



*Dedicated to
Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
EXECUTIVE COMMITTEE MEETING
Wednesday, May 3, 2023 at 12:00 p.m.
Panian Conference Room**

Committee Members: Shawn Dewane, President
Marice H. DePasquale, Vice President
Paul E. Shoenberger, P.E., General Manager
Denise Garcia, Chief Administrative Officer

PUBLIC COMMENTS

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

Items on the Agenda: Members of the public shall be permitted to comment on agenda items before action is taken, or after the Executive Committee has discussed the item. Each speaker shall be limited to three minutes. The Executive Committee will set aside 60 minutes for public comments for items appearing on the posted agenda.

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.

None

ACTION ITEMS:

2. Association of California Water Agencies' Voting Delegate

REPORTS:

3. Future Agenda Topics
4. Report of the General Manager
5. Directors' Reports and Comments



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**. 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



COMMITTEE POLICY & RESOLUTION REVIEW

EXECUTIVE COMMITTEE

Policy Assignments for 2023

Policy Name	Resolution No.	Date Adopted	Revision Schedule	Last Reviewed
Board Meeting Procedures	1570	11/09/22	Review and update as needed	11/09/22
Compensation and Expense Reimbursement	Ordinance No. 35	03/22/23	Review and update as needed	03/22/23
Conflict of Interest Code	1571	11/15/22	Biennial review and as needed to reflect changes in law and current staff positions	11/15/22
Delegation of Authority to General Manager	1507	01/18/18	Review and update as needed	01/18/18
Division Boundaries Revisions	1557	12/08/21	Reviewed every 10 years after census	12/08/21
Health Insurance Benefits for Directors	1342	03/27/07	Review and update as needed	03/27/07
Policy for Public Records	1521	03/14/19	Review and update as needed	03/14/19
Protocols of the Board	1479	07/14/16	Review and update as needed	07/14/16
Records Retention Policy	1515	09/13/18	Review and update as needed	09/13/18
Retirement Events	1400	08/24/10	Review and update as needed	08/24/10
Rules and Regulations for Employees	1473	05/19/16	Review and update as needed	05/19/16



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MEMORANDUM

TO: Executive Committee
FROM: Denise Garcia, Chief Administrative Officer
DATE: May 3, 2023
SUBJECT: Association of California Water Agencies' Voting Delegate

RECOMMENDATION

Recommend that the Board of Directors authorize President Shawn Dewane to be the voting delegate for the Association of California Water Agencies' election of Board President and Vice President for the 2024 - 2025 term.

STRATEGIC PLAN

- Goal #1: Provide an abundant, local, reliable and safe water supply.
- Goal #2: Perpetually renew and improve our infrastructure.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase favorable opinion of Mesa Water.
- Goal #5: Attract, develop and retain skilled employees.
- Goal #6: Provide excellent customer service.
- Goal #7: Actively participate in regional and statewide water issues.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

The Association of California Water Agencies (ACWA) has launched two separate but concurrent election processes for the 2024 - 2025 term; the Board Officers' election for President and Vice President and the Region Board elections. The elected officers will take office on January 1, 2024.

Election Process Change

Starting this year, ACWA has initiated new processes for ACWA members to elect the President and Vice President. Below are some of the major changes:

- An 11-member Election Committee has been appointed to facilitate the election of the President and Vice President. The committee will confirm that candidates' eligibility criteria has been met and endorse preferred candidates. The 11-member committee includes one representative appointed by the current ACWA President and 10 region representatives appointed by each of the region boards.
- Each member agency may cast one vote and must designate their one voting representative by June 16. If an agency does not designate a representative to vote by the deadline, the agency's General Manager will be the authorized voter by default.
- The Election Committee will present an open ballot on July 17 that lists all qualified candidates, including the committee's preferred candidates. All candidates will also be listed on the ACWA website and invited to participate in a town hall style webinar in which members can ask the candidates questions.



- Candidates may contact General Managers and Board Presidents to solicit their respective member agency's support.
- Members of ACWA will elect the President and Vice President by voting electronically July 17 – September 15. **There will be no voting during ACWA's fall conference.**
- Ballots will be emailed by a third-party vendor called Simply Voting. This web-based online voting system provides quick and verified results while keeping individual votes confidential. There will be an opportunity for agencies to opt-out of electronic voting.
- In the event that one candidate does not receive a majority of votes for President or Vice President, a run-off election will be held and a new ballot will be sent out on September 26 with the two candidates that received the highest amount of votes. The deadline for members to return the ballots will be November 10.

President and Vice President Election

ACWA issued an official Call for President and Vice President Candidates on April 17 and candidates will have until June 16 to submit necessary documents to be eligible. June 16 is also the deadline for each member agency to designate its voting representative, which is an important step to ensure the correct person has access to the ballot. Each member agency must submit an Authorized Voting Representative Form (Attachment B) by June 16.

