



*Dedicated to
Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Thursday, January 18, 2018
1965 Placentia Avenue, Costa Mesa, CA 92627
3:30 p.m. Special Board Meeting**

**FINANCE COMMITTEE MEETING
Thursday, January 18, 2018 at 3:30 p.m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

Agendized Matters: Members of the public may comment on Agenda items before action is taken, or after the Board has discussed the item. Each speaker is limited to five (5) minutes.

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. Accounts Paid Listing
2. Monthly Financial Reports
3. Major Staff Projects

PRESENTATION AND DISCUSSION ITEMS:

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

4. Policy Positions

ACTION ITEMS:

5. Delegation of Authority to the General Manager
6. Guidelines for the Procurement of Goods and Services and Cash Disbursements
7. CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

Pursuant to California Government Code Sections 54956.9 (d) (1) and 54954.5 (c)
Case: *Costa Mesa Sanitary District v. Mesa Water District*
Case No. 30-2017-00923819-CU-PT-CJC

RETURN TO OPEN SESSION.

8. Special Districts Shared Efficiencies



REPORTS:

- 9. Report of the General Manager
- 10. Directors' Reports and Comments

INFORMATION ITEMS:

None

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

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

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

ADJOURNMENT

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
CAPITAL				
MICHAEL BAKER INTERNATIONAL				
000025544	996803	PP 31 WELL AUTOMATION		41,663.86
000025544	996496	METER TECHNOLOGY		7,260.00
000025618	997145	PP 53 GIS SUPPORT SERVICES		5,358.17
000025648	992372R	PP 31 WELL AUTOMATION		41,343.99
	12/29/2017		3	95,626.02
MWH CONSTRUCTORS INC				
000025487	1769575	WELL 8 DEMOLITION		41,483.25
	12/6/2017		1	41,483.25
TETRA TECH, INC				
000025532	51224776	DESIGN SERVICES		4,842.00
000025570	51243672	CRODDY & CHANDLER WELL DESIGN		28,003.00
000025637	51253853	CRODDY & CHANDLER WELL DESIGN		34,468.58
	12/21/2017		3	67,313.58
VERSATILE SYSTEMS, INC				
000025539	3800	SAFETY SUPPLIES		1,938.70
	12/6/2017		1	1,938.70
VOIT REAL ESTATE SERVICES, LP				
000025541	AH-4013077	CONSULTING E400-0003		2,275.00
	12/6/2017		1	2,275.00
TOTAL CAPITAL			9	208,636.55

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DEPARTMENT EXPENSE				
ACWA JOINT POWERS INSURANCE AUTHORITY				
000025597	JAN2018EAP	JAN 2018 EAP		126.90
12/21/2017			1	<u>126.90</u>
AMERICAN PUBLIC WORKS ASSOCIATION				
000025656	914574	2018 APWA RENEWAL 750353		237.50
12/29/2017			1	<u>237.50</u>
AMERICAN SOCIETY OF CIVIL ENGINEERS				
000025657	915283	2018 MEMBERSHIP DUES		300.00
12/29/2017			1	<u>300.00</u>
CALPERS BENEFIT PAYMENTS				
0141040	15123610	PABILLING DEC		5,748.03
0141041	15123599	HEALTH PREMIUM		42,675.55
0141154	112417	PPE 11/24/17		29,132.94
0141300	121317	RETRO PPE 12/8/17		40.60
0141301	120817	PPE 12/8/17		29,039.49
12/28/2017			5	<u>106,636.61</u>
COLONIAL LIFE & ACCIDENT INS				
000025501	8892333-1214448	INSURANCE PPE 11/24/17		208.00
000025602	8892333-1228029	INSURANCE PPE 12/08/17		208.00
12/21/2017			2	<u>416.00</u>
COPP CONTRACTING, INC				
000025504	1949	ON CALL PAVING		1,000.00
12/6/2017			1	<u>1,000.00</u>
FIRST BANKCARD				
0141319	1117FB	NOVEMBER 2017 CHARGES		14,969.70
12/14/2017			1	<u>14,969.70</u>
GOVERNMENT FINANCE OFFICERS ASSOC.				
000025666	917160	CAFR AWARD FEE		505.00
12/29/2017			1	<u>505.00</u>

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
GUARDIAN				
000025668	00430941JAN18	JAN 2018 DENTAL INSURANCE		5,374.12
	12/29/2017		1	5,374.12
ICMA-RC RETIREMENT				
0141150	120817	PPE 12/8/17		975.56
0141152	1208171	PPE 12/8/17		7,358.98
0141297	1222171	Retro		997.32
0141298	122217	PPE 12/22/17		7,358.98
	12/28/2017		4	16,690.84
NATIONWIDE RETIREMENT SOLUTIONS				
0141151	120817	PPE 12/8/17		4,728.09
0141302	122217	PPE 12/22/17		4,728.03
	12/28/2017		2	9,456.12
ORANGE COAST CONSULTANCY				
000025521	10252	FINANCE SUPPORT, WE 12/1/17		4,400.00
000025561	10253	FINANCE SUPPORT - WE 12/9/17		4,400.00
	12/13/2017		2	8,800.00
ORANGE COUNTY EMPLOYEES ASSN				
000025562	OCEA PPE120817	MEMBERSHIP DUES - 12/08/17		305.10
000025673	OCEA PPE122217	MEMBERSHIP DUES - 12/22/17		305.10
	12/29/2017		2	610.20
ORANGE COUNTY WATER ASSOC				
000025674	915285	2018 MEMBERSHIP DUES		420.00
	12/29/2017		1	420.00
RED WING SHOE STORE				
000025526	407-1-13077	SAFETY SHOES		200.00
000025627	407-1-13418	SAFETY SHOES		200.00
	12/21/2017		2	400.00

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
TASC				
000025636	IN1172692	FSA ADMIN FEES - NOV 2017		137.31
	12/21/2017		1	<u>137.31</u>
URBAN WATER INSTITUTE				
000025642	917483	SPONSORSHIP-SPRING WTR CONF		1,500.00
	12/21/2017		1	<u>1,500.00</u>
VISTA DEL VERDE LANDSCAPE				
000025644	29932	MWRF - IRRIGATION REPAIR		615.91
000025644	29904	MWRF - REPLACE PLANTS		44.98
000025644	29896	MWRF- LANDSCAPE FABRIC PLACMNT		211.50
	12/21/2017		1	<u>872.39</u>
TOTAL DEPARTMENT EXPENSE			30	168,452.69

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
DIRECTOR CHECKS				
FRED BOCKMILLER				
000025510	916913	DIRECTOR-EXPENSE REIMBURSEMENT		143.39
	12/6/2017		1	<u>143.39</u>
JAMES ATKINSON				
000025613	916921	CONFERENCE REIMBURSEMENT- ACWA		125.55
	12/21/2017		1	<u>125.55</u>
JAMES FISLER				
000025614	916922	EXPENSE REIMBURSEMENTS		260.81
	12/21/2017		1	<u>260.81</u>
MARICE DEPASQUALE				
000025560	916915	CONF REMIBURSEMENT - FALL ACWA		60.24
	12/13/2017		1	<u>60.24</u>
SHAWN DEWANE				
000025529	916912	DIRECTOR-EXPENSE REIMBURSEMENT		69.48
	12/6/2017		1	<u>69.48</u>
TOTAL DIRECTOR CHECKS			5	<u>659.47</u>

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
EMPLOYEE CHECKS				
CARRIE FESILI				
000025500	EXP120417	EDUCATION REIMBURSEMENT- CALOSH		194.87
12/6/2017			1	<u>194.87</u>
KARYN IGAR				
000025558	EXP121117	CONFERENCE REIMBURSEMENT- AWWA		94.16
12/13/2017			1	<u>94.16</u>
RYAN GRAFF				
000025629	EXP121817	TUITION REIMB - ACCT-517-01A		1,314.02
12/21/2017			1	<u>1,314.02</u>
STACIE SHEEK				
000025681	EXP122017	TUITION REIMBURSEMENT-BUS COM		916.49
000025681	EXP122117	CONFERENCE REIMBURSEMENT		121.74
12/29/2017			1	<u>1,038.23</u>
STRYDER HUFF				
000025531	EXP120517	EDUCATION REIMBURSEMENT-WTOM		117.55
12/6/2017			1	<u>117.55</u>
TOTAL EMPLOYEE CHECKS			5	<u>2,758.83</u>

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
GENERAL AND ADMINISTRATIVE				
BENJAMIN HELSHOJ				
000025578	CHEQ00099006439	30001564 Cheque Deposits 30001		41.22
12/21/2017			1	41.22
KENNETH D MATTSON				
000025579	CHEQ00099006448	00410700 Cheque Deposits 00410		17.72
12/21/2017			1	17.72
DONALD ROBERTS				
000025649	CHEQ00099006468	07905100 Cheque Deposits 07905		74.18
12/29/2017			1	74.18
RICHARD FLORES				
000025650	CHEQ00099006467	03607300 Cheque Deposits 03607		55.90
12/29/2017			1	55.90
CINDY ROSENTHAL				
000025490	CHEQ00099006431	03709901 Cheque Deposits 03709		199.52
12/6/2017			1	199.52
JACK FREDERICKSON				
000025580	CHEQ00099006454	07607600 Cheque Deposits 07607		8.73
12/21/2017			1	8.73
STEPHEN MAC LEOD				
000025581	CHEQ00099006452	00902500 Cheque Deposits 00902		57.54
12/21/2017			1	57.54
STANFORD SMITH				
000025582	CHEQ00099006453	04018901 Cheque Deposits 04018		11.64
12/21/2017			1	11.64
JAMES BECKER				
000025583	CHEQ00099006451	06715200 Overpayment		707.00
12/21/2017			1	707.00

