



*Dedicated to  
Satisfying our Community's  
Water Needs*

**AGENDA  
MESA WATER DISTRICT  
BOARD OF DIRECTORS  
Thursday, February 15, 2018  
1965 Placentia Avenue, Costa Mesa, CA 92627  
3:30 p.m. Special Board Meeting**

---

**FINANCE COMMITTEE MEETING  
Thursday, February 15, 2018 at 3:30 p.m.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

**Items Not on the Agenda:** Members of the public are invited to address the Board on 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.

**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
4. Fiscal Year 2018 Second Quarter Financial Update

**PRESENTATION AND DISCUSSION ITEMS:**

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

None

**ACTION ITEMS:**

5. Special Districts Shared Efficiencies

**REPORTS:**

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



## **INFORMATION ITEMS:**

8. Purchasing Requisition Software
9. Human Resource Information System Request for Proposal
10. Claim of Michael Robinson

## **CLOSED SESSION:**

11. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:  
Pursuant to California Government Code Sections 54956.9 (d) (1) and 54954.5 (c)  
Case: MESA WATER DISTRICT, vs. KDC, INC., dba KDC SYSTEMS, INC., dba DYNALLECTRIC - Orange County Superior Court Case No. 30-2016-00832860-CU-BC-CJC
12. 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.

*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 call the District Secretary at (949) 631-1205. 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 using a translator to present their comments into English shall be provided reasonable time accommodations that are consistent with California law.*

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

## **ADJOURNMENT**

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>CAPITAL</b>				
MICHAEL BAKER INTERNATIONAL 000025695	1000010	PP 32 WELL AUTOMATION		51,999.66
	1/11/2018		1	<u>51,999.66</u>
<b>TOTAL CAPITAL</b>			<b>1</b>	<b>51,999.66</b>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>DEPARTMENT EXPENSE</b>				
ACWA JOINT POWERS INSURANCE AUTHORITY				
000025778	FEB2018EAP	FEB 2018 EAP		124.55
000025824	123117WORKCOMP	WORKERS COMP 10/01/17-12/31/17		21,662.80
	1/24/2018		2	<u>21,787.35</u>
BAVCO				
000025780	836472	WATER QUALITY SUPPLIES		198.14
	1/17/2018		1	<u>198.14</u>
CALPERS BENEFIT PAYMENTS				
0141303	15148106	PA HEALTH JAN. 2018		5,590.71
0141304	15148094	HEALTH JAN 2018		44,385.99
0141506	10518	PPE 01/05/18		29,729.82
0141507	1222171	PPE 12/22/17		29,233.19
	1/29/2018		4	<u>108,939.71</u>
COLONIAL LIFE & ACCIDENT INS				
000025716	8892333-0111685	INSURANCE PPE 12/22/17		208.00
000025781	8892333-0125765	INSURANCE PPE 01/05/18		224.92
	1/17/2018		2	<u>432.92</u>
DEPARTMENT OF CONSUMER AFFAIRS				
000025693	917162	RECRUITMENT LIST		235.00
	1/8/2018		1	<u>235.00</u>
FIRST BANKCARD				
0141605	1217FB	DECEMBER 2017 CHARGES		15,835.49
	1/11/2018		1	<u>15,835.49</u>
HOOVER PRINTING				
000025789	90474	GRAPHICS/EDITING SERVICES		120.00
	1/17/2018		1	<u>120.00</u>
ICMA-RC RETIREMENT				
000025811	105181	PPE 1/5/2018		997.32
0141445	10518	PPE 1/5/2018		7,158.98
0141502	0119181	PPE 1/19/2018		6,862.96

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
0141503	011918	PPE 1/19/2018		1,017.28
	1/25/2018		4	<u>16,036.54</u>
NATIONWIDE RETIREMENT SOLUTIONS				
0141447	10518	PPE 1/5/2018		4,728.09
0141505	011918	PPE 1/19/2018		5,706.62
	1/25/2018		2	<u>10,434.71</u>
ORANGE COAST CONSULTANCY				
000025690	10254	FINANCE SUPPORT, WE 12/16/17		4,400.00
000025690	10255	FINANCE SUPPORT, WE 12/23/17		3,740.00
000025690	10256	FINANCE SUPPORT, WE 12/30/17		1,760.00
000025692	10257	FINANCE SUPORT, 12/28-01/06		5,060.00
000025793	10258	FINANCE SUPPORT, WE 01/13/18		4,400.00
000025839	10259	FINANCE SUPPORT, WE 01/20/18		4,620.00
000025854	10260	FINANCE SUPPORT, WE 01/27/18		4,400.00
	1/29/2018		5	<u>28,380.00</u>
ORANGE COUNTY EMPLOYEES ASSN				
000025749	OCEA PPE010518	MEMBERSHIP DUES - 01/05/18		278.24
	1/11/2018		1	<u>278.24</u>
TASC				
000025767	IN1196199	FSA ADMIN FEES - DEC 2017		119.40
	1/11/2018		1	<u>119.40</u>
VISTA DEL VERDE LANDSCAPE				
000025849	30156	LANDSCAPE MAINT FEE-11/17 CROD		583.00
000025849	29986	LANDSCAPE MAINT FEES -DEC 2017		2,612.00
000025849	30108	LANDSCAPE MAINT FEES -JAN 2018		2,612.00
	1/24/2018		1	<u>5,807.00</u>
VISION SERVICE PLAN - (CA)				
000025773	001016760002JAN18	JAN 2018 VISION INSURANCE		15.04
000025773	001016760001JAN18	JAN 2018 VISION INSURANCE		1,129.93
	1/11/2018		1	<u>1,144.97</u>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>TOTAL DEPARTMENT EXPENSE</b>			<b>27</b>	<b>209,749.47</b>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>DIRECTOR CHECKS</b>				
FRED BOCKMILLER				
000025726	916917	FAX/INTERNET REIMB 12/19-1/18		52.54
	1/11/2018		1	52.54
<b>TOTAL DIRECTOR CHECKS</b>			<b>1</b>	<b>52.54</b>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>EMPLOYEE CHECKS</b>				
PAUL SHOENBERGER				
000025753	916919	CONF REIMBURSEMENT - FALL ACWA		28.99
	1/11/2018		1	28.99
ROSS ARAGON				
000025798	EXP011118	EDUCATION REIMBURSEMENT		496.00
000025842	EXP011918	CERT REIMBURSEMENT- SWRCB D3		190.00
	1/24/2018		2	686.00
<b>TOTAL EMPLOYEE CHECKS</b>			<b>3</b>	<b>714.99</b>



# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>FINANCIAL OBLIGATIONS</b>				
US BANK				
0141504	4825956	ADMINISTRATION FEE		1,750.00
	1/25/2018		1	1,750.00
<b>TOTAL FINANCIAL OBLIGATIONS</b>			<b>1</b>	<b>1,750.00</b>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>GENERAL AND ADMINISTRATIVE</b>				
LAURA LANGFORD				
000025697	CHEQ00099006470	02216300 Overpayment		99.65
1/11/2018			1	<u>99.65</u>
HANNE LOHDE				
000025813	CHEQ00099006493	01605200 Cheque Deposits 01605		109.62
1/24/2018			1	<u>109.62</u>
AMBER WESTER				
000025698	CHEQ00099006478	05502800 Cheque Deposits 05502		28.86
1/11/2018			1	<u>28.86</u>
DANA E BLACK				
000025699	CHEQ00099006472	00907100 Overpayment		83.77
1/11/2018			1	<u>83.77</u>
STEPHEN MAC LEOD				
000025700	CHEQ00099006469	00902500 Overpayment		80.92
1/11/2018			1	<u>80.92</u>
JAMES POPOV				
000025814	CHEQ00099006490	09117800 Deposit Refund		65.08
1/24/2018			1	<u>65.08</u>
BYRON DE ARAKAL				
000025701	CHEQ00099006474	03804500 Cheque Deposits 03804		66.91
1/11/2018			1	<u>66.91</u>
BRADLEY EDWARDS				
000025815	CHEQ00099006492	07023400 Overpayment		716.19
1/24/2018			1	<u>716.19</u>
JEFFREY BUNDY				
000025816	CHEQ00099006495	10000400 Deposit Refund		152.00
1/24/2018			1	<u>152.00</u>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
MARIANO COBO				
000025817	CHEQ00099006489	08617800 Cheque Deposits 08617		166.68
	1/24/2018		1	<u>166.68</u>
LUZ GARCIA				
000025818	CHEQ00099006483	02001001 Cheque Deposits 02001		218.48
	1/24/2018		1	<u>218.48</u>
JUAN J LOPEZ				
000025702	CHEQ00099006477	06200300 Cheque Deposits 06200		144.89
	1/11/2018		1	<u>144.89</u>
ROBERT CUELLAR				
000025703	CHEQ00099006480	04615400 Overpayment		146.34
	1/11/2018		1	<u>146.34</u>
JOSE VALENZUELA				
000025704	CHEQ00099006471	10011100 Overpayment		258.30
	1/11/2018		1	<u>258.30</u>
HASSAN HADDOUCH				
000025705	CHEQ00099006473	09612700 Overpayment		8,816.00
	1/11/2018		1	<u>8,816.00</u>
TRACEY MC FADDEN				
000025706	CHEQ00099006475	06309801 Cheque Deposits 06309		75.54
	1/11/2018		1	<u>75.54</u>
HESHMAT ALI				
000025819	CHEQ00099006484	06909201 Cheque Deposits 06909		87.39
	1/24/2018		1	<u>87.39</u>
STEVEN GROVES				
000025820	CHEQ00099006487	08302800 Cheque Deposits 08302		58.37
	1/24/2018		1	<u>58.37</u>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>TAMARA GUADAGNO</b>				
000025821	CHEQ00099006488	30000849 Cheque Deposits 30000		266.64
	1/24/2018		1	<u>266.64</u>
<b>KELLY KUPSH</b>				
000025707	CHEQ00099006482	03122300 Overpayment		34.24
	1/11/2018		1	<u>34.24</u>
<b>ANN GILDERSLEEVE</b>				
000025708	CHEQ00099006476	03911400 Cheque Deposits 03911		38.16
	1/11/2018		1	<u>38.16</u>
<b>ANDREW BREMNER</b>				
000025822	CHEQ00099006491	07716101 Cheque Deposits 07716		58.06
	1/24/2018		1	<u>58.06</u>
<b>ROSABLA CARRION</b>				
000025823	CHEQ00099006485	05922300 Cheque Deposits 05922		127.56
	1/24/2018		1	<u>127.56</u>
<b>AT&amp;T MOBILITY</b>				
000025826	87023041770X12282	WIRELESS COMM 11/21-12/20		1,772.99
	017			
	1/24/2018		1	<u>1,772.99</u>
<b>BARTEL &amp; ASSOCIATES LLC</b>				
000025711	17-978	ONGOING WORK ON OPEB VAL		187.50
	1/11/2018		1	<u>187.50</u>
<b>BOWIE, ARNESON, WILES &amp; GIANNONE</b>				
000025713	39508	LEGAL SERVICES - NOV 2017		533.50
000025713	39507	LEGAL SERVICES - NOV 2017		6,380.00
000025713	39509	LEGAL SERVICES - NOV 2017		10,919.30
	1/11/2018		1	<u>17,832.80</u>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
CANON FINANCIAL SERVICES, INC.				
000025827	18179837	PRINTER EQP LEASE/USAGE-01/18		4,284.69
	1/24/2018		1	4,284.69
CITY OF COSTA MESA				
000025850	7129	PERMIT RENEWAL - FIRE & RESCUE		45.00
000025851	914730	NEW PERMIT FEES-FIRE & RESCUE		1,295.00
	1/24/2018		2	1,340.00
CCS ORANGE COUNTY JANITORIAL INC.				
000025718	380875	JANITORIAL SERVICES - JAN 2018		3,038.04
	1/11/2018		1	3,038.04
COSTA MESA HIGH SCHOOL				
000025829	916855	SPONSORSHIP - THEATER ADS		120.00
	1/24/2018		1	120.00
DENNIS D ROCK CONSTRUCTION(1ST ALERT)				
000025783	18001	REPLACE GAS FUEL HOSES		1,156.00
	1/17/2018		1	1,156.00
DUDEK				
000025721	20176978	WELL 8 DEMOLITION		630.00
000025721	20177588	WELL 8 DEMOLITION		825.00
	1/11/2018		1	1,455.00
ENTERPRISE FM EXCHANGE				
000025723	FBN3384535	JAN 2018 AUTO LEASE		531.04
	1/11/2018		1	531.04
F M THOMAS AIR CONDITIONING INC				
000025785	37810	QTRLY PLANNED MAINTENANCE		470.00
	1/17/2018		1	470.00

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
FRASER COMMUNICATIONS				
000025725	17833	2017 RATE ADJUSTMENT CAMPAIGN		1,586.03
	1/11/2018		1	1,586.03
FRONTIER COMMUNICATIONS				
000025833	17945JAN18	DDS LINE 01/13 - 02/12		108.78
	1/24/2018		1	108.78
FULL CIRCLE RECYCLING				
000025727	19469	PAPER RECYCLING - DEC 2018		89.00
	1/11/2018		1	89.00
GERARD SIGNS & GRAPHICS INC				
000025728	22264	NEW PHOTOS/TITLES-LOBBY SIGN		215.00
	1/11/2018		1	215.00
HARBOR MESA LIONS CLUB				
000025787	917498	QUARTERLY DUES - Q3 FY18		45.00
	1/17/2018		1	45.00
HAZEN AND SAWYER				
000025731	20035-001-23	PP 24 BPS EFFICIENCY TESTING		34,425.50
	1/11/2018		1	34,425.50
HYDROPOINT DATA SYSTEMS				
000025734	916584	WEATHER TRACK ET ANNUAL SRVC		235.00
	1/11/2018		1	235.00
INDUSTRIAL METAL SUPPLY CO				
000025790	1948038	PARTS AND SUPPLIES		230.54
	1/17/2018		1	230.54
INFOSEND INC				
000025736	128503	CUSTOMER BILLING SERVICE		1,306.75
000025736	128837	CUSTOMER BILLING SERVICE		601.34
000025736	128936	RECRUITMENT LETTER		1,916.63
000025736	129425	CUSTOMER BILLING SERVICE		1,393.00

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000025736	129559	MONTHLY MAINTENANCE FEE		2,750.59
000025736	129694	CUSTOMER BILLING SERVICE		1,524.84
000025736	129856	CUSTOMER BILLING SERVICE		995.50
000025835	130074	CUSTOMER BILLING SERVICE		2,371.75
000025835	130273	CUSTOMER BILLING SERVICE		1,012.94
000025835	130426	MONTHLY MAINTENANCE FEE		2,800.22
1/24/2018			2	16,673.56
INSIGHT PUBLIC SECTOR				
000025737	1100570389	MS OFFICE, VISIO, EXCHANGE		8,558.35
000025737	1100572796	10-ADOBE ACROBAT PRO 2017		3,827.30
1/11/2018			1	12,385.65
KLEEN KRAFT SERVICES				
000025738	S0947602	MW EMBROIDERED HATS		397.60
000025738	S0947601	MW EMBROIDERED HATS		675.59
000025738	0951751	UNIFORMS, MATS AND TOWELS		230.88
000025738	0952420	UNIFORMS, MATS AND TOWELS		233.88
1/11/2018			1	1,537.95
LA CONSULTING INC				
000025836	0014432	WORK DATA ENTRY WITH QC		1,785.00
1/24/2018			1	1,785.00
LOS ANGELES TIMES				
000025837	71466-010818	LAT SUBSCRIPTION 02/21-05/14		142.40
1/24/2018			1	142.40
LIFECOM, INC.				
000025741	2080657-IN	SERVICE & CALIBRATION-RKI GX		65.00
000025741	2080658-IN	SERVICE & CALIBRATION-RKI EAGL		65.00
000025741	2080659-IN	SERVICE & CALIBRATION-RKI EAGL		65.00
1/11/2018			1	195.00
MESA SMOG				
000025838	1303475-111717	SMOG CHECK #2		42.75
000025838	1272531-111717	SMOG CHECK #12		42.75
000025838	1231094-111717	SMOG CHECK #15		42.75

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000025838	1190551-111717	SMOG CHECK #21		42.75
000025838	1396634-111717	SMOG CHECK #22		42.75
000025838	1066385-111717	SMOG CHECK #24		42.75
000025838	1241570-111717	SMOG CHECK #26		42.75
000025838	1086868-111717	SMOG CHECK #34		42.75
000025838	1101591-111717	SMOG CHECK #42		42.75
000025838	1207169-112117	SMOG CHECK #27		42.75
	1/24/2018		1	427.50
 MONTROSE ENVIRONMENTAL CORP				
000025744	INV1087362	TEST-LINEARITY,STABILITY,INTER		1,000.00
	1/11/2018		1	1,000.00
 MUNICIPAL WATER DISTRICT OF OC				
000025745	2098	SMART TIMERS - NOV 2017		130.22
	1/11/2018		1	130.22
 NEXTDAY DELIVERY SERVICE, LLC				
000025792	726312	MAIL DELIVERY SERVICE-JAN 2018		522.00
	1/17/2018		1	522.00
 NOVATIME TECHNOLOGY INC				
000025748	PSI065909	MONTHLY FEE - TIME CARDS NT		190.25
000025748	PSI080178	MONTHLY FEE - TIME CARDS NT		175.75
	1/11/2018		1	366.00
 ORANGE COUNTY PRINTING				
000025794	146241	PRINTING - BILINGUAL BROCHURE		599.09
	1/17/2018		1	599.09
 ORANGE COUNTY TREASURER - TAX COLLECTOR				
000025806	415-014-03-2-FY18	FY18 PROP TAX 4011 CHANDLER		8,911.62
000025807	422-301-03-2-FY18	F Y18 PROP TAX OCSD SEWER FEE		1,449.77
000025808	140-041-57-2-FY18	F Y18 PROP TAX OCSD SEWER FEE		165.50
000025809	415-014- 03.0200BFY17	FY17 SUPP PROP TAX- 4011 CHAND		3,378.27
000025810	415-014- 03.0100BFY17	FY17 SUPP PROP TAX- 4011 CHAND		602.59
	1/17/2018		5	14,507.75



# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
OFFICIAL PAYMENTS CORPORATION				
000025840	3947964	ONLINE PAYMENTS MAINT FEE		150.00
	1/24/2018		1	<u>150.00</u>
O'NEIL STORAGE #0481				
000025751	1712062	FILE STORAGE - DEC 2017		192.84
	1/11/2018		1	<u>192.84</u>
U.S. BANK PARS ACCOUNT #6746019200				
0141444	11118	CONTRIBUTION - 7 OF 12		1,000,000.00
	1/11/2018		1	<u>1,000,000.00</u>
PIVOT INTERIORS INC.				
000025754	350609	OFFICE CHAIRS		2,665.65
	1/11/2018		1	<u>2,665.65</u>
PKWARE INC				
000025796	00048183	PKZIP MAINTENANCE RENEWAL		198.01
	1/17/2018		1	<u>198.01</u>
RAFTELIS FINANCIAL CONSULTANTS				
000025756	MSCA171-01.	CONSULTING-ALT VOLM RATE CALC		1,575.00
000025841	MSCA1711-02.	CONSULTING -ALT VOLM RATE CALC		925.00
	1/24/2018		2	<u>2,500.00</u>
RAYNE WATER SYSTEMS				
000025797	30486JAN18	SOFT WATER SERVICE - JAN 2018		37.55
	1/17/2018		1	<u>37.55</u>
RINECO PARTNER SERVICES				
000025758	H102090	HAZARDOUS WASTE DISPOSAL		226.00
	1/11/2018		1	<u>226.00</u>
SECTRAN SECURITY INC				
000025799	18010849	WEEKLY BANK DEPOSITS-JAN 2018		188.70
	1/17/2018		1	<u>188.70</u>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>SENTRIC INC</b>				
0141443	533329	PAYROLL PROCESSING FEE - 01/10		331.10
0141508	534714	PAYROLL PROCESSING FEE - 01/24		958.55
	1/24/2018		2	<u>1,289.65</u>
<b>SONSRAY MACHINERY</b>				
000025763	W04787-03	FLEET REPAIR - UNIT 67		790.27
000025763	W04786-03	FLEET REPAIR - UNIT 66		824.92
	1/11/2018		1	<u>1,615.19</u>
<b>SOPHOS SOLUTIONS, LLC</b>				
000025764	900	PP 30 BPE/MGP COGSDALE SUPPORT		1,020.00
000025764	901	PP 30 BPE/MGP COGSDALE SUPPORT		765.00
000025764	902	PP 30 BPE/MGP COGSDALE SUPPORT		2,125.00
	1/11/2018		1	<u>3,910.00</u>
<b>SWRCB</b>				
000025696	LW-1015253	FY18 WATER SYSTEM FEES		51,746.35
000025844	WD-0134031	PERMT FEES-OC-44 PIPELINE REHB		1,500.00
	1/24/2018		2	<u>53,246.35</u>
<b>T2 TECHNOLOGY GROUP, LLC</b>				
000025845	3382	IT OPERATIONS TRANSITION-12/17		34,630.00
	1/24/2018		1	<u>34,630.00</u>
<b>THE COUNTER</b>				
000025853	917387	EMPLOYEE SAFETY EVENT		1,676.81
	1/29/2018		1	<u>1,676.81</u>
<b>THEODORE ROBINS FORD</b>				
000025800	197184	AUTO REPAIRS/MAINTENANCE #28		446.49
000025800	195029	AUTO REPAIRS/MAINTENANCE #71		1,644.66
000025800	195023	AUTO REPAIRS/MAINTENANCE #73		1,196.83
000025800	197791	AUTO REPAIRS/MAINTENANCE #83		423.82
000025800	198155	AUTO REPAIRS/MAINTENANCE #60		358.48
000025800	196535	AUTO REPAIRS/MAINTENANCE #60		75.00
000025800	197864	AUTO REPAIRS/MAINTENANCE #81		504.48
	1/17/2018		1	<u>4,649.76</u>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
TIME WARNER CABLE				
000025846	0012934122317	BOARD RM NET/CABLE 12/25-01/24		349.37
000025846	0679649010818	MWRF INTERNET - 01/18-02/17		187.38
000025846	1048224010918	DISTRICT INTERNET-01/19- 02/18		1,715.00
	1/24/2018		1	<u>2,251.75</u>
ULINE				
000025770	92766778	5 GALLON SCREW TOP PAILS		192.17
	1/11/2018		1	<u>192.17</u>
UNIVERSAL WASTE SYSTEM INC				
000025772	30095	WASTE REMOVAL - JAN 2017		87.00
	1/11/2018		1	<u>87.00</u>
UNUM				
000025802	04205600016FEB18	LIFE INSURANCE - FEB 2018		2,531.10
	1/17/2018		1	<u>2,531.10</u>
VERIZON WIRELESS				
000025804	9000123868	IPAD PRO AND KEYBOARD		1,367.33
000025804	9000123867	JETPACK AND KEYBOARD		198.64
000025848	9798225891	MOBILE INTERNET 11/17-12/16		2,080.20
	1/24/2018		2	<u>3,646.17</u>
WASTE MANAGEMENT OF OC				
000025775	7935030-0149-7	CONTAINER RENTAL - DEC 2017		372.00
000025775	0363201-2884-0	CONTAINER RENTAL - JAN 2018		736.21
	1/11/2018		1	<u>1,108.21</u>
WESTERN EXTERMINATOR COMPANY				
000025805	5722706	PEST CONTROL - DISTRICT 12/17		92.50
000025805	5751874	PEST CONTROL - MWRF 12/17		92.50
	1/17/2018		1	<u>185.00</u>
WHITE NELSON DIEHL EVANS LLP				
000025777	175908	RECRUITMENT PANEL		1,342.50
	1/11/2018		1	<u>1,342.50</u>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
			<b>89</b>	<b>1,249,815.09</b>
<b>TOTAL GENERAL AND ADMINISTRATIVE</b>				

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>RETIREE CHECKS</b>				
ALAN COOK				
000025709	9168160118	JAN 2018 INSURANCE SUBSIDY		106.46
	1/11/2018		1	<u>106.46</u>
BRIAN HUNT				
000025715	9168150118	JAN 2018 INSURANCE SUBSIDY		6.00
	1/11/2018		1	<u>6.00</u>
COLEEN L MONTELEONE				
000025717	9168120118	JAN 2018 INSURANCE SUBSIDY		235.96
	1/11/2018		1	<u>235.96</u>
DIANA LEACH				
000025720	9168130118	JAN 2018 INSURANCE SUBSIDY		271.63
	1/11/2018		1	<u>271.63</u>
PATTI REYNOLDS				
000025752	9168090118	JAN 2018 INSURANCE SUBSIDY		7.63
	1/11/2018		1	<u>7.63</u>
SCOTT PECA				
000025761	9168100118	JAN 2018 INSURANCE SUBSIDY		122.68
	1/11/2018		1	<u>122.68</u>
STAN KENNEDY				
000025765	916814	JAN 2018 INSURANCE SUBSIDY		106.46
	1/11/2018		1	<u>106.46</u>
<b>TOTAL RETIREE CHECKS</b>			<b>7</b>	<b>856.82</b>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>CHECK SIGNATURE EXEMPT</b>				
SOUTHERN CALIFORNIA EDISON CO				
000025812	2236281499NOV17B	ELECTRICITY - NOVEMBER 2017		4,520.21
000025812	2236281499DEC17A	ELECTRICITY - DECEMBER 2017		35,588.25
	1/24/2018		1	40,108.46
<b>TOTAL CHECK SIGNATURE EXEMPT</b>			<b>1</b>	<b>40,108.46</b>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>WATER SUPPLY</b>				
AIRGAS USA LLC				
000025779	9950525952	C YLINDER RENTAL		106.95
	1/17/2018		1	106.95
AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA				
000025710	JAN18LEASE	WELL 8 LAND LEASE - JAN 2018		6,541.61
	1/11/2018		1	6,541.61
BLUE EARTH LABS				
000025712	17-1364	NSF ANTI - FOAM		506.43
	1/11/2018		1	506.43
D&H WATER SYSTEMS				
000025830	I208-0061	MWRF PUMP REPAIR		2,323.09
000025830	I208-0068	PUMP HOSES & SUPPLIES		4,311.81
	1/24/2018		1	6,634.90
EUROFINS EATON ANALYTICAL				
000025831	C0001580	WATER QUALITY LAB SRVCS-DEC 17		3,716.00
	1/24/2018		1	3,716.00
HARRINGTON INDUSTRIAL PLASTICS				
000025788	002L3505	PVC PIPES & SUPPLIES		198.98
	1/17/2018		1	198.98
NALCO COMPANY				
000025746	108806	MWRF GARDEN SUPPLIES		414.00
	1/11/2018		1	414.00
OCWD				
0141500	18333	NOVEMBER GAP WATER		32,464.62
0141501	18491	DECEMBER GAP WATER		32,117.76
	1/31/2018		2	64,582.38
SEPARATION PROCESSES, INC				
000025762	8905	MWRF SUPPORT SERVICES		4,231.25
	1/11/2018		1	4,231.25

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
		<b>TOTAL WATER SUPPLY</b>	<b>10</b>	<b>86,932.50</b>



# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>WATER SYSTEM</b>				
BRITHINEE ELECTRIC				
000025714	SI07455	PARTS/LABOR-MWRF VFD ASSEMBLY		755.49
	1/11/2018		1	755.49
EWLES MATERIALS INC				
000025724	322535	BOBTAIL DUMP FEES		600.00
	1/11/2018		1	600.00
IRVINE PIPE & SUPPLY				
000025791	871027	PIPE FITTINGS AND SUPPLIES		23.38
	1/17/2018		1	23.38
LARRY'S BUILDING MATERIALS				
000025739	CM-109919	BUILDING MATERIALS		30.98
	1/11/2018		1	30.98
ORANGE COUNTY SANITATION DISTRICT				
000025750	531994	FY18 Q2 ESTIMATED USE CHARGE		38,024.74
	1/11/2018		1	38,024.74
OMAR & SON'S TRUCKING				
000025795	4240	DIRT HAULING		1,183.00
	1/17/2018		1	1,183.00
PRAXAIR				
000025755	80713413	CARBON DIOXIDE TANK RENTAL		2,164.70
	1/11/2018		1	2,164.70
SOUTH COAST A.Q.M.D.				
000025760	3209020	RENEWAL FEE: ICE EM ELEC GEN D		1,733.13
000025760	3211357	FY17/18 FLAT FEE EMISSIONS		127.46
	1/11/2018		1	1,860.59
TAMORI DESIGNS				
000025766	1158	EMBROIDERY CHARGE MW SWEATERS		813.51
000025766	1159	PRINTING - CAFR		636.91
	1/11/2018		1	1,450.42

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
TRUESDAIL LABORATORIES INC				
000025768	1705916	CALTRANS SOIL TEST		285.00
000025768	1705988	SPECIAL PIPELINE TESTING		11.00
000025768	1706034	SYSTEM WATER ANALYSIS		83.00
000025768	1706053	CALTRANS SOIL TEST		170.00
000025768	1706111	SPECIAL PIPELINE TESTING		90.00
000025768	1706098	SPECIAL PIPELINE TESTING		22.00
	1/11/2018		1	661.00
UNDERGROUND SERVICE ALERT/SC				
000025771	1220170430	DIGALERT 235		397.75
	1/11/2018		1	397.75
VULCAN MATERIALS				
000025774	71664508	PAVING SUPPLIES		311.83
000025774	71674244	PAVING SUPPLIES		190.36
000025774	71692773	PAVING SUPPLIES		379.82
	1/11/2018		1	882.01
WEST COAST SAND & GRAVEL				
000025776	1304286	FILL SAND		736.30
	1/11/2018		1	736.30
<b>TOTAL WATER SYSTEM</b>			<b>13</b>	<b>48,770.36</b>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>VARIOUS</b>				
AT&T				
000025852	000010589539	DISTRICT INTERNET - NOV 2017		1,743.80
000025852	000010717550	DISTRICT INTERNET - DEC 2017		1,743.80
000025852	000010718408	ACCT#9391061444 - DEC 2017		55.45
	1/24/2018		1	<u>3,543.05</u>
AT&T				
000025825	9337DEC17	714-435-9337 12/20-01/19		1,016.98
000025825	8315JAN18	714-241-8315 12/25-01/24		381.95
000025825	8883JAN18	949-631-8883 01/01-01/31		134.75
000025825	3044JAN18	949-574-3044 01/01-01/31		1,598.75
000025825	3066JAN18	DIST FAX 960-350-3066 JAN 2018		3,059.73
000025825	0926JAN18	949-650-0926 01/01-01/31		602.10
000025825	0779JAN18	339-263-0779 01/01-01/31		1,590.60
000025825	9024JAN18	339-264-9024 01/01-01/31		350.55
000025825	4054001JAN18	ACCT# 0302034054001- JAN 2018		1.38
000025825	8274JAN18	949-722-8274 01/08-02/17		68.32
	1/24/2018		1	<u>8,805.11</u>
CAROLLO ENGINEERS				
000025694	0162141	PP 74 WELL AUTOMATION		64,533.31
000025694	0162145	PP 75 WELL AUTOMATION		32,561.46
000025694	0162193	PP 76 WELL AUTOMATION		6,329.45
000025694	0163232	PP 26 NITRIFICATION STUDY		20,129.66
	1/11/2018		1	<u>123,553.88</u>
CASE COMMUNICATIONS				
000025828	REV.011518	SPONSORSH- KOCI'S POTS & PANS		2,400.00
	1/24/2018		1	<u>2,400.00</u>
CROWN ACE HARDWARE				
000025719	045831	SUPPLIES		16.15
000025719	045848	SUPPLIES		24.95
000025782	045873	SUPPLIES		30.98
	1/17/2018		2	<u>72.08</u>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
<b>DION &amp; SONS, INC</b>				
000025784	694119	DIESEL FUEL		3,114.62
000025784	694121	GASOLINE FUEL		8,300.45
	1/17/2018		1	<u>11,415.07</u>
<b>ELITE EQUIPMENT</b>				
000025722	31292	SAW PARTS		130.53
000025722	31488	CUT OFF SAW REPAIR		258.04
000025722	31522	VIBE PLATE REPAIR		246.42
000025722	31523	CUT OFF SAW REPAIR		131.59
000025722	31524	CUT OFF SAW REPAIR		131.59
000025722	31525	CUT OFF SAW REPAIR		131.59
000025722	31526	CUT OFF SAW REPAIR		131.59
	1/11/2018		1	<u>1,161.35</u>
<b>FEDERAL EXPRESS CORPORATION</b>				
000025832	6-054-00425	MISC SHIPPING		126.60
	1/24/2018		1	<u>126.60</u>
<b>GRAINGER</b>				
000025786	9660136822	SAFETY TOOLS & EQUIPMENT		1,400.94
	1/17/2018		1	<u>1,400.94</u>
<b>HACH COMPANY</b>				
000025729	10724028	WATER QUALITY SUPPLIES		3,734.17
000025729	10726784	WATER QUALITY SUPPLIES		269.38
000025729	10743004	WATER QUALITY SUPPLIES		738.23
000025729	10746416	WATER QUALITY SUPPLIES		57.81
000025729	10750273	WATER QUALITY SUPPLIES		447.42
000025729	10758388	WATER QUALITY SUPPLIES		190.45
	1/11/2018		1	<u>5,437.46</u>
<b>HASHTAG PINPOINT</b>				
000025730	1133	SOCIAL ADVOCACY SERVICES		5,000.00
	1/11/2018		1	<u>5,000.00</u>
<b>THE HOME DEPOT COMMERCIAL ACCT</b>				
000025732	1080723	SUPPLIES		52.01

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
000025732	591815	SUPPLIES		35.46
000025732	4081625	SUPPLIES		41.96
000025732	3015151	SUPPLIES		64.26
000025732	1011017	SUPPLIES		21.01
000025732	8011360	SUPPLIES		49.74
000025732	3241122	SUPPLIES		295.63
000025732	2580261	SUPPLIES		129.26
	1/11/2018		1	<u>689.33</u>
 HUB AUTO SUPPLY				
000025733	951866	AUTO SUPPLIES		102.60
	1/11/2018		1	<u>102.60</u>
 INDEPENDENT STATIONERS				
000025735	SI00256973	OFFICE SUPPLIES		224.19
000025735	SI00257206	OFFICE SUPPLIES		44.34
000025735	SI00258157	OFFICE SUPPLIES		66.64
000025735	SI00260158	OFFICE SUPPLIES		1,127.01
000025834	SI00259745	OFFICE SUPPLIES		99.28
000025834	SI00260646	OFFICE SUPPLIES		184.83
	1/24/2018		2	<u>1,746.29</u>
 LEWIS CONSULTING GROUP				
000025740	2017-170	GOV'T RELATIONS SERVICES		4,000.00
	1/11/2018		1	<u>4,000.00</u>
 CASH/ OFFICE PETTY CASH				
0141606	012918	PETTY CASH ADMIN 01/29/18		1,195.35
	1/31/2018		1	<u>1,195.35</u>
 MEYERS NAVE				
000025742	2017100639	MATTER 1893-003 LEGAL SERVICES		3,524.75
	1/11/2018		1	<u>3,524.75</u>
 MONTROSE AIR QUAITY SERVICES LLC				
000025743	INV1086284	PARTS/LABOR - TESTO SENSORS		1,892.44
	1/11/2018		1	<u>1,892.44</u>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
NORTHERN SAFETY CO INC				
000025747	902723392	SAFETY SUPPLIES		1,313.99
	1/11/2018		1	<u>1,313.99</u>
ORANGE COUNTY WATER DISTRICT				
0141448	18398	NOVEMBER 17 IN LIEU		346,254.50
	1/11/2018		1	<u>346,254.50</u>
REMX				
000025757	8403204462	PA TEMPORARY LABOR - WE 12/17		972.00
000025757	8403214076	PA TEMPORARY LABOR - WE 12/24		972.00
000025757	8403232367	PA TEMPORARY LABOR - WE 12/31		432.00
	1/11/2018		1	<u>2,376.00</u>
RUTAN & TUCKER, LLP				
000025691	792911	SPECIAL LEGAL COUNSEL		21,908.18
000025691	793318	SPECIAL LEGAL COUNSEL		23,910.00
000025691	793319	SPECIAL LEGAL COUNSEL		8,002.84
000025691	793320	SPECIAL LEGAL COUNSEL		9,104.50
000025691	794710	SPECIAL LEGAL COUNSEL		690.00
000025691	794713	SPECIAL LEGAL COUNSEL		6,066.80
000025691	794848	SPECIAL LEGAL COUNSEL		210.00
000025691	794849	SPECIAL LEGAL COUNSEL		240.00
	1/5/2018		1	<u>70,132.32</u>
SOUTHERN CALIFORNIA GAS CO				
000025759	05060829008DEC17	WELL 5, DEC 2017		7,265.35
000025843	05200799004JAN18	RES 2 JAN 2018, 12/16 - 01/18		1,780.05
000025843	08520813000JAN18	DISTRICT JAN 2018, 12/18-01/20		248.52
000025843	08940813002JAN18	RES 1 JAN 2018, 12/19 - 01/20		690.50
	1/24/2018		2	<u>9,984.42</u>
TYCO INTEGRATED SECURITY				
000025769	29609403	SERVICE CALL PARTS		107.64
000025769	10416720	QUARTERLY SECURITY SERVICE		6,943.76
	1/11/2018		1	<u>7,051.40</u>

# ACCOUNTS PAID LISTING

FROM 1/1/2018 TO 1/31/2018

Vendor Check Number	Invoice Number	Description	Check Count	Amount
UNITED INTERIORS				
000025801	1038471	FACILITIES IMPROVMENTS		4,330.47
000025847	1034841	FACILITIES IMPROVEMENTS		1,811.28
	1/24/2018		2	6,141.75
VALLEY POWER				
000025803	B24599	PARTS - RESEVOIRS		968.34
	1/17/2018		1	968.34
<b>TOTAL VARIOUS</b>			<b>30</b>	<b>620,289.02</b>
<b>GRAND TOTAL</b>			<b>183</b>	<b>2,311,038.91</b>



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: February 15, 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**

<b>Title</b>	<b>Comments</b>	<b>Status</b>
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: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: February 15, 2018  
SUBJECT: Fiscal Year 2018 Second Quarter Financial Update

### RECOMMENDATION

This item is provided for information only.

### STRATEGIC PLAN

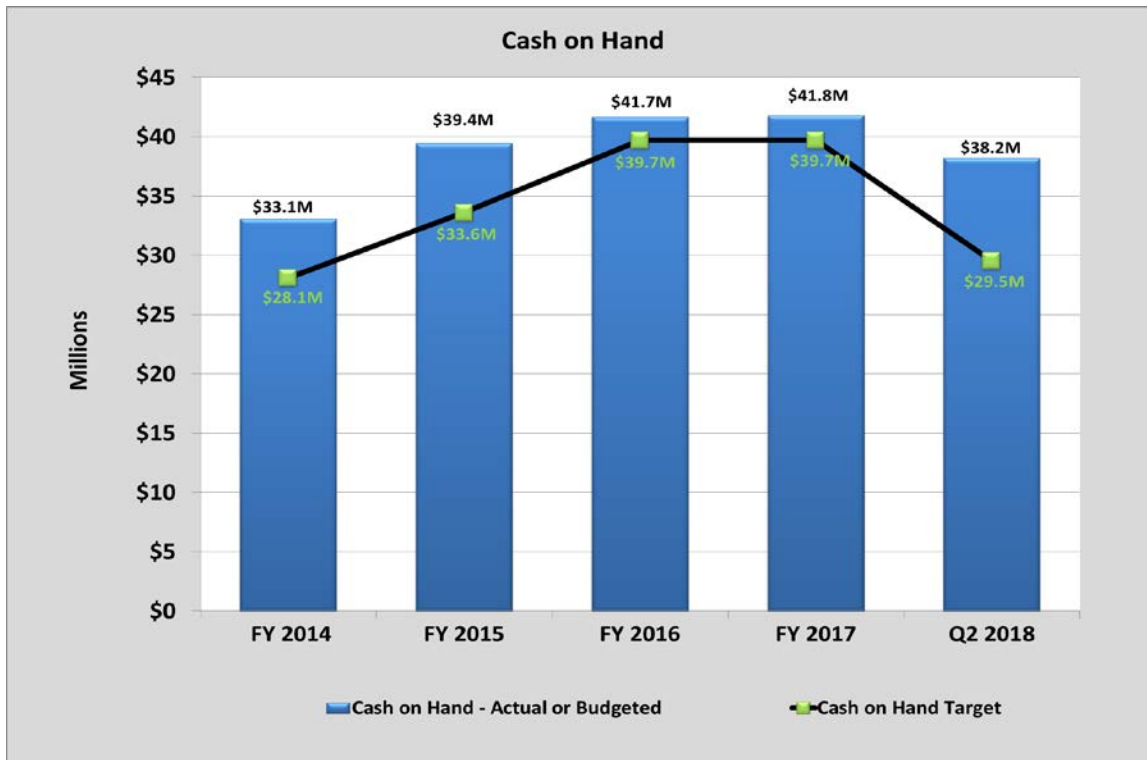
- Goal #1: Provide a safe, abundant, and reliable water supply.
- Goal #2: Practice perpetual infrastructure renewal and improvement.
- Goal #3: Be financially responsible and transparent.

### PRIOR BOARD ACTION/DISCUSSION

At its May 18, 2017 meeting, the Board of Directors (Board) approved the Fiscal Year (FY) 2018 Budget.

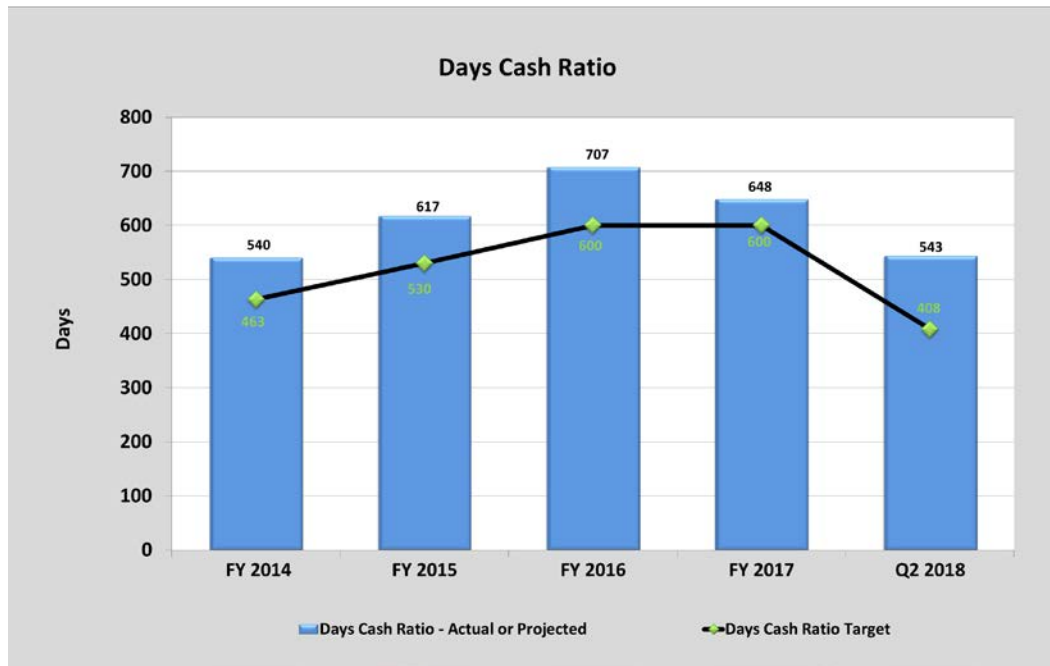
### DISCUSSION

Through the first two quarters of Fiscal Year 2018, Cash on Hand totaled \$38,200,000. As a result, Cash on Hand of \$38,200,000 exceeds the budgeted year-end cash balance of \$29,500,000.





Additionally, 543 Days Cash exceeds the budgeted Days Cash estimate of 408 days at year end by 135 days.



The current Debt Coverage ratio is projected to be 250%, which exceeds both the requirement for the 2017 Revenue Certificates of Participation (COPs) and the Designated Funds Policy. The Debt Coverage ratio goal of the Board is 130% and was established in the Designated Funds Policy.

Water production is up year-to-date 6.1% and corresponds with a similar increase in water revenue through six months of Fiscal Year 2018.

The mix of water production between clear and amber has varied due to the use of in-lieu water (ended January 31, 2018) and the work being completed on various well automation projects. This mix is shown in the table below:

	Acre Feet		
	Budgeted	Actual	Variance
Clear Water	5,376	2,061	3,315
Amber Water	2,030	2,126	(96)
Basin Managed (CPTP) Water	1,100	-	1,100
In-Lieu Water	-	4,887	(4,887)
<b>Total</b>	<b>8,506</b>	<b>9,074</b>	<b>(568)</b>

Clear and amber water costs have a combined favorable variance of \$1,700,000 due to the use of in-lieu water during the first six months of the Fiscal Year.



Operating revenues year-to-date have a favorable balance of \$338,000 or approximately 2%. This is predominantly a result of higher than expected water consumption sales. Additionally, operating expenses through two quarters have a favorable balance of \$295,000 or 2.25%. This is predominately a result of lower than budgeted general and administrative expenses year-to-date. As a result, the operating income through December 31, 2017 has a favorable balance of \$633,000 or 41%.

In addition, non-operating expenses through two quarters have a favorable balance of \$1,464,000 or 93% due to higher than expected investment earnings, a lower than expected interest expense, and the as yet non-negotiated termination of the AAA lease. The interest expense incurred by the District is lower than that budgeted because of the premium Mesa Water was able to get on the 2017 COPs. Capital contributions such as capacity and installation charges and developer charges have an unfavorable balance year-to-date of \$1,056,000 or 88%. There are approximately \$200,000 of capital contributions to be recognized in the third quarter of FY 2018 that will reduce the unfavorable variance.

Overall, the change in Net Position has a favorable balance of \$1,041,000 or 90% through December 31, 2017.

