AGENDA
MESA WATER DISTRICT
EXECUTIVE COMMITTEE MEETING
TUESDAY, JUNE 7, 2016 AT 12:00 PM
PANIAN CONFERENCE ROOM

Committee Members:  President Shawn Dewane, President
Ethan Temianka, Vice President
Paul E. Shoenberger, P.E., General Manager
Coleen L. Monteleone, Assistant General Manager
Denise Garcia, Executive Assistant to the 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.

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

1. City/Districts Liaison Committee Meeting Topics
2. Board of Directors Protocols
3. Special Districts Shared Efficiencies Study

ACTION ITEMS:
4. California Special Districts Association Proposed Bylaws Update
5. General Legal Counsel Services Request for Proposals
6. Attendance at Conferences, Seminars, Meetings, and Events

REPORTS:
7. Future Agenda Topics and Conference Schedule
9. Directors’ Reports and Comments

INFORMATION ITEMS:
10. Other (no enclosure)

ADJOURNMENT
MEMORANDUM

TO: Executive Committee
FROM: Coleen L. Monteleone, Administrative Services Manager
DATE: June 7, 2016
SUBJECT: City/Districts Liaison Committee Meeting Topics

RECOMMENDATION

Provide guidance to staff on topics for the June 10, 2016 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, June 10, 2016 at 8:00 a.m. and is being hosted by Mesa Water® District. Staff is requesting guidance from the Committee for agenda topics.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.
MEMORANDUM

TO: Executive Committee
FROM: Coleen L. Monteleone, Administrative Services Manager
DATE: June 7, 2016
SUBJECT: Board of Directors Protocols

RECOMMENDATION

Discuss and provide guidance to staff.

STRATEGIC PLAN

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

DISCUSSION

President Dewane requested this item be agendized for discussion at this meeting.

For the Committee’s discussion, the following is an excerpt from Resolution No. 1457 related to the Order of Business for Standing Committees:

Page IV-1 and IV-2

f) Order of Business. The following shall be the general order of business for Standing Committees:
   1. Action Items
   2. Discussion Items
   3. Standing Items
   4. Information Items

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: Resolution No. 1457 – Protocols of the Board of Directors
RESOLUTION NO. 1457

RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
ADOPTING PROTOCOLS OF THE BOARD OF DIRECTORS
SUPERSEDING RESOLUTION 1428

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 desires to adopt specific protocols and procedures of the Board of Directors and to integrate such within the District’s general policies and 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 hereby incorporated by this reference.

Section 2. The Protocols of the Board of Directors, as set forth in Appendix A, are hereby adopted effective as of the date of adoption of this Resolution.

Section 3. As the detailed References for the Protocols of the Board of Directors are updated, Attachment 1 of Appendix A shall be revised and distributed without further Board action.

Section 4. This Resolution shall be effective immediately upon adoption.

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:

[Signatures]
Shawn Dewane
President, Board of Directors

Coleen L. Monteleone
District Secretary
APPENDIX A

RESOLUTION NO. 1457

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS ADOPTING PROTOCOLS OF THE BOARD OF DIRECTORS SUPERCEDED RESOLUTION 1428

Table of Contents

I. GENERAL MATTERS
   a) Adoption, Application, and Purpose ............................................. I-1
   b) Definitions .................................................................................. I-1

II. ACTIONS OF THE BOARD
   a) General Requirements ................................................................. II-1
   b) Ordinance ................................................................................... II-1
   c) Resolution .................................................................................. II-1
   d) Motion ....................................................................................... II-1
   e) Consensus of the Board ................................................................. II-1
   f) Proclamation .............................................................................. II-2
   g) Letters from the Board ................................................................. II-2

III. ELECTION OF BOARD OFFICERS
   a) General Requirements ................................................................. III-1
   b) Conducting the Election ............................................................... III-1
   c) Term of Office ............................................................................. III-1
   d) Duties ....................................................................................... III-2

IV. COMMITTEE APPOINTMENTS
   a) General Committee Information .................................................. IV-1
   b) Standing Committees .................................................................. IV-1
   c) Ad Hoc Committees ................................................................... IV-1
   d) Formation and Dissolution of Committees .................................. IV-1
   e) Committee Meeting Schedule .................................................... IV-1
   f) Order of Business ...................................................................... IV-1
   g) Agenda Items ............................................................................ IV-2
   h) Posting Agendas ....................................................................... IV-2
   i) Committee Reports to the Board ................................................ IV-2

V. LIAISON APPOINTMENTS
   a) General Information ................................................................. V-1
   b) Formation and Dissolution of Liaison Assignments ..................... V-1
   c) Liaison Reports to the Board ....................................................... V-1

Resolution No. 1457: Appendix A

Adopted: March 21, 2015
Table of Contents (continued)

VI. ELECTION POLICY
a) General Information ....................................................... VI-1
b) Term of Office .............................................................. VI-1
c) Vacancy between Elections .............................................. VI-1
d) Division Boundaries ...................................................... VI-1

VII. REQUESTS FOR INFORMATION AND ASSIGNMENTS TO STAFF
a) General Information ....................................................... VII-1
b) Assignments to the General Manager ................................ VII-1
c) Staff Assistance ............................................................. VII-1
d) Copies of Information ..................................................... VII-1

VIII. POLICY AND PLANNING DOCUMENTS
a) General Information ....................................................... VIII-1
b) Fiscal Year Budget ......................................................... VIII-1
c) Statement of Investment Policy ......................................... VIII-1
d) Fees and Charges for Miscellaneous Services ...................... VIII-1
e) Financial Policies and Guidelines for Establishing Rates ........ VIII-1
f) Urban Water Management Plan ......................................... VIII-1
g) Standard Specifications and Standard Drawings for the
   Construction of Mesa Water® Water Facilities ..................... VIII-1
h) Rules and Regulations for Water Service ............................. VIII-1
i) Employee Rules and Regulations ...................................... VIII-1
j) Water System Master Plan ................................................ VIII-2
k) Communications and Outreach Plan ................................... VIII-2

IX. DIRECTORS’ COMPENSATION AND BENEFITS
a) Compensation ............................................................... IX-1
b) Benefits ................................................................ IX-1
c) Service Award Program ................................................... IX-1

X. STANDARDS OF CONDUCT
a) Purpose ................................................................ X-1
b) Applicability ................................................................. X-1
c) Misuse of Official Position ................................................ X-1
d) Disqualification ............................................................... X-1
e) Confidential Information .................................................. X-1
f) Use of Mesa Water® Property and Resources ....................... X-1
g) Acceptance of Gifts ......................................................... X-1
h) Other Employment .......................................................... X-1
i) Expenses ................................................................ X-2

Attachment 1 – References .................................................. A-1
I. GENERAL MATTERS:

a) Adoption, Application, and Purpose. This policy, Protocols of the Board of Directors (Policy), is adopted by the Mesa Water District (Mesa Water®) Board of Directors (Board) and is applicable only to Mesa Water. 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 Board to conduct certain activities in an efficient and organized manner, and in accordance with applicable California Law.

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.

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.

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

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


Director – shall mean a member of the Board of Directors of the Mesa Water District once that person takes office pursuant to state law.

Elections Code – shall mean the California Elections Code.

Fiscal Year – shall mean the fiscal year beginning July 1st and ending June 30th.

General Manager – shall mean the General Manager of the Mesa Water District as appointed by the Board 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.

May – use of the word "may" indicate action is discretionary.
Mesa Water® – shall mean the Mesa Water District, a County Water District.

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

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

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

Shall – use of the word shall indicate action is mandatory.

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

Standards – shall mean Mesa Water’s requirements for the construction of water facilities within Mesa Water’s service area.

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

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

Water Code – shall mean the California Water Code.

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II. ACTIONS OF THE BOARD:

a) **General Requirements.** Pursuant to Water Code Section 30523, the Board shall take official action by means of ordinances, resolutions, or motions. The majority vote requirements of Water Code Section 30524 shall be applicable to all Board actions under this Section II. The Water Code also allows the Board to act informally by providing direction to staff, or deciding informal or procedural matters by consensus of the Board.

The adoption of an ordinance is the most formal action that may be taken by the Board. Certain sections of the Water Code specify when the adoption of an ordinance is mandatory.

A motion is the least formal official action that the Board may take. Motions are generally used to act on decisions about basic policy matters, or to make decisions on actions such as issuing contracts or providing direction to staff.

Proclamations and letters from the Board are not in and of themselves official acts of the Board unless action on them is taken by ordinance, resolution, or motion.

b) **Ordinance.** The Board shall take action by way of the adoption of an ordinance when the Water Code specifies the adoption of an ordinance is required. In the absence of such requirement, the Board may choose to act by way of an ordinance when the Board, by majority action, determines that it desires to do so because of the importance or significance of the subject matter being considered. In accordance with the Water Code, all ordinances shall be signed by the President and attested by the District Secretary. The District Secretary, pursuant to Mesa Water’s Records Retention Schedule, shall keep all original ordinances on file.

c) **Resolution.** The Board shall take action by way of the adoption of a resolution when the language in a statute, or other legal requirement, indicates or states that action by the adoption of a resolution is required. In the absence of such requirement, and in the absence of a requirement to take action by way of the adoption of an ordinance, the Board may choose to act by way of a resolution when the Board, by majority action, determines that it desires to do so because of the importance or significance of the subject matter being considered. All resolutions shall be signed by the President and attested by the District Secretary unless otherwise specified by regulation or directed by the Board. The District Secretary, pursuant to Mesa Water’s Records Retention Schedule, shall keep all original resolutions on file.

d) **Motion.** The Board may choose to take action by way of a motion in the absence of a requirement to take action by way of an ordinance or resolution.

e) **Consensus of the Board.** In the absence of a requirement to take action by way of an ordinance, resolution, or motion, the Board may choose to take action on
informal or procedural matters by way of consensus of the Board. If consensus of the Board cannot be reached in a matter, the Board may decide the matter by motion of the Board.

f) **Proclamation.** Proclamations may be used by the Board to recognize a public agency, individual(s) or staff for distinguished service or special achievement, unless the Board chooses to perform the recognition by adoption of a resolution. Proclamations shall be approved by motion of the Board and unless directed otherwise by the Board, shall be signed by all Directors of the Board.

g) **Letters from the Board.** The Board of Directors may direct staff to prepare letters on their behalf. The Board may adopt policy positions, which may be updated from time to time. The President is authorized to sign letters on approved policy positions as well as congratulatory letters on behalf of the Board. For all other letters, the Board shall indicate its preference on the content and whether the letter shall require Board approval prior to distribution. Unless specifically directed by the Board, the President or Acting President of the Board shall sign all letters from the Board. Directors shall receive a copy of all letters from the Board prepared pursuant to this subsection.