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
JOSHUA P TICKENOFF				
000025584	CHEQ00099006438	01606000 Cheque Deposits 01606		2.96
	12/21/2017		1	<u>2.96</u>
SOUTH PACIFIC CAR WASH, LP				
000025585	CHEQ00099006449	02050600 Cheque Deposits 02050		8.26
000025585	CHEQ00099006450	19900800 Cheque Deposits 19900		56.39
	12/21/2017		1	<u>64.65</u>
ELIZABETH SCOTT				
000025651	CHEQ00099006463	07508600 Cheque Deposits 07508		76.21
	12/29/2017		1	<u>76.21</u>
YONG KIM				
000025586	CHEQ00099006455	04021800 Cheque Deposits 04021		18.10
	12/21/2017		1	<u>18.10</u>
QUOC NGUYEN				
000025652	CHEQ00099006464	06609401 Cheque Deposits 06609		94.40
	12/29/2017		1	<u>94.40</u>
MONIQUE CARPENTER				
000025491	CHEQ00099006433	00301900 Cheque Deposits 00301		132.50
	12/6/2017		1	<u>132.50</u>
UYEN NGUYEN				
000025587	CHEQ00099006457	05350133 Cheque Deposits 05350		97.57
	12/21/2017		1	<u>97.57</u>
ALL AMERICAN ASPHALT				
000025588	CHEQ00099006443	20070600 Cheque Deposits 20070		350.00
000025588	CHEQ00099006444	20078200 Cheque Deposits 20078		324.57
000025653	CHEQ00099006460	20070600 Overpayment		630.00
000025653	CHEQ00099006461	20078200 Overpayment		635.43
	12/29/2017		2	<u>1,940.00</u>

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
MIKE CORBEAN				
000025545	CHEQ00099006435	06007300 Cheque Deposits 06007		104.51
12/13/2017			1	104.51
DALE PEARLMAN				
000025492	CHEQ00099006432	05402300 Cheque Deposits 05402		125.99
12/6/2017			1	125.99
CURTIS HOPPER				
000025589	CHEQ00099006459	03612601 Cheque Deposits 03612		30.62
12/21/2017			1	30.62
NICOLE ESPINOZA				
000025590	CHEQ00099006436	30000187 Overpayment		54.50
12/21/2017			1	54.50
SHARRELL SMITH				
000025546	CHEQ00099006434	06327500 Cheque Deposits 06327		67.76
12/13/2017			1	67.76
BITECH CONSTRUCTION CO., INC.				
000025591	CHEQ00099006440	20076500 Cheque Deposits 20076		340.00
12/21/2017			1	340.00
BEAR STATE HOLDINGS, LLC				
000025592	CHEQ00099006456	06311104 Cheque Deposits 06311		6.77
12/21/2017			1	6.77
JOYPA, INC.				
000025654	CHEQ00099006465	09704900 Overpayment		46.30
12/29/2017			1	46.30
KENNETH W BRADER				
000025593	CHEQ00099006437	08908500 Cheque Deposits 08908		112.13
12/21/2017			1	112.13

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
LULA F HALFACRE				
000025594	CHEQ00099006458	01909401 Cheque Deposits 01909		37.82
	12/21/2017		1	37.82
VIDO SAMARZICH, INC.				
000025595	CHEQ00099006441	20076200 Cheque Deposits 20076		323.71
	12/21/2017		1	323.71
ADVANTAGE UNLIMITED PAVING, INC.				
000025596	CHEQ00099006442	20078500 Cheque Deposits 20078		312.13
000025655	CHEQ00099006466	20078500 Overpayment		647.87
	12/29/2017		2	960.00
ANDREW HAMILTON				
000025599	916822	COBRA MEDICAL REIMBURSEMENT		1,457.97
	12/21/2017		1	1,457.97
AQUENT				
000025547	190-49415	MARKETING CONSULTANT		70.00
	12/13/2017		1	70.00
AT&T MOBILITY				
000025496	87023041770X1128201	WIRELESS COMM 10/21-11/20		1,264.06
	7 12/6/2017		1	1,264.06
BAKER EQUIPMENT RENTAL				
000025600	32490	EQUIPMENT RENTAL - SAW		320.00
000025600	32679	EQUIPMENT RENTAL - PROPANE		28.66
	12/21/2017		1	348.66
BOWIE, ARNESON, WILES & GIANNONE				
000025498	39383	LEGAL SERVICES- OCT 2017		440.00
000025498	39380	LEGAL SERVICES- OCT 2017		7,700.00
000025498	39381	LEGAL SERVICES- OCT 2017		1,070.00
000025498	39382	LEGAL SERVICES- OCT 2017		16,659.63
	12/6/2017		1	25,869.63

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
BSI EHS SERVICES AND SOLUTIONS				
000025659	44255	PP 70 SAFETY/ENVIRON OUTSOURCE		17,367.00
000025659	44395	PP 71 SAFETY/ENVIRON OUTSOURCE		6,142.50
	12/29/2017		1	<u>23,509.50</u>
CALIFORNIA ADVOCATES INC.				
000025660	121747	DEC 2017 PROFESSIONAL SERVICES		7,000.00
	12/29/2017		1	<u>7,000.00</u>
CANON FINANCIAL SERVICES, INC.				
000025661	18070145	PRINTER EQP LEASE/USAGE-12/17		5,138.28
	12/29/2017		1	<u>5,138.28</u>
CARPETLAND				
000025549	39973	ADMIN CARPET		517.47
000025601	39974	ADMIN CARPET		1,170.00
	12/21/2017		2	<u>1,687.47</u>
CCS ORANGE COUNTY JANITORIAL INC.				
000025503	77095993	JANITORIAL SUPPLIES - NOV 2017		933.21
000025503	377818	JANITORIAL SERVICES - DEC 2017		2,900.00
	12/6/2017		1	<u>3,833.21</u>
COOPERATIVE PERSONNEL SERVICES				
000025603	SOP45435	HR EXAM - DEP ASSIST		1,272.00
	12/21/2017		1	<u>1,272.00</u>
DAVID KAWASHIMA				
000025550	17285	PHOTOGRAPHY SERVICES - WISG		377.13
	12/13/2017		1	<u>377.13</u>
EAGLE RECOGNITION				
000025508	0721490-IN	EMPLOYEE SERVICE AWARDS		90.65
000025508	0721489-IN	EMPLOYEE SERVICE AWARDS		90.65
000025508	0721488-IN	EMPLOYEE SERVICE AWARDS		90.65
000025508	0721487-IN	EMPLOYEE SERVICE AWARDS		159.61
	12/6/2017		1	<u>431.56</u>

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
ENTERPRISE FM EXCHANGE				
000025605	FBN3377223	DEC 2017 AUTO LEASE		520.61
	12/21/2017		1	<u>520.61</u>
FRASER COMMUNICATIONS				
000025509	17760	2017 RATE INCREASE CAMPAIGN		5,387.02
	12/6/2017		1	<u>5,387.02</u>
FRONTIER COMMUNICATIONS				
000025664	17945DEC17	DDS LINE 12/13 - 01/12		108.78
	12/29/2017		1	<u>108.78</u>
FULL CIRCLE RECYCLING				
000025511	19219	NOVEMBER PAPER RECYCLING		89.00
	12/6/2017		1	<u>89.00</u>
GERARD SIGNS & GRAPHICS INC				
000025665	22243	REMOVAL OF LARGE BLDG BANNERS		425.00
	12/29/2017		1	<u>425.00</u>
GLADSTONE INTERNATIONAL				
000025667	5063	ON CALL COMMUNICATIONS SERVICE		4,875.00
	12/29/2017		1	<u>4,875.00</u>
HAZEN AND SAWYER				
000025610	20035-002-0000003	ROOT CAUSE ANALYSIS		975.46
	12/21/2017		1	<u>975.46</u>
HDR ENGINEERING INC				
000025670	1200089974	PP 4 PIPELINE INTEGRITY TEST		19,987.00
	12/29/2017		1	<u>19,987.00</u>
INFOSEND INC				
000025556	128142	CUSTOMER BILLING SERVICE		2,475.89
000025556	128302	CUSTOMER BILLING SERVICE		1,539.97
	12/13/2017		1	<u>4,015.86</u>

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
JOHN ROBINSON CONSULTING, INC.				
000025557	MW201502-26	PP 26 WATER RESOURCES		2,500.00
	12/13/2017		1	2,500.00
KLEEN KRAFT SERVICES				
000025516	0949132	UNIFORMS, MATS & TOWELS		230.88
000025559	0949782	UNIFORMS, MATS & TOWELS		230.88
000025671	0947165	UNIFORMS, MATS & TOWELS		250.13
000025671	0948482	UNIFORMS, MATS & TOWELS		355.09
000025671	S0947598	MW EMBROIDERED POLO SHIRTS		740.78
000025671	S0947600	MW EMBROIDERED POLO SHIRTS		59.26
000025671	S0947599	MW EMBROIDERED POLO SHIRTS		1,125.99
000025671	0950448	UNIFORMS, MATS & TOWELS		241.28
000025671	0951114	UNIFORMS, MATS & TOWELS		230.88
	12/29/2017		3	3,465.17
LIEBERT CASSIDY WHITMORE				
000025616	1450503	2018 CONSORTIUM MBRSHR RENEWAL		3,775.00
000025616	1451165	PROFESSIONAL SERVICES-NOV 2017		385.00
000025616	1451166	PROFESSIONAL SERVICES-NOV 2017		756.00
	12/21/2017		1	4,916.00
LIFECOM, INC.				
000025617	2080482-IN	SERVICE & CALIBRATION-RKI EAGL		65.00
000025617	2080480-IN	SERVICE & CALIBRATION-RKI EAGL		402.64
000025617	2080481-IN	SERVICE & CALIBRATION-RKI EAGL		355.50
	12/21/2017		1	823.14
MAILFINANCE				
000025519	N6867779	MAIL EQUIPMNT- QTRLY LEASE		633.77
	12/6/2017		1	633.77
MORAN CONSULTING, INC.				
000025672	3248	CS CONSULTAN - TRAVEL EXPENSES		1,361.92
000025672	3249	CS ON-GOING SUPPORT		31,399.25
	12/29/2017		1	32,761.17