#### ATTACHMENTS

Attachment A: Statement of Revenues, Expenses, and Changes in Net Position for the Six Months Ended 12/31/2017



## Statement of Revenues, Expenses, and Changes in Net Position For the Six Months Ended 12/31/2017

	FY2018 YTD BUDGET	FY2018 YTD ACTUAL	Variance
<b>OPERATING REVENUES:</b>			
Water consumption sales	12,787,734.00	13,841,037.00	1,053,303.00
Monthly meter service charge	3,222,715.00	3,254,715.22	32,000.22
Recycled water sales	581,117.00	422,612.27	(158,504.73)
Concessions from governmental agencies (CPTP)	525,800.00	-	(525,800.00)
Other charges and services	256,008.00	193,202.82	(62,805.18)
<b>TOTAL OPERATING REVENUES</b>	<b>17,373,374.00</b>	<b>17,711,567.31</b>	<b>338,193.31</b>
<b>OPERATING EXPENSES:</b>			
Imported sources of supply	226,428.00	188,264.63	38,163.37
Basin managed water	1,076,900.00	-	1,076,900.00
Clear water cost	2,936,901.00	1,196,256.81	1,740,644.19
Amber water cost	1,572,313.00	1,582,278.25	(9,965.25)
In-Lieu Water	-	2,604,771.00	(2,604,771.00)
Recycled water	540,954.00	398,948.04	142,005.96
Transmission and distribution	2,508,226.00	2,851,627.96	(343,401.96)
General and administrative	4,276,433.00	4,021,025.40	255,407.60
<b>TOTAL OPERATING EXPENSES</b>	<b>13,138,155.00</b>	<b>12,843,172.09</b>	<b>294,982.91</b>
<b>OPERATING INCOME BEFORE DEPRECIATION AND AMORTIZATION</b>	<b>4,235,219.00</b>	<b>4,868,395.22</b>	<b>633,176.22</b>
Depreciation and amortization (estimate)	(2,692,236.00)	(2,692,236.00)	-
<b>OPERATING INCOME (LOSS)</b>	<b>1,542,983.00</b>	<b>2,176,159.22</b>	<b>633,176.22</b>
<b>NONOPERATING REVENUES / (EXPENSES):</b>			
Investment earnings	150,000.00	384,310.37	234,310.37
Interest expense - long term debt	(622,548.00)	(531,342.62)	91,205.38
Loss on sale/disposition of capital assets, net	(6,000.00)	8,752.80	14,752.80
Impairment of capital assets & termination of lease	(1,150,002.00)	-	1,150,002.00
Other non-operating, net	49,998.00	23,581.41	(26,416.59)
<b>NONOPERATING REVENUES / (EXPENSES):</b>	<b>(1,578,552.00)</b>	<b>(114,698.04)</b>	<b>1,463,853.96</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS</b>	<b>(35,569.00)</b>	<b>2,061,461.18</b>	<b>2,097,030.18</b>
<b>CAPITAL CONTRIBUTIONS:</b>			
Capacity and installation charges	607,500.00	(168,080.75)	(775,580.75)
Capital Grant (includes LRP)	300,440.00	307,070.40	6,630.40
Developers and others	287,502.00	-	(287,502.00)
<b>TOTAL CAPITAL CONTRIBUTIONS</b>	<b>1,195,442.00</b>	<b>138,989.65</b>	<b>(1,056,452.35)</b>
<b>CHANGE IN NET POSITION</b>	<b>1,159,873.00</b>	<b>2,200,450.83</b>	<b>1,040,577.83</b>



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Finance Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: February 15, 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

At its January 18, 2018 meeting, the Finance Committee directed staff to draft a letter to the Costa Mesa Sanitary District Board of Directors to be reviewed by an Ad Hoc Committee appointed by President Atkinson and consisting of two members, Directors Dewane and Fidler.

### 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:**

6. REPORT OF THE GENERAL MANAGER:

**REPORTS:**

7. DIRECTORS' REPORTS AND COMMENTS:





*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: February 15, 2018  
SUBJECT: Purchasing Requisition Software

---

### RECOMMENDATION

This item is provided for information only.

### STRATEGIC PLAN

Goal #3: Be financially responsible and transparent  
Goal #6: Provide outstanding customer service

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

#### **Background**

The purchasing process affects all of Mesa Water District (Mesa Water®) staff. The Business Improvement Process Implementation (BIPI) identified the major congestion points within the purchasing workflow. The purchasing request portion of the process was found to be the key area for improvement. Mesa Water currently utilizes a manual 3-part business form for requesting goods and services. The process for making requests is outside of the purchasing system. This results in a process that produces inconsistent outcomes and lacks management control, accountability, efficiency, and reliable effectiveness.

#### **Improving the Purchasing Processes**

Mesa Water staff worked collaboratively to document and improve the purchasing process workflow. Using the improved workflow as a baseline, staff then updated a resolution making recommendations and brought it to the Board for approval. The next step is to secure software that has the capability to capture, organize, and store purchasing requests and manage the entire flow of the process. The software would immediately improve control and accountability of the purchasing process by providing transparency to the procurement process.

The Great Plains Financial System has a request module built into the District's existing system. The first step was to review and test the capabilities of this module to ensure that it meets the requirements of Mesa Water's improved workflow. Unfortunately, the module failed to meet Mesa Water's needs. Staff decided to go through a competitive process to select a software solution that meets the requirements of our improved purchasing process workflow. The goals of this project are:

- Implement a solution that allows for electronic creation, submittal and approval of purchase requisitions and check requests.
- Implement a solution that allows for the electronic creation, submittal and approval of vendor invoices.



- Provide a solution that seamlessly integrates with the District's current accounting software - Great Plains Purchasing, Accounts Payables and Project Accounting Modules.
- Maintain the ability to track and report commitments created by approved purchase orders.
- Provide a browser-based solution that can be used outside of Great Plains by staff and potential vendors.

Sophos Solutions, under Mesa Water's existing support agreement, is assisting staff on this project by:

- Developing detailed request system specifications for the Request for Proposal
- Identifying potential software solutions that integrate with Great Plains
- Developing the system demonstration agenda
- Attending system demonstrations and providing counsel and advice
- Assisting with implementation oversight including system testing and installation
- Assisting with system training and quality control

Staff will present the selection results and a recommendation at the February 26, 2018 Legislative & Public Affairs Committee meeting.

#### FINANCIAL IMPACT

In Fiscal Year 2018, \$100,000 has been budgeted for the Purchasing Requisition Software; no funds have been spent to date.

#### ATTACHMENTS

None.



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: February 15, 2018  
SUBJECT: Human Resource Information System Request for Proposal

---

### RECOMMENDATION

This item is provided for information only.

### STRATEGIC PLAN

Goal #3: Be financially responsible and transparent  
Goal #6: Provide outstanding customer service

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

#### **Background**

Mesa Water District's (Mesa Water®) Board of Directors (Board) approved the Business Improvement Process Implementation (BIPI) project. This initiative will improve current and future business processes and establish a systematic approach and business culture of performance and accountability. The end result will establish staff efficiency and effectiveness while maintaining Mesa Water's commitment to its customer service oriented philosophy.

Mesa Water staff is focused on independent process optimization and streamlining unique work flows. The objective of this focus is refining and streamlining workflows and processes; re-aligning the various software applications; and establishing systems to monitor goals and accountability. There has been significant progress towards streamlining and improving various processes associated with payroll including:

- Fully automated the manual entry of project hours through system integration between the Computerized Maintenance Management System (CMMS) and Great Plains Financial System
- Fully automated the manual entry of department labor costs through system integration between the payroll system and Great Plains Financial System
- Fully automated the process of calculating duty overtime
- Eliminated complex program budget level payroll reporting through Mesa Water's realignment of the chart of accounts

#### **Improving Payroll and Human Resource Processes**

Mesa Water utilizes two separate systems for timekeeping and payroll. The NovaTime Timekeeping System and Sentric Payroll System were installed and implemented in January 2011. The two systems have limited integration capability forcing staff to manually transfer information between the systems. Human Resource (HR) information is acquired and managed through manual forms and stored in a series of spreadsheets and tabs that often have overlapping information. The District has no existing Human Resource Information System (HRIS).



The goal for Mesa Water is to simplify and fully integrate the processes and information between Human Resources and payroll. Mesa Water would like to secure a comprehensive HRIS to assist Mesa Water staff with:

- Timekeeping/Payroll Management
- Recruitment/Onboarding/Off Boarding
- Storing/Accessing Information
- Attendance Records Management
- Performance Management
- Benefits Administration
- Employee Self Service

The purpose of the Request for Proposal (RFP) is to secure independent professional human resource consulting and advisory services to provide evaluation, selection and implementation assistance. Mesa Water has determined "Go Live" dates of October 2018 for the Human Resources related functions and January 2019 for the new timekeeping and payroll related functions. The RFP has four specific tasks that will assist Mesa Water with improving and integrating the payroll and HR functions:

- Baseline/Discovery of Current Payroll and HR Processes
- Develop HRIS System Requirements and RFP Document
- RFP Submittal Evaluation & System Demonstration Support
- HRIS Implementation Oversight

Staff will present the selection results and a recommendation at the March 15, 2018 Finance Committee meeting.

#### FINANCIAL IMPACT

In Fiscal Year 2018, \$90,000 has been budgeted for the Human Resource Information System; no funds have been spent to date. Any additional funding will come from Cash on Hand.

#### ATTACHMENTS

None.



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Finance Committee  
FROM: Marwan Khalifa, CPA, MBA, Chief Financial Officer  
DATE: February 15, 2018  
SUBJECT: Claim of Michael Robinson

---

### RECOMMENDATION

This item is provided for information only.

### STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.  
Goal #6: Provide outstanding customer service.

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

On January 3, 2018, Mesa Water District (Mesa Water®) received a claim from ratepayer Michael Robinson. Mr. Robinson is claiming that, as a result of a water meter not reading correctly, he has been overcharged approximately 60 units of water totaling approximately \$220. The meter is located at 789 West 18<sup>th</sup> Street Apartment #2D, Costa Mesa, CA 92627.

On August 29, 2017, Mesa Water staff arrived at 789 West 18<sup>th</sup> Street to test the meter. After examining the meter and speaking with Mr. Robinson, staff replaced the meter and brought the old meter to the District. Mesa Water's Customer Services Manager requested that the meter be tested by a third party (Data Logger). The results of the test showed the meter was under performing at low flows.

Mr. Robinson is claiming that, compared to his average bill, he was charged approximately 60 additional units of water because of the broken meter. He has placed the value of the additional 60 units of water at \$220.00 and he is requesting to be refunded in that amount.

Staff consulted ACWA/JPIA regarding the claim and was advised that, since the claim was related to a billing issue, the District would handle the claim in house.

Staff also consulted with Legal Counsel, Atkinson, Andelson, Loya, Ruud & Romo. Legal Counsel supported Mesa Water staff's recommendation to deny the claim and recommend that a denial letter should be mailed out as soon as possible. Legal Counsel also advised staff that all records regarding the meter test, the meter replacement and the customer's water usage be retained.

After consultation with ACWA/JPIA and Legal Counsel, Mesa Water staff decided to deny the claim in question within forty-five days of presentation. The claim was denied in writing on January 31, 2018. The claimant now has six months in which to file suit.



### FINANCIAL IMPACT

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

If a suit is filed, Mesa Water could expend funds, the amount of which is unknown at this time.

### ATTACHMENTS

Attachment A: Claim Form

Attachment B: Denial Letter

# Claim Form

(A claim shall be presented by the claimant or by a person acting on his behalf.)

**RECEIVED**  
 JAN 3 2018  
 Accounting

**NAME OF DISTRICT:** Mesa Water District

**1** Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth.  
*Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking medical damages, we **MUST** have both your Social Security Number and your date of birth.*

Name: Michael Robinson Phone Number: (714) 655-9831  
 Address(es): 789 W 18th St. #2D Costa Mesa, CA 92627 Social Security No.:  
 Date of Birth:  
 E-mail: mcrobinson1@gmail.com

**2** List name, address, and phone number of any witnesses.

Name: Lakesha Robinson  
 Address: 789 W 18th St. #2D, Costa Mesa, CA 92627  
 Phone Number: ( )

**3** List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.

Date: 8.29.2017 Time: all day Place: 789 W 18th St. #2D Costa Mesa

Tell What Happened (give complete information): I had noticed large, unexplained spikes in my water bill. I called and asked for test. Kevin Hanson and another district employee tested my meter and showed it was excessively overcharging the water. The meter was replaced. I asked for a refund and was denied the refund. I was told the meter was not over charging even though I saw it, Kevin saw it and the other employee saw it. I texted my wife, Lakesha Robinson during the day when the tests showed the overcharging.

**NOTE: Attach any photographs you may have regarding this claim.**

**4** Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.

I was over charged for 60 units of water based on a broken, overcharging meter. This is a conservative estimate based on the difference between our average use and the overcharge amounts.

**5** Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.

Kevin Hanson, another employee of the district was present that day, Stacie Sheek, Phil Larr;

**6** The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

\$220. over charge (estimated) based on amounts charged over the average amount used based on overcharging meter

Date: 1.2.2018 Time: 5:10 pm Signature: Michael C. Robinson

**ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!**



*Dedicated to  
Satisfying our Community's  
Water Needs*

**BOARD OF DIRECTORS**

**Jim Atkinson**  
*President  
Division IV*

**Fred R. Bockmiller, P.E.**  
*Vice President  
Division I*

**Marice H. DePasquale**  
*Director  
Division III*

**Shawn Dewane**  
*Director  
Division V*

**James R. Fidler**  
*Director  
Division II*

**Paul E. Shoenberger, P.E.**  
*General Manager*

**Phil Lauri, P.E.**  
*Assistant General Manager  
District Treasurer*

**Denise Garcia**  
*District Secretary*

**Atkinson, Andelson,  
Loya, Ruud & Romo**  
*Legal Counsel*

1965 Placentia Avenue  
Costa Mesa, CA 92627  
tel 949.631.1200  
fax 949.574.1036  
info@MesaWater.org  
**MesaWater.org**

January 31, 2018

VIA CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

Mr. Michael Robinson  
789 West 18<sup>th</sup> St. #2D  
Costa Mesa, CA 92627

Re: Claim Filed for Mr. Michael Robinson

Dear Mr. Michael Robinson:

Notice is hereby given that the claim which you presented to Mesa Water District on January 3, 2018 was rejected on January 30, 2018.

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a State Court Action on this claim. See California Government Code §945.6. Your time for filing an action in federal court may be less than this six months.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

In providing this notice, or by any other action it has taken on this claim, Mesa Water District does not intend to relinquish or waive any of its legal claims requirements or any rights or defenses potentially available to Mesa Water District or its officers, directors, employees or agents.

Should you file a lawsuit in this matter, which is determined to be in bad faith and without reasonable cause, please be advised that Mesa Water District will attempt to recover all of its defense costs from you as allowed by California Code of Civil Procedure §128.5 and §1038. If you have any questions about your claim, or this letter, please call the undersigned or our claims administrator at 800.231.5742.

Sincerely,

Denise Garcia  
Administrative Services Manager/District Secretary

c: Claim File



**CLOSED SESSION:**

11. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:  
Pursuant to California Government Code Sections 54956.9 (d) (1) and 54954.5 (c)  
Case: MESA WATER DISTRICT, vs. KDC, INC., dba KDC SYSTEMS, INC., dba  
DYNALECTRIC - Orange County Superior Court Case No. 30-2016-00832860-CU-BC-  
CJC

**CLOSED SESSION:**

12. 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