AGENDA
MESA WATER DISTRICT
EXECUTIVE COMMITTEE MEETING
TUESDAY, OCTOBER 2, 2018 AT 3:30 PM
PANIAN CONFERENCE ROOM

Committee Members: Jim Atkinson, President
Fred R. Bockmiller, P.E., Vice President
Paul E. Shoenberger, P.E., General Manager
Denise Garcia, Administrative Services Manager

PUBLIC COMMENTS

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

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

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. Committee Policy & Resolution Review

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

2. Board Officers

ACTION ITEMS:

3. Proclamation in Memoriam of Wayne A. Clark
4. Independent Special Districts of Orange County Executive Committee Election

REPORTS:

5. Future Agenda Topics and Conference Schedule
7. Directors’ Reports and Comments

INFORMATION ITEMS:

8. Other (no enclosure)
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.

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<table>
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<tr>
<th>Policy Name</th>
<th>Resolution No.</th>
<th>Date Adopted</th>
<th>Revision Schedule</th>
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<td>Reviewed every 10 years after census</td>
<td>11/14/13</td>
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<td>03/27/07</td>
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MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: October 2, 2018
SUBJECT: Board Officers

RECOMMENDATION

This item is provided for discussion only.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

At its January 19, 2013 meeting, the Board of Directors (Board) approved the recommended action to change the term of office for each newly elected officer to a two-year term commencing with the current elected officers with the next election to take place in December 2014 and acknowledge the Board may change offices prior to the completion of a two-year term should the need arise by a majority vote of the Board members.

At its July 14, 2016 meeting, the Board adopted Resolution No. 1479, Protocols of the Board of Directors.

DISCUSSION

As per Board Resolution No. 1479 – Protocols of the Board of Directors, the Board’s consensus is that within 30 days after taking office following each general election, the Directors shall elect one of its members as President of the Board and one of its members as Vice President of the Board. The process of conducting the election of Board officers shall be performed by the District Secretary.

The process has been briefly outlined as follows:

- The Board President turns the meeting over to the District Secretary to conduct the nomination/election process;
- The District Secretary describes the process to be followed;
- Asks for nominations and seconds for the office of President;
- Closes nominations;
- Calls the roll for a vote on the first nominee;
- Announces the result of the vote and, if a majority, announces that the nominee is elected to that office; and
- If the first nominee does not receive a majority, calls for a vote on the second nomination.
- Continues until a nominee has received a majority vote.
The process as described above is for the offices of the President and Vice President. The term of office for each of the newly elected officers of the Board is on every even-numbered year for a two year term and begins as soon as the District Secretary declares the election complete. The newly elected President, or in the absence of the newly elected President the newly elected Vice President, may assume the function of the presiding officer at the conclusion of the election, or may ask the immediate past President to act as presiding officer for the remainder of the Board meeting.

The Board of Directors has not formally adopted a policy of set rotation in regards to Board officers.

**FINANCIAL IMPACT**

None.

**ATTACHMENTS**

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Attachment B: Resolution No. 1479 Adopting Protocols of the Board of the Directors
<table>
<thead>
<tr>
<th>YEAR OF OFFICE</th>
<th>PRESIDENT/DATE OF OATH</th>
<th>VICE-PRESIDENT</th>
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<tbody>
<tr>
<td>2017 – 2018</td>
<td>Ethan Temianka (December 8, 2016)</td>
<td>James F. Atkinson</td>
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<tr>
<td>(2 year term)</td>
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<td>2015 – 2016</td>
<td>Shawn Dewane (December 11, 2014)</td>
<td>Ethan Temianka</td>
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<tr>
<td>(2 year term)</td>
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<td>(2 year term)</td>
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<td>2012</td>
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<td>James R. Fisler</td>
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<td>2009</td>
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<td>Fred R. Bockmiller</td>
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<td>2008</td>
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<td>2007</td>
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<td>President 2</td>
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<td>1994</td>
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<td>Thomas E. Nelson</td>
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<td>1977</td>
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<td>1960</td>
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RESOLUTION NO. 1479

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS ADOPTING PROTOCOLS OF THE BOARD OF DIRECTORS SUPERSEeding RESOLUTION 1457

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

WHEREAS, the Board of Directors desires to adopt specific protocols and procedures of the Board of Directors and to integrate such within the District’s general policies and the requirements of State law and applicable requirements.