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
NEXTDAY DELIVERY SERVICE, LLC				
000025619	725350	MAIL DELIVERY SERVICE-DEC 2017		522.00
	12/21/2017		1	<u>522.00</u>
NEW PIG				
000025520	22333065-00	Receivings Transaction Entry		1,300.64
	12/6/2017		1	<u>1,300.64</u>
NEWPORT WINDOW MAINTENANCE INC.				
000025620	0143926-IN	WINDOW CLEANING - INTERIOR		1,125.00
000025620	0143922-IN	WINDOW CLEANING - EXTERIOR		990.00
	12/21/2017		1	<u>2,115.00</u>
NOACK AWARDS & ENGRAVING INC				
000025621	23549	EMPLOYEE RECOGNITION AWARDS		508.58
	12/21/2017		1	<u>508.58</u>
NOVATIME TECHNOLOGY INC				
000025622	PSI078908	MONTHLY FEE - TIME CARDS NT		175.75
	12/21/2017		1	<u>175.75</u>
ORANGE COUNTY PRINTING				
000025623	145696	PRINTING - BILINGUAL BROCHURE		599.09
000025623	145826	PRINTING - TURF REMOVAL INSERT		2,040.79
	12/21/2017		1	<u>2,639.88</u>
ORANGE COUNTY TREASURER - TAX COLLECTOR				
000025688	415-014-03.0100-FY17	FY17 SUPP PROP TAX-4011 CHAND		602.59
000025689	415-014-03.0200-FY17	FY17 SUPP PROP TAX-4011 CHAND		3,378.28
	12/29/2017		2	<u>3,980.87</u>
O'NEIL STORAGE #0481				
000025563	1711062	FILE STORAGE - NOV 2017		192.84
	12/13/2017		1	<u>192.84</u>

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
U.S. BANK PARS ACCOUNT #6746019200				
0141156	120817	CONTRIBUTION 6 OF 12		1,000,000.00
	12/14/2017		1	<u>1,000,000.00</u>
PAULINE'S PROFESSIONAL POTPOURRI				
000025523	171130MWLB	PROMO ITEMS - LIP BALM		1,224.83
	12/6/2017		1	<u>1,224.83</u>
PROCARE WORK INJURY CENTER (DBA)				
000025625	225636	DOT - PHYSICAL EXAMS		360.00
	12/21/2017		1	<u>360.00</u>
RAYNE WATER SYSTEMS				
000025626	30486DEC17	SOFT WATER SERVICE - DEC 2017		37.55
	12/21/2017		1	<u>37.55</u>
RICHARD BRADY & ASSOCIATES				
000025566	1710119	PP 28 DESIGN SERVICES		14,100.50
	12/13/2017		1	<u>14,100.50</u>
SECTRAN SECURITY INC				
000025630	17120852	WEEKLY BANK DEPOSITS- DEC 2017		189.55
	12/21/2017		1	<u>189.55</u>
SENTRIC INC				
0141230	530339	PAYROLL PROCESSING FEE - 12/13		330.10
	12/13/2017		1	<u>330.10</u>
SONSRAY MACHINERY				
000025632	W04497-03	FLEET REPAIR - UNIT 60		1,650.00
	12/21/2017		1	<u>1,650.00</u>
SOPHOS SOLUTIONS, LLC				
000025568	875	PP 28 BPE/MGP COGSDALE SUPPORT		2,295.00
000025568	876	PP 28 BPE/MGP COGSDALE SUPPORT		1,360.00
000025568	877	PP 28 BPE/MGP COGSDALE SUPPORT		2,720.00
000025568	882	PP 28 BPE/MGP COGSDALE SUPPORT		4,019.82

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000025568	883	PP 28 BPE/MGP COGSDALE SUPPORT		595.00
000025568	884	PP 28 BPE/MGP COGSDALE SUPPORT		4,250.00
000025568	885	PP 28 BPE/MGP COGSDALE SUPPORT		2,975.00
000025633	890	PP 29 BPE/MGP COGSDALE SUPPORT		2,902.50
000025633	891	PP 29 BPE/MGP COGSDALE SUPPORT		1,275.00
000025633	892	PP 29 BPE/MGP COGSDALE SUPPORT		765.00
000025633	893	PP 29 BPE/MGP COGSDALE SUPPORT		850.00
	12/21/2017		2	24,007.32
SWRCB				
000025575	WD-0127136	FY18 PERMIT DPDES DRINKING WTR		2,062.00
000025576	RW-1012622	FY17 RECYCLED WATER FEES		1,294.25
	12/13/2017		2	3,356.25
T2 TECHNOLOGY GROUP, LLC				
000025635	3369	IS OPERATIONS SUPPORT - 11/17		34,732.50
000025682	3376	EMAIL RETENTION POLICY DEV		9,882.50
	12/29/2017		2	44,615.00
THEODORE ROBINS FORD				
000025533	194891	AUTO REPAIRS/MAINTENANCE #14		450.00
000025533	195017	AUTO REPAIRS/MAINTENANCE #27		51.67
000025533	195874	AUTO REPAIRS/MAINTENANCE #54		75.00
000025533	194376	AUTO REPAIRS/MAINTENANCE #51		3,017.02
000025533	195039	AUTO REPAIRS/MAINTENANCE #70		170.03
000025571	196216	AUTO REPAIRS/MAINTENANCE #25		375.00
000025638	194380	AUTO REPAIRS/MAINTENANCE #25		1,344.23
000025638	196365	AUTO REPAIRS/MAINTENANCE #7		182.25
000025638	196972	AUTO REPAIRS/MAINTENANCE #26		375.00
000025638	196916	AUTO REPAIRS/MAINTENANCE #14		375.00
000025638	197027	AUTO REPAIRS/MAINTENANCE #44		65.58
000025638	197120	AUTO REPAIRS/MAINTENANCE #PS		66.10
000025683	197148	AUTO REPAIRS/MAINTENANCE #27		441.49
	12/29/2017		4	6,988.37

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
THYSSENKRUPP ELEVATOR				
000025639	3003570432	ELEVATOR MAINTENANCE 12/1-2/28		2,237.26
	12/21/2017		1	2,237.26
TIME WARNER CABLE				
000025534	12934NOV17	BOARD RM NET/CABLE 11/25-12/24		349.37
000025684	79649JAN18	MWRF INTERNET - 12/18-01/17		187.38
000025684	48224JAN18	DISTRICT INTERNET -12/19-01/18		1,715.00
	12/29/2017		2	2,251.75
TOTAL FUNDS BY HASLER				
000025535	5780NOV17	POSTAGE - NOV 2017		500.00
	12/6/2017		1	500.00
UNIVERSAL WASTE SYSTEM INC				
000025538	29729	WASTE REMOVAL - DEC 2017		87.00
	12/6/2017		1	87.00
UNUM				
000025641	04205600016JAN18	LIFE INSURANCE - JAN 2018		2,570.56
	12/21/2017		1	2,570.56
VERIZON WIRELESS				
000025540	9796431523	MOBILE INTERNET 10/17-11/16		2,467.08
	12/6/2017		1	2,467.08
WASTE MANAGEMENT OF OC				
000025542	7934612-0149-3	CONTAINER RENTAL - NOV 2017		360.00
000025542	0361768-2884-0	CONTAINER RENTAL - NOV 2017		727.09
	12/6/2017		1	1,087.09
WE SAVE BEES				
000025543	3240	BEE REMOVAL SERVICES		175.00
	12/6/2017		1	175.00
WESTERN EXTERMINATOR COMPANY				
000025645	5673365	PEST CONTROL-MWRF 11/17		92.50

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000025645	5677349	PEST CONTROL-DISTRICT 11/17		92.50
	12/21/2017		1	185.00
YORKE ENGINEERING, LLC				
000025687	14944	PP 6 AQ & ES COMPLIANCE ASSIST		2,503.00
	12/29/2017		1	2,503.00
ZUNO ENTERPRISES, INC				
000025574	1836	WEBSITE MAINTENANCE - NOV 2017		2,250.00
	12/13/2017		1	2,250.00
TOTAL GENERAL AND ADMINISTRATIVE			101	1,284,161.17

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
RETIREE CHECKS				
ALAN COOK				
000025493	915421DEC2017	DEC 2017 INSURANCE SUBSIDY		111.92
	12/6/2017		1	111.92
 BRIAN HUNT				
000025499	915422DEC2017	DEC 2017 INSURANCE SUBSIDY		11.29
	12/6/2017		1	11.29
 COLEEN L MONTELEONE				
000025502	915431DEC2017	DEC 2017 INSURANCE SUBSIDY		233.09
	12/6/2017		1	233.09
 DIANA LEACH				
000025507	915425DEC2017	DEC 2017 INSURANCE SUBSIDY		271.92
	12/6/2017		1	271.92
 PATTI REYNOLDS				
000025522	915427DEC2017	DEC 2017 INSURANCE SUBSIDY		12.92
	12/6/2017		1	12.92
 SCOTT PECA				
000025528	915426DEC2017	DEC 2017 INSURANCE SUBSIDYf		128.40
	12/6/2017		1	128.40
 STAN KENNEDY				
000025530	915424DEC2017	DEC 2017 INSURANCE SUBSIDY		111.92
	12/6/2017		1	111.92
TOTAL RETIREE CHECKS			7	881.46

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
CHECK SIGNATURE EXEMPT				
SOUTHERN CALIFORNIA EDISON CO				
000025489	2236281499SEP17C	ELECTRICITY - SEPTEMBER 2017		4,983.13
000025489	2236281499OCT17B	ELECTRICITY - OCTOBER 2017		45,635.83
000025489	2236281499NOV17A	ELECTRICITY - NOVEMBER 2017		41,699.10
	12/6/2017		1	92,318.06
TOTAL CHECK SIGNATURE EXEMPT			1	92,318.06

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
WATER SUPPLY				
AIRGAS USA LLC				
000025598	9949819825	CYLINDER RENTAL		93.65
	12/21/2017		1	<u>93.65</u>
AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA				
000025497	DEC17LEASE	WELL 8 LAND LEASE - DEC 2017		6,541.61
	12/6/2017		1	<u>6,541.61</u>
CULLIGAN OF SANTA ANA				
000025505	1076436	WATER SOFTENER REPAIR		220.57
	12/6/2017		1	<u>220.57</u>
EUROFINS EATON ANALYTICAL				
000025552	C0001539	WATER QUALITY LAB SRVCS- 11/17		3,272.00
	12/13/2017		1	<u>3,272.00</u>
HILL BROTHERS CHEMICAL CO.				
000025611	07030388	AMMONIA		794.00
	12/21/2017		1	<u>794.00</u>
OCWD				
0141153	18250	OCTOBER 2017 IN-LIEU		524,744.00
	12/14/2017		1	<u>524,744.00</u>
PACIFIC HYDROTECH CORPORATION				
000025577	15	WELL AUTOMATION & REHAB M17100		334,691.51
0141299	15RET	WELL AUTOMATION & REHAB M17100		17,615.34
	12/28/2017		2	<u>352,306.85</u>
SEPARATION PROCESSES, INC				
000025631	8877	MWRF SUPPORT SERVICES		2,461.34
	12/21/2017		1	<u>2,461.34</u>
UNIVAR USA, INC.				
000025537	LA593343	SOD HYPO		3,105.71
000025537	LA594669	SOD HYPO		1,861.34
000025537	LA594638	CAUSTIC SODA		1,443.00

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000025640	LA596257	SOD HYPO		1,563.27
000025640	LA596258	SOD HYPO		2,084.37
000025640	LA596199	SOD BISULFITE		1,924.85
000025640	LA598156	SOD HYPO		640.94
000025640	LA598157	SOD HYPO		2,798.26
	12/21/2017		2	<u>15,421.74</u>
VALIN CORPORATION				
000025643	3274918	MWRF FILTER CARTRIDGES		4,687.23
000025643	3274957	MWRF FILTER CARTRIDGES		3,914.56
	12/21/2017		1	<u>8,601.79</u>
TOTAL WATER SUPPLY			12	914,457.55

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
WATER SYSTEM				
C. WELLS PIPELINE MATERIALS				
000025506	INV000057808	WATER OPS PARTS		387.90
	12/6/2017		1	387.90
EXPRESS PIPE & SUPPLY CO. INC				
000025663	S103280909.001	WATER OPS PIPES AND SUPPLIES		150.72
	12/29/2017		1	150.72
GOLDEN METERS SERVICE				
000025607	997	METER TEST & REPAIR		3,134.66
000025607	1009	METER TEST & REPAIR		1,320.00
	12/21/2017		1	4,454.66
IRVINE PIPE & SUPPLY				
000025515	867450	PIPE FITTINGS AND SUPPLIES		61.37
000025515	867469	PIPE FITTINGS AND SUPPLIES		376.80
	12/6/2017		1	438.17
LARRY'S BUILDING MATERIALS				
000025517	CM-109310	BUILDING MATERIALS		59.80
000025615	CM-109432	BUILDING MATERIALS		61.96
000025615	CM-109566	BUILDING MATERIALS		51.56
	12/21/2017		2	173.32
OMAR & SON'S TRUCKING				
000025675	4184	DIRT HAULING		3,594.50
	12/29/2017		1	3,594.50
PRAXAIR DISTRIBUTION, INC.				
000025524	79810868	WELDING SUPPLIES		74.06
000025524	79912366	WELDING SUPPLIES		29.30
000025676	79973045	CYLINDER RENTAL- IND ACETYLENE		28.79
000025676	80486165	CYLINDER RENTAL- IND ACETYLENE		28.95
	12/29/2017		2	161.10
PRAXAIR				
000025525	79888380	CARBON DIOXIDE		2,671.37

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000025525	80103881	CARBON DIOXIDE		2,871.28
000025624	80256673	CARBON DIOXIDE		2,858.92
000025624	80286336	CARBON DIOXIDE		2,807.63
000025677	80244916	CARBON DIOXIDE TANK RENTAL		1,967.52
	12/29/2017		3	13,176.72
 RELIABLE MONITORING SERVICES				
000025678	2017-14776	GAS DECTN-SYSTEM CALIBRATION		355.00
000025678	2017-14778	GAS DECTN-SYSTEM CALIBRATION		355.00
	12/29/2017		1	710.00
 SOUTH COAST A.Q.M.D.				
000025527	3198195	FY17-18 EMISSION FEES RES 2		127.46
000025527	3195798	ICE GAS EMISSIONS FEES		1,891.40
	12/6/2017		1	2,018.86
 UNDERGROUND SERVICE ALERT/SC				
000025536	1120170425	DIGALERT 319		536.35
	12/6/2017		1	536.35
 VULCAN MATERIALS				
000025573	71640034	PAVING SUPPLIES		189.61
000025686	71681482	PAVING SUPPLIES		190.36
	12/29/2017		2	379.97
 WEST COAST SAND & GRAVEL				
000025646	1297602	FILL SAND		399.21
	12/21/2017		1	399.21
TOTAL WATER SYSTEM			18	26,581.48

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
VARIOUS				
ALLIED PACKING AND RUBBER, iNC.				
000025494	198268	WATER OPS SUPPLIES		245.79
	12/6/2017		1	245.79
AT&T				
000025495	9337NOV17	714-435-9337 11/20-12/19		1,017.68
000025658	0779DEC17	339-263-0779 12/01-12/31		1,590.16
000025658	3066DEC17	DIST FAX 960-350-3066 DEC 2017		3,050.18
000025658	8883DEC17	949-631-8883 12-01-12/31		134.60
000025658	0926DEC17	949-650-0926 12/01-12/31		601.75
000025658	3044DEC17	949-574-3044 12/01-12/31		1,597.79
000025658	9024DEC17	339-264-9024 12/01-12/31		353.60
000025658	8315DEC17	714-241-8315 11/25-12/24		381.95
000025658	8274DEC17	949-722-8274 12/08-01/07		68.23
	12/29/2017		2	8,795.94
CAROLLO ENGINEERS				
000025548	0161696	PP 24 NITRIFICATION STUDY		11,412.23
000025548	0161973	PP 25 NITRIFICATION STUDY		7,730.12
	12/13/2017		1	19,142.35
CAROUSEL INDUSTRIES NORTH AMERICA				
000025662	2156582H1117	NOV 2017 LOCATION PHN SERVICE		4,138.77
	12/29/2017		1	4,138.77
CROWN ACE HARDWARE				
000025604	045784	SUPPLIES		27.31
	12/21/2017		1	27.31
ELITE EQUIPMENT				
000025551	31601	2-CONCRETE SAW		1,984.86
	12/13/2017		1	1,984.86
FEDERAL EXPRESS CORPORATION				
000025606	6-018-56851	MISC SHIPPING		42.25
	12/21/2017		1	42.25

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
GCI CONSTRUCTION, INC.				
000025512	3355	SEPT 2017 EMERGENCY REPAIR SRV		37,820.56
	12/6/2017		1	<u>37,820.56</u>
GRAINGER				
000025513	9601068738	SAFETY TOOLS & EQUIPMENT		36.40
000025513	9628044134	SAFETY TOOLS & EQUIPMENT		365.40
	12/6/2017		1	<u>401.80</u>
HACH COMPANY				
000025608	10738917	WATER QUALITY SUPPPLIES		4,079.85
000025647	10751231	WQ EQUIPMENT ANNUAL MAINT		58,458.00
	12/29/2017		2	<u>62,537.85</u>
HANKS ELECTRICAL SUPPLIES				
000025514	505348514	ELETRICAL SUPPLIES		77.45
000025514	505350230	ELETRICAL SUPPLIES		198.60
000025609	505350118	ELECTRICAL SUPPLIES		157.58
000025669	505352024	ELECTRICAL SUPPLIES		56.76
	12/29/2017		3	<u>490.39</u>
HASHTAG PINPOINT				
000025553	1130	SOCIAL ADVOCACY SERVICES		5,000.00
	12/13/2017		1	<u>5,000.00</u>
THE HOME DEPOT COMMERCIAL ACCT				
000025554	7011872	SUPPLIES		103.72
000025554	3030460	SUPPLIES		12.87
000025554	2030547	SUPPLIES		155.18
000025554	1012540	SUPPLIES		242.07
000025554	8290851	SUPPLIES		73.70
	12/13/2017		1	<u>587.54</u>
HUB AUTO SUPPLY				
000025555	960124	AUTO SUPPLIES		80.35
000025612	962823	AUTO SUPPLIES		14.28