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III. Election of Board Officers:

a) General Requirements. Within 30 days after taking office following each general election (conducted in November of even-numbered years), the Directors shall elect one of its members as President of the Board and one of its members as Vice President.

b) Conducting the Election. The process of conducting the election of Board officers shall be performed by the District Secretary during a regular or adjourned regular meeting of the Board. Unless otherwise directed by the Board, the election shall be the first item of business considered by the Board at such meeting. The general procedural steps for conducting the election of Board officers shall include the following:

1. The current President turns the meeting over to the District Secretary.
2. The District Secretary describes the process to be followed.
3. The District Secretary calls for nominations and seconds for the office of President.
4. The District Secretary continues the call for nominations for President until there are no further nominations.
5. The District Secretary accepts a roll call vote on the first nomination placed for the office of President.
6. If the vote on the first nomination fails to receive a majority, the District Secretary continues to accept roll call votes on each of the nominations placed for the office of President, in the order of the placement of the nominations, until a majority vote is attained and a new President is elected by a majority vote.
7. The District Secretary repeats the call for nominations and accepts roll call votes, in the order of the placement of such nominations, for the office of Vice President until a new Vice President is elected.
8. The District Secretary declares the election of Board officers complete and turns the meeting over to the newly elected Board President. In the absence of the newly elected Board President, the District Secretary turns the meeting over to the newly elected Vice President.

c) Term of Office. The term of office for each of the newly elected officers of the Board is on every even-numbered year for a two year term and begins as soon as the District Secretary declares the election complete. The newly elected President, or in the absence of the newly elected President the newly elected Vice President, may assume the function of the presiding officer at the conclusion of the election, or may ask the Immediate Past President to act as presiding officer for the remainder of the Board meeting.

Should the need arise, the Board at any time, with a majority vote, may agendize and reconsider the selection or term of the Board officers.
d) **Duties.** The President shall serve as the official Mesa Water® Board representative and he/she shall also have the authority to delegate such responsibility. In the absence of the President, the Vice President will act in the official capacity of the President. The Immediate Past President will assume the role in the absence of the Vice President.

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IV. COMMITTEE APPOINTMENTS:

a) General Committee Information. The Board has formed certain committees in order to manage the flow of information, devote specific attention to particular matters, and more efficiently employ the available time of each Director. Pursuant to the requirements of the Brown Act, Board committees shall fall into one of two categories, Standing Committee or Ad Hoc Committee.

b) Standing Committees. A Standing Committee shall be a committee of long-term standing with continuing subject matter jurisdiction assigned by the Board. The Board reserves its right to form or dissolve Standing Committees by action of the Board. Standing Committees shall comply with the requirements of the Brown Act.

c) Ad Hoc Committees. An Ad Hoc Committee shall be a committee formed for a limited purpose and for a limited time, which shall not meet on a designated schedule. Pursuant to Government Code Section 54952 Ad Hoc Committees shall not be subject to the requirements of the Brown Act.

d) Formation and Dissolution of Committees. The Board reserves its right to form or dissolve Standing Committees by action of the Board. The President of the Board shall appoint Directors to each committee. The appointments shall consist of the Chair of the committee and a regular member of the committee. The President may appoint one or more alternates to the committee. The appointment of Directors to committees shall be subject to confirmation or override by a vote of a majority of the Board. The Board cannot require one of its members to attend a committee meeting.

Committee meetings will be noticed Board meetings and held as joint meetings of the Committee and entire Board. All members of the Board may attend and participate in the discussion. Items recommended for approval at the new Committee format meetings are then placed on the Consent Calendar at the next Board meeting. Each Committee has designated Committee members, and other members of the Board are designated alternate Committee members. If less than a quorum of the full Board is in attendance, the Board meeting will be adjourned due to a lack of a quorum and such meeting may proceed as a meeting of the Committee with those Committee members and alternate members in attendance acting as such Committee. The Executive Committee is excluded from this Committee format.

e) Committee Meeting Schedule. It is the policy of the Board that the Directors appointed to a committee shall determine the committee meeting schedule and location.

f) Order of Business. The following shall be the general order of business for Standing Committees:
1. Action Items
2. Discussion Items
3. Standing Items
4. Information Items

The Directors appointed to an Ad Hoc Committee shall establish the general order of business for the committee.

g) Agenda Items. Items of business shall support the Board’s advance schedule of agenda topics, support the Board assigned responsibilities of the committee, and fulfill the direction of the Board.

h) 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 Standing Committee meetings of the Board at Mesa Water’s business office located at 1965 Placentia Avenue, Costa Mesa, California.

i) Committee Talking Points. Talking Points will constitute as minutes of the Committee meeting.

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V. LIAISON APPOINTMENTS:

a) General Information. Mesa Water's Board has determined that it is essential to develop and maintain strong working relationships and communications with various agencies, including other water agencies, and water-related and government organizations for the purpose of promoting its mission. In an effort to develop and maintain essential relationships, Directors are appointed as liaison representatives to various agencies and organizations. Liaison representatives are responsible for conveying information from agencies and organizations to Mesa Water's Board, and on behalf of Mesa Water's Board, conveying information to such agencies and organizations.

b) Formation and Dissolution of Liaison Assignments. The Board reserves the right to form or dissolve Liaison assignments by action of the Board.

c) Liaison Reports to the Board. Reports should have relevance to Mesa Water and be provided to the Board at the next Board meeting following the attendance of a liaison meeting.

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VI. ELECTION POLICY:

a) **General Information.** Mesa Water's service area consists of five political Divisions; each Division is represented by a Director elected by the voters within that Division.

In accordance with Elections Code Section 23302.1 and a Mesa Water® resolution, Mesa Water® holds its election for Directors on the same day as the statewide general election held on the first Tuesday after the first Monday in November of even-numbered years.

Directors for Divisions 4 and 5 are elected concurrently, beginning in 1990 and every four years thereafter, and the Directors for Divisions 1, 2 and 3 are elected concurrently, beginning in 1992 and every four years thereafter.

b) **Term of Office.** In accordance with Water Code Section 30502, the term of office of each Director, other than Directors first elected or Directors appointed to fill an unexpired term, shall be four years.

If an incumbent Director is unchallenged in an election, the Orange County Board of Supervisors appoints the Director to a new term. Appointed Directors and elected Directors shall take office at noon on the first Friday in December following the general election. Prior to taking office, each elected Director shall take the official oath, which shall be administered by the District Secretary.

c) **Vacancy between Elections.** In accordance with Water Code Section 30508 and Government Code 1770, Mesa Water's Board may appoint a new Director to fill a vacancy on the Board. If the vacancy is allowed to exist for more than 60 days, the Orange County Board of Supervisors becomes the appointing authority.

d) **Division Boundaries.** Pursuant to Water Code Section 30734, the Board may at any time, but not less than 85 days before a general election, by resolution change the boundaries of the divisions to keep them nearly as equal in population size as practicable.

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VII. REQUESTS FOR INFORMATION AND ASSIGNMENTS TO STAFF:

a) **General Information.** The Board has adopted a resolution that provides for the delegation of authority to the General Manager. The resolution defines the authority and duties of the General Manager, which includes the authority to prescribe the duties of Mesa Water® staff.

b) **Assignments to the General Manager.** Other than minor requests for information or assistance, Directors shall endeavor to provide direction, assignments, and requests for information to the General Manager through the Board. The Board may consider established policies and priorities and may direct the General Manager accordingly.

c) **Staff Assistance.** To ensure efficient allocation of resources, Directors shall request information or assistance from staff through the General Manager. The General Manager shall review the request and shall allocate appropriate resources. Should sufficient resources be unavailable, or should the request conflict with other Board direction or policies, the matter shall be presented to, discussed, and decided by the Board.

d) **Copies of Information.** The Board shall specify at the time of request to the General Manager, whether information requested shall be provided to the entire Board, and the manner in which the information shall be provided.

Should the General Manager receive a direct request for information from a Director, the General Manager shall either provide the information to the entire Board, or shall inform the other Directors of the request and provide the information to them upon request.

Board committee members shall specify at the time of request to the General Manager, whether a request for information related to a committee item shall be provided to the entire Board. If the information is to be provided to the entire Board, the committee members shall specify the manner in which the information will be provided. Any board member may receive any information provided to any board or committee member.
VIII. POLICY AND PLANNING DOCUMENTS:

a) General Information. Mesa Water® maintains various policy and planning documents that the Board has determined it shall review and approve on a regular basis. There are additional policies and planning documents that the Board has determined it shall review and approve when the policy or document is revised or updated to meet Mesa Water's current needs. The Board reserves the right to review any policies and documents it determines is appropriate.

b) Fiscal Year Budget. Annually the General Manager shall present a fiscal year budget to the Board. The Board may review the budget and may by motion, approve the proposed revenues and expenditures for the succeeding fiscal year. The Board may by motion make any modifications to the proposed expenditures and revenues it deems necessary or desirable.

c) Statement of Investment Policy. Annually the General Manager shall review the resolution delegating authority to the Treasurer/Auditor and shall present the Statement of Investment Policy to the Board for consideration. Upon consideration, the Board may revise or reaffirm the delegation of authority to the Treasurer/Auditor and may revise or reaffirm the Statement of Investment Policy.

d) Fees and Charges for Miscellaneous Services. Annually, or more frequently as determined by the Board, the Board may review the resolution regarding fees and charges for miscellaneous services and may adjust any fees and charges to recover the fair cost of providing such services.

e) Establishing Financial Policies and Guidelines in Establishing Rates. Beginning in November 2002, and at least once every five years, the Board shall review the resolution establishing financial policies and guidelines for establishing rates for water services.


g) Standard Specifications and Standard Drawings for the Construction of Mesa Water® Water Facilities (Standards). Standards are prepared and provided to contractors as a means of communicating Mesa Water's requirements for the construction of water facilities within its service area. Revisions to the Standards shall be reviewed and approved by motion of the Board.

h) Rules and Regulations for Water Service. In accordance with Water Code Section 31024, the Board establishes rules and regulations for the sale, distribution, and use of water. The Rules and Regulations are periodically reviewed and if necessary revised. The Board, through the adoption of a resolution, shall approve revisions to the Rules and Regulations.
i) **Employee Rules and Regulations.** The Board establishes rules and regulations for Mesa Water® staff. The Board, through the adoption of a resolution, shall approve additions, deletions, amendments, and other changes to the Employee Rules and Regulations.

j) **Water System Master Plan.** The Water System Master Plan is a report that provides guidance for the orderly expansion and improvement of infrastructure, specifically production, treatment, transmission, distribution, and storage systems. Updates to the Water System Master Plan shall be reviewed periodically and approved by motion of the Board.

k) **Communications Strategic Plan.** The Communications Strategic Plan (Plan) address strategies to ensure a consistent, unified, and open approach to both internal and external communications. Revisions to the Plan shall be reviewed and approved by motion of the Board.

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IX. **DIRECTORS' COMPENSATION AND BENEFITS:**

a) **Compensation.** Pursuant to Water Code Section 30507 Directors shall receive compensation for each day’s service rendered as a member of the Board, by request of the Board.

The Board periodically reviews the amount of compensation to Directors and adjusts it pursuant to Water Code Sections 20201 and 20202 et seq. Increases in compensation received by members of the Board require the adoption of an ordinance, preceded by a public hearing. Directors may receive compensation for no more than one meeting per each day of service, and the maximum number of days in any calendar month is ten.

b) **Benefits.** The Board determines benefits provided for its members after consideration of appropriateness, eligibility, and cost of participation. Such programs may be amended from time to time.

By resolution the Board discontinued participation by Directors in Mesa Water's retirement plan.

In accordance with various plan documents, Directors are not eligible to participate in the following benefit programs:

1. Deferred compensation program  
2. Long-term disability program  
3. Flex credit program

c) **Service Awards Program.** A service award program has been created to recognize each Director for their commitment and service to the Mesa Water® community.

When first elected or appointed to the Board of Directors, a Director shall receive a lapel pin engraved with Mesa Water's logo. Subsequent terms of office shall be recognized with the addition of alternating synthetic blue stones.
X. STANDARDS OF CONDUCT:

  a) **Purpose.** This section is intended to complement Mesa Water’s Conflict of Interest Code and state conflicts of interest laws and to establish the general standards of conduct necessary for the proper and efficient operation of the District.

  b) **Applicability.** The standards of conduct defined herein shall apply to all Directors.

  c) **Misuse of Official Position.** No Director shall use or attempt to use his or her official position with Mesa Water® to secure unwarranted privileges or advantages for himself, herself, or others.

  d) **Disqualification.** A Director, who has or may have, a conflict of interest in a matter which requires action, shall, before the matter is decided, disclose the conflict of interest or the potential conflict of interest, and shall refrain from discussing, debating, acting, or voting upon or otherwise participating in or influencing the decision-making process pertaining to the matter in which the Director has or may have a conflict of interest.

  e) **Confidential Information.** No Director shall willfully disclose to any person, whether or not for personal advantage or profit, any information not generally available to a member of the public, which he or she receives or acquires in the course of and by reason of his or her official duties. No Director shall disclose confidential information that has been acquired by being present in a closed session held pursuant to the Brown Act, to a person not entitled to receive it, unless the Board authorizes disclosure of that confidential information.

  f) **Use of Mesa Water Property and Resources.** Except as specifically authorized, no Director shall use or remove or permit the use or removal of property belonging to Mesa Water®, including vehicles, equipment, telephones, office supplies, and materials for personal convenience or profit. No Director shall request or require any Mesa Water staff to perform services for personal convenience or profit. Each Director must protect and properly use any Mesa Water® asset within his or her control, including information recorded on paper or in electronic form. Directors shall safeguard Mesa Water® property, equipment, monies, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

  g) **Acceptance of Gifts.** No Director shall accept from any person, whether directly or indirectly, any gift, favor, service, employment or offer of employment or any other thing of value which he or she knows or has reason to believe is offered with the intent to influence the performance of public duties and responsibilities.

  h) **Other Employment.** No Director shall accept employment or act as an independent contractor for any private or public interest when that employment or contract work is incompatible or in conflict with the discharge of his or her official duties, or when

Resolution No. 1457: Appendix A

Adopted: March 21, 2015
that employment or contract work may tend to impair his or her objectivity or
independence of judgment in the performance of such duties.

i) Expenses. Directors shall not request compensation or receive expense monies
from Mesa Water® to attend a seminar, convention, conference, or meeting and
then fail to attend said event. If a Director receives an advance of funds for such
attendance, and is unable to attend as planned, the Director shall reimburse Mesa
Water® for the funds advanced.

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ATTACHMENT 1

RESOLUTION NO. XXXX

RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
ADOPTING PROTOCOLS OF THE BOARD OF DIRECTORS
SUPERCEDING RESOLUTION 1428

References

Resolution, Requiring Consolidation of Elections of Governing Members with the Statewide General Election
Resolution, Discontinuing Director Participation in Mesa Water's Retirement Plan
Resolution, Delegation of Authority
Resolution, Rules and Regulations for Water Service
Resolution, Regarding Medical, Dental, and Vision Insurance for Members of the Board of Directors
Resolution, Employee Rules and Regulations
Resolution, Revising the Records Retention Policy
Resolution, Revising Financial Policies and Guidelines for Establishing Rates
Resolution, Delegating Authority Relative to Investment or Reinvestment of Funds, and Providing for a Revised Statement of Investment Policy
Resolution, Miscellaneous Fees and Charges
Resolution, Amending its Conflict of Interest Code
Resolution, Urban Water Management Plan
Ordinance, Director Compensation and Expense Reimbursement

Resolution No. 1457: Attachment 1

Adopted: March 21, 2015
MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: June 7, 2016
SUBJECT: Special Districts Shared Efficiencies Study

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

The General Manager will update the Executive Committee on the Special Districts Shared Efficiencies Study.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.
MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: June 7, 2016
SUBJECT: California Special Districts Association Proposed Bylaws Amendments

RECOMMENDATION

Recommend that the Board of Directors approve support for the amendments to the California Special Districts Association bylaws as presented.

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

None.

DISCUSSION

The California Special Districts Association (CSDA) is conducting an election by mail in order to have its membership vote on the proposed amendments to the association’s bylaws. The proposed amendments have been reviewed and approved by CSDA’s Board of Directors.

Highlights of the proposed amendments include:

- General clean-up to reflect updates and organizational changes over the last two years
- Clarifying language to the CSDA Board nomination and election process to allow for electronic voting
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments

Attached is a redline version of the proposed amendments to the bylaws. The ballot must be received by CSDA by Friday, June 24, 2016 at 5:00 p.m. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2016.

FINANCIAL IMPACT

There is no financial impact for this discussion. The annual membership dues to CSDA are projected at $5,300.

ATTACHMENTS

Attachment A: Letter from CSDA regarding Proposed Bylaws Update
Attachment B: Proposed CSDA Bylaws
MEMORANDUM

DATE: April 29, 2016

TO: California Special Districts Association (CDSA) Voting Members

FROM: Bill Nelson, CDSA Board President
       Neil McCormick, Chief Executive Officer

SUBJECT: Proposed CDSA Bylaws Updates

The CSDA Board of Directors has approved recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:
- General clean-up to reflect updates and organizational changes over the last two years
- Clarifying language to the CSDA Board nomination and election process to allow for electronic voting
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments

The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at www.cdsa.net/bylaws.

As a voting member in good standing, once your district has reviewed the proposed CDSA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

**Completed ballots must be received by Friday, June 24, 2016 at 5:00 PM to be counted.** Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2016.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at charlottel@csda.net or (916) 442-7887.

Thank you for your participation and continued support of CSDA!
Shall the 2016 Proposed CSDA Bylaws Amendments be Adopted?

☐ Yes  ☐ No

CSDA Member District Name:____________________________________________________

Authorized Signature:__________________________________________________________

(Chair or Board President)

View current CSDA Bylaws and proposed new bylaws at csda.net/bylaws
Must be received by June 24, 2016. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

(If you require a hard copy of either of the above listed bylaws or have questions, please call Charlotte Lowe,
CSDA Executive Assistant at (877) 934-CSDA.) If approved, bylaws will become effective July 1, 2016.
BYLAWS
California Special Districts Association

Approved Bylaw Revision Dates:
Revised 1996
Revised 1999
Revised 2004
Revised October 1, 2009
Revised August 2, 2010
Revised August 1, 2011
Revised July 1, 2014
# Table of Contents

## Article I – General
- Section 1. Purpose: ............................................................... 4
- Section 2. CSDA Regions/Networks: ........................................... 4
- Section 3. Principal Office: .................................................... 4

## Article II – Membership
- Section 1. Qualification of Membership: ...................................... 6
- Section 2. Membership Application: ............................................. 6
- Section 3. Membership Dues: ..................................................... 6
- Section 4. Membership Voting: ................................................... 6
- Section 5. Membership Quorum: .................................................. 7
- Section 6. Membership Meetings: ............................................... 7
- Section 7. Termination of Membership: ......................................... 10

## Article III – Directors
- Section 1. Number of Directors: ............................................... 11
- Section 2. Term of Office: ......................................................... 11
- Section 3. Nomination of Directors: ............................................ 11
- Section 4. Election of Directors: .................................................. 11
- Section 5. Event of Tie: ............................................................. 13
- Section 6. Director Vacancy: ....................................................... 13
- Section 7. Director Disqualification: ............................................. 14
- Section 8. Powers of Directors: ................................................... 15

## Article IV – Director Meetings
- Section 1. Place of Meetings: .................................................... 16
- Section 2. Ratification Meeting: .................................................. 16
- Section 3. Organization Meeting: ............................................... 16
- Section 4. Planning Session: ....................................................... 16
- Section 5. Regular Meetings: ...................................................... 16
- Section 6. Special Meetings: ....................................................... 16
- Section 7. Quorum: ................................................................. 16
- Section 8. Board Meetings by Telephone and Electronic Communications: .............................................................. 13
- Section 9. Official Records: ....................................................... 16

## Article V – Officers
- Section 1. Number and Selection: .............................................. 18
- Section 2. Duties of the President: .............................................. 18
- Section 3. Duties of the Vice President: ...................................... 18
- Section 4. Duties of the Secretary: .............................................. 18
- Section 5. Duties of the Treasurer: ............................................. 18
- Section 6. Disbursement of Funds: ............................................ 18
- Section 7. Removal of Officers: .................................................. 18

## Article VI – Committees
- Section 1. ................................................................. 20

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DRAFT CSDA Bylaws Updates - 2016  Page 2
Section 1. Committee Structure: .................................................................................... 202016
Section 2. Committee Actions: .................................................................................... 202016
Section 3. Committee Meetings: ................................................................................... 202016
Section 4. Standing Committees: .................................................................................. 212117
Section 5. Ad Hoc Committees: ................................................................................... 222218
Section 6. Special Committee of the Board: ................................................................. 222218

ARTICLE VII – INDEMNIFICATION .............................................................................. 232319
   Section 1. Right of Indemnity: ................................................................................... 232319
   Section 2. Approval of Indemnity: ............................................................................. 232319
   Section 3. Insurance: ............................................................................................... 232319
   Section 4. Liability: ................................................................................................. 232319

ARTICLE VIII – LOCAL AFFILIATED CHAPTERS................................................................. 242420
   Section 1. Purpose: ................................................................................................... 242420
   Section 2. Organization: .......................................................................................... 242420
   Section 3. Rules, Regulations and Meetings: ............................................................. 242420
   Section 4. Financing of Local Affiliated Chapters: ................................................... 242420
   Section 5. Legislative Program Participation: ............................................................. 252520

ARTICLE IX – AMENDMENTS TO THE BYLAWS................................................................. 262621
   Section 1. Amendment Proposals: .......................................................................... 262621
   Section 2. Amendment Membership Meeting: ......................................................... 262621
   Section 3. Mailed Written Bylaws Amendment Ballot: ........................................... 262621
   Section 4. Bylaws Amendment Ratification: .............................................................. 272721

EXHIBIT A.............................................................................................................................. 282822
ARTICLE I – GENERAL

Section 1. Purpose:

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (CSDA), CSDA will provide outreach, education, and member services, and shall generate legislative advocacy for member interests. CSDA will interact with the government associations and groups that support or oppose its membership’s interests.

Section 2. CSDA Regions/Networks:

The state of California shall be divided along county boundaries into six voting regions/networks. The areas of the regions/networks have been determined by the Board of Directors of CSDA.

Exhibit A……….Map of the six (6) regions/networks of CSDA.

Section 3. Principal Office:

The principal business office of CSDA shall be located in Sacramento, California.
ARTICLE II – MEMBERSHIP

Section 1. Qualification of Membership:

There may be several classes of membership in CSDA, as determined by the Board of Directors. The following classes have been adopted:

A. **Regular Voting Members:**

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or

2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

B. **Associate Non-Voting Members:**

**Associate members** shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

C. **Business Affiliate Members:**

**Business Affiliate members** shall be those persons or organizations that provide services to special districts and/or have evidenced interest in the purposes and goals of
CSDA. Business Affiliates have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

Section 2. Membership Application:

Application for membership to CSDA will be directed to staff, who will determine if the applicant’s interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board. Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws.

Section 3. Membership Dues:

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

Section 4. Membership Voting:

Matters to be voted upon by the membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which proper notice was given by CSDA may be voted upon.

A. Voting Designee:

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate, by resolution, one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board member or managerial employee of the member regular voting member.

B. Voting Authorization:

Those regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing shall be entitled to one vote on all matters brought before the membership for vote at any meeting or mail by ballot.

Section 5. Membership Quorum:

A. Meeting Quorum:

Twenty-five voting designees, as defined in Article II, Section 4, officially designated by each regular voting member present at any annual or special meeting of the CSDA shall constitute a quorum. Absentee ballots shall not be accepted. No regular voting member shall have the right to vote by means of an absentee or proxy ballot.

B. Mailed or Electronic Ballot Quorum:

Mail ballots or electronic ballots received from 25 voting designees officially designated by each regular voting member shall constitute a quorum.
be entitled to one vote. No regular voting member shall have the right to vote by means of a proxy.

Section 6. Membership Meetings:

A. Annual Business Meeting:

The annual business meeting of the members shall be held at the Annual CSDA Conference at such time and place as determined by the Board of Directors. Written notice of the annual business meeting distributed by mail or electronically shall include all matters that the Board intends to present for action and vote by the members.

Written notice of any annual meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least 45 days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.

B. Special Meetings:

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or by a majority of at least a quorum of the members (25 members). Written notice shall include all matters the Board of Directors intends to present for action and vote by the members. Such a special meeting may be called by written request, specifying the general nature of the business proposed to be transacted and addressed to the attention of and submitted to the President of the Board. The President shall direct the Chief Executive Officer to cause notice to be given promptly to the members stating that a special meeting will be held at a specific time and date fixed by the Board. No business other than the business that was set forth in the notice of the special meeting may be transacted at a special meeting.

Written notice of any special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least ten days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters intended to be presented for action and vote by the members.

C. Notice of Meetings:

Whenever members are permitted to take any action at any annual or special meeting, written notice of the meeting distributed by mail or electronically shall be given to each member entitled to vote at that meeting. The notice shall specify the place, date and hour of the meeting, and the means of electronic transmission or electronic video screen communication to be utilized by and between CSDA and its members, if any, by which members may participate in the meeting. For the Annual Membership Meeting, the notice shall state the matters that the Board intends to present for action by the members. For a special meeting the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.
1. Notice Requirements. Written notice of any annual membership meeting shall be given at least 45 days before the meeting date either personally, by first class registered or certified mail, or by electronic transmission.

2. Electronic Notice. Notice given by electronic transmission by CSDA shall be valid if delivered by either (a) facsimile telecommunication or electronic mail when directed to the facsimile number or electronic mail address for that main contact member on record with CSDA; (b) posting on an electronic message board or network that CSDA has designated for such communications, together with a separate electronic notice to each member of the posting; or (c) any other means of electronic communication. Such electronic transmission must be directed to a member which has provided to CSDA an unrevoked consent to the use of electronic transmission for such communications. The method of electronic communication utilized must create a record that is capable of retention, retrieval and review by CSDA.

All such electronic transmissions shall include a written statement that each member receiving such communication has the right to have the notice provided in non-electronic form. Any member may withdraw its consent to receive electronic transmissions in the place of written communications by providing written notice to CSDA of such withdrawal of consent.

Notice shall not be given by electronic transmission by CSDA if CSDA is unable to deliver two (2) consecutive notices to a member by that means, or otherwise becomes aware of the fact that the member cannot receive electronic communications.

D. Electronic Meetings:

Members not physically present in person at either an annual or special meeting of members may participate in such a meeting by electronic transmission or by electronic video screen communication by and between such members and CSDA. Any eligible member participating in a meeting electronically shall be deemed present in person and eligible to vote at such a meeting, whether that meeting is to be held at a designated place, conducted entirely by means of electronic transmission, or conducted in part by electronic communication between CSDA and those members who are not capable of being physically present at such designated meeting place.

Annual and special meetings of the members may be conducted in whole or in part by electronic transmission or by electronic video screen communication by and between CSDA and its members if all of the following criteria are satisfied: (1) CSDA implements reasonable procedures to provide members participating by means of electronic communication a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to hear the proceedings of the meeting including comments of members participating in person substantially concurrent with such proceedings; and (2) any votes cast by a member by means of electronic communication by and between CSDA and a member must be recorded and maintained in the minutes by CSDA.

C. Mail Ballot:

The Board of Directors may at its discretion authorize the voting upon any issue, by written ballot mailed to each regular voting member in good standing. Such ballot shall...
be mailed by first class mail, at least 45 days in advance of the date the CSDA has designated for the return of the ballot by each member to CSDA.

E. Majority Vote:

A majority of votes cast or ballots received shall be necessary to carry any matter voted upon, provided a quorum of members has voted in person or by mail ballot. Voting by proxy shall not be allowed. Any matter submitted to the membership for action or approval shall constitute the action or approval of the members only when: (1) the number of votes cast by regular voting members present at the meeting equals or exceeds the quorum requirement of 25 registered voters; and (2) the number of votes approving the action or proposal equals or exceeds a majority (50% plus one) of the regular voting members present and casting votes on the issue.

F. Solicitation of Written Ballots from Members:

All solicitations of votes by written ballot, whether by means of electronic communication or first class mail, shall: (1) state the number of returned ballots needed to meet the quorum requirement (25 returned ballots); (2) state, with respect to returned ballots other than for election of directors, that the majority of returned ballots must indicate approval of each measure in order to adopt such measure; and (3) specify the time by which the written ballot must be received by CSDA in order to be counted. Each written ballot so distributed shall: (1) set forth the proposed action; (2) give members an opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable time in which to return the ballots to CSDA either electronically or by first class mail.

Each written ballot distributed by first class mail shall be mailed to each regular voting member at least 45 days in advance of the date designated for return of the ballot by each such member to CSDA. Written ballots transmitted electronically to members shall be electronically communicated at least 45 days in advance of the date designated for return of the ballot by each member to CSDA.

G. Return of Ballots:

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA’s designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication from regular voting members after the specified date shall not be counted and shall be invalid.

H. Number of Votes Required for Approval:

Approval by written ballot shall be valid only when (1) the number of votes cast by written ballot either by means of electronic communication or first class mail within the specified time equals or exceeds the quorum required to be present at a meeting authorizing the action (25 votes); and (2) the number of approvals equals or exceeds the number of votes that would be required for approval at a meeting of members, i.e. 50% plus one of those participating members casting written ballots either electronically or by first class mail.
Section 7. Termination of Membership:

Any member delinquent in the payment of dues for a period of three months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for 45 days after said notice, the delinquent member shall automatically cease to be a member of CSDA. CSDA’s Chief Executive Officer may approve special payment arrangements if deemed necessary.

A delinquent member may be restored to membership by making written application to the Board of Directors of the CSDA. Such reinstatement shall be at the discretion of the Board.
ARTICLE III – DIRECTORS

Section 1. Number of Directors:

The authorized number of elected directors to serve on the Board of Directors shall be 18. Each regular voting member agency shall be limited to one seat on the Board.

There shall be three directors elected from each of the six CSDA regions/networks. Directors elected from each of the six regions/networks shall hold staggered three year terms. The three directors serving a term of office from a region/network shall be elected from three different regular voting member agencies located in that region/network.

Section 2. Term of Office:

Directors elected from each of the six regions/networks shall hold staggered three year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three years.

Section 3. Nomination of Directors:

Nomination shall be by region/network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The director nominee shall be a board member of the district or a managerial employee as defined by that district’s Board of Directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member’s Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election. In the event an incumbent does not re-run for his/her seat, the nomination period for that region/network shall be extended by ten days.

The CSDA staff, in conjunction with the Elections and Bylaw Committee, will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each region/network’s qualified nominees will be submitted by mail or electronic ballot, to that region/network’s regular voting membership for election pursuant to Article III, Section 4.

Section 4. Election of Directors:

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections. The Committee may enforce any regulation in order to facilitate the conduct of said elections. Voting for directors shall be by the regular voting members from the region/network from which they are nominated.

The Election and Bylaws Committee shall meet each year to review, with staff, the regions/networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the official date for the nomination requests to be received at the CSDA office, and set the date of the election.

A. Written Notice:
Written notice requesting nominations of candidates for election to the Board of Directors shall be sent by first class mail or electronically to each regular voting member in good standing on the date specified by the Election and Bylaws Committee, which shall be at least 120 days prior to the election. The nominations must be received either by mail or electronically by CSDA before the established deadline which shall be no later than 60 days prior to the election. Nominations received after the deadline date shall be deemed invalid.

B. Balloting and Election:

Voting for directors shall be by written ballot distributed by mail or by electronic transmission by CSDA directly or via third-party to members eligible to vote in each network.

After the nomination period for directors is closed, a written mailed ballot specifying the certified nominees in each region/network shall be distributed by first class mail or electronically to each regular voting member in that region/network by first class mail. Each such regular member in good standing in each region/network shall be entitled to cast one vote for each of that region/network’s open seats on the Board.

The ballot for each region/network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a region/network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed or electronically transmitted. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each region/network were mailed a ballot, either by first class mail or by electronic transmission. The form of written ballot and any related materials sent by electronic transmission by CSDA and completed ballots returned to CSDA by electronic transmission by participating members must comply with all of the requirements of Article II, Section 6.F-H of these Bylaws. If a member does not consent to electronic communication for balloting purposes, a form of written ballot will be mailed to such participating member no later than 45 days prior to the date scheduled for such election. All written ballots shall indicate that each participating member may return the ballot by electronic communication or first class mail.

All solicitations of votes by written ballot shall: (1) state the number of returned ballots needed to meet the quorum requirement (25); (2) state, with respect to ballots for election of directors, that those nominees receiving the highest number of votes for each Board position subject to election will be certified as elected to that Board position.

Election of a nominee to a Board position shall be valid only when: (1) the number of votes cast by written ballot, transmitted either electronically or by first class mail, within the time specified, equals or exceeds the quorum required to be present at a meeting of members authorized in such action (25); and (2) the number of written ballots approving the election of a nominee must be the highest number of votes cast for each Board position subject to election as would be required for an election of a nominee at a meeting of the members.

Written ballots shall be returned either by first class mail or by electronic mail communication to either the principal business address of CSDA or CSDA’s designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the
designated election date, which shall be at least 45 days prior to the Annual Conference. Written ballots received either by first class mail or electronic communication after the specified date shall be invalid and shall not be counted.

All written ballots received by mail shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee. All electronic ballots will be prepared, distributed, authenticated, received, tabulated, and kept secure and confidential.

Section 5. Event of Tie:

In the event of a tie vote, a supplemental mail written ballot containing only the names of those candidates receiving the same number of votes shall be distributed either by first class mail or electronically to each regular voting member in the region/network where the tie vote occurred.

Those mail written ballots received by mail or electronically prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental mail written ballots received after the designated date whether by first class mail or electronically shall be deemed invalid. All written ballots received either by mail or electronically shall remain sealed as provided in Article III, Section 4.B of these Bylaws until opened in the presence of the Committee chair or his/her designee.

In the event the supplemental mail written ballot also results in a tie vote, the successful candidate will be chosen by a drawing by lot.

Section 6. Director Vacancy:

In the event of a director vacating his/her seat on the Board of Directors, an individual who meets the qualifications as specified in these Bylaws may be appointed or elected to complete the director’s unexpired term.

A. Two or Three Vacant Seats in the Same Region/Network:

In the event more than one seat on the CSDA Board of Directors in any one region/network is vacant at the same time, such vacancies shall be filled by election. A mail written ballot shall be prepared; listing all nominees for that region/network accepted and approved by CSDA and distributed to each regular voting member in each such network either by first class mail or by electronic communication pursuant to the provisions of Article III, Section 4.A and B of these Bylaws.

Regular members of each region/network shall be entitled to cast one vote for each open seat in that region/network by returning a completed written ballot to CSDA either by first class mail or by electronic communication. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

B. Vacancy Before Nomination Period
In the event of a vacancy occurring “before” the nomination period, at the discretion of the CSDA Board, the vacancy may be filled by appointment or special election.

Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the network in which the vacancy occurred. The network’s existing directors sitting on the CSDA Board shall interview all interested candidates of that network and bring a recommendation to the CSDA Board of Directors for consideration. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Should the CSDA Board choose to fill the vacancy by special election, written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in good standing in the network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

B.C. Vacancy During Nomination Period:

In the event of a vacancy occurring “during” the nomination period, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in the region/network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the mail written ballot for election in that region/network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

C.D. Vacancy After Nomination Period:

In the event of a vacancy occurring “after” the nomination period has closed, at the discretion of the CSDA Board, the vacancy may remain unfulfilled until the next regularly scheduled election or may be filled by appointment. Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the region/network in which the vacancy occurred.

The region’s/network’s existing directors sitting on the CSDA Board shall interview all interested candidates of that region/network and bring a recommendation to the CSDA Board of Directors. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Section 7. Director Disqualification:

A. A director shall become disqualified from further service upon the occurrence of the following:

A director’s district is no longer a member of CSDA; a director is no longer a board member or an employee of a member district; and/or a director shall resign.
Any officer or director may resign at any time by giving written notice to the President or CEO. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director is unexcused and fails to attend three consecutive meetings of the Board.

Section 8. Powers of Directors:

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.
ARTICLE IV – DIRECTOR MEETINGS

Section 1. Place of Meetings:

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine.

Section 2. Ratification Meeting:

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of CSDA.

Section 3. Organization Meeting:

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of CSDA.

Section 4. Planning Session:

As directed by the Board of Directors, a special Strategic Planning Meeting shall be held to review and evaluate the plans, policies and activities related to the business interests of CSDA.

Section 5. Regular Meetings:

The dates of the regular meetings of the Board of Directors shall be ratified at the last Board meeting of the previous year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

Section 6. Special Meetings:

A special meeting of the Board of Directors, for any purpose, may be called at any time by the President or by any group of seven directors or as described in Article II, Section 6.B.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the directors, or sent by written or electronic communication. All written notices shall be sent at least ten days prior to the special meeting and electronic notices at least five days prior.

Section 7. Quorum:

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten directors. A majority vote among at least ten directors present at a duly noticed meeting shall constitute action of the Board of Directors.

Section 8. Board Meetings by Telephone and Electronic Communications:
Any Board meeting may be held by conference telephone, video screen communication or other electronic communications equipment. Participation in such a meeting under this Section shall constitute presence in person at the meeting if both of the following apply: (a) each Board member participating in the meeting can communicate concurrently with all other Board members; and (b) each member of the Board is provided a means of participating in all matters before the Board, including the capacity to propose or interpose an objection to a specific action to be taken by CSDA, and the capacity to vote on any proposal requiring action of the Board.

**Section 98. Official Records:**

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA.
ARTICLE V – OFFICERS

Section 1. Number and Selection:

The officers of CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the then current members of the Board of Directors without reference to regions/networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve without compensation.

Each shall hold office for the term of one year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

Section 2. Duties of the President:

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President shall appoint committee chairs and vice-chairs and members of the Standing Committees, subject to confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

Section 3. Duties of the Vice President:

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be an ex-officio member of all of the Standing Committees.

Section 4. Duties of the Secretary:

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of CSDA.

A list of the membership of CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.
The Secretary or designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 5. Duties of the Treasurer:

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or designee, shall disburse, or cause to be disbursed by persons as authorized by resolution of the Board of Directors, the funds of CSDA, as ordered by the Board of Directors.

The Treasurer or designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or designee shall, after the close of the fiscal year of CSDA, cause an annual audit of the financial condition of CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 6. Disbursement of Funds:

No funds shall be disbursed by CSDA unless a check, draft or other evidence of such disbursement has been executed on behalf of CSDA by persons authorized by resolution of the Board of Directors.

Section 7. Removal of Officers:

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.
ARTICLE VI – COMMITTEES

Section 1. Committee Structure:

Each committee shall have a chair and a vice-chair who shall be directors of the Board of Directors. Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or Business Affiliate members.

Section 2. Committee Actions:

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept and each committee shall present a report to the Board of Directors at each scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law

No committee may: Fill vacancies on the Board of Directors or on any committee that has authority of the Board; create any other committees of the Board or appoint the members of the committees of the Board.

No committee may fix compensation of the directors for serving on the Board or on any committee; expend corporate funds to support a nominee for director; or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.

No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

Section 3. Committee Meetings:

Meetings of the committees of CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

Written notice of any regular or special committee meeting may be given either personally, by first class mail, or by electronic transmission as specified in Article II, Section 6.C.2 of these Bylaws. Any committee meeting may also be held by conference telephone, video screen communication or other electronic communication equipment. Participation in such a meeting under this Section shall constitute presence in person at the committee meeting if both of the
following apply: (a) each committee member participating in the meeting can communicate concurrently with all other committee members; and (b) each member of the committee is provided a means of participating in all matters before the committee, including the capacity to propose or interpose an objection to a specific action to be taken by that committee, and the capacity to vote on any proposal requiring action or recommendation by the committee.

Section 4. Standing Committees:

Standing Committees of CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Member Services and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

A. Executive Committee:

The Executive Committee shall consist of all officers of CSDA. Members shall include the President, Vice President, Secretary, Treasurer and the Immediate Past President of CSDA. If the Immediate Past President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served as President in the past, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

B. Professional Development Committee:

The Professional Development Committee shall provide advice, feedback and general guidance for plan, organize and direct CSDA professional development programs and events.

C. Election and Bylaws Committee:

The Election and Bylaws Committee shall be responsible for conducting all elections for the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

D. Finance Corporation Committee:

The Finance Corporation Committee shall serve as the Board of Directors of the CSDA Finance Corporation a California non-profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by
this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation’s operations, and to enter into all contracts necessary to provide financial assistance to CSDA members.

E. **Fiscal Committee:**

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be reviewed by the committee and ratified by the Board of Directors.

F. **Legislative Committee:**

The Legislative Committee shall be responsible for the development of CSDA’s legislative agenda. The Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Department with legislative and public policy issues.

G. **Member Services Committee:**

The Member Services Committee shall be responsible for recruitment and recommendation of new members to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

H. **Audit Committee:**

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Directors approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

**Section 5. Ad Hoc Committees:**

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, or members of the public, as approved by the Board of Directors.

**Section 6. Special Committee of the Board:**

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two or more directors, but less than a quorum of the Board of Directors.
ARTICLE VII – INDEMNIFICATION

Section 1. Right of Indemnity:

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity:

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

Section 3. Insurance:

The CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer’s, director’s, employee’s, or agent’s status as such.

Section 4. Liability:

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA’s creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA’s assets for payment.
ARTICLE VIII – LOCAL CHAPTERS

AFFILIATED CHAPTERS

Section 1. Purpose:

The purpose of local-affiliated chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The local-affiliated chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA’s Board of Directors.

Section 2. Organization:

The regular voting members of CSDA are encouraged to create and establish local-affiliated chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011, including but not limited to the following chapters must have at least one CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. Such existing chapters may include as members local organizations, districts and professionals who are not members of CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members be current members of CSDA in order to be a chapter affiliate of CSDA. Such local chapters may include members of local organizations and professionals who are not members of CSDA.

Local-Affiliated chapters shall be determined to be affiliates of the CSDA upon approval and execution of the Chapter Affiliation Agreement by the local chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its local-affiliated chapters shall not become or be deemed to be partners or joint ventures with each other by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

Section 3. Rules, Regulations and Meetings:

Each local-affiliated chapter shall adopt such rules and regulations, meeting place and times as the membership of such local-affiliated chapter may decide by majority vote. Rules and regulations of the local-affiliated chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of CSDA.

Section 4. Financing of Local Affiliated Chapters:
No part of CSDA’s funds shall be used for the operation of the local affiliate chapters. CSDA is not responsible for the debts, obligations, acts or omissions of the local affiliate chapters.

Section 5. Legislative Program Participation:

Local Affiliate chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist CSDA in the distribution of information to their members.
ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1. Amendment Proposals:

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon resolution approval by of the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by CSDA, at a specially called meeting, or by a mailed or electronic ballot.

Section 2. Amendment Membership Meeting:

Prior notice in writing of the proposed amendment/s to these Bylaws shall be given either by first class mail or by electronic transmission by the Board of Directors to the regular voting members in good standing, not later than 45 days in advance of the amendment meeting pursuant to the provisions of Article II, Section 6.C of these Bylaws. The electronic notice shall include copies of the proposed amendments.

Electronic copies of the proposed amendment/s shall also be available on the CSDA website for review by the regular voting members prior to the meeting. Copies of the proposed amendments shall also be available for the regular voting members at the amendment membership meeting.

The amendment membership meeting may be conducted as an electronic meeting pursuant to the provisions of Article II, Section 6.D of these Bylaws.

Section 3. Mailed Written Bylaw Amendment Ballot:

The Board of Directors of CSDA may submit Bylaw amendments for approval of regular voting members by mail or electronic ballot rather than by means of an amendment membership meeting.

When a mailed written ballot is utilized to amend these Bylaws, the ballot shall include the text of all proposed Bylaw amendments and matters the Board of Directors intends to present for action and vote by the members. Such written ballot shall contain the information specified in Article II, Section 6.F of these Bylaws and shall be mailed distributed by CSDA to all regular voting members either by first class mail or by electronic transmission at least 45 days in advance of the date designated for return of the ballot. The ballot shall be mailed by first class mail, not later than 45 days in advance of the date CSDA has designated for the receipt of the ballot.

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA’s designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication after the specified date shall not be counted and will be deemed invalid. The amendment ballot must be received by CSDA, no later than the established deadline date and time. Ballots received after the specified deadline will be deemed invalid.
Section 4. Bylaw Amendment Ratification:

A. Membership Meeting:

The proposed Bylaw amendments shall be deemed adopted by the members when the number of votes cast by a majority vote of all regular voting members present at a membership meeting meets or exceeds the required quorum of 25 regular voting members, and the number of votes cast approving the Bylaw amendments constitutes a majority of votes cast, i.e., 50% plus one of regular voting members casting ballots at such meeting, as defined in Article 2, Section 5 of these Bylaws, of the members is present.

B. Mailed or Electronic Ballot:

The proposed Bylaw amendment/s shall be deemed adopted by a majority of the regular voting members by mail or electronic ballot when the provisions of Article II, Section 6.H of these Bylaws have been satisfied, when ballots have been returned by a quorum of the regular voting members, and have been approved by a majority vote of the mail ballots returned.
MEMORANDUM

TO: Executive Committee
FROM: Coleen L. Monteleone, Assistant General Manager
DATE: June 7, 2016
SUBJECT: General Legal Counsel Services RFP

RECOMMENDATION

Recommend that the Board of Directors confirm the General Legal Counsel Services Request for Proposal process.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

At the Board workshop in March 2015, Board directed staff to prepare a Request for Proposal (RFP) for general legal counsel services.

DISCUSSION

Mesa Water® is seeking qualified law firms to serve as contracted General Legal Counsel (Counsel). Counsel’s primary role is to provide expert legal advice to the Board and General Manager. Attendance at a variety of meetings will be required, including Board of Directors’ meetings, workshops, etc., as specified.

Counsel will independently represent Mesa Water® and its Board while also working closely with the General Manager and other designated staff. The selected law firm will be expected to provide a broad range of general legal services, including but not limited to Brown Act compliance, ethics, environmental law, eminent domain, contract law, public works contracts, bidding and construction law, special district operations, legislative and regulatory advocacy, recycled and desalinated water regulation and permitting, operations and procedure of Local Agency Formation Commissions (LAFCO), regulation of groundwater (and associated pumping charges), and general litigation. An operational knowledge of the roles and functions of the Association of California Water Agencies (ACWA), California Department of Water Resources (DWR), State Water Project (SWP), Metropolitan Water District of Southern California (MWD), Municipal Water District of Orange County (MWDOC), Orange County Water District (OCWD), State Water Resources Control Board (SWRCB), Santa Ana Regional Water Quality Control Board (RWQCB) and the SWRCB Drinking Water Division is essential to successfully performing the role of District Counsel.
The successful firm shall possess sufficient resources to ensure that the demands of the District’s legal needs will be met on a timely basis. This relationship will be on a consulting or contractual basis, as opposed to a staff position.

Staff has compiled a list of ten firms that have been retained by local special districts and cities in Orange County, as well as firms that have previously provided special counsel to Mesa Water. If Board is in agreement, these ten firms will be contacted to receive the RFP.

The recommended process is as follows:
- Staff will send the RFP to the firms listed in attachment A
- Upon receipt of proposals staff will review and provide the Board with its rankings
- The Board will provide direction to staff on which firms will be interviewed
- The Board will conduct interviews and make a final selection

Upon confirmation of the process, staff will finalize the schedule for the RFP.

FINANCIAL IMPACT

$300,000 is budgeted in fiscal year 2017; no funds have been spent to date.

ATTACHMENTS

Attachment A: Proposed firms to receive the RFP
Attachment B: Draft general legal counsel services RFP
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<td>18101 Von Karman Ave, Suite 1000</td>
<td>Irvine, CA 92612</td>
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<td>Bowie, Ameson, Wiles, &amp; Giannone</td>
<td>4920 Campus Drive</td>
<td>Newport Beach, CA 92660</td>
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<td>Harper &amp; Burns</td>
<td>453 S. Glassell Street</td>
<td>Orange, CA 92866</td>
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<td>Kidman Law LLP</td>
<td>2030 Main Street, Suite 1300</td>
<td>Irvine, CA 92614</td>
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<tr>
<td>Lagerlof, Senecal, Gosney &amp; Kruse, LLP</td>
<td>301 N. Lake Ave., 10th floor</td>
<td>Pasadena, CA 91101</td>
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<tr>
<td>Meyers Nave</td>
<td>707 Wilshire Blvd.</td>
<td>Los Angeles, CA 90017</td>
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<td>Redwine &amp; Sherrill</td>
<td>1950 Market Street</td>
<td>Riverside, CA 92501</td>
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<td>Rutan &amp; Tucker, LLP</td>
<td>611 Anton Blvd., Suite 1400</td>
<td>Costa Mesa, CA 92626</td>
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<td>Woodruff, Spralin &amp; Smart</td>
<td>555 Anton Blvd. #1200</td>
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Professional Services
Request for Proposal

General Legal Counsel Services

Draft

Date
# Table of Contents

I. Background and Purpose  
   A. Mesa Water® Overview  
   B. Overview of Requested Services  
   C. Schedule  

II. General Information  
   A. Proposal Submittal  
   B. Proposal Schedule  
   C. Inquiries  
   D. Contract and Terms  
   E. Sample Agreement  

III. Proposal Requirements  
   A. General  
   B. Proposal Presentation  
   C. Proposal Format  
   D. Fee Proposal- Separate Sealed Envelope  

IV. Evaluation Criteria and Selection Process  

**Request for Proposal Attachments**  
Appendix A: Professional Services Contract  
Appendix B: Professional Services Agreement Acceptance Forms  
Appendix C. Scope of Work
I. Background and Purpose

Mesa Water District (Mesa Water® and/or District) Board of Directors (Board) is seeking proposals from experienced law firms with a minimum of 10 years of experience representing cities and/or special district water, wastewater and groundwater management agencies. This Request for Proposal (RFP) provides information to enable firms to submit a proposal to provide professional services for the scope of work as detailed in Appendix C.

A. Mesa Water® Overview

Mesa Water®, a special district, was formed on January 1, 1960 as a result of the merger of four water agencies. Mesa Water® employs approximately 55 employees and is governed by a five-member Board of Directors elected by the constituents of five divisions within the service area. One individual from each division is publicly elected to serve a four-year term as a Director. The Board appoints the General Manager, who is responsible for day-to-day operations. The fiscal year 2017 budget expects operating revenues of $33.1 M with $24.5 M of operating revenues. The capital budget includes expenditures of $8.4 M.

Mesa Water’s primary purpose is to manage and deliver water and water-related services to customers within its service area. Mesa Water® distributes water to approximately 23,500 retail accounts (population of over 110,000) in an 18-square mile area, which includes the city of Costa Mesa, parts of Newport Beach, and unincorporated areas of Orange County, including the John Wayne Airport and the Orange County Fair Grounds.

Mesa Water® predominately uses local groundwater, recycled water, and conservation to meet 100% of its demands. Mesa Water® operates clear water wells in the northern part of its service area, and treats amber-tinted water from the deep aquifer from two additional wells at the Mesa Water® Reliability Facility (MWRF). Mesa Water® has two reservoirs that provide approximately 25 million gallons of storage.

B. Overview of Requested Services

Mesa Water seeks qualified law firms to serve as contracted General Legal Counsel (Counsel). The Counsel’s primary role is to provide expert legal advice to the Board and General Manager. Attendance at a variety of meetings will be required, including Board of Directors’ meetings, workshops, etc. as specified.
Counsel will independently represent Mesa Water® and its Board while also working closely with the General Manager and other designated staff. As Counsel, the selected law firm will be expected to provide a broad range of general legal services, including but not limited to Brown Act compliance, ethics, environmental law, eminent domain, contract law, public works contracts, bidding and construction law, special district operations, legislative and regulatory advocacy, recycled and desalinated water regulation and permitting, operations and procedure of Local Agency Formation Commissions (LAFCO), regulation of groundwater (and associated pumping charges), and general litigation. An operational knowledge of the roles and functions of the Association of California Water Agencies (ACWA), California Department of Water Resources (DWR), State Water Project (SWP), Metropolitan Water District of Southern California (MWD), Municipal Water District of Orange County (MWDOC), Orange County Water District (OCWD), State Water Resources Control Board (SWRCB), Santa Ana Regional Water Quality Control Board (RWQCB) and the SWRCB Drinking Water Division is essential to successfully performing the role of District Counsel for Mesa Water. The selected firm will be expected to perform or provide any and all of the tasks as specified.

The successful firm shall possess sufficient resources to ensure that the demands of the District’s legal needs will be met on a timely basis. This relationship will be on a consulting or contractual basis, as opposed to a staff position.

Your firm has been invited to submit a proposal for General Counsel Legal Services.

C. Schedule

The notification to the selected firm is expected to occur on or around XXXX XX 2016. The professional services contract will be for a period of five years with optional renewals as determined by the Board.

End of Section
II. General Information

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

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

A. Proposal Submittal

Submit one original with 15 copies and one electronic copy of the proposal to the address listed below no later than DUE DATE AND TIME. After this date and time proposals will not be accepted and will remain unopened. Faxed proposals will not be accepted. Postmarks will not be accepted in lieu of actual receipt.

The proposed Fee Schedule, as set forth in Section III. D., is to be submitted to the same address, separately from the proposals, in a sealed envelope. Only one copy of the proposed Fee Schedule is required.

Proposals are to be submitted to:

Coleen L. Monteleone
Assistant General Manager
Mesa Water District
1965 Placentia Avenue, Costa Mesa, CA 92627

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

The following proposal timeframe is listed below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFP</td>
<td></td>
</tr>
<tr>
<td>Deadline for Inquiries</td>
<td></td>
</tr>
<tr>
<td>Response to Inquiries</td>
<td></td>
</tr>
<tr>
<td>Proposals Due Date</td>
<td></td>
</tr>
<tr>
<td>Announce Shortlist</td>
<td></td>
</tr>
<tr>
<td>Interviews</td>
<td></td>
</tr>
<tr>
<td>Tentative Date for Award</td>
<td></td>
</tr>
</tbody>
</table>

C. Inquiries

Inquiries regarding this RFP must be requested in writing via email to Coleen Monteleone at coleenm@mesawater.org. The deadline for inquiries is WHEN (date and time).

D. Contract and Terms

Prior to the commencement of services, the selected Firm awarded the contract will be required to execute a Professional Services Agreement (Sample Agreement: Appendix A) between itself and Mesa Water®. The contract shall incorporate the scope of work defined herein and all RFP terms and conditions. Portions of the Firm’s proposal may be considered for inclusion into the scope of work at Mesa Water’s discretion. Insurance coverage requirements are included in the contract.

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

E. Sample Professional Services Agreement

A Sample Professional Services Agreement is attached for review as Appendix A. This agreement is representative of the agreement that the selected firm shall be required to execute upon award of the General Legal Counsel contract. Mesa Water does not make changes to agreement terms and conditions. Submission of your proposal in response to this RFP constitutes your acceptance of all the Terms & Conditions set forth in the Sample Professional Services Agreement.

**Please indicate that the Sample Professional Services Agreement has been reviewed and will be executed with no exceptions, if selected, by signing and dating the Professional Services Agreement Acceptance Form (Appendix B).**

End of Section
III. Proposal Requirements

A. General

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

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

3. Expensive bindings, colored displays, promotional materials, etc., are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

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

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

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

B. Proposal Presentation

1. All proposals must be submitted on 8 ½” x 11” sheets of paper, neatly typed, double-sided, with standard (1 inch) margins and single-spaced with headings, sections, and sub-sections identified appropriately. Font must be at least 12 pt. Each page, including attachments, must be clearly and consecutively numbered at the bottom center of each page.

2. The proposal must include all information requested in Section III. C. (Proposal Contents and Format) and be divided into five (5) sections titled and numbered so as to correlate with the sections therein.

3. One (1) separately sealed Fee Schedule and one (1) original and 15 copies, and one electronic version (PDF or MS Word format on a CD, DVD, or USB Flash Drive) of the complete proposal must be received by the deadline specified in Section II.B - Proposal Schedule.
4. The original and copies of the proposal, and the **separately sealed Fee Schedule** must be in a sealed envelope, container, or package stating the following on the outside:

- Firm Name
- Address
- Telephone Number
- Proposal Title
- Proposal Deadline

5. Hand carried proposals may be delivered to the address documented in Section II-A during normal business hours, Monday through Friday, excluding holidays observed by Mesa Water®. Firms are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer envelope, container, or package used by such service.

**C. Proposal Contents and Format**

Firms must provide the following information, divided and titled to correspond to the following sections:

**Proposal Cover Page**

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

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

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

Section 1. Firm Qualifications and Experience (5 pages max)

This section should establish the firm’s ability to perform the required work to the expectations of Mesa Water®. Narrative should include the firm’s background, including practice areas, length of time in business, number of attorneys, including partners and associates, and location of office that will primarily support the engagement. Areas to focus on include:

- Introduction of the firm
- Strength and stability of firm
- Overview of the firm’s capabilities in scope
- Description of three to five engagements similar to this scope of work that have been completed for public agencies, water districts, non-profit organizations, or private companies. Include the name of the organization, address, name, email, and telephone number for the organization’s point of contact. Note the relevance of each engagement to the objectives of this engagement. Brief descriptions of additional engagement that demonstrate the firm’s track record to perform the required services may be included in tabular format.
- Provide reasoning why the prospective firm would be the best choice for providing services as described in the RFP for Mesa Water®
- Provide a listing of all current or former clients, including pro bono, with real property ownership, residence or principal place of business within the boundaries of Mesa Water District within the last three years
- Provide a list of all public clients for which you or your firm currently provide services under a fee for service basis or on a retainer basis
- Identify any foreseeable or potential conflicts of interest which would result from such representation and the manner in which such conflicts would be resolved
- Identify if the firm or any of the attorneys employed by the firms, have ever been sued by special districts, local governments or other clients for malpractice and/or been the subject of complaints filed with the State Bar or had discipline imposed by the State Bar. Please provide information on the nature of the incident, the date(s)
when the matter began and concluded, and the results of the matter.

- Identify other value-added qualifications or services, if any, which have not been listed in the RFP that you feel Mesa Water® should consider when making its selection. Such services would include those which could be made available to the Board, General Manager or staff at no cost or at a significantly reduced cost.

Section 2. Staff Experience and Availability (10 pages max)

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

- A listing or organizational chart that shows the primary General Legal Counsel and each attorney(s) proposed that are anticipated to play a significant role in ongoing or special legal services to Mesa Water®.

- Biographical resumes of each attorney and a statement that the proposed attorneys are available to perform requested work. Include resumes in Appendix A to the Firm’s proposal, which will not be included in the page count (limit each resume to two (2) pages). Include the biographical sketches for other firm staff that may perform work on behalf of the firm. Resumes should include the following:
  - Legal training and years of practice including date of admission to the California Bar
  - Years of local public sector law practice as a full-time government attorney and/or in a private law office that specializes in the representation of special districts or other public agency clients
  - Knowledge of and experience with California special districts, to include water resource and project planning, rate development and approval and related public sector experience
  - Types of clientele represented and years representing each
  - Litigation experience and demonstration of positive outcomes before a court or in contested administrative agency proceedings
  - Other notable qualifications that would enable the primary and supporting counsel to fulfill the needs of the District

- Current work load for the proposed team members as it relates to the ability to perform this work to the engagement.
Section 3. Understanding of Scope of Work (10 pages max)

The firm should clearly state its understanding of the scope of work. The selected firm must perform all work; proposals to perform only a portion of the work will be deemed nonresponsive and will not be evaluated. Do not simply repeat the scope of work provided in Appendix C. Instead, address the following areas in the proposal:

- Describe the firm’s view of the General Legal Counsel’s role in serving Mesa Water® and its Board of Directors (Board)
- Describe how the firm would establish, develop and maintain an effective working relationship with the Board, General Manager and management staff and other agencies
- Describe how the firm will keep Mesa Water® informed about the status of litigation and other legal matters
- Describe the approach used in estimating the costs/benefits prior to initiating litigation or settling cases in litigation
- Describe how the firm evaluates whether to use an attorney within the firm or if an attorney from another firm should handle a case, provide expert advice or provide other needed services
- Describe the role Counsel should play with the public and media
- Describe the standard time frames for response by primary Counsel to direction and/or inquiry
- Describe the process by which the firm would review past legal issues and issues currently facing the District (i.e. how would the firm get up-to-speed quickly and cost effectively)
- Describe staffing of the firm’s office and include any staffing changes needed should the firm be awarded the contract to provide legal services
- Describe the computer resources and information management systems currently utilized within the firm’s office to ensure rapid and secure exchange of information between the District and Counsel
- Describe the systems or mechanisms that would be established for monthly reporting of the status of projects, requests and litigations
- Describe how the firm tracks and manages legal costs to ensure that expenses can be managed by the District
- The contract for this engagement shall incorporate the scope of work defined in Appendix C. The firm may wish to include options and enhancements to the scope of work for Mesa Water’s consideration. Portions of the firm’s proposal may be considered for
inclusion into the contract Scope of Work at Mesa Water’s discretion.

Appendix A. (of Firm’s Proposal) Resumes of Key Staff

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

Appendix B. (of Firm’s Proposal) Professional Services Agreement Acceptance Form

Include the signed Professional Services Agreement Form from Appendix B of this RFP. Appendix B is not included in the overall page count.

D. Fee Schedule- Separate Sealed Envelope

The Fee Proposal is to be kept separate from the proposal and submitted separately in a sealed envelope. The costs will be reviewed after the contents of the proposals are reviewed and rankings are determined.

Describe your firm’s policies on billing for travel to and from Board meetings and other District events or meetings requiring your firm’s presence. A detailed breakdown of billing rates and expenses should be included in the proposal including: hourly rates by attorney classification (partner, principal, associate, etc.), transportation, paralegal, administrative, overhead, incidentals, etc. and all other items that may be considered billable in the scope of work. The firm shall denote billable fractions of time, including minimum increments, if applicable. Specific hourly billing rates should be noted, if different, based on consultation and attendance at Board meetings (which may occur during the evenings/weekends), court attendance, administrative hearing attendance, etc.

Affidavit of Non-collusion: As part of the response to the RFP, each firm and/or individual submitting a proposal shall include a signed and dated declaration under the penalty of perjury attesting that this proposal is made without collusion with any other person, firm or corporation and that the only person or parties interested as principals are named therein. Further, each firm shall attest that it has not offered any gratuities, favors, or anything of monetary value to any official, employee or agent of the District for the purpose of influencing consideration of this proposal.

End of Section
IV. Evaluation Criteria and Selection Process

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm and Staff Qualifications &amp; Experience</td>
<td>40%</td>
</tr>
<tr>
<td>Company/Staff Availability</td>
<td>10%</td>
</tr>
<tr>
<td>Understanding of Scope of Work to be Performed</td>
<td>40%</td>
</tr>
<tr>
<td>Proposal Quality</td>
<td>10%</td>
</tr>
</tbody>
</table>

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

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

If interviewed, each firm will be expected to respond to a series of questions posed by the Selection Team.

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

The final firm selection will be made by the Board of Directors.

Mesa Water® reserves the right to reject any and all proposals for any reason. Mesa Water® may decide not to proceed, for any reason, with the selection process of General Legal Counsel services if Mesa Water® deems it is in the best interest of the organization not to do so. Mesa Water® shall not be responsible to any of the firms for the cost to prepare its proposal in response to this RFP.

End of Section
Appendix A: Professional Services Contract
See Attached
Appendix B: Professional Services Agreement Acceptance Forms
Appendix B: Professional Services Agreement Acceptance Form

Firm Name: ________________________________________________________

Address: ___________________________________________________________

City ________________________     State ________ Zip Code ______________

Telephone: __________________________     Fax: ________________________

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

Printed name of Authorized Representative:_______________________________

Signature of Authorized Representative: __________________________________

Date: _____________________________
Appendix C Scope of Work

Services to be Provided Regularly

1. Advise on matters of law including, but not limited to, the Brown Act, Government Code, Public Utility/Water Code, conflict of interest issues, the Political Reform Act, and parliamentary procedures.

2. Seek advice from regulatory agencies such as the Fair Political Practices Commission (FPPC) as requested.

3. Attend all regular, adjourned and special Board meetings unless excused by the President of the Board or General Manager. Regular Board Meetings are held at 6:00 p.m. on the second Thursday of each month.

4. Attend other meetings and events as requested.

5. Provide regular updates on items of specific legal concern of the District as well as on current general topics of interest, including but not limited to federal and state water and environmental policy developments, DWR, SWP, MWD, Bay-Delta, Conservation Plan/California Water Fix, Colorado River Basin, MWDOC, OCWD Producer’s Group, Indirect and Direct Potable Recharge (IPR/DPR), Brackish and Ocean Desalination, as well as regulatory issues involving the SWRCB, RWQCB, Orange County LAFCO, and other topics which might be of interest or importance to the District Board and staff.

6. Advise on matters of commencement or defense of litigation to protect Mesa Water’s interests, and litigation of such issues as directed.

7. Prepare and/or review ordinances, resolutions, board packets as well as contracts, joint powers agreements, memoranda of understanding and other agreements and contracts entered into by Mesa Water.

8. Provide written updates on new State and Federal regulations legislation and judicial decisions or other activities impacting or having the potential to impact Mesa Water and suggest actions to affect the outcome of those activities or once implemented, changes needed in District policies, procedures and operations to ensure compliance.

9. Research and interpret laws, court decisions and other authorities in order to prepare legal opinions to advise the Board and staff on legal matters pertaining to District interests.

10. Promptly return all calls and emails from the Board of Directors and Mesa Water staff.
Services to be provided on an As Needed Basis at the General Manager’s Request

1. Provide legal assistance and consultation on matters of environmental compliance, including California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), the California Porter Cologne Act and both Federal and State Endangered Species Acts as they pertain to actions being contemplated by the District.

2. Provide legal assistance and consultation on matters of property acquisition, eminent domain, property rights and property management, trespass, encroachment, lessee obligations, easements, and access.

3. Review contracts, bid specifications, and purchasing documents for the purposes of legal and policy compliance, appropriate risk avoidance and transfer, and manufacturer’s defect protection.

4. Research and submit written legal opinions on special district or other legal matters concerning District business.

5. Enforce District ordinances and regulations through administrative and judicial actions.

6. Provide consultation and prepare required legal notices.

7. Provide assistance in processing Tort Liability claims by third parties against the District.

8. Provide legal assistance in pursuing civil procedures related to customer bankruptcy, foreclosures, property liens, tax liens and collections as well as criminal and civil procedures regarding utility theft.

9. Provide assistance regarding IT access, privacy and use policy development and implementation.

10. Provide assistance in developing cell site lease agreements with communications providers and assistance in responding to FCC rule making.

11. Provide advice on regulatory and legal issues associated with local water supply development, including water rights, regulations governing groundwater production, recycled water, desalination, well permitting, and water efficiency mandates.

12. Provide advice on ratemaking and defense of District rates and charges, to include advising the Board on Proposition 218, Proposition 26 and other related laws.
13. Provide advice on public contracting, prevailing wage laws and other laws governing public agency procurement.

14. Perform other legal services and tasks, as requested.

End of Section
RECOMMENDATION

Recommend the Board approve the Fiscal Year 2017 attendance at Conferences, Seminars, Meetings, and Events.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

For the Committee’s review and consideration, the following Proposed List of attendance considerations is based on Director attendance over the past four years.

Proposed List (in accordance with Ordinance No. 25, adopted April 9, 2015):
1. Mesa Water Outreach Events (for Directors’ fees approval; event is at no cost):
   a. Children’s Water Education Festival
   b. Director meetings with General Manager
   c. Mesa Water Director meetings with other Mesa Water Directors
   d. Facility tours
   e. OC Fair garden presentations
   f. Various employee recognition events
   g. Water Issues Study Group meetings

2. Annual Conferences/Seminars:
   a. ACWA/JPIA conferences, seminars, symposiums, tours, and functions
   b. AMTA conferences, seminars, tours, and functions
   c. AWWA conferences, seminars, tours, and functions
   d. CALAFCO conferences, seminars, and functions
   e. California Water Policy conferences, seminars, and functions
   f. CA-NV AWWA conferences, seminars, tours, and functions
   g. Chapman University Economics & Business Forecast and Update
   h. CRWUA conferences, seminars, tours, and functions
i. CSDA conferences, seminars, tours, and functions
j. Ethics training for local officials
k. Green Technology seminars, tours, and functions
l. National Water Quality Monitoring Council conferences, seminars, and functions
m. Public Utility Elected Officials conference
n. Senior Executive in State/Local Government program
o. Sexual harassment prevention training
p. Southwest Membrane Operator Association conference, seminars, and functions
q. Urban Water Institute conferences, seminars, tours, and functions

3. Other Agencies/Organizations Meetings and Events:
   a. 19th Street Bridge Community Group meetings and functions
   b. Activist Groups (Newport-Mesa Tea Party) meetings and functions
   c. Association of California Cities Orange County meetings, events, tours, and forums
   d. Association of California Water Agencies Joint Powers Insurance Authority meetings, events, tours, forums, and functions
   e. Association of California Water Agencies meetings, events, tours, forums, and functions
   f. Bond Buyer's California Public Finance Conference
   g. CalDesal meetings, events, tours, forums, and functions
   h. California Municipal Treasurers Association meetings and functions
   i. City Council meetings, events, tours, forums, and functions
   j. Colorado River Water Users Association meetings, events, tours, forums, and functions
   k. Costa Mesa/Newport Beach Chamber meetings and functions
   l. Independent Special Districts of Orange County meetings, events, tours, forums, and functions
   m. Law Seminars International Seminars
   n. Local Federal Senator/Assembly Member and Elected Official meetings and functions
   o. Local Homeowners Association meetings
   p. Local OC Supervisors, State Senator/Assembly Member and Elected Officials meetings and functions
   q. MWD meetings, events, tours, forums, and functions
   r. MWDOC meetings, events, tours, forums, and functions
   s. Neighborhood Community Associations meetings and functions
   t. Newport-Mesa Unified School District meetings and functions
   u. OCWD meetings, events, tours, forums, and functions
   v. Orange County Business Council meetings, events, tours, forums, and functions
   w. Orange County Forum meetings, events, tours, forums, and functions
   x. Orange County Local Agency meetings, events, tours, forums, and functions
   y. Orange County Water Association meetings and functions
   z. Presentation of resolutions and proclamations to various officials and/or agencies
   aa. Regional Water Resources Control Board meetings and functions
   bb. Residents For Responsible Desalination meetings and functions
   cc. Residents for Responsible Government meetings and functions
   dd. Southern California Water Committee events, tours, forums, and functions
   ee. State Water Resources Control Board meetings, seminars, and functions
ff. Taxpayers Groups (Costa Mesa Taxpayers Association) meetings and functions
gg. Water Advisory Committee of Orange County events, tours, forums, and functions
hh. WateReuse meetings, conferences, seminars, tours, and functions
ii. WaterNow Alliance conferences, seminars, tours, and functions

FINANCIAL IMPACT

The costs associated with Director attendance at the events listed above are budgeted in the Board Conference and Seminars account where an allocation of $63,000 is budgeted. No funds have been spent to date.

ATTACHMENTS

None.
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 AND INFORMATION ITEMS:

8. REPORT OF THE GENERAL MANAGER:
REPORTS AND INFORMATION ITEMS:

9. DIRECTORS' REPORTS AND COMMENTS:
There are no support materials for this item.