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

Section 1. The foregoing recitals are true and correct and are hereby incorporated by this reference.

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

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

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

ADOPTED, SIGNED AND APPROVED this 14th day of July 2016 by a roll call vote.

AYES DIRECTORS: Atkinson, Bockmiller, Fisler, Temianka, Dewane
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS: 

Shawn Dewane
President, Board of Directors

Coleen L. Monteleone
District Secretary
Protocols of the Board of Directors

Adopted: July 14, 2016
# APPENDIX A

**RESOLUTION NO. 1479**

**RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS**

**ADOPTING PROTOCOLS OF THE BOARD OF DIRECTORS**

**SUPERCEDING RESOLUTION 1457**

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I. GENERAL MATTERS:

a) Adoption, Application, and Purpose. This policy, Protocols of the Board of Directors (Policy), is adopted by the Mesa Water District (Mesa Water®) Board of Directors (Board) and is applicable only to Mesa Water®. The content of this Policy is generally declarative of existing procedures and is intended to be integrated as part of Mesa Water's policies and directives. The purpose of this Policy is to allow the Board to conduct certain activities in an efficient and organized manner, and in accordance with applicable California Law.

The Board hereby reserves the right to formally amend this Policy in the future as may be determined to be necessary or appropriate due to conditions, circumstances, future legislative changes, judicial interpretations or laws, and regulations which may affect this Policy.

It should be understood that all of the provisions of this Policy are subject to determination(s) by the Board, on a case-by-case basis, and without setting or establishing any precedent, to make exceptions to this Policy where it may be determined by the Board to be necessary and desirable. Such action(s) shall occur at the direction or pleasure of the Board based upon such circumstances and factors as the Board shall determine to be appropriate.

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

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


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

**Elections Code** – shall mean the California Elections Code.

**Fiscal Year** – shall mean the fiscal year beginning July 1

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

**Government Code** – shall mean the California Government Code.

**Immediate Past President** – shall mean the person who served the prior term as President of the Board as elected pursuant to Water Code Section 30520.

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

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

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

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

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

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

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

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

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

Water Code – shall mean the California Water Code.
II. ACTIONS OF THE BOARD:

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

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

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

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

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

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

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

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

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

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

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III. Election of Board Officers:

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

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

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

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

Should the need arise, the Board at any time, with a majority vote, may agendize and reconsider the selection or term of the Board officers.

d) Duties. The President shall serve as the official Mesa Water® Board representative and he/she shall also have the authority to delegate such

Resolution No. 1479: Appendix A

Adopted: July 14, 2016
responsibility. In the absence of the President, the Vice President will act in the official capacity of the President. The Immediate Past President will assume the role in the absence of the Vice President.

**********
IV. COMMITTEE APPOINTMENTS:

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

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

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

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

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

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

f) Order of Business. The following shall be the general order of business for Standing Committees:
1. Consent Calendar (Items to be taken as one item unless a Board member, staff, or a member of the public requests a separate action)
   - Standing Items
2. Presentation & Discussion Items
3. Action Items
4. Reports
5. Information Items

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

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

h) Posting Agendas. Pursuant to the requirements of Government Code Section 54954.2, the District Secretary shall post, or cause to be posted, agendas for all Standing Committee meetings of the Board at Mesa Water’s business office located at 1965 Placentia Avenue, Costa Mesa, California.

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

**********
V. LIAISON APPOINTMENTS:

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

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

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

**********
VI. **ELECTION POLICY:**

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

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

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

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

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

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

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

**********
VII. REQUESTS FOR INFORMATION AND ASSIGNMENTS TO STAFF:

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

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

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

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

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

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

**********
VIII. POLICY AND PLANNING DOCUMENTS:

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

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

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

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

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


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

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

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

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

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

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

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

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

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

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

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

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

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

*******

Resolution No. 1479: Appendix A

Adopted: July 14 2016
X. **STANDARDS OF CONDUCT:**

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

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

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

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

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

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

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

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

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

**********
ATTACHMENT 1

RESOLUTION NO. XXXX

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

References

Resolution, Requiring Consolidation of Elections of Governing Members with the Statewide General Election