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000025612	963536	AUTO SUPPLIES		14.54
	12/21/2017		2	109.17
LEWIS CONSULTING GROUP				
000025518	2017-164	GOV'T RELATIONS SERVICES		4,000.00
	12/6/2017		1	4,000.00
CASH/ FIELD PETTY CASH				
0141317	120517	PETTY CASH FIELD 12/05/17		964.22
	12/11/2017		1	964.22
CASH/ OFFICE PETTY CASH				
0141318	120417	PETTY CASH ADMIN 12/04/17		1,155.86
	12/11/2017		1	1,155.86
PAULUS ENGINEERING INC				
000025488	18811-A	SEPT 17 EMERG REPAIRS-MENDOZA		56,316.29
	12/6/2017		1	56,316.29
PRIME SYSTEMS INDUSTRIAL AUTOMATION				
000025564	825-01	SCADA SYSTEMS		20,368.93
	12/13/2017		1	20,368.93
REMX				
000025565	8403142476-1	PA TEMPORARY LABOR-WE 11/26/17		351.00
000025628	8403160886	PA TEMPORARY LABOR-WE 12/03/17		864.00
000025628	8403180495	PA TEMPORARY LABOR - WE 12/10		783.00
	12/21/2017		2	1,998.00
SOUTHERN CALIFORNIA GAS CO				
000025679	05060829008NOV17	WELL 5, NOV 2017		3,132.39
000025679	05200799004DEC17	RES 2- DEC 2017, 11/16-12/16		1,453.65
000025679	08940813002DEC17	RES 1 DEC 2017, 11/20-12/19		690.59
000025679	08520813000DEC17	DISTRICT DEC 2017, 11/20-12/19		147.10
	12/29/2017		1	5,423.73

ACCOUNTS PAID LISTING

FROM 12/1/2017 TO 12/31/2017

Vendor Check Number	Invoice Number	Description	Check Count	Amount
SHERWIN WILLIAMS COMPANY				
000025567	3425-5	PAINTING SUPPLIES		174.26
000025680	3724-1	PAINTING SUPPLIES		182.68
	12/29/2017		2	356.94
STIVERS & ASSOCIATES INC.				
000025634	12-490	ROOT BARRIERS CONSULTING		1,312.00
	12/21/2017		1	1,312.00
STOUT & BURG ELECTRICAL INC				
000025569	001158	RELOCATE DATA AND POWER PLUGS		740.98
	12/13/2017		1	740.98
VALLEY POWER				
000025572	B39359	SRV/REPAIR-RES 1, ENGINE 1		2,167.08
000025572	B39312	REPAIR- RES 1, ENGINE 2		1,780.00
000025572	B23675	THROTTLE CABLE		119.65
000025572	B24063	THROTTLE CABLE		241.34
000025685	B39398	RES 1, ENGINE 3 REPAIR		4,225.54
	12/29/2017		2	8,533.61
TOTAL VARIOUS			33	242,495.14
GRAND TOTAL			221	2,941,402.40



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Finance Committee
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer
DATE: January 18, 2018
SUBJECT: Monthly Financial Reports

RECOMMENDATION

This item is provided for information only.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

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

FINANCIAL IMPACT

None.

ATTACHMENTS

None.

**MESA WATER DISTRICT
FINANCE COMMITTEE**

Major Staff Projects

Title	Comments	Status
2017 COPs Trust	Additional Reimbursements Ongoing	In Process
2019 Budget	Fiscal Year 2019 Budget Process	Beginning
HRIS & Payroll System	HRIS/Payroll System Selection Schedule	Beginning
Procurement Software	Procurement System	In Process



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: January 18, 2018
SUBJECT: Policy Positions

RECOMMENDATION

Review the Policy Positions for Mesa Water District and 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.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

This item is agendaized at the request of the Board of Directors (Board). The Board will discuss and take action if desired.

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: Mesa Water District Policy Positions, Approved April 18, 2016



Policy Positions

Updated: April 18, 2016

Mesa Water District (Mesa Water) supports:

1. Groundwater Quality Protection
 - a. Support Orange County Water District's (OCWD) current groundwater quality protection programs
 - i. Basin Equity Assessment (BEA) Exemption Program for Impaired Groundwater (including the Mesa Water Reliability Facility)
 - ii. The MTBE, North Basin, and South Basin groundwater protection projects
 - iii. The Tustin and Irvine desalters
 - b. Encourage OCWD to protect the basin from chlorides caused by seawater intrusion
 - i. Encourage OCWD to set a goal of maintaining protective elevations along the coast
 - ii. Encourage OCWD to hold semi-annual barrier meetings with Coastal Agencies (Huntington Beach, Mesa Water, and Seal Beach)
2. Policies that raise and stabilize the Basin Pumping Percentage (BPP)
 - a. Support OCWD setting a target BPP that they intend to consistently meet
 - b. Support new water supply projects that help achieve this goal
 - c. Support OCWD adopting a water supply policy that sets a goal of developing water supply and recharge capabilities, including purchasing replenishment water, or other actions that result in a reliable and predictable source of groundwater at a BPP of 80 percent. A goal of this policy is to accomplish this with a cost-neutral, or better, impact on producers when the avoided cost of purchasing imported water is considered.
3. Policies that keep the basin full
 - a. Support OCWD adhering to the BPP-setting formula
 - b. Support maximum production at the Groundwater Replenishment System (GWRS) to ensure a cost-effective, high-quality, environmentally-friendly and sustainable local water supply that benefits all OCWD producers and that increases the region's current and future water reliability
 - c. Support maximum wastewater flows treatable by the GWRS to the Orange County Sanitation District (OCSD) -- and support OCSD/OCWD's permanent acquisition of such wastewater flows -- to ensure source reliability for the GWRS
4. Annexations
 - a. Support financially neutral annexations into OCWD
5. A financially strong OCWD
 - a. Support policies and practices that maintain OCWD's current AAA credit rating from two of the three credit rating agencies
6. The potential merger of the Municipal Water District of Orange County (MWDOC) and the Orange County Water District (OCWD) if the merger:
 - a. is mutually agreed upon by both MWDOC and OCWD;
 - b. results in efficiencies and economic savings for the members of both agencies;
 - c. improves or, at a minimum, preserves the quality, reliability and sustainability of wholesale water services to the members of both agencies;
 - d. preserves the interests of groundwater producers currently existing within Orange County's groundwater basin and protects those interests from diminished groundwater resources or supplies;
 - e. preserves the existing boundaries of the Orange County groundwater basin for pumping and storage purposes;

- f. allows the Orange County groundwater basin to remain unadjudicated;
 - g. respects the one person one vote principle if the new Board of Directors is a wholly elected board;
 - h. is facilitated openly and transparently; and,
 - i. increases the effectiveness of Orange County's representation at Metropolitan Water District of Southern California, with a coordinated and unified voice representing Orange County.
7. A strong independent Municipal Water District of Orange County (MWDOC)
 - a. Support MWDOC's current mission and geographic boundaries, and oppose any efforts to break up the agency
 - b. Encourage MWDOC and OCWD exploring mutual areas of efficiency
 - c. Support any governance change agreed to by the MWDOC board
 8. Increased influence at Metropolitan Water District of Southern California (MWD)
 - a. Support increased allocations of MWDOC resources for engagement at MWD
 - b. Support coordination of the entire Orange County MWD delegation
 9. MWDOC's priority initiatives at MWD
 - a. Protect Mesa Water's service area from any cost shifts as a result of the San Diego County Water Authority lawsuit
 - b. Encourage continued efforts in improving the Delta
 - c. Seek opportunities for MWD to provide assistance (or partnership) with MWDOC on developing desalination in Orange County
 - d. Continue to support MWD's discounted replenishment water program
 10. Close working relationships with MWDOC on local issues and programs for which the organization is advocating at MWD
 11. The current Mesa Water Strategic Plan, including the District's goals to:
 - a. Provide a safe, abundant, and reliable water supply.
 - b. Practice perpetual infrastructure renewal and improvement.
 - c. Be financially responsible and transparent.
 - d. Increase public awareness about Mesa Water and about water.
 - e. Attract and retain skilled employees.
 - f. Provide outstanding customer service.
 - g. Actively participate in regional water issues.
 12. The development of cost-effective and environmentally sensitive sources of water, including recycling, groundwater clean-up, conservation, and desalination
 13. The potential Huntington Beach Ocean Desalter project because it can possibly provide a new, reliable, quality water supply that is appropriately priced
 14. The co-equal goals of improved water supply reliability and Delta ecosystem health
 15. The efficient use of water, water rates based on true costs in conformance with Prop. 218, and tax-free revenue
 16. Theft prevention of municipal metal infrastructure, such as fire hydrants, manhole covers, and backflow devices
 17. ACWA's and MWD's efforts to streamline the California Environmental Quality Act (CEQA) review/permitting process to enhance efficiencies and reduce unnecessary costs, delays, litigation, and redundancies
 18. Reasonable amendments to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000



Mesa Water opposes:

1. The encroachment upon Mesa Water easements, rights-of-way, and property without negotiation, agreed upon compensation, and advance approval at the sole discretion of the District



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Finance Committee
FROM: Marwan Khalifa, CPA, MBA Chief Financial Officer
DATE: January 18, 2018
SUBJECT: Delegation of Authority to the General Manager

RECOMMENDATION

Recommend that the Board of Directors adopt Resolution No. XXXX Declaring the Delegation of Authority to the General Manager, Superseding Resolution No. 1263.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION

At its February 14, 2002 meeting, the Board of Directors (Board) adopted Resolution No. 1263. This resolution provides Mesa Water District's (Mesa Water®) Delegation of Authority to the General Manager.

