We serve our members with:



**ADVOCACY.** We work on behalf of members in front of the Legislature and state and federal regulatory agencies, advancing public policies that benefit CMUA members and the people of California. During a typical two-year legislative cycle, CMUA and its Legislative Committee review thousands of bills and takes positions on dozens of measures affecting publicly owned water, electric and gas utilities.



**INFORMATION.** We keep members informed. The weekly *CMUA News and Views* electronic newsletter offers stories on state issues, member programs, various stakeholders and national interest, and *California Water & Power*, our quarterly magazine, dives into the big issues of the moment and recent innovations. Also, regular updates on legislative and regulatory issues keep members on top of the latest developments.



**CONNECTIONS.** We bring together our members at important events and meetings throughout the year, giving members the opportunity to engage with their peers, CMUA's expert staff, the water and power industry, and state and local decision-makers.

### WHO WE ARE

Alameda Municipal Power	Marin Municipal Water District	San Jose, City of
Anaheim Public Utilities	Merced Irrigation District	Santa Ana Municipal Utility Services
Azusa Light & Water Department	Metropolitan Water District of So. California	Silicon Valley Power (City of Santa Clara)
Banning Public Utilities Department	Modesto Irrigation District	Santa Clara Valley Water District
Burbank Water & Power	Moreno Valley Electric Utility	Shasta Lake, City of
Cerritos, City of	M-S-R Public Power Agency	SMUD
Colton, City of	Needles, City of	South San Joaquin Irrigation District
Corona Department of Water and Power	Northern California Power Agency	Southern California Public Power Authority
East Bay Municipal Utility District	Palo Alto Utilities, City of	State Water Contractors
Eastern Municipal Water District	Pasadena Water & Power Department	Sunnyvale Utility Services, City of
Glendale Water & Power	Pittsburg Power Company	Transmission Agency of Northern California
Gridley, City of	Placer County Water Agency	Trinity Public Utilities District
Healdsburg Electric & Water	Rancho Cucamonga Municipal Utility	Truckee Donner Public Utility District
Imperial Irrigation District	Redding Electric Utility	Turlock Irrigation District
Industry, City of	Riverside Public Utilities Department	Ukiah, City of
Irvine Ranch Water District	Roseville Electric Department	Valley Center Municipal Water District
Lassen Municipal Utility District	Roseville Environmental Utilities	Vernon Public Utilities, City of
Lodi Electric Utility, City of	Sacramento Department of Utilities, City of	Victorville, City of
Long Beach Gas and Oil	San Diego County Water Authority	Western Municipal Water District
Long Beach Water Department	San Francisco Public Utilities Commission	Yuba Water Agency
Los Angeles Department of Water & Power		





CMUA

# ADVOCACY

## Making our members heard and leading the way on California energy and water issues.

### ADVOCACY IN 2018:

<b>2,637</b> total bills tracked in the Legislature		tracked activities of <b>11</b> governmental agencies	<b>200+</b> public-facing interactions including testing at State Capitol, speaking at conferences and public meetings, and writing op-eds that appear in major newspapers and websites
<b>90</b> water bills	<b>145</b> energy bills	engaged in <b>30+</b> water and energy proceedings	
<b>243</b> bills watched	<b>50</b> bills took position	submitted <b>20+</b> energy and water-related comment letters and briefs	

## LEGISLATIVE COMMITTEE ACTIVITIES

During a two-year legislative term, the Legislative Committee reviews thousands of bills and takes positions on dozens of measures affecting POUs and water agencies.

Working together, we influence nearly every piece of legislation affecting POUs and water agencies.

## REGULATORY COMMITTEE ACTIVITIES

The Regulatory Committee directs CMUA positions and serves as a forum for member discussions about regulatory issues that may impact members' operations. CMUA convenes more than 20 member committees, subcommittees and working groups focused on a wide range of energy and water issues of interest to our members.

Working together, we shape every regulatory proceeding we engage in.