Resolution, Discontinuing Director Participation in Mesa Water's Retirement Plan

Resolution, Delegation of Authority

Resolution, Rules and Regulations for Water Service

Resolution, Regarding Medical, Dental, and Vision Insurance for Members of the Board of Directors

Resolution, Employee Rules and Regulations

Resolution, Revising the Records Retention Policy

Resolution, Revising Financial Policies and Guidelines for Establishing Rates

Resolution, Delegating Authority Relative to Investment or Reinvestment of Funds, and Providing for a Revised Statement of Investment Policy

Resolution, Miscellaneous Fees and Charges

Resolution, Amending its Conflict of Interest Code

Resolution, Urban Water Management Plan

Ordinance, Director Compensation and Expense Reimbursement

Resolution No. 1479: Attachment 1
Adopted: July 14, 2016
RECOMMENDATION

Recommend that the Board of Directors approve a proclamation honoring the life and memory of Wayne A. Clark.

STRATEGIC PLAN

Goal #7: Actively participate in regional water issues.

DISCUSSION

Wayne A. Clark was an active leader in the water industry for 37 years, first serving as a member of the Irvine Ranch Water District Board of Directors from 1977 until 1981.

In 1979, Mr. Clark was elected to the Municipal Water District of Orange County (MWDOC) Board of Directors, where he served the constituents of Newport Beach, portions of Irvine, Lake Forest and Laguna Woods until 2014.

As a Director for MWDOC and in partnership with the Orange County Water District, he formed the National Water Resources Institute to develop new sources of water through cooperative research and technology while protecting the environment.

Mr. Clark was involved with the Association of California Water Agencies and served as an Elected Alternate to the National Water Resources Association Board of Directors. He was also the Founder and former Executive Director of the Urban Water Institute, a non-profit corporation devoted to providing information on the economics and management of water resources.

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

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: Draft Proclamation
In Memoriam of Wayne A. Clark

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

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

Whereas, in 1979, Mr. Clark was elected to the Municipal Water District of Orange County (MWDOC) Board of Directors, where he served the constituents of Newport Beach, portions of Irvine, Lake Forest and Laguna Woods until 2014; and

Whereas, Mr. Clark, as a Director for MWDOC and in a partnership with the Orange County Water District, formed the National Water Resources Institute to develop new sources of water through cooperative research and technology while protecting the environment; and

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

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

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

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

Jim Atkinson, President

Fred R. Bockmiller, P.E., Vice President

Shawn Dewane, Director

October 11, 2018

Marice H. DePasquale, Director

James R. Fisler, Director
TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: October 2, 2018
SUBJECT: Independent Special Districts of Orange County Executive Committee Election

RECOMMENDATION

Recommend a slate of candidates for the Independent Special District of Orange County Executive Committee election and authorize President Jim Atkinson to be the District’s voting delegate.

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 September 13, 2018 meeting, the Board of Directors (Board) received a discussion item in order to discuss the possible nomination of a candidate from Mesa Water District (Mesa Water®) for the Independent Special Districts of Orange County Executive Committee; no candidate was put forth.

DISCUSSION

The Independent Special Districts of Orange County (ISDOC) will elect the members of their Executive Committee by mail ballot during the month of October; new officers will be announced at ISDOC’s quarterly meeting on October 25, 2018. The elected Executive Committee members will serve a two-year term that begins January 1, 2019 and ends December 31, 2020. Meetings of ISDOC’s Executive Committee occur on the first Tuesday of every month at 7:30 a.m. at the offices of the Municipal Water District of Orange County (MWDOC) in Fountain Valley, CA.

In order to have been considered, a candidate must be an elected or appointed official of a regular member district and be endorsed by his/her district in the form of a Board resolution. The nomination period for Executive Committee officer positions closed on September 18, 2018. All candidates nominated by their respective Boards were placed on the ballot for the full membership to vote.