Region Board Elections

ACWA's membership is organized into 10 regions, each of which has a Board. Each region has formed a Nominating Committee to pursue qualified member candidates to run for the region boards. ACWA issued an official Call for Region Board Candidates on April 17 and candidates will have until June 16 to submit necessary documents to be eligible.

ACWA will distribute an official electronic ballot identifying the recommended slates and any additional qualified candidates for consideration to each member agency on July 17. Member agencies will vote only for the candidates for their Region Board. *Agencies do not need to designate an official voting representative for the region elections.*

Important Dates

- Deadline to receive Authorized Voting Representative Form: **Friday, June 16**
- Deadline to receive candidate nominations: **Friday, June 16**
- Tentative date for candidate interviews: **Friday, June 23**
- Election Begins: **Monday, July 17**
- Election Ends: **Friday, September 15**

FINANCIAL IMPACT

In Fiscal Year 2023, \$26,000 is budgeted for the ACWA membership in the District Memberships account.



ATTACHMENTS

Attachment A: ACWA Correspondence

Attachment B: ACWA Elections Authorized Voting Representative Form

ACWA Kicks off Election Process for 2024-'25 President, Vice President, Region Boards

ACWA has launched two separate but concurrent election processes for the 2024-'25 term: the board officers' election for President and Vice President and the region board elections. As a result of bylaw changes approved by the membership in 2022, the way in which ACWA members elect the President and Vice President has changed. In addition, some of the region election deadlines have changed.

Below is a summary of highlights and key dates in both election processes. More details are available online at www.acwa.com/elections.

President and Vice President Election

An Election Committee has been appointed to facilitate the election of the President and Vice President, including confirming that candidates' eligibility criteria have been met and endorsing preferred candidates. The 11-member committee includes one representative appointed by the current ACWA President and 10 region representatives appointed by each of the region boards.

ACWA will issue an official Call for President and Vice President Candidates on April 17 and candidates will have until June 16 to submit necessary documents to be eligible. June 16 is also the deadline for each member agency to designate its voting representative, which is an important step to ensure the correct person has access to the ballot. To designate your agency's voter, submit an Authorized Representative and Information Form by June 16. The form will be available at www.acwa.com/elections.

The biggest change to the election process is that voting will no longer take place during conference. Instead, voting will take place electronically July 17 - Sept. 15 and ballots will include all qualified candidates, in addition to the committee's preferred candidates. All candidates will also be listed on the ACWA website and invited to participate in a town hall style webinar in which members can ask the candidates questions.

Voting members will need to submit their ballots by Sept. 15. The winners of the election will be announced by the end of September.

Region Board Elections

ACWA's membership is organized into 10 regions, each of which has a Board. Each region has formed a Nominating Committee to pursue qualified member candidates to run for the region boards.

ACWA will issue an official Call for Region Board Candidates on April 17 and candidates will have until June 16 to submit necessary documents to be eligible.

ACWA will distribute an official electronic ballot identifying the recommended slates and any additional qualified candidates for consideration to each member agency on July 17. Member agencies will vote only for the candidates for their Region Board. Agencies do not need to designate an official voting representative for the region elections.

Questions

To learn more about both election processes, including key dates, visit acwa.com/elections.

2023 ACWA ELECTIONS

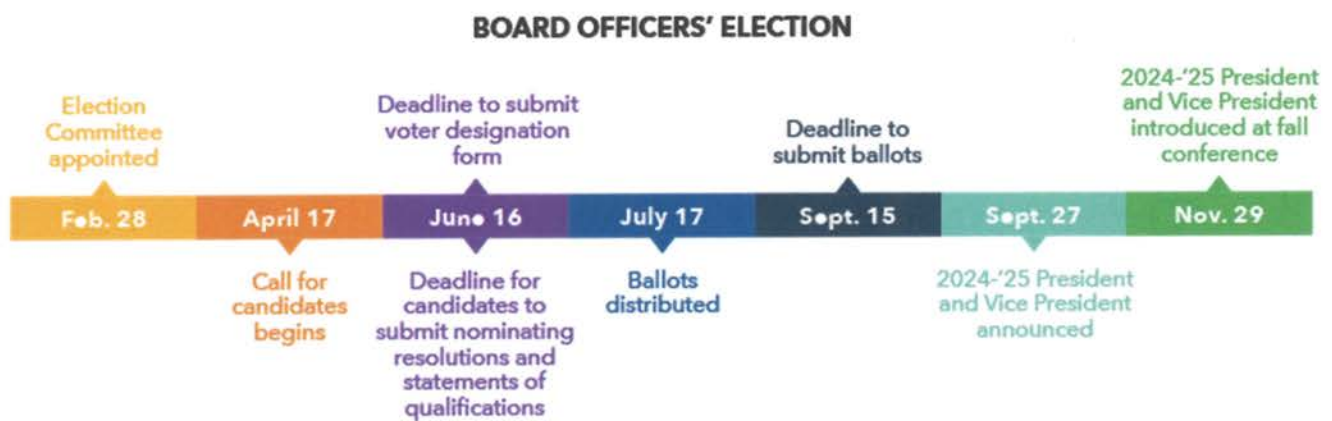
ACWA has launched two separate but concurrent election processes for the 2024-'25 term: the board officers' election for President and Vice President and the region board elections. Starting this year, as a result of bylaw changes approved by the membership in 2022, ACWA has initiated new processes for ACWA members to elect the President and Vice President. In addition, some of the region election deadlines have changed.



2023 BOARD OFFICERS' ELECTION

ACWA's Board officers' election is currently underway and there are multiple changes to the election process this year, including the way ACWA members elect the President and Vice President.

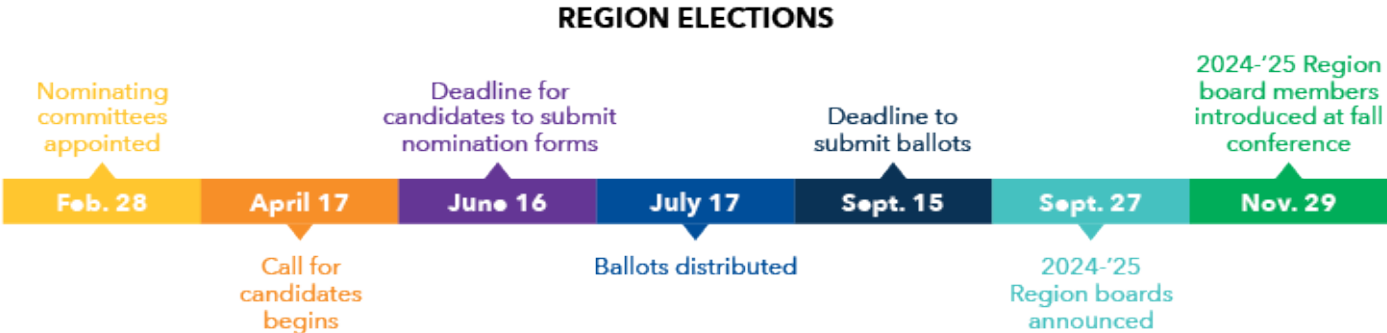
Key Election Dates:



2023 REGION ELECTIONS

ACWA’s membership is organized into [10 regions](#), each of which has a Board of Directors comprised of five to seven members who serve two-year terms. ACWA’s region elections are currently underway and will determine the boards of each region, including the region Chair, Vice Chair and three to five board members.

Key Election Dates:



ACWA has launched two separate but concurrent election processes for the 2024-'25 term: the board officers' election for President and Vice President and the region board elections. **In order to vote for the board officers, each member agency must designate one voting representative by June 16.** To designate your agency's one voter, submit this Authorized Voting Representative Form by the June deadline. If you do not designate a representative to vote by the deadline, your agency's General Manager will be the authorized voter by default. Authorized voters will receive an electronic ballot on July 17. For more information about ACWA's elections, visit www.acwa.com/elections.

The person designated below will cast our agency's vote for the election of ACWA's President and Vice President for the 2024-'25 term in the upcoming election.

Member Agency's Name		Agency's Phone No.
Authorized Voting Representative's Name	Authorized Voting Representative's Email	Authorized Voting Representative's Phone No.

Our member agency would like to cast a paper ballot by U.S. mail instead of voting electronically.
Please provide the mailing address below only if you are voting by mail.

Mailing Address	City, State and Zip
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Print Name of Member Agency's Authorized Signatory

X

Authorized Signatory Signature

Date

SUBMIT YOUR FORM

To: Donna Pangborn, Senior Clerk of the Board
Email: donnap@acwa.com
Mail: 980 9th Street, Suite 1000, Sacramento, CA 95814

**SUBMISSION DEADLINE
JUNE 16, 2023**



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MEMORANDUM

TO: Executive Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: May 3, 2023
SUBJECT: Future Agenda Topics

RECOMMENDATION

Review future agenda topics.

STRATEGIC PLAN

- Goal #1: Provide an abundant, local, reliable and safe water supply.
- Goal #2: Perpetually renew and improve our infrastructure.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase favorable opinion of Mesa Water.
- Goal #5: Attract, develop and retain skilled employees.
- Goal #6: Provide excellent customer service.
- Goal #7: Actively participate in regional and statewide water issues.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Staff will provide a list of future agenda topics at the Executive Committee meeting.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.

REPORTS:

4. REPORT OF THE GENERAL MANAGER

REPORTS:

5. DIRECTORS' REPORTS AND COMMENTS