# BIG IMPACTS



## POUs Save Consumers' Money and Drive California Businesses Forward

CMUA member electric rates are

**15% LOWER**

than investor owned utilities

## POUs Have a Big Economic Impact



**\$8.4 BILLION**

annual revenue for CMUA electric utilities



## POUs Are Community Owned and Accountable



of Californians receive water from CMUA member water agencies



of Californians receive power from CMUA member electric utilities

## POUs Are Sustainable



**13,000 GIGAWATTS**

renewable energy delivered each year



## POUs Are Reliable and Dependable



**63,000 GIGAWATTS**

of power delivered annually



**RESTORE POWER 3 TIMES FASTER**

than IOUs



**27 MILLION CALIFORNIANS**

receive water service from CMUA's water agencies



**60% RENEWABLES**

portfolio by 2030

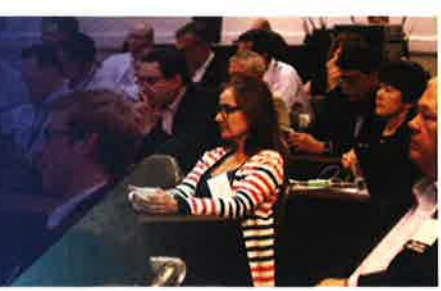


**ON TRACK TO EXCEED CALIFORNIA'S 2020 WATER USE EFFICIENCY TARGET**

while continuing to meet or exceed all state and federal water quality standards



# CMUA CONNECTIONS



## Bringing members together to share information, ideas and best practices.

CMUA connects members in many ways, both in-person and digitally. We bring people together at conferences and events, meetings and workshops, and in online platforms.



### CONFERENCE

CMUA's Annual Conference brings officials from POU's and water agencies together with government and industry policymakers, representatives of scientific, environmental, technological and economic interests to share information and views.



### CAPITOL DAY

CMUA's annual Capitol Day brings POU's and water agencies to Sacramento to advocate for members' legislative priorities. CMUA members are briefed on important issues impacting their communities and meet with their communities.



### CUSTOMER ENGAGEMENT SUMMIT

At the Customer Engagement Summit, members learn from one another and interact with industry experts and peers, focusing on providing high-level service while controlling costs, maintaining infrastructure and innovating with new programs.



### TRAINING

Webinars, workshops and in-person training are available to CMUA members.



### LISTSERV FORUMS

CMUA offers Email Listserv Forums exclusively for members where they can share best practices, ask questions and get answers while discussing issues and topics among their colleagues and peers who work for POU's and public water agencies in California.



### AWARDS

The CMUA Community Service/Resource Efficiency Awards are presented annually in recognition of CMUA members' originality and creativity in energy and water resources efficiency, and consumer and community benefits. The CMUA Legislative and Regulatory Leadership Awards are given to members of the California Legislature and state agencies that champion the advancement of the CMUA-member policy agenda and legislative priorities.



### COALITIONS

Through our participation in other local, state and national energy and water organizations, CMUA builds effective coalitions by bringing likeminded stakeholders together to achieve shared goals.



CMUA

# IN BRIEF

**CMUA is the voice of California's publicly owned electric utilities and water agencies.**

**1932** CMUA formed 

**86 Years** 

representing interests of California community-owned utilities

 **42**  
members provide water services

 **41**  
members provide electric services

**59**

electric and water member agencies statewide



**28** water and electric members

**15** water-only members

**9** electric-only members

**3** JPA electric members

**2** electric and gas members

**1** gas and oil member

**1** nonprofit water wholesaler

**CMUA membership is valuable and essential.**

**WE PROVIDE MEMBERS WITH:**



### INFORMATION

We keep members informed in many ways. The weekly CMUA News and Views offers stories on state issues, member programs, various stakeholders and national interest. Also, regular updates on legislative and regulatory issues keep members on top of the latest news.



### ADVOCACY

We work on behalf of members in front of the Legislature and statewide regulatory agencies, supporting the advancement of public policies that benefit members and the people of California.



### CONNECTIONS

We bring together our members at events, meetings and email forums throughout the year, giving members the opportunity to engage with their peers, CMUA's expert staff, the water and power industry, and state and local decision-makers.

# CMUA INFORMATION



## Valuable news and analysis about California's water and power industry.



### **CMUA NEWS & VIEWS**

A comprehensive weekly information source for CMUA members, legislators, regulators and stakeholders to see what's happening in the world of energy and water.



### **CALIFORNIA WATER & POWER**

Our quarterly magazine of in-depth news, information and analysis about Publicly Owned Utilities and public water agencies, and interviews with California legislators, regulators and thought leaders.



### **LEGISLATIVE UPDATE**

A regular email update for members only from CMUA's legislative team about the latest developments at the California State Capitol and statewide.



### **CMUA MEMBER DIRECTORY**

The comprehensive guide to CMUA's member agencies and utilities, including important contacts and data, associate members and buyers' guide to industry products and services.



### **CALIFORNIA WATER AND ENERGY LEADERS SURVEYS**

Each year we poll senior-level executives, including general managers and utility directors at CMUA utilities and water agencies, about the future of our industry, and share the results with the public.



### **ANNOUNCEMENTS**

As a service to members, CMUA offers readymade news announcements that utilities and water agencies can use in messaging to their own local communities.



### **VIDEO**

From Q&A interviews and events to explanations of important water and energy topics, CMUA is on the scene to document the latest developments in our industry.



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Sacramento, CA 95814  
916-326-5800 • Fax 916-326-5810  
[www.cmua.org](http://www.cmua.org)

## UTILITY MEMBERSHIP APPLICATION

The undersigned organization hereby submits application for membership with the California Municipal Utilities Association, agrees to abide by the terms and provisions of the articles of incorporation and bylaws of the Association, and upon acceptance by the Board of Governors, shall be entitled to the services of the Association as therein provided.

**Agency Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Street Address if Different** \_\_\_\_\_

**City-State-Zip** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Website** \_\_\_\_\_ **Twitter** \_\_\_\_\_

**Facebook** \_\_\_\_\_ **Instagram** \_\_\_\_\_

**Authorizing Name & Title** \_\_\_\_\_

**Authorizing Signature** \_\_\_\_\_

**Name & Title of Utility's Manager** \_\_\_\_\_

**For the purposes of computing annual dues, please supply the following information, as it applies, for the preceding calendar year:**

**Electric Utilities:** Total annual total retail KWH sales \_\_\_\_\_ Total Connections: \_\_\_\_\_

**Water Utilities:** Total annual retail domestic water sales (including residential, commercial & industrial, but excluding agricultural) in acre feet \_\_\_\_\_ Total Connections \_\_\_\_\_



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: January 10, 2019  
SUBJECT: Ducks Unlimited, Inc. Sponsorship

---

### RECOMMENDATION

Recommend that the Board of Directors approve a sponsorship with Ducks Unlimited, Inc. for Fiscal Year 2019 in the amount of \$500.

### STRATEGIC PLAN

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

### PRIOR BOARD ACTION/DISCUSSION

District memberships are reviewed annually by Mesa Water District's (Mesa Water®) Board of Directors (Board) during the fiscal year budget discussions.

### DISCUSSION

Ducks Unlimited, Inc. (DU) is the world's largest private, nonprofit wetlands and waterfowl conservation organization. Since its inception in 1937, DU has conserved more than 14 million acres of waterfowl habitat throughout North America. Waterfowl conservation is facing important challenges as wetlands and other habitats are being degraded and destroyed across the continent. DU conserves, restores, and manages wetlands and associated habitats by restoring watersheds and grasslands, replanting forests, working with landowners and partners, acquiring land, protecting habitats through conservation easements and management agreements, and utilizing Geographic Information Systems technology. To accomplish its conservation mission, DU works in partnership with private individuals, landowners, agencies, scientific communities and other entities.

### FINANCIAL IMPACT

In Fiscal Year 2019, \$292,000 is budgeted for the District's Public Affairs department expenses; \$84,000 has been spent to date.

### ATTACHMENTS

None.





*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Stacy Taylor, External Affairs Manager  
DATE: January 10, 2019  
SUBJECT: Mesa Water Reliability Facility Outreach Center Grant Opportunity

---

### RECOMMENDATION

Recommend that the Board of Directors approve Soto Resources' proposal in the amount of \$21,180 to submit a grant application on behalf of Mesa Water District to help fund the design/build of the Mesa Water Reliability Facility Outreach Center.

### STRATEGIC PLAN

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

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

On December 26, 2018, the State of California Natural Resources Agency issued Final Guidelines for the [Cultural, Community and Natural Resources Grant Program](#). Approximately \$37 M in awards will be funded by this program through Proposition 68, which passed in June 2018. **Concept Proposals are due by February 13, 2019.** Applicants who submit the most competitive Concept Proposals will be further evaluated during an on-site field visit, with announcements for field visits expected by early Spring 2019. After the on-site field visits, the most qualified projects will be invited to continue the application process and submit additional supporting documentation.

Through participation in the Municipal Water District of Orange County's (MWDOC) new *Grant Assistance Program* for MWDOC Member Agencies, Mesa Water received an analysis from MWDOC's grants funding consultant, [Soto Resources](#), showing that the proposed Mesa Water Reliability Facility (MWRF) Outreach Center qualifies for the Cultural, Community and Natural Resources Grant Program under the category of "Community, Culture and Education" as a local agency visitor center and community venue that educates the public about natural landscapes.

Per the guidelines, there are no maximum or minimum grant award amounts. Furthermore, for a development project such as the proposed MWRF Outreach Center, up to 25% of the grant award may be spent on project management/non-construction (pre-implementation) costs, including, but not limited to: planning and design; environmental documents; architecture and engineering; construction plans; permitting; and, direct project administration and management.

In addition to direct costs, other eligible costs for a grant award include: construction costs; up to



10% for contingency costs; contracted services costs; personnel/employee services costs excluding overhead allocations; signage costs (i.e., exhibits, kiosks, display boards, etc.); and, expenditures for necessary miscellaneous costs such as premiums on hazard and liability insurance to cover personnel and/or property, transportation costs, and up to 5% on community access costs (i.e., engagement programs, technical assistance, etc.).

The Boardroom portion of the proposed MWRF Outreach Center would not be eligible for this grant funding, and would thus need to be separated out from the total estimated construction costs for the concept that Mesa Water chooses to submit.

If the District receives grant funding that covers a portion of costs for the proposed MWRF Outreach Center, Mesa Water would need to demonstrate secured matching funds for the balance needed to design/build the project. Top funding priorities include: 1) projects that leverage private, federal, or local funding, or produce the greatest public benefit; and, 2) projects that protect and restore natural resources and provide urban recreation.

Regarding schedule, while a required project completion period or date is not specified in the grant guidelines, they do state that this would be specified in the grant agreement (for receipt of funding), and the grant funds must be expended by May 1, 2022. Mesa Water is required to provide a project timeline as part of its Concept Proposal application, and may wish to consider expediting the project to expend the grant funds by May 1, 2022, or implement the project in phases so that the grant funds are used for the earlier phases (so long as this results in the stated benefits aligned with the grant requirements).

Soto Resources has provided its proposal (Attachment A) for submitting a grant application on behalf of Mesa Water District to help fund the design/build of the MWRF Outreach Center. The grant application process will involve the resources of several Mesa Water departments, with External Affairs as the lead. The total cost of Soto Resources' proposal is \$21,180 of which \$15,900 is for the Concept Proposal and \$5,280 is for the preparation and submission of additional supporting documentation, if Mesa Water is invited to continue the application process after the on-site field visits.

### FINANCIAL IMPACT

In Fiscal Year 2019, no funds were budgeted for the MWRF Outreach Center Grant Opportunity; the requested funding would come from Cash on Hand.

### ATTACHMENTS

Attachment A: Soto Resources' Proposal for Grant Application Services



**Soto Resources**  
11 Hoya Street  
Rancho Mission Viejo, CA 92694  
(949) 370-6079  
[joey@sotoresources.com](mailto:joey@sotoresources.com)

January 2, 2019

Stacy Taylor  
External Affairs Manager  
Mesa Water District  
1965 Placentia Ave  
Costa Mesa, CA 92627  
Email: [stacyt@mesawater.org](mailto:stacyt@mesawater.org)

**Subject: Proposal to Prepare a Concept Proposal (Step 1) and Optional Supporting Documentation (Step 3) to the California Natural Resources Agency: Cultural, Community and Natural Resources Grant Program (Prop 68)**

Dear Ms. Taylor:

Soto Resources is pleased to present this letter proposal to prepare a Concept Proposal (Step 1) and Supporting Documentation (Step 3), if invited, to the California Natural Resources Agency (Agency): Cultural, Community and Natural Resources Grant Program (Prop 68) for the Mesa Water District's Mesa Water Reliability Facility (MWRF) Outreach Center Project.

#### **Soto Resources**

Soto Resources is a sole proprietorship and certified Small Business Enterprise (SBE), Minority/Women Business Enterprise (MBE/WBE) that assists public agencies and municipalities acquire funding for projects related to water and energy efficiency in California. Ms. Joey Soto is the founder and sole proprietor of Soto Resources, which has no other owners or officers. Ms. Soto has 15 years of professional experience providing grant writing assistance services. Her consultancy, Soto Resources, has been in business since 2011.

Soto Resources provides grant assistance services in support of water projects throughout Southern California. Soto Resources has secured more than \$29 million in funding from competitive State of California (State) grants for public works projects. Soto Resources works closely with water districts, municipalities, and other stakeholders to identify funding for important projects. Funding services include grant research, application preparation and submittal, and grant management during project implementation. Soto Resources establishes positive working relationships with funding agencies that lead to repeat funding opportunities for clients. The Soto Resources team collaborates with project managers, grant managers, accounting departments, and engineering teams to prepare high-quality grant applications and to comply with the terms of grant agreements. Soto Resources is dedicated to meeting the client's grant needs and excels at meeting grant application deadlines.



### **Consultant Team for Mesa Water District Grant Project**

Joey Soto, founder of Soto Resources, has served as a grant assistance consultant, with a focus on funding research, application development and submittal, and grant management for water projects throughout Southern California. Ms. Soto will serve as the project manager and senior grant writer. She has more than 15 years' experience providing grant services encompassing grant/loan funding research, application submittal, and project reporting for water projects in Southern California. Ms. Soto has successfully secured more than \$75 million in competitive grant funding. She understands how to competitively achieve grant funding for projects through strong technical writing skills, agency relations, and strategic approaches. As a funding consultant, she has provided legislative analysis, funding research, grant writing, and grant training for the County of Orange Department of Public Works and the County of Los Angeles Department of Public Works. She manages grant funds for projects to ensure compliance with required invoicing and reporting processes. In addition, she has authored numerous management plans for water supply, stormwater, water quality, and integrated regional watershed resources.

Ms. Soto will be supported by Ms. Denise Landstedt of Landstedt Consulting, and Ms. Cristina Yamasaki as technical editor. Combined, Ms. Landstedt and Ms. Soto have secured more than \$100 million in competitive local, state, and federal grant funding for cities, counties and water districts.

Denise Landstedt, subconsultant to Soto Resources, is principal of Landstedt Consulting with nearly \$100 million in successful grant acquisition and has more than 20 years in water planning, grant acquisition and management. Ms. Landstedt's extensive experience provides her with superior understanding of the grant acquisition process including working across teams to optimize key information for development of work plans, budgets, schedules, economic analyses, benefits analyses, eligibility requirements, and technical justification. She has demonstrated excellence in building and maintaining relationships with funding agencies and is experienced in seeking potential project partners, negotiating funding agreements, developing programs to meet legislative mandates and grant requirements, and performing comprehensive grant management, including progress reporting and invoicing. Her experience includes municipal project management, water resource management, policy and program administration, financial budgeting and analysis, competitiveness and benchmarking studies, legislative analysis, environmental and regulatory compliance, water conservation and recycling programs, solid waste recycling programs, emergency management programs, project award preparation and submission, and public affairs and community outreach programs.

Ms. Cristina Yamasaki will serve as a technical editor. She has 10 years of technical writing and editing experience in the environmental industry. Ms. Yamasaki will assist to ensure that established standards of quality are maintained, and funding requirements are incorporated into the Concept Proposal. She will review and edit material to ensure consistency, accuracy, and readability to the intended audience and conformance to agency specifications. Specifically, Ms. Yamasaki's work may entail formatting documents for consistency, checking text for accuracy of content and references, adhering to style guidelines and standard usage, and incorporating comments.

### **Proposed Scope of Work, Proposed Fee and Schedule**

Our proposed Scope of Work is provided as Attachment A, the Proposed Fee is Attached B, and the project Schedule is Attachment C. These documents reflect our understanding of the MWRF Outreach Center Project based on information you have provided and of the California Natural Resources Agency Prop 68 grant program Concept Proposal (Step 1) and, if invited, the required Supporting Documentation (Step 3).

This grant program includes a progressive, three-step evaluation process: Step 1) Concept Proposal, Step 2) On-Site Field Visit, and Step 3) Supporting Documentation. Soto Resources will lead development and submittal of the Concept Proposal. Once Concept Proposals are reviewed and evaluated by the Agency, the Agency will conduct site visits (Step 2) for the most competitive projects. It is understood the District will lead and manage the site visit. After the site visit, the Agency will request supporting documentation for the most competitive projects post field visit. If invited to submit supporting documentation, Soto Resources will assist in Step 3 to prepare and submit the required supporting documentation by the due date the Agency indicates.

### **Project Communication**

Joey Soto will be the Project Manager for the proposed work and she will be the first line of communication, supported by Denise Landstedt as Project Consultant. Communication will be by email and phone, working to set mutually agreeable times for conference calls, unless otherwise requested by the District for in-person meetings. Joey Soto will participate in requested in-person meetings with the District and Denise Landstedt will participate by teleconference.

Ms. Joey Soto, M.S.  
Principal Funding Consultant  
Soto Resources  
[joey@sotoresources.com](mailto:joey@sotoresources.com)  
(949) 370-6079  
[www.sotoresources.com](http://www.sotoresources.com)

Ms. Denise Landstedt  
Principal Consultant  
Landstedt Consulting  
[landstedtconsulting@gmail.com](mailto:landstedtconsulting@gmail.com)  
(760) 560-7557

Please feel free to contact me or Denise Landstedt with any questions. We look forward to working with you on the California Natural Resources Agency concept proposal and grant application.

Sincerely,



Joey Soto, M.S.  
Principal

Attachments



## ATTACHMENT A

### MESA WATER DISTRICT

### CONCEPT PROPOSAL (STEP 1) AND OPTIONAL SUPPORTING DOCUMENTATION (STEP 3) TO THE CALIFORNIA NATURAL RESOURCES AGENCY: CULTURAL, COMMUNITY AND NATURAL RESOURCES GRANT PROGRAM (PROP 68)

### SCOPE OF WORK

#### **Project Understanding**

The Mesa Water Reliability Facility Outreach Center Project is an outreach center with an educational platform for the Mesa Water District to communicate to key audiences -- academia/scientists, community members, customers, employees, industry, legislators, media, and the general public -- for the purpose of raising positive awareness for Mesa Water while also providing educational programs for students and adults. All ages will experience and learn about environmental conservation and preservation, natural resources, and water-wise landscaping through tours, educational classes, signage and recreation activities. The Project transforms an otherwise industrial space into a public benefit asset for community use with academic, environmental, and recreational value.

The Primary Project Benefits include: Environmental preservation/protection, natural (water-wise) landscaping, natural resources conservation, public education, and recreation.

Estimated Completion Date: June 30, 2023, although can be adjusted.

Estimated Project Cost: \$4 million, including design, construction/construction management, and exhibits and displays.

Project Partners: Newport-Mesa Unified School District and Coast Community College District.

#### **Concept 3 Improvements**

- Demolish existing building and construct a new facility
- Dedicated multi-purpose/education room
- Dedicated Board Room
- Dedicated Exhibition Space – interactive, tabletops, wall mounted and custom built
- Double height Operations storage
- Accommodates industry conferences and school assemblies
- Integration of multi-purpose room with the Demonstration Garden
- Primary entry from Gisler Avenue

#### **Structural & Mechanical/Electrical/Plumbing**

- New steel frame structure
- Will meet current code requirements
- New variable refrigerant flow HVAC system
- Isolate Engineering and Operations functions
- New fire protection sprinkler system
- New lighting and audio-visual systems
- Additional public restrooms
- Catering prep kitchen



## **Approach**

Soto Resources (Consultant), in partnership with Landstedt Consulting, and working in collaboration with Mesa Water District staff, will prepare a Concept Proposal to the California Natural Resources Agency (Agency): Cultural, Community and Natural Resources Grant Program (Prop 68) for the Mesa Water District's Mesa Water Reliability Facility (MWRf) Outreach Center Project. Soto Resources will submit the Concept Proposal on behalf of Mesa Water District on the Agency's System for Online Application Review (SOAR) no later than 5 p.m., February 13, 2019.

This grant program includes a progressive, three-step evaluation process: Step 1) Concept Proposal, Step 2) On-Site Field Visit, and Step 3) Supporting Documents. Soto Resources will lead development and submittal of the Concept Proposal. Once Concept Proposals are reviewed and evaluated by the Agency, the Agency will conduct site visits (Step 2) for the most competitive projects. It is understood the District will lead and manage the site visit. After the site visit, the Agency will request supporting documentation for the most competitive projects post field visit. If invited to submit supporting documentation, Soto Resources will assist in Step 3 to prepare and submit the required supporting documentation online in SOAR by the due date the Agency indicates.

Communication between Soto Resources and the District will be by email and phone, working to set mutually agreeable times for conference calls, unless otherwise requested by the District for an in-person meeting.

### **TASK 1. INITIAL DATA ACQUISITION / KICKOFF MEETING / PARTICIPATING IN WEBCAST**

**Kickoff Meeting:** A Kickoff Meeting will be held by conference call among the Project Team at a mutually agreeable time, no later than January 18, 2019, to provide enough time to complete the Concept Proposal. The Kickoff Meeting will be constructive to confirm the grant Concept Proposal development schedule and online submittal process, review of the final Grant Guidelines requirements, Frequently Asked Questions, and content and format of the Concept Proposal, project details and available information, and required data and information needed to be appropriately answer the questions in the Concept Proposal. Soto Resources will prepare an agenda for the Kickoff Meeting.

**Data Acquisition:** In preparation of the Kickoff Meeting, Soto Resources will sign into SOAR and acquire additional Concept Proposal information and the required Signature Page. Soto Resources will also develop and provide Mesa Water District with an Initial Data Request to obtain early project information for discussion during the Kickoff Meeting. Soto Resources will consider project information already obtained and information needed to meet the required content for the Concept Proposal.

**CA Natural Resources Agency Prop 68 Technical Assistance Workshop - Webcast:** Denise Landstedt will participate in the Agency's Technical Assistance Workshop by Webcast on January 8, 2019 to obtain additional grant program information.

#### **Task 1 Deliverables:**

- Initial Data Request
- Kickoff Meeting Agenda



- Signature Page for Execution
- CA Natural Resources Agency Webcast PowerPoint Slides

## **TASK 2. CONCEPT PROPOSAL (STEP 1) PREPARATION AND SUBMISSION**

Soto Resources will prepare a Concept Proposal Framework that follows the required information listed in the Guidelines and meets the requirements of submitting in SOAR. The Framework will include the following:

- 1. Project Summary**
- 2. Project Questions Under Each Scoring Criteria**
  - a. Statutory Requirements and Project Need (7 questions)
  - b. Statutory and Program Priorities (6 questions)
  - c. Project Readiness (2 questions)
  - d. Organizational Capacity (3 questions)
  - e. Collaboration (2 questions)
  - f. Additional Project Characteristics (1 question)
- 3. Required Documentation**
  - a. Concept Proposal Form Signature Page (printed from SOAR)
  - b. Site Plan (able to visualize the project in detail)
  - c. Photographs (up to five color photographs of current condition of project site)
  - d. Cost Estimate (Grant Guidelines provide a sample format)

Prepare and submit a draft Concept Proposal to the District for review. It is anticipated up to three iterations of the draft and final draft Concept Proposal will be provided, updated, and resubmitted for review to develop a quality Concept Proposal. The Concept Proposal will be prepared to meet the Grant Program Scoring Criteria contained in the Guidelines and obtain the highest points possible under the 100-point Evaluation.

Finalize the Concept Proposal and submit to the Agency through the online SOAR no later than 5 p.m. on February 13, 2019. Provide the District with proof of submission, as available.

### ***Task 2 Deliverables:***

- Draft, Final Draft and Final Concept Proposal
- Proof of Submission in SOAR, as available

## **TASK 3. ON-SITE FIELD VISIT AND SUPPORTING DOCUMENTATION**

**On-Site Field Visit (Agency Step 2) – District Task:** Prior to an invitation to submit Supporting Documentation, the District must be selected for an On-Site Field Visit for the Agency to further evaluate the proposed project. It is understood District staff will lead and manage the On-Site Field Visit. Announcements for field visits are expected in early Spring 2019.

At the site visit, the District should be prepared to respond to project-specific questions including, but not limited to, the cost estimate, funding, site plan, site control, operations and maintenance, partnerships, community involvement, any possible barriers to successful completion.

An invitation for an On-Site Field Visit does not guarantee the Project will move on to the next step to compete successfully for funding. Applicants with the most competitive projects after



field visits will be invited and required to submit Supporting Documentation to further demonstrate their ability to carry out the proposed project.

If the District is invited as a 'qualifying project' to provide additional Supporting Documentation, Soto Resources will assist with development and submission of the required documentation.

**Supporting Documentation (Agency Step 3) – Soto Resources Task:** Soto Resources will work collaboratively with District staff to develop and organize the following required supporting materials and upload them as attachments in SOAR. An attachment that is not applicable to the Project but is required by SOAR will be explained in a document why it is not applicable and uploaded to SOAR. Soto Resources will utilize the templates provided in the Guidelines, as noted below.

1. Location Map
2. Signed Authorizing Resolution (template provided)
3. Eligibility for Nonprofit Applicants (not applicable)
4. Environmental Compliance (Drafts are acceptable for this step)
5. Project Timeline
6. Assessor's Parcel Map
7. Plant Palette
8. Property Data Sheet (template provided)
9. Adequate Site Control/Land Tenure (template provided)
10. Operation and Maintenance
11. Project Permit/Approval Status (template provided)

***Task 3 Deliverables:***

- Draft, Final Draft, and Final Supporting Documentation
- Proof of Submission in SOAR, as available



## **ATTACHMENT B**

### **MESA WATER DISTRICT**

#### **CONCEPT PROPOSAL (STEP 1) AND OPTIONAL SUPPORTING DOCUMENTATION (STEP 3) TO THE CALIFORNIA NATURAL RESOURCES AGENCY: CULTURAL, COMMUNITY AND NATURAL RESOURCES GRANT PROGRAM (PROP 68)**

#### **FEE ESTIMATE**

Soto Resources proposes to provide the stated grant services on a time-and-materials basis, up to a maximum of \$15,900 for the Concept Proposal and \$5,280 for the Optional Supporting Documentation (Step 3), if invited. A detailed Fee Estimate is shown on the following page.

The Fee Estimate assumes:

- 1) Soto Resources will lead development of the Concept Proposal (Step 1);
- 2) The District will lead and manage the On-Site Field Visit (Step 2), if invited, and Soto Resources will not participate;
- 3) Soto Resources will work collaboratively with District staff to develop and submit the Supporting Documentation (Step 3), if invited; and
- 4) The flexibility to move funding from one task to another to cover expenses when one task exceeds the estimated fee in that task but not to exceed the total Fee Estimate of all tasks.



Mesa Water District Grant Acquisition and Management Assistance

FEE ESTIMATE

TASKS				Total Hours	Total Labor Costs <sup>2</sup>	ODCs	TOTAL FEE
	Joey Soto	Denise Landstedt	Christina Yamasaki			ODCs <sup>3</sup>	Total Fee <sup>4</sup>
	Principal \$165	Project Consultant <sup>1</sup> \$165	Technical Editor \$100				
<b>Task 1. Initial Data Acquisition/Kickoff Meeting/Participation in Webcast</b>							
Set, Prepare For and Participate in Kickoff Meeting	5	5		10	\$ 1,650	\$ 50	\$ 1,700
Data Acquisition - Sign into SOAR, Inventory Project Information, Initial Data Request	2	4		6	\$ 990		\$ 990
Participate in Grant Program Webcast		3		3	\$ 495		\$ 495
<b>Subtotal Task 1</b>	<b>7</b>	<b>12</b>		<b>19</b>	<b>\$ 3,135</b>	<b>\$ 50</b>	<b>\$ 3,185</b>
<b>Task 2. Concept Proposal Preparation/Submission</b>							
Prepare Concept Proposal Framework		3		3	\$ 495		\$ 495
Prepare Draft and Final Draft Concept Proposal for District Review	20	40	7	67	\$ 10,600		\$ 10,600
Finalize and Submit Concept Proposal to SOAR	3	5	3	11	\$ 1,620		\$ 1,620
<b>Subtotal Task 2</b>	<b>23</b>	<b>48</b>	<b>10</b>	<b>81</b>	<b>\$ 12,715</b>	<b>\$ -</b>	<b>\$ 12,715</b>
<b>TOTAL TASKS 1 AND 2</b>	<b>30</b>	<b>60</b>	<b>10</b>	<b>100</b>	<b>\$ 15,850</b>	<b>\$ 50</b>	<b>\$ 15,900</b>
<b>Optional Task 3. On-Site Field Visit and Supporting Documentation</b>							
On-Site Field Visit - District Staff Only	-	-		-	\$ -		\$ -
Prepare and Submit Supporting Documentation in Collaboration with District Staff	14	18		32	\$ 5,280		\$ 5,280
<b>Subtotal Task 3</b>	<b>14</b>	<b>18</b>		<b>32</b>	<b>\$ 5,280</b>	<b>\$ -</b>	<b>\$ 5,280</b>
<b>TOTAL TASKS 1, 2 AND 3</b>	<b>44</b>	<b>78</b>	<b>10</b>	<b>132</b>	<b>\$ 21,130</b>	<b>\$ 50</b>	<b>\$ 21,180</b>

<sup>1</sup> Rate includes cost plus 10%.

<sup>2</sup> Individual hourly rates include salary, overhead and profit.

<sup>3</sup> Other Direct Costs (ODCs) such as copying, reproduction, delivery, postage, mileage (rates allowed by current IRS guidelines), will be billed at actual cost plus 10%.

<sup>4</sup> Soto Resources reserves the right to adjust its hourly rates and ODC markup at the beginning of the calendar year for all ongoing contracts.

<sup>5</sup> Total Fee is flexible, with District approval, to move funding from one task to another to cover expenses when one task exceeds the estimated fee in that task but not to exceed the total Fee Estimate of all tasks.





**ATTACHMENT C**

**MESA WATER DISTRICT**

**CONCEPT PROPOSAL (STEP 1) AND OPTIONAL SUPPORTING DOCUMENTATION (STEP 3) TO THE CALIFORNIA NATURAL RESOURCES AGENCY: CULTURAL, COMMUNITY AND NATURAL RESOURCES GRANT PROGRAM (PROP 68)**

**SCHEDULE**

The below schedule illustrates the proposed schedule for completing Tasks 1 and 2 for the Concept Proposal outlined in the Scope of Work over an approximate 5-week period. The schedule assumes a January 8, 2019 start date with the California Natural Resources Agency Webcast and completion on the submittal date of February 13, 2019. A schedule for Optional Task 3 – Supporting Documentation will be developed at the time the District is invited to submit and a due date is known.

Task	Title	January 2019	February 2019	March 2019	April 2019	May 2019
Task 1	Participate in CA Natural Resources Agency Grant Program Webcast	1/8/19				
	Initial Data Request	1/11/19				
	Kickoff Meeting	1/18/19				
	Data Acquisition/Communication	1/10/19 to 2/13/19				
Task 2	Prepare Concept Proposal (Step 1)	1/10/19 to 2/13/19				
	Submit Concept Proposal in SOAR		2/13/19			
Optional Task 3	On-Site Field Visit (by invitation) – District Task			Announcement Early Spring	Date TBD	
	Supporting Documentation (by invitation)					Due Date TBD



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: January 10, 2019  
SUBJECT: Future Agenda Topics and Conference Schedule

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### 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:**

11. REPORT OF THE GENERAL MANAGER:

**REPORTS:**

12. DIRECTORS' REPORTS AND COMMENTS:

There are no support materials for this item.