Each regular member District in good standing shall be entitled to one vote per position. In accordance with current bylaws, the votes must be cast (signed) by the District’s presiding officer or an alternate selected by the District’s Board. The ballots were sent out – via U.S mail and email - on September 21, 2018 with a deadline to be returned no later than 5 p.m. on October 23, 2018.
The responsibilities of each Executive Committee position are as follows:

**President** – The President is the chief executive officer of ISDOC. He or she presides at all meetings of the Board of Directors and the Executive Committee, appoints all committees, and represents ISDOC as its official spokesperson.

**First Vice President** – The First Vice President chairs the Program Committee. Duties include planning the Quarterly Luncheon program, inviting and coordinating with the invited speaker, and in the absence of the President, shall perform all duties of the President.

**Second Vice President** – The Second Vice President chairs the Membership Committee. Duties include maintaining a list of current regular and associate members, follow up with any outstanding membership dues as needed, and in the absence of the President and First Vice President, shall perform all duties of the President.

**Third Vice President** – The Third Vice President chairs the Legislative Committee. Duties include providing a legislative update, making legislative position recommendations to the Executive Committee, and in the absence of the President, First Vice President, and Second Vice President, shall perform all duties of the President.

**Secretary** – The Secretary is responsible for all correspondence and the dissemination of information to members. Duties include preparing and distributing agendas and minutes for the Executive Committee meetings, and editing and publishing the quarterly newsletter. All official correspondence to the members will be approved in advance by the President or President’s designee.

**Treasurer** – The Treasurer maintains the complete financial records and bank accounts in the name of the Organization, and pays all bills duly approved by the Executive Committee, with a report to be presented to the membership at the Organizations next membership meeting.

The current Executive Committee members are as follows:

**President** – James Fisler, Mesa Water District  
**1st Vice President** – Saundra Jacobs, Santa Margarita Water District  
**2nd Vice President** – Mark Monin, El Toro Water District  
**3rd Vice President** – Mary Aileen Matheis, Irvine Ranch Water District  
**Secretary** – Doug Davert, East Orange County Water District  
**Treasurer** – Joan C. Finnegan, Municipal Water District of Orange County  
**Immediate Past President** – Hon. Mike Scheafer, Costa Mesa Sanitary District

The ISDOC bylaws indicate that, “at the end of the nomination period if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected”. This is the case for the Second Vice President, Third Vice President and Treasurer positions; therefore, they are not on the ballot. Arlene Schafer from Costa Mesa Sanitary District, Mary Aileen Matheis from Irvine Ranch Water District and Joan Finnegan from Municipal Water District of Orange County, respectfully, have been selected to these seats. As there were no nominations for the Secretary position, the ISDOC Executive Committee will either fill the vacancy by appointment or call for a special election within the first sixty days of 2019.
Following are the list of ballot candidates and the respective seats they are pursuing:

**President**
Saundra Jacobs, Santa Margarita Water District  
Michael Posey, Orange County Mosquito & Vector Control District

**First Vice President**
Lucille Kring, Orange County Mosquito & Vector Control District  
Mark Monin, El Toro Water District

Staff was directed to bring this item to the Executive Committee for guidance on the slate of candidates.

**FINANCIAL IMPACT**

None; the annual membership dues to ISDOC are estimated at $50.

**ATTACHMENTS**

Attachment A: ISDOC Election Correspondence  
Attachment B: Candidate Correspondence
September 21, 2018

RE: Election of Independent Special Districts of Orange County (ISDOC) Officers

Dear Member Districts,

The nomination period for Executive Committee officer positions closed on September 18th, 2018. At this time, ISDOC is conducting a vote of Regular Special District Members for the election of officers. This letter serves as official notice of the election.

The names of nominated candidates are printed on the ballot. Please vote for one candidate per seat.

The Executive Committee meets at 7:30 am on the first Tuesday of the month. Meetings are open to the public. Duties of Executive Committee members are contained in the ISDOC bylaws, which may be found at the ISDOC website - http://www.mwdoc.com/ISDOC.

Each Regular Member District in good standing shall be entitled to one vote. In accordance with current bylaws, the vote must be cast (signed) by the district’s presiding officer or an alternate selected by the district board.

You may submit your ballot via mail or email to Heather Baez: P.O. Box 20895, Fountain Valley, CA 92728 (mail) or hbaez@mwdoc.com (email). Ballots must be received by 5:00 p.m. on Tuesday, October 23, 2018 in order to be counted. Even if positions are uncontested, it is important to submit a ballot since a quorum of voting members is required for the election of officers.

The names of officers elected will be announced at the October 25th quarterly meeting.

If you have any questions or wish to discuss the election process further, please contact Heather Baez (MWDOC) at hbaez@mwdoc.com or (714) 593-5012.

Sincerely,

James R. Fisler, President
Independent Special Districts of Orange County

Enclosed: Ballot for ISDOC Election of Officers
Candidates’ Statements
INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
ELECTION OF OFFICERS

The ISDOC Executive Committee consists of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Immediate Past President. Officers are elected in October of even numbered years for two year terms. Please vote for one candidate per seat.

The ISDOC bylaws indicate, “At the end of the nominating period if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected.” This is the case for the Second Vice President, Third Vice President and Treasurer positions, therefore they are not on the ballot. Arlene Schafer from Costa Mesa Sanitary District, Mary Aileen Matheis from Irvine Ranch Water District and Joan Finnegan from Municipal Water District of Orange County, respectively, have been selected to these seats. As there were no nominations for the Secretary position, the ISDOC Executive Committee will either fill the vacancy by appointment or call for a special election within the first sixty days of 2019.

**Cast your Vote:** Please cast your vote for the remaining seats by placing an “X” on the line next to the individual for which you wish to vote in each position. If you are writing in a candidate, please include their district affiliation and position. **THE SIGNATURE PAGE IS ON THE REVERSE SIDE OF THE BALLOT. IT MUST BE SIGNED BY YOUR VOTING REPRESENTATIVE IN ORDER TO BE COUNTED.**

**President**

[ ] Saundra Jacobs, Vice President
Santa Margarita Water District

[ ] Michael Posey, Trustee
Orange County Mosquito & Vector Control District

**First Vice President (Programs)**

[ ] Lucille Kring, President
Orange County Mosquito & Vector Control District

[ ] Mark Monin, Director
El Toro Water District

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**DISTRICT NAME**

**SIGNATURE OF VOTING REPRESENTATIVE**

Ballots must be received no later than 5 p.m. October 23, 2018.
You may return your ballot by mail or email to:

Heather Baez
P.O. Box 20895
Fountain Valley, CA 92728
Attention: ISDOC Executive Committee Election
OR Email: hbaez@mwdoc.com
August 22, 2018

Board of Directors
Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627

Re: Santa Margarita Water District Resolution in Support of Director Saundra F. Jacobs Nomination for President of the Independent Special Districts of Orange County

Dear President and Members of the Board:

I am delighted to announce my candidacy for President of the Independent Special Districts of Orange County (“ISDOC”). I am writing today to ask for your districts’ support.

I have a deep and abiding commitment to the twenty-six Special Districts that competently and ably provide critical public services in our county. It has been my privilege to serve in ISDOC leadership during my 12 consecutive years on the ISDOC Board. I am currently the First Vice President and serve on the Executive Committee.

My passion for public service and the work of special districts comes from my 22 years on the Santa Margarita Water District (“SMWD”) Board of Directors. While I have extensive experience in the water sector I also have a keen interest and awareness of the needs and requirements for success of all special districts—from library and vector control to water, sewer, and other community services. I hope that I have adequately demonstrated my willingness to provide leadership in organization, advocacy, and communication to benefit and nurture special districts of every stripe.

ISDOC is an important association of agencies providing important services associated with LAFCO and CSDA. We need the continued leadership of all individuals who have a demonstrated commitment to serving the public, a strong sense of responsibility for the protection of the value that special districts provide, and a vision to plan for the future of the organization here in Orange County. It would be my honor to serve you and our organization as President and I humbly ask for your vote and support. If you or your colleagues have questions about my candidacy I hope you will contact me at 949/702-1145 or at saundraj@smwd.com.

Sincerely,

Saundra F. Jacobs
SMWD Board Member
First VP, ISDOC
Date: September 17, 2018

Independent Special Districts of Orange County
18700 Ward St.
Fountain Valley, CA 92708

Dear Selection Committee

I am writing to you today to express my keen interest in serving as President of ISDOC. I was nominated to apply and voted unanimously by my peers at Orange County Mosquito and Vector Control where I serve on the Board of Trustees as well serve as the Chair for the Budget and Finance Committee.

Until year-end, I also serve as Mayor for the City of Huntington Beach voted in unanimously by my City Council colleagues in December 2017 for a one-year term. First elected to the City Council in 2014 I am finishing my first term and running for re-election for a second term. Prior to my election to City Council, I served as a Planning Commissioner.

Other County-wide service includes Commissioner for Orange County Parks, I was nominated to serve by Orange County Supervisor, Michelle Steel with my nomination confirmed unanimously by the entire Board. I also serve as Chair of the West Orange County Water District and an alternate on Sanitation District.

Committees served at the City of Huntington Beach include Chair of Economic Development Committee, Chair of Intergovernmental Relations, Personnel Committee, Special events and many others.

Non-Governmental service with the Association of California Cities include, Co-Chair of the Jobs and Economic Development Committee and member of the Legislative Affairs Committee. I also serve on the Governmental Affairs Committee for the Huntington Beach Chamber of Commerce.

Lastly, I am on the Board of SCAG, OCCOG and serve as the alternate voting member of the RHNA Committee for SCAG.

I respectfully ask that nomination be considered: I have the demonstrated leadership, organizational and relationship building skills to well serve ISDOC and its members.

Sincerely,

Michael Posey
September 4, 2018

Mesa Water District
Attention: Jim Atkinson
1965 Placentia Avenue
Costa Mesa, CA 92627

Re: Mark Monin for ISDOC 1st Vice President

Dear Mr. Atkinson,

I would be honored to serve as 1st Vice President for the Independent Special Districts of Orange County and would love to speak with your District. I am a Director on the El Toro Water District Board and Vice Chairman / Commissioner of the Orange County Airport Land Use Commission. I was also a PCF Fire Fighter with the Orange County Fire Authority. I have proven to be a fiscally responsible individual with a “think out of the box mentality” and I look forward to working with the other ISDOC Board members to achieve greatness. I love Orange County and want to work hard here and in Sacramento to help Special Districts progress into the future. Since first becoming involved with ISDOC I have been attending the Executive Committee meetings on a regular basis which is important because I know the issues that have affected ISDOC in the past and what is important to propel this fine organization in the future.

My qualifications for this position include:

> EXPERIENCED LEADER
> COMMITTED TO SPECIAL DISTRICTS
> FISCALLY RESPONSIBLE
> DEDICATED

As you know ISDOC is a membership association that was formed more than 30 years ago to serve the needs of Orange County’s independent special districts. I want to build on that fine tradition, work hard with others to achieve a higher degree of member satisfaction and make ISDOC even stronger. I feel we can do more with the membership, continue to provide valuable information and presentations on issues that affect your district which can help you with important discussions in the future.

I am very active in Orange County and my community. Please see the accompanying resume outlining my experience and education. I would love to hear your thoughts on how we can make ISDOC even better and please contact me with your input, ideas or questions on my experience or platform. I can be reached at (949) 939-8612 or markmonin@msn.com.

Sincerely,

EL TORO WATER DISTRICT

Mark Monin, Director
September 17, 2018

My name is Lucille Kring, council woman in Anaheim for 14 years.

I am running for 1st Vice President of ISDOC. This organization is needed to serve the community of Orange County. It does a great job and needs to be protected.

I have served on the Orange County Sanitation District board for over 4 years.

I served on the Transportation Corridor Agencies board for over 8 years.

I am currently the president of the Orange County Mosquito and Vector Control board and have served for over 11 years, twice as President.

I believe my background on these boards and council has prepared me to be a part of ISDOC.

Thank you for your consideration,

Lucille Kring
MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: October 2, 2018  
SUBJECT: Future Agenda Topics and Conference Schedule

RECOMMENDATION

Review future agenda topics and conference schedule.

STRATEGIC PLAN

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

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Staff will provide an updated future agenda topics and conference schedule at the Executive Committee meeting.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.
REPORTS:

6. REPORT OF THE GENERAL MANAGER:
REPORTS:

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