DISCUSSION

The Finance Committee periodically reviews resolutions and modifies their requirements based on newly enacted laws. Resolution No. 1263 was last reviewed by the Finance Committee on July 19, 2011, at which time staff recommended no changes.

Mesa Water has previously adopted Resolution No. 1263 in order to strengthen its methods of directing its business through the establishment of clear delegation of the General Manager's authority. The resolution grants the General Manager authority in accordance with Water Code Sections 30540 *et seq.* and specifically Water Code Section 30581(a).

Mesa Water staff, with the assistance of Legal Counsel, recommends the following updates to Resolution No. 1263:

- Minor legal updates reflecting change to Governmental Codes
- Formatting and grammatical updates
- Changing Mesa Consolidated Water District to Mesa Water District

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: Resolution No. XXXX Declaring the Delegation of Authority to the General Manager, Superseding Resolution No. 1263

Attachment B: Resolution No. 1263 Declaring the Delegation of Authority to the General Manager, Superseding Resolution No. 1146, Redline

RESOLUTION NO. XXXX

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS DECLARING THE DELEGATION OF AUTHORITY TO THE GENERAL MANAGER, SUPERSEDING RESOLUTION NO. 1263

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

WHEREAS, Article 3 of Chapter 6 of the County Water District (Law), which appears in the Water Code of the State of California (Water Code) at Sections 30540-30547, governs the appointment and compensation of officers and employees of Mesa Water; and

WHEREAS, Article 4 of Chapter 6 of the Law, which appears in the Water Code at Sections 30575-30586, governs the powers, duties and authorities of Mesa Water officers; and

WHEREAS, Mesa Water desires to strengthen its methods of directing its business through the establishment of clear delegation of the General Manager's authority.

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

Section 1. **Statement of Purpose:** This Resolution implements those provisions contained in the Water Code (Sections 30540 *et seq.* and specifically Water Code Section 30581(a)) that govern the appointment, authority and compensation of Mesa Water's General Manager, subject to existing contractual relationships governing the position of Mesa Water's General Manager. However, nothing contained herein shall be deemed to supersede any provision of State law, or to restrict any legal or inherent exclusive right of Mesa Water with respect to general legislative or managerial policy, which include among others: the exclusive right to determine the mission of its constituent departments, and committees; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action(s); relieve its employees from duty because of lack of work or for other lawful reasons; determine the content of job classifications; subcontract work and transfer work out of a bargaining unit; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations are to be conducted; take all necessary actions to carry out Mesa Water's mission or functions in emergencies, and exercise complete control and discretion over its organization and the technology of performing its work.

Section 2. Reservation of Authority: The Mesa Water Board of Directors (Board) reserves the right to appoint, prescribe and amend the authorities and duties of the General Manager, Mesa Water's officers (as shall be listed with the District Secretary), general legal counsel and special consultants to the Board, necessary or convenient for conduct of Mesa Water's business, each of whom shall serve at the pleasure of the Board.

Section 3. Delegation of Authority: In accordance with, and subject to, applicable federal, state and local laws, and Mesa Water's ordinances, regulations and Board-adopted policies, the General Manager shall:

- a. Have full charge and control of the design, maintenance, operation, construction, and administration of Mesa Water's water works system and supporting infrastructure;
- b. Have full power and authority to employ, compensate, discipline and discharge all Mesa Water employees within the limits of the budget as adopted and as may be amended;
- c. Establish and maintain a classification and compensation plan and benefits programs, subject to approval by the Board of Directors; and prescribe the duties of Mesa Water employees, and administer the classifications, compensation and benefits of Mesa Water employees in accordance with such approved plans and programs;
- d. Have full charge and control of Mesa Water's financial operations and expenditures of District funds in accordance with Board-approved budgets and procurement guidelines as adopted and as may be amended;
- e. Commit District funds in excess of budget limits, or reallocation of funds within those limits, in the event of an emergency;
- f. Obtain property, easements and facilities required for Mesa Water's effective operation in accordance with the approved budget and capital facilities plan; and
- g. Perform other duties assigned by the Board of Directors.

Finally, the Board of Directors declares that nothing in this Resolution shall be construed to authorize any violation of any State or federal law or delegate any authority to the General Manager that must be retained by the Board, or has been reserved to the Board by its action(s), or which, pursuant to State law, lies within the authority of another Mesa Water officer.

Section 4. This Resolution shall supersede Resolution No. 1263 upon the adoption hereof.

ADOPTED, SIGNED, and APPROVED this 8th day of February 2018, and adopted by the following roll call vote:

AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:

Jim Atkinson
President, Board of Directors

Denise Garcia
District Secretary

DRAFT

RESOLUTION NO. ~~1263~~XXXX

RESOLUTION OF THE
~~MESA WATER DISTRICT BOARD OF DIRECTORS OF THE~~
~~MESA CONSOLIDATED WATER DISTRICT~~
DECLARING THE
DELEGATION OF AUTHORITY
TO THE GENERAL MANAGER,
SUPERSEDING RESOLUTION NO. ~~1146~~1263

WHEREAS, the Mesa Water District (Mesa Water® or District) is a county water district organized and operating pursuant to the provisions of State of California (State or California) Law~~Mesa Consolidated Water District (Mesa), heretofore established by special act of the Legislature of the State of California (State), exists and operates pursuant to the provisions of the County Water District Law (Law), being Section 30000, et. seq., of the Water Code of the State of California (Water Code); and~~

WHEREAS, Article 3 of Chapter 6 of the County Water District (Law), which appears in the Water Code of the State of California (Water Code) at Sections 30540-30547, governs the appointment and compensation of officers and employees of Mesa Water; and

WHEREAS, Article 4 of Chapter 6 of the Law, which appears in the Water Code at Sections 30575-30586, governs the powers, duties and authorities of Mesa Water officers; and

WHEREAS, ~~Mesa-Mesa Water~~ desires to strengthen its methods of directing its business through the establishment of clear delegation of the General Manager's authority. ∴

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

Section 1. Statement of Purpose: This Resolution implements those provisions contained in the Water Code (Sections 30540 *et seq.* and specifically Water Code Section 30581(a)) that govern the appointment, authority, and compensation of Mesa Water's the General Manager, subject to existing contractual relationships governing the position of Mesa Water's General Manager. However, nothing contained herein shall be deemed to supersede any provision of State law, or to restrict any legal or inherent exclusive right of Mesa Water with respect to general legislative or managerial policy, which include among others: the exclusive right to determine the mission of its constituent departments, and committees; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action(s); relieve its employees from duty because of lack of work or for other lawful reasons; determine the content of job classifications; subcontract work and transfer

work out of a bargaining unit; maintain the efficiency of governmental operations; determine the methods, means, and personnel by which governmental operations are to be conducted; take all necessary actions to carry out Mesa Water's ~~its~~ mission or functions in emergencies, and exercise complete control and discretion over its organization and the technology of performing its work. ~~This resolution shall supersede Mesa Resolution No. 1146 1263 upon the adoption hereof.~~

4. **Section 2.** Reservation of Authority: The Mesa Water Board of Directors (Board) reserves the right to appoint, prescribe and amend the authorities and duties of the General Manager, Mesa Water's officers (as shall be listed with the District Secretary), general legal counsel and special consultants to the Board, necessary or convenient for conduct of Mesa Water's business, each of whom shall serve at the pleasure of the Board.

2. **Section 3.** Delegation of Authority: In accordance with, and subject to, applicable federal, state and local laws, and Mesa Water's ordinances, regulations and ~~B~~board-adopted policies, the General Manager shall:

- a. Have full charge and control of the design, maintenance, operation, construction, and administration of Mesa Water's water works system and supporting infrastructure;
- b. Have full power and authority to employ, compensate, discipline and discharge all Mesa Water employees ~~and assistants~~ within the limits of the budget as adopted and as may be amended;
- c. Establish and maintain a classification and compensation plan and benefits programs, subject to approval by the Board of Directors; and prescribe the duties of Mesa Water employees, and administer the classifications, compensation and benefits of Mesa Water employees in accordance with such approved plans and programs;
- d. Have full charge and control of Mesa Water's financial operations and expenditures of MesaDistrict funds in accordance with; Board-approved ~~Mesa~~ budgets and procurement guidelines as adopted and as may be amended;
- e. Commit MesaDistrict funds in excess of budget limits, or reallocation of funds within those limits, in the event of an emergency;
- f. Obtain property, easements and facilities required for Mesa Water's effective operation in accordance with the approved budget and capital facilities plan; and
- g. Perform other duties assigned by the Board of Directors.

Finally, the Board of Directors declares that nothing in this Resolution shall be construed to authorize any violation of any State or federal law or delegate any authority to the General Manager that must be retained by the Board, or has been reserved to the Board by its action(s), or which,

pursuant to State ~~L~~aw, lies within the authority of another Mesa Water officer.

Section 4. This Resolution shall supersede Resolution No. 1263 upon the adoption hereof.

DRAFT

~~PASSED AND ADOPTED, SIGNED, and APPROVED~~ at the regular meeting of the Board of Directors held on the 14th day of February, 2002, and this 8th day of February 2018, and adopted by the following roll call vote:

James F. Atkinson
President, Board of Directors

Attest:

Coleen Scarminach
District Secretary

AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:

Jim Atkinson
President, Board of Directors

Denise Garcia
District Secretary



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Water Needs*

MEMORANDUM

TO: Finance Committee
FROM: Marwan Khalifa, CPA, MBA Chief Financial Officer
DATE: January 18, 2018
SUBJECT: Guidelines for the Procurement of Goods and Services and Cash Disbursements

RECOMMENDATION

Recommend that the Board of Directors adopt Resolution No. XXXX Providing Guidelines for the Procurement of Goods and Services and Cash Disbursements, Superseding Resolution No. 1458.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION

At its March 21, 2015 workshop, the Board of Directors (Board) adopted Resolution No. 1458. This resolution provides Mesa Water District's (Mesa Water®) Guidelines for the Procurement of Goods and Services and Cash Disbursements.

DISCUSSION

Mesa Water has previously adopted Resolution No. 1458 in order to adopt a policy statement relative to the procurement of goods and services and funds leaving Mesa Water's control. The resolution further provides general guidelines on the dollar amounts of when staff must provide the Board of Directors capital construction projects and professional services contracts for approval. All capital construction projects greater than \$125,000 and professional services contracts greater than \$50,000 must be reviewed by the appropriate Board Committee and will be subject to approval by the Board.

Additionally, the resolution identifies authorized signers for all checks, wires electronic funds transfer authorizations and the dollar amounts at which the Board of Directors needs to review and sign said documents. The Finance Committee shall review and sign checks, wires, and electronic funds authorizations that exceed \$40,000 in certain instances and checks greater than \$1,000 payable to employees or members of the Board for any purpose other than payroll, except when the reimbursement request has been previously approved through the Finance Committee process.

Mesa Water staff, with the assistance of Legal Counsel, recommends the following updates to Resolution No. 1458:

- Legal updates reflecting change to Governmental Codes
- Provide a more comprehensive definition of "competitive procurement process" and "written agreements"
- Definition of Sole Source Procurement and detail on when it may be deemed appropriate
- Formatting and grammatical updates



FINANCIAL IMPACT

None.

ATTACHMENTS

- Attachment A: Resolution No. XXXX Providing Guidelines for the Procurement of Goods and Services and Cash Disbursements, Superseding Resolution No. 1458
- Attachment B: Resolution No. 1458 Providing Guidelines for the Procurement of Goods and Services and Cash Disbursements, Superseding Resolution No. 1415, Redline

RESOLUTION NO. XXXX

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. 1458

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

WHEREAS, as a county water district, Mesa Water is not obligated to solicit competitive bids on its contracts for goods or services or for its construction projects; and

WHEREAS, Mesa Water's goal is to acquire needed goods and services for fair and competitive prices from reliable vendors or providers, as applicable; and

WHEREAS, the Board of Directors of the Mesa Water District desires to adopt a policy statement relative to the procurement of goods and services, certain matters relating to public works contracts and concerning funds leaving Mesa Water's control.

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

Section 1. This Resolution establishes the guidelines for the procurement of goods and services for Mesa Water use as set forth in Attachment A, attached hereto and incorporated herein by this reference.

Section 2. This Resolution establishes the controls governing disbursement of funds as set forth in Attachment B, attached hereto and incorporated herein by this reference.

Section 3. This Resolution shall take effect upon adoption.

Section 4. Mesa Water's General Manager and Chief Financial Officer are authorized to take such other and further actions as may be necessary or convenient to implement the directives of this Resolution.

ADOPTED, SIGNED, and APPROVED this 8th day of February 2018, and adopted by the following roll call vote:

AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:

Jim Atkinson
President, Board of Directors

Denise Garcia
District Secretary

ATTACHMENT A

RESOLUTION NO. XXXX

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. 1458

PROCUREMENT GUIDELINES

The use of all Mesa Water funds is subject to Resolution No. XXXX, Delegation of Authority to the General Manager.

Authority

The General Manager is authorized to operate Mesa Water in accordance with the approved budget.

Goals/Objectives

Mesa Water's procurement objectives shall be to obtain the best quality materials, supplies and services the most optimal time frame for the minimum appropriate price. Quality of performance, as well as cost, will be considered in the procurement selection process.

It shall be Mesa Water's goal to use a competitive procurement process, which includes obtaining a minimum of three quotes, bids or proposals, as applicable, prior to the procurement of goods or services. The receipt of less than three quotes, bids or proposals shall not invalidate the solicitation process or require the solicitation of additional quotes, bids or proposals. Some goods and services may only be available from fewer than three vendors/providers. Where this is the case, the goal shall be to obtain more than one quote, bid or proposal where possible; subject to the following paragraph:

Sole source procurement is not Mesa Water's goal, but is sometimes necessary. Sole source procurement must be deemed appropriate by the authority of the General Manager. A memorandum shall be written to the General Manager for approval. The memorandum must include a complete and specific justification of the sole source procurement. The Board of Directors will be notified annually of all sole-sourced contracts entered into by Mesa Water.

Written Agreements

Competitive procurement and written agreements will be required for the acquisition of all goods and services that will cost \$10,000 or more per year. Written agreements for purposes of these Procurement Guidelines include contracts (Mesa Water Contracts) and purchase orders. The General Manager is authorized to approve and execute all agreements for the acquisition of goods and services in accordance with the approved

annual budget. Written agreements within the limits set by the annual budget may be for one-year, or multi-year with annual renewals. Mesa Water's policy is that contracts shall not normally include terms for automatic renewal.

CAPITAL CONSTRUCTION PROJECTS

For capital construction projects, the following procedures will apply:

Bid and Award

The Engineering and Operations Committee will review all bids on a project when Mesa Water staff proposes to recommend approval of a bid for a project that is greater than \$125,000. The Mesa Water Board of Directors (Board) may award the bid and authorize an amount for the project/construction that may include a contingency. Unless otherwise directed by the Board, the General Manager shall execute approved construction contracts.

Change Orders

- a. The General Manager is authorized to approve change orders until the cumulative amount of those change orders is anticipated to exceed the amount authorized by the Board for construction by 30 percent or \$75,000, whichever is less.
- b. If the cumulative change orders are anticipated to exceed the amount authorized for construction by 30 percent or \$75,000, whichever is less, there will be no further change orders until the Board authorizes additional funds for the project under the terms of the agreement (subject to change order terms). The Engineering and Operations Committee shall review all requests for additional construction funds.
- c. The General Manager is authorized to approve an emergency field change order when failure to authorize the change order will cause Mesa Water to incur significant additional costs or significant delays, even if the change order will exceed the General Manager's delegated authority. The General Manager will promptly inform the Board of such action(s). The Engineering and Operations Committee will review the change order and the Board will review ratification of the General Manager's decision(s)..

PROFESSIONAL SERVICES

When professional services are required, the following procedures will apply:

- a. Professional service providers are defined as attorneys, engineering consultants, water quality consultants, architects, auditors, actuarial consultants, financial advisors, human resource consultants, information systems/technology consultants, meeting facilitators and firms hired to perform construction inspection, construction management and/or engineering surveying.

- b. If the work of a professional service provider is anticipated to cost more than \$50,000 per year, the selection of the professional service provider will be reviewed by the appropriate Board Committee and will be subject to approval by the Board. The Board will authorize a budgeted amount for the specified work. Unless otherwise specified by the Board, the General Manager is authorized to approve and execute the agreement between Mesa Water and the approved professional service provider.
- c. If the cost of the work is anticipated to exceed the amount authorized by the Board, there will be no further work until the Board authorizes additional funds. The appropriate Board Committee will review all requests for additional funds.

In the event of an emergency, the General Manager has full authority to commit Mesa Water funds in excess of the approved budget limits, or reallocation of funds within those limits, in accordance with, and subject to, the limitations set out in Resolution No. XXXX.

ATTACHMENT B

RESOLUTION NO. XXXX

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. 1458

GUIDELINES FOR DISBURSEMENTS

The use and expenditure of all Mesa Water funds is subject to Resolution No. XXXX: Delegation of Authority to the General Manager.

All checks, wires, electronic funds transfer authorizations and other documents (except petty cash requests) containing instructions that cause funds to leave Mesa Water's control shall have two authorized signatures. Authorized signers are:

Members of the Board of Directors
General Manager
Assistant General Manager
District Secretary
Treasurer/Chief Financial Officer
Assistant Treasurer

Facsimile signatures may be used on routine payments provided adequate safeguards are used to protect the signature plates, chip or other source. Such safeguards shall be set out in writing.

An authorized manager or supervisor can approve petty cash requests subject to the limits of Mesa Water's current petty cash policy.

The Chief Financial Officer and Controller/Auditor may authorize inter-bank transfers for purposes of satisfying payroll requirements.

The Finance Committee shall review and sign, or approve, as applicable, checks, wires and electronic fund transfer authorizations that meet the following criteria:

1. \$40,000 or more will leave Mesa Water's control except when paying for:
 - a. Payroll or payroll related expenses, including employee benefits;
 - b. Utilities;
 - c. Chemicals used in water treatment; or
 - d. Water and water related costs to Orange County Water District or the Municipal Water District of Orange County.

ATTACHMENT B

RESOLUTION NO. XXXX

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
PROVIDING GUIDELINES FOR THE PROCUREMENT
OF GOODS AND SERVICES AND CASH DISBURSEMENTS,
SUPERSEDING RESOLUTION NO. 1458**

2. \$1,000 or more payable to employees for any purpose other than payroll, except when the reimbursement request has been previously approved through the Finance Committee process. All reimbursements to Board members shall be subject to Mesa Water's current Board Reimbursement Policies.

RESOLUTION NO. ~~1458XXXX~~

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
PROVIDING GUIDELINES FOR THE PROCUREMENT
OF GOODS AND SERVICES AND CASH DISBURSEMENTS,
SUPERSEDING RESOLUTION NO. ~~14151458~~**

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

WHEREAS, as a county water district, Mesa Water® is not obligated to solicit competitive bids on its contracts for goods or services or for its construction projects; and

WHEREAS, Mesa Water's goal is to acquire needed goods and services for fair and competitive prices from reliable vendors or providers, as applicable; and

WHEREAS, the Board of Directors of the Mesa Water District desires to adopt a policy statement relative to the procurement of goods and services, certain matters relating to public works contracts and concerning funds leaving Mesa Water's control.

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

Section 1. This Resolution establishes the guidelines for the procurement of goods and services for ~~District-Mesa Water~~ use as set forth in Attachment A, attached hereto and incorporated herein by this reference.

Section 2. This Resolution establishes the controls governing disbursement of funds as set forth in Attachment B, attached hereto and incorporated herein by this reference.

Section 3. This Resolution shall take effect upon adoption.

Section 4. Mesa Water's General Manager and Chief Financial Officer are authorized to take such other and further actions as may be necessary or convenient to implement the directives of this Resolution.

ADOPTED, SIGNED, and APPROVED this ~~21st~~-~~8th~~ day of ~~February~~ ~~March 2015~~2018, and adopted by the following roll call vote:

~~AYES: DIRECTORS: Atkinson, Fidler, Temianka, Dewane, Bockmiller~~
~~NOES: DIRECTORS:~~
~~ABSENT: DIRECTORS:~~
~~ABSTAIN: DIRECTORS:~~

~~Shawn Dewane~~
~~President, Board of Directors~~

~~Coleen L. Monteleone~~
~~District Secretary~~

~~AYES: DIRECTORS:~~
~~NOES: DIRECTORS:~~
~~ABSENT: DIRECTORS:~~
~~ABSTAIN: DIRECTORS:~~

~~Jim Atkinson~~
~~President, Board of Directors~~

~~Denise Garcia~~
~~District Secretary~~

ATTACHMENT A

RESOLUTION NO. ~~1458XXXX~~

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. ~~14151458~~

PROCUREMENT GUIDELINES

The use of all Mesa Water funds is subject to Resolution No. ~~1263XXXX~~,
Delegation of Authority to the General Manager.

~~Mesa Water's procurement objectives shall be to obtain the best quality materials,
supplies and services in the optimum time frame for the minimum appropriate price.
Quality of performance, as well as cost, will be considered in the selection process.~~

Authority

The General Manager is authorized to operate Mesa Water® in accordance with the approved budget.

Goals/Objectives

~~Mesa Water's procurement objectives shall be to obtain the best quality materials,
supplies and services the most optimal time frame for the minimum appropriate price.
Quality of performance, as well as cost, will be considered in the procurement selection
process.~~

It shall be Mesa Water's goal to ~~obtain use a go through a competitive procurement
process, which includes obtaining~~ a minimum of three quotes, bids or proposals, as
applicable, prior to the procurement of goods and/or services. The receipt of less than
three quotes, bids or proposals shall not invalidate the solicitation process or require the
solicitation of additional quotes, bids or proposals. Some goods and services may only
be available from fewer than three vendors/providers. Where this is the case, the goal
shall be to obtain more than one quote, bid or proposal where possible; subject to the
following paragraph:

Sole source procurement is not Mesa Water's goal, but is sometimes necessary. Sole
source procurement must be deemed appropriate by the authority of the General
Manager. A memorandum shall be written to the General Manager for approval. The
memorandum must include a complete and specific justification of the sole source
procurement. The Board of Directors will be notified annually of all sole-sourced
contracts entered into by Mesa Water.

Written Agreements

Competitive procurement and written agreements will be required for the acquisition of
all goods and services that will cost \$10,000 or more per year. Written agreements for

purposes of these Procurement Guidelines include contracts (Mesa Water Contracts) and purchase orders. The General Manager is authorized to approve and execute all agreements for the acquisition of goods and services in accordance with the approved annual budget. Written agreements within the limits set by the annual budget may be for one-year, or multi-year with annual renewals. Mesa Water's policy is that contracts shall not normally include terms for automatic renewal.

CAPITAL CONSTRUCTION PROJECTS

For capital construction projects, the following procedures will apply:

Bid and Award

The Engineering and Operations Committee will review all bids on a project when Mesa Water staff proposes to recommend approval of a bid for a project that is greater than \$125,000. The Mesa Water Board of Directors (Board) may award the bid and authorize an amount for the project/construction that may include a contingency. Unless otherwise directed by the Board, ~~the~~ General Manager shall~~will~~ execute ~~the~~ approved construction contracts.

Change Orders

- a. The General Manager is authorized to approve change orders until the cumulative amount of those change orders is anticipated to exceed the amount authorized by the Board for construction by 30 percent or \$75,000, whichever is less~~lower~~.
- b. If the cumulative change orders are anticipated to exceed the amount authorized for construction by 30 percent or \$75,000, whichever is lower~~less~~, there will be no further change orders until the Board authorizes additional funds for the project under the terms of the agreement (subject to change order terms)~~construction~~. The Engineering and Operations Committee shall~~will~~ review all requests for additional construction funds.
- c. The General Manager is authorized to approve an emergency field change order when failure to authorize the change order will cause Mesa Water to incur significant additional costs and/or significant delays, even if the change order will exceed the General Manger's delegated authority~~his/her authority~~. The General Manager will promptly inform the Board of such action(s). The Engineering and Operations Committee will review the change order and the Board will ratify~~will review ratification of~~ the General Manager's decision(s).

PROFESSIONAL SERVICES

When professional services are required, the following procedures will apply:

- a. Professional service providers are defined as attorneys, engineering consultants, water quality consultants, architects, auditors, actuarial consultants, financial advisors, human resource consultants, information systems/technology consultants, meeting facilitators and firms hired to

perform construction inspection, construction management and/or engineering surveying.

- b. If the work of a professional service provider is anticipated to cost more than \$50,000 per year, the selection of the professional service provider will be reviewed by the appropriate ~~B~~board ~~e~~Committee and will be subject to approval approved by the Board. The Board will authorize ~~ana~~ budgeted amount for the specified the work. Unless otherwise specified by the Board, ~~T~~the General Manager is authorized to approve and execute the agreement between Mesa Water® and the approved professional service provider.
- c. If the cost of the work is anticipated to exceed the amount authorized by the Board, there will be no further work until the Board authorizes additional funds. The appropriate ~~B~~board ~~C~~committee will review all requests for additional funds.

In the event of an emergency, the General Manager has full authority to commit Mesa Water® funds in excess of the approved budget limits, or reallocation of funds within those limits, in accordance with, and subject to, the limitations set out in Resolution No. 1263XXXX.

ATTACHMENT B

RESOLUTION NO. ~~1458XXXX~~

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. ~~14151458~~

GUIDELINES FOR DISBURSEMENTS

The use and expenditure of all Mesa Water funds is subject to Resolution No. ~~1263XXXX~~: Delegation of Authority to the General Manager.

All checks, wires, electronic funds transfer authorizations and other documents (except petty cash requests) containing instructions that cause funds to leave Mesa Water's control shall have two authorized signatures. Authorized signers are:

Members of the Board of Directors
General Manager
Assistant General Manager
District Secretary
Treasurer/Chief Financial Officer
Assistant Treasurer

Facsimile signatures ~~may~~ be used on routine payments provided adequate safeguards are used to protect the signature plates, chip or other source. Such safeguards shall be set out in writing.

An authorized manager or supervisor can approve petty cash requests subject to the limits of Mesa Water's current petty cash policy.

The Chief Financial Officer and Controller/Auditor ~~may~~ authorize inter-bank transfers for purposes of satisfying payroll requirements.

The Finance Committee ~~of the Board of Directors~~ shall review and sign, or approve, as applicable, checks, wires and electronic fund transfer authorizations that meet the following criteria:

1. \$40,000 or more will leave Mesa Water's control except when paying for:
 - a. Payroll or payroll related expenses, including employee benefits;
 - b. Utilities;
 - c. Chemicals used in water treatment; or
 - d. Water and water related costs to Orange County Water District or the Municipal Water District of Orange County.

ATTACHMENT B

RESOLUTION NO. ~~1458XXXX~~

RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
PROVIDING GUIDELINES FOR THE PROCUREMENT
OF GOODS AND SERVICES AND CASH DISBURSEMENTS,
SUPERSEDING RESOLUTION NO. ~~14151458~~

2. \$1,000 or more payable to employees ~~or Board of Directors~~ for any purpose other than payroll, except when the reimbursement request has been previously approved through the Finance Committee process. All reimbursements to Board members shall be subject to Mesa Water's current Board Reimbursement Policies.

DRAFT

ACTION ITEMS:

7. CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

Pursuant to California Government Code Sections 54956.9 (d) (1) and 54954.5 (c)

Case: *Costa Mesa Sanitary District v. Mesa Water District*

Case No. 30-2017-00923819-CU-PT-CJC

MEMORANDUM



*Dedicated to
Satisfying our Community's
Water Needs*

TO: Finance Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: January 18, 2018
SUBJECT: Special Districts Shared Efficiencies

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.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

The Board of Directors will discuss the topic and take action if desired.

FINANCIAL IMPACT

There is no financial impact for the discussion of this matter.

ATTACHMENTS

None.

REPORTS:

9. REPORT OF THE GENERAL MANAGER:

REPORTS:

10. DIRECTORS' REPORTS AND COMMENTS: