



*Dedicated to
Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Monday, October 19, 2015
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Special Board Meeting**

**FINANCE COMMITTEE MEETING
Monday, October 19, 2015 at 3:30 p.m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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 will be agendized for approval at a future Board meeting.

1. Potential Review of Travel and Business Expense Reimbursement Policy

ACTION ITEMS:

2. Financial Impact Reporting

REPORTS:

3. Accounts Paid Listing
4. Monthly Financial Reports
5. Major Staff Reports
6. Report of the General Manager
7. Directors' Reports and Comments



INFORMATION ITEMS:

No items

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

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

ADJOURNMENT



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MEMORANDUM

TO: Finance Committee
FROM: Andrew Hamilton, Chief Financial Officer
DATE: October 19, 2015
SUBJECT: Potential Review of Travel and Business Expense Reimbursement Policy

RECOMMENDATION

Recommend that the Board of Directors provide feedback for potential changes to existing Resolution No. 1438 Establishing Rules and Regulations for Travel and Business Expense Reimbursement Policy.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

In December 2013, the Board of Directors (Board) of Mesa Water District (Mesa Water®) approved an update to the Travel and Business Expense Reimbursement Policy. Key updates included revisions related to modified provisions of state law and further refining definitions related to travel areas, meal rates, authorized conference expenses, mileage, etc.

DISCUSSION

The purpose of this agenda item is to receive additional feedback from members of the Board to potentially update Mesa Water's existing Travel and Business Expense Reimbursement Policy.

Staff has previously received feedback from various Board members regarding the existing Travel and Business Expense Reimbursement Policy and has also identified additional areas to potentially be addressed which are accumulated into the following list:

- Meal Reimbursement Rates
- Hotel Reimbursement Rates in high cost areas
- Annual adjustments to reimbursement rates
- Conference meals

If consensus is reached to revise the existing Travel and Business Expense Reimbursement Policy, this item will be brought back to the Finance Committee with specific recommendations to address all of the Board's feedback.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.



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MEMORANDUM

TO: Finance Committee
FROM: Andrew Hamilton, Chief Financial Officer
DATE: October 19, 2015
SUBJECT: Financial Impact Reporting

RECOMMENDATION

Recommend that the Board of Directors adopt standardized reporting within the Financial Impact section of staff memos to enhance Mesa Water District's financial decision-making process.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

This item is agendaized at the request of the Board of Directors.

At the April Board Meeting, The Board of Directors directed staff to propose standardized verbiage under the Financial Impact section of staff memos for both Committee and Board meetings.

Providing financial information within staff reports is a governance best practice for a variety of reasons:

- Assists the Board in financial decision-making process
- Builds trust within the community by empowering ratepayers with financial information
- Encourages public participation
- Provides rationale of costs to provide water service
- Encourages transparency and educates ratepayers
- Fosters communication and engagement with Mesa Water® employees
- Enhances comparability with decisions made by other water service providers

To enhance the current financial review process, the following list of items is proposed to better communicate Financial Impact within staff memos:

1. Total requested funding, including contract / change order dates and amounts
2. Actual expenditure spent to date
3. Budgeted amount in the current year
4. Source of funds

Representing a fixed expense, staff time to communicate with the Board is not considered to have a Financial Impact.



The following examples provide different scenarios to demonstrate the proposed reporting:

Example #1 presents a scenario for a project that spans more than one year:

RECOMMENDATION

Award Change Order #4 to XYZ Company in the amount of \$250,000 and revise the Project Estimate to \$1,500,000.

FINANCIAL IMPACT

\$125,000 is budgeted in fiscal year 2016 and the requested funding will come from Cash on Hand.

	Scenario 1	
	Project Estimate Amounts	Project Cost Amounts
Initial Project Estimate (FY 2014)	\$ 750,000	
Original Contracts		\$ 825,000
Change orders #1-3		150,000
Requested funding (Change Order #4)		250,000
Revised Contracts		<u>\$ 1,225,000</u>
Actual spent to date		\$ 875,000
Revised Project Estimate	\$ 1,500,000	



Example #2 presents a scenario for a project that spans more than one year:

RECOMMENDATION

Award Change Order #1 to XYZ Company in the amount of \$150,000 and revise the Project Estimate to \$350,000.

FINANCIAL IMPACT

No funds were budgeted this fiscal year and the requested funding will come from Cash on Hand.

	Scenario 2	
	Project Estimate Amounts	Project Cost Amounts
	<u> </u>	<u> </u>
Initial Project Estimate (FY 2015)	\$ 200,000	
Original Contract, January 1, 2015		\$ 200,000
Requested funding (Change Order #1)		<u>150,000</u>
Revised Contract		<u><u>\$ 350,000</u></u>
Actual spent to date		\$ 200,000
Revised Project Estimate	\$ 350,000	



Example #3 presents a scenario in which an expense was not budgeted:

RECOMMENDATION

Award a contract to XYZ Company in the amount of \$100,000.

FINANCIAL IMPACT

No funds were budgeted and the requested funding will come from Cash on Hand.

Example #4 presents a scenario in which an expense was budgeted:

RECOMMENDATION

Award a contract to XYZ Company in the amount of \$80,000.

FINANCIAL IMPACT

\$85,000 is budgeted in fiscal year 2016, no funds have been spent to date.

Example #5 presents a scenario in which an expense exceeds the budgeted amount:

RECOMMENDATION

Award a contract to XYZ Company in the amount of \$135,000 and revise the Project Estimate to \$135,000.

FINANCIAL IMPACT

\$125,000 is budgeted in fiscal year 2016, no funds have been spent to date and the requested funding will come from Cash on Hand.

Example #6 presents a scenario when the Financial Impact is not quantifiable, such as the Board approving a Resolution:

FINANCIAL IMPACT

None.

Providing financial information to the Board, public and employees, within available resources, enables a more thorough and rigorous process to make financial decisions that benefit Mesa Water® and its customers.



FINANCIAL IMPACT

None.

ATTACHMENTS

None.

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
CAPITAL				
MICHAEL BAKER INTERNATIONAL				
000017904	913533	WELL AUTO/ CONSTR MGMT PP3		6,885.27
000017904	911738	GIS Supp Srvcs PP26		11,971.03
000017904	913679	GIS Supp Srvcs PP27		14,918.28
	9/1/2015		1	33,774.58
VERSATILE SYSTEMS, INC				
000018097	2794	PP2 FALL PROTECTION IMPLEMENTN		12,111.80
	9/24/2015		1	12,111.80
TOTAL CAPITAL			2	45,886.38

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DEPARTMENT EXPENSE				
ACCONTEMPS				
000017916	43670073	Receivings Transaction Entry		1,665.72
000017916	43721442	Receivings Transaction Entry		1,686.80
000017916	43772608	Receivings Transaction Entry		1,686.80
000017916	43826483	Receivings Transaction Entry		1,680.05
000018041	43880477	A/P Temp WE9/4/15		1,750.06
	9/24/2015		2	8,469.43
ACWA JOINT POWERS INSURANCE AUTHOF				
000018102	EAP SVCS OCT 2015	EAP Svcs OCT 2015		134.09
	9/24/2015		1	134.09
AMERICAN WATER WORKS ASSOCIATION				
000018048	7001064713	Mbshp Rnwl 11/15-11/16 PLauri		249.00
	9/24/2015		1	249.00
CA DEPT OF JUSTICE				
000017919	113606	Receivings Transaction Entry		64.00
000018007	119316	Receivings Transaction Entry		32.00
	9/18/2015		2	96.00
CALPERS BENEFIT PAYMENTS				
0081937	CALPERS HEALTH 9/15	CALPERS HEALTH 9/15		43,990.65
0081938	CALPERS RET 8/7/15	CALPERS RET 8/7/15		29,471.46
0082302	CALPERS RET 9/4/15			28,566.35
	9/4/2015		3	102,028.46
COLONIAL LIFE & ACCIDENT INS				
000018009	8892333-0907886	Life Ins PP 8/21/15		257.55
000018009	8892333-0921186	Life Ins PP 9/4/15		257.55
	9/18/2015		1	515.10
COSTA MESA FIRE DEPARTMENT				
000018051	914299	Permit Fee - Flamable Liquids		45.00
	9/24/2015		1	45.00

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
EPX 000017946	AUG/15 EP FEES	AUG/15 EP FEES		2,893.18
	9/1/2015		1	2,893.18
G&W TOWING 000018061	422526	Vehicle Towing Svcs		60.00
	9/24/2015		1	60.00
THE HOLMAN GROUP 000018062	INV1015017	EAP Svcs OCT 2015		109.18
	9/24/2015		1	109.18
ICMA-RC RETIREMENT 0082301	ICMA-RC	ICMA RHSP PPE 9/18/15		1,630.98
0082303	ICMA 457 PPE 9/18/15	ICMA 457 PPE 9/18/15		6,484.18
	9/18/2015		2	8,115.16
NATIONWIDE RETIREMENT SOLUTIONS 0082304	NATIONWIDE PP9/18/15	NATIONWIDE PPE 9/18/15		4,699.88
	9/18/2015		1	4,699.88
OC/PRSA 000017931	914249	2015 Proto Award Event 9/18/15		320.00
	9/4/2015		1	320.00
ORANGE COAST CONSULTANCY 000017932	10131	Finance Support WE8/29/15		4,300.00
000017960	10132	Receivings Transaction Entry		3,900.00
000018019	10133	Finance Support WE 9/12/15		2,800.00
000018080	10134	Finance Support WE 9/19/15		4,000.00
	9/24/2015		4	15,000.00
ORANGE COUNTY EMPLOYEES ASSN 000017961	OCEA PP 9/4/15	OCEA PP9/4/15		257.71
000018081	OCEA PP 9/18/15	OCEA PP 9/18/15		257.71
	9/24/2015		2	515.42

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
Prudential Group Insurance 000017937	96415-AUG15	96415 SEP15		2,451.03
9/4/2015			1	2,451.03
RED WING SHOES 000017966	4070000004457	Safety Footware		199.98
9/11/2015			1	199.98
SOUTHERN CA PUB LABOR RELATIONS CO 000017940	913927	FY16 Mbrshp 8/15-8/2016		100.00
9/4/2015			1	100.00
SHARON D BRIMER 000017968	082215	Transcription Svcs 8/13/15		240.00
000018087	091015	Transcription Svcs 8/24/15		200.00
9/24/2015			2	440.00
SOCIETY FOR HUMAN RESOURCE MGMT 000018089	9006338913	2016 Mbshp Rnwl 12/15-12/16		190.00
9/24/2015			1	190.00
TAMRA KAY INTERIOR DESIGN CONSULTING 000018031	2015-9	EOC Impvmnts Furn & Equip		1,080.00
9/18/2015			1	1,080.00
TASC 000018091	IN615268	AUG 2015 Flex Admin Svcs		119.40
9/24/2015			1	119.40
ULTIMATE STAFFING SERVICES 000017945	13165727	Receivings Transaction Entry		1,119.20
000017974	13168536	Water Conserv Proj WE 8/16/15		1,119.20
000018035	13174282	Water Conserv Proj WE8/30/15		1,091.22
000018035	13177054	Water Conserv Proj WE 9/6/15		895.36
9/18/2015			3	4,224.98

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
VISION SERVICE PLAN - (CA)				
000018098	001016760001OCT15	OCT 2015 Vision Insurance		1,054.38
000018098	001016760002OCT15	OCT 2015 Cobra Vision Ins		14.38
	9/24/2015		1	1,068.76
TOTAL DEPARTMENT EXPENSE			36	153,124.05

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DIRECTOR CHECKS				
ETHAN TEMIANKA 000018106	913898	Expense Reimb 8/26-28/15		327.27
9/24/2015			1	327.27
FRED BOCKMILLER 000017947	083115FB	MILEAGE REIMB 7/25-8/21/15		6.33
000018014	913895	Internet Reimb 8/28/15-9/27/15		81.97
000018059	92215FB	Mileage Reimb 8/22-9/18/15		10.93
9/24/2015			3	99.23
JAMES ATKINSON 000017948	083115JA	MILEAGE REIMB 7/25-8/21/15		20.70
000018068	92215JM	Mileage Reimb 8/22-9/18/15		27.60
000018107	912777	Expense Reimb 8/13-14/15		234.21
9/24/2015			3	282.51
JAMES FISLER 000017949	083115JF	MILEAGE REIMB 7/25-8/21/15		101.78
000018069	92215JF	Mileage Reimb 8/22-9/18/15		6.90
9/24/2015			2	108.68
SHAWN DEWANE 000017950	083115SD	MILEAGE REIMB 7/25-8/21/15		59.69
000018088	92215SD	Mileage Reimb 8/22-9/18/15		71.76
9/24/2015			2	131.45
TOTAL DIRECTOR CHECKS			11	949.14

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
EMPLOYEE CHECKS				
KURT LIND 000018071	912817	Exp Reimb Jun-Aug 15		441.73
	9/24/2015		1	<u>441.73</u>
		TOTAL EMPLOYEE CHECKS	1	441.73

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
FINANCIAL OBLIGATIONS				
US BANK 0081686	10 COPS DEBT 091515	10 COPS DEBT 091515		477,516.17
9/3/2015			1	<u>477,516.17</u>
		TOTAL FINANCIAL OBLIGATIONS	1	477,516.17

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
GENERAL AND ADMINISTRATIVE				
MARIE KOPKE 000017907	CHEQ00099005326	04018500 Cheque Deposits 04018		72.12
9/4/2015			1	72.12
ADAM BRADY 000017908	CHEQ00099005327	05124800 overpayment		43.43
9/4/2015			1	43.43
NEWPORT CARPET & FLOOR 000017909	CHEQ00099005325	02550102 Cheque Deposits 02550		74.35
9/4/2015			1	74.35
WENDY CHEN 000017910	CHEQ00099005322	05023700 overpayment		144.70
9/4/2015			1	144.70
MATT WHITE CUSTOM HOMES, INC. 000018000	913962 REFUND	Close Project C2058 Refund		5,983.07
9/11/2015			1	5,983.07
LIN HE 000018001	914118 REFUND-	Close Project C2096 Refund		819.97
9/11/2015			1	819.97
LEIF NICKLAS 000017911	CHEQ00099005323	07903700 Cheque Deposits 07903		114.22
9/4/2015			1	114.22
THOMAS GRAICHEN 000017912	CHEQ00099005328	06325800 Cheque Deposits 06325		21.53
9/4/2015			1	21.53
HENK EDEL 000017913	CHEQ00099005329	03702812 Cheque Deposits 03702		20.15
9/4/2015			1	20.15

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
MBK HOMES OF SOUTHERN CA, LTD 000018002	914127 REFUND-	Close Project C2021 Refund		23,679.82
9/11/2015			1	23,679.82
TAYLOR MORRISON OF CALIFORNIA 000018003	913958 REFUND	Close Project C2027 Refund		18,349.73
9/11/2015			1	18,349.73
MARCO GIL 000017914	CHEQ00099005321	00211501 Cheque Deposits 00211		104.00
9/4/2015			1	104.00
ASTRA BUILDERS, INC. 000017915	CHEQ00099005324	20077300 Cheque Deposits 20077		127.89
9/4/2015			1	127.89
AGILIS SYSTEMS LLC DBA LINXUP 000017917 000018042	280810 296716	SEP 2015 Vehicle Tracking Svc OCT 15 Vehicle Tracking Svc		68.97 68.97
9/24/2015			2	137.94
APEX FIRE SYSTEMS 000017980	914121 REFUND-	Close Project C2123 Refund		2,936.59
9/11/2015			1	2,936.59
AQUENT 000017951	190-44883	Receivings Transaction Entry		140.00
9/11/2015			1	140.00
AT&T MOBILITY 000017918	287023041770X082815	AT&T Mobility AUG 2015		2,330.06
9/4/2015			1	2,330.06
BDC SPECIAL WASTE SERVICES 000017952	7919946-0149-4	Container Rental Aug 15		310.00
9/11/2015			1	310.00

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
BRANDYWINE HOMES				
000017981	913959 REFUND-	Close Project C2071 Refund		21,908.13
	9/11/2015		1	21,908.13
CANON FINANCIAL SERVICES, INC.				
000018008	15244458	Remote Print Server Lease		578.16
000018008	15208104	Aug 15 Copier Lease		3,045.60
	9/18/2015		1	3,623.76
CITY OF COSTA MESA				
000017905	914250	Town Hall Event 10/14/15		425.00
000017906	914253	Town Hall Event 9/17/15		425.00
	9/3/2015		2	850.00
COAST GENERAL PERFORMANCE				
000017921	288258	Receivings Transaction Entry		25.00
000017921	288993	Receivings Transaction Entry		560.34
	9/4/2015		1	585.34
CCS ORANGE COUNTY JANITORIAL INC.				
000017922	75441644	AUG 2015 Janitorial Supplies		1,027.87
000017979	299988	Janitorial Svc Sep 15		2,594.23
000018050	301285	Janitorial Svcs		200.00
	9/24/2015		3	3,822.10
COSTA MESA SANITARY DISTRICT				
000018010	2012-13	Waste Water Collection YR 2012		1,945.73
000018010	2014-15	Waste Water Collection YR 2014		1,703.84
000018010	2011-12	Waste Water Collection YR 2011		1,945.73
000018010	2013-14	Waste Water Collection YR 2013		1,670.41
000018010	2015-16	Waste Water Collection YR 2015		1,737.96
	9/18/2015		1	9,003.67
DAVIS FARR LLP				
000017924	38897	FY15 Audit Svcs		5,000.00
	9/4/2015		1	5,000.00

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DOGGIE DAYCARE 000017982	914117 REFUND	Close Project C2077 Refund		221.27
	9/11/2015		1	221.27
DUSTIN CAMPBELL 000017983	914126 REFUND-	Close Project C2144 Refund		488.51
	9/11/2015		1	488.51
Echologics LLC 000018004 000018053	2596 2618	Receivings Transaction Entry PP2 WTR MAIN CONDITION ASSMENT		73,432.91 17,095.73
	9/24/2015		2	90,528.64
EDWARD BLANCHARD 000017984	914122 REFUND-	Close Project C2128 Refund		936.75
	9/11/2015		1	936.75
EMPLOYEE RELATIONS INC 000017925 000018011	72047 72387	PreEmplymt.BGCHK Pre Employment Back Ground Chk		15.70 7.85
	9/18/2015		2	23.55
ENTERPRISE FM EXCHANGE 000018054	FBN2846065	SEPT 15 Vehicle Lease		658.88
	9/24/2015		1	658.88
EORM 000017903 000017903	30959 31272	EHS Compliance Audit PP37 EHS Compliance Audit PP38		17,822.38 16,179.00
	9/1/2015		1	34,001.38
FIELDMAN, ROLAPP & ASSOCIATES 000018057	22112	Financial Advisory Svcs		1,350.00
	9/24/2015		1	1,350.00
THE FIT LIFE 000018058	913114	Promo Wellness Water Bottles		492.74
	9/24/2015		1	492.74

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
F M THOMAS AIR CONDITIONING INC				
000018037	34067	Repair Flex Duct Water Leak		727.50
000018037	34053	R&R Cooling Compressor		2,835.00
000018037	34056	R&R Condenser MWRF		1,523.00
000018038	33888A	VAV Box HVAC Controller		3,202.00
	9/18/2015		2	8,287.50
FRASER COMMUNICATIONS				
000018039	15864	Receivings Transaction Entry		29,771.26
	9/18/2015		1	29,771.26
FULL CIRCLE RECYCLING				
000018060	10141	Aug 2015 Recycling Scvs		89.00
	9/24/2015		1	89.00
JOE GERARD SIGNS & GRAPHICS INC				
000017953	20313	Receivings Transaction Entry		658.20
	9/11/2015		1	658.20
HALO CORPORATE UNIVERSITIES				
000017955	2244	Receivings Transaction Entry		5,000.00
	9/11/2015		1	5,000.00
HARBOR CENTER PARTNERS LP				
000018015	913961 REFUND--	Close Project C2073 Refund		1,799.53
	9/18/2015		1	1,799.53
I.I. FUELS INC				
000018064	19689	Bulk Fuel for Fleet Vehicles		10,807.63
	9/24/2015		1	10,807.63
INDUSTRIAL METAL SUPPLY CO				
000018065	744091	Steel Pipe & Supplies		549.54
	9/24/2015		1	549.54
INSIGHT PUBLIC SECTOR				
000018067	1100437376	24HR TECH SUPPORT		8,766.48
	9/24/2015		1	8,766.48

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
Jane Scheurer 000017985	914047 REFUND	Close Project C2163 Refund		180.87
9/11/2015			1	<u>180.87</u>
KATHY NGUYEN 000017986	914049 REFUND	Close Project C1997 Refund		739.59
9/11/2015			1	<u>739.59</u>
Kings Road Partners, LLC 000018016	913950	Refund Cxl Kings Road Project		900.00
9/18/2015			1	<u>900.00</u>
KLEEN KRAFT SERVICES 000018070	871254	Mats Towels Uniforms		206.19
000018070	869929	Mats Towels Uniforms		252.94
000018070	870599	Mats Towels Uniforms		206.19
000018070	871933	Mats Towels Uniforms		256.69
9/24/2015			1	<u>922.01</u>
LA CONSULTING INC 000018017	13952	Bus Process Implement PP16		10,829.60
9/18/2015			1	<u>10,829.60</u>
LANDS' END BUSINESS OUTFITTERS 000017956	SIN3040350	Receivings Transaction Entry		78.59
9/11/2015			1	<u>78.59</u>
LIEBERT CASSIDY WHITMORE 000018073	1409791	Gen Legal Svcs 8/31/15		1,066.00
9/24/2015			1	<u>1,066.00</u>
LIFECOM, INC. 000017957	2069832-IN	Receivings Transaction Entry		124.41
000018074	2069836-IN	Hose Probe Strap		65.00
000018074	2069835-IN	Boot Hose Probe		102.81
9/24/2015			2	<u>292.22</u>

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
MAILFINANCE 000018075	H5529626	Postage Mtr Rntl 7/19-10/18/15		346.69
9/24/2015			1	346.69
Meridian Urgent Care 000017929	913926	Pre Emplmt Physical		140.00
9/4/2015			1	140.00
MILLI FREDRIKS 000017987	914115 REFUND	Close Project C2102 Refund		651.83
9/11/2015			1	651.83
MINCAL, LLC 000017988	914125 REFUND-	Close Project C2139 Refund		567.99
9/11/2015			1	567.99
MUNICIPAL WATER DISTRICT OF OC 000018018	1716	Residential Smart Timers		150.00
9/18/2015			1	150.00
NEWPORT-MESA UNIFIED SCHOOL 000017989	914112 REFUND-	Close Project C1961 Refund		78.45
9/11/2015			1	78.45
NEWPORT MESA SCHOOLS FOUNDATION 000017959	914094	Full Sponsorship 9/30/15		1,000.00
9/11/2015			1	1,000.00
NORCO DELIVERY SERVICE, INC 000018078	689971	SEPT 15 Mail Delivery P/U Svc		502.00
9/24/2015			1	502.00
NOVATIME TECHNOLOGY INC 000018079	PSI044178	AUG 15 Monthly S/W Usage		188.00
9/24/2015			1	188.00

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
ORANGE COUNTY FLEET				
000017933	53442	Receivings Transaction Entry		233.22
000017933	53444	Receivings Transaction Entry		510.16
	9/4/2015		1	<u>743.38</u>
ORANGE COUNTY PRINTING				
000017934	127586	OC Fair Insert		1,351.08
	9/4/2015		1	<u>1,351.08</u>
ORANGE COUNTY REGISTER				
000017963	17003331 JUL15	1QTR Subscription FY16		82.32
000018020	170003331-090415	Annual Subscription 9/15-9/16		527.90
	9/18/2015		2	<u>610.22</u>
ORANGE COUNTY TREASURER - TAX COLL				
000018021	Z84467	OC-44 EVALUATION		679.72
	9/18/2015		1	<u>679.72</u>
OC TAX PAYERS ASSOCIATION				
000017964	914095	5th Annual Sponsorship 9/25/15		1,500.00
	9/11/2015		1	<u>1,500.00</u>
O'NEIL STORAGE #0481				
000017965	1508070	Record Storage Aug 15		199.92
	9/11/2015		1	<u>199.92</u>
PERMIT PLACE				
000017990	913964 REFUND	Close Project C2140 Refund		208.97
	9/11/2015		1	<u>208.97</u>
PETER BJERNUDD				
000017991	914123 REFUND-	Close Project C2133 Refund		665.09
	9/11/2015		1	<u>665.09</u>
PR CONSTRUCTION				
000017992	913963 REFUND	Close Project C2132 Refund		38.00
	9/11/2015		1	<u>38.00</u>

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
PROCARE WORK INJURY CENTER				
000018022	167295	Pre Employment Physical Exam		314.78
000018022	165332	Pre Employment Physical Exam		70.17
000018022	165334	Pre Employment Physical Exam		40.00
	9/18/2015		1	424.95
RAYNE WATER SYSTEMS				
000018024	30486 SEP15	SEP15 Soft Water Svc Main HQ		35.75
	9/18/2015		1	35.75
RECALL				
000017938	2070411980	DataStorage July 15		872.47
	9/4/2015		1	872.47
RESIDENCE INN COSTA MESA NEWPORT B				
000018025	5740100008399	Temp Housing ACook 6/24/15		903.63
000018025	5740100008400	Temp Housing ACook 6/27/15		387.69
	9/18/2015		1	1,291.32
RICHARD BRADY & ASSOCIATES				
000018085	1507175	PP 27 Liason Svcs Wtr Indus		2,775.00
	9/24/2015		1	2,775.00
RINECO PARTNER SERVICES				
000017967	F081366	Receivings Transaction Entry		345.40
000017967	F081356	Receivings Transaction Entry		644.30
	9/11/2015		1	989.70
ROGER H. HUNT				
000017993	9144114 REFUND	Close Project C2066 Refund		51.11
	9/11/2015		1	51.11
SCEL PROPERTIES LLC				
000017994	914111	Close Poject C2022 Refund		2,481.18
	9/11/2015		1	2,481.18

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
SPECIAL DISTRICT LEADERSHIP FOUNDATI 000018028	913892	2YR Accreditation 10/15-10/17		250.00
9/18/2015			1	250.00
SECTRAN SECURITY INC 000018086	15090682	SEPT 15 Wkly Bank Deposits		181.05
9/24/2015			1	181.05
SENTRIC INC 0081935	444248	Payroll Processing PP 9/9/15		324.11
9/8/2015			1	324.11
SOUTH POINTE EQUITIES 000017995	914116 REFUND	Close Project C2075 Refund		223.88
9/11/2015			1	223.88
SOPHOS SOLUTIONS, LLC 000017970	665	BPE Support PP#3		7,655.58
000017970	667	BPE Support PP#3A		680.00
000017970	670	BPE Support PP#3B		1,020.00
9/11/2015			1	9,355.58
SOUTH COAST PLAZA 000017996	914119 REFUND-	Close Project C2120 Refund		758.77
000018029	914113 REFUND	Close Project C2161 Refund		567.08
9/18/2015			2	1,325.85
STAFFING SOLUTIONS 000017972	18123	Receivings Transaction Entry		3,360.00
000018030	18211	Water Conserv WE 9/6/15		2,770.00
9/18/2015			2	6,130.00
T2 TECHNOLOGY GROUP, LLC 000018040	1636	MAY15 IT Plan Project YR1		17,275.00
000018040	1628	APR15 IT Plan Project YR1		3,000.00
000018040	1656	JUN15 IT Plan Project YR1		40,625.00
000018040	1657	JUN15 IT Plan Proj SOW Update		5,000.00
9/18/2015			1	65,900.00

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
TANGRAM, LLC				
000017973	504619	Receivings Transaction Entry		108.00
000018032	16665	Cust Svc Storage Shelving		889.12
	9/18/2015		2	997.12
THEODORE ROBINS FORD				
000018092	157646	Vehicle Mtn		302.99
	9/24/2015		1	302.99
THYSSENKRUPP ELEVATOR				
000018093	3002052564	Qtrly Mtn Inspec 9/1-11/30/15		2,024.76
	9/24/2015		1	2,024.76
TIME WARNER CABLE				
000017942	106049SEP15	SEP 2015 District Internet		176.09
000017942	1044579SEP15	SEP 2015 Res II Kemp Internet		144.99
000018033	679649 OCT15	OCT15 MWRP High Speed Internet		187.38
000018033	1048224 OCT15	OCT 2015 District Internet		1,700.00
	9/18/2015		2	2,208.46
TOTAL FUNDS BY HASLER				
000017943	5780 AUG15	Online Postage AUG 15		1,000.00
	9/4/2015		1	1,000.00
TOWNSEND PUBLIC AFFAIRS INC				
000017944	11031	SEP 2015 Consulting Svcs		5,000.00
	9/4/2015		1	5,000.00
TUSTIN 11M 2014, LLC				
000017997	914050 REFUND	Close Project C2127 Refund		6,735.78
	9/11/2015		1	6,735.78
ULTA SALON				
000017998	914124 REFUND-	Close Project C2135 Refund		233.20
	9/11/2015		1	233.20

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
UNIVERSAL WASTE SYSTEM INC 000017976	19570	Trash Collection MWRP		87.00
9/11/2015			1	87.00
VANGUARD UNIVERSITY 000018096	914100	Sponsorship		2,500.00
9/24/2015			1	2,500.00
VICTORIA 11M 2014, LLC 000017999	913960 REFUND-	Close Project C2078 Refund		9,888.35
9/11/2015			1	9,888.35
WASTE MANAGEMENT OF OC 000017977	0340723-2884-1	Trash Collection Sep 15		86.06
9/11/2015			1	86.06
WESTERN EXTERMINATOR COMPANY 000018036	3458737	Aug 15 Extermination Svcs		85.00
9/18/2015			1	85.00
WISHON COMPANY INC 000017978	6351	Receivings Transaction Entry		312.10
9/11/2015			1	312.10
YOUTH EMPLOYMENT SERVICE OF THE HA 000018100	914098	2016 Bronze Sponsorship		800.00
9/24/2015			1	800.00
ZEEWEB 000018101	9091505	Qtrly Domain Host Svc 10-12/15		2,880.00
9/24/2015			1	2,880.00
TOTAL GENERAL AND ADMINISTRATIVE			114	447,016.42

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
RETIREE CHECKS				
ALAN COOK 000018044	100115	OCT 2015 Insurance Subsidy		118.49
	9/24/2015		1	<u>118.49</u>
ALAN JONES 000018045	100115	OCT 2015 Insurance Subsidy		70.00
	9/24/2015		1	<u>70.00</u>
DIANA LEACH 000018052	100115	OCT 2015 Insurance Subsidy		272.29
	9/24/2015		1	<u>272.29</u>
PATTI REYNOLDS 000018083	100115	OCT 2015 Insurance Subsidy		19.29
	9/24/2015		1	<u>19.29</u>
STAN KENNEDY 000018090	100115	OCT 2015 Insurance Subsidy		118.49
	9/24/2015		1	<u>118.49</u>
TOTAL RETIREE CHECKS			5	<u>598.56</u>

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
WATER SUPPLY				
AIRGAS USA LLC 000018043	9929104506	July 2015 Cylinder Rental		91.23
000018043	9929826847	AUG 2015 Cylinder Rental		91.23
000018043	9928381115	Jun 2015 Cylinder Rental		88.65
9/24/2015			1	271.11
AUTOMOBILE CLUB OF SOUTHERN CALIFO 000018047	100115	OCT 2015 Land Lease Well 8		6,541.61
9/24/2015			1	6,541.61
EUROFINS EATON ANALYTICAL 000018055	C0000429	July 2015 H2O Quality Lab Svcs		3,465.00
9/24/2015			1	3,465.00
MUNICIPAL WATER DISTRICT OF OC 0081689	MWDOC JUL/15	MWDOC JUL/15		33,355.30
9/11/2015			1	33,355.30
NALCO COMPANY 000018077	71379	MWRF Mixbed Expense		364.00
000018077	70706	MWRF Filter Expense		8.64
9/24/2015			1	372.64
OCWD 0081581	JUL/15 RECLAIM WATE	JUL/15 RECLAIM WATER		46,063.20
9/15/2015			1	46,063.20

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
Univar USA, Inc.				
000018095	LA159624	Sodium Hypochlorite		2,487.35
000018095	LA159625	Sodium Hypochlorite		187.13
000018095	LA159630	Sodium Hypochlorite		429.90
000018095	LA161864	Sodium Hypochlorite		55.63
000018095	LA161865	Sodium Hypochlorite		429.90
000018095	LA161862	Sodium Hypochlorite		548.25
000018095	LA159196	Sodium Hydroxide		1,387.32
000018095	LA159277	Sodium Hydroxide		1,240.85
000018095	LA159626	Sodium Hypochlorite		485.53
000018095	LA159627	Sodium Hypochlorite		227.59
000018095	LA159628	Sodium Hypochlorite		242.76
000018095	LA159629	Sodium Hypochlorite		229.61
000018095	LA161866	Sodium Hypochlorite		247.82
000018095	LA161863	Sodium Hypochlorite		283.22
	9/24/2015		1	8,482.86
TOTAL WATER SUPPLY			7	98,551.72

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
WATER SYSTEM				
BRITHINEE ELECTRIC 000018049	SI03982	PP2 MWRF SCADA POWER BACK UP		1,006.80
000018103	SI03860	PP1 MWRF SCADA POWER B/U		8,941.00
9/24/2015			2	9,947.80
EWLES MATERIALS INC 000018056	256779	Disposal Broken Asphalt		900.00
9/24/2015			1	900.00
IRVINE PIPE & SUPPLY 000017928	796187	Receivings Transaction Entry		169.58
9/4/2015			1	169.58
LARRY'S BUILDING MATERIALS 000018072	CM91495	Receivings Transaction Entry		29.16
000018072	CM91277	Building Materials Rock Sand		29.16
000018072	CM91536	Building Materials Rock Sand		38.61
000018072	CM91528	Building Materials Rock Sand		103.95
9/24/2015			1	200.88
NATIONAL METER & AUTOMATION INC. 000017930	S1062826.001	Receivings Transaction Entry		228.47
000017930	S1061887.001	Receivings Transaction Entry		9,564.48
000017930	S1061887.003	Receivings Transaction Entry		13,629.60
000017958	S1062826.003	Receivings Transaction Entry		41.84
9/11/2015			2	23,464.39
OMAR & SON'S TRUCKING 000017935	3487	Receivings Transaction Entry		1,428.00
000017935	3475	Haul Spoil		714.00
9/4/2015			1	2,142.00
PRAXAIR DISTRIBUTION, INC. 000017936	53423928	Receivings Transaction Entry		79.64
9/4/2015			1	79.64

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
PRAXAIR				
000018084	71234281	Co2 NSF60		641.85
000018084	71249270	Co2 NSF60		1,800.24
000018084	71263379	Co2 NSF60		3,639.76
000018084	71256361	Co2 NSF60		1,229.90
000018084	71268345	Co2 NSF60		716.33
000018084	71275385	Co2 NSF60		3,512.41
	9/24/2015		1	11,540.49
RMS LIFE SAFETY				
000018026	2015-10751	Sys Calibration Testing		355.00
000018026	2015-10750	Sys Calibration Testing		355.00
	9/18/2015		1	710.00
SC FUELS				
000017971	195051	Receivings Transaction Entry		3,970.25
	9/11/2015		1	3,970.25
UNDERGROUND SERVICE ALERT/SC				
000017975	820150427	Dig Alert 363 Tickets		544.50
	9/11/2015		1	544.50
WEST COAST SAND & GRAVEL				
000018099	1061029	Screened Fill Sand		390.75
	9/24/2015		1	390.75
TOTAL WATER SYSTEM			14	54,060.28

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
VARIOUS				
AT&T 000018046	7050345	Calnet Land Lines 8/13-9/12/15		2,521.07
	9/24/2015		1	<u>2,521.07</u>
AT&T 000018006	96035030335559 SEP15	SEP15 Cust Svc Telephone Svc		2,055.56
	9/18/2015		1	<u>2,055.56</u>
CAROUSEL INDUSTRIES NORTH AMERICA 000017920	1657271	Phone System Svc Jul 15		3,831.21
	9/4/2015		1	<u>3,831.21</u>
CROWN ACE HARDWARE 000017923	41923	Receivings Transaction Entry		12.90
000017923	41935	Receivings Transaction Entry		26.64
000017923	41939	Receivings Transaction Entry		77.49
	9/4/2015		1	<u>117.03</u>
FEDERAL EXPRESS CORPORATION 000018013	5-156-82247	Shipping Pckgs.		22.97
	9/18/2015		1	<u>22.97</u>
GENERAL PUMP COMPANY 000018005	24411	WELL 9 REPLACEMENT PP2		124,760.00
	9/11/2015		1	<u>124,760.00</u>
GRAINGER 000017954	9827674533	Receivings Transaction Entry		500.50
	9/11/2015		1	<u>500.50</u>
HANKS ELECTRICAL SUPPLIES 000017926	505282483	Receivings Transaction Entry		15.23
	9/4/2015		1	<u>15.23</u>

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
THE HOME DEPOT COMMERCIAL ACCT				
000018063	4011638	Hardware Supplies		57.34
000018063	2241029	Hardware Supplies		125.68
000018063	3242332	Hardware Supplies		42.84
000018063	5021466	Hardware Supplies		97.63
000018063	8012381	Hardware Supplies		58.47
000018063	5240648	Hardware Supplies		43.80
000018063	8971149	Hardware Supplies		809.24
000018063	7024446	Hardware Supplies		6.05
	9/24/2015		1	1,241.05
INDEPENDENT STATIONERS				
000017927	IN-000545390	Receivings Transaction Entry		233.79
000017927	IN-000546565	Receivings Transaction Entry		426.27
000017927	IN-000546287	Receivings Transaction Entry		38.04
000017927	IN-000548660	Receivings Transaction Entry		100.35
000017927	IN-000543997	Receivings Transaction Entry		45.30
000018066	IN-000553926	General Office Supplies		56.06
000018066	IN-000557705	Gen Office Supplies		383.21
000018066	IN-000553077	General Office Supplies		302.81
000018066	IN-000553205	General Office Supplies		199.42
000018066	IN-000553709	General Office Supplies		83.38
	9/24/2015		2	1,868.63
CASH/ OFFICE PETTY CASH				
0082004	OPC090815	Office Petty Cash Aug 2015		1,247.05
	9/11/2015		1	1,247.05
MWH AMERICAS INC				
000018076	1692180	PP18 PROJ MGMT DEVELOPMENT		2,230.00
	9/24/2015		1	2,230.00
ORANGE COUNTY HOSE CO				
000018082	146828	Main Facility Hose Repair		47.95
	9/24/2015		1	47.95

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor Check Number	Invoice Number	Description	Check Count	Amount
OCONNELL LANDSCAPE				
000017962	0508104-IN	Receivings Transaction Entry		1,016.50
000017962	0089474-IN	Landscape Mo. Svc Sep 15		2,620.00
9/11/2015			1	3,636.50
ORANGE COUNTY WATER DISTRICT				
0081934	OCWD BEA FY15	OCWD BEA FY15		10,029.60
9/9/2015			1	10,029.60
SOUTHERN CALIFORNIA GAS CO				
000017902	050 608 2900 8 JUL15	Well 5 Gas JUL 15		18,883.40
000017939	05200799004SEP2015	Receivings Transaction Entry		2,662.85
000017939	08520813000SEP2015	Receivings Transaction Entry		70.22
000017939	08940813002SEP2015	Receivings Transaction Entry		661.79
000018027	05060829008 AUG15	Well 5 Gas Usage Aug 15		16,117.29
9/18/2015			3	38,395.55
SIGN DEPOT				
000017969	7199	Employee Name Plate		27.00
9/11/2015			1	27.00
SOUTHERN CALIFORNIA EDISON CO				
000017941	2-23-628-1499AUG15A	AUGUST 2015 SCE		125,594.29
000017941	2-23-628-1499JUL15B	JULY 2015 SCE		34,331.70
9/4/2015			1	159,925.99
TYCO INTEGRATED SECURITY				
000018034	24868540	Facility Mtnc		967.77
000018094	24852103	R&R Water Dmgd Glass		1,282.16
9/24/2015			2	2,249.93
TOTAL VARIOUS			23	354,722.82

Accounts Paid Listing

From 9/1/2015 to 9/30/2015

Vendor
Check Number

Invoice Number

Description

Check
Count

Amount

GRAND TOTAL 214 1,632,867.27



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Finance Committee
FROM: Andrew Hamilton, Chief Financial Officer
DATE: October 19, 2015
SUBJECT: Monthly Financial Reports

RECOMMENDATION

For information only.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

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

FINANCIAL IMPACT

None.

ATTACHMENTS

None.

**MESA WATER DISTRICT
FINANCE COMMITTEE**

Major Staff Projects for Fiscal Year 2016

Title	Comments	Status
Finalizing year-end audit		In Process
Special Legal Services		In Process

REPORTS AND INFORMATION ITEMS:

6. REPORT OF THE GENERAL MANAGER:

REPORTS AND INFORMATION ITEMS:

7. DIRECTORS' REPORTS AND COMMENTS: