CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

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

ITEMS TO BE ADDED, REMOVED, OR REORDERED ON THE AGENDA
At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed as an Action Item, may be deliberated and may be subject to action by the Board.

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

1. Approve minutes of adjourned regular Board meeting of October 9, 2018.
2. Approve minutes of regular Board meeting of October 11, 2018.
3. Approve minutes of special Board meeting of October 16, 2018.
4. Approve minutes of special Board meeting of October 18, 2018.
5. Approve minutes of special Board meeting of October 22, 2018.
6. Approve attendance considerations (additions, changes, deletions).
7. Board Schedule:
   • Conferences, Seminars, and Meetings
   • Board Calendar
   • Upcoming Community Outreach Events
8. Declare the 2008 Dodge Avenger as surplus and authorize the General Manager to dispose of the item within the established rules and regulations set forth by Resolution No. 1513 Disposal of Surplus Property.
9. Approve an Associate Membership with Mountain Counties Water Resources Association for Fiscal Year 2019 in the amount of $550.

ACTION ITEMS:

11. ADMINISTRATION BUILDING IMPROVEMENTS/ HVAC REPLACEMENT/ OPERATIONS BUILDING REPAIR:
Recommendation: Take action as the Board desires.

PRESENTATION AND DISCUSSION ITEMS:

12. COMMUNITY OUTREACH PROGRAM:

Recommendation: Receive the presentation.

REPORTS:

13. REPORT OF THE GENERAL MANAGER:
   • October Key Indicators Report
   • Other (no enclosure)

14. DIRECTORS’ REPORTS AND COMMENTS:

INFORMATION ITEMS:

15. DIRECTORS’ REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D)

16. OTHER (NO ENCLOSURE)

CLOSED SESSION:

17. PURSUANT TO GOVERNMENT CODE SECTION 54957.6:
   PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   Title: General Manager

RETURN TO OPEN SESSION.

ACTION ITEMS (CONT.):

18. ANNUAL PERFORMANCE EVALUATION FOR GENERAL MANAGER:

Recommendation: Take action as the Board desires.

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

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

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

ADJOURN TO A REGULAR BOARD MEETING SCHEDULED FOR THURSDAY, DECEMBER 13, 2018 AT 6:00 P.M.
CALL TO ORDER

The meeting of the Board of Directors was called to order on October 9, 2018 at 9:00 a.m. by President Atkinson at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE

Vice President Bockmiller led the Pledge of Allegiance.

Directors Present
- Jim Atkinson, President
- Fred R. Bockmiller, P.E., Vice President
- Marice H. DePasquale, Director
- Shawn Dewane, Director
- James R. Fisler, Director

Directors Absent
- None

Staff Present
- Paul E. Shoenberger, P.E., General Manager
- Phil Lauri, P.E., Assistant General Manager
- Denise Garcia, Administrative Services Manager/District Secretary
- Marwan Khalifa, CPA, MBA, Chief Financial Officer/District Treasurer
- Stacie Sheek, Customer Services Manager
- Stacy Taylor, External Affairs Manager
- Syndie Ly, Human Resources Manager
- Sara J. Fahy, Public Affairs Manager
- Tracy Manning, Water Operations Manager
- Kurt Lind, Business Administrator
- Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud & Romo

Others Present
- None

PUBLIC COMMENTS

There was no public present.

ITEMS TO BE ADDED, REMOVED, OR REORDERED ON THE AGENDA

General Manager Shoenberger offered there were no items to be added, removed, or reordered on the agenda.
ACTION ITEMS:

1. REGIONAL WATER ISSUES:

Storm Water Capture

GM Shoenberger introduced Assistant General Manager Lauri who proceeded with a presentation, entitled “Storm Water Capture”, that highlighted the following:
- Project Types
- Southern California Water Coalition (SCWC) Findings
- SCWC Costs
- Local Project Examples
- Findings & Recommendations

Mr. Lauri responded to questions from the Board and they thanked him for the presentation.

Board directed staff to add support for cost-effective storm water capture projects to Mesa Water’s Policy Positions.

MOTION

Motion by Director Dewane, second by Director Fisler, to support storm water capture projects that are cost effective (e.g., equivalent to Orange County Water District’s Groundwater Replenishment System costs) and contribute source water to the Basin Principal Aquifer. Motion passed 5-0.

Service Area Islands

AGM Lauri proceeded with a presentation, entitled “Service Area Islands”, that highlighted the following:
- District Divisions
- Division 1 Southern Service Area
- Advantages & Challenges
- Steps to Establish Service to Unserved Division 1 Areas
- Recommendation

Mr. Lauri responded to questions from the Board and they thanked him for the presentation.

Discussion ensued amongst the Board.

MOTION

Motion by Director DePasquale, second by Director Dewane, to direct staff to develop a value proposition on realigning the Division 1 Southern Service Area into a Mesa Water District service responsibility and to agendize the item Service Area Islands at a future Board meeting. Motion passed 5-0.
Orange County Groundwater Basin (Basin) Storage

GM Shoenberger provided an overview of Orange County’s Groundwater Basin Storage. It was noted that in August 2017, Orange County Water District’s (OCWD) Board broadened their Water Resource Policy to allow for the consideration of water storage and exchange programs with South Orange County Agencies.

Motion by Vice President Bockmiller, second by Director DePasquale, to not support the concept of individual Basin member storage accounts and to limit any potential future storage agreements to storage programs that are compliant with OCWD Act Section 2.1.c.

Director Dewane proposed an amendment to the motion to direct staff to hire a consultant to develop the value of storage.

SUBSTITUTE MOTION

Motion by Vice President Bockmiller, second by Director DePasquale, that the Board of Directors does not support the concept of individual Basin member storage accounts and limits any potential future storage agreements to storage programs that are compliant with OCWD Act Section 2.1.c., and directed staff to hire a consultant to develop the value of storage. Motion passed 5-0.

MOTION

Motion by Vice President Bockmiller, second by President Atkinson, to add to Mesa Water’s Policy Positions support of programs that are compliant with OCWD Act Section 2.1.c. Motion passed 5-0.

Metropolitan Water District of Southern California Nitrification Challenges

AGM Lauri provided an overview of the topic and was directed by the Board to agendize the item Disinfection Conversion Study and bring its findings and recommendations to a future Engineering and Operations Committee meeting.

Metropolitan Water District of Southern California’s Orange County Feeder Relining Project

AGM Lauri proceeded with a presentation, entitled “Orange County Feeder Relining Project”, that highlighted the following:

- Orange County Feeder (OCF) Relining Phases
- OCF Mesa Water Connections

AGM Lauri responded to questions from the Board and they thanked him for the presentation.

No action was taken on the Orange County Feeder Relining Project.
Municipal Water District of Orange County and Irvine Ranch Water District’s Proposed Water Reliability Pilot Program

GM Shoenberger provided an update on Municipal Water District of Orange County and Irvine Ranch Water District’s proposed water reliability pilot program.

No action was taken on this topic.

Municipal Water District of Orange County OC Reliability Study

GM Shoenberger provided an overview of Municipal Water District of Orange County’s OC Water Reliability Study including the following topics:

- Background
- 2018 OC Study Planning Scenarios
- Methodology for Determining Supply Benefits of Local OC Projects
- New OC Water Supply Gaps
- New OC Water Projects
- Water Supply Benefits vs. Costs for OC Water Projects
- System Reliability Needs and Cost Evaluation for OC Water Projects
- Findings

MOTION

Motion by Director Fisler, second by President Atkinson, to receive and file the Municipal Water District of Orange County OC Water Reliability Study. Motion passed 5-0.

RECESS

President Atkinson declared a recess at 10:20 a.m.

The Board meeting reconvened at 10:30 a.m.

2. CHANDLER & CRODDY WELLS AND PIPELINE PROJECT:

GM Shoenberger introduced AGM Lauri who proceeded with a presentation that highlighted the following:

- Existing Wellfield Meets Current Max Day Demand
- Policy is to Meet 115% of Max Day Demand with Local Groundwater
- Well Site Layout Considerations – Present
- Well Site Layout Considerations – Future
- Well No. 12 Site Layout & Rendering
- Well No. 14 Site Layout
- Well No. 14 Architectural Rendering
- Preliminary Well Design
- New Pipeline to Connect New Wells
- Cost Estimates
- Next Steps
- Questions and Discussion
AGM Lauri answered questions from the Board and they thanked him for the presentation.

MOTION

Motion by Director DePasquale, second by Director Dewane, to receive and file the update. Motion passed 5-0.

3. NEW WATER CONSERVATION LAWS:

External Affairs Manager Taylor proceeded with a presentation that highlighted the following:

- Drought – SB 606/AB1668
- Initial to Final Legislation: Issues
- SB 606/AB 1668: Implementation
- SB 606/AB 1668 Implementation: Water Budget Compliance
- SB 606/AB 1668 Implementation: Water Budget Formula
- SB 606/AB 1668 Implementation: Indoor Residential GPCD
- Implementation Resources
- Actions and Next Steps
- Questions

Motion by Director Dewane, second by Director DePasquale, to receive and file the New Water Conservation Laws report.

Discussion ensued amongst the Board.

Director DePasquale proposed an amendment to the motion to direct staff to agendize a public outreach campaign for New Water Conservation Laws at a future Legislative and Public Affairs Committee Meeting.

SUBSTITUTE MOTION

Motion by Director Dewane, second by Director DePasquale to receive and file the New Water Conservation Laws report and to direct staff to agendize a public outreach campaign for New Water Conservation Laws at a future Legislative and Public Affairs Committee Meeting. Motion passed 5-0.

4. GRANT OPPORTUNITIES FOR PROJECT FUNDING:

GM Shoenberger introduced External Affairs Manager Taylor who provided an overview of the topic. She offered that Mesa Water will submit to the Grant Assistance Program to identify possible federal, state, local and private (corporation and foundations) grants funding for Capital Improvements Projects.

MOTION

Motion by Director Dewane, second by Director DePasquale, to receive and file the Grant Opportunities for Project Funding report. Motion passed 5-0.
5. LEGISLATIVE PLATFORMS:

   External Affairs Manager Taylor provided a list of proposed 2019 Legislative Platforms.

MOTION

   Motion by Director DePasquale, second by Director Dewane, to approve the 2019 Legislative Platforms, as amended. Motion passed 5-0.

REPORTS:

6. REPORT OF THE GENERAL MANAGER:

7. DIRECTORS' REPORTS AND COMMENTS:

INFORMATION ITEMS:

8. OTHER (NO ENCLOSURE)

CLOSED SESSION:

   President Atkinson announced the Board was going into Closed Session at 12:40 p.m.

9. PURSUANT TO GOVERNMENT CODE SECTION 54957.6:
   PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   Title: General Manager

   The Board returned to Open Session at 12:50 p.m.

   Attorney Anslow reported that the Board conducted one Closed Session with the General Manager and Legal Counsel pursuant to California Government Code Section 54957.6. The Board received information and there was no further announcement.

ACTION ITEMS (CONT.):

10. ANNUAL PERFORMANCE EVALUATION FOR GENERAL MANAGER:

   The Board took no action on this item and directed staff to add this topic to the November Board meeting.
President Atkinson adjourned the meeting at 12:55 p.m. to a Regular Board Meeting scheduled for Thursday, October 11, 2018 at 6:00 p.m.

Approved:

__________________________
Jim Atkinson, President

__________________________
Denise Garcia, District Secretary

Sharon D. Brimer, Recording Secretary
CALL TO ORDER

The meeting of the Board of Directors was called to order on October 11, 2018, at 6:00 p.m. by President Atkinson at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE

Director Fisler led the Pledge of Allegiance.

Directors Present

Jim Atkinson, President
Fred R. Bockmiller, P.E., Vice President
Marice H. DePasquale, Director
Shawn Dewane, Director
James R. Fisler, Director

Directors Absent

None

Staff Present

Paul E. Shoenberger, P.E., General Manager
Phil Lauri, P.E., Assistant General Manager
Denise Garcia, Administrative Services Manager/District Secretary
Stacie Sheek, Customer Services Manager
Stacy Taylor, External Affairs Manager
Tracy Manning, Water Operations Manager
Kurt Lind, Business Administrator
Jeff A. Hoskinson, Partner, Atkinson, Andelson, Loya, Ruud & Romo

Others Present

Dennis Albiani, Vice President, California Advocates, Inc.
Erinn Ryberg, Advocate, California Advocates, Inc.
Scott Brehmer, Principal, Industrial Hygiene and Safety, Citadel Environmental Services, Inc.
Hollie Migdol, Senior Consultant, Industrial Hygiene and Safety, Citadel Environmental Services, Inc.
Dave Stein, Principal, Stein Technology Consulting Group

PUBLIC COMMENTS

President Atkinson asked for public comments on items not on the agenda.

There were no comments and President Atkinson proceeded with the meeting.
ITEMS TO BE ADDED, REMOVED, OR REORDERED ON THE AGENDA

General Manager Shoenberger recommended reordering the agenda to take Items 12 and 13 after the Consent Calendar. There were no objections.

CONSENT CALENDAR ITEMS:

Vice President Bockmiller pulled Item 6 for discussion. There were no objections.

1. Approve minutes of regular Board meeting of September 13, 2018.
2. Approve minutes of special Board meeting of September 18, 2018.
3. Approve minutes of special Board meeting of September 20, 2018.
4. Award a contract to Jett Construction Management, LLC in the amount of $134,582 and a 10% contingency for a not-to-exceed amount of $148,040 to provide Construction Management Services for the Administration Building and HVAC Improvements Project, and authorize execution of the contract.
5. Award a contract to TJC and Associates, Inc. in the amount of $70,050 and a contingency of $15,000 for a not-to-exceed amount of $85,050 to provide a Programmable Logic Controllers and Supervisory Computer System Assessment, and authorize execution of the contract.
6. Approve a proclamation honoring the life and memory of Wayne A. Clark.
7. Approve support of Santa Margarita Water District Vice President Saundra Jacobs and El Toro Water District Director Mark Monin as President and First Vice President, respectively, for the Independent Special Districts of Orange County Executive Committee election and authorize President Jim Atkinson to be the District’s voting delegate.
8. Approve attendance considerations (additions, changes, deletions).
9. Board Schedule:
   • Conferences, Seminars, and Meetings
   • Board Calendar
   • Upcoming Community Outreach Events

President Atkinson asked for comments from the public. There were no comments.

MOTION

Motion by Director Fisler, second by Director Dewane, to approve Items 1 – 5 and 7 – 9 of the Consent Calendar. Motion passed 5-0.

Vice President Bockmiller read Wayne A. Clark’s proclamation into the record:

In Memoriam of Wayne A. Clark

Whereas, Wayne A. Clark was an active leader in the water industry for 37 years; and

Whereas, he first served as a member of the Irvine Ranch Water District Board of Directors from 1977 until 1981; and

Whereas, in 1979, Mr. Clark was elected to the Municipal Water District of Orange County (MWDOC) Board of Directors, where he served the constituents of Newport Beach, portions of
Whereas, Mr. Clark, as a Director for MWDOC and in a partnership with the Orange County Water District, formed the National Water Resources Institute to develop new sources of water through cooperative research and technology while protecting the environment; and

Whereas, Mr. Clark was involved with the Association of California Water Agencies and served as an Elected Alternate to the National Water Resources Association Board of Directors; and

Whereas, Mr. Clark was the Founder and former Executive Director of the Urban Water Institute, a non-profit corporation devoted to providing information on the economics and management of water resources; and

Whereas, Mr. Clark has left behind a legacy that will continue to benefit the water industry and Southern California for years to come.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Mesa Water District, with deep respect and gratitude, honor the life and memory of Wayne A. Clark.

President Atkinson asked for comments from the public. There were no comments.

MOTION

Motion by Vice President Bockmiller, second by Director Dewane, to approve Item 6 of the Consent Calendar. Motion passed 5-0.

ITEM 12 – STATE ADVOCACY UPDATE:

External Affairs Manager Taylor introduced California Advocates, Inc.’s Vice President Dennis Albani and Advocate Erinn Ryberg who provided an overview of the 2018 California legislative session and upcoming 2019 legislation.

Mr. Albani and Ms. Ryberg responded to questions from the Board and they thanked them for the update.

ITEM 13 – FISCAL YEAR 2018 ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM AUDIT:

Business Administrator Lind provided an overview of the topic and introduced Citadel Environmental Services, Inc.’s Principal Scott Brehmer and Senior Consultant Hollie Migdol. Mr. Brehmer proceeded with a presentation that highlighted the following:

- The Road to Excellence
- Scorecard
- 2018 Significant Improvements
- Experience Modification Rate (EMR)
- 2018 Areas that Require Improvement
- Next Steps
- Questions
Mr. Brehmer responded to questions from the Board and they thanked him for the presentation.

**ACTION ITEMS:**

10. **REIMBURSEMENT PAYMENT PROCESS:**

GM Shoenberger introduced the item.

President Atkinson asked for comments from the public. There were no comments.

Motion by Director Dewane, second by Director DePasquale, to approve that Director and employee reimbursement payments be processed through bi-weekly payroll and discontinue the issuing of paper checks for Director and employee reimbursements payments.

Discussion ensued amongst the Board.

Vice President Bockmiller offered an amendment to the motion to include an exception for checks over $200.

Discussion ensued amongst the Board.

President Atkinson offered an amendment to the motion to include no limits for a reimbursable and that each Director may choose how the reimbursement is processed.

Discussion ensued amongst the Board.

Vice President Bockmiller withdrew his amended motion.

President Atkinson withdrew his amended motion.

**SUBSTITUTE MOTION**

Motion by Director Dewane second by Director DePasquale, to approve that Director and employee reimbursement payments be processed through bi-weekly payroll and discontinue the issuing of paper checks for Director and employee reimbursements payments with an exception for extraordinary circumstances. Motion passed 5-0.

**RECESS**

President Atkinson declared a recess at 7:00 p.m.

The Board meeting reconvened at 7:10 p.m.

11. **NEW PHONE SYSTEM:**

Administrative Services Manager Garcia reviewed the topic and introduced Stein Technology Consulting Group Principal Dave Stein who proceeded with a presentation that highlighted the following:
• Assessment of Existing System Issues
• Alternatives
• RFP Process
• Recommendations
• Questions

Mr. Stein responded to questions from the Board and they thanked him for the presentation.

MOTION

Motion by Vice President Bockmiller, second by Director Fisler, to award a three-year contract with Vonage for $246,255 and a 10% contingency with two one-year renewal options to provide a Voice Unified Communications/Contact Center Cloud System. Motion passed 5-0.

PRESENTATION AND DISCUSSION ITEMS:

12. STATE ADVOCACY UPDATE:

This item was taken earlier in the agenda.

13. FISCAL YEAR 2018 ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM AUDIT:

This item was taken earlier in the agenda.

REPORTS:

14. REPORT OF THE GENERAL MANAGER:
• September Key Indicators Report
• Other (no enclosure)

15. DIRECTORS’ REPORTS AND COMMENTS:

President Atkinson adjourned the meeting at 7:27 p.m. to a regular Board Meeting scheduled for Thursday, November 8, 2018 at 6:00 p.m.

Approved:

______________________________
Jim Atkinson, President

______________________________
Denise Garcia, District Secretary

______________________________
Sharon D. Brimer, Recording Secretary
MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Tuesday, October 16, 2018
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Special Board Meeting

ENGINEERING AND OPERATIONS COMMITTEE MEETING

CALL TO ORDER
The meeting of the Board of Directors was called to order on
October 16, 2018 at 3:33 p.m. by Chairman Fisler at the
District Office Boardroom, located at 1965 Placentia Avenue,
Costa Mesa, California.

PLEDGE OF ALLEGIANCE
President Atkinson led the Pledge of Allegiance.

Directors Present
Jim Atkinson, President
Fred R. Bockmiller, P.E., Vice President
Marice H. DePasquale, Director (arrived at 3:55 p.m.)
James R. Fisler, Director, Chair

Directors Absent
Shawn Dewane, Director

Staff Present
Paul E. Shoenberger, P.E., General Manager
Wendy Duncan, Records Management Specialist/Acting District Secretary
Phil Lauri, P.E., Assistant General Manager
Tracy Manning, Water Operations Manager
Karyn Igar, Senior Civil Engineer

Others Present
None

PUBLIC COMMENTS
There was no public present.

CONSENT CALENDAR ITEMS:
1. Developer Project Status Report
2. Mesa Water and Other Agency Projects Status Report
3. Water Quality Call Report
4. Committee Policy & Resolution Review
5. Water Operations Status Report
MOTION

Motion by Vice President Bockmiller, second by President Atkinson, to approve Items 1 - 5 of the Consent Calendar. Motion passed 3-0-2, with Directors DePasquale and Dewane absent.

ACTION ITEMS:

None.

PRESENTATION AND DISCUSSION ITEMS:

6. Fiscal Year 2018 Water Loss Audit

Assistant General Manager Lauri introduced Senior Civil Engineer Igar who proceeded with a presentation, entitled “FY 2018 Water Loss Audit Results”, that highlighted the following:

- Water Loss Audits
- Key Performance Indicators
- Real Losses per Connection per Day
- Infrastructure Leakage Index (ILI)
- Data Validity Score
- Data Validity Score Comparison
- Water Loss Status Summary
- Questions and Discussion

Ms. Igar answered questions from the Board and they thanked her for the presentation.

7. Mesa Water Reliability Facility Zone of Influence

AGM Lauri provided an overview of the topic and proceeded with a presentation, entitled “MWRF Zone of Influence Analysis”, that highlighted the following:

- Facility and Flow
- Scenario 1
- Scenario 9
- Scenario 5

Mr. Lauri answered questions from the Board and they thanked him for the presentation.

8. 2018 Fall ACWA/JPIA H.R. LaBounty Safety Awards

GM Shoenberger introduced Water Operations Manager Manning who proceeded with a presentation, entitled “H.R. LaBounty Safety Award Submissions”, that highlighted the following:

- Mesa Water Safety Program
- H.R. LaBounty Safety Awards
- Vault Fall Protection
- Crew Truck Bed Access
• Questions and Discussion

Ms. Manning answered questions from the Board and they thanked her for the presentation.

REPORTS:

10. Directors' Reports and Comments

INFORMATION ITEMS:

11. I-405 Widening Project

The Board meeting was adjourned at 4:57 p.m.

Approved:

______________________________
Jim Atkinson, President

______________________________
Denise Garcia, District Secretary
FINANCE COMMITTEE MEETING

CALL TO ORDER

The meeting of the Board of Directors was called to order on October 18, 2018 at 3:30 p.m. by Chairman Bockmiller at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE

Director Dewane led the Pledge of Allegiance.

Directors Present

Jim Atkinson, President
Fred R. Bockmiller, P.E., Vice President, Chair
Marice H. DePasquale, Director
Shawn Dewane, Director
James R. Fisler, Director

Directors Absent

None

Staff Present

Paul E. Shoenberger, P.E., General Manager
Denise Garcia, Administrative Services Manager/District Secretary
Marwan Khalifa, CPA, MBA, Chief Financial Officer

Others Present

None

PUBLIC COMMENTS

There was no public present.

CONSENT CALENDAR ITEMS:

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

MOTION

Motion by Director Dewane, second by President Atkinson, to approve Items 1-4 of the Consent Calendar. Motion passed 5-0.
ACTION ITEMS:

5. Surplus Property

MOTION

Motion by Director Dewane, second by Director DePasquale, to add to the next regular Board meeting Consent Calendar declaration of the 2008 Dodge Avenger as surplus and authorization for the General Manager to dispose of the items within the established rules and regulations set forth by Resolution No 1513 Disposal of Surplus Property. Motion passed 5-0.

6. General Legal Services

Motion by Director Dewane, second by Director DePasquale, to add to the next regular Board meeting Consent Calendar amendment of the General Legal Services contract with Atkinson, Andelson, Loya, Ruud & Romo to revise the fee schedule.

Discussion ensued amongst the Board.

SUBSTITUTE MOTION

Motion by President Atkinson, second by Vice President Bockmiller, to direct staff to agendize the item General Legal Services at a future Finance Committee meeting. Motion passed 5-0.

PRESENTATION AND DISCUSSION ITEMS:

None.

REPORTS:

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

INFORMATION ITEMS:

None.
The Board meeting was adjourned at 4:00 p.m.

Approved:

________________________________________
Jim Atkinson, President

________________________________________
Denise Garcia, District Secretary
CALL TO ORDER
The meeting of the Board of Directors was called to order on October 22, 2018 at 3:33 p.m. by Chairman Fisler at the District Office Boardroom, located at 1965 Placentia Avenue, Costa Mesa, California.

PLEDGE OF ALLEGIANCE
Vice President Bockmiller led the Pledge of Allegiance.

Directors Present
Jim Atkinson, President
Fred R. Bockmiller, P.E., Vice President
Marice H. DePasquale, Director
James R. Fisler, Director, Chair

Directors Absent
Shawn Dewane, Director

Staff Present
Paul E. Shoenberger, P.E., General Manager
Phil Lauri, P.E., Assistant General Manager
Stacy Taylor, External Affairs Manager
Sara J. Fahy, Public Affairs Manager
Andie Jacobsen, Executive Assistant to the General Manager/Acting District Secretary
Mark Pelka, Senior Civil Engineer
Jeff A. Hoskinson, Partner, Atkinson, Andelson, Loya, Ruud & Romo

Others Present
John Lewis, President, Lewis Consulting Group

PUBLIC COMMENTS
There were no comments on non-agendized topics.

CONSENT CALENDAR ITEMS:
1. State Advocacy Update
2. Outreach Update

MOTION
Motion by President Atkinson, second by Director DePasquale, to approve Items 1 and 2 of the Consent Calendar. Motion passed 4-0-1, with Director Dewane absent.
General Manager Shoenberger reordered the agenda to take Item 4 before Item 3. There were no objections.

Item 4 – Orange County Update

Director Fisler introduced Lewis Consulting Group President John Lewis who proceeded with an Orange County Update.

Mr. Lewis responded to questions from the Board and they thanked him for the update.

**ACTION ITEMS:**

3. Administration Building and HVAC Improvements Project

**MOTION**

Motion by President Atkinson, second by Director DePasquale, to reject all bids for the Administration Building and HVAC Improvements Project; and authorize the General Manager, or his designees, to negotiate with one or more contractors to complete the project, and bring the negotiated contract(s) back to the Board for approval. Motion passed 4-0-1, with Director Dewane absent.

**PRESENTATION AND DISCUSSION ITEMS:**

4. Orange County Update

This item was taken earlier in the agenda.

**REPORTS:**

5. Report of the General Manager
6. Directors’ Reports and Comments

**INFORMATION ITEMS:**

None.
The Board meeting was adjourned at 4:16 p.m.

Approved:

________________________
Jim Atkinson, President

________________________
Denise Garcia, District Secretary
MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: November 8, 2018
SUBJECT: Attendance at Conferences, Seminars, Meetings, and Events

RECOMMENDATION

In accordance with Ordinance No. 28, adopted April 13, 2017, authorize 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

At its June 14, 2018 meeting, the Board of Directors (Board) approved Fiscal Year 2019 attendance at Conferences, Seminars, Meetings, and Events.

DISCUSSION

During the discussion of this item, if any, the Board may choose to delete any item from the list and/or may choose to add additional conferences, seminars, meetings, or events for approval, subject to available budget or additional appropriation.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.
### 2018 CONFERENCES, SEMINARS, AND MEETINGS:

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>November 26 - November 30, 2018</td>
<td>ACWA/JPIA Fall Conference</td>
<td>Atkinson, Bockmiller, DePasquale, San Diego, CA</td>
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<tr>
<td>December 6, 2018</td>
<td>MWDOC Elected Officials Forum</td>
<td>Fountain Valley, CA</td>
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<tr>
<td>December 12 - December 14, 2018</td>
<td>Colorado River Water Users Association Conference</td>
<td>Las Vegas, NV</td>
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### 2019 CONFERENCES, SEMINARS, AND MEETINGS:

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<tr>
<th>Date</th>
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<tr>
<td>February 6 - 8, 2019</td>
<td>CalDesal Annual Conference</td>
<td>Palm Springs, CA</td>
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<tr>
<td>February 25 - 28, 2019</td>
<td>AWWA/AMTA Membrane Technology Conference</td>
<td>New Orleans, LA</td>
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<tr>
<td>February 27 - March 1, 2019</td>
<td>Urban Water Institute Spring Conference</td>
<td>Palm Springs, CA</td>
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<tr>
<td>March 17 - 19, 2019</td>
<td>WateReuse Conference</td>
<td>Garden Grove, CA</td>
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<tr>
<td>March 27 - 28, 2019</td>
<td>WaterNow Alliance 4th Annual Summit</td>
<td>Atkinson, Austin, TX</td>
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<td>May 7 - 10, 2019</td>
<td>ACWA/JPIA Spring Conference</td>
<td>Bockmiller, Monterey, CA</td>
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<td>May 21 - 22, 2019</td>
<td>CSDA Legislative Days</td>
<td>Sacramento, CA</td>
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<td>June 9 - 12, 2019</td>
<td>AWWA ACE19 Conference</td>
<td>Denver, CO</td>
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<td>September 25 - 28, 2019</td>
<td>CSDA Annual Conference</td>
<td>Anaheim, CA</td>
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<tr>
<td>10:30am MWDGC Planning &amp; Operations Committee Meeting (MWDOC Conference Room 101)</td>
<td>7:30am MWDGC Executive Committee Meeting (MWDOC Conference Room 101)</td>
<td>8:30am MWDGC/OCWD Workshop (MWDOC Conference Room 101)</td>
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<td>District Holiday</td>
<td>8:30am MWDGC Planning &amp; Operations Committee Meeting (MWDOC Conference Room 101)</td>
<td>8:30am - 11:30am</td>
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<td>9:00am MWDGC Board Meeting (MWDOC Conference Room 101)</td>
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<td>11:00am ENC Artisans Marketplace</td>
<td>8:30am MWDOC Planning &amp; Operations Committee Meeting (MWDOC Conference Room 101)</td>
<td>7:30am MWDOC Executive Committee - 2 (MWDOC Conference Room 101)</td>
<td>3:30pm Executive Committee Meeting - JA 101 (Hayden Conference Room)</td>
<td>5:45pm Costa Mesa City Council Meeting</td>
<td>6:00pm MWDOC Executive Committee Meeting (MWDOC Conference Room 101)</td>
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<td>8:30am MWDOC Public Affairs &amp; Legislation Committee Meeting (MWDOC)</td>
<td>8:30am WMAC Planning Committee (MWDOC Conf. Room 101)</td>
<td>3:30pm Engineering and Operations Committee Meeting (Boardroom)</td>
<td>6:30am MWDOC Board Meeting (MWDOC Conference Room 101)</td>
<td>8:30am MWDOC Executive Committee Meeting (MWDOC)</td>
<td>8:30am Finance Committee Meeting (Boardroom)</td>
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Kathy Pham

10/31/2018 2:20 PM
## UPCOMING COMMUNITY OUTREACH EVENTS

<table>
<thead>
<tr>
<th>Event:</th>
<th>Date &amp; Time:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>Tree-Lighting Ceremony</td>
<td>Thursday, November 15, 2018</td>
<td>600 Town Center Drive</td>
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<td>6:30 p.m.</td>
<td>Costa Mesa, CA 92626</td>
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<td>5th Grade School Assembly</td>
<td>Tuesday, November 20, 2018</td>
<td>1800 Whittier Avenue</td>
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<td>9:30 a.m. to 10:30 a.m.</td>
<td>Costa Mesa, CA 92627</td>
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<td>Big Hearts for Little Hearts Toy Drive</td>
<td>Saturday, December 1, 2018</td>
<td>3112 McKinley Way</td>
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<td>5:00 p.m. to 9:00 p.m.</td>
<td>Costa Mesa, CA 92626</td>
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<tr>
<td>Vanguard University’s Annual Christmas Fantasia</td>
<td>Monday, December 10, 2018</td>
<td>600 Town Center Drive</td>
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<td>8:00 p.m.</td>
<td>Costa Mesa, CA 92626</td>
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</tbody>
</table>
MEMORANDUM

TO: Board of Directors  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: November 8, 2018  
SUBJECT: Surplus Property

RECOMMENDATION

Declare the 2008 Dodge Avenger as surplus and authorize the General Manager to dispose of the item within the established rules and regulations set forth by Resolution No. 1513 Disposal of Surplus Property.

The Finance Committee reviewed this item at its October 18, 2018 meeting and recommends Board approval.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

At its June 21, 2018 meeting, the Finance Committee adopted Resolution No. 1513 Updating the Rules and Regulations for Disposal of Surplus Property of Mesa Water District Superseding Resolution No. 1463.

This resolution updates the rules and regulations for the disposal of property that Mesa Water determines as no longer necessary to carry out the powers and the purposes of the District to meet present or future needs. Further, Resolution No. 1513 requires all surplus personal property, regardless of the amount, to be approved by the Board prior to disposition. The resolution also specifies that the General Manager, acting in the best interest of the District, may use any of the prescribed methods approved by the Board for disposal of the assets.

DISCUSSION

This document serves as the written report of the disposal of Surplus Personal Property, including the manner of disposal utilized, which is provided to the Board prior to disposition.

All proposed surplus items were either expensed at the time of purchase or have no undepreciated book value.

Unit 2 – 2008 Dodge Avenger
Unit 2 is ten (10) years old and is assigned as a District pool car. The car is used infrequently and the cost of maintaining it exceeds the benefit gained from continued ownership. The unit currently has 22,000 miles. The original acquisition cost was $17,079.

“Disposal by Remarketing Service Provider” has been chosen as the method of disposal.
FINANCIAL IMPACT

None.

ATTACHMENTS

None.
MEMORANDUM

TO:         Board of Directors
FROM:       Paul E. Shoenberger, P.E., General Manager
DATE:       November 8, 2018
SUBJECT:    Mountain Counties Water Resources Association Membership

RECOMMENDATION

Approve an Associate Membership with Mountain Counties Water Resources Association for Fiscal Year 2019 in the amount of $550.

The Executive Committee will review this item at its November 6, 2018 meeting.

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 #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

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

DISCUSSION

Mountain Counties Water Resources Association (MCWRA) is an organization dedicated to uniting agencies, groups and individuals whose interests include protecting and enhancing Mountain County water resources throughout the foreseeable future. To accomplish this mission, MCWRA sets out to strengthen autonomous member entities’ implementation of their jurisdictional responsibilities through information sharing, issue awareness, education, and potential legislative action or legal support.

Mountain Counties is a nonprofit tax-exempt corporation [501(c)(6)], organized and existing solely for nonprofit purposes. An Associate Membership with MCWRA at the $550 annual level is offered for any organization involved in treating, controlling, developing, acquiring, using or supplying water for any purpose (including protecting, drainage, or reclamation of lands, and/or producing power) for the inhabitants or lands within the counties of origin or adjacent to the central region of the Sierra Nevada in the State of California. Associate Membership may be accepted upon written application, approval by the Board, and payment of the required membership dues. Acceptance to Associate Membership shall authorize participation in activities of Mountain Counties but shall not entitle any right to vote or hold office.

In June of 2018, Mesa Water partnered with MCWRA and the Urban Water Institute on the successful North Meets South Tour, a three-day event punctuated by a tour of local water facilities and followed by a discussion session on water issues critical to both Northern and Southern California. The goal of the event was to help MCWRA members better understand how Southern
California efficiently maximizes its water resources, a small step in closing the gap between Northern and Southern California on water issues but very important to the bigger water supply picture.

In October of 2018, Board President Atkinson and General Manager Shoenberger attended MCWRA’s Water Symposium whose topic was “The California Water Fix – Supply, Conveyance and Operation” and which highlighted speakers from the United States Bureau of Reclamation, Metropolitan Water District of Southern California, and the Coalition for a Sustainable Delta.

As 40% of the state’s developed water supply originates from Mountain Counties Areas - more than from any other single source - and as the California Department of Water Resources recognized and established the Mountain Counties as an “Area of Interest” in the California Water Plan Update, staff recommends MCWRA membership for Mesa Water at the Associate level, joining them in their continual willingness to work with all agencies of the State to achieve water dependability throughout California.

FINANCIAL IMPACT

In Fiscal Year 2019, $80,000 has been budgeted for Dues and Subscriptions; $20,500 has been spent to date.

ATTACHMENTS

Attachment A: Mountain Counties Water Resources Association Associate Member Application
Attachment B: Mountain Counties Water Resources Association Bylaws
Membership Application - Associate

DATE OF APPLICATION: ___________________AMOUNT ENCLOSED $ __________________

NAME: ______________________________________________________________

AFFILIATION / COMPANY: ________________________________________________

NON-WATER PURVEYOR (Number of employees): ______________________________

ADDRESS: __________________________________________________________________

CITY: _____________________________________________________________________

STATE: ___________________________ ZIP: ______________________________

PHONE: ___________________________________________________________________

EMAIL ADDRESS: __________________________________________________________

MEMBERSHIP CATEGORY: _________________________________________________

Check here _____ to be a Website Sponsor (optional): $200 ($100-initial set-up, plus $100-
annually)

NOTE:
Please email an electronic copy of your LOGO along with contact person name and
contact information for our website include a brief description of your organization.
Email to executivedirector11.mcwra@gmail.com

Associate Membership – (Large): Organization of four or more individuals.......... $550 annually
Associate Membership – (Small): Organization of three or less individuals.......... $300 annually

Any consulting organization, or corporation involved in treating, controlling, developing,
acquiring, using or supplying water for any purpose (including protecting, drainage, or
reclamation of lands, and/or producing power) for the inhabitants or lands within the counties of
origin or adjacent to the central region of the Sierra Nevada in the State of California may
become an Associate Member of Mountain Counties upon written application, approval by the
Board, and payment of the required membership dues. Acceptance to Associate Membership
shall authorize participation in activities of Mountain Counties but shall not entitle any right to
vote or hold office.

Remit application with payment to:
Mountain Counties Water Resources Association
PO Box 251
Placerville, CA 95667
BYLAWS OF
MOUNTAIN COUNTIES
WATER RESOURCES ASSOCIATION

ARTICLE I
NAME

The name of this nonprofit corporation shall be Mountain Counties Water Resources Association (hereinafter referred to as “Mountain Counties”).

ARTICLE II
PRINCIPAL OFFICE

The principal office for the transaction of the activities and affairs of Mountain Counties is located at P.O. Box 251, Placerville, California 95667. Any change of location of the principal office requires an amendment to this Article of the by-laws by the Board of Directors of Mountain Counties (“Board”).

ARTICLE III
PURPOSES

Mountain Counties Water Resources Association is a nonprofit corporation, organized and existing solely for nonprofit purposes. It is organized under the [Nonprofit Corporation Act] of the State of California and is organized for the purposes set forth in Internal Revenue Code section 501(c)(6) or the corresponding provision of any future United States internal revenue law. Within the context of these general purposes, the Corporation’s primary purposes of Mountain Counties are: (i) to provide education and legislative advocacy to and on behalf of water agencies in the Sierra Nevada foothills upstream of the Sacramento and Joaquin Valleys to protect and enhance the water resources of the mountain counties of the State of California now and in the future, and (ii) to do any and all lawful activities which may be necessary, useful or desirable for the furtherance, accomplishment, fostering or attainment of the foregoing purpose, either directly or indirectly, and either alone or in conjunction or cooperation with others, whether such others be persons or organizations of any kind or nature, such as corporations, firms, associations, trusts, institutions, foundations or governmental bureaus, departments or agencies.

ARTICLE IV
FISCAL YEAR
The fiscal year of Mountain Counties shall begin on the first day of July and end on the last day of June each year.

ARTICLE V
MEMBERSHIP AND DUES

A. Mountain Counties shall have six classes of members:

(i) Executive Membership: Any county, public district, or other public agency located in the State of California in the counties of origin or adjacent to the central region of the Sierra Nevada who is involved in water development, acquisition, treatment, or storage may become an Executive Member of Mountain Counties upon written application, approval by the Board, and payment of the required membership dues. Acceptance to Executive Membership shall authorize full participation in activities of Mountain Counties. The General Manager, Executive Officer, or appointed representative shall represent its organization in the Executive Membership of Mountain Counties and shall be the voting representative from its public entity.

(ii) Associate: Any consulting organization, or corporation involved in treating, controlling, developing, acquiring, using or supplying water for any purpose (including protecting, drainage, or reclamation of lands, and/or producing power) for the inhabitants or lands within the counties of origin or adjacent to the central region of the Sierra Nevada in the State of California may become an Associate Member of Mountain Counties upon written application, approval by the Board, and payment of the required membership dues. Acceptance to Associate Membership shall authorize participation in activities of Mountain Counties but shall not entitle any right to vote or hold office.

   Associate (Large): Organization of four or more individuals
   Associate (Small): Organization of three or less individuals

(iii) Affiliate: Any water purveyor outside the designated boundary of the California Water Plan Mountain Counties Overlay that is involved indirectly with MCWRA and/or its executive members in achieving mutual regulatory, political and legislative goals for this region, its members and those affiliated with MCWRA.
Acceptance to Affiliate Membership shall authorize participation in activities of Mountain Counties but shall not entitle any right to vote or hold office.

(iv) **Honorary Life Membership**: Any individual who has tendered conspicuous service in furthering the purposes of Mountain Counties may become an Honorary Life Member of Mountain Counties upon approval by the Board. Acceptance to Honorary Life Membership shall authorize participation in the activities of Mountain Counties but shall not entitle any right to vote or hold office.

(v) **Ex-Officio**: Board appointed delegate to the Board of Directors. Delegate is past Director (Board Member) and serves on behalf of the Board of Directors. As ex-officio members of their board, the delegate attends board meetings "by reason of their office," rather than through elections, but shall not be entitled to vote.

(vi) **MCWRA Ambassador/s**: Board appointed high ranking delegate to serve as MCWRA Ambassador for MCWRA. The MCWRA Ambassador is the personal representative of the Association's Executive Director and Board of Directors in regional, state and federal water matters of the highest importance to its membership.

B. **Termination of Membership.** Membership shall cease upon the failure of any member to pay the dues provided for in Subdivision C of this Article V. The membership of any member may be terminated at any time by such member sending written notification of its intent to withdraw to the Board of Mountain Counties. The Board may terminate the membership of any member upon thirty (30) calendar days written notice by first class mail when it is determined at any meeting of the Board that continuance of such membership would not be in the best interest of Mountain Counties. Withdrawal or termination of membership ends any participation in Mountain Counties activities and shall terminate a member's interest in the assets of Mountain Counties.

C. **Dues.** The annual dues of each member shall be established by the Board and shall be assessed against all members, except the MCWRA Ambassador, Honorary Life and Ex-Officio Members of Mountain Counties.
D. Liability of Members. No member shall be liable for any obligation incurred by Mountain Counties, except the payment of annual dues while it shall remain a member.

E. Nontransferability of Membership. All memberships of Mountain Counties are nontransferable.

ARTICLE VI
BOARD OF DIRECTORS

A. General Powers. Subject to the provisions and limitations of any applicable law and these Bylaws, Mountain Counties' activities and affairs shall be managed, and all powers of the association shall be exercised, by or under the direction of the Board.

B. Specific Powers. Without prejudice to the general powers set forth in Paragraph A of this Article VI, but subject to the same limitations, the Board shall have the power to:

(i) Appoint and remove, at the discretion of the Board, all corporate officers, agents and employees; prescribe the powers and duties for them as are consistent with the law and these Bylaws; fix their compensation; and require from them security for faithful service;

(ii) Change the principal office or the principal business office in California from one location to another; and

(iii) Borrow money and incur indebtedness on Mountain Counties’ behalf and cause to be executed and delivered for Mountain Counties’ purposes promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

C. Number of Directors. The Board shall consist of seven (7) Directors unless changed by amendment to these Bylaws.

D. Qualifications of Directors. The qualifications for Directors include: (i) active employment with, or representation of, an Executive Member; and (ii) dedication to the purposes of Mountain Counties stated in Article III of these Bylaws. The Board may also consider any other relevant qualifications.

E. Quorum and Action. A majority of the authorized number of Directors shall constitute a quorum for the transaction of any business except
adjournment. Subject to more stringent requirements of law, every action taken or decision made by majority vote of the Directors present at a duly held meeting at which a quorum is present shall be an act of the Board.

F. When there is a vacancy on the Board, the Executive Members shall elect a replacement Director in the manner described in Paragraph H of this Article VI.

G. Term. The term of each Director shall be four (4) years.

H. Nominations. (i) Nominations for election of each Director shall be made by the Governance Committee. At least one hundred and twenty (120) calendar days prior to the date of any election of Directors, the Board shall task the Governance Committee to select qualified candidates for those positions on the Board whose terms of office are then expiring. The Governance Committee shall make its report to the Executive Director/Secretary of Mountain Counties at least sixty (60) calendar days prior to the date of the meeting at which the Directors are to be elected.

(ii) Executive Members may also nominate persons for election to positions on the Board. At least forty-five (45) but not more than sixty (60) calendar days prior to the date of the meeting, the Secretary, at the direction of the Board, shall send notice to all Executive Members, listing the nominees of the nominating committee and calling for any additional nominations to be submitted in writing not less than twenty-one (21) calendar days prior to the meeting. Such written nominations by Executive Members shall contain: (a) the name and address of each proposed nominee and agency he or she represents, and (b) the name of the nominating Executive Member.

(iii) At least ten (10) calendar days prior to the meeting, the Secretary shall send to each Executive Member a list of all nominees for Director.

I. Election of Directors. All Executive Members may vote on the election of Directors. However, if MCWRA has an uncontested election for new Board members, the Association will dispense with balloting and the candidates are thus considered elected by consent and acclamation.

J. Vacancies on the Board. (i) A vacancy or vacancies on the Board shall occur in the event of: (a) the death or resignation of any Director; (b) a Director's departure from the organization he or she represents on Mountain Counties' Board; (c) increase of the authorized number of Directors; (d)
unanimous vote of all other Directors to remove a Director for misconduct or failure of to meet any required qualification for Director; or (e) removal of a Director by majority vote of the Executive Members.

(ii) Vacancies on the Board, including newly created positions, shall be filled at a regular meeting or special meeting of the Executive Membership called for that purpose.

(iii) Except as provided below, any Director may resign by giving written notice to the President of the Board. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. If a Director’s resignation is effective at a later time, the Executive Membership may elect a successor to take office as of the date when the resignation becomes effective.

(iv) No reduction of the authorized number of Directors shall have the effect of removing a Director before his or her term of office expires.

K. No Compensation. No Director shall be compensated by Mountain Counties for his or her service on the Board. Directors may, however, be eligible for reimbursement of expenses incurred in performance of their duties and activities for Mountain Counties in accordance with Paragraph J of Article VIII of these Bylaws.

ARTICLE VII
OFFICERS

A. Officers. The officers of Mountain Counties shall be: President, Vice President, Secretary, Treasurer, Ex-Officio and Executive Director. Each such officer, except for the MCWRA Ambassador, Ex-Officio and Executive Director, shall be a member of the Board. However, the Board may assign the Secretary role to the Executive Director. The President, Vice President, Secretary, and Treasurer shall be appointed by the Board upon election of Directors every two years and shall serve at the pleasure of the Board. Any two or more of the offices of President, Vice President, Secretary and Treasurer may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as President or Vice President. The Executive Director shall be selected by the Board, which shall also determine his or her compensation. The MCWRA Ambassador, Ex-Officio members are appointed by the Board and compensation is limited to expense reimbursements and a nominal stipend as approved by the Board. The MCWRA Ambassador, Ex-
Officio members and the Executive Director shall hold office at the pleasure of the Board. Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Any resignation shall be without prejudice to any rights of Mountain Counties under any contract to which the officer is a party. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for normal appointments to that office.

B. Duties.

(i) **President.** The President shall preside at all meetings of the Board and membership of Mountain Counties; shall appoint all committees, including the chair thereof, who shall be ratified by the Board; and shall perform all other powers and duties as the Board may assign from time to time.

(ii) **Vice President.** The Vice President shall, in the event of the President’s absence or inability to act, preside at any meeting of the Board or membership of Mountain Counties and shall have such other powers and duties as the Board or President may assign from time to time.

(iii) **Secretary.** The Secretary shall attend all meetings of the Board and membership of Mountain Counties, shall ensure that all minutes of such meetings are kept and Board approved, and shall give all notices to the membership and Board provided for in these Bylaws. The Secretary shall have custody and shall be responsible for the safekeeping of all records of Mountain Counties. The Secretary shall have such other powers and duties as the Board or President may assign from time to time.

(iv) **Treasurer.** The Treasurer shall supervise all dues collections and the accounts of the Corporation; shall ensure that full and accurate accounting records are maintained at all times; and shall present such reports, including an annual report of the Corporation’s financial condition, as the Board of Directors may direct. The books of account shall be open for inspection by any member of the Board at all reasonable times. The Treasurer shall perform such other duties as may be prescribed by the Board of Directors or the President.
(v) **Ex-Officio Member.** Ex-Officio members, appointed by the Board, shall serve on behalf of the Board of Directors and represent the Board on matters of association business.

(vi) **MCWRA Ambassador.** The Ambassador is the personal representative of the Association’s Executive Director and Board of Directors in regional, state and federal water matters of the highest importance to its membership.

(vii) **Executive Director.** The Executive Director shall serve as the general manager of Mountain Counties under the direction of the Board, which has ultimate authority over governance of the activities and affairs of Mountain Counties.

**ARTICLE VIII**

**BOARD MEETINGS AND VOTING**

A. Any meeting of the Board may be held by conference telephone or similar communication equipment, as long as all Directors participating in the meeting can hear one another. All such Directors shall be deemed to be present in person at such a meeting.

B. Each year, the Board shall hold a general meeting for purposes of organization, election of officers and Directors, and transaction of other business. Other regular meetings of the Board may be held at such time and place as the Board may fix from time to time, but no less than semi-annually. All such meetings are subject to the notice requirements set forth in Paragraph D of this Article VIII of the Bylaws.

C. Special meetings of the Board may be called for any purpose at any time by the President or Vice President of the Board, Secretary, or any two Directors. Notice of special meetings is subject to requirements set forth in Paragraph D of this Article VIII of the Bylaws.

D. **Notice of Meetings.** General meetings of the Board may be held without notice if the time and place of the meetings are fixed by the Bylaws of the Board. Special meetings of the Board shall be held upon four (4) calendar days notice by first-class mail or forty-eight (48) hours notice delivered personally or by email, facsimile, or telephone. The notice shall state the time and place of the meeting. A notice, or waiver of notice, need not specify the purpose of any
general or special meeting of the Board. The Bylaws may not dispense with
notice of a special meeting.

E. Notice of a meeting need not be given to any Director who, either
before or after the meeting, signs a waiver of notice, a written consent to the
holding of the meeting, an approval of the minutes of the meeting, or who attends
the meeting without protesting, prior thereto or at its commencement, the lack of
notice to such Director. The waiver of notice or consent need not specify the
purpose of the meeting. All such waivers, consents, and approvals shall be filed
with the corporate records or made a part of the minutes of the meetings. Notice
of a meeting need not be given to any Director who attends the meeting and
who, before or at the beginning of the meeting, does not protest the lack of notice
to him or her.

F. A consensus of the Directors present, whether or not a quorum is
present, may adjourn any meeting to another time and place.

G. Notice of the time and place of holding an adjourned meeting need
not be given unless the original meeting is adjourned for more than twenty-four
(24) hours. If the original meeting is adjourned for more than 24 hours, notice of
any adjournment to another time and place shall be given, before the time of the
adjourned meeting, to the Directors who were not present at the time of the
adjournment.

H. Any action that the Board is required or permitted to take may be
taken without a meeting if all Board members consent in writing to the action.
Such action by written consent shall have the same force and effect as any other
validly approved action of the Board. All such consents shall be filed with the
minutes of the proceedings of the Board.

I. Conduct of Meetings. Meetings shall be facilitated by the
President of the Board or, in his or her absence, the Vice President of the Board.
If the President and Vice President are unable to attend, the meeting may be
facilitated by another Director.

J. Reimbursement. Directors may receive reimbursement of
expenses incurred in performance of his or her duties and activities on behalf of
Mountain Counties as the Board may determine by resolution to be just and
reasonable to Mountain Counties at the time that the resolution is adopted.
COMMITTEES

A. **Executive Committees.** The Board, by resolution adopted by a consensus of the Directors then in office, provided a quorum is present, may create one or more committees ("Executive Committees"), each consisting of two (2) or more Directors and no persons who are not Directors, to serve at the pleasure of the Board. Appointments to Executive Committees shall be by a consensus of the Directors then in office. The Board may appoint one or more Directors as alternate members of any such Executive Committee, who may replace any absent committee member at any meeting. Any such Executive Committee, to the extent provided in the Board resolution, shall report its findings and recommendations to the Board for its action. Executive Committees shall have all the authority of the Board with respect to matters within their area of assigned responsibility, except that no Executive Committee, regardless of Board resolution may:

(i) Fill vacancies on the Executive Committee;
(ii) Amend or repeal any resolution of the Board which by its express terms is not so amendable or repealable;
(iii) Appoint any other Executive Committees or the members of those Executive Committees;
(iv) Approve any transaction: (a) to which Mountain Counties is a party and one or more Directors have a material financial interest; or (b) between Mountain Counties and one or more of its Directors or between Mountain Counties or any person in which one or more of its Directors have a material financial interest; or
(v) Take any other action that requires approval of the Executive Members of Mountain Counties.

B. **Advisory Committees.** Other committees, known as Advisory Committees, may be established by the Board of Directors. Advisory Committees are only advisory to the Board and shall not exercise any powers of the Board. Advisory Committees may be standing committees or ad hoc committees and may consist of Executive, Associate, Honorary Life Members, and Ex-Officio Members.

C. Meetings and actions of committees shall be governed by, noticed, held, and taken under the provisions of these Bylaws concerning meetings and other Board actions. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee so long as the rules are consistent with these Bylaws. If the
Board has not adopted rules, the committee may do so consistent with these Bylaws.

ARTICLE X
MEMBERSHIP MEETINGS AND VOTING

A. Annual and Regular Meetings. The annual Executive Member meeting of Mountain Counties shall be held at such place and at such time as may be designated by the Board in the notice of the meeting. At this meeting, the Directors shall be elected and any other proper business may be transacted. Other regular meetings of the Executive Members may be held without notice at such time and place as the Board may fix from time to time or as agreed by written consent by all Executive Members entitled to vote at the meeting, given before or after the meeting.

B. Notice of Meetings. Notice of each meeting of the Executive Members shall be mailed, first class mail, or otherwise delivered to each Executive Member at the last recorded address at least ten (10) and not more than ninety (90) calendar days in advance of the meeting. The notice shall set forth the place, time, and purpose of the meeting and shall include the text of any proposed action. The transactions of any Executive Member meeting, however called or noticed and whenever held, shall be as valid as though taken at a meeting duly held after notice, if a) a quorum is present, and b) either before or after the meeting, each Executive Member signs a written waiver of notice, consent to the holding of the meeting, or an approval of the minutes of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. An Executive Member’s attendance at a meeting shall also constitute a waiver of notice unless the Executive Member objects at the beginning of the meeting.

C. Special Meetings. Special meetings of the Executive Members may be called by a consensus of the Board of Directors or the Executive Members. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Executive Members.

D. Quorum. There must be present and/or on the telephone at least a majority of the voting power of the Executive Members to constitute a quorum for the transaction of business at any meeting of the Executive Members.

E. Manner of Voting. The General Manager or Executive Officer of each Executive Member can vote on behalf of that Executive Member. Each
Executive Member shall be entitled to cast one (1) vote on each matter submitted to a vote of the Executive Members, and, when voting for the election of Directors, each Executive Member entitled to vote may not cast more than one vote for any one candidate for Director. Any action required or permitted by these Bylaws to be taken by the Executive Members may be taken upon approval by a majority vote of a quorum of the Executive Members, except as otherwise provided in these Bylaws or as required by law.

ARTICLE XI
STANDARDS OF CONDUCT

A. No Director of this Mountain Counties nor any other corporation, firm, association, or other entity in which one or more of Mountain Counties' Directors have a material financial interest, shall be interested, directly or indirectly, in any contract or transaction, unless (a) the material facts regarding that Director's financial interest in such contract or transaction or regarding such common directorship, officership, or financial interest are fully disclosed in good faith and noted in the minutes, or are known to all members of the Board prior to the Board's consideration of such contract or transaction; (b) such contract or transaction is authorized in good faith by a majority of the Board by a vote sufficient for that purpose without counting the votes of the interested Directors; (c) before authorizing or approving the transaction, the Board considers and in good faith decides after reasonable investigation that Mountain Counties could not obtain a more advantageous arrangement with reasonable effort under the circumstances; and (d) Mountain Counties for its own benefit enters into the transaction, which is fair and reasonable to Mountain Counties at the time the transaction is entered into.

B. Paragraph A of this Articles X of the Bylaws does not apply to a transaction that is part of a public or charitable program of Mountain Counties if it (a) is approved or authorized by Mountain Counties in good faith and without unjustified favoritism and (b) results in a benefit to one or more Directors or their families because they are in the class of persons intended to be benefited by the public or charitable program of Mountain Counties.

C. Mountain Counties shall not lend any money or property to or guarantee the obligation of any Director or officer; provided, however, that Mountain Counties may advance money to a Director or officer of Mountain Counties for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Director or officer would be entitled to reimbursement for such expenses by Mountain Counties.
D. To the fullest extent permitted by law, Mountain Counties may indemnify its Directors, officers, employees, and persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any legal proceeding by reason of the fact that such person holds or held such position.

E. To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under Paragraph D of this Article XI of the Bylaws in defending any proceeding covered by that Paragraph may be advanced by Mountain Counties before final disposition of the proceeding, on receipt by Mountain Counties of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately found that the person is entitled to be indemnified by Mountain Counties for those expenses.

F. Mountain Counties shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, director, employee, or agent in such capacity arising from the officer’s, Director’s, employee’s, or agent’s status as such.

ARTICLE XII
RECORDS, REPORTS AND RIGHTS OF INSPECTION

A. Mountain Counties shall keep: (i) adequate and correct books and records of account; (ii) written minutes of the proceedings of its Board and committees; and (iii) a record of each Director’s name, address, email address if available, and telephone number.

B. The Board shall cause an annual report to be sent to the Directors within 120 days after the end of Mountain Counties’ fiscal year. That report shall contain the following information, in appropriate detail:

(i) The assets and liabilities, including the trust funds, of Mountain Counties as of the end of the fiscal year;
(ii) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
(iii) Mountain Counties’ revenue or receipts, both unrestricted and restricted to particular purposes, for the fiscal year;
BYLAWS
OF
MOUNTAIN COUNTIES
WATER RESOURCES ASSOCIATION
Page 14 of 15

(iv) Mountain Counties' expenses or disbursements for both general and restricted purposes during the fiscal year;

(v) Any information required by law; and

(vi) An independent accountant's report or, if none, the certificate of an authorized officer of Mountain Counties that such statements were prepared without audit from Mountain Counties' books and records.

C. This requirement of an annual report shall not apply if Mountain Counties receives less than $25,000 in gross revenues or receipts during the fiscal year; provided, however, that the information specified above for inclusion in an annual report must be furnished annually to all Directors.

D. As part of the annual report, or as a separate document if no annual report is issued, Mountain Counties shall, within 120 days after the end of Mountain Counties' fiscal year, annually prepare and furnish to each Director a statement of any transaction or indemnification of the following kind:

(i) Any transaction: (a) in which Mountain Counties, or its subsidiary, was a party, (b) in which an "interested person" had a direct or indirect material financial interest, and (c) which involved more than $50,000 or was one of several transactions with the same interested person involving, in the aggregate, more than $50,000. For this purpose, an "interested person" is either:

(1) Any Director or officer of Mountain Counties or its subsidiary (but mere common directorship shall not be considered such an interest); or

(2) Any holder of more than 10 percent of the voting power of Mountain Counties or its subsidiary. The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to Mountain Counties, the nature of their interest in the transaction and, if practicable, the amount of that interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

(ii) Any indemnifications or advances aggregating more than $10,000 paid during the fiscal year to any officer or Director under these Bylaws.
E. **Right of Inspection.** Every Director shall have the absolute right at any reasonable time to inspect Mountain Counties' books, records, documents of every kind, physical properties, and the records of each subsidiary. The right of inspection includes the right to copy and make extracts of documents.
MEMORANDUM

TO: Board of Directors
FROM: Syndie Ly, Human Resources Manager
DATE: November 8, 2018
SUBJECT: Quarterly Training Report

RECOMMENDATION

Receive the Quarterly Training Report for July 1, 2018 to September 30, 2018.

STRATEGIC PLAN

Goal #5: Attract and retain skilled employees.

DISCUSSION

As part of the Board’s adopted 2018 Strategic Plan Goal #5 – Attract and retain skilled employees, Objective B is to Build Employee Skills, specifically the following:

- Fully train a minimum of two employees in key processes to ensure accountability and sustainability
- Develop and implement an operational and institutional knowledge transfer plan

Outcome 3 calls for quarterly training reports to the Board of Directors.

Attached is the Quarterly Training Report for July 1, 2018 to September 30, 2018. In addition to the training listed on the report, staff also conducts safety training for all employees and Monday Morning Tailgate Talks for Water Operations, Engineering and Customer Services field staff.

The Tailgate Talks for this quarter included the following topics:

- Be Kind to Your Body: Stretch Before Work
- Protecting against Bloodborne Pathogens
- Seasonal Safety
- Don’t Get Bit or Stung
- Build In Construction Site Safety
- SPCC Training
- Don’t Get Shocked by Charged Pipes
- Identify, Treat and Prevent Carpal Tunnel
- The Safe Use of Compressed Air
- The Open and Shut Case for Gate Valve Safety
- Biohazards and Worker Safety
- Ergonomics at Work: Lifting and Back Strain

The Safety Training program included the following topics:

- AC Pipe Initial
- AC Pipe Refresher
- Forklift Classroom Training
- Forklift Practical
- New Hire Safety Training
Below is the required continuing education hours needed, over a three-year period, for each Distribution and Treatment Certification Renewal held by staff:

<table>
<thead>
<tr>
<th>Distribution and Treatment Certification Renewals – Required Continuing Education Hours (within the last three years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
</tr>
<tr>
<td>12 hours</td>
</tr>
</tbody>
</table>

FINANCIAL IMPACT

The cost for the training is budgeted each fiscal year, per department or in the overall safety budget.

ATTACHMENTS

Attachment A: Quarterly Training Report for July 1, 2018 to September 30, 2018
<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Date of Training</th>
<th>Type of Training</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Operations Coordinator</td>
<td>Operations</td>
<td>7/10/2018</td>
<td>Decontamination Preparedness and Assessment Strategy</td>
<td>U.S. EPA</td>
</tr>
<tr>
<td>Water Quality and Compliance Supervisor</td>
<td>Operations</td>
<td>7/12/2018</td>
<td>pH/ORP Calibration and Maintenance</td>
<td>HACH</td>
</tr>
<tr>
<td>Water Quality Technician I/II</td>
<td>Operations</td>
<td>7/25/2018</td>
<td>800 MHz Radio Training</td>
<td>Orange County Sheriff Department</td>
</tr>
<tr>
<td>Water Quality and Compliance Supervisor</td>
<td>Operations</td>
<td>8/22/2018</td>
<td>AWWA Extravaganza</td>
<td>AWWA</td>
</tr>
<tr>
<td>Water Quality Technician I</td>
<td>Operations</td>
<td>8/28/2018</td>
<td>Introduction to SEMS, NIMS, ICS and EOC Orientation Training</td>
<td>County of Orange Emergency Management Division</td>
</tr>
<tr>
<td>Public Affairs Manager</td>
<td>Public Affairs</td>
<td>9/5/2018</td>
<td>Coaching Within the Workplace</td>
<td>CSDA</td>
</tr>
<tr>
<td>External Affairs Manager</td>
<td>External Affairs</td>
<td>9/5/2018</td>
<td>Employee Engagement: Getting Your Employees to Truly OWN Their Jobs</td>
<td>Carol Hacker, Business 21</td>
</tr>
<tr>
<td>Human Resources Assistant</td>
<td>Human Resources</td>
<td>9/11/2018</td>
<td>How to be CalPERS Compliant with Contract Staff</td>
<td>Project Partners</td>
</tr>
<tr>
<td>Human Resources Manager</td>
<td>Human Resources</td>
<td>9/12/2018</td>
<td>OCEMO Exercise Design 101 Training</td>
<td>WEROC/MWDOC</td>
</tr>
<tr>
<td>Water Operations Coordinator</td>
<td>Operations</td>
<td>9/17/2018</td>
<td>Chloramines, Colorimeters, Sample Collection</td>
<td>AWWA</td>
</tr>
<tr>
<td>Water Quality Technician I</td>
<td>Operations</td>
<td>9/20/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Board of Directors
FROM: Phil Lauri, P.E., Assistant General Manager
DATE: November 8, 2018
SUBJECT: Administration Building Improvements/HVAC Replacement/Operations Building Repair

RECOMMENDATION

a. Award a contract to Snyder Langston Construction Company for $2,628,949 and a 10% contingency for a not-to-exceed amount of $2,891,844 to perform construction of the Administration Building Improvements and HVAC Replacement and Phase IV Office Remodel (Administration Building 2nd Floor) and authorize execution of the contract;

b. Award a contract to Snyder Langston Construction Company for $217,950 and a 10% contingency for a not-to-exceed amount of $239,745 to perform repairs to the Operations Building and authorize execution of the contract; and

c. Approve a contract amendment to Jett Construction Management, LLC for $24,850 for an amended contract amount of $159,432 and a 10% contingency for a not-to-exceed amount of $175,375 to provide Construction Management Services for the Operations Building Repair Project and authorize execution of the amendment.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.

PRIOR BOARD ACTION/DISCUSSION

On November 24, 2015 a contract was signed with Goss Engineering, Inc. (GEI) to perform a heating, ventilation, and air conditioning (HVAC) system building analysis.

At its August 11, 2016 meeting, the Board of Directors (Board) awarded a contract to GEI for $72,620 and a 10% contingency for a not-to-exceed amount of $79,882 to perform design of a new HVAC system for the Administration and Operation Buildings.

At its June 20, 2017 meeting, the Engineering and Operations (E&O) Committee received an information item that a Request for Proposals for roof replacement design was being solicited.

At its September 14, 2017 meeting, the Board approved a contract amendment to GEI in the amount of $52,467 to provide design and documentation for a new roof and skylight on the Administration and Operations Buildings as part of the HVAC Systems Design Project, and authorized execution of the contract amendment.

At its December 19, 2017 meeting, the E&O Committee received an information item that GEI had completed the design drawings, specifications, and contract documents.

At its October 11, 2018 meeting, the Board awarded a contract to Jett Construction Management, LLC in the amount of $134,582 and a 10% contingency for a not-to-exceed amount of $148,040 to provide construction management services for the Administration Building Improvements and
HVAC Replacement Project, and authorized execution of the contract.

At its October 22, 2018 meeting, the Legislative and Public Affairs Committee (LPAC) rejected all bids for the Administration Building Improvements and HVAC Replacement Project; and authorized the General Manager, or his designees, to negotiate with one or more contractors to complete the project, and bring the negotiated contract back to the Board for approval.

BACKGROUND

Mesa Water District’s (Mesa Water®) current HVAC system has provided 24 years of service. The HVAC system is a roof top mounted fan-coil type system consisting of seven units placed atop the Operations and Administration Buildings. The system has been periodically maintained throughout the years and various repairs made to accommodate changing office configurations. With an increasing frequency in repairs, a need for more systematic control to address varying thermal conditions within the office environment, changing code compliance requirements, and the age of the current system, Mesa Water engaged GEI in July 2015 to perform an assessment of Mesa Water’s HVAC system.

The assessment recommended that Mesa Water replace the rooftop units with a new variable refrigerant flow (VRF) system. VRF systems provide more flexibility with improved zoning ability with the installation of individual cooling units in each occupant’s space. VRF systems consist of interior fan-coil units that can be ducted, ceiling-mounted or wall-mounted configurations. The most appropriate fan-coil solution would include a ceiling-mounted approach. Ceiling-mounted units are preferred as they simplify condensate pipe installation and provide a cleaner appearance once installed. Installing a fan-coil unit in each space would allow individual occupant control of temperature in each office or workspace. On August 11, 2016, GEI was awarded a contract to complete the design of a new VRF system.

In the spring of 2017, a series of rain storms revealed several roof leaks in both the Operations and Administration buildings. Additionally, these storm events revealed leaking of the Administration Building skylight system which had been previously repaired over several years due to leaking. It was determined that replacement of both the roof and skylight systems would be the most cost efficient and beneficial during the HVAC system installation in order to take advantage of the roof construction that would occur at that time. On September 14, 2017, GEI was awarded a contract amendment to include the design for replacing the roof and skylight in the Administration Building and roof in the Operations Building.

The design and specifications for the Administration Building and HVAC Improvements Project were completed and put out to bid on September 6, 2018.

On September 6, 2018, 14 vendors were invited to participate in the selection process and were requested to submit a bid for the aforementioned project. Three bids were received on October 4, 2018. Bid results were as follows:
The lowest responsive bid was approximately $1M over the Engineer’s Estimate ($1,780,000). Analysis has determined that increased costs of the bids was a result of:

- A high demand contractor’s market;
- Increase in material pricing due to limited supply; and
- The necessity for a phased construction schedule resulting in a decrease in contractor efficiency and economies of scale.

**DISCUSSION**

To explore potential cost saving options that could address some of the pricing pressure points and to develop a contract proposal that will better conform with the project budget the Board rejected all bids for the Administration Building and HVAC Improvements Project at the October 22, 2018 LPAC meeting, and authorized the General Manager, or his designees, to negotiate with one or more contractors to complete the project, and bring back the negotiated contract for Board consideration and approval.

Staff has been in negotiations with Snyder Langston Construction Company (Snyder Langston), the low bidder on the original bid. As part of this negotiation, cost reduction has been achieved in the following key areas:

<table>
<thead>
<tr>
<th>Proposed Revision</th>
<th>Cost Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reduction from five construction phases to three construction phases reducing the project duration from seven months to four and one half months</td>
<td>$82,500</td>
</tr>
<tr>
<td>2. Acceptance of an “Approved Equal” HVAC equipment supplier</td>
<td>$58,500</td>
</tr>
<tr>
<td>3. Value-reduce scope of roof insulation by reusing existing ceiling insulation material</td>
<td>$40,275</td>
</tr>
<tr>
<td>4. Use of alternate subcontractors</td>
<td>$100,400</td>
</tr>
<tr>
<td>5. Miscellaneous value engineering</td>
<td>$43,585</td>
</tr>
<tr>
<td><strong>Total Savings</strong></td>
<td><strong>$325,260</strong></td>
</tr>
</tbody>
</table>

*Proposed Revisions 1* Reducing the construction phasing from five phases to three phases is accomplished by allowing the Contractor to work in larger areas of the Administration and Operations Buildings. The proposal includes providing a temporary modular office to be located
on top of the upper parking deck. This phasing reduction results in an adjustment to the construction sequencing by allowing the Contractor to perform the following:

- **Phase 1 – Operations Building**: Complete the HVAC and roof construction in the Operations Building prior to moving staff back into the building;

- **Phase 2 – Administration Building (2nd Floor)**: Move 2nd floor staff to temporary modular trailer offices and upstairs Operations Building Briefing Room and allow complete roof and HVAC construction activities throughout the entire 2nd floor;

- **Phase 3 – Administration Building (1st Floor)**: Move 2nd floor staff back into building and relocate 1st floor staff to temporary office facilities. The Customer Service area will be maintained through construction wall protection with work in the Customer Service area occurring after normal business hours and on the weekends.

**Proposed Revision 2**: The acceptance to use an “or equal” equipment supplier (Daikin) for the HVAC system in-lieu of the original bid LG HVAC system is a significant savings. GEI has reviewed the requested change in equipment manufacturer and ensures that the Daikin HVAC equipment is an acceptable alternative.

**Proposed Revision 3**: The proposed roof design required the addition of a new roof insulation material below the roof membrane. The roof designer took opportunity with the existing R-30 ceiling insulation on both the Administration and Operations Buildings. The existing ceiling insulation meets all code requirements allowing for the deletion of the additional roofing insulation originally scoped.

**Proposed Revision 4**: The Contractor has proposed using a revised subcontractor for C.G. Chanings for acoustical ceilings. This subcontractor has provided more competitive pricing than the original subcontractors. All subcontractors were provided the opportunity to conduct additional site visits to determine their ability to more efficiently perform work.

**Proposed Revision 5**: The Contractor has also proposed to provide additional value engineering. These additional value engineering items include reusing the existing roof coping, eliminating unnecessary smoke dampers, and the elimination of unneeded allowances for removal of hazardous waste and repair of clay roof tiles.

As the result of the proposed revisions and negotiations, the proposed cost of the project decreased by $325,260 for an overall revised total project cost of $2,518,960.

**Phase IV Office Remodel (Administration Building 2nd Floor)**

Snyder Langston was requested to provide a quote for completing Phase IV (2nd Floor Administration Building) of the Office Remodeling Project. This work would include replacement of carpet, paint, wall base, furniture, and ceiling tiles on the second floor of the Administration Building. The advantage of adding this project to the Administration Building Improvements and HVAC Replacement Project include 1) Significant construction cost savings as this work would be done concurrently with the HVAC replacement work; 2) Economies of scale in Contractor-reduced overhead and profit; 3) Cost savings of staff time and relocation costs of moving staff multiple
times for different projects; and, 4) Reduced trade costs. The reduced trade cost includes the time for ceiling tile replacement as all ceiling tiles will be removed as part of the HVAC installation and, in lieu of reinstalling the old tiles, the new tiles would be installed. Also, the existing finishes would not need to be fully protected as they will be replaced during this project. The estimated cost savings to complete the additional work at this time is estimated to be 15-20%. This represents a reduction in general conditions cost and economy of scale by combining the two scopes of work.

The total cost to complete the Phase IV Office Remodeling Project (2nd Floor) work is $109,989 (excluding furniture cost).

Staff recommends that the Board consider awarding and authorizing execution of a contract with Snyder Langston Construction Company for the Administration Building Improvements and HVAC Replacement Project and the Phase IV Office Remodel Project for $2,628,949 and a 10% contingency for a not-to-exceed amount of $2,891,844.

**Operations Building Repair**

**Flooding Mitigation:** On October 14, 2018, Mesa Water experienced a break in an overhead hot waterline on the first floor of the Operations Building. The entire floor was covered in several inches of water - damaging walls, floors, furniture, and equipment requiring relocation of the entire water operations staff, furniture, and equipment. Superior Restoration Company was retained to preserve and protect the property from further damage and mitigate the flooding condition. This work required mapping moisture contents of the walls and floors, identification and removal of damaged materials (e.g., flooring, drywall, acoustical ceiling tiles, etc.) and elimination of the moisture throughout the building via industrial drying fans. Tru-Eco Environmental Consulting and Castlerock Environmental, Inc. were also retained to collect samples of suspect hazardous materials to identify the presence of environmentally-regulated materials, and to perform removal of the hazardous materials, respectively. As of October 29, 2018, the building has been remediated including drying and removal of damaged drywall, flooring, and ceilings and the hazardous material survey has been completed and the identified hazardous material (e.g., linoleum glue) has been abated.

**Repair Construction:** A Request for Bids was solicited on October 26, 2018 for providing the work necessary to restore the Operations Building. The scope of work includes the replacement of drywall, ceilings, flooring, paint, the building’s hot water piping, and other associated work.

On October 26, 2018, five contractors (Superior Restoration Company, Anderson Group International, Snyder Langston, KPRS Construction, and Howard Building Corporation) were invited to participate in the selection process and were requested to submit a bid for the aforementioned Operations Building Repair Project. On October 30, 2018, one contractor (Anderson Group International) attended a non-mandatory pre-bid meeting and site visit. Bids closed on November 5, 2018; two bids were received from the following contractors:
The lowest responsive bidder was Snyder Langston. The proposed project bid has been evaluated and found to be compliant with all the bid package requirements. Construction is scheduled to last 40 calendar days from notice-to-proceed. Work will be coordinated with the Administration Building Improvements and HVAC Replacement Projects. Building construction repair costs will be submitted to the Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA) insurance carrier for evaluation and reimbursement. Included in the funding request are bid alternates accepted with the bid including Alternate 1 for the amount of $36,712 (for removal of wall cover and painting restrooms and break-room) and Alternate 3 for the amount of $27,056 (for replacing drywall ceilings and light fixtures in the corridors). A reconciliation of the final project costs and reimbursement will be brought to a future Finance Committee meeting once all work is completed and ACWA-JPIA has finalized their reimbursement evaluation.

Additionally, Jett Construction Management, LLC (JCM) was requested to provide a cost proposal for extending their Construction Management Services for the Operations Building Repair Project. JCM is providing Construction Management Services on the Administration Building Improvements & HVAC Replacement Projects that overlap with the Operations Building Repair Project. Having JCM manage both projects will save on the overall Construction Management Services’ costs and will provide a single point of contact. JCM is also familiar with the Operations Building required repair work and provided a key role in helping develop the construction bidding documents. There is a need to complete the repairs as quickly as possible and JCM can respond quickly to expedite the project. JCM’s additional proposed cost is $24,850 and their proposal is included as Attachment A. Therefore, staff recommends that the Board consider amending JCM’s contract for a contract amount of $159,432 and a 10% contingency for a not-to-exceed amount of $175,375, and authorizing execution of the amended contract.
FINANCIAL IMPACT

In Fiscal Year 2019, $1,808,000 is budgeted for the Administration Building and HVAC Improvements Project:

<table>
<thead>
<tr>
<th>Project Estimate Amounts</th>
<th>Project Cost Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>$970,000</td>
<td></td>
</tr>
</tbody>
</table>

Initial Project Estimate (FY 2018)

Original Contracts
1. GEI
   - Change Orders
   - Jett Construction Management
     - Change Orders

Requested Funding
1. Snyder Langston (Building Improvements & HVAC Replacement)
2. Snyder Langston (Operations Building Repair)
3. JCM Amendment
4. Total Contracts

<table>
<thead>
<tr>
<th>Requested Contract</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snyder Langston</td>
<td>$2,628,949</td>
</tr>
<tr>
<td>JCM Amendment</td>
<td>$24,850</td>
</tr>
<tr>
<td>Total Contracts</td>
<td>$3,161,398</td>
</tr>
</tbody>
</table>

Actual Spent to Date $146,322
Revised Project Estimate $3,161,398

ATTACHMENTS

Attachment A: Jett Construction Management Cost Proposal for Operations Building Repair Project
Fee Proposal

October 29, 2018

Firm: Jett Construction Management, LLC (JCM)

Project: Mesa Water District
Operations Building Repair Project

Construction Management Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Weeks</th>
<th>Percentage of Time</th>
<th>Hours/Week</th>
<th>Total Hours</th>
<th>Rate</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jett McCormick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scope Development</td>
<td>1</td>
<td>30</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid/Contract approval</td>
<td>5</td>
<td>8</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>6</td>
<td>8</td>
<td>48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close-Out</td>
<td>6</td>
<td>4</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
<td></td>
<td>142</td>
<td>175</td>
<td></td>
<td>$24,850</td>
</tr>
</tbody>
</table>

Inspection Services

Total Staff Cost: $24,850

Allowances:

- Roofing Inspection:
- Miscellaneous Testing Services:
- Commissioning Requirements:
- Overtime Premium:

Total Proposed Cost: $24,850
MEMORANDUM

TO: Board of Directors
FROM: Sara J. Fahy, Public Affairs Manager
DATE: November 8, 2018
SUBJECT: Community Outreach Program

RECOMMENDATION

Receive the presentation.

STRATEGIC PLAN

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

BACKGROUND

Mesa Water District’s (Mesa Water®) outreach program aims to connect Mesa Water with its constituents to achieve Goal #4 of the Board of Directors’ (Board) Strategic Plan. Outreach activities are designed to achieve the Strategic Plan goals related to human resources, customer service, and/or regional water issues involvement by educating and informing the District’s constituents about Mesa Water, water issues, and water in general. Mesa Water’s constituents include external audiences – such as customers; community members; elected officials; industry colleagues, water districts and special districts; and media – as well as internal audiences such as staff, retirees and Board members. Mesa Water has hosted, participated in, contributed to, or sponsored more than 30 community and industry events within the last year.

There is an opportunity to develop a cohesive public awareness and community outreach program that honors and expands the legacy of Mesa Water programs such as the Water Issues Study Group, annual community events and Well Wishers program, while recognizing and engaging new communities of businesses, Spanish speakers and millennials in our service area to meet the Board’s Strategic Plan Goals.

Community Outreach Program Scope of Work Development

Mesa Water’s Public Affairs Department is in the process of developing a scope of work for a Request for Proposal (RFP) for a strategic community outreach program commencing in Fiscal Year 2019. Community outreach industry experts, Westbound Communications, has been engaged to assist in the scope of work development. The RFP process will be completed in early 2019 and the community outreach program will commence in June/July 2019.

Annual Customer Survey

Concurrently, the Public Affairs Department intends to conduct an RFP process for an annual customer survey, with the initial survey to be conducted in June/July 2019. The customer survey would be an update to the 2012 and 2015 customer surveys. This survey will establish a third-party baseline of public awareness and customer data with the intent to be conducted annually to measure program effectiveness and customer data.
To effectively develop a strategic community outreach program and customer survey, it is important to clarify and hone Mesa Water's key message priorities in support of the Board’s Strategic Plan.

**Strategic Message Framework Development**

Historically, Mesa Water has developed and utilized a number of key messages (see Attachment A), statements and talking points to support activities, events and campaigns. At this meeting, and as part of the scope of work development, Westbound Communications will facilitate input from Board members and assist in the creation of an updated Mesa Water strategic message framework.

This strategic message framework will provide a centralized platform for defining and delivering clear, consistent and compelling messaging, facts and stories across all internal and external communications. The framework will act as a tool from which all descriptions, presentations, interviews, website content, social media content, and collateral materials are composed, aligning all voices. The framework will define both high-level messages that speak to Mesa Water’s main value proposition for our community as well as provide evidence points that are unique and quantifiable for the District.

The discussion below is intended to garner the Board’s input to form the basis of Mesa Water's new strategic message framework. A draft of the strategic message framework will be presented for discussion with the draft scope of work at the December Legislative and Public Affairs Committee meeting.

**DISCUSSION**

Westbound Communications will facilitate a discussion across the following areas for Mesa Water's message framework development:

- If you had just 30 seconds to describe Mesa Water to a customer, what would you say?
  - What does Mesa Water do? What is its mandate? Its purpose?
- What problem does Mesa Water solve?
- Why should anyone care about Mesa Water’s brand?
- What primary message do you want to convey to the community Mesa Water serves?

While the answers to these questions may be known to the members of the Board, this exercise will help prioritize which key messages come first in our storytelling.

**FINANCIAL IMPACT**

In Fiscal Year 2019, $292,000 is budgeted for the District’s Public Affairs department expenses; $80,530 has been spent to date.

**ATTACHMENTS**

Attachment A: Mesa Water District General Key Messages
MESA WATER DISTRICT GENERAL KEY MESSAGES

- **Vision** – To be a top performing public water agency.
- **Mission** – Dedicated to Satisfying our Community’s Water Needs.
- **Strategic Plan** – With seven equally important goals to achieve our organizational vision and mission, Mesa Water’s strategic plan is regularly reviewed by Mesa Water’s Board.
- **Clean, Safe Drinking Water** – Mesa Water® provides high-quality, safe water that meets or exceeds all Federal and State drinking water regulations (with over 30,000 tests annually).
- **100% Local, Reliable** – Due to the Mesa Water Reliability Facility (MWRF), Mesa Water® meets 100 percent of its community’s water needs with locally-sourced groundwater as the main supply, along with a backup supply of imported surface water…this is unique for water providers in Orange County and Southern California, and ensures an economical drought-resilient water supply for our service area for the next several hundred years.
- **Efficient Operations** – Since FY11, Mesa Water® has consistently remained one of Orange County’s most efficient water agencies based on expenditures per capita ($285 for FY 2014).
- **Financial Strength, Stability** – Fitch and Standard & Poor’s reaffirmed Mesa Water’s AAA rating due to our prudent financial policies, right-sized rates and reserves, and strong cash position that withstood the financial impacts of reduced water sales from conservation during the drought. Also, as of June 30, 2017, Mesa Water has no unfunded pension liability, as recently recognized by Orange County Board of Supervisors Chairwoman Michelle Steel.
- **Information Technology Improvements** – Mesa Water has improved its I.T. system -- which our operations depends on -- to be fully reliable and redundant, with new metrics to monitor, evaluate, and continuously improve the system’s performance.
- **Process Improvements** – Due to its ongoing Business Improvements Program Implementation, Mesa Water continually assesses and improves its administrative and operational processes for optimal effectiveness and efficiency.
- **Resilient Water System** – Resulting from Mesa Water’s perpetual infrastructure renewal, repair, and capital improvements, our water system has less than 4.5 percent water loss from breaks or leaks, placing Mesa Water among the most efficient and reliable water systems in North America. Additionally, the District instituted a Pipeline Integrity Testing program to account for infrastructure age AND condition to ensure economical and timely replacement.
- **Safe Work Environment** – Mesa Water’s Safety Program has resulted in over four years of no lost-time accidents which keeps the staff (and public) healthy and safe, as well as reducing the District’s costs and saving money for ratepayers.
- **Transparent** – We post our budget and CAFR for the past two consecutive years on MesaWater.org, as well as total compensation for all Board and staff members. Mesa Water benchmarks its staff compensation to sixteen public water providers in Orange County.
- **Water Use Efficiency** – During the statewide drought emergency, Mesa Water exceeded its 20 percent conservation mandate without raising rates and without negative impacts to its financial standing.
REPORTS:

13. REPORT OF THE GENERAL MANAGER:
   • October Key Indicators Report
   • Other (no enclosure)
Goal #1: Provide a safe, abundant, and reliable water supply

FY 2018 Potable Production (Acre Feet)

<table>
<thead>
<tr>
<th>Water Supply Source</th>
<th>FY 2019 YTD Actual (AF)</th>
<th>FY 2019 YTD Budget (AF)</th>
<th>FY 2019 Annual Budget (AF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Water</td>
<td>3,418</td>
<td>3,085</td>
<td>12,241</td>
</tr>
<tr>
<td>Amber Water (MWRF)</td>
<td>2,731</td>
<td>2,550</td>
<td>4,419</td>
</tr>
<tr>
<td>Imported</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Basin Management Water</td>
<td>356</td>
<td>650</td>
<td>1,000</td>
</tr>
<tr>
<td>Total Production</td>
<td>6,505</td>
<td>6,285</td>
<td>17,660</td>
</tr>
</tbody>
</table>

YTD actual water production (AF) through October 31, 2018
Goal #1: Provide a safe, abundant, and reliable water supply

FY18 System Water Quality – This data reflects samples taken in September

<table>
<thead>
<tr>
<th>Distribution System:</th>
<th>Average</th>
<th>Range</th>
<th>MCL</th>
</tr>
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<tbody>
<tr>
<td>Chlorine Residual (mg/L) Compliance</td>
<td>1.96</td>
<td>1.09 – 2.80</td>
<td>4 RAA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Current RAA = 1.92</td>
<td></td>
</tr>
<tr>
<td>Coliform Positive % Compliance</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Temperature (° F)</td>
<td>79.2</td>
<td>68 – 85</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reservoir I &amp; II:</th>
<th>Average</th>
<th>Range</th>
<th>MCL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine Residual (mg/L)</td>
<td>1.27</td>
<td>0.45 – 2.02</td>
<td>None</td>
</tr>
<tr>
<td>Monochloramine (mg/L)</td>
<td>1.85</td>
<td>0.39 – 1.93</td>
<td>None</td>
</tr>
<tr>
<td>Ammonia (mg/L)</td>
<td>0.31</td>
<td>0.17 – 0.48</td>
<td>None</td>
</tr>
<tr>
<td>Temperature (° F)</td>
<td>76.2</td>
<td>72 – 82</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wells (Treated):</th>
<th>Average</th>
<th>Range</th>
<th>MCL</th>
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</thead>
<tbody>
<tr>
<td>Chlorine Residual (mg/L)</td>
<td>2.56</td>
<td>2.06 – 3.10</td>
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</tr>
<tr>
<td>Monochloramine (mg/L)</td>
<td>2.35</td>
<td>1.84 – 2.90</td>
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<tr>
<td>Ammonia (mg/L)</td>
<td>0.58</td>
<td>0.45 – 0.77</td>
<td>None</td>
</tr>
<tr>
<td>Temperature (° F)</td>
<td>76.5</td>
<td>70 – 85</td>
<td>None</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>MWRF:</th>
<th>Average</th>
<th>Range</th>
<th>MCL</th>
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</thead>
<tbody>
<tr>
<td>Chlorine Residual (mg/L)</td>
<td>2.43</td>
<td>2.22 – 2.63</td>
<td>None</td>
</tr>
<tr>
<td>Monochloramine (mg/L)</td>
<td>2.31</td>
<td>2.02 – 2.57</td>
<td>None</td>
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<tr>
<td>Ammonia (mg/L)</td>
<td>0.53</td>
<td>0.47 – 0.64</td>
<td>None</td>
</tr>
<tr>
<td>Temperature (° F)</td>
<td>82.7</td>
<td>81 – 85</td>
<td>None</td>
</tr>
<tr>
<td>Color (CU) Compliance</td>
<td>ND</td>
<td>ND</td>
<td>15</td>
</tr>
<tr>
<td>Odor (TON) Compliance</td>
<td>1</td>
<td>1 – 2</td>
<td>3</td>
</tr>
</tbody>
</table>

Water Quality Calls/Investigations:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Calls</td>
<td>6</td>
</tr>
<tr>
<td>Total Investigations (from calls)</td>
<td>3</td>
</tr>
</tbody>
</table>
Goal #2: Practice perpetual infrastructure renewal and improvement

Revenues of Potable Water
(in thousands)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Aug</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Sep</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Oct</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Nov</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Dec</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Jan</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Feb</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Mar</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Apr</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>May</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Jun</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

Favorable (Unfavorable)

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Difference</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total YTD</td>
<td>10,463,410</td>
<td>10,005,800</td>
<td>457,610</td>
<td>4.57%</td>
</tr>
</tbody>
</table>
Goal #3: Be financially responsible and transparent

Actual vs. Budget Capital Spending
(current month actual figures are estimated)

- Cumulative Actual
- Cumulative Budget
Goal #4: Increase public awareness about Mesa Water® and about water

<table>
<thead>
<tr>
<th>Web Site Information</th>
<th>September 2018</th>
<th>October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visits to the web site</td>
<td>6841</td>
<td>6650</td>
</tr>
<tr>
<td>Unique visitors (First time to the site)</td>
<td>4204</td>
<td>3887</td>
</tr>
<tr>
<td>Average per day</td>
<td>228</td>
<td>214</td>
</tr>
<tr>
<td>Average visit length</td>
<td>1 minute, 30 seconds</td>
<td>1 minute, 27 seconds</td>
</tr>
<tr>
<td>Page visited most</td>
<td>Home</td>
<td>Home</td>
</tr>
<tr>
<td>Second most visited page</td>
<td>Online Bill Pay</td>
<td>Online Bill Pay</td>
</tr>
<tr>
<td>Third most visited page</td>
<td>Human Resources</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Fourth most visited page</td>
<td>Departments</td>
<td>Shawn Dewane Bio</td>
</tr>
<tr>
<td>Fifth most visited page</td>
<td>Contact</td>
<td>Departments</td>
</tr>
<tr>
<td>Most downloaded file</td>
<td>2018 Water Quality Report</td>
<td>Board Agenda</td>
</tr>
<tr>
<td>Second most downloaded file</td>
<td>Board Agenda</td>
<td>2018 Water Quality Report</td>
</tr>
<tr>
<td>Most active day of the week</td>
<td>Tuesday</td>
<td>Monday</td>
</tr>
<tr>
<td>Least active day of the week</td>
<td>Saturday</td>
<td>Saturday</td>
</tr>
</tbody>
</table>

Total visits since June 1, 2002: 1,289,115

Water Vending Machine Information

<table>
<thead>
<tr>
<th>Vending Machine Location</th>
<th>Vend Measurement</th>
<th>October 2018 Vends</th>
<th>Totals Vends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mesa Water Office</td>
<td>1 gal</td>
<td>5,518</td>
<td>319,665</td>
</tr>
</tbody>
</table>
# Monthly Key Indicators Report

**For the Month of October 2018**

**Goal #5: Attract and retain skilled employees**

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>FY 2018</th>
<th>COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OFFICE OF THE GENERAL MANAGER:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Manager</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Business Administrator</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>ADMINISTRATIVE SERVICES:</strong></td>
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<tr>
<td>Administrative Services</td>
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<tr>
<td><strong>Subtotal</strong></td>
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</tr>
<tr>
<td><strong>CUSTOMER SERVICES:</strong></td>
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<tr>
<td>Conservation</td>
<td>1.00</td>
<td>Field Customer Service Representative - vacant/using temporary assistance</td>
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<tr>
<td>Customer Service</td>
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<td>Lead Field Customer Service Representative - vacant/recruitment in process</td>
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<td><strong>Subtotal</strong></td>
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<td><strong>ENGINEERING:</strong></td>
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<td><strong>EXTERNAL AFFAIRS:</strong></td>
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<td>Legislative &amp; Governmental Affairs</td>
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<td>Department Assistant (shared) - vacant/using temporary assistance</td>
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<td><strong>Subtotal</strong></td>
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<tr>
<td><strong>FINANCIAL SERVICES:</strong></td>
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<td>Financial Reporting/ Purchasing</td>
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<td>Buyer - vacant/using temporary assistance</td>
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<td>Senior Accounting Technician - vacant</td>
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<td><strong>Subtotal</strong></td>
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<td><strong>HUMAN RESOURCES:</strong></td>
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<td><strong>PUBLIC AFFAIRS:</strong></td>
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<tr>
<td>Outreach, Education &amp; Communications</td>
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<td>Public Affairs Coordinator - vacant/recruitment in process</td>
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<td><strong>WATER OPERATIONS:</strong></td>
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<tr>
<td>Supervision/Support</td>
<td>6.00</td>
<td>Facilities Maintenance Worker - vacant/recruitment in process</td>
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<tr>
<td>Distribution</td>
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</tr>
<tr>
<td>Production</td>
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<tr>
<td>Water Quality</td>
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</tr>
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<tr>
<td></td>
<td>8.00</td>
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Goal #6: Provide outstanding customer service

Customer Calls

<table>
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<tr>
<th>Call Type</th>
<th>FY19 YTD</th>
<th>Sept 2018</th>
<th>YTD Weekly Average</th>
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<tbody>
<tr>
<td>General Billing Question</td>
<td>787</td>
<td>182</td>
<td>46</td>
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<tr>
<td>Service Requests</td>
<td>755</td>
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<tr>
<td>High Bill</td>
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<td>201</td>
<td>44</td>
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<td>Payments</td>
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<td>57</td>
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<tr>
<td>Late Fee</td>
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<td>35</td>
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<td>Account Maintenance</td>
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<td>On-Line Bill Pay</td>
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<td>Water Pressure</td>
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<tr>
<td>No Water</td>
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<td>10</td>
<td>7</td>
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<tr>
<td>Conservation</td>
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<td>7</td>
</tr>
<tr>
<td>Water Waste</td>
<td>42</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Other (District info. other utility info. etc.)</td>
<td>957</td>
<td>127</td>
<td>56</td>
</tr>
<tr>
<td>Rate Increase</td>
<td>2</td>
<td>0</td>
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<tr>
<td>Fluoridation</td>
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<tr>
<td>TOTAL CUSTOMER CALLS</td>
<td>5863</td>
<td>1321</td>
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<td>AVERAGE ANSWER TIME (Seconds)</td>
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<td>10</td>
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Online Bill Pay Customers

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<tr>
<th>Current Customers Enrolled</th>
<th>FY 2019 YTD</th>
<th>Oct 2018</th>
<th>YTD Weekly Average</th>
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<tbody>
<tr>
<td>13258</td>
<td>748</td>
<td>221</td>
<td>44</td>
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REPORTS:

14. DIRECTORS' REPORTS AND COMMENTS:
DIRECTORS’ REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (d)

In accordance with CA Government Code 53232.3 (d), the following report identifies the meetings for which Mesa Water Directors received expense reimbursement.

<table>
<thead>
<tr>
<th>Name</th>
<th>Meetings Attended</th>
<th>Reimbursement Date</th>
<th>Description, Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Atkinson</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>09/08/18</td>
<td>UWI Annual Water Conference, 8/22 – 8/24</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/17/18</td>
<td>MWDOC Admin &amp; Finance Committee, 8/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/17/18</td>
<td>MWDOC Board Meeting, 8/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/17/18</td>
<td>WACO Planning Committee Meeting, 8/21</td>
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<td>10/17/18</td>
<td>MWDOC Planning &amp; Operations Committee 9/4</td>
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<tr>
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<td></td>
<td>10/17/18</td>
<td>OCWD Board Meeting, 9/5</td>
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<tr>
<td></td>
<td></td>
<td>10/17/18</td>
<td>MWDOC/MWD Jt. Meeting, 9/5</td>
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<tr>
<td></td>
<td></td>
<td>10/17/18</td>
<td>WACO Meeting, 9/7</td>
</tr>
<tr>
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<td></td>
<td>10/17/18</td>
<td>MWDOC Admin &amp; Finance Committee, 9/12</td>
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<td>10/17/18</td>
<td>MWDOC Public Affairs &amp; Legislation Committee, 9/17</td>
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<tr>
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<td></td>
<td>10/17/18</td>
<td>WACO Planning Committee Meeting, 9/18</td>
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<td>10/17/18</td>
<td>MWDOC Board Meeting, 9/19</td>
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<td>10/17/18</td>
<td>OCWD Board Meeting, 9/19</td>
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<tr>
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<td>10/17/18</td>
<td>MWDOC Planning &amp; Operations Committee, 10/1</td>
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<td>10/17/18</td>
<td>Meeting with City Council Candidate, 10/4</td>
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<td>10/17/18</td>
<td>WACO Meeting, 10/5</td>
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<tr>
<td></td>
<td></td>
<td>10/17/18</td>
<td>MWDOC Admin &amp; Finance Committee, 10/10</td>
</tr>
<tr>
<td>Fred R. Bockmiller, P.E.</td>
<td></td>
<td>10/15/18</td>
<td>Meeting w/ City Council Candidate, 10/8</td>
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<tr>
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<td>10/15/18</td>
<td>Meeting w/ CA Advocates, 10/13</td>
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<td>10/17/18</td>
<td>Meeting w/ City Council Candidate, 8/10</td>
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<td>Meeting w/ General Manager, 8/30</td>
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<td>Meeting w/ City Council Candidate, 8/31</td>
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<td>WACO Meeting, 9/7</td>
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<td>10/17/18</td>
<td>Meeting w/ General Manager, 9/25</td>
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<td>OCWD Board Meeting, 10/3</td>
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<td>WACO Meeting, 10/5</td>
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<tr>
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<td>10/17/18</td>
<td>Meeting w/ City Council Candidate, 10/8</td>
</tr>
<tr>
<td>Marice H. DePasquale</td>
<td></td>
<td>10/09/18</td>
<td>Boys and Girls Club Event, 10/6</td>
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<td>10/17/18</td>
<td>OCWD Board Meeting, 8/15</td>
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<td>10/17/18</td>
<td>OCWD Board Meeting, 9/5</td>
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<td>WACO Meeting, 10/5</td>
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<td>10/17/18</td>
<td>Meeting w/ Director Dewane, 10/5</td>
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</table>
### Shawn Dewane

<table>
<thead>
<tr>
<th>Reimbursement Date</th>
<th>Description, Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/09/18</td>
<td>Meeting w/ General Manager, 9/11</td>
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<tr>
<td>10/09/18</td>
<td>CalDesal Meeting, 9/19</td>
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<td>10/17/18</td>
<td>WACO Planning Committee, 9/18</td>
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<tr>
<td>10/16/18</td>
<td>Meeting w/ Director DePasquale, 10/9</td>
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### James R. Fisler

<table>
<thead>
<tr>
<th>Reimbursement Date</th>
<th>Description, Date</th>
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<tbody>
<tr>
<td>10/17/18</td>
<td>ISDOC Executive Committee Meeting, 8/7</td>
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<td>MWDOC Board Meeting, 8/15</td>
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<tr>
<td>10/17/18</td>
<td>ISDOC Executive Committee Meeting, 9/4</td>
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<td>10/17/18</td>
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<td>10/17/18</td>
<td>WACO Meeting, 9/7</td>
</tr>
<tr>
<td>10/17/18</td>
<td>ISDOC Executive Committee Meeting, 10/2</td>
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<tr>
<td>10/17/18</td>
<td>OCWD Board Meeting, 10/3</td>
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<tr>
<td>10/17/18</td>
<td>WACO Meeting, 10/5</td>
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</table>
There are no support materials for this item.
CLOSED SESSION:

17. PURSUANT TO GOVERNMENT CODE SECTION 54957.6: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: General Manager
RECOMMENDATION

Take action as the Board desires.

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.

DISCUSSION

This item has been agendized to provide the Board the opportunity to discuss the General Manager’s contract terms and conditions of employment, and take action if desired.

FINANCIAL IMPACT

There is no financial impact for the discussion of this item unless action is taken by the Board.

ATTACHMENTS

None.